



SOILS4AFRICA

SURVEY DATA MANAGEMENT TOOL (SDMT) USER MANUAL

V3.0

IITA DATA MANAGEMENT UNIT

Last Revised on September 15, 2023



TABLE OF CONTENTS

LIST OF ABBREVIATIONS	4
LIST OF CONTRIBUTORS	5
INTRODUCTION	6
System Overview	6
User Access, Roles and Privileges	6
Recommended Devices	6
Supported Browsers	6
GETTING STARTED	7
How to access the system	7
Sign Up	7
Sign In	7
Password Reset	8
USERS MANAGEMENT	12
Adding a new user	12
View all Regional Hub Coordinators	14
View all Country Supervisors	14
View all Survey Observers	14
View Regional Hub Coordinators in a specific region	15
Add an existing user as a Regional Hub Coordinator	16
View Country Supervisors in a specific country	17
Add an existing user as a Country Supervisor	18
Revoke a user role	19
SURVEYORS MANAGEMENT	22
New Surveyor Application	22
View Surveyors Applications	25
View Surveyor Application Details	25
Approve a Surveyor Application	26
Decline/Reject a Surveyor Application	27
View Country Surveyors	28
View Surveyor Account/Profile	28
View Region Surveyors Summary	29
View System Surveyors Summary	29



SAMPLING UNITS MANAGEMENT	30
View Sampling Units	30
Download Sampling Units	31
Primary Sampling Unit Validation	31
View Region PSU Validation Summary	39
View System PSU Validation Summary	39
JOBS MANAGEMENT	41
Country Jobs Overview	41
Creating a Job	41
Manage/view Job Details	42
View Job PSUs	43
Add PSUs to a Job	43
Close Job PSU (Sampling Completed)	45
Deleting PSUs from a Job	46
Assigning Job to a Surveyor	47
Close a Job	48
Delete a Job	49
View Region Jobs Summary	49
View System Jobs Summary	50
SOIL SAMPLING ODK SUBMISSIONS	51
View & Download Country Submissions	51
View & Download Job Submissions	51
View Specific Submission Details	52
Quality control	55
View Country Submissions Summary	62
View Region Submissions Summary	62
View System Submissions Summary	63
REFERENCE SITES MANAGEMENT	64
View & Download Country Reference Sites	64
Add Reference Site to Country	65
Delete a Reference Site	67
View Region Reference Sites Summary	68
View System reference Summary	68



SURVEYORS' DASHBOARD & PORTAL.....	70
How to access the system	70
Dashboard Overview	70
Profile Management.....	70



LIST OF ABBREVIATIONS

SDMT – Survey Data Management Tool

IITA – International Institute of Tropical Agriculture

CCO – Central Coordination Officer

RHC – Regional Hub Coordinator

CS – Country Supervisor

DMU – IITA Data Management Unit

PSU – Primary Sampling Unit

SSU – Secondary Sampling Unit

TSU – Tertiary Sampling Unit

QC – Quality Control



LIST OF CONTRIBUTORS

1. Phanuel Ayuka, IITA
2. Olatunbosun Obileye, IITA
3. Samuel Mesele, IITA
4. Jeroen Huising, IITA



INTRODUCTION

Funded by the Horizon 2020 program of the European Union, Soils4Africa is a project that aims to develop a Soil Information System (SIS) that uses a sound sampling framework and uniform methodologies for data gathering. The SIS will enable farmers, agri-businesses, scientists, and policymakers in their efforts towards sustainable intensification of agriculture and boosting food security; by improving the quality and availability of soil data for Africa.

IITA Data Management Unit (DMU) was tasked to design and develop the a web-based data and information management system for the Soil4Africa Project with specific reference to the field campaign, and which is used to validate the proposed sampling locations sampling units (as defined by the sampling design), to identify and recruit surveyors to conduct the field survey, to assign sampling locations to the surveyors, to collect and record field data and to upload the data to the system, to enable quality control on the data collected in the field as well as on the data on the sample preparation and analysis, and to generate reports on the progress of the field work. The data management tool includes dashboards that gives information and statistics on the status of the field campaign.

System Overview

The SDMT has the following main modules:

- a) Users Management Module
- b) Sampling Points Management Module
- c) Surveyors Management Module
- d) Jobs Management Module
- e) Submissions and Quality Control Module
- f) Reporting and Statistics Modules

User Access, Roles and Privileges

There are five types of users in the SDMT. The user groups include:

- Central Coordination Officers (CCO)
- Regional Hub Coordinators (RHC)
- Country Supervisors (CS)
- Survey Observers (SO)
- Surveyors

Recommended Devices

It is recommended that you access the system from a tablet, laptop or any other bigger screens. The system has a lot of information and infographics which might not be very user friendly when accessed from a mobile device.

Supported Browsers

All major browsers are supported i.e., Safari, Chrome, Firefox Mozilla and Edge. Internet Explorer is not supported thus some system functionalities might not work when used to access the system.



GETTING STARTED

How to access the system

Follow the link below using any internet browser to access the SDMT.

<https://sdmt.soils4africa-h2020.eu/>

Sign Up

All users are added to the system by CCOs except the surveyors who sign up by submitting their applications which is then approved or declined by the CSs using the surveyor onboarding process.

Once the users have been added to the system by the CCOs (described in the subsequent sections), they receive an account activation email with an account activation link and their initial password. The users need to click on the link to activate their account before they can login into the SDMT.

Sign In

A user can only sign in after they have been added to the system and they have verified their account.

A user can login into the system by following the link provided in the “How to access the system” above and they will be redirected to the login page if they are not already logged in.

Alternatively, they can follow the login link below

<https://sdmt.soils4africa-h2020.eu/login/>

Enter the user email address and password in the login page and click on the “Log In” button to proceed.

On successful login, the user will be redirected to a dashboard depending on their user group or access levels. CCOs and Survey Observers will be redirected to the general system dashboard, RHCs will be



redirected to their respective region dashboards, CSs will be redirected to their respective country dashboards and surveyors will be redirected to surveyor's dashboard.

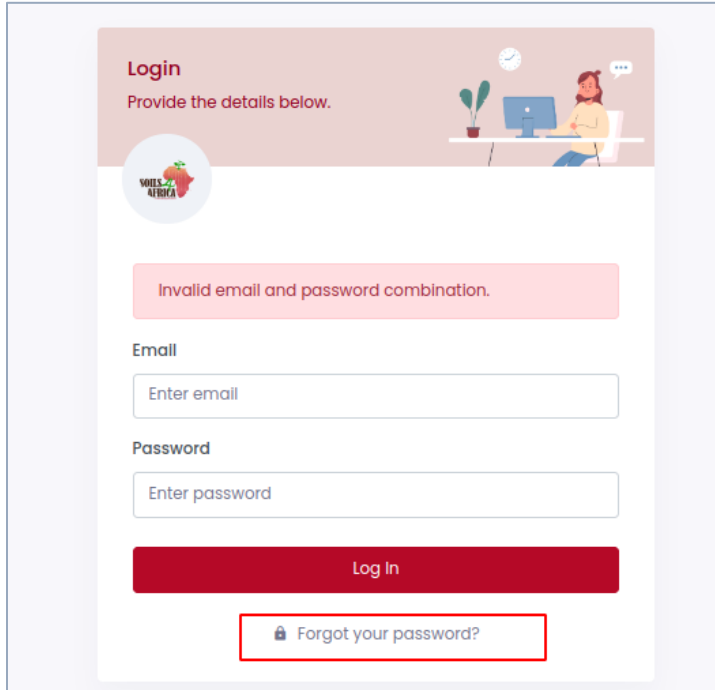
In the event that the user has provided an invalid email address or/and password on login, they will be shown an error message as shown below.

A screenshot of a login page for SOILS AFRICA. The page has a light pink header with the text "Login" and "Provide the details below." Below the header is a circular logo with the SOILS AFRICA map. To the right of the header is an illustration of a person sitting at a desk with a computer. Below the header, there is a pink error message box that says "Invalid email and password combination." Below this, there are two input fields: "Email" with the value "janedoe@cgiar.org" and "Password" with the placeholder "Enter password". Below the input fields is a red "Log In" button. At the bottom, there is a link that says "Forgot your password?" with a lock icon.

Password Reset

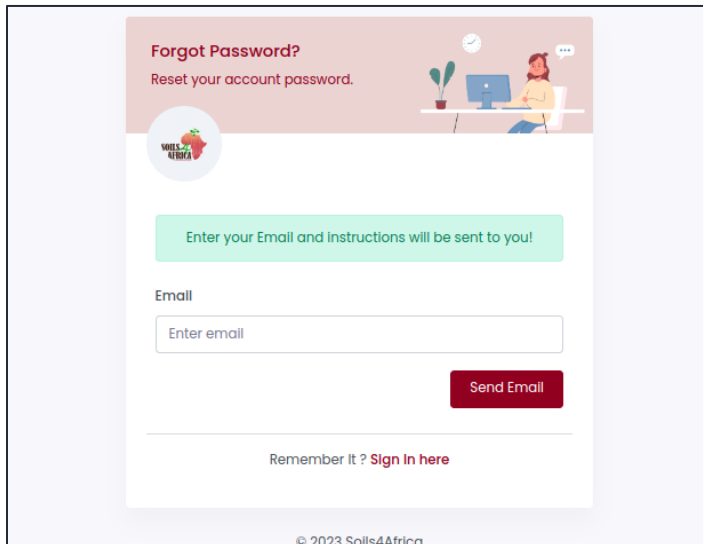
In the event that a user has forgotten their password, they can reset it from the login page.

Proceed to the login page as described in the previous step and click on the "Forgot your password" link which is below the "Login" button.



The screenshot shows a login page for 'SOILS 4 AFRICA'. At the top, it says 'Login' and 'Provide the details below.' with an illustration of a person at a desk. Below the header is the logo. A red error message states 'Invalid email and password combination.' There are two input fields: 'Email' with the placeholder 'Enter email' and 'Password' with the placeholder 'Enter password'. A red 'Log In' button is below the fields. At the bottom, there is a link 'Forgot your password?' with a lock icon.

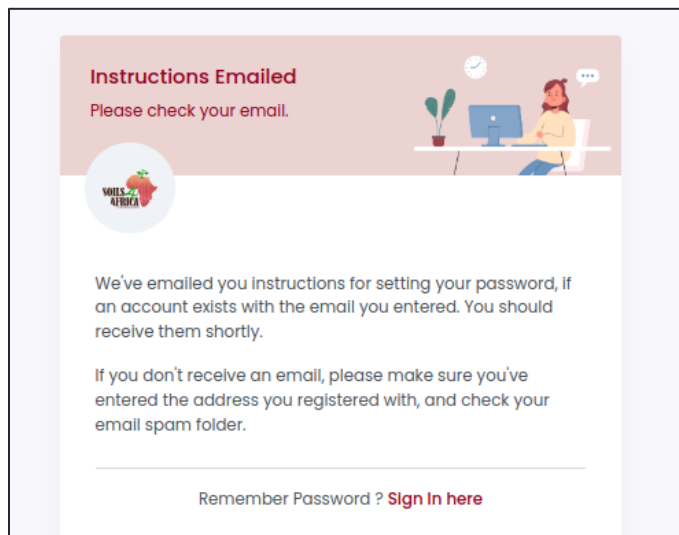
The user will be redirected to the password reset page as shown below.



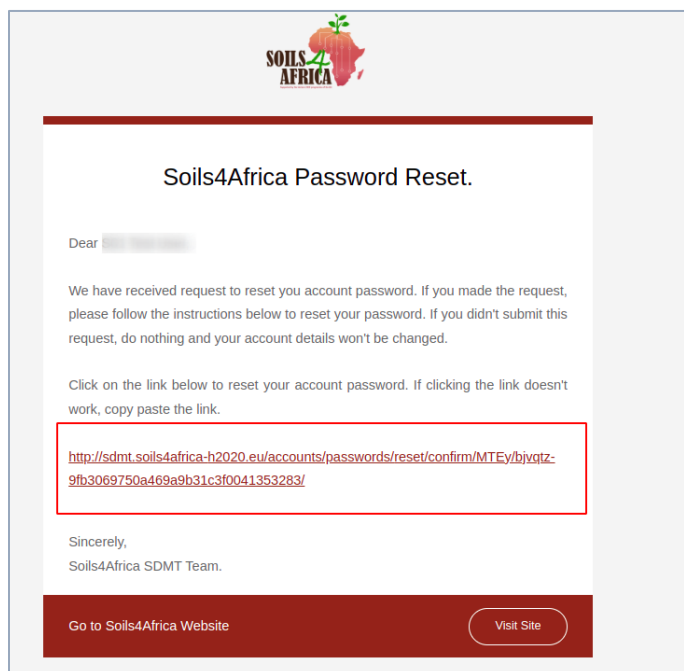
The screenshot shows a 'Forgot Password?' page for 'SOILS 4 AFRICA'. It says 'Reset your account password.' with an illustration of a person at a desk. Below the header is the logo. A green instruction box says 'Enter your Email and instructions will be sent to you!'. There is an 'Email' input field with the placeholder 'Enter email'. A red 'Send Email' button is to the right of the input field. At the bottom, there is a link 'Remember It ? Sign In here'. The footer text is '© 2023 Soils4Africa'.

Enter the user email address and click on the “Send Email” button to receive instructions on how to set a new password.

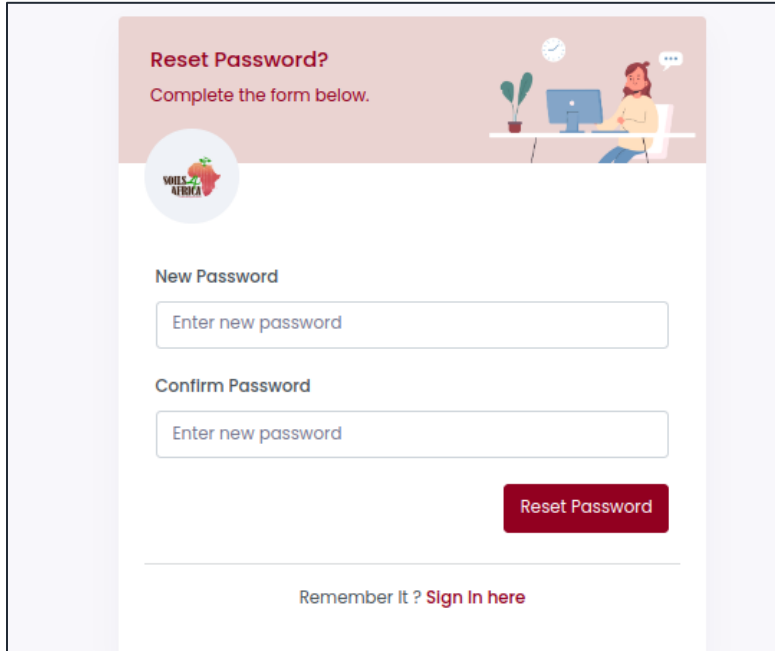
The user will be redirected to a success page as shown below.




The user should check their email for password reset link and instructions.



Click on the link sent in the email to set a new password. On clicking the link, the below page will be loaded.



Reset Password?
Complete the form below.



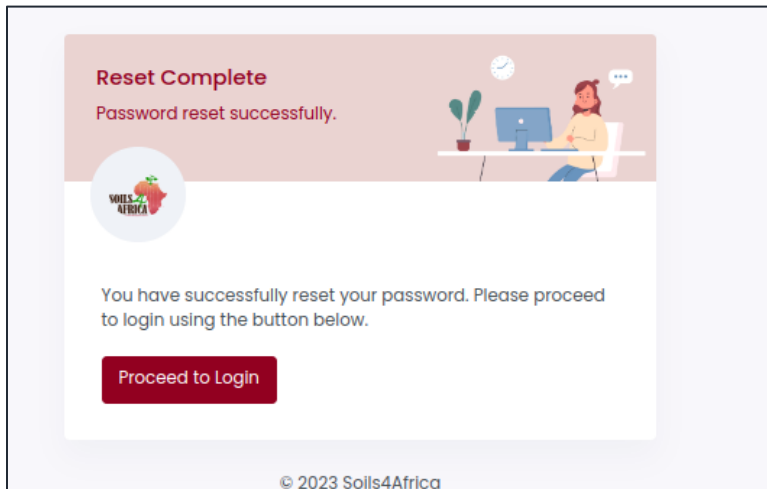
New Password

Confirm Password


Reset Password

Remember It ? [Sign In here](#)

Enter the new preferred password and confirm it in the next field. The two passwords should match. Click on “Reset Password” to save your new password.



Reset Complete
Password reset successfully.



You have successfully reset your password. Please proceed to login using the button below.

Proceed to Login

© 2023 Soils4Africa

Proceed to login in with the new updated password by clicking on the “Proceed to Login” button.



USERS MANAGEMENT

The SDMT has five groups of users: Central Coordination Officers (CCO), Regional Hub Coordinators (RHC), Country Supervisors (CS), Survey Observers (SO) and the Surveyors.

Apart from the surveyors, all the other users are added to system by the CCOs. This chapter will focus on the management of all the other system users who are not the surveyors.

Adding a new user

Only the CCOs can add users using the process described below.

On the Main Menu, click on the “Users” menu option and then click on the “Add User” sub-menu option.

The screenshot shows the 'ADD NEW USER' interface. On the left is a 'MENU' sidebar with options: Dashboard, Users (highlighted with a red box and an 'Add User' sub-option), Regional Coordinators, Country Supervisors, Survey Observers, Surveyors, Regions, Countries, and Points Validation. The main area is titled 'ADD NEW USER' and contains a 'User Information' section with the instruction 'Please provide user details on the below form'. It includes four input fields: 'First Name' (placeholder: Enter First Name), 'Last Name' (placeholder: Enter Last Name), 'Email' (placeholder: Enter Email Address), and 'Staff Role' (placeholder: Select Role Group). A red box highlights the 'Add User' button at the bottom right of the form.

Provide the names and the email address of the user. Select a role that they user will be assigned.

If the role Regional Coordinator or Country Supervisor is selected, proceed to select the region or the country that the user will be assigned to respectively in the next field that will automatically appear.

Click on the “Add User” button to save the user. A success message will be shown if user has been saved successfully.

The added user will receive an email with an account activation link and their initial password. The user needs to click on the activation link before they attempt to login. **The link expires in 24 hours.**



Account created successfully.

Dear [REDACTED]

You have been added to the Soil4Africa SDMT.

Click on the link below to confirm your email address and complete your account set up.

The link expires within 24 hours.

<https://sdmt.soils4africa-h2020.eu/account/activate/MTEy/bg40rv-453f2140a53265aceb9a778142c27310/>

Your account password is : [REDACTED]

Sincerely,

Soils4Africa SDMT Team.

[Go to Soils4Africa Website](#)

[Visit Site](#)

The email address for the new user should not have been used to create another user that is currently in the system. If the email address belongs to another user in the system the below error will be shown on the screen.

User Information	
Please provide user details on the below form	
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="ayukaphanuel@gmail.com"/> <small>User with this Email already exists.</small>
Staff Role	<input type="text" value="Field Supervisor"/>
Country	<input type="text" value="Kenya"/>
<input type="button" value="Add User"/>	



View all Regional Hub Coordinators

The list of all Regional Hub Coordinators can only be viewed by CCOs and the Survey Observers.

To view the coordinators, click on the “Regional Coordinators” sub-menu option in the “Users” menu which is available in the main system menu. The list of all the RHCs will be shown with their names, email addresses, their regions and when they were added to the system.

Name	Email Address	Region	Added on	
Achi	gmail.com	Northern Africa	Sept. 6, 2022	View
Andre	ac.za	Southern Africa	Sept. 13, 2022	View
Mamouda	@yahoo.fr	Western Africa	Sept. 15, 2022	View
Michael	on@gmail.com	Eastern Africa	Nov. 10, 2022	View
Mohamek	@ra.mt.tn	Northern Africa	Aug. 22, 2022	View

Click on the “View” button to see additional information about the coordinator such as their account status and the user who added them to the system.

View all Country Supervisors

The list of all Country Supervisors can only be viewed by CCOs and the Survey Observers.

To view the supervisors, click on the “Country Supervisors” sub-menu option in the “Users” menu which is available in the main system menu. The list of all the supervisors will be shown with their names, email addresses, their countries and when they were added to the system.

Supervisor	Country	Email Address	Added On	
Bounara	Algeria	@univ-bisra.dz	Sept. 6, 2022	View
Trust	Botswana	@gmail.com	Feb. 3, 2023	View
Adama	Burkina Faso	@yahoo.fr	Sept. 15, 2022	View
Desir	Burkina Faso	@mail.com	Sept. 27, 2022	View
Marie	Burundi	@isabul	Nov. 9, 2022	View
mohamek	Djibouti	@lib@yahoo.fr	Nov. 10, 2022	View
Mostafa	Egypt	@yahoo.com	Sept. 6, 2022	View
Tolera	Ethiopia	tho@l.com	Nov. 9, 2022	View

Click on the “View” button to see additional information about the supervisor such as their account status and the user who added them to the system.

View all Survey Observers

The list of all Survey Observers can only be viewed by CCOs and the Survey Observers themselves.

To view the observers, click on the “Survey Observers” sub-menu option in the “Users” menu which is available in the main system menu. A list of all the observers will be shown with their names, email



addresses, when they were added to the system, names of the user who added them to the system and a “Revoke” button which is only available to the CCOs.

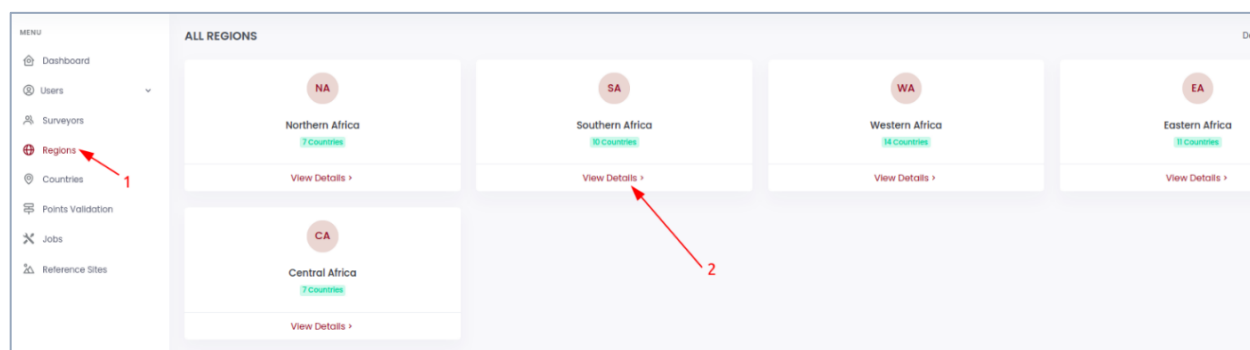
Observer	Email Address	Added On	Added by	Status	
Long	@gmail.com	Feb. 2, 2023	Samuel Mesale	active	Revoke
Mary	@.org	Jan. 17, 2023	Samuel Mesale	active	Revoke

View Regional Hub Coordinators in a specific region

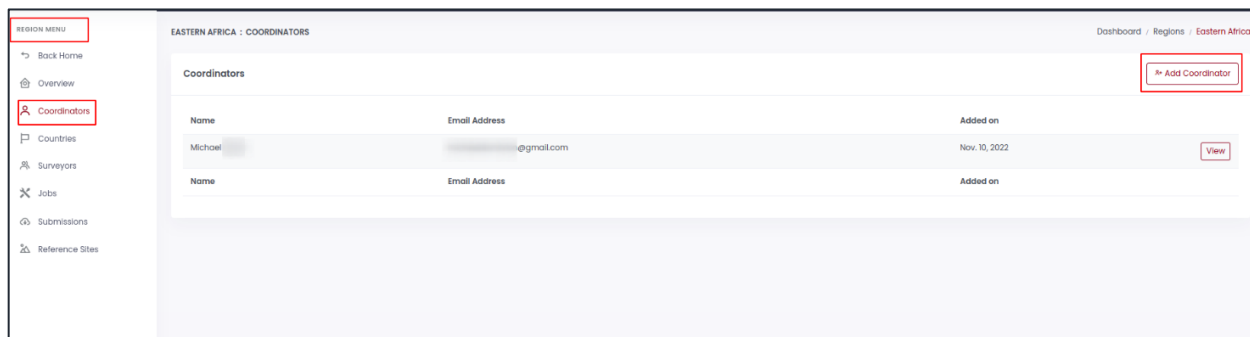
The list of coordinators in a specific region is only available for the CCOs, Survey Observers and RHCs in that specific region.

Navigate to the region main page.

- For the region coordinator, this their main home page; the page where they are redirected to on login.
- For the CCOs and the Survey Observers, on the main system menu, click on the “Regions” menu option and then select the region whose coordinators is to be viewed.



On the region main page, click on the “Coordinators” menu option on the region menu and the page with all the coordinators in the region will be loaded.



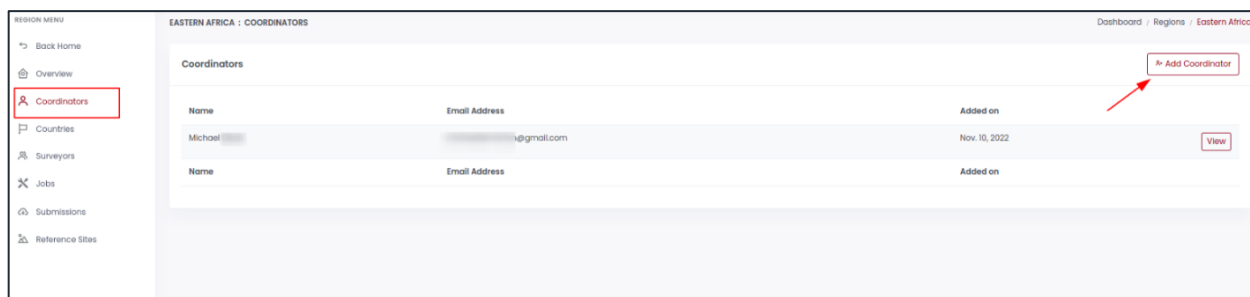
Click on the “View” button to see additional information about the coordinator such as their account status and names of the user who added them to the system.

On the top-right corner of the coordinators table, there is a “Add Coordinator” button which is only available for the CCOs and can be used to add an existing user to the region as a coordinator.

Add an existing user as a Regional Hub Coordinator

This operation can only be performed by the CCOs.

Navigate to the specific region coordinators' page as described in the previous step. Click on the “Add Coordinator” button on the far-right end of the table.

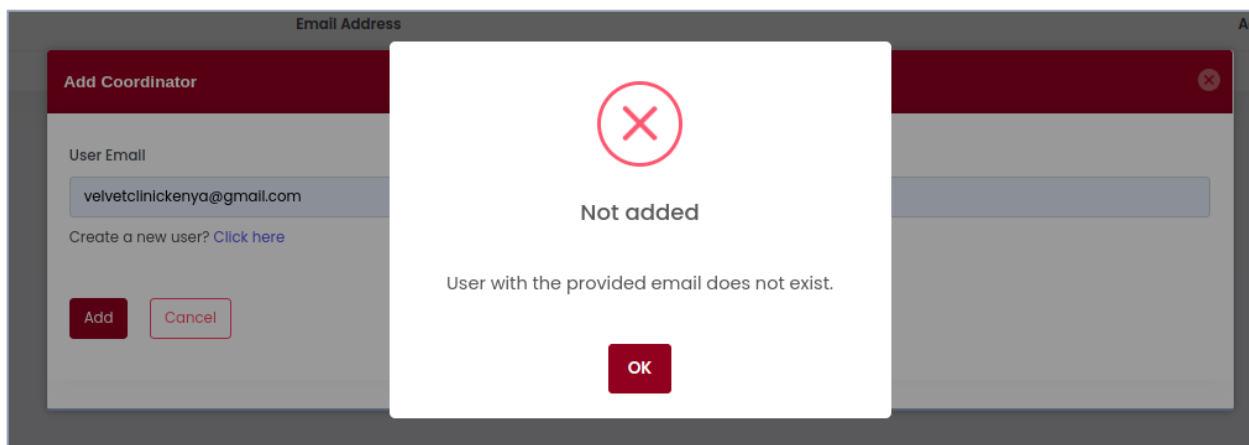


A pop-up with a form will be shown where the email address of the existing user should be filled.

Fill in the email address of the user and click on the “Add” button.



If a user with the email provided does not exist in the system, an error message is shown indicating that a user with the provided email does not exist. Click on the create new user link in the previous pop-up to add the user to the system.



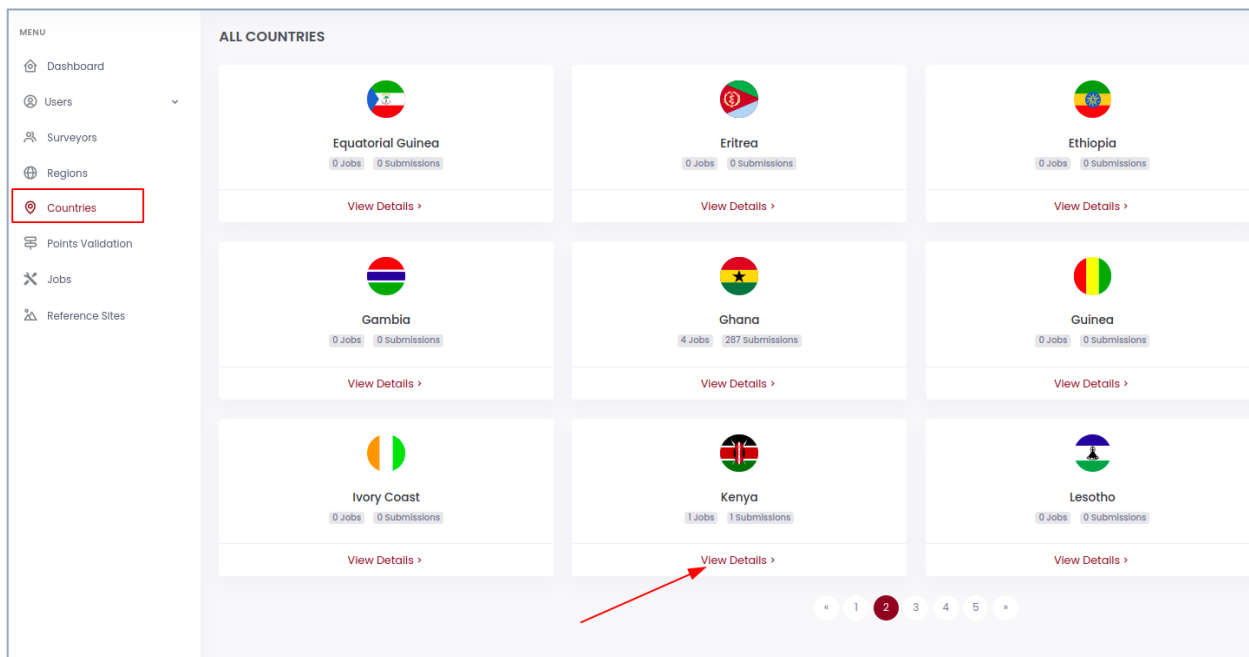
A success message is displayed if the user has been added to the country as a supervisor successfully.

View Country Supervisors in a specific country

The list of supervisors in a specific country is only available for the CCOs, Survey Observers, RHCs in the region to which the country belongs and the CSs in that specific country.

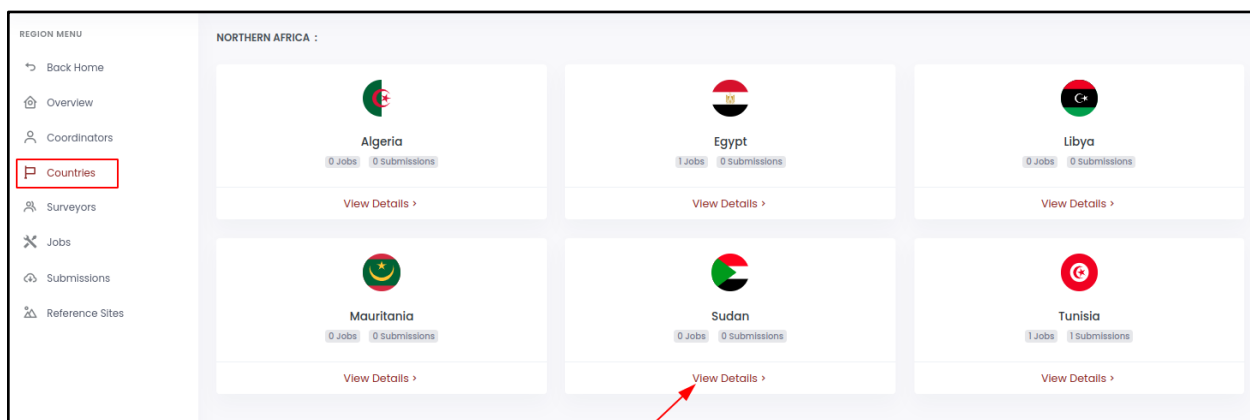
Navigate to the country main page.

- For the country supervisor, this is their main home page, the page where they are redirected to on login.
- From the main system menu, the CCOs and the Survey Observers can click on the “Countries” menu option and then select the country whose supervisors should be viewed.

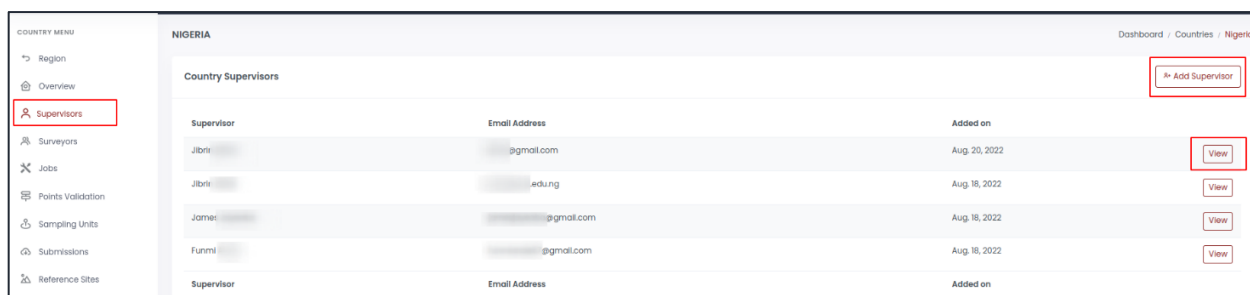




- From the region's menu, the CCOs, RHCs and the Survey Observers can navigate to the country main page by clicking on the "Countries" menu option and then select the country whose supervisors should be viewed.



On the country's main page, click on the "Supervisors" menu option on the country's menu and a page with all the supervisors in the country will be loaded.



Click on the "View" button to see additional information about the supervisor such as their account status and names of the user who added them to the system.

On the top-right corner of the supervisors table, there is a "Add Supervisor" button which is only available for the CCOs and can be used to add an existing user to country as a supervisor.

Add an existing user as a Country Supervisor

This operation can only be performed by the CCOs.

Navigate to the specific country supervisors' page as described in the previous step. Click on the "Add Supervisor" button on the far-right end of the table.



Supervisor	Email Address	Added on	
Jibrin		Aug. 20, 2022	View
Jibrin		Aug. 18, 2022	View
Jame	@gmail.com	Aug. 18, 2022	View
Furrr	@gmail.com	Aug. 18, 2022	View

A pop-up with a form will be shown where the email address of the existing user should be filled.

Add Coordinator

User Email

Enter Email Address

Create a new user? [Click here](#)

[Add](#) [Cancel](#)

Fill in the email address of the user and click on the “Add” button.

If a user with the email provided does not exist in the system, an error message is shown indicating that a user with the provided email does not exist. Click on the create new user link in the previous pop-up to add the user to the system.

Add Coordinator

User Email

velvetclinicnienya@gmail.com

Create a new user? [Click here](#)

[Add](#) [Cancel](#)

Not added

User with the provided email does not exist.

[OK](#)

A success message is displayed if the user has been added to the country as a supervisor successfully.

Revoke a user role

This functionality is only available to the CCOs. It is used to remove the users from the user groups; stripping them of the permissions to view the information and perform the functions they had access to before.



(i) CCOs, RHCs and CSs

For the CCOs, RHCs and CSs, navigate to their respective view tables as described in the previous sections.

Click on the “View” button for the user to be removed from the group.

ALL REGION COORDINATORS				Dashboard / Users / Regional Coordinators
Regional Coordinators				
Name	Email Address	Region	Added on	
Achi	raf.ing@gmail.com	Northern Africa	Sept. 6, 2022	View
Andi	ac.za	Southern Africa	Sept. 13, 2022	View
Mani	bela@yahoo.fr	Western Africa	Sept. 15, 2022	View
Mich	ominion@gmail.com	Eastern Africa	Nov. 10, 2022	View
Moh	nohamed@ira.mrt.tn	Northern Africa	Aug. 22, 2022	View

A pop-up with the user information will be loaded as shown below.

Supervisor

Email Address

Added on

Sept. 15, 2022

Role Details

Full names:

Ar. [redacted] ogo

Email:

sa [redacted] a16@yahoo.fr

Date Joined:

2022-09-15

Account Status:

active

Supervisor Since:

2022-09-15

Added by:

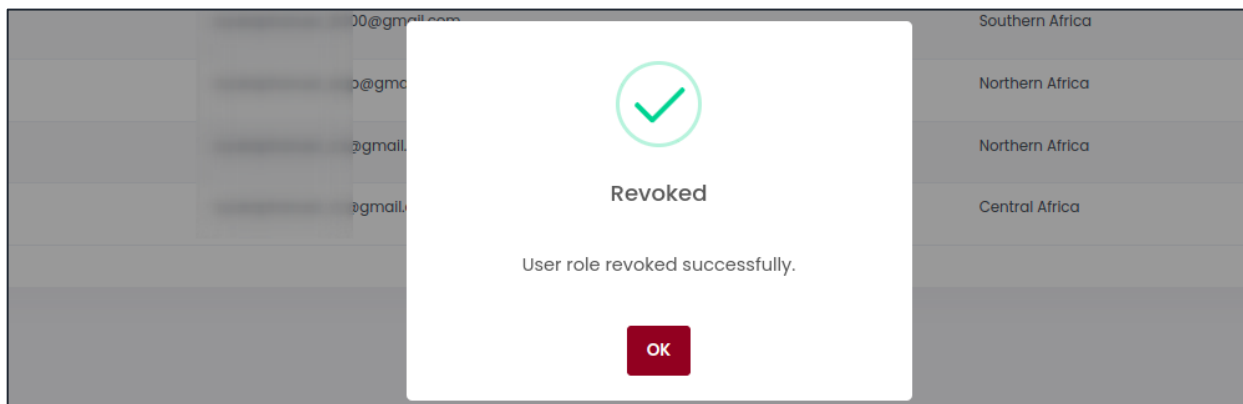
S [redacted] ele

Revoke Role

1

Click on the “Revoke Role” button at the bottom of the pop-up. A confirmation dialog will be shown on the screen. Click on the “Revoke” button to continue or “Cancel” button to cancel the operation.

On successfully revoking the role, a success message will be shown else an error message on why the operation did not succeed will be shown to the user.





(ii) Survey Observers

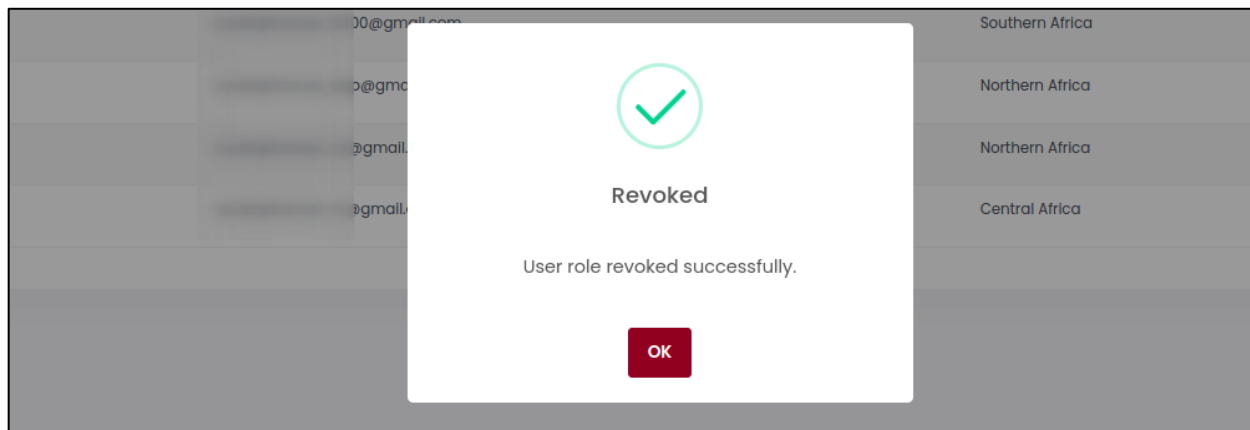
Navigate to Survey Observers view table as described in the previous steps. Click on the “Revoke” button in the same row as the user to be removed from the group.

The screenshot shows a web interface for 'SURVEY OBSERVERS'. It includes a search bar, a table with columns for Observer, Email Address, Added On, Added by, and Status, and a 'Revoke' button for each row. A red arrow points to the 'Revoke' button for the second row.

Observer	Email Address	Added On	Added by	Status	Revoke
Lor [redacted]	[redacted]@gmail.com	Feb. 2, 2023	Samuel Mesele	active	Revoke
Ma [redacted]	[redacted]@mosugu@isric.org	Jan. 17, 2023	Samuel Mesele	active	Revoke

A confirmation dialog will appear on the screen. Click on the “Revoke” button to continue or “Cancel” button to cancel the operation.

On successfully revoking the role, a success message will be shown else an error message on why the operation did not succeed.





SURVEYORS MANAGEMENT

Surveyors are responsible for the soil sampling and data collection in the field.

They are added to the system through the surveyors onboarding module whereby they apply to be considered surveyors in their respective countries, submit their profile details, a photo of themselves, contact details, their institution details and their years of experience.

The CS go through the applications in their countries and approves or declines the applications depending on the details provided.

The approved applicants become surveyors and a user profile is created for them in the SDMT. They are able to login to the Surveyor Dashboard, view the jobs allocated to them and download the sampling units GPS coordinates.

New Surveyor Application

Follow the link below using any internet browser to access the SDMT Surveyor Application page.

<https://sdmt.soils4africa-h2020.eu/surveyor/onboarding/>

On visiting the link above, the application page as shown below will be loaded.

Submit an Application
Complete the form below.

1. Basic Information 2. Company Details 3. Qualifications

First Name*

Last Name(s)*

Email*

Phone Number*

Profile Picture
Choose File No file chosen

Country*
Select Country

Previous Next

About Soils4Africa Project

Funded by the Horizon 2020 programme of the European Union, Soils4Africa will put in place by 2024 an Open-data Soil Information System (SIS). The SIS will enable farmers, agri-businesses, scientists, and policymakers in their efforts towards sustainable intensification of agriculture and boosting food security; by improving the quality and availability of African soil data.

The application is divided into 3 steps: basic information, company/institution details and qualification steps.

i) Step1: Basic information

Fill in the user first name, last name and email address. Click on the profile picture field and select a passport photo of the user.



Select a country where the user is applying to be a surveyor. Click “Next” to proceed to the second step.

Submit an Application

Complete the form below.

1. Basic Information

2. Company Details

3. Qualifications

First Name*

Last Name(s)*

Email*

Phone Number*

Profile Picture

Choose File No file chosen

Country*

Select Country

Previous

Next

ii) Step2: Company details

Fill in the user institution’s name, email address, phone number, website and address. Click on “Next” button to proceed to the third step or “Previous” button to go back to step 1.

Submit an Application

Complete the form below.

1. Basic Information

2. Company Details

3. Qualifications

Institution Name*

Institution Email*

Institution Phone Number*

Institution Website

Institution Address*

Previous

Next

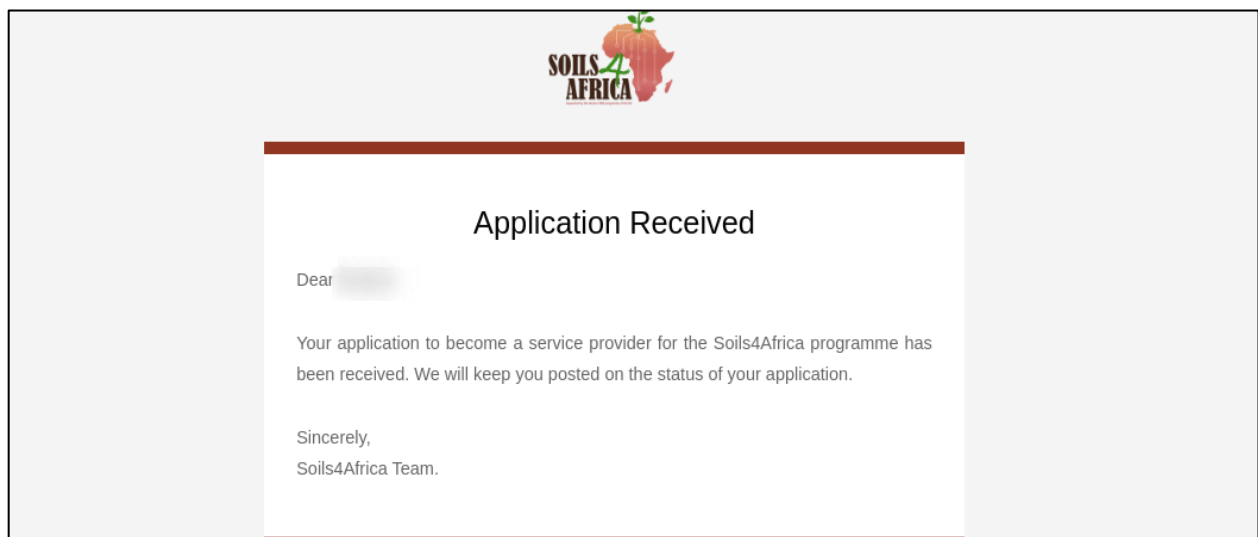


iii) Step 3: Qualifications

Fill in the user qualifications and previous experience. Click the “Finish” button to submit the application or “Previous” button to go back to step 2.

The screenshot shows a web form titled "Submit an Application" with the instruction "Complete the form below." Below the title is a progress bar with three steps: "1. Basic Information", "2. Company Details", and "3. Qualifications". The "Qualifications" step is currently active and highlighted. The form contains two large text input fields: "Qualifications*" and "Previous Experience*". At the bottom right of the form, there are two buttons: "Previous" and "Finish". A red arrow points from the "Finish" button towards the bottom right corner of the "Previous Experience*" text area.

On submitting the application, the user will receive an email notification indicating that their application has been received successfully and is undergoing review.





View Surveyors Applications

In the country's menu, click in the "Surveyors" menu option. This will load the surveyors' page. On the top-right corner, click on the "Applications" button to load the surveyor applications in the country.

Dashboard / Countries / Burkina Faso

BURKINA FASO : SURVEYORS

Surveyors

Show 10 entries

Search:

	1	Name	2	Email Address	3	Phone Number	4	Status	5
1		NANA		yahoo.fr		0523		inactive	View Profile
2		SOME		il.com		71		inactive	View Profile
3		ABORE		oo.fr		(-07547		active	View Profile
4		MALO		hoo.fr		+86 22		inactive	View Profile
5		NGARE		ail.com		71		active	View Profile
6		s Bark-Wie		ail.com		71		active	View Profile
7		SCANDIA		ail.com		6202		inactive	View Profile

Applications will be loaded with all the applicants' pictures, names, email address, phone number, date of application and the application status: pending, rejected and approved.

Dashboard / Countries / Nigeria

NIGERIA

Surveyor Applications

Show 10 entries

Search:

	1	Surveyor	2	Email Address	3	Phone Number	4	Applied On	5	Status	6
1		Ba is Iliya Musa		mbas@uniabuja.edu.ng		01 62		Nov. 7, 2022		Approved	View
2		Pe adojemu		mu@fuwukari.edu.ng		01 57		Oct. 16, 2022		Pending	View
3		Za h Zarks Sabo		ksgeneralagriculturefa@gmail.com		01 64		Sept. 10, 2022		Approved	View
4		Za h Zarks Sabo		ksgeneralagriculturefa@gmail.com		01 64		Sept. 10, 2022		Pending	View
5		So adullahi		labdallahi@gmail.com		01 13		Sept. 10, 2022		Approved	View
6		Sik okoya MUDA		g@oouife.edu.ng		01 49		Sept. 6, 2022		Pending	View
7		Ju ifade		g@oouife.edu.ng		01 00		Sept. 6, 2022		Pending	View

To view, approve or reject an application, click on its "View" button in the table.

View Surveyor Application Details

On the surveyor's applications table, click on the "View" button of the application to be viewed.



BURKINA FASO







Dashboard / Countries / Burkina Faso

Surveyor Applications

Surveyors

Show 10 entries

Search:

	Surveyor	Email Address	Phone Number	Applied On	Status	
1	 <div>Surveyor 1</div>	Surveyor1@yahoo.fr	003523	Sept. 8, 2022	Approved	View
2	 <div>Surveyor 2</div>	Surveyor2@yahoo.fr	9907147	Sept. 2, 2022	Approved	View
3	 <div>Surveyor 3</div>	Surveyor3@yahoo.fr	9907147	Sept. 2, 2022	Declined	View
4	 <div>Surveyor 4</div>	Surveyor4@yahoo.fr	01352	Sept. 1, 2022	Pending	View
5	 <div>Surveyor 5</div>	Surveyor5ttara757@gmail.com	066794443	Aug. 30, 2022	Approved	View
6	 <div>Surveyor 6</div>	Surveyor6ume@gmail.com	02451	Aug. 30, 2022	Approved	View

The surveyor application details page will be loaded containing all the application details.

BURKINA FASO

Dashboard / Countries / Burkina Faso

Surveyor Application

Details of the application

Sept. 2, 2022

Date Applied

Approved

Application Status

Burkina Faso

Surveyor Details

Full Name :

Mobile :

Email Address :

Institution Name :

Institution Phone :

Institution Address :

Qualifications

Ingenieur pedagogue - Spécialiste en Système d'information géographique

Previous Experience

7 ans

Institution Address

Approve a Surveyor Application

Approval of surveyor applications can only be done by the CCOs and the CSs.

Navigate to the surveyor details page as described in the previous step. If the application is still pending; has not been approved or rejected, the approve application button will be shown in the application details page.

BURKINA FASO

Dashboard / Countries / Burkina Faso

Surveyor Application

Details of the application

Sept. 1, 2022

Date Applied

Pending

Application Status

Burkina Faso

Surveyor Details

Full Name :

Mobile :

Qualifications

Directeur Général du Bureau National des Sols (BUNASOLS)

Previous Experience

Maitre de Recherche en Science du Sols

Approve Application

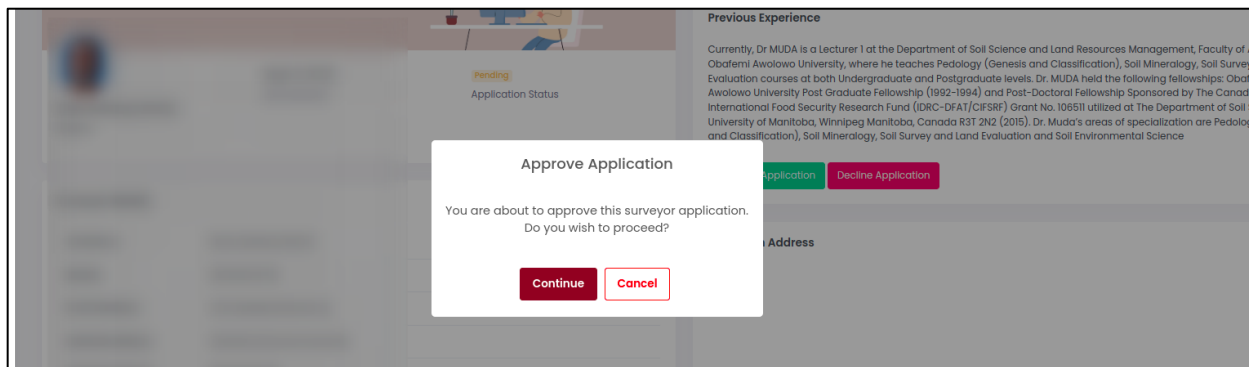
Decline Application

Institution Address



Click on the “Approve Application” button to approve the application and onboard the applicant to the system as a surveyor.

A confirmation dialog will appear on the screen as shown below. Click on “Continue” button to proceed or “Cancel” button to cancel the operation.

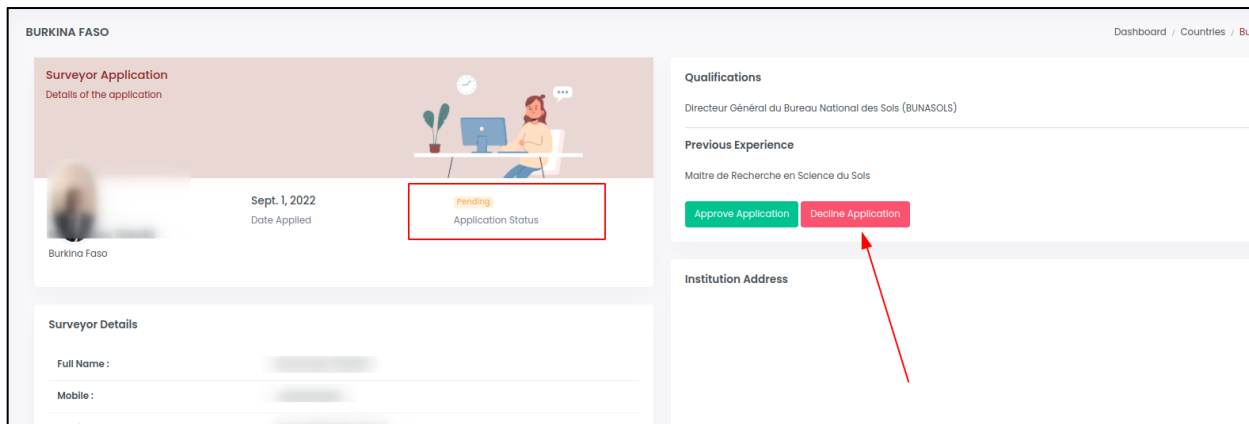


A success message will be shown if the application has been approved successfully and the applicant will receive an application approval email notification. The applicant will also receive an account activation email together with their initial password they can use to access their surveyor's dashboard.

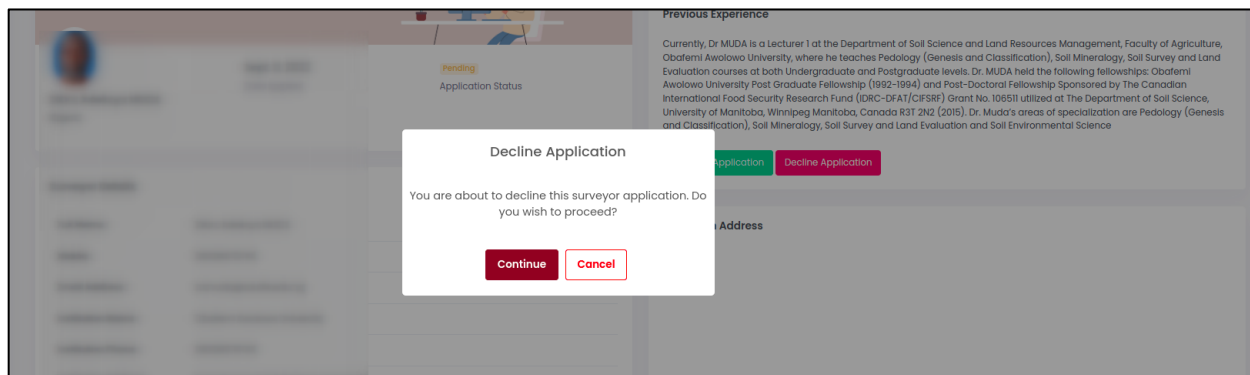
Decline/Reject a Surveyor Application

Rejection of surveyor applications can only be done by the CCOs and the CSs.

Navigate to the surveyor details page as described in the previous steps. If the application is still pending; has not been approved or rejected, the decline application button will be shown in the application details page.



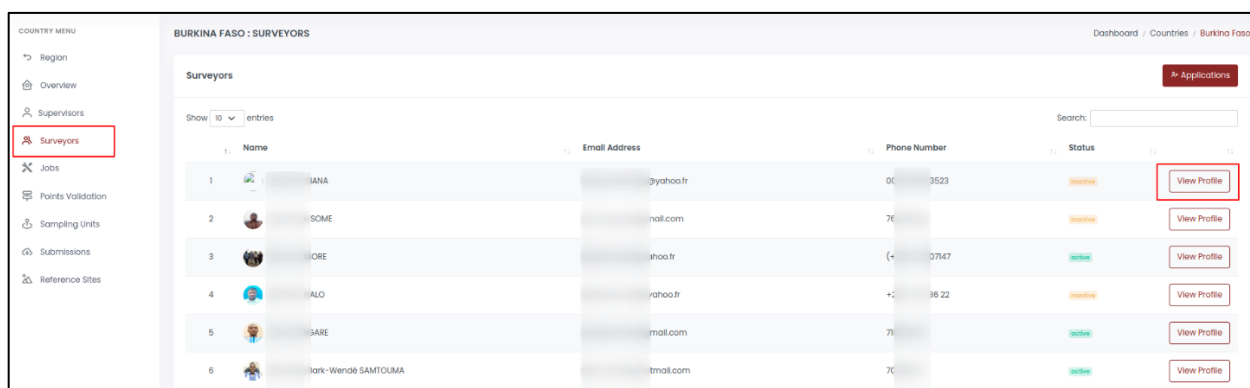
Click on the “Decline Application” button to reject the application. A confirmation dialog will appear on the screen as shown below. Click on “Continue” button to proceed or “Cancel” button to cancel the operation.



A success message will be shown if the application has been rejected successfully. The applicant will receive a regret email information them that they application did pass the screening stage.

View Country Surveyors

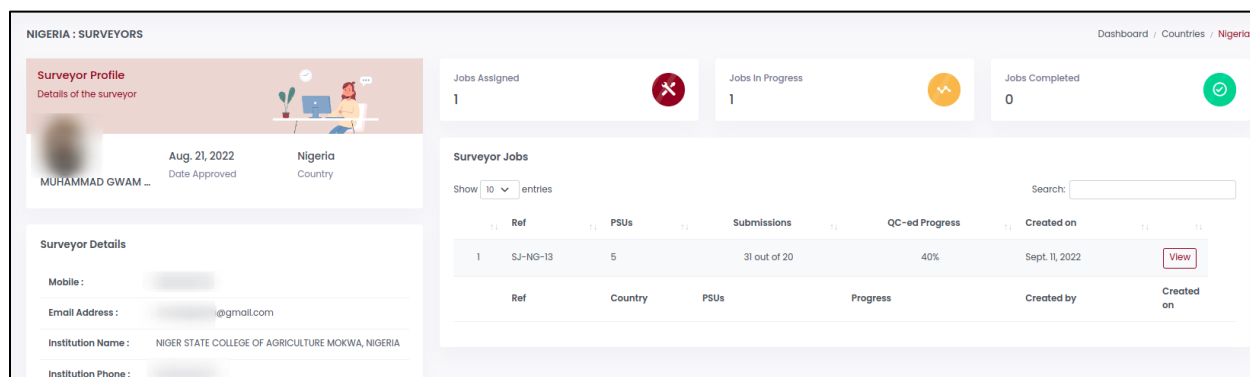
In the country's menu, click in the "Surveyors" menu option. This will load the surveyors' page.



The surveyors table shows country surveyors information such picture, names, email, phone number, account status and a "View Profile" button. To view the surveyor profile with more details, click on the "View Profile" button.

View Surveyor Account/Profile

Navigate to the country's surveyors page as described in the previous steps. Click on the "View Profile" button of the surveyor in the table. The profile will be loaded as shown below.





The surveyor profile shows the surveyor details and a list of jobs they have been allocated.

View Region Surveyors Summary

In the region's menu, click in the “Surveyors” menu option. This will load a summary of the surveyors and surveyor applications in the specific region broken down by each country in the region.

Dashboard / Regions / Northern Africa

NORTHERN AFRICA : SURVEYORS

Surveyors per country

Country	Total Surveyors	Pending Applications	
1. Algeria	0	0	Manage
2. Egypt	0	0	Manage
3. Libya	2	0	Manage
4. Mauritania	0	0	Manage
5. Morocco	0	0	Manage
6. Sudan	0	0	Manage
7. Tunisia	5	0	Manage

View System Surveyors Summary

In the main system menu, click in the “Surveyors” menu option. This will load a summary of the surveyors and surveyor applications in all the regions and countries.

Dashboard / Surveyors

SURVEYORS

Surveyors per region

Region	Total Surveyors	Pending Applications	
1. Northern Africa	7	0	Manage
3. Western Africa	45	64	Manage
4. Eastern Africa	9	25	Manage

Surveyors per country

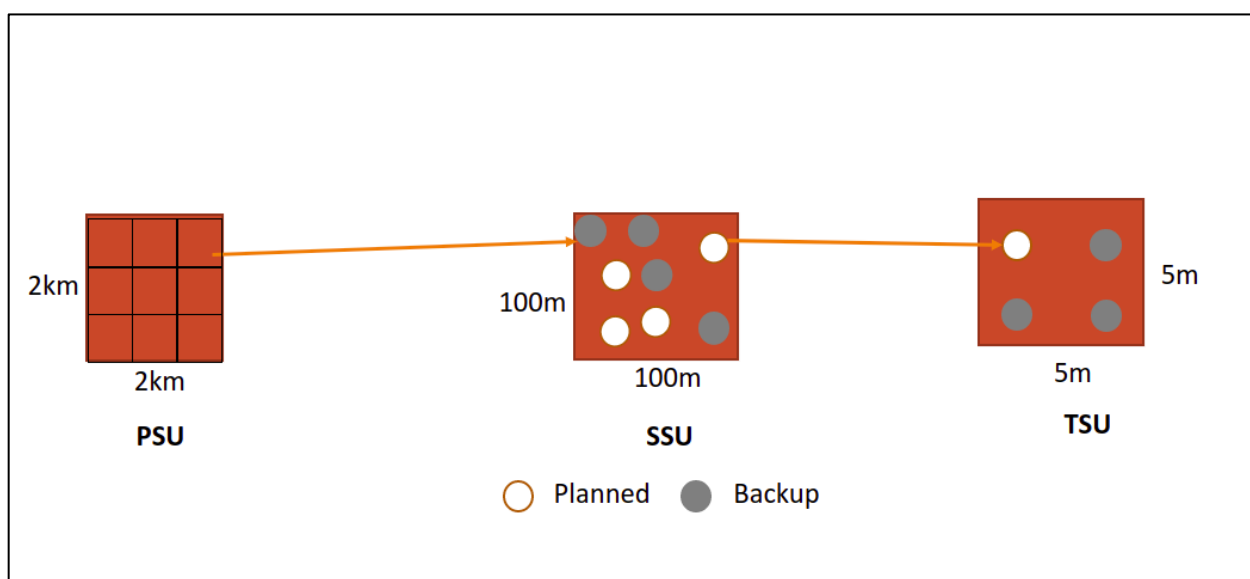
Country	Total Surveyors	Pending Applications	
5. Burkina Faso	7	4	Manage
6. Burundi	0	0	Manage
7. Cameroon	0	0	Manage
8. Central African Republic	0	0	Manage

SAMPLING UNITS MANAGEMENT

There are three levels of the sampling units in the SDMT:

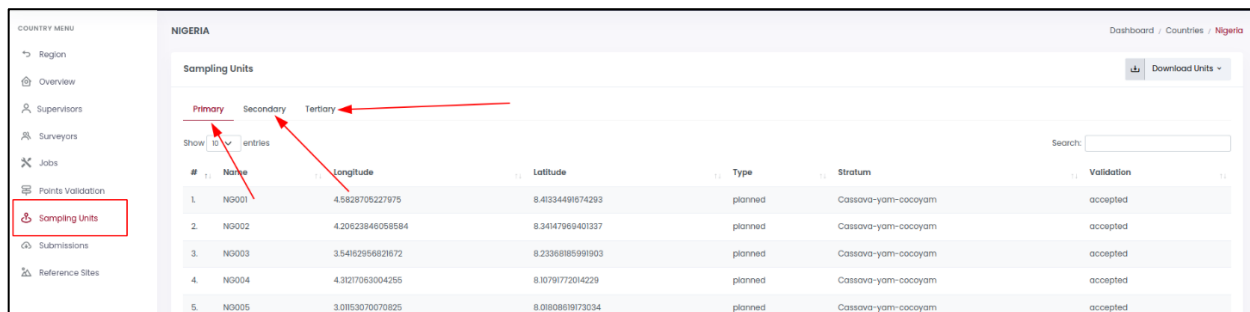
1. Primary Sampling Units (PSUs)- 2km x 2km clusters; each containing between 1 and 400 agricultural land pixels
2. Secondary Sampling Units (SSUs) - 100m x 100m pixels classified as agricultural land. Are children of the PSUs.
3. Tertiary Sampling Units (TSUs) - 5m x 5m sampling plots and are the basic sampling units. A composite sample is taken from four aliquots that are configured as square grid with a spacing of 2.5 m

All the sampling units types have both planned and backup sampling units.



View Sampling Units

Navigate to the country's main page. Click on the "Sampling Units" menu option on the country's menu. A table with the sampling units will be loaded.



The screenshot shows the 'Sampling Units' management interface for Nigeria. The sidebar on the left contains navigation options: Region, Overview, Supervisors, Surveyors, Jobs, Points Validation, **Sampling Units** (highlighted with a red box), Submissions, and Reference Sites. The main content area displays a table of sampling units with columns: #, Name, Longitude, Latitude, Type, Stratum, and Validation. The table is filtered to show 'Primary' units. Red arrows point to the 'Secondary' and 'Tertiary' tabs, and the 'Sampling Units' menu item in the sidebar.

#	Name	Longitude	Latitude	Type	Stratum	Validation
1.	N0001	4.5628705227975	8.4623449674293	planned	Cassava-yam-cocoyam	accepted
2.	N0002	4.20623846058584	8.34147969401337	planned	Cassava-yam-cocoyam	accepted
3.	N0003	3.5462956821672	8.2336886991903	planned	Cassava-yam-cocoyam	accepted
4.	N0004	4.3027063004265	8.307977204229	planned	Cassava-yam-cocoyam	accepted
5.	N0005	3.01853070070825	8.01808619173034	planned	Cassava-yam-cocoyam	accepted

PSUs are loaded by default. Click on the "Secondary" and "Tertiary" tabs to view SSUs and TSUs respectively.



Download Sampling Units

Navigate the country sampling units page as described in the previous steps.

On the top-right corner of the sampling units table, click on the “Download Units” button and choose the type of sampling units that should be downloaded.

NIGERIA Dashboard / Countries / Nigeria

Sampling Units

Primary Secondary Tertiary

Show 10 entries

#	Name	Longitude	Latitude	Type	Stratum	Validation
1.	NG001	4.5828705227975	8.41334491674293	planned	Cassava-yam-cocoyam	accepted
2.	NG002	4.20623846058584	8.34147969401337	planned	Cassava-yam-cocoyam	accepted
3.	NG003	3.54162956821672	8.23368185991903	planned	Cassava-yam-cocoyam	accepted
4.	NG004	4.31217063004255	8.10791772014229	planned	Cassava-yam-cocoyam	accepted
5.	NG005	3.01153070070825	8.01808619173034	planned	Cassava-yam-cocoyam	accepted
6.	NG006	5.26569726720233	7.84622096900078	planned	Cassava-yam-cocoyam	accepted

An excel file will be downloaded containing the data of the sampling units selected in the dropdown list.

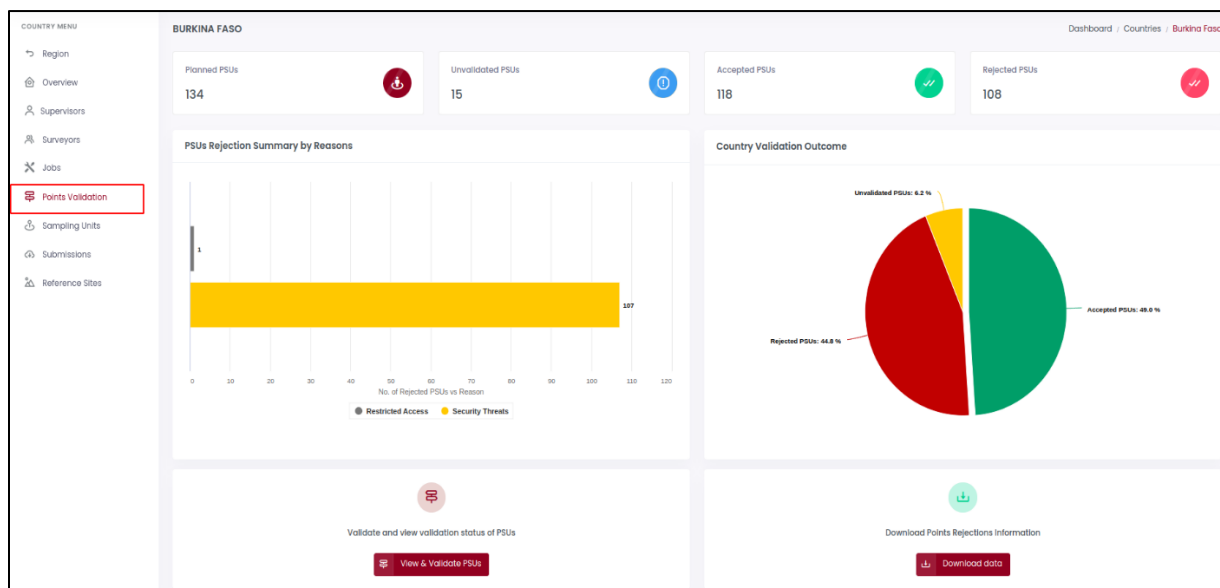
Primary Sampling Unit Validation

Sampling units' validation is the process of checking if the unit is an agricultural land and is viable for soil sample collection. This only done for the PSUs and involves rejecting or accepting the PSUs.

The validation can only be done by the COOs and the CSs.

a) Country PSUs Validation Overview

To navigate to the points validation overview page, click on the “Points Validation” menu option on the country menu. A page with country general PSU validation summaries and graphs will be loaded.



supervisors

surveys

Jobs

Points Validation

Sampling Units

Submissions

Reference Sites

Rejected PSUs

Show 10 entries

Search:

PSU FID	Type	Validated By	Validated on	Rejection Reason	Comment
BF005	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF006	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF008	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF009	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF010	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF018	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF019	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF021	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone

The page shows the country validation outcome pie chart, PSU rejection reasons bar graph, a table of all rejected PSUs, a PSU validation button and download button for PSU rejection data.

b) Getting started with PSU Validation

In the country's points validation overview page, click on the “View and validate PSUs” button to load the validation page.

No. of Rejected PSUs vs Reason

● Restricted Access ● Security Threats

Validate and view validation status of PSUs

Download Points Rejections Information

View & Validate PSUs

Download data

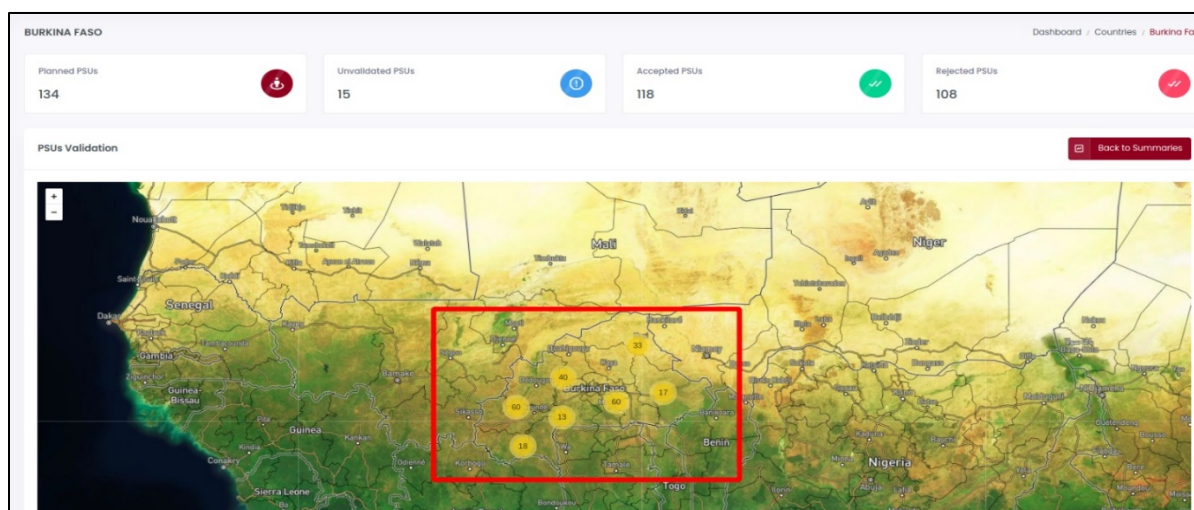
Rejected PSUs

Show 10 entries

Search:

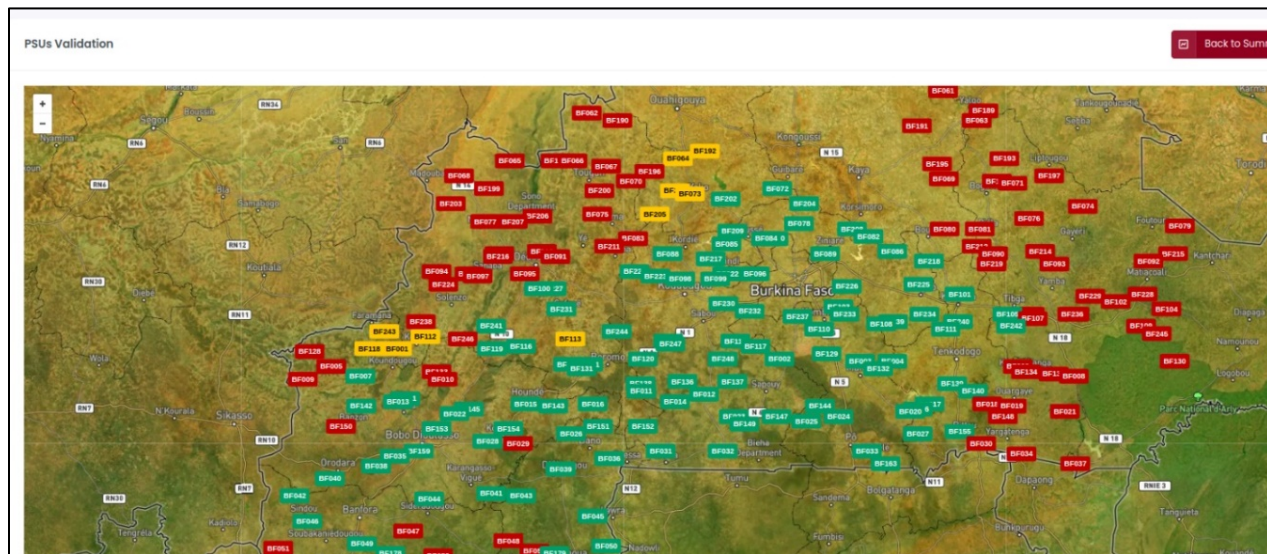
PSU FID	Type	Validated By	Validated on	Rejection Reason	Comment
BF005	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone

The PSUs validation page with a satellite map will be loaded together with the PSUs clustered in groups to improve on the page responsiveness.





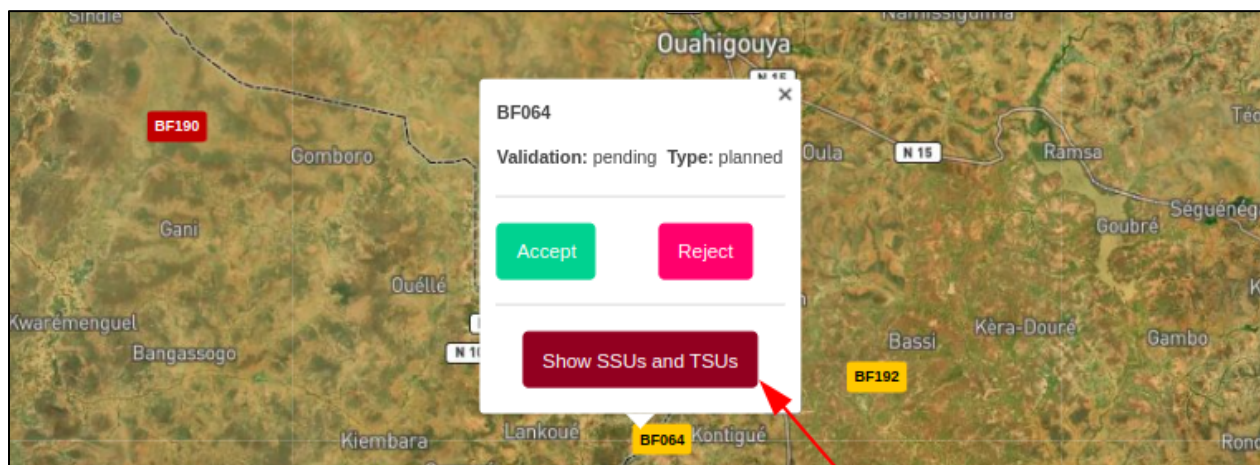
Zoom out on the map to show all the PSUs in the country by clicking on the “+” icon on the map, by spreading the screen using your fingers or clicking on the map using a mouse.



The **red** badges represent **rejected** PSUs; **green** badges represent **accepted** PSUs while **yellow** badges represent **unvalidated** PSUs.

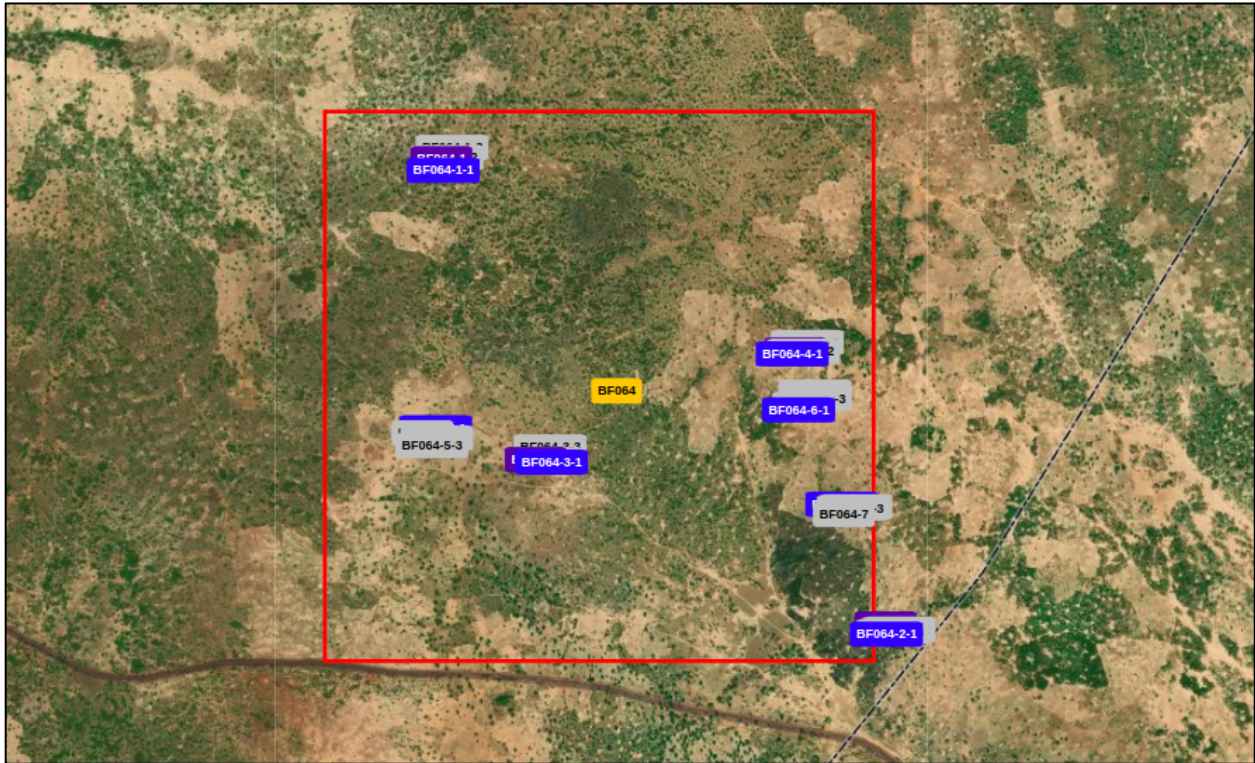
c) View PSU plus its SSUs and TSUs

Click on the badge of the PSU to be viewed. A small PSU details pop-up will appear on the screen.



The pop-up has the PSU “Accept” and “Reject” validation buttons and the “Show SSUs and TSUs” button.

To view the SSUs and the TSUs in the PSU, click on the “Show SSUs and TSUs” button. The map will zoom out, load and show all the children sampling units.



Purple badge represents a planned SSU and blue badge represents a planned TSU. All backup SSUs and TSUs are represented using grey badges.

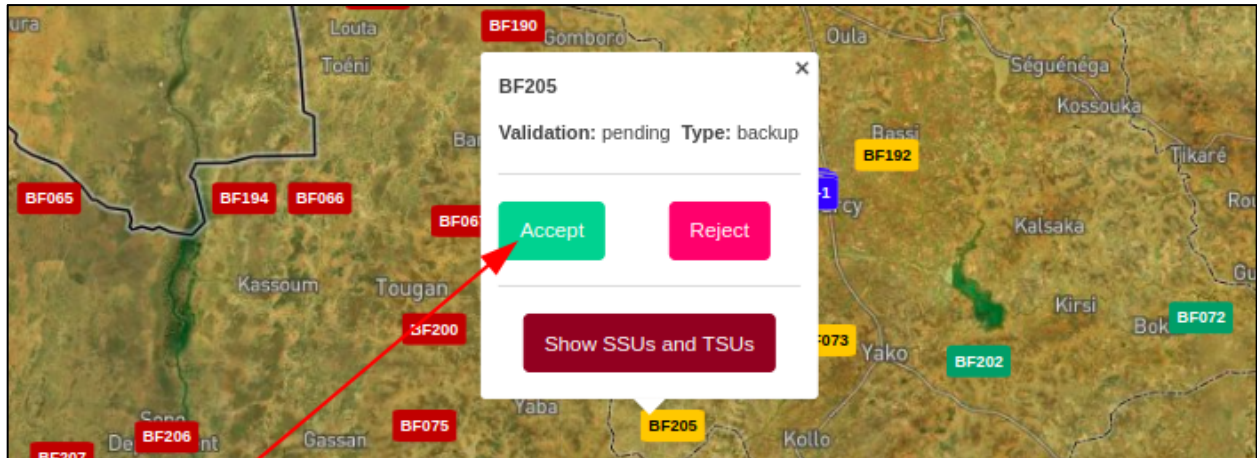
Zoom out further into the individual SSUs and TSUs as shown below.





d) Accept a PSU

Click on the badge of the PSU to be accepted and on PSU pop-up that appears on the screen, click on the “Accept” button.



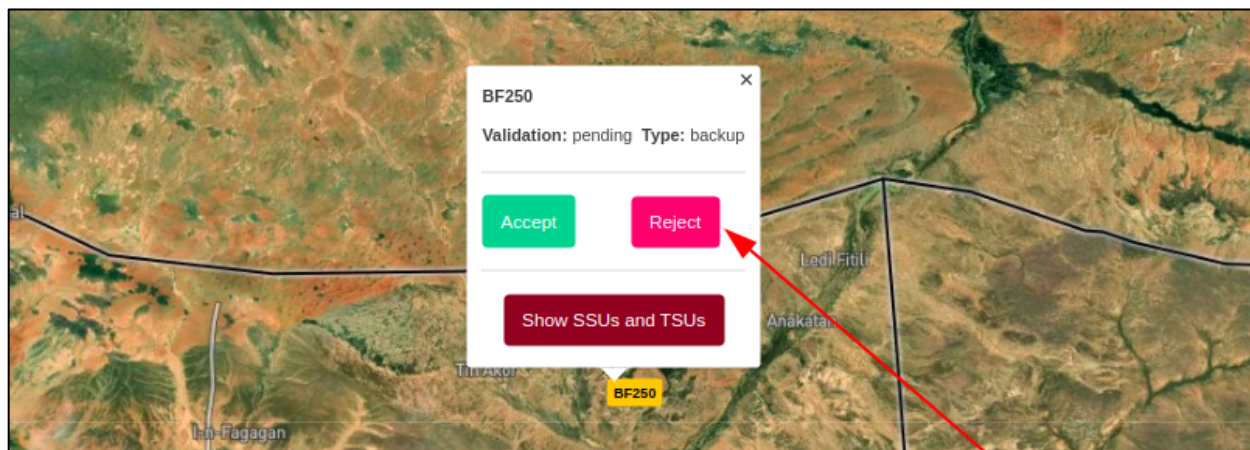
A confirmation dialog will appear on the screen as shown below. Click on “Accept” button to proceed or “Cancel” button to cancel the operation.



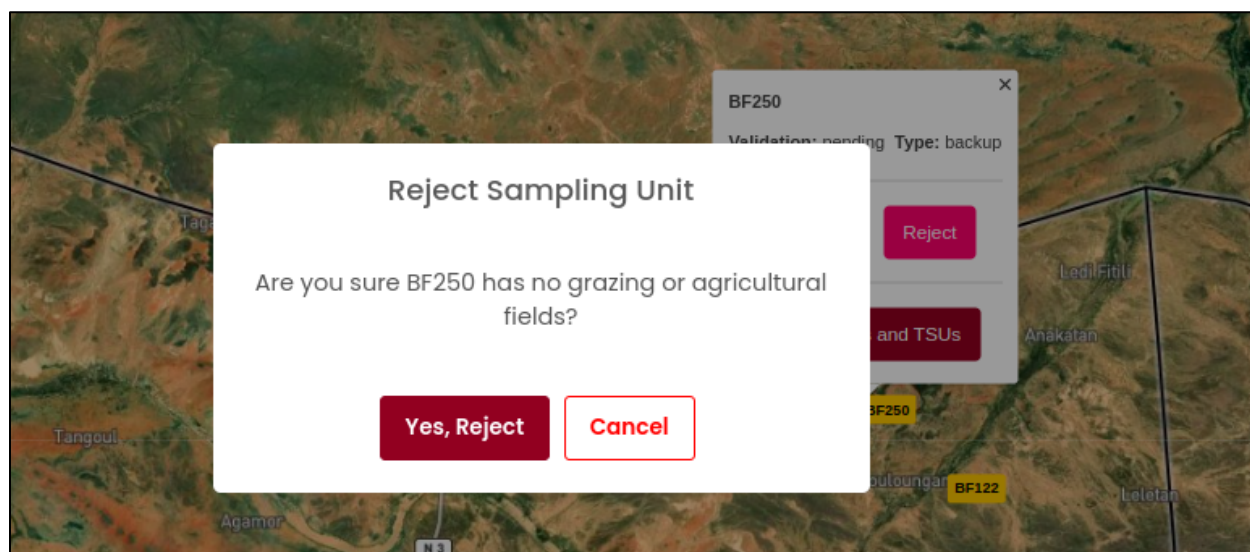
On accepting the PSU, a success message will be shown on the screen and the PSU badge color will automatically change from yellow to green.

e) Reject a PSU

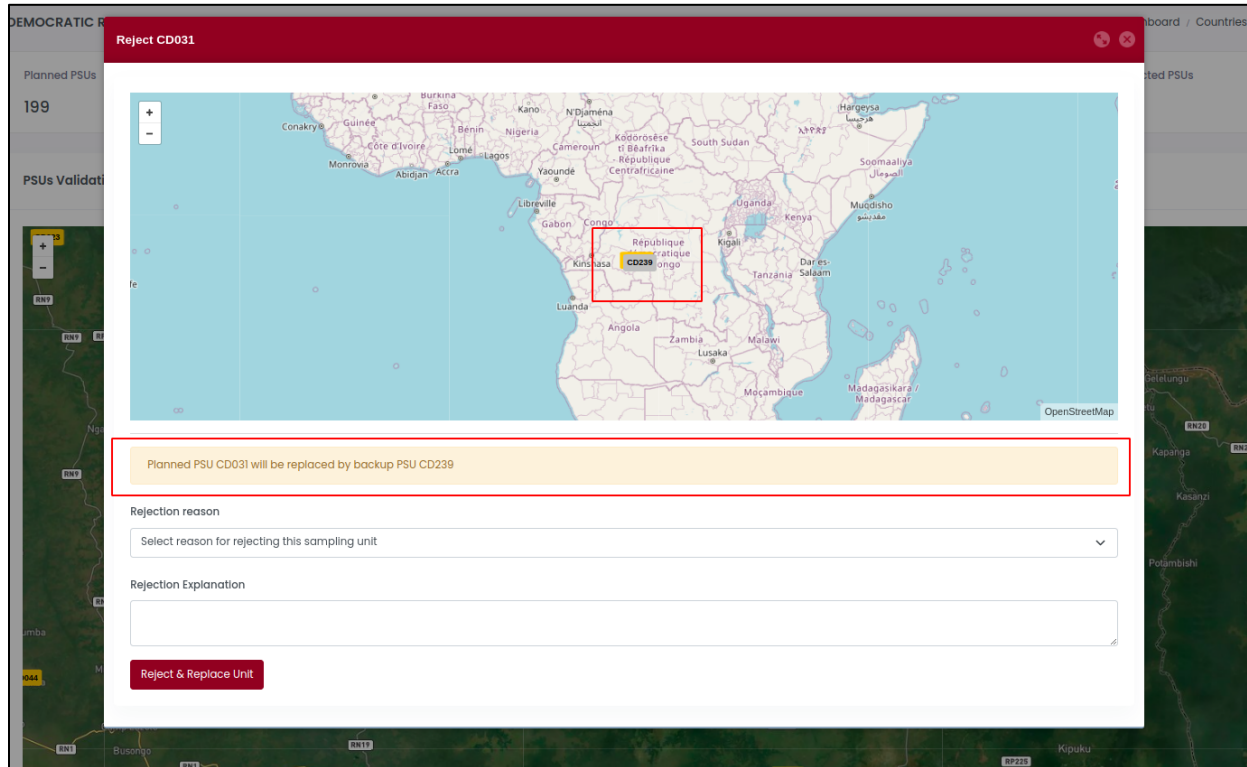
Click on the badge of the PSU to be rejected and on PSU pop-up that appears on the screen, click on the “Reject” button.



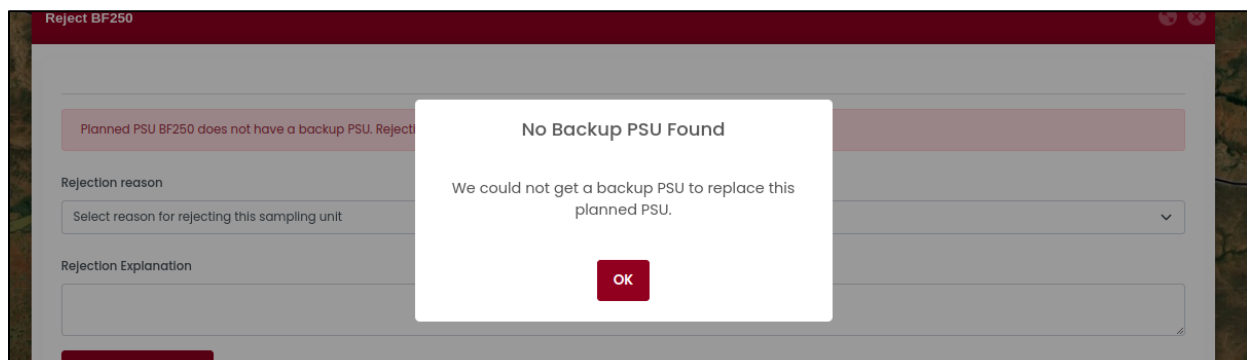
A confirmation dialog will appear on the screen as shown below. Click on “Yes Reject” button to proceed or “Cancel” button to cancel the operation.



A new PSU rejection window will be loaded and shown to user on clicking “Yes, Reject” button. This pop-up shows the backup PSU that will be used to replace the PSU being rejected.



In the event that all the appropriate and relevant backup PSUs have been depleted, a notification message indicating that no backup PSU was found will appear on the screen. Click on the “Ok” button to proceed.



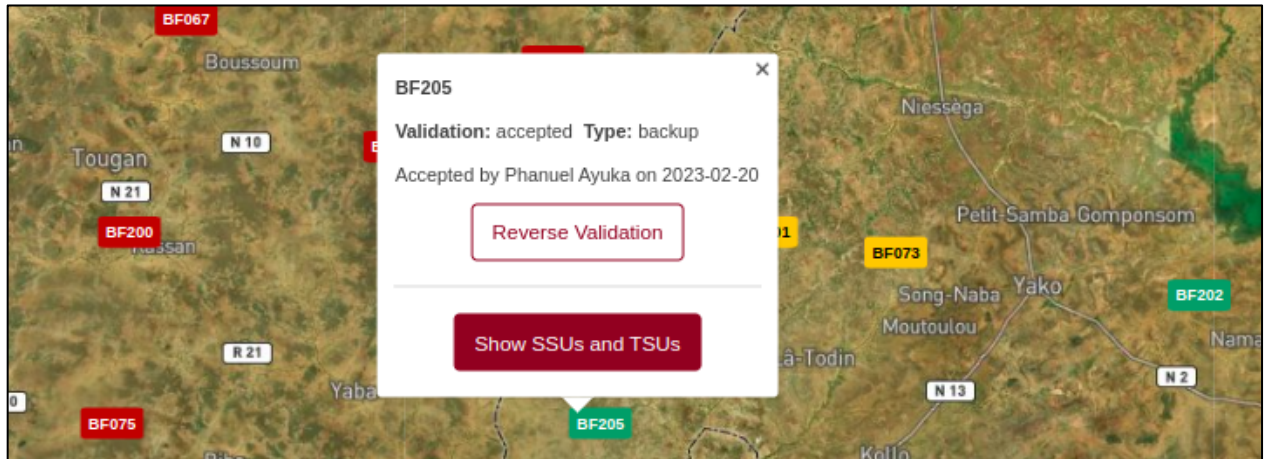
Select the reason for rejecting the PSU and give an explanation(optional). Click on the “Reject & Replace Unit” button to complete the PSU rejection.

The PSU badge will turn from yellow to red in the map. The replacement PSU, if present will be added to the map for validation as well.

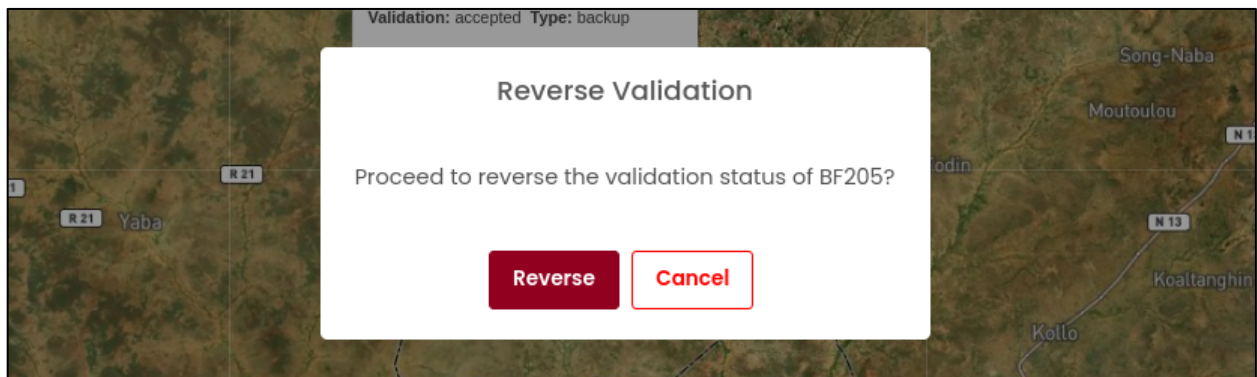
f) Reverse a PSU Validation

Only accepted or rejected PSUs can have their validation reversed.

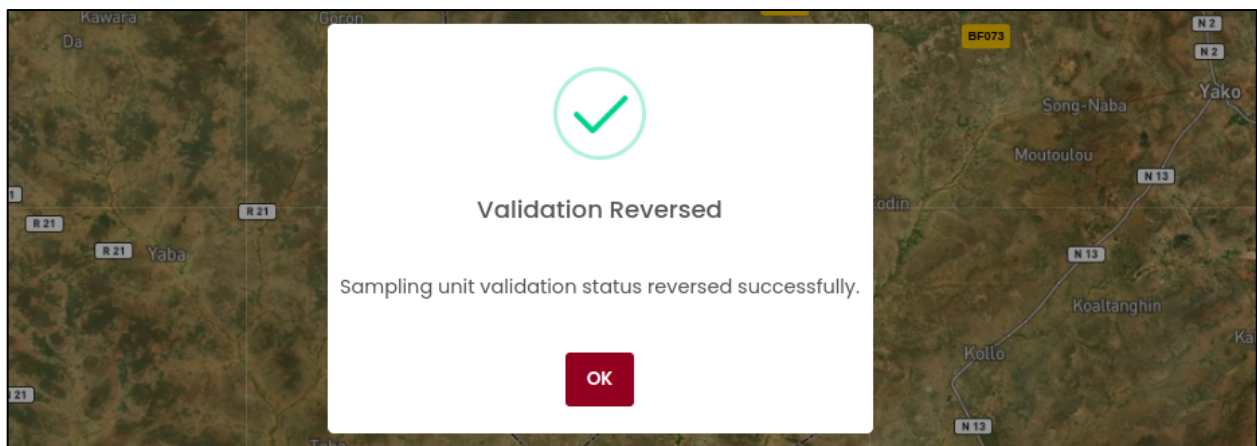
Click on the badge of the PSU whose validation is to be reversed. On the PSU pop-up, click on the “Reverse validation” button.



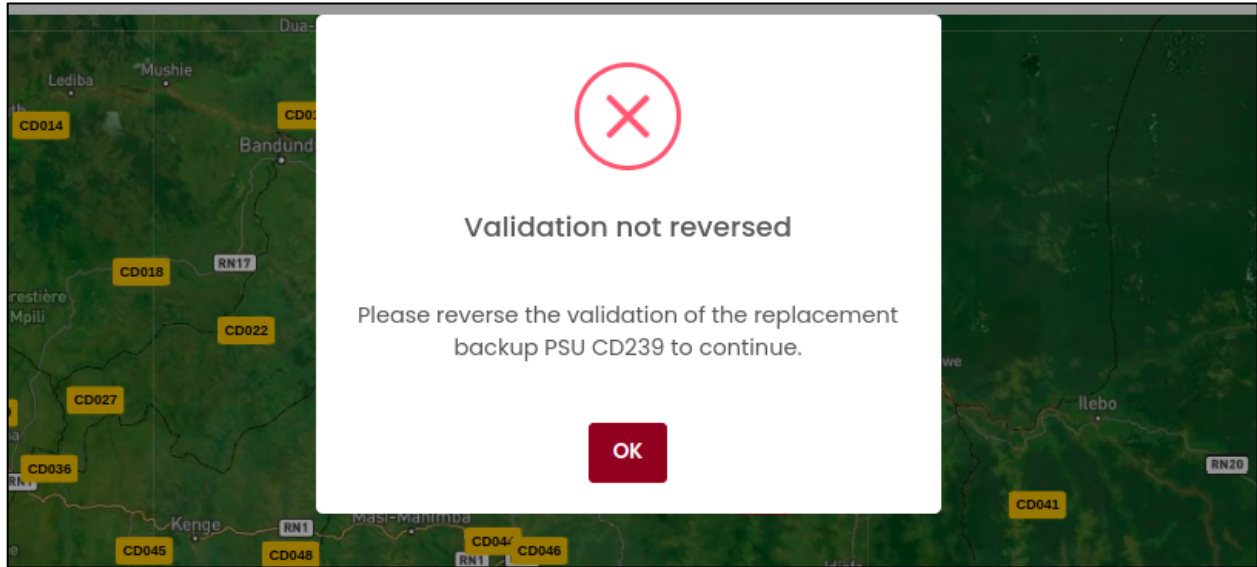
A confirmation dialog will appear on the screen as shown below. Click on “Reverse” button to proceed or “Cancel” button to cancel the operation.



On reversing the PSU validation, a success message will be shown on the screen and the PSU badge color will automatically change from green or red to yellow meaning that it can be validated once more.



If the PSU was previously rejected and its replacement backup PSU has been validated, the user will be prompted to reverse the validation of the replacement PSU before they can reverse the validation of the rejected PSU in question.



Regions PSU validation summary and graphs are shown in the region home page.

REGION MENU

Back Home

Overview

Coordinators

Countries

Surveys

Jobs

Submissions

Reference Sites

Region Points Validation

Country	Rejected	Accepted	Unvalidated
Burkina Faso	181	129	22
Benin	0	0	64
Ivory Coast	0	0	127
Ghana	0	109	0
Gambia	0	0	22
Guinea	0	0	59
Guinea-Bissau	0	0	26
Liberia	0	0	22
Mali	0	0	204
Niger	0	0	68
Nigeria	0	476	129
Sierra Leone	0	0	26
Senegal	0	0	69
Togo	0	0	37

Region Submissions Summary

Status	Count
Accepted	476
Unvalidated	129
Rejected	181
Other	22

PSU Rejection Summary by Reasons

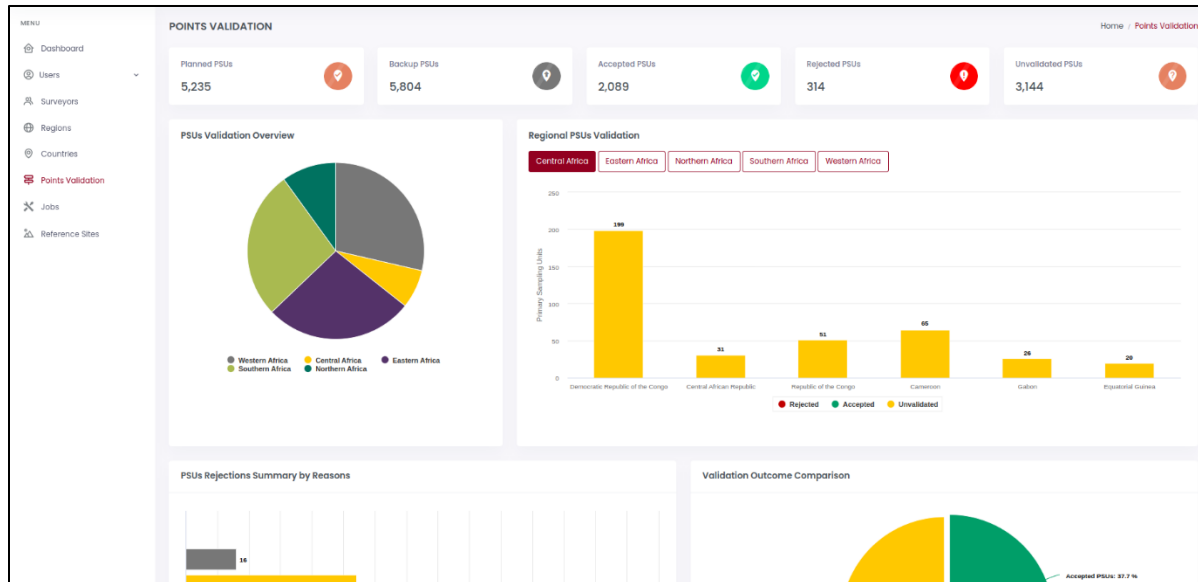
Reason	No. of Rejected PSUs
No. of PSUs with No. of Reasons	107
Other	1

View System PSU Validation Summary

- Pie charts of system-wide PSUs validation by region and validation outcome.
- Bar graph of regional validation progress per country.
- Bar graph of PSUs rejections summary by reasons selected by the user.



- A table for all rejected PSUs data and a download button that can be used to download the rejected all rejected PSUs data.



All Rejected PSUs

Show 10 entries

Search:

[Download](#)

PSU ID	Country	Type	Validated By	Validated on	Rejection Reason	Comment
BF005	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF006	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF008	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF009	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF010	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF018	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF019	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone
BF021	Burkina Faso	planned	Desire Kabore	Sept. 29, 2022	Security Threats	Incursion terroriste dans la zone



JOBS MANAGEMENT

A job is a group of validated PSUs in a country that can be assigned to the surveyor for field visit and data collection. It has estimated start and end dates.

The number of submissions received from the field and the quality control are used to determine the percentage progress and completeness of the job.

Country Jobs Overview

To navigate to the country jobs page, on the country menu, click on the “Jobs” menu option.

A page with all country jobs will be loaded indicating the job’s reference number, number of PSUs in the job, sampling completed PSUs, the names of the assigned surveyor, valid & total submissions received, job quality control percentage, if the job has been marked as completed or not and the completion date.

#	Ref	Total PSUs	Sampling Completed PSUs	Surveyor	Valid - Total Submissions	QC Progress	Completed	Completed on	
1	SJ-KE-8	7	7	Hillary Rutich	28 - 29 (97%)	100%	Completed	Aug 14, 2023	Manage
2	SJ-KE-7	11	11	Gladys Chekangot	44 - 45 (98%)	100%	Completed	Aug 14, 2023	Manage
3	SJ-KE-6	25	12	Lucas Taniul	101 - 142 (71%)	100%	Ongoing		Manage
4	SJ-KE-5	5	5	Angela Wambui Maina	20 - 24 (83%)	100%	Completed	Aug 14, 2023	Manage
5	SJ-KE-3	5	5	Lucas Taniul	20 - 21 (99%)	100%	Completed	Aug 14, 2023	Manage
6	SJ-KE-1	1	0	Kennedy Muchukuri	1 - 1 (100%)	100%	Ongoing		Manage

Creating a Job

A new job can only be created by the CSs & CCOs.

Navigate to the country jobs page and click on the “Create Job” button on the top-right corner of the jobs table.

#	Ref	Total PSUs	Sampling Completed PSUs	Surveyor	Valid - Total Submissions	QC Progress	Completed	Completed on	
15	SJ-NG-47	16	0		59 - 64 (92%)	100%	Ongoing		Manage
16	SJ-NG-46	1	0		4 - 4 (100%)	100%	Ongoing		Manage
17	SJ-NG-45	1	1		2 - 2 (100%)	100%	Ongoing		Manage
20	SJ-NG-42	12	0		48 - 48 (100%)	100%	Ongoing		Manage
23	SJ-NG-39	3	0		8 - 16 (53%)	100%	Ongoing		Manage
25	SJ-NG-37	2	0		8 - 8 (100%)	100%	Ongoing		Manage
26	SJ-NG-36	9	0		27 - 27 (100%)	100%	Ongoing		Manage
28	SJ-NG-34	1	0		4 - 4 (100%)	100%	Ongoing		Manage
31	SJ-NG-31	4	0		8 - 9 (89%)	100%	Ongoing		Manage
33	SJ-NG-29	6	0		24 - 24 (100%)	100%	Ongoing		Manage

The sampling job form page will be loaded.

Fill in the “New Job Form” with the job start and expected end date and click on the “Proceed” button.



NIGERIA Dashboard / Countries / Nigeria

New Job + Country Jobs

Please provide job details on the below form

Start Date

End Date

On successful creation of the job, the user will be redirected the new job details page with a success message “Job created successfully”.

To cancel the creation of a new job, click on the “Cancel” button and the user will be redirected to the jobs page.

Manage/view Job Details

Navigate to the country sampling jobs page as described in the previous steps.

Click on the “Manage” button for the job whose details is to be viewed/managed.

Sampling Jobs + Create Job

Show entries Search:

#	Ref	Total PSUs	Sampling Completed PSUs	Surveyor	Valid - Total Submissions	QC Progress	Completed	Completed on	
15	SJ-NG-47	16	0	Achile Kadiri	59 - 64 (92%)	100%	Ongoing		<input type="button" value="Manage"/>
16	SJ-NG-46	1	0	Mathewa Amama, Sani	4 - 4 (100%)	100%	Ongoing		<input type="button" value="Manage"/>
17	SJ-NG-45	1	1	Samuel Abdullahi	2 - 2 (100%)	100%	Ongoing		<input type="button" value="Manage"/>
20	SJ-NG-42	12	0	Achile Kadiri	48 - 48 (100%)	100%	Ongoing		<input type="button" value="Manage"/>
23	SJ-NG-39	3	0	Achile Kadiri	8 - 15 (53%)	100%	Ongoing		<input type="button" value="Manage"/>
25	SJ-NG-37	2	0	Blessing Agada	8 - 8 (100%)	100%	Ongoing		<input type="button" value="Manage"/>
26	SJ-NG-35	9	0	Faruk Umar	27 - 27 (100%)	100%	Ongoing		<input type="button" value="Manage"/>
28	SJ-NG-34	1	0	Bassam Abdulrahman Lawan	4 - 4 (100%)	100%	Ongoing		<input type="button" value="Manage"/>
31	SJ-NG-31	4	0	Kayode Are	8 - 9 (89%)	100%	Ongoing		<input type="button" value="Manage"/>
33	SJ-NG-29	6	0	Gabriel Oluwatolain	24 - 24 (100%)	100%	Ongoing		<input type="button" value="Manage"/>

Showing 1 to 10 of 54 entries Previous **1** 2 3 4 5 6 Next

The user will be redirected to the job details page as shown below.



JOBS MENU

[Back to Jobs](#)
[Overview](#)
[Add PSUs](#)
[Submissions](#)

KENYA: SJ-KE-3

Job details

Details of the sampling jobs

SJ-KE-3

Kenya

Job Duration

May 15, 2023 - May 22, 2023

Surveyor Assignment

Assigned

Job Surveyor

Full Name:

Mobile: +254

Email Address:

Institution: arch Organization

Sampling Units

Add Sampling Unit

Download Units

Show 10 entries

Search:

#	PSU	Valid - Total Submissions	Sampling Status	Added on
1	KE066	4 - 4	Completed	July 14, 2022
2	KE077	4 - 4	Completed	July 14, 2022
3	KE075	4 - 4	Completed	July 14, 2022
4	KE074	4 - 4	Completed	July 14, 2022
5	KE078	4 - 5	Completed	July 14, 2022

Showing 1 to 5 of 5 entries

Previous 1 Next

The job details page shows details of the surveyor allocated or the form to allocate a surveyor, job expected start and end dates, the job sampling units, job closure and completion form and delete job button.

Users can also navigate to the job details from the numerous summary sampling jobs tables found in the various pages in the system depending on the user level.

View Job PSUs

Navigate to the country sampling job's page as described in the previous steps.

All the Job PSUs will be listed on the details page in the "Sampling Units" table with the PSU Identifier, valid and total submissions received for the PSU, sampling completeness status (completed or ongoing) and the date the PSU was added to the job.

JOBS MENU

[Back to Jobs](#)
[Overview](#)
[Add PSUs](#)
[Submissions](#)

Sampling Units

Add Sampling Unit

Download Units

Show 10 entries

Search:

#	PSU	Valid - Total Submissions	Sampling Status	Added on
1	KE005	4 - 4	Completed	July 14, 2022
2	KE008	4 - 4	Completed	July 14, 2022
3	KE024	4 - 7	Completed	July 14, 2022
4	KE050	4 - 9	Completed	July 14, 2022
5	KE034	5 - 9	Pending/Ongoing	July 14, 2022
6	KE053	4 - 8	Completed	July 14, 2022
7	KE057	4 - 9	Completed	July 14, 2022
8	KE114	4 - 4	Completed	July 14, 2022
9	KE142	4 - 5	Completed	July 14, 2022
10	KE001	4 - 4	Completed	July 14, 2022

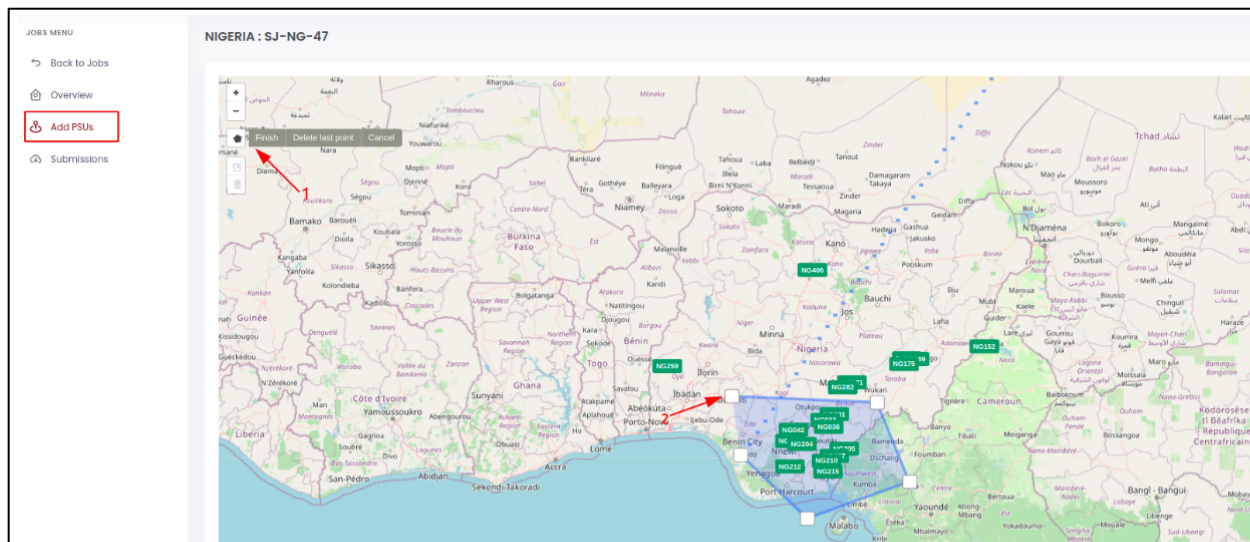
Add PSUs to a Job

Adding PSUs to a job can only be done by CSs & the CCOs. PSUs cannot be added to a job that



Navigate to the job details page and click on the “Add PSUs” left menu option or “Add Sampling Unit” button at the top of the job sampling units table.

A new page with map as shown below will be loaded. The map has all validated and accepted PSUs that have not been added to any other job in the country.

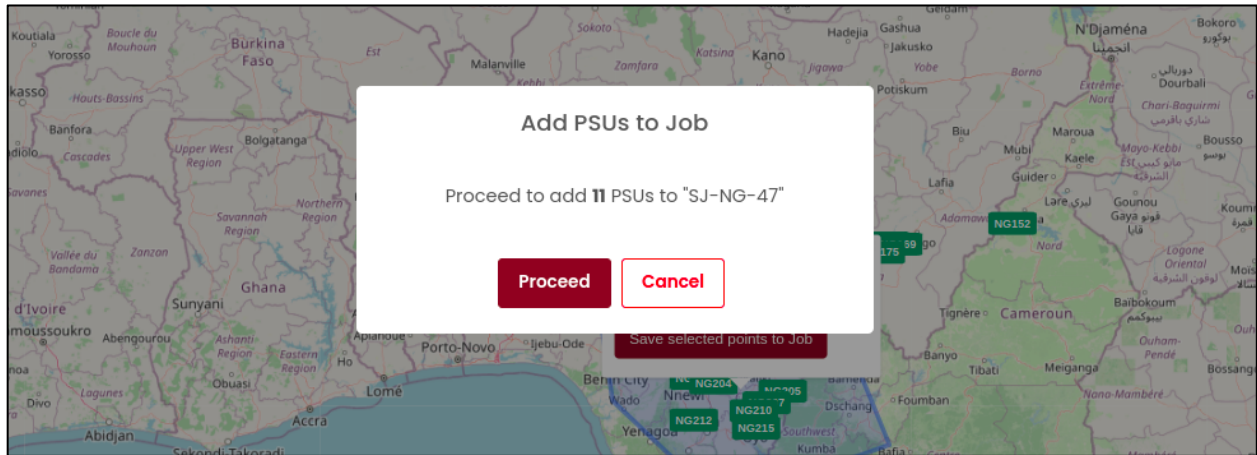


Click on the polygon icon on the map. Draw a polygon around all PSUs that you would like to add to the job by dragging the line around all the PSUs. Make sure you complete the polygon.

Once the polygon diagram is completed, a pop-up will automatically appear on the screen indicating the number of PSUs that have selected with “Save selected points to Job” button as shown below.



To proceed, click on the “Save selected points to Job” button. To cancel, click on the X icon on the pop-up. On clicking on the “Save selected points to Job” button, you will be shown a confirmation pop-up.



Click on the “Proceed” button to add the PSUs to the job or “Cancel” button to cancel the operation. On adding the PSUs to the job successfully, a success message will be shown and the map will be reloaded to show the most current state of available PSUs.

Close Job PSU (Sampling Completed)

A job PSU is closed when it marked by the CSs or the CCOs as sampling completed. This means that all the submissions expected to be received for the job PSU has been received. For a PSU to be marked as closed, all the submissions must have undergone the quality control process.

Navigate to the country sampling job’s detailed page as described in the previous steps in the PSUs table in the “Sampling Units” section, click on the “three dots” button for the PSU to be closed as shown in the figure below marked as “1”.

Sampling Units						
<div> Add Sampling Unit Download Units </div>						
<div> Show 10 entries </div>						
#	PSU	Valid - Total Submissions	Sampling Status	Added on		
11	KE132	4 - 7	Completed	July 14, 2022		
12	KE046	4 - 4	Completed	July 14, 2022		
13	KE113	4 - 4	Completed	July 14, 2022		
14	KE047	4 - 7	Pending/Outgoing	July 14, 2022		
15	KE029	4 - 4	Pending/Outgoing	July 14, 2022		
16	KE028	4 - 4	Pending/Outgoing	July 14, 2022		
17	KE026	4 - 7	Pending/Outgoing	July 14, 2022		
18	KE025	4 - 5	Pending/Outgoing	July 14, 2022		
19	KE030	4 - 8	Pending/Outgoing	July 14, 2022		
20	KE027	4 - 6	Pending/Outgoing	July 14, 2022		
Showing 11 to 20 of 25 entries						
<div> Previous 1 2 3 Next </div>						

Click on the “Sampling Completed” menu option and a pop-up as shown below will be shown to prompting the user to give any comment (optional) before closing the PSU.



Sampling Units

Show 10 entries

PSU Sampling Completion

Do you have any comment while marking sampling for this PSU as done? (Optional)

Save Cancel

0 - 0 Pending/Ongoing

Showing 1 to 4 of 4 entries

Previous 1 Next

Fill in the comment if any and click on the “Save” button to close the job PSU. A success message will be displayed on successfully closing the job PSU. Click on “Cancel” button to cancel the operation.

If a submission is received later on for a job that has been closed, it will be re-opened automatically by the system and the CSs should quality control the new submission and finally close the PSU once again.

Deleting PSUs from a Job

Removal of PSUs from a job can only be done by CSs & the CCOs.

The PSU to be removed from the job should not have received any soil sampling submission from the surveyor and it should not have been marked as sampling completed.

In the sampling units table in the job details page, click on the “round grey button with 3 dots” (marked 1) for the PSU that should be removed from the job. This button is only visible if the PSU has not been marked as sampling completed.

Sampling Units

Add Sampling Unit Download Units

Show 10 entries

Search:

#	T1	PSU	T1	Valid - Total Submissions	T1	Sampling Status	T1	Added on	T1	T1
11		KE132		4 - 7		Completed		July 14, 2022		
12		KE046		4 - 4		Completed		July 14, 2022		
13		KE113		4 - 4		Completed		July 14, 2022		
14		KE047		4 - 7		Pending/Ongoing		July 14, 2022		
15		KE029		4 - 4		Pending/Ongoing		July 14, 2022		
16		KE028		4 - 4		Pending/Ongoing		July 14, 2022		
17		KE026		4 - 7		Pending/Ongoing		July 14, 2022		
18		KE025		4 - 5		Pending/Ongoing		July 14, 2022		
19		KE030		4 - 8		Pending/Ongoing		July 14, 2022		
20		KE027		4 - 6		Pending/Ongoing		July 14, 2022		

Showing 11 to 20 of 25 entries

Previous 1 2 3 Next

Click on the “Remove” option (marked 2) in the menu list appearing just below the clicked button. Click on the “Proceed” button in the confirmation dialog that will be shown to delete the PSU from the job.



Assigning Job to a Surveyor

Adding a surveyor to a job can only be done by CSs & the CCOs. A surveyor can only be added to a job only if the job has at least one PSU.

Navigate to the job details page. If the job already has a surveyor assigned, the details of the surveyor will be shown. If the job does not have a surveyor, a form for adding a surveyor will be shown as below.

SOMALIA : SJ-SO-1

Dashboard / Jobs / SJ-SO-1

Job details
Details of the sampling jobs

SJ-SO-1
Somalia
Job Duration
March 7, 2023 - Sept. 7, 2023
Surveyor Assignment
Not assigned

Surveyor Assign Job
Select available surveyors
Assign Job

Sampling Units
Add Sampling Unit Download Units

There are no sampling units at the moment.

Select the available surveyors in the form. Only approved and onboarded surveyors in the country are available for selection.

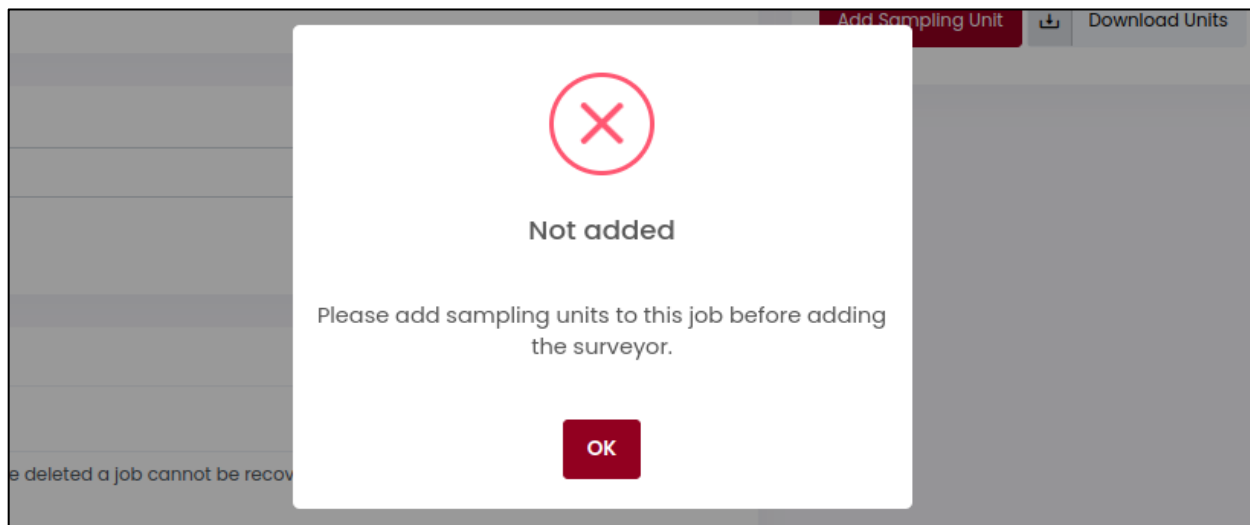
Click on the “Assign Job” button to add the surveyor to the job. Click on the “Proceed” button in the confirmation pop-up that will appear in the screen or “Cancel” to cancel the operation.

Add surveyor to job

Proceed to add [surveyor name] to this job?

Proceed Cancel

If the job does not have any PSUs, an error message as shown below will be shown on the screen.



On successfully adding the surveyor to the job, a success message will be shown and the job details page will be updated with the surveyor details. The surveyor will receive an email notification on the job allocation with an excel file containing coordinates of the TSUs in the job PSUs.

Close a Job

Closing and marking a job as sampling completed can only be done by CSs and thew CCOs.

All the PSUs in the job must be marked as sampling completed and all ODK submissions in the job fully quality controlled. The CSs need to close all jobs that have been completed for efficient system monitoring and reporting.

Navigate to the job details page, scroll to the “Manage Job” section. Provide a comment in the form field (optional) and click on the “Close Job” button.

The screenshot shows the 'Manage Job' section of the job details page. It includes a 'Job Closure & Completion' subsection with a text area for a comment and a 'Close Job' button. Below this is a 'Delete Job' section with a warning message and a 'Delete Job' button. The 'Close Job' button is highlighted with a red box and a red arrow pointing to it.

A confirmation dialog will be shown. Click on “Proceed” button to close the job or “Cancel” button to cancel the operation.



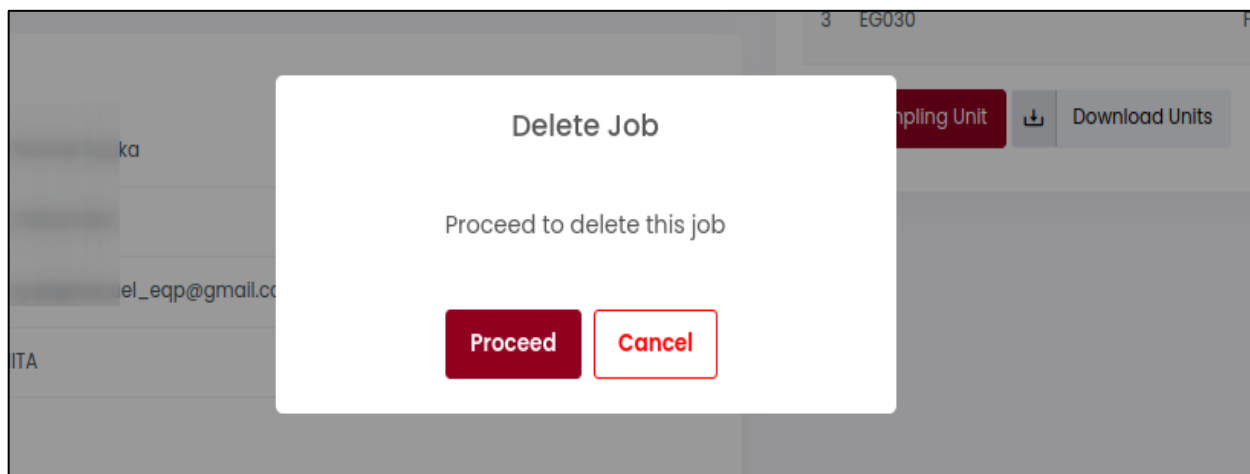
Delete a Job

Deleting a job can only be done by CSs & the CCOs. A job can only be deleted if the surveyor assigned to it has not submitted any survey submission data for its respective PSUs.

Navigate to the job details page, scroll to the “Manage Job” section, click on the “Delete Job” button to delete the job.

A screenshot of the 'Manage Job' section in the SOILS AFRICA system. The section is titled 'Manage Job' and contains a 'Job Closure & Completion' subsection. Under this subsection, there is a text input field for 'Do you have any comment while closing this job? (Optional)'. Below the input field is a 'Close Job' button. Further down, there is a 'Delete Job' subsection with a warning message: 'Click on the button below to delete this job. Once deleted a job cannot be recovered.' Below this message is a 'Delete Job' button, which is highlighted with a red arrow pointing to it.

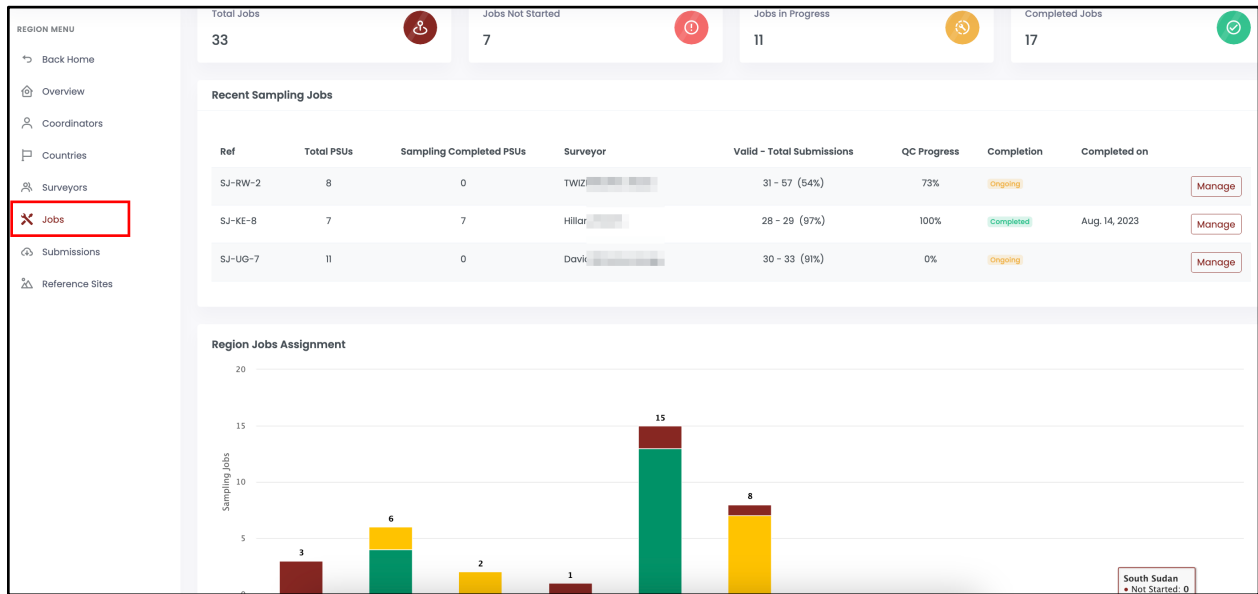
A confirmation dialog will appear on the screen as shown below. Click on “Proceed” button to delete the job or “Cancel” button to cancel the operation.



On successfully deleting the job, a success message will be shown and the user will be redirected to the country all jobs overview page.

View Region Jobs Summary

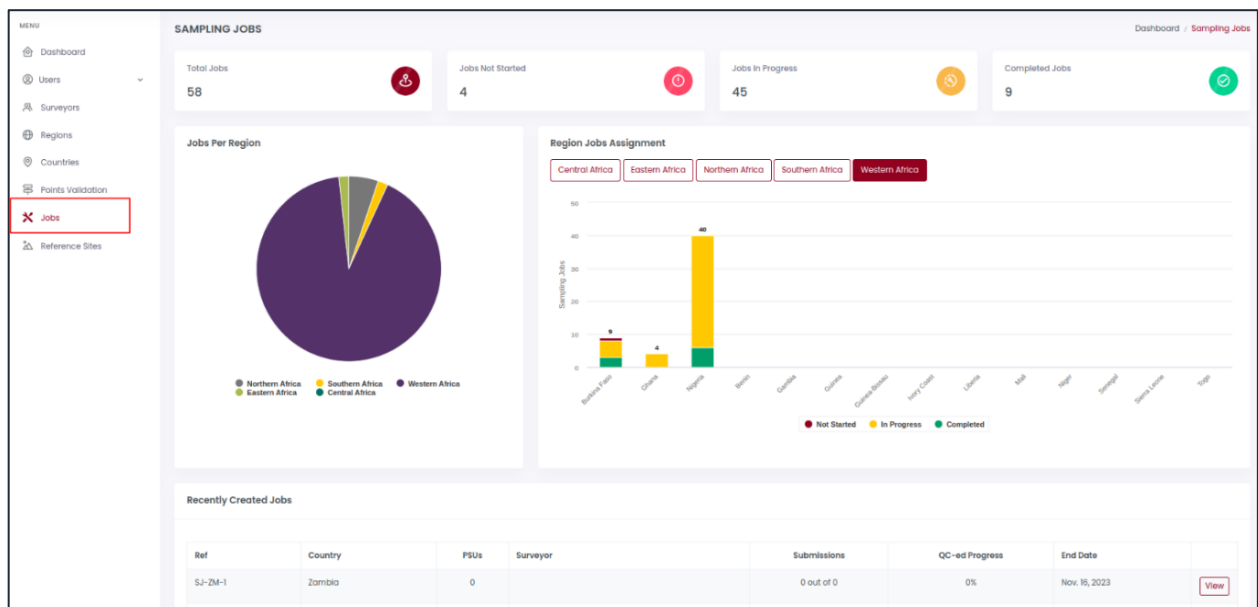
Regions jobs summary and graphs are shown in the region jobs page. In the region's menu, click on the “Jobs” menu option to load the region jobs page. The Region jobs page shows the most recent jobs created in the region and bar graphs showing started, not started and completed jobs for each country in the region as shown below.



View System Jobs Summary

In the main system menu, click in the “Jobs” menu option. This will load the page with the following information and summaries:

- Pie charts of system-wide jobs and their progress status by region.
- Bar graph of regional jobs summary per country.
- A table with the most recent jobs created in the system.





SOIL SAMPLING ODK SUBMISSIONS

Submissions are the data sent to the SDMT from the field by the surveyors about using the developed field survey ODK form.

View & Download Country Submissions

To view the country submissions, on the country menu, click on the “Submissions” menu option.

A page with country submissions will be loaded. All the data collected by the surveyor is shown in the table including the quality control status, job, TSU and PSU of the submissions.

Scroll down in the table to view more available submissions and scroll to the right to view all the data submitted for each submission.

id	created_on	job	psu	tsu	quality_control_status	quality_control_done_on	sampling_point_id	tsu_sample_distance_meters	distance_to_point	field_country	surveyor_name	sampling
38	2022-09-17	SJ-NG-14	NG240	NG240-1-1	accepted	2022-11-23	NG240-1-1	2	3	Nigeria	Adam Muhammad Adam	true
39	2022-09-17	SJ-NG-14	NG240	NG240-2-1	accepted	2022-11-23	NG240-2-1	3	2	Nigeria	Adam Muhammad Adam	true
40	2022-09-17	SJ-NG-14	NG240	NG240-3-1	accepted	2022-11-23	NG240-3-1	13	4	Nigeria	Adam Muhammad Adam	true
41	2022-09-17	SJ-NG-14	NG240	NG240-4-1	accepted	2022-11-23	NG240-4-1	2	1	Nigeria	Adam Muhammad Adam	true
42	2022-09-17	SJ-NG-14	NG141	NG141-1-1	rejected	2023-01-14	NG141-1-1	389502	2890	Nigeria	Adam Muhammad Adam	false
43	2022-09-17	SJ-NG-14	NG395	NG395-4-1	accepted	2022-11-23	NG395-4-1	5	3	Nigeria	Adam Muhammad Adam	true
44	2022-09-17	SJ-NG-14	NG395	NG395-3-1	accepted	2022-11-23	NG395-3-1	0	2	Nigeria	Adam Muhammad Adam	true
45	2022-09-17	SJ-NG-14	NG395	NG395-2-1	accepted	2022-11-23	NG395-2-1	1	0	Nigeria	Adam Muhammad Adam	true
46	2022-09-17	SJ-NG-14	NG395	NG395-1-1	accepted	2022-11-23	NG395-1-1	72	2	Nigeria	Adam Muhammad Adam	true
47	2022-09-17	SJ-NG-14	NG391	NG391-1-1	accepted	2022-11-23	NG391-1-1	2	1	Nigeria	Adam Muhammad Adam	true
48	2022-09-17	SJ-NG-14	NG391	NG391-4-1	accepted	2022-11-23	NG391-4-1	5	3	Nigeria	Adam Muhammad Adam	true
49	2022-09-17	SJ-NG-14	NG391	NG391-3-1	accepted	2022-11-23	NG391-3-1	3	5	Nigeria	Adam Muhammad Adam	true
50	2022-09-17	SJ-NG-14	NG391	NG391-2-1	accepted	2022-11-23	NG391-2-1	3	2	Nigeria	Adam Muhammad Adam	true
51	2022-09-17	SJ-NG-14	NG47	NG47-1-1	accepted	2022-11-23	NG47-1-1	9	3	Nigeria	Adam Muhammad Adam	true
52	2022-09-17	SJ-NG-14	NG47	NG47-2-1	accepted	2022-11-23	NG47-2-1	16	2	Nigeria	Adam Muhammad Adam	true
53	2022-09-17	SJ-NG-14	NG47	NG47-4-1	accepted	2022-11-23	NG47-4-1	2	2	Nigeria	Adam Muhammad Adam	true
54	2022-09-17	SJ-NG-14	NG47	NG47-3-1	accepted	2022-11-23	NG47-3-1	4	1	Nigeria	Adam Muhammad Adam	true
55	2022-09-17	SJ-NG-14	NG235	NG235-3-1	accepted	2022-11-23	NG235-3-1	6	5	Nigeria	Adam Muhammad Adam	true

Only 100 submissions are displayed at a time in the table above. Click on the “Next” and “Previous” icons provided on the top-right corner of the table to view more submissions in the country.

The table has two filters that can be used to list only specific submissions; the quality control status of the submissions and the names of the surveyors who submitted the data.

Click on the “Download” button on the top-right corner of the table to download all the submissions data in an excel file.

View & Download Job Submissions

To view the job submissions, on the job menu, click on the “Submissions” menu option. A page with the submissions will be loaded. All the data collected by the surveyor is shown in the table including the quality control status, job, TSU and PSU of the submissions.

Scroll down in the table to view more available submissions and scroll to the right to view all the data submitted for each submission.



JOBS MENU

- Back to Jobs
- Overview
- Add PSUs
- Submissions**

NIGERIA : SJ-NG-47 Dashboard / Jobs / SJ-NG-47

Submissions Filter by Quality control status Download submissions Download

All QC Status Filter by Name of Surveyor All Surveyors Go to next & previous page Page 1 / 2

id	created_on	Job	psu	tsu	quality_control_status	quality_control_done_on	sampling_point_id	tsu_sample_distance_meters	distance_to_point	field_country	surveyor_name	sampling_point_valid	sur
1964	2023-01-29	SJ-NG-47	NG161	NG161-3-1	accepted	[🔗 Quality Control]	2023-02-01	NG161-3-1	4	3	Nigeria	true	202
1965	2023-01-29	SJ-NG-47	NG161	NG161-5-1	accepted	[🔗 Quality Control]	2023-02-01	NG161-5-1	5	0	Nigeria	true	202
1966	2023-01-29	SJ-NG-47	NG161	NG161-7-1	accepted	[🔗 Quality Control]	2023-02-01	NG161-7-1	2	1	Nigeria	true	202
1967	2023-01-29	SJ-NG-47	NG161	NG161-4-1	accepted	[🔗 Quality Control]	2023-02-01	NG161-4-1	5	3	Nigeria	true	202
1968	2023-01-29	SJ-NG-47	NG252	NG252-7-1	accepted	[🔗 Quality Control]	2023-02-02	NG252-7-1	8	4	Nigeria	true	202
1969	2023-01-29	SJ-NG-47	NG252	NG252-4-1	accepted	[🔗 Quality Control]	2023-02-02	NG252-4-1	1	0	Nigeria	true	202
1970	2023-01-29	SJ-NG-47	NG252	NG252-1-1	accepted	[🔗 Quality Control]	2023-02-02	NG252-1-1	11	2	Nigeria	true	202
1971	2023-01-29	SJ-NG-47	NG246	NG246-7-1	accepted	[🔗 Quality Control]	2023-02-02	NG246-7-1	20	1	Nigeria	true	202
1972	2023-01-29	SJ-NG-47	NG252	NG252-2-1	accepted	[🔗 Quality Control]	2023-02-02	NG252-2-1	1	2	Nigeria	true	202
1973	2023-01-29	SJ-NG-47	NG129	NG129-7-1	accepted	[🔗 Quality Control]	2023-02-12	NG129-7-1	50	0	Nigeria	true	202
1974	2023-01-29	SJ-NG-47	NG129	NG129-1-1	accepted	[🔗 Quality Control]	2023-02-02	NG129-1-1	26	2	Nigeria	true	202
1975	2023-01-29	SJ-NG-47	NG129	NG129-6-1	accepted	[🔗 Quality Control]	2023-02-12	NG129-6-1	28	0	Nigeria	true	202

Only 100 submissions are displayed at a time in the table above. Click on the “Next” and “Previous” icons provided on the top-right corner of the table to view more submissions in the job. The table has two filters that can be used to list only specific submissions; the quality control status of the submissions and the name of the surveyors who submitted the data.

Click on the “Download” button on the top-right corner of the table to download all the job submissions data in a excel file.

View Specific Submission Details

The submission details page has more information on the submission including the photographs taken in the field and a map showing the planned sampling point and the actual point where the sample was taken.

To view a specific submission detail, navigate to the country or job submissions page.

Submissions

All QC Status Filter by Name of Surveyor All Surveyors

1981	2023-01-29	SJ-NG-47	NG130	NG130-6-1	accepted	[🔗 Quality Control]	2023-02-12	NG130-6-1	21	3	Nigeria	Achile
1982	2023-01-29	SJ-NG-47	NG130	NG130-5-1	accepted	[🔗 Quality Control]	2023-02-12	NG130-5-1	14	0	Nigeria	Achile
1983	2023-01-29	SJ-NG-47	NG130	NG130-7-1	accepted	[🔗 Quality Control]	2023-02-12	NG130-7-1	4	3	Nigeria	Achile
2005	2023-01-31	SJ-NG-47	NG089	NG089-7-1	accepted	[🔗 Quality Control]	2023-02-12	NG089-7-1	6	2	Nigeria	Achile
2006	2023-01-31	SJ-NG-47	NG089	NG089-4-1	accepted	[🔗 Quality Control]	2023-02-12	NG089-4-1	9	1	Nigeria	Achile
2007	2023-01-31	SJ-NG-47	NG089	NG089-3-1	accepted	[🔗 Quality Control]	2023-02-12	NG089-3-1	2	0	Nigeria	Achile
2008	2023-01-31	SJ-NG-47	NG089	NG089-1-1	accepted	[🔗 Quality Control]	2023-02-12	NG089-1-1	6	0	Nigeria	Achile
2009	2023-01-31	SJ-NG-47	NG094	NG094-4-1	accepted	[🔗 Quality Control]	2023-02-12	NG094-4-1	3	7	Nigeria	Achile
2010	2023-01-31	SJ-NG-47	NG094	NG094-7-1	accepted	[🔗 Quality Control]	2023-02-12	NG094-7-1	21	0	Nigeria	Achile
2011	2023-01-31	SJ-NG-47	NG094	NG094-2-1	accepted	[🔗 Quality Control]	2023-02-12	NG094-2-1	27	10	Nigeria	Achile
2012	2023-01-31	SJ-NG-47	NG094	NG094-5-1	accepted	[🔗 Quality Control]	2023-02-12	NG094-5-1	4	0	Nigeria	Achile
2013	2023-02-01	SJ-NG-47	NG137	NG137-5-1	pending	[🔗 Quality Control]		NG137-5-1	3	0	Nigeria	Achile
2014	2023-02-01	SJ-NG-47	NG137	NG137-6-1	pending	[🔗 Quality Control]		NG137-6-1	2	3	Nigeria	Achile
2015	2023-02-01	SJ-NG-47	NG137	NG137-4-1	pending	[🔗 Quality Control]		NG137-4-1	13	0	Nigeria	Achile
2016	2023-02-01	SJ-NG-47	NG137	NG137-1-1	pending	[🔗 Quality Control]		NG137-1-1	6	0	Nigeria	Achile
2017	2023-02-01	SJ-NG-47	NG136	NG136-4-1	pending	[🔗 Quality Control]		NG136-4-1	9	8	Nigeria	Achile

Click in the “Quality Control” link for the submission that you would like to view. The submission details page will be opened in a new different browser window.



Soil Sample Submission Quality Control

View submitted data and other related details.

✓ Quality Control pending.

Quality control has not been done on this submission data. Please do the quality control.

Sampling Point Photos

Vertical photo

Horizontally downwards photo

Perpendicular photo

Sampling Point Satellite Map

The sample was collected **4 meters** from the planned sampling location.

Sampling Point Data

▼ Introduction

Survey started at [Jan. 23, 2023, 4:55 p.m.]

Survey Date [Jan. 23, 2023]

Surveyor Name [Achile kadin]

► Accepting/Rejecting the sampling point

► Record the details of the soil sample

► Observations on soil profile characteristics (depth restriction and drainage)

► Observations on soil erosion

► Observations on grazing

► Observations on land use

► Land and Crop Management

► Soil sampling and observations of the soil layers

▼ Observations on site characteristics (Soil surface and terrain)

Indicate the presence of coarse fragments (gravel, stones, boulders) at the soil surface by class [None (0%)]

What is the stoniness class? [- Not filled -]

What is the major landform? [Level land (Gradient < 10%, relief intensity < 100 m/km)]

Estimate the slope class at this particular location [Flat (0 - 0.2%)]

What is the position on the slope of this particular location? (Indicate your position within the landscape in case of level terrain) [Lower part (and dip) in flat to almost flat terrain]

What is the position on the slope of this particular location? (Indicate your position within the landscape in case of undulating and hilly terrain) [- Not filled -]

What is the slope pathway at this location? [- Not filled -]

► Observations on land cover

► Are there any signs of input use?

► Water management & Irrigation

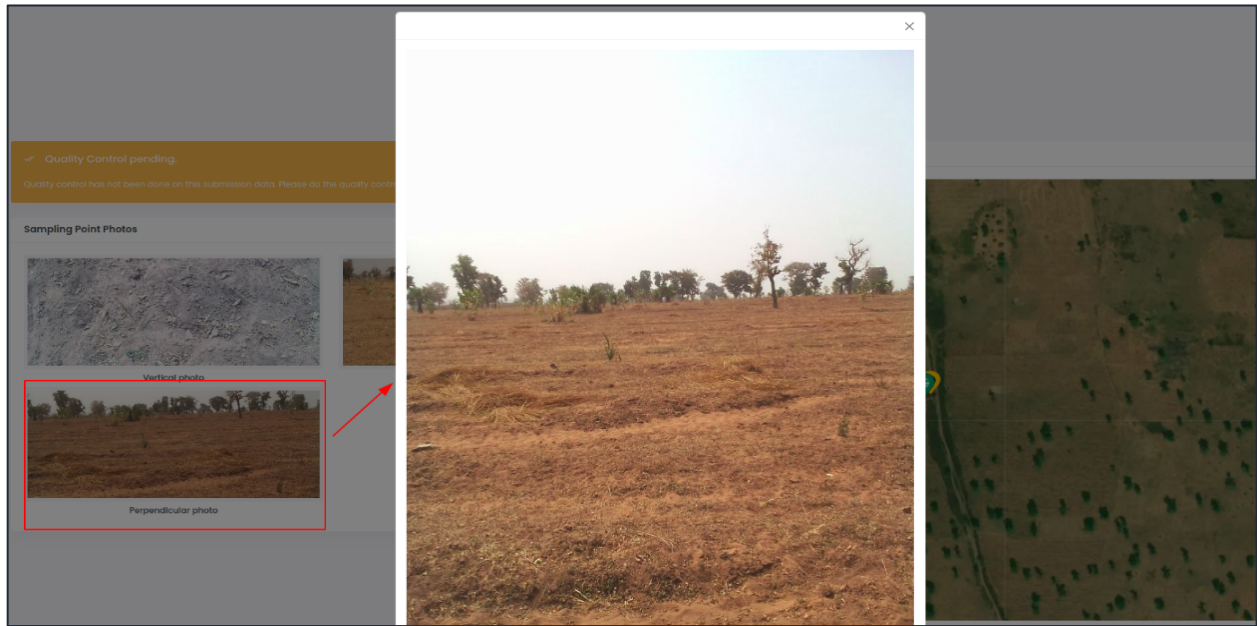
▼ Soil and water conservation

Is there any measure for the conservation of soil or water? [No conservation measures]

What is the type of soil and water conservations found in the plot? [- Not filled -]

The submission data is grouped into different sections based on the ODK form sections. Click on the section headings to open and collapse the sections and view or hide the data for each section. Click on the small images shown on the page to open and view the image in a larger dimension.

All fields that were not filled by the surveyor will be indicated as [--not filled --].



The satellite map in the submission details page shows two location markers; green marker is the actual location where the sample was collected and the yellow marker shows the designated sampling point.





Just below the map, the system indicates the distance (system calculated) between actual sampling point and the designated sampling point. The distance is flagged and marked in red if it is more than 10 meters.

Quality control

1) Editing/Correcting submissions

Submissions can only be edited and corrected by the CCOs and the CSs.

Editing submissions are useful when there is need to make corrections to the data that has been received from the field. Submissions can only be edited before they are accepted or rejected during the quality control.

All details of the submission can be edited except the coordinates of the soil sampling location, the survey date and time and the validity of the sampling point as filled by the surveyor.

From the country and job submissions list, submissions that have been edited are indicated as **corrected** with a grey badge in the quality control column in the table.

Id	created_on	Job	psu	tsu	quality_control_status	quality_control_done_on	sampling_point_id	tsu_sample_distance_meters	distance_to_point	field
38	2022-09-17	SJ-NG-14	NG240	NG240-1-1	accepted corrected [Quality Control]	2022-11-23	NG240-1-1	2	3	Nig
39	2022-09-17	SJ-NG-14	NG240	NG240-2-1	accepted [Quality Control]	2022-11-23	NG240-2-1	3	2	Nig
40	2022-09-17	SJ-NG-14	NG240	NG240-3-1	accepted [Quality Control]	2022-11-23	NG240-3-1	13	4	Nig
41	2022-09-17	SJ-NG-14	NG240	NG240-4-1	accepted [Quality Control]	2022-11-23	NG240-4-1	2	1	Nig
42	2022-09-17	SJ-NG-11	NG141	NG141-1-1	rejected [Quality Control]	2023-01-14	NG141-1-1	389502	2890	Nig
43	2022-09-17	SJ-NG-14	NG395	NG395-4-1	accepted corrected [Quality Control]	2023-01-18	NG395-4-1	5	3	Nig
44	2022-09-17	SJ-NG-14	NG395	NG395-3-1	accepted [Quality Control]	2022-11-23	NG395-3-1	0	2	Nig
45	2022-09-17	SJ-NG-14	NG395	NG395-2-1	accepted [Quality Control]	2022-11-23	NG395-2-1	1	0	Nig
46	2022-09-17	SJ-NG-14	NG395	NG395-1-1	accepted [Quality Control]	2023-01-18	NG395-1-1	72	2	Nig
47	2022-09-17	SJ-NG-14	NG391	NG391-1-1	accepted [Quality Control]	2022-11-23	NG391-1-1	2	1	Nig
48	2022-09-17	SJ-NG-14	NG391	NG391-4-1	accepted [Quality Control]	2022-11-23	NG391-4-1	5	3	Nig
49	2022-09-17	SJ-NG-14	NG391	NG391-3-1	accepted [Quality Control]	2022-11-23	NG391-3-1	3	5	Nig
50	2022-09-17	SJ-NG-14	NG391	NG391-2-1	accepted [Quality Control]	2022-11-23	NG391-2-1	3	2	Nig

To make corrections to a submission, click on the quality control link in the submissions table. This will open the submission details page in another browser window.

At the bottom of the submission details page, click on the “Make Corrections” button. This button is only visible if the submission has not been accepted or rejected during the quality control.

Observations on land use

What is the major land use category for this land? [Cultivated and managed land (terrestrial area)]

What is the life form of the dominant economically important crop? [Herbaceous - Graminoids]

What is the crop type? [Cereals]

Estimate the size of the field [2 to 5 acres (x 0.8 to 2 ha; 8000-20,000 m²)]

What is the field distribution pattern? [Contiguous fields; > 50% - Irregular pattern and shape]

Land and Crop Management

Indicate the sign of ploughing or tillage in the plot [Signs of tillage in the past: ridges visible forming a pattern, but ridges less pronounced/flattened]

What is the ploughing direction? [Not applicable]

What is the tillage mode? [Mechanical (tractor)]

Manure (FYM, cattle manure, chicken manure, etc.) [Yes]

Inorganic (mineral) fertilizer [Yes]

Water management & Irrigation

Indicate the mode of water supply to the field [Rainfed]

Indicate the mode of irrigation present in the field [- Not filled -]

Indicate the source of the irrigation water [- Not filled -]

Soil and water conservation

Is there any measure for the conservation of soil or water? [No conservation measures]

What is the type of soil and water conservations found in the plot? [- Not filled -]

Correct submitted Data

Make corrections

Accept submission

Accept

Reject submission

Reject

2021-2025 © Soils4Africa

A submission edit page will be loaded with a form containing all the filled information and empty fields for data that was not filled. All the questions in the correction form are similar to the questions in the ODK form used by the surveyors.

Edit Submission Data

Introduction & Accepting/Rejecting the sampling point

Soil sampling and observations of the soil layers

Record the details of the soil sample

Observations on soil profile characteristics (depth restriction and drainage)

Observations on soil erosion

Are signs of erosion notably present?

Presence of surface salt

Presence of surface sealing (crust)

Observations on site characteristics (soil surface and terrain)

Observations on land cover

Observations on grazing

Observations on land use

Land and Crop Management

Are there any signs of input use?

Water management & irrigation

Indicate the mode of water supply to the field

Rainfed


Soil and water conservation

Is there any measure for the conservation of soil or water?


No conservation measures

Save Changes Cancel


Sampling Point Photos



Vertical photo

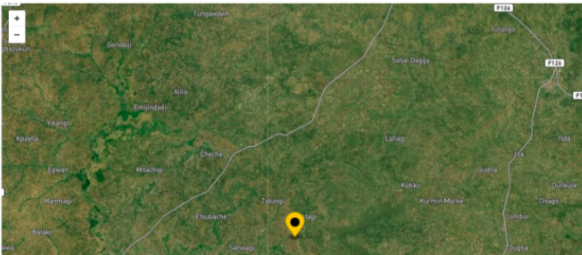


Horizontally downwards photo



Perpendicular photo

Sampling Point Satellite Map



Record the details of the soil sample

Observations on soil profile characteristics (depth restriction and drainage)

Did you reach groundwater? (yes/no)

No

What is the drainage class?

Moderately well drained (You find mottles only in the subsoil beyond 20 cm depth, but few)

Observations on soil erosion

Are signs of erosion notably present?

Presence of surface salt

Presence of surface sealing (crust)

Observations on site characteristics (soil surface and terrain)

Indicate the presence of coarse fragments (gravel, stones, boulders) at the soil surface by class

Very few (0-2%)

What is the stoniness class?

Few (2-5%)

What is the major landform?

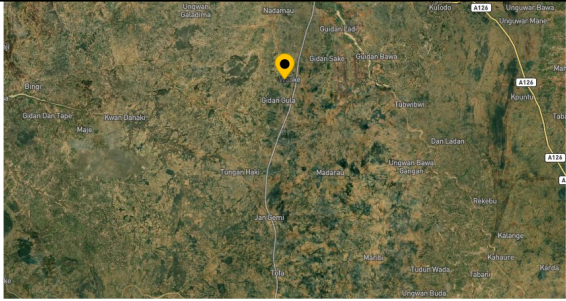
Sloping land (Gradient 10-30%, relief intensity 100-300 m/km)

Estimate the slope class at this particular location

Very gently sloping (1.0 - 2.0%)

What is the position on the slope of this particular location? (Indicate your position within the landscape in case of level terrain)

What is the position on the slope of this particular location? (Indicate your position within the landscape in case of



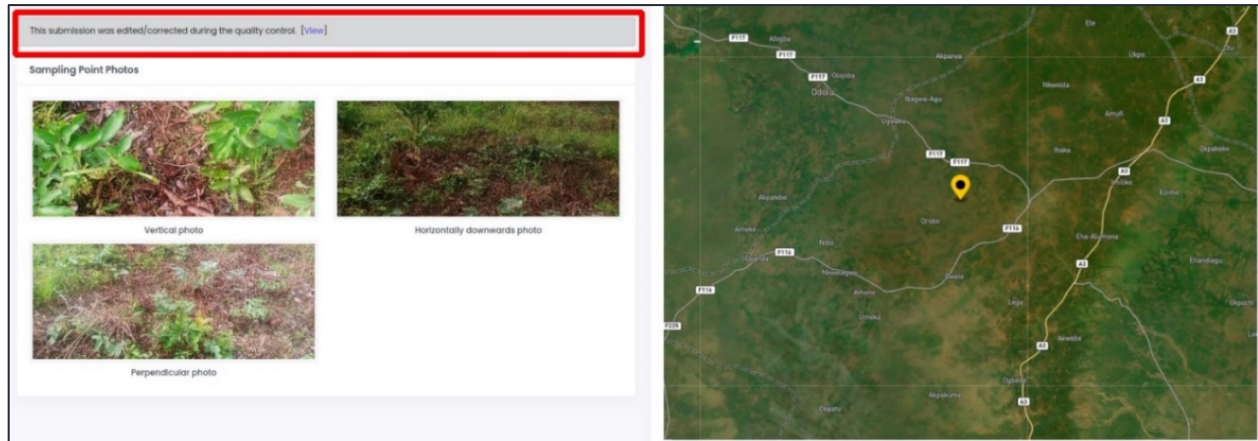
The sample was collected 7 meters from the planned sampling location.

The page also shows the images taken in the field and the satellite map showing the actual sampling location and the designated sampling location.

After making changes to the submission data, click on the “Save Changes” button at the bottom of the page to save the changes or click on the “Cancel” button to cancel the operation.

Once the changes have been saved successfully, the user will be redirected to the submission details page with a success message indicating that the changes have been saved successfully.

A new notification message will also be added to the submission just above the images indicating that the submission has been edited.

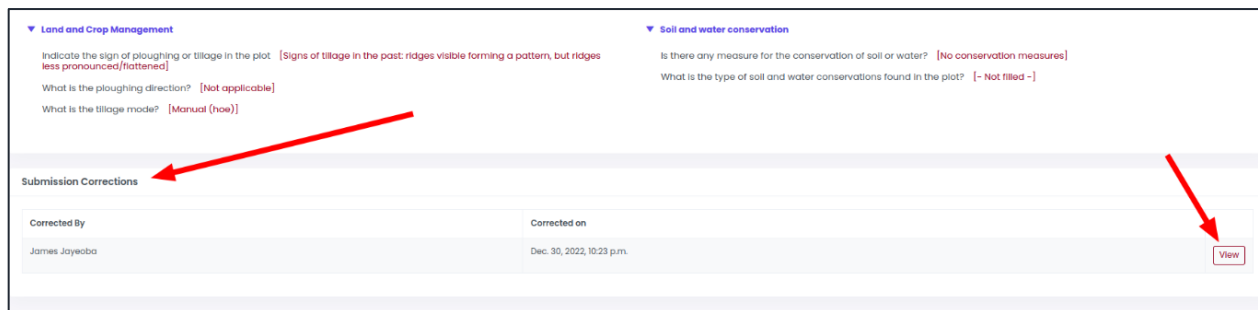


2) View Submission Corrections

Navigate to the submission details page.

If the submission has been edited, a notification message “This submission was edited/corrected during the quality control.” will be shown at the top of the page. The notification message will not appear if no corrections have been made on the submission.

Click on the “View” link next to the corrections notification message and the page will automatically scroll to the bottom or manually scroll to the bottom of the page to see a correction logs.



The table shows the names of the user who made the corrections, the date and time and a “View” button for the correction log.

Click on the “View” button for the correction log to see the details that were corrected/edited by the user.

for this land? [Cultivated and managed land (terrestrial area)]

it economically impo

tubers]

acres (± 0.8 to 2 ha

[Contiguous field

age in the plot [Sig

Not applicable]

(hoe)]

Submission Corrections

Field Name	Initial Value	New Value
sampling_point_id	NGO-32-2-1	NG032-2-1
overgrazing_sign_bare	No	Yes

ervation meas

- Not filled -]

3) Accept Submission

A submission will only be considered for data analysis after it has been QC-accepted in the system. Submissions can only be accepted by the CCOs and the CSs. Navigate to the submission details page to accept a submission.


A submission can only be accepted if its quality control status is pending as shown in the submission details page as shown below.

✓ Quality Control pending.


Quality control has not been done on this submission data. Please do the quality control.

This submission was edited/corrected during the quality control. [View]


Sampling Point Photos



Vertical photo

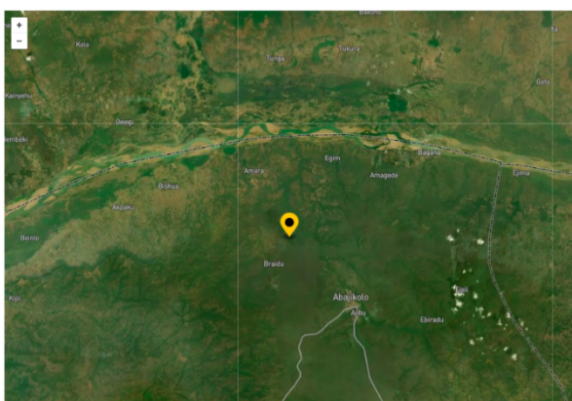


Horizontally downwards photo



Perpendicular photo

Sampling Point Satellite Map




Check the submission data provided, the images and the satellite imagery map to ensure that the data submitted is accurate and can be included in the final data analysis.

Once everything checks out, scroll to the bottom of the submission details page and click on the “Accept Submission” button.


Submission Corrections

Corrected By	Corrected on	
James Jayeoba	Dec. 30, 2022, 10:22 p.m.	View




Correct submitted Data

[Make corrections](#)



Accept submission

[Accept](#)



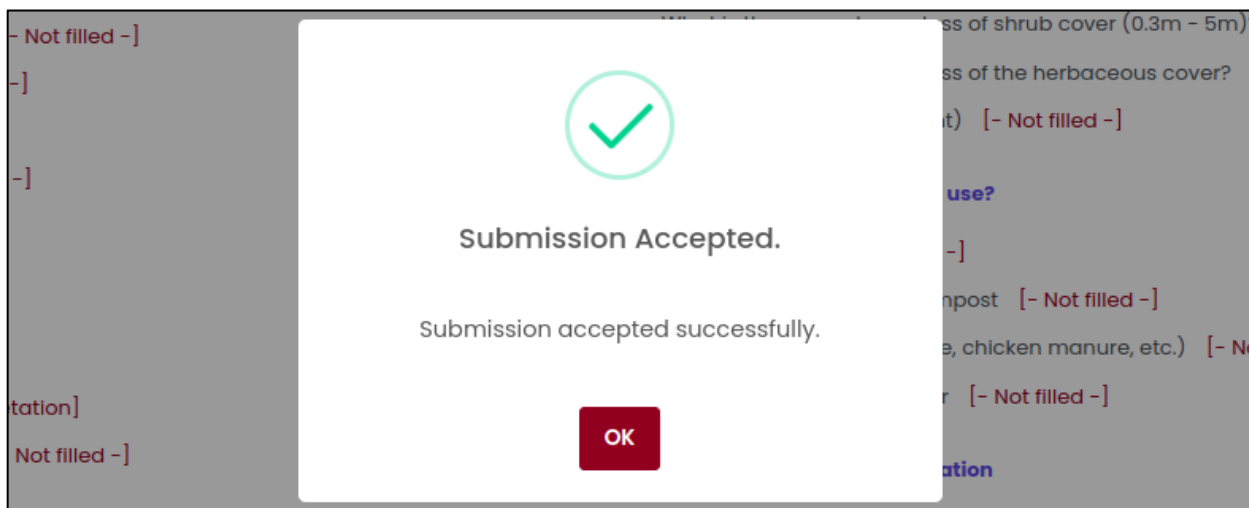
Reject submission

[Reject](#)



A pop-up will be shown to the user where they can give a comment before finally accepting the submission. The comment is optional.

Click on the “Accept Submission” button in the pop-up to finalize the operation or “Cancel” button to cancel the operation. If the submission was accepted successfully, a success message pop-up will be shown as below.



The quality control status of the submission will change from yellow (pending) to green (accepted) with additional details on the names of the user who did the quality control and the date.

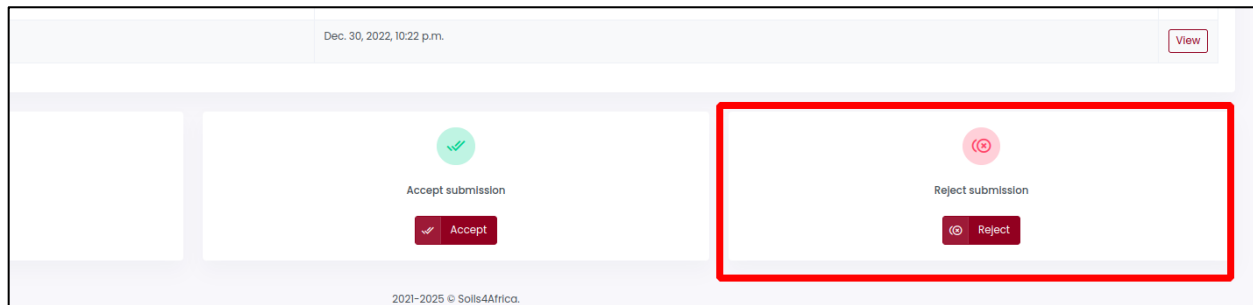


4) Reject Submission

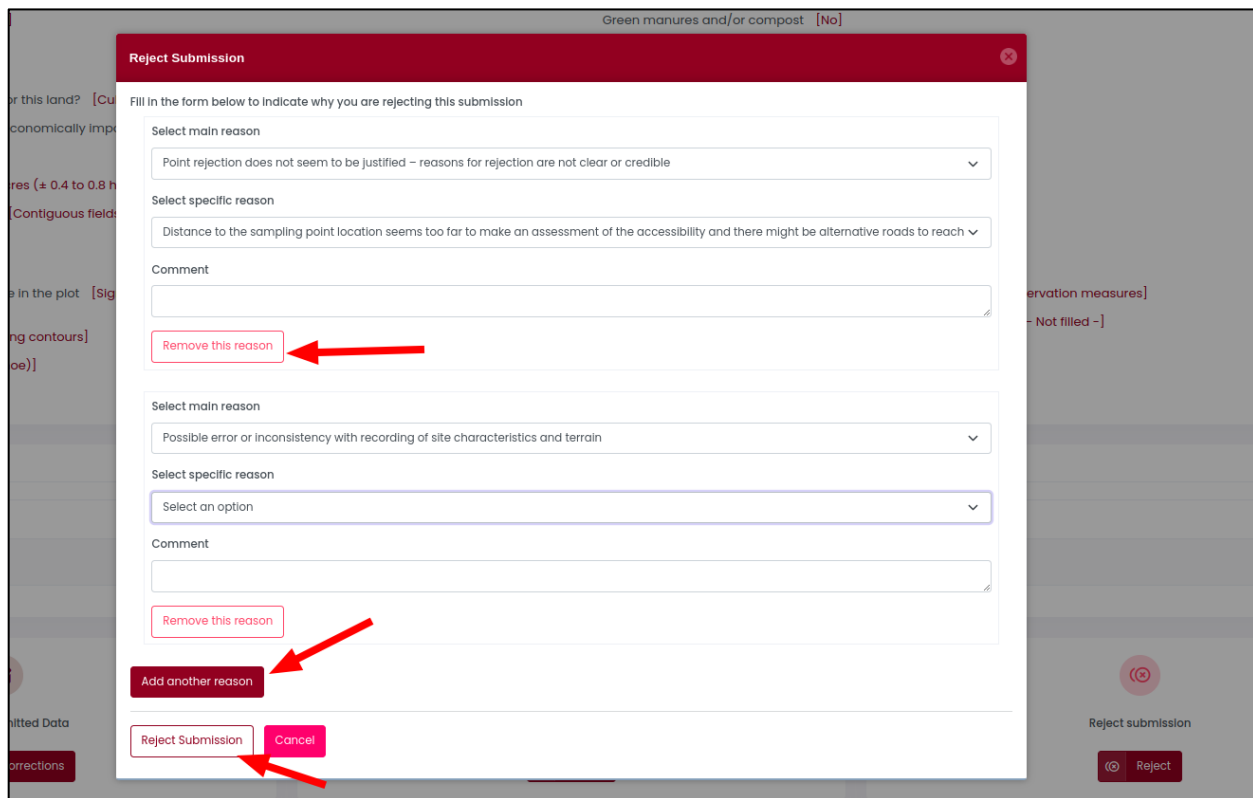
A rejected submission will not be considered for data analysis and the surveyor should submit a fresh field submission. A submission can only be rejected if its quality control status is pending. Submissions can only be rejected by the CCOs and the CSs.

To reject a submission, navigate to its details page.

After reviewing the data and there is need for the submission to be rejected, scroll to the bottom of the page and click on the “Reject” button.



A pop-up will be shown where the user will be required to give reasons for rejecting the submission.

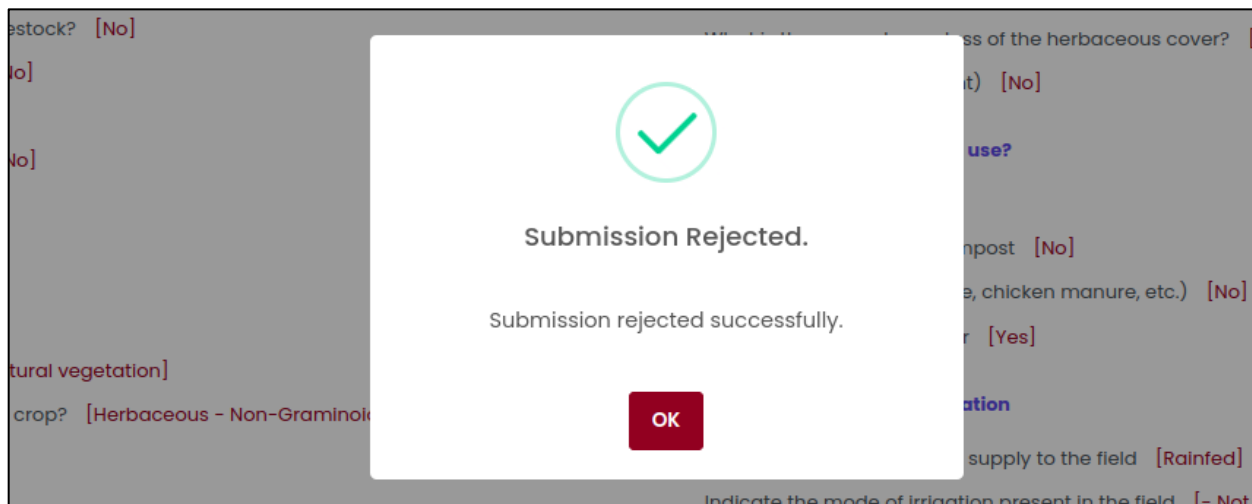


For each reason entry, select the main reason and the specific reason. Type in the free-text comments if any; this is optional.

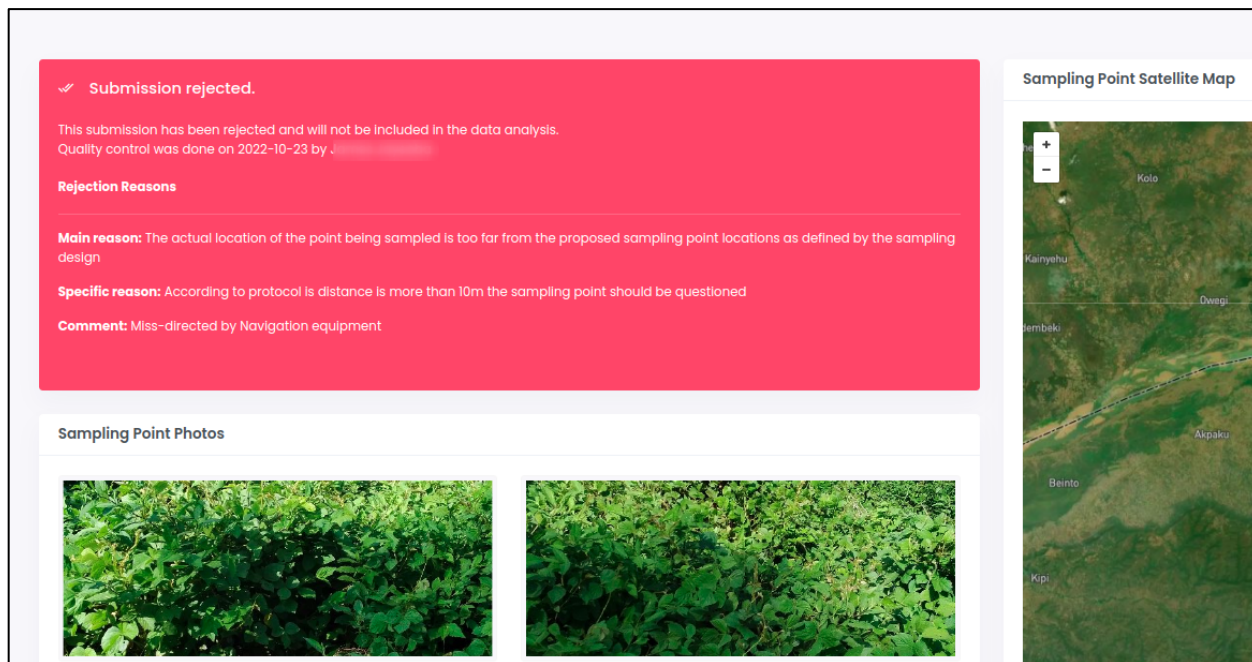


The user can give multiple reasons for rejecting the submission. Click on the “Add another reason” to give another set of main and specific reasons. Click on the “Remove reason” button to remove any reason entry before saving the rejection.

After giving reasons, click on the “Reject Submission” button to finally save the submission rejection. If the submission was rejected successfully, a success message pop-up will be shown as below.



The quality control status of the submission will change from yellow (pending) to red (rejected) with additional details of the names of the user who did the quality control, the date and a list of reasons given for rejecting the submission.



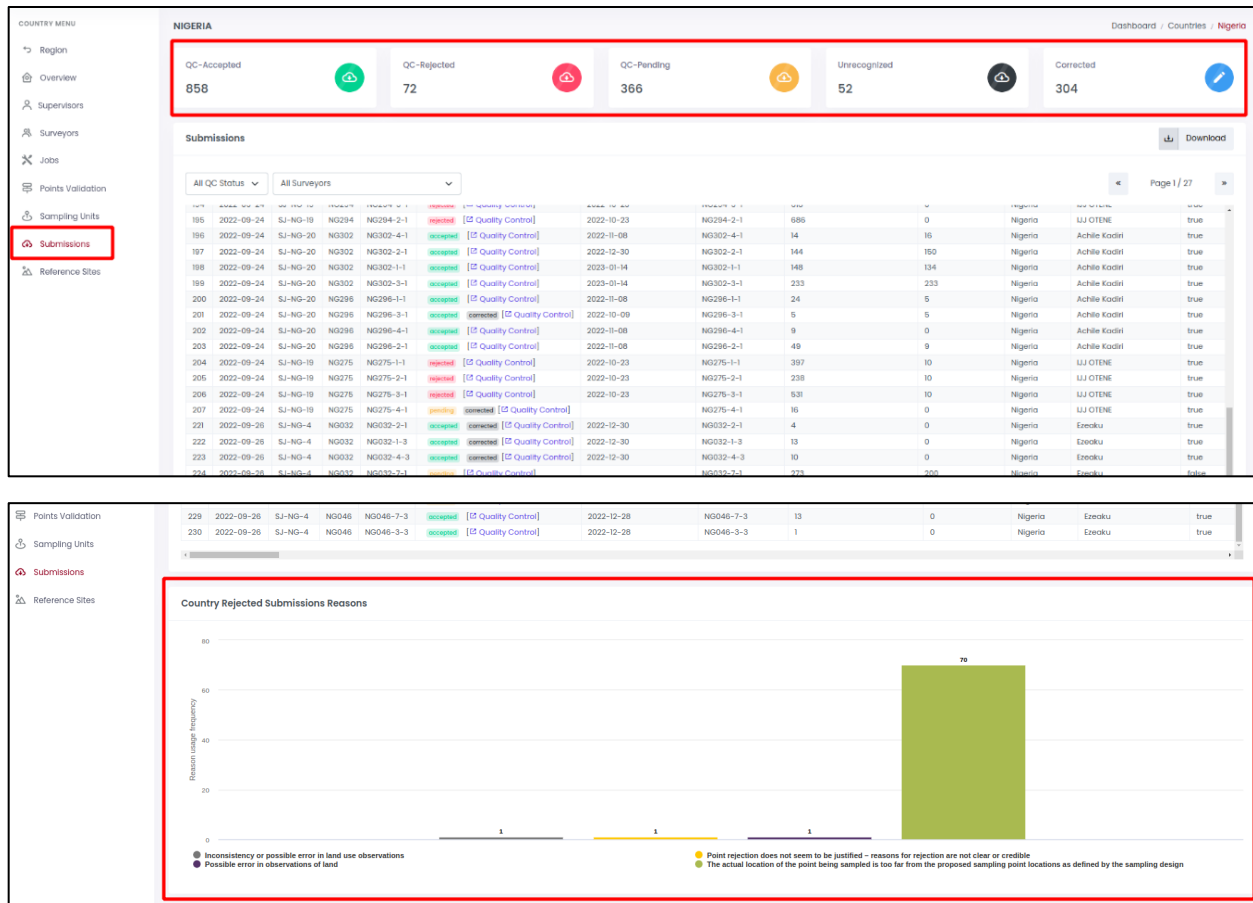


View Country Submissions Summary

Country's submissions summary and graphs are shown in the same page as the country submissions.

To view the country submissions summary, click on the “Submissions” menu option in the country menu.

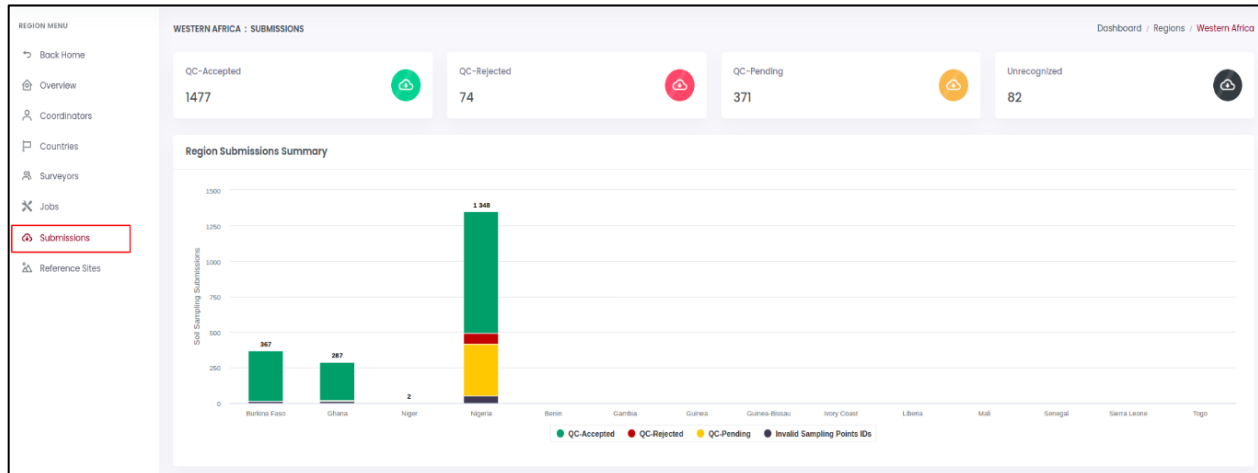
Apart from the country's submissions table, the page also shows a quick count of all submissions in the country depending on their quality control status and a bar graph of all the reasons given during submissions rejection in the country.



View Region Submissions Summary

Region's submissions summary and graphs are shown in the region submissions page.

In the region's menu, click on the “Submissions” menu option to load the region submissions page.

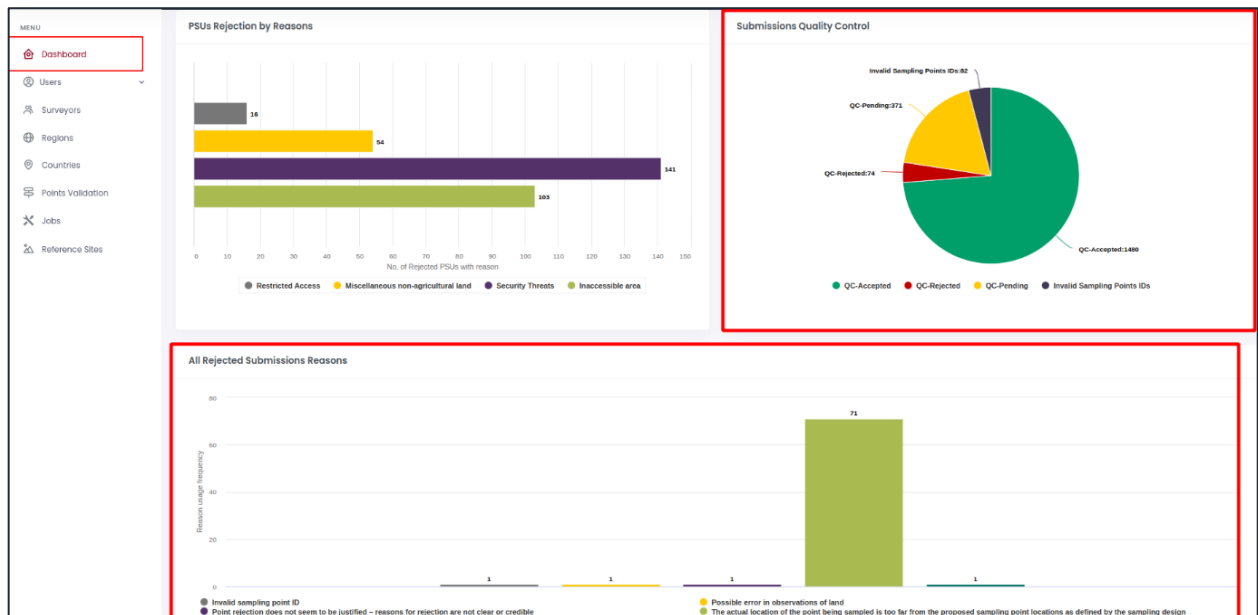


The Region submissions page shows a quick count of all submissions in the region depending on their quality control status and a bar graph of submissions for each country in the region depending on their quality control status.

View System Submissions Summary

In the main system menu, click in the “Dashboard” menu option. This will load the page with the following information and summaries:

- Pie chart of system-wide submissions quality control process progress and outcome.
- Bar graph of all the reasons given during submissions rejection in the system.





REFERENCE SITES MANAGEMENT

Reference sites are specific PSUs that have been selected for soil profiling and minimalistic soil sampling.

The PSUs must have been validated and accepted.

View & Download Country Reference Sites

To view a country reference sites, on the country menu, click on the “Reference sites” menu option.

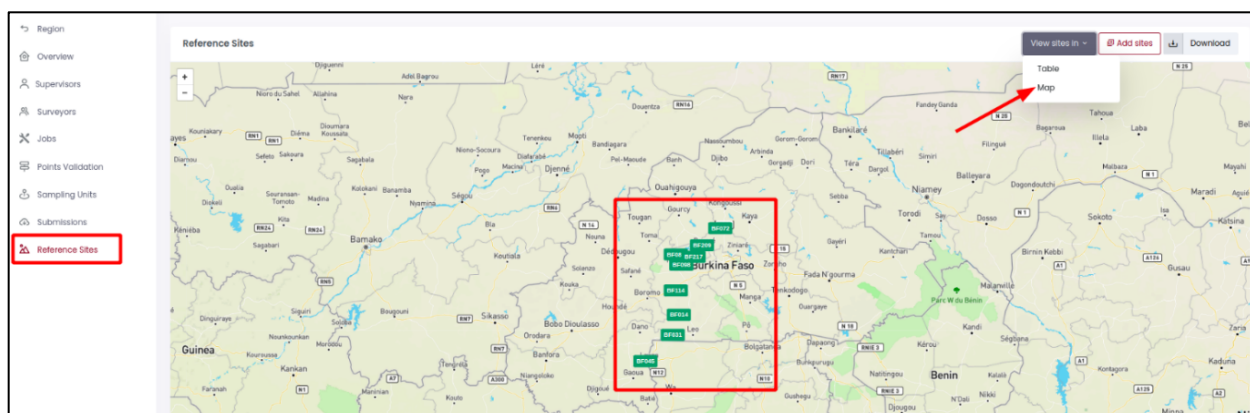
A page with country reference sites will be loaded in a table format by default indicating the PSU Identifier, the date it was added and the names of the user who added it as a reference site.

Dashboard / Countries / Burkina Faso

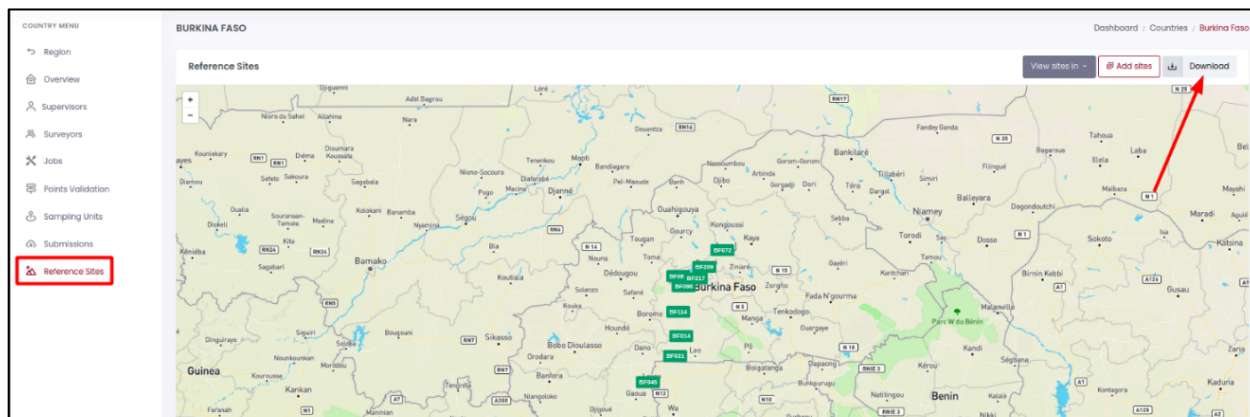
Reference Sites

#	PSU	Added on	Added By	
1.	BF072	2022-11-10	Desh	Remove
2.	BF209	2022-11-10	Desh	Remove
3.	BF217	2022-11-10	Desh	Remove
4.	BF088	2022-11-10	Desh	Remove
5.	BF098	2022-11-10	Desh	Remove
6.	BF114	2022-11-10	Desh	Remove

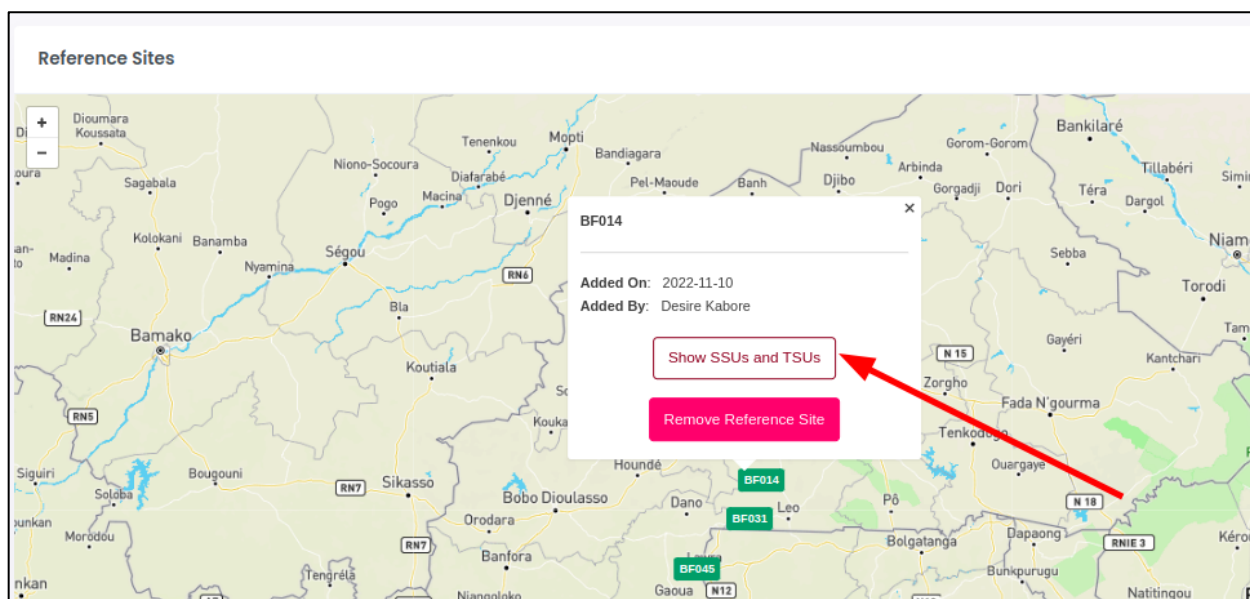
To view the reference sites in a map, click on the “View Sites In” button at the top of the table and select “map” from the drop-down list. The reference sites will now be shown in a map.



To download country reference sites in an excel format, click on the “Download” button at the top of the table or map.



To view the reference site in detail, on the map view, click on the reference site badge. This will show the site details in a popup and a “Show SSUs and TSUs” button.

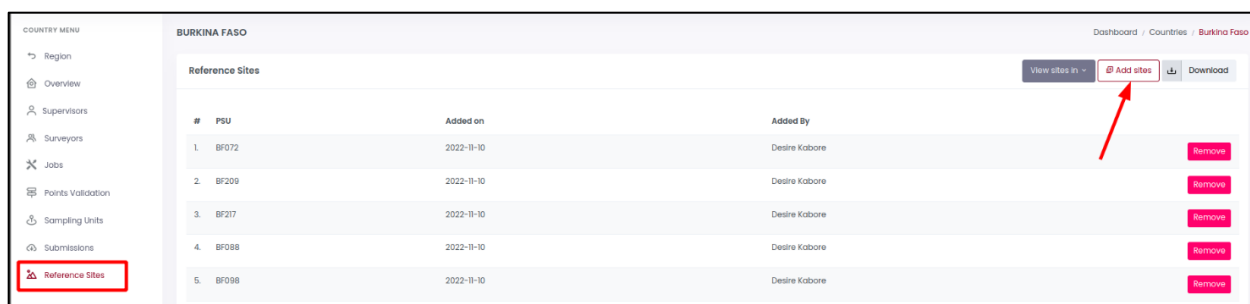


Click on the “Show SSUs and TSUs” button to display the reference site SSUs and TSUs.

Add Reference Site to Country

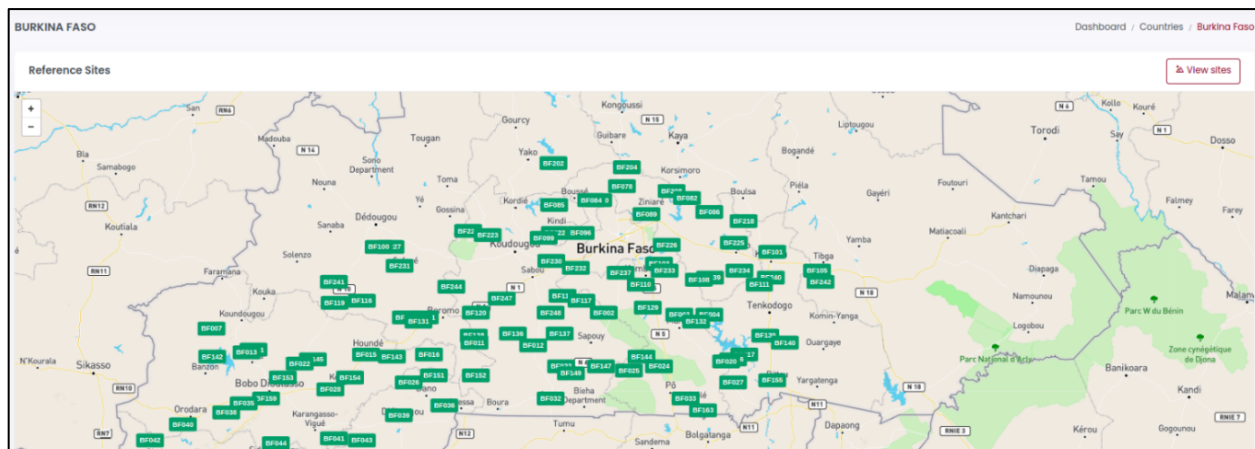
PSUs can be added as reference site by CSs and CCOs only.

In the country reference sites page, click on the “Add site” button on the top right corner of the page.

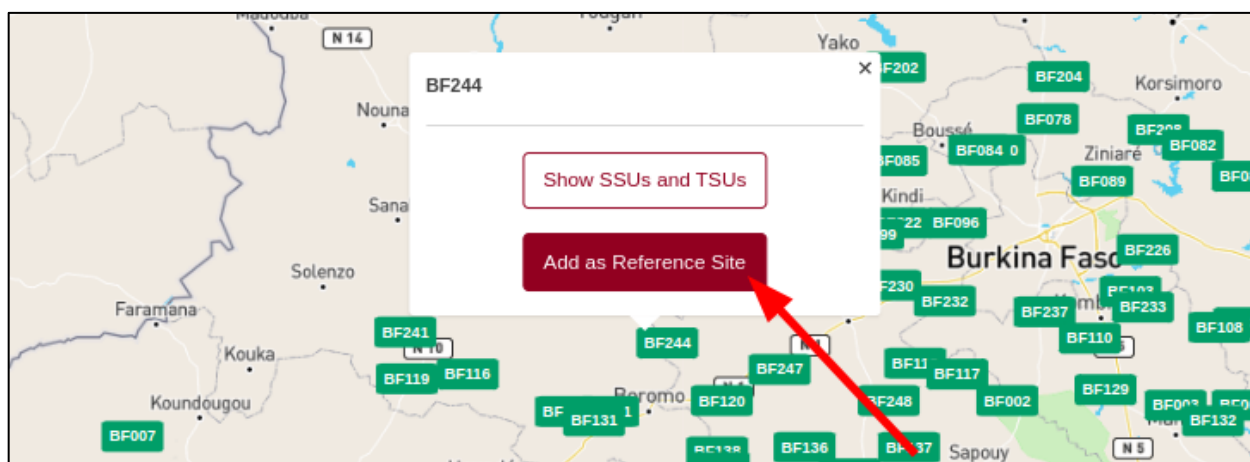




A page with a map and available and validated PSUs will be loaded as shown below. PSUs that are already added as reference sites will not be shown in the map.

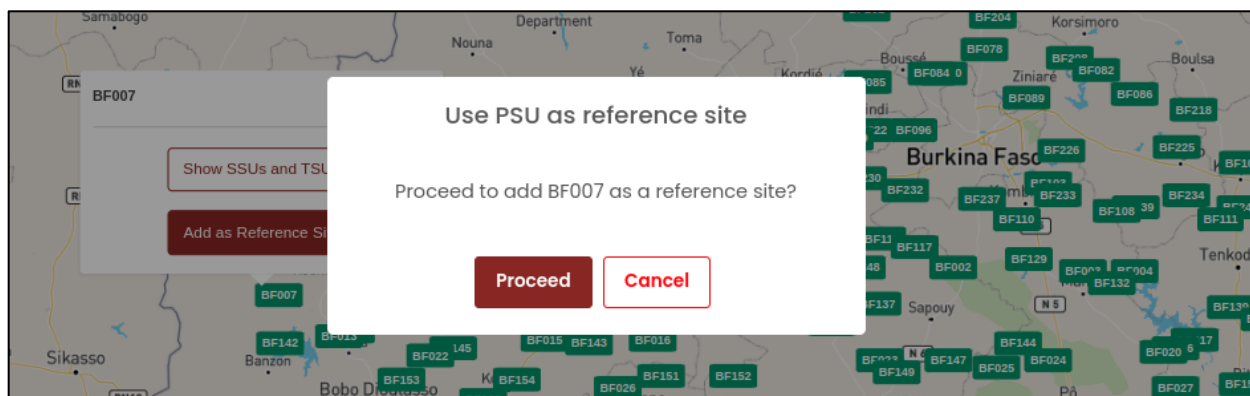


Click on the badge of the PSU to be added as a reference site. This will show the PSU details in a popup, a “Show SSUs and TSUs” and “Add as Reference Site” buttons.



Click on the “Add as Reference Site” button to add the PSU as reference site.

A confirmation dialog will appear on the screen as shown below. Click on “Proceed” button to add the PSU or “Cancel” button to cancel the operation.





On successfully adding the PSU as a reference site, a success message is shown on the screen.

Delete a Reference Site

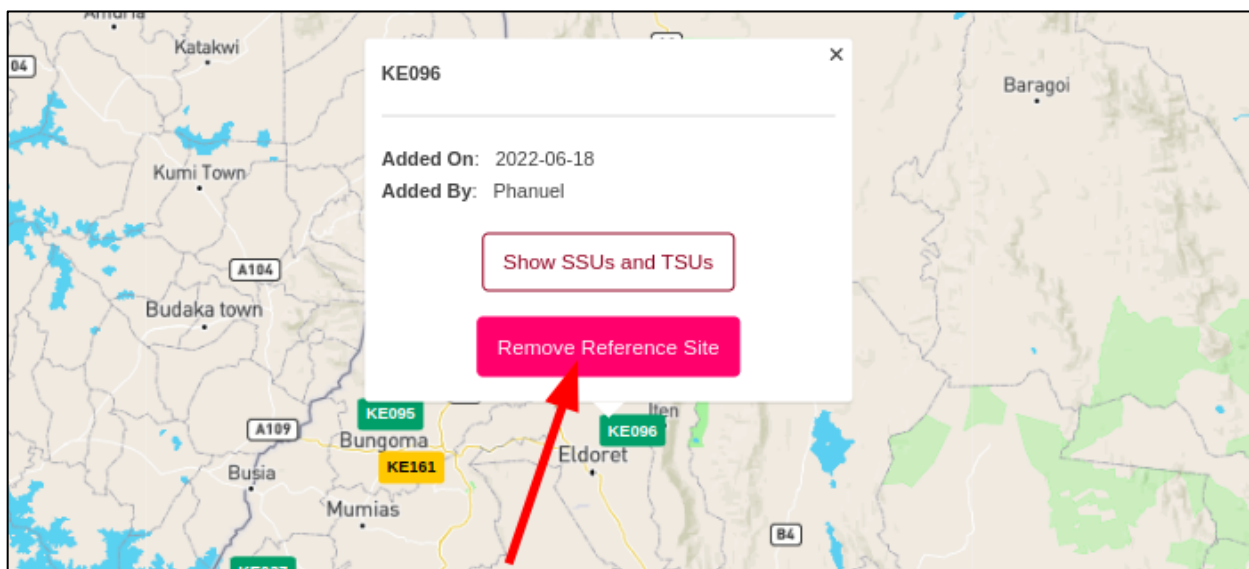
PSUs can be removed as reference site by CSs and CCOs only.

To remove a reference site, navigate to the country reference sites page.

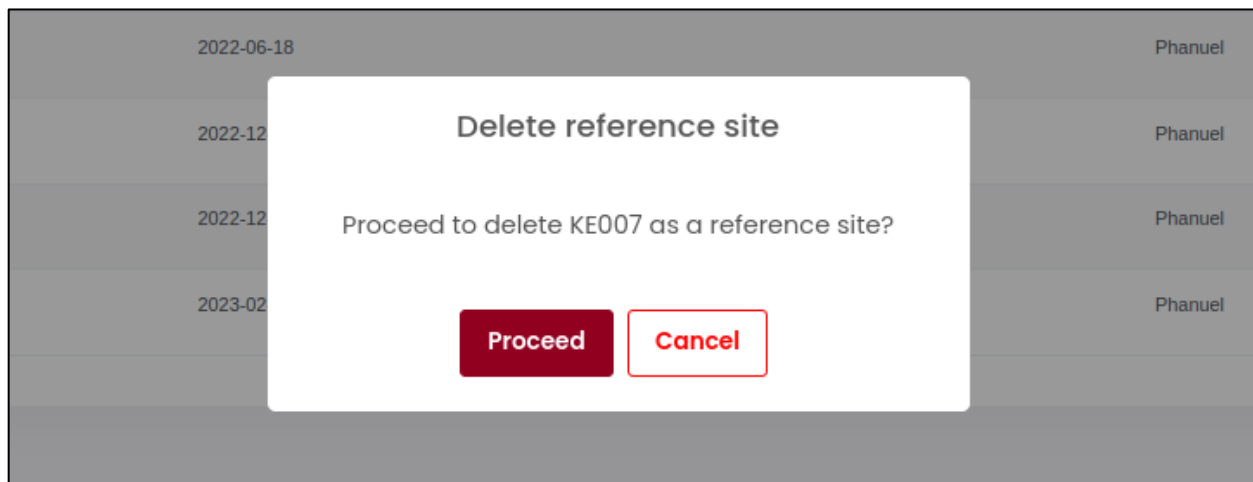
If the reference sites are shown in a table, click on the “Remove” button to delete the reference site.

1.	KE096	2022-06-18	Phanuel	Remove
2.	KE007	2022-06-18	Phanuel	Remove
3.	KE161	2022-06-18	Phanuel	Remove
4.	KE037	2022-12-07	Phanuel	Remove
5.	KE010	2022-12-07	Phanuel	Remove
6.	KE095	2023-02-22	Phanuel	Remove

If the reference sites are shown in a map, click on the reference site badge. This will show the site details in a pop-up and a “Remove reference Site” button. Click on the “Remove reference Site” button to delete the reference site.



A confirmation dialog will appear on the screen as shown below. Click on “Proceed” button to remove the reference site or “Cancel” button to cancel the operation.

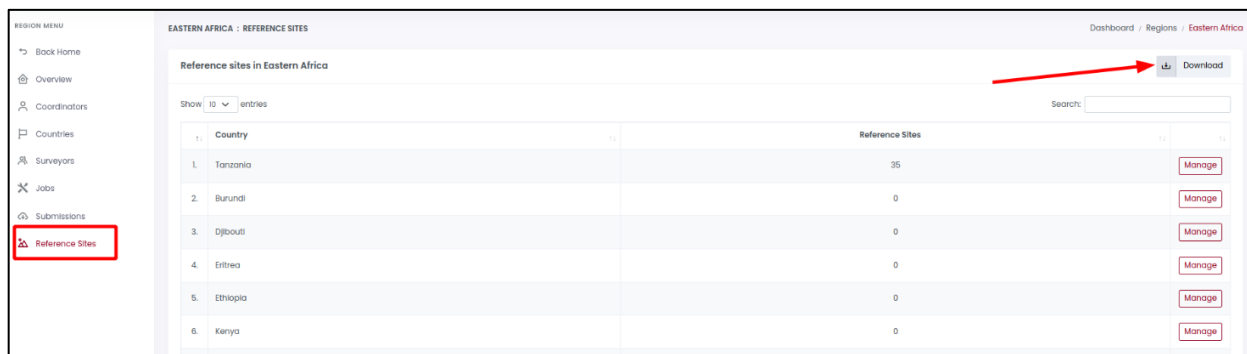


On successfully deleting the reference site, a success message is shown on the screen and the site will be removed from the table or map.

View Region Reference Sites Summary

Regions reference sites summary are shown in the region reference sites page.

In the region's menu, click on the “Reference Sites” menu option to load reference sites summary which shows the number of references per country in the region.



Reference sites in Eastern Africa		
Country	Reference Sites	
1. Tanzania	35	Manage
2. Burundi	0	Manage
3. Djibouti	0	Manage
4. Eritrea	0	Manage
5. Ethiopia	0	Manage
6. Kenya	0	Manage

To download all the references sites in an excel format, click on the “Download” button on top-right corner of the page.

View System reference Summary

In the main system menu, click on the “Reference Sites” menu option. This will load the page with the following information and summaries:

- Reference sites per region for all the regions.
- Reference sites per country for all the countries.



Reference sites per region

Download all reference sites

Show all sites in Map

Region	Reference Sites	Manage
1. Eastern Africa	35	Manage
2. Western Africa	9	Manage
3. Northern Africa	5	Manage
4. Southern Africa	0	Manage
5. Central Africa	0	Manage

Showing 1 to 5 of 5 entries

Reference sites per country

Download

View

Country	Reference Sites	Manage
1. Tanzania	35	Manage
2. Burkina Faso	9	Manage
3. Sudan	5	Manage
4. Algeria	0	Manage
5. Angola	0	Manage

To download all the reference sites in the system in excel format, click on the “Download” button on the references page.

To view all the reference sites in the system in a map, click on the “View sites in a map” button on the reference page.



SURVEYORS' DASHBOARD & PORTAL

How to access the system

Surveyors are automatically redirected to this dashboard on login.

Follow the link below using any internet browser to access the dashboard.

<https://sdmt.soils4africa-h2020.eu/surveyor/>

The dashboard is only accessible to the surveyors.

Dashboard Overview

The dashboard allows the surveyors to view and download sampling units for the jobs they have been assigned.

The table of jobs shows the job reference, the country, number of PSUs in the job, the sampling progress, names of the user who assigned the surveyor the job, the estimated job start and end dates.

The screenshot shows the Surveyors' Dashboard interface. At the top, there is a navigation bar with links: Dashboard, My Profile, Update Profile Picture, and Change Password. Below the navigation bar, the dashboard is divided into sections. On the left, there is a 'MY DASHBOARD' section with four cards: 'Job Assignments' (6), 'Jobs In Progress' (0), 'Jobs Not Started' (6), and 'Completed Jobs' (0). To the right of these cards is a table of jobs. The table has columns: Ref, Country, PSUs, Progress, Assigned by, Start Date, and End Date. There are 6 rows of job data. Each row has a 'Download SUs' button. A red arrow points to the 'Download SUs' button for the last row (Ref: SJ-EG-1). At the bottom of the table, there is a pagination bar showing 'Showing 1 to 6 of 6 entries' and 'Previous 1 Next'.

Ref	Country	PSUs	Progress	Assigned by	Start Date	End Date	Download SUs
1 SJ-EG-6	Egypt	2	0%	P...	Aug. 5, 2022	Aug. 31, 2022	Download SUs
2 SJ-EG-5	Egypt	4	0%	P...	March 3, 2022	March 31, 2022	Download SUs
3 SJ-EG-4	Egypt	0	0%	P...	March 2, 2022	March 31, 2022	Download SUs
4 SJ-EG-3	Egypt	3	0%	P...	March 1, 2022	March 31, 2022	Download SUs
5 SJ-EG-2	Egypt	4	0%	P...	Feb. 1, 2022	March 10, 2022	Download SUs
6 SJ-EG-1	Egypt	10	0%	P...	Feb. 9, 2022	Feb. 9, 2022	Download SUs

The surveyor can click on the “Download SUs” button to download the PSUs with all its TSUs in an excel format.

Profile Management

The surveyor can use the dashboard to view their account and manage their details.

Click on the “My Profile” tab to view user personal details filled during the surveyor application.



Dashboard / Profile

MY PROFILE

Welcome Back !
Your personal information

Country: Egypt
Date Applied: Feb. 3, 2022
Name: Phanuel Ayuka
Update Profile →

Personal Information

Email Address :
Phone :
Institution Name : IITA
Institution Email :
Institution Phone :
Institution Address : egypt pyramids Inn, Abou Al Hool Al Selahl, Nazlet El-Sk

Qualifications
here

Previous Experience
here

Institution Address

Map of Egypt showing location.

Click on the “Update Profile Picture” tab to update the profile picture in the profile of the user.

Dashboard / Update Profile Picture

UPDATE PROFILE PICTURE

Select Picture
Click the button below to select a JPG or PNG format photo from and then click 'Crop and Upload' to proceed.

Choose File No file chosen Update Picture

To change the surveyor account password, click on the “Change Password” tab to set a set password.

Dashboard / Change Password

CHANGE PASSWORD

Password Requirements

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Old Password
New Password
Confirm Password

Change Password