GENERAL USER GUIDE

Content

Introduction

On the introductionary page you can choose one of the versions: Serbian cyrilic, Serbian latinic, English.

Main categories of reports are the following:
Overview of Indicators
Reports for Development Plans
Analysis Reports
Methodocial notes
User Guides

Inside of the every menu item, user can choose between the set of reports.

Main menu, with the choice of categories and reports, is always visible. Any report can be closed clicking on „Close" in the right upper corner (red arrow) or choosing any new report on the menu.

LSG IS SHORT NAME FOR „LOCAL SELF-GOVERNMENT".

Manual for the Tool

General View of the Report

The report contains:
- title
- template name (under the title)
- subtitle (usually, when a report contains more parts)
- under the title or subtitle, remark or instructions what to do next
- filters

According to the visual appereance, reports are divided into two categories:
- The basic reports are simple for the use. Initally, the prepared report is presented. The end user can set the filters.
- Dashboards are not so simple for the use as the basic reports. They are usually designed for the advanced users. Initially, the various visualisations of data are presented. The end user can set the filters, but also, there are the other advanced options.

In both cases, under the title of the report, there are tabs (subtitles). The end user can switch from the one tab to the another. Each tab represents the one version of the report. The current tab is marked with the blue colour.

The basic report filters
You can set the filter by clicking on the title of the filter (red arrow). The title of the filter is marked with the blue colour.

OVERVIEW OF LSG

Choose only one LSG. (Report P-01)
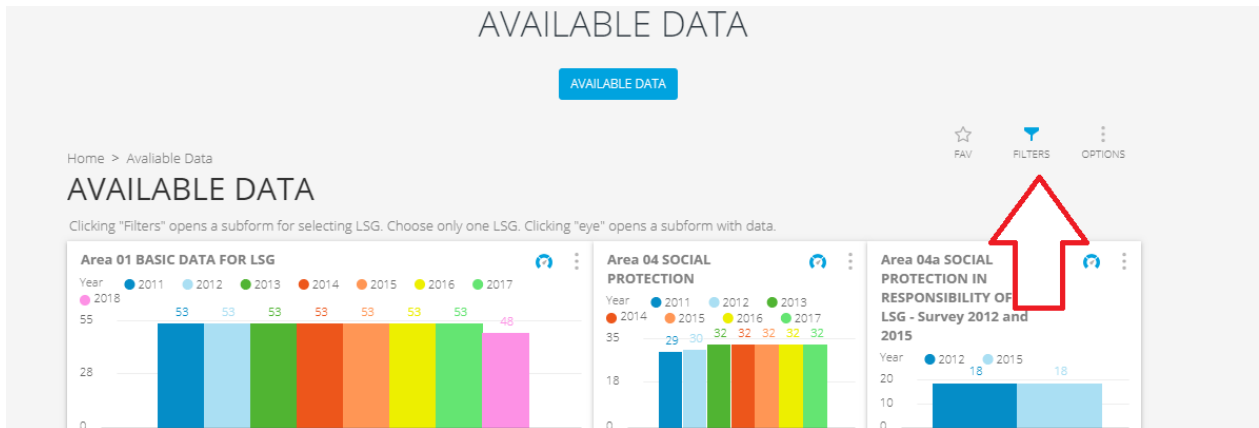
ALL AREAS   AREAS 02 AND 06

ALL AREAS

Value for cash flows indicators in all areas is displayed in EUR currency for the average exchange rate of the period.

▼ Filters:
(1) Year: All
(2) Indicators: All
(3) Territory: Ada

The filters on the basic report with more tabs are not connected. You have to set the filter always when you switch the tab.

The dashboard filters

Dashboards are used for the various visualizations. Initialy, there is not part on the form for choosing filters. Clicking on the name „Filter" (red arrow), subform for filters will be open. Another clicking on the name „Filter" will close the subform for filters.

AVAILABLE DATA

AVAILABLE DATA

☆ FAV   ▼ FILTERS   ⋮ OPTIONS

Home > Avaliable Data

AVAILABLE DATA

Clicking "Filters" opens a subform for selecting LSG. Choose only one LSG. Clicking "eye" opens a subform with data.

Area 01 BASIC DATA FOR LSG
Year ● 2011 ● 2012 ● 2013 ● 2014 ● 2015 ● 2016 ● 2017 ● 2018

55   53   53   53   53   53   53   53   48
28
0

Area 04 SOCIAL PROTECTION
Year ● 2011 ● 2012 ● 2013 ● 2014 ● 2015 ● 2016 ● 2017

35   29 30 32 32 32 32 32
18
0

Area 04a SOCIAL PROTECTION IN RESPONSIBILITY OF LSG - Survey 2012 and 2015
Year ● 2012 ● 2015

20   18   18
10
0

Values of the filters can be choose by clicking on icon „..." , icon is situated under the title of the filter (red arrow).
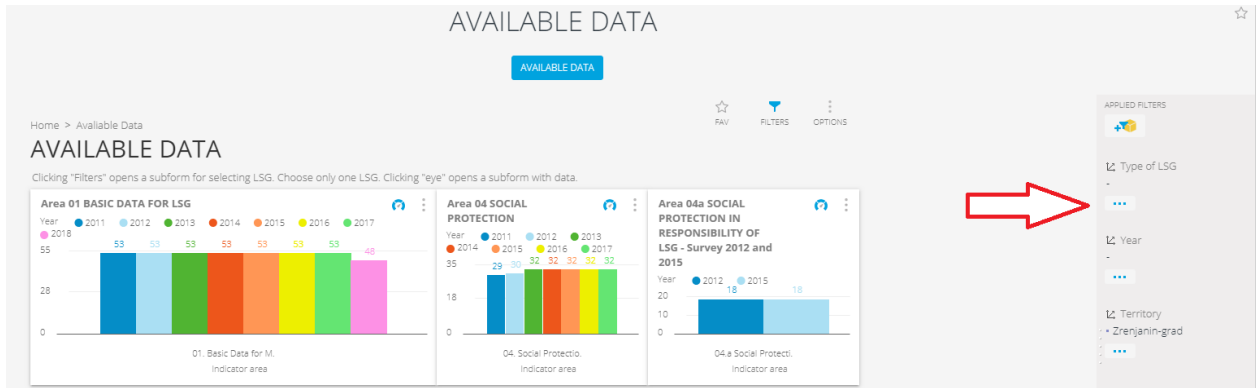
The filters on the dashboard-based report with more tabs are connected. You do not have to set the filters always when you switch the tab.

Filters

You can open the form for choosing the filters from various places. The filter form is always the same.

An existing value of the filter can be removed by clicking on „Remove", in the part of the form called „Applied filters" (orange arrow).

New value of the filter (one or more) is choosing from the hierarchy from the left side. Hierarchy can be opened (click on „+"), or closed (click on „-„).

Your choice from the left side will be appear on the right side.
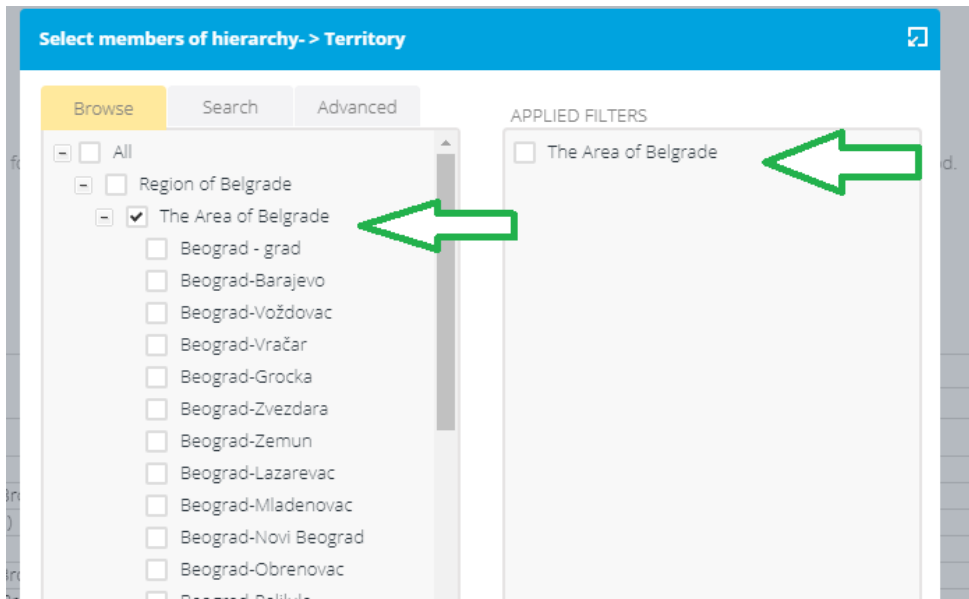
Alternate way is the following:
- Click on „Search" (green arrow)
- Enter the key word or the part of the word. Approve the choice by clikcing „Search" (blue arrow).
- The results will be shown at the left side.
- Mark them to approve your choice and move to the right side (orange arrow).
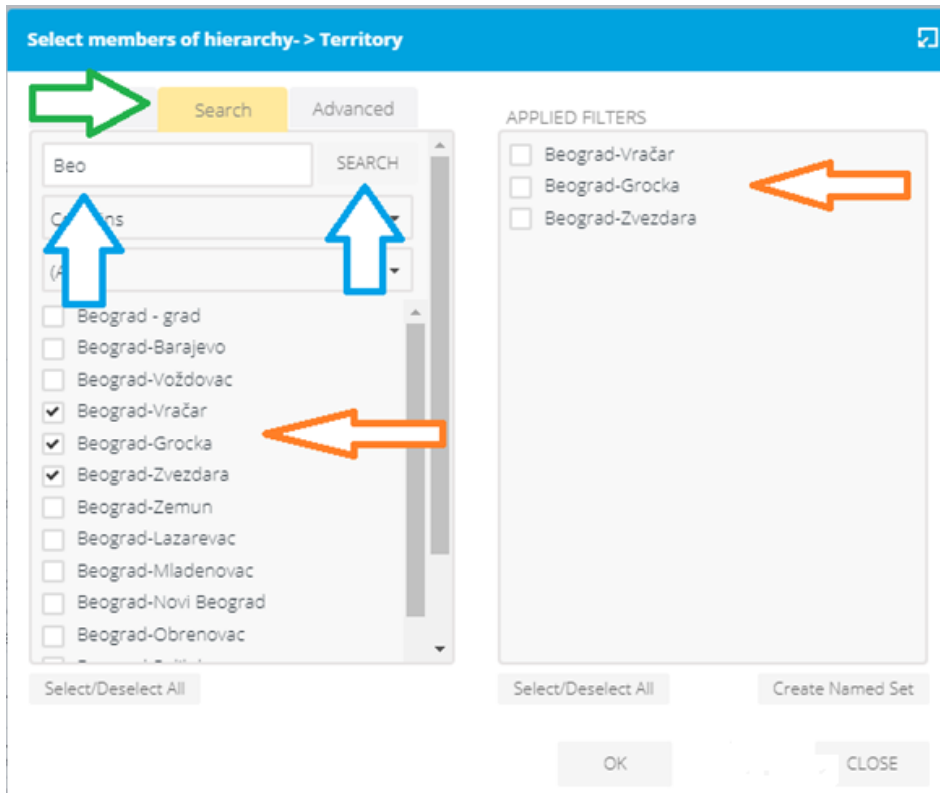
Some filters have the special behavior.

The „Territory" filter

For the most of the reports, the single choice of the filter „territory" is only valid. If the user selects the more choices, the warning will be shown. The user then can the do the following:

- Accept the warning. The report will be presented, but the presented values will be summarized. The only exception are the reports where territory is set in columns, not in rows (OVERVIEW OF THE INDICATORS FOR MULTIPLE LSG, OVERVIEW OF THE INDICATORS FOR MULTIPLE LSG (ALL YEARS), ANALYSIS OF INDICATORS BY TERRITORY) .
- Reject the warning. Then the user must delete the choices, except the only one.
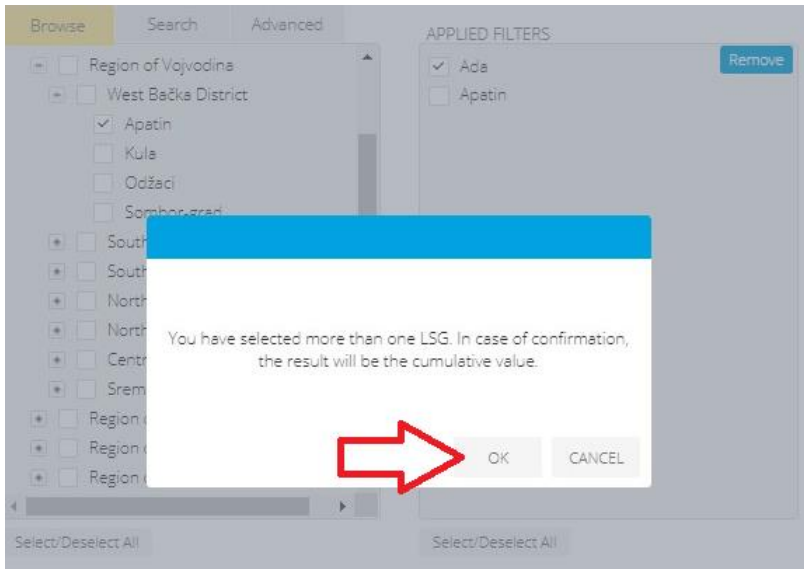
The „LSG for comparasion" filter
The valid choice is only one item. The more items are not allowed.
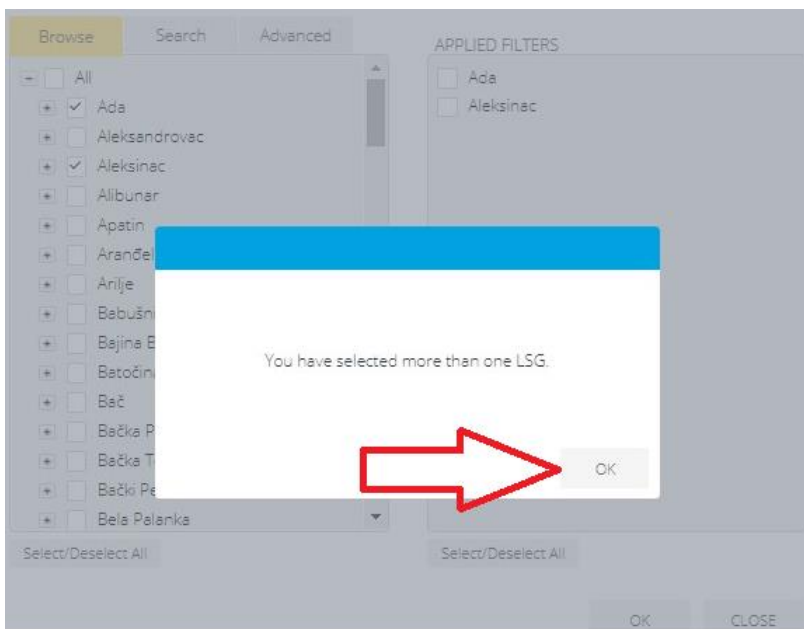
The „Area – last year" filter
The changes are not allowed.
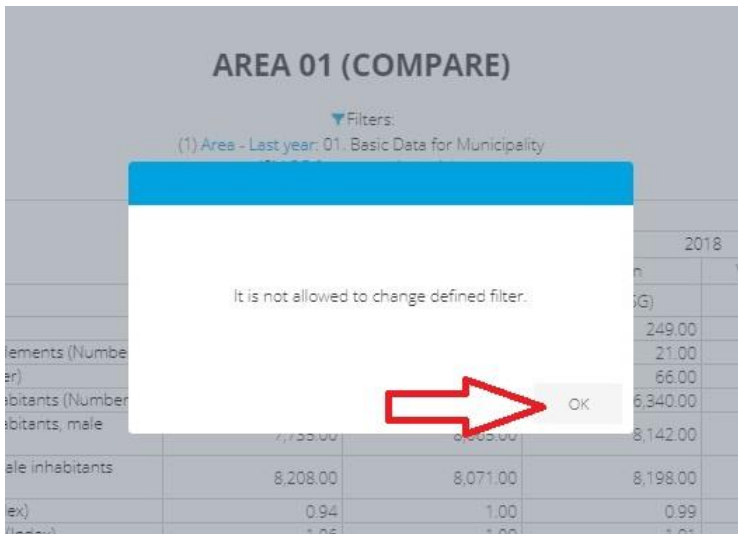
Reset

On the basic reports, the filters which are changed (green arrow), can be reset (red arrow).
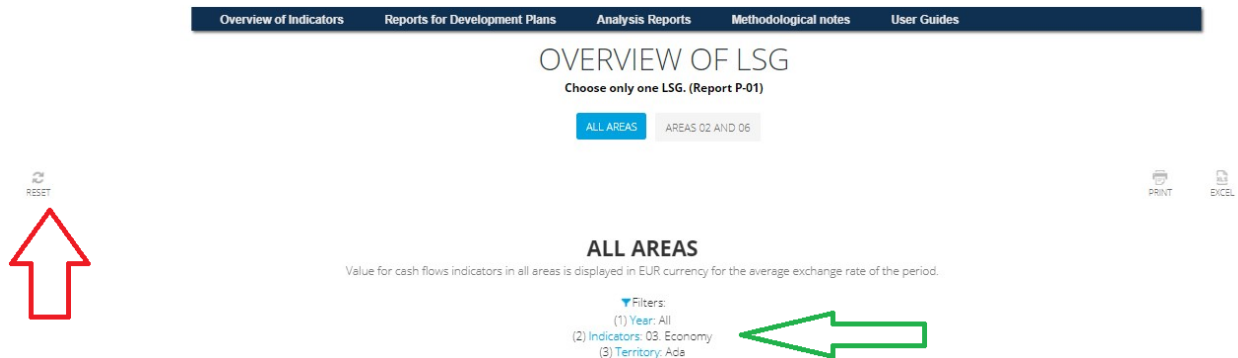
Export to pdf or excel

Export to pdf or excel depends of the category of the report.

For the basic reports, icons for pdf and excel are immediately shown in the upper right part (green arrow). Direct printing is also posible.

OVERVIEW OF LSG

Choose only one LSG. Template P-01

ALL AREAS   AREAS 02 AND 06

PRINT   EXCEL   PDF

For the dasboards there is a possibility to export complete form to pdf or excel . Click na „options" (red arrow) will be open subform for chosing the type of export.

AVAILABLE DATA

AVAILABLE DATA

FAV   FILTERS   OPTIONS

PDF   PDF

ng "eye" opens a subform with data.

Area 04 SOCIAL PROTECTION

Year   ● 2011   ● 2012   ● 2013
● 2014   ● 2015   ● 2016   ● 2017
35   29 30   32 32 32 32 32

18

0

04. Social Protectio.
Indicator area

Area 04a SOCIAL PROTECTION IN RESPONSIBILITY OF LSG - Survey 2012 and 2015

Year   ● 2012   ● 2015
20   18   18

10

0

04.a Social Protecti.
Indicator area

Print

CLOSE

Use alternate way for the parts of the dasboards (so called tiles). Clik on three vertical points (green arrow) will open submenu, there you can choose „Download" (red arrow).

Area 01 BASIC DATA FOR LSG

(Report A-01/1)

View by LSG

Indicator name ▼	2011 ▼	2012 ▼	2013 ▼					
					Download			
					Refresh			
01. Area (km²)	227.00	227.00	227.00	227.00	227.0			
02. Number of settlements (Number)	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00

New form will be opened and, at the bottom of the form, and you can choose icons for pdf or excel (green arrow).

2015 ▾	2016 ▾	2017 ▾	2018 ▾
1,327.00	1,327.00	1,327.00	1,327.00
22.00	22.00	22.00	22.00
90.00	89.00	89.00	88.00
119,710.00	118,699.00	117,735.00	116,784.00
58,181.00	57,692.00	57,256.00	56,847.00
61,529.00	61,007.00	60,479.00	59,937.00
0.95	0.95	0.95	0.95
1.06	1.06	1.06	1.05
7,480.00	7,364.00	7,253.00	7,183.00
6.20	6.20	6.20	6.20
9,429.00	9,388.00	9,275.00	9,168.00
7.90	7.90	7.90	7.90
4,731.00	4,617.00	4,627.00	4,738.00
99,364.00	98,558.00	97,695.00	96,784.00
4.00	3.90	3.90	4.10
83.00	83.00	83.00	82.90
20,401.00	19,969.00	19,619.00	19,233.00
17.00	16.80	16.70	16.50
80,499.00	79,244.00	78,066.00	76,767.00
67.20	66.80	66.30	65.70
25,725.00	25,269.00	24,890.00	24,519.00

PDF   EXCEL   CLOSE

23,141.00   23,666.00

Options for Exporting to Pdf

You can choose the type of exporting:
- portrait
- landscape

Also, you can minimaze font, if it is necessary.

PDF Report Preference

Portrait PDF   Landscape PDF

Margins

Top 20 px   Right 30 px   Bottom 20 px   Left 40 px

Font size 9 ▾   Filters Show ▾

7
8
9
10
11
12

Options   Dashboard Export (PDF) ▾

PDF   CLOSE

According to options, there are differences between „reports" and „dashboards".

For „reports", use default value.

For „dasboards", also use default value. But here, sometimes, choice of options of exporting to pdf can be useful. For instance, option „Detail Dasboard Export with all Values (PDF)" will export the full report, with separate page for each tile of the report. If a tile is a visualization, all the data behind visualization also will be shown in pdf.
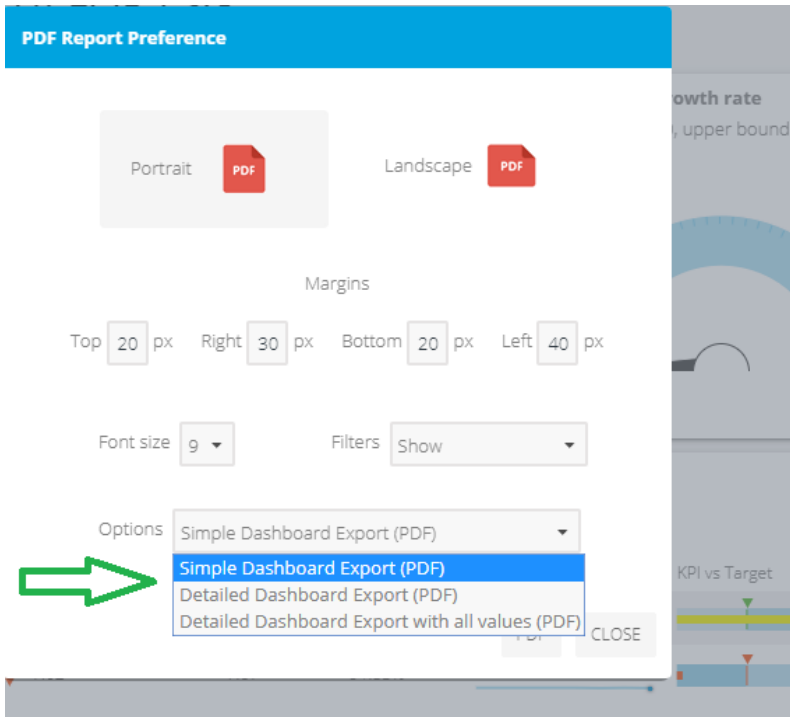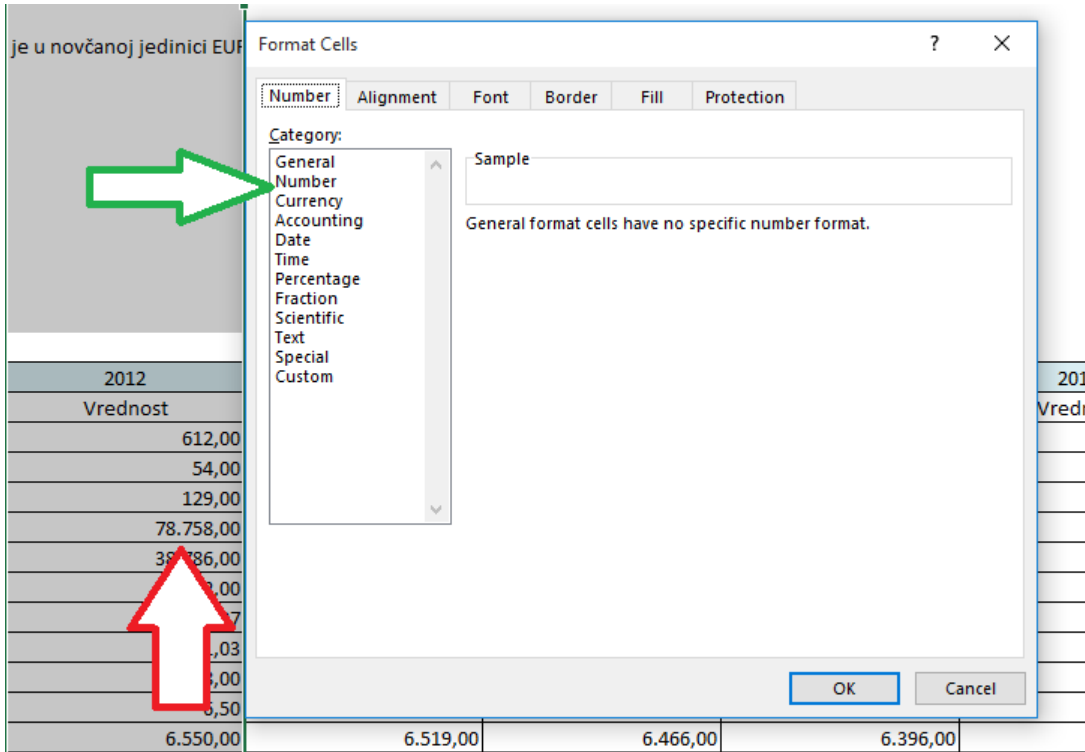
Options for Exporting to Excel

In the case of basic report, click on „Excel" will open the following subform. Check the indicator „Export as numeric values" (green arrow).
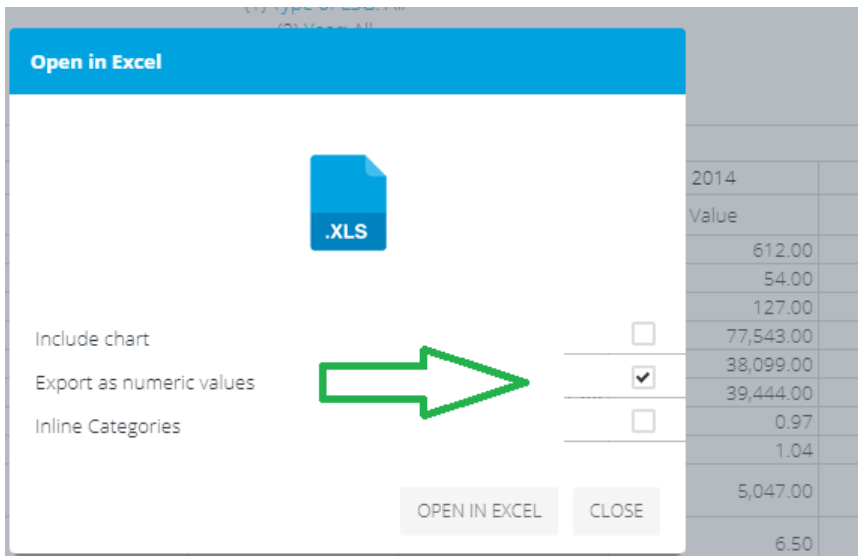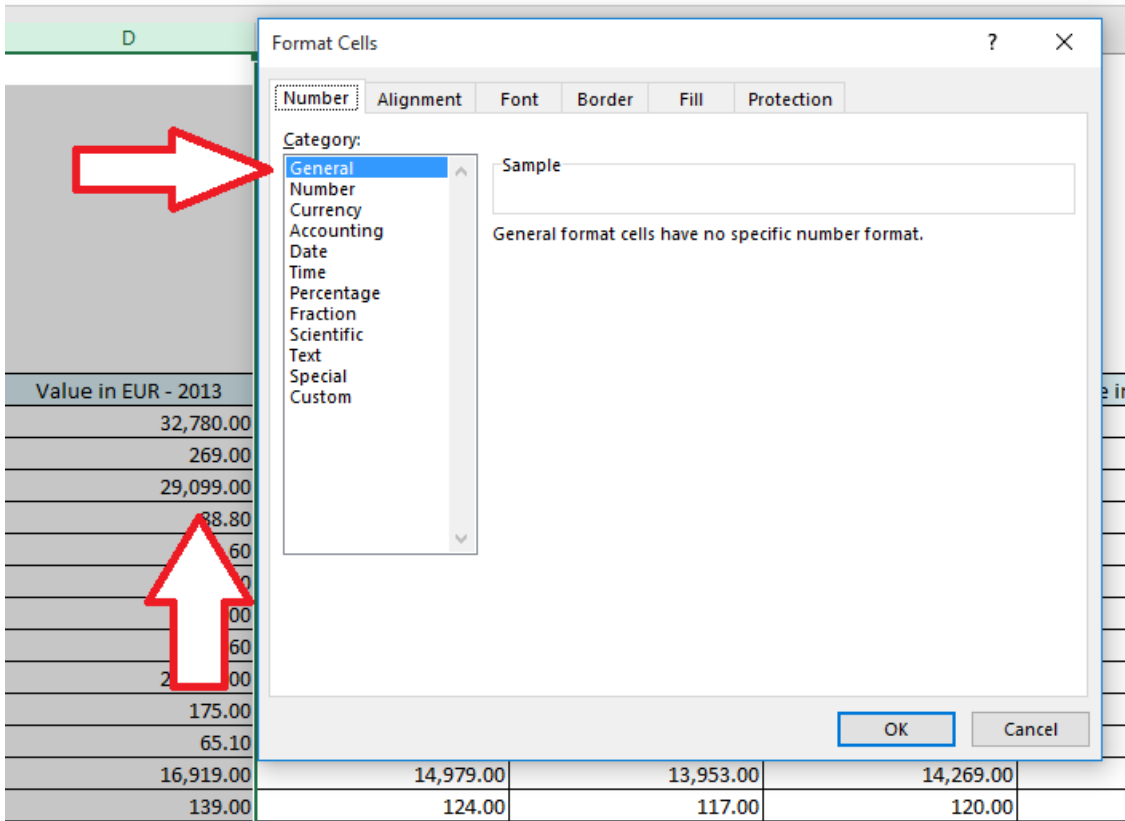
Numeric data will be exported into excel as numeric data types (green arrow). Initialy, format of the data depends on local settings (red arrow).

In the case of the dashboard, click on „Excel" will open the following subform. There is no indicator „Export as numeric values".
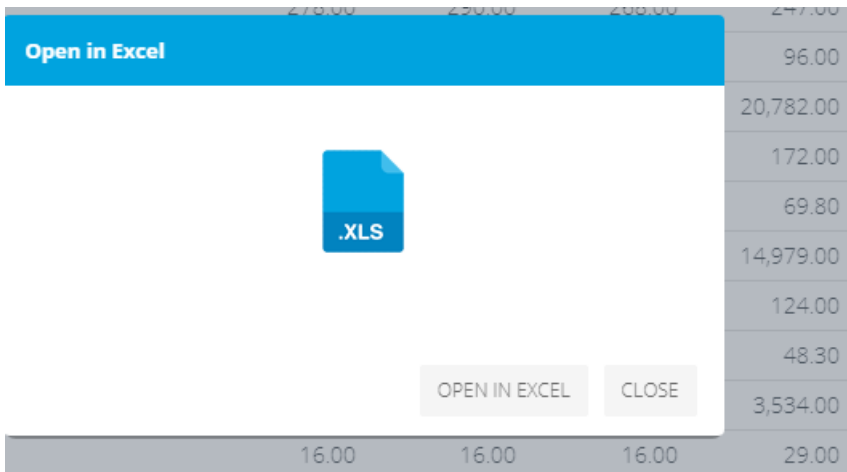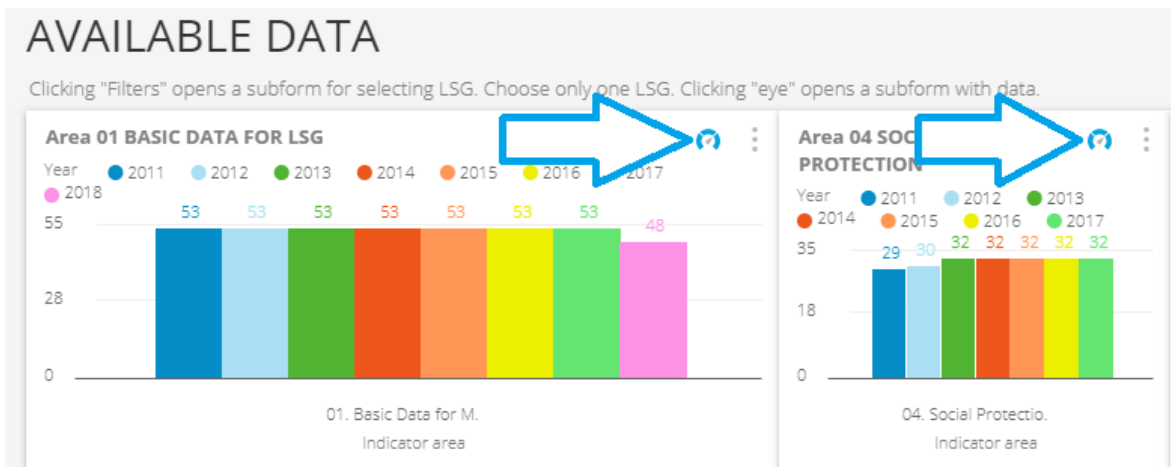
In excel, data type is general (red arrow). User must format the data according to his choice (red arrow).

Connecting of the dashboards

Dasboards can be connected. Click on the „eye" on the tile (blue arrow). New dashboard will be open.
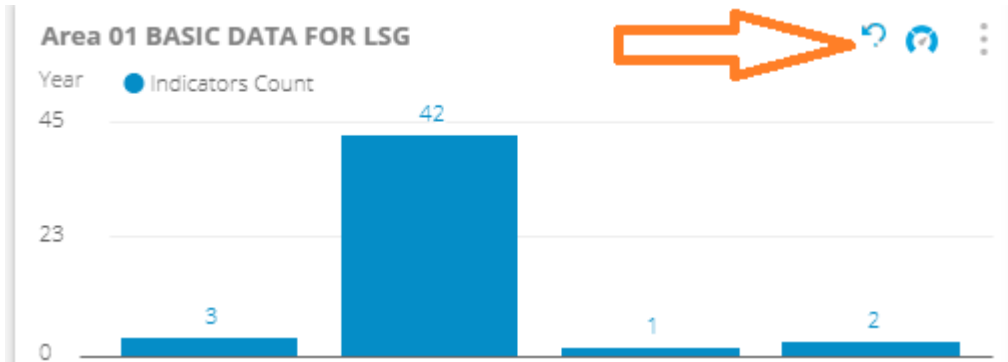
Drill down

For visualizations, based on hierarchy, there is a option "drill down". Right click on visualization will open submeni, where you can choose option „drill down" (red arrow).
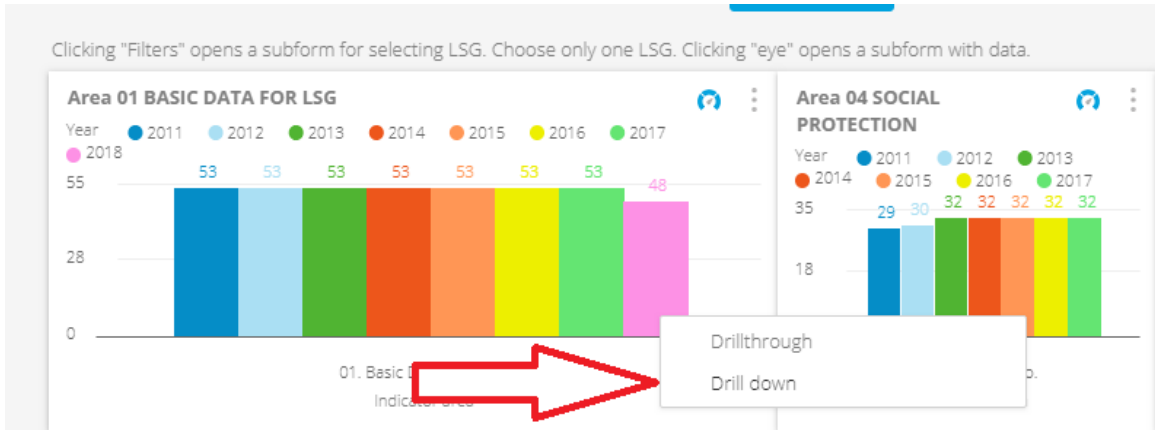
The selected column will be divided to its subordinate parts. Return is by clicking on icon at the upper right corner (orange arrow).

Using the Slicer

For visualizations, based on hierarchy, sometimes you can use „Slicer". First, you need to click on icon „three vertical points" (red arrow) and then to choose „Use As Slicer" (green arrow).

When the visualization is used as slicer, then in right upper corner is special icon (blue arrow). You can select the elements of visualization (green arrow) and your choice will affect the whole dashboard.

 For return, you need to click on special icon (blue arrow).