

DHIS2 FP DataPro App Administrator's Manual

March 2025



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1. INTRODUCTION

This document provides detailed guidance on the configuration of the FP DataPro Application. It provides a step-by-step guide on how to add a translation, complete data mapping, create a benchmark, create a chart, create a module, and create a report. It also provides a step-by-step guide on the functionality of the Summary Dashboard, Analytical Dashboard and Map Visualization Dashboard.

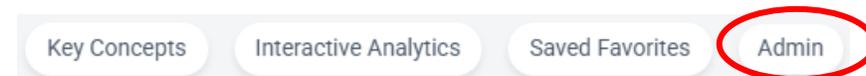
There are three modules available for FP DataPro – Family Planning (FP), Maternal and Newborn Health (MNH), and Child Health (CH). Countries choose which to include in their embedded module, so not all countries have all three health area modules. **This manual provides examples from the FP Module, however, the guidance on the administrative functions presented here applies across all modules.**

See the **DHIS2 FP DataPro User’s Manual** for detailed information on navigating and using the app as a typical user after configuration.

The following flow is based on the admin configuration and resultant changes in the app’s front end.

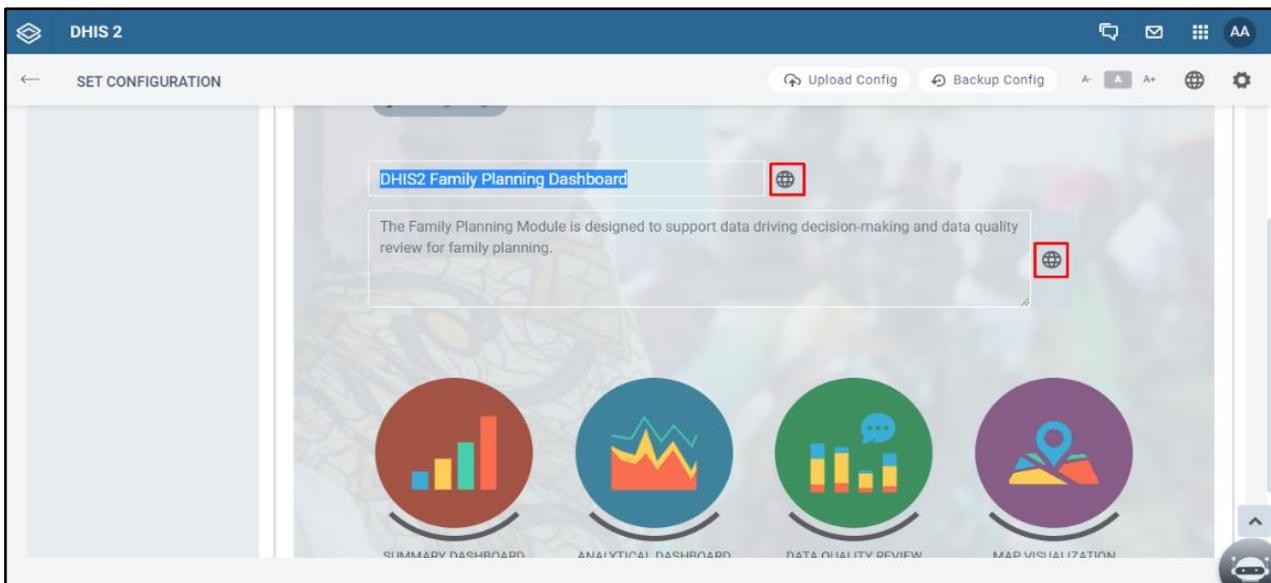
2. ADMINISTRATION

All of the actions described in this manual are done within the **Admin section**, which is accessed in the top right corner of the FP DataPro screen.

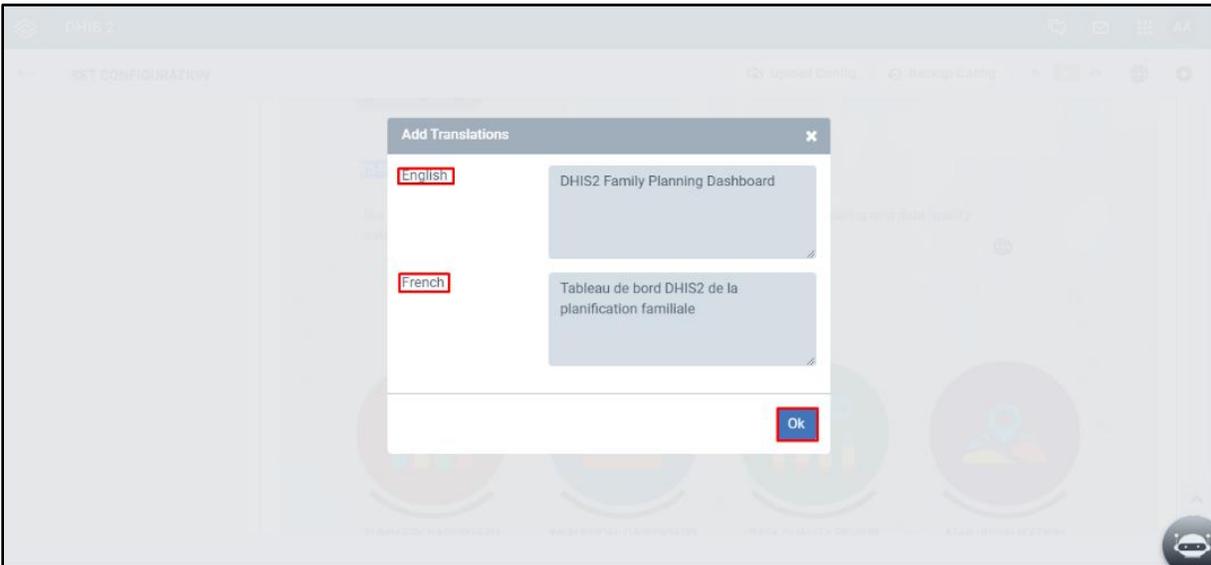


2.1. APPLICATION SETUP

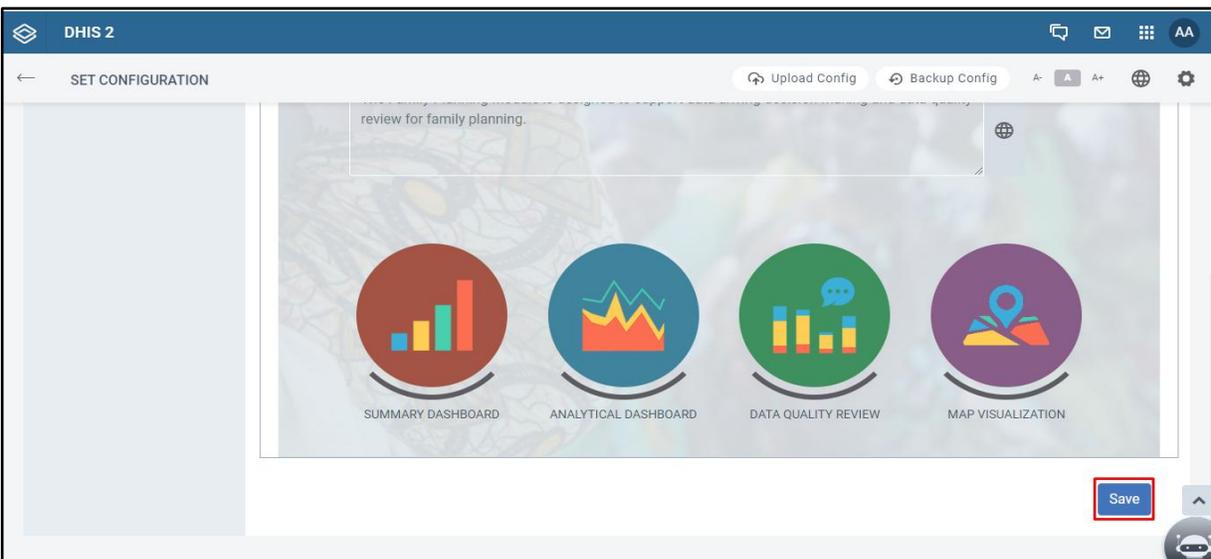
Application name - Click on the Globe icon, which is an option to add the name of the dashboard.



Add the translation to the text field below.



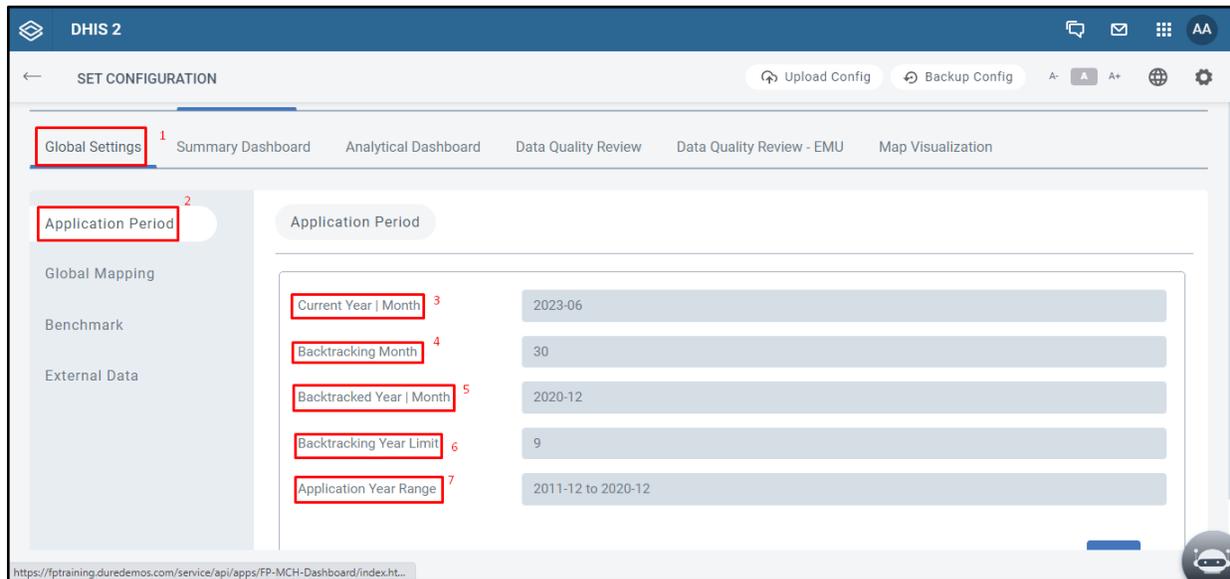
Secure the changes with "Save" button.



2.2. DATA MAPPING

2.2.1 GLOBAL SETTINGS

Application Period

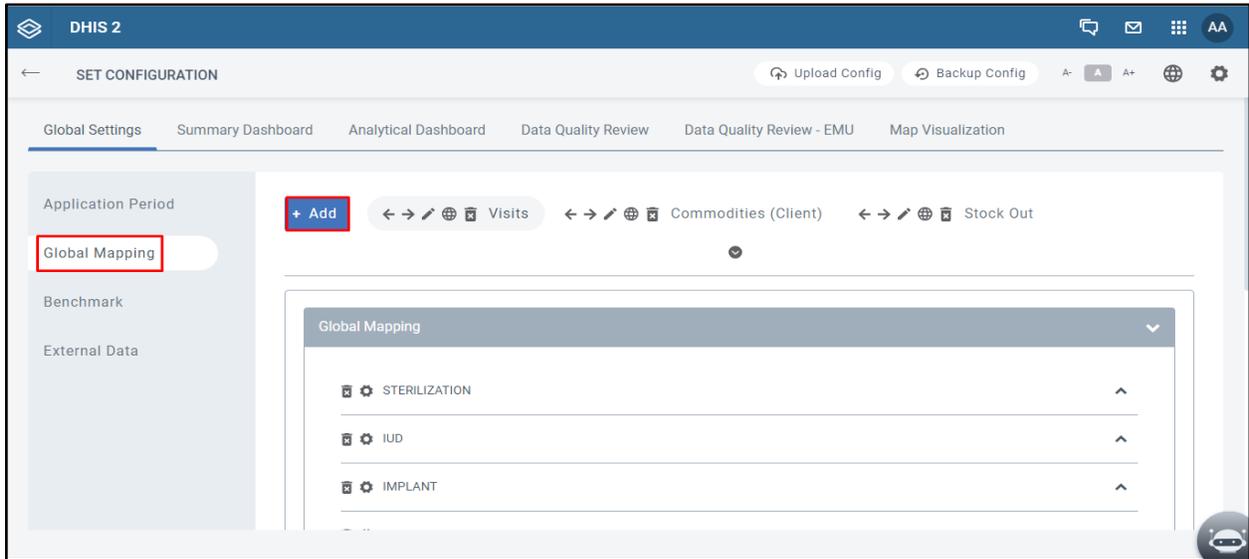


Components	Description
1. Global Settings	This is the section that has the configuration which is consistently applicable throughout the application.
2. Application Period	This is the sub section under Global Setting that has the general Period settings for the application.
3. Current Year Month	Ongoing Year Month
4. Backtracking Month	Is the number of Years Months prior to the current Year Month
5. Backtracked Year/Month	Current month - Backtracking Month
6. Backtracking Year Limit	Total number of years prior to the Current Year
7. Application Year Range	(Backtracked Year Month – Backtracking Year Month) till Backtracked Year Month

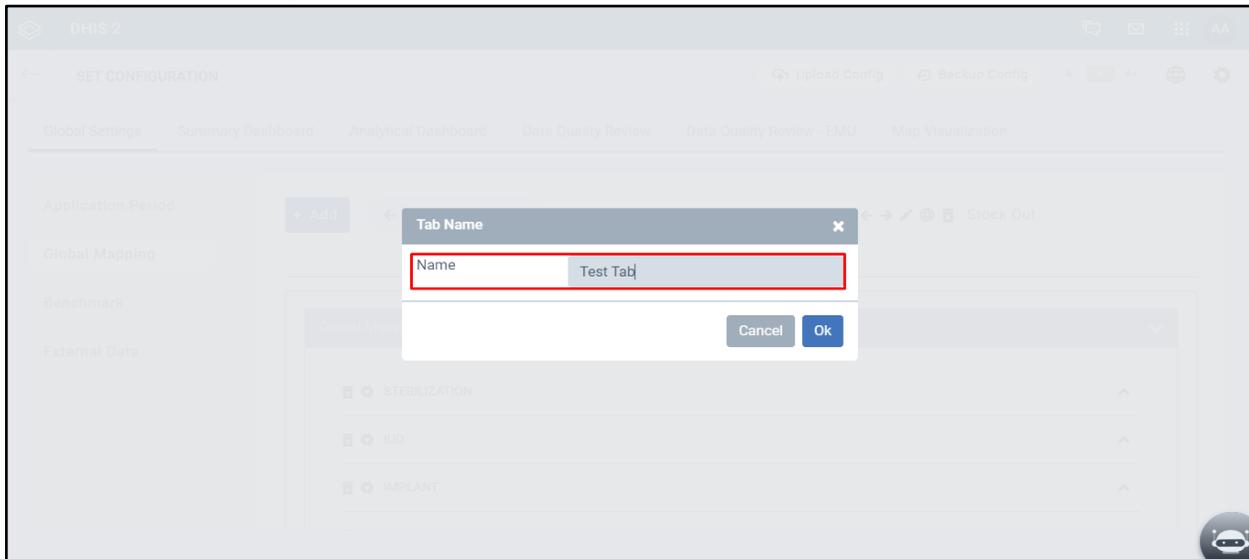
Global Mapping

Go to **Global Mapping** and Click “Add”.

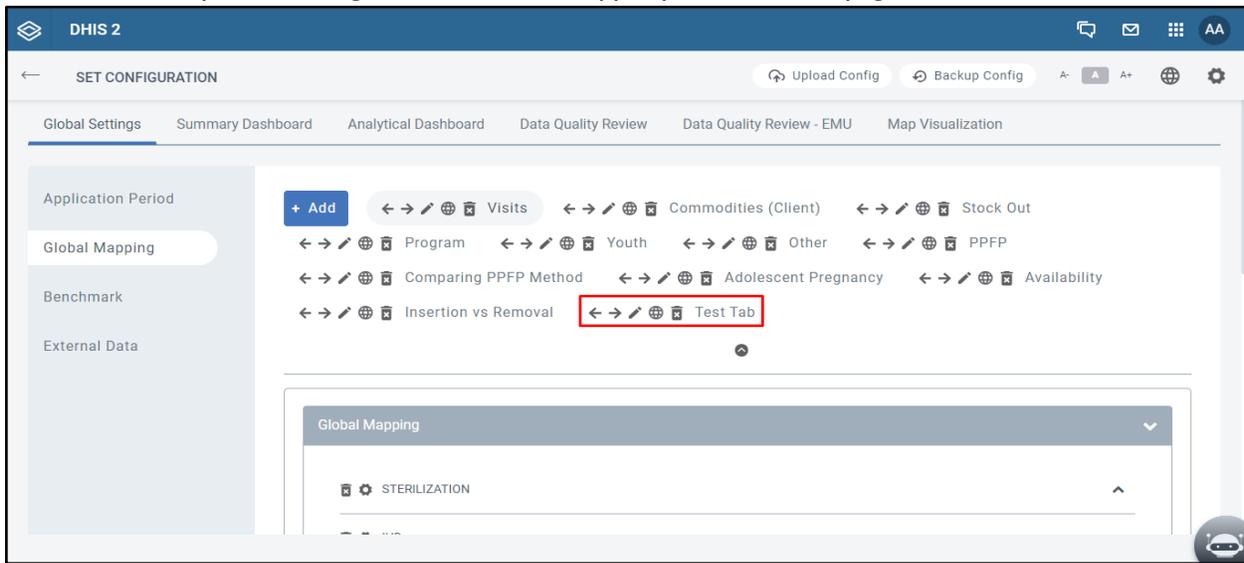
Note: The Global mapping has pre-configured data element/indicator/data set mappings, the user is expected to update the global mapping based on the relevant mapping used in the country.



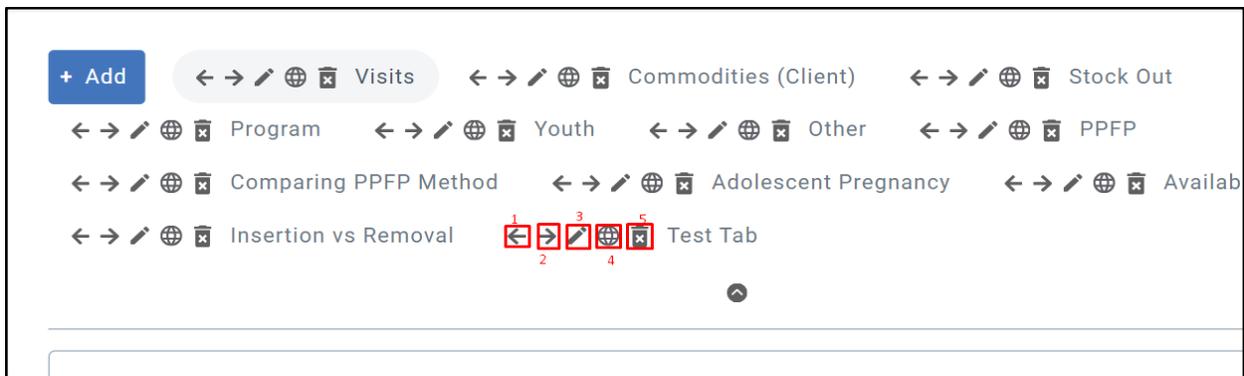
It will open the following window. Add the suitable name as needed.



This Tab will be placed among other Tabs in the upper part of the webpage.



Let us see the functionalities in the Tab configuration.

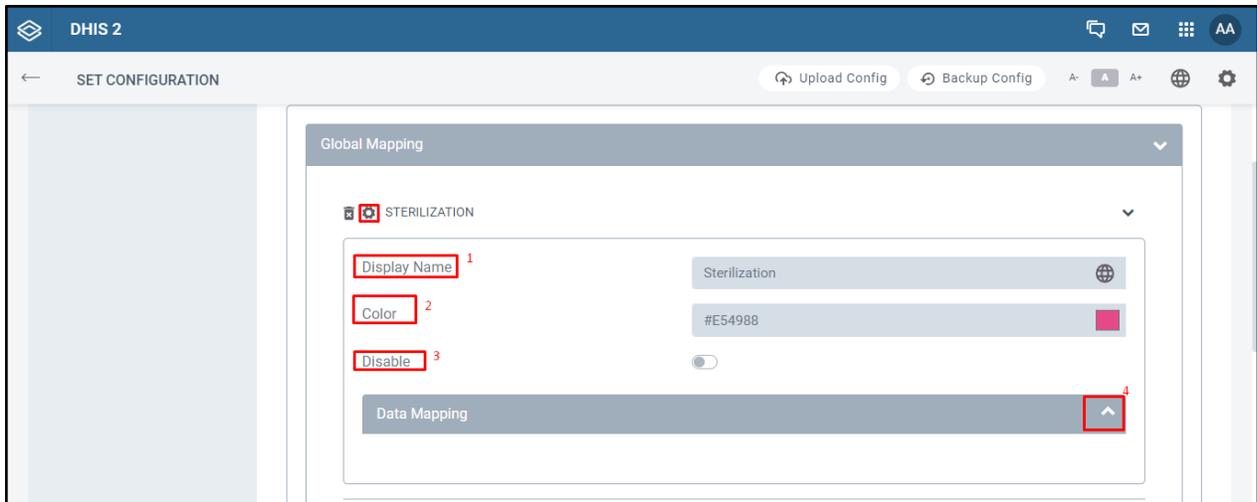


Components	Description
1. Move Left	Tab placement to the left.
2. Move Right	Tab placement to the right
3. Edit	To edit the name of Tab
4. Add Translations	To add translations in the respective language
5. Delete	To delete the Tab

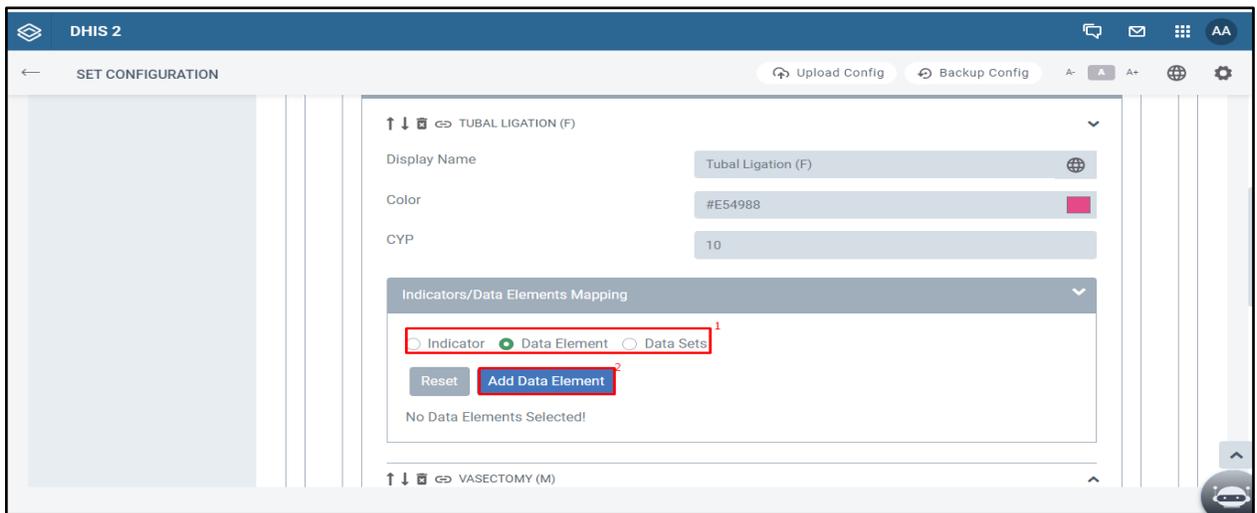
To see how the Global Mapping is done let us take an example of “Visits” tab.

Click on Visits Tab, now the Global Mapping section at the bottom of the page will show all the Family Planning Method mapped to the “Visits.”

Add the data elements corresponding to specific methods with the help of “Add Data Element” button.

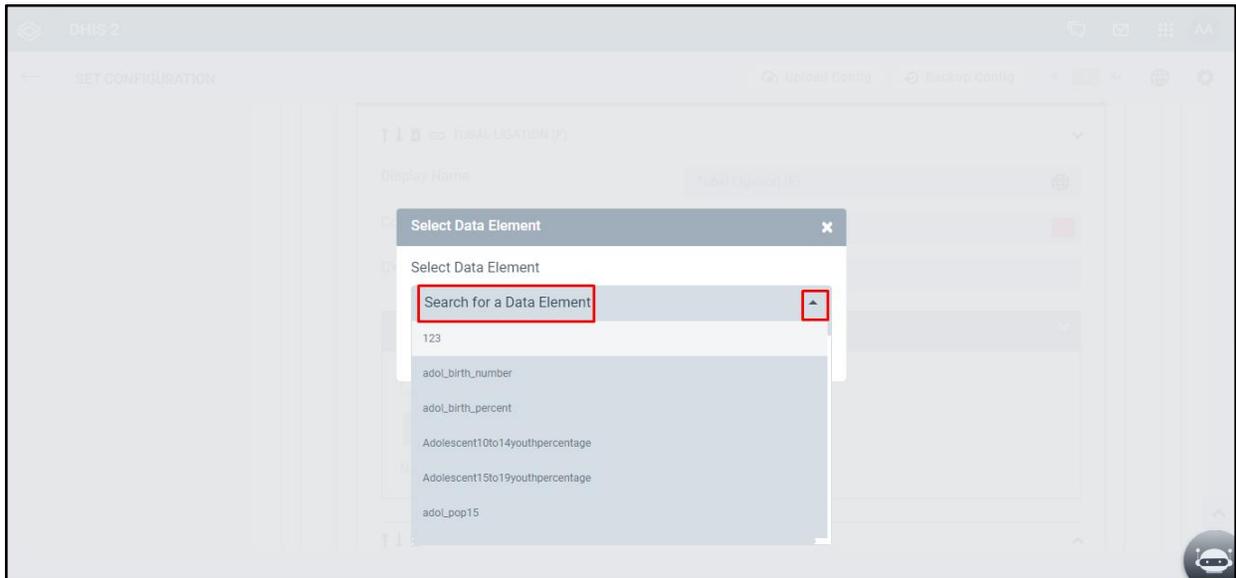


Components	Description
1. Display Name	The name of the FP Method that will reflect in application.
2. Color	Add the desired color by clicking on the color box at the right.
3. Disable	Enable/Disable the method.
4. Expansion Arrow	This collapses further to the Sub method's configurations



Components	Description
1. Indicator/Data Element/Data Set	The selection will lead to Adding of the chosen category.
2. Add Data Element	In this case, since Data Element is selected the button name changes to "Add Data Element".

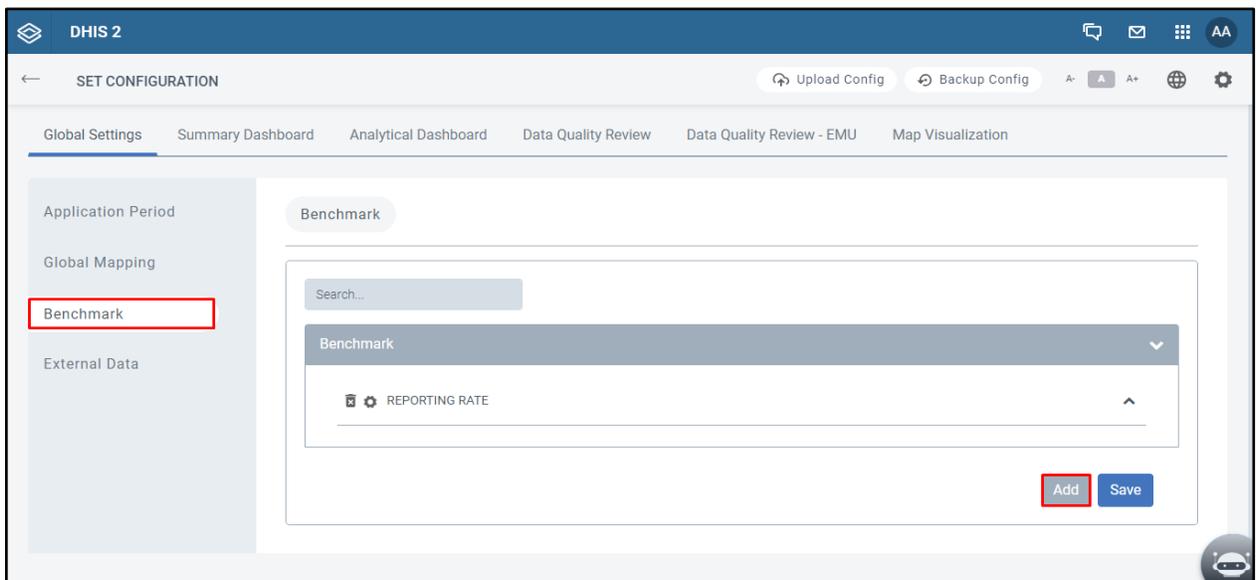
Clicking on the Add Data Element will lead to display of the following popup. The user may choose to add the exact name or scroll through the list that shows after the expansion arrow is clicked.



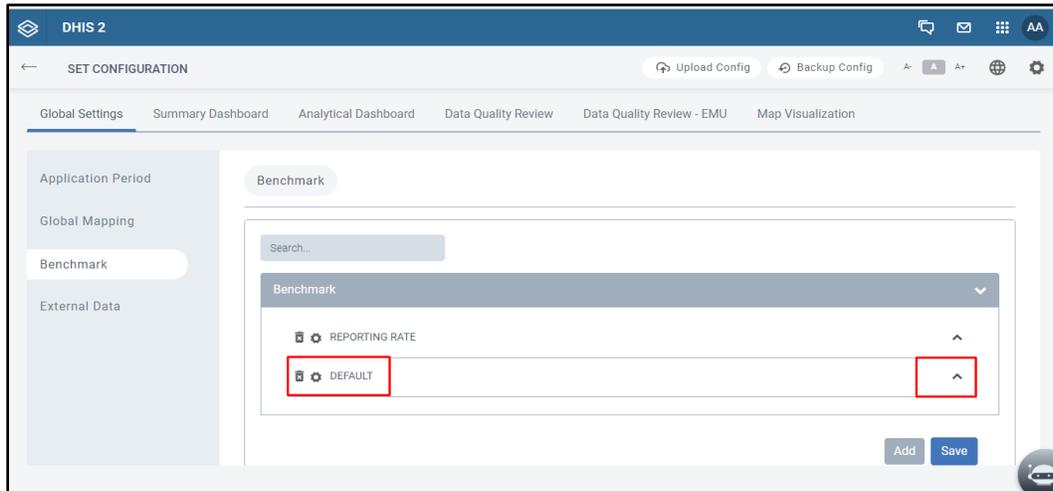
This mapping will be used across the application wherever applicable.

Benchmark

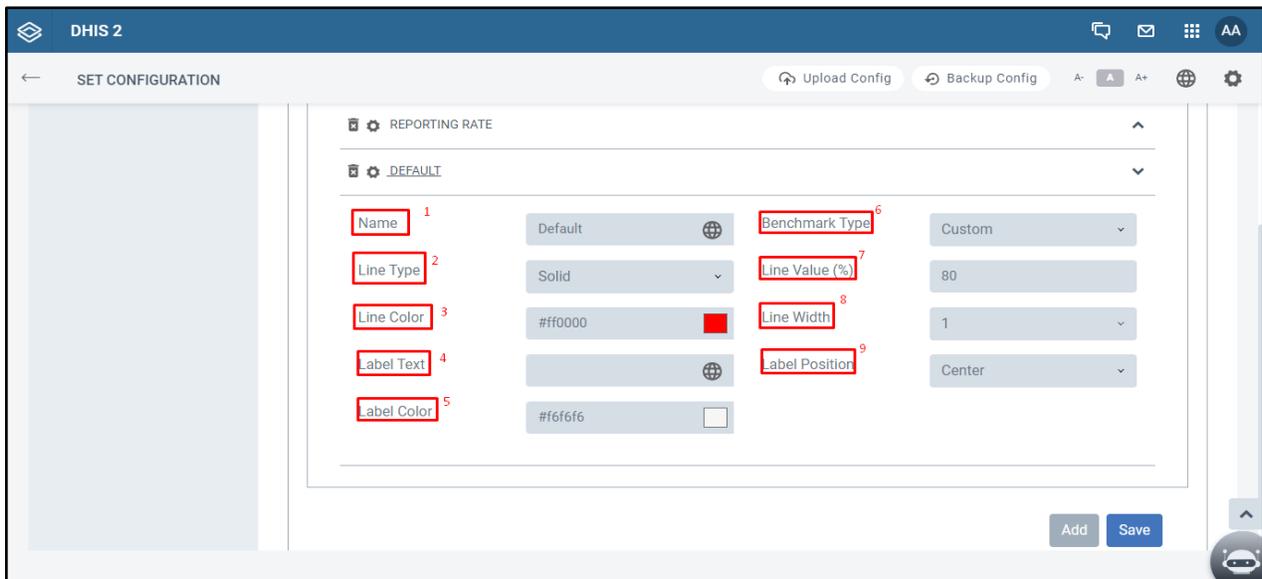
Benchmark is a setting in which user can set a Benchmark line in a Chart. Click “Add” button to create a new Benchmark as shown below.



It will create a Default Benchmark. Click on the downward arrow.

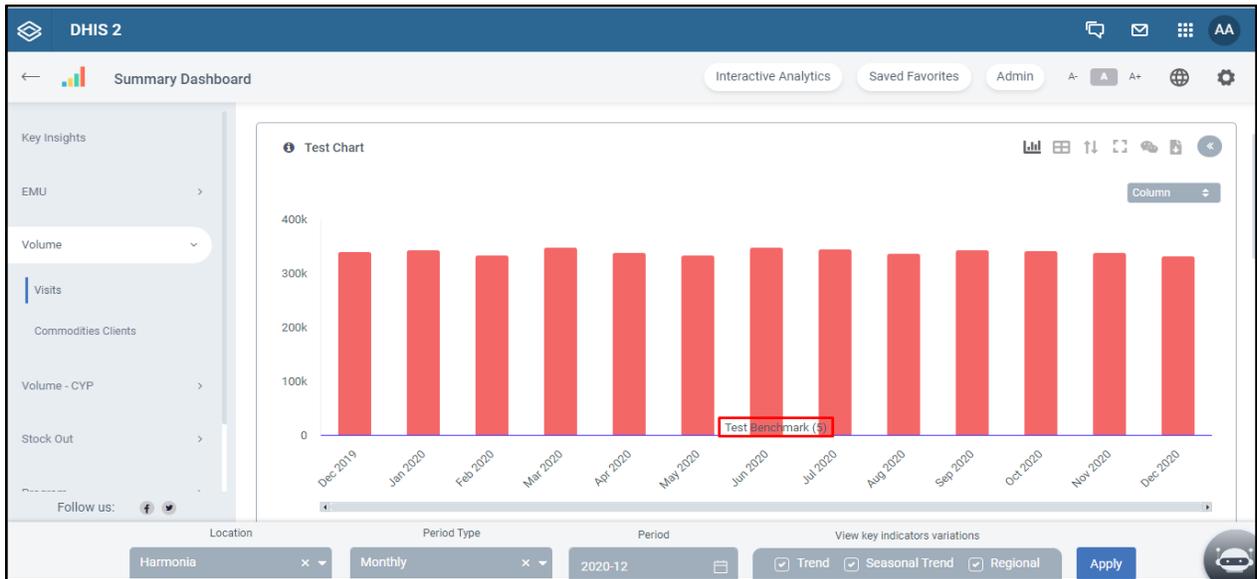


It will open the set of Configurations as shown, let us see all the settings and the final output.



Components	Description
1. Name	This is the name or title of the Benchmark
2. Line Type	This is the type of line (Dash, Dot) for Benchmark
3. Line Color	This sets the Dash or Dot line color
4. Label Text	This helps to add any description for Benchmark
5. Label Color	Color to be chosen for the Label
6. Benchmark Type	Custom, External Data, National Benchmark
7. Line Value (%)	This is the value at which the Benchmark line will be set.
8. Line Width	The breadth of the line
9. Label Position	To set the placement Center, Left or Right of the Line

The Output is the Benchmark line titled “Test Benchmark” shown below.



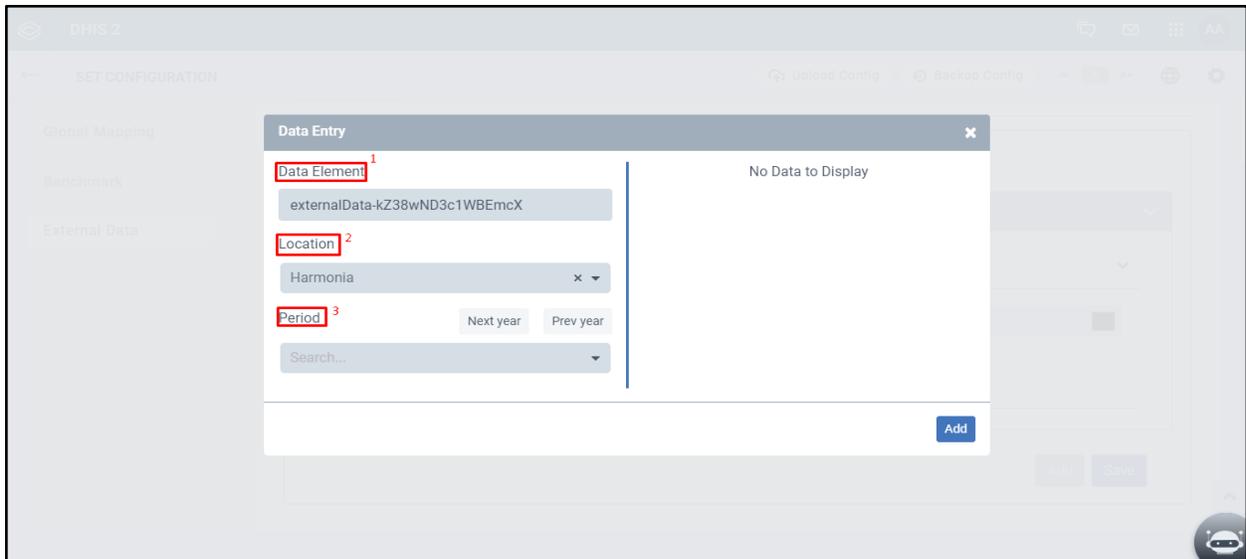
External Data

External Data: It deals with the adding of DHS, FPET (Family Planning Estimation Tool) and other survey data in “Key Insights” section.

We can also create a benchmark out of the External Data.

The screenshot shows the DHIS 2 SET CONFIGURATION page. On the left, there is a sidebar with 'Global Mapping' and 'Benchmark' sections. The 'External Data' section is highlighted with a red box. The main area displays a configuration form for 'External Data'. The form has a search bar at the top. Below it, there is a 'Name' field with a red box around it, a 'Default' dropdown menu, a 'Line Color' field with a red box around it, and a '#000000' color picker. There is also a 'Value' field with a 'Data Entry' button highlighted in red. At the bottom right, there are 'Add' and 'Save' buttons.

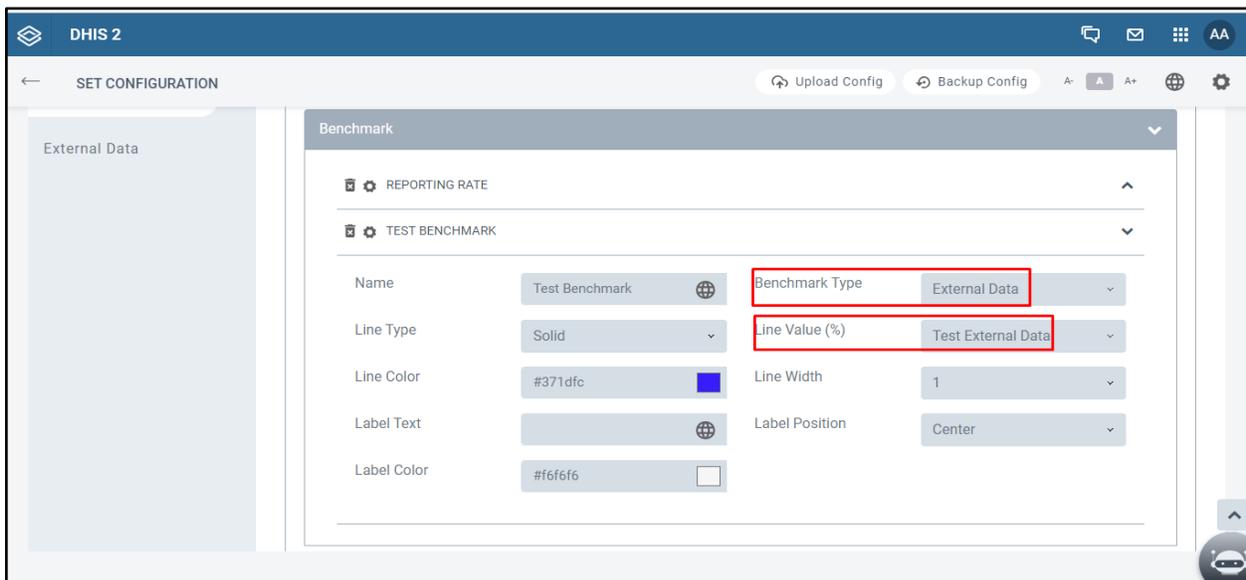
Click on the “Data Entry” button,



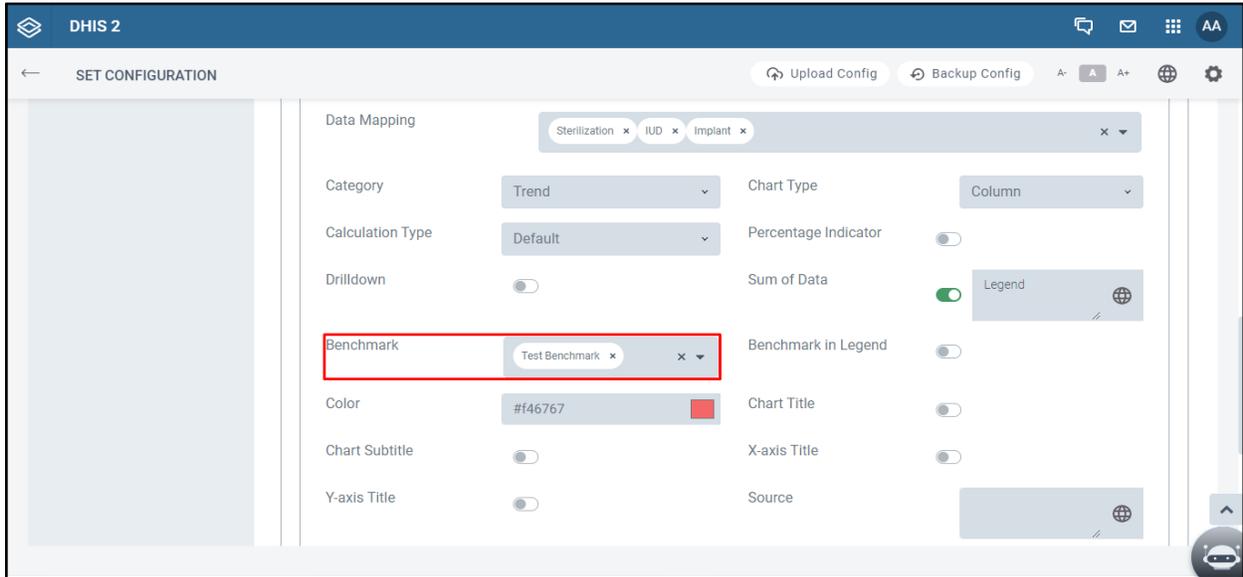
Components	Description
1. Data Element	The Data Element to be mapped.
2. Location	The organization unit either National/Subnational or both can be mapped.
3. Period	Time period to be set for the Data element.

Let us take an example, we set the 25% as the External Data for 2023, Now we set this as a benchmark.

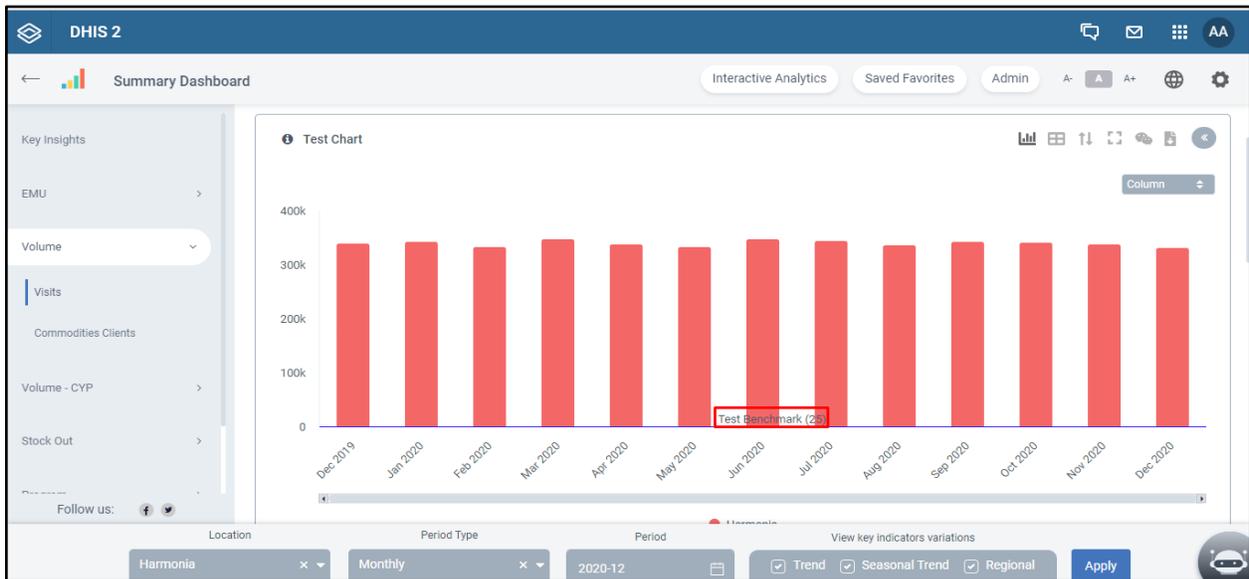
Go to “Benchmark” subsection and Set Benchmark Type as External Data and “Line Value” field gets auto populated. Add the Test External Data to this field as shown below.



We also need to add this Benchmark into the Chart, shown below



In the front end this configuration will reflect as a Benchmark line with 25%



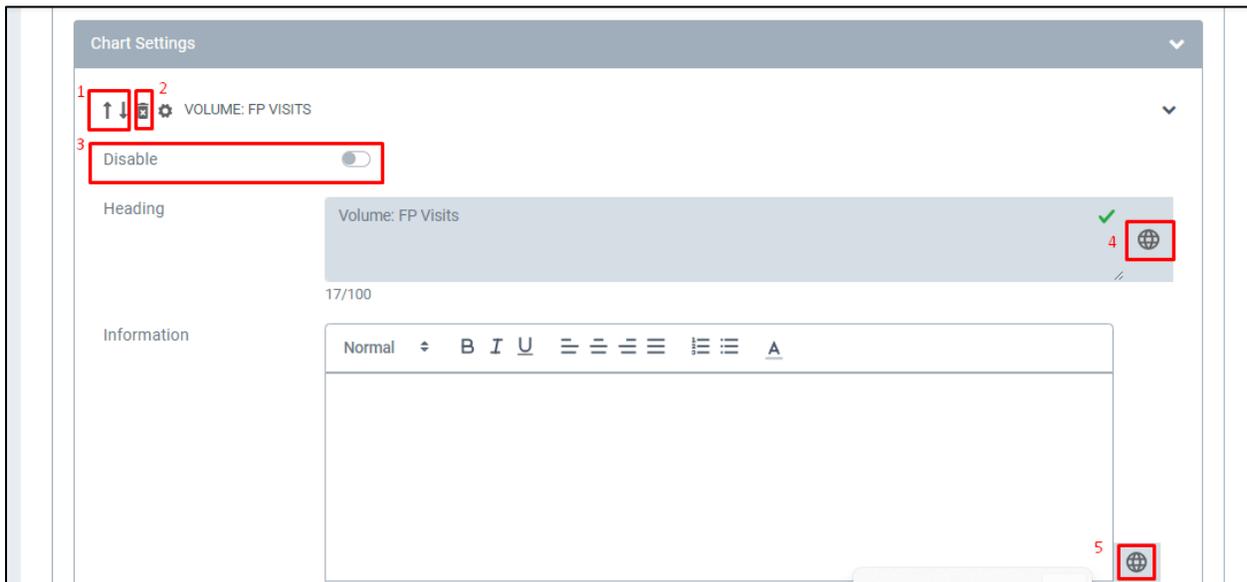
2.3. CHART CONFIGURATION SETTINGS: SUMMARY DASHBOARD, ANALYTICAL DASHBOARD, DATA QUALITY REVIEW DASHBOARD & MAP VISUALIZATION

Please note that the following Configuration is related to creating Charts and Summary. These Configuration steps are consistent across the various dashboards: Summary Dashboard, Analytical Dashboard, Data Quality Review, Data Quality Review – EMU, and Map visualization.

Guidance on chart configuration settings for the Interactive Analytics Dashboard are covered in the next section, 2.4.

2.3.1. CHART SETTINGS

Each of the dashboards can have numerous sections and create charts created in them. Under each section various types of charts can be created, the configurations of each chart can also be updated according to the needs.



Data Mapping 6

Sterilization x IUD x Implant x Injectable x Pill x Condom (m+f) x Other Modern Methods x
Emergency contraception x

Category 7

Calculation Type 8

Percentage Indicator 9

Drilldown Calculation Type 10

Negative Change 11

Sum of Data 12

Color 13

Legend 14

Trend

Default

Change (prior month to current m

Legend

#4bbf98

Type 15

Default View 16

Drilldown 17

Positive Change 18

Drilldown point as Benchmark 19

Benchmark 20

Title 21

Subtitle 22

Spline

Change in Total FP Visits

Search...

X-axis Title 23

Source 24

Generate Summary 25

Declines (< -5%) 26

Generate Total 27

DHIS2

Y-axis Title 28

Data Labels 29

Positive Growth (> 5%) 30

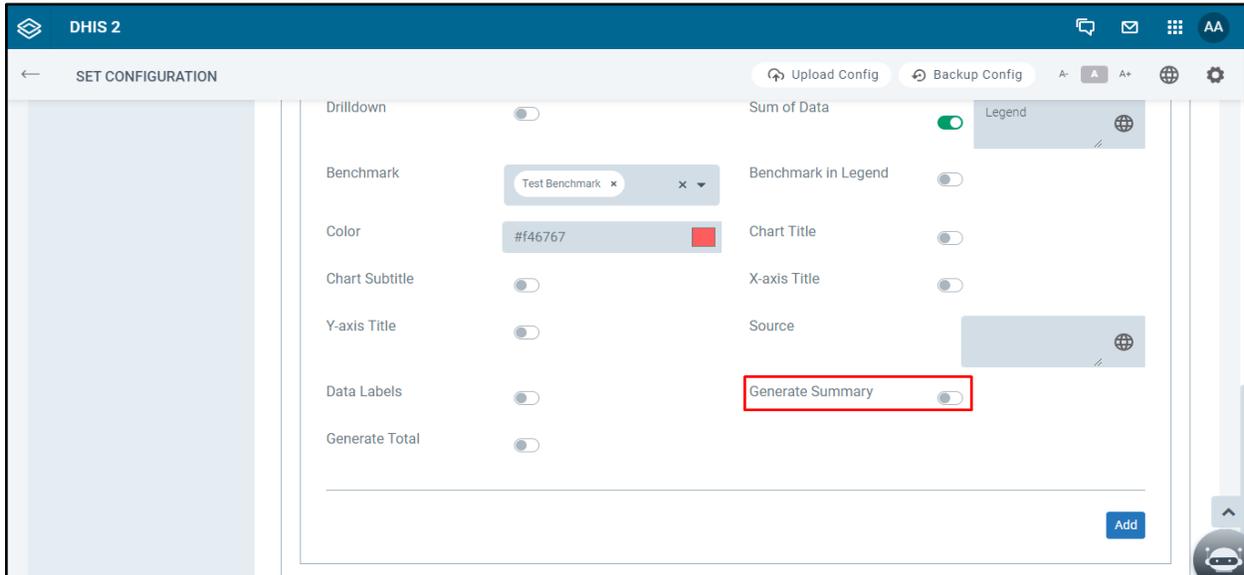
Limited Change (+/- 5%) 31

Total FP Visits

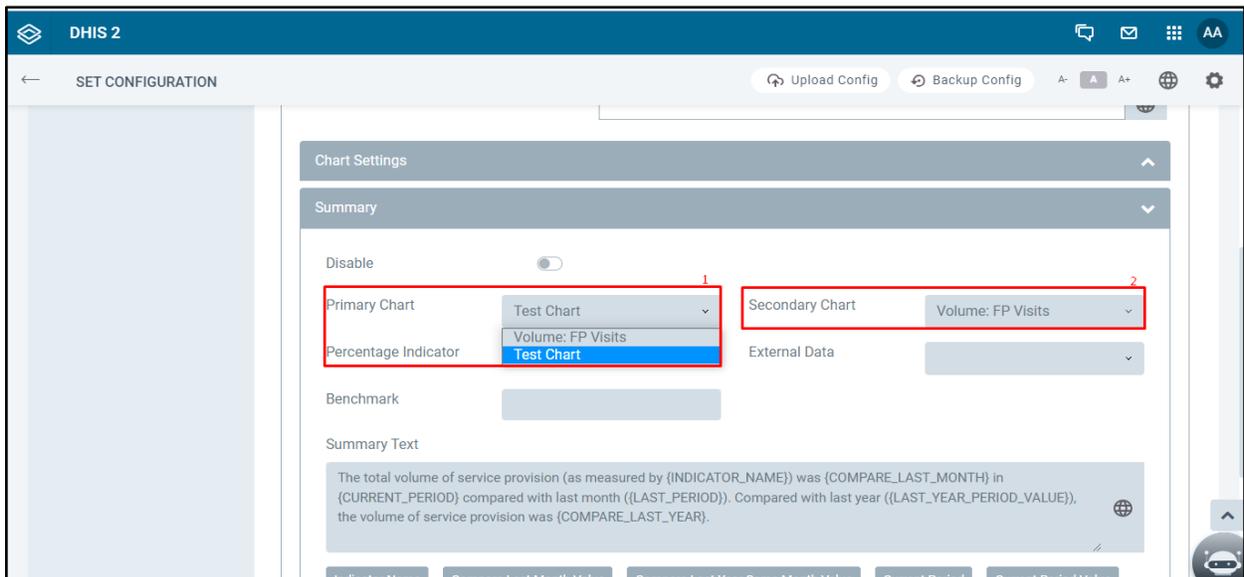
Components	Description
1	This is used to change the position of the chart
2	This enables the user to delete the chart permanently
3	This is used to disable the chart
4	The chart title can be added using this option
5	This can be used to add any information on the chart
6	This enables the user to add mapping on the chart
7	Enables user to add the type of chart- Trend, Regional, Seasonal charts
8	The user can select the calculation type
9	In case of a percentage indicator this option can be toggled on
10	The calculation type for the drill down can be selected
11	The color for the negative indicator can be selected
12	This allows user to provide a sum of the mapped data elements
13	The color for the added data element can be selected
14	The legend can be toggled on/ off
15	This enables user to select the type of chart such as line, spline, column, bar etc.
16	The default view can be selected, a table or chart as needed
17	Drilldown can be enabled if required and the name of the y axis for drilldown can be added
18	The color of the positive change can be added
19	The drilldown can be selected as a benchmark
20	The benchmark can be assigned to the chart
21	The title name can be added in the chart
22	The subtitle name can be added in the chart
23	This enables user to add x axis title
24	The source of data can be added
25	Enables the user to add summary in the Key insight section
26	The color for the decline in indicator value can be added (< -5%)
27	This enables the user to add the total of the indicator in the chart
28	This enables the user to add y axis title
29	This enables the user to add data labels
30	This enables user to add color needed to represent values greater than 5% (> 5%)
31	This enables user to add color needed to represent values greater than 5% and lesser than -5% (+/- 5%)

Configuration in Key Insights

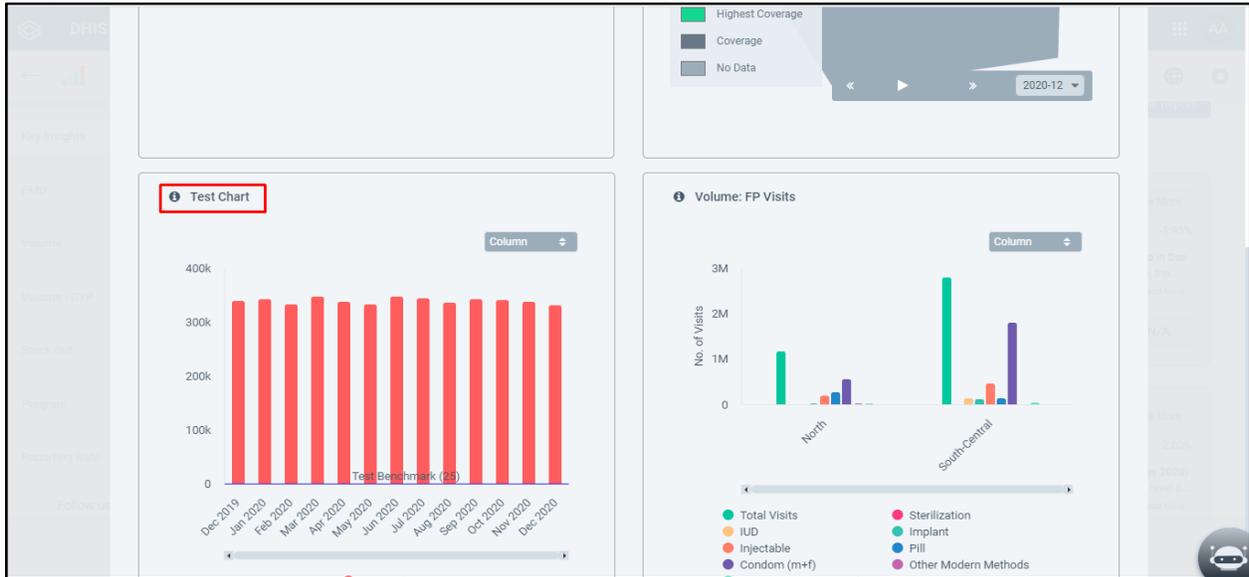
To add charts in Key insights section, the “Generate Summary” option should be enabled.



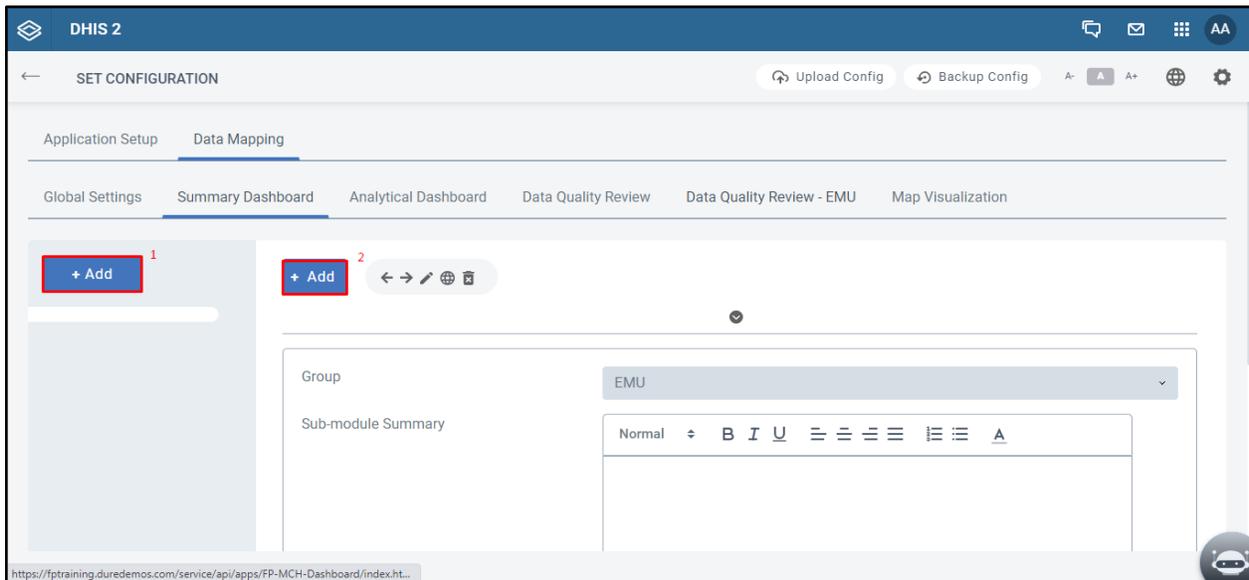
Once enabled, go to the “Summary” section below the Chart settings.



Select the Primary Chart option and the chart will then be available in Summary dashboard as follows.

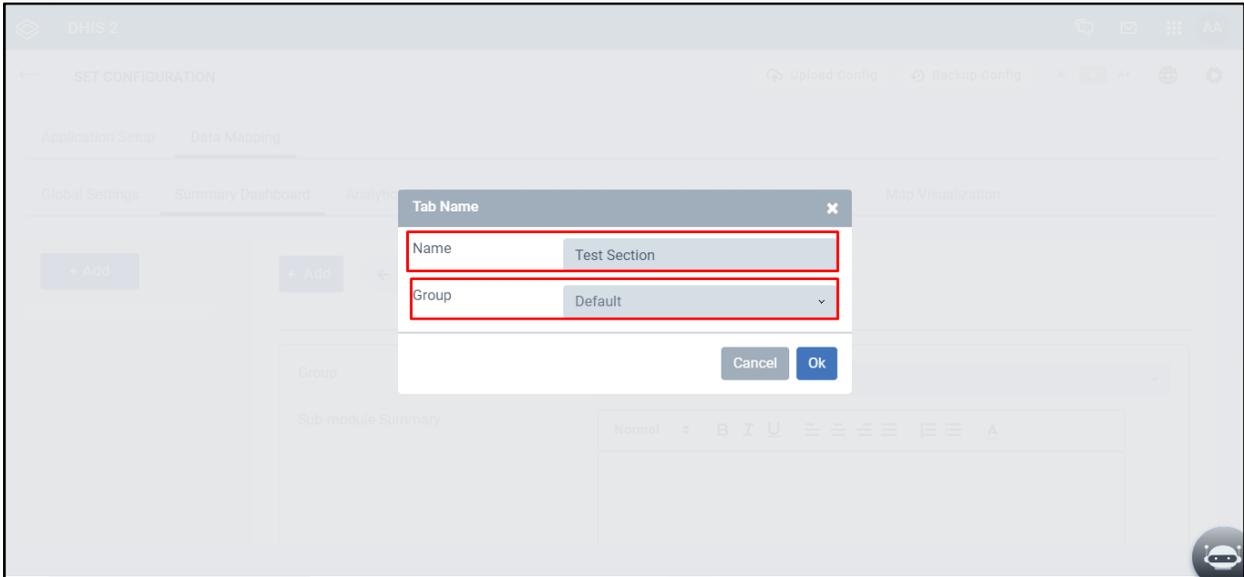


Creating Sections and Sub-sections in a Dashboard

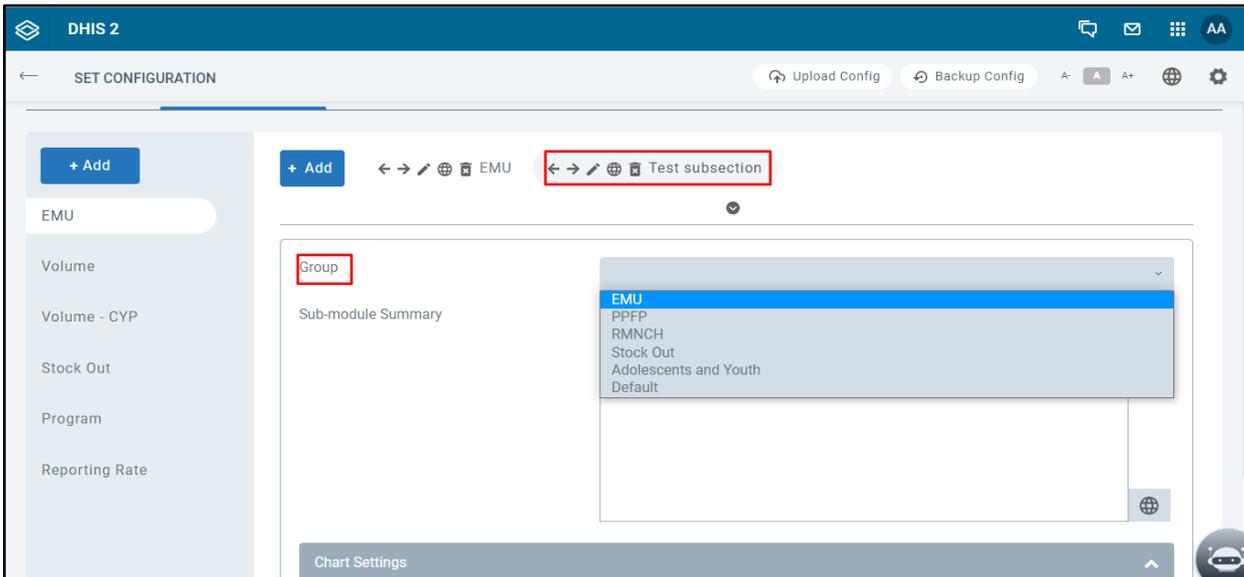


Components	Description
1. Add	This will create a new Section in Dashboard
2. Add	This will create a new Subsection

Section can be created as follows:

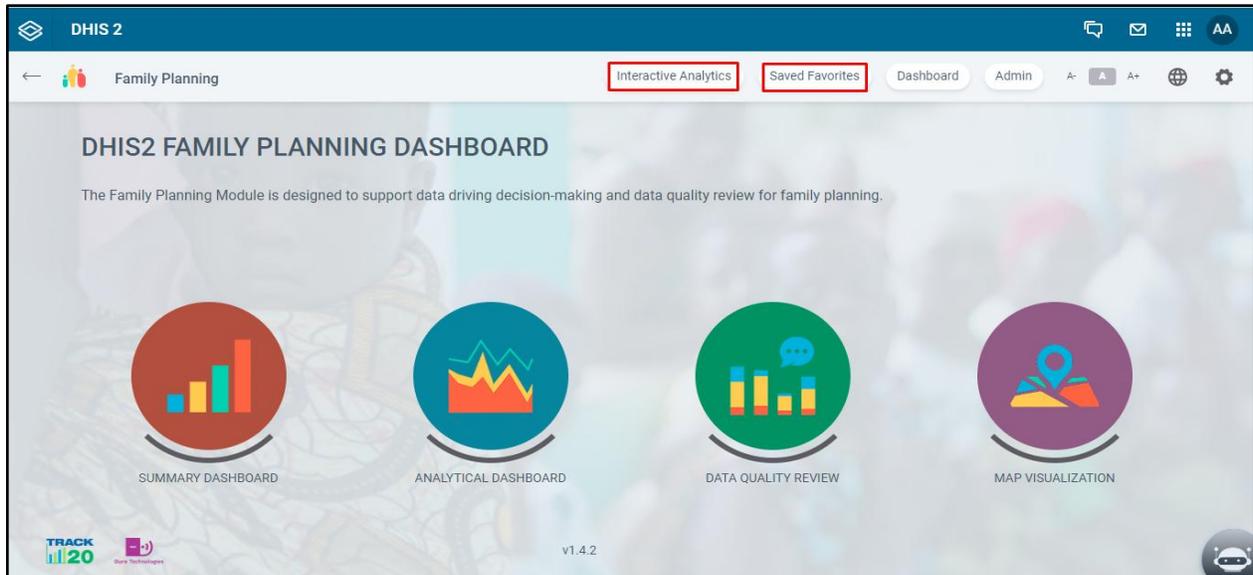


A subsection is created as follows, after adding “Add”, Add the group to which the subsection will fall under.

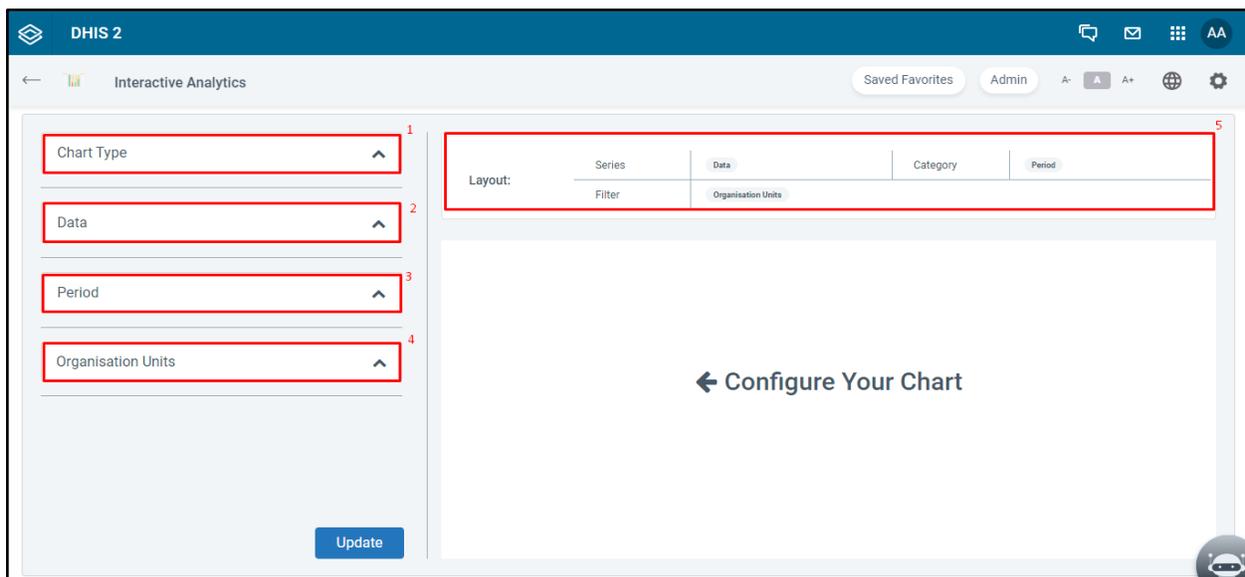


2.4. CHART CONFIGURATION SETTINGS: INTERACTIVE ANALYTICS

Another part of the application, which is not confined to admin, deals with a substantial configuration to create custom charts and modules and thereby Dashboards.

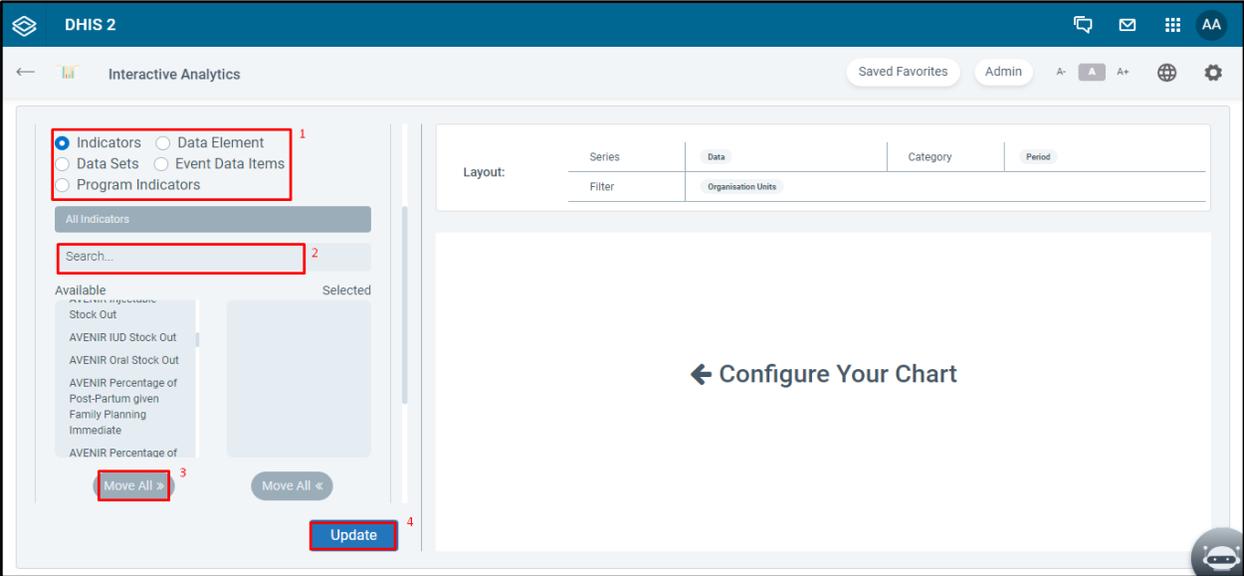


Note that the charts created in the Interactive Dashboards are saved in the Saved Favorites section and can be used to upload while creating a new Dashboard via Interactive Analytics section.



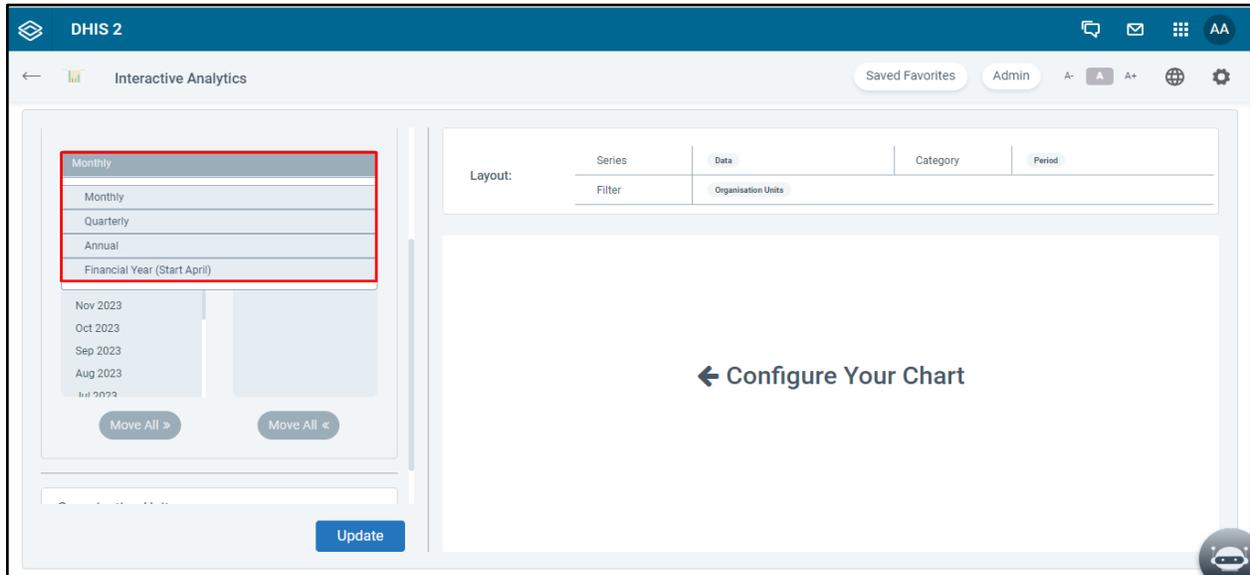
Components	Description
1. Chart Type	To select chart representation type
2. Data	The data elements that go into the chart
3. Period	The length of time to be displayed in the chart
4. Organization Units	The Location that needs to be focused on in the chart
5. Layout	<p>The adjustments in Legends and axes can be done from Layout</p> <p>The layout has 4 parts -</p> <ol style="list-style-type: none"> 1) Series: Dimension that lies in this part forms the Legend in the Chart. Here, Organization unit is placed in Series section, which formed the chart's legend. 2) Category: Dimension that lies in the category forms the X-axis of the chart. In the above chart the Period has formed the X-Axis of the chart. 3) Filter: Data forms the column of the charts that represent the data value across the period. 4) Other Dimension:

Once the Chart type is selected, we select the data that goes into the chart, this is done by making selections to the various components shown below:

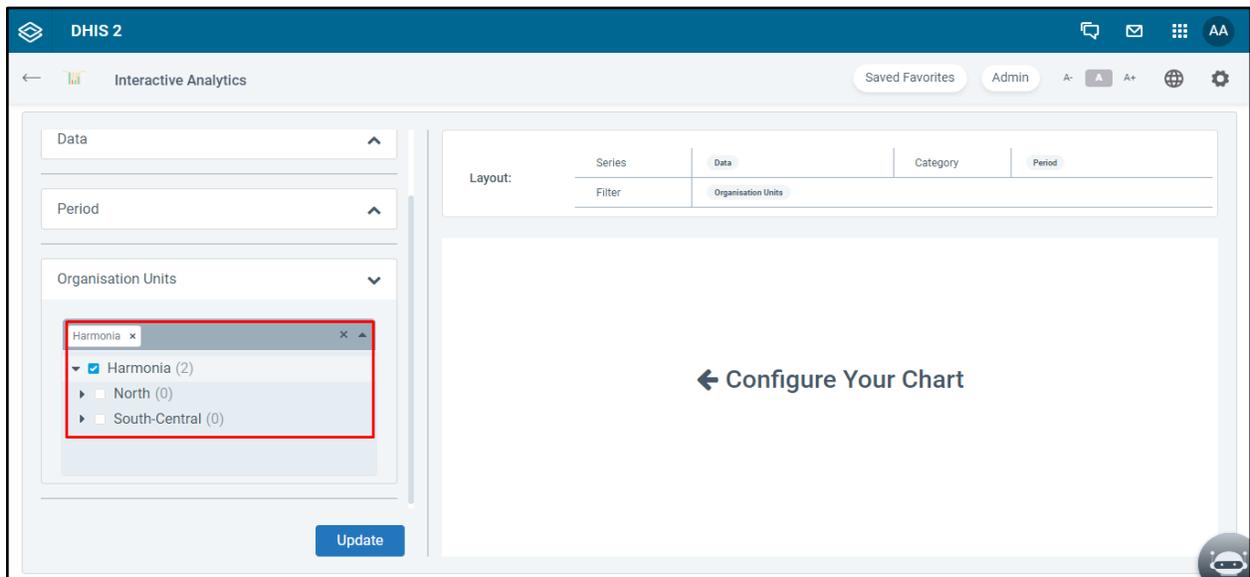


Components	Description
1. Select the Indicator/Data Element/Data Sets/Event Data Items/Program Indicators	This selection will lead to displaying more specific information about the type of data point selected
2. Search	Enter the exact data point name for selection
3. Move all	Bulk selection
4. Update	Update the configuration

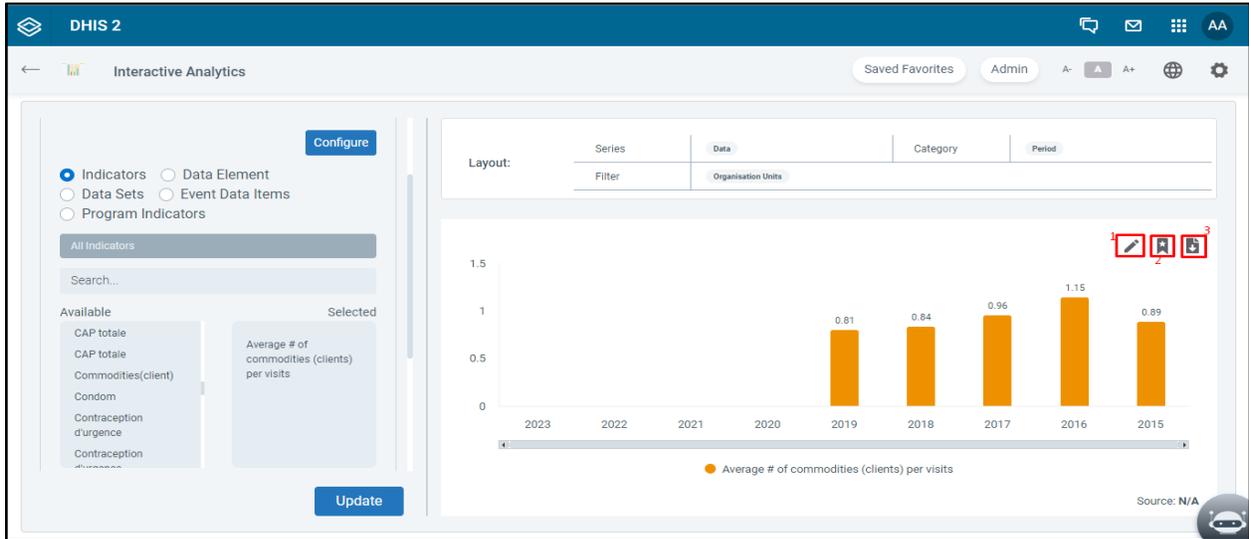
The Period can be changed as needed, the available options are Monthly, Annual, Quarterly & Financial Year.



The Organizational Units can be selected from the highest level (country) to the granular level.

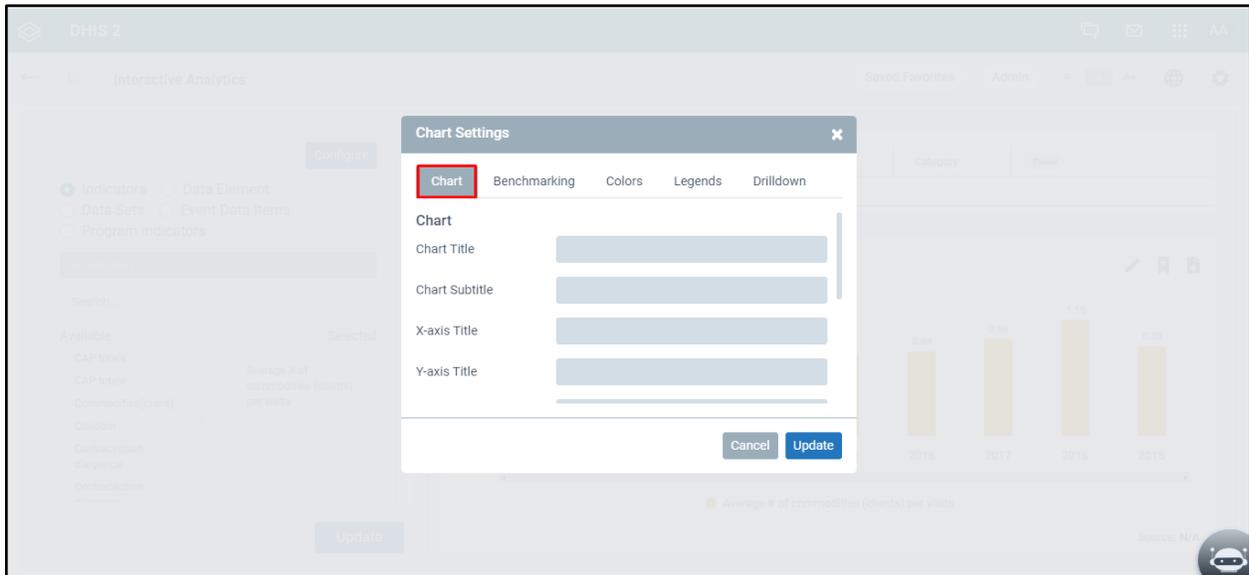


The Output is the following graphical representation as below:

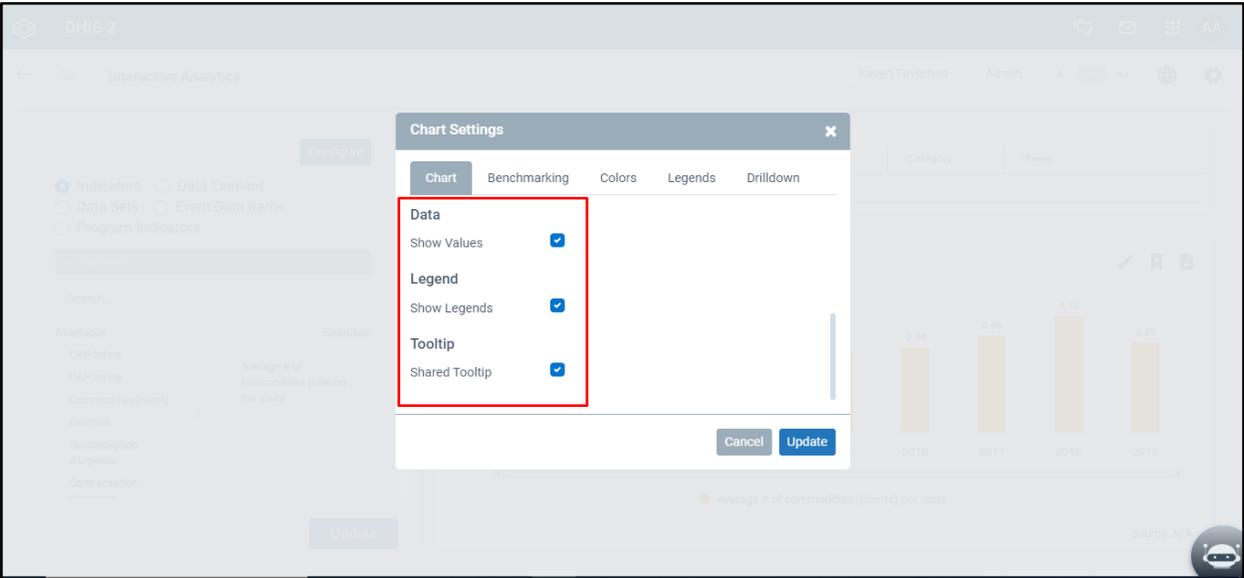


Components	Description
1. Quick Edit	Provides more options to modify the chart
2. Save chart as favorite	To save this custom chart in Saved Favorites section
3. Download	To save a copy

QUICK EDITS

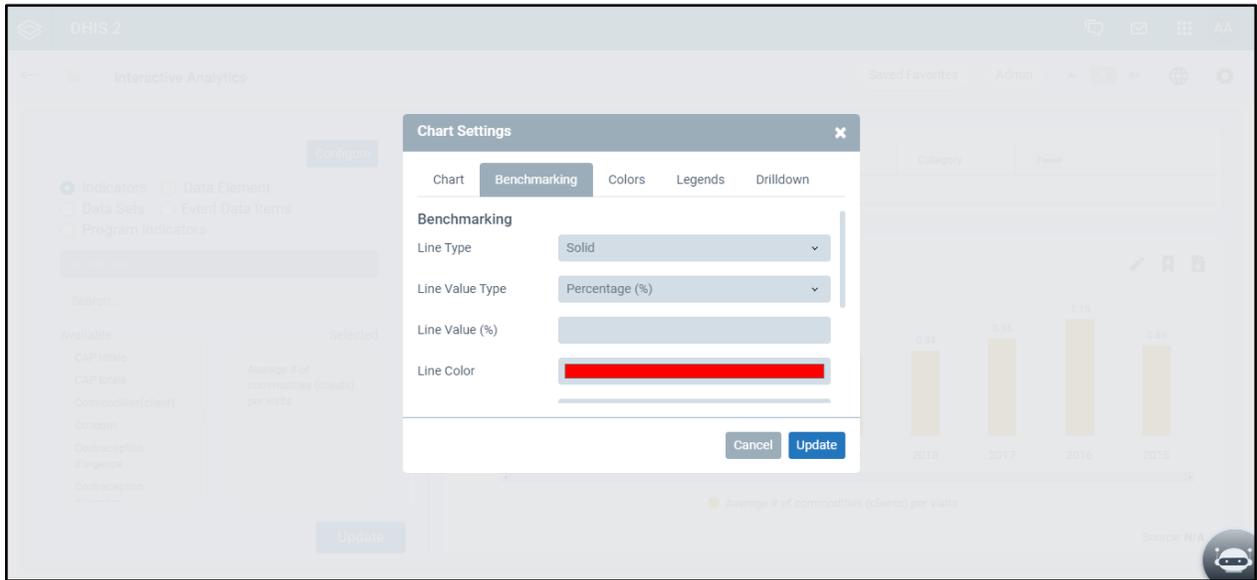


Components	Description
1. Chart Title	To add the name of the chart
2. Chart Subtitles	Description of chart
3. X-axis Titles	Title of the X axis
4. Y-axis Titles	Title of the Y axis
5. Data	Enable to show the data
6. Legend	Enable to show the legend
7. Tooltip	Enable to show data vignette

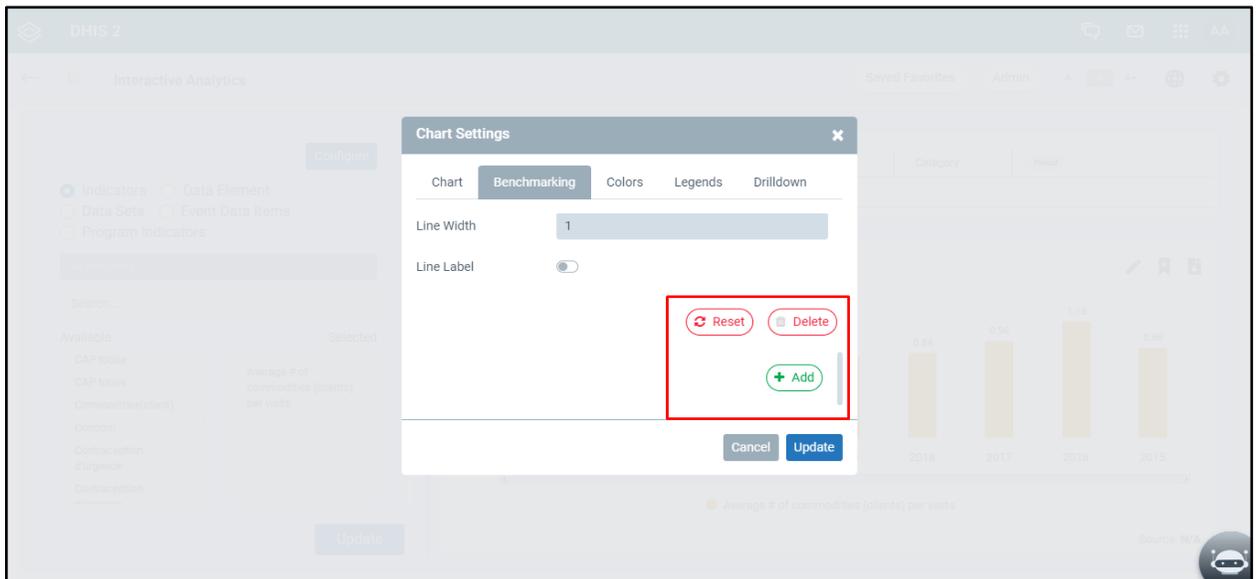


The user may Select Data, Legend, Tooltip and 'Update'.

BENCHMARK

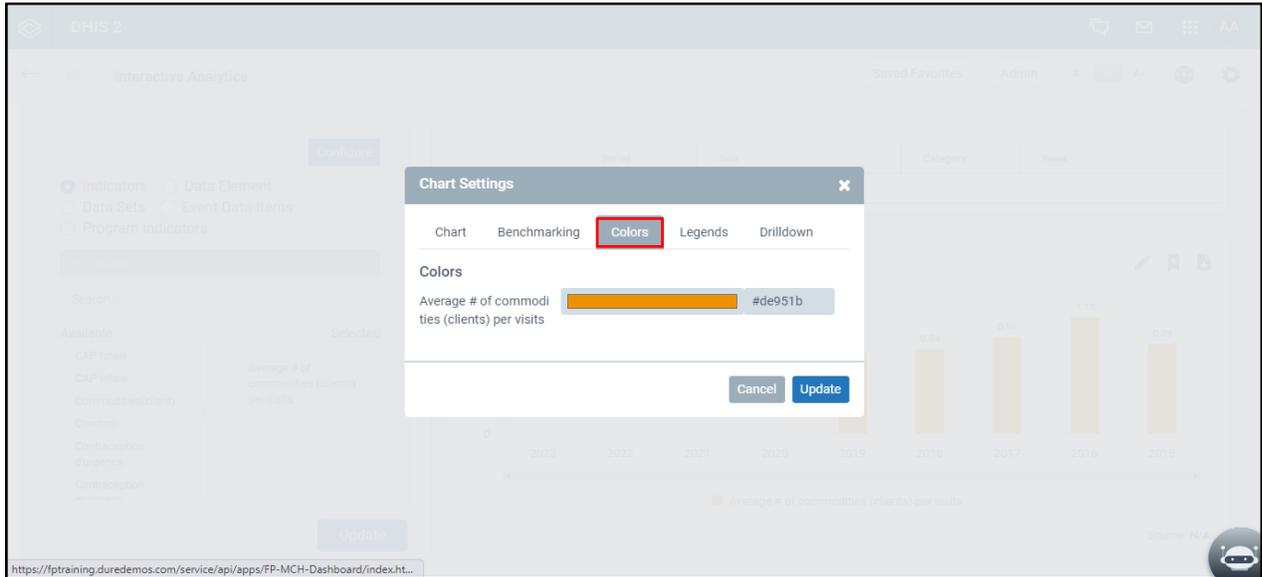


These options are like the Benchmark from the Admin panel. Here the Reset, Delete, Add are added options.

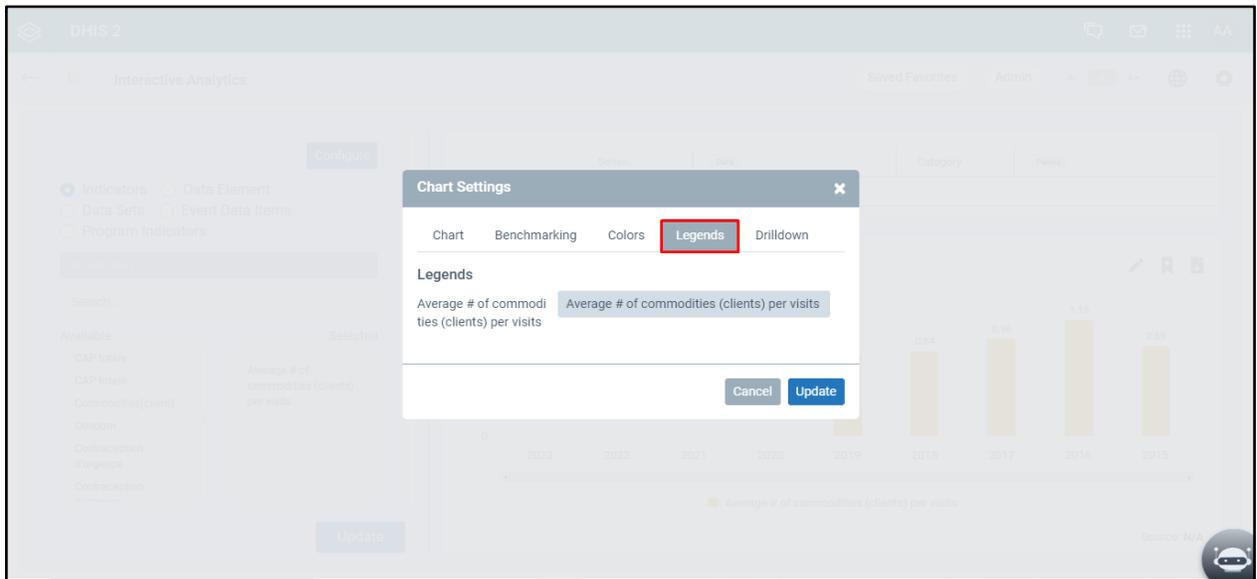


Components	Description
1. Reset	To wipe all the configurations to blank
2. Delete	Remove the Benchmark
3. Add	Add a new Benchmark

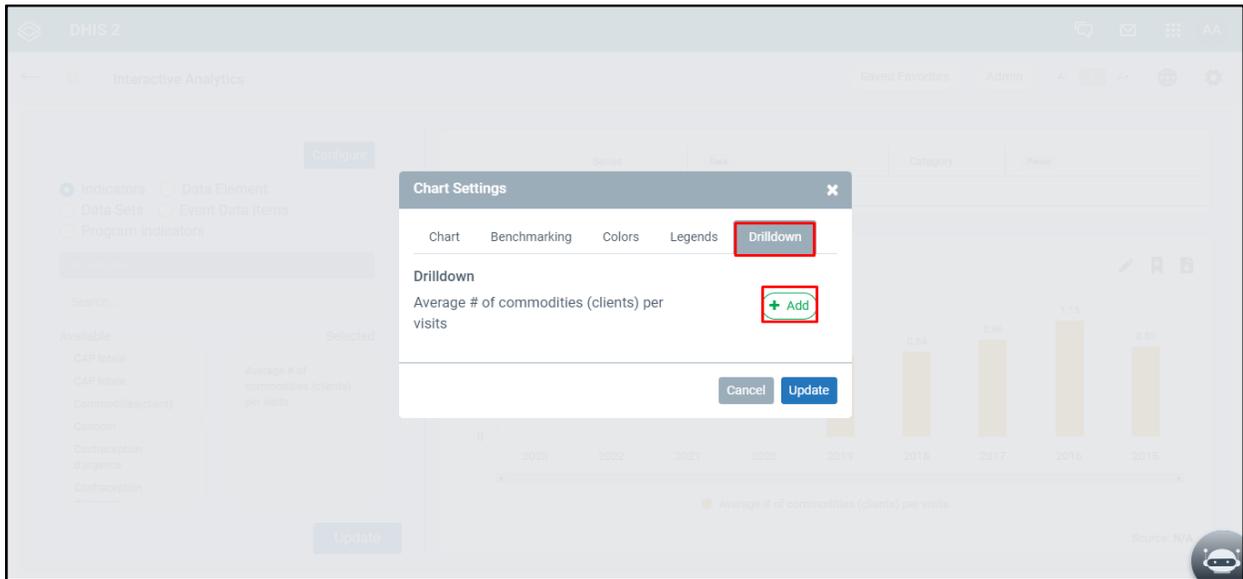
The color option is used to choose color for the representation.



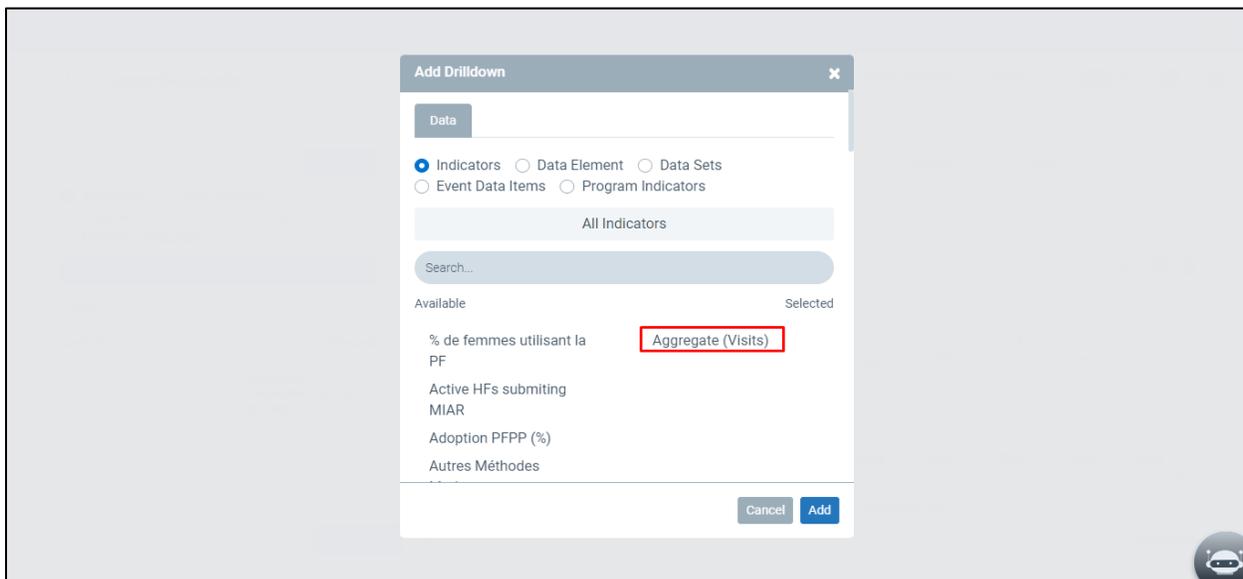
Legends allow the user to edit or enter a new name of legend.



Drill down, Click add to add the data point to which the graph element will drill down.

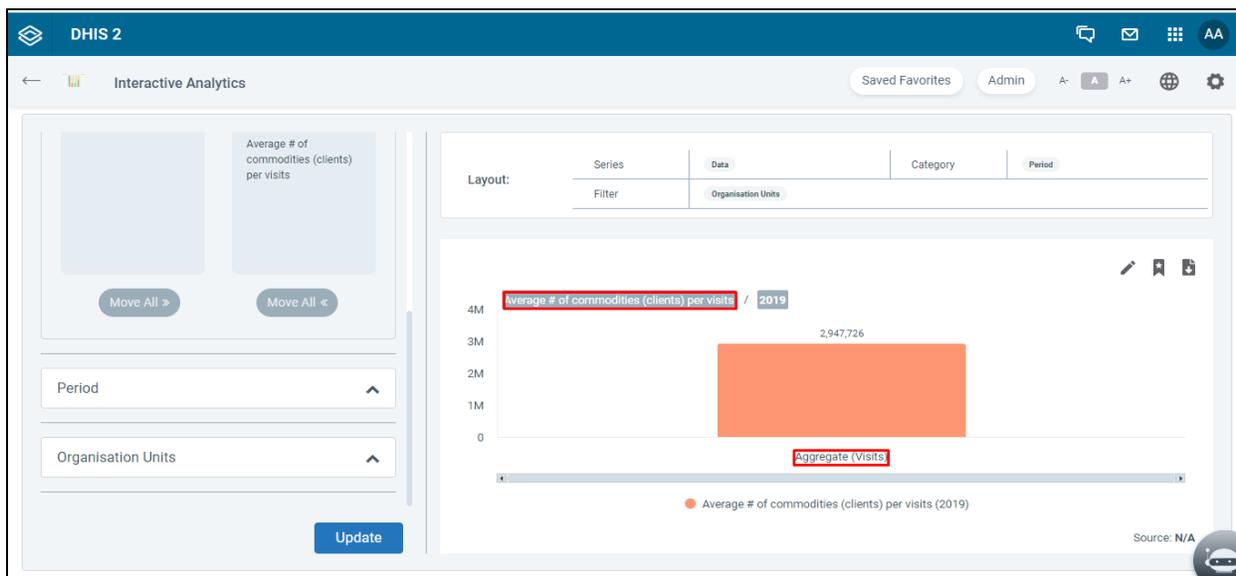


Taking an example click “+Add”.

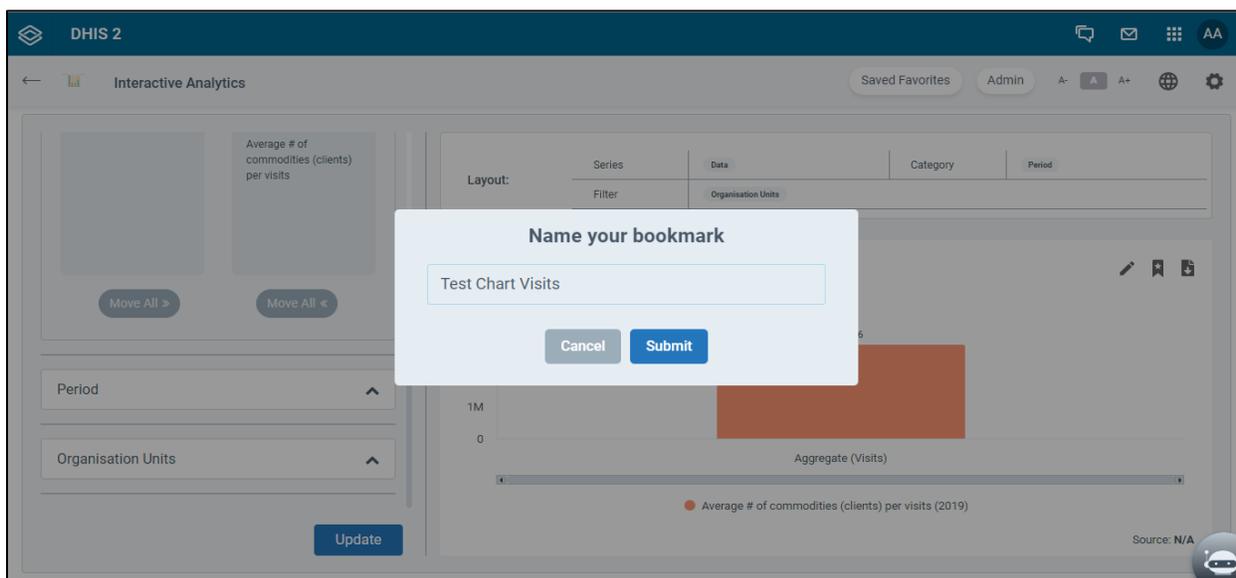


Click on the “Add” option.

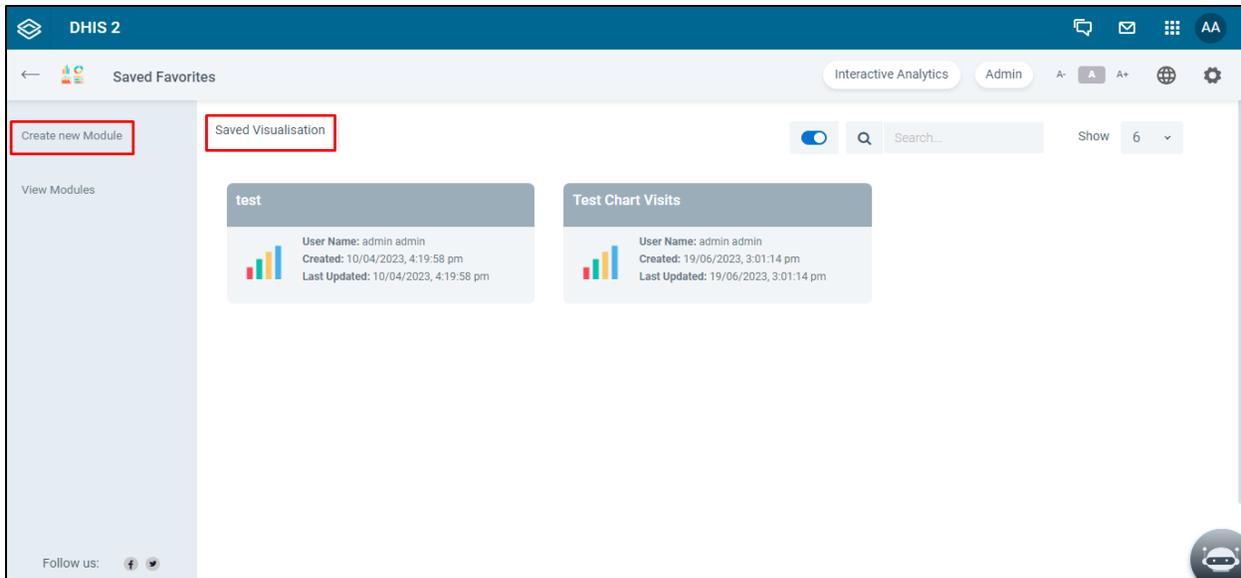
The outcome is the Average of Commodities (Clients) per visits graph now can be drilled down to Aggregate Visits shown below.



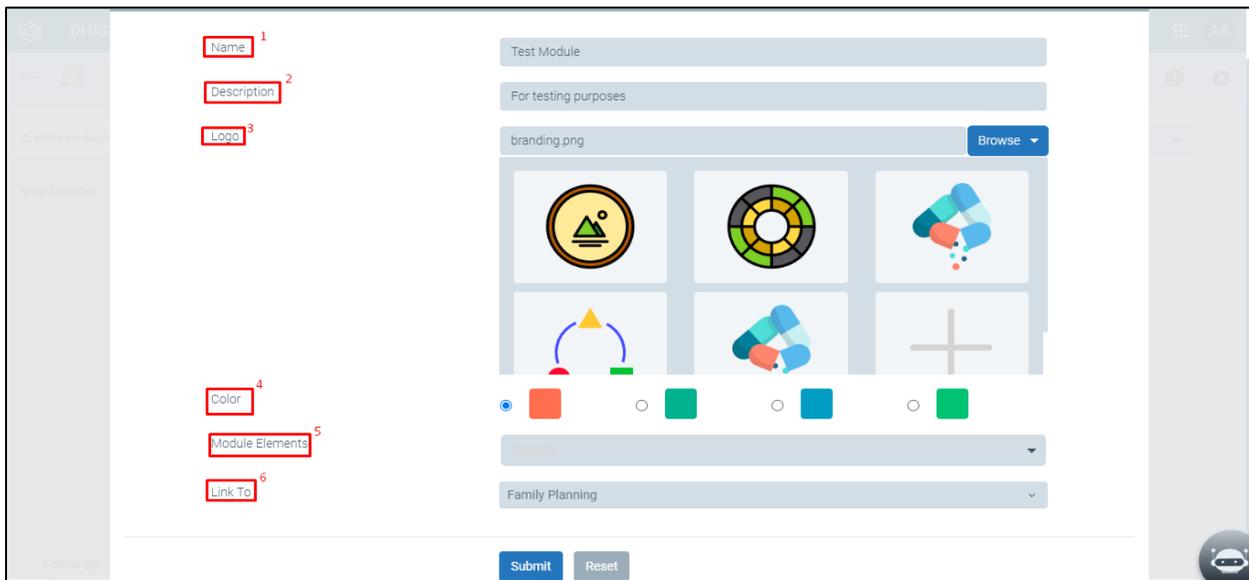
As a next step we can also save this chart into the favorites.



After user clicks on “Submit” they are navigated to “Saved Favorites section” under “Saved Visualizations”. Let us create a new Module and add this chart into that module. Click “Create New Module”.

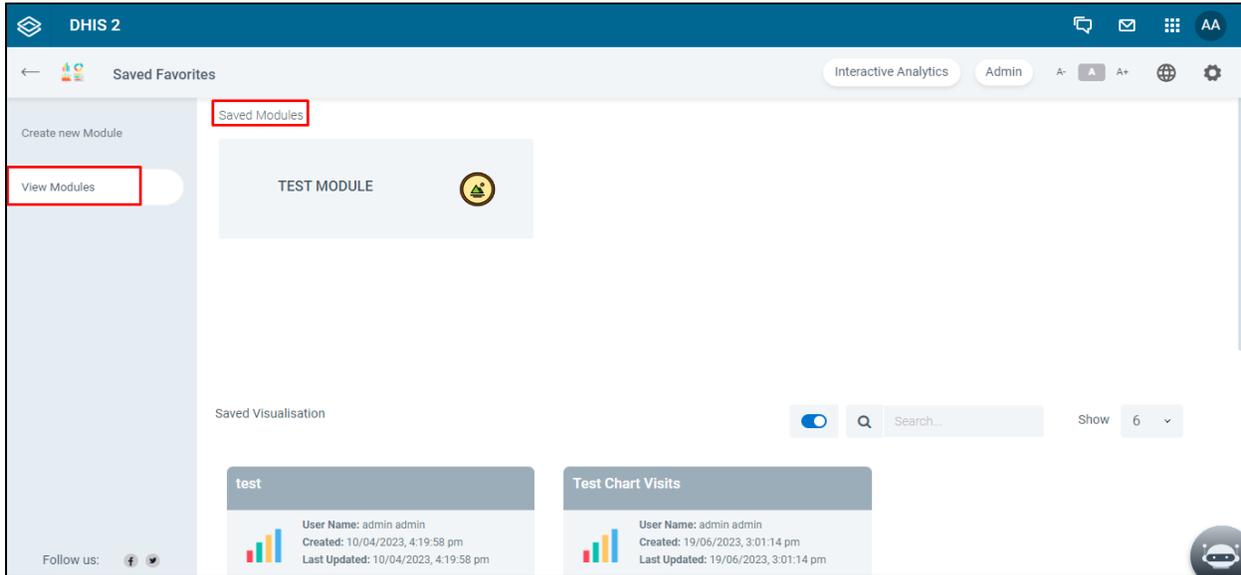


A new pane opens with the Module settings.

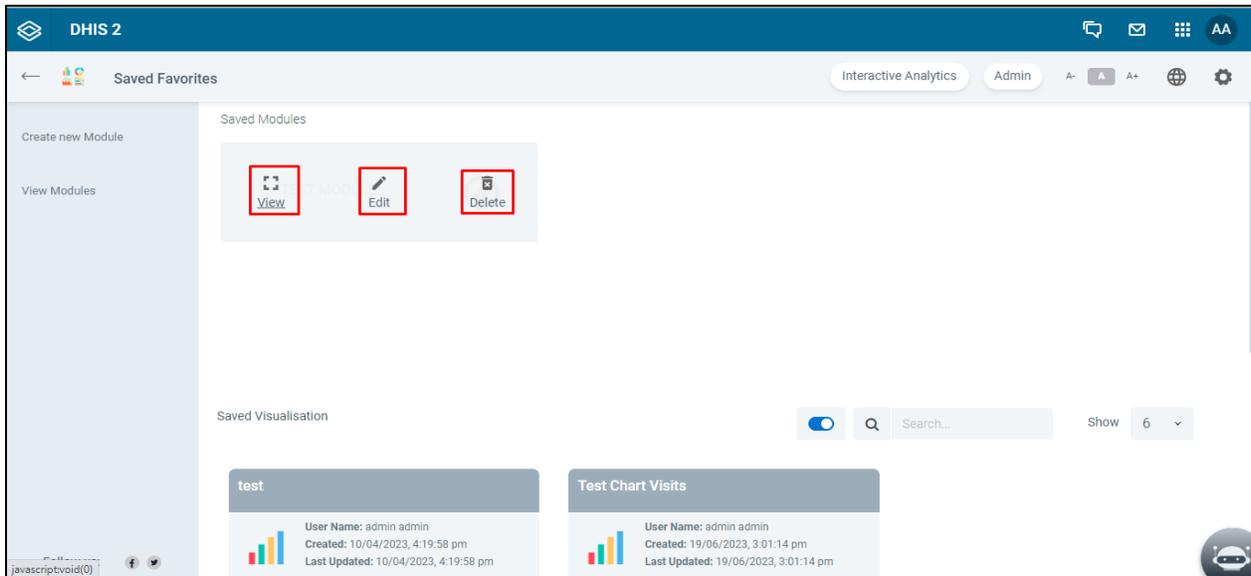


Components	Description
1. Name	To add the title of Module
2. Description	More information related to Module
3. Logo	Logo can be selected from given options or a file from Computer
4. Color	Theme Color
5. Module Elements	The charts that will form part of the module
6. Link to	The Dashboard to which the module will be added

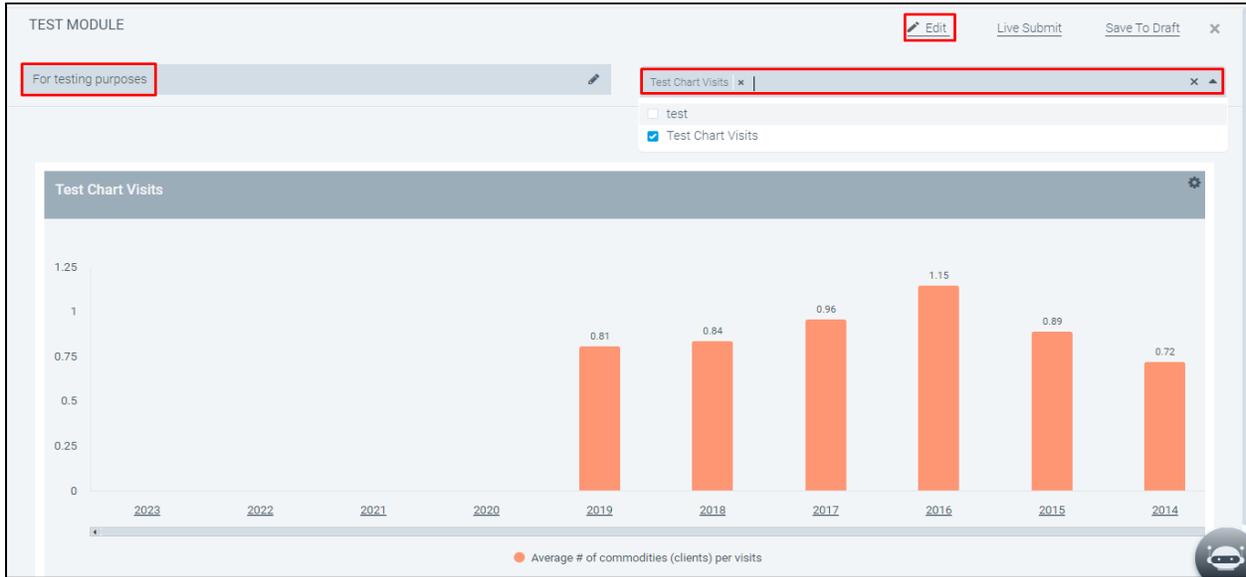
User can now see this custom module under Saved Modules section as shown below:



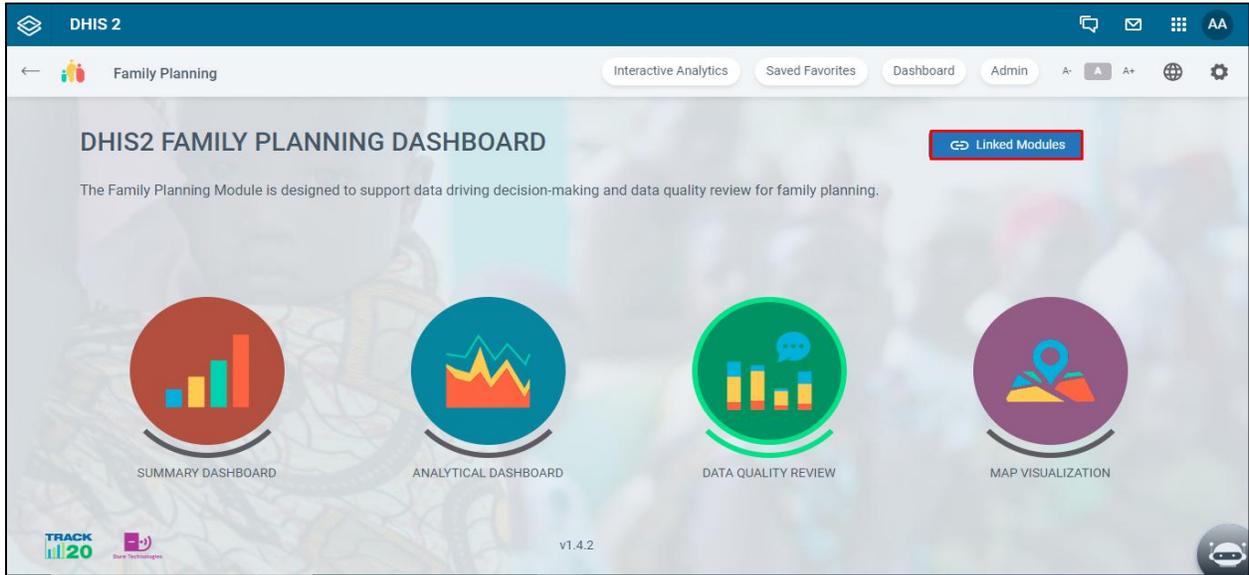
If the user hovers over the module, they can see the three actions. Out of the three actions, **edit action** opens the same pane that was used while creating a new module. The **delete action** is used to remove the module. Click on the **“View” action**.



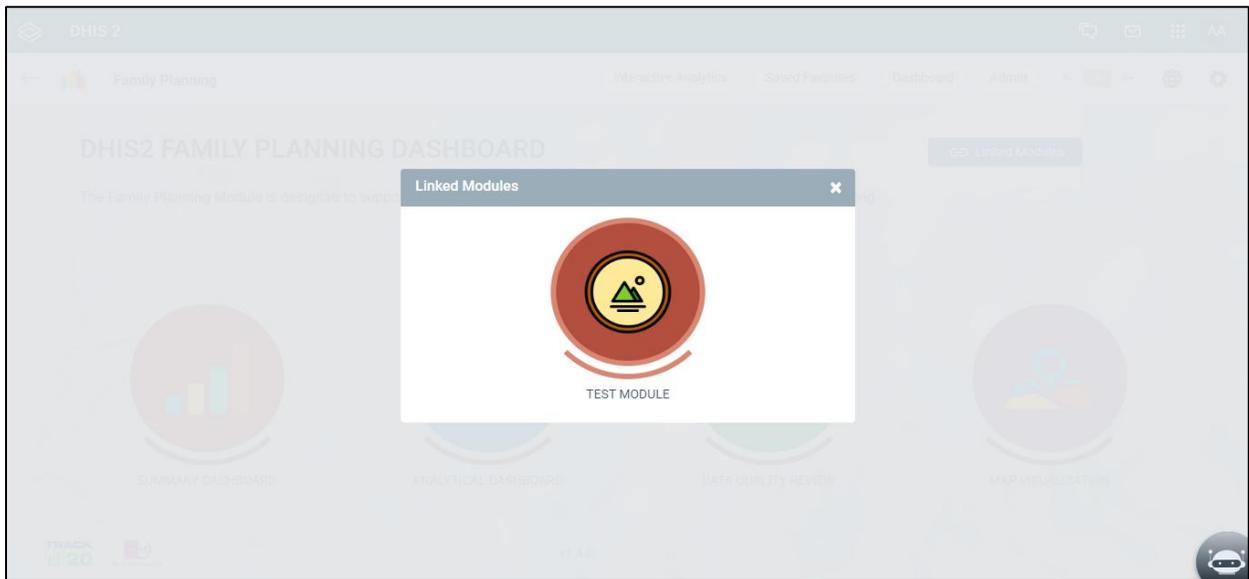
By “Edit” option the user can edit the name of the Module or Add a new chart as below:



Once made live, this module can be found in the linked Modules.

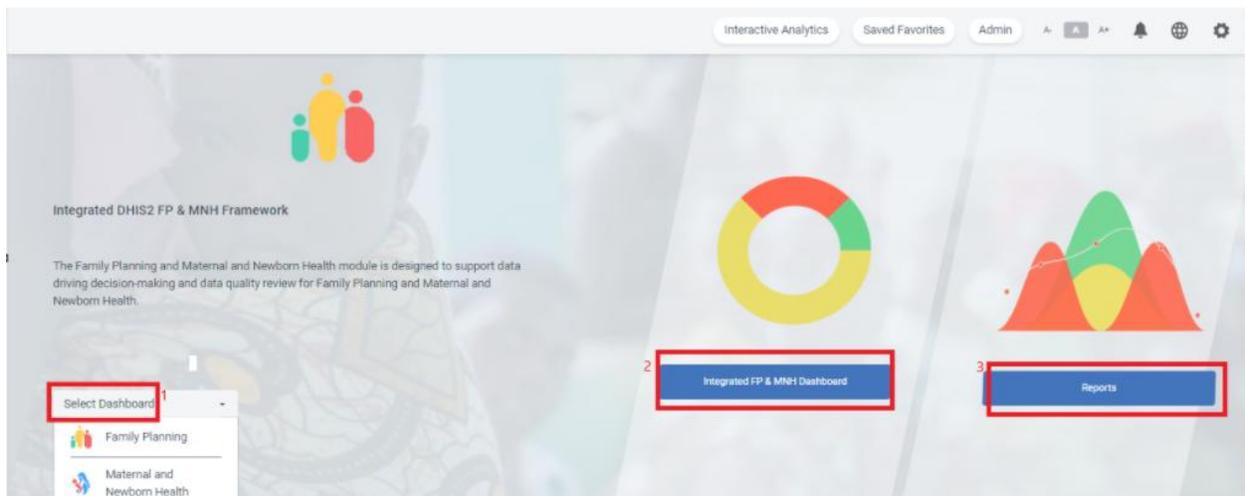


It can be seen as follows:

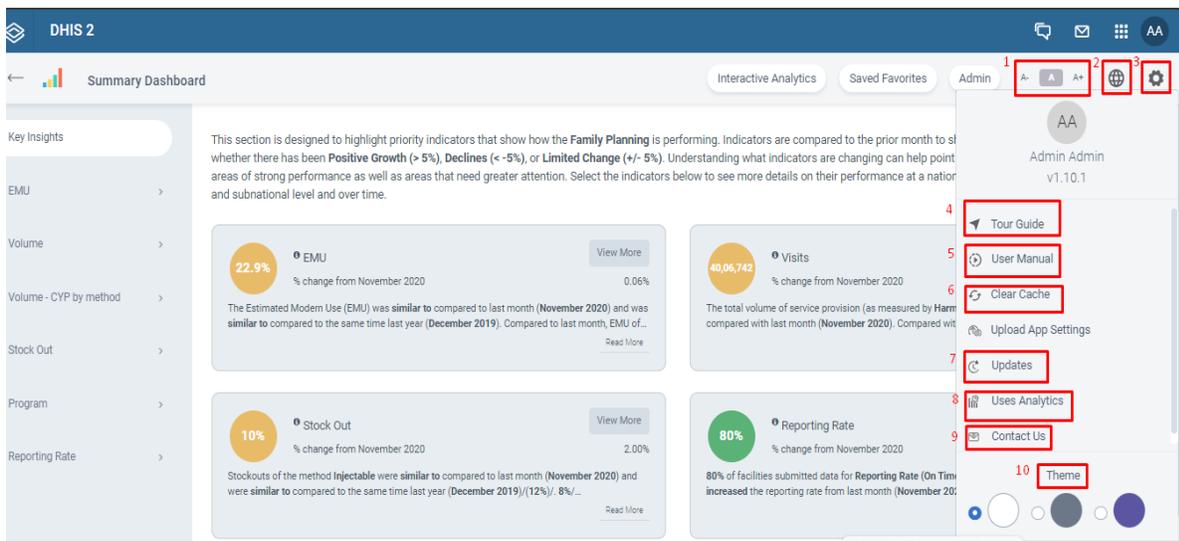


Please note that the module will be found under the Family planning Dashboard or Maternal Health Dashboard as per the selection.

3. HOME PAGE

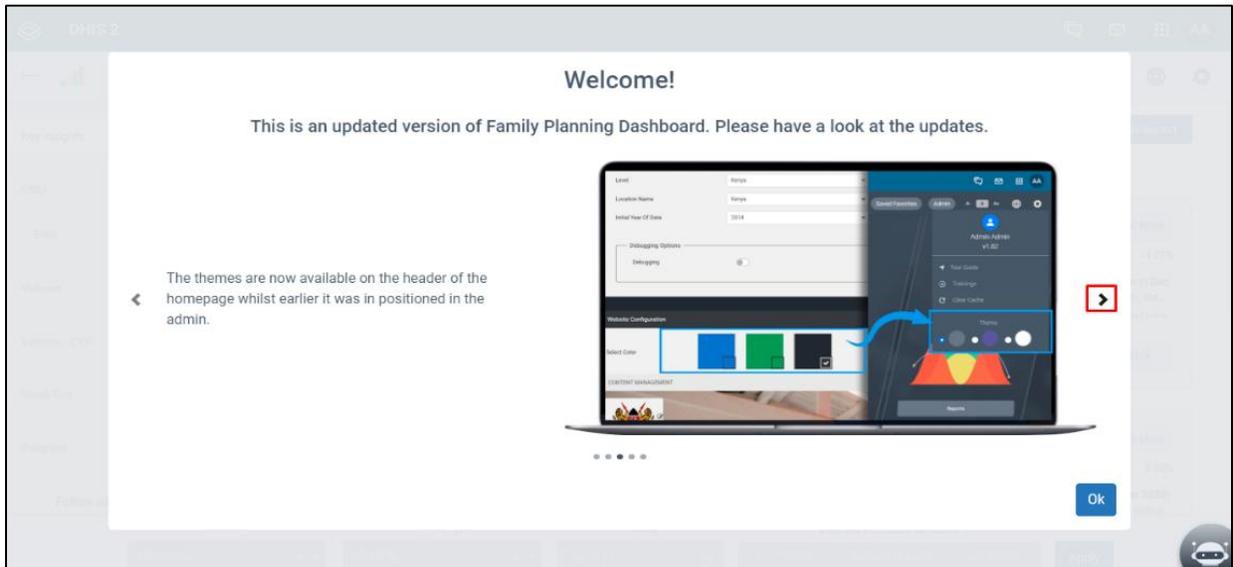


Components	Description
1.	Allows user to select the dashboard from the dropdown
2.	Navigates the user to the integrated dashboard
3.	Enables report creation and generation

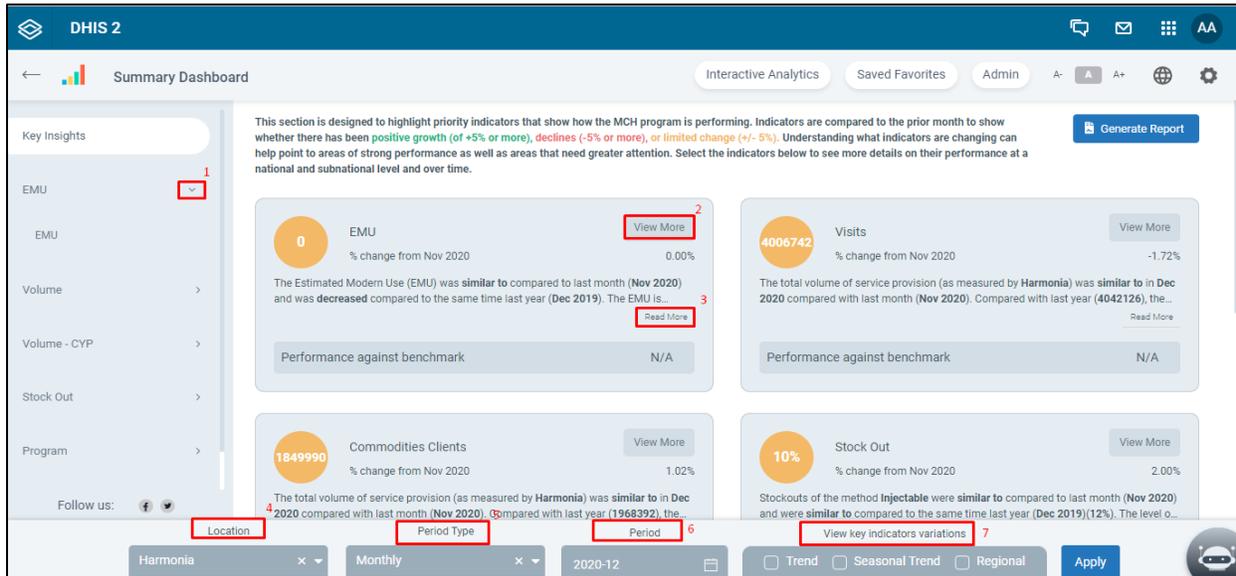


Component	Description
1. Setting	Setting icon accommodates the different options like Tour guide, Training, Clear Cache, Updates
2. Language	Change Language
3. Reset the Font Size	To increase/decrease font size
4. Tour Guide	Provides vignette
5. User Manual	Training Materials
6. Clear Cache	To remove cache, cookies for intended purpose
7. Update	To see the newly built features as part of updated version
8. Uses Analytics	To track the usage of application
9. Contact Us	To contact the technical team in case of any issue/enquiry.
10. Themes	To select the theme of choice

The update section opens into a pane showing the version update features. Click on the arrow to see the next page.

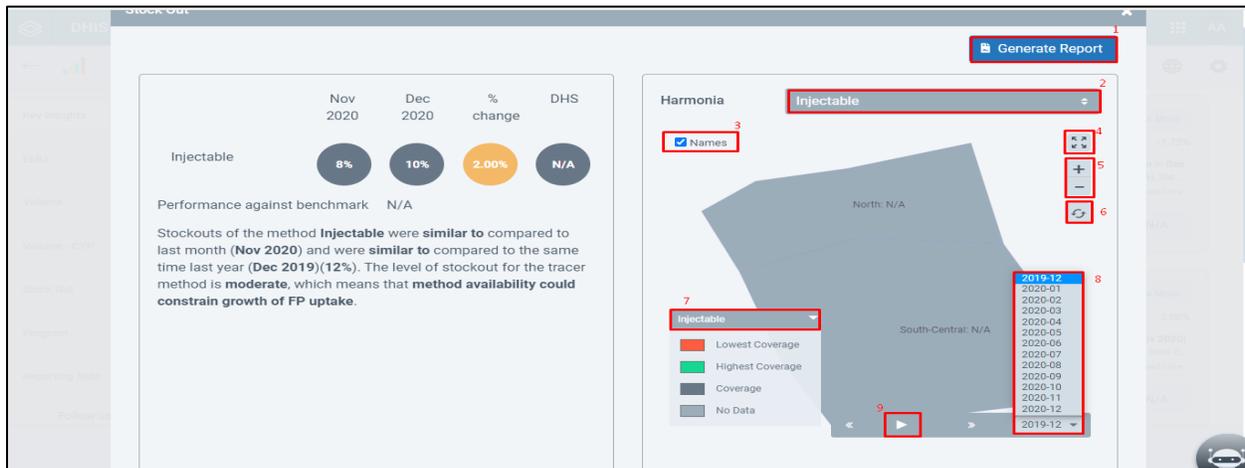


4. SUMMARY DASHBOARD



Component	Description
1. Dropdown arrow	For List expansion
2. View More	To open the detailed view
3. Read More	To open the hidden statement
4. Location	Filter the output on basis of a selected location
5. Period Type	Filter the output on basis of Period type as Monthly, Annual, Quarterly
6. Period	Filter the output on basis of Years
7. View key indicators variations	Check marks to select Trend charts, Seasonal charts and regional charts

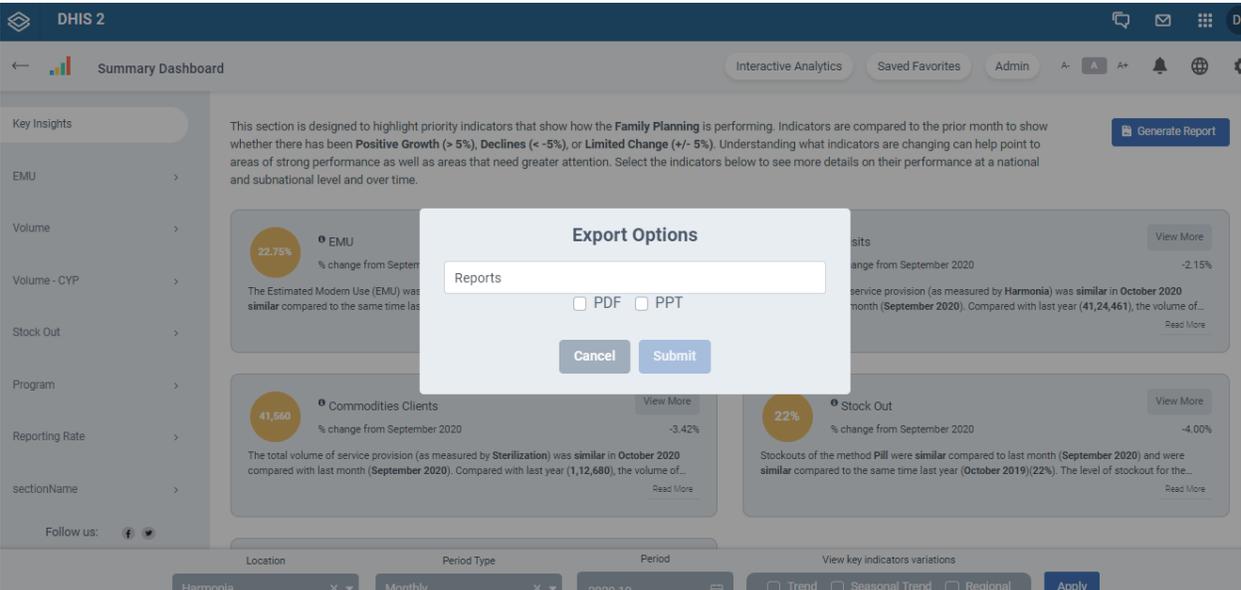
VIEW MORE



Components	Description
1. Generate Report	Feature to export a report
2. Method Dropdown	To select a method of sterilization
3. Name	Checkbox enables the name display in map
4. Full Screen	To switch to full screen
5. +	Zoom in
6. -	Zoom out
7. Pane	To show the range and color code
8. Play	To play the region wise distribution
9. Period dropdown	To select a specific year to see the map visualization.

GENERATE REPORT

The entire can be downloaded in ppt or pdf format using the “Generate Report” button.

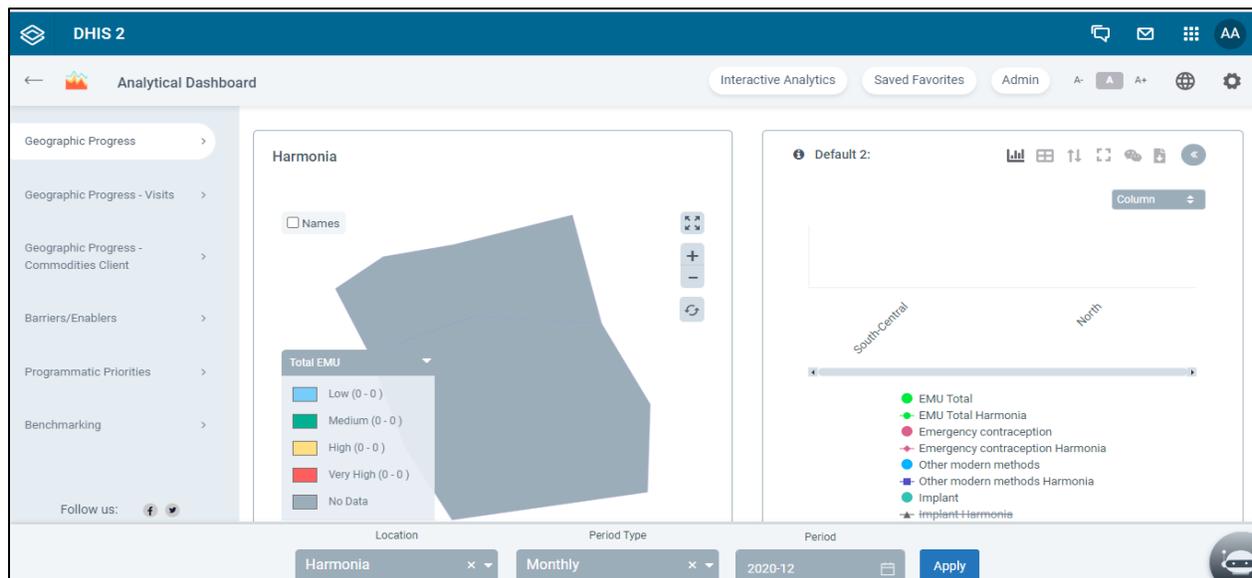


FEATURES OF A TYPICAL CHART



Component	Description
1. Chart View	This works when the table view needs to be pulled back to Chart view
2. Table	To see chart in tabular format
3. Sort	To sort order of legend
4. Full screen	To view chart in full screen
5. Comment	To add comment on the chart
6. Download	Download a copy
7. Expansion/Contraction Arrow	To collapse the options trail
8. Type of representation dropdown	Selection for Spline, Bar, Stacked bar, Column, Percent Stacked, Percent Bar, Line and Area

5. ANALYTICAL DASHBOARD



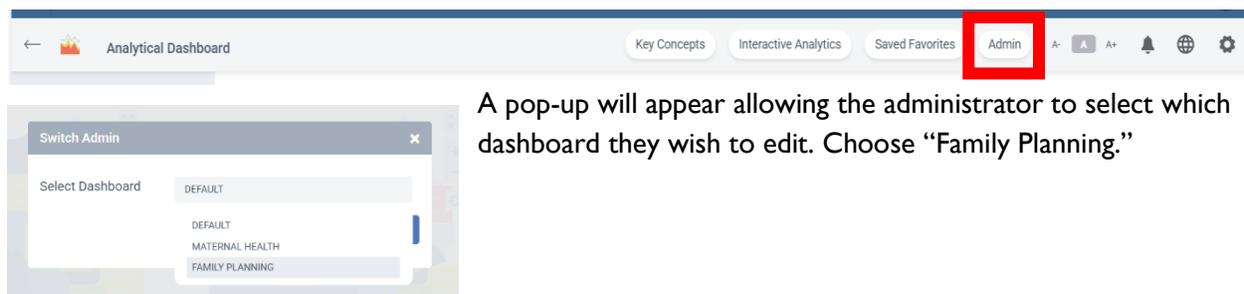
The chart functionalities lie constant across all the charts throughout the application, the above image shows the Analytical Dashboard.

5.1.1 FP EQUITY DASHBOARD

The Equity Dashboard is an additional dashboard available only within the FP Module and included by only a few countries. **If your FP DataPro application does not include the FP Equity Dashboard, skip to the next section.**

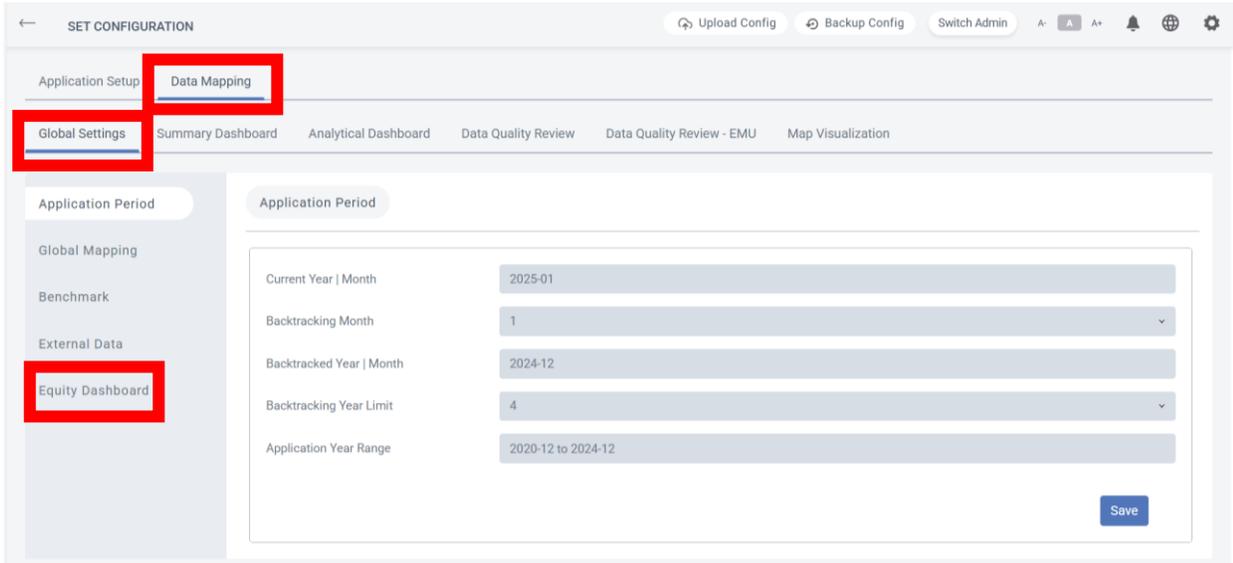
If your FP DataPro includes this feature, program administrators can use the Admin panel to make changes to the Equity Dashboard, including assigning equity levels to regions and choosing relevant DHIS2 indicators to track. This is only available to those with administrator access, with most users simply seeing the information displayed as maps, tables or plots.

To access this from the Analytical Dashboard, click on “Admin” in the top right corner.



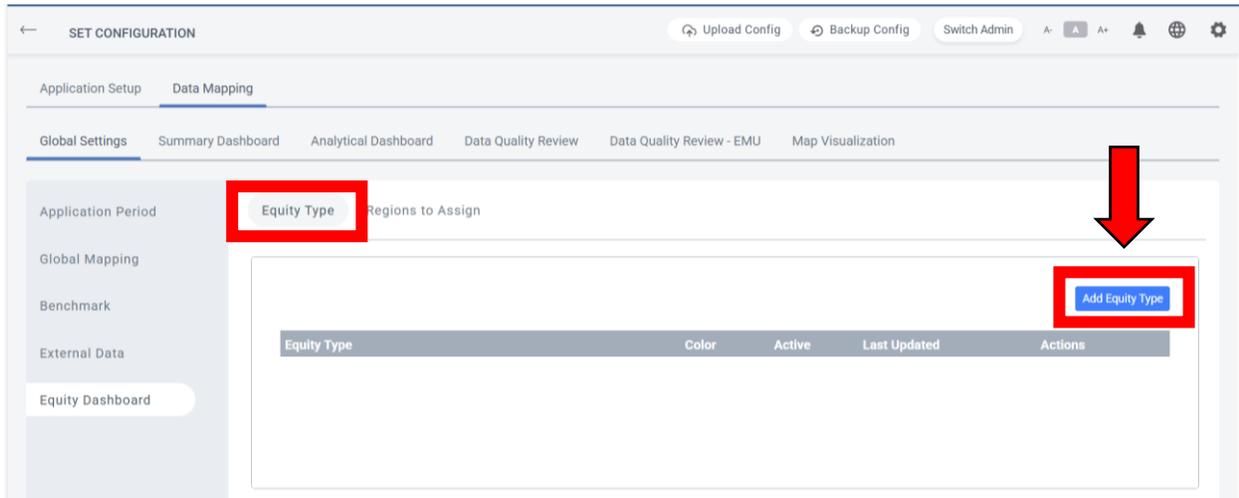
A pop-up will appear allowing the administrator to select which dashboard they wish to edit. Choose “Family Planning.”

Next, click “Data Mapping” > “Global Settings” > “Equity Dashboard”.

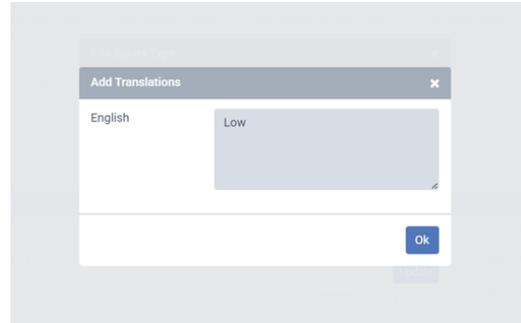


At this point, the administrator can begin to configure the Equity Dashboard to suit their needs, beginning with defining the regions and assigning each an Equity level based on its performance on the selected equity indicator or index.

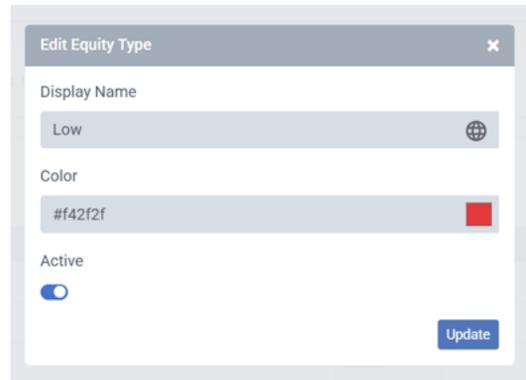
To begin the process of assigning each region an equity level, make sure that the ‘Equity Type’ button on the top left is highlighted and then click on the ‘Add Equity Type’ button on the right.



First, the user must establish the names and colors used to indicate equity level. Users can set as many different levels of equity as needed, depending on how much variation there is in the levels of equity. In this example, we will set the 'Low' level and assign it a red color. First you will see a box where the label for the equity level can be assigned – type the label into the box and click 'ok'.



Next you will see a box named 'Edit Equity Type'. Enter 'Low' in the 'Display Name' box and select a color in the 'Color' box. A combination of symbols, letters and numbers will appear in the box as a code for the color. Click on 'Update'.

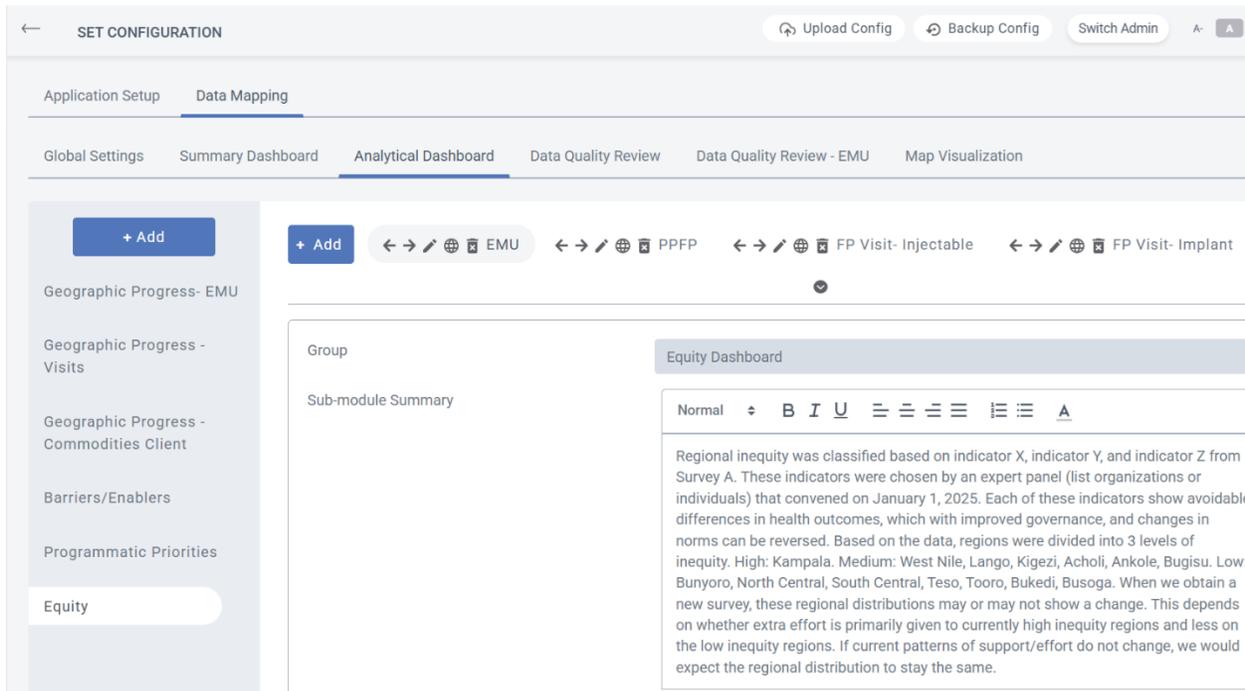


After clicking 'Update', you will see a screen saying 'Data Successfully Saved'. At this point, you should repeat the process for the other levels of equity that you wish to be displayed (e.g. low, medium low, medium high, high).

Once all equity levels are added, click on the 'Regions to Assign' button on the top left (beside the 'Equity Type' button) and drag the names of the regions that are in each level of equity to the correct category. When finished, click "Save." This will form the basis for all the maps, tables and plots that are generated for each of the FP outcomes of interest.

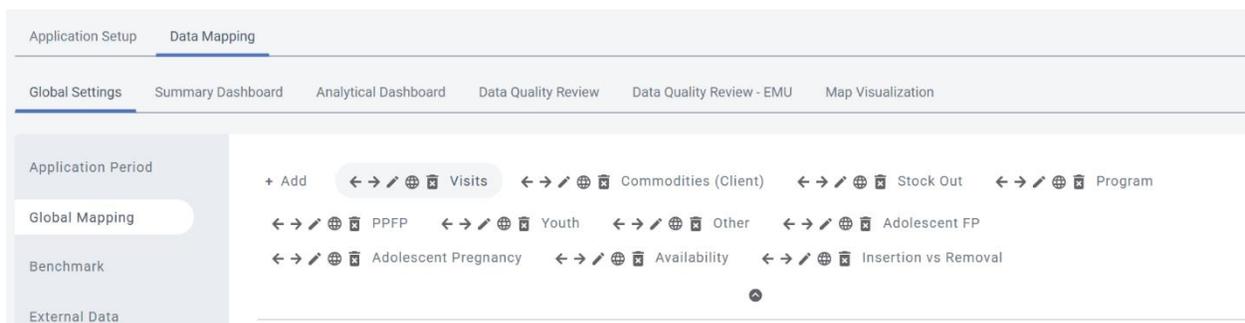


Next, the administrator needs to assign DHIS2 indicators to the Equity Dashboard. Go to “Analytical Dashboard” > “Equity” to view the indicators currently in the Equity Dashboard.

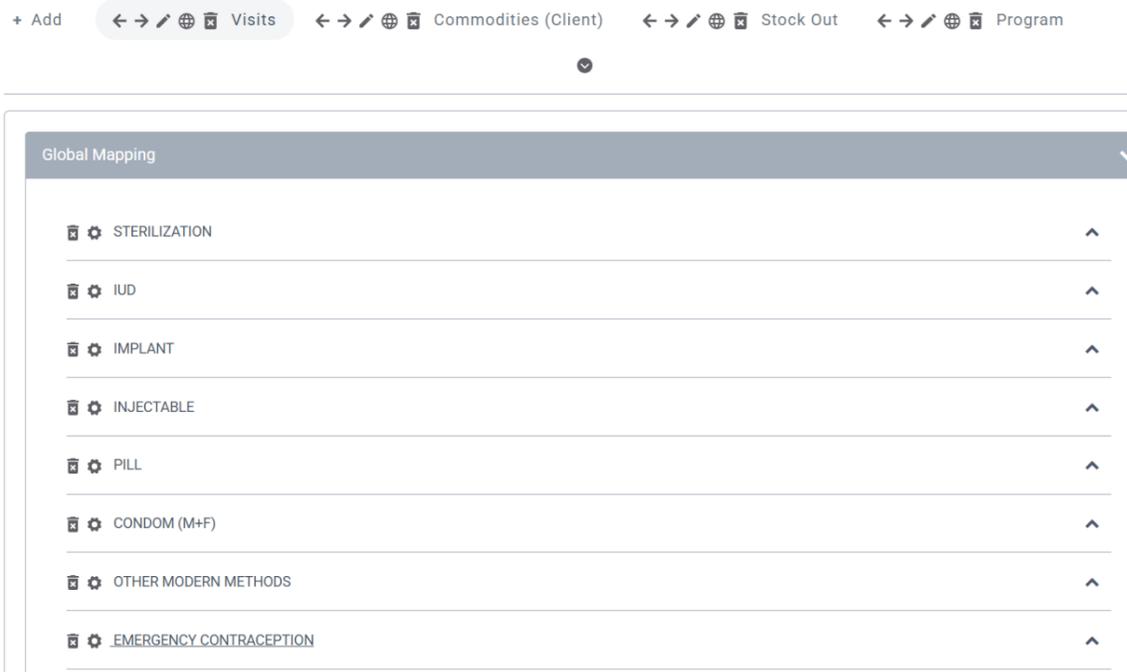


If you want to add a new indicator to the Equity Dashboard, first check to see if it already exists in FP DataPro. In the Admin panel, click on “Data Mapping” > “Global Settings” > “Global Mapping”.

You will see a group of themes at the top.

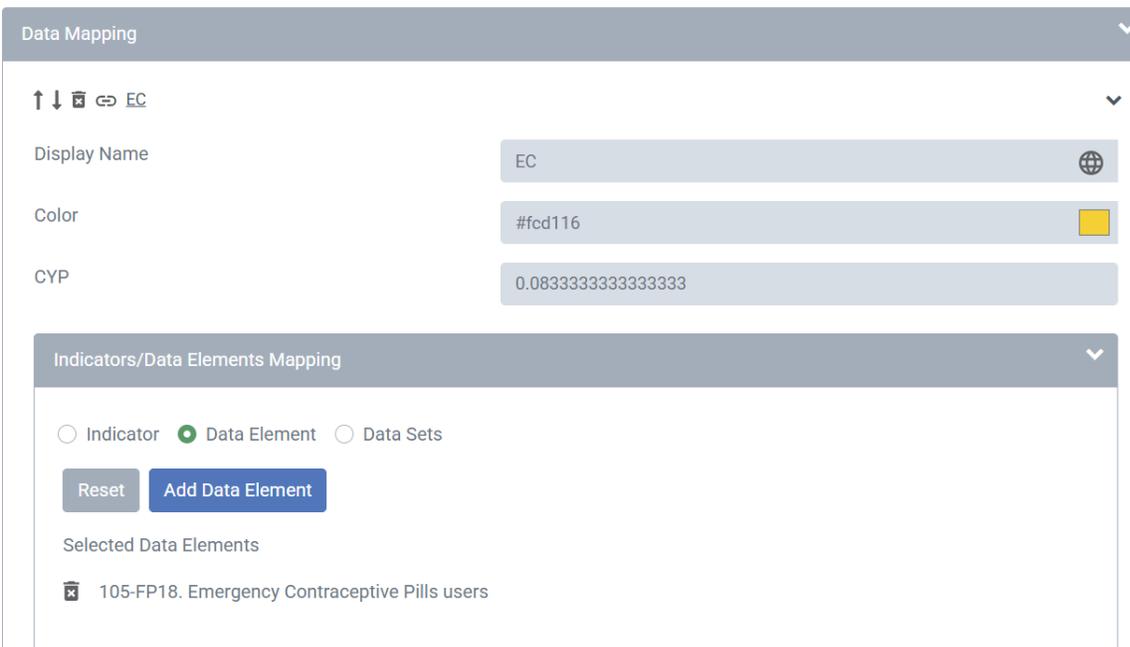


Click on the theme where the indicator would be located. For example, “Visits”- you see a list of indicators.



Click on the indicator of interested, for example “Emergency Contraception.”

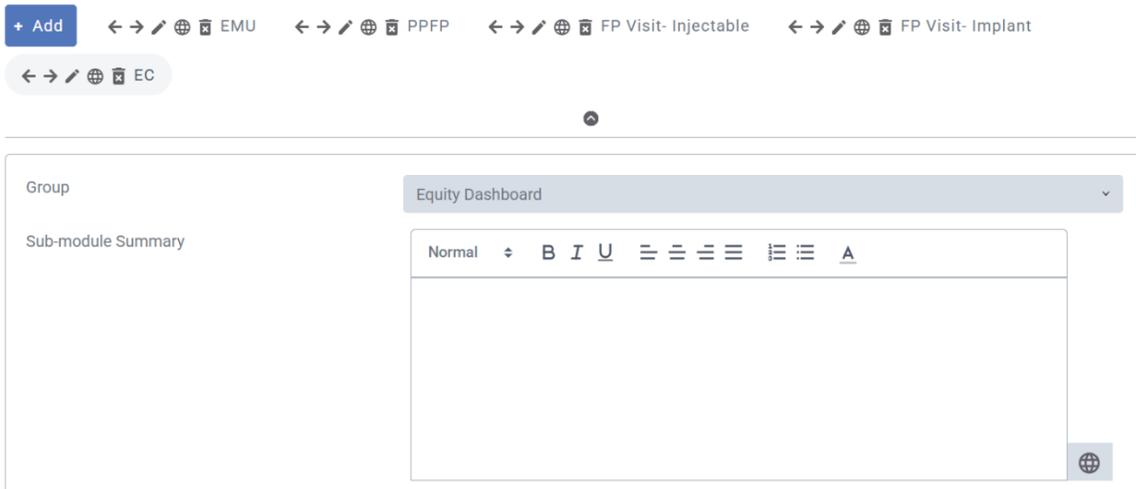
The data mapping for the individual indicator will appear, clicking on the indicator name in “Data Mapping” will show the data element name from DHIS2 that is linked to FP DataPro.



To add EC to the Equity Dashboard, click “Data Mapping” > “Analytical Dashboard” > “Equity”.

At the white section of this page, you can see a blue “+ Add” button (make sure to click on the button in the white space, not the gray space in the left-hand navigation tab. A pop up will prompt you to enter a name for the tab- once you do, click “OK”.

Click on the newly created EC theme. In “Group” select “Equity Dashboard from the dropdown.



In Map Settings, edit “Heading” to say “EC” then scroll down to “Data Mapping” and select “Emergency Contraception” under the “Visits” section of the list. In “Scales” choose “Region.” At the bottom of the section, click “Save.”

To add a table, click on “Chart Settings,” click “Add.” Edit “Heading” to say “EC.” Scroll down to “Data Mapping” and select “Emergency Contraception” under the “Visits” section of the list. In “Category”, choose “Regional Trend.” Then in “Calculation Type” choose either “Annual” or “Monthly.” In “Default View,” choose “Table.” Then click “Save”.

If the data element you want is not yet in FP DataPro, add it to FP DataPro following the steps in the FP DataPro Admin manual.

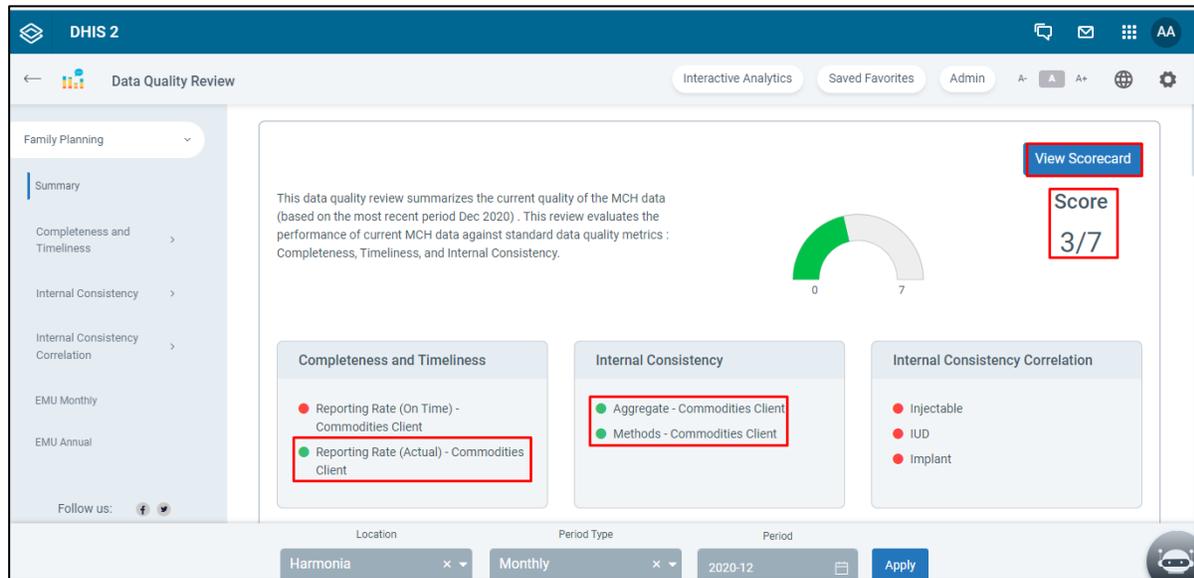
After adding the indicators to the Dashboard, you can rearrange the order using the arrows to the left-hand side of the indicator name.

Finally, it is important to document the choices used to assign regions into their equity groups. Under “Sub-module Summary” write details of what indicators were used to determine rankings, the source of the data, when the decisions were made, and who was involved in the decisions. You can also record the regional breakdowns. Finally, a note that the regions should be updated when new survey data is available would be beneficial in the event of personnel turnover after the initial setting up of the Equity Dashboard.

6. DATA QUALITY REVIEW (DQR) DASHBOARD

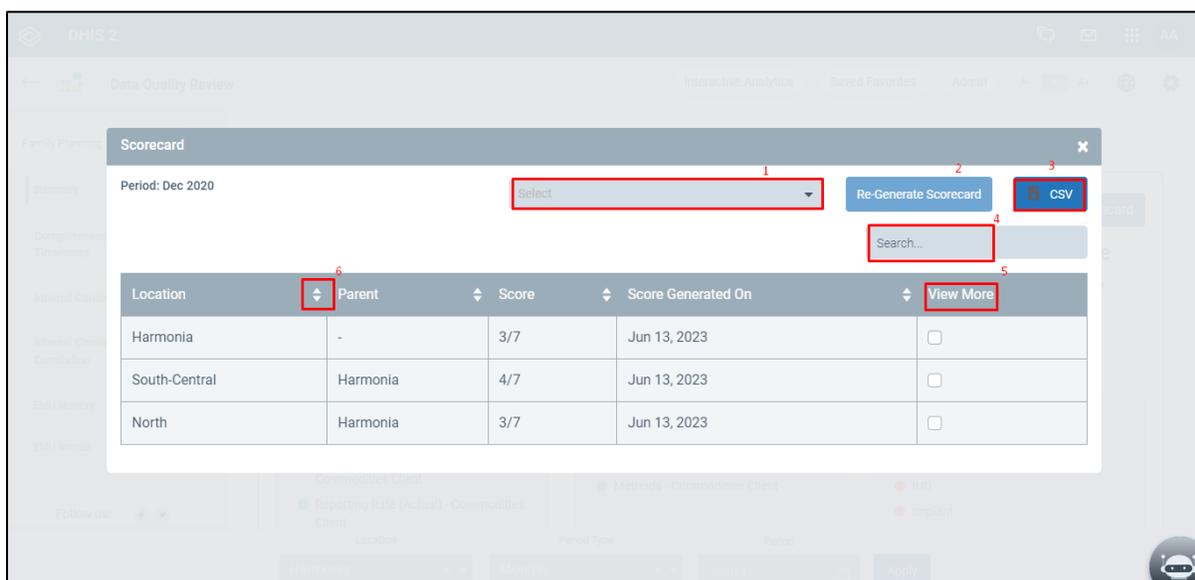
6.1. SUMMARY

The Summary provides scores for Completeness & timeliness, Internal Consistency and Correlation. The aggregate score (in this example 3/7) would indicate that 3 categories out of 7 categories satisfy the expected values and therefore marked with a green dot.



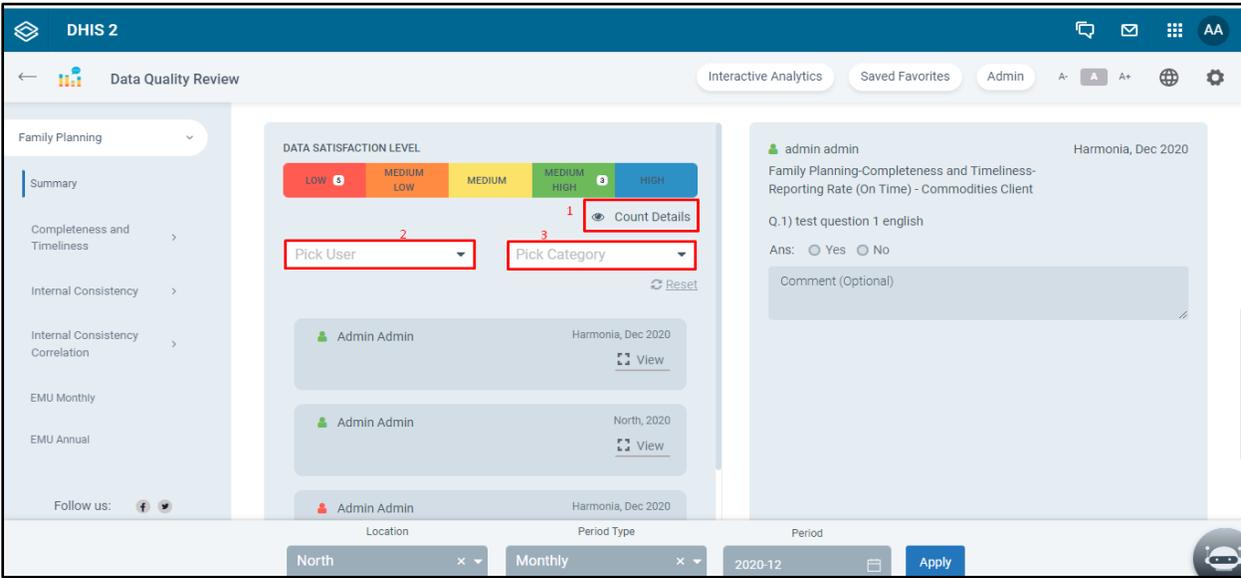
VIEW SCORE CARD

This provides in-depth information of the various parameters on which the score is calculated.



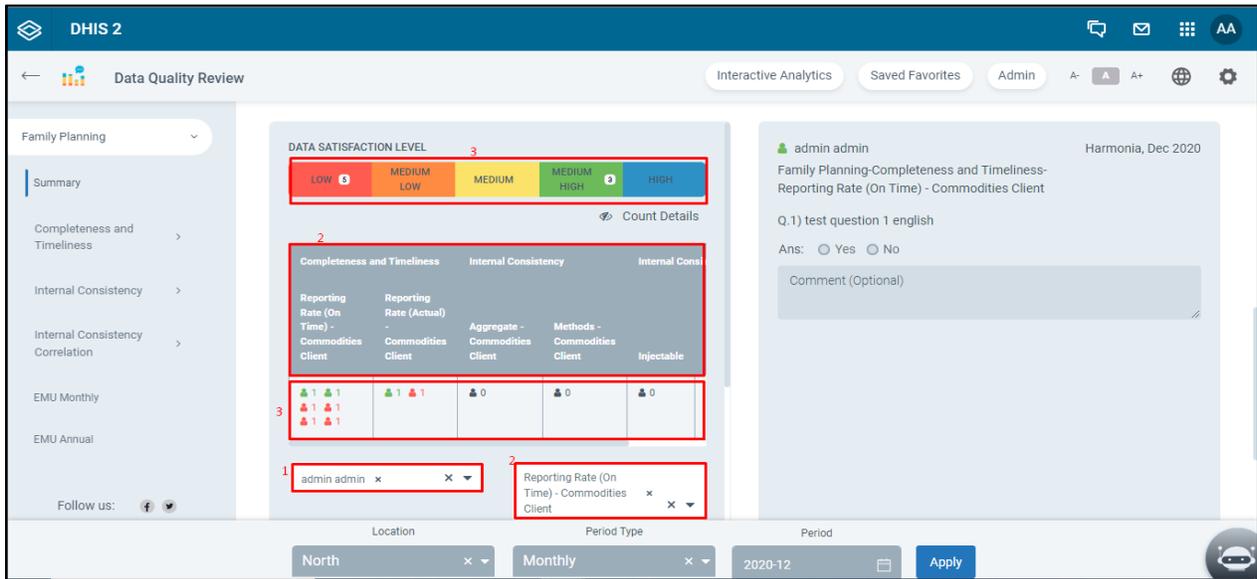
Component	Description
1. Location Dropdown	To Select from Country till lower org unit level
2. Regenerate Score card	To generate score card after specific selection of location
3. CSV	To download a copy in CSV format
4. Search	To search a particular org unit
5. Sort Order Arrow	Sequencing
6. View More	To see the detailed view

DATA SIGN OFF



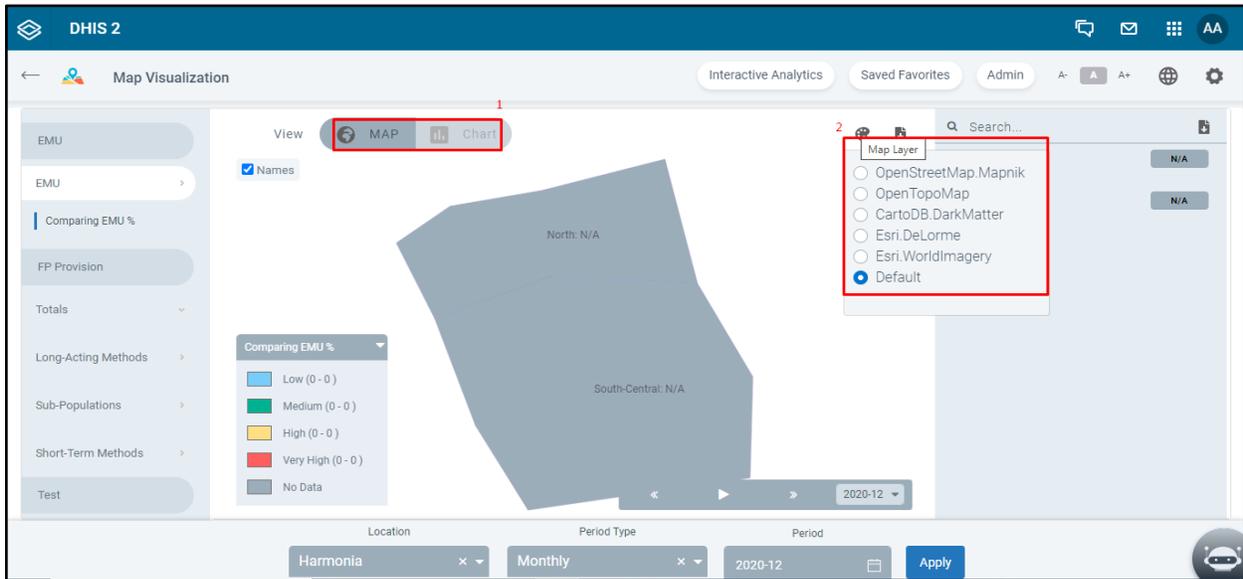
Components	Description
1. Current Details	When the user clicks on this icon/hyperlink, it shows the number of Users count in each category
2. Pick User	Dropdown to show the users to be selected
3. Pick Category	Dropdown to show the category to be selected

The resultant image appears as follows:



(1) shows the User selected, (2) shows the category selection and (3) shows the count of the users.

7. MAP VISUALIZATIONS DASHBOARD



Components	Description
1. Map/ Chart	To switch between the views
2. Map Layer	To select the geographical representation type