



SOILS4LIBERIA

SURVEY DATA MANAGEMENT TOOL (SDMT) USER MANUAL

V2.0

IITA LIBERIA DATA MANAGEMENT OFFICER



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LIST OF ABBREVIATIONS

SDMT – Survey Data Management Tool

IITA – International Institute of Tropical Agriculture

CCO – Central Coordination Officer

CS – Country Supervisor

DMU – IITA Data Management Unit

PSU – Primary Sampling Unit

SSU – Secondary Sampling Unit

TSU – Tertiary Sampling Unit

QC – Quality Control



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INTRODUCTION

Funded by the Peers to Peers (P2P) Europe Programme of the European Union, the Liberia Land and Soil Resources Knowledge Project (Soils4Liberia) aims to strengthen soil information and digital soil mapping capacities in Liberia by generating high-quality, standardized soil data to support sustainable land management, agricultural productivity, and food security. The project seeks to establish a comprehensive Soil Information System for Liberia (LSIS) that will serve a range of stakeholders such as farmers, researchers, development partners, agribusinesses, and policymakers by improving the availability, accessibility, and use of soil information for evidence-based decision-making.

The implementation of the Soils4Liberia project is led by International Institute of Tropical Agriculture (IITA) in collaboration with international partners: International Soil Reference Information Centre / World Soil Information (ISRIC), Hungarian University of Agriculture and Life Sciences (MATE), Regional Hub for Fertilizer and Soil Health for West Africa and the Sahel; and National Partners: Ministry of Agriculture (MoA), Central Agricultural Research Institute (CARI), and the University of Liberia (UL).

To support the implementation of the nationwide soil survey and mapping activities, a web-based data and information management system was designed and developed for the Soils4Liberia Project. The system supports the field campaign process, including validation of sampling locations, recruitment and management of field surveyors, assignment of sampling sites/tasks, collection and upload of field observations and collected soil sample data, quality control and validation of field and laboratory data, and monitoring of field activities.

The survey data management platform also provides interactive dashboards and reporting tools that enable project managers and stakeholders to track field campaign progress, monitor survey coverage, assess data quality, and generate real-time statistics to support project implementation and decision-making. Through this integrated digital system, the Soils4Liberia Project enhances the efficiency, transparency, and reliability of soil data collection and management across Liberia.



System Overview

The Survey data management tool (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 four types of users in the SDMT platform. These user groups include:

- Central Coordination Officers (CCO)
- Country Supervisors (CS)
- Survey Observers (SO)
- Surveyors

Recommended Devices

To access the SDMT platform, it is recommended that you use a tablet, laptop or any other computer device bigger display 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 web browsers are supported i.e., Safari, Chrome, Mozilla Firefox and Edge. SDMT system encounters browser compatibility issue with Internet Explorer and thus some system functionalities might not work when used to access the system.



GETTING STARTED

How to access the system

The compatible internet browser to access the SDMT platform via the below link:

<https://s4lsdmt.techasili.co.ke/>

Sign Up

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

Once a user's has have been added to the SDMT system by the CCOs (described in the subsequent sections), they receive an account activation email containing with a link and their initial password. The new account users then needs 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 then they will be redirected to the login page if they are not already logged in.

Alternatively, they can follow the login link below:

<https://s4lsdmt.techasili.co.ke/login/>

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

Once successfully logged in, the user will be redirected to a SDMT dashboard and what the use can access



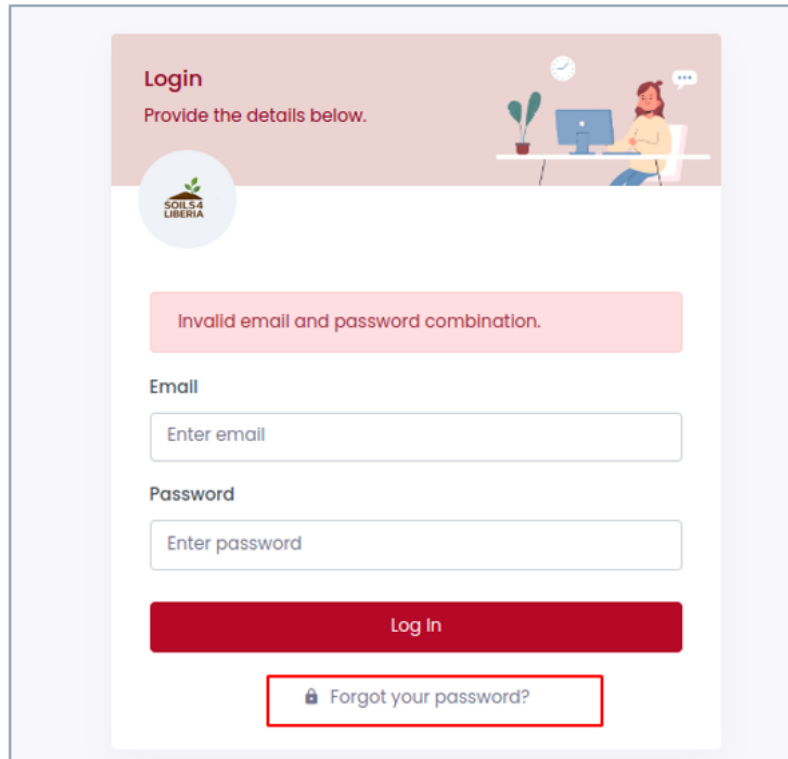
on the dashboard depend on the type of user group or access levels. For the CCOs, CSs and Survey Observers, they will be redirected to the general system dashboard.

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 web login page for SOILS4 LIBERIA. The page has a light pink header with the title "Login" and the instruction "Provide the details below." to the left of an illustration of a person working at a computer. Below the header is a circular logo with the SOILS4 LIBERIA text. A prominent pink error message box states "Invalid email and password combination." Below this are input fields for "Email" (containing "janedoe@cgiar.org") and "Password" (with a placeholder "Enter password"). A large red "Log In" button is positioned below the password field. At the bottom, there is a link that says "Forgot your password?" preceded by a small lock icon.

Password Reset

In the event that a user has forgotten their password, they can reset it from the login page by clicking on the "Forgot your password" button "which is shown below the "Login" button.



Login
Provide the details below.

Invalid email and password combination.

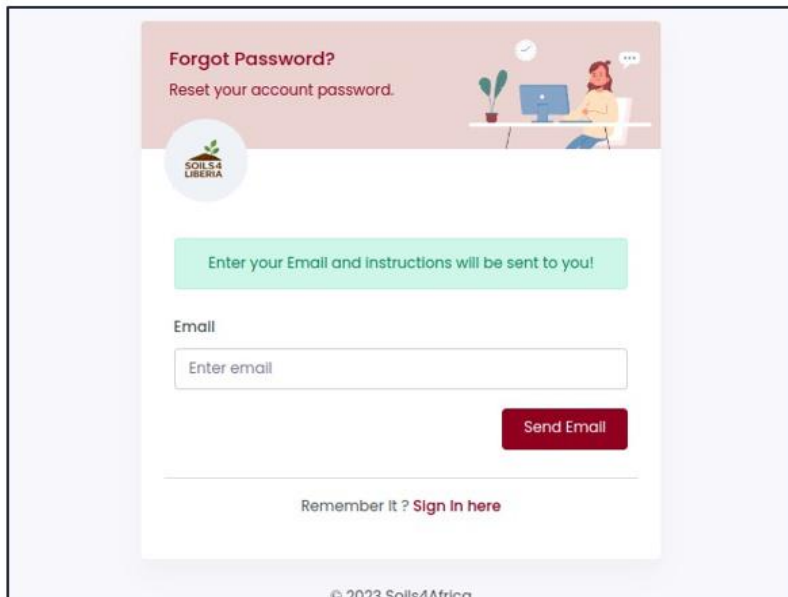
Email

Password

Log In

[Forgot your password?](#)

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



Forgot Password?
Reset your account password.

Enter your Email and instructions will be sent to you!

Email

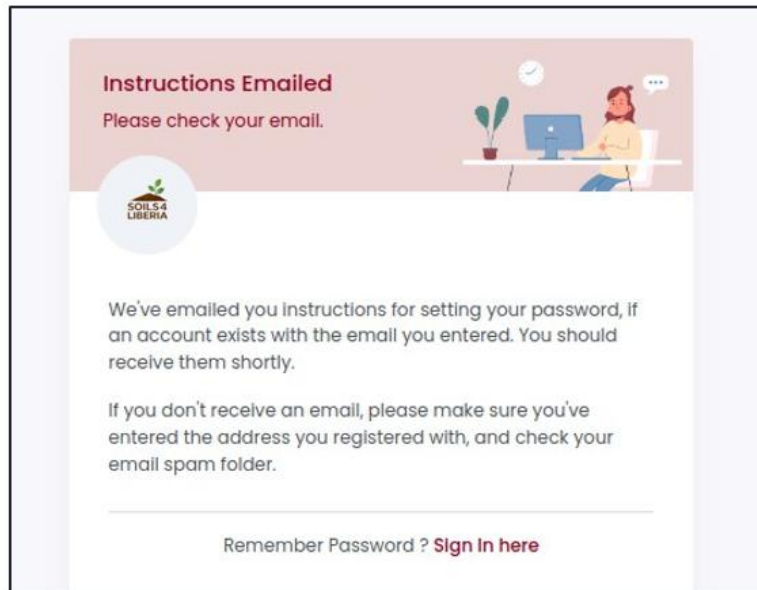
Send Email

Remember it ? [Sign In here](#)

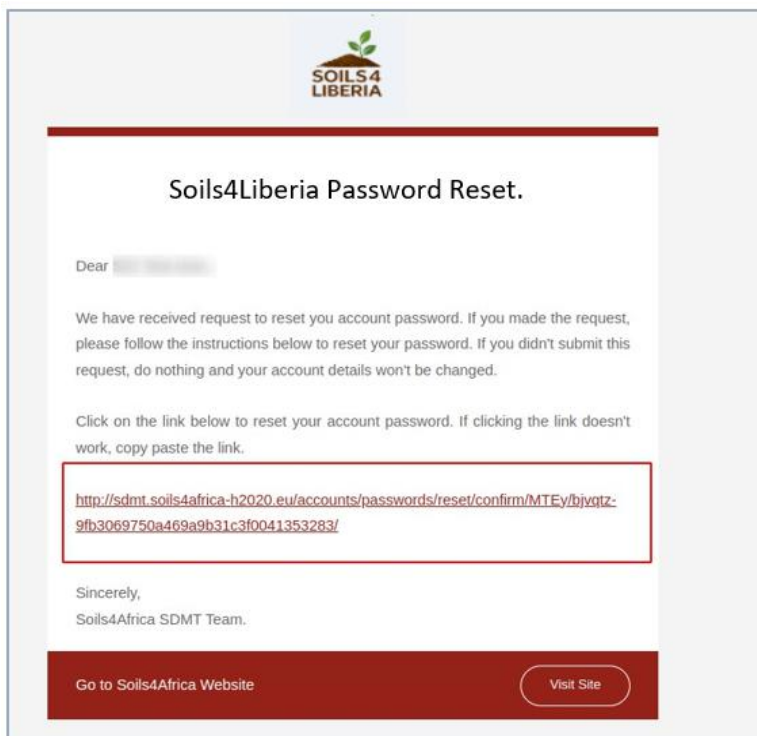
© 2023 Soils4Africa

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

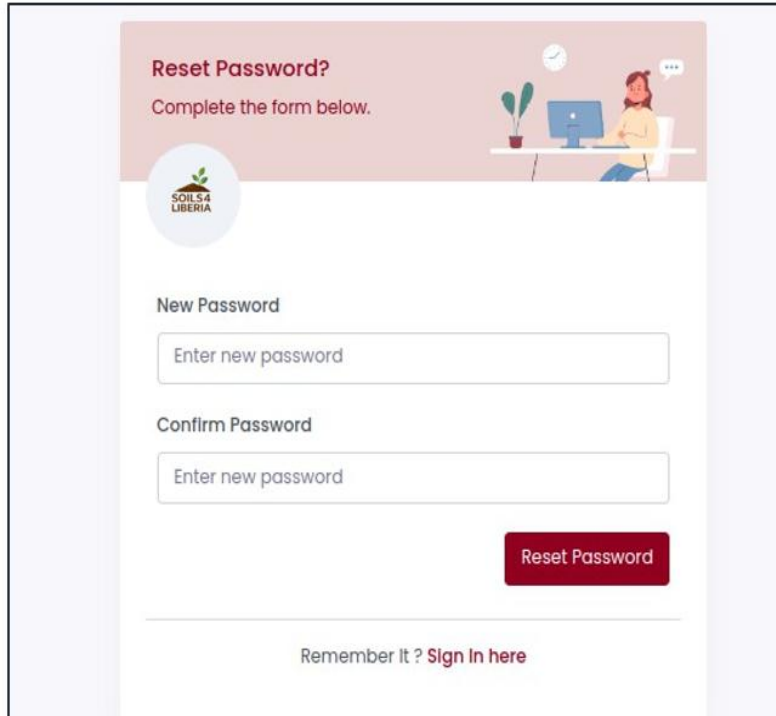
The user will be redirected to a success page as shown below.



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.



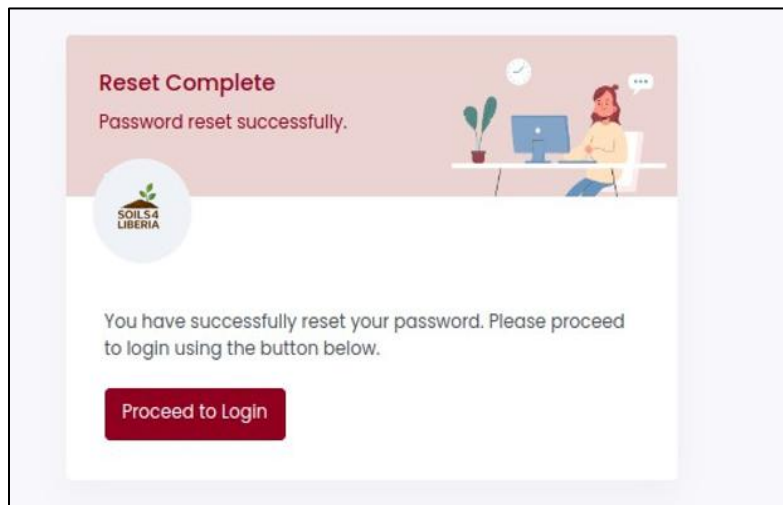
New Password

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

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



USERS MANAGEMENT

The SDMT has four groups of users: Central Coordination Officers (CCO), 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

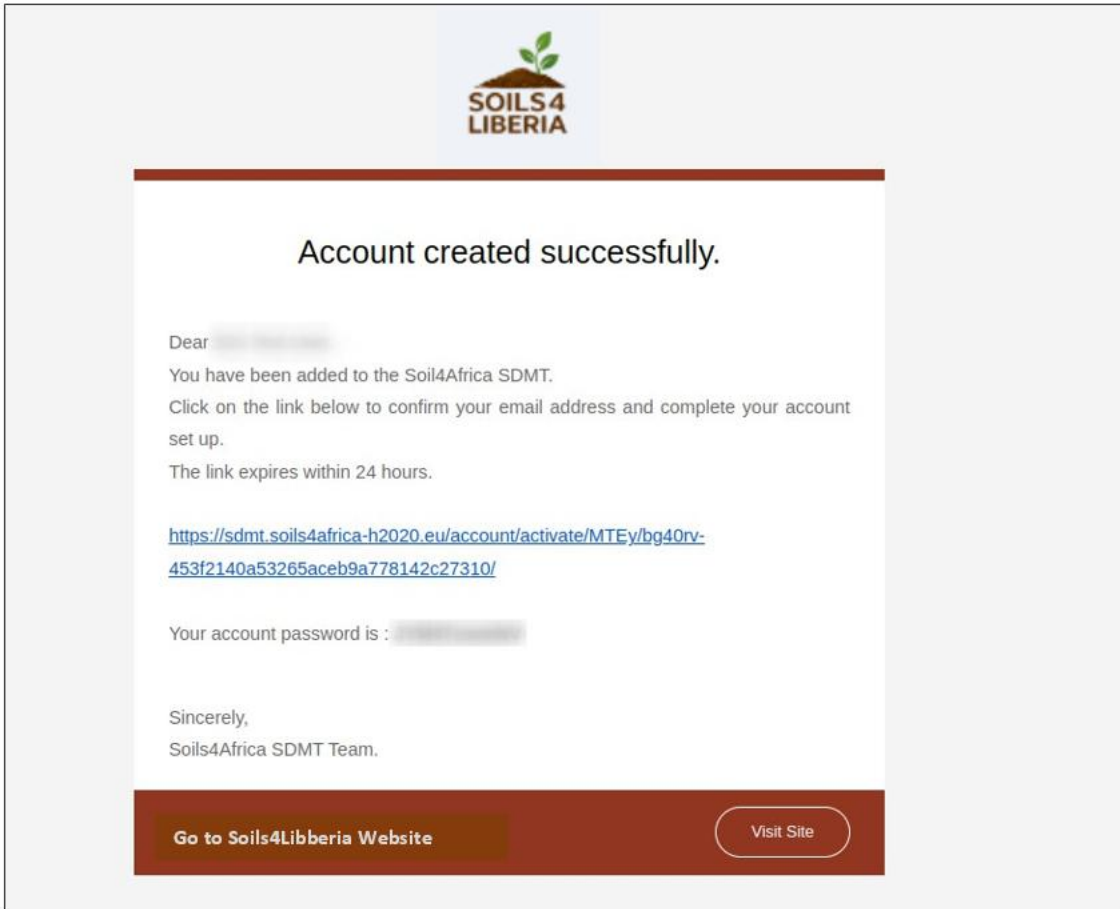
Only the CCOs can add users using the process described below.

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

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

If the role Country Supervisor is selected, proceed to 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 then needs to click on the activation link before they attempt to login. **Note: The link expires in 24 hours.**



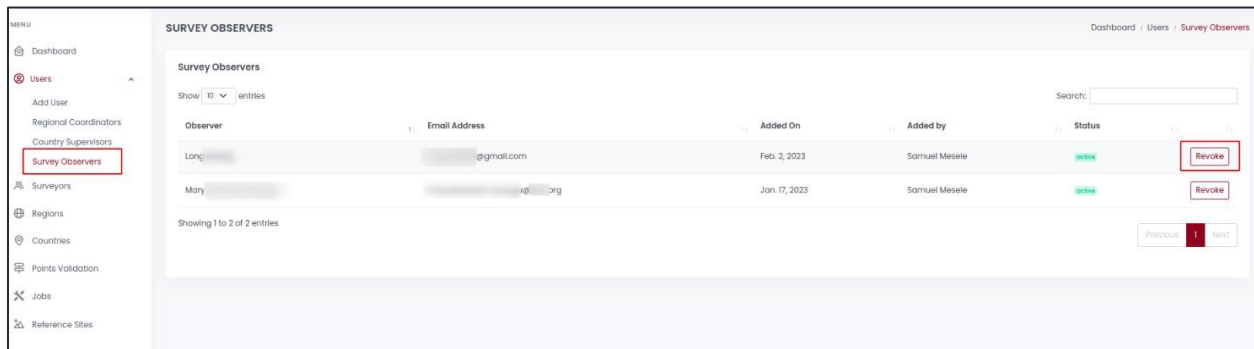
In the event where an email address belonging to a user (already existing) in the system is entered/used while attempting to create or set up another user account, the below error will be shown on the screen.

User Information	
Please provide user details on the below form	
First Name	Jane
Last Name	Doe
Email	ayukaphanuel@gmail.com User with this Email already exists.
Staff Role	Field Supervisor
Country	Kenya
Add User	

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, as well as the names of the user who added them to the system and a “Revoke” button which is only available to the CCOs.

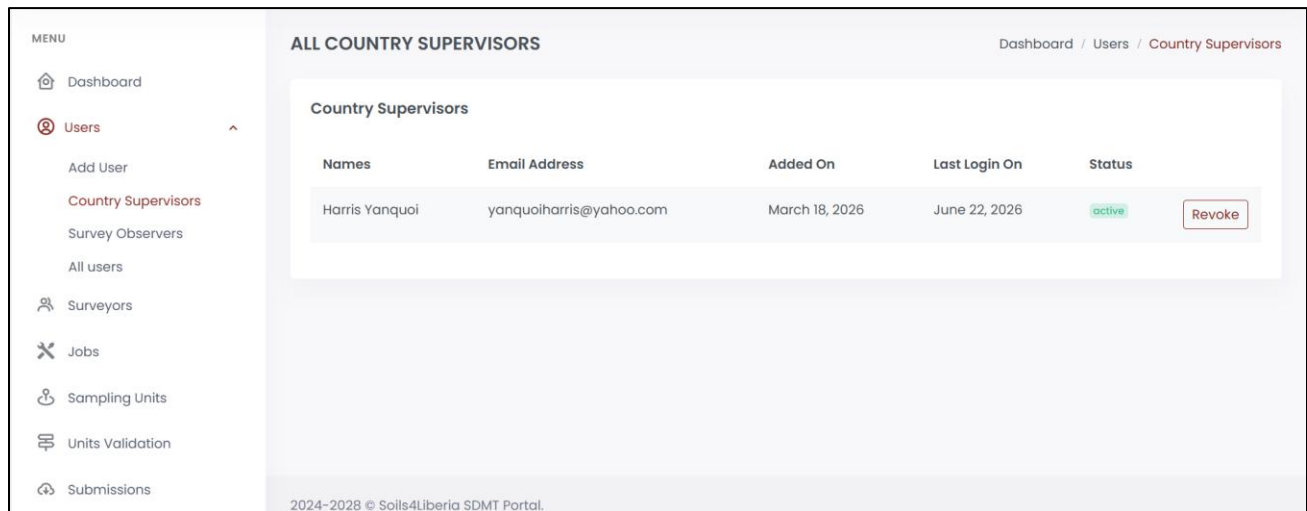


Observer	Email Address	Added On	Added by	Status	
Long	@gmail.com	Feb. 2, 2023	Samuel Mesele	active	Revoke
Mary	@.org	Jan. 17, 2023	Samuel Mesele	active	Revoke

View Country Supervisors

Navigate to the Country Supervisor page.

- For the Country Supervisor, this is their main home page, where they are redirected to on login.
- From the main system menu, the CCOs and the Survey Observers can click on the “Country Supervisors” menu option which links to Supervisors.



Names	Email Address	Added On	Last Login On	Status	
Harris Yanquoi	yanquoiharris@yahoo.com	March 18, 2026	June 22, 2026	active	Revoke

Add an existing user as a Country Supervisor

This operation can only be performed by the CCOs.

Navigate to the Users page as described in the previous step. Click on the “Add User” button.



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

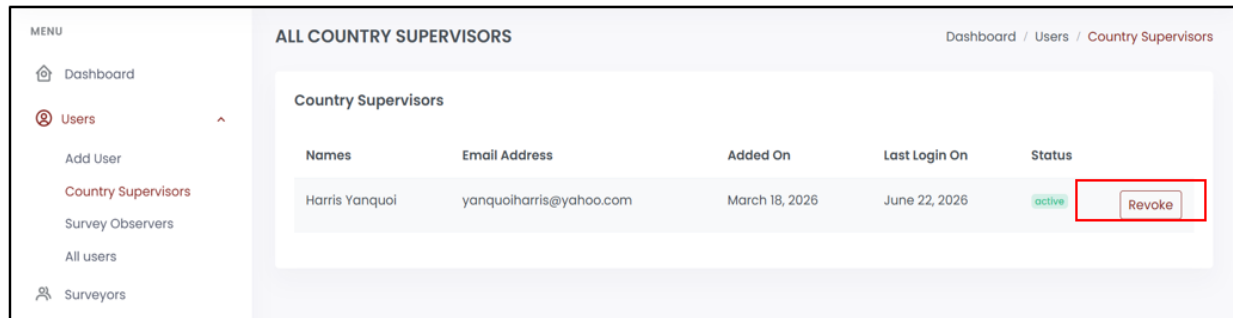
Fill in the email address of the user and click on the “Add” button.

If a user email provided does not exist in the system, an error message is also shown. Click on 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 successfully added to the country as a supervisor.

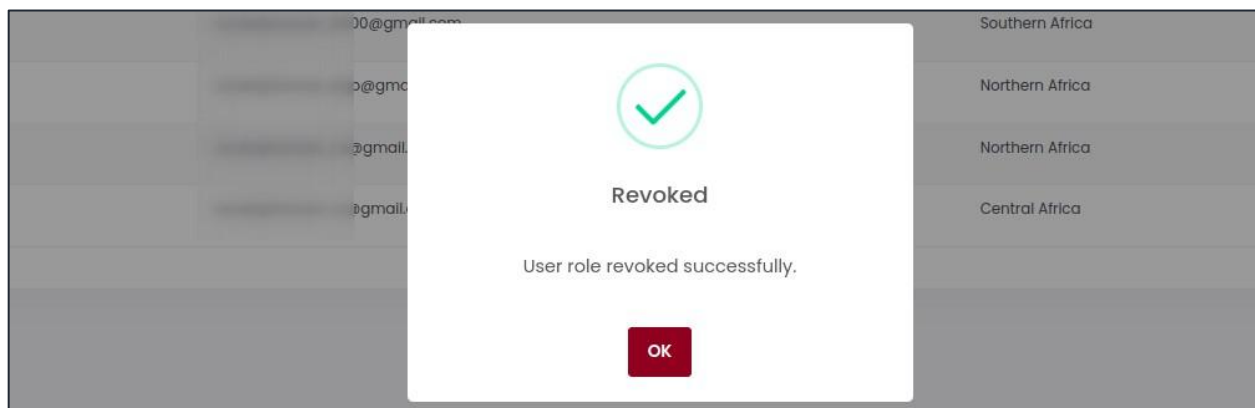
Revoke a user role

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.



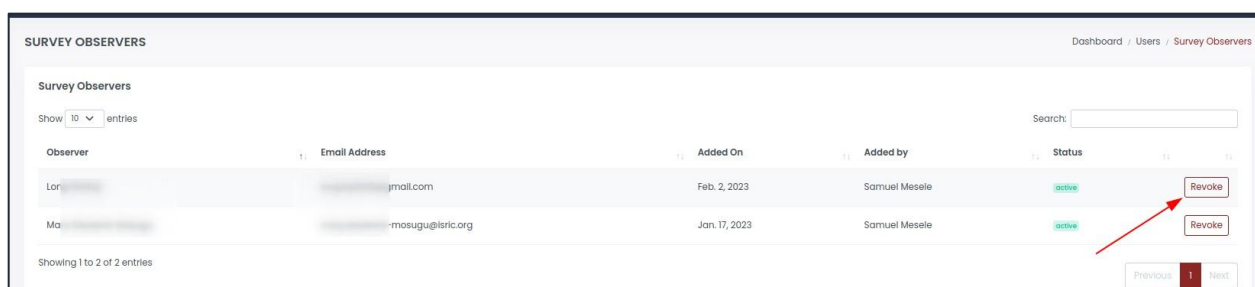
Click on the “Revoke Role” button at the bottom of the pop-up. A confirmation dialog will be shown on the screen. Click on the “Revoke” button to continue or “Cancel” button to cancel the operation.

On successfully revoking the role, a success message will be shown, but otherwise else an error message on why the operation failed will be shown to the user.



(i) Survey Observers

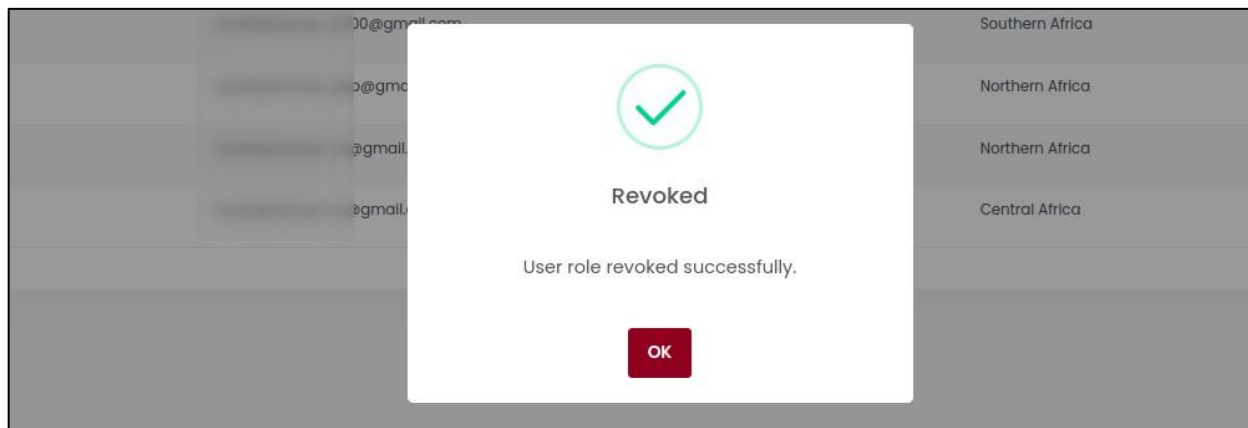
Navigate to Survey Observers view table as described in the previous steps. Click on the “Revoke” button in the same row as the user to be removed from the group.



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 while an error message will pop-up if 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 surveyor's onboarding module whereby they apply to be considered, by submitting their profile details, contact details, their institution details and their years of experience.

The CS go through the applications 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://s4lsdmt.techasili.co.ke/surveyor/onboarding/>

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

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. Then, click on the Gender and Age Group profile field and select the appropriate options for the user.



Click on the profile Age Group and Select the age range of the surveyor. Then 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*

Gender*

Age Group*

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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.

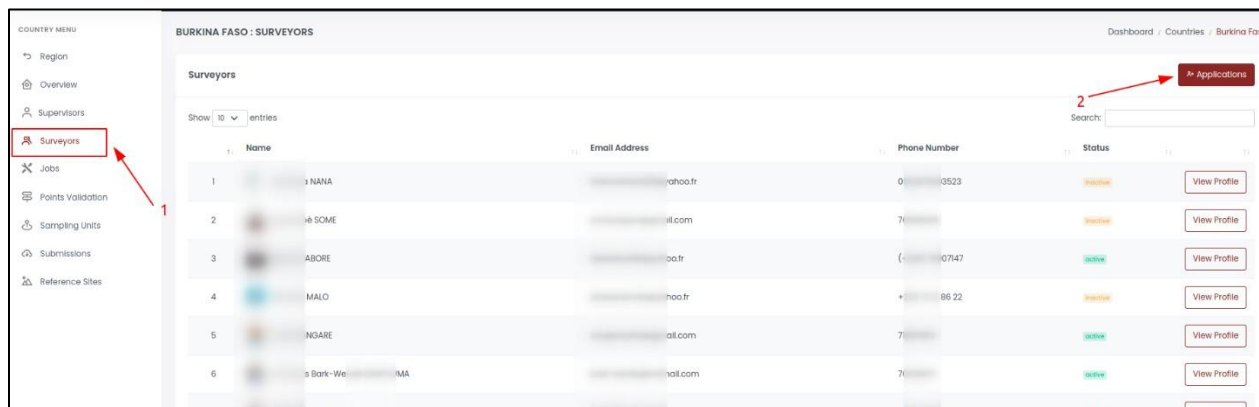
A screenshot of a web form titled "Submit an Application" with the instruction "Complete the form below." The form has three steps: 1. Basic Information, 2. Company Details, and 3. Qualifications. Step 3 is currently active. Below the step indicators, there are two text input fields: "Qualifications*" and "Previous Experience*". At the bottom right of the form, there are two buttons: "Previous" and "Finish". A red arrow points to the "Finish" button.

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 user'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.



BURKINA FASO : SURVEYORS

Dashboard / Countries / Burkina Faso

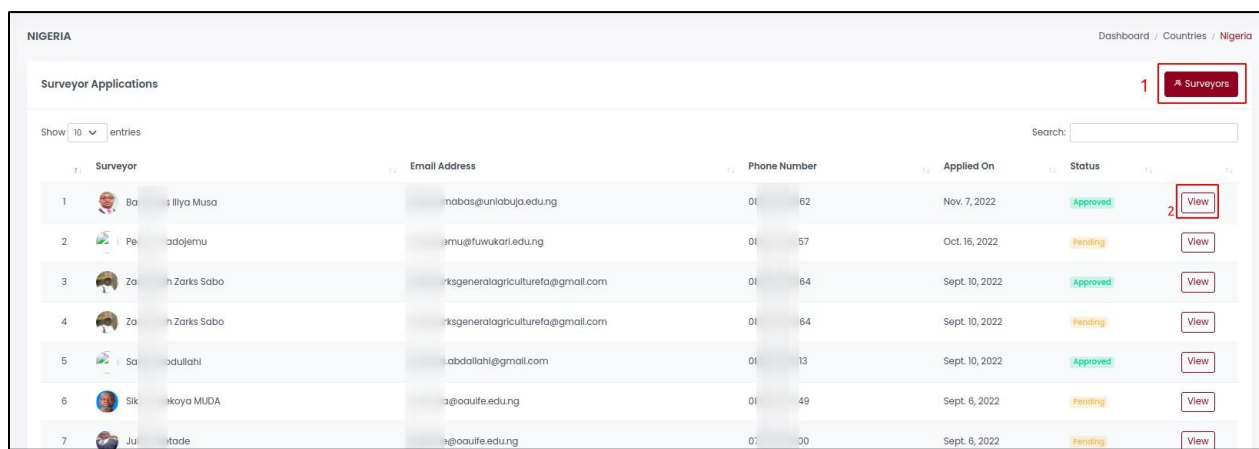
Surveyors

Show 10 entries

Search:

Name	Email Address	Phone Number	Status	
1. NANA	yahoo.fr	05523	pending	View Profile
2. SOME	mail.com	71	pending	View Profile
3. ABORE	oo.fr	07147	active	View Profile
4. MALO	hao.fr	86 22	pending	View Profile
5. NGARE	ail.com	71	active	View Profile
6. s Bark-Wie	mail.com	71	active	View Profile

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



NIGERIA

Dashboard / Countries / Nigeria

Surveyor Applications

Show 10 entries

Search:

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

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

View Surveyor Application Details

On the surveyor's applications table, click on the "View Profile" 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	 A	25@yahoo.fr	003523	Sept. 8, 2022	Approved	View
2	 E	@yahoo.fr	9907147	Sept. 2, 2022	Approved	View
3	 E	@yahoo.fr	9907147	Sept. 2, 2022	Declined	View
4	 RAORE	@yahoo.fr	01352	Sept. 1, 2022	Pending	View
5	 JATTARA	ttara757@gmail.com	/66794443	Aug. 30, 2022	Approved	View
6	 koura OUATTARA	ume@gmail.com	2451	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 : (+2)

Email Address : yahoo.fr

Institution Name : BUNASOLS

Institution Phone :

Institution Address : Ouagadougou, Burkina Faso

Qualifications

Ingenieur pedologue - 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

Maître de Recherche en Science du Sol

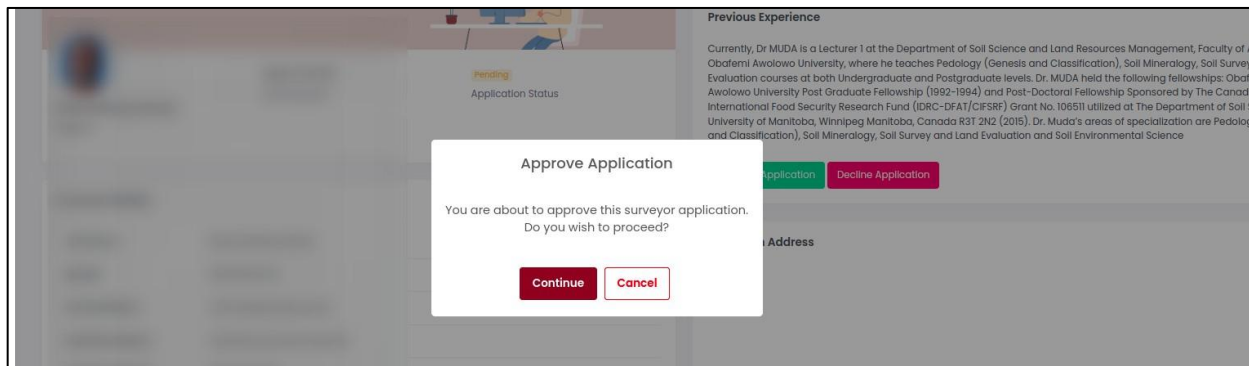
[Approve Application](#) [Decline Application](#)

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.

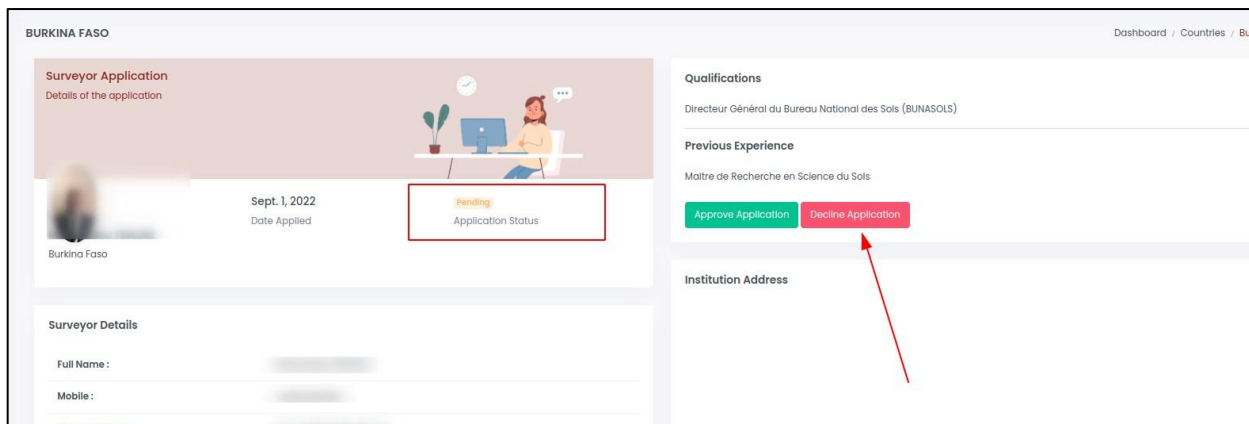


A success message will be shown if the application has been approved successfully and the applicant will receive an application approval email notification. The applicant will also receive an account activation email together with their initial password they can use to access their surveyor's dashboard.

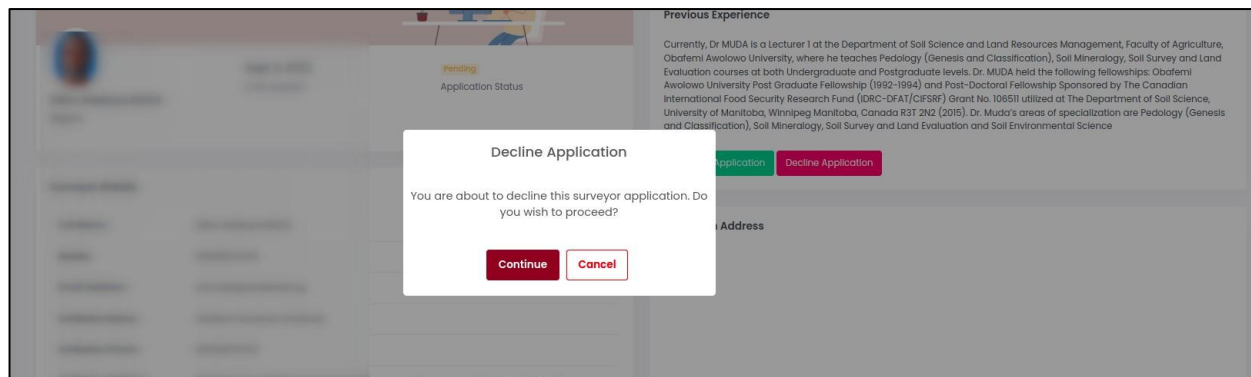
Decline/Reject a Surveyor Application

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.

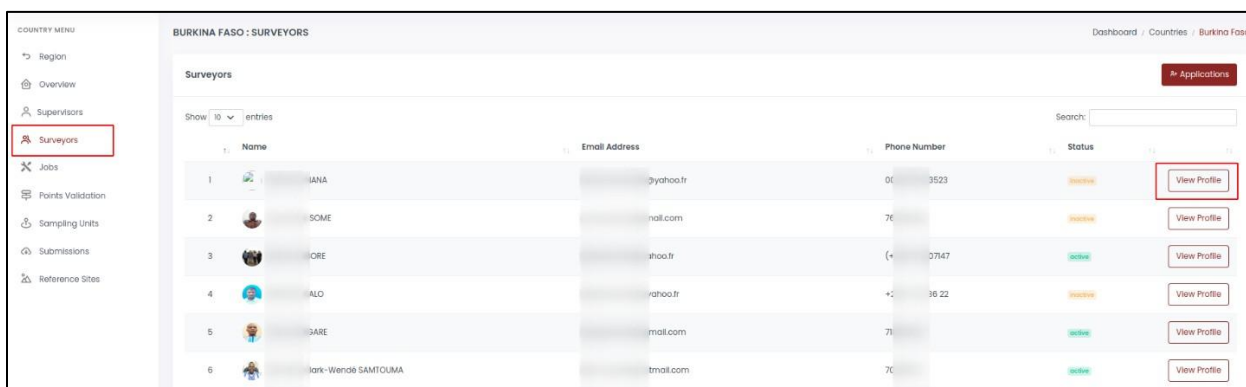


A success message will be shown if the application has been rejected successfully. The applicant will receive a regret email to inform them that their application did pass the screening stage.

View Surveyors

In the user's menu, click in the "Survey Observers" menu option. This will load the surveyors' page.

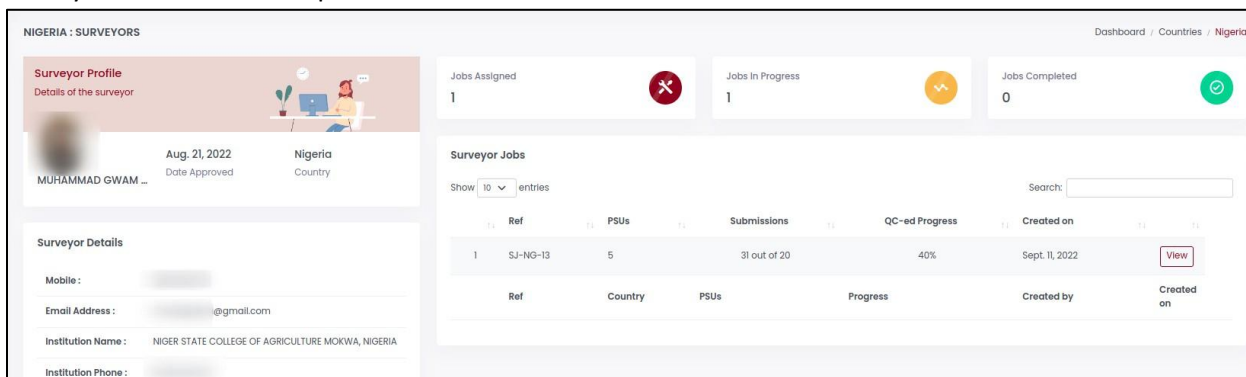
The surveyors table shows country surveyors information such as names, email, phone number, account status and a "View Profile" button. To view the surveyor profile with more details, click on the "View Profile" button.



Name	Email Address	Phone Number	Status	Action
1. IANA	@yahoo.fr	00 3523	inactive	View Profile
2. SOME	mail.com	70	inactive	View Profile
3. JORE	thoo.fr	(+ 07647	active	View Profile
4. ALD	yahoo.fr	+2 36 22	inactive	View Profile
5. SARE	mail.com	70	active	View Profile
6. Iank-Wendé SAMTOUMA	mail.com	70	active	View Profile

View Surveyor Account/Profile

Navigate to the surveyor's 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.



Ref	PSUs	Submissions	QC-ed Progress	Created on	Action
1. SJ-WG-13	5	31 out of 20	40%	Sept. 11, 2022	View

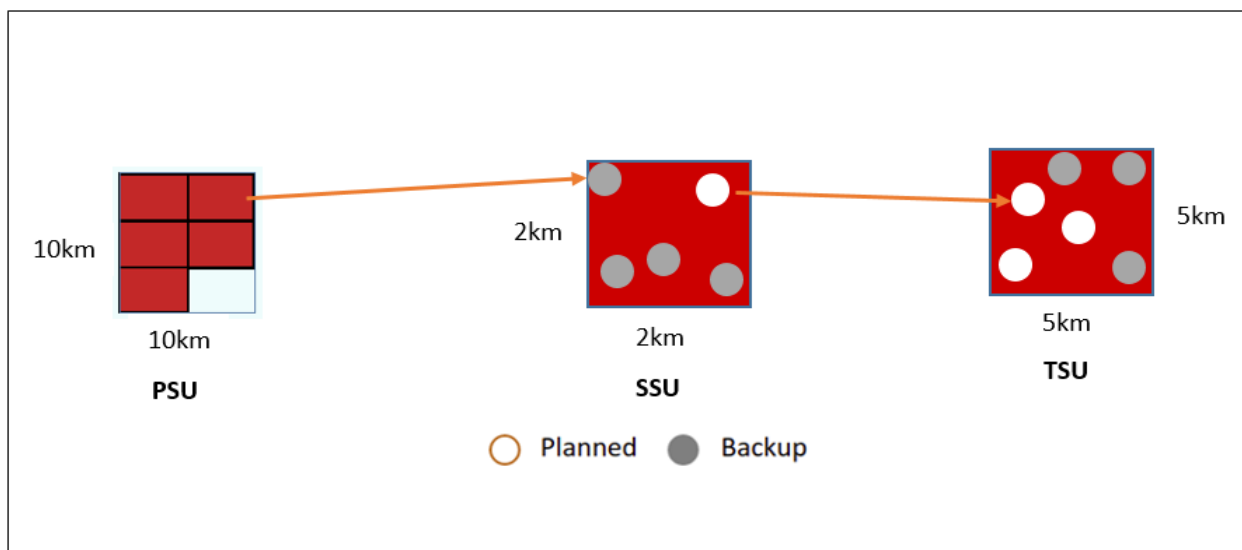
The surveyor profile shows the surveyor details and a list of jobs they have been allocated.

SAMPLING UNITS MANAGEMENT

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

1. Primary Sampling Units (PSUs)- 10km x 10km clusters; each containing between 1 and 400 agricultural land pixels
2. Secondary Sampling Units (SSUs) - 2m x 2m 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.

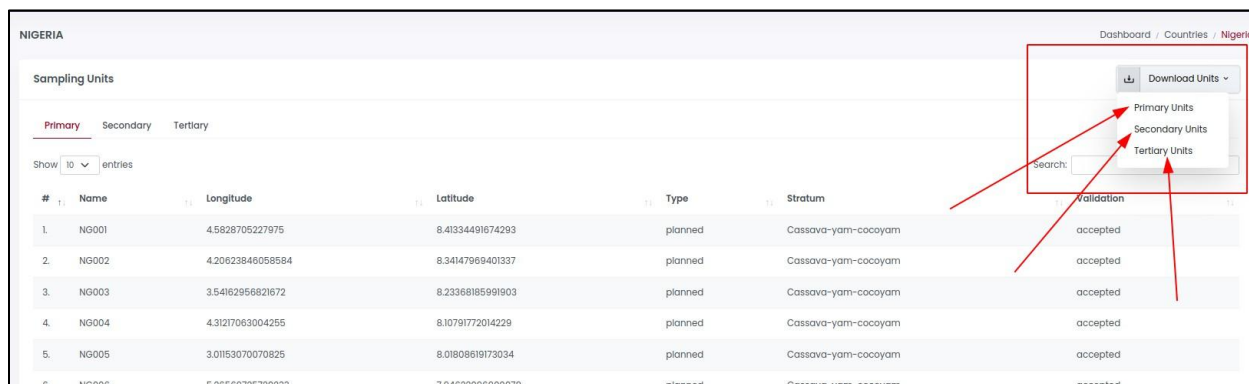
COUNTRY MENU		NIGERIA							Dashboard / Countries / Nigeria	
Region		Sampling Units								Download Units
Overview		Primary Secondary Tertiary								
Supervisors		Show to entries								
Surveyors		# Name Longitude Latitude Type Stratum Validation								
Jobs		1 NG001 4.5828705227975 8.41334491674293 planned Cassava-yam-cocoyam accepted								
Points Validation		2 NG002 4.20623846058584 8.34147969401337 planned Cassava-yam-cocoyam accepted								
Sampling Units		3 NG003 3.5482956921672 8.23368165991903 planned Cassava-yam-cocoyam accepted								
Submissions		4 NG004 4.3327063004255 8.10791772014229 planned Cassava-yam-cocoyam accepted								
Reference Sites		5 NG005 3.0183070070825 8.0808619173034 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.



#	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	5.26569725720233	7.94822098900078	planned	Cassava-yam-cocoyam	accepted

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

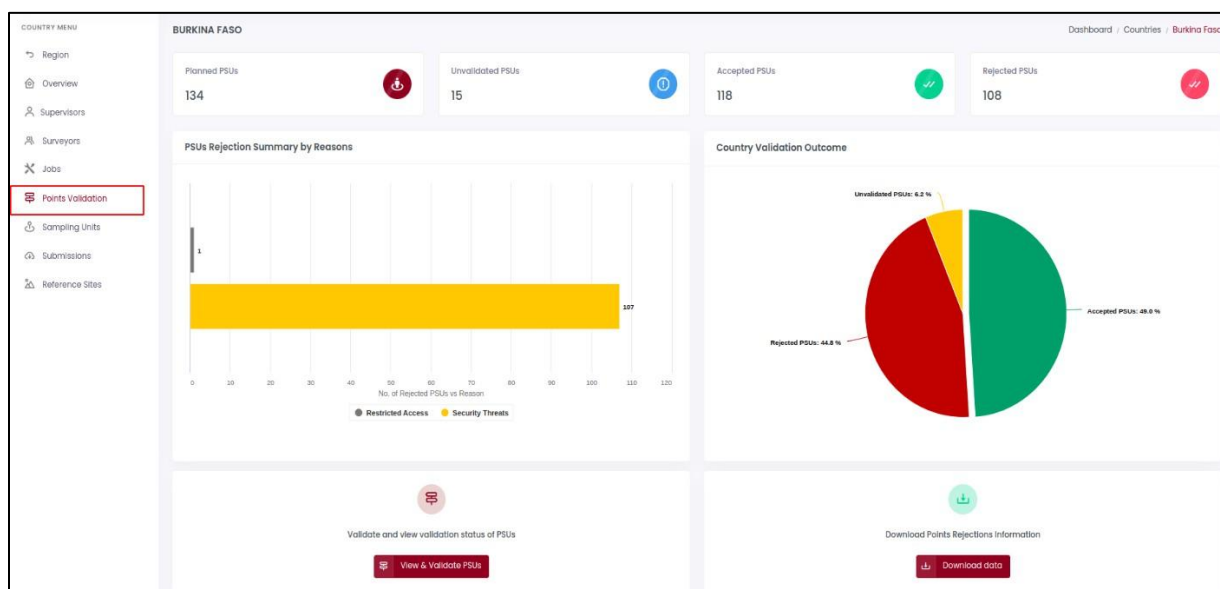
Primary Sampling Unit Validation

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 units validation overview page, click on the “Units Validation” menu. A page with general PSU validation summaries and graphs will be loaded.



Supervisors
Surveyors
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 units 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

[View & Validate PSUs](#)

Download Points Rejections Information

[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.

Joseph

Planned SSUs: 345

Unvalidated SSUs: 0

Accepted SSUs: 345

Rejected SSUs: 1

SSUs Validation

[Back to Summaries](#)



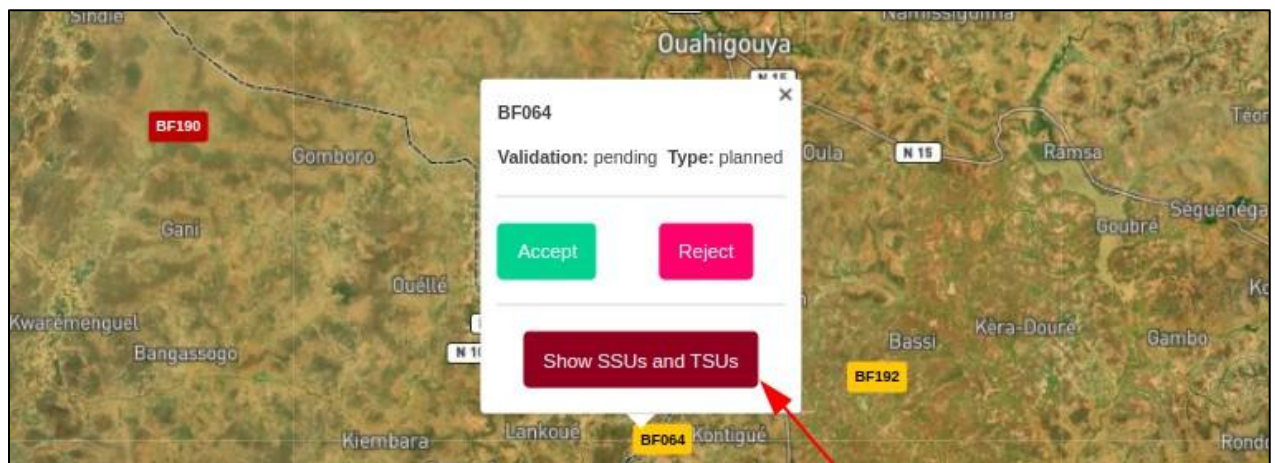
Zoom out on the map to show all the PSUs in the country by clicking on the “+” icon on the map, by spreading the screen using your fingers or clicking on the map using a mouse.



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

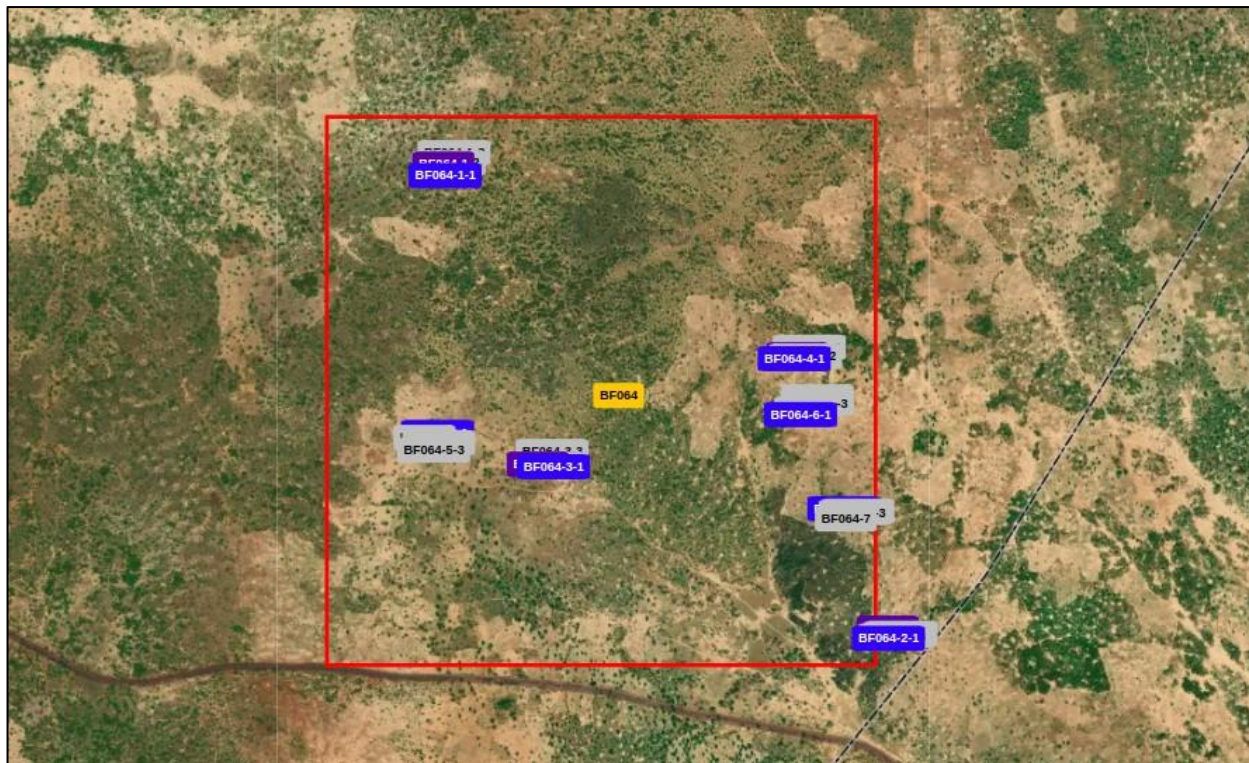
c) View PSU plus its SSUs and TSUs

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.



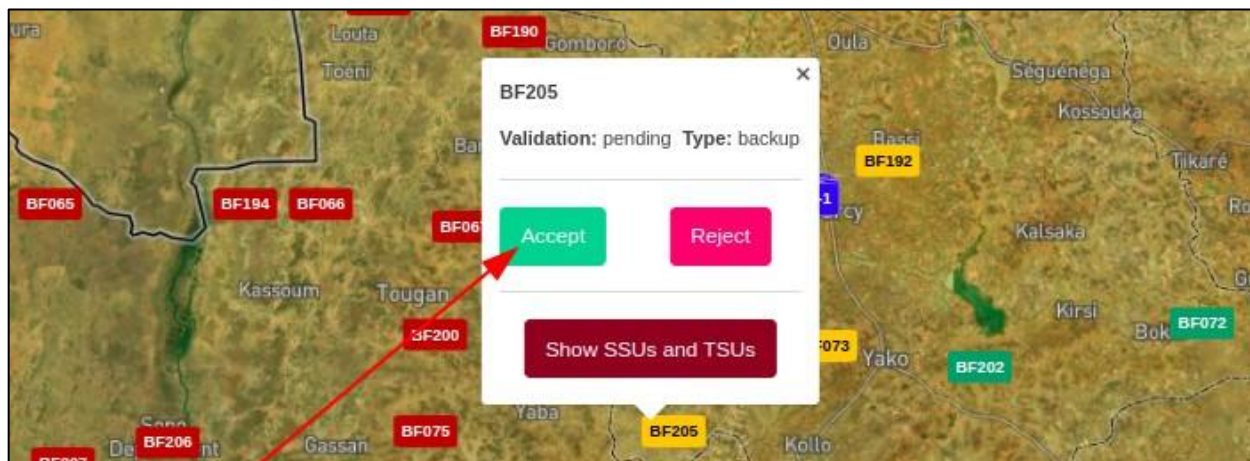
Purple badge represents a planned SSU and the blue badge represents a planned TSU. All backup SSUs and TSUs are represented using grey badges.

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.



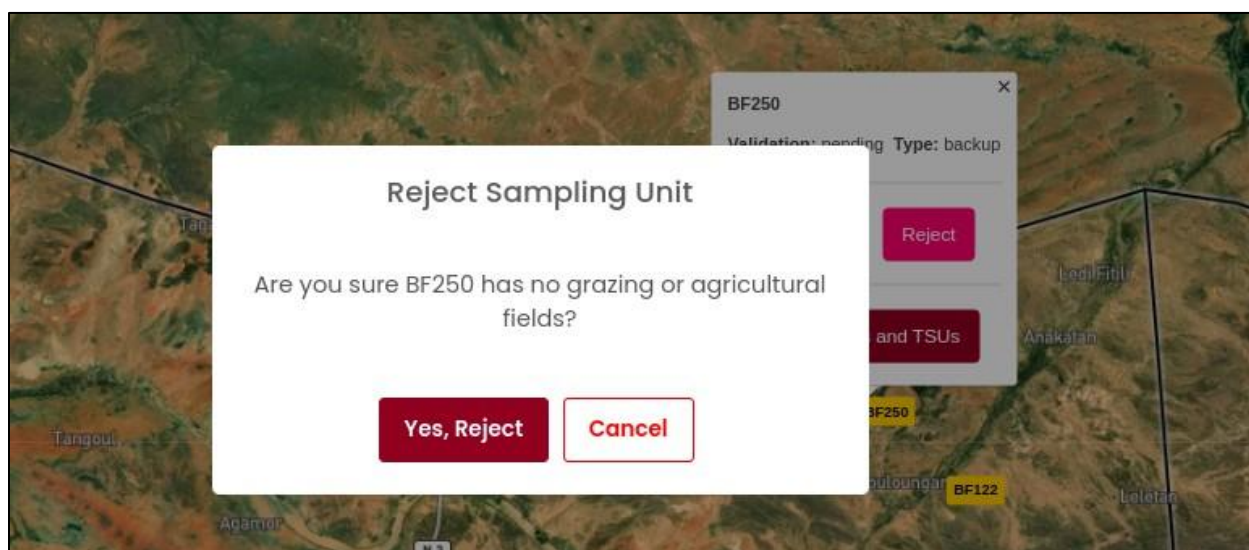
On accepting the PSU, a success message will be shown on the screen and the PSU badge color will automatically change from yellow to green.

e) Reject a PSU

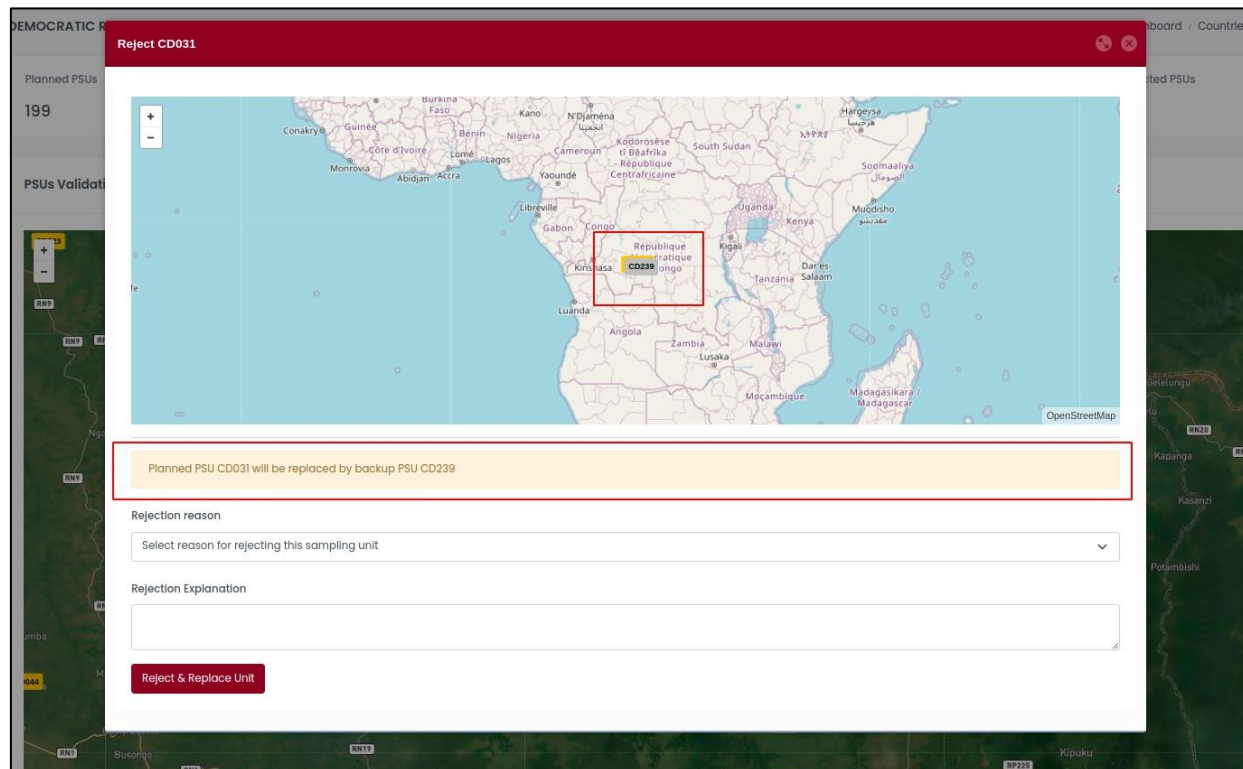
Click on the badge of the PSU to be rejected and on PSU pop-up that appears on the screen, click on the “Reject” button.



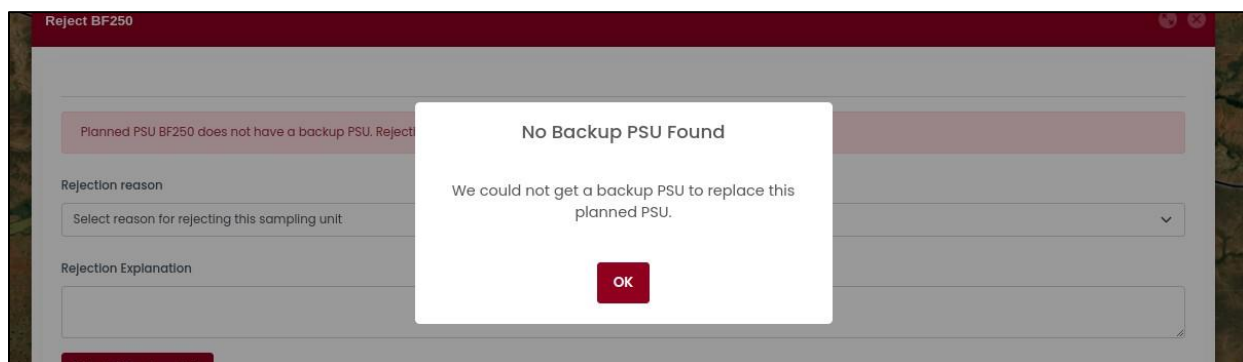
A confirmation dialog will appear on the screen as shown below. Click on “Yes Reject” button to proceed or “Cancel” button to cancel the operation.



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.



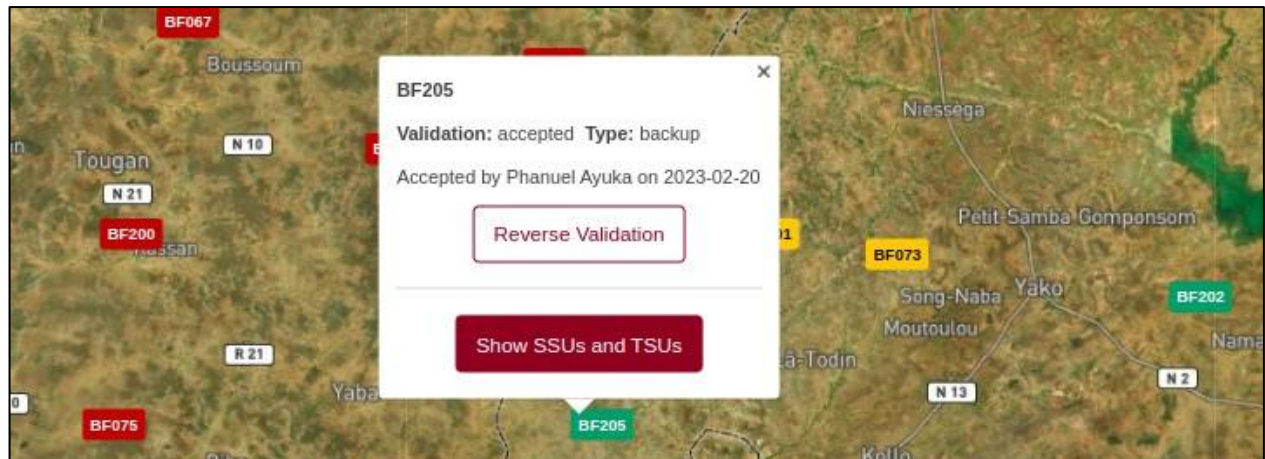
Select the reason for rejecting the PSU and give an explanation (optional). Click on the “Reject & Replace Unit” button to complete the PSU rejection.

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.

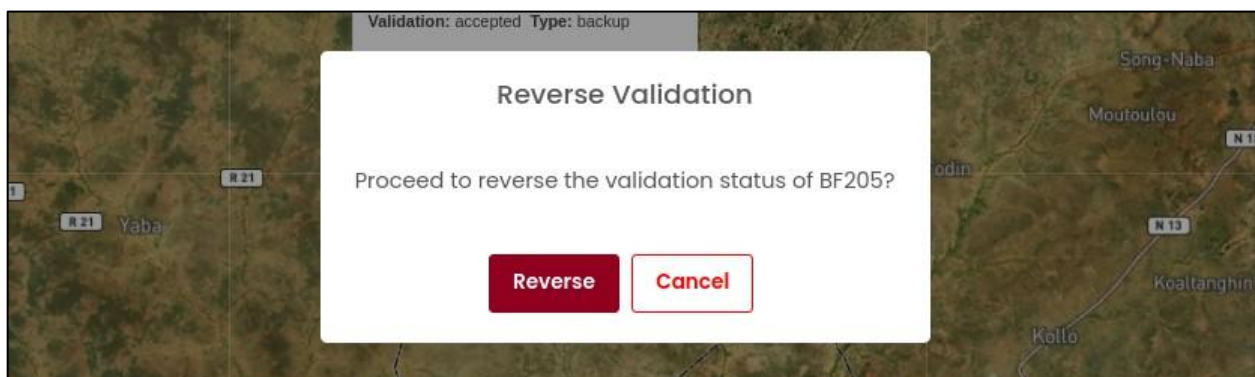
f) Reverse a PSU Validation

Only accepted or rejected PSUs can have their validation reversed.

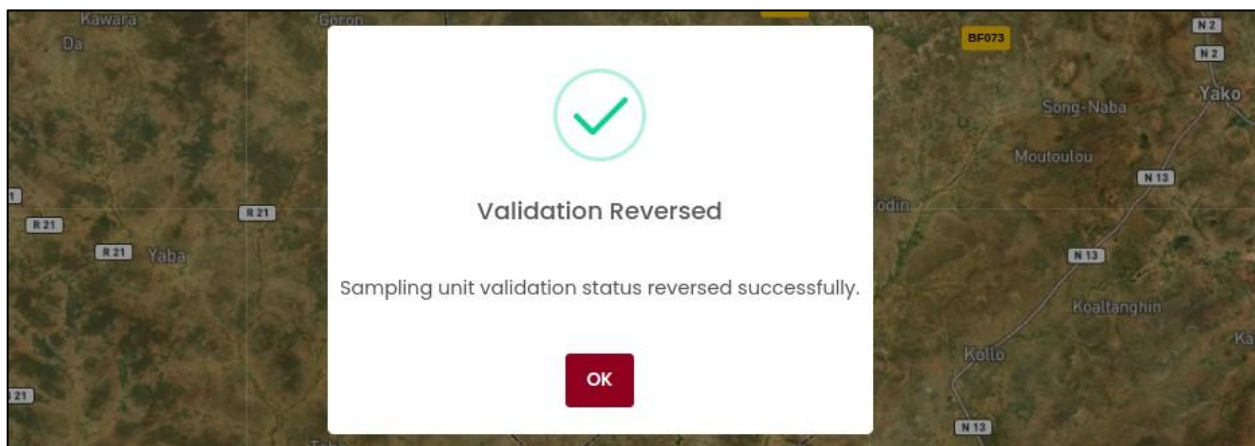
Click on the badge of the PSU whose validation is to be reversed. On the PSU pop-up, click on the “Reverse validation” button.



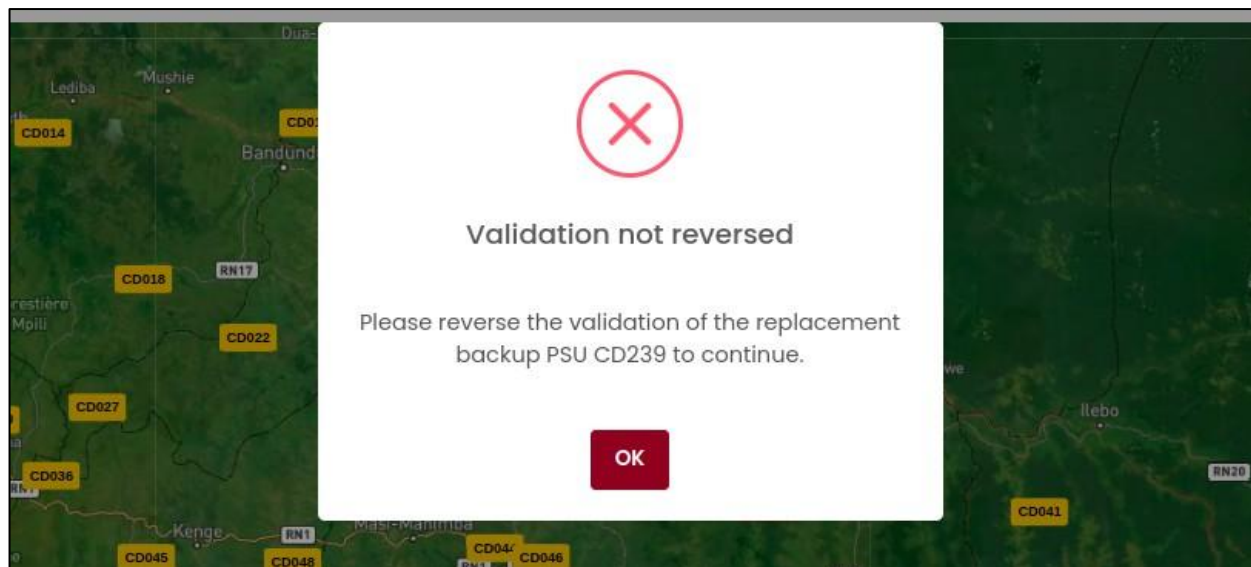
A confirmation dialog will appear on the screen as shown below. Click on “Reverse” button to proceed or “Cancel” button to cancel the operation.



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.



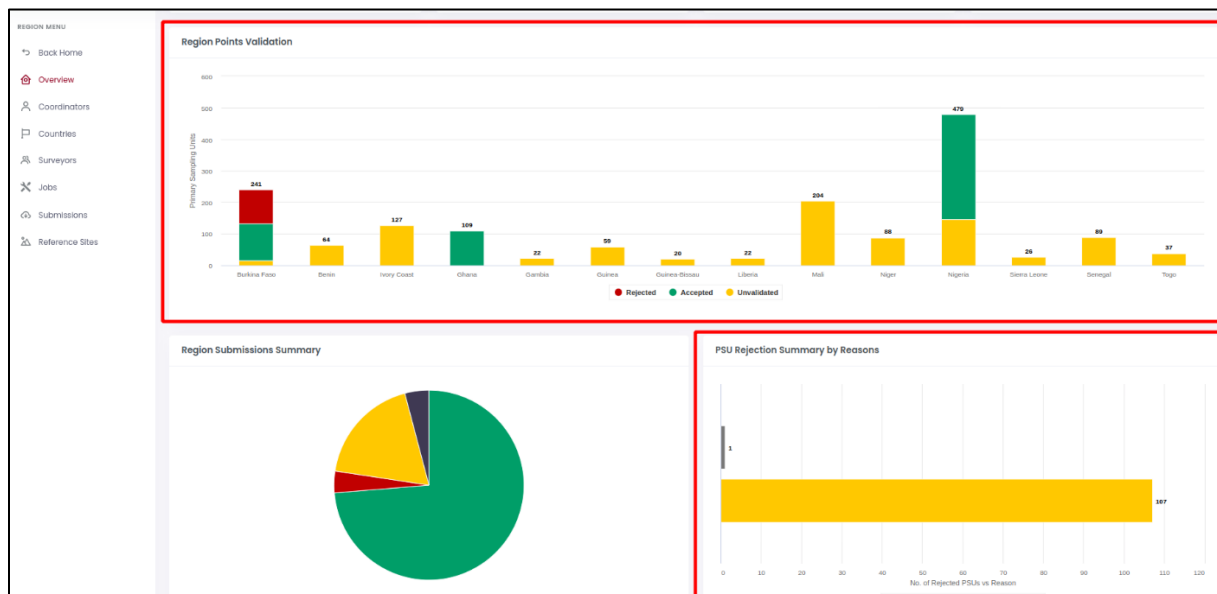
If the PSU was previously rejected and its replacement backup PSU has been validated, the user will be prompted to reverse the validation of the replacement PSU before they can reverse the validation of the rejected PSU in question.



View PSU Validation Summary

PSU validation summary and graphs are shown in the unit's validation home page.

In the menu, click on the "Units validation" menu option to load the home page.



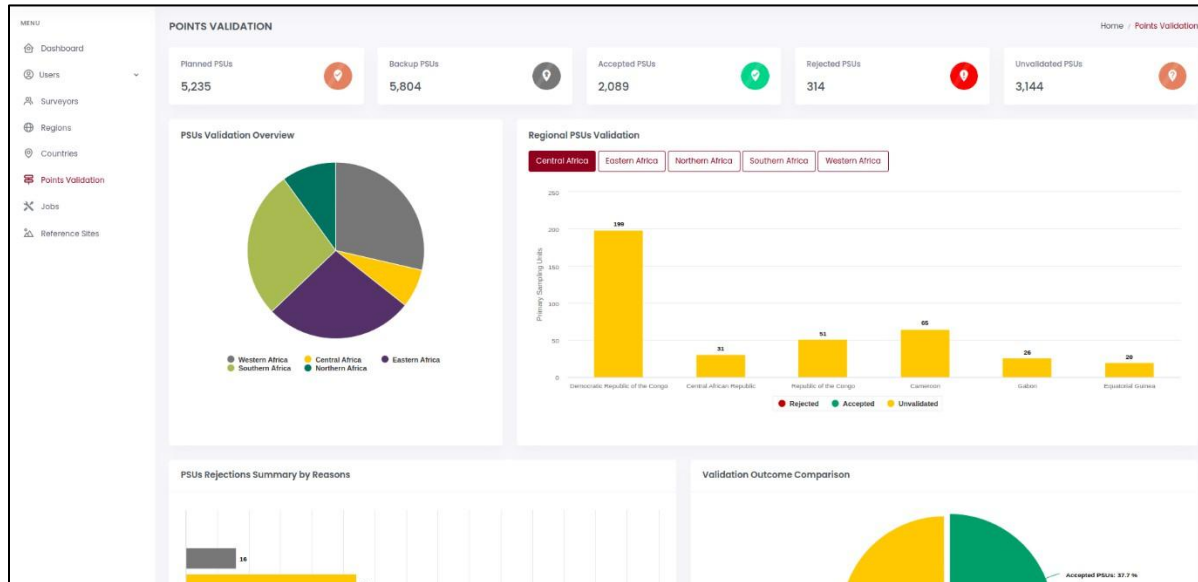
A bar graph of counties validation summary and bar graph of the PSUs rejection reasons will be displayed.

View System PSU Validation Summary

In the main system menu, click in the "Points Validation" menu option. This will load a page with:

- Pie charts of system-wide PSUs validation by county and validation outcome.
- Bar graph of validation progress per county.
- 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
BF005	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

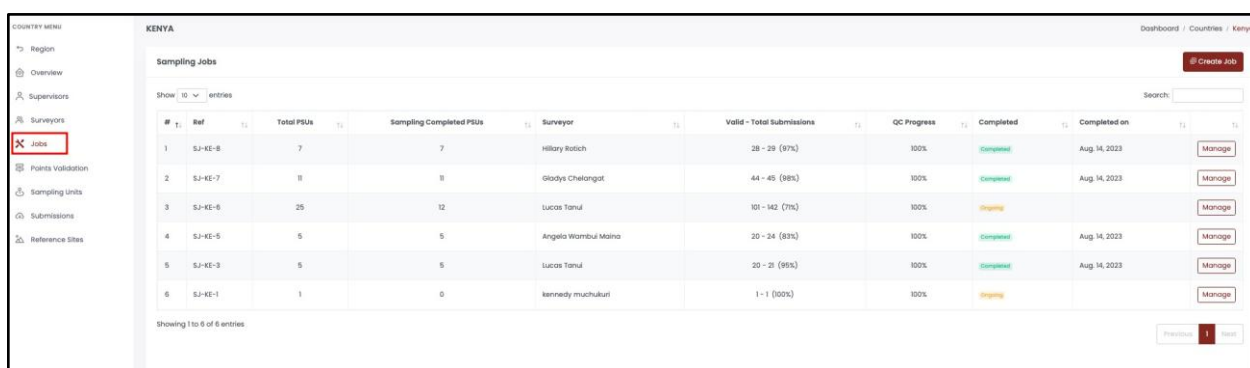
A job is a group of validated PSUs in a country that can be assigned to the surveyor for field visit and data collection. It has estimated start and end dates.

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 main system menu, click on the “Jobs” menu option.

A page with all 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.

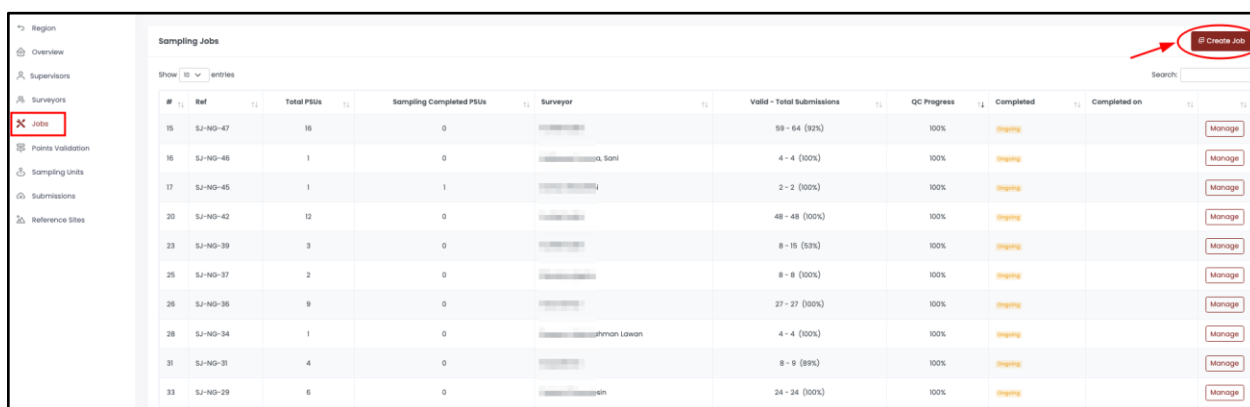


#	Ref	Total PSUs	Sampling Completed PSUs	Surveyor	Valid - Total Submissions	QC Progress	Completed	Completed on	
1	SJ-KE-8	7	7	Hilary Rutich	28 - 29 (97%)	100%	Completed	Aug 14, 2023	Manage
2	SJ-KE-7	11	11	Gladya Chelangat	44 - 45 (98%)	100%	Completed	Aug 14, 2023	Manage
3	SJ-KE-6	25	12	Lucas Tanui	101 - 142 (71%)	100%	Sampling		Manage
4	SJ-KE-5	5	5	Angelo Wambui Maina	20 - 24 (83%)	100%	Completed	Aug 14, 2023	Manage
5	SJ-KE-3	5	5	Lucas Tanui	20 - 21 (95%)	100%	Completed	Aug 14, 2023	Manage
6	SJ-KE-1	1	0	Kennedy Muchukuri	1 - 1 (100%)	100%	Sampling		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-ND-47	16	0		59 - 64 (92%)	100%	Sampling		Manage
16	SJ-ND-46	1	0		4 - 4 (100%)	100%	Sampling		Manage
17	SJ-ND-45	1	1		2 - 2 (100%)	100%	Sampling		Manage
20	SJ-ND-42	12	0		48 - 48 (100%)	100%	Sampling		Manage
23	SJ-ND-39	3	0		8 - 15 (53%)	100%	Sampling		Manage
25	SJ-ND-37	2	0		8 - 8 (100%)	100%	Sampling		Manage
26	SJ-ND-36	9	0		27 - 27 (100%)	100%	Sampling		Manage
28	SJ-ND-34	1	0		4 - 4 (100%)	100%	Sampling		Manage
31	SJ-ND-31	4	0		8 - 9 (89%)	100%	Sampling		Manage
33	SJ-ND-29	6	0		24 - 24 (100%)	100%	Sampling		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 Create Job

Please provide job details on the below form

Start Date

End Date

Proceed Cancel

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 10 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		Manage
16	SJ-NG-46	1	0	Mathewa Amama, Sani	4 - 4 (100%)	100%	Ongoing		Manage
17	SJ-NG-45	1	1	Sanusi Abdullahi	2 - 2 (100%)	100%	Ongoing		Manage
20	SJ-NG-42	12	0	Achile Kadiri	48 - 48 (100%)	100%	Ongoing		Manage
23	SJ-NG-39	3	0	Achile Kadiri	8 - 15 (53%)	100%	Ongoing		Manage
25	SJ-NG-37	2	0	Blessing Agada	8 - 8 (100%)	100%	Ongoing		Manage
26	SJ-NG-36	9	0	Faruk Umar	27 - 27 (100%)	100%	Ongoing		Manage
28	SJ-NG-34	1	0	Bassam Abdulrahman Lawan	4 - 4 (100%)	100%	Ongoing		Manage
31	SJ-NG-31	4	0	Kayode Aye	8 - 9 (89%)	100%	Ongoing		Manage
33	SJ-NG-29	6	0	Gabriel Oluwatosi	24 - 24 (100%)	100%	Ongoing		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.

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 Name: Search Organisation

Sampling Units Add Sampling Unit Download Units

Show 10 entries

#	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 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.

Sampling Units Add Sampling Unit Download Units

Show 10 entries

#	PSU	Valid - Total Submissions	Sampling Status	Added on
1	KE005	4 - 4	Completed	July 14, 2022
2	KE006	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	KE034	4 - 4	Completed	July 14, 2022
9	KE142	4 - 5	Completed	July 14, 2022
10	KE001	4 - 4	Completed	July 14, 2022

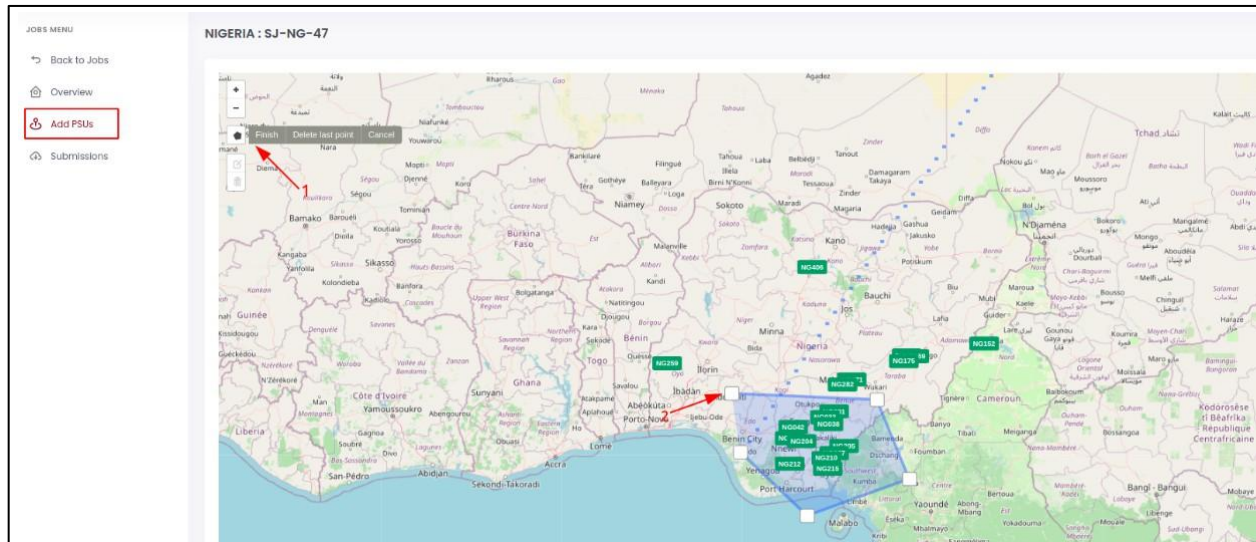
Add PSUs to a Job

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



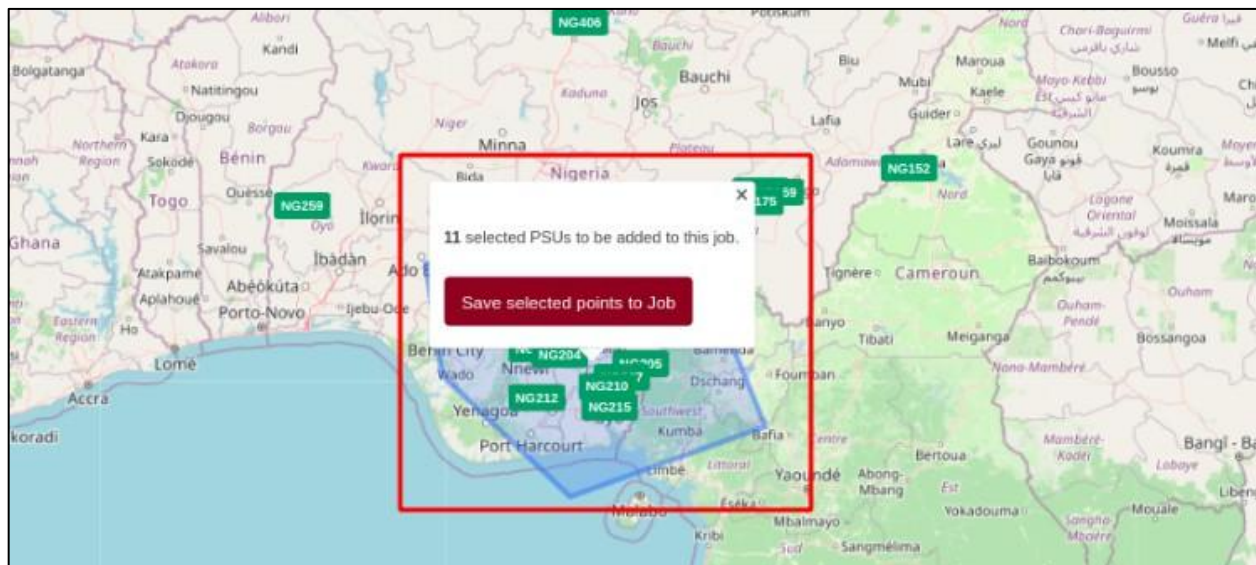
Navigate to the job details page and click on the “Add PSUs” left menu option or “Add Sampling Unit” button at the top of the job sampling units table.

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.

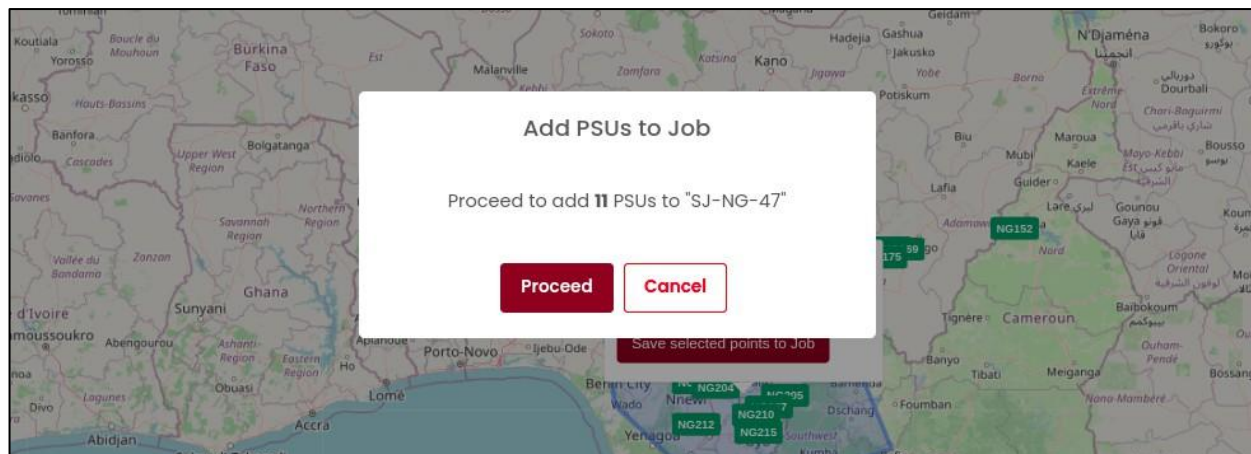


Click on the polygon icon on the map. Draw a polygon around all PSUs that you would like to add to the job by dragging the line around all the PSUs. Make sure you complete the polygon.

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.

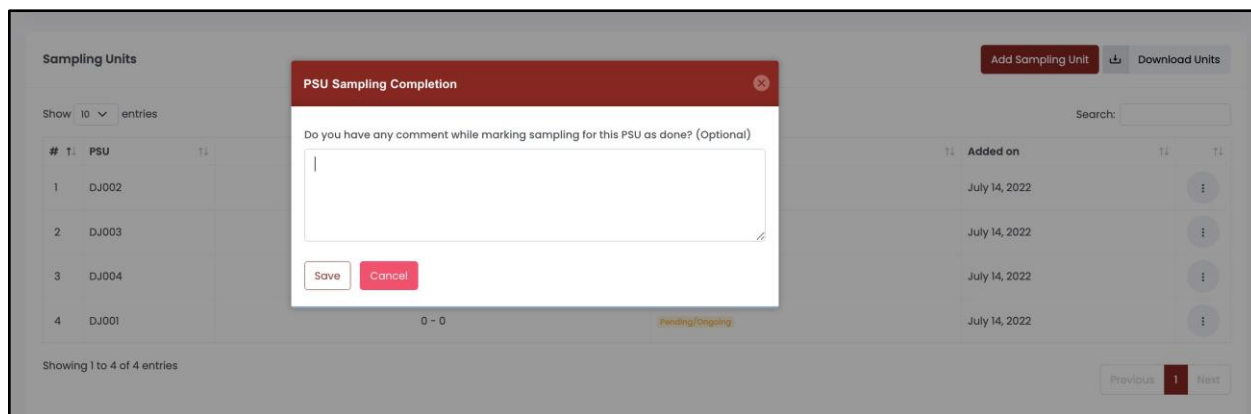
Close Job PSU (Sampling Completed)

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 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						
Add Sampling Unit Download Units						
Show 10 entries						
#	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/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		

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.



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.

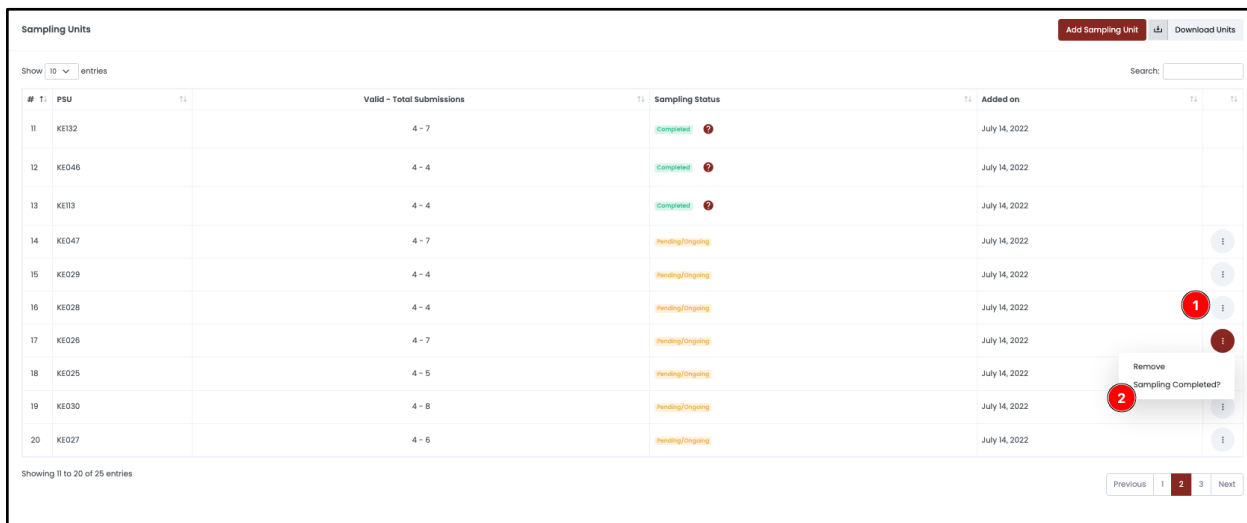
If a submission is received later on for a job that has been closed, it will be re-opened automatically by the system and the CSs should quality control the new submission and finally close the PSU once again.

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.



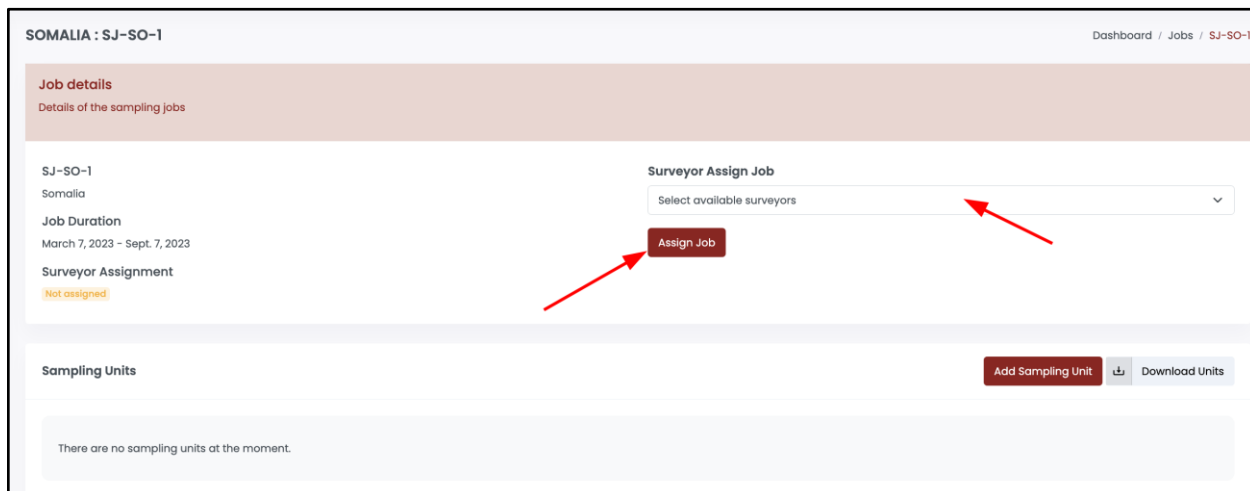
#	T1	PSU	T1	Valid - Total Submissions	T1	Sampling Status	T1	Added on	T1	T1
11		KE132		4 - 7		Completed		July 14, 2022		
12		KE046		4 - 4		Completed		July 14, 2022		
13		KE113		4 - 4		Completed		July 14, 2022		
14		KE047		4 - 7		Pending/Ongoing		July 14, 2022		
15		KE029		4 - 4		Pending/Ongoing		July 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		

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

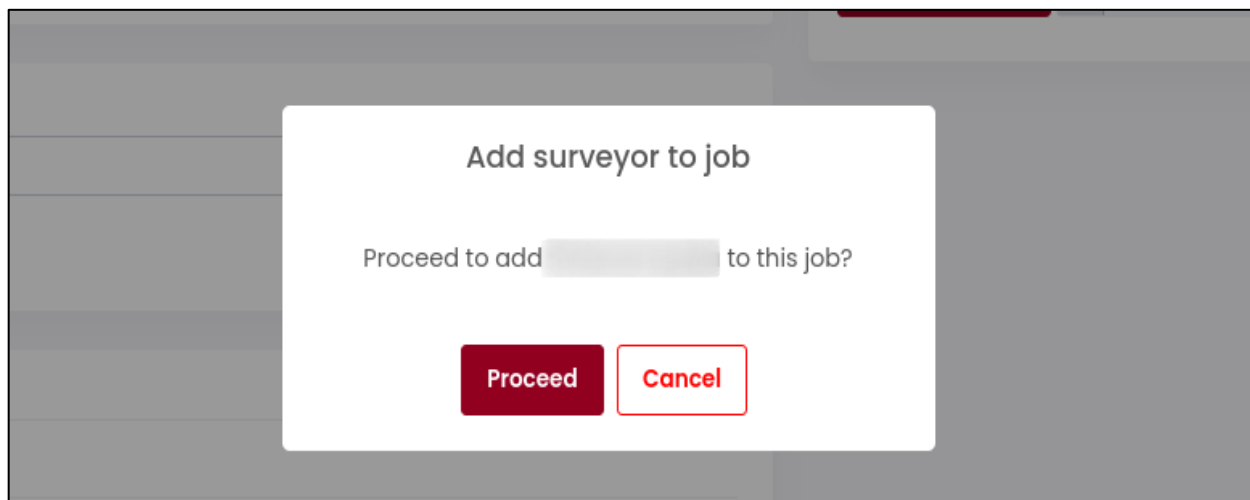
Adding a surveyor to a job can only be done by CSs & the CCOs. A surveyor can only be added to a job only if the job has at least one PSU.

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.

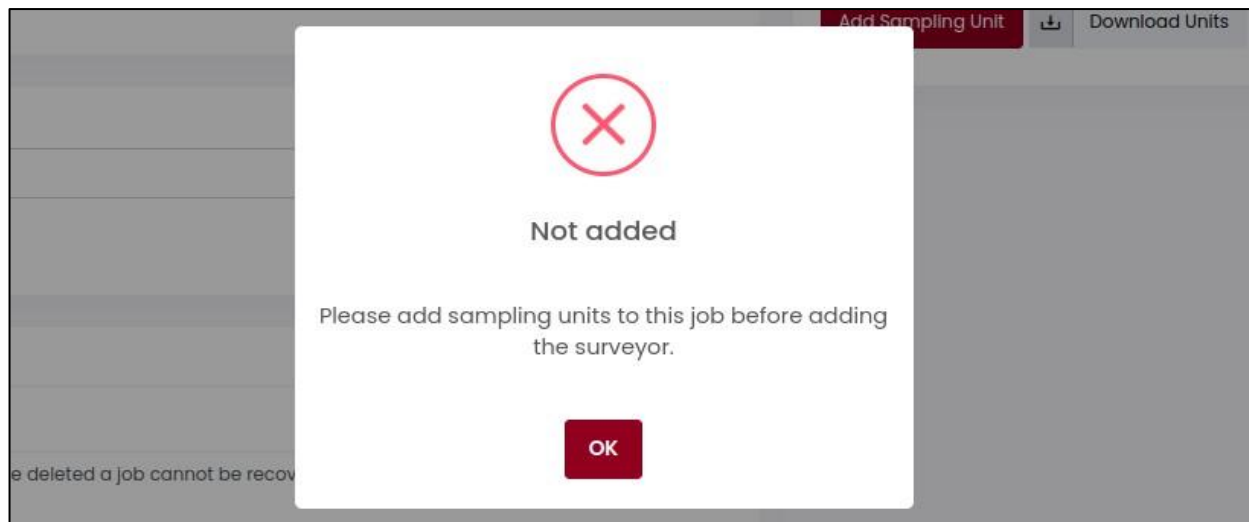


Select the available surveyors in the form. Only approved and onboarded surveyors are available for selection.

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.



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



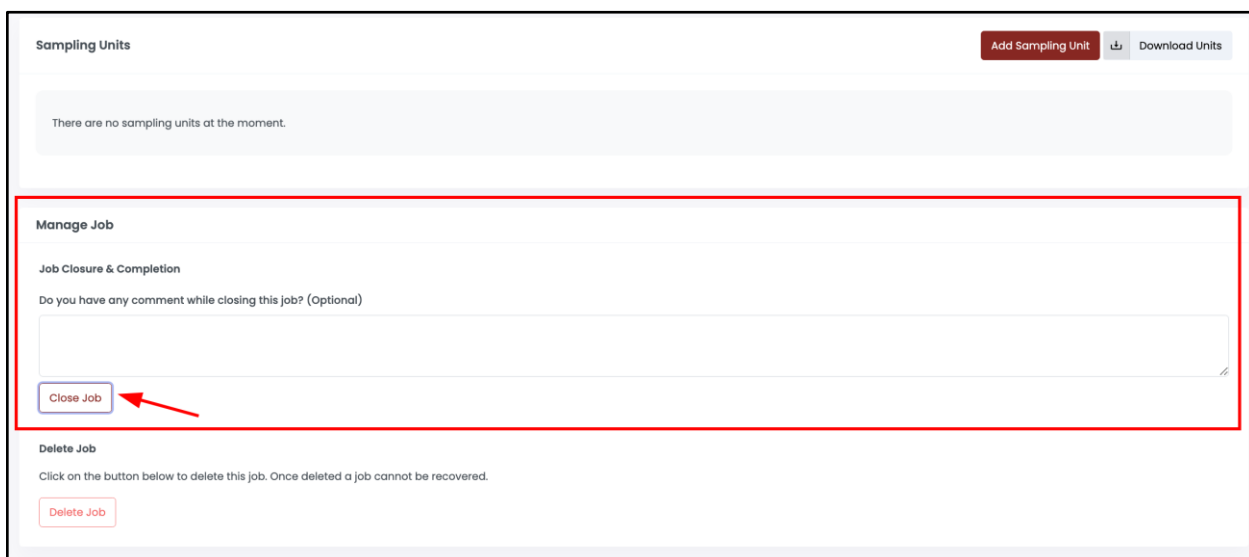
On successfully adding the surveyor to the job, a success message will be shown and the job details page will be updated with the surveyor details. The surveyor will receive an email notification on the job allocation with an excel file containing coordinates of the TSUs in the job PSUs.

Close a Job

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

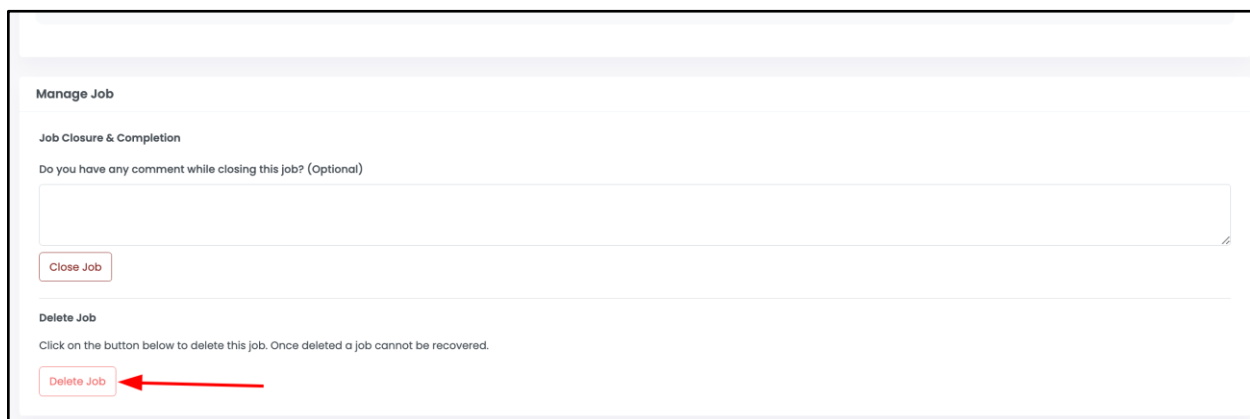


A confirmation dialog will be shown. Click on “Proceed” button to close the job or “Cancel” button to cancel the operation.

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.



Manage Job

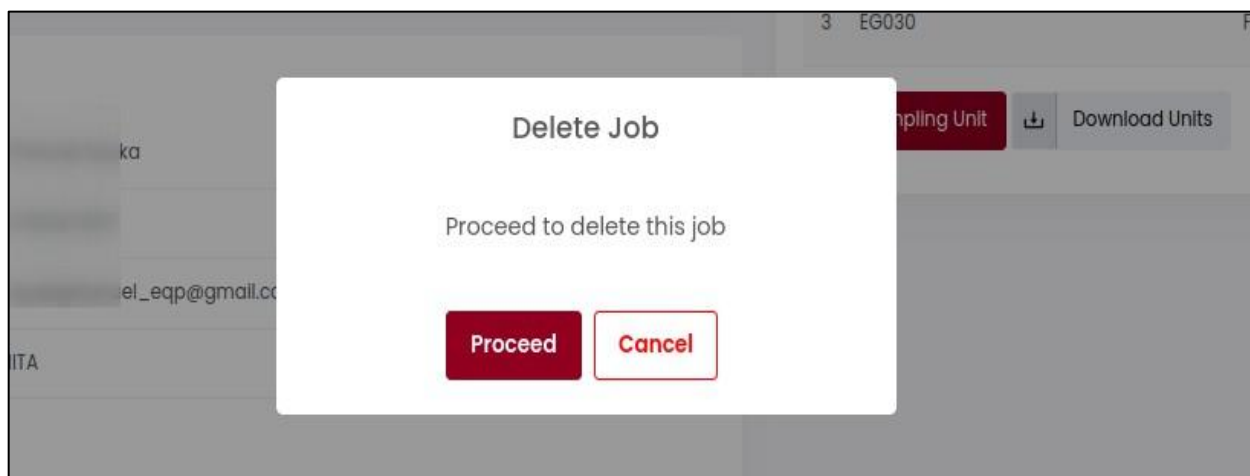
Job Closure & Completion

Do you have any comment while closing this job? (Optional)

Delete Job

Click on the button below to delete this job. Once deleted a job cannot be recovered.

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.



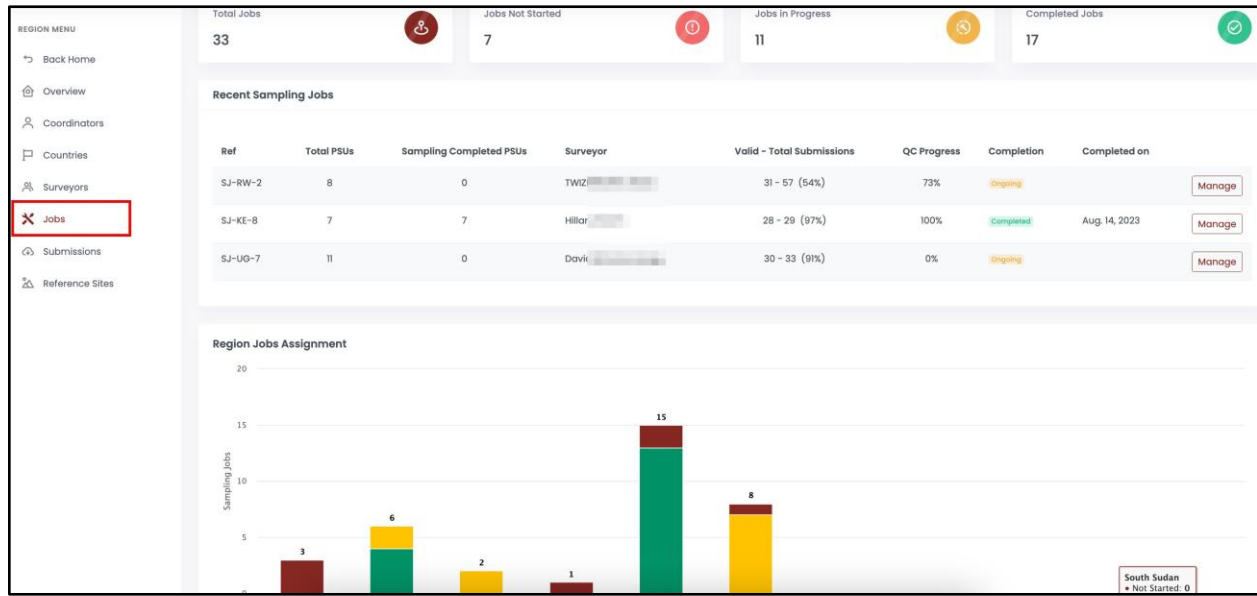
Delete Job

Proceed to delete this job

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 Jobs Summary

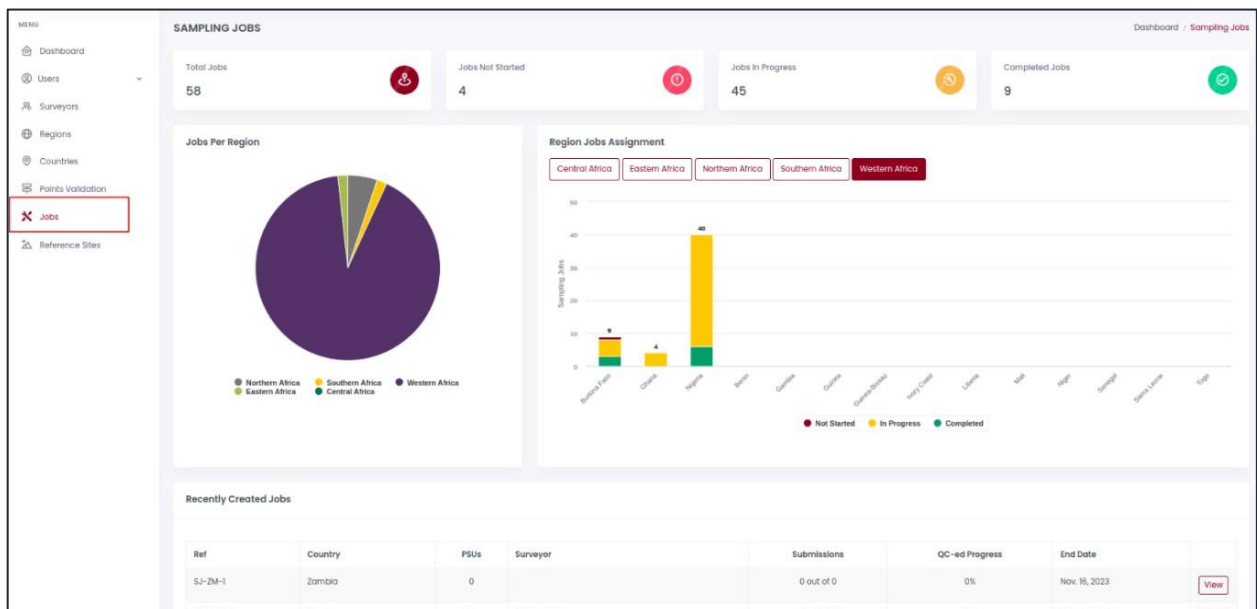
Jobs summary and graphs are shown in the jobs page. In the menu, click on the “Jobs” menu option to load the jobs page. The jobs page shows the most recent jobs created in the region and bar graphs showing started, not started and completed jobs for each supervisor as shown below.



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 jobs summary per county.
- 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 Submissions

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

A page with all 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.

COUNTRY MENU

Region

Overview

Supervisors

Surveyors

Jobs

Points Validation

Sampling Units

Submissions

Reference Sites

858723666304

Submissions

Filter by QC Status

Filter by name of Surveyors

All QC Status

All Surveyors

Download

Download all the submissions

Go to next & previous pages

Page 1 / 27

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	[IT Quality Control]	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	[IT Quality Control]	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	[IT Quality Control]	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	[IT Quality Control]	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	[IT Quality Control]	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	accepted [IT Quality Control]	2023-01-18	NG395-4-1	5	3	Nigeria	Adam Muhammad Adam	true
44	2022-09-17	SJ-NG-14	NG395	NG395-3-1	accepted	[IT Quality Control]	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	[IT Quality Control]	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	[IT Quality Control]	2023-01-18	NG395-1-1	72	2	Nigeria	Adam Muhammad Adam	true
47	2022-09-17	SJ-NG-14	NG395	NG395-1-1	accepted	[IT Quality Control]	2022-11-23	NG395-1-1	2	1	Nigeria	Adam Muhammad Adam	true
48	2022-09-17	SJ-NG-14	NG395	NG395-4-1	accepted	[IT Quality Control]	2022-11-23	NG395-4-1	5	3	Nigeria	Adam Muhammad Adam	true
49	2022-09-17	SJ-NG-14	NG395	NG395-3-1	accepted	[IT Quality Control]	2022-11-23	NG395-3-1	3	5	Nigeria	Adam Muhammad Adam	true
50	2022-09-17	SJ-NG-14	NG395	NG395-2-1	accepted	[IT Quality Control]	2022-11-23	NG395-2-1	3	2	Nigeria	Adam Muhammad Adam	true
51	2022-09-17	SJ-NG-14	NG407	NG407-1-1	accepted	[IT Quality Control]	2022-11-23	NG407-1-1	9	3	Nigeria	Adam Muhammad Adam	true
52	2022-09-17	SJ-NG-14	NG407	NG407-2-1	accepted	[IT Quality Control]	2022-11-23	NG407-2-1	16	2	Nigeria	Adam Muhammad Adam	true
53	2022-09-17	SJ-NG-14	NG407	NG407-4-1	accepted	[IT Quality Control]	2022-11-23	NG407-4-1	2	2	Nigeria	Adam Muhammad Adam	true
54	2022-09-17	SJ-NG-14	NG407	NG407-3-1	accepted	[IT Quality Control]	2022-11-23	NG407-3-1	4	1	Nigeria	Adam Muhammad Adam	true
55	2022-09-17	SJ-NG-14	NG238	NG238-3-1	accepted	[IT Quality Control]	2022-11-23	NG238-3-1	6	3	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.

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 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

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.

✓ Submission accepted.

This submission has been accepted for data analysis.
Quality control was done on 2026-06-23 by Joseph Kollor

Sampling Point Photos

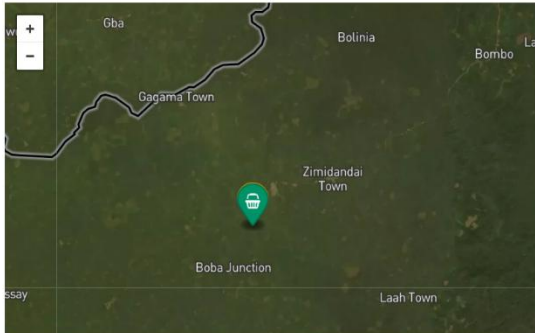


Vertical photo



Horizontally downwards 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 kodiri]

► 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

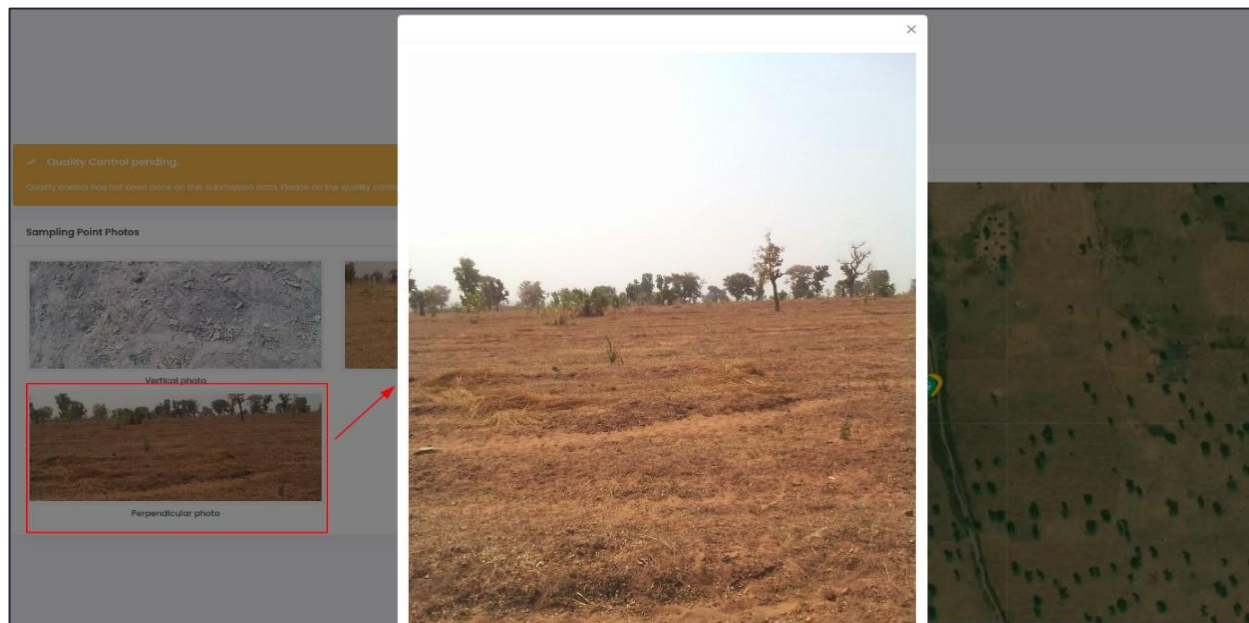
▼ Soil and water conservation

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

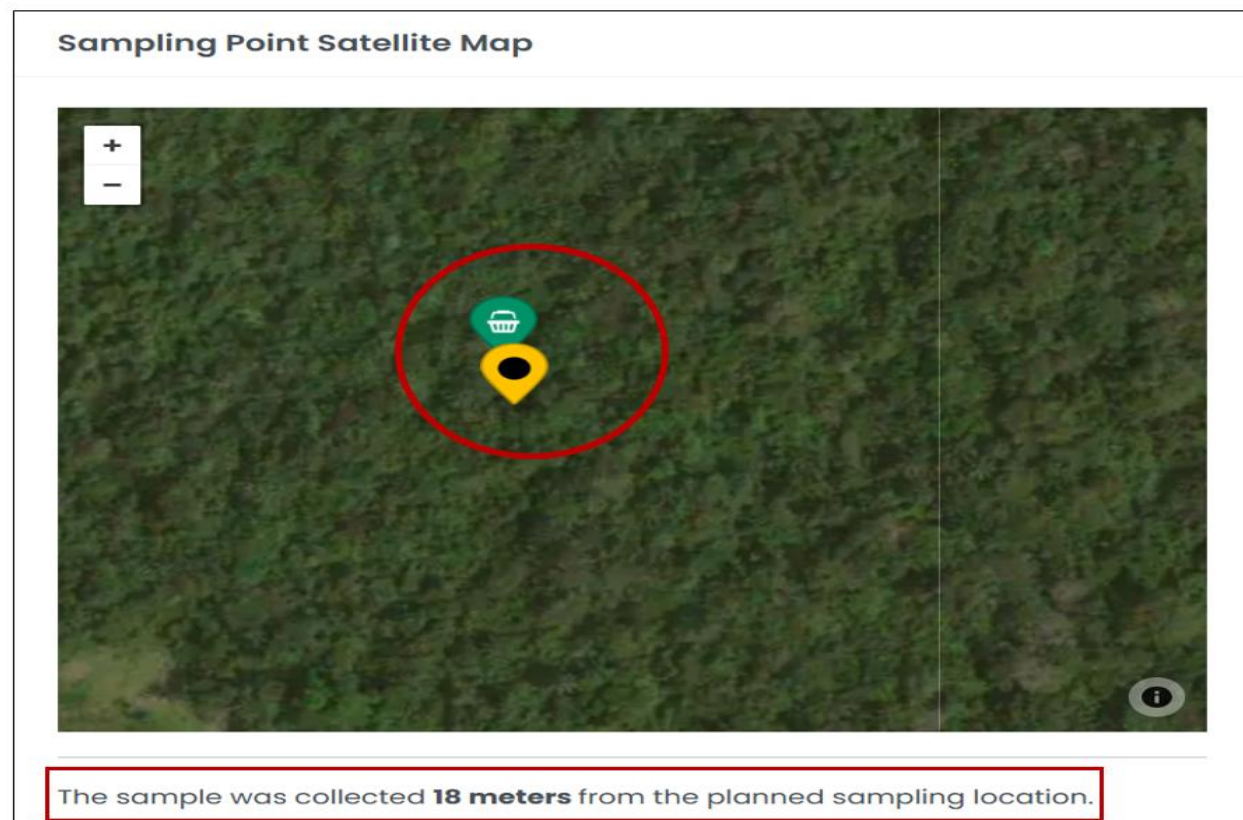
What is the type of soil and water conservations found in the plot? [- Not filled -]

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 20 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 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]

Manure (P/M, cattle manure, chicken manure, etc.) [Yes]

Inorganic (mineral) fertilizer [Yes]

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)]

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

2021-2026 © Soils4Africa

A submission edit page will be loaded with a form containing all the filled information and empty fields for data that were not filled. All the questions in the correction form are the same as 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? ☒ No ☐ Yes
 - Presence of surface salt ☒ No ☐ Yes
 - Presence of surface sealing (crust) ☒ No ☐ Yes
- 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?

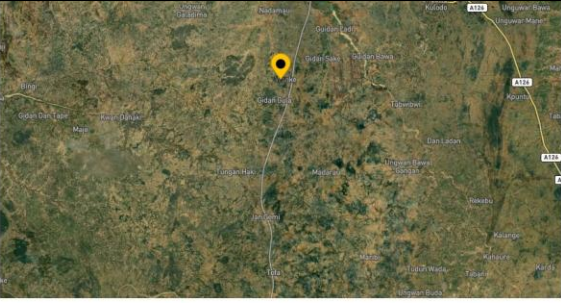
Moderately well drained (You find mottles only in the subsoil beyond 20 cm depth, but few)
- Observations on soil erosion
 - Are signs of erosion notably present? ☒ No ☐ Yes
 - Presence of surface salt ☒ No ☐ Yes
 - Presence of surface sealing (crust) ☒ No ☐ Yes
- Observations on site characteristics (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



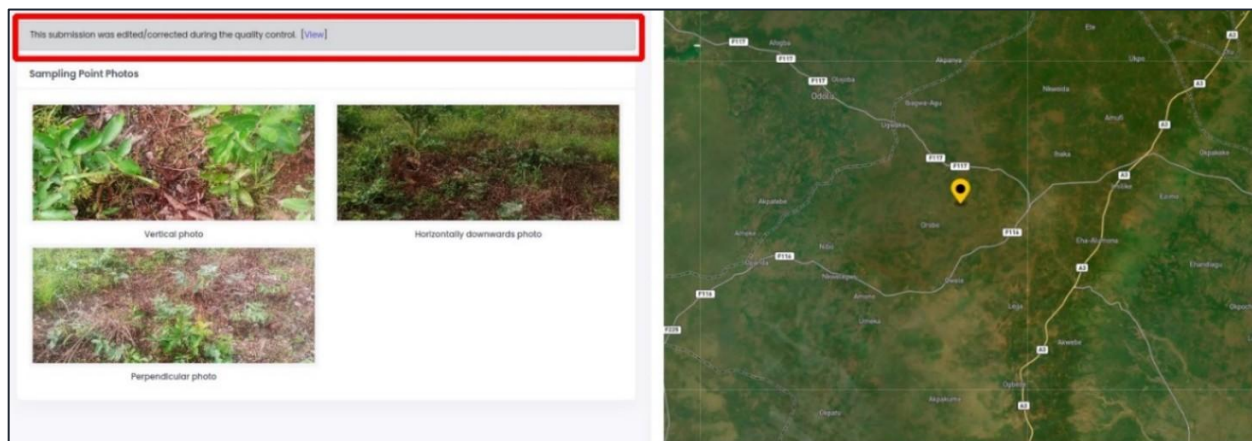
The sample was collected 7 meters from the planned sampling location.

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.

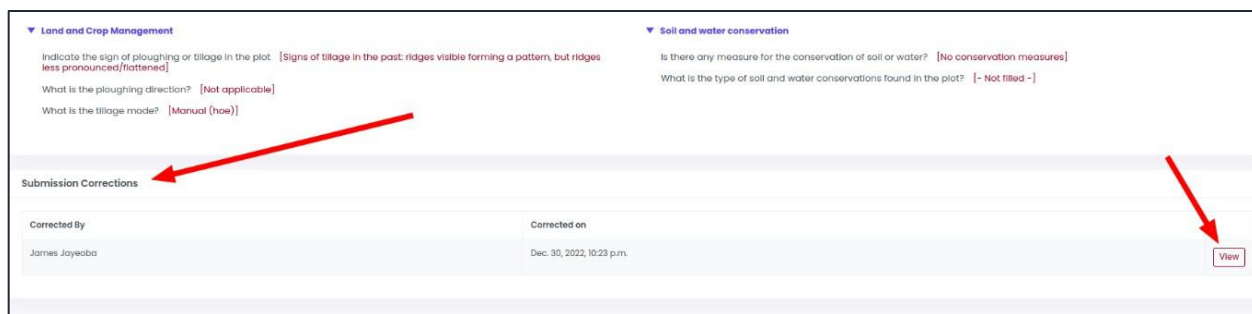


2) View Submission Corrections

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" button that is link next to the corrections notification message and the page will automatically scroll to the bottom or you can manually scroll to the bottom of the page to see a correction logs.



The table shows the names of the users 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 of the correction/edit made by each of the users.

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

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 the quality control status is pending as shown in the submission details page 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

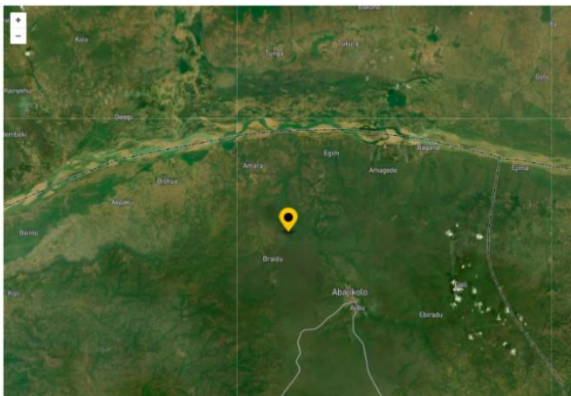


Horizontally downwards photo



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: James Jayeoba

Corrected on: Dec. 30, 2022, 10:22 p.m.

[View](#)



Correct submitted Data

[Make corrections](#)



Accept submission

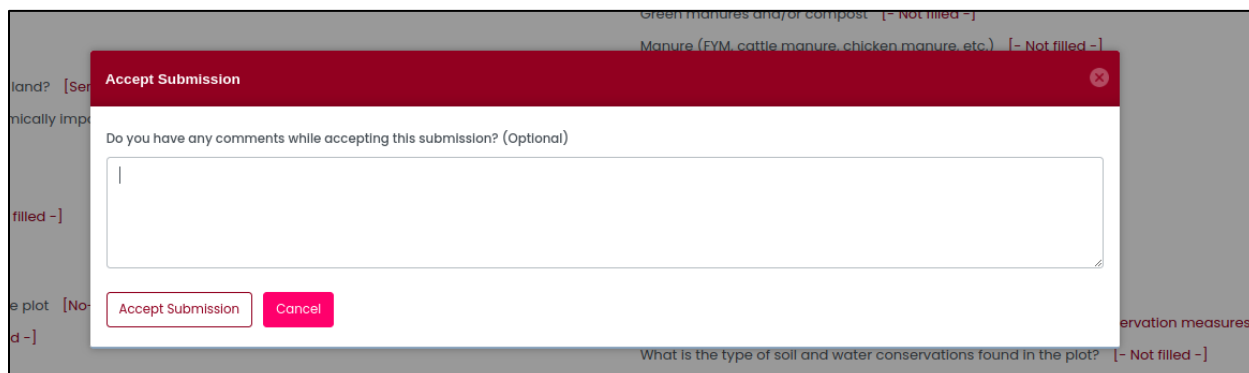
[Accept](#)



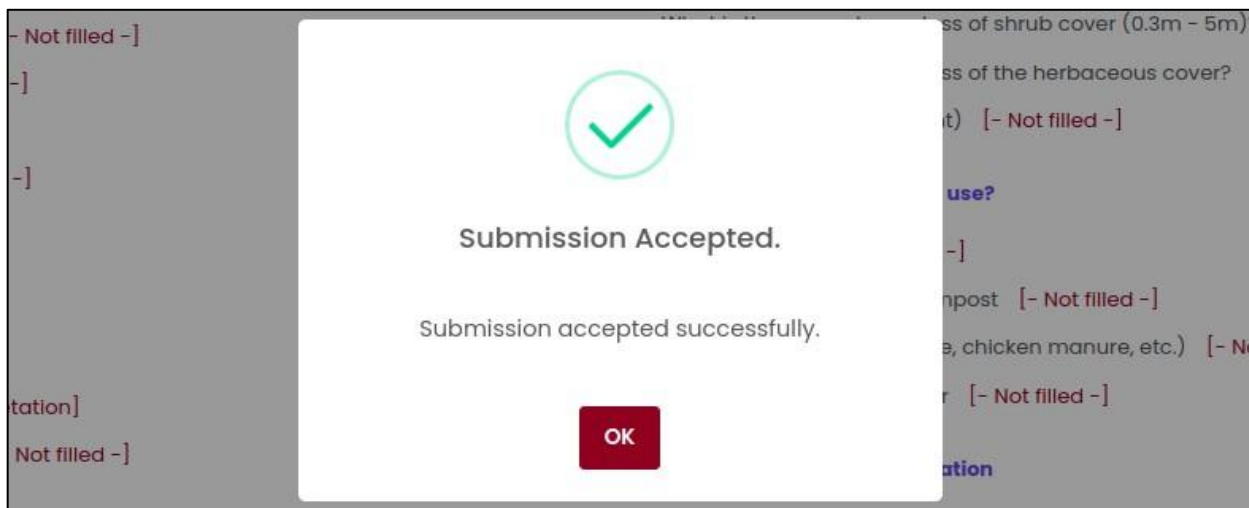
Reject submission

[Reject](#)

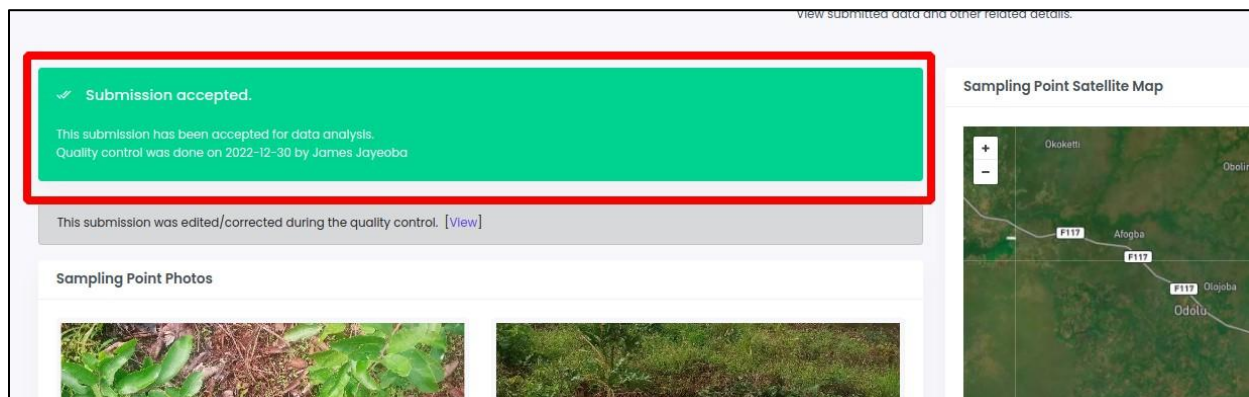
A pop-up will be shown to the user where they can give a comment before finally accepting the submission. The comment is optional.



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.

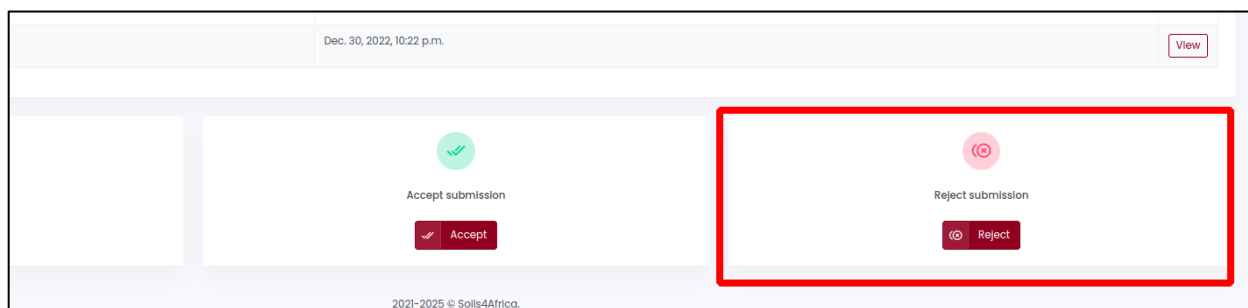


4) Reject Submission

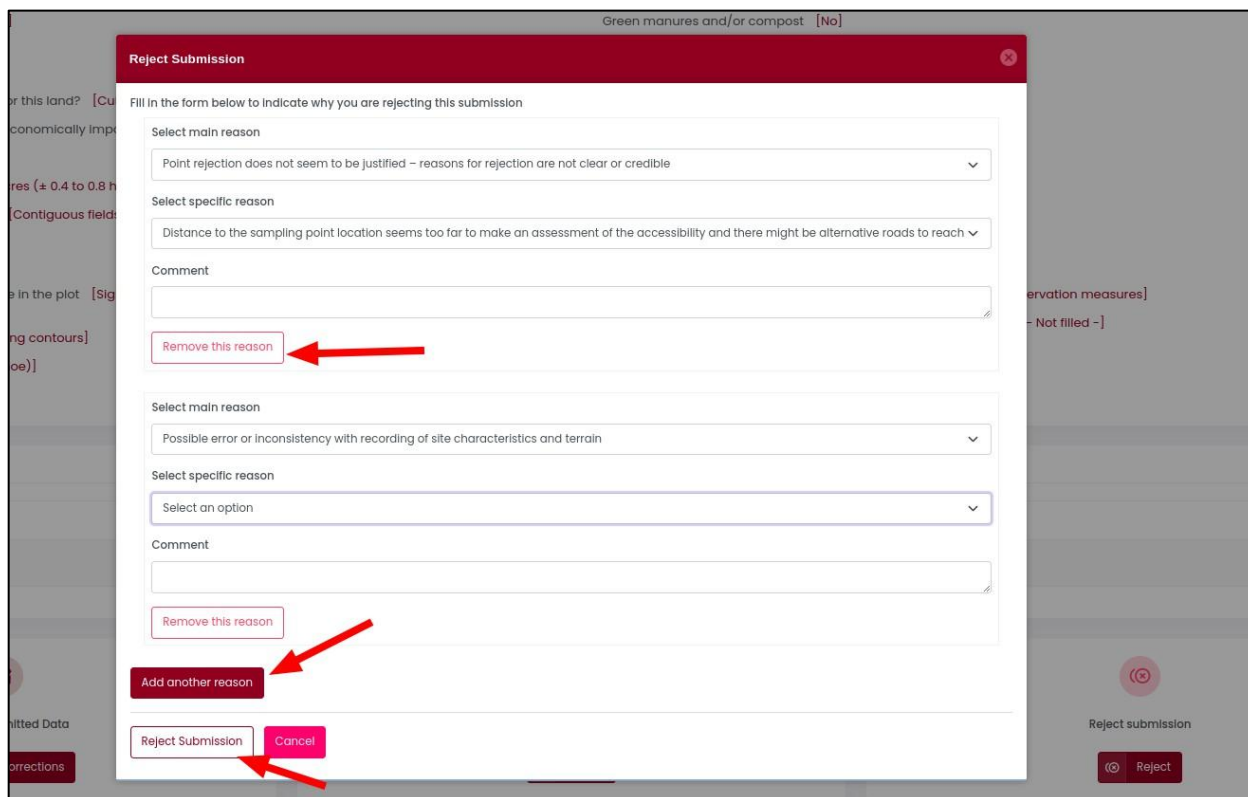
A rejected submission will not be considered for data analysis and the surveyor should submit a fresh field submission. A submission can only be rejected if its quality control status is pending. Submissions can only be rejected by the CCOs and the CSs.

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.



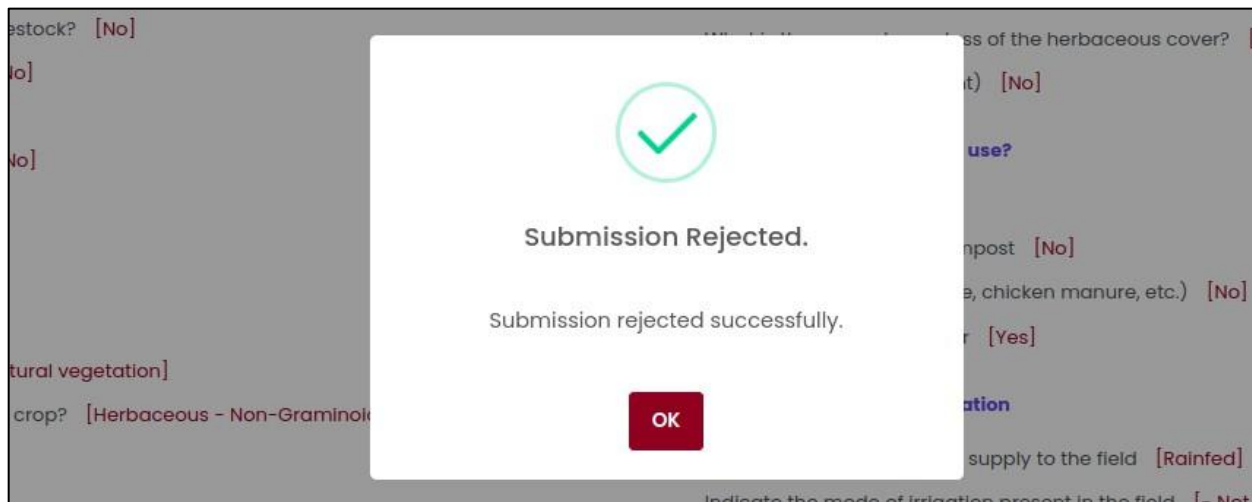
A pop-up will be shown where the user will be required to give reasons for rejecting the submission.



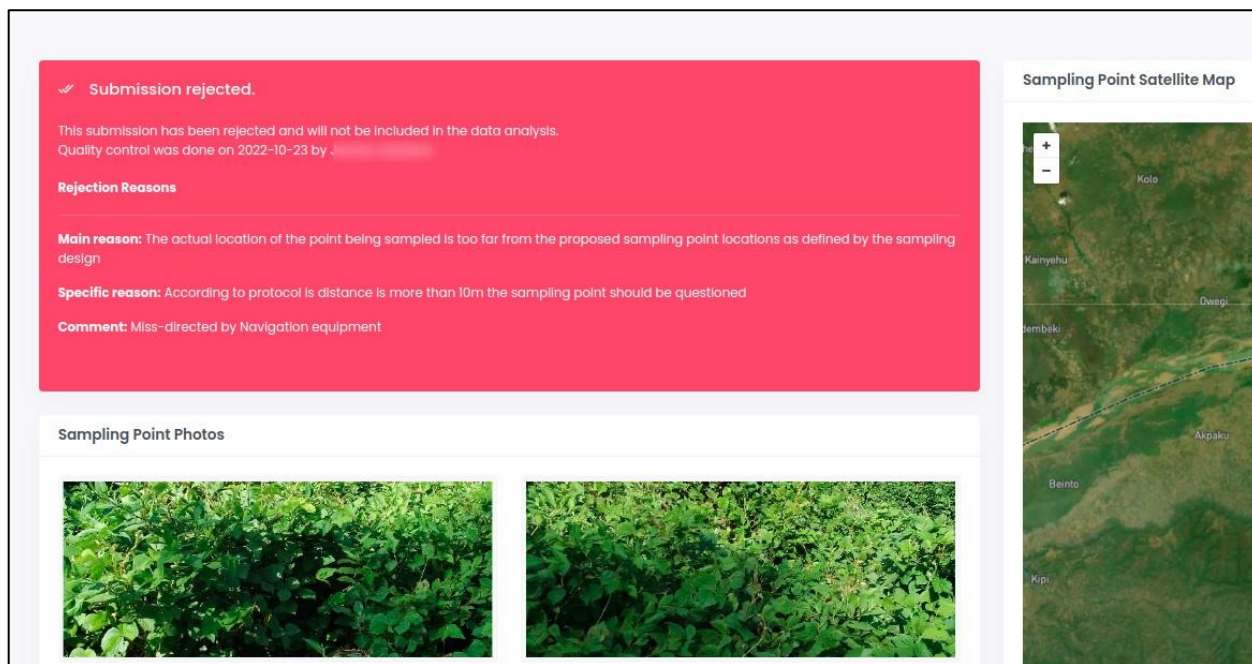
For each reason entry, select the main reason and the specific reason. Type in the free-text comments if any; this is optional.

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 will pop-up as shown 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.

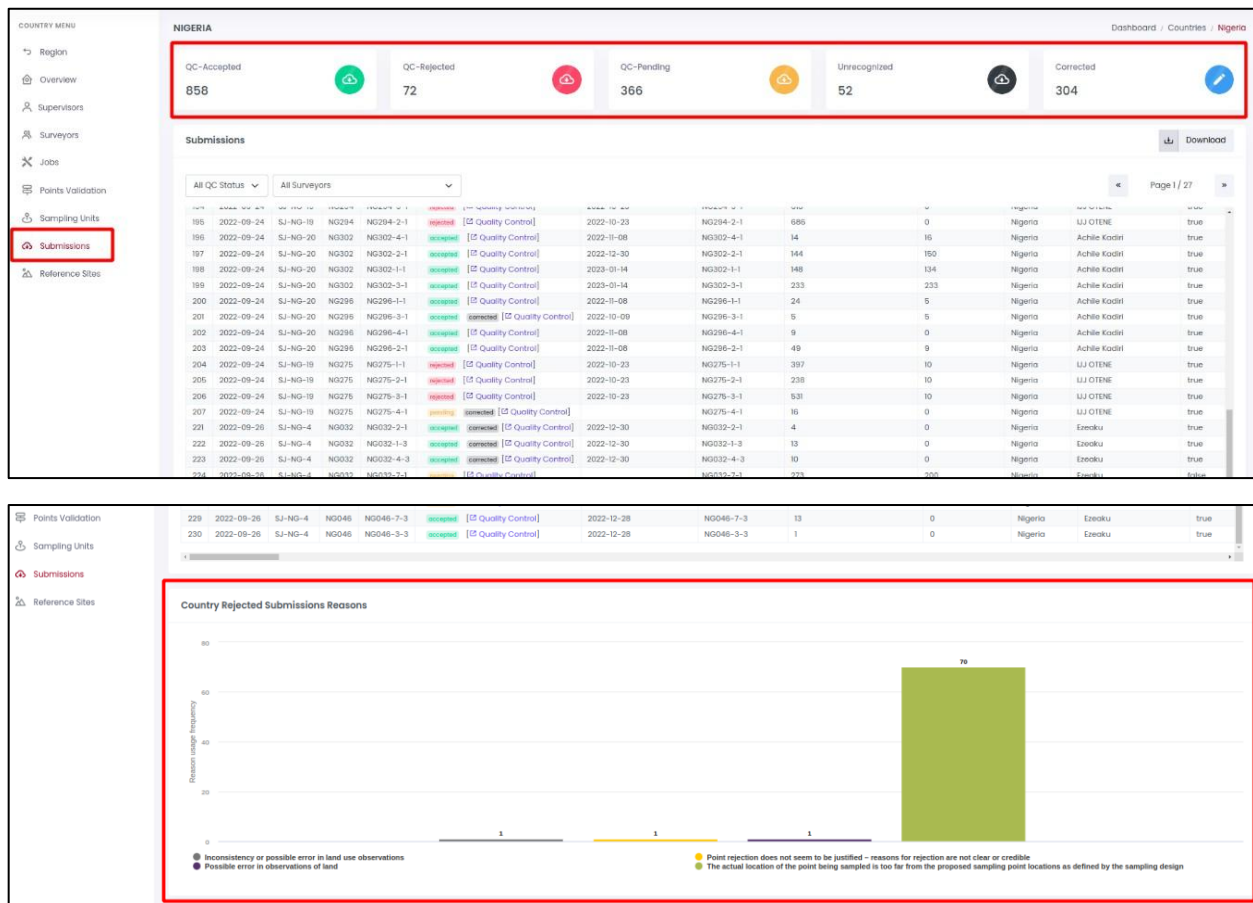


View Supervisor Submissions Summary

Supervisor's submissions summary and graphs are shown on the same page as all submissions.

To view the supervisor submissions summary, click on the "Submissions" menu option in the main system menu.

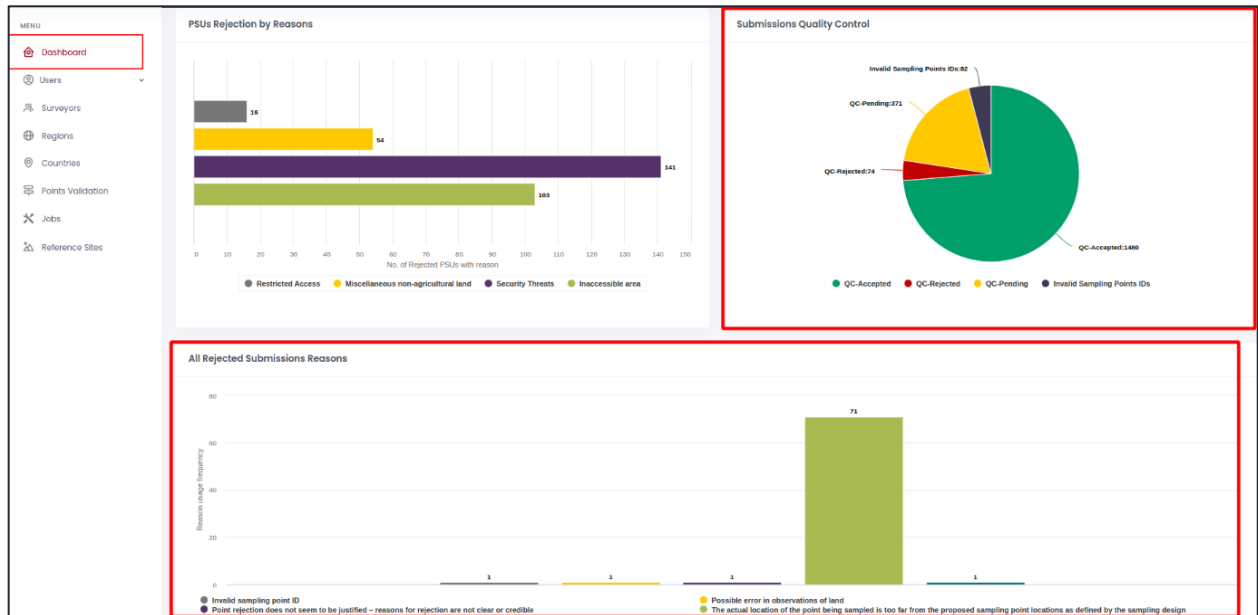
Apart from the submissions table, the page also shows a quick count of all submissions depending on their quality control status and a bar graph of all the reasons given during submissions rejection.



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.



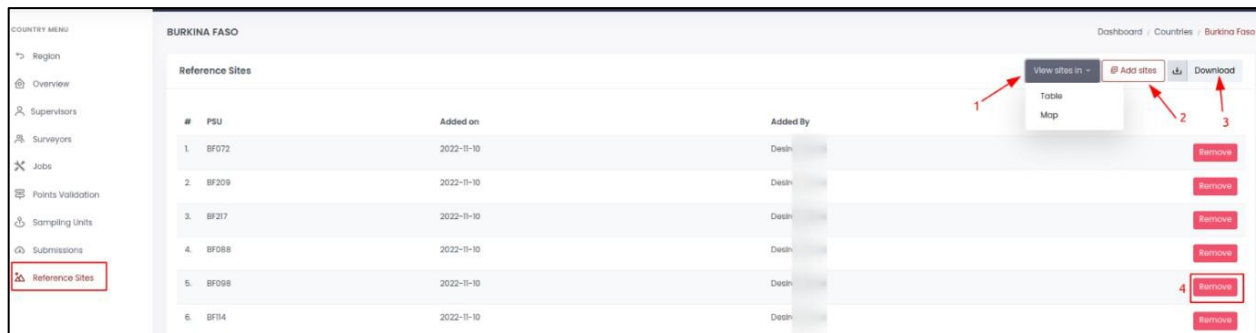
REFERENCE SITES MANAGEMENT

Reference sites are specific PSUs that have been selected for soil profile description and soil sample collection. The PSUs must have been validated and accepted.

View & Download Reference Sites

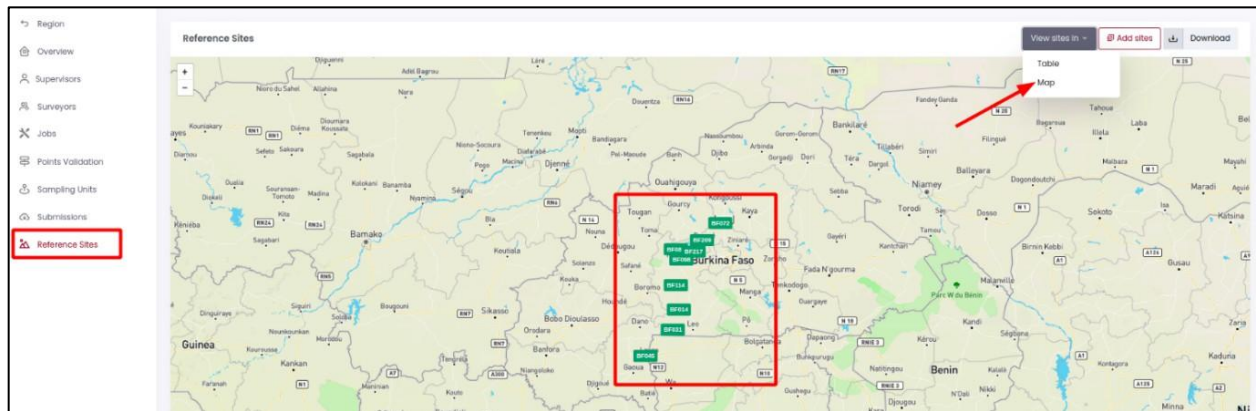
To view a reference sites, on the main system menu, click on the “Reference sites” menu option.

A page with 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.

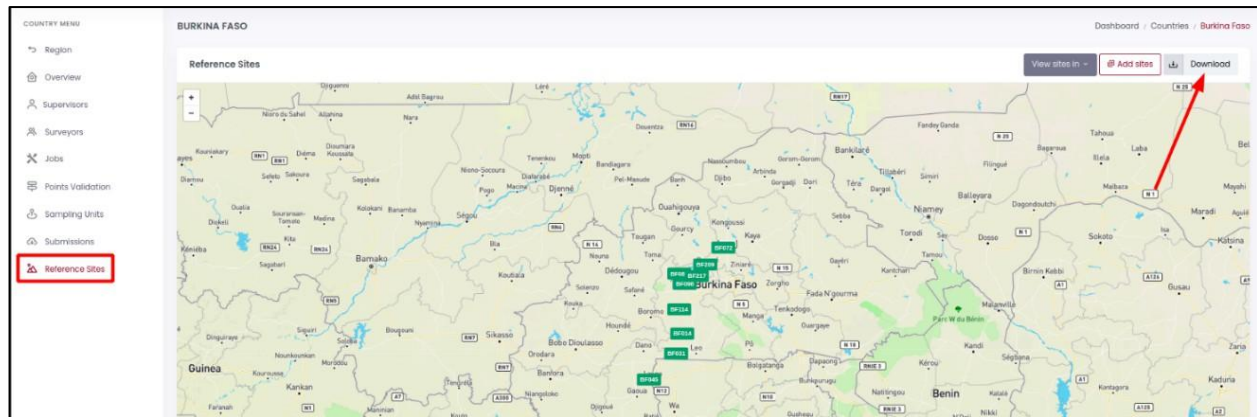


#	PSU	Added on	Added By	
1.	BF072	2022-11-10	Deshi	Remove
2.	BF209	2022-11-10	Deshi	Remove
3.	BF217	2022-11-10	Deshi	Remove
4.	BF088	2022-11-10	Deshi	Remove
5.	BF098	2022-11-10	Deshi	Remove
6.	BF114	2022-11-10	Deshi	Remove

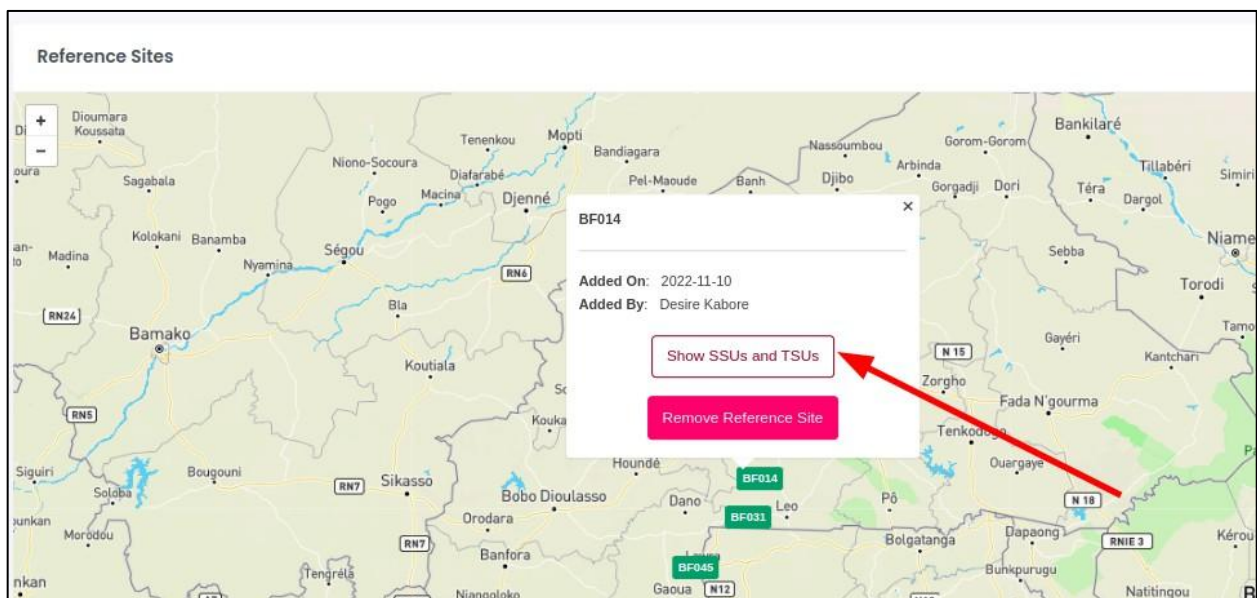
To view the reference sites in a map, click on the “View Sites In” button at the top of the table and select “map” from the drop-down list. The reference sites will now be shown on a map.



To download 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 pop-up and a “Show SSUs and TSUs” button.

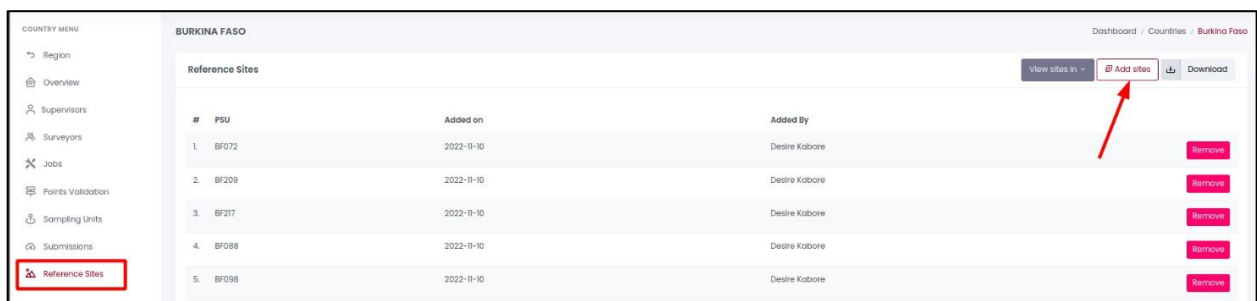


Click on the “Show SSUs and TSUs” button to display the reference site SSUs and TSUs.

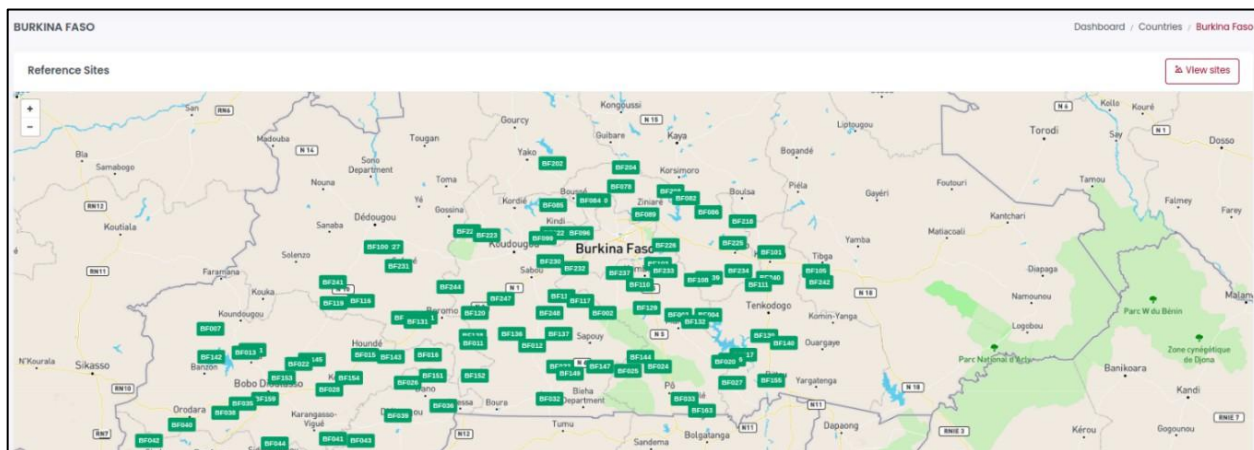
Adding Reference Site

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

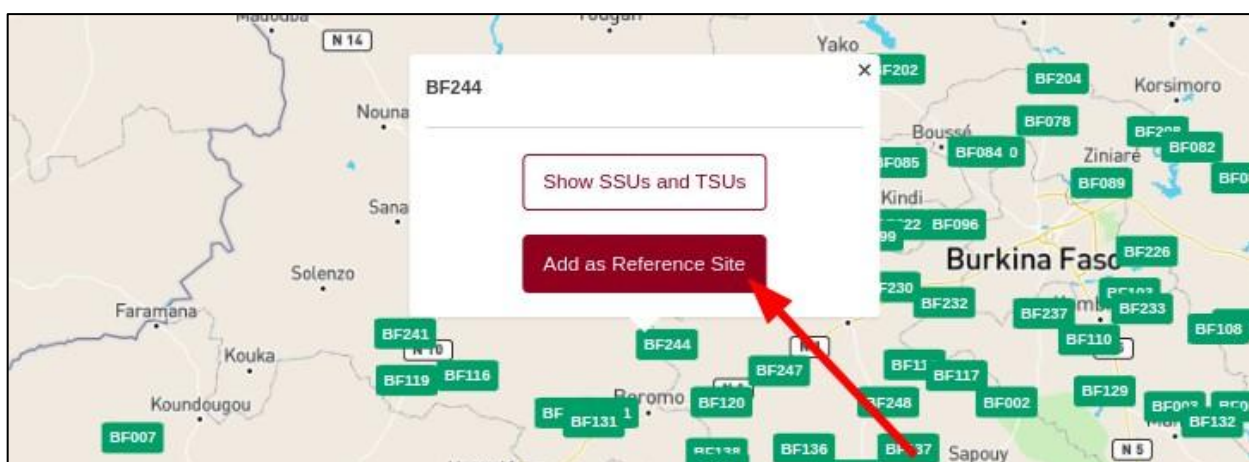
In the reference sites page, click on the “Add site” button on the top right corner of the page.



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 on the map.

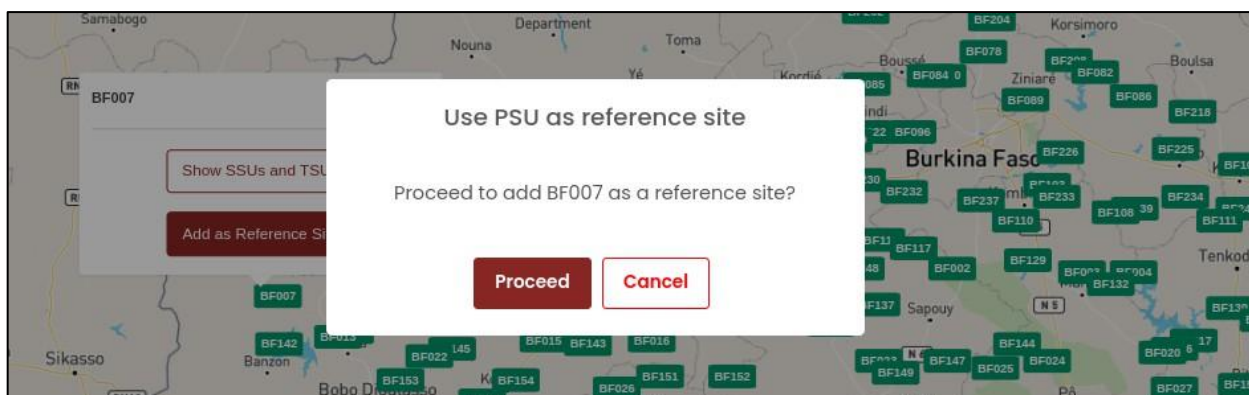


Click on the badge of the PSU to be added as a reference site. This will show the PSU details in a pop-up, a “Show SSUs and TSUs” and “Add as Reference Site” buttons.



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 will show on the screen.

Delete a Reference Site

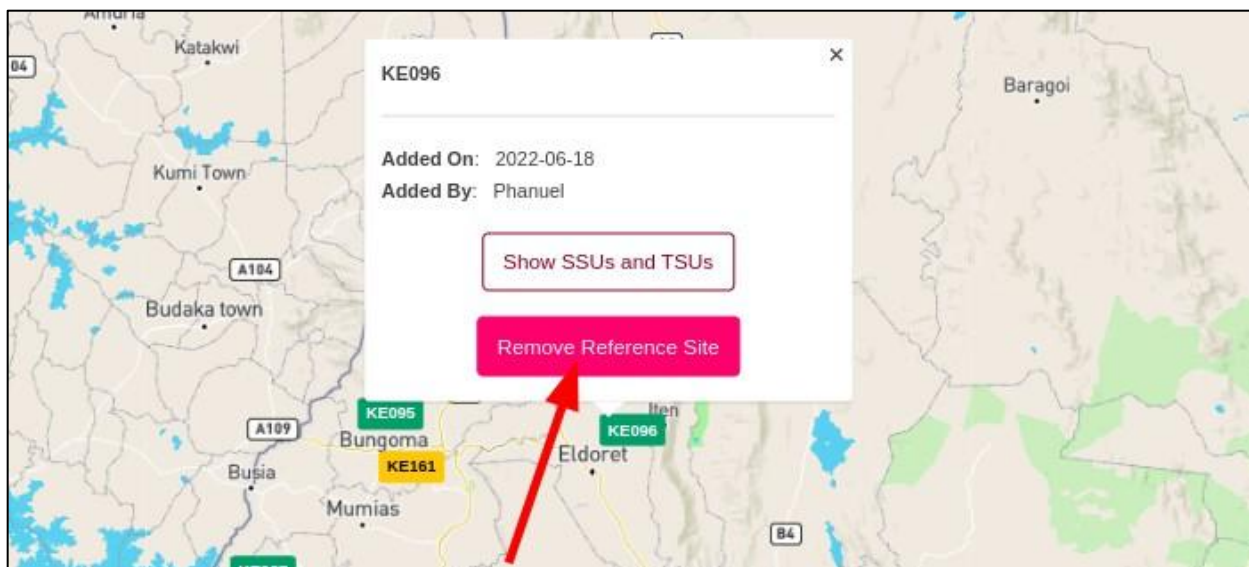
PSUs can be removed as reference site by CSs and CCOs only.

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

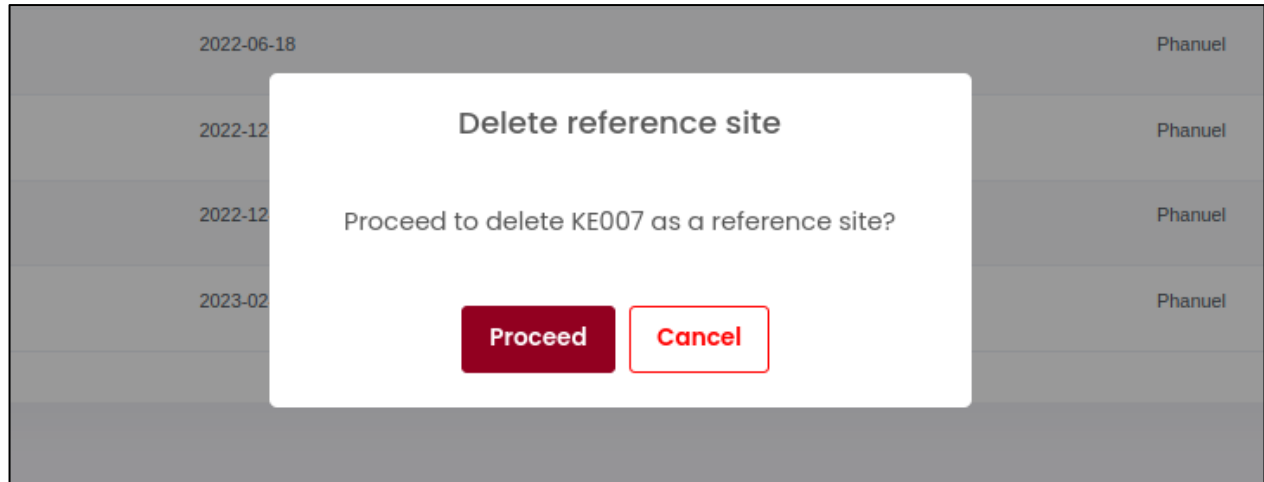
If the reference sites are shown in a table, click on the “Remove” button to delete the reference site.

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 on 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.

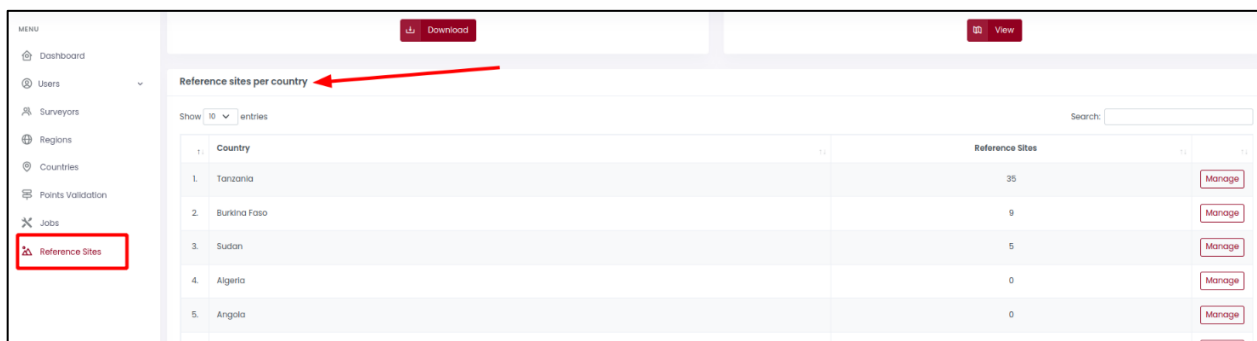
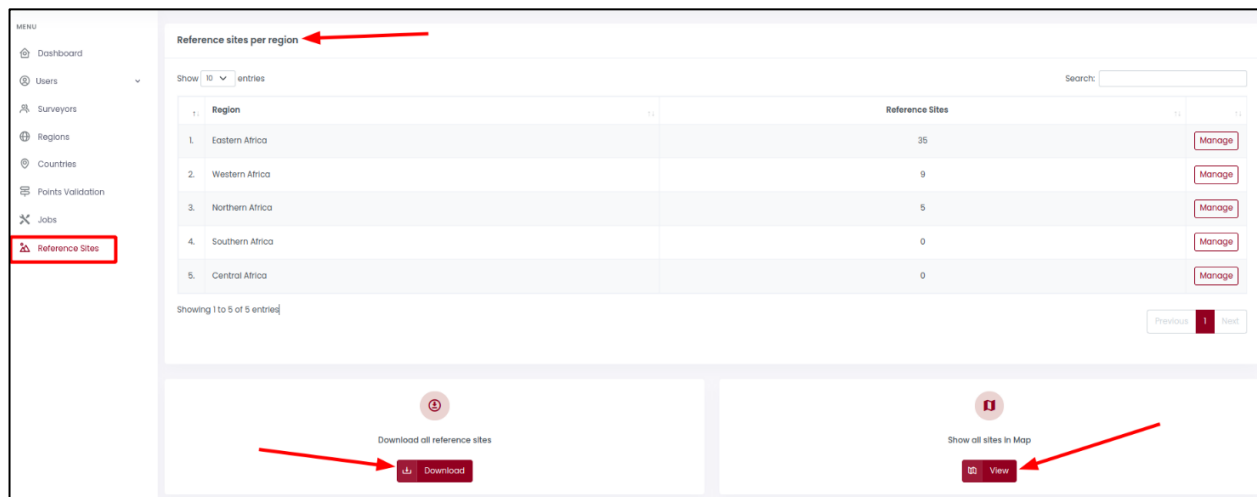


On successfully deleting the reference site, a success message will show on the screen and the site will be removed from the table or map.

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 for the entire Country.





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://s4lsdmt.techasili.co.ke/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, 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 displays the Surveyors' Dashboard interface. At the top, there is a navigation bar with links: Dashboard, My Profile, Update Profile Picture, and Change Password. Below this, the 'MY DASHBOARD' section features four summary cards: Job Assignments (6), Jobs In Progress (0), Jobs Not Started (6), and Completed Jobs (0). The main area contains a table of job assignments with columns: Ref, Country, PSUs, Progress, Assigned by, Start Date, and End Date. A search bar is located at the top right of the table. Each row in the table has a 'Download Site' button. A red arrow points to the 'Download Site' button for the last row in the table. The table shows 6 entries, and the bottom indicates 'Showing 1 to 6 of 6 entries'.

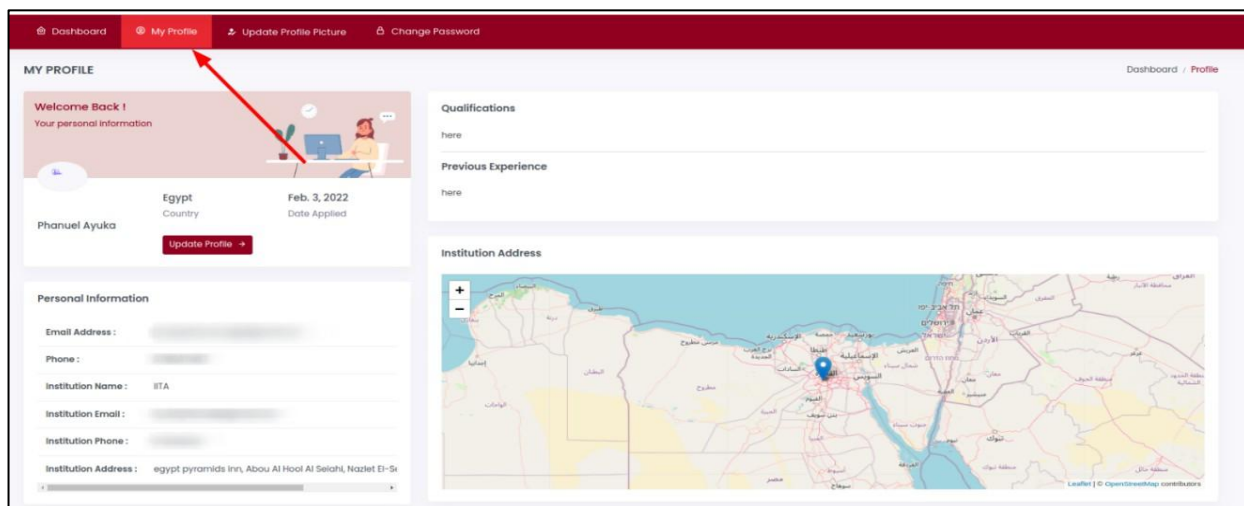
Ref	Country	PSUs	Progress	Assigned by	Start Date	End Date	Download Site
1 SJ-EG-6	Egypt	2	0%	P...	Aug. 9, 2022	Aug. 31, 2022	Download Site
2 SJ-EG-5	Egypt	4	0%	P...	March 3, 2022	March 31, 2022	Download Site
3 SJ-EG-4	Egypt	0	0%	P...	March 2, 2022	March 31, 2022	Download Site
4 SJ-EG-3	Egypt	3	0%	P...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

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

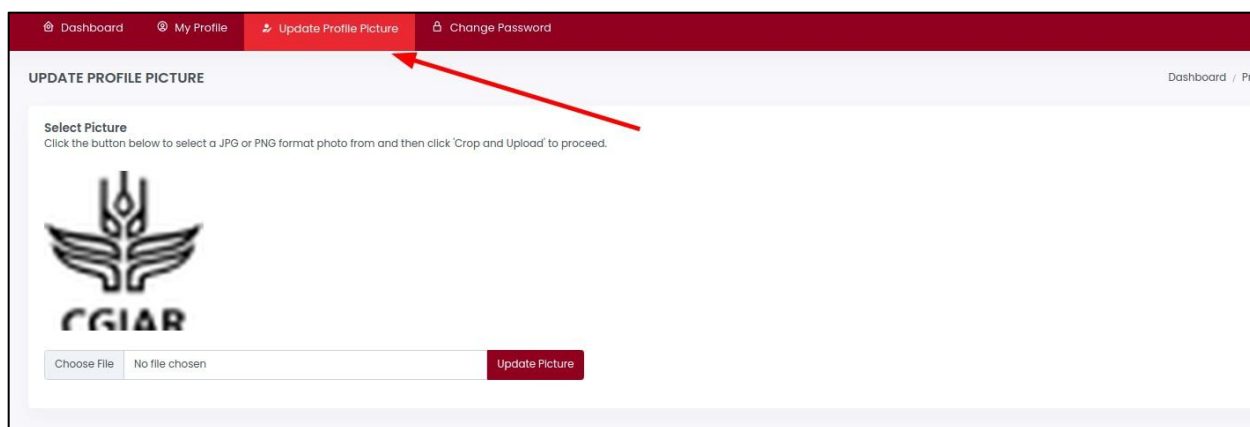
Profile Management

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.



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



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

