



Job Aid: Using the Dedupe Dashboard in DATIM

September 2019

Overview

The Dedupe Dashboard in DATIM allows users to view an aggregated status of open deduplications by OU in DATIM. These deduplications are separated out by Normal and DSD/TA Crosswalk deduplications.

This document outlines how to access and use the Dedupe Dashboard.

Access

In order to have access to the Dedupe Dashboard, a request should be submitted to DATIM Support. It will then be routed to SGAC_SI for approval. Once approval is granted, the dashboard will be added to the users account.

It is important to note that the Dedupe Dashboard cannot be restricted by OU. Access to the dashboard will allow every user to see the status for all OUs for all periods.

Any questions or issues about the dashboard should be directed to DATIM Support.

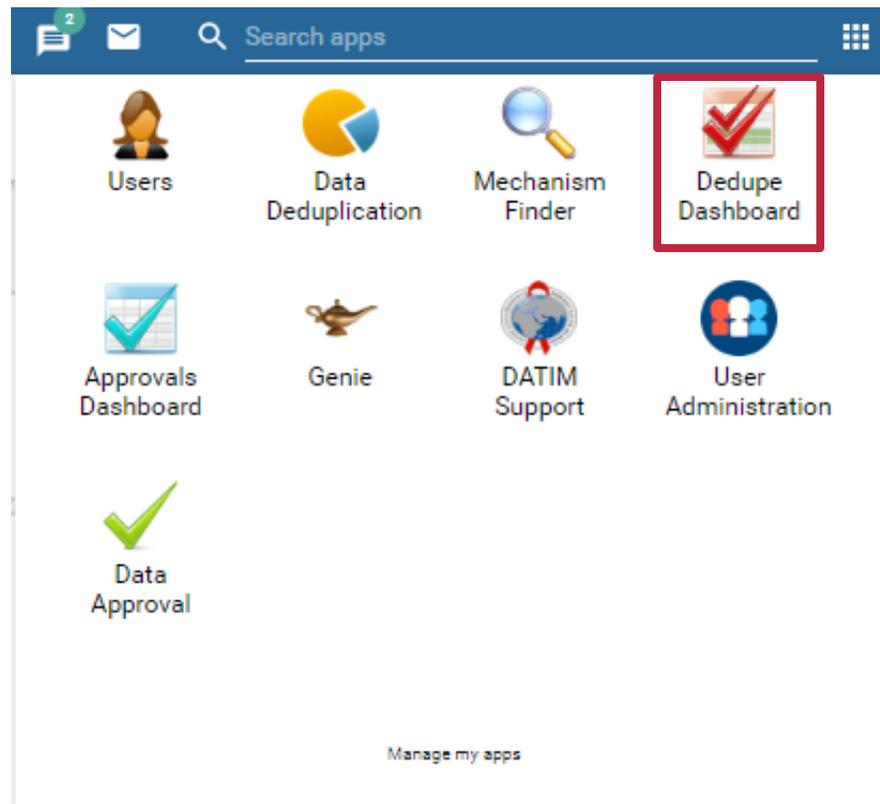
How to access the Approvals Dashboard

Step 1: Login to DATIM.



The image shows the DATIM login page. On the left is the DATIM logo, which includes a globe and the text "DATIM Accountability · Transparency · Impact". On the right, there is a "Sign in" section with a "Username" input field, a "Password" input field, and a "Sign in" button. Below the button is a link for "Forgot password?".

Step 2: Select the Apps menu where you should see the Dedupe Dashboard:



Step 3: Select the Dedupe Dashboard App, which will take you here:

Step 4: Under the **Period** dropdown, select the period for which you would like to view data. Targets and Results can be distinguished by the fact that Targets are always taken for the entire year (e.g. 2018Oct refers to the entire fiscal year starting in October 2018, and therefore displays targets for that year). Choosing an entire fiscal year will display only TARGETS, i.e. it does not aggregate up results dedupes for that entire year.

Results are taken by quarter, so any option that displays a quarter, e.g. 2019Q3, would be for results. **The period is displayed as calendar quarters (NOT fiscal year), so 2019Q3 would correspond to July –September 2019.**

The period dropdown will only display periods that are currently open for deduplication.

| Dedupes | Normal | | DSD/TA | |
|------------------------|------------|---------------|------------|---------------|
| | ✓ Resolved | ▲ Outstanding | ✓ Resolved | ▲ Outstanding |
| Organisation Unit | | | | |
| Asia Regional Program | 12 | 0 | 20 | 0 |
| Botswana | 195 | 1 | 0 | 281 |
| Burundi | 476 | 0 | 0 | 0 |
| Caribbean Region | 244 | 0 | 0 | 0 |
| Central America Region | 15 | 13 | 0 | 0 |
| Central Asia Region | 27 | 0 | 1470 | 0 |

| Dedupes | Normal | | DSD/TA | |
|---------|------------|---------------|------------|---------------|
| | ✓ Resolved | ▲ Outstanding | ✓ Resolved | ▲ Outstanding |
| 2019Q2 | | | | |
| 2019Q1 | | | | |
| 2019Oct | | | | |
| 2018Q4 | | | | |
| 2018Q3 | | | | |
| 2018Q2 | | | | |
| 2018Q1 | 25 | 389 | 0 | 412 |
| 2018Oct | 1063 | 0 | 0 | 0 |

Step 5:

The deduplication results can be sorted in the following ways:

1. **Alphabetically by OU (default selection):** the arrow (↓) designates this sort.
2. **Normal:** This sorts in ascending/descending order by the number of total **Normal Outstanding** dedupes.
3. **DSD/TA Crosswalk:** This sorts in ascending/descending order by the number of total **DSD/TA Outstanding** dedupes.

Dedupe Dashboard

Period: 2019Q2 DOWNLOAD

Dedupes sorted by **Organization Unit** in **Alphabetical** order ?

| Dedupes | Normal | | DSD/TA | |
|------------------------|------------|---------------|------------|---------------|
| | ✓ Resolved | ▲ Outstanding | ✓ Resolved | ▲ Outstanding |
| Organisation Unit ↓ | | | | |
| Botswana | 25 | 389 | 0 | 412 |
| Burundi | 1063 | 0 | 0 | 0 |
| Cameroon | 16 | 0 | 10 | 0 |
| Caribbean Region | 100 | 0 | 0 | 28 |
| Central America Region | 71 | 0 | 0 | 14 |

Step 6: If you want to save a CSV file of the results click on “Download” and save the file:

Dedupe Dashboard

Period: 2019Q2 DOWNLOAD

Dedupes sorted by **Organization Unit** in **Alphabetical** order ?

| Dedupes | Normal | | DSD/TA | |
|---------------------|------------|---------------|------------|---------------|
| | ✓ Resolved | ▲ Outstanding | ✓ Resolved | ▲ Outstanding |
| Organisation Unit ↓ | | | | |
| Botswana | 25 | 389 | 0 | 412 |
| Burundi | 1063 | 0 | 0 | 0 |

Click on
DOWNLOAD

