

2 ENTERING DATA

The screenshot displays the Land Matrix website interface. At the top, there's a navigation bar with the Land Matrix logo and links for Global, Regions, Countries, Stay informed, Get involved, and FAQ. A user profile for Angela Harding (Fraser), Administrator for Africa, is shown on the right. Below the navigation bar, there are three main sections: Map, Data, and Charts. The Map section shows a world map with various regions highlighted. The Data section features a table with columns for Country, Region, Country, and various deal statistics. The Charts section displays a circular infographic. Below each section, there is a brief description of its functionality. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 3:40 PM on 2020/04/07.

Map

Use customisable filters to explore the web-based geographic information systems (GIS) map for information about land deals from global down to regional and country level.

Data

Search the dataset through pre-configured entry points where deals have been grouped by common shared attributes (such as nature of investment, region, or investor), filter information according to your line of interest, or drill down to single deals where you can provide feedback and start a discussion through comments.

Charts

Generate your own infographics using a wide selection of charts to illustrate information about deals, such as the global flow of transnational land acquisitions, the total size and number of deals, and a breakdown of deals according to sector and interest.

2.1 User roles

In order to add an object (deal or investor) to the database, a user must be registered on the Land Matrix website and be logged in. There are three different user roles, all of which are able to create an object but have different rights, or privileges, in terms of editing these objects. When logged in, the user's role is displayed when clicking on the login icon in the upper right corner.

The three user roles are:

1. **Reporter:** A reporter account is automatically created when registering on the Land Matrix website. Reporters can:
 - Create an object and submit it for review by an editor or administrator
 - Submit an update to a published version of an object by creating a new draft version
 - Delete the draft version of an object as long as it is not submitted for review
 - View versions of objects he has submitted
 - Revise versions of objects for which an editor or administrator requested an improvement
1. **Editor:** Editors can be assigned to a single country or region, or even several countries or regions. In addition to reporters they can:

- See all pending objects
- Review objects submitted for review
- Submit an object version to an administrator for activation
- Delete the version of an object submitted for review

1. **Administrator:** Administrators make the final decision in each case. In addition to editors they can:

- Activate (publish) an object version
- Delete an object as whole, not only a version

Furthermore, each user can be assigned to one or several countries or regions. In the management section, the object versions to be reviewed or activated, are then filtered by the corresponding target country (See '4 Management interface').

2.2 Adding a deal

2.2.1 Navigate to the data editor

All registered users can add new deals. To reach the data editor form to add a new deal, click on the avatar icon in the top right corner of the browser and select 'Add a deal'. This will open a form which we call the data editor. With the exception of **"Target country"** which is mandatory, all fields are optional, although you are encouraged to fill in as much detail as possible.

2.2.2 The deal editor

The screenshot shows the 'Adding new deal' form in the LAND MATRIX application. The top navigation bar includes the LAND MATRIX logo and links for Data, Observatories, Resources, About, FAQ, and Contribute. The form itself has a sidebar on the left with a list of categories: Locations, General info, Contracts, Employment, Investor info, Data sources, Local communities / indigenous peoples, Former use, Produce info, Water, Gender-related info, and Overall comment. The main content area is titled 'Adding new deal' and features a 'Save' button and a 'Cancel' button. Below the title, there is a 'Target country' dropdown menu. The dropdown is open, showing a list of countries: Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Angola (highlighted in orange), Anguilla, and Antigua and Barbuda. A 'Press enter to select' prompt is visible next to the highlighted 'Angola' option.

The deal editor is displayed in the same main layout as the deal view:

- In the left column you can switch between the different sections
- On the top, right hand of the title you find the buttons **Save** and **Cancel**.

When you click on **Cancel**, you will leave the editor without creating a new deal in the database.

When clicking on **Save** the current entries are saved. After you saved the deal the first time, you created it in the online database. The second button then changes to **Close**.

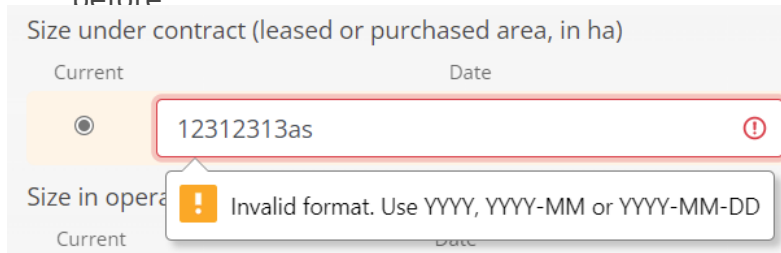
2.2.3 Editing a deal

First you have to select the '**Target country**'. This is mandatory and you will not be able to proceed to any other sections, before you select the target country.

Note: Further information about all attributes can be found in the 'Editor guidelines'.

Some **special notes** about saving a deal (or investor in the investor editor):

- When you save a deal, you save it as a **draft** version. The deal is not automatically submitted as it was the case in the old editor.
- When you switch to another section in the left column, the entries are saved automatically.
- Every **Save** action overwrites the deal saved before. That means: it works like in a Microsoft Word file: Everytime you click on **Save**, you overwrite the version you saved before



The screenshot shows a table with columns 'Current' and 'Date'. The first row is for 'Size under contract (leased or purchased area, in ha)'. The 'Current' cell contains a radio button and the text '12312313as', which is highlighted with a red border. A red warning icon is in the top right of this cell. A tooltip points to the text, stating: 'Invalid format. Use YYYY, YYYY-MM or YYYY-MM-DD'. Below this, another row for 'Size in operation' is partially visible.

Please also note that **if any variable has**

not been entered correctly, the incorrect variable will be highlighted in red. Saving will be rejected and an info box will be raised near to the faulty attribute giving hints on what is missing.

When you have finished entering deal data, you click on **Close** to leave the data editor.

You then switch to the **Deal view** in which you can see the **current state** and all available **actions** to submit the deal to review and a few other administrative tools in the **workflow header** displayed above the deal data.

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