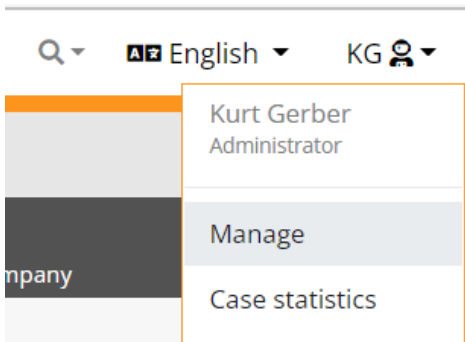


# 4 THE MANAGEMENT INTERFACE

## 4.1 Introduction



The management interface lists deals and investors, which need the users, editors or administrators attention. It is the main tool in which every user finds

- the data he edited or reviewed (my drafts, created by me, reviewed by me, activated by me)
- the data that needs his attention (Todo).

It offers different ways to either order or filter deals or investors for administration-specific needs.

The management interface can be reached through the user menu on the top right corner of the website. Selecting '**Manage**' opens the management interface.

LAND MATRIX

Data
Observatories
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Deals Investors

^ Todo

Feedback for me

Improvement requests for me (107)

Review (156)

Activation (73)

^ My requests

Feedback by me (2)

Improvements requested by me (2)

^ My data 1

My drafts (19)

Created by me (478)

Modified by me (12)

Reviewed by me (4)

Activated by me (5)

^ Data overview

All objects (8911)

All non active (480)

All deleted (1576)

Download

All attributes (xlsx)

ID	Target country	Deal size	Created	Created by	Last update	Modified by	Last full update	Comments / History
4864	Cameroon	800 ha	2014-09-09	angela.harding	2022-11-18	angela.harding	—	2022-11-18 16:54 Draft → Review angela.harding
4877	China	80 937 ha	2013-09-18	ah	2022-04-14	JohannesSetton	2017-08-22	2022-05-31 12:40 Draft → Review fixed data source bug - datasource #6 url is broken and former file can not be accessed JohannesSetton
4891	China	0	2013-09-17	ah	2022-04-14	JohannesSetton	2017-08-09	2022-05-31 12:36 Draft → Review fixed data source bug - datasource #3 url is broken and former file can not be accessed JohannesSetton
4867	China	0	2013-09-17	ah	2022-04-14	JohannesSetton	—	2022-05-31 12:35 Draft → Review fixed data source bug - datasource #3 and #4 do not contain an url JohannesSetton
4864	China	0	2013-09-10	ah 2	2022-04-14	JohannesSetton	2017-08-07	2022-05-31 12:32 Draft → Review fixed data source bug - datasource #4 is faulty JohannesSetton
3093	China	145 000 ha	2013-05-08	sn	2022-03-29	JohannesSetton	2021-09-20	2022-05-31 12:02 Draft → Review fixed data source bug - data source #1 and #6 are faulty JohannesSetton
154	China	200 000 ha	2013-02-15	landmatrix	2022-03-09	nikkarivera	2017-07-28	2022-06-07 17:56 Draft → Review fixed data source bug - data source #6 url is broken and file can not be accessed JohannesSetton
151	China	44 282 ha	2013-02-15	landmatrix	2022-05-24	JohannesSetton	2021-07-28	2022-05-24 15:39 Draft → Review changes in datasource comment section JohannesSetton
7191	Colombia	5 000 ha	2019-09-12	briscioi.gabriel	2022-12-12	NataliaER	—	2022-12-12 03:10 NataliaER → Andrea_Suarez Actualización del caso para revisión del punto focal de LM-LAC

## 1: Side menu

## 2: List view

The side menu offers data selections based on specific management tasks. The options available in the menu depend on the role of the user opening the management interface. In the following description ‘**Availability**’ lists the roles for which that menu item is available. It makes a difference between items **available to all** roles (reporter, editor, administrator) and items only available to **editors** or **administrators** only.

There are four groups of data selections:

- **Todo:** Lists object versions (deals or investors) that need your attention.
- **My requests:** Lists requests sent by me to other users
- **My data:** Lists objects in which im involved either as an author or as a reviewer
- **Data overview:** Lists all objects filtered by different criteria.

# 4.2 Todo

## 4.2.1 Feedback for me:

**Availability:** All


Deals Investors								
^ Todo								
Feedback for me (1)								
Improvement requests for me (107)								
Review (156)								
Activation (73)								

◇	Date of request ◇	ID ◇	Country ◇	Status ◇	From user ◇	To user ◇	Feedback ◇
★	2023-11-24 14:48	5908	Kenya	Active	kurt.gerber	kurt.gerber	test test

For deals or investors listed here, another user has sent you a feedback (See [3.4 The logbook](#)). You can open the deal and answer directly to the feedback you received. In the logbook there is a special field to answer to the feedback directly:



When you click on this  button, your answer is sent directly to the sender of the feedback.

## 4.2.2. Improvement request for me

**Availability:** All

For deals or investors listed here, a reviewer (editor or administrator) has **requested an improvement**. This applies to cases, which you formerly submitted to review or to activation and the reviewer (administrator or editor) found either an error or some missing information. The reviewer is forced to add a comment which you will see as the top logbook entry. If it is not conclusive to you, please contact the user, who sent you the request for improvement.

Once you re edited the case and did the requested improvement, you must again submit the case to review.

## 4.2.3. Review: Object versions submitted for review

**Availability:** editors, administrators (Reviewers)

see [3.2.3 Reviewing an object version](#)

## 4.2.4. Activation: Object versions submitted for activation

**Availability:** administrators

see [3.2.5 Activating an object version](#)

## 4.3. My requests

Requested improvement (4)

Requested feedback (2)

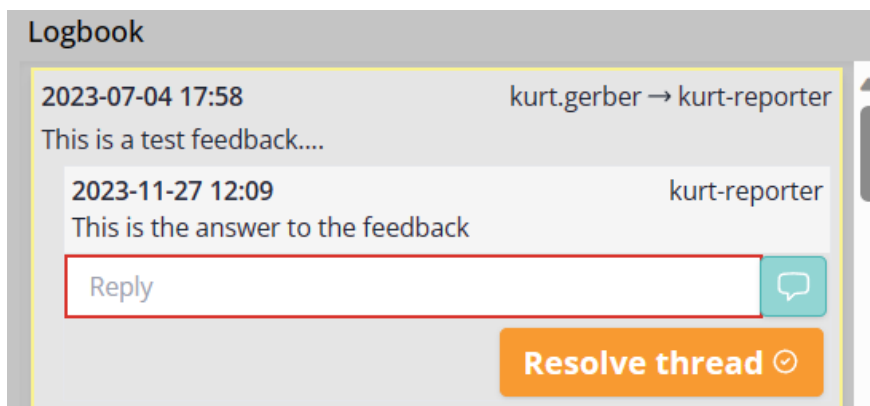
Lists of either **feedbacks** or **improvement requests** sent by me to other users

### 4.3.1. Feedback by me:

**Availability:** all

Lists objects, for which the current user gave a feedback. This is done in the logbook of the specific object (see '[3.4 The logbook](#)'). If you click on the comment, the logbook will open and you have the possibility to answer yourself.

If you think the feedback is outdated and you want it to disappear from the list '**Feedback by me**' then you can click on '**Resolve thread**'. This will close the feedback loop and remove it from your list under 'Feedback by me'.



### 4.3.2. Improvements requested by me:

**Availability:** editors, administrators

Lists objects, for which you have opened a request for improvement (see '[3.2.4 Sending a request of improvement](#)'). The case will disappear from the list, once the new and improved version of the case is activated.

## 4.4. My data

My drafts (2)

Created by me (471)

Reviewed by me (4)

Activated by me (1)

Deals and investors to which the current user has contributed, either as author of a version or by approving or activating it:

### 4.4.1. My drafts

**Availability:** all

All objects for which the current user is the author of the most current, yet not activated version.

### 4.4.2. Created by me

**Availability:** all

All objects for which the current user created the first version object. The specific user is then listed as the creator of the object.

### 4.4.3. Modified by me

**Availability:** all

All objects to which the current user contributed and updated be it the current version or an earlier one.

### 4.4.4. Reviewed by me

**Availability:** editors and administrators

All objects of which the current user reviewed and submitted the current version for activation.

### 4.4.5. Activated by me:

**Availability:** administrators

All objects of which the current version was set active by the current user.

## 4.5. Data overview

All drafts (1009)

All deleted (1555)

All not public (1484)

### 4.5.1. All objects

**Availability:** editors, administrators

Lists all existing objects except the deleted ones.

### 4.5.2. All non-active

**Availability:** editors, administrators

Lists all objects of which the most current version is **not yet active** but has one of the following states: 'draft', 'submitted for review', 'submitted for activation'.

### 4.5.3. All deleted

**Availability:** administrators


Lists all deleted objects.

## 4.6. Ordering and filtering the lists

Beside the two different selections in the management interface as described above, there are two further options:

- a) Order the list by one of the column labels
- b) Filter the list by one of the column labels

### 4.6.1. Filtering the lists

At the top right, above the list view,  this button gives access to different filtering options inside the different selections in the management interface:

Filters

Mode

Please select

Target country

Please select

Deal size

From size

To size

Created at

dd/mm/yyyy

dd/mm/yyyy

Created by

Please select

Modified at

dd/mm/yyyy

dd/mm/yyyy

Modified by

Please select

Fully updated at

dd/mm/yyyy

dd/mm/yyyy

The different lists can be filtered by any of the attribute lists.

**Note:** The drop-down lists in the filter only show values available in the specified selection you are in.

**Example:** You are in *'Todo / Feedback for me'*. Only one deal from Kenia is listed. When you select the drop-down *'Target country'*, your only choice is *'Kenia'*.

## 4.6.2 Ordering list view by attribute

When clicking on one of the column labels the list is ordered either in alphabetically or by number. In this example, the label 'Deal size' was clicked and the deals are listed in descending order by deal size. The arrow used for ordering is highlighted in orange. Repeated clicks on the same label change the order from descending to ascending and back again.

ID	Mode	Target country	Deal size	Created	Created by	Last update	Modified by	Last full update	Comments / History
9394	Activation	Russian Federation	721 196 ha	2022-03-16	lorinafedorova	2022-03-16	lorinafedorova	2019-06-12	2022-03-16 18:21 Review → Activation
3855	Activation	Senegal	100 000 ha	2013-07-02	wc	2023-01-15	dieye.mohamadou	—	2023-01-15 01:12 Review → Activation the source does not work anym
933	Activation	Uruguay	100 000 ha	2013-02-15	landmatrix	2023-01-03	luciacuellar	2016-03-31	2023-01-03 01:58 Review → Activation lafp-dv
926	Activation	Uruguay	100 000 ha	2013-02-15	landmatrix	2023-01-03	luciacuellar	2016-03-31	2023-01-03 01:22 Review → Activation lafp-dv
4241	Activation	Uruguay	69 957 ha	2013-12-04	mm	2023-01-08	luciacuellar	2016-03-18	2023-01-08 02:43 Review → Activation Lafp-dv

Revision #3  
Created 15 April 2024 18:47:09 by Admin  
Updated 15 April 2024 18:58:27 by Admin