

# Functional Specifications of 3W

## Introduction

The purpose of this document is to describe requirements for the 3W/CD database application that will serve as a foundation for the final product.

The Office for the Coordination of Humanitarian Affairs (OCHA) is a department of the UN Secretariat, whose main function is to strengthen the response to both complex emergencies and natural disasters and improving the overall effectiveness of the UN's humanitarian operations in the field. Its mandate also includes the coordination of humanitarian response, policy development and humanitarian advocacy.

Information management, the availability of timely relevant information, is key to strategic and effective decision making in a complex emergency.

Knowing which organizations (WHO) are carrying out which activities (WHAT) in which locations (WHERE) commonly known as Who Does What Where (3W) is one of the key information elements and core products humanitarian actors such as OCHA strive to attain in order to ensure humanitarian needs are met. The 3W/CD is universally agreed upon as the most important priority for any coordination activity.

The 3W/CD application will aid coordination process during an emergency by managing the data flowing during an emergency.

## System Description

### Target Audience

The field offices will primarily be the stockholders and beneficiary of the 3W/CD Tool though the HQ and the humanitarian community will also be benefited by having access to up-to date information.

### Need for System

There are several forms of the 3W/CD-tool being used at various locations, but none of them could be implemented beyond the emergency they were developed for. Hence there was a need for a standard 3W/CD tool, that could be implemented for any emergency/disaster, which would facilitate coordination to a great extent.

### Solutions the system will provide

The tool will give the field offices and OCHA the ability to analyze data quickly, consistently, and across any geographic region. The major benefits are :-

- Provides greater access to the most recent up-to-date 3W data
- Improve capacity to promote data consistencies and common standards between different emergencies
- Ability to aggregate or analyze 3W data to different geographic scales

## Functional Requirements

The functional requirements describe the behaviour of the product. The following outlines briefly the core functionalities for the 3W/CD tool:-

- 1. Standard Application**
  - Can be implemented for any emergency with the option to customize to local requirements
  - A standardized 3W Tool would help to alleviate the significant amount of effort and resources currently needed to setup a 3W for each and every new emergency.
- 2. Stand-alone Application**
  - Flexibility for the field office to input data which can be used to update a central database on the server
  - Easy to distribute, especially with limited-to-no Internet connectivity countries/emergencies
- 3. Web-based System**
  - Each field office can still have their own separate database (on the server), but must synchronize their data with the central database on the HQ server
  - Information becomes easily available for viewing to other partners and stakeholders
- 4. Multi-lingual Support**
  - Given the many locations where a 3W could be implemented the application needs to support both English and French and maybe Spanish.
- 5. Integrated Contact Management Module**
  - Manage and maintain contact information which will be constantly changing during the initial stages of an emergency
- 6. Data Input**
  - Traditional data input method where data is entered manually
  - Web Forms where data can be input by partners and stakeholders without any authentication. This data needs to be reviewed by authorised personnel before updating the database.
  - Import CSV allows the data in CSV format (Excel Worksheet) to be imported directly into the application when formatted in prescribed order
- 7. Import and Export Data**
  - Import enables data maintained in other databases or applications, to be input into the 3W/CD application (data in CSV format or input through Web Forms)
  - Export enables the data from the 3W/CD application to be used by other applications like Arc-GIS etc.
- 8. Synchronize Data**
  - Exchange data with other implementations of the 3W for the same emergency. Though this option requires internet connectivity, it is very useful in updating the central database with data from field or sub-offices.
- 9. Data Collection Forms**
  - Generate standard and custom forms with or without data, which can be given or sent electronically to partners/stakeholders to collect or update their respective information.
- 10. Canned and Custom reports**
  - Canned reports are standard reports with a fixed format.
  - Custom reports allows the users to customize the output as per requirements
- 11. Built-in Help**
  - The built-in help is to provide immediate guidance on any aspect of the application.

Developing a single tool that can be used as both a stand-alone and web-based application will provide OCHA-FIS with a vehicle and a means of tackling and raising the awareness of the numerous complicated and multifaceted challenges associated with 3W.

## 3W/CD System

This section contains a general description of the database application functionality followed by detailed requirements that will be traced throughout the project.

The application will support three user modes namely a) Administrator b) General User c) Browser. The Administrators will have unlimited access privileges to all the sections of the application where the General User will have limited access privileges while the Browser will have the least privileges.

During the initial stages of any emergency the information available is very minimal, but with time the demand for greater detail increases as more actors (like NGOs, UN, Donors, Government and others) come into the picture. Therefore the 3W system should be capable of supporting this increasing range of information.

To achieve this scalability, the information relating to the 3W have been categorized into three Sections namely Who, What and Where. These sections will be further divided into sub-sections that could be activated as and when data becomes available. Within each section, the basic data elements most important from the 3W perspective have been identified and made absolutely mandatory and this cannot be modified. They are as follows :-

- In the Who Section the organization details
- In the What Section the Sector for the activity
- In the Where Section the Country and Administrative Boundary Level 1 details

Within each sub-section the data elements most important to that sub-section will be made mandatory. The idea is that there is no point in activating a section if no data is going to be input. With this concept the user is also not overwhelmed with a screen full of data elements to be filled, when most of the data is not available.

The following lists the sub sections in each of the main Who, What and Where sections:-  
(**Bolded sub section is mandatory that is always activated and cannot be deactivated**)

The Who Sub sections:-

**Organization**  
Office Location  
Contacts  
Staff  
Transport

The What Sub sections:-

**Activity**  
Activity Details  
Beneficiaries  
Implementing Partners  
Funding

The Where Sub sections:-

**Geographic Location**  
Administrative Level2  
Administrative Level3  
Administrative Level4  
Point Location

To develop the 3W/CD as a standard tool that can be customized for the different implementations, the application will be based on a set of categorized collection of standard terms that pertain to the information in the humanitarian aid sector referred to as the Control Vocabulary. These control vocabularies are again categorized by the section in which they will be predominantly used.

The table below lists the Control Vocabularies in the various sections of the Application and a sample list of values that each of them can take.

### List of Control Vocabularies

<b>Who</b>	
Type of Organization	NGO, INGO, UN, Government, Donor
Type of Office	Headquarters, Regional, Country, Sub-Office, Satellite Office
Status of Office	Planned, Establishing, Operational, Temporary Suspension, Closed
Type of Vehicle	Sedan, 4x4, Truck – Standard, Truck – 1 Ton, Truck – 10 Ton etc
Mailing Group	OCHA
<b>What</b>	
Sector	Agriculture, Education, Health, Mine Actin, Security etc.
Sub-Sector	<b>Agriculture</b> - Agricultural Assessment, <b>Education</b> – Higher Education, Health Education; <b>Health</b> – Community Health, Family Planning etc
Type of Project	Development, Humanitarian Relief, Recovery, Rehabilitation and Reconstruction (3Rs)
Status of Project	Project Formulation and Design, Proposal, Approved, Approved but Pending, Under Implementation, Completed
Beneficiaries	Children, Cooperatives, Disadvantaged, Elderly, etc
Type of Funding	Bi-lateral, Multi-Lateral
Funding Status	Pending Approval, Approved, Received
Theme of Project	Aid co-ordination, disability, Drug Abuse, Education, Energy
<b>Where</b>	
Country	Name of the country(s) where the emergency situation is located
Administrative Level1	Names of the Admin 1 boundaries in the country
Administrative Level2	Names of the Admin 2 boundaries in the country
Administrative Level3	Names of the Admin 3 boundaries in the country
Administrative Level4	Names of the Admin 4 boundaries in the country
Place Type	IDP Camp, Refugee Camp, Settlement

All the control vocabularies except the Sectors, Subsectors and Geographic Location (country, Administrative Level1, administrative level 2, administrative level3, administrative level4) will have a set of standard values that cannot be modified or removed from the system. The administrator of the application can add to the list of values, if required but it is advised to show utmost caution before adding a new value, unless absolutely required, since this would deviate from standards.

There will be a few options to input data into the system like traditional data entry modules, web forms for partners to input or update their data, excel templates from which the data can be imported directly into the system.

A data synchronization module will allow the field offices that maintain the 3W/CD data on a stand-alone machine and upload or exchange their data to/with the central server or to/with another implementation of the application.

The application will provide standard formatted reports as well as options to generate custom outputs where the users can select the data fields that will appear in the report, sort order and

also select the criteria for filtering the output. The output can be generated as html report or exported to a CSV file that can be opened using Excel or XML format which can again be used in any application that accepts data in this format.

The search module will enable the users to search for specific data and also view the full details of a specific record or edit the details. In the case of search for contacts, the users can select the contacts and send email to them.

### Major constraints

- The 3W/CD system requires internet connectivity for the synchronization module.

## Usage scenario

### User profiles

The following definitions describe the actors in the system.

Administrator	An administrator has the responsibility for installing and configuring/customizing the application to local requirements. They have unrestricted access to the 3W/CD system including changing passwords.
General User	A general user has the responsibility for inputting and maintaining the data into the system and generating reports as per the requirements.
Browser/ Anonymous	A browser and anonymous user have the same privileges. Both have access to the search and reports module. The only difference being that a browser requires to enter a username and password while the anonymous user can login without any. In some cases the anonymous login maybe disabled due to security reasons.

### Use-cases

The following use-cases are typical interactions between the external environment and the external software system. Each use-case is described in section 2.2.2.

1. Log onto system
2. Setup country and adminName info
3. Review Standard Control Vocabulary terms and update
4. Scale the system up or down
5. Update the site information
6. Create Usres
7. Input/Update Organization data
8. Input/Update Contact data
9. Input/Update Project Data
10. Input/Update Place Names
11. Import Data
12. Export Data
13. Synchronize Data
14. Search data
15. View Standard Reports
16. View Custom Reports
17. Generate Contact Data Collection Forms
18. Generate Project Data Collection Forms
19. Input data via Web Forms

### Use-Case Diagram

The use-case diagram in Figure 1 shows three actors that were described above. In order to minimize the complexity of this diagram several connections were left out. For instance, the administrator has access to all the functionalities of the application but here we show only those that are assigned to him

### 3W/CD



## Use-Case Descriptions

<b>Use-case</b>	<b>Log onto System</b>
<b>Primary Actor</b>	Administrator, General User
<b>Goal</b>	To gain access to the system
<b>Preconditions</b>	The user has a valid username and password
<b>Trigger</b>	The user needs access to the system to perform a task
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The System prompts for a username and password</li> <li>2. The user enters the the username and password</li> <li>3. The username is sent to the Web Server</li> <li>4. The Web Server sends back the password</li> <li>5. The System verifies the password and sets the user's access privileges</li> <li>6. The user is given access to the System to perform his task</li> </ol>
<b>Exceptions</b>	The username and password cannot be verified

<b>Use-case</b>	<b>Setup Country and adminNames</b>
<b>Primary Actor</b>	Administrator
<b>Goal</b>	Configure the application for the emergency
<b>Preconditions</b>	
<b>Trigger</b>	New implementation of the 3W in response to an emergency
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. It has been decided to implement the 3W/CD for an emergency</li> <li>2. The Administrator logs onto the system</li> <li>3. The Administrator selects the Create New Country option from the Country page.</li> <li>4. He selects the county name from a drop-down list and the number of administrative boundary levels for the country and enters the name of each level.</li> <li>5. Other information for the country are also entered into the system</li> <li>6. The Administrator then enters the details for each of adminiistrative boundary levels</li> </ol>
<b>Exceptions</b>	The country name could not be found in the list

<b>Use-case</b>	<b>Review Standard Control Vocabularies and update</b>
<b>Primary Actor</b>	Administrator
<b>Goal</b>	Configure the application for the emergency as per requirements
<b>Preconditions</b>	
<b>Trigger</b>	New implementation or new vocabulary needs to be entered
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. One of the first things to do at the beginning of a 3W/CD implementation is to review all the vocabularies to make sure that it meets the local requirements.</li> <li>2. The Administrator selects the Control Vocabulary by name from the available options</li> <li>3. If there is need to add a new vocabulary, he selects the create new vocabulary and enters the details.</li> <li>4. New term is added.</li> </ol>
<b>Exceptions</b>	The country name could not be found in the list

<b>Use-case</b>	<b>Scale the System</b>
<b>Primary Actor</b>	Administrator
<b>Goal</b>	Activate/Deactivate sections of the application
<b>Preconditions</b>	
<b>Trigger</b>	Data available has increased or unable to collect all the data
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. If the data collected during the initial stages of an emergency the data available is very minimal, hence only the basic sections of the application will be activated.</li> <li>1. One of the first things to do at the beginning of a 3W/CD implementation is to review all the vocabularies to make sure that it meets the local requirements.</li> <li>2. The Administrator selects the Control Vocabulary by name from the available options.</li> <li>3. If there is need to add a new vocabulary, he selects the create new vocabulary and enters the details.</li> <li>4. New term is added.</li> </ol>
<b>Exceptions</b>	The country name could not be found in the list

<b>Use-case</b>	<b>Update Site information</b>
<b>Primary Actor</b>	Administrator
<b>Goal</b>	Update the site information as per local requirements
<b>Preconditions</b>	
<b>Trigger</b>	Setup of the new 3W site or site info has changes
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. When the 3W database is first setup the site information has to be updated as per local details. The same applies when any information regarding the site has changed.</li> <li>2. The site information includes data like name of the organization implementing and maintaining the 3W, custom site name, custom site description, address etc.</li> </ol>
<b>Exceptions</b>	



<b>Use-case</b>	<b>Create/Update Users</b>
<b>Primary Actor</b>	Administrator/General User
<b>Goal</b>	Create new users by assigning a username and password. Update the profile for a user.
<b>Preconditions</b>	
<b>Trigger</b>	A new user wants to use the 3W system or an existing user has forgotten his/her password.
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The administrator is the only person who has the privileges to create a new user or update any users details.</li> <li>2. A General user has privileges to edit and update only his/her profile only.</li> </ol>
<b>Exceptions</b>	Administrator/user forgets the username or password

<b>Use-case</b>	<b>Create/Update Organization Information</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To create or update the details of an organization involved in the emergency
<b>Preconditions</b>	Data for the mandatory fields are available Control Vocabularies have been entered
<b>Trigger</b>	New organization details becomes available
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects organization from the Data Entry menu</li> <li>3. The user selects Create Organization to add details of a new organization (or)</li> <li>4. The user selects Edit Organization to edit details of an existing organization</li> <li>5. The user enter all the data for the organization</li> <li>6. The data is store in the database on the relevant machine</li> </ol>
<b>Exceptions</b>	Any data for the mandatory field is not available or duplicate organization name

<b>Use-case</b>	<b>Create/Update Contact Information</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To create or update the details of a Contact who is independent or attached to an organization
<b>Preconditions</b>	Data for the mandatory fields are available If the contact is for a specific organization then the organization details should have been already entered into the system Control Vocabularies should have been entered
<b>Trigger</b>	New cotact details becomes available
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Contact from the Data Entry menu</li> <li>3. The user selects Create Contact to add details of a new contact (or)</li> <li>4. The user selects Edit Contact edit the details of an existing contact</li> <li>5. The user enters all the data for the contact</li> <li>6. The data is store in the database on the relevant machine</li> </ol>
<b>Exceptions</b>	Any data for the mandatory field is not available

<b>Use-case</b>	<b>Create/Update Project Information</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To create or update the details of a project that is being implemented for the emergency
<b>Preconditions</b>	Data for the mandatory fields are available Organization details have been entered into the system Sectors have been setup Geographic information have been entered Control Vocabularies should have been entered
<b>Trigger</b>	New proeject details becomes available
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Project from the Data Entry menu</li> <li>3. The user selects Create Project to add details of a new project (or)</li> <li>4. The user selects Edit Project to edit the details of an existing project</li> <li>5. The user enters all the data for the contact</li> <li>6. The data is store in the database on the relevant machine</li> </ol>
<b>Exceptions</b>	Any data for the mandatory fields is not available

<b>Use-case</b>	<b>Create/Update Place Name Information</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To create or update the details of a place name or point location where a project is being implemented for the emergency
<b>Preconditions</b>	Data for the mandatory fields are available Country and AdminNames have been entered Control Vocabularies have been entered
<b>Trigger</b>	New place name detail becomes available
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects PlaceName from the Data Entry menu</li> <li>3. The user selects Create PlaceName to add details of a new place (or)</li> <li>4. The user selects Edit PlaceName to edit the details of an existing place</li> <li>5. The user enters all the data for the contact</li> <li>6. The data is store in the database on the relevant machine</li> </ol>
<b>Exceptions</b>	Any data for the mandatory fields is not available

<b>Use-case</b>	<b>Import Data</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To import data from an excel worksheet or a web form
<b>Preconditions</b>	Data in the excel worksheet is in the prescribed order Control Vocabularies have been entered
<b>Trigger</b>	Data is sent by the partners in excel format or submitted using web forms
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Import from the Data Entry menu or from the relevant control vocabulary page. Some import options are distributed in their respective data entry pages</li> <li>3. The user selects the file containing the data to be imported. In the case of web forms the location of the data is known.</li> <li>4. The user selects Review to see if there are any issues with the data.</li> <li>5. The user goes back and select import to import the data into the database.</li> </ol>
<b>Exceptions</b>	Any data for the mandatory fields is not available. The control vocabulary term is not entered in the system

<b>Use-case</b>	<b>Export Data</b>
<b>Primary Actor</b>	General User, Anonymous or Browser
<b>Goal</b>	To export data from the 3W to excel or xml format
<b>Preconditions</b>	Data has been entered into the 3W system
<b>Trigger</b>	Data is to be exported to be used in an external application for created other outputs (eg. Maps)
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Reports from the main menu and selects the report name whose data is to be exported.</li> <li>3. The system displays the page where the user can select any conditions for the data and also the data columns to be exported.</li> <li>4. The user can select to export the data to excel format (csv) or xml format</li> <li>5. The data is displayed in the selected format</li> </ol>
<b>Exceptions</b>	No data available

<b>Use-case</b>	<b>Synchronize Data</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To transfer or synchronize the data in the local system to/with another database on another machine
<b>Preconditions</b>	IP address or domain name of the 3W on the other machine is available Internet connection if connecting to other machine requires it
<b>Trigger</b>	Data needs to be uploaded or downloaded to/from the 3W database on the other machine
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Data Transfer from the main menu</li> <li>3. The system displays the page where the user can select the data entities to be synchronized.</li> <li>4. Enter the proxy server details if the network requires it</li> <li>5. Enter the IP address or domain name of the other machine that the user is connecting to and the username and password for the 3W.</li> <li>6. Select to Send or Receive data from the other database.</li> </ol>
<b>Exceptions</b>	Poor/No Connectivity if require

<b>Use-case</b>	<b>Search Data</b>
<b>Primary Actor</b>	General User, Anonymous or Browser
<b>Goal</b>	To search 3W database for organizations, contacts and projects
<b>Preconditions</b>	Data is available
<b>Trigger</b>	Require to view information on a specific organization, contact or Project
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Search from the main menu and selects the data entity to search for</li> <li>3. The user specifies the criteria for the data entity selected</li> <li>4. This will display a list of data entities that match the criteria</li> <li>5. The user can view a specific record from the list displayed</li> <li>6. In the case of search for contacts a General User can select the contacts and open the default email program to send an email to them</li> </ol>
<b>Exceptions</b>	

<b>Use-case</b>	<b>Create Standard Reports</b>
<b>Primary Actor</b>	General User, Anonymous use or Browser
<b>Goal</b>	To view or print a standard report
<b>Preconditions</b>	Data has been input into the system
<b>Trigger</b>	User requires to view information of a specific report
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Reports from the main menu and selects the report by name of the data entity</li> <li>3. The system displays the page where the user can select and view the output of the available standard reports</li> <li>4. The report is displayed on the screen. The user can print the report if required.</li> </ol>
<b>Exceptions</b>	

<b>Use-case</b>	<b>Create Custom Reports</b>
<b>Primary Actor</b>	General User, Anonymous use or Browser
<b>Goal</b>	To view or print a custom report
<b>Preconditions</b>	Data has been input into the system
<b>Trigger</b>	User requires to view information of a specific report
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Reports from the main menu and selects the report by name of the data entity</li> <li>3. The system displays the page where the user can customize the report by selecting the data columns that is required in the output, the filter criteria and the sort order of the data.</li> <li>4. If data is available for the criteria the report is displayed on the screen. The user can print the report if required.</li> </ol>
<b>Exceptions</b>	

<b>Use-case</b>	<b>Generate Data Collection Forms</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To create a standard or custom data collections forms in Word
<b>Preconditions</b>	Word is installed in the system
<b>Trigger</b>	User requires to collect or update the 3W data
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. The user selects Forms from the main menu and selects the Word Forms</li> <li>3. The sysetm displays options to create a standard form or a custom form.</li> <li>4. The users can customize the form like selecting the data entities and data fields to be included. The users can also select to print data on the form that can then be sent out to partners for verification and updates.</li> </ol>
<b>Exceptions</b>	

<b>Use-case</b>	<b>Excel Template</b>
<b>Primary Actor</b>	General User
<b>Goal</b>	To download the excel template and use it to collect the 3W data
<b>Preconditions</b>	
<b>Trigger</b>	User requires to collect/update information
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user logs into the system</li> <li>2. Forms Reports from the main menu and selects Excel Forms</li> <li>3. The system displays the page with links to the Contact Excel Template and Project Excel Template</li> <li>4. The user selects the required template and the fo</li> </ol>
<b>Exceptions</b>	

<b>Use-case</b>	<b>Input data via web forms</b>
<b>Primary Actor</b>	Anonymous User or Browser
<b>Goal</b>	To allow partners to input their data via a web interface
<b>Preconditions</b>	Internet connectivity is available 3W is installed on a server accessible to external users
<b>Trigger</b>	User requires to submit their data
<b>Scenario</b>	<ol style="list-style-type: none"> <li>1. The user clicks on the link for web forms provided on the website</li> <li>2. This will open the web form on the machine where 3W is installed.</li> <li>3. The user can input and submit their data using this form</li> <li>4. The data thus submitted will be reviewed by an authorized user of the 3W using the import module before it is saved into the main database</li> </ol>
<b>Exceptions</b>	

## Data Model and Description

### Data Objects

#### Organization

id	A unique Id assigned to the organization, built on a timestamp and random number
Name	Name of the organization
organizationType	Type of Organization
acronym	Acronym of the organization
clusterId	Clusters (ids) for which the organization is the Lead – comma separated
website	Website URL of the organization
natlStaff	Total number of National Staff in the organization
intlStaff	Total number of International Staff in the organization
numOfVehicles	Total number of vehicles in the organization
vehicleTypes	Types of vehicles – comma separated
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

#### Office

Id	A unique id assigned to the office, built on a timestamp and random number
orgId	Organization Id
name	Name of the office
officeType	Type of Office
officeStatus	Status of Office
phone1	Telephone
phone2	Telephone
email	Email address for the office
fax	Fax number for the office
address1	Address of the office
address2	Address of the office
zipcode	Zip code
otherInfo	Any other information
countryId	Country of location of the office
admin1Id	Administrative Level1 for the location of the office
admin2Id	Administrative Level2 for the location of the office
admin3Id	Administrative Level3 for the location of the office
admin4Id	Administrative Level4 for the location of the office
pCode	Place Code of the location of the office
latX	Latitude of the location of the office
longY	Longitude of the location of the office
intlStaff	Total number of international staff for this office
natlStaff	Total number of national staff for this office
vehicleTypes	Type of vehicles – comma separated
numOfVehicles	Total number of vehicles in this office
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

## Contact

Id	A unique id assigned to the office, built on a timestamp and random number
orgId	Organization Id of the organization that the contact belongs to
officeId	Office id of the office that the contact belongs to
salutation	Salutation of the contact
firstName	First Name of the contact
lastName	Last Name of the contact
title	Functional Title of the contact
responsibility	Responsibilities of the Contact – comma separated
phone1	Telephone for the contact
phone2	Telephone for the contact
fax	Fax number for the contact
satPhone	Satellite Phone number for the contact
radioCallSign	Radio Call Sign for the contact
primaryEmail	Primary Email address of the contact – comma separated
secondaryEmail	Secondary Email address of the contact –comma separated
mailingGroupId	Mailing Groups that the contact belongs to – comma separated
sectorId	Sectors that the contact is working in
themeld	Themes that the contact is working in
endMissionDate	End Mission Date
address1	Address of the contact
address2	Address of the contact
zipCode	Zip Code
countryId	Country of location of the contact
admin1Id	Administrative Level1 for the location of the Contact
admin2Id	Administrative Level2 for the location of the Contact
admin3Id	Administrative Level3 for the location of the Contact
admin4Id	Administrative Level4 for the location of the Contact
privacyStatus	Privacy Status for the contact – determines whether this contact will be visible to an anonymous user
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

## Project

Id	A unique id assigned to the office, built on a timestamp and random number
orgId	Organizaition Id of the organization implementing the project
sectorId	Sector Id of the sector that the projects works belongs to
subSectorId	Sub Sector Id
projectTitle	Title of the project
description	Description of the project
objective	Objective of the project
projectTypeId	Type of Project
projectStatusId	Status of the project
projectThemeld	Theme of the project
capNumber	Cap number of the project
startDate	Start date of the project
endDate	End Date of the project
primarybeneficiaryId	Primary Beneficiary of the project
numOfPrimarybeneficiary	Total number of Primary Beneficiaries
secondarybeneficiaryId	Secondary Beneficiaries of the project – comma separated
numOfSecondarybeneficiary	Total number of secondary beneficiaries



implementingPartners	Implementing partners -comma separated
fundingTypeId	Type of Funding
fundingStatusId	Status of Funding
fundingAmount	Total amount funded
fundingCurrency	Currency of the funds received
fundReportedToFTS	Funds reported to FTS? Yes/No
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Project Geographic Location

id	A unique id assigned to the office, built on a timestamp and random number
projectId	Project Id
countryId	Country where the project is implemented
admin1Id	Administrative Level 1 where the project is implemented
admin2Id	Administrative Level 2 where the project is implemented
admin3Id	Administrative Level 3 where the project is implemented
admin4Id	Administrative Level 4 where the project is implemented
placeNameId	Place Name or Point Location where the project is implemented
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Project Funding Organizations

id	A unique id assigned to the office, built on a timestamp and random number
projectId	Project Id
orgId	Organization that is funding the project
amount	Amount funded by this organization
fundingCurrency	Currency of the funds received
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Place Names

id	A unique id assigned to the office, built on a timestamp and random number
name	Name of the place or point location
placeTypeId	Type of Place
latX	Latitude of
longY	Longitude
pCode	Place Code of the place
countryId	Country of location of the place name
admin1Id	Administrative Level 1 where the project is implemented
admin2Id	Administrative Level 1 where the project is implemented
admin3Id	Administrative Level 1 where the project is implemented
admin4Id	Administrative Level 1 where the project is implemented
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

## Control Vocabularies

### Organization Type

id	A unique id assigned to a organization type, built on a timestamp and random number
name	Organization Type Name
locked	A flag that indicates whether the CV is Standart term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Office Type

id	A unique id assigned to a office type, built on a timestamp and random number
name	Office Type Name
locked	A flag that indicates whether the CV is Standart term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Office Status

id	A unique id assigned to a office status, built on a timestamp and random number
name	Office Status
locked	A flag that indicates whether the CV is Standart term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Mailing Group

id	A unique id assigned to a mailing group, built on a timestamp and random number
name	Mailing Group name
locked	A flag that indicates whether the CV is Standart term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Vehicle Type

id	A unique id assigned to a vehicle type, built on a timestamp and random number
name	Vehicle Type Name
locked	A flag that indicates whether the CV is Standart term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Cap Sector

id	A unique id assigned to a CAP Sector – Integer
name	Name of the CAP Sector

### Sector

id	A unique id assigned to a Sector, built on a timestamp and random number
capId	CAP Sector Id
name	Sector Name
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Standard Sub-Sector

id	A unique id assigned to a Standard Sub-Sector - Integer
capId	CAP Sector id that the sub-sector belongs to
name	Name of the Standard Sub-sector

### Sub-Sector

id	A unique id assigned to a Sector, built on a timestamp and random number
sectorId	Sector Id to which the sub-sector belongs
name	Name of the Sub-sector
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Project Type

id	A unique id assigned to a project type, built on a timestamp and random number
name	Project Type
locked	A flag that indicates whether the CV is Standard term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Project Status

id	A unique id assigned to a project status, built on a timestamp and random number
name	Project Status
locked	A flag that indicates whether the CV is Standard term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Beneficiary

id	A unique id assigned to a beneficiary, built on a timestamp and random number
name	Beneficiary name
locked	A flag that indicates whether the CV is Standard term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Funding Type

id	A unique id assigned to a funding type, built on a timestamp and random number
name	Funding Type
locked	A flag that indicates whether the CV is Standard term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Funding Status

id	A unique id assigned to a funding status, built on a timestamp and random number
name	Funding Status
locked	A flag that indicates whether the CV is Standard term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

**Theme**

id	A unique id assigned to a theme, built on a timestamp and random number
name	Theme name
locked	A flag that indicates whether the CV is Standard term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

**Continent**

Id	A unique id assigned to a continent - integer
Name	Name of the continent

**Region**

id	A unique id assigned to a region – Character (3)
continentId	Continent Id to which the Region belongs
name	Name of the Region

**Country**

id	A unique id assigned to a country - integer
countryCode	A three letter ISO country code
regionId	The Region Id to which the country belongs
name	Name of the country

**Emergency Country**

id	A unique id assigned to an emergency country, built on a timestamp and random number
countryId	Country Id
numOfAdminLevels	Number of Administrative Boundary Levels for the emergency country
defaultCountry	Mark as default country
defaultMainCity	Name of the default main city for the emergency country
admin1Name	Name of the Administrative Boundary Level1
admin2Name	Name of the Administrative Boundary Level2
admin3Name	Name of the Administrative Boundary Level3
admin4Name	Name of the Administrative Boundary Level4
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

**Admin1Names**

id	A unique id assigned to an emergency country, built on a timestamp and random number
countryId	Country Id
name	Administrative Level1 name
pCode	Place Code of the administrative level1 name
defaultAdmin	Mark as default Administrative Level1 Name
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

**Admin2Names**

id	A unique id assigned to an emergency country, built on a timestamp and random number
admin1Id	Administrative Level1 Id to which the administrative level2 name belongs
name	Administrative Level2 name
pCode	Place Code of the administrative level2 name

defaultAdmin	Mark as default administrative level2 name
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Admin3Names

id	A unique id assigned to an emergency country, built on a timestamp and random number
admin2Id	Administrative Level2 Id to which the administrative level3 name belongs
name	Administrative Level2 name
pCode	Place Code of the administrative level3 name
defaultAdmin	Mark as default administrative level3 name
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Admin4Names

id	A unique id assigned to an emergency country, built on a timestamp and random number
admin3Id	Administrative Level3 Id to which the administrative level 4 name belongs
name	Administrative Level4 name
pCode	Place Code of the administrative level4 name
defaultAdmin	Mark as default administrative level4 name
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Place Name Type

id	A unique id assigned to a place name type, built on a timestamp and random number
name	Place Name type
locked	A flag that indicates whether the CV is Standart term or Custom
updated	Updated flag which is a timestamp of the date and time of update
deleted	Deleted flag where a 1 indicates that the organization is deleted. Default is 0.

### Users

uAI	User Id
uLe	Level of the user – Administrator,User or Browser
uPa	User Password
name	First name of theuser
lastName	Last name of the user

### Your Organizaiton info (Site Info)

id	A unique id assigned to the organization/site - integer
name	Name of the organiztion implementing the 3W
language	Default for the site – (Not used)
description	Custom description of the site
logo	Logo 1 (not used)
logo2	Logo 2 (not used)
address	Address of the organization
website	Website URL of the organization
phoneno	Phone number for the organization
fax	Fax number for the organizaiton
email	Email address of the organization

footertext1	Text that will appear as a footer in reports
footertext2	Text that will appear as a footer in reports
version	Current Version Number of the 3w application
siteName	Custom Site Name
anonymousLogin	Enable/Disable anonymous login
archiveDate	Date of archiving the 3W
enableEmail	Enable/Disable automatic email when data is submitted through Quick Add module
smtpServer	SMTP server details when enable Email is set ON
synchCV	Last synchronization details for Control Vocabularies
synchOrganization	Last synchronization details for Organization and office
synchContact	Last synchronization details for Contacts
synchPlaceName	Last synchronziation details for Place Name
synchProject	Last synchronization details for Project

### Sections

id	A unique id assigned to the organization/site - integer
pageNumber	Page number of the section
sectionNumber	Section number within the page
sectionName	Name of the section
active	Acitvated/Deactivated

### Contact Web Input

id	A unique id assigned to a place name type, built on a timestamp and random number
orgId	Organization Id of the organization that the contact belongs to
orgName	Name of the organization if it is a new organization
orgType	Organization type if it is a new organization
orgAcronym	Organization Acronym if it is a new organization
orgClusterId	Clusters (ids) for which the organization is the Lead - comma separated
orgWebsite	Organization's Website address
officeId	
salutation	Salutation of the Contact
firstName	First Name of the contact
lastName	Last Name of the contact
title	Function Title of the contact
responsibility	Responsibilities of the contact - comma separated
phone1	Telephone numbers of the contact
phone2	Telephone numbers of the contact
fax	Fax number for the contact
satPhone	Satellite Phone number for the contact
radioCallSign	Radio Call Sign for the contact
primaryEmail	Primary Email address of the contact
secondaryEmail	Secondary Email address of the contact
mailingGroupId	Mailing Groups to which the contact belongs
sectorId	Sectors that the contact specialises
themeld	Themes that the contact specializes
endMissionDate	End of Mission Date for the contact
address1	Address of the contact
address2	Address of the contact
zipCode	Zip Code
countryId	Country of location of the contact
admin1Id	Administrative Level1 for the location of the Contact
admin2Id	Administrative Level2 for the location of the Contact
admin3Id	Administrative Level3 for the location of the Contact
admin4Id	Administrative Level4 for the location of the Contact
updatedMain	Indicates whether the record has been used to update the main database
newOrg	Indicate a new Organization

### Project Web Input

id	A unique id assigned to each record in this table
projectId	A unique id assigned to a project, built on a timestamp and random number
orgId	Organization Id
orgName	Name of the organization if it is a new organization
orgType	Organization type if it is a new organization
orgAcronym	Organization Acronym if it is a new organization
orgClusterId	Clusters (ids) for which the organization is the Lead – comma separated
orgWebsite	Organization's Website address
sectorId	Sector of the project
subSectorId	Sub Sector of the project
projectTitle	Title Of the project
primaryBeneficiaryId	Primary Beneficiary Id for the proejct
numOfPrimaryBeneficiary	Number of Primary Beneficiaries
countryId	Country where the project is implemented
admin1Id	Administrative Level 1 where the project is implemetned
admin2Id	Administrative Level 2 where the project is implemented
admin3Id	Administrative Level 3 where the project is implemented
admin4Id	Administrative Level 4 where the project is implemented
placeNameId	Place Name or Point Location where the project is implemented
updatedMain	Indicates whether the record has been used to update the main database
newOrg	Indicate a new Organization

### Report Query

id	A unique id assigned to a report query, built on a timestamp and random number
uAI	User id who created the query
publicQuery	Indicates if this is a public query
name	Name of the query
reportFile	Name of the report from where this query was created
filter	Filter criteria , data columns selected and soryt order
reportTitle	Custom Report Title f

### Synch log

id	A unique id assigned to each record in the synchr log, built on a timestamp and random number
dataEntity	Name of the data entitiy
FromIP	IP address that initiated the synchronization
ToIP	IP address with which synchronization was done
dateNTime	Date and time of synchronization
command	Command that used for the synchronization – Send,Receive, Send and Receive
result	Whether the synchronization was a success or failure
tableName	If the synchronization was not successful then the name of the table when it failed

## Relationships

The 3W/CD system being a standard application has to be primarily configured or customized to local requirements. Configuring the system involves

- setting up one or more country of emergency and their administrative boundary names
- reviewing the existing standard control vocabularies and adding new ones if necessary
- setting up the sectors/ sub sectors for the emergency
- creating other users
- updating the site information
- activating the necessary sections of the application based on the data flow

Many of the control vocabularies except sector, sub sector, emergency country and their administrative boundary names, will have a built-in list of standard terms. The application cannot be used without configuring the country and the sectors for the specific emergency.

The number of administrative boundary levels and their names varies with each country. The application will support a minimum of 1 to a maximum of 4 levels for a country. There can be many administrative names for each level. Hence the first **administrative level names** has a one-to-many relationship with the **country**, and the subsequent levels has a one-to-many relationship with the level above it.

The CAP cluster/sector is a set of standard or IASC clusters/sectors. Each cluster/sector created for the emergency has to be mapped to a CAP cluster/sector. Thus there exists a one-to-many relationship between the CAP and the emergency clusters/sectors.

There exists a list of standard sub sectors for each CAP cluster/sector. Similarly each emergency sub sector has to be linked to an emergency cluster/sector. Hence sector and subsector have a one-to-many relationship.

The other vocabularies exist independent of each other and have a relationship with other data objects in the system. These relationships will be listed in the respective data objects description.

The organization object the Who part of the application can exist alone in the 3W/CD system. Other objects like office, contact and project are dependent on the organization object

In order to input information for an **office** the **organization object** must have been created. Since an organization can have multiple offices, a one-to-many relationship exists. An office cannot exist without an organization though an organization can exist without an office. The organization has also relationships with other data objects in the system. Each organization has a one-to-one relationship with the **organization type** control vocabulary. The office has a one-to-one relationship with **office type, office status, emergency country and the administrative names**.

The **contact** data object though majority of the times is linked to an organization, in reality it can exist independent of an organization too. When it is linked to an organization, there can be multiple contacts for an organization and hence a one-to-many relationship exists between them. A contact can be working in one or more clusters/sectors or theme and hence it has a one-to-many relationship with **clusters/sectors** and **themes**. A contact can belong to more than one mailing group and hence it has a one-to-many relationship with **mailing group** object. The contact can be assigned only one geographic location and hence it has a one-to-one relationship with country, admin1 names, admin2 names, admin3 names and admin4 names as the case may be.

The project object which is What part of the application cannot exist without the Who (organization) or the What (Geographic Location) information. An organization can be implementing many projects in several sectors and in several locations. Thus the project object has a one-to-many relationship with the organization, sector and geographic location objects.

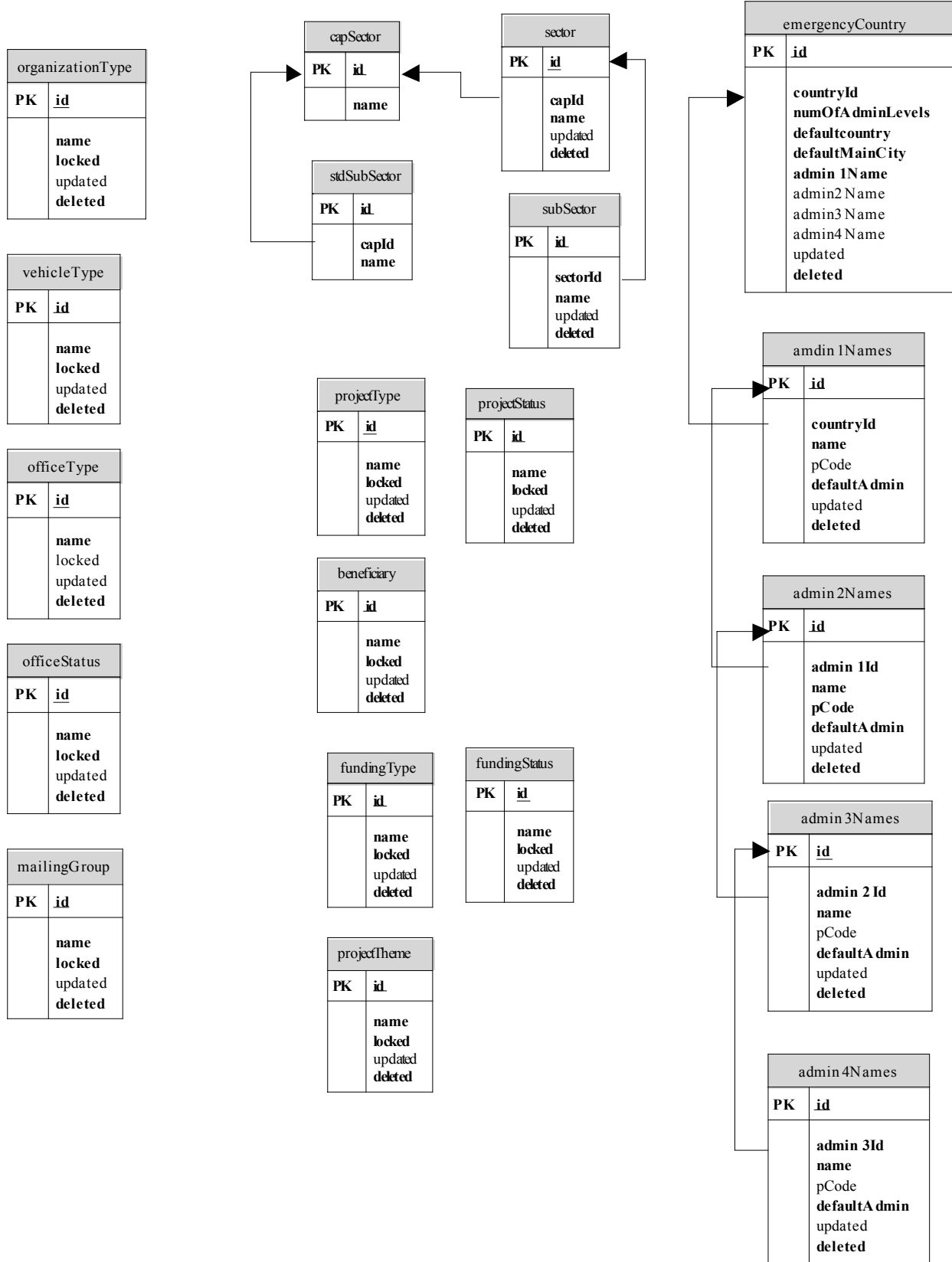
Each project has one primary beneficiary and several secondary beneficiaries. Hence it has a one-to-one relationship with the primary beneficiary and a one-to-many relationship with secondary beneficiary.



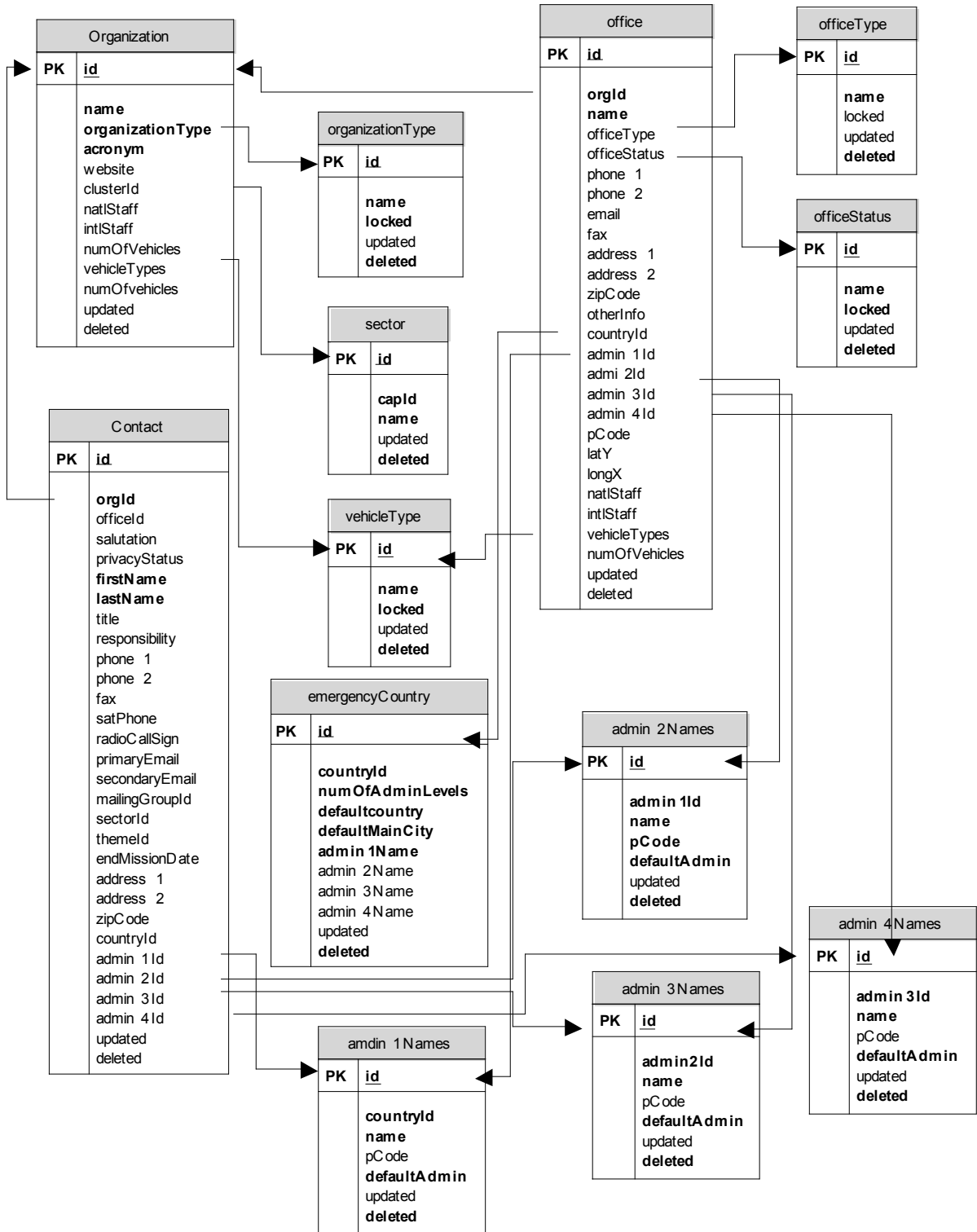
There can be one or more implementing partners for a project which results in a one-to-many relationship with implementing partners.

Again there can be more than one donor for a project and hence we have one-to-many relationship with funding organizations.

## Relationship for Control Vocabularies in the 3W



## Relationship for Organization/ Contacts Management in the 3W



## Relationship for Project Management in the 3W

