

# NADA 3.0

November 2010

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# **NADA 3.0 Documentation**

This is the NADA 3.0 Reference Manual. It provides reference material for the NADA 3.0 user interface, administrative interface and NADA 3.0 installation instructions.

# Introduction

The NADA is a web-based microdata cataloguing system that serves as a portal for researchers to discover, browse and compare census and survey data, apply for access to this microdata, and download the data.

The NADA and all other IHSN tools for microdata management and are designed to be open source software, and are complemented by policy guidelines and other supporting materials, many of which can be found on the [www.ihsn.org](http://www.ihsn.org) [1] website. They make use of the XML-based international standards designed for microdata and metadata exchange known as the Data Documentation Initiative (DDI). Further, they were

The NADA and other IHSN tools facilitate the process of releasing microdata to the user community, and support the analysis of this data by the provision of standardised information about the data (metadata). Proper microdata management utilising the NADA software can have the following advantages for data producers:

- Increased quality and diversity of research
- Improved reliability and relevance of data
- Reduced duplication of data collection activities
- Improved visibility of survey institutions as their data becomes more frequently used and is more readily accessible
- Increased donor and public confidence in the survey data producers
- Improved publishing and dissemination efficiency of for data producers
- More efficient access to survey information such as reports, tables, and microdata

The NADA's primary application is for data producers using the DDI standard in developing countries to archive information related to surveys who can in turn allow researchers online access to this metadata and microdata. For countries with limited resources, a single national data archive is recommended; this allows for synergies and cost savings. However, in some cases, this model is not feasible and so various data producers such as NSOs, line ministries, and data centres within universities could each have their own data archive.

Whatever model you choose, we encourage you to make the most of NADA's features and capabilities to disseminate the metadata for as many studies as possible preserve and disseminate your data, and continue to update and expand your site with new surveys as they become available.



# Installation

## Hardware requirements

The NADA application has a very small footprint and as such does not require any special type of hardware configuration. It can even be configured to run on a USB flash drive.

The total application requires at least 30mb of hard disk space for installation. The total amount of disk space that the application will eventually take up is dependent on the number of studies uploaded to the catalog as well as the number and size of any microdata files being disseminated through the application. As with most database based applications a more powerful CPU and more memory will result in a better performance. Special hardware requirements are only applicable if very high server loads are expected.

## Software requirements

With regard to Operating System requirements, the NADA software will run on Windows, OS X and Unix/Linux servers.

NADA 3.0 requires:

- [Apache 2.2+](#), or [Lighttpd](#) [2] or IIS 6+
- [PHP 5.2 +](#) [3] with the following PHP extensions enabled: mysql, simplexml, xsl, zip, mbstring, openssl
- [MySQL 5.0 +](#) [4] , Support for MSSQL, Postgres and ORACLE databases will be added in the near future.
- A mail server running on the server or the ability to send mail through another mail server.
- The NADA 3.0 application: [Download NADA 3.0](#) [5]

## Web server, PHP and MySQL installation

It is beyond the scope of this guide to describe the setup of a web server with PHP and MySQL, but the following guides may prove helpful:

### Web server setup

- Windows - [IIS 6](#), [6] [IIS7](#), [7] [Apache 2.2](#) [8]
- Unix/Linux - [Ubuntu 10.04 LTS](#), [9] [Ubuntu 8.04 LTS](#), [10] [OpenSUSE](#), [11] [CentOS](#), [12] [Fedora](#), [13] [Debian](#), [14] [Mac OS X Server](#) [15]

## PHP & MySQL

### Unix/Linux

Most Unix/Linux systems produce versions of Apache, Lighttpd, MySQL and PHP specifically compiled to run on their systems. In this case it is advisable to use the installation method recommended by your operating system to install this software. For example on Ubuntu the command `sudo apt-get install apache2 php5 libapache2-mod-php5 php5-mysql php5-xsl mysql-server` will install Apache, MySQL, PHP and the necessary PHP extensions to run NADA. Similar commands exist for most other Unix/Linux operating systems.

In many cases searching the internet for the **Server Guide** for your Unix/Linux distribution will provide you with instructions for setting up the required software.

Tip: For testing and development purposes most Linux distributions also provide instructions for setting up a LAMP (Linux-Apache-MySQL-PHP) server which is an easy means to install all of the above through one package (server bundle/solution stack). These can be found through an internet search for guides on LAMP setup for your Linux distribution.

In Windows the equivalent to the LAMP server bundle is [WAMP](#) [16] and on Mac OS X, [MAMP](#) [17]

### Windows

- [PHP Install Guide](#) [18]
- [MySQL Install Guide](#) [19]

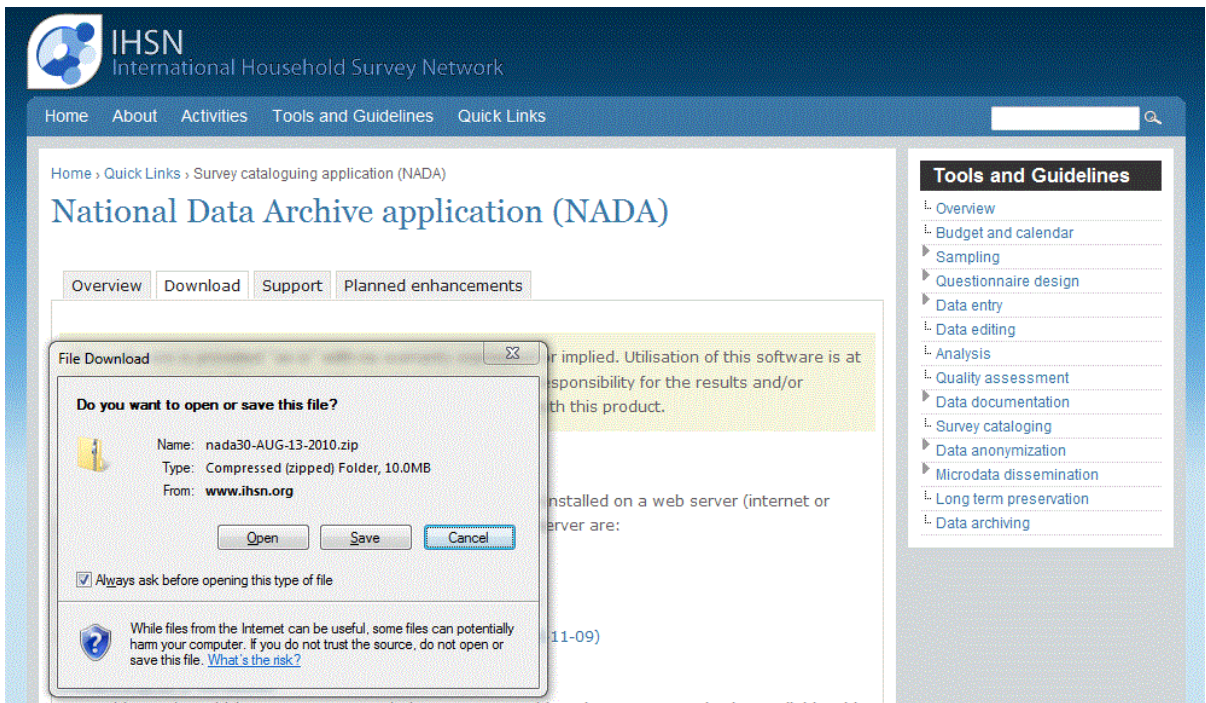
## NADA Installation

### Installing NADA for the first time

Once you have a web server set up with Apache, IIS or Lighttpd and have installed and configured PHP (and all its required extensions) and installed MySQL you are ready to start the NADA installation.

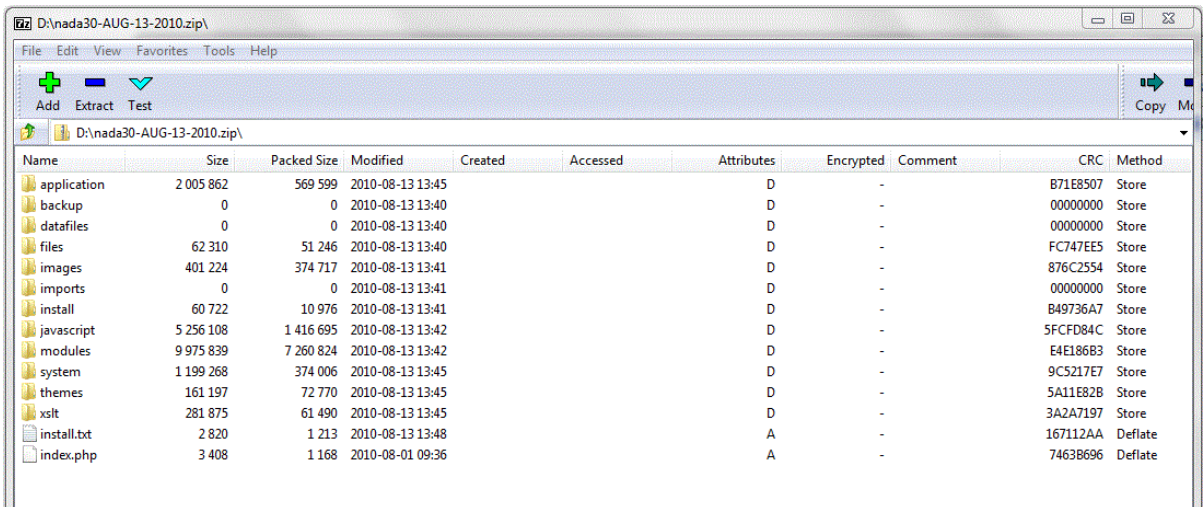
### Downloading NADA 3.0

- Download a copy of the NADA 3.0 software from the IHSN website. [20] A download dialog box will appear, and you should save the file to an appropriate location on your hard drive.



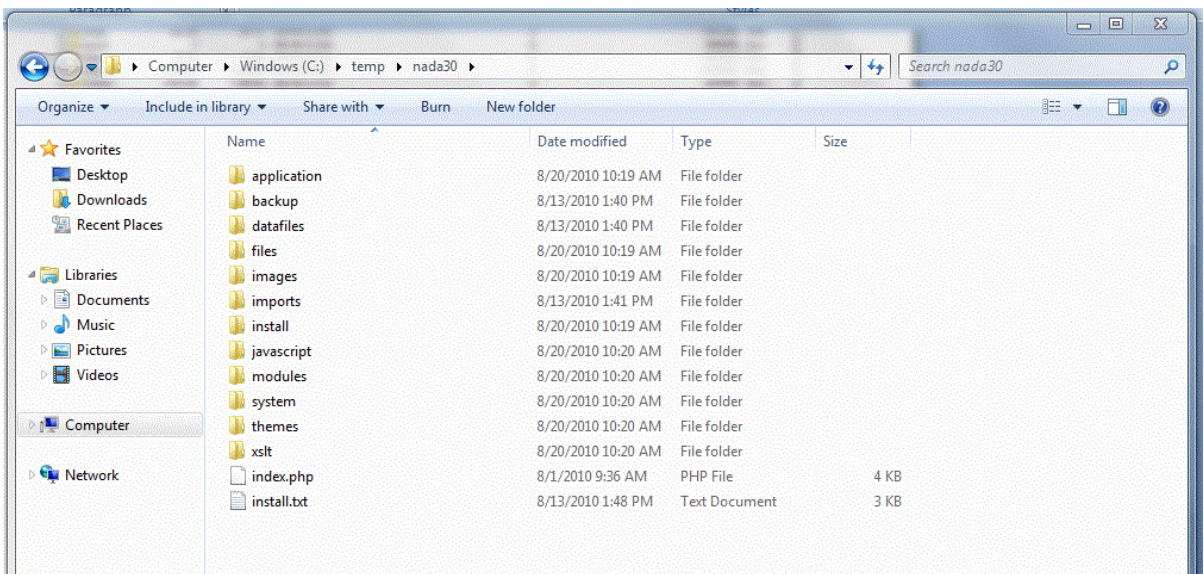
- **Uncompressing the package** - Open and extract the file to your local hard drive using the appropriate compression program for the type of file chosen. If you do not already have such a compression program there are many open source compression programs available. For Windows use the built-in compression software wizard or alternatively the 7-ZIP File Manager which is a free compression program. On Linux systems the same tasks can be achieved from the command line, or once again, through the use of a separate program. Mac OSX has a number of options, third party, built-in and from the command line.

**7-Zip File Manager displaying the files contained within the NADA 3.0 compressed file.**



Uncompress (Extract) the package to a suitable location on your hard drive - it is not important where this is, as long as you can find the files again when the time comes to install them on your web server. The resulting list of directories and files that you will have within your NADA3.0 root/ directory will be similar in appearance to the following:

The uncompressed NADA 3.0 file list



## Copying the files to your webserver

Copy all the uncompressed files to the root folder on your Web server. If you are installing on a *localhost* - for example the computer you are working on – then copy and paste (or move) the files into the root folder (or a sub-folder) of the Web server. If, however, you are running the server on a remote host (such as an ISP), then this process will involve the use of a FTP client program, some Web browsers have

such a tool built in or can be added in, or the control panel of your host provider, if one is available.

The root folder is located in different places depending upon the operating system/distribution and web server package you are using and it might be called *htdocs*, *httpd*, or *www*. On Windows servers this might be located in the *inetpub* directory and on Linux in the */var* directory. Consult the documentation for your distribution or contact your ISP if you are unsure where the root web folder is.

In some cases it will be possible – as well as quicker and easier on remote hosted servers - to upload the compressed file via an FTP client and to then unzip or uncompress the file directly into the root directory. This will most often be the case with Linux based web servers where command line access is available. Some hosting companies incorporate a file management system within their proprietary control panels which will include an FTP program or file manager.

### **Setting folder permissions**

Change the permissions for the following folders and their contents to read/write and on Windows servers make sure the “IUSR\_” user has read/write/delete permissions on these folders:

- *your-nada-web-folder/datafiles* – this is the folder where the application will store the DDI’s, documentation and data.

Warning: If it is your intention to distribute sensitive (Licensed micro-data files) via the NADA application and you are using IIS as a web server it is strongly recommended that the location of the datafiles directory be changed to a location outside your web root structure. For Apache users a .htaccess file is provided in the datafiles folder to secure this folder so relocation is not needed.

- *your-nada-web-folder/application/cache* – this is where cached web pages will be stored
- *your-nada-web-folder/application/logs* – this is where the log files will be stored

### **Creating a MySQL user account and database for NADA**

When you installed MySQL you would likely have created a *root* account and password for the MySQL server. If you are hosting your site with an ISP then they will likely have provided you with a user name and password for your MySQL server account (if they did not then you will need to contact them for this information as it will be required for the installation).

Warning: In either case it is extremely unwise and insecure practice to use the root account and password for connecting to the database. It is strongly recommended that you create a MySQL user and password specifically for the NADA application.

To create a MySQL database and user for the nada installation, at the command line (DOS or Terminal Window) type:

```
mysql -u root -p
```

Enter the root password you set when you installed the MySQL server.

To create a database called nada for the NADA application type the following and then .

```
mysql> CREATE DATABASE nada;
```

Now create a MySQL user called nada who has permission to access the nada database created above.

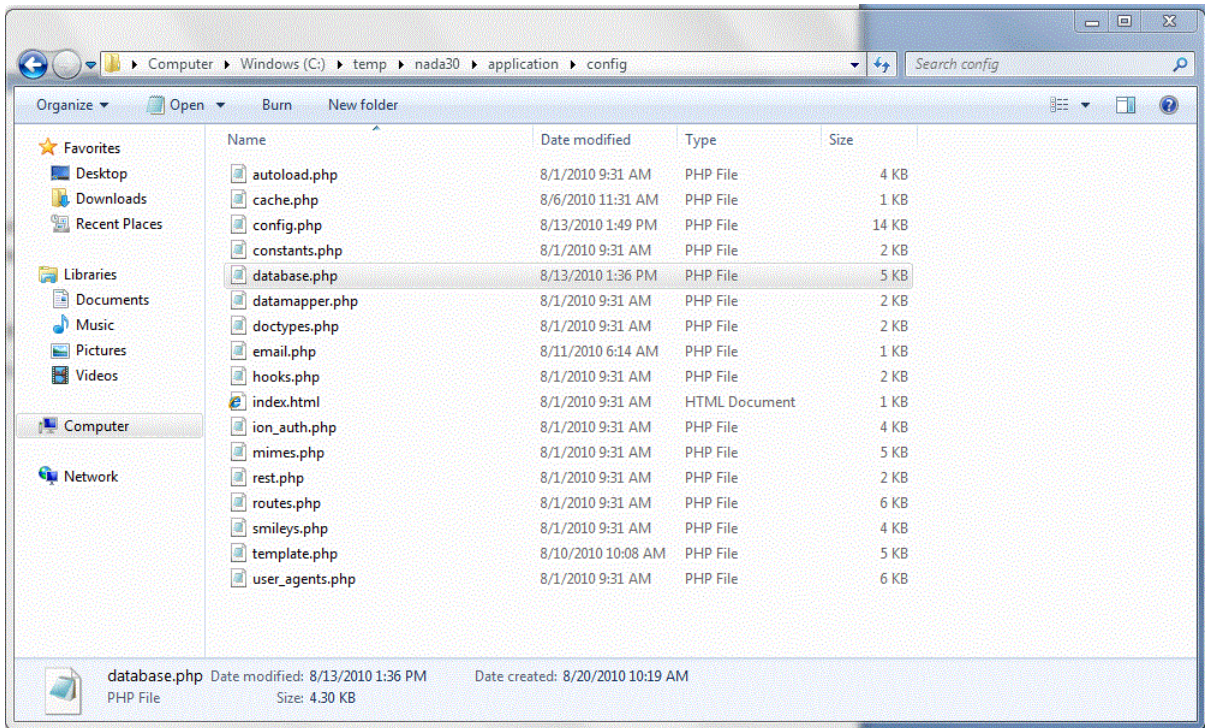
```
mysql> GRANT SELECT, INSERT, UPDATE, DELETE, CREATE, DROP, INDEX, ALTER,  
CREATE TEMPORARY TABLES, LOCK TABLES ON nada.* TO 'nada'@'localhost'  
IDENTIFIED BY 'yourpassword'; mysql> exit
```

'yourpassword' can be anything you choose. nada is the name of the database the user gets access to. localhost is the location which gets access to your database. Note remember this password you will need it later!

If you have [phpMyAdmin](#) [21] (or another MySQL administration package) you could achieve the same as the above using a GUI interface. Use whichever method you prefer.

### **Configuring the NADA database connection settings**

To enter the correct database connection settings it is necessary to edit the file located at *../your-nada-web-folder/application/config/database.php*



To edit the file, right click on it and open it in Notepad or on Linux\Mac in your favourite editor. Locate the following section in the file:

```

$active_group = "default";
$active_record = TRUE;

$db['default']['hostname'] = "localhost";
$db['default']['username'] = "ihsn";
$db['default']['password'] = "yourpassword";
$db['default']['database'] = "nada";
$db['default']['dbdriver'] = "mysql";
$db['default']['dbprefix'] = "";
$db['default']['pconnect'] = FALSE;
$db['default']['db_debug'] = FALSE;
$db['default']['cache_on'] = FALSE;
$db['default']['cachedir'] = "system/cache";
$db['default']['char_set'] = "utf8";
$db['default']['dbcollat'] = "utf8_general_ci";

```

- In the above example change the username from 'ihsn' to the MySQL username you created above. In the above example we created a username called 'nada'. If you did the same then enter 'nada' in place of 'ihsn' in this field
- Change the password field to the password you assigned to the database in the above section. In the above example change 'yourpassword' to the password you assigned to the nada user. **Now save the file!**
- If you did not install MySQL on the default port or if your MySQL database is located on a server other than the one hosting your website you will need to change the hostname setting from 'localhost' to the location of your MySQL

server. For example 'remote.example.com:13360' or if it is located on localhost but a port other than the default 3306 (say 3307) then you would enter 'localhost:3307'. [This guide from MySQL might be helpful in this case.](#)  
[22]

- Also note that on some windows installations if you have trouble connecting to the MySQL database and you are sure you have your user and password information correct you can try using 127.0.0.1 instead of localhost.

## Running the Web Installer

You are now all set to run the Web Installer and get your site up. To run the installer open a web browser and navigate to the location for your new website. For example: If your institutions domain name is <http://www.example.com> and you installed your new NADA in the folder nada30 on your web server then you should navigate to the following URL <http://www.example.com/nada30/index.php/install>

The following screen should be displayed:

The screenshot shows the NADA Installer web interface. It has a green header with the text "NADA Installer". Below the header, there are several sections:

- Server information**: A table with three rows: "PHP version: 5.3.3", "DB version: 5.1.49-community - connection was successful", and "Web server: Apache/2.2.16 (Win32) PHP/5.3.3".
- Required PHP Extensions**: A table with two columns: "Extensions" and "Enabled". It lists six extensions: xsl, xml, simplexml, zip (optional), mbstring (optional), and mysql, all with green checkmarks in the "Enabled" column.
- Other PHP.INI Settings**: A table with three columns: "Setting", "Value", and "Recommended". It lists four settings: file\_uploads (Enabled/Enabled), post\_max\_size (58M/20M), upload\_max\_filesize (50M/15M), and date.timezone (America/New\_York/See how to configure and select the right timezone).
- Folder READ/WRITE/DELETE permissions**: A table with three columns: "Folder", "Read/Write", and "Delete". It lists three folders: Catalog (datafiles), Cache (application/cache), and Log (application/logs), all with green checkmarks in the "Read/Write" and "Delete" columns.

At the bottom right of the interface, there is a button labeled "Install Database".



## Reviewing the Installer Checklist and fixing any problems

The installer checks a number of settings on the server and provides a summary like the above.

- It provides information on the version of PHP running on your server (NADA requires PHP 5.2+ to be installed) If you do not have the correct version to meet the minimum requirements for the NADA, either upgrade your PHP version to the required version or request your hosting company ( ISP) to install PHP 5.2 or later for your account.
- Check that the MySQL you are using is at least version 5.0, and, if not, install a newer version or request your hosting company to install a newer version for you. The checklist also shows if you have successfully connected to the database or not. If you have not, then go back to the instructions on the database connection settings and correct the problem.
- Check that there are green ticks next to all the required PHP extensions listed. If there is a red cross next to any of them then you will need to go back and install and configure the missing PHP extensions on your server (or request that your ISP enables the missing extensions for you). If you do not know how to do this then Windows users go [here](#) [23]. For Linux users consult the User Guides on how to install PHP extensions for your distribution.
- Review the section on php.ini settings. These settings determine how big a file your PHP settings will allow to be uploaded to the server. The recommended value is given as a guideline for you. To change the settings edit your php.ini file as described in the PHP installation guide for your operating system\distribution. This process usually involves locating your php.ini file on your server, opening it with a text editor, looking for the variables file (uploads, post\_max\_size and upload\_max\_filesize) and changing the values to the recommended values ( up to the maximum size of the files you will upload). The next steps are saving the file and, lastly, restarting your web server.
- The last section deals with file permissions for folders which are required to have READ/WRITE/DELETE permissions set for them. If any of these folders have red crosses next to them then go back and 1) check that the folder exists on the server –if not create it in the location shown in the grey text next to each item. 2) change the permissions to read/write/delete.

## Installing the NADA

Once all the settings above have been completed and all settings are as recommended you are ready to install the application.

**Click on the Install Database button at the bottom left of the screen.**

The automated install script will run and once complete will show the following page:

NADA Installer

### Create administrator account

First Name\*

Last Name\*

Email Address\*

Company

Phone

Country

Password\*

Password Confirm\*

Fill in all the fields in the form and when done click on the Create account button. This will generate an initial Administrator user account and password.

*Make sure you remember this password!*

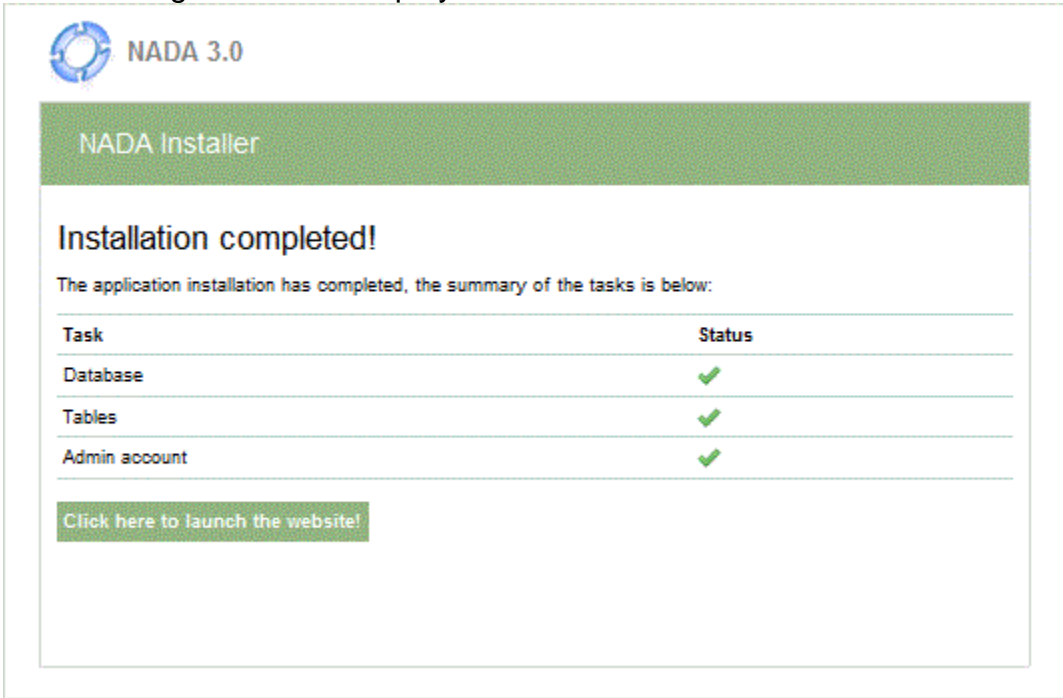
A note on password security:

Make sure you create a sufficiently strong password here and then keep it safe. This applies to your MySQL user account as well.

This article provides useful tips on creating secure passwords:

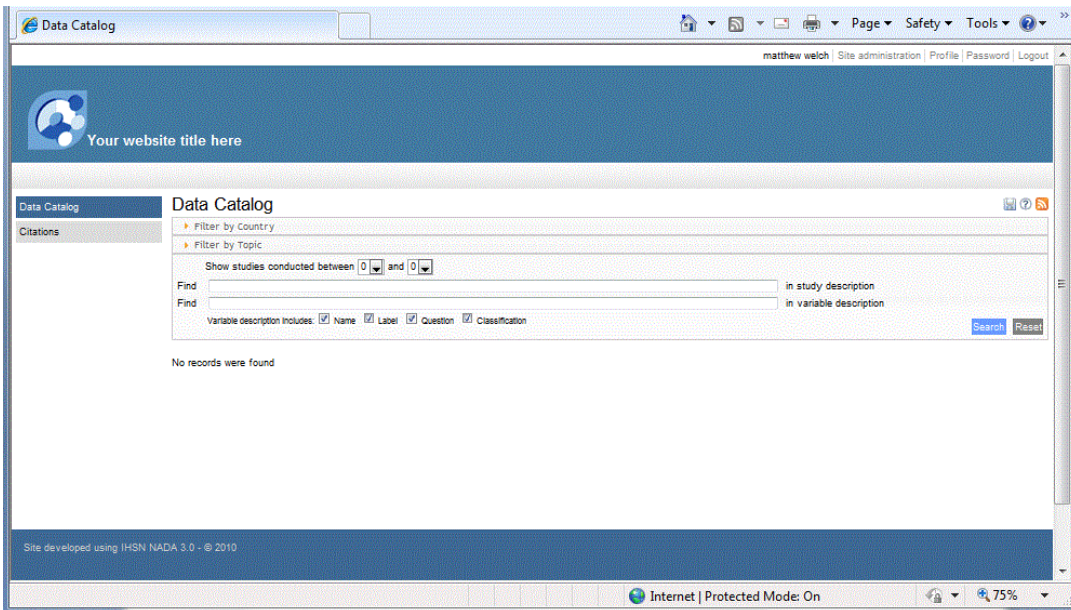
<http://help.joomla.org/content/view/1940/302/>

The following screen will display after creation of the Administrator account.



## Launching NADA

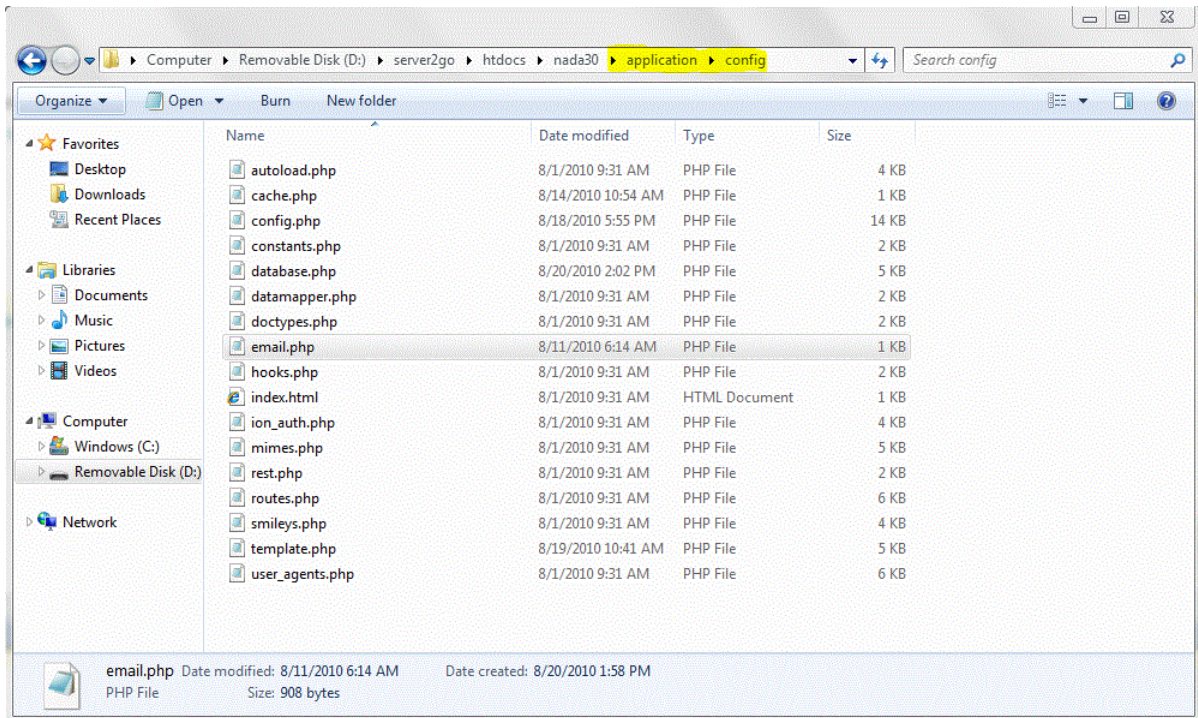
Launch your new site by clicking on the Click here to launch the website! Button.



## Configure Email settings for the NADA

For the NADA to function correctly it is important that this final step be completed. The application requires that it be able to send email to users. This is both for the user registration side of the application, but also for the correct functioning of the data dissemination features of the application.

To set the mail settings brows to the `../your nada website folder/application/config/` folder on your server. Find the file `email.php` and open it in a text editor of your choice.



```

<?php if ( ! defined('BASEPATH')) exit('No direct script access allowed');

/*
//using php mail

$config['protocol'] = 'mail';
$config['smtp_host'] = '';
$config['smtp_user'] = '';
$config['smtp_pass'] = '';
$config['smtp_port'] = '';
$config['mailtype'] = 'html';
$config['charset'] = 'utf-8';
*/

//using SMTP server with authentication enabled
$config['protocol'] = 'smtp';
$config['smtp_host'] = 'smtp.example.org';
$config['smtp_user'] = 'nada';
$config['smtp_pass'] = 'smtpass';
$config['smtp_port'] = '25';
$config['mailtype'] = 'html';
$config['charset'] = 'utf-8';

//for gmail or any other SSL
/*
$config['protocol'] = 'smtp';
$config['smtp_host'] = 'ssl://smtp.googlemail.com';
$config['smtp_user'] = 'yourusername';
$config['smtp_pass'] = 'smtpass';
$config['smtp_port'] = '465';
$config['mailtype'] = 'html';
$config['charset'] = 'utf-8';
*/

```

The system offers both MAIL and SMTP methods for sending mail. Choose the appropriate method for your server and fill in the required fields. Change only the values in the section after the = sign and between the quotes (').

For example if you want to use an SMTP mail server to send mail then change the fields for smtp\_host, smtp\_user, smtp\_pass and smtp\_port in the SMTP server section to the correct values for your server. You should be able to obtain these settings from your host provider (ISP) if you do not know them.

The quickest way to test if the email settings are working is to use the forgot password dialog when logging in.

- a. Create a new user account (by logging out as administrator and selecting register)
- b. Check if you have received the email – if you did the settings are correct.
- c. To see email debugging messages, open the log file from the `../application/logs/log-file-name`. The log files are created daily, you should be able to see the any errors related to mail sending in this file. When emailing the developers for help with mail issues it would be helpful if you included a copy of the log in your correspondence.

## **Done**

You are done with the installation. Click on the Site Administration link at the top left and begin the process of customizing your site name and footer in the Site Configurations section, adding studies to the catalog and creating custom static pages.

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## BSD 3-clause License

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# Upgrading

## Upgrading from NADA 2.0 to NADA 3.0

### Backup the NADA 2.0 database

- *Backup your NADA 2.0 database.* For MySQL the following link provides help on how to do this - [MySQL backup](#). [24]
- *Backup all the files located in your NADA 2.0 web folder.*

### Create a NADA 3.0 folder

- Create a new folder in your web server root for your NADA 3.0
- Install NADA 3.0 into this folder on your server using the [install guide](#) [25] in this manual.

### Note your NADA 2.0 settings

- Open the folder in which your NADA 2.0 is installed.
- Open the file named **inc\_config.php** in a text editor. It is located in the root of your NADA 2.0 installation.
- Locate the following line and make a note of the REPOSITORY\_IDENTIFIER setting. In this case it is Example.org

```
define ("REPOSITORY_IDENTIFIER","Example.org");//Unique identifier
```

- Locate the database settings section in the same file and make a note of the following settings:

```
//DATABASE SETTINGS
define ("TABLE_PREFIX",'nada_'); //database table prefix.
define ("DB_TYPE",'mysql');//database driver e.g. mssql, mysql,
sqlite, postgres
define ("DB_SEARCH_TYPE",'fulltext');//database search type -
FULLTEXT or SIMPLE
define ("DB_SQLITE",ROOT.'/stock/datasets/index.sqlite.db');//SQL-
LITE default database name and path

define ('DB_USER','root');//database username for connecting to the
database
define ('DB_PASS','');//database user password
define ('DB_HOST','');//database computer name or ip
define ('DB_name','nada');//database schema name
```



## Changes to the file upgrade.php

- On the web server open the folder in which NADA 3.0 is installed.
- Browse to the following folder `..\application\config`
- Open the file `upgrade.php`, located in the `..\application\config` folder, in a text editor.
- Change the path to your NADA 2.0 installation in following line `//relative or absolute path to nada2 installation`  
`$config['nada2_folder_path'] = '../example';` e.g. if your NADA 2.0 is located in the folder called `nada2` in your web root then change `../example` to `../nada2`
- Locate the following line in the `upgrade.php` file  
`$config['nada2_repository_id'] = 'yoursite.org';`
- Change the `yoursite.org` ID to the one from your site located in Step 3 above. In the example in step 3 above this would be `example.org`>/li>

## Changes to the file database.php

- On the web server locate the `database.php` file located in your NADA 3.0 folder in the `..\application\config` folder.
- Open the `database.php` file in a text editor and locate the following section:

```
$db['nada2']['hostname'] = "localhost";
$db['nada2']['username'] = "db-user-name";
$db['nada2']['password'] = "";
$db['nada2']['database'] = "nada2-database-name-here";
$db['nada2']['dbdriver'] = "mysql";
$db['nada2']['dbprefix'] = "nada_";
$db['nada2']['pconnect'] = FALSE;
$db['nada2']['db_debug'] = FALSE;
$db['nada2']['cache_on'] = FALSE;
$db['nada2']['cachedir'] = "system/cache";
$db['nada2']['char_set'] = "utf8";
$db['nada2']['dbcollat'] = "utf8_general_ci";
```

Change the *hostname*, *username*, *password*, *database*, *dbprefix* values to match your

**NADA 2** database settings that can be found in the `nada2 inc_config.php` file as described in Step 3 above.

## Copy NADA 2.0 datasets

- Locate the `..\stock\datasets` folder located in your **NADA2** folder on the web server.
- Copy the contents from this `..\stock\datasets` folder to the `datasets` folder in your **NADA 3** folder.

## Run the upgrade script

- Open a web browser and navigate to the following URL  
`http://www.yoursitename.com/nada3/index.php/upgrade`

Change the above to match the location of your NADA 3 site.

The following page will be displayed:

### Upgrade NADA 2.0 to NADA 3.0

Note: Before running the upgrade script please make sure you have made a backup of NADA 2.0 database and files. The script will remove data from the NADA 3.0 database, if you have added data to NADA3.0 that you want to keep, DO NOT run this script.

1) The script requires that you edit the following file and add information about NADA 2.0:

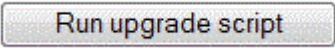
#### application/config/upgrade.php

```
//relative or absolute path to nada2 installation
$config['nada2_folder_path'] = '../nada2';

//repository identifier - see the inc_config.php file in nada2 and paste the value here
$config['nada2_repository_id'] = 'www.ihsn.org';
```

2) To upgrade the database, we need the connection settings for the NADA 2.0 database. Find the below file and enter the database information:

#### application/config/database.php

- Click on the  button at the bottom of the page to run the upgrade.
- The upgrade script will run and when complete will show a summary of logs, surveys, requests and users imported into your NADA 3

## Test your NADA 3.0

- Test your NADA 3.0 thoroughly. Once you are satisfied the installation was successful and everything is functioning correctly, rename your NADA 2.0 folder on your server to some other name e.g. `nada2_old` and then rename your NADA 3.0 folder to the same name your nada 2 folder had. This will ensure the URL to your catalog remains the same as it was before and that users who have bookmarked your site will still be able to find it.
- The final step will be for you to [update your NADA 3 template](#) [26] to match your NADA 2 site. i.e. Change the banner and footer and anything else related to the appearance of the site.

# Site Administration

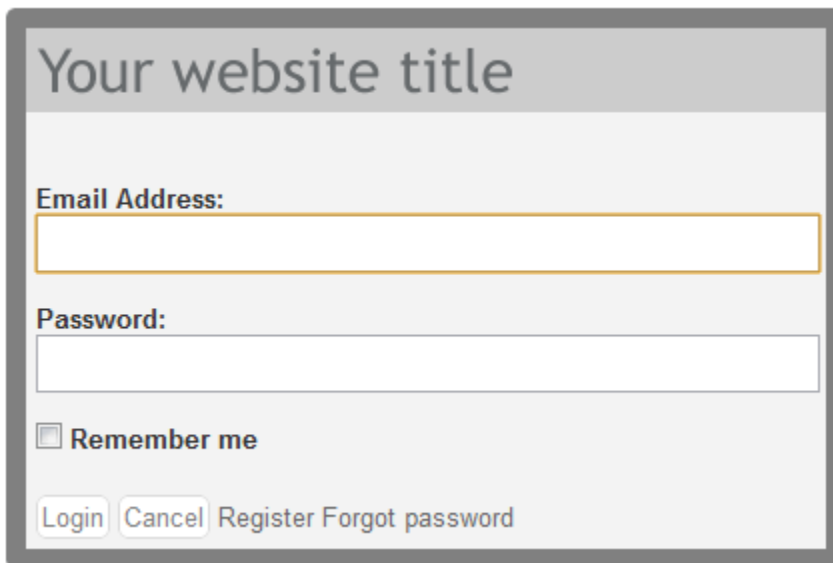
# Login and Logout

Administration of the NADA can only be done by users who have been assigned administrator rights on the NADA system. At least one administrator account is created when the NADA is installed.

To login to the Site Administration page of the NADA the site administrator should login to the NADA by clicking on the Login link in the top right hand corner of the NADA site.

[Login](#) | [Register](#)

Fill in the administrator email and password account details and click on the Login button.

A screenshot of a login form. At the top, it says "Your website title" in a grey header. Below that, there are two input fields: "Email Address:" and "Password:". Below the password field is a checkbox labeled "Remember me". At the bottom, there are four buttons: "Login", "Cancel", "Register", and "Forgot password".

When an administrator is logged in to the NADA site a link to Site Administration is shown in the top right hand corner of the site.

---

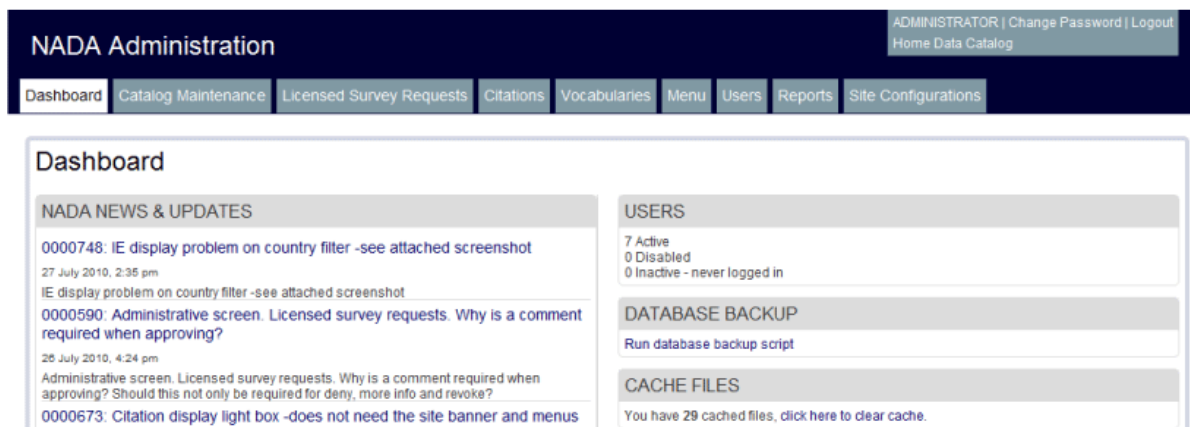
[administrator](#) | [Site administration](#) | [Profile](#) | [Password](#) | [Logout](#)

Clicking on this Site Administration link takes the user to the Site Administration page of the NADA.

To Logout of the Site Administration page and go back to the User Interface of the Application, click on the Logout button in the top right hand corner of the site.

# Site Administration Components

The Site Administration screen is where all management tasks for the application are conducted. It is from this screen that the site is configured and customized, and where metadata, data, citations and study related resources are uploaded for display in the catalog. A brief overview of the site management operations that can be conducted from this screen are described below.



[27]

## Dashboard [28]

The Dashboard tab provides information about application updates, status information about the system as well as functions for backing up the site database, clearing cache files and a means for administrators to provide feedback to the developers. [Read more »](#) [28]

## Catalog Maintenance [29]

The Catalog maintenance tab is where studies and their related resources are added or removed from the catalog. It is also where requirements for accessing the study data are defined. [Read more »](#) [28]

## Licensed Survey Requests [30]

The Licensed Survey Requests tab is where request for data defined as licensed in the Catalog Maintenance section are administered. This is where permission is granted or denied by the administrator to users who apply for access to obtain data defined as licensed in the system. [Read more »](#) [28]

## Citations [31]

The Citations tab is where bibliographic references can be added for publications that use any of the studies in the catalog. These citations can be linked to particular studies in the catalog and are displayed in the catalog view of the relevant study. [Read more »](#) [28]

## Vocabularies [\[32\]](#)

The Vocabularies tab is where custom classifications can be defined. For example custom topic lists can be defined for use in the Topic filter option of the user interface. [Read more »](#) [28]

## Menu [\[33\]](#)

The Menu tab is where menu items can be added to the user interface. Here new menu items can be defined as well as static pages designed for those menu items. Menus may also be created here which link to outside sites. [Read more »](#) [28]

## Users [\[34\]](#)

The Users tab is where all users registered to use the application are listed and managed. User roles on the system are also defined here. [Read more »](#) [28]

## Reports [\[35\]](#)

The Reports tab is where reports (site statistics) can be generated for the system. For example, reports on the most used keywords in searches or a summary of the most viewed studies in the catalog. [Read more »](#) [28]

## Site Configurations [\[36\]](#)

The Site Configurations tab is where settings such as server email settings, language settings, site name and catalog display options are set. [Read more »](#) [28]

# Dashboard

The Dashboard tab provides information from the developers about application updates and status information about the system, as well as functions for backing up the site database, clearing cache files and a means for site administrators to provide feedback to the developers.

[27]

The Dashboard screen is divided into the following sections:

## NADA News & Updates

Here is where the IHSN lists announcements about application updates and news. Information displayed here is received from an RSS feed on the IHSN website. <http://www.ihsn.org> [1].

## Users

The Users section displays information on the number of registered users on the site (active), the number of accounts disabled on the site as well as the number of accounts still to be activated by the user (inactive).

## Database Backup

The Database Backup section contains a link which runs a script to backup the applications SQL database. It is recommended that this script be run once a month and the resulting backup file be stored in a safe place off the production server. Other times when it might be useful to run a backup of the database are:

- when a lot of work has been done on the catalog, such as uploading of DDI's and citations.
- before upgrading the application to a newer version.

- when moving the application to a new server.

### **Cache Files**

The application, in order to speed up the loading of pages, caches pages viewed by users. If when making updates to the site, the administrator notices that the changes made are not being reflected in the user interface it may be that the page being updated has been cached and that the cached version of the page is being viewed. In this case clearing the cache should solve the problem.

### **Report Bug or Request a feature**

Should the administrator discover a bug (problem) in the application this section provides a means to report this problem to the NADA developers. The IHSN also encourages NADA administrators to inform them of any ideas they have about improvements that they feel could be made to the application or features they would like to see added.



# Catalog Maintenance

The Catalog Maintenance tab is where studies and their related resources are added or removed from the catalog. It is also where requirements for accessing the study microdata are defined.

## Viewing Studies in the Catalog

Clicking on the Catalog Maintenance tab shows a screen which lists all studies currently available in the catalog.

The screenshot shows the 'Catalog Maintenance' interface. At the top is a navigation bar with tabs: Dashboard, Catalog Maintenance (selected), Licensed Survey Requests, Citations, Vocabularies, Menu, Users, Reports, and Site Configurations. Below the navigation bar are links for 'Catalog Home', 'Upload DDI', and 'Import DDI'. The main content area is titled 'Catalog Maintenance' and contains a search bar with a dropdown menu set to 'All fields' and a 'Search' button. Below the search bar is a 'Batch actions' dropdown and an 'Apply' button. On the right, it says 'Showing 1-20 of 85' with pagination links for 1, 2, 3, 4, 5, and Next. The main table has columns for 'Country', 'Title', and 'Modified'. The table lists several studies, including those from Albania, Ecuador, and Serbia.

<input type="checkbox"/>	Country	Title	Modified
<input type="checkbox"/>	Albania	Employment and Welfare Survey 1996	07/27/2010
<input type="checkbox"/>	Ecuador	Encuesta Condiciones de Vida 1998	07/26/2010
<input type="checkbox"/>	Ecuador	Encuesta Condiciones de Vida 1995	07/26/2010
<input type="checkbox"/>	Ecuador	Encuesta Condiciones de Vida 1994	07/26/2010
<input type="checkbox"/>	Serbia	Living Standards Measurement Survey 2003	07/22/2010

To see a more detailed view for each study and to access tools to manage a particular study click on the study title. Clicking on a study shows a summary of the study, the study's Reference number, Country, Primary Investigator, Repository and the Metadata Producer and a reference to the location of the folder on the server where the study is stored.

The screenshot shows the detailed view for the 'Integrated Household Survey 1993' study. The table lists the following information:

<input type="checkbox"/>	Serbia	Living Standards Measurement Survey 2003	07/22/2010
<input type="checkbox"/>	Serbia	Living Standards Measurement Survey 2002	07/22/2010
<input checked="" type="checkbox"/>	<b>South Africa</b>	<b>Integrated Household Survey 1993</b>	<b>07/22/2010</b>
Reference No.	ZAF_1993_IHS_v01_M		
Country	South Africa		
Primary Investigator	Southern Africa Labour Development Research Unit		
Repository	default		
Metadata By	Development Economics Data Group		
Folder	default/4ca5804702630bd99a5858ed48537388		

At the bottom of the detailed view, there are several action links: 'Resource Manager', 'Browse Metadata', 'Delete', and 'Share DDI with Harvester?' (checked).

From this screen the following links are also visible:

- Resource Manager - the uploading of study files, resource descriptions and data access policies are handled here.
- Browse Metadata - this is a tool to browse the study metadata.

- A Delete Link - this is how studies you no longer want published are deleted from the catalog
- The share DDI with harvester check box - checking this box will allow the DDI to be shared with a central catalog

## Adding a Study to the Catalog

To add a new study to the catalog, you begin by adding the study metadata (DDI). Click on the Upload DDI button in the top right hand corner of the Catalog Maintenance screen.



This will open the following dialog box. Click on the browse button to navigate to the location on your machine where you have stored your DDI file for the study you wish to upload.

Click on your study DDI to select it (it will usually be a file with the extension .xml) and then click the open button. If you wish to overwrite a study which already exists then tick the overwrite box. Then click the submit button.

### Upload DDI

Select a DDI xml file:

*Overwrite if the study already exists?*

If a study has been successfully uploaded you will see the following screen:

**The DDI was imported successfully!**

Survey ID	LKA-DCS-ASI-1992-v1.0
Title	Sri Lanka Annual Survey of Industries - 1992
Publisher	Department of Census and Statistics, Ministry of Finance and Planning
Producer	Department of Census and Statistics
Sponsor	MISSING
Collection dates	1992 - 1992

[Click here to return to the Catalog Maintenance page.](#)

If you have a large number of Studies to upload and you are able to access the server (either through FTP, RDP or by physically accessing the server) on which your application is installed then it is possible for you to upload all your DDI's in one batch. To do this, navigate to the folder on the server in which you have installed the NADA application. Open the folder called imports and copy all your study DDI's into that folder. Once this is done, then from the Catalog Maintenance tab, click on the Import DDI button in the top right hand corner of the Catalog Maintenance screen.



A list of all the study DDI's you copied to your server's NADA application imports directory are displayed. Tick the overwrite box if you wish to overwrite any studies that already exist and then tick the boxes next to each study you wish to upload. To select all studies tick the first box below the import button. To begin the import process click on the import button. Once the import is complete a report is given of the number of files successfully imported.

## Batch Import DDIs

85 files were found in the import folder. Select the files you want to import and click on the Import button to proceed.

Overwrite if the study already exists?

**Import**

<input type="checkbox"/>	Name	Size	Date
<input type="checkbox"/>	ALB_1996_EWS_v01_M.xml	2.84 KB	07/22/2010
<input type="checkbox"/>	ALB_2002_LSMS_v01_M.xml	2.26 MB	07/22/2010
<input type="checkbox"/>	ALB_2003_LSMS_v01_M.xml	9.93 MB	07/22/2010

## Uploading Study Related Material

Click on the title of the study for which you wish to upload resources (data files, questionnaires, reports, technical documents, program files etc.).

<input type="checkbox"/>	Serbia	Living Standards Measurement Survey 2003	07/22/2010
<input type="checkbox"/>	Serbia	Living Standards Measurement Survey 2002	07/22/2010
<input checked="" type="checkbox"/>	<b>South Africa</b>	<b>Integrated Household Survey 1993</b>	<b>07/22/2010</b>
	Reference No.	ZAF_1993_IHS_v01_M	
	Country	South Africa	
	Primary Investigator	Southern Africa Labour Development Research Unit	
	Repository	default	
	Metadata By	Development Economics Data Group	
	Folder	default/4ca5804702630bd99a5858ed48537388	
<input type="button" value="Resource Manager"/> <input type="button" value="Browse Metadata"/> <input type="button" value="Delete"/> <input checked="" type="checkbox"/> Share DDI with Harvester?			

Then click on Resource Manager. A dialog box will open. Select the Manage Files tab.

The screenshot shows the 'Resource Manager' interface with the following elements:

- Navigation tabs: Manage Files (selected), Select Data Access Type, External Resources, Links.
- Actions: Home folder, Switch view, Upload files, Folder dropdown, Create, Upload files.
- Table of files:

Name	Folder	Size	Permissions	Modified	Actions
datamap.pdf	-	5.84 KB	-rw-rw-rw-	07/26/2010: 12:57:18	Edit   Delete
readme.pdf	-	6.41 KB	-rw-rw-rw-	07/26/2010: 12:57:18	Edit   Delete
Summary_Statistics.pdf	-	223.42 KB	-rw-rw-rw-	07/26/2010: 12:57:34	Edit   Delete
za94com.pdf	-	43.8 KB	-rw-rw-rw-	07/26/2010: 12:57:18	Edit   Delete
za94dta_stata10.zip	-	6.33 MB	-rw-rw-rw-	07/26/2010: 12:47:41	Edit   Delete

To upload files related to this study click on the Upload files button at the top of the box. A dialog box will open.

The screenshot shows the 'Upload files' dialog box with the following elements:

- Navigation: Home folder, Switch view, Upload files, Folder dropdown, Create, Upload files.
- Folder to upload to: --ROOT--
- Select files to upload: Four empty input fields, each with a 'Browse...' button.
- Buttons: Upload, Cancel.

Click on the Browse button to locate the files on your computer which you wish to upload. The application allows 5 files to be uploaded at a time. If you have more than 5 files to upload then once the first 5 have been uploaded, select the next batch and do the same.

**Note: the above image was taken from Internet Explorer. Upload file dialog boxes display differently in the Firefox and Chrome browsers. In Firefox and Chrome select the Choose file box to select your files for upload.**

**What type of files should you upload here?**

Any files related to the study that you want to share through the site. For Example:

- Microdata Files, if you are going to share them through the catalog
- Program\Syntax files
- Questionnaires

- Reports
- Technical Documents
- Maps
- Audio files
- Video files

## Providing File Descriptions for uploaded resources (External Resources)

Once the files have been uploaded for a study the next step is to create a description for each file. There are two ways to do this:

1. Manually - by clicking on each uploaded resource file and filling in the information for that file.
2. Automatic - by uploading a previously created Dublin Core (.rdf) files.

Files that have not been given a description will be colored grey in the [Manage Files](#) <sup>[37]</sup> display, files that have been defined as data files will be colored blue and files defined as external resources will be colored green.

### 1. Manually describing files:

Click on the file for which you wish to add a description. A form will open. Select a file type from the Type options dropdown box. For data files select either Microdata File or Database, for other files select an appropriate file type. The Title field in the form is a required field. It is recommended that all appropriate fields be completed in as much detail as possible. Click on the submit button at the bottom of the form to apply your changes.

#### Edit External Resource

Type

Document, Questionnaire [doc/qst] ▼

Title

Project for Statistics on Living Standards and Development - Household Questionnaire

Author(s)

Southern Africa Labour Development Research Unit

Date

Country

South Africa [zaf]

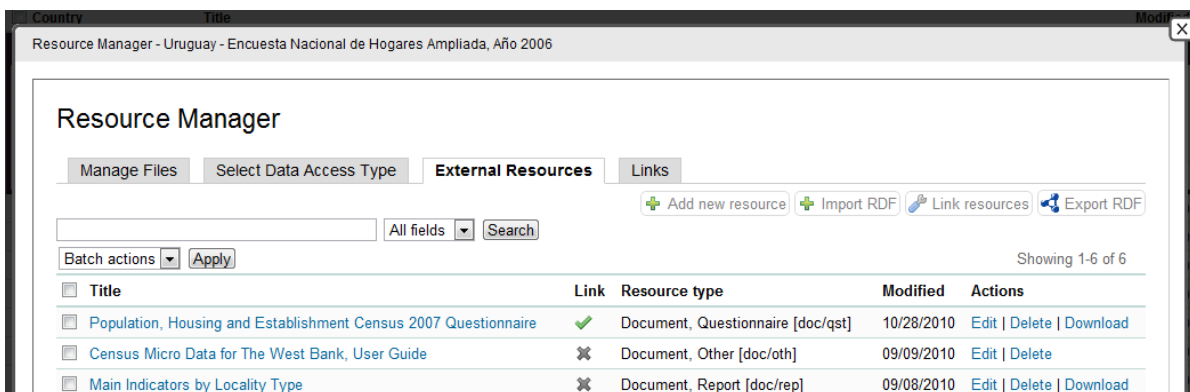
Language

English [eng]

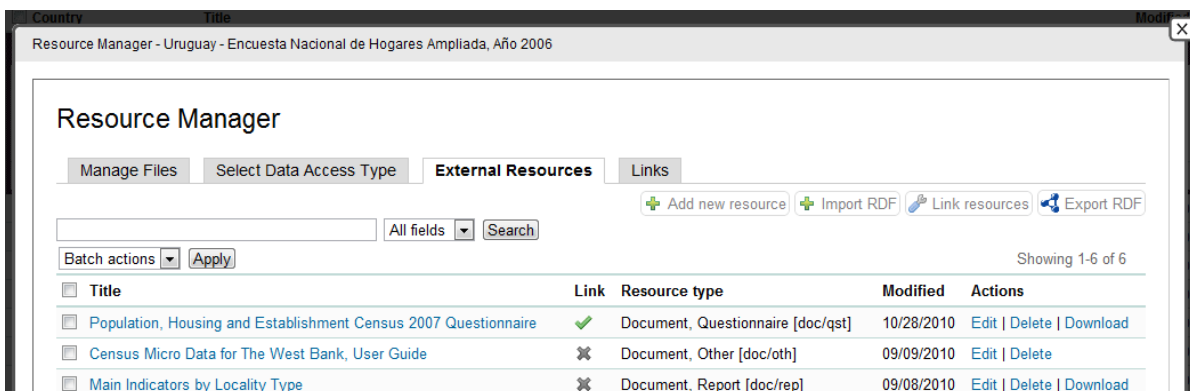
### 2. Describing files using a .RDF (Dublin Core) file.

If a .RDF file has been created for the study then it is possible to upload this file and automatically document the files uploaded to the catalog. An RDF file would typically have been created using the IHSN Metadata Editor and will contain all the required descriptive elements for files associated with the study.

Click on the External Resources tab in the Manage Resources dialog.



Then click on the Import External Resources button on the top right of the dialog box.



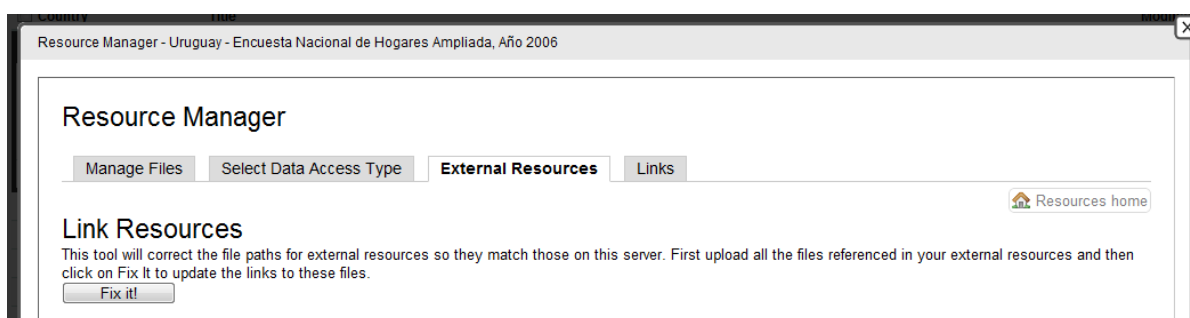
Click on the Browse button and navigate to the location on your computer where the .RDF file is stored.

If you would like the system to create the same folder structure on the NADA server as referenced on your .RDF file then tick the create folder structure box.

**Note: Selecting the create folder structure box is only useful if you have not yet uploaded any external resource files and you would like to have the system create a folder structure to match your .RDF. If you have already uploaded external resources files, as described above, then unselect this box.**

The final step is to click on the Link resources tab at the top right and then click on the Fix it! button.

This feature forces the application to look through all its folders to see if there is a file uploaded to the NADA (as described in the Manage Files section) with a filename matching the file name described in your .RDf file. If matching file names are found then the system will automatically create a link between the description and the file. This will make it possible for users to click on a file description and download the associated file (e.g. questionnaire). External Resources displayed with a green tick next to them have been linked to their corresponding files on the server and will be available for download. If an External Resource is shown with a grey cross this means the file referenced in the .rdf could not be found on the system. If at a later stage this file is located and uploaded by the administrator to the NADA through the Manage Files tab then running the Link resources function again should match the description in the RDF and the uploaded file, and thus a green tick will be shown.



## Assigning a Data Access Policy to a Study

The application allows for the dissemination of the study's microdata files. If the NADA is being used to disseminate study microdata then the application allows for four access policy levels.

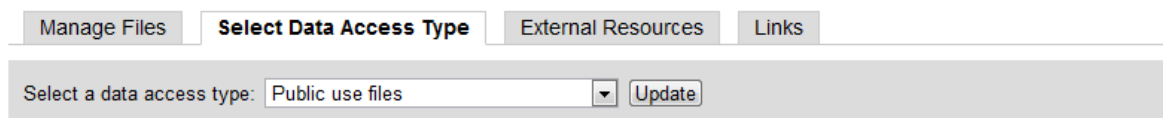
These are, in order of least restrictive to most restrictive:

- Direct Access Data Files - data shared under this policy are directly downloadable from the catalog without any restrictions. The user is not required to be logged into the site and no information is collected on the person downloading the data.
- Public Use Data Files - data shared under this policy requires that the user be logged in and registered on the site before they are able to download the data. The user is required to agree to a terms of use of the data and the application keeps records of who downloads the data.
- Licensed Data Files - data shared under this policy requires that the user be logged in and registered on the site. Users are also required to fill in and submit a detailed application form listing their reasons for wanting access to the data. Once the user submits the application form the system informs the system administrator that an application has been made. In order for the person to get access to the data the system administrator needs to review the application and approve it. Approval

(or denial) of applications is managed under the [Licensed Survey Requests](#) [30] tab of the Site Administration.

- Data available in an Enclave - under this policy no data is shared through the application. Users submit an application to access the data at a secure facility physically located on the premises of the data producer or a facility nominated by the data producer.

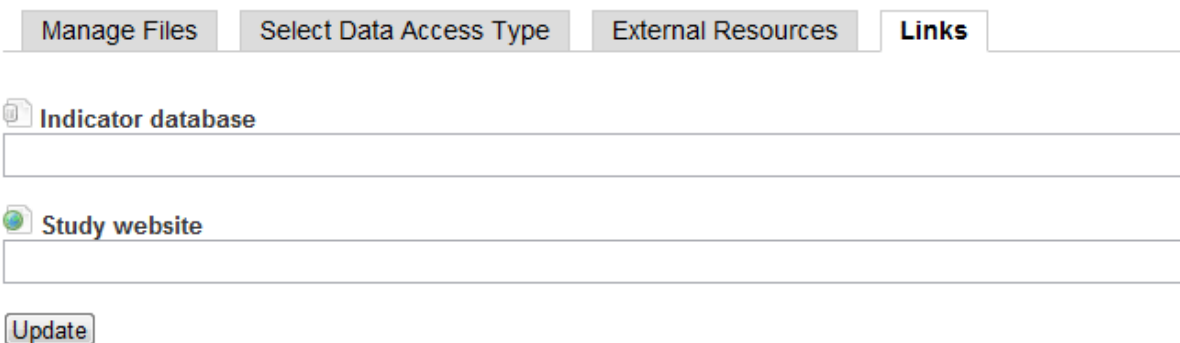
Management of the data dissemination policies is done under the Select Data Access type tab in the Resource Manager.



The data access type selection will apply to the following files

Title	Filename
Zipped South Africa 1993 Dataset	za94dta_stata10.zip

To assign a data access policy to a particular study click on the Select a data access type drop-down box. Select the level of access appropriate for the study and click on update. The files to be shared are listed below the drop-down box. If the following message is displayed: "No files have been assigned as data files in this study. To assign data files use the Manage Files tab", then no files have been 'defined' as data files for this study. To define files as data files go to the Manage Files tab in the Resource Manager and follow the instructions for editing [External Resources for a study](#) [38].



The Links tab under Resource Manager provides a means of adding a link to the study which points either to an external website for that study or to an external indicator database for that study. URL's filled in here will display icons and links in the catalog for that study pointing to the URL's defined here.

## Sharing with the Harvester



The application has a facility to allow NADA catalogs from different locations within and between countries to share their DDI files with a central catalog. So for example, if a country had a number of regional NADA catalogs set up they could set up a National Catalog which could automatically collect the DDI's from the regional sites and display them in the Central National Catalog. **The application is by default set to share DDI's with the IHSN catalog when the Share DDI with harvester box is ticked.** It is important to note that ticking this box only allows the DDI metadata files to be harvested and shared with the central catalog. The data files are never collected and shared. In fact, while the 'harvested' DDI is displayed in the central catalog clicking on that study in the central catalog will direct the user to the original location of the DDI and data. i.e. the country or regional NADA.

<input type="checkbox"/>	Serbia	Living Standards Measurement Survey 2003	07/22/2010
<input type="checkbox"/>	Serbia	Living Standards Measurement Survey 2002	07/22/2010
<input checked="" type="checkbox"/>	South Africa	Integrated Household Survey 1993	07/22/2010
	Reference No.	ZAF_1993_IHS_v01_M	
	Country	South Africa	
	Primary Investigator	Southern Africa Labour Development Research Unit	
	Repository	default	
	Metadata By	Development Economics Data Group	
	Folder	default/4ca5804702630bd99a5858ed48537388	
<a href="#">Resource Manager</a> <a href="#">Browse Metadata</a> <a href="#">Delete</a> <input checked="" type="checkbox"/> Share DDI with Harvester?			

For more information on how to change the default central 'harvester' catalog from the IHSN site to a central catalog of your own and thus capable of 'harvesting' DDI's from your regional sites please contact the IHSN at [info@ihsn.org](mailto:info@ihsn.org) [39] and we will help you set this up.

# Licensed Survey Requests

Applications submitted by users for studies with data dissemination being managed by the system under the Licensed Survey Policy are listed under the Licensed Survey Requests tab. For instructions on how to assign a dissemination policy type to a study [go here](#) [40].

## Viewing licensed requests

Applications for access to licensed data are listed here. Each application listed includes a brief summary of who made the application, application date and the "Status" of the application i.e. Approved, Pending or denied . It is also possible to use the search box provided to look for specific requests.

The screenshot shows a navigation bar with the following tabs: Dashboard, Catalog Maintenance, Licensed Survey Requests (active), Citations, Vocabularies, Menu, Users, Reports, and Site Configurations. Below the navigation bar is a section titled "Licensed Survey Requests". It contains a search box, a dropdown menu set to "All fields", and a "Search" button. Below the search area is a "Batch actions" dropdown menu and an "Apply" button. The main content is a table with the following data:

<input type="checkbox"/>	Title	Requested By	Status	Date	Actions
<input type="checkbox"/>	<a href="#">Integrated Household Survey 1993</a>	matthew	PENDING	07-19-2010	<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1-1 of 1

All applications marked as PENDING require action by the site administrator. To process an application click on the Title or the Edit link under the actions column to process an application. The following screen is displayed.

## Edit licensed request

Request information	Process	Communicate	Monitor
Request information	<b>Request status: PENDING</b> Request ID: 1, Dated: Mon, Jul/19/2010 14:45:58		
First Name	Matthew		
Last Name	Waltch		
Organization	WB		
Email	mwalch@worldbank.org		
Dataset requested	136 - Integrated Household Survey 1993 1994		
Receiving organization name	World Bank		

The Request information tab shows all the information provided by the data requestor when the application form was completed. It shows the date of the application as well as its status i.e. Approved, Denied or Pending.

To process an application click on the process tab to display the following screen.

## Edit licensed request

Request information	Process	Communicate	Monitor
<b>Request status: PENDING</b>			
<b>Select action</b> <input type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Request more information <input type="radio"/> Cancel authorization			
<b>Comments (comments will be visible to the user)</b> <input type="text"/>			
<b>Grant access to licensed data files</b>			
<input type="checkbox"/>	<b>File</b>	<b>Download limit</b>	<b>Expiry</b>
<input type="checkbox"/>	za94dta_stata10.zip	<input type="text" value="3"/>	<input type="text" value="08/02/2010"/>
To change all settings at once, fill the boxes and click apply.		<input type="text" value="3"/>	<input type="text" value="08/02/2010"/> <input type="button" value="Apply"/>
<b>Restrict data access by IP</b> <input type="text"/> <i>separate multiple IP addresses with commas. Example: 123.133.154.1,123.133.154.2</i>			
<input type="checkbox"/> <b>Notify user by email</b>			
<input type="button" value="Update"/>			

The first step in the process is to tick an appropriate action in the Select action field. Applications can be approved or denied, a request for more information can be made and a previous approval can be revoked.

Once a determination has been made, then a box is provided below this field for the administrator to give comments to the applicant. For example, a reason for denying the application, or for requesting more information. For approved applications the administrator might also want to provide the user with special instructions for obtaining the data.

In all these cases the information filled in the comments box will be emailed to the user upon clicking the Update button at the bottom of the page.

In order to disseminate data files via a user download page the administrator needs to select the data files to be made available to a particular application. This is done in the "Grant access to licensed data files field". If no files are listed under this section this means that no files have been marked as 'data' files in the Manage Data component of the Resource Manager under Catalog Maintenance. For instructions on marking files as data files [go here](#) [40].

Along with selecting which files to allow the applicant to download it is also possible (under the download limit column) to set a limit on the number of times a user can download a file as well as a date limit for this approval. If there is a need to restrict access to a specific IP address, then the relevant IP address can be filled in the Restrict data access by IP field.

Click on the apply button when done with this field.

Tick the Notify user by email box if you would like the system to e-mail the result of your decision to the applicant.

Click on the Update button to complete the process.

The Communicate tab allows the administrator to write specific instructions to the applicant on how to access the data or to ask for more information from the applicant. The applicant's e-mail address is pre-filled by the system. Once the other fields are filled then clicking on the send button sends a e-mail to the applicant.

## Edit licensed request

Request information Process Communicate Monitor

**Compose email message**

**To**

**Cc (use comma to add multiple addresses)**

**Subject**

**Body**

The Monitor tab shows information on how many times the applicant downloaded the data, from which IP address they downloaded it and the time they downloaded a file.

## Edit licensed request

Request information Process tab\_communicate Monitor

**Download summary**

File	Downloaded	Download limit	Last accessed	Expiry date	Status
ag_a.dta	3	3	07-12-2010 17:46:51	07-17-2010 23:59:00	✘
ag_b.dta		3	12-31-1969 18:00:00	07-17-2010 23:59:00	✘

**Download log**

File	IP address	Username	Dated
ag_a.dta	192.86.100.34	mweh@worldbank.org	07-12-2010 17:39:35
ag_a.dta	192.86.100.34	mweh@worldbank.org	07-12-2010 17:45:50
ag_a.dta	192.86.100.34	mweh@worldbank.org	07-12-2010 17:46:51

# Citations

The Citations tab is where bibliographic references can be added for publications that use any of the studies in the catalog. These citations can be linked to particular studies in the catalog and are displayed to the users of the system in the catalog view of the relevant study.

Citations

All fields

Batch actions  Showing 1-10 of 74

<input type="checkbox"/>	Type	Title	Date	Modified	Actions
<input type="checkbox"/>	Journal	<a href="#">Gender differences in household resource allocations</a>	1991	07/27/2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Journal	<a href="#">Estimating the determinants of cognitive achievement in low-income countries : the case of Ghana</a>	1992	07/27/2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Journal	<a href="#">Efficient allocation of transfers to the poor : the problem of unobserved household income</a>	1990	07/27/2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Journal	<a href="#">The allocation of goods within the household : adults, children, and gender</a>	1988	07/27/2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Journal	<a href="#">Household size in Cote d'Ivoire : sampling bias in the CILSS</a>	1993	07/27/2010	<a href="#">Edit</a>   <a href="#">Delete</a>

The following actions are possible within the Citations tab

- Search for a citation
- Add a citation
- Delete a citation or batch delete citations

## Searching for a citation

In large catalogs it is possible that citations will run into the thousands. The search box on this page allows for the searching of citations in Title, Author or Publisher fields, as well as in All Fields. To search for a citation, type your search term in the search box at the top, select your search options from the dropdown box next to it and then click on the Search button.

## Adding a citation

To add a new citation click on the Add New Citation button in the top right hand corner of the screen.

The following screen will be displayed:

## Add New Citation

Select citation type  
Book

Title

**Author(s)**

First name  Last name  Middle initial

[Click here to add more...](#)

Edition  Volume  Publication (Day/Month/Year)  -  -  ISSN/ISBN/Other number

Publisher  City  Country/State

URL

Abstract  
 Related Studies

The first step in adding a citation is to select an applicable citation type from the first drop-down box. Next fill in all the remaining fields. If the study has more than one author then click on the link 'click here to add more' to add more author fields.

The URL field is provided for cases where the article is available for download from an external website. Fill in the URL for the article here.  
If an abstract is available for the article then clicking abstract will provide a text box to add an abstract.

The final step in the process is to define to which studies in the catalog this citation applies. Clicking on the related studies link at the bottom of the page displays the following:

## Linking Citations to Studies in the Catalog

Page from	Page to	ISSN/ISBN/Other number
<input type="text"/>	<input type="text"/>	0821318233

URL

▶ **Abstract**

**Related Studies**

Title	
<input type="checkbox"/>	Employment and Welfare Survey 1996
<input checked="" type="checkbox"/>	Living Standards Measurement Survey 2002
<input checked="" type="checkbox"/>	Living Standards Measurement Survey 2003
<input checked="" type="checkbox"/>	Living Standards Measurement Survey 2004
<input checked="" type="checkbox"/>	Living Standards Measurement Survey 2005
<input type="checkbox"/>	Household Budget Survey 1996
<input type="checkbox"/>	Survey of Living Conditions 1995

[Clear selection](#)

Tick the box(es) next to the study\studies to which this citation applies and when done click on the submit button. The citation is now added to the list and will be displayed under the citations link next to the appropriate study\studies in the user interface section of the catalog.

To edit an existing citation, from the Citations tab click on the word edit next to the citation to be edited, or simply click on the title of the citation. The following will be displayed:

## Editing a citation



## Edit Citation

Select citation type

Journal

Article title

Gender differences in household resource allocations

Journal

Living standards measurement study (LSMS) working paper

Author(s)

First name

Duncan

Last name

Thomas

Middle initial

[Click here to add more...](#)

Volume

Issue

Publication (Day/Month/Year)

LSM79 30 - 6 - 1991

Page from

Page to

ISSN/ISBN/Other number

0821318233

URL

<http://www-wds.worldbank.org/external/default/main?pagePK=64193027&piPK=64187937&theSitePK=523679&menuPK=64187510&searchMenuPK=64187283&>

[▶ Abstract](#)

[▶ Related Studies](#)

Fill in or edit these fields as described in the above section "Adding a Citation"  
When done click on the update button at the bottom of the page.

To delete a citation click on the 'delete' word next to the citation to be deleted. To delete multiple citations, check the boxes next to each citation to be deleted and then click on the 'Batch actions' drop-down box and then click apply.

# Vocabularies

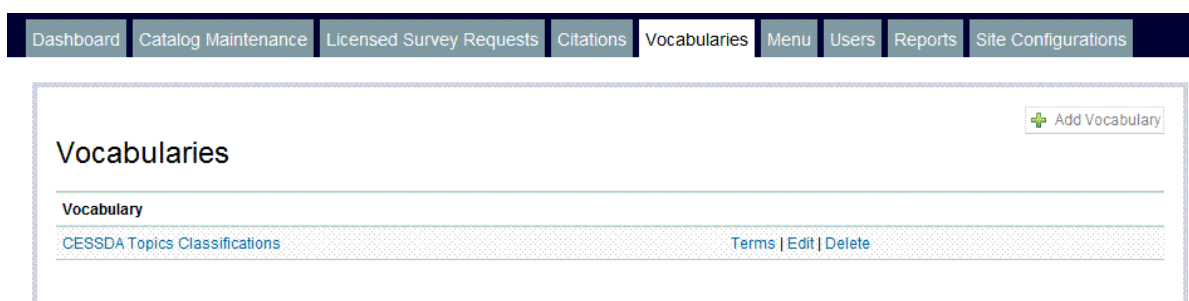
The vocabularies section provides a means for NADA site administrators to change the controlled vocabularies used on their site to better match thesauri used in their organization, country or region. At present version 3.0 of NADA only allows for the customization of topic lists displayed under the Topics Filter section of the User Interface. In the future it will be possible to customize other vocabularies used in the NADA.

The default Topic classification list distributed with the NADA Topic Filter section on the User interface is that of the Council of European Social Science Data Archives (CESSDA). Other classifications may be added in future versions.

## Creating a custom vocabulary or classification

To create a custom classification click on the Vocabularies tab in the Site Administrator.

The following screen is displayed:



## Add a new vocabulary

The current vocabularies\topics are listed. To add a new vocabulary\topics list click on the 'Add vocabulary' button in the top right corner. The following screen is displayed.



Fill in the name of your new vocabulary\ topics list. For this example we are adding the International Standard Industrial Classification of All Economic Activities, Rev.4 (ISIC Rev.4).. Type the topic name and click the update button. The newly created ISIC Rev.4 vocabulary is now listed in the vocabulary list. The application allows the addition of any thesaurus but currently only supports a 2 level hierarchy.

[+ Add Vocabulary](#)

Form was updated successfully!

## Vocabularies

---

**Vocabulary**

<a href="#">CESSDA Topics Classifications</a>	<a href="#">Terms</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">ISIC Rev 4 Two Level</a>	<a href="#">Terms</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

## Adding terms

To begin adding terms to the newly created vocabulary click on the vocabulary title. In our example we click on the ISIC Rev 4. Two Level title. The following screen is displayed.

[Home](#) [+ Add Term](#)

## ISIC Rev 4 Two Level

No records were found

Click on the Add Term button in the top right of the dialog box. The following dialog box is displayed.

[Home](#)

## Add Term

**Title \***

**Select term parent**

--select--

In the Title field fill in the first level of your classification. In the case of the ISIC classification this is Agriculture forestry and fishing. As we are defining the top level (or parent level) of a classification there is no need to select anything in the 'Select term parent' box.

Click on the update button and the following screen will be displayed.

[Home](#) [+ Add Term](#)

Form was updated successfully!

## ISIC Rev 4 Two Level

---

**Term**

<a href="#">Agriculture forestry and fishing</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
--	---

To begin adding the sub-topics (second level) to the topic Agriculture forestry and fishing, select add term again. The following screen is displayed.



[Home](#)

### Add Term

Title \*

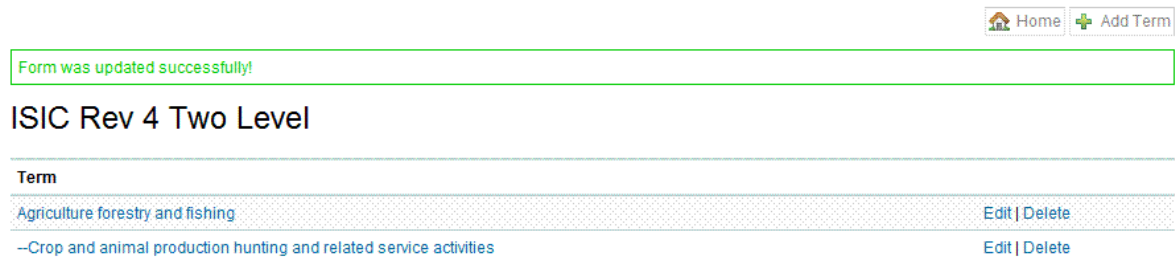
Crop and animal production hunting and related service activities

Select term parent

Agriculture forestry and fishing ▾

[Cancel](#)

Now enter the term for the second level. In our ISIC classification example 'Crop and animal production, hunting and related service activities' is our second level classification. To indicate to the application that this level is a second level (child) to the Agriculture forestry and fishing level we created previously, select from the 'Select term parent' drop-down box the 'Agriculture forestry and fishing' level we created earlier as parent to the new term. Click on the update button. The following screen is displayed. Note that we have now created a parent level (Agriculture forestry and fishing) classification with a second level (Crop and animal production, hunting and related service activities) below it.



[Home](#) [+ Add Term](#)

Form was updated successfully!

### ISIC Rev 4 Two Level

Term	
<a href="#">Agriculture forestry and fishing</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">-Crop and animal production hunting and related service activities</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

In the same way continue adding any other second level classifications to the first level (parent) you created. In our example the second level, 'Forestry and logging' and 'Fishing and aquaculture' have been added. In both these cases Agriculture forestry and fishing were selected as the parent item.

Form was updated successfully!

## ISIC Rev 4 Two Level

### Term

<a href="#">Agriculture forestry and fishing</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">--Crop and animal production hunting and related service activities</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">--Forestry and logging</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">--Fishing and aquaculture</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Mining and quarrying</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

When all second level classifications are complete for this parent item, move on and begin creating the next parent level classification. In our example this is Mining and quarrying. Do this in the same way as the Agriculture forestry and fishing parent item was created.

## Add Term

**Title \***

Select term parent

[Cancel](#)

Add all the second level classifications under mining and quarrying.

## Add Term

**Title \***

Select term parent

[Cancel](#)

Form was updated successfully!

## ISIC Rev 4 Two Level

Term	
Agriculture forestry and fishing	<a href="#">Edit</a>   <a href="#">Delete</a>
--Crop and animal production hunting and related service activities	<a href="#">Edit</a>   <a href="#">Delete</a>
--Forestry and logging	<a href="#">Edit</a>   <a href="#">Delete</a>
--Fishing and aquaculture	<a href="#">Edit</a>   <a href="#">Delete</a>
Mining and quarrying	<a href="#">Edit</a>   <a href="#">Delete</a>
--Mining of coal and lignite	<a href="#">Edit</a>   <a href="#">Delete</a>

Continue adding all the top level (parent) and second level (child) topic to your list. To see an example of a full classification list use the CESSDA Topic list provided with the NADA application. The full ISIC Rev. 4 topic list used in our example is available from the United Nations Statistics Division Site [ISIC Rev 4. site](#) [41]

### Changing the Site Configuration settings to use new topic lists

Once the full topics list has been defined the next step is to tell the application to use this new list in the Topic Filter section of the User Interface. To make the new topics list the default system Topic list click on the Site Configurations tab and in the Select topic vocabulary box - select the new topic list you have just created. In our case the ISIC Rev 4 Two Level is selected below. Click on the Update button at the top or the bottom of the page to save the selection.

### Site Configurations

---

**General site settings**

Website title:

Website URL:

Default home page:  Provide the name of the page e.g. catalog or home or about

Webmaster name:

Webmaster email:

Language:

Cache folder:  ✓

---

**Use HTML Editor for HTML editing?**

Use HTML editor:  Yes  No

---

**Survey catalog settings**

Catalog folder:  ✓ This folder is for storing DDI and related files

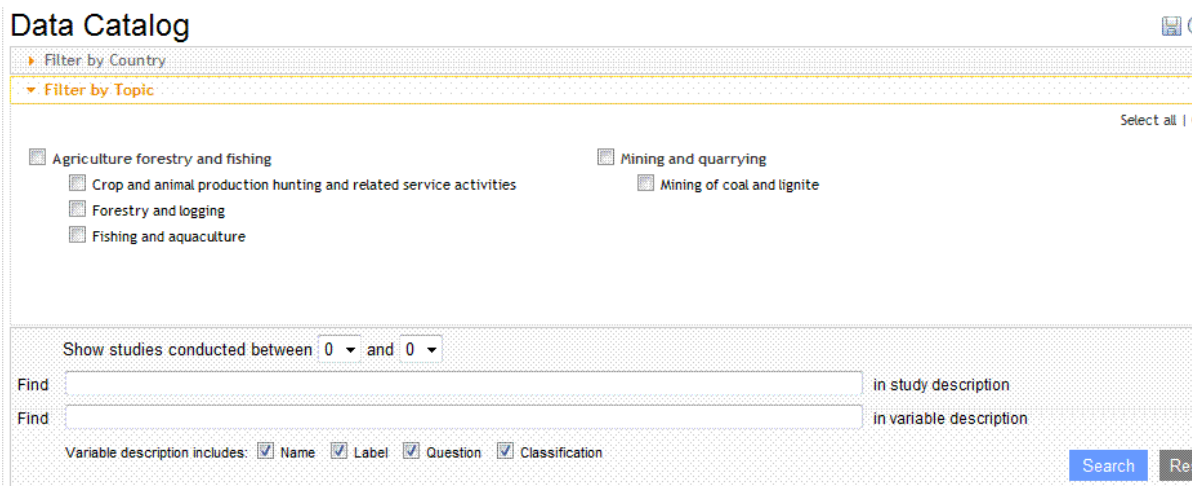
DDI import folder:  ✓ Folder to look for DDI files for importing in bulk

Select topic vocabulary:  Select the vocabulary to use for Topics classification

Regional search:  Enable - will show an additional drop down for country filter on the catalog search page

## New Topics displayed in the Catalog View

Now go to the Data Catalog on the User Interface. Expand the Filter by Topic box. Your new classification list should now be visible. Note: The Topic Filter section is read from the Topic Classification field of the DDI. If you used the CESSDA or some other Topic Classification when you created your DDI in the Metadata Editor then you will not see anything displayed in the Topic List if you select a vocabulary other than CESSDA. In our example if you used the CESSDA classification in your DDI and then use the ISIC classification in the NADA, nothing will be displayed in the Topic Filter box. To display the new classification in the NADA you need to also change your topic classifications in your DDI Editor to match the NADA classification.




## Brief guide to changing the IHSN Metadata Editor Topic List - Template

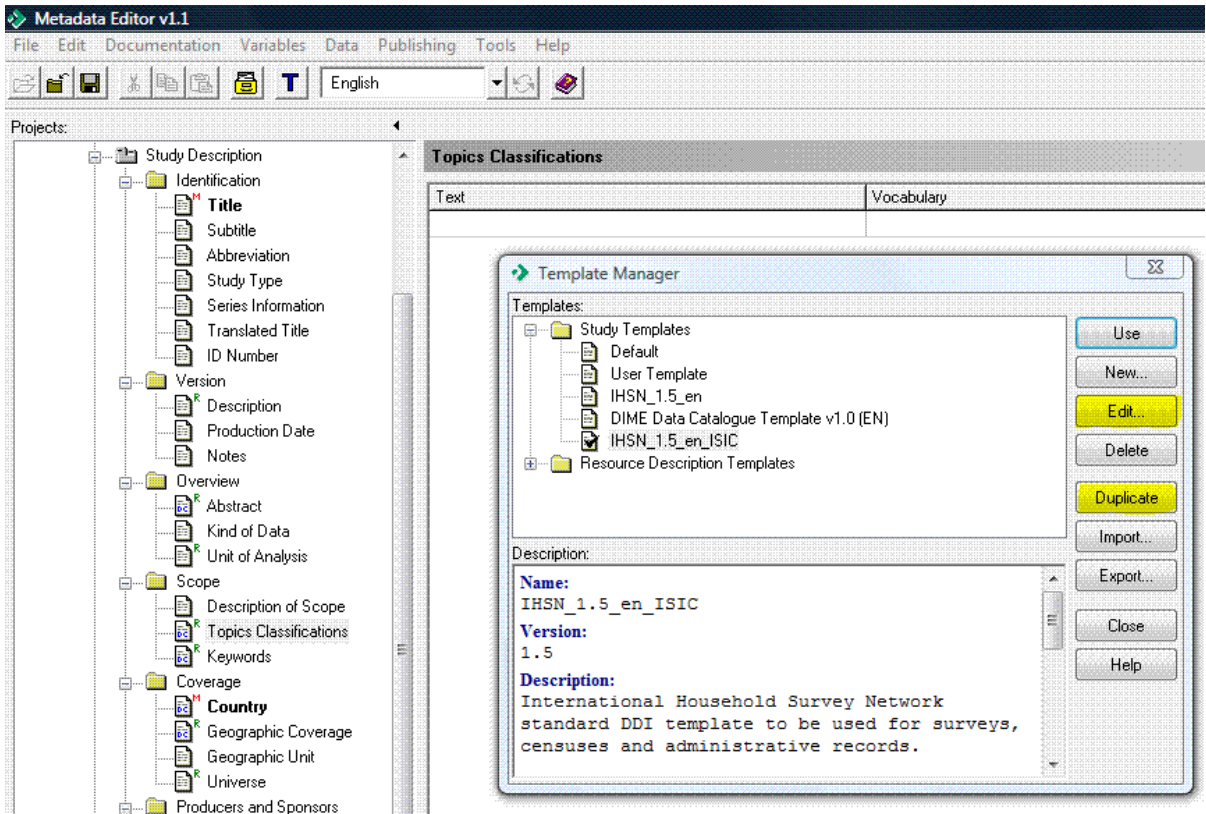
As mentioned above, using Topic Filters in the NADA requires that the topics lists in the NADA and those in the DDI match. Both the NADA and the Metadata Editor are distributed with the CESSDA topics list as a default. To use a different subject list requires that the chosen list be defined in the NADA (as described in the section above) as well as a matching list defined in the Template used in the Metadata Editor.

It is not within the scope of this guide to give a detailed description of how to create a topics list in the Metadata Editor, but here briefly are the steps you would need to take. For more detailed documentation on the Metadata Editor go [here](#). [42]

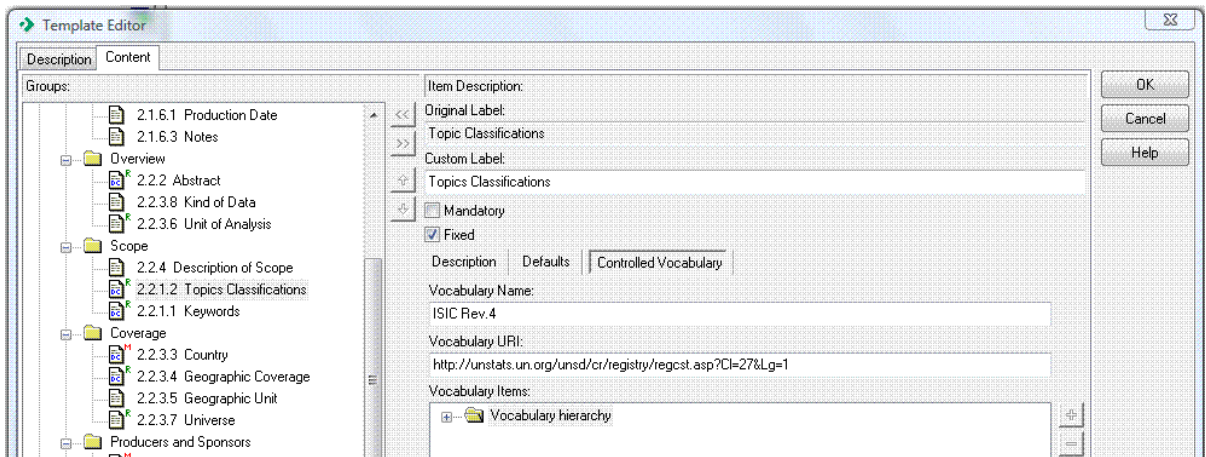
The first step is to open the Metadata Editor and then to click on the icon at the top

with an Uppercase  on it. This is the Template Editor. The Template Editor dialog box opens. It is advised that rather than editing an existing template directly, a duplicate template be created of the one you wish to edit. Select the template to be edited. Click on Duplicate. A duplicate template of the original is created. Select the duplicate template and then click on the Edit button.





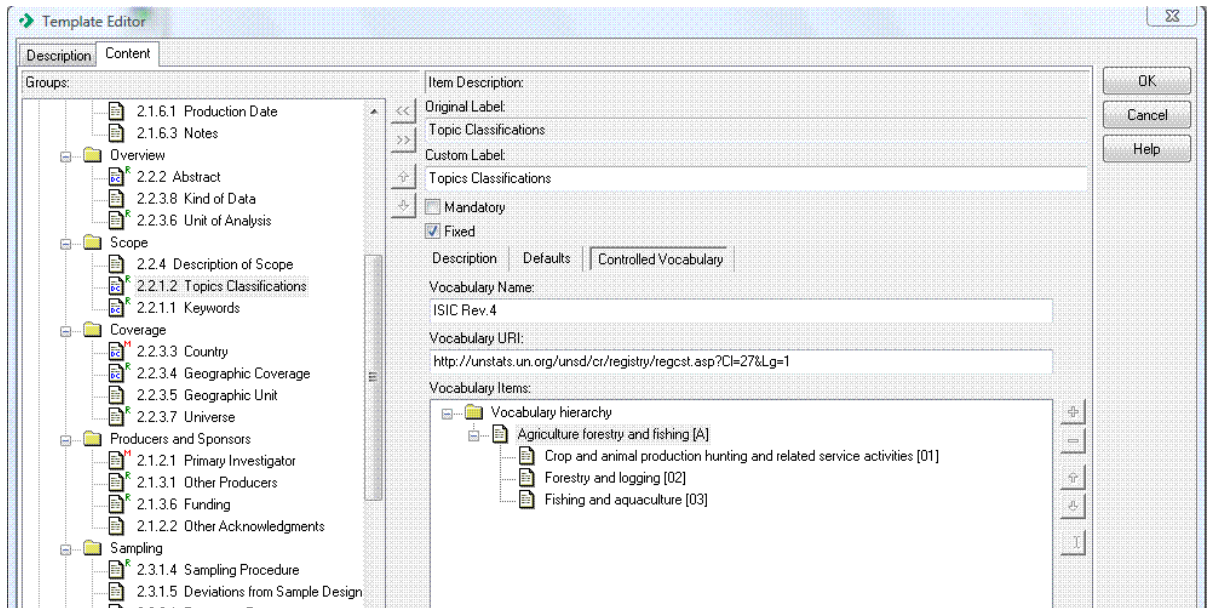
In the left menu of the Template Editor look for the field 2.2.1.2 Topics Classifications. Click on it to open the screen below.



Now click on Controlled Vocabulary and fill in the name of the new Classification in the Vocabulary name field. If you have a URL to a description of the original Classification list include it in the URI field. We use the ISIC example for this demonstration. Note: If there is existing information in these fields from another Topic list, such as CESSDA, it is necessary to first delete the existing classification before defining a new one.

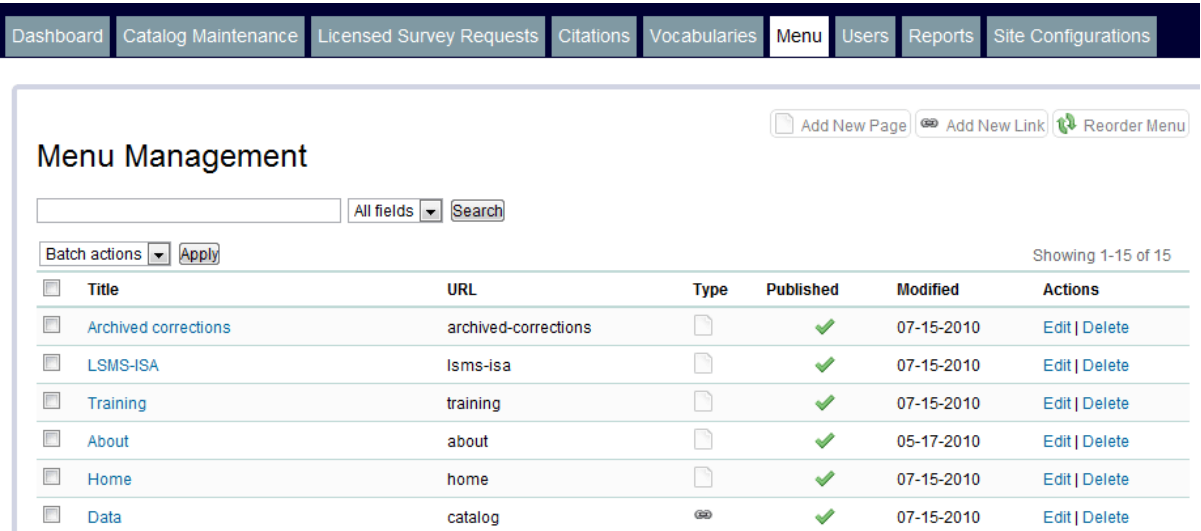
Within the Vocabulary Items box you can begin adding the Classification hierarchy using the + key in the dialog box. In the screenshot below the ISIC classification is shown as an example. When done save the template. When creating a study's DDI with the template you can now use this newly created Topic Classification list for the creation of your DDI. This list will match the topic list created in the NADA and your Topic Filter in the NADA interface will display the correct topic filters.

Example: [IHSN\\_1.5\\_en\\_ISIC.NesstarTemplate](#) [43]



# Menu and Static Page Management

Clicking on the Menu tab provides a listing of all the Menu items listed on the user interface. From this page it is possible to create new Menu items and Static pages for the user interface as well as to create menu links which link to outside websites. It is also possible from this page to re-order, edit, un-publish or delete the display of Menu items on the site.



The screenshot shows the 'Menu Management' interface. At the top is a navigation bar with tabs: Dashboard, Catalog Maintenance, Licensed Survey Requests, Citations, Vocabularies, Menu (selected), Users, Reports, and Site Configurations. Below the navigation bar are three buttons: 'Add New Page', 'Add New Link', and 'Reorder Menu'. The main content area is titled 'Menu Management' and includes a search bar with a dropdown menu set to 'All fields' and a 'Search' button. Below the search bar is a 'Batch actions' dropdown and an 'Apply' button. The table below shows a list of menu items with columns for Title, URL, Type, Published, Modified, and Actions. The table is showing 1-15 of 15 items.

<input type="checkbox"/>	Title	URL	Type	Published	Modified	Actions
<input type="checkbox"/>	Archived corrections	archived-corrections			07-15-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	LSMS-ISA	lsms-isa			07-15-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Training	training			07-15-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	About	about			05-17-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Home	home			07-15-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Data	catalog			07-15-2010	<a href="#">Edit</a>   <a href="#">Delete</a>

## Adding a menu item and a static web page to the site

To add a new Menu entry to your site as well as a static web page to go along with it then click on the Add New Page link on the top right of the screen.



A close-up of the three buttons: 'Add New Page', 'Add New Link', and 'Reorder Menu'.

The following screen will be displayed.

## Create New Menu

Title \*

URL \*

<http://ihsn.org/apps/lsms/index.php/>

Body

Path:

Publish \*

Yes ▾

Open in \*

Same window ▾

Update Cancel

Apart from the Body field, all fields must be completed.

- In the Title Field put a short descriptive title as this will be what will show as your menu item. e.g. Home, About, Citations.
- In the URL field fill in a name for what you would like the static html file to be called in the url which links to this menu item e.g. about (<http://ihsn.org/apps/lsms/about.php> [44])
- In the Body field fill in the text you would like displayed with this menu item. Think of this as the contents for a web page. The editor provided allows for the formatting of text inputted into this box. If, however, you know HTML and you would prefer to write the page in HTML then click on the HTML button in the second row of the Body editor. This will open a box for entering text in HTML.
- The Publish drop down box allows for the publishing or un-publishing of the page. Published, means that the menu and it's web page will be displayed on the user interface, un-published will not display the contents on the user interface, but will keep the page for publishing later.
- The Open in drop-down box determines whether the page opens in a new window or the same window as the application when clicked on by a user.
- To save the page click on the Update button at the bottom of the page

If in the future the page needs to be edited or contents added, then clicking on the 'edit' text next to the menu item to be edited (under the Actions column) will open

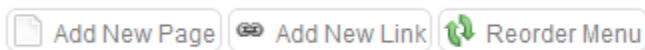
up a similar page to the Add New Page option discussed above. The edit option will open a screen like the one below.

The screenshot shows the 'Edit Menu' interface. At the top, there is a navigation bar with tabs: Dashboard, Catalog Maintenance, Licensed Survey Requests, Citations, Vocabularies, Menu, Users, Reports, and Site Configurations. The 'Menu' tab is active. Below the navigation bar, there are three buttons: 'Menu Home', 'Add New Page', and 'Add New Link', followed by a 'Reorder Menu' button with a circular arrow icon. The main content area is titled 'Edit Menu' and contains the following fields:





- Title \***: A text input field containing 'Designing Surveys'.
- URL \***: A text input field containing 'designing-surveys'. Below it, the full URL 'http://lhsn.org/apps/sms/index.php/designing-surveys' is displayed.
- Body**: A rich text editor with a toolbar containing various icons for text formatting, alignment, and linking. The body content includes:
  - A heading: **Designing Surveys**
  - A paragraph: 'This site is primarily designed for people who would like to obtain information on the materials produced by DECRG to assist in the implementation of surveys. The following links describe the core of our efforts to this end.'
  - A numbered list item: '1. [A Manual for Planning and Implementing the Living Standards Measurement Study Surveys](#). - this manual provides practical information on how to
- Path:**: A text input field.
- Publish \***: A dropdown menu with 'Yes' selected.
- Open in \***: A dropdown menu with 'Same window' selected.
- Update** and **Cancel** buttons.

## Adding or editing a link

To add a Menu item on the user interface and link this to an outside site click on the Add New Link button on the top right of the Menu tab.



The following page will open:

 Menu Home  Add New Page  Add New Link  Reorder Menu

### Edit Link

Title \*

URL \*

Publish \*

Open in \*

Fill in the fields:

- In the Title field fill in a short description as this will become the name of your menu item.
- In the URL field fill in the full URL of the site you want to link to. e.g. <http://www.ihsn.org> [1]
- Use the Publish drop-down box to say if the page should be published and displayed on the user interface or not.
- Use the 'Open in' drop-down box to indicate if the new link should open in a new window or the same window as the application.
- When done click on the submit button at the bottom of the page

## Re-ordering the Menu

To change the order in which menu items are displayed on the website click on the Re-order Menu button in the top right of the Menu Tab.



The following page is displayed

Menu Home Add New Page Add New

### Reorder Menu

To change order of the menu items, click on the row and drag it to the new location.

- ↕ Archived corrections
- ↕ LSMS-ISA
- ↕ About
- ↕ Home

To change the order of a menu item, click on the item to be moved and drag it to the position in which you want it displayed. When done, click on the Update button at the bottom of the page.

### Searching and Batch actions (Batch deletion)

To search for Menu Items or for specific terms within the body elements of the Menu tab then use the Search box at the top of the page. Use the drop-down box to determine if a search should be conducted on All Fields, the Titles or just the Body text.

To delete multiple menu items, first select the items to be deleted by ticking the box next to them, then click on the batch actions box, select delete and click on the apply button. See the image below.

### Menu Management

All fields ▾
Search

Batch actions ▾
Apply

	URL
<input checked="" type="checkbox"/> Archived corrections	archived-corrections
<input checked="" type="checkbox"/> LSMS-ISA	lsms-isa

### Editing and Deleting

To delete or edit an existing menu entry click on the edit|delete text links listed next to each study in the Actions column.

Showing 1-15 of 15

---

**Actions**

---

[Edit](#) | [Delete](#)






---

[Edit](#) | [Delete](#)

---

## Publishing & Unpublishing Menu Items

A Menu item can be published or unpublished by using the edit button as described above, but also through a more direct method. To quickly publish or unpublish a menu item, simply click on the green tick and it will toggle between published (green tick) and unpublished (the red cross).

<input type="checkbox"/>	<a href="#">Training</a>	training			07-15-2010
<input type="checkbox"/>	<a href="#">About</a>	about			05-17-2010
<input type="checkbox"/>	<a href="#">Home</a>	home		<a href="#">Click to publish/unpublish</a>	



# User Management

## Types of User Accounts

The application allows for two type of user accounts:

### Users

User level accounts allow the user to log into the site and download or make applications to download data from the site. Users cannot access the Site Administration part of the application and as such cannot make changes to the site or upload studies or study related material.

User level accounts can be created by user self registration or by a site administrator.

Self Registration is done by the user themselves from the web interface. To do this the user clicks on the register button in the top right of the web site and completes a registration form. On submission of the form an account is automatically created for the user in the application database. The user also receives an automatic e-mail from the system asking them to click on a link provided in the e-mail. This step is included in the account registration process as a means of checking that the e-mail address provided by the user upon registration is a valid e-mail address. Once the e-mail validation step is completed then the user account is listed as ACTIVE in the database and the user can log onto the system. If the user does not complete the e-mail validation step then the status of this account is listed as Disabled.

### Administrators

Administrator level accounts allow access the Site Administration functions being described in this section. One administrator account is created when the application is set up. Should further administrator accounts be required then these can be created by the original administrator or any subsequent administrator accounts created. NOTE: it is good practice to limit the number of administrator accounts to only a few people who will manage the site. Careful management of access to these accounts is paramount to ensuring the security of the site.

## Managing user accounts

To view a list of users registered to use the application click on the Users tab in the Site Administrator. The following screen will be displayed.

[+ Create new user account](#)

## User Management

All fields

Showing 1-7 of 7

<input type="checkbox"/>	Username	Email Address	User group	Status	Country	Company	Joined	Last login	Actions
<input type="checkbox"/>	administrator	administrator@gmail.com	ADMIN	ACTIVE	-	IBM	05-08-2010	07-28-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	Steve Thomas	stthomas@worldbank.org	ADMIN	ACTIVE		World Bank	06-24-2010	07-19-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	stiles	stiles@worldbank.org	ADMIN	ACTIVE		IBM	07-19-2010	07-27-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	rudhose	rudhose@worldbank.org	ADMIN	ACTIVE		IBM	07-19-2010	07-28-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	lorna-deary	lorna-deary@iban.org	ADMIN	ACTIVE	United States	IBM	07-20-2010	07-28-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	lorna-guest	lorna-guest@iban.org	USER	ACTIVE	-	IBM	07-20-2010	07-27-2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="checkbox"/>	stiles	stiles@worldbank.org	ADMIN	ACTIVE	United States	IBM	07-22-2010	07-27-2010	<a href="#">Edit</a>   <a href="#">Delete</a>

Showing 1-7 of 7

In this view a list is provided of all users registered in the application database. The list provides a summary of the users details, the user group to which they belong (admin or user) and the status of the account (active, disabled).

From this view it is possible to add new user accounts as well as edit existing user accounts.

To add a new user user account to the site click on the Create new user account button in the top right hand corner. The following form will be displayed.

## Adding a user

## Edit user account

**Username\***  
administrator

**Email Address\***  
admin@example.com

**First Name\***  
Admin

**Last Name\***  
istrator

**Company\***  
International Household

**Phone\***  
202-675-1234

**Country**  
United States ▼

Leave the password fields blank to keep the current password

**Password\***  
\*\*\*\*\*

**Password Confirm\***  
\*\*\*\*\*

**User account status?**  
 Active  Blocked

**Select user group**  
Administrator ▼

[Update](#) [Cancel](#)

Fields marked with a red asterisk are mandatory. At the bottom of the form the field 'Select user group' offers a drop-down box for the selection of an account type.

## Assigning a Role

**Select user group**  
Administrator ▼  
Administrator  
User

To create a regular user, select User or to create an Administrator account select Administrator. Once complete click on the Update button at the bottom of the page.

The account will be created and an email will be sent to the user for whom the account has been created. The e-mail will contain login details for the account as well as an account activation link which the user must click on to activate the account.

## **Editing a User account**

To edit an existing account, click on the username or on the edit link next to the user name. The administrator may wish to edit a user account for a number of reasons.

1. To block access to a user account - in the case of users who are misusing the system or who are suspected of giving their login details to others. To block access for a user, select the block option at the bottom of the page.
2. To manually activate an account that is disabled. To manually activate access for a user, select the activate option at the bottom of the page.

## **Deleting a User account**

To delete an account click on the delete link on the right hand side next to the user account to be deleted.

## **Searching for a User account**

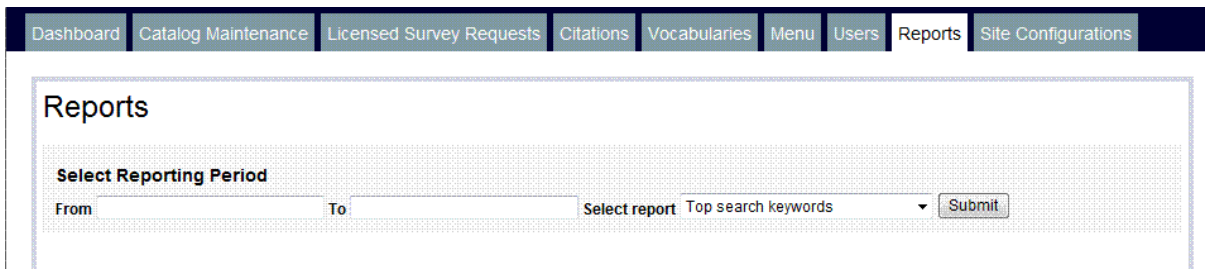
To search for a specific user account, fill in the search term in the search box at the top and select in which fields to search. The drop down box next gives the option to search in all fields, username field or email address field.

# Reports

The Reports tab is where reports (site statistics) can be generated for the system. The NADA can generate reports on

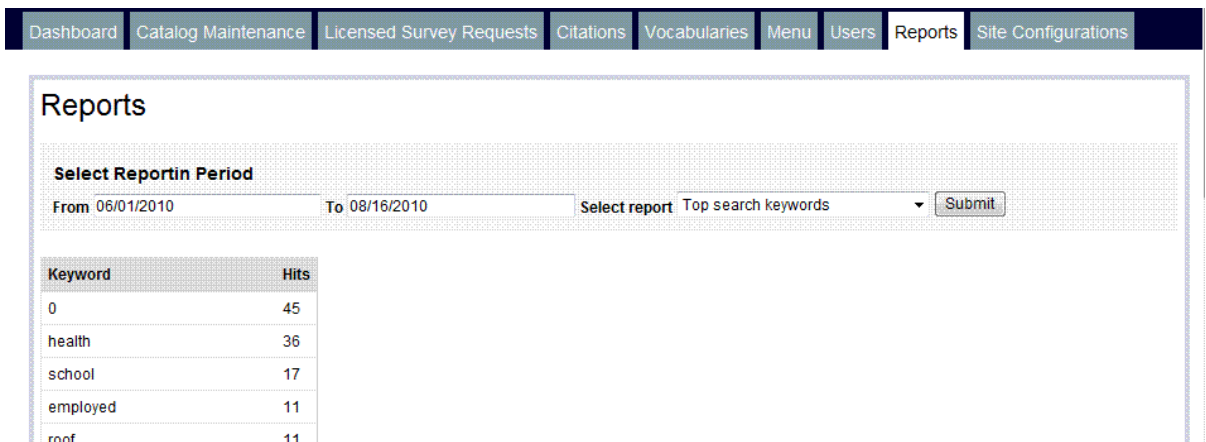
- Most used search keywords
- Most viewed studies (Summary)
- Most viewed studies (Detailed)
- Downloads by study

To generate a report click on the Reports tab in Site Administration. The following page is displayed.



To generate a report select the date range for which you want to generate a report and add dates to the From and To fields of the Reports page. Then from the drop-down box select the type of report you would like to generate. To generate the report click on the Submit button.

The report will be generated and displayed. In the image below a report of the most used search keywords is generated.



Keyword	Hits
0	45
health	36
school	17
employed	11
roof	11

To export the report to a spreadsheet or to html, click on the export report link.

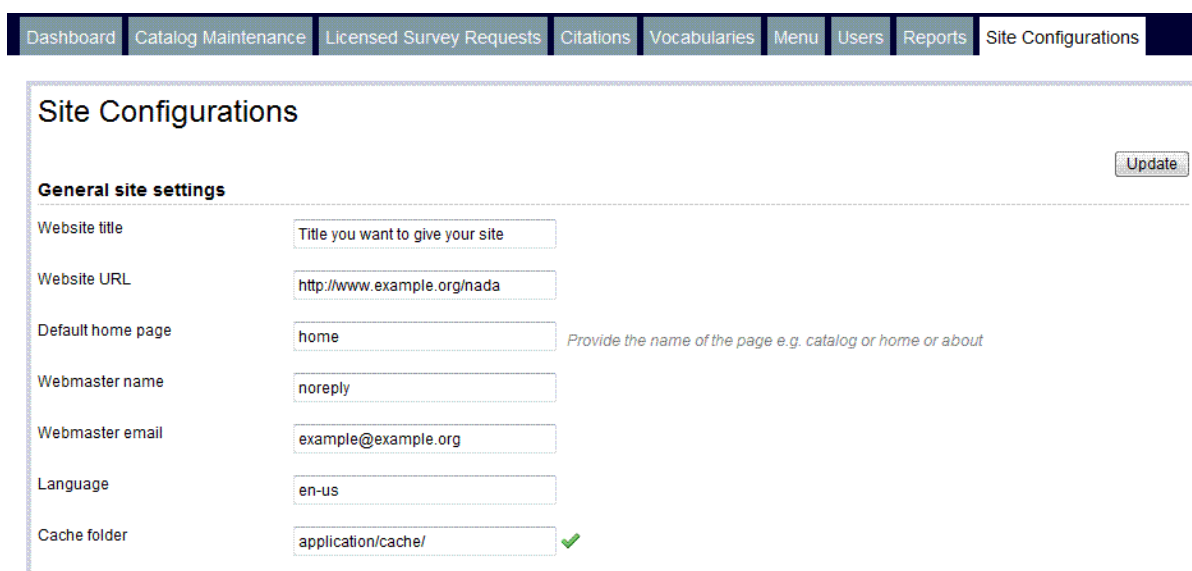
# Site Configurations

Site configurations are controlled through the Site Configurations tab in the Site Administrator.

The following settings for the application are set here:

## General Site Settings

Click on the Site Configurations tab to display the following screen.



The screenshot shows the Site Configurations page with a navigation bar at the top containing: Dashboard, Catalog Maintenance, Licensed Survey Requests, Citations, Vocabularies, Menu, Users, Reports, and Site Configurations. The main content area is titled "Site Configurations" and includes an "Update" button. Under the "General site settings" section, there are several input fields:

Setting	Value	Notes
Website title	Title you want to give your site	
Website URL	http://www.example.org/nada	
Default home page	home	Provide the name of the page e.g. catalog or home or about
Webmaster name	noreply	
Webmaster email	example@example.org	
Language	en-us	
Cache folder	application/cache/	✓

The General site settings section consists of the following settings:

### 1. Website title

Under Website title fill in the name of that should be displayed on the site front page. For example, ...(Country) National Data Archive or Central Statistics Catalog of ...(Country)

### 2. Website URL

Under website URL fill in the URL of your NADA application site. For example.

<http://www.example.org/nada> [45]

In general the site URL will be the institutions URL, plus the folder name on the server where the NADA was installed.

In the example above <http://www.example.org> [46] is the organizations main URL and the NADA was installed in the /nada folder on the webserver.

### 3. Default home page

The default home page setting determines on which page the site will open. In the example screen shot the default home page is the page called home. If it is desired to have the site open directly on the catalog page then typing catalog in this box would do that. Note, any page listed under the Menu tab in Site Administration could be set as the default home page.

### 4. Webmaster name

This will be the name used in emails sent by the system. This could be a person's name, webmaster, archive, support or any other appropriate name.

### 5. Webmaster email

This is the email address to be used for correspondence for the site.

Note this should be an existing organization email address that will be regularly monitored as all requests from the site are sent to this address.

### 6. Caching

To enable\disable caching of pages on the site select either enable or disable here. Enabling page caching can increase the load times of your NADA site pages considerably. Note: when doing site development it is advised that caching be disabled or changes to the site may display the cached version of the page and not the edited version of the page.

### 7. Cache folder

The cache folder location is preset at the time of installing the application, so should not be changed. What is important to note is if there is a green tick next to this field or a red cross. The green tick and red cross indicate if the cache folder on the server is writable or not. If the cache folder is not writable and the site is set to cache files then caching will not work and the site will likely be a little slower to load. To make the cache folder writable, browse to the folder were the NADA is installed on the server then go to the application/cache folder and change the permissions of this folder to writable.

To apply all settings and changes click on the update button at the top or bottom of the page.

## **HTML Editor Site Settings**

Click on the Site Configurations tab to display the following screen.



## Use HTML Editor for HTML editing?

Use HTML editor

Yes  No

The use HTML Editor setting is used to turn the HTML editor on or off and applies only to editing pages under the Menu tab of the Site Administrator. When editing static pages created under the Menu tab the user is by default presented with a WYSIWYG editor which allows for the entering of text and the formatting of text without having to know html. it provides the sort of features one often finds in office packages. For expert web programmers who are used to designing their own pages directly in html, it may be more convenient to turn the editor off and enter text directly in html. In this case the editor should be disabled.

To apply all settings and changes click on the update button at the top or bottom of the page.

## Survey Catalog Settings

Click on the Site Configurations tab to display the following screen.

### Survey catalog settings

Catalog folder	<input type="text" value="datafiles"/>	✓ This folder is for storing DDI and related files
DDI import folder	<input type="text" value="imports"/>	✓ Folder to look for DDI files for importing in bulk
Select topic vocabulary	<input type="text" value="--"/>	Select the vocabulary to use for Topics classification
Regional search	<input checked="" type="radio"/> Enable - will show an additional drop down for country filter on the catalog search page <input type="radio"/> Disable	
Topic search	<input checked="" type="radio"/> Enable - will show an additional drop down for topic filter on the catalog search page <input type="radio"/> Disable	
Year search	<input checked="" type="radio"/> Enable - will show an additional drop down for year filter on the catalog search page <input type="radio"/> Disable	
Catalog search page size	<input type="text" value="10"/>	Number of records to show on the catalog search page

The Site Catalog Settings section consists of the following settings:

### 1. Catalog folder

This is the folder into which all study DDI's and related materials, including microdata files (should they be made available for distribution) will be stored. Note: this folder is not created at the time of installation and hence it is necessary to specify the name of the folder to use to store this information. If this folder is not set then it will not be possible to upload studies to the catalog. It is highly recommended

for security reasons that this folder not be directly accessible from the web. In other words this folder should be created outside of the web folder structure (htdocs on Apache or Inetpub on IIS). Alternatively if you are running on an Apache web server and your hosting company will not allow folders to be created outside your web folder structure then an .htaccess file needs to be created to prevent direct browsing of this folder.

This folder also needs to have its permissions set to writable. If it is not writable a red cross will be displayed next to this field.

## 2. DDI import folder

This is the location of the folder to be used when bulk importing study DDI's into the catalog. It's permissions should be set to writable. If the folder is writable then a green tick will be displayed next to this field. For a detailed explanation of the bulk importing DDI's process go [here](#) [40].

## 3. Select topic vocabulary

From this drop down box select the topic vocabulary to use in the topic filter section of the catalog. The default topic list will be the supplied CESSDA topic list. This setting can be left unset if the Topic search setting is disabled. For more on vocabularies go [here](#) [47].

## 4. Regional search

Enabling or disabling this setting, enables or disables the Region filter on the catalog page. Disable this setting if your catalog does not contain studies from multiple countries or regions.

## 5. Topic search

Enabling or disabling this setting, enables or disables the Topic filter on the catalog page.

## 6. Year search

Enabling or disabling this setting, enables or disables the Year filter on the catalog page.

## 7. Catalog search page size

This setting will determine how many studies are displayed at a time on the catalog page as well as on search results pages.

To apply all settings and changes click on the update button at the top or bottom of the page.

## Site Login

Click on the Site Configurations tab to display the following screen.

### Site login

---

Password protected website	<input checked="" type="radio"/> Requires all users to login to access the website <input type="radio"/> Login is not required to view the site
Login timeout (in minutes)	<input type="text" value="40"/>
Minimum password length	<input type="text" value="5"/>

The Site Login Settings section consists of the following settings:

#### 1. Password protect website

By default the application is set to allow viewing of the site for everyone browsing to the NADA site URL. If however, it is desired to protect access to the NADA then selecting the 'requires all users to be logged in to access the website' option should be selected. This might be desirable if the site is only meant to be accessed by staff working at an organization e.g. on an intranet, or perhaps during the development and customization stage of the catalog before public release.

#### 2. Login timeout

This setting determines the minimum length for user account passwords. It is recommended that this be set to at least 6 for site security. It is also recommended that longer passwords that contain at least one capital letter and a number be used for administrator accounts.

#### 3. Minimum password length

This setting determines the minimum length for user account passwords. It is recommended that this be set to at least 6 for site security. It is also recommended that longer passwords that contain at least one capital letter and a number be used for administrator accounts.

To apply all settings and changes click on the update button at the top or bottom of the page.

## SMTP settings

Click on the Site Configurations tab to display the following screen.

## SMTP settings

Protocol for sending emails	<input checked="" type="radio"/> Use PHP's builtin mail <input type="radio"/> Use SMTP Server
Host name	<input type="text" value="mail.example.org"/>
SMTP port	<input type="text" value="475"/>
Account username	<input type="text" value="username"/>
Account password	<input type="text" value="password"/>
SMTP debugging	<input type="radio"/> Enable - prints debugging messages to troubleshoot mail issues <input checked="" type="radio"/> Disable

The SMTP login settings determine how mail is sent from the NADA system to users.

The SMTP Login settings section consists of the following settings:

### 1. Protocol for sending emails

Two options are provided here. Using PHP's built in mailer is the easiest method and requires no mail server configuration. Some hosting providers however disable this function, and in these cases the second option (SMTP) needs to be used. The following fields should then be completed. (If you don't know these settings then they can usually be acquired from your server administrator or your ISP).

### 2. Host name

This is the host name of your smtp server. For example: smtp.example.org or mail.example.org.

### 3. SMTP port

This is the port to use for sending mail.

### 4. Account username

Some smtp servers require a username be used.

### 5. Account password

Some smtp servers require a password be used.

### 6. SMTP debugging

If you are having trouble sending mail via smpt then selecting the debug option will show you any error messages when mail is sent by the system. These error messages might be helpful in determining the problem and helping to fix it. By default this is disabled.

To apply all settings and changes click on the update button at the top or bottom of the page.

# Protecting site administration using IP restrictions

Site administration pages can be further protected by providing a list of IP addresses that can access the site admin pages. To setup IP addresses to be used, follow the steps:

1. Open the **application/config/config.php** file and find the setting **"admin\_allowed\_ip"**.

```
/*
|-----
--
| Allowed IP addresses to access site administration
|-----
--
|
| This option allows you to restrict the access to site administration by
IP
| addresses. If values are provided then only the supplied IP addresses
can be
| used to access the site administration.
|*/
$config['admin_allowed_ip']=array();
```

2. Type the IP addresses:

```
$config['admin_allowed_ip']=array('127.0.0.1', '192.168.0.198');
```

# Data Access Types in Detail

The next sections discuss the four generally-accepted levels of data access offered to the user. These include direct access, public use files, licensed access, and data enclave access.

## Direct Access

This access level allows users to directly download the study file(s) without going through a registration process, as shown below in Screenshot 2-16.

Screenshot 2-16: Downloading a dataset

## Public Use Files (PUFs)

Public use data files are data that are distributed and considered in the public domain. Public use files have been properly anonymized, with the confidentiality of respondents duly protected. Access to public use files is easy and requires only that the user be registered with the site. A standardized registration form to collect the user's information is provided with the NADA (see Screenshot 2-17), although it is easily customized to suit a country's needs. Once completed, an email will be automatically generated and sent to the researcher at the email address indicated, with the respective URLs allowing temporary access and permission to download the requested data files.

However, while access may seem easy, when a researcher applies for a public use file, he enters into a contract with the NSO. There are Terms and Conditions that the researcher implicitly agrees to abide by, which should either be provided online or directly to them upon application for data. These Terms and Conditions can be modified to comply with country-specific legislation or regulations regarding the use of public use file. Screenshot 2-18 provides an example of the standard Terms and Conditions for using Public Use files as provided by NADA.

## Licensed Use

Some datasets will be restricted depending on the sensitivity of the information they contain. Licensed data permits the researcher to temporarily use the data off-premises, but requires a more selective process for determining the user's need-to-know. The NADA provides a standardized online application form in order to facilitate the agency's procedures for accessing restricted data; the user need only fill in the required fields and "submit" the form to the data holder. The restricted access form requests more detailed information of the user such as:

- A listing of all investigators who will be accessing the data
- Details regarding the institution that the researcher represents
- Detailed description of the intended use of the data set
- The period for which the research needs the data (indicated by an "end date" of usage)

The administrator should check the Access Requests portion of the NADA system daily for incoming requests. As mentioned in the Foreword, requests should be processed in a timely fashion to uphold the reliability and credibility of the implementing institution.

Once a request is received, the Administrator should contact the person to negotiate the details of the dataset's acquisition (confirm desired usage of the dataset), and should update the status of the request as the request is processed.

#### National Data Enclave (NDE)

An NDE is the most restrictive form of data access—it does not allow a researcher the ability to take data off-premises. It is a facility managed by the Data Archive where a researcher may go and access requested data sets. This means that it has been properly furnished with all the necessary equipment and staff. Of course, if no NDE exists or there is no plan to develop an NDE, then the access form discussed herein is not necessary.

An NDE form has been provided by NADA in PDF format, although some information must be supplied by the data producer before it can be completed by researchers (such as their location, operating hours, available computer equipment and software,). As with the Licensed Use form, relevant clauses and restrictions should be modified as needed by the data producer to suit their specific circumstances.

Once the application form has been adapted, a researcher will apply for admission to the NDE. Detailed information similar to the requirements for licensed use of the data must be provided by the researcher. The terms and conditions of data use are more restrictive than licensed use, and include the following specific clause:

No printouts, electronic files, documents, written notes, or media will be removed from the National Data Enclave until they have been scanned for disclosure risk by the National Data Enclave staff.

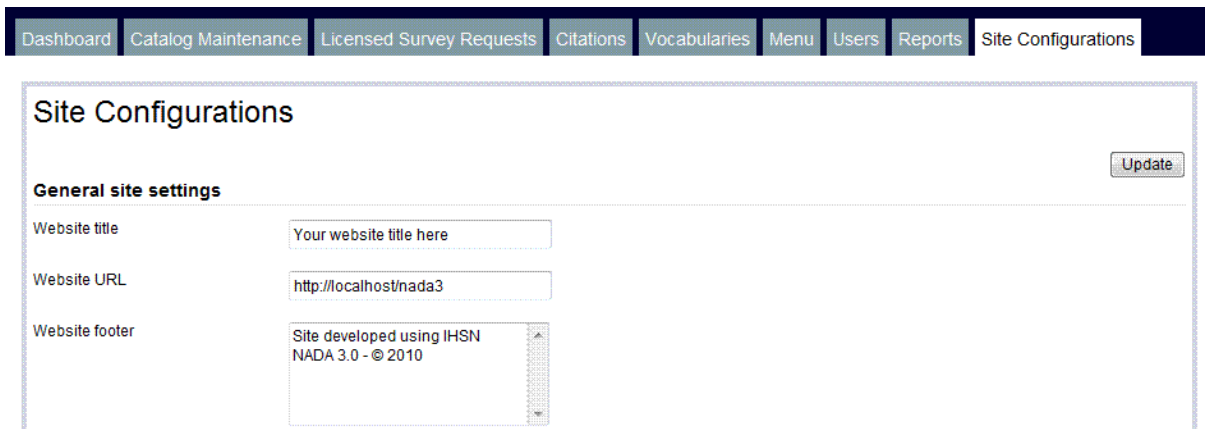
For NDE access, both a researcher and institutional representative must sign the application form and respectively agree to a series of terms and conditions that are more restrictive and are designed to maintain the integrity and security of the data and the confidentiality of the respondent. A Special Affidavit of Confidentiality is provided by the NDE requiring the signature of each researcher, and is further countersigned by a designated NDE staff member.



# Customizing

## Changing the Header and Footer Text

The text displayed in the header and footer of your site can be changed from the Site Configurations tab. Changing the field for *Website Title* will change the website title displayed in your header and changing the field *Website Footer* will change the text displayed in the footer of your site.



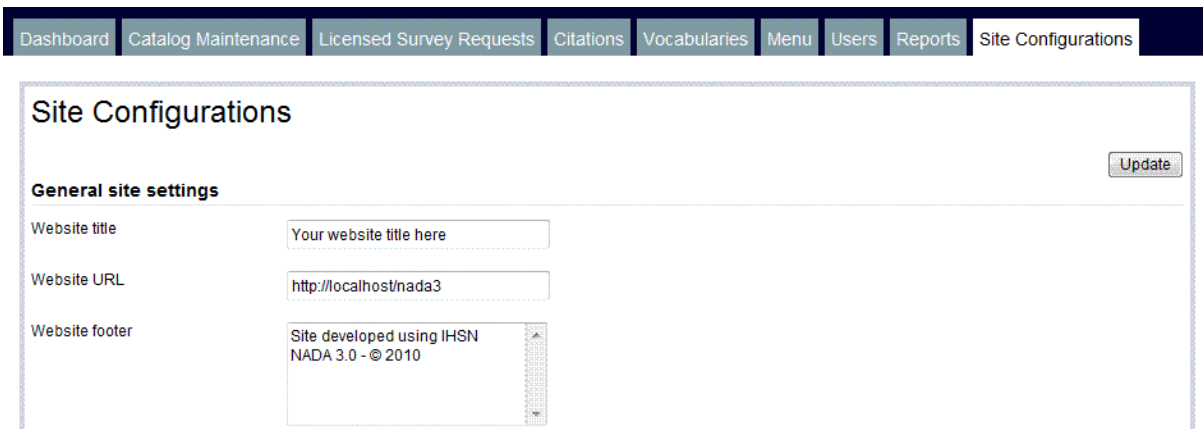
The screenshot shows a navigation bar at the top with the following tabs: Dashboard, Catalog Maintenance, Licensed Survey Requests, Citations, Vocabularies, Menu, Users, Reports, and Site Configurations. The Site Configurations tab is active. Below the navigation bar is a form titled "Site Configurations" with an "Update" button in the top right corner. The form is divided into a section for "General site settings" which includes three fields: "Website title" with the value "Your website title here", "Website URL" with the value "http://localhost/nada3", and "Website footer" with the value "Site developed using IHSN NADA 3.0 - © 2010".

Site Configurations	
<a href="#">Update</a>	
<b>General site settings</b>	
Website title	<input type="text" value="Your website title here"/>
Website URL	<input type="text" value="http://localhost/nada3"/>
Website footer	<input type="text" value="Site developed using IHSN&lt;br/&gt;NADA 3.0 - © 2010"/>

# Changing the Header and Footer

## Changing the Header and Footer Text

The text displayed in the header and footer of your site can be changed from the Site Configurations tab. Changing the field for *Website Title* will change the website title displayed in your header and changing the field *Website Footer* will change the text displayed in the footer of your site.



The screenshot shows a navigation bar at the top with the following tabs: Dashboard, Catalog Maintenance, Licensed Survey Requests, Citations, Vocabularies, Menu, Users, Reports, and Site Configurations. The Site Configurations tab is active. Below the navigation bar is a form titled "Site Configurations" with an "Update" button in the top right corner. The form is divided into a section for "General site settings" which includes three fields: "Website title" with the value "Your website title here", "Website URL" with the value "http://localhost/nada3", and "Website footer" with the value "Site developed using IHSN NADA 3.0 - © 2010".

# Form terms and email message customization

## Form customization

The NADA is provided with three default forms which are displayed when the various types of data access are chosen by a site user. These forms contain some default content showing the terms of access for each access type. If you would like to change the terms provided in these forms then you will need to manually edit the source files on the server. These forms are located in

`../application/language/yoursitelanguage` Open the folder for the language in which your site is running. **Note: Make a backup copy of any files you intend to edit before making any changes to the files. This way you can always go back to the originals should the files you edit not work!** There is a system terms file defined for the following data access types:

- Direct access data

For this access type the relevant file to edit is

`direct_access_terms_lang.php`. Open the file in a text editor and edit only this portion of the file:

1. The data and other materials provided by the National Data Archive will not
2. be redistributed or sold to other individuals, institutions, or organizations
3. without the written agreement of the National Data Archive.
4. The data will be used for statistical and scientific research purposes only. They will be used solely for reporting of aggregated information, and not for
5. investigation of specific individuals or organizations.
6. No attempt will be made to re-identify respondents, and no use will be made
7. of the identity of any person or establishment discovered inadvertently. Any
8. such discovery would immediately be reported to the National Data Archive.
9. No attempt will be made to produce links among datasets provided by the
10. National Data Archive, or among data from the National Data Archive and other
11. datasets that could identify individuals or organizations.
12. Any books, articles, conference papers, theses, dissertations, reports, or other
13. publications that employ data obtained from the National Data Archive will cite

14. the source of data in accordance with the Citation Requirement provided with each
15. dataset.
16. An electronic copy of all reports and publications based on the requested
17. data will be sent to the National Data Archive.
18. The original collector of the data, the National Data Archive, and the
19. relevant funding agencies bear no responsibility for use of the data or for
20. interpretations or inferences based upon such uses.

By continuing past this point to the data retrieval process, you signify your agreement to comply with the above-stated terms and conditions and give your assurance that the use of statistical data obtained from the National Data Archive will conform to widely-accepted standards of practice and legal restrictions that are intended to protect the confidentiality of respondents.";

**Do not edit any of the other lines. Note: the text you enter should be entered in html.**

- Public access data

**For this access type the relevant file to edit is**

**public\_access\_terms\_lang.php. Open the file in a text editor and edit only this portion of the file:**

1. The data and other materials provided by the National Data Archive will not be redistributed or sold to other individuals, institutions, or organizations without the written agreement of the National Data Archive.
2. The data will be used for statistical and scientific research purposes only. They will be used solely for reporting of aggregated information, and not for investigation of specific individuals or organizations.
3. No attempt will be made to re-identify respondents, and no use will be made of the identity of any person or establishment discovered inadvertently. Any such discovery would immediately be reported to the National Data Archive.
4. No attempt will be made to produce links among datasets provided by the National Data Archive, or among data from the National Data Archive and other datasets that could identify individuals or organizations.
5. Any books, articles, conference papers, theses, dissertations, reports, or other publications that employ data obtained from the National Data Archive will cite the source of data in accordance with the Citation Requirement provided with each dataset.
6. An electronic copy of all reports and publications based on the requested data will be sent to the National Data Archive.
7. The original collector of the data, the National Data Archive, and the relevant funding agencies bear no

responsibility for use of the data or for interpretations or inferences based upon such uses.

By continuing past this point to the data retrieval process, you signify your agreement to comply with the above-stated terms and conditions and give your assurance that the use of statistical data obtained from the National Data Archive will conform to widely-accepted standards of practice and legal restrictions that are intended to protect the confidentiality of respondents."; **Do not edit any of the other lines. Note: the text you enter should be entered in html.**

- Licensed access data

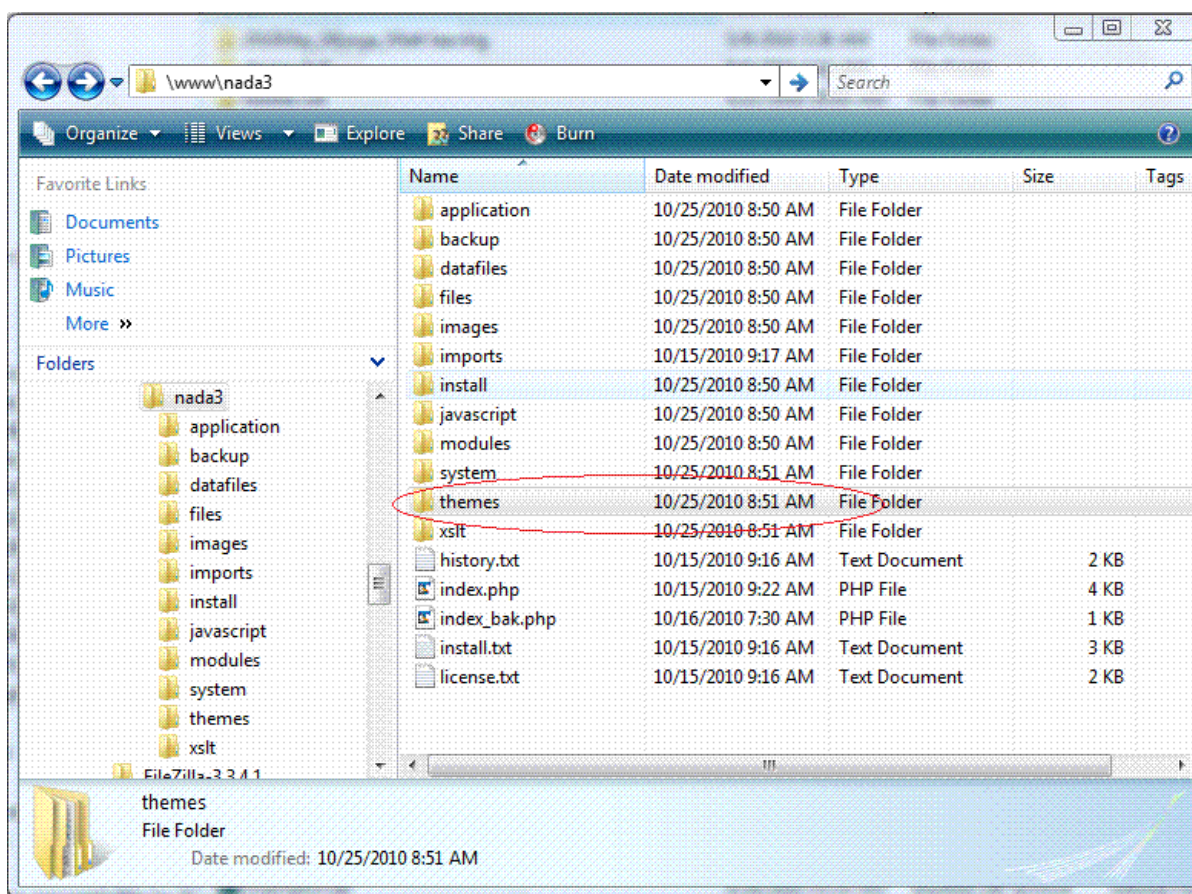
For this access type the relevant file to edit is

`licensed_access_form_lang.php`. Open the file in a text editor and edit only the value parts of the script and leave the keys as they are.

# Themes

## Customizing Themes

The NADA 3.0 can be customized by designing and applying themes of your own. The themes for the NADA can be found in the ../themes folder in the root of your NADA installation.



Each theme is located in a separate folder. For the user interface there are currently two themes provided. These being the *wb* and *nada3* themes. You are welcome to change any of these themes to suite your needs. At the minimum it is recommended that you change the logo, banner and colors of the these themes to match those of you institutions website.

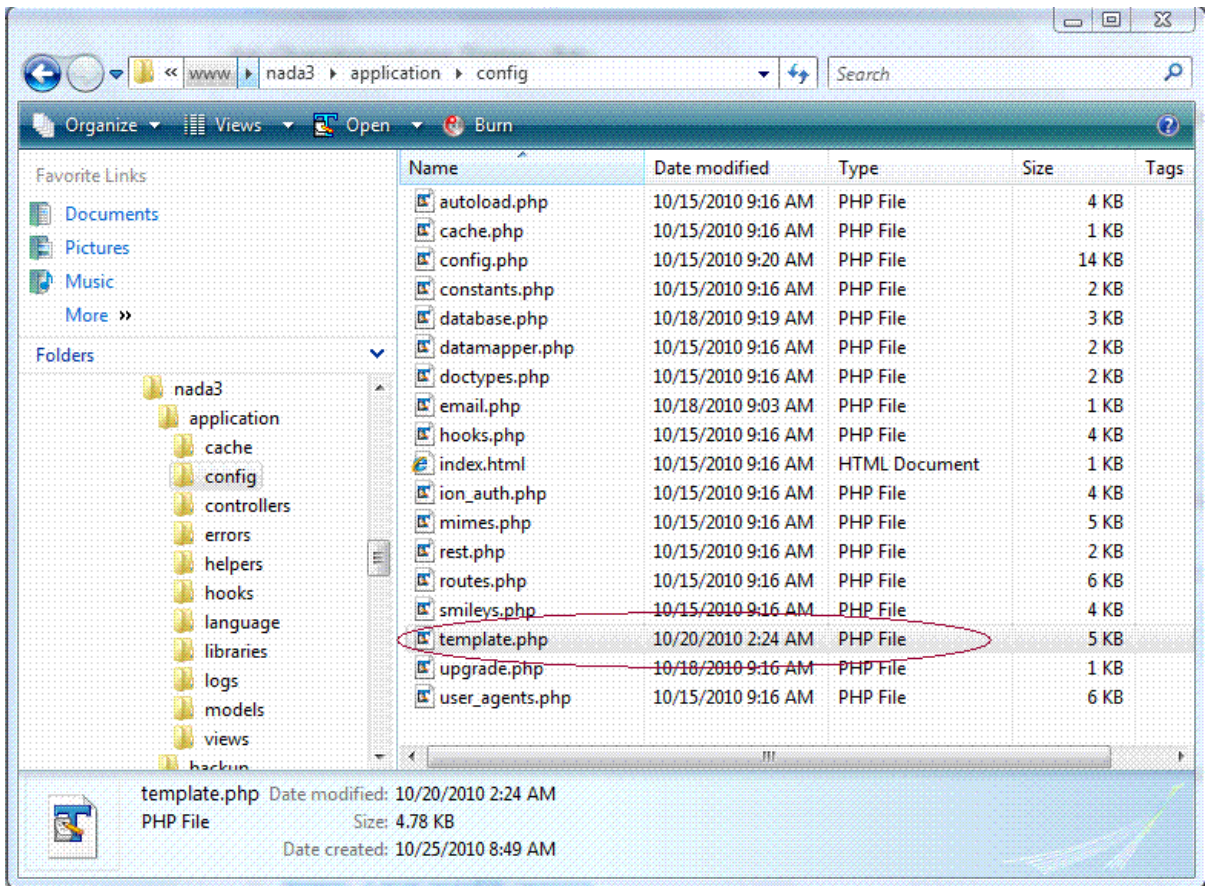
If you are going to edit/customize your theme and base it on one of the provided themes it is recommended that you make a copy of the folder of the theme you wish to customized and put the contents into a new folder within the themes folder. For example: suppose you like the basic 'feel' of the nada3 theme, then make a

new folder called *mytheme* and copy the contents of the *nada3* folder into this new folder. Now customize the files within your new folder.

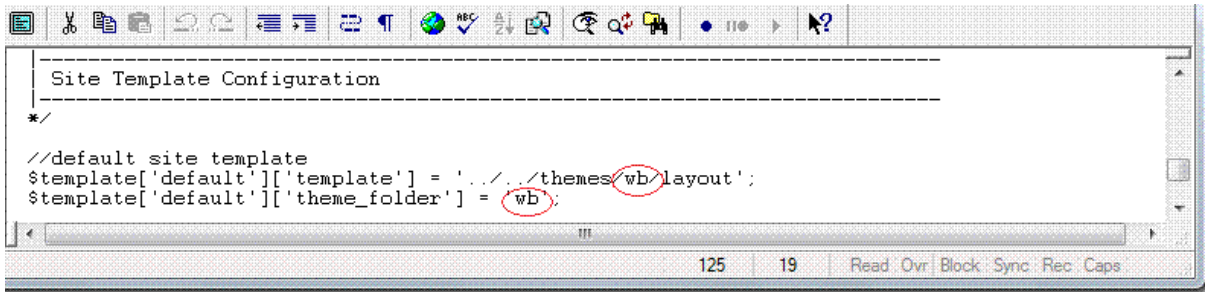
Note: The structure and layout of all themes are controlled by the *layout.php* file within in each theme folder.

## Changing/Applying Themes

To apply your newly designed theme or to switch to a different theme it is necessary to make a change to the *template.php* file located in the *..application/config* folder in your NADA folder on your server.



Open the *template.php* file in a text editor and locate the following section:



```
Site Template Configuration
*/
//default site template
$template['default']['template'] = '../../themes/wb/layout';
$template['default']['theme_folder'] = wb;
```

Change the highlighted text to match the folder name where you created your new theme or to the name of the folder of an existing theme in the themes folder.

Save the file and go to you nada website in your web browser and refresh the page. Your new theme should now be applied.



# Translating

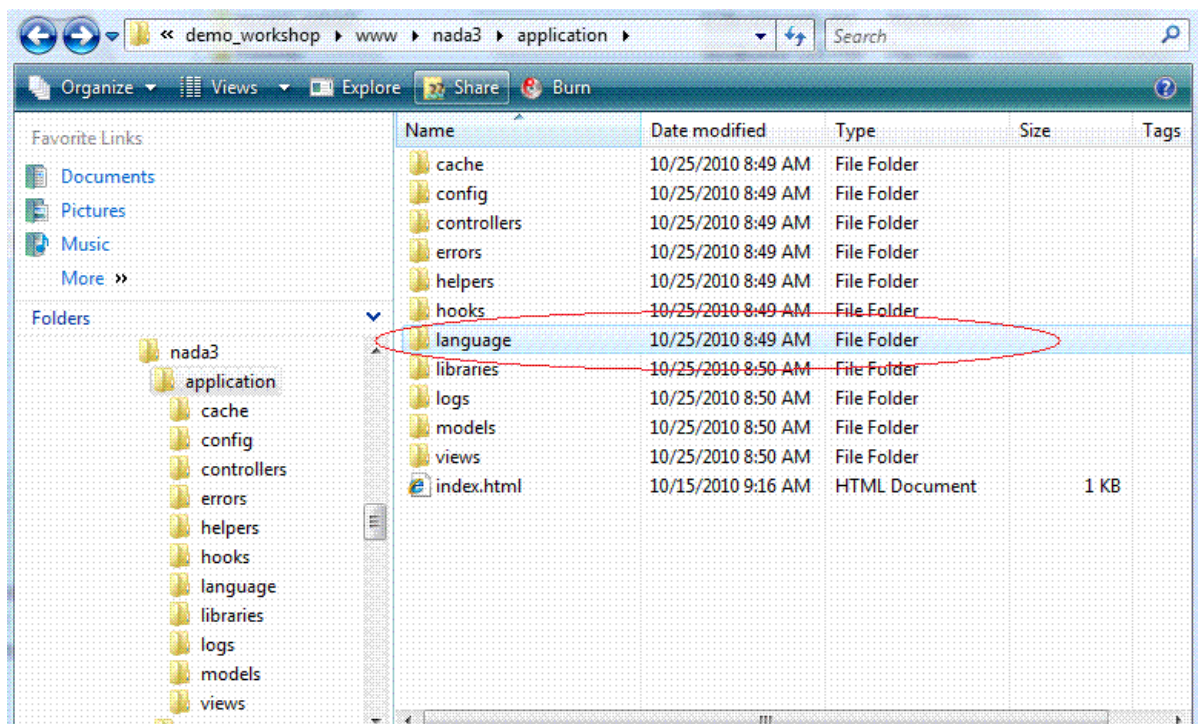
## Customizing Language Files

The NADA 3.0 is distributed with the default language set to English. The language of the application can however be easily customized to any language you choose. We intend to make the following languages available in the distributed version of the application:

- English
- French
- Portuguese
- Spanish
- Russian
- Arabic

Translating files:

The files which control the language of the NADA 3 application are located in the ../application/config/language folder in your NADA application folder on the server.



To create a new language:

- Make a new folder for your new language within the language folder

- Download this [zip file](#) [48]
- Extract the contents of the zip file to your new language folder

If it is your intention to create a 'new' language for the NADA 3.0 then it is necessary to edit each of the files (using any text editor) in this new folder and translate each of the files to this language.

**Important: Only translate/change the text listed between the double quotation marks ( " " ) in each file.**

For example: If you wanted to change the spelling of catalog on your catalog search page to the UK english spelling *catalogue* then you would open the file `catalog_search_lang.php` in an editor and change the text highlighted in the image below to `catalogue`:

```

F:\Sudan\Nada 3 Workshop\english\catalog_search_lang.php
t Search View Tools Macros Configure Window Help
$?php
$lang['title_data_catalog'] = "Data Catalog";
$lang['data_catalog'] = "Data Catalog";

$lang['catalog_search_help'] = "Catalog Search Help";
$lang['study_information'] = "Study Information";
$lang['citations'] = "Citations";
$lang['msg_website_redirect'] = "You are being redirected to the website:";

$lang['link_export_search'] = "Export search result";
$lang['link_search_help'] = "Search help";
$lang['rss_feed'] = "RSS feed";

$lang['filter_by_country'] = "Filter by Country";
$lang['filter_by_topic'] = "Filter by Topic";

$lang['link_select_all'] = "Select all";
$lang['link_clear'] = "Clear";
$lang['link_toggle'] = "Toggle";

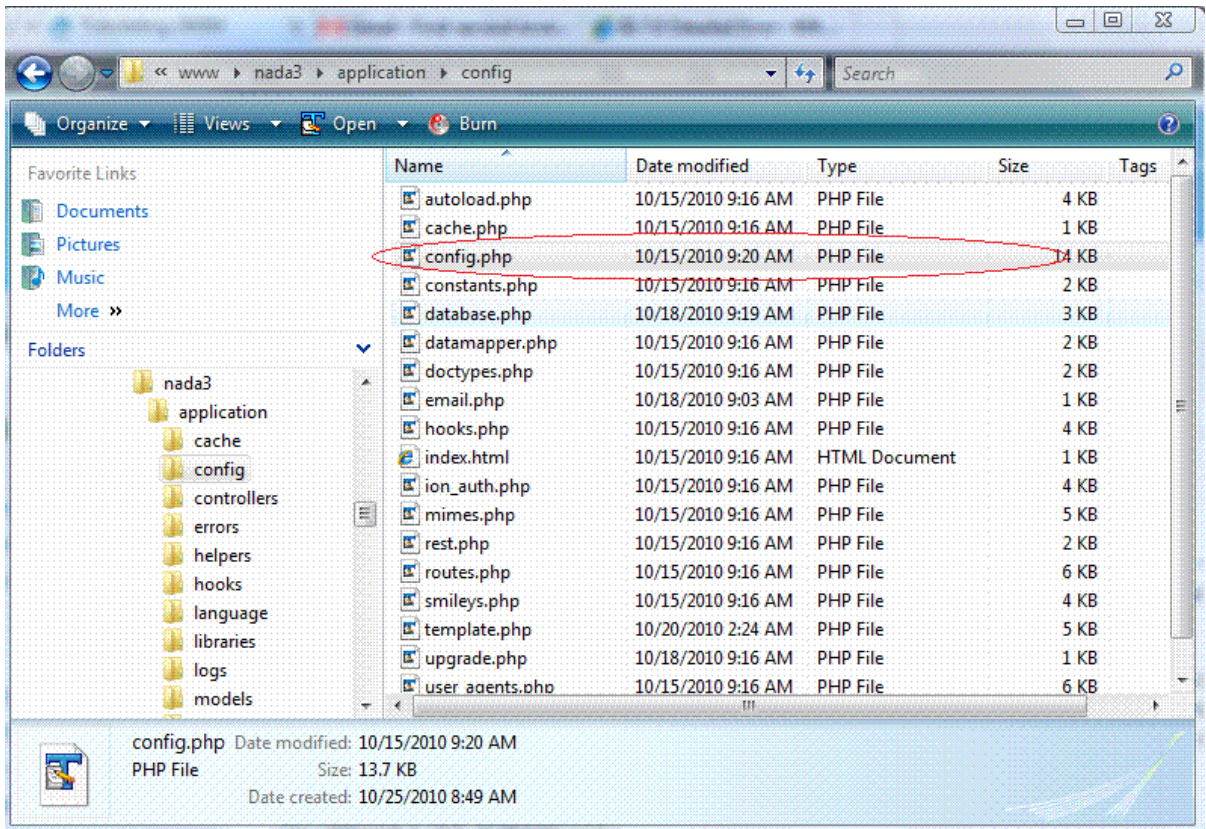
$lang['show_studies_conducted_between'] = "Show studies conducted between";
$lang['and'] = "and";
$lang['variable_description_includes'] = "Variable description includes:";
$lang['name'] = "Name";
$lang['label'] = "Label";
  
```

Exactly the same method applies for translating to a new language, the only difference being that you would need to translate all word/terms between " " quotation marks located in all the files in your language folder.

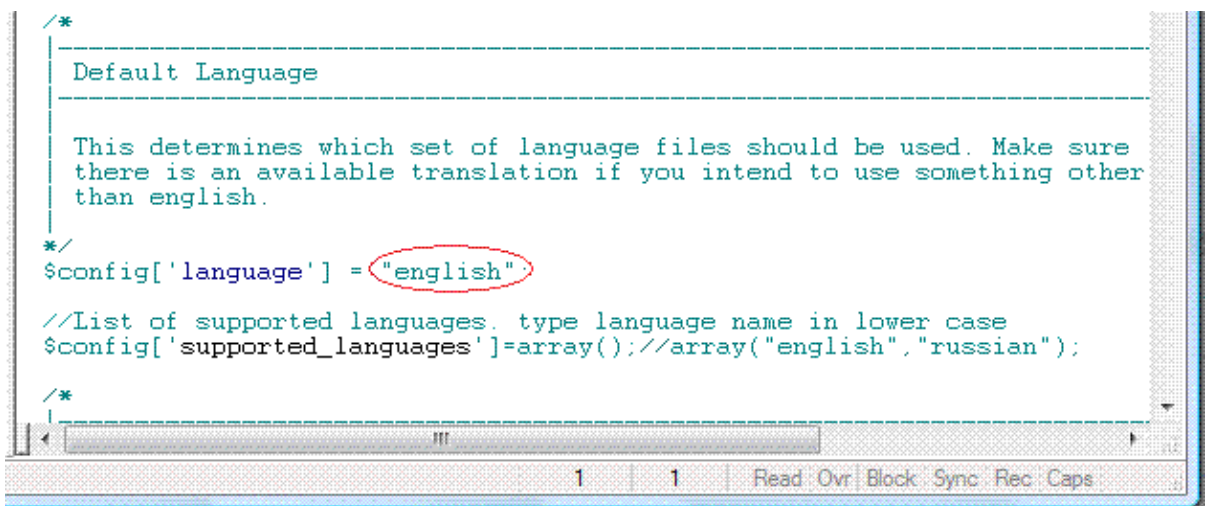
It should also be noted that we use the term translating loosely here. You may not be interested in translating the application, but simply changing a term/word used in the NADA user interface. Wording in the NADA can be changed in the same way as one would do when translating the application. For example you may wish to change the word study to survey in the catalog or the Country filter to say Region filter. This is all done in the same way as described above.

## Applying a new language

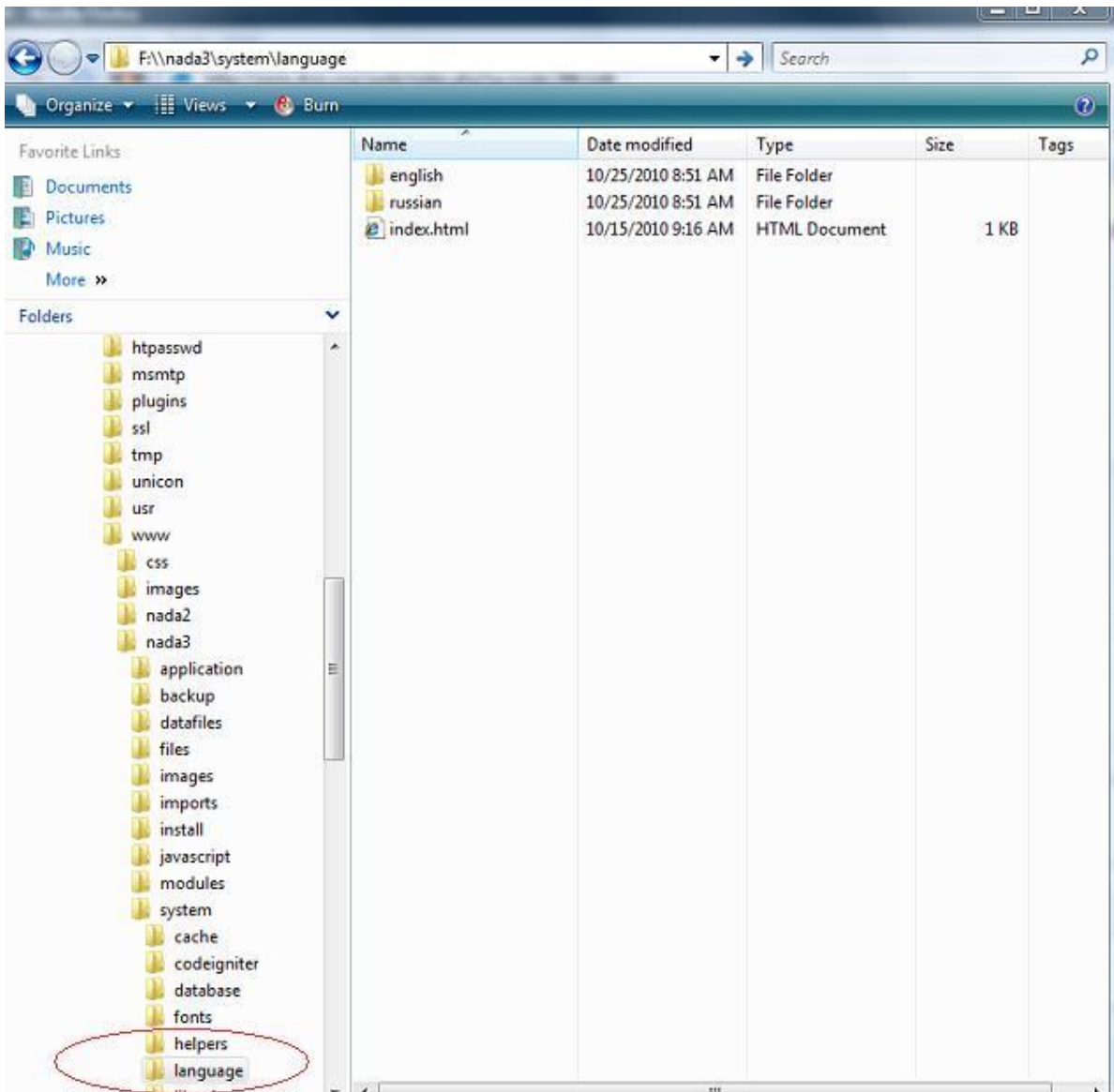
To apply the new language to your NADA 3 it is necessary to change a setting in the `config.php` file located in the `../application/config/` folder of your NADA 3 installation.



Open the `config.php` file in a text editor and locate the following section:



Change the text between the double quotes to match the folder name you gave your new language or one of the provided language folders. Save your file. Now go to the ../system/language folder of your NADA installation on the server.



Then create a new folder with the same name as the folder you created above for your new language and copy the contents of the English language folder into your new folder.

If you want system error messages to display in your new language you will need to translate the contents of these files as well.

Now refresh your web page to display the new translations.

# The portable NADA application

## Overview

The IHSN provides a portable application which allows the NADA to be run without installing a web server. It must be stressed that this is only provided as a tool to allow users to experiment with or evaluate the suitability of the application for their purpose. The performance of the application will be slower than if it were running on a production web server, but it should be sufficiently fast to demonstrate the application's capabilities.

The tool provides an Apache MySQL server running PHP and is built using the free open source package

[Uniform Server](#) <sup>[49]</sup>

It can be run from a hard drive or USB drive and does not install anything on your computer.

## Requirements

- A windows operating system.
- 40 mb of disk space on your hard drive or a portable medium such a USB drive.


## Obtaining the portable application

Download the Portable NADA 3.0 application from [here](#). <sup>[50]</sup>

The screenshot shows a web application interface for 'NADA 3.0 Portable'. A search results page is visible in the background, displaying a table of crop data. The table has columns for 'Value', 'Category', and 'Cases'. The data is as follows:

Value	Category	Cases
1	BARLEY	10126
2	MAIZE	20584
3	MILLET	5275
4	OATS	725
5	RICE	81
6	SORGHUM	19558
7	TEFF	18224
8	WHEAT	5184
9	OTHER	3

Overlaid on the search results is a 'File Download' dialog box. The dialog box contains the following information:

- Do you want to open or save this file?**
- 
- Name:** nada30-portable-09-10-2010.zip
- Type:** WinRAR ZIP archive, 53.0MB
- From:** www.ihsn.org
- Buttons: **Open**, **Save**, **Cancel**

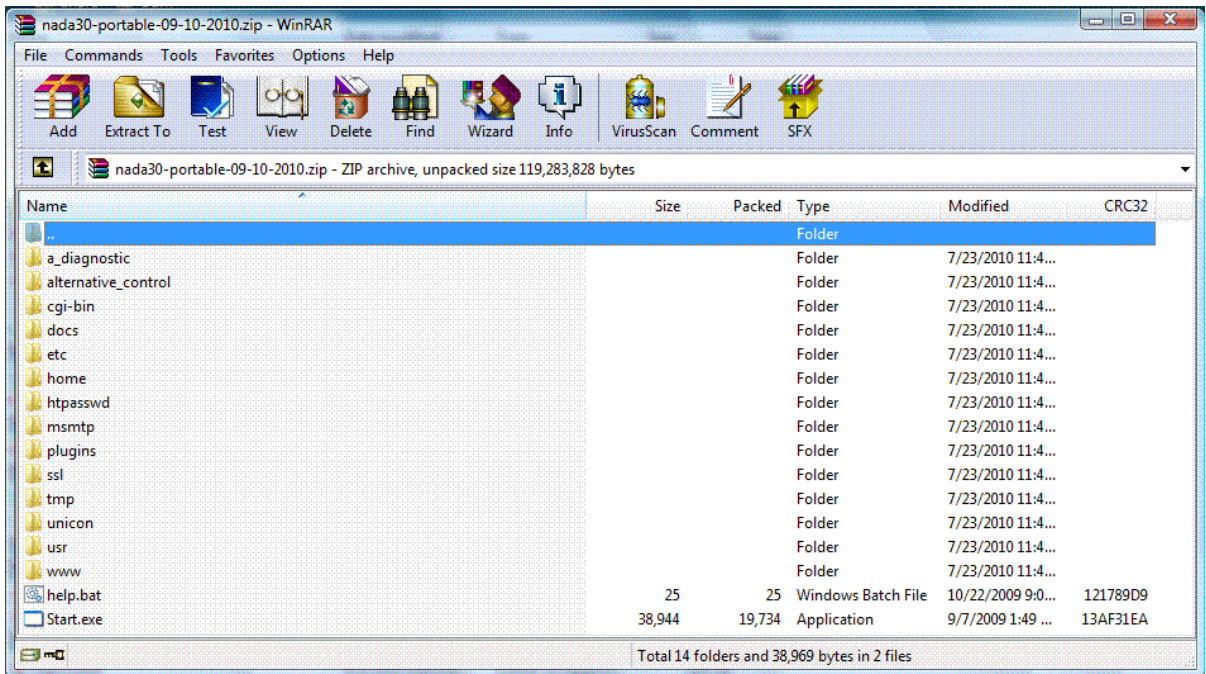
Below the dialog box, a warning message reads: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

The background page shows the 'NADA 3.0 Portable' download page with a 'Download file URL:' field containing the link [nada30-portable-09-10-2010.zip](#).

Save the file to your hard drive or to a portable hard drive or USB drive.

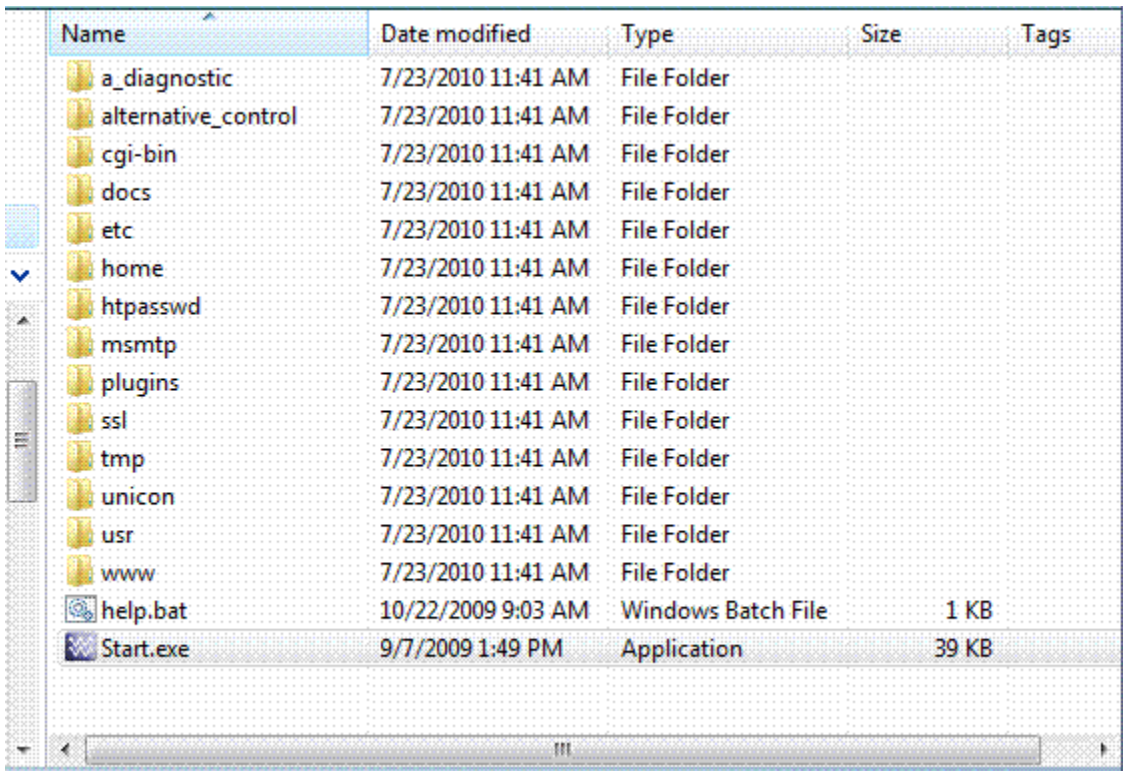
## Unzip

Unzip all the files to a folder on your hard drive or USB drive. You can use the built-in windows compression software or free software from <http://www.7zip.org> [51] to do this.

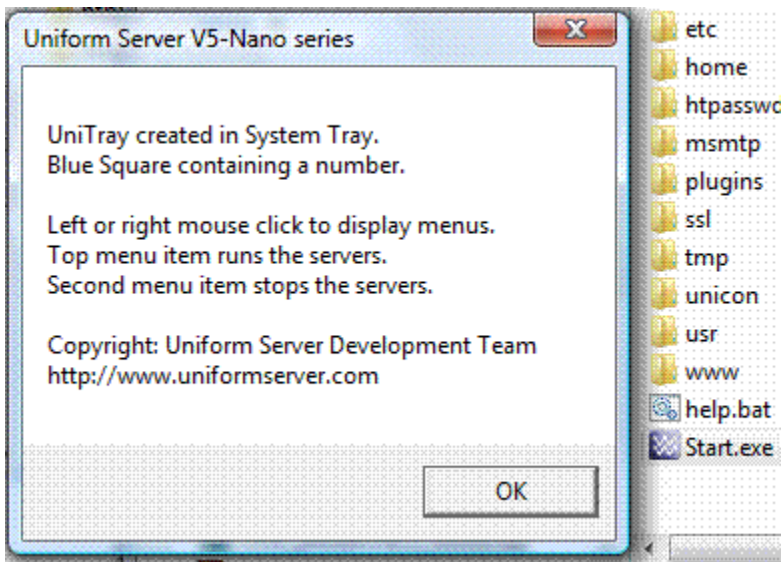


## Start the application

Browse to the folder to which you extracted the files above and run the *Start.exe* file by double clicking on it.



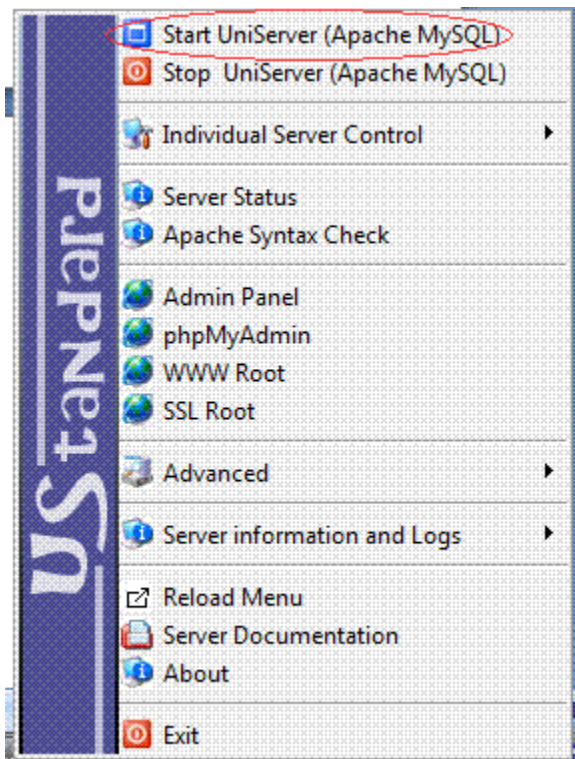
The following message will pop up. *Read it!* Then click on the OK button.



## Start the portable server

A Blue Square with a 1 in it like this **1** should now have appeared in your system tray in the bottom right of your screen.

Click on this Blue button and the following screen will open:

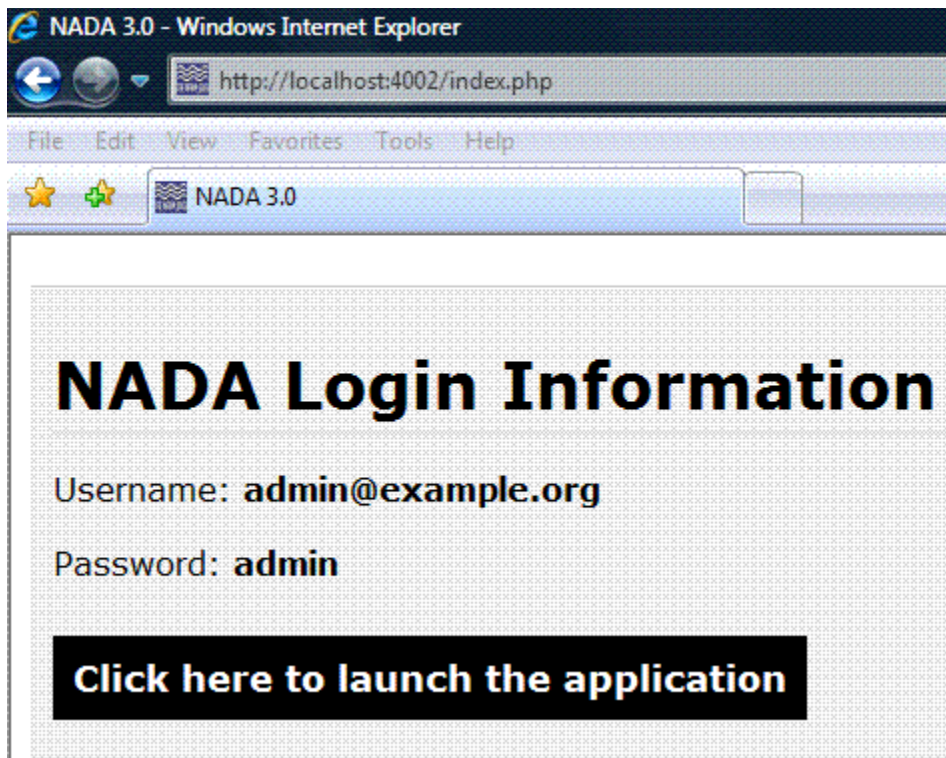




Click on the top blue button called: Start UniServer (Apache MySQL)

*NOTE: If you receive any messages popping up asking you to allow the application to run or to open ports, say YES.*

Wait a short while and your web browser should automatically open and after a splash screen for the Universal Server is displayed the following page will display:

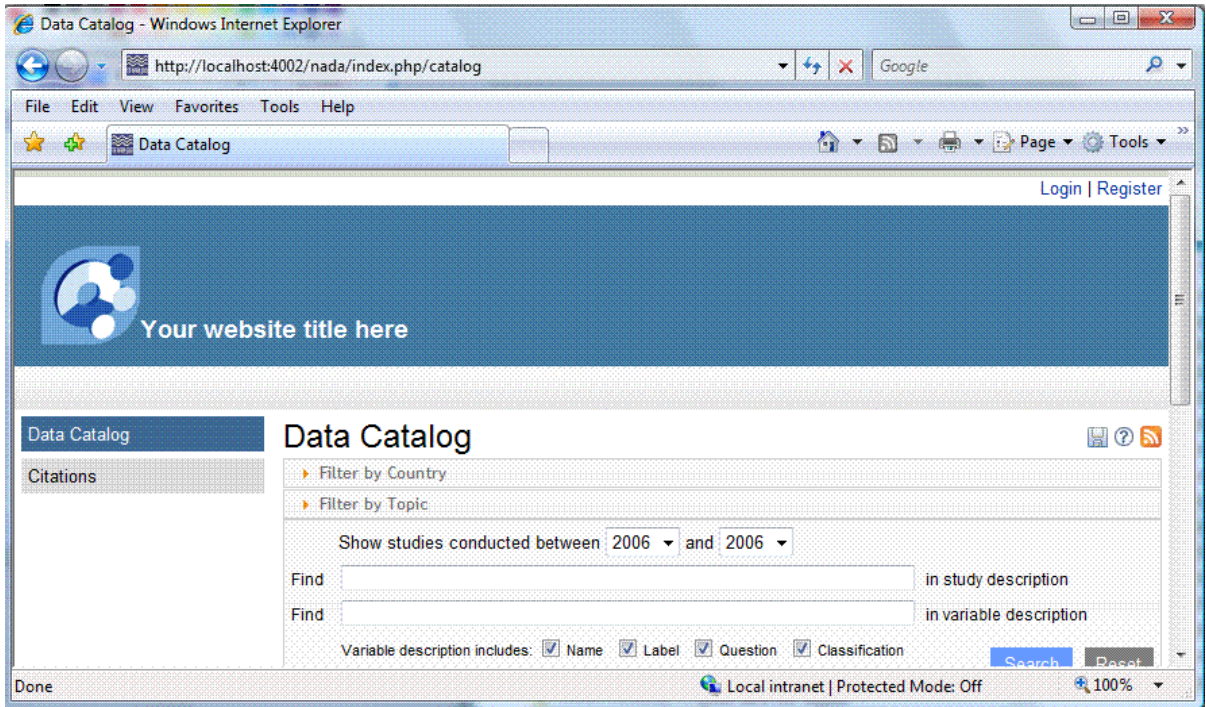


## Login Details

Make a note of the details displayed as these are your account login details for the Site Administration on the NADA 3.0 portable.

Click on the `Click here to launch the application` button.

The NADA 3.0 User Interface will then be displayed.



## Open the NADA site


Login to the Site Administration (Using the login details above)

Upload your DDI's as described in the user guide here:

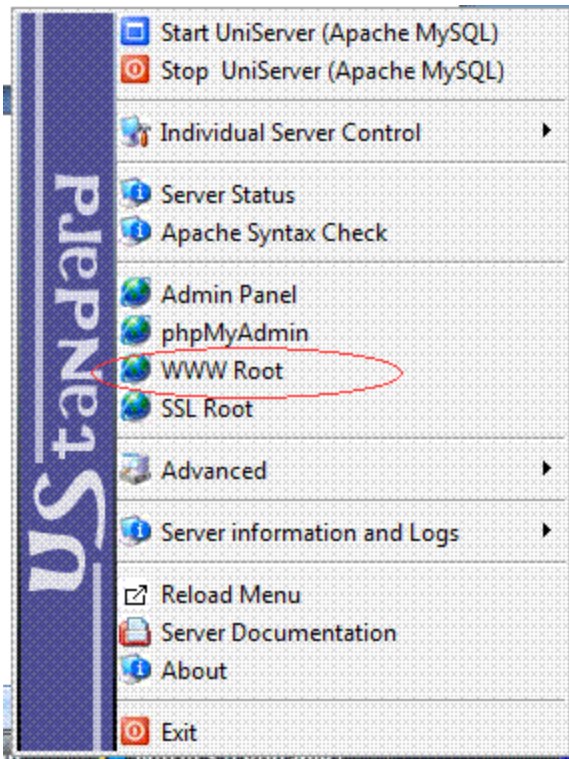
<http://www.ihsn.org/nada/index.php?q=book/site-administration> [52]

Should you at any point close your web browser the portable application will continue to run. To access it again, go to your web browser and type the following URL into your browser location bar:

`http://localhost:4002/nada/`

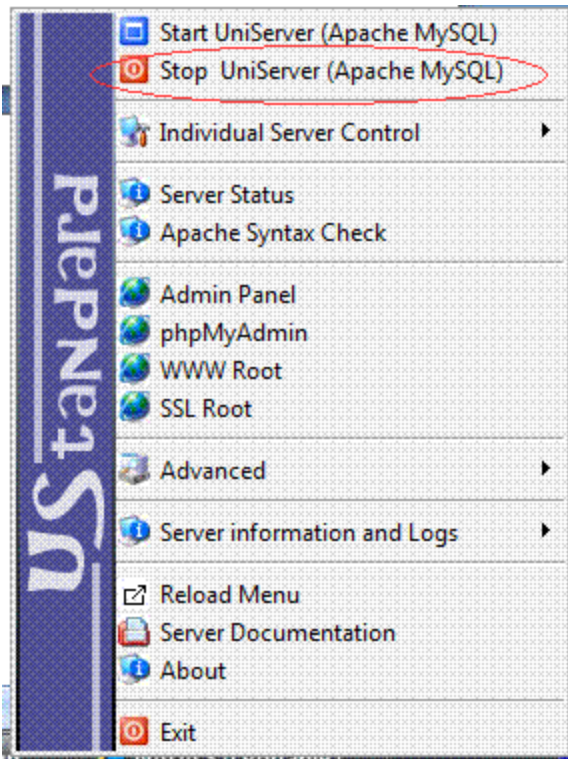
Alternatively go back to the Blue icon in the system tray , click on it and then select:

WWW Root – the NADA portable website should open again.

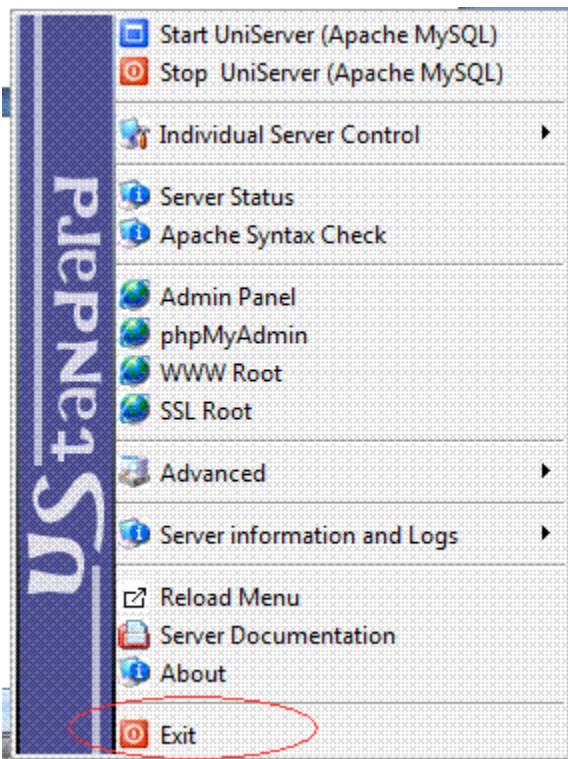


## Shutting down the server

To shut the servers down go to the Blue Icon **1**  
Click on it and select: Stop UniServer (Apache MySQL)



To exit the application completely click on the Exit button at the bottom of the same screen.



# Glossary

## Acronyms

ASCII American Standard Code for Information Interchange  
CD-ROM Compact Disc Read-Only Memory  
CSS Cascading Style Sheet  
DC Dublin Core (<http://dublincore.org/documents/usageguide/> [53])  
DCMI Dublin Core Metadata Initiative (<http://dublincore.org/> [54])  
DNS Domain Name System  
DDI Data Documentation Initiative  
HTML HyperText Markup Language  
IHSN International Household Survey Network ([www.ihsn.org](http://www.ihsn.org) [1])  
IIS Internet Information Services (Microsoft server software)  
ISP Internet Service Provider  
MSSQL Microsoft's SQL  
NDE National Data Enclave  
NSO National Statistical Office  
OAI Open Archives Initiative (<http://www.openarchives.org/> [55])  
PI Primary Investigator  
RTF Rich Text Format  
PDF Portable Document Format (Adobe)  
PHP Hypertext Preprocessor (<http://www.php.net/> [56])  
PUF Public Use File  
RDF Resource Description Framework  
RSS Really Simple Syndication  
SQL Structured Query Language  
URI Uniform Resource Identifier  
URL Universal Resource Locator  
XHTML eXtensible Hypertext Markup Language  
XML eXtensible Markup Language  
XSL eXtensible Stylesheet Language  
XSLT eXtensible Stylesheet Language Transformation

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**Source URL:** <http://ihsn.org/nada/index.php?q=documentation/nada3>

### Links:

[1] <http://www.ihsn.org>  
[2] <http://httpd.apache.org/download.cgi#apache22>  
[3] <http://php.net/downloads.php>  
[4] <http://dev.mysql.com/downloads/mysql/>  
[5] <http://www.ihsn.org/download/nada30-AUG-11-2010.rar>  
[6] <http://www.microsoft.com/technet/prodtechnol/WindowsServer2003/Library/IIS/750>

d3137-462c-491d-b6c7-5f370d7f26cd.msp?mfr=true

[7] <http://learn.iis.net/page.aspx/29/installing-iis-7-on-windows-server-2008-or-windows-server-2008-r2/>

[8] <http://httpd.apache.org/docs/2.1/platform/windows.html>

[9] <https://help.ubuntu.com/10.04/serverguide/C/httpd.html>

[10] <https://help.ubuntu.com/8.04/serverguide/C/httpd.html>

[11] <http://www.howtoforge.com/perfect-server-opensuse11>

[12] <http://www.centos.org/docs/5/>

[13] [http://www.fedoraguide.info/index.php?title=Main\\_Page](http://www.fedoraguide.info/index.php?title=Main_Page)

[14] <http://www.debian.org>

[15] [http://images.apple.com/server/macosx/docs/Web\\_Tech\\_Admin\\_v10.6.pdf](http://images.apple.com/server/macosx/docs/Web_Tech_Admin_v10.6.pdf)

[16] <http://www.easyphp.org/>

[17] <http://www.mamp.info/en/index.html>

[18] <http://php.net/manual/en/install.windows.php>

[19] <http://dev.mysql.com/doc/refman/5.1/en/windows-installation.html>

[20] <http://www.ihsn.org/nada/index.php?>

[21] <http://ihsn.org/nada/index.php?q=http>

[22] <http://>

[23] <http://ihsn.org/nada/index.php?q=%E2%80%9D>

[24] <http://dev.mysql.com/doc/refman/5.1/en/backup-methods.html>

[25] <http://ihsn.org/nada/?q=documentation/nada3/installation-requirements>

[26] <http://ihsn.org/nada/?q=book/tailoring-appearance-your-nada-website>

[27] <http://ihsn.org/nada/index.php?q=sites/default/files/n3-dashboard-1.gif>

[28] <http://ihsn.org/nada/?q=book/dashboard>

[29] <http://ihsn.org/nada/?q=book/catalog-maintenance>

[30] <http://ihsn.org/nada/?q=book/licensed-survey-request-management>

[31] <http://ihsn.org/nada/?q=book/citation-management>

[32] <http://ihsn.org/nada/?q=book/vocabularies>

[33] <http://ihsn.org/nada/?q=book/menu-and-static-page-management>

[34] <http://ihsn.org/nada/?q=book/user-management>

[35] <http://ihsn.org/nada/?q=book/reports>

[36] <http://ihsn.org/nada/?q=book/site-configurations>

[37] <http://ihsn.org/nada/index.php?q=sites/default/files/n3-resources-files.gif>

[38] <http://ihsn.org/nada/index.php?q=book/export/html/229#external>

[39] <mailto:info@ihsn.org>

[40] <http://ihsn.org/nada/?q=documentation/nada3/site-admin/catalog-maintenance>

[41] <http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27>

[42] [http://www.ihsn.org/toolkit/download/\\_file\\_storage/toolkit1.1/UsersGuide\\_EN.pdf](http://www.ihsn.org/toolkit/download/_file_storage/toolkit1.1/UsersGuide_EN.pdf)

[43] [http://www.ihsn.org/nada/sites/default/files/IHSN\\_1.5\\_en\\_ISIC.zip](http://www.ihsn.org/nada/sites/default/files/IHSN_1.5_en_ISIC.zip)

[44] <http://ihsn.org/apps/lSMS/about.php>

[45] <http://www.example.org/nada>

[46] <http://www.example.org>

[47] <http://ihsn.org/nada/?q=documentation/nada3/site-admin/vocabularies>

[48] <http://www.ihsn.org/nada/sites/default/files/english.zip>

[49] <http://www.uniformserver.com/>

[50] <http://www.ihsn.org/nada/index.php?q=downloads/package/nada30-portable-09-10-2010>

[51] <http://www.7zip.org>

[52] <http://www.ihsn.org/nada/index.php?q=book/site-administration>

[53] <http://dublincore.org/documents/usageguide/>

[54] <http://dublincore.org/>

[55] <http://www.openarchives.org/>

[56] <http://www.php.net/>