



# Job Aid: Using the Dedupe Dashboard in DATIM

*September 2019*

## **Overview**

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

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

## **Access**

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

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

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

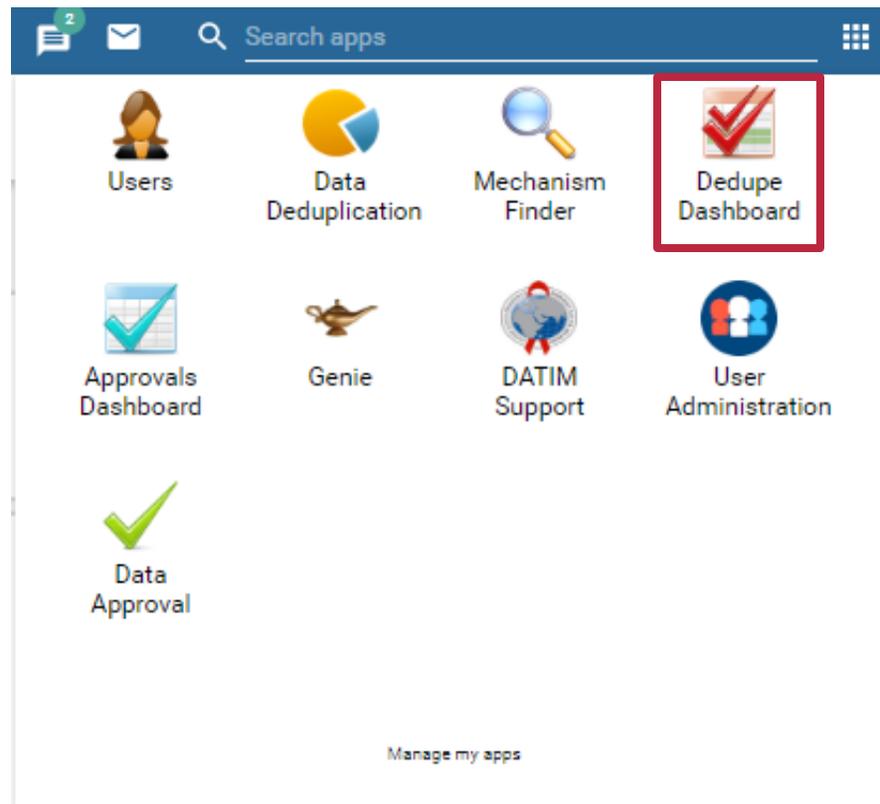
## How to access the Approvals Dashboard

**Step 1:** Login to DATIM.



The image shows the DATIM login page. At the top left is the DATIM logo, which includes a globe and the text "DATIM Accountability · Transparency · Impact". To the right of the logo is a "Sign in" section with two input fields: "Username" and "Password". Below these fields is a "Sign in" button. At the bottom of the sign-in section is a link that says "Forgot password?".

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



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

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

Dedupe Dashboard

Period: 2018Q4 [DOWNLOAD]

Dedupes sorted by Organization Unit in Alphabetical order

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

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

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

Dedupe Dashboard

Period: [2019Q2, 2019Q1, 2019Oct] [DOWNLOAD]

Dedupes sorted by Organization Unit in Alphabetical order

Dedupe	Normal		DSD/TA	
	✓ Resolved	▲ Outstanding	✓ Resolved	▲ Outstanding
2018Q4				
2018Q3				
2018Q2				
2018Q1	25	389	0	412
2018Oct	1063	0	0	0

## Step 5:

The deduplication results can be sorted in the following ways:

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

### Dedupe Dashboard

Period: 2019Q2 DOWNLOAD

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

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

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

### Dedupe Dashboard

Period: 2019Q2 DOWNLOAD

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

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

Click on  
DOWNLOAD

