

DEPARTMENT OF LOCAL GOVERNANCE (DLG)

User Manual

Online Handbook on Community Engagement Platforms (CEP)

Technical assistance of JICA designed and implemented a project for strengthening
community engagement in local governance (SCLG)

[For CEP member]



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1. Introduction

This document provides step by step instructions to successfully use the CEP Online Handbook System for the CEP members. This guide will be helpful to use the system without a problem.

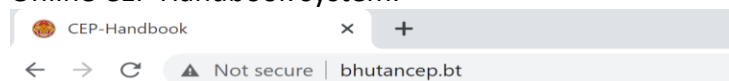
2. About System

Department of Local Governance (DLG) with support from JICA, wants to have a comprehensive system that can store and access online Knowledge Bank Information for rural/community life improvement through Community Engagement Platforms (features such as Community Scanning, Seasonal Calendar, T-Shaped, Happiness Tree and Community Information). The information will regularly manage by DLG/Dzongkhag/Gewog team member.

3. Access the System

Access the system from any web browser application such as Safari, Google Chrome, Firefox etc.

Step 1 – Open a web browser and enter the URL address (www.bhutancep.bt) of the Online CEP Handbook system.



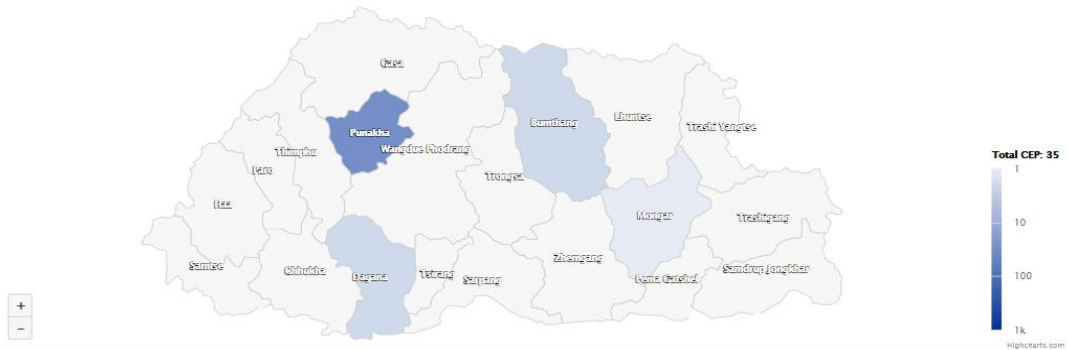
Step 2 – The web page will be displayed as shown below:

Community Engagement Platform (CEP)

Unearthing issues governing the wellbeing of people at the grassroots levels, addressing dependency syndrome, and inculcating a strong sense of ownership on their plans and policies.

Bhutan (Dzongkhag-wise map)

(Click map for drill down report)



Overall Information

Rural based Community in Bhutan

TOP HAPPINESS	TOP COMMUNITY SCANNING	TOP EVENTS	T-SHAPED ANALYSIS
<p>38 /total CEP</p> <ul style="list-style-type: none"> ✓ Firm Road ✓ Market ✓ Water ✓ Manure ✓ Seed <p>View Details</p> <p><small>Information based on the latest data entry by Gewog/Chiwog member.</small></p>	<p>78 /total CEP</p> <ul style="list-style-type: none"> ✓ Improper drainage ✓ Littering of waste/ garbage ✓ Improper drainage ✓ Unused Water Tape ✓ Farm Road Repairing <p>View Details</p> <p><small>Information based on the latest data entry by Gewog/Chiwog member.</small></p>	<p>138 /total CEP</p> <ul style="list-style-type: none"> ✓ Mask dance ✓ Community Meeting ✓ Annual Rimdo ✓ Social Work ✓ Pubic Holiday <p>View Details</p> <p><small>Information based on the latest data entry by Gewog/Chiwog member from Seasonal Calendar.</small></p>	<p>8 /total Chiwog</p> <ul style="list-style-type: none"> ✓ Highly Sustainable - (3 total) ✓ Sustainable - (2 total) ✓ Simi-Sustainable - (2 total) ✓ Vulnerable - (1 total) <p>View Details</p> <p><small>Information based on the latest data entry by Chiwog member from T-shaped data.</small></p>

News/Announcement

- [CEP is Online](#)

This is to inform that CEP is live for the public

🕒 25th Dec 2020
- [CEP is Online](#)

This is to inform that CEP is live for the public

🕒 25th Dec 2020
- [CEP is Online](#)

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- [CEP is Online](#)

This is to inform that CEP is live for the public

🕒 25th Dec 2020
- [CEP is Online](#)

This is to inform that CEP is live for the public

🕒 25th Dec 2020

[Read more >>](#)



Other Links
[Local Governance Portal](#)
[Ministry of Home and Cultural Affairs](#)
[G2C Services](#)

Contact Info
 Department of Local Governance
 Tashichhodzong, Thimphu, Bhutan
 Phone: 02-338981/334512

Visitors

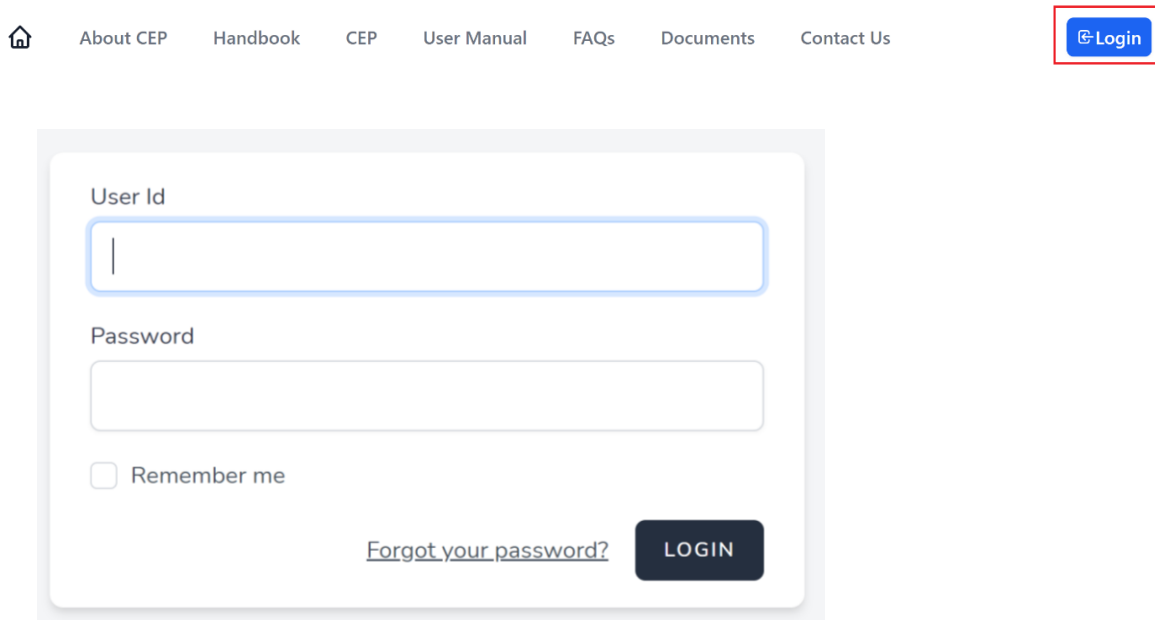
	177		4
	7		2

FLAG Counter

[Feedback](#) | [Sitemap](#)

4. Login Page

Click on the “Login” link to be redirected to the login form as shown below:



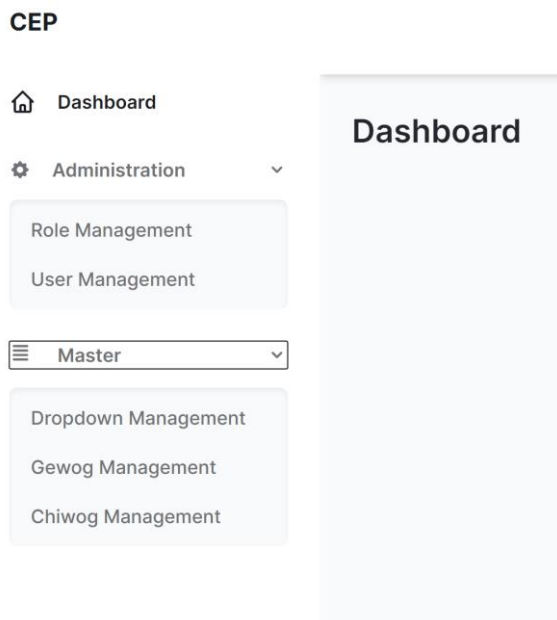
The screenshot shows a navigation bar at the top with the following links: Home, About CEP, Handbook, CEP, User Manual, FAQs, Documents, and Contact Us. A blue "Login" button is highlighted with a red box. Below the navigation bar is a login form with the following elements:

- User Id input field
- Password input field
- Remember me
- [Forgot your password?](#)
- LOGIN button

Provide the user name and password provided to you by the system admin.

5. System Administrator

After successful login, you will be redirected to the dashboard as shown below:



The screenshot shows the system administrator dashboard. On the left is a sidebar menu with the following items:

- Dashboard
- Administration
 - Role Management
 - User Management
- Master
 - Dropdown Management
 - Gewog Management
 - Chiwog Management

The main content area displays the word "Dashboard" in a large font.

This user is for DLG system admin











Dashboard contents:

- 1) Role Management
- 2) User Management
- 3) Dropdown Management
- 4) Gewog Management
- 5) Chiwog Management

5.1 Role Management

Step 1: Roles can be manage (edit and delete) as shown below:

Role Management

NO.	ROLE NAME	DESCRIPTION	ACTION
1	Admin	Administrator	 
2	DLG	DLG officer	 
3	Dzongkhag	Dzongkhag administrator	 
4	Gewog	Gewog administrator	 
5	Chiwog	Chiwog administrator	 

Step 2: Creating a new Role and Privileges:

By creating new roles and with given privileges will have new role with access to given privileges.

Create Role and Privileges

Role Information

Role Name

Description











Privileges

- Dashboard
- Administration
- Role Management
- Create Role
- Edit Role
- Delete Role
- User Management
- Create User
- Edit User
- Delete User
- Master
- Dropdown Management
- Create Dropdown
- Edit Dropdown

5.2 User Management

This is for managing existing new user to edit and delete.

User Management

NO.	NAME	EMAIL	LAST LOGIN AT	ACCOUNT ACTIVE	ACTION
1	Admin	pemalose105@gmail.com	2021-03-02 16:02:19	Active	 
2	DLG	softnettechnology17@gmail.com	2021-02-19 11:28:55	Active	 
3	Dzongkhag	norbuchoki222@gmail.com	2021-02-19 11:31:39	Active	 
4	Gewog	norbuchoki1990@gmail.com	2021-02-24 15:55:58	Active	 
5	Chiwog	bhutandelight@gmail.com	2021-01-27 10:14:45	Active	 

To create a new user, click “Create New User” button and below form will be shown for the fill-up required inputs:

Create User and Assign Role

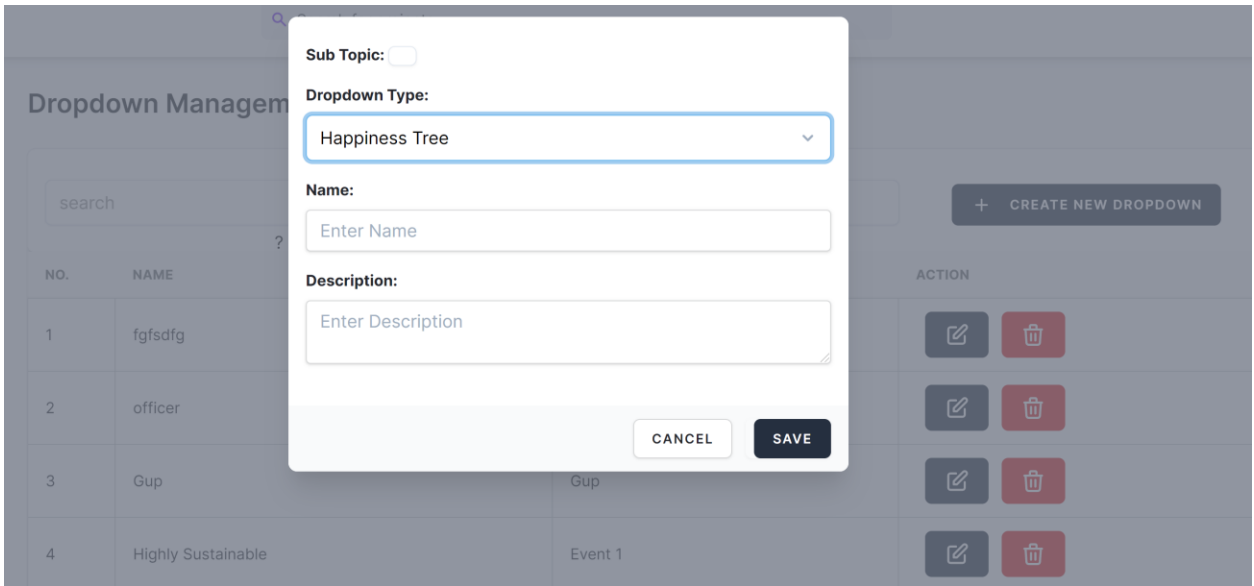
User Information User Name <input type="text"/> Phone No. <input type="text"/> Email <input type="text"/>	Login Credentials User Id <input type="text"/> Password <input type="password"/> Confirm Password <input type="password"/>	Assign Role and Location Role Gewog Dzongkhag Mongar Gewog Drametse <input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>
--	---	---

5.3 Dropdown Management

This is for managing (editing existing data, delete or create) the master data drop-down.

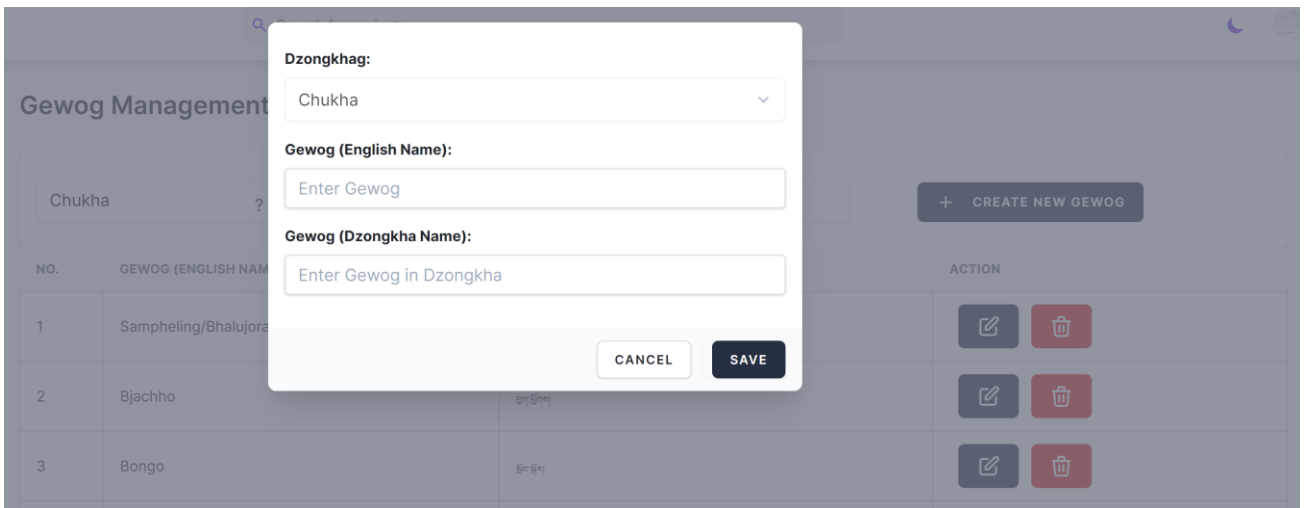
For example, select the “Happiness Tree” drop-down type and enter a new dropdown name to be shown under Happiness.

For sub-topic drop-down, click on the “Sub Topic” check button.



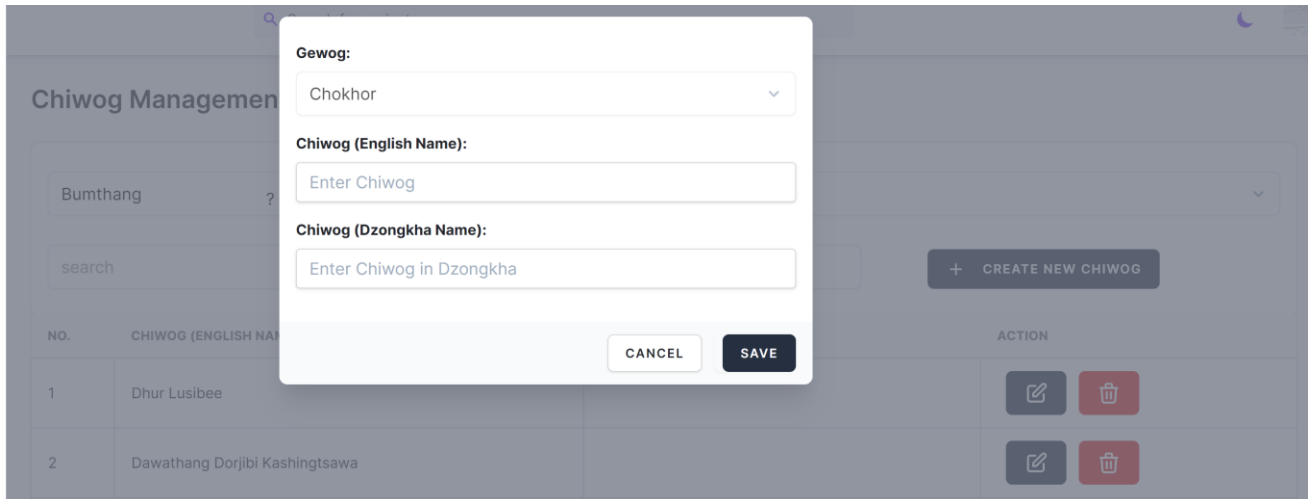
5.4 Gewog Management

This is for managing the Gewog drop-down data as shown data:



5.5 Chiwog Management

This is for managing the Chiwog drop-down data as shown data:



The screenshot displays the 'Chiwog Management' interface. A modal form is open for adding a new Chiwog. The form includes the following fields:

- Gewog:** A dropdown menu with 'Chokhor' selected.
- Chiwog (English Name):** A text input field with the placeholder 'Enter Chiwog'.
- Chiwog (Dzongkha Name):** A text input field with the placeholder 'Enter Chiwog in Dzongkha'.

At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons. The background shows a table with columns for 'NO.', 'CHIWOOG (ENGLISH NAME)', and 'ACTION'. The table contains two entries:

NO.	CHIWOOG (ENGLISH NAME)	ACTION
1	Dhur Lusibee	[Edit] [Delete]
2	Dawathang Dorjibi Kashingsawa	[Edit] [Delete]

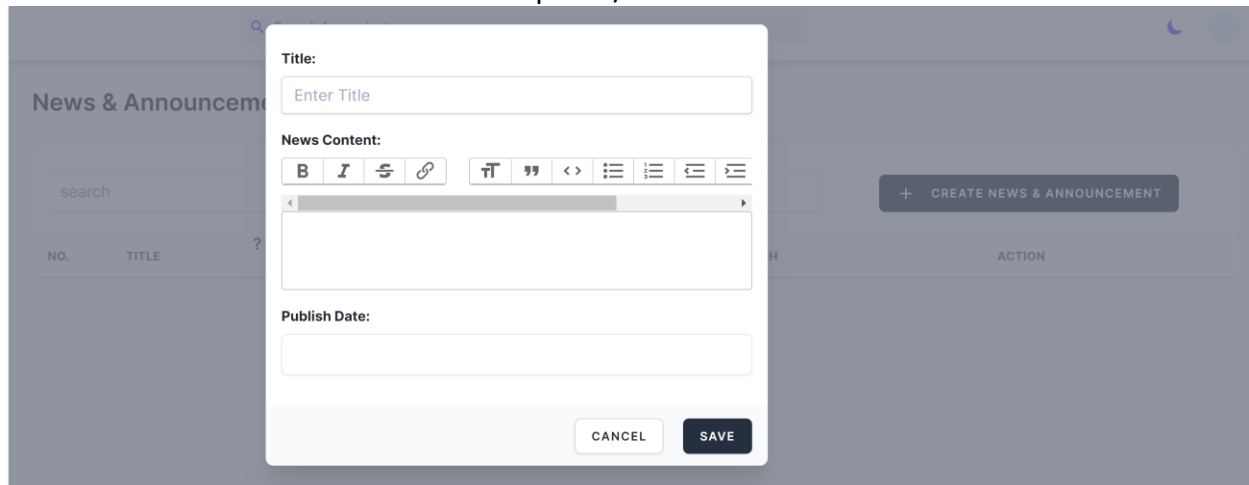
6. DLG user

This user is for DLG User and have following features:

- 1) News & Announcement Management
- 2) Online Handbook Management
- 3) View and reply handbook comments
- 4) Reports

6.1 Management News & Announcement

To create news & announcement for the public/online users.



The screenshot displays the 'News & Announcement Management' interface. A modal form is open for creating a new news item. The form includes the following fields:

- Title:** A text input field with the placeholder 'Enter Title'.
- News Content:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link, Text Color, Quote, Code, Bulleted List, Numbered List, Decrease Indent, and Increase Indent. Below the toolbar is a large text area for entering the content.
- Publish Date:** A text input field.

At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons. The background shows a table with columns for 'NO.' and 'TITLE'. A 'CREATE NEWS & ANNOUNCEMENT' button is visible on the right side of the interface.

6.2 Management Handbook

To create handbook contents, click on “Handbook Management”.

The user can enter English as well as Dzongkhag Content in separate input form as shown below:

Create Online Handbook

Select Topic

Main Topic
CEP concept

Sub Topic
What is CEP?

Content

English Content:

B *I* U Link | **¶** “ ” < > | **☰** **☷** **☰** **☷** |

Upload File
Choose File No file chosen

Dzongkhag Content (Optional):

B *I* U Link | **¶** “ ” < > | **☰** **☷** **☰** **☷** |

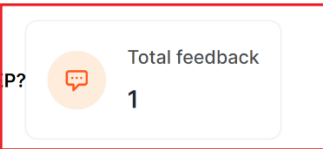
6.3 View and reply handbook comments

Step 1: The DLG user can view Handbook comments send by Chiwog and Dzongkhag users, and able to send a reply to the individual user as shown below:

View Online Handbook

CEP concept

What is CEP?

What is the aim of CEP? 

CEP operation

Who manages CEP?

Who is CEP Coordinator?


Step 2: To read comment, click on comments link and it will show comment as below:

Feedback on Online Handbook

Online Handbook

Main topic	CEP concept
Sub topic	What is the aim of CEP?
English Content	The experiences, data and information collected and analyzed through the process of CEP assessment formed the fundamental basis of producing CEP Handbook.


Display feedback

 **Dzongkhag**
Tue, Mar 2, 2021 5:30 PM

Can you explain what is the basic CEP fundamental?

[REPLY](#)

Step 3: Click “Reply” button to reply to the user as shown below:

 **Dzongkhag**
Tue, Mar 2, 2021
5:30 PM

Can you explain what is the basic CEP fundamental?

Enter Reply

[CANCEL](#) [SAVE](#)

After entering a reply and saving, the user will notify and complete the session.

6.4 Report

The DLG can track “User Activity” for Gewog and Dzongkhag users whether they are active or not by checking their login time & date as shown below:

User Activity Report

-- choose dzongkhag -- -- choose gewog -- -- choose chiwog --

Start Date End Date **SEARCH**

NO.	USER ID	USER NAME	LOCATION	ACTION DATE
1	10902002285	Sonam 1	NangsipheL_Zangling_Zhabjethang, Chokhor, Bumthang	2021-02-01 21:38:47
1	10902002286	Sonam 2	NangsipheL_Zangling_Zhabjethang, Chokhor, Bumthang	2021-02-10 02:38:47
1	10902002277	Sonam 3	NangsipheL_Zangling_Zhabjethang, Chokhor, Bumthang	2021-02-14 11:38:47
1	10902002273	Sonam 4	NangsipheL_Zangling_Zhabjethang, Chokhor, Bumthang	2021-02-16 12:38:47

7. Dzongkhag User

The dzongkhag user can comment on Handbook and view the reply send by the DLG user as shown below:

Step 1: To create comment:

Feedback on Online Handbook

Online Handbook

Main topic	CEP concept
Sub topic	What is the aim of CEP?
English Content	The experiences, data and information collected and analyzed through the process of CEP assessment formed the fundamental basis of producing CEP Handbook.

Add a feedback

Can you explain what is the basic CEP fundamental?

CANCEL ADD

Step 2: To view reply, click on “Reply” link as shown below:

View Online Handbook

CEP concept

What is CEP?

What is the aim of CEP?

CEP operation

Who manages CEP?

Who is CEP Coordinator?

Total replies
1


Step 3: View the reply content from DLG as shown below:

Feedback on Online Handbook


Online Handbook

Main topic	CEP concept
Sub topic	What is the aim of CEP?
English Content	The experiences, data and information collected and analyzed through the process of CEP assessment formed the fundamental basis of producing CEP Handbook.

Display feedback

 **Dzongkhag**
Tue, Mar 2, 2021 5:30 PM Can you explain what is the basic CEP fundamental?

Display Replies

 **DLG**
Tue, Mar 2, 2021 6:05 PM CEP is inclusive of all: differently-abled members, elderly citizens, physically challenged CEP has flexible timing schedule CEP inspires confidence, the informal setting allows members to participate in the discussion

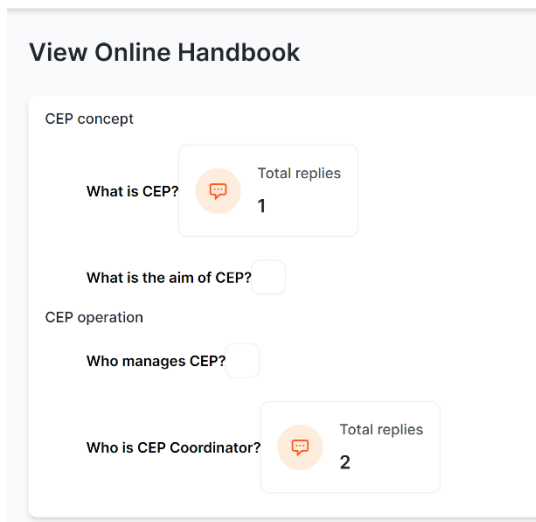
Untitled - Paint

8. Gewog/Chiwog User

The Gewog/Chiwog Users have following features:

8.1 Handbook comment

The Gewog/Chiwog user can able to comments on the Handbook and DLG can reply as same as the Dzongkhag user.





8.2 Create and Approve Community Group

The Gewog/Chiwog user can create a new Community group and Gewog use can approve the new group as shown below:

Sept 1: Create new Community group by Gewog/Chiwog.

The screenshot shows a 'Create Community Group' form. It has several input fields and dropdown menus. The 'Chiwog' dropdown is set to 'Chhoeten Nyingpo Uesarkha'. The 'Community Type' dropdown is set to 'Village Based CEP'. The 'Community Group Name' field contains 'Tashi Delek Group'. The 'Registration Date' field contains '2021-03-02'. The 'Committee Members' field contains 'Chiwog Heads and 10 household member'. The 'Objective' field contains 'to build stronger Community group'. There is an 'Attachment: Community image (800px by 530px)' section with a 'Choose File' button and a file name 'b4508fd7f93...d24854b0c.jpg'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.







Sept 2: Approve new Community group by Gewog by clicking on the pending group “Not Approved” button.

NO.	CHIWOOG NAME	COMMUNITY NAME	REGISTRATION DATE	STATUS	ACTION
1	Chhoeten Nyingpo Uesarkha	Tashi Tshogpa	2021-01-01	Approved	
2	Chhoeten Nyingpo Uesarkha	Group I	2021-01-01	Approved	
3	Chhoeten Nyingpo Uesarkha	Tashi Delek Group	2021-03-02	Not Approve	 

8.3 Manage Community Scanning

The Gewog/Chiwog user can create/edit/delete new Community Scanning as shown below:

Community Task Management

NO.	TASK NAME	START DATE	END DATE	TASK STATUS	ACTION
1	Narrow Footpath	2021-02-16	2021-02-17	Designation	 
2	Improper drainage	2021-02-20	2021-02-25	Designation	 
3	No Window Glass	2021-02-18	2021-03-05	Designation	 

8.4 Seasonal Calendar

The Gewog/Chiwog user can create/edit/delete new Community Seasonal Calendar as shown below:

Event Management

Chiwog: Community Group:

Event Type: Event Name:

Event Start Date: Event Start Date:

Remarks:

8.5 Community Information

The Gewog/Chiwog user can create/edit/delete new Community Information as shown below:

Create Community Information

Chiwog: Choeten Nyingpo Uesarkha | Community Group Name: Tashi Tshogpa (Village Based CEP)

CID NO.	NAME	GENDER	DESIGNATION	MOBILE NO.	
11604000234	Tashi Dorji	-- select	officer	17656342	
		-- select	-- select		

8.6 Community Happiness

The Gewog/Chiwog user can create/edit/delete new Community Happiness as shown below:

Create Happiness Tree

Chiwog: Choeten Nyingpo Uesarkha | Community Group Name: Tashi Tshogpa (Village Based CEP)

Attachment: Happiness Tree (860px by 700px) [b4508fd7f93ef5e75722a0fd24854b0c.jpg](#)
 No file chosen

HAPPINESS TYPE	REMARKS	
Agriculture Product	test	
Livestock	test	
Road	test	

8.7 T-Shaped

The Chiwog user can create/edit/delete new T-Shaped as shown below:

T-shape Analysis

Chiwog: Chhoeten Nyingpo Uesarkha Conservation Status: Sustainable

AGE	FEMALE'S RESIDING	FEMALE'S NEARBY	FEMALE'S FAR AWAY	MALE'S RESIDING	MALE'S NEARBY	MALE'S FAR AWAY
0-4	-11	-3	-3	7	1	5
4-9	-13	-2	-8	10	1	4
1-014	-18	-3	-6	15	3	4
15-19	-18	-3	-8	23	1	3
20-24	-23	0	-17	21	1	14
25-29	-16	-7	-15	11	0	18
30-34	-11	-4	-16	11	4	7
35-39	-14	-6	-9	18	4	12
40-44	-7	-2	-2	11	3	4
45-49	-7	-1	-1	4	0	2
50-54	-9	-1	0	10	0	1
55-59	-13	-2	-1	5	0	40
60-64	-7	0	0	10	0	0
65-69	-6	0	0	8	0	0
70-74	-7	0	0	0	0	0
75<	-5	0	0	10	0	0

9. Change Password and Profile

Step 1 – Click on the top left corner button as shown below:



Step 2 – The dialog box with the following options will show up:


- (1) Profile – to change basic profile and password
- (2) Sign out – to logout from the system

9.1 Change Profile and Password

To view profile or change password as shown below.

Profile Information
Update your account's profile information and email address.

Update Password
Ensure your account is using a long, random password to stay secure.

Photo


Name

Phone No.

Email

Current Password

New Password

Confirm Password

***** END *****