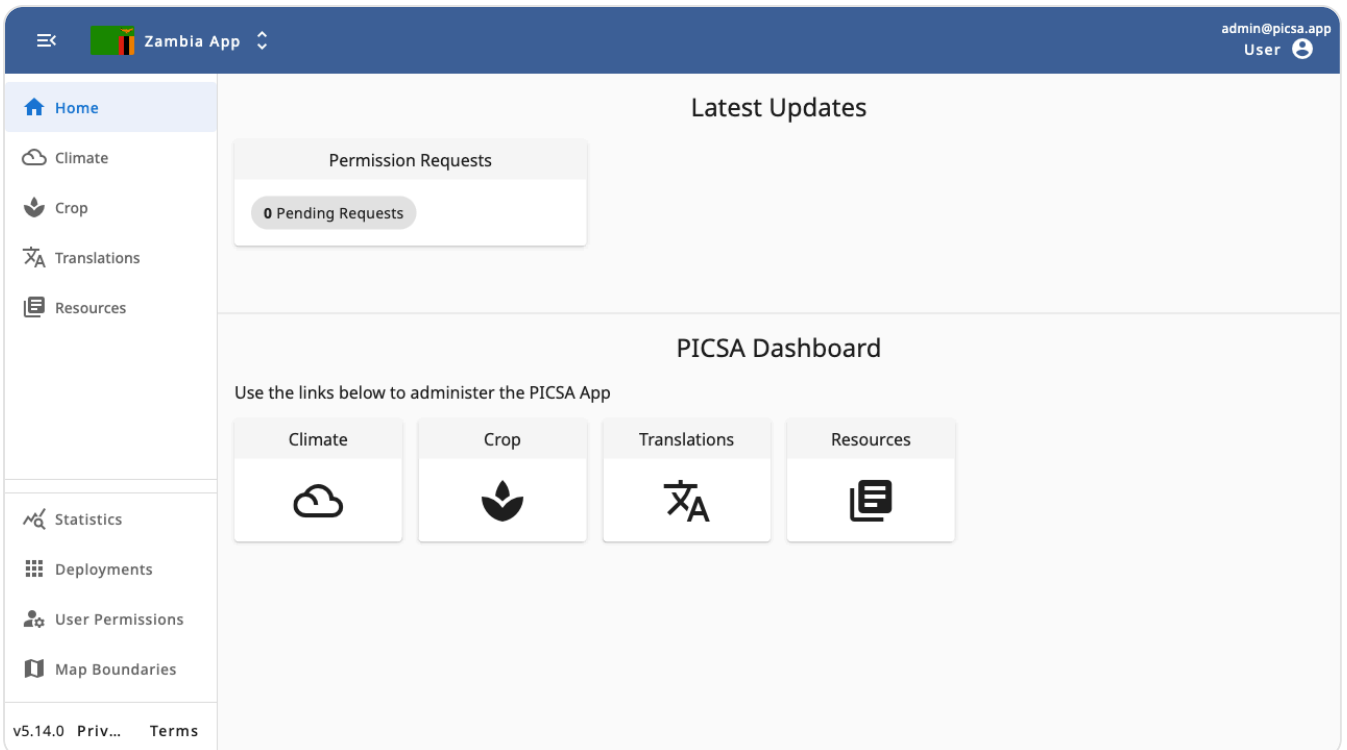
E-PICSA Dashboard

User Guide



Dashboard screenshot: Zambia Admin

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E-PICSA Dashboard User Guide

Learn how to manage climate data, crop information, resources and translations in the E-PICSA Dashboard.

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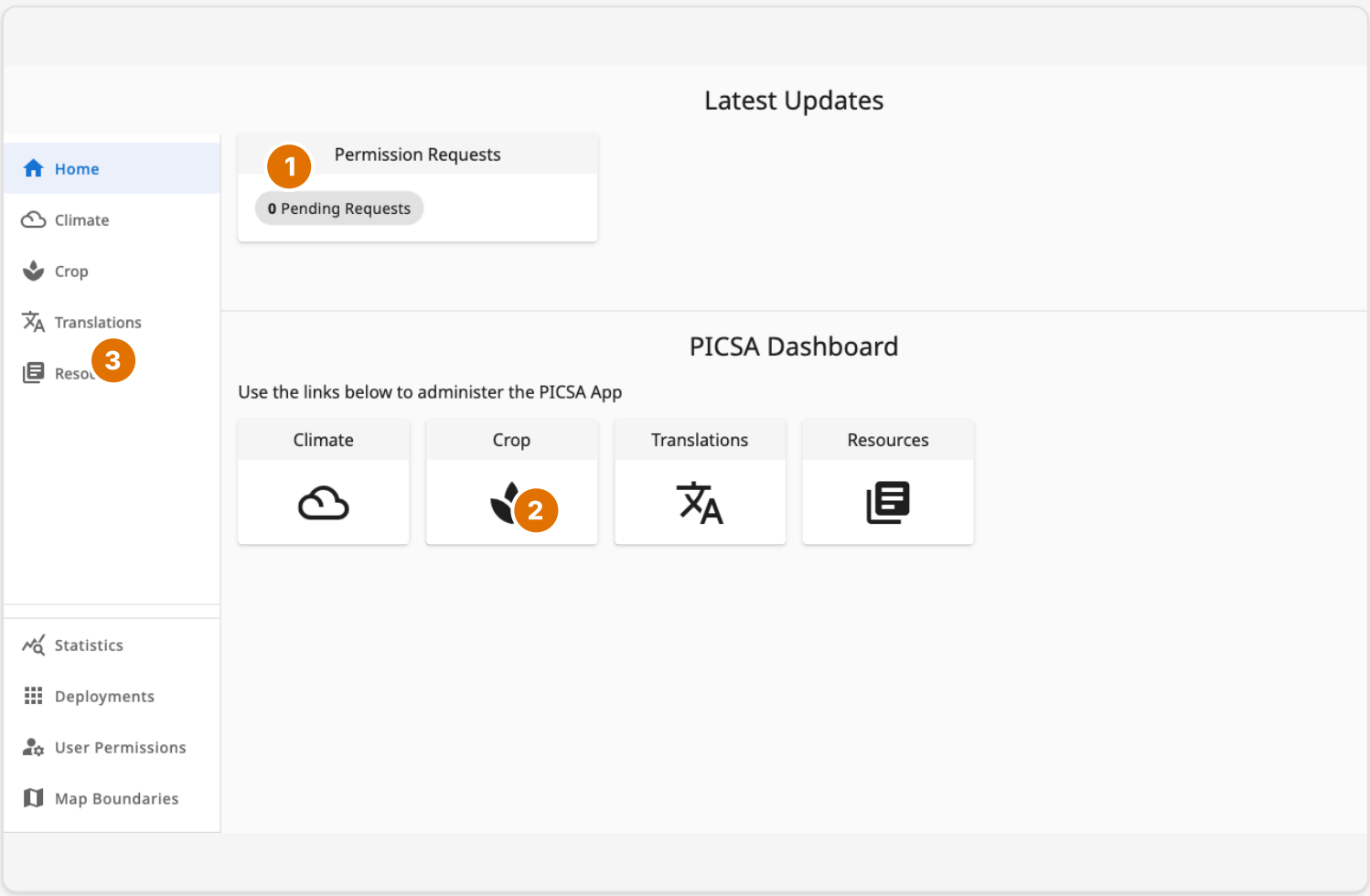
The E-PICSA Dashboard is the web back-office behind the PICSA field apps. Country teams use it to curate weather station data, publish seasonal forecasts, maintain crop variety information, share resource files and translate app content.

Need the whole guide offline? Download the PDF.



1. Latest Updates — the Permission Requests card shows tasks for your role
2. Dashboard cards link to every section your role can access
3. The sidebar mirrors the same sections and stays visible everywhere

Dashboard home for an admin user (Zambia deployment)

What you can do here

Getting started
Sign in, pick a deployment and understand roles

Climate
Station data, forecasts and data quality checks

Crops
Varieties, water requirements and probability tables

Resources
Files, links, collections and farmer videos

Translations
Translate app text and import it in bulk

Managing access
Deployments, user permissions and map boundaries

> All screenshots in this guide come from the Zambia deployment logged in as an admin. If your account has fewer permissions, some buttons and pages will be hidden — see Deployments and roles.

Signing in >
How to access the E-PICSA Dashboard and what you see on arrival.

Getting started

Signing in

How to access the E-PICSA Dashboard and what you see on arrival.

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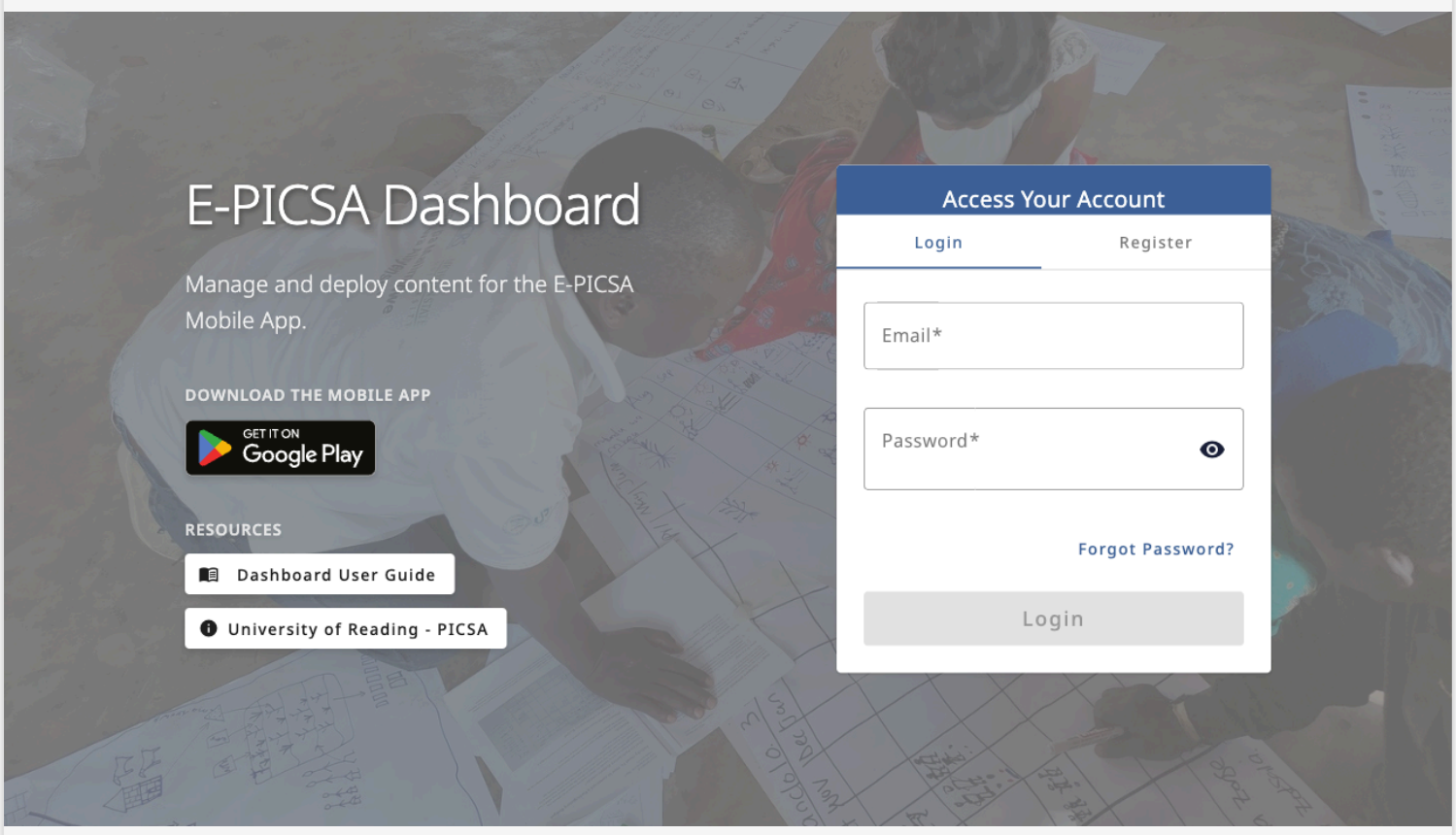
The E-PICSA Dashboard uses email and password sign-in. Your account is created by an administrator — there is no public self-registration.

Sign in

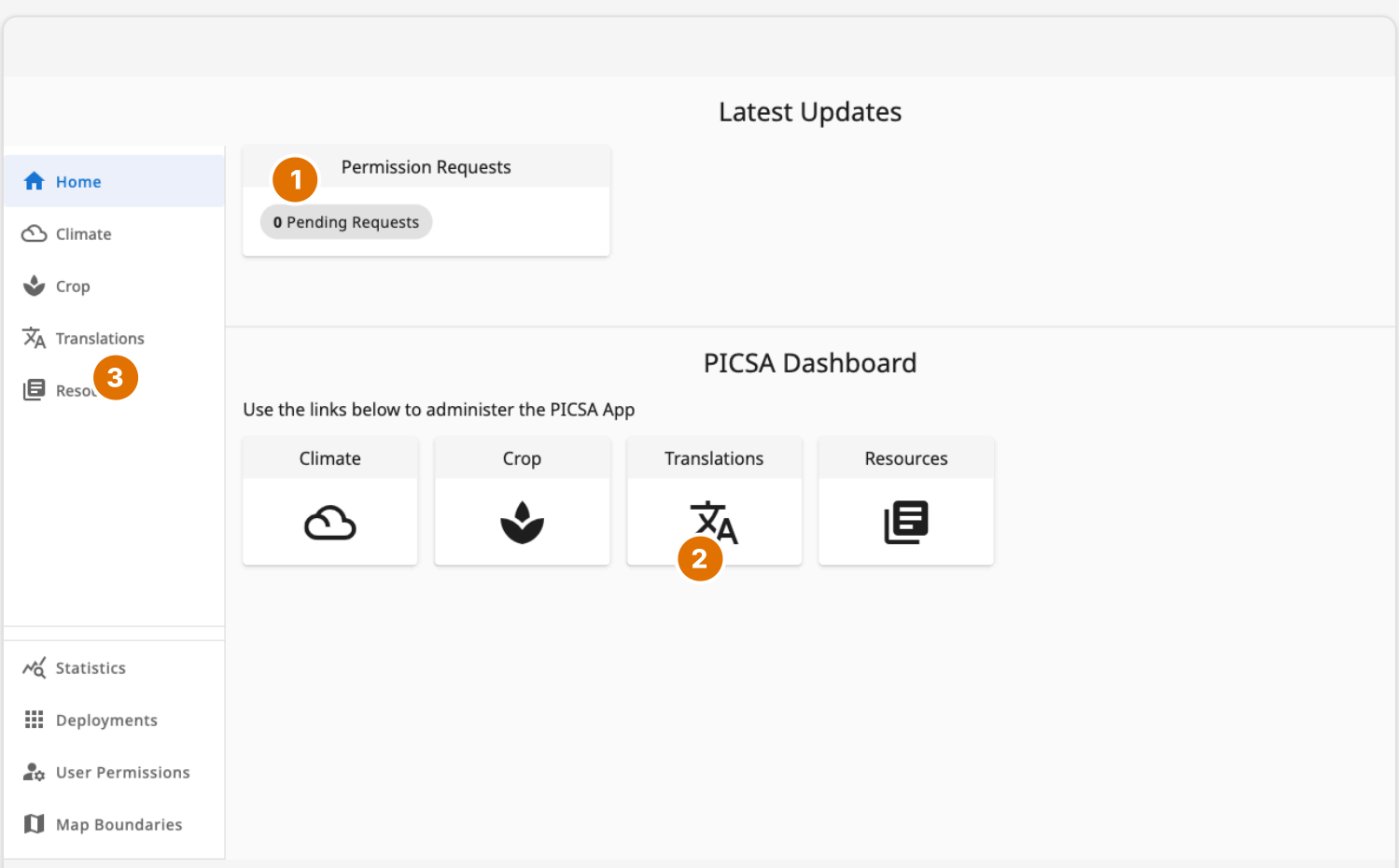
1. Open the dashboard in your browser.
2. Enter the email address and password provided by your administrator.
3. After signing in you are asked to pick a **deployment** (for example *Zambia App* or *Malawi App*). Everything you see afterwards belongs to that deployment.



The public landing page, before signing in

After signing in

You land on **Home**, a hub of cards linking to every section your role can access. Above the cards, **Latest Updates** surfaces anything waiting for you — for example pending permission requests if you manage users.



1. Latest Updates — tasks for your role, such as permission requests
2. Section cards — shortcuts into Climate, Crop, Resources and more
3. Sidebar — full navigation, always available

Use the deployment switcher in the header at any time to move between country apps. Changing deployment reloads the dashboard in the new context.

> Lost your password? Open your **Profile** from the avatar menu and use the password-reset page — see Your profile.

‹ E-PICSA Dashboard User Guide
Learn how to manage climate data, crop inform...

Deployments and roles ›
How deployments scope your data, and how rol...

Getting started

Deployments and roles

How deployments scope your data, and how roles gate what you can do.

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Deployments

A **deployment** is one country app — for example *Zambia App* (`zm`) or *Malawi App* (`mw`). The active deployment is remembered in your browser and scopes everything: stations, forecasts, crop data, resources and translations are all filtered to that deployment's country.

Switch deployments from the header deployment picker or from the **Deployments** section of your **profile**. The list of all deployments lives at **Deployments** (admin only) — see **Deployments**.

Roles

Access is controlled per deployment by roles. The main roles are:

Role	Manages
`admin` (global)	Everything
`climate.admin`	Station data refresh, forecasts, climate data QC
`crop.admin`	Adding varieties, bulk water-requirement imports
`resources.admin`	Creating and editing files, links and collections
`translations.admin`	Bulk translation import/export
`deployments.admin`	Deployments list and user permissions
`app.admin`	Map boundary data

Pages and buttons you lack the role for are hidden from navigation, and guarded routes redirect back to Home. Contribute-level (`editor`) roles exist for some features and allow editing without full admin rights.

> If a page in this guide describes a button you cannot see, ask a `deployments.admin` to grant the relevant role in **User Permissions**.

What changes with your role

- **Regular users** see Home, Station Data, Forecasts, Crop Variety, Probabilities, Resources, Translations list, Statistics and their Profile.
- **Admins** additionally see Admin pages, create/edit buttons, the Deployments list, User Permissions and Map Boundaries.

The sidebar only shows sections your roles permit, so it doubles as a quick check of your access.

‹ Signing in
How to access the E-PICSA Dashboard and wha...

Station data ›
Browse weather stations for your deployment a...

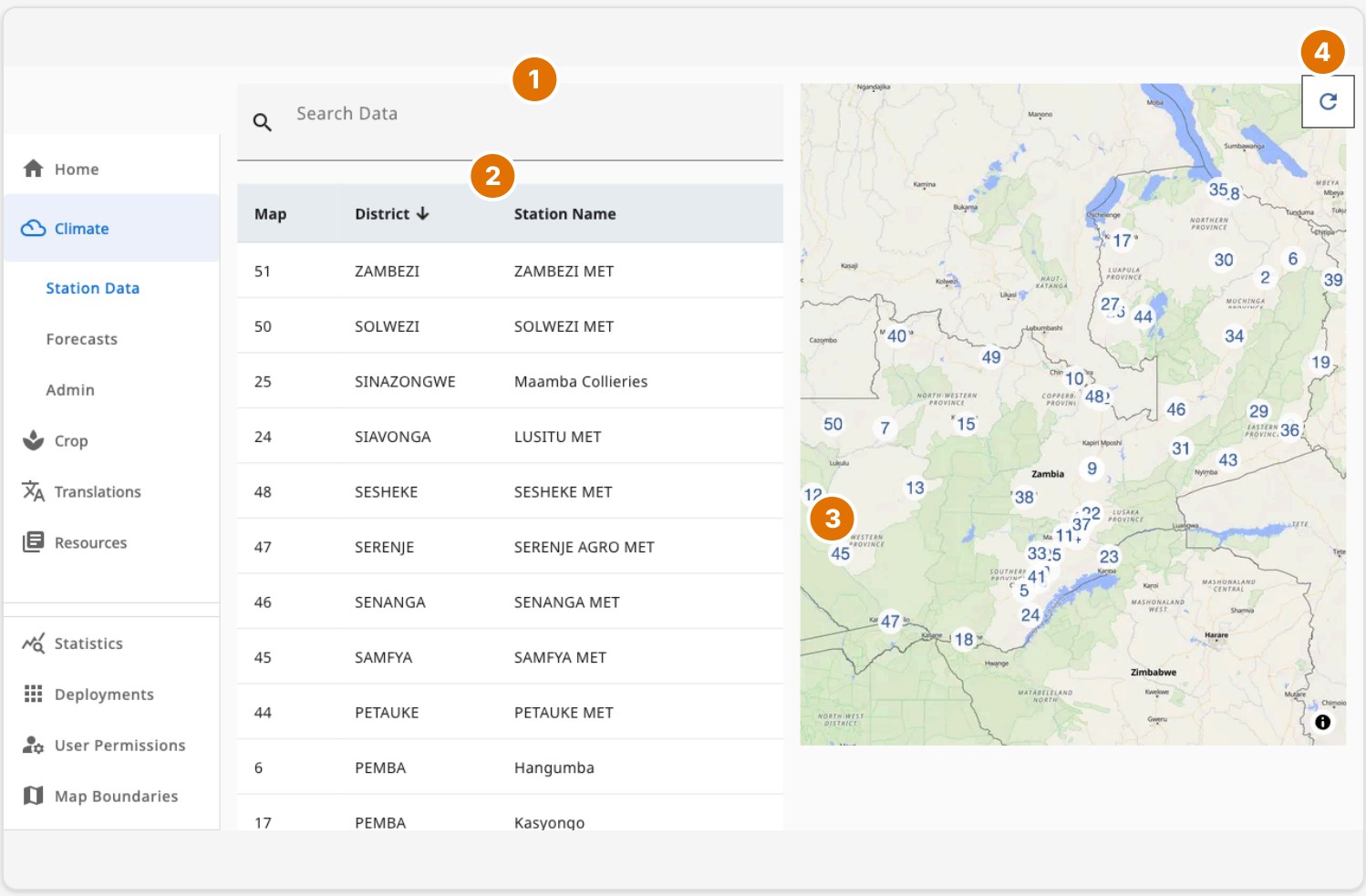
Climate

Station data

Browse weather stations for your deployment and open a station for detail.

Copy Markdown | Open

Climate → Station Data lists every weather station in the active deployment's country. It is the entry point for all historical climate products.



1. Search Data — filter the table by district or station name
2. Sortable table — Map number, District, Station Name; click a row to open it
3. Map — numbered markers mirror the table; click one to open that station
4. Refresh button (climate.admin) — re-sync station records from the climate API

Station Data for Zambia — 42 stations (admin view)

What you can do

- **Search and sort** the table to find a station by district or name.
- **Open a station** by clicking its table row or its numbered map marker. This takes you to Station details.
- **Zoom the map** with the +/- controls to inspect station coverage.

> The **Refresh** button in the top-right updates station records from the climate API and does not change historical data — for that, see Climate data admin.

Who can do what

Everyone	Search, sort and open any station — the table and map are available to every signed-in user.
Admin	See the **Refresh** button and re-sync station records from the climate API (`climate.admin`).

‹ Deployments and roles
How deployments scope your data, and how rol...

Station details ›
Location, yearly data, charts and crop probabilit...

Climate

Station details

Location, yearly data, charts and crop probabilities for one station.

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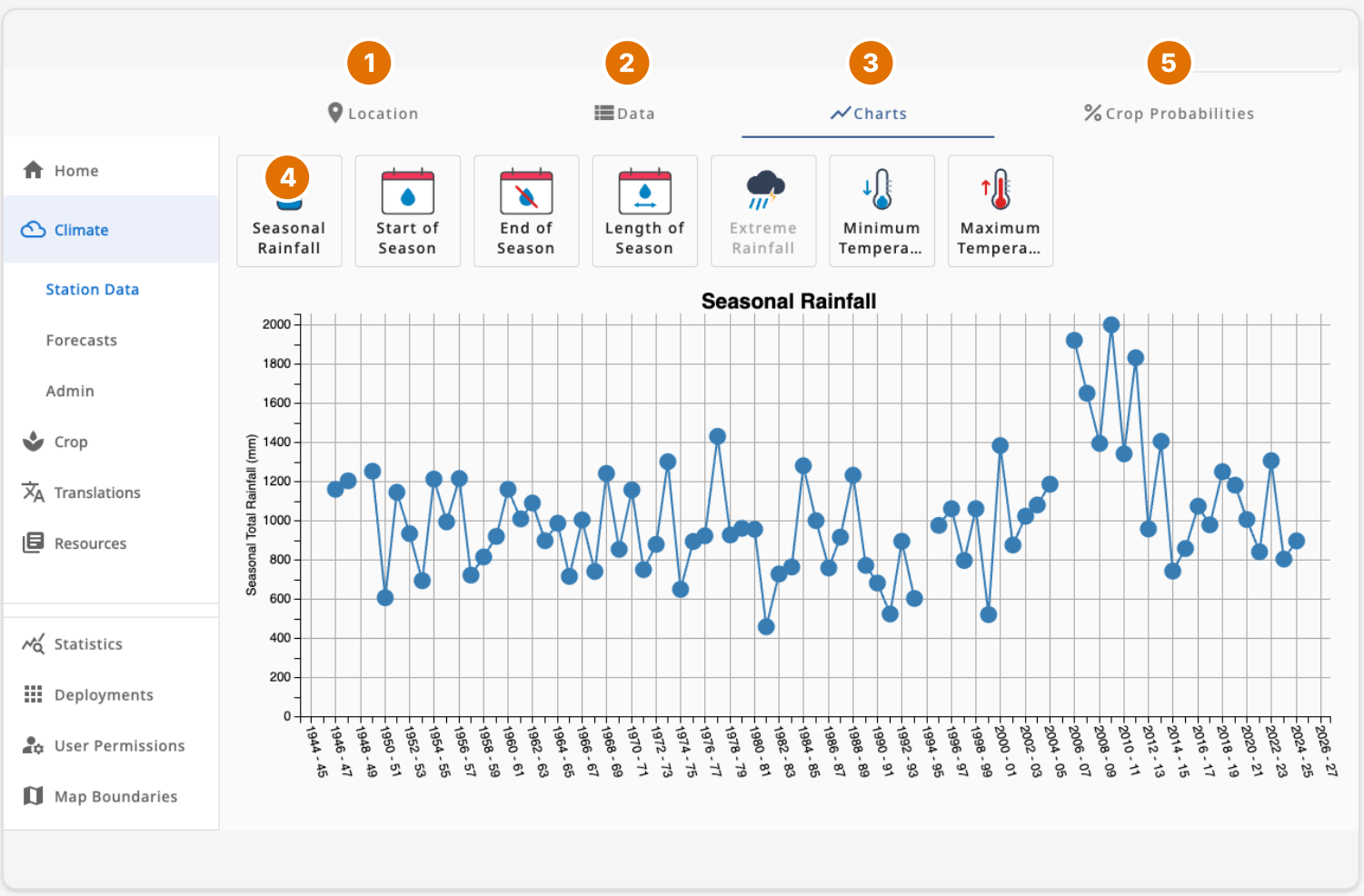
Open any station from **Station data** to inspect its historical climate products. The page is organised into four tabs.



1. Location tab — district, station name and coordinates summary
2. Data tab — one row per year with pagination and CSV download
3. Charts tab (shown) — the active tab rendering the chart below
4. Chart picker — cards for seasonal rainfall, season timing, extremes and temperatures
5. Crop Probabilities tab — planting-date slider with grid and table views

Station details, Charts tab (admin view)

The four tabs

1. **Location** — district, station name and coordinates summary.
2. **Data** — one row per year (season start/end/length, rainfall totals) with pagination and a CSV download named after the station.
3. **Charts** — visual summaries such as Seasonal Rainfall, Start/End/Length of Season, Extreme Rainfall and Min/Max Temperatures. These mirror what farmers see in the field app.
4. **Crop Probabilities** — success probabilities per planting date, with a slider to pick the planting date and Grid/Table views.

Refreshing a station

Refresh Data (requires `climate.editor`) pulls the latest summaries (annual rainfall, crop probabilities, annual and monthly temperatures) from the climate API. A status dialog shows each product succeeding or failing, so a partial failure is visible rather than silent.

> Changed data only reaches the field app once the bundled app data is regenerated — admins verify this in **Climate data admin**.

Who can do what

Everyone	Inspect all four tabs — location, yearly data, charts and crop probabilities.
Editor	Pull fresh summaries with **Refresh Data** (`climate.editor`) — a status dialog shows each product succeeding or failing.

‹ Station data
Browse weather stations for your deployment a...

Forecasts ›
View, filter and publish seasonal, downscaled, ...

Climate

Forecasts

View, filter and publish seasonal, downscaled, weekly and daily forecast files.

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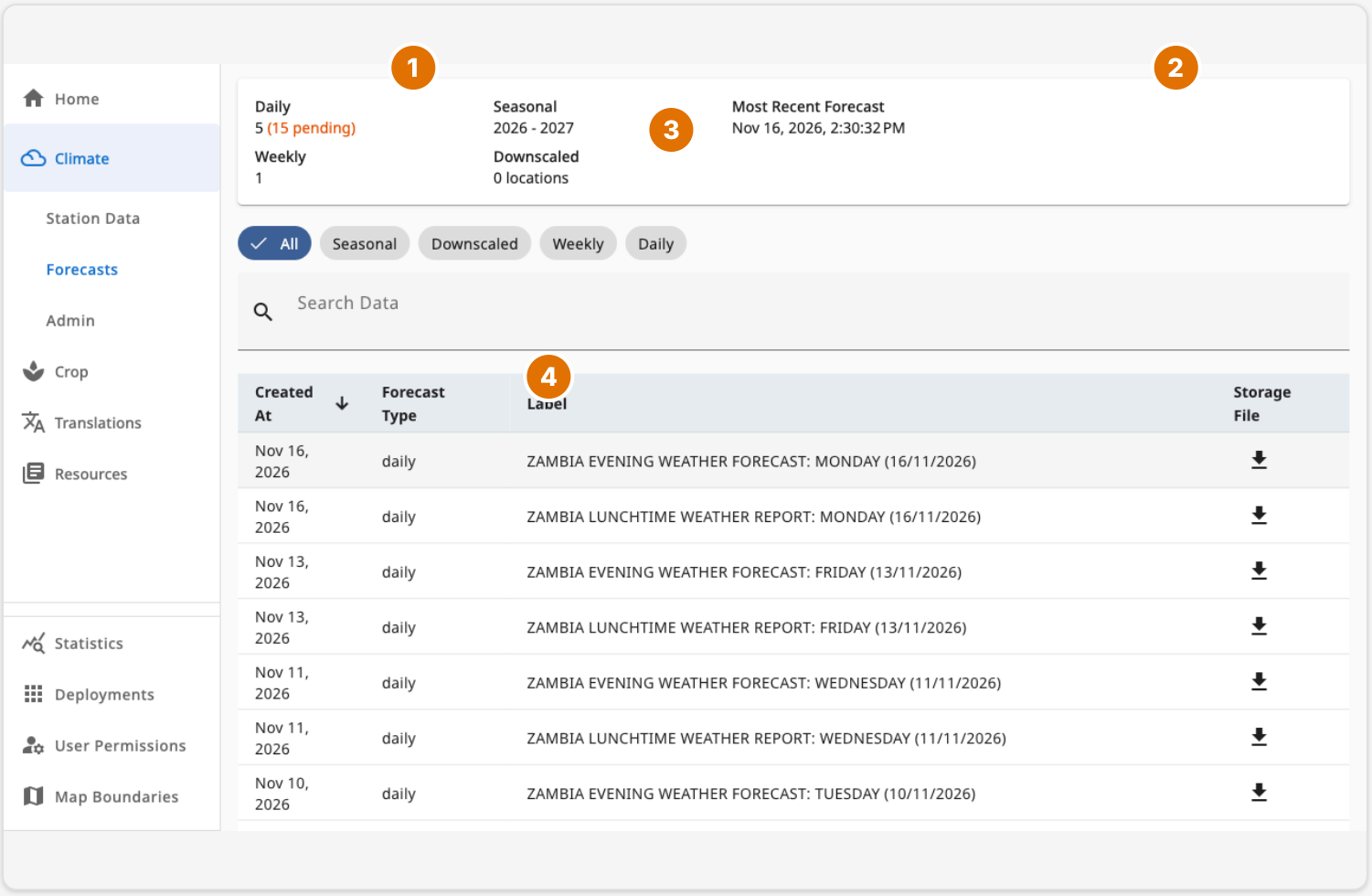
Climate → Forecasts holds the forecast PDFs synced from the climate API. Everyone can view and download them; `climate.editor` users can also publish new ones.



1. Month picker — scopes the list to forecasts issued in that month
2. Add Forecast (climate.editor) — upload a new PDF for the selected type
3. Type tabs — Seasonal, Downscaled, Weekly and Daily
4. Forecast table — issued date, label, language and file link

Forecasts for September 2026, Seasonal tab (Zambia)

Browsing forecasts

- Pick a **month** to list only forecasts issued in that month.
- Switch between **Seasonal, Downscaled, Weekly and Daily** tabs.
- Click a row's file icon to open or download the PDF. Missing files are fetched automatically from the climate API.

Publishing a forecast (editor)

Add Forecast opens a form where you upload the PDF, set its label (usually the season or date range), choose the language, and — for downscaled forecasts — pick the location it applies to. The file is stored in your deployment's country storage bucket and recorded in the forecasts table.

> Downscaled forecasts require a location; seasonal, weekly and daily forecasts do not. The form guesses the location from the filename when it can.

Who can do what

Everyone	Browse every tab and open or download forecast PDFs — missing files fetch automatically from the climate API.
Editor	Publish new forecasts with **Add Forecast** and trigger a manual refresh (`climate.editor`).

‹ Station details
Location, yearly data, charts and crop probabilit...

Climate data admin ›
Quality-check station data and compare it with t...

Climate

Climate data admin

Quality-check station data and compare it with the data bundled in the app.

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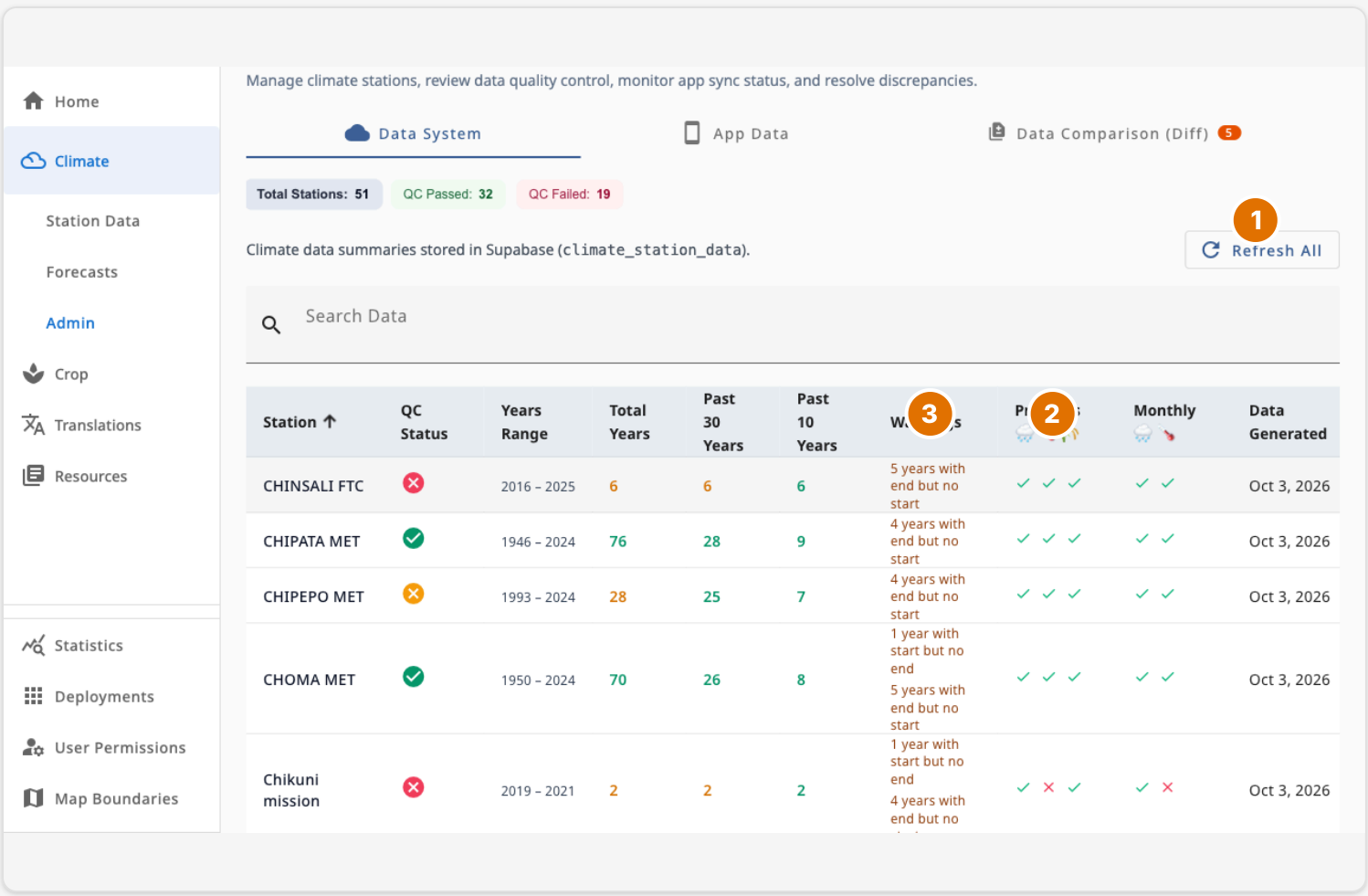
Climate → Admin (requires `climate.admin`) is the quality-control desk for climate data. It answers two questions: *is the data-system data healthy?* and *does the field app have the same data?*



1. Refresh All — re-fetch all stations from the climate API
2. Per-station products — ticks show which of the four summaries exist; click to refresh one station
3. Rainfall issues flag stations with very short or patchy records

Climate Data Admin, Data System tab (Zambia)

The three tabs

1. **Data System** — every station with its data products (annual rainfall, crop probabilities, annual and monthly temperatures), rainfall issue flags (for example very short records) and per-row download. `Refresh All` re-fetches everything with a progress counter.
2. **App Data** — what is currently bundled with the field app (`Bundled` / `Missing` per station, year ranges, available products). `Download All App CSVs` exports every bundled summary as a zip of CSVs. This is what farmers actually see.
3. **Data Comparison (Diff)** — compares the two: totals in sync vs divergent, stations only on one side, added/missing years and value differences. Open a row's preview to see exactly what changed before releasing a new app bundle.

Typical workflow

1. `Refresh All` (or refresh a single station) in **Data System**.
2. Check rainfall issues and failed product icons.
3. Open **Data Comparison** and resolve divergences until stations show *In Sync*.
4. Regenerate the app bundle so the field app picks up the verified data.

> ⚠ Refreshing re-fetches summaries from the climate API and can take a while for large station lists — the counter shows progress.

Who can do what

Admin	Refresh all stations or one at a time, check rainfall issues, and resolve divergences in Data Comparison until stations show In Sync (`climate.admin`, required to access this page).

‹ Forecasts
View, filter and publish seasonal, downscaled, ...

Crop varieties ›
Browse the master list of crop varieties and thei...

Crops

Crop varieties

Browse the master list of crop varieties and their downscaling coverage.

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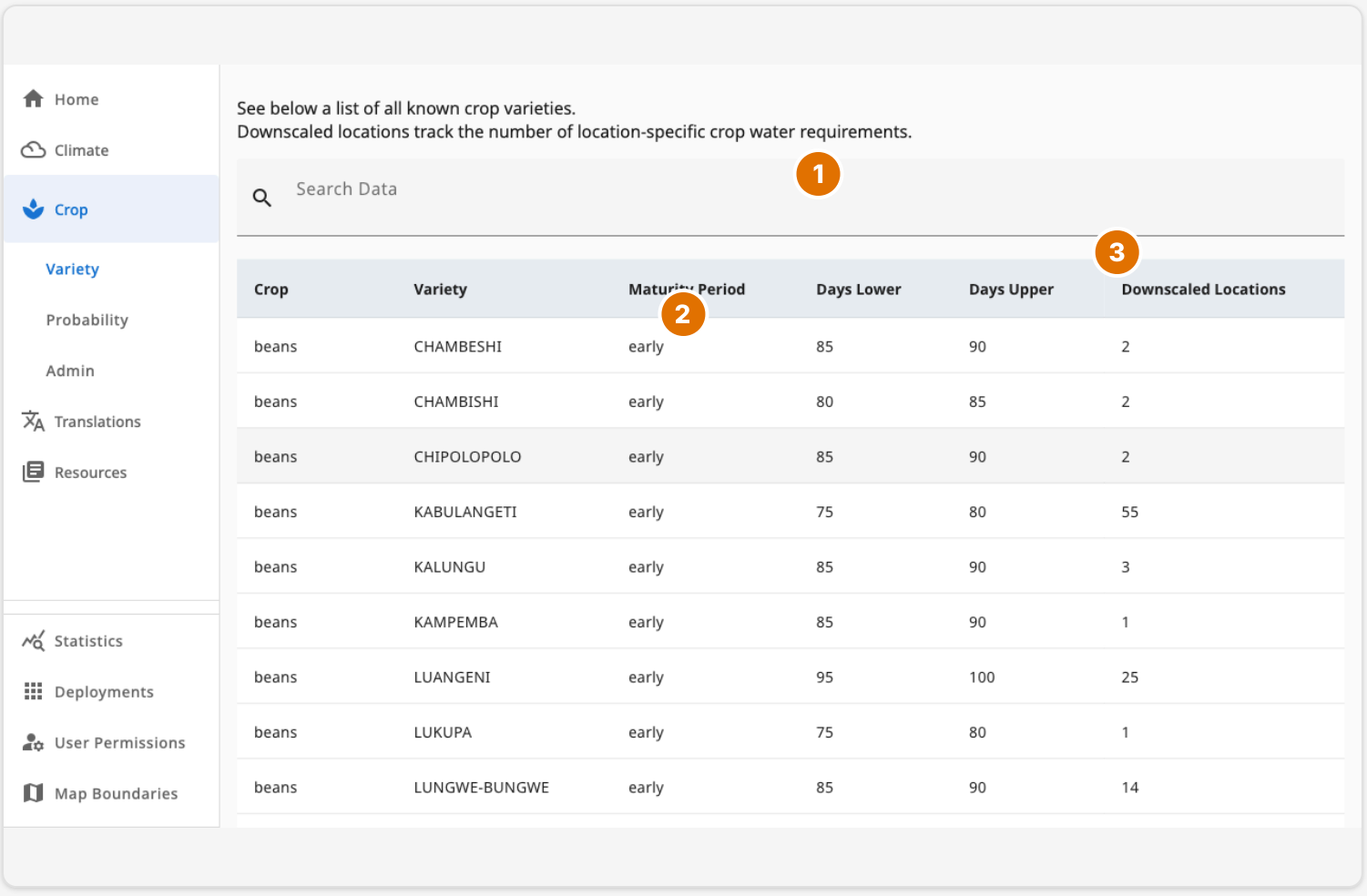
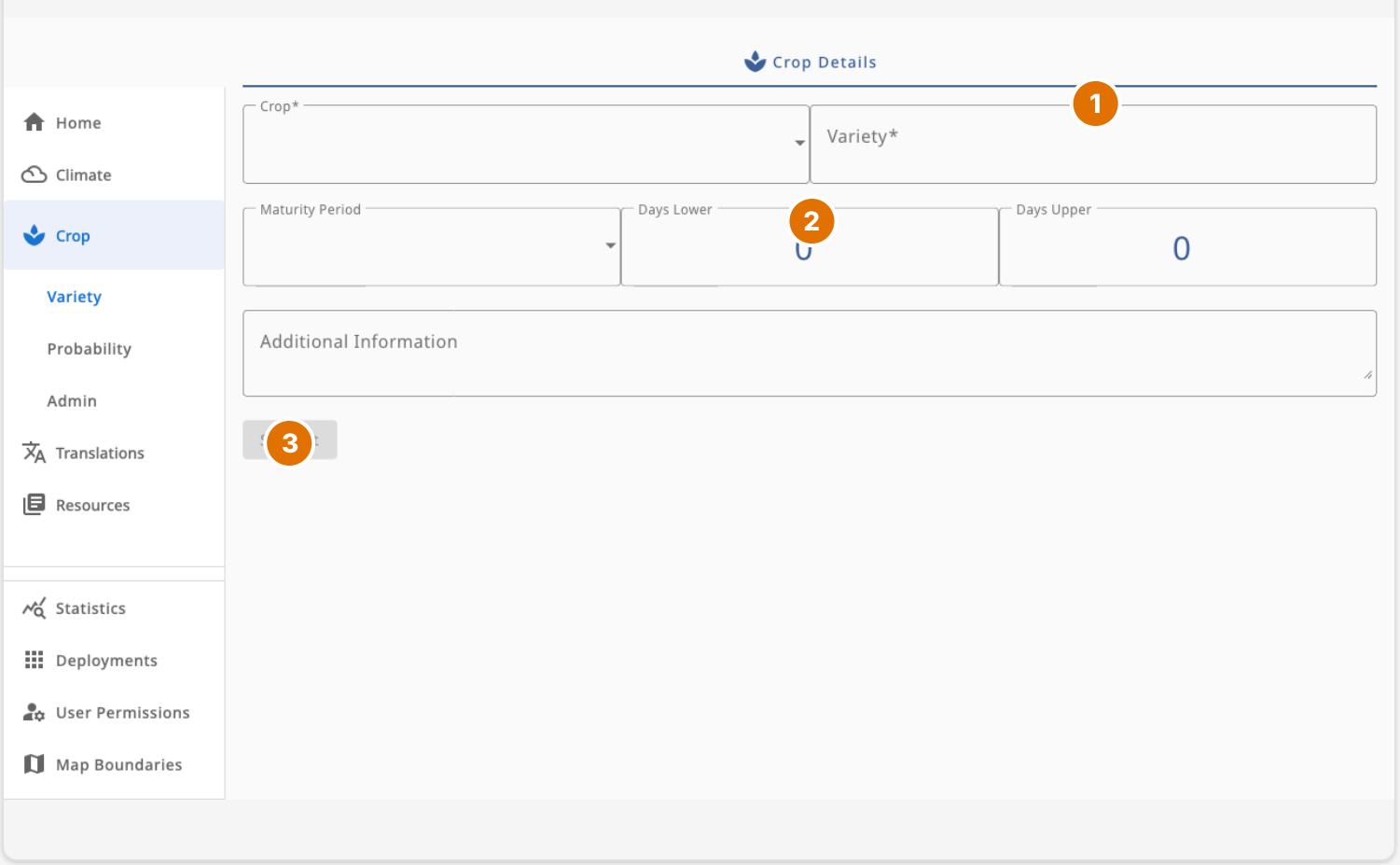
Crop → Variety is the master list of crop varieties for your deployment, with how many locations each one has water-requirement data for.



1. Search — filter by crop, variety or maturity period
2. Variety table — click a row to open its details and water requirements
3. Downscaled locations — how many locations define water needs for this variety

Crop Variety list, 255 varieties (Zambia)

> **Add Variety** (`crop/variety/add`, `crop.editor`) sits at the top of the page above the visible area — scroll up to create a new base record, then add its per-location water requirements on the details page.



1. Variety — name the new variety (crop picked alongside)
2. Maturity — period plus days-to-maturity range
3. Submit — create the base record

Add Variety editor

Each variety records its crop, maturity period (early/medium/late) and days-to-maturity range, which feed the probability tables.

Who can do what

Everyone	Search, sort and open any variety — see Variety details.
Editor	Create base records with **Add Variety** (`crop.editor`) — crop and variety names lock after creation because they form the record's ID.

‹ Climate data admin
Quality-check station data and compare it with t...

Variety details ›
View and edit a variety, and manage its per-loca...

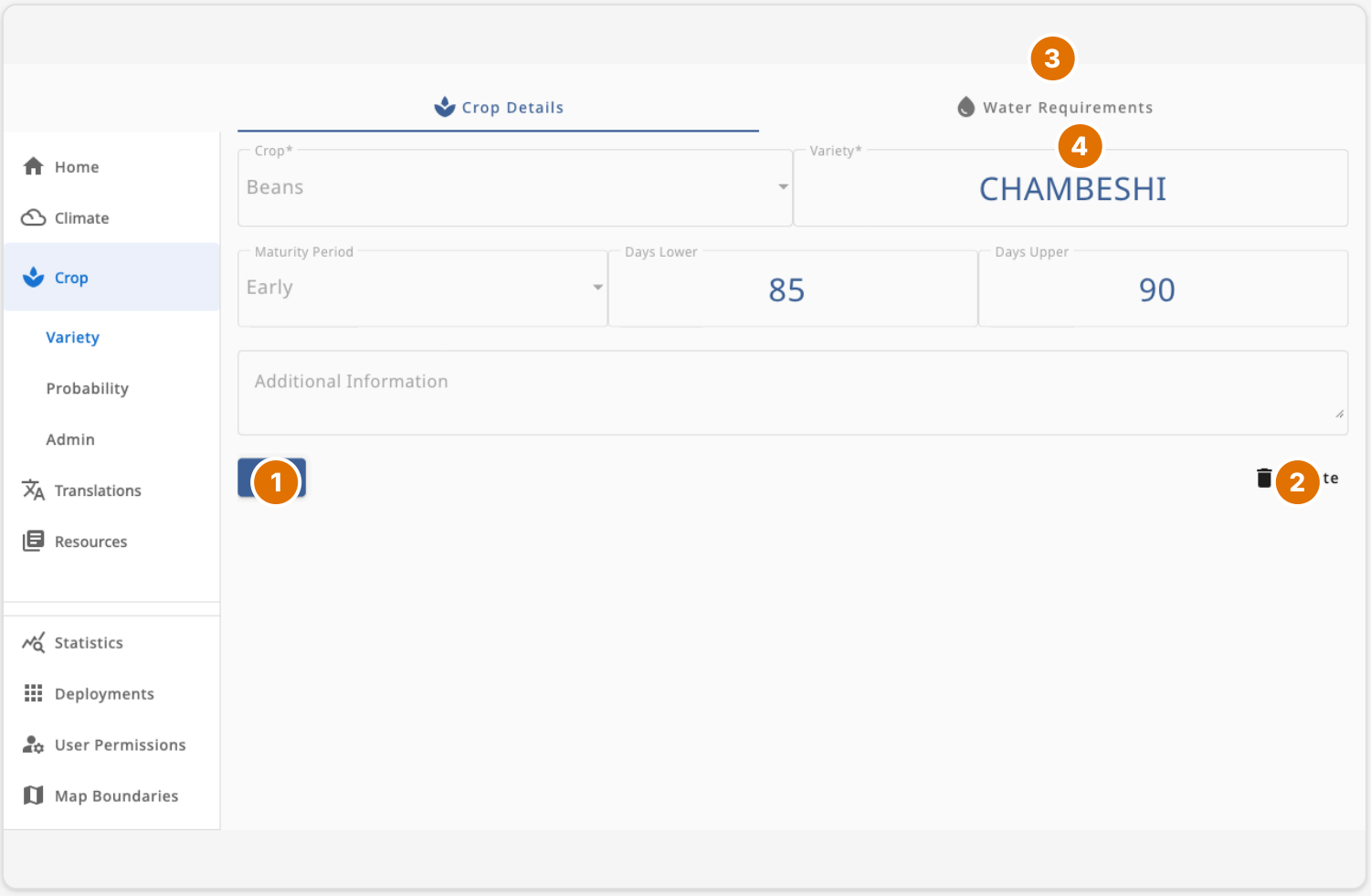
Crops

Variety details

View and edit a variety, and manage its per-location water requirements.

Copy Markdown | Open

A variety's page has two tabs: **Crop Details** (the base record) and **Water Requirements** (per-location data that powers probability tables).



1. Edit — unlock the form to change maturity, day range or notes
2. Delete — remove the variety after confirmation
3. Water Requirements tab — per-location table with a New Entry button
4. Crop Details form — crop and variety name lock after creation to preserve the record ID

Variety details, Crop Details tab (admin view)

Crop details

The base record holds the crop, variety name, maturity period and days-lower/upper range. After creation the crop and variety name are locked (they form the record's ID); other fields remain editable. Users with the `crop.editor` role create new records from **Crop** → **Variety** → **Add Variety**.

Water requirements

Each row maps the variety to one location with the millimetres of water it needs over its growing period. Adding an entry is a two-step dialog: pick the location, then enter the water requirement. These values feed the probability tables, so a variety with no water requirements will show a coverage warning there.

> Bulk-editing many water requirements at once is easier with CSV import — see Crop data admin.

Who can do what

Everyone	Read the base record and per-location water requirements.
Editor	Unlock the form with **Edit**, submit changes, delete the variety, and add water-requirement entries for new locations (`crop.editor`).

‹ Crop varieties
Browse the master list of crop varieties and thei...

Probability locations ›
Pick a location to see its downscaled crop prob...

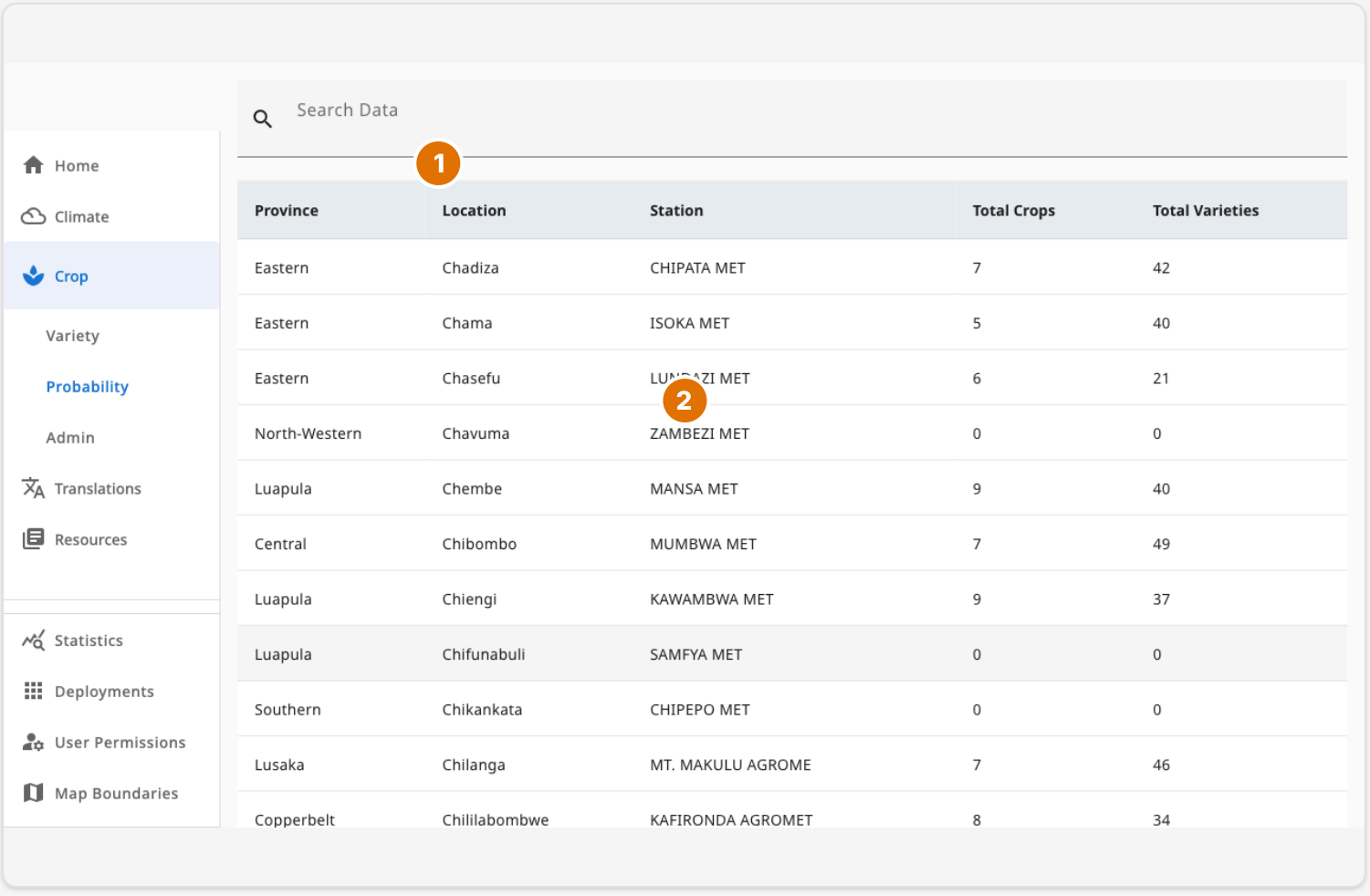
Crops

Probability locations

Pick a location to see its downscaled crop probability table.

Copy Markdown | Open

Crop → Probability lists every location with downscaled crop data: which climate station it is linked to, and how many crops and varieties have water requirements there.



1 Location table — province, location, linked station and coverage counts

2 Click a row to open that location's probability table

Probability locations, 116 locations (Zambia)

Understanding the columns

Column	Meaning
Location (and Province)	The administrative area, labelled from boundary data
Station	The climate station whose rainfall history powers the calculations
Total Crops / Varieties	How many crops and varieties have water requirements for this location

Locations with low counts will show coverage warnings on their table — fix them by adding water requirements or importing data in Crop data admin.

Who can do what

Everyone	Browse every location and open its probability table.
Editor	Re-link a location to a different climate station from its table (`crop.editor`) — see Probability tables.

‹ Variety details
View and edit a variety, and manage its per-loca...

Probability tables ›
Read, re-link and export the crop-success table.

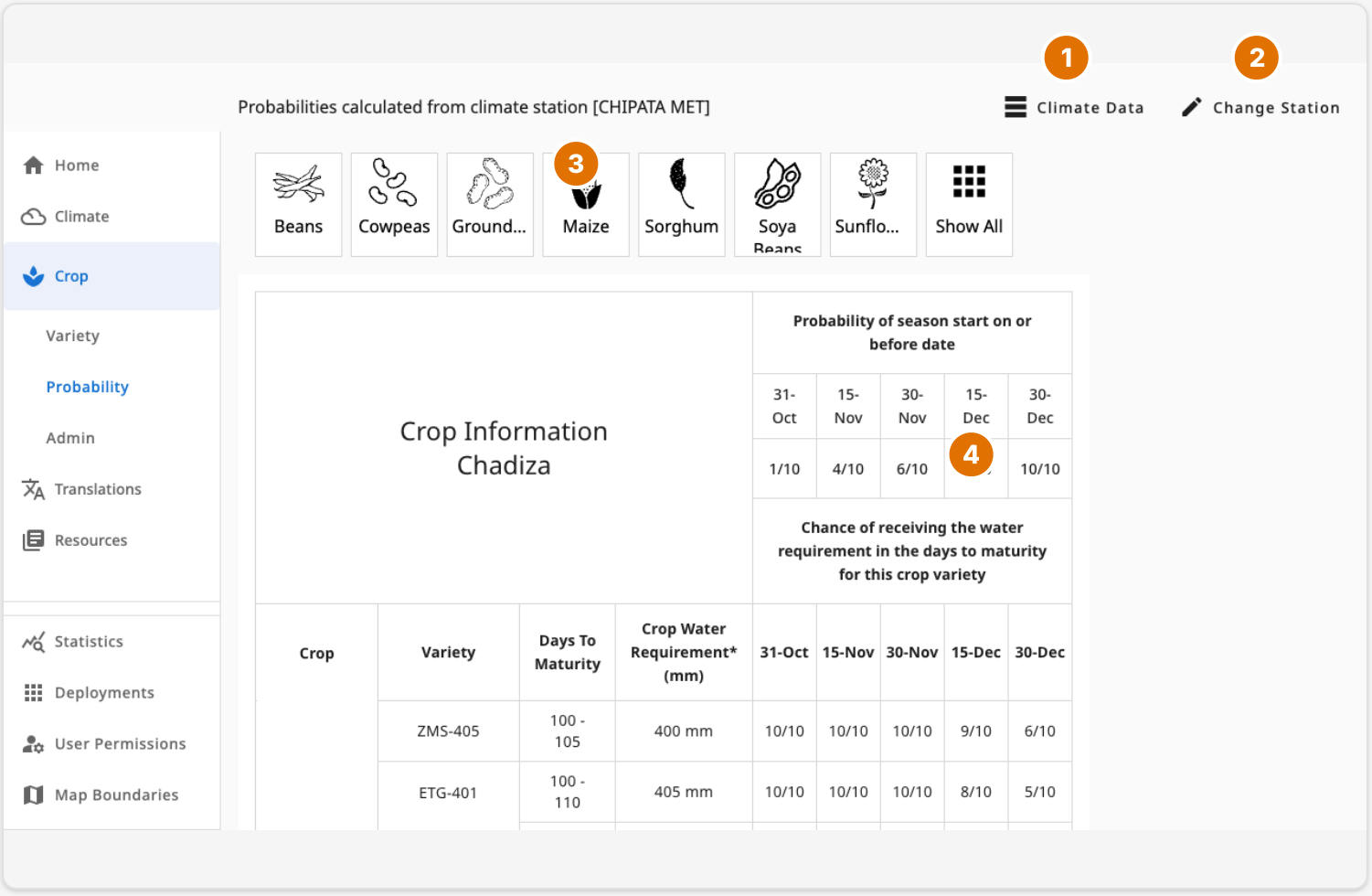
Crops

Probability tables

Read, re-link and export the crop-success table.

Copy Markdown | Open

Each location's table shows, for every variety, the chance of receiving its water requirement when planting by a given date — the sheet extension workers share with farmers.



1. Climate Data — jump to the linked station's details
2. Change Station (crop.editor) — re-link the location to a different station
3. Crop filter cards — narrow the table below to one crop
4. Probability cells — e.g. 9/10 means success in 9 of the last 10 seasons

Crop Probabilities table with linked climate station (admin view)

Reading the table

- The header shows the location, the linked **climate station**, and season-start probabilities per date.
- Each row is a variety with its days to maturity and water requirement; cells like `9/10` mean success in 9 of the last 10 seasons.
- The crop icons above filter the table to one crop.

Re-linking a station

If a location has no station — or the wrong one — **Change Station** opens a searchable station picker with a map. Updating re-links the location and recalculates the table.

Sharing

Below the table (scroll down) you will find **Copy To Clipboard** for pasting into messages or documents, a language picker, and **Export → Word**, which downloads a `.docx` in the selected language, ready to print or share offline. Warnings at the top point to missing station data or missing water requirements, with links to fix them.

> The same tables are bundled into the field app, so corrections here flow to farmers after the next app data release.

Who can do what

Everyone	Read, filter, copy and export the table — including the Word download for sharing offline.
Editor	Change the linked station when a location has none or the wrong one (`crop.editor`).

‹ Probability locations
Pick a location to see its downscaled crop prob...

Crop data admin ›
Review location coverage, station bounds, varie...

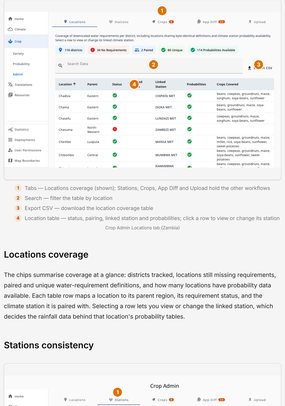
Crops

Crop data admin

Review location coverage, station bounds, variety QC, app sync and print versions for water requirements.

Copy Markdown | Open

In the E-PICSA Dashboard, **Crop → Admin** (requires `crop.admin`) oversees the per-location water requirements behind every probability table: which districts are covered, whether each station's lookup tables are consistent, which varieties fall outside supported ranges, whether the field app is in sync, and which printable per-district versions are ready to share.



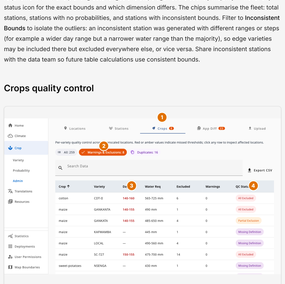
1. Tabs — Locations coverage (shown); Stations, Crops, App Diff and Upload hold the other workflows
2. Search — filter the table by location
3. Export CSV — download the location coverage table
4. Location table — status, pairing, linked station and probabilities; click a row to view or change its station

Crop Admin Locations tab (Zambia)

Locations coverage

The chips summarise coverage at a glance: districts tracked, locations still missing requirements, paired and unique water-requirement definitions, and how many locations have probability data available. Each table row maps a location to its parent region, its requirement status, and the climate station it is paired with. Selecting a row lets you view or change the station link, which decides the rainfall data behind that location's probability tables.

Stations consistency

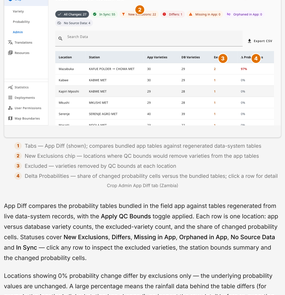


1. Tabs — Stations consistency (shown); the highlighted tab tracks lookup-table bounds per station
2. Inconsistent Bounds chip — filter to stations whose lookup bounds differ from the country majority
3. Search — filter the table by station or district
4. Probability Bounds — consistency status; hover the icon for crop length, water and planting-date bounds

Crop Admin Stations tab (Zambia) — filtered to inconsistent bounds

The Stations tab tracks whether probability lookup tables are consistently generated across stations. The **Probability Bounds** column compares each station's crop length (days), water requirement (mm) and planting date range against the country majority — hover any status icon for the exact bounds and which dimension differs. The chips summarise the fleet: total stations, stations with no probabilities, and stations with inconsistent bounds. Filter to **Inconsistent Bounds** to isolate the outliers: an inconsistent station was generated with different ranges or steps (for example a wider day-of-year range than the majority), so edge varieties may be included there but excluded everywhere else, or vice versa. Share inconsistent stations with the data team so future table calculations use consistent bounds.

Crops quality control



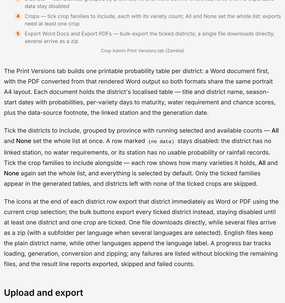
1. Tabs — Crops quality control (shown); per-variety checks across downscaled locations
2. Warnings and Exclusions chip — filter to varieties with exclusions or warnings
3. Days — red values fall outside station lookup bounds and are excluded from generated tables
4. QC Status — All Excluded, Partial Exclusion or Missing Definition; click a row for affected locations

Crop Admin Crops tab (Zambia) — filtered to warnings and exclusions

The Crops tab checks every variety's day and water requirements against the lookup bounds of each location's linked station. Day or water values outside the supported range exclude that variety from the generated table; season-length issues (over the local maximum season or the 360-day model limit) raise warnings instead, since the data system is expected to correct such probabilities rather than extrapolate. Red or amber values mark missed thresholds — click any row to inspect the affected locations and the exact threshold missed.

The chips summarise the catalogue: total varieties, varieties with warnings or exclusions, and duplicate variety definitions (the **Duplicates** filter, which replaces the old standalone tab). Filter to **Warnings & Exclusions** to review the affected varieties — day-range exclusions where a variety's length falls outside the station lookup bounds, plus any missing crop-data definitions — then click a row to see the exact locations and thresholds involved. Localized varieties are omitted when tables are next regenerated; already bundled app tables are unchanged until re-exported.

App diff



1. Tabs — App Diff (shown); compares bundled app tables against regenerated data-system tables
2. New Exclusions chip — locations where QC bounds would remove varieties from the app tables
3. Excluded — varieties removed by QC bounds at each location
4. Delta Probabilities — share of changed probability cells versus the bundled tables; click a row for detail

Crop Admin App Diff tab (Zambia)

App Diff compares the probability tables bundled in the field app against tables regenerated from live data-system records, with the **Apply QC Bounds** toggle applied. Each row is one location: app versus database variety counts, the excluded-variety count, and the share of changed probability cells. Statuses cover **New Exclusions**, **Differs**, **Missing in App**, **Orphaned in App**, **No Source Data** and **In Sync** — click any row to inspect the excluded varieties, the station bounds summary and the changed probability cells.

Locations showing 0% probability change differ by exclusions only — the underlying probability values are unchanged. A large percentage means the rainfall data behind the table differs (for example the location's linked station has changed), so inspect the row detail before re-exporting. Re-run this check after syncing or importing to confirm the app bundle is up to date.

Print versions

1. Tabs — Print Versions (shown); printable per-district probability tables as Word documents with matching PDFs
2. Languages — English selected by default; each extra language produces a separate file per district
3. Districts — tick districts grouped by province; All and None set the whole list; rows with no exportable data stay disabled
4. Crops — tick crop families to include, each with its variety count; All and None set the whole list; exports need at least one crop
5. Export Word Docs and Export PDFs — bulk-export the ticked districts; a single file downloads directly, several arrive as a zip

Crop Admin Print Versions tab (Zambia)

The Print Versions tab builds one printable probability table per district: a Word document first, with the PDF converted from that rendered Word output so both formats share the same portrait A4 layout. Each document holds the district's localized table — title and district name, season-start dates with probabilities, per-variety days to maturity, water requirement and chance scores, plus the data-source footnote, the linked station and the generation date.

Tick the districts to include, grouped by province with running selected and available counts — **All** and **None** set the whole list at once. A row marked (`no data`) stays disabled: the district has no linked station, no water requirements, or its station has no usable probability or rainfall records. Tick the crop families to include alongside — each row shows how many varieties it holds, **All** and **None** again set the whole list, and everything is selected by default. Only the ticked families appear in the generated tables, and districts left with none of the ticked crops are skipped.

The icons at the end of each district row export that district immediately as Word or PDF using the current crop selection; the bulk buttons export every ticked district instead, staying disabled until at least one district and one crop are ticked. One file downloads directly, while several files arrive as a zip (with a subfolder per language when several languages are selected). English files keep the plain district name, while other languages append the language label. A progress bar tracks loading, generation, conversion and zipping; any failures are listed without blocking the remaining files, and the result line reports exported, skipped and failed counts.

Upload and export

The **Upload** tab bulk-imports water requirements from CSV: **Template** downloads a sheet with one row per location, crop and variety; fill in the water-requirement column and **Upload File** (or paste the text) to preview changes. **Rows** shows values to be upserted, **Duplicates** flags repeated lines and **Errors** lists invalid rows; **Import** writes the valid rows (rounded to the nearest 5 mm). **Export App Data** generates the per-location probability tables as JSON and downloads them as a zip — the artefact bundled into the field app release.

Who can do what

Admin

Review location coverage, pairing and app sync; bulk-import water requirements from CSV and export the app bundle (`crop.admin`, required to access this page).

‹ Probability tables
Read, re-link and export the crop-success table.

File resources ›
Browse downloadable files shared with the field…

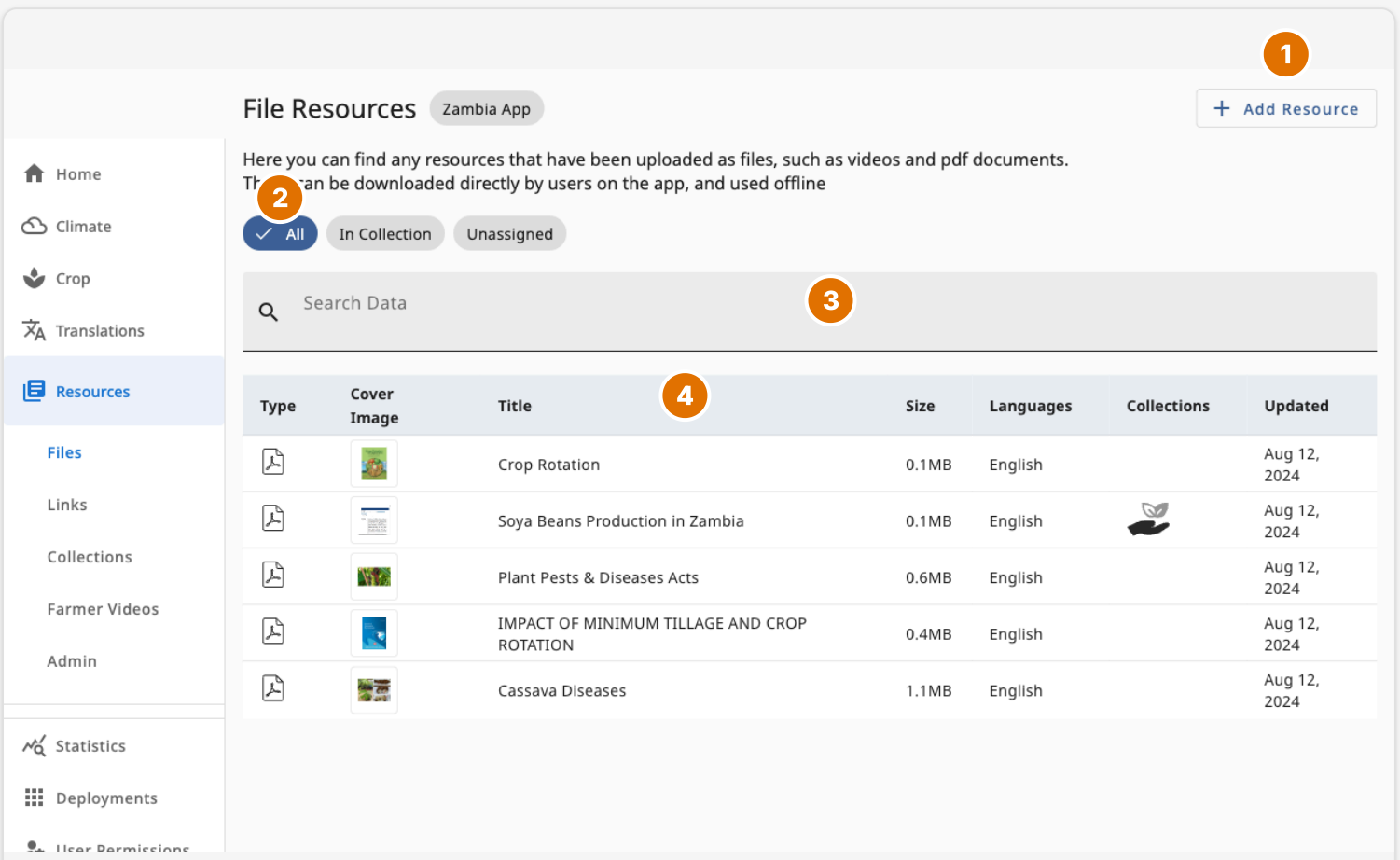
Resources

File resources

Browse downloadable files shared with the field app for offline use.

Copy Markdown | Open

Resources → Files lists uploaded files — PDFs, videos, audio and images — that field apps download for offline use.



1. Add Resource — upload a new file
2. All / In Collection / Unassigned — filter by collection membership
3. Search Data — filter by title
4. Resource table — type, cover, title, size, languages, collections; click a row to edit

File Resources, 5 files (Zambia)

Understanding the columns

Column	Meaning
Type / Cover Image	File kind (PDF, video, document) and thumbnail
Title	Display name in the field app
Size	Download size, kept small for offline use
Languages	Which app languages the file serves
Collections	Groupings this file belongs to — click a cover to open the collection
Updated	Last modification date

Click any row to open it — see Managing files for what you can change.

Who can do what

Everyone — Browse the list and open any file — without an editing role the form opens read-only as **View Resource**.

Editor — See **Add Resource** and upload new files; edit or delete owned files (`resources.editor`) — see **Managing files**.

Admin — Edit or delete any file, and audit field-app data in **Resources data admin** (`resources.admin`).

‹ Crop data admin
Review location coverage, station bounds, varie...

Managing files ›
Upload, describe and publish a file resource (ed...

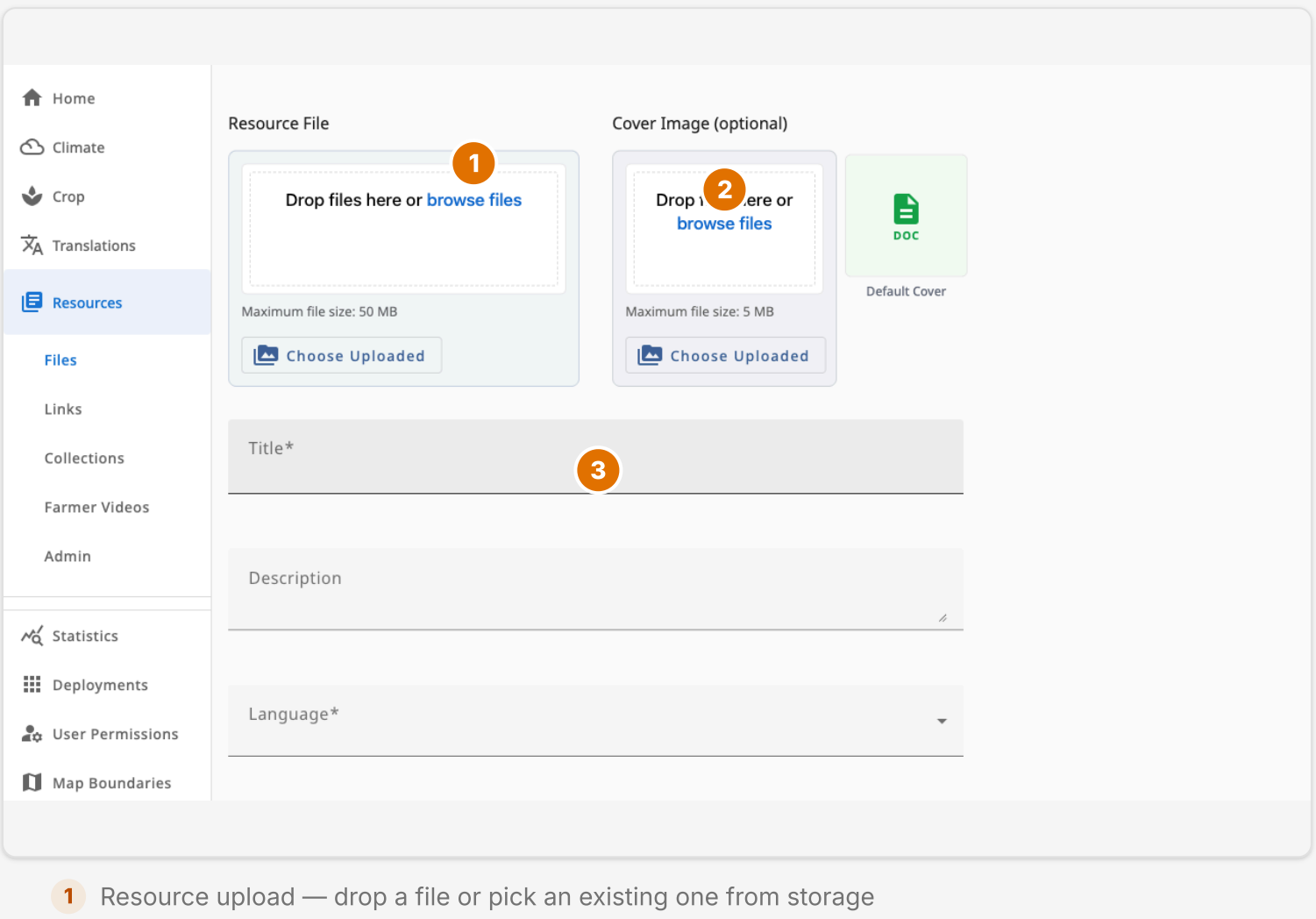
Resources

Managing files

Upload, describe and publish a file resource (editor).

Copy Markdown | Open

Resources → Files → Add Resource, or clicking any row in the list, opens the file form — the same form for uploading a new file and editing an existing one.



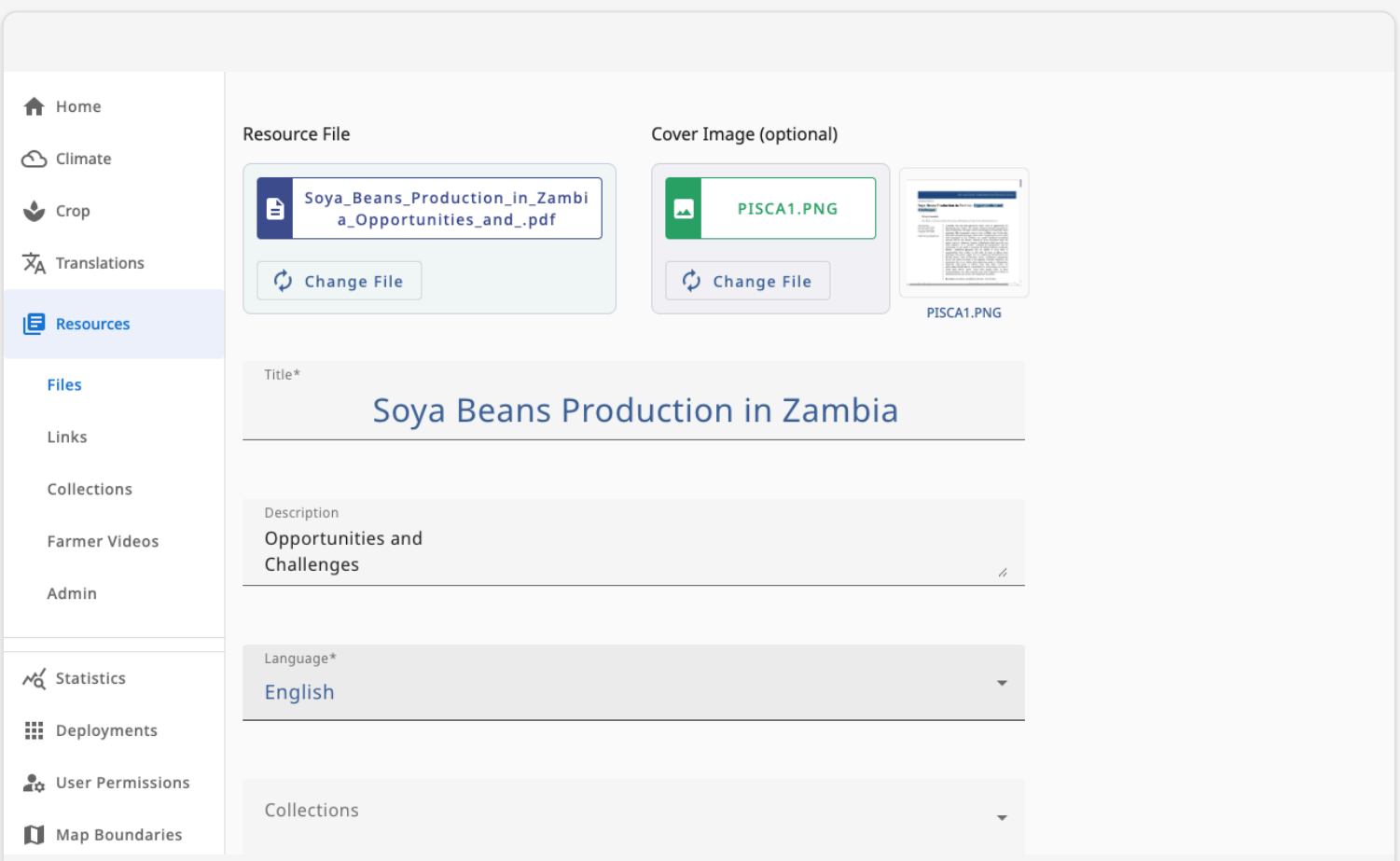
1 Resource upload — drop a file or pick an existing one from storage
2 Cover image — thumbnail shown in lists
3 Title (required), Description and Language (required) — how the file appears in the app

New file form (Zambia)

Steps

1. **Upload the file** (PDF, MP4, MP3 or image) or select an existing file from country storage. File details — name, type and size — fill in automatically.
2. **Add a cover image** so the file is recognisable in lists.
3. Enter a **Title** and optional **Description**, and choose the **Language**.
4. **Save Resource** (below the visible area — scroll down). The file is upserted and appears in the list and in linked collections immediately.

Editing an existing file (shown here for completeness) offers the same fields plus **Delete Resource** for files you can edit and, for externally-hosted files, a **View Resource** link.



Editing an existing file — same form, with delete available (Zambia)

> ⚠ Deleting a resource removes it from the dashboard and from future app data releases. Already-downloaded copies on devices are unaffected.

Who can do what

Everyone	Open any row, but the form is read-only **View Resource** — uploads, fields and buttons are disabled.
Editor	Upload new files; edit or delete owned files, while files owned by someone else stay read-only (`resources.editor`).
Admin	Edit or delete any file regardless of owner; deletion is permanent — see above (`resources.admin`).

‹ File resources
Browse downloadable files shared with the field...

Resource links ›
Curate external websites, apps and social medi...

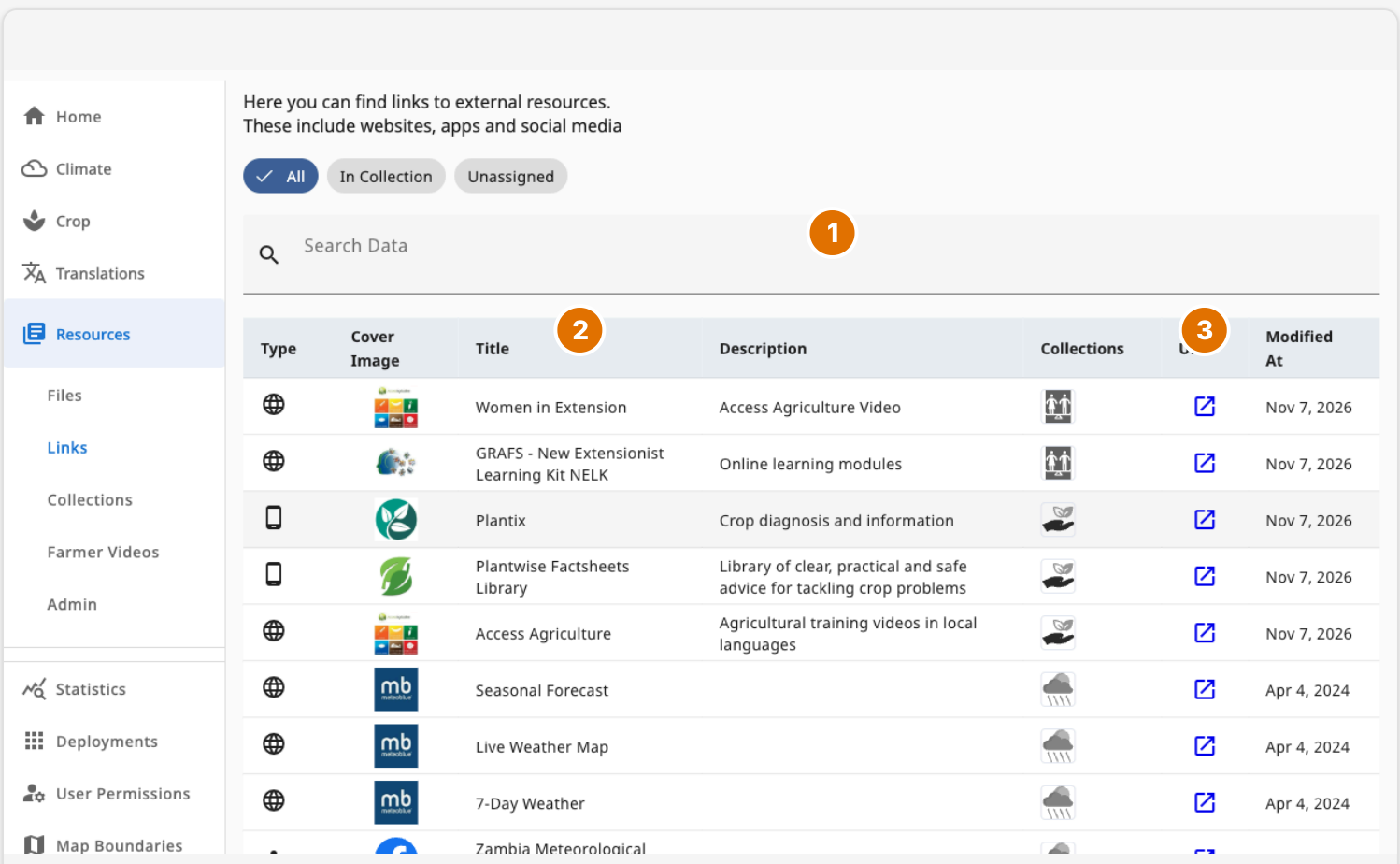
Resources

Resource links

Curate external websites, apps and social media links for the field app.

Copy Markdown | Open

Resources → Links collects external destinations — websites, mobile apps, WhatsApp groups and social pages — shown inside the field app.



1. Search Data — filter by title
2. Link table — type, cover, title and description; click a row to edit
3. URL buttons open the destination in a new tab

Resource Links, 14 links (Zambia)

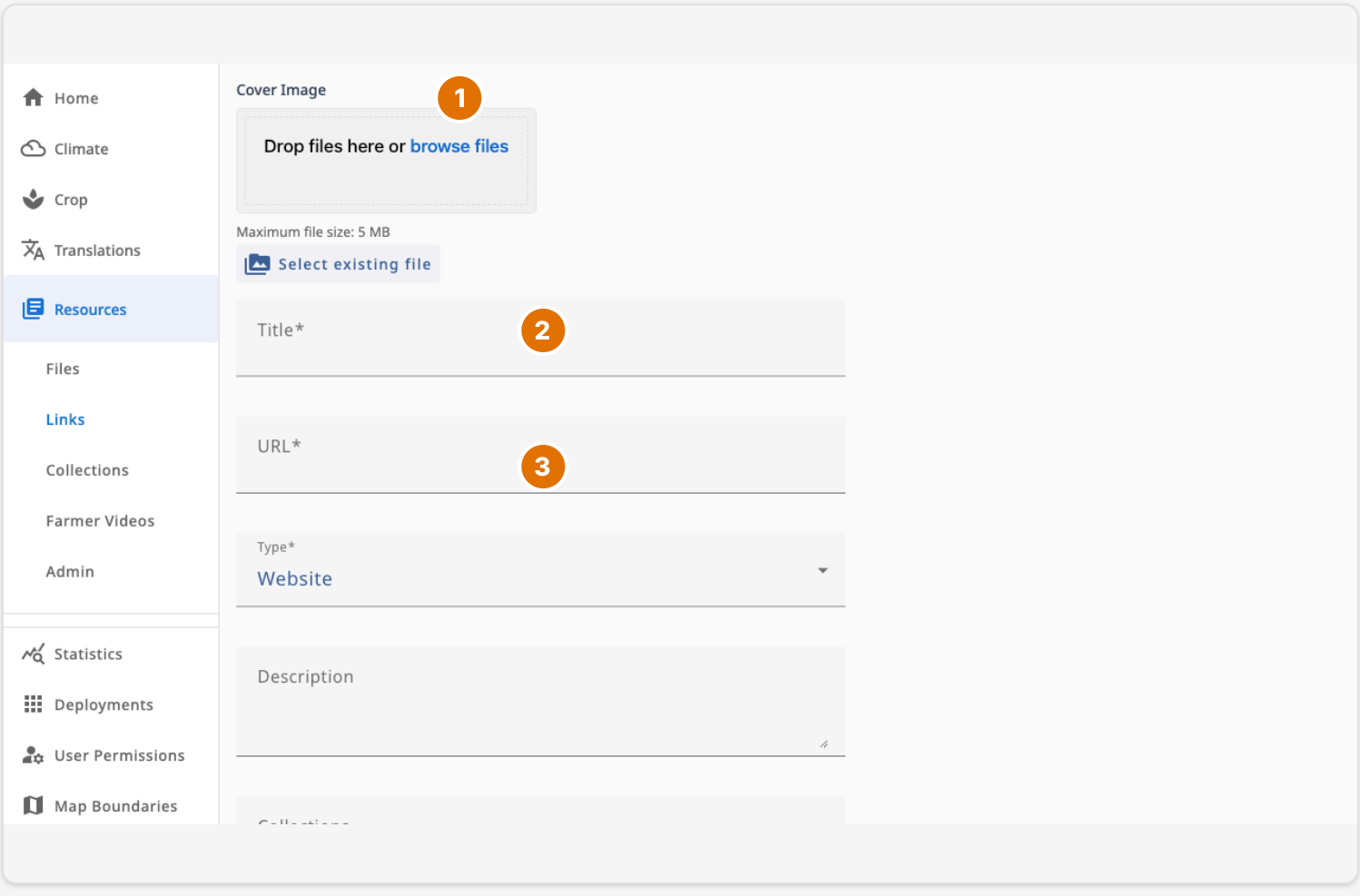
> **Add Link** (`resources.editor`) sits at the top of the page above the visible area — scroll up to register a new URL.

Link types

The type icon tells farmers what to expect: social (groups and pages), web (sites and services) or app (store listings). Each row shows the title, a short description, the URL and when it was last modified.

Adding or editing a link

Add Link (or click a row) opens the link editor (`resources/links/create` for new links, `resources/links/:id` when editing an existing row). The form asks for a **Cover Image**, **Title**, **URL** (validated as a web address), **Type** and **Description**, plus which **Collections** the link belongs to. Save to publish it to the list.



1. Cover image — thumbnail shown in lists
2. Title (required) — display name in the field app
3. URL (required) — the destination address (validated as a web address)

Link editor (Zambia)

> Links point outward — unlike files, they need connectivity to open. Prefer file resources for content farmers must reach offline.

Who can do what

Everyone	Browse the list and open any link — without an editing role the editor opens read-only as **View Resource Link**.
Editor	See **Add Link** and register new links; edit or delete owned links, while links owned by someone else stay read-only (`resources.editor`).
Admin	Edit or delete any link, and audit field-app data in **Resources data admin** (`resources.admin`).

‹ Managing files
Upload, describe and publish a file resource (ed...

Collections ›
Group files and links into nested collections for t...

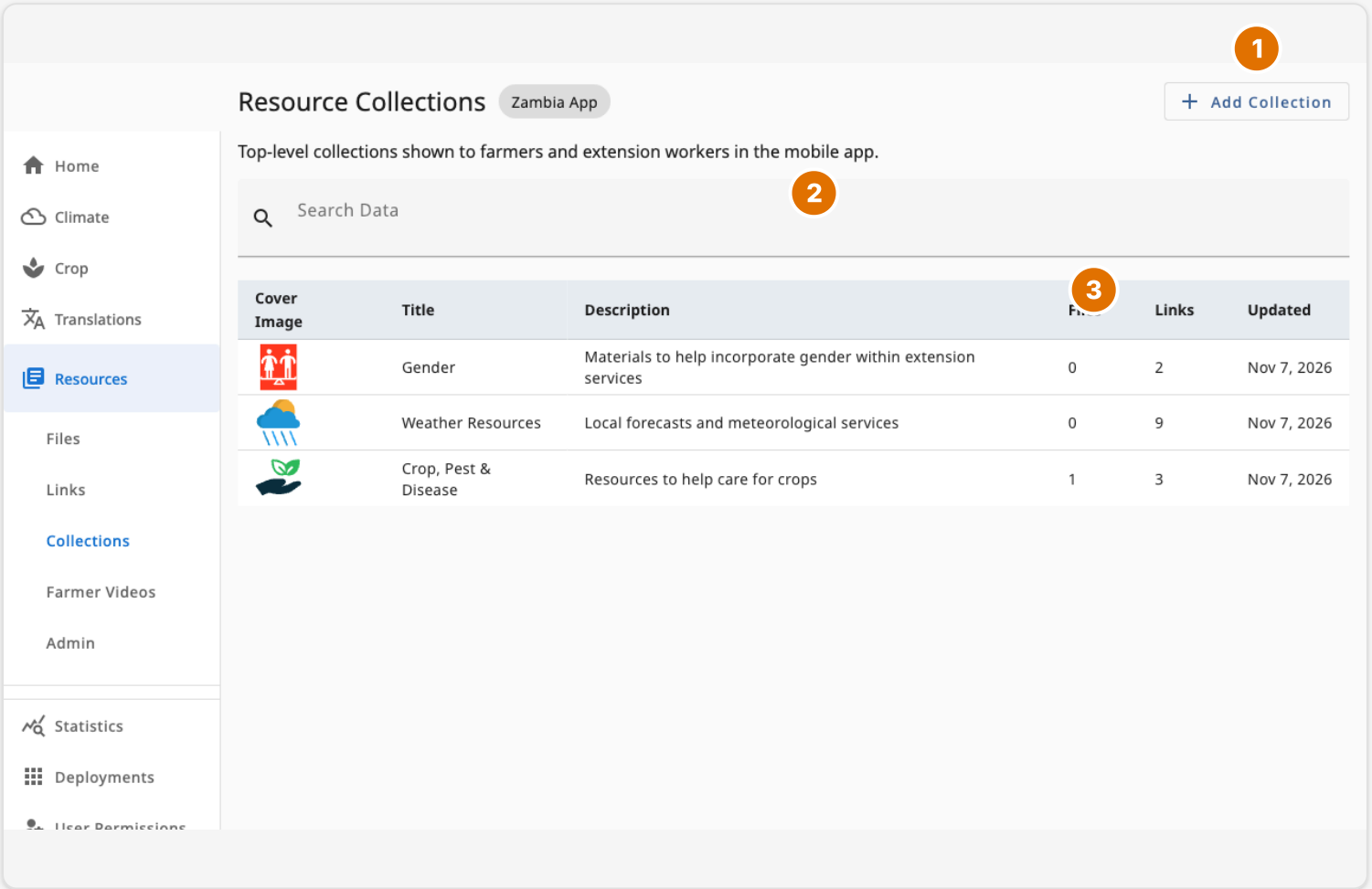
Resources

Collections

Group files and links into nested collections for the field app.

Copy Markdown | Open

Resources → Collections groups files, links and other collections into named sets — for example *Weather Resources* or the *PICSA Manual* — which can nest inside parent collections.



1 Add Collection — create a new named set
2 Search — filter by title
3 Files and Links counts — click a row to open the collection

Resource Collections, 3 collections (Zambia)

The table shows each collection's cover, title and description, how many files and links it holds, and when it was last modified. Clicking a collection cover elsewhere (for example in the Files list) jumps here.

Who can do what

Everyone — Browse the list and open any collection — without an editing role the editor opens read-only as **View Collection**.

Editor — See **Add Collection** and create collections or edit any existing one (`resources.editor`) — see **Managing collections**.

Admin — Additionally delete any collection, and audit field-app data in **Resources data admin** (`resources.admin`).

‹ Resource links
Curate external websites, apps and social medi...

Managing collections ›
Create and edit resource collections, choosing ...

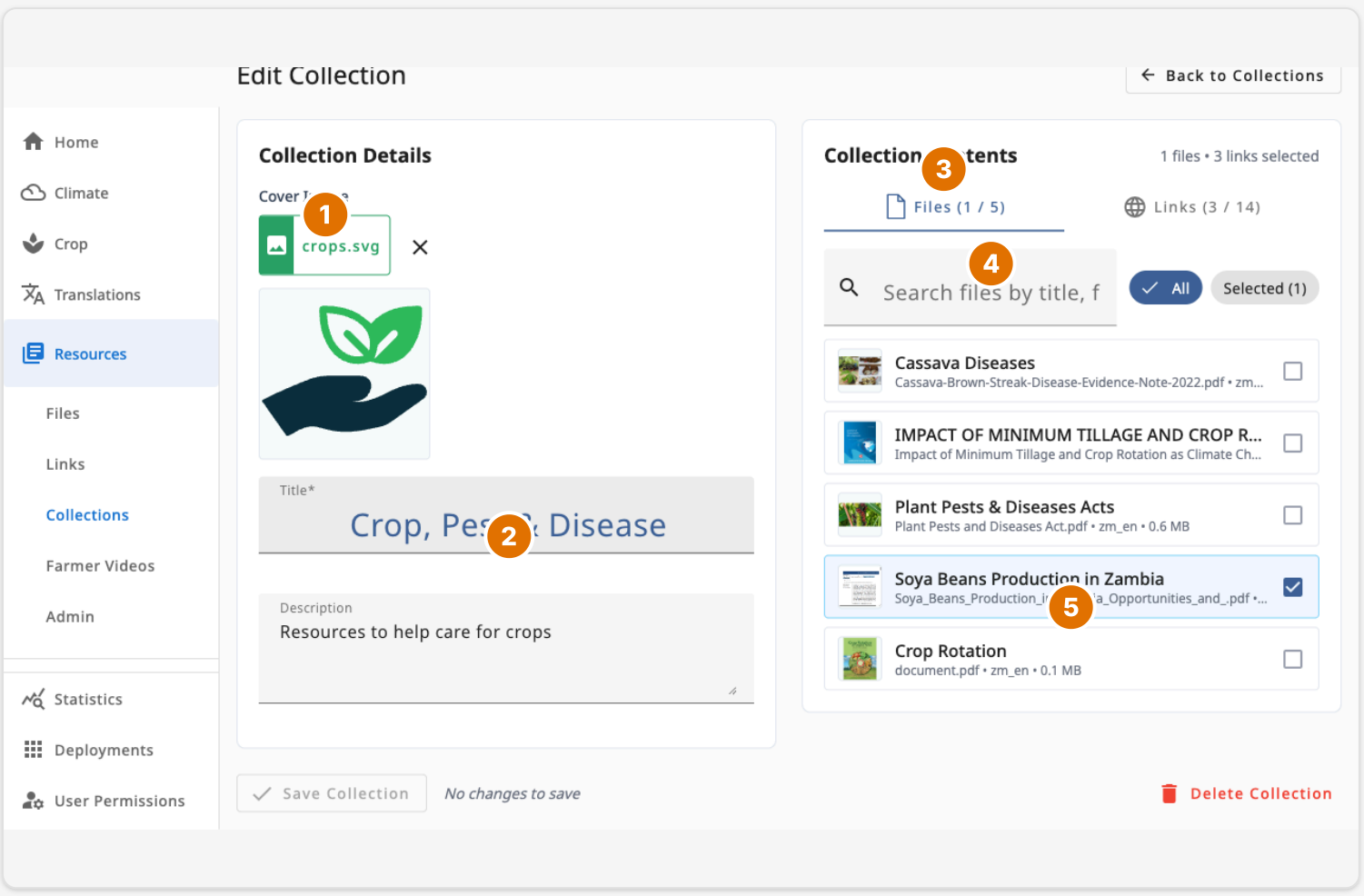
Resources

Managing collections

Create and edit resource collections, choosing which files and links they group (editor).

Copy Markdown | Open

Resources → **Collections** → **Add Collection**, or clicking any row in the list, opens the collection editor — the form that decides a collection's title, cover and which files and links belong to it.



1. Cover image — thumbnail shown in lists and the field app
2. Title (required) and Description — how the collection appears
3. Files / Links tabs — counts show selected of total
4. Search and All / Selected filter — narrow the pick lists
5. Tick rows to add files and links — blue rows are selected

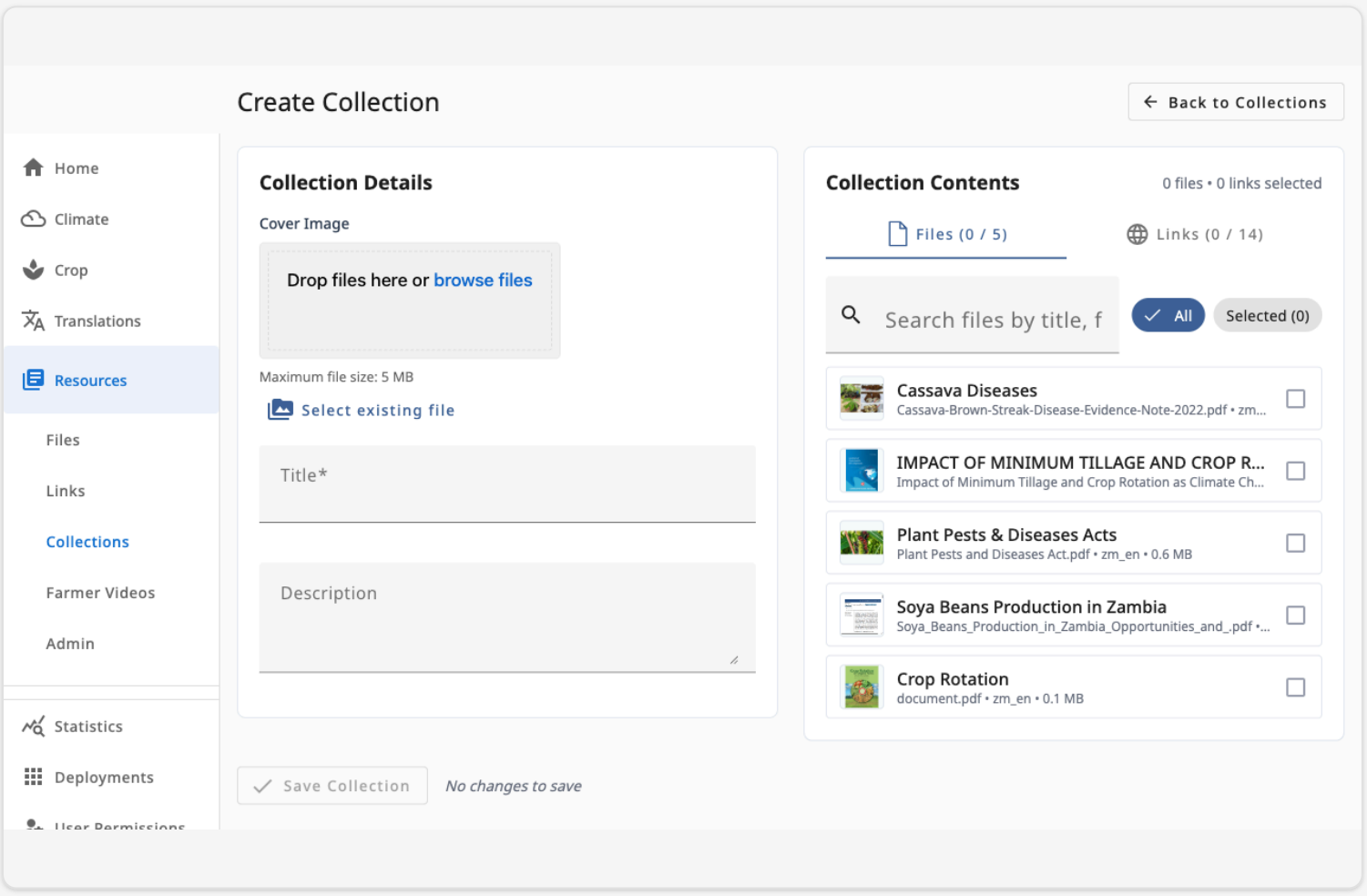
Editing the Crop, Pest & Disease collection (Zambia)

Steps

1. Enter a **Title** (required) and an optional **Description** explaining what the collection groups.
2. Add an optional **Cover Image** (jpg, png, svg or webp) so the collection is recognisable in lists and in the field app.
3. Pick the contents in **Collection Contents**: the **Files** tab lists every file in the deployment, the **Links** tab every link. Use search or the **All / Selected** filter to narrow the list, then tick rows to include them — the header counts selected files and links as you go.
4. **Save Collection**. The collection is upserted and appears in the list and in the field app data immediately.

Editing and deleting

Opening an existing collection shows the same form with its current contents pre-selected. Saving writes the new membership list — unticking a file or link removes it from the collection without deleting the underlying resource. **Delete Collection** removes the collection itself; the files and links it grouped are unaffected.



New collection form — same fields, starting empty (Zambia)

> ⚠ Deleting a collection removes it from the dashboard and from future app data releases. Already-downloaded copies on devices are unaffected.

Who can do what

Everyone	Open any collection, but the form is read-only **View Collection** — save and delete stay hidden.
Editor	Create new collections and edit any existing one — ownership does not restrict editing, unlike files and links (`resources.editor`). Delete only owned collections.
Admin	Do everything editors can, and additionally delete any collection (`resources.admin`).

‹ Collections
Group files and links into nested collections for t...

Resources data admin ›
Compare dashboard resource records against t...

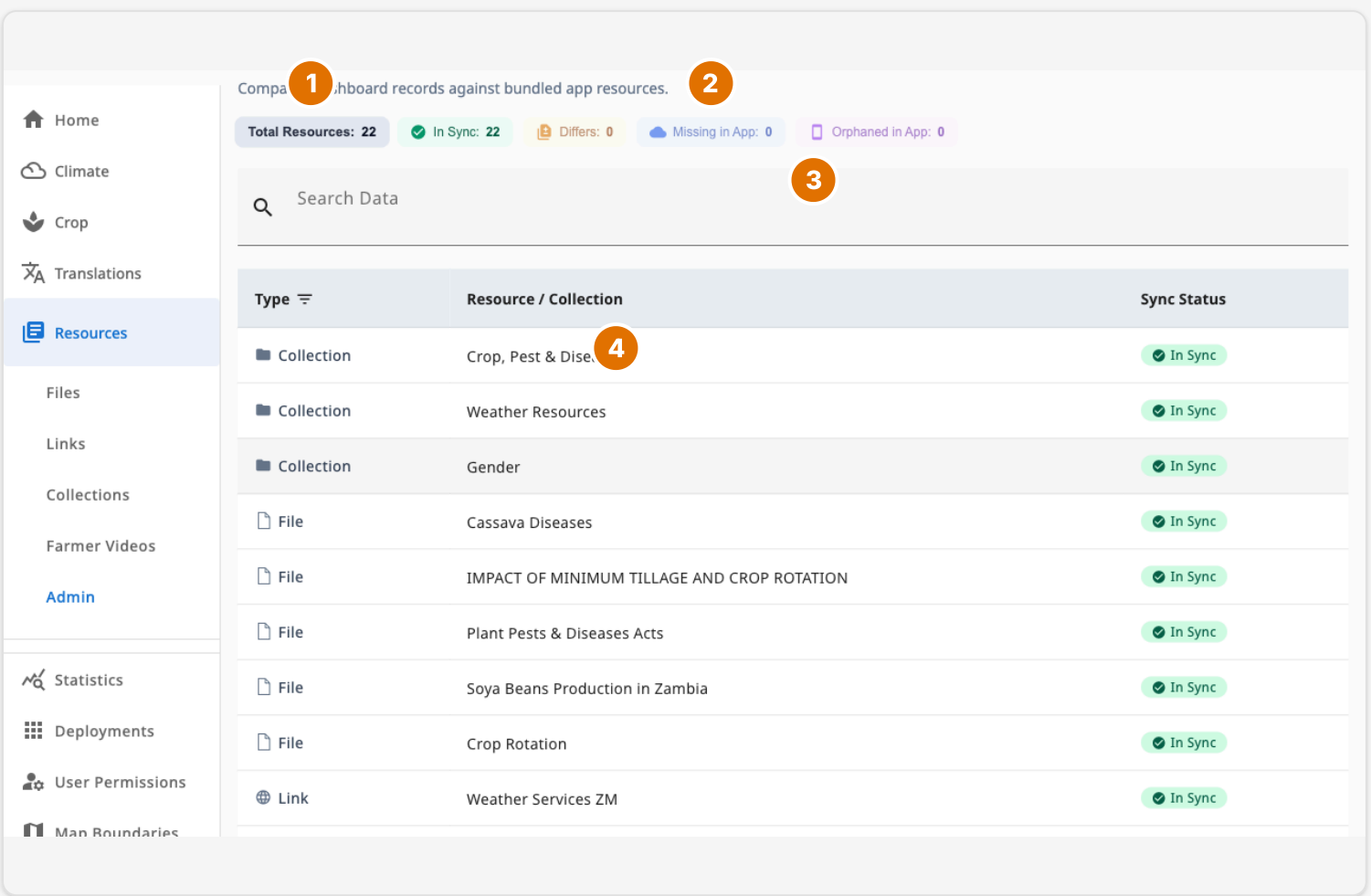
Resources

Resources data admin

Compare dashboard resource records against the data bundled in the field app (admin).

Copy Markdown | Open

Resources → Admin (requires `resources.admin`) compares the dashboard's live resource records — files, links and collections — against the resource bundle shipped inside the field app, so you can see what farmers actually have versus what has changed since.



1. Total Resources — click to clear the status filter
2. Status chips — filter the table; click again to clear
3. Search Data — filter rows by title
4. Rows — one per file, link or collection; click a row to preview

Resources Admin, all 22 resources In Sync (Zambia)

Sync statuses

The chips at the top summarise every resource at a glance — click one to filter the table to that status, click again to clear:

Status	Meaning
In Sync	Dashboard and bundled app agree. Nothing to do.
Differs	The record exists in both places but something changed — title, description, cover, URL, storage file, language, type or collection membership. Edit the dashboard record or rebuild the bundle to resolve it.
Missing in App	A dashboard record that is not in the app bundle yet — it will reach farmers in the next release.
Orphaned in App	A bundled copy with no matching dashboard record — it was removed from the dashboard but is still shipped in the app.

The **Total Resources** chip clears any filter.

Understanding the table

Each row is one file, link or collection: its **Type**, its title (**Resource / Collection**) and its **Sync Status**. Click a row to open a read-only preview showing what the farmer sees — videos play inline, PDFs render in place, links show their destination with an **Open Website** button, and collections list their member files and links. Rows marked *Bundled copy only* have no live database record behind them.

> This page answers *is the app up to date?* — not *what should change?*. Make the change in Files, Links or Collections first, then cut a new app release to move rows back to In Sync.

Who can do what

Editor — Keep working in **Files**, **Links** and **Collections** — edits made there surface here as differences until the next app release (`resources.editor`).

Admin — Filter by sync status and preview any row to see what the field app shows. The page is read-only — fixes happen by editing the underlying file, link or collection (`resources.admin`, required to access this page).

‹ Managing collections
Create and edit resource collections, choosing ...

Farmer videos ›
Audit PICSA video translations and find the right...

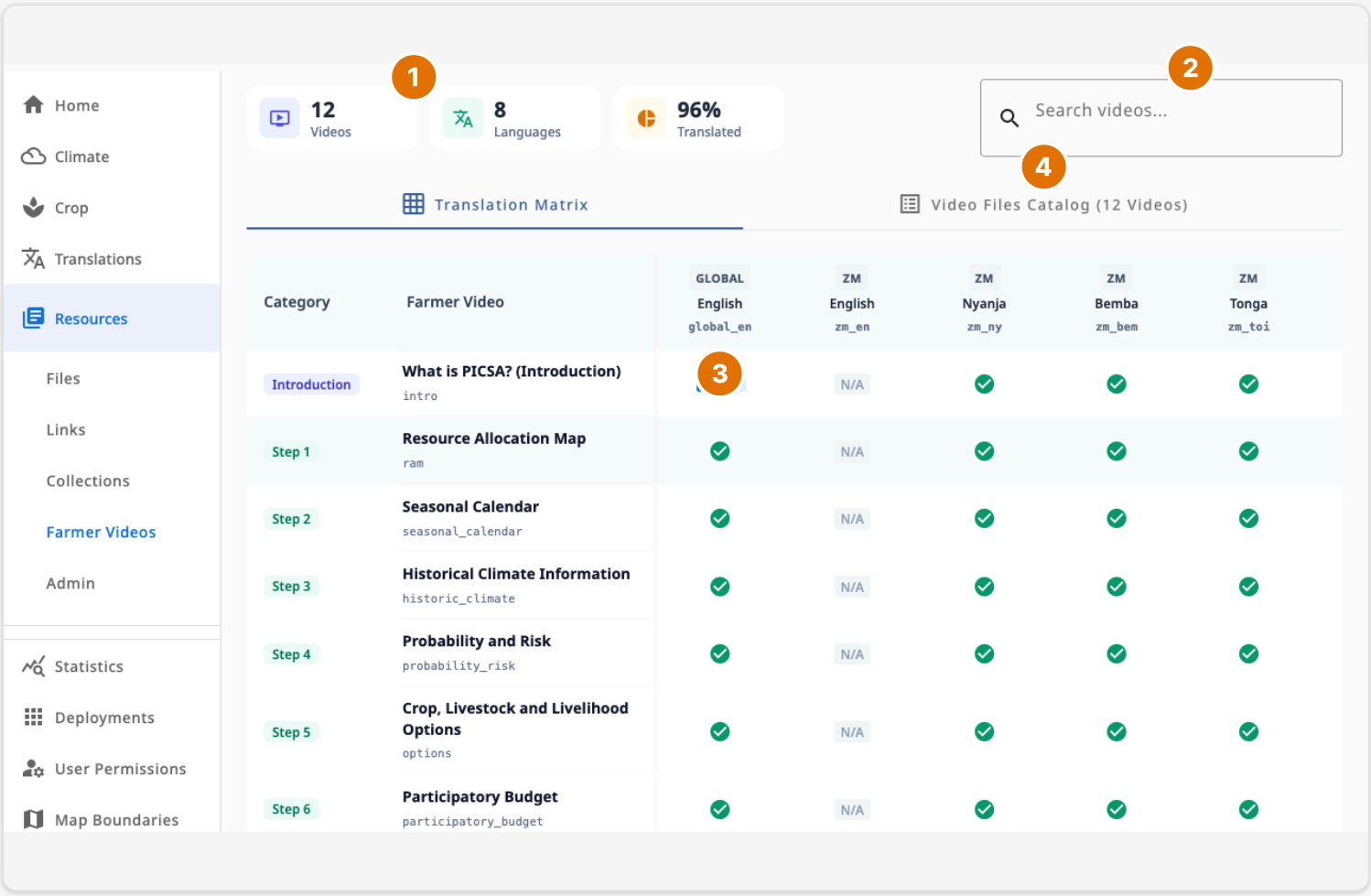
Resources

Farmer videos

Audit PICSA video translations and find the right video file per language.

Copy Markdown | Open

Resources → Farmer Videos is a read-only audit of the PICSA training videos: which languages each video is translated into, and the actual video files per locale.



1. Stat cards — video count, language count and overall translated share
2. Search videos — filter the matrix by title, ID or step
3. Translation Matrix — ticks and CC badges per video and language; click a cell to preview
4. Video Files Catalog tab — per-video files with preview, copy-URL and open actions

Farmer Videos & Translations (Zambia)

Translation matrix

Each cell shows the state for one video in one language: dubbed audio, subtitled, not applicable (for example testimonial videos only exist for some countries) or missing. Click a cell to preview the video.

Video files catalog

The second tab lists the 12 videos as expandable panels. Each panel breaks down the available files by locale, country, resolution and size, with actions to **preview**, **copy the URL** or **open the original**.

> Use the **Total Available per Language** footer row to spot the least translated language at a glance.

Who can do what

Everyone	Browse the matrix and the catalog, preview videos and copy URLs. There is nothing to edit here — no role grants extra actions on this page.

‹ Resources data admin
Compare dashboard resource records against t...

Translating app text ›
Find untranslated strings for your language and ...

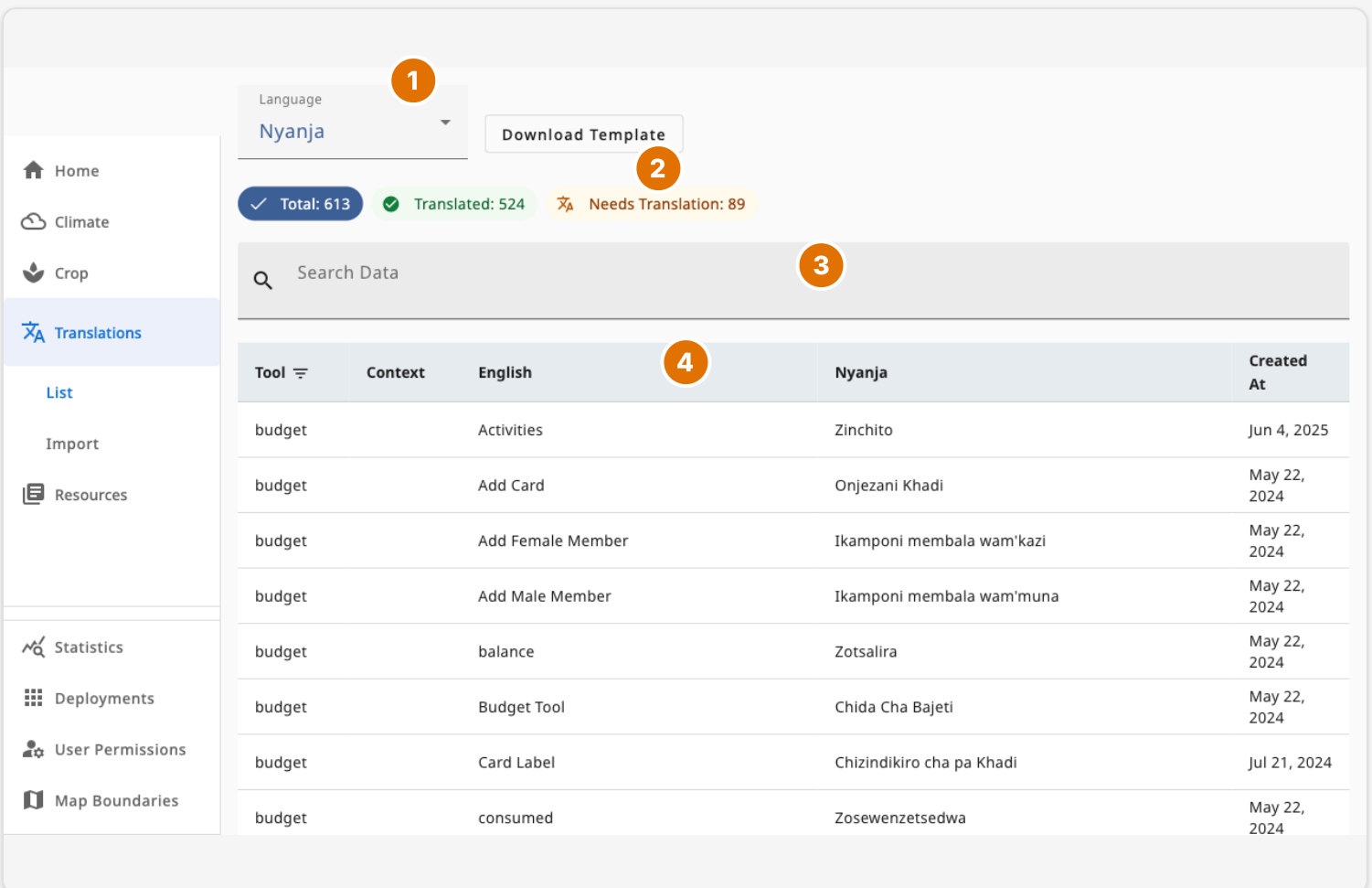
Translations

Translating app text

Find untranslated strings for your language and translate them.

Copy Markdown | Open

Translations → List shows every translatable string for your deployment's country. Pick a language to see what still needs translation.



1. Language picker — the language you are translating into (e.g. Nyanja)
2. Filter chips — Total, Translated or Needs Translation; pick one to narrow the table
3. Search — find specific source text
4. Translation table — tool, context, English source and your translation; click a row to edit

Translations list for Nyanja (Zambia)

Workflow

1. Select the **locale** — the list refreshes automatically.
2. Work through rows with an empty translation cell. The **Tool** and **Context** columns tell you where the string appears; the funnel filter in the **Tool** header narrows the table to one tool.
3. Click a row to open the editor dialog (`translations/edit/:id`, requires `translations.editor`), enter the translation and save.
4. Pick the **Needs Translation** chip when you want to focus only on rows still missing a translation.

A progress indicator tracks how much of the locale is complete.

Who can do what

Everyone	Browse strings, pick a locale, filter by translation state and track progress.
Editor	Click any row to translate it in the editor dialog (`translations.editor`).

‹ Farmer videos
Audit PICSA video translations and find the right...

Import and export translations ›
Bulk-load translations from spreadsheets or app...

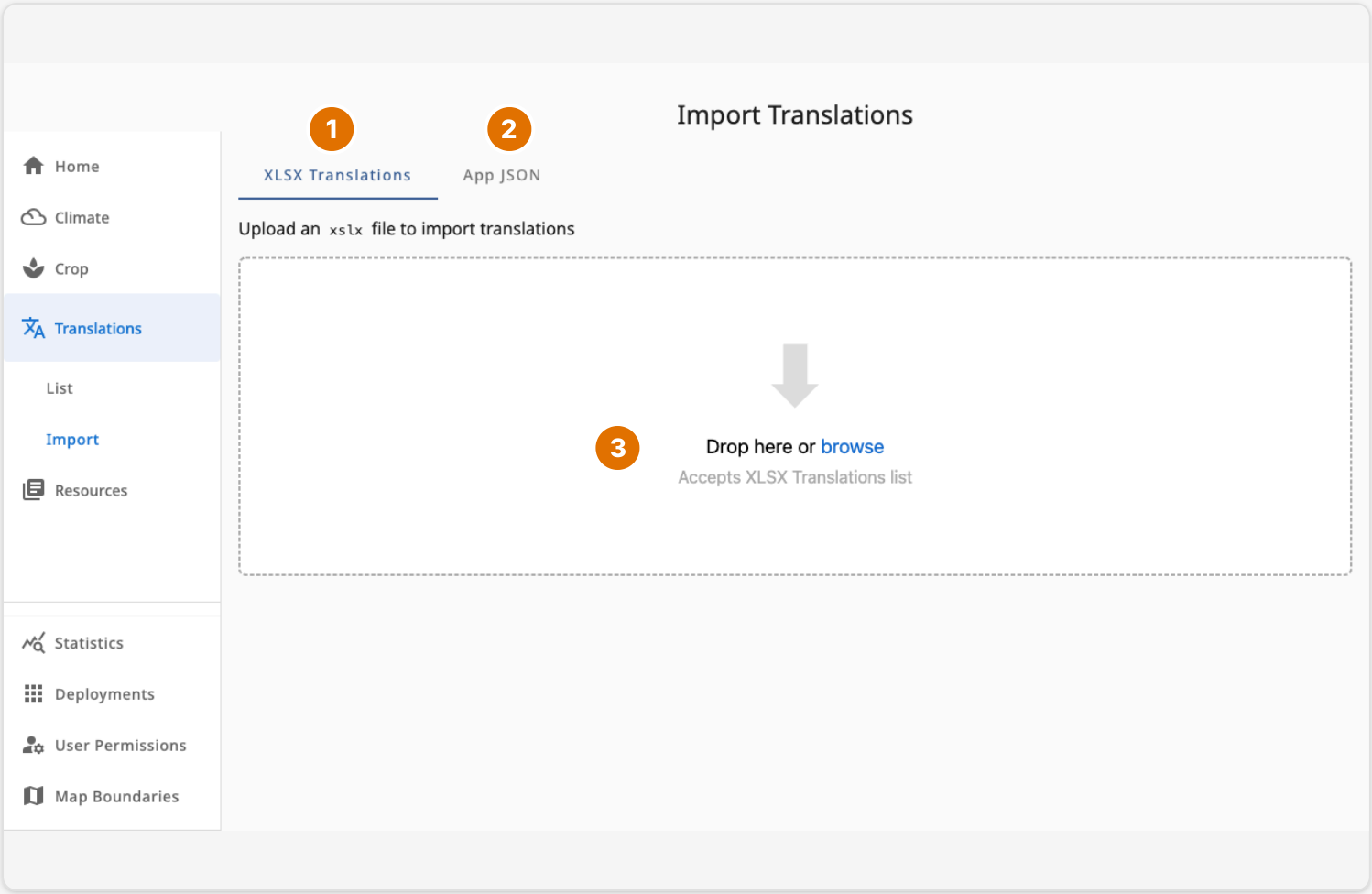
Translations

Import and export translations

Bulk-load translations from spreadsheets or app JSON (admin).

Copy Markdown | Open

Translations → **Import** (requires `translations.admin`) moves translations in bulk instead of one row at a time.



1. XLSX Translations tab — spreadsheet-based import
2. App JSON tab — raw app-format import
3. Drop zone — drop a file or browse to upload

Import Translations (Zambia)

XLSX workflow

1. On the **translations list**, **Download Template** to get the expected columns.
2. Fill in translations offline and **drop the file** (or browse to it) on this page.
3. Review and confirm the import; strings then appear in the **translations list**.

App JSON workflow

Drop app-format JSON files to import them directly, then review and confirm the import the same way.

Who can do what

Admin	Bulk-import via an XLSX spreadsheet or app-format JSON; download the template from the **translations list** first (`translations.admin`, required to access this page).

‹ Translating app text
Find untranslated strings for your language and ...

Deployments ›
View all country apps registered in the dashboa...

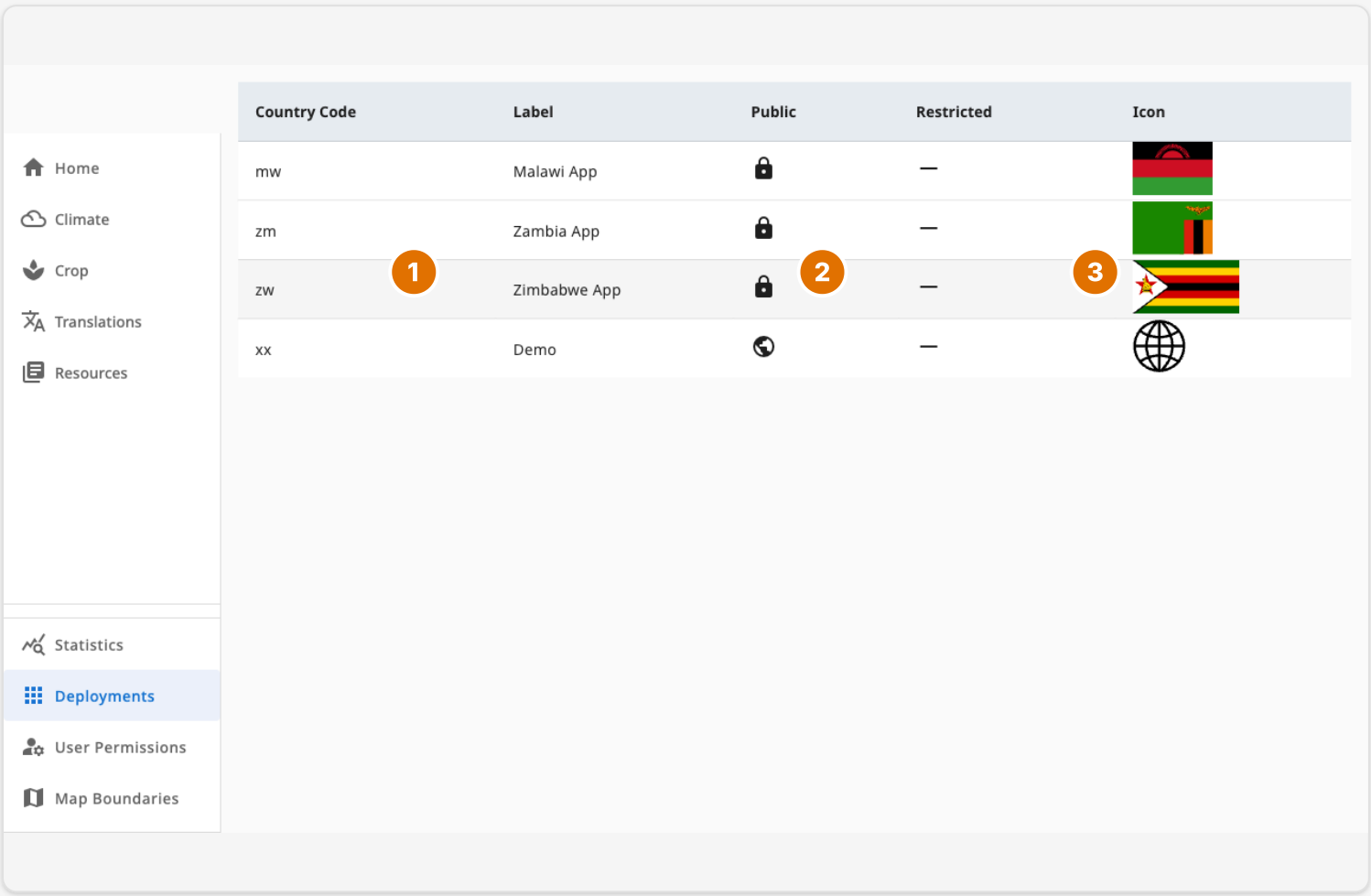
Managing access

Deployments

View all country apps registered in the dashboard (admin).

Copy Markdown | Open

Deployments (requires `deployments.admin`) lists every app deployment. Day-to-day you switch between them from the header picker or your profile — this page is the registry overview.



1. Country Code and Label — e.g. zm / Zambia App, mw / Malawi App
2. Public and Restricted flags — visibility and access-key protection
3. Icon — the deployment's identifying mark

Deployments registry (4 deployments)

To grant people access to a deployment or change their roles, go to User Permissions.

Who can do what

Admin	View the registry of every app deployment (`deployments.admin`, required to access this page).

‹ Import and export translations
Bulk-load translations from spreadsheets or app...

User permissions ›
Manage who can access your deployment and ...

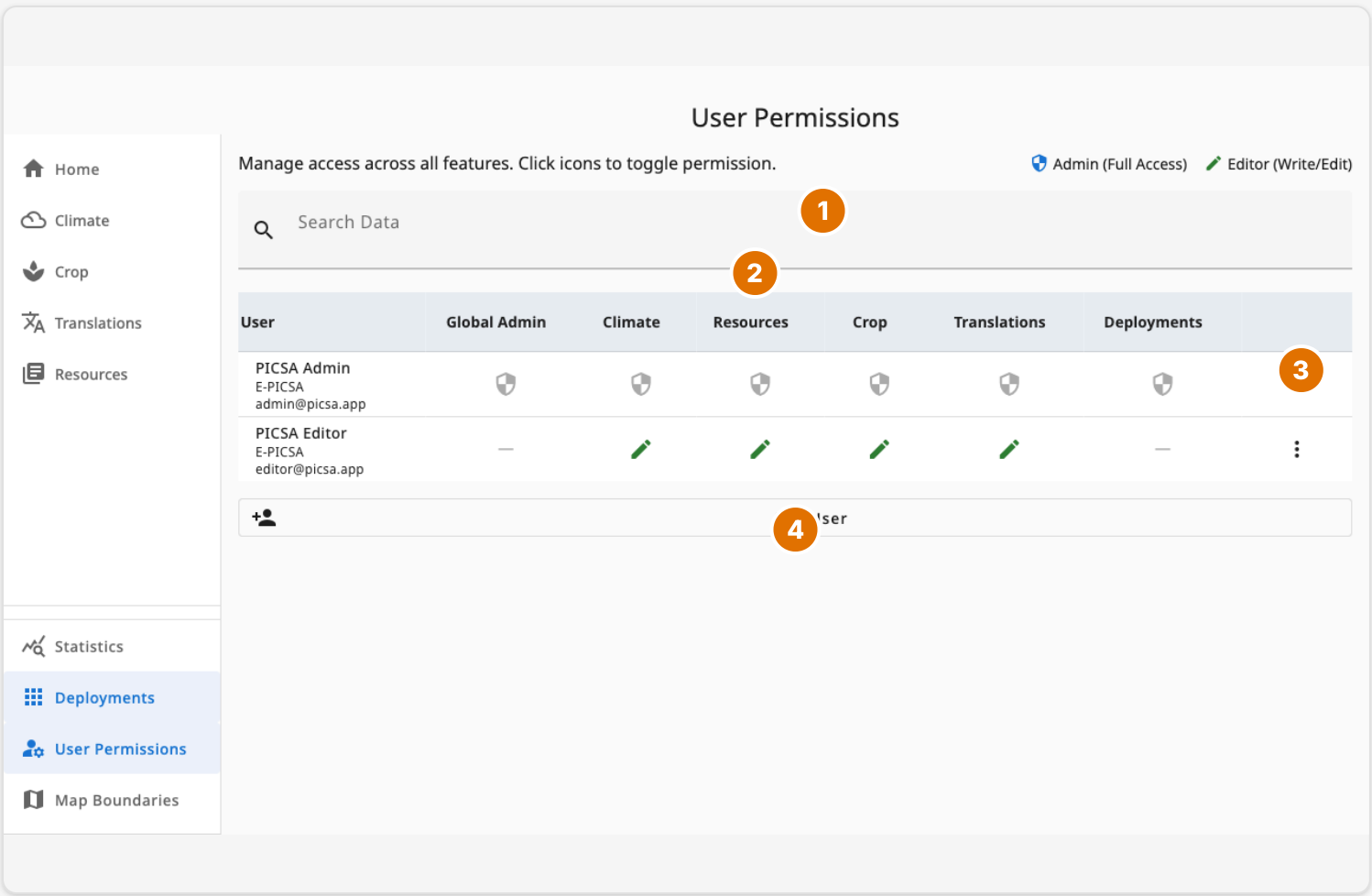
Managing access

User permissions

Manage who can access your deployment and what they may do (admin).

Copy Markdown | Open

User Permissions (requires `deployments.admin`, found under *User Permissions* in the sidebar) manages users for the active deployment: roles, access requests and membership.



1. Search — find a user by name or email
2. Role matrix — one column per feature; each toggle cycles no access → admin → editor
3. Row menu — global-admin toggle, profile edits and removal
4. Add User — invite someone to this deployment

User Permissions (Zambia deployment)

Managing roles

- Each cell toggles that user's role for one feature: empty (no access) → **admin** → **editor** → empty again.
- **Global Admin** is granted only from the row menu, never by accident from the matrix.
- You cannot change your own permissions.

Access requests and membership

Pending access requests appear for approval with accept/reject actions and an optional response message. **Add User** invites a new member; the row menu removes members or edits their profile.

> Permissions are per deployment — someone who administers Zambia has no access to Malawi until added there too.

Who can do what

Admin — Toggle each user's role per feature, approve access requests, and invite or remove members (`deployments.admin`, required to access this page). **Global Admin** comes only from the row menu, and you cannot change your own permissions.

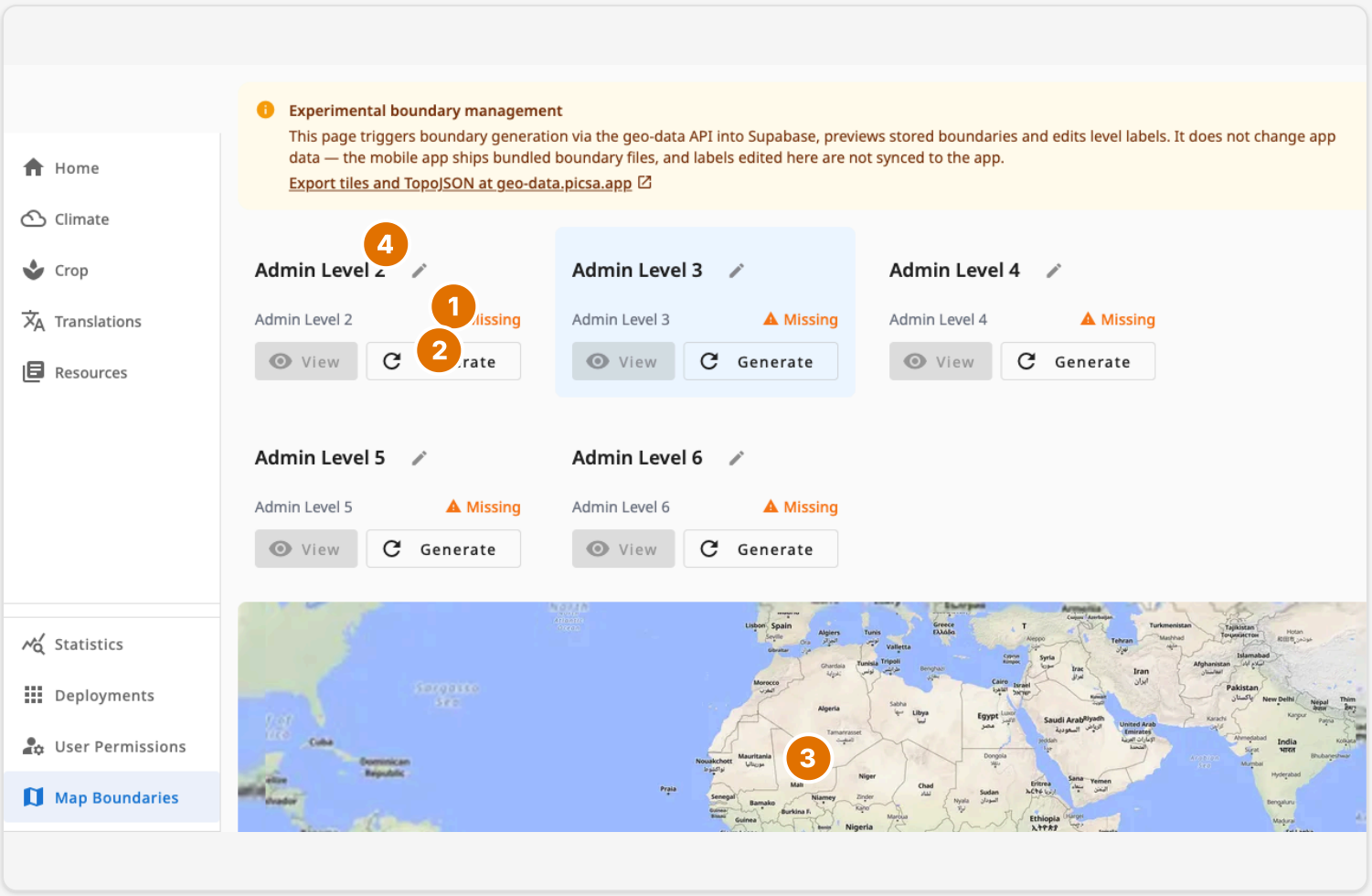
Managing access

Map boundaries

Manage administrative boundary data per country (global admin).

Copy Markdown | Open

Map Boundaries (requires `app.admin`, the strictest role) manages the TopoJSON administrative boundaries that power every map in the dashboard — station maps, location labels and the station picker. Changes here affect the dashboard only; the field app ships its own bundled boundary files.



1. Admin level cards — one per boundary level, with Available/Missing status
2. View renders the level on the map; Generate re-syncs it from the backend
3. Map preview — the selected boundary level drawn over OpenStreetMap
4. Level labels are editable so they match local terminology

Map Boundaries (Zambia)

Workflow

1. **View** a level to render its boundaries on the map and check coverage.
2. If a level is **Missing** or stale, **Generate** re-syncs it from the backend (a spinner shows progress).
3. Rename level labels with the edit action so they match local terms (for example Province vs District).

> ⚠ Boundary data underpins location names across Crop and Climate pages — regenerate carefully and verify maps afterwards.

Who can do what

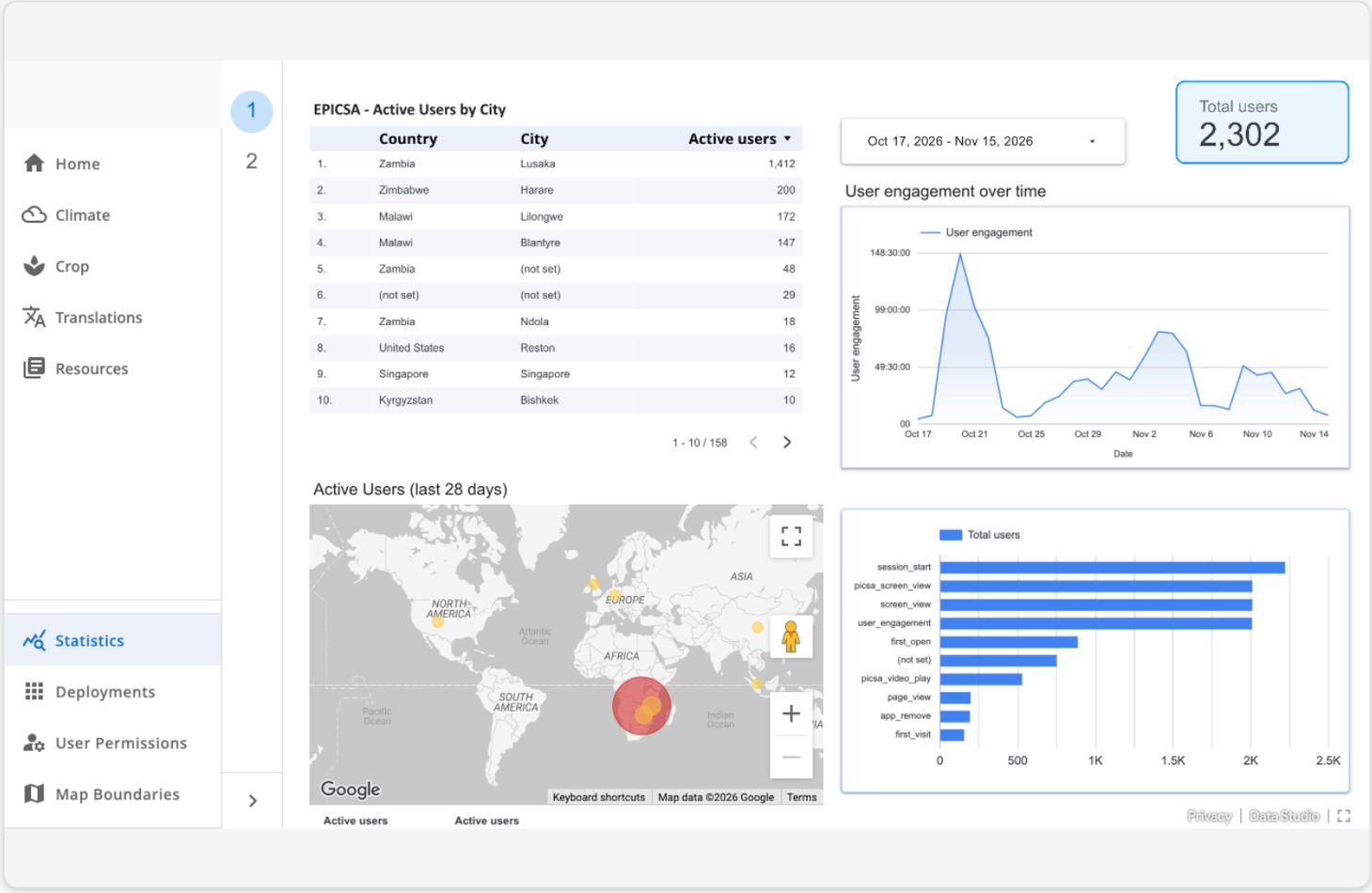
Admin	View, generate and rename boundary levels (`app.admin`, the strictest role, required to access this page). Changes affect the dashboard only — the field app ships its own boundary files.

Statistics

Read app analytics from the embedded Looker Studio report.

Copy Markdown | Open

Statistics shows a read-only analytics report (Looker Studio) for field-app usage. There is nothing to configure — interact with the embedded report directly: change date ranges, filter and drill into charts.



Statistics — embedded Looker Studio report

> If the report area is blank, the embed may still be loading or your network may block Google embeds — wait a moment and retry.

‹ Map boundaries
Manage administrative boundary data per count...

Your profile ›
Switch deployments, review permissions and m...

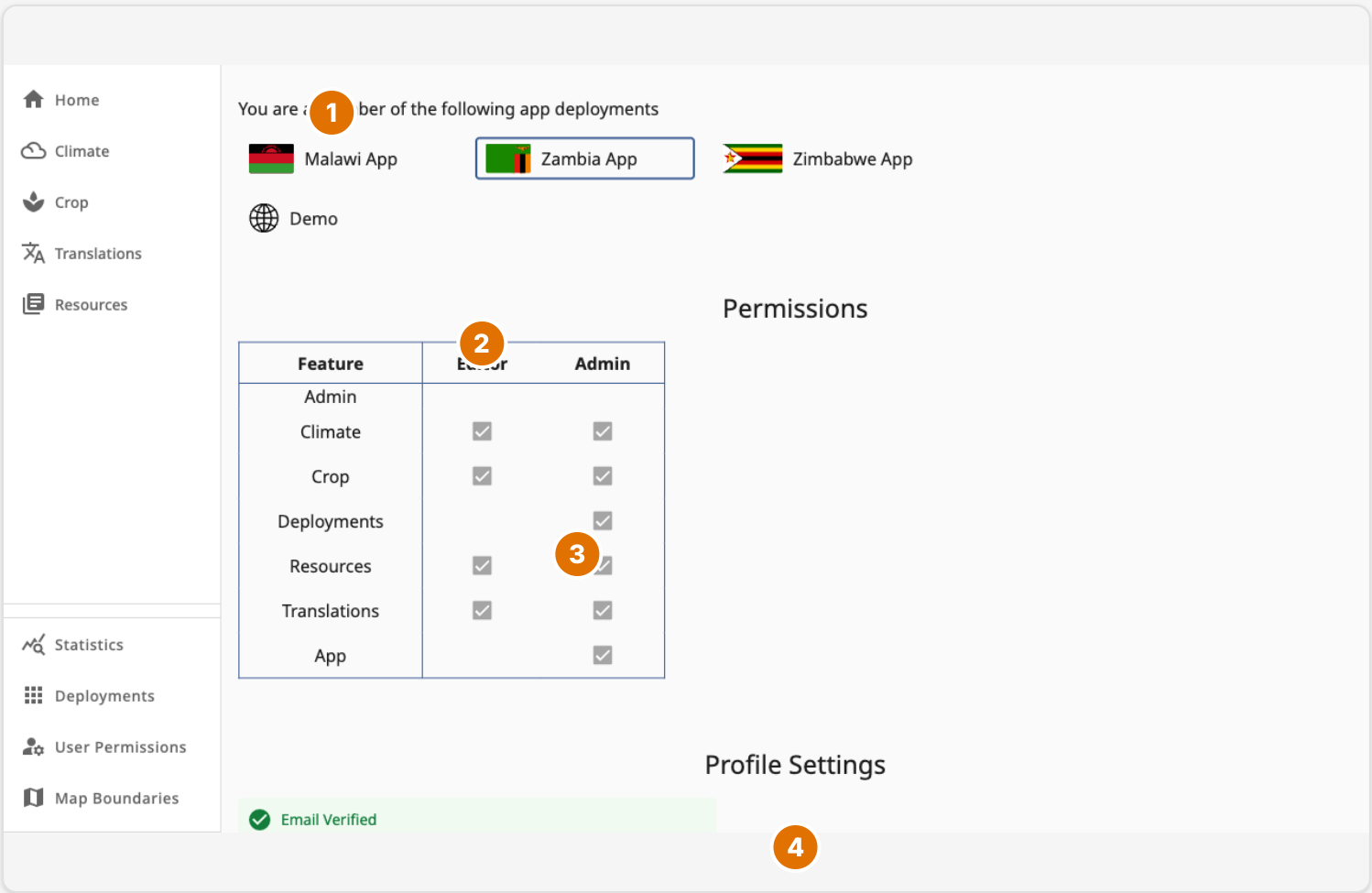
Account

Your profile

Switch deployments, review permissions and manage your account.

Copy Markdown | Open

Profile (from the avatar menu) gathers everything about you: which deployments you belong to, what you may do, your personal details and account actions.



1. Deployments — every app you belong to; click one to switch context
2. Permissions — read-only matrix of your roles per feature
3. Role checkboxes — ticks show your editor/admin access per feature
4. Profile Settings — name, country, organisation and email verification (scroll for Account Management)

Profile (admin user)

Sections

1. **Deployments** — all deployments you can access. Selecting one switches context (same as the header picker).
2. **Permissions** — your roles per feature, shown as disabled checkboxes. To change them, ask a `deployments.admin` — see User Permissions.
3. **Profile Settings** — full name, country and organisation, saved with **Save Profile**. Unverified emails show a **Verify** action that resends the verification mail. A password page (`profile/password-reset`) lives alongside for changing your password.
4. **Account Management** — request a GDPR data export or account deletion through support.

> New to a second country? Once an admin adds you to that deployment it appears in section 1 — no new account needed.

Who can do what

Everyone — Switch deployments, review the read-only permissions matrix, edit name, country and organisation, verify email, change password, and request a data export or account deletion.

Editor Admin — Manage your own account here the same way — granting roles to other people needs `deployments.admin` in User Permissions.

‹ Statistics

Read app analytics from the embedded Looker Studio report.