# Report 2 :

# How to search for useful data in MODE-LD database?



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# Contents

# 1  Introduction

This second report of MODE's database focuses on how to search useful information in the database. It is particularly interesting for people who want to include interesting data in the reports.

In a first time, it will explain how to connect to the database in order to do a search.

After, the notion of filter will be explained. You should then be able to search for particular data in the database (for example: only the female beneficiaries).

Like will be seen, there are 4 type of data that you can search. Each of them will be explained in detail, with screen shots and examples, so that it will become really easy for you to search what you want.

In section 8, the structure of the database will be explained. This section is very important because it ensures that you search in the good table, and so that the data that you *think* you are searching, corresponds indeed to the researched data.

To conclude, section 9 of this report gives you precise ideas of data you can add in the report.

# 2  What you need before starting reading this document

This document supposes that the reader already has some knowledge about database. In particular, before reading this document, you should know:

- What is a database and why it can be useful

- How to communicate with the database, in particular how to complete a form

- How to connect to the server of MODE by login on MODE's website

- Have an idea about the structure of the tables that are used. In particular, you should know the difference of the database *beneficiaries* and the database *followups*.

If some of the previous points are not clear, I strongly recommend to refer to the first report: *How to add data in the database*. In particular, you should read sections 2, 3.1 and 3.5 which explain very important things.

# 3 Searching data in the database

## 3.1 Connecting with the server

The first step consist in connecting with the server. To do this, go to MODE's website, and login. If this is not clear, please refer to report 1, section 3.1.

## 3.2 Search: the main page

Once you are logged in, click on the link *Search in database*, shown in red on figure 1.
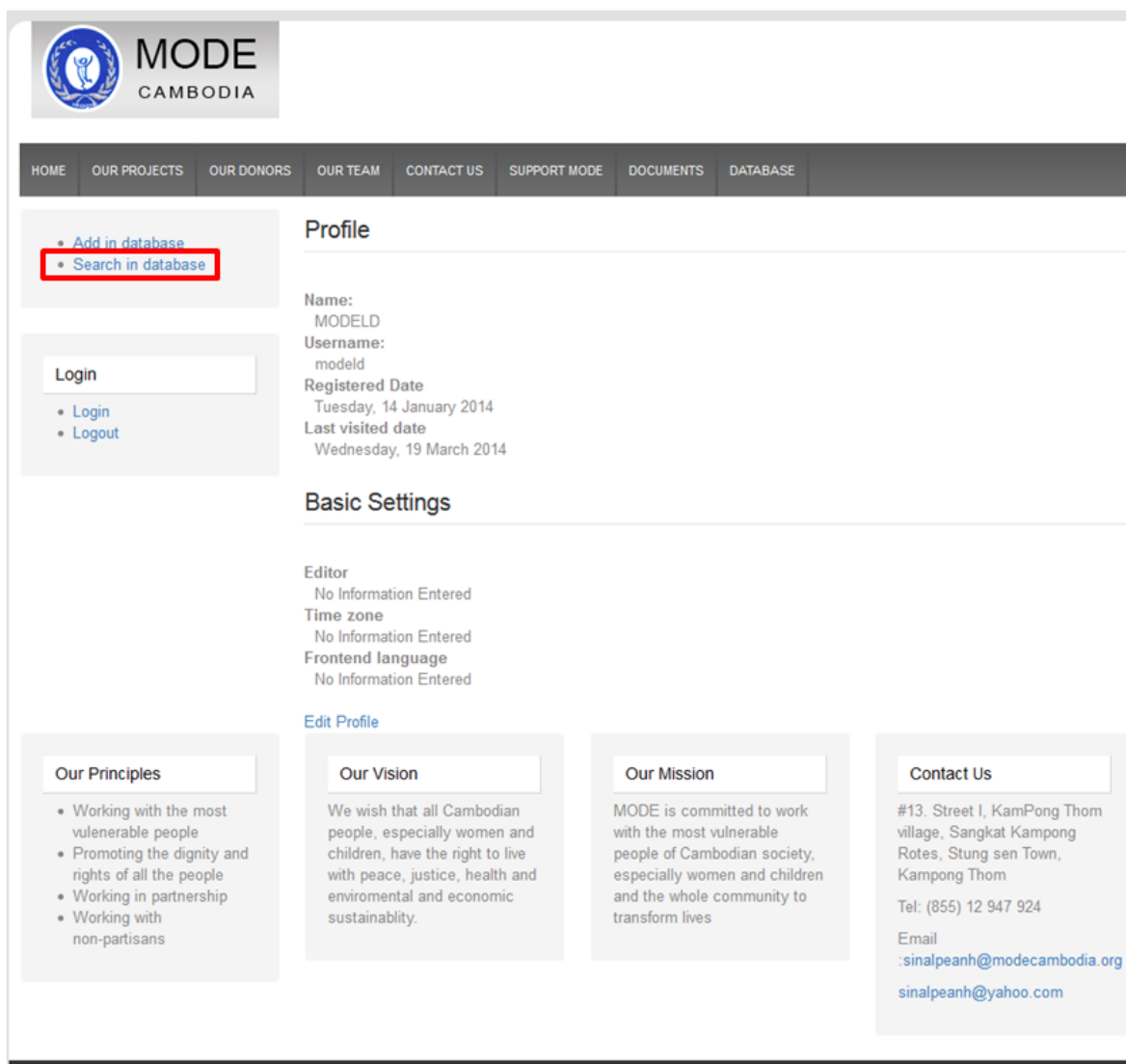


Figure 1: Link to get on the search *main page*

This should bring you on a page containing 4 buttons. You can search data in 4 different tables in the database:

- Beneficiaries: this contains all the information of the beneficiaries **during their selection time**

- Follow up: this contains the information about the beneficiaries, collected during the follow ups. The big difference with the first table, is that the information is more recent, and there can be multiple instances for a same beneficiary (in the case he has be followed up multiples times). If this is not clear, please refer to section 3.5 of report 1.

- Trainings: this table contains all the information about the training.

- Self Help Groups: if you want to see how many self help group exist, how many beneficiaries they contain, or when they were created, search in the SHG table.



Figure 2: Page containing the 4 buttons, which allow you to search data in different tables.

Simply click on the button to look for data in the corresponding database.

The next sections will explain in detail the research for the different buttons. Please note at this stage that the 4 tables are not independent: there are links between them. For example, you can ask to search the beneficiaries who belong to a self help group, who has followed a training this year and who has been followed up by Saray.

To be able to give that information, the database will need to search in the 4 different tables.

# 4 Searching in the *Beneficiaries table*

The first table in which you can search data, is the beneficiaries table. To search in the beneficiary table, simply click on the *search beneficiaries* button in the page of figure 2. This brings you to a new page, containing 2 buttons: Enter constraint and View all beneficiaries.

At this step it can be useful to explain a little bit the vocabulary that is used:



Figure 3: After clicking on the button *Search beneficiaries*, you arrive on this window.

- View: view is a synonym of *look*. It means you want to see the data appear on the screen of your computer. (in other words, you want the database to send the data to your computer).

- Filter: a filter is an object that is used to output only some part of the input, the other part is blocked. This is depicted on figure 4.



Figure 4: Example of a filter: not all of the input data will be outputed.

## 4.1 View all beneficiaries

Let's start by explaining what happens when clicking on: *view all beneficiaries*. You should arrive on a page containing a big table, with a lot of columns and a lot of data. It can look very complicated at first sight, but after a little bit explanation, it is actually really simple.

Each line of the table contains the information of selection of all the beneficiaries of MODE-LD project. Let's explain every part of the page separately.

### 4.1.1   Number of answers found

The first information you can see, is the number of instances found. In this case, it corresponds to the total number of beneficiaries of MODE-LD project. Obviously, it also corresponds to the number of lines contained in the table. Sometimes, a user will not need precise information on beneficiaries, but only the number. This line gives a fast answer, without needing to count each line in the table.

TOTAL FOUND: 49

Figure 5: Number of lines returned by the request.

### 4.1.2   Titles of all the columns

The next step will be to understand how to read the big table. First, if you go down on the page, you will see the figure 6 appear below the big table. This figure gives the title of all the columns of the table. At this stage, you can see that some of the columns are visible, and some are invisible (called hidden in what follows). The use of the figure will become clear after next subsection.

COLUMNS TITLES:

1: Code
2: Name
3: Select Date
4: Next follow up date planned
5: Income
6: Interviewer
7: Gender
8: Age
9: Address
10: Land size
11: Number of house members
12: Number of children
13: Family status
14: Education level
15: Self help group id (0 if not member)
16: Model Farmer?
17: Farming group leader?
18: Activities
19: Assets
20: Disabilities

Figure 6: Titles of the different columns of the table.

### 4.1.3   Hide/show a column

If all the columns were visible, the table would be very very large, with would not be easy to use in practice. Usually, the user wants only part on the information and only needs some of the columns (not all the 20). The goal is to hide the columns you don't need, and only to show the columns needed.
To hide a column, just click on the blue - below the column number. When the

column is hidden, it will display a + instead of a -. If you click on the +, the column will be visible again.

Figure 7 shows the + and - symbols. In this example, columns 1 → 7 are visible, the other are hidden.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| - | - | - | - | - | - | - | + | + | +  | +  | +  | +  | +  | +  | +  | +  | +  | +  | +  |

Figure 7: Symbols to show and hide columns.

You can use figure 6 to quickly know which column number corresponds to which data.

Let's consider an example.

**question 1:** Imagine you only want to display the code numbers, the name, and the address of the beneficiaries. How could you do? Base your answer on figure 7

**Answer:** Since you don't need the information of columns 3 → 7, click on the - to hide those columns. At this stage you have the code number and the name of the beneficiaries. The only thing to do is to add the address. You should click on the + of the corresponding column to make it appear. To know which column it is, just look at figure 6. Like written, *Address* corresponds to column number 9. After clicking on the + of column 9, you should have the same table as figure 8, which answers the question.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| - | - | + | + | + | + | + | + | - | +  | +  | +  | +  | +  | +  | +  | +  | +  | +  | +  |
| code | name | | | | | | | district  commune  village | | | | | | | | | | | |

Figure 8: Answer situation of question 1.

### 4.1.4 Order the data

By default the data is ordered according to their code number. This means that all the IFS beneficiaries will appear first, sorted to their code number (example: first IFS1, then IFS2, ...). After, the IGA beneficiaries will appear, also ordered according to their number. Figure 9 show you that situation.

It is very easy to change the order of the list. To do this, just click on the blue title of the column (example: code, name, ...). When you do this, you will see a $\nabla$ appearing next to the column title. This means that the data is ordered according to this column, in an increasing order (the smallest values are in the beginning of the list, and the biggest values at the end of the list). If you click a second time on the same column title, the triangle will now be $\triangle$. This means that the data is displayed in an decreasing order (the biggest values are at the beginning of the list, the smallest values are at the end).

Figure 10 and 11 show you an example in which the beneficiaries are sorted

| code ▼ | name | select_date | next_fu_date | init_income | interviewer | gender | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IFS1 | cheng sokchea | 26/02/2014 | 00/00/0000 | 100 | Saray | F | | | | | | | | | | | | | | | |
| IFS2 | say sao | 26/02/2014 | 00/00/0000 | 44 | Saray | M | | | | | | | | | | | | | | | |
| IFS3 | yea march | 27/02/2014 | 03/06/2014 | 216 | Saray | M | | | | | | | | | | | | | | | |
| IFS4 | lane lany | 27/02/2014 | 03/06/2014 | 125 | Saray | F | | | | | | | | | | | | | | | |

Figure 9: Situation in which the benefciairies are ordered according to their code number.

according to their income. The data of figure 10 is sorted in an increasing way, whereas in figure 11 they are sorted in a decreasing way.

| code | name | select_date | next_fu_date | init_income ▼ | interviewer | gender |
|---|---|---|---|---|---|---|
| IFS23 | oung nhor | 07/03/2014 | 05/06/2002 | 0 | Kim | M |
| IFS29 | duch somnang | 12/03/2014 | 17/06/2014 | 2 | Kim | F |
| IFS10 | nov tob | 05/03/2014 | 04/06/2014 | 42 | Saray | M |
| IFS2 | say sao | 26/02/2014 | 00/00/0000 | 44 | Saray | M |
| IGA6 | Chrin Channary | 06/03/2014 | 12/06/2014 | 62 | Sarin | M |

Figure 10: Beneficiaries are ordered according to their income, in an increasing way.

| code | name | select_date | next_fu_date | init_income ▲ | interviewer | gender |
|---|---|---|---|---|---|---|
| IFS18 | nou role | 04/03/2014 | 06/06/2002 | 254 | Saray | M |
| IFS3 | yea march | 27/02/2014 | 03/06/2014 | 216 | Saray | M |
| IFS31 | chov ream | 12/03/2014 | 17/06/2014 | 212 | Kim | F |
| IGA5 | Tong Vandy | 05/03/2014 | 10/06/2014 | 210 | Sarin | F |
| IFS8 | meas mon | 28/02/2014 | 04/06/2014 | 202 | Saray | M |
| IFS20 | korng chhunteang | 06/03/2014 | 05/06/2014 | 201 | Saray | M |

Figure 11: Beneficiaries are ordered according to their income, in an decreasing way.

### 4.1.5 Export the data in an excel file

Viewing the data on line is interesting, but you will probably need more. As an example, it is not possible to print the data from the website. It is also very

difficult to copy the data to put it in a report.

The button *Generate CSV file* (below the table) will help you to do this. First, order your data in the way you want, and hide the columns you don't need. When you are done, click on *Generate CSV file* button. A file will then be created on MODE's server.

This should bring you on the page shown in figure 12, which confirms that the file has correctly been generated.

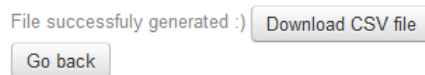Next, click on *Download CSV file* to download the file from the server to your



Figure 12: Click on *download CSV file* to export the data on your computer. Click on *Go back* to go back on the page containing the big table.

computer. Once downloaded, simply open it using excel. To do this, just double click on the file, or go to excel, and click to *Open file*. Find the file to open it.

**Remark:** by default, excel only looks for .xls files to open. If you want to open the file from excel program, change the option *all excel files* into *all files*. This will also look for .csv files. This is shown on figures 13 and 14.
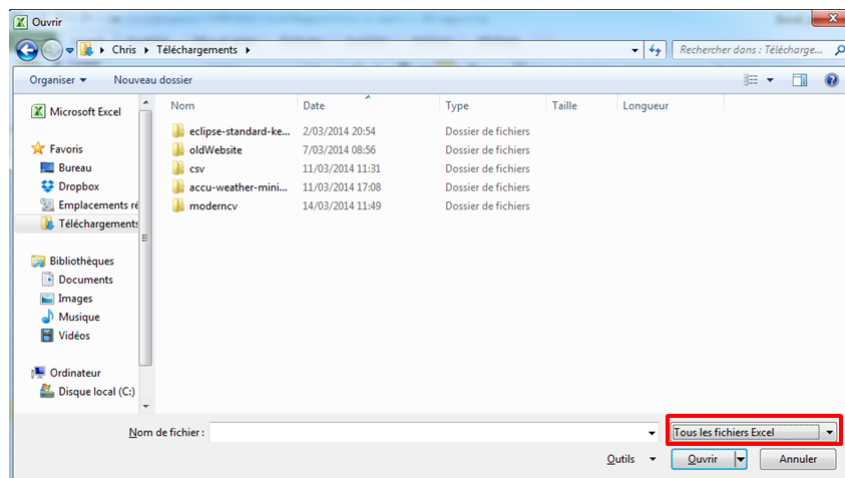


Figure 13: By default, the csv file doesn't appear in the open list of excel because *All excel files* (*Tous les fichiers excel* in French) is selected by default.

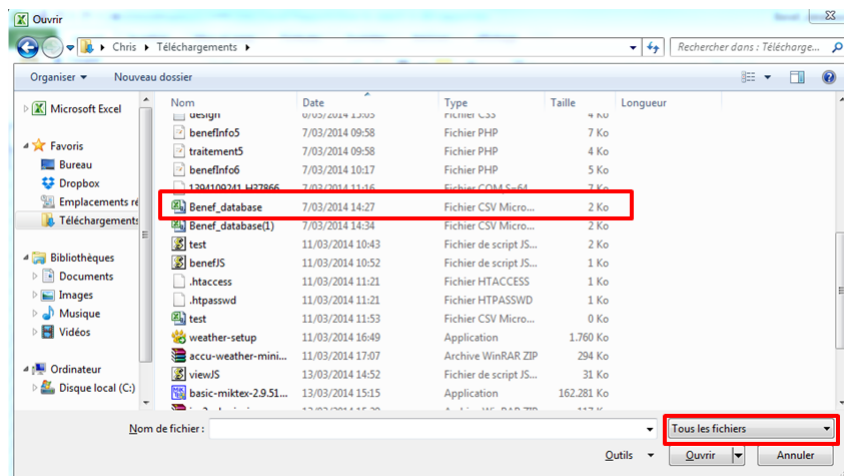So, the easiest way to open a csv file is just by double-clicking on it.

Figure 14: When you select *all files* (*Tous les fichiers* in French), the csv file apprears in the list and you can open it.

**Remark:** when you save the excel file, excel will ask you if you want to keep the current format (.csv) or to change to the default excel format (.xls). The best choice is to change into excel format, so that it can easily be opened in the future. (so click on: *no* when it ask if you want to keep the csv format.

When correctly opened, you should get an excel table containing exactly the same data that on the website table. The columns you hide are doesn't appear in excel, and the data is sorted in the same way then on the website. Figure 15 and 16 compare the online table and the excel table. The big advantage of importing the data in excel, is that now you can print all the data, put color on it, include the table in a report, make graphics,...

Figure 15: On line table.



Figure 16: Corresponding excel table.

## 4.2 Add a filter

Now that you can use the table containing the data, let's see how to filter the data.

Indeed, if you could only display all the data, the database would not be very useful.

To add a constraint, follow the next steps:

1. Go again on the page of figure 2 (by clicking on *Search in database*)

2. Click again on *search beneficiaries*

3. This time, click on *Enter a filter* (instead of view all beneficiaries like before)

This will bring you on a form containing 6 different pages. The first page is depicted on figure 17.



Figure 17: First page of the form to add filters on beneficiary search.

By default, all the fields are set on *any*. Any means that the filter is not taken into account. For example, let's imagine we only want to display the beneficiaries that are male. To do this, we need to change the *Gender field*. Change that field to *select* instead of *any*. All the other fields should be *any*, because the only filter we want to apply here is on the gender.

If you did it correctly, you should have the same page than on figure 18.



**Entering Beneficiaries filters (1/6)**

| Beneficiary code number | Any |
| Name | Any |
| Gender | Select |
| | ● Male ○ Female |
| Age | Any |
| Planning date of the next follow up | Any |

Go to page 2

Search now!

Figure 18: Form you should have if you want to display only the male beneficiaries.

When you are finished, you have 2 possibilities: *go to page 2* or *search now!*. Page 2 contains other filters you can apply. In our case, we only to apply 1 filter, so click on *search now!*.

You will get a big table again, containing beneficiaries. The big difference here, is that only the Male beneficiaries are in the table (you can check this by observing the column *gender*). The result can be seen in figure 19.

## 4.3   Combining multiple filters

Now that you know how to add a single filter, you can easily try to combine multiple filters together. To do this, simply change multiple fields from *any* to *select*.

The best way to learn, is to try all the possible filters and look for their effect. Since it doesn't affect the content of the database (no information is added or removed when searching information), you can do it on your own.

As an exercise: could you search for all the female beneficiaries, that are more than 50 years old?

**Solution:**   in this example, there are 2 filters to apply: the first on the gender (we only want to see the females) and the second on the age (we only want to see the beneficiaries older than 50 years old). This 2 filters are both on the first page.

## Beneficiary Search result

TOTAL FOUND: 18

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| - | - | - | - | - | - | - |
| code ▼ | name | select_date | next_fu_date | init_income | interviewer | gender |
| IFS2 | say sao | 26/02/2014 | 00/00/0000 | 44 | Saray | M |
| IFS3 | yea march | 27/02/2014 | 03/06/2014 | 216 | Saray | M |
| IFS5 | um bunnine | 28/02/2014 | 04/06/2014 | 67 | Saray | M |
| IFS6 | keat gnok | 28/02/2014 | 04/06/2014 | 90 | Saray | M |
| IFS8 | meas mon | 28/02/2014 | 04/06/2014 | 202 | Saray | M |
| IFS9 | moeu tha | 04/03/2014 | 05/06/2014 | 150 | Kim | M |
| IFS10 | nov tob | 05/03/2014 | 04/06/2014 | 42 | Saray | M |
| IFS12 | koem kroeun | 27/02/2014 | 05/06/2014 | 130 | Kim | M |

Figure 19: The table displays only the male beneficiaries.

First change the gender value from any to select, and click on the female button. After, change the *age* field from any to $\geq 50$ years old. The form should look like figure 20.

## Entering Beneficiaries filters (1/6)

| Beneficiary code number | Any |
|---|---|
| Name | Any |
| Situation | Any |
| Gender | Select |
| | ○ Male ◉ Female |
| Age | ≥ |
| | 50 years old |
| Planning date of the next follow up | Any |

Go to page 2

Search now!

Figure 20: Solution of exercice 2.

- =: equal

- ≥: bigger or equal

- >: strictly bigger

- ≤: less or equal

- <: strictly less

## 4.4 Different kind of filters

Let's describe every possible filter for the beneficiaries page by page. Note that you can of course combine filters from different pages.

### 4.4.1 Page 1

- Beneficiary code number: select the code number of the beneficiary you want to display. Note that because the code numbers are unique, only 1 beneficiary will be displayed in the table.

- Name: write the name of the beneficiary you want to display

- Gender: select male or female to display the beneficiaries of that gender only.

- Age: filters on the age can be of the following type: bigger or equal, bigger, equal, less or equal, less, or between.

- Planned follow up date: when the facilitators add a new beneficiary, they can add the date when they think they will do the first follow up. This is an excellent filter to manage the follow ups: the facilitators can search which beneficiaries they have to follow up this month (or this week depending on the date of the filter). You can add a filter on the interviewer to see only the beneficiary of a given interviewer (see page 5).

- Year: simply put a precise year: example: 2014. So if you put the filter: > 2014, you will get all the date which the year strictly bigger than 2014 (= 2015, 2016, ...).

- Year + quarter: A year is divided into 4 quarters. The database can manage the quarters. This is very interesting for the quarterly reports (you can know what happened last quarter). For example, if you put =

2014 quarter 1, you will get all the beneficiaries from 1st January 2014 to 31 March 2014.

> 2014 quarter 1 means all the dates starting from the second quarter of 2014 (since the operator is **strictly** bigger than. This means all the dates starting from 1 April 2014.

- Date: this is a precise date that you can add with the calendar. Please never use the keyboard to insert a date. Always click on the calendar with your mouse. This will assure the good format is used.

### 4.4.2   Page 2

The second page contains the filters on the address. With this, you can filter beneficiaries according to their geographical localization. The 3 filters are:

- District: to view the beneficiaries from a same district.

- Commune: to view the beneficiaries from a same commune.

- Village: to view the beneficiaries from a same village.

Note that page 2 needs to be refreshed when you want to change a field from *any* to *select*. This can take a few seconds. Be patient...

**Remark:** when you search information, you should always put as less filters as possible. If for example, you want to see only the beneficiaries of the village *Andong Pou*, just put a constraint on the village. There is no need to add additional constraints on the district and commune: if 2 beneficiaries live in a same villafe, they will obviously also live in the same district and same commune...

### 4.4.3   Page 3

You can add 5 additional filters on page 3:

- Number of household members: $\geqslant, >, \leqslant, <$. The option *Between* is not supported, but can be implemented by yourself, using the next remark.

- Number of children: $\geqslant, >, \leqslant, <$. The option *Between* is not supported, but can be implemented by ourself, using the next remark.

- Family status: Select the beneficiaries of the selected status. If you select multiple options, the beneficiaries who who correspond to at least 1 of the selected status will be displayed (multiple selecting are *OR* and not *AND* conditions).

- Highest education level: Select the highest education level you want to see. If you select multiple options, the beneficiaries who correspond to at least 1 education level will be displayed (multiple selecting are *OR* and not *AND* conditions).

- Disabilities: Select the beneficiaries who has the selected disabilities. If you select multiple options, the beneficiaries who has at least 1 of the selected disabilities will be displayed (multiple selecting are *OR* and not *AND* conditions).

**Remark:** If the *between* option is not supported but you want to use it, you can use the following trick. Imagine you want to know how many beneficiaries has between 2 and 4 children (2 and 4 included). First see how many have strictly less than 2 children (let's call the number N). After, see how many has less or equal than 4 children (let's call this number M). There are than M-N beneficiaries who has between 2 and 4 children.

### 4.4.4 Page 4

Page 4 provides 5 more filters:

- Type: useful to display only IFS or IGA beneficiaries.

- Activities: Only display the beneficiaries who did the selected activities when they were selected. To select an activity, first check the type (change the type field from *any* to *select*). This is needed because the list of activities will not be the same with IFS and IGA. If multiple activities are checked, all the beneficiaries who do at least one of the checked activities will be displayed.

- Income: display the beneficiaries according to the income they had during the selection.

- Assets: displays only the beneficiaries who had the checked assets during the selection. Like usual, if multiple check boxes are checked, beneficiaries who had at least 1 of the checked assets during the selection will be displayed.

- Land size: display the beneficiaries according to their land size.

### 4.4.5 Page 5

6 more filters are available on page 5:

- Self help group member? : If put on no: displays only the beneficiaries who don't belong to a self help group. If put to yes: display only the beneficiaries who belong tho a self help group. Be careful: you should also do a search in the follow up table to find all the beneficiaries of the self help groups. Please read section 8 for more information on this.

- Self help group id: Show only the beneficiaries that belong to the self help group of the given id. Be careful: you should also do a search in the follow up table to find all the beneficiaries of the self help groups. Please read section 8 for more information on this.

- Model farmer? : Show only the beneficiaries that are model farmers. Be careful: you should also do a search in the follow up table to find all the beneficiaries of the self help groups. Please read section 8 for more information on this.

- Farmer group leader: Show only the beneficiaries that are model farmers. Be careful: you should also do a search in the follow up table to find all the beneficiaries of the self help groups. Please read section 8 for more information on this.

- Date of selection: put a constraint on the date of selection of the beneficiaries. This is very useful if you want to see how many beneficiaries were selected a given quarter for example.

- Interviewer: select the beneficiary of a given interviewer. If you select multiple interviewers, it will show the beneficiaries that have one of the selected interviewers.

### 4.4.6   Page 6

The last page provides 5 filters based on follow up and training informations:

- Number of follow up: only shows the beneficiaries who had the given number of follow ups.

- Date of the follow up: useful to see which beneficiaries had a follow up on the given date. If you use this filter with the previous one, you can see for example how many beneficiaries had at least 2 follow ups a given quarter.

- Number of training: the same of Number of follow up, but with trainings

- Date of the training: the same of Date of the follow up, but with trainings. Again, this 2 filters can be used together to see how many beneficiaries had X trainings in a given amount of time.

- Kits received: displays only the beneficiaries who received a given kit. Cumulated with *Dat of the training*, you can see how many kits were given in a certain amount of time.

## 5   Searching in the *Follow up table*

To search follow ups, just click on *search follow ups* button from figure 2. This will bring you on a form where you can add filters, like for the beneficiary search. If you don't want to add any filter, just let every field on *any* and click on search. The different filters you can add are the following:

- Code number: the code number of the followed beneficiary. This is useful to see the evolution of a particular beneficiary follow up after follow up.

- Date of the follow up: to look at follow ups only in a certain amount of time. This is useful to know how many follow ups were done in a given amount of time.

- Facilitator: to select only the follow ups done by a precise facilitator.

- Type of follow up: to show only IFS or only IGA follow ups.

- Activities: to show only the follow ups of a precise activity. Note that you first need to select the type (ifs or iga) to show the list of activities. If you select multiple activities, the follow ups that concern at least one of the selected activities will be displayed.

- Assets: to show only the follow ups of beneficiaries who have a particular asset. If you select multiple assets, the follow ups that concern at least one of the selected assets will be displayed.

- Situation: in this case you can see the follow ups of beneficiaries that failed, are still active or are temporary stopped. This is very useful to know how many beneficiaries failed in a given period of time.

- Self help group member: shows only the follow ups of the beneficiaries that belong to a self help group. Useful to know how many beneficiaries joined a self help group in a given amount of time.

- id of the self help group: show only the beneficiary of a given self help group.

- Model farmer: shows only the follow ups of the beneficiaries that are model farmers. Useful to know how many beneficiaries are model farmers in a given amount of time.

- Farmer group leader: shows only the follow ups of the beneficiaries that are farmer group leaders. Useful to know how many beneficiaries are farming group leaders in a given amount of time.

- Income: show only the follow ups of the beneficiaries that have a given income (more, less, etc).

# 6   Searching in the *Training table*

Another useful information to search are the trainings. To do this, just click on *search trainings* button from figure 2. This will bring you on a form where you can add filters,. If you don't want to add any filter, just let every field on *any* and click on search.
The different filters you can add are the following:

- Date of training: to only see the trainings of a given amount of time.

- Name of the trainers: allow you to only see the trainings done by the given trainers. If you select multiple trainers, all the trainings done by at least 1 selected trainer will be output.

- Type of training: displays only IFS or IGA trainings.

- Topics of training: displays only trainings of a given topic. Note that you need to select the type of training first (because the list of IFS and IGA topics are different).

- Number of participants: displays only the trainings where there were a certain number of participants ($>$, $<$, ...).

- Code number of a participant: displays only the trainings where the given participant took part.

# 7  Searching in the *Self help group table*

The last table in which you can search is the self help groups table. To do this, just click on *search self help groups* button from figure 2. This will bring you on a form where you can add filters,. If you don't want to add any filter, just let every field on *any* and click on search.
The different filters you can add are the following:

- Date of creation: just displays the self help group that were created in the given date.

- Only displays the self help groups that contains the given number of members ($>$, $<$, ...).

# 8  In which table search the information?

This section is probably the most important of this report, but maybe also the most complex. It will explain how the different tables of the database are structured. It is very important to know in what table you should do the search, so that the data correspond to the one you expected.
To understand this section, you should understand what happens when data is added in the database, especially for follow ups and self help groups. This is explained in the first report, in section 3.5 and 3.7 Please start by reading this section if you didn't do it yet. In what follows, we will consider that these sections are clear.

## 8.1  The 4 tables

Like you should know now, there are 4 different tables (databases) that contain information. Each of them correspond to 1 of the 4 buttons shown in figure 2. To have on idea about what each table contains, it could be interesting to do a search in each of them, and observe the columns of each table.

## 8.2  Beneficiaries VS follow ups

Never forget this: the *Beneficiaries* table concerns the **selection period**. The data of this table is never updated! For example, the income in the *beneficiaries* table corresponds to the income that the beneficiaries had during their selection. After follow ups, this data is not modified, and so it would be wrong to associate the income of the Beneficiaries table to the actual income of the beneficiary.
So, in what table should you do the search? It depends on what you want. The general rule is the follow:

- First, there are data that can be updated during the follow ups (data that are present in the form of *add a new follow up*) and data that cannot. Data that can be updated are: situation (active, temp stopped or failed), activities, assets, income, SHG, model farmer and farming group leaders.

- If you are interested in a criteria that can NOT be updated during a follow up, you should search in the *Beneficiaries* table. Indeed: this is the only place where the data is stored...

- If you are interested in information that can be updated during the follow up, then the question is: do you need the most recent information, or the information that was true during the selection period?
  If you need the most updated value, search in *follow up* table. If you need the information of the selection, search in *Beneficiaries* table.

## 8.3 Self help groups

If you understand section 3.7 of the first report, what follows should be clear.

- If you want to search information about self help groups, but that does not concern beneficiaries, have a look in the *self help group table*. This concerns particularly: the number of self help groups that exist, the date of creation of each self help group, and the number of beneficiaries that each group contains.

- If you want information concerning the beneficiaries of self help groups, you should look in *beneficiaries* table, and also in *Follow up* table.
  For example, if you want to know the number of beneficiaries that belong to the self help group of id 3, how could you do?
  Like you know, when adding beneficiaries to a self help group, the most recent follow up is modified (so you know that a beneficiary belongs to self help group with id = 3 because the *SHG* column of the follow up would be = 3). But when a beneficiary that never had a follow up is added to a SHG, he is modified in the *Beneficiaries* table. So you know that he belong to SHG with id = 3 because the column *SHG* of that beneficiary will be equal to 3 in the *Beneficiary* table.
  As a conclusion, to get ALL the beneficiaries of SHG of id 3, you should search in the table *beneficiaries* AND in the table *follow ups* and sum up the beneficiaries of each table.

Figure 21 can help you to know in which table look the data, by answering a few questions. Not that this figure does not take the training table and the self help group table into account (these searches should be obvious).

## 8.4 Exercises

To make the theory into practice, let's consider a few examples. Please try to do the exercises on your own before reading the answers.

**Exercice 1:** You would like to know how many beneficiaries are more than 30 years old. How can you do?
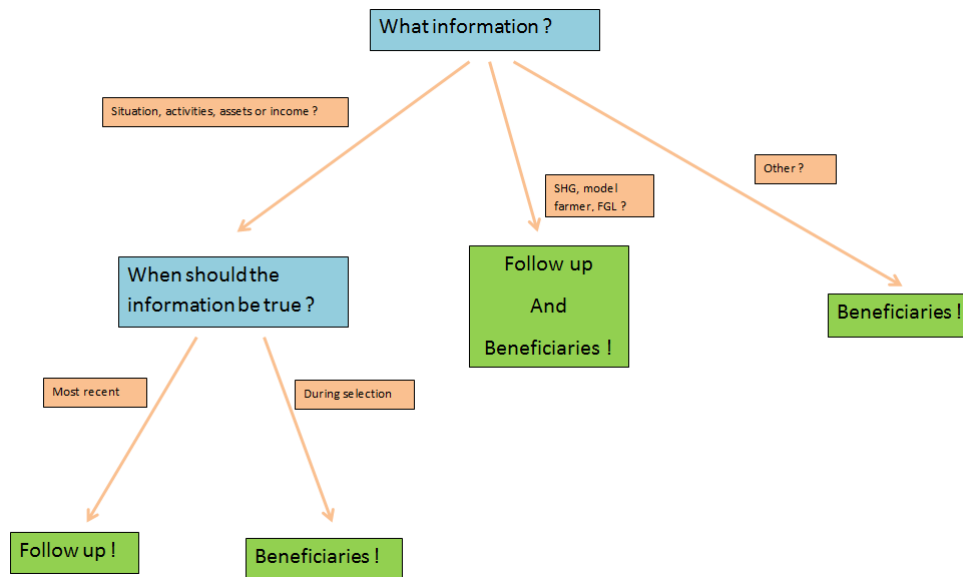
Figure 21: Picture that shows in what table to look for the information.

**Exercice 2:** You would like to know how many different self help groups exist. How can you do?

**Exercice 3:** You would like to know how many follow ups beneficiary IFS3 had this year. How can you do?

**Exercice 4:** You would like to know how many beneficiaries belong to a self help group. How can you do?

**Exercice 5:** You would like to know who is the richest beneficiary. How can you do?

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**Anwser 1:** Search Beneficiaries $\longrightarrow$ put filter on the age. Indeed, the age is not modified during the follow ups, so the only information you have is the age of the beneficiaries when they were selected.

**Answer 2:** Search self help group $\longrightarrow$ no filter. This will show you all the self help groups, including the number of SHG found.

**Answer 3:** Search follow ups $\longrightarrow$ 2 filters: the first on the followed beneficiary (put IFS3), and the other on the date (put year = 2014). This will show you all the follow ups that IFS3 had in 2014 (1 line per follow up).

**Answer 4:** Search self help group $\longrightarrow$ no filter: sum up the number of

beneficiaries of each self help group.

**Anwser 5:**  This question is a little bit complicated, because you don't know if the richest was richer during his selection, or after the follow ups. It is more likely that he was richer after the follow ups (we hope so), and so you should look in follow up and sort the data according to the *income* columns (richest first). To be complete, do the same in the *beneficiaries* table, and take the maximum of the 2 values found.

# 9   Questions: useful data to put in the reports

The goal of this last section, is to give you some ideas of information that could be included in the reports of MODE-LD project.

First of all, it is clear that the data should not just be copied and paste from the data to the report. The best way to give data in a report is to put graphics. An examle is shown in the figure 22.

Making graphics in excel is very easy, but will not be explained in this report.

The following questions can help you to put useful data in the reports:
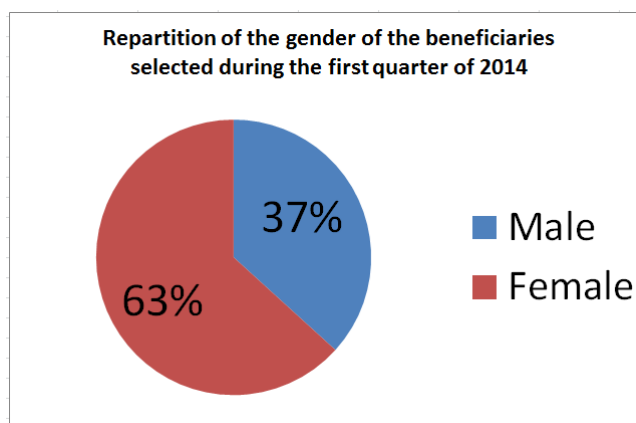


Figure 22: Solution of exercice 2.

- How many beneficiaries are male/female?

- Are there more IFS or IGA benefciaries?

- Among the IFS beneficiaries, what are the more important activities? Less important?

- Where do the beneficiaries of mode live? More in Baray or Santuk?

- Among the beneficiaries of 1 district, what is the distribution of beneficiaries according to their communes?

- How many beneficiaries have a land? A land bigger than 1 hectare?

- How many beneficiaries have a health disease?

- What is the proportion of number of children that the beneficiaries have? (example: more between 0 and 2 children, or more between 3 and 6?).

- How old are the beneficiaries? Is this amount the same for male and female beneficiaries?

- How many trainings were given this quarter?

- How many beneficiaries were selected this quarter?

- How many follow ups were done this quarter?

- How many percent of the selected beneficiaries can read?

- What is the repartition of the income of the selected beneficiaries? (example how many earn between O and 40 $ per month).

- How many train kits were distributed this quarter?

- Among the kits distributed, what is the repartition of *type* of kits? (example how many vegetable seeds? How many chickens? ...).

# 10  Conclusion

I hope that after reading this document, you will be able to search the data in the database without making mistakes. If you have any problems with the database, or any question, please ask your project manager, LD, or myself.
I spent 6 month making the database. I prefer spending a few hours more to solve problems, than to hear that MODE stops using the database.
I join you my email address: don't hesitate to send me any question about the database, I will really look forward to helping you managing MODE's data :)