Creating and managing Tabs and Extensions (additional indicators)

Step by step

UNISDR

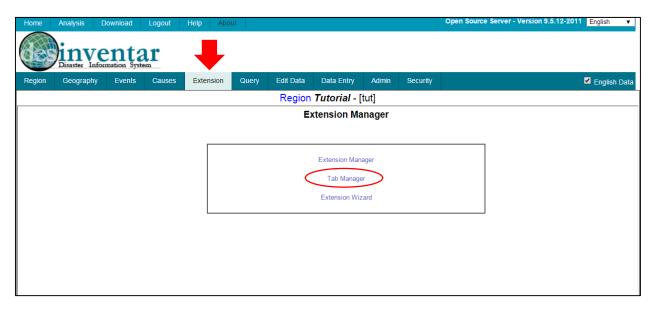The United Nations Office for Disaster Risk Reduction
Regional Office for Africa

Why is this useful?

Extensions are additional damage and loss indicators that complement the information on disaster impacts already provided in the basic datacard. Datacards can be extended through the extensions, enabling to track disaster impacts in sectors, and to disaggregate the data by gender, age, among many others. They are a useful option to configure a database in a more detailed way. The Tabs, where the extensions can be classified, are a useful way to organize such additional indicators by sector, sex and age, etc., depending on your criteria. This document shows a series of steps and recommendations for configuring both tabs and extensions.
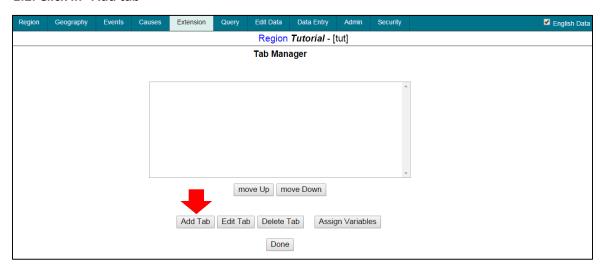
Step 1: Set the Tabs

Once you have decided the extensions (additional damage and loss indicators), it is recommended to organize them in tabs, so you avoid having a big list of indicators. To set the tabs, follow these steps:

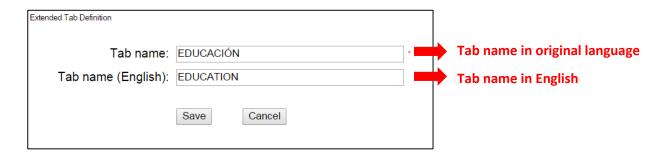### 1.1. Go to the "Extension" tab and click on "Tab Manager"

1.2. Click in "Add tab"

1.3. Type down the name of your Tab.

As Tabs help to organize the Extensions (additional damage and loss indicators), it is recommended to organize such indicators by sector (below, the example of Education).

The two fields that appear are created with the purpose of having the possibility of translation in the system. So if you are dealing a different language than English, enter the name in your language in the first field (in the example below, "Educación", in Spanish). Then, the same name, in English, in the second field. If your database language is English, enter the same name in both fields.

By clicking the "**Save**" button, you will create the Tab. Once finished, click in "**Done**". You will be sent to the Extension tab again. As you will see, **the system will automatically display your first Tab name** (in this case, in Spanish "Educación") If you want to turn your data in English, go to the upper-right part of your screen and select .
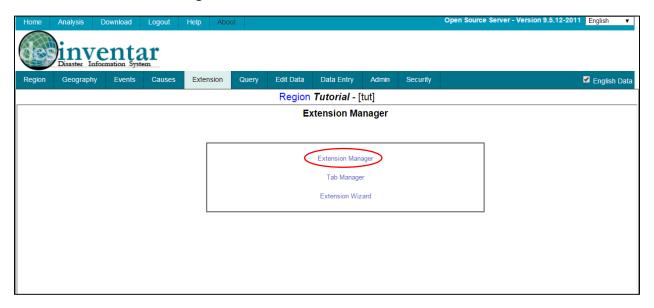
After configuring tabs, you are ready to configure the Extentions.

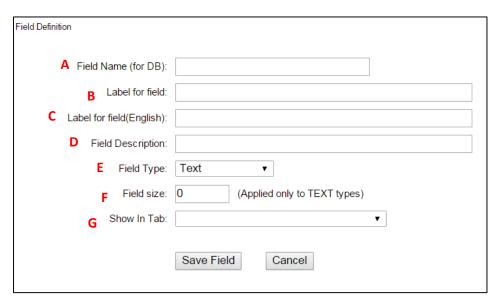# Step 2: Set the Extensions

2.1. Click on "Extension Manager"

2.2. Click on "Add Field"

2.3. Configure your Extension

For configuring your extension, you need to follow some requirements. Follow the **A** to **G** steps for successfully configuring your additional damage and loss indicator as part of the datacard, as well as organizing it in the correspondent tab. As example, we are going to create the extension "**Destroyed Schools (#)**", that will allow to track the impact of disasters in the education sector.

Below, the different labels and their explanations:

A. Field Name (for DB): This field will not appear as part of your extensions but is essential for the system to be able to save and organize the newly created indicator in the database (that's why you have "for DB", in brackets)**.**

Important (!): Please note that **this field does not allow spaces, nor numbers**. So it is recommended to use under-score (_) between the words. Another recommendation is to use CAPITAL LETTERS, in order to clearly differentiate with the rest of the fields.

As our indicator was "**Destroyed Schools (#)**", in field **A** you have to type down as follows:

B. Label for field: In this field, you need to enter the field in your language. Don't forget that if you are configuring your database in English, you need to enter both fields **B** and **C** in English. This field will appear as your extension in your original language. Following our example, we translate our indicator **Destroyed Schools (#)** in Spanish ("**Escuelas destruídas (#)**"):
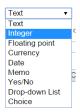

C. Label for field (English): In this field, you need to enter the field in English. Don't forget that if you are configuring your database only in English, you need to enter both fields **B** and **C** in English:
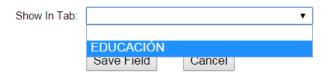
D. Field Description: In this field, you need to enter the field description. If there is an official definition of the indicator, use preferably that one. If it is not relevant, leave it blank.

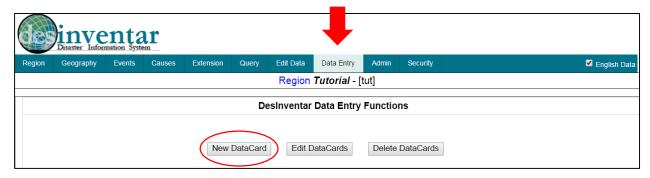Field Description: Schools that have been destroyed implying full reconstructi

E. **Field type (drop down menu):** DesInventar System allows you to choose between different options regarding the type indicator. You can choose to enter text, numbers (integer), floating points (check boxes), Currency, YES/NO relation, among many others. As in the example we are using is about **Destroyed Schools (#),** it is preferable to use the "Integer" (#) option.

Text
Text
Integer
Floating point
Currency
Date
Memo
Yes/No
Drop-down List
Choice

F. **Field size:** Only applied when choosing the Field type **Text**, you can choose the size (limit) of your text.

G. **Show in tab (drop down menu):** This is the moment when Tabs and Extensions come together. Using this drop-down menu, you will be able to classify your extensions in the different tabs. As we were using the indicator "**Destroyed Schools (#)**", it makes sense to classify this indicator under the "**EDUCATION**" tab. You can do this for each indicator, which will help you to classify sectors (in tabs) and indicators (extensions) per each sector.

Show In Tab:

EDUCACIÓN
Save Field   Cancel

Don't forget that if you want to switch languages, you go to the upper-right corner of your screen and choose ✔ English Data **and your language in the drop-down menu:** English ▼

You will see that when creating a new datacard…

…automatically the system will display your new indicator (Extension) in its respective sector (Tab). As simple as that, you are ready to extend and organize your disaster damage and loss indicators and configure your database for your own purposes and needs, disaggregating even more your database for more detail analysis and reporting.