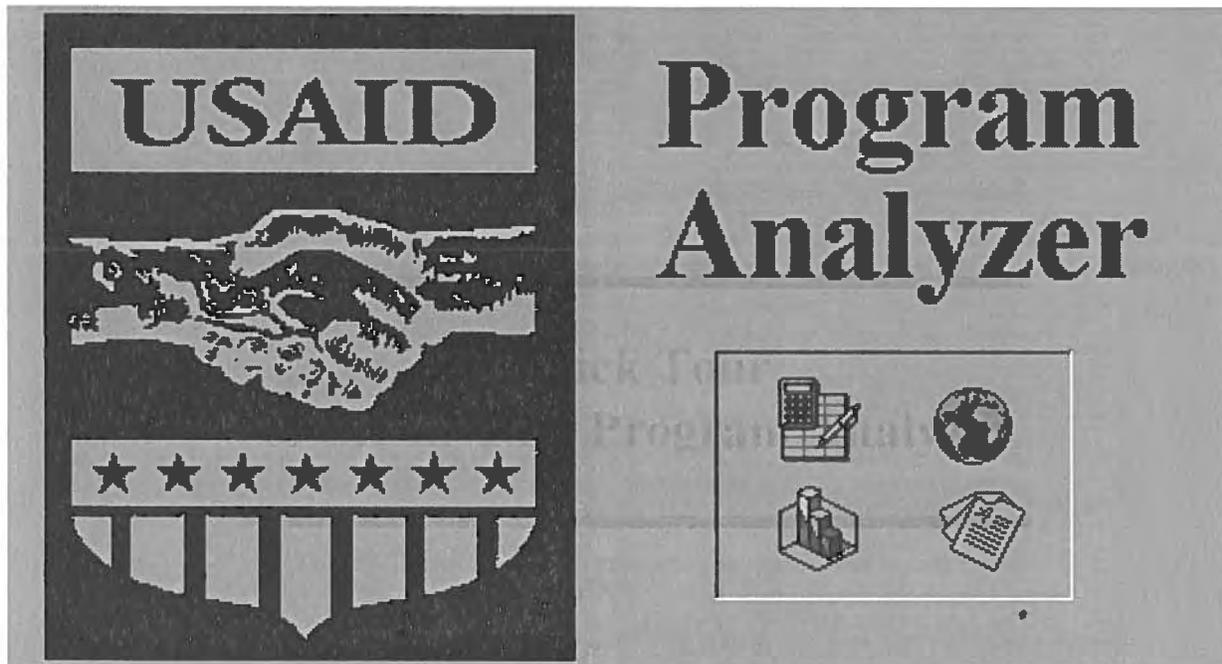

Quick Tour to the ENRIC Program Analyzer



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Introduction:

The *Program Analyzer* provides information about USAID's environmental project portfolio in an easily accessible manner. The *Program Analyzer*, hereafter referred to as the *Analyzer*, is a stand-alone executable program run in the Windows environment. The *Analyzer* contains information produced by the **Environment & Natural Resources Information Center (ENRIC)**. Four types of information are stored in the Analyzer:

- (1) **ENRIC** project profiles.
- (2) Center for Development & Information (CDIE) project abstracts.
- (3) Project Budget Data System (PBDS) budget data.
- (4) Activity and Special Interest codes (AC/SI) for each project.

Spatially-oriented data on specific projects and environmental activities are now being collected and will be displayed in the Analyzer as they become available.

System requirements:

- 80486 processor or better.
- 4 MB Ram (permanent virtual memory can be used to increase memory as well).
- MS Windows version 3.0 or higher.
- Monitor with VGA resolution or better.
- Mouse is optional, but highly recommended.

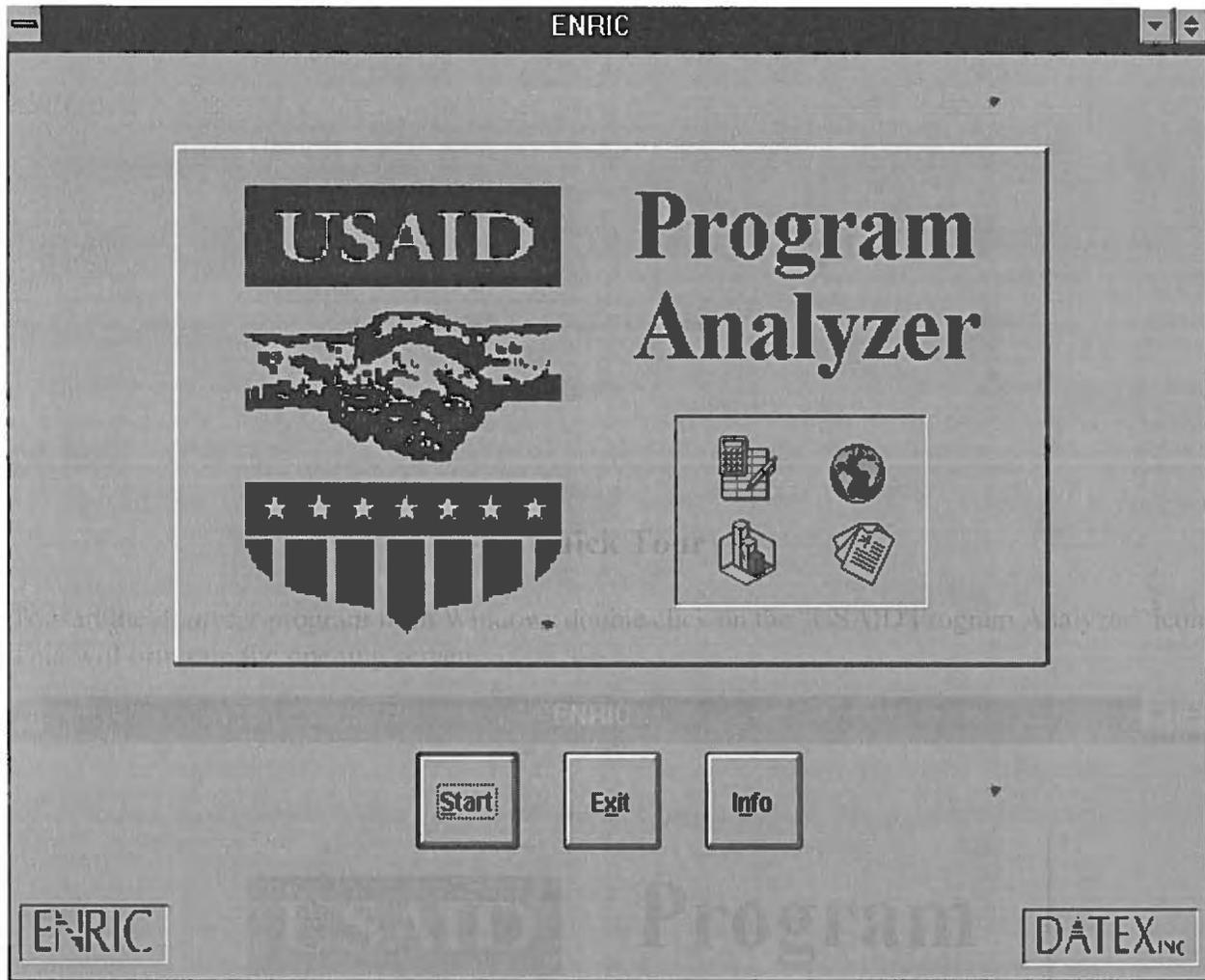
Who should use the Program Analyzer?

- Those who want to find out more about USAID's project activities with special focus on environmental activities.
- Those who want to know more about trends and focus areas in USAID's environmental activities.

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Quick Tour

To start the *Analyzer* program from Windows double click on the “USAID Program Analyzer” icon. This will bring up the opening screen.

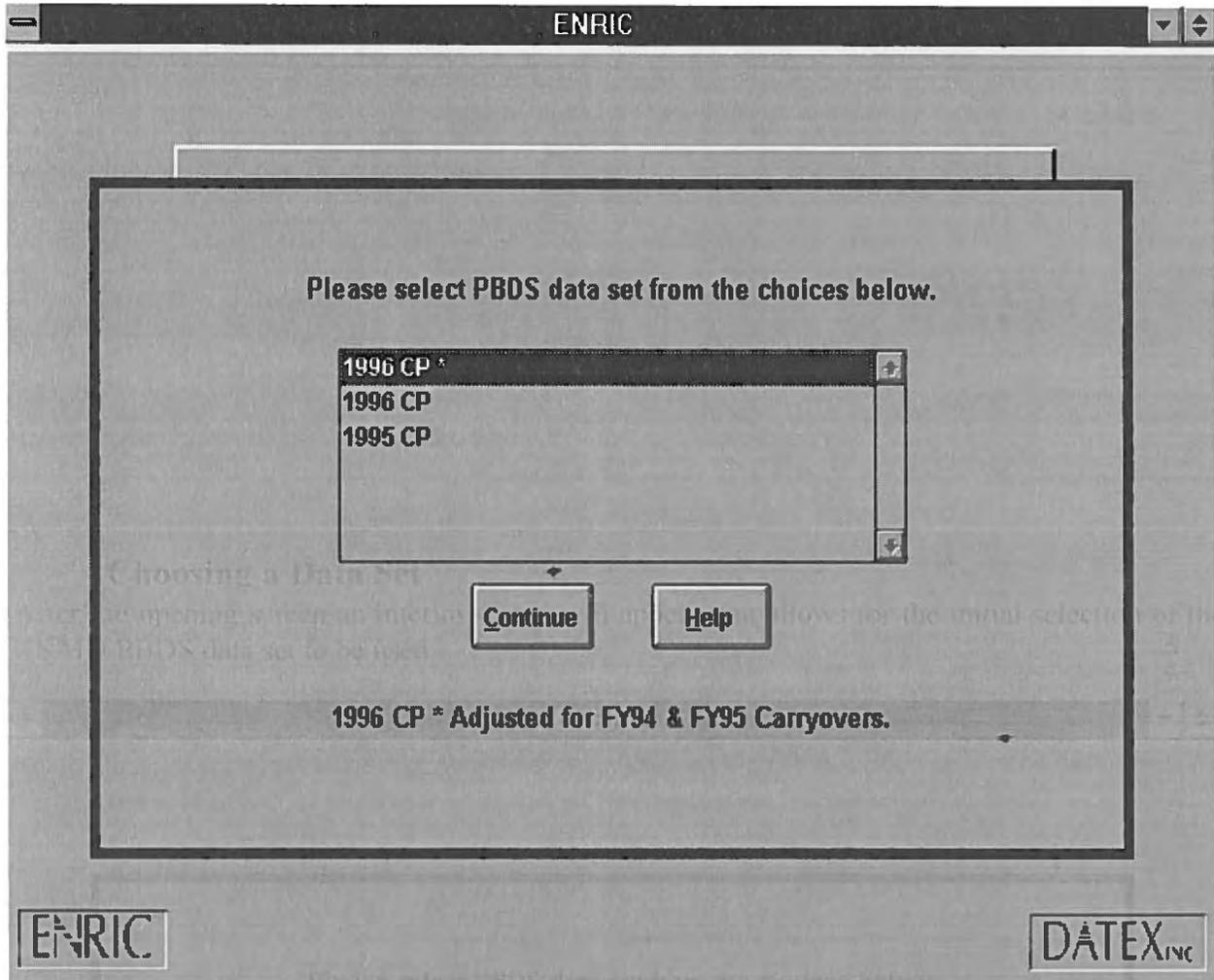


Click the push button **S**tart or press the Alt and S keys simultaneously on the keyboard to launch into the program. Press the **E**xit button to terminate the program and return to Windows. The **I**nfo button will access the online help feature and bring up a screen with information about the *Analyzer*. From the Help screen information about other modules of the program can also be attained by pressing <T**o**pics> and double clicking on the desired topic. To exit the Help screen double click the minus button on the upper left hand corner or press the escape key (ESC).

Note: Pressing the Alt and F11 keys simultaneously will terminate the program at any time.

Choosing a Data Set

After the opening screen an interim screen will appear that allows for the initial selection of the USAID PBDS data set to be used.

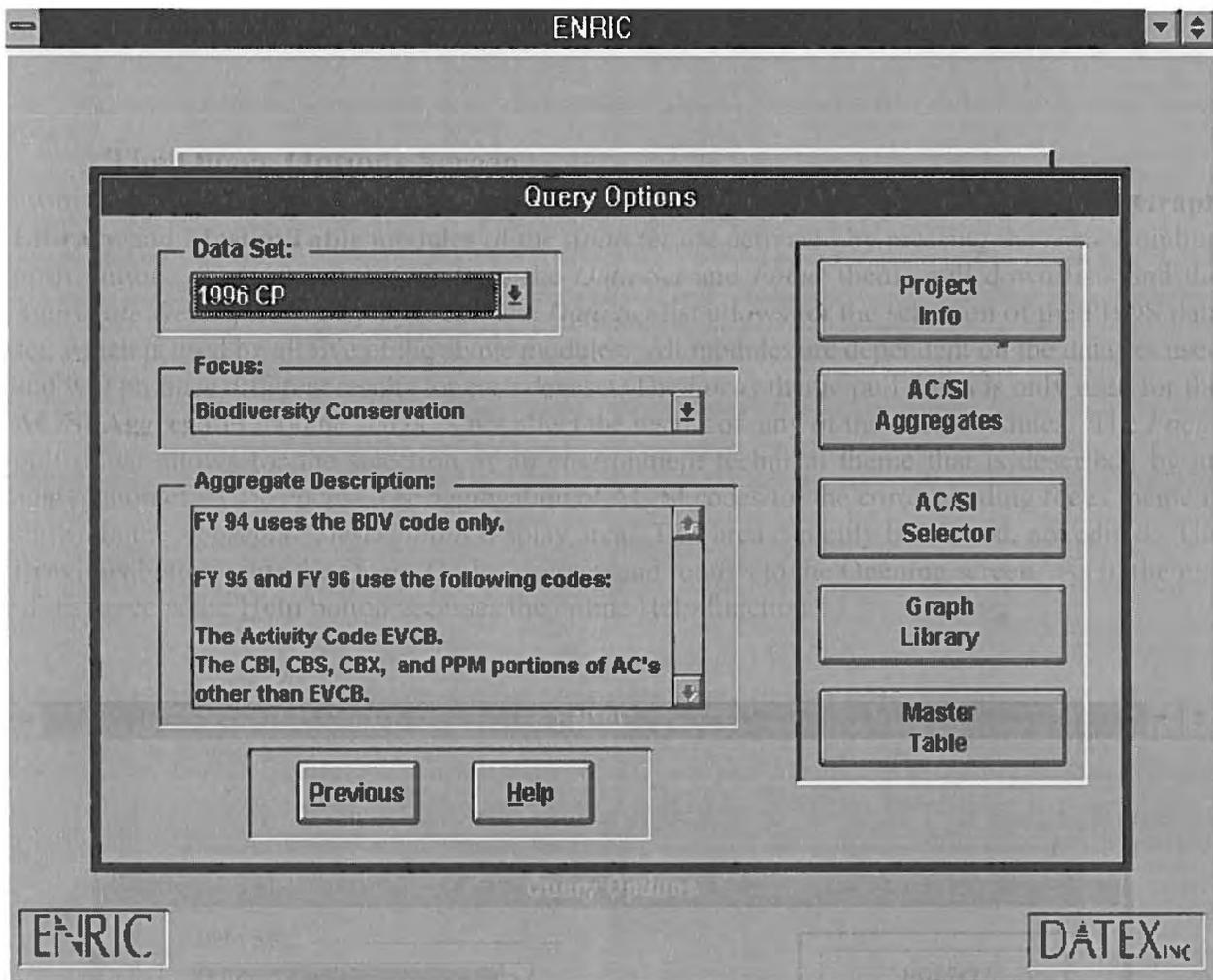


Select from the list of data sets that are displayed and press **C**ontinue. The Help screen can also be accessed from this and all following screens by pressing the **H**elp button.

Note: The Analyzer currently contains the 1995 Congressional Presentation (CP) and 1996 CP data sets for projects with environmental components. The 1996 CP is divided into two distinct sets. The one labeled "1996 CP" contains the data from PBDS with no modifications. The "1996 CP *" has been adjusted to account for money obligated in Fiscal Year (FY) 1994 and carried over for use in FY 1995, as well as money obligated in FY 1993 that was carried over to FY 1994. The "1996 CP ALL" contains all PBDS projects .

The Query Options Screen

From the Query Options screen the **Project Info**, **AC/SI Aggregates**, **AC/SI Selector**, **Graph Library** and **Master Table** modules of the *Analyzer* are activated by pressing the corresponding push button. The screen also contains the *Data Set* and *Focus* theme pull down lists and the *Aggregate Descriptions* display area. The *Data Set* list allows for the selection of the PBDS data set, which is used by all five of the above modules. All modules are dependent on the data set used and will produce different results for each data set. The *Focus* theme pull down is only used for the **AC/SI Aggregates** module and does not affect the results of any of the other modules. The *Focus* pull down allows for the selection of an environment technical theme that is described by an aggregation of AC/SI codes. The aggregation of AC/SI codes for the corresponding focus theme is shown in the *Aggregate Descriptions* display area. This area can only be viewed, not edited. The **Previous** button quits the Query Options screen and returns to the Opening screen. As in the rest of the screens the **Help** button accesses the online Help function.



Project Info

In the Project Info module the individual projects are listed in the pull down lists by *Project number*, *decunit*, *title*, *acronym*, and *mission/location*. A project is uniquely described by the combination of its project number and decunit. Select the pull down list and choose the project desired.

The screenshot shows a window titled "ENRIC" containing a "Project Info" sub-window. The sub-window has a title bar "1996 CP". Inside, there are several input fields and a list of checkboxes. The "Project number" field contains "492-0486" and the "Decunit" field contains "492". The "Project title" field contains "Environmental Management". The "Project location" field contains "Philippines". To the right of these fields are radio buttons for "Preview" (selected) and "Printer". Below these are buttons for "Do", "Previous", "Help", and "Code Definitions". A list of checkboxes is located below the input fields, including "Budget Data", "Budget with Env. Allocations", "AC/SI Coding", "AC/SI Code Validation", "CDIE Abstract", "ENRIC Profile", and "Map". The ENRIC logo is in the bottom left and DATEX_{INC} logo is in the bottom right.

For each project there are seven report check boxes:

- *Budget Data* - details the budget information for the specific project selected for each of three fiscal years and broken down by funding source.

- *Budget with Environment Allocations* - contains the same information as the *Budget Data* report but also includes the budget percentage and obligation by environment technical themes for each of the three fiscal years as well. This budget report runs several queries and can take several minutes to complete.

- *AC/SI Coding* details the Activity Codes (AC) assigned to the project as well as the breakdown of Special Interest Codes (SI) by their association to the Activity Codes.

- *AC/SI Code Validation* report shows only the environment AC/SI codes with the largest contributing percentages and their corresponding codes' definitions.

- *CDIE Abstract* - displays the project abstract taken directly from the CDIE CD-ROM. CDIE abstracts are typically written at the beginning of projects and do not contain updates.

- *ENRIC Profile* - are summaries of recent project activities and components, produced on a biannual basis.

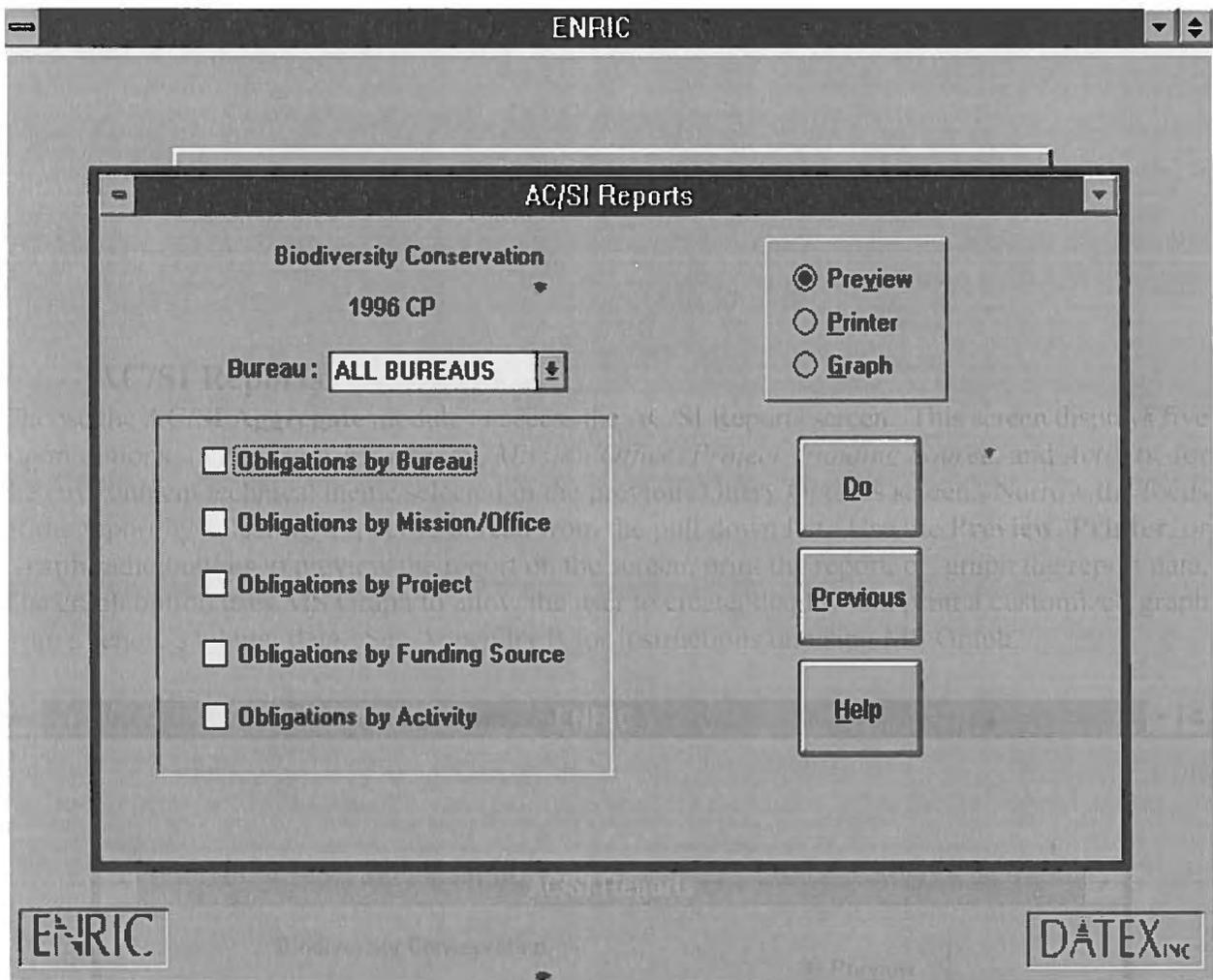
- *Map* - is a georeferenced map of the projects sites. Geo-referencing project activities is a new component of the Analyzer; maps will be added to the system as they are completed.

All seven reports can either be previewed on the screen by choosing the **Preview** radio button or sent to the printer by choosing the **Printer** radio button.

The report check boxes can be chosen individually or in groups by clicking the check boxes. Once the reports desired are chosen, press **Do** to display or print the report. The **Code Definitions** button will display a window with a pull down list of the AC/SI codes and a display area of the corresponding codes' definition. The **Previous** push button will quit the screen and return to the Query Options screen. The **Help** push button will access the online Help. See Appendix C for sample reports.

AC/SI Reports

Choose the **AC/SI Aggregate** module to access the AC/SI Reports screen. This screen displays five report options, *Obligations by: Bureau, Mission/Office, Project, Funding Source, and Activity*, for the environment technical theme selected in the previous Query Options screen. Narrow the focus of the report by selecting a specific bureau from the pull down list. Use the **Preview**, **Printer**, or **Graph** radio buttons to preview the report on the screen, print the report, or graph the report data. The graph option uses MS Graph to allow the user to create, display and print a customized graph from a report's tabular data. See Appendix B for instructions on using MS Graph.



The check boxes can be chosen individually or in groups. Once the reports desired are chosen press the **Do** push button to either display or print the report. The **Previous** push button will quit the screen and return to the Query Options screen. The **Help** push button will access the online Help. Examples of the reports can be found in Appendix C.

AC/SI Selector

The **AC/SI Selector** module allows the user to create a customized AC/SI query. In order to create a query a name must be entered in the (*your name*) field and at least one AC or SI code must be added to the AC or SI list. The contents of the (*your name*) field and (*your office*) field will be printed in the report headings. One or more ACs can be selected by highlighting the code from the AC pull-down list and pressing the **AC Select** button. Likewise, SIs can be attached using the SI pull-down list and **SI Select** button. If both AC codes and SIs are selected the query will select all projects that have the associated ACs and all projects that have the associated SI codes that are not associated with any of the selected AC codes. This eliminates overlap between the AC and SI codes.

ENRIC

AC/SI Selector

1996 CP

Custom query created by (your name): Philip Boyer

Office created for (your office): ENRIC

Select AC and SI codes from the lists below.

Activity code: EVFR Select AC

Special Interest code: AGF Select SI

AC and SI codes used in query.

'EVFR' Clear AC list

'NFM', 'AGF' Clear SI list

Do

Previous

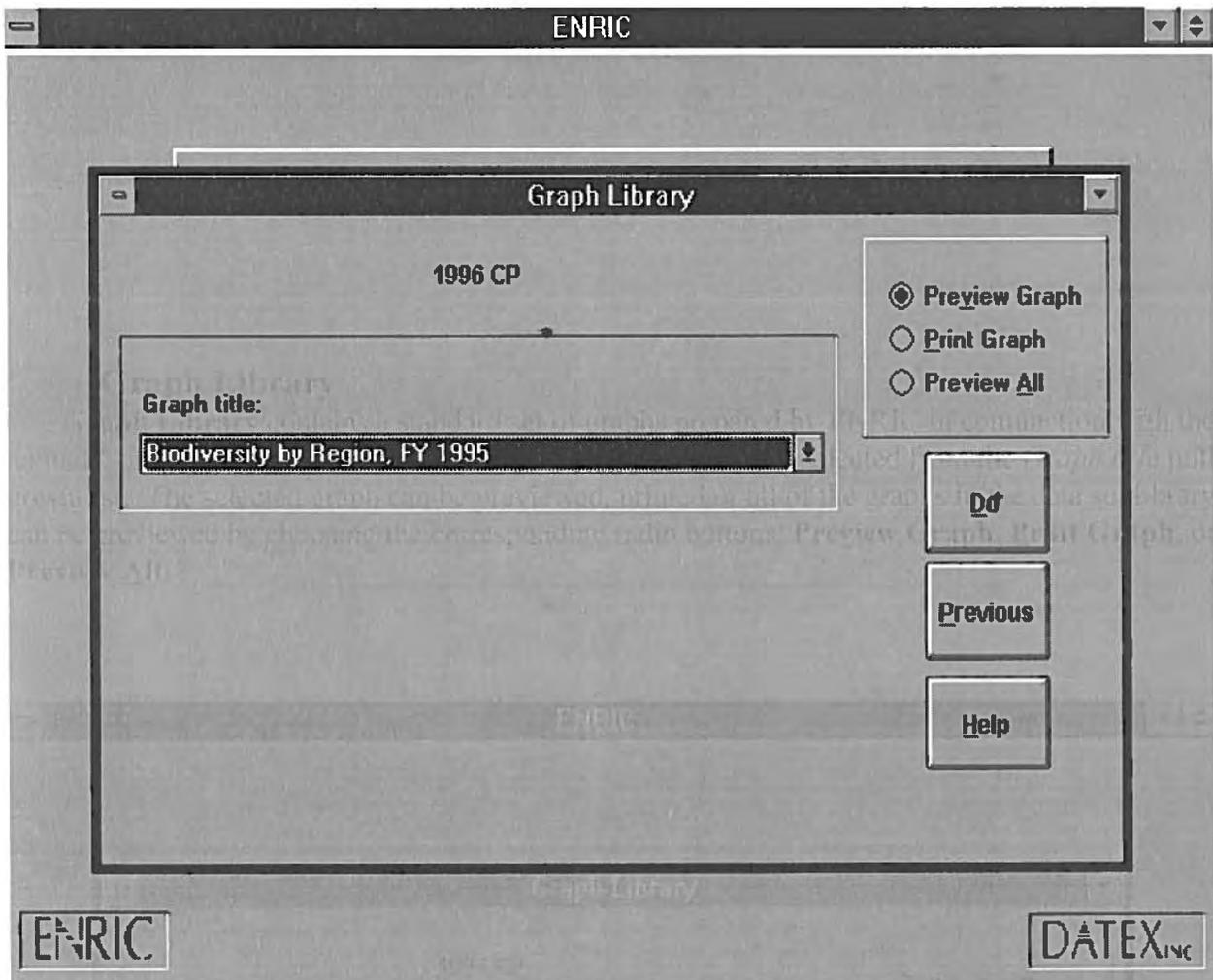
Help

ENRIC DATEX INC

Once the desired query has been selected pressing the **Do** push button will process the query and display the **AC/SI Report** screen. From this display the five report options, *Obligations by: Bureau, Mission/Office, Project, Funding Source, and Activity* can be generated. The **Previous** push button will quit the screen and return to the Query Options screen. The **Help** push button will access the online Help.

Graph Library

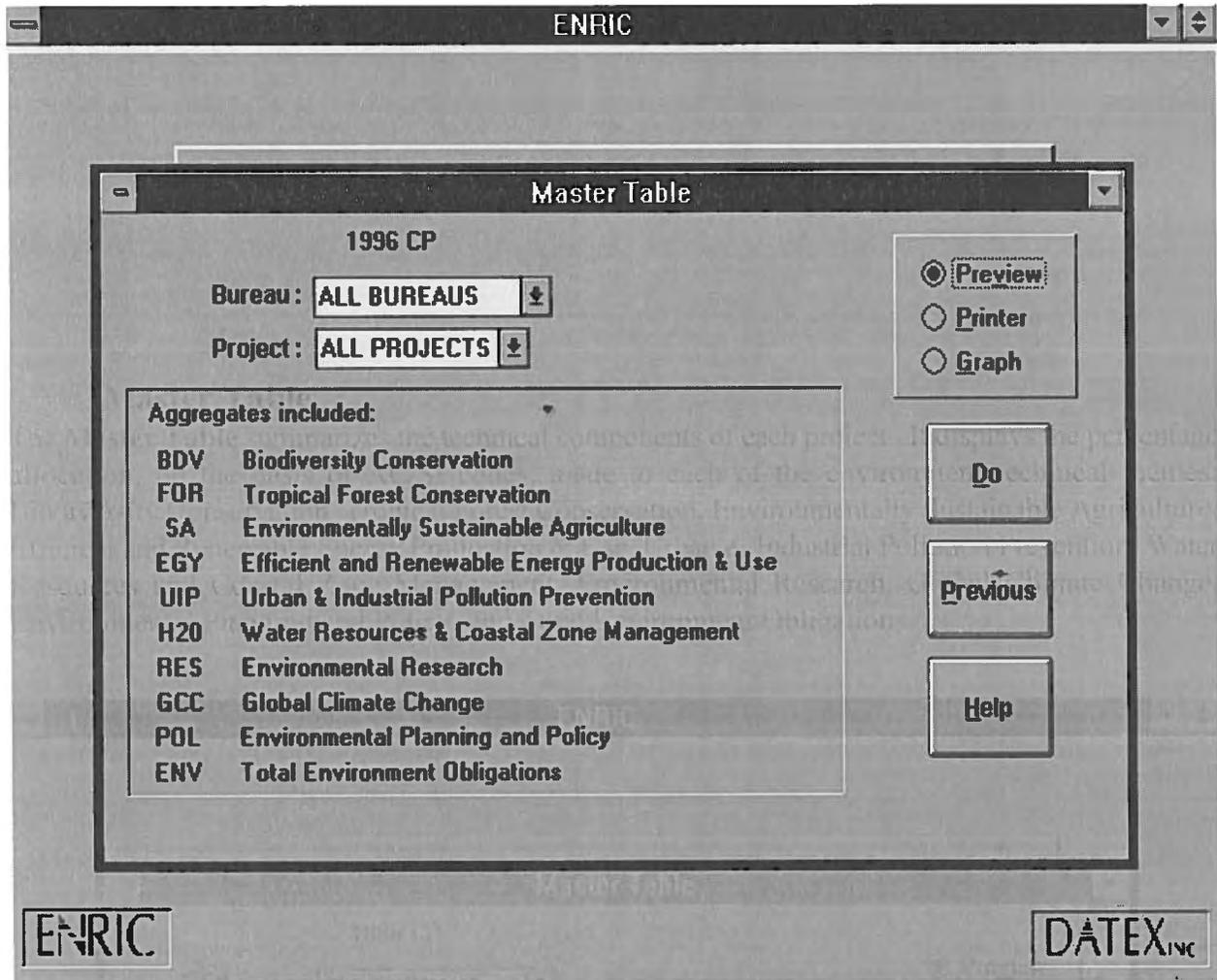
The **Graph Library** contains a standard set of graphs prepared by ENRIC in conjunction with the annual Congressional Presentation analysis. The graphs can be selected from the *Graph title* pull down list. The selected graph can be previewed, printed or all of the graphs in the data set library can be previewed by choosing the corresponding radio buttons: **P**review **G**raph, **P**rint **G**raph, or **P**review **A**ll.



Once the desired graph has been selected the **D**o push button will either display or print the graph. The **P**revious push button will quit the screen and return to the Query Options screen. The **H**elp push button will access the online Help.

Master Table

The **Master Table** summarizes the technical components of each project. It displays the percentage allocation, on the basis of AC/SI codes, made to each of the environment technical themes: Biodiversity Conservation, Tropical Forest Conservation, Environmentally Sustainable Agriculture, Efficient and Renewable Energy Production & Use, Urban & Industrial Pollution Prevention, Water Resources and Coastal Zone Management, Environmental Research, Global Climate Change, Environmental Planning and Policy, and Total Environment Obligations.



The Master Table report can be chosen for ALL BUREAUS or for any specific bureau by selecting from the *Bureau* pull down list. Individual projects can be selected for display from the *Project* pull down list. The reports can then be displayed on the screen, printed or graphed by using the corresponding radio button. The graph option uses MS Graph which is detailed at the end of this document.

APPENDIX A

Buttons and Controls:

Buttons and controls are used to manipulate the various program functions. Within a program screen there are two options to access buttons and controls: use the TAB key to move from object to object, or use the mouse by moving the mouse pointer to an object and click the left mouse button. The program uses four function keys to make choices and selections:

<u>Key</u>	<u>Function</u>
Push button 	Accesses the command or module written within the button. The button action is taken upon moving the mouse pointer on the object and clicking the left mouse button, highlighting the push button and pressing the enter key, or by pressing the Alt key and the <u>underscored key</u> simultaneously (e.g. <u>H</u> in this example)
Pull down list 	Selects a choice from a list that pops open when accessed. To make a selection first access the pull down list by moving the mouse pointer on the object and click, or by using the TAB button to move to the list and pressing the space bar. Once the list is open the selection can be made by scrolling down to the choice desired by using the scrolling buttons on the right or the up/down cursor keys and hitting enter or clicking on the choice with the mouse.
Radio button 	Selects one option from among several. To select move the mouse pointer to the choice and click or use the up/down cursor keys to move to the choice and press the space bar.
Check Box 	Selects several options from among many. All of the check box options can be selected at once. To do so simply move the mouse pointer to the option and click or use the up/down cursor keys to move to the option and press the space bar.

APPENDIX B

MS Graph Instructions

MS Graph is used to create graphs from the data in the Analyzer databases. Select **Graph** from either the **AC/SI Reports** or the **Master Table** and push the **Do** button to launch the GraphWizard. The GraphWizard prompts the user for the type of graph, the data fields setup, and the graph title. It then uses this information to create an initial graph which can be **Zoomed** (enlarged on the screen), **Printed**, or **Saved As** a printer format file to be printed later.

To edit the zoomed graph launch MS Graph by double-clicking anywhere in the graph window. This will display the MS Graph menu bar, the Data sheet window, and the Chart window. Select **Help** from the menu bar for detailed instructions on using MS Graph.