M&E database changes (22nd March 2017)

1. All Tools

- Users can delete recent records created within the last 24 hours.
- Users can unlock their own “locked” records for further editing.
- Next and Previous buttons have been added at the bottom of each page to make it easier to navigate to the next or previous page when entering data.

2. Form AA

- **Mandatory questions**: All questions except AA-1:6 have been made mandatory to improve the quality of the data keyed into the database.

The database will display an error list at the top of unanswered questions when you click the SAVE button. You will be required to complete these question (if any) before the form can be saved.
AA-1.6.1: improved and simplified process of associating a stakeholder with an engagement.

- The date of engagement has been removed
- Instead, you should select the engagement you added in A1 from the list. A preview button has been added to allow you to view the details of the A1 engagement you have selected, without having to leave the page you are currently on. This might be useful in scenarios where you have logged more than one engagement on a given day. You will be able to confirm the details easily and verify that you have selected the correct A1 engagement.

- For each engagement, you will be required to re-assess and rate the power of the stakeholder in the spheres of their influence. Whilst the questions are similar to those in AA-1.9, these are intended to capture changes in rating over time as you engage with this stakeholder.

- AA-1.9
  - This question has been changed to use a slider with a scale of low, medium and high.
  - The issue with default dates has been resolved.
• Question AA-1.9 is completed when you first log the stakeholder. Then it is locked to prevent further editing. You can use AA-1.6.1 to rate the stakeholder based on subsequent engagements you may have with them in the future.

3. Form A1

• **Mandatory questions**: The following questions must be completed before the form can be saved. You should complete all questions on the tool where possible to improve the quality of the data, which results into more meaningful outputs and database reports.
  
  - Name of research trial
  - Stakeholder(s) engaged – this is a new question
  - Name of person who did the engagement
  - Title/position of person who did the engagement
  - 1. Date of Engagement
  - 2. Mechanism of engagement
  - 4. FOCUS OF ENGAGEMENT (can choose many)
  - Q13. OUTCOME NARRATIVE
  - Q15. NEXT STEPS

Please correct these errors:
- 'Name of research trial' was not specified but is required
- 'Please select at least one stakeholder for this engagement and complete the power of rating section for each selected stakeholder.'
- 'Name of person who did the engagement' was not specified but is required
- 'Title/position of person who did the engagement' was not specified but is required
- 'Date of Engagement' was not specified but is required
- 'Type of community engagement' was not specified but is required
- 'Q4: focus of Engagement' was not specified but is required. Select at least one option
- 'Q13. OUTCOME NARRATIVE' was not specified but is required
- 'Q15. NEXT STEPS' was not specified but is required
- Stakeholders
  - This is a new question. You should select one or more stakeholders associated with this specific engagement.

  - When you select a stakeholder, a new set of “rating of power” questions are added at the bottom of the page.

You can hide/show the list by clicking on the section heading for each stakeholder. There are scenarios where this might be useful e.g. when you have selected many stakeholders. You might want to hide the stakeholder sections you have completed to avoid having to scroll down.

There are two ways of associating a stakeholder with an engagement. You can either
- Add an A1 engagement and then edit the stakeholder to add an association with this engagement
- OR you can add the stakeholder when adding the A1 entry.

Since A1 and AA are linked, either approach will work and the changes will be applied to both A1 and AA. When you view both AA and A1, you will see the same information displayed in two ways, by stakeholder and engagement. You don’t need to link stakeholders to engagements on AA if you have already linked them using A1.