

**LGMD is an initiative of the Prime Minister's Office – Regional Administration and Local Government (PMO-RALG). The latest version of LGMD, together with related resources, such as the series of manuals listed below, can be downloaded from the MIS section of the PMO-RALG website [www.pmoralg.go.tz](http://www.pmoralg.go.tz)**

**Further information on MKUKUTA can be obtained from the website [www.povertymonitoring.go.tz](http://www.povertymonitoring.go.tz)**

**The LGMD software has been engineered by the University Computing Centre Ltd, Dar es Salaam [www.ucc.co.tz](http://www.ucc.co.tz)**



**This manual, together with the other manuals listed below, is contained on the LGMD CD**

<b>Ref</b>	<b>Title</b>	<b>Content</b>	<b>Language</b>
LGMD1/En	LGMD Operational Manual	Software installation and operation	English
LGMD2/En	LGMD Co-ordinator's instruction manual	Full instructions about the LGMD system	English
LGMD4/En	LGMD Sector supervisor manual	Instruction Manual for Sector Supervisors, including training outline for data providers	English

**Support is also available online in the MIS section of the PMO-RALG Website at**

**[www.pmoralg.go.tz](http://www.pmoralg.go.tz)**

### **Abbreviations**

LAN	Local Area Network
LGA	Local Government Authority
LGMD	Local Government Monitoring Database
MIS	Management Information System
MKUKUTA	Mwongozo wa lugha rahisi wa Mkakati wa Kukuza Uchumi na kupunguza Umaskini Tanzania
PMO-RALG	Prime Minister's Office, Regional Administration and Local Government
TSED	Tanzania Socio-Economic Database

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## 1 Introduction

### 1.1 Overview

The Local Government Monitoring Database (LGMD) is a specially-designed database for collecting information routinely from villages, mtaa, wards, districts and the pro-poor sectors - health, agriculture, education, water, roads and lands. It can run on most computers and can also operate on a local area network. All data collected at LGA level is entered into the LGMD computer system there and forwarded as a computer file once a year both to the regional headquarters and to PMO-RALG in Dodoma, where LGMD forms a central component of the PMO-RALG Management Information System. At regional level a special version of LGMD is used and is called the LGMD Meso. At PMO-RALG MIS, the software is called the LGMD Macro. If desired, as an option for experienced users, LGMD can be used in conjunction with the Tanzania Socio-Economic Database (TSED) v3, if this has been previously installed on the computer. LGMD automatically feeds the values of indicators to TSED for displaying on maps or tables.

### 1.2 Functions

The database can be operated in either English or Kiswahili and enables users to:

- Print special forms for collecting data from villages, wards, the LGA and service delivery facilities
- Enter the data from the completed forms into the computer
- Automatically check for obvious errors
- Print feedback forms for data providers
- Produce various reports, graphs and comparative tables of standard indicators for data providers and data users
- Produce a computer file of new data to forward by e-mail or diskette to the Regional Secretariat and PO-RALG in Dodoma
- Pass indicator data to TSED v3 if installed

### 1.3 System Management

The LGMD system is normally the responsibility of the District Planning Officer, who will delegate the day-to-day running of the system to the **LGMD Co-ordinator**. Each sector is normally looked after by a **sector supervisor**, who in turn supervises the **data providers**. The WEO would normally act as a Sector Supervisor for villages/mtaa data providers (i.e. VEOs and mtaa chairpersons), the District Health officer for health facilities, the District Education Officer for primary schools, and so on.

Data providers are those who, once a year, provide data for the system by entering it on specially printed data collection forms.

Actual data entry is the responsibility of the LGMD Co-ordinator, who may delegate where necessary if there are suitably skilled personnel to carry out the task.

Full instructions for the LGMD Co-ordinator are contained in the *LGMD Co-ordinator's Manual*, which complements this manual. There is also a manual available for the sector supervisors, and for data providers. All the manuals are all contained in the CD, as Microsoft Word files, in the directory called 'Manuals'.

## 1.4 Configuration

The LGMD micro is designed to run in an LGA either on a 'stand-alone' computer or on a number of computers running on a local area network (LAN). Because the main data tables are common, **it cannot run on different 'stand-alone' computers**. All users of the system must be interconnected by a LAN (see Fig 1.1). LGMD does not take up much disk space and can operate on computers running Windows 2000 or later. The program is distributed on a single CD and can be easily updated whenever a new version is released without any loss of data.

At any particular location, a stand-alone computer can run LGMD for more than one LGA, if the software is set up on separate directories. The data for each LGA are held separately within the computer and can be forwarded separately to the respective region and PMO-RALG Dodoma.

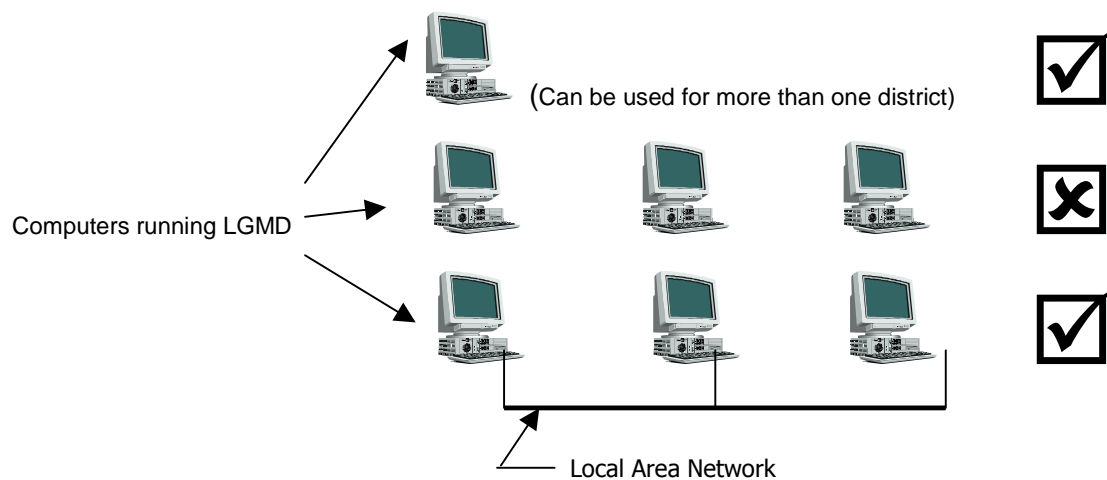
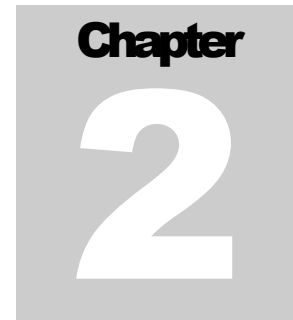


Fig 1.1 Configurations for running the LGMD micro at an LGA



## 2 Setting up LGMD

### 2.1 Starting the program

The following steps have to be taken to start using the program. *Before you install the program, check that the computer internal clock date is correct. To check it, go to Start/Control panel/Date and Time and change if necessary.*

#### 2.1.1 Setting up LGMD

Using the CD:

- Close all programs on the computer
- Insert the CD in the drive
- Start Windows Explorer by clicking Start/Programs/Windows Explorer **or** right-click on the Start button, then left-click Explore
- Using Windows Explorer, find the file called LGMD.exe on the CD in its drive, usually drive 'D'
- Double-click the LGMD.exe file and follow the instructions on the screen
- The LGMD software will be set up on the default directory

**c : \LGMD**

- In addition, an icon will appear on the computer 'desktop', called 'LGMD'

#### 2.1.2 Starting LGMD

- Either click the desktop icon described above **or** click Start/(All) Programs/**LGMD**. The program will then start.

When the program starts up you will see the following screen



Fig 2.1 Login Screen

Enter the word **user** as your login name, and **lgmd** as the password. (Either lower case or upper case may be used).

You should then see this:

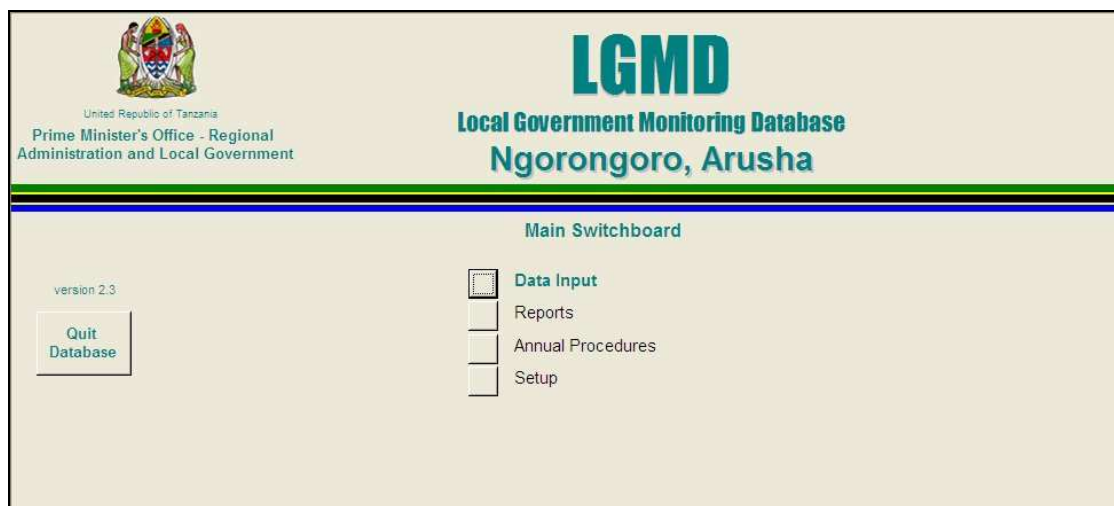


Fig 2.2 Main Menu

If you wish to change language to Kiswahili, click on ☉ **Kiswahili**. The program will remain in the language which was used last.

If at any time you wish to close the program, click the button marked 'Quit Database' at the top left.

## 2.2 Setting up the Database

Click the button labeled **Setup**.

The following screen appears



Fig 2.3 Setup screen

Click **Database Setup**

The following screen appears

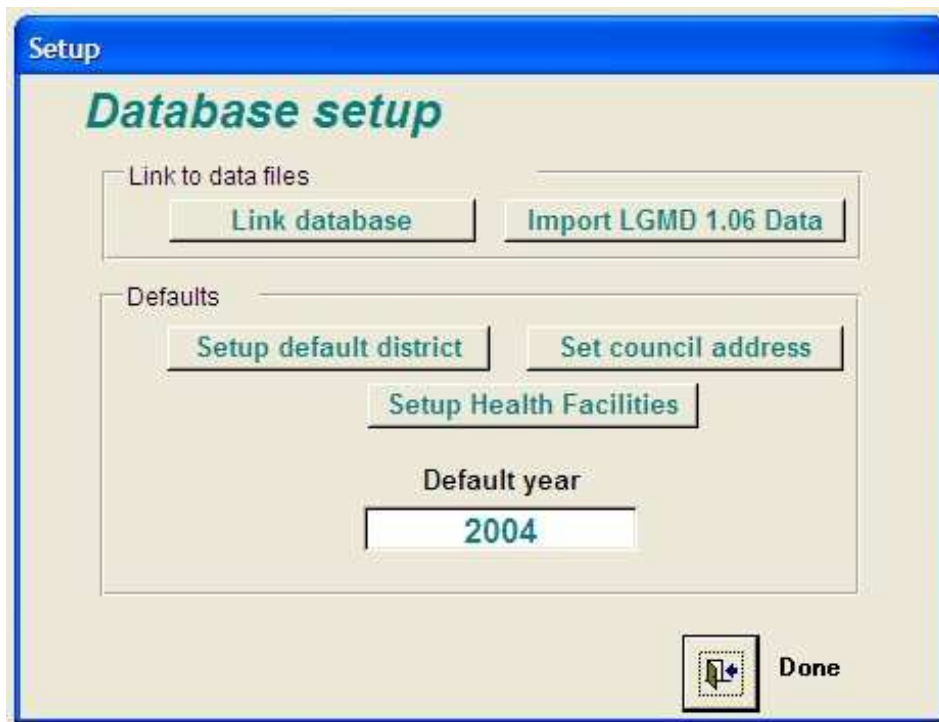


Fig 2.4 Database Setup screen

If you wish to return to a previous screen at any time, click the button at the bottom right with the open door picture as shown below.



## 2.2.1 Setting the District

Click **Setup Default District**

A drop-down list of all districts in Tanzania then appears



Fig 2.5 District Selection screen

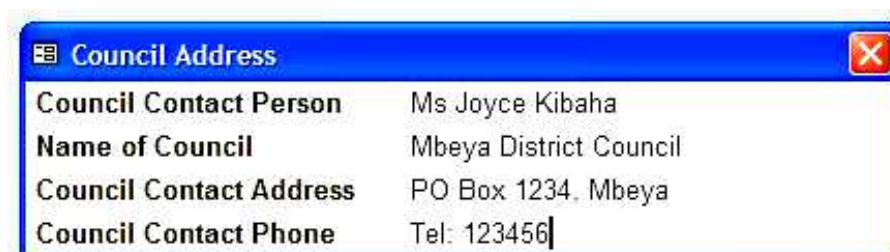
Select the required district from the list by highlighting it and clicking the button named **Setup district**. When asked to confirm click **Yes**.

The computer is now set up to print data collection forms, etc, for the district you have selected. Please note that if it is required to use the computer for another district, another installation of the software in another computer directory will be required.

## 2.2.2 Setting the Council Address

Click **Set Council Address**

Enter the Council contact person's name, the LGA address and LGA phone number to appear on each data collection form. The example below illustrates this.



### 2.2.3 Setting the default year

The next requirement is to enter the data default year, or the year that the computer will automatically assume is the year of the data entered. Normally this is the year that has just passed. Enter the required year directly in the box shown in Fig 2.4

### 2.2.4 Setting up Health Facilities

Click **Setup Health Facilities**

The following screen appears:

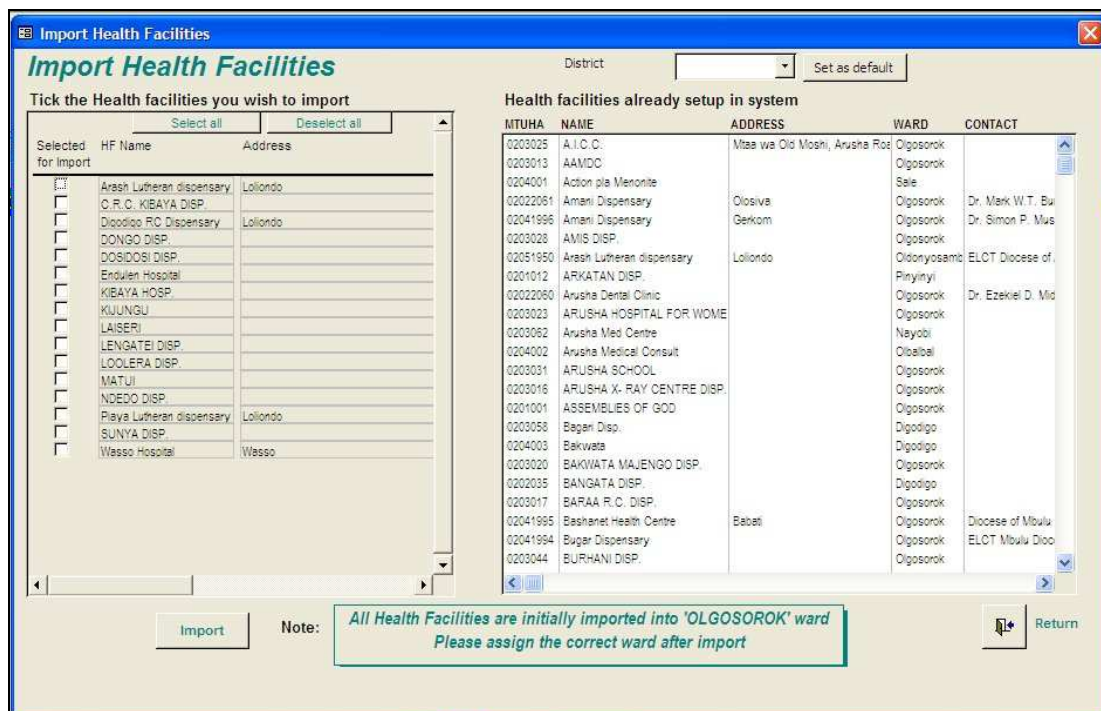


Fig 2.5a Health facility setup screen

The screen will display the registered facilities in the district. Tick the facilities which it is required to enter into the system (you can **Select All** by clicking the button). Click the **Import** button to enter all facilities automatically into the system. Note that all are imported to only the ward shown. After importing, go to the screen described in paragraph 2.3.2 below to associate each facility with the correct ward.

### 2.2.5 Adding or editing users

Click on the word **File** at the top of the screen as shown below. Select **Add User**, **Edit User** or **Delete User** as required. If the user has rights, the following appears:



For Add User, the following appears:



Fig 2.6 Add/edit user screen

User or Logon names or passwords can be changed directly on this screen.

By clicking the **Add user** button a user can be added to the system at one of two levels: user or supervisor. User level allows the operator to enter and amend data, add facilities and print reports.

Supervisor level operation is required to:

**Set the District**  
**Set the default year**

- Add/amend users
- Change passwords
- Create new records
- Export data

## 2.3 Adding Schools, checking and editing Health Facilities, Wards and Villages/Mtaa

Having entered the names of all the villages, the next task is to enter the details of Primary Schools and edit the ward allocation for Health Facilities.

### 2.3.1 Adding a School

From the setup menu (Fig 2.3) select **Add/Edit Primary School**. The following screen then appears:

The screenshot shows a software window titled "Add Primary School" with a blue header bar. Inside the window, there is a logo for the United Republic of Tanzania and the text "United Republic of Tanzania". The main heading is "Add Primary School". The form contains several input fields: "Name" (Ngara Primary School), "Min of Education ID" (KA05044), "Ward" (Ntobeye), "Village/Mtaa" (Ntobeye), "Status" (operational), "HeadName" (Ms Rehema Ngara), "Address" (P.O. Box 1234, Ngara), and "Phone" (024 2345678). There is a "notes" section with a large text area. At the bottom, there are buttons for "School List", "Add", "Delete", and "Done". A status bar at the bottom shows "Record: 1 of 105".

Fig 2.7 Screen for adding a primary school

Enter the name of the school, then the Ministry of Education Identification number used for examination purposes. If this is not known enter a temporary number (letters can be used also) until the correct number is known. Note that every school must have a different reference number. Enter the other details and then click the **Add** button to add another school. When finished, click the **Return** button to go back to the main menu. If an error is made, click the **Delete** button and re-enter the details.

Continue entering details of all the schools for which data is available. To check all the schools entered, click the button labeled **School List** at the bottom left of the form.

### 2.3.2 Editing ward allocation of Health Facilities

When LGMD is set up for a particular local authority, details of all the registered health facilities are automatically entered. However, the actual ward in which the facility is located had to be altered manually. To do this, select **Add/Edit health facility**. The screen shown in Fig 2.8 appears.

For each facility, select the appropriate ward from the drop-down list and move on to the next facility using the small ► button at the bottom left of the screen. To add a facility which is not listed carry out the following procedure.

The MTUHA reference number, if known, should be entered in the first box. If it is not known, a temporary reference should be used. This can be a mixture of letters and numbers. The reference for each health facility must be different, and a warning will be given if the same reference is used.

Once the details are entered, click the **Add** button to add another facility, or **Return** to the previous menu.

To display a full list of facilities entered, click the **HF list** button at the bottom left of the screen.

The screenshot shows a software window titled "Add Health Facility" for the United Republic of Tanzania. The form includes the following fields and controls:

- MTUHA ref:** Text box containing "010".
- HFName:** Text box containing "RUGANZO".
- Ward:** Drop-down menu showing "Kibimba".
- HFTtype:** Drop-down menu.
- HFContact:** Text box containing "PASCHAL RUSASA".
- HFOperator:** Text box.
- Status:** Drop-down menu showing "operational".
- StatusDate:** Text box containing "03-Nov-2018".
- updated:** Text box.
- use:** Check box, checked.
- OpenDate:** Text box.
- CloseDate:** Text box.
- Address:** Text box.
- Phone:** Text box.
- notes:** Text area.
- Public sector:** Check box, unchecked.
- Service Area:** Check box, unchecked.

At the bottom of the form, there are four buttons: "HF List", "Add", "Delete", and "Done". A status bar at the bottom indicates "Record: 1 of 40".

Fig 2.8 Screen for adding health facility

### 2.3.3 Checking Villages and Mtaa

LGMD automatically enters the names of all the wards and villages/mtaa in the selected district. The names of wards and villages/mtaa should be carefully checked after installation. If any village/mtaa names are wrong or misspelled, you can edit them using the method below. Also you can add any missing villages/mtaa.

**Please note that the Coordinator should inform PMO-RALG MIS of any errors or omissions of villages or wards, by writing to the Director of MIS, PMORALG, or e-mailing full details to:**

***[mis@pmoralg.go.tz](mailto:mis@pmoralg.go.tz)***

Click **Add/edit Village/Mtaa**

The screen shown in Fig 2.9 appears:

Enter a number and the name of the village/mtaa. Use the next number available. (It must not be used already). Change wards by clicking the navigation button shown.

United Republic of Tanzania

**Add Villages/Mtaa**

Ward No **1** Name **Rusumo**

Vill/Mtaa	Village/Mtaa Name	VEO Name	Address
1	Kasharazi	Kenth Kepha	
2	Rusumo	Paul Makobero	
3	Kasulo (I)	Peter Kapala	
4	Kasulo(II)		
5	Kasulo (I) Camp 'A'		
6	Kasulo (I) Camp 'B'		

Click here to see full list of villages/mtaa

Click here to change wards

Village/Mtaa list Done

Record: 1 of 17 (Filtered)

Fig 2.9 Adding villages and Mtaa

### 3 Using LGMD

#### 3.1 Creating Blank Records

Before LGMD can operate and each new year of operation, blank records have to be created which then have data entered on them. Blank records are produced as shown in the following table:

Description	One record per
Villages/mtaa data	Villages/mtaa
Ward data	Ward
District data	District
Agriculture data	Ward
Health data	Health facility
Education data	School
Water data	District
Land data	District
Roads data	District

To create the required records, go to the **Annual Procedures** screen from the opening menu and click **Create Empty Records**. The following screen appears:



Fig 3.1 Create Records screen

Enter the year for the required records (normally the year which has just finished) and then click the button below the year box to create annual records. Note that if the records already exist, they will not be over-written, any existing data being preserved.

*Note that this procedure must be carried out whenever a primary school, health facility, village or mtaa is added. No harm will be done to all the existing records.*

### 3.2 Printing the Data Collection Forms

First check that your computer is set up to print A4 size<sup>1</sup>. Forms and reports are designed for this size of paper. In order to collect data, a specially-designed form has to be printed for each village/mtaa, health facility, school, etc. These forms are coded and there are several options depending on what forms are required. All options are accessed from the screen shown in Fig 2.2 by clicking the **Annual Procedures** button. By selecting the **Data collection forms** option, the following choices appear:



The image shows a menu with a light beige background. On the left side, there is a vertical column of ten square buttons. The top button is highlighted with a dashed border. To the right of each button is a text label. The labels are: 'Village/Mtaa' (in green), 'Ward', 'District Financial', 'Primary school', 'Health facility data', 'Ward Agricultural', 'District roads', 'District land', 'District water', and 'Return' (in green). The 'Return' button has a small icon of a mouse cursor pointing to it.

Fig 3.2 Data collection forms options

#### Village/Mtaa data collection forms

Click the **Village/Mtaa data** option to get the following:

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<sup>1</sup> To set the paper size, click Start/Control Panel/Printers then right-click on the printer used, then left click Properties, then Preferences and select A4 as the paper size. (The actual steps will vary according to the operating system)



Fig 3.3 Villages/Mtaa data collection form options

The options are:

- Blank forms without the village/mtaa name (for photocopying if preferred)
- Forms for each village/mtaa in the entire District
- Forms for each village/mtaa in a particular ward
- A form for a specific village/mtaa

The first option gives the collection form shown on the left, and all other options like that shown on the right, with the appropriate village/mtaa name.

Fig 3.4a Village/Mtaa blank data collection form

Fig 3.4b Village/Mtaa specific data collection form

By clicking the **Preview** button, the form appears on the screen and actual printing of the form can be done by clicking the word File at the very top left of the screen.





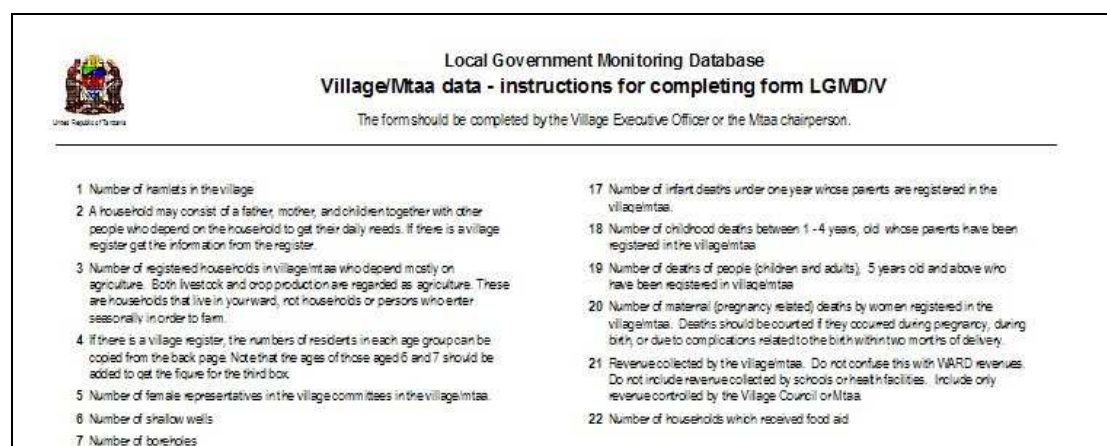
**Note:** Clicking the small printer logo gives less control over what is actually printed and may result in unwanted forms being printed.

By selecting one of the other options from the screen in Fig 3.2, any of the other data collection forms can be printed.

The forms are designed to be distributed once a year by the LGMD Co-ordinator to the Sector Supervisors, who will then distribute them to the respective data providers. Full details are given in the LGMD Co-ordinators Instruction Manual.

### 3.3 Instructions for Data Providers


In order to ensure that the data gathered on the forms is as accurate as possible, printed instructions are available for each form in both Kiswahili and English. They can be previewed and printed from the button labeled **Instructions** from the **Annual Procedures** menu. These should be sent out with the data collection forms to all data providers through the Sector Supervisors.



3.5 Instruction sheet

### 3.4 Checking Data Collection forms

The number of forms distributed for data collection each year for a typical district would be around 150 - 300, mainly consisting of the village/mtaa forms. In order to keep track of which forms have been returned and from which data has been entered into the computer, a special report can be printed, listing the forms which have not been entered into the computer. (See Fig 3.6). Click **Reports/Checks/Missing Record Sheets**.


**Missing Data Collection Forms**  
 as at 27/05/2004 06:33:28  
**2002**  
**Bukoba Rural, Kagera Region**

---

**Missing WEO returns**

Ward	WardName	WEO	Contact
3	Kasambya		
7	Kakunyu		
8	Ruzinga		
15	Bugandika		
16	Kitobo		
17	Buyango		
25	Maruku		
26	Kanyangereko		
27	Kyamuraille		
28	Katoro		
30	Nyakibimbili		

Fig 3.6 Missing data collection form report

### 3.5 Entering Data

When a form is received after completion, the date it was received should be entered manually at the top right hand corner in the space provided, marked 'official use only'. The initials of the person receiving the form, normally the LGMD Co-ordinator, should also be entered.

To access the data input computer screens, click on the button marked **Data Input** on the main menu shown in Fig 2.2. The following choices are presented:

**Data Input**

- Village/Mtaa
- Ward
- District
- Education
- Health
- Agriculture
- District roads data
- District land data
- District water data
- Return

Fig 3.7 Data input screen

### 3.5.1 Data entry screens

The computer screens which appear are similar to the data collection form, with the extra (coloured) boxes filled in automatically by the computer.

Fig 3.8 Village/Mtaa Data Input screen

The order for entry of data is:

**Date received (yellow box)** - enter the date written in the box in the top right hand corner of the data collection form.

Fig 3.9 Detail of village/mtaa data collection form

**Completed by** - enter the name of the person whose name is in the box marked 'Completed by'. The 'VEO name' and 'VEO address' should be checked and changed if necessary.

Other data items:

Continue to enter the items as the computer cursor moves from box to box. Note that at some points the computer will calculate a total and enter it automatically in a

blue colored box. When all the data are entered, click return to save the record and continue.

In some data input screens, there is a 'drop-down list as shown in Fig 3.10. In this case, find the code which has been entered on the form and click on it to insert the actual name of the item. For example, if there is a '1' in the first box for the cash crops code, click on the small grey box to the right of the item on the screen to drop the list of codes and items. Click the '1' on the list to enter 'Cotton' automatically.

Code		Highest price (Tsh)
		0
1	Cotton	0
10	Tomatoes	0
11	Groundnuts	0
12	Wheat	0
2	Coffee	
3	Tea	
4	Tobacco	
5	Cashew	
6	Pyrethrum	
7	Sunflower	
8	Maize	
9	Millet	

Fig 3.10 Detail of code entry on data input screen

### 3.5.2 Checking the data

When all data are entered, the button at the bottom centre of the screen marked **Check** (shown in Fig 3.8) should be clicked. This will automatically check for obvious errors in the data, such as:

*'Number of farming households'* is greater than the *'Number of households'*, which would obviously be impossible.


The errors, together with a note of any data items which are missing, are automatically displayed and can be printed out if required. A section of a sample report is shown in Fig 3.11.

United Republic of Tanzania		<b>Error Report</b>		validation run on 29-May-2004 05:50
Form: LGMD/ E		year = 2002		
Village/Mtaa	Error code	Description of problem		
Bugarama (KA051061)	E1413 error	Number of grade III A teachers cannot be more than the number of teachers.		

Fig 3.11 Error report

### 3.5.3 Feedback Forms

After checking the data and entering any corrections, it is important to send a 'feedback' form to send to the person who collected the data. This can be displayed by clicking the **Feedback form** button at the bottom left of the screen shown in Fig 3.8. The form for villages/mtaa is shown in Fig 3.12. The feedback form contains all the data entered together with calculated indicators and is designed to be displayed in a public place in the village or mtaa to which it refers. If there was an error report, and the errors have not been corrected, it should also be sent to the person named on the form.



## ARKATAN PRIMARY SCHOOL

---

Primary School data

Min Ed ID: 
HeadName: 
Address: 
Tel:

Data provided by 
Received on

at 31 December 2004 between 1 Jan and 31 Dec 2004

	male	female
1. Total children on school register	308	307
2. Standard IV pupils	201	497
3. Standard VII pupils	425	696
4. Number of standard IV pupils who passed exam	235	577
5. Number of pupils accepted to form I	550	553
6. Number of pupils completing St VIII who were in the same school in St I	1,285	1,171

20. Total Number of Grade III A teacher

21. Number standard VII pupils who passed

	male	female
Passed at Grade A	159	44
Passed at Grade B	163	156
Passed at Grade C	45	38
Passed at Grade D	74	137
Passed at Grade E	75	31

Disabilities

	male	female
7. Number of male teachers	79	
8. Number of female teachers	114	
9. Number of classrooms	31	
10. Number of desks	101	
11. Number of latrine pits	102	
12. Number of offices for staff	77	
13. Mentally impaired	145	205
14. Blind	53	149
15. Deaf	34	34
16. Mute	91	109
17. Cripple	112	159
18. Albino	107	45
19. Other	84	94

Drop-outs

	male	female
22. Truancy	105	217
23. Pregnancy		33
24. Deaths	43	78
25. Other	50	93

**School Indicators**

Total number of enrolled pupils	1,015	Drop out rate of girls in primary schools	82.54	Rate of girls who passed with grades A,B,C	45.92
Girl/boy ratio in primary schools	1.00	Drop out rate in primary schools	82.79	Rate who passed with grades A,B,C	60.89
Pupils per teacher	5.25	Female dis-abled pupils in primary schools	82.12	Rate of boys who passed St I unable to go to Form I	-38.88
Pupils per classroom	32.74	Male dis-abled pupils in primary schools	107.59	Rate of girls who passed St I unable to go to Form I	-33.19
Pupils per desk (static desk)	10.05	Rate of disabled pupils in primary schools	58.59	Rate of pupils who passed St I unable to go to Form I	-35.14
Rate of female teachers in primary schools	89.07	Rate of cohort completing St I (girls)	302.35	Transition rate from St I (girls) to Form I	95.13
Rate of Grade III A teachers	31.09	Rate of cohort completing St I (boys)	167.53	Transition rate from St I (boys) to Form I (boys)	129.41
Standard IV pass rate	130.86	Rate of cohort completing St I (girls)	216.51	Transition rate from St I (girls) to Form I (girls)	79.11
Drop out rate of boys in primary schools	38.86	Rate of boys who passed with grades A,B,C	91.06	Ratio of boys (girls) to boys	0.20

Fig 3.12 Ward data feedback form

### 3.5.4 Other Data Entry

The data for the following sectors are added in the same way as for villages and mtaa with appropriate checking and feedback forms:

- Ward data
- District financial data
- Education data
- Health data
- Agriculture data
- Water data
- Roads data
- Land data

### 3.6 Reports

LGMD can produce many reports for different purposes and for different data users.

Click the **Reports** button on the main menu. The following screen appears:

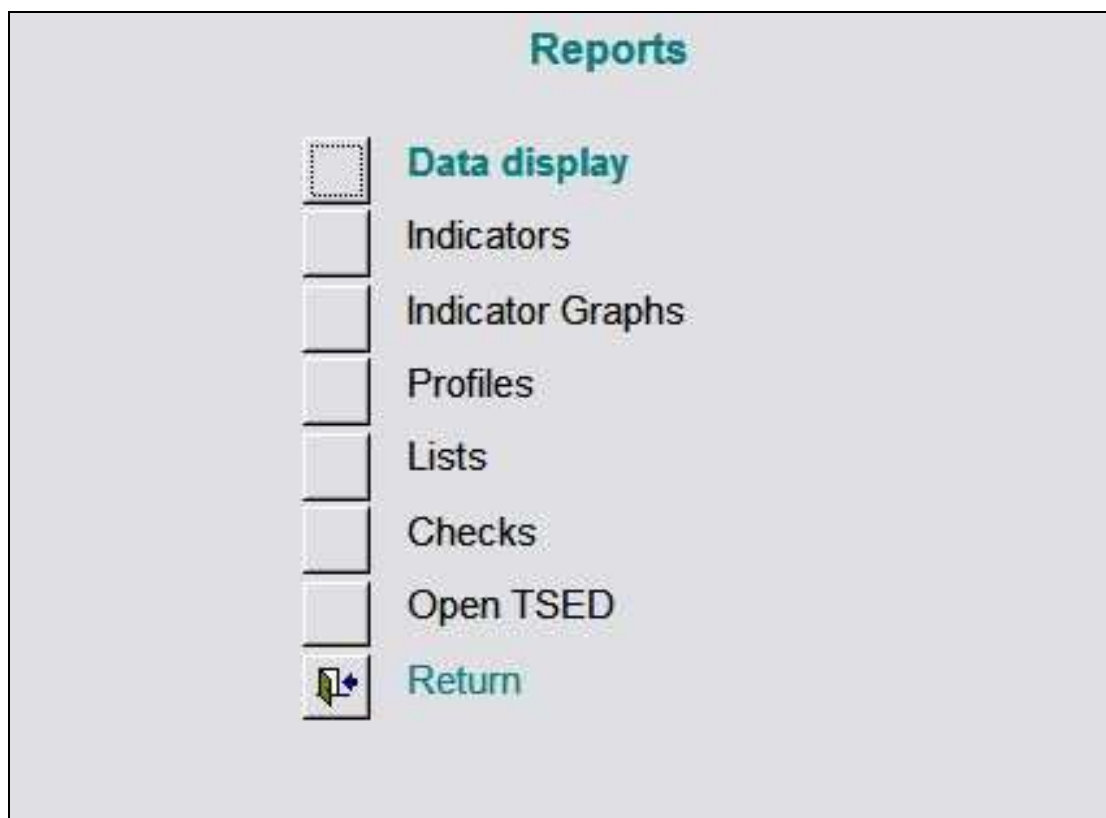


Fig 3.13 Reporting options

#### 3.6.1 Data Display

This button enables the user to view the data collected at the various levels, aggregated up to district level. All sectors are available and all screens have a 'drill down' facility to display the underlying data. Selecting Village/Mtaa data will show a screen with the total aggregated figure for the district. (Fig 3.14)

Village/Mtaa data by district for 2002																
District Name	0-12 Months		13-60 Months		6-7 years		8-13 years		14-18 years		19-44 years		45-60 years		Over 60 years	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
▶ <a href="#">Mtwara</a>	5,191	4,850	15,741	13,884	8,107	7,718	15,572	15,180	12,673	11,765	26,814	23,265	16,100	13,361	4,884	4,876

Fig 3.14 Aggregated Village/Mtaa data for the district

To 'drill down' to view the figures for the wards, click on the blue underlined name of the district and the details by ward will be displayed (Fig 3.15). Click on a ward name and the details of each village/mtaa in the ward will be shown.

Village/Mtaa data by ward for 2003																
Ward Name	0-12 Months		13-60 Months		6-7 years		8-13 years		14-18 years		19-44 years		45-60 years		Over 60 years	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
<a href="#">Bugarama</a>	314	249	810	791	550	535	862	974	554	483	1,192	908	803	558	145	213
<a href="#">Bukiriro</a>	384	284	1,250	892	416	402	1,011	1,012	744	589	1,221	1,047	946	472	199	180
<a href="#">Kabanga</a>	401	507	1,240	1,170	917	740	1,853	1,699	1,003	893	2,839	2,206	2,080	1,770	962	1,060
<a href="#">Kigazi</a>	272	216	749	844	365	343	758	765	1,355	1,434	1,578	1,420	1,110	1,063	628	547
<a href="#">Keza</a>	188	157	636	618	308	275	520	598	283	235	657	511	276	140	49	64
<a href="#">Kibimba</a>	212	188	808	685	391	412	960	851	622	648	1,175	1,164	584	540	283	297
<a href="#">Kirushya</a>	151	141	516	473	296	241	699	726	450	425	1,226	1,050	304	268	186	145
<a href="#">Mahawe</a>	317	324	766	616	357	320	685	587	671	709	1,902	1,382	1,197	1,035	271	179
<a href="#">Muanza</a>	271	218	1,003	691	345	345	831	836	503	436	744	637	884	414	188	170
<a href="#">Mwoma</a>	237	215	716	584	466	508	952	826	728	759	1,445	1,391	588	488	426	427
<a href="#">Murusagamba</a>	314	266	880	854	443	401	821	839	581	513	1,449	1,142	644	537	133	180
<a href="#">Ngara imizi</a>	141	132	505	456	237	223	623	651	461	440	1,271	1,099	390	335	206	180
<a href="#">Nyohwe</a>	190	169	373	267	189	229	479	389	414	442	882	931	388	319	198	228
<a href="#">Nyakiasa</a>	352	419	715	644	277	353	481	492	554	485	1,776	1,580	1,258	1,106	148	133
<a href="#">Nyamiyaga</a>	197	171	1,605	1,467	1,084	1,026	1,459	1,361	1,131	950	1,719	1,555	993	976	262	288
<a href="#">Rulenge</a>	394	334	912	908	663	514	1,079	971	1,234	1,046	1,872	1,511	825	678	398	301
<a href="#">Rusumo</a>	504	441	1,542	1,260	506	498	998	1,088	751	773	2,090	2,151	1,582	1,546	52	151

Fig 3.15 Village/Mtaa data by ward

In a similar manner, all the data collected in each sector is available. Certain data items are collected using codes and are displayed separately from the other data items in the sector. The only coded data items are *food crops* and *cash crops* in the Agriculture sector.

To view the figures for these data items, it is necessary to go to the indicators screen described in the next section.

### 3.6.2 Indicators

Before the indicator screen is displayed, the program asks if you want to refresh the indicators. When new data has been added, the answer should be 'Yes', otherwise 'No'. If a positive answer is given, the system enters the 'data warehousing' mode in which the hourglass will appear and all the indicators are re-calculated from the basic data items. There will be a delay for a while, the length of which depends on the speed of the computer. It will take at least 40 seconds, and often a lot longer. At the end of this time, the following screen will appear temporarily:

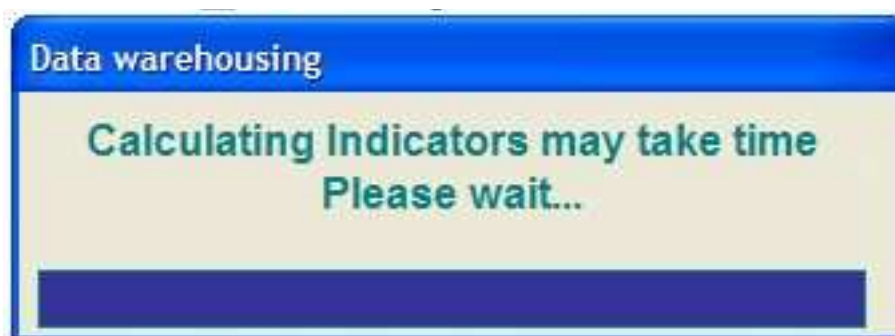



Fig 3.16 Data warehousing screen

Once the calculations are complete, the screen will appear like this:

Ward Name	% of households with bicycle	% of households with iron-sheet roofs	% of households owning a tractor	% of households owning an ox-plough	% of households with a radio	Daily manual wage level in the village/mtaa	Number of children per household	Number of household without land	% of orphaned children in village/mtaa
Bugarama			0		0.48		2.03	72	1.24
Bukinro			0		0.52		2.26	84	0.81
Kabanga	15	40	0	0.00	0.16	366.67	1.97	102	0.60
Kanazi	9	21	0		0.59	340.00	1.51	79	0.95
Keza	10	13	0		0.68	400.00	2.48	21	1.64
Kibimba			0		0.75		1.88	36	0.57
Kirushya	8	47	0		0.05	700.00	1.65	84	1.42
Mabawe	19	58	0	0.00	0.82	420.00	1.71	70	1.91
Muganza	14	9	0		0.94	466.67	2.23	42	0.53
Mugoma	19	74	0		0.46	300.00	2.05	86	1.53
Murusagamba	28	10	0	0.04	1.34	460.00	2.02	92	0.68
Ngara mjini			0		0.49		1.62	84	1.55
Ntobeye			0		0.07		1.66	28	0.78
Nyakisasa	39	25	0		0.44	400.00	1.48	27	0.46

Fig 3.17 Indicator screen (Poverty indicators)

The screens showing the indicators enable the user to 'drill down' by double-clicking the mouse on the name of the district or ward to see the underlying data.

To print the data displayed at any point, click the  button at the top left of the screen. To view the value of indicators not displayed, use the horizontal 'scroll bar' shown in Fig 3.18.

A report of highest food crop prices for the district would appear as follows:

Ward Name	Maize Highest price (Tsh)	Rice(Paddy) Highest price (Tsh)	Wheat Highest price (Tsh)	Sorghum/millet Highest price (Tsh)	Cassava Highest price (Tsh)	Beans Highest price (Tsh)	Sweet potatoes Highest price (Tsh)	Groundnut Highest price (Tsh)	Tomatoes Highest price (Tsh)	Dry peas Highest price (Tsh)
Bugarama	15,600			16,890				15,346	18,000	
Bukinro		17,000								
Kabanga				14,200						
Kanazi		14,100								
Keza						13,650				
Kibimba	12,000									
Kirushya			12,990							
Mabawe	14,500									
Muganza	10,000									
Mugoma	13,650									
Murusagamba	12,990									
Ngara mjini								17,000		
Ntobeye					10,000					
Nyakisasa		14,500								

Fig 3.18 Food crop report

### 3.6.3 Indicator Graphs

Selecting the Graphs option gives the following screen:



Fig 3.19 Indicator graphs screen

The required sector can then be selected, and the year. The default year appears for convenience.

Once the sector and year are selected, the appropriate level can be selected from the drop-down list. This automatically displays the available indicators as shown in Fig 3.20.

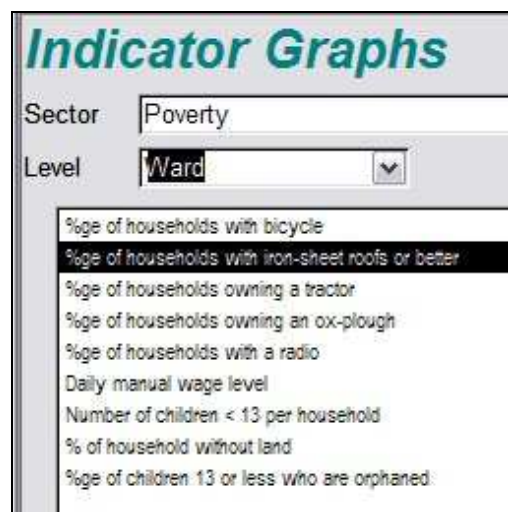


Fig 3.20 List of available poverty indicators at ward level

Select the required indicator and click the Preview button at the bottom of the screen. A graph is then displayed similar to the following:

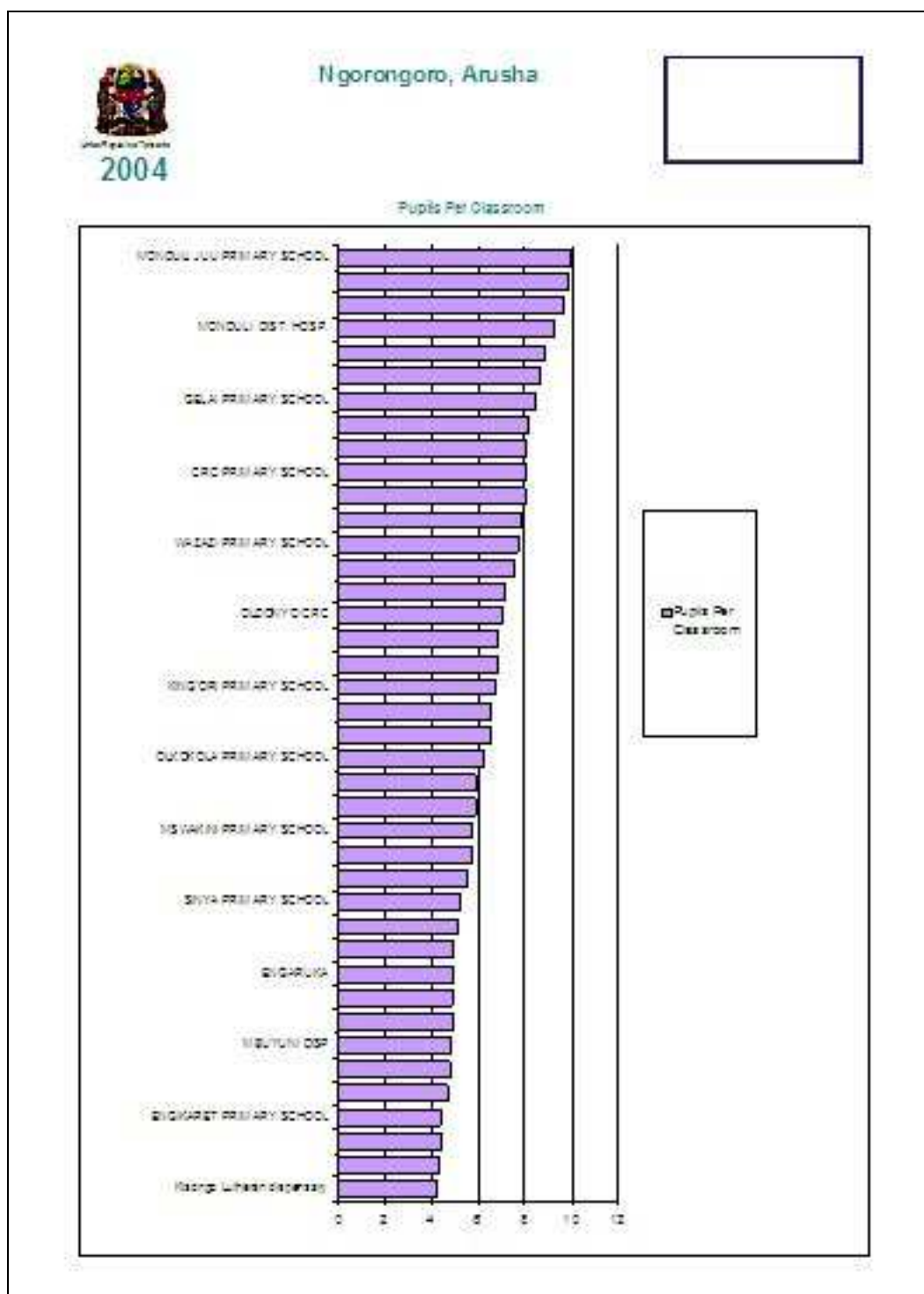


Fig 3.21 Graph of comparative education indicator at facility level (dummy figures)

By clicking the selections shown in Fig 3.22, different outputs can be obtained:

- Graph (with or without data)
- Comparative Table (with or without data)



Fig 3.22 Graphical display options

The comparative table output is shown in Fig 3.23.

In addition to selecting the display type, the number of items displayed on the graph or in the comparative table can be selected as Top or Least 5, Top or Least 10 or all values, using the selectors at the bottom left of the screen.

Kinondoni	
Comparative Table	
2004	
%ge Of Households With Iron-sheet Roofs Or Better	
WardName	
Kimara	37.65
Bunju	63.90
Kawe	83.79
Sinza	88.68
Mzimuni	91.69

Fig 3.23 Comparative table of indicator at ward level

### 3.6.4 Profiles

The profile reporting option will display either a District or Ward profile similar to that shown in Fig 3.24, containing the collected indicators for each sector.



# Arash

Ngorongoro, Arusha

## Ward Profile

### Population

	Male		Female		Total	
	Number	%	Number	%	Number	%
Total Population	8,219	96%	4,987	44%	11,158	100%
5 and under	4,080	96%	3,057	37%	7,110	64%
6+ and over	4,139	91%	1,930	27%	6,069	56%

### Education

Number of primary schools:  
 Number of pupils enrolled in primary school:  
 Net enrollment rate (enrolled per population 5 - 10 years):  
 Male net enrollment rate (enrolled per population 5 - 10 years):  
 Female net enrollment rate (enrolled per population 5 - 10 years):  
 Pupils per teacher:  
 Pupils per classroom:  
 Transition rate from Std VII to Form I (boys):  
 Transition rate from Std VII to Form I (girls):


### Agriculture

Number of households who depend on agriculture: 1,000  
 Number of households: 18,218  
 % of households who depend on agriculture: 5.7  
 Average number of hectares per farming household: 1.25

Fig 3.24 Sample ward profile

### 3.6.5 Lists

Printed reports of each sector can be pre-viewed with typical lists as shown in Fig 3.25.



### List of Villages/Mtaa in Ngara


Ward (code & name)	Village/mtaa (code & name)
<b>1 Rusumo</b>	1 Kasharazi
	2 Rusumo
	3 Kasulo (I)
	4 Kasulo (II)
	5 Kasulo (I) Camp 'A'
	6 Kasulo (I) Camp 'B'
<b>2 Nyakisasa</b>	1 Nyamahwa
	2 Kumugamba
	3 Kashinga
<b>3 Rulenge</b>	1 Rulenge
	2 Muyenzi
	3 Kanyinya
	4 Munjebwe
	5 Mbuba
	6 Kumwendo
<b>4 Keza</b>	1 Kazingati
	2 Keza

Fig 3.25 Village/Mtaa list

Similar lists can be pre-viewed or printed for **Health Facilities** and **Schools**

### Formulae for Indicators

A multi-page report is available containing a full list of all indicators and their formulae. Part of the first page is shown in Fig 3.27.



### Local Government Monitoring Database

#### Formulae for indicators

<b>Agriculture</b>		
<u>Indicator code</u>	<u>Indicator description</u>	<u>Indicator formula</u>
CA01	% ge of farming households receiving advice from extension officers	$lf(nz(A01,0)>0,Format((A02/A01)*100,"0.00"))$
<u>Data used for indicator</u>		
<u>Data code</u>	<u>Data description</u>	
A01	Estimated number of households who depend on agriculture in the WARD	
A02	Number of households which reside in the WARD which have received advice on improved agriculture this year	
<u>Indicator code</u>	<u>Indicator description</u>	<u>Indicator formula</u>
CA02	Number of demonstration plots per 100 farming households	$lf(nz(A01,0)>0,Format((A03/A01)*100,"0.00"))$
<u>Data used for indicator</u>		
<u>Data code</u>	<u>Data description</u>	
A01	Estimated number of households who depend on agriculture in the WARD	
A03	Number of improved agricultural demonstration farms or plots in the WARD	
<u>Indicator code</u>	<u>Indicator description</u>	<u>Indicator formula</u>
CA06	Tractor per 100 farming households	$lf(nz(A01,0)>0,Format((A08/A01)*100,"0.00"))$
<u>Data used for indicator</u>		
<u>Data code</u>	<u>Data description</u>	
A01	Estimated number of households who depend on agriculture in the WARD	
A08	Estimated Number of working tractors in the WARD	

Fig 3.27 Indicator List

### 3.6.6 Checks

Two options are available, Missing Data Collections forms and Data Validation

#### Missing data collection forms

In order to discover which particular data collection forms (data forms) are missing, click the **Missing Record Sheet** button. The report shows what forms have not yet been entered into LGMD (see Fig 3.6).

#### Validation

Validation of the data items in the various sectors can be analyzed for errors and omissions. Clicking the **Validation** option results in the following screen:



Fig 3.26 Validation report screen

The operator can choose whether the report will contain errors and/or warnings and/or missing data, and sectors are selected individually.

### 3.6.7 Open TSED

Where the Tanzania Socio-Economic Database<sup>2</sup> version 3 has been installed on the computer, clicking this option opens it and the following screen appears:

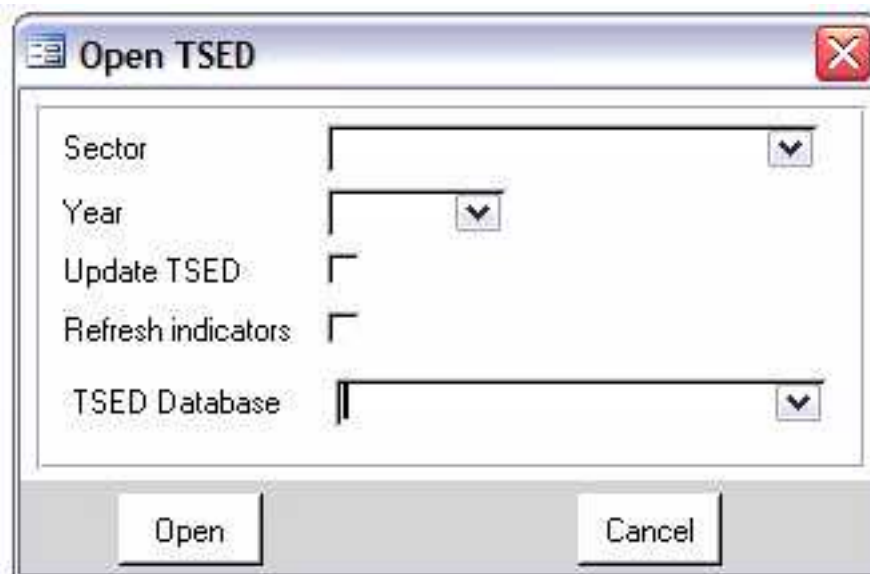


Fig 3.28 TSED opening screen

Enter the sector and the year of the data required and tick the Update TSED and Refresh indicators boxes. Then click Open to start the transfer of data. This may take a long time, as all the indicators are being re-calculated a very large amount of data is being transferred 'behind the scenes' to TSED. Once the data are transferred, TSED opens.

Once the data are transferred, TSED can be used to display the information in any form required.

### 3.7 Forwarding data to Regional Secretariat and PO-RALG, Dodoma

One of the main features of LGMD is the ability to forward data electronically to the region and to PO-RALG, Dodoma. This is done as follows:

Once all the data for the district has been collected, from the **Annual Procedures** screen, click **Data Export** to get the following screen:

---

<sup>2</sup> TSED may be obtained free of charge from the National Bureau of Statistics



Fig 3.30 Data Export screen

The name of the default district will appear, and the default year. Check the Hard Disk option, even although e-mail will be used to forward the data. Click **Export** and the software will display this box:



The export file containing all the data for the selected year will be stored in the following directory:

**C:\LGMD\DataExport**

The file will be called

**LGMD\_data\_003TZA0010XX0XX\_200X.mdb**

where X will vary from district to district and year to year.

This file must be sent as soon as possible to two different addresses either as an e-mail attachment or on a diskette.

3.7.1 To send the file as an e-mail attachment:

**Open your e-mail as normal and send the file in the directory above as an e-mail attachment<sup>3</sup> to PO-RALG headquarters at the following address**

**mis@poralg.go.tz**

Also send the same file to the local authority regional headquarters. Note the address here for future reference:

<p>E-mail Address of Regional Headquarters LGMD co-ordinator</p> <p>.....@.....</p>
---

The source of the data, i.e. the district from which it comes, is contained in code in the name of the file itself, but the e-mail should state that it is the annual data from LGMD from your district. In both cases, ***you must request the recipient to confirm receipt of the file.***

3.7.2 To send the file by diskette or USB Flash Disk

Copy the file to two new (virus-free) diskettes using Windows Explorer or similar method. Label the diskette clearly as LGMD data for 200X from District XXXXX.

a) Send one diskette to:

**Regional Planning Officer  
(for the attention of the LGMD Co-ordinator)**

at the Regional Headquarters address.

The sender should request the recipient to acknowledge receipt of the diskette.

b) Send the other diskette to:

**The Director of MIS (LGMD data)  
Prime Minister's Office, Regional Administration and Local Government  
Dodoma**

The sender should again request the recipient to acknowledge receipt of the diskette.

If a 'Flash Disk' is available the file can be transferred to it as described above and delivered as appropriate.

---

<sup>3</sup> The method of sending an attachment will vary according to the actual program used for e-mail.

## **4 Advanced Procedures**

### **4.1 Direct setup on single workstation**

LGMD will run on any reasonably fast computer whether or not Microsoft Access is installed on the computer. If the computer has Microsoft Access 2000, or 97 already installed, you can simply copy the following files from the Support sub-directory to the directories shown:

```
c:/LGMD/LGMD.mde  
c:/LGMD/data/LGMD_data.mdb  
c:/LGMD/data/LGMD_local_config.mdb  
c:/LGMD/data/LGMD_net_config.mdb  
c:/LGMD/data/LGMD_area_codes.mdb
```

You will have to remove the 'Read only' attribute by right-clicking on each file, and then left-click 'Properties'. Remove the check mark against 'Read only'.

### **4.2 Setting up LGMD on a network**

Ensure that all the computers required to use LGMD have Access 2000 installed. Set up LGMD on the main computer which will hold the master data by following the standard instructions in chapter 2 or by the direct method described above.

```
c:/LGMD/LGMD.mdb  
c:/LGMD/data/ LGMD_data.mdb  
c:/LGMD/data/ LGMD_local_config.mdb  
c:/LGMD/data/ LGMD_net_config.mdb  
c:/LGMD/data/ LGMD_area_codes.mdb
```

Copy the following files to the network directory (e.g. H: LGMD which will be shared by the workstations. Then delete the original files from the local c: drive

```
h:/LGMD/data/LGMD_data.mdb  
h:/LGMD/data/ LGMD_net_config.mdb  
h:/LGMD/data/ LGMD_area_codes.mdb
```

Go to System Setup/Link Database and link the system to the above files. Note that the file

```
c:/LGMD/data/ LGMD_local_config.mdb
```

should remain on the local c: drive.

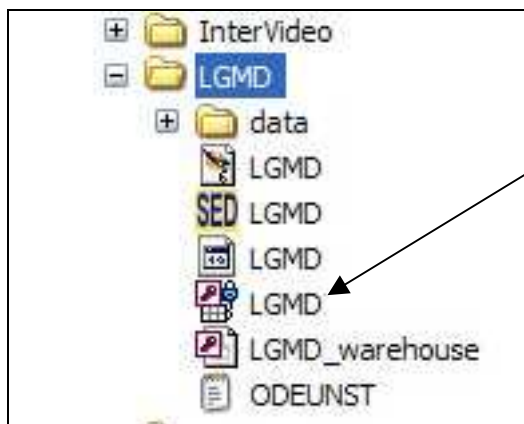
Repeat the operation for each workstation which will operate LGMD.

### 4.3 Creating an icon on the startup screen

If the setup failed to create an icon for LGMD, and one is required, do the following:

- Right click with the mouse on a blank point on the screen
- Click New, then Shortcut
- Click Browse, then make 'Files of type' All files
- Double-click on the Directory **c : /LGMD**
- Click 'LGMD.mde', then Open, Next and Finish

If no file name is given, this is the file to open:



## Appendix

# A

### Appendix A Establishing the Microsoft Access Version

Occasionally, a fault can occur with a certain version of Access. To assist the designers, it may be necessary to ascertain the version on your computer as follows. From the drop-down list, click **About Microsoft Access**. One of the following screens will appear:





Note that LGMD should not be used where Access 97 is installed.

# Appendix B

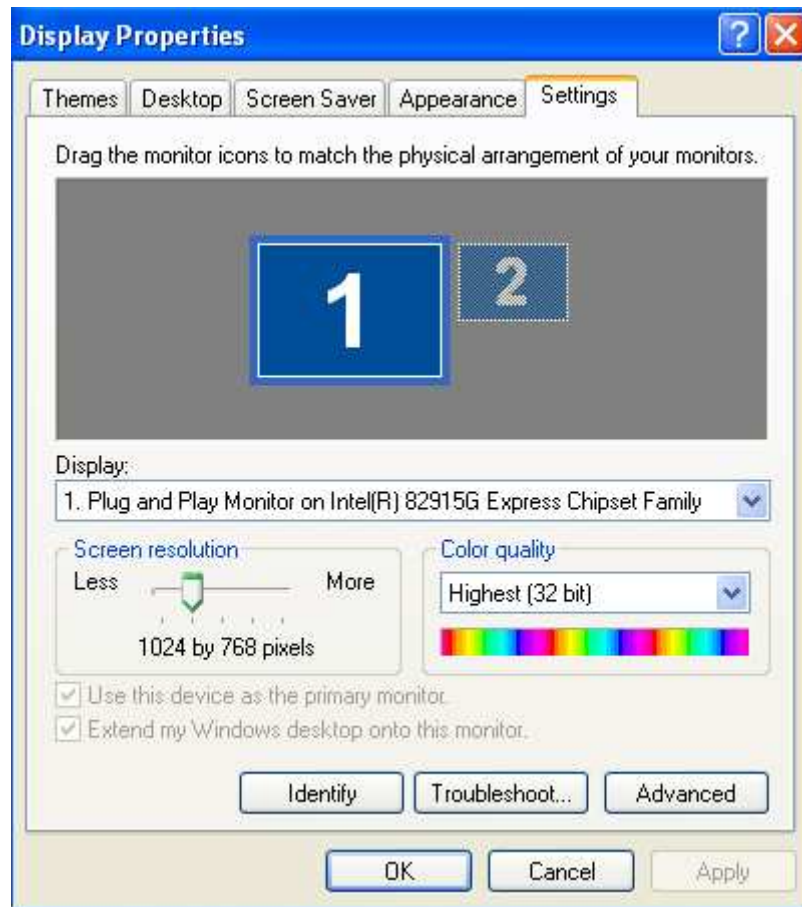
## Appendix B      Screen Resolution

If you do not see the full LGMD screens you expect to see, the problem is probably your screen resolution setting. To change this, first go to display settings using one of the following methods:

Method 1 to get to display settings	Method 2 to get to display settings
<ul style="list-style-type: none"> <li>• Click the Start Button</li> <li>• Click “Control Panel”</li> <li>• Click “Appearance and Themes” and then click “Change the Screen Resolution” OR double click “Display” (depending on your version of windows)</li> <li>• Choose the “Settings” tab</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Close or minimise all windows programs by clicking the  minimise buttons or  close buttons</b></li> <li>• Right mouse click the desktop (background) to view the following menu               <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="margin: 0;">Arrange Icons By ▶</p> <p style="margin: 0;">Refresh</p> <hr/> <p style="margin: 0;">Paste</p> <p style="margin: 0;">Paste Shortcut</p> <hr/> <p style="margin: 0;">Graphics Options ▶</p> <p style="margin: 0;">Display Modes ▶</p> <hr/> <p style="margin: 0;">New ▶</p> <hr/> <p style="margin: 0;">Properties</p> </div> </li> <li>• Choose properties</li> <li>• Choose the “settings” tab</li> </ul>

## Changing the screen resolution

- You should see a display settings screen similar to this:



- Under “Screen Resolution” or “Screen Area“ drag the pointer until it reaches 1024 by 768:



- Click Apply



- Click Yes to the message similar to the above
- Do not be alarmed if your screen goes black for a few seconds while it is re-adjusting

**Appendix**  
**C**

## Appendix C - Tutorials

The following 5 tutorials are designed to enable users to understand how to actually use the software.

They should be used by trainees on their own or as a part of training session led by facilitators. The tutorials can be completed over the course of two days.

Hints on how to do the exercises are given at the bottom of the sheets. The hints are deliberately printed in small type to encourage trainees to think first about how to do each question.

The content of the five tutorials is as follows. They must be done in the exact sequence shown for maximum benefit:

<b>Tutorial</b>	<b>Description</b>	<b>What the trainees will learn</b>	<b>Approximate time required*</b>
1	Set up	<ul style="list-style-type: none"> <li>How to setup the software for particular district, council address and default year.</li> <li>How to add/edit users, Primary school, health facility and village/Mtaa</li> </ul>	2 hours
2	Data collection forms	<ul style="list-style-type: none"> <li>How to print data collection and instructions forms and creating blank records</li> </ul>	1 hour
3	Data input	<ul style="list-style-type: none"> <li>How to enter data into forms and check them for errors or missing values</li> <li>How to preview feedback forms</li> </ul>	1 hour
4	Indicators	<ul style="list-style-type: none"> <li>How to enter data required for different indicators</li> <li>How to display the data , calculate and display the indicators</li> </ul>	1 hour
5	Producing Printed reports and Validations	<ul style="list-style-type: none"> <li>How to validate data and export it</li> <li>How to preview different forms</li> </ul>	1 hour

This may vary, depending on the computer skills of the trainee. The time given assumes familiarity with the windows operating system, the ability to use the mouse, keyboard, and understand, for example how drop-down lists, or pick lists are used.

## LGMD Tutorial 1 - Set up

- 1 Set up LGMD for your district
- 2 Setup council address
  - Enter the following for your council
    - Council contact Person
    - Name of the council
    - Council Contact address
    - Council contact phone
- 3 Set default year or the year that the computer will automatically assume is the year of the data entered
- 4 Add two persons as supervisors and three as users
- 5 Add other two users of the same username but different password and observe the results.
- 6 Log off and Log in into the system as a user (with user rights-level) and attempt to add another user. What message do you get?
- 7 a) Log off and login as a supervisor and attempt to add another user, do you get the same message as in point six (6) above?  
b) Change the passwords of one supervisor and one user
- 8 Add three primary schools and preview schools list, add all the required information. *i.e.Name:1.Mashujaa2.Jitegemee3.Muongano,Min of Edu ID 1.2020A 2. 2021B 3. 2022C, Ward, Village/Mtaa,Status,Choose from the given drop down list. Head Name, Address etc.*
- 9 When LGMD is set up for a particular local authority, details of all the registered health facilities are automatically entered. On the add health facility window, Click Import Health Facilities button. Add two health facilities for each of:
  - Health center
  - Hospital
  - DispensaryEnter all the required information **e.g HFContact, HFOperator e.t.c**
- 10 Delete one Primary school, one Dispensary, one hospital and one Health center and preview the appropriate list before and after the deletion.
- 11 For data entered in point 8, edit names and contact addresses of two primary schools and view the corresponding list.

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**Hints:** From main menu ... 1. Setup/Database setup/Setup default district; 2. Setup/Database setup/Setup council address; 3. Setup/Database setup/Default year; 4-5 Setup/Add/Edit users; 6 & 7.a) click File menu then logoff b) login as a person you want to change his password, click File then change password 8-10 Setup/Add/Edit primary school/HF/Village/Mtaa 11. Setup/Add/Edit primary school/HF then click Delete button 12. Setup/Add/Edit primary school

## LGMD Tutorial 2 - Data Collection Forms

- 1 Print data collection forms for one:-
  - Village (choose village/mtaa for a specific ward then click preview button)
  - Ward
  - District financial
  - Primary School
  - Health facility data - Health center and Dispensary
  - Agricultural data for one ward
  - District Land
  - District water
  - District Road
- 2 Print the instructions form for one of the following:
  - Village/Mtaa
  - Ward
  - District
  - Education
  - Health
  - Agriculture
  - District Road
  - District Land
  - District water
- 3 For each of the data collection forms, enter realistic data by hand.
- 4 Print a list of villages and wards:
  - Note any mistakes in names and any missing villages/Mtaa
  - Correct those mistakes and enter the missing village/mtaa.
- 5 Print the list of Health facilities and schools you have added/edited in tutorial 1
- 6 Check the indicators formulae
- 7 Create blank records for 2006 data

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**Hints:** From main menu 1. Click Annual Procedure then click Data collection forms, click one of the forms of your choice and then Click File menu at the very top left of the screen and hence print; 2. Annual Procedure/Instructions 4. Reports/Lists/Village/Mtaa (to correct the mistakes go to Setup/Add/Edit Village/Mtaa) 5. Reports/Lists/ Health facilities/Schools 6. Reports/Lists/Formulae for indicators 7. Annual Procedure/Create empty records

## LGMD Tutorial 3-Data input

- 1 Enter village/Mtaa data from handwritten data collection forms produced in tutorial 2 into the LGMD software for three village/Mtaa.(please note, VEO name and address are automatically taken from what you entered when you were adding the village/mtaa information).
- 2 Check the data you have entered in 1 above if it contains any errors or missing values by clicking the **Check** button.
- 3 Enter the following data for one ward:

1 Total number of villages/mitaa in the ward	<input style="width: 80px;" type="text" value="23"/>
2 Number of villages/mitaa with development plans and budgets	<input style="width: 80px;" type="text" value="5"/>
3 Number of villages/mitaa that submitted development plan and budget to WDC	<input style="width: 80px;" type="text" value="14"/>
4 Number of villages/mitaa that have bank accounts	<input style="width: 80px;" type="text" value="12"/>
5 Number of villages/mitaa with audited accounts	<input style="width: 80px;" type="text" value="3"/>
6 Number of villages/mitaa who held at least 3 meetings last year	<input style="width: 80px;" type="text" value="3"/>
7 Number of bridges in the ward	<input style="width: 80px;" type="text" value="7"/>
8 Number of bridges not passable by car during the rainy season	<input style="width: 80px;" type="text" value="4"/>
9 Number of culverts in the ward	<input style="width: 80px;" type="text" value="10"/>
10 Number of culverts not passable by car during the rainy season	<input style="width: 80px;" type="text" value="7"/>
11 Distance from ward centre to council headquarters (in Kilometers)	<input style="width: 80px;" type="text" value="23"/>
12 Estimated fare using public transport from the ward centre to the district headquarters (in Shillings)	<input style="width: 80px;" type="text" value="23"/>
13 Number of villages or mitaa without road accessibility for two or more months during the year	<input style="width: 80px;" type="text" value="8"/>

Click **Check** button to view error report

- 4 from part 3 above, do the following:-
  - o Enter '25' and '9' in data item 2 and 8 respectively
  - o identify any errors and correct them
  - o what happens :-
    - i) when number zero is entered in data item 2
    - ii) when data item 2 is not filled
      - Compare error reports produced in i and ii above
- 5 Identify two errors that could be produced when inappropriate values are entered

**Hints:** From main menu.. 1. Click Data input then click Village/Mtaa; 3. Click Data input then Click Ward, Select ward from Drop down list 4. Number entered exceeded the total number of items (Error), LGMD treats zero as data, blank spaces indicates the data is missing. 5. Data missing and wrong data entry errors

## LGMD Tutorial 4-Indicators

- 1 Insert the following values for Road indicators:
- Total length in kilometer of new constructed road
    - *MURAM surfaces- 45*
    - *GRAVEL surfaces - 35*
    - *TARMAC surfaces - 30*
  - Total length in kilometer of rehabilitated road
    - *MURAM surfaces - 57*
    - *GRAVEL surfaces - 50*
    - *TARMAC surfaces - 90*
  - Total length in kilometer under periodic maintenance
    - *MURAM surfaces- 47*
    - *GRAVEL surfaces - 36*
    - *TARMAC surfaces – 34*
  - Total length in kilometer under routine maintenance
    - *MURAM surfaces- 75*
    - *GRAVEL surfaces - 56*
    - *TARMAC surfaces – 64*
- 2 Enter realistic estimated values for district data and check them for errors. Correct errors where necessary
- 3 From part 2 above, calculate the indicators manually and write down the following values:

- Percentage of elected women representatives on the district council
- Percentage of LGA budget allocated to water
- Percentage of LGA budget allocated to sanitation
- Percentage of LGA budget actually spent on water
- Percentage of LGA budget actually spent on Sanitation


- 4 Compare the above values with the values calculated by the LGMD software

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**Hints:** *From main menu..* 1. Data input/district Road Data; 2. Click Data Input then District. Click check Button to check for errors; 3. Calculate the percentage (No of elected female/number of elected representatives \* 100) 4. from point 2 click Feedback form;

## LGMD Tutorial 5-Producing Printed Reports and Validation

Tips: All reports can be previewed without actually being printed. If it is required to actually print reports, before printing, select only the pages you want to print. Some printed reports have many pages, and for the tutorial only one page will be required. When a report is displayed on the computer screen, it can be cancelled by clicking the **ESC** button at the top left of the keyboard.

1 Examine each of the following reports carefully to note what information is contained in it.

- i. Preview Primary school data
- ii. Preview Roads district data
- iii. Preview Health data
- iv. Preview Ward data
- v. Preview District data
- vi. Preview village/Mtaa data

*Note that the information entered earlier in the tutorial appears*

2 Validate the following district data and correct any errors where necessary

- Village/Mtaa Data(V1)
- Ward data(W1)
- District financial data(D1)
- School data (E1)
- Health facility data(H1)
- Ward agricultural data (A1)
- Road data (RO1)

3 Preview missing record sheets (The missing data collection forms- The forms not yet entered in LGMD or not yet collected from the data providers).

4 Preview the District indicators for each sector i.e Governance, Poverty, Education, Health, Agriculture, Food crops, Cash crops, Water and sanitation, Roads and Land.

*NOTE*

*The screens showing the indicators enable you to 'drill down' by double-clicking the mouse on the name of the district or ward to see the underlying data.*

*To view the value of indicators not displayed, use the horizontal 'scroll bar'*

5 Preview the indicators graphs. Choose the sector e.g **Roads**, choose the appropriate level from the drop-down list e.g **LGA**. This automatically displays the available indicators. Double click to select an indicator then click Preview button to view the graphs.

6 Preview the district and ward profiles. They contain the collected indicators for each sector

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**Hints:** From main menu..1... i Click Reports then Data display and then click education data, click yes to refresh the aggregations; ii. Click Reports/Data display/Roads district data iii-vi. Reports/Data display /Health data/Ward data / District data / Village Mtaa data 2. Reports/Checks/Validate; 3 Click Reports/Checks/ missing record sheets and press Preview button. 4. Reports/Indicators/ Click the tabs for the specific sector.

5. Reports/ Indicator Graphs 6. Reports/Profiles/ District Profile OR Ward Profile

## LGMD Tutorial 6 – Other procedures

### **Forwarding data to Regional Secretariat and PMO-RALG, Dodoma**

- 1 Create the export file containing all the data for the selected year, the file will be stored in the following directory: **C:\LGMD\DataExport**. Write the name of the file here.....
- 2 Email the file in q1 as an attachment to your RS and PMO-RALG, Dodoma. If you do not have email facilities in your council or they are in another computer, copy the file above to a clean virus-free diskette or flash disk.

Write the email of your RS and PMO-RALG here:

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### **Installing LGMD from the CD**

- 3 Uninstall the current installation of LGMD, then Install the latest version of LGMD in your computer.

### **Setting up LGMD on a Network**

- 4 a) Ensure that all the computers required to use LGMD have Access 2000 installed. Set up LGMD on the main computer (LGMD coordinator's computer) this will hold the master data. Copy the following files to the network directory (e.g. H: LGMD) which will be shared by the workstations. Then delete the original files from the local c: drive

**h:/LGMD/data/LGMD\_data.mdb**  
**h:/LGMD/data/LGMD\_net\_config.mdb**  
**h:/LGMD/data/LGMD\_area\_codes.mdb**

- b) Link the system to the above files. Note that the file **c:/program files/LGMD/data/LGMD\_local\_config.mdb** Should remain on the local c: drive

**Hints:** *From main menu..* 1 Click annual procedures/ Data Export/Export button 2. Use normal emailing method to send the file as an attachment, To clean a diskette use the Anti-virus software in your computer.

3. To uninstall the program, delete the folder LGMD in the C:\ drive. To install follow the procedures on pg.5 in the LGMD manual. 4. b) From main menu Click Setup/Database Setup/ Link database Button, Browse the required files and then click Link Data File button.