Ministry of Water Resources

Govt. of the People's Republic of Bangladesh

User Manual

On

Knowledge Repository

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1.1 Overview

The Ministry of Water Resources is the highest authority in Bangladesh's water sector. It is responsible for drafting all laws, rules, and regulations pertaining to the water sector, as well as regulating and controlling the organizations that report to it. The Ministry of Water Resources and Environment plans and executes development projects for things like flood control and drainage (FCD), flood control, drainage, and irrigation (FCDI), riverbank erosion control, delta development, and land reclamation, and so on. It also builds things like barrages, regulators, sluices, canals, cross-dams, embankments, and sea-dykes along riverbanks to provide irrigation, drainage, flood protection, bank erosion protection, and land reclamation facilities. The ministry may need to monitor water sector operations in a more flexible fashion before designing and executing the development programs, and so it requires a comprehensive database as a single knowledge repository where all key agencies would publish the water related information. Higher-level ministry and agency officials, planners, decision-makers, researchers, and cabinet members could all have a stake in the information repository. The major purpose of building such a platform is to aggregate information related to Bangladesh's water industry in one convenient location.

1.2 Dashboard

The homepage of the MoWR Knowledge Repository is the dashboard page. It contains all the important information about MoWR associated organizations in form of numbers. Moreover, it also contains important links to view different modules and functionality of this web application. The user can find the three types of searching functionality (search by organization, category, national or international documents search) from search module. In the navigation bar there are important modules like, search, user manual, FAQ, dashboard.

The bottom section contains organization specific information like how many categories of documents are available and how many public documents each organization contains.

In the top of the navigation bar there are four important links:

- Dashboard
- Search
- Important Links
- User Manual
- FAQ

The search module contains three types of searches:

- Search by Organization
- Search by Category
- Search Other Documents

Knowledge repository contains seven categories of documents:

- Acts, Policy, Rules and Guidelines
- Research & Publications
- Reports
- Plans
- Agreements and MoUs
- Models
- Workshops and Seminars

To find a document from the Ministry of Water Resource associated organizations, user can utilize the **Search by Organization** module. However, for searching documents based on the category user can use **Search by Category** module. In addition to that, to search national and international water related documents another module is available which is known as **Search Other Documents** module**.**

Figure 1 Dashboard (Top section) of MoWR Knowledge Repository
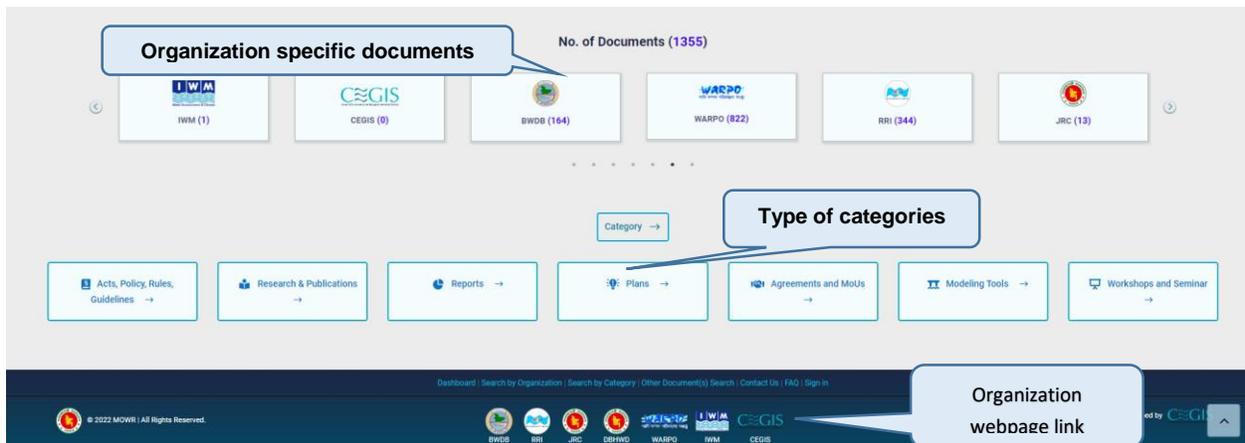
Figure 2 Dashboard Page (Bottom section)
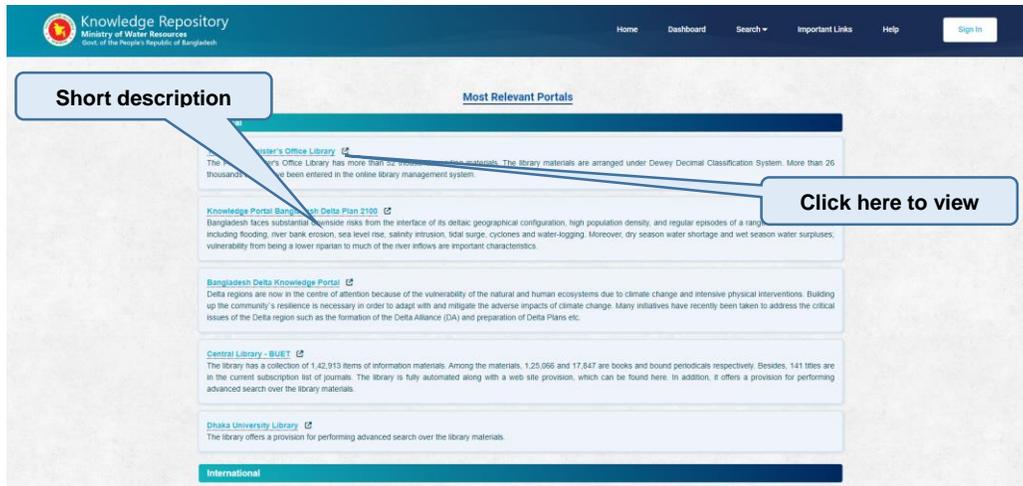
Figure 3 Important links

To help the users, in a more illustrative way there is a user guideline section, where a user guideline is attached in the form of a pdf file.
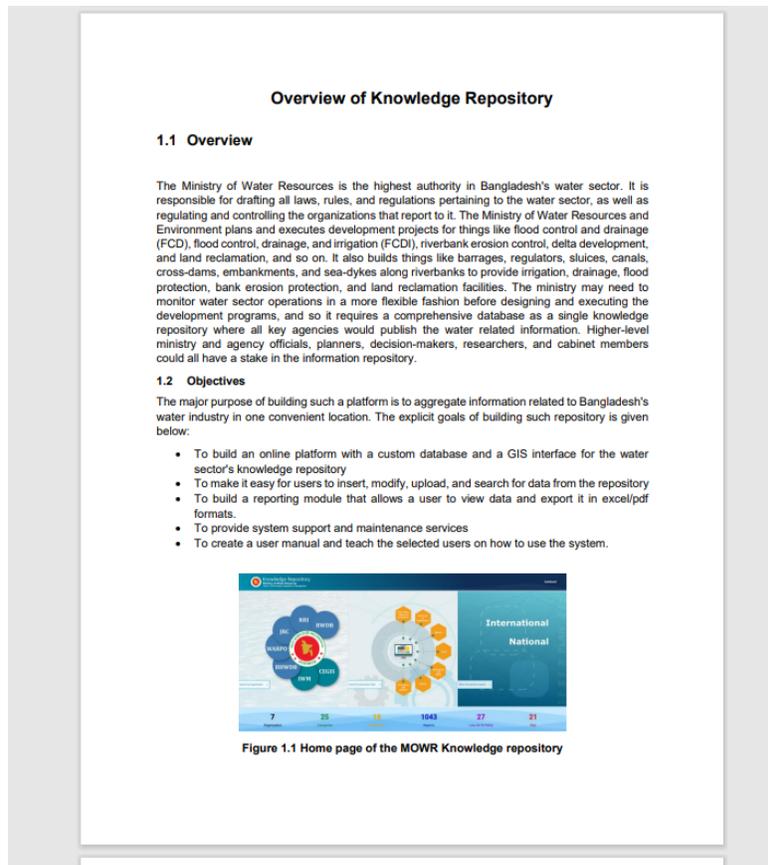
Figure 4 User Guideline Section

1.3   FAQ Module

Often the user guideline is not enough to solve the problem quickly. However, by using FAQ module the application users can easily find the solution of most common problems or questions in the form of pictures and answers.

Click on the **FAQ** button from the top navigation panel.

Then a page like below would be rendered in the screen.

To view the answer of each question,

Click on the question, to make the answer and pictures visible.
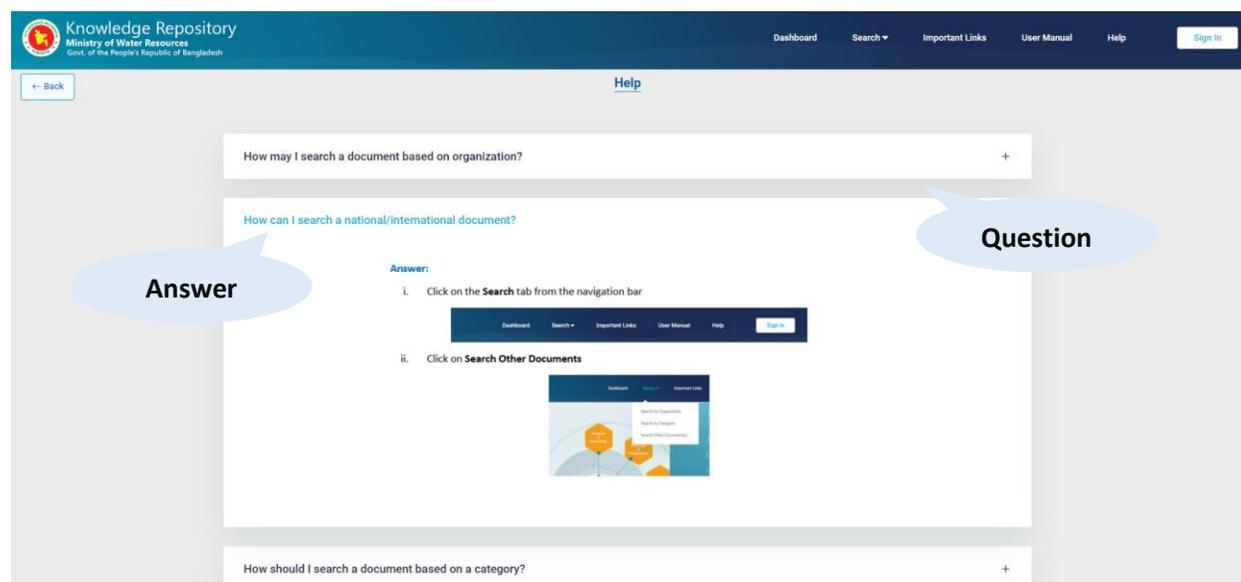
Figure 5 FAQ Module

1.4   Document Search and Download

There are a lot of documents from different organizations which are available to public and some for a few privileged users. It's difficult for an individual to search any particular document from the huge collections. To create convenience for the user the knowledge repository has the feature to search by organization or category. This feature helps the users to find their desired document by just typing a few keywords and setting a few filters.

The access of MOWR knowledge repository is available to the different level of users based on the document type, organization and documents access levels. There are four access categories currently available in the system. Among them, limited, private and restricted documents are only available to restricted users based on their access to these documents. Any document under the public domain can be viewed by any user.

A user can search a document by their title or searching keywords. Moreover, to make searching easier and efficient MoWR knowledge repository system contains different search filters. Such as:

- Select a specific organization
- Select a specific document category
- Select document publication date or date range

A user can select any of these filter or combined all of these filters to get a more accurate result.

To search MoWR associated seven organizations' documents user can use "**Search by Organization**" functionality. To search a document first select the organization where to apply the filter. This can be achieved by clicking the desired organizations logo icon. If no organizations are selected, then the search will be based on all the available organizations. Then user can choose any specific categories, publication date or add searching keyword for the search.
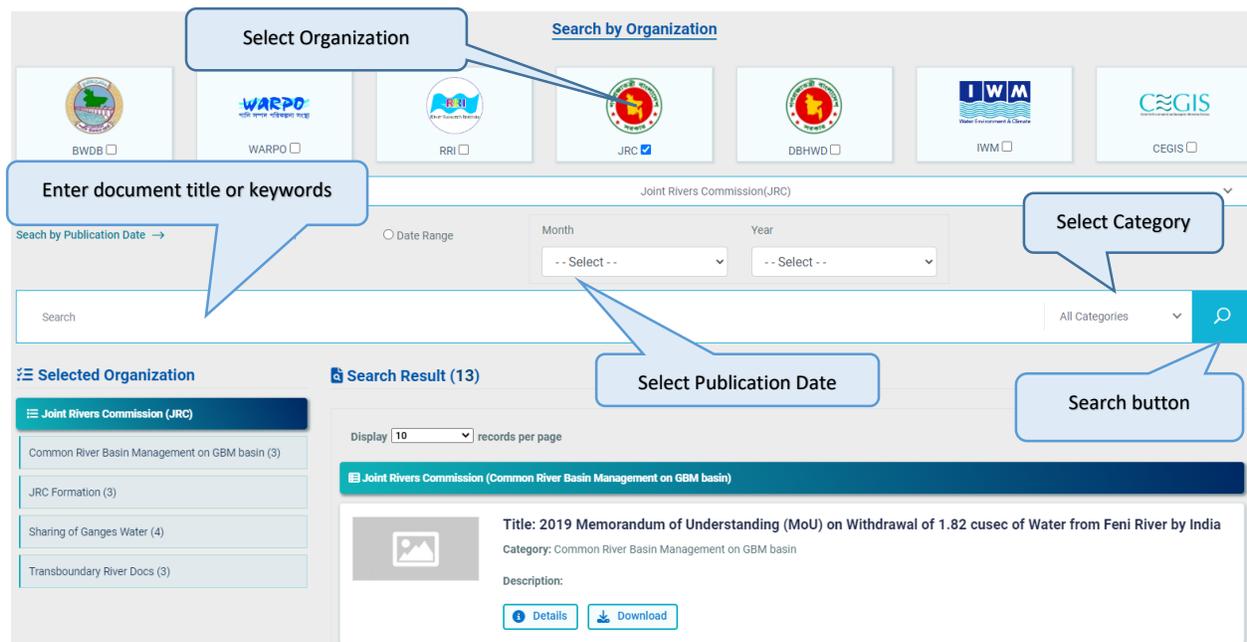
Figure 6 Search by Organization

By using "Search by Category" functionality user can search documents by their category. First the user has to select a category by clicking on the desired category name. If no category is selected search will be based on all the available category. User can also select other filters to make search more specific.
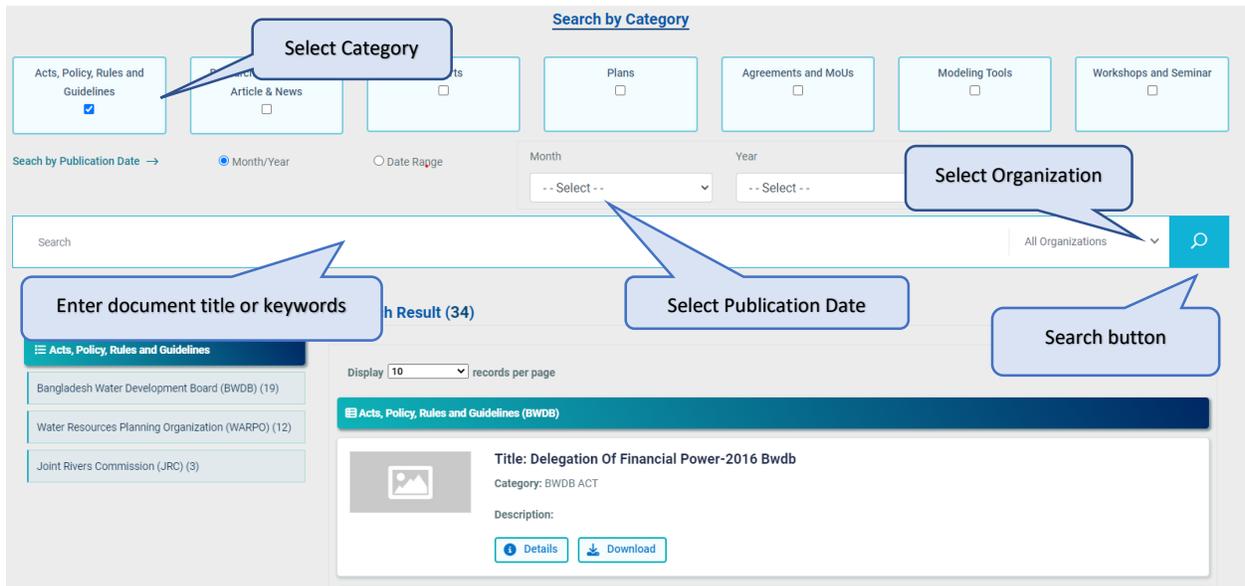
Figure 7 Search by Category

By using the "**Search Other Documents**" (National or International documents related to water) user can customize their search with searching keyword and organization.
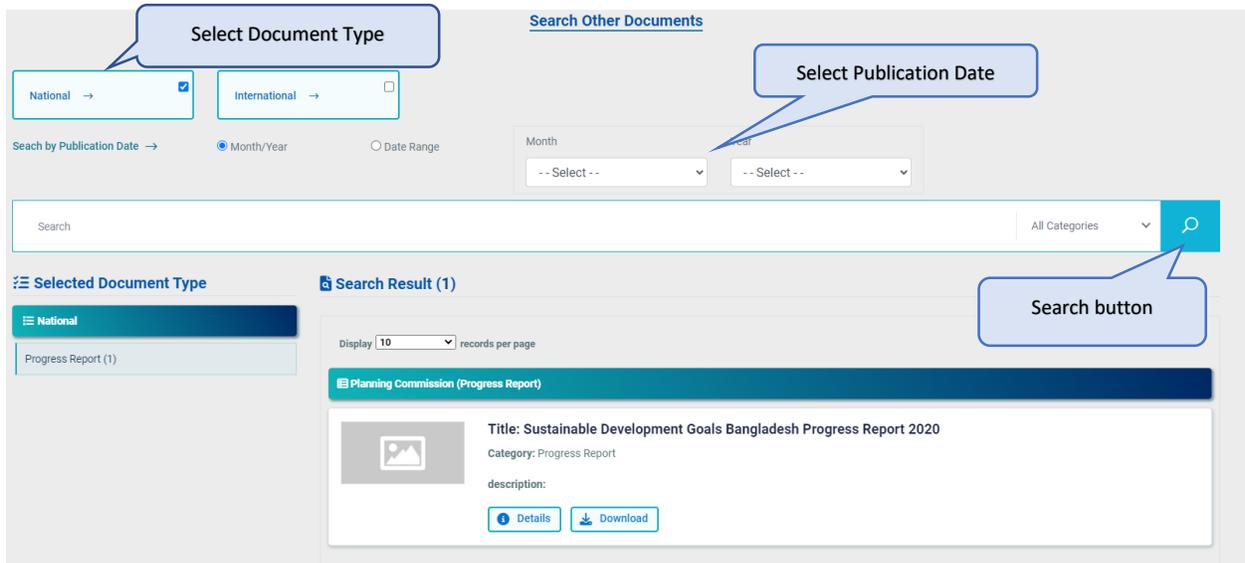
Figure 8 Search Other Documents

To view the details of any search result, click on the **Details** button located on the bottom part of each search result.

Figure 9 Individual Document Specific information

Figure 10 Display document's details information

To download a specific file please click on the **Download** button available on the each search result.

Figure 11 File Download