

How to Encode Data in the BBP Lessons Learned Database

Monalisa Cachuela Palacio



How to Encode Data in the BBP Lessons Learned Database

Summary of Data Fields

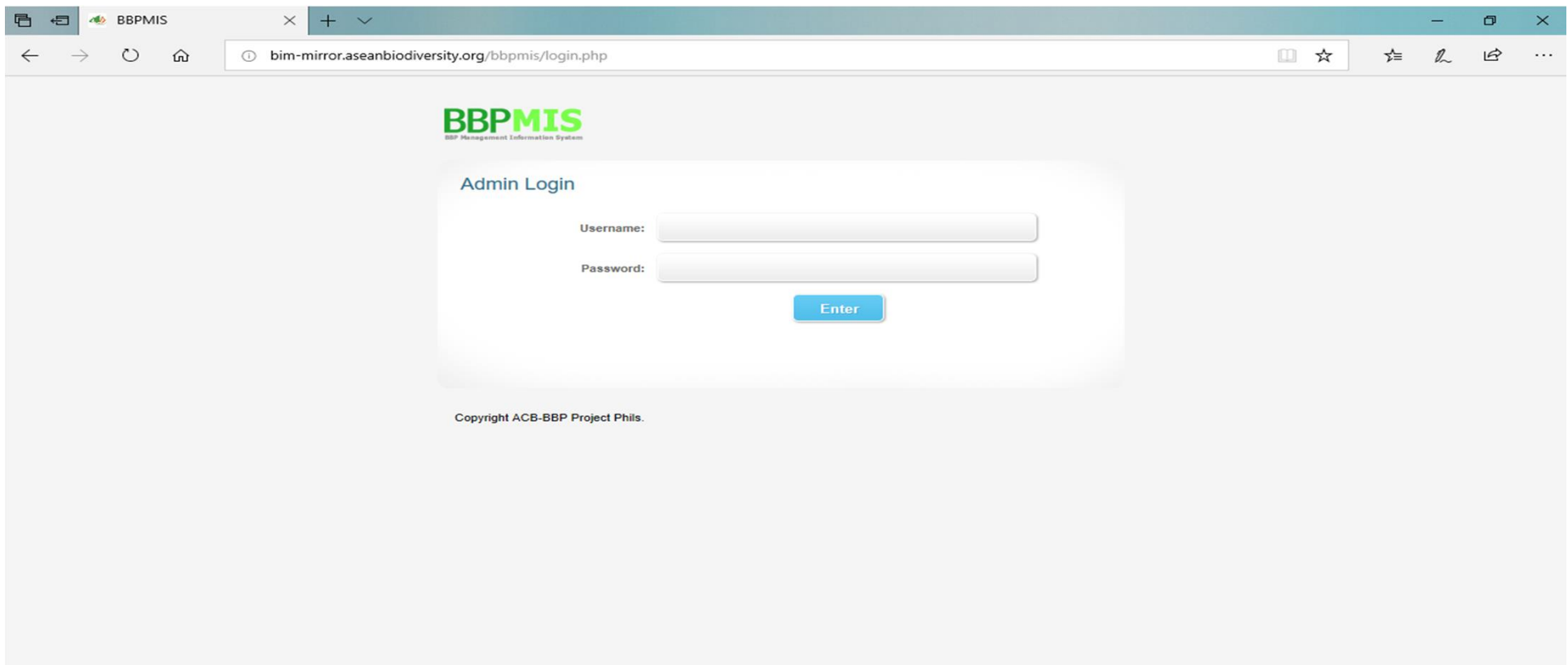
	Field Name	Description	Required/Optional
1	Category	Categorizes Lessons Learned document as assessments, case studies or research studies	Required
2	Country	Specifies the BBP Country involved (Cambodia, Lao PDR, Viet Nam)	Required
3	Title	Complete title of the Lessons Learned document	Required
4	Project Objectives	Objectives of the original project where the Lessons Learned report is focused	Optional
5	Document Date	Date when the document was published	
6	Description / Problem / Challenges Encountered	Description of the challenges encountered where the lessons are discussed in the document	Optional
7	Milestone / Solution / Analysis / Findings	Solutions and findings that were made which resulted to the Lessons Learned document	Required
8	Place	Specifies the location in the BBP Country where the lessons were learned	Optional
9	Scientific Name	Scientific name of the BBP species involved in the study, if available	Optional
10	Common Name	Common name of the BBP species involved in the study, if available	Optional
11	Locality	Specifies the location in the BBP Country where the BBP species are found	Optional
12	Products	BBP products that were studied	Required
13	Stakeholders	People, organizations or institutions that are of concern in the study	Optional
14	Source	Reference url	Required

How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.1 Log-in to: <http://bim-mirror.aseanbiodiversity.org/bbpmis/login.php> .

1.2 You should be able to see the BBP Management Information System Log-in interface.

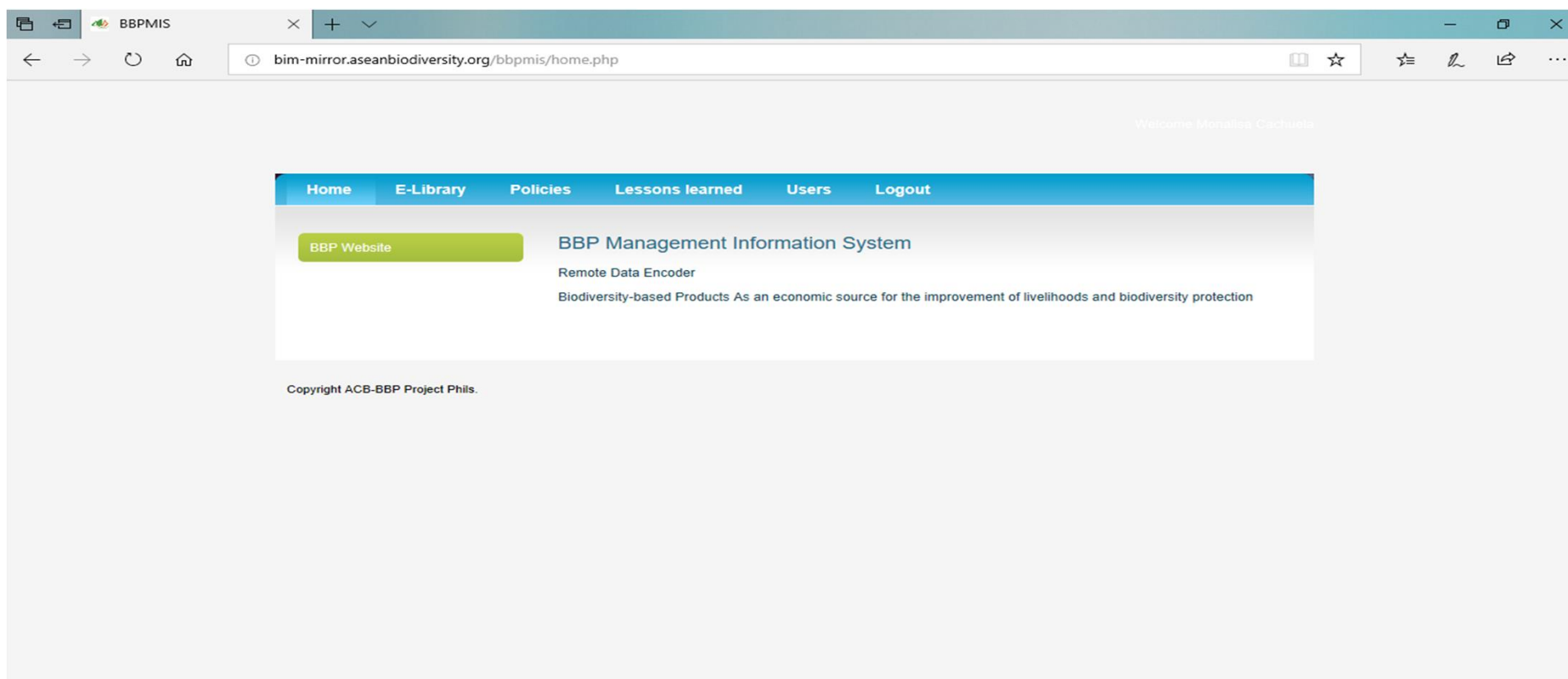


The screenshot shows a web browser window with the address bar displaying bim-mirror.aseanbiodiversity.org/bbpmis/login.php. The page features the BBPMIS logo at the top, which includes the text "BBPMIS" in green and "BBP Management Information System" in smaller black text. Below the logo is a white box titled "Admin Login". Inside this box, there are two input fields: "Username:" and "Password:". Below these fields is a blue button labeled "Enter". At the bottom of the page, there is a copyright notice: "Copyright ACB-BBP Project Phils."

How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

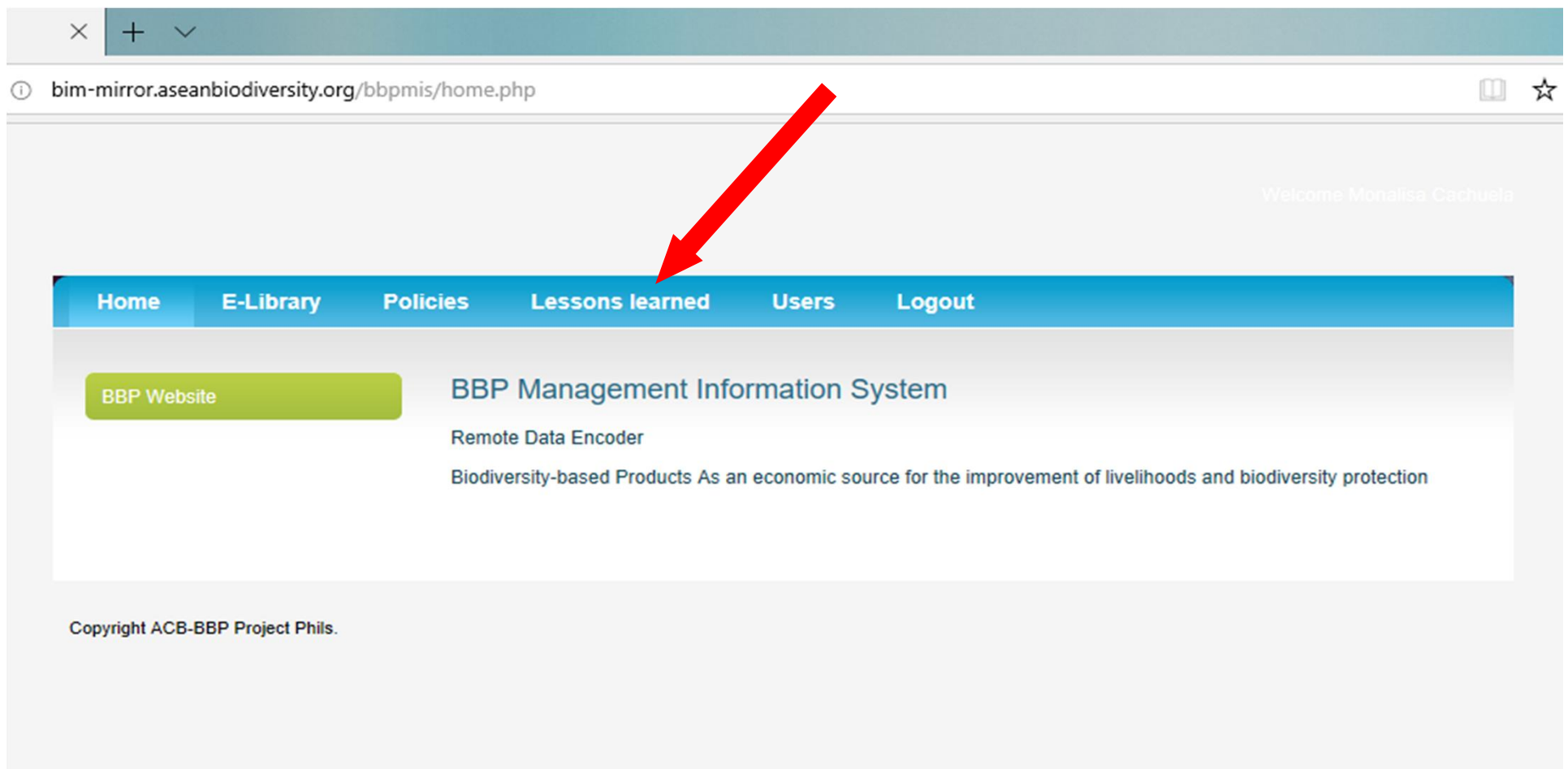
1.3 You should be able to see the BBP Management Information System Welcome interface.



How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.4 Click on 'Lessons learned.'



How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.5 Click on 'Add New Lessons Learned.'



Home E-Library Policies Lessons learned Users Logout

List of Lessons Learned

Add New Lessons Learned

Add Category

List of BBP Lessons Learned

Lesson learned

- 4 - Value Chains and Producer Organizations Northern Lao
- Development of Sustainable Supply Chains for NTFP ar 2003,
- 6 - Mekong Bamboo: Doing Business with the Poor (UNDP,
- 7 - Value chain assessment report for avocado, cattle, pepp Highlands of Vietnam (ILRI, 2016)
- 8 - Income Options for the Poorest of the Poor: The Case o

How to Encode Data in the BBP Lessons Learned Database

The screenshot shows the 'Add New BBP Lesson Learned' form in the BBP database. The form is titled 'Add New BBP Lesson Learned' and is located under the 'Lessons learned' tab. On the left side, there are three green buttons: 'List of Lessons Learned', 'Add New Lessons Learned', and 'Add Category'. The form fields include:

- Category * (Dropdown menu with 'Select...' option)
- Country * (Dropdown menu with 'Select country' option)
- Title * (Text input field)
- Project objective (Text input field)
- Document date (Text input field with a date format hint: [ex. dd/mm/yyyy])
- Description / Problem / Challenges encountered (Large text area)
- Milestone / Solution / Analysis / Findings * (Large text area)
- Place (Text input field)
- Scientific name (Text input field)
- Common name (Text input field)
- Locality (Text input field)
- Products * (Text input field)
- Stakeholders (Text input field)
- Source (Text input field)

At the bottom right of the form, there are two blue buttons: 'Add' and 'Cancel'.

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.6 You should be able to see the 'Add New BBP Lesson Learned' interface.

How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.7 Using the reference that you have, encode the appropriate data in the respective fields, including category, country, title, project objectives, document date, description, etc.

The screenshot shows a web interface for adding a new lesson learned. On the left, there is a sidebar with three green buttons: 'List of Lessons Learned', 'Add New Lessons Learned', and 'Add Category'. The main content area is titled 'Add New BBP Lesson Learned'. It contains several input fields with red arrows pointing to them from the right side of the image:

- Category ***: A dropdown menu with 'Select...' as the placeholder.
- Country ***: A dropdown menu with 'Select country' as the placeholder.
- Title ***: A text input field.
- Project objectives**: A text input field.
- Document date**: A text input field with a placeholder '[ex: dd/mm/yyyy]'.
- Description / Problem / Challenges encountered***: A large text area.
- Milestone / Solution / Analysis / Findings ***: A large text area.

How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.8 Add as much data as you can extract from the reference.

The screenshot shows a web form for entering data into the BBP Lessons Learned Database. The form consists of several input fields, each with a red arrow pointing to it from the right, indicating where data should be entered. The fields are:

- A large text area at the top for the main entry.
- A text area labeled "Milestone / Solution / Analysis / Findings *".
- A text field labeled "Place".
- A text field labeled "Scientific name".
- A text field labeled "Common name".
- A text field labeled "Locality".
- A text field labeled "Products *".
- A text field labeled "Stakeholders".

How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.10 Add the url of your reference.

Place

Scientific name

Common name

Locality

Products *

Stakeholders

Source

Add

Cancel



Biodiversity-Based Products
as an economic source for the improvement of
livelihoods and biodiversity protection (ASEAN)

PN: 2013.2048.0

How to Encode Data in the BBP Lessons Learned Database

1. Follow the steps below to add a lessons learned data entry in the BBP Lessons Learned Database.

1.11 When done, check the newly encoded data and click 'Add.'

Place

Scientific name

Common name

Locality

Products *

Stakeholders

Source

Add

Cancel



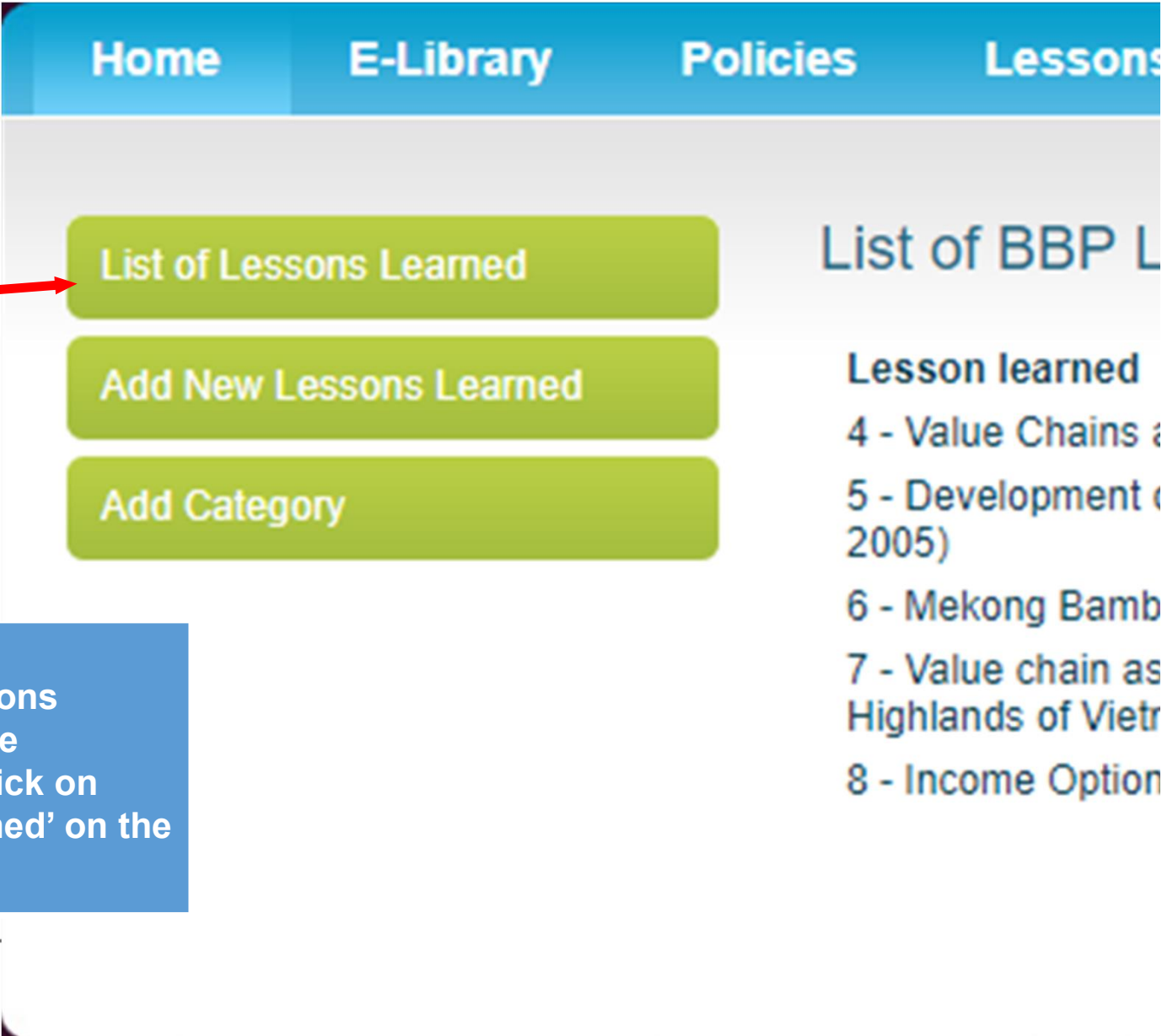
Biodiversity-Based Products
as an economic source for the improvement of
livelihoods and biodiversity protection (ASEAN)

PN: 2013.2048.0

How to Encode Data in the BBP Lessons Learned Database

Other Features of the BBP Lessons Learned Database

How to Encode Data in the BBP Lessons Learned Database



The screenshot shows a web application interface with a blue header bar containing four navigation tabs: 'Home', 'E-Library', 'Policies', and 'Lessons'. Below the header, on the left, is a vertical menu with three green buttons: 'List of Lessons Learned', 'Add New Lessons Learned', and 'Add Category'. A red arrow points from the left towards the 'List of Lessons Learned' button. To the right of the menu, the main content area displays the title 'List of BBP L' and a list of lesson learned entries, including '4 - Value Chains a', '5 - Development (2005)', '6 - Mekong Bamb', '7 - Value chain as Highlands of Vietr', and '8 - Income Option'.

Home **E-Library** **Policies** **Lessons**

List of Lessons Learned

Add New Lessons Learned

Add Category

List of BBP L

Lesson learned

4 - Value Chains a

5 - Development (2005)

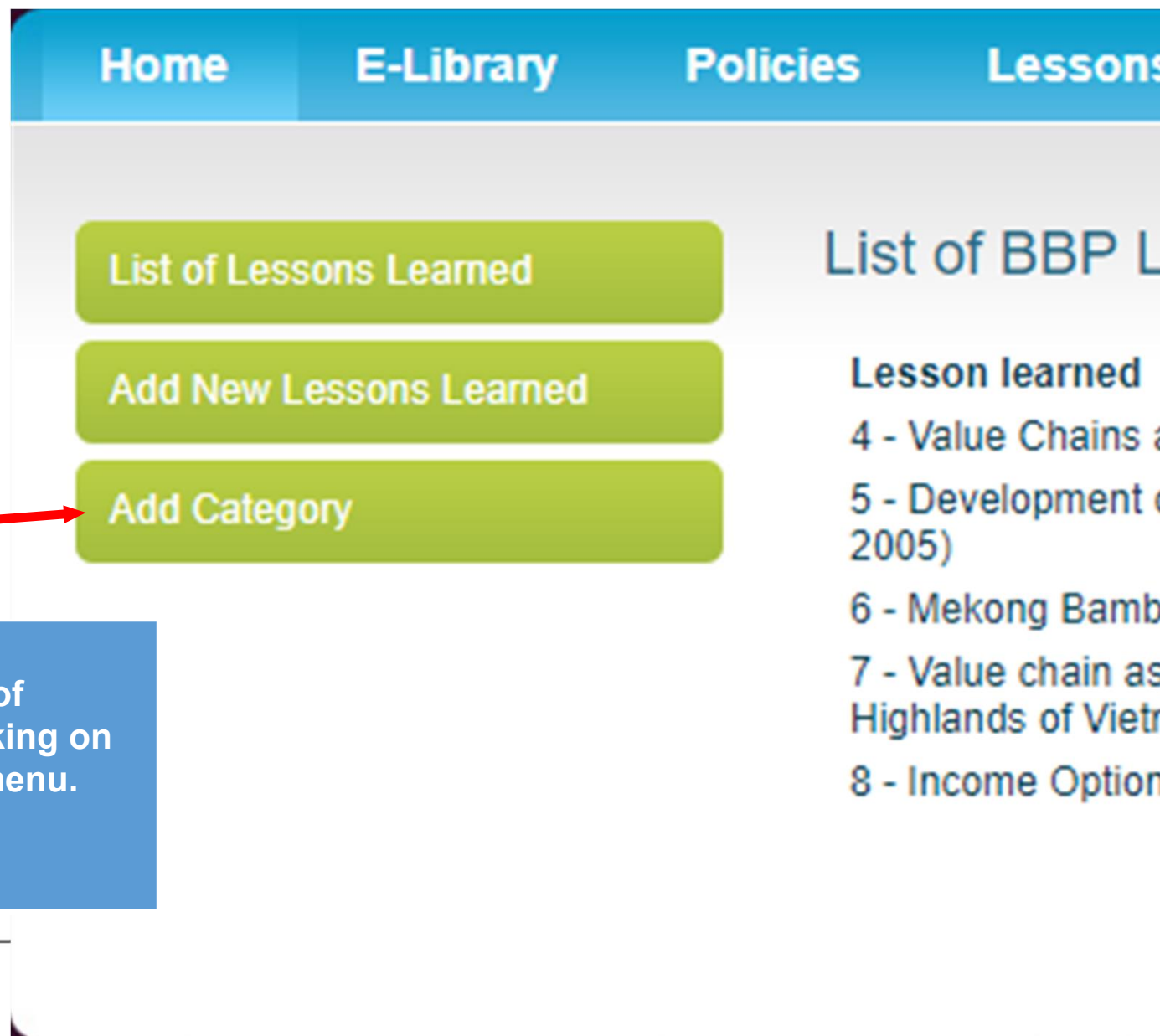
6 - Mekong Bamb

7 - Value chain as Highlands of Vietr

8 - Income Option

1. View the list of lessons learned available in the database when you click on 'List of Lessons Learned' on the menu.

How to Encode Data in the BBP Lessons Learned Database



2. Add a new category of lessons learned by clicking on 'Add Category' on the menu.

How to Encode Data in the BBP Lessons Learned Database

The screenshot shows the BBP Lessons Learned Database interface. At the top is a green header with the title. Below it is a blue navigation bar with links: Home, E-Library, Policies, Lessons learned, Users, and Logout. On the left side, there are three green buttons: 'List of Lessons Learned', 'Add New Lessons Learned', and 'Add Category'. The main content area is divided into two sections. The top section, 'List of Category', shows a list of categories: 1. Case Studies, 2. Research Studies, and 3. Assessments. To the right of each category is a red 'Remove' button. A red bracket groups the category list, and a blue box explains that these are the current 'List of Category'. Another blue box points to the 'Remove' buttons, stating to click 'Remove' to delete a category. The bottom section, 'Add New Category', features a text input field labeled 'New Category' and a blue 'Add Category' button. A blue box explains to type a new category and click 'Add Category'. Red arrows point from the blue boxes to the 'Remove' buttons and the 'Add Category' button.

Home E-Library Policies Lessons learned Users Logout

List of Lessons Learned

Add New Lessons Learned

Add Category

List of Category

Category

1. Case Studies

2. Research Studies

3. Assessments

Remove

Remove

Remove

Here are the current 'List of Category.'

Click 'Remove' if you want to delete a category.

Add New Category

New Category

Add Category

Type a new category, if you want to add one.

And click 'Add Category.'

Biodiversity-Based Products
an economic source for the improvement of
rural livelihoods and biodiversity protection (ASEAN)

PN: 2013.2048.0