



GOVERNMENT OF NEPAL
MINISTRY OF WATER SUPPLY
DEPARTMENT OF WATER SUPPLY AND SEWERAGE MANAGEMENT



WASH

DATA UPDATE

MANUAL

May, 2024

Version: 1.0



N W A S H M I S

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Introduction:

1.1 Purpose of the Manual

The purpose of the **Data Update Manual** is to establish a standardized and efficient process for updating Water supply, sanitation and Hygiene data available in NWASH MIS of municipalities. This manual aims to ensure accuracy, consistency, and reliability of data by outlining clear procedures, guidelines, for updating information using NWASH applications. By adhering to the guidelines outlined in this manual, users will be able to effectively manage, maintain, and update data, thereby supporting informed decision-making, enhancing operational efficiency, and promoting data integrity. NWASH users need to follow the standardized procedures and methodologies described in this document for updating data across all systems and databases to ensure consistency and uniformity in data management practices. This document helps to establish timelines for updating data to ensure that information is refreshed and maintained in a timely manner, aligning with the Local Governments data requirements and planning objectives. It guides for collaboration and communication among stakeholders involved in the data update process, including data owners, administrators, and end-users, to facilitate seamless coordination and knowledge sharing.

This manual will be a valuable resource for NWASH users involved in data update activities to enhance their understanding of the update process, tools, and techniques, thereby empowering them to perform their roles effectively and efficiently.

The Data Update Manual aims to establish a robust framework for managing data updates, fostering a culture of data stewardship, and supporting the Local governments in leveraging data as a strategic asset for data-driven decision making process.

1.2 Target audience

The target audience for this Water supply, Sanitation, and Hygiene (WASH) data update manual in a local government context would include:

WASH Unit Staff/Focal person: Personnel directly involved in managing and implementing water supply, sanitation, and hygiene programs and services at the local level, such as engineers, technicians, and coordinators.

WASH Enumerators: Individuals responsible for collecting, managing, and analyzing data related to water supply, sanitation, and hygiene services. This could include data analysts, statisticians, and information technology professionals.

Stakeholders: This could include representatives from non-governmental organizations (NGOs), international development agencies, donor organizations, or regulatory bodies that collaborate with or provide support to the local government on WASH initiatives.

Researchers and Academics: Individuals conducting research or academic studies related to WASH issues within the local government area.

By targeting these specific groups, the manual can be tailored to meet the needs of those who are directly involved in managing, monitoring, and improving WASH services at the local level, thereby enhancing the effectiveness of data collection, analysis, and decision-making processes.

2. Pre-Update Preparation

2.1 Review of existing Data:

The activity of reviewing available WASH data before proceeding with the data update is a key step in ensuring the quality and integrity of the updated dataset. Here's a detailed elaboration of this process that need to be followed before moving ahead data update:

- **Understanding the Context:**
Before conducting any data update, it's essential to clearly understand the purpose and scope of the update. This includes knowing why the data needs to be updated, what changes are expected, and how the updated data will be used.
- **Check Existing Data:**
In this step the team we need to start by reviewing the existing dataset thoroughly. This involves: Identifying the total data available in N-WASH such as number of water supply system, school, health care facility, public toilets, and sanitation systems, ongoing and new projects. Identification of the number of data available in each component will help to figure out the new data or missing data that needs to be collected during the update.
- **Data Validation:**
Then come the activity of assessing the quality and reliability of the existing data through data validation. For this field visit and monitoring is also required. Because during the data update process not only new data or missing data are surveyed, also the existing data that are unreliable or has discrepancies are edited.
Validate the existing data against defined criteria or indicators is quite important. By indicators we mean the service level indicators for WASH. This helps in identifying any discrepancies or anomalies that need to be addressed during the update. For instance: Identifying missing or inconsistent data, Identifying Changes.

2.2 Planning the Update process:

Before proceeding with the Data update process it important to plan for performing the process and comprehend the other correlated activities. The major activities in the planning process includes:

Development of **Data survey check** list that should outline:

- New WASH Data

- Modified Existing data
- Duplicate data

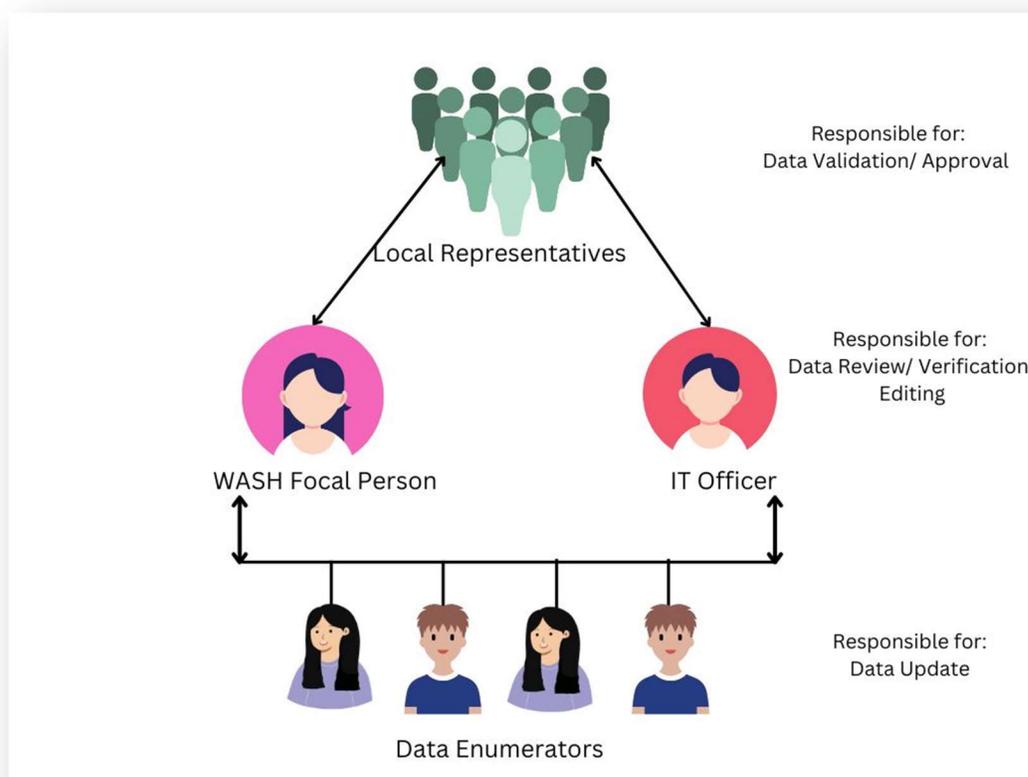
Based on the review and analysis done earlier, WASH focal person along with enumerator’s team needs to develop a detailed plan for implementing the data update. This plan should outline:

- Timeline and milestones
- Roles and responsibilities

2.3 Communication Plan:

WASH focal person should communicate the upcoming data update to relevant WSUC’s, support staffs and stakeholders who are involved. This includes informing data users, IT teams, and other impacted parties about the planned changes and their implications. The communication plan has to be prepared and circulated by WASH Focal person to implement, monitor and support the entire process. WASH focal person should divide the responsibilities of the enumerators based on the data survey checklist, and the communication between the enumerators and data reviewer should be planned accordingly. By following these steps, Local government can ensure that the updated dataset remains reliable and valuable for decision-making and analysis.

Here is the accountability chart for the data update process:



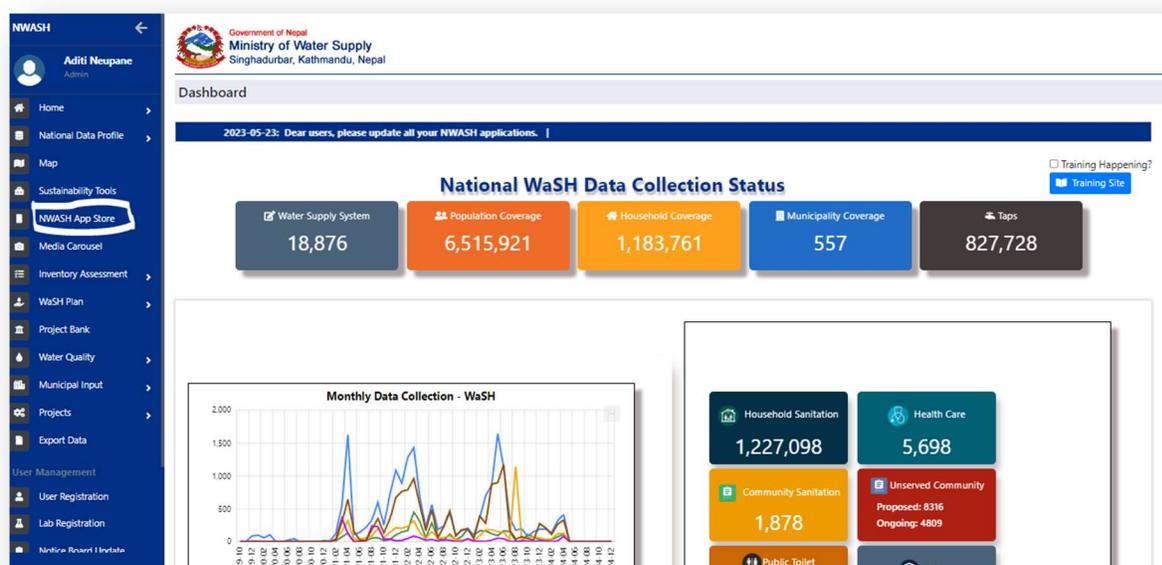
Data Update Process

3.1 General Process

There are eight different applications used for data update of various WASH components. First you needs to download and install all of the app in your device.

To download NAWASH applications please visit the website: <https://nwash.gov.np/>

Once you open our website you will see a menu in the left side of the screen that says “**NWASH App Store**”. Click on the menu and a new tab will open, in the tab all our applications will be available for download. Download the **apk file** and the install it in your device. If you already have the applications in your device, check whether it’s updated or not. **To check that you can simply verify the version of the app in your device and the latest version available in the app store.**




NWASH Inventory V2
Inventory V2 Data collection App
App Version : 20230518
Requirements : 5.0 or Above
Size : 8.7 MB
Updated Date : 2023-12-22



NWASH School
School questionnaire
App Version : 9.1.5
Requirements : 4.0.3 and up
Size : 4.04 MB
Updated Date : 2024-01-07



NWASH Unserved
Data Collection for Unserved Population
App Version : 6.0.2
Requirements : 4.0.3 and up
Size : 4.04 MB
Updated Date : 2024-01-01




NWASH Health Care
Data collection app for health care facilities.
App Version : 10.0.5
Requirements : 4.0.3 and up
Size : 4.02 MB
Updated Date : 2023-12-31



NWASH Sustainability
Sustainability Survey data collection app
App Version : 4.0.7
Requirements : 4.0.3 and up
Size : 4.48 MB
Updated Date : 2023-12-24



NWASH Public Toilet
Data collection app for public toilet
App Version : 8.0.4
Requirements : 4.0.3 and up
Size : 3.89 MB
Updated Date : 2024-01-12

3.2 Component-wise Data Update

Water Supply Projects

The data of Water supply project might be updated for two different cases. Water supply system data are collected in different categories: Existing water supply system, ongoing water system and new water supply system. Ongoing and new system survey fall under Unserved Category.

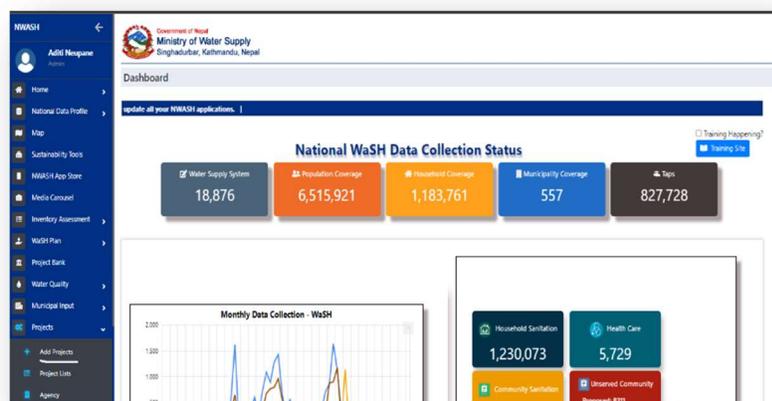
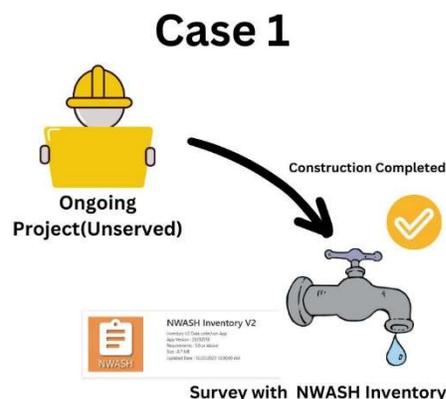
Here we will be looking into the different cases for data update and its process:

CASE1:

If any ongoing project which was previously surveyed under unserved population category is now completed and is fully functional. Then for the update the data needs to be collected using **NWASH Inventory application**.

For the survey of Water supply project that has been recently completed. First you need to register the project name in NWASH portal and obtain project code. For that, please go to our Website

<https://nwash.gov.np/> then login to the portal using your Municipality admin user access.



Project registration can be done only by Municipality admin access for any particular municipality. Then on the left side of the screen you will find an option that says “Projects”. Please click that, once you click it you will find another drop down option “Add Project”. Click that. After you click that option, a new tab will open

where you can easily register project name and obtain code for the data survey. To register any project you need to select the Province, District and Municipality name and the type the project name both in English and Nepali, once you complete with that the project code will be automatically generated. And then you simply submit the project code.



Here is an example of project registration.

<https://nwash.gov.np/Project/AddProjects>



Add Projects

Province Sudurpaschim Province	District 706 - Doti	Municipality 70601 - Purbichouki Rural Municipality	
Project Code 70601001	Project Name Test Project	Project Name Nepali टेस्ट प्रोजेक्ट	Inventory Agency DWSSM
NMIP Project Code	Project Code Other	Project Code Other Provider	SO Code

Once the project code is generated and project is registered. Data collector can now proceed with the data collection of new water supply system using inventory application. The data collection process tutorial is available in our YouTube channel please refer to that. Please copy the link below in your web browser and then watch it.

- <https://www.youtube.com/watch?v=RJ8K-rgy6Vk&t=14s>
- https://www.youtube.com/watch?v=RFuO_I0xZnk&t=30s

After the data collected is completed, please delete the data of ongoing project from WASH data that was surveyed earlier to avoid data duplication.

Wash Data

Household
School
Health Care Facility
Public Toilet
Community Sanitation
Unserviced Population

Show 10 entries

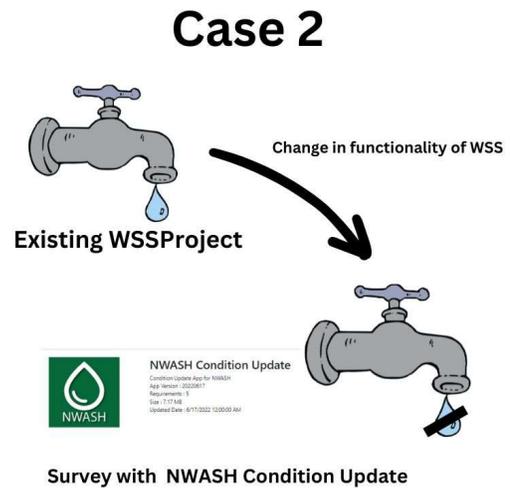
Export to Excel Export All

SN.	Community	Present Source	Source Name	Ward	System	Uploaded By	Survey Date	Action
1	Marghatti	Well	Gangati Khola	11	Ongoing System	Kiran Sunuwar	2022/07/17	View Edit Delete
2	Rajabas	Well	rajabas deep boring	11	Ongoing System	Dinesh BK	2022/07/15	View Edit Delete

You can see the data delete option in NWAASH portal as shown above. Please click the Delete button to perform the action. Once the data gets deleted, you can upload the data surveyed of new water supply project from Inventory Application.

Another case scenario for data update is when there is change in functionality status of existing water supply system. To update the data of water supply projects **NWASH Condition Update Application** has to be used. By using NWASH condition update application, you can simply retrieve the previous data collected using inventory application that available in NWASH portal then change the data where needed based on field observation.

To use NWASH condition update application first you need to download the install the application in your device. Once installed, you have to login using your user credential. After logging in you need to synchronize the app with the server using the SYNC option in the app. After the app is synchronized, select the province, district and municipality from which the data is collected. Then load the project code for which the data has to be updated. After you load the project, the map of the surveyed project will be visible. Now, for survey there will be two cases in this **1. Update the existing data of water supply system** **2. Take new data of key structures and taps that are constructed as a part of extension.**





NWASH Condition Update

Condition Update App for NWASH
 App Version : 20220617
 Requirements : 5
 Size : 7.17 MB
 Updated Date : 6/17/2022 12:00:00 AM
 Download Count : 0

- For Case1:** You can simply select the layer of structure and update the data as required. For instance if there is change in the flow condition of any tap then you need to go to the location of the tap and select the tap in map after reaching to the location and update the data in that point, so that the changes are saved. Similarly, you need to visit structures and taps where there is change in the functionality condition and the update the data as needed. For this activity you can seek support from WSUC member or technical staff/ VMW who are working in the project or have information about the condition of the projects operations. Once the data is updated after field level survey you can upload the data by exporting the project from the app. The export and upload process is same as the process in Inventory application. You can simply refer the video for that purpose.

- **For Case2:** In order to take new data of key structures and taps that are constructed as a part of extension in any existing, you need to first prepare the layout plan of the WSS by including the key structures and pipelines that are newly added in the project. Once you have the revised layout plan you can go to the location of the structure where the data entry has to be done. Then simply load the project and then start recording of the data, the data collection process is same as the inventory data collection process. You can refer the video for :
- https://www.youtube.com/watch?v=RFuO_I0xZnk&t=30s

The data update of Water supply system, can be performed considering these two major cases.

Project Sustainability (WSUC Info)

The update of project sustainability data has to be done by considering two different cases. Before we start with the process of updating WSUC data, please install “**Project Sustainability**” application in your device.

Now, let’s look into the different circumstances for data update in WSUC info.

Case1: New entry with latest fiscal year

As you know that in NWASH portal every water supply project that is surveyed and uploaded has its Water Supply User Committee information surveyed. For Instance, there is a project name Khani khola Water supply project with code 60101002, now the data of WSUC is also surveyed using the same code in Project Sustainability application.

The idea is that the WSUC information needs to be updated annually considering the Fiscal Year. So for updating the data of any Water Supply User Committee you need to check whether it was surveyed in previous fiscal year or not. For that you can



Government of Nepal
Ministry of Water Supply
Singhadurbar, Kathmandu, Nepal

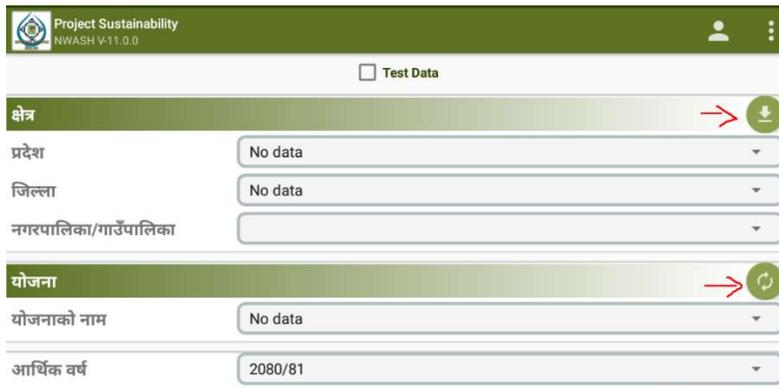
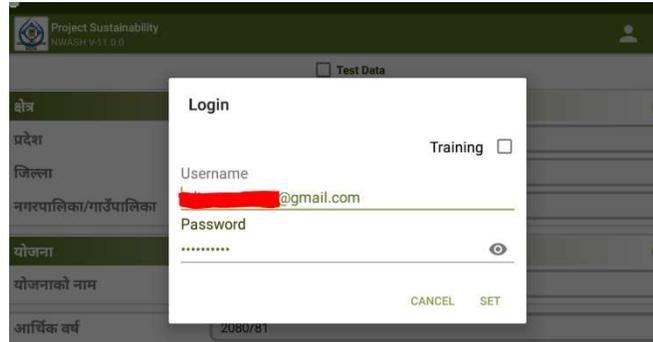
Project Data - WUA Detail

S.N.	Observer Email	Add Date	Fiscal Year	Action
1	purna.nwash@gmail.com	12/29/2021 12:00:00 AM	2078/79	View Report Edit Report Delete
2	rajendra.nwash@gmail.com	1/30/2022 12:00:00 AM	2075/76	View Report Edit Report Delete

simply go to our web portal then select **National Data profile>Water Supply Project**. Then select the **province, district and municipality** where the WSUC exists and then select WSUC info, and then search for the projects whose WSUC Management info is already collected in previous Fiscal year. Here below you can see there are two entries of WSUC info in different Fiscal year.

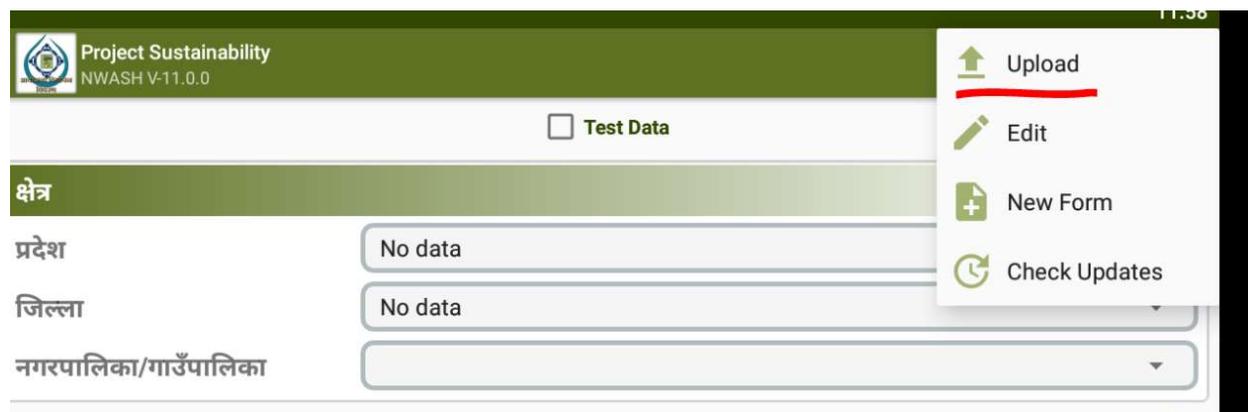
Once you identify that, you can list out the projects that has to be updated and proceed with data collection of WSUC for **New fiscal year**,

For that, open NWAASH Project Sustainability Application, then login using your user credential. After logging in, sync the data by clicking the download option in the right hand side and then select province, district and municipality of the WSUC linked project that you are about to survey. Once you select them, click on the refresh button



next to “**योजना**” select the project name/code for which the WSUC info needs to be updated. After selecting the project name you need to select the Fiscal year for data update. And then fill up the data accordingly. Once you fill up the data you can save the data. And then upload it. The upload option is available in the right corner of the app, when you click the three dots symbol. After

uploading the WSUC updated data you can view the data in our NWAASH portal. By doing this the data update process of WSUC is completed.



If you find difficulty using NWASH Sustainability Application, please copy the link below in your web browser and then watch the tutorial video on YouTube, it will guide you to fill up the data and upload it in our portal.

Link: <https://youtu.be/Ckc-NZ4aVtI?si=1iOpeHs4REFo39t1>

Case2: Missing data entry of active WSUC

Another case that needs to be considered for data update of project sustainability is collecting the missing data entry of Water Supply User Committee whose Inventory data is available in NWASH portal. In this case, you need to list out the name and code of project that have Inventory data available in NWASH but the WSUC info data is missing. Once you list out the project, you can simply collect the data using Project sustainability application. The detail procedure to collect the WSUC info is available in our YouTube channel, Please copy this link to your browser and watch the video:

<https://www.youtube.com/watch?v=Ckc-NZ4aVtI&t=294s>

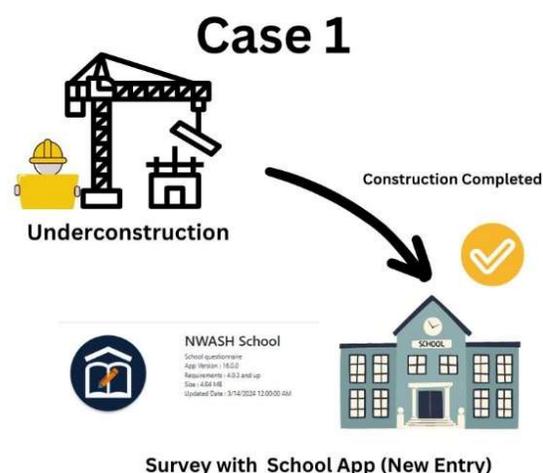
If you consider these two cases for updating the data of WSUC you can obtain the updated data from field level.

WaSH in School

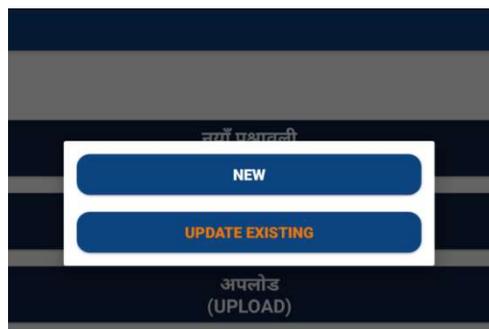
To update WaSH in school data, we have to consider three different cases so in this manual you will discuss all of them in detail. To proceed with data update app you need to first install NWASH School Application in your phone. Then you need to check the data survey checklist, and identify the name of school that has to be updated and the number and name of school that has to be surveyed as new entry. This will make the data update task easier.

Case1:

During the data update process, for first scenario you need to find the Schools that are newly established, you can refer to Data Survey Checklist for this. Then once you have the list of new School and its location (Ward, community name) you can proceed with data collection.



Survey Process: First you need to open WASH in school application.

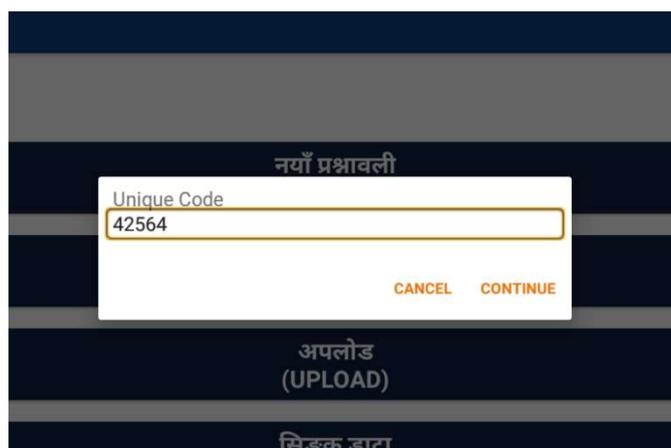


Then login using your user access, after logging in, sync that data. After data sync, select add new. When you will select the options, you will see two options, **New and Update Existing**. For this data collection, you need to select **new** option. Once you select “**New**” option the app will ask for unique code, you need to input 5 digits (unique) every time you fill up form.

Once you input the unique code a new form will open and then you can start with data collection which you can do **offline**. You can simply fill up the data by understanding the questions provided.

You need to go to the location of school to collect the data as the GPS location will be tracked.

Here is the screenshot of the questionnaire available in School.



← विद्यालय प्रश्नावली

Wash Plan Related

परिचय —

क्षेत्र

प्रदेश

जिल्ला

नगरपालिका/गाउँपालिका

4. वार्ड न

5. टोल/समुदायको नाम

5. जी पी.एस. लिनुस

If you don't understand any questions of this app, please refer to the Questionnaire manual available in NWASH portal, please open this link:

<https://nwash.gov.np/Documents>

Once you complete the data collection, please **SAVE** the data as you are collecting it offline without any internet access. Now to upload the data, you need to have access of internet connection/ Wi-Fi. Once you are connected to internet, you can upload the data in NWASH Portal.



You can view your data from here: <https://nwash.gov.np/WashData>

Case2:

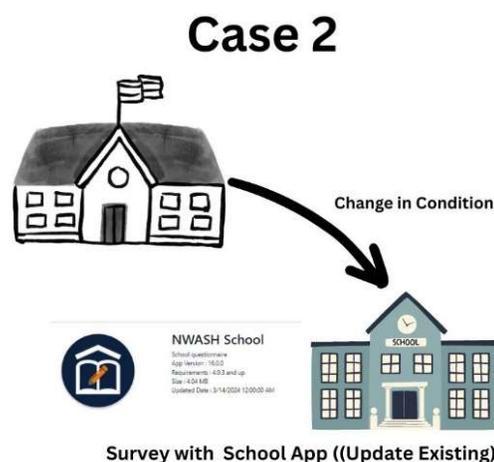
During the data update process, for second scenario you need to export the list of School that was surveyed in NWASH portal. Once you have the list of School and its location (Ward, community name) you can proceed with updating the data considering the changes seen in the school.

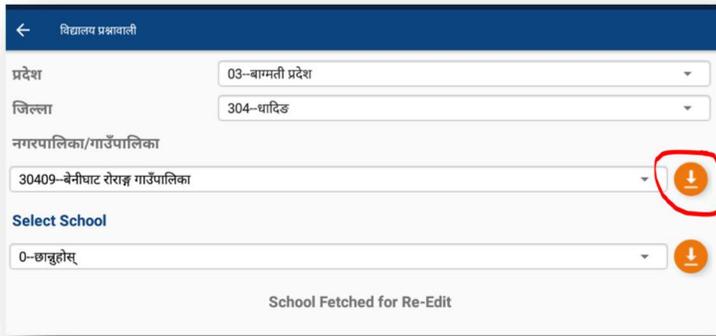
For instance: In previously collected data of **ABC school**, there were **0 toilets** but now there are **5 toilets** constructed in that school. Now you need to update the data of the toilet count in that school.

Survey Process:

First you need to open NWASH School application. Then login using your NWASH user access, after logging in, sync that data. After data sync, select add new. When you will select the options, you will see two options, **New and Update Existing**.

For this case, you need to select **Update Existing** option. Once you select **“Update Existing”** option





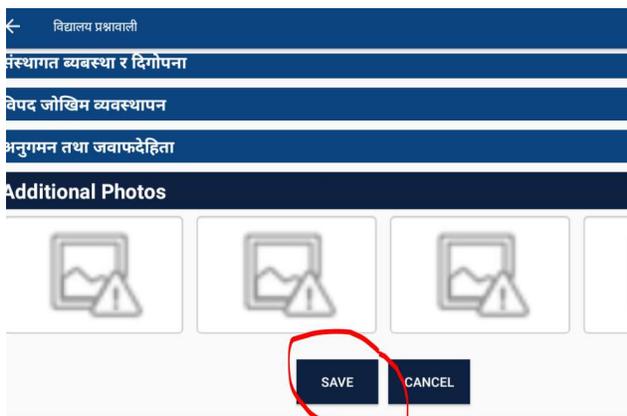
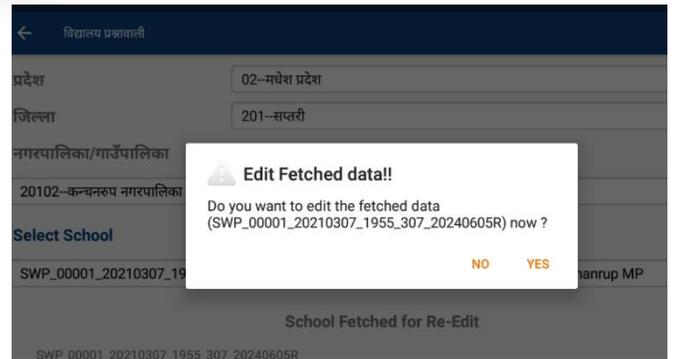
Please see this image:

You will need to select province, district and municipality and then click the download option next to Municipality/Rural Municipality to fetch the **name of school**.

The list of School will be visible under Select School option and the again select the Download symbol

next to Select School. Once you select that, the data that needs to be updated will be downloaded, and then you simply select it, and proceed with the edit/update. In the image you will see the dialogue box that says **do you want to edit the fetched data**, you can select “Yes” and go ahead with editing.

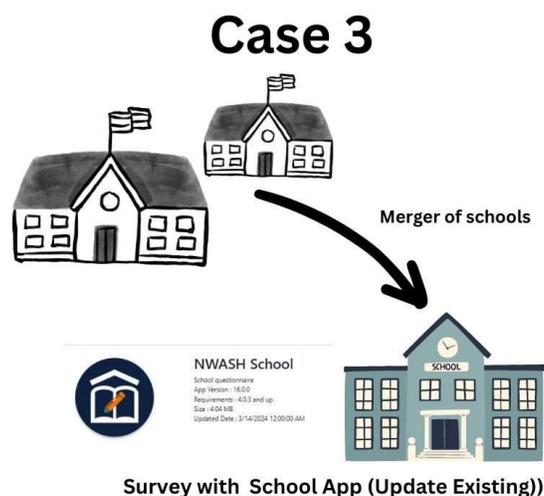
After that Detail data of school will be downloaded from the NWAASH server. The previously collected data will be visible here. You can simply replace with the data and numbers when the changes is visible. For this you need to go to the location of school and update the data. Once you complete the data update you need to save the data form that you have surveyed.



If there is no changes identified, you still need to click new pictures, save and upload the data, so that the existing data will be uploaded under new date/month/year.

Case3:

Another case that needs to be considered during data update process is, the schools that are merged to operate jointly. To edit and update the data such school, you need to first list out the name of schools have gone for merger. Once you identify the name, you need to confirm the location, where the merged schools is now operating, as both the school will have different locations, you need to confirm the new location, or if the schools are nearby you can select any one location. Once you identify the location, you will have two data entries of those schools, now you need to update one entry with the latest data and simply delete the other one.



To update the data you have to use the application, the process is same as that for CASE2. **Please refer the Case2 survey process.**

Export to Excel Export All Data

Show 10 entries Search:

SN.	School	Community	Ward	Uploaded By	Survey Date	Action
1	दलित रा प्रा दि	तत्मा टोल	3	WASH in School_Madhesh	2023/06/01	View Edit Delete
2	श्री शंकर माध्यमिक विद्यालय	बर्मझिया सुब्बा टोल	3	WASH in School_Madhesh	2023/05/26	View Edit Delete

After you update the data for one of the school you have merged and uploaded it to the server. You can then delete the data of the other school from the dashboard, the delete access will only be provided to Municipality Admin, you if you don't have the access you need to request the authorized person for that.

WaSH in HCF

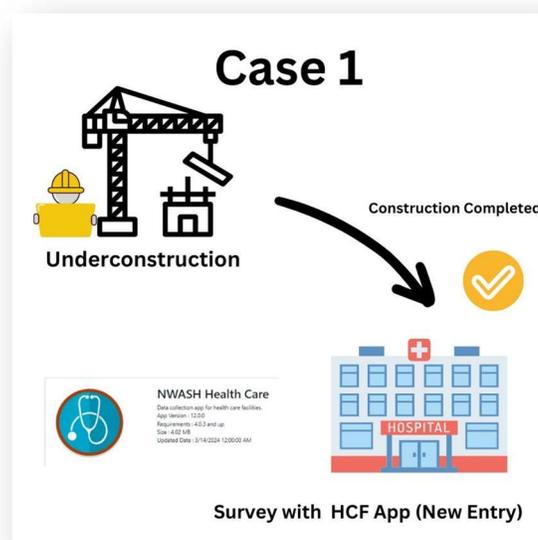
To update WaSH data of Health Care Facility, we need to consider three distinct scenarios, all of which will be discussed in detail in this manual. To proceed with the data update, first install the N-WASH HCF Application on your phone. Next, review the data survey checklist to identify the HCF that need updates and those that require new entries. This will streamline the data update process.

Case1:

During the data update process, for first scenario you need to find the Schools that are newly established, you can refer to Data Survey Checklist for this. Then once you have the list of new School and its location (Ward, community name) you can proceed with data collection.

Survey Process:

First you need to open WASH in school application.



Then login using your user access, after logging in, sync that data. After data sync, select add new. When you will select the options, you will see two options, **New and Update Existing**. For this data collection, you need to select **new** option. Once you select “**New**” option the app will ask for unique code, you need to input 5 digits (unique) every time you fill up form.

Once you input the unique code a new form will open and then you can start with data collection which you can do **offline**. You can simply fill up the data by understanding the questions provided.

You need to go to the location of health care facility to collect the data as the GPS location will be tracked.

If you don't understand any questions of this app, please refer to the Questionnaire manual available in NWASH portal, please open this link:

<https://nwash.gov.np/Documents>

Once you complete the data collection, please **SAVE** the data as you are collecting it offline without any internet access. Now to upload the data, you need to have access of internet connection/ Wi-Fi. Once you are connected to internet, you can upload the data in NWASH Portal.

You can view your uploaded data from here: <https://nwash.gov.np/WashData>



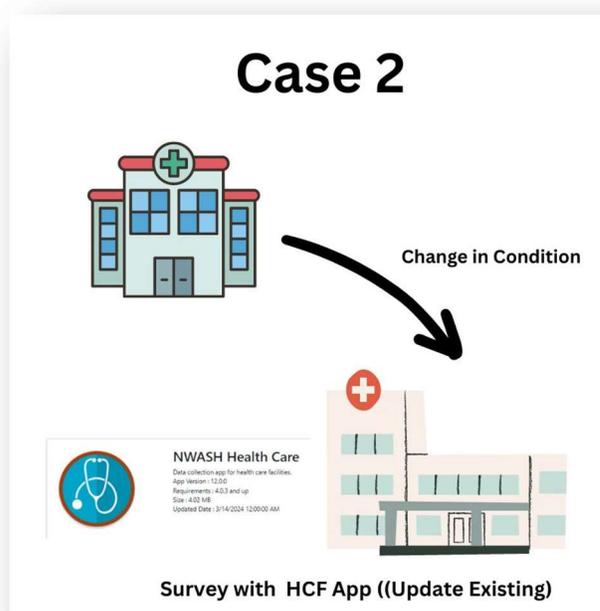
Case2: During the data update process, for the second scenario, you need to export the list of schools that were surveyed in the NWASH portal. Once you have the list of schools and their locations (Ward, community name), you can proceed with updating the data to reflect any changes observed in the schools.

For instance: In previously collected data of **XYZ Health Post**, there were **3 toilets** but now there are only **2 toilets** that are in good condition. Now you need to update the data of the toilet count in that HCF.

Survey Process:

First you need to open NWASH HCF application. Then login using your NWASH user access, after logging in, sync that data. After data sync, select add new. When you will select the options, you will see two options, **New and Update Existing**.

These two option have their own functions, New is selected to survey the data of HCF that are new and surveyed earlier and Update existing is used to survey updated data of HCF that are already surveyed in previous year using NWASH app.



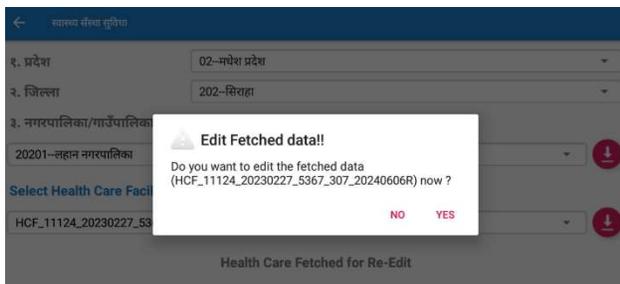
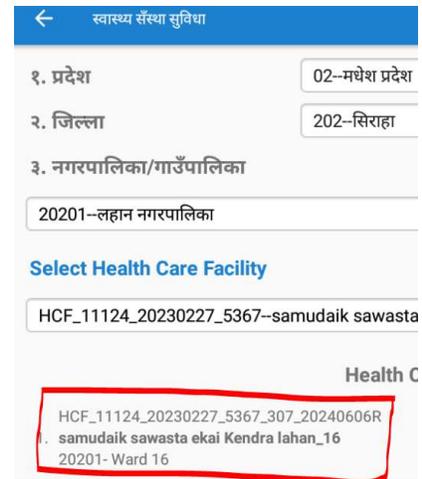


For this case, you need to select **Update Existing** option. Once you select **“Update Existing”** option, you will see new outlook to fetch the data of Health care facility.

You will need to select province, district and municipality and then click the download option next to Municipality/Rural Municipality to fetch the name of HCF that were surveyed and available in NWASH portal. The list of HCF will be visible under Select HCF option.



Now you need to choose the HCF you want to update and the again select the Download symbol next to Select Health Care Facility. Once you select that, the data will be downloaded, now you can simply select the name of the HCF listed below in the app and start with data updating.



You will see the dialogue box that says **do you want to edit the fetched data**, you can select **“Yes”** and go ahead with editing. After that Detail data of HCF will be downloaded from the NWASH server. The previously collected data will be visible here. You can simply replace with the data and numbers when there is changes. For this you need to go to the location of HCF and update the data. Once you

complete the data update you need to save the data form that you have surveyed. After saving the data, you need to upload the data in server,

If there is no changes identified, you still need to click new pictures, save and upload the data, so that the existing data will be uploaded under NEW DATE/MONTH/YEAR.

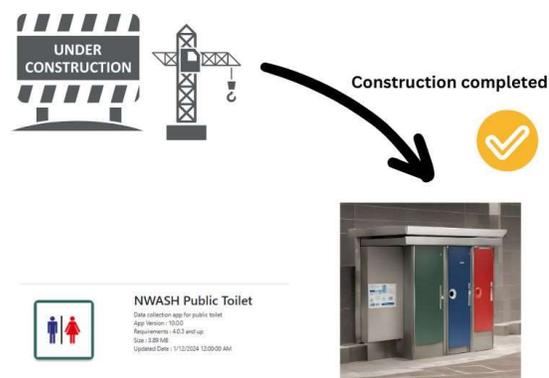
Public Toilet:

Now to update the data of Public toilets, we need to consider two distinct situations, all of which will be discussed in detail in this manual. To proceed with the data update, first install the NAWASH Public toilet Application on your phone. Next, review the data survey checklist to identify the public toilets that need updates and those that require new entries. This will streamline the data update process.

Case1:

During the data update process, for first scenario you need to find the Public toilets that were proposed earlier for plan and are now constructed, for this you can refer to Data Survey Checklist. Once you have the list of those public toilets and its location (Ward, community name) you can proceed with data collection.

Case 1



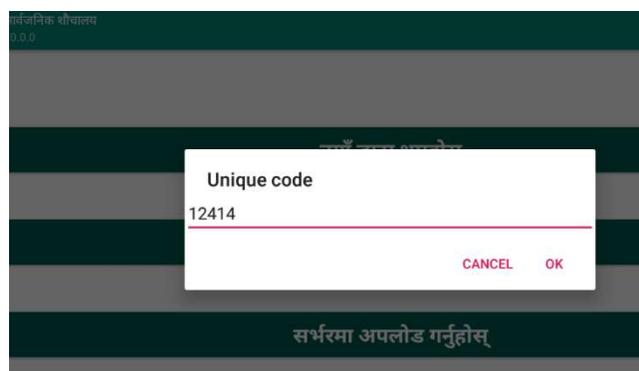
Survey with Public toilet App (New Existing)

Survey process:

First you need to open WASH in Public toilet application.

Then login using your user access, after logging in, sync that data. After data sync, select add new.

When you will select the options, you will see two options, **New and Update Existing**. For this data collection, you need to select **new** option. Once you select **“New”** option the app will ask for unique code, you need to input 5 digits (unique) every time you fill up form.

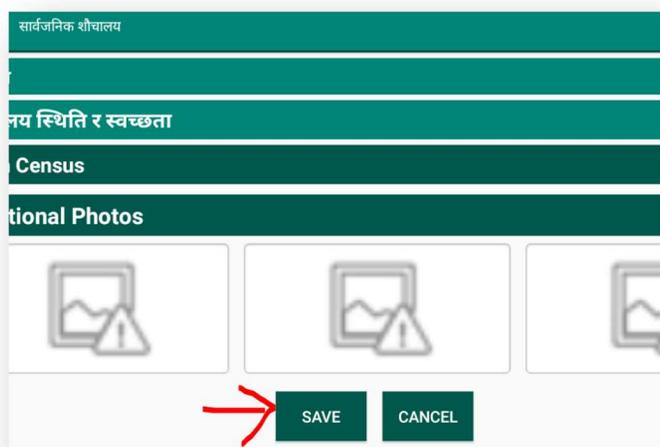


After you input the unique code a new form will open and then you can start with data collection which you can do **offline**. You can simply fill up the data by understanding the questions provided.

If you have confusions related with the question, Please refer to the Questionnaire manual available in NWASH portal, please open this link: <https://nwash.gov.np/Documents>

Once you complete the data collection, please **SAVE** the data as you are collecting it offline without any internet access. To **upload** the data, you need to have access of internet connection/ Wi-Fi. Once you are connected to internet, you can **upload** the data in NWASH Portal.

You can view your uploaded data from here: <https://nwash.gov.np/WashData>



After uploading the data, please don't forget to delete the data of the same public toilet that was previously collected under proposed category in NWASH portal.

For that you need to go <https://nwash.gov.np/WashData>

Then select “**Public toilet**” and find the name/ location of the public toilet that was surveyed under proposed and delete, it helps to avoid data duplication. Here is the screenshot of the data deletion button that is available in NWASH portal.



Case 2:

During the data update process, for second scenario you need to export the list of Public toilets that was surveyed in NWASH portal. Once you have the list of public toilet and its location (Ward, community name) you can proceed with updating the data considering the changes seen in the public toilets.

For instance: In previously collected data of a public toilet, there were **3 toilets** but now only **1** is functioning, then you need to update the condition of the toilet in the available data.

Case 2



Survey with Public toilet App (Update Existing)

Survey Process:

First you need to open NWASH Public toilet application. Then login using your NWASH user access, after logging in, sync that data. After data sync, select add new. When you will select the options, you will see two options, **New and Update Existing**.

For this case, you need to select **Update Existing** option. Once you select “**Update Existing**” option.



You will need to select province, district and municipality and then click the download option next to Municipality/Rural Municipality to fetch the name of Public toilet that were surveyed and available in NWASH portal. The list of will be visible under Select Public toilet option.

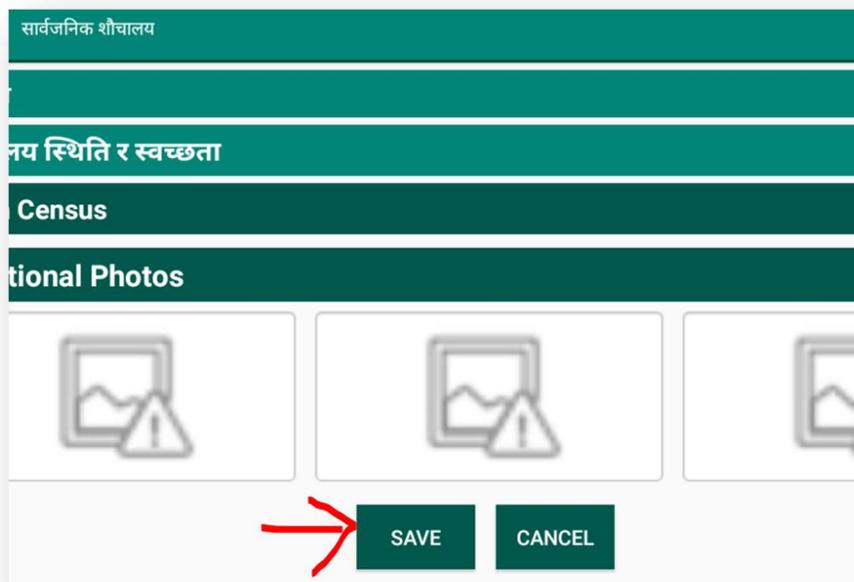


Now you need to choose the Public toilet you want to update and the again select the Download symbol next to Select Public toilet. Once you select that, the data will be downloaded, now you can simply select the name of the Public toilet listed below in the app and start with data updating.



Once you select that, the data that needs to be updated will be downloaded, and then you simply proceed with the edit/update. In the image you will see the dialogue box that says **do you want to edit the fetched data**, you can select “Yes” and go ahead with editing.

After that Detail data of school will be downloaded from the NWASH server. The previously collected data will be visible here. You can simply replace with the data and numbers when the changes is visible. For this you need to go to the location of Public toilet and update the data. Once you complete the data update you need to save the data form that you have surveyed. After saving the data, you need to upload the data in server.



If there is no changes identified, you still need to click new pictures, save and upload the data, so that the existing data will be uploaded under NEW DATE/MONTH/YEAR.



4. Post-Update Procedures

4.1 Data Verification and Validation

Data verification and validation are the critical steps in ensuring the accuracy, consistency, and reliability of data once the overall data update process is completed. Here are the main activities involved in each process, please perform the activities as suggested.

1. Completeness Checks:

In this step the team involved in data collected should work on ensuring that no required data fields are missing in NWASH portal

Example: To check the whether the data of Water supply project is completely surveyed or not, You can refer the **Data survey checklist prepared during the pre-update phase** and also seek support from Local representative of Ward level. If any data missing found, go and collect the data promptly.

2. Field Validation:

Ensuring that the data is collected in NWASH portal are as per the field reality and are logically consistent. Field validation needs to be done in two major events:

- Ward Level
- Municipality level

Example: The number of School present in field and the number of school surveyed in NWASH should be same, also the location, the data should not differ when validated from field level.

3. Duplication Checks:

The team involved in surveying the data should also work on identifying and handling duplicate data entry.

Example: Finding and deleting/merging duplicate data records in a database, such as for **School, HCF, and Public toilet**. Duplication of data will directly affect the planning tool of NWASH.

4. Accuracy Checks:

- Verifying that the data accurately represents field level reality and conditions.
- Example: Cross-checking data entries with field verifications.

These activities are integral to maintaining high-quality data and ensuring that data-driven decisions are based on accurate and reliable information.

4.2 Data Cleaning:

Once the data verification and validation process is completed, you can proceed with the Data cleaning work, it involves preparing data for planning by addressing errors and inconsistencies. Here's a brief overview of the process:

The purpose of this activity is to review the data and identify any discrepancies, here we need to inspect data quality and find out the data

1. Handling Missing Data

Identify missing values, input missing data using methods like logical interpretation, field verification and so on.

2. Removing Duplicates

The main purpose of this activity is to ensure each data record is unique. Here you need to identify duplicate records using exact or fuzzy matching, then remove or aggregate duplicates.

3. Data Editing

The main purpose is to edit the data to change any data discrepancies, and also any input that are not as per the field status.

4. Final Review

The main purpose of the activity is to verify the cleaned data and document the process. Here you need to conduct a final inspection, ensure all steps are applied, and document cleaning procedures for transparency and reproducibility.

By systematically following these steps, data cleaning ensures that the dataset is accurate, consistent, and ready for analysis, improving the quality and reliability of the results.

5. Frequently Asked Questions (FAQ's)

1. What is the data update process?

The data update process refers to the series of steps and activities undertaken to refresh, validate, and integrate new or modified data into a database or system to ensure it is current and accurate.

2. How often are data updates performed?

The frequency of data updates can vary depending on the data requirements. Common intervals include real-time for conditional updates and yearly updates. Specific update schedules should be defined based on the needs of the Local government.

3. Who is responsible for managing the data update process?

Typically, *WASH Focal person and IT officer* are responsible for managing the data update process.

4. How is data quality ensured during updates?

Data quality is ensured through:

- Validation and checks
- Data cleansing processes to remove duplicates and errors
- Regular reviews
- Use of NWASH inbuilt data quality tools

5. What should be done if there is an error during a data update?

If an error occurs during a data update, the following steps should be taken:

- Identify and analyze the error.
- Rollback the update if possible and restore data from the latest backup.
- Correct the issue causing the error.
- Conduct the update process again.

6. What are the best practices for managing the data update process?

Best practices include:

- Establishing a clear update schedule
- Implementing robust data validation and quality checks
- Maintaining thorough documentation of the update process
- Ensuring regular communication among stakeholders

- Continuously monitoring and reviewing the process for improvements.

7. How are stakeholders informed about data updates?

Stakeholders can be informed through:

- Regular update reports and dashboards
- Meetings and briefings

8. Do we need to update household level sanitation and hygiene data?

Yes, you can update the household level sanitation and hygiene data, only if Local government agrees to do that. Otherwise it's not mandatory to update the data.

These FAQs cover various aspects of the data update process, providing a comprehensive overview for users and stakeholders.