Integrated Development Planning
Information Management System

User Manual
For Public Users
# Table of Contents

1. Introduction .................................................................................................................. 3
2. Background and purpose ............................................................................................... 3
   2.1. Intended Audience ............................................................................................... 5
3. Accessing the system ..................................................................................................... 5
4. Home Page .................................................................................................................... 6
5. Users ............................................................................................................................. 7
   5.1. Public users ........................................................................................................... 7
   5.2. Registered users: ................................................................................................. 8
   5.3. Administrator: ..................................................................................................... 9
6. Public Users .................................................................................................................. 11
   6.1. Login..................................................................................................................... 11
   6.2. Search .................................................................................................................. 11
   6.3. Documents .......................................................................................................... 13
       6.3.1. Documents Browser .................................................................................... 14
       6.3.2. Advanced Search ....................................................................................... 15
       6.3.3. Map Search ............................................................................................... 16
       6.3.4. Documents Library ..................................................................................... 19
   6.4. Map ....................................................................................................................... 21
       6.4.1. The toolbar .................................................................................................. 24
       6.4.1. Query Builder ............................................................................................. 25
       6.4.2. The Measure Tool ....................................................................................... 27
       6.4.3. The information Tool .................................................................................. 29
       6.4.4. Base Maps .................................................................................................. 30
   6.5. Table of Contents ................................................................................................. 34
       6.5.1. Layers ......................................................................................................... 34
       6.5.2. Legend ......................................................................................................... 37
       6.5.3. Thematic Maps ........................................................................................... 38
   6.6. Contacts ................................................................................................................. 39
   6.7. Links ...................................................................................................................... 40
   6.8. Interactive Help Guide ......................................................................................... 40
7. Glossary of GIS Terms ................................................................................................. 41
8. List of Acronyms .......................................................................................................... 43
1. Introduction

This manual serves as a guideline to the Integrated Development Planning Information Management System. It aims to give a step by step sequential guideline on how the IDPIMS operates. It will enable the user to better understand the integrated web system which has been specifically designed to allow IDP Coordinators a central environment to upload all the IDP and related documents and to spatially link the documents by means of a GIS and to allow users of the general public access to the documents either by searching for a document or viewing it on a map.

Learning Objectives

At the end of this session, each user will:

- Understand the purpose behind the IDPIMS.
- Be able to navigate through all the applicable modules and
- Be able to capture and download information.

2. Background and purpose

Integrated planning is a joint planning exercise that ensures participation of all stakeholders and affected departments. It is about ensuring that council planning requirements and processes are sufficiently interrelated to maximise the achievement of councils’ goals and desired outcomes. If plans are not integrated, it is likely that their implementation will work against each other to fragment and confuse responsibilities and targets, and undermine the achievement of council’s goals.
Integrated planning is a joint planning exercise that ensures participation of all stakeholders and affected departments plan towards a coordinated delivery in a coherent manner. It is also a process that provides municipalities a framework for establishing local priorities and to link the planning information to operational functions. Its objective is to examine all economic, social, and environmental costs and benefits, in order to determine the most appropriate option and to plan a suitable course of action. Municipalities need readily packaged information of all the spheres of government on their desk at all time to coordinate, inform and integrate development at a local space during the integrated planning process.

According to Section 24, the MSA requires the municipality to undertake planning that is aligned with other municipalities and organs of state together with national and provincial legislation and policy. It must do this by preparing and adopting IDPs (Section 25) and a process is set out to achieve this, along with guidance on the content of IDPs. A well-coordinated integrated planning provides clearly defined SDF’s which ultimately contributes towards the credibility of an IDP.

In line with the above, Municipalities need readily packaged information of all the spheres of government to coordinate, integrated development at a local space during the integrated planning process. As such, a dedicated system is required to serve as a hub or platform to support planning. IDPIMS which was previously known as the IDP Nerve Centre has been identified as such a system which can perform that role. The IDPIMS was approved by cabinet in May 2003 as a tool to support the flow of strategic planning information across government. The IDPIMS is geared towards performing the following functions:

- To serve as a centralised data depository, whilst integrating all planning information from National departments, provinces and municipalities.
- An information system that is spatially enabled.
A data repository system with query tools which will help stakeholders to search for and relate long, medium and short term planning information together.

2.1. Intended Audience

This document is aimed at the following role players:

a. Municipalities (Districts and local)
b. Provincial Departments
c. National Sector Departments
d. Public Users
e. Other relevant stakeholders

3. Accessing the system

The System is accessed through the website, address: http://idpnc.cogta.gov.za.

To access the system, firstly select your preferred internet web page search engine, e.g. Google Chrome, Internet Explorer etc. and the on the web page taskbar, type in the following address: http://idpnc.cogta.gov.za.

Once you have opened the above link, the system will navigate you to the IDPIMS home page.
4. Home Page

A disclaimer will be displayed which the users need to read and agree to. After having read and agreed to the disclaimer, the Home Page which is the default page of the system is then displayed with a welcome message to the user and explains the function of the system.

The menu bar allows a user to navigate through the system in a structured way.
The Rotator control shows flow charts of processes followed when planning IDP documents and projects.

5. Users

There are various users accessing the IDPIMS. The functionalities available to the various users will be explained in more detail.

5.1. Public users

Public users will be able to access the IDPIMS system without the need to register. The following functionality will be available to the public users:

- Home Page
- Search
- Documents
  - Document Browser
All the functionalities available to the public user will be explained in more detail, under the *Public Users Section*.

### 5.2. Registered users:

Users in Municipalities (Districts and local), Provincial Departments, National Sector Departments or other relevant stakeholders will be able to register on the site in order for them to access the following functionality.

- Home Page
- Login
- Search
- Documents
  - Document Browser
  - Manage Documents
  - Document Library
- Manage Metadata
- Manage KPI
- Projects
- Map
- Contacts
- Links
- Interactive Help Guide

All the functionalities available will be explained in more detail under the *Registered Users Section*. 
5.3. Administrator:

All the functionalities on the system are available to the Administrator. Additional functionalities that are only available to the administrator are the following:

- Manage Site
- Approve User Registration
- Manage Users
- Manage roles
- Manage page roles
- Manage Document Types
- Manage Organisations
- Manage Contacts
- Manage Links
- Audit Trail
PUBLIC USERS
6. Public Users

Any public users can access the IDPIMS system without being a registered user on the system. Public users will have access to the following functionalities:

6.1. Login

The Login Page allows authorised users to login to the system to gain access to additional pages which are not available to public users.

6.2. Search

The **Search** page is available to the public users, and all documents marked as “public documents” is searchable without the need of logging in.

The search functionality enables the user to search within all the documents that have been uploaded on the system, some of the documents are marked as private and will only be available to registered users.

Types of documents that can be searched are; `.doc`, `.docx`, `.xls`, `.xlsx`, `.pdf`, `.ppt`

Select the **Search** option on the menu bar to enable you to search for a specific document.
You can type in any word or phrase that might be relevant to the name of a
document e.g. IDP, Draft, Final, Tshwane, Free State IDP etc.

After you typed the key word or phrase you want to search for, click on the **Search** button.

The number of results containing the key word/phrase will be listed in the Search results.
The results of the given phrase are displayed on screen row by row, showing the results found and highlighting the text found in the document.

The more a word was found in the document, the higher the rank of the document will be.

Depending on the number of results listed, it can continue to the next Result page.

You will be able to view or download a document by clicking on the document name, where after you will get the option to open or save the document to your machine.

6.3. Documents

Under the documents tab on the “Menu Bar” you will have two types of document options.

- Document Browser
- Document Library
6.3.1. Documents Browser

The **Document Browser** page allows the user to search for a document in the system according to document name. The documents can be filtered by province, district or municipality.

After typing the name and selecting the Province, District or Municipality in which you want to search, click on the **search** button.

The **Clear Search** button will clear the filters and return to all documents. Click on the **Clear Search** button before redoing the search.
The Search Results will be listed according to Document Name, Document Type, Province, District and the relevant Municipality that it falls under. It will also give you the user an option to download the document.

6.3.2. Advanced Search

The Advanced Search allows a user to search for documents based on metadata as captured at the time of uploading. Metadata is data about your data or additional information about the document.

Meta data is dynamic in the system, and extra tags or keywords can be added at any time and captured to documents.

Any metadata type that has been captured will be listed where you can just tick the appropriate box and type the information you are looking for.
If you have captured metadata like, Year, Budget, Implementation Period etc, you will be able to search accordingly.

**Year = 2013**

### 6.3.3. Map Search

The map search will display the current Search Results on the map.
In the Document Browser window when you click on the **Map Search** option, you will be redirected to the spatial map component, where you will be able to type in the document name and it will highlight the area linked to the document.

After you have clicked on the **Search** option, the map will still be zoomed to the full extend.
In order to see the area in which the document was uploaded, you can use the zoom in tool on the tool bar.

Click on the **Zoom In** tool, then draw a rectangle over the area you want to zoom in.

When you click on the Municipality or District boundary, all the documents available for the area will be listed. Select the document you want to view or download from the system.
6.3.4. Documents Library

The **Document Library** allows a user to find documents via an “explorer like” tree control which groups documents according to the following folder structure:

- National
- Province
- District
- Municipality
- Document Type
A user can click a folder to discover documents inside the selected folder.

All public documents are downloadable. Only registered users can scroll through documents that have been uploaded as private documents.

No documents can be deleted by a user, only the administrator will be able to delete any documents from the system.
6.4. Map

In order to view documents spatially you will use the Map option on the Menu Bar.

After activating the map component, a Map Information window will appear on the screen, for explanatory purposes regarding the Map functionality.

- **The map can be controlled using the map toolbar.**
- **Layers can be toggled on and off by clicking on the tick box next to the layer name.**
- **Some layers might not be visible on all scale ranges.**
- **If a layer is not active on a certain scale range the layer will be greyed out.**
- **As you zoom in closer more layers will be activated.**
- **An option to download backlog metadata information and to save it to your machine is available.**
If you don't want to view or download the metadata information, you can just close the window.

Map Information

The Map can be controlled using the map toolbar, layers can be toggled using the layer control.

Click here to download the map metadata.

Please note some layers might not be visible on all scale ranges.
The Map Components:

The *Toolbar* enables the user to navigate around on the map.

The data are displayed in the *Map Display Area*.

In the *Table of Contents* the user will be able to toggle the layers on or off, by clicking in the tick box next to a layer name.
6.4.1. The toolbar

The toolbar on the map component will provide you with the following functionalities.

<table>
<thead>
<tr>
<th>Navigation Tool</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zoom In</strong></td>
<td>The purpose of this tool is to reduce the current scale (focus on a smaller geographical area) of the map, centred around the area you selected</td>
</tr>
<tr>
<td><strong>Zoom Out</strong></td>
<td>The purpose of this tool is to increase the current scale (focus on a bigger geographical area) of the map, centred around the area you selected</td>
</tr>
<tr>
<td><strong>Zoom Full Extent</strong></td>
<td>The purpose of this tool is to zoom to the full extent of all the layers on the map.</td>
</tr>
<tr>
<td><strong>Pan</strong></td>
<td>The purpose of this tool is to change the centre of the map without changing the map scale when moving around on the map.</td>
</tr>
<tr>
<td><strong>Deactivate</strong></td>
<td>The purpose of this tool is to deactivate any function that was used on the map.</td>
</tr>
<tr>
<td><strong>Search Documents</strong></td>
<td>The purpose of this tool is to search for any document that was uploaded on the system on District and Municipality level.</td>
</tr>
<tr>
<td><strong>Query Builder</strong></td>
<td>The purpose of this tool is to query the spatial data according to a specific spatial layer.</td>
</tr>
<tr>
<td><strong>Measure</strong></td>
<td>The purpose of this tool is to measure the straight line distance between 2 geographic points or to measure area or get the X,Y coordinates of a specific point on the map.</td>
</tr>
<tr>
<td><strong>Info</strong></td>
<td>The purpose of this tool is to identify a specific spatial layer and to view the attribute</td>
</tr>
<tr>
<td>Tool</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>No Base Map</td>
<td>The purpose of this tool is to deactivate any base map, only the spatial layers that are activated will be displayed.</td>
</tr>
<tr>
<td>Satellite</td>
<td>The purpose of this tool is to activate a satellite base map.</td>
</tr>
<tr>
<td>Topo</td>
<td>The purpose of this tool is to activate a topographic base map.</td>
</tr>
<tr>
<td>Street</td>
<td>The purpose of this tool is to activate a street view base map.</td>
</tr>
<tr>
<td>Hybrid</td>
<td>The purpose of this tool is to activate a hybrid base map.</td>
</tr>
<tr>
<td>Info Tool Doc</td>
<td>The purpose of this tool is to identify documents on the base map.</td>
</tr>
</tbody>
</table>

**6.4.1. Query Builder**

The Query Builder allows a user to query the data according to a spatial layer.

Select the Query Builder icon on the toolbar.

First specify the **Layer** you want to query i.e. Provinces, MIG MIS Projects etc.

Then specify the **Column** i.e. PROVNAME, that will be the column in the attribute table, linked to the layer

**Value To Search**, will be the name or information you are looking for, i.e. Gauteng.
Layer = RSA Provinces

Column = PROVNAME

Value TO Search = Gauteng

Click on Search to see the results of your query. The results will be listed according to Layer Name, Field Name and Value.

When you select the record you were searching for, map will automatically zoom into the relevant area.
6.4.2. The Measure Tool

The Measure tools allows the user to measure area and distance between points or obtain the X, Y coordinates of a specific point.

Select the Measure tool on the toolbar.

Before you start to measure, first select the measurement units you prefer.

a. Measure Area
Select the **Measure Area** button. Click on the map to start your measuring function, now move the cursor to the next point and click again at the second point, you will draw a polygon showing the area that needs to be measured. When you are done, you need to double click to end the function. The total area will be display under the **Measurement Results**.

### b. Measure Distance

Select the **Measure Distance** button, now click on your first point and then move to the area of your second point and double click. The distance will show under the **Measurement Result**.
c. Measure Location

Select the Measure Location button, move your cursor to the point you want to identify and click on the map. The Longitude and Latitude coordinates will show under the Measurement Result. The results can either be shown in Degrees or Degrees, Minutes, Seconds.

6.4.3. The information Tool

The Info button allows you to retrieve additional information from a spatial layer. Simply click on the Info button on the toolbar and then select a layer.
All the different layers that you selected on will be shown in the **Identify Results** window. If you identified more than one feature at a time, you can click on the **Next Feature** button (arrow), to observe the information available on the next feature.

![Identify Results window](image)

### 6.4.4. Base Maps

The user will be able to activate different base maps i.e. Satellite backdrop, Topographic backdrop, Street backdrop, and Hybrid backdrop. Each base map will offer a different view of the map to the user. To deactivate a base map, click on No Base Map button.
No Base Map

The No Backdrop will clear the backdrop on the map
Satellite Backdrop

The Satellite backdrop displays the following base map:

Topographic Backdrop

The Topographic Backdrop button displays the following base map:
Street Backdrop

The Street Backdrop button displays the following base map:

![Street Backdrop Map](image)

Hybrid Backdrop

The Hybrid Backdrop button displays the following base map:

![Hybrid Backdrop Map](image)
6.5. Table of Contents

6.5.1. Layers
In the table of Contents different spatial layers will be listed under Layers.

The spatial data layers are divided between,

- **Service Delivery and Infrastructure** (Data related to projects)
- **Base Map Information** (Standard data)
On default most of the layers will be turned off. To activate a layer on, you need to select the check box next to the layer.

If a layer is greyed out it means that it can only be shown on a specific zoom scale. If you zoom in closer on the map, the different layers will be activated.

The transparency level of all the layers under *Service Delivery and Infrastructure* and *Base Map Information* can be changed with the provided sliders.
All the documents that have been uploaded on the system will show on the map under, **Available Documents Municipality** or **Available Documents Districts**.
6.5.2. Legend

All the layers that are activated and are visible on the map will show under *Legend* in the Table of Contents.
6.5.3. **Thematic Maps**

The System has various **Thematic Maps** that can be switched on via the layer control.

A **Thematic Map** will display a layer according to different colours or symbols to give a better understanding of the data to the user.
6.6. Contacts

The **Contacts Page** displays a list of people that can be contacted with regards to queries with the website.

To view contact details and the relevant contact person, click on the **Contacts** tab on the Menu Bar. Details will be listed according to Name, Department, Phone and Email.

The **Email link** will open up the default mail on the user's computer and create a new mail message addressed to the email clicked.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Nontuthuzelo Ntshebele</td>
<td>National IDPIMS official</td>
<td>012 334 0951</td>
<td><a href="mailto:nontuthuzelen@cogta.gov.za">nontuthuzelen@cogta.gov.za</a></td>
</tr>
<tr>
<td>Ms Angeline Sehona</td>
<td>National IDPIMS official</td>
<td>012 395 4649</td>
<td><a href="mailto:angelines@cogta.gov.za">angelines@cogta.gov.za</a></td>
</tr>
<tr>
<td>Khashane Pilusa</td>
<td>Administrator</td>
<td>012 395 4649</td>
<td><a href="mailto:KhashaneP@cogta.gov.za">KhashaneP@cogta.gov.za</a></td>
</tr>
</tbody>
</table>
6.7. Links

The **Links Page** shows a list of relevant links to extra websites that users can use.

Click on the **Links** tab to select a specific website that you would like to be directed to.

By clicking on a link will open the website in a new tab.

<table>
<thead>
<tr>
<th>Information</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>COGTA</td>
<td><a href="http://www.cogta.gov.za">www.cogta.gov.za</a></td>
</tr>
<tr>
<td>The Presidency</td>
<td><a href="http://www.thepresidency.gov.za">www.thepresidency.gov.za</a></td>
</tr>
<tr>
<td>Spatial temporal evidence for planning South Africa</td>
<td>stepsa.org</td>
</tr>
<tr>
<td>Municipal Demarcation Board</td>
<td><a href="http://www.demarcation.org.za">www.demarcation.org.za</a></td>
</tr>
<tr>
<td>South African Local Government Association</td>
<td><a href="http://www.salga.org.za">www.salga.org.za</a></td>
</tr>
<tr>
<td>Department of Rural Development and Land Reform</td>
<td><a href="http://www.ruraldevelopment.gov.za">www.ruraldevelopment.gov.za</a></td>
</tr>
<tr>
<td>Statistics South Africa</td>
<td><a href="http://www.statsa.gov.za">www.statsa.gov.za</a></td>
</tr>
</tbody>
</table>

6.8. Interactive Help Guide

The **Interactive Help Guide** aims to assist system users on the system whilst enabling them to know where to find what functionality.

The user can scroll through the pages by clicking on the black arrows.
7. Glossary of GIS Terms

**Address** 1. A point stored as an x, y location in a geographic data layer, referenced with a unique identifier. 2. [Computing] a number that identifies a location in memory where data is stored.

**Area** 1. A closed, two-dimensional shape defined by its boundary. 2. The size of a geographic feature measured in square units.

**Attribute** 1. Information about a geographic feature in a GIS generally stored in a table and linked to the feature by a unique identifier. Attributes of a river might include its name, length, and average depth.

**Base Map** A map having essential outlines and onto which additional geographical or topographical data may be placed for comparison.

**Bar Scale** A scale used to measure distance on a map, marked like a ruler in units proportional to the map’s scale.

**Boundary** 1. Line that shows where an area ends and another area begins. 2. Something that indicates or fixes a limit or extent.

**Coordinates** 1. The x- and y-values that define a location in a planar coordinate system. 2. The x-, y-, and z-values that define a location in a three-dimensional coordinate system.

**Data** Any collection of related facts arranged in a particular format; often, the basic elements information that are produced, stored, or processed by a computer.

**Database** Any electronic, electromechanical, or mechanical means for recording, communicating, or processing data.

**Layer** A set of vector data organized by subject matters such as roads, rivers, or political boundary. Vector layers acts as digital transparencies that can be laid on top of another for viewing or spatial analysis.
**Legend** The reference area on a map that lists and explains the colours, symbols, line patterns, shadings and annotation used on the map, and often includes the map's scale, origin, and projection.

**Map** Any graphical presentation of geographic or spatial information

**Metadata** Information about a data set. Metadata for geographic data may include the source of the data; its creation date and format; its projection, scale resolution, and accuracy; and its reliability with regard to some standard.

**Query** A query is a statement or logical expression used to select features or records from database.

**Scale** The ratio or relationship between a distance or area on a map and the corresponding or area on the ground.

**Spatial data** 1. Information about locations and shapes of geographic features, and the relationships between usually stored as coordinates and topology. 2. Any data that can be mapped.

**Toolbar** 1. A strip of icons that can be clicked to perform certain functions. 2A row or column of on-screen buttons used to activate functions or change modes in an application.
8. List of Acronyms

APP- Annual Performance Plan
CoGTA- Corporate Governance and Traditional Affairs
EMP- Environmental Management Plan
IDP- Integrated Development Framework
IWMP- Integrated Waste Management Plan
LED- Local Economic Development
LEDP- Local Economic Development Plan
LGTAS- Local Government Turn Around Strategy
GDS- Growth and Development Strategy
MDG- Millennium Development Goals
MSA- Municipal System Act
NDP- National Development Plan
NPF- National Development Framework
PGDS- Provincial Growth and Development Strategy
PPF- Provincial Planning Framework
SDF- Spatial Development Framework
PSDF- Provincial Spatial Development Framework
SDBIP- Service Delivery and Budget Implementation Plan
SEDMS- Spatially Enabled Document Management System
SONA- State of the Nation Address
SOPA- State of the Province Address