Digital Agri Hub

digitalagrihub.org

Digital Agri Hub

Data Entry Facility

User manual

BILL & MELINDA GATES foundation

UKaid from the British people

USAID FROM THE AMERICAN PEOPLE

PROJECT PARTNERS

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Introduction

To support the creation of a global data ecosystem on digital agriculture, Digital Agri Hub provides a data entry facility for digital solution providers. This facility offers solution providers the opportunity to register their digital solutions for agriculture deployed in low- and middle-income countries or to update existing data in the database. All solutions will be featured on the Digital Agri Hub dashboard with the most up-to-date information directly from the source, and become more visible for investors, donors, and other stakeholders in the D4Ag sector.

This manual provides guidance on how to use the Digital Agri Hub data entry facility. It explains the registration process and gives comprehensive support in adding the data of digital solutions to the Digital Agri Hub database and dashboard.

Adding and updating digital solutions

Data entry account

To access the Digital Agri Hub data entry application you will need an account (username/password).

You can request an account through the data sharing section our website. We will ask you to send us a mail, providing the following data to create that account:

- your name (or the name of the editor adding/editing the data, if not yourself)
- email address of the editor
- your organisation name
- the names of the solutions you want to add or update

After creation of the account, we will send your login details and you can start adding or updating your solutions through the following URL: https://digitalagrihub.org/data-entry

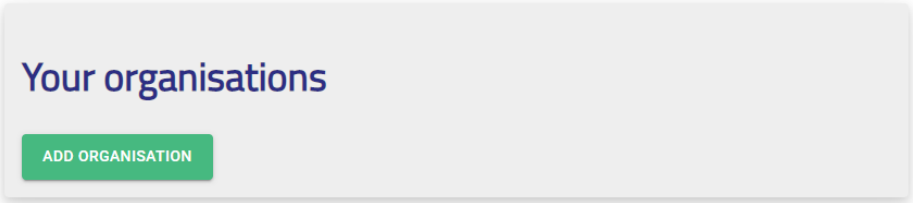
Adding or updating digital solutions

Digital Agri Hub allows you as an organisation to register one or more of your digital solutions for agriculture deployed in low- or middle-income countries. To facilitate that, in case your organisation is new to Digital Agri Hub, you will first need to provide some general information on your organisation. Once that is submitted, you can add one or more digital solutions.

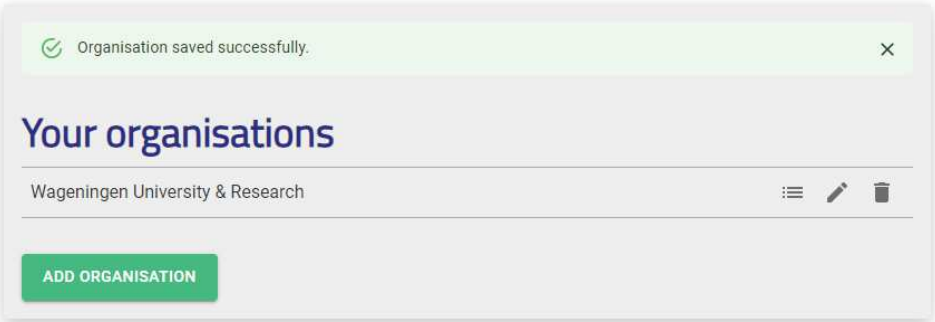
In the case that your organisation and digital solutions are already existing in Digital Agri Hub, we have linked these up to your data entry account. This allows you to directly to update your organisation details and existing solutions, or to add additional solutions.

Organisation

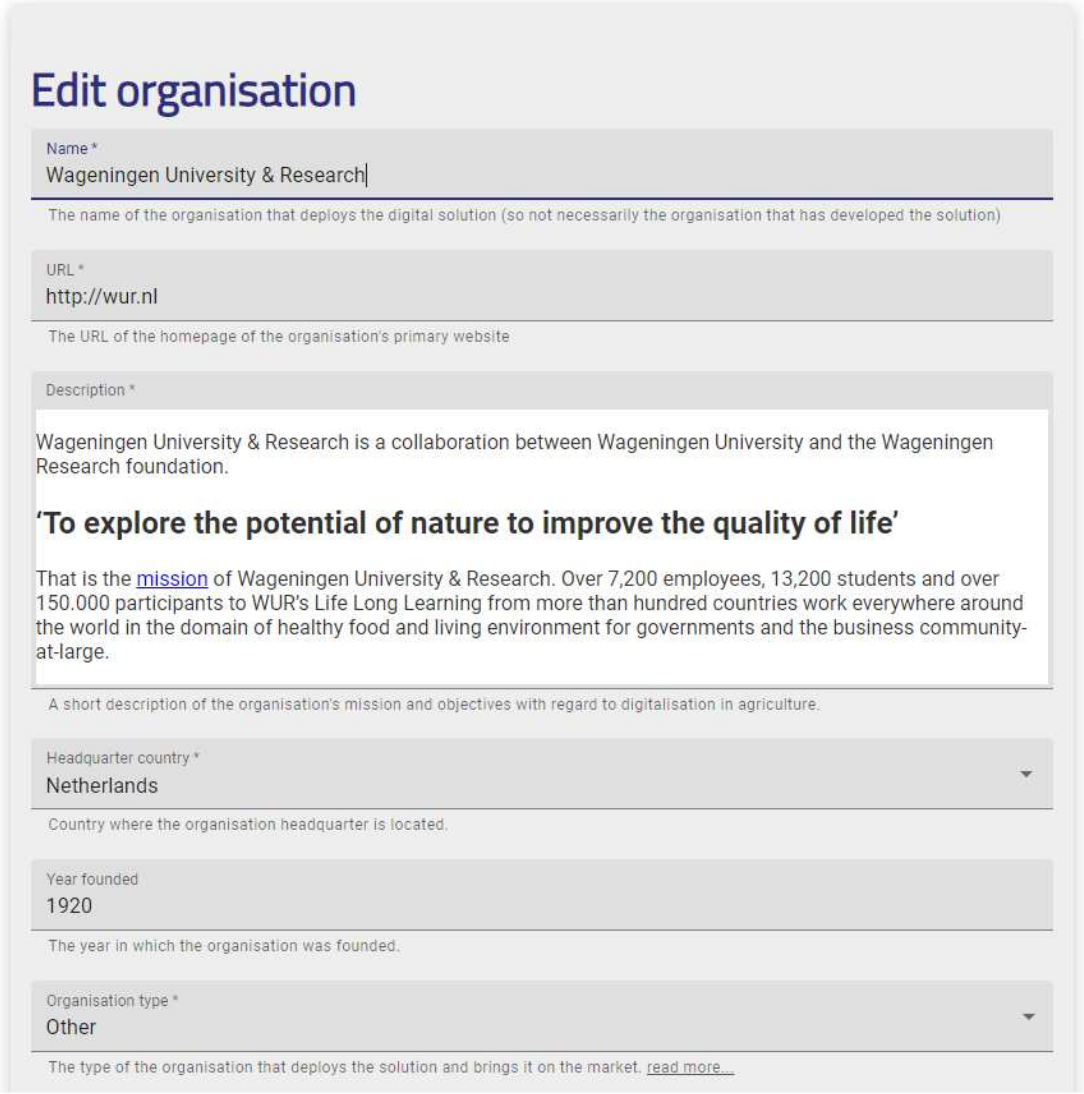
Digital Agri Hub stores digital solutions per organisation, so before you can add your first solution you will need to register your organisation.



In case we already have one or more of your solutions in our database, you will have the opportunity to update the data of your organisation and to add, update or delete your digital solutions.

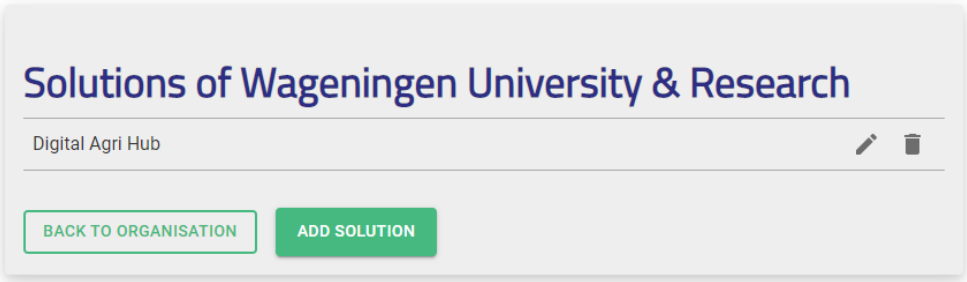


Choosing for adding or editing your organisation will lead you to the organisation data entry form. In case your organisation is not yet registered, you will need to finalize that before you can add your digital solutions.

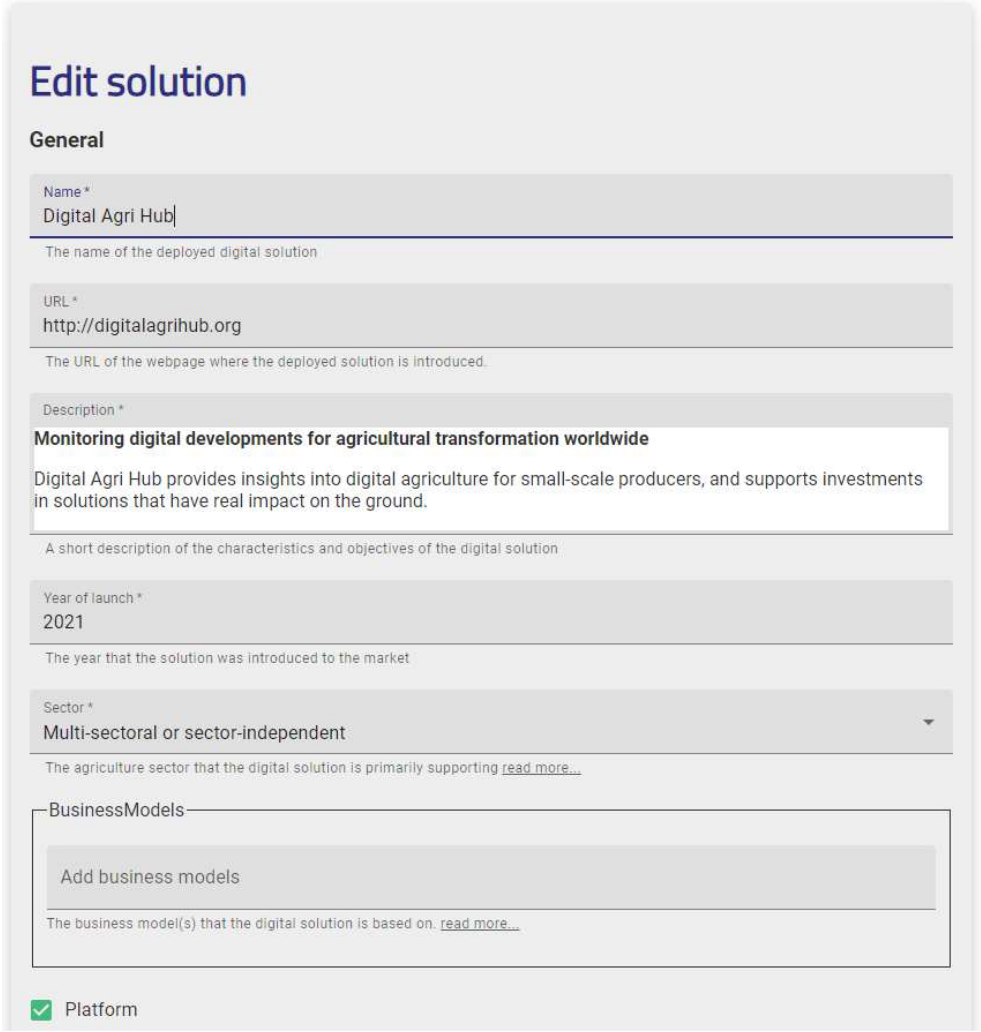


Digital solutions

Once your organisation details are in, you can directly open the current list of digital solutions registered. If you're new to Digital Agri Hub, you will be able to start adding your solutions. In case we already have solutions in our database, you will see a list of these solutions and you will be able to add new solutions, but also to edit (or delete) your existing solutions.



Adding or editing a digital solution will lead you to the solution data entry form. The form will guide you through several steps that allow you to add or update the data we register for digital solutions.



Additional guidance

Data editing tips and remarks

Mandatory and optional fields

Data fields may be mandatory or optional. All mandatory fields are marked with *. Note that mandatory fields need to be filled in before you can submit your organisation or solution.

Definitions and explanations

For every field a short description is provided just under the data entry fields. In some cases this also includes a “read more…” link. This link opens a dialog window with further explanations, for instance giving the definitions of the various options that are provided in available picklists (e.g. for use cases, technologies etc.).

Description fields

The description fields for organisation and solution allow longer texts and basic formatting of the text. We ask you to keep these texts concise where possible and to keep the formatting “functional”.

Primary and secondary use cases

For the use case (application domains) of a digital solution we always ask you to register the primary use case and sub use case. Besides, you may add some additional (secondary) use cases and sub use cases if relevant. This includes if needed the addition of other sub use cases of the primary use case.

Regions and languages

It is impossible to include complete lists of all existing country regions and languages. We therefore allow the addition of regions (defined as regions within a country) and languages, in case these are not already provided in the available picklists. Before you do so, please make sure that the region (via a picklist offered for the chosen country) or language is not available yet. Note that added regions and languages will also become available for other data entry users.

User numbers and revenue

To be able to track the evolution of the digital agriculture sector, we also ask you to provide data on user numbers and revenue. Since we realise that this concerns potentially competitive or otherwise sensitive data, these data fields are not mandatory and can be left blank. Analytics based on this data will only be published in aggregated form, for example when reporting on the global or regional state and progress of digital agriculture, where it cannot be traced back to individual organisations or solutions.

Quality assurance and publication

New additions and data updates will not directly become visible in the Digital Agri Hub dashboard. We have implemented a moderation and quality review step before publishing to our website. This means that it can take a bit of time before you will see your data online. In case of potential issues or unclarities, we might get back to you for further clarification before we publish.

Protection of your (personal) data

The data you provide will be published on Digital Agri Hub and made accessible through our solutions dashboard. We will not publish or share with others any personal data or data that will allow others to link to your personal data.

Data that can be considered competitive or otherwise sensitive will only be published in aggregated form, where it cannot be traced back to individual organisations or solutions. This currently includes the data on number of users and revenue.

Obviously, the processing of personal data includes appropriate security measures. Therefore, Digital Agri Hub is secured. Your data is only accessible by authorized administrators and stored in a protected environment. WUR's starting point is NEN-EN-ISO/IEC 27002:2017 to make sure that any personal data is optimally secured. Data is stored in accordance with the general guidelines of Wageningen University & Research.