CDA HUB WEB INTERFACE USER MANUAL

Exploring CDA HUB Web Interface

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1 Introduction

1.1 Purpose of This Manual

This manual provides clear guidance on how to use the Administrators and Trainers web dashboard. It explains available features, navigation, and role-based permissions to help users perform their tasks efficiently and understand differences between Admin and Trainers access. The manual serves as a single reference for onboarding, daily use, and basic troubleshooting.

2 Login & Access Control

2.1 Login Page

The login page is the entry point to the system. Users must authenticate to access the dashboard.

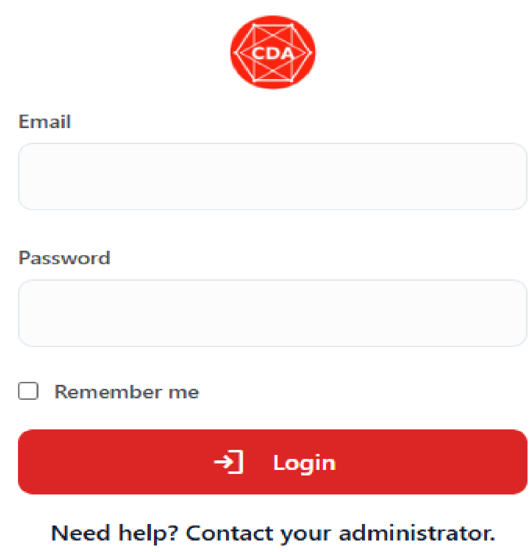


Figure 1. Login page

How to Log In

1. Enter your registered email or username
2. Enter your password
3. Click **Login**
4. On successful login you will be redirected to dashboard page

Notes

- If credentials are incorrect, an error message is displayed
- Password recovery is available via **Forgot Password**

3 Dashboard

3.1 Understanding Your Dashboard

The web dashboard is a centralized administrative interface designed to manage learning, training, users, access permissions, and system data. It provides role-based access to ensure that **Administrators** have full control over all features, while **Trainers** are limited to managing the **Learning** and **Training Management** sections relevant to their responsibilities.

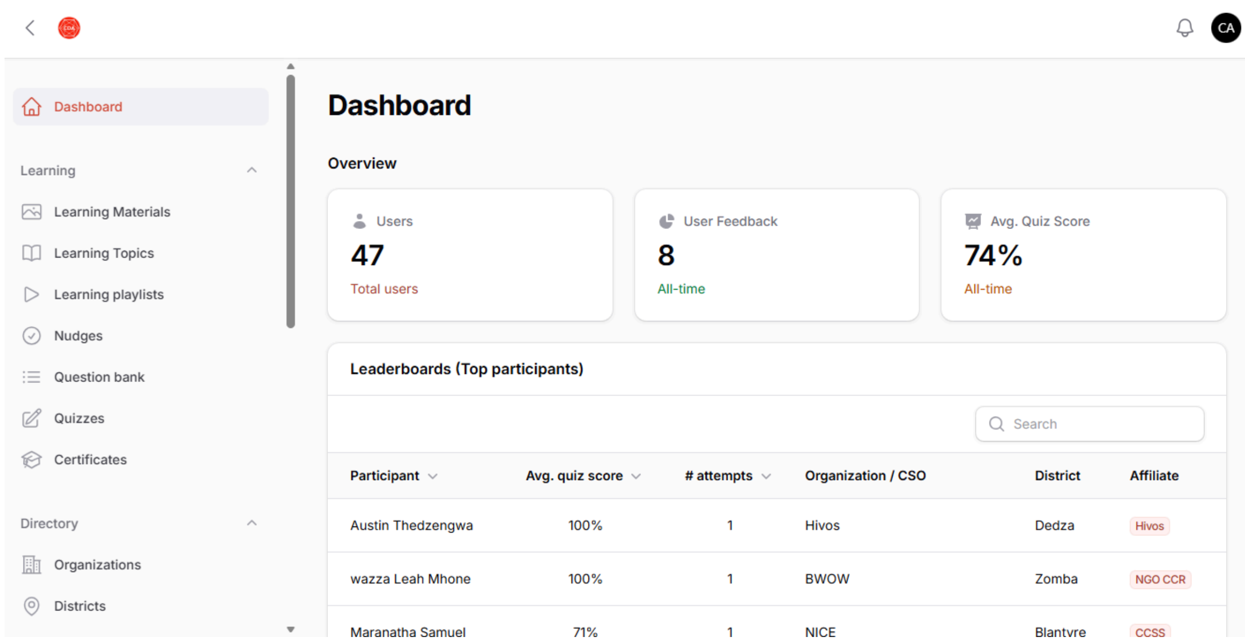


Figure 2. Admin dashboard home

The web dashboard is only available to

- Admins
- Trainers

NB: Participants are supposed to use the Mobile app (available on Google play store as **CDA HUB**)

4 Web Interface Components

The web interface is designed to provide clear navigation, role-based access, and efficient management of system functions. It consists of several key areas that help users interact with the dashboard effectively.

4.1 Header (Top Navigation Bar)

The header appears at the top of the screen and provides access to global actions and information. This may include the application logo, notifications, user profile options, and account-related settings such as logout.

4.2 Sidebar

The sidebar navigation organizes the core administrative modules of the system. Each menu item grants access to specific tools and features for system configuration, user management, training administration, data handling, and reporting.

The Administrators have full control over all features, while Trainers are limited to managing the Learning and Training Management sections relevant to their responsibilities.

The figures 3 and 4 below show features available to Admins and trainers respectively.

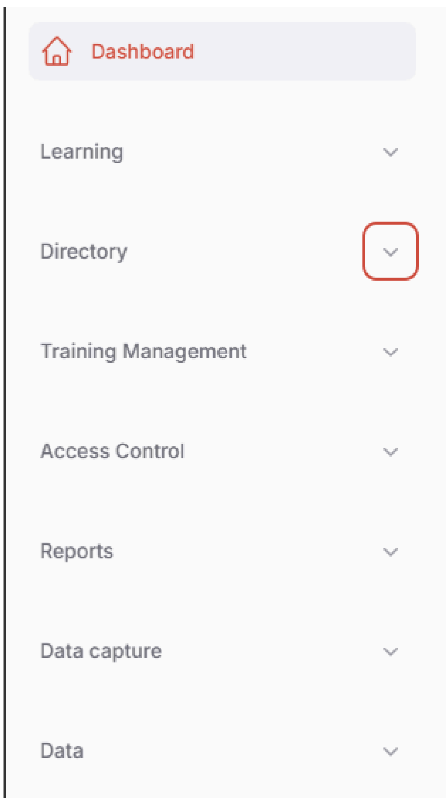


Figure 3. Admin side menu

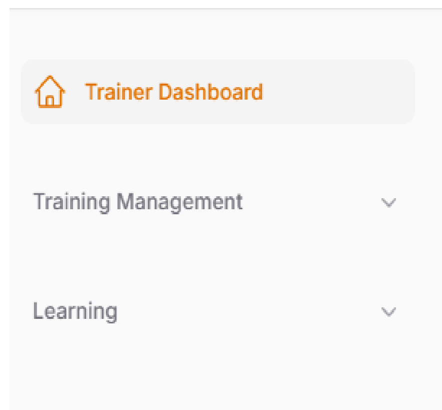


Figure 4. Trainer side menu

5 Sidebar Sections

5.1 Dashboard Home

The Dashboard Home is the main landing page of the web interface. It provides a summary view of key information, recent activity, and quick access to commonly used features. Administrators can view system-wide insights, while Managers see information related only to Learning and Training Management.

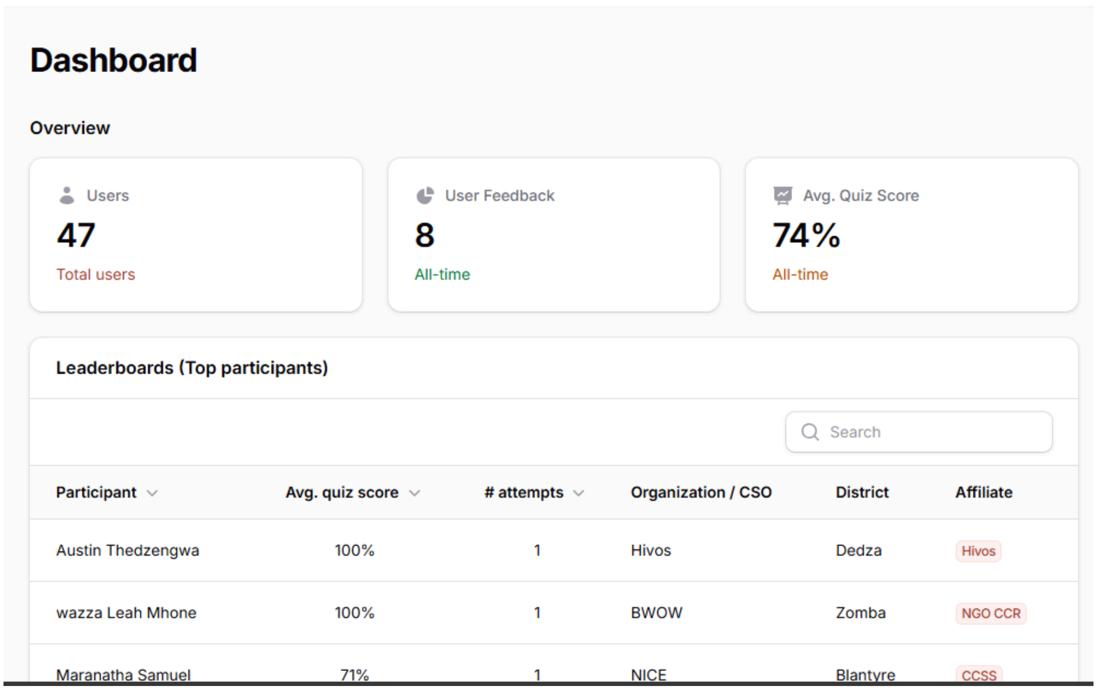


Figure 5. Dashboard page content

5.2 Learning Section

The Learning section allows administrators and Trainers to create, organize, and manage educational content and activities.

It includes tools for managing materials, quizzes, certifications, and learner engagement.

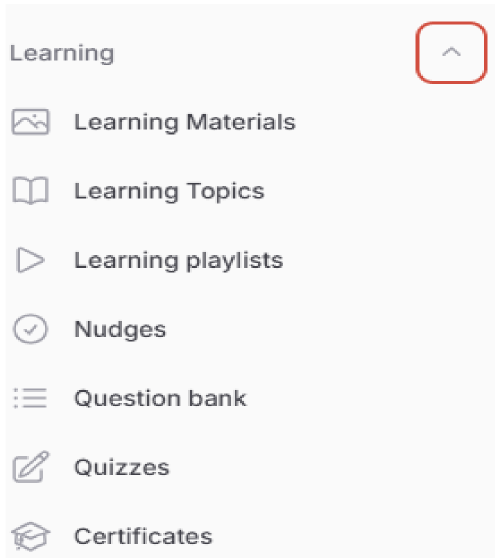


Figure 6. Learning Menu

5.2.1 Learning Materials

Purpose:

- Manage and upload various types of learning content such as documents, text content, and presentations.

Functions:

- Upload new learning materials
- Edit or remove existing materials
- Organize materials by topics or material type

Supported Material Types

- Text Content
- PDF Documents
- Images
- Videos

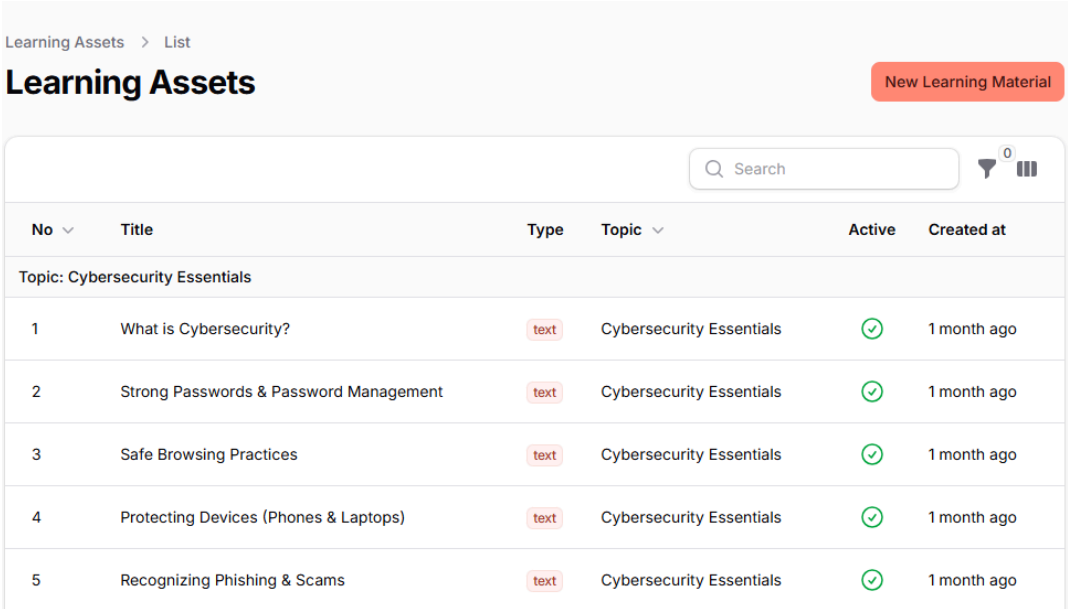


Figure 7. List of learning materials

How to add new material

- Click on "**New learning material**" button
- Enter the details about the learning material as shown on the image below

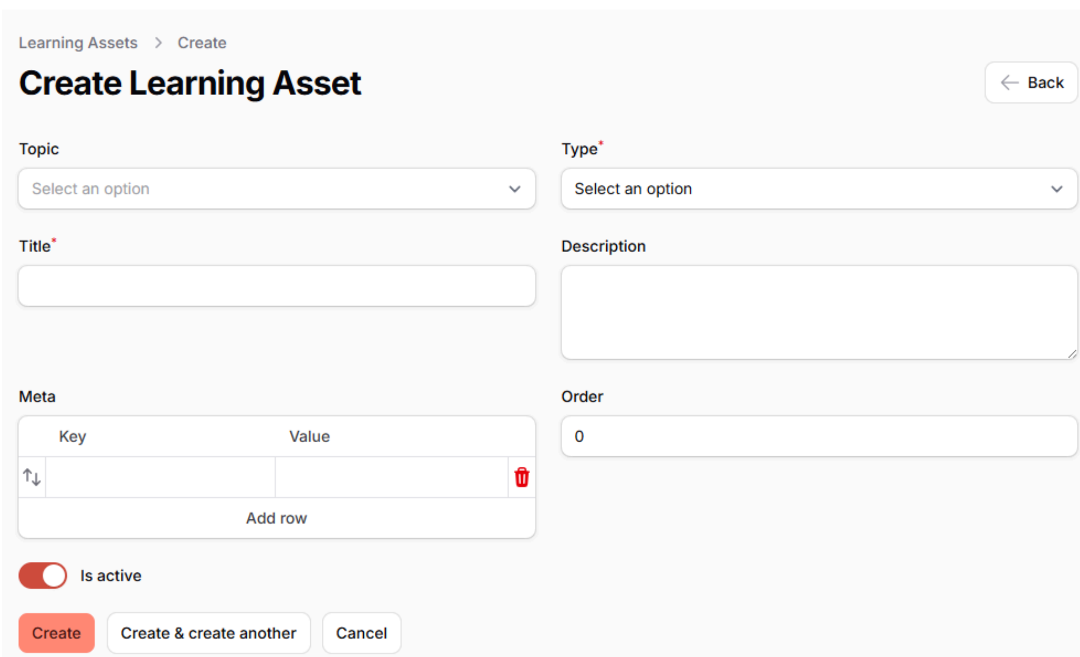


Figure 8. New material page

5.2.2 Learning Topics

Purpose:

- Define and structure the topics that group learning materials and content.

Functions:

- Create new topics for organizing materials
- Edit or delete topics
- Assign materials to specific topics

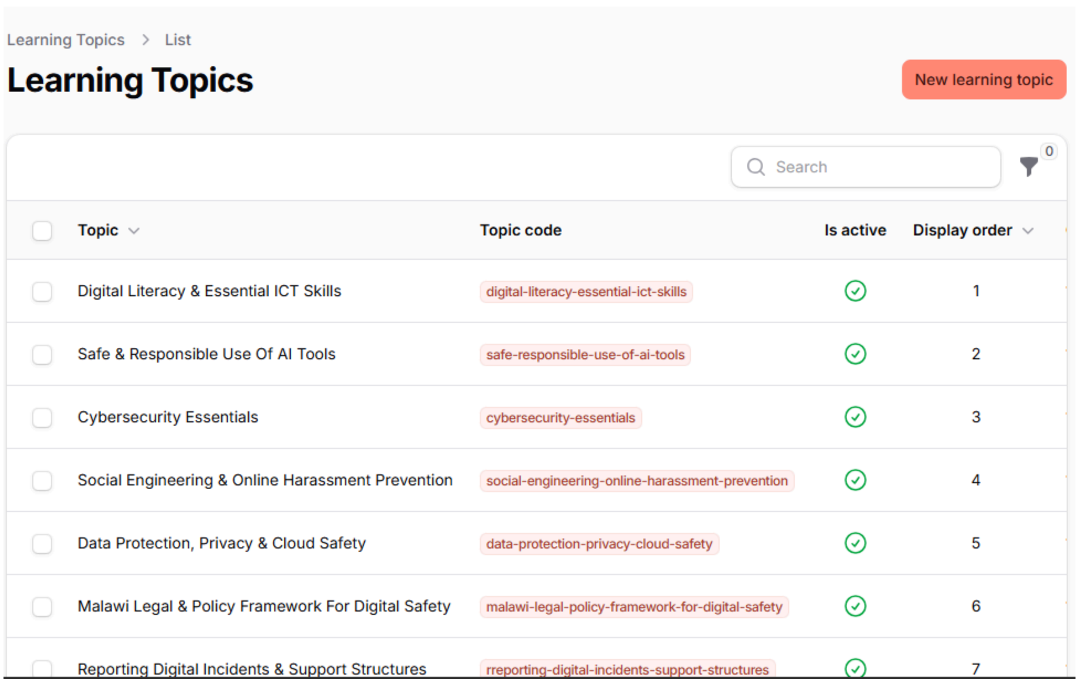


Figure 9. List of learning topics

How to add a new Learning

- Click on "**New learning Topic**" button
- Enter the details about the learning topic as shown on the image below

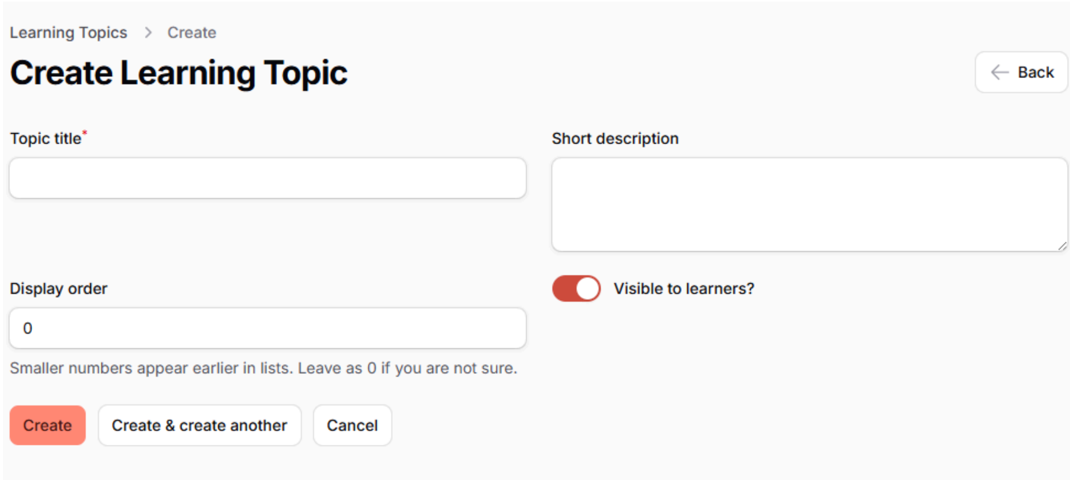


Figure 10. Create learning topic page

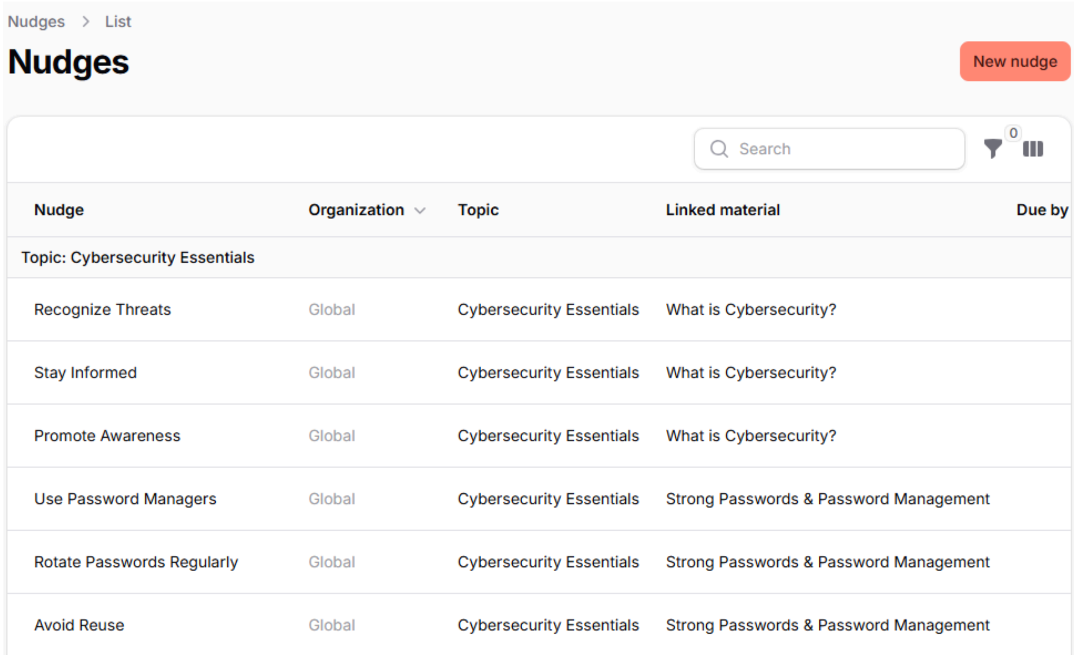
5.2.3 Nudges

Purpose:

- Send automated reminders or motivational messages to encourage learners to complete their learning activities.

Functions:

- Create new nudges with customized messages
- Schedule nudges for specific dates or learner actions
- Manage active and inactive nudges



Nudge	Organization	Topic	Linked material	Due by
Topic: Cybersecurity Essentials				
Recognize Threats	Global	Cybersecurity Essentials	What is Cybersecurity?	
Stay Informed	Global	Cybersecurity Essentials	What is Cybersecurity?	
Promote Awareness	Global	Cybersecurity Essentials	What is Cybersecurity?	
Use Password Managers	Global	Cybersecurity Essentials	Strong Passwords & Password Management	
Rotate Passwords Regularly	Global	Cybersecurity Essentials	Strong Passwords & Password Management	
Avoid Reuse	Global	Cybersecurity Essentials	Strong Passwords & Password Management	

Figure 11. List of available Nudges

How to add a New Nudge

- Click on "**New Nudge**" button
- Enter the details about the nudge as shown on the image below
- After filling all required details click "**Create**" to save the new nudge.

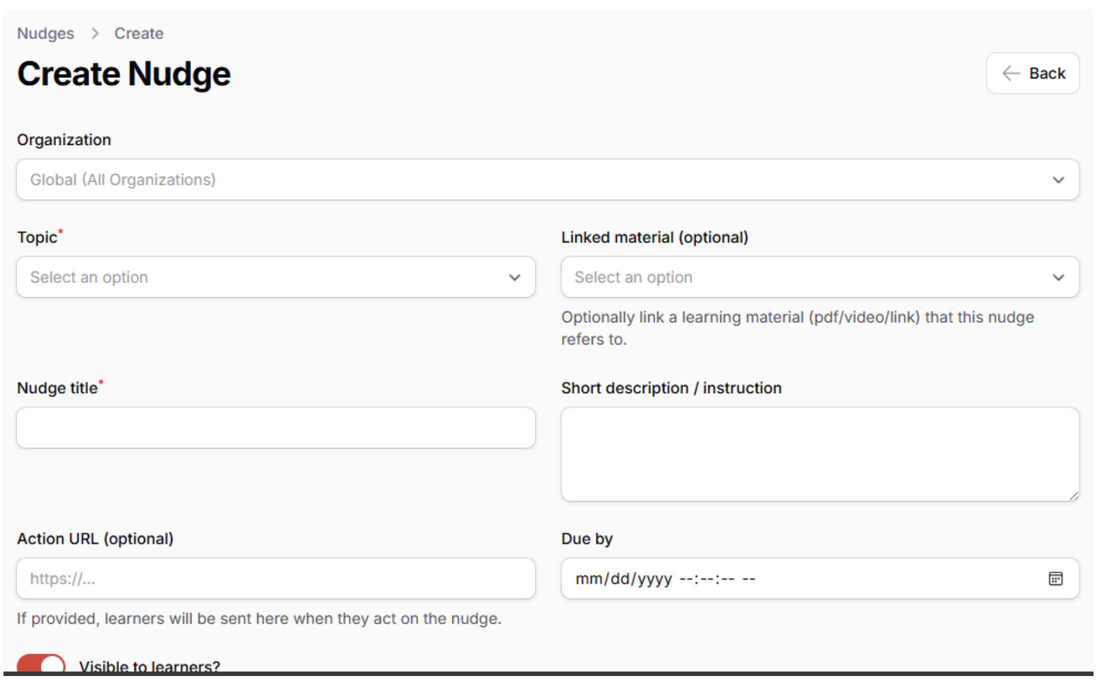


Figure 12. Create Nudge page

5.2.4 Question Bank

Purpose:

- Store and manage a library of questions for quizzes and assessments.

Functions:

- Add new questions (multiple choice, true/false, short answer)
- Edit or delete questions
- Categorize questions for easy retrieval
- Questions are grouped based on their topic

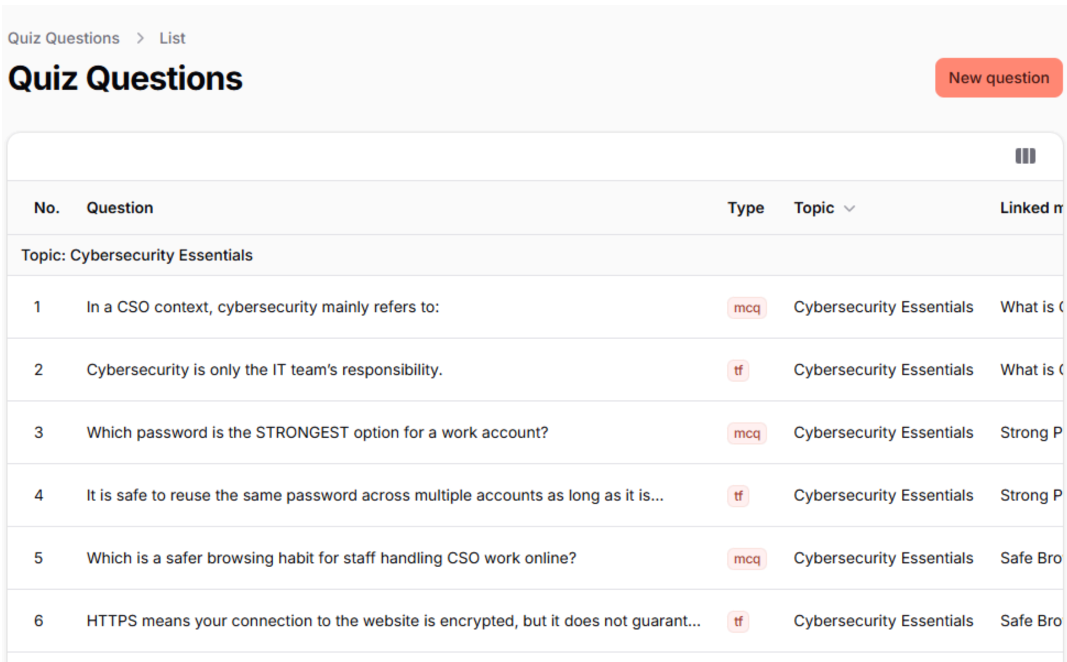


Figure 13 . List of Questions in the Question bank

How to add a New Question

- Click on "**New Question**" button
- Enter the details about the question as shown on the image below

Required Question Details

- Question topic, which topic does the question belong
- Question type (Multiple Choice question, True or False)
- Question text, the actual question statement

- Question options answers, shown to Learner to show the correct answer
- Correct answer, to be used during marking
- Marks for that question

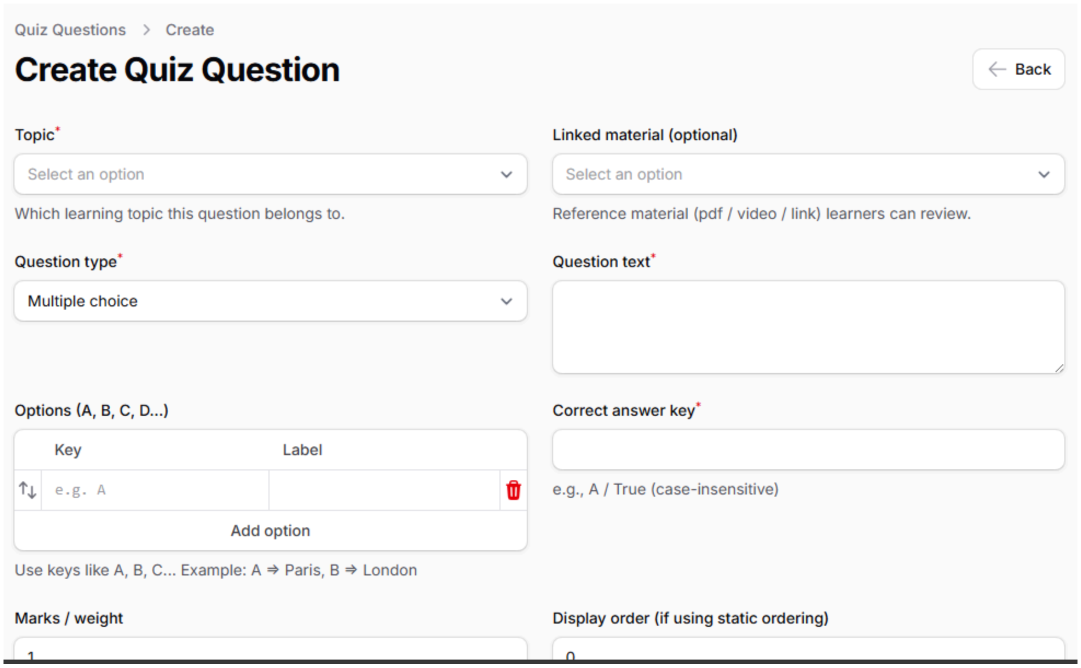


Figure 14. Create Question page

5.2.5 Quizzes

Purpose:

- Create and manage quizzes to assess learner knowledge and progress.

Functions:

- Build quizzes by selecting questions from the question bank
- Set quiz parameters (time limits, passing scores)
- Assign quizzes to learners or groups
- Review quiz results and analytics

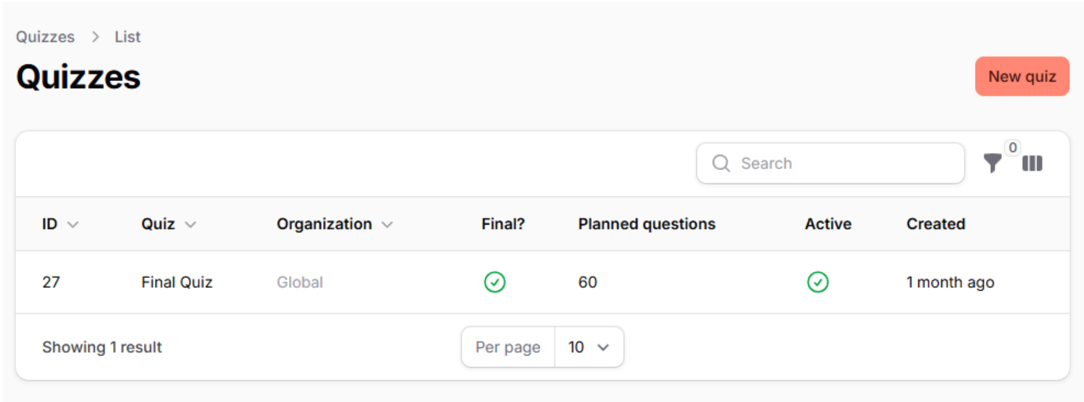


Figure 15. List of Quizzes

How to add a new Quiz

- Click on "**New Quiz**" button
- Enter the details about the learning topic as shown on the image below
- Add as many questions as you can.
- Click "**Create**" button to save the Quiz

Required Quiz Details

- Organization
- Quiz title
- Time limit
- Pass mark (default is 70%)
- Topics to be used in forming quiz questions
- Total number of questions per topic

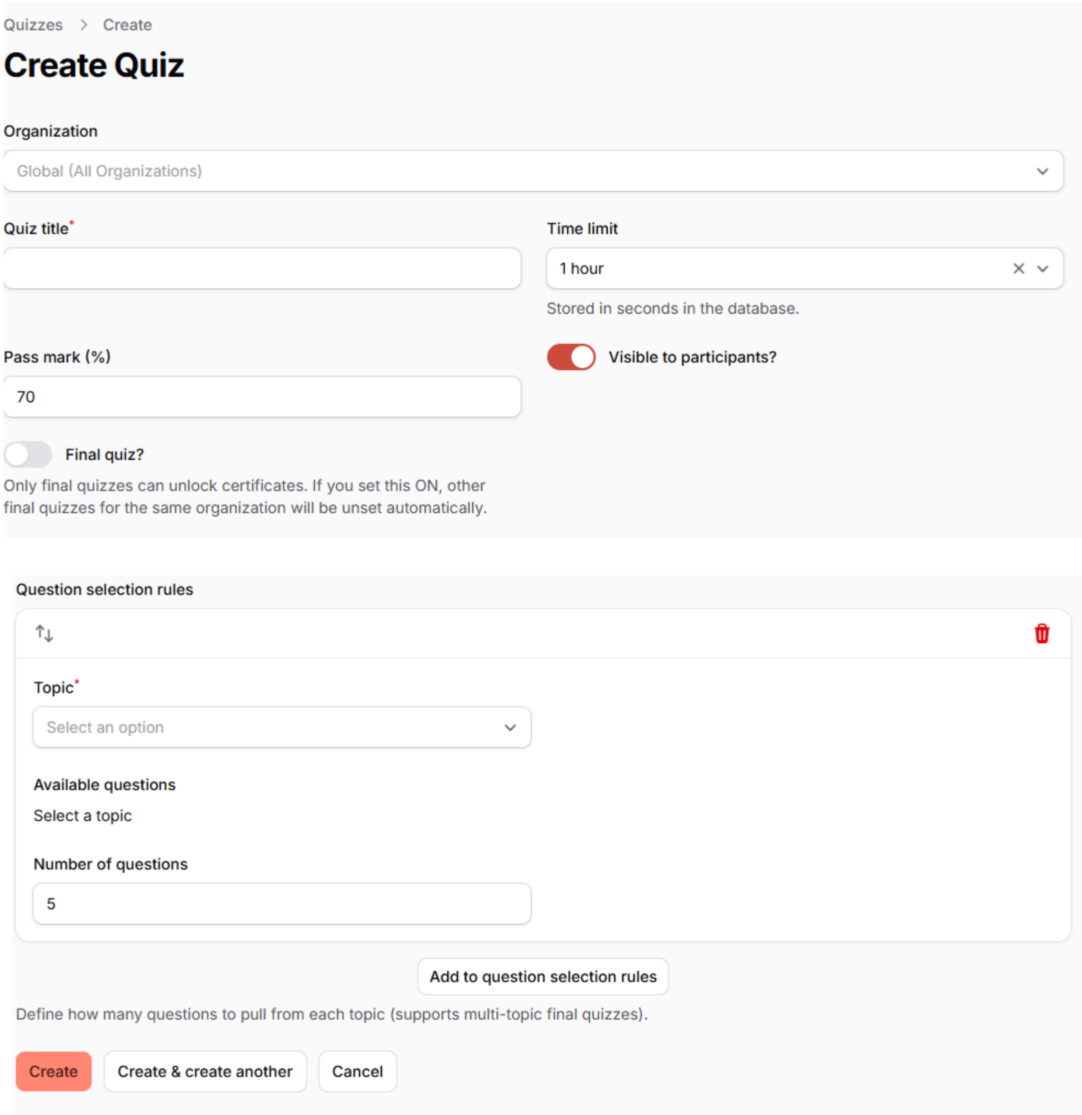


Figure 16. Create Quiz Page

5.2.6 Certificates

Purpose:

- Manage certificates awarded upon successful completion of courses.
- The Certificate is only awarded to Learners after getting a minimum score of 70 in the final Assessment.

Functions:

- Assign certificates to specific learning achievements
- Track issued certificates

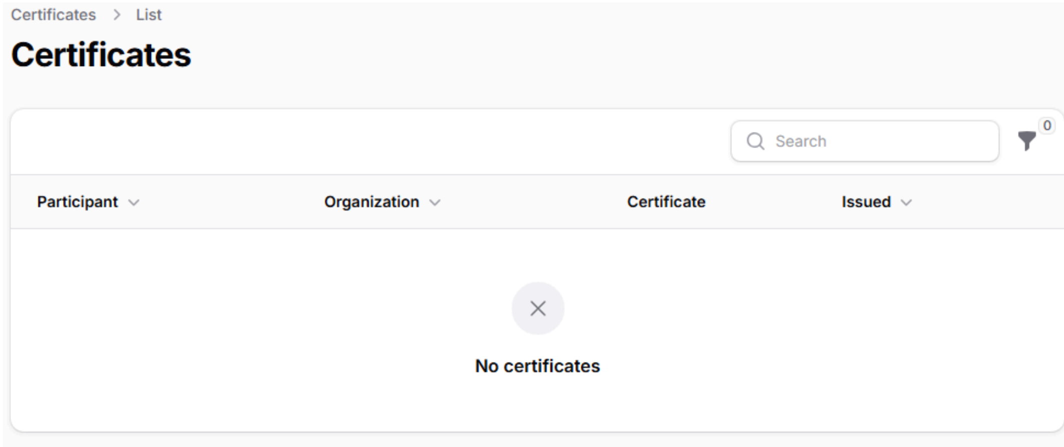


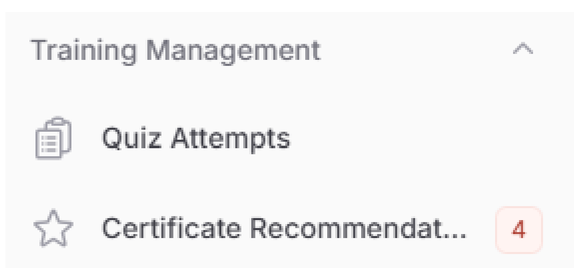
Figure 17. A list of Certificate

5.3 Training Management

Training Management helps administrators and trainers organize and oversee training programs, schedule sessions, enroll learners, and track training progress.

Key Functions:

- Create Training Sessions: Schedule new training events or courses.
- Enroll Learners: Assign users or groups to specific training sessions.
- Manage Attendance: Track who has attended or completed sessions.
- Certification Tracking: Monitor certifications related to training completion.
- Training Reports: Access reports on training progress and completion rates.



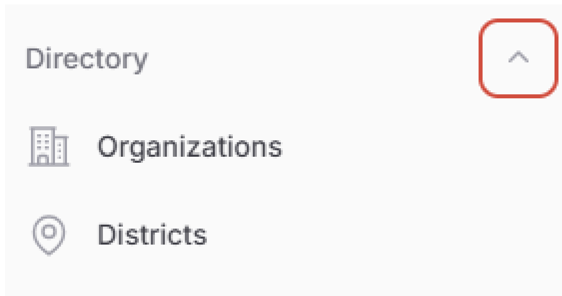
5.4 Directory (Admin Only)

The Directory is the centralized location for managing Organizations and districts across Malawi.

This Functionality is available to Administrators only.

Key Functions:

- Add/Edit/Delete Organizations.
- Add/Edit/Delete Districts
- Search and Filter: Quickly find organizations and distrcits using filters and search options.



5.4.1 Organizations

Purpose

- Allows administrators to manage organizations (add, edit, delete)
- You can also search an organization based on their name e.g. “Hivos”

Adding and Editing Organization

- To edit or delete an organization just click on the buttons available on each organization as shown on the

NB:

- Deleting organizations can also delete users who belongs to those organizations

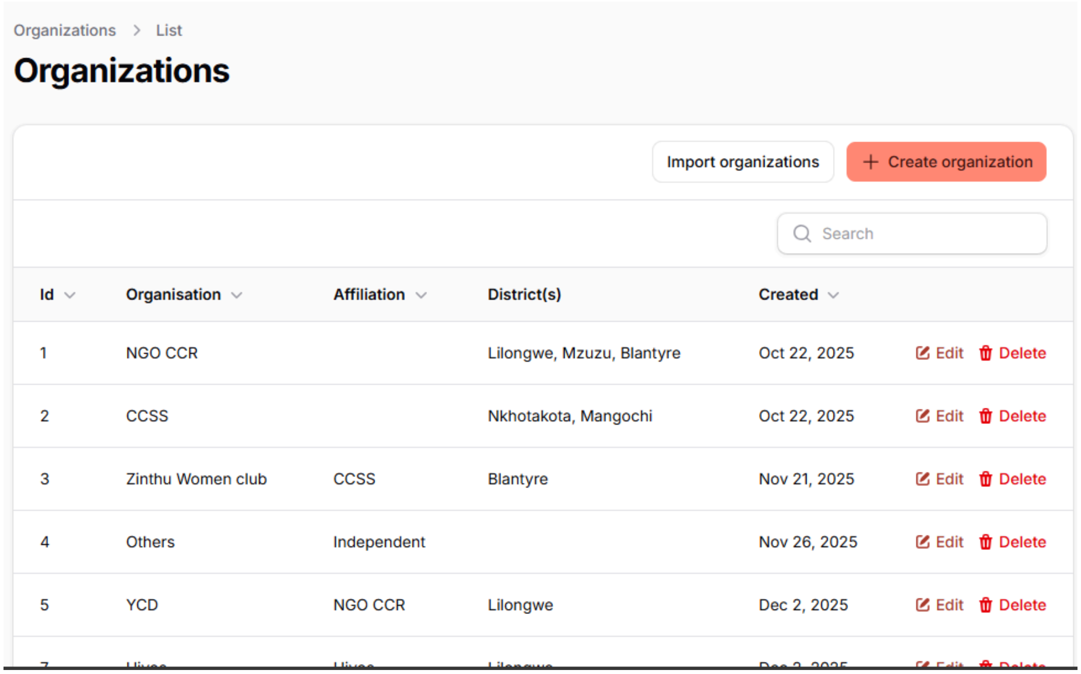


Figure 18. List of Organizations

How to add an organization

- Click on "**New Organization**" button
- Enter the details about the organization as shown on the image below

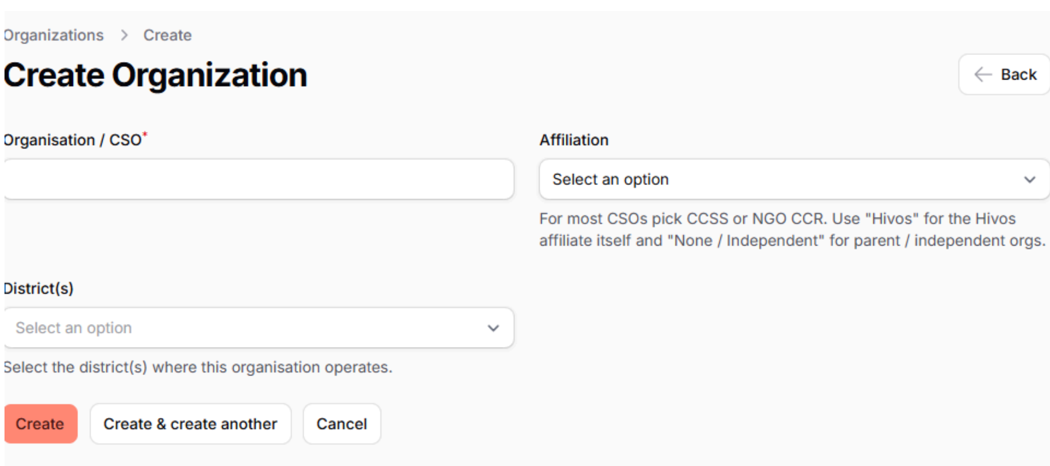


Figure 19. Create organization page

Districts

Purpose

- Allows administrators to manage districts (add, edit, delete)

- You can also search a district based on name e.g. “Blantyre”

Deleting and Editing District

- To edit or delete a district just click on the buttons available on each district as shown on the

NB:

- Deleting districts can also delete users who belong to those districts.

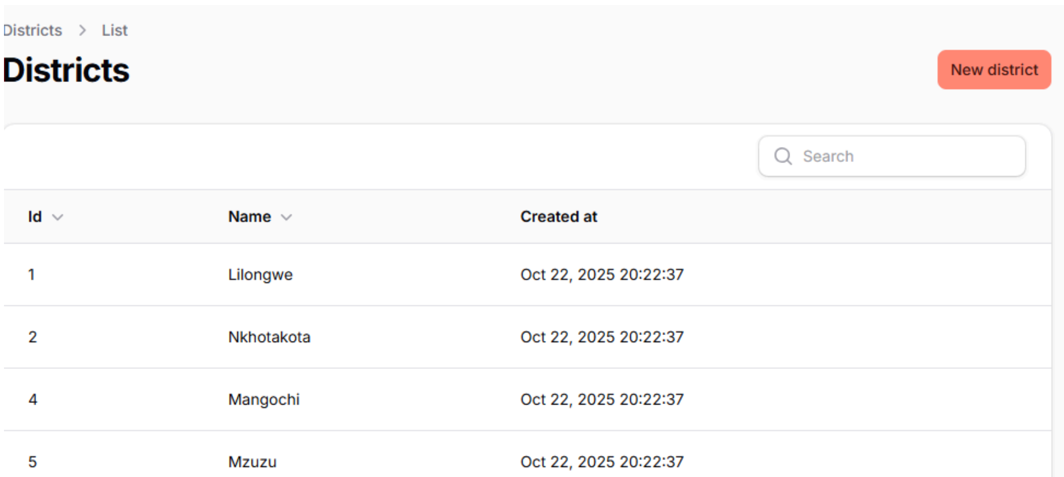
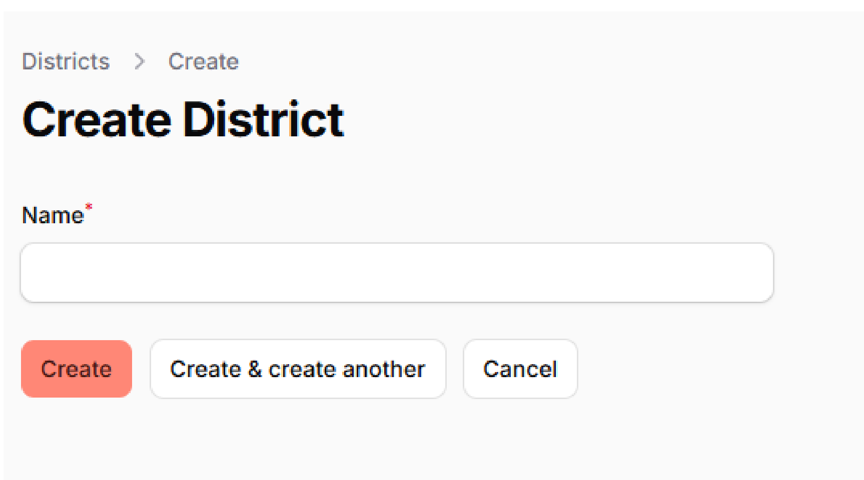


Figure 20. List of Districts

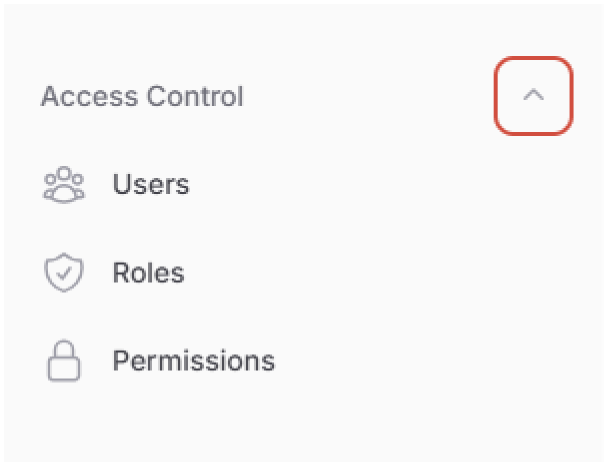
How to add a District

- Click on “**New District**” button
- Enter the details about the district as shown on the image below



6 Access Control (Admin Only)

The Access Control section allows Administrators to manage users, permissions and system roles. Administrators can define roles, assign access rights, and control which users or groups can view or modify specific features or data within the application.



6.1 User Management

This feature allows Admins to manage system users.

The User Management page allows Admins to view, add, edit, deactivate, and delete system users.

Available Actions

- Add new users
- Edit existing users
- Activate or deactivate users
- Delete users

How to Add a User

1. Click **New User**
2. Enter name, email, password
3. Assign them a role (admin, Participant, Trainer)
4. Choose their district and organization they belong

5. Click **Create button** to persistently save their details

Warning

- Deleted users lose access immediately
- The new user appears in the user list and receives an email invitation

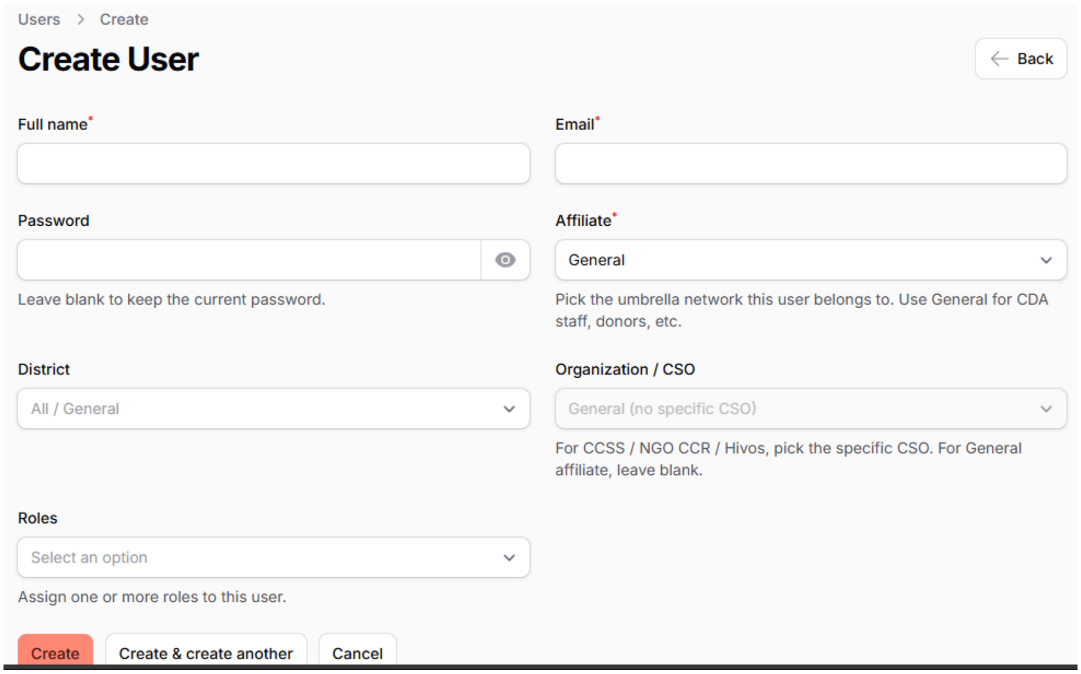


Figure 21. Create user's page

6.2 Roles

Purpose:

- This section allows Administrators to manage roles (types of users) of the system.

Access

- Sidebar → Access control → Roles

Available Actions

- Add new role
- Edit existing role
- Activate or deactivate roles
- Delete roles

- Assigning permissions to roles

Deleting and Editing Roles

- To edit or delete a role just click on the buttons available on each role as shown on the image below

NB:

- Deleting roles can also delete users who belong to those roles.

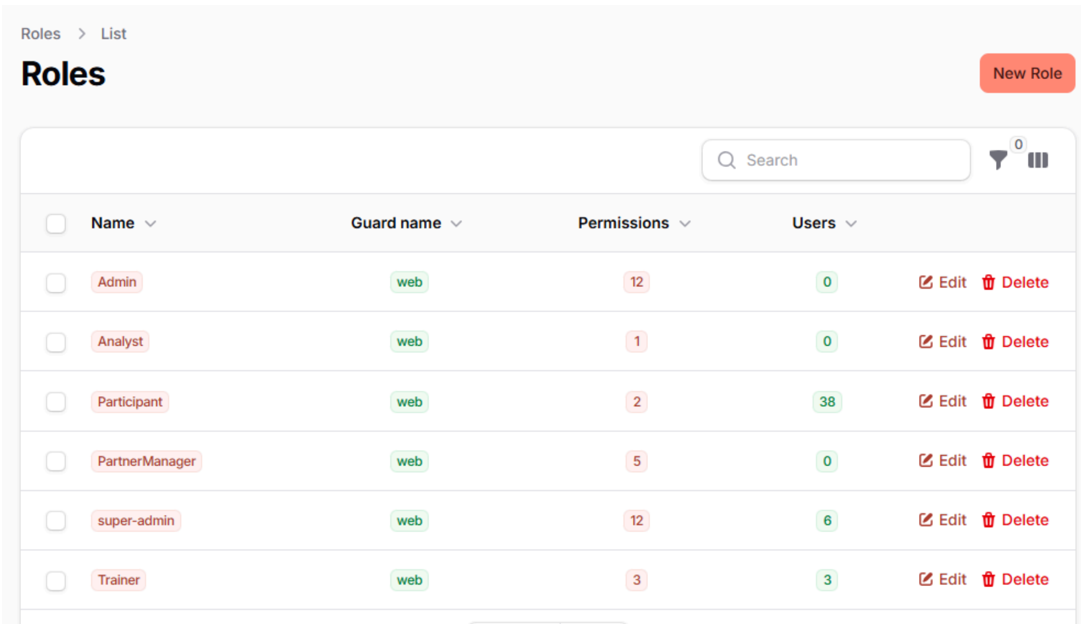


Figure 22. List of Roles page

How to add a Role

- Click on "**New Role**" button
- Enter the role name (i.e. Trainer) and assign it's it some permissions as shown on the image below

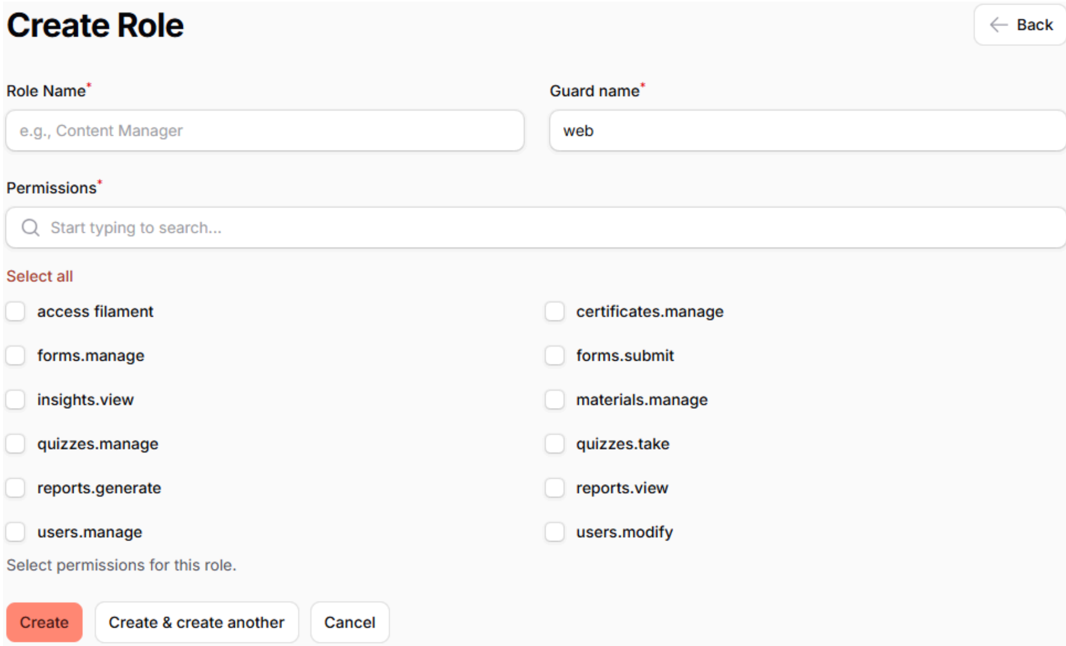


Figure 23. Create Roles page

6.3 Permissions

Purpose:

- This section allows Administrators to manage permissions (types of operations users can do) of the system.
- Search for permissions

Access

- Sidebar → Access control → Permissions

Available Actions

- Add, Edit, Delete Permissions
- Activate or deactivate Permissions
- Assigning roles to permissions

Deleting and Editing Roles

- To edit or delete a permission just click on the buttons available on each permission as shown on the image below

NB:

- Deleting permissions can also delete users and roles that belong to those permissions.

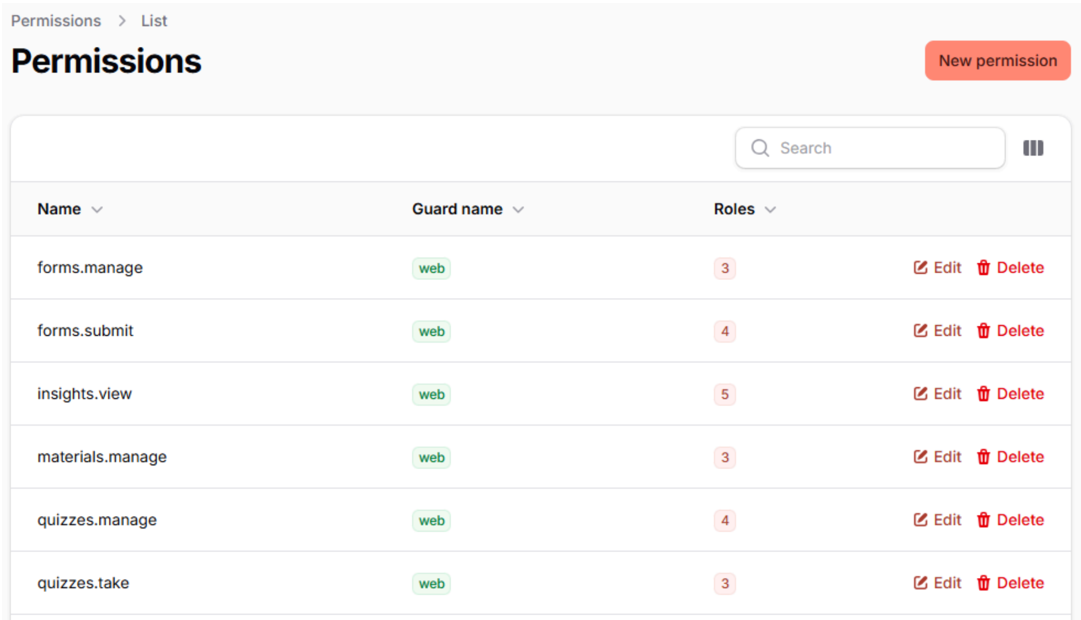


Figure 24. List of permissions

How to add a permission

- Click on "**New Permission**" button
- Enter the permission name (i.e. create-users) and assign it's it some roles as shown on the image below
- Click "Create" to save the permission alongside its date

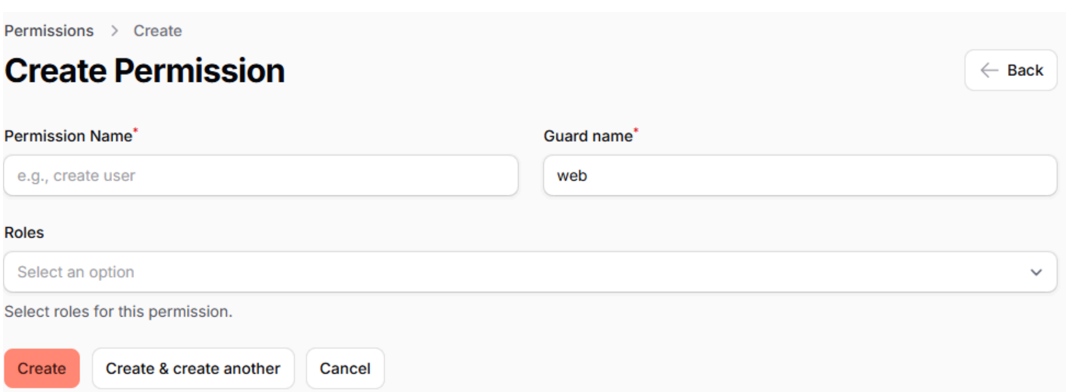


Figure 25. Create permissions

7 Notifications

Notifications inform users of system events and updates.

Access

- Top Navigation → Notifications icon

How to Use

- View recent notifications
- Mark notifications as read

8 Reporting & Monitoring (Admin Only)

8.1 Reports

Allows administrators to track exports of data (who exported and what was exported and when).

Data exports are available on the Dashboard homepage of the administrator.

Access

- Sidebar → Reports → Export Logs

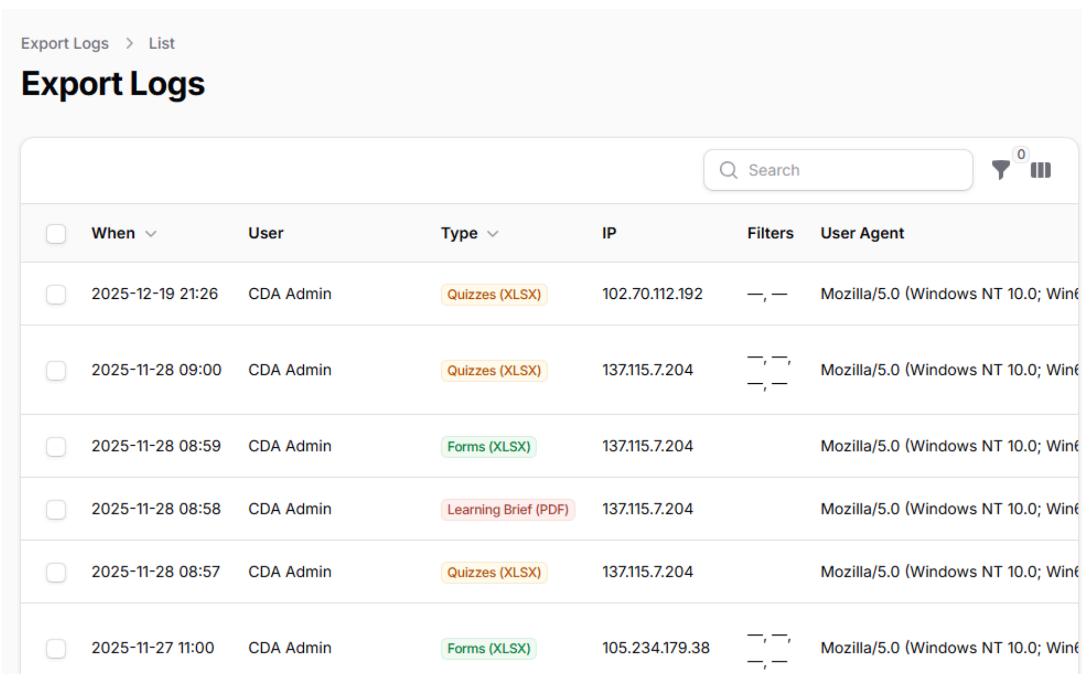


Figure 26. Export Logs

8.2 Data Export (Admin Only)

- The Data Export screen enables Administrators to export Quiz attempts and Survey form responses

Access

- Dashboard → Export

How to export Data

- Choose Start and End Date
- Select District and organization
- Click On the item to be exported (can be Quiz attempts, Survey forms)

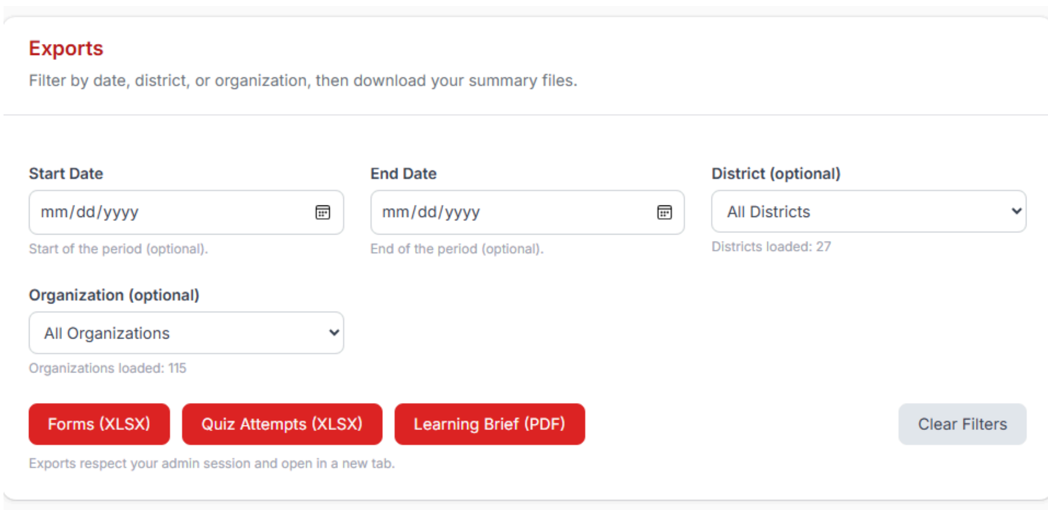


Figure 27. Exporting system data

8.3 Feedback

Allows administrators to view the summary of responses submitted by applications users, the responses are about the Training evaluation

Access

- Sidebar → Data capture → Feedback

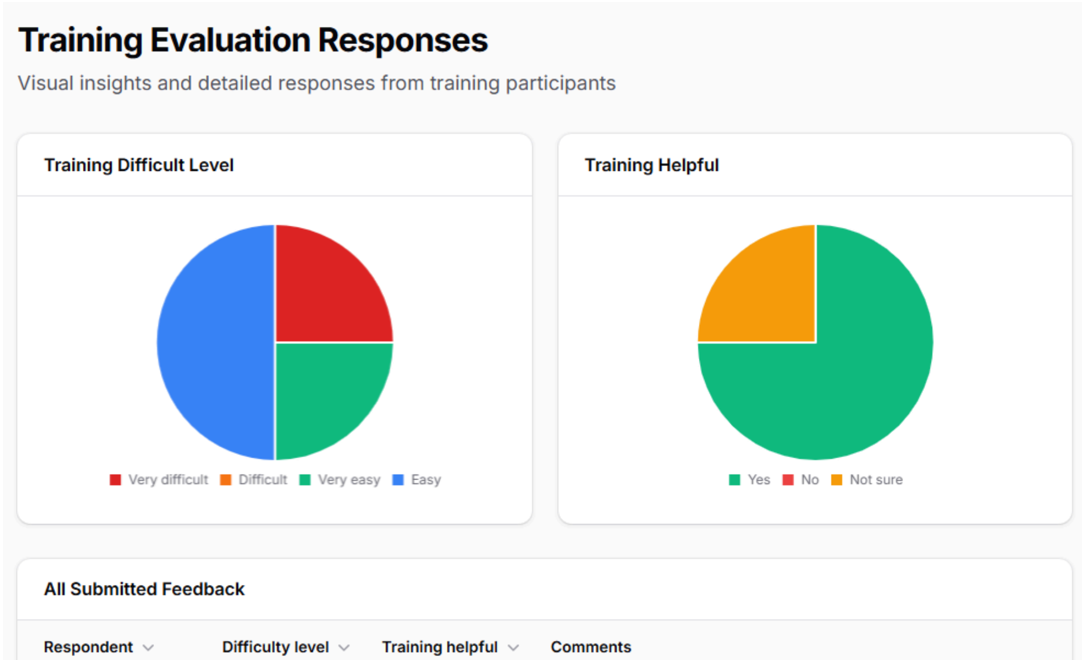


Figure 28. Feedback page

8.4 Downloads

Allows the administrator to add PDF files accessible to other users, and users can download those files.

Access

- Sidebar → Data → Downloads

Key Functions

- Add, Edit and Delete Download files
- Search existing files
- Filtering download files

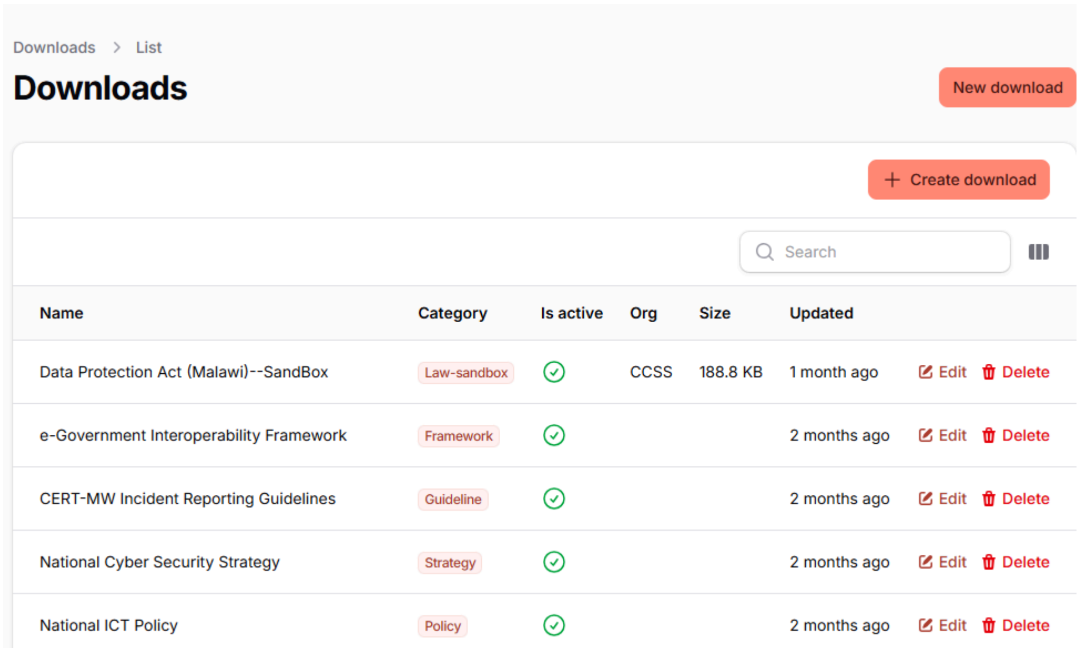


Figure 29. List of downloads

How to add a new download

- Click on "**New Download**" button
- Enter the download filename and Description
- Choose organization, Category
- Upload the file
- Click "Create" to save the download

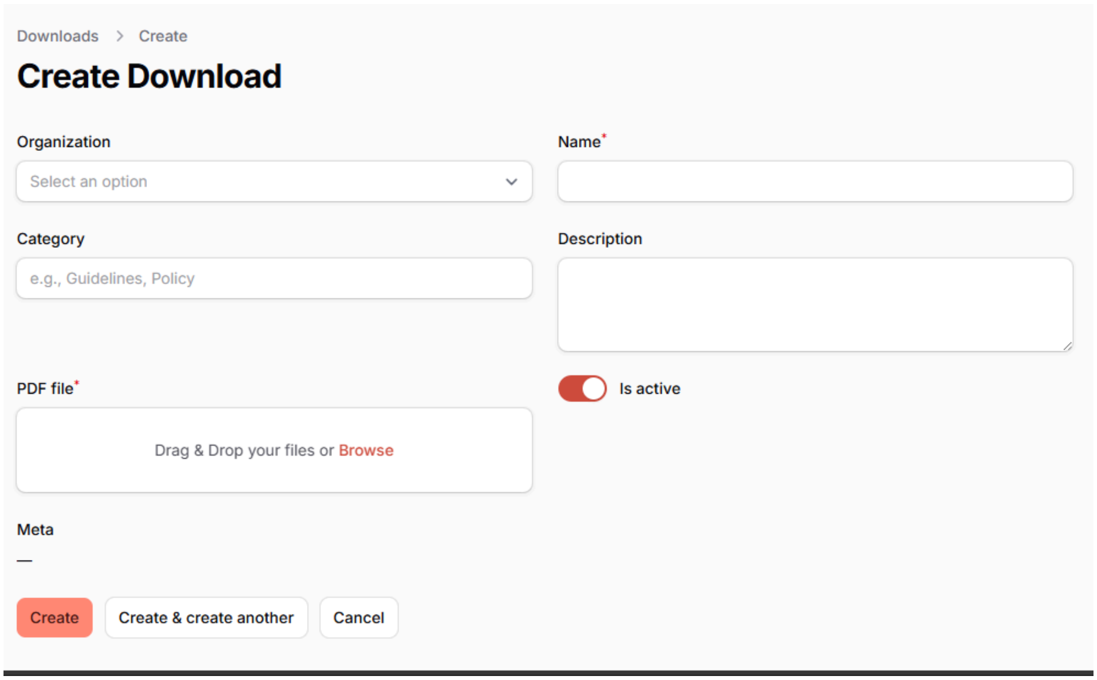


Figure 30. Create Downloads Page

9 Account Settings

9.1 Profile & Security

- Users can manage their own account information.
- The Profile & Security page allows users to manage their personal information and account security settings.

Access

- Top Navigation → Profile

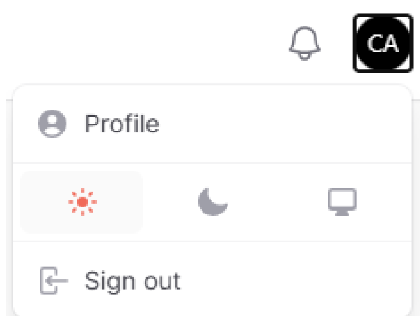


Figure 31. Profile Menu

Available Actions

- Update personal details
- Change password
- Enable two-factor authentication (if available)

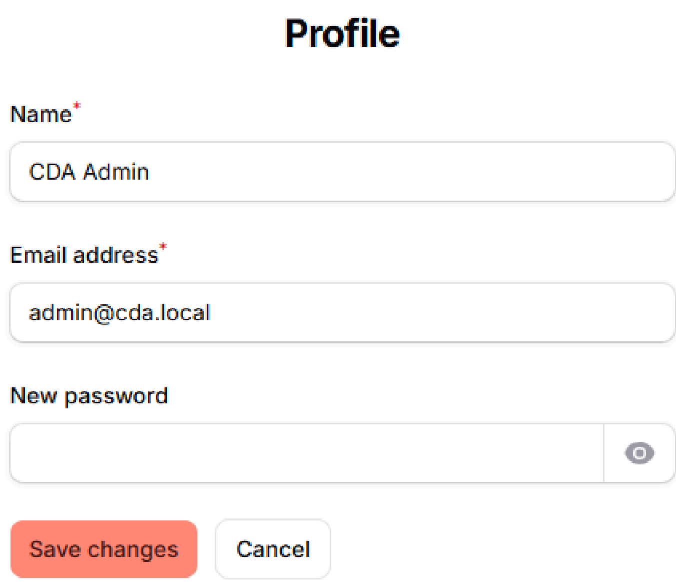


Figure 32. Change user profile