NADIYA – User Guide:

OVERVIEW

NADIYA is a program that allows you to record Host and Refugee family details. After recording details, the program allows for the export of data so it can be shared, combined with other NADIYA data exports allowing you or your organisation to analyse and use the data as needed.

The program was initially written to capture details of Hosts and Families posted on Social media because of concerns that messages of people offering help and those seeking help would be lost as more and more messages are added.

As the situation in Ukraine evolves, it's clear that recognised organisations are also struggling to capture information in a consistent, reliable manner to be effective. If you represent an organisation who would like to use NADIYA to help manage your humanitarian efforts, please send an email to: Nadiya@KnockYourSocksOff.com

IMPORTANT – This email address is only for the support of the NADIYA program. All emails not related to the technical or administrative specifics of NADIYA are automatically deleted.

General support articles can be found here: www.KnockYourSocksOff.com

(NB: In development)

PRE-REQUIISTES:

1: You must have a PC (not a MAC)

2: You must have Microsoft Access installed (usually installed with Microsoft Office)

3: The database can be installed over a LAN but will require configuration. Please contact me for further information if you are considering using the program in a multi-user environment over a LAN.

4: The program is not designed for multiple Users over a WAN.

NOTE:

A: There are many different versions of Microsoft Office, mixed with many versions of Microsoft Windows. Also, User PC's are also often protected with 3rd Party virus protection products, many different versions of drivers and User configurations which means it's possible that this program may not work on your PC without some configuration.

B: This program was written and uses Microsoft Access which is part of the Microsoft Office family. However, even Microsoft Office has settings which stop programs such as NADIYA from working unless some settings are configured in Microsoft Office. These settings are meant for your protection but you need to know how to change them to allow programs such as NADITA to run.

C: There's not currently enough resources to deal with individual cases but the common solutions can be found at www.KnockYourSocksOff.com

SETUP:

1: Create the following folder structure:

       C:\TEMP\UKRDB\

2: Save the file NADYA.zip to your PC. Unzip it and place the files in the above folder. You should now have 2 files:

       C:\TEMP\UKRDB\UKRBE.accdb

       C:\TEMP\UKRDB\UKRFE.accdb

STARTING THE DATABASE:

1: Double click the following file:

       C:\TEMP\UKRDB\UKR**FE**.accdb

IMPORTANT:

In a perfect world, only one family would be registered in NADIYA. However, there are situations where this won't happen. For example:

On Day 1, a mother and her family are registered in NADIYA by a User. On Day 2, a different person of the same family calls and asks for their family to be registered in NADYIA. It's also possible these family members have registered with other organisations who are using NADIYA.

What's the solution?

The NADIYA User should try searching for the family before entering a new record.

Worst case scenario is that you have the same family in NADIYA twice. As Users work through the records it should soon become apparent that a family has two entries. Once all details have been combined into a single entry, the duplicate record can be removed.
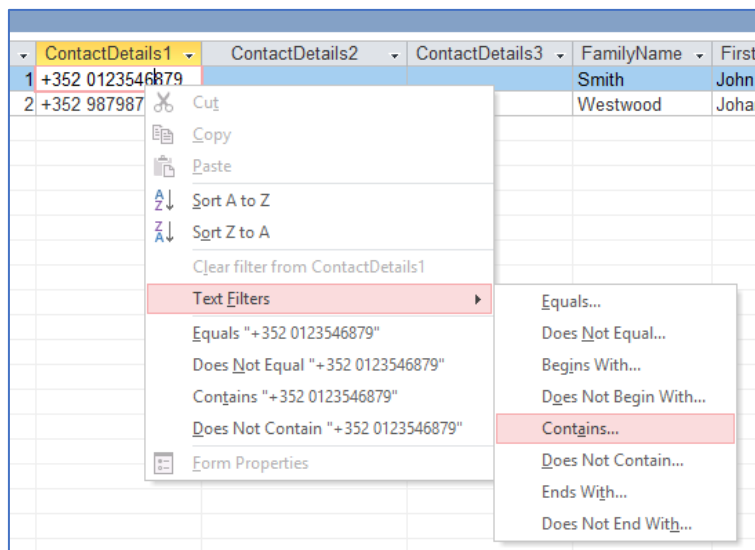
USING THE DATABASE:

1: From the main screen, start by clicking the *Host* tab and then the *Browse* button. (Note: A selection of dummy records are pre-loaded as an example). You now have multiple ways to filter and find the records you need.

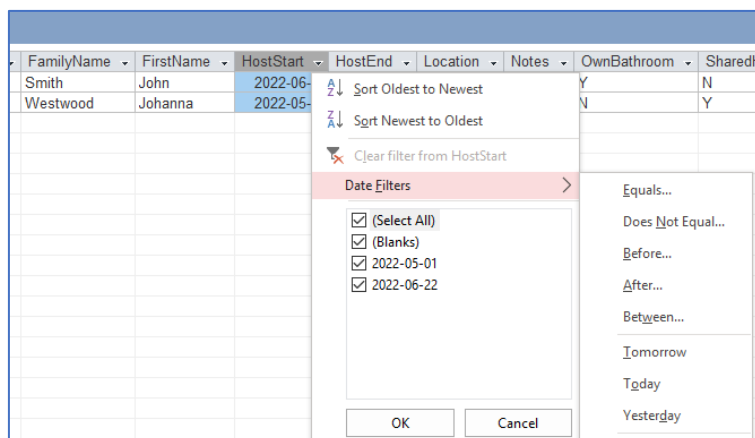2: You can filter and search for records in 3 ways:

By pressing
CTRL +f
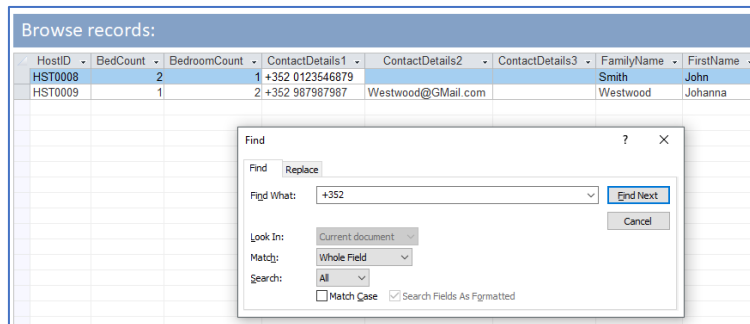
Right mouse
clicking on any
field and select
a filter option

Selecting the
drop-down
filter button

3: When you have found the record you want to use, select it and press the '*Load selected record*' button:

4: After the record loads you can look at the fields, change the values, add a new record etc as you would with any program.

SCREENSHOTS:

5: The hosts form:

6: The families form:

7: Aside from the details on the main form, the database allows you to add multiple records for languages, pets, host and family details:

Languages | Pets | Hosts | Guests Hosts languages: | Fluency: | Delete: Luxembourgish | High | ··· French | Medium | ··· Ukrainian | Low | ···	The language tab allows you to select languages and fluency. This information is useful when trying to match a host and a family so communication is easier
Languages | **Pets** | Hosts | Guests Hosts animals: | Have | OK for us | Delete: Dogs | 1 | 1 | ··· Cats | 3 | 0 | ··· Spiders | 0 | 0 | ···	**Host Tab:** **Have:** This is a list of host's pets **Ok for us:** When on the Host form, in this example the host is indicating what pets they can accommodate
Languages | **Family** | Pets Family animals: | Have | OK for us | Delete: Dogs | 1 | 1 | ··· Cats | 0 | 0 | ···	**Family Tab:** **Have:** This is a list of the pets the family has brought with them **OK for us:** In this example, an entry for a cat exists but the value in this field is '0'. This tells us that the family cannot live in house where a cat is present, maybe because a person in the family has an allergic reaction or a fear of certain animals
Languages | Pets | **Hosts** | Guests Host Family Members: | Count: | Delete: Father | 1 | ··· Mother | 1 | ··· Child | 2 | ··· Total persons: | 4	This section details the members of the host family
Languages | Pets | Hosts | **Guests** Host can accomodate: | Count: | Delete: Teenager | 1 | ··· Mother | 1 | ··· Total persons: | 2	The host can also specify the makeup of the families that can be accommodated. In this example, the host can accommodate 1 teenager and 1 mother

ADDING SOCIAL MEDIA COMMENTS:

You can add a link from Facebook to the database:

1: Right-mouse click the time indicator on the Facebook post:
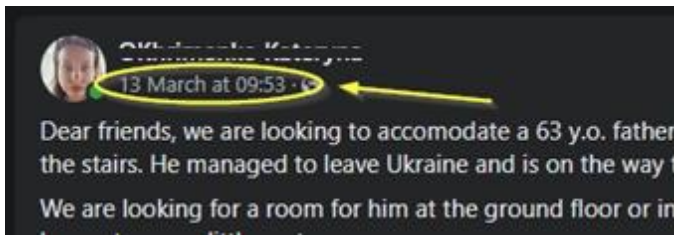
2: Click the '*Copy link address*' option
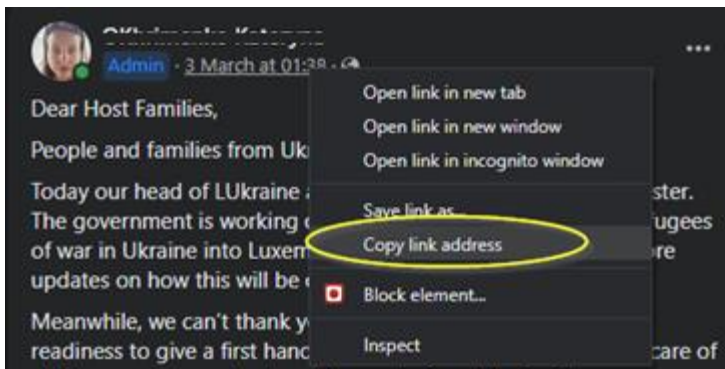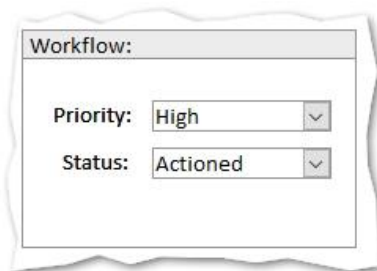
3: Use Ctrl +V to paste the link into the 'Social media link' field (1). Click the button (2) to follow the link back to the original source.

Note: Many families are using social media as a major point of contact with other countries and humanitarian organisations. This is a very useful contact point if available to add to the database.

WORKFLOW:

To assist with workflow, you can assign the following values to records

Priority:
High, Medium, Low

Status:
Actioned, Pending

You can then browse and filter records with these values to search for cases outstanding and by priority.

EXPORT DETAILS:

(NB: Fields in red are aligned between Host and Family to facilitate matching)

SECTION:	COMPARE:	HOST REPORT:	FAMILY REPORT:
1: ID	N	HostID	FamilyID
2: LANGUAGE	Y	01ALanguageFluencyHigh	01ALanguageFluencyHigh
3	Y	01BLanguageFluencyMedium	01BLanguageFluencyMedium
4	Y	01CLanguageFluencyLow	01CLanguageFluencyLow
5 PETS 01:	Y	02AHostHasPetAmphibians	02AFamilyAcceptsPetAmphibians
6	Y	02BHostHasPetBirds	02BFamilyAcceptsPetBirds
7	Y	02CHostHasPetCats	02FamilyAcceptsPetCats
8	Y	02DHostHasPetDogs	02DFamilyAcceptsPetDogs
09	Y	02EHostHasPetFish	02EFamilyAcceptsPetFish
10	Y	02FHostHasPetHorses	02FFamilyAcceptsHorses
11	Y	02GHostHasPetInsects	02GFamilyAcceptsPetInsects
12	Y	02HHostHasPetOther	02HFamilyAcceptsPetOther
13	Y	02IHostHasPetRabbits	02IFamilyAcceptsPetRabbits
14	Y	02JHostHasPetReptiles	02JFamilyAcceptsPetReptiles
15	Y	02KHostHasPetRodents	02KFamilyAcceptsPetRodents
16	Y	02LHostHasPetSpiders	02LFamilyAcceptsPetSpiders
17 PETS 02:	Y	03AHostAcceptsPetAmphibians	03AFamilyHasPetAmphibians
18	Y	03BHostAcceptsPetBirds	03BFamilyHasPetBirds
19	Y	03CHostAcceptsPetCats	03CFamilyHasPetCats
20	Y	03DHostAcceptsPetDogs	03DFamilyHasPetDogs
21	Y	03EHostAcceptsPetFish	03EFamilyHasPetFish
22	Y	03FHostAcceptsPetHostAcceptsHorses	03FFamilyHasPetHostAcceptsHorses
23	Y	03GHostAcceptsPetInsects	03GFamilyHasPetInsects
24	Y	03HHostAcceptsPetOther	03HFamilyHasPetOther
25	Y	03IHostAcceptsPetRabbits	03IFamilyHasPetRabbits
26	Y	03JHostAcceptsPetReptiles	03JFamilyHasPetReptiles
27	Y	03KHostAcceptsPetRodents	03KFamilyHasPetRodents
28	Y	03LHostAcceptsPetSpiders	03LFamilyHasPetSpiders
29 PEOPLE:	Y	04AHostAcceptsAdult	04AFamilyHasAdult
30	Y	04BHostAcceptsBaby	04BFamilyHasBaby
31	Y	04CHostAcceptsChild	04CFamilyHasChild
32	Y	04DHostAcceptsFather	04DFamilyHasFather
33	Y	04EHostAcceptsFriend	04EFamilyHasFriend
34	Y	04FHostAcceptsLegalGuardian	04FFamilyHasLegalGuardian
35	Y	04GHostAcceptsMother	04GFamilyHasMother
36	Y	04HHostAcceptsRelative	04HFamilyHasRelative
37	Y	04IHostAcceptsSeniorCitizen	04IFamilyHasSeniorCitizen
38	Y	04JHostAcceptsTeenager	04JFamilyHasTeenager
39: WELL-BEING	Y	05A1HostAcceptsDisability	05A1FamilyDisability
40	Y	05B1HostAcceptsMedical	05B1FamilyMedical
41	Y	05C1HostMobilityFriendly	05C1FamilyMobility
42	N	05A2Blank01 (SYSTEM REALTED)	05A2FamilyDisabilityDescription
43	N	05B2Blank02 (SYSTEM REALTED)	05B2FamilyMedicalDescription
44	N	05C2Blank03 (SYSTEM REALTED)	05C2FamilyMobilityDescription
45: WORKFLOW	N	06Priority	06Priority
46	N	07Status	07Status
47	N	08Notes	08Notes
48	N	09SocialMediaSource	09SocialMediaSource
49: OTHER	N	BedsAvailable	BLANK01 (SYSTEM REALTED)
50	N	BedroomsAvailable	BLANK02 (SYSTEM REALTED)
51	N	ContactDetails1	Contact1
52	N	ContactDetails2	Contact2
53	N	ContactDetails3	Contact3
54	N	FamilyName	FamilyName
55	N	FirstName	FirstName
56	N	HostStart	HelpRequired
57	N	HostEnd	HostsWith
58	N	Location	Destination
59	N	OwnBathroom	Location
60	N	SharedHouse	
61	N	Tenancy	
62	N	20AFamilyHasAdult	
63	N	20BHostFamilyHasBaby	
64	N	20CHostFamilyHasChild	
65	N	20DHostFamilyHasFather	
66	N	20EHostFamilyHasFriend	
67	N	20FHostFamilyHasLegalGuardian	
68	N	20GHostFamilyHasMother	
69	N	20HHostFamilyHasRelative	
70	N	20IHostFamilyHasSeniorCitizen	
71	N	20JHostFamilyHasTeenager	

USING THE DATA EXPORTS TO MATCH HOSTS AND FAMILIES:

The data exports have been designed so columns detailing what the host can accept, align with what the family needs (see fields highlighted in red in Export Details table). Below is an example of field alignment between the two data exports:

Host field headers:	04AHostAcceptsAdult	04BHostAcceptsBaby	04CHostAcceptsChild	04DHostAcceptsFather
Family field headers:	04AFamilyHasAdult	04BFamilyHasBaby	04CFamilyHasChild	04DFamilyHasFather

1: Export data for Hosts and Families

04AHostAcceptsAdult	04BHostAcceptsBaby	04CHostAcceptsChild	04DHostAcceptsFather
2	1	2	1
0	3	1	1
1	0	1	0

04AFamilyHasAdult	04BFamilyHasBaby	04CFamilyHasChild	04DFamilyHasFather
0	1	2	1
1	2	1	0
0	0	2	1

2: Combine both exports in Excel (Colour each dataset for easy reference)

2	1	2	1
0	3	1	1
1	0	1	0
0	1	2	1
1	2	1	0
0	0	2	1

3: Add filters from the data menu>

2	1	2	1
0	3	1	1
1	0	1	0
0	1	2	1
1	2	1	0
0	0	2	1

4: You can now filter records to match requirements between hosts and families

FILE EXPORT DETAILS:

1: File naming convention:

    EXAMPLE: NADIYA_HOST_2022MAR12_154723.csv

Source	NADIYA
Content	HOST/FAMILY
Export Date/Time	

	Year	2022
	Month	MAR
	Day	12
	Hour	15
	Minute	47
	Seconds	23

Format	CSV (Quote delimited, comma separated values)

2: Technical:

There are 3 fields at the end of each row in each data export that helps to uniquely identify records:

[NADIYA_ReportDate] Example: *2022-Mar-20 19:19:33*

The date the record was exported

[NADIYA_**Family**RecordID] Example: *123*

This is a unique internal ID for each Family record in NADIYA. Note, this is an unformatted version of the [Family ID] entry. In other words, the following two fields in the export are the same:

Formatted:	[FamilyID]	*FAM0123*
Non-formatted:	[NADIYA_**Family**RecordID]	*123*

Note, the same logic applies to Host record ID's:

Formatted:	[HostID]	HST*0456*
Non-formatted:	[NADIYA_**Host**RecordID]	*456*

[NADIYA_DatabaseID] Example: *9D0DD2EC-A326-486F-B309-6162C1751624*

A unique GUID to identify the database that created the record