EAST AFRICAN COMMUNITY STATISTICS DEVELOPMENT AND HARMONIZATION REGIONAL PROJECT

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HCPI USER MANUAL FOR THE FULLY COMPATIBLE EAC REGIONAL CONSUMER PRICE INDEX (CPI) SOFTWARE

Submitted To:
THE SECRETARY GENERAL EAST AFRICAN COMMUNITY

P.O. BOX 1096
ARUSHA, TANZANIA
Email: eac@eachq.org
Attn: Project Manager. E-Mail: vmwitirehe@eachq.org
CC: snjuru@eachq.org; vmusoke@eachq.org; tkenyi@eachq.org; panjimbi@eachq.org

By:

ICT CONSULTS LTD

PHYSICAL ADDRESS
PLOT 25, KIRA ROAD KAMWOKYA, KAMPALA
POSTAL ADDRESS
P.O. BOX 25964, KAMPALA, UGANDA,
TELEPHONE CONTACT
+256776543999; +256772347352,
EMAIL ADDRESS
sales@ict.co.ug;barya@ict.co.ug
WEBSITE
www.ict.co.ug

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HCPI User Manual

This document presents the HCPI User Manual to guide users on the various functionalities to navigate the system.
This manual provides instructions on how to use the HCPI software program. The purpose of this manual is to help users get the most out of the software program by providing them with step-by-step instructions on how to perform common tasks.

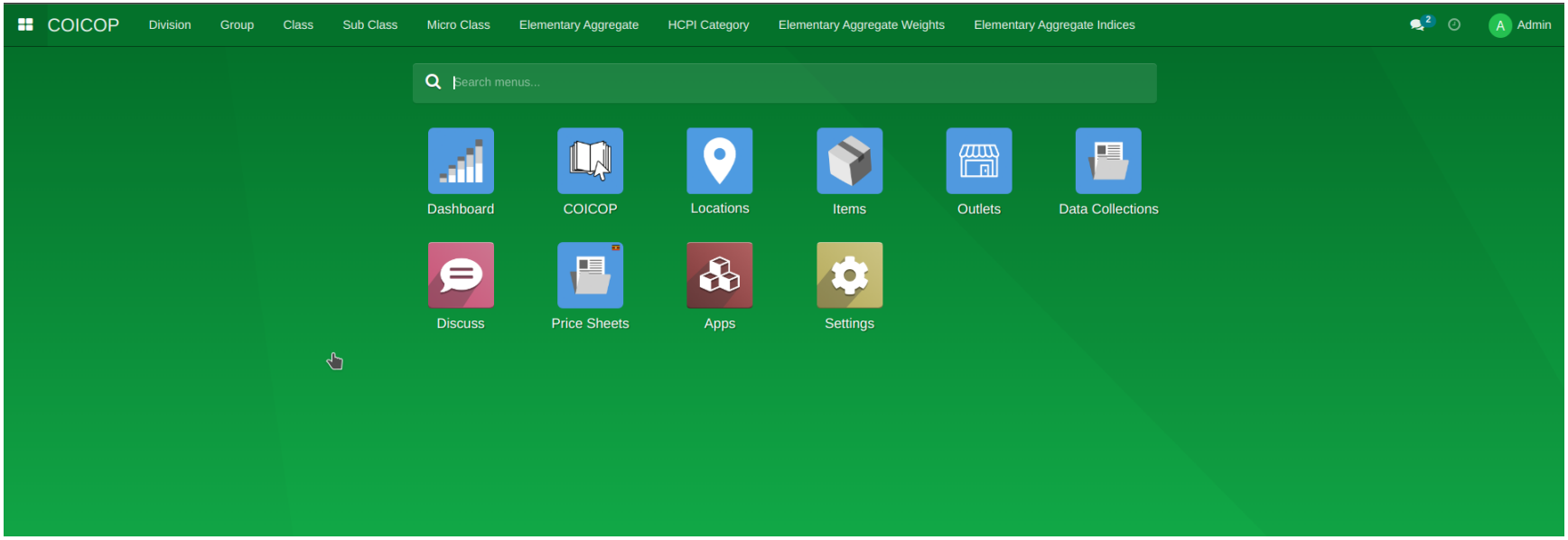
The scope of this manual includes the following:

- Installation and setup of the software program
- Basic navigation of the software program
- Use of the software program's features

The document sections have been organized according to the software modules to which they have a relationship.

Modular User Interface

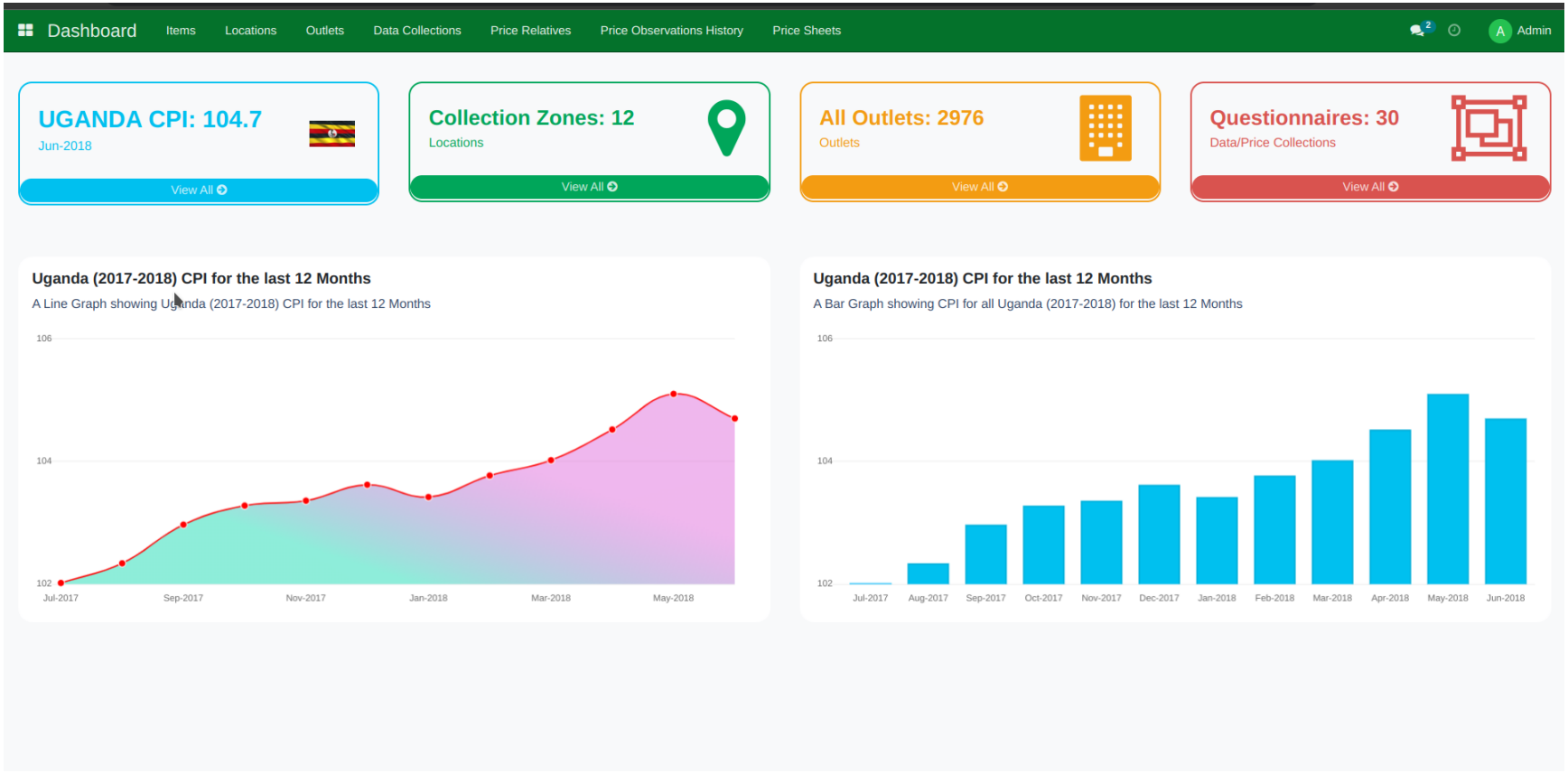
HCPI System has been implemented in a module fashion. As seen in the screenshot below



The modules available in the HCPI system are easily accessible from a Dashboard of modules that are shown in the screenshot above. The user simply selects or clicks on one of the icons to access the functional features available in the system.

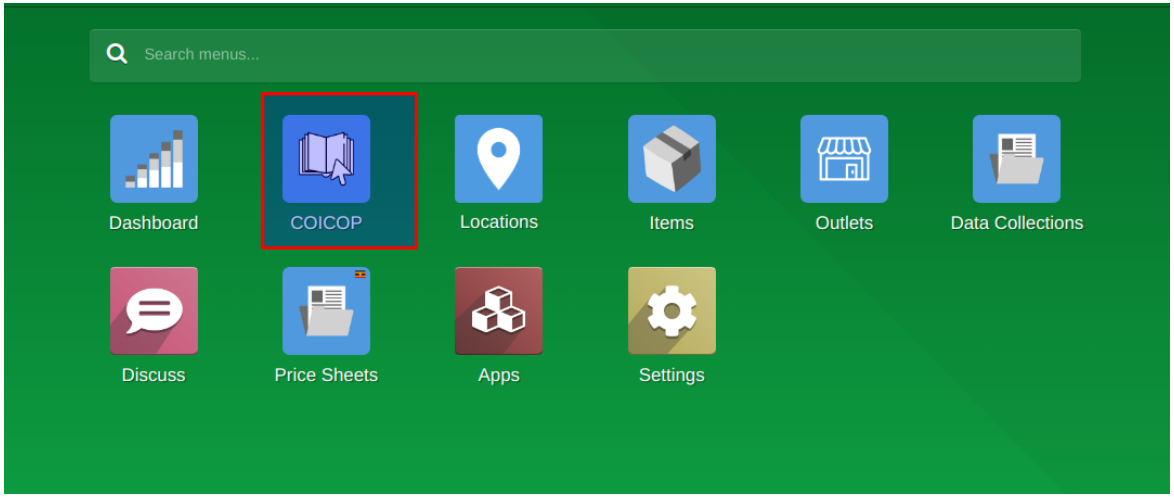
HCPI Dashboards

The HCPI system has been implemented with provisions for dashboards to share and present information in a humane manner.



Items Classifications

COICOP is used to define the classification of CPI items in the system. The classification of items is defined by Divisions as the lowest unit, followed by Groups, Classes, Subclasses, Micro Classes and Elementary Aggregates.



The screenshot above presents the outline of entries for the Divisions aligned with COICOP.

COICOP | Division | Group | Class | Sub Class | Micro Class | Elementary Aggregate | HCPI Category | Elementary Aggregate Weights | Elementary Aggregate Indices | Admin

Division

Create Division

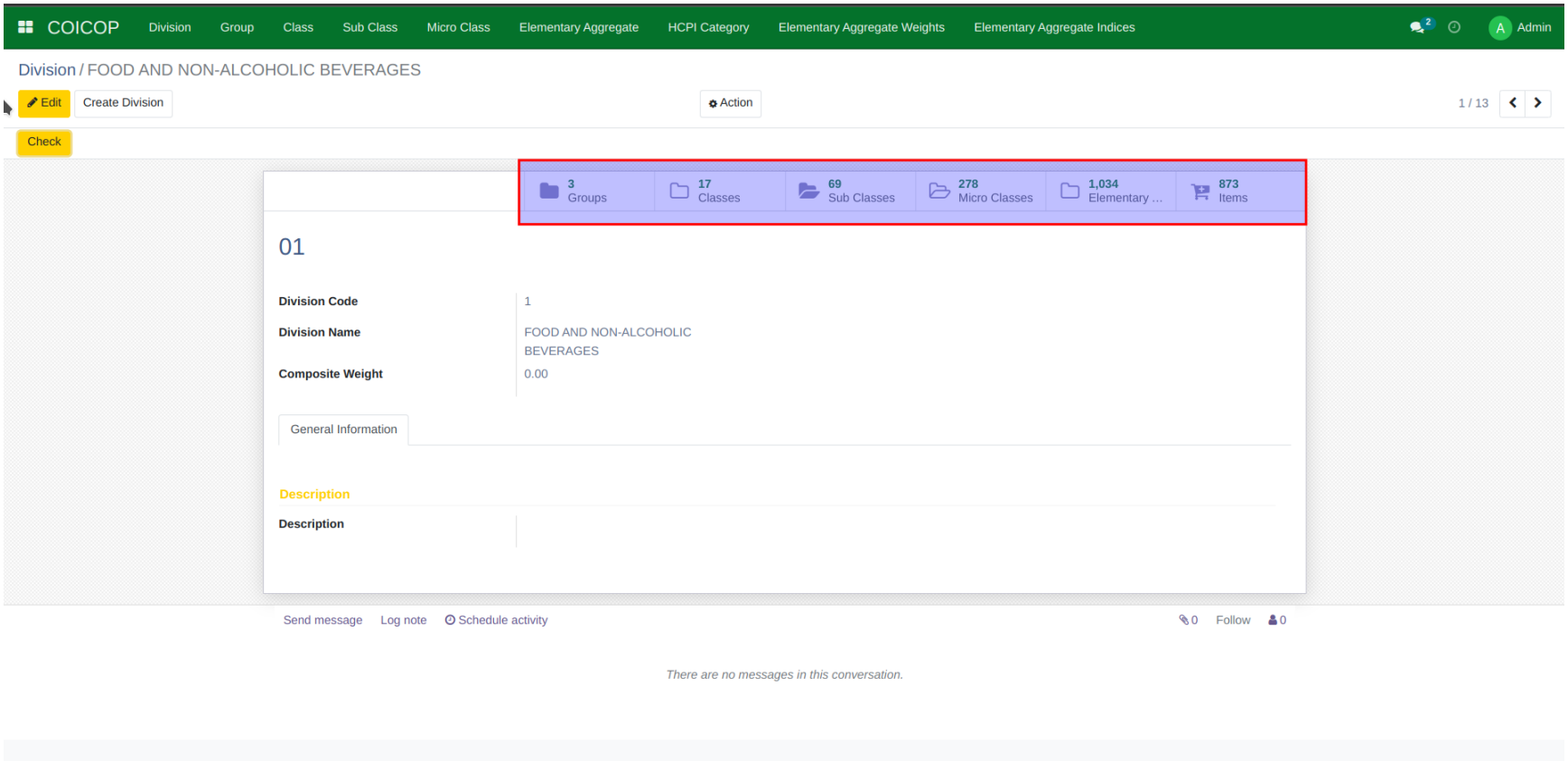
Search...

Filters | Group By | Favorites

1-13 / 13

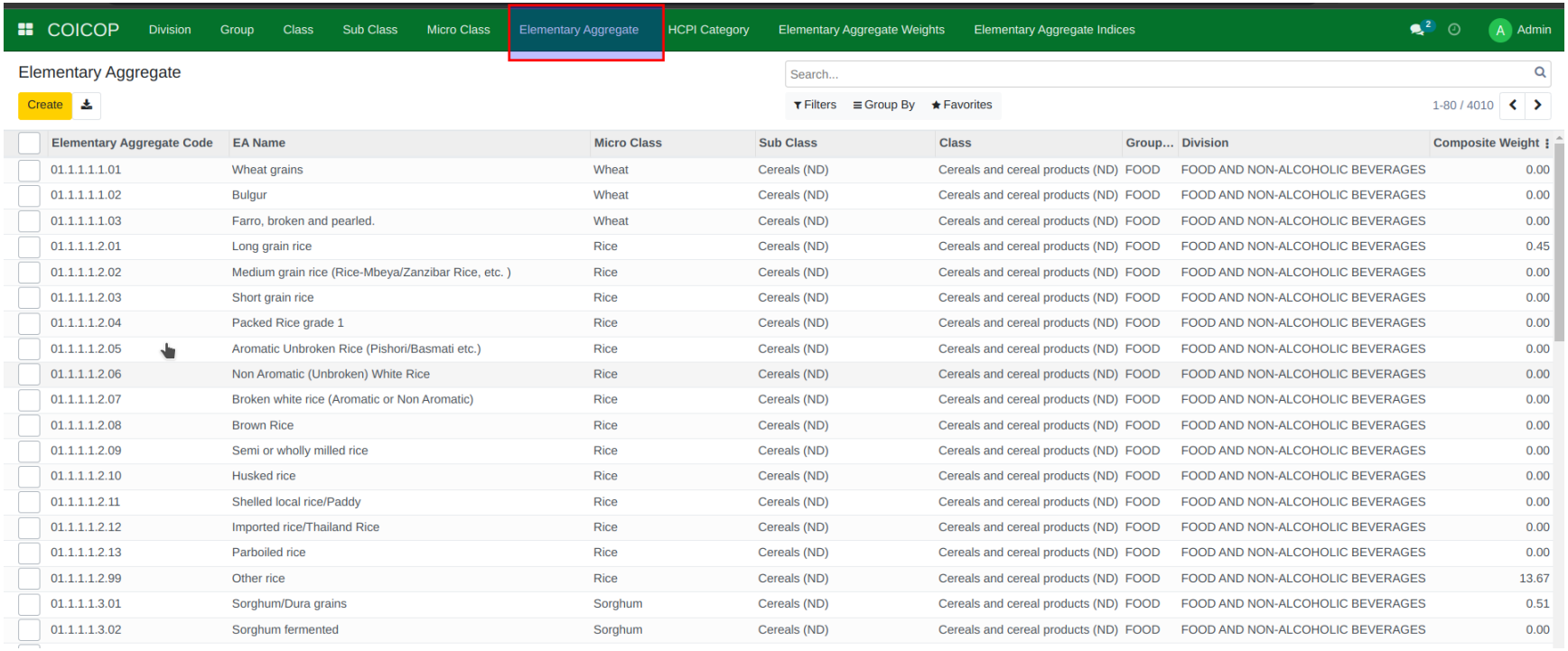
Division Code	Division Name	Composite Weight
01	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
02	ALCOHOLIC BEVERAGES, TOBACCO AND NARCOTICS	0.00
03	CLOTHING AND FOOTWEAR	0.00
04	HOUSING, WATER, ELECTRICITY, GAS AND OTHER FUELS	0.00
05	FURNISHINGS, HOUSEHOLD EQUIPMENT AND ROUTINE HOUSEHOLD MAINTENANCE	0.00
06	HEALTH	0.00
07	TRANSPORT	0.00
08	INFORMATION AND COMMUNICATION	0.00
09	RECREATION, SPORT AND CULTURE	0.00
10	EDUCATION SERVICES	0.00
11	RESTAURANTS AND ACCOMMODATION SERVICES	0.00
12	INSURANCE AND FINANCIAL SERVICES	0.00
13	PERSONAL CARE, SOCIAL PROTECTION AND MISCELLANEOUS GOODS AND SERVICES	0.00

Opening one of the entries to the Divisions reveals other relationships that the specific Division has with Groups, Classes and other classifications. These details are shown in the screenshot below;



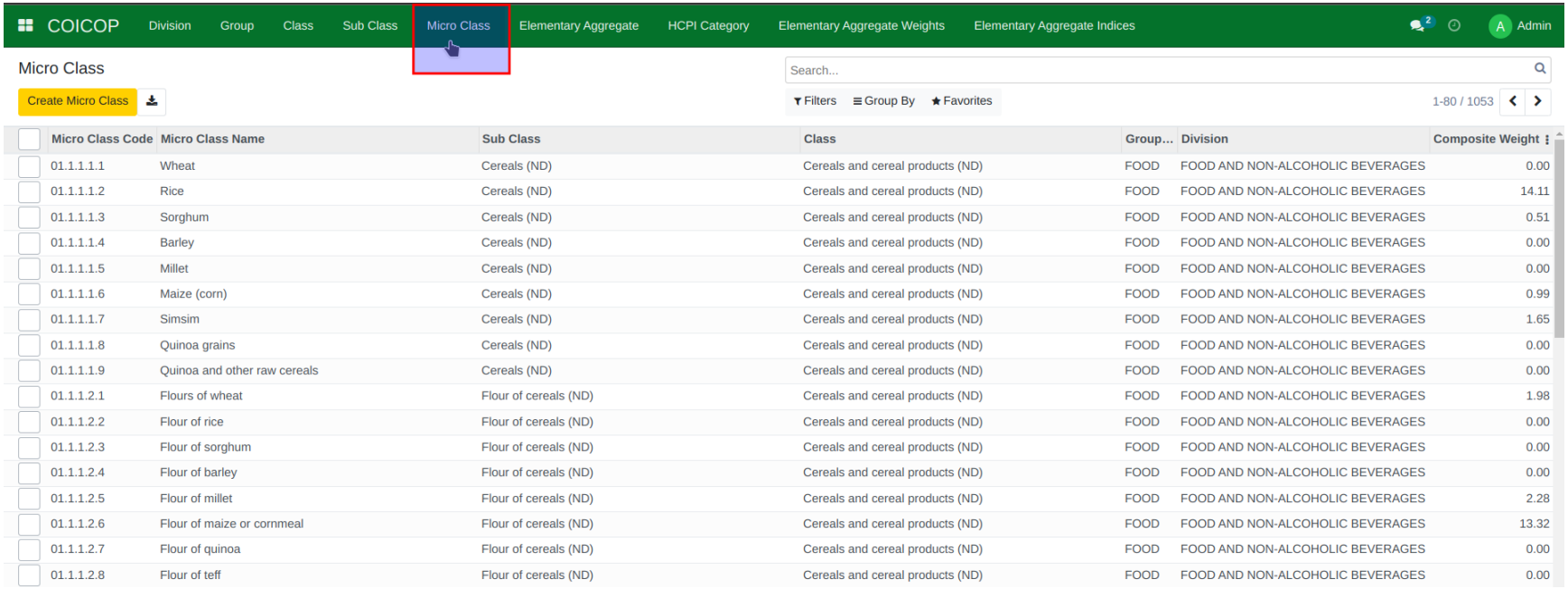
The relationships between a Division and the other COICOP classifications are presented using smart buttons highlighted in the figure above;

Example Representation of Elementary Aggregates



Elementary Aggregate Code	EA Name	Micro Class	Sub Class	Class	Group...	Division	Composite Weight
01.1.1.1.1.01	Wheat grains	Wheat	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.1.02	Bulgur	Wheat	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.1.03	Farro, broken and pearled.	Wheat	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.01	Long grain rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.45
01.1.1.1.2.02	Medium grain rice (Rice-Mbeya/Zanzibar Rice, etc.)	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.03	Short grain rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.04	Packed Rice grade 1	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.05	Aromatic Unbroken Rice (Pishori/Basmati etc.)	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.06	Non Aromatic (Unbroken) White Rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.07	Broken white rice (Aromatic or Non Aromatic)	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.08	Brown Rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.09	Semi or wholly milled rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.10	Husked rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.11	Shelled local rice/Paddy	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.12	Imported rice/Thailand Rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.13	Parboiled rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2.99	Other rice	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	13.67
01.1.1.1.3.01	Sorghum/Dura grains	Sorghum	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.51
01.1.1.1.3.02	Sorghum fermented	Sorghum	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00

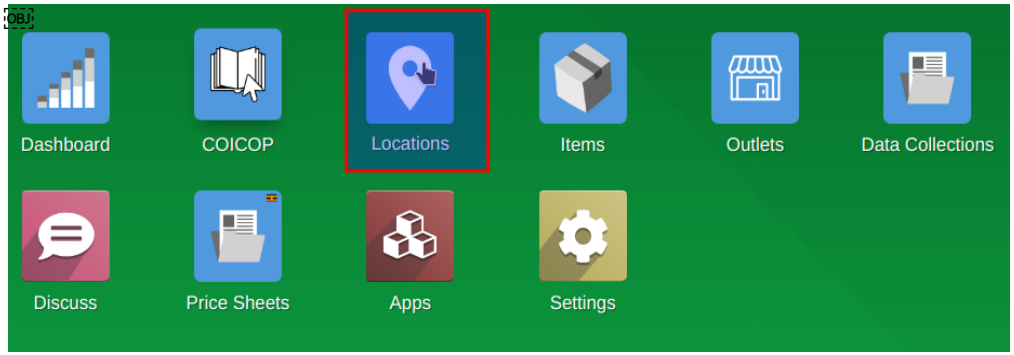
Example Micro-Classes Representation



Micro Class Code	Micro Class Name	Sub Class	Class	Group...	Division	Composite Weight
01.1.1.1.1	Wheat	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.2	Rice	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	14.11
01.1.1.1.3	Sorghum	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.51
01.1.1.1.4	Barley	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.5	Millet	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.6	Maize (corn)	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.99
01.1.1.1.7	Simsim	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	1.65
01.1.1.1.8	Quinoa grains	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.1.9	Quinoa and other raw cereals	Cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.2.1	Flours of wheat	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	1.98
01.1.1.2.2	Flour of rice	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.2.3	Flour of sorghum	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.2.4	Flour of barley	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.2.5	Flour of millet	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	2.28
01.1.1.2.6	Flour of maize or cornmeal	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	13.32
01.1.1.2.7	Flour of quinoa	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00
01.1.1.2.8	Flour of teff	Flour of cereals (ND)	Cereals and cereal products (ND)	FOOD	FOOD AND NON-ALCOHOLIC BEVERAGES	0.00

Locations for CPI Processes

Locations are important from defining outlets and allocating GPS coordinates that are used to confirm outlet coordinates.



Example locations for Burundi;

Locations | Provinces | Communes / Municipalities | Zones | Collines / Hills | Collection Center | Administrator

Collection Centers

Create

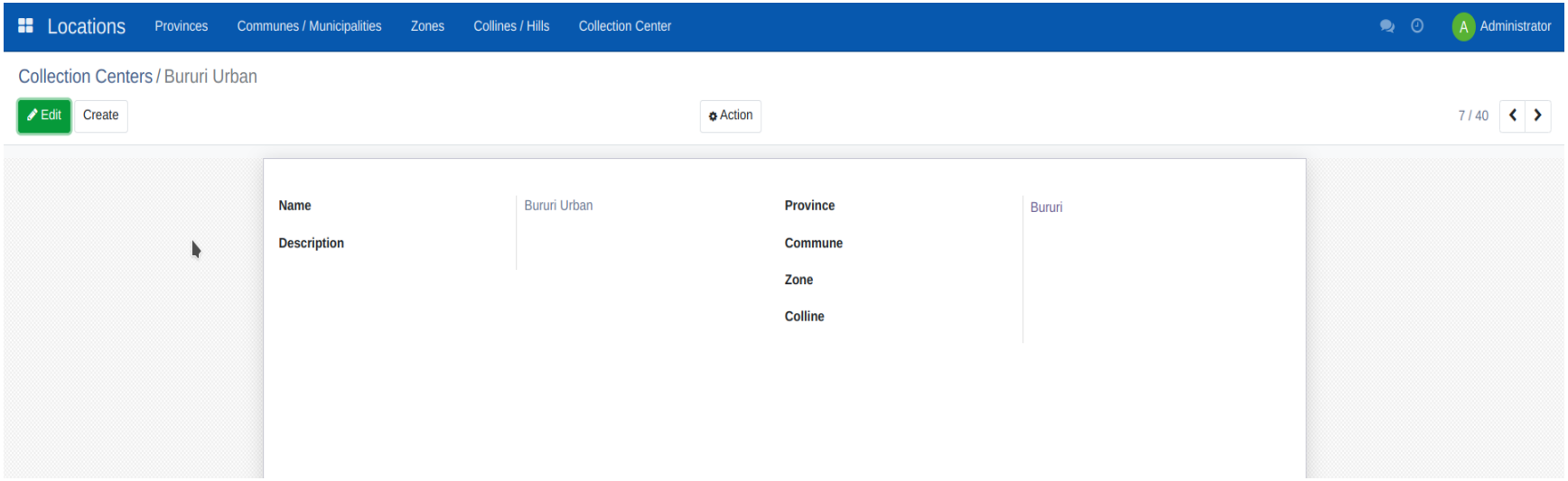
Search...

Filters | Group By | Favorites

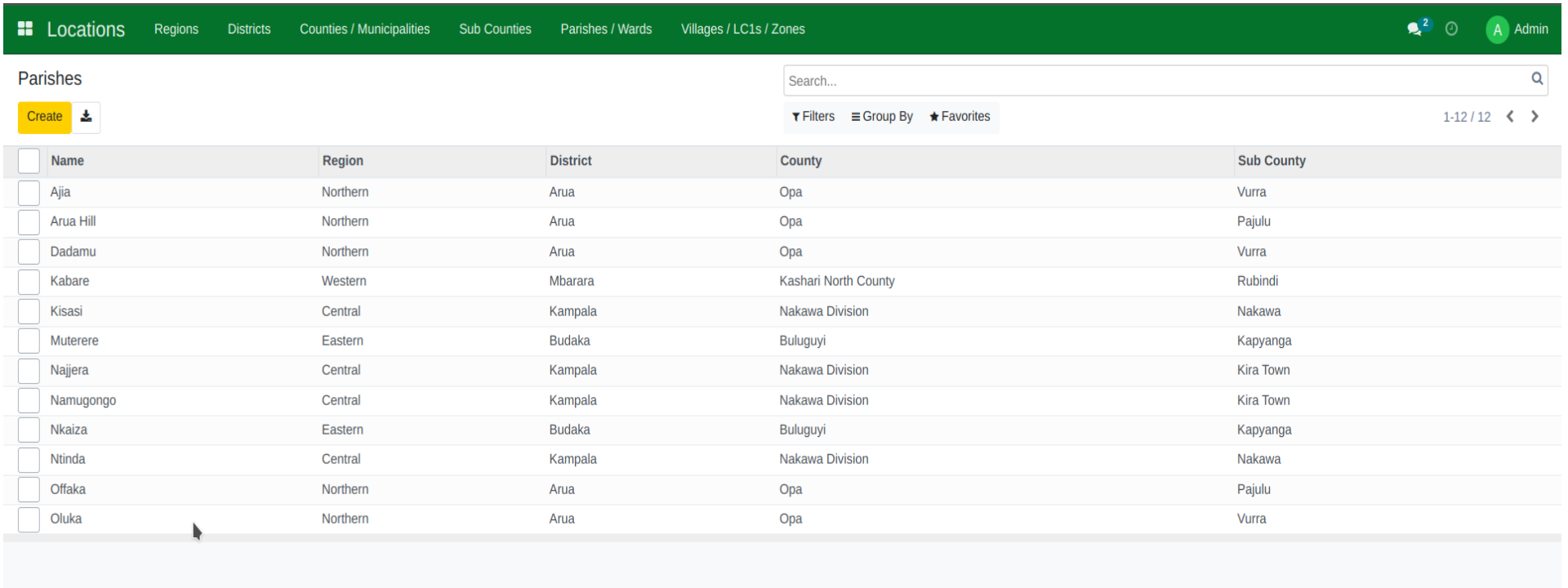
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Name	Province	Commune	Zone	Colline
Bubanza Rural	Bubanza			
Bubanza Urbain	Bubanza			
Bujumbura Rural	Bujumbura			
Bujumbura Urban	Bujumbura			
Bukirasazi (Giteaga Rural 2)	Gitega			
Bururi Rural	Bururi			
Bururi Urban	Bururi			
Buyenzi	Bujumbura Mairie			
Cankuzo Rural	Cankuzo			
Cankuzo Urban	Cankuzo			
Centre ville	Bujumbura Mairie			
Cibitoke Rural	Cibitoke			
Cibitoke Urban	Cibitoke			
Gihamagara (Giteaga Rural 1)	Gitega			
Giteaga Urbain	Gitega			
Karusi rural	Karusi			
Karusi urbain	Karusi			
Kayanza Rural	Kayanza			
Kayanza Urbain	Kayanza			

Example details for locations;



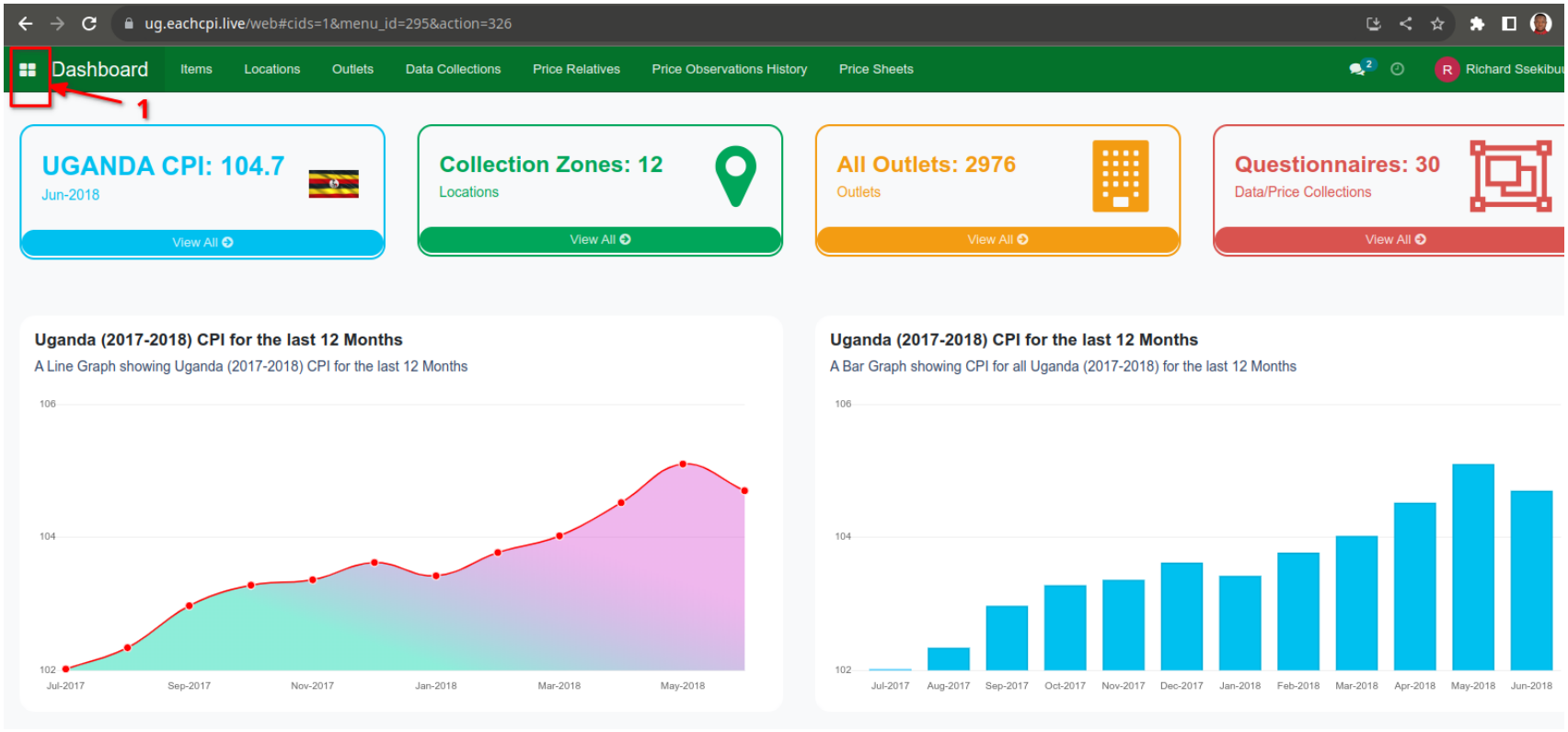
Example screens for Uganda for defining locations;



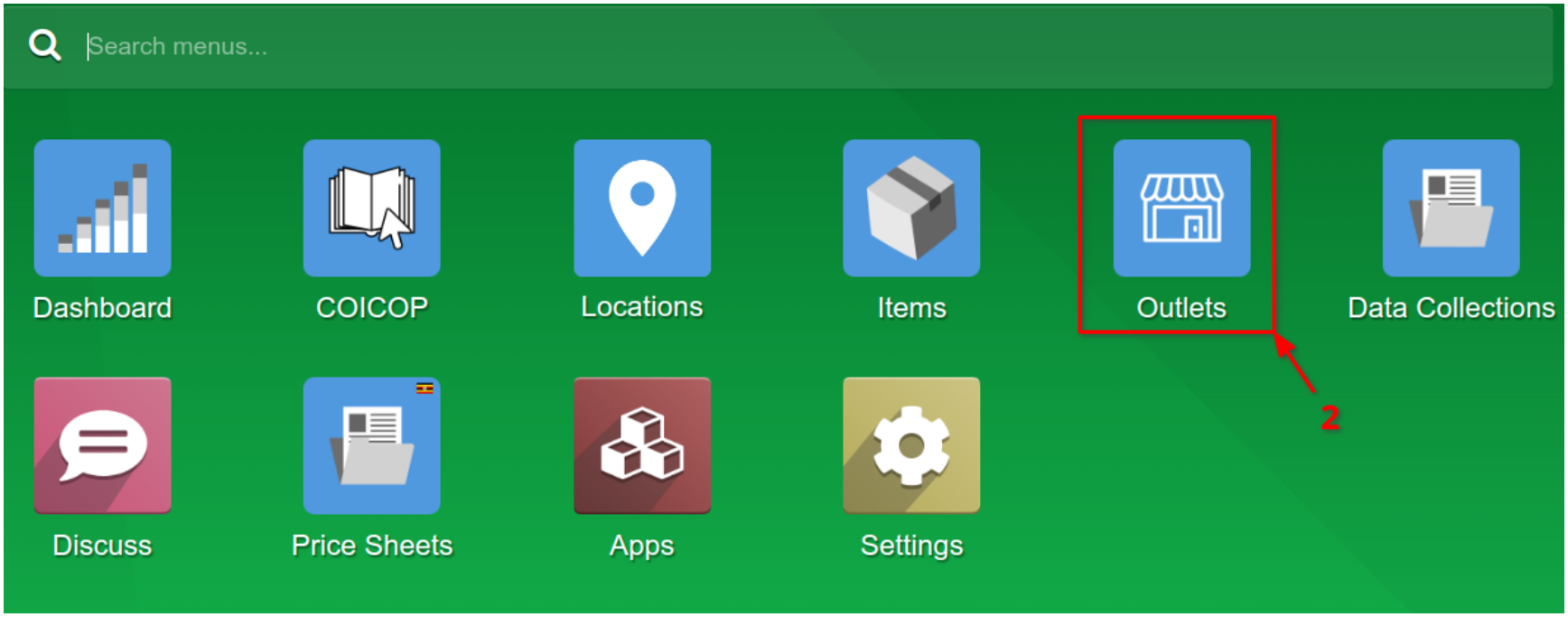
Name	Region	District	County	Sub County
Ajia	Northern	Arua	Opa	Vurra
Arua Hill	Northern	Arua	Opa	Pajulu
Dadamu	Northern	Arua	Opa	Vurra
Kabare	Western	Mbarara	Kashari North County	Rubindi
Kisasi	Central	Kampala	Nakawa Division	Nakawa
Muterere	Eastern	Budaka	Buluguyi	Kapyanga
Najjera	Central	Kampala	Nakawa Division	Kira Town
Namugongo	Central	Kampala	Nakawa Division	Kira Town
Nkaiza	Eastern	Budaka	Buluguyi	Kapyanga
Ntinda	Central	Kampala	Nakawa Division	Nakawa
Offaka	Northern	Arua	Opa	Pajulu
Oluka	Northern	Arua	Opa	Vurra

Outlets Definition

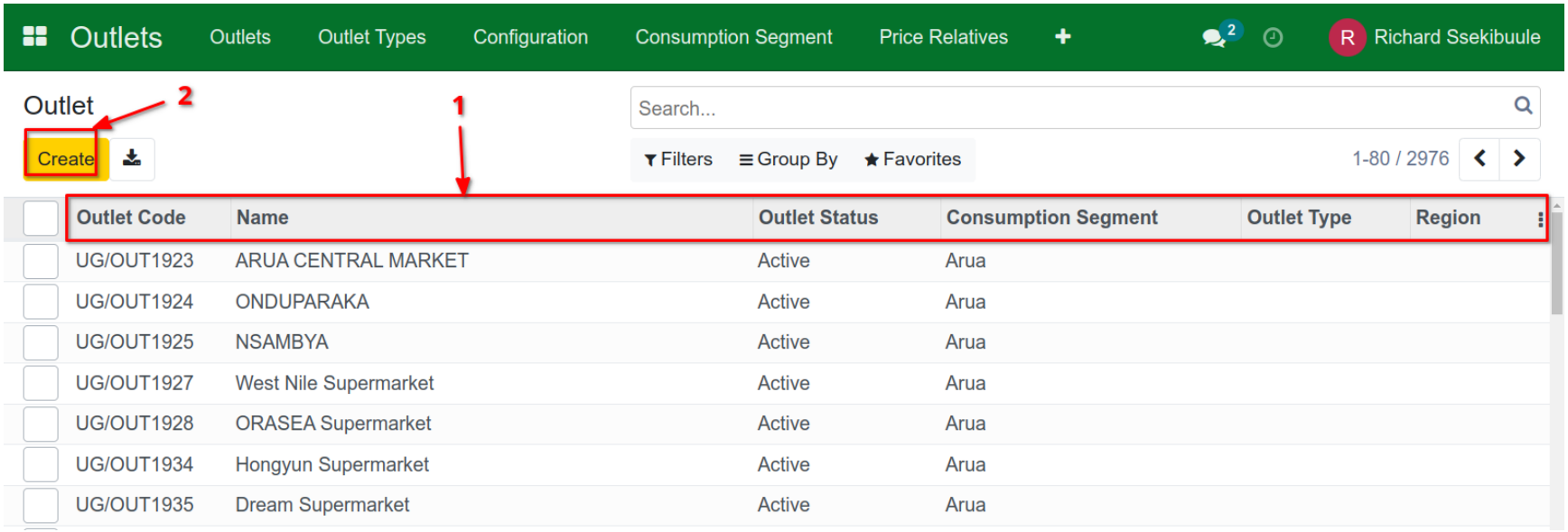
When a user logs in, they will arrive at the dashboard shown in the screenshot below, depending on their access rights. By Clicking once on the Windows icon [see 1], it redirects them to the applications' dashboard.



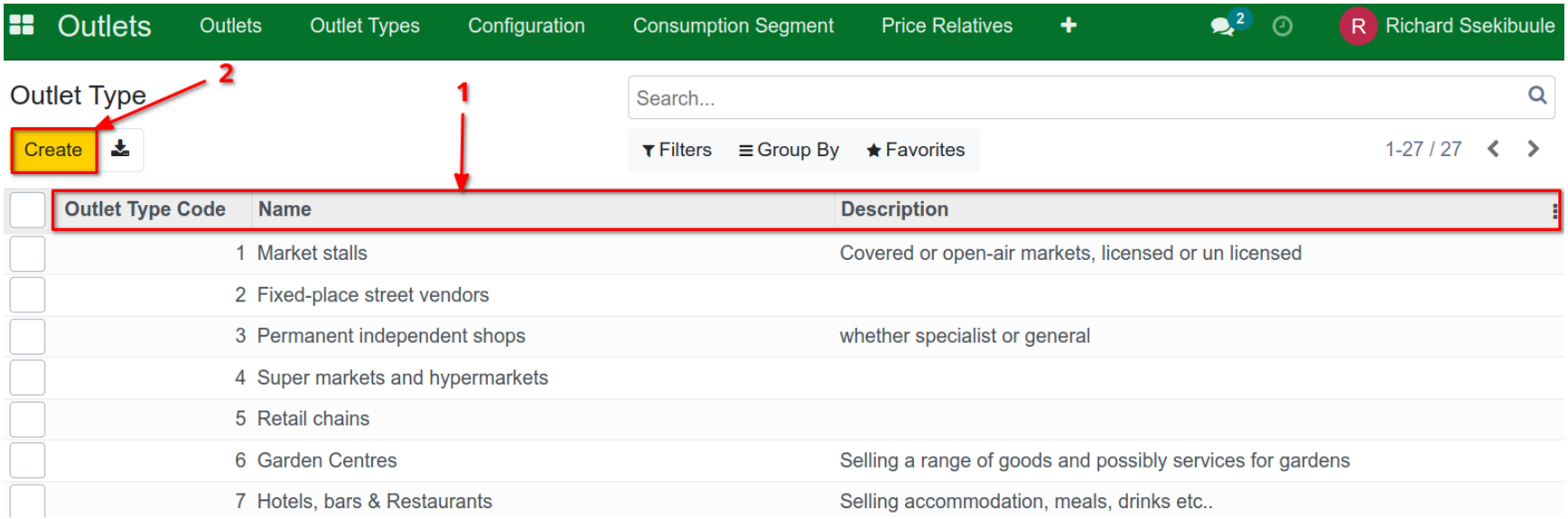
While at the applications' dashboard, a user can go ahead and select the Outlets app [see 2 below] with a single click.



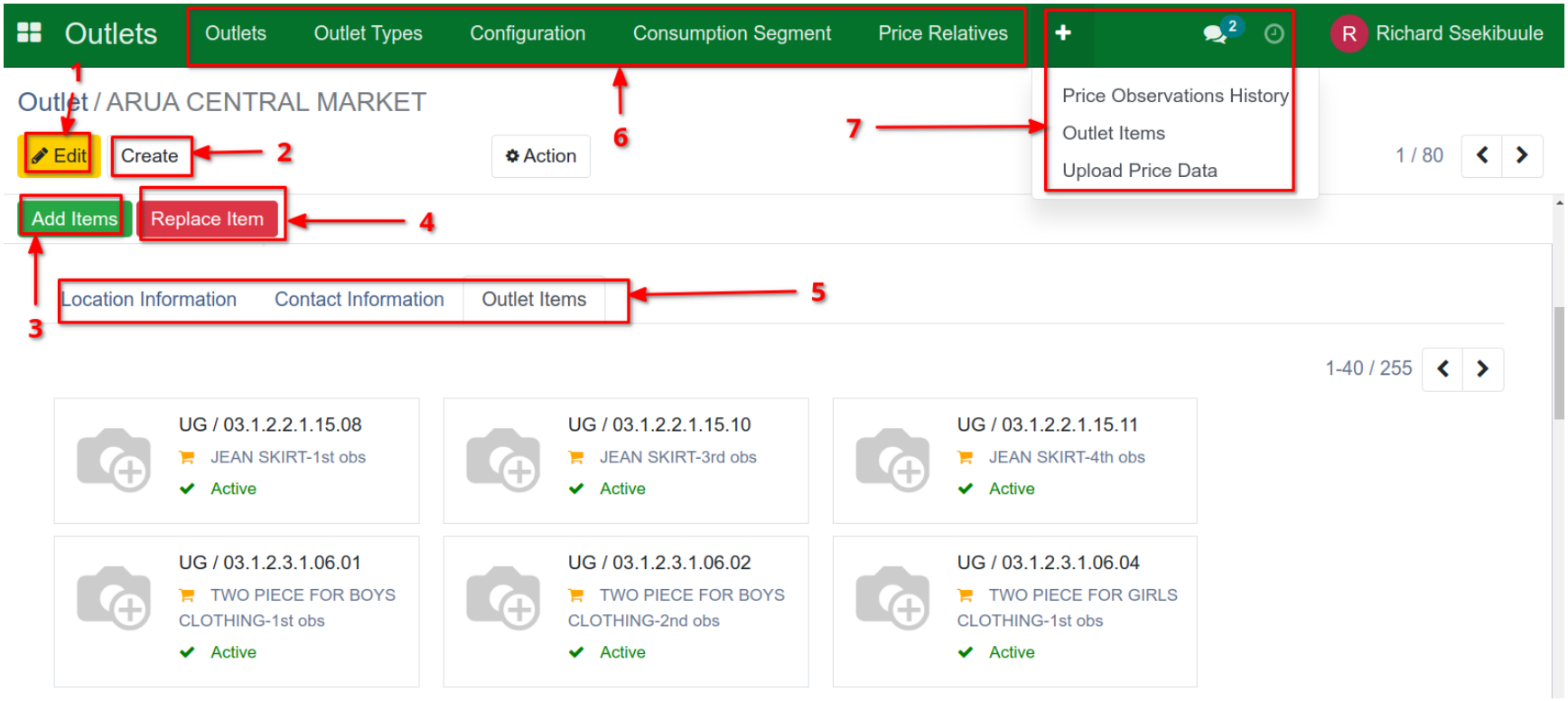
When a user logs into the Outlets dashboard, they will see a list of available Outlets along with their specific details [see 1]. The user can add a new Outlet by clicking the create button [see 2].



A user can access the Outlet Type menu from the navigation bar, where they will see a list of available Outlet Types as well as their specific details [see 1]. By clicking the create button [see 2], the user can add a new Outlet Type.

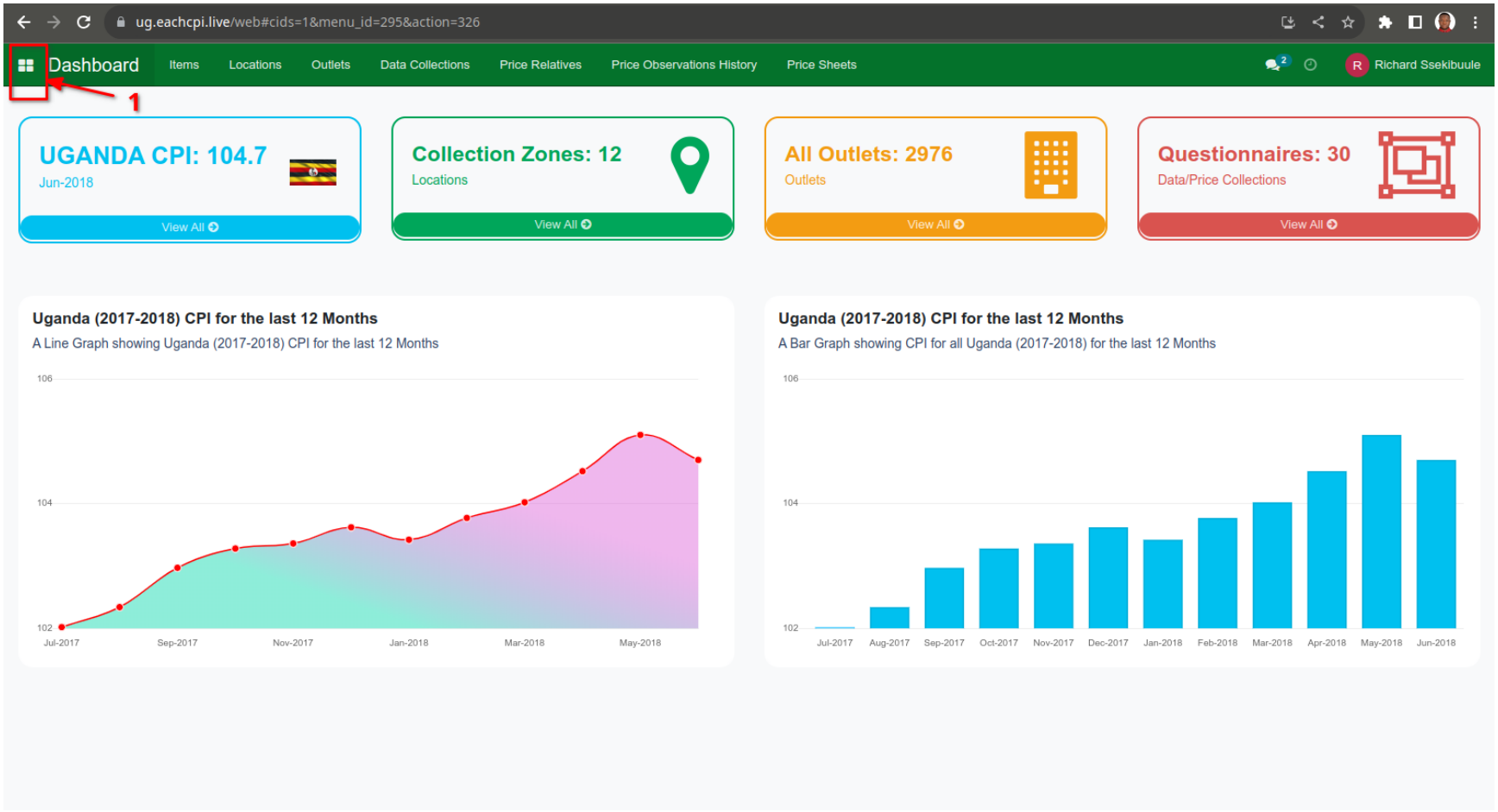


After opening an outlet, the user can edit its details [see 1]. Similarly, the user can create a new outlet by pressing the create button [see 2]. The Add Items button [see 3] allows the user to add items to the outlet. However, a user can replace an item [see 3]. Through their respective tabs, the user can access information about an outlet, such as its location, contact information, and outlet items [see 5]. The user can access other operations via the navigation bar [see 6], but depending on their access rights, they can also access the rest of the navigation bar items via the plus icon [see 7].

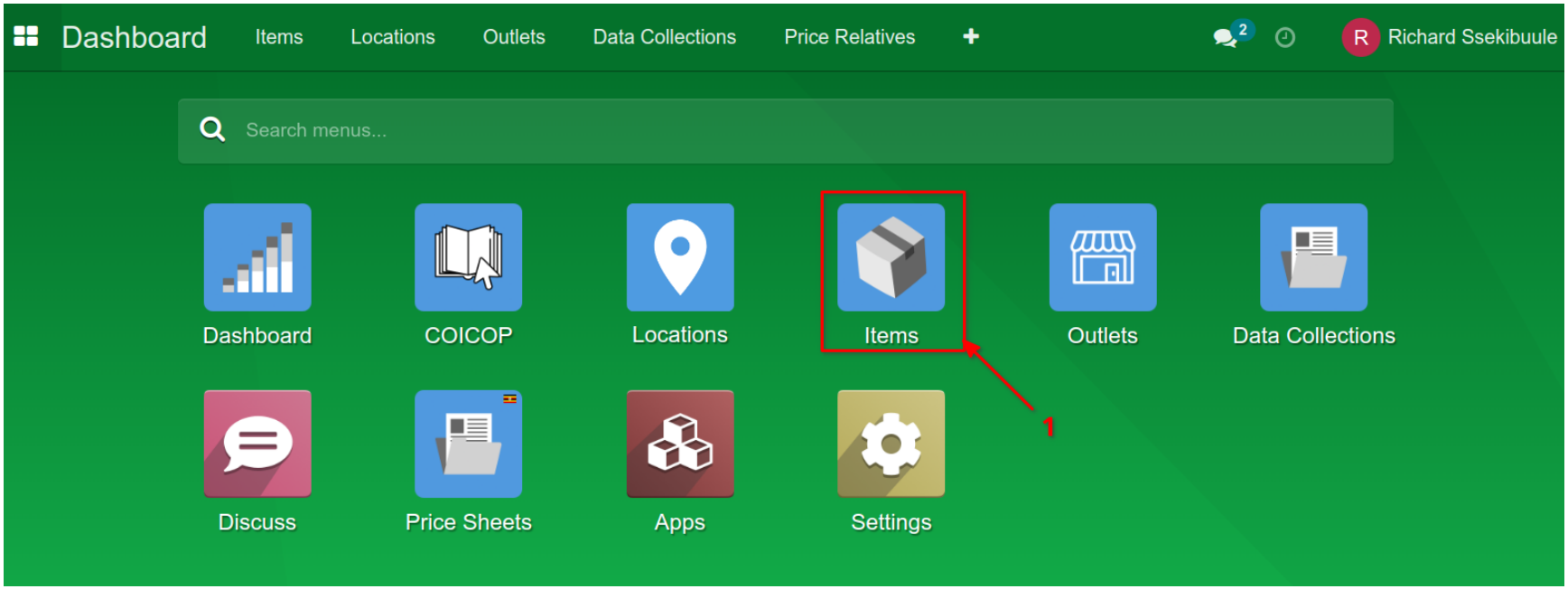


Items Definition

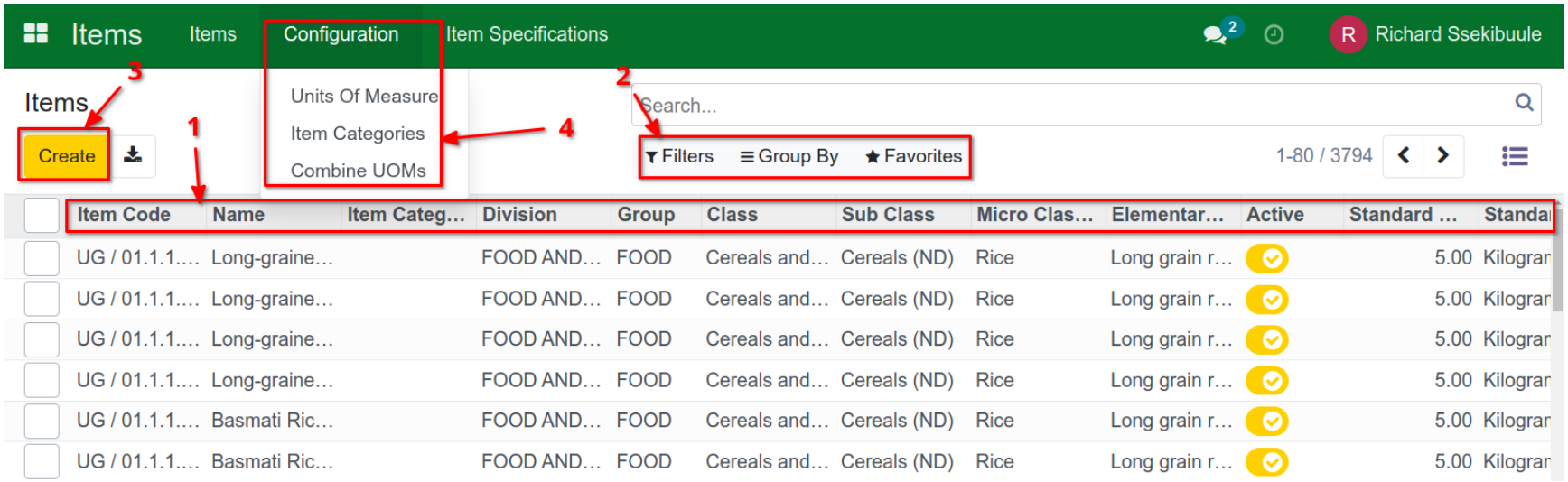
The screenshot below shows the definition of Items in the system that are classified using the COICOP definitions.
When a user logs in, they will arrive at the dashboard shown in the screenshot below, depending on their access rights. By Clicking once on the Windows icon [see 1], it redirects them to the applications' dashboard.
Screenshots for Outlets



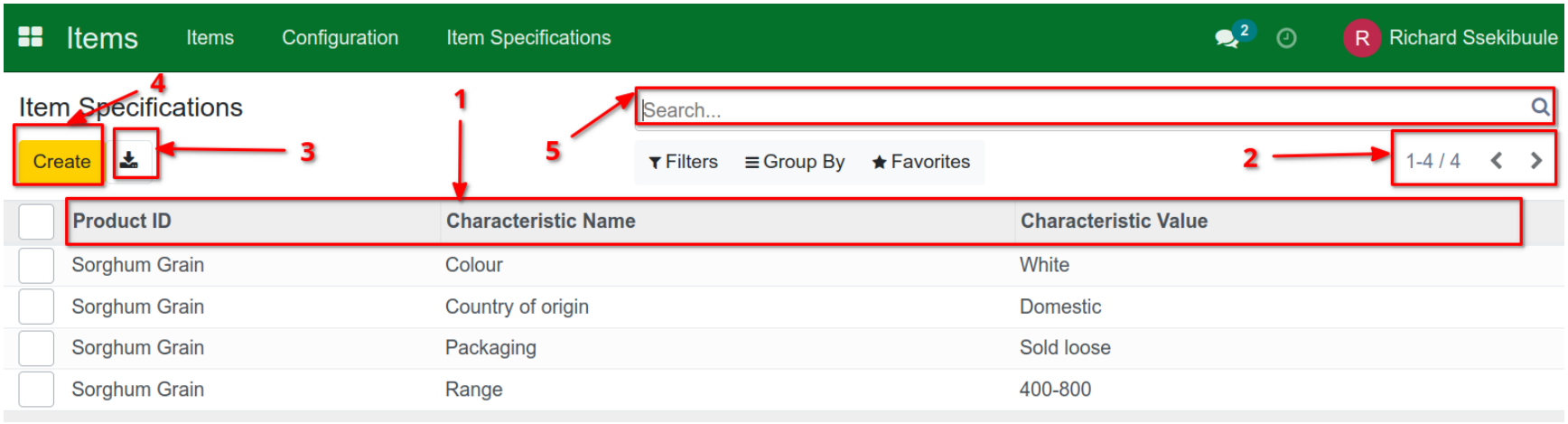
While at the applications' dashboard, a user can go ahead and select the Items app [see 1 below] with a single click.



\When a user logs into the Items dashboard, they will see a list of available items along with their specific details [see 1]. The user can now refine their search by using the available filters [see 2]. The user can add a new item by clicking the create button [see 3]. Using the Configuration menu [see 4], the user can create Units of Measure, Item categories, and Combine UOMs.



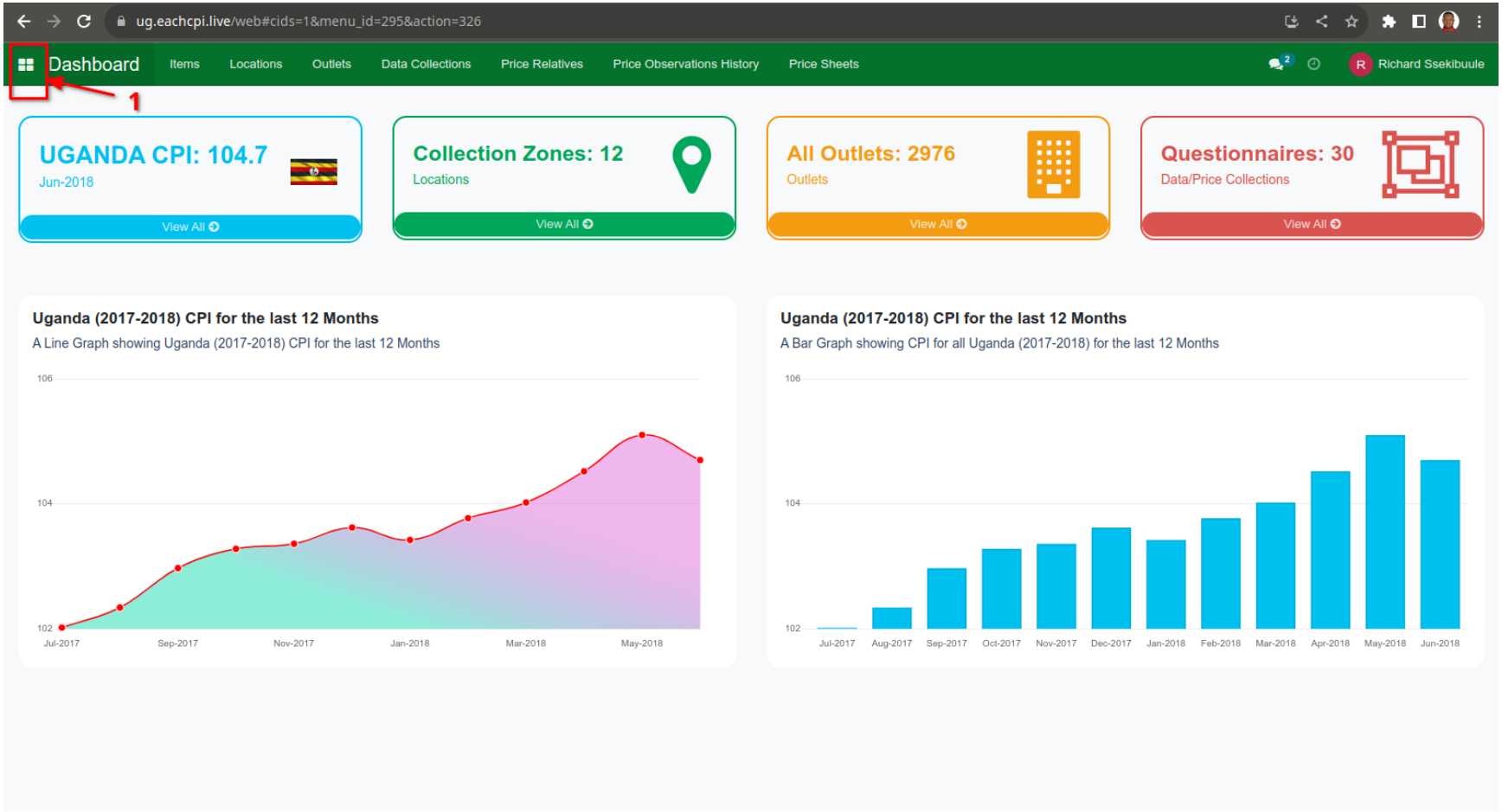
Item Specifications can be accessed from the menu and viewed with their details [see 1]. The user can scroll through the list to the last item [see 2]. The download button [see 3] allows the user to export a copy of the Item Specifications. Using the create button [see 4], the user can create new Item Specifications. If the user is unable to locate a specific Item Specification, they can search for it [see 5].



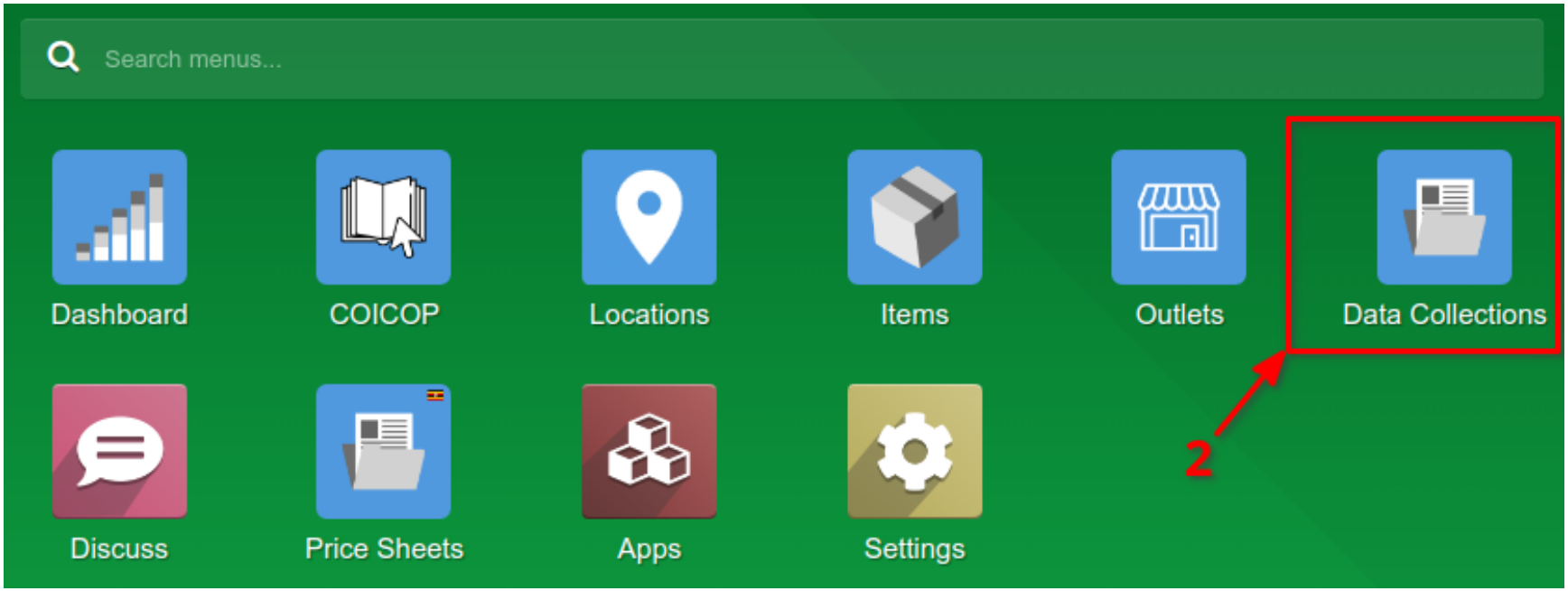
Price Data Collections

Data collections form the foundation for national and regional CPI. The screenshots for CPI data collections are shown below;

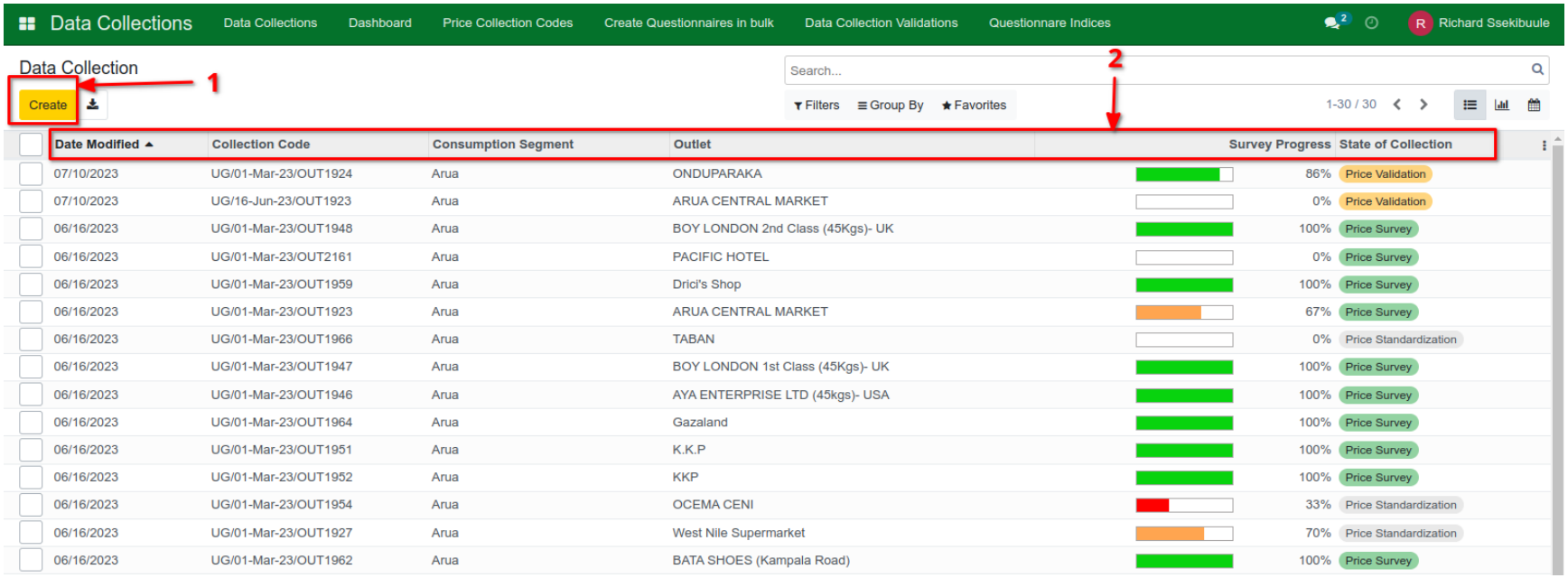
When a user logs in, they will arrive at the dashboard shown in the screenshot below, depending on their access rights. By Clicking once on the Windows icon [see 1], it redirects them to the applications' dashboard.



While at the applications' dashboard, a user can go ahead and select the Data Collections app [see 2] with a single click.

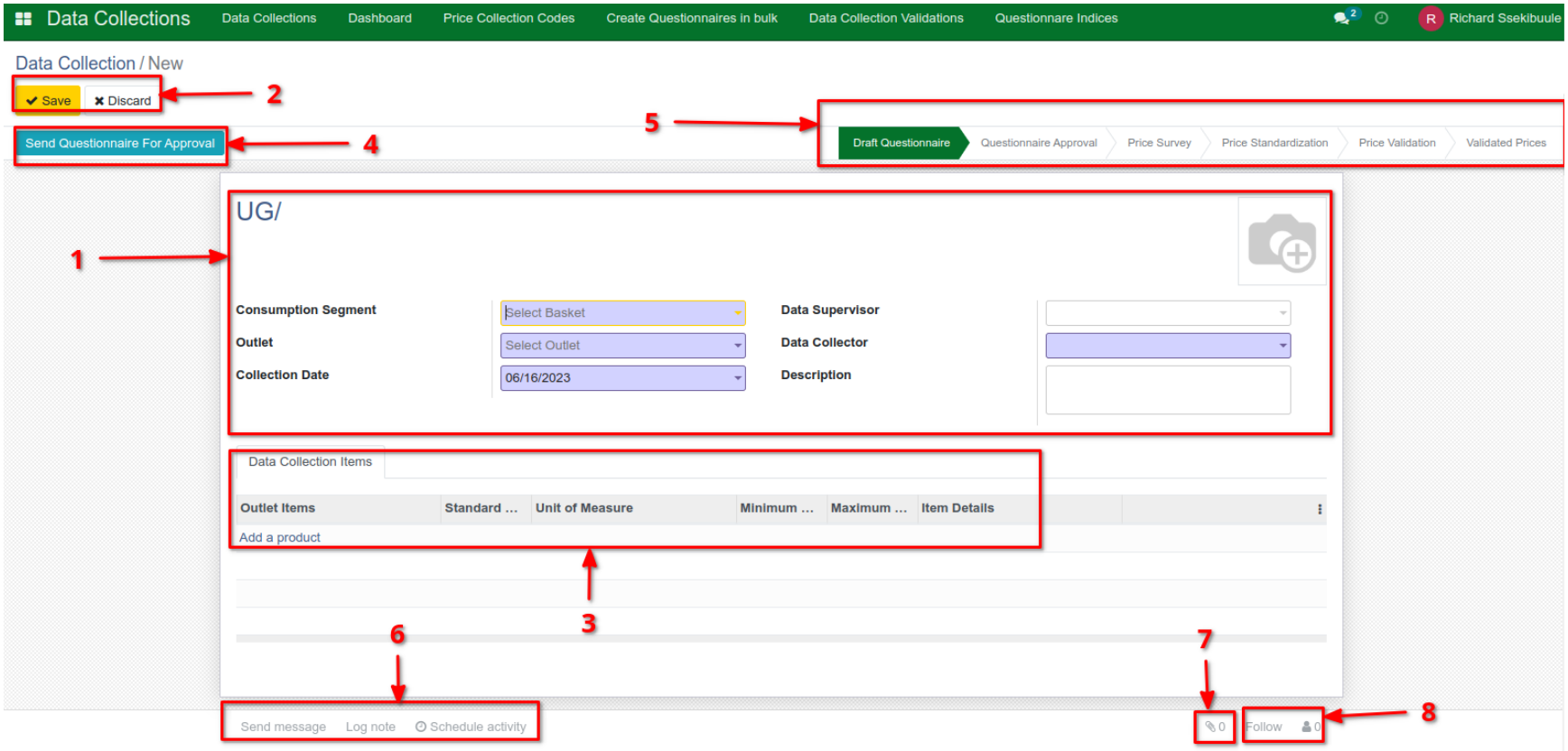


Inside the Data Collection application's dashboard, users can create a new questionnaire using the create button [see 1]. Similarly, data from previous surveys can be viewed in a list with their specific details [see 2].

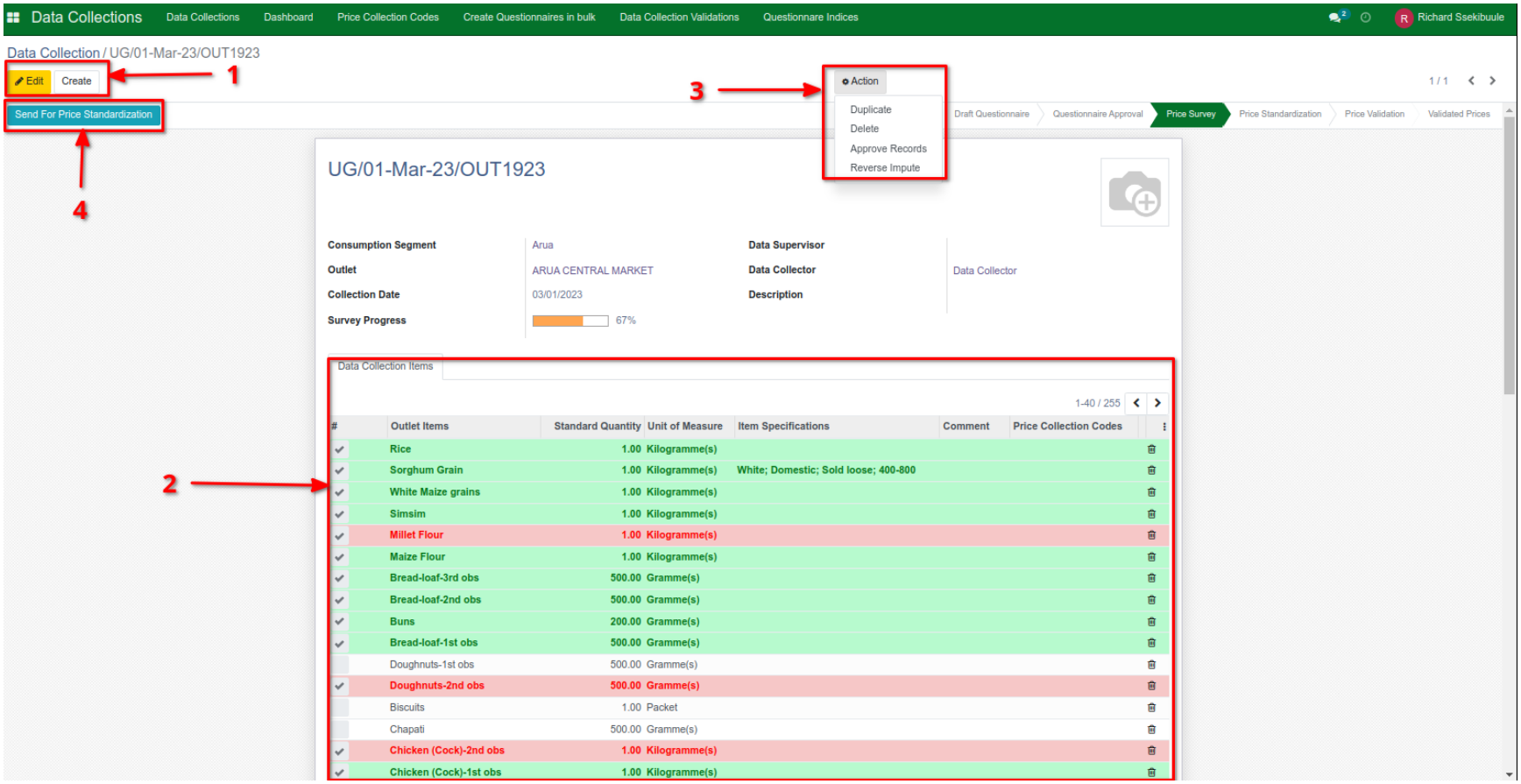


Date Modified	Collection Code	Consumption Segment	Outlet	Survey Progress	State of Collection
07/10/2023	UG/01-Mar-23/OUT1924	Arua	ONDUPARAKA	86%	Price Validation
07/10/2023	UG/16-Jun-23/OUT1923	Arua	ARUA CENTRAL MARKET	0%	Price Validation
06/16/2023	UG/01-Mar-23/OUT1948	Arua	BOY LONDON 2nd Class (45Kgs)- UK	100%	Price Survey
06/16/2023	UG/01-Mar-23/OUT2161	Arua	PACIFIC HOTEL	0%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1959	Arua	Drici's Shop	100%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1923	Arua	ARUA CENTRAL MARKET	67%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1966	Arua	TABAN	0%	Price Standardization
06/16/2023	UG/01-Mar-23/OUT1947	Arua	BOY LONDON 1st Class (45Kgs)- UK	100%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1946	Arua	AYA ENTERPRISE LTD (45kgs)- USA	100%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1964	Arua	Gazaland	100%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1951	Arua	K.K.P	100%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1952	Arua	KKP	100%	Price Survey
06/16/2023	UG/01-Mar-23/OUT1954	Arua	OCEMA CENI	33%	Price Standardization
06/16/2023	UG/01-Mar-23/OUT1927	Arua	West Nile Supermarket	70%	Price Standardization
06/16/2023	UG/01-Mar-23/OUT1962	Arua	BATA SHOES (Kampala Road)	100%	Price Survey

Using the questionnaire template below, users can provide information about the targeted Consumption segment [see 1]. When users select a specific outlet, data collection items in Section [see 3] will auto populate. They can later save or discard changes to the draft by clicking the save or discard buttons [see 2]. The questionnaire can be sent to the line supervisor for approval [see 4], and it will go through several stages [see 5]. User activity can be easily tracked [see 6], as can attachments and activity followers [see 7 and 8, respectively].

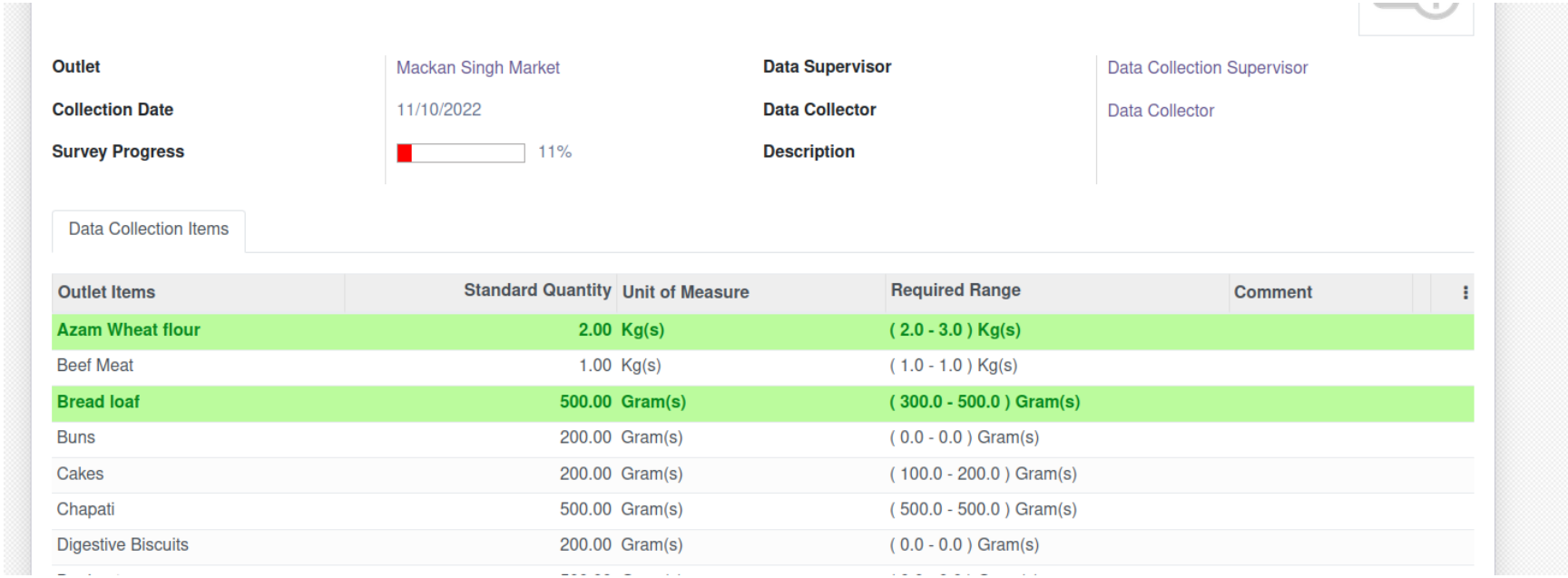


An existing questionnaire can be edited by a user [see 1]. The Action button allows users to duplicate, delete, approve, and reverse impute records [see 3]. The questionnaire can also be forwarded by the user for price standardization [see 4].



Price Validations

Validated prices are displayed in green color.

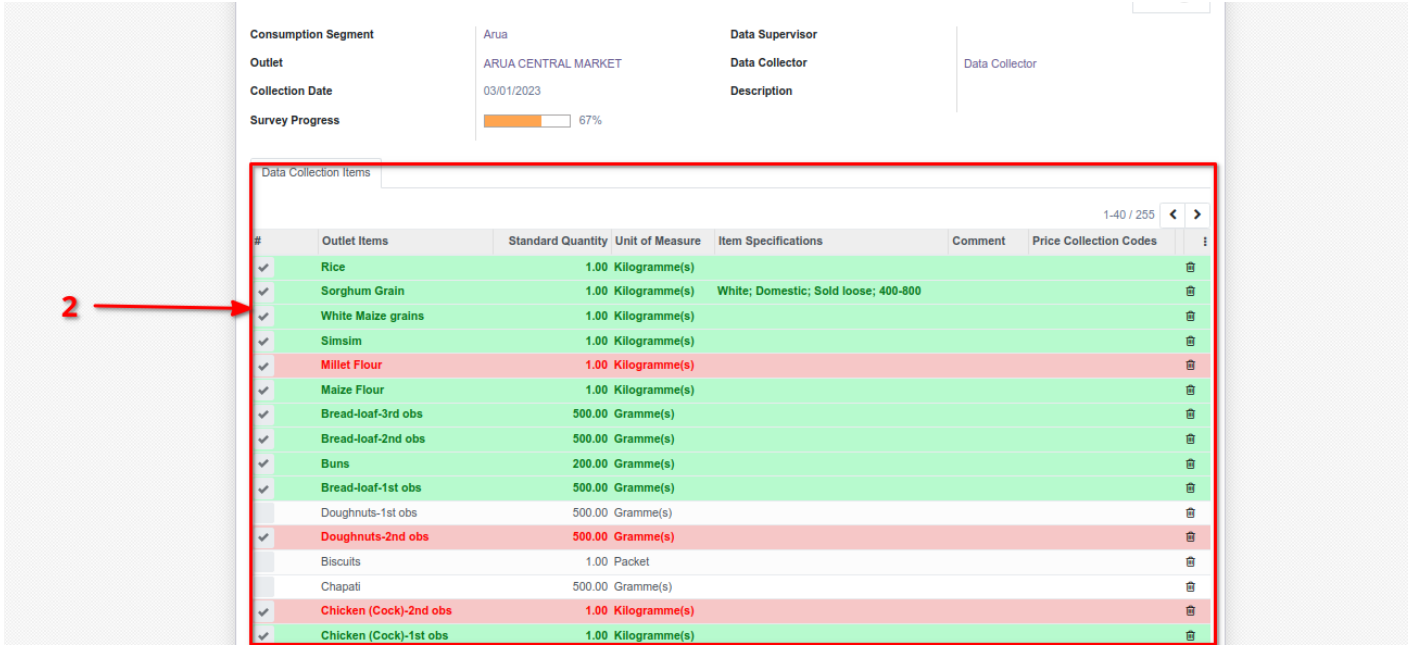


Outlet	Mackan Singh Market	**Data Supervisor**	Data Collection Supervisor
Collection Date	11/10/2022	**Data Collector**	Data Collector
Survey Progress	11%	**Description**	

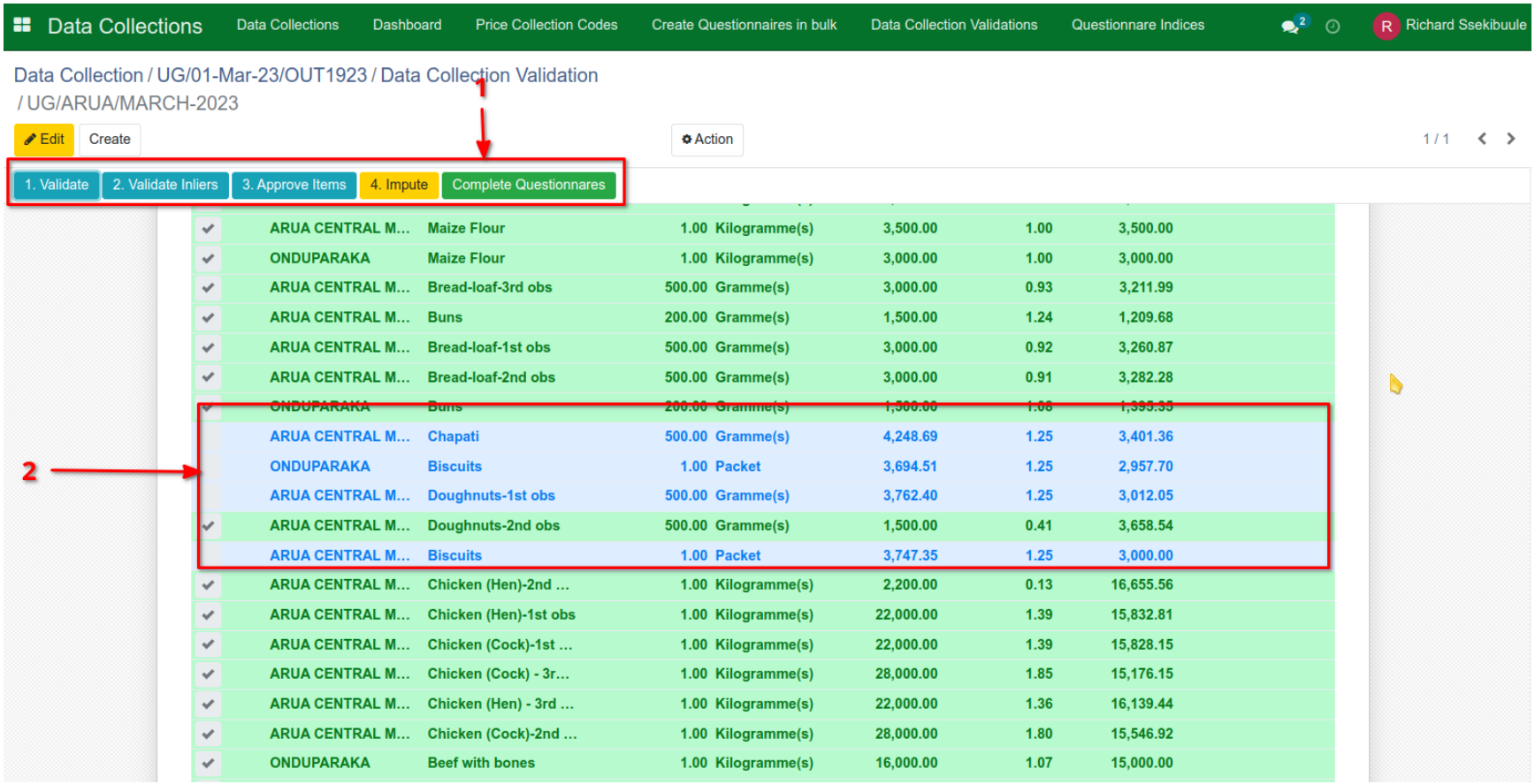
Data Collection Items

Outlet Items	Standard Quantity	Unit of Measure	Required Range	Comment
Azam Wheat flour	**2.00**	**Kg(s)**	**(2.0 - 3.0) Kg(s)**	
Beef Meat	1.00	Kg(s)	(1.0 - 1.0) Kg(s)	
Bread loaf	**500.00**	**Gram(s)**	**(300.0 - 500.0) Gram(s)**	
Buns	200.00	Gram(s)	(0.0 - 0.0) Gram(s)	
Cakes	200.00	Gram(s)	(100.0 - 200.0) Gram(s)	
Chapati	500.00	Gram(s)	(500.0 - 500.0) Gram(s)	
Digestive Biscuits	200.00	Gram(s)	(0.0 - 0.0) Gram(s)	

Validated prices are shown in green, outlier prices are shown in red, and prices that have yet to be validated are shown in white [see 2].



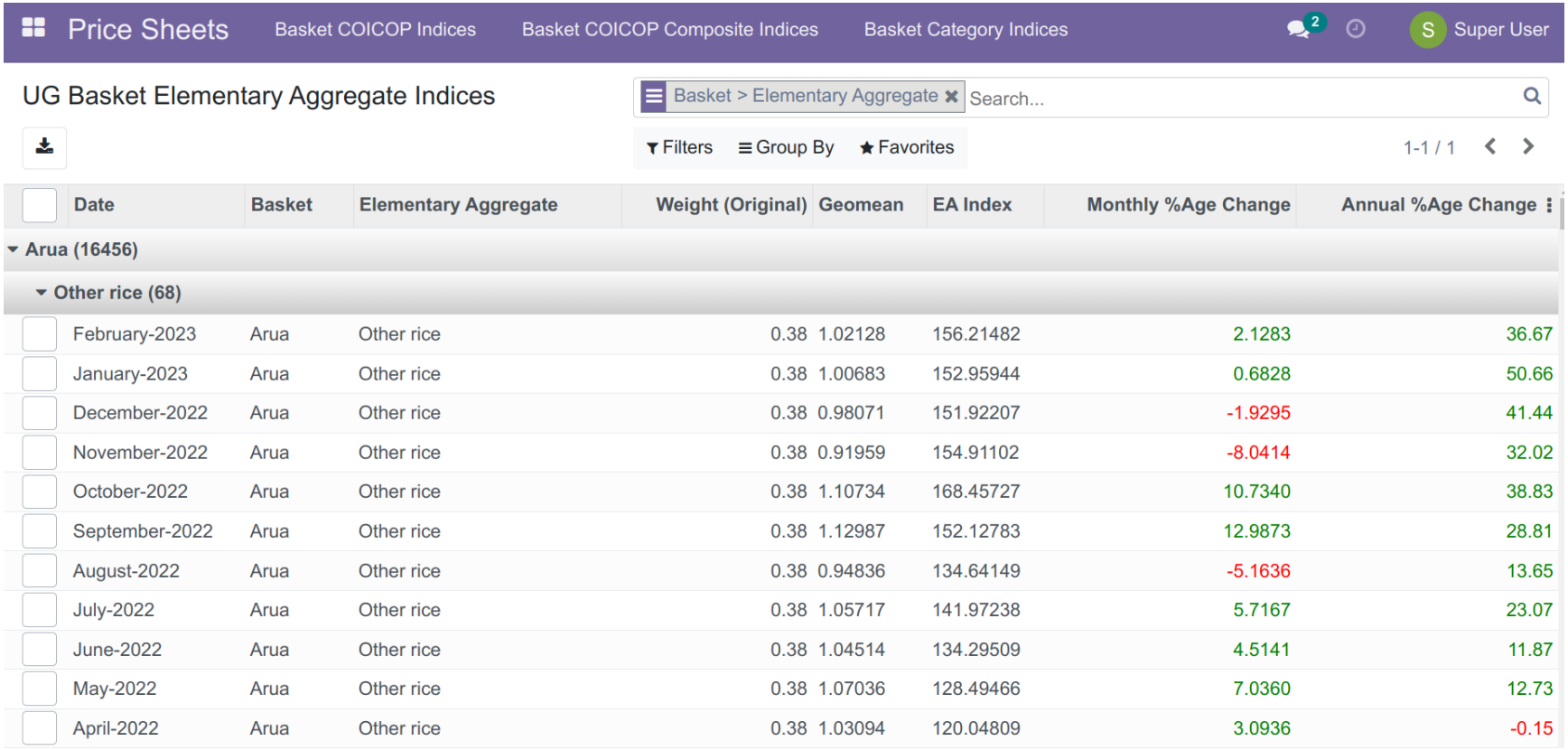
During the Price validation stage, the user can perform four different actions on the collected data, as shown below [see 1]. The values that have been imputed are shown in blue [see 2].



ARUA CENTRAL M...	Maize Flour	1.00	Kilogramme(s)	3,500.00	1.00	3,500.00
ONDUPARAKA	Maize Flour	1.00	Kilogramme(s)	3,000.00	1.00	3,000.00
ARUA CENTRAL M...	Bread-loaf-3rd obs	500.00	Gramme(s)	3,000.00	0.93	3,211.99
ARUA CENTRAL M...	Buns	200.00	Gramme(s)	1,500.00	1.24	1,209.68
ARUA CENTRAL M...	Bread-loaf-1st obs	500.00	Gramme(s)	3,000.00	0.92	3,260.87
ARUA CENTRAL M...	Bread-loaf-2nd obs	500.00	Gramme(s)	3,000.00	0.91	3,282.28
ONDUPARAKA	Buns	200.00	Gramme(s)	1,500.00	1.08	1,395.33
ARUA CENTRAL M...	Chapati	500.00	Gramme(s)	4,248.69	1.25	3,401.36
ONDUPARAKA	Biscuits	1.00	Packet	3,694.51	1.25	2,957.70
ARUA CENTRAL M...	Doughnuts-1st obs	500.00	Gramme(s)	3,762.40	1.25	3,012.05
ARUA CENTRAL M...	Doughnuts-2nd obs	500.00	Gramme(s)	1,500.00	0.41	3,658.54
ARUA CENTRAL M...	Biscuits	1.00	Packet	3,747.35	1.25	3,000.00
ARUA CENTRAL M...	Chicken (Hen)-2nd ...	1.00	Kilogramme(s)	2,200.00	0.13	16,655.56
ARUA CENTRAL M...	Chicken (Hen)-1st obs	1.00	Kilogramme(s)	22,000.00	1.39	15,832.81
ARUA CENTRAL M...	Chicken (Cock)-1st ...	1.00	Kilogramme(s)	22,000.00	1.39	15,828.15
ARUA CENTRAL M...	Chicken (Cock) - 3r...	1.00	Kilogramme(s)	28,000.00	1.85	15,176.15
ARUA CENTRAL M...	Chicken (Hen) - 3rd ...	1.00	Kilogramme(s)	22,000.00	1.36	16,139.44
ARUA CENTRAL M...	Chicken (Cock)-2nd ...	1.00	Kilogramme(s)	28,000.00	1.80	15,546.92
ONDUPARAKA	Beef with bones	1.00	Kilogramme(s)	16,000.00	1.07	15,000.00

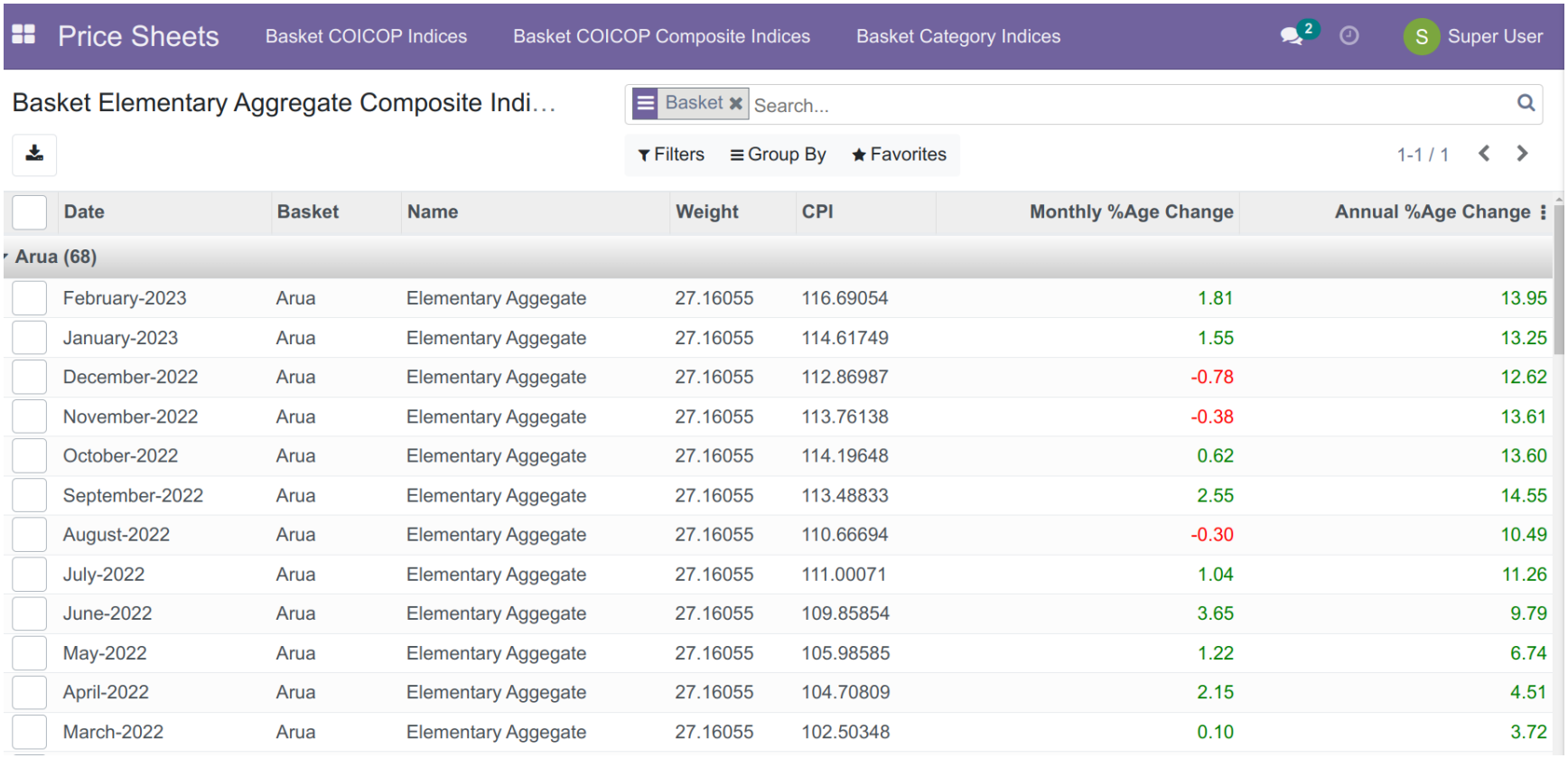
CPI Computations

The computations shown below are for the Elementary Aggregate Indices;



Date	Basket	Elementary Aggregate	Weight (Original)	Geomean	EA Index	Monthly %Age Change	Annual %Age Change
Arua (16456)							
Other rice (68)							
February-2023	Arua	Other rice	0.38	1.02128	156.21482	2.1283	36.67
January-2023	Arua	Other rice	0.38	1.00683	152.95944	0.6828	50.66
December-2022	Arua	Other rice	0.38	0.98071	151.92207	-1.9295	41.44
November-2022	Arua	Other rice	0.38	0.91959	154.91102	-8.0414	32.02
October-2022	Arua	Other rice	0.38	1.10734	168.45727	10.7340	38.83
September-2022	Arua	Other rice	0.38	1.12987	152.12783	12.9873	28.81
August-2022	Arua	Other rice	0.38	0.94836	134.64149	-5.1636	13.65
July-2022	Arua	Other rice	0.38	1.05717	141.97238	5.7167	23.07
June-2022	Arua	Other rice	0.38	1.04514	134.29509	4.5141	11.87
May-2022	Arua	Other rice	0.38	1.07036	128.49466	7.0360	12.73
April-2022	Arua	Other rice	0.38	1.03094	120.04809	3.0936	-0.15

Elementary Aggregate Composite Indices are shown below;

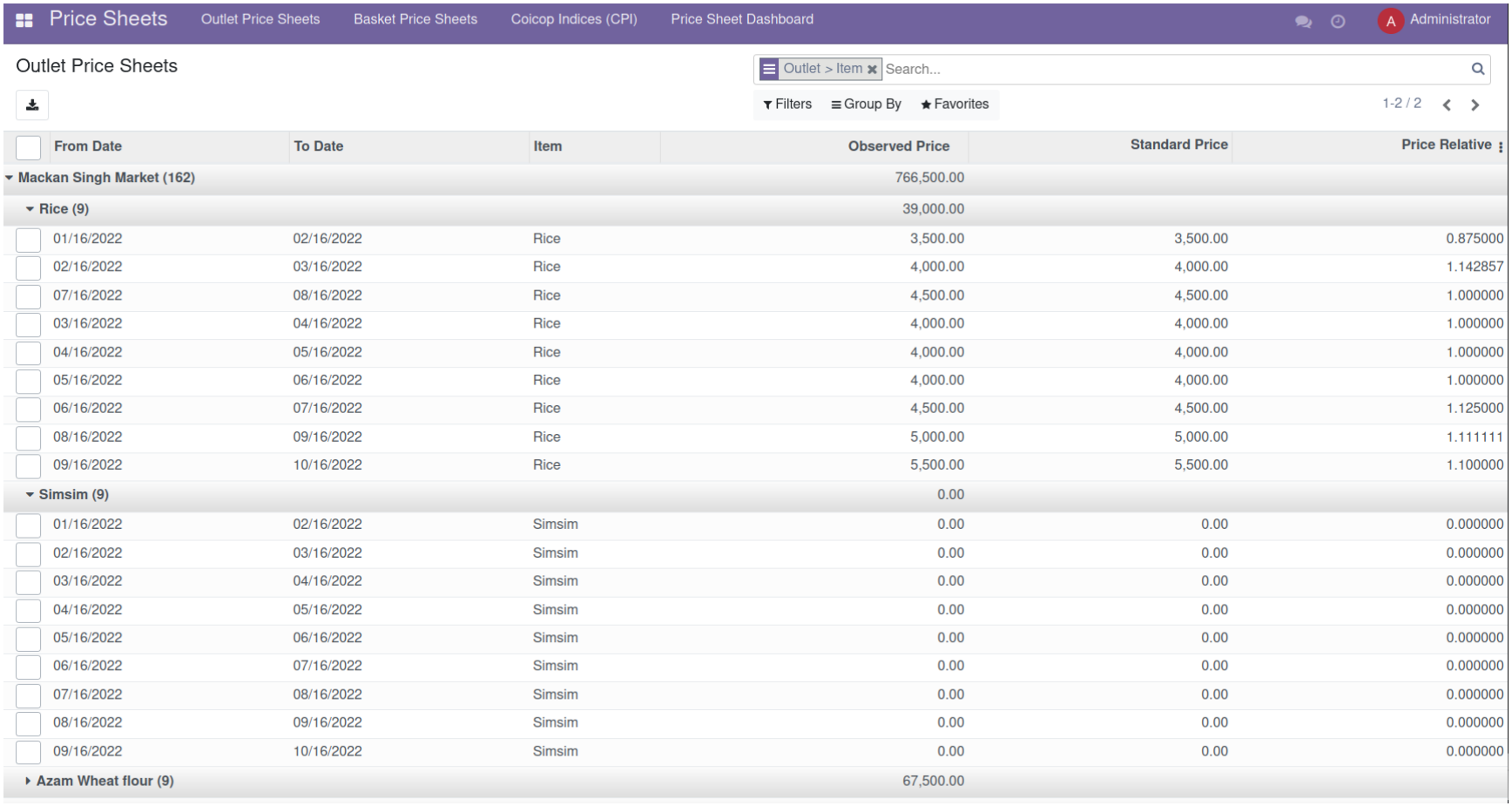


Date	Basket	Name	Weight	CPI	Monthly %Age Change	Annual %Age Change
Arua (68)						
February-2023	Arua	Elementary Aggegate	27.16055	116.69054	1.81	13.95
January-2023	Arua	Elementary Aggegate	27.16055	114.61749	1.55	13.25
December-2022	Arua	Elementary Aggegate	27.16055	112.86987	-0.78	12.62
November-2022	Arua	Elementary Aggegate	27.16055	113.76138	-0.38	13.61
October-2022	Arua	Elementary Aggegate	27.16055	114.19648	0.62	13.60
September-2022	Arua	Elementary Aggegate	27.16055	113.48833	2.55	14.55
August-2022	Arua	Elementary Aggegate	27.16055	110.66694	-0.30	10.49
July-2022	Arua	Elementary Aggegate	27.16055	111.00071	1.04	11.26
June-2022	Arua	Elementary Aggegate	27.16055	109.85854	3.65	9.79
May-2022	Arua	Elementary Aggegate	27.16055	105.98585	1.22	6.74
April-2022	Arua	Elementary Aggegate	27.16055	104.70809	2.15	4.51
March-2022	Arua	Elementary Aggegate	27.16055	102.50348	0.10	3.72

Price Sheets

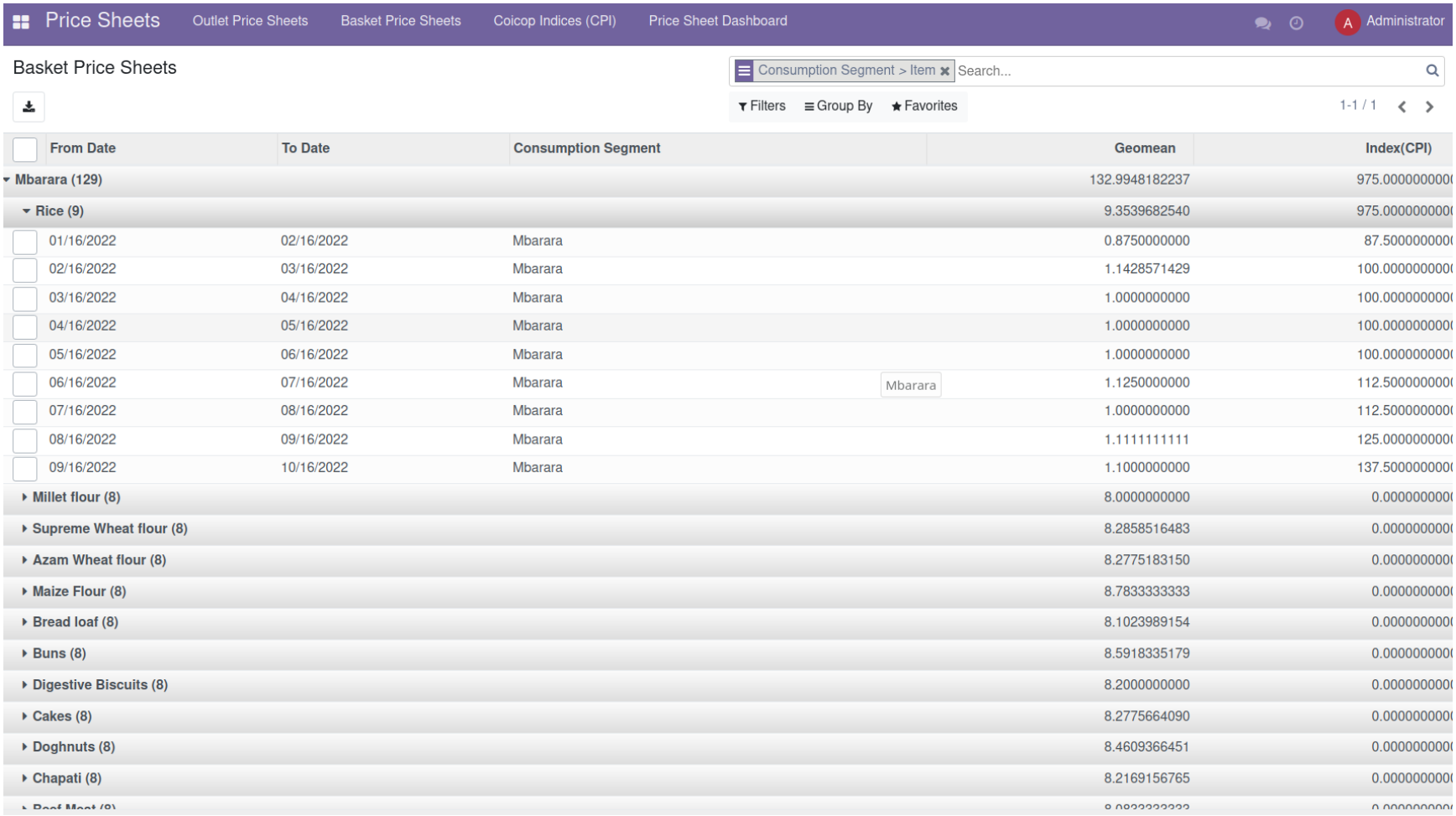
Presented in the screenshot below is an example display of price sheets that are made available for dissemination and price data analysis by various stakeholders.

The pricesheets are system generated and the end user only needs permissions to be able to access and retrieve the price information.

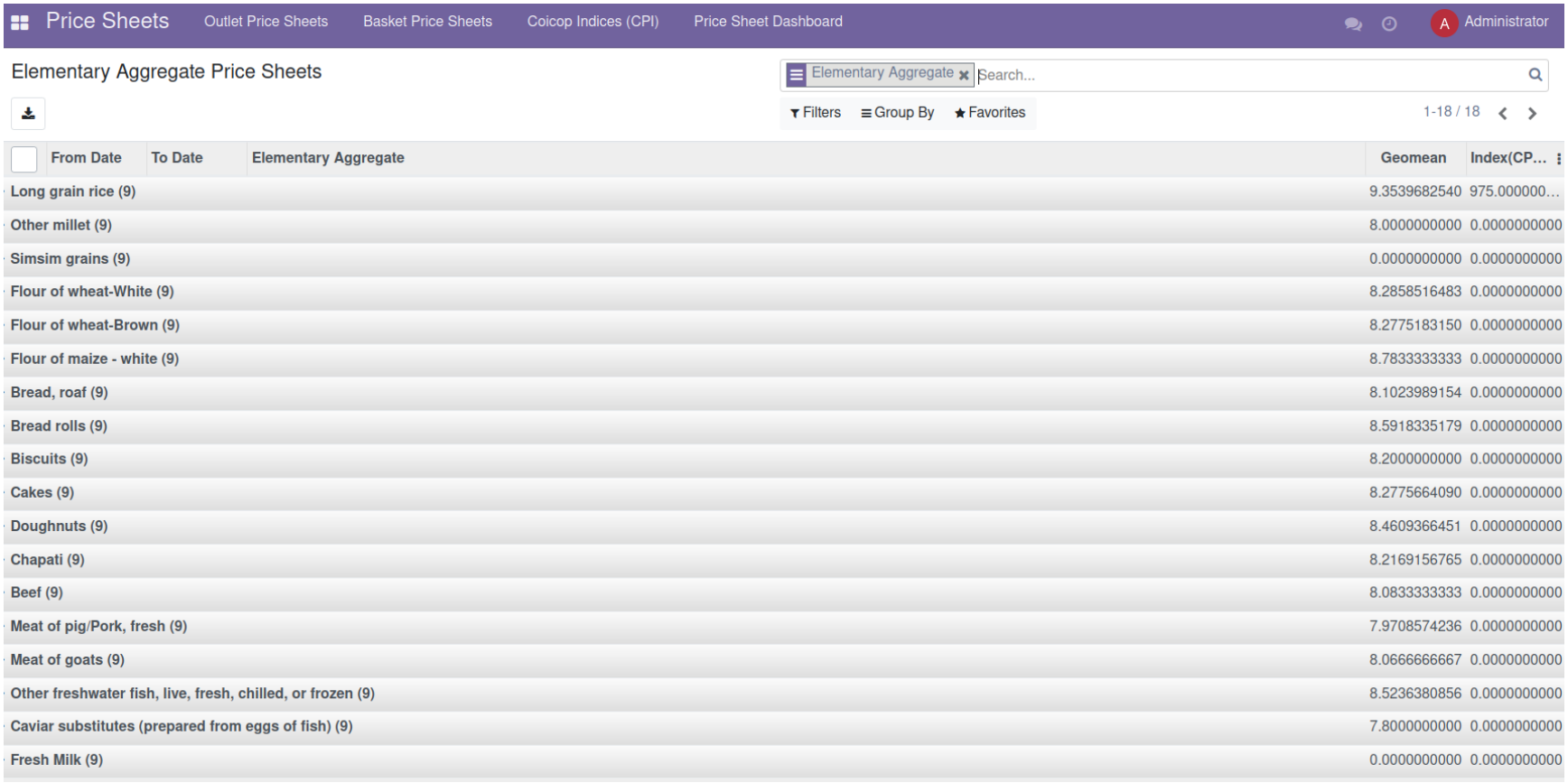


From Date	To Date	Item	Observed Price	Standard Price	Price Relative
Mackan Singh Market (162)			766,500.00		
Rice (9)			39,000.00		
01/16/2022	02/16/2022	Rice	3,500.00	3,500.00	0.875000
02/16/2022	03/16/2022	Rice	4,000.00	4,000.00	1.142857
07/16/2022	08/16/2022	Rice	4,500.00	4,500.00	1.000000
03/16/2022	04/16/2022	Rice	4,000.00	4,000.00	1.000000
04/16/2022	05/16/2022	Rice	4,000.00	4,000.00	1.000000
05/16/2022	06/16/2022	Rice	4,000.00	4,000.00	1.000000
06/16/2022	07/16/2022	Rice	4,500.00	4,500.00	1.125000
08/16/2022	09/16/2022	Rice	5,000.00	5,000.00	1.111111
09/16/2022	10/16/2022	Rice	5,500.00	5,500.00	1.100000
Simsim (9)			0.00		
01/16/2022	02/16/2022	Simsim	0.00	0.00	0.000000
02/16/2022	03/16/2022	Simsim	0.00	0.00	0.000000
03/16/2022	04/16/2022	Simsim	0.00	0.00	0.000000
04/16/2022	05/16/2022	Simsim	0.00	0.00	0.000000
05/16/2022	06/16/2022	Simsim	0.00	0.00	0.000000
06/16/2022	07/16/2022	Simsim	0.00	0.00	0.000000
07/16/2022	08/16/2022	Simsim	0.00	0.00	0.000000
08/16/2022	09/16/2022	Simsim	0.00	0.00	0.000000
09/16/2022	10/16/2022	Simsim	0.00	0.00	0.000000
Azam Wheat flour (9)			67,500.00		

Presented below are pricesheets for items in a given Consumption Segment

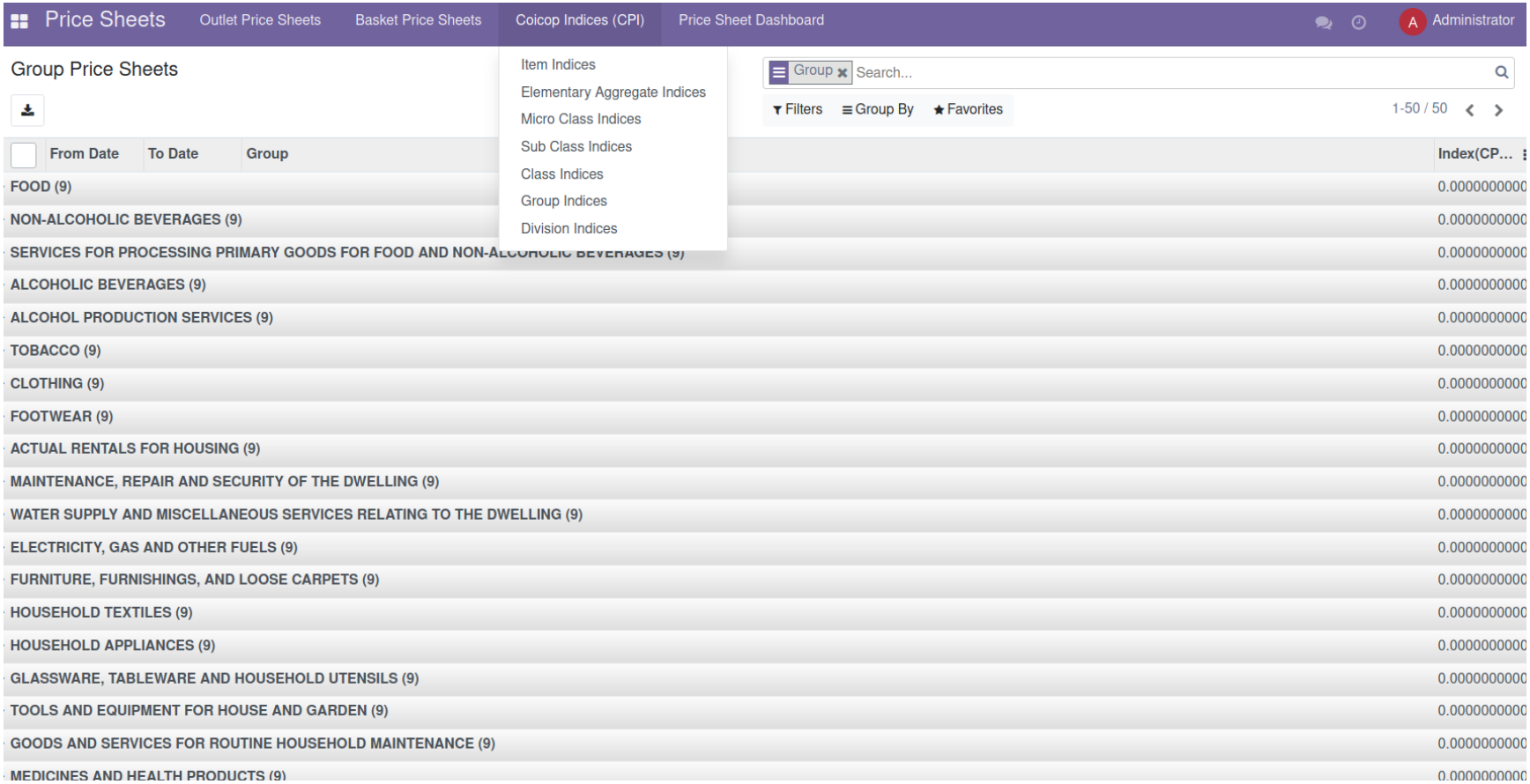


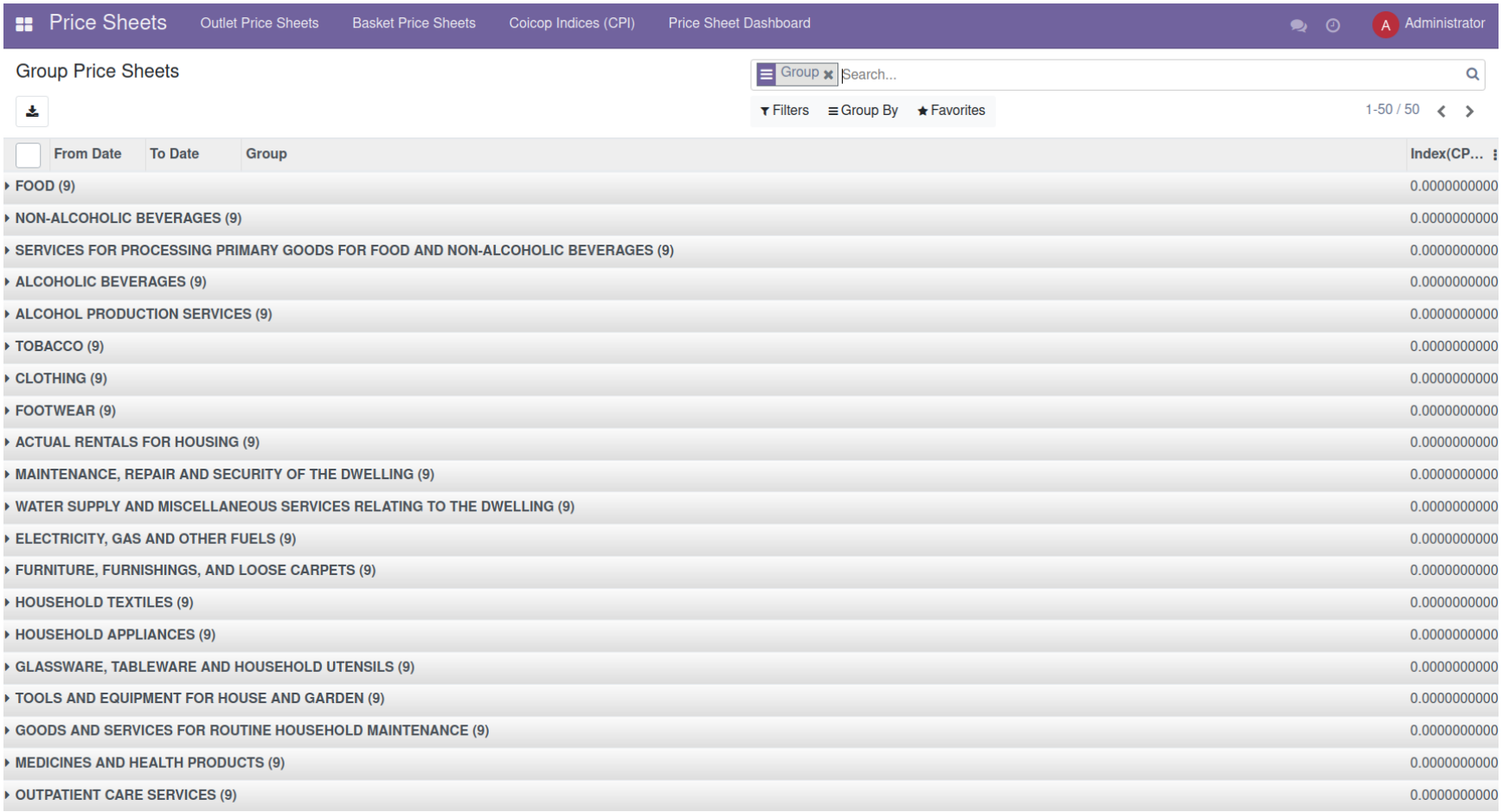
Price sheets are also availed base on the COICOP segments as shown here for Elementary Aggregates



From Date	To Date	Elementary Aggregate	Geomean	Index(CP...
		Long grain rice (9)	9.3539682540	975.000000...
		Other millet (9)	8.0000000000	0.0000000000
		Simsim grains (9)	0.0000000000	0.0000000000
		Flour of wheat-White (9)	8.2858516483	0.0000000000
		Flour of wheat-Brown (9)	8.2775183150	0.0000000000
		Flour of maize - white (9)	8.7833333333	0.0000000000
		Bread, roaf (9)	8.1023989154	0.0000000000
		Bread rolls (9)	8.5918335179	0.0000000000
		Biscuits (9)	8.2000000000	0.0000000000
		Cakes (9)	8.2775664090	0.0000000000
		Doughnuts (9)	8.4609366451	0.0000000000
		Chapati (9)	8.2169156765	0.0000000000
		Beef (9)	8.0833333333	0.0000000000
		Meat of pig/Pork, fresh (9)	7.9708574236	0.0000000000
		Meat of goats (9)	8.0666666667	0.0000000000
		Other freshwater fish, live, fresh, chilled, or frozen (9)	8.5236380856	0.0000000000
		Caviar substitutes (prepared from eggs of fish) (9)	7.8000000000	0.0000000000
		Fresh Milk (9)	0.0000000000	0.0000000000

Other COICOP Segments are shown in the screenshots below;

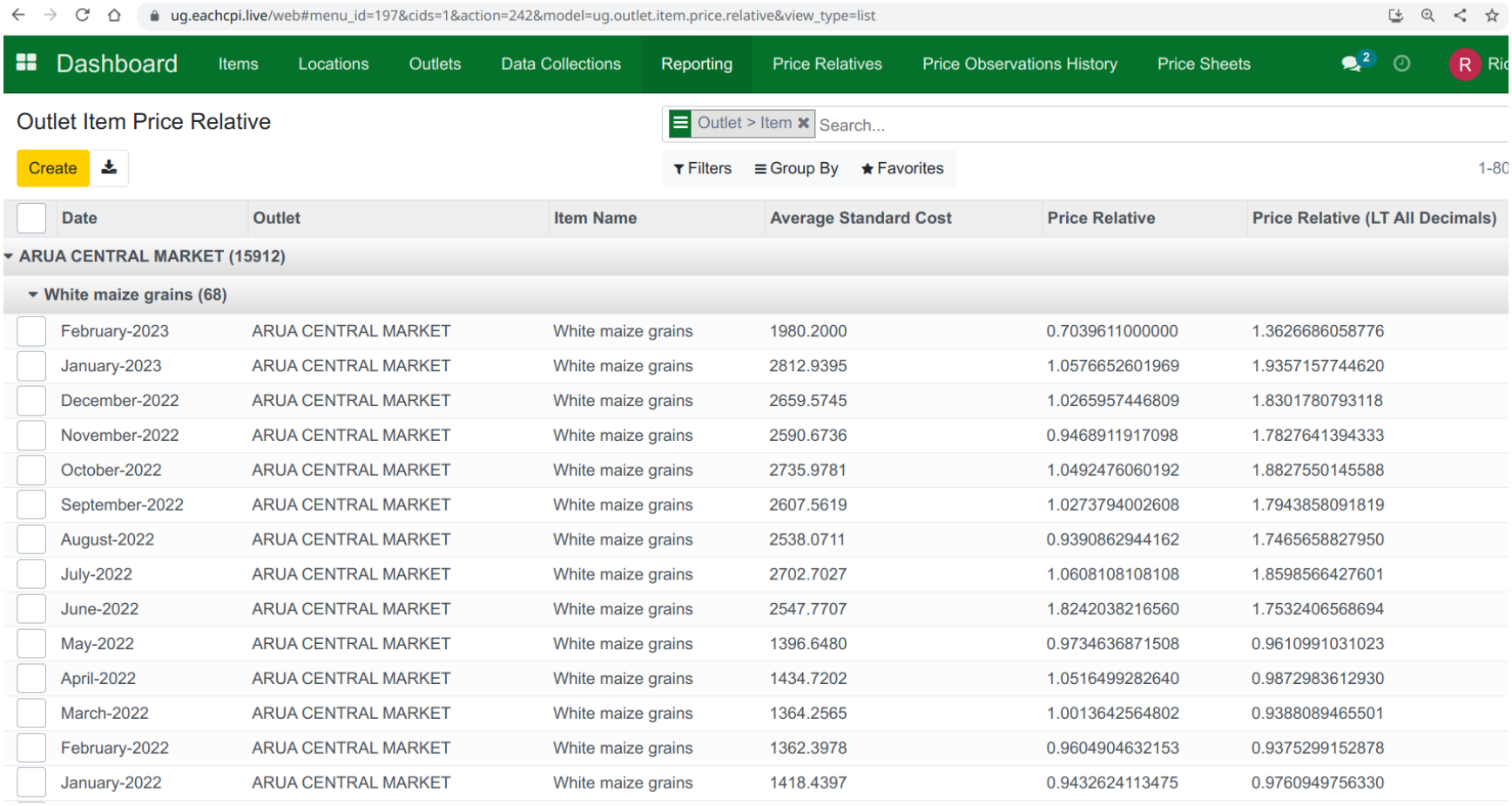

Price Sheets
Outlet Price Sheets
Basket Price Sheets
Coicop Indices (CPI)
Price Sheet Dashboard
Administrator
Item Indices
Elementary Aggregate Indices
Micro Class Indices
Sub Class Indices
Class Indices
Group Indices
Division Indices
Group Price Sheets
Group
Search...
Filters
Group By
Favorites
1-50 / 50
From Date
To Date
Group
Index(CP...
FOOD (9)
NON-ALCOHOLIC BEVERAGES (9)
SERVICES FOR PROCESSING PRIMARY GOODS FOR FOOD AND NON-ALCOHOLIC BEVERAGES (9)
ALCOHOLIC BEVERAGES (9)
ALCOHOL PRODUCTION SERVICES (9)
TOBACCO (9)
CLOTHING (9)
FOOTWEAR (9)
ACTUAL RENTALS FOR HOUSING (9)
MAINTENANCE, REPAIR AND SECURITY OF THE DWELLING (9)
WATER SUPPLY AND MISCELLANEOUS SERVICES RELATING TO THE DWELLING (9)
ELECTRICITY, GAS AND OTHER FUELS (9)
FURNITURE, FURNISHINGS, AND LOOSE CARPETS (9)
HOUSEHOLD TEXTILES (9)
HOUSEHOLD APPLIANCES (9)
GLASSWARE, TABLEWARE AND HOUSEHOLD UTENSILS (9)
TOOLS AND EQUIPMENT FOR HOUSE AND GARDEN (9)
GOODS AND SERVICES FOR ROUTINE HOUSEHOLD MAINTENANCE (9)
MEDICINES AND HEALTH PRODUCTS (9)
0.0000000000


Price Sheets
Outlet Price Sheets
Basket Price Sheets
Coicop Indices (CPI)
Price Sheet Dashboard
Administrator
Group Price Sheets
Group
Search...
Filters
Group By
Favorites
1-50 / 50
From Date
To Date
Group
Index(CP...
FOOD (9) 0.0000000000
NON-ALCOHOLIC BEVERAGES (9) 0.0000000000
SERVICES FOR PROCESSING PRIMARY GOODS FOR FOOD AND NON-ALCOHOLIC BEVERAGES (9) 0.0000000000
ALCOHOLIC BEVERAGES (9) 0.0000000000
ALCOHOL PRODUCTION SERVICES (9) 0.0000000000
TOBACCO (9) 0.0000000000
CLOTHING (9) 0.0000000000
FOOTWEAR (9) 0.0000000000
ACTUAL RENTALS FOR HOUSING (9) 0.0000000000
MAINTENANCE, REPAIR AND SECURITY OF THE DWELLING (9) 0.0000000000
WATER SUPPLY AND MISCELLANEOUS SERVICES RELATING TO THE DWELLING (9) 0.0000000000
ELECTRICITY, GAS AND OTHER FUELS (9) 0.0000000000
FURNITURE, FURNISHINGS, AND LOOSE CARPETS (9) 0.0000000000
HOUSEHOLD TEXTILES (9) 0.0000000000
HOUSEHOLD APPLIANCES (9) 0.0000000000
GLASSWARE, TABLEWARE AND HOUSEHOLD UTENSILS (9) 0.0000000000
TOOLS AND EQUIPMENT FOR HOUSE AND GARDEN (9) 0.0000000000
GOODS AND SERVICES FOR ROUTINE HOUSEHOLD MAINTENANCE (9) 0.0000000000
MEDICINES AND HEALTH PRODUCTS (9) 0.0000000000
OUTPATIENT CARE SERVICES (9) 0.0000000000

CPI Dissemination Module

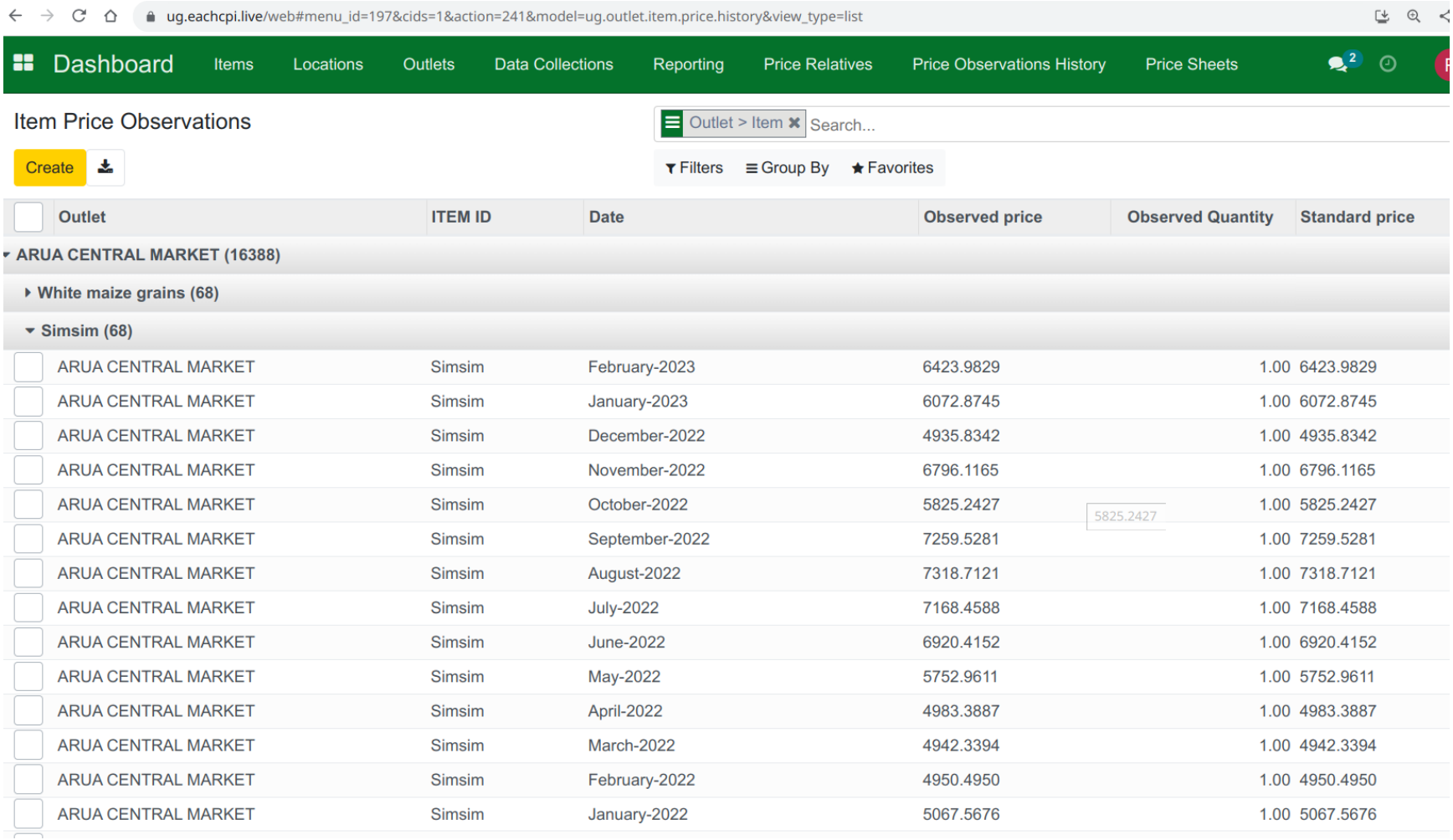
The CPI Disseminations shall be customized to each Partner State to meet their requirements for the level of details that would be desirable for them to publish at various levels of access control. Some example screenshots are presented below;

Price Relatives on Outlets:

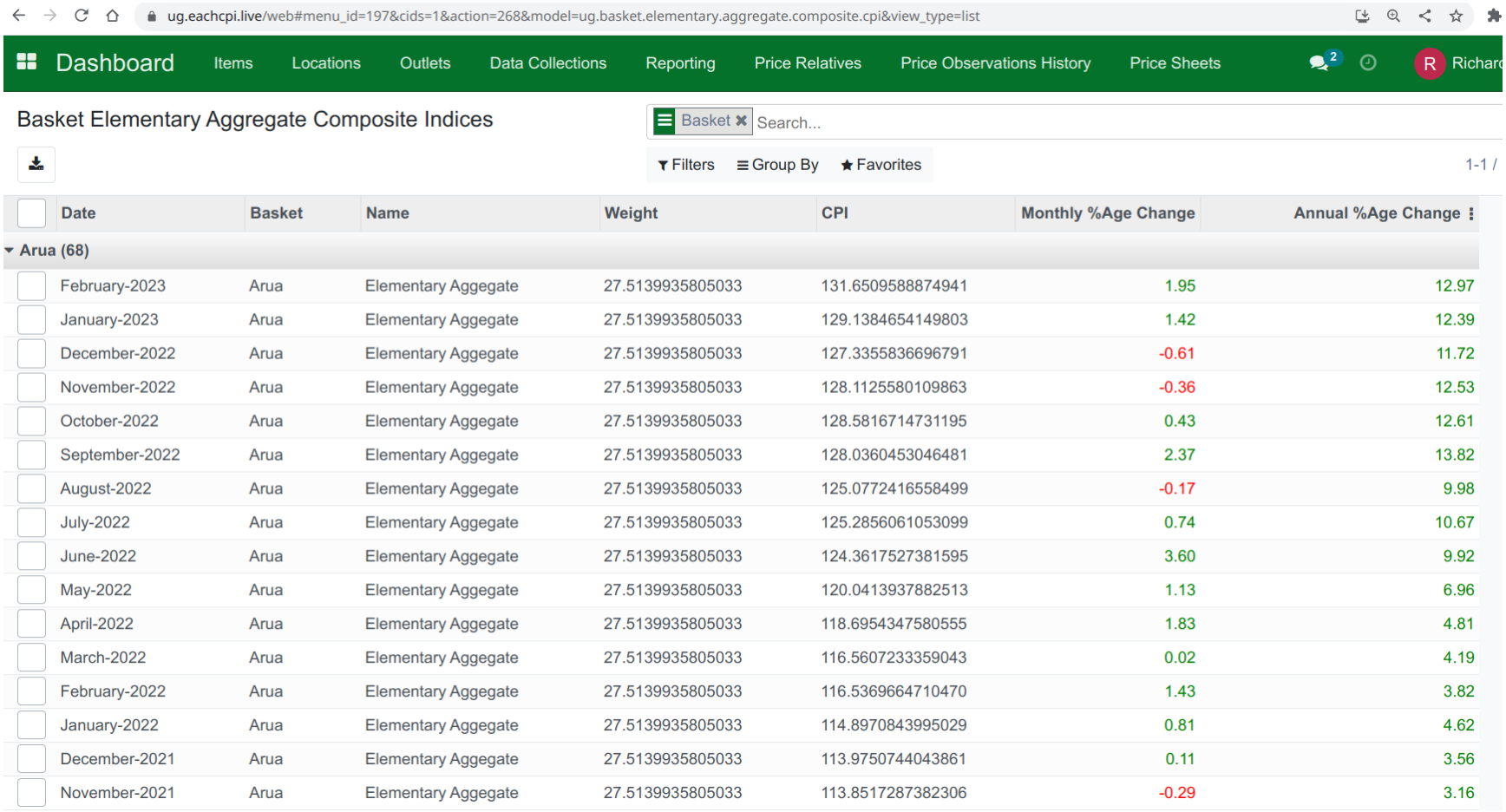


Date	Outlet	Item Name	Average Standard Cost	Price Relative	Price Relative (LT All Decimals)
ARUA CENTRAL MARKET (15912)					
White maize grains (68)					
February-2023	ARUA CENTRAL MARKET	White maize grains	1980.2000	0.7039611000000	1.3626686058776
January-2023	ARUA CENTRAL MARKET	White maize grains	2812.9395	1.0576652601969	1.9357157744620
December-2022	ARUA CENTRAL MARKET	White maize grains	2659.5745	1.0265957446809	1.8301780793118
November-2022	ARUA CENTRAL MARKET	White maize grains	2590.6736	0.9468911917098	1.7827641394333
October-2022	ARUA CENTRAL MARKET	White maize grains	2735.9781	1.0492476060192	1.8827550145588
September-2022	ARUA CENTRAL MARKET	White maize grains	2607.5619	1.0273794002608	1.7943858091819
August-2022	ARUA CENTRAL MARKET	White maize grains	2538.0711	0.9390862944162	1.7465658827950
July-2022	ARUA CENTRAL MARKET	White maize grains	2702.7027	1.0608108108108	1.8598566427601
June-2022	ARUA CENTRAL MARKET	White maize grains	2547.7707	1.8242038216560	1.7532406568694
May-2022	ARUA CENTRAL MARKET	White maize grains	1396.6480	0.9734636871508	0.9610991031023
April-2022	ARUA CENTRAL MARKET	White maize grains	1434.7202	1.0516499282640	0.9872983612930
March-2022	ARUA CENTRAL MARKET	White maize grains	1364.2565	1.0013642564802	0.9388089465501
February-2022	ARUA CENTRAL MARKET	White maize grains	1362.3978	0.9604904632153	0.9375299152878
January-2022	ARUA CENTRAL MARKET	White maize grains	1418.4397	0.9432624113475	0.9760949756330

Item Observations:



Composite Indices



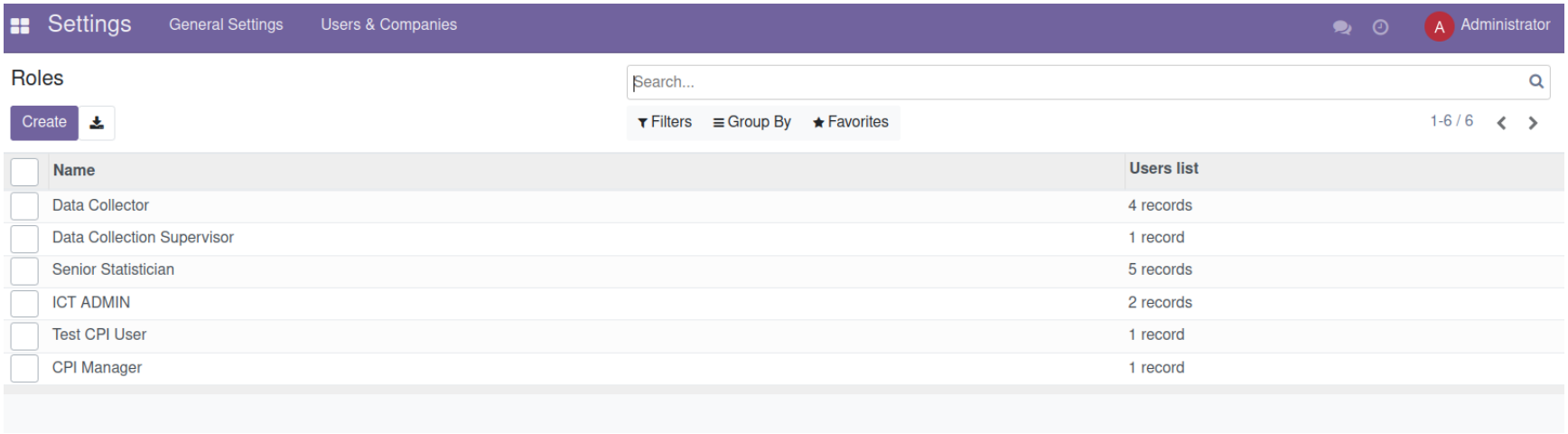
Date	Basket	Name	Weight	CPI	Monthly %Age Change	Annual %Age Change
Arua (68)						
February-2023	Arua	Elementary Aggegate	27.5139935805033	131.6509588874941	1.95	12.97
January-2023	Arua	Elementary Aggegate	27.5139935805033	129.1384654149803	1.42	12.39
December-2022	Arua	Elementary Aggegate	27.5139935805033	127.3355836696791	-0.61	11.72
November-2022	Arua	Elementary Aggegate	27.5139935805033	128.1125580109863	-0.36	12.53
October-2022	Arua	Elementary Aggegate	27.5139935805033	128.5816714731195	0.43	12.61
September-2022	Arua	Elementary Aggegate	27.5139935805033	128.0360453046481	2.37	13.82
August-2022	Arua	Elementary Aggegate	27.5139935805033	125.0772416558499	-0.17	9.98
July-2022	Arua	Elementary Aggegate	27.5139935805033	125.2856061053099	0.74	10.67
June-2022	Arua	Elementary Aggegate	27.5139935805033	124.3617527381595	3.60	9.92
May-2022	Arua	Elementary Aggegate	27.5139935805033	120.0413937882513	1.13	6.96
April-2022	Arua	Elementary Aggegate	27.5139935805033	118.6954347580555	1.83	4.81
March-2022	Arua	Elementary Aggegate	27.5139935805033	116.5607233359043	0.02	4.19
February-2022	Arua	Elementary Aggegate	27.5139935805033	116.5369664710470	1.43	3.82
January-2022	Arua	Elementary Aggegate	27.5139935805033	114.8970843995029	0.81	4.62
December-2021	Arua	Elementary Aggegate	27.5139935805033	113.9750744043861	0.11	3.56
November-2021	Arua	Elementary Aggegate	27.5139935805033	113.8517287382306	-0.29	3.16

The Dissemination currently shows the matrix of events that are accessible from the main menu.

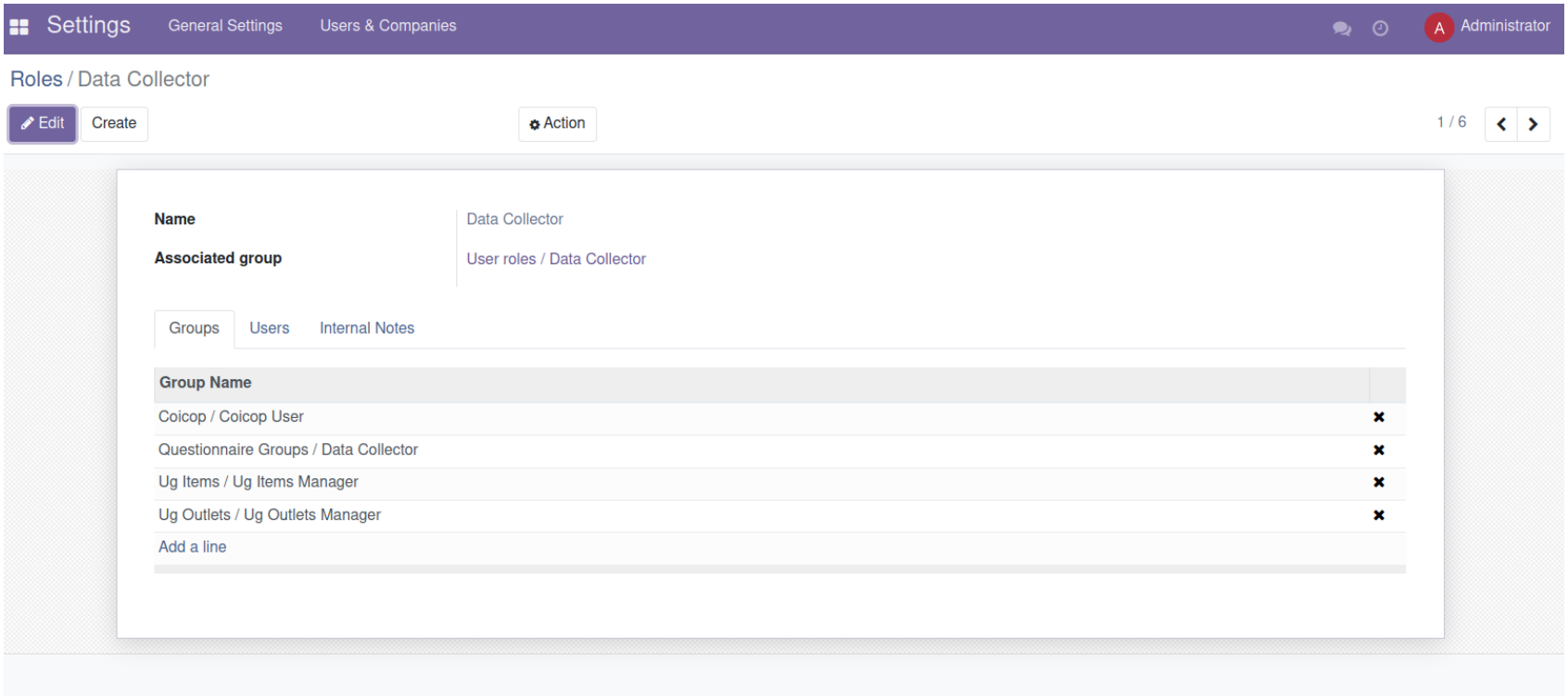
User Rights and Roles

User rights and roles are defined in the User Rights module. This module has been implemented with elaborate features for activating modules for users' access and controlling permissions that they would have on those modules.

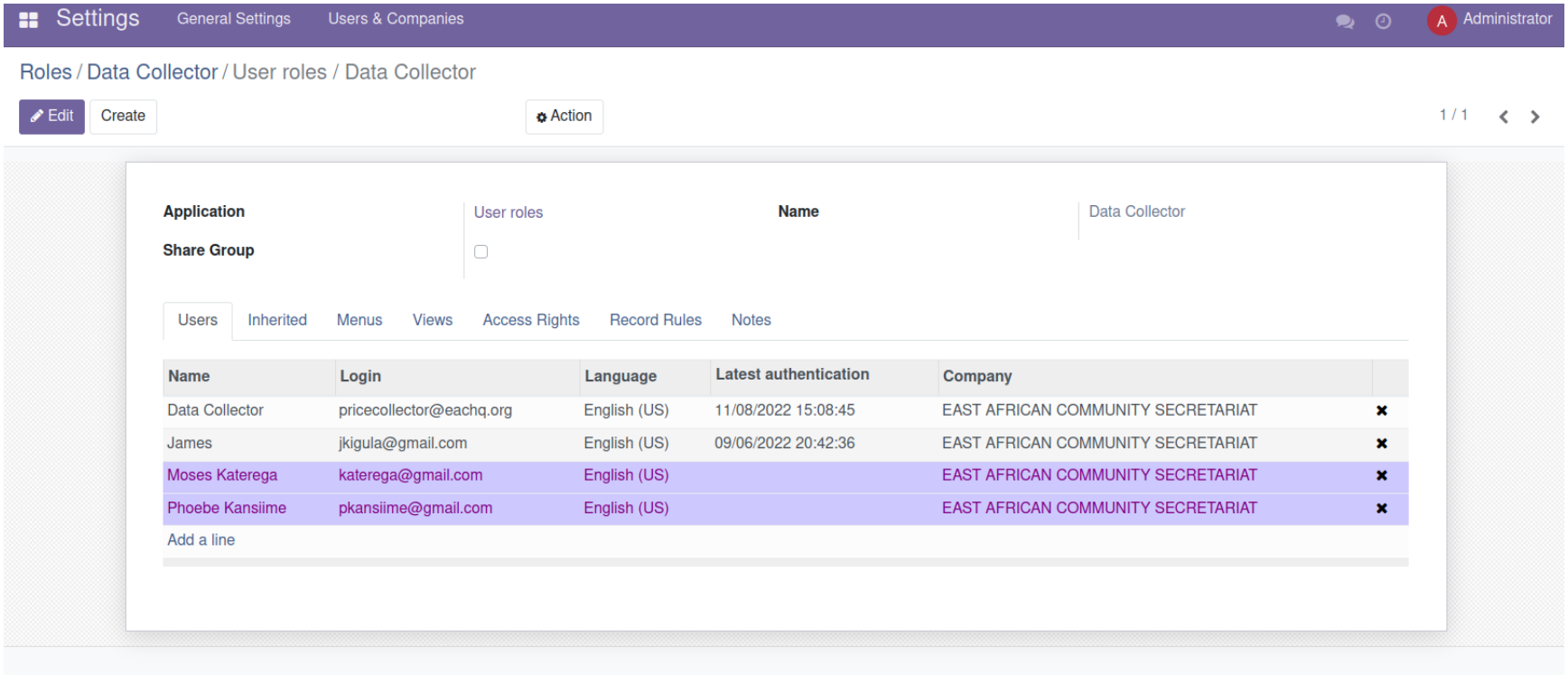
Definition of CPI Roles



Example Permissions for a Data Collector are shown below;



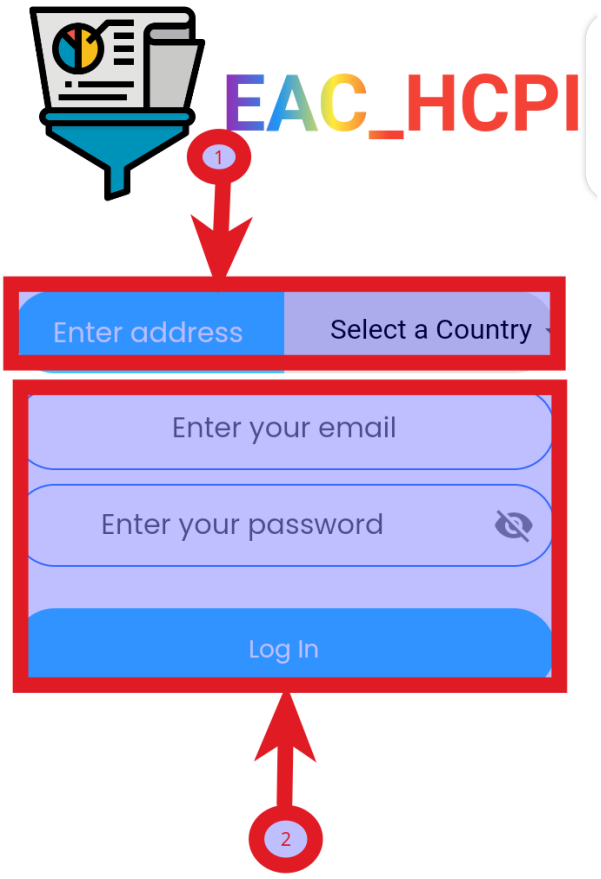
The system provides traceability for which user has which permissions, as shown in the screenshot below;



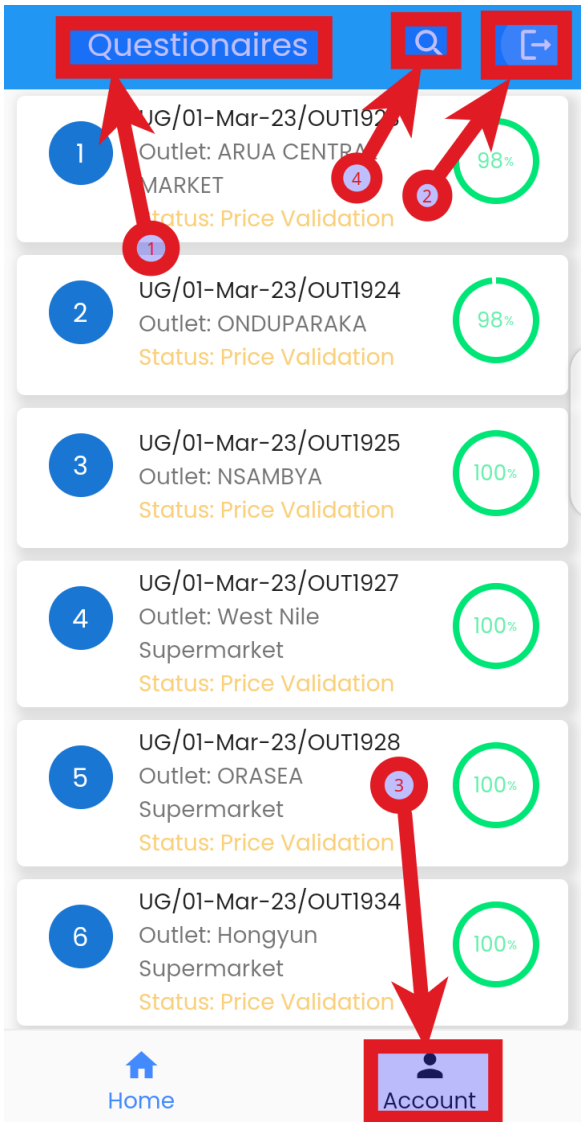
HCPI Mobile Application

The screenshots in this section are from the mobile application.

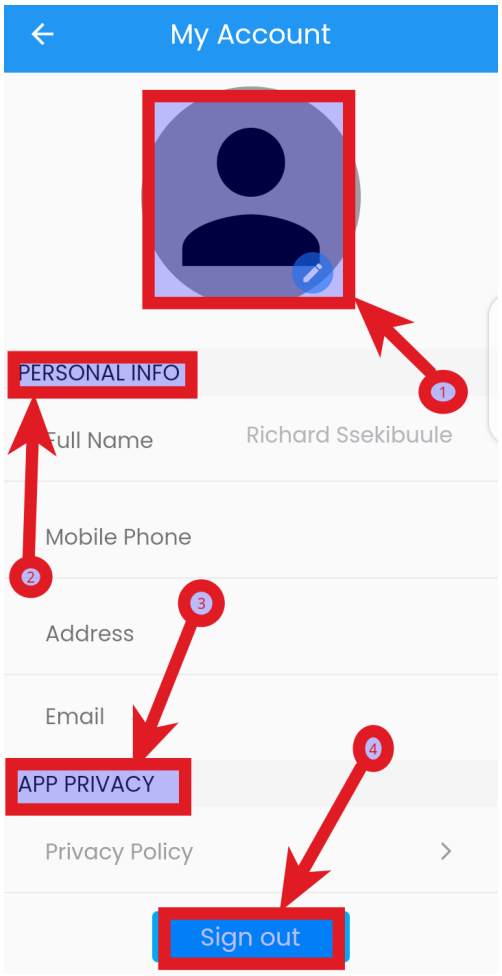
After downloading and installing the app from the Apple or Google stores, the user will be directed to this page. A user will be required to select a country [see 1]. The user must provide their login information [see 2].



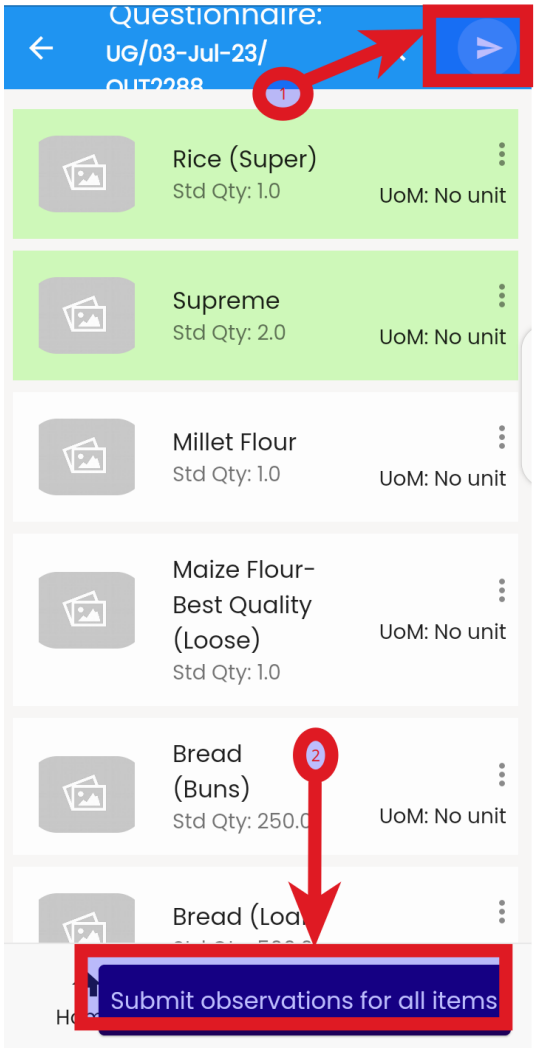
The user will be able to easily log out [see 2]. The user will be able to log out with ease [see 2]. A user could click on the user-icon to go to the page where they could edit their account details [see 3]. A user could use the search area to search for other questionnaires [see 4].



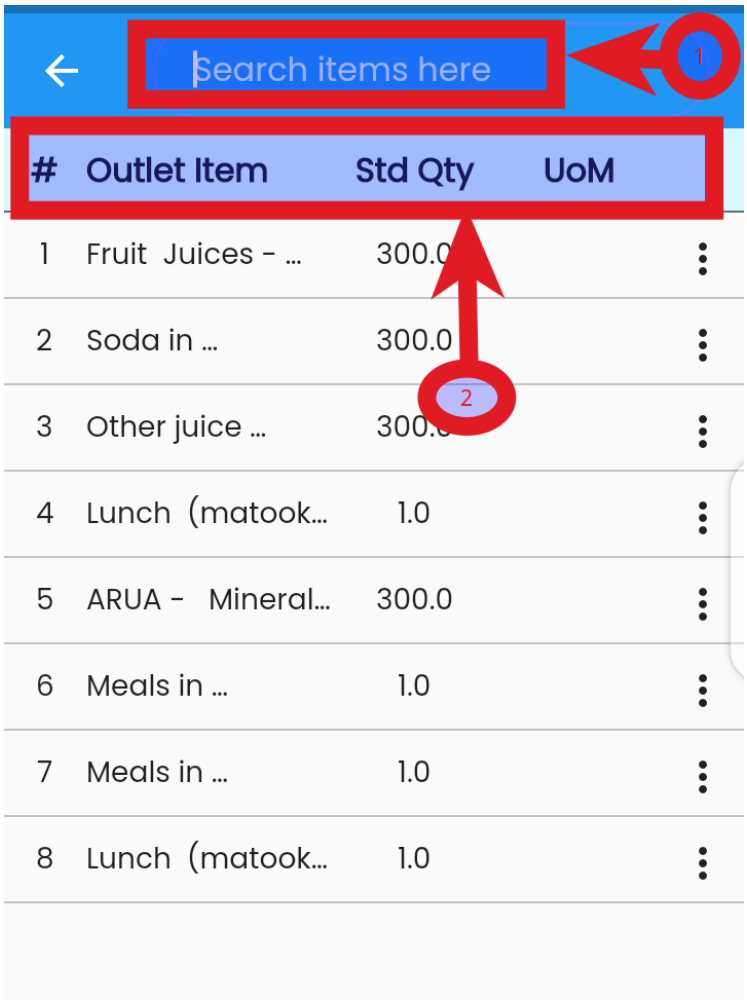
By clicking the pencil icon [see 1], the user could edit their photo. A user could modify their personal information [see 2]. The user could learn about the privacy policies of the application [see 3]. The user could sign out by clicking the signout button [see 4].



A user could view the items attached to a questionnaire by opening it. The user could send the questionnaire to the supervisor by pressing the send button [see 1]. Similarly, a user could submit all observations at once [see 2].



The user could look for items using the search bar [see 1]. Similarly, the user could view outlet items in a list with detailed information [see 2].



USER GUIDE

IMPORTING DATA

FROM EXCEL SPREAD SHEETS

INTO THE SYSTEM DATA BASE

& RUNNING CPI

COMPUTATIONS.

DATA IMPORT INTRODUCTION

This guide assumes that you already have the templates seven excel templates containing the data to be imported into the different models.

Extra should also be taken to ensure that the right template data is imported into the corresponding model. Failure to provide the right template as per the guide will result into an error which will be displayed accordingly.

In the templates provided, columns that have data are manadatory implying failure to provide values for the corresponding cells will cause errors that will be displayed to you by the system.
Columns that have no data are optional and will not cause any errors.

The guide contains screen shots of the system to aid you as reference when importing data of a given template into the corresponding model. Ensure to have a similar interface to the one displayed by the screen shot for proper follow up.

TEMPLATES TO BE IMPORTED

As earlier mentioned, 7 templates are already provided namely;

1. Outlet Type Codes
2. Units of Measure/Observation
3. Price Collection Codes
4. Consumption Segments
5. Outlets
6. Items templates
7. Price Determining Characteristics

8. Outlet Items templates
9. Item Price Data
10. Elementary Aggregate Basket weights

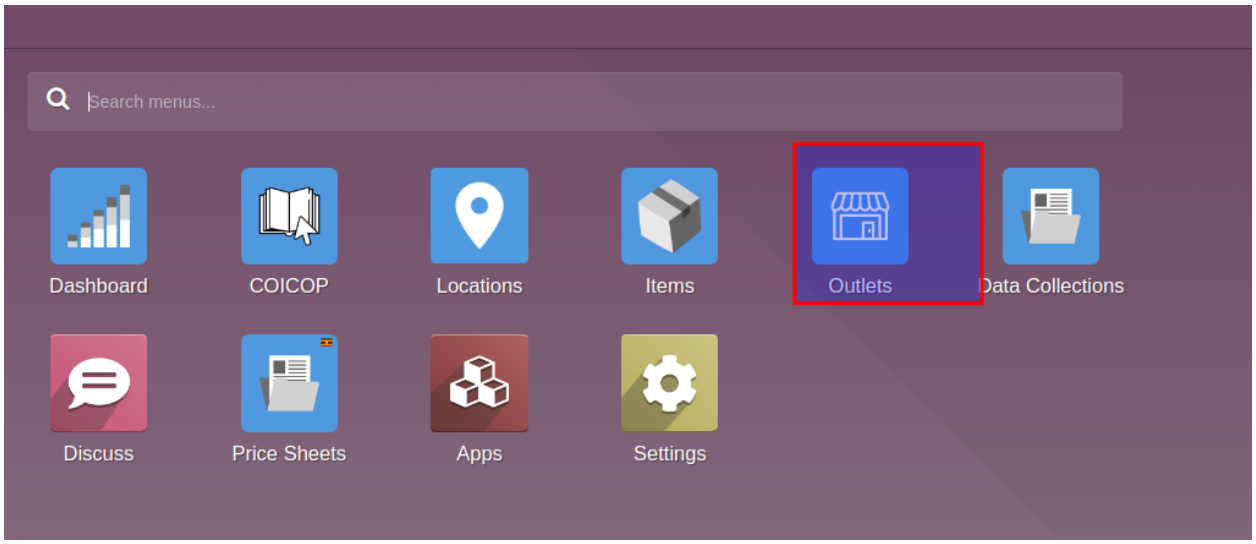
NB: The order above should be followed as the this guide will elaborate

IMPORTING TEMPLATES

Templates 1: Outlet Type Codes

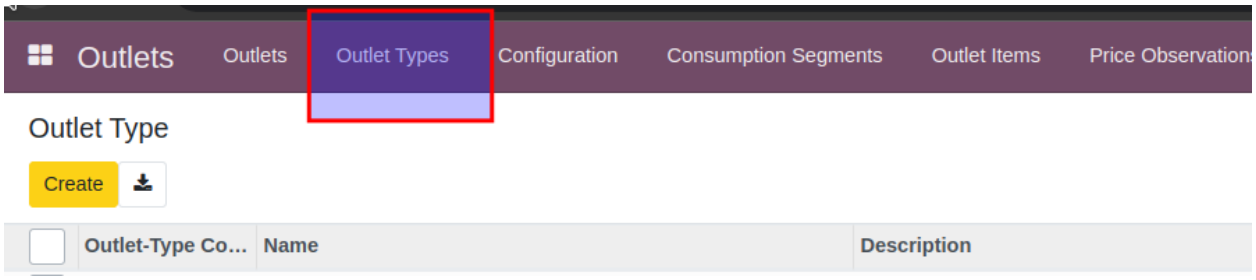
Step 1.

Click on the Outlets Module



Step 2.

Navigate to the Outlets Type Menu

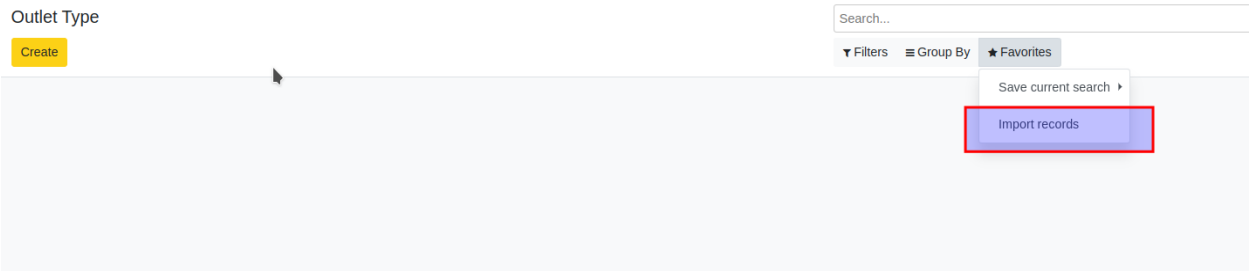


Step 3.

Click on the Favourites option Thats visible below the Search Bar.

Select **Import Record**

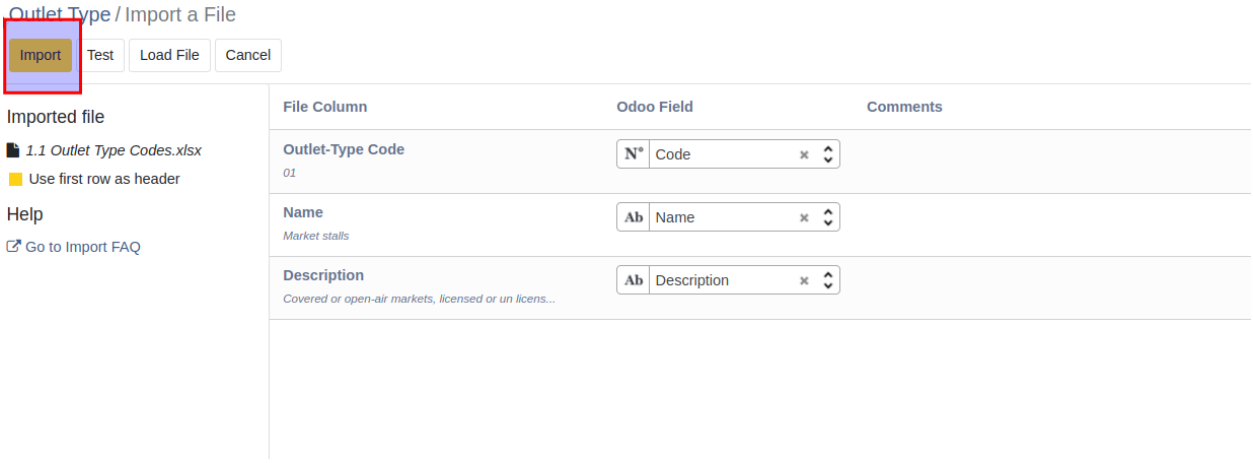
Upload the file containing Outlet Type codes.



Step 4.

Make Sure all the column are selected Or click Test to check if the file has no issues

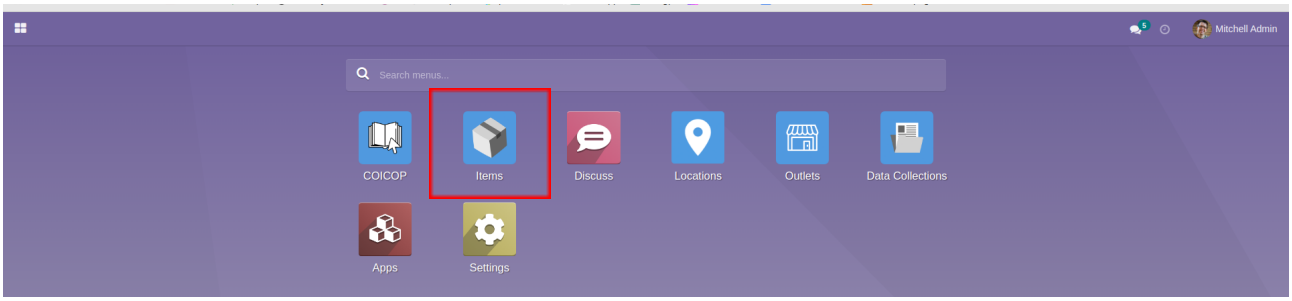
Click on import to import the records.



Template 2: Units of measurement

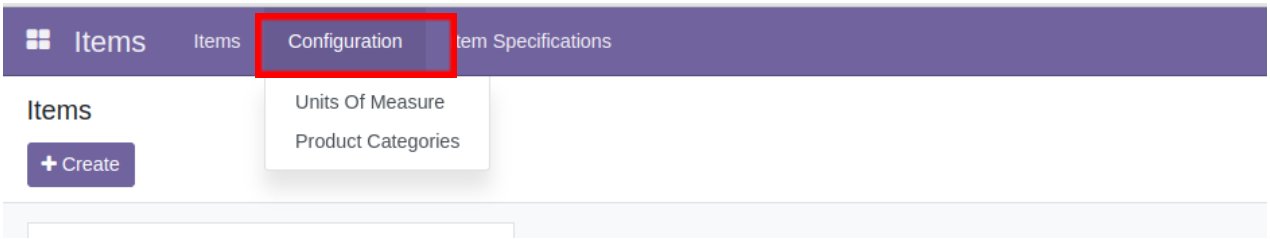
Step 1

Locate and click on the Items module icon on the initial screen that appears when you first access the web interface



Step 2

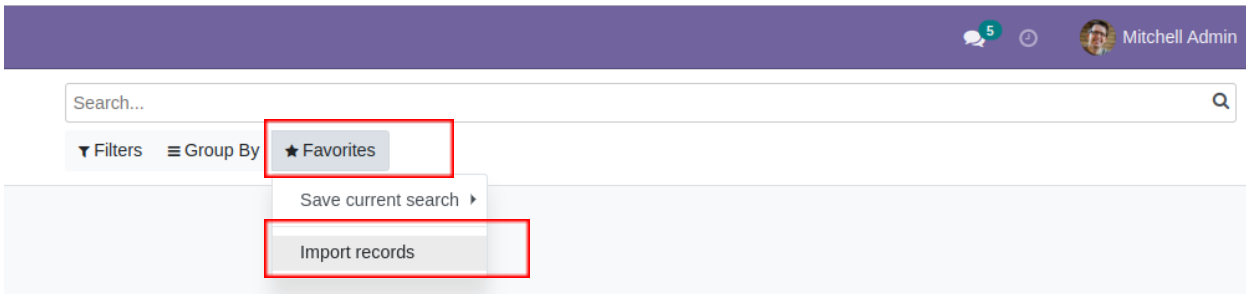
Click the configuration menu on the top menu bar, then select Units of measurement



Step 3

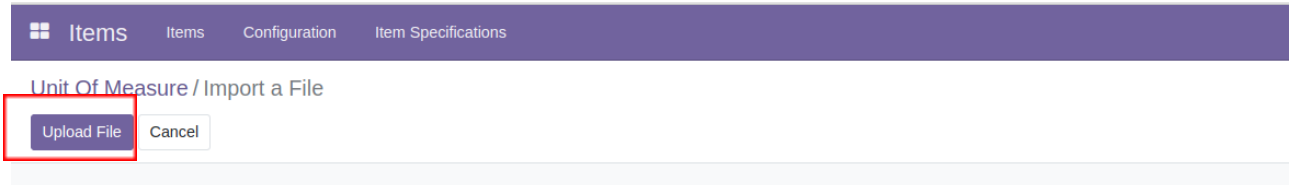
If there are already some units of measurement, they will be displayed here. Otherwise a message saying create new unit of measure will be dispalyed.

Click on favorites below the search bar and select import



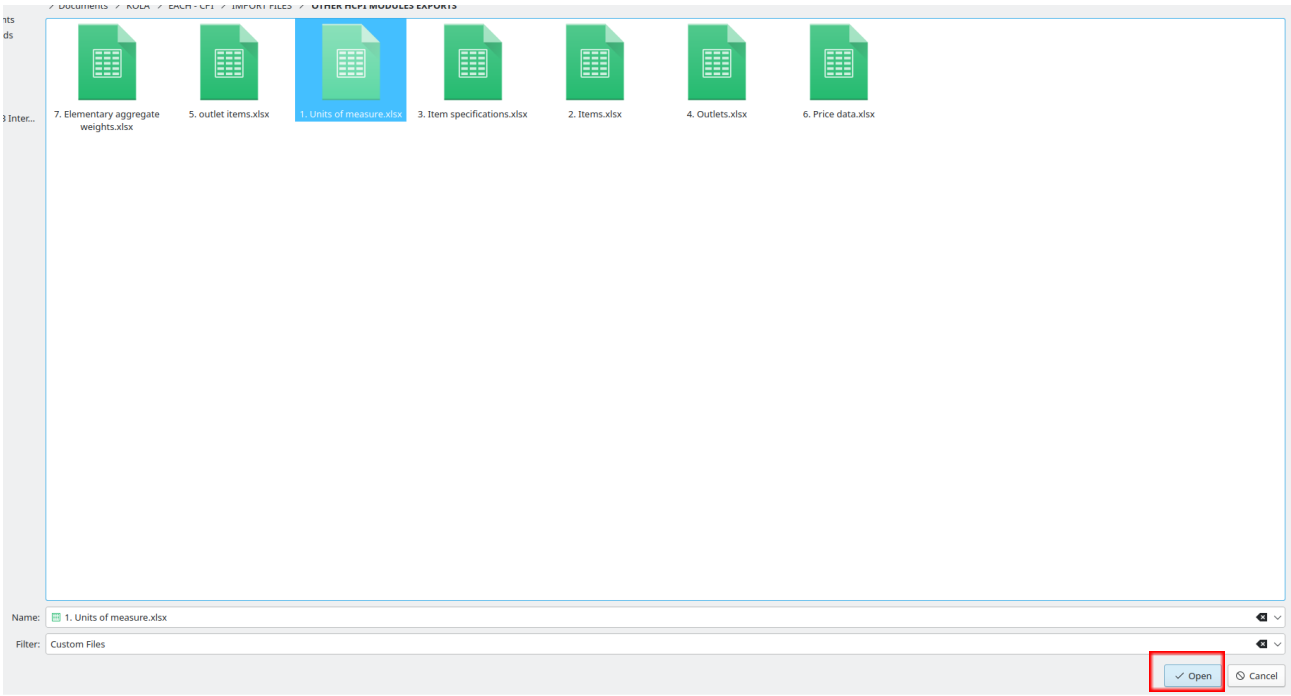
Step 4

A new screen appears.Click on upload File.



Step 5

Your file manager opens. Locate the template that contains the units of measure. Click on it and press open.

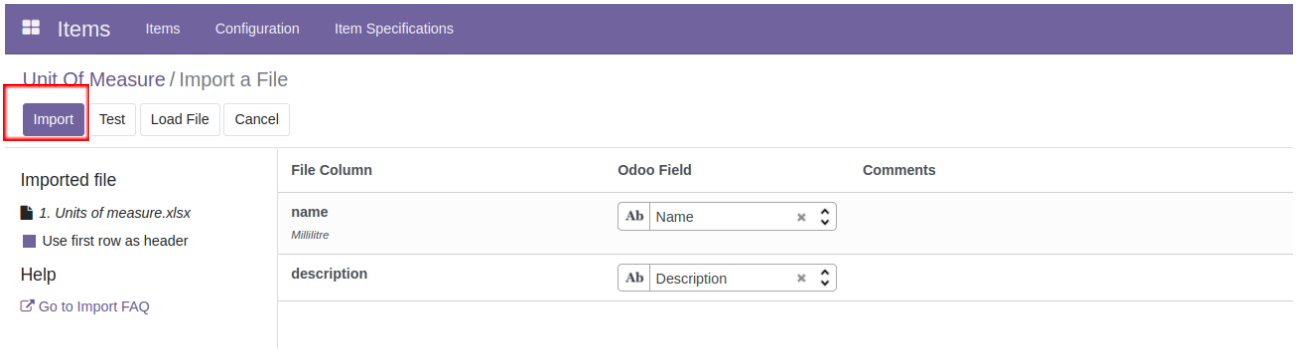


Step 6

A preview of the data to be imported is displayed showing the columns that are in the excel sheet and some of the data there in.

At this point, You may select test button in the top left corner. This will show you whether everything is ok so that u can go on to upload the data. (Note this is optional)

Click Import button in the top left corner to load all the excel data into the database.
Wait for a few moments, then the data will be uploaded successfully.

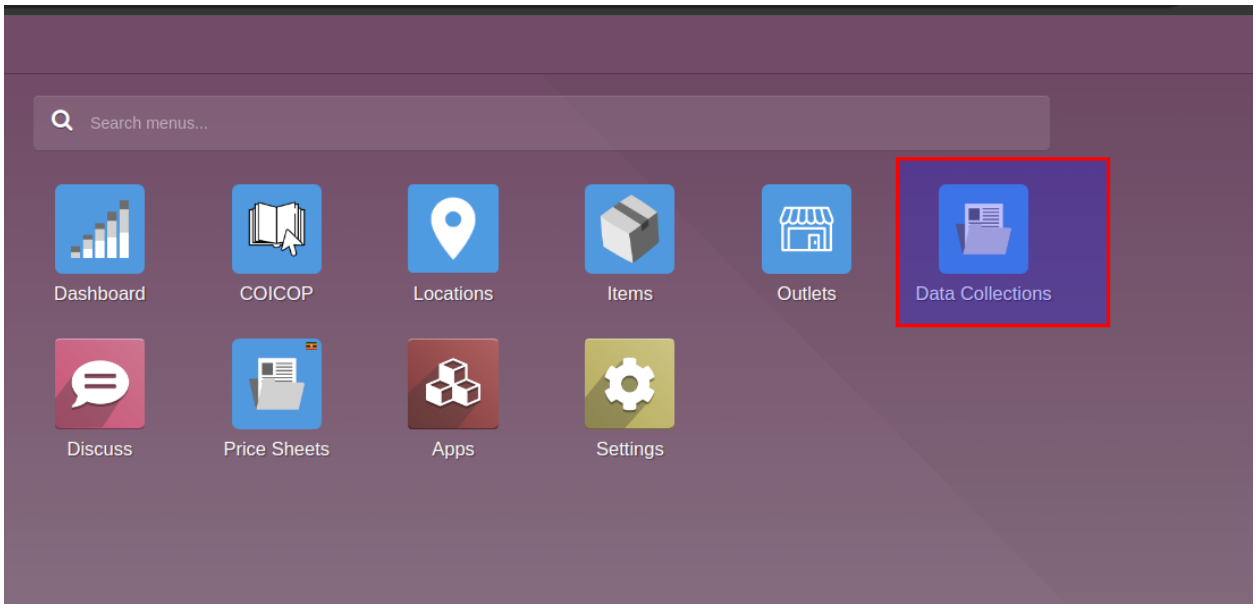


A notification - n records imported successfully where n is the number of records inserted into the data base will be shown. But its disappears after a short time

Template 3: Price collection Codes

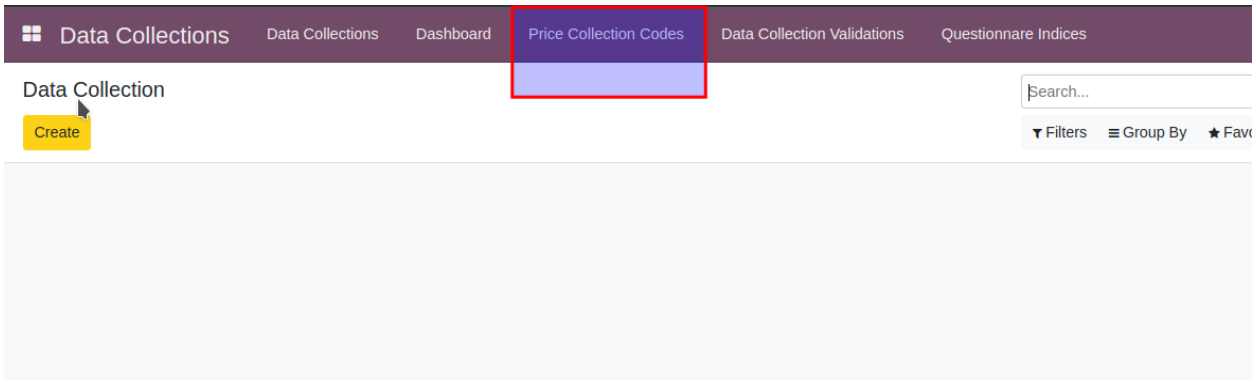
Step 1

Navigate to the Data Collection Module



Step 2.

On the menu , Click on the Price collection code “Menu”

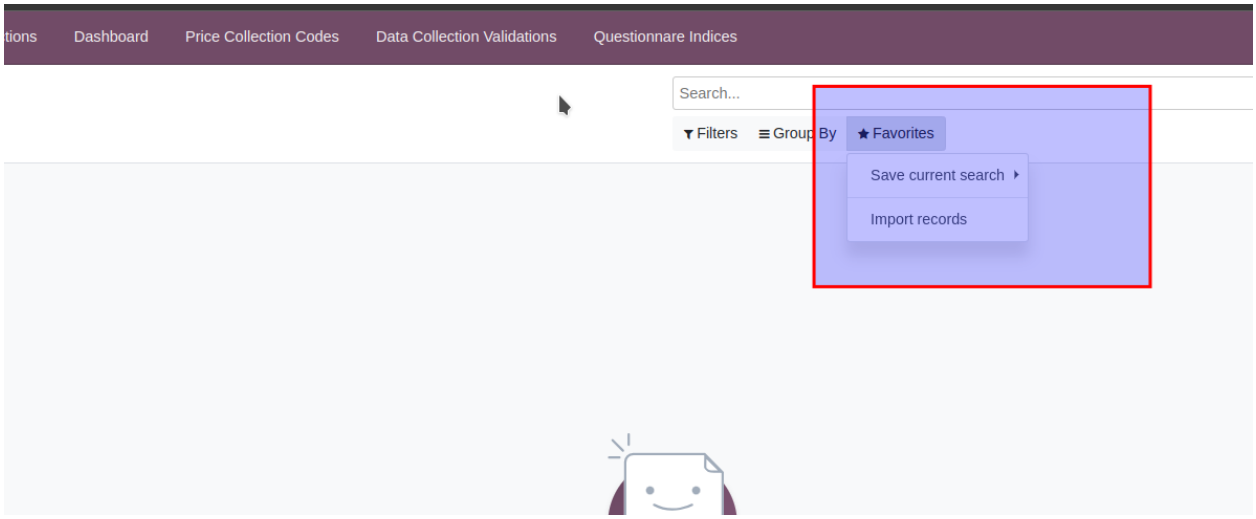


Step 3.

Below the Search bar, Using the Favourites Filter, Click on Import Records.

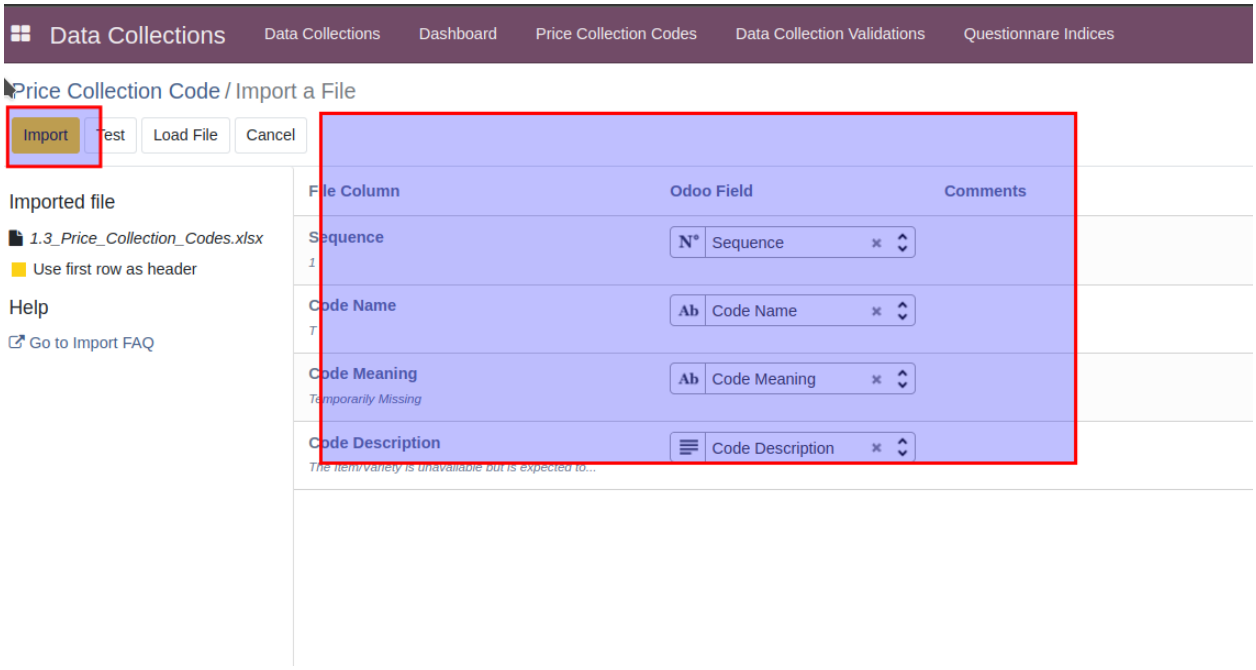
Click on Upload File and select the Price collection code File from your local Directory

This will give you a preview of the Records that will be imported



Step 4.

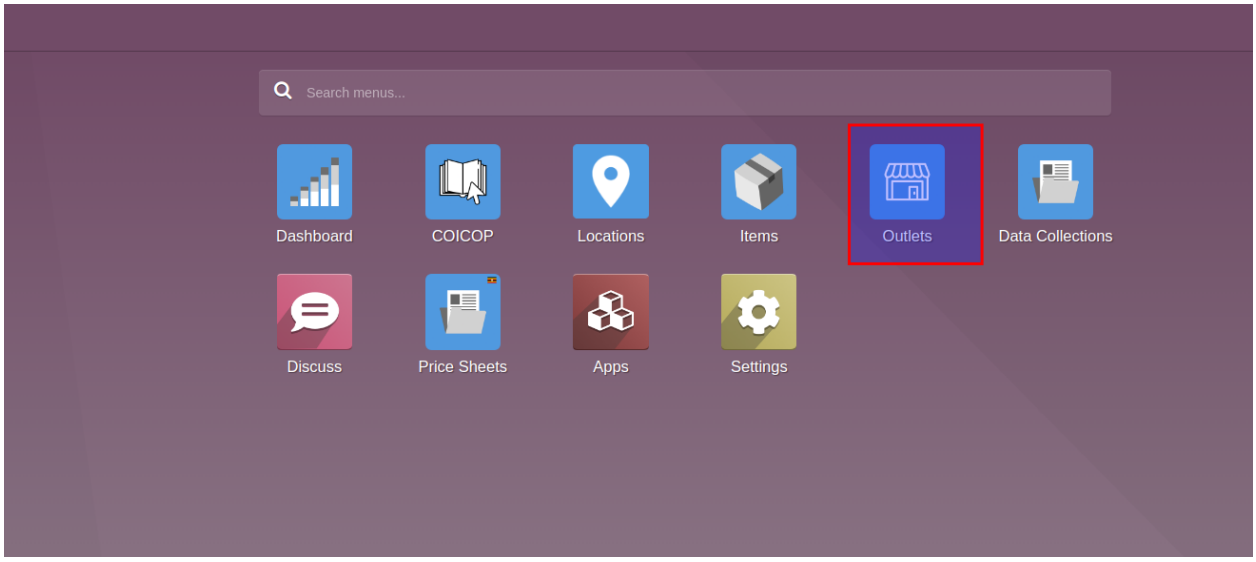
NB: Make sure all the columns are selected before you proceed by clicking the import Button to complete the process.



Template 4: Consumption Segments

Step 1.

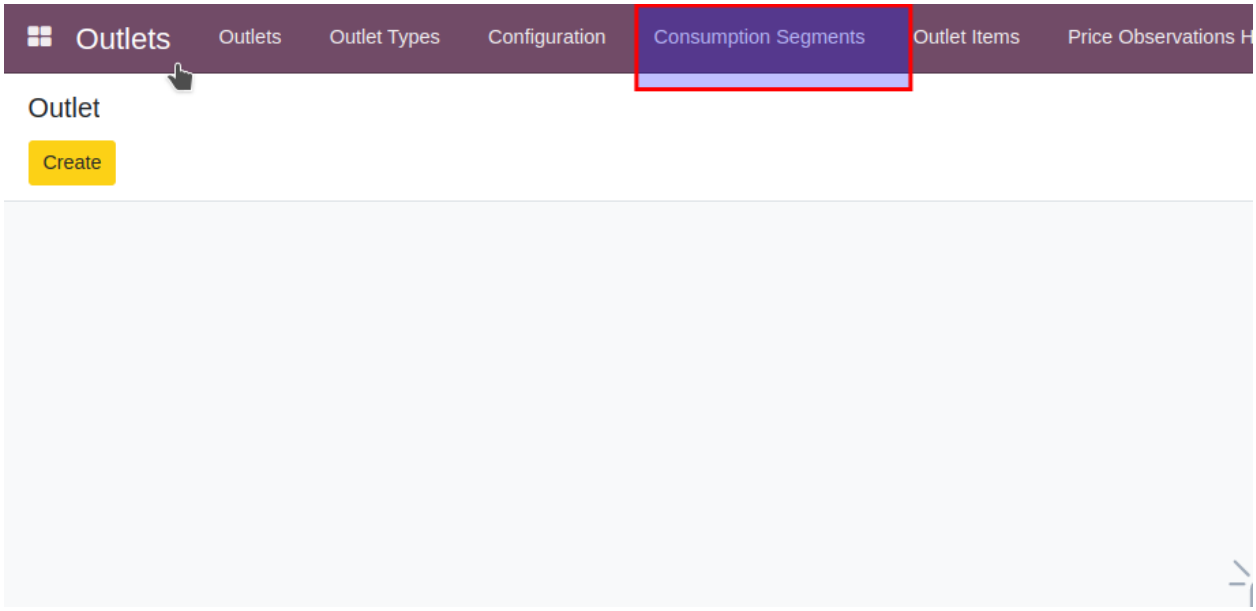
Navigate to the outlets module



Step 2.

Click on the consumption segments menu and repeat the steps from the previous

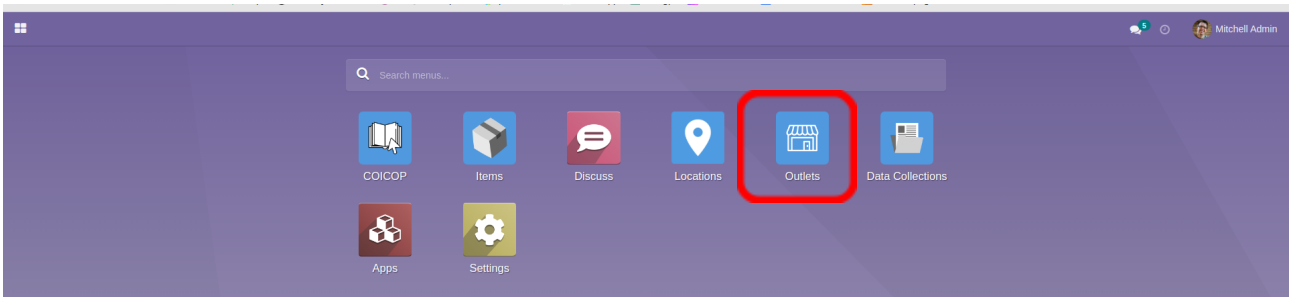
template from Step 3 - 4



Template 5: Outlets

Step 1

Locate and click on the Outlets module icon on the initial screen that appears when you first access the web interface



Step 2

If there are already some Outlets, they will be displayed here. Otherwise a message saying create new Outlet will be dispalyed.

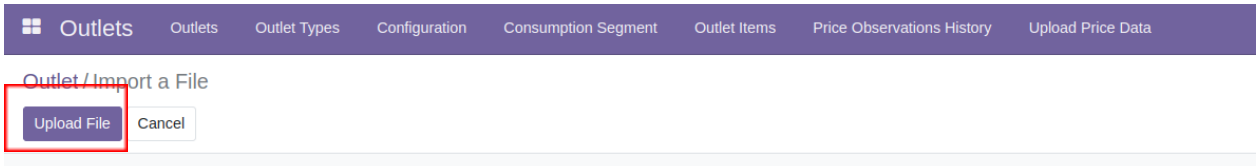
Click on favorites below the search bar and select import

Refer to image in Template 1, step 3

Step 3

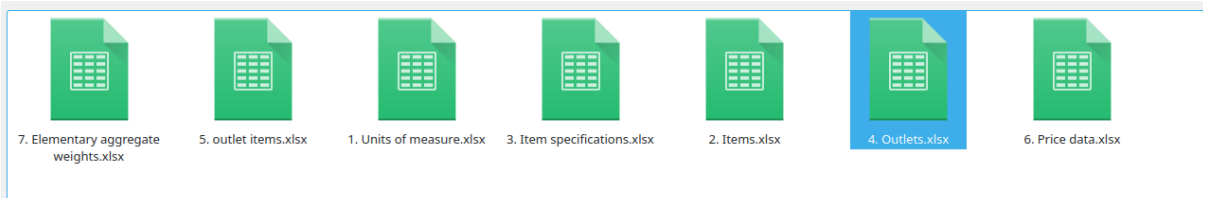
A new screen appears.

Click on upload File.



Step 4

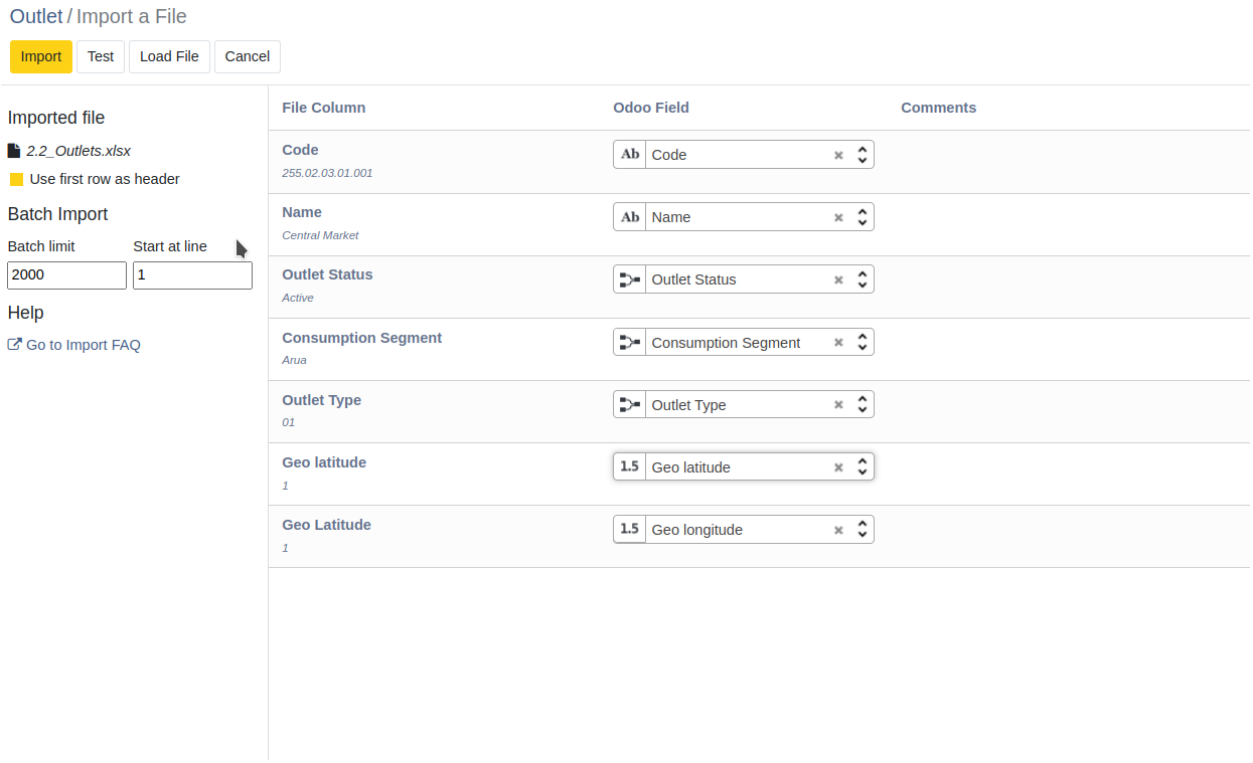
Your file manager opens. Locate the template that contains the Outlets. Click on it and press open.



Step 5

This will give you a preview of the Records that will be imported

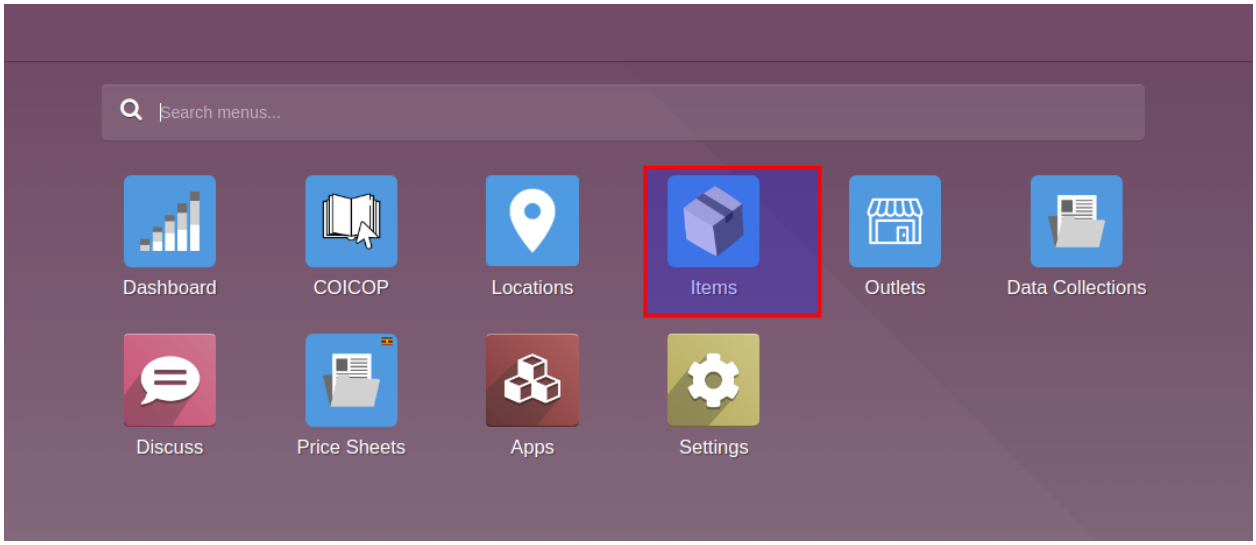
Click Import to proceed with the upload.



Template 6: Items

Step 1:

Navigate to the Items Module



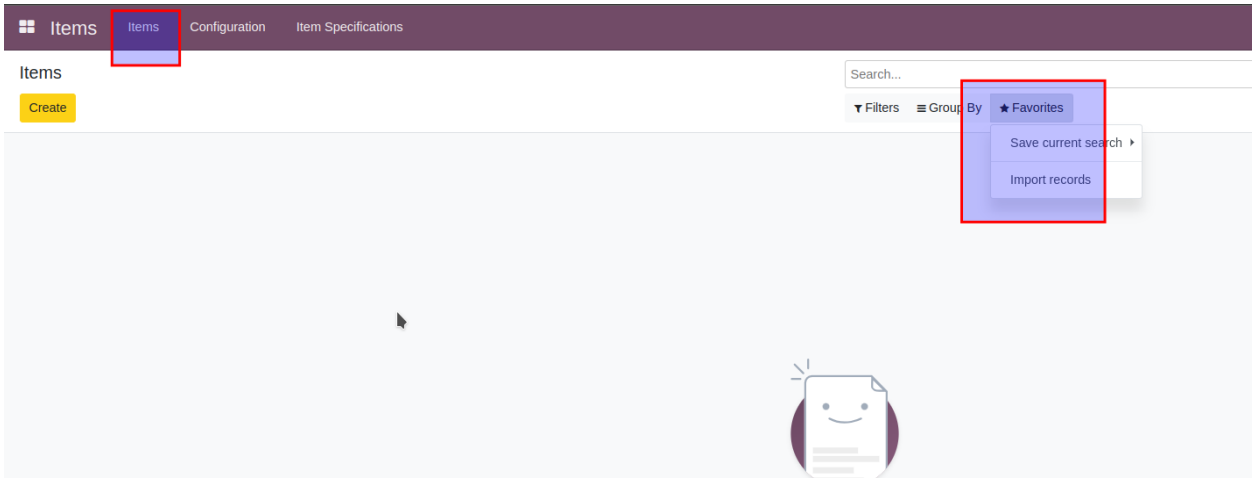
Step 2:

Click on the Items Menu

Below the Search bar, Using the Favourites Filter, Click on Import Records.

Click on Upload File and select the Price collection code File from your local Directory

This will give you a preview of the Records that will be imported

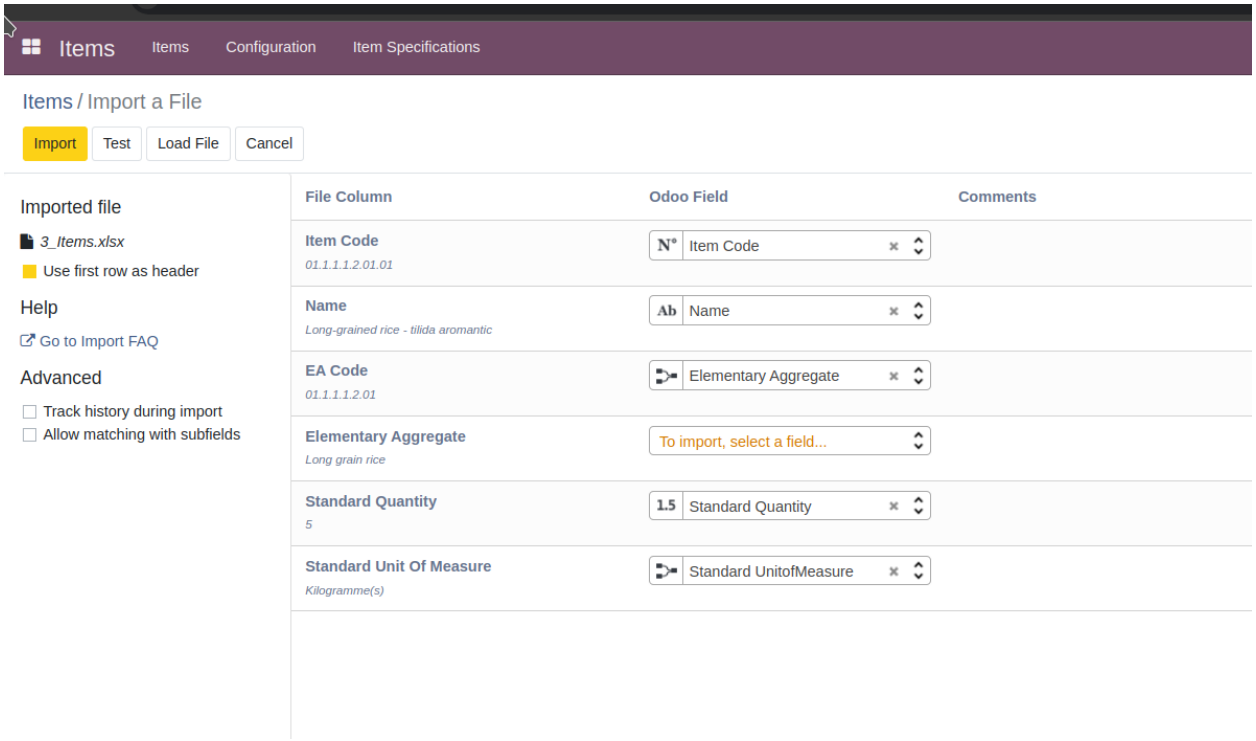


Step 3.

Confirm the fields in the screenshot below are all selected:

Click test to confirm there are no errors in the file

Click Import to proceed with the upload



Template 7: Item Specifications

Step 1:

Refer to Step 1 of **Template 2 (Units of measurement).**

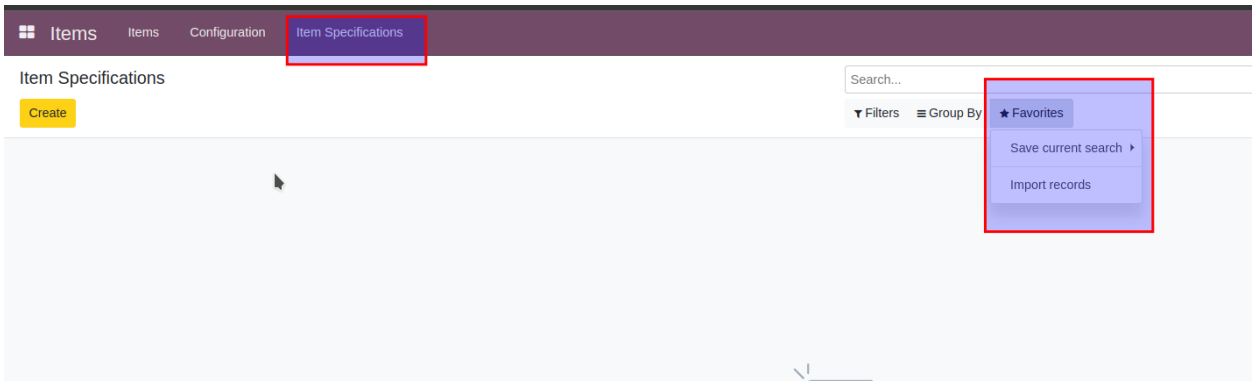
Step 2

Click the Item Specifications menu on the top menu bar.

Use the favourites option below the Search Bar and refer to steps 3 - 4 of template 3 .

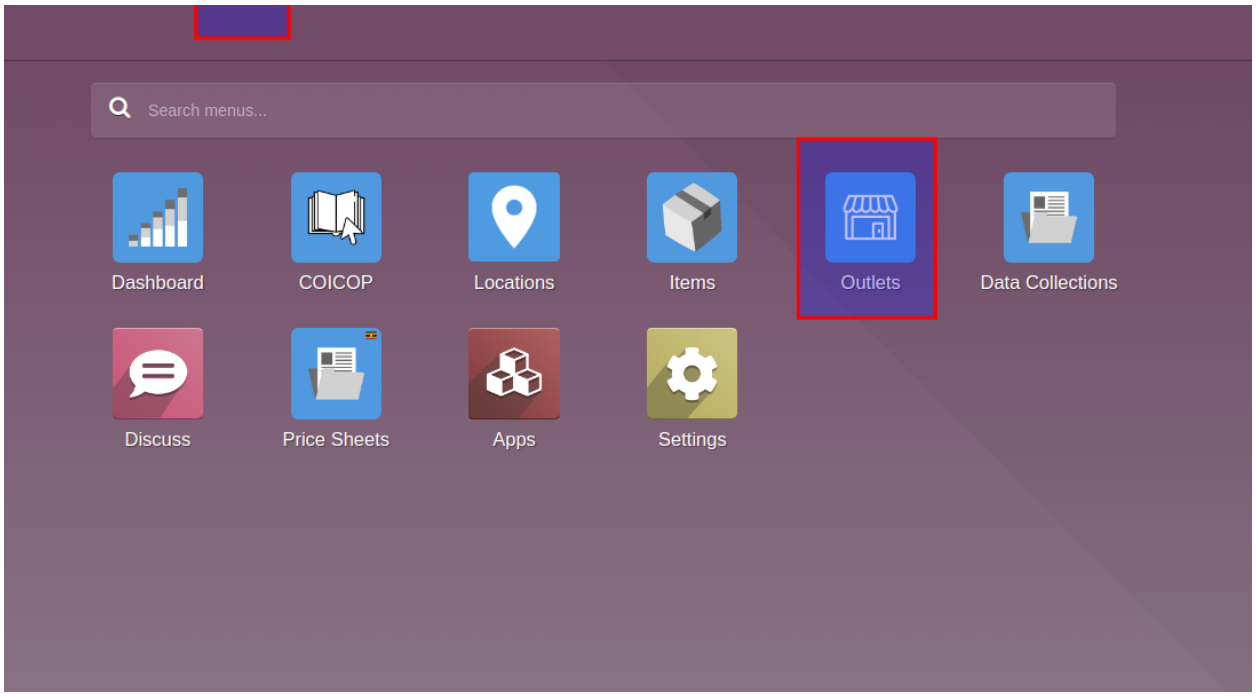
Price Collection Codes

If there are already some item specifications, they will be displayed here. Otherwise a message that reads create new item specification will be dispalyed.



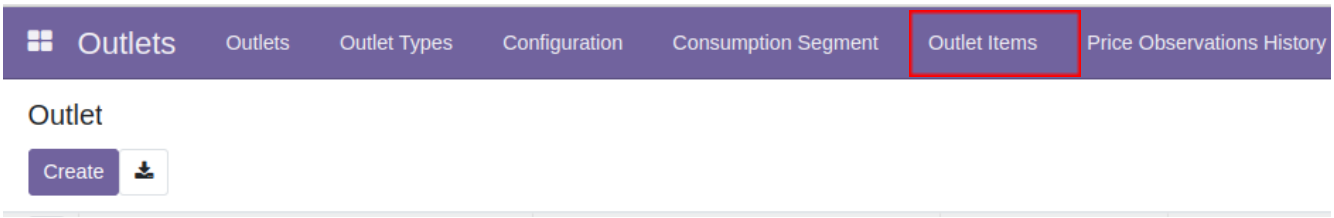
Template 8: Outlet Items

Step 1: Navigate to the Outlets Module



Step 2

Click outlet items menu on the top menu bar

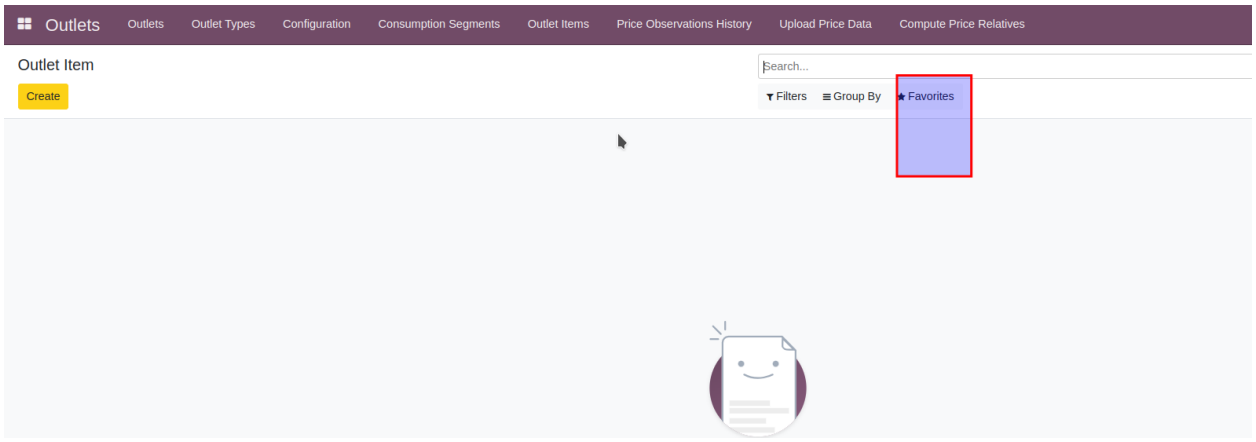


Step 3

If there are already some outlet items, they will be displayed here. Otherwise a message saying create new outlet item will be dispalyed.

Use the favourites option below the Search Bar and refer to steps 3 - 4 of template 3 .

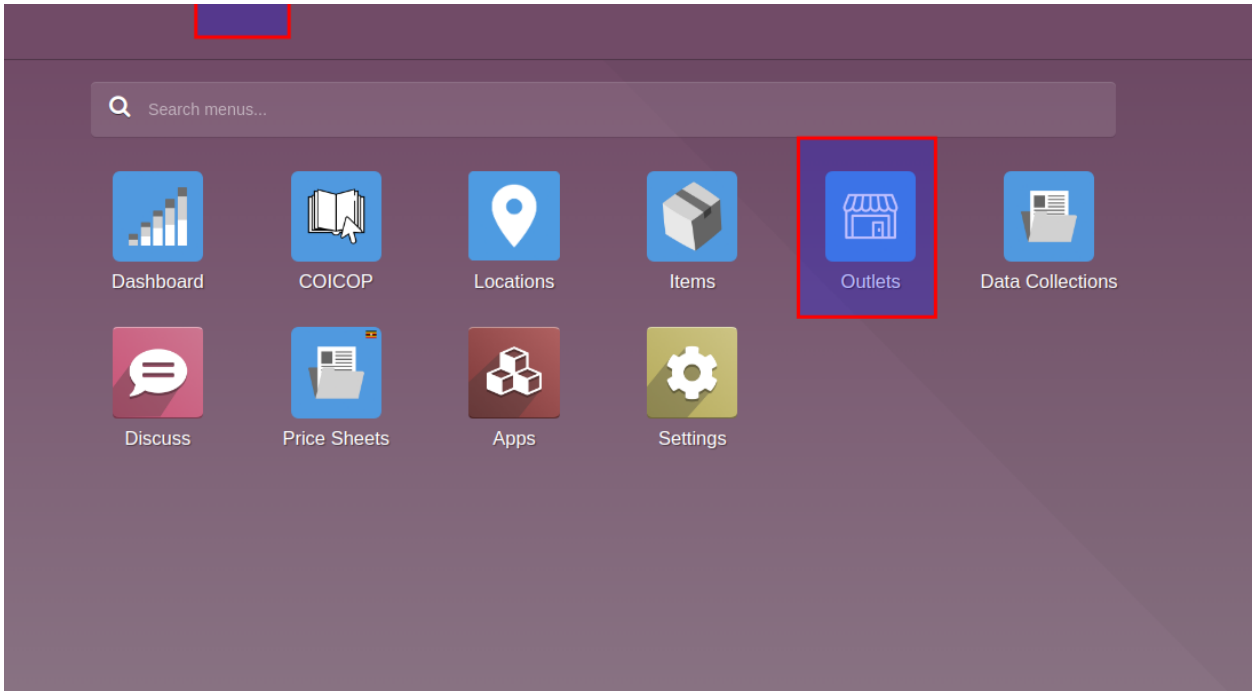
Price Collection Codes



Template 9: Price Data

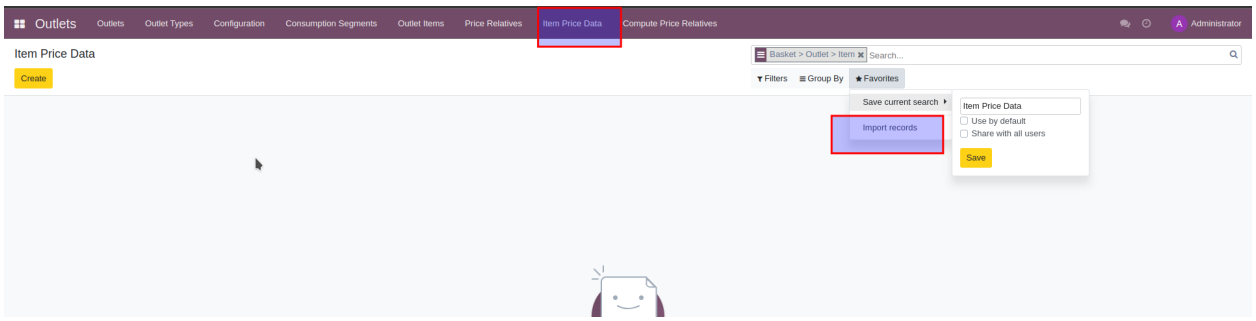
Step 1

Navigate Outlets Module



Step 2

Click “Item Price Data “ menu on the top menu bar.



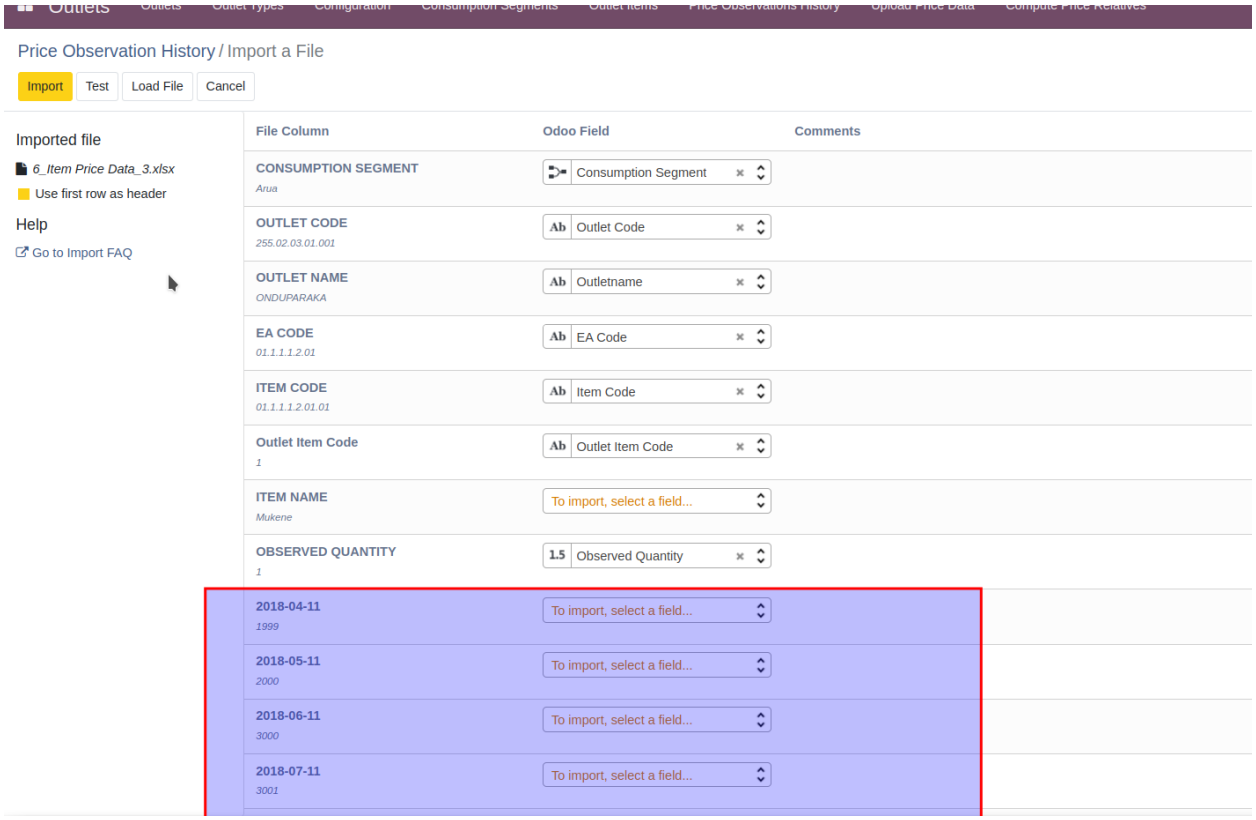
Step 3

Use the favourites option below the Search Bar and refer to steps 3 - 4 of template 3 .

Price Collection Codes

Step 4.

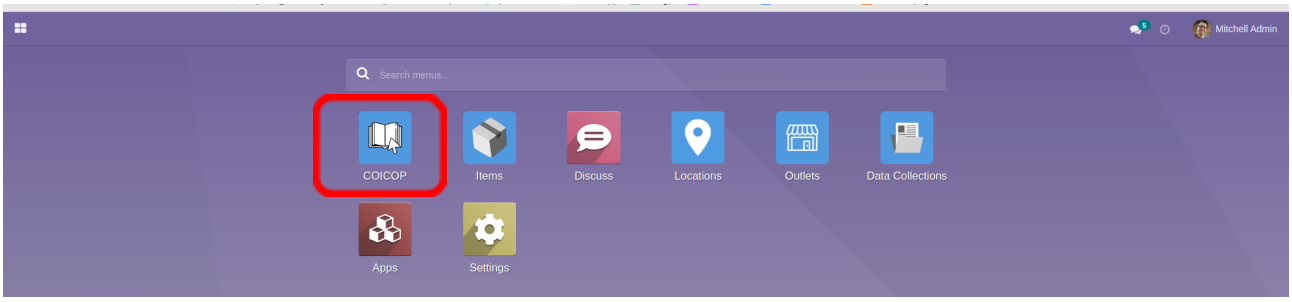
Make sure all the columns are selected **EXCEPT FOR THE DATES HIGHLIGHTED RED in the screenshot Below**



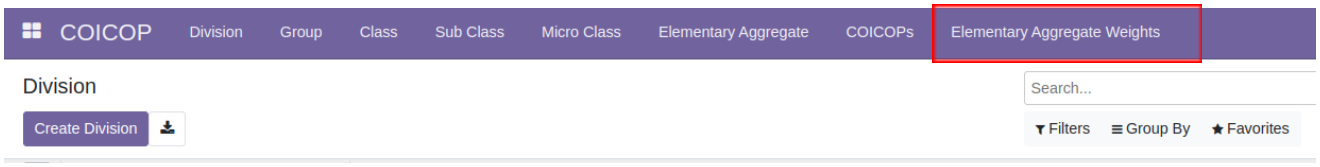
Template 10: Elementary Aggregate Weights

Step 1

Locate and click on the COICOP module icon on the initial screen that appears when you first access the web interface



Step 2



Click Elementary Aggregate weights menu on the top menu bar

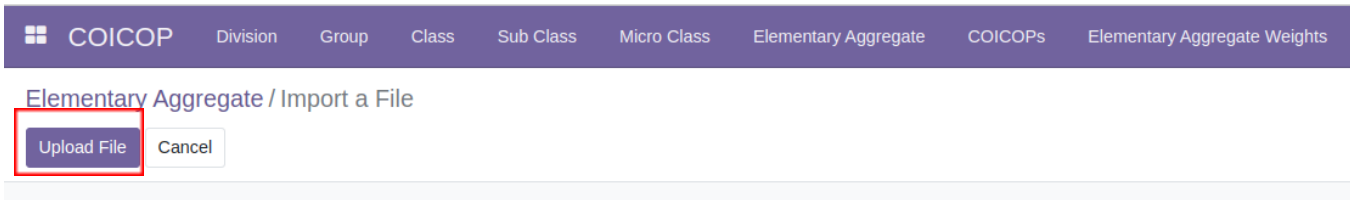
Step 3

If there are already some Elementary aggregate weights, they will be displayed here. Otherwise a message saying create new elementary aggregate weight will be dispalyed.

Click on favorites below the search bar and select import

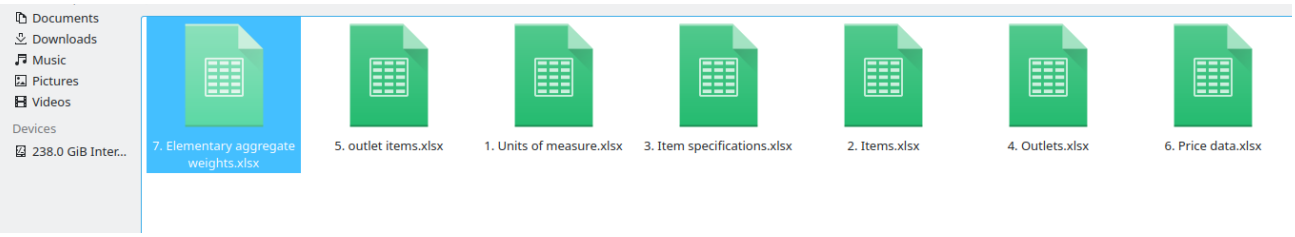
Refer to image in Template 1, step 3

Step 4: A new screen appears. Click on upload File.



Step 5

Your file manager opens. Locate the template that contains the elementary aggregate weights. Click on it and press open.



Step 6

Refer to steps 3 - 4 of template 3 . **Price Collection Codes**

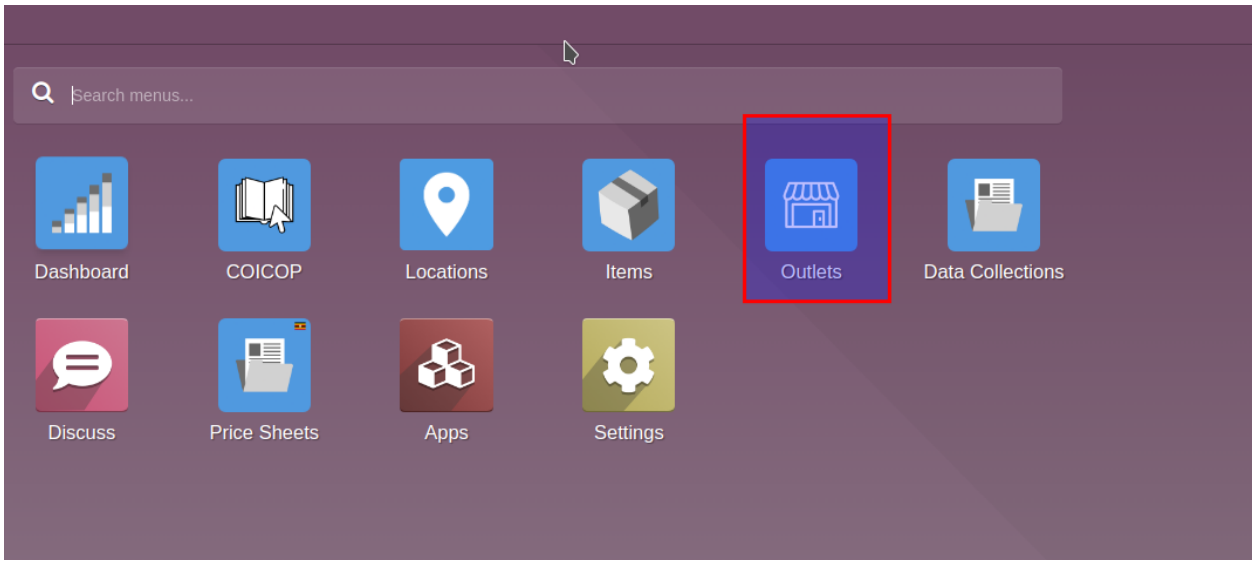
HOW TO RUN COMPUTATIONS

here are two essential steps in performing computations for the price data extracted from Excel files. The initial step involves computing the Price Relatives. This is followed by the computation of Elementary Aggregate Indices at various levels such as COICOP Level, Basket Level, State Level, etc.

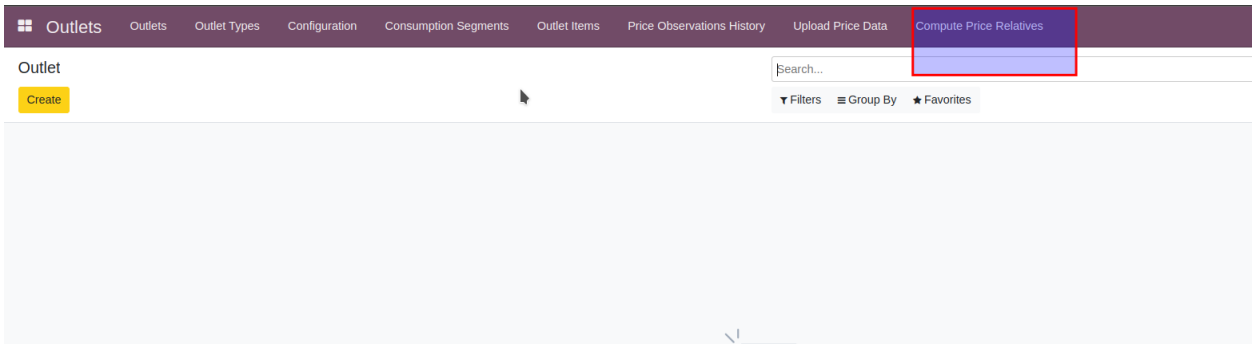
Step 1: Compute Price Relatives

Price Relatives serve as a fundamental component in the analysis of price data. To calculate them effectively, follow these guidelines:

1. Navigate to the Outlets Module

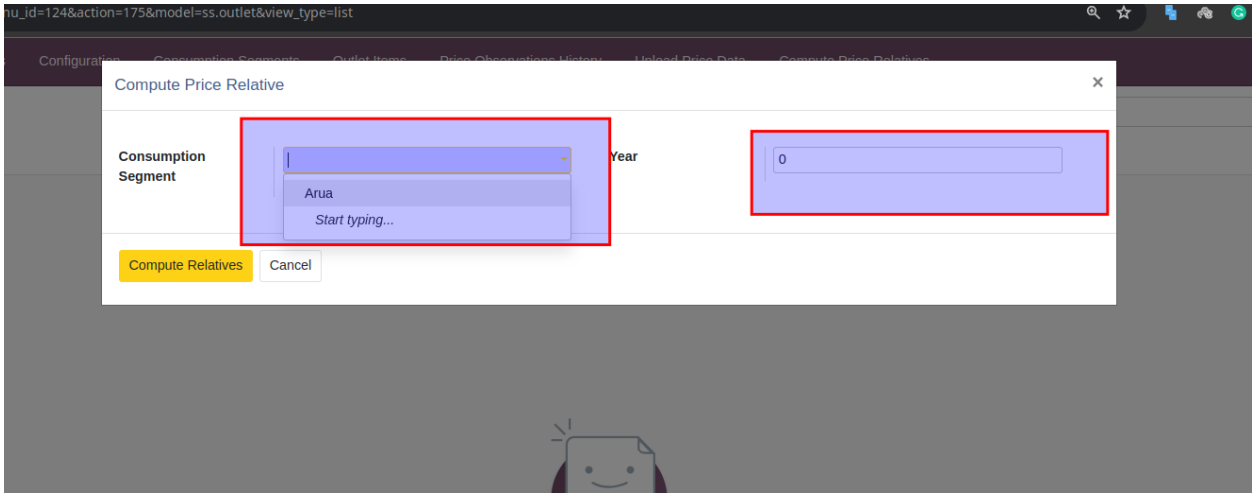


2. Click on the Compute Price Relatives menu on the Top Bar



3. A pop-up window will prompt you to provide the following inputs:

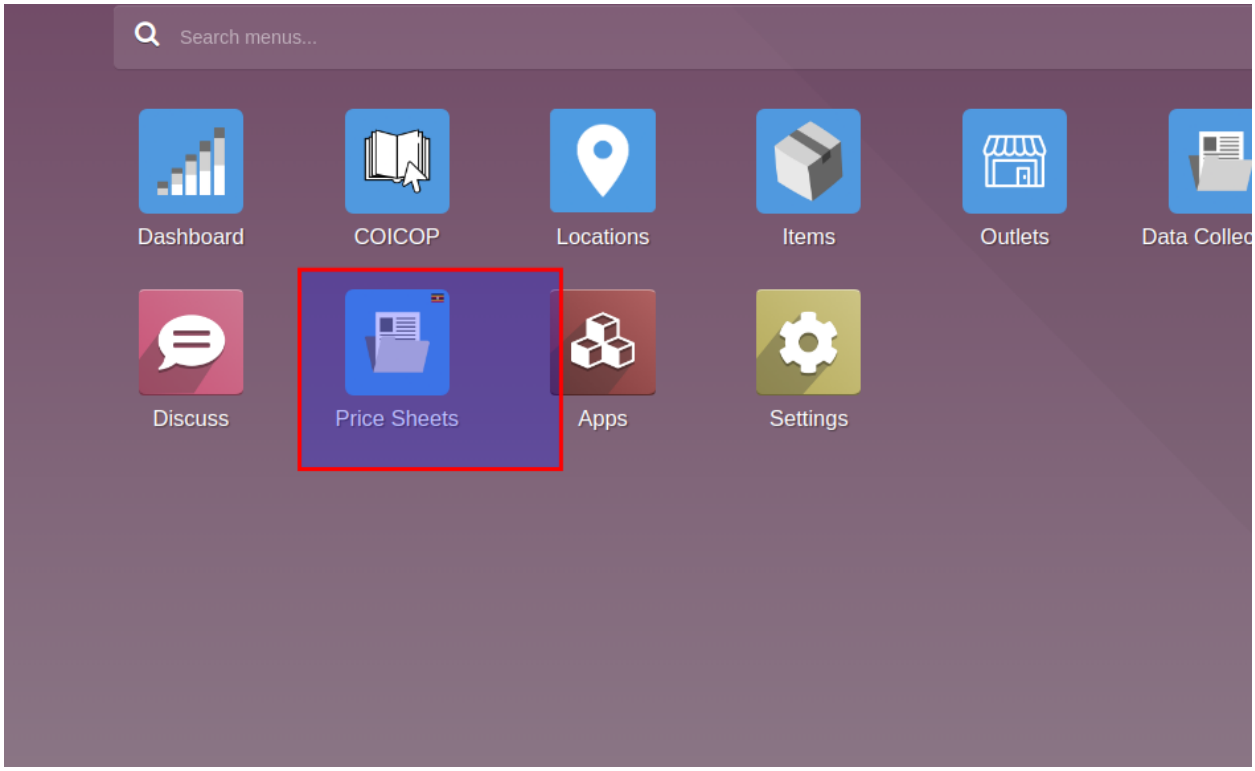
Consumption Segment: Choose your desired basket from the available options.
Year: Select the specific year for which you intend to execute these computations.
Please note: The duration of this process may vary based on the volume of records present in the system within the specified timeframe. Be prepared for potential delays, especially if dealing with a substantial number of records



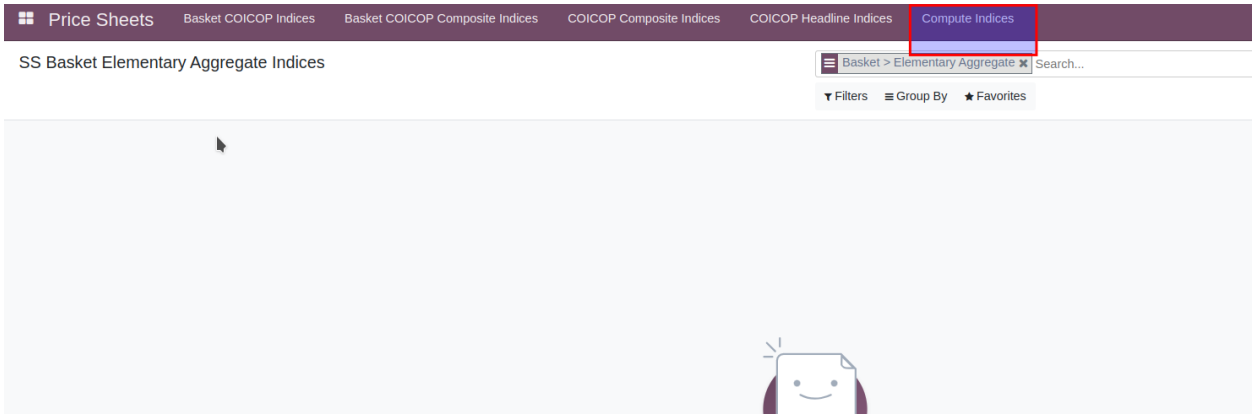
4. Click Compute to Finalize Price Relative(s) Computation.

Step 2. Computation of Elementary Aggregate Indices at various levels such as COICOP Level, Basket Level, State Level, etc.

1. Navigate to the Price Sheet Module

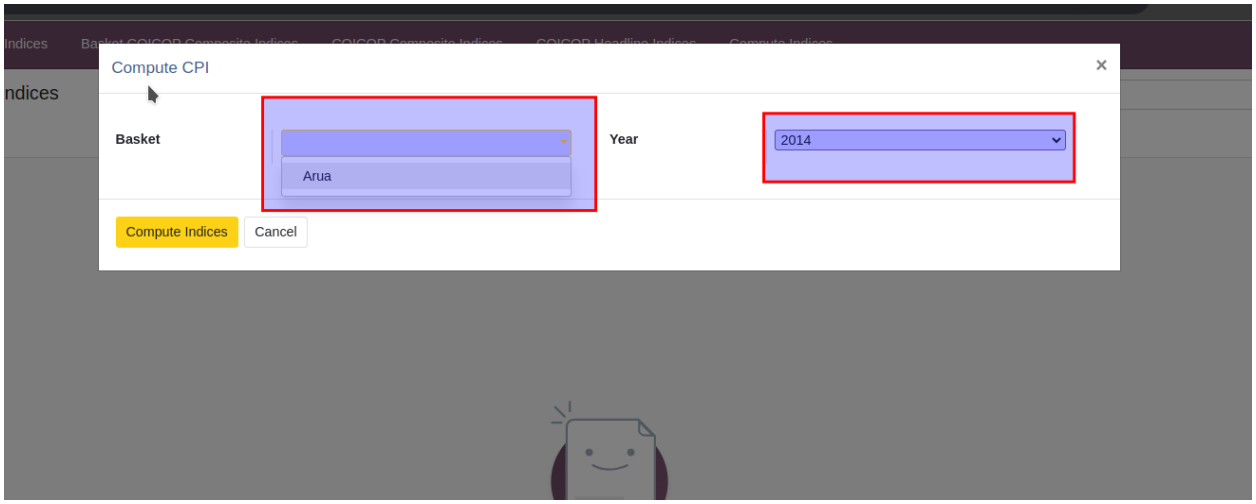


2. Select the Compute Indices Menu thats visible on the Top Bar

3. 

3. A pop-up window will prompt you to provide the following inputs:

Consumption Segment: Choose your desired basket from the available options.
Year: Select the specific year for which you intend to execute these computations.
Please note: The duration of this process may vary based on the volume of records present in the system within the specified timeframe. Be prepared for potential delays, especially if dealing with a substantial number of records



4. Click Compute Indices to finalize the Computations