

# Climsoft Web User Guide

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## Introduction

Climsoft Web is a web-based platform designed for managing climate observation data. This guide outlines the main modules and functionalities available to users after logging in, depending on their permissions.

## Installation & Configuration

Climsoft Web is designed to be installed on a web-accessible Linux server (on premises) or a cloud-based virtual machine. The installation and configuration process is essentially the same for each kind of server. Please check with your local ICT team for the relevant details you'll need to access, IP addresses, etc.

### Install Docker Engine and Docker Compose Plugin

Download and install Docker from the official website:

<https://docs.docker.com/get-docker/>

Download and install Docker Compose plugin from the official website:

<https://docs.docker.com/compose/install/>

### Enable Docker Engine on Boot

Check if Docker starts automatically:

```
sudo systemctl is-enabled docker
```

If not enabled, run:

```
sudo systemctl enable docker
```

### Update System and Install Tools

Update your package list:

```
sudo apt update
```

Install the required tools:

```
sudo apt install wget
```

```
sudo apt install nano
```

### Download Climsoft Web Setup Files

Download the Docker Compose file:

```
sudo wget
```

```
"https://github.com/climsoft/climsoft-web/releases/download/preview-2.0.4/docker-compose.prod.yaml" -O "docker-compose-204.prod.yaml"
```

Download the environment configuration file:

```
sudo wget "https://github.com/climsoft/climsoft-web/releases/download/preview-2.0.4/default.env" -O ".env"
```

Verify the downloaded files:

```
sudo ls -la
```

## Configure Environment Variables

The `.env` file contains important configuration settings for Climsoft Web. These allow you to define network details, database credentials, and integration options for connecting with Climsoft version 4 databases.

Climsoft PWA and API Web Settings:

- `HOST_IP_ADDRESS`: IP address used by the Climsoft Progressive Web App (PWA). Use `'use_document_location'` to auto-detect.
- `HOST_HTTP_PORT`: Port number used by the reverse proxy (default 8080).
- `FIRST_INSTALL`: Set to `'yes'` for first installation; change to `'no'` after setup.

Climsoft Web Database Credentials:

- `DB_NAME`: Name of the Climsoft database.
- `DB_PASSWORD`: Password for the Climsoft database user.

Climsoft V4 Database Credentials:

- `V4_SAVE`: `'yes'` to save data to Climsoft V4.
- `V4_IMPORT`: `'yes'` to import data from Climsoft V4.
- `V4_DB_HOST`: Host address of the Climsoft V4 database.
- `V4_DB_PORT`: Port number (default 3306 for MariaDB/MySQL).
- `V4_DB_NAME`: Name of the Climsoft V4 database.
- `V4_DB_USERNAME`: Username for Climsoft V4 database.
- `V4_DB_PASSWORD`: Password for Climsoft V4 database user.
- `V4_DB_UTCOFFSET`: Time offset in hours from UTC.

Edit these values in `.env` to match your setup, then save changes before starting Climsoft Web.

You can use Nano:

```
sudo nano .env
```

Then in Nano:

- Press CTRL + O to save
- Press ENTER to confirm
- Press CTRL + X to exit

## Start Climsoft Web

To start Climsoft web, run:

```
sudo docker compose -f docker-compose-204.prod.yaml up
```

## Access the Web Interface

Open a browser and go to:

```
http://<ip-address>:<port>
```

Default login credentials:

Username: admin@climsoft.org

Password: climsoft@admin!2

## Stop Climsoft Web

To stop the services, run:

```
sudo docker compose -f docker-compose-204.prod.yaml down
```

## Updating Climsoft Web

Download the Docker Compose file of the new release:

```
sudo wget
```

```
"https://github.com/climsoft/climsoft-web/releases/download/preview-2.0.4/docker-compose.prod.yaml" -O "docker-compose-204.prod.yaml"
```

Stop/shutdown the current installed Climsoft Web release:

```
sudo docker compose -f docker-compose-204.prod.yaml down
```

Start the new Climsoft web release using the new downloaded docker compose file:

```
sudo docker compose -f docker-compose-204.prod.yaml up
```

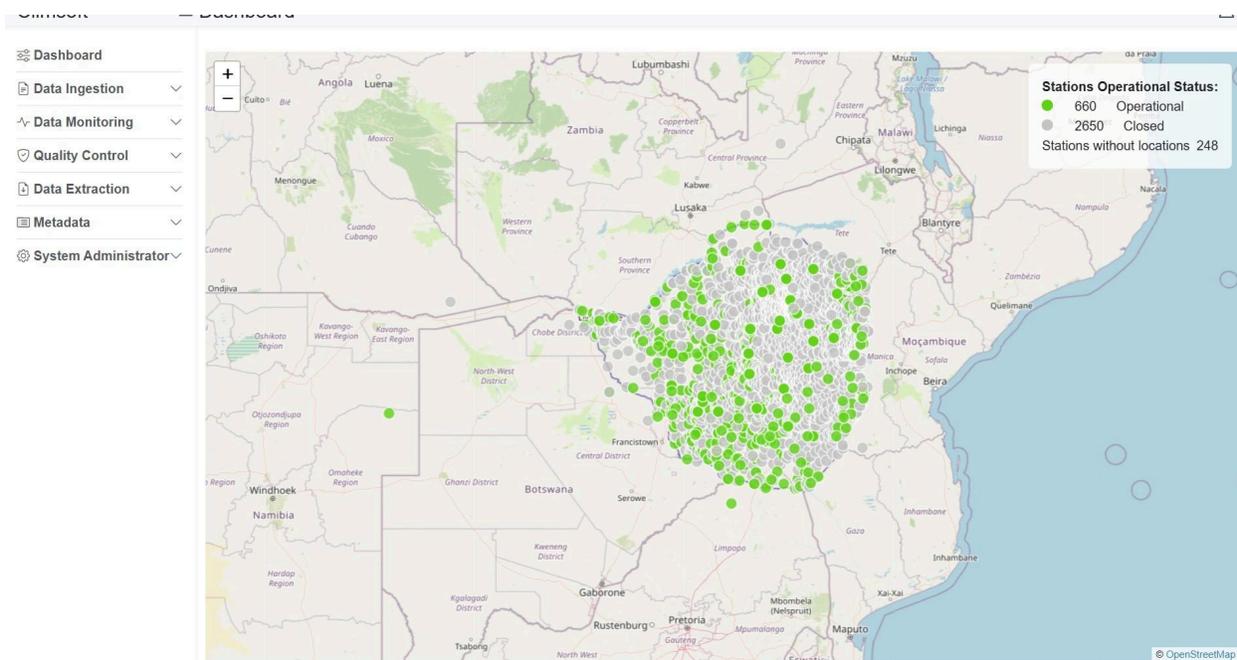
## Main Interface Overview

Upon successful login, the main interface includes:

- Main Menu (left side): Navigation links to different modules based on user permissions.
- Content Area (right side): Displays pages related to the selected module.

### Main Menu Modules:

- Dashboard: System notifications and alerts
- Data Ingestion: Tools for entering, importing, correcting, and managing data.
- Data Monitoring: Real-time and historical status of station data.
- Quality Control: Automated and manual tools for validating data.
- Data Extraction: Export data based on defined templates.
- Metadata: Management of metadata used for observation processing.
- System Administrator: System-level configurations and access management.



## Data Ingestion

This module includes the following features:

- Data Entry: Manual data entry using pre-defined forms.
- Manual Import: Import digitized data using administrator-defined templates.
- Scheduled Import: Automatically import data on a defined schedule.
- Data Correction: Review and edit existing records; includes soft deletion.
- Deleted Data: View, restore, or permanently delete soft-deleted data.

## Data Entry

To start:

1. Navigate to `Data Ingestion > Data Entry`
2. Select a station (must be manual or hybrid).
3. Select a form allocated to the station.

Climsoft Select Station

Count: 5 Search

Id	Name
67755030	BINGA (MET)
<b>Forms</b>	
→ MS 232 Daily - Grid - Daily data entry for daily elements - back date to previous day - grid layout	
→ MS 232 - Hourly - 2m - Hourly data entry form for 2 manned stations	
→ MS 232 Hourly Sunshine - Hourly data entry for hourly sunshine	
→ MS 232 Daily Tmin & GMin - Daily data entry for tmin and gmin daily elements	
→ MS 223 - Hourly	
→ MS 223 Wind - Wind speed and direction	
67761060	KARIBAAIRPORT (MET)
67765020	KAROI (MET)
67767020	KANYEMBA (MET)
67963040	MATOPOS RES. STN. (MET)

### Form Layout:

- Title: Displays station and form name.
- Selectors: Inputs like date, hour, or element.
- Fields: Where data is entered. Can be grid or linear layout.

### Field Behavior:

- Green: Passed quality control.
- Yellow: Failed QC but still allowed (warning).
- Red: Invalid entry (not saved).

Clicking on a red/yellow field opens a dialog explaining the issue.

Saving: Click `Save` to commit valid entries. Partial entry is allowed.

Flags:

- M - Missing
- T - Trace
- C - Cumulative
- E - Estimate
- D - Dubious
- O - Obscure
- V - Variable

### Blank Form

The screenshot shows the 'Data Entry' interface in Climsoft. The title bar reads 'Climsoft Data Entry'. The main content area is titled 'MS 232 - Hourly - 2m data entry for 67755030 - BINGA (MET)'. Below the title, there is a 'Selectors' section with 'Date: 20/05/2025' and 'Hour: 17'. The 'Fields' section contains a grid of input boxes for various meteorological parameters: ppp, RH, Ch, WW, hs1, C3, 850 hpa, h, V, W1, N2, hs3, TDryBulb, Nh, N, W2, C2, N4, TWetBulb, Ct, DD, N1, hs2, C4, TDewPoint, Cm, FF, C1, N3, and hs4. An 'Options' menu is open on the right, showing 'Same Input', 'Clear Fields', and 'Settings'. At the bottom right, there are 'Save' and 'Cancel' buttons.

### Form with warnings and errors

Climsoft Data Entry Options

MS 232 - Hourly - 2m data entry for67755030 - BINGA (MET)

**Selectors**

Date: 20/05/2025 Hour: 17

**Fields**

ppp: 6500	RH:	Ch:	WW:	hs1:	C3:
850 hpa: 20	h:	V:	W1:	N2:	hs3:
TDryBulb: 27	Nh:	N:	W2:	C2:	N4:
TWetBulb:	Cl:	DD:	N1:	hs2:	C4:
TDewPoint:	Cm:	FF:	C1:	N3:	hs4:

Save Cancel

### A blank form with hours as fields

Climsoft Data Entry Options

MS 232 Hourly Sunshine data entry for67983030 - CHIPINGE (MET)

**Selectors**

Element: 132 - Sunshine Date: 20/05/2025

**Fields**

05:	10:	15:
06:	11:	16:
07:	12:	17:
08:	13:	18:
09:	14:	

Save Cancel

### A form with grid layout.

Climsoft Data Entry Options

**MS 232 Daily - Grid data entry for67977040 - BUFFALO RANGE (MET)**

**Selectors**

Year & Month: May 2025 Hour: 08

**Fields**

DAY	TMPMAX	PRECIP	PSTWX	EVAPPN1	Insolation daily	CloudDMean	Sunshine Total
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12	26R		2	27	21	73	

Save Cancel

## Manual import

Waiting documentation...

## Scheduled import (future function)

Scheduled Imports will be supported in the next version release.

Scheduled Imports will allow monitoring of automatic imports done through connectors from other applications.

## Data Correction

Used to explore, correct, or soft-delete data entries.

1. Go to `Data Ingestion > Data Correction`
2. Use the **Filter** section to define your query.
3. Click `Query` to view results.
4. Use the **Entries** section to:
  - Edit values
  - Delete records
  - Navigate paginated results

Climsoft    Data Correction

Dashboard

Data Ingestion

- Data Entry
- Manual Import
- Scheduled Import
- Data Correction
- Deleted Data

Data Monitoring

Quality Control

Data Extraction

Metadata

System Administrator

Filter

Stations:    Elements:    Level:    Interval:    Sources:

Observation Date    Entry Date

19/05/2025    To    20/05/2025

Showing Entries    More Options    << < 1 / 655 > >> Total Count: 20,287

#	Station	Element	Level	Date Time	Interval	Source	Value & Flag	Delete
1	67755030-BINGA (MET)	2-Temp daily max	0	2025-05-19 08:00:00.000	Daily	MS 232 Daily - Grid	30.1   i	<input type="checkbox"/>
2	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-19 08:00:00.000	Daily	MS 232 Daily Tmin & GMin	16.6   i	<input type="checkbox"/>
3	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 00:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4   i	<input type="checkbox"/>
4	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 02:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4   i	<input type="checkbox"/>
5	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 04:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4   i	<input type="checkbox"/>
6	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 06:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4   i	<input type="checkbox"/>
7	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 08:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4   i	<input type="checkbox"/>
8	67755030-BINGA (MET)	18-Evap pan1 daily	0	2025-05-19 08:00:00.000	Daily	MS 232 Daily - Grid	4   i	<input type="checkbox"/>
9	67755030-BINGA (MET)	43-Cloud Day Mean	0	2025-05-19 08:00:00.000	Daily	MS 232 Daily - Grid	0.3   i	<input type="checkbox"/>
10	67755030-BINGA (MET)	84-Sunshine Daily	0	2025-05-19 08:00:00.000	Daily	MS 232 Daily - Grid	10.3   i	<input type="checkbox"/>
11	67755030-BINGA (MET)	93-Past Weather W1	0	2025-05-19 08:00:00.000	Daily	MS 232 Daily - Grid	0   i	<input type="checkbox"/>
12	67755030-BINGA (MET)	99-Tempo Gmin daily	0	2025-05-19 08:00:00.000	Daily	MS 232 Daily Tmin & GMin	15.9   i	<input type="checkbox"/>

## Deleted Data

Used to explore, restore, or hard-delete data entries.

## Data Monitoring

Tracks station data flow and availability.

Features:

- Station Status: Map showing stations as green (reporting) or red (not reporting).
- Data Flow: View detailed data transmission by selecting station, element, and interval.
- Data Availability: Summary of data availability by element/station over time.
- Data Explorer: Visual tool for exploring raw observation data.

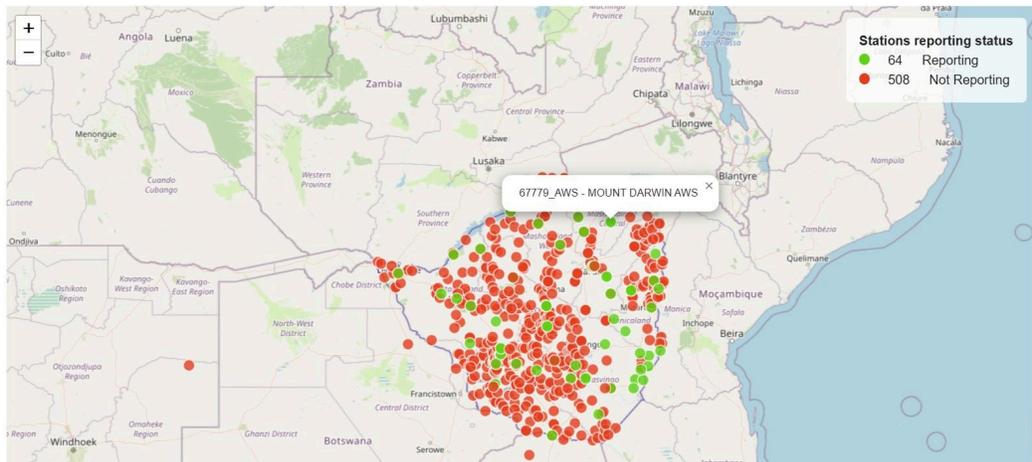
## Station Status

- Dashboard
- Data Ingestion
- Data Monitoring
  - Station Status
  - Data Flow
  - Data Availability
  - Data Explorer
- Quality Control
- Data Extraction
  - Manual Export
  - Scheduled Export
- Metadata
- System Administrator

Filter

Stations:  Element:  In the Last:  Hours Days

[Query](#)



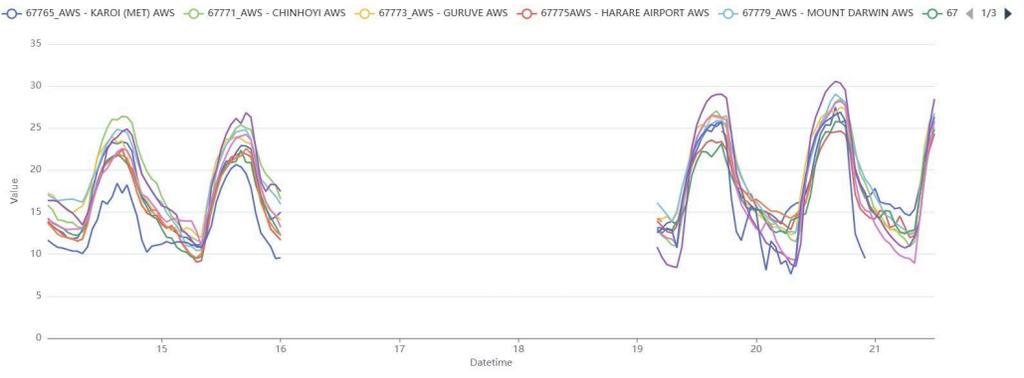
## Data Flow

- Dashboard
- Data Ingestion
- Data Monitoring
  - Station Status
  - Data Flow
  - Data Availability
  - Data Explorer
- Quality Control
- Data Extraction
- Metadata
- System Administrator

Filter

Stations:  Element:  Level:  Interval:  Observation Date:  To

[Query](#)





# Data Explorer

The screenshot shows the Climsoft Data Explorer interface. On the left is a navigation menu with options: Dashboard, Data Ingestion, Data Monitoring (with sub-options: Station Status, Data Flow, Data Availability, Data Explorer), Quality Control, Data Extraction, Metadata, and System Administrator. The main area has a filter section with fields for Stations, Elements, Level, Interval, and Sources. Below the filter, there are radio buttons for 'Observation Date' (selected) and 'Entry Date', and a date range from 20/05/2025 to 21/05/2025. A 'Query' button is on the right. Below the filter, it says 'Showing Entries' and 'Total Count: 18,684'. A table displays 12 entries with the following columns: #, Station, Element, Level, Date Time, Interval, Source, and Value & Flag. Each entry has a small 'i' icon in a box next to the value.

#	Station	Element	Level	Date Time	Interval	Source	Value & Flag
1	67755030-BINGA (MET)	2-Temp daily max	0	2025-05-20 08:00:00.000	Daily	MS 232 Daily - Grid	30.3 <input type="checkbox"/>
2	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 00:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4 <input type="checkbox"/>
3	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 02:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4 <input type="checkbox"/>
4	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 04:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4 <input type="checkbox"/>
5	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 06:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4 <input type="checkbox"/>
6	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 08:00:00.000	Daily	MS 232 Daily Tmin & GMin	18.4 <input type="checkbox"/>
7	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 18:00:00.000	Daily	MS 232 Daily Tmin & GMin	19.1 <input type="checkbox"/>
8	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 20:00:00.000	Daily	MS 232 Daily Tmin & GMin	19.1 <input type="checkbox"/>
9	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-20 22:00:00.000	Daily	MS 232 Daily Tmin & GMin	19.1 <input type="checkbox"/>
10	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-21 00:00:00.000	Daily	MS 232 Daily Tmin & GMin	19.1 <input type="checkbox"/>
11	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-21 02:00:00.000	Daily	MS 232 Daily Tmin & GMin	19.1 <input type="checkbox"/>
12	67755030-BINGA (MET)	3-Temp daily min	0	2025-05-21 04:00:00.000	Daily	MS 232 Daily Tmin & GMin	19.1 <input type="checkbox"/>

## Data Quality Control

Station data held in Climsoft can be quality controlled directly within the system.

Two functions support this process within Climsoft:

1. Source check
2. Quality control tests

Further quality control procedures and advanced checks can be implemented using external tools such as [R-Instat](#).

## Data Export for transfer and sharing

Station data held in Climsoft can be exported for use by other stakeholders and in other applications, e.g. modelling software, data analysis, etc.

Two functions support this process within Climsoft:

## 1. Manual extraction

To export data via the web interface, select **Data Extraction** in the main menu and then **Manual Export**. This displays a list of defined export templates defined by the System Administrator. The export template “MSD data for ZINWA” is defined below:

Name	Description
→ MSD data for ZINWA	MSD data for ZINWA

Selecting a template name displays the options and filters that can be configured for each manual export:

Stations:  x ▾

Elements:  x ▾

Interval:  x ▾

Observation Date:  dd / mm / yyyy 📅 To  dd / mm / yyyy 📅

[Generate Export](#)

If all the options and filters are left blank/not set, then all the available data in the system will be exported. To select a specific subset of data for export, select the required stations, elements, intervals and date using the controls. Then click the Generate Export button.

If the selections are valid, a file to download will be prepared:

Export is now ready for download. Click the download button below to download the export.

Download

Click the Download button to save the exported CSV file to a local device.

## 2. Scheduled extraction (future function)

Scheduled Exports will be supported in the next version release

Scheduled exports will allow monitoring of automatic exports which use connectors for transmitting data to other destinations

## Metadata Management

Defines metadata used throughout the system.

Features:

- Elements: Define climate variables.
- Organisations: Define station ownership.
- Network Affiliations: Categorize stations by network.
- Regions: Assign stations to geographic or administrative regions.
- Stations: Core configuration and classification of data stations.
- Source Templates: Define input templates for forms and imports.
- Export Templates: Define how data is extracted.
- Integration Connectors: Configure automated data sources or targets.

### Working with Elements:

1. Navigate to `Metadata > Elements`

2. Click an element row to view details.

- Characteristics: Editable attributes.

- Quality Control Tests: Add or edit QC tests linked to the element.

## Viewing Elements

Climsoft ≡ Elements 👤

Count: 75

Id	Abbreviation	Name	
→ 1	TDLYMN	Temp daily mean	<input type="button" value="Edit"/>
→ 2	TMPMAX	Temp daily max	<input type="button" value="Edit"/>
→ 3	TMPMIN	Temp daily min	<input type="button" value="Edit"/>
→ 4	TMPMN	Temp daily mean	<input type="button" value="Edit"/>
→ 5	PRECIP	Precip daily	<input type="button" value="Edit"/>
→ 14	DPTMN	Temp dew pt mn	<input type="button" value="Edit"/>
→ 17	RHMEAN	RH daily mean	<input type="button" value="Edit"/>
→ 18	EVAPPN1	Evap pan1 daily	<input type="button" value="Edit"/>
→ 19	EVAPLK	Evap lake daily	<input type="button" value="Edit"/>
→ 30	DYTHND	Day with Thunder	<input type="button" value="Edit"/>
→ 43	CloudDMean	Cloud Day Mean	<input type="button" value="Edit"/>
→ 46	Insolation daily	Insolation daily	<input type="button" value="Edit"/>
→ 47	PRESST	Press stn avg	<input type="button" value="Edit"/>
→ 57	WNDMIL	Wind Spd dly	<input type="button" value="Edit"/>
→ 60	WNDMX1	Wnd spd Max 1Min	<input type="button" value="Edit"/>
→ 84	Sunshine Total	Sunshine Daily	<input type="button" value="Edit"/>

## Showing element characteristics

Climsoft ≡ Element Detail 👤

Showing element details - Temp daily max

^ Characteristics

Id:	2
Abbreviation:	TMPMAX
Name:	Temp daily max
Description:	Temperature daily maximum
Units:	Degrees C
Domain:	Atmosphere
Subdomain:	Surface
Type:	Precipitation
Entry Scale Factor:	10
Comment:	pulled from v4 model

^ Quality Control Tests

## Working with Stations:

View as:

- Table: Grid layout for quick edits.
- Geo Map: Stations shown on a map.

- Tree Map: Classification view by region, organisation, or network.

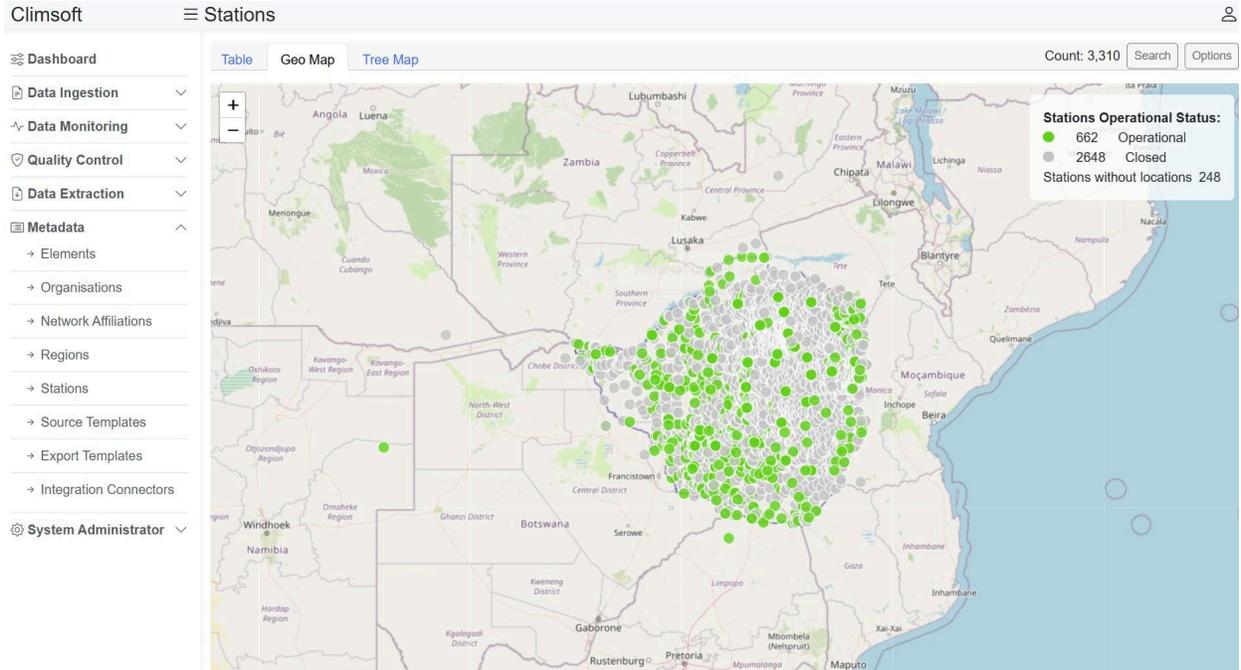
To edit:

1. Go to `Metadata > Stations`
2. Under the table tab, click a station row.
3. Use the form to edit metadata or allocate forms/network affiliations.

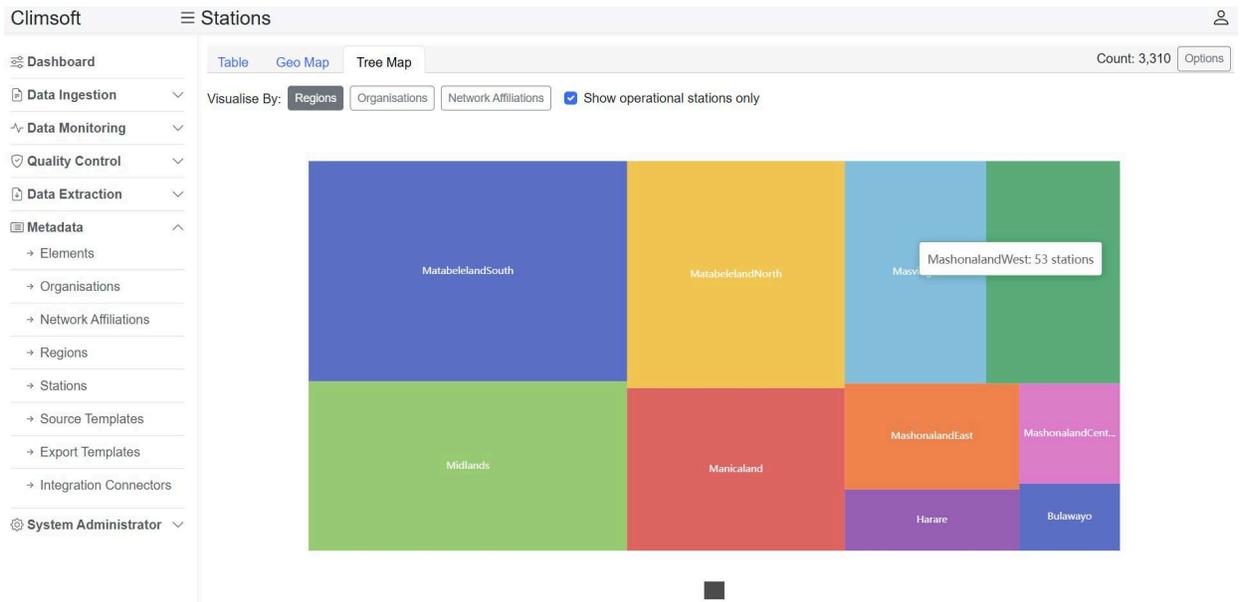
## Showing stations in table

		Processing		Environment		Status
Id	Name	Latitude	Longitude	Method	Focus	
→ 13793888	NYANYANI PAN	-18.2	25.467	Manual		operational <a href="#">Edit</a>
→ 13794568	KAZUMA DEPRESSION	-18.367	25.533	Manual		closed <a href="#">Edit</a>
→ 13795260	KAZUMA PAN NP			Manual		closed <a href="#">Edit</a>
→ 13795951	PANDA-MA-TENGA POLICE	-18.517	25.717	Manual		closed <a href="#">Edit</a>
→ 13796399	CREWE'S SUGAR ESTATE	-18.1	25.717	Manual		operational <a href="#">Edit</a>
→ 13797256	GUYU	-18.467	25.767	Manual	Land (fixed) Precipitation station	operational <a href="#">Edit</a>
→ 13797257	GUYO	-18.467	25.767	Manual		operational <a href="#">Edit</a>
→ 13797576	TROPHY HUNTERS AFRICA	-18.3	25.817	Manual		closed <a href="#">Edit</a>
→ 13797995	FULLER FOREST	-18.133	25.867	Manual	Land (fixed) Precipitation station	operational <a href="#">Edit</a>
→ 13798089	WATERFORD	-18.167	25.867	Manual		closed <a href="#">Edit</a>
→ 13798091	DIMBANGOMBE			Manual	Land (fixed) Precipitation station	operational <a href="#">Edit</a>
→ 13798360	TSHABALISA	-18.45	25.9	Manual		closed <a href="#">Edit</a>
→ 13798471	HWANGE MATETSI	-18.35	25.9	Manual	Land (fixed) Precipitation station	operational <a href="#">Edit</a>
→ 13798654	TSHOWE	-18.5	25.917	Manual		closed <a href="#">Edit</a>
→ 13798666	ROAD CAMP MIN 6A	-18.4	25.917	Manual		closed <a href="#">Edit</a>

## Showing stations on a geo map



### Showing stations on a Tree Map



### Showing station detail

Climsoft Station Detail 👤

Showing station details: 13793888 - NYANYANI PAN Delete

^ Characteristics Edit

Id: 13793888

Name: NYANYANI PAN

Description:

Latitude: -18.2

Longitude: 25.467

Elevation: 1080

Observation Processing Method: Manual

Observation Environment:

Observation Focus:

Organisation:

WMO ID:

WIGOS ID:

## Forms or network affiliations of the station

Climsoft Station Detail 👤

Showing station details: 13793888 - NYANYANI PAN Delete

^ Characteristics

^ Forms

^ Network Affiliations

## Allocating station a form

Climsoft Station Detail

Showing station details: 13793888 - NYANYANI PAN

Characteristics

Forms

Name	Description
MS 232 Daily - Grid	Daily data entry for daily elements - back date to previous day - grid layout
MS 232 Hourly Sunshine	Hourly data entry for hourly sunshine
MS 232 Daily Tmin & GMin	Daily data entry for tmin and gmin daily elements

Climsoft Station Detail

Showing station details: 13793888 - NYANYANI PAN

Characteristics

Forms

Select Form

Name	Description	
MS 304 Daily	Daily data entry rainfall return form	<input type="checkbox"/>
MS 232 - G	Hourly data entry in grid format	<input type="checkbox"/>
MS 232 Daily - Grid	Daily data entry for daily elements - back date to previous day - grid layout	<input checked="" type="checkbox"/>
MS 232 - Hourly - 3m	Hourly data entry form for 3 manned stations	<input type="checkbox"/>
MS 232 - Hourly - 2m	Hourly data entry form for 2 manned stations	<input type="checkbox"/>
MS 232 - Hourly - 1m	Hourly data entry form 1 manned station	<input type="checkbox"/>
MS 232 Hourly - airports	Hourly data entry form for airport stations	<input type="checkbox"/>
MS 232 Hourly Sunshine	Hourly data entry for hourly sunshine	<input checked="" type="checkbox"/>
MS 232 Daily Tmin & GMin	Daily data entry for tmin and gmin daily elements	<input checked="" type="checkbox"/>
MS 232 Daily - Linear	Daily data entry for daily elements - back dated to previous day - linear layout	<input type="checkbox"/>
MS 223	Hourly	<input type="checkbox"/>
MS 223 Wind	Wind speed and direction	<input type="checkbox"/>
MS 219 Daily	part time station form	<input type="checkbox"/>
MS 219 Daily - booked	part time stations form	<input type="checkbox"/>

Save Cancel

## Source and Export Templates:

Navigate to `Metadata > Source Templates` or `Metadata > Export Templates`

Add or edit templates for ingestion and extraction processes.

## Viewing source templates

Climsoft ≡ Source Templates 👤

Count: 14 Options

Name	Type	Description	Disabled	Assign	Options
→ MS 304 Daily	Form	Daily data entry rainfall return form	No	Assign	<ul style="list-style-type: none"> <li>Add Form Source</li> <li>Add Import Source</li> <li>Delete All</li> </ul>
→ MS 232 - G	Form	Hourly data entry in grid format	No	Assign	
→ MS 232 Daily - Grid	Form	Daily data entry for daily elements - back date to previous day - grid layout	No	Assign Stations	595
→ MS 232 - Hourly - 3m	Form	Hourly data entry form for 3 manned stations	No	Assign Stations	6
→ MS 232 - Hourly - 2m	Form	Hourly data entry form for 2 manned stations	No	Assign Stations	13
→ MS 232 - Hourly - 1m	Form	Hourly data entry form 1 manned station	No	Assign Stations	19
→ MS 232 Hourly - airports	Form	Hourly data entry form for airport stations	No	Assign Stations	9
→ MS 232 Hourly Sunshine	Form	Hourly data entry for hourly sunshine	No	Assign Stations	595
→ MS 232 Daily Tmin & GMin	Form	Daily data entry for tmin and gmin daily elements	No	Assign Stations	595
→ MS 232 Daily - Linear	Form	Daily data entry for daily elements - back dated to previous day - linear layout	No	Assign Stations	0
→ MS 223	Form	Hourly	No	Assign Stations	1
→ MS 223 Wind	Form	Wind speed and direction	No	Assign Stations	1
→ MS 219 Daily	Form	part time station form	No	Assign Stations	1
→ MS 219 Daily - back dated	Form	part time stations form	No	Assign Stations	1

## Adding or Editing Source template

Climsoft ≡ Edit Form Template 👤

Dashboard

Data Ingestion

Data Monitoring

Quality Control

Data Extraction

Metadata

- Elements
- Organisations
- Network Affiliations
- Regions
- Stations
- Source Templates
- Export Templates
- Integration Connectors

System Administrator

Name: MS 223

Description: Hourly

Extra Selectors: [1] ELEMENT × ↓

Fields: [2] DAY, HOUR × ↓

Layout: GRID

Element(s): [9] 101 - Temp dry bulb, 102 - Temp wet bulb, 103 - Temp dew point, 104 - Precip hourly, 105 - Relative Humidity, 106 - Pressure stn, 198 - Vapour Pressure Diff, 133 - Radiation global, 13 × ↓

Interval: 1 hr ↓

Hour(s): [24] 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 × ↓

UTC Offset: 2

## Viewing export templates

Climsoft    Export Templates

Count: 1    Options

Name	Description
Admin Export	Export template for admin to extract raw data

Add  
Delete All

- Dashboard
- Data Ingestion
- Data Monitoring
- Quality Control
- Data Extraction
- Metadata
  - Elements
  - Organisations
  - Network Affiliations
  - Regions
  - Stations
  - Source Templates
  - Export Templates
  - Integration Connectors
- System Administrator

## Create or edit export template

Climsoft    New Export Template

Name: Admin Export

Description: Export template for admin to extract raw data

Export Type: Raw

Data Filter Selections

Station: All Select

Element: All Select

Interval: All Select

Observation Date: All Within From Last

Quality Control Status: All Select

Data Processing Selections

- Dashboard
- Data Ingestion
- Data Monitoring
- Quality Control
- Data Extraction
- Metadata
  - Elements
  - Organisations
  - Network Affiliations
  - Regions
  - Stations
  - Source Templates
  - Export Templates
  - Integration Connectors
- System Administrator

## System Administrator menu

### Managing users and user groups

Individual users and groups are managed by system administrators via the main menu.

User groups can be created to distinguish specific roles and responsibilities, such as:

- Data Observers (e.g. for data entry rights)
- Data Viewers (e.g. for data viewing and export rights)
- Data Administrators (e.g. for full system access to manage data and users)

The full range of permissions available to users and groups is:

- Can edit station metadata
- Can enter and correct data
- Can monitor data ingestion
- Can quality control data
- Can export data

Groups can be created using any combination of the above permissions.

Individual users can then be created and added to existing groups, depending on the type of access required.

### Viewing user groups

The screenshot shows the 'User Groups' page in the Climsoft Web interface. The page has a header with 'Climsoft Web' and 'User Groups' on the left, and a user icon on the right. Below the header is a table with two columns: 'Name' and 'Description'. The table lists four user groups: 'Super Users', 'Provincial Met Technicians', 'Station Observers', and 'DPU and Rainfall'. To the left of the table is a sidebar with navigation options: 'Dashboard', 'Data Ingestion', 'Data Monitoring', 'Quality Control', 'Data Extraction', 'Metadata', 'System Administrator', 'User Groups', 'Users', 'Climsoft V4', 'Settings', and 'Audit Logs'. An 'Add' button is located in the top right corner of the table area.

Name	Description
→ Super Users	User than have more privileges than others but not much more than system admin
→ Provincial Met Technicians	Users than manageprovinces
→ Station Observers	Station observers
→ DPU and Rainfall	Data Capturers and Quality Control

### Edit user group

Climsoft Web ≡ Edit User Group 👤

**Dashboard**

- Data Ingestion
- Data Monitoring
- Quality Control
- Data Extraction
- Metadata
- System Administrator
  - User Groups
  - Users
  - Climsoft V4
  - Settings
  - Audit Logs

Name: Super Users

Description: User than have more privileges than others but not much more than system admin

Permissions:

- Can edit station metadata All Select
- Can enter and correct data All Select
- Can import data All Select
- Can monitor data ingestion All Select
- Can quality control data All Select
- Can export data

Comment:

Save Cancel

## Viewing users

Climsoft Web ≡ Users 👤

Count: 114 Add

Name	Email	Phone	Group	Disabled	
→ admin	admin@climsoft.org		System Administrator	No	<span>Change Password</span>
→ Barnabas Mugadza			DPU and Rainfall	No	<span>Change Password</span>
→ agnesschirenje			DPU and Rainfall	No	<span>Change Password</span>
→ David Mukayi			DPU and Rainfall	No	<span>Change Password</span>
→ collinshumba			DPU and Rainfall	No	<span>Change Password</span>
→ joycebanda			DPU and Rainfall	No	<span>Change Password</span>
→ Brendon Togo			DPU and Rainfall	No	<span>Change Password</span>
→ isaacsaini			DPU and Rainfall	No	<span>Change Password</span>
→ Blessing Manyonga			DPU and Rainfall	No	<span>Change Password</span>
→ Tsitsi Mundoga			System Administrator	No	<span>Change Password</span>
→ Zvidzai Kanengoni			System Administrator	No	<span>Change Password</span>
→ Patrick Munyoki			System Administrator	No	<span>Change Password</span>
→ Test Observer User			Station Observers	No	<span>Change Password</span>

## User Details



- Dashboard
- Data Ingestion
- Data Monitoring
- Quality Control
- Data Extraction
- Metadata
- System Administrator
  - User Groups
  - Users
  - Climsoft V4
  - Settings
  - Audit Logs

Name: Barnabas Mugadza

Email: btmugadza2000@gmail.com

Phone: +263778058122

Group: 4 - DPU and Rainfall

Is system administrator

Permissions:

- Can edit station metadata
- Can enter and correct data
  - All Select
- Can import data
- Can monitor data ingestion
  - All Select
- Can quality control data
  - All Select
- Can export data