

## Somalia Water Sources Information Management System (SWIMS)

**Class hours:** 7.30 am – 12.30 pm

**Pre-requisites:** Participants should have basic computer skills

**Course Description:** SWIMS is a database application developed by SWALIM to collect and manage water sources information. It allows users to manage water information within their organizations while at the same time contributing to the national inventory on water. The training aims to enhance the knowledge and skills of the Somali ministry staff in using this software.

Unit	Outline
<b>SWIMS installation, activation and user login</b>	<ul style="list-style-type: none"> <li>• SWIMS software installation</li> <li>• SWIMS activation process</li> <li>• SWIMS login process</li> </ul>
<b>SWIMS database management</b>	<ul style="list-style-type: none"> <li>• Adding a user profile</li> <li>• Editing a user profile</li> <li>• Changing a user password</li> <li>• Backing up data</li> <li>• Restoring data</li> <li>• Importing and exporting data</li> </ul>
<b>Entering and managing water sources data</b>	<ul style="list-style-type: none"> <li>• Adding a water source record</li> <li>• Editing a water source</li> <li>• Attaching external files to a water source record</li> <li>• Editing a water source location</li> </ul>
<b>Entering and managing metadata records</b>	<ul style="list-style-type: none"> <li>• Add metadata record</li> <li>• Editing a metadata record</li> <li>• Creating a master metadata record</li> </ul>
<b>Entering and managing interventions</b>	<ul style="list-style-type: none"> <li>• Adding an intervention to a water source records</li> <li>• Editing a water source intervention records</li> </ul>
<b>Generating reports</b>	<ul style="list-style-type: none"> <li>• Generating a detailed information report</li> <li>• Generating an essential information report</li> <li>• Generating an intervention report</li> <li>• Generating a source history report</li> <li>• Generating a metadata listing report</li> <li>• Generating an information management report</li> </ul>
<b>SWIMS help &amp; documentation</b>	<ul style="list-style-type: none"> <li>• Using the help feature</li> <li>• Viewing and printing SWIMS documents</li> </ul>