

# Uchaguzi - Anatomy of a Report

This is the breakdown of an Uchaguzi report page and description of all of the fields with instruction.

Please note that [Uchaguzi Digital Teams](#) will work together on reports added to Uchaguzi. They will follow guidelines about privacy, security, urgent items and techniques for good reports.

The basic six steps for a report:

The numbers below correspond to the numbers on the screenshot.

1. The Title field should be brief but descriptive synopsis of the content in the description field. Including the context and location is best, such as: "High Voter Turnout in Kisumu".
2. The Description field is where the content of the SMS, Tweet, email, web submission, or other source is stored. It should not be edited other than to remove names, phone numbers, tribal names, and dangerous speech. The translation of this message will also go here, below the original, as detailed on the [Translation Team Step by Step](#) page.
3. The Map, Search field, and Location fields are where the Geolocation Team is responsible for geolocating reports. More information about that is available on the [Geolocation Team Step by Step](#) page.
4. The Non-Actionable/Actionable/Urgent status is for letting us and our colleagues know if and where action should be taken to follow-up, or if there an urgent need that requires immediate attention. The Action Taken field is for our colleagues to let the public know what action was taken on their submission.
5. The Categories are a list of checkboxes that play two roles. One is to set the status of the report (i.e., "To be Translated", "Geolocated"). The other is to category the report based on the content of the message submitted for category filtering on the homepage map and reports page. The categories are defined on the [Uchaguzi Categories](#) page.
6. The links fields are to copy and paste any links to news sources or videos. The photos field is to upload any photos associated with the report, if any were submitted with the text.
7. The Approve and Verify buttons are to verify the report (if possible) and to approve it for publication on the website, if it is ready to be public. Please note: This option will only be available to the report and verification teams.

# TOOLS

- DASHBOARD
- REPORTS
- MESSAGES
- STATS
- ADDONS
- ELECTION TOOL
- SETTINGS
- MANAGE
- USERS

View Reports **Create Report** Comments Download Reports Upload Reports Actionable

## Form (Select A Form Type)

Default Form

**Title \***

**Description** Include as much detail as possible. \*

**Actionable:** Does this report need action?  
 Not actionable  Actionable  Urgent

**Action taken:**  Has action been taken? Summarise action taken or required on this report

**Date** (mm/dd/yyyy)

**Time** (Approximate)

**Categories** Select as many as needed. \*

- Counting + Results
- GEOLOCATION
- Other
- Polling Station Administration
- POSITIVE EVENTS
- Security Issues
- SMS-V
- Staffing Issues
- TRANSLATION
- Trusted Reports
- URGENT
- Voting Issues

**News Source Link**

**External Video Link**

**Upload Photos**

**Incident Location** **3**

Latitude:

Longitude:



- DELETE LAST
- DELETE SELECTED
- CLEAR MAP

**City, State and/or Country**

FIND LOCATION

\* Search for your location using a location name OR latitude,longitude coordinates (format: 38.19, 85.61), OR click on the map to pinpoint the correct location..

**Location Name \***

Example: Corner of City Market, 5th Street & 4th Avenue, Johannesburg

[New Category](#)

**5**

**6**

**Personal Information** Optional

First Name

Last Name

Email Address

**Information Evaluation**

Approve this Report?  Yes  No

Verify this Report?  Yes  No



SAVE REPORT

SAVE & CLOSE

SAVE & ADD NEW

DELETE THIS REPORT

CANCEL