User Manual
Digital Risk Information Platform (DRIP)

http://drip.plancomm.gov.bd
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Acronyms and Abbreviation

CEGIS Center for Environmental and Geographic Information Services
DIA Disaster Impact Assessment
DRIP Digital Risk Information Platform
GIS Geographic Information System
IPCC Intergovernmental Panel on Climate Change
UNFCC United Nations Framework Convention on Climate Change
WARPO Water Resources Planning Organization
Chapter One: Overview of DRIP

1.1 Introduction

Bangladesh is a country of natural calamity. It always stands at risk of growing loss and damage due to disasters and climate stresses. Limitations are found in incorporating disaster and climate change risks in all stages of development planning. This extensive linkage between disaster and development generates an urgency to establish a risk information platform/interface to access disaster and climate risk information and tools for risk-informed planning and investment. At present, the available databases for managing development project life cycles, and climate risk screening tools are quite fragmented and lacks contextual data and information on disaster and climate change risks. most of the risk screening tools are about physical hazards and risks and do not follow any integrated approach for risk and vulnerability assessment. To resolve the current lack of an integrated digital platform, a Digital Risk Information Platform (DRIP) is introduced.

This platform/interface is designed to provide necessary disaster and climate risk data and information to carry out Disaster Impact Assessment (DIA), a tool proposed by the National Disaster Management Council of Bangladesh headed by the Prime Minister, to ensure disaster resilient development. However, as such, there is no comprehensive database comprising tools and knowledge products to assist the planners to integrate disaster and climate risk data and information into development projects, plans, and programs for decision making and planning for risk-informed public investment

1.2 Objective

The Digital Risk Information Platform (DRIP), a specialized software application, aims to strengthen the institutional capacity of the Government of Bangladesh for assessing, understanding, and communicating disaster and climate-related risks, to integrate disaster risk information into development planning & budgeting, policies, and programs. The specific objectives of the project are listed below.

- Integrate disaster and climate risk information into development projects, plans, programs, and policies to ensure risk-informed public investment
- Facilitate access to risk information from a common platform
- Assist the Planning Officials in different ministries with available risk information in different sectors

(N.B. To get the best user experience from DRIP Web Application please use Google Chrome as the browser for report generation, print and download. Other browsers might have issues with report formatting while the report is downloaded)
1.3 Structure of DRIP

![Diagram of DRIP's structure]

Figure 1.1 Structure of DRIP

1.4 Home Page

![Home Page of DRIP]

Figure 1.2 DRIP’s Home Page

The home page of DRIP includes several sections they are:

- Navigation Bar
- Slider
- Informative Sections
- Lower Footer
1.4.1 Navigation Bar

The first section in the Digital Risk Information Platform is the navigation bar. It includes the following options.

- Home
- About
- Meta Data Viewer

- Information Viewer
  - Disaster Risk Map
  - Climate Projection Map

- Report Viewer
  - Development and Appraisal Tool

- Glossary

- More
  - User Guidelines
    - English
    - Bangla
  - Relevant Important Documents
  - Frequently Asked Questions
  - Feedback

- Register
- Login

1.4.2 Slider

Each slider shows information about certain disasters and after effects, a user can easily move forward and backward slides by clicking on the navigation button both right and left.
1.4.3 Informative Sections

There are several informative sections like aim, objectives, data sources, etc. in the DRIP platform which have been used to describe certain features and the numbers associated with DRIP.

![Aim Section](image)

**Aim**

The Digital Risk Information Platform (DRIP), a specialized software application, aims to strengthen the institutional capacity of the Government of Bangladesh for assessing, understanding and communicating disaster and climate related risks, with the goal of integrating disaster risk information into development planning & budgeting, policies and programs.

![DRIP Resources](image)

**Resources**

- **64** Districts
- **492** Upazilas
- **13** Hazard Layers
- **13** Exposure Layers
- **9** Vulnerability Layers
The Data Source section views the name of data-providing agencies of the DRIP system. A user will be able to see the link of each organization on the mouse hover to individual cards. By clicking on the link, the user will be redirected to the corresponding organization’s website.
1.4.4 Lower Footer

In the lower footer there are several important links:

- Global Risk Data Platforms and Related Organizations
  - Global Risk Data Platform
  - Aqueduct Global Flood Analyzer
  - The Global Integrated Drought Monitoring and Prediction System
  - Global Risk Data Platform: Preview
  - UNDRR
  - IPCC
  - UNFCC

- National Data Portal and Related Departments
  - Planning Commission
  - Department of Disaster Management
  - Department of Environment
  - Bangladesh Bureau of Statistics
  - Bangladesh Water Development Board
  - Local Government Engineering Department: GIS Section
  - Bangladesh Agricultural Research Council: Maps
  - Water Research Planning Organization
  - GEODASH

To select a national data portal or global risk data platforms and organizations:

- Click on the link National Data Portal and Related Departments/ Global Risk Data Platforms and Related Organizations
- Select the desired item from the dropdown.
- Click on the National Data Portal and Related Departments/ Global Risk Data Platforms and Related Organizations again or press ESC.
1.5 User Guidelines

To visit user guidelines, follow the following steps:

- Click the more button.
- Hover on the User Guidelines.
- Select English or Bangla for guideline language.

Finally, a page will be visible like below.

![User Guidelines](image)

Figure 1. 11 User Guideline

One of the important sections on DRIP's home page is the Important links section.

- Feedback
- Terms of Conditions
- Privacy Policy
- Global Risk Data platforms and Related Organizations
- National Data Portal and Related Organizations

![Important Links](image)

Figure 1. 12 Important Links
Chapter Two: Meta Data Viewer

2.1 Overview
DRIP system includes overall summary data of possible risk based on DRIP system. The Metadata Information includes vital information like -

- Indicator
- Component
- Sub-Component
- Title
- Abstract
- General
- Quality
- Completeness
- History of the dataset
- Purpose of the production
- Process description
- Type of dataset
- Dataset Language
- Additional information source for the dataset

2.2 View Meta Data
To go to Meta Data Viewer, Click on the Meta Data Viewer from the navigation bar. A webpage like below (Figure-2.2) will be rendered.

Figure 2.1 Home page
To view individual information, select the **Indicator** and **Sub-indicator** from the dropdown. Select the **Sub-Sub-Indicator** if it is available in the dropdown.

### 2.2.1 Indicator Selection

To view the metadata:

- Select the **Indicator**
- Select **Sub-Indicator**
- Select **Sub-Sub-Indicator**
2.2.2 View Metadata Details information

After section 2.2.1 Indicator Selection is completed, metadata will be visible at the right panel.
Chapter Three: Information Viewer

3.1 Overview

Based on the Admin Boundary Selection in the Map Filter (Section-3.2.1.5 Map Filter), and on mouse over the map, a user will be able to view the map. If the mouse is hovered on a map, the boundary of the District or Upazila will be visible.

To see the overall information regarding that District/Upazila follow the following steps:

- Click on any boundary (Any District from the map).
- Click on any tab from details information to respective data.

![Figure 3. 1 Disaster Detail Information](image-url)
Figure 3. 2 Detail Information about Cyclone

Figure 3. 3 Detail Information about Drought Kharif.
Figure 3. 4 Detail Information about Drought Pre Kharif

Figure 3. 5 Detail Information about Earthquake
### Figure 3.6 Detail Information about Erosion

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Components</th>
<th>Possible DRR Measures</th>
<th>Cost for DRR Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Sinks</td>
<td>-</td>
<td>Emergency lighting facilities</td>
<td>-</td>
</tr>
<tr>
<td>Drought: Pre Khairif</td>
<td>-</td>
<td>Emergency fire supply</td>
<td>-</td>
</tr>
<tr>
<td>Drought: Khairif</td>
<td>-</td>
<td>Early harvesting of crops</td>
<td>-</td>
</tr>
<tr>
<td>Erosion</td>
<td>-</td>
<td>Farming crops of short growing period</td>
<td>-</td>
</tr>
<tr>
<td>Flood</td>
<td>-</td>
<td>Elevated seed bed</td>
<td>-</td>
</tr>
<tr>
<td>Landslide</td>
<td>-</td>
<td>Flooding Agriculture</td>
<td>-</td>
</tr>
<tr>
<td>Salinity</td>
<td>-</td>
<td>Sustainable developments around agricultural fields</td>
<td>-</td>
</tr>
<tr>
<td>Sea Level Rise</td>
<td>-</td>
<td>Flood-resistant crop harvesting</td>
<td>-</td>
</tr>
<tr>
<td>Storm Surge</td>
<td>-</td>
<td>Proper distribution of drinking water and relief goods</td>
<td>-</td>
</tr>
<tr>
<td>Cyclone</td>
<td>-</td>
<td>Establishing Flash flood control and Prevention systems</td>
<td>-</td>
</tr>
<tr>
<td>Earthquake</td>
<td>-</td>
<td>Coordinated emergency response, rescue and recovery during and post flash flood period</td>
<td>-</td>
</tr>
<tr>
<td>Drought: Khairif</td>
<td>-</td>
<td>Establishing infrastructure that supports fast flood recovery and recovery</td>
<td>-</td>
</tr>
<tr>
<td>Drought: Pre Khairif</td>
<td>-</td>
<td>Providing assistance in re-establishing infrastructures (houses, roads, etc.)</td>
<td>-</td>
</tr>
</tbody>
</table>

### Figure 3.7 Detail Information about Flash Flood

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Components</th>
<th>Possible DRR Measures</th>
<th>Cost for DRR Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Areas</td>
<td>-</td>
<td>Emergency lighting facilities</td>
<td>-</td>
</tr>
<tr>
<td>Accessibility to necessary utility facilities</td>
<td>-</td>
<td>Emergency fire supply</td>
<td>-</td>
</tr>
<tr>
<td>Availability of Food and Drinking Water</td>
<td>-</td>
<td>Early harvesting of crops</td>
<td>-</td>
</tr>
<tr>
<td>Flash Duration</td>
<td>-</td>
<td>Farming crops of short growing period</td>
<td>-</td>
</tr>
<tr>
<td>Flood Duration</td>
<td>-</td>
<td>Elevated seed bed</td>
<td>-</td>
</tr>
<tr>
<td>Infrastructure vulnerability</td>
<td>-</td>
<td>Flooding Agriculture</td>
<td>-</td>
</tr>
<tr>
<td>Landslide</td>
<td>-</td>
<td>Sustainable developments around agricultural fields</td>
<td>-</td>
</tr>
<tr>
<td>Salinity</td>
<td>-</td>
<td>Flood-resistant crop harvesting</td>
<td>-</td>
</tr>
<tr>
<td>Sea Level Rise</td>
<td>-</td>
<td>Proper distribution of drinking water and relief goods</td>
<td>-</td>
</tr>
<tr>
<td>Storm Surge</td>
<td>-</td>
<td>Establishing Flash flood control and Prevention systems</td>
<td>-</td>
</tr>
<tr>
<td>Cyclone</td>
<td>-</td>
<td>Coordinated emergency response, rescue and recovery during and post flash flood period</td>
<td>-</td>
</tr>
<tr>
<td>Earthquake</td>
<td>-</td>
<td>Establishing infrastructure that supports fast flood recovery and recovery</td>
<td>-</td>
</tr>
<tr>
<td>Drought: Khairif</td>
<td>-</td>
<td>Providing assistance in re-establishing infrastructures (houses, roads, etc.)</td>
<td>-</td>
</tr>
<tr>
<td>Drought: Pre Khairif</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Figure 3. 8 Detail Information about Flood

Figure 3. 9 Detail Information about Landslide
Figure 3. 10 Detail Information about Salinity

Figure 3. 11 Detail Information about Sea Level Rise

Figure 3. 12 Detail Information about Storm Surge
DRIP includes **Map Viewer** section

- Disaster Risk Map
- Climate Projection Map

Disaster Risk Map displays the possible risk on disasters like **Cyclone, Drought: Kharif, Drought: Pre Kharif, Earthquake, Erosion, Flash Flood, Landslide, Salinity, Sea Level Rise, Storm Surge**.

### 3.2 Disaster Risk Map

To view the disaster risk information in the form of a map:

- Go to the **Information Viewer** tab
- Click the **Disaster Risk Map** tab

![Click Information Viewer](image-url)
Here on the top right (Figure-3.15), a map customization panel is available. To set the different functionality of the map viewer use the map customization panel (Figure-3.16).

3.2.1 Map Customization Panel

The picture below (Figure-3.16) is the main customization panel of the Disaster Risk Map. Each icon is assigned to specific functionality in the map section.

3.2.1.1 Map Download

Click the Map Download (Figure-3.17) to download the map as a .png file like figure-3.18.
3.2.1.2 Map Reset

![Map Reset](image)

Click on the **Reset** icon to reset the map to its original state (Figure 3.19).

3.2.1.3 Full Extending the map

![Full Extending](image)

Click on the marked icon for extending the map to its full extend.

Click on the **Extend Map** icon (Figure 3.20) to extend the map to the full screen. Later the whole map will be fully extended.

3.2.1.4 Map Background Layer

![Map Background](image)

Figure 3.21 Map Background Layer
Click on the map background layer to change its background (Figure 3.21).

There are several map backgrounds:

- Open Street
- Google Hybrid
- Google Satellite
- Google Street
- Google Terrain
- ESRI
- None

Choose a background from any of the above.

---

**Figure 3.22 Open Street Map**

**Figure 3.23 Google Hybrid background**
Figure 3. 24 Google Satellite background

Figure 3. 25 Google Street Background

Figure 3. 26 Google Terrain Background
3.2.1.5 Map Filter

This is the main customization option for the map viewer section. To filter out data from the map follow the steps mentioned below:

- Click on the filter the map icon.
- Select boundary and indicator information

In the Disaster Risk Map, a tab will be visible like the picture below (Figure-3.30).

3.2.1.5.1 Map Settings
To visualize the proper layers in the map the following criteria must be fulfilled. Here two settings can be set with two different sections

3.2.1.5.2 Fixing Boundary and Indicator

To view the disaster map for a particular district we have to:

1. Select proper boundary
2. Select proper indicator

In the Map Settings, we have to configure both the boundary and Indicator for displaying the map.

There are several indicators available there are:

- Cyclone
- Drought: Kharif
- Drought: Pre Kharif
- Earthquake
- Erosion
- Flash Flood
- Landslide
- Salinity
- Sea Level Rise
- Storm Surge

Selecting Boundary

To select the district map:

- Select the boundary as District.
- Select the desired district from the dropdown.
- Select other map layers or roads if necessary.

Follow the steps mentioned below to select the Upazila map

Figure 3. 30 Map Settings
- Select the boundary as **Upazila**.
- Select the desired district from the district dropdown.
- Select the desired Upazila from the Upazila dropdown.
- Select other map layers or roads if necessary.

![Map Settings](Image)

**Figure 3. 31 Setting District boundary information**

- Select the boundary as **Upazila**.
- Select the desired district from the district dropdown.
- Select the desired Upazila from the Upazila dropdown.
- Select other map layers or roads if necessary.

**Figure 3. 32 Setting Upazila boundary information**

- **Others Map Layers**
  - Major Rivers □ Rural Market □ Railway
  - Road Map Layers
    - □ National Road □ Regional Road □ District Road □ Upazila Road

**Figure 3. 33 Other Map Layers**
Figure 3. 34 Indicator for Disaster Risk Map

For selecting the Indicators:

- Select an Indicator.
- Select associated hazard/return period/exposure/vulnerability/risk.
- Select Sub-Component.
- Click the close or X icon at the top right corner.

Figure 3. 35 Disaster Risk map based on district
3.3 Climate Projection Map

3.3.1 Overview

The climate projection map gives a projection based on the climate considering several factors.

To go to the climate projection map:

- Hover the mouse on the **Information Viewer**.
- Click on the **Climate Projection Map** from the dropdown.

In the figure climate projection map, A map customization panel would be available on the top right side. To learn more functionality about each icon please take a look at section 3.2.1 Map Customization Panel. To know more about the map filter functionality read section 3.3.2.

3.3.2 Map Filtering in Climate Projection

After clicking the **filter map** icon below a new window will pop up like Figure-3.38.
Figure 3. 38 Map Settings of the Climate Projection Map

To get the desired map output:

- Select the boundary.
- Select District or District along with Upazila.
- Select map layers if necessary.
- Select Factor.
- Select Type.
- Select Season.
- Select RCP.
- Select Year.
- Click X icon or click the close button to eliminate the popup tab.

Figure 3. 39 Climate Change Projection Map setting (right panel)

Here from the dropdown after configuring proper Climate Change Projection Settings. Some options in the dropdown might only be visible for certain combinations of selection.

Close the map settings by clicking the X icon on the top-right or click the close button. After all the configurations, if all the settings are configured properly a window like below will be visible (Figure-3.40).
Figure 3. 40 Climate Change Map (Chittagong District, Factor-temperature, RCP-8.5, 2041-50)
Chapter Four: Report Viewer

4.1 Overview
To create an opportunity for the user to generate and download the report based on district or Upazila DRIP system has a feature called Development and Appraisal Tool.

4.2 Development and Appraisal tool
Drip System consists of several Advanced tools. One of them is Development and Appraisal tool. It generates the report dynamically based on the user’s inputs. Only the authorized users can view the Development and Appraisal Tool.

To view Development and Appraisal tool the user must be logged in and he should also have the proper authorization. While the user generates the report the system will generate a log automatically with time, username, email along IP address.

To learn more please contact DRIP Admin.

To go to Development and Appraisal tool page:
- Hover on the Report Viewer.
- Click on the Development and Appraisal Tool button.

Figure 4. 1 Report Viewer Tab

Figure 4. 2 Disaster Risk Report Generator.
The report generating page consists of three sections.

- **Project Location**
- **Project Information**
- **Hazard Information**

### 4.2.1 Project Location

**For District boundary:**

- Select the boundary as **District**.
- Select the district from the dropdown.

**For Upazila:**

- Select the boundary as **Upazila**.
- Select district from the dropdown.
- Select Upazila from the dropdown.

![Figure 4. 3 Project Location (Boundary District)](image)

![Figure 4. 4 Project Location (Boundary Upazila)](image)
4.2.2 Project Information

Give the project vital information like **Project Name**, **Sector**, **Description**. It is mandatory to give the **Project Name** otherwise a window like figure-4.6 will be visible.

![Figure 4. 5 Project Information](image)

Figure 4. 5 Project Information

#### 4.2.3 Hazard Information

To generate the report properly, it's mandatory to select at least one of the **Hazards**.

- Click on the **select menu** to select a hazard.
- Select one or more hazards.

![Figure 4. 6 Warning for not giving Project Information](image)

Figure 4. 6 Warning for not giving Project Information

![Figure 4. 7 Hazard Information](image)

Figure 4. 7 Hazard Information
• Click outside the dropdown area to close the dropdown.

In the case without selecting the appropriate option, if Generate Report button is pressed, a pop-up window like (Figure-4.8) will be displayed.

![Figure 4.8 Warning failure message to generate a report](image)

Figure 4. 8 Warning failure message to generate a report

---

![Figure 4.9 Selecting Hazard from the dropdown](image)

Figure 4. 9 Selecting Hazard from the dropdown

4.2.4 Generate Report

After configuring project location, project information, hazard information

Click on the Generate Report button.

Meanwhile, a section will be rendered like below (Figure-4.10).

![Figure 4.10 Generated report](image)

Figure 4. 10 Generated report

On the right-top side of the page, there is a link called Save or Print,

Click on the link to print or save the report in pdf format.
Click on **Save** button and keep the **background graphics** checked from the settings options.

In the report section by clicking the **Report Menu** the user can also download data and images into different formats like **csv, xls, png, jpeg, pdf, svg**.

The user can download data and images into different formats like **csv, xls, png, jpeg, pdf, svg** by clicking the **Report Menu**.
Figure 4. 13 Report Menu

Figure 4. 14 Downloaded CSV file data
Chapter Five: Miscellaneous

5.1 Overview

In this section, Miscellaneous links will be discussed

- Glossary
- Relevant Important Documents
- Feedback
- About DRIP

5.2 Glossary

To view particular glossary information, follow the steps mentioned below:

- Click on the Glossary menu from the navigation bar.
- Click on the definition term to view the detailed information.

On the Glossary page, there are two panels left and right. The left panel consists of a search bar and a list of all definitions.

The user can also view the all-other definitions if he/she scrolls through the right panel.

Figure 5.1 Glossary page
To search for a definition:

- Write the definition in the **search bar**.
- Hit **Enter**.

If the definition is available then it will be visible at the **left panel** otherwise there will be no definition at the left panel (Figure-5.3).

5.3 Relevant Important Documents

To go to **Relevant Important Documents**:

- Hover/Click the mouse on the **More** tab.
- Click on the **Relevant Important Documents**.
The Relevant Important Documents has two panels, **left** and **right** (Figure-5.4).

To view a particular document,

Click on any title from the **left panel** on any of the links and the expected report will be visible on the **right side** (Figure-5.5).

To search, write the full or partial **title** of the document in the **search box**. If it’s available in the system, then only the title can be seen on the **left side**.

Click the **found title** to see the expected document on the **right panel** (Figure-5.5).

![Figure 5. 4 Relevant Important Documents](image)

**Figure 5. 4 Relevant Important Documents**

![Figure 5. 5 Searching relevant Documents from the system.](image)

**Figure 5. 5 Searching relevant Documents from the system.**
5.4 Feedback

It's possible to submit feedback to the System Authority using the Feedback form.

To go the feedback:

- Hover/Click the mouse in the Navigation Bar on the More tab.
- Click Feedback.

Give the following information

- Your Name
- Your Email
- Subject
- Message

In a case without providing the above vital information if the Send Message button is pressed then the user will get errors on the client-side (Figure-5.7).
If the feedback is submitted successfully. The following message will appear as the pop-up message (Figure-5.8).

![Success](image)

Feedback submitted Successfully!

Figure 5. 8 Display successful message on feedback submission

5.5 About DRIP

The **About page** of DRIP contains all the necessary information about the Digital Risk Information Platform.

![About DRIP Page](image)

Bangladesh has made significant progress in disaster risk management, the country is still at risk of growing loss and damage due to disaster and climate stress. The evidence shows that the current and likely future impact of disaster and climate stresses on the economy, livelihoods and assets of the country has been progressively increased in the past decades. Limitations are found in understanding disaster and climate change risks in all stages of development planning. This extensive linkage between disaster and development generates an urgency to establish a risk information platform/infrastructure to assess disaster and climate risk information and tools for risk-informed planning and investment.

As present the available databases for managing development project life cycles, and climate risk screening tools, are quite fragmented and lacks comprehensive data and information on disaster and climate change risks. Questions related to development planning and management issues within the Government of Bangladesh do not supply for Bangladesh to assist in the budgeting process of development projects, a climate risk screening tool has been developed under the project titled "Establishing a Climate Risk Screening System for Mitigating Climate Change Adaptation and National Development Budgeting Authority", funded by "Asian Development Bank (ADB)", which can help Planning Commission officials to assess the impact of climate change on a development project, its economic losses and adaptation need.

The Digital Risk Information Platform (DRIP), a specialized software application, aims to strengthen the institutional capacity of the Government of Bangladesh for assessing, understanding and communicating disaster and climate related risks, with the goal of integrating disaster risk information into development planning & budgeting, poverty and other programs. The specific objectives of the project are listed below.
Chapter Six: Log in and Registration

6.1 Overview

The common pages are accessible to all users ignoring the fact whether they are logged in or not. To view the restricted page the login is a must for the user. Before login, the user must register in DRIP.

6.2 Register

To register in DRIP:

- Click on the Register link.
- Enter the email.
- Give username.
- Give the phone number.
- Enter password.
- Confirm the password again.
- Click Register.

In case if the user submits the request without filling the required field, he would get the validation error on the client-side (Figure-6.2).

Figure 6. 1 Register Page
After submitting a request, the following pop window will appear on the current page click **OK** to close the pop-up window (Figure-6.3).

![Client-side validation](image)

**Figure 6. 2 Client-side validation**

After getting the above message check the inbox and click the email confirmation link sent to the user's email address (Figure-6.4).

![Success message on User registration](image)

**Figure 6. 3 Success message on User registration**

Click on the **Login button** in figure-6.5 for redirecting to the login page.
6.3 Login

In case if the user has not confirmed his/her email but tries to log in, an error will be visible like figure-6.7.

To login into the system:

- Enter the username
- Give the password
- Click the login button.
If the credentials are correct then the user will automatically be logged in and would see the change in navigation bar section (Figure 6.8).

6.4 Forgot Password

If a user forgot his/her password, to reset the password,

- Click on the **Forgot Your Password** link.
- Write the email address.
- Click **submit**.

After successful submission, the user will get a successful confirmation message of email submission (Figure 6.10).
Click on the reset link (sent to your email) and a page will look like below (Figure 6.12).

- Enter the **new password**
- Confirm the **password** again
- Click **submit** button.

After a successful password reset the confirmation message will appear like below.
Chapter Seven: Authorized Options

7.1 Overview:
Based on logged in user role, users can see different menus and submenus in their profile dropdown. This dropdown will be visible at the top right of the menu bar.

7.2 Common User
Usually, all logged users can see three options. In their user profile dropdown. Based on their role more options will be displayed here (for Admin).

- User Profile
- Change Password
- Logout

7.2.1 User Profile
If a user clicks on the User Profile link the following page will be displayed.
7.2.2 Change Password

- To change the current password,
- Click on the **Change Password** link
- Enter the current password
- Give the new password
- Click **submit**.

![Change Password Page](image1)

**Figure 7.3 Change Password Page**

All the rest of the functionality for a logged-in user would be the same as unauthenticated user options.

There are four types of common roles available in the DRIP system

1) **Planner**
2) **DPP Appraisal**
3) **DPP Creator**
4) **Authenticated User**

An authenticated user is not assigned to any special role in DRIP system but he/she would have option to, log into the system, view the profile information, change password and logging out. DRIP system also allows him/her to perform normal actions as a common user.

7.3 Planner

The planner has access to all the common functionality of the DRIP platform. With special privilege, they can also download and generate a disaster report (For detailed information, visit section 4.2 **Development and Appraisal Tool**).
7.4 DPP Appraisal & DPP Creator

DPP appraisal and DPP Creator have extra features other than a planner, one of them is the data download option. By using the Data Download option user can download two types of data. District Indicator data and Upazila Indicator data.

The user can download district or Upazila data in form of .xlsx format by clicking export to excel link. It’s also possible to search district or Upazila data by district/Upazila name respectively.