SAM4DPM User Guide for the Competent Authority (CA)

Introduction

Since 2014, the WOAH Platform on Animal Welfare for Europe Action Plans has implemented a series of capacity building and technical support initiatives aiming at supporting the implementation of the Chapter 7.7. of the Terrestrial Animal Health Code (TAHC), in order to mitigate risks to public health, livestock losses, wildlife conservation, and dog health and welfare in the region.

In this vein, the WOAH in collaboration with the Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise/WOAH Collaborating Centre have developed an upgraded version of the stray dog Self-Assessment and Monitoring tool (SAM Tool 1.0) – used in the past to establish and monitor the progresses achieved in the implementation of the former Chapter 7.7. recommendations on stray dog control - in the format of a web-based self-assessment platform now renamed **Self Assessment and Monitoring System for Dog Population Management (SAM4DPM)**.

The new SAM4DPM is fully aligned to the revised Chap. 7.7. on dog population management and can be easily tailored for implementation in various regional or sub regional contexts. It is an user-friendly automated self-assessment and data analysis system, that automatically generates reports made of schemes and graphics upon need, in order to provide a more detailed and live time understanding of the overall situation at national level. It also enhances the opportunities to collaborate with partners/stakeholders in a comprehensive and intersectoral manner, by giving evidence of the progressive level of implementation of TACH Chapter 7.7. on dog population management and Chapter 8.15. on infection with the rabies at country, multi- country, or multi-regional level.

Main objectives of this tutorial, primarily targeting the contact persons tasked to manage the system as Country Profile Administrator (CPA) are (1) to present the new SAM4DPM system functions, relevant tools and outputs and (2) to facilitate the self-assessment rounds to be done in preparation to the forthcoming regional workshops on dog population management organized in the frame of the 4th Action Plan (2024-2026).

The Country Profile Administrator (CPA) will be provided with this user's guide and the keys to access the SAM4DPM reserved area, that can be reset and automatically recovered if necessary. The CPA will be able to generate tokens to let other subjects at local/peripheral level (within the same country) accessing the platform and complete other complementary forms, and consult reports.

The SAM4DPM currently allows to:
- Update data and information upon need;
- Process data 100% electronically at country and multi-country (or multi-regional) level for reporting purposes;
- Use the information and data already provided in previous assessment round(s);
- Generate automatically Country reports (PDF and Word files) made of schemes and graphics showing the level of compliance with Chap 7.7. and Chap 8.15. of the WOAH TAHC.

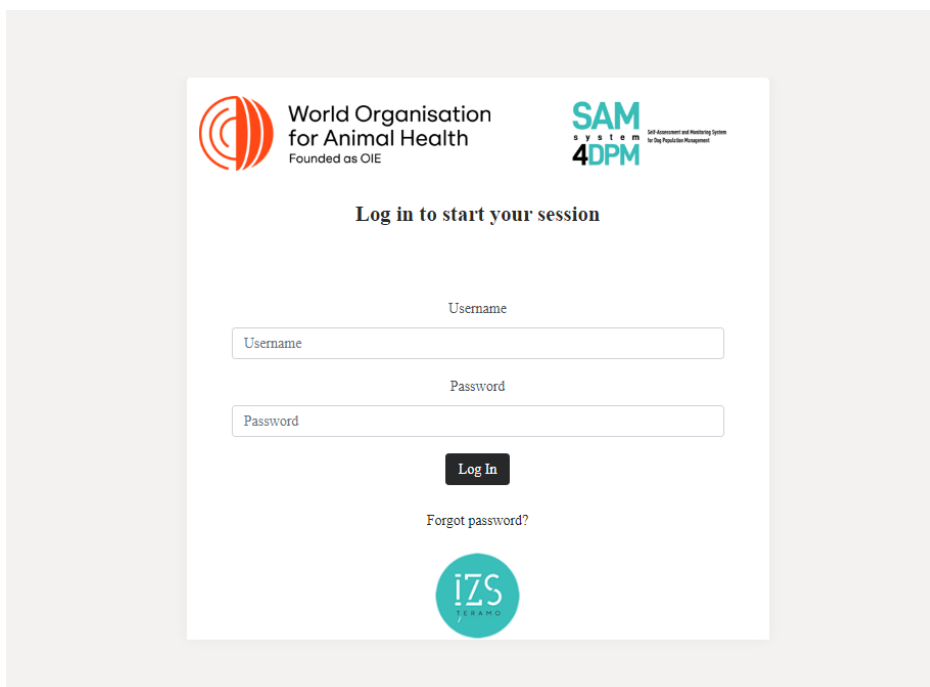# SAM4DPM User Guide

for the

Competent Authority (CA)

Dear User,

Please, check the following simple steps to experience your journey within the SAM System for Dog Population Management (SAM4DPM).

Note: please follow the instructions below after receiving an email with all the necessary information to complete your first access.
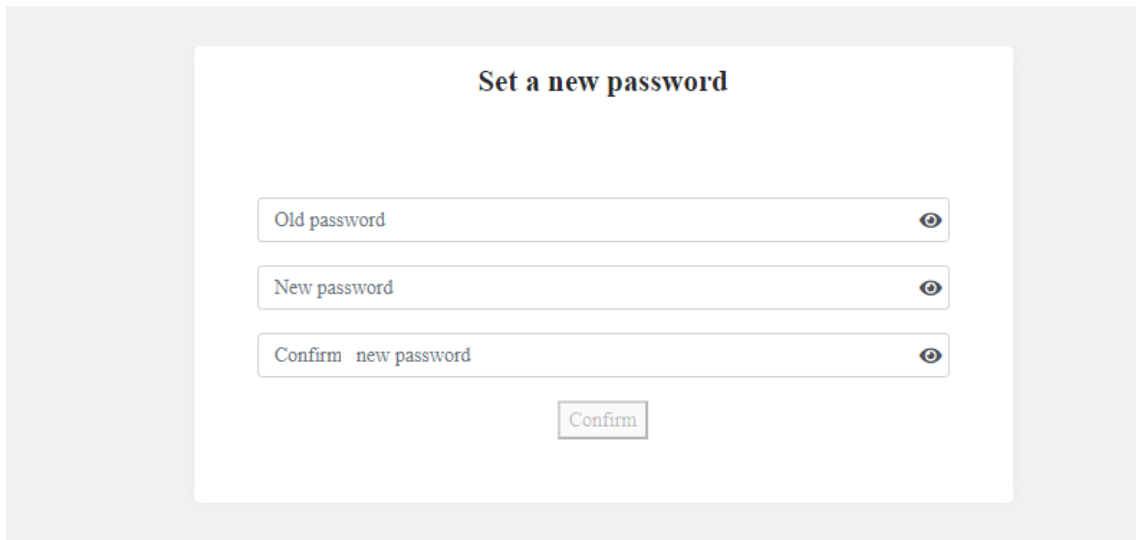
Step 1. Create your credentials

1.1 Go to the following link https://samsystem.izs.it/ and log-in with your username (your email) and the password you received via email by samsystem@izs.it

1.2 Now you will be requested to create a new password to complete your first access.
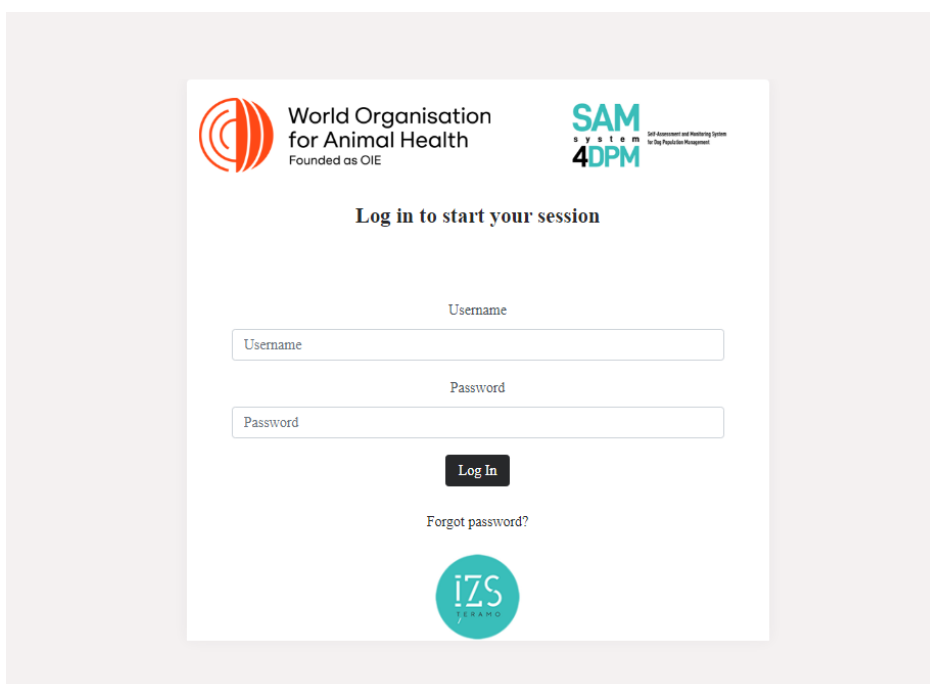
Step 2. Log-in

Please, enter again your credentials to log into the platform.

Now, your credentials are your email and the password you created following your first access.

Congratulations! Now you are registered as a Competent Authority (CA) in the SAM4DPM Platform.

Step 3. (OPTIONAL) Register your Local Authorities (LAs)

As Competent Authority (CA) at central level you can register your Local Authorities (LAs) in order to produce the **Multi LAs Report** which will serve you as the basis to complete your Questionnaire Dog Population Management (DPM) in case you do not have all the necessary data at central level.

To do so please proceed as it follows:

Click on the **"+ Adding a new user"** on the right bottom of the **Users List** section in order to register your LAs

Users List

Show 10 ⬍ entries   Search: [   ]

User Full Name	Email	User Type	Country	
Paolo Dalla Villa CA	p.dallavilla@izs.it	Country Authority		✎
Paolo Dalla Villa LA	paolodallavilla@hotmail.com	Local Authority		✎

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                                                                    + Adding a new user

Now, insert your LAs information (Name of the contact person, email address, assigned password and country) and click on "**Add User**"

Registration SAM System for Dog Population Management (SAM4DPM)

First Name & Last Name
[Name]

Email ⓘ
[Email]

Password ⓘ
[Password]

User Role
[LA   ⌄]

Country / Organisation
[⌄]

Back   Add User

Congratulations, you registered your LAs. They are now visible in the User List section and the SAM4DPM will automatically provide them with the credentials for registration by email.

Step 3-bis. (OPTIONAL) Collect your Multi LAs Report and proceed with the Questionnaire

Now go to the **Survey's Report** section to collect the data from your LAs and download the aggregated **Multi LAs Report**:

Survey's Report

Display 10 ⇕ records per page   Search:

Survey Title	Survey Version	Start date	End date	Profile	Country	
Country Report	1	2022-10-06	2024-12-30	Country Authority	Italy ⌄	PDF DOCX XLSX PDF DOCX
Country Roadmap	1	2022-10-02	2024-12-29	Country Authority	Italy ⌄	PDF DOCX XLSX
Multi LAs Report	1	2022-10-03	2024-12-30	Local Authority	Italy ⌄	PDF DOCX XLSX

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You can download the Multi LAs Report in the following formats by clicking on the icons below:

 Multi LAs Report - PDF version.

 Multi LAs Report - Word version

 Multi LAs Report - Excel version

<mark>Step 4</mark> Complete the Questionnaire on Dog Population Management (DPM).

Now, based on the output of the Multi LAs Report (if available), go to the **Active Survey** section as Competent Authority (CA), and complete both the **Country Roadmap** and the **Questionnaire on Dog Population Management (DPM)** by clicking on the following icon:

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Active surveys

Show 10 ⬍ entries   Search:

Survey title	Survey Version	Survey Language	Start date	End date	Target	
COUNTRY ROADMAP	1	EN	2022-10-02 00:00	2024-12-29 00:00	Greenland	
QUESTIONNAIRE DOG POPULATION	1	EN	2022-10-06 00:00	2024-12-30 00:00	Greenland	

Showing 1 to 2 of 2 entries   Previous 1 Next

Note:
When navigating the questionnaire you can save and log-out in case you need to, and come back in to move on or review the previous questions by clicking on the options below.

| Previous | Save and Next | Save | | Exit |

Note:
Once you complete the questionnaire please click on "**Save and Close Survey**". Please, keep in mind that you cannot edit the questionnaire after this operation.

| Previous | Save and Close Survey | Save | | Exit |

<mark>Step 5</mark> Download the Country Report and Complete the Country Roadmap

5.1 Following the completion of the Questionnaire, go back to the main deck in the **Survey's Report** section and you may download the **Country Report (PDF and Excel versions)** and the **Benchmarking report (PDF version)**.

Survey's Report

Display 10 ⬍ records per page   Search: [   ]

Survey Title	Survey Version	Start date	End date	Profile	Country	
Country Report	1	2022-10-06	2024-12-30	Country Authority	Italy ⌄	PDF DOCX XLSX PDF DOCX
Country Roadmap	1	2022-10-02	2024-12-29	Country Authority	Italy ⌄	PDF DOCX XLSX
Multi LAs Report	1	2022-10-03	2024-12-30	Local Authority	Italy ⌄	PDF DOCX XLSX

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Note:
you can download the results in the following formats by clicking on the icons below:

PDF   **Country Report –PDF version**

DOCX   **Country report – Word version**

XLSX	**Country report – Excel version**	
PDF	**Benchmarking Report - PDF version**	
DOCX	**Benchmarking Report - Word version**	

5.2 The outcomes of these reports will represent for you the source of information to complete your Country Roadmap in the **Active Survey** Section.

Active surveys

Show 10 ⇕ entries   Search: [   ]

Survey title	Survey Version	Survey Language	Start date	End date	Target	
COUNTRY ROADMAP	1	EN	2022-10-02 00:00	2024-12-29 00:00	Greenland	✎
QUESTIONNAIRE DOG POPULATION	1	EN	2022-10-06 00:00	2024-12-30 00:00	Greenland	✎

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5.3 Complete your Country Roadmap by clicking on the following icon: ✎

COUNTRY ROADMAP	1	EN	2022-10-02 00:00	2024-12-29 00:00	Greenland	✎

Note:
When navigating the Country Roadmap form you can save and log-out in case you need to, and come back in to move on or review the previous questions by clicking on the options below.

Previous   Save and Next   Save   Exit

Note:
Once you complete the Country Roadmap form please click on "**Save and Close Survey**".
Please, keep in mind that you cannot edit the questionnaire after this operation.

Previous   Save and Close Survey   Save   Exit

Step 6 Download your Country Roadmap

Once you completed and saved the Country Roadmap form, go back to the main deck in the **Survey's Report** section to download the **Country Roadmap (PDF version)**.

Survey's Report

Display 10 ⇕ records per page

Search:

Survey Title	Survey Version	Start date	End date	Profile	Country	
Country Report	1	2022-10-06	2024-12-30	Country Authority	Italy ⌄	PDF DOCX XLSX PDF DOCX
Country Roadmap	1	2022-10-02	2024-12-29	Country Authority	Italy ⌄	PDF DOCX XLSX
Multi LAs Report	1	2022-10-03	2024-12-30	Local Authority	Italy ⌄	PDF DOCX XLSX

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Note:
you can download the results in the following formats by clicking on the icons below:

 Country Roadmap – PDF version

 Country Roadmap – Word version

 Country Roadmap – Excel version

General Info:

In case you experience technical difficulties please contact samsystem@izs.it