

TIPS AND TRICKS FOR USING DOCU-TRACK

DOCU-TRACK: THIS IS THE MODULE CONTAINING ALL FINALIZED INTERNAL AND INDEPENDENT DOCUMENTS.

SEARCHING DOCU-Track: DOCU-Track provides access to:

- All project evaluation reports, including internal and independent reports
- All high-level evaluations such as the strategy and thematic evaluations
- Decent Work Country Programme Reviews
- All other training and guidance material held in EVAL

For list of searchable fields [click here](#)

FINDING A SPECIFIC EVALUATION

[Click here](#) to retrieve a specific evaluation using the **TC/Symbol**

[Click here](#) to retrieve a specific evaluation using **geographic criteria**

BROWSING THROUGH EVALUATIONS

[Click here](#) to select a range of evaluations **by date**

[Click here](#) to search and browse by **theme** criteria

[Click here](#) to search and browse by **document type** criteria

[Click here](#) to search and browse by **ADMIN or TECH units** criteria

CREATING SPECIFIC QUERY REPORTS FOR EXPORT TO EXCEL

[Click here](#) to use **CREATE LIST** to **generate Excel reports** with specific columns

i-Track Database – Tips & Tricks

Searching by TC/SYMBOL

If the user knows the TC/SYMBOL this is one of the fastest ways to find an evaluation, and all the records that belong to a project. Query results will list all documentation related to the chosen TC/SYMBOL, offering the user the possibility to find all relevant documents in one query, e.g. mid-term and final evaluations, summaries. When more than one project code is related to an evaluation, search for the most recent TC/SYMBOL.

The TC/SYMBOL might appear as INT/00/000/000. This happens in cases of RBSA or thematic evaluations which do not link to a specific project. In this case look for an RBSA evaluation be a geographic search.

If the user does not know the TC/Symbol then it is best to browse a selection of reports by country or region and some date criteria

Searching by geographic fields: Main Country/Region Additional countries Region

Country Searches using the Main Country/Region field: Each EVAL record has one geographic code and this is linked to TC/Symbol. TC Symbols begin with a three letter geographical code. URT/05/05/USA is Tanzania, BEN/01/01/SPA is Benin, etc. Regional project codes are:

RAF for African region

RAB for Arab States

RAS for Asia Regional

RER, for Europe and Central Asia

RLA for the Americas

To find evaluations for a particular country: TWO queries are needed to pick up all instances of country activity and they must be done separately.

- Conduct a query selecting one option in the **Main country/Region** field (select from pull down menu)
- Conduct a query using the **Additional countries** field Type the ENGLISH name of the country

To find evaluations in a region. Search using the **REGION** field, CTRL click for more than one option.

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Searching by THEME - to select more than one theme use CTRL CLICK

Themes - themes are grouped by ILO departments, Administrative topics, evaluation skills and sectoral topics. To find all evaluations having a link to “employment” or sector 2, CTRL Click on all items preceded by a 2. See this additional document for a [brief on understanding the coding presentation in i-Track](#).

- 1- Normes & Standards
 - 2- Employment
 - 3- Social Protection
 - 4- Governance, IPEC, Declaration
 - 5- Work Quality, Gender, Migration
 - 6- Enterprise, green jobs, crisis intervention
- Admin** - For administrative and institutional themes
- Sector** - Relating to a specific economic sector

Here is the full list of themes

1 Labour standards
2 Economic and social development
2 Economic policy
2 Economic reconstruction
2 Education
2 Employment creation

2 Employment policy
2 Employment service
2 Financial services
2 Global Jobs Pact
2 Income-generating activities
2 Informal economy

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2 Labour intensive employment
2 Local economic development
2 Poverty Alleviation
2 Productivity
2 Rural economy
2 Skills Development
2 Start and Improve Your Business SIYB
2 Sustainable enterprises
2 Training
2 Vocational Training
2 Youth employment
3 Indigenous people
3 Migration
3 Social exclusion
3 Social protection

3 Social security
4 Child labour
4 Employers - Capacity Building
4 Forced labour
4 Freedom of association
4 Government - Capacity Building
4 Labour administration
4 Labour inspection
4 Labour legislation
4 Labour relations
4 Social dialogue
4 Trade Union - Capacity Building
4 Trafficking in persons
4 Workers education
4 Workers' rights

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5 Conditions of employment
5 Disability - Disabled worker
5 Discrimination
5 Equal Rights
5 Gender equality
5 HIV/AIDS
5 Health services
5 Occupational safety and health
5 Psycho-social services
5 Working conditions
6 Armed conflict
6 Business development service
6 Cooperative
6 Corporate responsibility
6 Enterprise development

6 Globalization
6 Green Jobs
6 Humanitarian and Crisis Response
6 Small or micro-enterprises
6 Social finance
6 Sustainable development
Admin - Capacity building
Admin - Communication/Media Strategy
Admin - Data Collection and Analysis
Admin - Decent Work Country Programme
Admin - Decent work
Admin - ILO Tools
Admin - Institutional capacity
Admin - Knowledge management
Admin - Monitoring and Evaluation

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Admin - Organizational coordination
Admin - Organizational learning
Admin - Planning and programme design
Admin - Policy Coherence
Admin - Programme implementation
Admin - Programme sustainability
Admin - Public private partnerships
Admin - Resource management
Admin - Results-based Management (RBM)
Admin - Risk management
Admin - Tripartism and constituent partnerships
Admin - UNDAF and UN Agency Coordination
E - Evaluation Expert
E - Human Rights Approach
E - Impact assessment

E - Multi-country evaluation experience
E - Organizational Performance
E - Participatory methods
E - Project Design and Monitoring
E - Statistics, Surveys
E - Synthesis reviews, research
E - Tracer / Tracking Studies
E - Training of Trainers, facilitation
Sector - Agriculture, Aquaculture
Sector - Chemical industry
Sector - Clothing industry
Sector - Domestic Work
Sector - Fishing
Sector - Mining
Sector - Public Works

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Sector - Public services
Sector - Road construction
Sector - Sea Transport
Sector - Sex industry

Sector - Textile industry
Sector - Tobacco industry
Sector - Tourism

Searching using DATE criteria

Date range (MM) [] (YYYY) to (MM) [] (YYYY) fill in both options with from and to dates

Selecting date as search criteria will produce a list of evaluation reports that were published within those dates. To find evaluation plans from a certain reporting period use the **AER field** and just type in the year.

Searching using Document Type criteria

Search using one of the following options for document type as search criteria

Annual Evaluation Report
Cancelled report
DWCP Evaluation
DWCP Internal Review
Evaluation Consultant

Evaluation Summary
Guidance Material
Organizational review
Partnership Evaluation
Planned Evaluation Report

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Project / External Evaluation Report	Supplementary evaluation documents
Project / Independent Evaluation	Terms of Reference
Project / Internal Evaluation Report	Thematic Evaluation Report
Project / Joint Evaluation Report	Training Material
RBSA Evaluation Report	
Strategy/Policy Evaluation Report	

Searching using ADMIN or TECH Unit criteria

The ADMIN and TECH unit fields are selected to reflect the offices which are administratively and technically backstopping the project. These are pull-down menus populated by the IRIS official list of departments and offices. This information is taken from the PARDEV Approval Minute.

Generating Excel Reports - Exporting query results to EXCEL - in CREATE LIST

If the user intends to generate an Excel file they must:

- **Ensure the Browser supports the full display of the query results.** Some browsers are better than others in layout, especially for displaying query results.
- **Adjusting the query formulation for RESULTS PER PAGE = ALL :** Before submitting the query this must be set to ALL.
- **Do not use the SORT BY option on the query screen:** This can be used when using a simple search and accessing only the query results in i:Track. If the user intends to export to EXCEL, no SORT BY options should be selected.

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By putting a click in any box under PRINT FIELDS, you add this field information as a column in your Excel sheet

All these fields offer a single choice option only

Make sure that RESULTS PER PAGE is "ALL" if you are exporting to Excel

Printing results options:

Per page: This should be set at **ALL** if the user intends to export the query results to Excel, otherwise, results are broken up into pages

Sort By: This offers the user the right to sort the query results by a selection of fields. If the user intends to export to Excel, this should not be used and sorting should be done from Excel

Searchable Fields - with explanations

Title: Searches the title of the project - user should only use a unique word known to be in the title.

AER: This contains the year relevant to a reporting period for the Annual Evaluation Report.

TC/SYMBOL: This is the project number, set by PARDEV - will give all documents related to that TC/SYMBOL

Date Range: Allows searches on the document publishing date

Main Country/Region: Linked to the TC/Symbol, Either a country or a region

Additional Countries: This offers searches in a text field for countries covered by regional projects

Regions: Browse through the whole list and CTRL CLICK the items if more than one region is queried.

Theme: Browse and CTRL CLICK the items if more than one theme is queried. (BETTER TO USE ONLY ONE CHOICE)

Document Type: Includes a range of different document types

Admin Unit: Office responsible for administering the project (Designated by the Approval Minute, PARDEV)

Tech Unit: Office technically backstopping the project, (Designated by the Approval Minute, PARDEV)