

User guide

First use

Who can access it?

Currently, the Self-Assessment tool is only available to members of the AIVP. By using the log-in information for the AIVP website, members can also access the Self-assessment tool platform.

How to connect and collaborate?

To collaborate with colleagues, we recommend using the same login. This allows colleagues to be able to see what the others have done and discuss questions that may require a different perspective.

Login

When the user clicks the link on the webpage of the AIVP site towards the Self-assessment tool platform, the user will first arrive on the login page. The log in information required from the user is the same as the one on the AIVP site.

Before connecting to the self-assessment tool, please reset your password on the AIVP webpage. The user can do so by clicking on "Member area" in the top right corner and then choosing "First login or forgot your password" and following the process. If the user still has problems connecting to the platform, please contact the AIVP team at assessment@aivp.org.

First steps

During the first connection to the Self-assessment tool platform, an onboarding step must be completed. At this stage, the user can also choose the language in which they wish to complete the self-assessment tool in the top left corner. The Self-assessment tool is available in English, French, and Spanish. During the following connections, the user will be directed to the Dashboard directly.

Onboarding

During the first connection to the Self-assessment platform, the user will be asked to answer some basic questions to disclose some basic information about their structure. The three types of structures that have been identified for the questionnaires are: maritime port authorities; river port authorities; and port cities.

Navigating the tool

Dashboard

The Dashboard page will be the page that opens first when accessing the Self-assessment tool platform. Here the user will find their structure's information as well as the link to the Agenda 2030 by AIVP page if there are any questions regarding the goals or the general aim of the Agenda on the right-hand side.

In the centre of the page, there are two main sections: updates from the AIVP team and the sections of the self-assessment tool that are in progress. The update section will notify the user of any updates that are made to the tool to ensure transparency. The goals that have been started by the user in previous sessions will be identified below this notification section. This allows the user to continue to work on the goals that they have previously started.

How to navigate the self-assessment tool platform

Center Top

Above the dashboard, the user can find the menu in which they can navigate from one page of the platform to another. There are a total of 7 pages of the platform which will be explained in the following sections.

Top left

In the top left corner, the user can choose the language in which they wish to see the platform. The language can be changed also whilst answering the questionnaire, without losing the answers already inserted. Next to the language option, the user will find the buttons to access the AIVP's social media platforms.

Top right

In the top right corner, the user can access their user profile, in which they can modify their personal and login information. Next to this, is the disconnection button.

Bottom

On the right side or at the bottom of the page, the user will also find a button in case they have a question or suggestion.

Structure

It is recommended that the user takes the time to complete this section first, before going into the Goals section.

This questionnaire aims to understand the user's entity and the context it is situated in. It only needs to be completed once and the first few questions have

already been answered during the onboarding. Apart from the questions completed in the onboarding, all answers can be modified later on as well.

The intention is to allow the AIVP team to better understand the user's structure should there be any questions regarding the self-assessment or for follow-up services.

Link to the assessment

The structure section is not graded and will not influence the results of the self-assessment. However, it can clarify the reason as to why a user answered the question in the way they did.

Saving the section

The user can save the section by pressing the save button at the bottom of the page or on the right of the questions.

Goals

This page is the main entrance point for users to access the questionnaire. In this section, you can access the questions of each goal. Underneath each goal, you can see the United Nations' Sustainable Development Goals that are linked to each individual AIVP goal.

Initial page

At the top of the page, the user will find a progress bar, showing how many of the goals' questionnaires have been answered. There is also a section in dark blue in which the user can validate the current year in progress. Attention! Once this button is pressed all questionnaires for each goal will be validated and the user will not be able to make any more changes to their answers and the results will be shown on the "Results" section for the year. The user will only be able to start a new questionnaire in the following year. It is recommended that the user presses this button only once all the individual goals have been validated.

Below these two sections, the user will find the 10 goals of the Agenda 2030. In the top right corner of their sections, the user will find the status of the questionnaire: Not done, done not validated, and validated. At the bottom left of each section, the user will see how many of the subgoals' questionnaires have been completed. At the bottom right, the user can click on the "answer the questionnaire" button to access that goal's questionnaire.

The goal's page

Once the user has accessed the individual goal, they will find the name of the goal and a short description of its importance for their structure underneath.

Below the description are the linked SDGs and a progress bar showing how much of the goal's questionnaire was completed.

Subgoals

The goal's questionnaire is separated by its subgoals. These are shown below. Under each subgoal, the number of questions is included. Next to the subgoal, the same colours as on the main Goals page indicate whether the user has not yet answered the questions, has started answering the questions, or has validated them. To answer the questions, the user can click on each subgoal.

Answering the questions

Once the user enters the subgoals, they will find the relevant questions. Each question is followed by suggested answers. Once the user enters the subgoals, they will find the relevant questions. Each question is followed by suggested answers. On the right of some questions, the user can find related readings from the AIVP website's good practices and articles. These provide examples. Prior to moving on to a different subgoal, the user should save the section.

There are 2 options for saving the section provided after the questions. The user can either 'save and quit' the section or save and go to the next section.

Validating the goal

Once all the questions of the subgoals have been answered, the user can validate the goal at the top left on the Goal page. Attention! Once this button is pressed, no more changes can be made to the questions in this goal.

Understanding the results

Results

When the user accesses the Results page on the menu at the top, they will see the results of the current year. On the top right, the user can choose to look at the results of previous years as well.

How is the overall result calculated?

At the top of the Results page, the user will find an explanation of how the overall result was calculated. Next to this explanation, the user can find their overall score for the year they are looking at. Underneath the explanation, the user has the option to download a PDF of the summary of their results for the year.

Score per goal

When the user goes further down the results page, they will find a more detailed analysis of their score per goal. These results are presented graphically first through a spider web graph. Afterwards, the user can find a percentage score for each goal. By clicking on the goal they can then see the results given for each subgoal's question so that they can analyze their responses. The user can also download a pdf of each individual goal's score either on the first result page at the bottom of each goal or by clicking on the goal and then clicking the download button.

What's next

In the "What's next" section, users have access to all AIVP good practices and articles that are partially shown already next to some questions as associated reading. In the "Other articles" section, documents are listed that support specific topics of the self-assessment tool. Here the user can continue to look for additional case examples and ideas on how to meet the goals of the Agenda 2030 by AIVP.

Glossary

What can be found here?

Any terms and concepts that have been deemed unclear or confusing by the AIVP staff have been defined in this section. The terms are categorized in alphabetical order. The user can also search for them by using the search bar at the top of the page.

Questions and Comments

In the case that questions or comments arise during the usage of the tool, the user will find a button to contact the AIVP team on all pages either on the right-hand side of the page or at the bottom. The user can also go to the Contact page and enter their question or comment there. The AIVP encourages the user to reach out not only if they have a question but also if they have a project that they would like to share with other members or with any comments that may help us improve the self-assessment tool. The team will get back to you as soon as possible.