



User Manual Dyntra

**The first global platform that measures in real-time the
transparency of organizations for civil society**

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Introduction

Welcome to the transparency evaluation platform Dyntra!

Dyntra.org is a transparent, social and collaborative evaluation system that aims to measure and value in real-time the public information of Entities and Organizations in an efficient way, transforming data into understandable information, easy accessible and using a methodology:

Transparent, Participatory, Open and Dynamic

This is a short manual to help you find your way around the platform as well as show you how to best conduct an evaluation of any entity on Dyntra, whether the entity has already been analysed, a request to evaluate a new entity in an existing index, or an entity in pre-evaluation in a new index.

Login

Normally you should have already registered as an evaluator or as an entity as you are reading this manual. In case you haven't registered yet, do this first before continuing reading this manual. You can do so by going to <http://dyntra.org/en/register/>.

Once you are registered, you can login into your account here:

Link: <http://dyntra.org/en/login>

The image shows a web interface for logging in. At the top, there is a dark blue header with the word "Login" in white. Below this is a light blue box with the heading "LOGIN HERE". Inside this box, there are two input fields: "Username *" and "Password *". Below the password field is a blue button labeled "Login" with a right-pointing arrow, and a link that says "Forgotten password?". Below the light blue box is a yellow box with the heading "NOT REGISTERED YET?". Inside this box is a blue button labeled "Register" with a right-pointing arrow.

Use the username that you created during the registration and the password that you received in your email account to log in.

If you can't remember your password, select "Forgotten Password" and enter your email address that used during the registration to receive a new password.

The evaluation

There are 2 ways that you can start an evaluation:

- 1) Via the page 'Manage'
- 2) From the entity's page

Manage

Go to the page "Manage" from the top menu to start searching for the entities you want to evaluate.

Enlace: <http://dyntra.org/en/manage>

If you are not logged in, you will be asked to login.

Manage

ENTITY	TYPE	STATUS	ACTIONS
AGE (Alternativa Galega de Esquerda)	Partido Político	Publish	
Ararteko	Defensor del Pueblo	Publish	
ASG (Agrupación Socialista Gomera)	Partido Político	Publish	
Asunción (Paraguay)	Capital de América	Publish	
Atlántico – Colombia	Departamento de Colombia	Publish	
Audiencia de Cuentas de Canarias	Organismo de Control	Publish	
Ayuntamiento de A Coruña	Ayuntamiento	Publish	
Ayuntamiento de Adeje	Ayuntamiento	Publish	
Ayuntamiento de Adra	Ayuntamiento	Publish	
Ayuntamiento de Agüimes	Ayuntamiento	Publish	
Ayuntamiento de Alacuás-Alaquàs	Ayuntamiento	Publish	
Ayuntamiento de Albacete	Ayuntamiento	Publish	
Ayuntamiento de Albolote	Ayuntamiento	Publish	
Ayuntamiento de Alboraya-Alboraya	Ayuntamiento	Publish	
Ayuntamiento de Alcalá de Guadaíra	Ayuntamiento	Publish	
Ayuntamiento de Alcalá de los Gazules	Ayuntamiento	Publish	
Ayuntamiento de Alcalá La Real	Ayuntamiento	Publish	
Ayuntamiento de Alcázar de San Juan	Ayuntamiento	Publish	
Ayuntamiento de Alcira-Alzira	Ayuntamiento	Publish	
Ayuntamiento de Alcoy-Alcoi	Ayuntamiento	Publish	

Status:

- **Published:** the entity is published and can be evaluated to keep the data of the entity actualised.
- **Pending Verification:** the entity is currently being evaluated by someone or is waiting for being verified by one of the verifiers.
- **In evaluation:** the entity is in pre-evaluation as the index it belongs to has been created by Dyntra experts' community and is actually in the process of evaluation in collaboration with Civil Society and the entities subject to evaluation.

Actions:

- **No actions allowed:** Some else is evaluating this entity
- **Blue pencil icon :** Click icon to evaluate the entity

From the entity's page

When visiting an entity's page, you will find in the right top corner a button that will take you straight to the evaluation page.

If you are not logged in, you will be asked to login.

Evaluate

When you click on an entity to be evaluated, you will be taken to a page like the one below.



INDICATOR LINK (ONLY A VALID URL IS ALLOWED)	COULD NOT FIND
Biographical data and Resumes of the President and / or Secretary General and Board of Directors on a supranational and/or national level are published. <input type="text" value="https://transparencia.podemos.info/cargos-internos/"/>	<input type="checkbox"/>
The email addresses of the President and / or Secretary General and executive board on a supranational and/or national level are specified. <input type="text" value="https://transparencia.podemos.info/cargos-internos"/>	<input type="checkbox"/>
Payroll of the President and / or Secretary General and executive board on a supranational and/or national level are published. <input type="text"/>	<input type="checkbox"/>
Declaration of assets and property of the President and / or Secretary General and executive board on a supranational and/or national level are published. <input type="text" value="https://transparencia.podemos.info/cargos-internos/"/>	<input type="checkbox"/>
The remuneration of per diem and travel expenses and protocol of the President and / or Secretary General and executive board on a supranational and/or national level are published. <input type="text" value="https://transparencia.podemos.info/cuentas-claras/partido/gastos"/>	<input type="checkbox"/>
There exists links to the social media of the President and / or Secretary General and executive board on a supranational and/or national level. <input type="text" value="https://transparencia.podemos.info/cargos-internos/"/>	<input type="checkbox"/>

To evaluate an indicator, you need to copy the link into the box next to the indicator. Only valid URLs are acceptable. If you enter something other than a valid URL, you will not be able to save the evaluation.

The evaluation consists in linking each one of the indicators with the URL link of the Entity's Portal where the detailed information appears. For each indicator only one link can be included, therefore the correct link will be the one that gives access to ALL INFORMATION related to the indicator, even if it is not with complete direct access.

If you could not find any link, just click the box in the column 'Could not find'.

At the bottom of the page, you have two options:

- 1) Save without checking the box. Your work is saved and you can come back

later to finish the evaluation.

- 2) Check the box 'If yes, check this box to send your evaluation for verification and click the save button below' and click 'Save' to finalize the evaluation.

Important!

You are the only one who will be able to evaluate this specific entity until the evaluation has been verified.

To avoid locking an entity for a long time, please close the evaluation (check the box) **within 24 hours**.

Verification

The information of each indicator will be verified in order to meet the criteria stipulated in the methodology.

Once reviewed, the evaluation results will be published, the information being open to all citizens, who will be able to access the information for each indicator.

In addition, the compliance percentages of each category will be published, as well as the position that the Entity occupies in the corresponding Ranking.

In case of **new studies**, the results will be published jointly at the time of publication of the full study.

THANK YOU again for your collaboration in improving transparency. You are participating in improving our present and future society.



If you have any questions or doubts about using the Dyntra platform, don't hesitate contacting us by email at support@dyntra.org.

If you want more information about Dyntra or have other queries, write us at info@dyntra.org.

Have a great day!

The Dyntra Team