

The Dashboard

HOW-TO-GUIDE

FOR

THE NGF IGR DASHBOARD

A user-friendly manual

WELCOME TO THE NGF IGR DASHBOARD

Adopted by the 36 State governors of the federation on 15 February 2017, the IGR Dashboard is designed to support State Boards of Internal Revenue (SBIR) in developing a more competitive tax/revenue environment for raising internally generated revenue. The Dashboard will provide real time access to all 36 SBIRs, and will maintain useful tax/revenue information, including IGR statistics and States' performances around revenue and tax reforms.

The programme will facilitate an organized approach for revenue generation and management and support the strengthening of States' fiscal repositioning.

Objectives of the Guide:

To provide users of the dashboard with adequate understanding of:

- 1. How to access the Dashboard
- 2. How to securely log onto the platform
- 3. How to access and use the various interactive tools embedded in the Dashboard

Accessing the Site:

- i. Launch your web browser either on your computer or mobile device
- ii. Visit the NGF website via http://www.nggovernorsforum.org
- iii. Click on the **IGR Dashboard** tab on the NGF home screen



OR

• Log on directly to the Dashboard via http://www.nggovernorsforum.org/igrdashboard/

USER LOGIN

The Dashboard is only accessible to selected State officials

• You will be redirected to the login page below:

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The D	ashbo	ard		_
Username)			
Password				
lote: Password i	is case sensitive			
	:	SIGN IN	1	

- Fill in your default login credentials to access the Dashboard
- After signing in, you will be redirected to the IGR Dashboard home page below:



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GENERAL CONTENT:

The home page provides the user access to the general tools of the Dashboard which feature reports, analytics, and resources:

1. Group Explorer

This tool provides a regional and national overview of States' performances across the four tax categories (*tax administration, tax procedures, tax processing and tax enforcement*).

Select zone, quarter and year; click display to view results.

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	Select View OVERALL, CATEGORY Zone National Quarter Select Quarter Year Select Year Display
	States' Scoring
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2. State Explorer

The State Explorer provides a drill-down of the four assessment categories for each State in a given quarter.

Select *State*, *quarter* and *year*; click *display* to view results.

State No year created yet Quarter Quarter 1 Vear 2017 Display	
State Performance	△ = change since last quarter
,	Δ

3. State's IGR

This tool presents States' IGR performances on a month-on-month basis.

Select *State* and *year;* click *display* to view results.



4. Federation Account

This tool presents States federation revenue performances on a month-on-month basis.

Select year and click display to view results.



5. Total Recurrent Revenue

This tool provides a snapshot of the recurrent revenue of States

Select year and click display to view results.

Year No year created yet Display									
Total Recurrent Revenue (TRR)									
State Last Recorded IGR ()	State	Last Recorded FA ()	State	Last Recorded TRR ()					

6. Total Recurrent Revenue Analytics

This section provides an analysis of States' IGR performances vis-à-vis federation transfers.

Select year and click display to view results.



7. Resources

This section provides the user access to downloadable resources that will support the implementation of tax/revenue reforms, including tools, guides and policy reports. You will be redirected to the NGF site which hosts these resources.

Click on the Resources tab to access content

Home | Group Explorer | State Explorer | States' IGR | Federation Allocation | Total Recurrent Revenue | TRR Analytics | (Resources)

ADMIN LOGIN

This login grants restricted access to the State Board of Internal Revenue (SBIR). This gives you access to the Dashboard's content management console, where data can be entered via web forms as inputs to the analytics of the Dashboard.

• Click on Admin Login to access the content management console.



• After clicking on **Admin Login**, you will be redirected to the interface below to fill in your admin credentials (your State e.g. Abia, Adamawa, Kogi, Borno, Delta, Lagos, and the default password)

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Note: Please change your password after your first login to ensure your access to the Dashboard is secure.

• After signing in, click on User Management then Change Password. Fill in the default password and your new password of choice; click Update to change your login details.

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Admin Content

The IGR Dashboard provides the Admin user access to update the Dashboard:

- a. Quarterly Assessment Questionnaire:
 - This folder provides the admin user access to complete a quarterly assessment of the State's tax/revenue environment under four major tax heads namely: **Tax** Administration, **Tax Procedures**, **Tax Processing** and **Tax Enforcement**.

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		3. The SBIRS Board reports to/briefs/meets with the Governor :	
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The admin user fills the questionnaires, and submits them upon completion. •

• Users can also view/edit submissions, using the **view/submission** link as shown below:

The Dashboard	Govern	iors Forun	n Dashbo	ard Manag	ement				
Main Menu	St	ate Home Page	View/Edit S	ubmissions 🛎					
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Tax Administration									
Tax Procedures									
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b. Monthly Data:

- This feature provides access to the admin user to update monthly IGR data under major tax heads.
- To access this feature, click on the folder **Monthly data** then **Update Monthly Data** to complete data form.

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To logoff, click on **Sign Out** at the top right corner of the home screen.

Always remember to sign out after using the Dashboard.



The Dashboard

Contact Support:

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