Accessing and Navigating RITA

RITA Website

To access RITA, open your web browser (Google Chrome is recommended as the default browser), and enter the appropriate URL (for the Logistics Cluster: https://rita.logcluster.org, for On-Demand Service Provision: https://rita.wfp.org).

A login screen will appear, and the operator must provide the details of their login ID (email address) and password.

By default, the language used is English. However, the operator has the option to switch to Spanish, French, Portuguese, Arabic, Russian, and Chinese language.
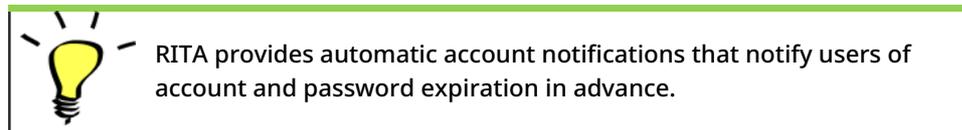
Logging in

Operators with WFP email addresses can type their email addresses and sign in by clicking on "**Login with WFP password**" and using their corporate password.

For other email addresses, email RITA GLOBAL at rita.global@wfp.org to request access. Once RITA Administrators assign access to the User ID (usually the email address), the operator is given a default password. Type these values into the "**Email**" and "**Password**" fields and click "**Login**".

Note: The default password must be changed after the first login.

You will now be looking at the RITA Main Menu:

RITA provides automatic account notifications that notify users of account and password expiration in advance.

Navigating RITA

The RITA Main Menu has the following key elements listed below:

RITA Logo: Clicking the RITA logo from anywhere within RITA will return the operator to the Main Menu screen.

Project: This option displays the current project and lets the operator choose if access has been granted to many

Location Group: When the operator clicks on the "**Location Group**" option, a drop-down menu with all the sites within the current project appears.

User Email: When the operator clicks on the email address, a drop-down menu appears with three options explained below:

- **Preferences**: This tab allows the operator to change their language preference. Currently, the available options for RITA users are English, French, and Spanish.
- **About:** Clicking the "About" option will display the user's ID and details about the server.
- **Logout**: Clicking the "Logout" link will exit RITA.

Dashboard

The dashboard provides the operator with a snapshot of performance to date. The graphing dashboard allows operators to select multiple variables (weight, volume, consignments), select date ranges, select locations, and transport routes, and, in some instances, overlay data. For details on the dashboard tab, please refer chapter "[Reporting- Dashboard](#)".