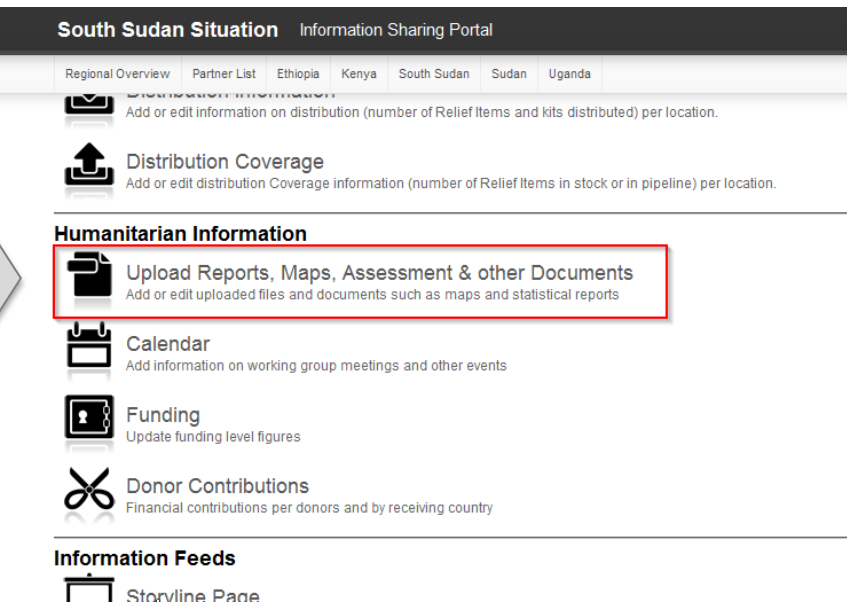


## DOCUMENT UPLOADS - MANUAL

**Before uploading, please make sure that you are using a recent version of Mozilla Firefox or Google Chrome!**

### Admin Panel

1. Log in to the Admin panel
2. Navigate to the Humanitarian Information section and click on 'Upload Reports, Maps, Assessments & other Documents'
3. Click on 'New Upload'



The screenshot displays the 'South Sudan Situation Information Sharing Portal'. At the top, there is a navigation bar with tabs for 'Regional Overview', 'Partner List', 'Ethiopia', 'Kenya', 'South Sudan', 'Sudan', and 'Uganda'. Below this, there are several menu items:

- Distribution Information**: Add or edit information on distribution (number of Relief Items and kits distributed) per location.
- Distribution Coverage**: Add or edit distribution Coverage information (number of Relief Items in stock or in pipeline) per location.
- Humanitarian Information**: This section is highlighted with a red box and a grey arrow pointing to it. It contains:
  - Upload Reports, Maps, Assessment & other Documents**: Add or edit uploaded files and documents such as maps and statistical reports.
  - Calendar**: Add information on working group meetings and other events.
  - Funding**: Update funding level figures.
  - Donor Contributions**: Financial contributions per donors and by receiving country.
- Information Feeds**: Starline Page.

# Admin Panel Grid

Add a New Document

**South Sudan Situation** Information Sharing Portal

EN FR **UNHCR** The UN Refugee Agency

Regional Overview Partner List Ethiopia Kenya South Sudan Sudan Uganda Admin Panel Logout

**Administrative Panel** Documents

**Upload Files & Documents**  
Add or edit uploaded files and documents such as maps and statistical reports

**New Upload**

Number of Downloads Updated every 1 hour

- January 2014 registration report for Kakuma Refugee Camp, Kenya**  
Report Date: 10/02/2014  
Description  
UNHCR  
Uploaded 3 days ago  
Uploaded By Caroline Opile  
Download - (383.2 KB) 17
- UNHCR South Sudan Appeal**  
Report Date: 15/01/2014  
Description  
UNHCR  
Uploaded 4 weeks ago  
Uploaded By Anna Bendall  
Download - (1.3 MB) 114
- UNHCR South Sudan Regional Update #2**  
Report Date: 07/02/2014  
UNHCR  
Uploaded 10 hours ago  
Uploaded By HQ Admin  
Download - (684.5 KB) 2
- Kaya Weekly Refugee Population Report as of 9th of February 2014**  
Report Date: 09/02/2014  
Uploaded 3 days ago  
Uploaded By UNHCR

**View, Edit, Delete**


SEARCH DOCUMENT TITLES

FILTER YOUR RESULTS

- Country +
- Region +
- Settlement +
- Document Categories +
- Sectors +
- Organisations +
- Language +
- Uploaded By +

**Filter Results**

# Upload New Document

**South Sudan Situation** Information Sharing Portal EN FR  **UNHCR**  
The UN Refugee Agency

Regional Overview Partner List Ethiopia Kenya South Sudan Sudan Uganda Admin Panel Logout

**Administrative Panel** > Uploads

**+ New File Upload**  
Uploaded files must not exceed 15 Mb! Only .doc, .xls and .pdf files are supported. Note also that documents must be "tagged" to be displayed.

**Report Date** \*   
The date to which the document is referring.

**Title** \*   
Title of the document

**Description**   
Short description of the subject.

**Sticky**  **Sticky**  
If checked, this document will appear at the top of the documents list, regardless of the date it was added.

**Sticky - Working Group Pages**  **Sticky - Working Group Pages**  
If checked, this document will appear at the top of the documents on a working group page, regardless of the date it was added.

**Featured**  **Featured**  
If checked, this document will appear in the Featured Documents module - it will not appear in the regular documents module.

**Hide from 'All Documents' tab**  **Hide from 'All Documents' tab**  
If checked, this document will not appear in the 'All' documents tab. It will still be viewable under the document category tabs (e.g. Maps, Updated, etc).

4. The following fields are mandatory:

- a. Report Date
- b. Title
- c. Sector tag
- d. Document Type tag

A small glossary on the different fields can be found in Annex 1.

5. After completing all the necessary fields, click on 'Select File and Save'. Please wait until the browser redirects you back to the 'Uploads' page, do not close the browser or navigate to another page.

**The following file types are accepted: PDF, Word documents (.doc and .docx), Excel documents (.xls and .xlsx), ZIP files, KML files.**

**After a document was uploaded, only the meta data can be changed (title, tags, etc...), the document itself cannot be re-uploaded. In case of a faulty document, the wrong document has to be deleted and the new one uploaded.**

## Annex 1

1. Report Date: the publication or creation date of the document.
2. Title: the title of the document, which will appear on the page. Maximum 35 characters.
3. Description: if filled, it will appear under the title in the Latest Documents module or in the Featured Documents module.
4. Sticky: if checked, the document will be at the top of the document list. The Latest Documents module can display 5 documents per category, therefore if too many documents are marked as 'Sticky', the most recent ones will not be able to show up. Do not use Sticky and Featured together.
5. Sticky – Working Group pages: if the document is intended for a Working group page and should be displayed at the top of the document list, this checkbox should be checked instead of 'Sticky'.
6. Featured: Featured documents are not displayed in the 'Latest Documents' module, and will only be visible if the 'Featured Documents' module is switched on in the page layout menu.
7. Hide from All documents tab: If checked, the document will not appear in the 'All' documents tab. It will still be viewable under the selected document category tab (e.g. Maps, Updated, etc).
8. Sector tag: is mandatory. In case there is no applicable sector, the option 'Not applicable' should be chosen.
9. Language tag: set to English per default. Please check all languages that apply to the document.
10. Document Type: mandatory. The document will appear under the tab of the selected category, in addition to the 'All' tab.
11. Additional tags: multiple instances of tags can be added, if necessary. If needed, add a new tag row first, then select the tag type, which will trigger the other drop-down menu to display the values.
12. Tag by country and location: similar to the other tags, multiple locations can be added to a document. The uploaded file will be displayed on every location page selected.

13. Regional Overview Page: if selected, the document will be displayed in the 'Latest Documents' module on the Regional page.