Correctly **naming** and **tagging** the documents uploaded to the ODP ensures that they **appear on the right pages,** accessible to the Portal's users. This sheet covers **basic instructions** and the **most common pitfalls**. Make sure to consult the **ODP User Guide** for further information.

Document Upload: Step by step

Click on '*Content*' and then '*Documents*' on the left side menu. Then click on the '*Add Document*' tab on the top right side.

a. Name the document in the following way: "Name of Country: Descriptive Title – Date". In the *Description* field, provide a brief overview of the content.

b. Tick all country pages on which the document should be displayed.

c. Define the language, sector, partner (if any), and document type.

💡 Tip: Some document types overlap. For coherence, check with colleagues which categories are used on <u>your</u> ODP page.

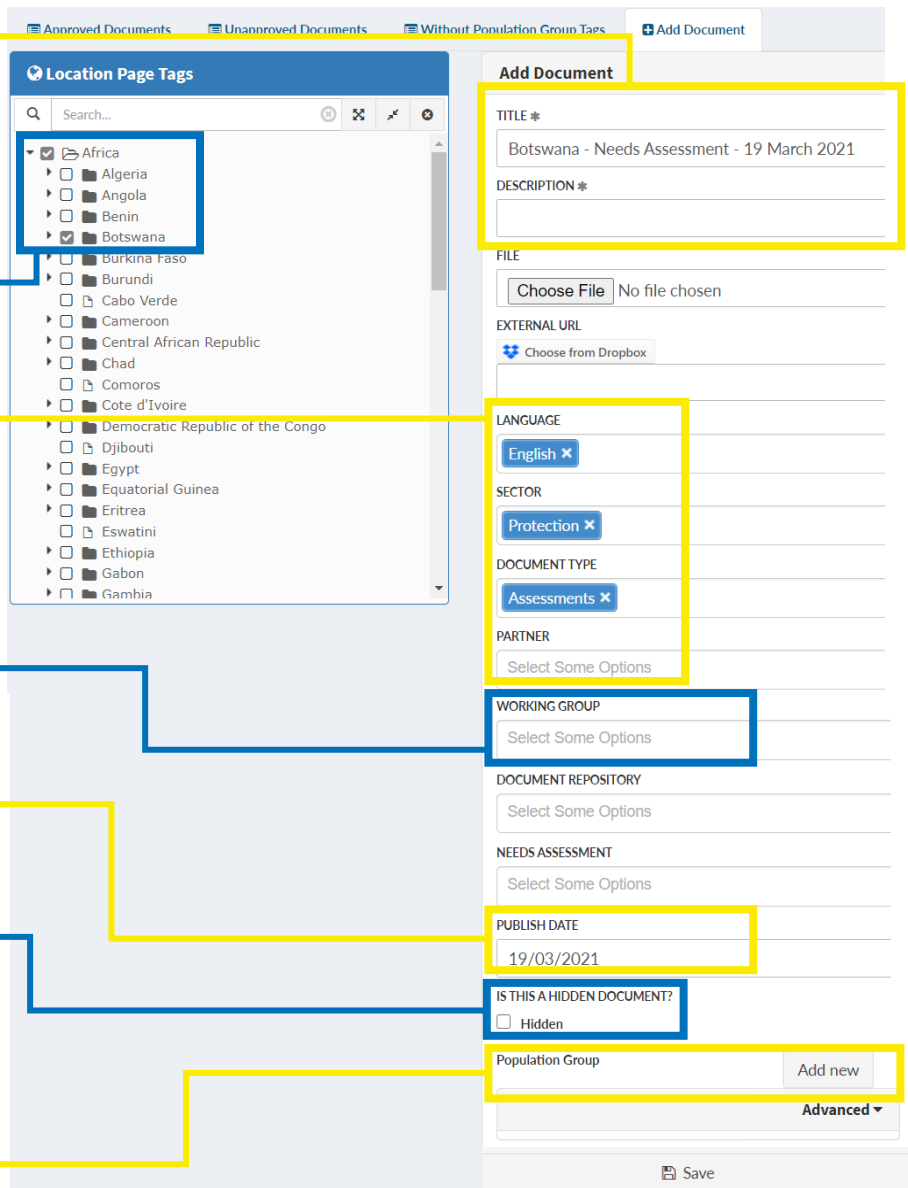**d**. If your document should be displayed on a working group page, select it here.

e. Make sure to add the document publish date, not today's date.

f. Hide the document if you don't want it to be public just yet.

💡 Even if you do not add location/ population tags, the document becomes publicly available through the Portal's Global Search and is on ReliefWeb within minutes – unless you tick the "Hidden" box.

g. Add Population group tags if you want your document to appear on situation pages. For example, the tag 'Afghanistan – Refugees' will make the document appear on the Afghanistan situation page.

💡 Make sure to only include relevant groups that the document focuses on primarily. Avoid tagging every nationality mentioned in your document, as that may make the document appear on pages where it does not belong.