Operational Data Portal

User guide

United Nations High Commissioner for Refugees (UNHCR)
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INTRODUCTION

This User Guide has been developed to guide Information Management Officers (IMOs) and other authorized staff on how to navigate and use the tools available in the Operational Data Portal. Here you will find step-by-step guidance on how to upload, edit, organize and delete content, as well as manage the layout.

A. What is the ODP?

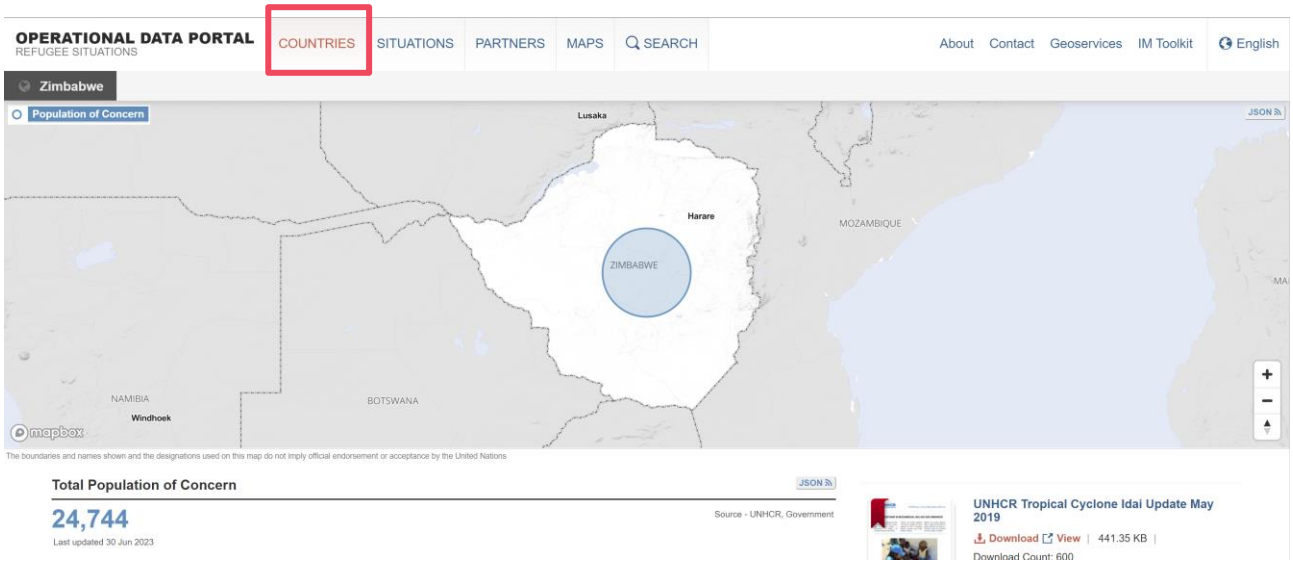
The Operational Data Portal (ODP), hereafter referred as the Portal, is an **online platform that hosts several pages** providing data and information on forcibly displaced and stateless people under the UNHCR's and its partners' mandates. This is achieved through situation views and country views, containing population figures, statistics, documents, news, links to external sources, and many others.

All the content published in the page is public, which means that the information can be accessed by any kind of audience. However, the most frequent users of the Portal are colleagues from the UNHCR and other UN agencies, who use it as a reliable source of information to develop their own work.

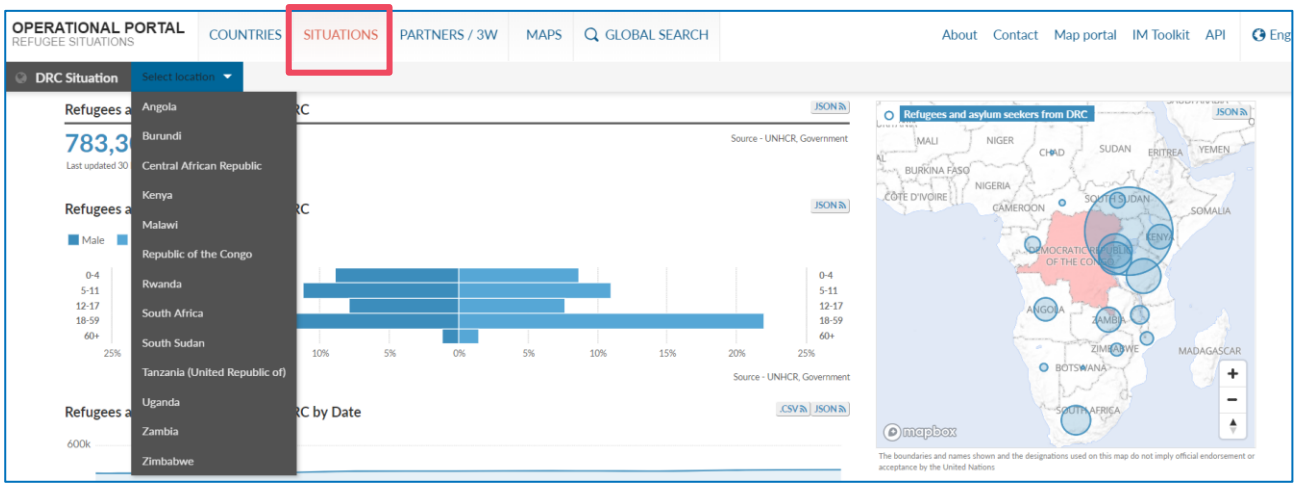
B. How does it work?

The content uploaded to the ODP is organized in two types of visualization:

COUNTRY VIEW = provides a comprehensive picture of forcibly displaced populations in and from a specific country.



SITUATION VIEW = page focused on one specific cause of displacement that provides information on the displaced population in one or more countries of asylum. A Situation page can also contain several sub-location pages, which display the information related to the situation separately, according to each country involved.



The same content can be displayed on multiple pages by using the ODP's flexible tagging system, which is explained in detail in the following section.

C. How can I get support?

The ODP project is managed by the Global Information Mananegement Support Unit, in the Operational Systems and Support Section (ODSSS) which offers global technical support to all users. See the following section for contact information.

BASIC CONCEPTS

Before you start editing pages and contents on the ODP, there are a few essential concepts and operational procedures that you should be familiar with:

1. Page administration

Whenever a UNHCR operation identifies the need to create a new country or situation page in the ODP, the first steps are to **formalize the request** via email with the ODP Project Management Team at the Headquarters and to define within the operation who are going to be the **focal points**.

A. User Roles

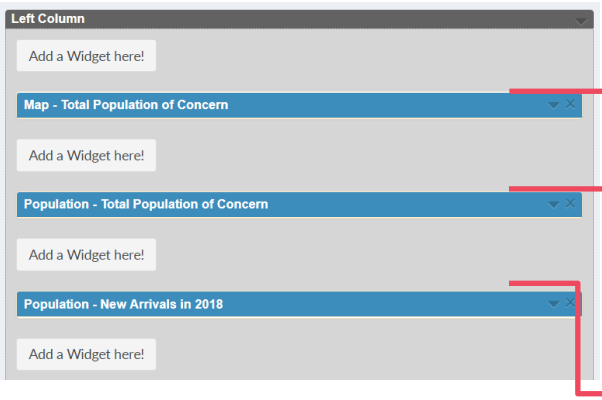
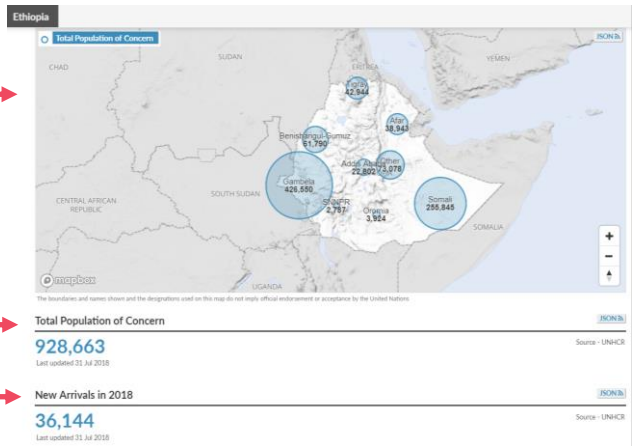
Once the details have been agreed upon, the Project Management Team will structure the draft page layout and generate user accounts for the focal points. There are different types of roles that can be accredited to users, according to their responsibilities. The most common types are:

Country or Situation View Administrator (ROLE_CV_ADMIN, ROLE_SV_ADMIN) = allows a user to manage the page layout, as well as to upload and edit all types of content.

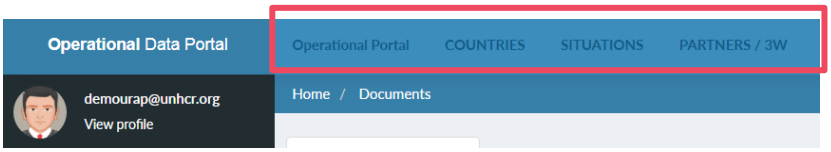
Content Provider (CONTENT_PROVIDER_ [...]) = allows a user to manage only pre-specified types of content (documents, news, links, events, etc.). This is particularly useful to avoid mistakes when the task of updating a certain page is divided between different people, restricting the user's access to the content(s) that they are in charge of updating.

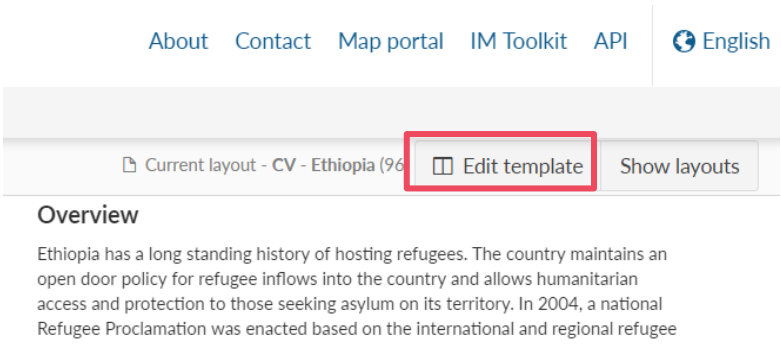
2. Page structure

Each page of the ODP has a personalized layout constructed with several building blocks called widgets. A widget is a mini app that displays a small amount of information on screen at all times and interacts with the user. Users with the roles of Country View Administrator (ROLE_CV_ADMIN) and Situation View Administration (ROLE_SV_ADMIN) can access and modify the page layout.

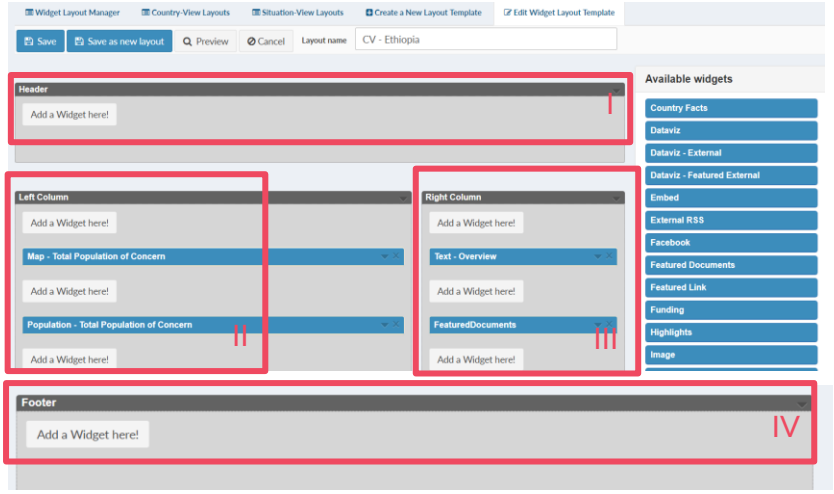
HOW DOES IT LOOK LIKE IN THE ODP?	
Editing widgets	Final widget display
	

A. Access and edit the page layout

	The first step is to log in the administrative panel. At the very top of the page you can find the blue menu that leads you to the actual ODP view. Go to the country or situation page that you would like to modify.



On the right side of the page, you will see the layout menu, which states the current layout in use (in this case "CV – Ethiopia"). Click on "**Edit template**".



The layout is divided into 4 parts: a **header (I)**, a wider **left column (II)**, a narrower **right column (III)** and a **footer (IV)**.

Each part can contain a custom number of widgets.

B. Managing widgets

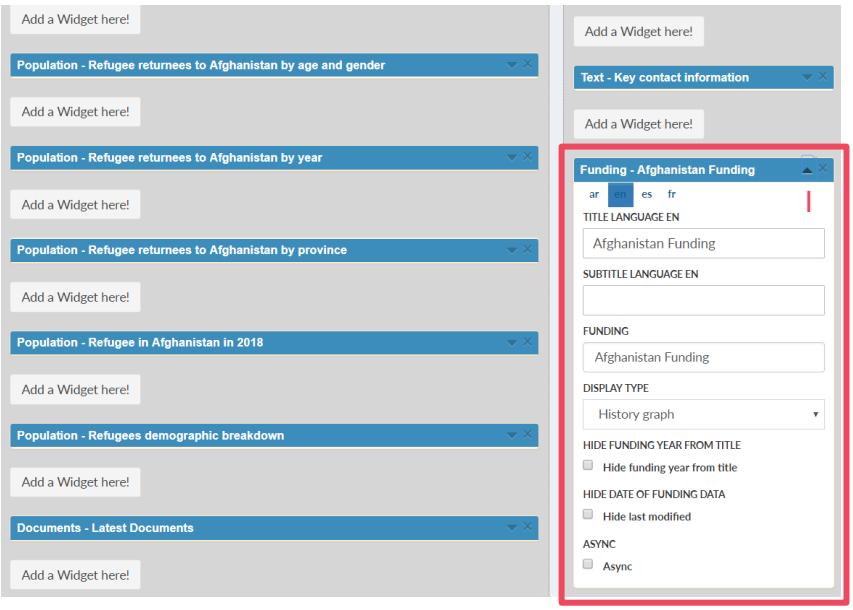
Once you have accessed the Page Layout, you will see all the different columns and widgets that are already displayed on the page. Choose the exact position where you would like to place the new widget and click on **"Add a Widget here"**. You will see a list with all the available widgets that you can add. Generally speaking, there are two different categories of widgets in the ODP:

INTERNALLY BASED = the ones that are linked to content uploaded to the administrative panel (Documents, Funding, etc.). In this case, even if the content is being pulled from an external source, the link has been added to a record in the administrative panel and then this record was added to the widget (this is what happens with news items, for example).

EXTERNALLY BASED = the ones that are directly linked to external sources. In this case, the link is added directly to the widget. (e.g.: Embed).

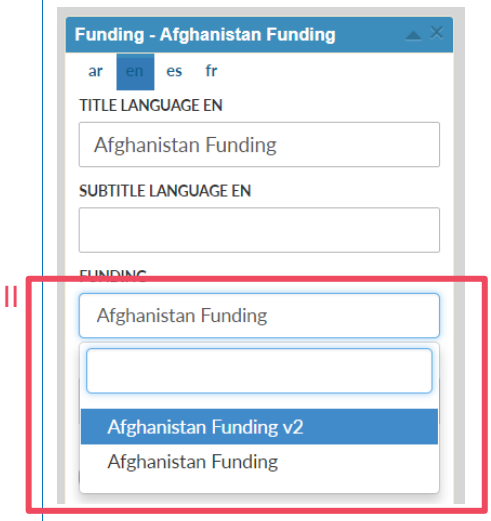
We have selected one example of each category and explained them step-by-step below.

1) Funding widget – internally based

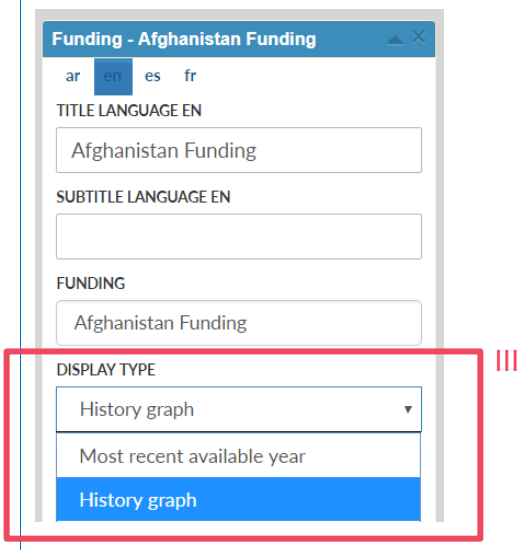


If you wish to add a new funding widget, select **"Funding"** in the widget list (please see full explanation about funding here).

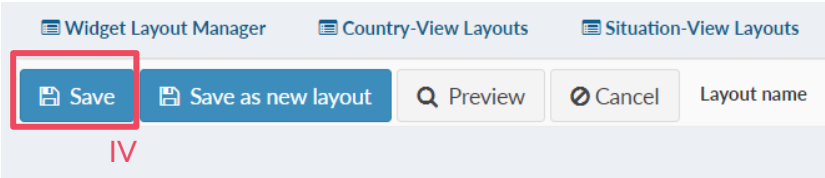
If the funding indicator you created is going to replace another funding indicator that is currently displayed on the page, you just need to find the **funding widget (I)** and click on the little arrow on the right side to unfold the details.



In the field **"Funding" (II)** you can type the title of the new funding indicator and it will automatically appear for selection.



In the field **"Display Type" (III)** you can choose between two options: "**Most recent available year**" (which will display a Donut Chart with the funding record of the most recent year) or "**History Graph**" (which will display a Stacked Column Chart showing the development of all the funding records added to that funding indicator).

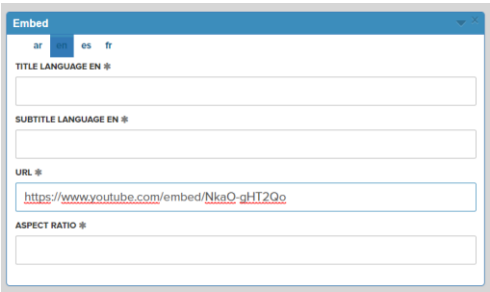


Having done with the widgets, go to the top of the screen and click on "**Save**" **(IV)**.

Please note that after you have added a funding indicator widget to a page, any changes that you make inside that specific indicator will be automatically updated to the widget (for example if you add more funding records). You will only need to edit the widget if you wish to change the whole indicator or something related to the display (for example switch from "Most recent available year" to "History graph").

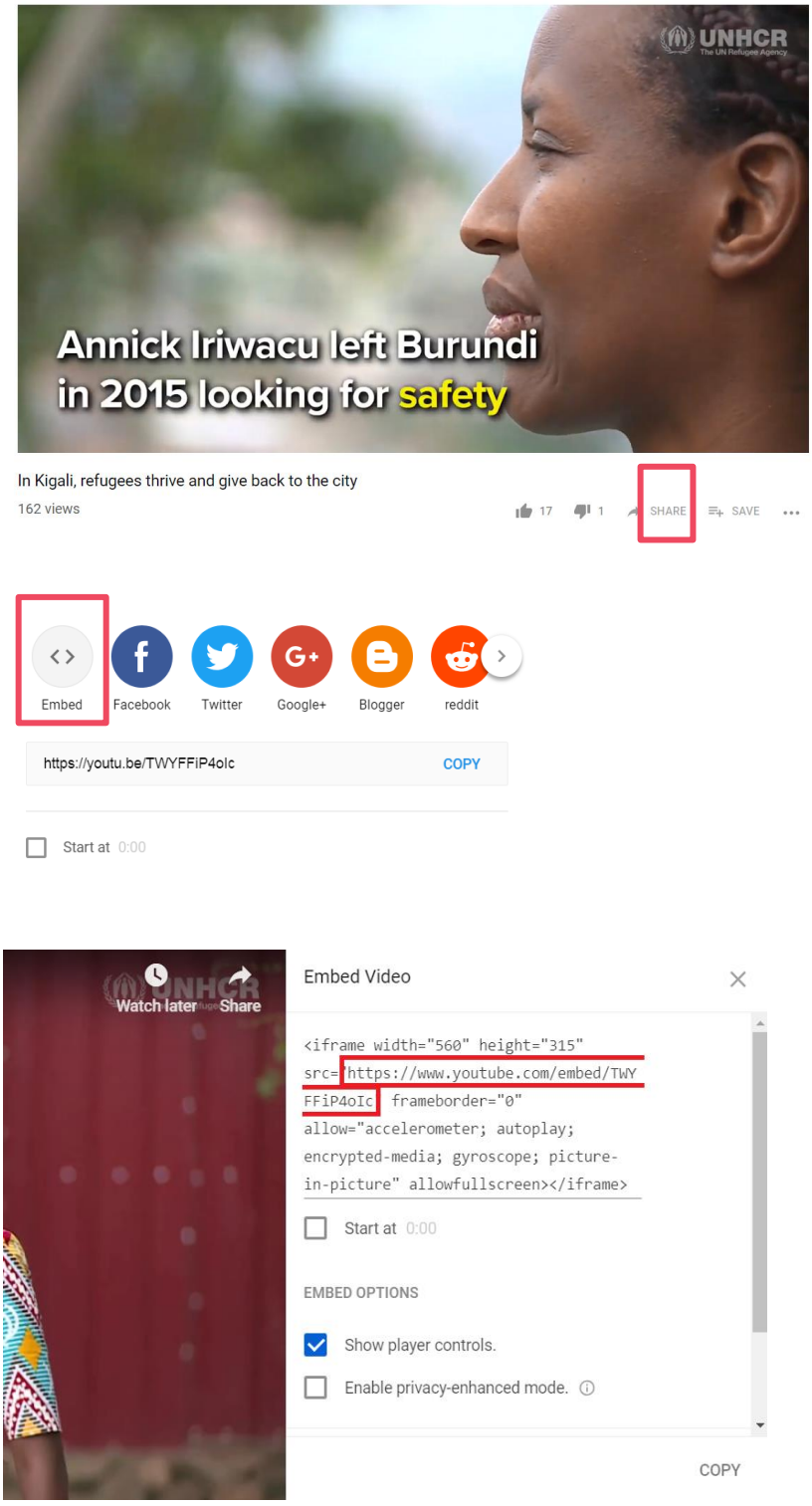
2) Embed widget – externally based

This widget is commonly used to add videos (YouTube, Vimeo) and data visualizations (Power BI and Tableau).



Select **"Embed"** in the widget list.

You should add a title, a subtitle (optional) and the URL of the content you wish to embed.



When adding a video from YouTube, DO NOT USE THE URL IN THE ADDRESS BAR.

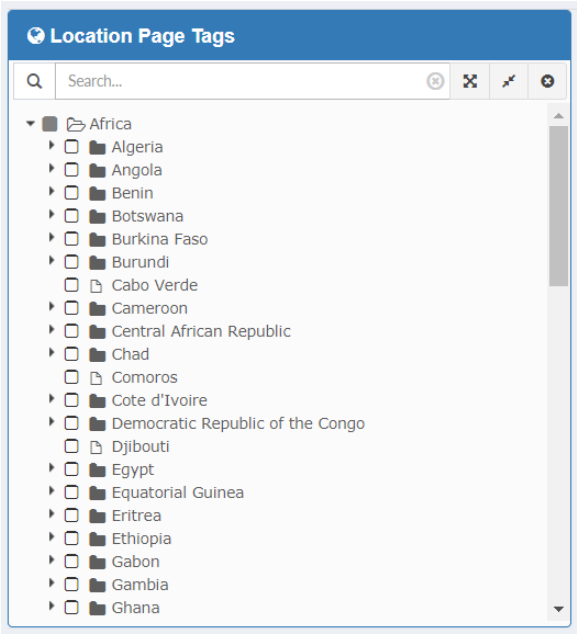
Instead, click on the **"Share"** button, select **"Embed"** and copy the link (as highlighted).

3. The tagging system

There are two main ways to tag content in the ODP: **Location Page Tags** and **Population Group Tags**.

A. Location Page Tags

When uploading most content types you will have the option to select Location Page Tags, which are used to associate content to Country Pages:



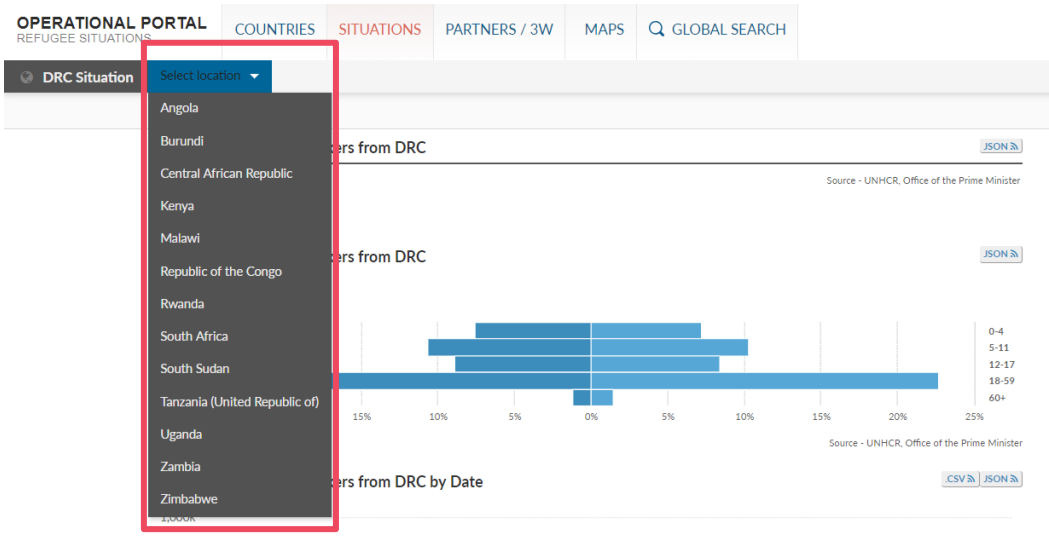
If you tag a content with a country that still does not have a Country Page published in the ODP, for example India, the content will not be automatically displayed anywhere, unless you also tag it with a population group (see below). However, it is recommended that you use the Location Page Tags regardless of the country having a country page in the ODP or not, because in case the page is created in the future, the related contents will already be associated to it.

B. Population Group Tags

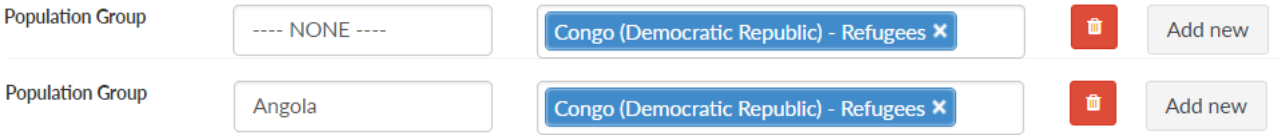
When uploading most content types, you will find the option of adding Population Group Tags, which associate content to Situation Pages and to the Sub-location Pages under that situation.

SUB-LOCATION PAGES

All Sub-location Pages must be connected to a Situation Page. They compile information regarding a specific situation in a specific country. For example, the Angola Sub-location Page under the DRC Situation contains all the information about the DRC Situation that is related to Angola. It is important to notice that the Angola Sub-location Page under the DRC Situation is completely different from the stand-alone Angola Country Page.



When adding the Population Group Tag, you have the option to select only a population group, or to select a Population Group at the same time as specifying a country:

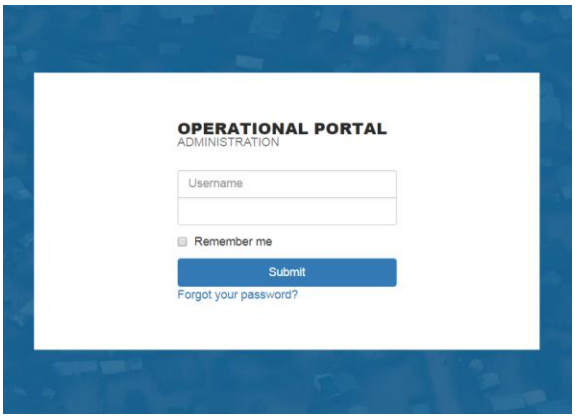


If you specify the Country, it means that the content will appear 1) at the Situation Page; 2) at the Sub-location Page; 3) at the stand-alone Country Page (in case the country has one). The same will happen if you tick a country in the Location Page Tags, at the same time as selecting the Population Group.

THE ADMINISTRATIVE PANEL

1. Access to the administrative panel

A. Log in

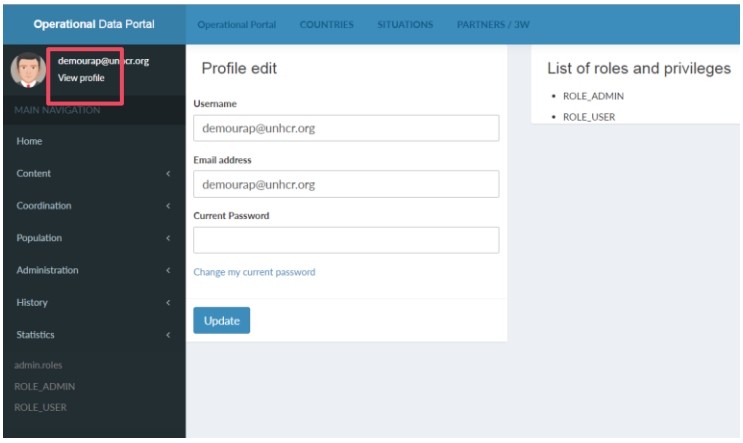


Access http://data2.unhcr.org/login from your browser.

Enter your username (normally your UNHCR e-mail address) and password and click on "**Submit**".

If you have forgotten your password, click on "**Forgot your password?**" in order to receive an email with instructions on how to reset it.

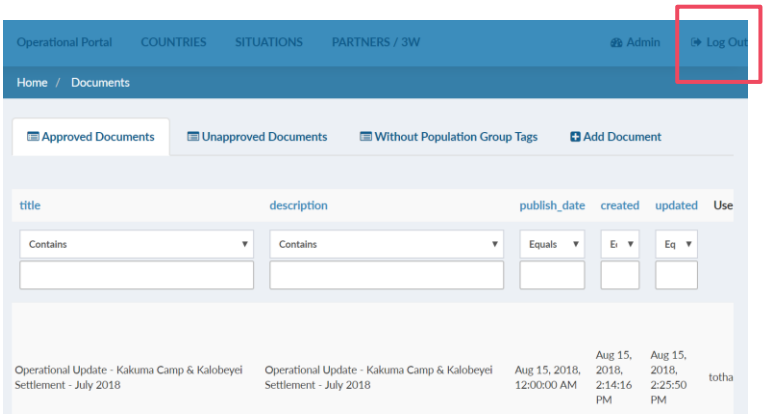
B. Manage your profile



Every user of the ODP is assigned with specific "roles". They determine the menus accessible and actions allowed to each specific user.

You can view your profile information, list of roles and privileges and also change your password by clicking on "**View profile**".

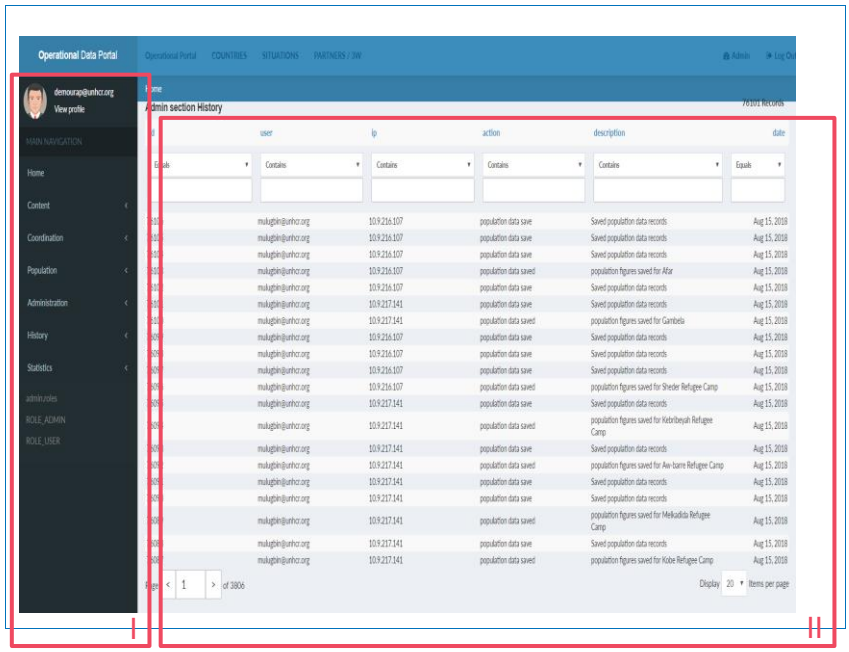
C. Log out



Click on the "**Log out**" button located on the top right corner.

2. Homepage

After logging in, you will see the main page of the Administrative Panel, which allows you to manage all the Portal's pages and edit its contents. On the left side of the panel, you will find the navigation menu, and on the right side the content display.



The **navigation menu (I)** contains several options: Home, Content, Coordination, Population, Administration, History, Statistics and Focal Points. The user's role determines which menus are available to that specific user. By clicking on the small arrow next to each menu, you unfold its sub-menus.

The **content display (II)** will always show the screen corresponding to the menu selected. The default home screen is a compilation of the most recent tweets from relevant UN agencies.

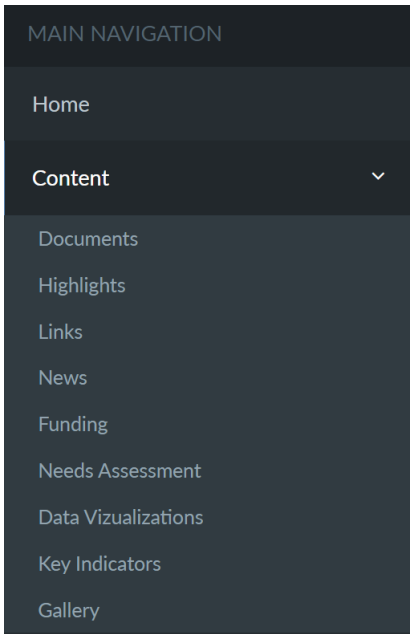
In the following topics of this section, we will go through all the options in the navigation menu, explaining step-by-step how to use each one of the

3. Content

There are many types of content that can be applied to the ODP. It is possible to display contents that have been previously uploaded in the Administrative Panel and also contents hosted in other platforms through the use of links.

As explained previously, all the content in the ODP is organized in two types of visualization: **Country Views**, and **Situation Views**. This distribution is done through the tagging system. Thus, it is essential that all contents uploaded or linked to the ODP are tagged correctly, so that they can be displayed in the appropriate section of the Portal and easily accessed by its users.

Beware that the same content can be displayed on multiple country and situation views depending on the tags assigned to it.

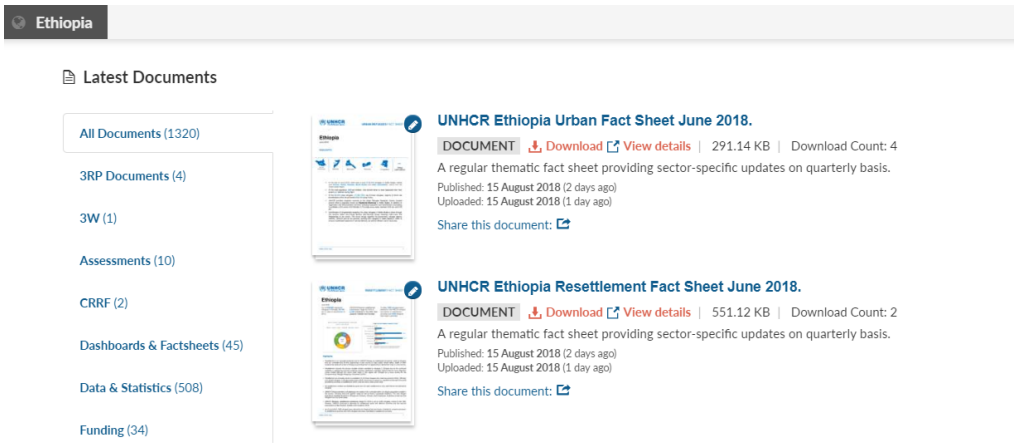


A. Documents

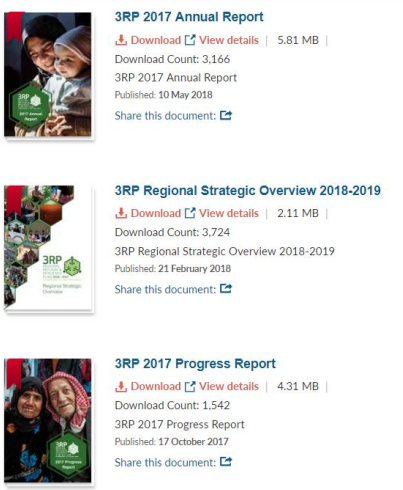
Here you will have access to all the documents that have been uploaded in the ODP. You can upload, edit and delete, as well as approve or reject documents (should you have the right to do so). There are over 65,000 documents referring to various issues. These are usually managed by IMOs and PI/External Relations focal points with appropriate user roles to upload and manage documents.

HOW DOES A DOCUMENT LOOK LIKE IN THE ODP?

In the “Latest Documents” section:

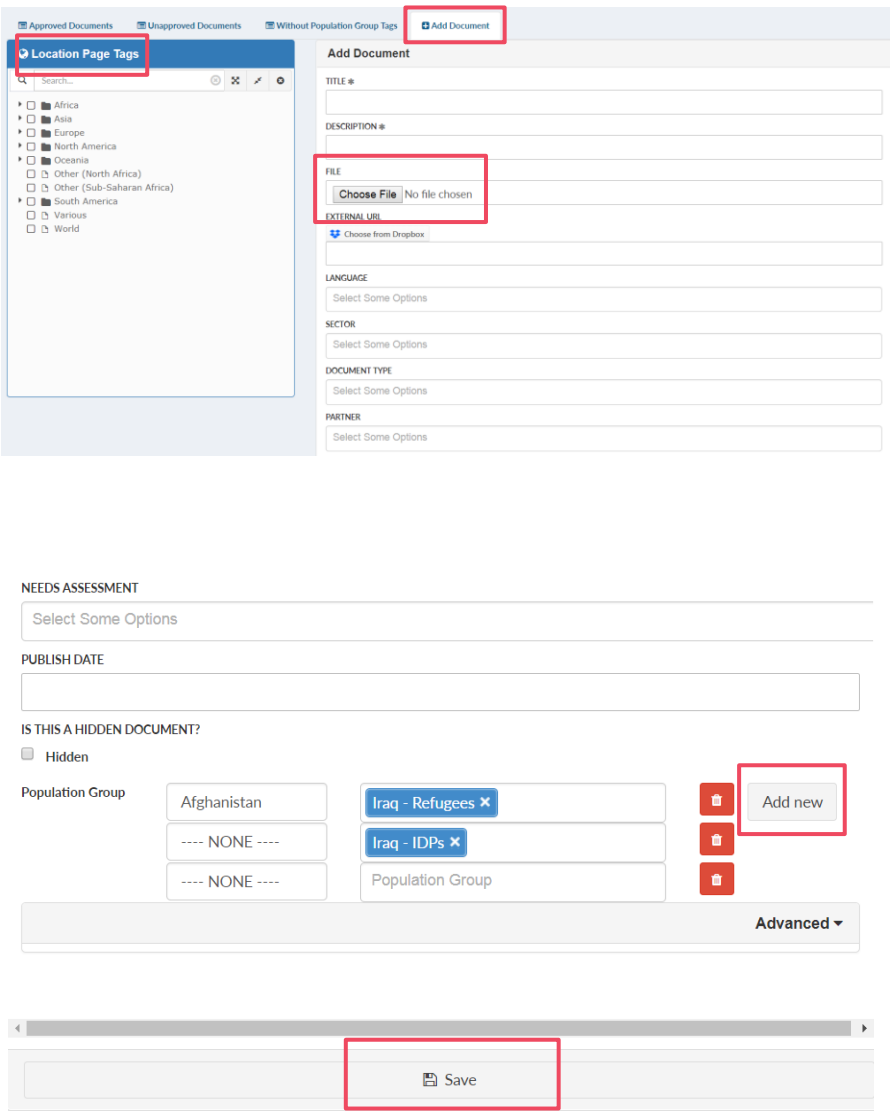


As a “Featured Document” (added as a separate widget – click here):



1) Upload a new document

Before updating a new document, you should gather the basic descriptive information about it (especially if you are uploading a document on behalf of someone else), such as title, description, location and population groups that it refers to, language, date, author, etc…



Click on "**Add Document**".

Select the appropriate location(s) on the "Location Page Tags" list located on the left side.

Choose the file from your computer or Dropbox account (max. 20MB) or insert an URL address.

Fill out the remaining fields with the metadata about the document: Title, Description, Language, Publish Date, etc.

The fields marked with (*) are mandatory.

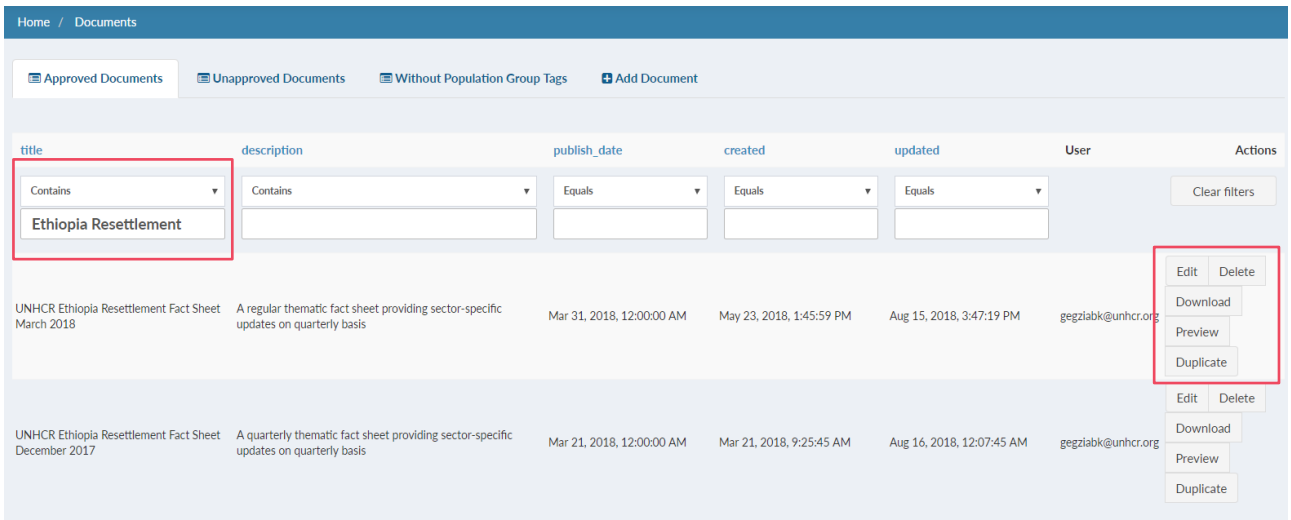
By clicking on "**Add new**", located next to "Population Groups" at the end of the page, you are able to select the population groups to which the document refers (if you are unsure about which tags to use, please consult the Portal Administrator). You can enter multiple population groups for a given location. You can select a population group by specifying a location, or simply select the population group.

Tagging with population groups is necessary for a document to be displayed on situation views, but not for country views.

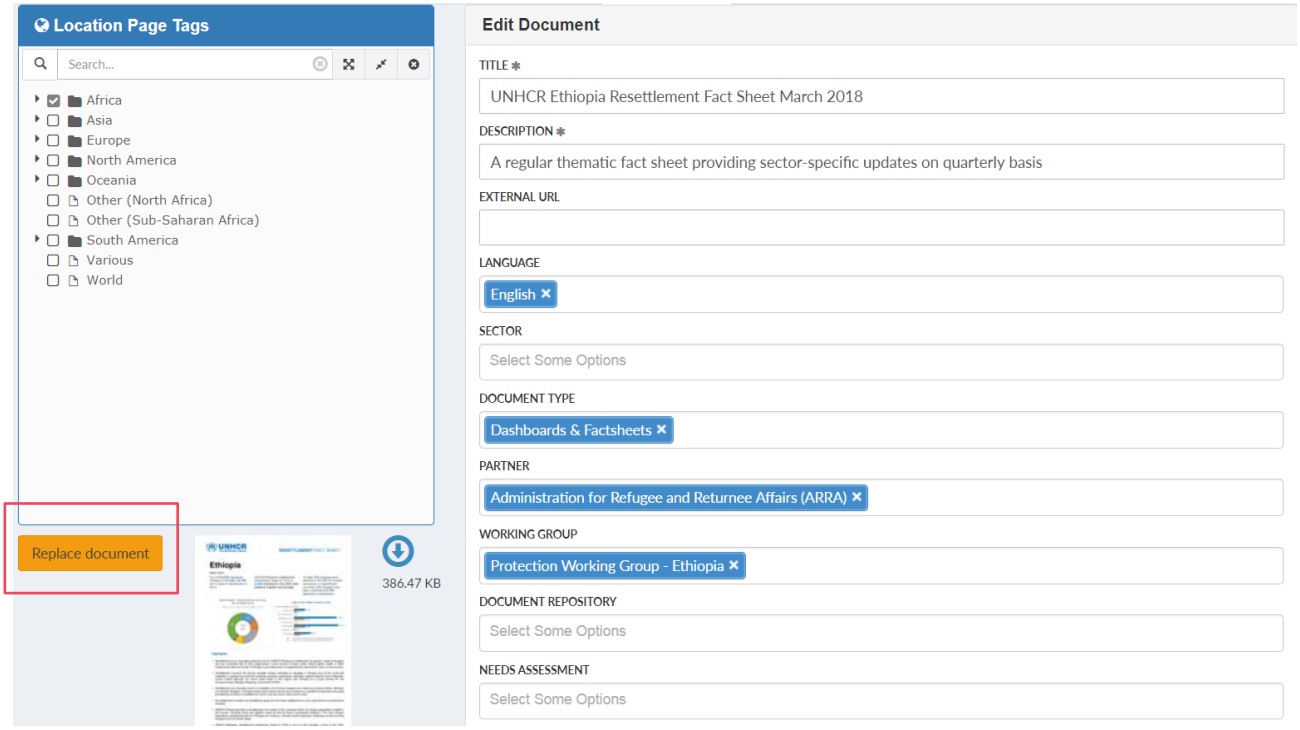
Once done, click on "**Save**". The document will be uploaded, and the thumbnail generated.

2) Edit an existing document

At the top of the "Documents" page you can search for an existing document by typing its title, description or date in which it was published, created or updated, and then pressing "Enter" on your keyboard.



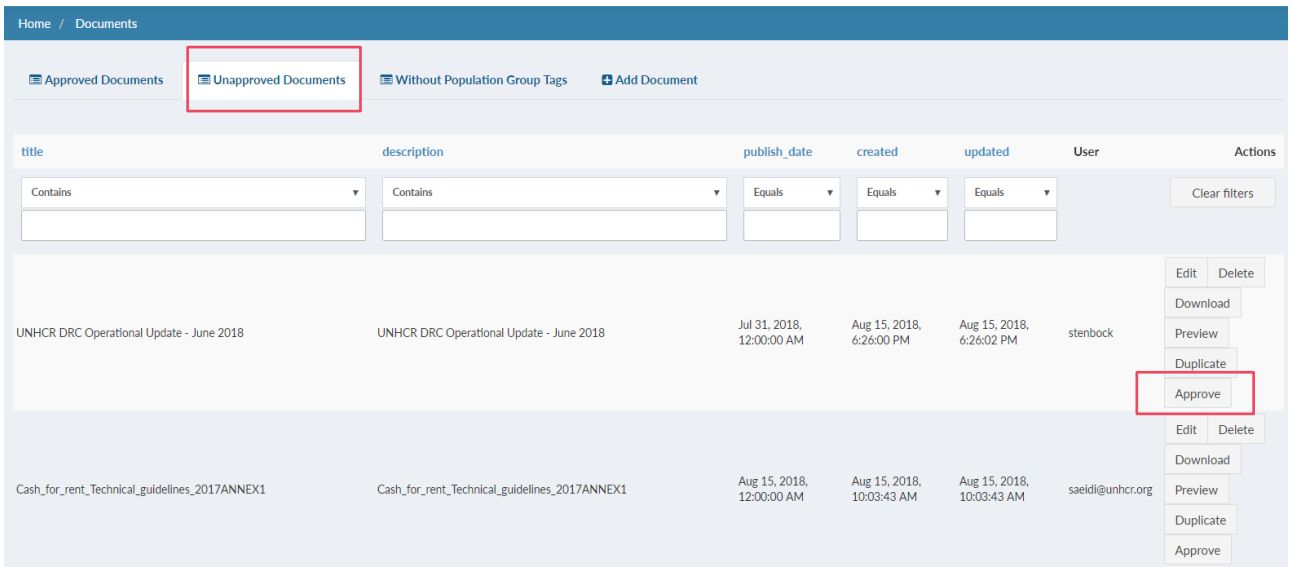
Once you have found the right document, you can use the buttons on the right side to perform the necessary changes. If you wish to delete the document, you just need to click on "**Delete**". If you wish to modify something in the document or replace the file, click on "**Edit**".



You will see a screen similar to the one for uploading new documents. You can make all the necessary changes in the appropriate fields. Make sure to record the date of the report and not the date of the upload. Click on "**Replace document**" if you wish to select a new file. Then click on "**Save**" at the bottom of the page.

3) Approve a document

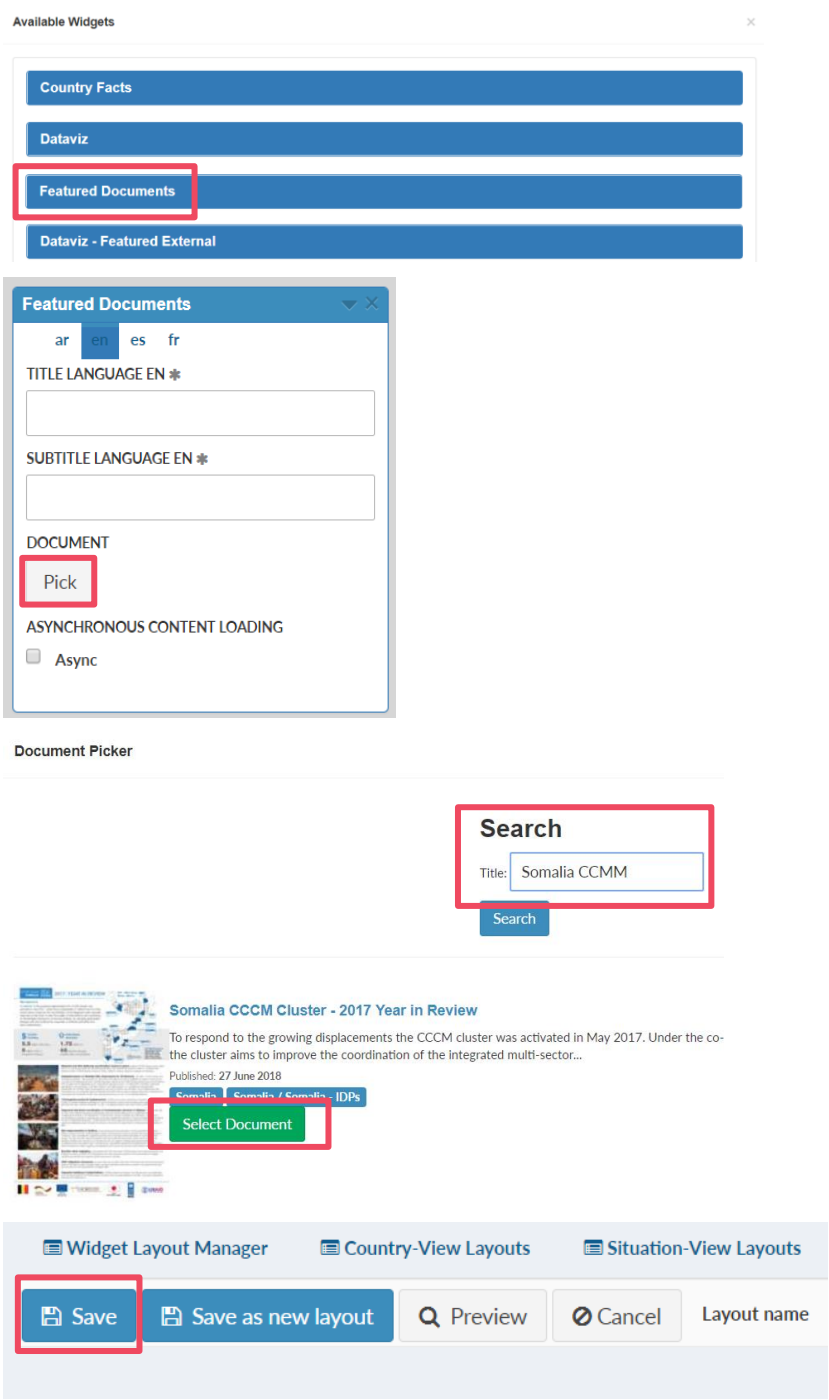
Users that are only accredited with the "Content Provider" role often need to have their document uploads approved. If you are in charge of approving a document uploaded by someone else, click on "**Unapproved Documents**".



You will see a list similar to the one of approved documents, but with the extra button "**Approve**" which makes the document publicly available and moves it from the unapproved documents to the approved documents list. In case a document is not approved, you can simply leave it on the list of unapproved documents.

4) Add a featured document

Whenever you add a new document and tag it with a country or situation, it will automatically be displayed in the "Latest Documents" section of that specific page. However, if you would like to place a document separately, in a different position on the page, you need not only to upload the document as usual, but also to create a "Featured Document" widget for it:



Select "**Featured Documents**" in the widgets list.

Insert the Title and Subtitle of the document.

Click on "**Pick**" to select a document from the document repository (you must have previously uploaded it in the administrative panel)

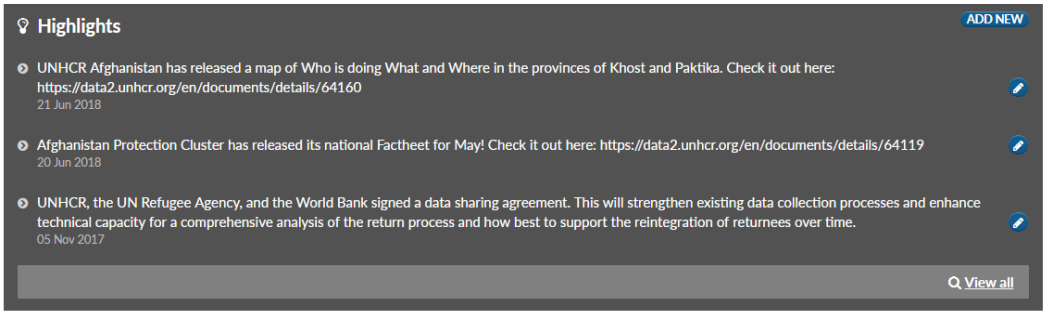
Type the title to search for the correct document, then click on "**Select Document**" to add it to the widget.

When done with editing the widget, scroll up to the top of the page and click on the blue button to "**Save**" the page layout.

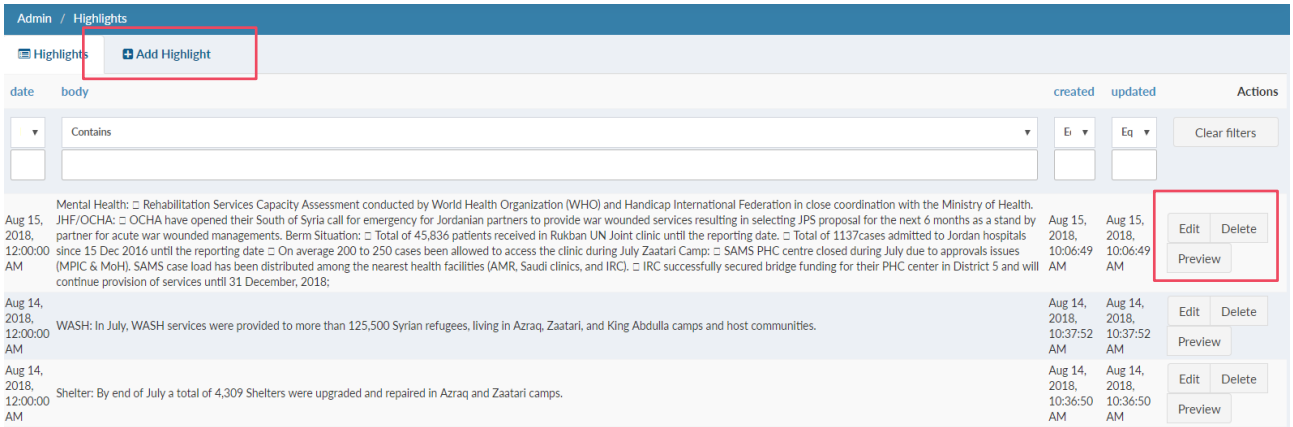
B. Highlights

Highlights are brief information paragraphs of no more than 160 characters used to summarize and emphasize key developments related to a specific country/situation.

How does a highlight look on an ODP page?



Click the "**Highlight**" button on the navigation menu to access the full list of highlights. You can choose to create new highlights by clicking on "**Add Highlight**" or to edit, delete or preview an existing highlight by using the search bar and the buttons on the right side. The procedures are similar to the ones for adding and editing a document, including the tagging system to assure that the highlights will appear in the correct pages.



C. Links

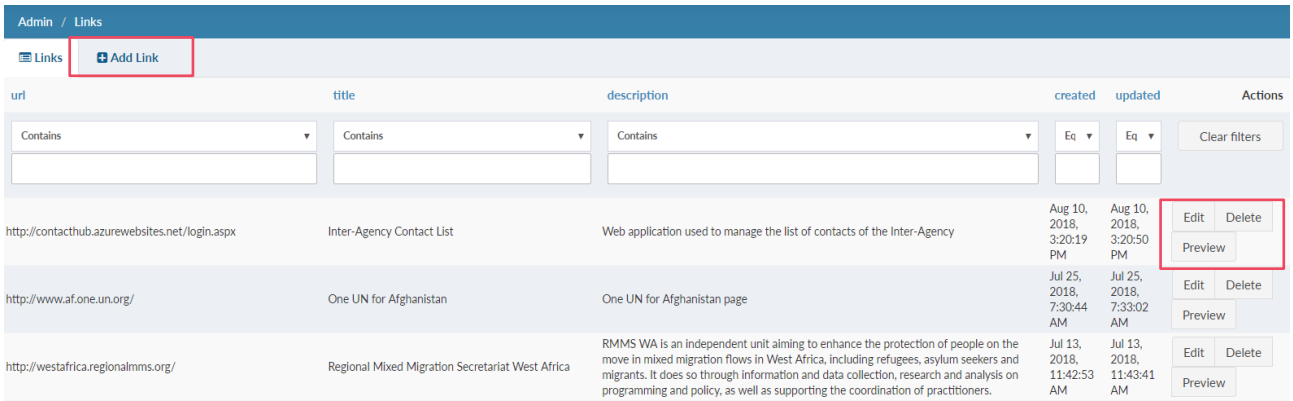
The links section is used to list other external resources related to a specific country/situation.

How do links look like on an ODP page?

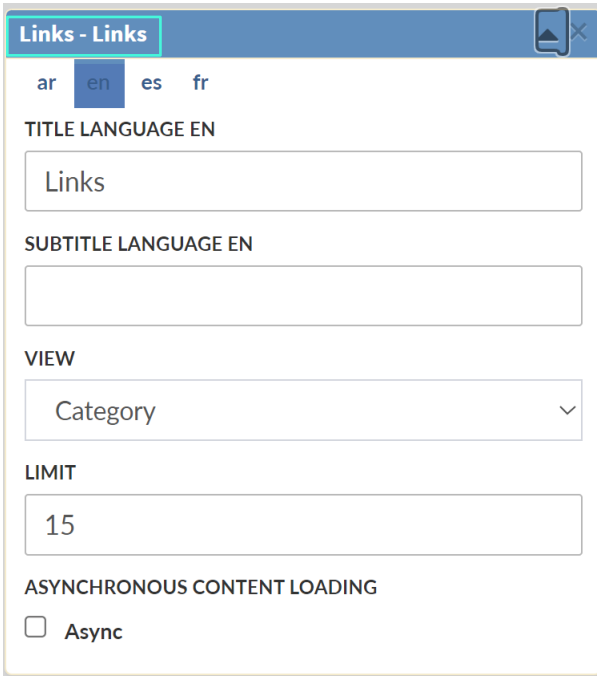
Links

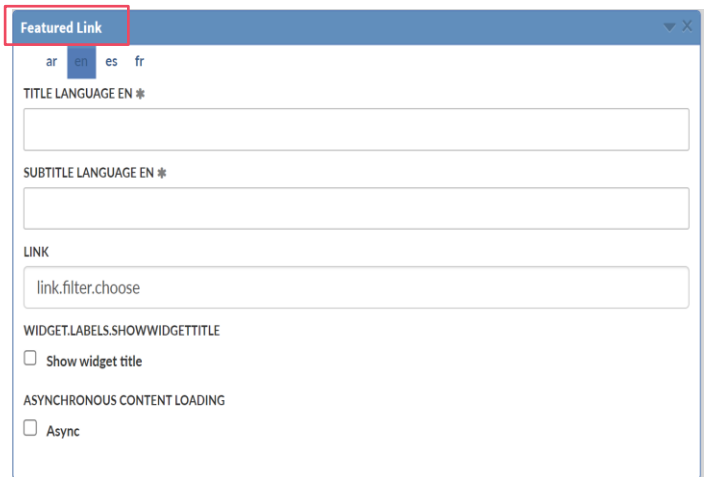
- **AFAD, Disaster and Emergency Managemenet Presidency of the Prime Ministry**
  Provides daily updates.
- **CCCM Documents on Dropbox**
  CCCM Iraq documents available via Dropbox
- **CCCM Informal Site Profile Portal**
  The site contains site profiles for all informal sites assessed throughout Iraq by REACH, in partnership with IOM, on behalf of the CCCM Cluster
- **IOM DTM Iraq**
  Displacement tracking matrix
- **IRAQ: Mosul/Hawija - Camps and Emergency Sites**
  IRAQ: Mosul/Hawija Operational Planning - Camps and Emergency Sites
  Produced twice every week.
- **MFA, Ministry of Foreign Affairs**
  Instant announcement of Minister's statements or press briefings
- **OCHA Humanitarian Response**
  Iraq humanitarian response

Click on "Links" at the navigation menu. You can choose to create new links by clicking on "**Add Link**" or to edit, delete or preview an existing link by using the search bar and the buttons on the right side. The procedures are similar to the ones for adding and editing a document, including the tagging system to assure that the links will appear in the correct pages.



Add the Link and/or the Featured Link widget to an ODP page:





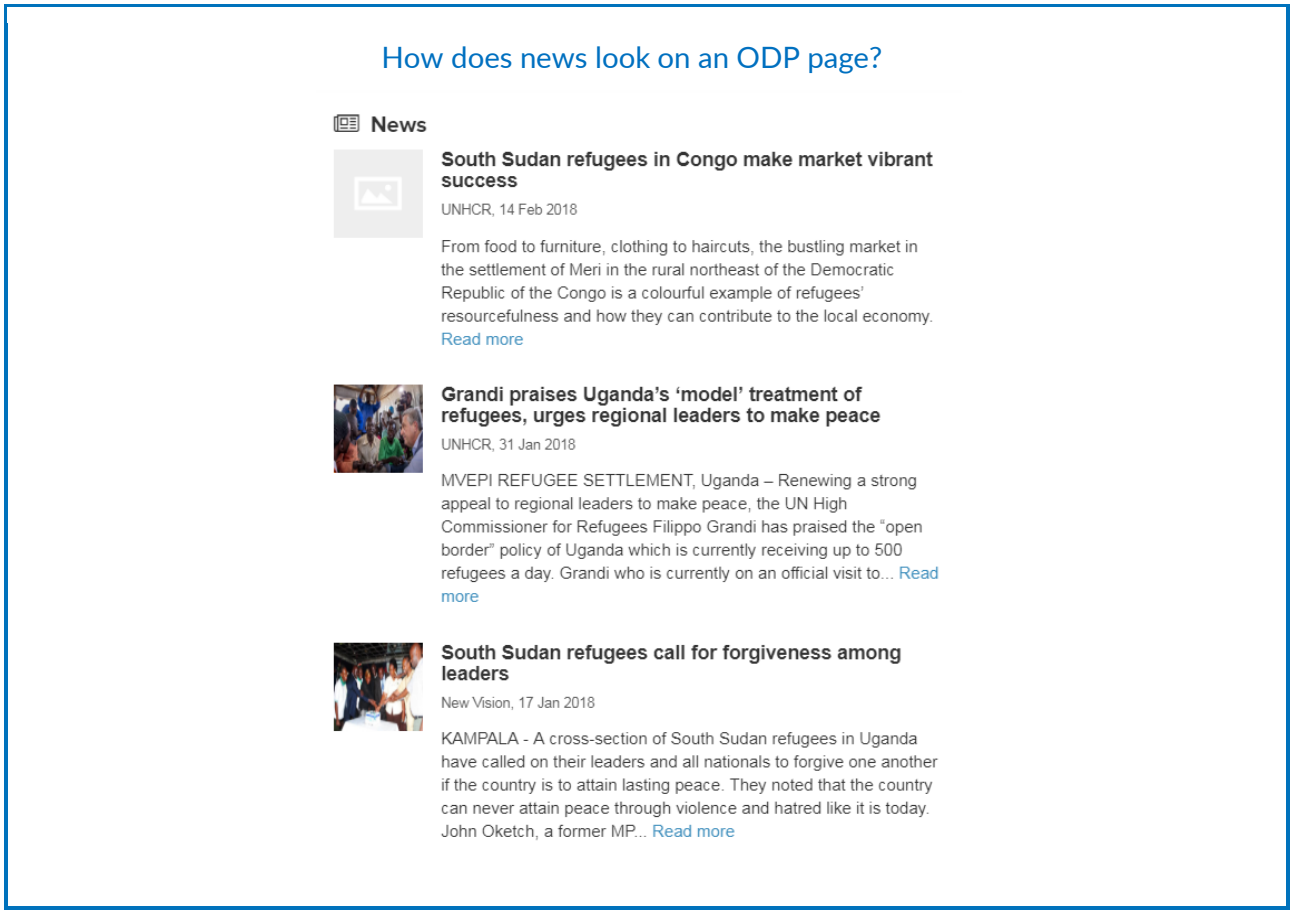
Once you have added the necessary link and tagged them accordingly, you can proceed by adding the link widget to an ODP page. This, and how to select the Link widget has previously been described here.

Once you have added the link in the desired position on the page, you should provide the title, subtitle, view and limit. Limit function will ensure that only the specified number of links is shown on the page.

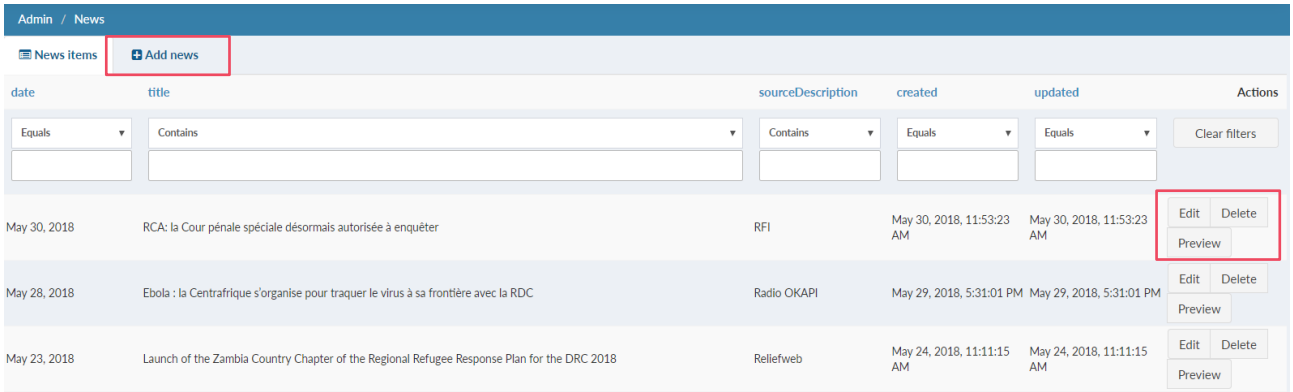
If you wish to add only a specific link to the ODP page, you should use the Featured Link widget. Once you add the widget in the desired position on the page, you should speficy the title and subtitle. In the filed Link, you should search for the link you wish to display. You can find the link based on the title.

D. News

The news section is used to gather relevant news articles about a specific country/situation. Each news item includes an image, which has to be added manually (normally a screenshot or an image featured in the news article). If you do not add an image, it will look like the first item of the example below.



Click on "**News**" at the navigation menu. You can choose to include new items by clicking on "**Add news**" or to edit, delete or preview an existing news item by using the search bar and the buttons on the right side. The procedures are similar to the ones for adding and editing a document, including the tagging system to assure that the news will appear in the correct pages.

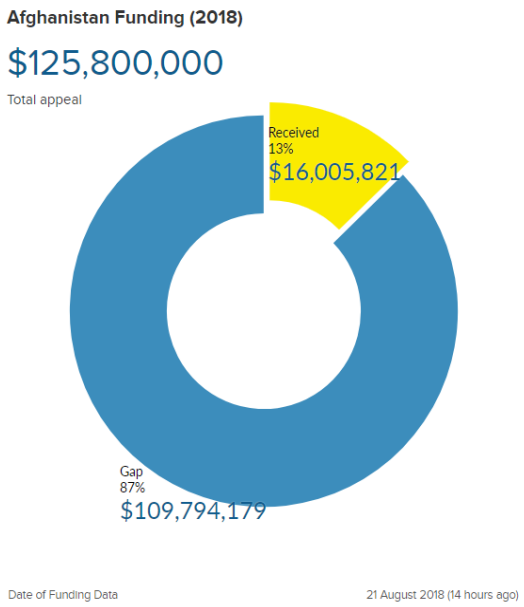


E. Funding

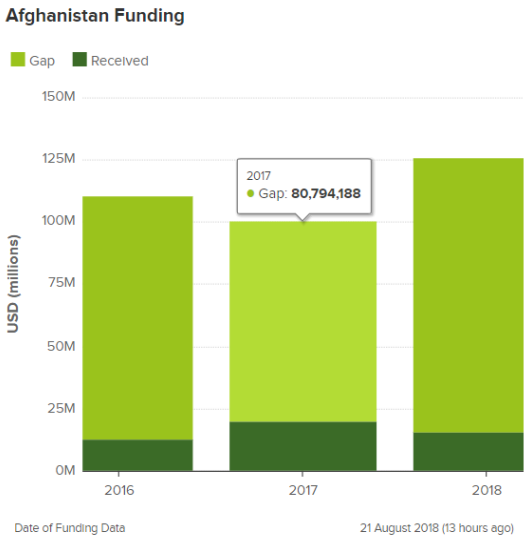
The funding tool is used to create a visualization of the gap between the amount of funding required and the amount of funding actually received by UNHCR operations in a specific country or situation. It can be displayed as a Donut Chart, with the funding information from the most recent available year, or as a Stacked Column Chart, showing the development of the funding situation over a specific number of years.

HOW DOES FUNDING LOOK LIKE IN THE ODP?

Most recent available year display (donut chart)



History graph display (stacked column chart)

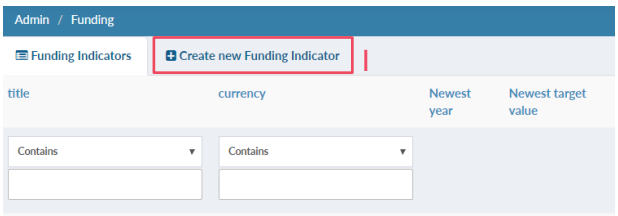


Before you start editing the funding tool, you should be aware of the following terminology:

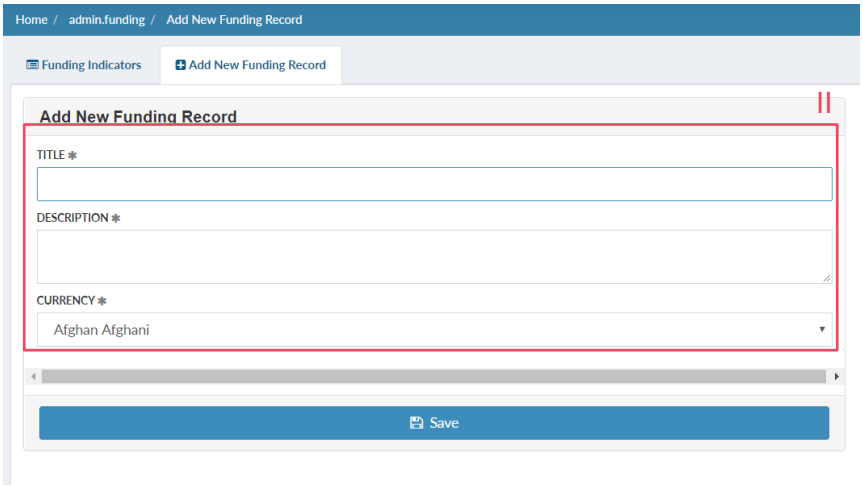
FUNDING INDICATOR = is the general "folder" in which funding records are stored. It only requires a title, a description and a currency. One funding indicator can contain many funding records.

FUNDING RECORD = is the actual record of funding values related to one specific year. It is stored inside the funding indicator.

Create a new funding record

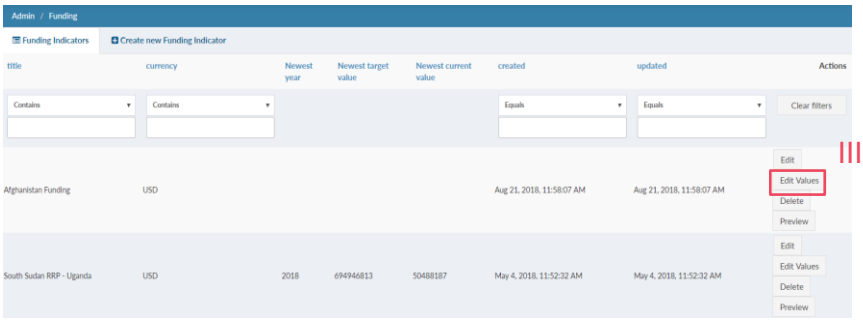


Click on "Create New funding Indicator" (I).



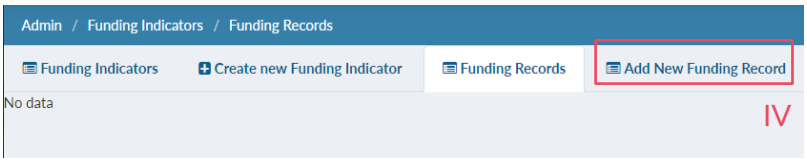
You will then have **three mandatory fields (II)** to fill out: Title, Description and the Currency of the funding amount. When ready, click on "**Save**".

You will be redirected to the main list with all funding indicators. The indicator you just created should be the first on the list (double check by the date and time of creation). If not, you can find it using the search bar.

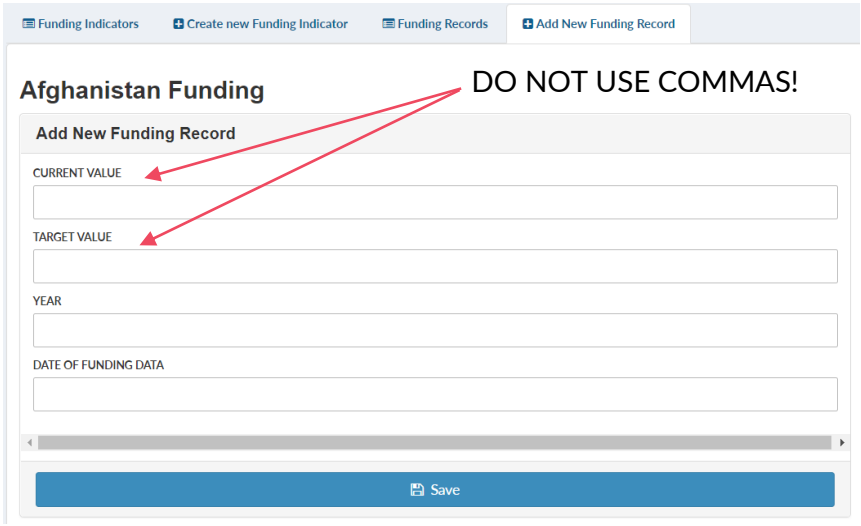


Click on "Edit Values" (III).

You will be directed to a different screen with more menu options, where you will be able to add a funding record inside the funding indicator that you have just crated.



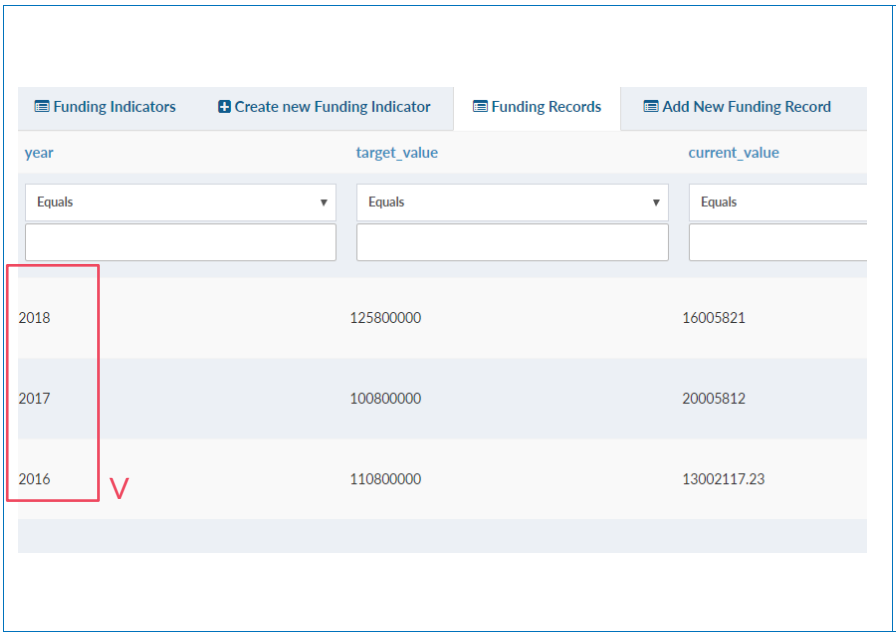
Click on "Add New Funding Record" (IV).



Now you can add the "**Current Value**" (amount of funding actually received) and the "**Target Value**" (amount of funding required). You are allowed to enter decimal places using a dot ("."), but do not use commas (the ODP inserts them automatically in the visualization).

Enter the "**Year**" to which these numbers correspond and the "**Date of Funding Data**" (date when the data you are imputing was generated).

Click on "**Save**".



If you wish to add more funding records for that same funding indicator, click again on "**Add New funding Record**" on the far right and repeat the same steps.

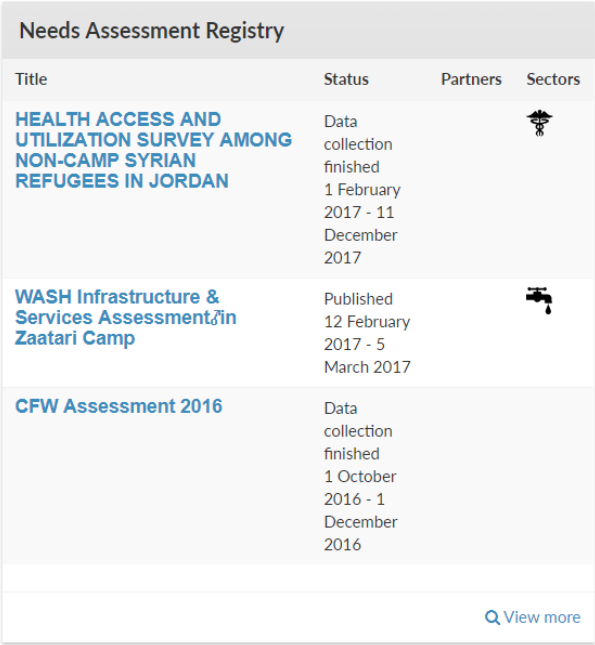
After adding all the information desired, you will see a list with **all the funding records added to your funding indicator (V)**.

Please note that the Funding tool does not have the tagging system like other menus, which means that simply adding a new funding record will not automatically display it in a specific country/situation page. It has to be added as a widget.

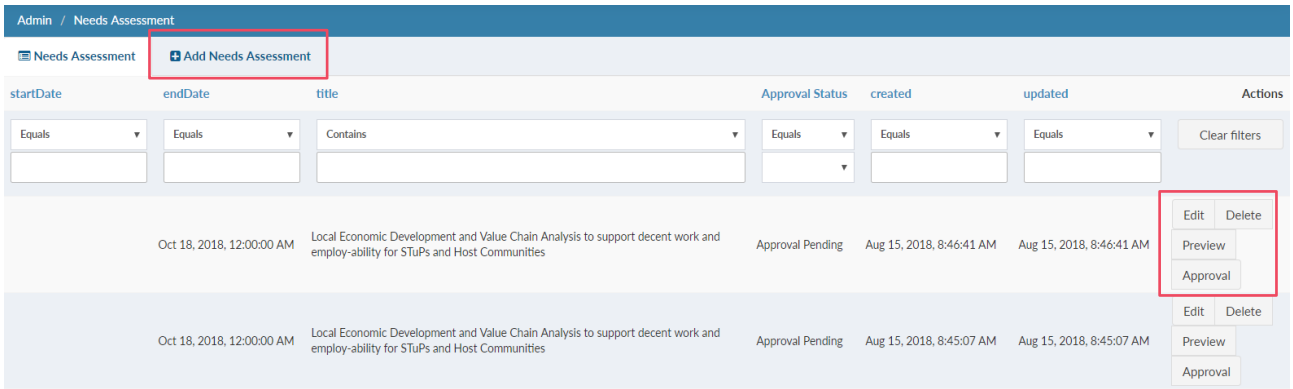
F. Needs Assessment

The Needs Assessment section works like an index of needs assessments that have been made for a specific country or situation. It doesn't necessarily include a link or a file, it can simply be a summary with the most relevant information about the assessment, such as start and end dates, methodology, target population, unit of measure, etc.

How does it look like in the ODP?



Click on "**Needs Assessment**" at the navigation menu. You can choose to create new Needs Assessment by clicking on "**Add Needs Assessment**" or to edit, delete or preview an existing Needs Assessment by using the search bar and the buttons on the right side. The procedures are similar to the ones for adding and editing a document, including the tagging system to ensure that the Needs Assessment will be connected to the correct countries and situations.



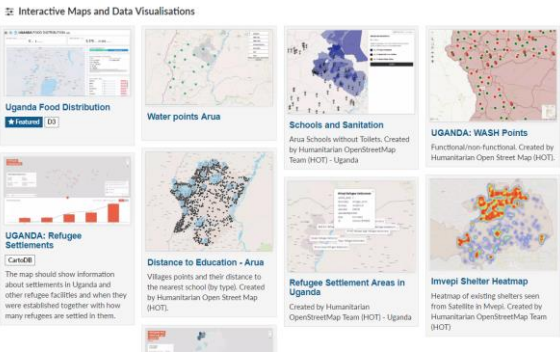
G. Data Visualization (Dataviz)

Data Visualization, or *Dataviz*, isan externally created visualization that is added to the ODP. For example, if you created a report on Power BI and you would like it to appear at a situation or country page, you can use the *Dataviz* tool to upload the Power BI link.

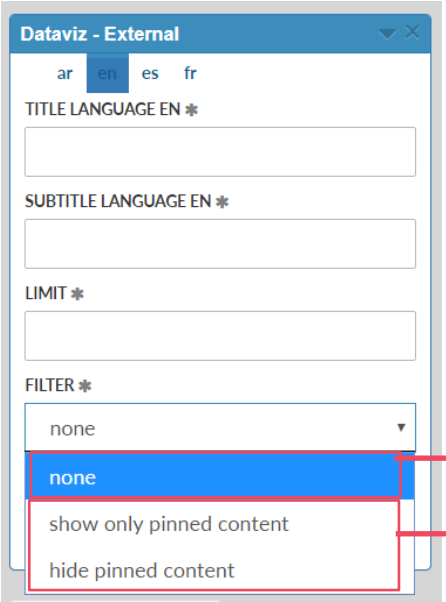
How does it look like in the ODP?

There are two ways in which external data visualizations can be displayed in the ODP:

1. Dataviz grid (using the widget **Dataviz - External**)
    - It compiles all the data visualizations added to the administrative panel. Once the "Dataviz – External" widget is added to the page layout, all the data visualizations that are tagged with a country or situation will appear automatically in the grid (click here to understand the tagging system).



When adding the widget to the page layout, you have the option to filter specific data visualizations:

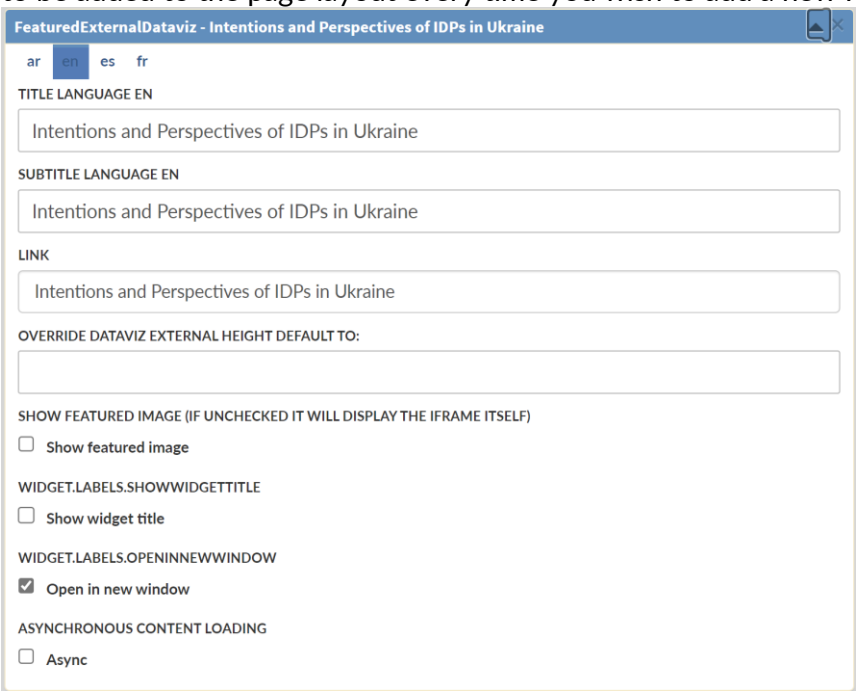


By selecting none, you choose to not use any filter. This means that all the data visualizations that are tagged with a country or situation will appear automatically in the grid

If you wish to use filters, you can choose to **only show** contents that you previously pinned (see step-by-step below) or to **hide them** and only display the contents that were not pinned.

2. Featured Dataviz (using the widget **Dataviz - Featured External**)

   It displays one particular data visualization. The widget "Dataviz – Featured External" needs to be added to the page layout every time you wish to add a new Featured Dataviz.

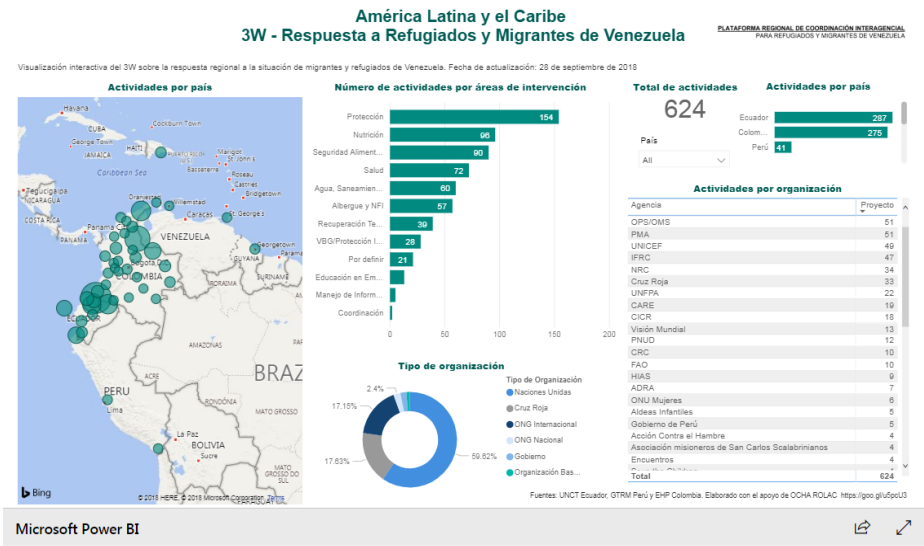


After adding the "Dataviz – Featured External" widget you have the option to provide a title, subtitle and the link.

The option "Show featured image" allows for two ways of Featured Dataviz display on the ODP:

- **External source preview**

  Loads a preview of the Dataviz directly from the external source. Although it can take longer to load, it is an interesting option to highlight this content. If you wish to apply this type of display, you should <u>not</u> tick the "show featured image" option.



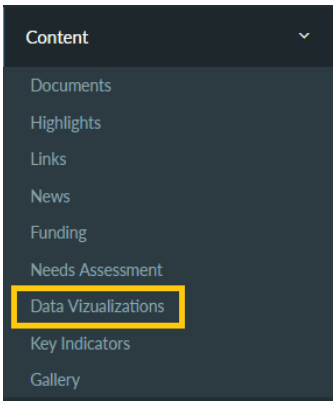
- **Miniature image and link**

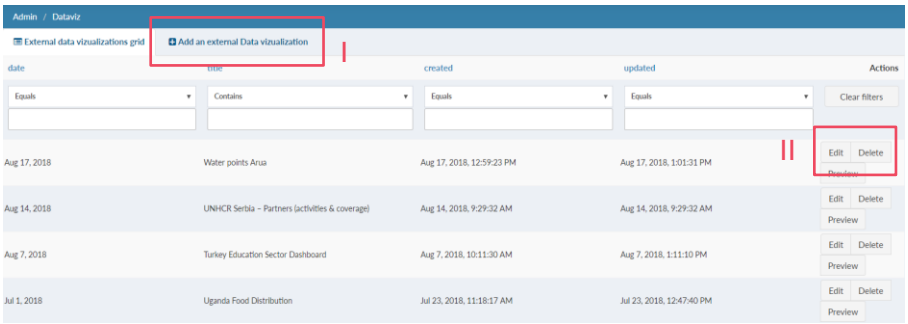
  This display type looks similar to a Featured Document. If you would like to apply this type of display, you must take a screenshot of the Dataviz and add it as a featured image to the Dataviz file in the administrative panel (see step-by-step below). Additionally, you should tick the "Show featured image" option when adding the widget.

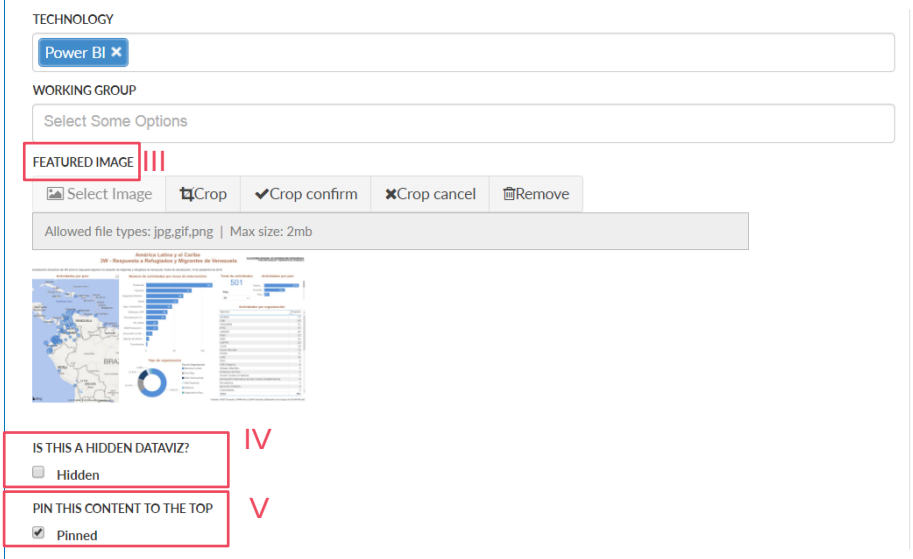
➢ THE DATAVIZ REPOSITORY

At the bottom of every page, there is a menu called "Sections", where you will find the "Dataviz" link. It leads the user to a repository of all the data visualizations that were added to the ODP, except the ones that have been ticked as "Hidden" (see step-by-step below).

Before adding the Dataviz widget to an ODP page, you need to add the data visualization to the Data Visualization repository in the navigation menu, under content. See steps below:







The first step is always to create a record in the administrative panel with the URL of the data visualization and other relevant information. Click on "**Data Visualization**" at the navigation menu.

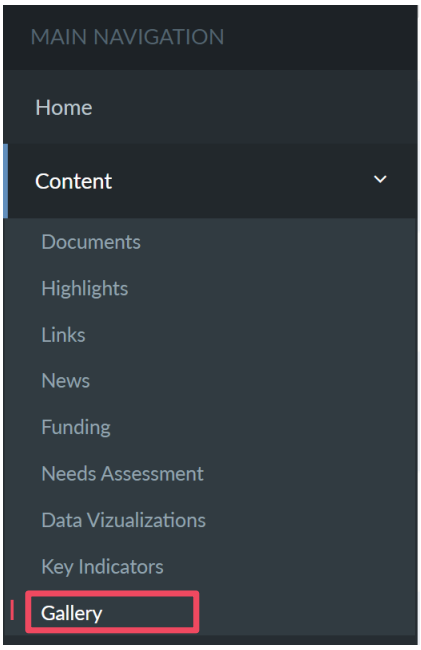
You can choose to create new Dataviz by clicking on "**Add an external data visualization" (I)** or to edit, delete or preview an existing Dataviz by using the search bar and the **buttons on the right side (II)**.

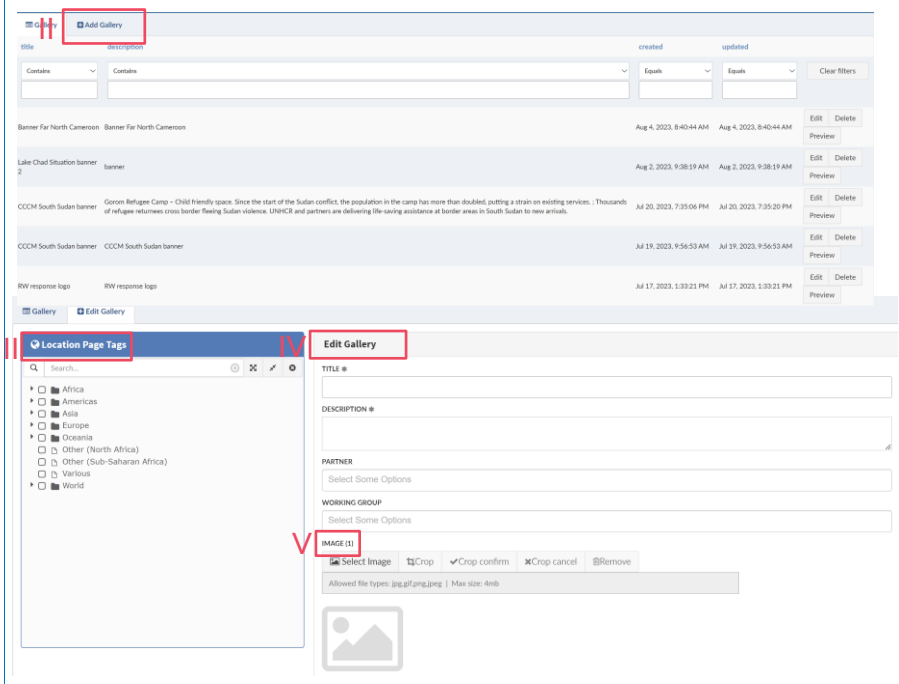
You should add the URL, title, date, description and other relevant information. You have the option to add a screen shot of the Dataviz as a **featured image (III)**.

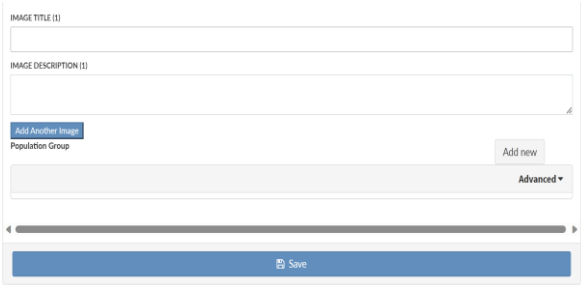
If you wish to hide this specific Dataviz from the global search tool by ticking the indicated box **"Hidden" (IV)**. If you wish to pin this specific Dataviz, tick the indicated box **"Pinned" (V)**.

H. Gallery

Gallery stores photographs that can be displayed on an ODP page. If you wish to add a photo to your ODP page, you first need to add it to the gallery (see steps below).







The first step is to add the photo/s to the gallery. To access the gallery, click on gallery under content in the main navigation menu.

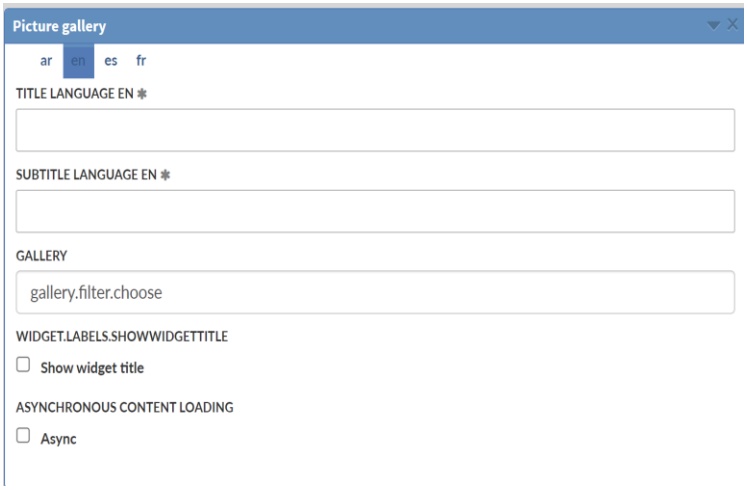
Secondly, click on add gallery.

Third, use the location tagging system on the location page tags to allocate the gallery to respective country. Simply tick the respective country to which the image is associated with.

Forth, enter all the necessary information into the fields on the right side of the page, under Edit Gallery.

Fifth, select and upload an image from your device. If you wish to add multiple images, you should click on add another image. Adding multiple images to the same gallery will change the final display of images on the ODP page. Multiple images will appear as a slide show, which will alternate between images automatically.

How to add the picture gallery widget to an ODP page?



The first step is to navigate to the country page or situation page to which you wish to add the Picture Gallery widget to. This, and how to select the Picture Gallery widget has previously been explained here.

Once you added the Gallery widget to a desired position, you need to provide the following the title and subtitle.

In the gallery field, you need to choose the image which you have previously added to the gallery. You can find the image by typing in the title.

I. OTHER CONTENT

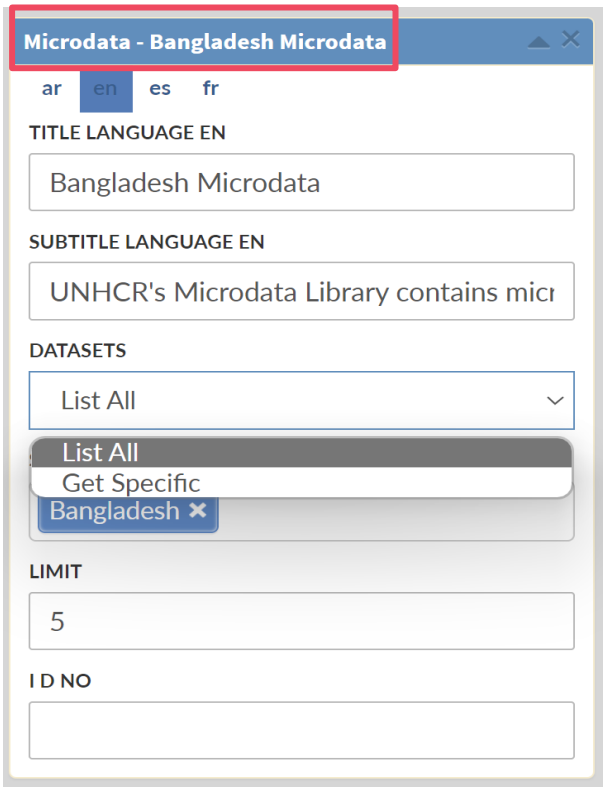
In this subsection we present other types on content that can be added to an ODP country and/or situation page. The below contents need to be added through managing widgets, which can be found on the page layout.

Microdata library

The Microdata Library (MDL) widgets connects the ODP with UNHCR's Microdata Library. The MDL contains unit-level data on forcibly displaced and stateless people, and others. Microdata are collected through various means such as censuses, registrations, administrative processes, and surveys. Each dataset in the library is accompanied by extensive metadata and additional materials like survey questionnaires and analytical reports.

How does it look like in the ODP?

How to add the Microdata Library to the ODP page?



Example of an ID number from the MDL:

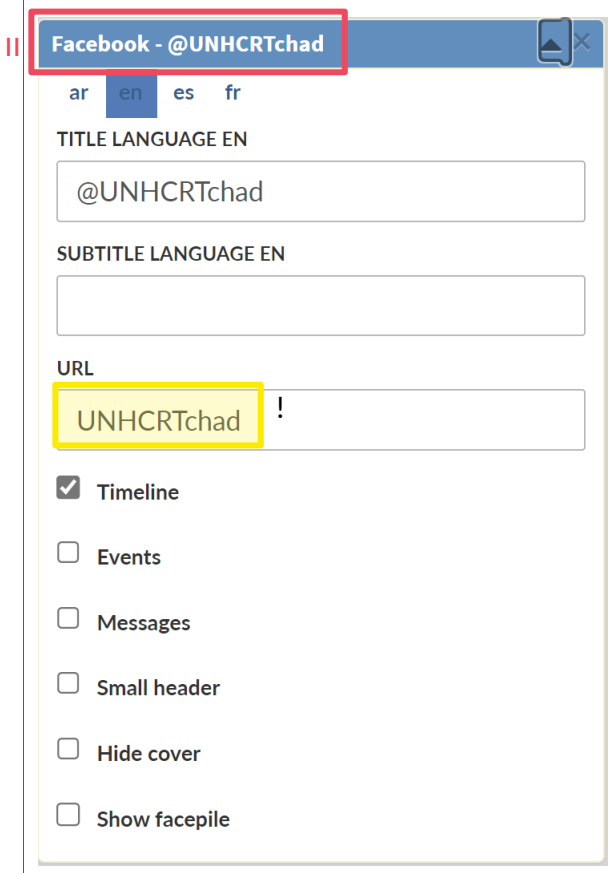
The first step is to navigate to the country page or situation page to which you wish to add the MDL widget. This, and how to select the MDL widget has previously been explained here.

Once you added the MDL widget to a desired position, you need to provide the following information: Title, subtitle, country (in case of situation view you can select all relevant countries), limit of how many datasets you wish to display and if you wish to display all datasets or only specific ones. If you select "get specific" you also need to insert the dataset ID. The dataset ID can be obtained from the MDL.

Facebook

How does it look like in the ODP?

How to add a Facebook page to the ODP page?



II

!

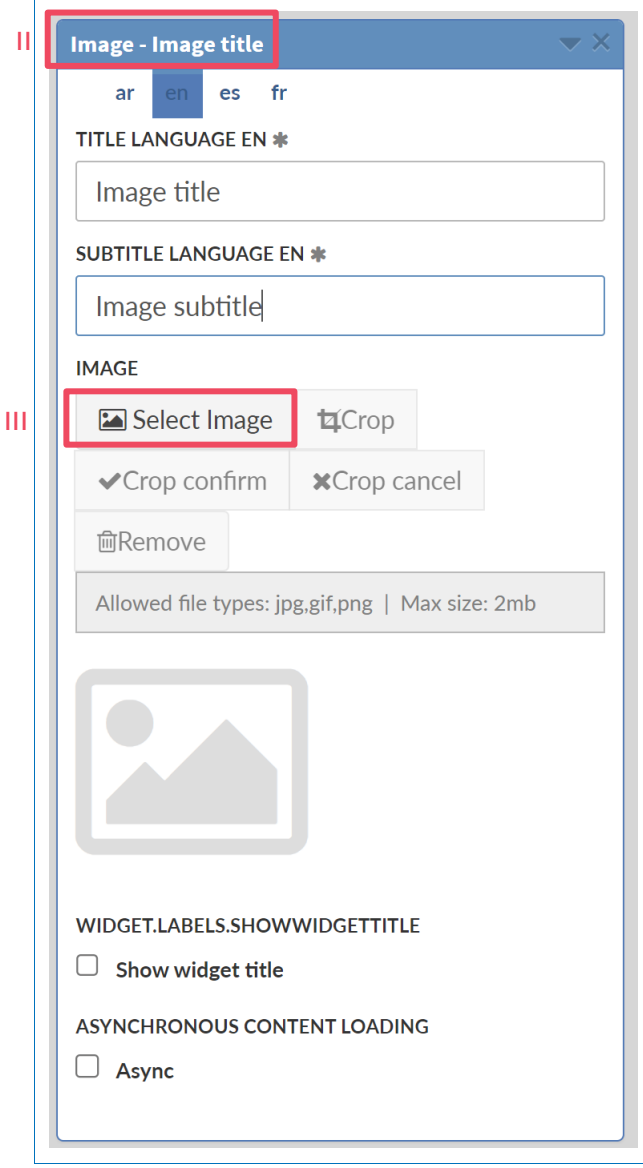
The first step is to navigate to the country page or situation page to which you wish to add the Facebook widget. This, and how to select the Facebook widget has previously been explained here.

Once you added the Facebook widget to a desired position, you need to provide the following information: Title, subtitle, and the URL of the Facebook page.

In the URL field you should only provide the subdirectory of the entire URL. (Example: https://www.facebook.com/UNHCRTchad/)

Lastly, you can choose which elements of the Facebook page should be displayed on the ODP page (timeline, events, messages etc.).

Image



If you wish to add an image to the ODP page, the first step is to navigate to the country page or situation page to which you wish to add the image. This, and how to select the Image widget has previously been explained here.

II Once you added the widget to the desired position, the next step is to specify the title and subtitle of the image.

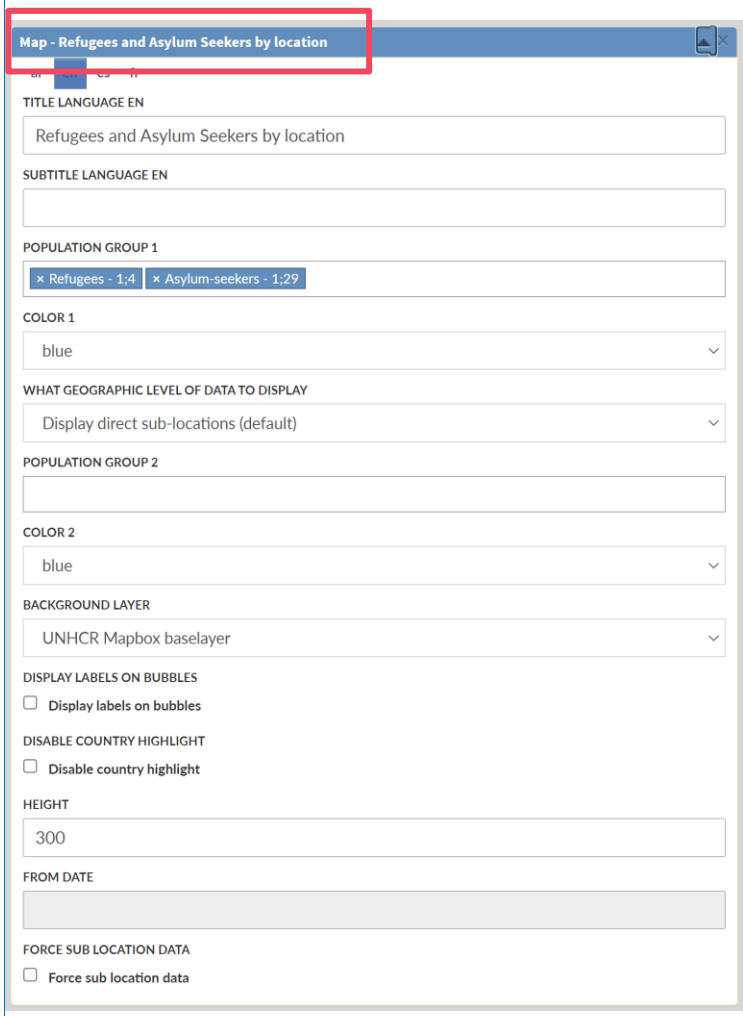
III Following, you should select the image by clicking on “select image” button.

By ticking the “Show widget title” the title and subtitle will be displayed above the image on the ODP page.

Map

How does it look like in the ODP?

How to add a map to the ODP page?



The first step is to navigate to the country page or situation page to which you wish to add the map widget. This, and how to select the map widget has previously been explained here.

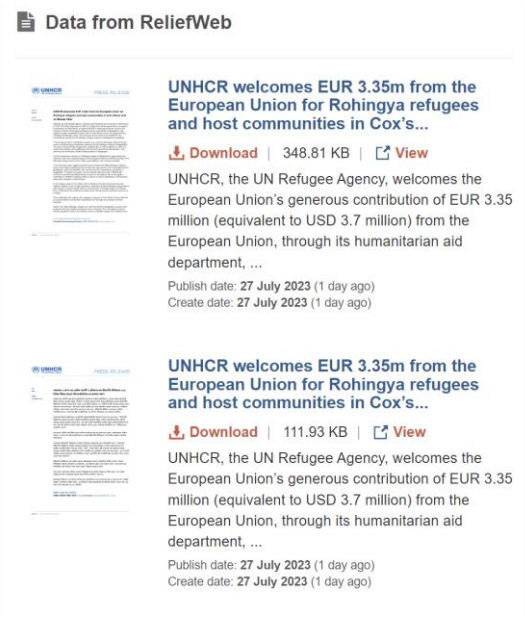
Once you added the map widget to a desired position, you need to provide the following information: Title – here you should specify which population are shown on the map;

Population group – select the relevant population group;

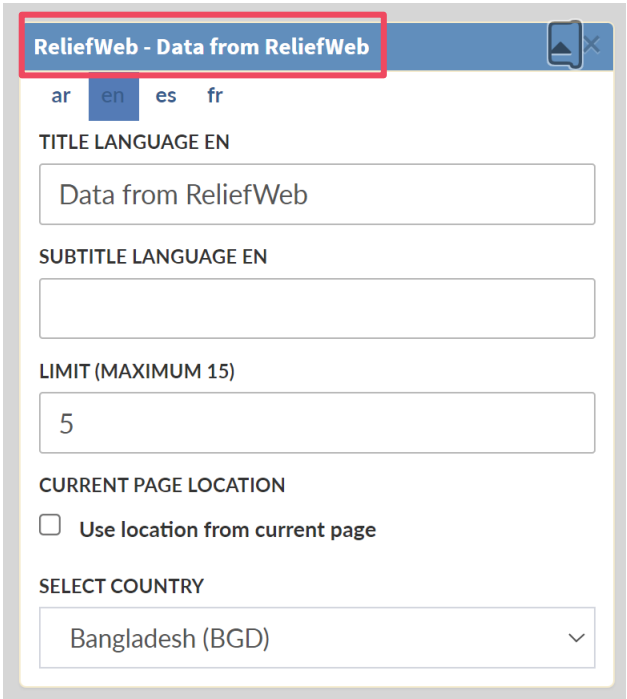
Colour: select the relevant colour for the population group: Blue – refugees; Red – IDPs; Green – stateless and/or returnees; Grey – Asylum seekers.

Reliefweb

How does it look like in the ODP?



How to add the ReliefWeb widget to an ODP page?



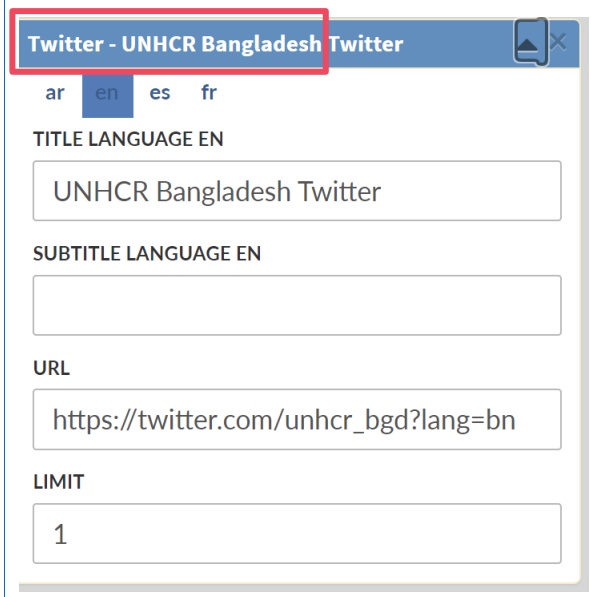
The first step is to navigate to the country page or situation page to which you wish to add the Reliefweb widget. This, and how to select the widget has previously been explained here.

Once you added the Reliefweb widget to a desired position, you need to specify the title and if needed, the subtitle. The option "limit" allows you to set the max limit of information from Reliefweb shown on the ODP page. Lastly, you need to choose the relevant country.

Twitter (X)

How does it look like in the ODP?

How to add a Twitter page to the ODP page?



The first step is to navigate to the country page or situation page to which you wish to add the Twitter widget. This, and how to select the Twitter widget has previously been explained here.

Once you added the Twitter widget to a desired position, you need to provide the following information: Title, subtitle, and the URL of the Twitter page.

The "limit" field allows you to limit the number of tweets shown on the page.

*In cases where tweets are not displaying on the page, or displaying in an incorrect order, you can follow the below steps to add a button linking to the respective Twitter account.

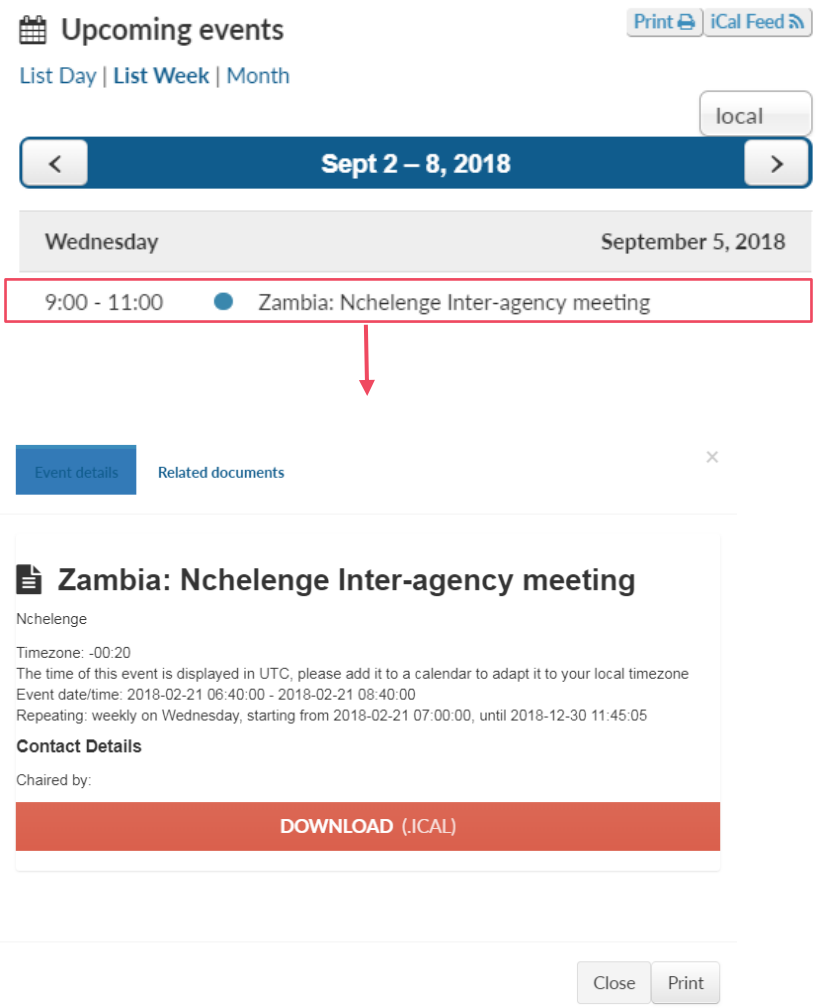
1. Click on this link: https://publish.twitter.com/?buttonLarge=on&buttonType=FollowButton
2. Enter the handle of the account you want to link to, for example "@UNHCRIraq"
3. Select the type of button you want to display
4. Copy the code
5. Navigate to the ODP page you want to update, login and navigate to the backend to update the page's layout
6. Remove the existing Twitter widget, and replace it with a Text widget. Copy the code into the Text widget
7. Save

4. Coordination

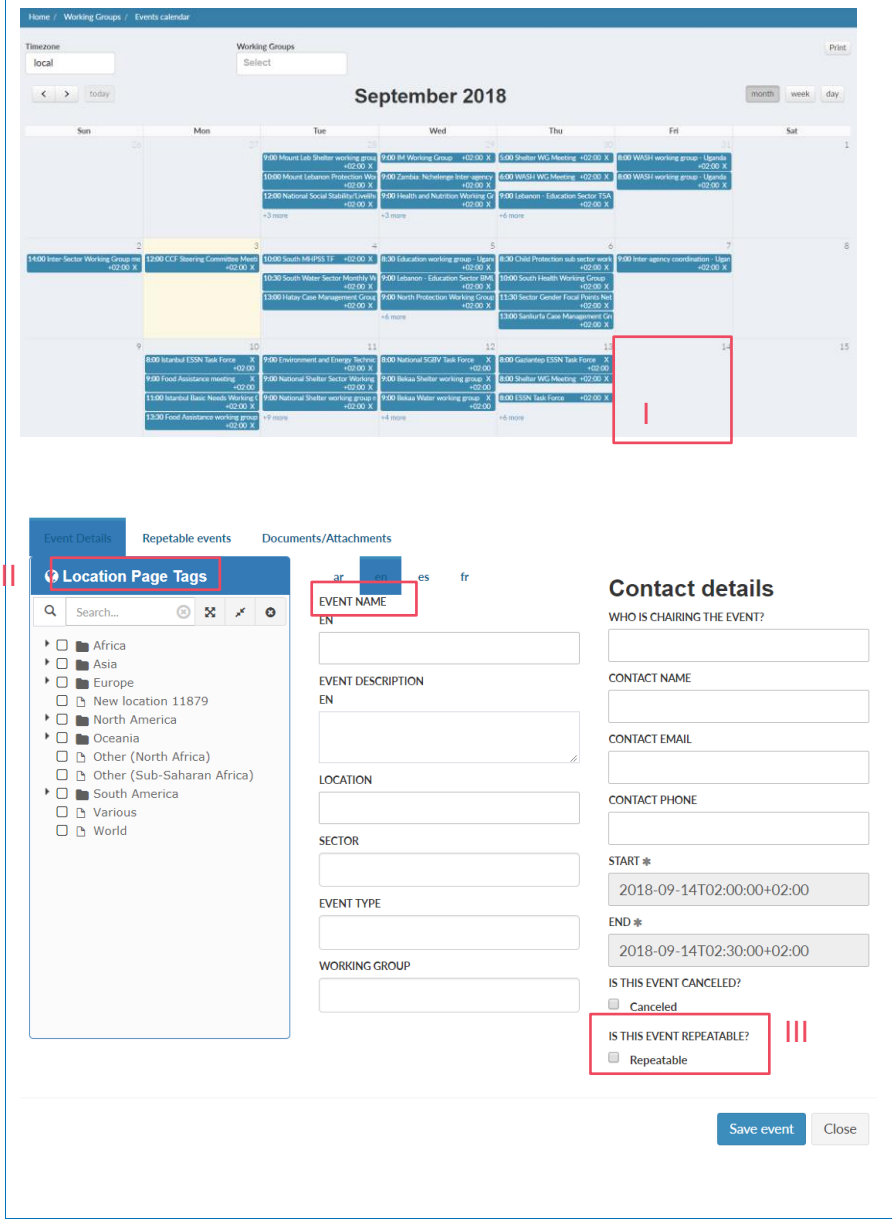
A. Events

The events section displays a calendar with all the past and upcoming events that have been scheduled in the ODP.

HOW DOES AN EVENT LOOK LIKE IN THE ODP?



1) Add or edit an event



Click on the day (I) of the calendar in which you would like to add an event.

Fill out the event details and tag it with location, sector, event type and working group in order to display it in the appropriate pages. Click on the **"Documents/Attachments" (II)** tab to attach files to the event.

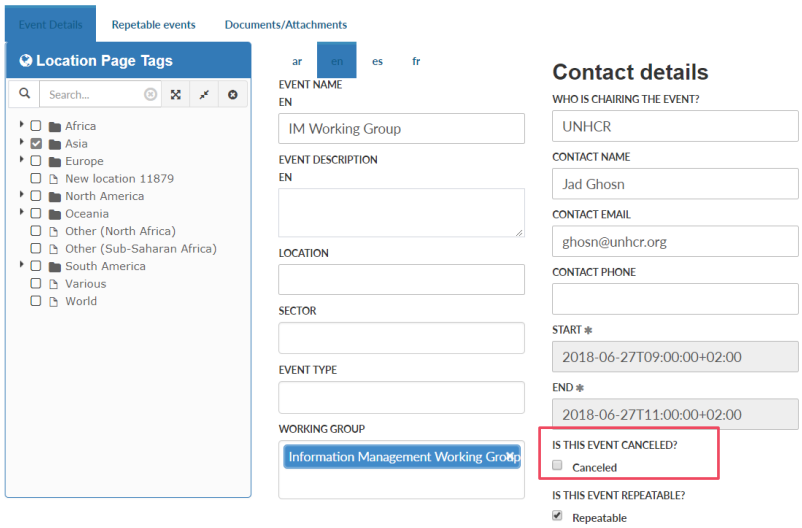
You can also set an event as repeatable by **ticking the box (III)** and clicking on the **"Repeatable events" tab** to define the repetition standard.

Click on "**Save event**".

In case you need to edit an existing event, simply click on the event in the calendar and the editing box will appear.

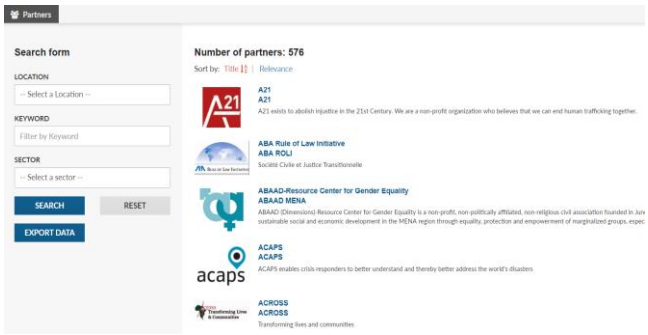
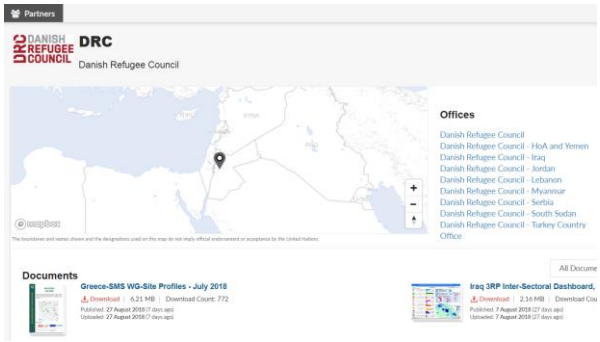
2) Cancel an event

Once created, an event cannot be deleted from the administrative panel. In order to remove it from the public view, you just need to click on the event in the calendar, tick the box "**Cancelled**" and save it.

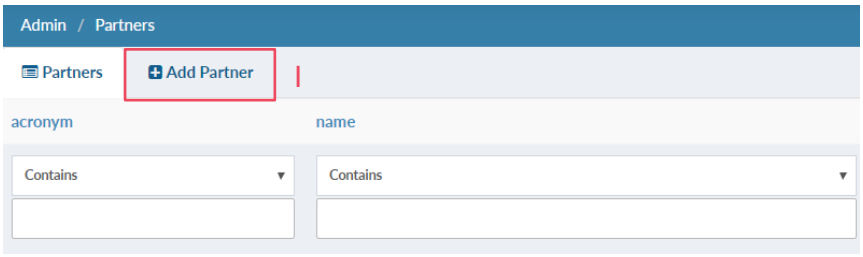


B. Partners

The partners section displays all the UNHCR's partners registered in the ODP.

HOW DO PARTNERS LOOK LIKE IN THE ODP?	
The "Partners/3W" menu at the top of the ODP displays the full list of partners registered in the Portal. It is possible to search by location, keyword or sector. 	By clicking on a specific partner, the user can view its offices, documents in which they have been tagged, contact details, etc. 

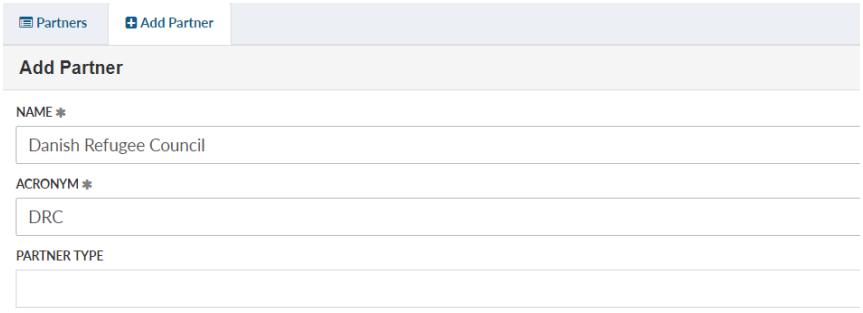
1) Add and edit a partner



First, search the partner list before adding a new one.

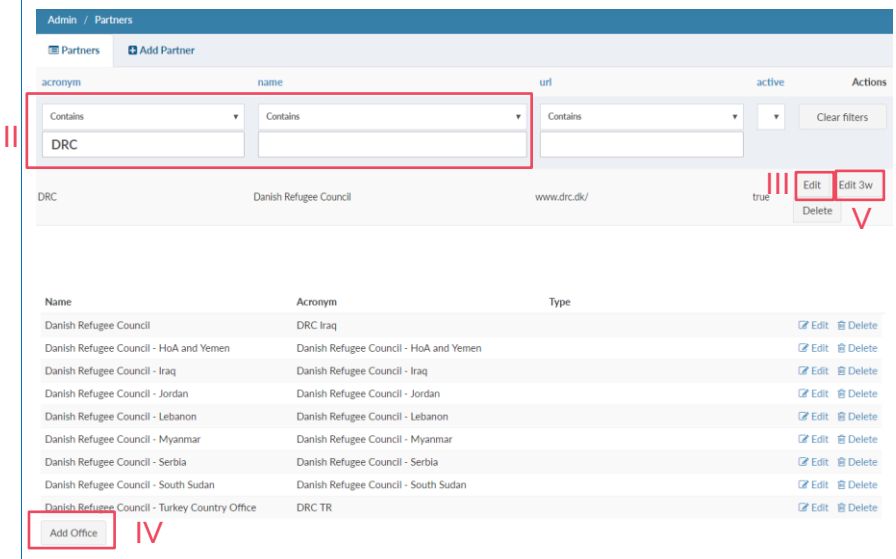
For batch import, send request to webportal@unhcr.org

In the partners section, click on **"Add Partner"** (I).



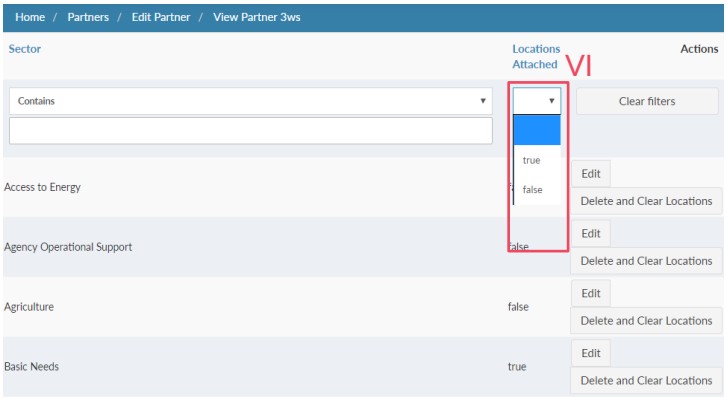
Fill out the basic information about the partner, such as name, acronym, webpage, description, etc. You should also add the official logo.

Click on "**Save**".



You will be redirected to the list of partners. **Search** (II) for the partner that you have just added and click on **"Edit"** (III).

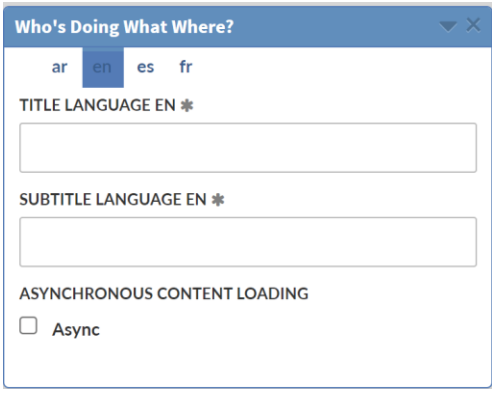
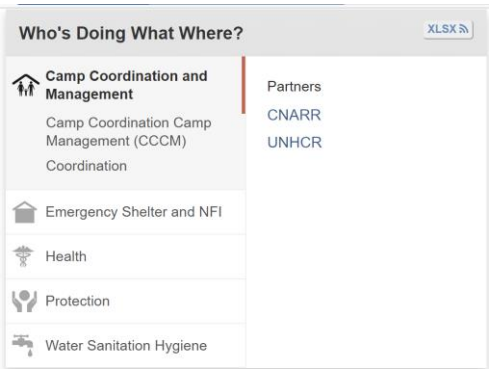
You will now have to option to add/ edit information about the different offices and locations where the partner is active. You can edit an existing office or **add a new one** (IV).



Click on **"Edit 3W"** (V) – *Who's doing What and Where* – to view the list of all the categories of topics ("*Whats*") available in the ODP (these are pre-determined).

Click on "Edit" to select the locations where the partner acts on that specific topic.

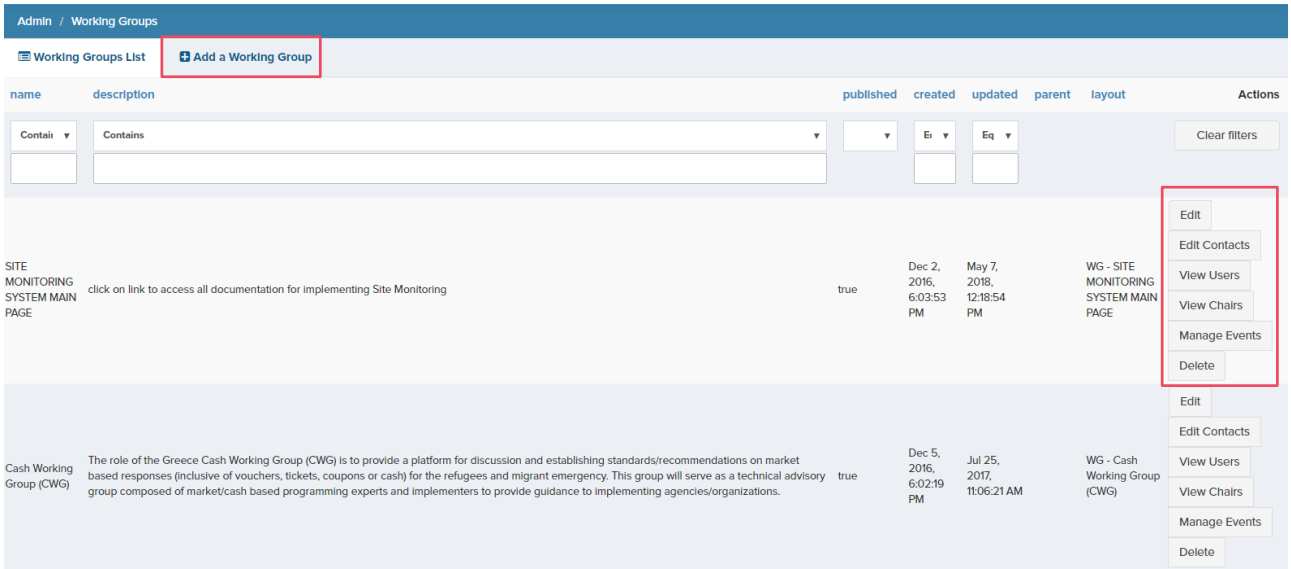
Select **"true"** (VI) on Locations Attached in order

	to display only the topics applied to specific countries.
How to add the 3W (Who does what, where) to and ODP page?   	To add the partners to country or a situation page, you need to ensure the partners are tagged with the correct location (country). To do that, follow step V described in steps above. Following, navigate to the widget manager of the country page on which you wish to display the 3w. This and how to select the 3w widget has previously been described here. After you have added the widget to the desired location on the page, specify the title and the subtitle. After saving, the partners will be displayed on the ODP page based on the applicable sector.

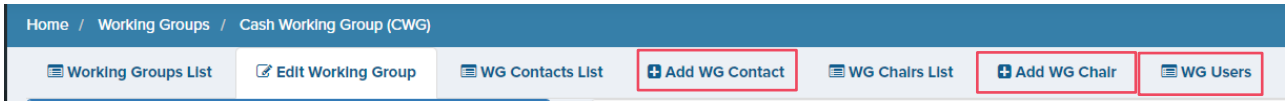
C. Working groups

The main purpose of the Working Groups is to facilitate coordination and information sharing, usually between UNHCR operations and external partners.

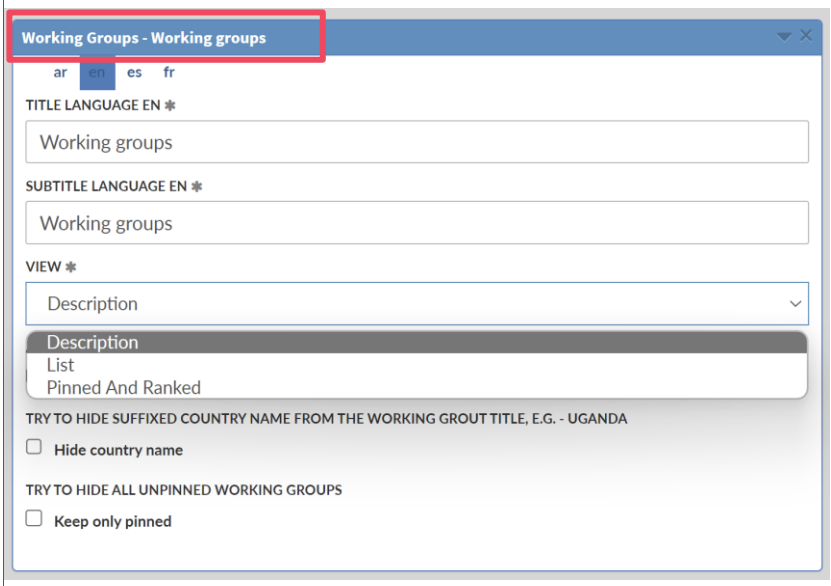
Click the "**Working Groups**" button on the navigation menu to access the full list of working groups. You can choose to create a new one by clicking on "**Add a Working Group**". To edit, delete or manage events of an existing working group, use the search bar and the buttons on the right side. The setting steps are similar to the other content types, including the tagging system.



When editing a working group, you will find a top bar menu, where you can add contacts to the Contact List, add key organizations to the Chair List and view which users have permission to edit or contribute to this working group. If you wish to give more users the permission to collaborate with a specific working group, you should contact the Project Management Team.



How to add a Working Group widget to an ODP page?



The first step is to create a working group if not done so previously. This step is described more in detail in chapter C. Working groups.

When the working group is created, you should navigate to the country page or situation page to which you wish to add the Working group widget. This, and how to select the widget has previously been explained here.

Once you added the Working group widget to a desired position, you need to provide the following information: Title, subtitle, select the desired view.

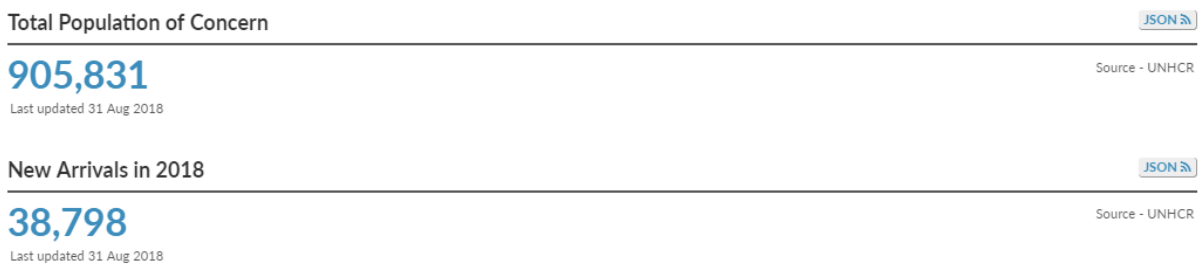
5. Population

Population figures are a crucial content type for the ODP, which is why they have a separate section in the **navigation menu**.

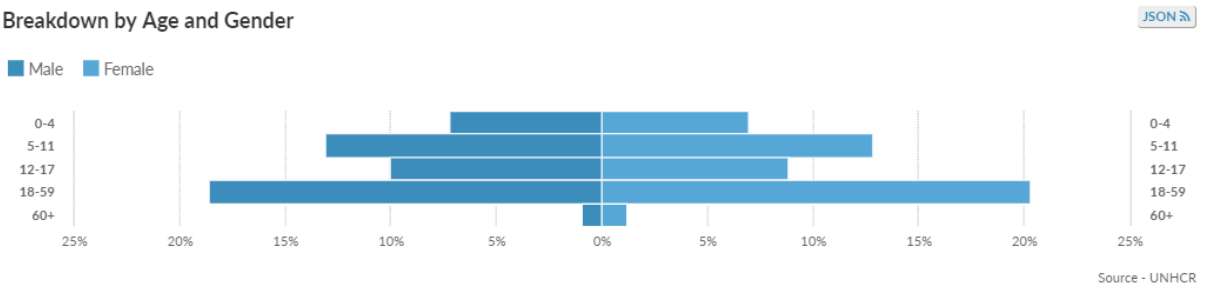
In order to add population figures to a country or situation page, you need to add the population record in the Administrative Panel, but also add the specific population group to the population widget in the template (click here to see instructions on how to add a widget). There are many ways in which population figures can be displayed:

VARIOUS WAYS IN WHICH POPULATION FIGURES CAN BE DISPLAYED

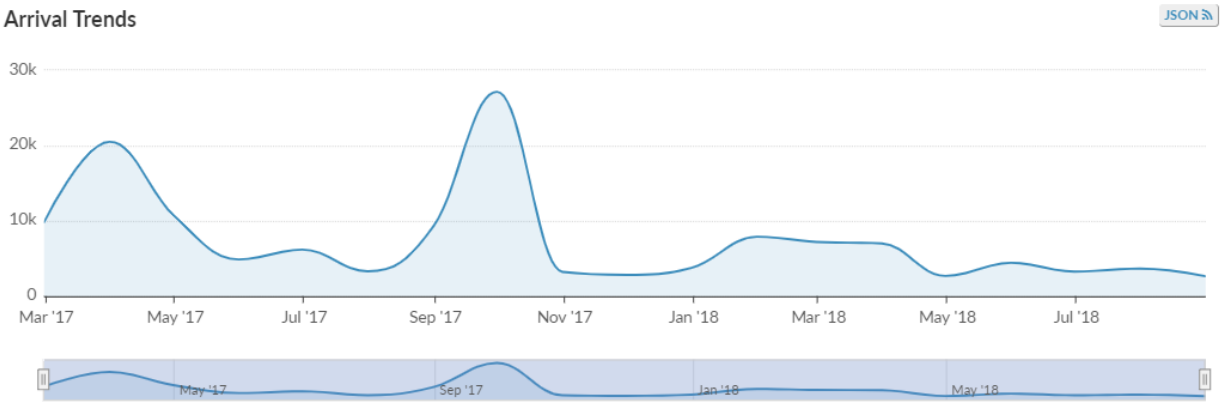
Total numbers



Breakdown by Age and Gender



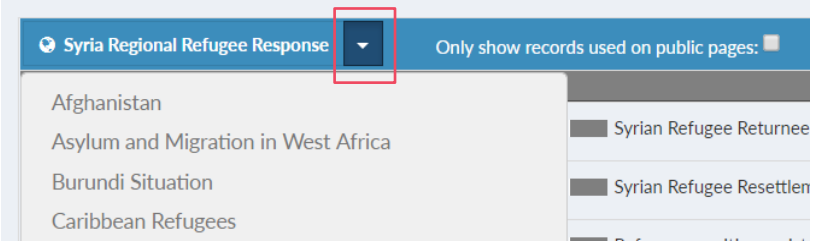
Time Graphs



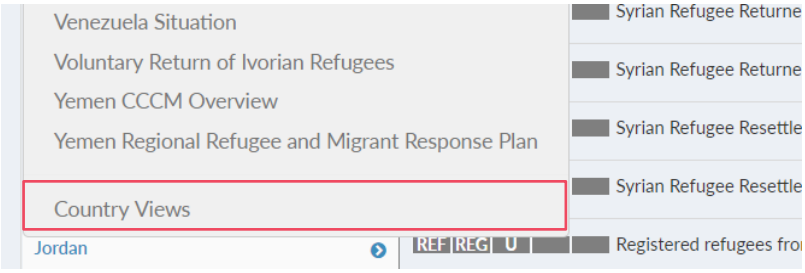
A. Data Grid

In this section you will be able to add a population record, which is basically a record with the number of individuals belonging to a certain population group (e.g.: Congolese refugees) in a specific location.

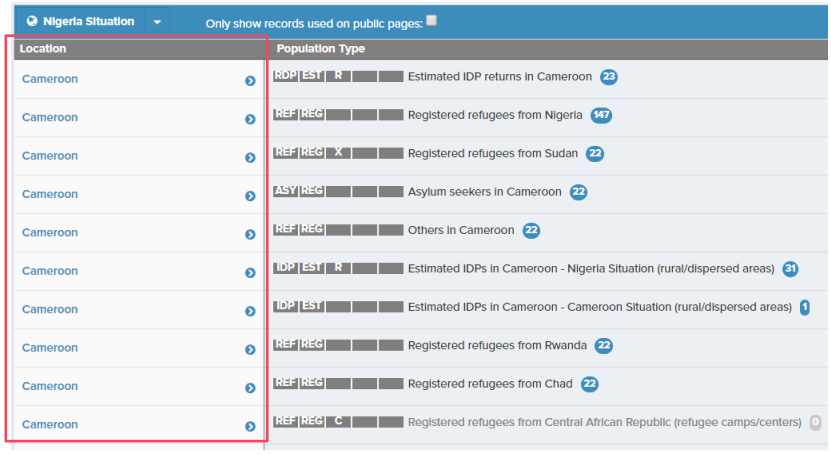
1) Updating a population record



In the "Data Grid" section, click on the indicated **arrow** to unfold a dropdown menu with all the Situations Views that exist in the ODP.

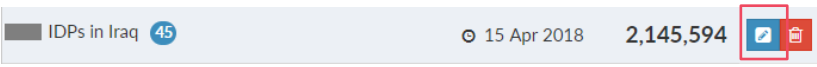
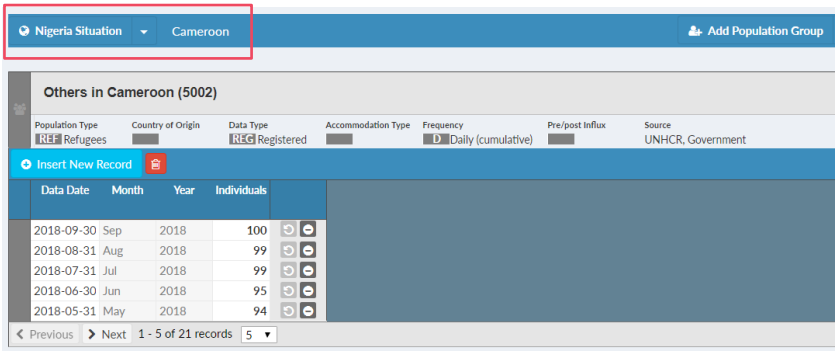
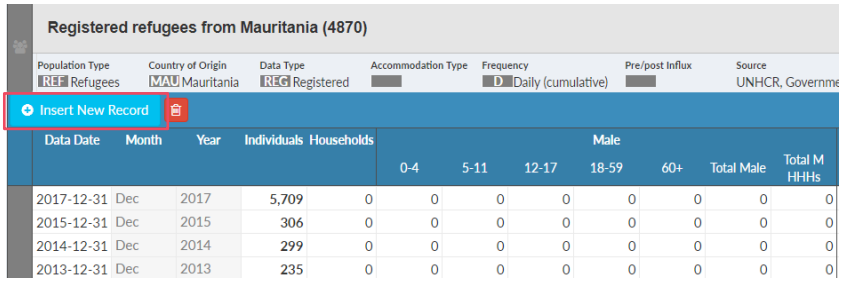
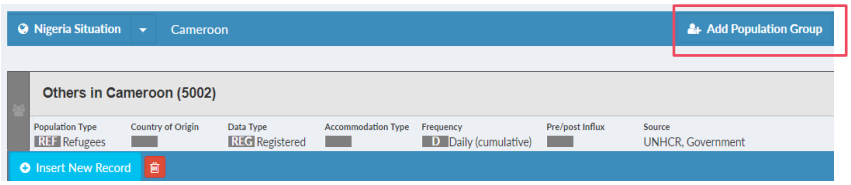
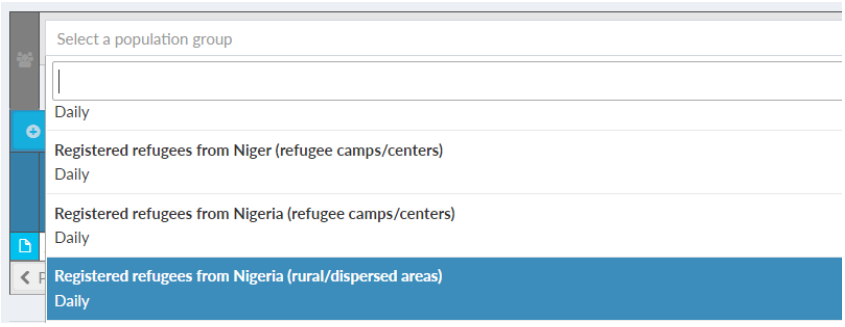


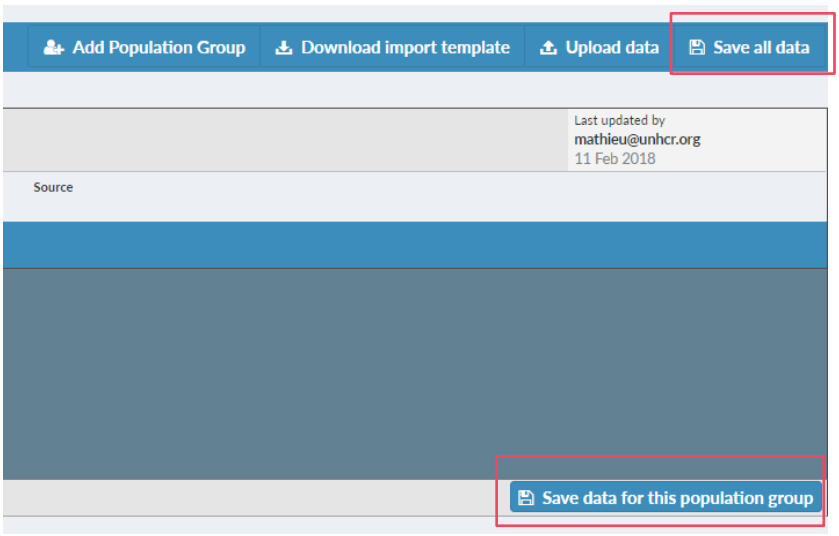
To select a Country View, you need to scroll down, click on **"Country Views"** located at the very bottom and wait for them to load. In cases, where the Country Views takes too long to load, you can access the needed country view through the situation view the country is attached to.



Once you have selected the situation, you will see a list of all the countries involved in that situation (defined in the Location Tree) on the left hand side, and the respective population groups associated with each location on the right hand side. If the name of the country is grey, it means that it has been added to the Location Tree, but no population groups have yet been registered under them.

If you click on the country name on the left, it will display the population groups according to the national level locations (regions, districts, settlements, etc.).

	Once you have found the population group that you wish to update, click on the **blue square** located on the right-hand side.
	You will be directed to a page with all the population groups registered under that specific location (in the example, Cameroon, under the Nigeria Situation).
	In order to update the figures of a population group, you should click on "**Insert New Record**", add the date of the data, month and year to which it refers and number of individuals/ households. It is also possible to do a breakdown of age and gender.
	If you wish to add records of a population group that is still not registered under that location, click on **"Add Population Group"**.
	A new box will appear with the option of **selecting a population group (dropdown menu)**. Click on the population group that you wish to add and then fill out the records.



When you finish updating the figures, you can click on **"Save data for this population group"**, or **"Save all data"**, in case you have updated more than one group.

B. Population groups

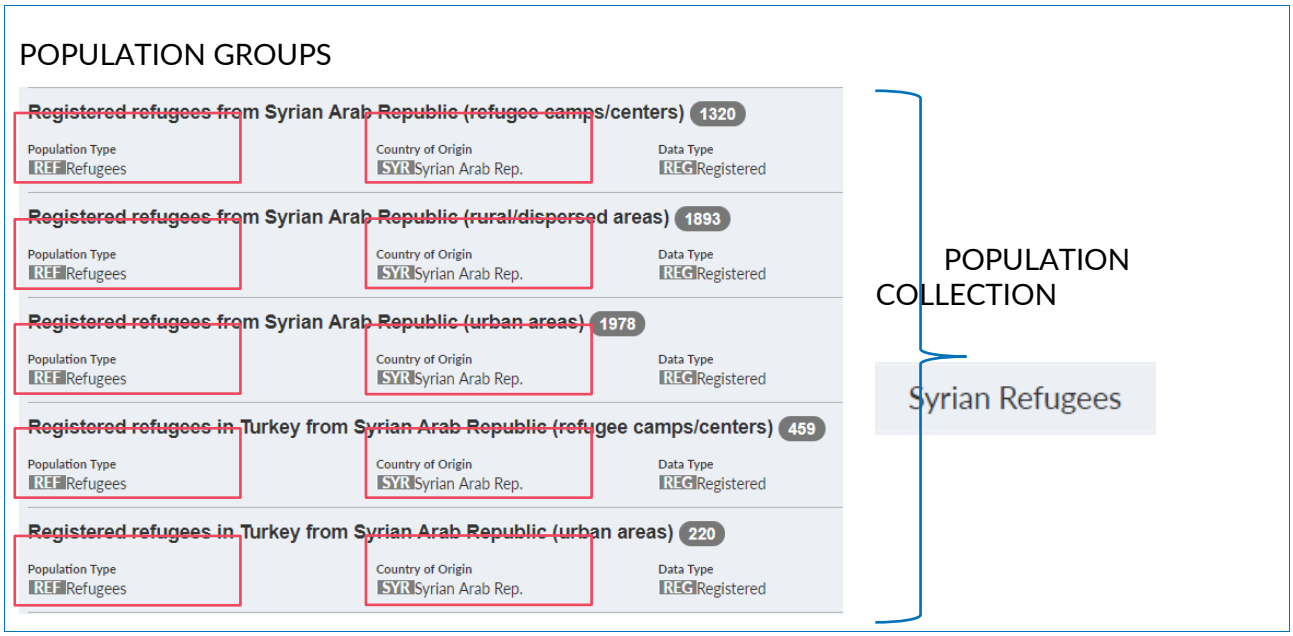
A population group is a file that stores the population records related to a certain group of individuals in a specific context. For example: "Registered refugees in Turkey from Syrian Arab Republic" or "IDPs in Bosnia and Herzegovina".

Usually, the population groups are created by the ODP Project Management Team at FICSS Copenhagen. If you believe that the existing population groups in the Portal do not translate the reality of your country/situation, please contact the Project Management Team to request the creation of a new population group.

C. Collections

A population collection is basically a compilation of different population groups registered in the ODP that refer to the same population in reality. This tool is useful because it allows you to provide total figures of specific situations.

The compilation is made by using tags that are common to all the population groups that you wish to put to together in the same collection, for example: population type "Refugees" and country of origin "Syrian Arab Republic".

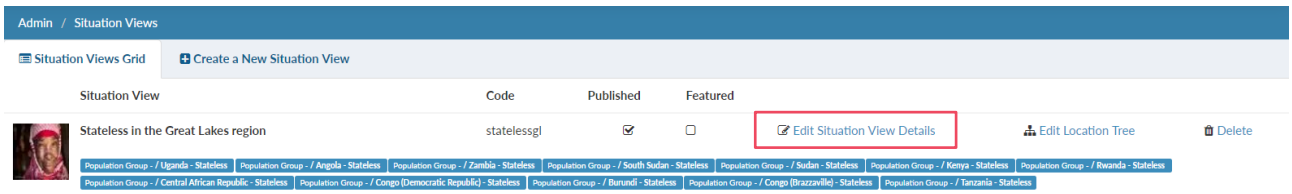


If you find that the population collections available in the Portal do not translate the reality of your country/situation, please contact the Project Management Team to request the creation of a new population collection.

6. Administration

A. Situation Views

If you have permission to manage a Situation View in the ODP, you will have access to this section. By clicking on **"Administration"** > **"Situation Views"** you will see the Situation Views Grid, a list with all the Situation Views that you have permission to edit.



1) Edit situation view details

By clicking on **"Edit Situation View Details"**, you can edit general information, such as description and featured image, but also determine which population groups will be automatically associated with this Situation View:

Situation Views Grid | Create a New Situation View | Edit Situation View Details | Edit Situation View Widget Layout

SITUATION NAME

AR

Afghanistan situation

EN

Afghanistan situation

ES

Afghanistan situation

FR

Afghanistan situation

CODE *

afghanistan

SITUATION DESCRIPTION

AR

EN

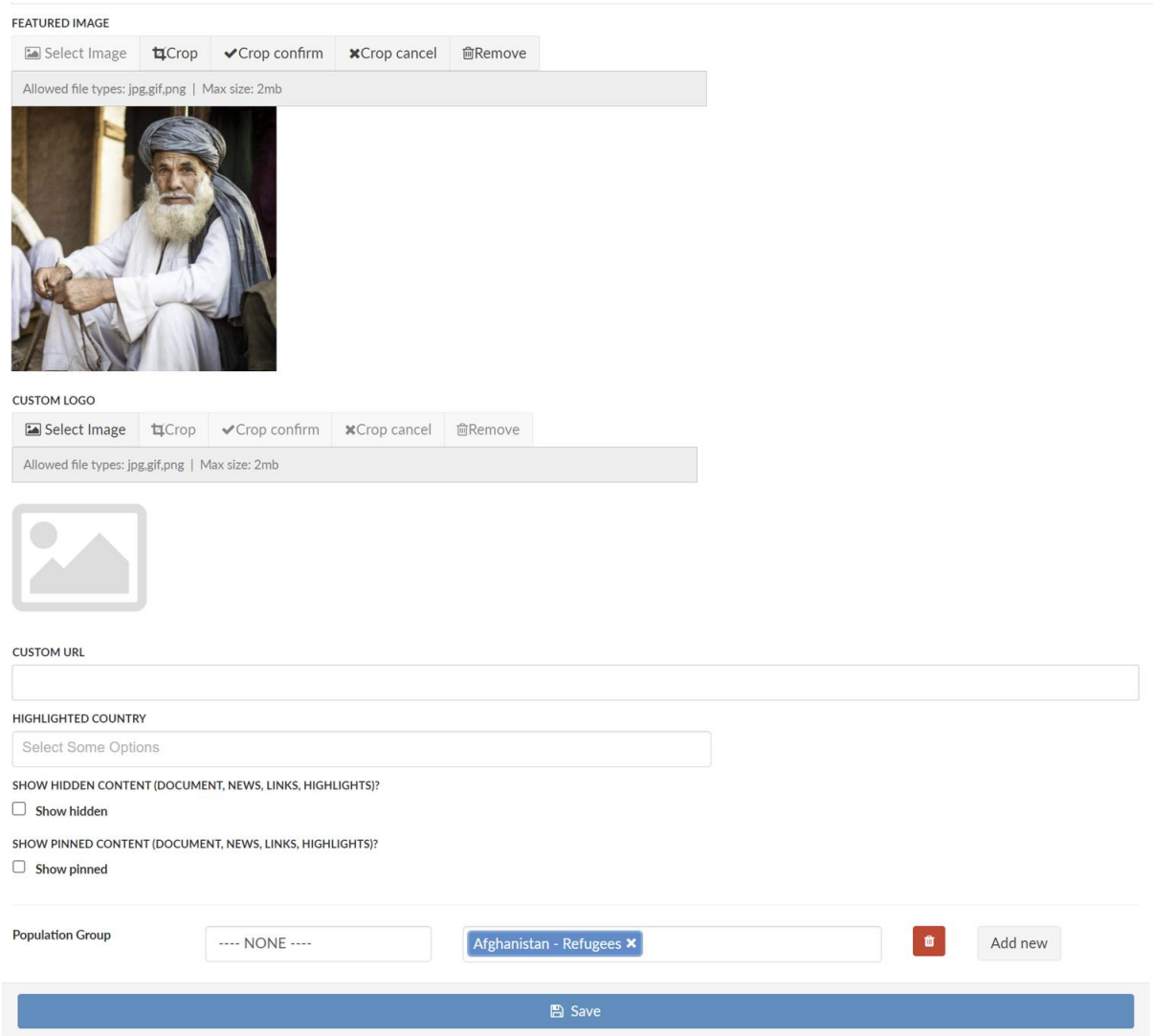
The humanitarian situation inside Afghanistan deteriorated in 2021 with significant consequences for the most vulnerable among the population. Some 3.5 million people are currently displaced by conflict. UNHCR is responding to this emergency. In Iran and Pakistan, which are neighbours of Afghanistan, there are also 2 million

LATLNG

latitude 34.00284103663 longitude 66.29025

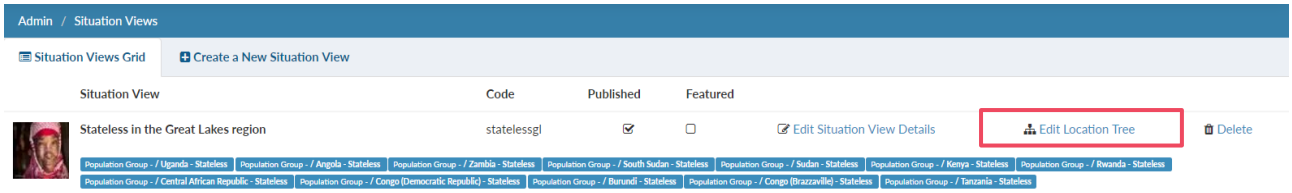
DEFAULT LOCALE *

English

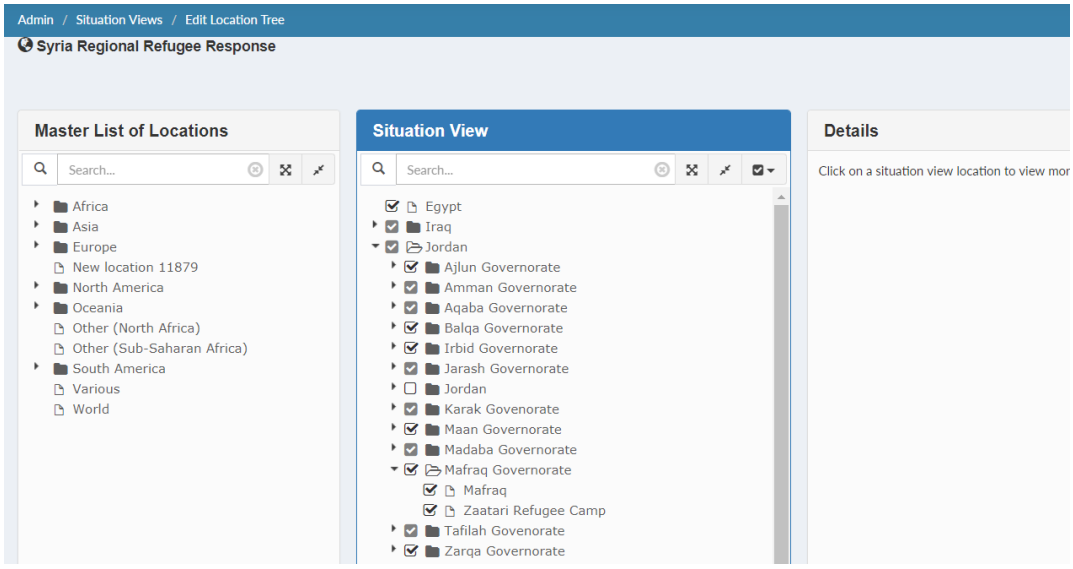


2) Edit location tree

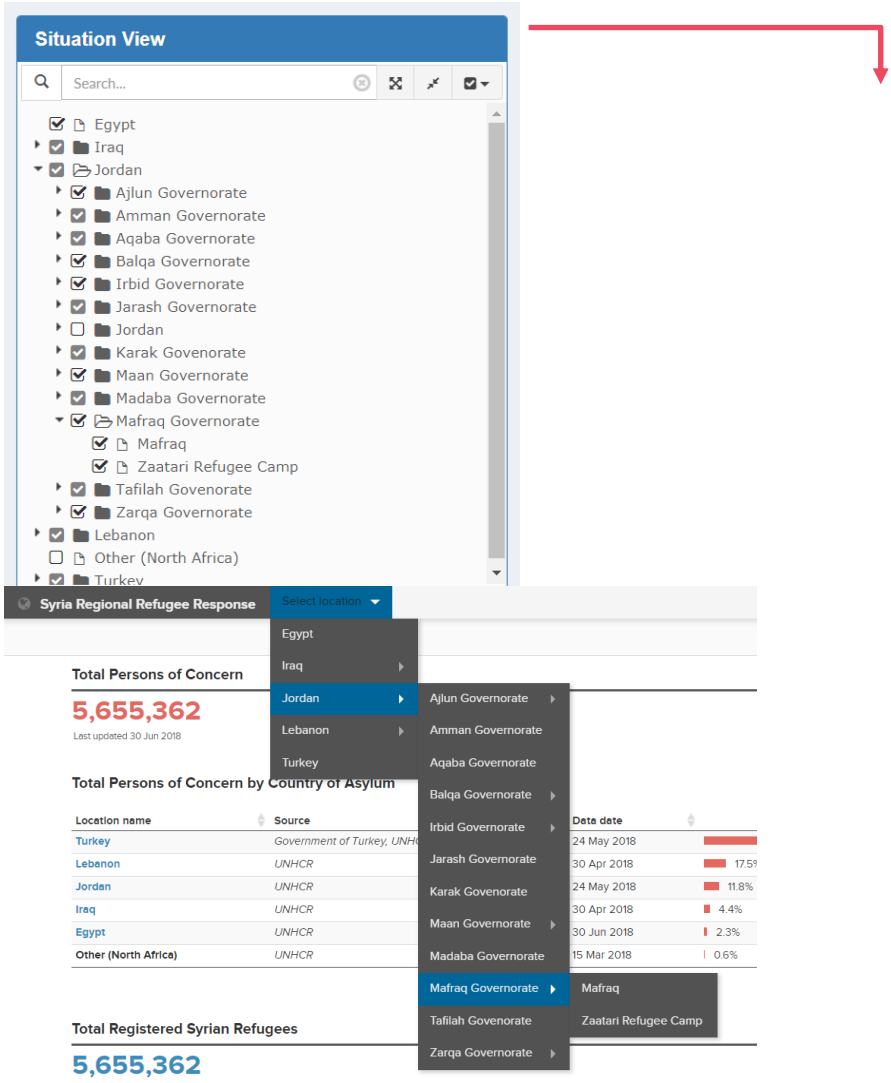
Back at the Situation Views Grid, you can click on “Edit Location Tree” to define which locations (countries, regions, districts, settlements, etc.) are involved in this situation.



To do so, you need to drag the desired locations from the box named “Master List of Locations” (located on the left) to the box named “Situation View” (located in the middle).

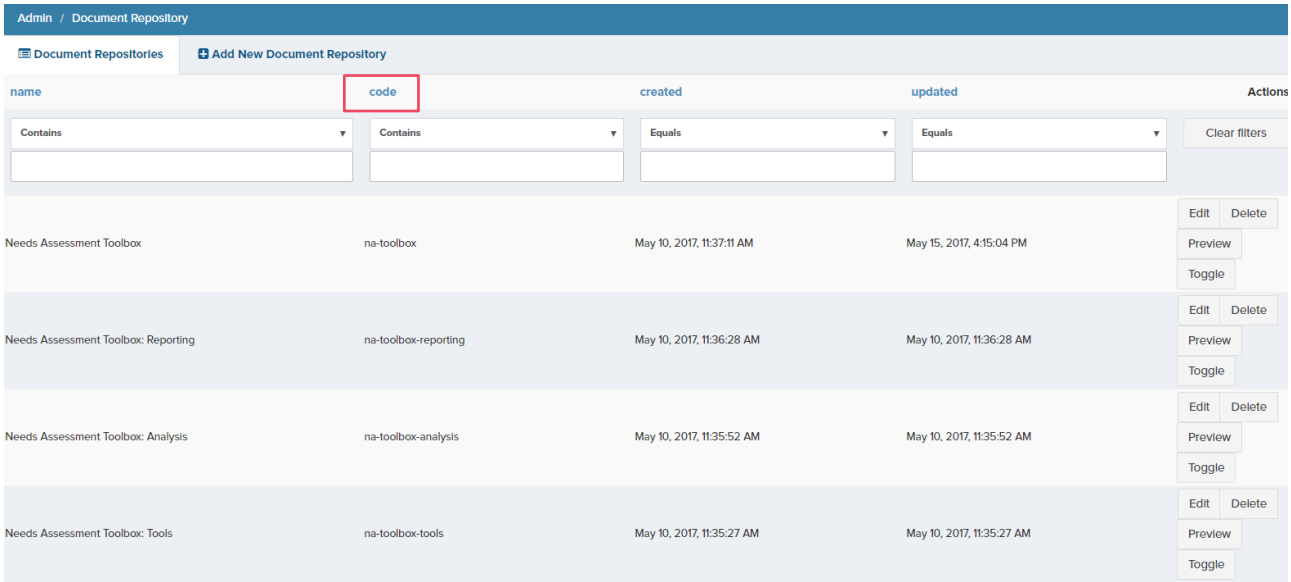


Please notice that each location has a **tick box**. All the locations that you tick will have a Sub-location Page generated under that Situation View. The ones that remain unticked will be registered as locations related to that situation, but will not have a Sub-location Page.



B. Document Repositories

Document repositories are groups of document under the same thematic area, used primarily for needs assessment and CCCMs. When a document is added as explained before in section A. Documents, it can be tagged with a code corresponding to a specific document repository. This will allow the document to appear under the relevant section on the ODP Document Repositories.

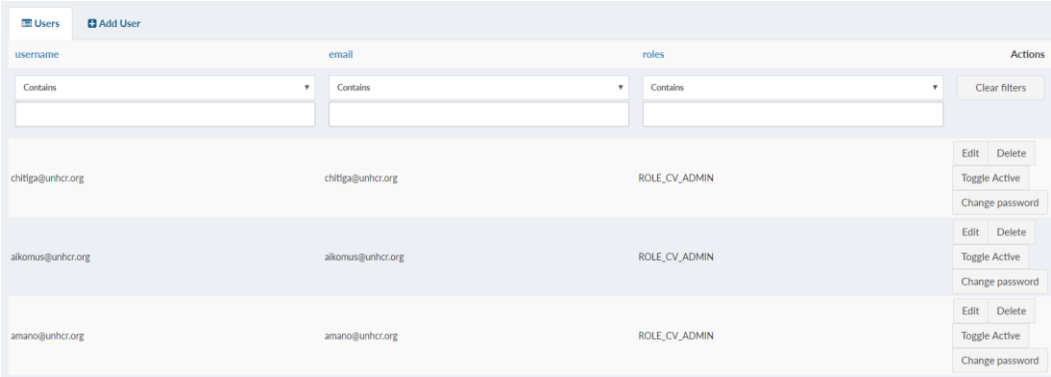


C. Widget Layout Manager

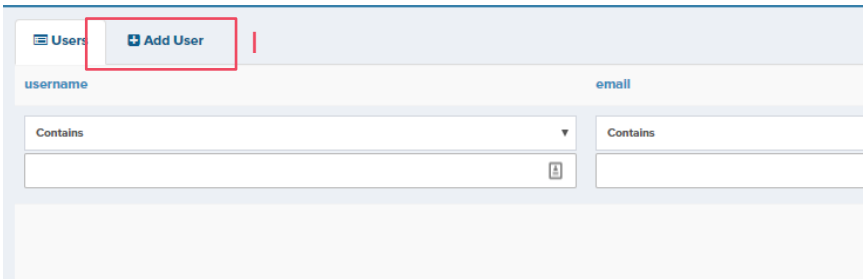
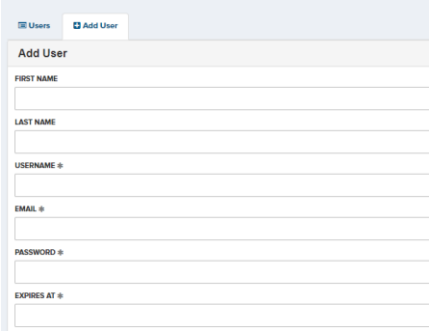
This section provides a full list of all the page layout templates available in the ODP. It is basically an alternative interface to access the Layout Manager already explained here.

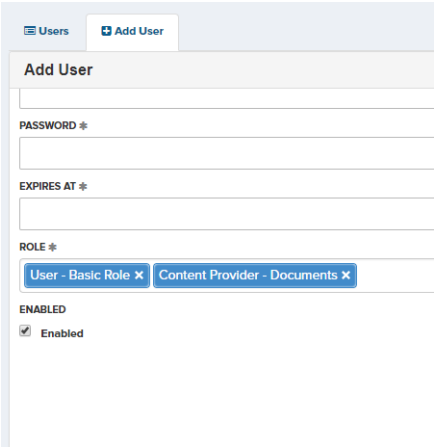
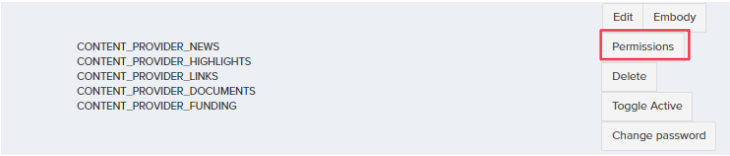
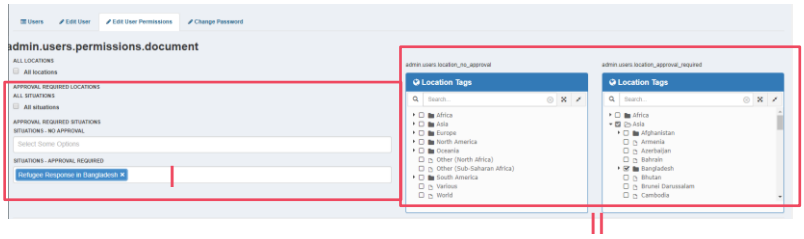
D. Users

This section provides the list of users and their roles in the Portal. Based on the user role, some users might not have access to the sub-menu at all or see only a partial list of users.



1) Add a new user

	In the Users section, click on **“Add User”** (I).
	Fill in the basic information about the new user, such as name, email address, an initial password and an expiration date for the account. Please note that customarily the full email address is used as username.

	For the **Role**, please consult the list of roles with description which is attached to this document as an annex. Click on "**Save**".
	If you selected an admin or content provider role, you will also need to specify the related permissions. Find the user that has just been created in the matrix and click on "**Permissions**".
	You will now have to option to select which situation views the user should have approval-required or direct access to (I) and which geographical locations (II).

E. Static Texts

Static texts are small pieces of text that can be added to a page to provide explanation about a graph, table or section.

In this section, you will be able to add, edit or delete a Static Text. However, for the text to appear in the desired page, you need to add it as a "Static Text" widget.

Home / List Static Texts

List Static Texts | Add Static Text

Name	Body	created	updated	Actions
Contains	Contains	Equals	Equals	Clear filters
Ethiopia - pre-15 December 2013 static figure	Pre-15 December caseload may change due to registration, births, deaths and departures. As of 15 December, the figure of pre-influx refugees (and asylum-seekers) was 53,925	Sep 20, 2017, 4:25:51 PM	Sep 20, 2017, 4:25:51 PM	Edit Delete Preview
Uganda - pre-15 December 2013 static figure	* [1] Figures from July 2016 are based on manual emergency registration or head-counts/wrist-banding. Confirmed figures will be available as the new arrivals undergo biometric registration. Figures prior to July are from the Government's Refugee Information Management System (RIMS). * [2] Pre-15 December caseload may change due to registration, births, deaths and departures. As of 15 December, the figure of pre-influx refugees (and asylum-seekers) was 25,00	Sep 20, 2017, 4:56:59 PM	Oct 24, 2017, 11:44:34 AM	Edit Delete Preview
Kenya - pre-15 December 2013 static figure	Pre-15 December caseload may change due to registration, births, deaths and departures. As of 15 December, the figure of pre-influx refugees (and asylum-seekers) was 45,239.	Oct 24, 2017, 12:23:03 PM	Oct 24, 2017, 12:23:03 PM	Edit Delete Preview
Syria Disclaimer	Documents from partners on this portal and views expressed herein do not necessarily reflect the views of the United Nations High Commissioner for Refugees or the United Nations.	Feb 13, 2018, 5:01:59 PM	Feb 14, 2018, 11:59:05 AM	Edit Delete Preview

CONTACT INFORMATION

CONTACT US

GIMS ODSSS
UNHCR Copenhagen, Denmark
Phone: +45 45 33 63 86
Email: webportal@unhcr.org and/or hqdpsmwp@unhcr.org

Annex A

LIST OF USER ROLES

• ROLE USER - basic user role, enables the user to log into the system.

• ROLE ADMIN - super administrator user role, restricted to HQ.

• ROLE SITUATION ADMIN - situation view admin user role, with access to modify the attributes and the page layout of specified situation(s) and create users.

• ROLE COUNTRY ADMIN - country view admin user role, with access to modify the page layout of specified country(ies) and create users.

• ROLE IMO - Information Management Officer user role, upload content, no admin rights.

• ROLE WG ADMIN - working group administrator role, edit specified working groups and create users.

• ROLE WG CONTENT PROVIDER - working group content provider user role. Can add documents, highlights, links, and news to WG pages, edit owned content.

• CONTENT PROVIDER PF - planning figures user role, currently under development.

• CONTENT PROVIDER NEWS - news content provider user role.

• CONTENT PROVIDER HIGHLIGHTS - highlights content provider user role.

• CONTENT PROVIDER LINKS - links content provider user role.

• CONTENT PROVIDER FUNDING - funding figures provider user role.

• CONTENT PROVIDER 3W - 3ws content provider, who's doing what where / activities provider.

• CONTENT PROVIDER DOCUMENTS - documents provider user role.

• CONTENT PROVIDER POPULATION - population figures provider user role, currently under development. Please use the IMO role instead.

• CONTENT PROVIDER EXTERNAL LINKS - external links provider user role, currently under development.

• PARTNER - partner user role, currently under development.

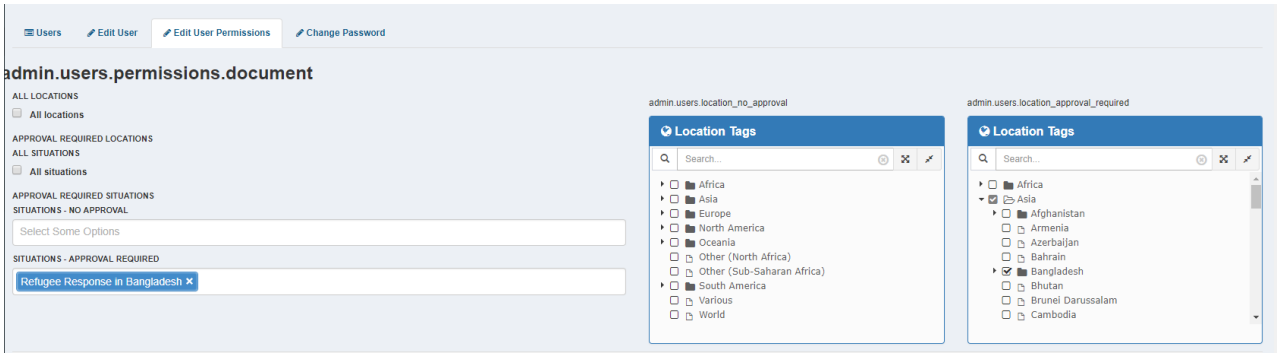
• CONTENT PROVIDER NEEDS ASSESSMENT - needs assessment provider role for specific county, not yet developed.

• NEEDS ASSESSMENT SECTOR APPROVER - needs assessment approval role for specific county and sector.

Situations or countries the admin users have access to can be determined under ‘User Permissions’.

All ‘content provider’ roles can be further refined under ‘User Permissions’ to specify which situation view(s) or country(ies) the user can upload content to. The uploaded content can be displayed on the frontend immediately or go through an approval process. By default, all content that requires

approval is marked as unapproved allowing users with higher privileges to overview and approve or ignore the newly added content.



In the above screenshot, the user has the privilege to upload documents to the situation named 'Refugee Response in Bangladesh' and tag those with Bangladesh in the location tree. However, the uploaded documents will need to be approved by someone who has the Situation View Admin role to the 'Refugee Response in Bangladesh' situation or the Country Admin role for Bangladesh.