

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 Portal. Here you will find step-by-step guidance on how to upload, edit, organize and delete content, as well as manage the layout.

What is the ODP?

The Operational Data Portal (ODP) is an **online platform that hosts several pages** regarding UNHCR's and its partners' responses to current and protracted emergency refugee situations around the world. It contains population figures, statistics, documents, news, links to external sources, and many others.

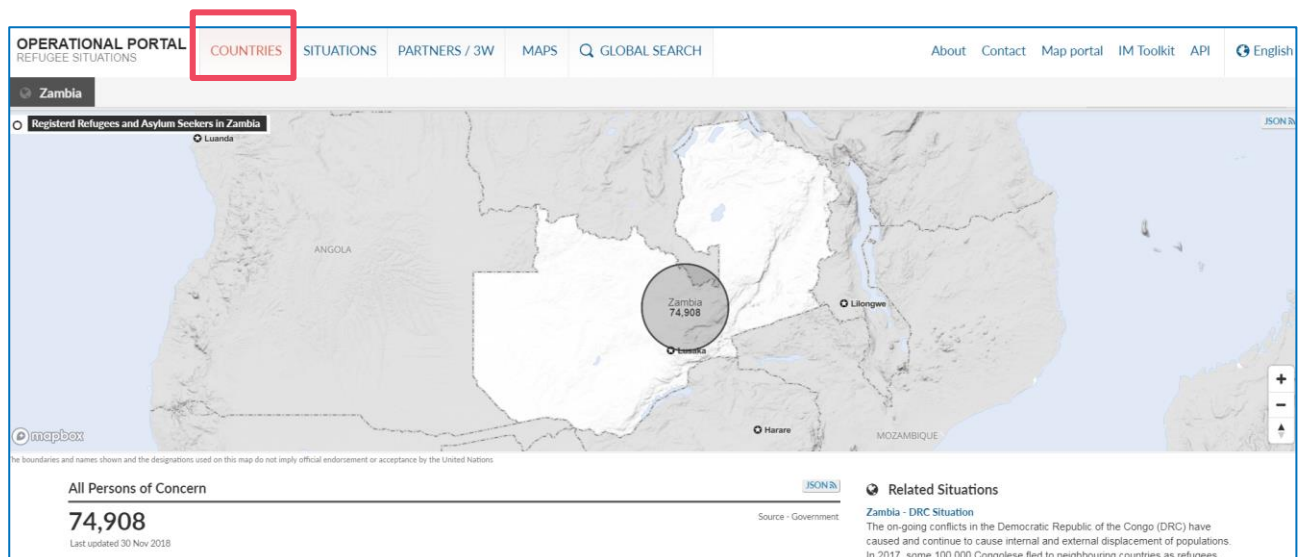
All the content published in the page is public, which means that the information can be accessed by any kind of audience. However, the most frequent users of the Portal are colleagues from the UNHCR and other UN agencies, who use it as a reliable source of information to develop their own work.



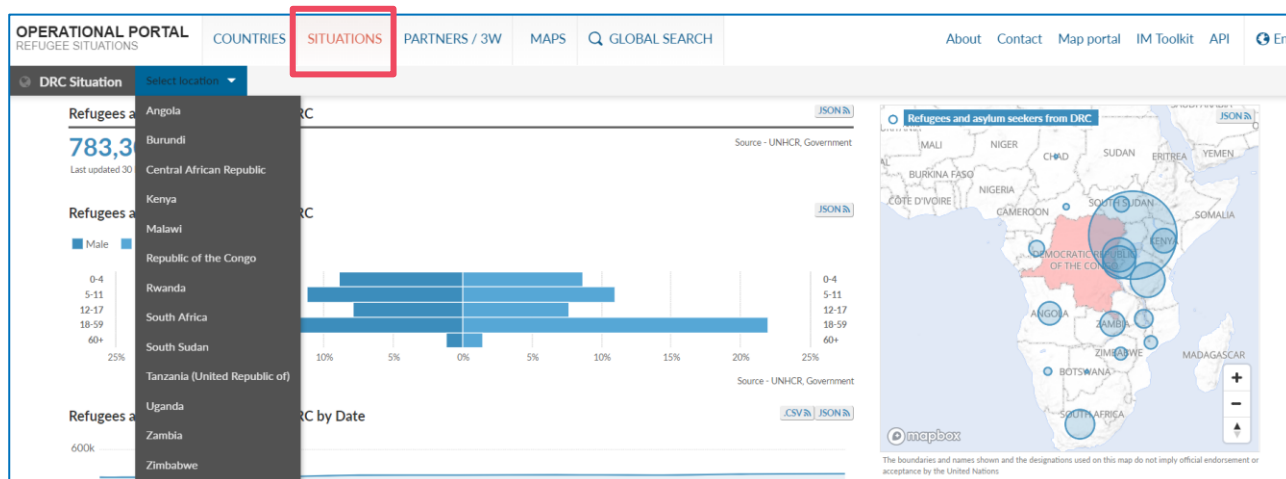
How does it work?

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

COUNTRY VIEW = provides a comprehensive picture of 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](#).

How can I get support?

The ODP project is managed by the Global Systems Unit in the Field Information and Coordination Support Section (FICSS), which offers global technical support to all users.

Please note that the ODP is optimized for newer versions of Google Chrome and Mozilla Firefox. In case you need further assistance, please reach out to the Global Systems Unit through the [contact details](#) provided at the end of this guide.

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.

About Contact Map portal IM Toolkit API
English

Current layout - CV - Ethiopia (96)
Edit template
Show layouts

Overview

Ethiopia has a long standing history of hosting refugees. The country maintains an open door policy for refugee inflows into the country and allows humanitarian access and protection to those seeking asylum on its territory. In 2004, a national Refugee Proclamation was enacted based on the international and regional refugee

Widget Layout Manager Country-View Layouts Situation-View Layouts Create a New Layout Template Edit Widget Layout Template

Save Save as new layout Preview Cancel
Layout name: CV - Ethiopia

Header
Add a Widget here!

Left Column
 Add a Widget here!
 Map - Total Population of Concern
 Add a Widget here!
 Population - Total Population of Concern
 Add a Widget here!

Right Column
 Add a Widget here!
 Text - Overview
 Add a Widget here!
 Featured Documents
 Add a Widget here!

Footer
Add a Widget here!

Available widgets
 Country Facts
 Dataviz
 Dataviz - External
 Dataviz - Featured External
 Embed
 External RSS
 Facebook
 Featured Documents
 Featured Link
 Funding
 Highlights
 Image

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

The screenshot shows a dashboard with a list of widgets on the left and a configuration panel for the 'Funding - Afghanistan Funding' widget on the right. The configuration panel is highlighted with a red box. It includes fields for 'TITLE LANGUAGE EN' (Afghanistan Funding), 'SUBTITLE LANGUAGE EN', 'FUNDING' (Afghanistan Funding), 'DISPLAY TYPE' (History graph), and checkboxes for 'HIDE FUNDING YEAR FROM TITLE', 'HIDE DATE OF FUNDING DATA', and 'ASYNC'.

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.

The screenshot shows the 'Funding - Afghanistan Funding' widget configuration panel. The 'FUNDING' field is expanded, showing a list of funding indicators. The list is highlighted with a red box. It includes 'Afghanistan Funding', 'Afghanistan Funding v2', and 'Afghanistan Funding'.

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).

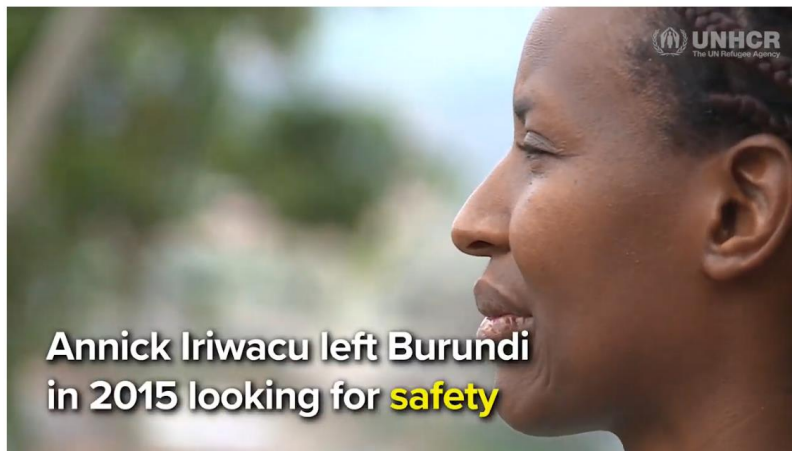
Having done with the widgets, go to the top of the screen and click on **“Save” (IV)**.

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

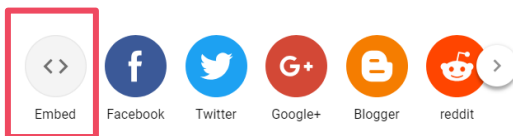
This widget is commonly used to add videos (YouTube, Vimeo) and data visualizations (Power BI and Tableau).

Select **“Embed”** in the widget list. You should add a title, a subtitle (optional) and the URL of the content you wish to embed.



In Kigali, refugees thrive and give back to the city
162 views

17 1 SHARE SAVE ...



<https://youtu.be/TWYFFIP4oIc>

COPY

☐ Start at 0:00



Embed Video

×

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/TWYFFIP4oIc" frameborder="0"
allow="accelerometer; autoplay;
encrypted-media; gyroscope; picture-
in-picture" allowfullscreen></iframe>
```

☐ Start at 0:00

EMBED OPTIONS

☒ Show player controls.

☐ Enable privacy-enhanced mode. ⓘ

COPY

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

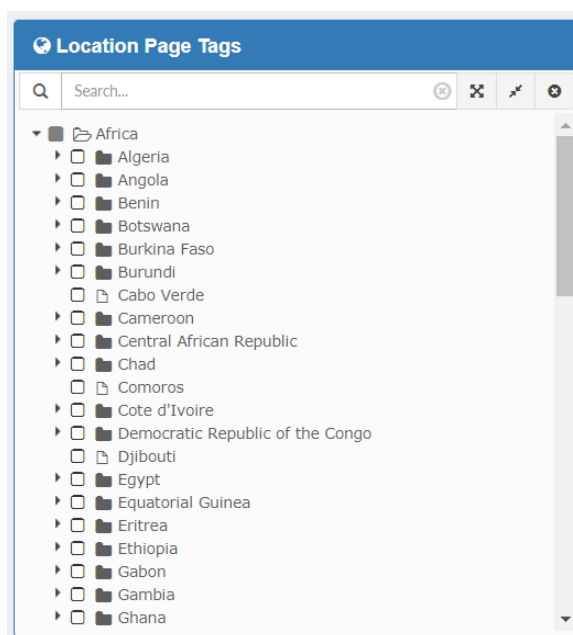
Instead, click on the **"Share"** button, select **"Embed"** and copy the link (as highlighted).

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](#):



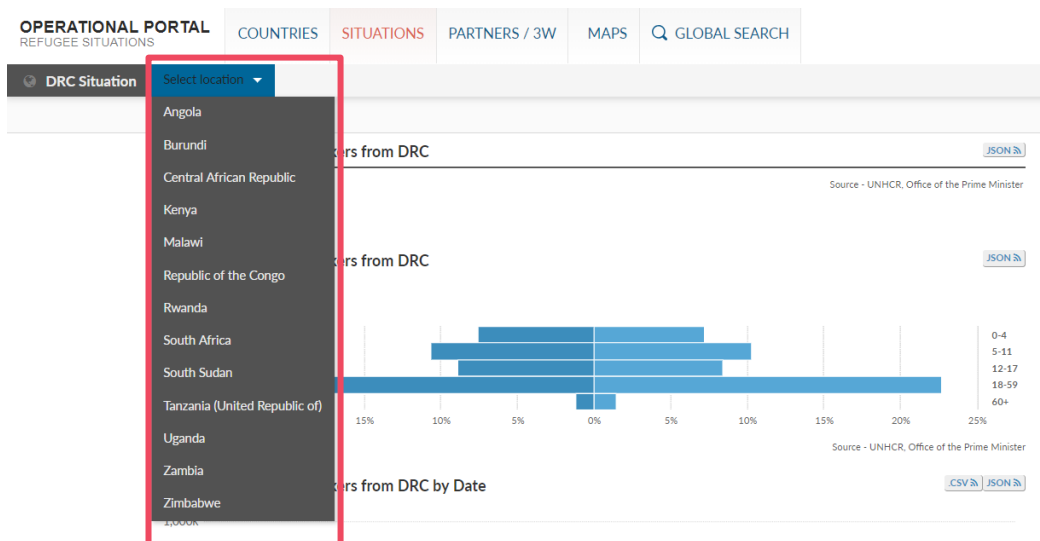
If you tag a content with a country that still does not have a Country Page published in the ODP, for example Bangladesh, the content will not be automatically displayed anywhere, unless you also tag it with a population group (see below). However it is recommended that you use the Location Page Tags 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 are necessarily 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:

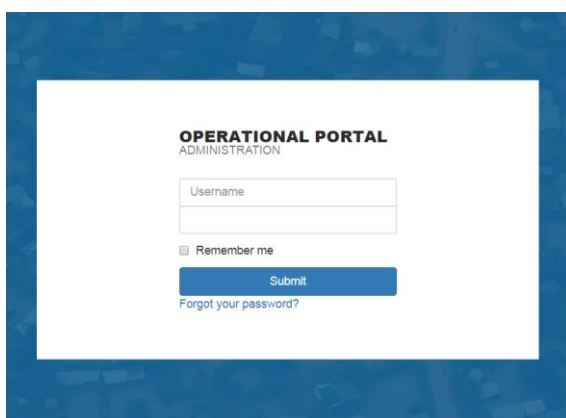
Population Group	---- NONE ----	Congo (Democratic Republic) - Refugees X		Add new
Population Group	Angola	Congo (Democratic Republic) - Refugees X		Add new

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

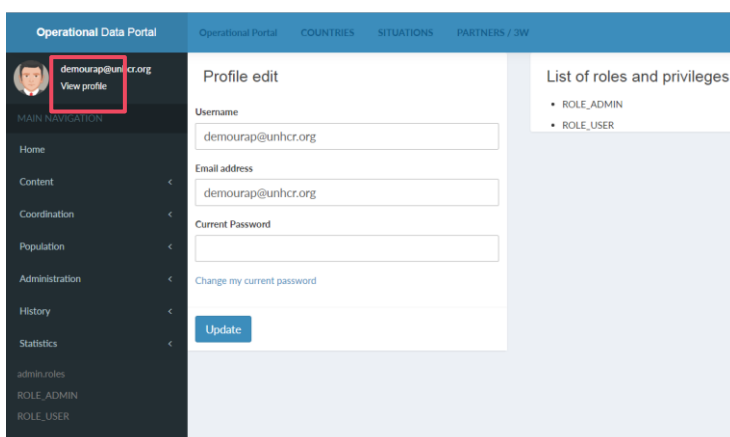


Access <http://data2.unhcr.org/login> from your browser.

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.

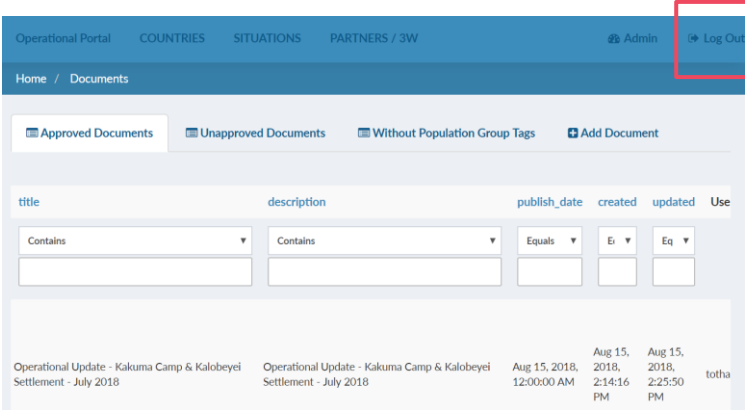
B. Manage your profile



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

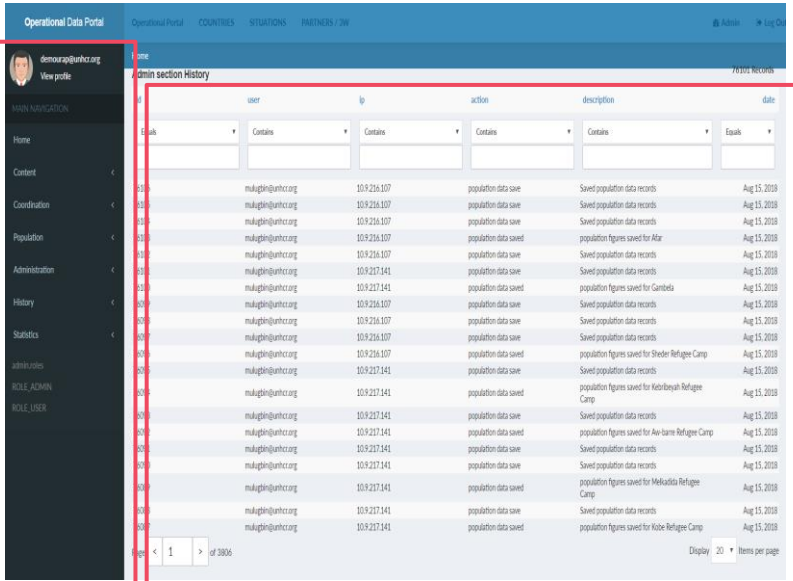


The screenshot shows the top navigation bar of the Operational Data Portal. The 'Log Out' button is located in the top right corner, next to the 'Admin' link. Below the navigation bar, there is a breadcrumb trail 'Home / Documents' and a section for document management with tabs for 'Approved Documents', 'Unapproved Documents', 'Without Population Group Tags', and 'Add Document'. A table of documents is displayed below, with columns for title, description, publish_date, created, updated, and Use. The first row shows a document titled 'Operational Update - Kakuma Camp & Kalobeyei Settlement - July 2018'.

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 screenshot shows the main page of the Administrative Panel. On the left side, there is a navigation menu with a user profile section for 'demour@unhcr.org' and a list of navigation items: Home, Content, Coordination, Population, Administration, History, Statistics, Admin roles, ROLE_ADMIN, and ROLE_USER. The main content area displays a table of 'Admin section History' with columns for user, ip, action, description, and date. The table contains multiple rows of activity logs, including 'population data save' and 'population figures saved for Kakuma Camp'. At the bottom of the table, there is a pagination control showing '1 of 2806' items and a 'Display 20 items per page' option.

The **navigation menu (I)** contains several options: Home, Content, Coordination, Population, Administration, History and Statistics. 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 them.

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 300,000 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:

Ethiopia

Latest Documents

All Documents (1320)

3RP Documents (4)

3W (1)


Assessments (10)

CRRF (2)


Dashboards & Factsheets (45)

Data & Statistics (508)

Funding (34)




UNHCR Ethiopia Urban Fact Sheet June 2018.
DOCUMENT | Download | View details | 291.14 KB | Download Count: 4
A regular thematic fact sheet providing sector-specific updates on quarterly basis.
Published: 15 August 2018 (2 days ago)
Uploaded: 15 August 2018 (1 day ago)
Share this document:




UNHCR Ethiopia Resettlement Fact Sheet June 2018.
DOCUMENT | Download | View details | 551.12 KB | Download Count: 2
A regular thematic fact sheet providing sector-specific updates on quarterly basis.
Published: 15 August 2018 (2 days ago)
Uploaded: 15 August 2018 (1 day ago)
Share this document:


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



3RP 2017 Annual Report
Download | View details | 5.81 MB |
Download Count: 3,146
3RP 2017 Annual Report
Published: 10 May 2018
Share this document:




3RP Regional Strategic Overview 2018-2019
Download | View details | 2.11 MB |
Download Count: 3,724
3RP Regional Strategic Overview 2018-2019
Published: 21 February 2018
Share this document:



3RP 2017 Progress Report
Download | View details | 4.31 MB |
Download Count: 1,542
3RP 2017 Progress Report
Published: 17 October 2017
Share this document:

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...

 **UNHCR**
The UN Refugee Agency

17

The screenshot shows the 'Add Document' form in the Operational Data Portal. The form is divided into several sections. At the top, there are tabs for 'Approved Documents', 'Unapproved Documents', 'Without Population Group Tags', and 'Add Document'. The 'Add Document' tab is selected. Below the tabs, there are three input fields: 'title', 'description', and 'publish_date'. Each field has a dropdown menu with 'Contains' and 'Equals' options. Below these fields, there is a 'FILE' section with a 'Choose File' button and a 'Choose from Dropbox' button. To the left of the main form, there is a 'Location Page Tags' sidebar with a search bar and a tree view of locations. Below the main form, there are several sections: 'NEEDS ASSESSMENT' with a dropdown, 'PUBLISH DATE' with a text input, 'IS THIS A HIDDEN DOCUMENT?' with a checkbox, and 'Population Group' with a dropdown and a list of selected groups. At the bottom right, there is a 'Save' button.

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.

Home / Documents						
Approved Documents Unapproved Documents Without Population Group Tags Add Document						
title	description	publish_date	created	updated	User	Actions
Contains	Contains	Equals	Equals	Equals		Clear filters
Ethiopia Resettlement						
UNHCR Ethiopia Resettlement Fact Sheet March 2018	A regular thematic fact sheet providing sector-specific updates on quarterly basis	Mar 31, 2018, 12:00:00 AM	May 23, 2018, 1:45:59 PM	Aug 15, 2018, 3:47:19 PM	gegziabk@unhcr.org	Edit Delete Download Preview Duplicate
UNHCR Ethiopia Resettlement Fact Sheet December 2017	A quarterly thematic fact sheet providing sector-specific updates on quarterly basis	Mar 21, 2018, 12:00:00 AM	Mar 21, 2018, 9:25:45 AM	Aug 16, 2018, 12:07:45 AM	gegziabk@unhcr.org	Edit Delete Download Preview Duplicate

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**”.

Location Page Tags

- ☒ Africa
- ☐ Asia
- ☐ Europe
- ☐ North America
- ☐ Oceania
- ☐ Other (North Africa)
- ☐ Other (Sub-Saharan Africa)
- ☐ South America
- ☐ Various
- ☐ World

386.47 KB

[Replace document](#)

Edit Document

TITLE *
UNHCR Ethiopia Resettlement Fact Sheet March 2018

DESCRIPTION *
A regular thematic fact sheet providing sector-specific updates on quarterly basis

EXTERNAL URL

LANGUAGE
[English](#)

SECTOR
[Select Some Options](#)

DOCUMENT TYPE
[Dashboards & Factsheets](#)

PARTNER
[Administration for Refugee and Returnee Affairs \(ARRA\)](#)

WORKING GROUP
[Protection Working Group - Ethiopia](#)

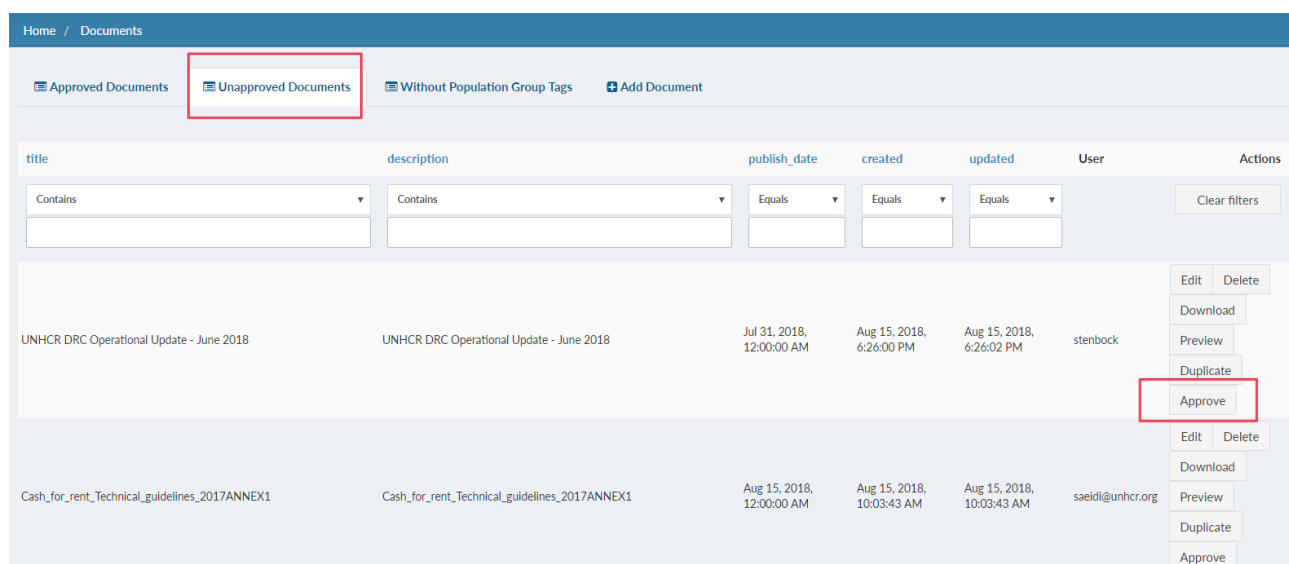
DOCUMENT REPOSITORY
[Select Some Options](#)

NEEDS ASSESSMENT
[Select Some Options](#)

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"**.



title	description	publish_date	created	updated	User	Actions
Contains	Contains	Equals	Equals	Equals		Clear filters
UNHCR DRC Operational Update - June 2018	UNHCR DRC Operational Update - June 2018	Jul 31, 2018, 12:00:00 AM	Aug 15, 2018, 6:26:00 PM	Aug 15, 2018, 6:26:02 PM	stenbock	Edit Delete Download Preview Duplicate Approve
Cash_for_rent_Technical_guidelines_2017ANNEX1	Cash_for_rent_Technical_guidelines_2017ANNEX1	Aug 15, 2018, 12:00:00 AM	Aug 15, 2018, 10:03:43 AM	Aug 15, 2018, 10:03:43 AM	saeidi@unhcr.org	Edit Delete Download Preview Duplicate Approve

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:

Available Widgets

Country Facts

Dataviz

Featured Documents

Dataviz - Featured External

Featured Documents

ar en es fr

TITLE LANGUAGE EN *

SUBTITLE LANGUAGE EN *

DOCUMENT

Pick

ASYNCHRONOUS CONTENT LOADING

☐ Async

Document Picker

Search

Title: Somalia CCMM

Search



Somalia CCCM Cluster - 2017 Year in Review

To respond to the growing displacements the CCCM cluster was activated in May 2017. Under the co- the cluster aims to improve the coordination of the integrated multi-sector...

Published: 27 June 2018

[Somalia](#) [Somalia / Somalia](#) [IDPs](#)

Select Document

Widget Layout Manager

Country-View Layouts

Situation-View Layouts

Save

Save as new layout

Preview

Cancel

Layout name

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.



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.

Admin / Highlights					
Highlights		Add Highlight			
date	body	created	updated	Actions	
	Contains	Eq	Eq	Clear filters	
Aug 15, 2018, 12:00:00 AM	Mental Health: □ Rehabilitation Services Capacity Assessment conducted by World Health Organization (WHO) and Handicap International Federation in close coordination with the Ministry of Health. JHF/OCHA: □ OCHA have opened their South of Syria call for emergency for Jordanian partners to provide war wounded services resulting in selecting JPS proposal for the next 6 months as a stand by partner for acute war wounded managements. Berm Situation: □ Total of 45,836 patients received in Rukban UN Joint clinic until the reporting date. □ Total of 1137cases admitted to Jordan hospitals since 15 Dec 2016 until the reporting date □ On average 200 to 250 cases been allowed to access the clinic during July Zaatari Camp: □ SAMS PHC centre closed during July due to approvals issues (MPIC & MoH). SAMS case load has been distributed among the nearest health facilities (AMR, Saudi clinics, and IRC). □ IRC successfully secured bridge funding for their PHC center in District 5 and will continue provision of services until 31 December, 2018:	Aug 15, 2018, 10:06:49 AM	Aug 15, 2018, 10:06:49 AM	Edit	Delete
Aug 14, 2018, 12:00:00 AM	WASH: In July, WASH services were provided to more than 125,500 Syrian refugees, living in Azraq, Zaatari, and King Abdulla camps and host communities.	Aug 14, 2018, 10:37:52 AM	Aug 14, 2018, 10:37:52 AM	Edit	Delete
Aug 14, 2018, 12:00:00 AM	Shelter: By end of July a total of 4,309 Shelters were upgraded and repaired in Azraq and Zaatari camps.	Aug 14, 2018, 10:36:50 AM	Aug 14, 2018, 10:36:50 AM	Edit	Delete

C. Links

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

HOW DO LINKS LOOK LIKE IN THE ODP?

Links

- ➊ **AFAD, Disaster and Emergency Management Presidency of the Prime Ministry**
Provides daily updates.
- ➋ **CCCM Documents on Dropbox**
CCCM Iraq documents available via Dropbox
- ➌ **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
- ➍ **IOM DTM Iraq**
Displacement tracking matrix
- ➎ **IRAQ: Mosul/Hawija - Camps and Emergency Sites**
IRAQ: Mosul/Hawija Operational Planning - Camps and Emergency Sites
Produced twice every week.
- ➏ **MFA, Ministry of Foreign Affairs**
Instant announcement of Minister's statements or press briefings
- ➐ **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.

Admin / Links						
Links	+ Add Link					
url	title	description	created	updated	Actions	
Contains	Contains	Contains	Eq	Eq	Clear filters	
http://contacthub.azurewebsites.net/login.aspx	Inter-Agency Contact List	Web application used to manage the list of contacts of the Inter-Agency	Aug 10, 2018, 3:20:19 PM	Aug 10, 2018, 3:20:50 PM	Edit	Delete
http://www.af.one.un.org/	One UN for Afghanistan	One UN for Afghanistan page	Jul 25, 2018, 7:30:44 AM	Jul 25, 2018, 7:33:02 AM	Edit	Delete
http://westafrica.regionalmms.org/	Regional Mixed Migration Secretariat West Africa	RMMS WA is an independent unit aiming to enhance the protection of people on the move in mixed migration flows in West Africa, including refugees, asylum seekers and migrants. It does so through information and data collection, research and analysis on programming and policy, as well as supporting the coordination of practitioners.	Jul 13, 2018, 11:42:53 AM	Jul 13, 2018, 11:43:41 AM	Edit	Delete


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.

HOW DOES NEWS LOOK LIKE IN THE ODP?



News




South Sudan refugees in Congo make market vibrant success

UNHCR, 14 Feb 2018

From food to furniture, clothing to haircuts, the bustling market in the settlement of Meri in the rural northeast of the Democratic Republic of the Congo is a colourful example of refugees' resourcefulness and how they can contribute to the local economy.


[Read more](#)



Grandi praises Uganda's 'model' treatment of refugees, urges regional leaders to make peace

UNHCR, 31 Jan 2018

MVEPI REFUGEE SETTLEMENT, Uganda – Renewing a strong appeal to regional leaders to make peace, the UN High Commissioner for Refugees Filippo Grandi has praised the "open border" policy of Uganda which is currently receiving up to 500 refugees a day. Grandi who is currently on an official visit to... [Read more](#)




South Sudan refugees call for forgiveness among leaders

New Vision, 17 Jan 2018

KAMPALA - A cross-section of South Sudan refugees in Uganda have called on their leaders and all nationals to forgive one another if the country is to attain lasting peace. They noted that the country can never attain peace through violence and hatred like it is today. John Oketch, a former MP... [Read more](#)

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.

 **UNHCR**
The UN Refugee Agency

24

Admin / News						
News items		Add news				
date	title	sourceDescription	created	updated	Actions	
Equals	Contains	Contains	Equals	Equals	Clear filters	
May 30, 2018	RCA: la Cour pénale spéciale désormais autorisée à enquêter	RFI	May 30, 2018, 11:53:23 AM	May 30, 2018, 11:53:23 AM	Edit	Delete
May 28, 2018	Ebola : la Centrafrique s'organise pour traquer le virus à sa frontière avec la RDC	Radio OKAPI	May 29, 2018, 5:31:01 PM	May 29, 2018, 5:31:01 PM	Edit	Delete
May 23, 2018	Launch of the Zambia Country Chapter of the Regional Refugee Response Plan for the DRC 2018	Reliefweb	May 24, 2018, 11:11:15 AM	May 24, 2018, 11:11:15 AM	Edit	Delete

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?

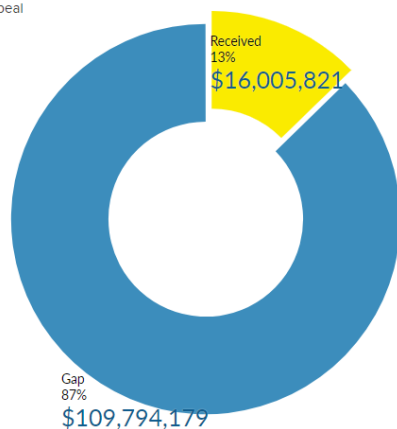
Most recent available year display

(donut chart)

Afghanistan Funding (2018)

\$125,800,000

Total appeal



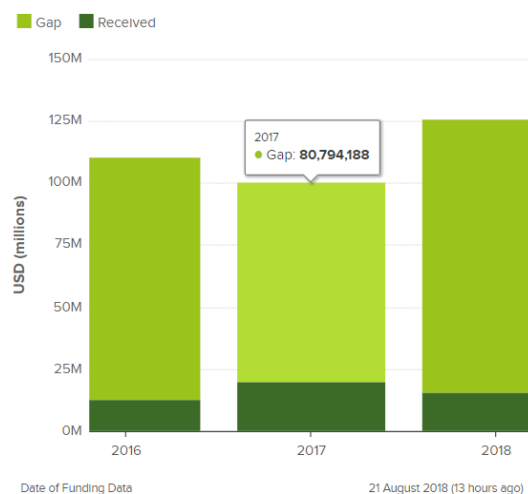
Date of Funding Data

21 August 2018 (14 hours ago)

History graph display

(stacked column chart)

Afghanistan Funding



Date of Funding Data

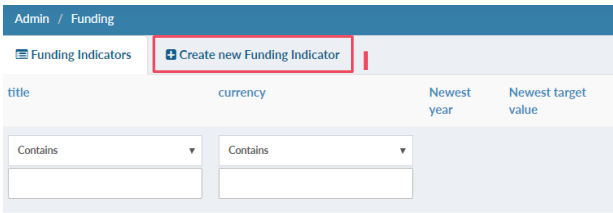
21 August 2018 (13 hours ago)

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.

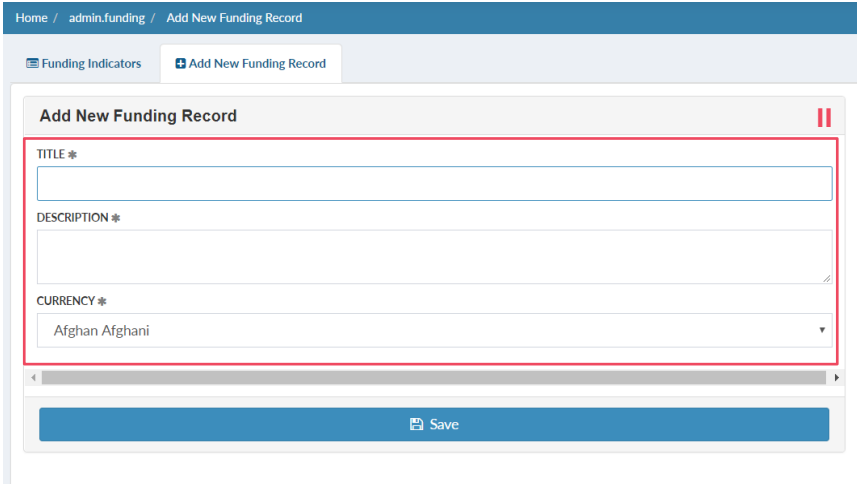
FUNDING RECORD = is the actual record of funding values related to one specific year. It is stored inside the funding indicator.

1) Create a new funding record



The screenshot shows the 'Admin / Funding' menu with 'Funding Indicators' selected. The 'Create new Funding Indicator' button is highlighted with a red box.

Click on “**Create New funding Indicator**” (I).



The screenshot shows the 'Add New Funding Record' form. The form has three mandatory fields: 'TITLE *', 'DESCRIPTION *', and 'CURRENCY *'. The 'CURRENCY *' field is pre-filled with 'Afghan Afghani'. A red box highlights the three mandatory fields. At the bottom, there is a 'Save' button.

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.

Admin / Funding							
Funding Indicators							
Create new Funding Indicator							
title	currency	newest year	newest target value	newest current value	created	updated	Actions
Contains	Contains				Equals	Equals	Clear filters
							III
Afghanistan Funding	USD				Aug 21, 2018, 11:58:07 AM	Aug 21, 2018, 11:58:07 AM	Edit Edit Values Delete Preview
South Sudan RRP - Uganda	USD	2018	694946813	50488387	May 4, 2018, 11:52:32 AM	May 4, 2018, 11:52:32 AM	Edit Edit Values Delete Preview

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 created.

Admin / Funding Indicators / Funding Records			
Funding Indicators	Create new Funding Indicator	Funding Records	Add New Funding Record
No data			
IV			

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

Funding Indicators	Create new Funding Indicator	Funding Records	Add New Funding Record
--------------------	------------------------------	-----------------	------------------------

Afghanistan Funding

DO NOT USE COMMAS!

Add New Funding Record

CURRENT VALUE

TARGET VALUE

YEAR

DATE OF FUNDING DATA

Save

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"**.

Funding Indicators

Create new Funding Indicator

Funding Records

Add New Funding Record

year	target_value	current_value
Equals	Equals	Equals
2018	125800000	16005821
2017	100800000	20005812
2016	110800000	13002117.23

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?

Needs Assessment Registry			
Title	Status	Partners	Sectors
HEALTH ACCESS AND UTILIZATION SURVEY AMONG NON-CAMP SYRIAN REFUGEES IN JORDAN	Data collection finished 1 February 2017 - 11 December 2017		
WASH Infrastructure & Services Assessment in Zaatari Camp	Published 12 February 2017 - 5 March 2017		
CFW Assessment 2016	Data collection finished 1 October 2016 - 1 December 2016		
View more			

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.

Admin / Needs Assessment							
Needs Assessment		Add Needs Assessment					
startDate	endDate	title	Approval Status	created	updated	Actions	
Equals	Equals	Contains	Equals	Equals	Equals	Clear filters	
Oct 18, 2018, 12:00:00 AM		Local Economic Development and Value Chain Analysis to support decent work and employ-ability for STuPs and Host Communities	Approval Pending	Aug 15, 2018, 8:46:41 AM	Aug 15, 2018, 8:46:41 AM	<div> <div>Edit</div> <div>Delete</div> <div>Preview</div> <div>Approval</div> </div>	
Oct 18, 2018, 12:00:00 AM		Local Economic Development and Value Chain Analysis to support decent work and employ-ability for STuPs and Host Communities	Approval Pending	Aug 15, 2018, 8:45:07 AM	Aug 15, 2018, 8:45:07 AM	<div> <div>Edit</div> <div>Delete</div> <div>Preview</div> <div>Approval</div> </div>	

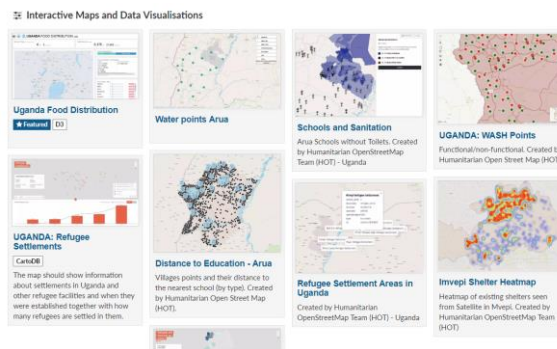
G. Data Visualization (*Dataviz*)

Data Visualization, or *Dataviz*, is basically an 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

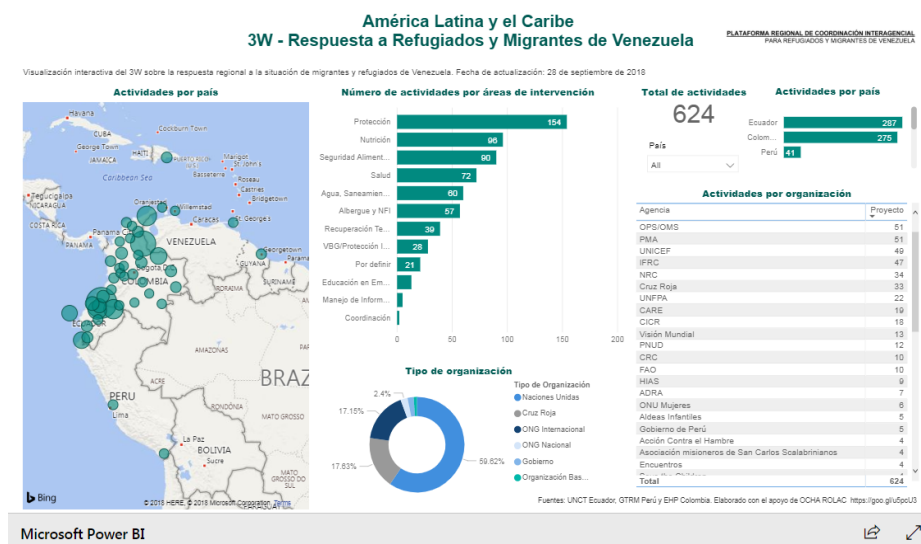
If you wish to use filters, you can choose to **only show** contents that you previously pinned (see step-by-step below) or to **hide them** and only display the contents that were not pinned.

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. There are two ways in which the Featured Dataviz can be displayed:

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 not add a featured image when adding the Dataviz record to the administrative panel (see step-by-step below).



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).



Uganda Refugee Verification 2018

Live real-time data from OPM/UNHCR refugee verification exercise.

➤ THE DATAVIZ REPOSITORY

SECTIONS

Home
Countries
Situations
Partners / 3W
Documents
Document Repositories
Dataviz

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).

OPERATIONAL PORTAL REFUGEE SITUATIONS

COUNTRIES

SITUATIONS

PARTNERS / 3W

MAPS

Q GLOBAL SEARCH

About Contact Map portal IM

Dataviz

Interactive Dataviz

This is an archive of interactive data visualisation products created using various different technologies and software.

SORT BY **FEATURED** DATE

FILTER BY TYPE

-- Select a type --



Uganda Food Distribution
★ Featured D3



Turkey Education Sector Dashboard
Power BI



Turkey Inter-Sector Dashboard

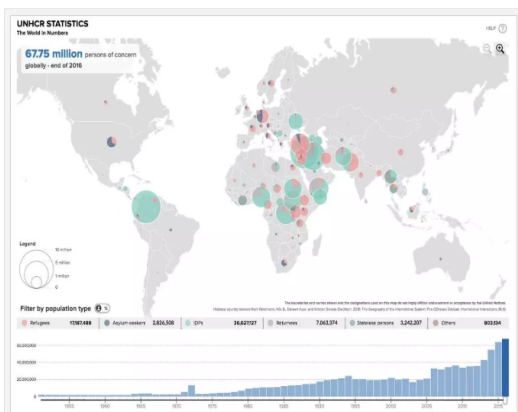


UGANDA: Verification Report Dashboard
★ Featured Power BI

Real-time dynamic dashboard on refugee verification exercise.



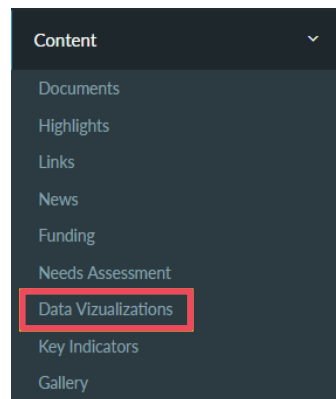
BASIC NEEDS SECTOR DASHBOARD



UNHCR Statistics - The World in Numbers

★ Featured D3

UNHCR Population Statistics Database. <http://popstats.unhcr.org>



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)**.

Admin / Dataviz

External data visualizations grid

I Add an external Data visualization

date	title	created	updated	Actions
Aug 17, 2018	Water points Arua	Aug 17, 2018, 12:59:23 PM	Aug 17, 2018, 1:01:31 PM	II Edit Delete Preview
Aug 14, 2018	UNHCR Serbia - Partners activities & coverage	Aug 14, 2018, 9:29:32 AM	Aug 14, 2018, 9:29:32 AM	Edit Delete Preview
Aug 7, 2018	Turkey Education Sector Dashboard	Aug 7, 2018, 10:11:30 AM	Aug 7, 2018, 1:11:10 PM	Edit Delete Preview
Jul 1, 2018	Uganda Food Distribution	Jul 23, 2018, 11:18:17 AM	Jul 23, 2018, 12:47:40 PM	Edit Delete Preview

TECHNOLOGY

Power BI

WORKING GROUP

Select Some Options

FEATURED IMAGE **III**

Select Image Crop Crop confirm Crop cancel Remove

Allowed file types: jpg,gif,png | Max size: 2mb

2017 - Response to Refugees & Migrants in Venezuela

IS THIS A HIDDEN DATAVIZ? **IV**

☐ Hidden

PIN THIS CONTENT TO THE TOP **V**

☒ Pinned

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?

Upcoming events

[Print](#)
[iCal Feed](#)

[List Day](#) | [List Week](#) | [Month](#)

local

<

Sept 2 – 8, 2018

>

Wednesday

September 5, 2018

9:00 - 11:00

● Zambia: Nchelenge Inter-agency meeting

Event details

Related documents

×

Zambia: Nchelenge Inter-agency meeting

Nchelenge

Timezone: -00:20

The time of this event is displayed in UTC, please add it to a calendar to adapt it to your local timezone

Event date/time: 2018-02-21 06:40:00 - 2018-02-21 08:40:00

Repeating: weekly on Wednesday, starting from 2018-02-21 07:00:00, until 2018-12-30 11:45:05

Contact Details

Chaired by:

DOWNLOAD (.ICAL)

Close

Print

1) Add or edit an event

The screenshot displays the 'Events calendar' interface. At the top, there's a navigation bar with 'Home / Working Groups / Events calendar'. Below this, a 'Timezone' dropdown is set to 'local'. The calendar shows a grid for September 2018, with days of the week as columns and dates as rows. Various events are listed in the calendar cells, each with a time and a location. A red box labeled 'I' highlights a specific event on the calendar. Below the calendar, the 'Event Details' form is shown. It has two tabs: 'Repetable events' (labeled IV) and 'Documents/Attachments' (labeled II). The 'Repetable events' tab is active. The form includes a 'Location Page Tags' section with a search bar and a list of locations. The 'Contact details' section includes fields for 'WHO IS CHAIRING THE EVENT?', 'CONTACT NAME', 'CONTACT EMAIL', and 'CONTACT PHONE'. The 'START #' and 'END #' fields are set to '2018-09-14T02:00:00+02:00'. There is a checkbox for 'IS THIS EVENT CANCELED?' which is unchecked. Below that, there is a checkbox for 'IS THIS EVENT REPEATABLE?' which is checked (labeled III). At the bottom right of the form are 'Save event' and 'Close' buttons.

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 “Repetable events” tab (IV) 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

Admin / Partners

Partners **+ Add Partner** **I**

acronym name

Contains Contains

Contains

Partners **+ Add Partner**

Add Partner

NAME *

Danish Refugee Council

ACRONYM *

DRC

PARTNER TYPE

Partners **+ Add Partner**

acronym name url active Actions

Contains Contains Contains Clear filters

DRC Danish Refugee Council www.drc.dk/ true **Edit** **Edit 3w** **III** **V**

DRC Danish Refugee Council www.drc.dk/ true **Edit** **Edit 3w** **III** **V**

Name	Acronym	Type	
Danish Refugee Council	DRC Iraq		Edit Delete
Danish Refugee Council - HoA and Yemen	Danish Refugee Council - HoA and Yemen		Edit Delete
Danish Refugee Council - Iraq	Danish Refugee Council - Iraq		Edit Delete
Danish Refugee Council - Jordan	Danish Refugee Council - Jordan		Edit Delete
Danish Refugee Council - Lebanon	Danish Refugee Council - Lebanon		Edit Delete
Danish Refugee Council - Myanmar	Danish Refugee Council - Myanmar		Edit Delete
Danish Refugee Council - Serbia	Danish Refugee Council - Serbia		Edit Delete
Danish Refugee Council - South Sudan	Danish Refugee Council - South Sudan		Edit Delete
Danish Refugee Council - Turkey Country Office	DRC TR		Edit Delete

Add Office **IV**

Home / Partners / Edit Partner / View Partner 3ws

Sector

Contains

Locations Attached **VI**

Access to Energy

Agency Operational Support

Agriculture

Basic Needs

Locations Attached

true false

Clear filters

Edit

Delete and Clear Locations

Edit

Delete and Clear Locations

Edit

Delete and Clear Locations

Edit

Delete and Clear Locations

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 that this particular partner acts on.

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.

name	description	published	created	updated	parent	layout	Actions
SITE MONITORING SYSTEM MAIN PAGE	click on link to access all documentation for implementing Site Monitoring	true	Dec 2, 2016, 6:03:53 PM	May 7, 2018, 12:18:54 PM		WG - SITE MONITORING SYSTEM MAIN PAGE	Edit Edit Contacts View Users View Chairs Manage Events Delete
Cash Working Group (CWG)	The role of the Greece Cash Working Group (CWG) is to provide a platform for discussion and establishing standards/recommendations on market based responses (inclusive of vouchers, tickets, coupons or cash) for the refugees and migrant emergency. This group will serve as a technical advisory group composed of market/cash based programming experts and implementers to provide guidance to implementing agencies/organizations.	true	Dec 5, 2016, 6:02:19 PM	Jul 25, 2017, 11:06:21 AM		WG - Cash Working Group (CWG)	Edit Edit Contacts View Users View Chairs Manage Events Delete

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](#).

Home / Working Groups / Cash Working Group (CWG)						
Working Groups List	Edit Working Group	WG Contacts List	+ Add WG Contact	WG Chairs List	+ Add WG Chair	WG Users

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

Total Population of Concern

905,831

Last updated 31 Aug 2018

JSON

Source - UNHCR

New Arrivals in 2018

38,798

Last updated 31 Aug 2018

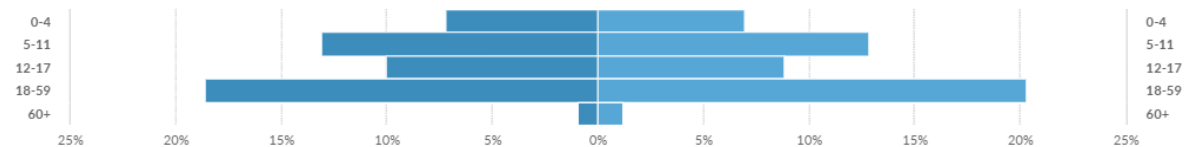
JSON

Source - UNHCR

Breakdown by Age and Gender

Breakdown by Age and Gender

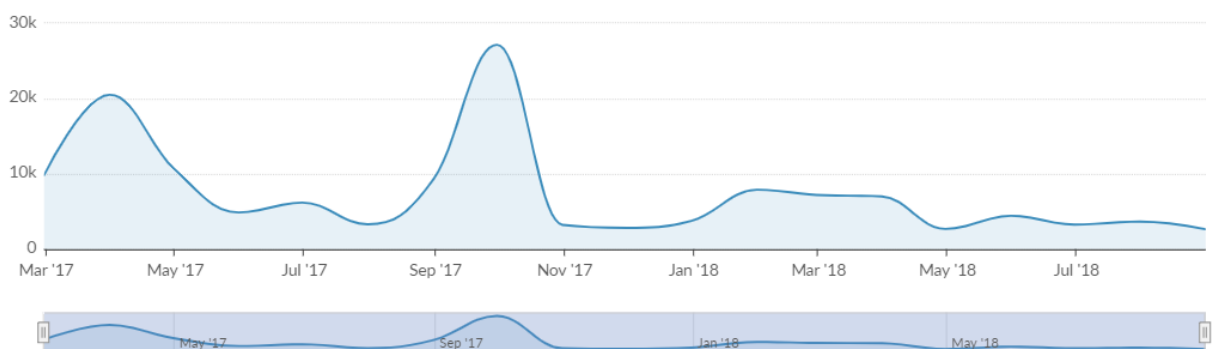
Male Female



Source - UNHCR

Time Graphs

Arrival Trends

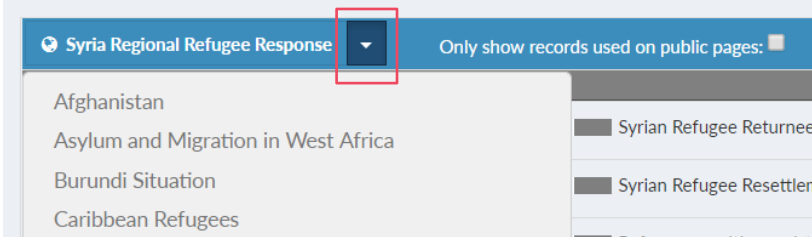
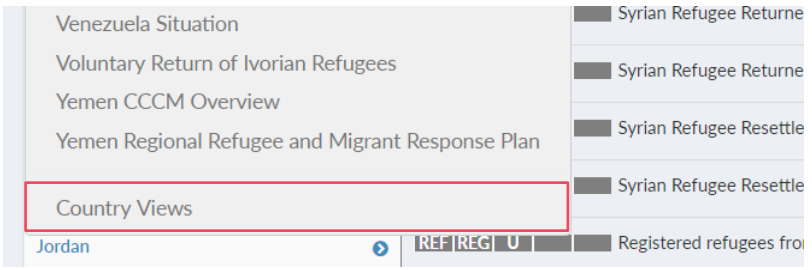
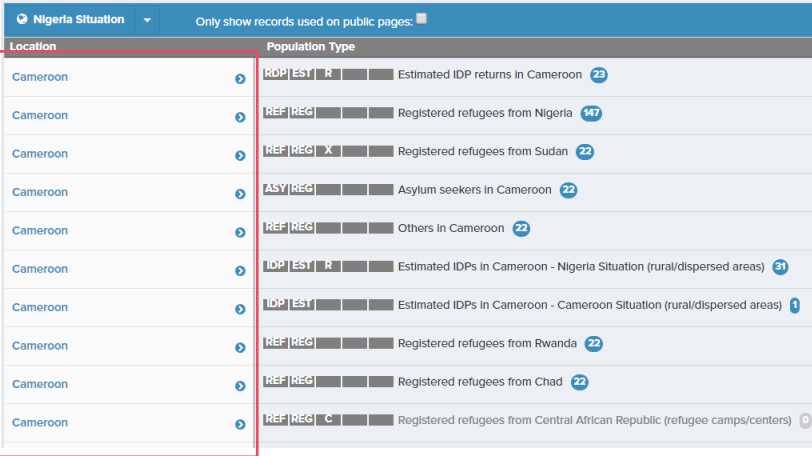


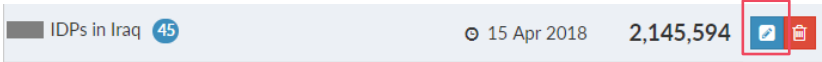
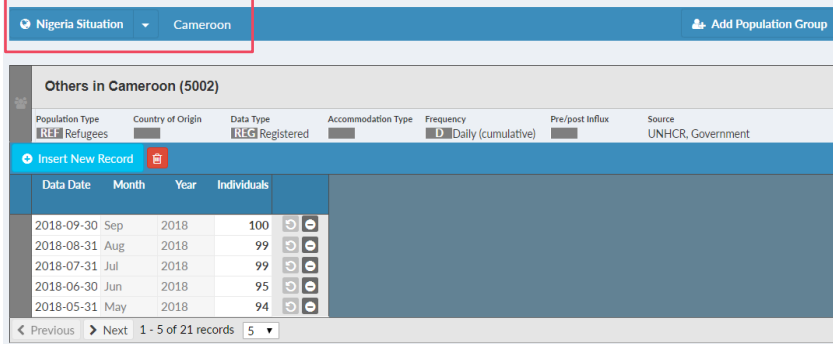
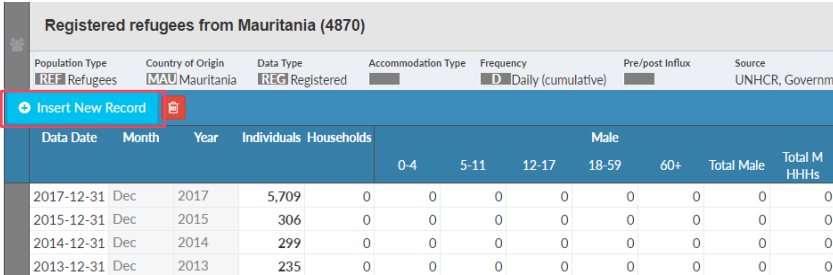
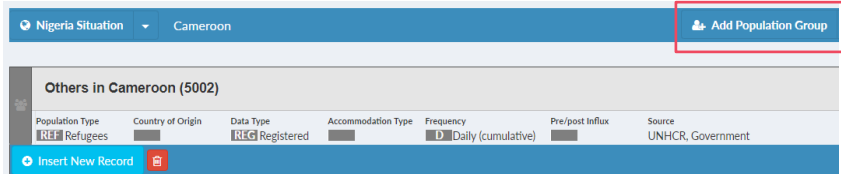
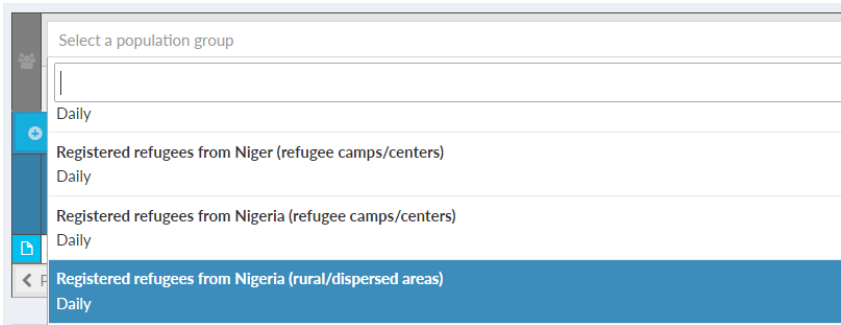
JSON

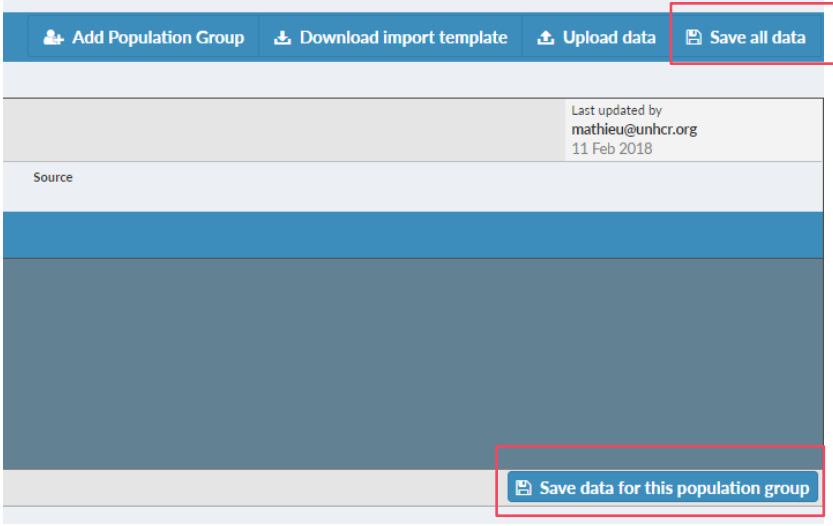
A. Data Grid

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

	<p>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.</p>
	<p>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.</p>
	<p>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.</p> <p>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.).</p>

	<p>Once you have found the population group that you wish to update, click on the blue square located on the right-hand side.</p>
	<p>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).</p>
	<p>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.</p>
	<p>If you wish to add records of a population group that is still not registered under that location, click on "Add Population Group".</p>
	<p>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.</p>



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 together in the same collection, for example: population type “Refugees” and country of origin “Syrian Arab Republic”.

POPULATION GROUPS		
Registered refugees from Syrian Arab Republic (refugee camps/centers) 1320		
Population Type REF Refugees	Country of Origin SYR Syrian Arab Rep.	Data Type REG Registered
Registered refugees from Syrian Arab Republic (rural/dispersed areas) 1893		
Population Type REF Refugees	Country of Origin SYR Syrian Arab Rep.	Data Type REG Registered
Registered refugees from Syrian Arab Republic (urban areas) 1978		
Population Type REF Refugees	Country of Origin SYR Syrian Arab Rep.	Data Type REG Registered
Registered refugees in Turkey from Syrian Arab Republic (refugee camps/centers) 459		
Population Type REF Refugees	Country of Origin SYR Syrian Arab Rep.	Data Type REG Registered
Registered refugees in Turkey from Syrian Arab Republic (urban areas) 220		
Population Type REF Refugees	Country of Origin SYR Syrian Arab Rep.	Data Type REG Registered

POPULATION COLLECTION


Syrian Refugees

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.

Admin / Situation Views				
Situation Views Grid Create a New Situation View				
Situation View	Code	Published	Featured	
 Stateless in the Great Lakes region	statelessgl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Situation View Details Edit Location Tree Delete
Population Group - / Uganda - Stateless Population Group - / Angola - Stateless Population Group - / Zambia - Stateless Population Group - / South Sudan - Stateless Population Group - / Sudan - Stateless Population Group - / Kenya - Stateless Population Group - / Rwanda - Stateless Population Group - / Central African Republic - Stateless Population Group - / Congo (Democratic Republic) - Stateless Population Group - / Burundi - Stateless Population Group - / Congo (Brazzaville) - Stateless Population Group - / Tanzania - Stateless				

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:

Population Group

Kenya - Stateless ✕

Sudan - Stateless ✕

Rwanda - Stateless ✕

Angola - Stateless ✕

Central African Republic - Stateless ✕

Congo (Brazzaville) - Stateless ✕

Congo (Democratic Republic) - Stateless ✕


South Sudan - Stateless ✕


Tanzania - Stateless ✕

Zambia - Stateless ✕

Uganda - Stateless ✕


Burundi - Stateless ✕

 Add new

 Save


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.

Admin / Situation Views				
Situation Views Grid Create a New Situation View				
Situation View	Code	Published	Featured	
 Stateless in the Great Lakes region <div> Population Group - / Uganda - Stateless Population Group - / Angola - Stateless Population Group - / Zambia - Stateless Population Group - / South Sudan - Stateless Population Group - / Sudan - Stateless Population Group - / Kenya - Stateless Population Group - / Rwanda - Stateless Population Group - / Central African Republic - Stateless Population Group - / Congo (Democratic Republic) - Stateless Population Group - / Burundi - Stateless Population Group - / Congo (Brazzaville) - Stateless Population Group - / Tanzania - Stateless </div>	statelessgl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Situation View Details Edit Location Tree Delete

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).

Admin / Situation Views / Edit Location Tree

 Syria Regional Refugee Response

Master List of Locations

Search...

- Africa
- Asia
- Europe
- New location 11879
- North America
- Oceania
- Other (North Africa)
- Other (Sub-Saharan Africa)
- South America
- Various
- World

Situation View

Search...

- ☒ Egypt
- ☒ Iraq
- ☒ Jordan
 - ☒ Ajlun Governorate
 - ☒ Amman Governorate
 - ☒ Aqaba Governorate
 - ☒ Balqa Governorate
 - ☒ Irbid Governorate
 - ☒ Jarash Governorate
 - ☐ Jordan
 - ☒ Karak Governorate
 - ☒ Maan Governorate
 - ☒ Madaba Governorate
 - ☒ Mafrq Governorate
 - ☒ Mafrq
 - ☒ Zaatari Refugee Camp
 - ☒ Tafilah Governorate
 - ☒ Zarqa Governorate

Details

Click on a situation view location to view more

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.

The screenshot shows the 'Situation View' interface. On the left, a list of locations is displayed with tick boxes. A red arrow points from the 'Situation View' header to the 'Syria Regional Refugee Response' section on the right. This section shows a 'Select location' dropdown menu with options: Egypt, Iraq, Jordan, Lebanon, and Turkey. Below this, the 'Total Persons of Concern' is 5,655,362, last updated 30 Jun 2018. The 'Total Persons of Concern by Country of Asylum' table is shown below.

Location name	Source	Date date
Turkey	Government of Turkey, UNHCR	24 May 2018
Lebanon	UNHCR	30 Apr 2018
Jordan	UNHCR	24 May 2018
Iraq	UNHCR	30 Apr 2018
Egypt	UNHCR	30 Jun 2018
Other (North Africa)	UNHCR	15 Mar 2018

The 'Total Registered Syrian Refugees' is 5,655,362. A detailed view of the 'Mafraq Governorate' is shown on the right, including a table of 'Total Registered Syrian Refugees' by date and percentage.

Date date	Percentage
24 May 2018	17.5%
30 Apr 2018	11.8%
30 Jun 2018	4.4%
15 Mar 2018	2.3%
	0.6%

B. Document Repositories

The screenshot shows the 'Document Repository' interface. It includes a header with 'Admin / Document Repository' and a sub-header with 'Document Repositories' and 'Add New Document Repository'. Below this is a table with columns: name, code, created, updated, and Actions. The table contains four rows of document repositories.

name	code	created	updated	Actions
Needs Assessment Toolbox	na-toolbox	May 10, 2017, 11:37:11 AM	May 15, 2017, 4:15:04 PM	Edit, Delete, Preview, Toggle
Needs Assessment Toolbox: Reporting	na-toolbox-reporting	May 10, 2017, 11:36:28 AM	May 10, 2017, 11:36:28 AM	Edit, Delete, Preview, Toggle
Needs Assessment Toolbox: Analysis	na-toolbox-analysis	May 10, 2017, 11:35:52 AM	May 10, 2017, 11:35:52 AM	Edit, Delete, Preview, Toggle
Needs Assessment Toolbox: Tools	na-toolbox-tools	May 10, 2017, 11:35:27 AM	May 10, 2017, 11:35:27 AM	Edit, Delete, Preview, Toggle

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.

Users

Add User

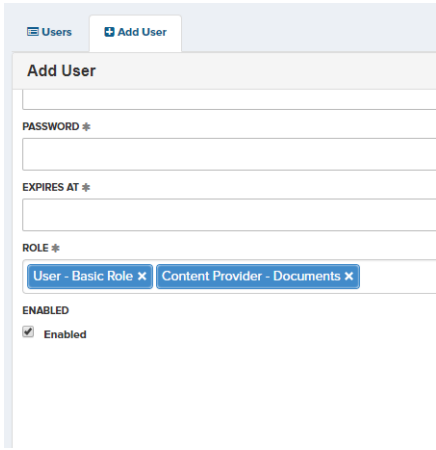
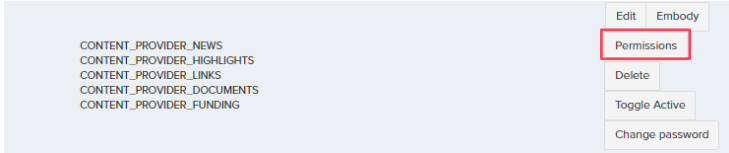
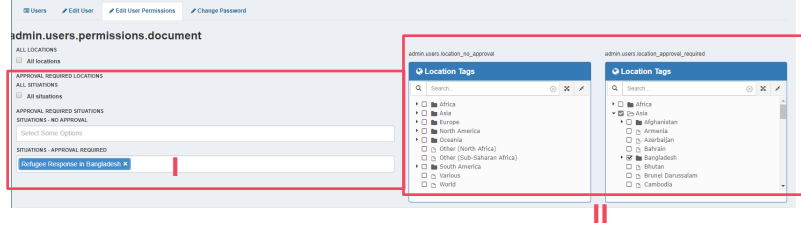
username	email	roles	Actions
<div>Contains</div> <div></div>	<div>Contains</div> <div></div>	<div>Contains</div> <div></div>	<div>Clear filters</div>
chitiga@unhcr.org	chitiga@unhcr.org	ROLE_CV_ADMIN	<div><div>Edit</div><div>Delete</div><div>Toggle Active</div><div>Change password</div></div>
alkomus@unhcr.org	alkomus@unhcr.org	ROLE_CV_ADMIN	<div><div>Edit</div><div>Delete</div><div>Toggle Active</div><div>Change password</div></div>
amano@unhcr.org	amano@unhcr.org	ROLE_CV_ADMIN	<div><div>Edit</div><div>Delete</div><div>Toggle Active</div><div>Change password</div></div>

1) Add a new user

The screenshot shows the 'Add User' form in the Operational Data Portal. The form is titled 'Add User' and contains several input fields: 'FIRST NAME', 'LAST NAME', 'USERNAME *', 'EMAIL *', 'PASSWORD *', and 'EXPIRES AT *'. The 'Add User' button is highlighted with a red box. Below the form, there is a section for 'Add User' with a 'FIRST NAME' field and a 'LAST NAME' field. The 'Add User' button is also highlighted with a red box.

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.

	<p>For the Role, please consult the list of roles with description which is attached to this document as an annex.</p> <p>Click on "Save".</p>
	<p>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".</p>
	<p>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).</p>

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

DPSM FICSS

UNHCR Copenhagen, Denmark

Phone: +45 45 33 63 86

Email: webportal@unhcr.org and/or hqcs00@unhcr.org

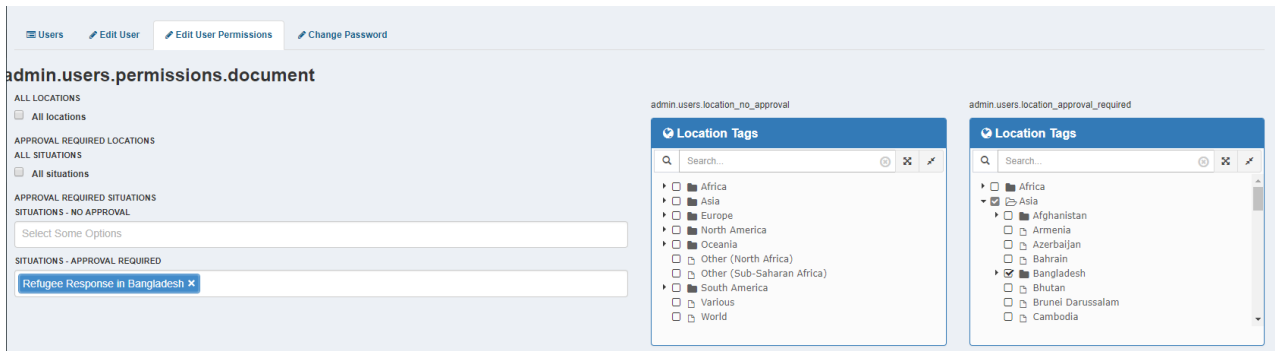
Annex A

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.