What is Documents, and why should I use it?

Documents is the repository of all documents on the workspace. It allows users to:
- upload documents (word, pdf, jpg, excel, audio, etc) relevant to their work in the UN-REDD Programme
- grant permissions (full access or restricted access) on documents
- search, view or download documents
- publicize certain documents via an automated link on the Workspace home page

Documents in a nutshell

The folders have been reconfigured for more intuitive access. The first level of folders is now as such:

1.Coordination Group and Secretariat only*** *(Contains confidential information and photos)*

2. Communications – Archives, brochures, presentations, press releases

3. Countries (*one sub-folder per programme country*)

4. Foundation documents (*contains Framework, MoU*)

5. Global Programme

6. Partners (*one sub- folder per partner*)

7. Policy Board *(one sub-folder per meeting)*

8. REDD publications (*one s*ub-folder per theme)

9. Secretariat

10. Templates, Forms and Guidance

11. Workspace help

A complete tree of all Documents folders and sub-folders can be visualized by clicking on "Search Library" in the Documents main menu and clicking on the pull down menu under "Select category".

What if:
- [I want to upload a document?](#)

- [I am looking for a document?](#)

- [I want to be notified when a new document is added?](#)

- [I want to change the location of a document, update it, or reorganize the way Documents is configured?](#)

- [I want to notify users about a specific document?](#)

- [Someone moved my stuff!](#)

Tips and Best Practices

- Documents should be preferably uploaded in pdf.

- Documents titles should follow the following format: Title- authors- date.

- If you want a document title to appear on the front page under "Latest documents", a long document name will be truncated. Keeping this in mind, try formatting the title so that its truncated version is still indicative of its contents (for example: "Operational Guidance on Indigenous Peoples –UN-REDD Programme" rather than "UN-REDD Programme- Operational Guidance on Indigenous Peoples")

- Adding tags takes a few seconds and help the search functions

- Documents in language should bear titles in this language.

Documents Step by Step

- **I want to upload a document?**

Click on Documents in the top menu

Select your folder you want to upload into. (If no folder seems adequate, see [I want to change the location of a document, update it, or reorganize the way Documents is configured?](#) below)

Click on submit file

Choose "Upload a file from your computer", click next

Select a file from your browser

Click on "Upload"

The Title appears by default as the title of the document in your files. Change the title if necessary- this is the name of the document **as it will appear**. The format should be:
Title – Date- Author

Add tags: tags help users search for a document; they can be separated by a comma or semi colon.

Text: enter text. Select font: Arial and size 10 point (while this may not seem to change display on the workspace, it does in the RSS feed)

Note: by default, the document is uploaded as "restricted access", appearing on a pink background. Change its access level as appropriate by clicking on the "full access" button. The document will now appear on a white background, indicating full access.

- **I am looking for a document?**

You may browse by folders or search.

Search a document by clicking on "Search Document" by keyword, in a specific category, by exact phrase or any words, and restricting the search to the name of the document, its descriptions, keywords (tags) etc.

By default, this search function reads the entire text of the document

Once you have located the document, you can either view or download it.

- **I want to be notified when a new document is added?**

An RSS feed has been created. It only lists documents that are full access. To subscribe to the feed, go to: http://www.unredd.net/index.php?option=com_docmanrss&id=1

As configured, anyone (registered workspace user or not) to whom this link is distributed will have access to the entire "full access" interface of Documents.

- **I want to change the location of a document, update it, or reorganize the way Documents is configured?**

 You can move change the location of a document by selecting the document and clicking on "move".

You can update a document by clicking on the "update" button. The name of the new document as it appears in your files does not have to match its previous name.

If you wish to reorganize the way Documents is currently set up, or create a new folder, kindly write to Estelle.fach@undp.org with your suggestion. If you wish to have direct control over creating new folders, you can be trained to use the Joomla Panel, which only takes a few minutes.

- **I want to notify users about a specific document?**

If you want the document to appear listed under 'Latest documents" in the home page:
-In your document, click on edit
- select yes under "show on homepage" under the document details

If the document is of extreme importance, you may create an announcement about it (see workspace user guide to create an announcement). Note that Policy Board documents and templates and Forms document will appear under their respective header in side bar of the home page

- **Someone moved my stuff!**

It is possible, since all users can edit the details, move or update a document even if they have not uploaded it themselves in the first place.

Please be confident that even if a document is deleted from a folder, it is not lost and can be retrieved by the administrator.