

**UN-REDD**  
PROGRAMME

COLLABORATIVE  
ONLINE WORKSPACE



Food and Agriculture  
Organization of the  
United Nations



Empowered lives.  
Resilient nations.



|                |   |
|----------------|---|
| WHAT IS A TAG? | 1 |
| WHY TAG?       | 1 |
| WHAT DO I TAG? | 1 |
| HOW DO I TAG?  | 2 |
| SELECTING TAGS | 3 |
| EDITING TAGS   | 4 |
| SUPPORT        | 4 |

# Tagging Guide

[www.unredd.net](http://www.unredd.net)

# WHAT IS A TAG?

A tag is a marker that identifies and affiliates files, announcements or events to a given keyword (topic, region and/or country).

# WHY TAG?

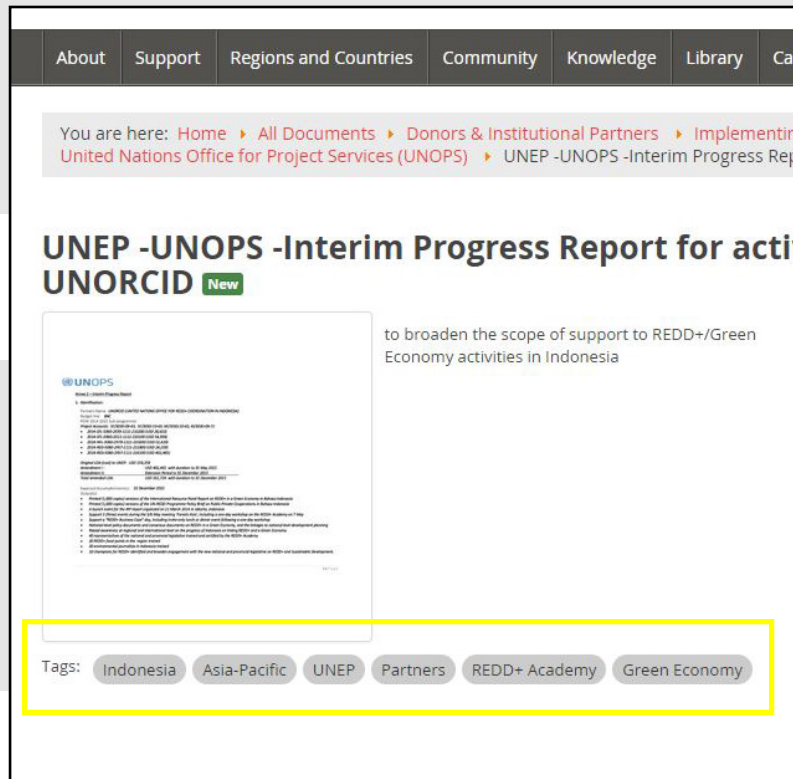
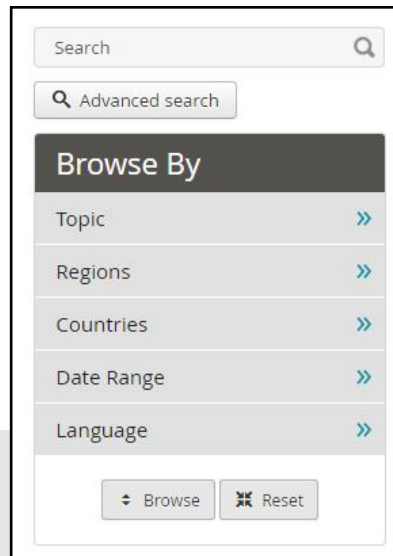
Tags allow us to quickly find, filter and sort content in order to facilitate knowledge sharing on the workspace. Tagged content is cross-posted to relevant pages throughout the workspace, and can be quickly found by other users in the library with the 'browse by' search filter.

# WHAT DO I TAG?

Tag your documents, photos, videos, audio, announcements and events so that they are cross-posted to relevant pages throughout the workspace, and so that they can be quickly found by other users.

## TAG FILTER >

In the Workspace Library, use the 'browse by' filter tool to sort content by tags, date and language.



# HOW DO I TAG?

When uploading content to the workspace, select relevant tags from the tag selector. Tags are available under the three tabs in the pop-up box: topics, regions and countries. Select as many or as few tags as needed to accurately classify your content. Descriptions of when to use each tag are available on the next page.

This screenshot shows the 'Add new document' editor. The 'Details' section contains various input fields: Title, Title Author, Title Date (set to 8/July/2015), File Type (set to Local File), Select document, File in folder, Also file in 2nd folder (OPTIONAL), Tags (highlighted with a yellow box), Show in Latest Documents (radio buttons for Yes and No), and Language (set to English).

This screenshot shows the 'Submit an Announcement' editor. The 'Publishing' tab is active, showing a 'Tags' field (highlighted with a yellow box) and a 'Select Tags' button. Above this, there are 'UN-REDD Announcements Criteria' and navigation buttons for 'Prev', 'Save', and 'Cancel'.

This screenshot shows the 'Add an event' editor. The 'Event information' tab is active, showing a 'Tags' field (highlighted with a yellow box) and a 'Select Tags' button. The form includes fields for Event name, Region, Description, Venue, City, Country, Time zone, Contact, and Show in calendar.

## TAGGING A DOCUMENT

In the 'add new document' editor, simply click 'Tags', choose the desired tags from the three tabs in the pop-up dialogue box, and click save to exit the tag selector.

## TAGGING AN ANNOUNCEMENT

In the 'post an announcement' editor, the tagging option is located under the 'publishing' tab. Simply click 'select tags', choose the desired tags from the three tabs in the pop-up dialogue box, and click save to exit the tag selector.

## TAGGING AN EVENT

In the 'add an event' editor, the tagging option is located at the bottom of the 'event information' tab. Simply click 'select tags', choose the desired tags from the three tabs in the pop-up dialogue box, and click save to exit the tag selector.

# SELECTING TAGS

| TOPICS                                  | WHEN TO USE  | CROSS-POSTS TO PAGE                             |
|---|--|---|
| Capacity Building Resource              | all learning tools and resources                         | <a href="#">Capacity Development Resources</a>  |
| Communications                          | related to communications work                           | <a href="#">Communications and events</a>       |
| FAO                                     | agency related or produced content                       | n/a   |
| Gender                                  | related to gender issues                                 | n/a   |
| Green Economy                           | related to Green Economy work area                       | <a href="#">Green Economy</a>                   |
| Institutional reports                   | annual reports, evaluations etc. (not technical reports) | n/a   |
| Lessons Learned                         | lessons learned materials                                | n/a   |
| Multiple Benefits                       | related to multiple benefits work area                   | <a href="#">Multiple Benefits</a>               |
| National Programmes                     | related to or produced by a national programme           | <a href="#">National Programmes</a>             |
| National REDD+ Strategies               | national strategy documents and materials                | n/a   |
| NFMS/REL                                | related to NFMS/REL work area                            | <a href="#">NFMS/REL</a>                        |
| Partners                                | related to implementing partners (not partner countries) | <a href="#">Partners</a>                        |
| Policy Board                            | related to the Policy Board                              | <a href="#">Policy Board</a>                    |
| Presentation                            | PowerPoint, PDF, video and audio presentation files      | <a href="#">Presentations</a>                   |
| REDD+ Academy                           | related to or produced by the REDD+ Academy              | <a href="#">REDD+ Academy</a>                   |
| REDD+ Governance                        | related to the REDD+ governance work area                | <a href="#">REDD+ Governance</a>                |
| Safeguards                              | related to the Safeguards work area                      | <a href="#">Safeguards</a>                      |
| Stakeholder Engagement                  | related to the Stakeholder Engagement work area          | <a href="#">Stakeholder Engagement</a>          |
| Support to National REDD+ Actions (SNA) | related to SNA activities                                | <a href="#">Support to National Action</a>      |
| Targeted Support                        | related to Targeted Support activities                   | n/a   |
| UNDP                                    | agency related or produced content                       | n/a   |
| UNEP                                    | agency related or produced content                       | n/a   |
| <b>REGIONS</b>                          |  |   |
| Africa                                  | related to activities in Africa                          | <a href="#">Africa</a>                          |
| Asia-Pacific                            | related to activities Asia-Pacific                       | <a href="#">Asia-Pacific</a>                    |
| Global                                  | related to Global activities                             | n/a   |
| Latin America and the Caribbean         | related to activities in Latin America and the Caribbean | <a href="#">Latin America and the Caribbean</a> |
| <b>COUNTRIES</b>                        |  |   |
| (full list of partner countries)        | related to a specific country or countries               | country pages                                   |

# EDIT TAGS

You can edit tags on your own files, announcements and events. Navigate to the content and click 'edit' or 'edit details' to change or add tags. You can quickly access your documents, photos and videos from your profile in the community section.

To tag content added by others, please contact us as [admin@unredd.net](mailto:admin@unredd.net) with the link to the content in question and the suggested tag changes.

**Coming soon:** Users will soon be able to 'suggest a tag' on Workspace content with the click of a button on each event, announcement and resource details page.

# Support

## SUPPORT FORUM

Visit the [Workspace Support discussion forum](#) to find answers to frequently asked questions.

## HELP PAGE

The Workspace [Help page](#) provides information and guidance on using the Workspace.

## CONTACT US

Email [admin@unredd.net](mailto:admin@unredd.net) with any other questions or comments.