IFRC Safety Message Database - <u>Message File Upload Guide</u>

Step-by-step guidance to the Message File Upload

Preparation Steps:

1. Open the IFRC Safety Message Database Excel template.
2. Fill in message information for each hazard:

   - Title
   - Description
   - URL
   - Hazard (use dropdown selector)
   - Urgency level (use dropdown selector)
   - Key message
   - Supporting Messages

3. Ensure your data is organized by:

   - One file per National Society (will be populated with the selected one at the page)
   - One file per sub-national (will be populated with the selected one at the page, if applicable)

Export Steps:

1. Select all data in your Excel sheet
2. Click "File" in the top menu
3. Select "Save As"
4. Choose a location on your computer
5. In the "Save as type" dropdown, select "Excel spreadsheet (*.xlsx)" or "CSV (Comma delimited)"
6. Click "Save"
7. Click "Yes" if Excel warns about features not compatible with CSV.

   Note: If the template is saved as CSV, the image from the second page ("How template works") will be deleted, hazards and urgency levels dropdowns erased and the blocked cells will be editable

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Upload Steps:

1. In IFRC Safety Message Database, navigate to the Message File Upload feature
2. Select your National Society from the dropdown
3. Select the language
4. Select de sub-national (if applicable)
5. Click "Choose File" or "Browse"
6. Locate and select your saved CSV/XLSX file
7. Select the corresponding extension file type, otherwise it won't be correctly processed
8. Click "Upload"

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