Nations Data Requests User Manual

Access the portal through https://bit.ly/TheNewDataOps

Works best on a PC; limited functionality on mobile.

Click on **Data Requests.**

Click on **Nations Data Requests.**

You will be directed to a portal that asks for your login credentials.

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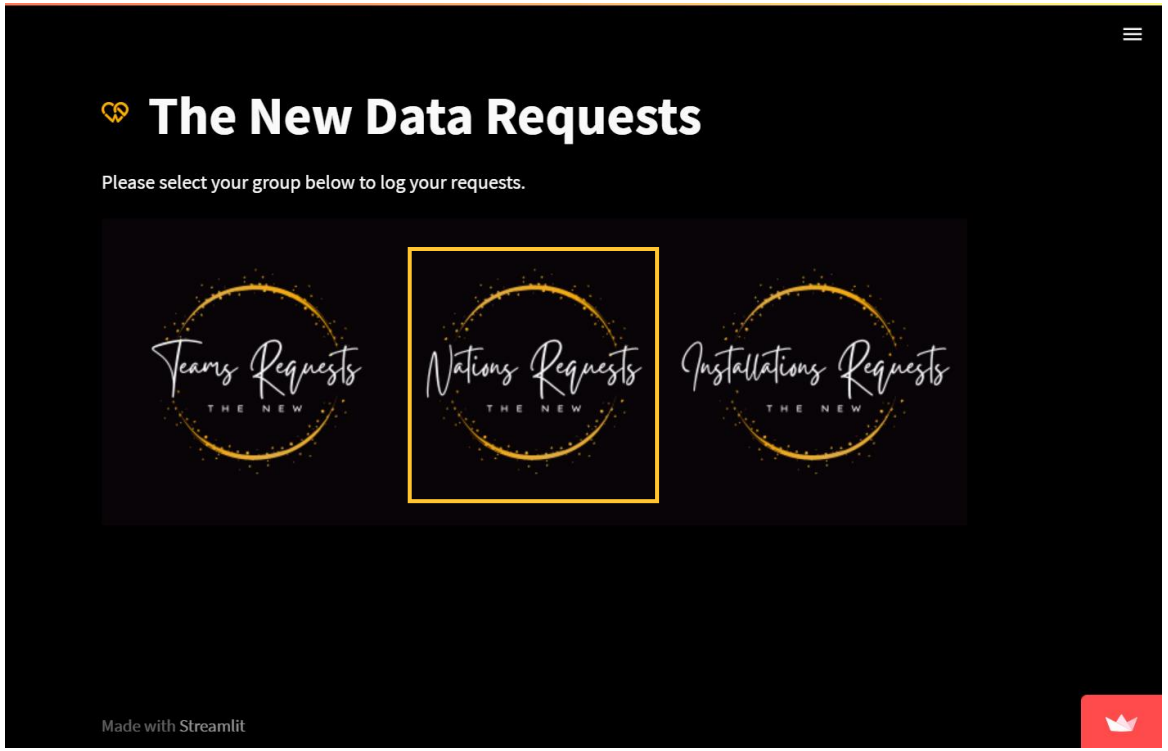

Click on **Data Requests.**

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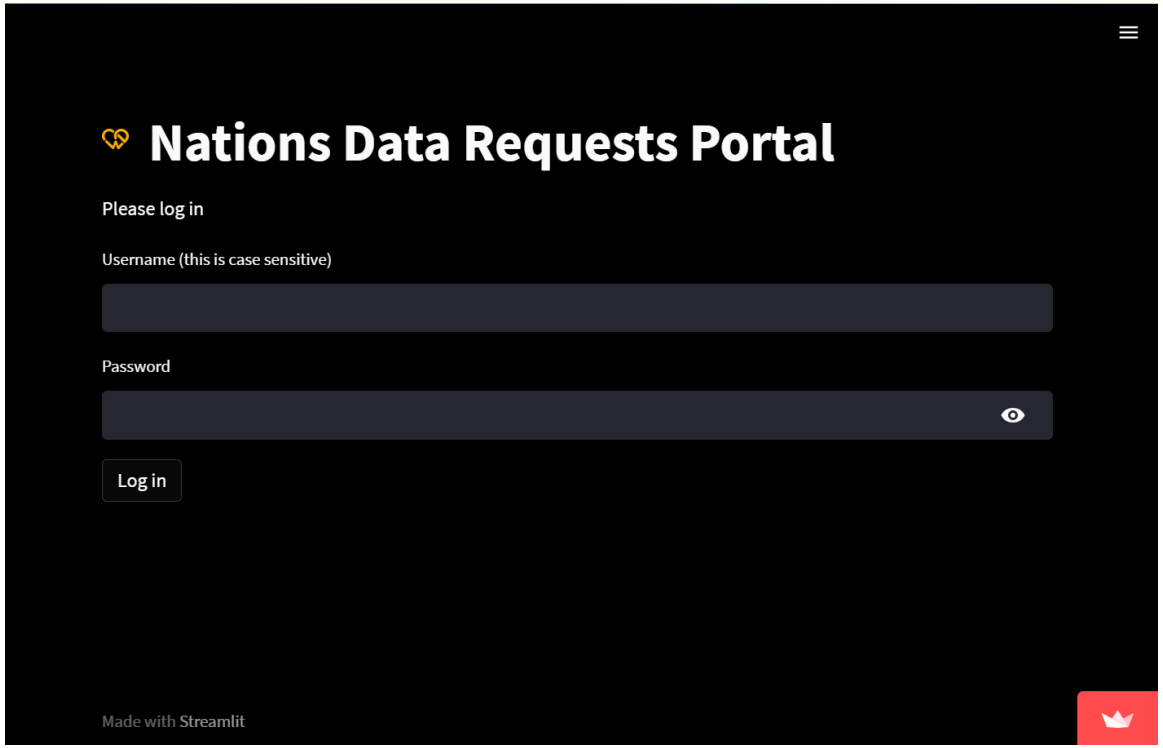
You will be directed to a portal that asks for your login credentials.



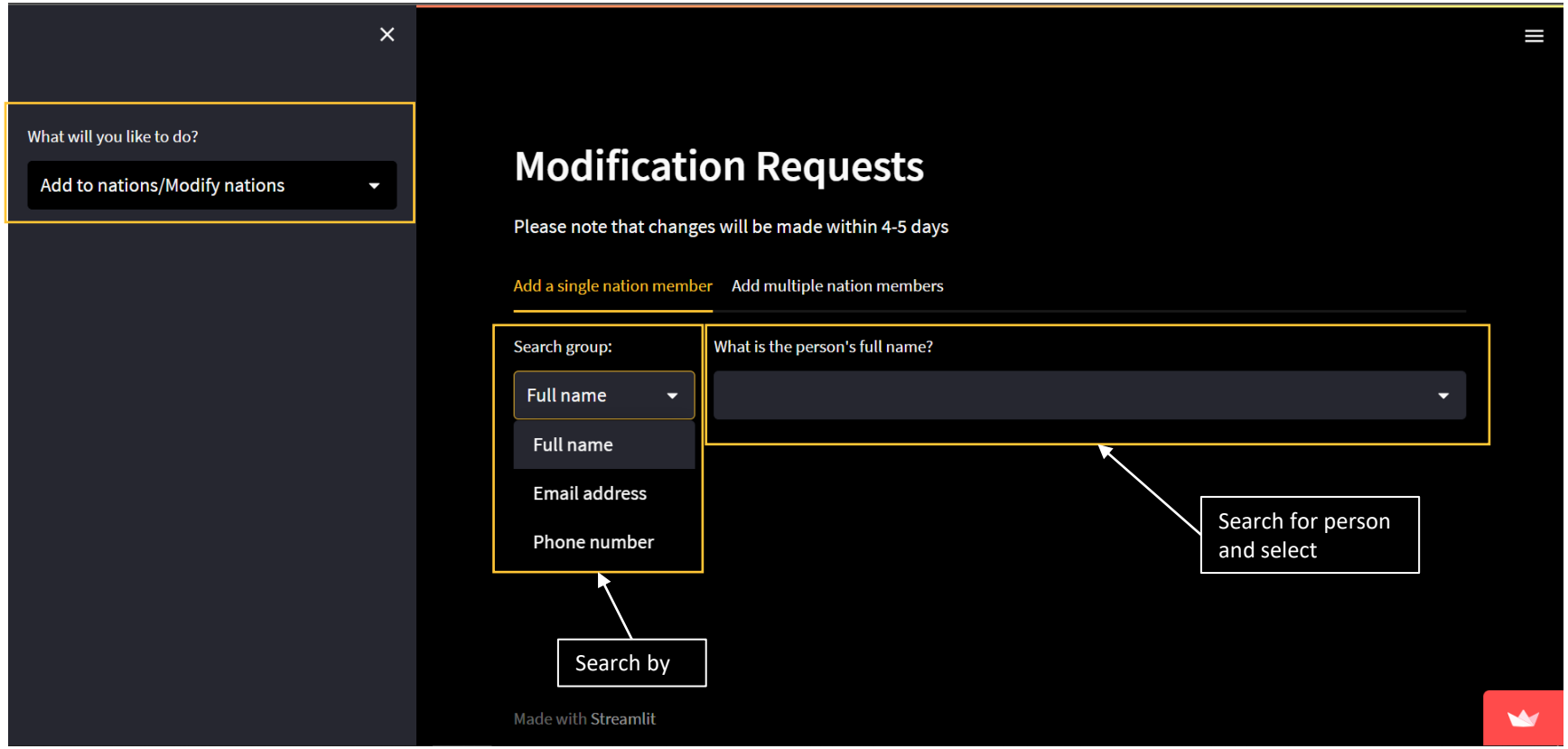
Add to nations / Modify existing nations

Tab Options:

- Add to nations/ Modify…

You can either add/modify a single person or multiple people

In the **add a single nation member tab,** you can search for the person by *name, email, or phone number.*



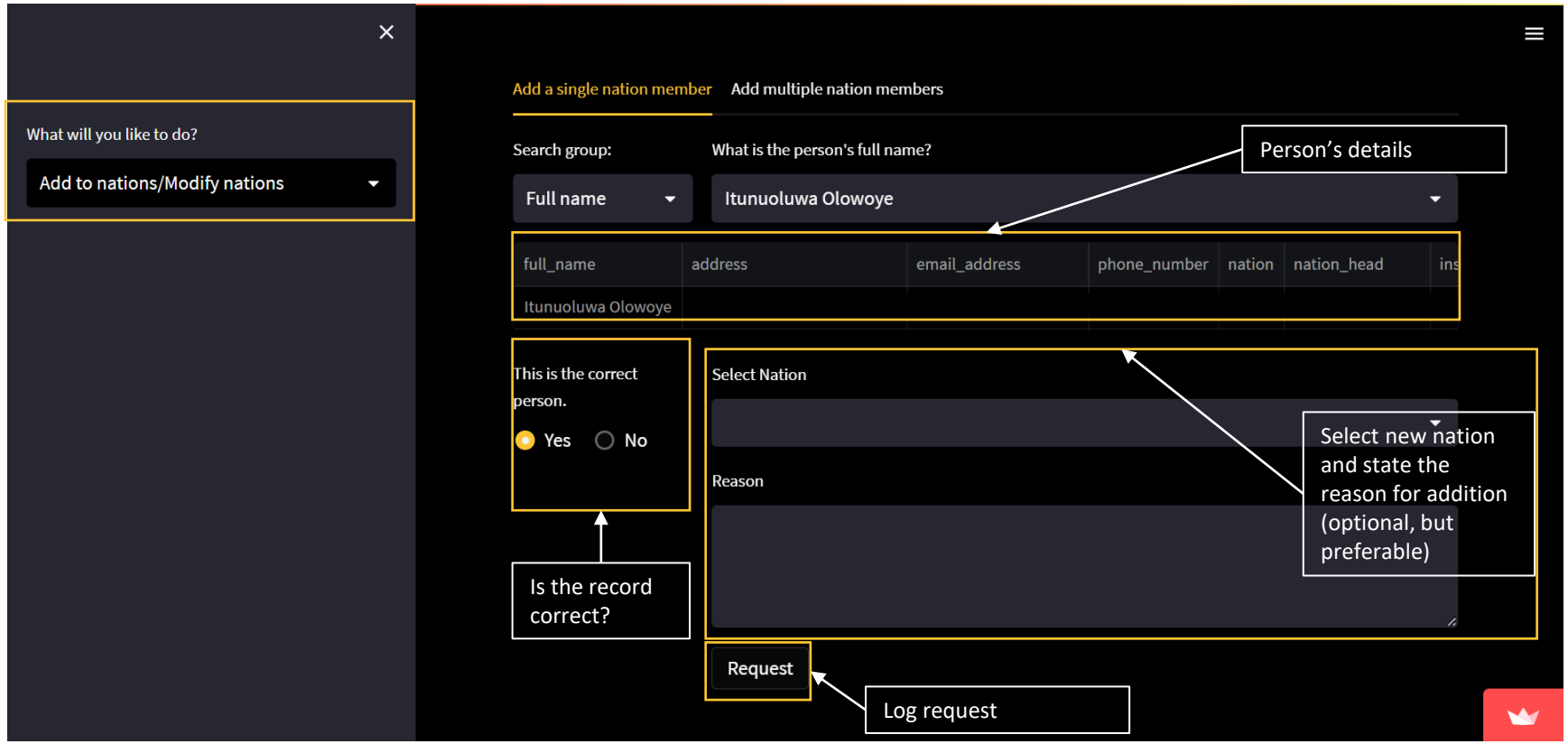
Tab Options:

- Add to nations/ Modify…

When the person's record is found and confirmed accurate, select the person's new nation.

Also write the reason for addition/modification (optional, but preferable).

Click on **Request.** You should get a confirmatory email for follow up.



Tab Options:

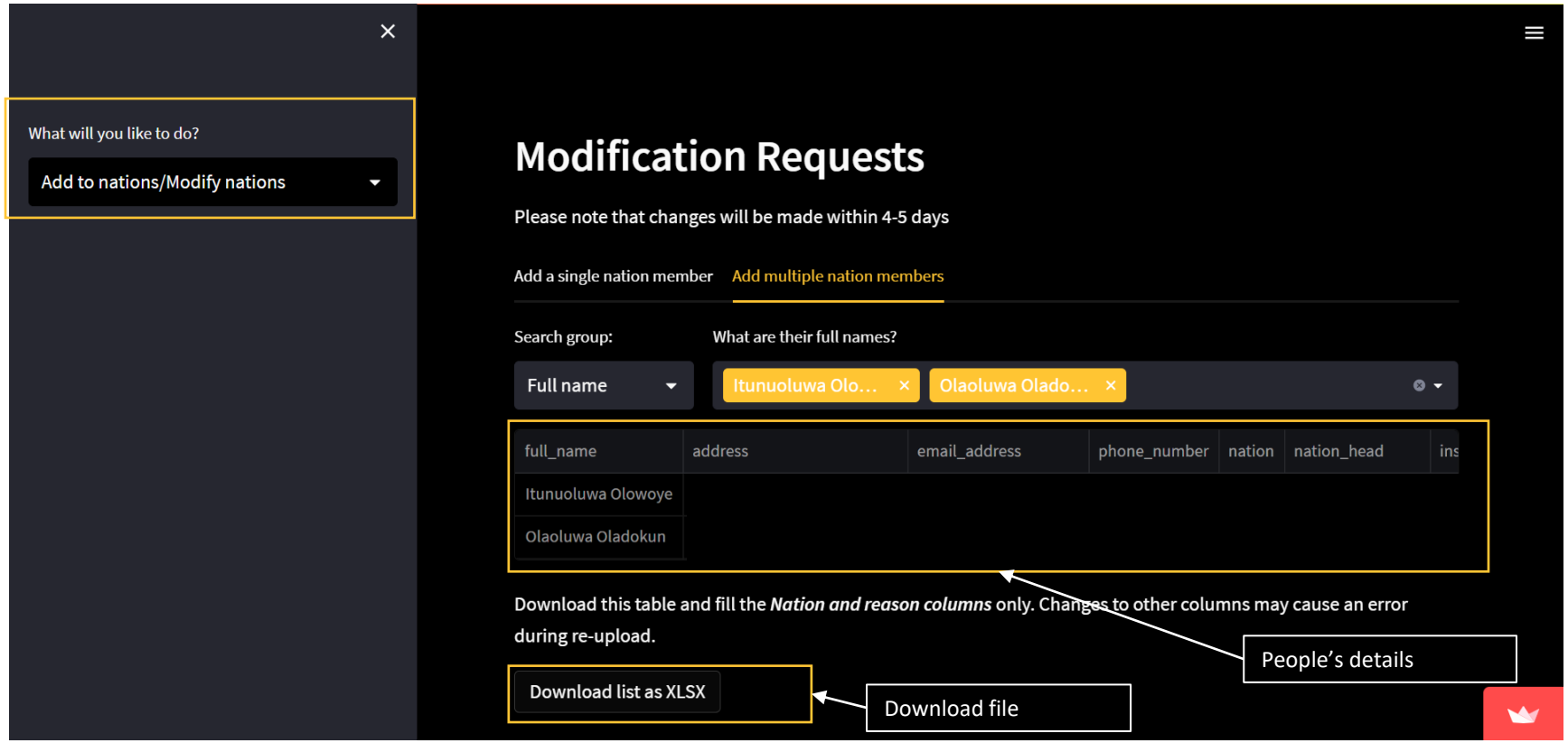
- Add to nations/ Modify…

In the **add multiple nation members tab,** you can search for the people by *name, email, or phone number.*

When the records are found and confirmed accurate, download the records.

Fill only the nation and reason columns.

The reason for addition/modification is optional, but preferable.



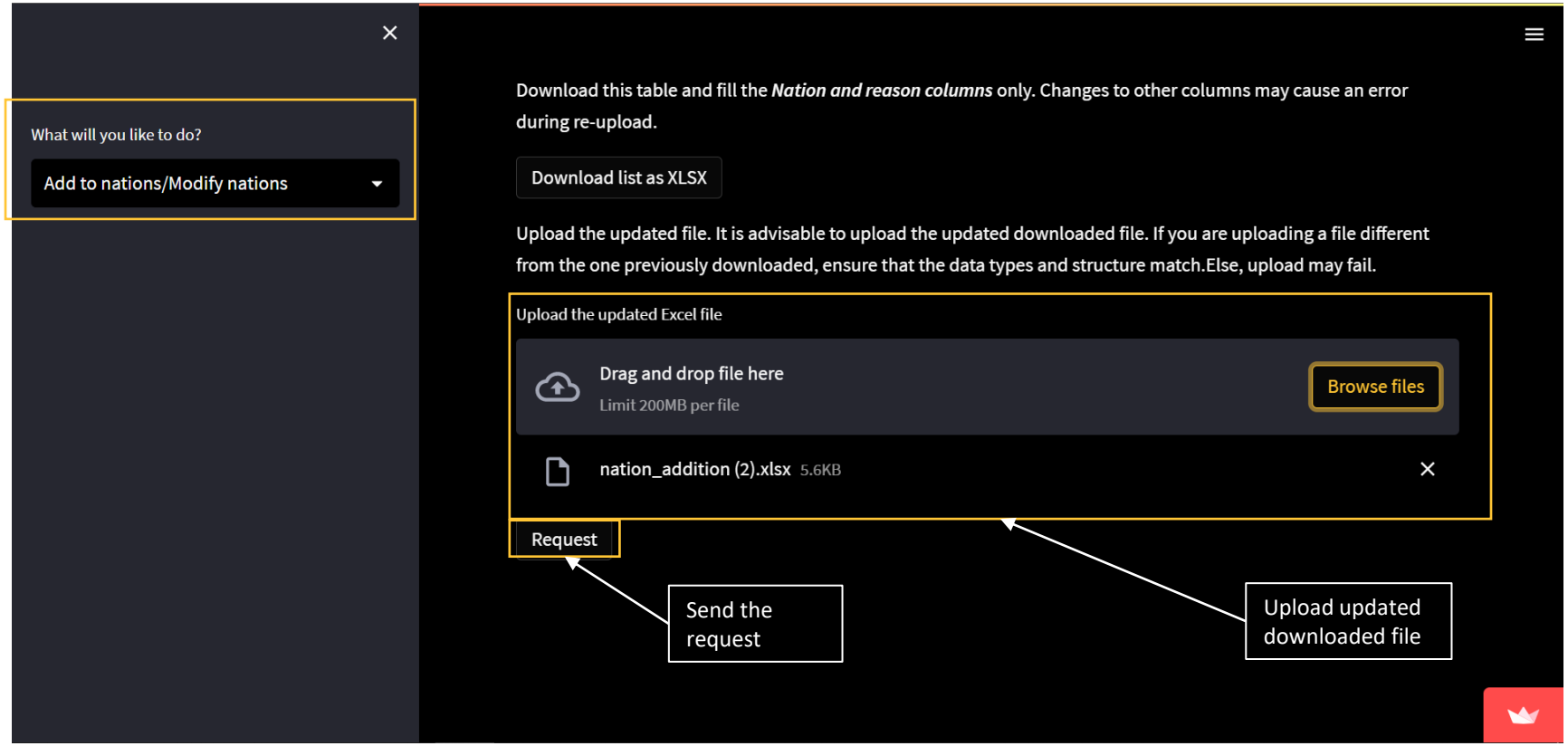
Tab Options:

- Add to nations/ Modify…

Upload the updated downloaded file.

Send in the request.

You should receive a confirmatory email for follow up



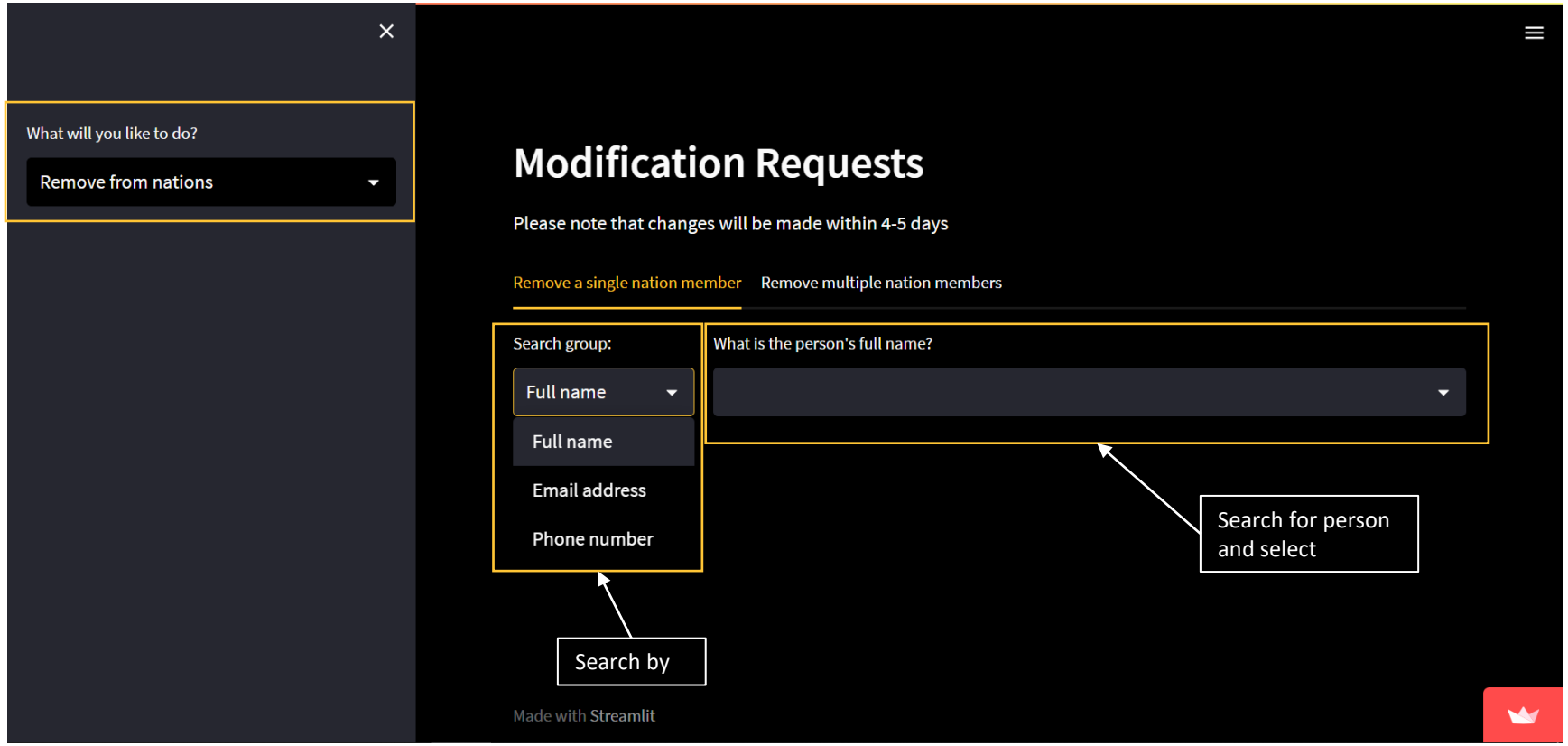
Remove from nations

Tab Options:

- Remove from nations

You can either remove a single person or multiple people

In the **remove a single nation member tab,** you can search for the person by *name, email, or phone number.*



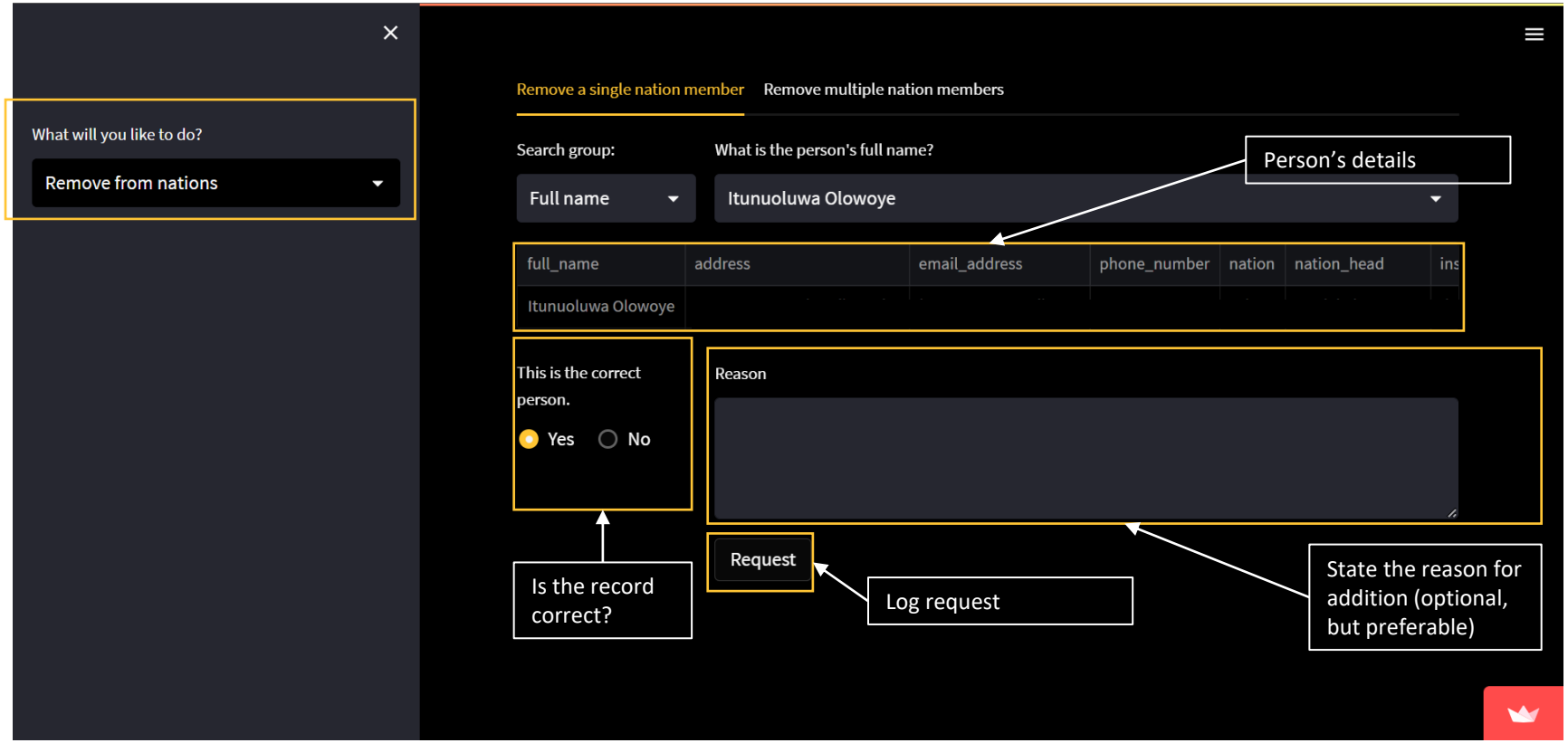
Tab Options:

- Remove from nations

In the **remove a single nation member tab,** you can search for the person by *name, email, or phone number.*

When the person's record is found and confirmed accurate, state the reason for removal (optional, but preferable).

Click on **Request.** You should get a confirmatory email for follow up.



Tab Options:

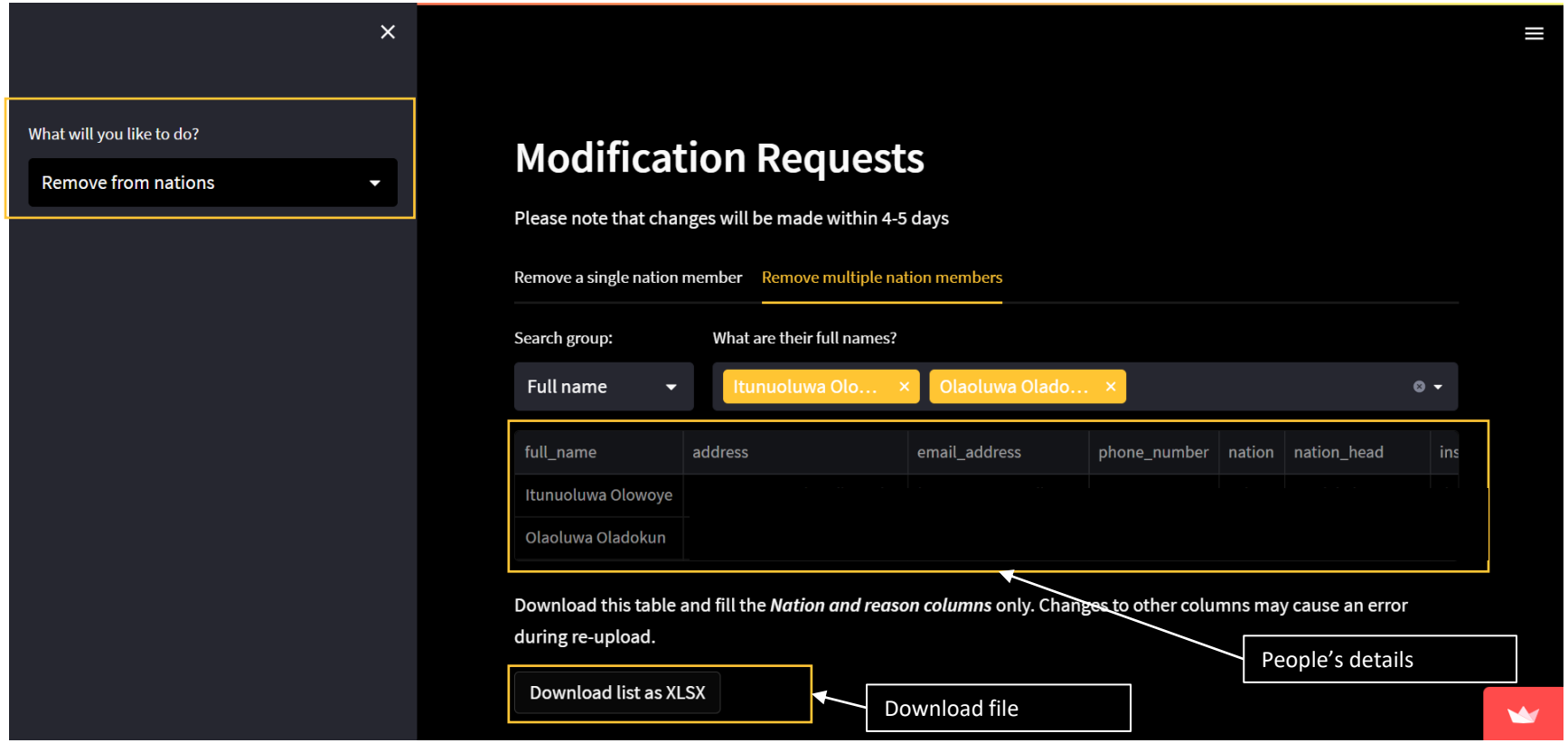
- Remove from nations

In the **remove multiple nation members tab,** you can search for the people by *name, email, or phone number.*

When the records are found and confirmed accurate, download the records.

Fill the reason column. Clearing out the nation column is optional.

The reason for removal is optional, but preferable.



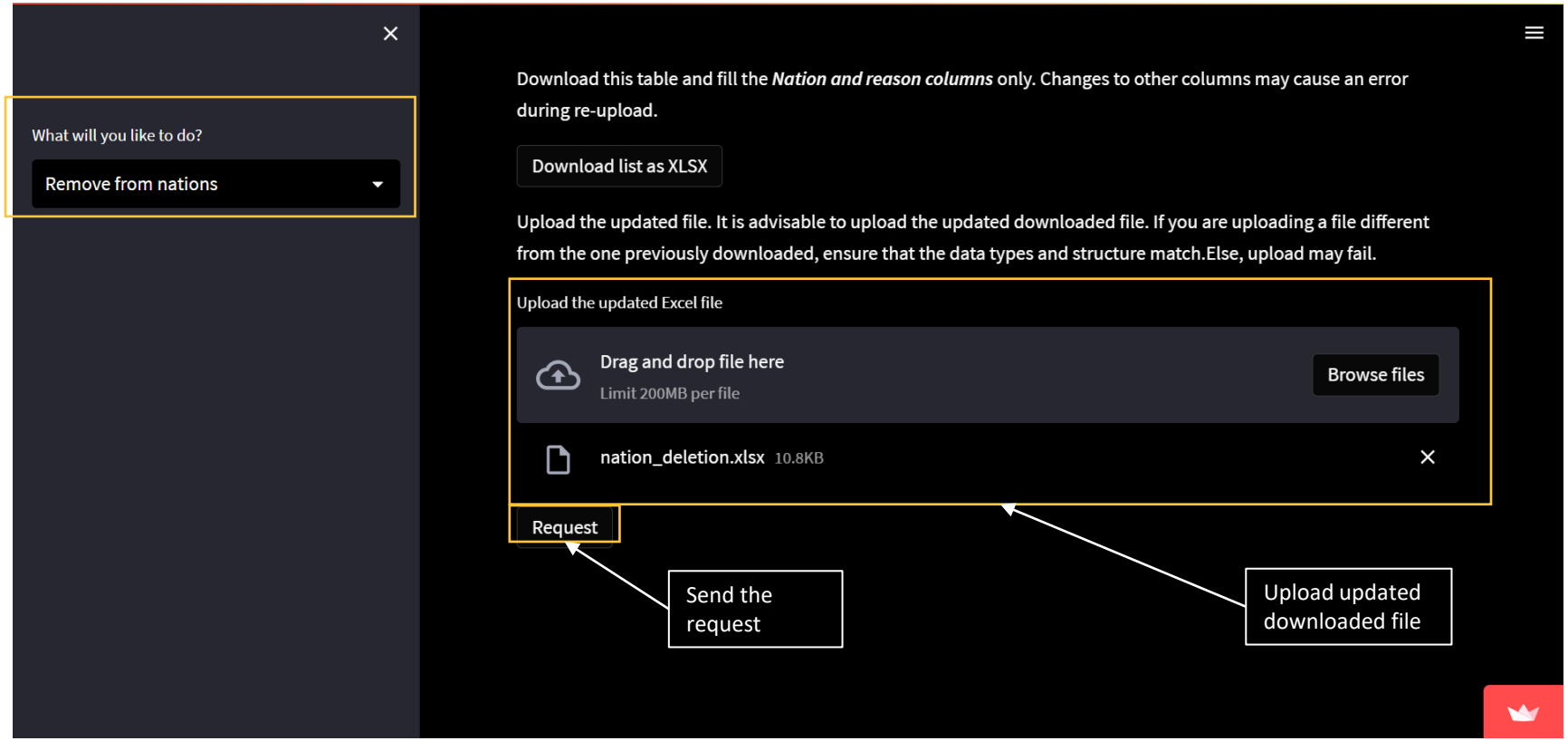
Tab Options:

- Remove from nations

Upload the updated downloaded file.

Send in the request.

You should receive a confirmatory email for follow up



Assign people to nation heads

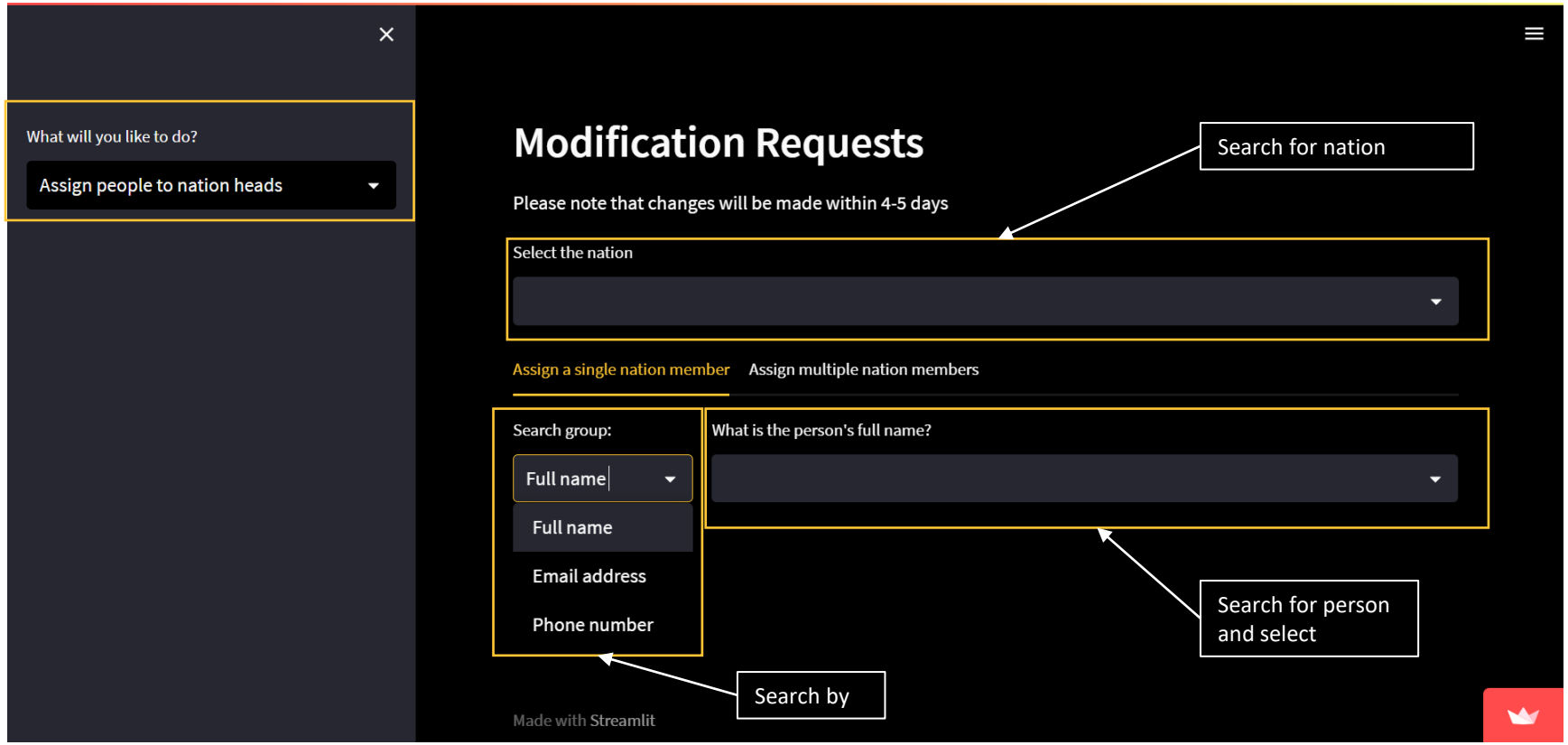
Tab Options:

- Assign people to nation heads

Select the nation you want to assign nation heads to

You can either assign a single person or multiple people

In the **assign people to nation heads tab,** you can search for the person by *name, email, or phone number.*



Tab Options:

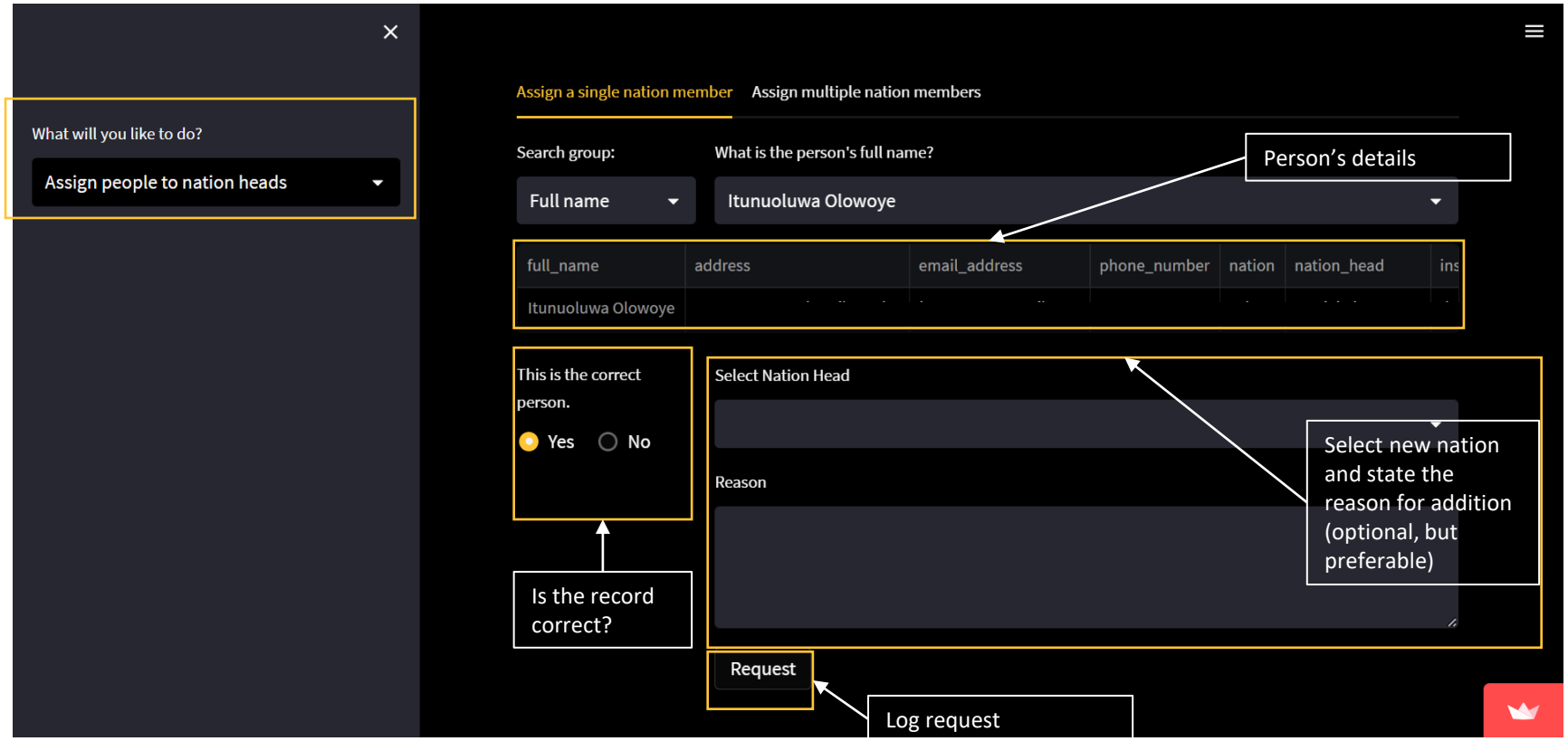
- Assign people to nation heads

In the **assign a single nation member tab,** you can search for the person by *name, email, or phone number.*

When the person's record is found and confirmed accurate, select the person's new nation head.

Also write the reason for assignment(optional, but preferable).

Click on **Request.** You should get a confirmatory email for follow up.



Tab Options:

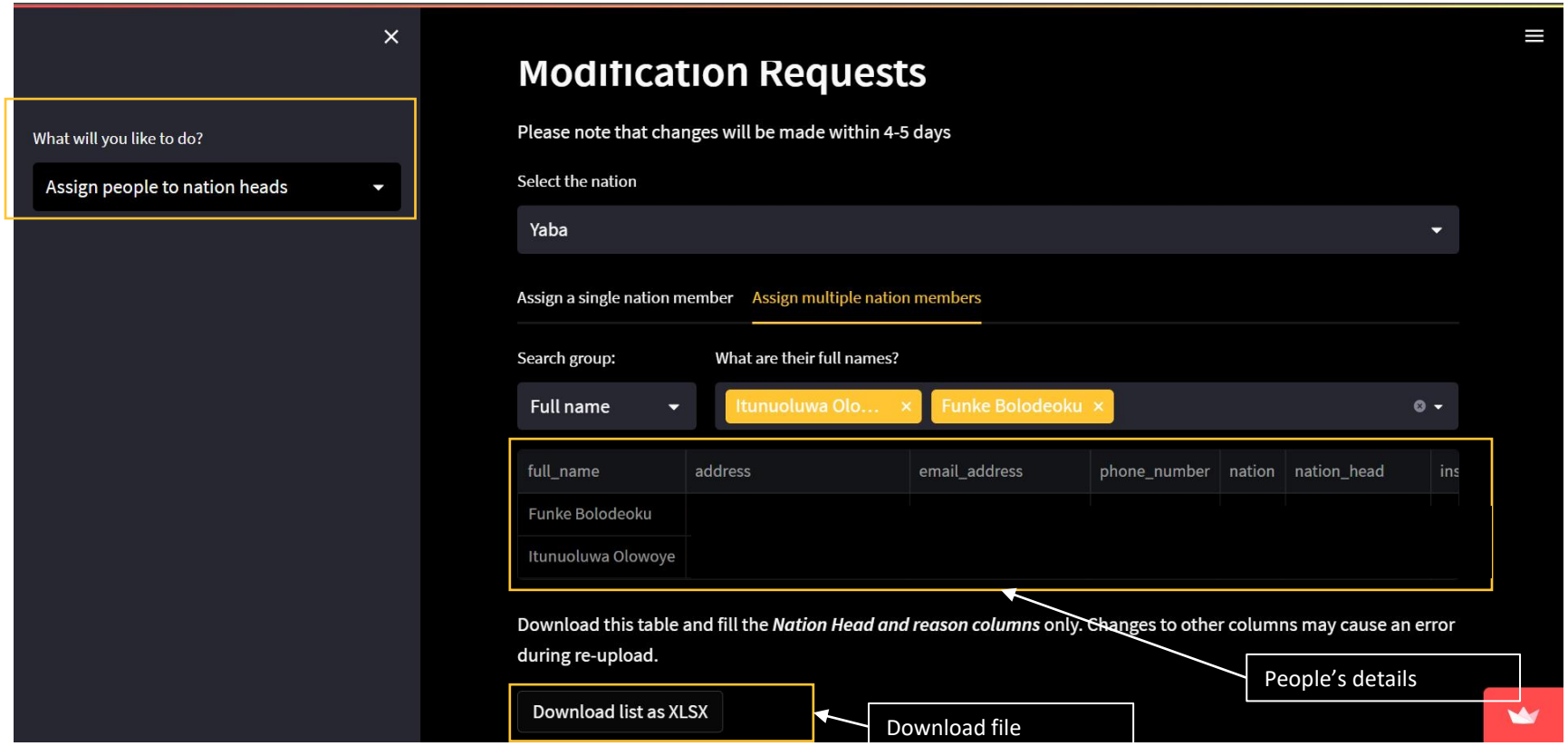
- Assign people to nation heads

In the **assign multiple nation members tab,** you can search for the people by *name, email, or phone number.*

When the records are found and confirmed accurate, download the records.

Fill only the nation head and reason columns.

The reason for assignment is optional, but preferable.



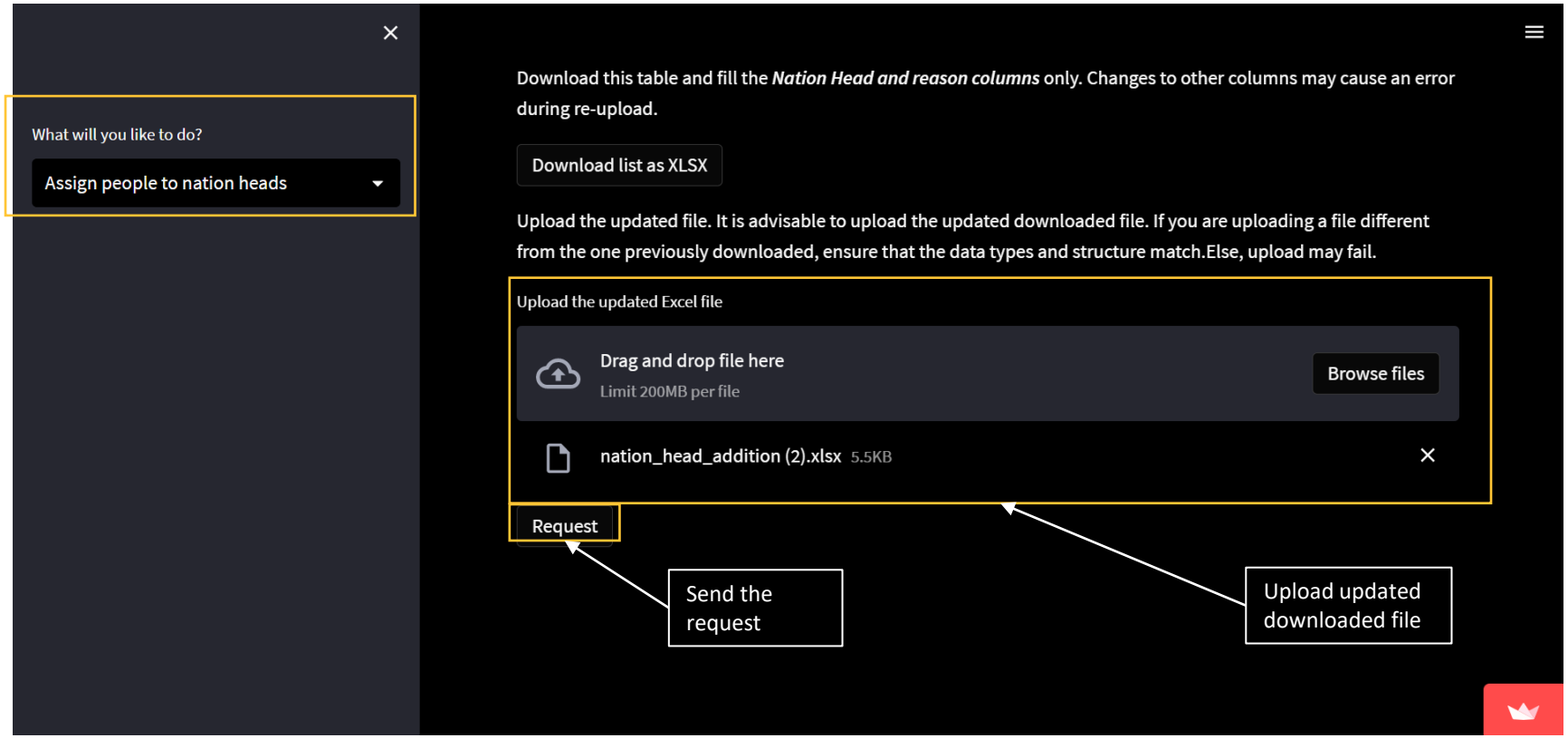
Tab Options:

- Assign people to nation heads

Upload the updated downloaded file.

Send in the request.

You should receive a confirmatory email for follow up



Change nation head

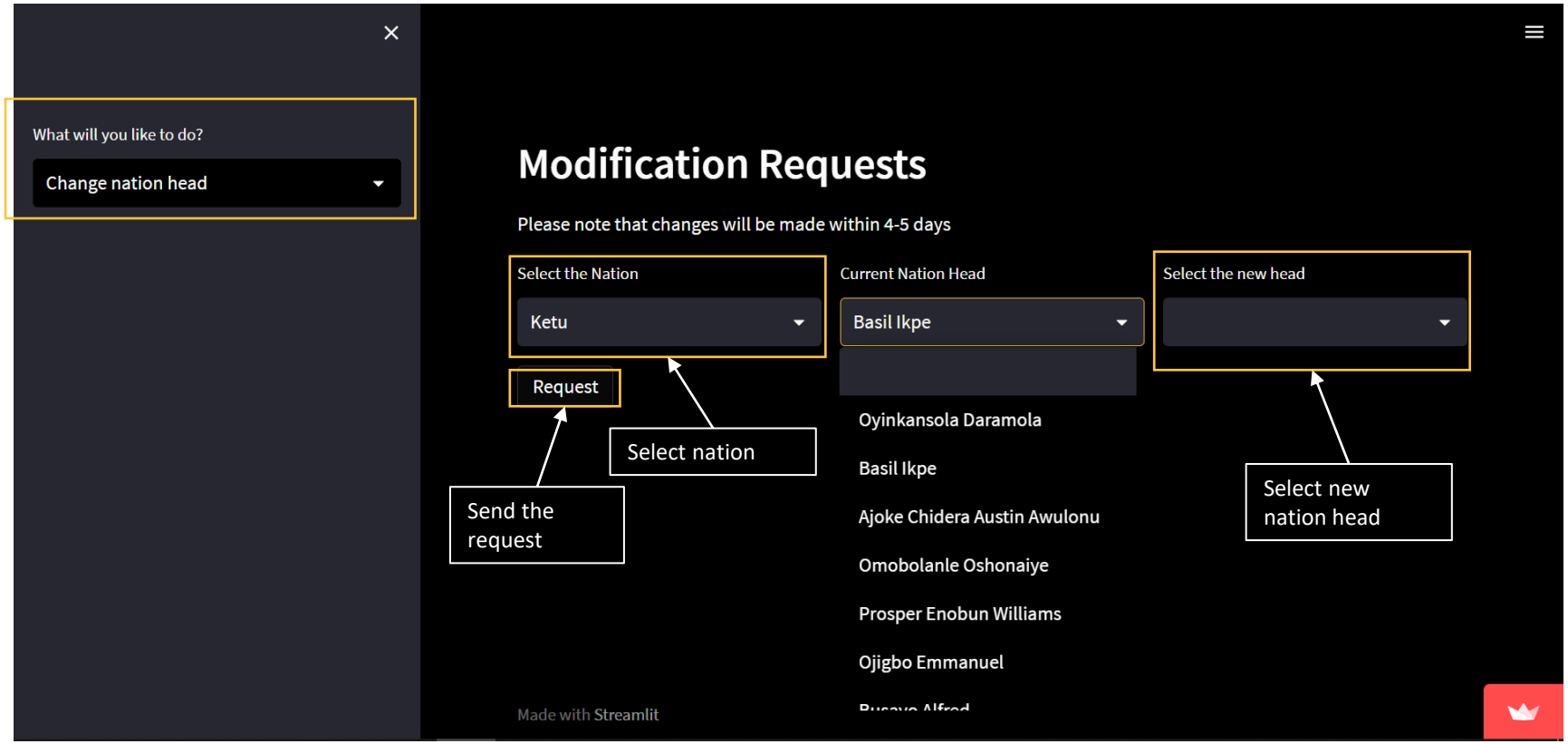
Tab Options:

- Change nation head

In the case of a handover, you can simply select the nation, select the nation head to change and choose the new nation head.

Click on **Request** to log your entry.

You should get a confirmation email for follow up.



Thank You