

IFRC GO TUTORIALS

GO ADMINISTRATOR GUIDE

WHO

IFRC IM

WHAT

Add, edit and remove all types of data, IM products and documents from the GO platform

WHERE

<https://prddsgocdnapi.azureedge.net/admin>



International Federation
of Red Cross and Red Crescent Societies



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INTRODUCTION

This tutorial aims to cover some of the most important elements of **IFRC GO's back end**, which offers **administration functionalities** such as adding and editing documents and data much more extensively than is possible in the main page.

The **first section** covers general actions that can be taken, while a **second section** goes into detail about some of the editable categories.

To visit GO's back end, go to <https://prddsgocdnapi.azureedge.net/admin>.

You will be asked to **log in**.



Note that the back end is **only accessible to authorized users**. If your credentials do not give you access but you need to use this admin section, please contact im@ifrc.org to upgrade your account permissions.

Sections in the back end are **categories**, and each one **lists all elements of IFRC GO** that exist within that category.

The screenshot shows the 'IFRC Go administration' interface. On the left, a sidebar lists 'Site administration' and several categories: 'API' (selected), 'Appeal documents', 'Appeals', 'Countries' (with a hand cursor icon pointing to it), and 'Emergency types'. An arrow points from the 'Countries' link in the sidebar to a detailed view of the 'Countries' category. The detailed view shows a header 'Home > Api > Countries' and a sub-header 'Select country to change'. It includes a search bar, an 'Action' dropdown set to '-----', a 'Go' button, and a count '0 of 100 selected'. A list of countries is shown, starting with Afghanistan, Aland Island, Albania, Algeria, American Samoa, and Andorra. A callout bubble on the right side of this view states: 'For example, Countries lists all the countries, Emergencies lists all the emergencies registered in the platform, and so on.'

Within each section, depending on your admin level, you are able to **add a new element** by **pressing the "Add" button** on the top right.

The screenshot shows the 'Home > Api > Emergencies' interface. The header is 'Select Emergency to change'. It features a search bar, an 'Action' dropdown, a 'Go' button, and a count '0 of 100 selected'. In the top right corner, there is an 'ADD EMERGENCY +' button with a hand cursor icon pointing to it. Below it is a 'FILTER' button. To the right of the 'FILTER' button are two filter options: 'By featured' and 'All'.

Select Emergency to change

Search: Search

Action: Go 0 of 100 selected

NAME	ALERT LEVEL	GLIDE	AUTO GENERATED	AUTO GENERATED S
GDACS Orange: China, Viet Nam TC Tropical Depression (maximum wind speed of 65 km/h)	Orange	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GDACS scraper
Orange: United States TC Tropical Storm (maximum wind speed of 231 km/h)	Orange	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GDACS scraper

If you want to **update an existing element**, do not add a new version of it. Instead, make an edit to the current version.

To edit an element, click its name and you will have access to all the data that it contains.

Home > Api > Emergencies > GDACS Orange: China, Viet Nam TC Tropical Depression (maximum wind speed of 65 km/h)

Change Emergency

Name:	<input type="text" value="GDACS Orange: China, Viet Nam TC Tropical"/>
Dtype:	<input type="button" value="-----"/>
Districts:	<input type="text"/>
Countries:	<input type="button" value="x China"/> <input type="button" value="x Viet Nam"/>
Regions:	<input type="button" value="Africa"/> <input type="button" value="Americas"/>

Filling all the fields is not mandatory, but the more detail you can provide, the better.

The tutorial will highlight fields that are particularly important.

Home > Api > Emergencies

Select Emergency to change

Search: Search

Action: Go 0 of 100 selected

NAME
GDACS Orange: China, Viet Nam TC Tropical Depression (maximum wind speed of 65 km/h)
GDACS Orange: United States TC Tropical Storm (maximum wind speed of 231 km/h)

FILTER

- By featured
 - All
 - Featured
 - Not Featured
- By source
 - All
 - Manual input
 - GDACS scraper

Finally, because categories can have hundreds or even thousands of entries, you can use the search function and filters to find the items you are looking for.



Always pay attention to the **Visibility field** associated with certain entries. This is where you **define who can view the data**.

Choose between:

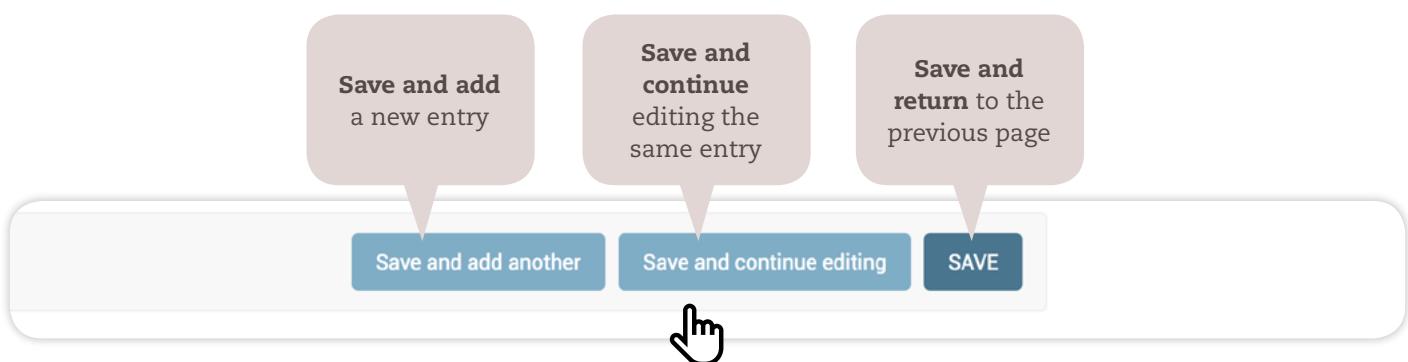
- Public
- IFRC
- Red Cross and Red Crescent membership





Do not delete anything unless you are 100% sure that's the correct action.
When in doubt, contact your regional IM officer.

When editing a page, you can save your progress in 3 different ways:



Next up we will go into **more detail on specific sections**, as well as which users are expected to edit entries in each category.

COUNTRIES

WHORegional IM
PMER in country**WHERE**

[https://prddsgocdnapi.azureedge.net/
admin/api/country](https://prddsgocdnapi.azureedge.net/admin/api/country)

IFRC Go administration

Site administration

API

Appeal documents

Appeals

Countries

Other types

A hand cursor icon is pointing at the **Countries** link.

Home > Api > Countries

Select country to change

Action: ----- Go 0 of 100 selected

	COUNTRY
<input type="checkbox"/>	Afghanistan
<input type="checkbox"/>	Aland
<input type="checkbox"/>	Alabama
<input type="checkbox"/>	Algeria
<input type="checkbox"/>	American Samoa
<input type="checkbox"/>	Andorra

A hand cursor icon is pointing at the **Afghanistan** entry in the list.

In the **API** group of categories, click **Countries**.

This will list all the existing countries in the platform, allowing you to manage a country's page.

Click the country you wish to edit.

Society url: Currently: <http://www.arc.org.af/>
Change:

Region: Asia Pacific

Overview: Assistance needs due to armed conflict and frequent natural disasters include food, healthcare, and protection.
Continued internal displacement as a result of conflict and drought, coupled with an influx of returnees from Pakistan and Iran have led to a significant increase in shelter and WASH needs.
7.4 million people are in need of humanitarian assistance. However, the high level of insecurity constrains access.
INFORM measures Afghanistan's risk of humanitarian crisis and disaster to be very high, at 7.7/10.

Inform score:

The most likely field to need editing is the **Overview**: this should reflect the current situation in the country, and must be updated if there are any changes.

The **Inform Score** field is a measure of a country's risk of humanitarian crisis and disaster and can be checked at www.inform-index.org.

SNIPPETS

SNIPPET

SITUATION REPORTS

NAME	DOCUMENT
<input type="text"/>	<input type="button" value="Choose file"/> No file
<input type="text"/>	<input type="button" value="Choose file"/> No file

Below you will find other fields, like **Snippets** – where you can upload any graphics, dashboards or other similar files –, **Country Key Figures** – which should be updated as numbers become available – and relevant **Links** and **Contacts**.





REGIONS

WHO

Regional IM

WHERE

<https://prddsgocdnapi.azureedge.net/admin/api/region>

Appears in:

- Countries
- Disaster types
- Districts
- Emergencies
- Field reports
- Gdacs events
- Regions**
- Region report types

Home > API > Regions

Select region to change

Action: ----- Go 0 of 5 selected

- REGION
- Africa
- Americas
- Asia Pacific
- Europe
- MENA

5 regions

REGION KEY FIGURES

FIGURE	DECK

+ Add another Region key figure

REGION SNIPPETS

SNIPPET

REGION LINKS

TITLE

+ Add another Region link

REGION CONTACTS

CTYPE	NAME

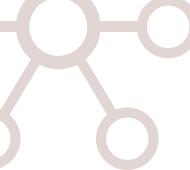
In the **API** group of categories, click **Regions**.

This will **list all the existing regions** in the platform, allowing you to manage a regions's page.

Click the region you wish to **edit**.

The **Regions category** is similar to Countries, but simpler: there is no overview.

In this section you can update **Region Key Figures**, **Snippets**, and relevant **Links** and **Contacts**.



EMERGENCIES

WHO

Operations Manager
Regional IM
Deployed IM & PMER

WHERE

<https://prddsgodnapi.azureedge.net/admin/api/event>



When adding or editing an emergency's name, **ALWAYS** use the following nomenclature: **Country Name: Event**
Example: **Greece: Wildfires in Paros** ✓ Wildfires in Paros, Greece ✗

The screenshot shows a sidebar with the following categories: API, Appeal documents, Appeals, Countries, Disaster types, Districts, Emergencies (which is highlighted with a black box and has a hand cursor icon over it), and Gdacs events.

The screenshot shows a list of emergencies under the heading "Select Emergency to change". The first item is "GDACS Orange: China, Viet Nam TC Tropical Depression (maximum wind speed of 65 km/h)" with an orange alert level. A large hand cursor icon is placed over the first item in the list.

Action	Emergency Description	Alert Level
<input type="checkbox"/>	GDACS Orange: China, Viet Nam TC Tropical Depression (maximum wind speed of 65 km/h)	Orange
<input type="checkbox"/>	GDACS Orange: United States TC Tropical Storm (maximum wind speed of 231 km/h)	Orange
<input type="checkbox"/>	GDACS Orange: Guam TC Tropical Depression (maximum wind speed of 194 km/h)	Orange
<input type="checkbox"/>	GDACS Orange: Japan TC Hurricane/Typhoon > 74 mph (maximum wind speed of 185 km/h)	Orange
<input type="checkbox"/>	Test Report (for PDF creation)	Green

In the **API** group of categories, click **Emergencies**.

This will **list all the existing emergencies** in the platform, allowing you to edit an emergency's page.

Click the emergency you wish to **edit** or **add a new one** using the **ADD EMERGENCY +** button in the top right.

The screenshot shows the "Add Emergency" form with the following fields filled in:

- Countries: China, Viet Nam
- Regions: Africa, Americas, Asia-Pacific, MENA
- Summary: From 09/09/2018 to 10/09/2018, a Tropical Depression (maximum wind speed of 74 km/h) TWENTYSEVE-18 was active in NWPacific. The cyclone affects these countries: China, Viet Nam (vulnerability High). Estimated population affected by category 1 (120 km/h) wind speeds or higher is 100000000.
- Num affected: 100000000
- Alert level: Orange
- Glide: (empty field)
- Disaster start date: Date: 2018-09-10, Time: 00:00:00
- Note: You are 1 hour ahead of server time.
- Is featured:

You will see a **series of different fields**; fill these in with as much information as you have, and a strong **Summary** as an overview of the event.

You can select **multiple countries** or regions to associate with an emergency.

The unique **GLIDE number** (GLocal unique disaster IDENTifier) can be found in the corresponding Appeal/EPOA or, if no appeal exists yet, check www.glidenumber.net.

Leave **Is Featured** unticked: this will be managed by Geneva IM to highlight an operation of major significance.

KEY FIGURES	
NUMBER	DECK
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
+ Add another Key figure	
SNIPPETS	
SNIPPET	<input type="text"/>

EVENT CONTACTS	
CTYPE	NAME
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
+ Add another Event contact	
SITUATION REPORTS	
NAME	DOCUMENT
<input type="text"/>	<input type="button" value="Choose file"/> No file
<input type="text"/>	<input type="button" value="Choose file"/> No file

Other relevant fields here are the **Alert Level**, **Disaster Start Date**, **Key Figures**, **Snippets**, relevant **Contacts** and associated **Situation Reports**.



APPEALS

WHO

Regional IM
Geneva IM

WHERE

<https://prddsgocdnapi.azureedge.net/admin/api/appeal>

Site administration

API	
Appeal documents	
Appeals	
Categories	
Disaster types	
Districts	
Emergencies	
Field reports	

Home > API > Appeals

Select appeal to change

Action:	CODE	NAME	ATYPE	NEEDS CONFIRMATION	EVENT
-----	MDRAM004	Armenia - Hailstorm	Dref	✓	Hailstorm
-----	MDRML013	Mali - Floods	Dref	✓	Inondat
-----	MDRML019	Ethiopia - IDP Population Movement	Dref	✗	-
-----	MDRKP011	DPR Korea - Typhoon Soulik	Dref	✗	-
-----	MDRIN020	India - Kerala	Dref	✓	India

In the **API** group of categories, **click Appeals**.

This will list all the existing **DREFs** and **Emergency Appeals** in the platform, allowing you to edit an appeal's page.

Click the entry you wish to edit or add a new one using the **ADD APPEAL +** button in the top right.

Change appeal

Aid:	14766
Name:	Mali - Floods
Dtype:	Flood ▼ ✎ + ✖
Atype:	Dref ▼
Status:	Active ▼

Code:	MDRML013
Sector:	Dakar country cluster
Num beneficiaries:	7500
Amount requested:	215419.00
Amount funded:	215419.00
Start date:	Date: 2018-09-04 Today 📅 Time: 00:00:00 Now 🕒

Fill in the fields with as much detail as you can.

The **code for an appeal** is always **MDR + 2 digit iso country code + 3 digit number**.

For example, the 5th appeal in Niger would be named MDRNE005.

Event:	Inondation ▼ ✖ ✎ + ✖
<input checked="" type="checkbox"/> Needs confirmation	
Country:	Mali ▼ ✖ ✎ + ✖
Region:	Africa

Make sure to **pick the correct Event and Country** associated with the Appeal you are adding or editing. **Untick “Needs confirmation”** once the appeal is associated with the proper emergency.

APPEAL DOCUMENTS

CREATED AT	NAME	DOCUMENT
MDRML013 - DREF Operation		
Date: 2018-09-05 Today 📅	DREF Operation	<input type="button" value="Choose file"/> No file chosen
Time: 00:00:00 Now 🕒		
Note: You are 1 hour ahead of server time.		
Date: Today 📅	<input type="button" value="Choose file"/> No file chosen	
Time: Now 🕒		

At the bottom, you can **add the actual appeal document(s)** by **uploading a file or entering the link** to where it can be found.



PARTNER SOCIETY ACTIVITIES

WHO

Geneva IM

WHERE

<https://prddsgocdnapi.azureedge.net/admin/deployments/partnersocietyactivities>

DEPLOYMENTS & 3W'S (WHO, WHAT, WHERE)

ERUs

- Partner society activities
- Partner society deployments

Personnel

- Personnel Deployments

NOTIFICATIONS

- Subscriptions
- Surge alerts

Home > Deployments & 3W's (Who, What, Where) > Partner society activities

Select partner society activities to change

Action: ----- Go 0 of 8 selected

- PARTNER SOCIETY ACTIVITIES
- Hygiene Promotion
- Livelihoods
- Resilience
- Migration
- Shelter
- Health and care
- DRR
- WASH

ADD PARTNER SOCIETY ACTIVITIES +

In the **Deployments & 3W's** group of categories, click **Partner society activities**.

This will **list the registered activities** in the platform, allowing you to add and remove activities.

Click an activity to **edit** its name, or click the **button** in the top right to **add a new one**.

Please contact your Geneva IM to update the list of interventions on this page.



ERUS FROM NATIONAL SOCIETIES

WHO

Partner NS for ERU readiness
Surge Team

WHERE

<https://prddsgocdnapi.azureedge.net/admin/deployments/erowner>

DEPLOYMENTS & 3W'S (WHO, WHAT, WHERE)

ERUs	
National society activities	
Partner society deployments	
Personnel	
Personnel Deployments	
NOTIFICATIONS	
Subscriptions	
Surge alerts	

Select ERUs from a National Society to change

Action: <input type="button" value="-----"/>	<input type="button" value="Go"/>	0 of 5 selected
<input type="checkbox"/> ERUS FROM A NATIONAL SOCIETY <input type="checkbox"/> Danish Red Cross (Denmark) <input type="checkbox"/> Algerian Red Crescent (Algeria) <input type="checkbox"/> United Cross Society (Fiji) <input type="checkbox"/> Portuguese Red Cross (Portugal) <input type="checkbox"/> Afghan Red Crescent (Afghanistan)		
5 ERUs		

In the **Deployments & 3W's** group of categories, click **ERUs**.

This will list **National Societies** that have ERUs registered.

Click the **National Society** whose ERU you wish to **edit** or, if the National Society is not listed, **add it** by using the **ADD ERUS FROM A NATIONAL SOCIETY +** button in the top right.

National society country: Algeria

ERUs			
TYPE	UNITS	EQUIPMENT UNITS	DEPLOYED TO
IT & Telecom			
Telecom	1	2	
Basecamp	0	0	
Basecamp	0	0	

TYPE	UNITS	EQUIPMENT UNITS
IT & Telecom		
Telecom	1	2
Basecamp	0	0
Basecamp	0	0

✓ Basecamp	0	0
Telecom	0	0
Logistics	0	0
Emergency Hospital	0	0
Emergency Clinic	0	0

Each line represents one ERU.

Pick the **Type of ERU** from the drop-down menu, and fill in the fields – **Units** refers to people and **Equipment Units** refers to equipment.

DEPLOYED TO	EVENT	AVAILABLE
Afghanistan		
Aland Island		

Select the country the ERU is deployed to, and make sure to pick the event (emergency) that the deployment is associated with, as well as ticking whether the ERU is available.

AVAILABLE	DELETE?

By ticking the **DELETE?** option, that ERU will be deleted when the page is saved.

If required, click the **Add another Eru** button below the list to add a new ERU.



PERSONNEL

WHO

Surge Team

WHERE

<https://prddsgocdnapi.azureedge.net/admin/deployments/personnel>



The Personnel page is for adding personnel to existing surge deployments. To add surge personnel to new operations, refer to the [Personnel Deployments](#) section below.

DEPLOYMENTS & 3W'S (WHO, WHAT, WHERE)

ERUs

Partner society activities

Partner society deployments

Personnel



Personnel Deployments

NOTIFICATIONS

Subscriptions

Surge alerts

Home > Deployments & 3W's (Who, What, Where) > Personnel

Select personnel to change

Action: ----- Go 0 of 13 selected

<input type="checkbox"/>	NAME	ROLE	START DATE
<input type="checkbox"/>	Pierre	-	Sept. 12, 2018, 9:14 a.m.
<input type="checkbox"/>	John	-	Sept. 12, 2018, 9:12 a.m.
<input type="checkbox"/>	pi	-	Sept. 11, 2018, 9:07 a.m.
<input type="checkbox"/>	Jean	-	Sept. 12, 2018, 9:05 a.m.
<input type="checkbox"/>	José Camaro	-	Sept. 12, 2018, 9:04 a.m.
<input type="checkbox"/>	John Smith	-	Sept. 12, 2018, 9 a.m.
<input type="checkbox"/>	john smith	Sec Gen	Sept. 11, 2018, 11:50 a.m.



In the **Deployments & 3W's** group of categories, click **Personnel**.

This will list people that are **deployed**, allowing you to add and edit personnel details.

Click the person whose details you wish to **edit**, or if they are not listed, **add them** by using the **ADD PERSONNEL +** button in the top right.



PERSONNEL DEPLOYMENTS

WHO

Surge Team

WHERE

<https://prddsgocdnapi.azureedge.net/admin/deployments/personneldeployment>



The Personnel Deployments page is for adding surge personnel to new operations. To add personnel to existing surge deployments, refer to the [Personnel](#) section above.

DEPLOYMENTS & 3W'S (WHO, WHAT, WHERE)

- ERUs
- Partner society activities
- Partner society deployments
- Personnel
- Personnel Deployments**
- NOTIFICATIONS**
- Subscriptions
- Surge alerts
- REGISTRATIONS**

Select personnel deployment to change

Action:	COUNTRY DEPLOYED TO	REGION DEPLOYED TO	EVENT DEPLOYED TO
	Brazil	Americas	Tropical Storm Soulik
	Tuvalu	Asia Pacific	Ebola Response
	Congo, Dem. Rep.	Africa	Ebola Response
	Russian Federation	Asia Pacific	-
	Niger	Africa	Cholera epidemic

5 Personnel Deployments

In the **Deployments & 3W's** group of categories, click **Personnel Deployments**.

This will list **recorded deployments**, allowing you to add and edit details on the deployment itself but also the personnel involved.

Click the deployment whose details you wish to **edit**, or **add a new deployment** using the

ADD PERSONNEL DEPLOYMENT +
button in the top right.

Change personnel deployment

Country deployed to:	Brazil		
Region deployed to:	Americas		
Event deployed to:	Tropical Storm Soulik		
Comments:	A mission to eradicate mosquitoes that cause dengue spread. Dengue is bad and particularly nasty due to how it affects unborn children, meaning maybe you never knew you had it until your child is born and has issues. Bad		

In the top right corner click on **Add personnel deployment** to create a new Surge deployment.

First, select the **Country**, **Region** and **Event** associated with this Deployment, and add any relevant notes to the **Comments** section.

Below you can **fill in the info** for the **personnel involved**. Each line represents one person.

Make sure to include date and time for **start and end dates**, the **person's name and role**, and select the **type of personnel** and which **national society or zone** they are with (Country From).

PERSONNEL

START DATE	END DATE	NAME	ROLE	TYPE	COUNTRY FROM
IFRC: john smith - Sec Gen		john smith	Sec Gen	IFRC	Canada
Date: 2018-09-11 Today	Date: 2018-11-30 Today				
Time: 11:50:50 Now	Time: 11:50:51 Now				

Note: You are 1 hour ahead of server time. Note: You are 1 hour ahead of server time.



SITUATION REPORT

WHO

Operations Coordinators
Operations Managers
Regional & Country PMER & IM

WHERE

<https://prddsgocdnapi.azureedge.net/admin/deployments/personneldeployment>

Countries
Disaster types
Districts
Emergencies
Field reports
Gdacs events
Regions
Situation report types
Situation reports
Profiles

Home > Api > Situation reports

Select situation report to change

Q Search

Action: ----- Go 0 of 92 selected

- SITUATION REPORT
- Bangladesh - Population Movement - Private test
- Americas Population Movement - OFDA, Secondary Data Analysis,...
- Afghanistan - Earthquake - Situation in Kabul
- Bangladesh - Population Movement - Situation Update, 29 Jan - 4...
- Bangladesh - Population Movement - Infographic: Population Mov...
- Bangladesh - Population Movement - Mobilization Table Report, 25...
- Bangladesh - Population Movement - Meeting Notes: IFRC, Partner...

Change situation report

Name:

Document: Currently: sitreps/3396/06.28.18._-USG_Venezuela_Regional_C...

Change: No file chosen

Document url:

In the **API** group of categories, **click Situation Reports**.

This will **list all the situation reports** in the platform, allowing you to **add new** or **edit existing reports**.

Click a report's name to **edit it** or **add a new one** using the **ADD PERSONNEL DEPLOYMENT +** button in the top right.

Event:

Type:

Visibility:

When adding a report, you can **upload the corresponding file** and/or **add a link** where it can be viewed.

If **replacing a file**, make sure to **tick the Clear box** to eliminate the previous file.

Finally, specify the **Event** (or emergency) the report is associated with, the **Type of report** and also its **visibility**.