

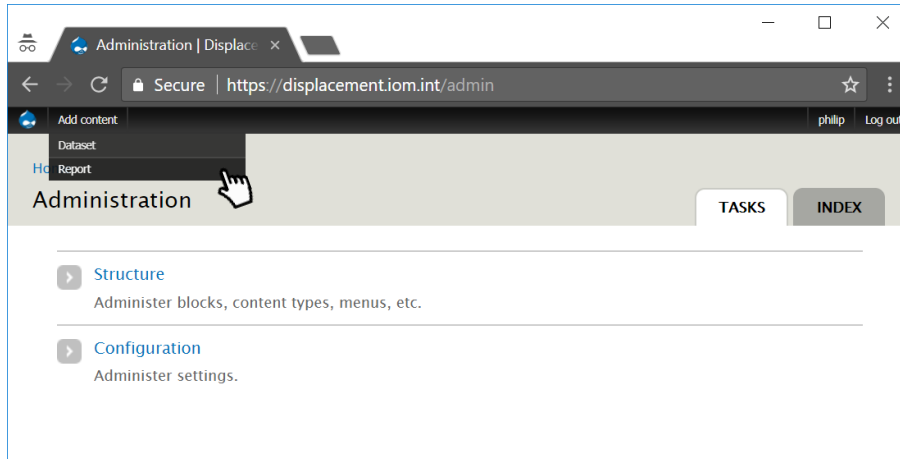
# 5 steps to upload a report

## 1. Login

To login to the editor page click [here](#) (User Login). After logging in go to the admin section of the site: <https://displacement.iom.int/admin>

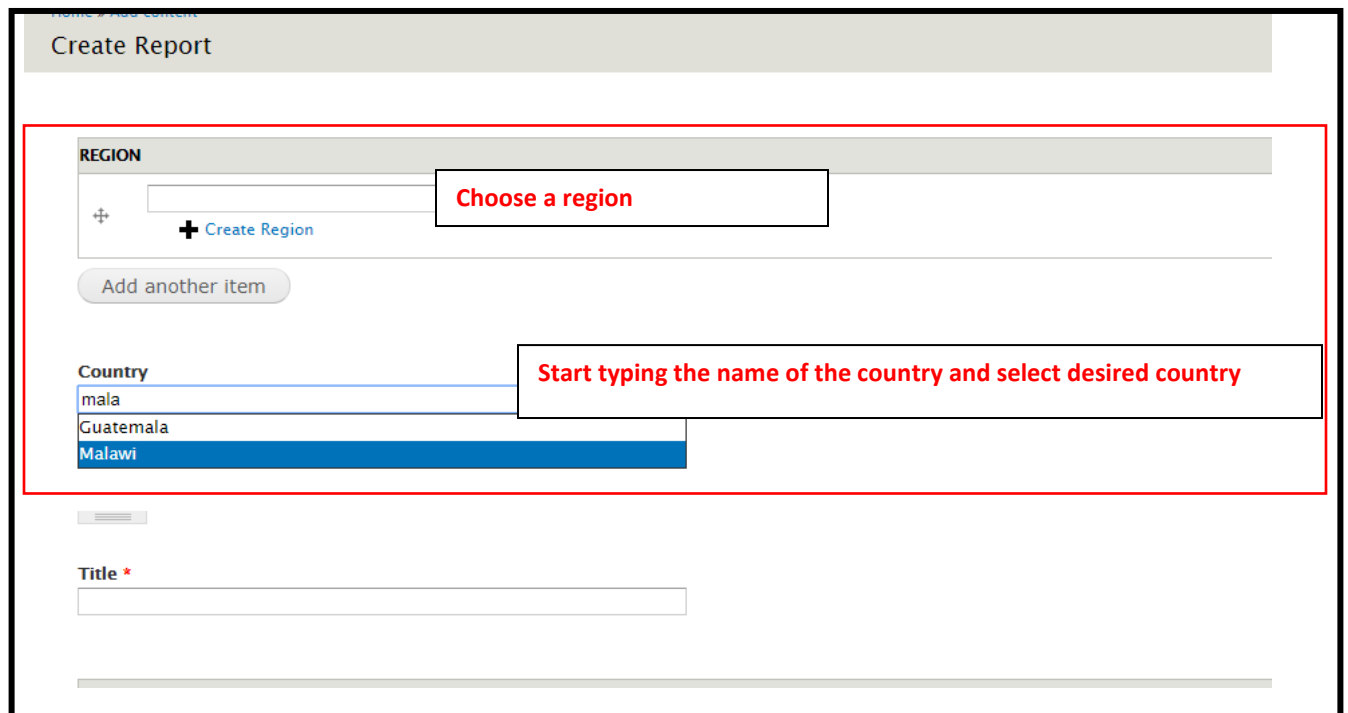
## 2. Add report content

Go to the administration panel and choose **Content > Add content > Report**



## 3. Fill in the report form

➤ Start by choosing the region and the country:

A screenshot of the 'Create Report' form. The form is titled 'Create Report' and has a 'REGION' section with a dropdown menu. A red box highlights the 'REGION' section, and a callout box says 'Choose a region'. Below the 'REGION' section is a 'Country' section with a dropdown menu. A red box highlights the 'Country' section, and a callout box says 'Start typing the name of the country and select desired country'. The dropdown menu shows 'mala', 'Guatemala', and 'Malawi'. Below the 'Country' section is a 'Title \*' field with a text input box.

A list of Product Series will appear- choose the correct Product Series:

The screenshot shows a form with three main sections: REGION, Country, and Product Series. The REGION section has a dropdown menu with a plus icon and a 'Create Region' button. Below it is an 'Add another item' button. The Country section has a dropdown menu with 'Malawi [nid:118]' selected. The Product Series section has a dropdown menu with options: Regional Dashbaord, Regional Dashbaord, Other, District Atlas, Displacement Report (highlighted in blue), and Displacement Dashboard. A red box highlights the Product Series dropdown and a text box containing the instruction 'Choose the appropriate Product Series'.

NB: If no Product Series corresponds to the report, a new Product Series will have to be created.

- Product series are a categorization mechanism that is used to systematically group relating reports. For instance, **Displacement Reports** of a certain country can be grouped into a single category. This categorization is customized at mission level. Each product series contains the following attributes: country, region, title, description, operation, contact, component, domain information. Whenever a product series is selected in the report form, the attributes will be automatically filled in to the report form as a suggestion which in turn reduces human error. If you need to add a new product series, you can apply for a new one by filling out [this form](#).
- A template for the title will be generated once a Product Series is chosen:

The screenshot shows a form with Country and Product Series dropdowns. The Country dropdown is set to 'Malawi [nid:118]' and the Product Series dropdown is set to 'Displacement Report'. A red box highlights a yellow box containing a 'Title standard' template: 'Malawi — Floods Displacement Report # (DATE) Adapt this title'. Below this is a 'Title \*' dropdown menu with the text 'Malawi — Floods|Displacement Report 2 (May 2015)'. A red box highlights the 'Adapt this title' button and the text 'Click on 'Adapt this title' and create a title based on the template'.

- Write a short summary (3-4 sentences) describing the context and main findings of the report:

**Summary \***

**B I U** [Rich text editor icons] [Normal] [Size]

An estimated 147,500 IDPs—approximately 38,600 households—are associated with 192 open sites. 8 sites (4% of the sites) host more than 1000 households. 95 % of open IDP sites have a Camp Management Committee but only 11 % have official Site Management Agency (SMA) or camp monitoring representation. 143 of 192 sites report having regular access to medicine. 30 sites report that IDPs lack on-site shelter. Of the 192 sites assessed, 68 experience poor quality of the drinking water. Only 139 of the 192 sites report access to a market. 191 (99%) of the 192 displacement sites are at schools. 23 of the 192 open sites do not have separate bathing areas for male and female IDPs.

body p span

[Disable rich-text](#)

**Text format** Full HTML Content ▾

- Lines and paragraphs break automatically.

- Define the dates of the report:

body p span

[Disable rich-text](#)

**Text format** Full HTML Content ▾

- Lines and paragraphs break automatically.
- Web page addresses and e-mail addresses turn into links automatically.

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**PUBLISHED DATE**

**Date**  
30/04/2015  
E.g., 28/12/2017

**The published date is the date at which the report was shared with partners**

Mission Publishing Date

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**FROM**

**Date**  
15/03/2015  
E.g., 28/12/2017

**The 'From' and 'To' dates refer to the date range at which data collection occurred.**  
**NB: If a report covers a whole month, select first and last days of the month.**  
**NB: If data collection was carried out in one day, leave 'From' date blank**

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**TO \***

**Date**  
15/04/2015  
E.g., 28/12/2017

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**Featured \***

Yes

No

- Show if it is a regional report or a report only covering one country. Choose the 'Featured' and 'Confidential' status of report:

**Regional report \***

- Yes
- No

**Featured \***

- Yes
- No

Round reports, novel reports, and reports of significance will usually be set as featured

**Confidential \***

- No
- Yes

**Confidential \***

- No
- Yes

**Public Report File**

No file chosen

Files must be less than 25 MB.  
Allowed file types: pdf xls xlsx xlsx

**Private Report file**

No file chosen

Files must be less than 25 MB.  
Allowed file types: pdf xls xlsx xlsx

**Operation**

Malawi Floods Inid:1191

If the report is internal/confidential, it is to be uploaded as a 'Private Report File'; if the report is public, it is to be uploaded as a 'Public Report File'

**NB:** Avoid using special characters or letters foreign to the English alphabet (such as ñ) in the title of the report file, as this might create problems with the publishing and preview of the report.

- The rest of the items (Operation, Type, Component, Contact, Domain) are specific to a Product Series and will be automatically set once the Product Series is chosen; only the language must be manually set.
- However, if for some reason these items are blank, select the appropriate ones.

*NB: Use the [Methodological Framework](#) and [Reporting Standards](#) for help*

Create Report | Displacement | X  
Secure | https://displacement.iom.int/node/add/report#

Content Structure Appearance People Modules Configuration Data availability Feedbacks Reports

Choose File No file chosen Upload  
Files must be less than 25 MB.  
Allowed file types: pdf xls xlsx.

Private Report file  
Choose File No file chosen Upload  
Files must be less than 25 MB.  
Allowed file types: pdf xls xlsx.

**Operation**  
Malawi Floods [nid:119] **The Operation is the IOM operation in the context of which DTM was deployed**

**Type \***

- Situation Report
- Compilation/Overview
- Dashboard/Fact Sheet
- Evaluation Report
- Map
- Assessment Report

**The Type is the report type**

**Component \***

- Other
- Survey
- Migration Flows
- Displacement Solutions
- Community Perception
- Return Intention
- Registration
- Biometric Registration
- Verification for Registration
- Rapid Emergency Registration
- Flow Monitoring
- Mobility Tracking

**The Components are the tools and methodologies used by the report to collect data and the kind of data collected**

**Contact \***  
DTM Malawi, DTMMalawi@ **The Contact is the contact information of the DTM mission which authored the report**

**Language \***  
English **The Language is the language the report is written in; it is not set automatically and must be selected**

**Domain \***  
 Displacement.iom.int  
 Migration.iom.int

**The Domain is the website on which the report will be uploaded (Migration or Displacement).  
The domain will depend on the type of mobility described in the report: *Flow Monitoring reports go onto the migration website, reports on the mobility of IDPs go onto the Displacement website.***

Thumbnail

RELATED DATASET

+ Create Dataset

Add another item

Menu settings  
Not in menu  Provide a menu link

4. To view the added report(s)

Go to the [Displacement Reports](#) or [Migration Reports](#) pages and click on the report title to view its content.

5. To edit a report entry

After opening the page hosting a report, click the **edit** link from the list.

For additional questions and if you should experience any problems with the report uploading process, please contact the DTM Reporting team at: [DTMreporting@iom.int](mailto:DTMreporting@iom.int) .