



Guide to using Source

www.asksource.info

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Summary

This guide outlines what Source is (access homepage [here](#)) and how it works. It gives a step-by-step on how to use the different aspects of Source effectively and tries to answer any questions you may have. Further, it gives you additional tips on how to get the most value out of the platform.

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What is Source?

Source is an online open access resource centre on matters of disability and inclusion.

Source gathers materials from around the world and collates them into one easy accessible location (linking a resource from a webpage, meaning internet traffic goes back to the resource producer's platform).

Source allows a quick search to narrow the scope for the type of material (e.g. toolkits and research to blogs) and thematic area (e.g. education, inclusion and health) that the user is interested in.

How Source functions:

There are 3 major functions that the Source platform performs, these are outlined below;

Function 1 - resource database:

This is a repository of open access resources on disability and inclusion in both international development and humanitarian contexts. This can be split into 3 further sub-sections:

1. **Inclusive Futures:** search for specific resource and evidence produced by Inclusive Futures. To conduct searches, go to [Inclusive Futures](#)
2. **COVID-19:** search for specific resources on disability and COVID-19. To conduct searches, go to [COVID-19](#)
3. **Search for resource:** search the entire database (over 10 years) of resources published on Source. To conduct searches, go to [Search for resource](#).

Function 2 - organisation database:

A repository of organisation's ranging from DPOs (Disabled Persons' Organisations) to Multinational organisations. To conduct searches, go to [Organisation database](#).

Function 3 - key lists:

This area of Source helps users locate the resources they need by compiling 'key lists' that highlight essential information resources on topics in disability and inclusion (historically disability and health). Resources have been selected and reviewed by experts in the field. Many of the lists reflect the activities of Source partners. Users can browse alphabetically through the topic lists. To conduct searches, go to [Key lists](#).

Source's homepage

The picture below demonstrates the layout of the homepage;



How to get the most value out of Source

To get the most value out of Source it is worth registering for a 'profile': This will allow users to:

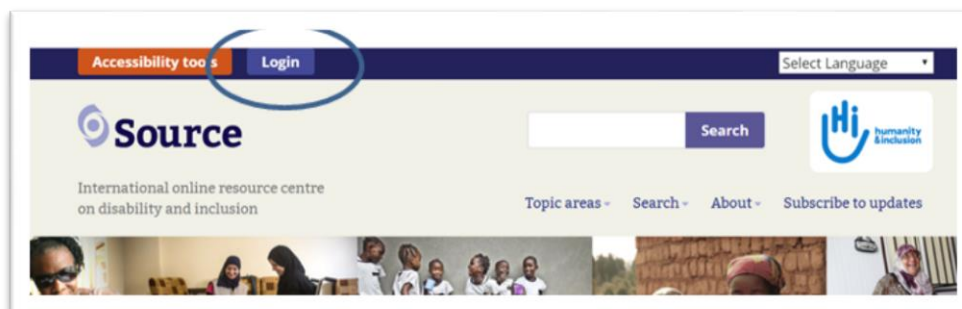
- Add resources (section 1a) and add organisations (section 2a),
- Create a 'my favourite' resource list in a simple location,
- Subscribe for updates on certain thematic areas (e.g. Inclusive Futures, Livelihoods or easy-to-read resources).

To register for a profile, go to [register profile](#).

To login to your profile, go to [login to profile](#).

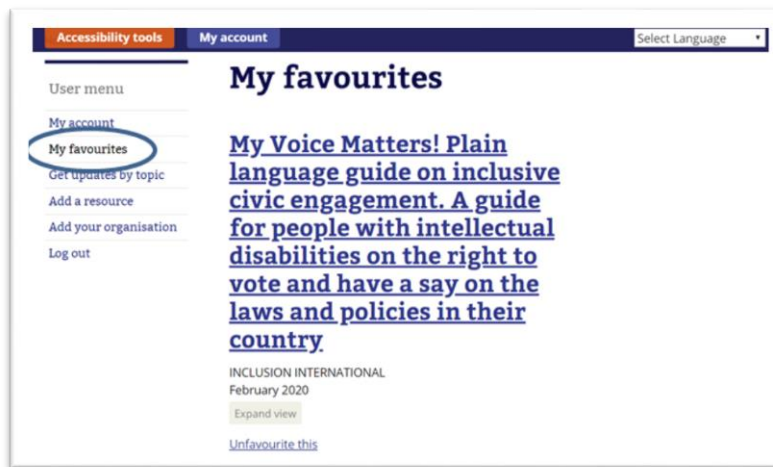
The login function;

Is at the top of every page, demonstrated in the picture below;



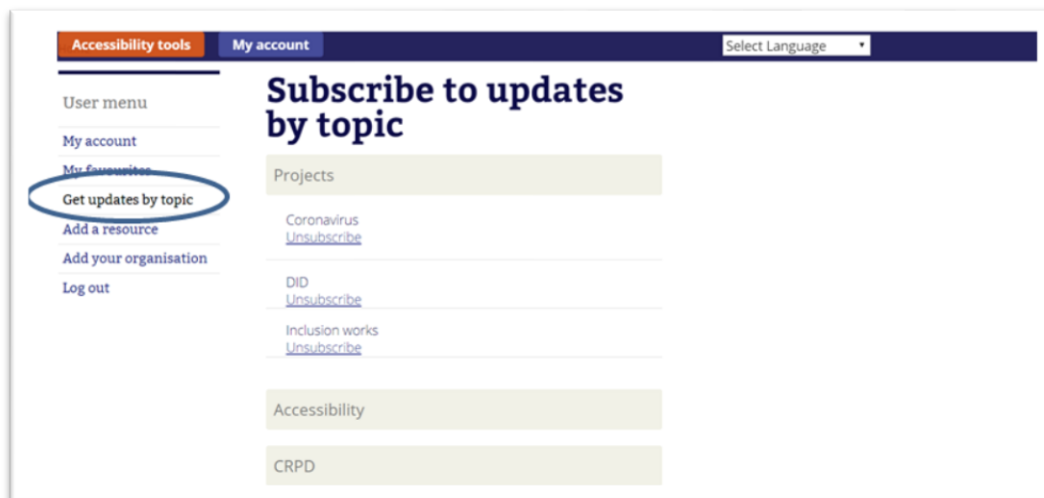
My favourites:

By clicking 'favourite this' when searching for resources, these will all be saved into users 'My favourites' folder.



Subscribe to uptake by topic:

Users can get 'updates by topic', this lets users subscribe to a selection of keywords or thematic areas the user is interested in. Every time a new resource is added with a tag that has been subscribed to, subscribers will receive an email notification. For instance, subscribing to 'Inclusion Works' will notify you, when a resource has been released.



Section 1a - finding resources;

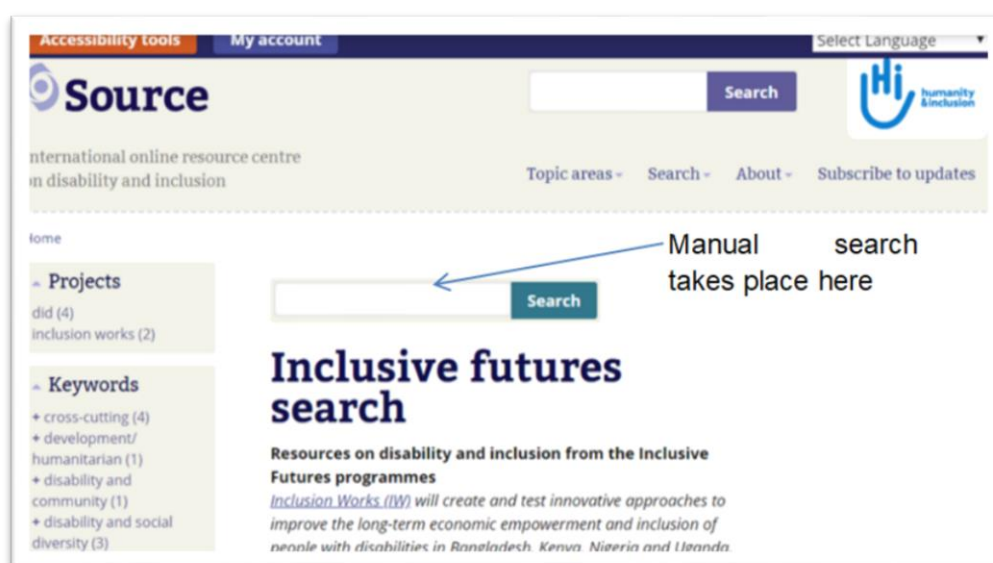
All 3 resource repositories (Inclusive Futures, COVID and General) follow the same design principle but have been adapted to focus on each topic.

There are two ways to search for resources;

- methods 1: manual search;
- method 2: using the keywords no narrow down a particular topic.

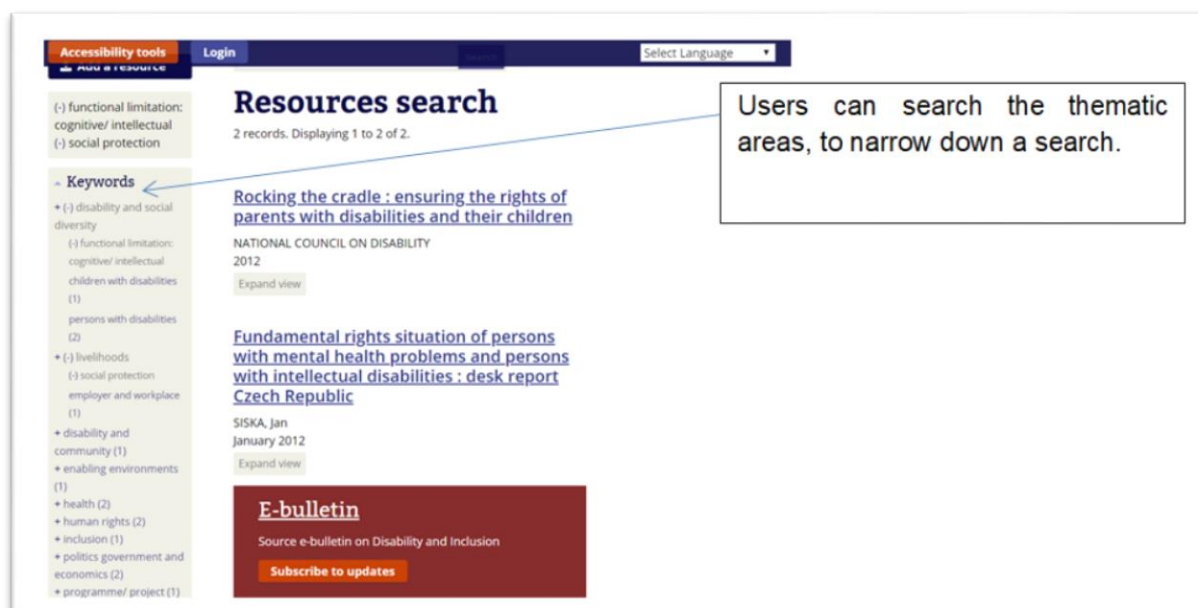
Type 1: manual resource text search

With the manual text search function type in the text that you are looking for.



Type 2: keyword resource search

Keyword search narrows down the search and removes unrelated resources.



After finding resource of interest, open up the desired material and this will give you a brief description. Further, a link is provided to go to the resource (back to the content creator's platform).

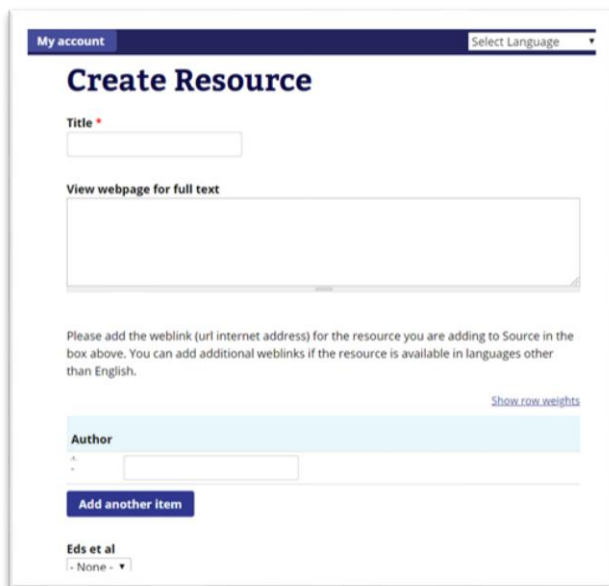
Section 1b - uploading resources;

Users can upload resources from a few locations. The easiest way being from the home page.

Click on 'add resource', then 'Log in' (or create new profile) to add a new resource.

Note: If uploaded resource is an Inclusion Works or a DID material, after uploading please email b.thatcher@hi.org and he can tag this to the IF part of the website (this makes sure general public cannot publish to IF webpage).

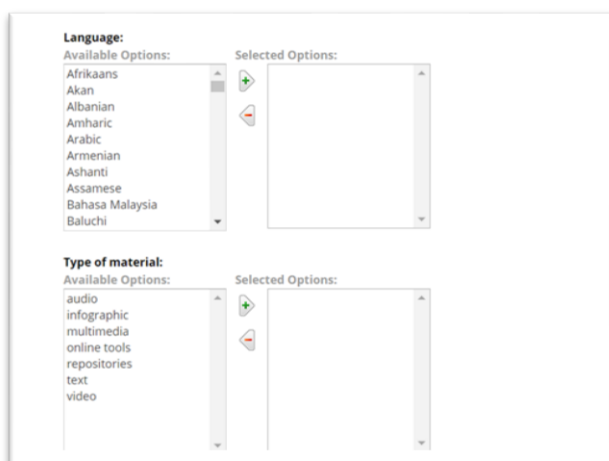
To add a resource follow the information below, this describes what to do with each information input section.



Title: Use the exact title on the document/ blog. This allows us to check if this is already on our database.

Webpage: Copy and paste web link – if the resources is in multiple languages use a web link for each language/ and also the accessibility e.g. link to easy-to-read version.

Author: Type in author's name (LAST NAME, First name e.g. THATCHER, Ben).



Language: Select the language(s) that the resources are in (should match the webpage above).

Material: Choose from list.

Content type
 technical ▼ ▼ Add

All selections
 Nothing has been selected.

Accessibility:
 Available Options:
 braille
 DAISY
 easy-to-read
 large print
 plain language
 screen reader friendly
 sign language
 speech
 subtitles

assessment
 convention
 impact evaluation
 monitoring and evaluation
 operational strategy of programme (STRATOP)
 policy document
 position paper
 press release
 recommendation
 resolution
 situational analysis (SITANS)
 software/ app
 statement
 strategy paper
 technical papers
 treaty

Publication Date

Date
 05/2020
 E.g., 06/2020

Select the publication date above using the calendar provided. Please note month and year can be selected to be displayed, or, alternatively, if only a publication year is provided, you can tick 'Year only' box below. If a resource does not have a publication date or the resource is a website, please leave blank.

Content type: Choose from list (category and sub-category available).

Accessibility: Select the accessibility(s) that the resource offers (if easy-to-read, DAISY etc. website link should be placed in the [webpage](#) above).

Date: Select month and year of publication. If only year of publication provided enter 01/YYYY and click Year Only. For a website, delete date.

Collation
 Please include page numbers or length of video (hours:min) or number of slides in this box

Regional Focus:
 Available Options:
 Africa (AFRO)
 Eastern Mediterranean (E)
 Europe (EURO)
 Pan American (PAHO)
 South East Asia (SEARO)
 Western Pacific (WPRO)
 Worldwide

Country focus:
 Available Options:
 Afghanistan
 Albania
 Algeria
 Angola
 Anguilla
 Antigua and Barbuda
 Argentina
 Armenia
 Australia
 Austria

Collation: Number of pages in the document, minutes in a video etc.

Regional focus: Choose from list.

Country focus: Choose from list.

CRPD:
 Available Options:
 article 05: equality and non-discrimination
 article 06: women with disabilities
 article 07: children with disabilities
 article 08: awareness-raising
 article 09: accessibility
 article 10: right to life
 article 11: situations of risk
 article 12: equal recognition
 article 13: access to justice
 article 14: liberty and security of person

Keywords
 <none> ▼ Add

All selections
 Nothing has been selected.

Covid-19:
 Available Options:
 adapting the response
 barriers to access
 burden of care
 contraindications
 critical care (COVID-19)
 food and drink safety
 historical pandemics
 palliative care
 personal protection equipment

CRPD: Choose from list.

Keywords: Choose between 5-10 keywords from the list. Use the down arrow to get the list. Click on each main keyword to see a more detailed sub-list.

Covid-19: If a resource is COVID-19 related, choose from list. Otherwise ignore.

Summary (Edit summary)

ISSN

ISBN

Summary: Add as summary about the document for people to review before opening.

Note: if it has been tagged as an easy to read document, please try and leave an easy to read summary.

ISSN: Add number or leave blank.

ISBN: Add number or leave blank.

Publisher

Sight

Sight and Life - [68801] - Typ

Sightsavers International - [4]

Add another item

Publisher: Add to preselected list, this is cross-linked to organisation part of Source. There must be an organisation added to add publisher.

Upload file

If your resource is not published or available online, you can put the resource on the Source website by uploading your resource below. Please read through these terms carefully and tick the box "I agree" if you agree to abide by these terms.

I confirm that I hold the copyright for this document and I give my permission for it to be reproduced and made publicly available on the Source website.

Disclaimer: The Source partnership accepts no liability to the extent permitted by law including any implied terms. English law and jurisdiction applies with respect to contents of this database and website. All users acknowledge and accept the above disclaimers in order to participate in this database and gain access to this site.

Add a new file

Choose file | No file chosen

Files must be less than 16 MB.

Allowed file types: txt doc pdf ods odt docx rtf xls.

Upload

☐ Copyright for uploaded files

I confirm that I hold the copyright for this document and I give my permission for it to be reproduced and made publicly available on the Source website.

Footnote

Uploading: Instead of linking, it is possible to upload a resource directly to Source (fewer than 16MB). Please grant permission for us to upload. However, if uploaded the user will stay on the Source platform and won't be guided back to the content creator's website.

Footnote: Add any relevant footnotes or leave blank.

Save Preview

Save: When complete, check input and then press save. This will then be put in a list for the administrators to check relevance and quality control.

If accepted users will get a notification to their email (from log in) and all Source users will be able to search for the resource using the process in 1a above.

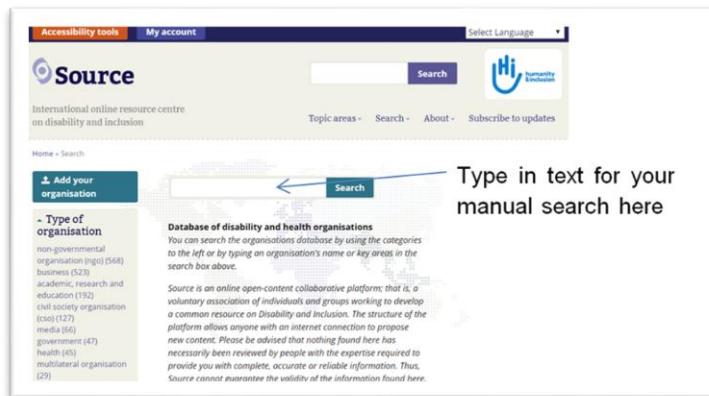
Section 2a - finding an organisation;

Same principles as the resource search above. There are two ways to search for organisations;

- Method 1: manual search;
- Method 2: using the keywords to narrow down a particular category.

Type 1: manual organisation text search

The manual text search, type in the text for what you are looking for.



Type 2: keyword organisation search

Keyword search, narrowing down a search and removes unrelated organisations.



The user then picks the organisation they are interested in and opens the link, taking the user to the organisation's website.

Section 2b - uploading organisation;

Users can upload organisations from a few locations. The easiest way being from the home page.

Click on 'add organisation, then Log in (or create new profile) to add a new organisation.

To add an organisation follow the information below, this describes what to do with each information input section!

The screenshot shows the top part of a web form titled 'Create Organisation'. At the top, there's a header with 'My account' and a 'Select Language' dropdown. Below the title, there's a section for 'Organisation' with a text input field. This is followed by an 'Address' section with a larger text area. A note below the address field says: 'Please enter the address of the organisation you are adding to Source on separate lines in the box above and select the country from the options in the box below.' The 'Country' section features two columns: 'Available Options' (listing countries like Afghanistan, Albania, Algeria, etc.) and 'Selected Options' (an empty list).

Name of organisation: Type in exact name of organisation.

Address: Type in main HQ address.

Country: Select countries the organisation has an operating office in.

The screenshot shows the middle part of the 'Create Organisation' form. It starts with the 'Region Located' section, which has 'Available Options' (listing regions like Africa (AFRO), Eastern Mediterranean (EMRO), Europe (EURO), etc.) and 'Selected Options' (an empty list). Below this is the 'Organisation website' section with a text input field. This is followed by the 'Email' section with a text input field and a label 'Organisation Email address'. Finally, there's a 'Telephone' section with a text input field.

Regions: Select which regions the organisation has an office in.

Website link: Copy and paste main website link.

Website email: Type in primary email contact.

Website contact number: Office number.

The screenshot shows the bottom part of the 'Create Organisation' form. It starts with the 'Languages' section, which has 'Available Options' (listing languages like Afrikaans, Akan, Albanian, etc.) and 'Selected Options' (an empty list). Below this is the 'About the organisation' section with a large text area for a brief overview.

Languages: If contacted what languages are spoken.

About the organisation: A brief overview about organisation's mission.

Organisation Type:
Available Options:
academic, research and ec
business
civil society organisation (C
disabled people organisati
government
health
inter-governmental agenc
media
multilateral organisation
non-governmental organis

Selected Options:

Organisation Activities
<none> [Add](#)

All selections
Nothing has been selected.

Organisation type: Select from list the type of organisation.

Organisational activates: Select from list the type of work the organisation focus on.

Target Group:
Available Options:
business
children parents/families
civil society organisation (C
communities: rural
communities: urban
disabled people organisati
education stakeholders
functional limitation: beha
functional limitation: cogn
functional limitation: comr

Selected Options:

Target group: Select from list the main people the organisation aim to work with

Regional Focus:
Available Options:
Africa (AFRO)
Eastern Mediterranean (E
Europe (EURO)
Pan American (PAHO)
South East Asia (SEARO)
Western Pacific (WPRO)
Worldwide

Selected Options:

Country Focus:
Available Options:
Afghanistan
Albania
Algeria
Angola
Anguilla
Antigua and Barbuda
Argentina
Armenia
Australia
Austria

Selected Options:

Regional focus: Select from list the regions organisation does work in.

Country focus: Select from list the countries the organisation does work in.

Last updated

Date
05/21/2020
E.g., 06/21/2020

[Save](#) [Preview](#)

[PRINTER-FRIENDLY VERSION](#) [SEND BY EMAIL](#)

Save: After complete, check the selection before pressing save. This will then be put in a list for the administrators to check the relevance (quality control)

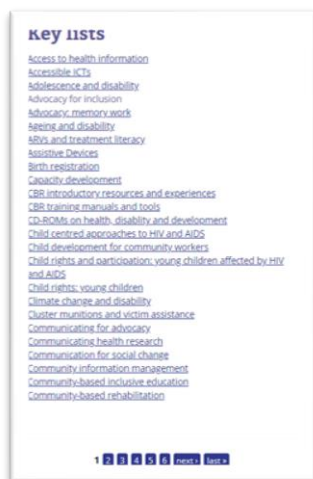
If accepted the organisation will then be searchable from the repository using the process in section 2a.

Section 3 - key list areas:

Click on 'Browse Topic Areas; from homepage.



Select area of interest (currently under review). These resources have been selected and reviewed by experts in the field. Many of the lists reflect the activities of Source partners in topic areas which user can browse through alphabetically.



Then user can look at the recommended resources in the area.



Section 4 - accessibility:



In regards to accessibility; Source has introduced an add-on application called [ReciteMe](#) ([link to ReciteMe](#)) which allows users to customise the website in a way that works best for them. For instance, it can; read text aloud, change the font size, type and colour, manipulate the website background colour scheme and also change the language.

Furthermore, Source has added a new search function to help identify resources that are in certain formats, with resources now being tagged as either; easy-to-read, subtitles, sign language, speech, braille, daisy, large print, plain language and screen reader friendly when applicable.