

# **ODS Help Document**

# **Table of Contents**

About ODS	2
How to Search	3
Search by Field	3
Search by Fulltext	
Search Filter – Narrow search results with optional filters	
Sorting	13
Accessing Files	13
Symbol Explorer	
Symbol Graphs	17
Daily Documents (Symbols) / Most Accessed	24
Interface language	30
Accessibility	31
Accessibility Functionality present in ODS	31
Accessibility Navigation	35



# **About ODS**

The Official Document System (ODS) is an online database of UN documents first launched in 1993 and updated in 2016. ODS has full-text, born-digital UN documents published from 1993 onward, including documents of the Security Council, the General Assembly, the Economic and Social Council and their subsidiaries, as well as administrative issuances and other documents.

The database also includes scanned documents published between 1946 and 1993, including all resolutions of the principal organs, all documents of the Security Council and the General Assembly Official Records. Documents are available in the official languages of the UN; some documents are also available in German.

ODS is maintained by the Office of Information and Communications Technology (OICT). New documents are added by the Department for General Assembly and Conference Management (DGACM). Scanned documents and metadata are contributed by the Dag Hammarskjold Library and the UN Office at Geneva Library.



# **How to Search**

Search ODS by entering search terms to the appropriate box.

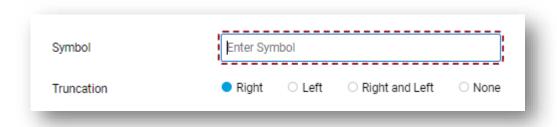
# Search by Field

ODS documents are searchable by metadata such as symbol, title, subjects, agenda item, session, publication date, release date and job number. Search fields may be combined to refine a search.

Search requires the user to enter value in one or more of the following fields:

Symbol, Title, Job Number and Fulltext

Search by Symbol



### **Symbol Truncation**

Truncation works to match variations of a symbol.

Right(default)	Search for NPT/CONF.2020/SR. finds
	NPT/CONF.2020/SR.1
	NPT/CONF.2020/SR.2
	NPT/CONF.2020/SR.3
Left	Search for 75/215 finds
	A/75/215
	A/RES/75/215
Right and Left	Search for RES/794 finds
	S/RES/794(1992)
	A/RES/794(VIII)
	T/RES/794(XII)



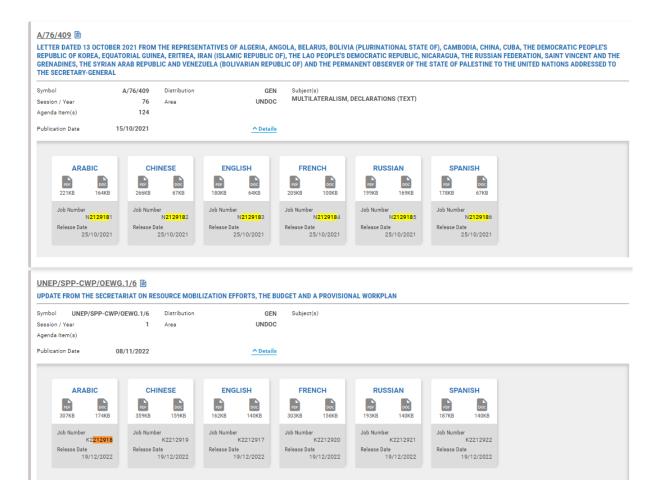
None Search for A/RES/71/1 finds the exact match
A/RES/71/1

In summary, truncation works as follows for the Symbol field:

- > Right Truncation (default) Searches for Symbols that match the entry, such that the entry is the first part of the Symbols found. For example: searching for *A/31* with Right Truncation finds the results *A/31*, *A/31*02, *A/31*04, *A/31*114, *A/31*11/ADD.1 etc. Note that all the fields commence with the search value *A/31*.
- > **Left Truncation –** This is the reverse of the Right Truncation symbol search, such that the search entry is the last part of the found Symbols. For example: searching for *14* with Left Truncation finds the results A/8*14*, A/AC/10/*14*, A/AC.10/SR.*14*, A/AC.13/*14* etc. Note here that the last characters match the search entry *14*.
- > **Right and Left Truncation** In this case, once the search entry is contained within any Symbol, such Symbol is returned as part of the search results. For instance, searching for **RES** with Right and Left Truncation returns the results E/**RES**/11(II), E/**RES**/12(II), E/**RES**/3(II), A/**RES**/24(I), E/**RES**/18(III) etc.
- > **None** In this case, you are looking for an exact match oreef the Symbol entered within the search field. Once that field doesn't exist, no search result is returned. For example: **E/RES/14** returns no result, as there is no exact match for that Symbol. On the other hand, searching for **A/100** under the "**None**" truncation, returns a single result **A/100**.
- Search by Job number
- Each ODS language file is assigned to a unique job number. If an ODS job number is known, the user can search by an ODS job number. Job number search work with Right and Left Truncation. For instance, searching for a job number "212918" returns the symbol records contain job numbers: N2129181, K221918 & N7212918.

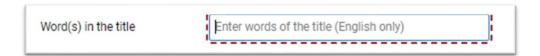






# · Search by title

To search documents by English title, enter words to the tile search field. Phrase search is performed on title. Entering *United Nations* words finds phrase terms "United Nations" in the English title.



# **Search by Fulltext**

ODS documents are searchable by **Fulltext**. The **Fulltext** search can be performed in one of 6 official languages or in A**II** 6 languages. The default Fulltext search language is set to the current language of the site. Other available languages can be selected.

### Language selection list:



- All
- Arabic
- Chinese
- English
- French
- Russian
- Spanish

# Full-text search offers 4 different types:

Find this phrase	Must exactly match the entire search terms.
Find all the words	Combines the terms in the Fulltext input field with Boolean AND
Find any of the words	Combines the terms in the Fulltext input field with Boolean OR
Use Boolean operators	User defines search by using specialized keywords to emphasize more than one word, using the Boolean operators/keywords AND, OR, NOT, WITHIN, WEIGHT, MUST.

# **Find this Phrase**

In this case, the entry put within the Fulltext input field is considered a phrase and the search result will be for only symbols / documents that contain same exact phrase within the document body. For example, we can search using "Find this Phrase" full text search type as follows:

We are One

Social and Cultural Rights

The rights to Civil Development

**NOTE:** Avoid using parentheses or quotation marks (single or double), nor reserved keywords **(AND, OR, NOT, MUST, WITHIN, WEIGHT)** in the full text search, to avoid erroneous results.

# Find all the Words



In this case, the full text search will return search results that contain all the words (not necessarily in the order they are typed), and not any word less. Within the search logic, all the words are combined with the boolean AND operator. For example:

Secretary-General announcement important

Will return all documents that contain all the words "Secretary-General", "announcement" and "important".

**NOTE:** Avoid using parentheses, quotation marks or reserved keywords (AND, OR, NOT, MUST, WITHIN, WEIGHT) within the full text search field for this type of search.

# Find any of the Words

In this case, the full text search will return search results that contain any of the words (not necessarily in the order they are typed). Within the search logic, all the words are combined with the **boolean OR** operator. For example:

Secretary-General announcement important

Will return all documents that contain **either of** the words **"Secretary-General"**, **"announcement"** or **"important"**.

**NOTE:** Avoid using parentheses, quotation marks or reserved keywords (AND, OR, NOT, MUST, WITHIN, WEIGHT) within the full text search field for this type of search.

### **Use Boolean Operators**

Boolean operators (AND, OR, NOT, MUST, WITHIN, WEIGHT) allow you to do a more advanced search within the Fulltext search. In each case, you must be sure to select the "Use boolean operators" option for the "Type of full-text search".

### OR

The default search logic combines words using **OR**. No **OR** operator is needed when space exists among multiple terms. Use **space** or **OR** operator to match at least one word.

### **AND**

If you want two words to both appear within a record, the Boolean operator AND is needed.

Both words MUST appear in the results, but they do not need to appear exactly in that order as a phrase. If only one word is in the record, it will not be retrieved in your search.

#### NOT



Use the **NOT** Boolean to eliminate certain records from the results. For instance, the example below gets result related to Term1 but excludes results that contain Term2. Note to select "*Use boolean operators*" in the "*type of fulltext search*" field.

Term1 NOT term2.

#### WITHIN

This specialized **boolean** search is used when you wish to specify the **words-gap** between two search words. In every case, the **WITHIN** keyword is followed by a **full-colon** (:), then a **number** (integer), specifying the "number of words" between the two search words. For example:

Term1 WITHIN:10 term2.

The above search example will return full-text search results that will only include term1 and term2 when they exist within a maximum of ten words between each. Note that there must be **no special characters included** in the search (, ", ', #, & and so on). Hyphens (-) can be present, only when they form part of a search word. For example, Secretary-General, Delegated-responsibility etc. In this case, a typical search could be:

Secretary-General WITHIN:20 assembly

Delegated-responsibility WITHIN:40 officials

Note: always select "Use boolean operators" in the "type of fulltext search" field.

#### **WEIGHT**

Any terms can be used to increase relevance with the **WEIGHT** operator. The number parameter is used with **WEIGHT** to increase the importance relative to other search terms. The usage syntax is like the **WITHIN** keyword. For example:

#### WEIGHT:20 protected civilians

Where **20** stands for the extent of relevance of the search words (this number can range between 1 and 100, as the case may be). Note that **no special characters are allowed** for this specialized search (Hyphens (-) can only be present, only when they form part of a search word; e.g. **WEIGHT:5** secretary-general reasons). Note to select **"Use boolean operators"** in the **"type of fulltext search"** field.

# **MUST**

The **MUST** keyword is used before a word in a **Full-text** boolean search when that search word must always be present in the results. The use case example is:

#### MUST term1 OR term2

Here, the search will return results that must include term1 and may or may not contain term2.



**Note: MUST** and **AND** might return similar results when used together. However, within a Boolean **OR** search, the distinction becomes clearer, as the **MUST** keyword emphasizes the word that must be given preference. In summary as below:

#### A OR B:

- Contents that include both A and B
- Contents that only include A
- Contents that only include B

#### A AND B:

- Contents that include both A and B
- Contents that only include only A or only B are excluded from the results.

### **MUST A OR B**

- Contents that include both A and B
- Contents that only include A

Note to always select "Use boolean operators" in the "Type of Fulltext Search" field.

#### **EXACT / FUZZY SEARCH**

All the above-described full text search types involve are *fuzzy* searches, which means, that results are returned when any part of the text are found, including conjugations and adaptations of the same. For example, searching for a full text of:

#### time

Will return cases of time, timed, timing, to-time, timely etc, found in any document(s).

In the case of exact search (i.e. when the exact search checkbox is checked), then only instances of "time" only will be returned, and no other forms of it.

	Enter text to search
Full Text Search	
	Exact Searc

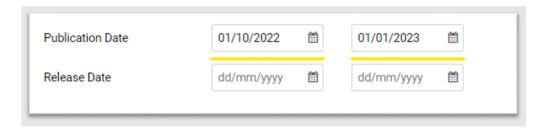


### Search Filter - Narrow search results with optional filters.

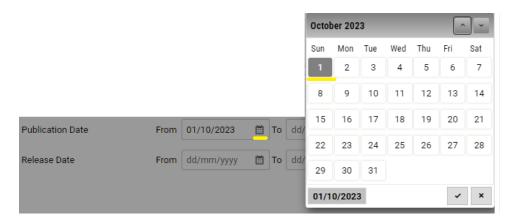
Search by date range – release date, publication date

To search for a specific date range, populate the Start Date and End Date fields in one of two ways:

o Enter the dates in dd/mm/yyyy format.

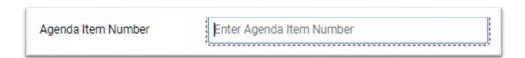


 Click in the Start Date field, and then find a date in the calendar and click it; repeat for the End Date field.



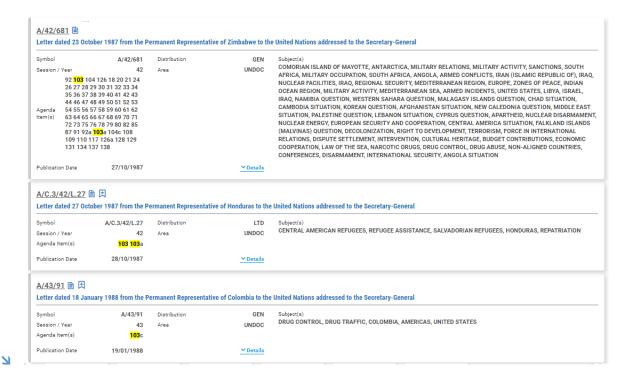
Release date search matches any release dates from all available languages.

- Search by Agenda item number
  - To search by assigned an agenda item, enter agenda number or word to the agenda item number field. Search is performed against all 3 agenda items values.



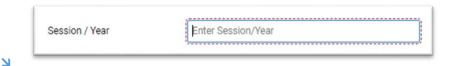
Agenda search works with Right and Left Truncation. For instance, search for an agent item "103" returns symbol containing agenda value: 103,103a, 103b, etc.





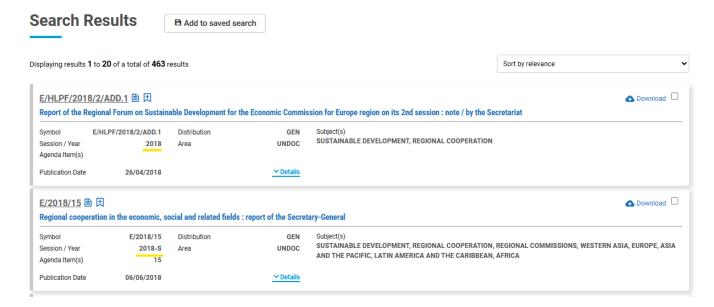
### Search by session

To search by session information, enter session value in the Session / Year field. Search is performed against all 3 session values.



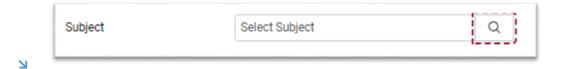
Session search works with Right and Left Truncation. For instance, search for an agent item "2018" returns symbol containing session value 2018, 2018-S





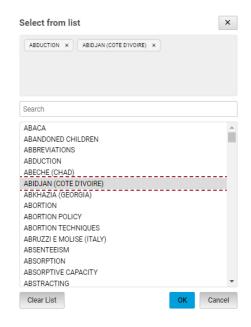
Search by subject(s)

To search by subjects of a document, Select subject(s) from subject selection control.



**Subjects** are selected by double-clicking on a subject value. Selected subjects are displayed on the list on top of the dialog box. All subjects listed in the selections list will be added to the subject selection control (as shown above), once the selection is confirmed with **OK** button.





Click the **OK** button to confirm your selection.

# **Sorting**

4 sorting options are available on the search options section and the top of search result.

# **Sorting Options**

By Relevance	Search Relevance defined in the search engine			
By date - descending	Result is sorted by publication date in the descending manner			
By date - ascending	Result is sorted by publication date in the ascending manner			
By symbol	Sorted by alphabetic order of the symbol value			

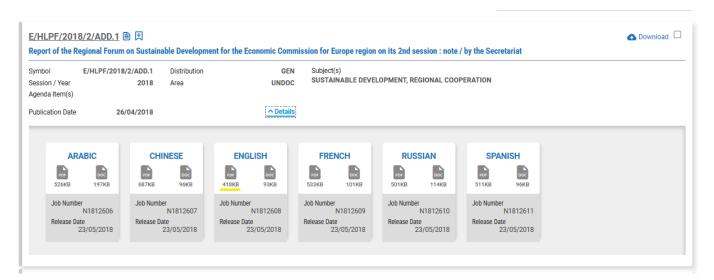
# **Accessing Files**

Single click to view an available language file.
 The file link is positioned next to the symbol for downloading an available file, following the precedence order: English, French, Russian, Spanish, Chinese, Arabic, and German. If a PDF file does not exists for a language and a Word file exists, the Word file is downloaded.





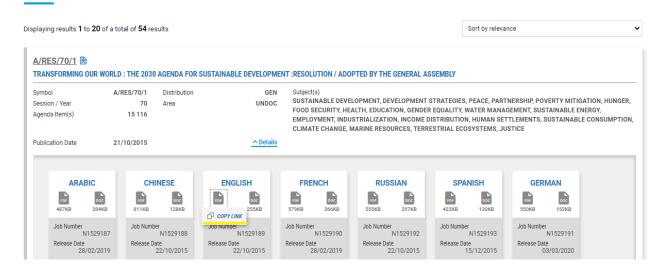
View a single file.
 Click on the "Details" link to view the file(s). Files not available are faded and marked as N/A.



Copy link option. Copying a link to a file is facilitated by the 'Copy link' option, which becomes visible when
the mouse hovers over each file icon in the result page. This link provides users with the ability to directly
open the ODS document or embed the link on a web page



### **Search Results**

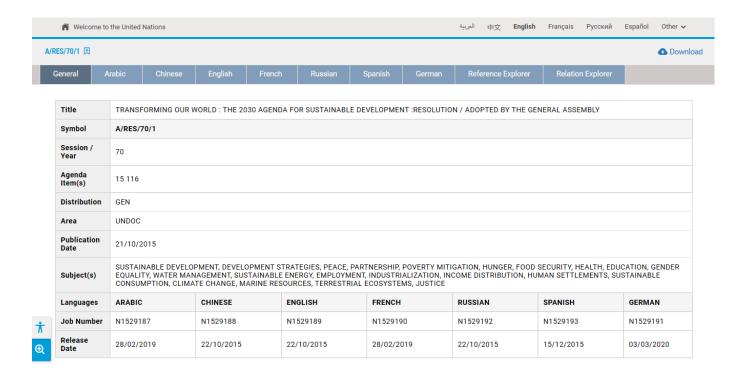


# Symbol Explorer

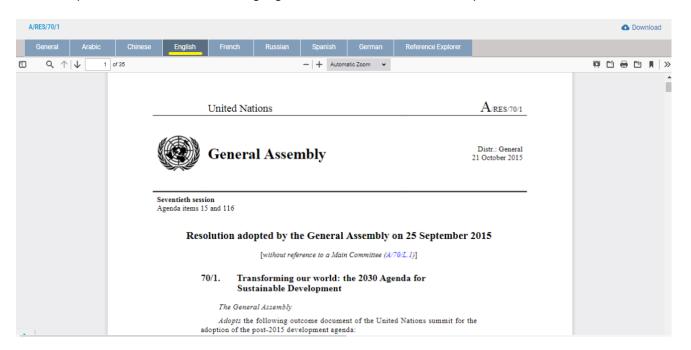
The Symbol Explorer is opened by clicking the symbol link of a document in the search result. Once the window is open, language tabs for available files, along with Reference Explorer and Relation Explorer tabs, are displayed (Relation Explorer tabs are only visible to signed-in users)





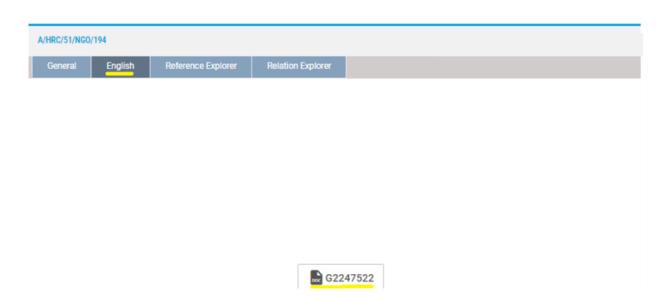


To view a pdf file, click on one of the language tabs. PDF viewer loads the requested file.



When the only available file is Word file for a language, clicking a language tab shows the word file download link. Click the link to download the word file.





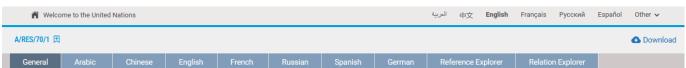
The attached documents for each available language can be downloaded by clicking on the download button on the upper-right corner of the symbol explorer screen.



# **Symbol Graphs**

Within the Symbol Explorer, Reference Explorer and Relation Explorer tabs are displayed (Relation Explorer tabs are only visible to signed-in users).



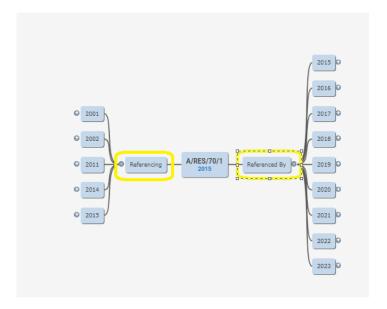


General	Arabic	Chinese	English	French	Russian	Spanish	German	Reference Explor	er Relation Explorer	
Title	TRANSF	TRANSFORMING OUR WORLD : THE 2030 AGENDA FOR SUSTAINABLE DEVELOPMENT :RESOLUTION / ADOPTED BY THE GENERAL ASSEMBLY								
Symbol	A/RES/7	A/RES/70/1								
Session / Year	70	70								
Agenda Item(s)	15 116	15 116								
Distribution	n GEN	GEN								
Area	UNDOC	UNDOC								
Publication Date	21/10/2	21/10/2015								
Subject(s)	EQUALI	SUSTAINABLE DEVELOPMENT, DEVELOPMENT STRATEGIES, PEACE, PARTNERSHIP, POVERTY MITIGATION, HUNGER, FOOD SECURITY, HEALTH, EDUCATION, GENDER EQUALITY, WATER MANAGEMENT, SUSTAINABLE ENERGY, EMPLOYMENT, INDUSTRIALIZATION, INCOME DISTRIBUTION, HUMAN SETTLEMENTS, SUSTAINABLE CONSUMPTION, CLIMATE CHANGE, MARINE RESOURCES, TERRESTRIAL ECOSYSTEMS, JUSTICE								
Languages	ARABIC		CHINESE	EN	IGLISH	FRENCH		RUSSIAN	SPANISH	GERMAN
Job Numbe	r N15291	87	N1529188	N1	529189	N152919	)	N1529192	N1529193	N1529191
Release Date	28/02/2	2019	22/10/2015	22	/10/2015	28/02/20	19	22/10/2015	15/12/2015	03/03/2020



Reference Explorer shows the interactive reference relationship diagram for a symbol.

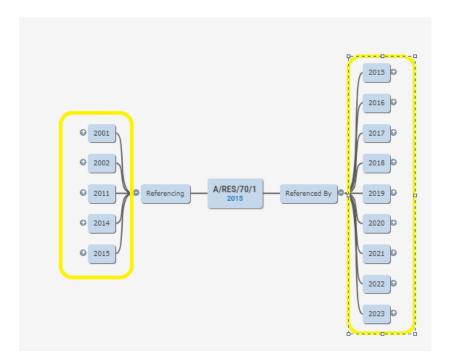
- Referenced By: shows documents where the symbol appears in the context.
- Referencing: shows documents that reference the current symbol.



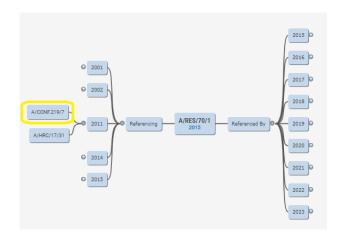
### Navigating Reference Explorer:

- Reference symbols are organized by year. Click each year to expand to see the list of symbols.
- Each year value displayed (either within the Reference Explorer or as extra nodes for the 'Referencing' and 'Referenced By' arms, represents the publication date of the linked symbol/document.

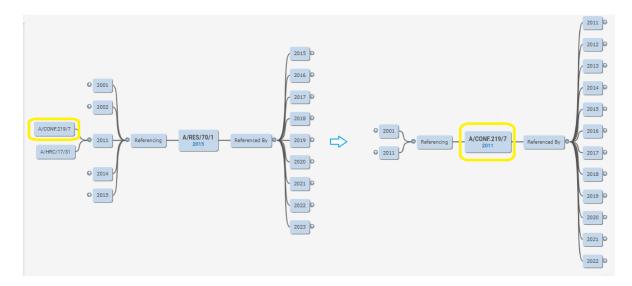




Clicking on a reference symbol opens the reference relationship for the selected symbol.

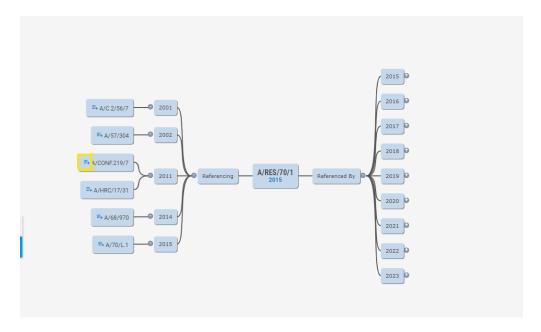




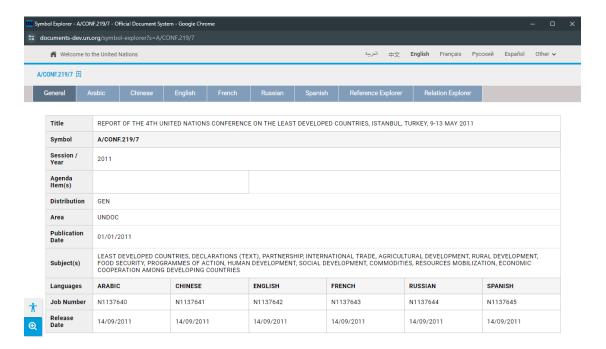


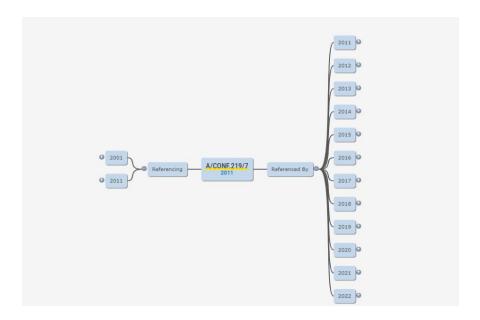
<sup>\*</sup> Disclaimer: This chart is a result of the text-analytic process on all Symbol contents.

Beside each symbol after expanding the year(s) node(s) adjoining the 'Referencing' or 'Referenced By' buttons is an icon, which opens a new symbol explorer window, based on the icon's box symbol. Clicking on the symbol value, however, will refresh the Reference Explorer, now making the said symbol the root symbol.







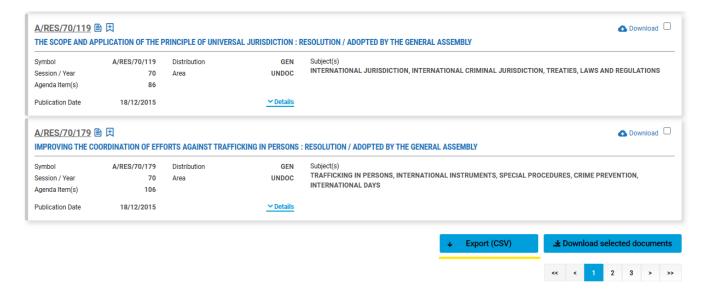




# **Exporting Search Results**

To export the search result, click on the export button to download in a specific format displayed in the button. report A maximum number of 500 symbols that contain the metadata of the symbols can be exported.

To export the search results, click on the 'Export' button to download the data in a specific format, as indicated on the button. Please note that a maximum of 500 symbols, containing metadata, can be exported in the report."



The default export file format is **CSV** (**Comma-Separated Values**). For exporting in **JSON** (**JavaScript Object Notation**) format, click on file format toggle button/arrow to switch to the **JSON** export file format.

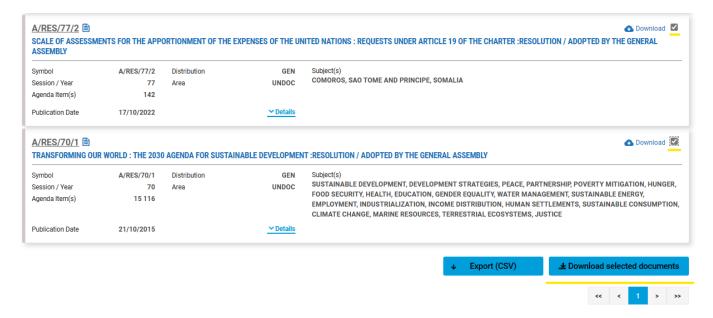


The download feature is present with each search result item as a download link. When the download link/button is clicked, all available files for the chosen symbol are downloaded as a single zipped folder. Kindly note that the download might take a while, depending on the sizes of the attachments.





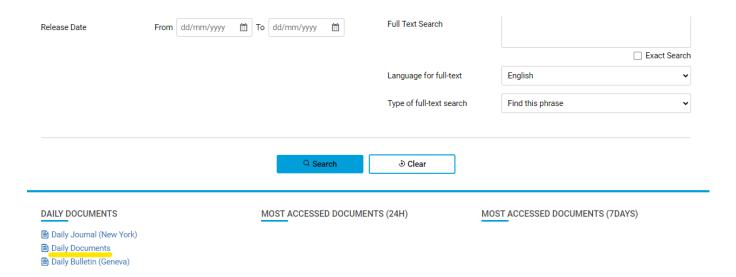
If you require to download multiple symbols at the same time, the multiple download button (labelled "Download Selected Documents") is clicked, after choosing a maximum of 5 symbols at a time. Each symbol is chosen by selecting the checkbox on the upper right-hand side of each search result item.



# Daily Documents (Symbols) / Most Accessed

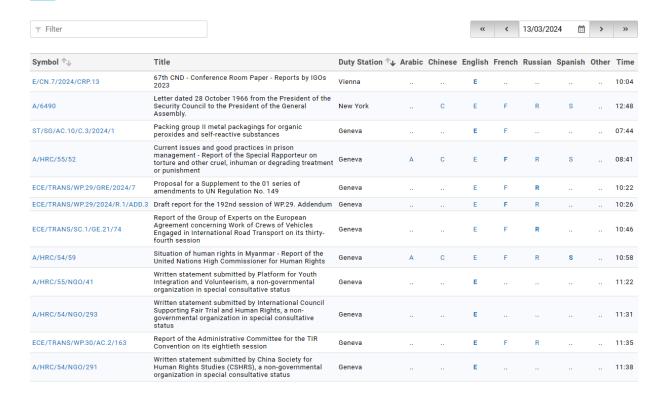
The Daily Documents page is opened by clicking on the daily documents link on the home page. The daily documents section is available on the home page, which can be accessed initially or by refreshing the search result using the clear button.





Once the link is clicked, the site is navigated to the daily list page, as shown below.

# Daily List of newly-issued symbols



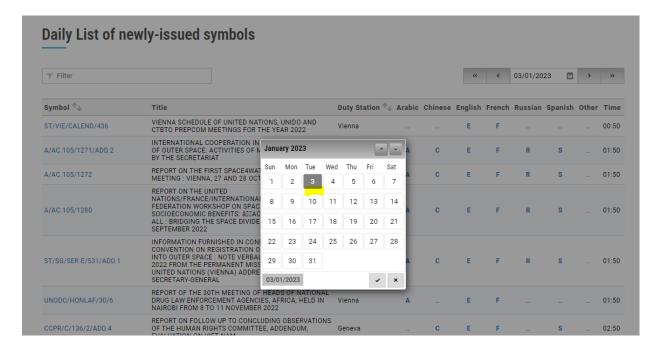
The page contains a summary of documents / symbols recently added, depending on the date displayed on the date picker object. A present language translation for any document is denoted by the capital first letter of the English spelling (e.g. Arabic = A; English = E; Russian = R; Spanish = S etc). The **bold** letters for the languages



denote documents added or updated on the said date (date displayed in the page's navigation), while the normal (non-bold) letters denote documents already present before the displayed date.

### **Date navigation on Daily Documents Page**

You can navigate to a desired date either by selecting a date from the date picker, or by using the date picker navigation arrows as shown below. You can also type-in the required date into the date picker (ensure format is in "DD/MM/YYYY").



Alternatively, records for previous and next dates can be viewed by using <<, <, >, >> action.



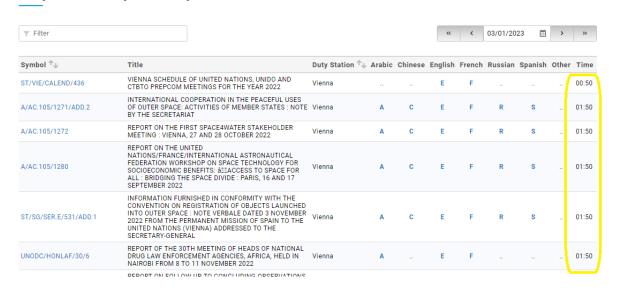
### **Sorting Records**



Symbols are initially sorted by loading time in ascending order. Sort controls next to 'Symbol' and 'Duty Station' provide additional sorting options based on symbol values or duty station values. Users can click to cycle through ascending/descending/default (loading time) sorting types in the search function.

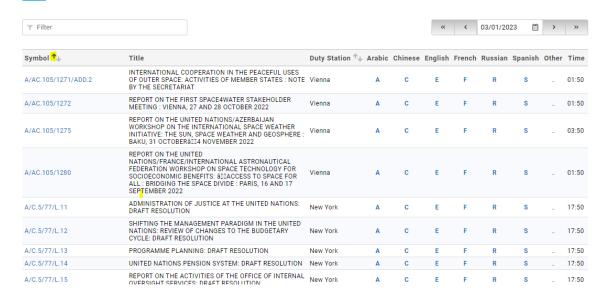
Initial sorting by loading time:

# Daily List of newly-issued symbols



### Ascending by symbol:

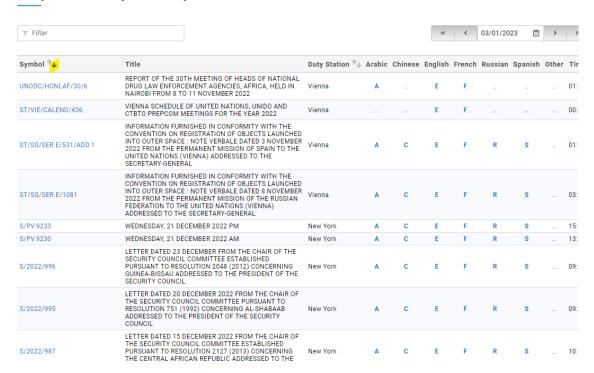
# Daily List of newly-issued symbols





### Descending by symbol:

# Daily List of newly-issued symbols



### Filtering Records

Records can be filtered by entering the desired filter criteria – part of either Symbol, Title, Duty Station or first letter of desired language. The filter is based on the records selected for a particular date, using any of the methods as shown in the section above. The filtered records as displayed in the table.

# Daily List of newly-issued symbols



Last Updated: 01/02/2024 15:09:02 (UTC)

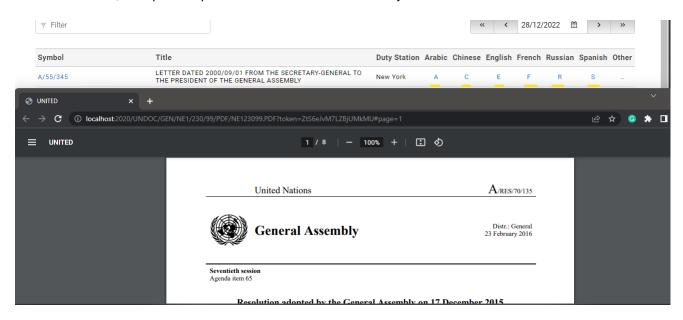


### Navigating from filtered records

Clicking on a symbol field in the records table will open the symbol explorer in a popup window.



• Clicking on any of the available language links (shown as "A", "C", "E", "F", "R", "S", "O" in each row), where available, will open the pdf document of the associated symbol in a new tab.



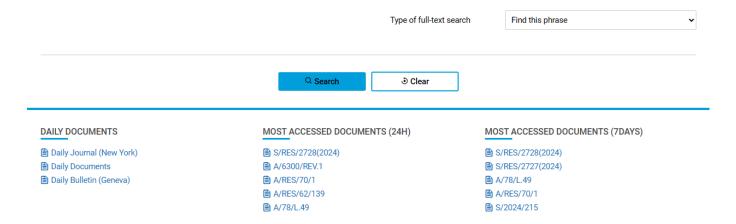
### Most Accessed documents(symbols)

Clicking a link in the most accessed document sections opens the symbol explorer of the symbol.

24H – Top 5 most accessed symbols in last 24 hours are displayed.



7 Days - Top 5 most accessed symbols in last 7 days are displayed.



# Interface language

The ODS interface supports six official languages and German. The interface language allows users to navigate the site in their preferred language. ODS provides three ways to enable one of the available languages.

### Select a language from ODS language selection option

At the top right of the ODS site, seven language selection links are available.



### Define browser language.

If the user's browser is set to a specific language, and it matches one of the seven languages supported by ODS, ODS will use that language as the interface language.

### Language specific ODS URL

You can link by using 2-digit, ISO 639-1, language code to access a specific language interface directly to open ODS site:

https://documents.un.org/ar the Arabic language interface.

https://documents.un.org/zh the Chinese language interface.

https://documents.un.org/en the English language interface.

https://documents.un.org/fr the French language interface.



https://documents.un.org/ru the Russian language interface.

https://documents.un.org/es the Spanish language interface.

https://documents.un.org/de the German language interface.

# **Accessibility**

Accessibility is the practice of making websites and other digital content accessible to people with disabilities. This includes users with visual, auditory, mobility, or cognitive impairments. The goal of accessibility is to ensure that all users can use the website in a way that is easy and enjoyable for them.

# **Accessibility Functionality present in ODS**

This section provides information on the various types of accessibility functionalities present within the ODS website.

- Text Alternatives: This involves providing text alternatives for images, videos, and other multimedia
  content. This has been implemented using the HTML alt attributes or special inner text describing the role
  of each image content.
- **Keyboard Accessibility:** The ODS website is accessible using only the keyboard. This can be done by using keyboard-friendly navigation, form fields, and links.
- Visual Accessibility: The website is accessible to users with visual impairments. This was done by using high contrast colors, grey-scaling, large font sizes, and clear and concise text.
- Mobile Accessibility: The ODS website is accessible to users on mobile devices. It has been optimized
  for mobile screens, using responsive design, and providing easy navigation.
- Audio Accessibility: Audio accessibility involves making a website accessible to users with auditory
  impairments. The new ODS was not implemented with any special text-to-audio readouts; however,
  depending on the viewing device, any built-in text-to-speech plugin or software can be utilized, as the ODS
  site was built to cater for auditory-impaired users.

The ODS website has implemented all the above-mentioned accessibility functionality. They have been compressed into just two button controls, which are always visible, regardless of the size of the screen being used. These accessibility controls can be found on the lower right (or left, as the case may be) of the screen, either in mobile (Android or iOS) or wide-screen (windows) view, viz:

- Color Accessibility
- Zoom Control

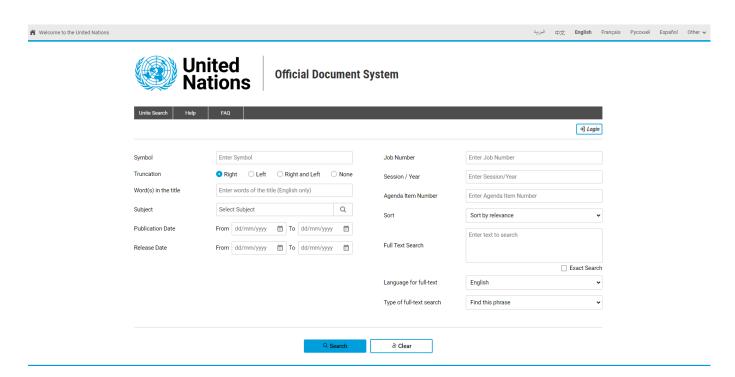


# **Color Accessibility**



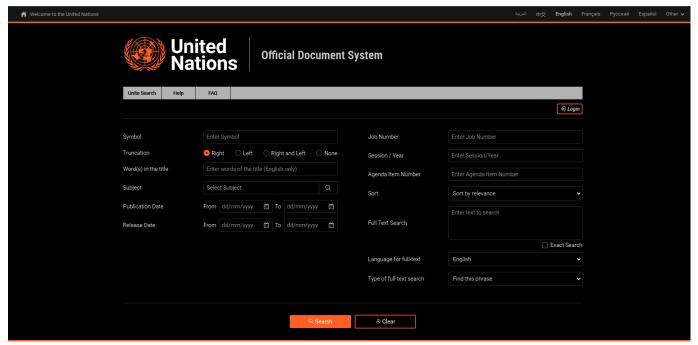
This enables the color-challenged / visually impaired user to choose a preferable view mode for the site. The modes available are:

• Default - The normal mode

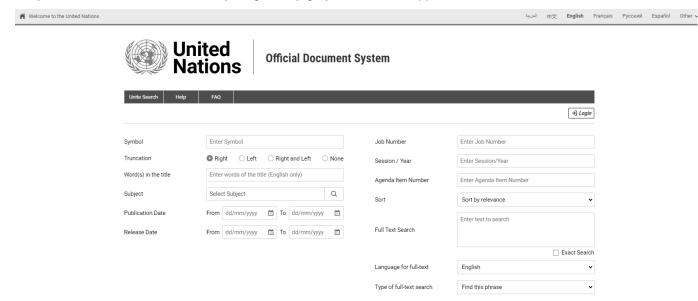


Solor Contrast − This displays a color-reversed/dark mode of the site.





Grayscale – This mode makes everything mostly grey and white in appearance.



Each of the Color modes are accessed by toggling the color accessibility button in the order above. (Default > Color Contrast > Greyscale > Default ...).

**NB:** The default mode of the viewing device can still be applied to the ODS site to assist the user in selecting a preferable color mode.

Clear

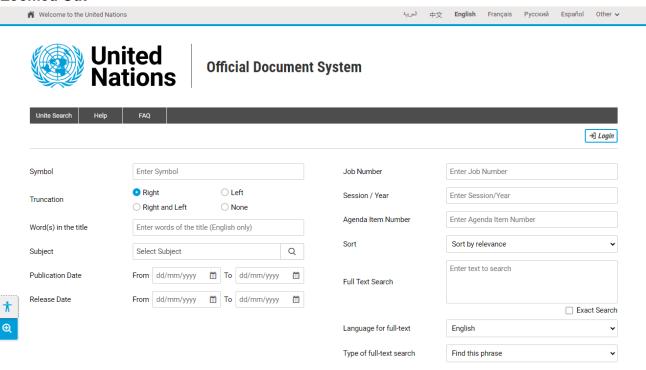


# **Zoom Accessibility**



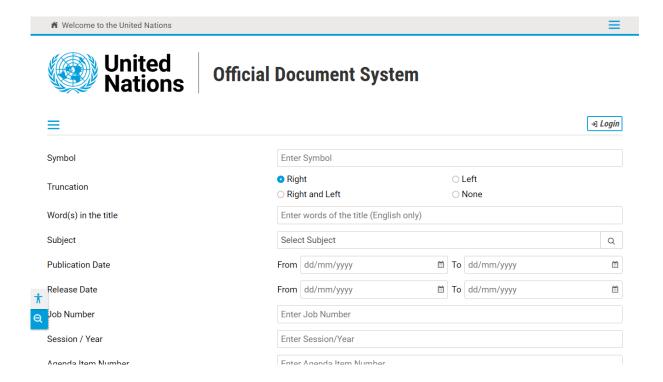
This enables the user to either zoom in or out of the website, for a more visually enhanced view. Each of the Zoom modes are accessed by toggling on the zoom button (as shown in the image above).

# **Zoomed Out**



### Zoomed In





# **Accessibility Navigation**

Accessibility functionality and navigation for the site can be done using the keyboard, or special readout software (in the case if visually challenged users) like the **NVDA** tool (for the Windows/Web environments) and the **Google Talkback** feature (for the Android users). Other readout or text-to-speech applications of preference may also be utilized.

### Computer Screens

For visually impaired users, the individual controls on the site can be navigated by using the **TAB** key on the keyboard to navigate forward, while the 'SHIFT + TAB' keys combination can be used to navigate to previous controls. Each focused control can be selected/actioned by either using the 'SPACE' or 'ENTER' keys.

### Mobile Devices (Android and iOS)

On android devices, if the Google Talkback feature is enabled, swiping left to right will navigate to the next control, while swiping right to left will navigate back to the previous control. Double-tapping on the screen will activate the control that has focus (the Google Talkback feature is available in most recent android devices). To enable the Google Talkback feature on android, you can read up at

https://support.google.com/accessibility/android/answer/6007100?hl=en.

For Android and iOS devices with attached keyboards, navigation will be the same as with computer screens.

