



COUNTY GOVERNMENT OF NAKURU
DEPARTMENT OF LAND, PHYSICAL PLANNING, HOUSING & URBAN DEVELOPMENT

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NAKURU

Standard Operating Procedures for Uploading departmental documents/content on website

1. **Document Collection:** Gather all necessary departmental documents that need to be uploaded. Ensure each document is appropriately named and organized for easy identification.
2. **Determine Placement:** Decide where on the website these documents will be uploaded. This could be within specific departmental pages, a centralized document repository, or a new section dedicated to departmental resources.
3. **File Naming Conventions:** Rename files to follow a consistent naming convention that reflects the document's content, department, and date if applicable. This aids in searchability and organization.
4. **File Format:** Ensure that all documents are in a web-friendly format (e.g., PDF, DOCX) and that they are optimized for quick loading times (compress files if necessary).
5. **Content Management System (CMS) Access:** Log into the website's CMS to begin the upload process. If you're using platforms like WordPress, Joomla, or Drupal, locate the appropriate section for document management.
6. **Create Document Pages or Sections:** If the documents are part of a new section, create dedicated pages or a document repository where these files can be accessed. Use clear headings, descriptions, and tags to categorize the documents.
7. **Upload Files:** Upload the documents/content to the designated sections. Ensure that each document is correctly linked and displayed with a descriptive title, short summary, and a download button.
8. **Permissions:** Set appropriate access permissions if some documents are meant for internal use only or restricted to certain users.
9. **Add New Menu Items:** Use clear, concise labels for these links (e.g., "Department Reports," "Policies," "Resources").
10. **Link New Content:** Ensure each new menu item is correctly linked to the corresponding page or document. Test the links to confirm they work properly.