

TRAINING MANUAL ON THE UNPAN CONTENT SERVER
(FORMERLY INTRO.DOC/XPEDIO)

This document management system allows you to enter documents in the UNPAN website

From UNPAN Home Page

1. Click **Sitemap & search**
2. Click **Document Search** on the left side bar
3. Click **Login**

You are now at the UNPAN Content Server page. From this search page, there are many different ways to search for a document in UNPAN. If you don't know the full title of a document, you can type in one key word or phrase in the **first box on the page**. If you are looking for conference material and you know where the conference took place, enter the any information in "**place of meeting/mission**".

You may also narrow your search by looking at the menu under "**content type**". The more you fill in on the check-in form, the more options you have for searching.

"**User profile**" helps you to customize your UNPAN content server home page.

"**Portal design**" provides you with quick links to the system. Under "**Edit Systems Links**

1. Click portal design
2. Click "**Edit Systems Links**".
3. Select the quick links you want
4. Click update
5. Click edit saved queries

All that you have indicated under Edit Systems Links will appear on the left side of the content server page.

Completing the check-in form

1. Click **Content Manager**

2. Click **New Check In**
3. At “UNPAN Member” field: choose your institution from the drop-down menu.
4. Title field: If it is too long, you may use a shortened version by adding three dots at the end.

REMEMBER: When typing **titles in French** only the **first letter** of the **first word** must be **capitalized** (names of persons and countries are always capitalized).

When typing **titles in English**, the **first letter** of **each word** should be **capitalized** (except articles, conjunctions and prepositions).

5. Security Group: choose Public or your (ORC) acronym (e.g. OFPA, EROPA, etc).
6. Primary file: the electronic document which you will be uploading into the UNPAN.
7. Content type: choose the subject from the drop-down menu. It is important that the correct subject be chosen so that the document is sent to the correct page of the website.
8. Full title: include full title (only if you shortened the titled in the “Title” field).
9. All other fields are self-explanatory. ‘Language’, ‘Date of Publication’ and ‘Number of Pages’ fields are **mandatory**.
10. Click **Check in**.

If you forget to include some information, immediately **click search** without specifying any criteria. The last document checked in or revised usually appears first on the list. If you don’t see it **click content manager** and **click work in progress**. The process may still be going on. **Note:** You can only search for a newly submitted document after all processing is completed.

Check In Similar

This feature reduces the amount of work for you. When you have checked in one document you need not retype the same standard information.

11. Click “Check In Similar”

12. Complete necessary information (new titles, etc)

Changing information on the Content Information page (not the document itself)

1. Search for document.
2. Click “I” in the “Info” box at the far right column.
3. Click **update** (button located at the bottom of the form).
4. Make necessary changes.
5. Click **submit update**.

Making changes in a document

If the file is **NOT** on your hard drive

1. Search for the document.
2. click “I” in the “Info” box at the far right column”
3. Click “Get Native File” link at the bottom of the Content Information Page
4. A “File Download” dialogue box will appear
5. Click save and save the document to your computer
6. Go to your programme (MS Word, Word Perfect, etc.) and make the changes.
7. Save and close the document.
8. Return to the Content Information form from where you got the native file.
9. Click **Check out**
10. Click **Check in**
11. Use the “**Browse**” button next to “Primary File” to locate the revised document
12. Re-enter the revised document.
13. Click **Check in**.

If file **IS ON** your hard drive

1. Make changes in your document in your hard drive.
2. Search for the document on UNPAN content server.
3. Click “I” in the “Info” box at the far right column.

4. Click **Check out**.
5. Click **Check in**.
6. Use the browse button next to “Primary File” to locate the revised document
7. Re-enter revised document.
8. Click **Check in** at the bottom of the page.