# TRAINING MANUAL ON THE UNPAN CONFERENCE/TRAINING DATABASE

## From UNPAN Home Page

- 1. Click Conferences.
- 2. Click Log in to Edit.
- 3. Enter user name.
- 4. Enter password.

New/Edit/Delete bar will appear next to your agency's logo.

#### **Entering NEW data for an upcoming conference**:

- 1. Click New.
- 2. Enter full title.
- 3. Enter short title. Pay attention to formatting note below.

**NOTE:** The **short title** will always appear on the home page of the conference service site. The format for the short title is: dash, space, title (**Do not place a full stop/period at the end of the title**). For example: - *Fourth UNPAN Training Workshop* The month and year of the conference/training will automatically appear at the end of the title when the completed form is submitted.

4. Complete the form.

**NOTE**: If the data you are entering is for a conference, click in the **YES** box at the "**UNPAN Conference**" field. At the same time you must click **NO** in the box next to the "**UNPAN Training**." field. Do the opposite if the data is for training. In other words, both fields must be completed: one **yes**, the other **no**.

#### **Papers' information**

There are two (2) ways to perform this task. Option 1 is easier; however, you must first submit the conference/training form. The second option is done in two steps.

### Option 1

- Search for and select the particular conference/training on the UNPAN Content Server.
- 2. Click Edit
- 3. Copy the **short title.**
- 4. Paste it in the "Conference\_Short\_Title field at the bottom of the "Check in" form in the UNPAN Content Server. Your paper will automatically appear in the "Paper" Information box of the conference/training database form

## Option 2

To simplify the task, it is better to have two browsers open. In addition, documents should have already been entered into the UNPAN Content Server (formerly Intra.Doc/Xpedio).

**At "Paper"** field: Type the title of the paper.

At "Paper URL" field: Copy the URL address to this field. To do so:

- 1. Go to UNPAN Content Server.
- 2. Find the document.
- 3. Click on the title of the document.
- 4. Copy the URL address to the "Paper URL" filed.
- 5. Click Add Paper

NOTE: Although the paper will appear in the box underneath, it will not disappear from the "Paper"/"Paper URL" fields. In order to enter another paper you must delete the text in both boxes. To do so, merely highlight the text and press "delete" on your keyboard.

If you have a background paper and want to delete it, highlight the text and click on the "Delete Paper" button.

## **Contact information**

First check the contact list to find out whether the name already exists in the database.

If the contact information is NOT on the list:

- 1. Click Add New Contact.
- 2. Enter "New Contact" information.
- 3. Click Submit.

If the contact information is ON the list:

- 1. Select the name of the contact.
- 2. Click Add Available Contact.
- 3. Click Submit.