



Description of Procedure for UNPAN Regional Web Pages Generated Automatically

1. The system will search the Content Server database for public documents from any ORC in the target region with the target Content Type
2. For each document, it will retrieve the **Full Title**, if available. If the Full Title field is empty, it will retrieve the **Title**
3. It will attempt to extract the **Year** from the **Publication Date**
4. It will group the document titles by Year, and within each year it will sort the titles by **Release Date**
5. It will create the web page and output the ORC logos and document titles grouped by Year, and sorted by Release Date within each year, so that the most recently entered document with a Publication Date in a given year will appear at the top of the list for that year
6. If the year cannot be extracted, either because it was entered incorrectly or because it was blank (this was allowed in UNPAN early days), it will appear at the bottom of the page under a heading titled "Year Undefined"
7. Links to each Year group will appear at the top of the page, including Year Undefined - if there is no link for Year Undefined, this means that all the documents on that page have acceptable dates.
8. While it is recommended that you use MM/DD/YYYY or MM/YYYY when entering the Publication Date, the year can be extracted from any of the following date formats (using 14 January 2003 as an example):

14 January 2003	January 14, 2003	January 2003	1/14/2003	14/1/2003
1-14-2003	2003-1-14	1/2003	01/2003	

or any text ending in a 4 digit year e.g. 'this was published in 2003'
9. It is also recommended that if you are checking-in documents in multiple languages, or if you want the reader to know that a document is written in a particular language, you should **add the name of the language in brackets at the end of the Full Title, since the text of the full title is exactly what will appear on the web page.**