

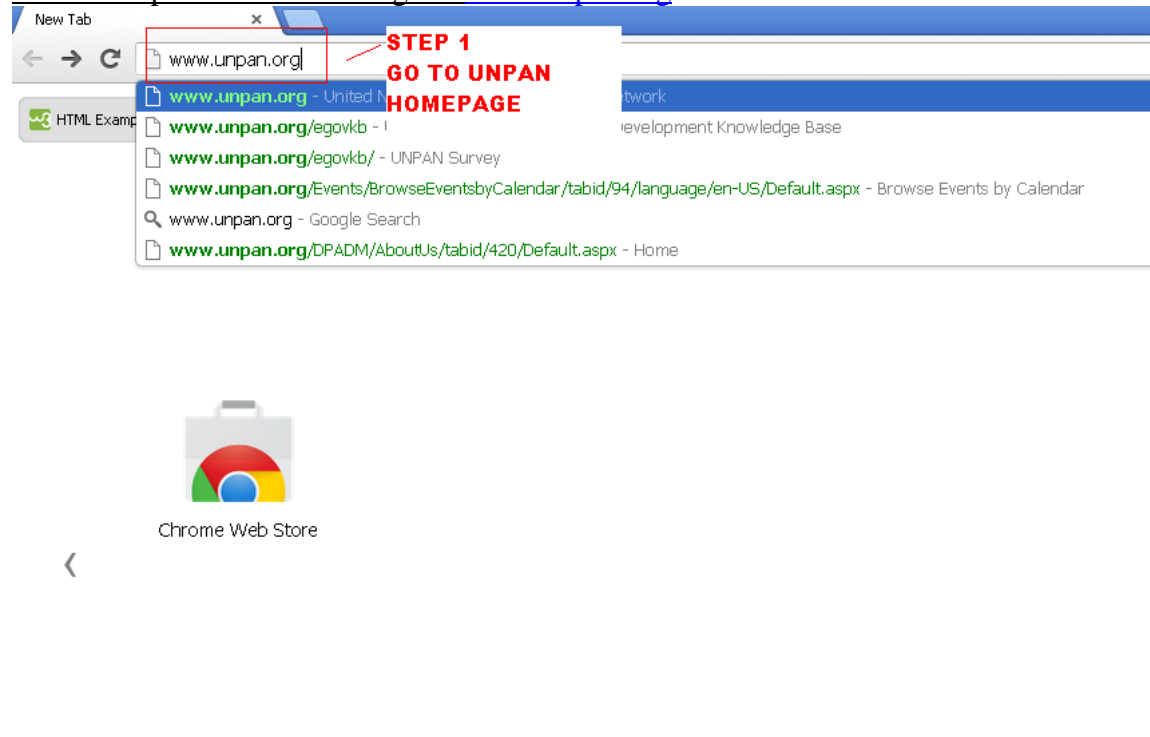
UNPAN CONTENT DISTRIBUTION TRAINING

How to add a document on UNPAN:

Note: Prior to starting the creation of an event you must have the following information of the document available:

- **Title**
- **Abstract**
- **Content Type**
- **Theme and Subtheme**
- **Date of Publication**
- **Document Language and Region**
- **Publisher and Author**
- **Date of Publication**
- **Source URL**

STEP 1: Open a browser and go to www.unpan.org



STEP 2: Log in with your UNPAN account.

**STEP 2
LOG IN**

Log in
unpan.org/Home/tabid/1243/ctl/Login/language/en-US/Default.aspx?returnurl=%2fHome%2ftabid%2f1243%2flanguage%2fen-US%

**STEP 2
LOG IN**

STEP 3: Go to 'HOME'

STEP 3
GO TO
'HOME'

United Nations
Public Administration Network

Home Regions E-Learning News Library Events Directories Blog Forum Contact Us U-Admin

About UNPAN
UNPAN Coordinator (DPADM)
UNPAN Members
UNPAN Newsletter
UNPAN User's Survey
UNPAN CMS
UNPAN Portal Guide
FAQs
DPADM Intranet
My UNPAN
RSS feeds
Contact Us

UNPAN Quick Poll

1. What is the most effective way in which ICT can improve governance in post-conflict settings?

by increasing efficiency & quality of service (22)	
by increasing transparency (25)	31%
by improving inter-agency dialogue (16)	20%
by enhancing inclusiveness (17)	21%

View Survey

UNPAN is a global networking tool that connects relevant international, regional, subregional, and national institutions worldwide for the promotion of better public administration.

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Follow UNPAN on:

STEP 4: Go to 'UNPAN CMS'

STEP 4
GO TO
UNPAN CMS

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STEP 5: Click on 'SUBMIT DOCUMENT'

STEP 6: Click on 'ADD A DOCUMENT'

UNPAN Content Management System (CMS)

Welcome to UNPAN Content Management System (CMS).

As UNPAN Partner, you will be able to add announcements, news, documents, events, different resources and you will be requested to login with valid username and password for the UNPAN Content Management System. Please contact us if you do not have username and password for the UNPAN CMS.

If you have any questions, please contact the [UNPAN Technical Support Team](#).

Please view the [UNPAN Guide \(Draft\)](#) to learn more about technical aspects of UNPAN.

[Manage](#)

- + [Submit Announcement](#)
- + [Submit News](#)
- + [Search Document](#)
- [Submit Document](#)

**STEP 5
CLICK ON 'SUBMIT DOCUMENT'**

[Manage](#)

UNPAN Library is used in order to share relevant documents on public administration between different countries. Please note that you will be requested to provide a username and password for the UNPAN Document Management System. Please contact [UNPAN Technical Support Team](#) if you do not have a username and password for the UNPAN Document Management System.

[Add a Document](#)

**STEP 6
CLICK ON 'ADD A DOCUMENT'**

- + [Submit Events](#)
- + [Submit Resource](#)

Another window will open after clicking on 'ADD A DOCUMENT' (see figure below)

STEP 7: Sign in with the following credential

Username: (Name of your organization, i.e. CPSI)

Password: unpan@2012

This is the temporary password for first time log in. You are highly encouraged to change your password.

UNPAN Content Management x Sign In x

workspace.unpan.org/_forms/default.aspx?ReturnUrl=%2funpanworkspace%2f_layouts%2fAuthenticate.aspx%3f

**STEP 7
SIGN IN WITH YOUR
ORGANIZATION LOG
IN INFORMATION**

Sign In

Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.

User name: CPSI

Password:

Sign me in automatically

Sign In

1. Ensure the name of your organization is correct
2. Enter the document **Title** ensuring that the first letter of each word is upper case except for articles and prepositions
3. Enter a **Abstract**
4. Select a **Theme or Themes**
5. Enter a **Content Type** for your document (Helpful hint: if you start typing in the field the list will narrow down). Once selected click the right pointing arrow to move it in to the field
6. Select **Region/Country** from the dropdown menu
7. Enter or Select **Keyword or Tag**
8. Select the **Language** the document is in.
9. Enter the **Individual or Institution Author** of the document.
10. Enter the **Publisher** of the Document.
11. Enter the **Date of Publication**

STEP 9: Select 'UNPAN'

STEP 10: Click on 'CHOOSE FILE' and upload file from you computer

STEP 11: Review your work and click on 'UPLOAD CONTEN'

UNPAN Content Management | unpan.doc | Browse Events by Calendar | workspace.unpan.org/unpanworkspace/SitePages/unpan.doc.aspx

Site Actions | Browse | Page | CPSI

Upload UNPAN Document

version 1.2

Please note : All fields with "RED" asterisk

Current User : CPSI

UNPAN Partner:

Title: *

Abstract/Description: *
max 1800 characters with spaces

Number of characters: 978

Theme: *

Content Type: *

Region/Country: *

Language: *

Individual/Institution:

Author(s): *

Publisher: *

Date of Publication: * *Valid Date*

e.g. 2 January 2010

Source URL: *valid URL*

Notes:

Web Portal: APHRMSnet DPADM UNPAN UNPOG

Document: * unpan050558.pdf

STEP 9 SELECT 'UNPAN'

STEP 10 CHOOSE FILE FROM YOU COMPUTER

STEP 11 CLICK 'UPLOAD CONTENT'