UNPAN CONTENT DISTRUBUTION 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: 0	: Open a browser and go to www.unpan.org	
New Tab	STEP 1	
	GO TO UNPAN C www.unpan.org - United NHOMEPAGE twork	
HTML Examp	x ^{ame} 🗋 www.unpan.org/egovkb - I vevelopment Knowledge Base	
	🗋 www.unpan.org/egovkb/ - UNPAN Survey	
	🗋 www.unpan.org/Events/BrowseEventsbyCalendar/tabid/94/language/en-US/Default.aspx - Browse Events by Cale	ndar
	🔍 www.unpan.org - Google Search	
	🗋 www.unpan.org/DPADM/AboutUs/tabid/420/Default.aspx - Home	
	Channe Web Channe	
,	Chrome web Store	
<		

STEP 2: Log in with your UNPAN account.	
United Nations Public Administration Network	Giobal Latin America & Carlbban
Home Regions E-Learning News Library Events Direct	tories Blog Contact Us
THUTHING	UNPAN Quick Poll
News Updates from Division From Laboration Stratigue and Dr Committee of Expansion Public ADRA 51/4001 20102013	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) by increasing transparency (25) 31% by improving inter-agency dialogue (16) 20% by enhancing inclusiveness (17) 21%
- SICEREES - SOM TO	
II (()) <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u>	
UNPAN is a global networking tool that connects relevant internat and national institutions worldwide for the promotion of better publ	ional, regional, subregional, UNPAN STEP 2
search	Register Login
ASIA AND THE PACIFIC 03 November 2009	
The Latest Issue of Governance Asia-Pacific Watch Released RCOCI is pleased to announce and briefly introduce the publication of her latest issue of <u>Governance Asia-Pacific Watch (October 2009)</u> , which focuses on the latest development about Asia Pacific countries	Follow UNPAN on:
ier Log In X	
C 🗋 unpan.org/Home/tabid/1243/ctl/Login/language/en-US/Defa	ault.aspx?returnurl=%2fHome%2ftabid%2f1243%2flanguage%2fen-US9
United Nations Public Administration Network	Global America & Caribbean Arab States Global Latin America & Caribbean
Home Regions Standards/Codes E-Learning New	s Library Events Directories Blog Contact Us
search	Register Login
Username: Password: Login Remember Login	STEP 2 LOG IN
Register Retrieve Password	
Site Map FAQs Te	erms And Privacy Contact Us
Copyright 2008-2010 by UNPAN - I	Jnited Nations Public Administration Network





STEP 5: Click on 'S	<u>UBMIT DOCUMENT'</u> DD A DOCUMENT'					
UNPAN Content Managemen	×					
← → C 🗋 unpan.org	/Home/UNPANCMS/tabid/784/language/en-US/Default.aspx					
<u>Admin Modules Pag</u>	<u>es</u> <u>Tools</u>					
About UNPAN	Welcome to UNPAN Content Management System (CMS).					
UNPAN Coordinator (DPADM)	As UNPAN Partner, you will be able to add announcements, news, documents, events, different resources and conta will be requested to login with valid username and password for the UNPAN Content Management System. Please co					
UNPAN Partners	you do not have username and password for the UNPAN CMS. 					
UNPAN Newsletter	If you have any questions, please contact the UNPAN Technical Support Team.					
UNPAN User's Survey						
UNPAN CHS						
FAOs						
DPADM Intranet	Please view the UNPAN Guide (Draft) to learn more about technical aspects of UNPAN.					
My UNPAN	Manage					
RSS feeds	+ Submit Announcement + Submit News STEP 5 + Search Document CLICK ON 'SUBMIT DOCUMENT'					
Contact Us						
Director's Corner						
- Regions						
→ Standards/Codes	UNPAN Library is used in order to share relevant documents on public administration betwee					
🔺 E-Learning	Delow to direct in a document. Please contact UNPAN Technical Support Team if you do no					
- News	UNPAN Document Management System.					
🔺 Library						
→ Events						
- Directories						
→ Blog	eter c					
- Forum	Add a Document SIEP 6					
→ Contact Us	CLICK ON 'ADD A DOCUMENT'					
→ U-Admin						
→ DPADM PublicationTest	+ Submit Events					
→ Country View	+ SUDMIT 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.

✓ INPAN Content Managemen × Y ← → C	j Sign In × n.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 In Sign me in automatically

- 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**

<u>STEP 9: Selecet 'UNPAN'</u> <u>STEP 10: Click on 'CHOOSE FILE' and upload file from you computer</u> <u>STEP 11: Review your work and click on 'UPLOAD CONTEN'</u>

	ent Managemen 🗙 🛛 🔀 unpandoc	× VIN Browse Events by Calendar	×				
← ⇒ C [workspace.unpan.org/unpanwork	space/SitePages/unpandoc.aspx		\$\$] ≡			
Site Actions 👻 📷	Browse Page			CPSI +			
Upload UNPAN Document							
		versio	in 1.2 F	Please note : All fields with "RED" asterik a			
	Current User : CPSI						
UNPAN	CPSI						
Partner	Open Covernment Data Case S	tudu: India					
l itle:		udy. Indra					
Abstract/ Description:	This report looks at some of the in government, the state of civil s	landscape relevant to open gover society, the media, the policies that	rnment data (OGD) ir at affect it from the Ri	1 India, starting from the current environment ght to Information Act, standards-related			
*	policies, e-governance policies organisations (CSOs) and publi-	and the copyright policy. It also loc c private partnerships, and profile:	oks at a few case stu s some civic hackers	dies from government, civil society s. It then examines some of the varied			
characters	challenges to the uptake of OGE imbalances being worsened by	in India, from infrastructural probl transparency. Finally, it lays out οι	lems of e-governanc ur observations and s	e to issues such as privacy and power some recommendations. It concludes by			
with spaces	noting that OGD in India must be US, and providing some constru-	looked at differently from what it l ctive thoughts on how we should t	has so far been unde think about OGD in Ir	erstood as in countries like the UK and the India.			
		Number	r of characters: 978	2			
Theme : *	Open Government Data and Se	rvices 🔽	Electronic and	Mobile Government			
		l		Jent Data and Services			
Content	Apalytical Document						
Type : *	Allalytical Document						
Region/	India	~					
Country: *	India			×			
Language	English						
*							
Individual/	Glover Wright, Pranesh Prak	ash Sunil Abraham, Nishant S	Shah				
Institution							
	Transparency & Accountabil	ity Initiative					
Publisher Date of							
Publication							
• • • •							
e.y.∠ January							
2010 Source	Les lleis india ara(anonnoco		a met m alf				
URL	http://cis-india.org/openness/blog/publications/open-government.pdf valid i						
Notes				STEP 9 Select 'Unpan'			
Web Portal:	APHRMSnet	DPADM		UNPAN UNPOG			
Document	Choose File unpan050558.pdf						
*							
STE	EP 10			STEP 11 Click ' Upload Content'			
CHC	OSE FILE FROM YOU C		Upload Content				