



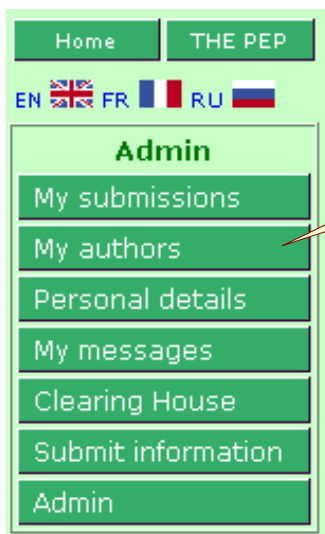
User guide: My Clearing House

1. Presentation of the features

In order to facilitate the management of the Clearing House and to provide a space for advanced features, a special page, called *My Clearing House* was developed. At the moment, only a few services are available but we expect to have more in the future. The following features are currently available:

My submissions	By going to My submissions page, you get access to all documents that you submitted. It is possible to edit them and to see their status.
My authors	By pressing My authors button, a page containing all authors that you added is displayed. It is possible to edit them.
Personal details	If you want to change your password or modify your postal or email address, press the Personal details button.
My messages	The Clearing House will facilitate soon the exchange of knowhow among registered users. By pressing My messages , you will see the messages that were addressed to you.
Clearing House	This button will bring you back to the home page of the Clearing House.
Submit information	This button will lead you to the submission form in order to send a new document.
Admin	The Admin button provides access to administrative area of the Clearing House. It has limited access.

Depending on the users' comments and suggestions, the features of **My Clearing House** may change. Some advanced features, such as a bulletin board, are also under preparation. They will be placed in this area.



All green rectangles corresponds to a button that leads you to a specific page. These pages are described in chapter 3 of this document.

II. My authors

When you submit a new document to the Clearing House, you may need to create a new author (see the guide "[Step-by-step guide: submit a document](#)"). All the authors you have added can be listed by selecting My authors, like in the example below.

ID	Name of the Author <small>Name: nom, appeler</small>	Abbreviation	Edit	Delete
0	Central European Initiative	CEI	Edit	Delete
2	European Conference of Ministers of Transport	ECMT	Edit	Delete
3	Organisation for Economic Co-operation and Development	OECD	Edit	Delete
4	United Nations	UN	Edit	Delete
5	World Health Organisation - Europe	WHO/Europe	Edit	Delete
7	United Nations Environment Programme	UNEP	Edit	Delete
8	World Health Organization	WHO	Edit	Delete

You can edit each author separately by pressing the button **Edit**. This will let you modify the name and the abbreviation. In some case, we may also need to delete the author (for instance if the author was inserted by error). Click the **Delete** button. However, the Clearing House will refuse to delete an author if it is currently used for a document.

III. Personal details

To be allowed to insert new documents in the Clearing House, you need a user name and a password. This information is secretly stored on a server. Aside these security elements, the Clearing House also stores other information related to you, like your email address, your organization, your phone number. Should these details change, you can inform us electronically by completing and updating the **Personal details** page. For technical reasons, the user name can not be changed.

➤Note: If you change your password, you have to write it twice (a first time in the *Password* field and second time in the *Confirm password* field).

➤Note: Once you have finished to update your personal details, click the **OK** button to save the modifications.

IV. My messages

On this page, you can see all messages that are sent to you related to the Clearing House activities. Should you receive a message, you will be notified immediately by email. In the future, this message box will be connected to the bulletin board or to other features that may be developed later on.

V. Clearing House

This button is a link to the home page of the Clearing House.

VI. Submit information

As mentioned above, the Clearing House has a special form that allows for submission of new documents. This button will lead you to this form.

VII. Admin

The **Admin** button is used by the users who would like to change the configuration of the Clearing House. For security reason, there are some restrictions to access this page. A dedicated guide is available for people who need to administrate the Clearing House.