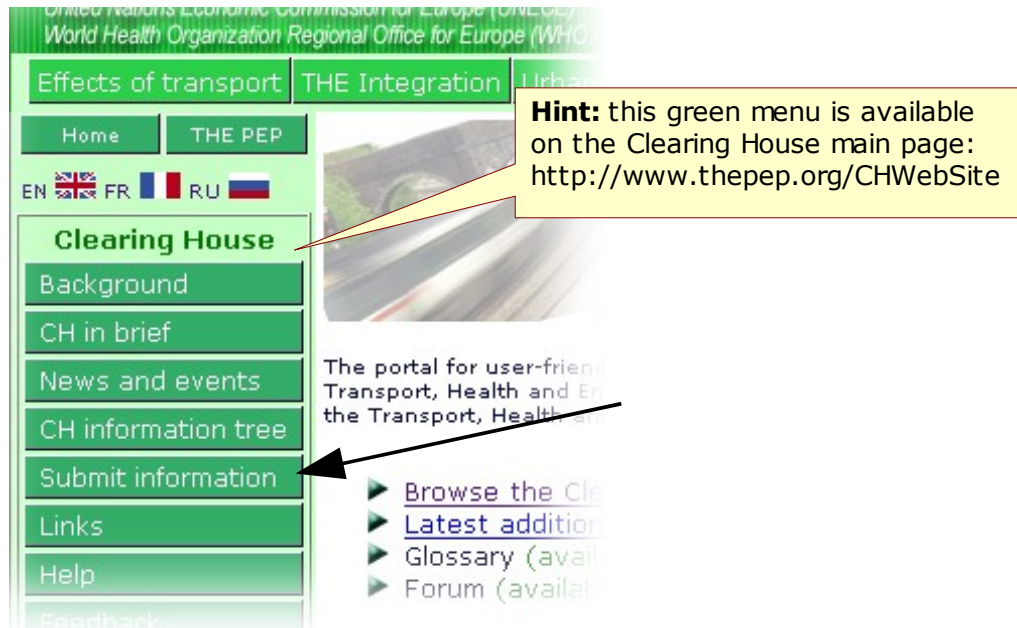


## User guide: Submit a document

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### 1. Access to the submission form



- I. To access the submission form, click on **Submit information** on the left-hand side menu.

### 2. Credentials

To access the restricted area, you will be requested to enter your **user name** and **password**. These credentials have been provided to authorized users. In case you have not received them or have forgotten them, send an email to [CHFeedback@thepep.org](mailto:CHFeedback@thepep.org) describing in detail your request.

The login form contains the following elements:
 

- A heading: "Please insert your user name and password."
- A "User name" label followed by a text input field containing "pasquier".
- A "Password" label followed by a password input field with masked characters.
- Two buttons: "Reset" and "Login".

 Red arrows point from labels on the right to the corresponding input fields and the "Login" button.

- II. Enter your user name
- III. Enter your password
- IV. Click on the **Login** button

### 3. Submission form

If your user name and password are correct, pressing the **Login** button will redirect you to the submission form.

Before submitting a document, please consult the Terms of Use.

This form allows you to define the format of document you would like to submit. (Web Link, Document Reference, Document File).

➔ First, the document format should be defined, before filling in the other fields further down. Once the form is completed, the format can not be changed without losing the entries.

#### V. Select the document format

The screenshot shows a form with a dropdown menu for 'Document format'. The dropdown is open, showing three options: 'Web Link', 'Document Reference', and 'Document File'. The 'Web Link' option is currently selected. Below the dropdown is a text input field for 'Title' with the placeholder text 'Please specify the title of the document you are submitting'.

#### Reminder:

**Web Link** is a link to a web page or a document on Internet (for example: <http://www.unece.org/env/>)

**Document Reference** is a reference to a book, a paper or any document not available electronically.

**Document File** is a document available on your own computer which you would like to upload to the Clearing House (only PDF format)

#### VI. Specify a title

The title will be displayed as shown below. Abbreviations should be spelled out in full.

The screenshot shows a preview of a document title. It features a globe icon followed by the text 'LUTR - Land Use and Transport Research'. Below this, there is a brief description: 'ten research projects coordinating programmes covering individual policy instruments, integrated approaches, decision-support tools, indicators and targets, cycling, good practice in implementation, guidebooks'. At the bottom, it says 'ENGLISH' and provides a URL: 'http://www.ess.co.at/LUTR/index.html (26KB)'.

#### VII. Select an author

The screenshot shows the 'Author' selection interface. It includes a button labeled 'Choose authors'. Below the button is a text area that currently contains '<empty> (Click the button above to add authors)'. The text area has scroll bars on the right side.

Authors can be selected by pressing the button **Choose authors**. A window will pop up. On the left side of the new window, there is a tree containing all the authors currently available in the database. Click the small  $\oplus$  to expand the tree. If the desired author can be found, click on it and it will be displayed on the right side of the window, in the white box. In the same way, several authors can be chosen. Once the author(s) are selected, click the button **Commit**. The current window will disappear and the selected authors will be shown in the submission form.

**Authors Tree**

1. Use this tree to locate the author of your document. Click on the small cross to expand levels.

2. The authors you have selected should be listed below:

World Business Council for Sustainable Development

3. Once you have selected author(s), please click the following Commit button.

Commit

\* For New Authors: New (If the author does not exist in the left tree)

Like to suppress one or more authors above, select one line at a time and click on the Delete button

Delete

**When an author is selected, it is displayed in this box.**

**Select one or more authors**  
You can select as many authors as you wish in the tree. Navigate the tree and click on the authors that are relevant to the document you are submitting.

**Click on the **Commit** button to finish with the insertion of authors**

In case the desired author is not available in the database, it can be added by clicking on the button **New** available in the right side of the window. A new grey window will appear (see below).

First select the language this new author will be written in. Then the name of the author must be specified (example: World Health Organization). If applicable, the author's abbreviation should be written (example: WHO).

Finally, navigate the tree to choose the class the new author has to be attached to. For instance, "WHO" can be attached to "UN System". In this case, UN System has to be selected. It will be displayed in the white box on the right side.

Once all information is properly inserted and selected, click the "Submit" button at the bottom of the page.

**Add a new author**

With this form, you can add a new author that does not exist in the database at the moment.

Language:  Select the language in which you write the author's name

Author name:  \* Example: United Nations Economic Commission for Europe

Author abbreviation:  Example: UNECE

**Authors classification**

- Authors
  - International Body
    - Intergovernmental
      - UN System
      - EU
      - Other
    - Academia
    - NGO
    - Private Sector
  - National Body

**New author belongs to:**

Authors/International Body/Intergovernmental/UN S

Use the tree on the left side to list possible classes for the authors. You can expand it using the small "crosses". Click on a least one group.

You can click only lower classes, like "UN System" and not higher classes, like "Intergovernmental".

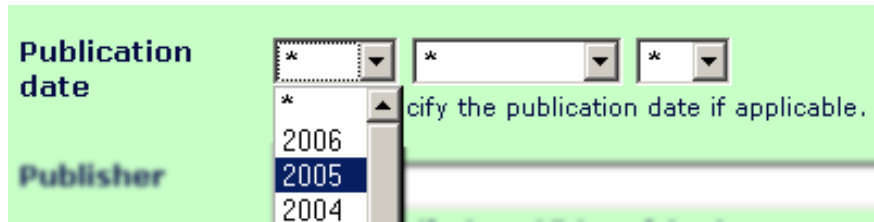
\* Delete class

◆ This author already exists  
◆ You must select a least one class.

Reset Submit

➔Note: If the new author already exists in the database, a warning is displayed.

### VIII. Specify a publication date



For some documents, you are asked to specify a date of publication. Only the "Year" is mandatory. If you know the month and day, you should also indicate them. The validity of the date is checked (i.e. February 31 is not acceptable). Please note that for web links, the publication date is NOT mandatory.

### IX. Insert the publisher name



Example of publisher: "United Nations publication"

A publisher is only mandatory when submitting a Document Reference.

### X. Select a Language

Please select the language you will be writing the short description in. (for the moment, only English, French and Russian are supported)

### XI. Type in a Short Description

The description should be brief and self-explanatory. It should include important key words of the submitted document. Its length is limited to 255 characters.

### XII. Document upload

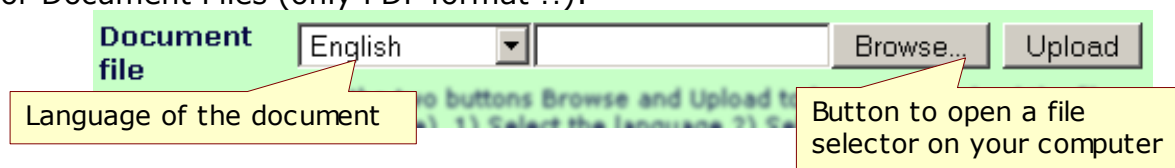
#### ◆ For Web Links:



- Specify the language of this web site.
- Type in or paste an URL from your Internet browser.
- Press the **Add URL** button to validate the URL and the language.

If the web site is also available in another language, select it and fill in once more the field with a URL. Press the **Add URL** button again.

#### ◆ For Document Files (only PDF format !!):



- Specify the language of the document.
  - Click the Browse button to open a file selector on your computer. Look for the PDF file to be uploaded.
  - Press the Upload button to validate the document and the language
- If a translation of this document is available in one of the 2 other languages, you can also upload it/them by selecting the appropriated language and by clicking again the **Browse** button and the **Upload** button.

### XIII. Specify the type of document

Documents must be assigned to one or several of the following types: **Policy, Legislation, Case Studies, Research and Methods, Indicators and Data, Capacity Building and Funding**. For the first five types, a geographical scope must be specified.

➔ If the scope is "Subregional/National", you may select a subregion or a country. If **only** "International" scope is selected, there is no use to specify a country (the choice will not be taken into account).

### XIV. Assign document to Clearing House categories

<input type="checkbox"/> <b>THE integration</b>	<input type="checkbox"/> <b>Urban transport</b>	<input type="checkbox"/> <b>Demand management</b>	<b>Cross-cutting issues</b>
<input type="checkbox"/> <b>Strategies</b> <input type="checkbox"/> National strategies <input type="checkbox"/> Action plans <input type="checkbox"/> Capacity building <input type="checkbox"/> Implementation <input type="checkbox"/> <b>Institutional mechanisms</b> <input type="checkbox"/> Assessment tools and	<input type="checkbox"/> <b>Public transport</b> <input type="checkbox"/> Benefits <input type="checkbox"/> Bus and rail <input type="checkbox"/> Performance of services <input type="checkbox"/> Institutions and organisation <input type="checkbox"/> Urban planning <input type="checkbox"/> Infrastructure and	<input type="checkbox"/> <b>Modal split</b> <input type="checkbox"/> Information/knowledge management <input type="checkbox"/> Maritime transport <input type="checkbox"/> Rail transport <input type="checkbox"/> Aviation <input type="checkbox"/> Subsidies <input type="checkbox"/> Transport/economic	<input type="checkbox"/> <b>Ecologically sensitive areas</b> <input type="checkbox"/> Criteria <input type="checkbox"/> Transport demand management <input type="checkbox"/> Case-studies: alpine region and lakes <input type="checkbox"/> <b>Children and other vulnerable road users</b>

You can choose any of the categories in the table. However, if a specific category is selected like "Benefits" (under "Public transport"), please also check wider categories, like "Public transport" and "Urban Transport". In selecting categories, please ensure that they reflect the content of the document.

### XV. Submit a document

Once the form is completed, please press the **Submit** button. A new window acknowledging the submission should appear:

#### **Thank you for providing information into THE PEP Clearing House**

If you would like to submit another document, click the following button.

new

If you would like to edit this information, please click the following button.

edit

#### *Summary of your submission*

Title	Программа совместных международных действий по гигиене окружающей среды в СНГ "Будущее наших детей"
Author	- Совет по сотрудничеству в области здравоохранения СНГ

In case the above window does not appear and the submission form remains on screen, it means that an error has occurred. Check the form for errors indicated in red, correct them as appropriate and press the **Submit** button again.

Note: For any questions, please contact the THE PEP secretariat: [CHFeedback@thepep.org](mailto:CHFeedback@thepep.org)