

Guide to navigate on the [un-tradefacilitation.net](http://www.un-tradefacilitation.net) web site

This UN web-site dedicated to trade facilitation: www.un-tradefacilitation.net is presently operating on a restricted trial basis, with those agencies who were willing to participate. The collective experience of all concerned agencies will be used to fine-tune the web-site.

Visiting the web site

When visiting the site, you will find on the left hand of the Welcome page a number of "buttons" described below:

- **A tool for a cooperation scheme:** includes the PowerPoint presentation of the UNCTAD proposal, prepared for the meeting.
- **Agencies area:** will lead you to a page with buttons for each of the UN agency that participated in the meeting. Clicking on one of these buttons will take you into the "room" (or a partition of the web-site) made available for the corresponding agency. This room only contains information that will be directly input by selected persons (**Participants**) designated by each agency as manager or authors. Only these persons will be authorized to input information in their respective room on the web site. Any user can surf through the rooms and find out the public-access contribution of each agency to a given issue. The manager/authors of one agency can read AND write in the agency's own room, and read the contents of the other rooms. An anonymous user will only be entitled to read the contents of all the rooms, unless so decided.
- **Participants:** shows the list of selected persons designated by each agency as manager or authors. This button will only appear once the user has "signed in" as Manager/Author in his respective agency room. Only participants benefit from advanced features such as e-notification on scheduled events and contributions to the site, advanced search, etc. An anonymous user will not see this button.
- **Meetings and events:** provides a public-accessible calendar view of trade facilitation events as posted by the participants of the various agencies. Background information could be added whatever the format.
- **Message board:** A discussion forum that provides the possibility for participants (see above) to leave messages with other participants.
- **Useful bookmarks:** contains bookmarks to trade facilitation web sites as posted by the participants of the various agencies.
- **Useful contacts:** provides name and coordinates of contact persons interested by trade facilitation issues. These persons will be identified by the participants (see above) of each UN agency. The idea is to contribute to the creation of a searchable, publicly available roster of consultants/experts in this field.
- **Customize:** This button will only appear once the user has "signed in" as Manager/Author in his respective agency room. An anonymous user will not see this button

How to start making this web site live!

Once designated as Manager or Author, you will be given privileged access to your agency room on the web site. Using your name and assigned password, you will be able to **sign in** (in the dialogue box **Tools**).

Recognized as Manager/Authors, you will be granted the capacity to read AND write in the agency's own room, read the contents of the other rooms, and benefit from advanced features such as automatic e-notification and advanced search..

A standard navigation structure has been pre-built for each agency, flexible enough to allow each agency to make it evolving according to their needs, policy, and the web-exposure they want to have. This facility is delegated to each room's manager. Capacity to populate is delegated to each room's author.

As a starting point, the Welcome page of their agency room includes, on its left hand, a number of "buttons" described below:

- **Instructions:** takes you to the Welcome page and indicates what Authors and Manager can do within the agency room.
- **Room Index:** shows information on all documents posted in the agency room. The full document can be read by clicking on its description.
- **Room Security:** allows the designated Manager of the agency room to authorize Manager, Author and Reader access, as deemed appropriate by the agency.

It is now left up to you, the Manager and the Authors, to start populating, as deemed appropriate, your agency room with relevant information such as documents, links, and agendas of events together with supporting documents. To start populating the agency room, you must click the red button "**New**" at the top right of the page.