

UN-REDD Programme Online Workspace
Instructions for users
Coordination Group, Secretariat, UN Teams in country

May 2009

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Goals and Objectives of the UN-REDD Programme Online Workspace

The goal of the UN-REDD Programme online workspace is to facilitate and promote effective online collaboration for active members of the UN-REDD Programme. It provides different access and editing rights to different users, and is designed as a dynamic instrument where the vast majority of contents is provided by users. It serves the following objectives:

- Sharing working and final documents
- Providing updates on UN-REDD Programme activities related to joint national programmes, collaboration with partner organizations, and REDD in general
- Managing time, posting events and announcements
- Providing contact information for UN-REDD Programme colleagues and partners
- Allowing open or moderated discussions
- Tracking the status of a project under the international support functions (this feature is currently in development)

Using the Workspace – Access

This workspace is not open to the general public and can only be accessed by users who have been granted a username and password*. To start, type in your browser the following url address:
<http://www.unredd.net>:

Enter your username and password and click on the “Login” button



UN-REDD Programme On-line Workspace

United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries

FAO UNDP UNEP

Username

Password

Remember Me

Login

[FORGOT YOUR PASSWORD](#)

In addition to the administrator, three categories of users have different access/editing rights. These user categories are:

- 1) Internal users : Coordination group and Secretariat. *They are marked with three stars (***) in the contacts link .*
- 2) UN Team users: Regional Technical Advisors and FAO, UNDP or UNEP personnel in country. *They are marked with two stars (**) in the contacts link .*
- 3) Limited access users. *They are marked with one star (*) in the contacts link*
 - a) National (government or UN) Counterparts
 - b) Partner Organizations

* With the exception of the Documents feature, who can be accessed and browsed without a username and password.

A table describing user access level to all functions is presented in Annex 1.

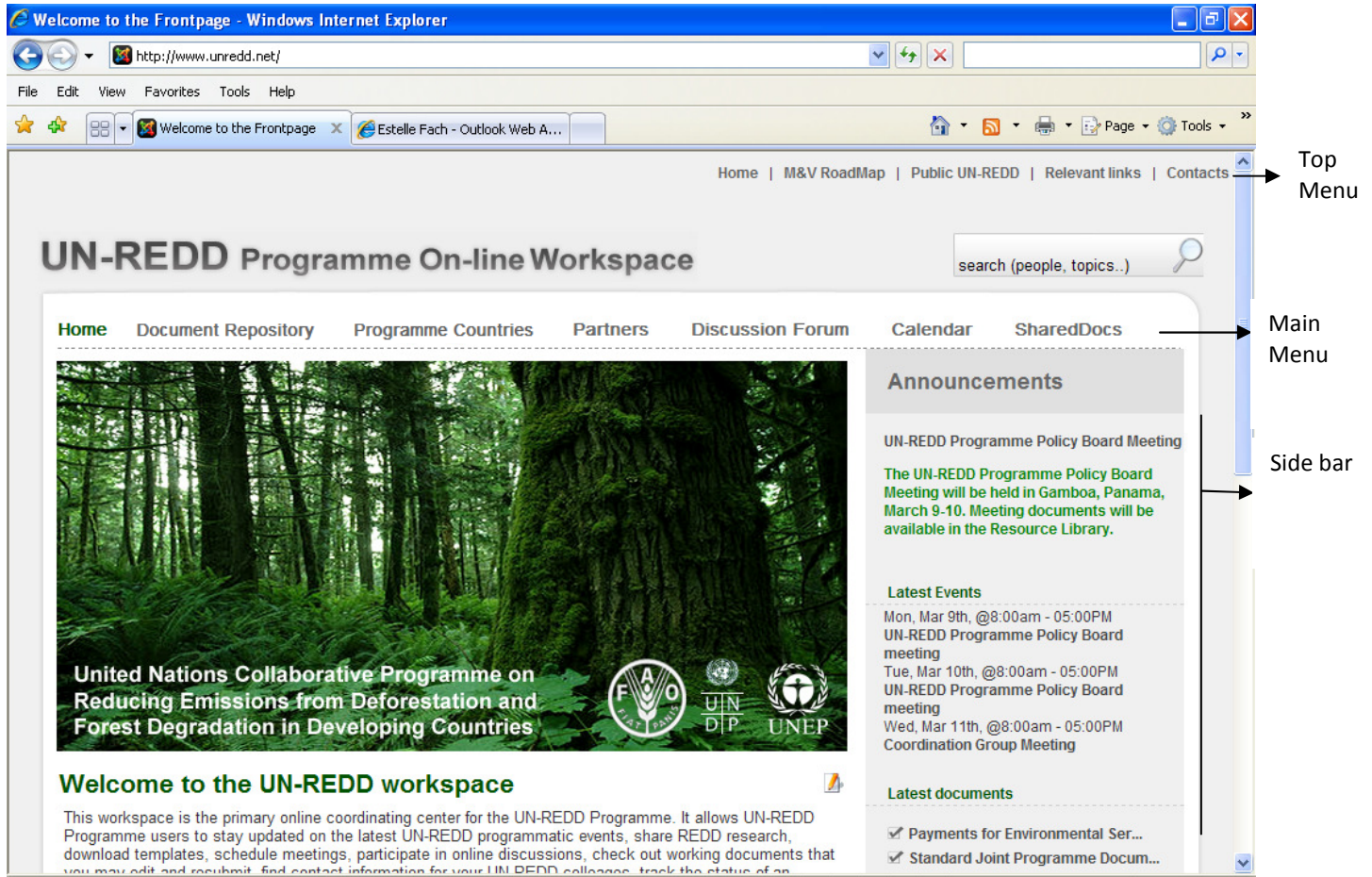
To suggest a user, please contact Estelle Fach at estelle.fach@undp.org.

Please specify:

- Full name
- Organization
- Email address
- Access level (see Annex 1 for more details)


Using the Workspace - General Presentation:

The workspace home page is composed as such:



Using the Workspace - Adding content

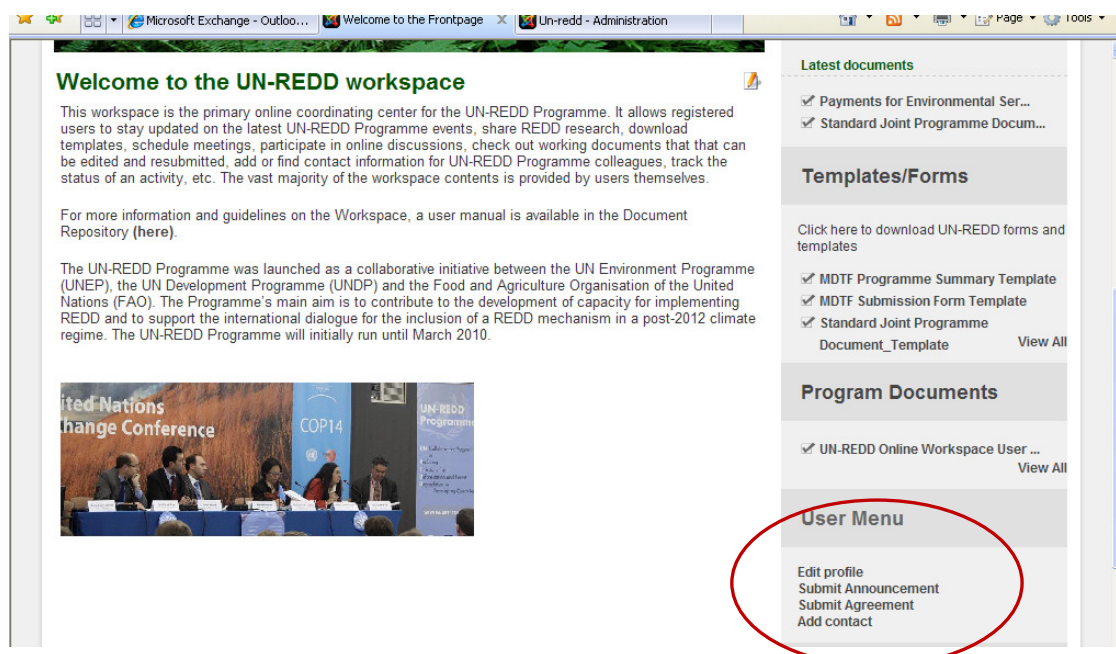
Content on the workspace can be edited with four main tools:

1. Throughout the workspace, text can be edited anytime you see the edit icon (). This icon may or may not appear according to the level of your user access
2. In wiki pages, text can be edited by clicking on the “edit” tab.

Box 1 : *Guidelines to editing a wiki:*

- Content should be in reverse chronological order, so your latest contribution should be added to the top of the page
- Date all your contributions (DD/MM/YY)
- Start with creating a new header. To do so, type your header text and add two equal signs “==” at the right and the left of this text
- To create a sub-header, type your header text and add three equal signs “===” at the right and the left of this text
- To add a bullet point, start your text with a star (*)
- To underline text, frame it with <u> and </u> (for example : <u> your text </u>)
- All links to web site must start with http://
- To insert an image, click on “embedded image”; replace the existing name with the name of the file you wish to insert; click on the link prompting you to upload a new file; do so by browsing through your files. You will have to modify the size of the file in your original document, since it cannot be modified after it has been inserted.
- _Remember that all inputs (dates, changes and authors) are permanently recorded under the “history” tab

3. The SharedDocs, Document and calendar features allow users to upload/download documents
4. The user menu in the side bar:



This user menu allows the user to:

a. User menu: Edit profile

Clicking on “Edit Details” in the user menu will allow you to change the email address on file, your workspace password, the language and the time zone.

It is highly recommended that you change your password to a password that includes both alpha numeric and non alpha numeric characters.

b. User menu: Submit an Announcement

Announcements may appear on the front page (side bar) or in the regions or country pages.

To create an announcement:

- Click on “submit announcement”
- Under Editor: add title and text
- Under Publishing :
 - o under section, select “announcements”
 - o under category, select “general” for the home page, or a specific region or a country for regional or country announcements
 - o Published: select “yes”
 - o Show on front page: select “no”
 - o Select a start date
 - o **Select an end date.** If you fail to do so, the announcement will not appear.
 - o Select key words if needed. These will be recognized when searching the workspace
- Click on the Save Button at the top of the page

To modify an existing announcement:

- Click on the header of the announcement
- Click on the edit icon on the far right

- Edit the text
- Press the Save button

c. User menu: Submit Agreement

Agreements (e.g. MoU) appear in the side bar of Partners pages.

To upload an agreement, with comments:

- Click on “submit agreement” in the user menu
- Under Editor: add title, upload document, add text as comment if necessary
- Under Publishing:
 - o under section, select “Agreements”
 - o under category, select the corresponding organization (e.g. CFPF)
 - o Published: select “yes” (default)
 - o Show on front page: select “no” (default)
 - o Select a start date (set by default at the current date)
 - o **Select an end date.** If you fail to do so, the Agreement will not appear.
 - o Select key words if needed
- Click on the Save Button at the top of the page


d. User menu: Add contact

Contacts appear in the “contacts” list in the **top bar** and in the **country and partners pages**. Contacts can be added, but not removed, through the workspace, and we therefore encourage you to search for the contact you wish to add beforehand. To do so you may use the search button on the home page, or browse the “contacts” link in the top bar.

To add a contact:

- Click on “Add contacts” in the user menu
- Under “Name”
 - o Enter name in the following format : last Name, First name
 - o Published: select yes (default)
 - o Category: select the country or agency of the person you wish to add. Note that there are two categories, Workspace members and non members, and several sub categories.
- Under “Information”
 - o Enter as much information as you wish to appear in the open field
 - o Under “image”, you may upload a picture by clicking on “browse”. The image will be formatted automatically.
- Under Parameters
 - o Select the parameters you wish to see appear. All others will remain hidden.
- Press the save button at the bottom of the page.
- You may visualize the new contact lists by clicking on the “Contacts” link in the top bar (upper right corner)

To edit a contact

- Click on the “Contacts” link in the top bar (upper right corner)
- Click on the edit icon () next to the name you wish to edit.
- Edit
- Press the save button at the bottom of the page

Using the Workspace – Features

1. Documents

The Documents feature is the repository of approved documents. It currently has 6 folders (each containing sub folders) titled:

- Coordination Group and Secretariat only (invisible to other users)
- Countries
- Global programme
- Partners
- REDD publications
- UN-REDD (Communications, Foundation documents, Policy Board, templates and forms with guidance, Workspace help)

To upload a document:

Click on “Submit file” and follow the 3 steps. Fill in the information and press submit.

To move a document between folders:

Clicking on the file name and press the “move” button”

To download a document:

Click on the file name and press the Download button.

To temporarily prevent other users from downloading a document:

Press the check-out button. To reauthorize access, press the check-in button

The Search function of the Documents feature searches within the text, the title and the tags provided upon uploading.

Access:

The Coordination group, Regional Technical Advisors and Secretariat may “hide” a document from Partners Organizations and National Counterparts by pressing the “unpublish” button.

The Coordination Group and Secretariat may upload documents in the “Coordinarion Group and Secretariat only” folder that will only be visible to the aforementioned users.

Note: The link to the Library may be sent to any person (registered or not as a workspace user) by copying the url address in a browser. The person receiving this link may click on it and access/navigate the Resource Library. This person however will not be able to access the rest of the workspace. This person will not see the contents of the restricted folder, or unpublished documents.

2. Programme Countries

2.1 Opening page

The Programme Countries opening page (see screenshot below) is accessed by clicking on the “Programme Countries” link in the top menu. Accessing each country page directly is possible through the drop-down menus in the top menu.

Region-wide announcements can be added using the “Submit announcement” button in the User Menu (see page 4)

Home | M&V RoadMap | Public UN-REDD | Relevant links | Contacts

UN-REDD Programme On-line Workspace

search (people, topics..)

Home | Document Repository | Programme Countries | Partners | Discussion Forum | Calendar | SharedDocs

Country Programmes

National Joint Programmes in AFRICA

The Democratic Republic of the Congo, Tanzania and Zambia receive assistance through the UN-REDD Programme. Click here to access information on national joint programmes in these three countries.

Africa Announcement

This is the space for Africa regional announcements. Click on the header to modify this text, or, if you are authorized, go to the home page/submit announcement link in the side bar to create a new one.

National Joint Programmes in ASIA AND THE PACIFIC

Indonesia, Papua New Guinea and Viet Nam receive assistance through the UN-REDD Programme. Click here to access information on the national joint programmes in these three countries.

National Project Documents

No documents...

Templates/Forms

Click here to download UN-REDD forms and templates

- ✓ Joint Programme Budget
- ✓ MDTF Programme Summary Template
- ✓ MDTF Submission Form Template

View All

Program Documents

- ✓ Independent Advisory Group on ...
- ✓ UN-REDD_FrameworkDocument

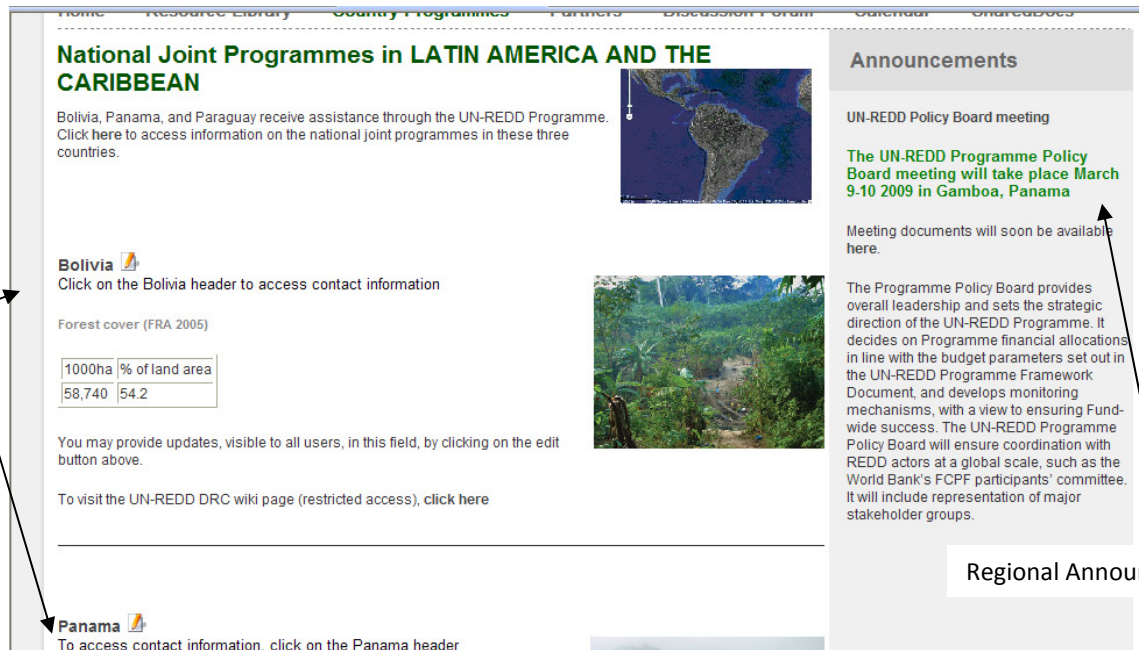
View All

Click here or here to access the regional page

Regional announcement

2.2 Regional page

The regional page provides an overview of the National Joint Programmes in the pilot countries

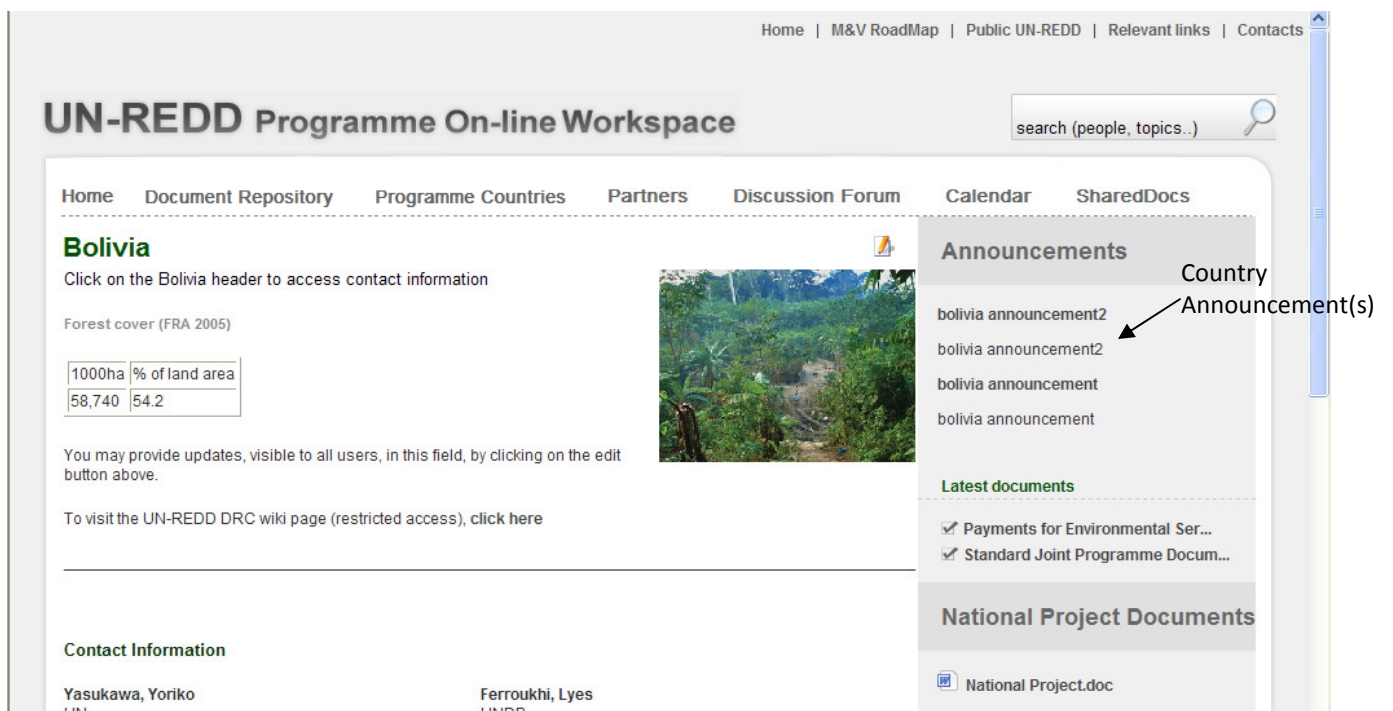


Click on the name of each country to access its page and contact information

Regional Announcement


2.3 Country pages

Each of the nine Programme Countries (as of March 2009: Bolivia, the Democratic Republic of the Congo, Indonesia, Panama, Papua New Guinea, Paraguay, Tanzania, Viet Nam, and Zambia) has its own page. Clicking on each of the country names opens the country page and displays the contact information.



Country Announcement(s)

- General information on the National Joint Programme

This information can be viewed and edited by all workspace users, except Partner Organizations, by clicking on the edit icon ().

- Country announcements

These can be viewed by all users and are editable by the Coordination Group, Secretariat and national counterparts users. Announcements may be added using the “Submit announcement” button in the User menu (see page 5).

- National project documents

These can be uploaded/downloaded for edits using the SharedDocs feature (see section below on SharedDocs)

- A wiki page allows for posting updates and information. Only the Coordination Group, Secretariat and some UN team members can access the wiki pages. The wiki page and the links leading to it are invisible to the National Counterparts and Partner Organizations users

Reminder : Guidelines to editing a wiki are outlined in BOX 1

3. Partners

The Partners page includes, for each partner organization:

FAO - Food and Agriculture Organization of the United Nations

Food and Agriculture Organization of the United Nations
for a world without hunger

FAO - Food and Agriculture Organization of the United Nations

Click the partner name above to access contact information.

Collaborators Information

Please enter relevant collaborator information

Collaborative Activities

Please enter relevant collaborative activity

To visit the UN-REDD DRC wiki page (restricted access), [click here](#)

New

Partner Agreements

Agreements overview

Brief update on agreements

[agreement doc.doc](#)

Templates/Forms

Click here to download UN-REDD forms and templates

- Joint Programme Budget
- MDTF Programme Summary Template
- MDTF Submission Form Template

[View All](#)

Program Documents

- Independent Advisory Group on ...
- UN-REDD_FrameworkDocument

[View All](#)

Access to wiki

Agreement

3.1 Partners Page Overview

The overview of collaborative activities is editable by all users except government counterparts by clicking on the edit icon (). Contact information is available by clicking on the Partner organization name.

3.2 Partners Page Wiki

Only the Coordination Group, Secretariat and some UN teams users in countries can access the wiki page. The wiki page and the links leading to it are invisible to the National Counterparts and Partner Organizations.

Home Document Repository Programme Countries **Partners** Discussion Forum Calendar SharedDocs

Wiki

[article](#) [discussion](#) [edit](#) [history](#) [move](#) [watch](#)

Food and Agricultural Organization of the United Nations (FAO)

This page can only be viewed by the UN-REDD Coordination Group, the Technical Secretariat and Technical Advisors.

Contents [\[hide\]](#)

- 1 Meetings reports
- 2 Status of agreement
- 3 Deliverables
- 4 Guidelines to Editing a Wiki

Meetings reports [\[edit\]](#)

Please provide brief report of meeting with partners

Status of agreement [\[edit\]](#)

Enter text here

Deliverables [\[edit\]](#)

spoke to peter today

Guidelines to Editing a Wiki [\[edit\]](#)

Templates/Forms

Click here to download UN-REDD forms and templates

- Joint Programme Budget
- MDTF Programme Summary Template
- MDTF Submission Form Template

[View All](#)

Program Documents

- Independent Advisory Group on ...
- UN-REDD_FrameworkDocument

[View All](#)

Login

Hi Kimberly S Koserowski,

[Log out](#)

Reminder : Guidelines to editing a wiki are described in BOX 1

3.3 Partner Agreements updates

This section displays agreements as input through the User menu (see page 5). Documents such as MoU may be downloaded, and a brief overview on the status of the agreement(s) may be added. To add an agreement, see page 5 of this user manual under "Submit Agreement".

4. Discussion Forum

Discussion forums allow members to post queries. The forums are not facilitated (i.e. messages do not go through a facilitator before posting), although this option exists. All posts are final. Guiding headers for the forums include regional/national topics; events; operationalizing REDD; research; and a special “test users” for conversations on the workspace.

Click on the “Help” and “Rules” button for additional details.

The discussion forum can be viewed by and contributed to by all users.

To start a new discussion, read or contribute to an existing one

-Click on the main topic

Click on a topic to respond to a post or start a new thread

UN-REDD Discussion Forum
 "Unless otherwise specified, all workspace users may view and contribute to a forum"

Welcome, Kimberly S Koserowski
[Show Latest Posts](#) | [My Profile](#) | [Logout](#)

Forum	Topics	Replies	Last Post
Regional/National Moderators: admin coordinationgroup estella	2	5	by 02/17/2009 07:15
Events Moderators: admin coordinationgroup estella	6	2	by 02/16/2009 22:47
Operationalizing UN-REDD Moderators: admin coordinationgroup estella	0	0	No Posts
Research Moderators: admin coordinationgroup estella	1	0	Emissions from Australian Fires by tclair 02/23/2009 16:46
Testers This is the area to post questions regarding the use of the site.	9	12	Re:Calendar by emfach Yesterday 08:06

Recent Posts

Topic	Author	Categories	Date	Hits
Online 1 Member and 0 Guest				

Templates/Forms
 Click here to download UN-REDD forms and templates

- Joint Programme Budget
- MDTF Programme Summary Template
- MDTF Submission Form Template

[View All](#)

Program Documents

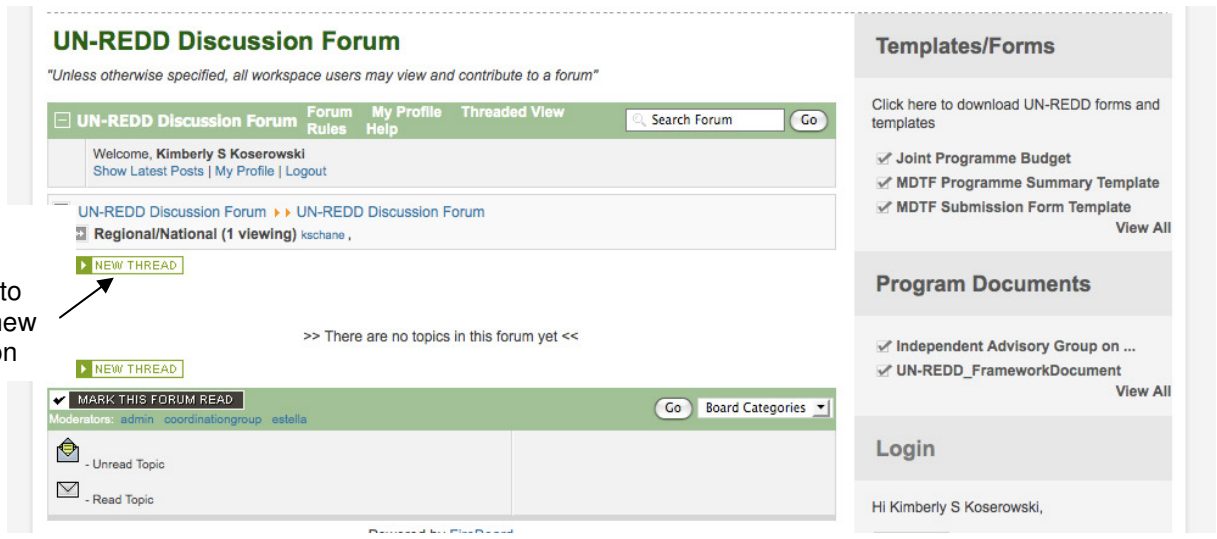
- Independent Advisory Group on ...
- UN-REDD_FrameworkDocument

[View All](#)

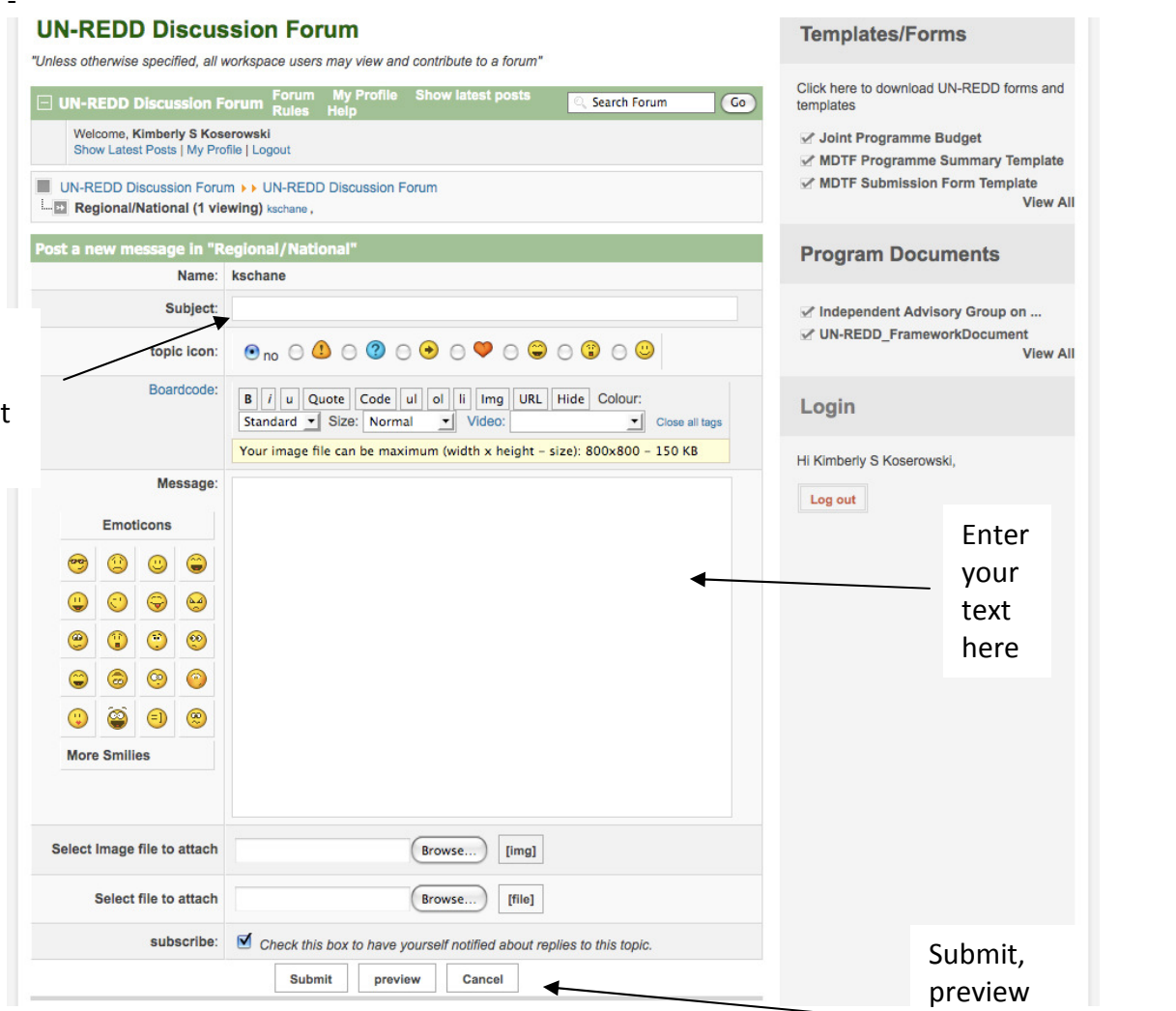
Login

Hi Kimberly S Koserowski,

[Log out](#)



Click on « New Thread» to begin a new discussion



Enter the subject here

Enter your text here

Submit, preview or cancel

Note: all posts are final. The forum moderators are the only ones habilitated to delete a post.

5. Calendar

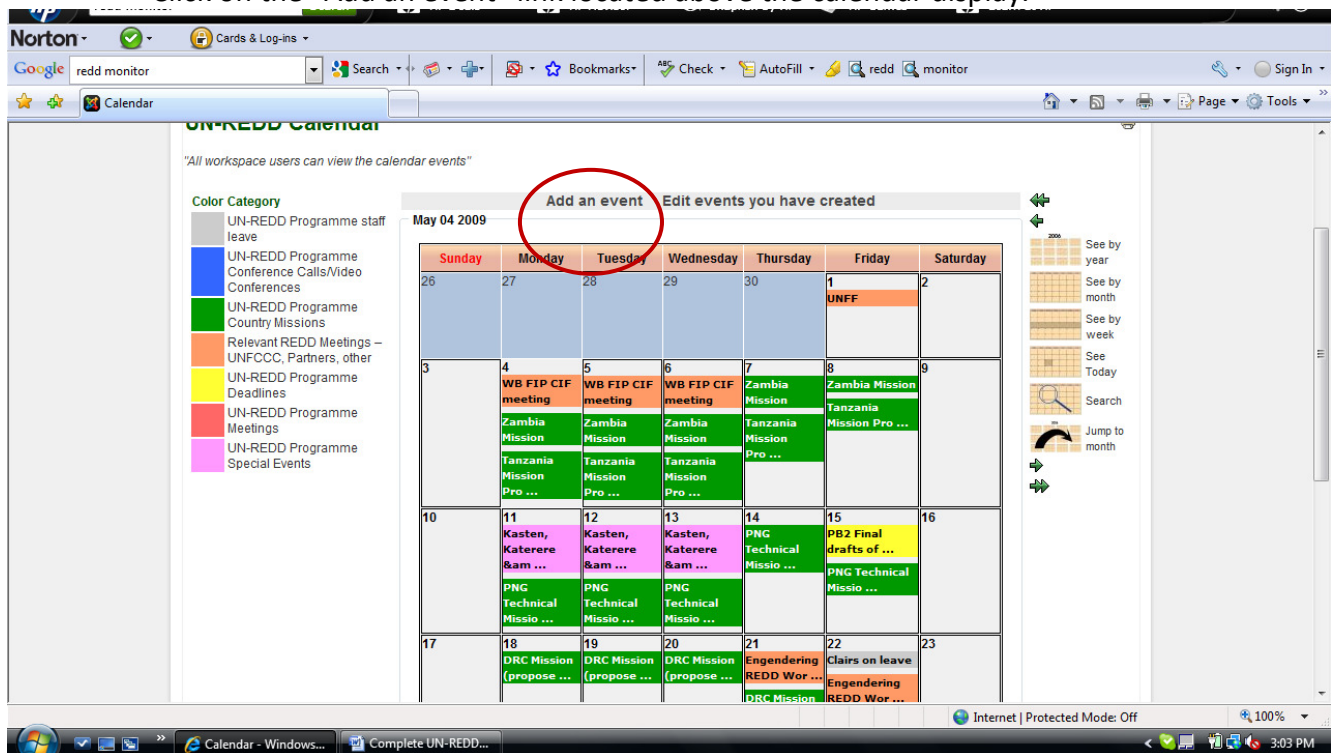
The calendar allows users to see events, upload/download one meeting document per event and automatically synchronize it with Outlook calendars.

The calendar can be modified by the Coordination Group, Secretariat and Regional Technical Advisors, and can be viewed by all users.

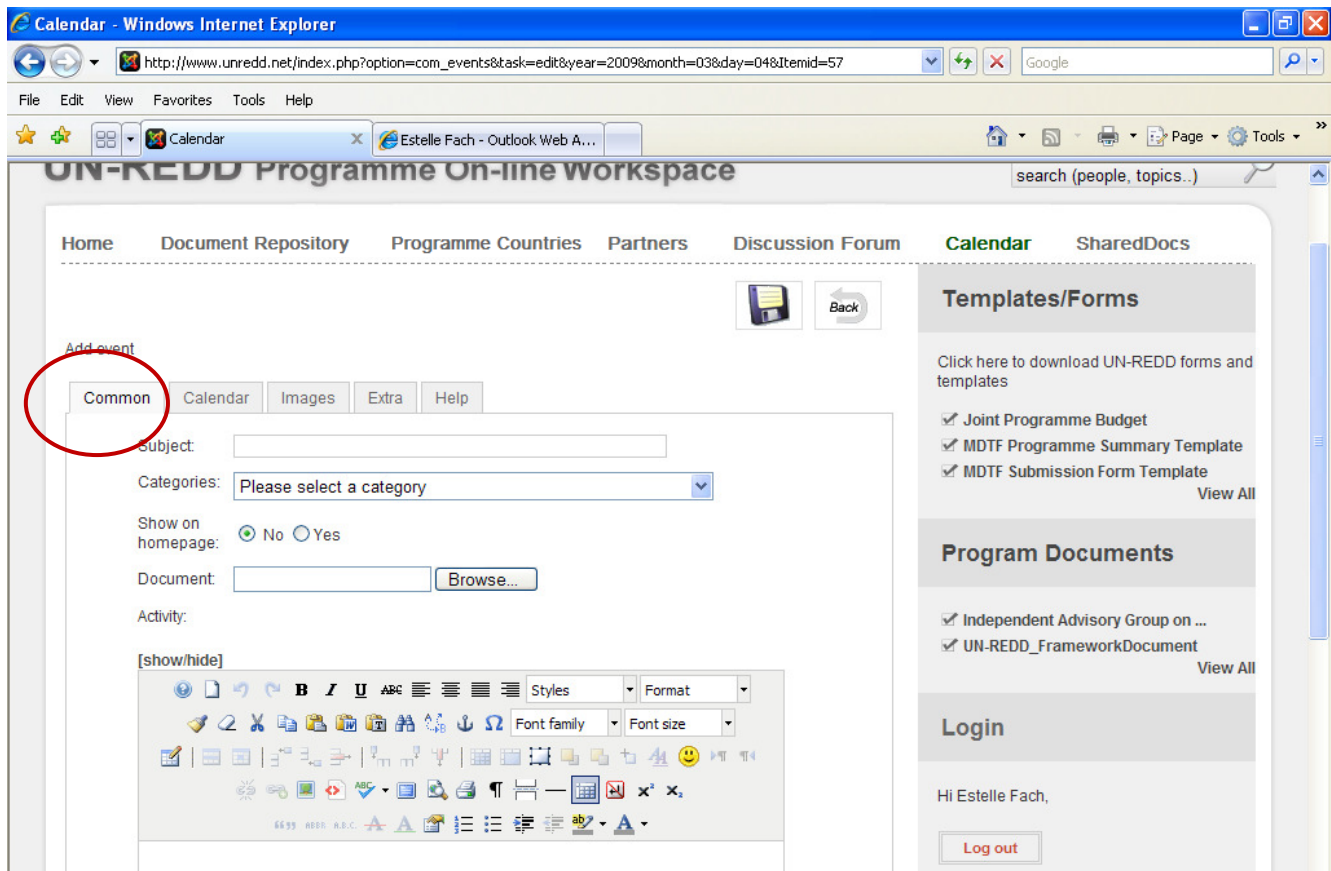
Events must fall into one of the following categories: UN-REDD Programme Staff leave, UN-REDD Programme conference calls and video conferences, UN-REDD Programme country missions, Relevant REDD meetings, UN-REDD Programme Deadlines, UN-REDD Programme meetings, and UN-REDD Programme Special Events. They are color-coded by category.

To add a calendar event:

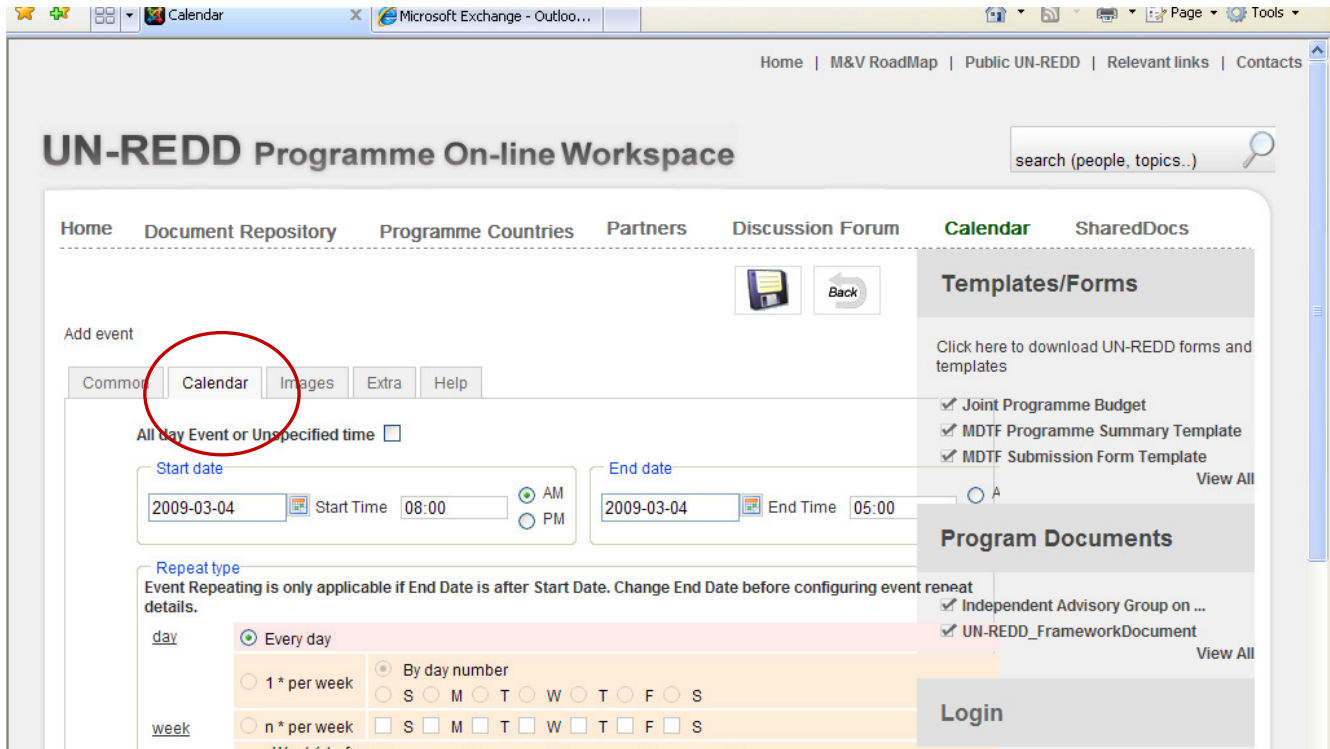
- Click on the “Add an event” link located above the calendar display.



-Under the “Common” tabs, enter the event information.



- Enter the subject
 - Select a category
 - Show on homepage: No
 - Document: you may upload one document by clicking on “browse” and selecting a document from your files
 - Activity: you may enter additional text on the event, including links to the corresponding websites
 - Location : enter the location of the event in the “City, Country” format
 - Contact: enter contact information
- Under the Calendar tab,
- Enter the event Start date and time
 - Enter the event End date and time
 - Under “Repeat type” you have an option of repeating the event if it is set to take place on a regular basis.



6. SharedDocs

SharedDocs is an online file - sharing system that allows multiple users to contribute to a working document in a way that can eliminate 1) the time-consuming task of comparing and combining multiple versions of a working document 2) the risk of editing the wrong version of a working document.

More specifically, it allows users to:

- Access the most current version of a document to edit it
- See who has edited a document and who is working on it
- View detail on document revisions and a full history of past revisions
- Access all prior versions of a document to avoid redundancies and replicating work

Only Internal users (UN-REDD Secretariat, Coordination Group and in-country users) can see documents and folders in SharedDocs.

Annex 2 provides Best Practices on Using Shared Docs, which can also be downloaded as a stand in document.

To use SharedDocs:

1) Uploading a new document

- _Click on "Browse Documents" in the green upper bar
- _Click on the "Upload Document" orange button
- _Select the folder (and sub folder if appropriate) you wish to upload it into, and follow guidelines for uploading

2) Downloading a document (if you wish to view it only- to edit it, see 3))

- _Locate the document by clicking on the "Browse document" link in the green upper bar
- _Click on the document name
- _Click "the Download Document" orange button
- _Open or save in your files

3) Reserving a document to edit it (Downloading/Checking it out and re-uploading it/Checking it in)

This allows you to check out a document and re-upload it under its same name. Meanwhile, other users **will** be able to view and download all older versions of the document, but only the user who has checked it out will be able to upload it back under the same name.

- _Locate the document by clicking on the "Browse document" link in the green upper bar
- _Click on the document name
- _Under "Document Action", click on "check out"
- _Accept to download the document
- _Edit it offline in your Word processor (track changes recommended; see 4) below)
- _Save it in your files **using the same file name**
- _When you are ready to re-upload it as edited, go to SharedDocs

- _ Go back to the folder you downloaded the document from
- _ Click on the name of the document
- _ Click “ Check Document In”
- _ Follow instructions to upload the document

- 4) View version history: this allows you to see the different versions as modified by different users. Although using track changes is preferable, the version history allows users to compare different versions.
- 5) View transaction history: this allows the user to view who has first uploaded the document and who has edited it.

Note: National project documents must be filed in each of the corresponding country folder. The latest version of the National Project Documents appears automatically on the corresponding country page:

Home Document Repository Programme Countries Partners Discussion Forum Calendar SharedDocs

Tanzania

Click on the Tanzania Header to access contact information

Forest Cover (FRA 2005)

1000ha	% of land area
35,257	39.9

You may provide updates, visible to all users, in this field.

To visit the UN-REDD DRC wiki page (restricted access), click here

Contact Information

Fernandez Taranco, Oscar UN Resident Coordinator Tanzania oscar.fernandez.taranco@undp.org	Noudehou, Alain UNDP Country Director Tanzania alain.noudehou@undp.org
Hagelberg, Niklas UNEP	Jorgensen, Ivar Dar el Salaam Tanzania

Announcements

Latest documents

- ✓ Payments for Environmental Ser...
- ✓ Standard Joint Programme Docum...

National Project Documents

[Draft_JointNationalProgrammeDo...](#) [View all](#)

Templates/Forms

Click here to download UN-REDD forms and

These are the national project documents that have been uploaded into the SharedDocs section for Tanzania. .

Clicking « View all » will take you to the specific country folder within the SharedDocs section

7. Top Menu

The top menu contains, from left to right:

1. Link to the home page
2. Link to the Monitoring and Verification M&V Roadmap web site
3. Link to the Public UN-REDD site
4. Relevant Links:

Under this link are list of websites of interest on REDD. You may edit these links or add new ones by clicking on the edit icon .

5. Contacts

- This link contains all contacts relevant to the UN-REDD Programme. The list is divided into two categories, i.e. Workspace members and non-members. Each of the categories has sub-categories corresponding to countries or agencies. Please note that some, but not all, of these contacts are also found under the corresponding country and Partners page.

- Each contact is marked with a number of stars:

- 1) Internal users are marked with three stars (***) in the contacts link
- 2) UN Team users are marked with two stars (**) in the contacts link
- 3) Limited access users are marked with one star (*) in the contacts link
- 4) Non-members have no stars

- Contacts can be edited in the Contacts list, and new ones can be added from the User menu (Please see page 5 for instructions).

Important Notes:

1. Switching a contact category from “non-member” to “Workspace member” will NOT automatically create a user profile for this person. This step has to be performed by the administrator through a separate process. If you wish to suggest that a person is added as a workspace user, please ask the workspace administrator (pp23)
2. Adding a new contact will NOT automatically update the list under a country or partner page. This update will be undertaken on a regular basis by the administrator.

Using the Workspace – Feedback

This workspace was developed by Kimberly Koserowski at First Kiss Creative under the guidance of the UN-REDD Programme.

Please report all questions, feedback and comments to Estelle Fach (estelle.fach@undp.org) or Elspeth Halverson (elspeth.halverson@undp.org)

This workspace is yours! We hope you will enjoy using and populating it.

Annex 1: UN-REDD Programme Online Workspace User rights Revised and simplified May 2009

WORKSPACE WHO' S WHO:

There are 3 broad categories of users:

1. Internal users:

- Have the most rights
- Are members of the UN-REDD Programme Coordination team in Headquarters and the Secretariat in Geneva*.
- Are marked with three stars (***) in the contacts list

2. UN Teams users:

- Have slightly less rights
- Are selected members of UN offices in countries.
- Are marked with two stars (**) in the contacts list

3. Users with limited access

- Have a lot less rights
- May be members of partner organizations (donors, CSO or IP representatives, institutions, etc) and national counterparts (government). Within this category, there are very small nuances in editing rights between partners and national counterparts.
- Are marked with one stars (*) in the contacts list

Please be reminded that while these categories generally apply, it is at the discretion of the Coordination Group/Secretariat to decide the appropriate level of access for each user.

WHICH USERS CAN SEE OR CHANGE CONTENT (EDIT OR UPLOAD DOCUMENTS) FOR EACH WORKSPACE FEATURE

Red : only internal users

Yellow : internal and UN team users

Green : all users: internal users , UN Team users, and users with limited access

Location	Feature	Function	Viewing	Editing or adding content
Front page	Text on home page			
	General Announcements			
Main menu	Documents	« Published » documents		
		« Unpublished » documents		
		Folder « Coordination Group and Secretariat only »		
	Programme Countries	General overview		Except partners
		Regional and country-specific announcements		Except partners
		Country wiki pages		
	Partners	General (contact info, collaborative activities)		Except national counterparts
		Partners Wiki pages		
		Agreement		Except national counterparts
	Discussion Forum**	All folders but “UN-REDD team” folder		
		UN-REDD team folder		
Calendar			Except national counterparts	
SharedDocs**				
Top bar	Relevant links			
	M&V Road map			This is a non-editable link
	Public UN-REDD site			This is a non-editable link
	Contacts			

Annex 2 : UN-REDD Programme Online Workspace Best Practices on Using SharedDocs April 2009

What is SharedDocs and why should I use it?

SharedDocs is an online file - sharing system that allows multiple users to contribute to a working document in a way that can eliminate 1) the time-consuming task of comparing and combining multiple versions of a working document 2) the risk of editing the wrong version of a working document.

More specifically, it allows users to:

- Access the most current version of a document to edit it
- See who has edited a document and who is working on it
- View detail on document revisions and a full history of past revisions
- Access all prior versions of a document to avoid redundancies and replicating work

Only Internal users (UN-REDD Secretariat, Coordination Group and in-country users) can see documents and folders in SharedDocs.

SharedDocs in a nutshell

What if:

- I want to distribute a document for feedback and input?

→ [Uploading a document](#)

- I want to see the existing versions of a document?

→ [Downloading a document](#)

- I want to make my edits or comments to a working document?

→ [Checking out/checking in a document](#)

- I want to know who has worked on the document, and what they've done?

→ [Viewing transaction history and Viewing version history](#)

- Something is really wrong.

Please contact Estelle Fach at estelle.fach@undp.org.

SharedDocs Best Practices

1) Distributing

- When you distribute a document for review via SharedDocs, please notify your colleagues that the document has been made available on SharedDocs. It is a good idea to specify:
 - i. The deadline for feedback
 - ii. If specific users are requested to provide feedback

2) Editing

- Before checking out a document, make sure you have downloaded and are editing its latest available version.
- Remember that when you check out a document, you reserve the right to upload it back as the latest version. Only check out a document when you are ready to make your edits, and check it back in as soon as you are finished with them.
- Use track changes in your Word processor for all edits.
- Be mindful that your colleagues may be using older versions of Windows! Please save your Word documents in a “.doc” rather than “.docx” format.
- Unless you wish to send your comments to a smaller group than SharedDocs users, please refrain from sending them by email.
- When checking a document back in, use the “Comment” section to :
 - Briefly explain your contribution
 - Suggest further input by one or several specific users.

3) Finalizing

- It is a good practice to send an email reminder a few days before the deadline for feedback.
- The document creator has the responsibility of removing the files where work has been completed or stopped, and filing it if appropriate under “Documents” in the Workspace.

SharedDocs Step by Step

Uploading a document

- _ You may create a new folder as needed
- _ Click on the “Upload Document” orange button
- _ Select the folder (and sub-folder if appropriate) you wish to upload it into, and follow guidelines for uploading

Downloading a document

- _ Locate the document by clicking on the “Browse document” link in the green upper bar
- _ Click on the document name
- _ Under “Document Actions” (left hand side bar), click the “Download Document” button
- _ Open or save in your files

Downloading/Checking it out and re-uploading it/Checking it in

This allows you to check out a document and re-upload it under its same name. Meanwhile, other users **will** be able to view and download all older versions of the document, but only the user who has checked it out will be able to upload it back under the same name.

- _ Locate the document by clicking on the “Browse document” link in the green upper bar
- _ Click on the document name

- _ Under “Document Actions” (left hand side bar), click on “check out”
- _ Accept to download the document
- _ Edit it offline in your Word processor (using track changes)
- _ Save it in your files **using the same file name**
- _ When you are ready to re-upload it as edited, log into the Workspace and SharedDocs
- _ Go back to the folder you downloaded the document from
- _ Click on the name of the document
- _ Under “Document Actions”, click “Check Document In”
- _ Follow instructions to upload the document

Note: If you have checked out a document and have made no edits, you may cancel your check-out action. The transaction history will record it as a “forced check-in”.

Viewing transaction history and Viewing version history

- _ Locate the document by clicking on the “Browse document” link in the green upper bar
- _ Click on the document name
- _ Under Document Info, click on view version history: this allows you to see all different versions as modified by different users.
- _ Under Document Info, click on view transaction history: this allows you to view who has first uploaded the document, who has downloaded it and who has edited it.