





Quick Start Guide www.unredd.net

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Post an Announcement

ANNOUNCEMENTS

View the latest UN-REDD Programme announcements and submit your own! Announcements posted to the Workspace are included in the Weekly Roundups and can be 'tagged' to appear on the relevant subject and/or country pages.

CALENDAR

Keep your eye on the calendar for upcoming events. Add your events and tag them to relevant Workspace pages to reach your target audience.

LATEST DOCUMENTS & SOCIAL MEDIA FEEDS

Quickly see the latest documents uploaded to the Workspace, and stay up to date with the Programme's Twitter and Facebook feeds.

USER-MANAGED CONTENT

The success of the Workspace depends on you! The resource libraries, events and announcements are 100% user-managed. It is important that users properly file, name and tag their uploads so that others can easily find them.

QUICK TIPS

- Can't find something you are looking for? Make sure you are logged in! Some content, functions and resources are restricted to logged-in users only.
- Use the **quick links** option on the right side of the screen to quickly access your content and add new content.
- Be sure to 'favourite' documents so that you can find them again quickly from your profile.

Quick Links

ogramme Collaborative

rkspace is an information and knowledge wider REDD+ community. Please feel free n the discussions, connect with colleagues and

get started! A detailed user guide will soon be the new Workspace features. For further questions

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About Support	Regions and Countries	Community Knowledge Library Calendar		
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All Documents			G Add new	/ docume
			Search	
Donors & Institutional Partners (178)			Q Advanced search	
The UN-REDD Programme works with a number of partners including research centers,				
international organizations, think tanks etc. Find documents related to these interactions here and updates in the Partners page.			Browse By	
•••			Торіс	
Foundation documents (13)		Regions		
Clabel Programme (2000)			Countries	
Global Programme (2890) In this folder you'll find documents related to the activities of the Global Programme-including			Date Range	
Benefits for Ecosystems and for Livelihoods, Communications, Governance, Increased Engagement			Language	
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Resources

BROWSE

Our new tagging feature allows you to browse documents by topic, region, country, date and language. Browse our resource libraries to find Programme documents, photos, videos, presentations and more.

SEARCH

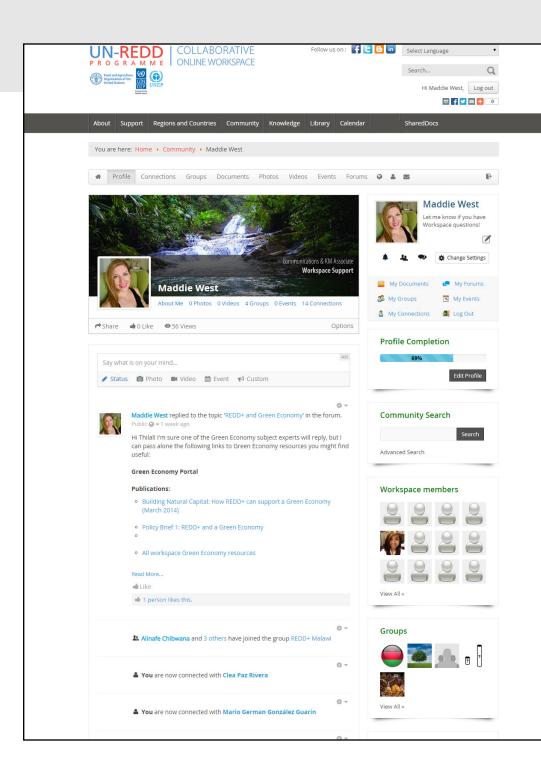
Use the advanced search tool to find exactly what you are looking for!

ADD AND TAG

Upload your resources and use the new Tag feature to ensure that they can be easily found and will appear on relevant subject and country pages. Just click 'Tags' and select applicable topics, regions and countries. Find more information on tagging in the <u>Tagging Quick Guide</u>.

SHARED DOCS

Use the SharedDocs feature to work together with colleagues to edit draft documents on the Workspace. This feature is currently only available to Programme staff and consultants.



Community

PROFILE

Create your profile and connect with other Workspace members. Add a photo and keep your information up-todate so others can find you. These profiles can only be viewed by other Workspace members.

GROUPS

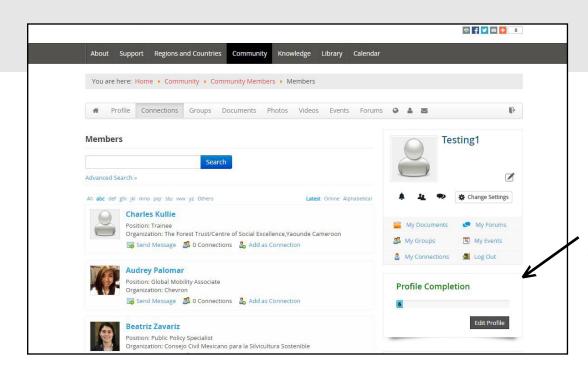
Join groups and create communities of practice through the Community Groups tool. Use groups to share meeting documents and other information that may be of specific interest to your group. Quickly find your groups in the quick links.

MY DOCUMENTS

Through the community portal, you can quickly view all documents you have uploaded to the Workspace, and access any 'favourited' documents and resources.

+

The community feature also allows you to quickly access your photos, videos, events and forums. Use the messaging tool to get in touch with Workspace users you have connected with and others. Change your settings to manage how you are notified about Workspace activity.



Members

COMMUNITY MEMBERS

Browse or search all Workspace members to find and connect with the community.

UPDATE YOUR PROFILE INFORMATION

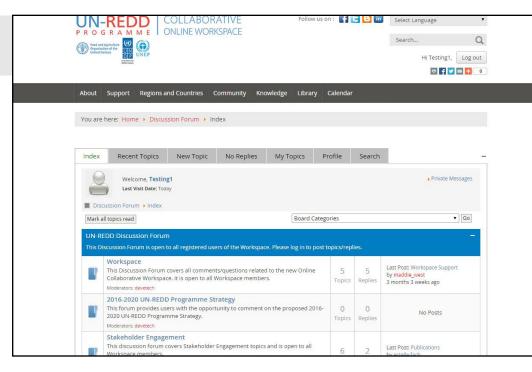
Visit the community section to edit your profile. Add a photo, your job title, and more so that other users can quickly find and connect with you.

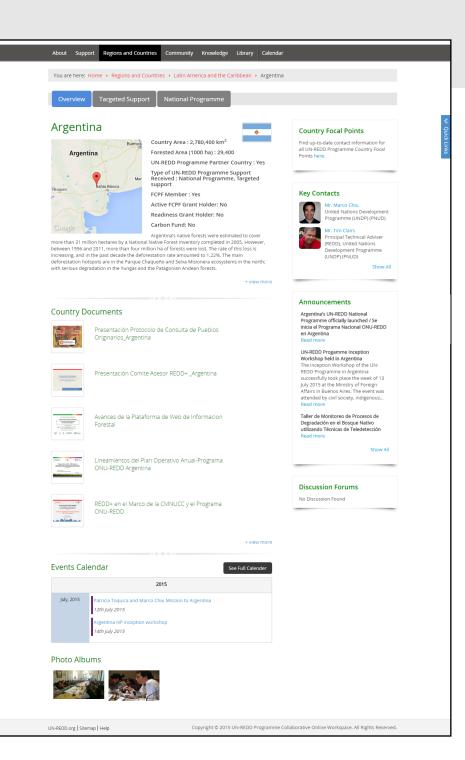
Forums

DISCUSSION FORUMS

Join the discussion and take part in our <u>Forums</u> to ask and answer UN-REDD Programme-related questions! Save a Forum of interest to 'my forums' and decide whether or not you want to recieve email updates about new messages and replies in your forums.

Tip: Make use of the Workspace Support forum for questions and comments related to the Workspace.





Countries

COUNTRY OVERVIEWS

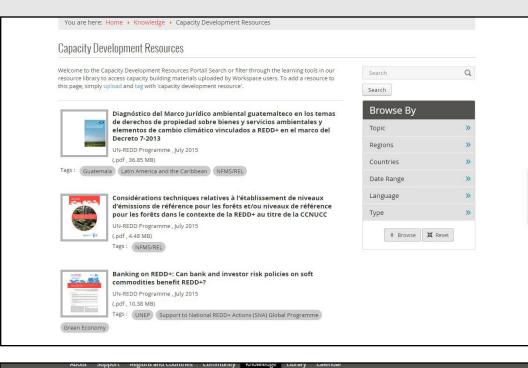
Our regional and country portals showcase the latest on UN-REDD Programme partner countries. View national programme and targeted support data, contacts, recommended resources and country documents, and tagged announcements, events and media. If you know of other documents or resources, partners, events or announcements that belong on a country page, upload/ add and tag them or let us know at <u>admin@unredd.net</u>.

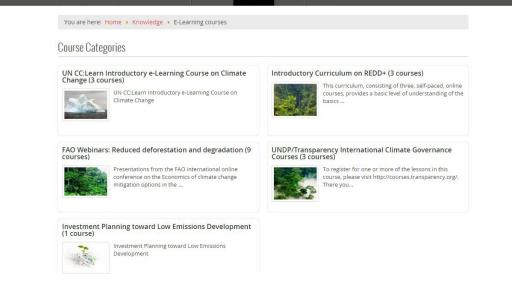
TARGETED SUPPORT

The targeted support tab on partner country pages displays data from our new online reporting tool.

NATIONAL PROGRAMMES

The National Programmes tab showcases National Programme data from our new online reporting tool, along with a timeline of the country's involvement with the Programme.





Learning

CAPACITY DEVELOPMENT RESOURCES

Visit the <u>capacity development resources portal</u> to filter items from our resource library tagged as 'capacity development resources'. These include guides, powerpoint presentations, videos, policy briefs, lessons learned resources, info briefs, technical briefs, success stories, fact sheets, brochures, pamphets, case studies and more.

E-LEARNING COURSES

The Workspace E-learning portal provides a space to access online courses and resources related to the UN-REDD Programme's work areas, from a variety of sources. If you know of an online course or resource that you would like to see included in this portal, please contact us at admin@unredd.net.



Support

SUPPORT FORUM

Visit the <u>Workspace Support discussion forum</u> to find answers to frequently asked questions.

HELP PAGE

The Workspace <u>Help page</u> provides information and guidance on using the Workspace.

CONTACT US

Email <u>admin@unredd.net</u> with any other questions or comments.