USER GUIDE

GVADATA

HTTP://GVADATA.CH

INSTRUCTIONS FOR ENTERING CONTENT ON GENEVA DATA PORTAL

1. CREATING A MEMBER ACCOUNT
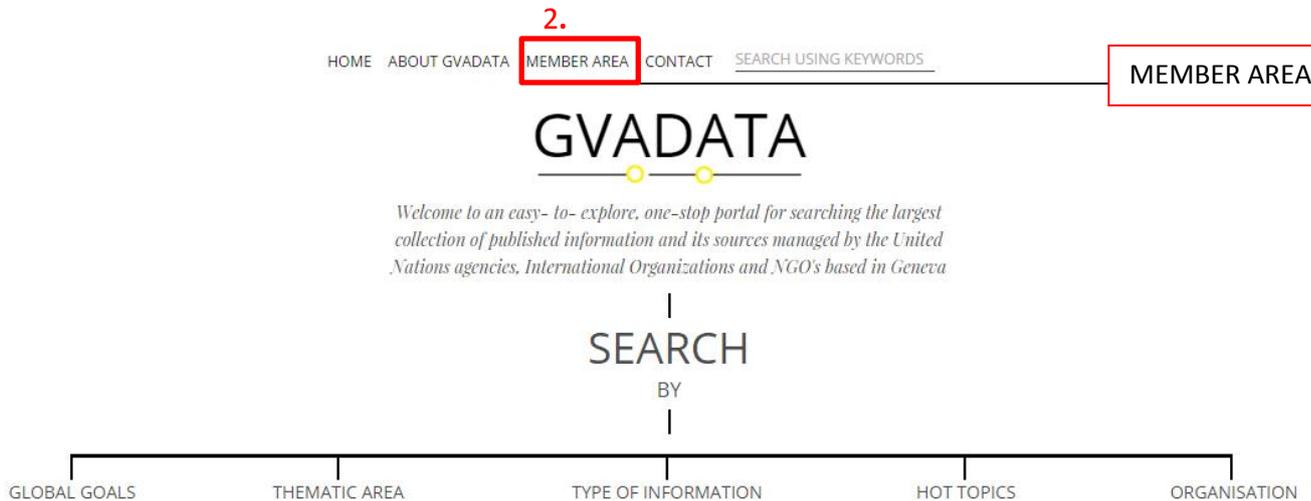
1. Go to **GVADATA.CH**
2. Select **MEMBER AREA**

HOME ABOUT GVADATA MEMBER AREA CONTACT SEARCH USING KEYWORDS

GVADATA

Welcome to an easy- to- explore, one-stop portal for searching the largest collection of published information and its sources managed by the United Nations agencies, International Organizations and NGO's based in Geneva

USER ACCOUNT

3. | Create new account | Log in | Request new password

Username *
4.

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Main organisation

Create new account

3. Click on CREATE NEW ACCOUNT
4. Enter your Username, Email –address and Organisation
5. Submit by clicking 'CREATE NEW ACCOUNT ' button.
6. You will receive an email from GVADATA. If you don't seem to have received an email, please check your spam.[1]
7. Confirm your email and reset your password.

Congrats! You have successfully created a Member Account!

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[1] In exceptional cases, there may be a server policy issue – if you do not receive an e-mail in your spam either, please let us know at info@gvadata.ch .

2. CREATING AN ORGANISATION PROFILE

1. Enter the Username and your Password
2. Click on '**Log in**' button

3. Select "**Add content**" on top left menu.
4. Choose **Create Organisation** first.
   - Name and description are obligatory.
5. Click on **Save.**

Note:
   - *If your Organization already has a profile page you can skip this step and proceed to 'Data entry.'*
   - *The organisation entry form is set in English by default.* Please see TRANSLATION section for instructions on how to correctly add French version.

3. CREATING DATA ENTRIES

After you have sucessfuly created an Organizational profile, you can upload your organisation's different types of Data.

1. Select "**Add content**" on top left menu
2. Choose **Data entry**.
3. Add information regarding your data entry.
   - Title and description are obligatory, as well as the following search parameters: **Type of information, Thematic area, and Global goals**.
   - Uploading **an illustration** of the given source of information and adding a **Contact person** (i.e. person whom researchers and others can contact regarding the given source of information) is strongly recommended.

4. Select **Save** at the bottom of the page.

Note:

- The data entry form is set in English by default.
- Please see 5. TRANSLATION section for instructions on how to correctly add French version. We strongly encourage you to add the information in French, as it concerns mainly just the text fields of Title, Tagline, link, and Description.

4. EDITING ORGANISATION OR DATA ENTRIES
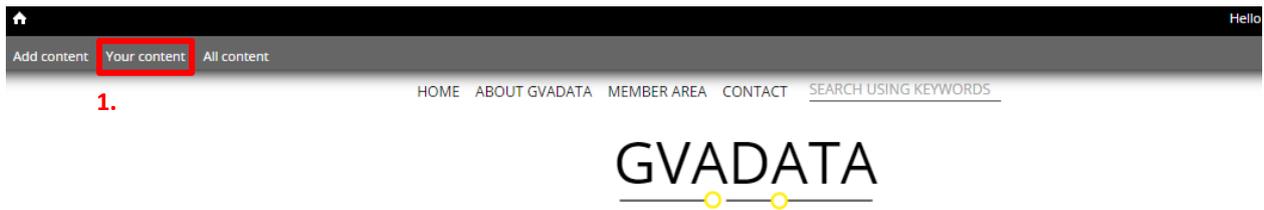
1. After you log in at http://gvadata.ch/user, click on "**Your content**" on top left menu.

2. In the "Type" drop down menu, choose Organisation or Data entry.
3. In the list of your content, click **edit** on the item you wish to modify.
4. Make desired changes.
5. Select **Save** at the bottom of the page.

5. TRANSLATION

1. When logged in, click on "**Your content**" on top left menu.
2. Choose by TYPE either "Organisation" or "Data Entry" you want to edit. On the row of the item you want to translate, click "**edit**" under the column Lien de modification on the right (see the screenshot on p.6).

3. Click on TRANSLATE on top right menu.

4. On the line of the language version you want to add, click on "**add translation**" in the Operations column on the right.
5. When the online form opens, the language you're adding is already selected by default in the dropdown menu on top. All the information and selections entered in the original language version are copied at the moment of creating a translation.
6. For organisation, please enter in particular the Title, acronym if existing, website and description in the new language version. The French logo and editing address are optional.
7. For data entry, please enter Title, tagline if available, description, link to the website in the right language version. Please consider translating the job title in Contact info. Replacing the illustration with a French one is optional.

6. PUBLISHING

Organisation: The PCP editors publish your organisation in each language.

If you need to make changes, you can unpublish your Organisation by first clicking on "Publishing options" at the bottom of the Organisation online form and then unclicking the "Published" box.

The Data entries associated with the unpublished Organisation become automatically invisible.

Please let the PCP editors know when it's ready to be published again.

Data entries: You can publish your Data entries yourself (as well as unpublish, if need be). Alternatively, the PCP editors publish them in each language.

7. PCP CONTACT

If you have any questions, or need clarification, please contact the PCP team:

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