PAPERSMART
USER MANUAL

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1. Introduction

In order to reduce printed materials and help in conserving our environment, UNECA ICTSS has developed a portal called PaperSmart to promote the use of electronic media. Available in English and French languages, the portal provides conference participants with a secure web-based access to all necessary meeting documents, programmes, agendas, and statements, in which they can opt to electronically view or request hard copies of documents on demand.

This manual is thus prepared for conference/meeting participants who will be using PaperSmart to access documents pertaining to their respective conference/meeting and to make it easier for them to use.

2. Paper Smart Functionalities

2.1. How to Access the Portal

- To access the PaperSmart portal type in https://papersmart.uneca.org in the address bar of your browser or go to the document repository at https://www.uneca.org/cfm2020 and click on the documents menu item from the left side of the portal
- If you wish to change the language there is a language bar on the Top right corner of the page
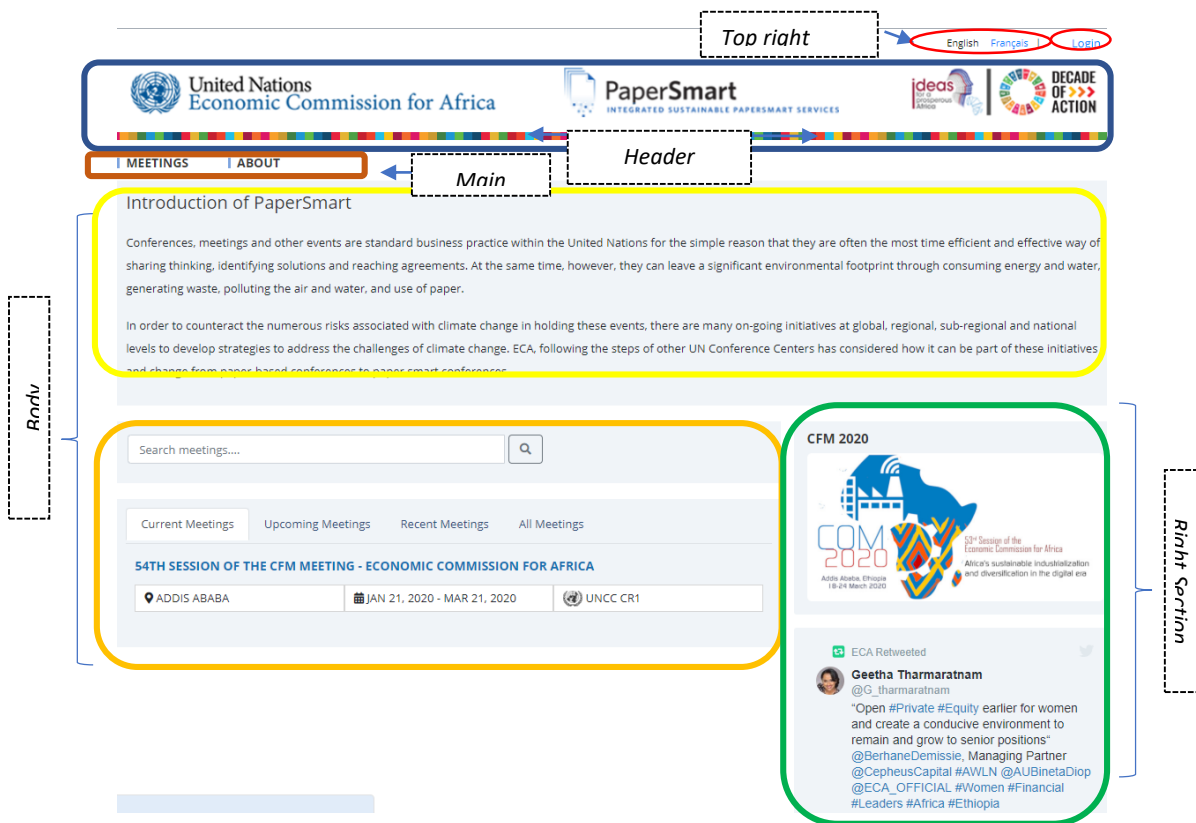

Figure 1 Homepage of PaperSmart

2.1.1. Homepage Sections
2.1.1.1. Top Right Corner
The top right corner of the homepage allows you to select your language of preference i.e. either English or French and also has a login option for users with privileges. Clicking either one of the languages will take you to the respective homepage of your language of choice.

2.1.1.2. Header Section
The Header Section consists of the logo of the PaperSmart portal and the UNECA's, clicking on either one of the logos will take you to the homepage of the PaperSmart portal from anywhere in the portal.

2.1.1.3. Main Menu
- The homepage consists of two main menus, namely
  - o Meetings
  - o About
- Clicking on the Meetings menu will redirect you to the Meetings page which we will explore in the next section.
- The About menu will redirect you to the About page where you will find a brief description about the Portal and its development.

2.1.1.4. Body
The body has three sections:
a. Top section – Which introduces the Portal
b. Middle Section – Which highlights the list of all available meetings in subsections of
   - Current Meetings: *Displays all current meetings taking place*
   - Upcoming Meetings: *Displays all scheduled upcoming meetings*
   - Recent Meetings: *Displays all meetings that took place recently*
   - All Meetings: *Displays all meetings*
c. The Right Section – Which has important information and links from different resources

Figure 2: Meetings Menu

2.2. How to Access the Meeting's Page

1. As depicted in Figure 2 and stated in the above section, the main section of the homepage will display as shown above, where you can pick the meeting you would like to access from the four tabs made available. You may moreover type in the title of the meeting or any keywords in the search field to find the meeting of your choice
2. When you click on one of the tabs a list of meetings will appear as shown above. For this example, there is the 54th Session of the CFM Meeting available under the "Current Meetings" tab. Below the title is a row with a description of the meeting indicating the city, date and place the meeting will be taking place.
1. To access the meeting details please click on a meeting title which will lead you to a specific meetings page as depicted below:

2.2.1. How to Access the Meeting Details

When you select a specific meeting from the homepage, the meeting's page will be displayed.

Figure 3 Meeting's Page

The Meeting's page has the following sections

➢ **An information area** – Where the title of the meeting, date the meeting is taking/took place and where is highlighted

- ➤ **A Calendar View Button** – which is an option allowing users to view all scheduled programmes in a calander
- ➤ **Meeting Details Tabs** – with tabs to allow users to choose which detail areas of the meeting they would like to see, the following are possible options
  - Programme – Displays all scheduled programmes for the day and any upcoming programmes pertaining to the specific meeting
  - Agenda – Displays agendas of the meeting
  - Documents – Displays all documents needed for the meeting
  - Statements – Displays statements released in relation to the meeting
- ➤ **Display Area** – which displays the details of the meeting when chosen from the Meeting Details tabs.

2.2.1.1. How to change to a Calendar view

1. Please click on the Calendar View button located on the left side of the screen beneath the meeting's information area
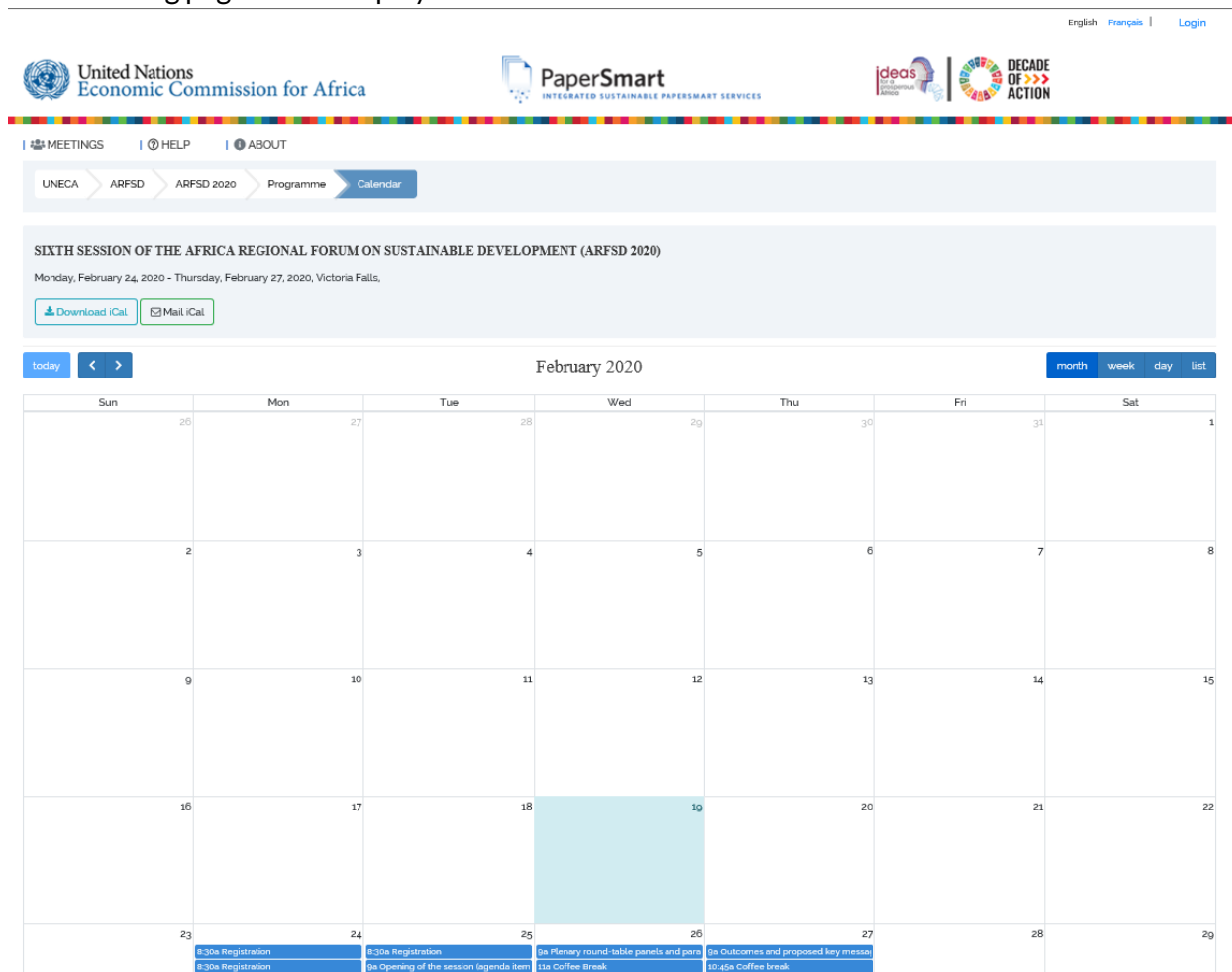2. The following page will be displayed

Figure 4: Calendar View

3. Displayed will be a calander highlighting all the scheduled events in the meeting you have selected

4. You can change the Month/Week/Day displayed by clicking on the two arrows next to the button labelled Today
5. You have the option of viewing the calendar monthly, weekly, daily or as a list
6. The list option will list all the events schedules for the meeting grouped by date and sorted by time
7. You also have the option of downloading the calendar by clicking on the Download iCal button which will give you options of opening the calander in your outlook mail or calander app, chose either to view the calander
8. If you choose to integrate the calander with your outlook mail and system calander it will give you notifications when scheduled meetings are to be conducted
9. You may also email the calander by clicking on the MailiCal button
10. You can click on the events from the calendar to see it's details

2.2.1.2. How to View a Programme

11. From the tabs please select **Programme** to view all Programme schedules for the selected Meeting
12. From the list of programmes displayed choose the one you would like to access by clicking on it, you may view the date, time and place of where the meeting is taking place on the row below the name of the meeting.
13. You will be directed to a specific progamme's page where you can see all the details of the Programme schedules
14. If applicable you can view associated documents and webcast links
15. You may choose to download, print or share the document please refer to section 2.2.1.3

2.2.1.3. How to View the Agenda of the Programme

1. Please click on the **Agenda** tab to learn more about the agendas that are going to be addressed or have been addressed for the particular meeting you are interested in.
2. You will find a list of agenda addressed by Programme

2.2.1.4. How to View Specific Meeting Documents

1. Please click on the **Documents** tab from the meeting Page as shown above
2. Displayed are different options of documents, e.g. Drafts, Official and Other Documents.
3. Please click on the drop-down arrow of any one of your choice
4. The documents are listed and you will have the option of
    1. Downloading (English or French),
    2. Printing (on demand) or
    3. Sharing the document on any of the social media platforms displayed while hovering over the Share menu.

2.2.1.4.1. How to Download the Document

1. Please click on the **Download** button
2. The choice of English or French will be displayed choose your preference
3. A document download dialogue box will be opened where you can choose to "OPEN", "SAVE" or "SAVE AS" the document of your choice

2.2.1.4.2. How to Print on Demand

1. When you click on the **Print on Demand** option the following form will be displayed

United Nations
Economic Commission for Africa

PaperSmart
INTEGRATED SUSTAINABLE PAPERSMART SERVICES

ideas
for a
prosperous
Africa

DECADE
OF >>>
ACTION

Print On Demand ✕

File:	ECA/RFSD/2020/6	2020–2030: A Decade to Deliver a Transformed and Prosperous Africa through the Sustainable Development Goals and Agenda 2063	Pre-session	English
Requestor Name:	
Country:	Please Select a Country ⌄
Email:	
Telephone No.:	
No. Of Copies:	1 ⌄

Send Request   Close

Figure 5: Print On Demand

2. Enter your name on the text field provided next to "Requestor Name"
3. Choose your country from the drop down list provided
4. Enter your email address in the "Email" field
5. Enter your telephone No in the "Telephone No" Field
6. You may only print a maximum of 5 copies, please select the number of copies you want to print from the drop down menu next to No. of Copies

**Please note that your printed documents will be delivered to you by one of the ushers serving the meeting

2.2.1.5. How to Access Statements Released
1. Click on the **Statements** Tab
2. The following page will be displayed

Figure 6:Statements page

3. You will find a list of statements made by different people pertaining to that meeting, each with their own details like the name of the statement, country, date, time and the speaker.
4. Click on the Download link to access the statement in either EN (English) or FR (French)
5. You can also opt to search for the document you want by entering the title of the statement
6. You can also filter your search result using the date the statement was released, the type of statement made and the country represented by the statement

3. How do I seek assistance?

If you are having trouble in accessing the portal, please speak with a Conference Officer or send us an email at eca-servicedesk@un.org.