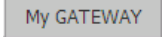


How to Bookmark using My GATEWAY

July 2010 (revised May 2013)

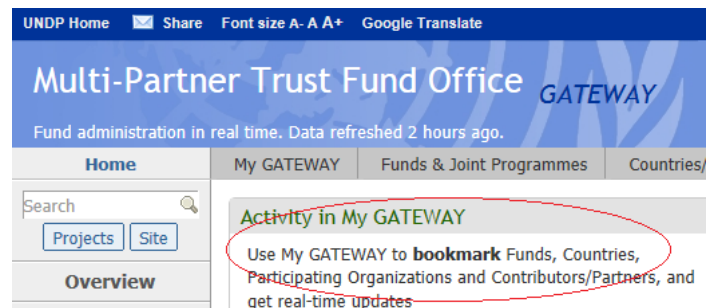
Background

This Quick Guide shows how to use  tool to bookmark selected Funds, Projects, Countries, Organizations or Donors and receive updates on recent activity under your selection.

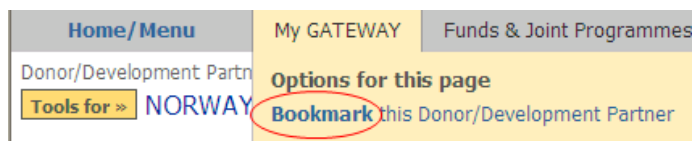
Once the user has bookmarked the selected Funds, Projects, Countries, Organizations and Donors, the **Activity in My GATEWAY** box located on the GATEWAY home page will populate with real-time updates on most recent commitments/deposits, transfers, and report/document uploads.

Step-by-step instruction:

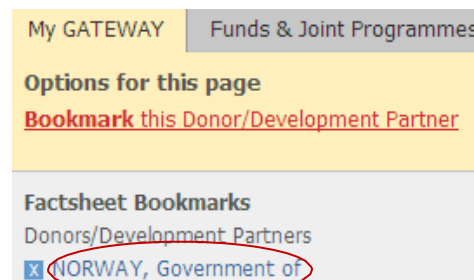
1. Go to GATEWAY on <http://mptf.undp.org/>.
The **Activity in My GATEWAY** box is currently empty and will populate with most recent activity under your selected Fund, Donor, etc., once bookmarked.



2. Navigate to the desired Fund, Project, Country, Organization or Donor Factsheet page, click on **My GATEWAY** for dropdown menu and click on **Bookmark**.



3. The bookmark will now appear in the **My GATEWAY** box. To facilitate navigation and go directly to the bookmarked Factsheet page, click on the bookmark.



- On the MPTF Office GATEWAY home page the **Activity in My GATEWAY** box is now populated with most recent activity on the bookmarked items. Additional Funds, Donors, Organizations, etc., can be bookmarked, however the **Activity on My GATEWAY** box on the GATEWAY home page will show the most recent 10 activities (commitments/deposits, transfers, and document/report uploads), listed by date.



- To see additional activities, scroll down and click on **Show next 10 activities**.



- Click on the blue cross to remove/deselect a bookmark.

To learn more about the GATEWAY, or locate additional Quick Guides, go to the **Learning Center** page via link on the main Menu.

