The Document Center

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Background

This Quick Guide shows how to use the Document Center menu item on the GATEWAY to find documents and reports. The Document Center Search tool can also be used to monitor submission of required reports under a Fund in order to be able to follow up on the reports still outstanding.

Designated users upload documents and reports to the Gateway. All documents carry information on who uploaded, when it was uploaded, and the document description and date. Documents can be uploaded under the General site or under a particular Fund or Project. Documents under Project and Fund also have to be assigned a document category and fund.

The Document Center search tool searches the entire document database and is convenient when looking for general or non-fund specific documents, or when searching for documents under multiple Funds. To quickly find a document or report under a known Fund, Project or Country, use the button in the Fund/Project/Country Factsheet page, and click on the Search all documents option.

Step-by-step instruction:

1. Go to GATEWAY on http://mptf.undp.org/

2. Click on the Document Center on the menu. Under the Document search tab, select Fund, Country, or Type from the dropdown options, or enter the keyword. The search will be across the entire document database as General, Fund and Project specific documents will be part of the search by default.

The Advanced search option provides additional filters to shows the classification fields, and they can also be deselected as appropriate.
To find General documents, such as Template type documents, which do not carry a Fund, Country or Type tags, simply enter a keyword in the search field.

Advanced search allows you to filter by date, or date range; and also to search by upload date.

3. The **Key Documents and Templates** tab provides the list of MPTF Office key documents.

4. To monitor submission of reports under a fund or project, use the **Submission monitoring** tab to view all the projects under a fund that have received funding in prior years, and for which reports are expected. Select the **Reporting year**, the **Type** and the **Fund** and click on **Find documents**. Those programmes for which reports have already been submitted will include the name and date of the upload as well.

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