

The Document Center

July 2010 (Revised Oct 2013)

Background

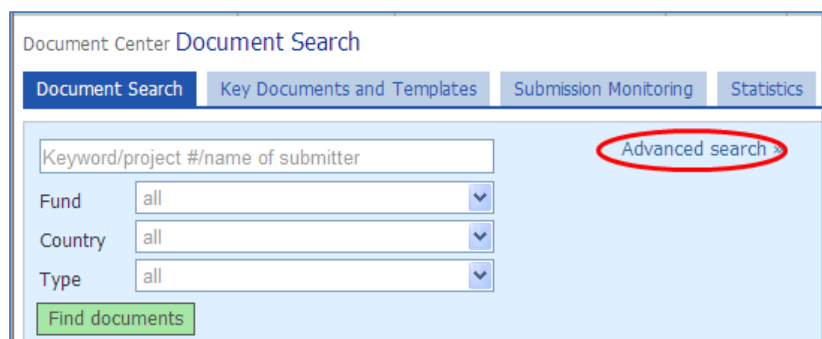
This Quick Guide shows how to use the Document Center menu item on the GATEWAY to find documents and reports. The Document Center Search tool can also be used to monitor submission of required reports under a Fund in order to be able to follow up on the reports still outstanding.

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 [Tools for >>](#) 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 screenshot shows the 'Document Center Document Search' interface. It features a navigation bar with tabs: 'Document Search' (selected), 'Key Documents and Templates', 'Submission Monitoring', and 'Statistics'. Below the navigation bar is a search form with a text input field labeled 'Keyword/project #/name of submitter' and a red circle around the 'Advanced search >' link. There are three dropdown menus for 'Fund', 'Country', and 'Type', each currently set to 'all'. A green 'Find documents' button is located at the bottom of the form.

The **Advanced search** option provides additional filters to shows the classification fields, and they can also be deselected as appropriate.

Narrow search by document classification...

- General
- Funds specific
- Project/programme specific

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.

Project ID	Project descr.	Theme	Organization	Country	Document	Document date	Uploaded by	Uploaded
00071391	UN-REDD-DRC-01 Programme de De	UN_REDD	Multiple	Democratic Republic of Congo	UN_REDD_reporting_DRC_2009.doc	31 Dec 2009	Farnaz Shemirani	5 Mar 2010
00072449	UN-REDD Vietnam	UN_REDD	Multiple	Viet Nam	UN REDD Viet Nam _ Progress...	31 Dec 2009	Farnaz Shemirani	5 Mar 2010
00070986	UN-REDD International Support	UN_REDD	Multiple					

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