

How to Upload Document

June 2010 (revised May 2013)

Background

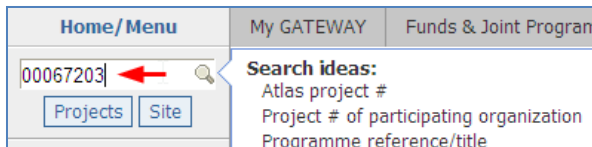
This Quick Guide is for Edit Users who have been granted access to upload relevant documentation, such as project documents, quarterly, annual and technical reports, to assigned projects. Submission of mandatory reports uses the same upload process described below.

Guidelines

Documents are posted directly to the live public web-site, and GATEWAY keeps a log of upload activity. By posting, the Edit User certifies that the document has been cleared for posting. Documents should be in *finalized* form and *relevant* to the particular project. Document with annexes should be merged into one file and named appropriately. Use of special characters (e.g. “/”) in the file name should be *avoided* as it may cause system errors.



Who can upload documents?

The Edit users who have access to upload documents are listed on the project factsheet page. To go to project factsheet, enter the project ID and click on **Projects**.



Contacts

If you have questions about this programme you may wish to contact the RC office in Guatemala or the lead agency for the programme. The MDTF Office Portfolio Manager (or Country Director with Delegation of Authority) for this programme:

- Anders Thomsen, Senior Portfolio Manager; Telephone:  212 906 5703  Email: anders.thomsen@undp.org

The persons with GATEWAY access rights to upload and maintain documents for the programme:

- Natalia Garcia, MDG Officer; Telephone: (502) 23843170; Email: natalia.garcia@undp.org; Skype: [marianataliagarcia](#)
- Carmen Gonzalez, Coordination Analyst; Telephone: (502)23843170; Email: carmen.gonzalez@undp.org; Skype: [carmen.aida.gonzalez.lopez](#)

Scroll to the bottom of the page to view **Contacts** box for that project.

Step-by-step instruction for Uploading a document

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

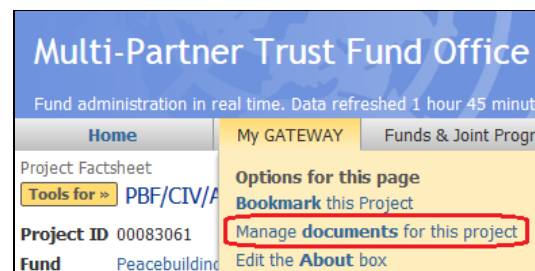
2. To Access edit mode click on **Sign-in** in upper right hand corner of page. Click on the **Forgotten Password** link if needed and system will email you a new password (as after third failed login attempt, user access will be blocked).

3. Navigate to the Project Factsheet page:
Enter project ID/ reference in search box under **Menu**, or click on **My GATEWAY** to view listing of accessible projects and select link to project. (Email Farnaz.shemirani@undp.org to update project listing).



4. To upload documents:
 - (a) In Project Factsheet page, click on **My GATEWAY**, and select **Manage documents for this project**.

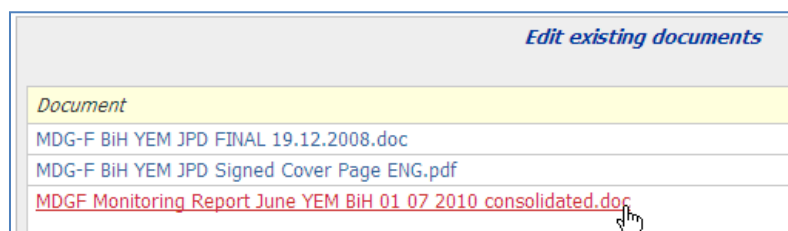
[To upload a document at the Fund level, go to Fund Factsheet page, click on **My GATEWAY**, and select **Manage documents for this Fund**. The Document will be in "Pending" status until approved by the responsible MPTF office Portfolio Manager.]



- (b) Click on **Browse** and select your document, **Document Type**, and document date; Enter **Description** if needed.

Click on **Save** to post. Once saved, the document will appear in the box to the right.

5. To edit description of documents (date, document type or description), click on **My GATEWAY**, and select **Manage documents for this project**. Click on the document located in **Edit existing documents** box to bring up the record. The fields "Document type", "Document date", and "Description" can then be edited. Click on **Save** when



finished.

- To replace an existing report with an updated/corrected version, click on **My GATEWAY**, and select **Manage documents for this project**. In the **Edit existing documents** box, click on the document to be replaced.

Click on **Browse** and select the updated/corrected document. Click on **Save** to post. Once saved, the updated/corrected document will replace the existing document.

- To delete a document, click on document hyperlink and click on **Delete** button.

- The **Change log** box records activity by user(s) once action is completed.

Change log		
Modified	User	Activity status
16 Jun 2010	Xfarnaz.shemirani	Approved
10 Jun 2010	Xdawn.delrio	Approved

- Review the existing documents:** Click on the **Tools for** from the Project Factsheet page and select the **View the Document Center** to view project-related documents. Take note of missing documents for later upload.



To view the Fund-related documents, go to the **Fund Factsheet** page and click on the **Search all documents**.

The listing under Funds will also include the Project-related documents under that Fund.

Step-by-step instruction for Updating Project summary in the “About” box

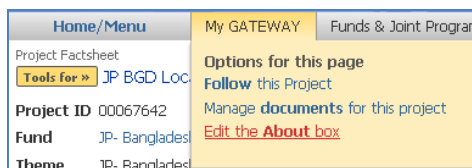
Please consult with the MPTF Office Portfolio Manager regarding updates to the Project descriptions in the “About” box.



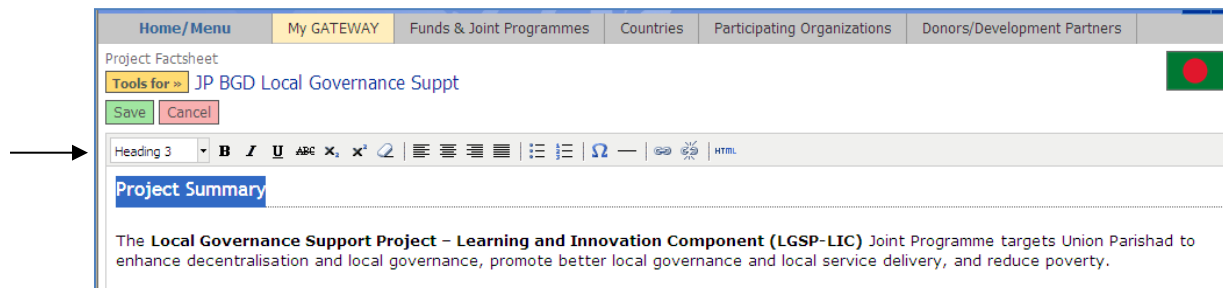
1. *Navigate* to the **Project Factsheet** page:
Enter project ID/ reference in Search box under Main **Menu**, or click on **My GATEWAY** to view listing of accessible projects and select link to project.



2. In the Project Factsheet page click on **My GATEWAY** then on **Edit the About box**.



3. Enter (or copy and paste) text into box. Standard formatting as per below: Highlight heading and select “Heading 3” from format box dropdown. Click **Save**.



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

