

# IPCC PaperSmart System - User Manual

The primary objective of the system is to reduce the use of paper and printed materials during IPCC events, and, by doing so, to contribute to the PaperSmart initiative of the United Nations.

The secondary objective of the system is to bring all conference-related documents together in a single place, rather than having delegates search in different parts of the IPCC website.

When registering for an IPCC meeting, delegates will receive a personalized user id and password via email. After their credentials have been validated, participants will receive an email, which will enable them to access the PaperSmart URL (which will also be contained in the same email) using the details provided by the focal point during pre-registration.

## Home Page

After logging in, users will be presented with the home page (shown below).

The screenshot displays the IPCC PaperSmart Home Page interface. It features three main sections:

- Current events:** A table listing upcoming events with columns for Event name, Address, Start, and End.
- Recent events:** A list of past events.
- Inbox (1 of 2):** An email notification from `ibaldova@wmo.int` dated 2013-03-01 10:23, stating "The meeting room as changed".
- Map:** A map of the Geneva area, showing the location of the event (Pâquis-Nations) near the UN building and the Av. de la Paix.

Event name	Address	Start	End
IPCC WGI-12 and IPCC-36	Torkel Knutssongatan 2, Stockholm, Swed	20th Sep 2013	26th Sep 2013
46 Bureau Session - Paper Smart Test	7 bis Avenue de la Paix, Geneva, Switzerland	19th Jul 2013	22nd Jul 2013
WGII - AR5 4th Lead Author Meeting	Bled, Slovenia	15th Jul 2013	19th Jul 2013

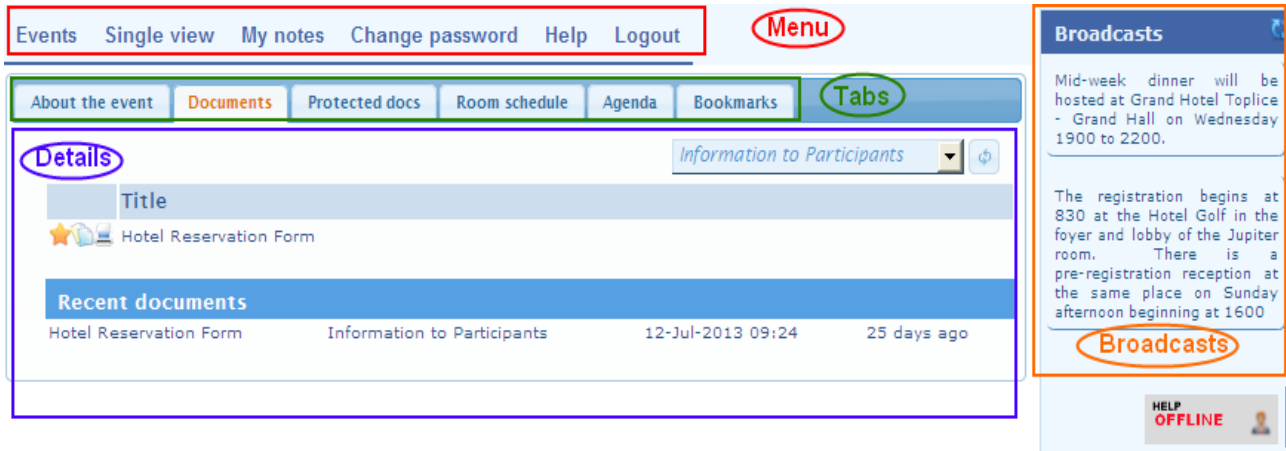
To get details about the event, click on the event name, which takes the user to the event page.

## Event Page

The menu in the event page is context-sensitive, depending on the features that have been activated. There is a maximum of 6 tabs (the actual number depends on the availability of documents):

1. **About the event:** Displays general information about the event.
2. **Documents:** Contains the DOCs, INFs, speeches, presentations, etc (public documents). To view the documents, click on the "Documents" tab.
3. **Protected Docs:** In-session documents are listed here.

4. **Room Schedule:** Contains the schedule of the event (can be downloaded into an iCal format).
5. **Agenda:** Contains the agenda of the meeting with progress indicator.
6. **Bookmarks:** Contains all the bookmarked documents for the event which have been created by the user by clicking on the bookmark icon (★) besides the document.



The details section, located below the tabs, displays the content for the selected tab.

Similarly, the broadcasts section (on the right side of the page) displays messages intended for all participants. The section refreshes automatically every hour but participants can manually refresh it using the 🔄 icon, next to the broadcast title bar.

## Access to Documents

To view the documents, click on the “Documents” tab. From the dropdown, select the type of document. Upon selection, relevant documents belonging to that category is displayed on the page. The same process applies for “Protected documents” and “Room Schedule”.

## Help

1. **Online Chat:** On the bottom right-hand corner of the page, an icon indicates whether anyone is online to provide assistance. Users can click on that image to request help, if someone is available online.
2. **Help:** Clicking on the help menu item takes the user to a searchable help that consists of basic FAQs and video tutorials.
3. **Contact:** Using the contact menu item on the portal, users can request help, although this is the slowest means of receiving help. The helpdesk staff, in the venue, will be sufficiently trained and will be around to help delegates with the usage of the system.