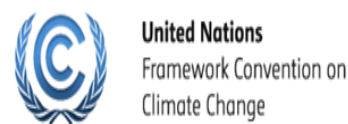


Quick guide to using the GHG Help Desk collaboration platform

Version 1.0, 30 April 2021



1. Access to the GHG Help Desk collaboration platform

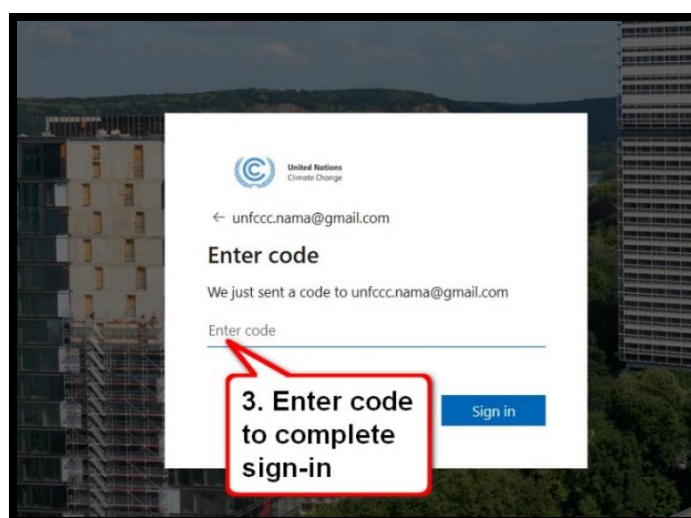
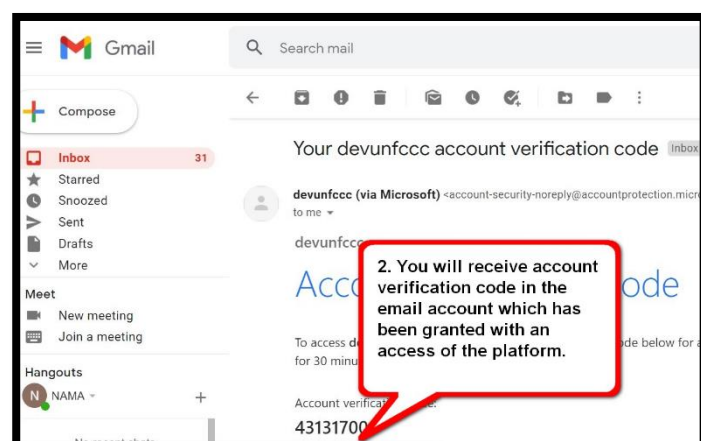
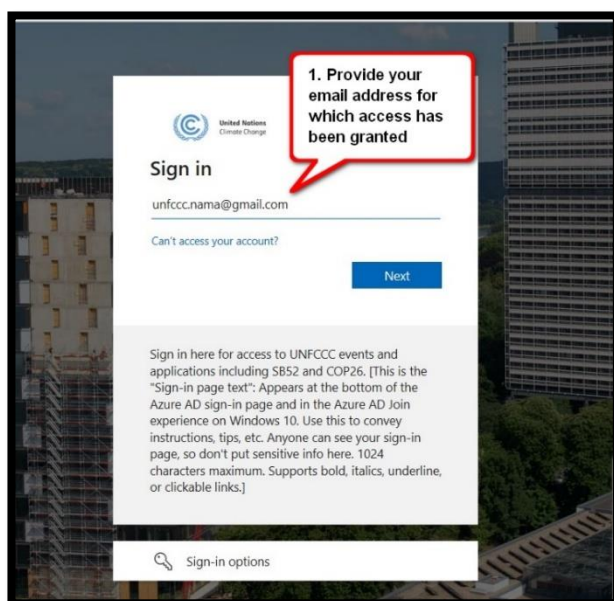
In order to use the GHG Help Desk collaboration platform, please email GHGCapacityBuilding@unfccc.int indicating which of your email account should have access to the platform.

2. Web address for the GHG Help Desk collaboration platform and sign in process

The address of the GHG Help Desk collaboration platform is:

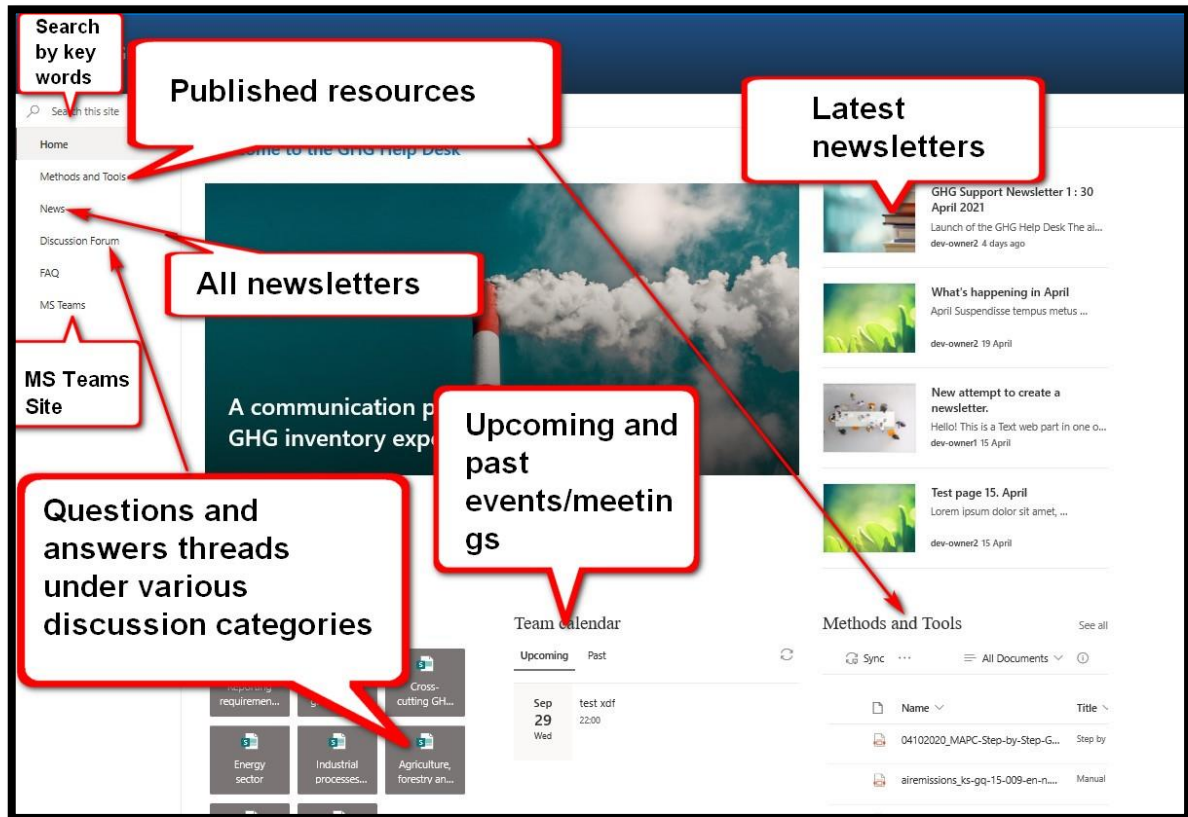
<https://unfccc365.sharepoint.com/sites/GHG-Help-Desk/>

Sign in process is as shown in the below screen shots.



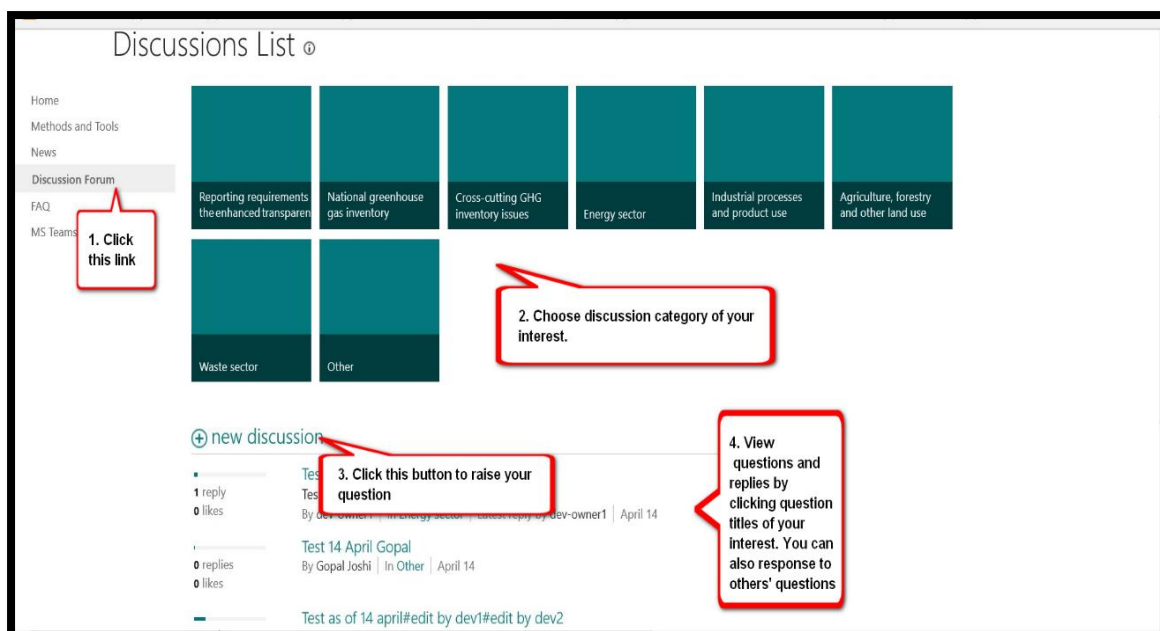
3. Home page of the GHG Help Desk collaboration platform

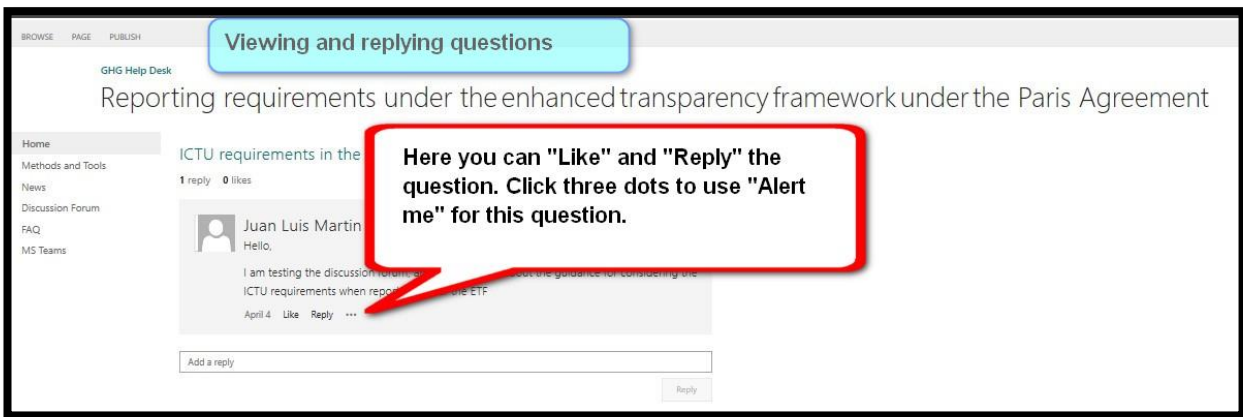
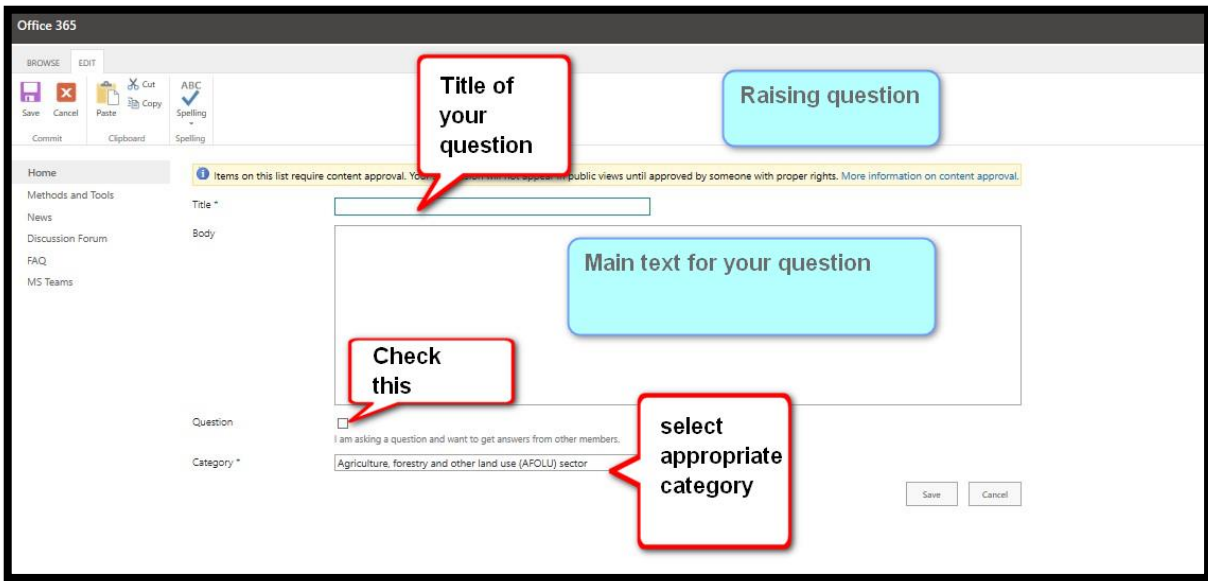
From the home page you have an overview of all the functionalities available at the GHG Help Desk.



4. View, raise and reply to questions in the discussion forum

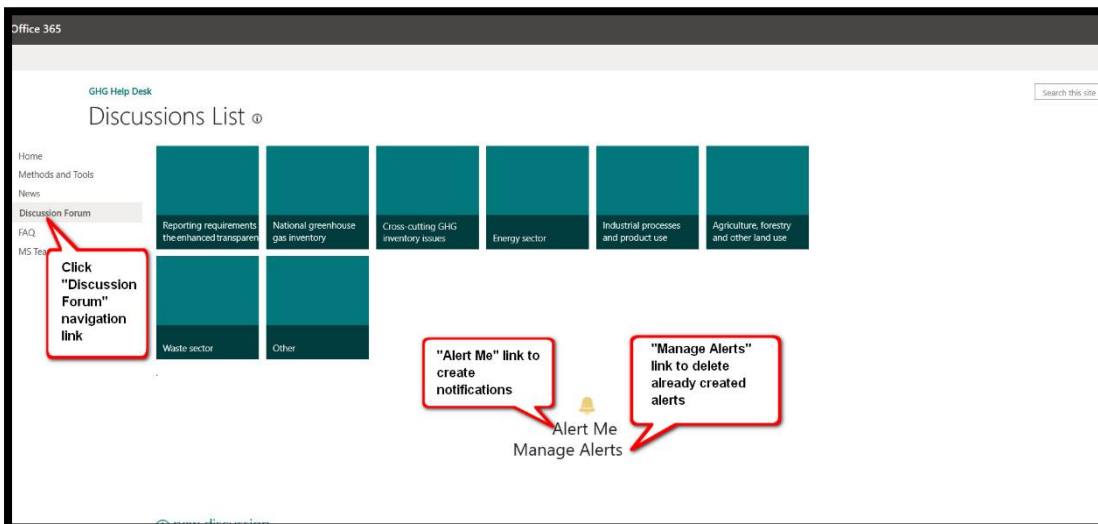
Members have the opportunity to raise questions or respond to questions raised in the discussion forum or comment on the ongoing discussions.





5. Set Alert notifications for the discussion forum

There is an alert notification, where you can set alerts to be notified on the changes made in the specific topics you would like to follow or the overall discussion forum.



GHG Help Desk
New Alert

Home
Methods and Tools
News
Discussion Forum
FAQ
MS Teams

If you want to follow specific topic in the discussion forum such as "Waste sector"

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.
Discussions List_Waste Sector

Delivery Method
Specify how you want the alerts delivered.
 E-mail gopal.joshi@gmail.com
 Text Message (SMS)
 Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.
 All changes
 New items are added
 Existing items are modified
 Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.
 Anything changes
 Someone else changes a post
 Someone else changes a post created by me
 Someone else changes a post last modified by me
 Someone changes an item that appears in the following view
Waste sector

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)
 Send notification immediately
 Send a daily summary
 Send a weekly summary

Time:
Thursday 1:00 PM

Provide distinctive alert title

select delivery method

Select change type

Select this option and choose Waste sector

Select frequency of alert

GHG Help Desk
New Alert

Home
Methods and Tools
News
Discussion Forum
FAQ
MS Teams

Setting alert for changes in overall discussion forum

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.
Discussions List

Delivery Method
Specify how you want the alerts delivered.
 E-mail gopal.joshi@gmail.com
 Text Message (SMS)
 Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.
 All changes
 New items are added
 Existing items are modified
 Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.
 Anything changes
 Someone else changes a post
 Someone else changes a post created by me
 Someone else changes a post last modified by me
 Someone changes an item that appears in the following view
Subject

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)
 Send notification immediately
 Send a daily summary
 Send a weekly summary

Time:
Thursday 1:00 PM

Insert Title

Choose delivery method

Choose change type

Choose one of the option except the last one

Choose frequency

6. Methods and Tools

Under **Methods and Tools**, you find the latest resources on GHG (documents or links to documents or web resources).

The screenshot shows the 'Methods and Tools' section of the GHG Help Desk. The page features a search bar at the top left, a navigation menu on the left, and a main content area with a table of resources. Callouts highlight various features: 'Search by key words' points to the search bar; 'After clicking three dots, you find "alert me" and "manage alerts" buttons for managing notifications for methods and tools' points to the three-dot menu icon; 'Different views' points to the 'All Documents' view selector; 'Resources can be filtered in columns as well' points to the column headers; and 'Filter documents' points to the filter icon.

Title	Topics	Keyword	Document Types	Publication Year	Language	Approval Status
Step by Step Guide for GHG Inventory	GHG inventories	cross-cutting issues of a GHG inventory	Guidelines	2020	English	Approved
Manual for air emission accounts	GHG inventories	cross-cutting issues of a GHG inventory	Manuals	2020	English	Approved
City level GHG Inventory Preparation	GHG inventories	cross-cutting issues of a GHG inventory	Guidelines	2015	English	Approved
Guide to green house gas management for small busin	GHG inventories	greenhouse gas inventory management system (GHG IMS)	Guidelines	2015	English	Approved
MPG on enhanced transparency framework	Transparency fra...	modalities, procedures and guidelines (MPG)	Guidelines	2020	Spanish	Approved
The enhanced transparency framework	Transparency fra...	institutional arrangements	Guidelines	2020	French	Approved
GHG Inventory tool	Transparency fra...	energy	Manuals	2020	Arabic	Approved

7. MS Teams Navigation

The users can navigate to MS Teams and use its various functionalities. From MS Teams, the users can navigate back to the GHG Help Desk collaboration platform.

The screenshot shows the GHG Help Desk website. The navigation menu on the left includes 'Home', 'Methods and Tools', 'News', 'Discussion Forum', 'FAQ', and 'MS Teams'. The 'MS Teams' link is highlighted with a red box and a red arrow pointing to it.

The advertisement promotes the Teams desktop app. It features an illustration of a person using a laptop and another person using a tablet, with a Teams chat window overlaid. The text reads: 'Stay better connected with the Teams desktop app'. Below this, there are two buttons: 'Download the Windows app' and 'Use the web app instead'. The 'Use the web app instead' button is highlighted with a red box. At the bottom, it says 'Already have the Teams app? Launch it now'.

