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# **Introduction to Documents Online Electronic Subscriptions**

# \*Agenda

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1. What is E-Subscriptions?
2. How to access E-Subscriptions?
3. Subscribing to documents of interest
4. Questions and Answers

# 1. \*What is E-Subscriptions?


- Allows you to identify all document series of interest to you, either by topic or by series name
- Daily e-mail communication listing new documents that correspond to your interests.
- Monitor documents as they are issued in your area(s) of interest without searching for them in Documents Online

## 2. \*How to access E-Subscriptions?

### **If you are a delegate:**

- In order to access E-Subscriptions, you need
  - a. A personalized account with WTO and
  - b. Access Permission to use E-Subscriptions
- Contact your Delegation Coordinator
- The Delegation Coordinator sends invitation to you via e-mail (see next slide)
- Click on the link in the e-mail and follow the instruction to create your own userID and password.

## 2. How to access E-Subscriptions?



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO

WTO E-REGISTRATION  
Tutorial to assist in the use of the new platform

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### How do the delegates handle an invitation – 1 page

[Back to main menu](#)

This section shows you what the delegates have to do when they receive an invitation.  
This is only for your information in case you have questions from a delegate.

**1** Once you sent an invitation, the delegate will receive an email with a link to self-register

**1**

**E-Registration**

**Hello M. Nicholas COSTERASCO,**

You have been invited to connect to the E-Registration platform.

Please click on the link below to register.

Register

Regards,  
E-Registration

**2** He or she will be able to choose any available username

Register

**3** And choose a password to access E-Registration system

**4** Finally, once the delegate fulfilled steps 2 and 3, he or she will receive the following notification

**Thank you for registering!**

You will receive an e-mail as soon as your account has been validated.

2016 © WTO E-Registration

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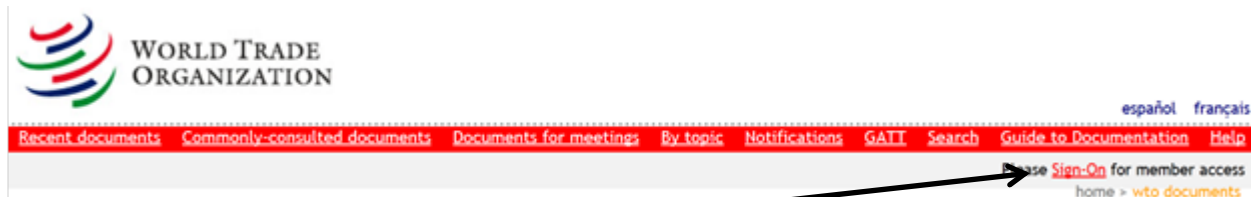
## 2. How to access E-Subscriptions?

### If you are a Delegation Coordinator:

- Login to E-Registration <https://eregistration.wto.org/>
- Check whether a profile already exists for the delegate.  
If the profile does not exist, create one. The profile does not need to be complete.
- Make sure to select “Documents Online” in the profile
- Click on “Create delegate profile”
- Once the profile created, open it and click on “Send invitation”.
- The user will receive an invitation to connect.
- See [WTO E-Registration Tutorial](#) for more details

# 3. \*Subscribing to documents - Access E-Subscriptions

- Step 1: Open documents online website <https://docs.wto.org>



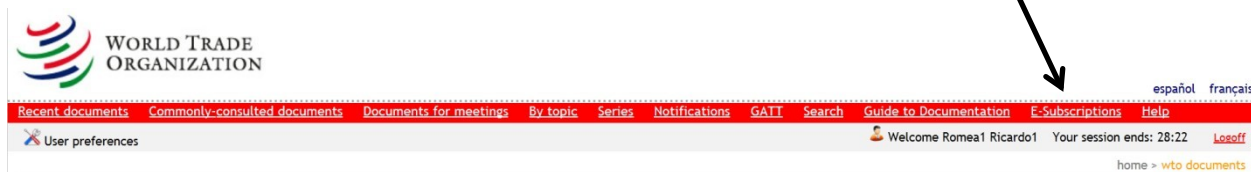
- Step 2: Click on Sign-On, the following login screen will appear

A login form with two input fields: 'User' and 'Password'. To the right of the 'Password' field is a red 'Ok' button.

- Step 3: Enter your personalized account credentials and click OK

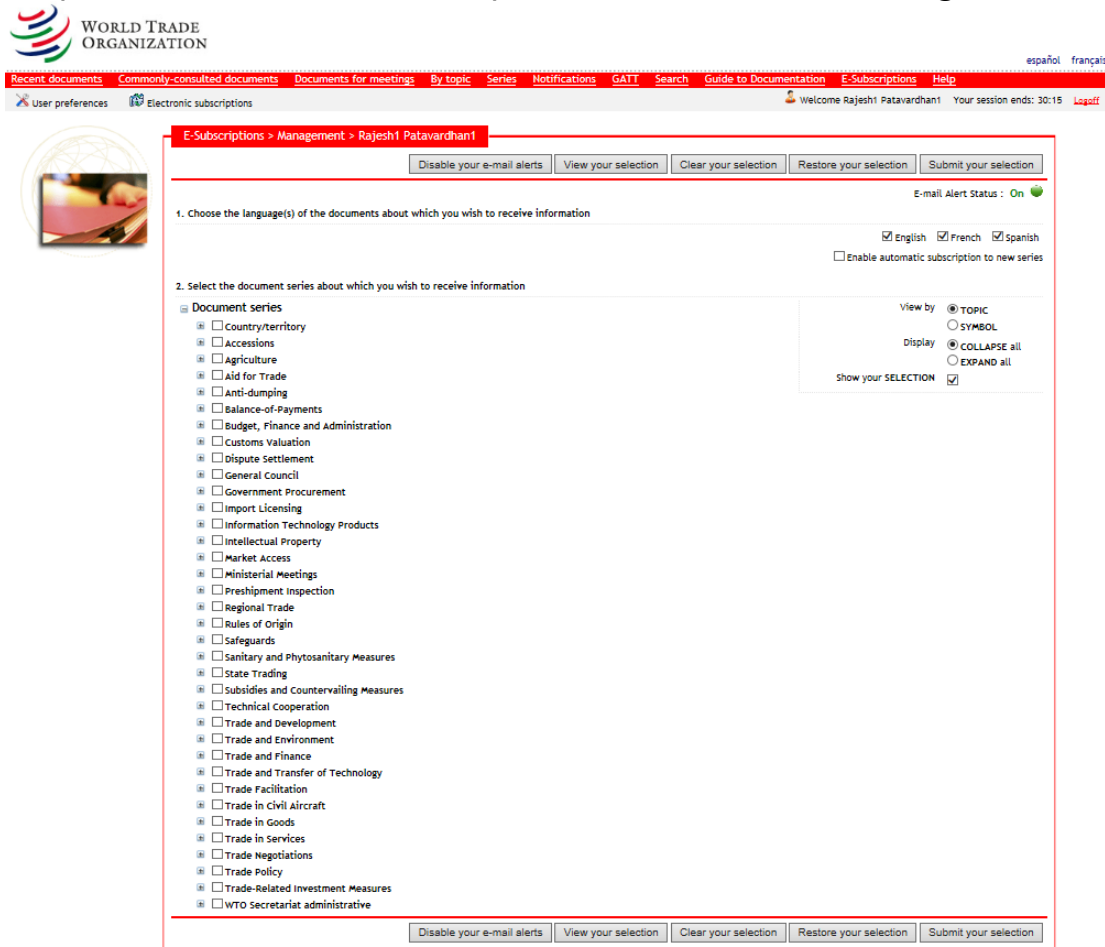
A login form with two input fields: 'User' and 'Password'. The 'User' field contains the text 'user.name@gmail.c' and the 'Password' field contains several dots. To the right of the 'Password' field is a red 'Ok' button. A black arrow points from the 'Ok' button in the previous screenshot to this one.

- Step 4: E-Subscriptions menu option appears on the menu bar top right



# 3. Subscribing to documents - Access E-Subscriptions - Contd...

- Step 5: Click on the E-Subscriptions menu to view the Page



The screenshot shows the World Trade Organization (WTO) E-Subscriptions page. The header includes the WTO logo and navigation links: Recent documents, Commonly-consulted documents, Documents for meetings, By topic, Series, Notifications, GATT, Search, Guide to Documentation, E-Subscriptions, and Help. The user is logged in as Rajesh1 Patavardhan1, and the session ends at 30:15. The page title is "E-Subscriptions > Management > Rajesh1 Patavardhan1". The main content area is divided into two sections: "1. Choose the language(s) of the documents about which you wish to receive information" and "2. Select the document series about which you wish to receive information". Section 1 includes checkboxes for English, French, and Spanish, and an option to enable automatic subscription to new series. Section 2 includes a list of document series with checkboxes, a "View by" dropdown (set to TOPIC), a "Display" dropdown (set to COLLAPSE all), and a "Show your SELECTION" checkbox. The page also features a sidebar with a "User preferences" link and a "Electronic subscriptions" link.

WORLD TRADE ORGANIZATION

Recent documents Commonly-consulted documents Documents for meetings By topic Series Notifications GATT Search Guide to Documentation E-Subscriptions Help

User preferences Electronic subscriptions Welcome Rajesh1 Patavardhan1 Your session ends: 30:15 Logout

E-Subscriptions > Management > Rajesh1 Patavardhan1

Disable your e-mail alerts View your selection Clear your selection Restore your selection Submit your selection

E-mail Alert Status : On

1. Choose the language(s) of the documents about which you wish to receive information

☒ English ☒ French ☒ Spanish

☐ Enable automatic subscription to new series

2. Select the document series about which you wish to receive information

Document series

- ☐ Country/territory
- ☐ Accessions
- ☐ Agriculture
- ☐ Aid for Trade
- ☐ Anti-dumping
- ☐ Balance-of-Payments
- ☐ Budget, Finance and Administration
- ☐ Customs Valuation
- ☐ Dispute Settlement
- ☐ General Council
- ☐ Government Procurement
- ☐ Import Licensing
- ☐ Information Technology Products
- ☐ Intellectual Property
- ☐ Market Access
- ☐ Ministerial Meetings
- ☐ Freshment Inspection
- ☐ Regional Trade
- ☐ Rules of Origin
- ☐ Safeguards
- ☐ Sanitary and Phytosanitary Measures
- ☐ State Trading
- ☐ Subsidies and Countervailing Measures
- ☐ Technical Cooperation
- ☐ Trade and Development
- ☐ Trade and Environment
- ☐ Trade and Finance
- ☐ Trade and Transfer of Technology
- ☐ Trade Facilitation
- ☐ Trade in Civil Aircraft
- ☐ Trade in Goods
- ☐ Trade in Services
- ☐ Trade Negotiations
- ☐ Trade Policy
- ☐ Trade-Related Investment Measures
- ☐ WTO Secretariat administrative

View by ☒ TOPIC ☐ SYMBOL

Display ☒ COLLAPSE all ☐ EXPAND all

Show your SELECTION ☒

Disable your e-mail alerts View your selection Clear your selection Restore your selection Submit your selection



# 3. \*Subscribing to documents - Specify area(s) of your interest

1. The listing is available either by Topic or Series
2. Tick the areas of interest
3. Choose the languages – Alert notification will be sent only when a specific language version of the NEW document is published
4. Click on “Submit your selection” to save and confirm your areas of interests

The screenshot shows the 'E-Subscriptions > Management > Rajesh1 Patavardhan1' interface. At the top, there are buttons: 'Disable your e-mail alerts', 'View your selection', 'Clear your selection', 'Restore your selection', and 'Submit your selection'. Below this, the 'E-mail Alert Status' is 'On' with a green icon.

1. Choose the language(s) of the documents about which you wish to receive information. This section includes checkboxes for 'English', 'French', and 'Spanish', all of which are checked. There is also an unchecked checkbox for 'Enable automatic subscription to new series'.

2. Select the document series about which you wish to receive information. This section is divided into two columns. The left column, under 'Document series', lists various categories with checkboxes: 'Country/territory', 'Accessions', 'Agriculture' (with sub-items like 'Committee on Agriculture', 'Agriculture (WTO/AIR/AG/)', 'Informal restricted documents (JOB/AG/)', 'Information documents (G/AG/INF/)', 'Intrudes (G/AG/R/)', 'Notifications (G/AG/NI/Member/)', 'Other documents (G/AG/)', 'Requests for Consultations (G/AG/GEN/)', 'Unofficial room documents (RD/AG/)', and 'Working documents (G/AG/W/)', 'Consultative Framework Mechanism on Cotton', 'Aid for Trade', 'Anti-dumping', 'Balance-of Payments', 'Budget, Finance and Administration', 'Customs Valuation', 'Dispute Settlement', 'General Council', 'Government Procurement', 'Import Licensing', 'Information Technology Products', 'Intellectual Property', 'Market Access', 'Ministerial Meetings', 'Preshipment Inspection', 'Regional Trade', 'Rules of Origin', 'Safeguards', 'Sanitary and Phytosanitary Measures', 'State Trading', 'Subsidies and Countervailing Measures', 'Technical Cooperation', 'Trade and Development', 'Trade and Environment', 'Trade and Finance', 'Trade and Transfer of Technology', 'Trade Facilitation', 'Trade in Civil Aircraft', 'Trade in Goods', 'Trade in Services', 'Trade Negotiations', 'Trade Policy', 'Trade-Related Investment Measures', and 'WTO Secretariat administrative'. The right column, under 'View by', has radio buttons for 'TOPIC' (selected) and 'SYMBOL', and a 'Display' section with radio buttons for 'COLLAPSE' (selected) and 'EXPAND all'. There is also a 'Show your SELECTION' checkbox which is checked.

3. This callout points to the language selection area.

4. This callout points to the 'Submit your selection' button at the bottom of the page.

# 3. \*Subscribing to documents – E-mail alert

- Once setup, you will receive daily notification in e-mail, sample below



14/09/2017

## NEW DOCUMENT ALERT

Click on the language to open the corresponding language version of the document.

Click on "Download all/Download (01)..." to view/save all documents in the list.

The following documents are now available in your specified area(s) of interest:

The language links to the NEW documents appear with a ""

G/ADP/N/300/AUS

Date : 28/08/2017

Title : Committee on Anti-Dumping Practices - Semi-annual report under article 16.4 of the Agreement - Australia

[\[English\]](#) (pages 18, size 410kb) | [\\*French](#) (pages 21, size 433kb)

G/ADP/N/300/CRI

Date : 14/09/2017

Title : Comité de Prácticas Antidumping - Presentación de los informes semestrales previstos en el párrafo 4 del artículo 16 del Acuerdo - Costa Rica

[\[\\*Spanish\]](#) (pages 5, size 108kb)

G/ADP/N/300/EGY

Date : 20/07/2017

Title : Committee on Anti-Dumping Practices - Semi-annual report under Article 16. 4 of the Agreement - Egypt

[\[English\]](#) (pages 7, size 410kb) | [\\*French](#) (pages 8, size 147kb) | [Spanish](#) (pages 8, size 141kb)

WTO/AIR/BFA/20/Corr. (Restricted document, authorization required)

Date : 14/09/2017

Title : Committee on Budget, Finance and Administration - Meeting of 21 September 2017 - Corrigendum

[\[\\*English\]](#) (pages 1, size 53kb) | [\\*French](#) (pages 1, size 53kb) | [Spanish](#) (pages 1, size 53kb)

The language links to the NEW documents appear with a ""

[Unsubscribe](#) [Manage your subscription](#)



1. Click on the language links to open the document directly

\* indicates the NEW language version of the document for which you have subscribed

2. Restricted documents require access credentials ( see next slide)

3. All these documents can be downloaded together (see follow-up slide)

### 3. \*Subscribing to documents – E-mail alert – Opening restricted documents

WORLD TRADE ORGANIZATION

Recent documents Commonly-consulted documents Documents for meetings By topic Notifications GATT Search Guide to Documentation **2** sign-on Help

Please sign-on for member access

home > wto documents > search all documents > results list

1

By Type By Topic

All results (1)

Agenda (1)

Airgram (1)

WTO/AIR/BFA/20/Corr.1

Committee on Budget, Finance and Administration - Meeting of 21 September 2017 - Corrigendum

R | 14/09/2017 | 53 KB | Pages: 1 | Doc #: 17-4875 | New (E, F, S)

First Previous ◀ 1 ▶ Next Last

User  Password  **Ok**

WTO/AIR/BFA/20/Corr.1

Committee on Budget, Finance and Administration - Meeting of 21 September 2017 - Corrigendum

R | 14/09/2017 | 53 KB | Pages: 1 | Doc #: 17-4875

First Previous ◀ 1 ▶ Next Last

1. When you click on a restricted document link in the e-mail, the search results page is displayed with the details of the document. The links to open document appear greyed-out
2. Click on the “sign-on” and enter your credentials
3. Once signed-in, the links to open document become enabled, click on these links to open the document

### 3. Subscribing to documents – E-mail alert – Download all documents

1. When you click on a download all link in the email, the search results page is displayed with list of all the documents received in the e-mail alert.
2. Click on “Download documents”, choose options for download and click on “Download” button
3. All the documents will be downloaded to your local disk

The screenshot shows the WTO document search results page. At the top, there are navigation links: Recent documents, Documents, Download documents, Documents for meetings, By topic, Series, Notifications, GATT, Search, Guide to Documentation, E-subscriptions, and Help. A user is logged in as 'Welcome Rajesh1 Patavardhan1' with a session ending at 30:30. The search results are displayed in a table with columns for Order by, Symbol, Title, Date, Access, and Doc #. The results list includes documents such as 'Committee on anti-dumping practices agenda', 'Committee on Subsidies and Countervailing Measures - Unofficial room document - Regular meeting of the Committee on Subsidies and Countervailing Measures - 15/09/2017 - Annotated draft agenda', 'Committee on Subsidies and Countervailing Measures - Unofficial room document - Special meeting of the Committee on Subsidies and Countervailing Measures - 15/09/2017 - Annotated draft agenda', 'Trade Policy Review Body - Unofficial room document - Trade policy review of Jamaica - (13 and 15 september 2017) - Concluding remarks by the Chairperson', 'Trade Policy Review Body - Unofficial room document - Trade policy review of Jamaica - (13 and 15 september 2017) - Statement by the discussant (day 2)', and 'Committee on Regional Trade Agreements - List of RTAs which have appeared in factual presentations (issued up to 12 september 2017) and have not yet been notified to the WTO'. A red box highlights the 'Download documents' button in the top navigation bar. A second red box highlights the 'Download' button in the bottom right corner of the dialog.

Click the "Download" button to transfer the documents to your computer.  
If you wish to modify your selection you can choose ALL documents in the results list as follows

☒ All English ☐ All French ☐ All Spanish

If you wish you may also make a new selection from your search results.

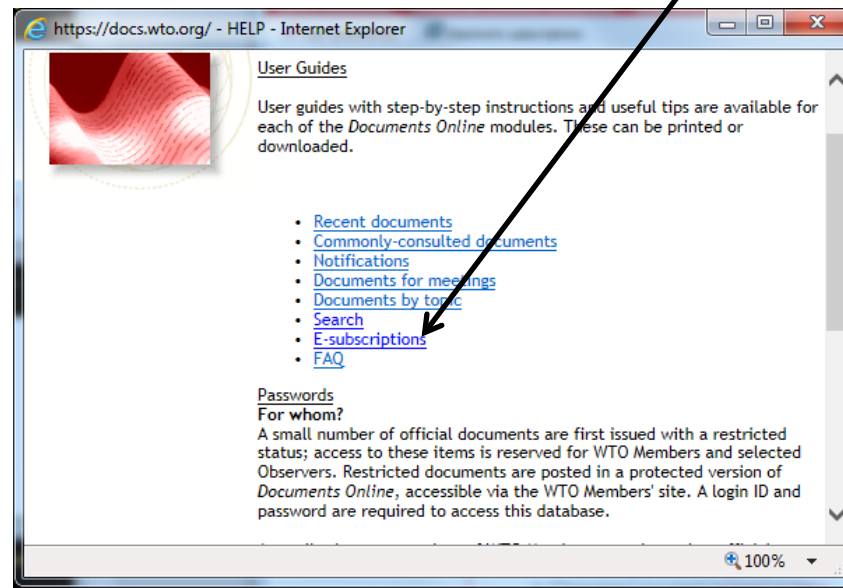
☒ All parts all formats  
☒ PDF  
☐ All parts in WORD format  
☐ Notification Attachments

Selecting the All parts all formats option will allow you to download the PDF as well as associated Excel and Access files. It excludes Word files and all Notification Attachments.

**Download**

# 4. Questions and Answers

- The help file is available in the menu with detailed instructions



# 4. Questions and Answers – Contd...

- **Whom to contact to get personal account and access permission for E-Subscriptions**  
Please contact your Delegation Coordinator
- **I cannot login although I have personal account created and permission for e-Subscriptions is set**  
Normally the logins should be working within one-two hours after creation. If the issue persists please contact [docsonline@wto.org](mailto:docsonline@wto.org) for further investigation.
- **I have subscribed, but did not receive e-mail alerts**  
Check your spam folder to see if the alerts have gone to this folder. If so indicate that these are not spam so that the future alerts are received in the InBox. If this is not the case, please contact [docsonline@wto.org](mailto:docsonline@wto.org) for further investigation.
- **Will the paper distribution to Delegations be stopped from 01 February 2018?**  
Yes. During recent meeting of Committee on Budget, Finance and Administration, it was agreed to stop Paper distribution 01 February 2018. Paper distribution will be continued only on exceptional basis upon explicit request from delegations. See [WT/INF/212](#)
- **What happens to Fax's that delegations receive currently for meeting notices, last minute changes etc?**  
This will continue as it is.

## 4. Questions and Answers – Contd...

- **I have subscribe only to certain documents. When I visit documents online website and search for documents, will the search be limited only to the documents that I subscribed?**  
No. The areas of interests that you have selected is limited only to receive e-mail alerts when a new document is issued in those areas.  
Through Documents online search, you can access all documents that your delegation has access.
- **When I subscribe to E-Subscriptions, do I receive alert for all past documents also?**  
No. E-Subscriptions sends alert only for documents that are newly issued in Documents Online.  
For the past documents please consult Documents Online search feature
- **Can I change the frequency weekly/monthly etc to receive alerts?**  
No. Currently the system is designed to send alerts on a daily basis to all subscribed users.
- **Can the people from capital also subscribe to E-Subscriptions?**  
Yes. Users from capital also can subscribe to this service.
- **Any other questions?**

## 4. Contact us

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Contact us for any query on E-Subscriptions:  
[docsonline@wto.org](mailto:docsonline@wto.org)

Personalized account and access : Contact your  
Delegation Coordinator