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Introduction to Documents Online
Electronic Subscriptions
*Agenda*

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?

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

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.

   **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.

   ![E-Registration screen](image)

   Regards,
   E-Registration

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

   ![Username input screen](image)

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

   ![Password input screen](image)

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

   ![Notification screen](image)

   Thank you for registering!

   You will receive an e-mail as soon as your account has been validated.
If you are a Delegation Coordinator:

- Login to E-Registration [https://eregistration.wto.org/](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](https://eregistration.wto.org/) for more details
Step 1: Open documents online website [https://docs.wto.org](https://docs.wto.org)

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

Step 3: Enter your personalized account credentials and click OK

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

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

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*

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
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 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 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 subscribed 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**

Contact us for any query on E-Subscriptions:

[docsonline@wto.org](mailto:docsonline@wto.org)

Personalized account and access: Contact your Delegation Coordinator