

CUE - Updating HoD

This page describes process of updating Head of Delegation contacts in each relevant CUE locations

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Assuming HoD has CUE account with appropriate roles and group membership

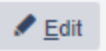
There are 3 main places to update

1. The public HoD list [Heads of Delegation](#)
2. The decision table for Expert registration form mailing rules [Heads of Delegations](#)
3. The [UNCEFACT Experts by Delegation](#)

Step-by-step guide

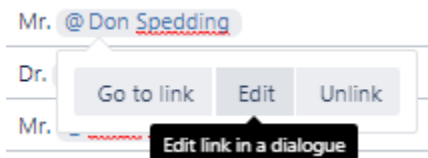
Public HoD list

1. On **Heads of Delegation** (Public HoD List)
2. go to "Edit" mode



a.

- ### 3. Edit reference name macro



a.

4. update (or add) new record by searching for a new name, also update Link text with the new HoD name

[Edit link](#)

[Help](#)

Search

Recently viewed

Files

Add Git Attachment

Web link

Advanced

Don Spedding

All content

Search

Link location

People > Don Spedding

Link text

Don Spedding

Hint: type "[" in the editor to see a list of suggested pages and insert a link.

Save

Cancel

5. Fill manually the rest of the details, such as Organization
6. Save changes on page

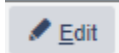


a.

Mailing Rules for Expert Registration form

1. On [Heads of Delegations \(Mailing rules\)](#)

2. go to "Edit" mode



a.

3. By double-clicking you can edit any field and confirm change by clicking on "checked" button

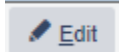


a.

UN/CEFACT Experts by Delegation view

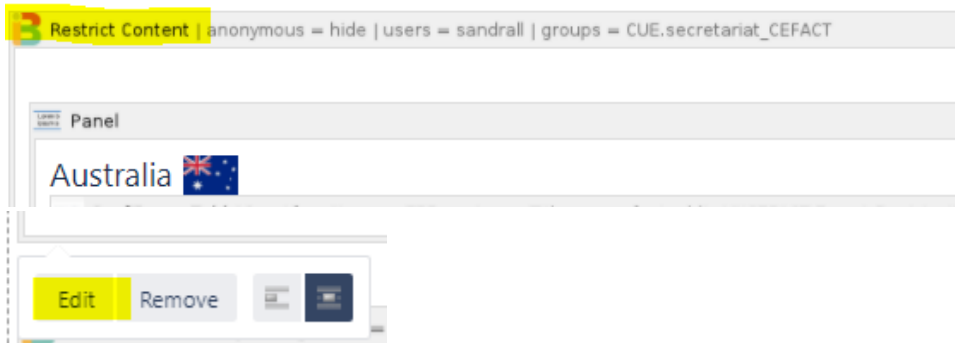
1. On [UNCEFACT Experts by Delegation \(View for each particular HoD to Delegation expert list\)](#)

2. go to "Edit" mode



a.

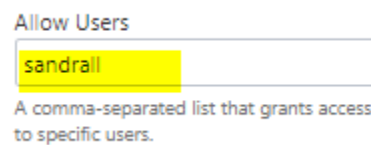
3. In "Restrict Content" macro for particular Delegation click on Edit



a.

b.

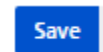
4. Update "Allow Users" property with new HoD username



a.

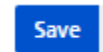
b. This will update display/hide rule and new HoD will be shown Expert database view pre-filtered with particular Delegation

5. Save changes in "Restrict Content" macro



a.

6. Save changes on page



a.

Related articles

- [How to deploy files to service.unece.org](#)
- [CUE - Expert Registration after receiving Approval from HoD](#)
- [CUE - Public Review](#)
- [CUE - App maintenance](#)
- [CUE - Updating HoD](#)