

# CUE - Public Review

## CUE - Public Review

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This page describes process creating and closing Public Review page on CUE's



Assuming user has CUE account with editors rights and Project was approved to move to Public review phase

1. Obtain all related materials - text for Public Review, Public Review Editor's name and email, Public Review period
2. Create Public Review page
3. By end of the Public review period, close Public Review page

## Step-by-step guide

### Create Public Review

1. On <https://uncefact.unece.org/display/uncefactpublicreview>
  - Create new public Review from Template

PUBLIC UN/CEFACT WEBSITE

Create a New Public Review

2. Fill details such as:
  - Project Name, Public review period (in the opening paragraph), Public Review Editor
3. Copy Open macro outside of Restrict Content box, so it's visible (content inside Restrict Content is shown/hidden based on this macro instance setting)

Public Review: \_\_PROJECT\_NAME\_\_

Restrict Content | logged-in = hide | anonymous = hide





OPEN

CLOSED

What is in this block is invisible. Copy paste the status you need on the side of the title.

OPEN

4. Add appropriate Labels - "public-review" and "public-review-open" - this will list Public review in appropriate section of <https://uncefact.unece.org/display/uncefactpublicreview>


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• **Labels**

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[Add Label](#)

public-review x public-review-open x

• **UN/CEFACT PUBLIC REVIEWS** 

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**OPEN PUBLIC REVIEWS**


Public Review: BRS  
FOR TRADE  
INFORMATION PORTAL  
(TIP) PROJECT

Public Review: SCMP-  
BRS-CROSS INDUSTRY  
DESPATCH AND  
RECEIVE PROCESS


Public Review: SCMP-  
BRS-CROSS INDUSTRY  
SCHEDULING  
PROCESS

*(Red arrows point from the 'OPEN PUBLIC REVIEWS' header to each of the three review boxes.)*

5. Save Page

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Preview Save Save & Notify Close

a. 

6. Attach files - Public Review test, Public Review comment log
7. Set public review date (in data picker macro it's easier done from view mode instead of edit mode)
8. Announce new public review on unece.org - <https://unece.org/trade/uncefact> in Highlights section

a. **Typical Public Review Announcement text**

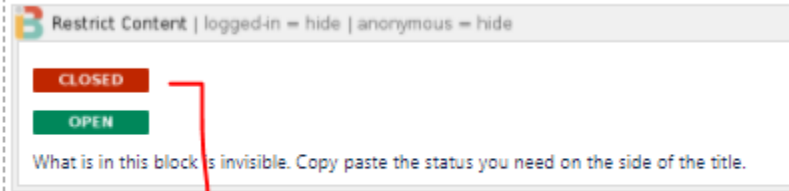
**%Date%:** This is to announce a 60-day public review until **%End Date%** concerning the **%Link to Public Review Page%**. Please use the Public Comment Log provided to facilitate the preparation of a Disposition Log by the Project Team.

For ex.:

**June 2021:** This is to announce a 60-day public review until **9 August 2021** concerning the [BRS for Trade Information Portal](#). Please use the Public Comment Log provided to facilitate the preparation of a Disposition Log by the Project Team.

## Closing Public Review

1. On **appropriate Public Review page go to Edit mode**
2. Copy Closed macro outside of Restrict Content box, so it's visible (content inside Restrict Content is shown/hidden based on this macro instance setting)



3. Change labels - replace public-review-open with public\*review-closed this will list Public review in appropriate section of <https://uncefact.unece.org/display/uncefactpublicreview>



### Labels

Search Add Label

public-review × public-review-closed ×

## CLOSED/ARCHIVED PUBLIC REVIEW

RESTRICTED TO MEMBERS



4. Change page Restriction so that only Secretariat can view/Edit

### Restrictions

Help

Viewing and editing restricted Only some people can view or edit.

Type a user name or group

Can view and edit

Add

Everyone

Has no access

Tomas Malik

Can view and edit

CUE.secretariat\_CEFAC

Can view and edit

Remove

## 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