

# CUE - Expert Registration after receiving Approval from HoD

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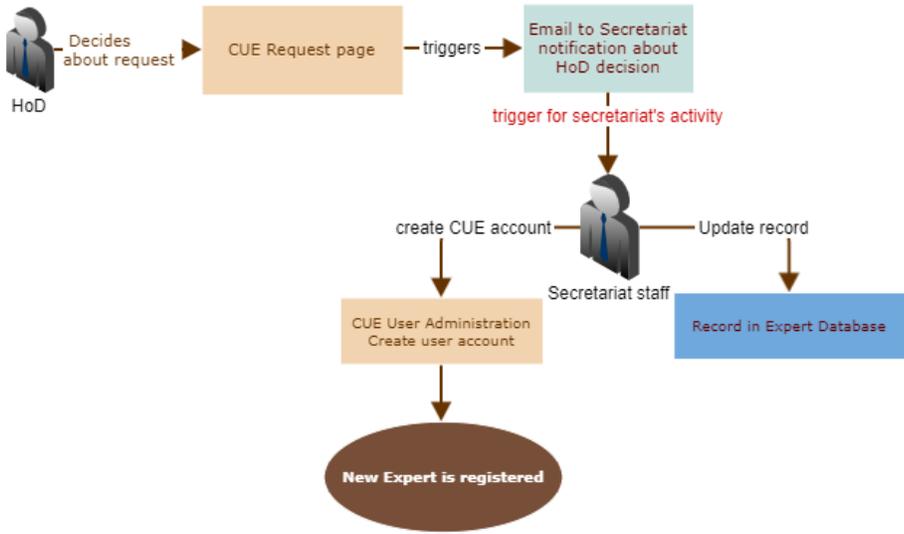
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This page describes process of processing UN/CEFACT Expert after secretariat receive approval notification from HoD

**i** Assuming user has CUE account with administrator rights and permissions to edit Expert database

1. Receive notification (by email, typically set up to [uncefact@un.org](mailto:uncefact@un.org) and Secretariat focal point's email) about HoD decision - Approval
2. Update record in Expert Database
3. Create CUE user account profile,

### Simplified workflow - Secretariat PoW



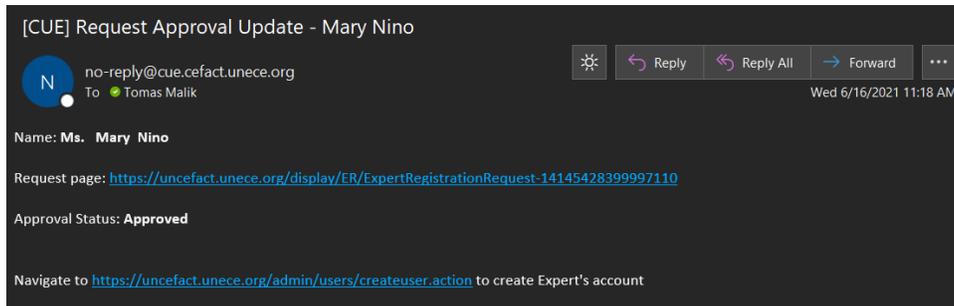
Step-by-step guide

## Receive notification about HoD decision

1. When user fills and submit UN/CEFACT registration form on [UNCEFACT Expert Registration](#) record is created in Expert database, request page is generated for each registration and email notification are sent out to secretariat, form submitter and HoD

- HoD in email notification is provided with details for each registration request and link to request page where HoD can decide (Approve/Reject) about each registration
- HoD then navigates to particular request page and is presented with option to Approve or Reject the request (this will trigger notification to secretariat and requester about outcome of HoD decision)

### Example Approval notification



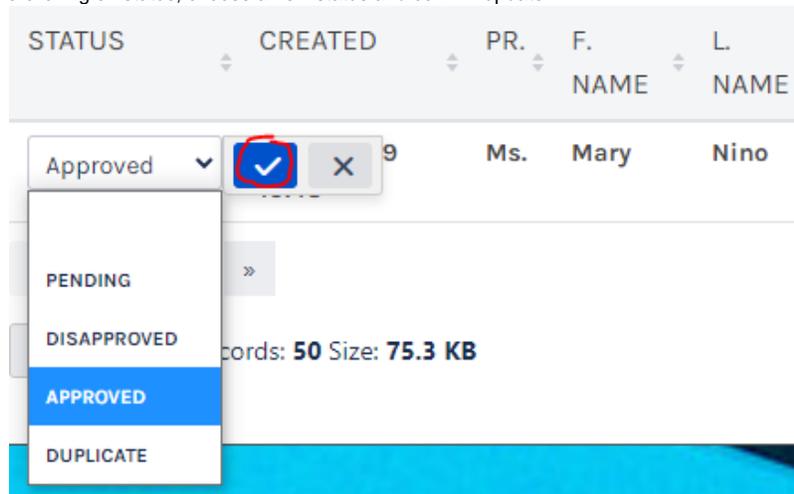
## Update record in Expert Database

1. On [UNCEFACT Experts search](#) Secretariat staff with **appropriate** rights should be able to write and update data

- Locate the record

STATUS	CREATED	PR.	F. NAME	L. NAME	JOB TITLE	ORGANIZATION
PENDING	2021-06-09 10:43	Ms.	Mary	Nino	responsible for sustainable development and wellness	ESMOD

- By double-clicking on status, choose a new status and confirm update

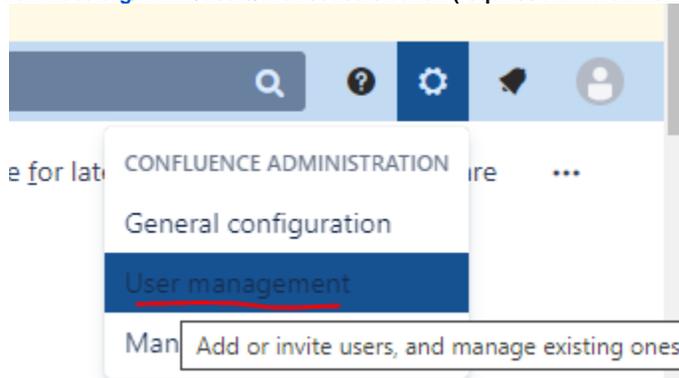


- Record is now updated, and will appear as "approved" in statistics and metrics generated from Expert database

APPROVED	2021-06-09 10:43	Ms.	Mary	Nino
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## Create CUE account

1. On <https://uncefact.unece.org/admin/users/browseusers.action> (requires Admin authentication)



- Fill new user details - copy from Expert database

### Add a User

Username\*   
Uppercases must be lower case.

Full Name\*

Email\*

Send an email to the user you have just created, which will allow them to set up their password.

- Send invitation to create new password by clicking on "Add", this will automatically create CUE account and display its details with default settings.

2. On user details with default settings

- Go to Edit groups

## View User: ninom

[« Back to Users](#)

[View Profile](#) [Edit Groups](#) [Edit Details](#) [Delete Profile Picture](#) [Set Password](#) [Delete](#) [Disable](#)

User **ninom**

Full Name **Mary Nino**

Email **mary.nino@esmod.com**

Directory **Confluence Internal Directory**

Created **Jun 16, 2021 12:26**

Last Updated **Jun 16, 2021 12:26**

Login **Current Failed Login Count: 0**

Groups **confluence-users**

- Add user to the "uncefact\_experts" group and save

uncefact\_experts

wy\_únis\_projekt

[Select All Groups](#) · [Deselect All Groups](#)

- Go to Edit Details

## View User: ninom

[« Back to Users](#)

[View Profile](#) [Edit Groups](#) [Edit Details](#) [Delete Profile Picture](#) [Set Password](#) [Delete](#) [Disable](#)

User **ninom**

Full Name **Mary Nino**

Email [mary.nino@esmod.com](mailto:mary.nino@esmod.com)

Directory **Confluence Internal Directory**

Created **Jun 16, 2021 12:26**

Last Updated **Jun 16, 2021 12:26**

Login **Current Failed Login Count: 0**

Groups  [confluence-users](#)  
 [uncefact\\_experts](#)

- Fill additional details - copy from Expert database, or request page, or notification (search your email inbox for a name)

Organization

Contact Address

Contact Email

Contact Phone

### Company

UN/CEFACT Position

Select one or more titles that qualify your involvement within the UN/CEFACT Community

Areas of Interest

Select one or more areas of interest among the domains of activity sustained by UN/CEFACT

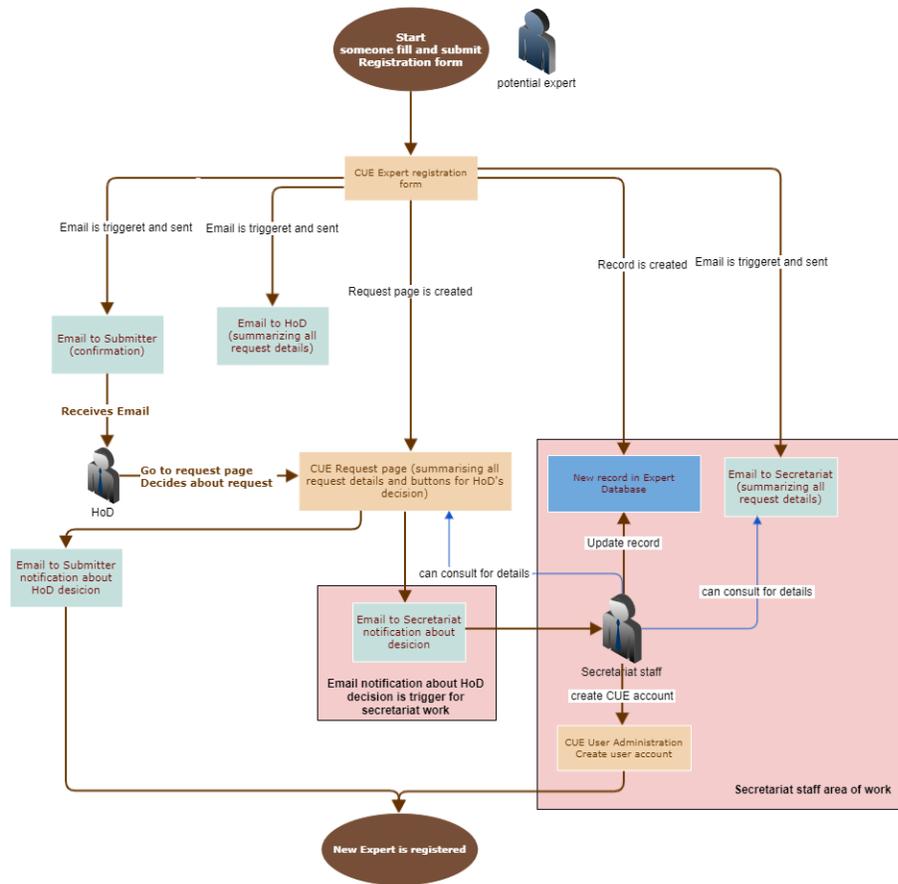
Expertize

Select one or more expertizes that identify your knowledge within the UN/CEFACT Community

Delegation

- Click on submit

## Expert registration full workflow



## 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](#)