

# **HELP FILE FOR WEB PORTAL ‘MENU OF OPTIONS’**

## **Accelerated Child Survival and Development UNICEF Eastern and Southern Africa Regional Office**

**[www.ehn-menu.org](http://www.ehn-menu.org)**

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### **1. Introduction**

The Expanded Health Network Meeting brings together ACSD experts to discuss and be updated on new developments as well as review strategic approaches to support countries in the region towards achieving the health related MDGs. One of the initiatives to support these activities is the creation of a web portal for regional, inter- and intra-country information sharing.

The purpose of the web portal is to host a database of key regional- and country-documents that are of potential interest for inter-country sharing. In developing in the web portal, particular emphasis has been given to a ‘menu of options’ that includes the uploading, storage, search/ filtering and downloading of documents, which include Policies & Strategies, Interventions & Packages (Communities of Care), Guidelines & Joint Statements, Planning & Costing, Country Experiences and Monitoring documents. It is envisaged that countries will make increasing use of this valuable resource.

The web portal will also be used to host documents related to EHN Meetings, the next one to be held from September 28 to October 1, 2009. Meeting-related documents can be downloaded by country users before, during and after the meeting.

The development team at /RO/ESAR/UNICEF invites comments and suggestions from all users to further develop this web portal. Once the prototype is fully functional and enhanced with additional features, it will be integrated into the UNICEF intranet.

### **2. How to Use the Web Portal**

#### **Step 1. Logging in**

Go to [www.ehn-menu.org](http://www.ehn-menu.org)

Logon as ‘Standard User’. Type in password ‘ehn20’

#### **Step 2. Menu Choice**

Logging in takes you to a screen with two menu options:

- a. Download EHN Meeting Documents
- b. Search the YCSD Knowledge Base

### **Step 3. Download EHN Meeting Documents**

From the drop-down menu, select which day(s) you are interested in:

All Days (default)  
Pre-Meeting  
Day 1 - Monday, September 28, 2009  
Day 2 - Tuesday, September 29, 2009  
Day 3 - Wednesday, September 30, 2009  
Day 4 - Thursday, October 1, 2009  
Post-Meeting

The Agenda for the meeting, for example, can be found under 'Pre-Meeting' documents.

You have the option to specify your country and thus limit your search.

Click on SEARCH.

Click on the document(s) that you wish to 'Preview' or 'Download'

### **Step 4. Search the YCSD Document Database**

Search the database using any combination of 'search filters' that are given on the screen. The more filters you select, the fewer 'hits' you will get. With none of the filters selected, you will get a list of all the documents in the database.

Click on SEARCH. Click on the document(s) that you wish to 'Preview' or 'Download'.

### **Step 5. Logging Off**

To leave the web portal, click on 'log out'.

## **3. Contributions from Users**

All users of the web portal are invited to contribute to its further development, by:

- ☞ Sending your comments and suggestions concerning the web portal to the YCSD development team. Address your emails to: Roshni Basu [rbasu@unicef.org](mailto:rbasu@unicef.org) with a copy to Kerry Kyaa, [kkyaa@unicef.org](mailto:kkyaa@unicef.org)
- ☞ Submitting your suggestions for additional documents to be uploaded to the database. Until further notice, all uploading will be done at regional level (ESARO/YCSD).