

# gDoc 2.0 - Manual for Submitting Officers

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# 1. Introduction

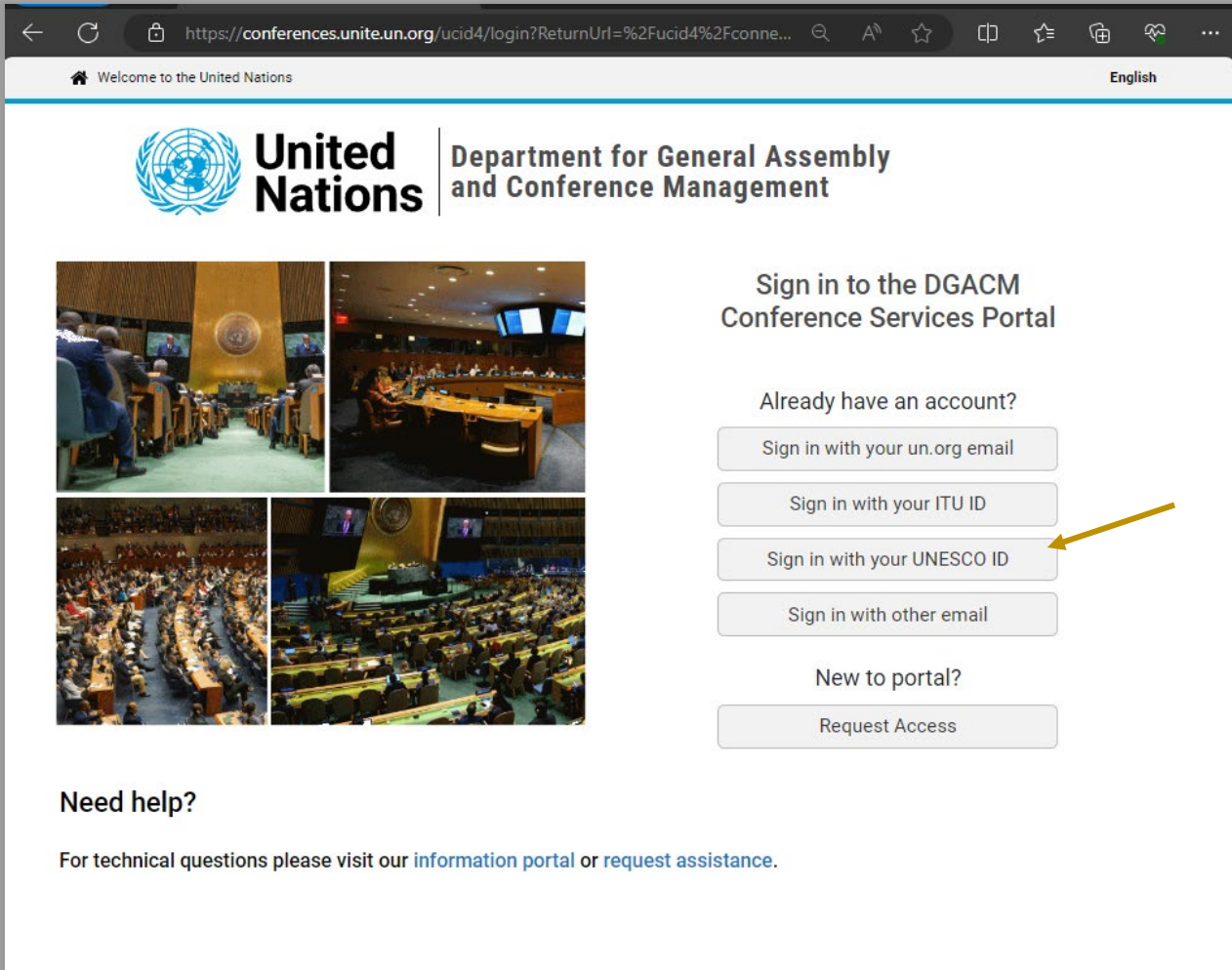
The gDoc 2.0 system is the new unified global document workflow and capacity management system which replaced prototype conference applications developed by the United Nations such as gDoc, DCPMS and CMA.

gDoc 2.0 include a complete set of client-facing, documentation planning, request registration, processing and issuance modules to support globally coordinated document workflow and capacity management.


## 2. How to access gDoc 2.0

The gDoc 2.0 application is available on the eConference Portal for registered users.

- a) The gDoc 2.0 link is at <https://conferences.unite.un.org/gDoc2>
- b) On the login page, use the option “Sign in with your UNESCO ID”,



Welcome to the United Nations English

 **United Nations** | Department for General Assembly and Conference Management

**Sign in to the DGACM Conference Services Portal**

Already have an account?

Sign in with your un.org email

Sign in with your ITU ID

Sign in with your UNESCO ID

Sign in with other email

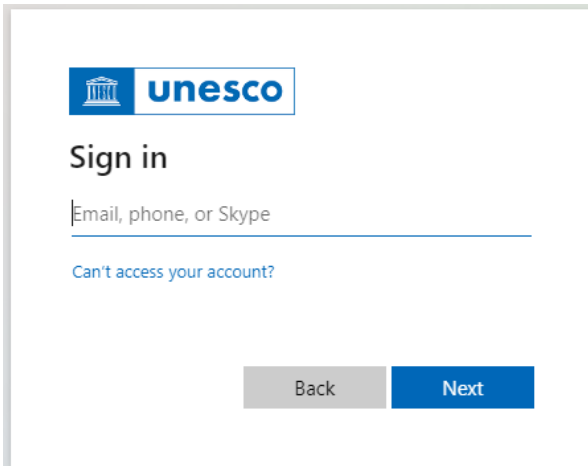
New to portal?

Request Access

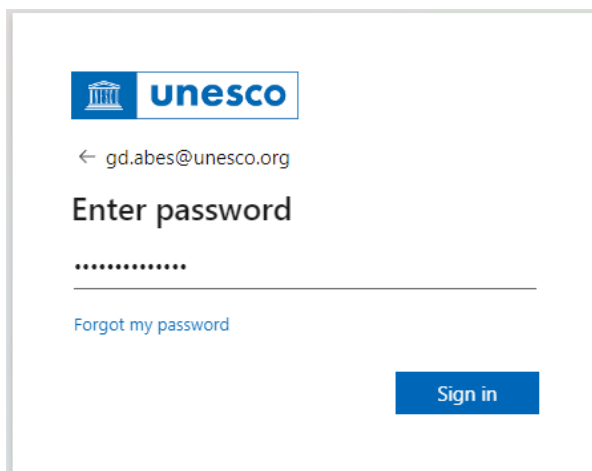
**Need help?**

For technical questions please visit our [information portal](#) or [request assistance](#).

- c) Type your UNESCO email on the Sign in page, then click **Next**



- d) Type your password then click **Sign in**



Expect to receive your second source of validation from your previously selected multi-factor authentication method: 1) phone, 2) email or 3) authenticator app.

## 3. gDoc 2.0 dashboard

### Dashboard grid

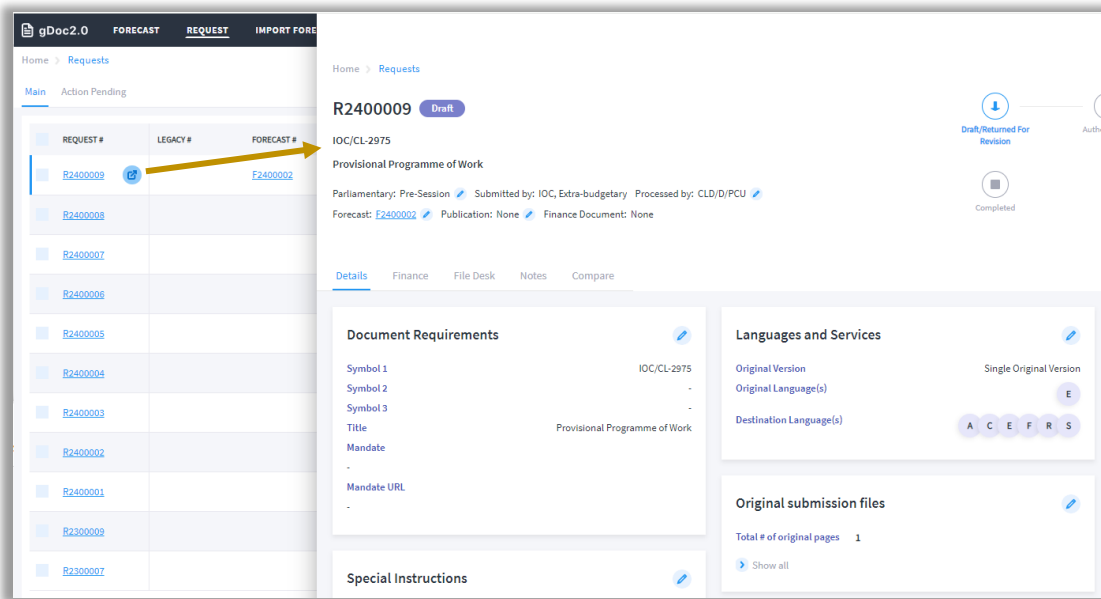
Each dashboard has a list of records for a special purpose, based on assigned user role(s):

Submitter's dashboard provides a snapshot of forecasts and document requests submitted by the secretariat group(s) the submitter is listed.

### Split-screen view

The details page on the right side of your screen can be viewed while keeping the dashboard view visible, by clicking on the icon button which becomes visible upon mouseover.

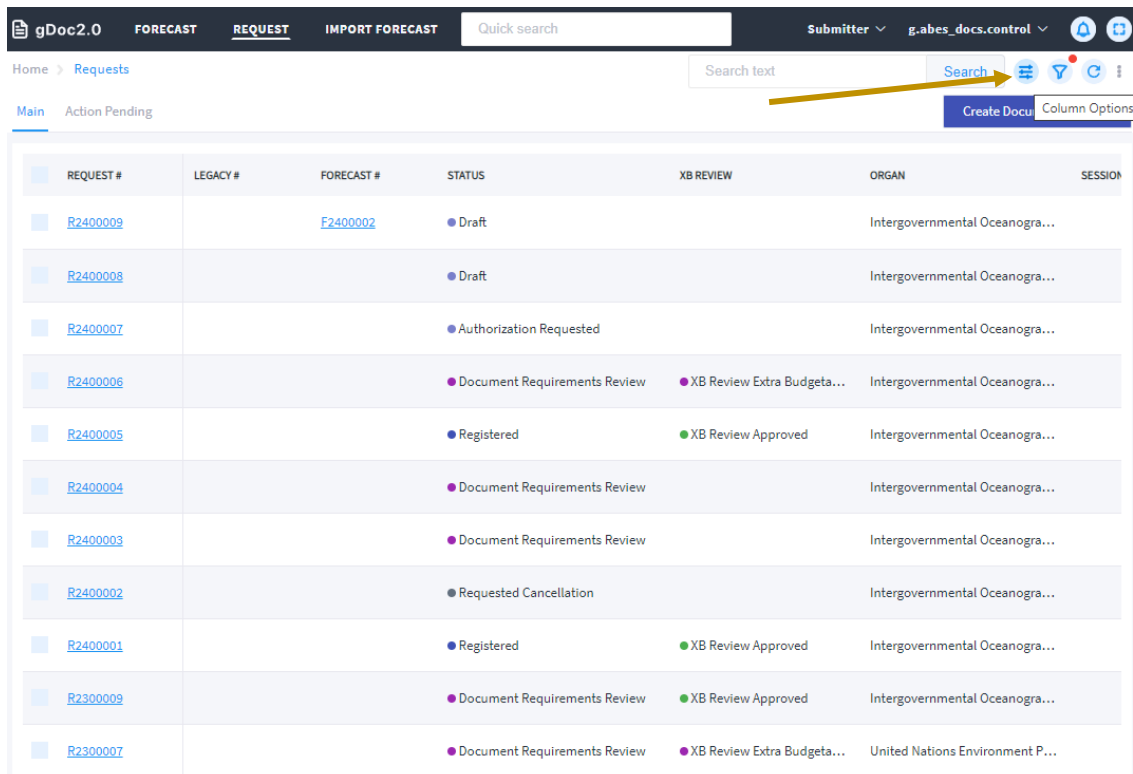
This feature provides quick access to the details of the record and easily navigate among details of different records.



The screenshot shows the 'gDoc2.0' interface with the 'REQUEST' tab selected. On the left, a table lists requests with columns for 'REQUEST #', 'LEGACY #', and 'FORECAST #'. A yellow arrow points from the 'R2400009' link in the 'REQUEST #' column to the main details view for that request. The details view shows the request title 'Provisional Programme of Work', its status 'Draft', and various metadata fields like 'Parliamentary: Pre-Session', 'Submitted by: IOC, Extra-budgetary', and 'Processed by: CLD/D/PCU'. Below this, there are sections for 'Document Requirements', 'Languages and Services', and 'Original submission files'.

### Column options

Visibility and sorting of your dashboard columns can be customized by clicking the column options icon.

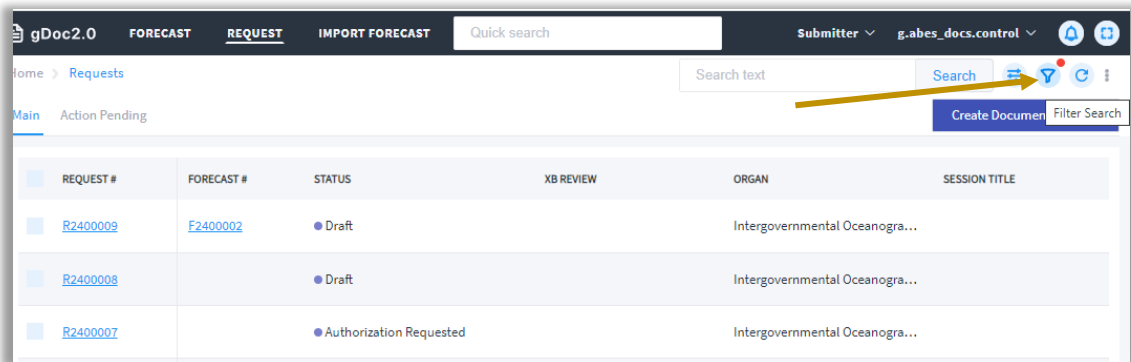


The screenshot shows the 'gDoc2.0' interface with the 'REQUEST' tab selected. A table of requests is displayed with columns: 'REQUEST #', 'LEGACY #', 'FORECAST #', 'STATUS', 'XB REVIEW', 'ORGAN', and 'SESSION'. A yellow arrow points to the 'Column Options' icon in the top right corner of the table area. The table contains 13 rows of request data with various statuses and review stages.

REQUEST #	LEGACY #	FORECAST #	STATUS	XB REVIEW	ORGAN	SESSION
<a href="#">R2400009</a>		<a href="#">F2400002</a>	Draft		Intergovernmental Oceanogra...	
<a href="#">R2400008</a>			Draft		Intergovernmental Oceanogra...	
<a href="#">R2400007</a>			Authorization Requested		Intergovernmental Oceanogra...	
<a href="#">R2400006</a>			Document Requirements Review	XB Review Extra Budgeta...	Intergovernmental Oceanogra...	
<a href="#">R2400005</a>			Registered	XB Review Approved	Intergovernmental Oceanogra...	
<a href="#">R2400004</a>			Document Requirements Review		Intergovernmental Oceanogra...	
<a href="#">R2400003</a>			Document Requirements Review		Intergovernmental Oceanogra...	
<a href="#">R2400002</a>			Requested Cancellation		Intergovernmental Oceanogra...	
<a href="#">R2400001</a>			Registered	XB Review Approved	Intergovernmental Oceanogra...	
<a href="#">R2300009</a>			Document Requirements Review	XB Review Approved	Intergovernmental Oceanogra...	
<a href="#">R2300007</a>			Document Requirements Review	XB Review Extra Budgeta...	United Nations Environment P...	

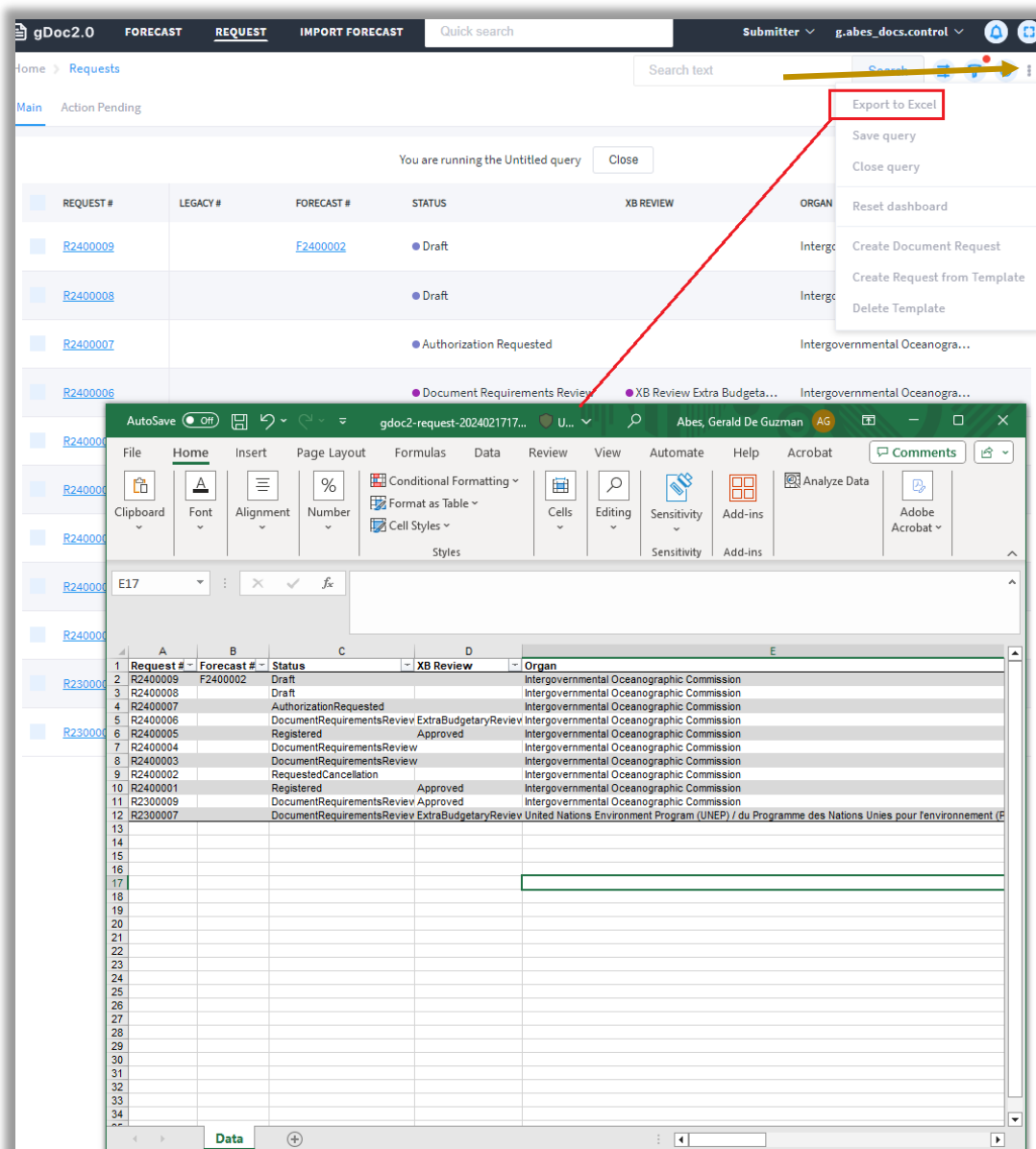
### Filter search

Perform ad hoc queries using filters.



### Query builder and Export to Excel options

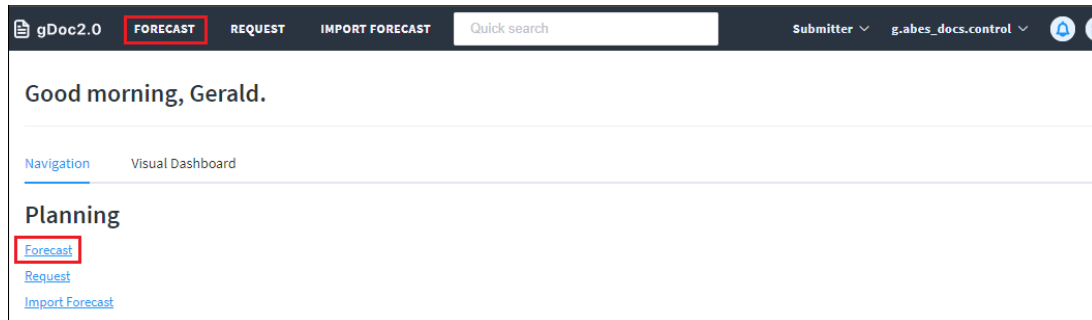
Create and save queries including export query results into Excel file by clicking the three-dot menu found on the top right side of the request dashboard.



## 4. How to create and submit a Forecast

a) Navigate to Forecast dashboard

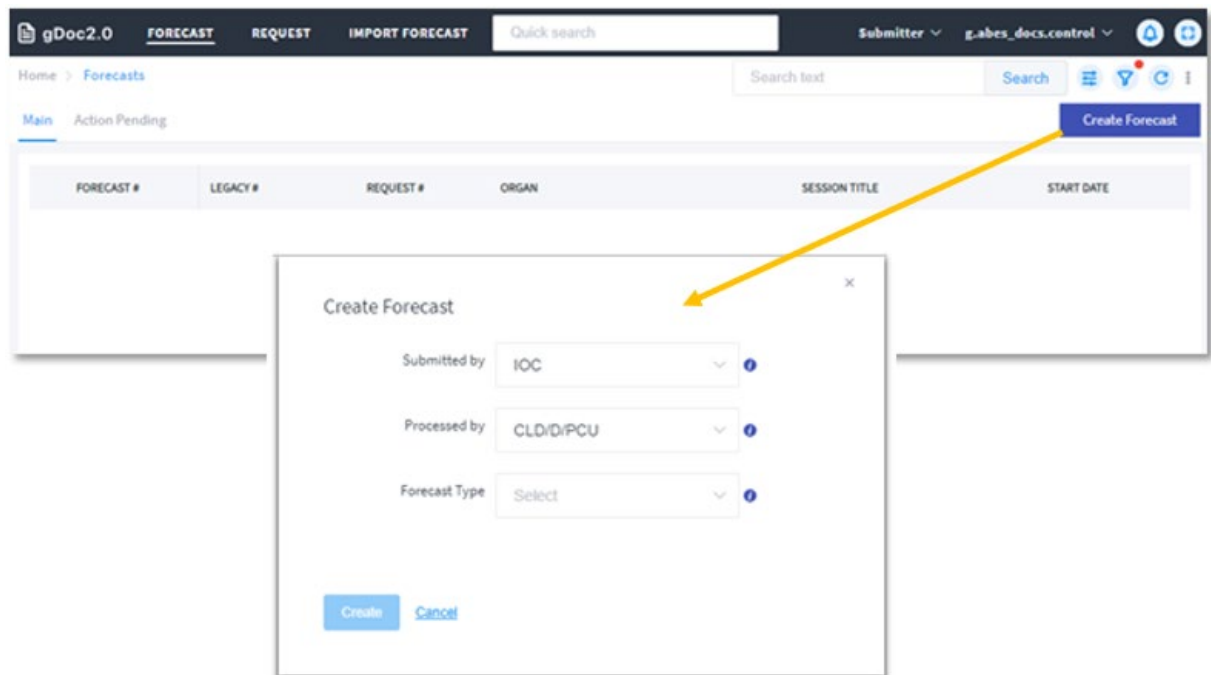
Once logged in as a submitter, you can either: i) click on the “Forecast” on your home page; or ii) click on the “Forecast” in the top navigation menu, to go to your Request dashboard.



b) Create a document forecast via wizard

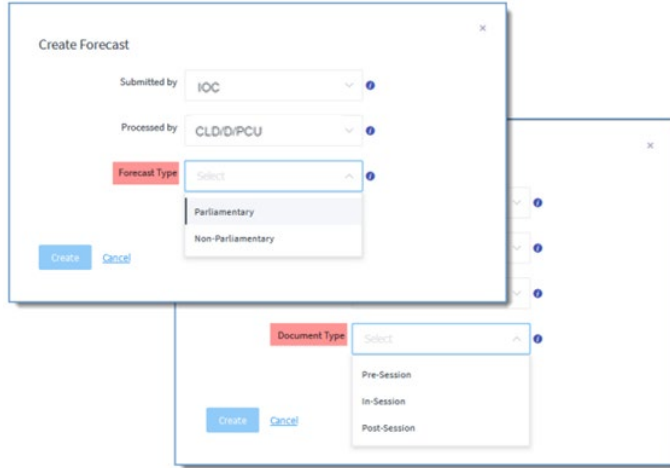
You can create a document forecast through the Create wizard.

- i.) Click on “Create Forecast” to initiate the wizard. The secretariat group(s) you’re about to create/submit the document forecast from is shown in the “Submitted by” field, and the coordinator group your document request will be reviewed/approved will be shown in the “Processed by” field.



- ii.) Based on the document forecast you’re about to create, choose Parliamentary or Non-parliamentary, and then document type.

Note: The Parliamentary types refer to a document that needs to be issued before a meeting starts (Pre-session); during a meeting (In-session); or after a meeting ends (Post-session). The non-parliamentary types include publication and miscellaneous (e.g., poster, brochure).



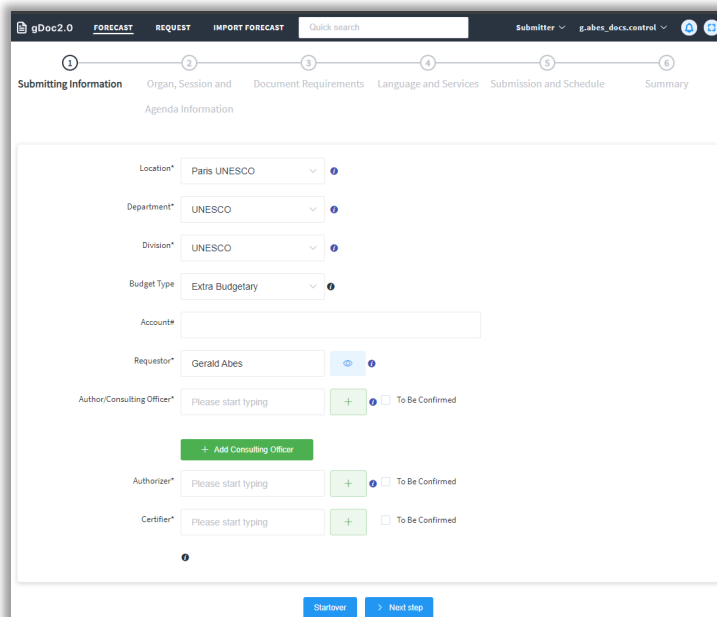
- iii.) Click “Create” to start the wizard.
- iv.) Step 1 in the wizard – Submitting Information

The Location/Department/Division are populated with the information in your user profile.

You may change the “Requestor” field if you’re submitting on behalf of your colleague.

The “Author/Consulting Officer” is the contact person who is the author of this document request or can be consulted with about this document request. You can add more than one Author/Consulting officer.

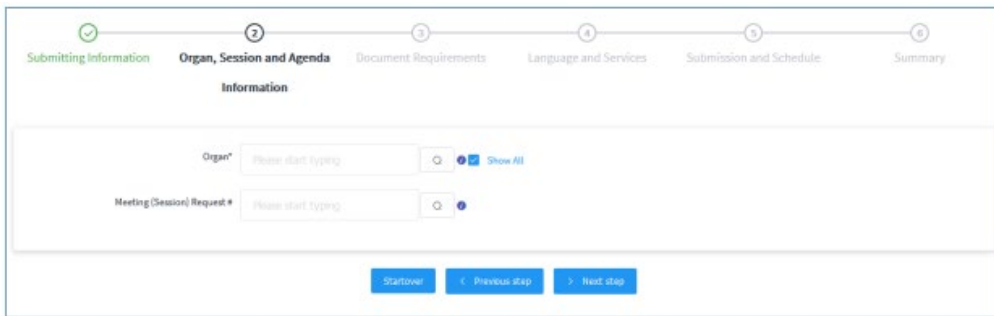
The “Authorizer” The contact person who authorizes/certifies financial implications associated to the services requested in the document request.



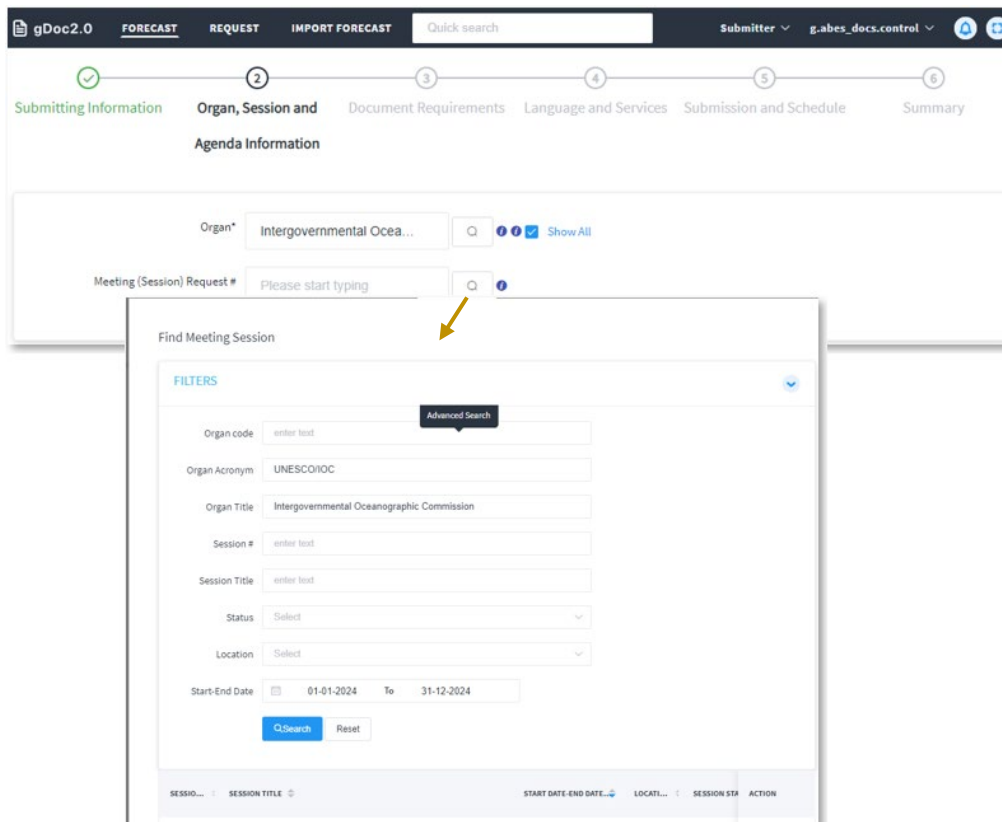
## v.) Step 2 – “Organ, Session and Agenda information”

Organ is the entity that requires the document (e.g., a principal body that will consider the document in its meeting).

Meeting (Session) request is the meeting where the document is required for. This field is a lookup into the linked gMeets sessions.

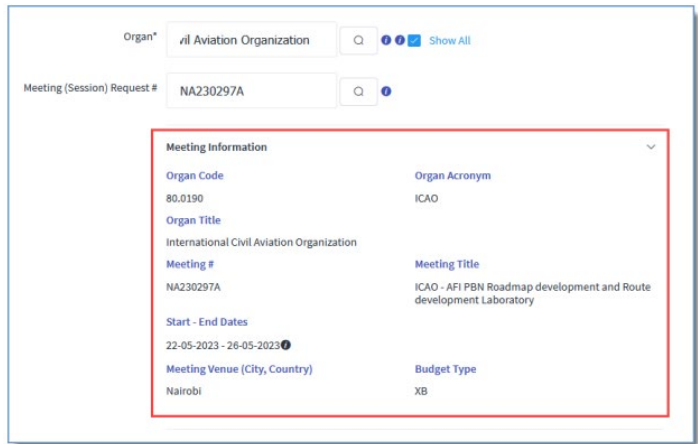


You can use the Advance search function to find the session if needed.



The details of the selected session can be viewed:





Organ\*

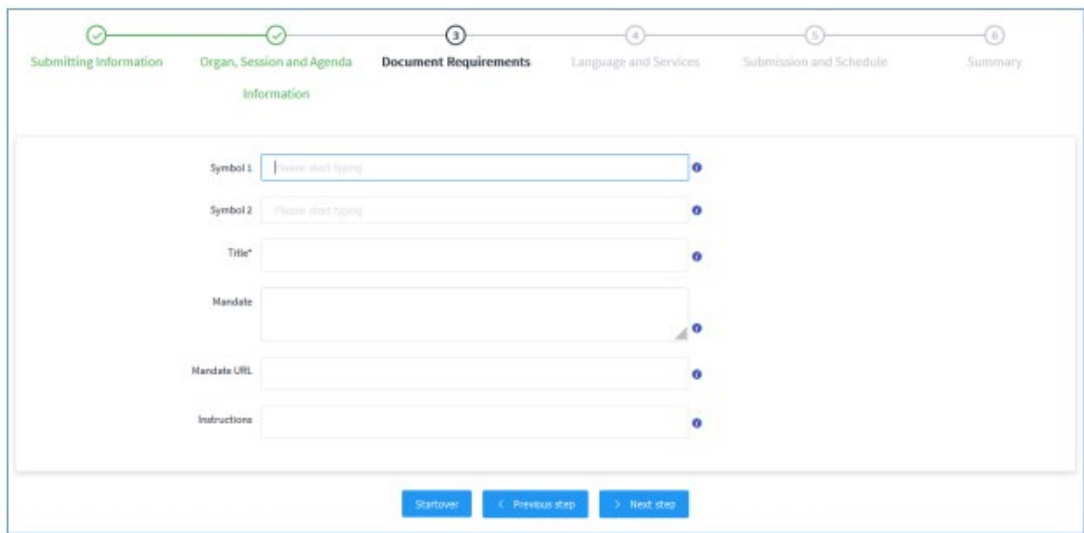
Meeting (Session) Request #

**Meeting Information**

Organ Code	Organ Acronym
80.0190	ICAO
Organ Title	
International Civil Aviation Organization	
Meeting #	Meeting Title
NA230297A	ICAO - AFI PBN Roadmap development and Route development Laboratory
Start - End Dates	
22-05-2023 - 26-05-2023	
Meeting Venue (City, Country)	Budget Type
Nairobi	XB

vi.) Step 3 – “Document requirements”

A unique Symbol 1 and document title must be provided. You can also reflect the Mandate for this document request and include any special instructions for the Document Control Unit.



Progress bar: 1. Submitting Information (checked), 2. Organ, Session and Agenda (checked), 3. Document Requirements (active), 4. Language and Services, 5. Submission and Schedule, 6. Summary

**Information**

Symbol 1

Symbol 2

Title\*

Mandate

Mandate URL

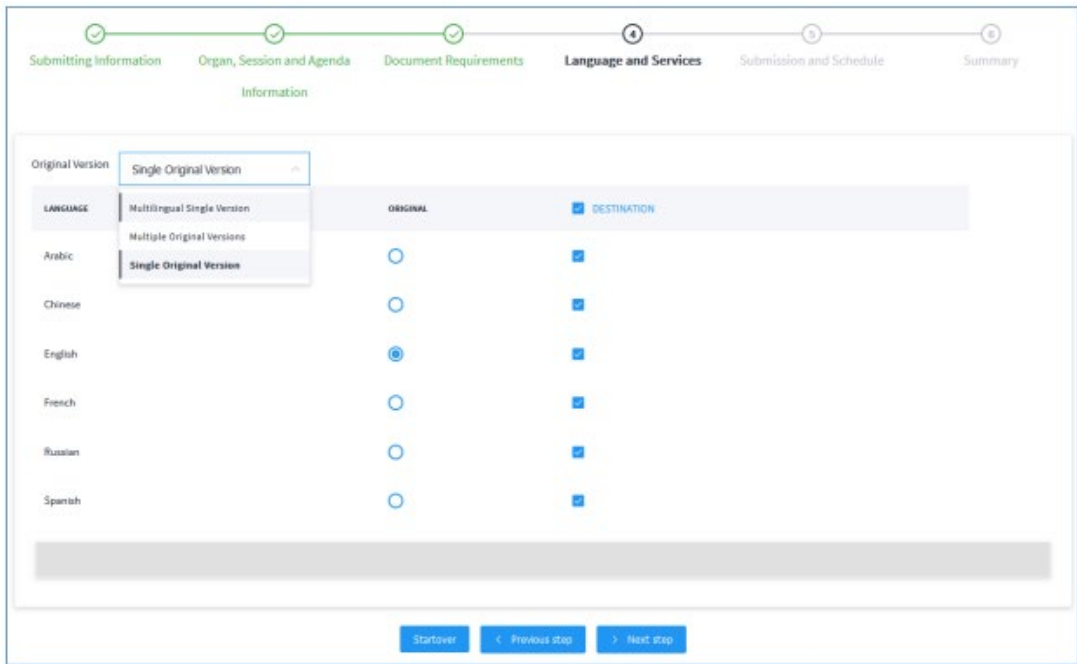
Instructions

Buttons: Startover, Previous step, Next step

vii.) Step 4 – “Language and Services”

Select the original language(s) of the document is submitted in and the destination languages for the document to be issued in. If the document needs to be issued also in the original language, check the destination language for the same original language.

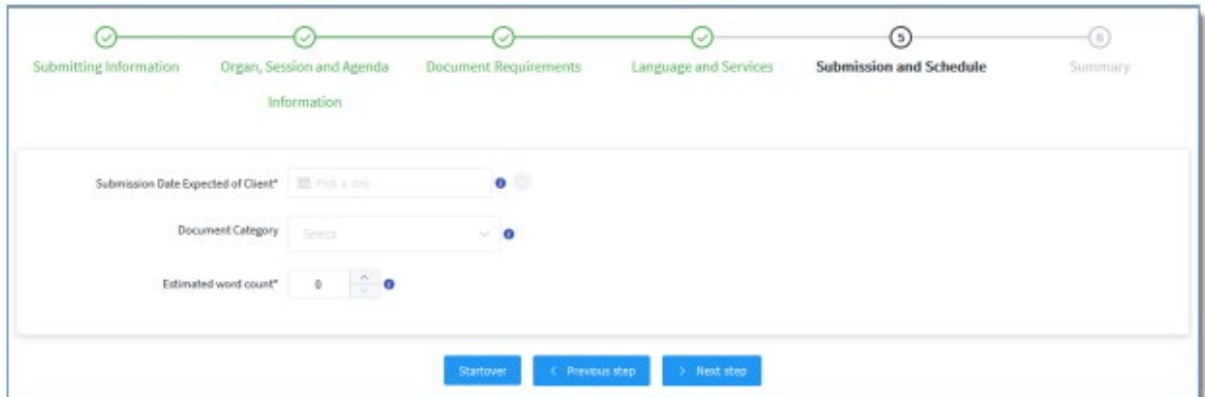
A document may come in with multilingual parts or multiple original versions. Select the appropriate the “Original version”.



LANGUAGE	ORIGINAL	DESTINATION
Arabic	<input type="radio"/>	<input checked="" type="checkbox"/>
Chinese	<input type="radio"/>	<input checked="" type="checkbox"/>
English	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
French	<input type="radio"/>	<input checked="" type="checkbox"/>
Russian	<input type="radio"/>	<input checked="" type="checkbox"/>
Spanish	<input type="radio"/>	<input checked="" type="checkbox"/>

### viii.) Step 5 – “Submission and Schedule”

Choose the date document request will be submitted and specify the estimated word limit.



Submission Date Expected of Client\*

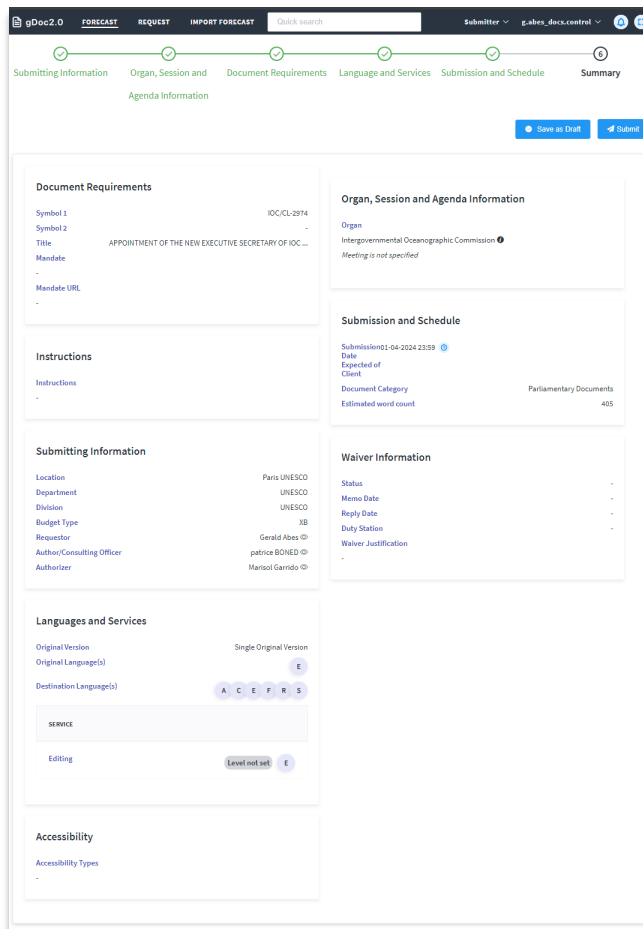
Document Category

Estimated word count\*

### ix.) Wizard summary

Now you're at the end of the wizard, you can:

- Save the document forecast as Draft
- Directly submit or advance submit the document forecast
- Go back to any of the steps (just click on the Step in the top wizard trail) in the wizard and make revisions.



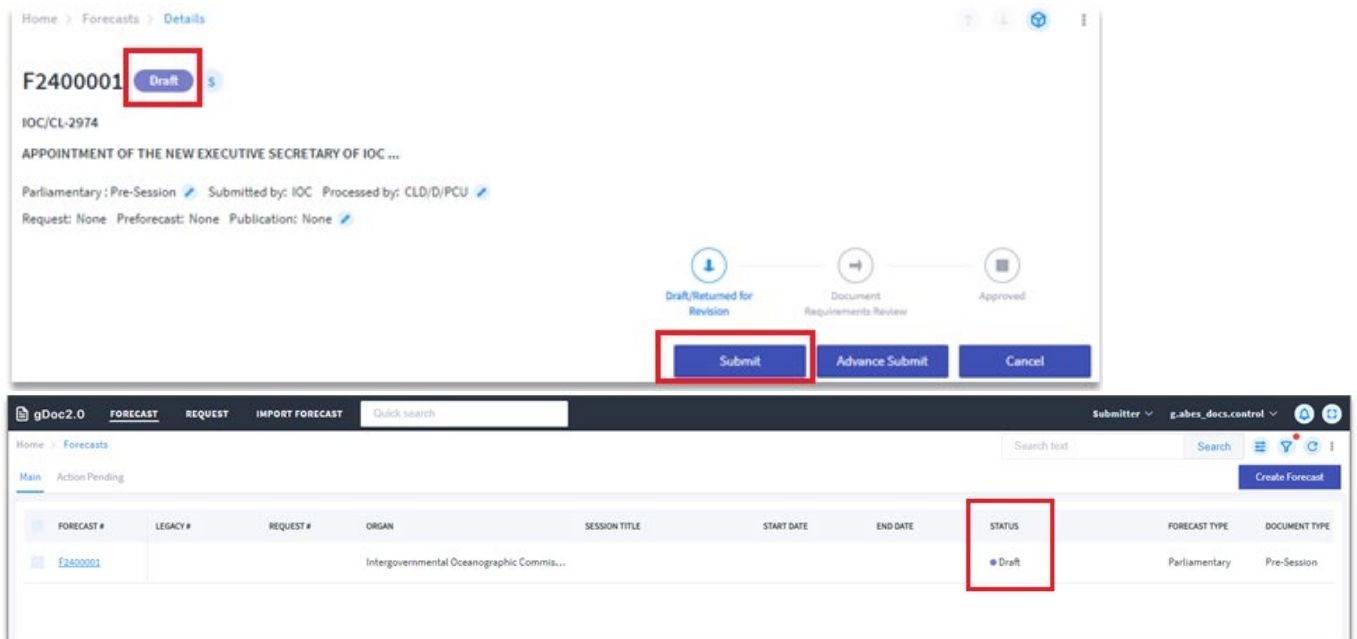
The screenshot shows the 'gDoc2.0' interface for document forecasting. At the top, there are navigation tabs: FORECAST, REQUEST, and IMPORT FORECAST. A progress bar indicates the current stage is 'Agenda Information'. Below this, there are two main columns of form sections:

- Left Column:**
  - Document Requirements:** Fields for Symbol 1 (IOC/CL-2974), Symbol 2, Title (APPOINTMENT OF THE NEW EXECUTIVE SECRETARY OF IOC...), Mandate, and Mandate URL.
  - Instructions:** A field for Instructions.
  - Submitting Information:** Fields for Location (Paris/UNESCO), Department (UNESCO), Division (UNESCO), Budget Type (XB), Requestor (Gerald Abas), Author/Consulting Officer (patrice BONED), and Authorizer (Marisol Garrido).
  - Languages and Services:** Fields for Original Version (Single Original Version), Original Language(s), Destination Language(s) (A, C, E, F, R, S), Service, and Editing (Level not set).
  - Accessibility:** A field for Accessibility Types.
- Right Column:**
  - Organ, Session and Agenda Information:** Fields for Organ (Intergovernmental Oceanographic Commission) and Meeting (Meeting is not specified).
  - Submission and Schedule:** Fields for Submission (Submission02\_04-2024 23:59), Date, Expected of Client, Document Category (Parliamentary Documents), and Estimated word count (405).
  - Waiver Information:** Fields for Status, Memo Date, Reply Date, Duty Station, and Waiver Justification.

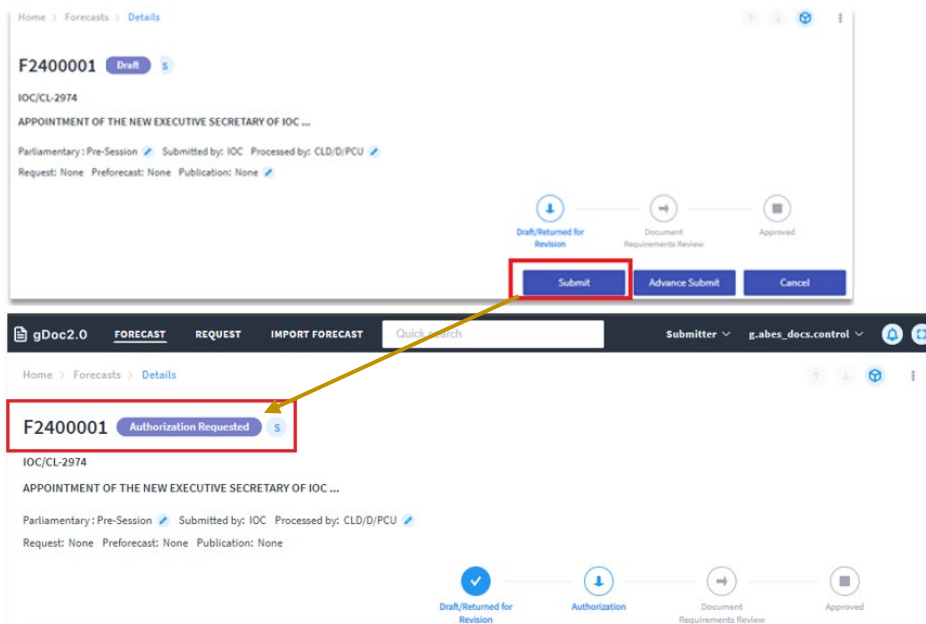
At the top right of the form, there are buttons for 'Save as Draft' and 'Submit'.

x.) Save as Draft

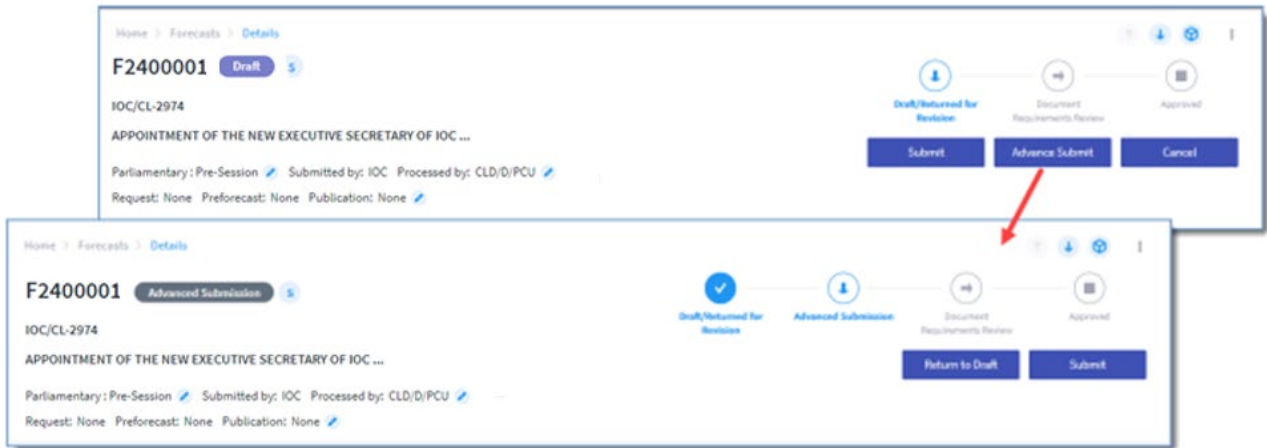
Once the document request is saved as a draft, the forecast is in the status of “Draft”, which is the first stage in the workflow. The status of the forecasted request is also reflected on the Forecast dashboard.



- xi.) You can continue to update the draft forecast until you submit.
- xii.) Once all information is ready, click “Submit” to complete the submission process. The forecast status will change to “Authorization Requested” (Submitter’s view) or “Document requirements review” (to be actioned by the Document Control Unit). The submitter can no longer edit the forecast unless the Document Control Unit sends it back (via the function of “Return for revision”). The submitter can request to have the forecast cancelled by using the “Request for Cancellation”.

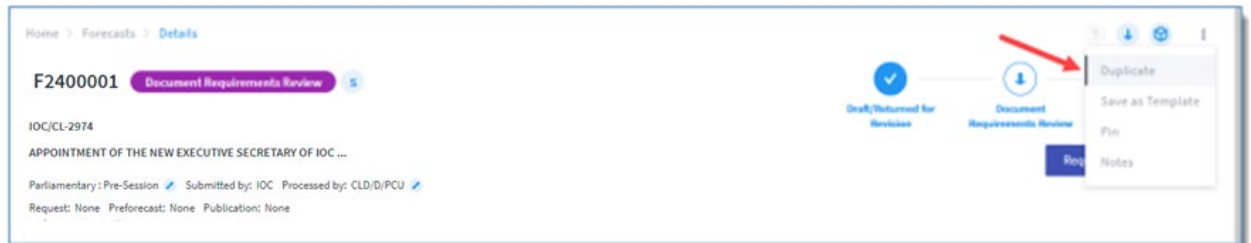


You can choose to Advance submit: the forecast will be in the Advance submission status. In this status, you can revert the forecast to Draft.

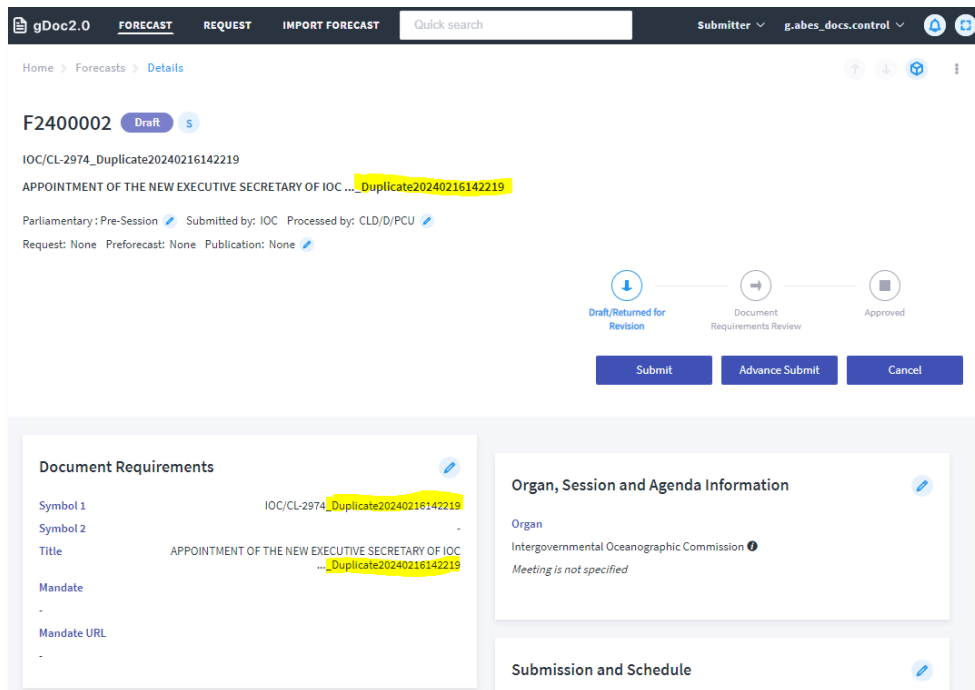


c) Create a document forecast via wizard.

You can use the “Duplicate” function to create a new forecast by duplicating an existing forecast, to re-use the same document metadata.



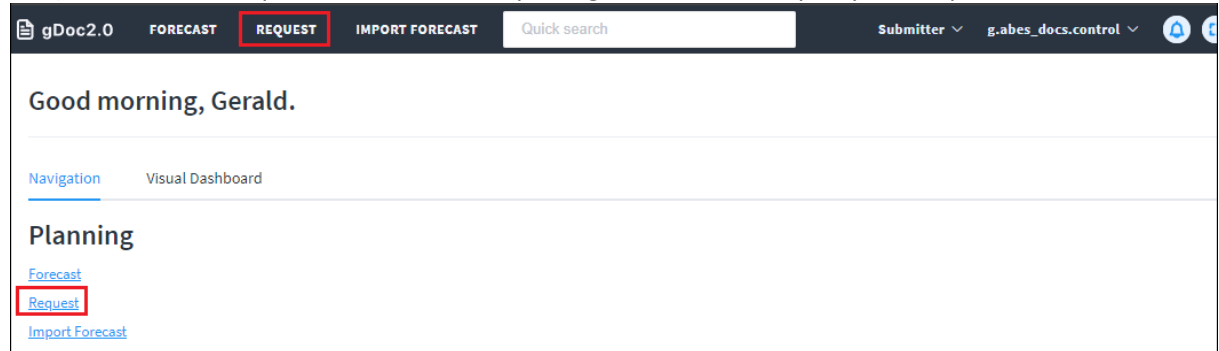
The new forecast will be created directly without the need to go through the Create wizard. A suffix will be automatically added to the original document symbol and title. You’ll need to change the suffix before submitting the forecast.



## 5. How to create and submit a document request

- a) Navigate to Request dashboard

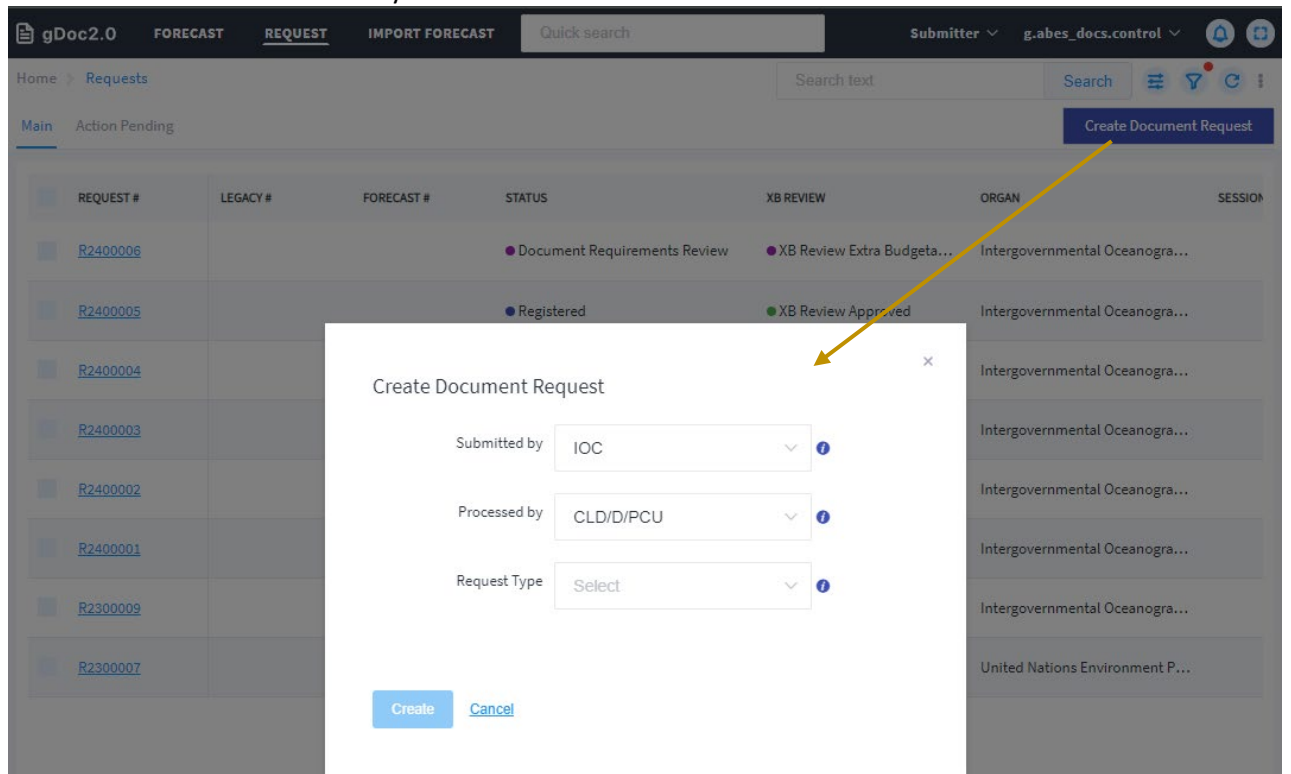
Once logged in as a submitter, you can either: i) click on the [Request] on your home page; or ii) click on the [Request] tab from the top navigation menu, to open your Request dashboard.



- b) Create a document request via wizard

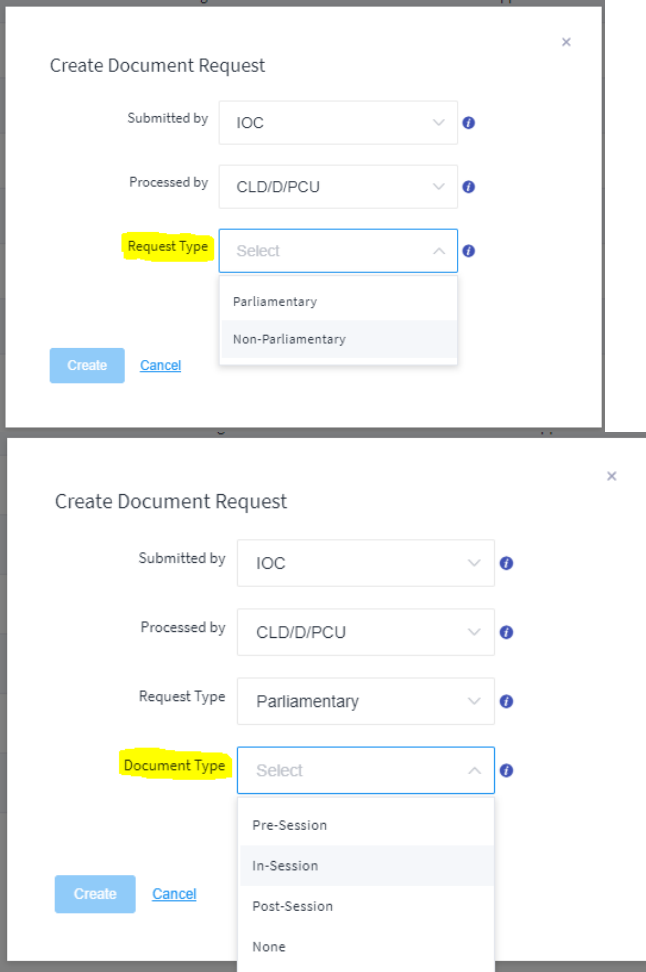
You can create a document request through the Create wizard.

- i.) Click on [Create Document Request] to initiate the wizard. The secretariat group(s) you are about to create/submit the document request from is shown in the [Submitted by] field, and the coordinator group your document request will be reviewed/approved will be shown in the "Processed by" field.



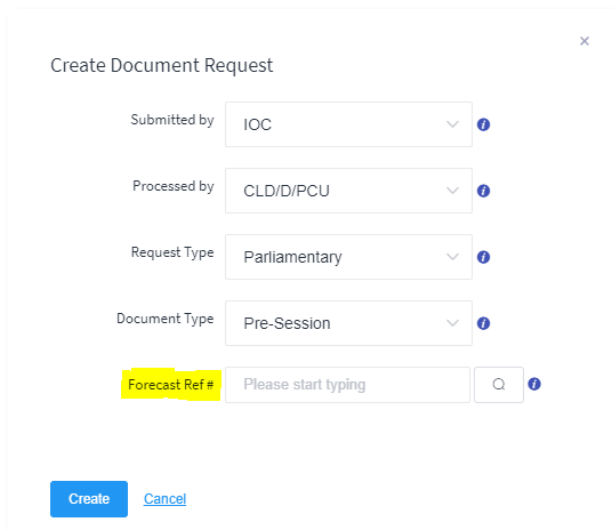
- ii.) Based on the document request you are about to create, choose Parliamentary or Non-parliamentary, and then document type.

Note: The Parliamentary types refer to a document that needs to be issued before a meeting starts (Pre-session); during a meeting (In-session); or after a meeting closes (Post-session). The Non-parliamentary types include publication and miscellaneous (e.g., poster, brochure).



The image displays two screenshots of the 'Create Document Request' form. In the top screenshot, the 'Request Type' dropdown is open, showing 'Parliamentary' and 'Non-Parliamentary' options. In the bottom screenshot, the 'Document Type' dropdown is open, showing 'Pre-Session', 'In-Session', 'Post-Session', and 'None' options. Both screenshots show 'Submitted by' as 'IOC' and 'Processed by' as 'CLD/D/PCU'. The 'Create' and 'Cancel' buttons are visible at the bottom of each form.

- iii.) If you're creating a documents request, for which you've already submitted a forecast that was approved, then you can search and link the forecast to this document request in the [Forecast Ref#"type].



iv.) Click [Create] to start the wizard.

Note: if you have linked a forecast to the document request, then the document request will be populated with the field value from the forecast to the same fields. Otherwise, you would need to fill up the fields.

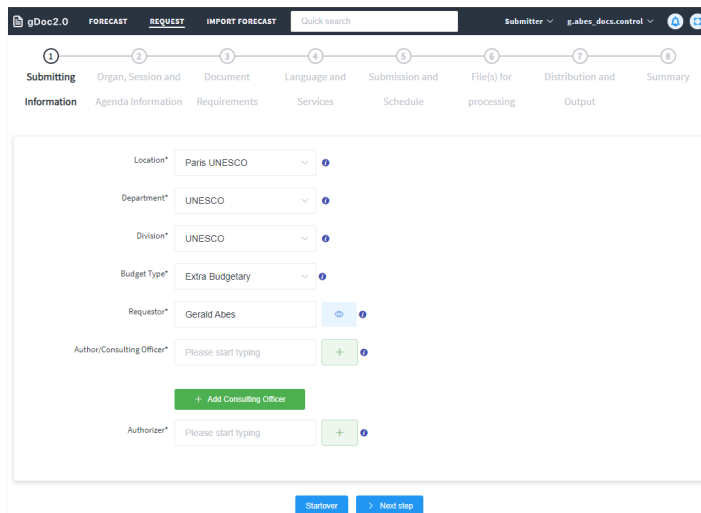
v.) Step 1 in the wizard – Submitting Information

The Location/Department/Division are populated with the information in your user profile.

You may change the [Requestor] field if you are submitting on behalf of your colleague.

The [Author/Consulting Officer] is the contact person who is the author of this document request and can be consulted for related matters. You can add more than one Author/Consulting officer.

The [Authorizer] The contact person who authorizes/certifies financial implications associated to the services requested in the document request.

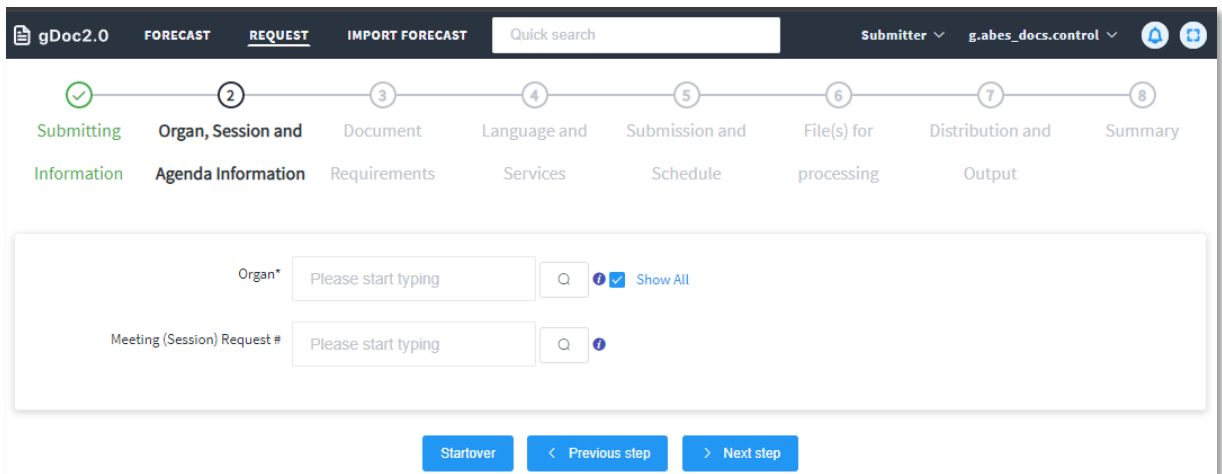




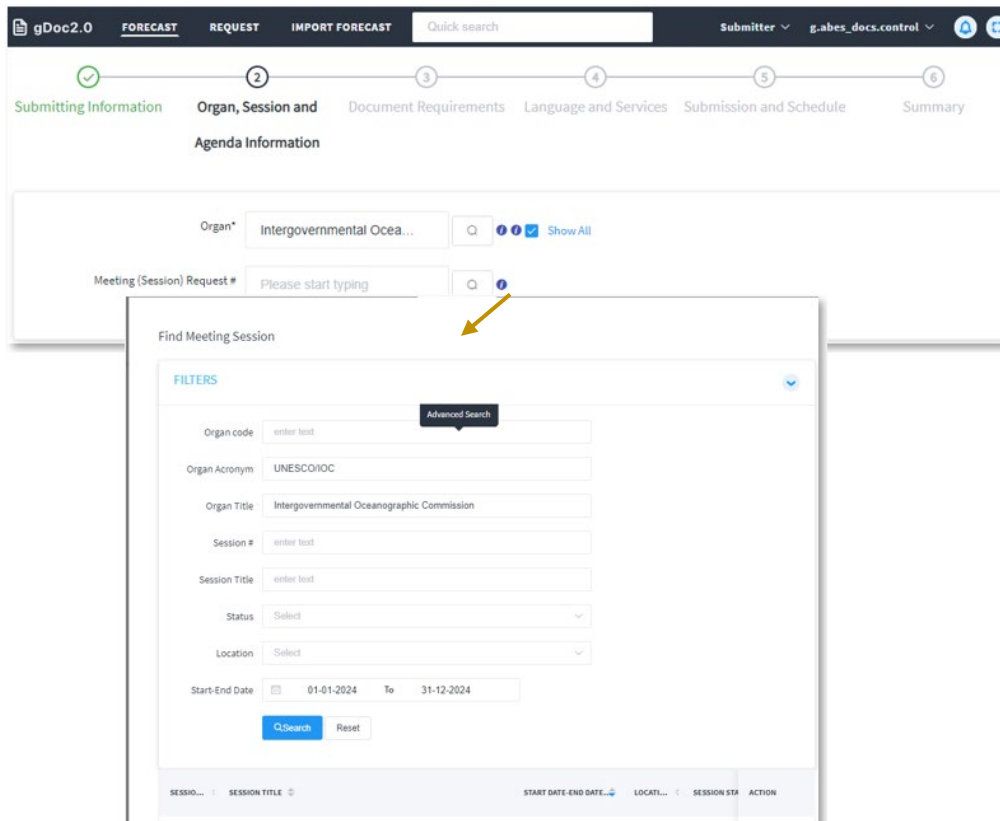
## vi.) Step 2 – [Organ, Session and Agenda information]

Organ is the entity that requires the document (e.g., a principal body that will consider the document in its meeting).

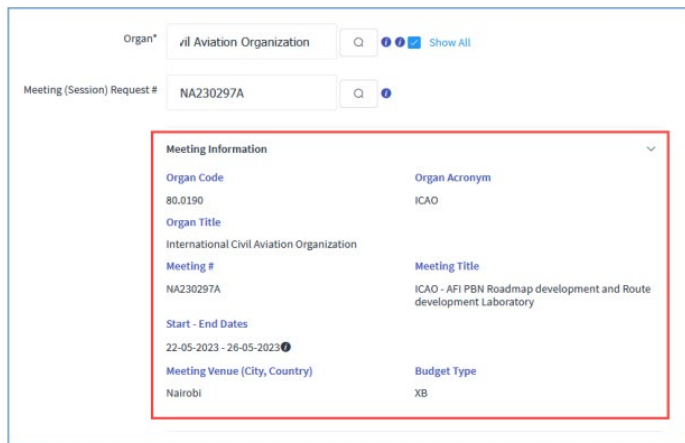
Meeting (Session) request is the event where the document is required. This field is a lookup into the linked gMeets sessions.



You can use the Advance search function to find the session, if needed.



The details of the selected session can be viewed:



Organ\*

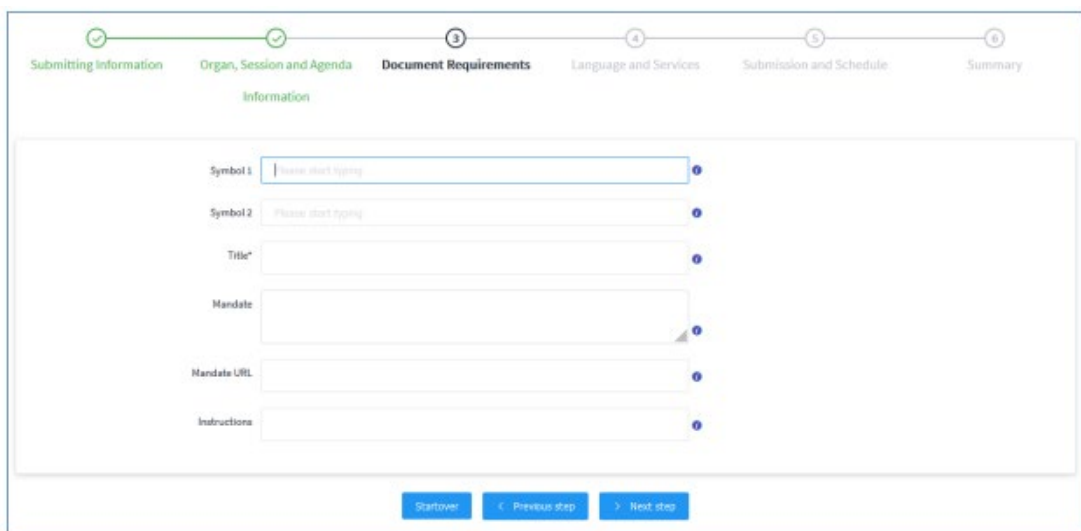
Meeting (Session) Request #

**Meeting Information**

Organ Code	Organ Acronym
80.0190	ICAO
Organ Title	
International Civil Aviation Organization	
Meeting #	Meeting Title
NA230297A	ICAO - AFI PBN Roadmap development and Route development Laboratory
Start - End Dates	
22-05-2023 - 26-05-2023	
Meeting Venue (City, Country)	Budget Type
Nairobi	XB

vii.) Step 3 – [Document requirements]

Provide a unique Symbol 1 and document title. The Mandate for this document request can be included as well as any special instructions for the Document Control Unit.



Progress: 1. Submitting Information (checked), 2. Organ, Session and Agenda (checked), 3. Document Requirements (active), 4. Language and Services, 5. Submission and Schedule, 6. Summary

**Information**

Symbol 1

Symbol 2

Title\*

Mandate

Mandate URL

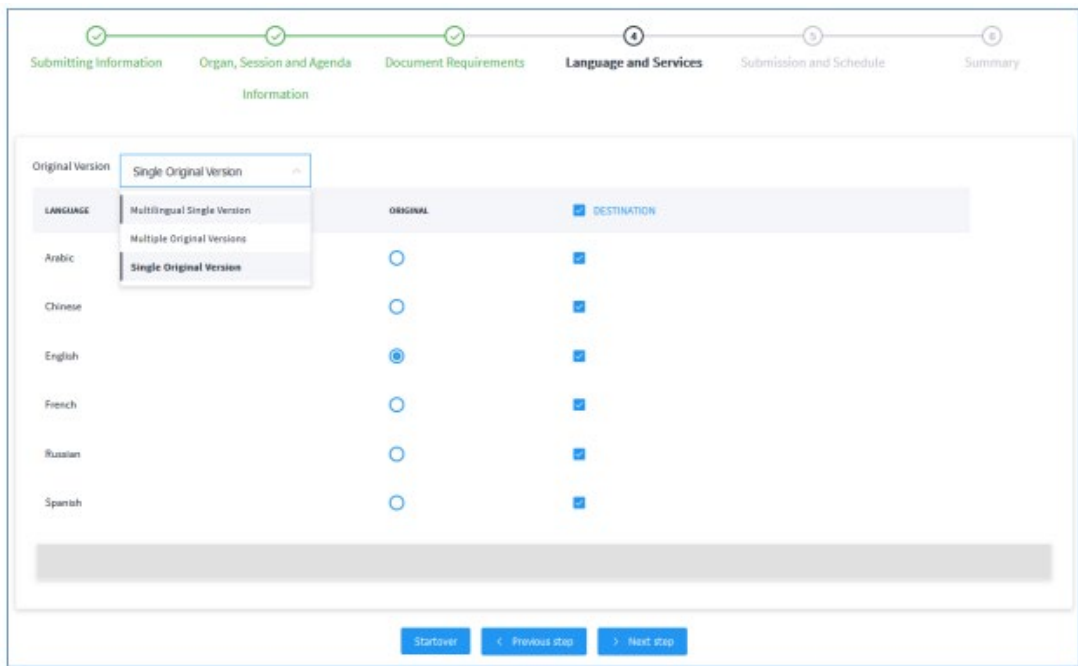
Instructions

Buttons: Startover, Previous step, Next step

viii.) Step 4 – [Language and Services]

Select the original language(s) of the submitted document and the required destination languages for the issued document. If the document needs to be issued also in the original language, check the destination language for the same original language.

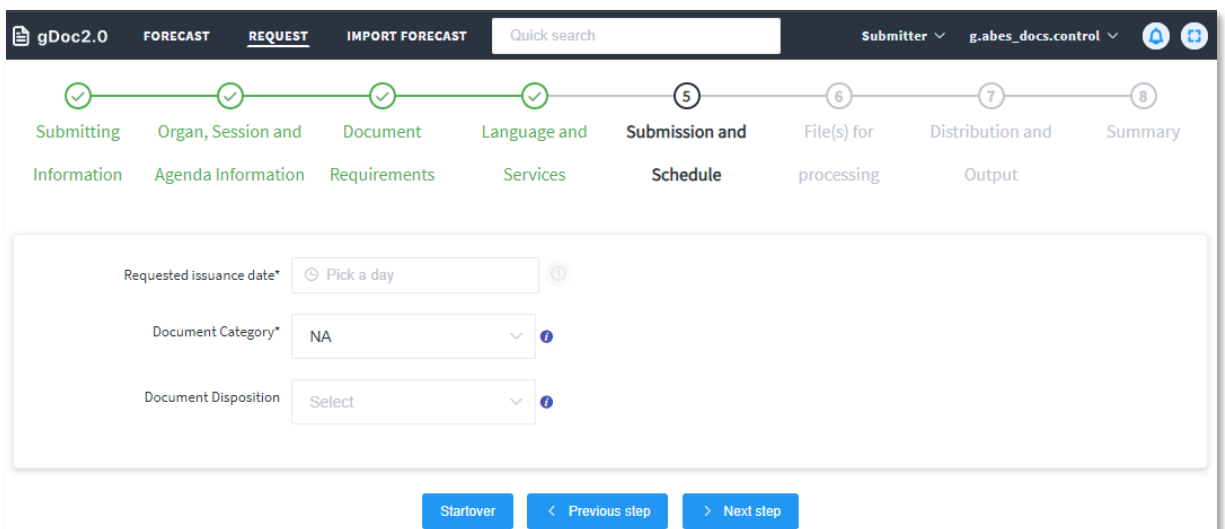
A document may come in with multilingual parts or multiple original versions. Select the appropriate the “Original version”.



LANGUAGE	ORIGINAL	DESTINATION
Arabic	<input type="radio"/>	<input checked="" type="checkbox"/>
Chinese	<input type="radio"/>	<input checked="" type="checkbox"/>
English	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
French	<input type="radio"/>	<input checked="" type="checkbox"/>
Russian	<input type="radio"/>	<input checked="" type="checkbox"/>
Spanish	<input type="radio"/>	<input checked="" type="checkbox"/>

ix.) Step 5 – [Submission and Schedule]

Choose the issuance date of the requested document.



Requested issuance date\*

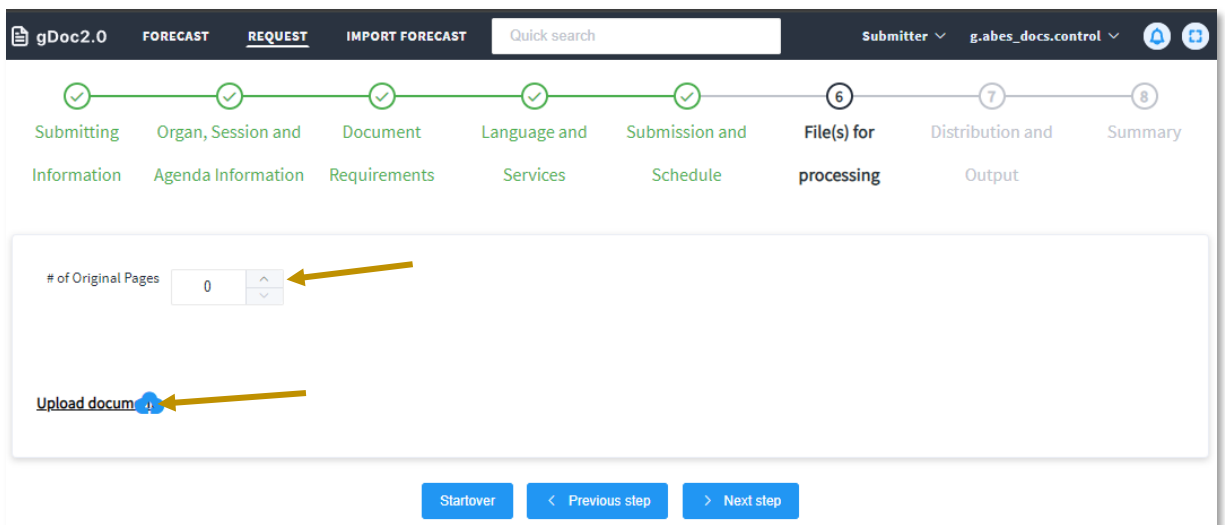
Document Category\*

Document Disposition

x.) Step 6 – [File(s) for processing]

Upload the original submission files that require document services.

The [# of Original pages] refers to the physical pages of the submission file(s).



gDoc2.0 FORECAST **REQUEST** IMPORT FORECAST Quick search Submitter g.abes\_docs.control

Submitting Organ, Session and Document Language and Submission and **6** 7 8  
 Information Agenda Information Requirements Services Schedule **File(s) for** Distribution and Summary  
 processing Output

# of Original Pages 0

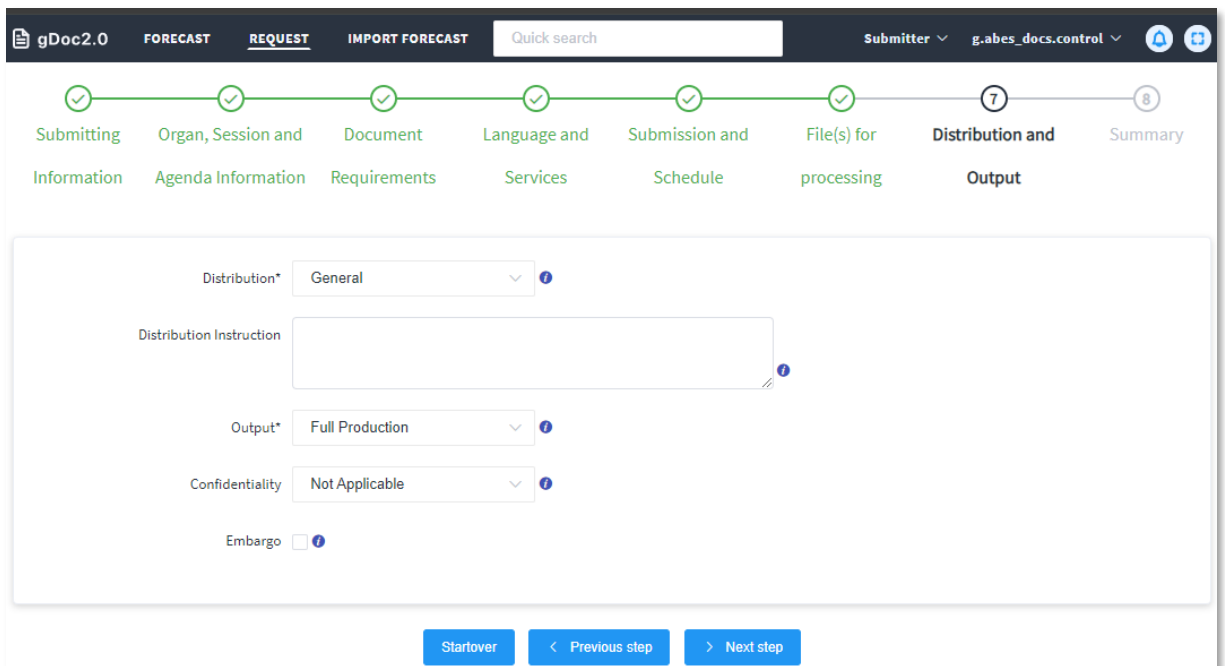
Upload document

Startover < Previous step > Next step

xi.) Step 7 – [Distribution and Output]

Specify the distribution requirement and its output type.

Indicate the confidentiality level of the document and set an embargo release date, if applicable.



gDoc2.0 FORECAST **REQUEST** IMPORT FORECAST Quick search Submitter g.abes\_docs.control

Submitting Organ, Session and Document Language and Submission and **7** 8  
 Information Agenda Information Requirements Services Schedule processing **Distribution and** Summary  
 Output

Distribution\* General

Distribution Instruction

Output\* Full Production

Confidentiality Not Applicable

Embargo

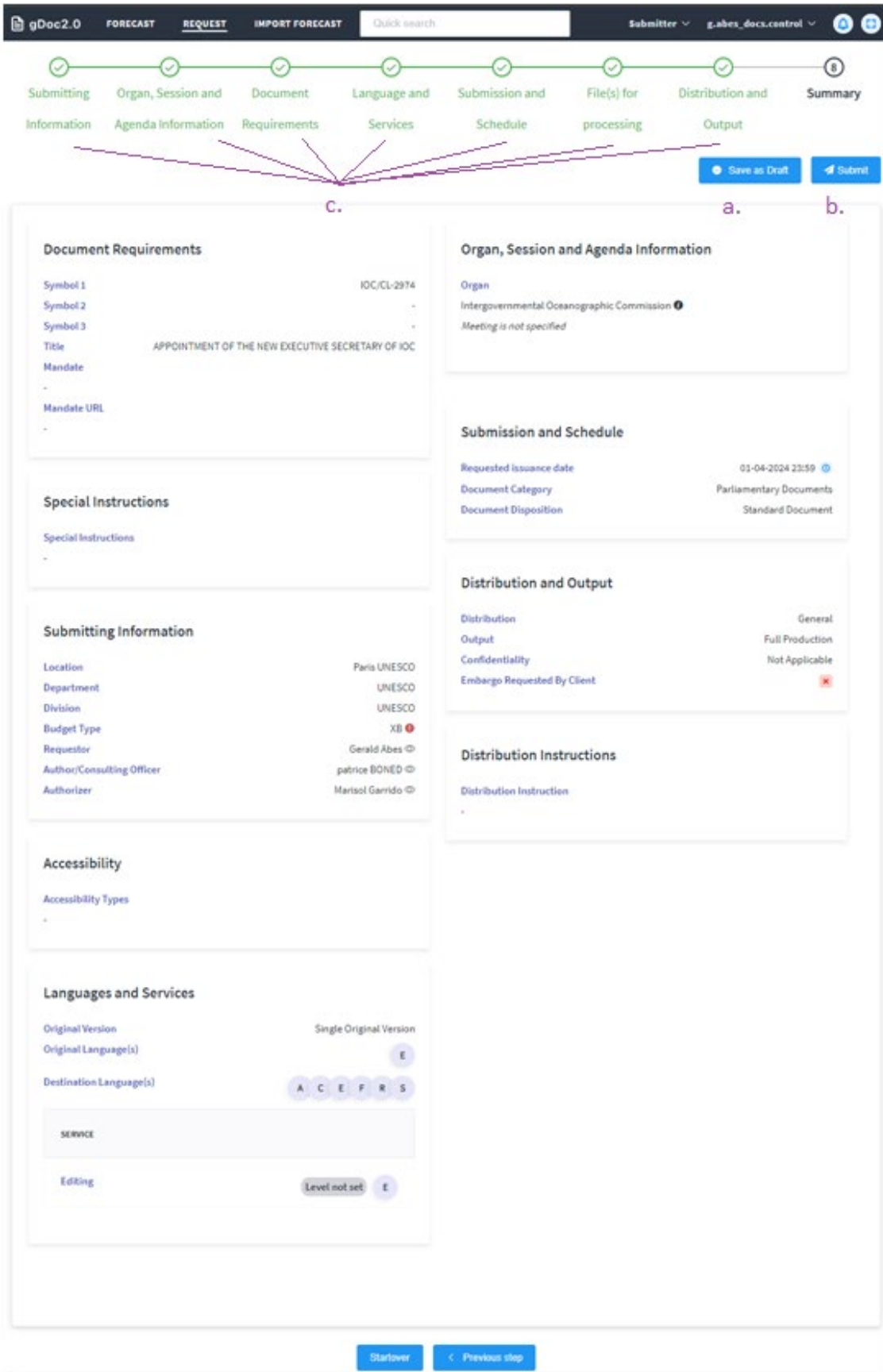
Startover < Previous step > Next step

xii.) Wizard summary

Finally, at the end of the wizard, you can opt to:

- a. [Save as Draft] the document request or
- b. [Submit], if all requirements have been reflected or

c. Go back to any of the steps (click on the Step in the top wizard trail) in the wizard and make revisions.



**gDoc2.0** FORECAST **REQUEST** IMPORT FORECAST Quick search Submitter g.abes\_docs.control

Submitting Organ, Session and Document Language and Submission and File(s) for Distribution and Summary  
 Information Agenda Information Requirements Services Schedule processing Output

Save as Draft Submit

**c.**

**Document Requirements**

Symbol 1 IOC/CL-2974  
 Symbol 2 -  
 Symbol 3 -  
 Title APPOINTMENT OF THE NEW EXECUTIVE SECRETARY OF IOC  
 Mandate -  
 Mandate URL -

**Special Instructions**

Special Instructions -

**Submitting Information**

Location Paris UNESCO  
 Department UNESCO  
 Division UNESCO  
 Budget Type XB  
 Requestor Gerald Abes  
 Author/Consulting Officer patrice BONED  
 Authorizer Marisol Garrido

**Accessibility**

Accessibility Types -

**Languages and Services**

Original Version Single Original Version  
 Original Language(s) E  
 Destination Language(s) A C E F R S  
 SERVICE  
 Editing Level not set E

**a.**

**Organ, Session and Agenda Information**

Organ Intergovernmental Oceanographic Commission  
 Meeting is not specified

**b.**

**Submission and Schedule**

Requested issuance date 01-04-2024 23:59  
 Document Category Parliamentary Documents  
 Document Disposition Standard Document

**Distribution and Output**

Distribution General  
 Output Full Production  
 Confidentiality Not Applicable  
 Embargo Requested By Client

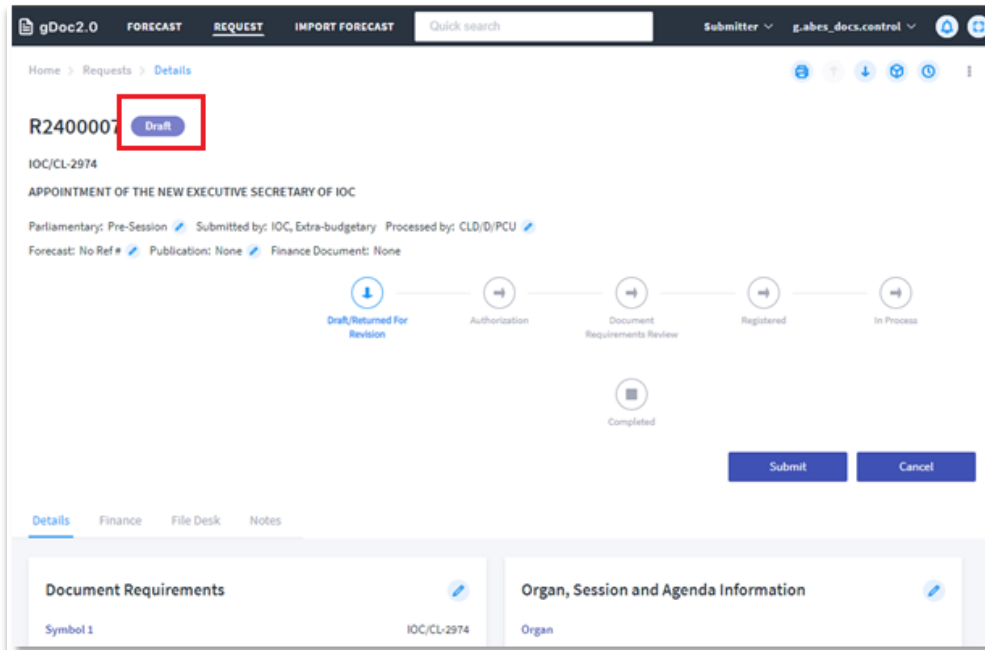
**Distribution Instructions**

Distribution Instruction -

Startover Previous step

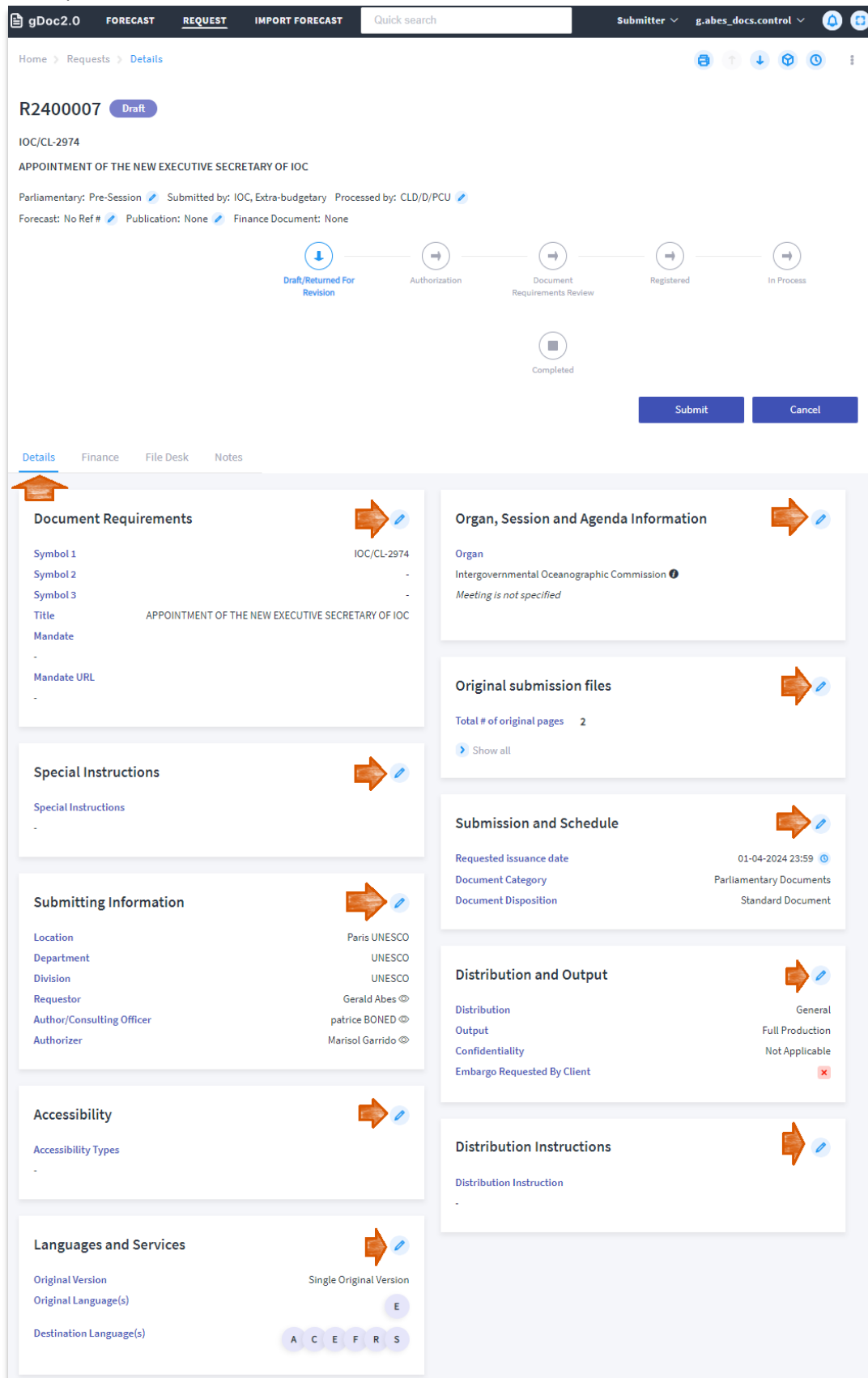
## xiii.) Save as Draft

Once the document request is saved as draft, the request is in the status of [Draft], which is the first stage in the workflow. The Request dashboard reflects the status of the request.



REQUEST #	LEGACY #	FORECAST #	STATUS	XB REVIEW	ORGAN	SESSION
<a href="#">R2400007</a>			Draft		Intergovernmental Oceanogra...	
<a href="#">R2400006</a>			Document Requirements Review	XB Review Extra Budgeta...	Intergovernmental Oceanogra...	
<a href="#">R2400005</a>			Registered	XB Review Approved	Intergovernmental Oceanogra...	
<a href="#">R2400004</a>			Document Requirements Review		Intergovernmental Oceanogra...	
<a href="#">R2400003</a>			Document Requirements Review		Intergovernmental Oceanogra...	
<a href="#">R2400002</a>			Requested Cancellation		Intergovernmental Oceanogra...	
<a href="#">R2400001</a>			Registered	XB Review Approved	Intergovernmental Oceanogra...	
<a href="#">R2300009</a>			Document Requirements Review	XB Review Approved	Intergovernmental Oceanogra...	
<a href="#">R2300007</a>			Document Requirements Review	XB Review Extra Budgeta...	United Nations Environment P...	

xiv.) Continue updating the draft request under the [Details] tab by clicking the pencil icon on the respective section.

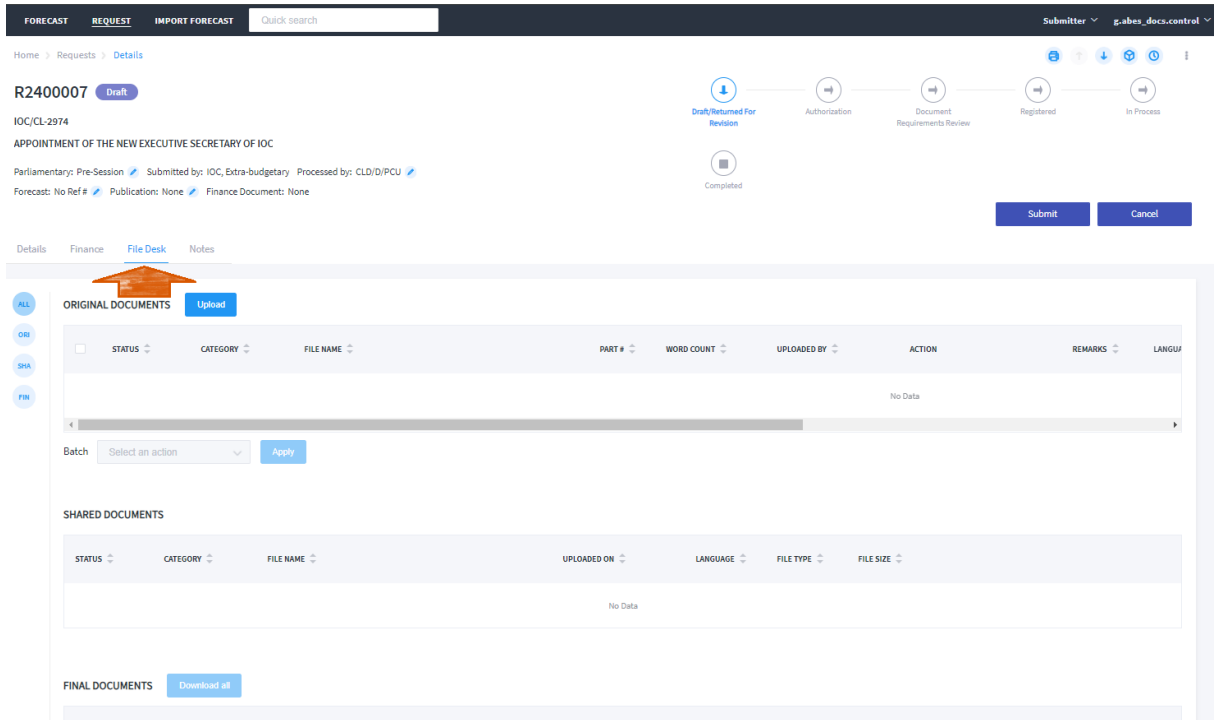


The screenshot displays the 'gDoc2.0' interface for a draft request (R2400007). The top navigation bar includes 'FORECAST', 'REQUEST', and 'IMPORT FORECAST' tabs, along with a search bar and user information. The main content area shows the request details, including the title 'APPOINTMENT OF THE NEW EXECUTIVE SECRETARY OF IOC' and a progress flowchart with stages: Draft/Returned For Revision, Authorization, Document Requirements Review, Registered, In Process, and Completed. Below the flowchart are 'Submit' and 'Cancel' buttons.

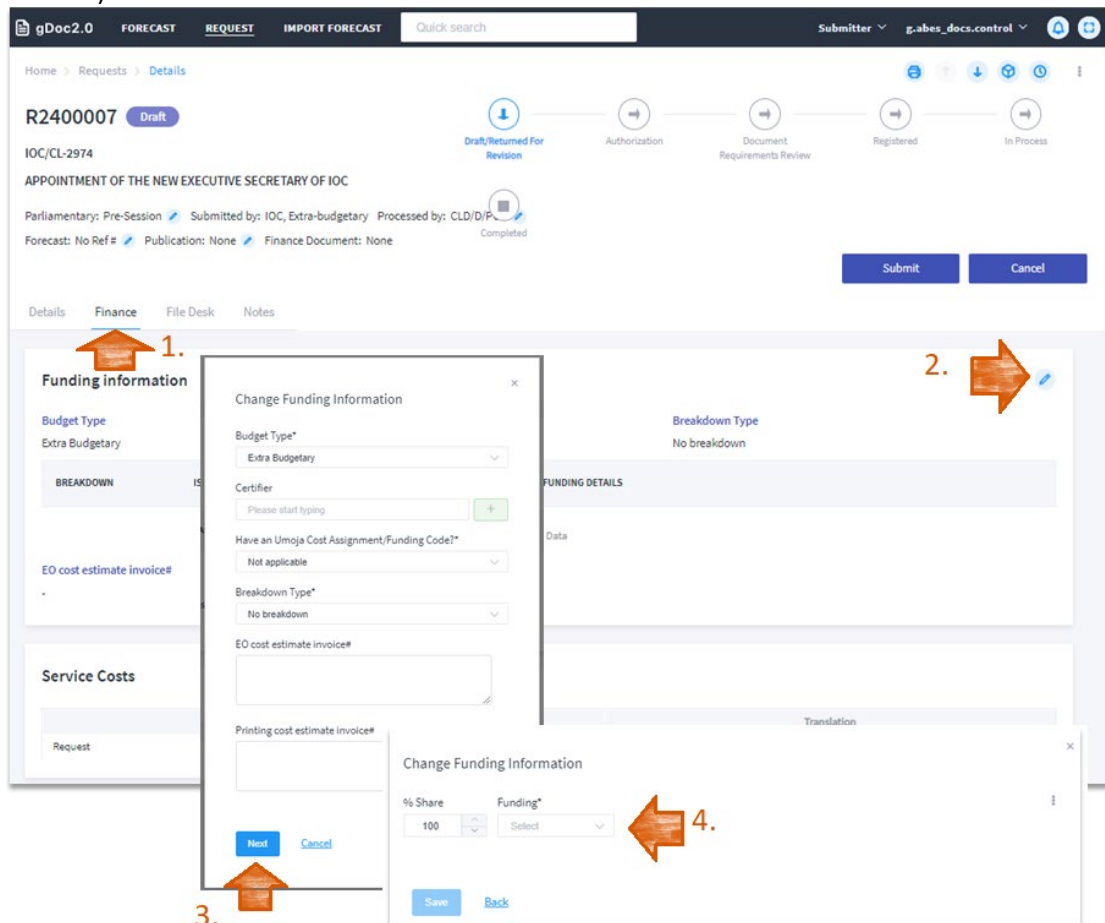
The 'Details' tab is active, showing several sections with edit icons (pencil and arrow):

- Document Requirements:** Symbol 1 (IOC/CL-2974), Symbol 2, Symbol 3, Title (APPOINTMENT OF THE NEW EXECUTIVE SECRETARY OF IOC), Mandate, Mandate URL.
- Organ, Session and Agenda Information:** Organ (Intergovernmental Oceanographic Commission), Meeting is not specified.
- Original submission files:** Total # of original pages (2), Show all.
- Submission and Schedule:** Requested issuance date (01-04-2024 23:59), Document Category (Parliamentary Documents), Document Disposition (Standard Document).
- Distribution and Output:** Distribution (General), Output (Full Production), Confidentiality (Not Applicable), Embargo Requested By Client (X).
- Distribution Instructions:** Distribution Instruction.
- Languages and Services:** Original Version (Single Original Version), Original Language(s) (E), Destination Language(s) (A, C, E, F, R, S).

xv.) Update the submission files under the [File Desk] tab.



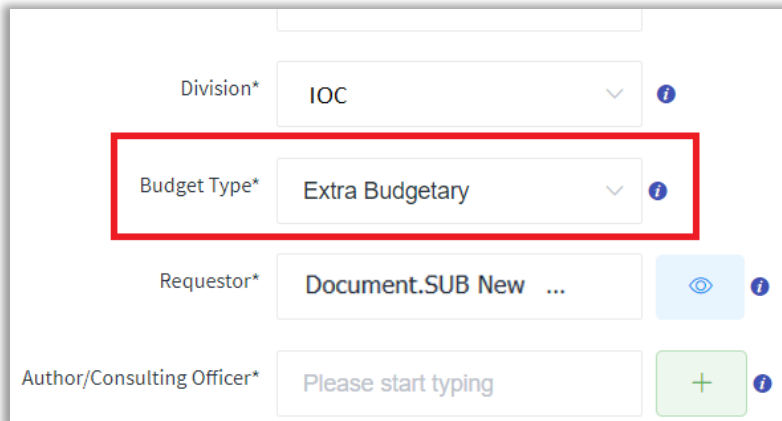
xvi.) Provide under the [Finance] tab relevant information pertaining funding source for your document request, as needed (subject to the requirements by the Document Control Unit).





### ***Extra-budgetary submissions***

1. For documents that are extra-budgetary in nature, the budget type must be specified in stage 1 of the submission wizard. Select [Extra Budgetary] from the 'Budget Type' drop-down menu:



Division\* IOC

**Budget Type\*** Extra Budgetary

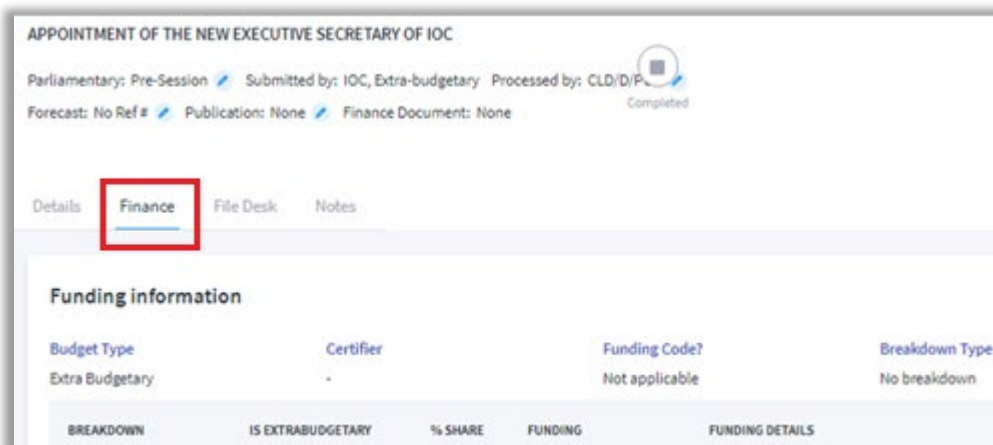
Requestor\* Document.SUB New ...

Author/Consulting Officer\* Please start typing

2. After completing the 7 wizard stages and are at the 'Summary' stage, please save your request as a draft. If you inadvertently click on [Submit] before entering the funding information, an error message will appear:

Please provide funding information.

3. To reflect funding information, click on the [Finance] tab in the upper left side of the screen:



APPOINTMENT OF THE NEW EXECUTIVE SECRETARY OF IOC

Parliamentary: Pre-Session  Submitted by: IOC, Extra-budgetary Processed by: CLD/D/P...  Completed

Forecast: No Ref #  Publication: None  Finance Document: None

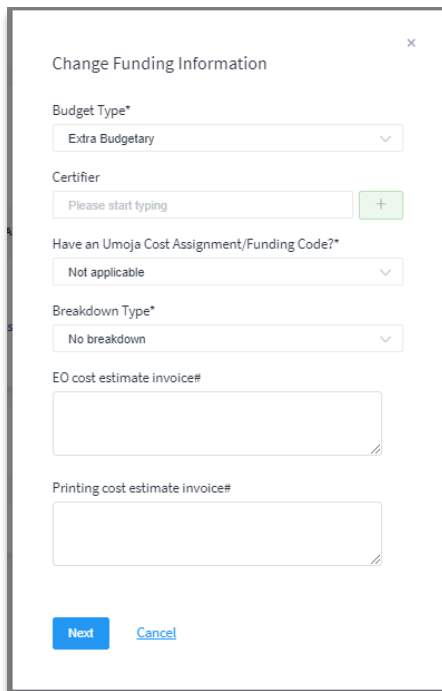
Details **Finance** File Desk Notes

**Funding information**

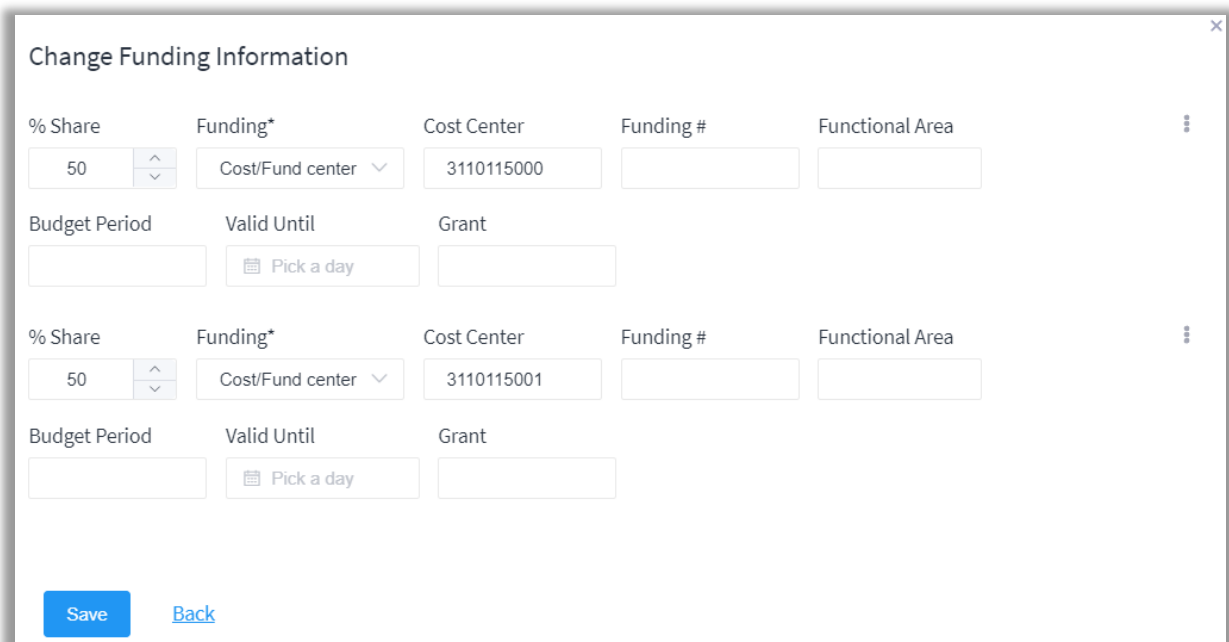
Budget Type	Certifier	Funding Code?	Breakdown Type
Extra Budgetary	-	Not applicable	No breakdown

BREAKDOWN IS EXTRABUDGETARY % SHARE FUNDING FUNDING DETAILS

4. Once within the [Finance] tab, click on the [+] icon to add funding information. A 'Change Funding Information' dialogue box will appear. Enter the correct fund certifier and approver as well as select the most appropriate options related to your fund. Click on the [Next] button when ready to proceed.



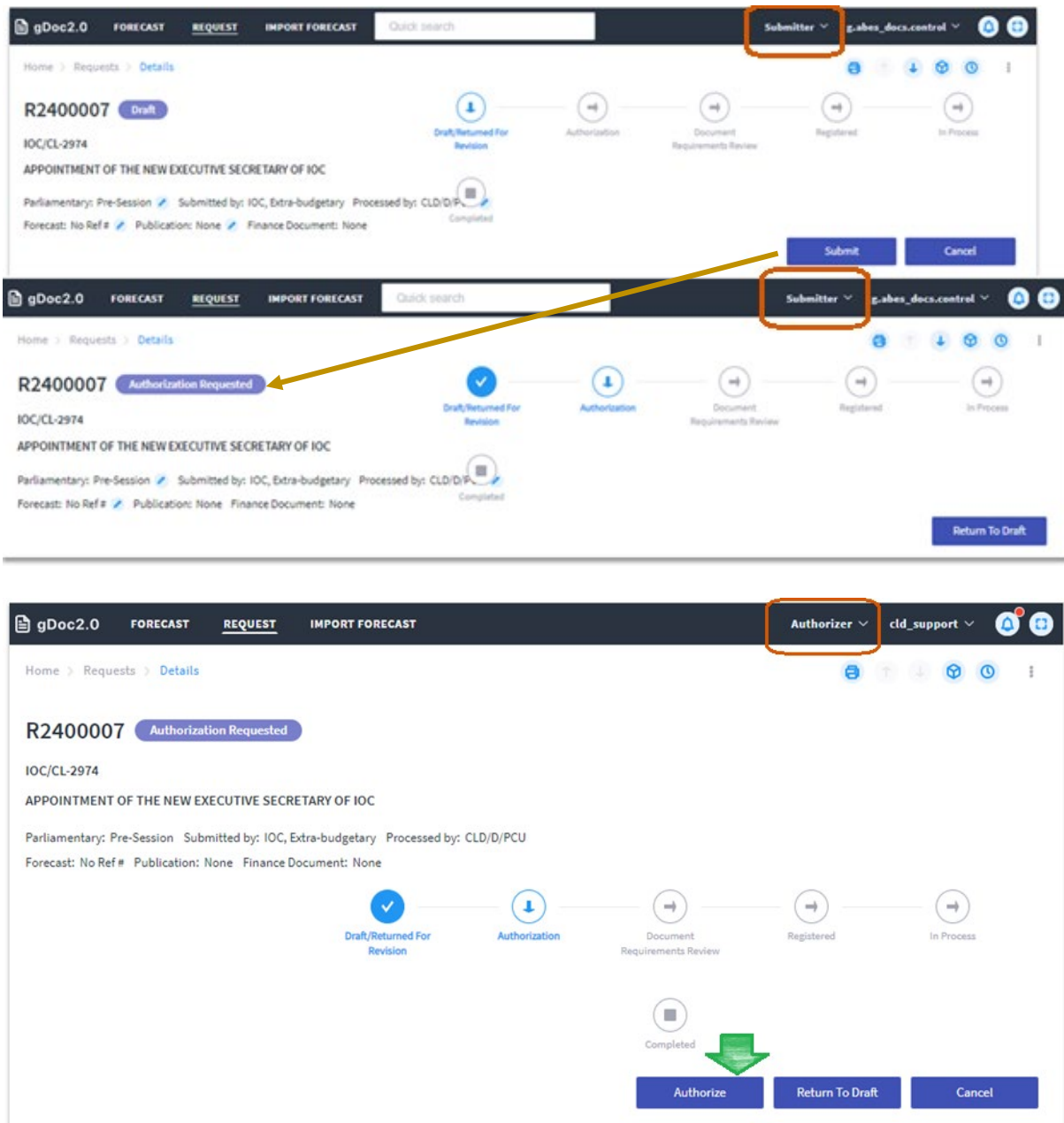
5. The next screen will allow you to enter the relevant fund reservation information. Click on the [Save] button once the required information is complete.



- xvii.) Click “Submit” to complete the [ process after providing all required information. The document request’s status will change to “Authorization Requested” (Submitter’s and Authorizer’s view) (to be actioned by the Authorizer). The request can no longer be edited by the request submitter unless the Authorizer sends it back (via the function of “Return To Draft”).

Submitter may submit corrections files after the submission of request. Refer to the guide on File desk for submitter.

Submitter can request to have the document request returned for necessary updates by using the “Return To Draft”.

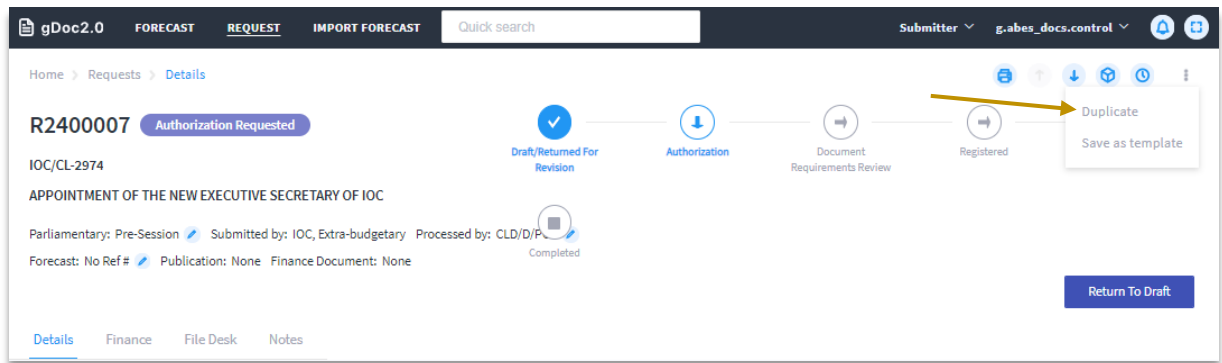


The image displays three sequential screenshots of the gDoc2.0 web application interface, illustrating the workflow of a document request (R2400007) for the topic 'APPOINTMENT OF THE NEW EXECUTIVE SECRETARY OF IOC'.

- Top Screenshot:** The request is in the 'Draft' stage. The 'Submitter' dropdown menu is highlighted with an orange box. The status bar shows 'Draft/Returned For Revision', 'Authorization', 'Document Requirements Review', 'Registered', and 'In Process'. A 'Submit' button is visible at the bottom right.
- Middle Screenshot:** The request has moved to the 'Authorization Requested' stage. A yellow arrow points from the 'Submit' button in the previous screenshot to this status. The 'Authorization' step in the progress bar is now active. A 'Return To Draft' button has appeared at the bottom right.
- Bottom Screenshot:** The request is now in the 'Authorize' stage. The 'Authorizer' dropdown menu is highlighted with an orange box. The 'Authorization' step in the progress bar is completed, and a green arrow points to the 'Authorize' button at the bottom.

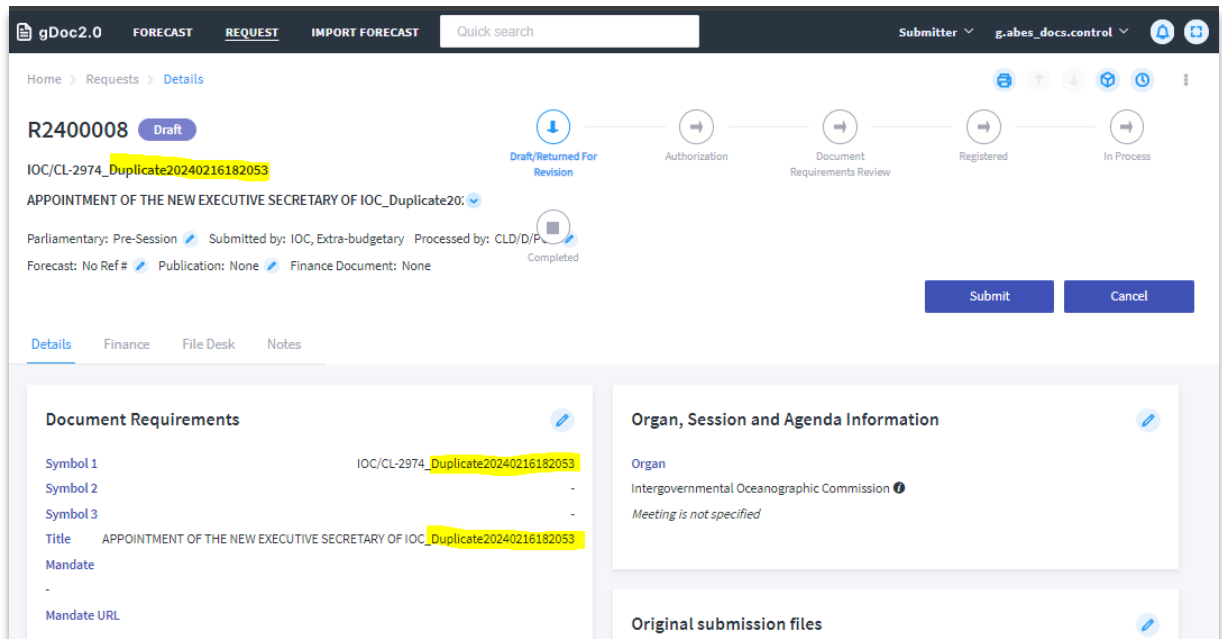
c) Create a document request with “Duplicate” function

Use the “Duplicate” function to create a new document request by duplicating an existing request, to re-use the same document metadata (for example, if submitting a set of document requests).



The new document request will be generated directly without the need to go through the Create wizard.

Note that a suffix is added by default to the original document symbol and title. Update these fields before submitting the document request.

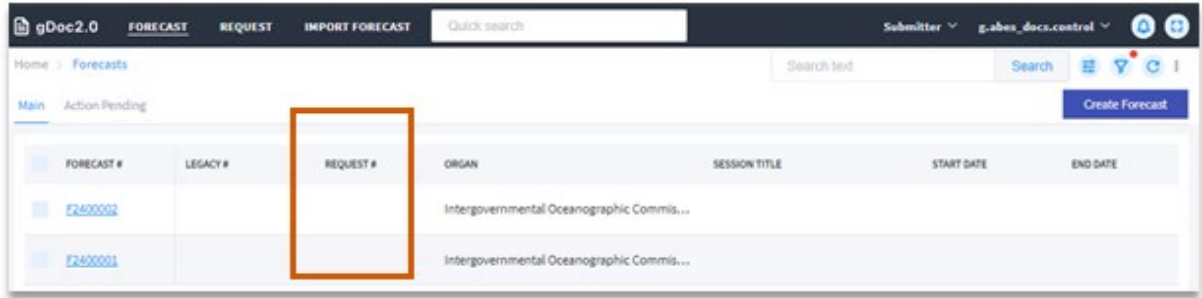


Update all required fields and upload the new submission file for the new document request prior submission.

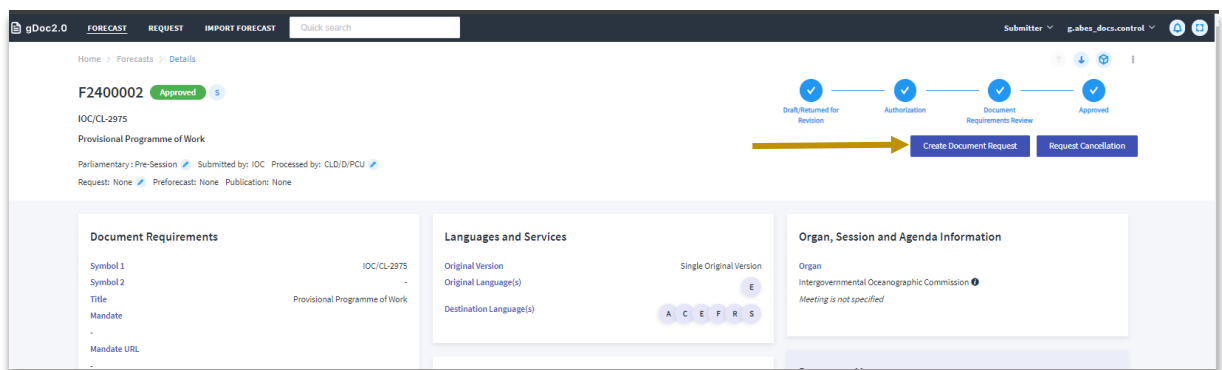
d) Create a document request from a forecast

**Division of Conferences, Languages and Documents/Support Unit (CLD/S)**

Go to the approved forecast on the Forecast dashboard. You can tell if a forecast is already linked to a document request by the “Request #” column.

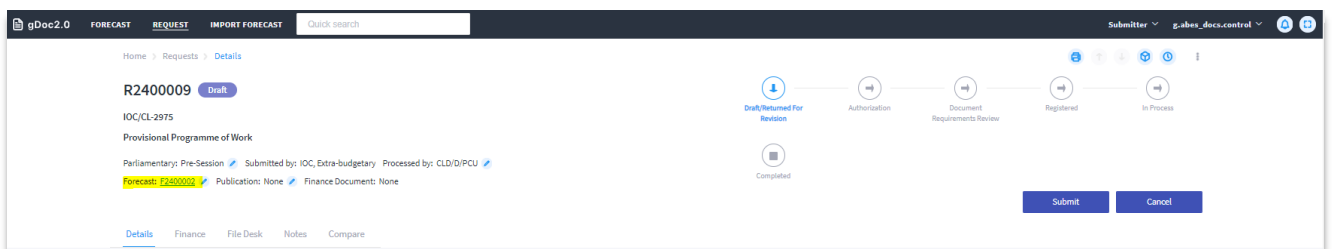


Click the “Create Document request” from the forecast.



Then you'll go through the Create Request wizard. the value of the same fields will be passed on from the forecast to the new document request.

The linked forecast will be shown in the header of the document request.



Check if there are any differences between the document request and the linked forecast under the “Compare” tab on the document request. Difference will be highlighted.

gDoc2.0 FORECAST REQUEST IMPORT FORECAST Quick search Submitter g\_abes\_docs\_control

Home > Requests > Details

**R2400009** Draft

IOC/CL-2975

Provisional Programme of Work

Parliamentary Pre-Session Submitted by: IOC, Extra-budgetary Processed by: CLD/PCU

Forecast: R2400009 Publication: None Finance Document: None

Submit Cancel

Details Finance File Desk Notes **Compare**

This request	Original forecast
Submitted by: IOC	Submitted by: IOC
Processed by: CLD/D/PCU	Processed by: CLD/D/PCU
Organ/Author department: Intergovernmental Oceanographic (	Organ/Author department: Intergovernmental Oceanographic (
Session #:	Session #:
Session Title:	Session Title:
Session Start Date:	Session Start Date:
Session End Date:	Session End Date:
Request Type: Parliamentary	Forecast Type: Parliamentary
Document Type: Pre-Session	Document Type: Pre-Session
Symbol1: IOC/CL-2975	Symbol1: IOC/CL-2975
Symbol2:	Symbol2:
Title: Provisional Programme of Work	Title: Provisional Programme of Work
Mandate:	Mandate:
Original Language(s): Arabic, Chinese, <input checked="" type="checkbox"/> English, French, Russian, Spanish	Original Language(s): Arabic, Chinese, <input checked="" type="checkbox"/> English, French, Russian, Spanish
Destination: <input checked="" type="checkbox"/> Arabic, <input checked="" type="checkbox"/> Chinese, <input checked="" type="checkbox"/> English, <input checked="" type="checkbox"/> French, <input checked="" type="checkbox"/> Russian, <input checked="" type="checkbox"/> Spanish	Destination: <input checked="" type="checkbox"/> Arabic, <input checked="" type="checkbox"/> Chinese, <input checked="" type="checkbox"/> English, <input checked="" type="checkbox"/> French, <input checked="" type="checkbox"/> Russian, <input checked="" type="checkbox"/> Spanish
Sent Date:	Agreed Submission Date: 01-04-2024
Completion Date: 02-04-2024	Estimated issuance date: 02-04-2024
Total Words: 0	Agreed Word Count: 405
Location: Paris UNESCO	Location: Paris UNESCO
Department: UNESCO	Department: UNESCO
Division: UNESCO	Division: UNESCO

## 6. Additional video tutorials

- a) Quick Request in gDoc 2.0  
<https://youtu.be/GoJFoSOAJMM>
- b) Basic user guide on Authorizing a request  
<https://youtu.be/uvE-OeyjvGU>
- c) The eight step Request Wizard overview in gDoc 2.0  
<https://youtu.be/Adpg1vBnhul>
- d) Quick Search Bar  
<https://youtu.be/dsOJNY9pSml>
- e) Quick Tutorial Run/Save a Query  
<https://youtu.be/bRLlcleyiAc>
- f) Filter Search using Query in gDoc 2.0  
<https://youtu.be/BA8vcB9TVgQ>
- g) Make a quick search in gDoc 2.0  
<https://youtu.be/8mWtWUWZrsc>
- h) How to customize the dashboard in gDoc 2.0  
<https://youtu.be/iXUIBa9L17M>
- i) Quick Forecast in gDoc 2.0  
[https://youtu.be/\\_Dberr8PLYc](https://youtu.be/_Dberr8PLYc)
- j) Save as Draft, Submit and Advanced Submission in gDoc 2.0  
[https://youtu.be/8nC\\_JBeHi5Y](https://youtu.be/8nC_JBeHi5Y)