Dialogues - Quick Start Guide

(using Working Group «Human Rights as the Priority of Global Security» as an example)
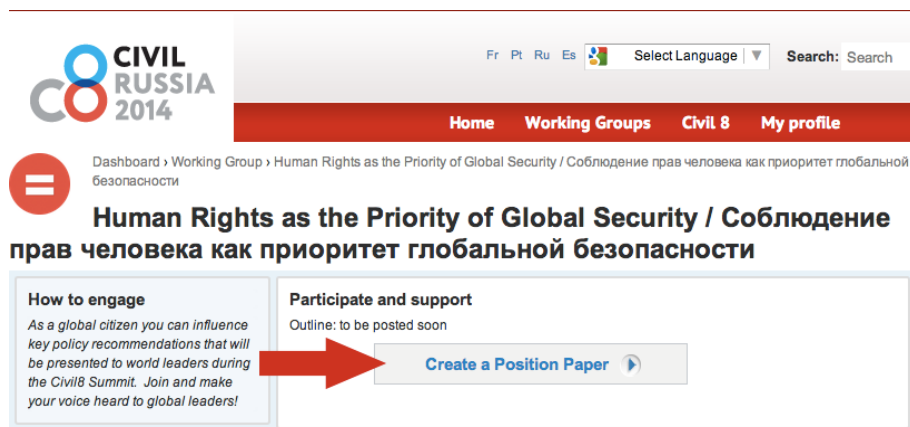
To start, please **Register** or, if you are already registered, **Sign in.**
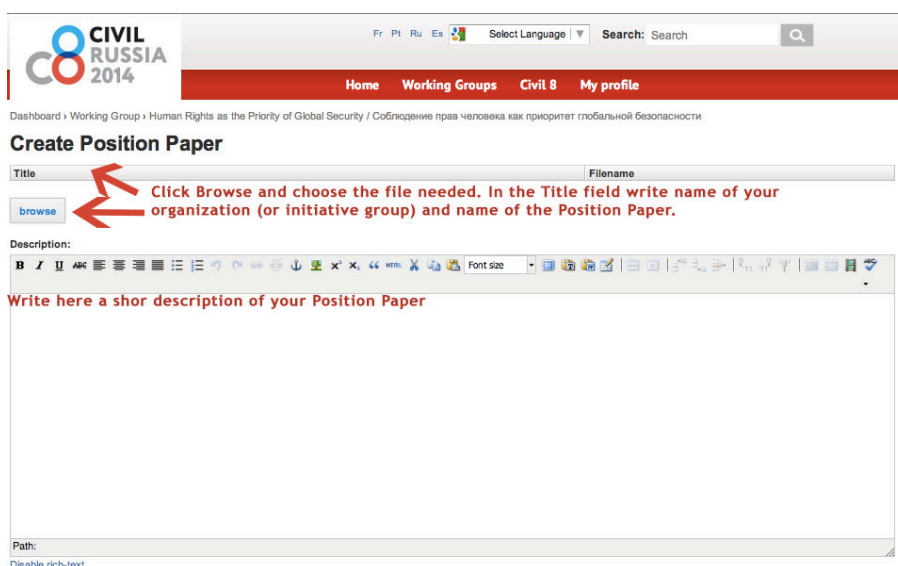
How to add a Position Paper

Position Paper is a document from an organization (or initiative group) that discusses key Working Group's issues and gives recommendation/suggests what should be done.

Option 1.
To add a Position paper click **Create Position Paper.**

A new window will open automatically Click **Browse** and choose the file - you can change its name in the **Title** bar**.** The title should contain the author's name and the name (if given) of the document. Fill in the **Description** field.

Tag the document as: g8_position_paper

Click **Save** to save the document.

Option 2.

You can upload your position paper directly in the **Position Papers** section by clicking on **Add File.**

A new window will open automatically. Click **Browse** and choose the file - you can change its name in the **Title** bar**.** The title should contain the author's name and the name (if given) of the document. Fill in the **Description** field.

Tag the document as: g8_position_paper.

Click **Save** to save the document.
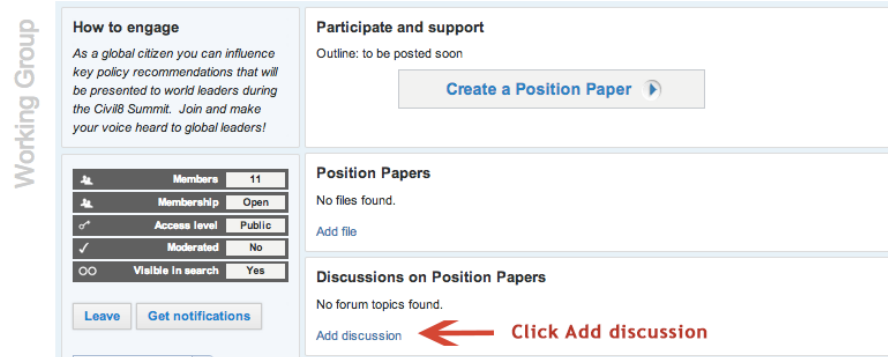

The document will appear in the **Position Papers** section on the Working group page and will be available for discussion.
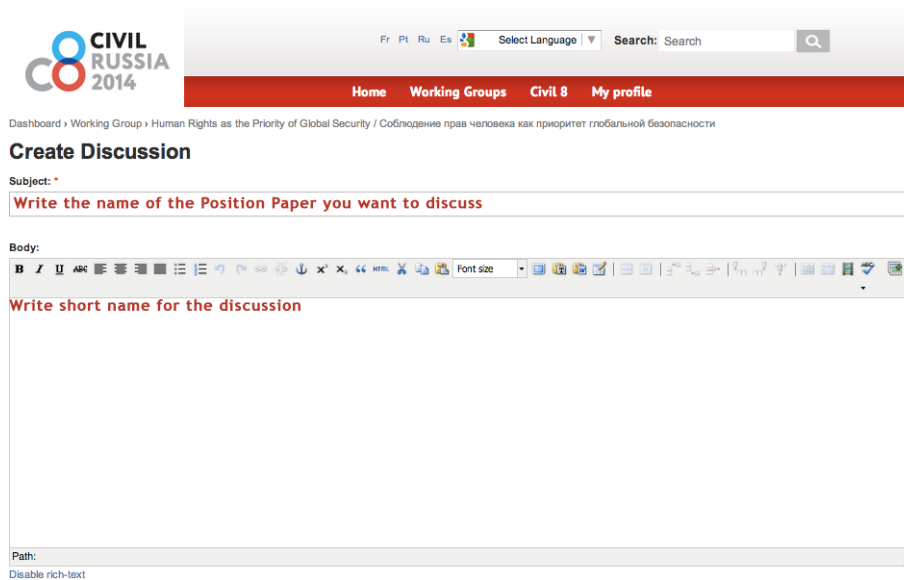
How to discuss a Position Paper

Position Papers can be discussed in the **Discussion on Position Papers** section**.** To start a discussion on the Position paper click **Add discussion**
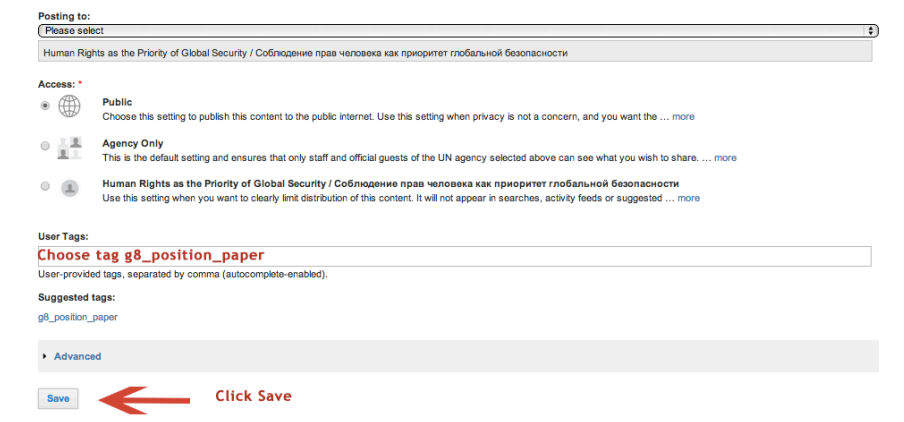

A new window will open automatically. Fill in the **Subject** field by writing the name of the author and the name of the Position Paper. Fill in the **Body** field (optional).

Tag the document as: g8_position_paper. Click **Save** to save the discussion.

How to start a discussion in Forums

If you want to discuss any other issues go to **Forums.** Create a discussion by clicking **Add discussion.**

A new window will open automatically. Fill in the **Subject** field by writing the name of the author and the name (if given) of the document. Give a short description of the topic in the **Body** section(optional)**.**

Tag the document as: g8_forum. Click **Save** to save the discussion in the system.

How to add other documents

Other materials can be uploaded in the **Documents** section. Click **Add File.**

A new window will open automatically. Click **Browse** and choose the file, change its name in the **Title** field, if necessary. Fill in the **Description** field (optional). It is recommended to upload documents as .pdf files.

Tag the document as: g8_documents.
Click **Save** to save the document.

Posting to:

Please select

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Choose this setting to publish this content to the public internet. Use this setting when privacy is not a concern, and you want the … more

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User Tags:

g8_do   **Tag g8_documents**

g8_documents

Suggested tags:

g8_position_paper

▸ **Advanced**

Save   ⬅ **Click Save**

The document will appear in the **Documents** section on the Working Group page. It can be discussed with other Working Group members in **Forums**.