













# Help and Information Page

## Table of Contents

-  Access Levels
  - Forgot Access Code or Token
  - Login Sessions
-  Formatting Advice and Special Characters
  - Special Syntax
  - Content Length
  - Whitespace
  - Special Characters
-  Phrases
  - Preambulatory
  - Operative
-  Handy Textbox
-  Live View
  - Using Live View
  - Amendment types
  - Colors in Amendments
-  Concurrent Use and Multiple Users
  - FC work queue and printing queue
  - Concurrency in Live View
-  Possible Mistakes in Resolution Formatting
-  Attributes
  - Attribute States
  - Setting Attributes
-  Resolution Workflow Stages
-  Resolution Structure Format Definition



## Access Levels

These are the access levels of access codes that are displayed on the Editor page of each resolution.

Holder	Level	Description
Everyone (Delegates)	DE	This level means that there is no specific access restriction and the resolution can be viewed by anyone with the token. No access codes are given out for this level.
The Approval Panel	AP	Editing is restricted to the Approval Panel. Resolutions are restricted to this access level when they are in stage <a href="#">#2</a> .
The Formal Clearing	FC	Editing is restricted to the Formal Clearing. Resolutions are restricted to this access level when they are in stage <a href="#">#3</a> . The FC also has access to the print queue.
The Secretariat	SC	The Secretariat enters its access code in stage <a href="#">#4</a> to signify that the resolution is being printed and is to be advanced to stage <a href="#">#5</a> . It doesn't have editing access though.

Holder	Level	Description
Chairs	CH	Chairs always have access to resolutions before they reach stage <a href="#">#7</a> . This overrides other restrictions, such as the levels FC and AP. Chairs can use LiveView when a resolution is being debated in a committee.
Secretaries General	SG	The Secretaries General have access to resolutions until they are completed in stage <a href="#">#11</a> and can also use LiveView in plenary debates. They can also manage the creation of the resolution booklet.
Administration	MA	This level represents unrestricted access to all available functions of the website including LiveView. This also includes changing access levels of specific codes or giving out new access codes.

## Forgot Access Code or Token

Talk to your Chair if you've **forgotten** your resolution token. They have access to a list of all resolutions in your forum. Looking at your browser's history can be helpful too as it's displayed in the editor page title.

You're only required to enter an access code if editing access to the resolution has been **restricted** and you're granted elevated editing privileges with a personal access code. It's still possible to view a **read-only** version and metadata about a resolution if you don't have editing privileges. If you've forgotten your access code or have any other problems accessing the editor, please **contact IT-Management**.

## Login Sessions

On the login page you enter your access code to login and go back to where the permission session was necessary. If no activity is detected on this session for more than **five hours** it will be automatically logged out. If something requires a certain permission to view, you're usually redirected to the login page.

## Formatting Advice and Special Characters

This section will inform you about the formatting rules and special character restrictions in resolutions. This is about the formal and syntactical aspects only; for content advice, see the [Content Guidelines](#). Ask your Chair for assistance with formatting and if you are unsure of how to achieve a certain formal element of you resolution. The exact parser code can be found in `generatePdf.js` and `editorInit.js`.

A basic clause consists of a phrase and a content body optionally followed a single enumeration. The enumeration items behave similarly to a regular clause, except for the lack of a phrase. Additionally, a single block of extended content can follow the enumeration. If you're trying to create a clause with more than two content blocks, more than one enumeration or a different ordering of these elements, restructure your clause to fit the formatting restrictions. This will also increase the legibility and semantic separation of your resolution.

# Special Syntax

The Editor will attempt to make syntax become obvious to the user by providing interface elements that facilitate the different aspects of writing and formatting a resolution. However, in some special cases, it is unavoidable to use the special syntax to achieve some formatting types within clause content. Use this special formatting sparingly, only when necessary and not as a generic stylistic device. Formatting is automatically applied to phrases and is disallowed in phrase fields. Special syntax only applies to the body of clauses and phrases will not be formatted. Nested or semi-nested multi-character special syntax may produce unexpected results.

Styling	Examples	Syntax	Explanation
Italics	<i>A/RES/69/154, UNESCO Declaration...</i>	<code>*A/RES/69/154*,</code> <code>*UNESCO Declaration...*</code>	Insert Asteriks <code>*</code> around the text you want to be rendered in <i>italics</i> . Apply italics to emphasise resolution identifiers like <i>A/RES/69/154</i> or names of formal documents, bodies or institutions.
Single character subscript	H <sub>2</sub> O, CO <sub>2</sub>	<code>H_2O</code> , <code>CO_2</code>	Characters preceded by an underscore <code>_</code> will be rendered as subscript. Use this to correctly display molecular formulas.
Multiple character subscript	C <sub>6</sub> H <sub>12</sub> O <sub>6</sub>	<code>C_6H_12 O_6</code>	Use the underscore character <code>_</code> , the text you want to be rendered as a subscript followed by the pipe character <code> </code> to correctly display molecular formulas that involve subscripts consisting of multiple characters.
Single character superscript	Na <sup>+</sup>	<code>Na^+</code>	Characters preceded by an circumflex <code>^</code> will be rendered as superscript.
Multiple character superscript	7 <sup>th</sup> of May, 42 <sup>nd</sup> edition	<code>7^th  of May,</code> <code>42^nd  edition</code>	Use the circumflex character <code>^</code> , the text you want to be rendered as a superscript followed by the pipe character <code> </code> to correctly display ordinal numbers.
Faulty special syntax	n/a	<code>_ ^ba r</code> , <code>ba*z</code>	Faulty special syntax will be cleaned up in some way, but the exact behavior may be unexpected.

# Content Length

If your resolution has a longer word or clause text content, restructure your clause to fit the length restrictions. This will also increase the legibility and semantic separation of your resolution. In order to prevent too long content from clogging up the rendering system, two length restrictions are automatically imposed:

1. A single word may not exceed **45** characters (includes whitespace) and any longer words are not rendered in the PDF document. They are not immediately removed from the Editor but will trigger a notification.
2. A single text content may not exceed **2500** characters (includes whitespace and special syntax). A text content is, for example, the main body of a clause, the content continuation of any clause like structure, an enumeration item or a sub-enumeration item.

## Whitespace

Please refrain from inserting any **abnormal whitespace** into clause text areas or any other input field. The Editor will most likely remove all unnecessary whitespace before rendering the resolution. Line breaks, tabs and more obscure whitespace characters will be removed from clauses in order to preserve formatting and aesthetics in the rendered document. Do not use tabs for indentation of sub clauses and instead use the integrated button, that appears in the clause when you click the edit button or start typing, to create sub clauses.

## Special Characters

Some characters have a special meaning and are removed or transformed by the Editor and the renderer. Try to find another way of expressing the meaning of a special character if it doesn't have the expected purpose of the editor. Phrases will be stripped of all non-alphanumeric characters. If any character is observed to behave differently than described here, produces an error or is necessary for correct display of the resolution although it is disallowed, please immediately contact your Chair and IT-Management!

Character(s)	Explanation
tab, new line, carriage return	See the above section on <a href="#">Whitespace</a> . All abnormal whitespace will be removed.
\$	The dollar sign is reserved for internal use. Please spell out names of currencies instead of using shorthand symbols. This recommendation applies to all currencies, in particular, those which don't use the dollar sign.
%	The percent sign is a reserved character. Spell out the percent sign as "percent".
#	Instead of the pound sign, use ordinal numbers to express counted items. See <a href="#">Special Syntax</a>
&	The ampersand is used internally as a reserved character but can still be used where required for the correct representation of names or similar descriptors.



be used. The Editor keeps track of which phrases can be used where. Refrain from putting phrases in clause content fields, as they will be detected by the Editor and/or removed in further processing of the resolution. The forums allowed to use additional phrases are: Historical Security Council, Security Council

## Preambulatory

**Optional Prefixes:** Further, Fully, Deeply

**Phrases:** Alarmed, Aware, Believing, Concerned, Conscious, Contemplating, Convinced, Declaring, Deeply regretting, Deploring, Desiring, Disturbed, Emphasizing, Expecting, Expressing its appreciation, Expressing its satisfaction, Fearing, Fulfilling, Guided by, Having adopted, Having considered, Having considered further, Having devoted attention, Having examined, Having heard, Having received, Having studied, Inspired, Keeping in mind, Noting further, Noting with approval, Noting with deep concern, Noting with regret, Noting with satisfaction, Observing, Persuaded, Reaffirming, Realizing, Recalling, Recognizing, Referring, Regretting, Seeking, Taking into account, Taking into consideration, Taking note, Welcoming

## Operative

**Optional Prefixes:** Further, Strongly

**Phrases:** Accepts, Affirms, Appeals to all states, Approves, Calls, Calls upon, Complements, Confirms, Congratulates, Considers, Deplores, Designates, Draws the attention, Emphasizes, Encourages, Endorses, Establishes, Expresses, Expresses its appreciation, Expresses its concern, Expresses its hope, Has resolved, Insists, Invites, Notes, Pays tribute to, Proclaims, Proposes, Reaffirms, Recalls, Recommends, Refers, Regrets, Reminds, Renews, Requests, Requests the Secretary-General, Resolves, Solemnly affirms, Suggests, Supports, Takes note of, Transmits, Trusts, Underlines, Urges

**Additional Phrases in special forums:** Authorizes, Condemns, Decides, Declares, Demands, Urgently requests the committee

## Handy Textbox

Use this [handy textbox](#) for whatever you want. It's meant to be used as a temporary text area in which you can type amendments before copying them into Editor's amendment interface to debate them.

## Live View

### Using Live View

The following procedure is recommended:

Retype amendments somewhere into your computer. This can be any text editor or this [handy textbox](#). When you want to discuss the amendment, paste it into the amendment field and select the appropriate sponsor and action type. This will update it on the LiveView client. After discussing and voting in favour or against the amendment, click the keep or reject button below the amendment field to either apply the proposed changes to the resolution or remove them from the display.

## Amendment types

Using this feature only makes sense if a [LiveView](#) client is connected. It will display the amendments you create integrated into the resolution and visually emphasize changes. Click the amendment button in an operative clause to select it for an amendment. You can then choose what type of amendment should be performed and who the sponsor of the amendment is. The resolution can be edited while in amendment mode but certain structural changes can cause unexpected behavior.

The **add** type requires the creation of a new clause and needs no prior selection of an existing clause. Selecting this type will allow you to formulate a new operative clause here and append it to the end of the resolution.

The **change** type creates a copy of the selected clause here and will display a detailed view of the changes you make in the LiveView client.

The **replace** type is similar to **change** but implies a complete change of the clause content. It doesn't create a copy of the selected clause here but rather allows you to write a new clause that will replace the selected clause.

The **strike out** type will mark the selected clause for removal.

## Colors in Amendments

Amendments change the resolution by adding, removing or changing content. In order to better display these changes, the affected sections are colorized according to what's happening with them. Reordering of elements in an enumeration (sub clause) list usually marks all items that changed their position as **changed**.

**Text marked Red** is being removed or replaced and will be gone completely if the Amendment is accepted.

**Text marked Green** is being added and will be part of the resolution if the Amendment is accepted.

**Text marked Yellow** is being changed and will be modified as proposed if the Amendment is accepted. The section this applies to may be changed completely but will remain in the same position.



## Concurrent Use and Multiple Users

Please be aware of the fact that **opening the same resolution on multiple devices can have adverse effects on the integrity of the resolution** because the changes aren't updated on other devices until the page is reloaded and all unsaved local changes are thereby deleted.

## FC work queue and printing queue

You can use the FC work queue page and the printing queue on multiple devices at the same time if you press the "check now" link before making changes. The contents of the page may become outdated if another user makes changes.

## Concurrency in Live View

Live View is designed to be used concurrently by multiple viewing clients. A large number of viewing clients can follow along with a debate session while there can only be one active editor client. The last joined editor client takes control of the liveview session for that resolution.



# Possible Mistakes in Resolution Formatting

User placed punctuation at the end of clauses

Special Syntax: Abuse, Misuse or syntax errors

Illegal or misplaced characters

Phrases at the beginning of clause content fields; they should rather be in the correct phrase fields

Makeshift structural components: for example enumerations in clause content fields

Multiple clauses in one clause field

Address field mistakes

Violations of the [Content Guidelines](#)

Other errors hindering the generation of a PDF (contact IT-Management if errors persist)



## Attributes

### Attribute States

**No special state** The resolution is in its original state and doesn't have any additional saving or advancement restrictions.

**Read-only** This resolution is read-only and can't be edited without administrative privileges. The editor is displayed and can be used but automatic and user invoked saving is restricted until this flag is unset.

**Non-advanceable** This resolution cannot be advanced without administrative privileges and will stay at this stage until this flag is unset. The editor can still be used by authorized users though.

**Static** This resolution cannot be advanced or edited without administrative privileges and will stay in this exact state until this flag is unset. The editor can be used if authorized to do so but changes won't be saved. This attribute combines *Read-only* and *Non-advanceable*.

### Setting Attributes

With *MA* level access you can set the attribute state of a resolution to one of four states. *Read-only* restricts editing access, *Non-advanceable* restricts advancement and *static* combines the two previous states. *No special state* is just that; the resolution is reset to its original unrestricted state. The current state in the selector box is displayed in grey.



## Resolution Workflow Stages

### Initial Creation #0

This resolution has not been opened with the resolution token yet. The token will be released back into the system if the resolution remains unsaved at this stage for longer than 24 hours.

**Advance to next stage by:** Saving the resolution



## Delegate Writing #1

This resolution is being worked on by the Delegate and has been opened with the resolution token. The resolution token is now bound to this saved resolution. The Delegate has to have their Chair enter their access code to approve the written resolution by the Chair.

**Advance to next stage by:** Entering a Chair access code for approval by the Chair

## Approval Panel Correcting #2

The Approval Panel is correcting this resolution. After having entered the Approval Panel access code to open the editor, spelling and grammar mistakes in the resolution are corrected. Then a button is pressed to approve and advance this resolution to the next step.

**Advance to next stage by:** Entering an AP or Chair access code for approval by the Approval Panel

## Formal Clearing Viewing #3

The Formal Clearing Office is looking at this resolution and determining its fulfillment of the formal constraints. The Formal Clearing approves the resolution following the same scheme as the Approval Panel; a button is pressed by the Formal Clearing to approve and advance the resolution.

**Advance to next stage by:** Entering an FC or Chair access code for approval by the Formal Clearing Office

## Waiting to Print #4

This resolution has completed its validation process and will soon be printed by the Secretariat. From this point on only Chairs have editing access to this resolution.

**Advance to next stage by:** Printing the resolution and entering an SC (Secretariat), FC or Chair access code to signify this action

## Waiting to Debate #5

The Secretariat has printed this resolution for the committee and it will be debated sometime after the printed copies have been distributed to the Delegates.

**Advance to next stage by:** Entering a Chair access code to begin the debate

## In Committee Debate #6

This resolution is being actively debated by its committee and will frequently change because of this. LiveView is enabled for this resolution during this stage so that this resolution can be accessed by another device for presentation.

**Advance to next stage by:** Entering a Chair access code to finish the debate

## Committee Debate Finished #7

The first final stage of this resolution has been reached. The corresponding committee has debated the content of this resolution. This resolution can be selected for inclusion in the resolution booklet now.

**Advance to next stage by:** Selecting this resolution for a resolution booklet

## Final Correction #8

Chairs, the SecGens, members of the Association and the FCO are correcting this resolution for presentation in the resolution booklet.

**Advance to next stage by:** Entering a SecGen access code to finish the correction process

## Composing Booklet #9

The resolution booklet is being finalized and includes this resolution. When all selected resolutions of the booklet reach this stage, the booklet can be printed. This resolution is waiting to be debated in a plenary.

**Advance to next stage by:** Entering a SecGen access code to begin the plenary debate

## In Plenary Debate #10

This resolution is subject of a plenary debate and will frequently change because of this. LiveView is enabled for this resolution during this stage so that this resolution can be accessed by another device for presentation.

**Advance to next stage by:** Entering a SecGen access code to finish the plenary debate

## Plenary Debate Finished #11

The second final stage of this resolution has been reached after a plenary debate.

*Please note that users with the access level MA have unrestricted access to all applicable functions of the Editor in all stages. See [Access Levels](#)*



## Resolution Structure Format Definition

Click [here](#) to view the JSON representation of the definition object of the resolution structure format.