

# ***UPU Online Work Platform (UOWP)***

## ***User Guide***

*version 1*

### **Contact**

Postal Technology Centre - Universal Postal Union Weltpoststrasse 4 3000 Bern 15 - Switzerland

Phone: +41 31 350 31 11 / Fax: +41 31 352 43 23

Email: [ptc.support@upu.int](mailto:ptc.support@upu.int)

This documentation and its associated software contain proprietary information of the Universal Postal Union (UPU); it is provided under a specific agreement with Postal Enterprises containing restrictions on use and disclosure and is also protected by copyright law. This document and its associated software are protected by international copyright law. No portion of this document may be copied without express written permission from the Postal Technology Centre (PTC). Reverse engineering of the software is prohibited. References in this publication to UPU products, applications, or services do not imply that the UPU intends to or can make these, or parts of, available in all countries or to all UPU members.

Any reference to a UPU product, application, or service is not intended to state or imply that only UPU's products, applications, or services may be used. Any functionally equivalent product, application, or service that does not infringe any of the UPU's intellectual property rights or other legally protected rights may be used instead. Evaluation and verification of operation in conjunction with other products, applications, or services, except those expressly designated by the UPU, are the User's responsibility. The information in this document is subject to change. Formal notification of changes and periodic updates of this document shall be forwarded to Postal Enterprises.

International Financial System, International Postal System, Customs Declaration System and POST\*Net are trademarks or trade names of the UPU. Windows, Windows Explorer, Windows NT Server, Windows NT Workstation, SQL Server, and SQL Enterprise Manager are trademarks of Microsoft Corporation.

Copyright © 1996-2017 Universal Postal Union. All rights reserved.



---

# *Table of contents*

---

<b>Introduction to UPU Online Work Platform (UOWP)</b> .....	<b>4</b>
How to use this guide .....	4
<b>Getting started with UOWP</b> .....	<b>5</b>
Logging into UOWP .....	5
General functions .....	5
Body-specific functions .....	5
Deliverables .....	6
Dashboard .....	6
Documents .....	6
Workspace .....	7
Draft summary .....	7

# *Introduction to UPU Online Work Platform (UOWP)*

UPU Online Work Platform (UOWP) is a collaborative tool for UPU partners to work together on deliverables for strategy items S0 to S7. The tool centralizes information on groups, sessions, deliverables and documents and is managed by the UPU Secretariat.

UOWP is based on an interactive organization chart showing each Standing Group, Committee and Task Force composing the Council of Administration and Postal Operations Council. Users can drill down to select the relevant body from the organization chart, and then access a menu of functions on the left-hand side of the screen.

---

## *How to use this guide*

---

This guide explains how to use UOWP, including the role of users and the processes to be followed.

# Getting started with UOWP

---

## Logging into UOWP

---

You can access UOWP using the following link: <https://workspaces.upu.int>.





Log in using the credentials communicated to you by the UPU.

---

## General functions

---

After you log into UOWP, general functions relating to the application are available at the top right of the screen:



-  Currently logged in user: select the user name and select **Logout** to log out
-  Site contact: select **Contact** to open your email application with the email address to contact the UOWP team
-  Help: select **Help** to open this help document; when you are using a menu function the help for the current function is displayed
-  Languages: open the language menu to select your preferred language; you can use UOWP in French or English

---

## Body-specific functions

---

You can access functions for your body in the menu on the left as follows:


1. Select **Council of Administration** or **Postal Operations Council**.
2. Drill down to the required Committee, Standing Group or Task Force. You can return to the top level at any time by selecting the  icon. You can also move back up the organization chart one level at a time by selecting levels in the breadcrumbs just above the current body  
 / [CA Plenary](#) / [C 1](#) / [C 1 SUPSWG](#).
3. Select from the following functions in the menu on the left (see the sections below for more information on each function):
  - **Deliverables:** A list of deliverables to be produced by the Committee, Standing Group or Task Force is displayed in a table along with its current status.
  - **Dashboard:** A chart giving an overview of the deliverables for the current body by session and status.
  - **Documents:** Official documents (already approved by the POC/CA) relating to the current body.

- **Workspace:** An area where discussion topics and working versions of documents are created and can be updated by the body.
  - **Draft summary:** An area where all working documents and comments collected in the corresponding workspace are summarized. These summaries will form the basis for drafting the final official document produced by the body.
4. To see the organization chart at the current level, select **Organigram** at the top left.
  5. To see the members of the current body along with their type (Chair, Secretary, etc.), select **Composition** at the bottom left.

---

## Deliverables

---

When you select **Deliverables** for your body from the menu, the  icon next to the body name serves as a reminder of the current action.

The breadcrumbs above the body name indicate your current position in the organization chart


 / [CA Plenary](#) / [C 1](#) / [C 1 SUPSWG](#).

The table displays a table of deliverables for the body and its groups, with the deliverable name and title of the cross-cutting project it is linked to.

---

## Dashboard


---

When you select **Dashboard** for your body from the menu, the  icon next to the body name serves as a reminder of the current action.

The breadcrumbs above the body name indicate your current position in the organization chart

 / [CA Plenary](#) / [C 1](#) / [C 1 SUPSWG](#).


The dashboard displays a chart of deliverables for the body and its groups, organized by session and status. It also shows the percentage of deliverables by status, color-coded. You can filter to view only the status(es) you are interested in by selecting and unselecting the statuses on the right.

You can also export the chart in different formats by clicking the **Export chart** menu  and choosing the download format.

---

## Documents

---

When you select **Documents** for your body from the menu, the  icon next to the body name serves as a reminder of the current action.

The breadcrumbs above the body name indicate your current position in the organization chart


 / [CA Plenary](#) / [C 1](#) / [C 1 SUPSWG](#).

This function gives you direct access to the document database of the UPU for the current body.

---

## Workspace

---

When you select **Workspace** for your body from the menu, the  icon next to the body name serves as a reminder of the current action.

The breadcrumbs above the body name indicate your current position in the organization chart

[🏠](#) / [CA Plenary](#) / [C 1](#) / [C 1 SUPSWG](#).

This function provides an area for all body members to view and edit documents. The documents that appear here are working documents, not final versions.


### To view or edit a document

1. In the **Browse** tab, click on the document you wish to view or edit.
  2. Select the application you want to use to view or edit the document.
  3. If you are editing the document, make your changes in the chosen application, then save and close the document.
1. Click **OK**.

---

## Draft summary

---

When you select **Draft summary** for your body from the menu, the  icon next to the body name serves as a reminder of the current action.

The breadcrumbs above the body name indicate your current position in the organization chart

[🏠](#) / [CA Plenary](#) / [C 1](#) / [C 1 SUPSWG](#).

This function gives access to the final draft versions of the documents created from the working versions in the workspace.