

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU



WMO OMM

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

WMO Community Platform

Experts Database

User Manual

community.wmo.int

Contents

Background	3
Login Information.....	4
Experts Functionalities	8
How to Update your Profile.....	8
How to check your groups	10
How to nominate yourself to a group	10
Agency Approver Functionalities.....	11
How to nominate an expert to a group.....	11
How to accept self-nominations from experts.....	12
How to deactivate an Expert from a group	12
How to modify personal information of existing experts	13
How to delegate and remove Agency Approver authority to Experts.....	14
How to inform the Secretariat of a retired expert.....	15

Background

The WMO Community Platform aims to give WMO members and partners control of the information they share with the WMO secretariat, and the ability to facilitate the nomination and management of members' and partners' involvement in WMO related activities.

Experts Database (community.wmo.int) is the first component of the new WMO Community platform that has been developed. It allows authorized users to maintain information about members and partners' contacts and group memberships.

In this guide you will find instructions on how to manage your Experts Profile, Groups, and Group Memberships.

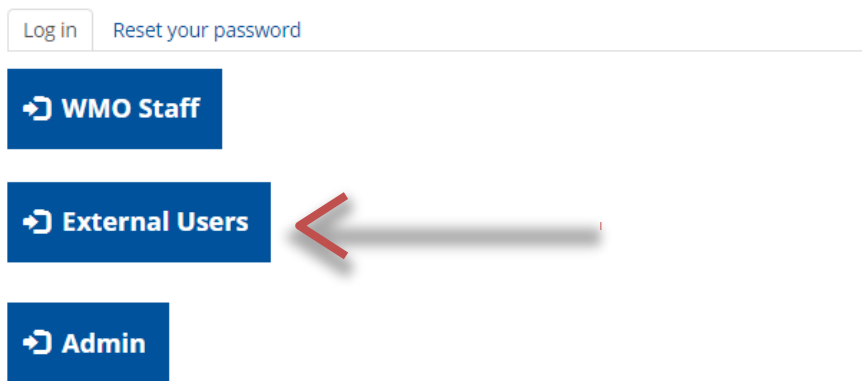
Permanent Representatives have been asked to nominate "Agency Approvers" who will be authorized to represent their respective organizations. Agency Approvers will be able to add and remove contacts, nominate experts for participation in groups, and change nominations.

Login Information

Some information on Members/partners, Groups, and Experts is publically available. Users that are registered in the database as 'contacts' are able to log in to the system. These users are known as WMO Experts.

Users will have received a login token to their unique email address which will be needed to access the system the first time.

To login, click sign in and enter your unique email address and login token.



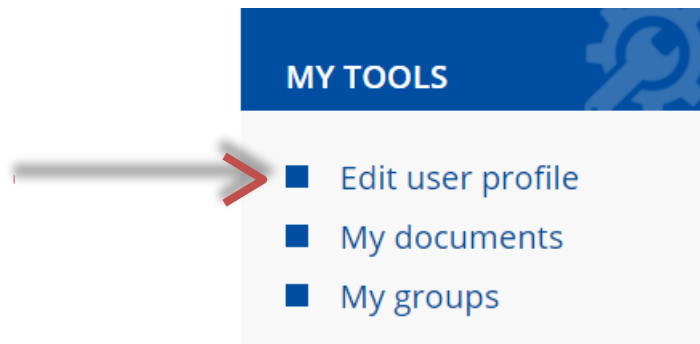
Enter you valid email and password. If there are any issues select 'Can't access your account?'

Keep me signed in

Sign in

[Can't access your account?](#)

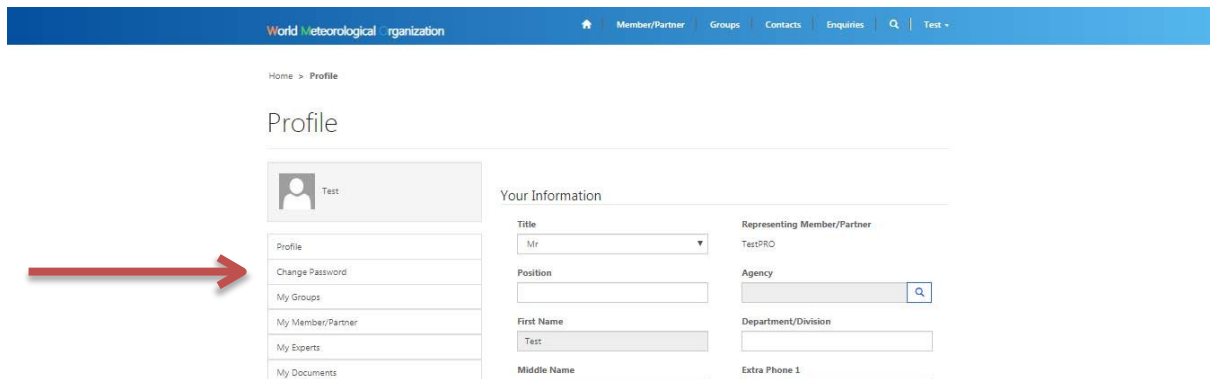
To access your account select 'edit user profile' as shown in the screenshot below.



You may also change your password by selecting 'Profile' in the drop down menu.



On the left hand side select 'Change Password,' you will be prompted to verify this option and be sent a verification code via email.



Users can also reset a forgotten password by following these steps:

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:



Enter the characters in the picture or the words in the audio.

Next

Cancel

1. Click Sign In
2. Click forgot my password
3. Enter unique email address in 'User ID' field

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

<input checked="" type="radio"/> Email my alternate email	We've sent an email message containing a verification code to your inbox.
	<input type="text" value="Enter your verification code"/>
	<input type="button" value="Next"/>

4. 6-digit pin will be sent to your corresponding email address
5. Enter the 6-digit pin you received on your email
6. Reset your password by following the instructions on the screen

Experts Functionalities

How to Update your Profile

To update information on a profile, you can click the drop down menu and select 'Profile.'

Your Information

Title <input type="text" value="Mr"/>	Representing Member/Partner TestPRO
Position <input type="text"/>	Agency <input type="text"/>
First Name <input type="text" value="Test"/>	Department/Division <input type="text"/>
Middle Name <input type="text"/>	Extra Phone 1 <input type="text"/>
Family name <input type="text" value="Testing"/>	Business Fax <input type="text"/>
Name suffix <input type="text" value="Testing"/>	Login email * <input type="text"/>
Gender <input type="text"/>	Contact email <input type="text"/>
Preferred language * <input type="text"/>	Contact email 2 <input type="text"/>
Phone number <input type="text"/>	Contact email 3 <input type="text"/>
Street address <input type="text"/>	Contact email 4 <input type="text"/>
Street Address 2 <input type="text"/>	Mobile Phone <input type="text"/>
City <input type="text"/>	Date of birth <input type="text"/>
Postal code <input type="text"/>	
Country <input type="text"/>	

Users can update basic information, as well as add a short CV, and identify languages and skills.

Print family - name first
Short CV

Languages

Contact	Language ↑	Level
---------	------------	-------

There are no records to display.

Add Language

Skills

Skill ↑	Description (Skill)
---------	---------------------

There are no records to display.

Add Skill

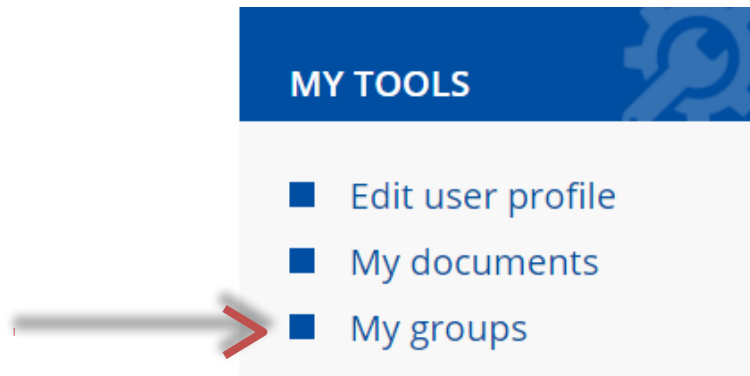
Submit

Be sure to click submit in order to save your changes.

How to check your groups

It is important to note that though they may have different criteria in order to be a member, in this new system everything is treated in groups (i.e., Executive Council is considered a group)

You can check your active groups, your nominations to groups, your previous groups and view group members by clicking the drop down menu and selecting 'My Groups' under 'MY TOOLS' as shown in the screenshot below.



How to nominate yourself to a group

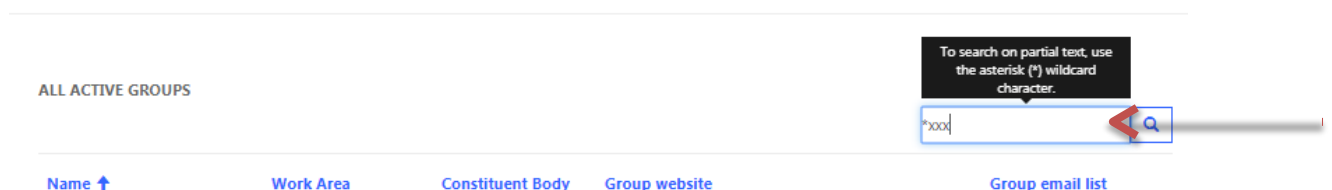
You can nominate yourself to groups when appropriate. This nomination will go through the agency approver and WMO staff before you are accepted.

To Self-Nominate, Select 'Groups' on the top of the home page.



Use the search box to find group(s). Be sure to use an asterisk (*) before typing keyword(s).

Groups



Once you find the group you would like to be added to, scroll to the bottom of the page and select 'Add contact to this group.' Here, you can also view other members of the group and their allocated roles.

GROUP MEMBERS OF THIS GROUP

Search

[Add contact to this group](#)

Contact ↑	Allocated Role	Authorized by	Started in role
-----------	----------------	---------------	-----------------

Fill in the required fields and then submit the request.

Add contact to this group ×

Contact *

Group

Authorized by *

Nominated Role

Details function

Pending approvals can be viewed under 'My Groups' in the 'My nominations to groups' section.

My nominations to groups

Pending WMO Validation

Search

Group ↑	Nominated Role	Started in role	Status Code	Nominated By
Test 2 Group 07/09/2018	Co-coordinator		Pending Approval	Dr Drupal testing B2C <input type="button" value="v"/>

Pending authorization

Search

Group ↑	Nominated Role	Status Code	Nominated By
---------	----------------	-------------	--------------

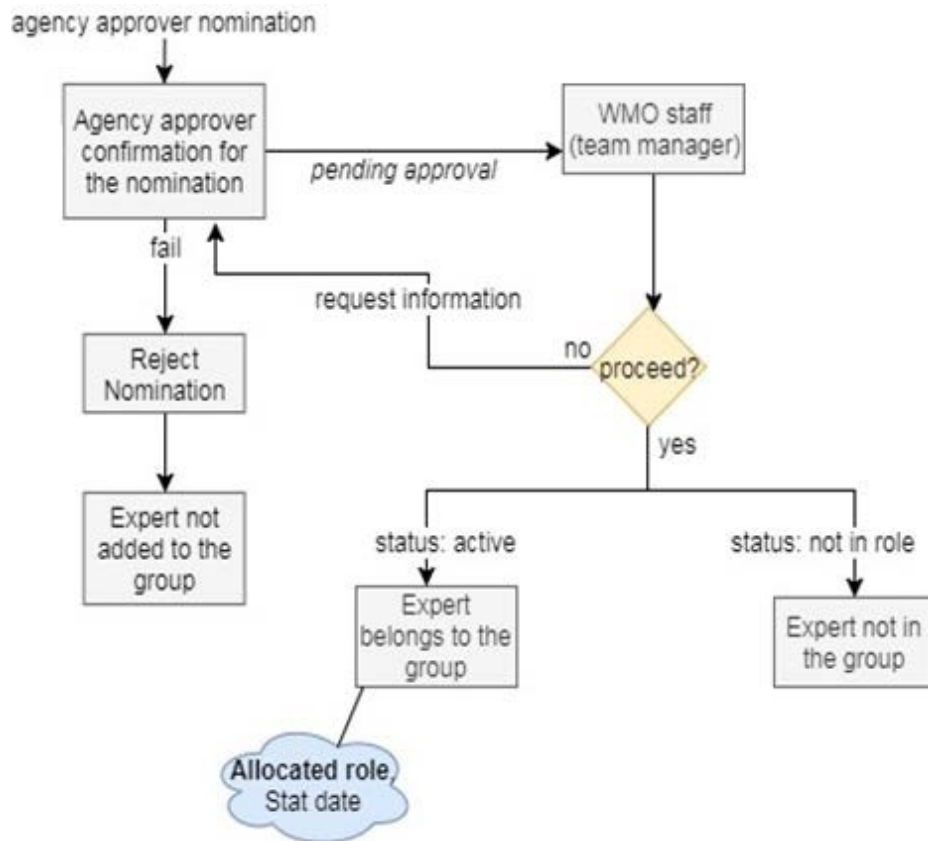
Agency Approver Functionalities

Agency Approvers have all of the same functionalities as Experts, with some added delegation. Agency approvers are selected by PRs and their main role is to manage groups and their experts.

How to nominate an expert to a group

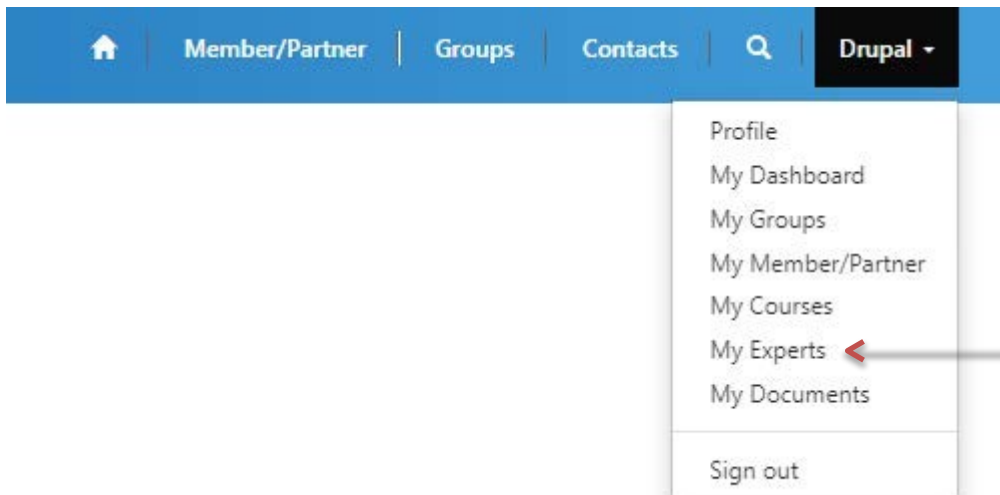
To add a new expert to a group, you must nominate them following the same self-nomination steps on page 10.

There is a specific workflow that must take place before an expert is added to a group (see figure below). Once an expert has been nominated, or had their nomination verified by an agency approver, the nomination goes to WMO staff who can activate, or deny the application, or request further information from the agency approver.



How to accept self-nominations from experts

Select 'My Experts' from the drop down menu

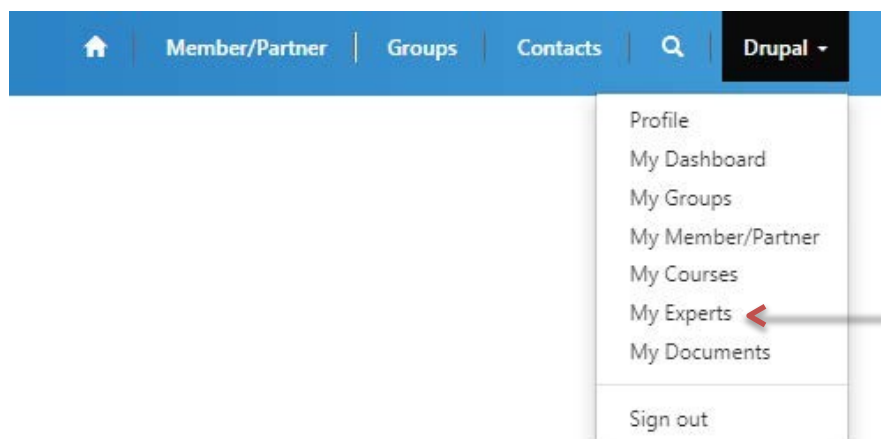


Select expert from 'Pending my Authorization'. Click the drop down arrow on the right side and select 'accept nomination.'

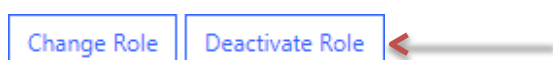


How to deactivate an Expert from a group

Select 'My Experts' from the drop down menu and go to 'Active Groups.'

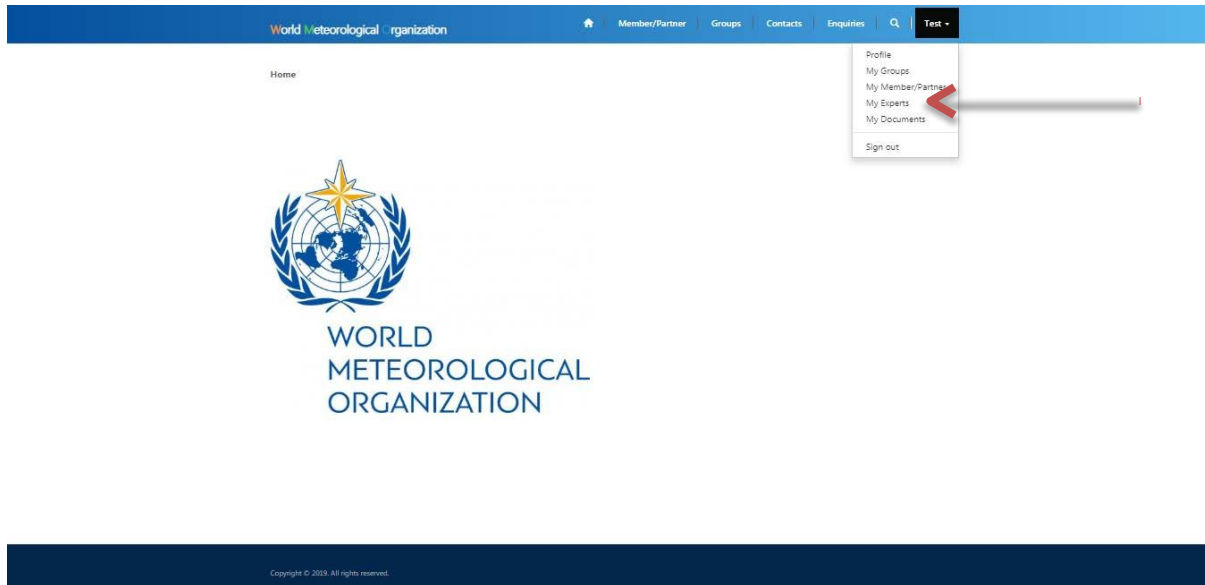


Select the member you wish to deactivate, select 'view details' and 'Deactivate.'

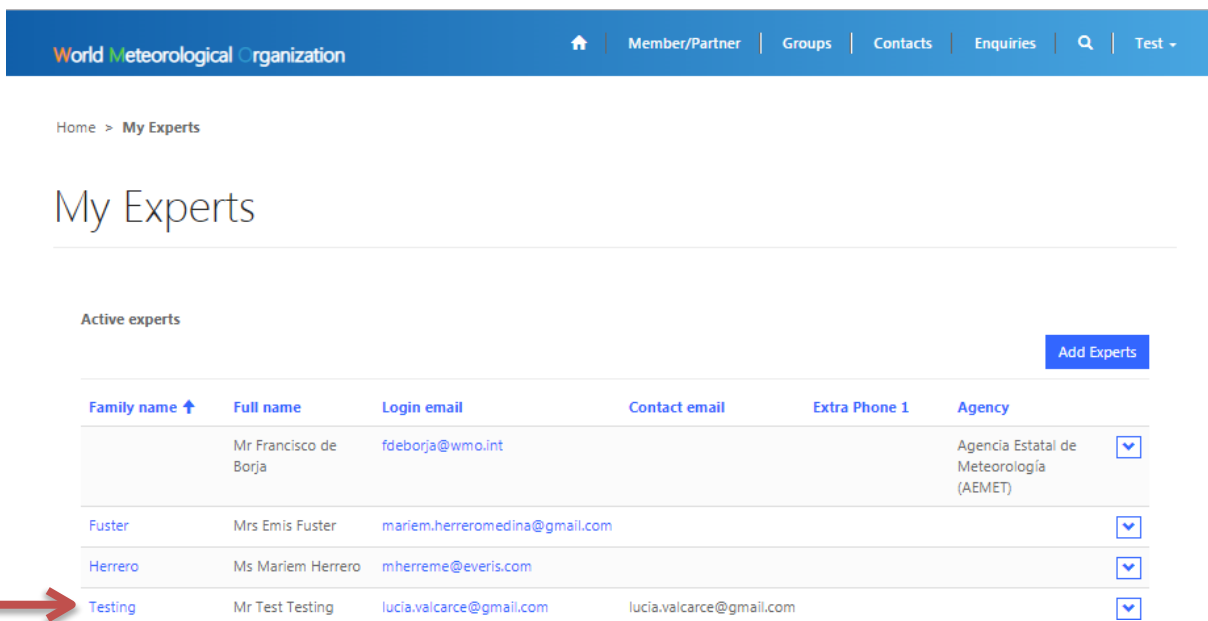


How to modify personal information of existing experts

Go to 'My Experts' in the dropdown menu.



Select the expert whose information needs changing.

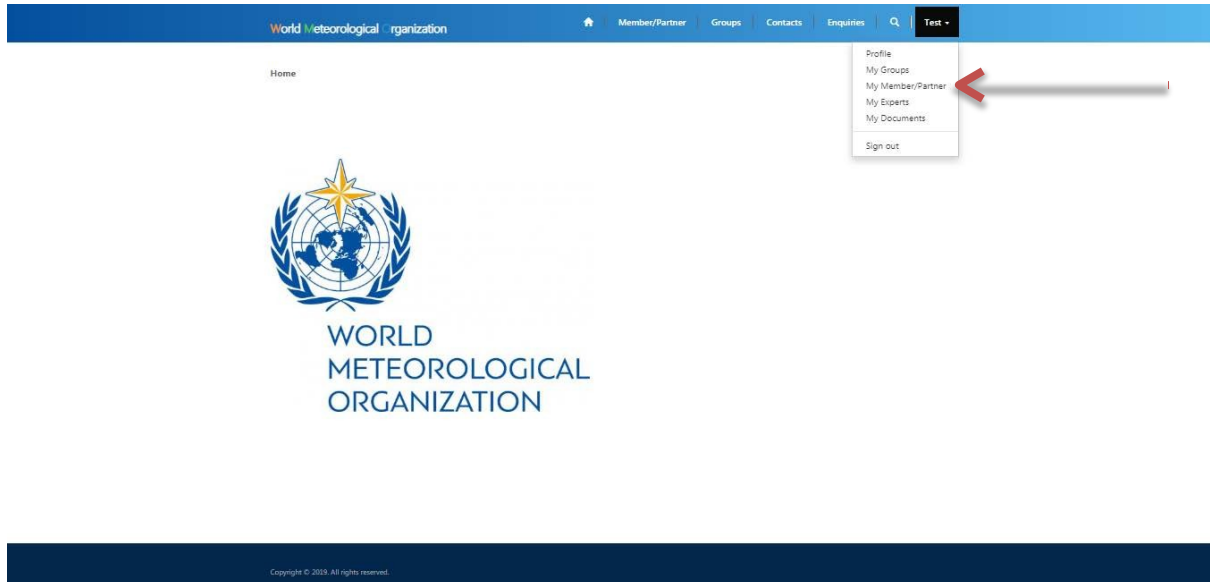


Edit the necessary information and select 'Submit.'

All changes to an individual's information will log the author and details that have been changed.

How to delegate and remove Agency Approver authority to Experts

Agency approvers may also delegate agency approver access to experts who are already an existing member of a group. To do so, select 'My Member/Partner' from the dropdown menu.



Select your Member

Members as Agency Approver

Name ↑	WMO Region	Permanent Representative	Hydrological Adviser	Preferred language
	Region I: Africa	Florian X. Teichert		▼

Scroll down to 'People Information' and select 'Add Delegate.'

People Information

Delegated Agency Approvers

Family name ↑	Full name	Login email	Contact email	Extra Phone 1	Agency
	Mr Francisco de Borja	fdeborja@wmo.int			Agencia Estatal de Meteorología (AEMET) ▼
Testing	Mr Test Testing	lucia.valcarce@gmail.com	lucia.valcarce@gmail.com		▼

Delegated by PR re signature

Search

Use the search bar to find the appropriate contact and select 'Add' to give them agency approver access.

Lookup records ×

Search

Family name ↑	Full name	Login email	Contact email	Extra Phone 1	Agency
	Mr Francisco de Borja	fdeborja@wmo.int			Agencia Estatal de Meteorología (AEMET)
	Danielle	DWilliams@wmo.int			World Meteorological Organization
	Monique	MSchalk@wmo.int			World Meteorological Organization

< 1 2 3 4 5 6 7 8 .. 500 >

Selected records

To remove someone as an agency approver, click the drop down arrow and select 'Remove Delegate'

Family name ↑	Full name	Login email	Contact email	Extra Phone 1	Agency
Testing	Mr Test Testing	lucia.valcarce@gmail.com	lucia.valcarce@gmail.com		

Delegated by PR re signature

▼
Remove Delegate

How to inform the Secretariat of a retired expert

Select 'Groups' on the top of the home page.

World Meteorological Organization

Home Member/Partner **Groups** < Contacts Enquiries Test -

Home

In the search bar, search *Retired, select the group “Retired Experts” and then follow the same steps for nominating an expert to a group.

World Meteorological Organization

Home | Member/Partner | Groups | Contacts | Enquiries | Search | Test

Home > Groups

Groups

ALL ACTIVE GROUPS

*retired

Name ↑	Work Area	Constituent Body	Group website	Group email list
Retired Experts	WMO cross-cutting activity	WMO Secretariat		<input type="checkbox"/>

