## Table of Contents

- Introduction ................................................................................................................................. 4
- Registering as a new user ............................................................................................................... 5
- Logging in (If you have existing credentials) .............................................................................. 7
- Editing Your Profile ..................................................................................................................... 10
  - Filling Contact information ......................................................................................................... 11
  - Filling Educational information ................................................................................................. 13
  - Filling Main profile information .............................................................................................. 15
  - Filling Publication and Projects information ............................................................................ 18
  - Viewing Your Profile Summary ................................................................................................. 19
- Listing all Professionals ................................................................................................................. 21
- Listing by Area of expertise ........................................................................................................... 24
- Performing General Search .......................................................................................................... 26
- Performing Advanced Search ....................................................................................................... 28
Table of Figures

Figure 1 Experts exchange database home page ............................................................. 4
Figure 2 Sign up link ......................................................................................................... 5
Figure 3 User registration page ....................................................................................... 6
Figure 4 continue button after filling registration form .................................................. 6
Figure 5 log in link ........................................................................................................... 7
Figure 6 log in page ......................................................................................................... 8
Figure 7 : Account maintenance page ............................................................................. 9
Figure 8 : Home page after login in .................................................................................10
Figure 9 : Profile Editing page .........................................................................................11
Figure 10 : Contact Information data entry form ............................................................ 12
Figure 11 : Confirmation message when data is saved ......................................................12
Figure 12 Education data entry form ............................................................................. 13
Figure 13 Educational data with multiple data sets .........................................................14
Figure 14 Profile page ......................................................................................................15
Figure 15 Add button for entering multiple values .........................................................16
Figure 16 Profile Page after adding multiple values to fields that can accept multiple data set ...... 16
Figure 17 : The Save button for Main Profile page .........................................................17
Figure 18 Publication and project page ..........................................................................18
Figure 19 My Account link .............................................................................................19
Figure 20 account profile view page ..............................................................................20
Figure 21 Profile page menu links ..................................................................................21
Figure 22 Experts listing links........................................................................................21
Figure 23 List of All Professionals ..................................................................................22
Figure 24 Professional full profile view page ..................................................................23
Figure 25 Expertise listing by Area .................................................................................24
Figure 26 Experts list page after filtered by area of expertise ...........................................25
Figure 27 General Search ...............................................................................................26
Figure 28 List of experts from general search .................................................................27
Figure 29 Advanced search link ....................................................................................28
Figure 30 Advanced search page ....................................................................................28
Figure 31 Selected Filter Criteria for advanced search ....................................................29
Figure 32 Experts list after performing advanced search ................................................30
Introduction
This user manual is prepared to address the usage of ECA’s Talent management portal (TMP). The portal enables users to search and find professionals in different sectors and areas. The TMP can be accessed at the URL https://knowledge.uneca.org/experts. The home page of the portal looks like the screen shot in Figure 1.

![Figure 1 Experts exchange database home page](image)

From the home page user can perform the following activities:

1. Sign up as a new user
2. Login with existing credential
3. List all professionals
4. List professionals by expertise area
5. Search the site for an expert
Registering as a new user

To register as a new user, click on “Sign Up” link (Figure 2).

This will redirect you to the sign up page (Figure 3). Fill in the required information

1. User name
2. Email
3. Password and password confirmation
4. and the CAPTCHA text
After filling in the above information click on “Continue”.

**Figure 3 User registration page**

**Figure 4 continue button after filling registration form**
If provided information is okay (password meets complexity requirements and the CAPTCHA text is correctly entered), the system will record your account information. After this you will receive an email confirmation that you are registered and your account is waiting for admin approval. Once the admin approved your account you will receive another email with a link to login.

While waiting for the admin approval the system will enable you to fill your main profile, educational data, address information, publication and projects data. All you have to do is fill in the required information and click on continue. On the final screen you will find a finish button that will enable you to commit your profile data to the expert’s database. For details on this step please take a look at in Editing Your Profile this manual.

Logging in (If you have existing credentials)

To login with your existing credentials click on the “log in” link from the home screen (Figure 5)

![Figure 5 log in link](image)

That will redirect you to the log in page shown in Figure 6
Fill in your account information (user name and password) and click on “Log in”. Upon successful validation you will be redirected to either:

1. Your account page (Figure 7Figure 20) if it is your first time login in. The system will force you to change your password. The system will not let you move to other section before doing so. Once changing your account click on the save button.
2. Experts home page with a link to edit your profile as shown in Figure 8
Figure 7: Account maintenance page
Once login in to the system click on the ‘Edit Profile’ link as shown in Figure 8. Clicking on the link will take you to the profile editing page shown in Figure 9. On the page the following activities can be handled:

1. Maintaining your account information (changing password and uploading your photo)
2. Entering your contact information
3. Entering your educational information
4. Entering your Main profile (Name, Short biography, thematic areas, areas of expertise, language etc. . . .)
5. And Publication and projects you have been part of

The above modules can be acceded from the tab shown in red circle in Figure 9
Figure 9: Profile Editing page

Filling Contact information
To access this page, click on the ‘Contact Information’ tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 10). Once filling your information click on ‘Save’ button. Upon success your will get a confirmation message (Figure 11)
Figure 10: Contact Information data entry form

Figure 11: Confirmation message when data is saved
Filling Educational information

To access this page, click on the ‘Education’ tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 12). Fill in your data, if you have more data to provide (example you have master and bachelors) click on the Add Education button to fill another data. Once filling your information click on ‘Save’ button (Figure 13). Upon success your will get a confirmation message (Figure 11).
Figure 13 Educational data with multiple data sets
Filling Main profile information

To access this page, click on the ‘Main Profile’ tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 14)

![FIND PROFESSIONALS](image)

**Figure 14 Profile page**
On the profile page fill the required information:

1. Your Name
2. Thematic Area (multiple values can be entered), after selecting the value click on the add button
3. Your Profession
4. Your Affiliation (Division and institution)
5. Your areas of expertise (multiple values can be entered), after selecting the value click on the add
6. Photo (optional)
7. Your Short Biography
8. Your Duty Station
9. Language spoken (multiple values can be entered), after selecting the value click on the add

Uploading of your cv/resume
10. Your index number

For fields that let you to add multiple items click the add button to add more button (Figure 15)

![Figure 15 Add button for entering multiple values](image)

After inserting more than one data, the screen should look like Figure 16

![Figure 16 Profile Page after adding multiple values to fields that can accept multiple data set](image)

In the multi-entry fields if you have made a mistake use the remove button (Figure 16) to make a correction. Once all data is complete click on “Save” button (Figure 17). Upon success your will get a confirmation message (Figure 11)
Figure 17: The Save button for Main Profile page
Filling Publication and Projects information
To access this page, click on the ‘Publication and Projects’ tab as shown in red circle in Figure 9. That will take you to the data entry page (Figure 18). Fill in your data on the spaces provided. For each publication you can add multiple publishers and URL’s for each publication. If you have more data to provide (example you have multiple publications and worked on multiple project) click on the Add Publication button to fill another data set. Once filling your information click on ‘Save’ button (Figure 18). Upon success your will get a confirmation message (Figure 11)

![Publication and project page](image)

Support email address: eca-hr.talentmanagement@un.org, Telephone (Ext): 33227

*Figure 18 Publication and project page*
Viewing Your Profile Summary
To view your profile summary, click on the ‘My Account’ link (Figure 19)
From this page you can re-edit your profile, log out or view your account information using the links shown in Figure 21.
Listing all Professionals

Professionals can be viewed by listing them all or listing them by area of expertise (Figure 22)
To list all experts, click on “List All Professionals” link. The page shown in Figure 23 appears. If you want to view more information on a specific professional click on "Full Profile" link (Shown in red circle). That will redirect you the profile page of the expert (Figure 24)

Figure 23 List of All Professionals
Figure 24 Professional full profile view page
Listing by Area of expertise

To list an expert by area of expertise click on the “List by areas of Expertise” link (Figure 22). That will take you to the expertise-listing page (Figure 25). Select areas of expertise you are interested and click on “Show Result” link. That will take you to the expert list page (Figure 26)

![Expertise listing by Area](image_url)
To view the full profile of a specific expert you can click on the “Full Profile” link on each result.
Performing General Search

To perform a general search type in your key word in the area shown in Figure 27 and click on “Search” button. The key word can be anything name, area of expertise, location etc... that can match data of an individual professional.

![Find Professionals](image)

**FEATURED ECA PROFESSIONALS**

ECA, as Africa’s premier think tank, derives its strength from its role as the only UN agency mandated to operate at the regional and sub-regional levels to harness resources and bring them to bear on Africa’s priorities. Through this talent portal you can identify and engage with ECA professionals who are available to consult and discuss on policy issues related to Africa’s transformation. You can search for professionals by areas of expertise or review a list of all our professionals. Connect now.

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*Figure 27 General Search*

If the keyword match with expert’s profile in the database, you will see the list of experts as shown in Figure 28.
Figure 28 List of experts from general search
Performing Advanced Search

To perform advanced search, click in the “advanced search” link (Figure 29). That will take you to the advanced search page (Figure 30).

The advanced search page will enable you to search for an expert using a combination of country, duty station, work areas and/or a free text with criteria (match all words, match any of the words or none of the words entered).
All your applied setting will be shown at the top of the page (Figure 31). After setting your choice, click on “Show Result” button.

**Figure 31 Selected Filter Criteria for advanced search**

Experts matching your filter criteria will be listed (Figure 32)
Figure 32 Experts list after performing advanced search