

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

(V3.3)

community.wmo.int

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Background

The WMO Community Platform is a tool that gives 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 (contacts.wmo.int) is the first component of the new WMO Community platform (community.wmo.int) 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. Furthermore we have added sections that will help you navigate the Experts Database smoothly.

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. They act on behalf on PRs when a PR cannot carry out a certain task.

Login Information

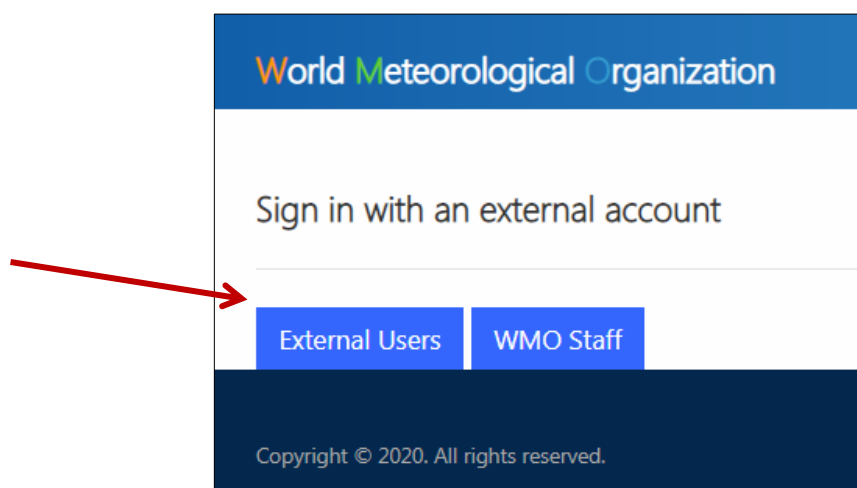
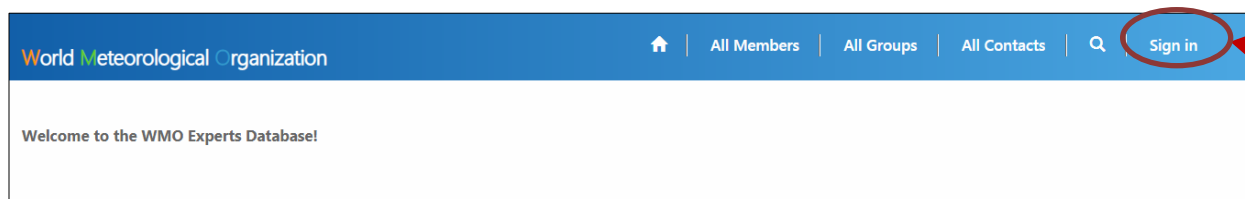
Certain information on Members/partners, Groups, and Experts is publicly available. Users that are registered in the database as 'contacts' are able to log in to the system. These users are known as WMO Experts.

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, go to community.wmo.int or contacts.wmo.int click sign in and enter your unique email address and login token.

Logging in via contacts.wmo.int

The following screenshot shows logging in process into the Experts Database via: contacts.wmo.int



Once you successfully logged in, you will see your name on the top right of the screen.

Enter your valid email and password. If there are any issues, select '[Can't access your account?](#)'. You will be able to reset your password and access the platform.

Welcome to the WMO Experts Database!

Logging in via community.wmo.int

The screenshot above shows the logging in process into the WMO Community Platform via community.wmo.int

☐ Keep me signed in

Sign in

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

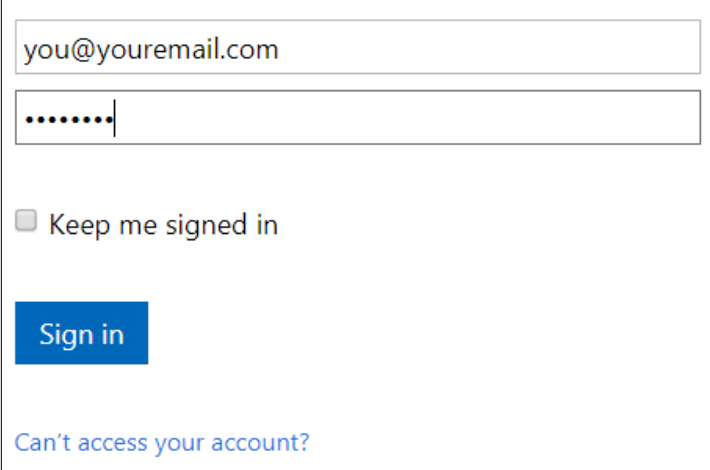
Home > User > Login

[Log in](#) |
 [Reset your password](#)

WMO Staff

External Users

Admin



you@youremail.com

.....

☐ Keep me signed in

Sign in

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

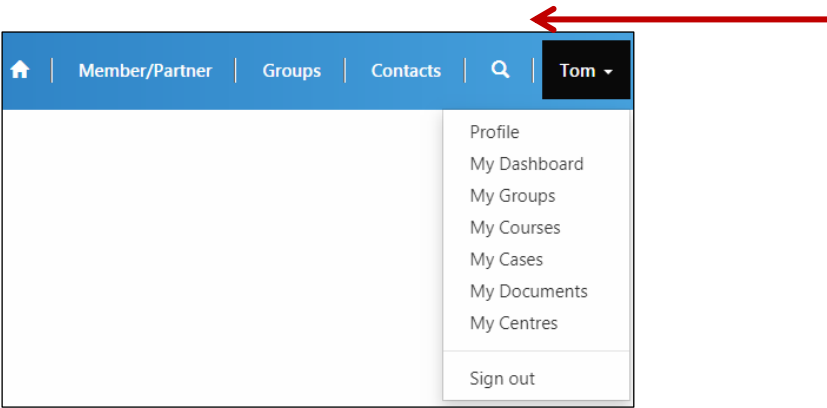
Enter you valid email and password. If there are any issues select 'Can't access your account?'. You can reset the password here.

The next section will introduce you to the functionalities of the Experts Database.

Experts Functionalities

How to Update your Profile

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



Users must update basic information, as well as add a short CV, upload a CV (PDF, Word), add skills and complete the profile as much as possible.

Your Information

Title <input type="text" value="Mr"/>	Representing Member/Partner <input type="text" value="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"/>	

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	

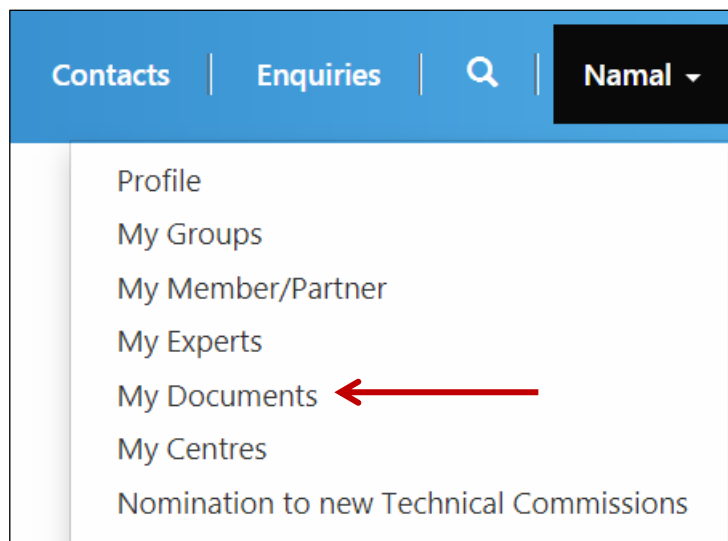
Submit

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

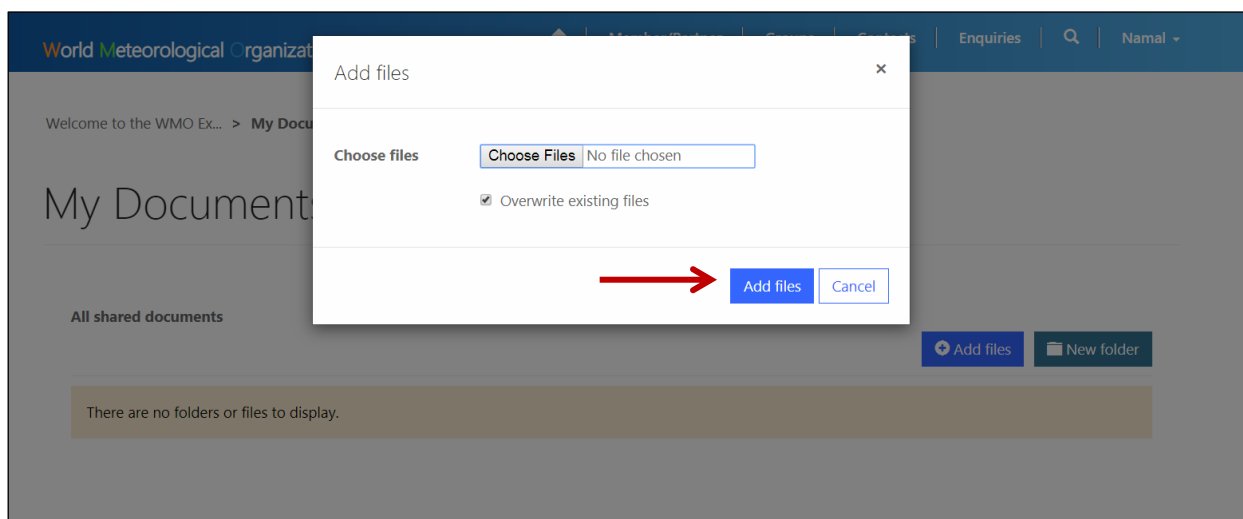
How to add your CV

Adding your CV is crucial as it helps WMO decide on your nomination when you've nominated for a technical commission.

First click on the arrow next to your name to access your controls and select My documents.




Once you are in the 'My documents' page click add files and a pop-up box would appear as the following image shows.



Browse where your CV is located and upload it by clicking 'Add files'. Please make sure to upload a **PDF/Word** document. Uploading other formats may create delays in accessing your CV.

Once uploaded you will see the CV in the database. To resubmit select overwrite file and it will be replaced by the newer version.

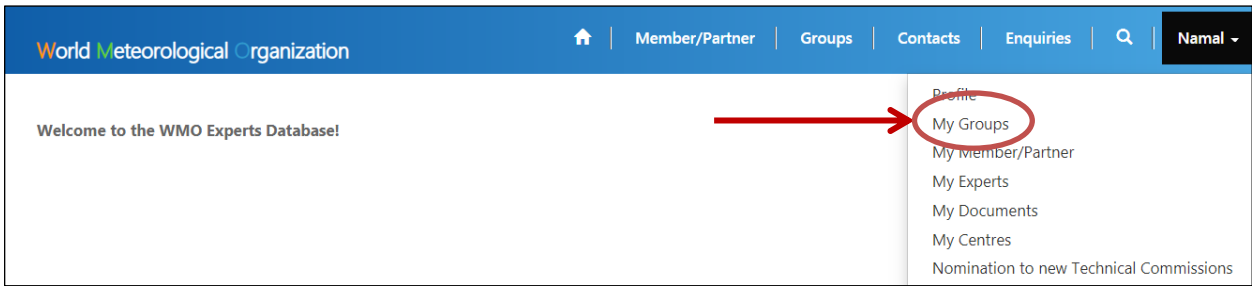
Once you've uploaded click 'Submit'

Name ↑	Modified
 Examples_CV_coverletter_English.pdf (2513 KB)	29 Jan 2020 10:02 AM

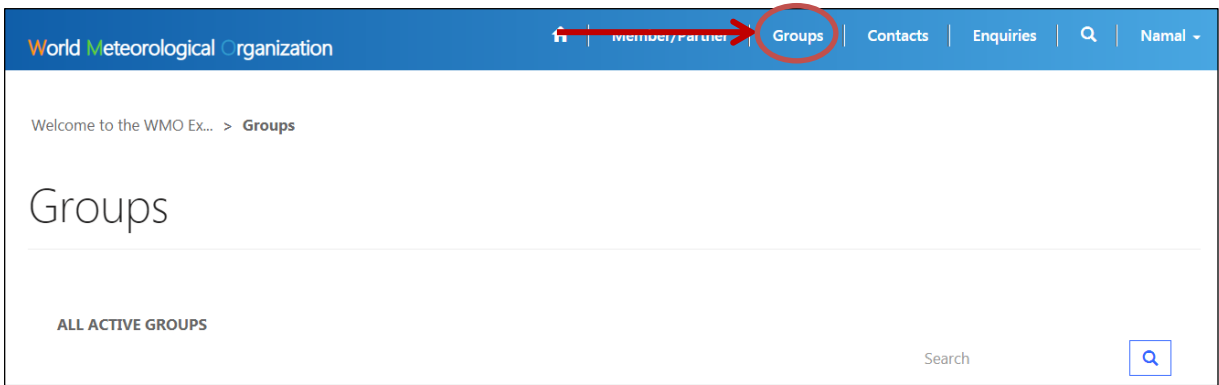


How to check your groups

A WMO Expert can see the list of groups he/she is a part of by clicking 'My groups' as shown in the screenshot below. Here you will be presented with a list of your active groups, groups that are pending validation and groups you were a previous member of.



As a WMO Expert you can see the entire list of groups and check the work area of groups. By clicking the 'Groups' item as shown in the screenshot below you can access the list of groups.







How to delete skills you've added

The platform now allows users to delete skills which are added by mistake.

Add Language

Skills

Skill ↑	Description (Skill)		
Knowledge of user requirements for climate information, products and services	Knowledge of user requirements for climate information, products and services		
Knowledge of user requirements for climate information, products and services	Knowledge of user requirements for climate information, products and services		

Add Skill

Submit

Simply go to the profile section as adding a skill. Once you identify the skill that needs to be deleted select the bin icon next to it and confirm. Your skill will be deleted.

How to reset your password




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:

☒ Email my alternate email

We've sent an email message containing a verification code to your inbox.

Next

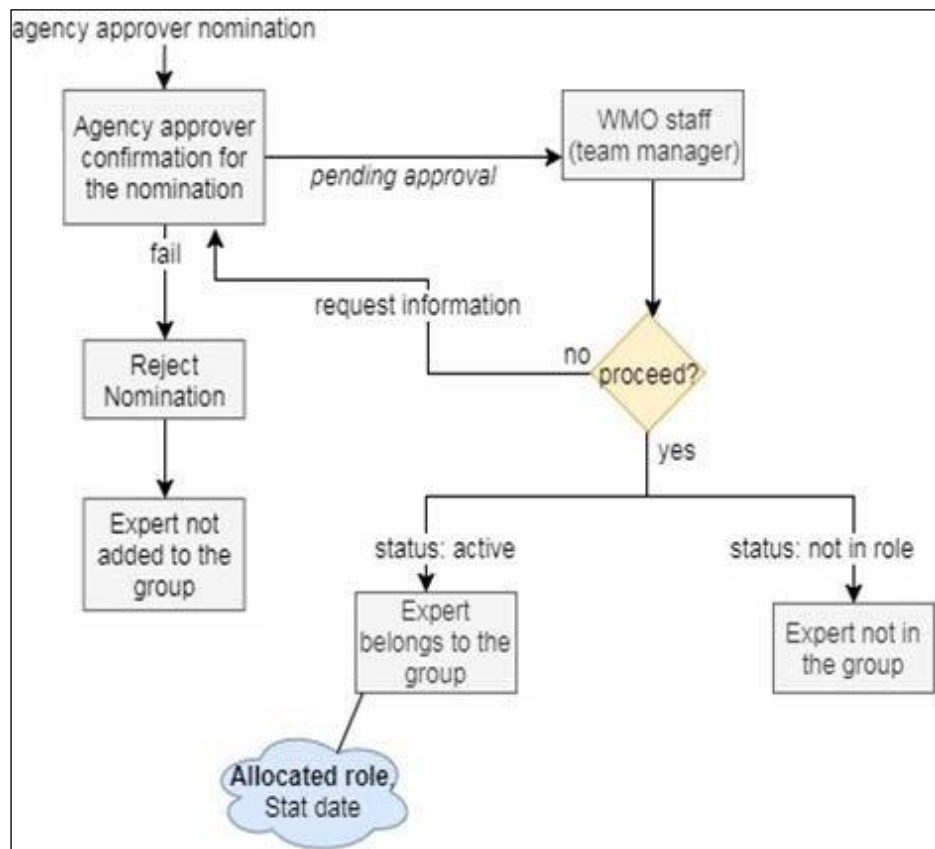
4. 6-digit pin will be sent to your corresponding email address
5. Enter the 6-digit pin you received on your email
6. Reset your password by following the instructions on the screen

Agency Approver Functionalities

Agency Approvers have all 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.

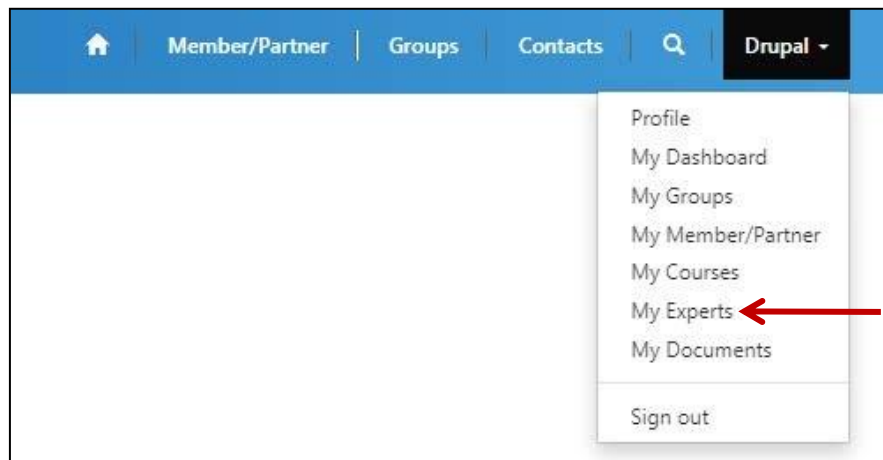
How to nominate an expert to a group

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.

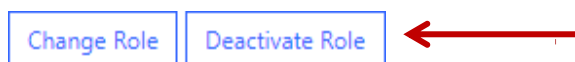


How to deactivate an Expert from a group

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.'

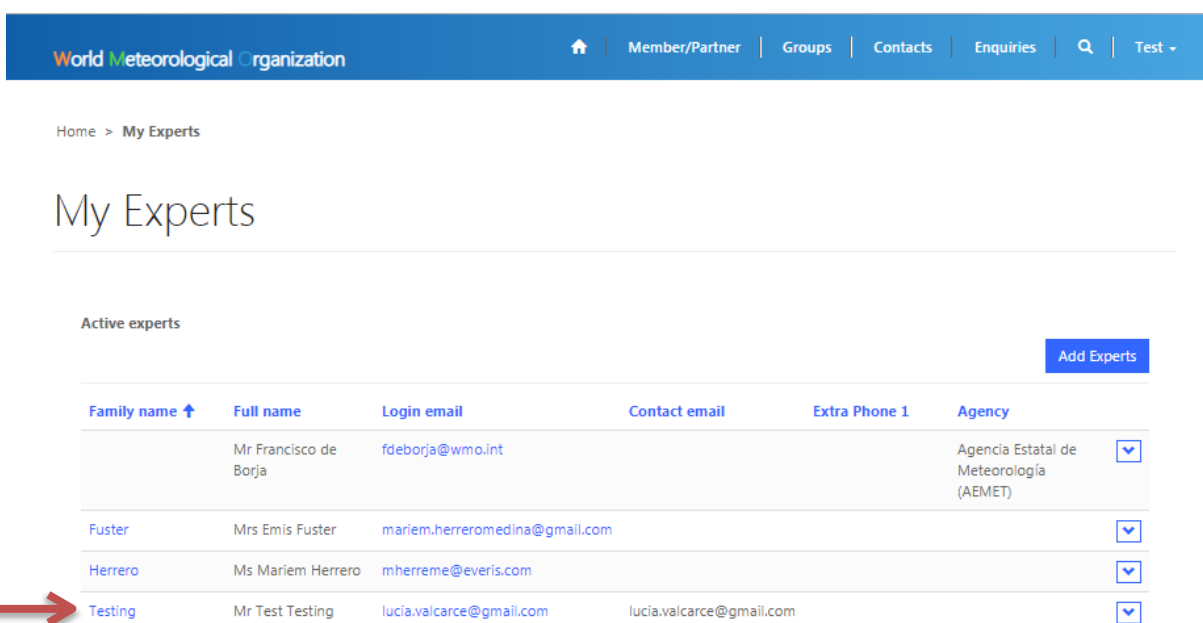


How to modify personal information of existing experts

Go to 'My Experts' in the dropdown menu.



Select the expert whose information needs changing.



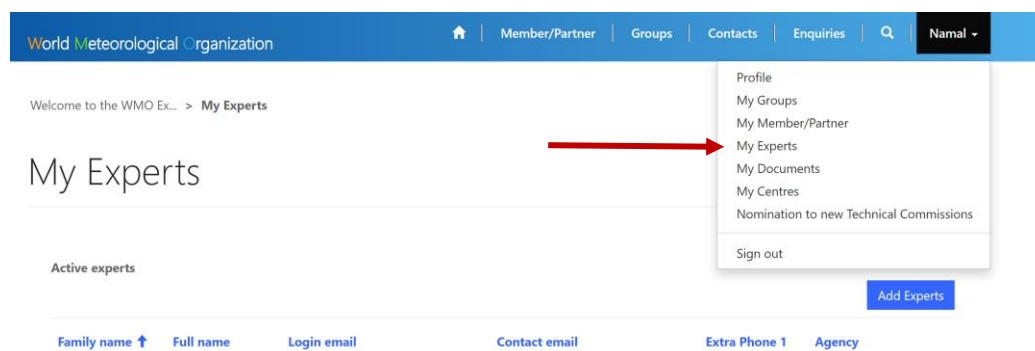
Edit the necessary information and select 'Submit.'

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

How to add documents to an Experts profile

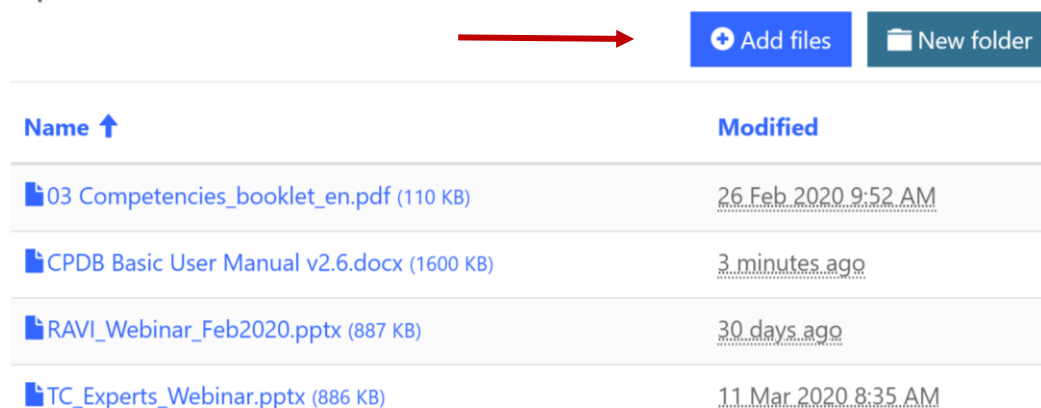
As an Agency Approver you have the ability to add documents that are related to a particular Expert.

Ref.: 02080/2020-3.1 CER

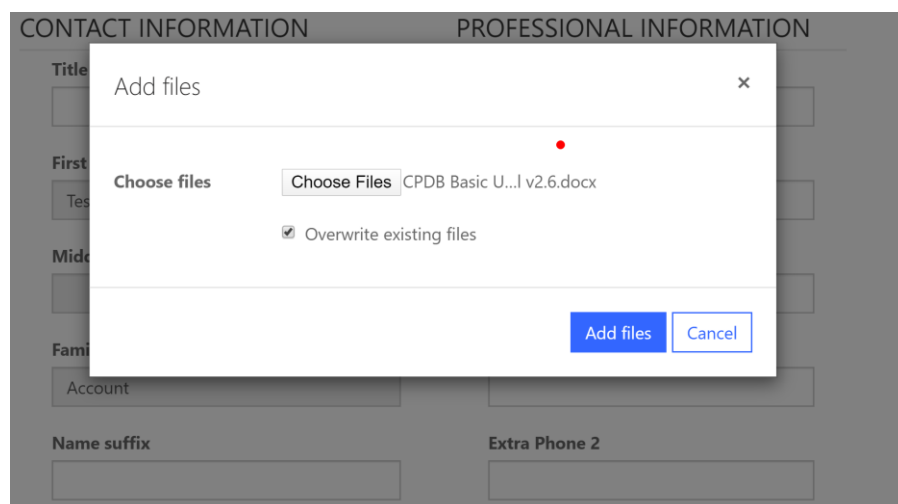


Select the relevant Expert and then scroll to the bottom of the page where you find this screen.

Expert Documents



Select add document and select the necessary documents and click submit. WMO will receive the attachment belonging to the Expert



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

Search					
					<input type="button" value="Add Delegate"/>
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					<input type="button" value="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

Add ←

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		<div> ▼ <div>Remove Delegate</div> </div>

Delegated by PR re signature

How to inform the Secretariat of a retired expert

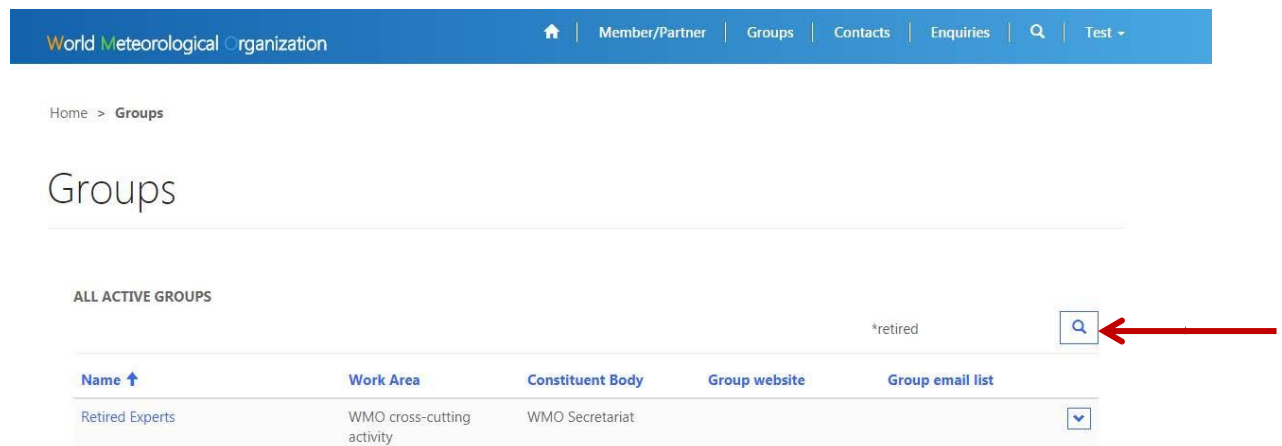
Select 'Groups' on the top of the home page.

World Meteorological Organization

Home Member/Partner Groups Contacts Enquiries Test

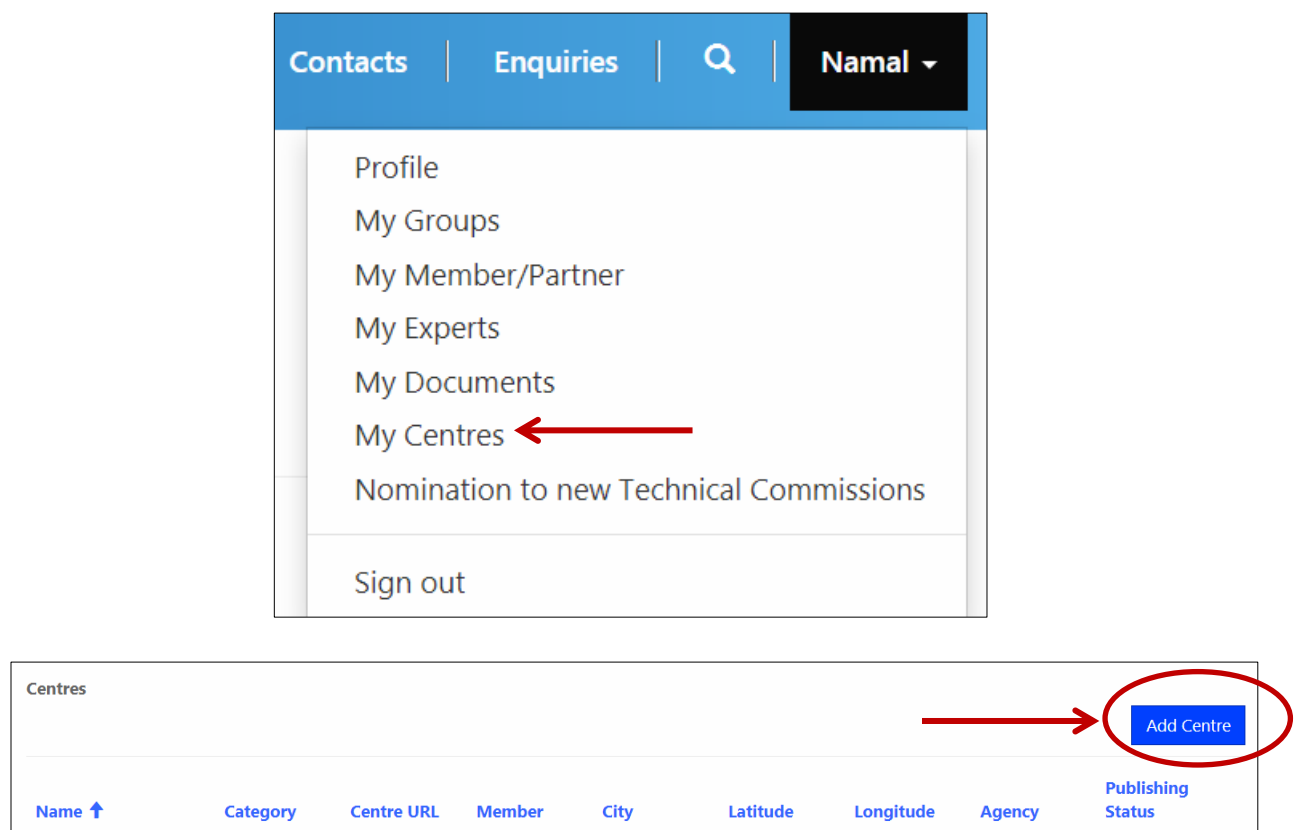
Home

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



How to add a Centre

Login to the Experts Database as Permanent Representative/ Agency approver. Once logged in select ‘My Centres’ and then click on ‘Add Centre’ as shown in the screenshot below.



You will be presented with a popup asking you to fill in necessary details to create a new Centre. Complete the form and click submit. The new centre will be added instantly

to the database.

My Centres

Centres

Add Centre

Name ↑	Category	Centre URL	Member	City	Latitude	Longitude	Agency	Publishing Status
A new centre for My Centres	Other	https://ethz.ch/en.html	TestPRO	Geneva	46.890000	8.090000	ETH Zürich	Unpublished 