Staff Online

Administrative Manual

User Guide

This is a User's guide to the Staff Online Administrative Manual (SOAM). The SOAM aims to provide staff members with information and references relating to the WTO Regulations, Rules and policies, administrative documents in different areas such as staff terms and conditions of service or WTO financial matters. If you have any queries please contact soam@wto.org

1. How to access SOAM?

- ➢ You can access SOAM through the Intranet (insert).
- ➢ You can also access SOAM directly in any browser, including your mobile, by simply typing: http://staffmanual.wto.org.
- ➢ You will be asked to insert your CWR username and password (same as when you log-on to your WTO computer)


2. How to search in SOAM

There are two different ways of searching in the SOAM's platform: **search by domain** or directly with the **search engine**.

A. Search by domain

- ➢ Click in one of 3 domains on the top bar
- ➢ A drop-down menu with sub-categories opens where you can just click on the topic you are interested in.

➢ After you select your topic, the SOAM will provide you with all the relevant regulation and rules, and the "in-force" documentation on the right bottom side of the webpage.
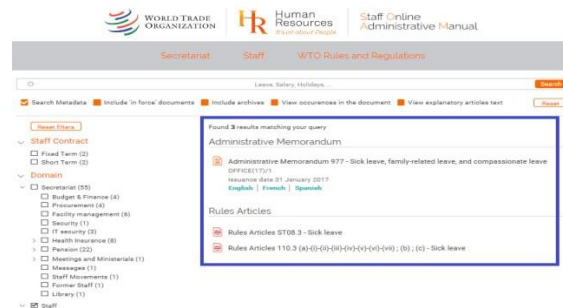

B. Search engine

➢ Type a word/phrase relevant of what you are looking for in any of the three official languages of WTO in the search box. The engine will also give you suggestions.

➢ By default, the search engine will look for the word/phrase you entered in all documents titles and contents. On the result page, the SOAM will highlight in orange where in the document the word/phrase you entered is.
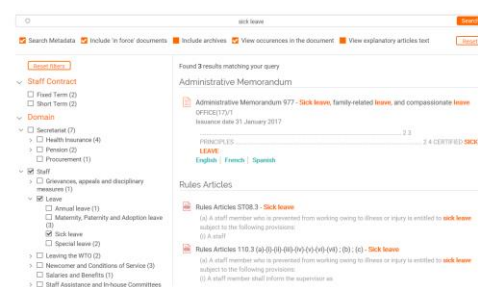
➢ If the search does not give you any results, that means that either the topic that you are searching for does not exist or that there are no "in-force" documents available.
➢ You will need to click on the "Include archives" on the search options in order to see them.

> When you click on the title of a document on the result page, you will be able to see more information on this document, and you will clearly see the version that is in-force and all the archived versions too.

C. Search options

Can be selected from the home page or from result page:

- ☑ "**Search metadata**" : searches only titles (by default);
- ☑ "**Include in force documents**": searches the content of the documents which are in-force (by default);
- ☑ "**Include archives**" means that older versions or documents will be included in your search;
- ☑ "**View occurrence in the document**": shows where the word(s) you typed in the search bar appear
- ☑ "**With explanatory articles text**", gives you the whole paragraph of the regulation or rule.

D.Faceted Search

Once you are on the results page you can further narrow your search results by selecting the type of contract, domain, categories and years depending your needs.

E. Home page

At any time you can click anywhere on the top logos and it will bring you back to the home page.