BES-Net User's Guide

This document contains a set of descriptive procedures about the most common activities that can be performed on the BES-Net web portal in order to support its users.

Registering as a User

As a registered user, you will be able to take advantage of all of the interactive features on BES-Net. In addition to accessing resources on biodiversity and ecosystem services, you will receive electronic newsletters and can engage with policymakers, scientists/knowledge holders and practitioners in an open dialogue.

To register:
1. Navigate to http://www.besnet.world.
2. Click on the "Register" button at the top of the page (between "Login" and "Contact").
3. Create a user name (in the "firstname_lastname" format) and complete the remainder of the form, making sure to enter information for all required fields (i.e. marked with a "*").
4. Click the "Create new account" button. You will receive an automatically generated email to verify your email address and select a password. Follow the instructions in this email to complete the registration process.

Logging In
1. Navigate to http://www.besnet.world.
2. Click on the "Login" button at the top of the page (between "Partners" and "Register").
3. Enter your username and password.
4. Click the "Login" button. You will be directed to your dashboard.

Working with the Dashboard

The dashboard gives users an overview of relevant site information as well as their personal settings. From the dashboard, you can access:
- Your user profile
- Messages you've received from other users
- Latest events, forum posts and comments
- Questions you have posed to experts and any responses received
- Surveys you have created or been invited to participate in
- Groups you are a member of, as well as a list of all public groups on BES-Net

To edit your user profile:
1. Click the "EDIT PROFILE" link under your photo.

2. Make any necessary changes. This includes creating a new password in the event that it needs to be reset. To make changes to your newsletter subscriptions, click the "Newsletters" button at the top of the page.
3. Click the "Save" button.

Knowledge and Policy Support

BES-Net provides a "one-stop shop" for policy relevant information and learning material, guiding users through the existing sources of thematic information and methodological tools and providing access to learning material and policy briefs. Each fully developed thematic or methodological module on the BES-Net web portal comprises:
- An introduction providing background information on each theme
- A list of organizations working on this theme, with external links to their website and a short explanation of what they are doing
- A searchable library of scientific articles, grey literature, information on best practices, videos, e-learning material, guides and protocols for practitioners, etc.
- A list of international experts working in this field with a short description of their profiles and expertise

These thematic and methodological areas can be accessed from the left-hand sidebar on the Home page, or by clicking on the "Knowledge and Policy Support" tab (and then on the "Thematic Areas" tab or the "Policy Support" tab and "Methodological Areas" icon).

To keep BES-Net dynamic and relevant, users can suggest new content in any of the above categories.

To suggest a new organization:
1. Scroll to the bottom of the thematic or methodological area's landing page, and click on the "VIEW ALL" button in the blue "ORGANISATIONS" box.
2. Scroll to the bottom of the "Organisations and Initiatives" landing page, and complete the "Suggest Organisation or Initiative" form.
3. Click the "Save" button. You will receive an automatically generated email confirming receipt of your suggestion. All suggested content is reviewed by the team of BES-Net moderators and administrators before publication on the website. You will be notified of their decision within a few days.

To suggest a new resource:
1. Scroll to the bottom of the thematic or methodological area's landing page, and click on the "SEARCH" button in the red "SEARCH LIBRARY" box.
2. Scroll to the bottom of the "Search Library" landing page, and click on the "NEW RESOURCE" icon under "Suggestions."
3. Complete the "Create Document" form.
4. Click the "Save" button. You will receive an automatically generated email confirming receipt of your suggestion. All suggested content is reviewed by the team of BES-Net

moderators and administrators before publication on the website. You will be notified of their decision within a few days.

To identify a knowledge gap:
1. Scroll to the bottom of the thematic or methodological area's landing page, and click on the "SEARCH" button in the red "SEARCH LIBRARY" box.
2. Scroll to the bottom of the "Search Library" landing page, and click on the "IDENTIFY A KNOWLEDGE GAP" icon under "Suggestions."
3. Complete the "Create Knowledge Gap" form.
4. Click the "Save" button. You will receive an automatically generated email confirming receipt of your suggestion. All suggested content is reviewed by the team of BES-Net moderators and administrators before publication on the website. You will be notified of their decision within a few days.

To commission a policy brief:
1. Scroll to the bottom of the thematic or methodological area's landing page, and click on the "SEARCH" button in the red "SEARCH LIBRARY" box.
2. Scroll to the bottom of the "Search Library" landing page, and click on the "COMMISSIONING OF A POLICY BRIEF" icon under "Suggestions."
3. Complete the "Create Policy Brief" form.
4. Click the "Save" button. You will receive an automatically generated email confirming receipt of your suggestion. All suggested content is reviewed by the team of BES-Net moderators and administrators before publication on the website. You will be notified of their decision within a few days.

To suggest a new expert:
1. Scroll to the bottom of the thematic or methodological area's landing page, and click on the "VIEW ALL" button in the green "EXPERTS" box.
2. Scroll to the bottom of the "Experts" landing page, and complete the "Suggest an Expert" form.
3. Click the "Save" button. You will receive an automatically generated email confirming receipt of your suggestion. All suggested individuals are considered by the team of BES-Net moderators and administrators and then, if approved, invited to be BES-Net experts. Individuals are free to accept or reject the offer, and you will be kept up to date throughout the process.

Networking

BES-Net promotes dialogue around the same thematic areas in which IPBES assessments are being conducted, as well as in key areas of UNDP's work on biodiversity and ecosystems management for development. To this end, there are interactive features for the members of the network to interact on specific policy questions. Users are able to:
- Ask an expert a specific question
- Poll various experts on a specific question

- Create surveys for all types of users
- Share experience and feedback through online for a
- Search for users who share their interests and create (or follow existing) groups
- Participate in a live chat with other users

To ask an expert:
1. Click on the "Networking" tab and then on the "Experts" icon.
2. Search for the expert to whom you would like to pose a question.
3. Click on the "Ask a Question" link.
4. Complete the "Ask a Question" form.
5. Click the "Save" button. You will receive an automatically generated email confirming receipt of your question. All questions are reviewed by the team of BES-Net moderators and administrators before being forwarded to experts. Responses will be published by experts directly on BES-Net (you will be notified via email).
6. Alternatively, you can send the user a private message. Click on the "View details" link (in step 3 above) and then on the "SEND MESSAGE" link. You will be directed to the "Write new message" page of your Message Center. Enter a Subject and Message body, and then click on the "Send message" button. Responses will arrive in your Message Center Inbox (and you will also be notified via email).

To poll experts:
1. Click on the "Networking" tab and then on the "Experts" icon.
2. Select all of the experts you would like to poll by checking the box to the right of their photo.
3. Click on the "POLL EXPERTS" button at the end of the list of experts.
4. Complete the "Ask a Question" form.
5. Click the "Save" button. You will receive an automatically generated email confirming receipt of your question. All questions are reviewed by the team of BES-Net moderators and administrators before being forwarded to experts. Responses will be published by experts directly on BES-Net (you will be notified via email).

To create a survey:
1. Click on the "Networking" tab and then on the "Surveys" icon.
2. Search for and select the users you would like to survey by checking the box to the left of their name.
3. Click on the "CREATE SURVEY" button at bottom of the page.
4. Complete the "Create Survey" form.
5. Click the "Save" button. You will receive an automatically generated email confirming receipt of your survey. Your form will be reviewed by the team of BES-Net moderators and administrators. If approved, a survey will be created and published on BES-Net (you will be notified via email).
6. You can view responses to your survey by clicking on the Survey name on your dashboard (under the "My Surveys" section).

To view and participate in online fora:
1. Click on the "Networking" tab and then on the "Forums" icon.
2. Click on the name of the forum you would like to view.
3. To create a new post, click on the "New topic" link.
4. Complete the "Create Forum topic" form.
5. Click the "Save" button. Users will be notified of this new post according to their preferences (i.e. what they have selected on the "Areas that you would like to follow" field on their user profile).

To view and create groups:
1. Click on the "Networking" tab and then on the "Find and Connect" icon.
2. To view a public group, click on the "View Group" link to the right of the group name (under the BES-Net Groups section).
3. To join a private group, click on "Request Membership" link to the right of the group name.
4. To create a group, click on the "CREATE YOUR OWN GROUP" button and follow the instructions on the Group Management Guide page.

To participate in a live chat:
1. Navigate to the Home page or the Live Chat landing page (by clicking on the "Networking" tab and then on the "Live Chat" icon).
2. Follow the instructions on the Live Chat landing page.

Events
You can search or browse upcoming events relating to biodiversity and ecosystem services, ranging from trainings to international meetings. To view upcoming events, click on the "Events" tab. Alternatively, you can view events in a calendar format by clicking on the "VIEW EVENTS CALENDAR" link.

To suggest a new event:
1. Scroll to the bottom of the Events page, and click on the "SUBMIT EVENT" button.
2. Complete the "Suggest Event" form.
3. Click the "Save" button. You will receive an automatically generated email confirming receipt of your suggestion. All suggested content is reviewed by the team of BES-Net moderators and administrators before publication on the website. You will be notified of their decision within a few days.

Vacancies
You can browse jobs and internships in the field of biodiversity and ecosystem services advertised by our partners. To view openings with upcoming deadlines, scroll to the "Latest" section at the bottom of the Home page and click on the "Vacancies" tab. To view all openings, click on the "View all Listings" link. You will be directed to the "Jobs & Internships" page.

To suggest a new job or internship:
1. Scroll to the bottom of the "Jobs & Internships" page, and click on the "SUBMIT A JOB OR INTERNSHIP" button.
2. Complete the "Create Job Offer" form.
3. Click the "Save" button. You will receive an automatically generated email confirming receipt of your suggestion. All suggested content is reviewed by the team of BES-Net moderators and administrators before publication on the website. You will be notified of their decision within a few days.

For further information and direct support kindly contact one of the administrators on the BES-Net live chat (their profile is marked with an A) or use our [contact form](#).