



NIGERIA GOVERNORS' FORUM

Digital Repository



NAVIGATING THE NIGERIA GOVERNORS' FORUM DIGITAL REPOSITORY: A STEP BY STEP GUIDE

NGF DIGITAL REPOSITORY

The NGF Digital Repository is a custodian of records that collects, compiles, stores, preserves, and disseminates in digital form the resources of the Nigeria Governors' Forum Library. The resources in the digital repository have been uploaded with appropriate metadata which makes document retrieval in the digital repository easy. You can access documents in the NGF Digital Repository by typing in your query (Title, Author, Subject, date-issue etc) into the search box or browse our various communities and collections

OBJECTIVES OF THE GUIDE

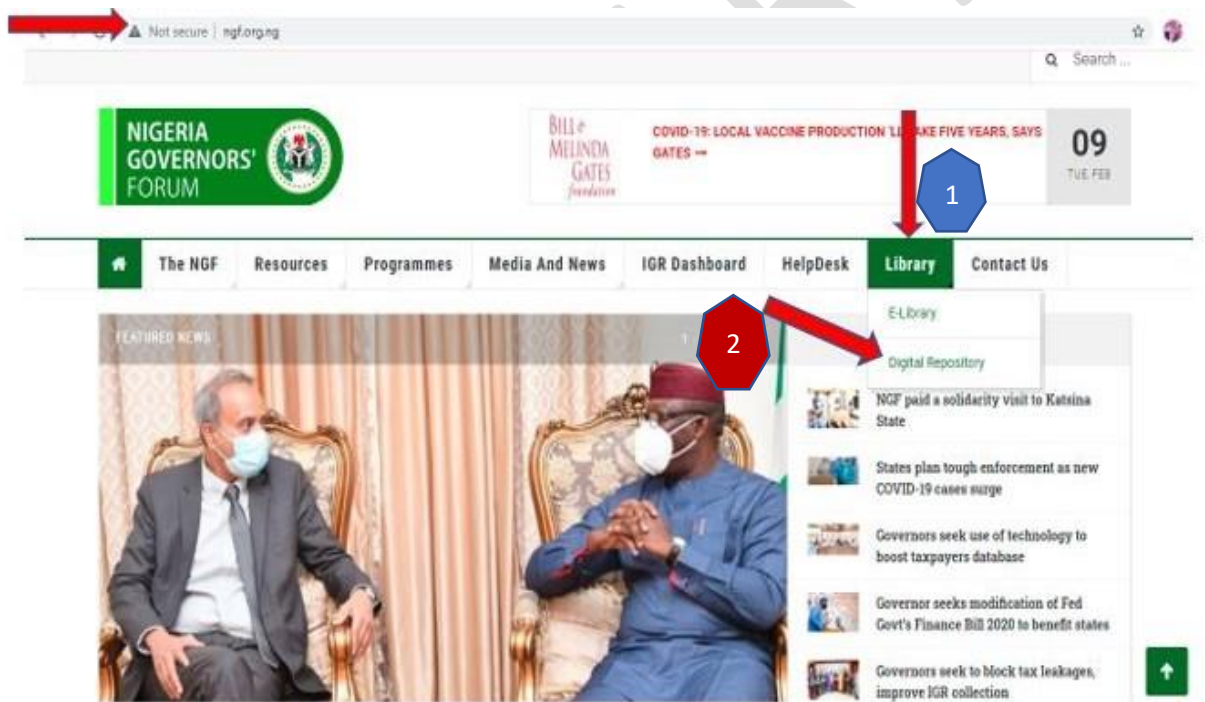
To provide users of the NGF Digital Repository with adequate understanding of:

1. How to securely log onto the platform from any device and from any location.
2. How to navigate and access documents in the digital repository.

ACCESSING THE REPOSITORY

1. Launch your web browser either on your computer or mobile device. login to the NGF Digital Repository via <https://ngfrepository.org.ng:8443/jspui>

You can also access the digital repository via the NGF website <https://nggovernorsforum.org/> from **Library**¹ tab on the NGF home screen, click on **Digital Repository**² tab from the drop-down List.



2. Click on **Communities and Collections** under **Browse**¹ tab on the home page to access the different **communities & collections**² in the repository to access their documents or scroll through the different **communities in NGF Repository**³ to view their collections.

The screenshot shows the NGF Digital Repository website. At the top, the 'Browse' menu is highlighted with a red arrow and a blue hexagon labeled '1'. A dropdown menu is open, showing 'Communities & Collections' highlighted with a red arrow and a red hexagon labeled '2'. Below the menu, the 'Communities in NGF Repository' section is visible, with a red arrow and a red hexagon labeled '3' pointing to the 'Bills and Acts' community card.

Welcome to Nigeria Governors' Forum (NGF) Digital Repository

The Nigeria Governors' Forum Digital Repository is a custodian of records that collects, compiles, stores, preserves, and disseminates in digital form the vast and rich resources of the Nigeria Governors' Forum to clientele seeking information and knowledge on the core thematic areas of the Nigeria Governors' Forum. You can access documents in the NGF Digital Repository by typing in your query (Title, Author, Subject, date-issue etc.) into the search box or browse our various communities and collections for easy accessibility and retrieval of documents.

Communities in NGF Repository Discover

Choose a community to browse its collections.

Community	Author	Subject	Date issued
Bills and Acts This community contains different Bills and Acts in the Nigerian Government. Bill such as the infrastructure development bill.	Nigeria Governors' Forum 1493	HEALTH 136	2020 - 2022 418
	Nigeria Governor's Forum 218	NIGERIA 81	2010 - 2019 1988
		NUTRITION 75	2000 - 2009 637

3. Click on the **Collections** in a community to view and download uploaded documents. From the image below, the **community**¹ is the NGF Health Department and in this community are relevant health related documents that have been uploaded for users, the uploaded documents are called **Collections**, by clicking on the different documents under **Collections in this community**² you will be able to view and download the document.

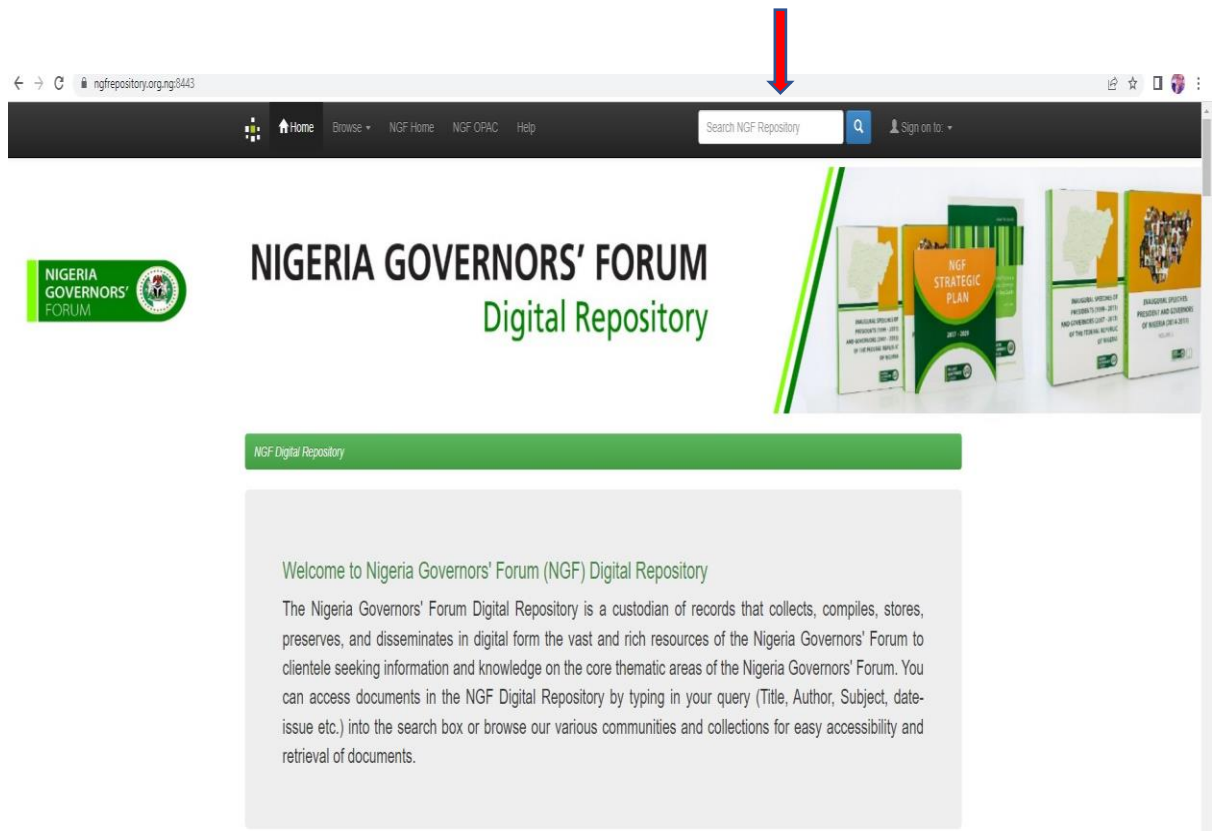
The screenshot displays the NGF Digital Repository interface. At the top, there is a navigation bar with 'Home', 'Browse', 'NGF Home', 'NGF OPAC', and 'Help' links, along with a search bar and a 'Sign on to' button. Below this is a green header for 'NGF Digital Repository'. The main content area features a 'Community home page' for the 'NGF Health Department' with a 'NIGERIA GOVERNORS' FORUM' logo. A 'Browse' section includes filters for 'Issue Date', 'Author', 'Title', and 'Subject'. A red arrow labeled '1' points to the 'NGF Health Department' header, and another red arrow labeled '2' points to the 'Collections in this community' section. This section lists two collections: 'BRINGING PRIMARY HEALTH CARE UNDER ONE ROOF: 9 FACTSHEETS FOR IMPLEMENTATION IN NIGERIA' and 'CREATING EFFECTIVE ACCOUNTABILITY DVTS: FOUR LESSONS FROM THE NIGERIA GOVERNORS' FORUM NUTRITION SCORECARD'. On the right side, a 'Discover' sidebar lists authors such as 'Federal Ministry of Health' (13), 'NBS' (5), 'UNICEF' (5), 'NPHCDA' (3), 'Department of Food and Drug Services' (2), 'Federal Government of Nigeria' (2), 'ICF International' (2), 'National Population Commission' (2), 'NGF, NPHCDA' (2), and 'Abia State Ministry of Health' (1).

4. You can also search for documents in the repository using the **Issue Date, Author, Title, Subject**. Click on **Browse** on the home tab and from the drop-down tab, click **Issue Date, Title, Subject, or Author** to view and download documents.

The screenshot shows the NGF Digital Repository website. The 'Browse' menu is open, showing options: Issue Date, Author, Title, and Subject. The search results are displayed for the query 'Covid-19'. The results table shows one entry:

Issue Date	Title	Author(s)
2020-	COVID-19: IMPACT ON STATE TAXES	David Nabena

5. You can also type in your **keyword (s)** using the search boxes provided on top of the home page to search for a document.



← → C ngfrepository.org.ng:8443

Home Browse NGF Home NGF OPAC Help Search NGF Repository Sign on to:

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6. Click on any title in a collection to view the abstract. Click on the file name to download the **Full Text (.pdf)** or click on the view/open.

The screenshot shows the NGF IGR Dashboard website. The main heading is "NGF IGR Dashboard Resource Tools and Internally Generated Revenue (IGR) Materials Community home page". Below this is a "Browse" section with filters for Issue Date, Author, Title, and Subject. A red arrow points to the "Collections in this community" section, which lists four items: "2017 IGR PLE REPORT FINAL", "2017 IGR PLE STATE FEEDBACK SHEET", "2017 NATIONAL PEER LEARNING EVENT", and "2020 IGR PEER LEARNING EVENT". On the right, there is a "Discover" section with a list of authors and their respective counts.

The screenshot shows the details of a document. The title is "2017 IGR PLE REPORT". The authors are "Nigeria Governors' Forum". The keywords are "Peer Learning Event" and "NIGERIA GOVERNORS' FORUM". The issue date is "30-Oct-2017". The publisher is "Nigeria Governors' Forum Publishing". The citation is "Nigeria Governors' Forum (2017) Peer Learning Event". The abstract is "On October 30, 2017, the Nigeria Governors' Forum Secretariat organized its second IGR National Peer Learning Event with the theme Achieving Effective Tax Administration in Nigeria. The event provided a platform to share major lessons learnt since the 2015 IGR Peer Learning Event, including findings from the IGR Dashboard and Helpdesk programmes." The URI is "http://ngfrepository.org.ng:8080/jspui/handle/123456789/898". The document appears in the collection "2017 IGR PLE REPORT FINAL". Below this, there is a table of files in this item:

File	Description	Size	Format	
2017 IGR PLE REPORT FINAL.pdf	2017 NATIONAL PEER LEARNING EVENT REPORT	20.21 MB	Adobe PDF	View/Open

Red arrows point to the file name and the "View/Open" button.

Still having difficulty on how to access documents in the NGF Digital Repository?

ASK THE LIBRARIAN

Email: info@ngf.org.ng