United Nations Peacekeeping | United Nations Department of Political Affairs | United Nations Department of Field Support

MISSION PUBLIC WEBSITES

Guide for Users

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PART 1 – INTRODUCTION

Overview

About Mission Public Websites

The Mission Public Websites program allows all UN field missions – regardless of size or available resources – to create and maintain attractive, polished, and functional websites. These sites can be easily updated on an on-going basis, without requiring any design or HTML expertise.

About Drupal

Drupal is the platform on which Mission Public Websites are built. It is a CMS (content management system), offering a wide range of features and functionality from which missions can choose. Because the Drupal platform is highly customizable, no two mission sites will be identical. However, the Web Editorial Board has mandated the inclusion of certain elements and formats, which provide a standardized and identifiable web presence for UN field missions.

About this Guide

The ***Mission Public Websites – Guide for Users*** is written for editors and site managers who are responsible for managing their mission's public website. It assumes that the site has already been created, and that the Home Page and internal pages have been populated with content, which has either been added directly or migrated from a previous site.

This Guide covers the basic functions and describes the steps you will need to take in order to update your site on an on-going basis.

Log In and Log Out

Log In

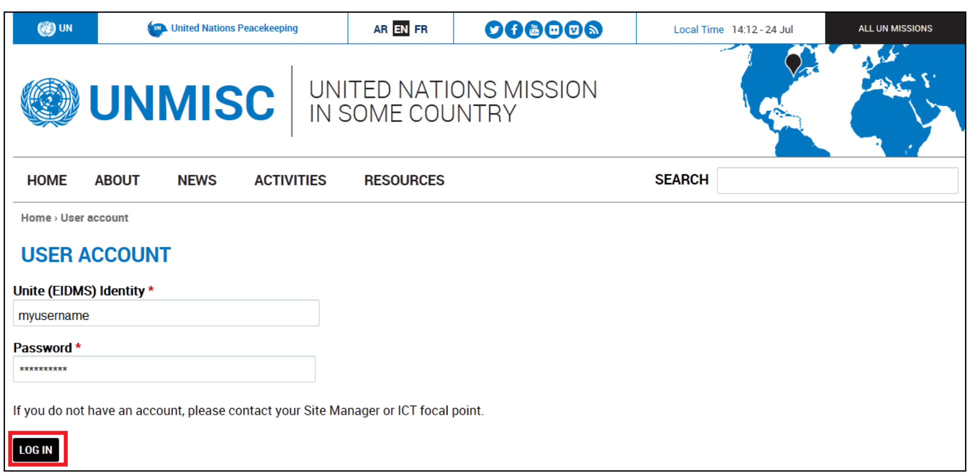
Mission Public Websites have two components: a public site, which is accessible to all visitors via the internet; and an administrative site, which provides content management functionality and can be viewed only by authorized persons who log in. For this, an active EIDMS account is required.

1. Open a browser and type the mission's URL in the address bar. For example:
   http://unmisc.unmissions.org

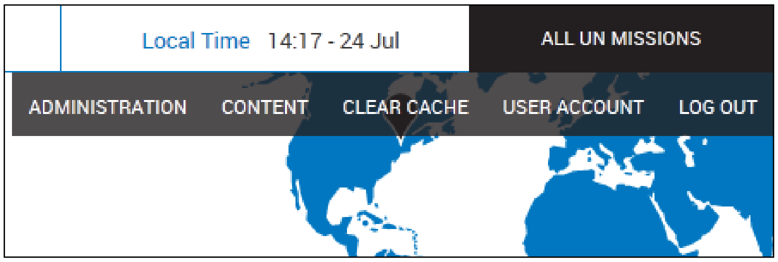
2. Press **Enter**. *The public site is displayed.*

3. To access the administrative site: add **/user** at the end of the URL. For example:
   http://unmisc.unmissions.org/user

4. Press **Enter**. *The login screen is displayed.*
5. Enter your EIDMS username and password, and press **LOG IN**.

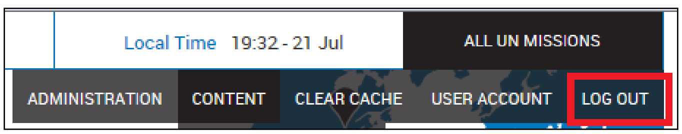


6. *The **ADMINISTRATION MENU** – a row of menu options that provide access to administrative functions – appears at the upper-right of the screen.*



Log Out

1. Click **LOG OUT**.



2. *The public site is re-displayed without the **ADMINISTRATION MENU**.* For security purposes, you should always log out before accessing other sites or closing out of the Internet.

Pages and Components

On Every Page

Certain standard elements appear on every Mission Public Website page. These provide useful functionality to all visitors and serve to frame the customized content in the central portion of the screen.

Header

At the top of the screen, the header bar displays a series of clickable icons.

These include:

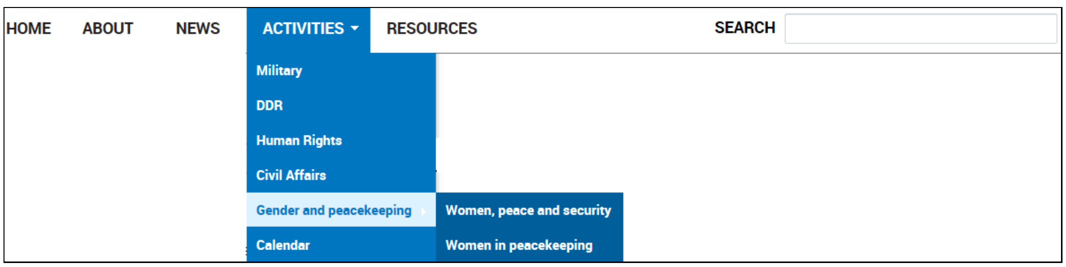
- **UN logo –** Link to the United Nations Home Page.
- **UN Peacekeeping logo –** Link to the United Nations Peacekeeping page. Note: For DPA missions, this link is replaced with a link to the United Nations Department of Political Affairs page.
- **Language options –** Displayed if the site is viewable in multiple languages.
- **Social Media icons –** Links to the mission’s accounts on Twitter, Facebook, YouTube, Vimeo, etc., if available.
- **Local Time –** Shows the current date and time in the mission.
- **All UN Missions –** Link to the UN Missions umbrella site: **www.unmissions.org**

Mission Banner

Displays the mission acronym, full name, and location pinpointed on the map.

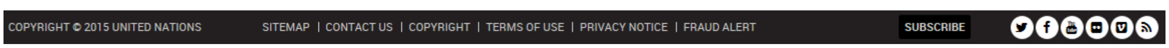
Site Menu and Search Bar

- **Site Menu–** A group of dropdown menus that run across the top of the screen provide access to site content. Point to any top menu item to display its sub-menus and click any top menu or sub-menu item to access the associated content. [Refer to the section: *Site Menu Structure* for more information.]
- **Search Bar –** Located to the right of the menu bar. Enter a word or phrase and press **Enter** to search the site.



Footer

At the bottom of the screen, the footer bar displays some mandatory information for all UN sites as well as Subscribe and Social Media links.



- **Copyright Notice –** Protects copyrighted material from unauthorized use.
- **Site Map –** Provides an alternate version of menu content, with clickable links.
- **Contact Us –** Displays a form allowing readers to send messages to the site.
- **Copyright, Privacy Notice, Terms of Use, Fraud Alert** – Links to associated materials on the United Nations site.
- **Subscribe –** Visitors to the site can submit their email addresses via this link to receive email updates about the mission.
- **Social Media icons –** Same as the social media links in the header. Removing a link from the header will remove it from the footer as well, and vice versa.

Site Structure Concepts

Mission Public Websites are based on a template that provides a default structure for the Home Page and for other site pages. The main concepts important to managing your site are: Regions, Blocks, Content Types and Terms:

- *Regions* and *Blocks* are used to display content as illustrated below.
- *Content Types* and *Terms* are used to categorise content.

Regions

Regions are placeholders for blocks to display content on the site. The following are the regions of any page on a mission website:

- **Header:** Contains the default header blocks described in the Header section of Pages and Components above. [Refer to the section: *Header* for more information.]
- **Navigation bar:** This region comprises the Site Menu and Search Bar and is not editable.
- **Highlighted:** Contains blocks that should be highlighted, including the Home Page slider, Latest News, Latest Press Releases, and the Latest Videos.
- **Second Sidebar:** Includes blocks in the right column. [Note: for Arabic sites, it is the left column.]
- **First Sidebar:** Includes blocks in the left column. [Note: for Arabic sites, it is the right column.]
- **Content:** Contains content either within a block or on its own.
- **Footer regions:** Contains blocks that display mandatory information for all UN sites as well as Subscribe and Social Media links. [Refer to the section: *Footer* for more information.]

Blocks

Blocks are components that can be used to display content in a region. For example, the Header region contains blocks that include links to the UN logo, Social Media links, the Language switcher, etc. Blocks are sized dynamically within a region: if a block is deleted, disabled, or hidden, the adjacent blocks will re-size to fill the available space. [Refer to the section: *Manage Blocks* for more information about setting up and managing blocks.]

Examples of blocks include:

- **Media Menu –** A series of graphic icons on the Home Page, which access photos, videos, and audio clips. [Refer to the section: *Media Menu* for more information.]
- **Promobox –** A content block that contains important material placed in a highly visible spot, often on the Home Page. [Refer to the section: *Add a Promobox* for more information.]
- **Home Page Slider** – A revolving slideshow, which can contain photos, text, or both. In order to optimize performance, it is recommended that a maximum of 3-4 slides be used in each slider.

Content Types

These are widely used types of content for which display settings have been pre-configured. When content is added to a particular content type, the pre-configured settings dictate the regions the content occupies, as well as its format. Content types include:

- **Basic Pages –** Pages used for static content, such as mission history and mandate.
- **Dynamic Pages –** Pages similar to the Home Page that are made up entirely of blocks.
- **Articles –** Time-sensitive content that includes news articles and press releases.
- **Documents –** Time-sensitive content that includes publications and reports in PDF format, which are uploaded to the site.
- **Listings –** Time-sensitive content that includes job listings and bids.
- **Photo Galleries –** Photo albums and photos can be uploaded to the site.

- **Audio –** Podcasts and MP3 files can be uploaded to the site.
- **Calendar Events –** Upcoming events can be displayed on the mission's calendar.
- **Timeline Events –** Chronological events can be displayed on the mission's timeline.
- **Frontpage Slides –** Used to add images with or without a link to the Home Page slider.

Terms

Terms are used for some content types to categorize content and easily expose that content on the site via menu items, blocks, and dynamic page displays. After the terms are set up correctly it is easy to add content to the site and have it displayed in various areas of the site automatically. [Refer to the section: *Manage Terms* for additional information.]

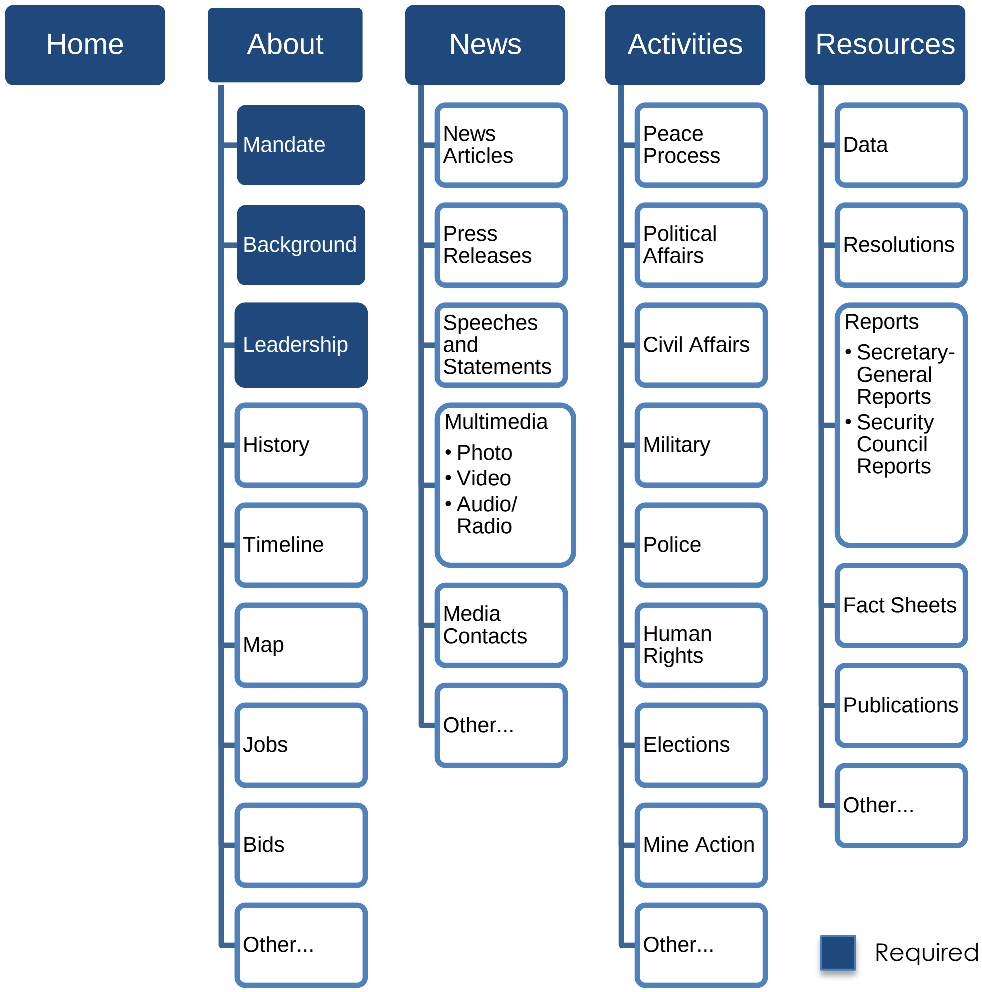
Only the following content types can have terms:

- **Articles –** default Article Type terms: News Articles, Press Releases; site managers/editors can add terms.
- **Documents –** default Document Type terms: Reports, Publications; site managers/editors can add terms.
- **Listings –** default Listing Type terms: Jobs, Bids; site managers/editors can add terms.

Content types that are not categorized – Basic Pages, Dynamic Pages, Photo Galleries, Audio, Calendar Events, Timeline Events, and Frontpage Slides – do not have terms.

Site Menu Structure

Mission Public Websites utilize a hierarchical structure for internal pages, as shown below. The top items on the Site Menu represent the main channels for the mission's content – **ABOUT, NEWS, ACTIVITIES**, and **RESOURCES** – which must be clickable links (i.e., site pages); and each top menu can have an unlimited number of sub-menus.

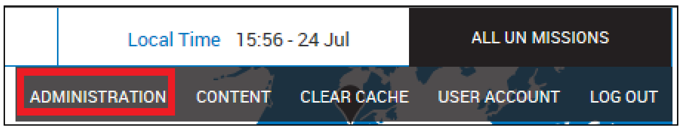


Ways to Manage Content

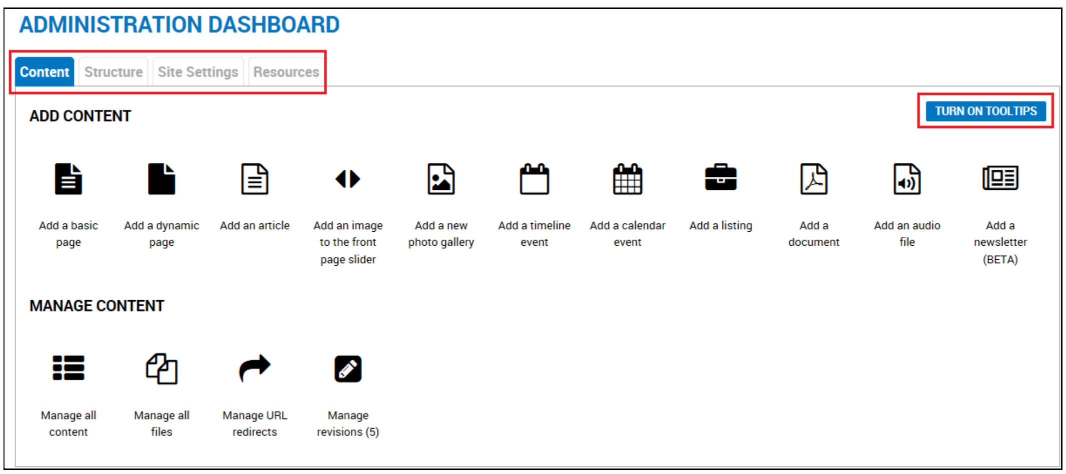
Content can be managed in several different ways: through the Administration Dashboard, Content Menu, and pop-up Configuration Links.

Administration Dashboard

1. Click **ADMINISTRATION** on the Administrative Menu.

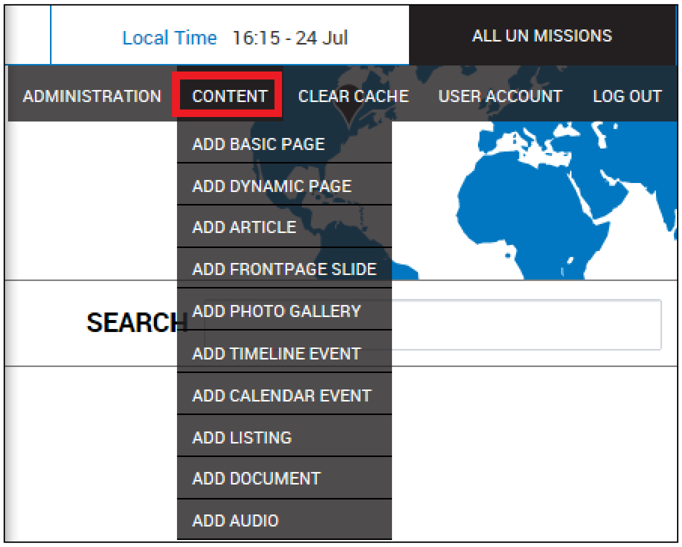


2. *The **ADMINISTRATION DASHBOARD** is displayed.* It has four tabs – for **Content**, **Structure**, **Site Settings**, and **Resources**.
3. Press **TURN ON TOOLTIPS** at the upper-right of the screen to enable the display of descriptive information when you point to a dashboard item.



Content Menu

The same functions that appear in the **ADD CONTENT** section in the Dashboard can also be accessed via the **CONTENT** dropdown menu, which is visible from any page on the site.



Configure Links

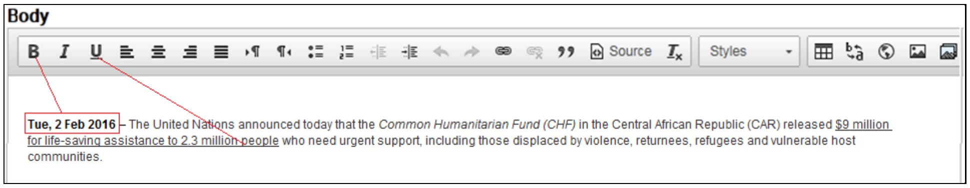
Most blocks are configurable directly through pop-up configuration links. Point to the upper-right corner of a block to display ⚙▾, then click to display the available options for that block.

Formatting Toolbar

The formatting toolbar appears on screens which have a copy block which is used for entering content that will appear on the site. After typing or pasting text into the copy block, you can use the formatting toolbar icons to apply fonts and other properties.

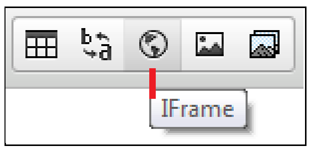
**Note – Point to any icon on the toolbar to display a pop-up descriptor.*

1. Select the text in the copy block, then click the icon for the attribute you want to apply.
    a. Some commonly-used formatting icons are: **boldface, italic, and underline; alignment (left, center, right, or justified); bullets or numbers; and quotes.**

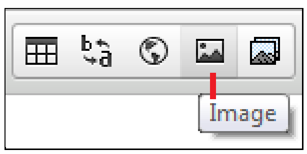


b. Some lesser-known icons are shown below. In each case, clicking the icon displays a dialog box, in which you select or specify the properties of the item to be inserted into the text.

Insert an iFrame

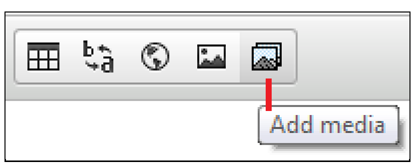


Insert an Image



**Note – When resizing an image, always use percentages instead of pixels.*

Insert Media



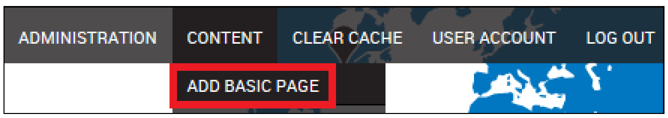
PART 2 – EDITORIAL FUNCTIONS

Basic Pages

Basic Pages contain background or informational material, which remains relatively constant over time and are updated on an as-needed basis. These pages are usually linked to the Site Menu. Examples of basic pages include the Leadership page, Mission Mandate page, etc.

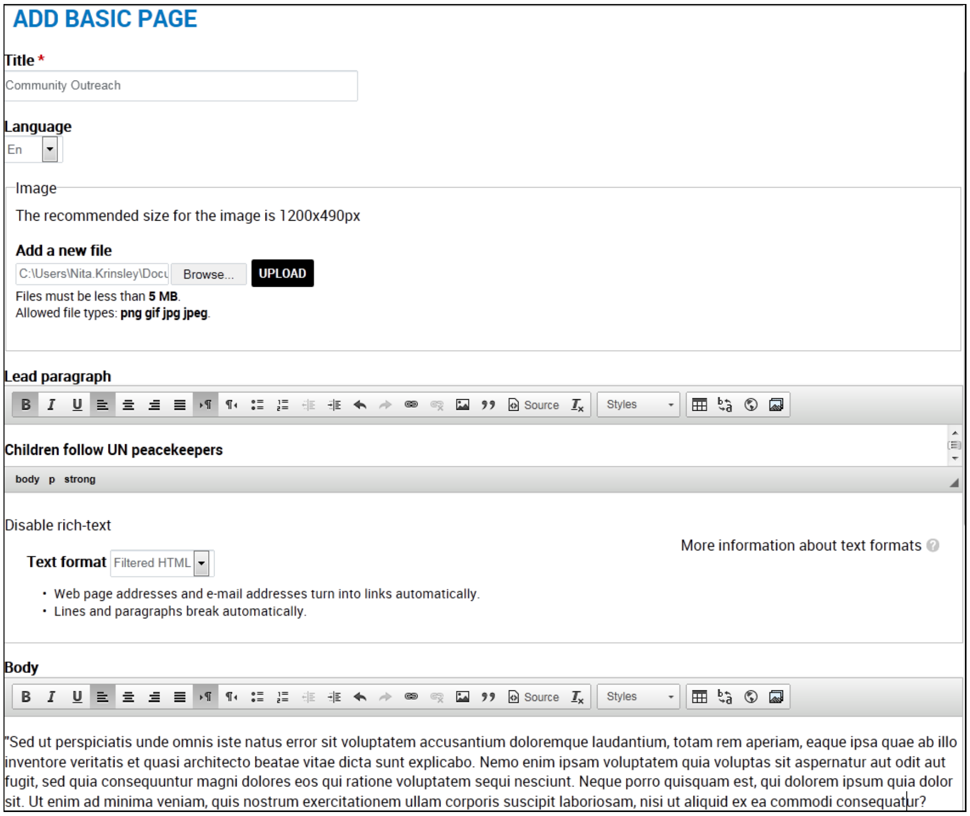
Add a Basic Page

1. In the **ADMINISTRATION MENU:** click **CONTENT> ADD BASIC PAGE**.

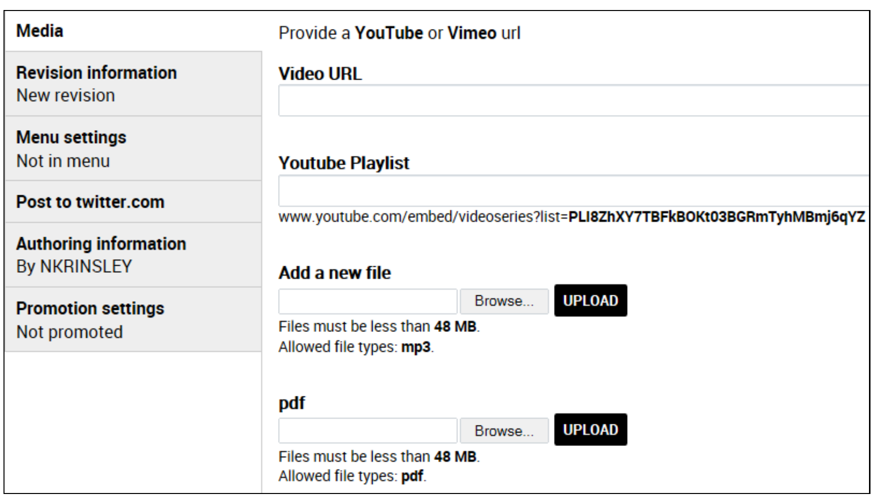


2. *The **ADD BASIC PAGE** screen is displayed*. Complete the necessary fields:

   - **Title:** Enter a title for the page.
   - **Language:** Select the page's language from the dropdown list.
   - **Image:** To add an image to the page, click **Browse** to navigate your hard drive and select the image, then click **UPLOAD.**
   - **Lead paragraph:** Add an introductory paragraph for the page. It will appear in blue type in a larger size than the page text.
   - **Text format:** The default choice is **Filtered HTML**, but you can choose the alternative **Plain text** from the dropdown list. The system will not accept JavaScript as it poses a security threat. (This applies to both Lead paragraph and Body.)
   - **Body:** Type page content directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.

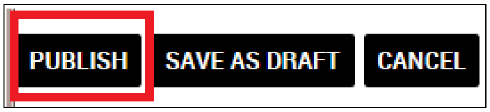


3. Scroll down to upload additional files to the page. These can be a video, YouTube playlist, audio file, or PDF.

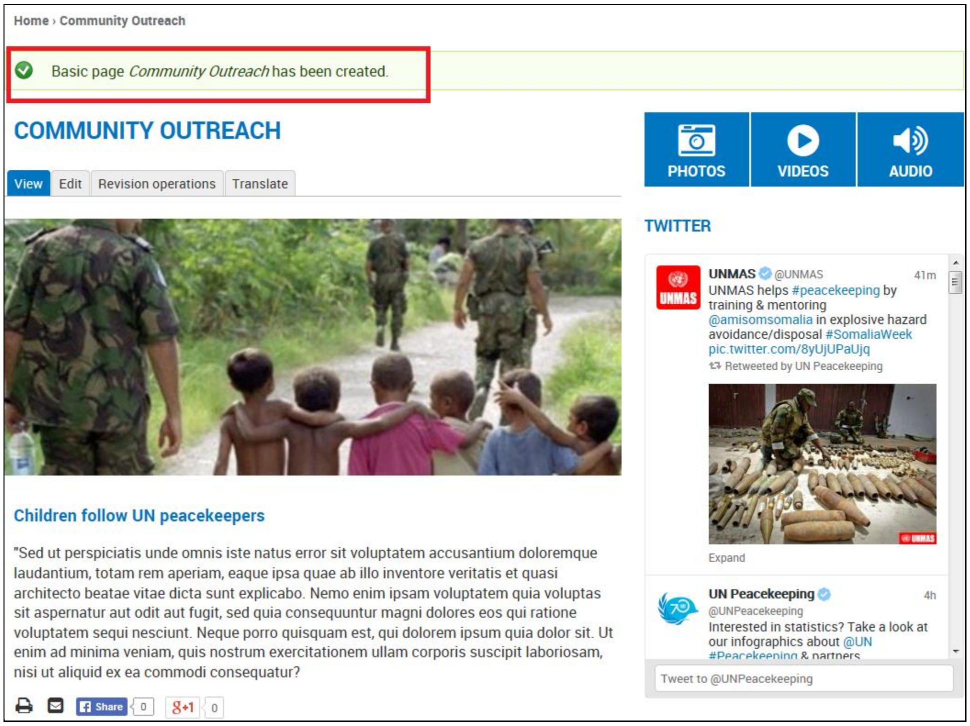


Note – You can add this page to the Site Menu now, or after it is published. If you intend to do further work on the page or it needs to be approved, you should save it as a draft now and add it to the menu when it is finalized. To add it now: click **Menu settings in the Media panel at the left of the screen, then follow the instructions in the section: Add a Basic Page to the Site Menu.*

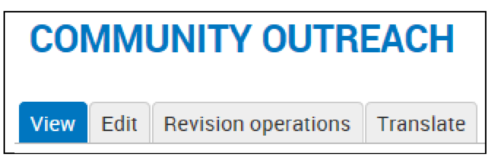
4. Click **SAVE AS DRAFT** or **PUBLISH** if the page is complete.



5. *After publishing, the new page is displayed.* A message at the top of the screen confirms the successful page creation.



6. Beneath the page title are a series of tabs that allow you to edit the page, view its revision history, and translate it into another site language.

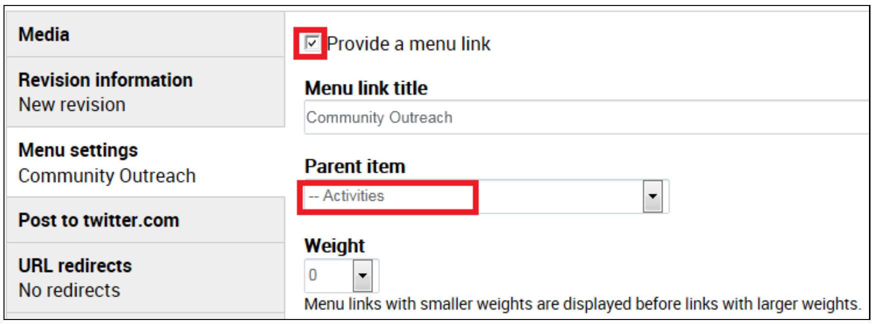


7. You will notice also that the web address of the page is automatically generated and consists of the page title added at the end of the site URL, in this case:
   http://unmisc.unmissions.org/community-outreach

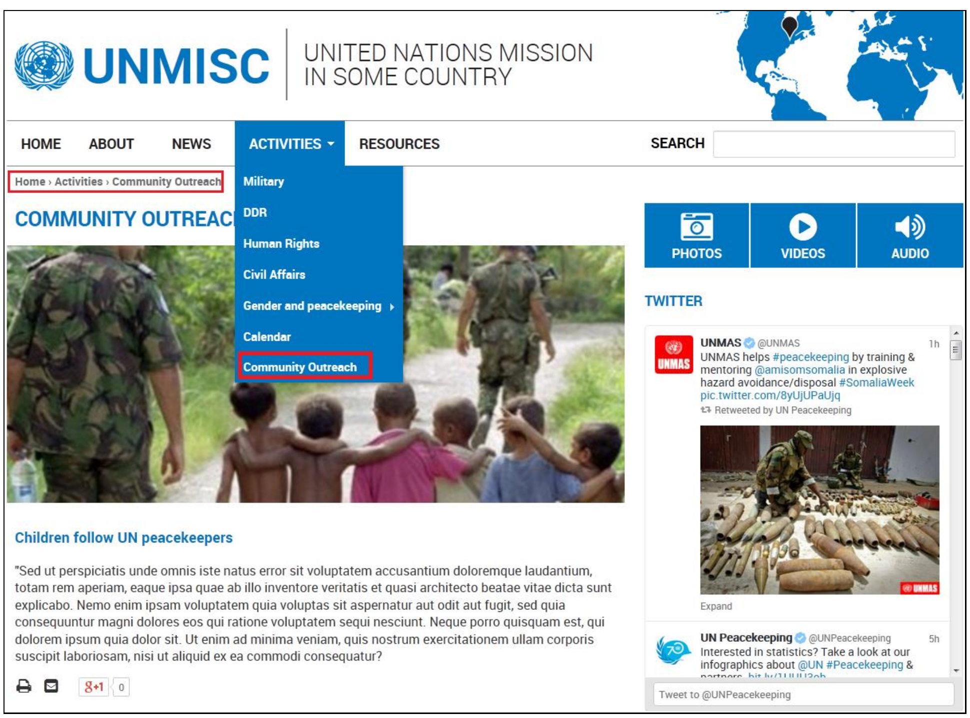
Add a Basic Page to the Site Menu

1. Access the page and click the **Edit** tab.

2. *The **EDIT BASIC PAGE** screen is displayed.*
3. In the **Media** panel at the left of the screen: click **Menu Settings**.
4. Click the **Provide a menu link** checkbox. The **Menu link title** (page title) is auto-populated.
5. Select the **Parent item** from the dropdown list. This is the Site Menu item under which the page will appear – in this case **ACTIVITIES**.



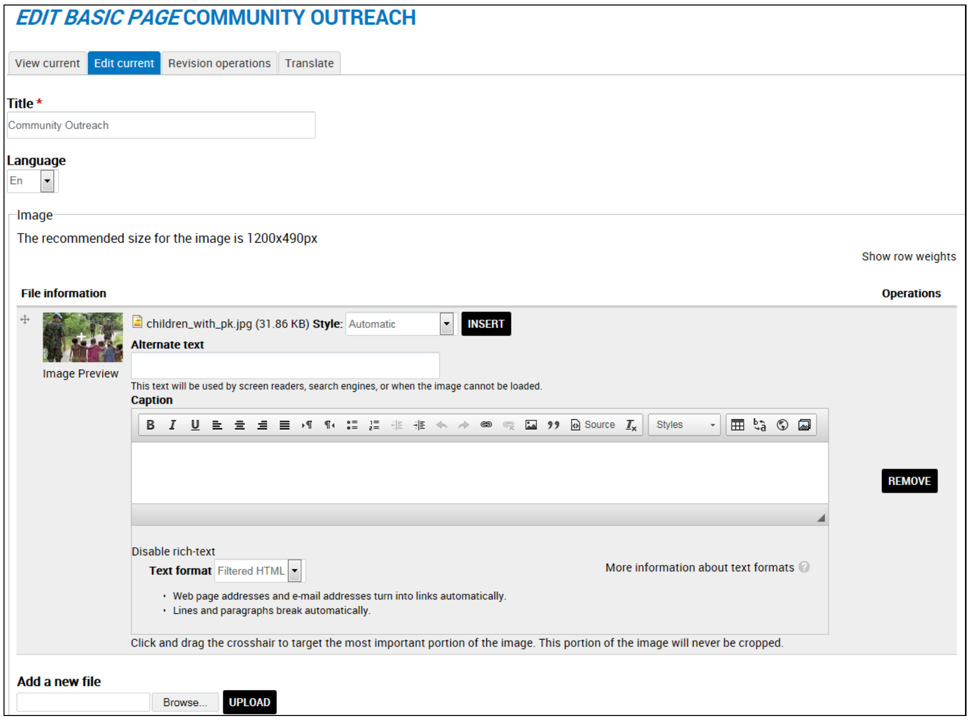
6. Click **SAVE** at the bottom of the screen. *The new page is re-displayed. Its name appears in the Site Menu under the specified parent item, and its path appears in the breadcrumb trail above the page title.*



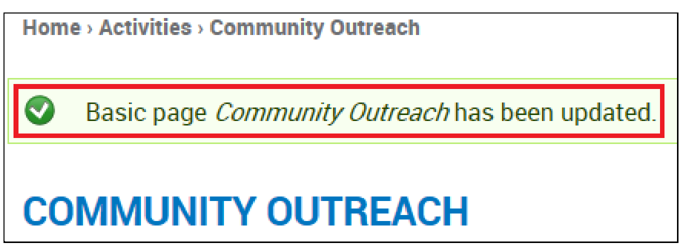
Edit a Basic Page

1. Access the page and click the **Edit current** tab.

2. *The **EDIT BASIC PAGE** screen for this page is displayed.* From this screen, you can modify any of the existing components including the page title, text and header. You can also upload additional files and change the page's location in the menu.

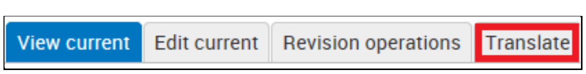


3. After making the desired changes: click **SAVE**.
4. To delete the changes and revert to the prior version: click **DELETE**.
5. After saving, *the page is re-displayed with a message confirming the update at the top of the screen*.

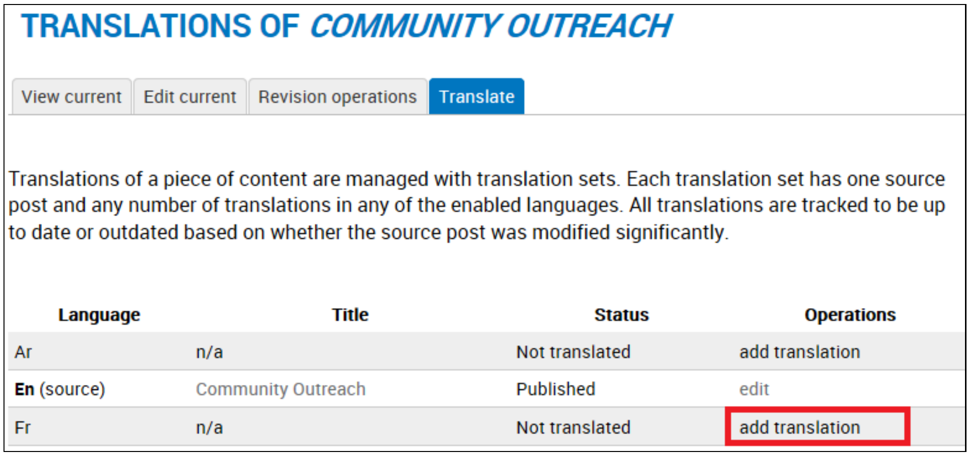


Translate a Basic Page

1. Access the page and click the **Translate** tab.



2. *The **TRANSLATIONS** screen is displayed for this page*. You can translate the page into any of the existing site languages.
3. Click **add translation** for the selected language.



Language	Title	Status	Operations
Ar	n/a	Not translated	add translation
En (source)	Community Outreach	Published	edit
Fr	n/a	Not translated	add translation

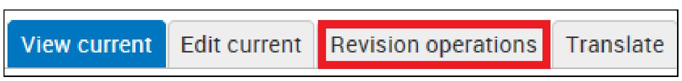
4. *The **EDIT BASIC PAGE** screen for this page is displayed.* Replace the current content with the translation.

5. You can save the translated page as a draft, or publish and add it to the menu as per the section: *Add a Basic Page to the Site Menu.*
6. *After publishing, the translated page is displayed*. A message at the top of the screen confirms the successful translation.

Manage Revisions for a Basic Page

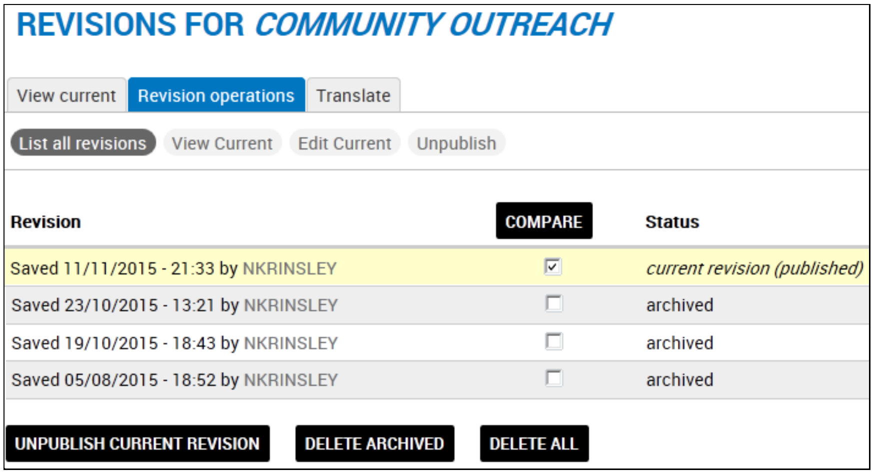
Each time you edit and save a page, a new revision is created. To manage these revisions, do the following:

1. Access the page and click the **Revision operations** tab

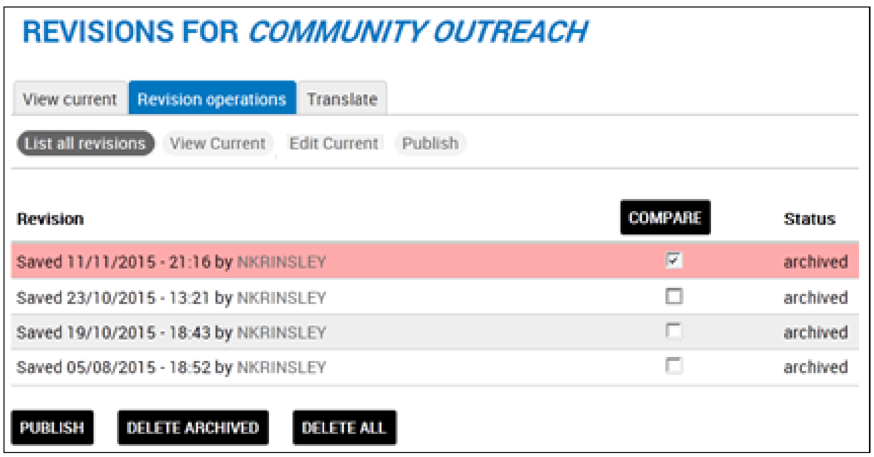


2. *The **REVISIONS** screen for the page is displayed.* Revisions are shown in descending order: the current (published) revision is highlighted in colour, and all prior revisions have the status: **archived**.
3. From this screen you can do the following:

   - **Compare two revisions side by side.** Check both revisions and click **COMPARE.**
   - **Unpublish the current revision.** This reverts it to draft status, but does not delete it from the site. Check the revision and click **UNPUBLISH CURRENT REVISION**.
   - **Delete an archived revision.** Check the revision and click **DELETE ARCHIVED**.
   - **Delete all page revisions.** This option should be used with extreme caution. Once all revisions are deleted, the page cannot be reinstated. If needed, it must be re-created in its entirety. To delete all revisions of the page (including the current): click **DELETE ALL**.



- **Restore an unpublished revision.** Check the archived revision to be restored and click **PUBLISH.**

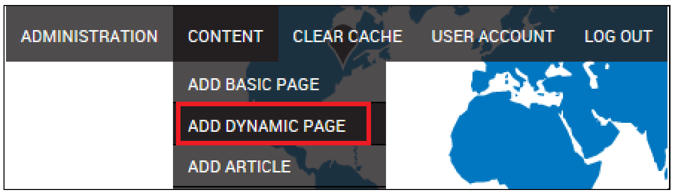


Dynamic Pages

Dynamic Pages are different from other types of pages like the Home Page (which is created for you during initial site configuration) or Articles or Listings Pages (which have a specific format into which you add content). A Dynamic Page is not configured with any specific format: it is essentially a blank page to which you add content blocks.

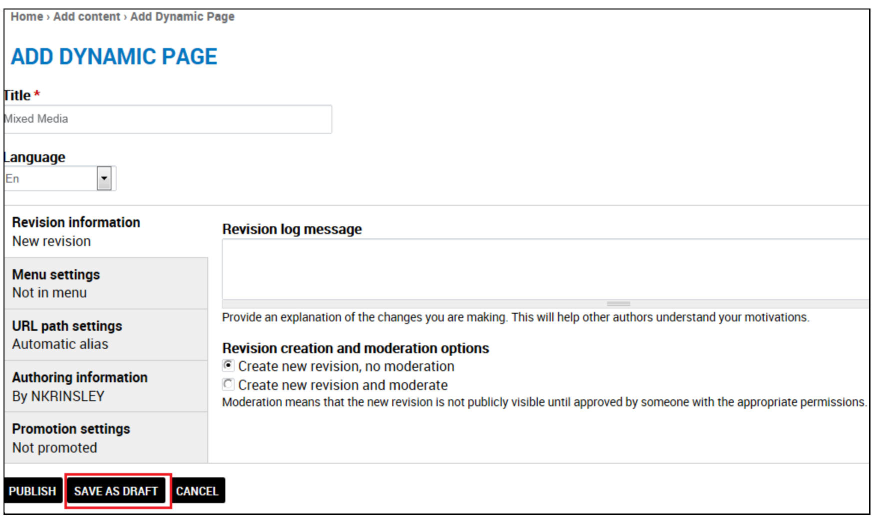
Add a Dynamic Page

1. In In the **ADMINISTRATION MENU:** click **CONTENT> ADD DYNAMIC PAGE**.

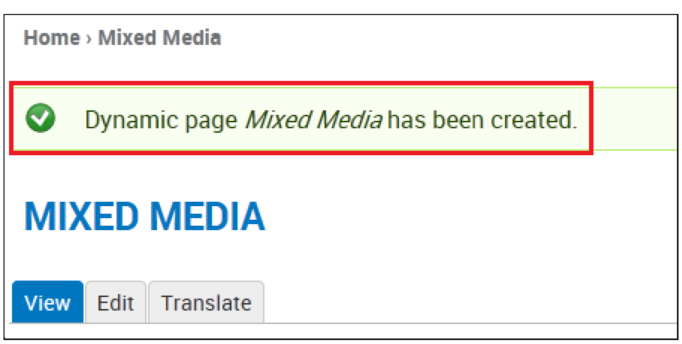


2. *The* ***ADD DYNAMIC PAGE*** *screen is displayed*. Complete the necessary fields:

   - **Title:** Enter a title for the page.
   - **Language:** Select the page's language from the dropdown list.



3. Click **SAVE AS DRAFT**. Since the page has no content yet, it would not make sense to publish it at this point.
4. *The new page is created, as confirmed in a message at the top of the screen*.

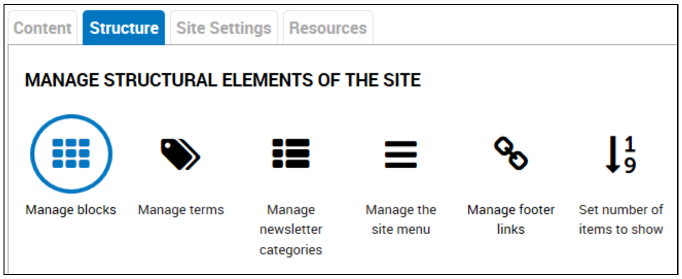


5. The web address of the page is automatically generated and consists of the page title added at the end of the site URL. In this example it would be:
   http://unmisc.unmissions.org/mixed-media

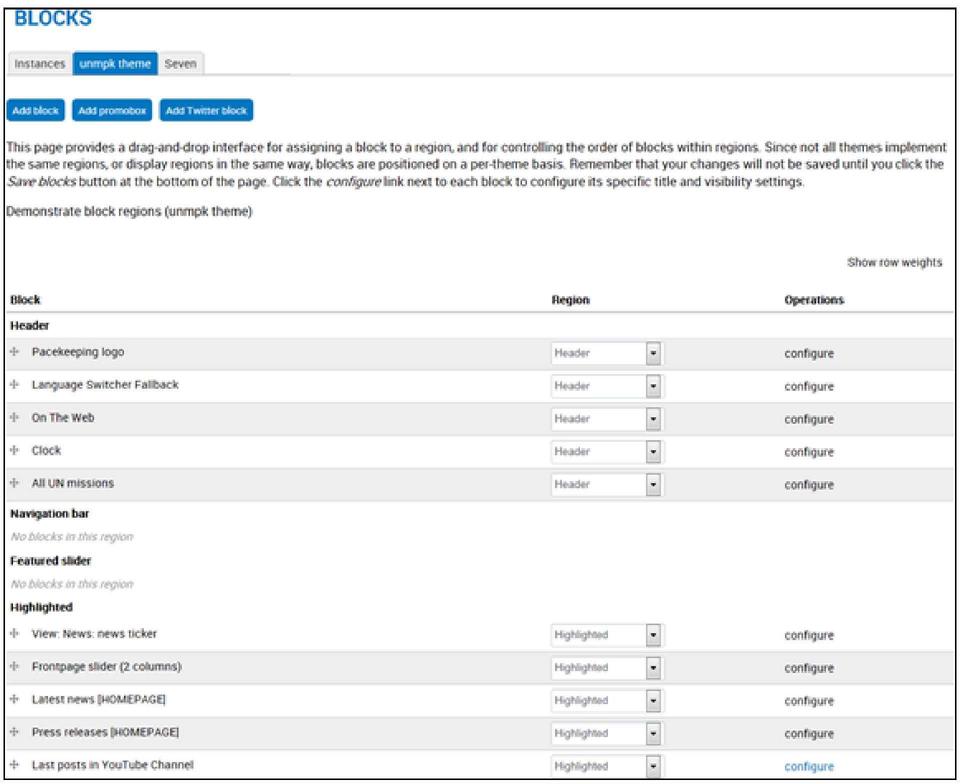
Add a Block to a Dynamic Page

A dynamic page is populated through the addition of existing content blocks.

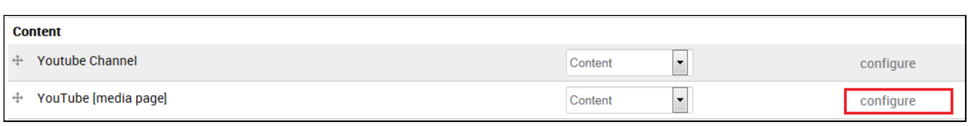
1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage blocks**.



2. *The **BLOCKS** screen is displayed.* It shows the list of blocks on the site within the regions they normally inhabit.



3. Select the block you want to add to the page, and click **configure**.

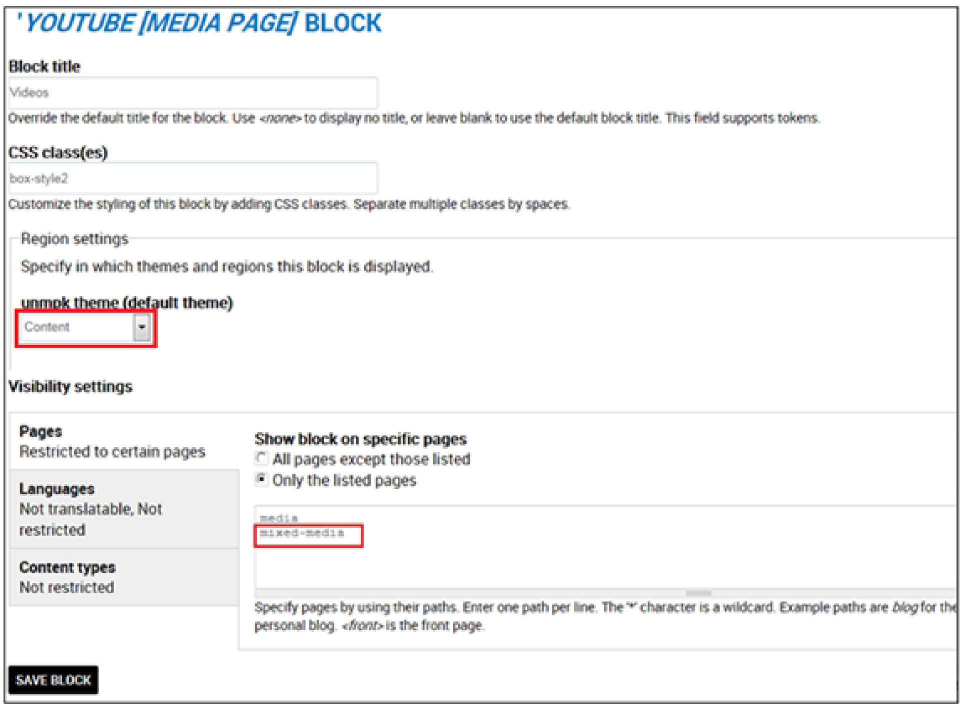


4. *The **VIEW** screen for the block is displayed*. Enter the necessary information:

- **Region settings:** To change the region in which this block will appear, select a different region from the default selection in the dropdown list. This will change the region on all pages where the block appears. To change the region on this page only, refer to the section: *Clone a Block.*

*Note – Do not select the **Highlighted** section, as this is only used for the Home Page.*

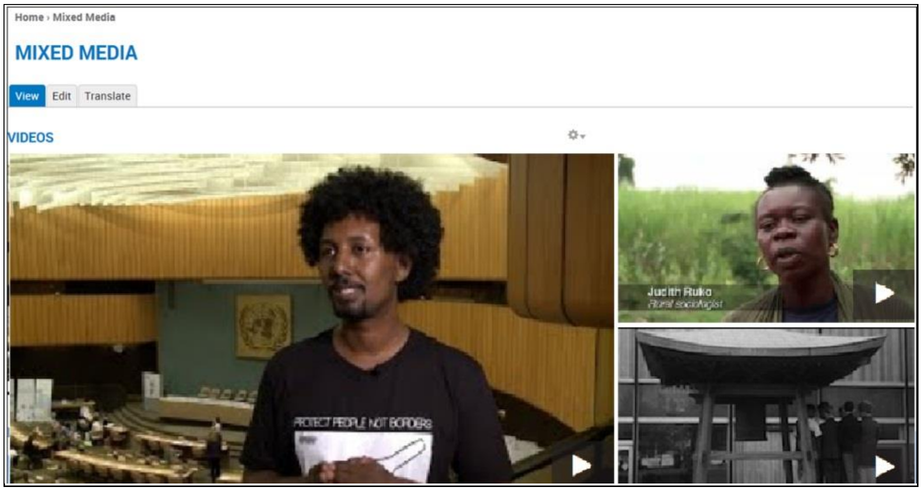
- **Visibility settings:** Specify the pages on which the block will or will not appear. Click the correct radio button and enter the pages to be included or excluded in the text box.



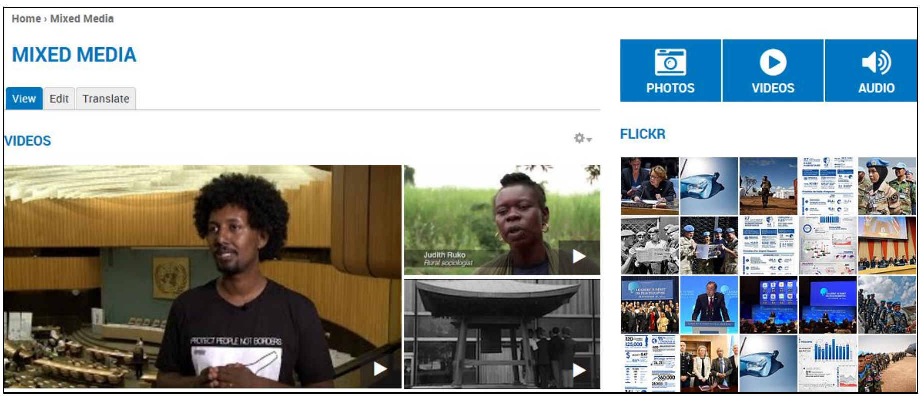
5. Click **SAVE BLOCK**. *The block is added to the page in the specified region*.
6. *The information is saved, as confirmed in a message at the top of the **BLOCKS** screen.*

7. After adding each block, it is advisable to view the page to verify its appearance. As new blocks are added within regions, the previous blocks will resize dynamically.

First block added



Additional blocks added



**Note – You may need to clear the cache to view a newly-added block. [For instructions, refer to the section: Clear the Cache.*

8. Repeat the process, as needed, to add additional blocks to the page.

Remove a Block from a Dynamic Page

1. Follow instructions 1-4 in the section: *Add a Block to a Dynamic Page.*
2. In the **Visibility settings** section: remove the page name, and click **SAVE BLOCK**.

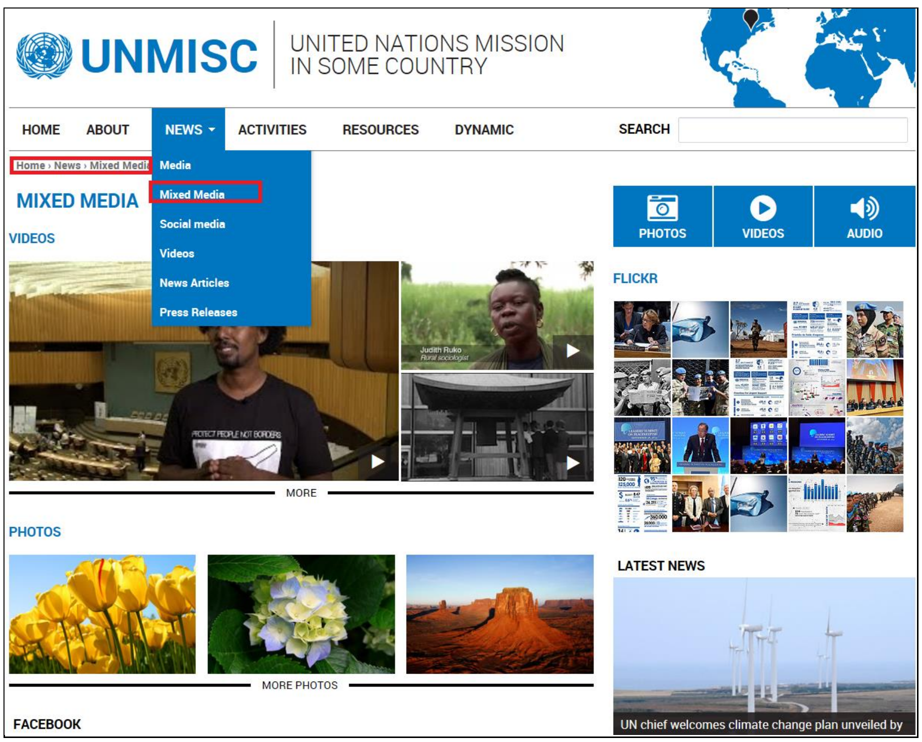
Add a Dynamic Page to the Site Menu

1. Access the page and click the **Edit** tab.

2. *The **EDIT DYNAMIC PAGE** screen is displayed.*
3. In the **Media** panel at the left of the screen: click **Menu Settings**.
4. Click the **Provide a menu link** checkbox. The **Menu link title** (page title) is auto-populated.

5. Select the **Parent item** from the dropdown list. This is the Site Menu item under which the page will appear – in this case **NEWS**.

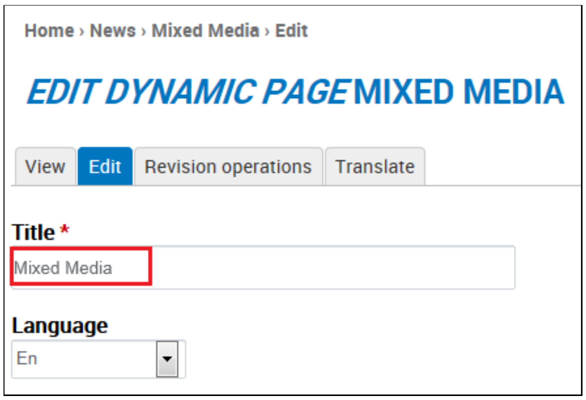
6. Click **SAVE AND PUBLISH** at the bottom of the screen. *The published page is displayed. Its name appears in the Site Menu under the specified parent item, and its path appears in the breadcrumb trail above the page title.*



Change the Title of a Dynamic Page

1. Access the page and click the **Edit** tab.

2. *The **EDIT DYNAMIC PAGE** screen for this page is displayed.* Change the name in the **Title** field, and click **SAVE** at the bottom of the screen.



**Note – This changes the name on the page itself, in the breadcrumb trail, and in the URL. You must still change the page name in the menu. [For instructions, refer to the section: Manage the Site Menu.*

Manage Revisions for a Dynamic Page

1. Access the page and click the Revision operations tab.

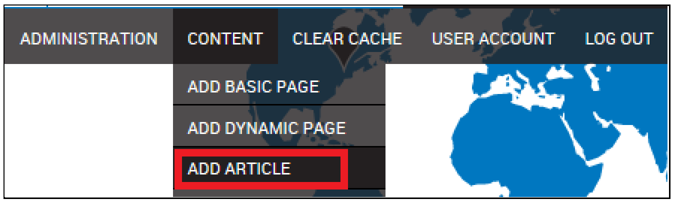
2. *The **REVISIONS** screen for the page is displayed.*
3. Refer to the section: *Manage Revisions for a Basic Page* for further instructions.

Articles

Articles consist of time-sensitive material such as news articles and press releases. Articles must be assigned an Article Type (term) so that they are appropriately categorized and linked on various pages of the site. The Article Type assigned dictates the pages and blocks on which links to articles are displayed. Each article type has its own main page, which includes a synopsis of every article assigned that term, and an individual page, which displays a single complete article.

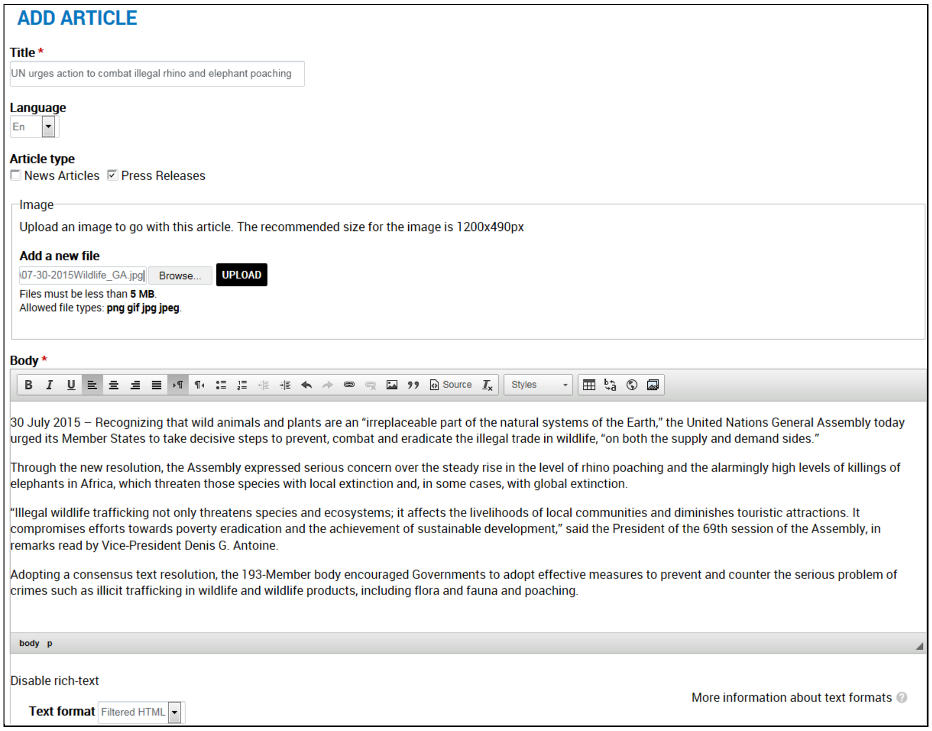
Add an Article

1. In the **ADMINISTRATION MENU:** click **CONTENT> ADD ARTICLE**.



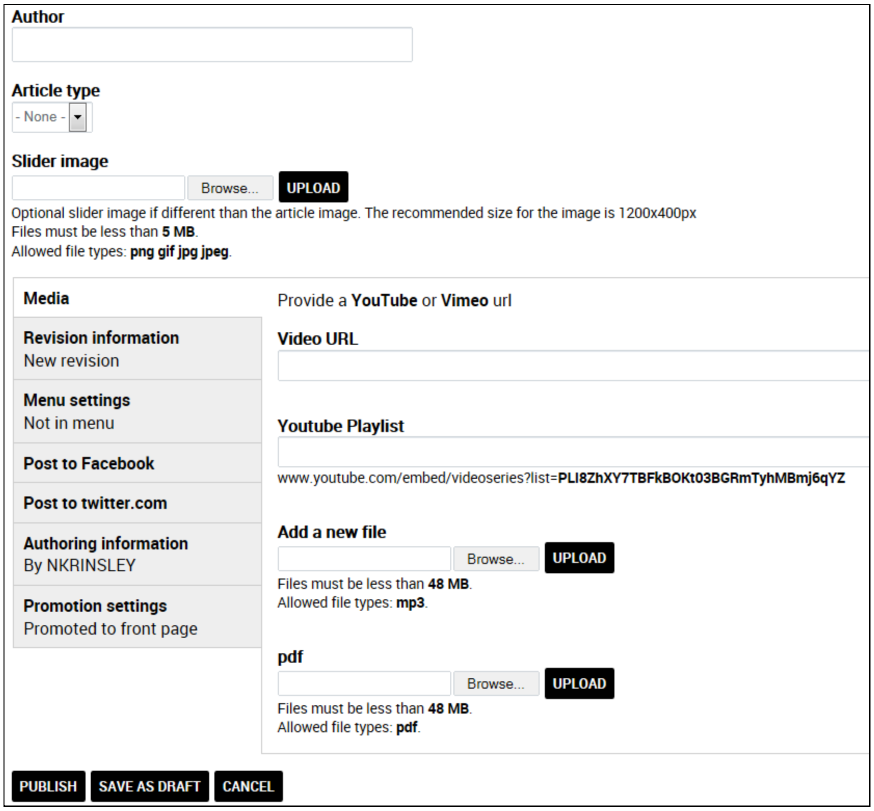
2. *The **ADD ARTICLE** screen is displayed*. Complete the necessary fields:

   - **Title:** Enter a title for the article.
   - **Language:** Select the article's language from the dropdown list.
   - **Article Type:** Check the term to which the article belongs. This determines in which section the article will appear. The default choices are **News Articles** and **Press Releases**; however terms may be added or deleted as needed. [Refer to the section: *Add and Translate a Term* for more information.]
   - **Image:** To add an image to the article: click **Browse** to navigate your hard drive and select the image, then click **UPLOAD.**
   - **Body:** Type article content directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.
   - **Text format:** The default choice is **Filtered HTML**, but you can choose the alternative **Plain text** from the dropdown list. The system will not accept JavaScript as it poses a security threat.



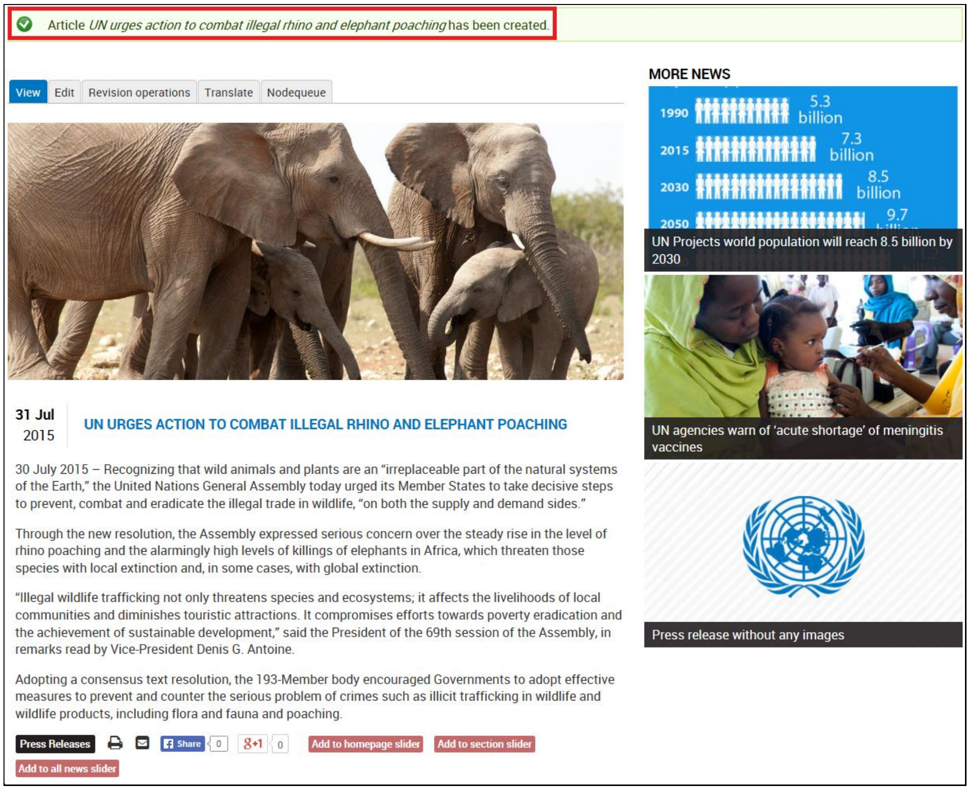
3. Scroll down to add additional information to the article, if needed:

- **Author:** Enter the author's name to add a by-line.
- **Article type:** To use the default type, select **None**. (For news articles only, not press releases, you can select **Crisis** to make it the **Breaking News** article on the Home page.)
- **Slider Image:** You can add an image for the article to the Home Page slider; however, it must be a different image from the one added in step #2, above.
- **Media:** In the Media section, you can upload additional files which can be a video, YouTube playlist, audio file, or PDF



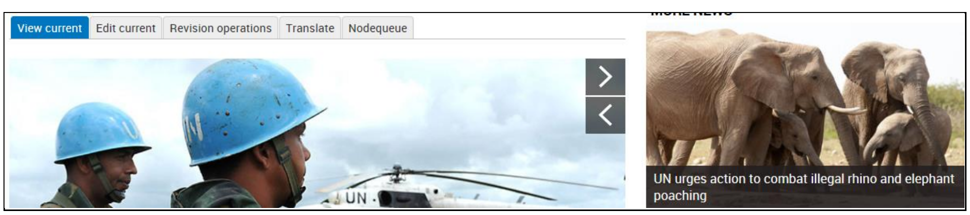
4. Click **SAVE AS DRAFT** if you intend to do further work on the article, or **PUBLISH** if it is complete.

5. *After publishing, the article is displayed.* . A message at the top of the screen confirms the successful article creation.

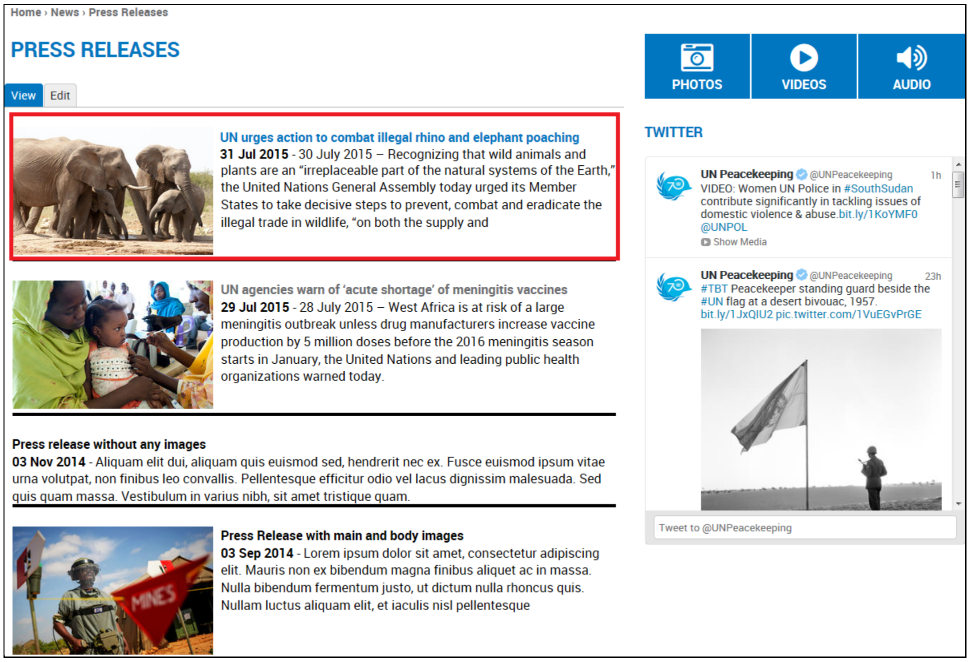


6. At the bottom of the screen are a series of buttons that allow you to add the article to one or more sliders on the site.

7. After clicking **Add to homepage slider**, the article is added to the slider on the Home Page slider.



8. *When **Press Releases** are accessed from the Site Menu, a synopsis of the article appears at the top of the page*. Click the headline in the synopsis to view the entire article.



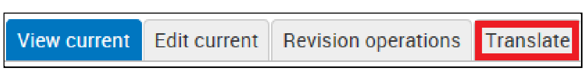
Edit an Article

1. Access the page with the complete article and click the **Edit current** tab.

2. *The edit screen for this article is displayed.* From this screen, you can modify any of the existing components including text and header, upload additional files, and change the page's location in the menu.
3. Make the desired changes, and click **SAVE**.

Translate an Article

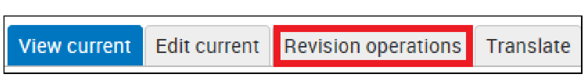
1. Access the page with the complete article and click the **Translate** tab.



2. *The translations screen for this article is displayed.* You can translate the page into any of the existing site languages.
3. Follow steps 3-6 in the section: *Translate a Basic Page.*

Manage Revisions for an Article

1. Access the page with the complete article and click the **Revision operations** tab.

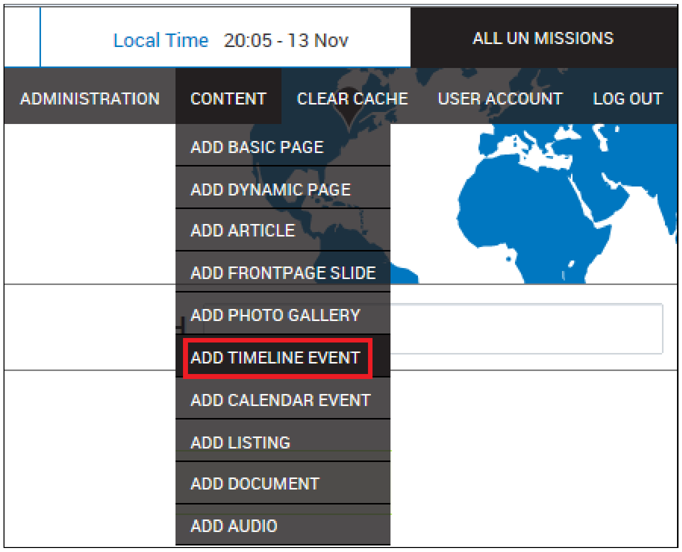


2. *The revisions screen for this article is displayed.* The current (published) revision is highlighted in colour, and all prior revisions have the status: **archived**.
3. Follow steps 3-6 in the section: *Manage Revisions for a Basic Page.*

Timeline

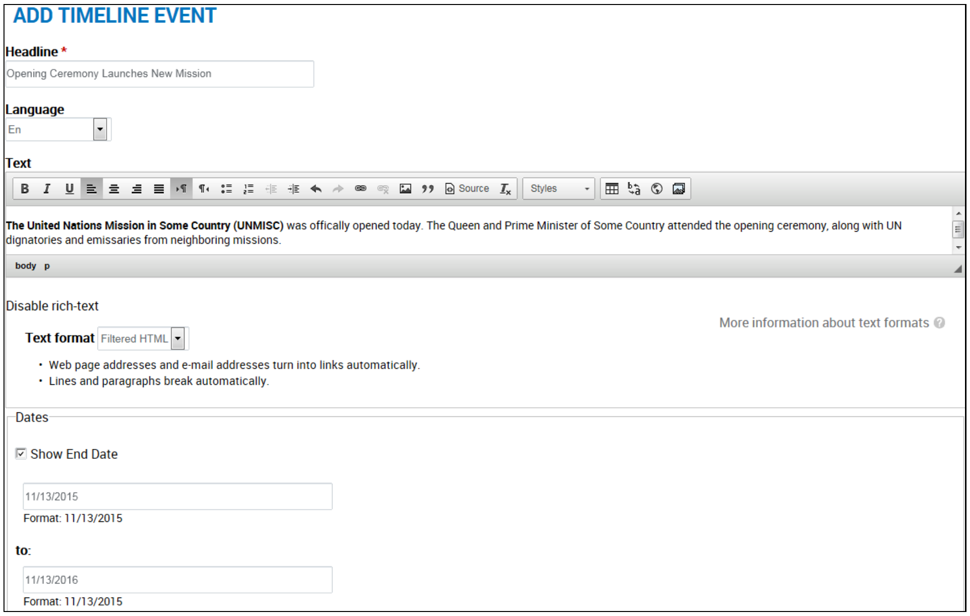
Add a Timeline Event

1. In the **ADMINISTRATION MENU**: click **CONTENT> ADD TIMELINE EVENT**.

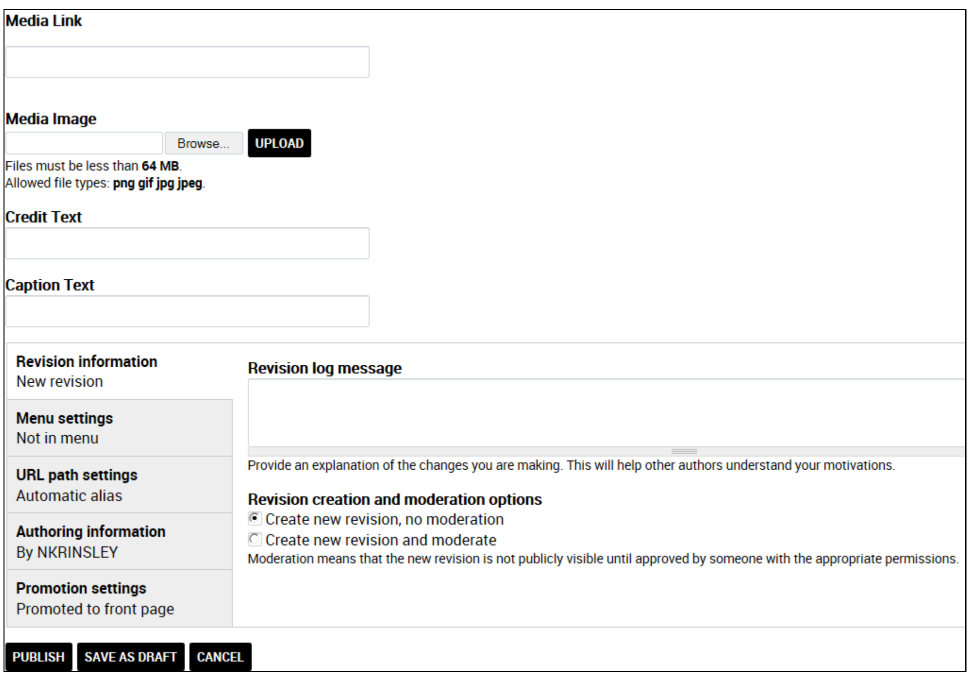


2. *The **ADD TIMELINE EVENT** screen is displayed.* Complete the necessary fields:

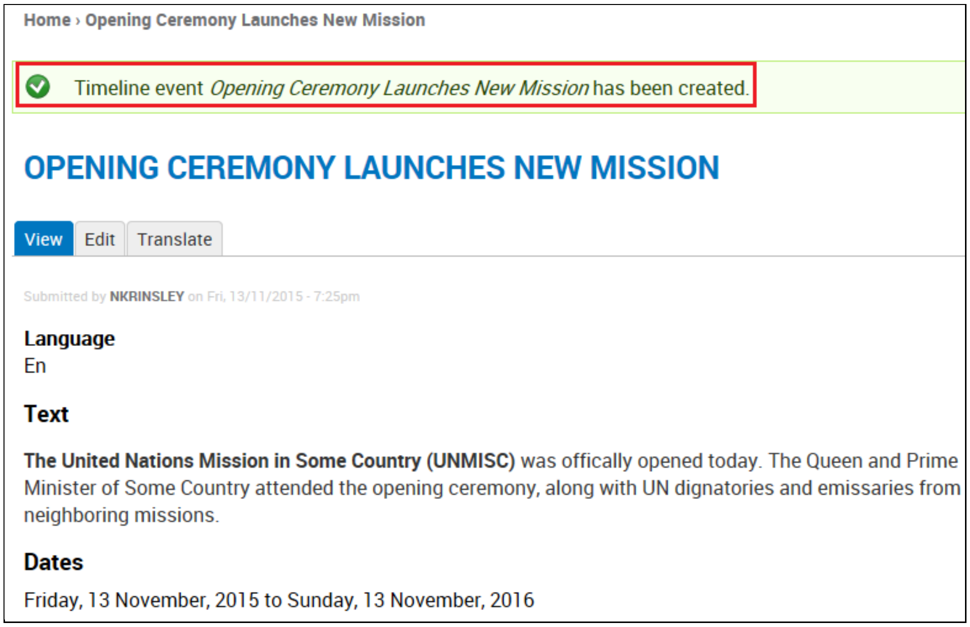
- **Headline:** Enter a headline for the event.
- **Language:** Select the event's language from the dropdown list.
- **Text:** Type the text directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.
- **Text format:** The default choice is **Filtered HTML**, but you can choose the alternative **Plain text** from the dropdown list. The system will not accept JavaScript as it poses a security threat.
- **Dates:** Check **Show End Date** box if you want to include both start and end dates for the event. If the box is left unchecked, only one date will be shown.



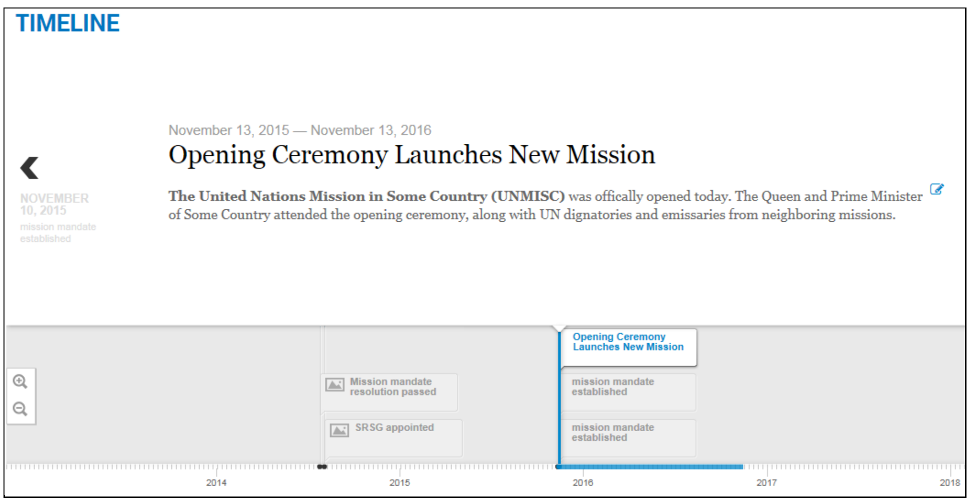
3. Scroll down to add additional elements to the event. These can be a media link or image, or text for a credit or caption.



4. Click **SAVE AS DRAFT** if you intend to do further work on the event, or **PUBLISH** if it is complete.
5. *After publishing, the timeline event is created and confirmed in a message at the top of the screen.*

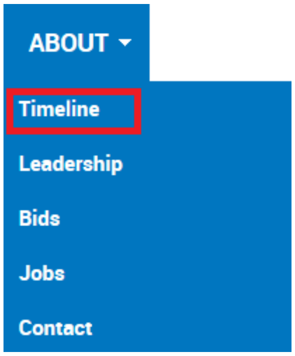


6. *When **Timeline** is accessed from the Site Menu, this (most recent) event will be shown by default.* Use the left-and right-facing arrows to view earlier or later events, when added.

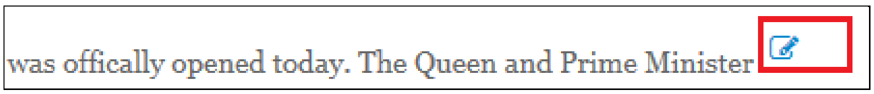


Edit a Timeline Event

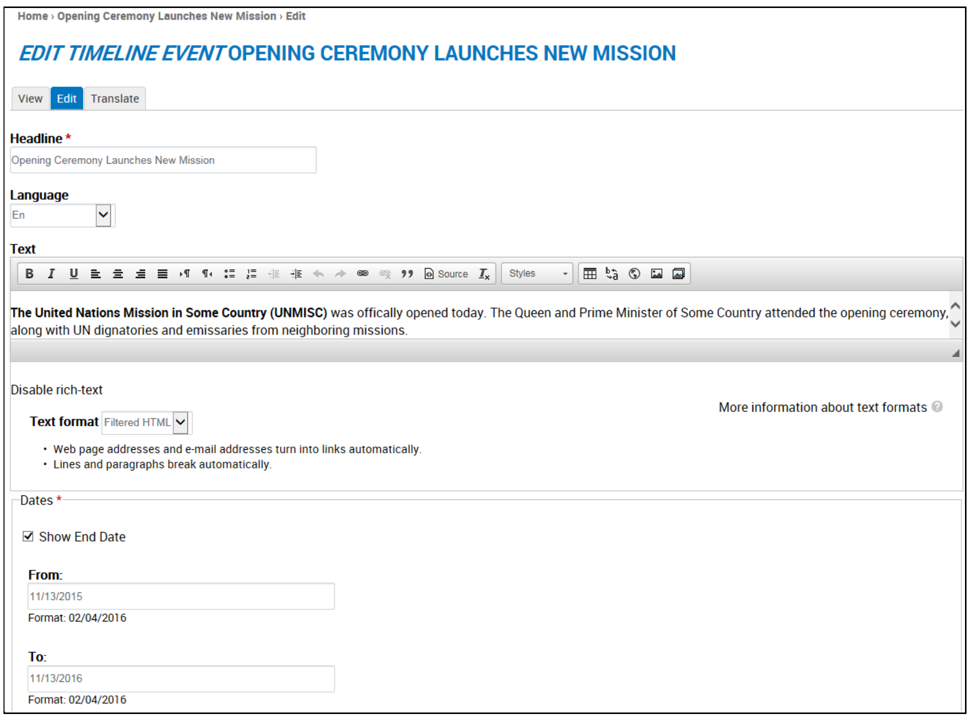
1. Click **Timeline** in the Site Menu.



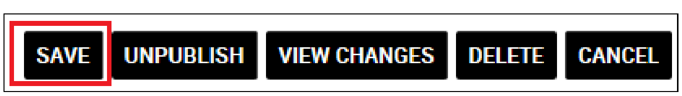
2. Scroll through the timeline to display the event to be edited.
3. Click the Edit icon to the right of the first line of text.



4. *The **EDIT TIMELINE EVENT** screen for the event is displayed.*



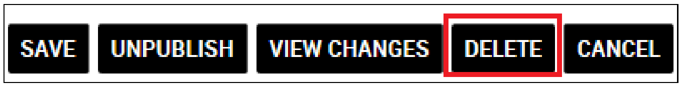
5. Make the desired changes, and click **SAVE** at the bottom of the screen.



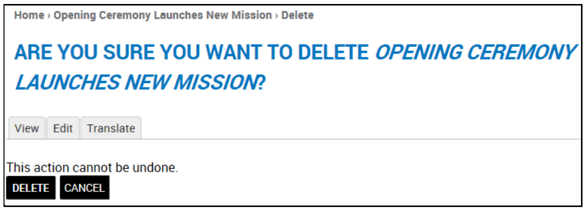
6. *The event is saved with the specified changes.*

Delete a Timeline Event

1. Follow steps 1-4 in the previous procedure.
2. Click **DELETE** at the bottom of the screen.



3. *A confirmation query is displayed.* Click **DELETE** to proceed.

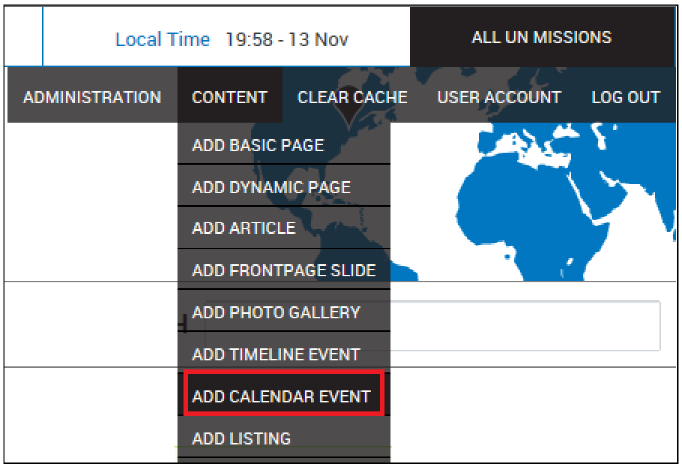


4. *The event is deleted from the timeline.*

Calendar

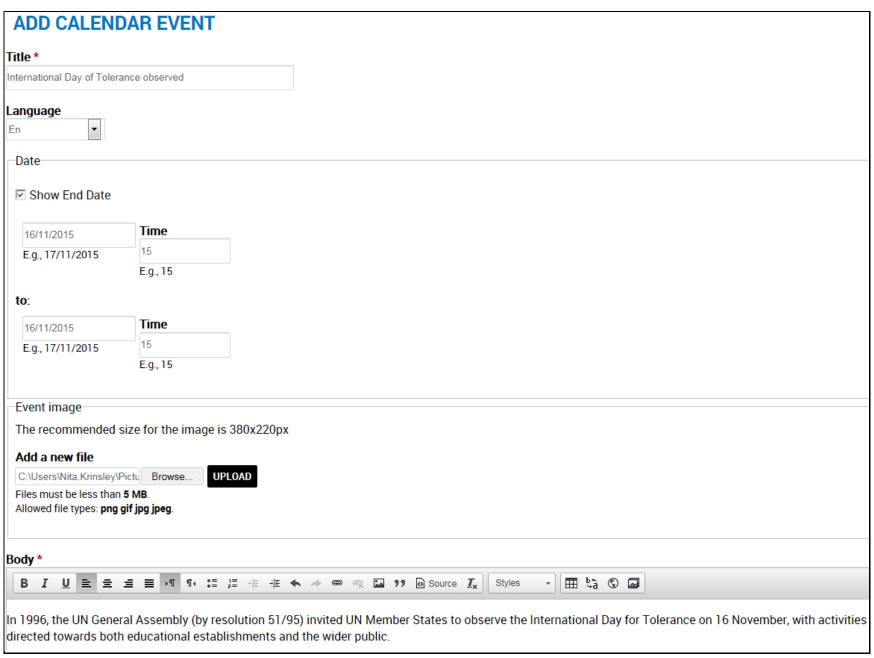
Add a Calendar Event

1. In In the **ADMINISTRATION MENU**: click **CONTENT> ADD CALENDAR EVENT**.

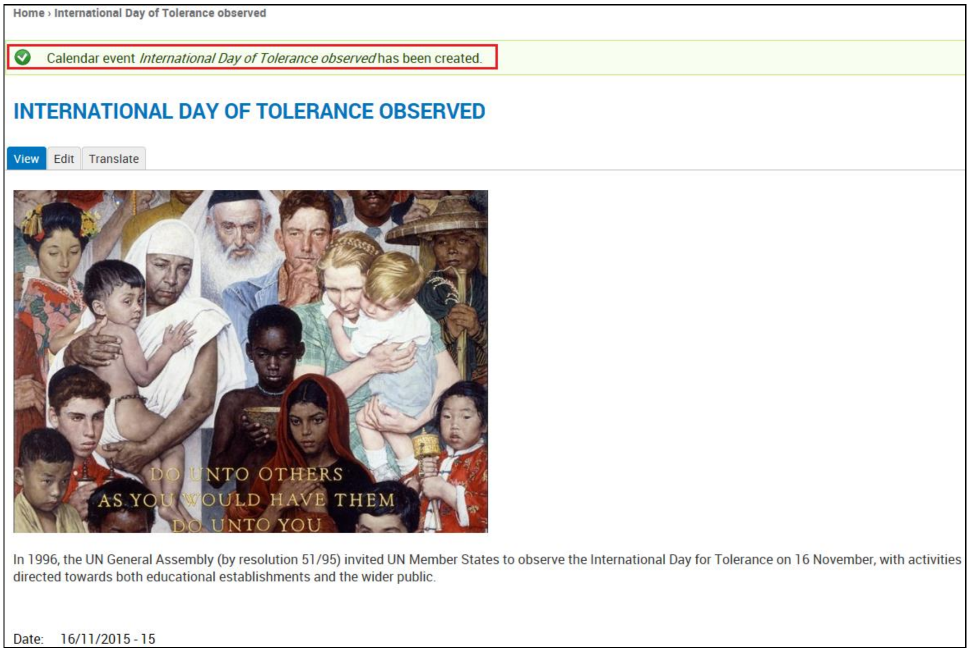


2. *The **ADD CALENDAR EVENT** screen is displayed.* Complete the necessary fields:

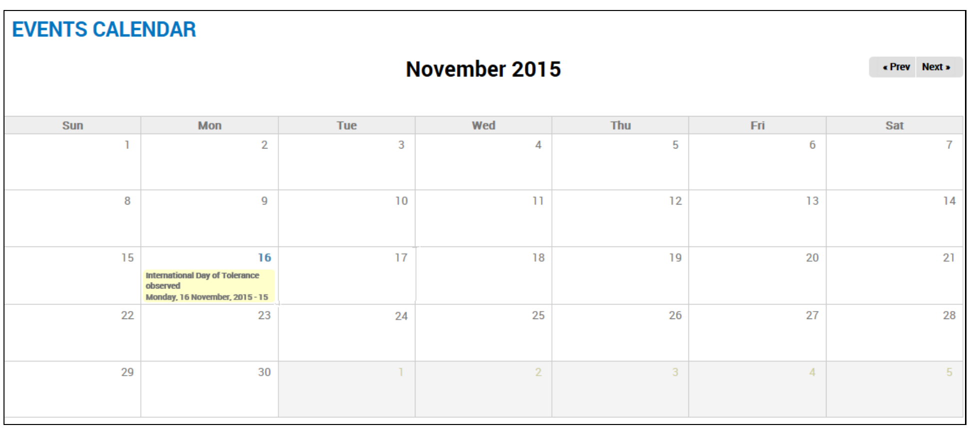
- **Title:** Enter a title for the event.
- **Language:** Select the event's language from the dropdown list.
- **Date:** For an all-day event, check **Show End Date** box and enter the same date for both. If the box is left unchecked, only one date will be shown.
- **Event image:** To add an image to the event: click **Browse** to navigate your hard drive and select the image, then click **UPLOAD.**
- **Body:** Type the text directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.



3. At the bottom of the screen: click **SAVE AS DRAFT** if you intend to do further work on the event, or **PUBLISH** if it is complete.
4. *After publishing, the calendar event is created, as confirmed in a message at the top of the screen.*



5. *When **Calendar** is accessed from the Site Menu, the event is visible.*



6. Site visitors can click the event to view the associated graphic.

Edit a Calendar Event

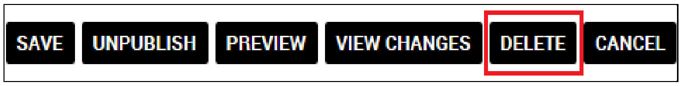
1. Click the event on the calendar.
2. *The screen for that event is displayed.* Click the **Edit** tab.

3. *The edit screen for this calendar event is displayed.* From this screen you can modify any of the existing components including title, language, date, text, and image.

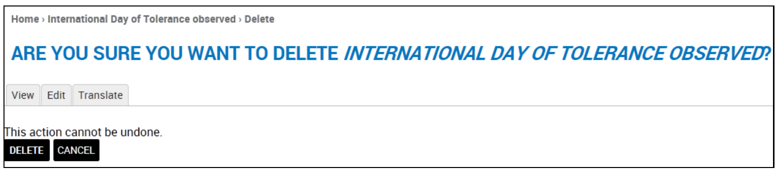
4. Make the desired changes, and click **SAVE**. *The event is saved with the specified changes.*

Delete a Calendar Event

1. Click the event on the calendar.
2. *The screen for that event is displayed.* Click the **Edit** tab.
3. *The edit screen for this calendar event is displayed.* Scroll down to the bottom of the page and click **DELETE**.



4. *A confirmation query is displayed.* Click **DELETE** to proceed.



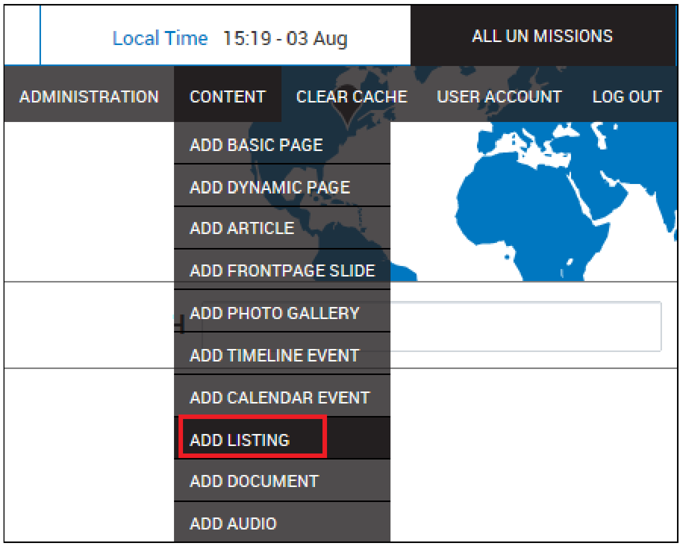
5. *The event is deleted from the calendar.*

Listings

Listings for mission jobs and bids can be added to the site. Listings are a content type; refer to the section: *Content Types* for more information.

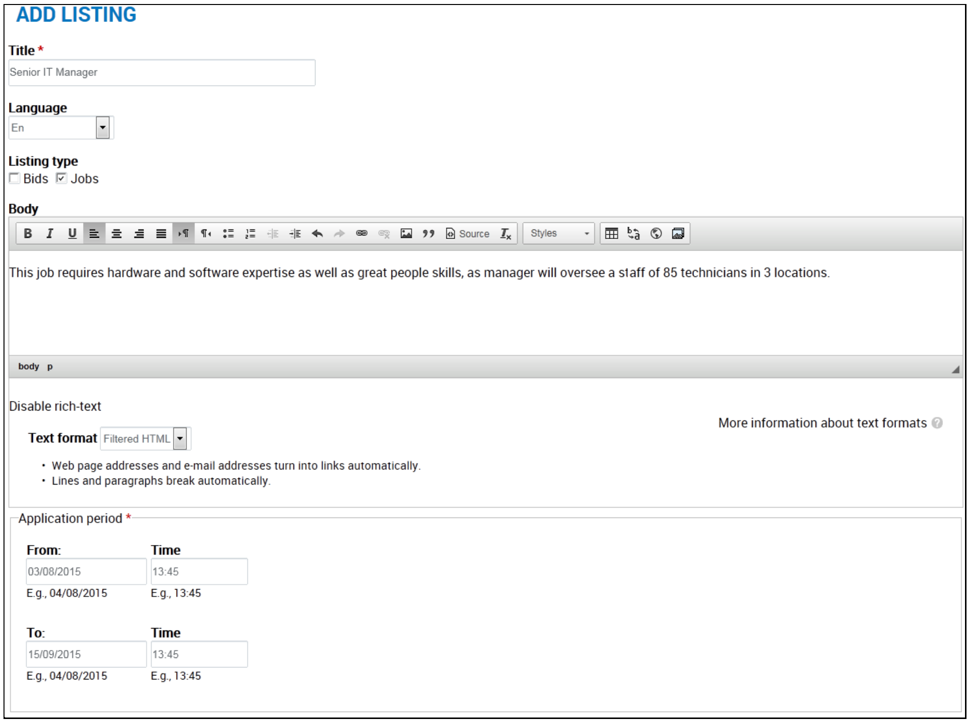
Add a Listing

1. In the **ADMINISTRATION MENU**: click **CONTENT> ADD LISTING**.

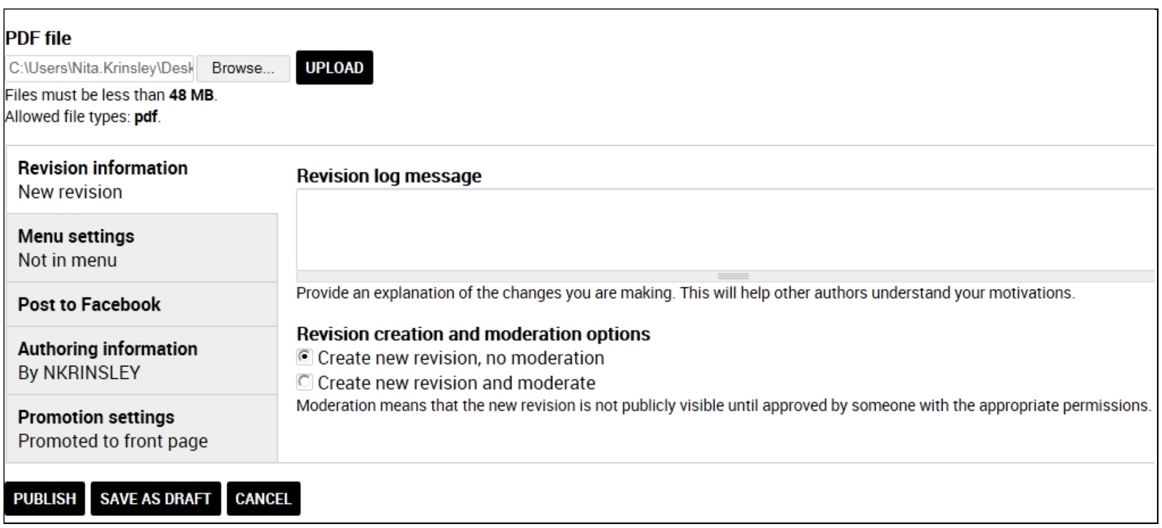


2. *The **ADD LISTING** screen is displayed*. Complete the necessary fields:

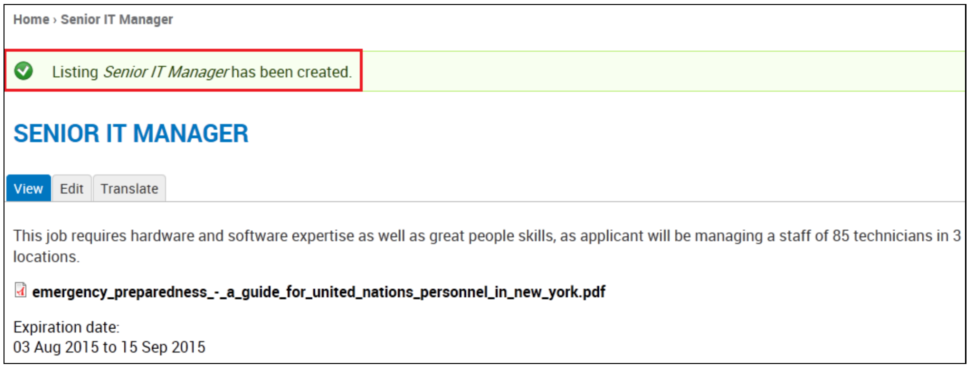
- **Title:** Enter a title for the listing.
- **Language:** Select the listing's language from the dropdown list.
- **Listing type:** Check the term to which the listing belongs. This determines in which section the listing will appear. The default choices are **Jobs** and **Bids**; however additional terms may be added. [Refer to the section: *Add and Translate a Term* for more information.]
- **Body:** Type listing content directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.
- **Text format:** The default choice is **Filtered HTML**, but you can choose the alternative **Plain text** from the dropdown list. The system will not accept JavaScript as it poses a security threat.
- **Application period:** Enter the start and end dates for the listing to appear.



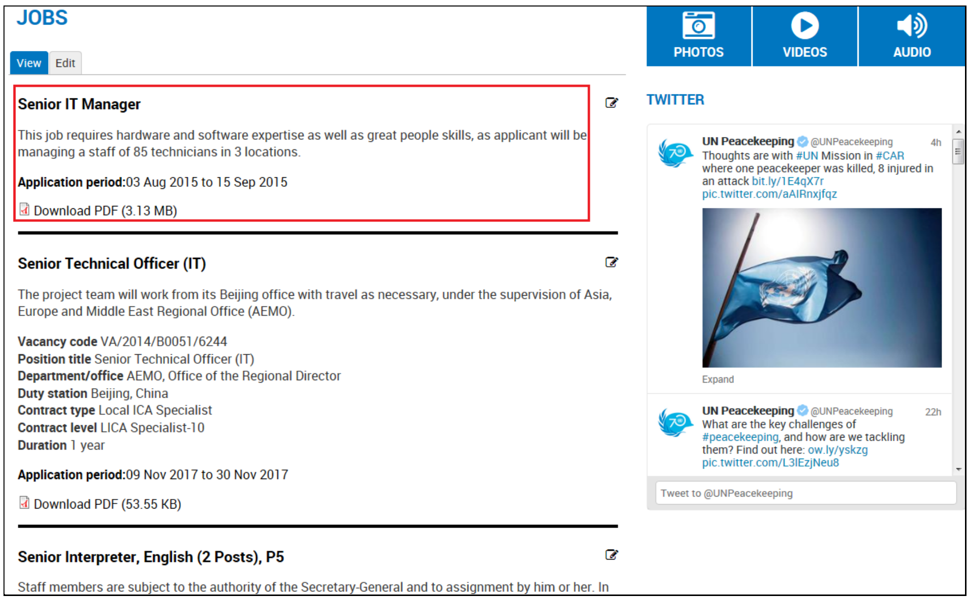
3. Scroll down to add a PDF file to accompany the listing. Click **Browse** to navigate your hard drive and select the file, then click **UPLOAD**.



4. Click **SAVE AS DRAFT** if you intend to do further work on the listing, or **PUBLISH** if it is complete.
5. *After publishing, the listing is added and confirmed in a message at the top of the screen.*



6. *When **Jobs** are accessed from the Site Menu, this listing appears at the top of the page.* Click the PDF link to view the complete information.

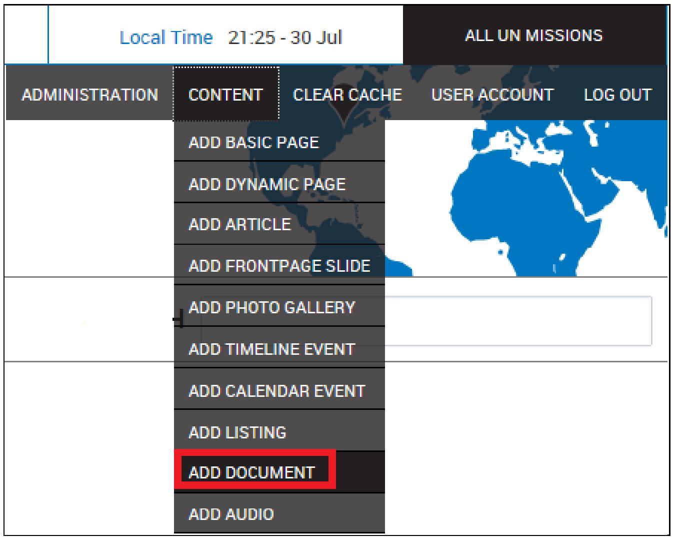


Documents

Documents are bulletins, publications, and reports that are uploaded to the site in PDF format. Documents are a content type; refer to the section: *Content Types* for more information.

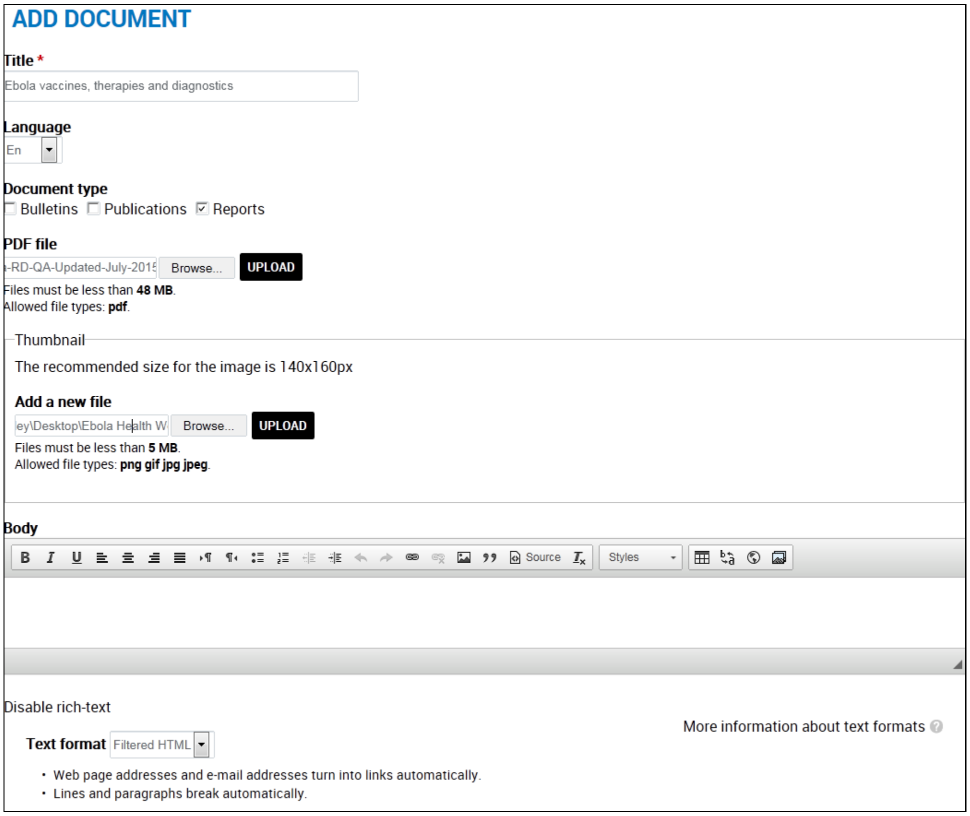
Add a Document

1. In the **ADMINISTRATION MENU:** click **CONTENT> ADD DOCUMENT**.

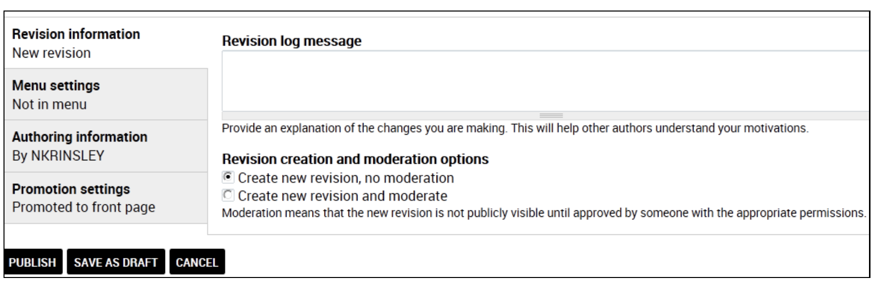


2. *The **ADD DOCUMENT** screen is displayed*. Complete the necessary fields:

   - **Title:** Enter a title for the document.
   - **Language:** Select the document's language from the dropdown list.
   - **Document type:** Check the term to which the document belongs. This determines in which section the document will appear. The default choices are **Publications** and **Reports**; however terms may be added or deleted as needed. [Refer to the section: *Add and Translate a Term* for more information.]
   - **PDF file:** Click **Browse** to navigate your hard drive and select the document, then click **UPLOAD**.
   - **Add a new file:** You can add an image that will appear as a thumbnail accompanying the document.
   - **Body:** Enter any optional text to accompany the document. Type text directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.
   - **Text format:** The default choice is **Filtered HTML**, but you can choose the alternative **Plain text** from the dropdown list. The system will not accept JavaScript as it poses a security threat.



3. Scroll down to add additional information to the document, if needed.



4. Click **SAVE AS DRAFT** if you intend to do further work on the document, or **PUBLISH** if it is complete.
5. *After publishing, the document is added and confirmed in a message at the top of the screen.*

6. Click the PDF link to download the report.
7. *When* ***Reports*** *are accessed from the Site Menu, a digest of the report appears at the top of the page.* Click the title to view the entire report.

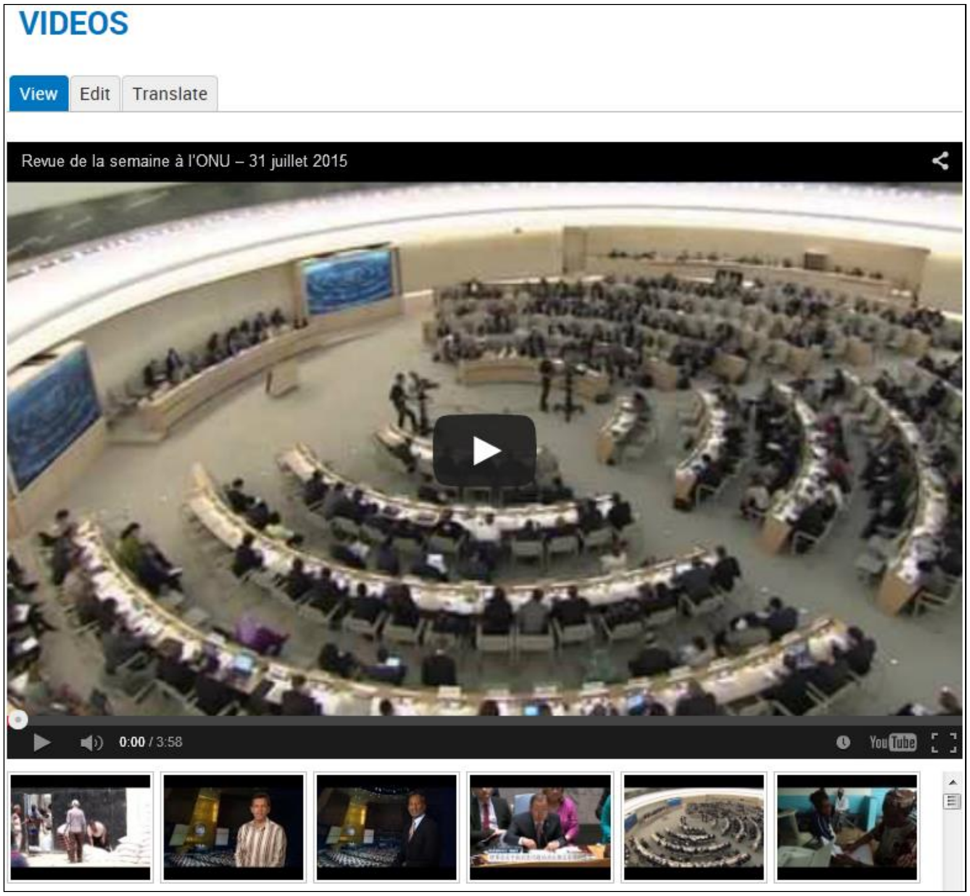
Media

Media Menu

The Media Menu is a preconfigured block that provides convenient access to site media through three graphic links on the Home Page. For instructions on updating, refer to the section: *Update Media Menu Links.*

- To view photos: click **PHOTOS** to display the **GALLERY ALBUMS** screen, then click an album to view its photos.

- To view videos: click **VIDEOS** to display the accessible videos, then click ► to play a video.



- To listen to audio files: click **AUDIO** to display the list of audio files that have been added to the site. You can either stream a file by clicking ► or click **DOWNLOAD**, depending upon the strength of your Internet connection.

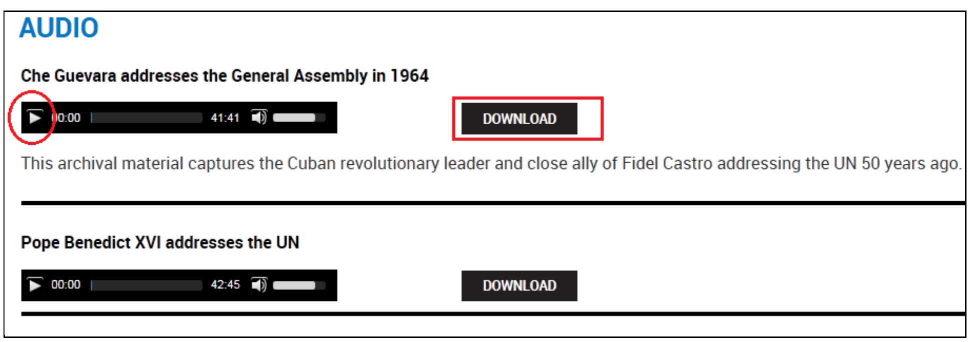
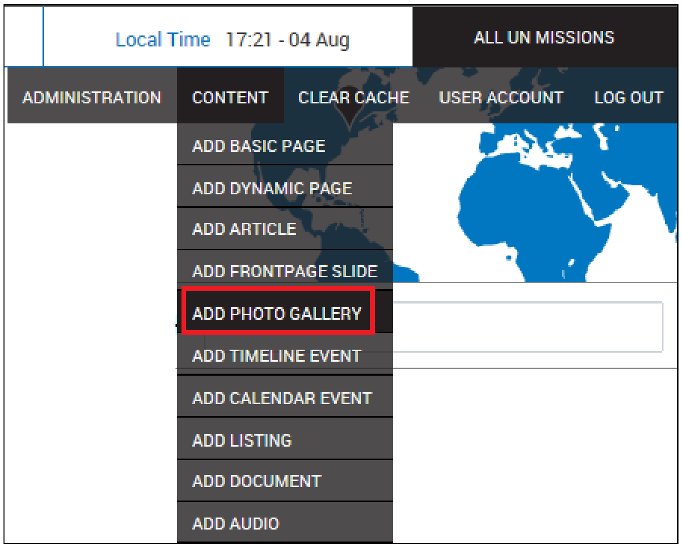


Photo Gallery

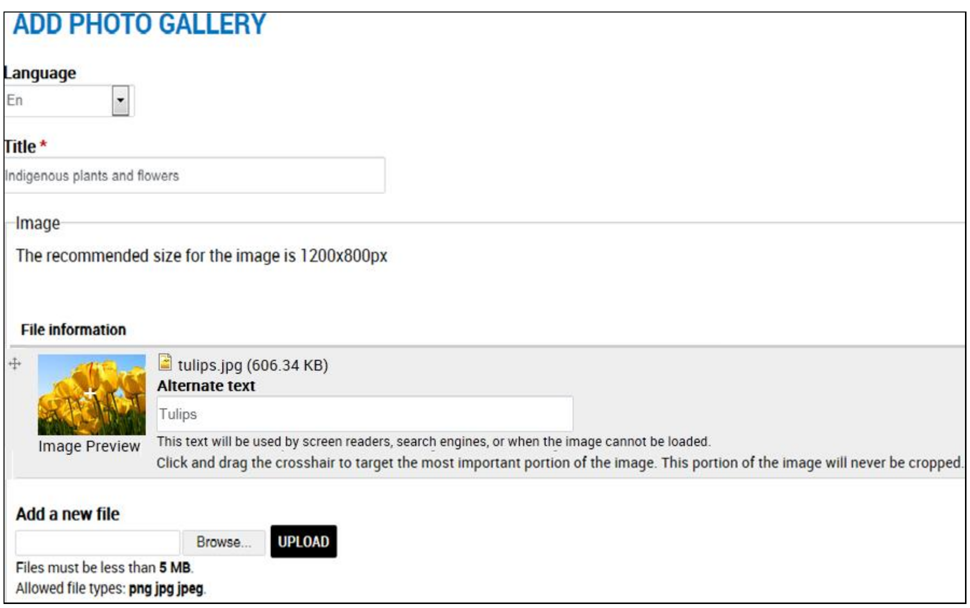
You can add one or more photo galleries and populate them with photos you upload from your computer.

Add a Photo Gallery

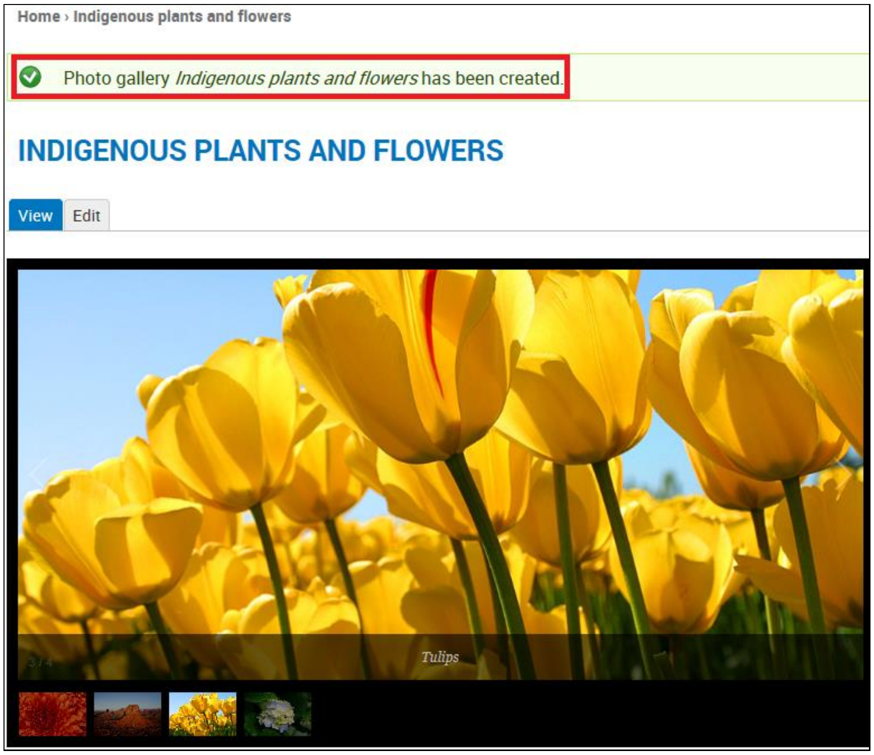
1. In the **ADMINISTRATION MENU**: click **CONTENT> ADD PHOTO GALLERY**.



2. *The **ADD PHOTO GALLERY** screen is displayed.* Complete the necessary fields:
   - **Language:** Select the gallery's language from the dropdown list.
   - **Title:** Enter the title for the gallery.
   - **Add a new file:** Click **Browse** to navigate your hard drive and select the photo, then click **UPLOAD**.
     - *A preview of the uploaded photo appears.* Enter a caption, if desired, in the **Alternate tex**t field.
     - Repeat, as needed, to add additional photos.

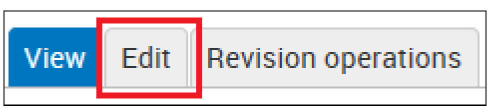


3. Click **SAVE AS DRAFT** if you intend to do further work on the album, or **PUBLISH** if it is complete.
4. *After publishing, the album is created and confirmed in a message at the top of the screen.* You can view each of the photos by clicking on the thumbnails at the bottom.

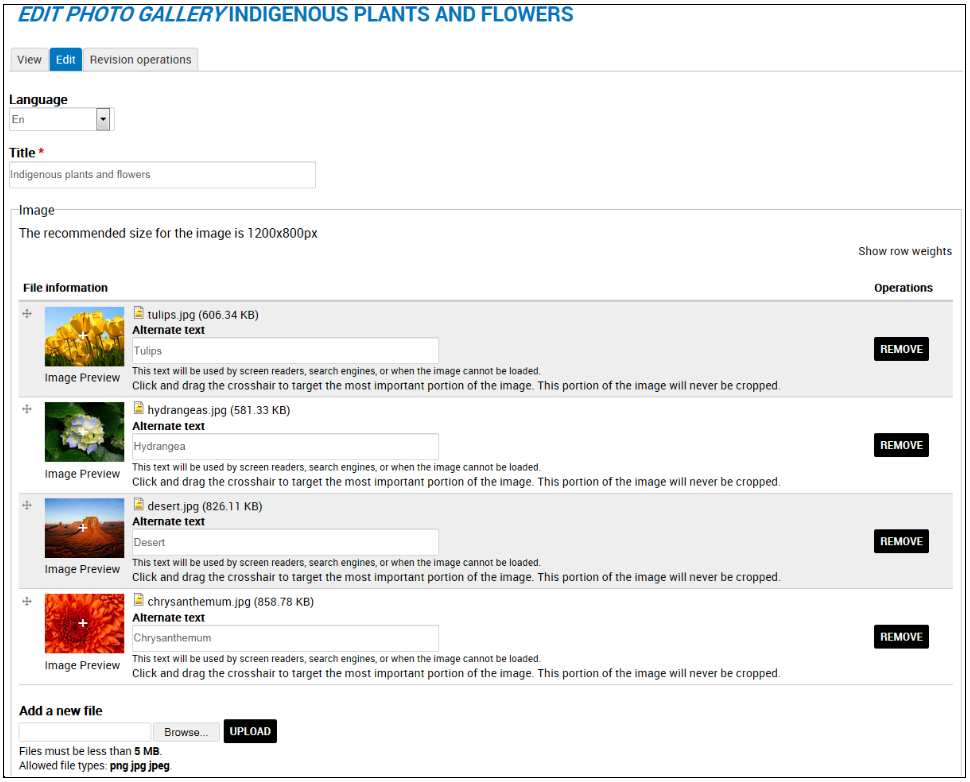


Edit a Photo Gallery

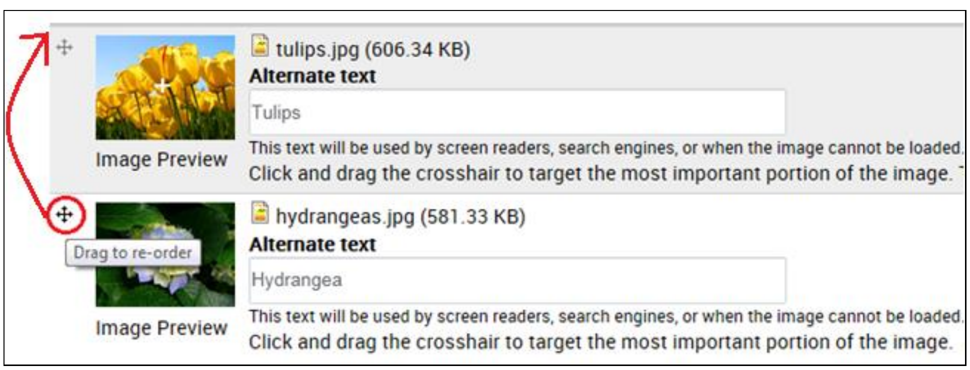
1. Access the gallery and click the **Edit** tab.



2. *The **EDIT PHOTO GALLERY** screen for the selected gallery is displayed.* From this screen, you can do the following:
    - **Add a photo –** Follow the instructions to **Add a new file** in the previous section.
    - **Delete a photo –** Click **REMOVE** next to the photo.



- **Reorder photos –** Click the crossbow symbol next to a photo, then drag it to a different position within the gallery.



3. After making the desired changes: click **SAVE**.
4. To delete the changes and revert to the prior revision: click **DELETE (ALL REVISIONS)**.
5. *After saving, the gallery is re-displayed with a banner confirming the update at the top of the screen*.

Videos

Connect to YouTube and/or Vimeo

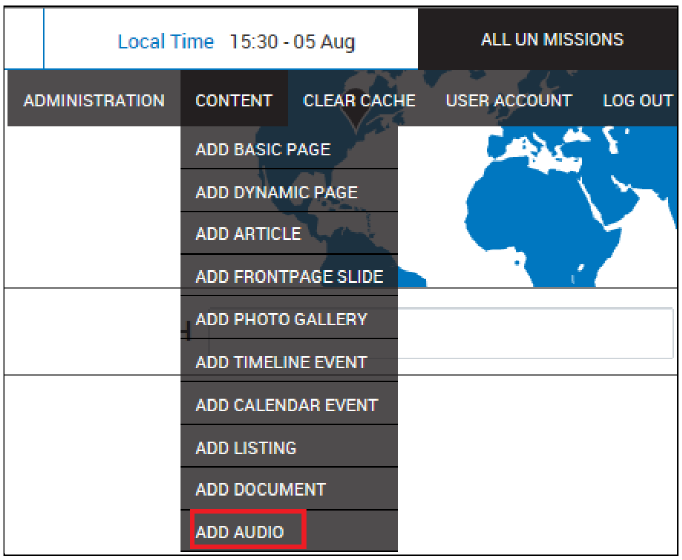
As part of the configuration process, your Mission Public Website will be linked to your YouTube channel (or playlist) or to Vimeo. This insures that your most recent videos will always be accessible through your site.

Audio

You can upload podcasts or mp3 files to the site.

Add Audio to the Site

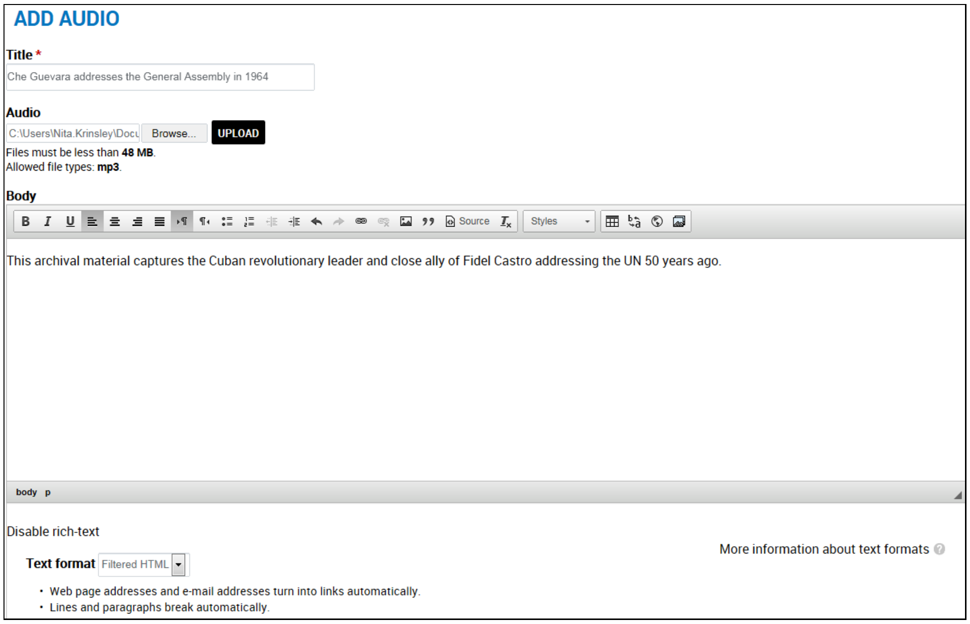
1. In the **ADMINISTRATION MENU**: click **CONTENT> ADD AUDIO**.



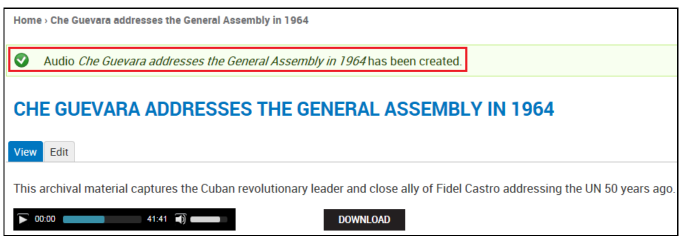
2. *The **ADD AUDIO** screen is displayed.* Complete the necessary fields:

   - **Title:** Enter a title for the file.
   - **Audio:** Click **Browse** to navigate your hard drive and select the file, then click **UPLOAD**.
   - **Body:** Enter any optional text to describe the audio file. Type text directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.
   - **Text format:** The default choice is **Filtered HTML**, but you can choose the alternative **Plain text** from the dropdown list. The system will not accept JavaScript as it poses a security threat.

3. Click **SAVE AS DRAFT** if you intend to do further work on the document, or **PUBLISH** if it is complete.



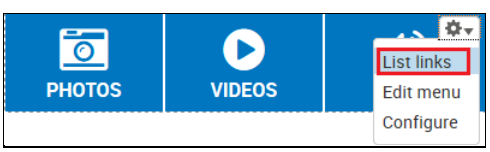
4. *After publishing, the audio file is added and confirmed in a message at the top of the screen*



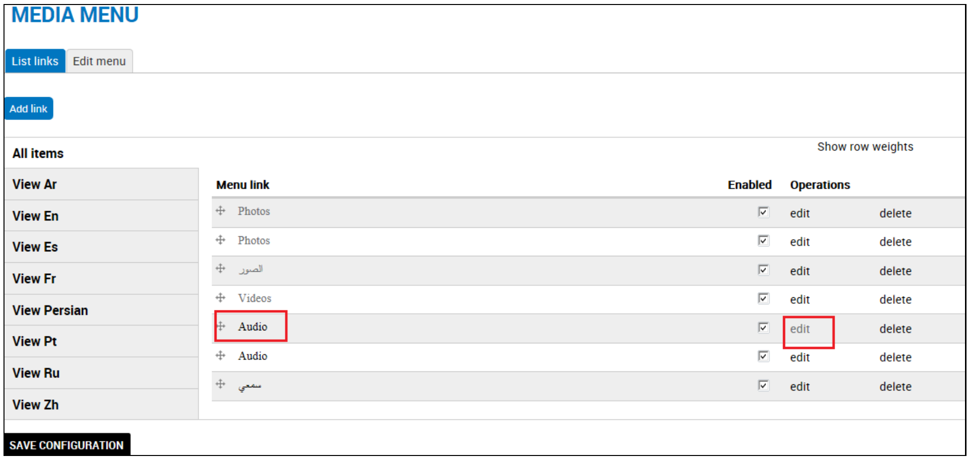
Update Media Menu Links

You can change the links in the Media Menu to point to different targets, such as Flickr or external radio, if needed.

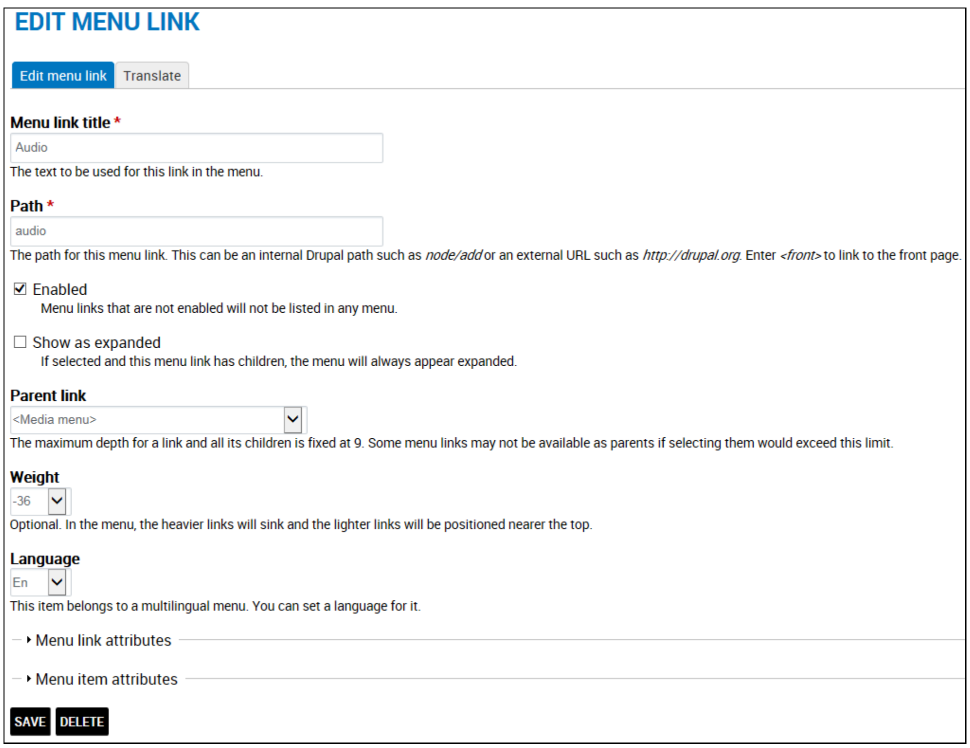
1. In the Media Menu: point to the upper-right corner to display ⚙▾. Click the icon to display a dropdown menu and click **List links**.



2. *The **MEDIA MENU** screen is displayed.* Select the media category to be updated, and click **edit**.



3. *The **EDIT MENU LINK** screen for that category is displayed.* Change the **Menu link title**, **Path**, or **Parent link**.
4. Click **SAVE**. *The link is saved with the specified changes.*



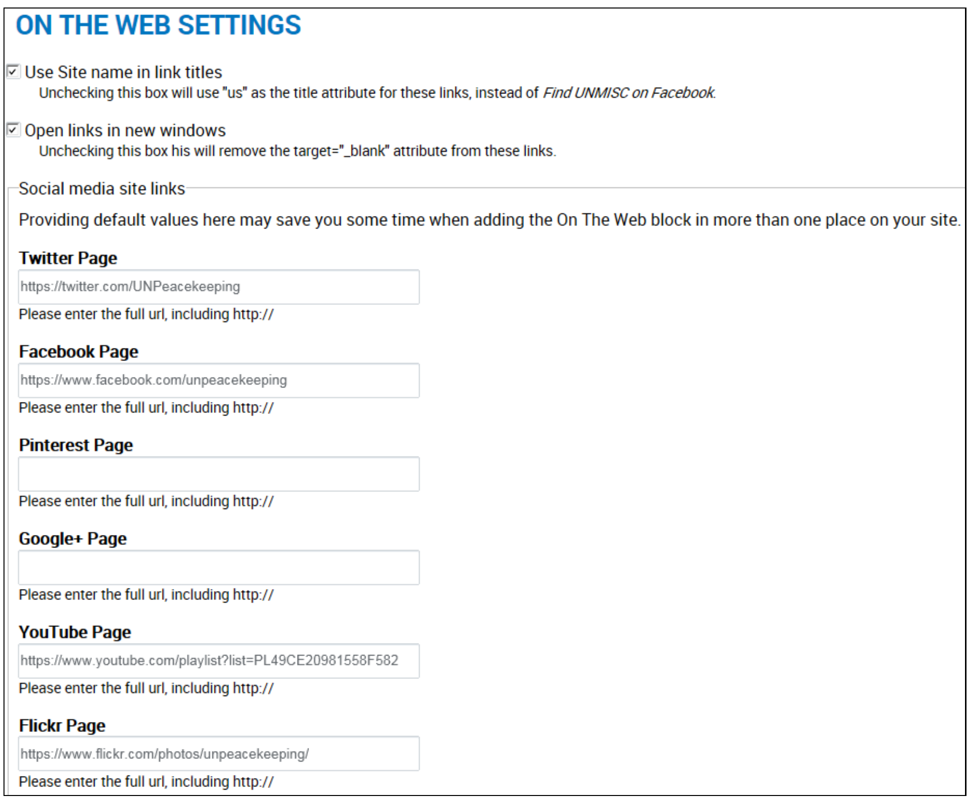
Social Media

A block of Social Media icons is included in both the header and footer on all site screens. [Refer to the section: *On Every Page* for more information.] The links to be included are decided by mission management during the configuration process; and popular choices include Twitter, Facebook, YouTube, Flickr, Vimeo, and mission RSS feeds. You can update these links at any time.

Update Social Media Links

1. In either Social Media block: point to the upper-right corner to display . Click the icon to display a dropdown menu and click **Edit social links**.

2. *The **ON THE WEB SETTINGS** screen is displayed.* Update existing URLs or add new ones as needed, and click **SAVE CONFIGURATION** at the bottom of the screen.



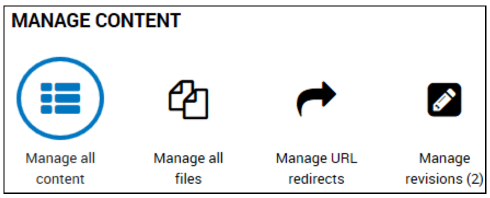
PART 3 – ADMINISTRATIVE FUNCTIONS

Content Tab

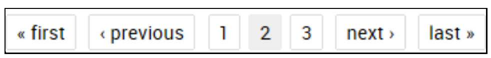
Manage all Content

This function lets you view and modify all site pages.

1. In the **ADMINISTRATION DASHBOARD**: click the **Content** tab, then click **Manage all content**.

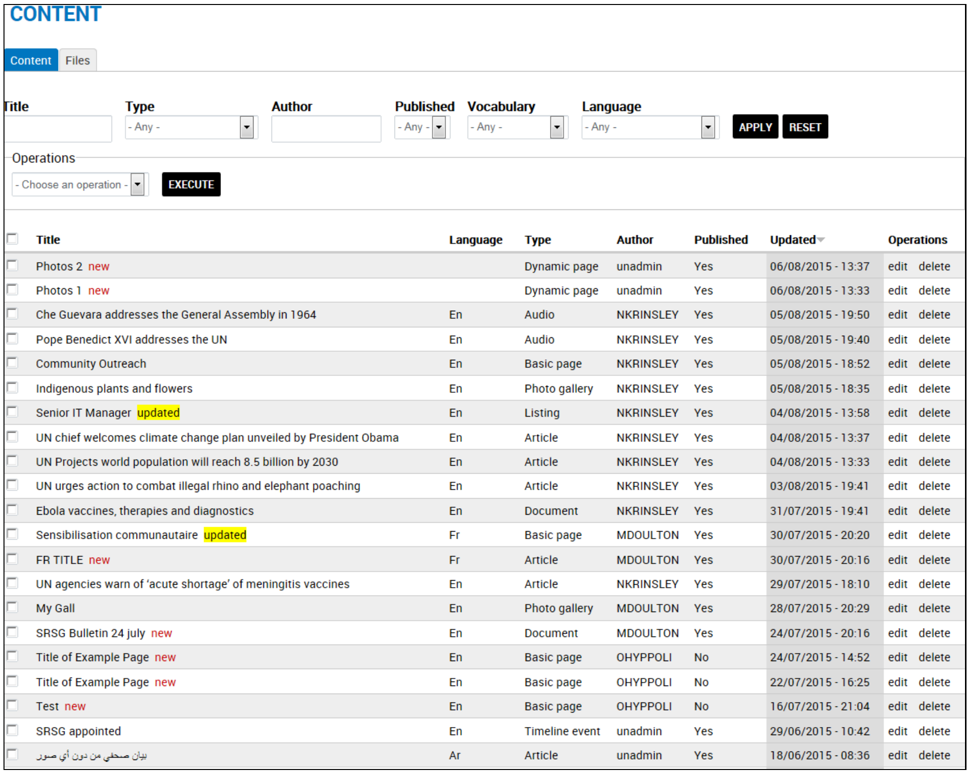


2. *The **CONTENT** screen is displayed*. It shows the list of pages on the site.
3. Use the navigation links at the bottom of the screen to scroll through the list of pages.



- Recently-added pages are marked: new.
- Recently updated pages are marked: updated.

**Note – The pages which you yourself added or updated are not marked in this way, only those which were added or updated by others.*



CONTENT

Content Files

Title | Type - Any - | Author | Published - Any - | Vocabulary - Any - | Language - Any - | APPLY | RESET

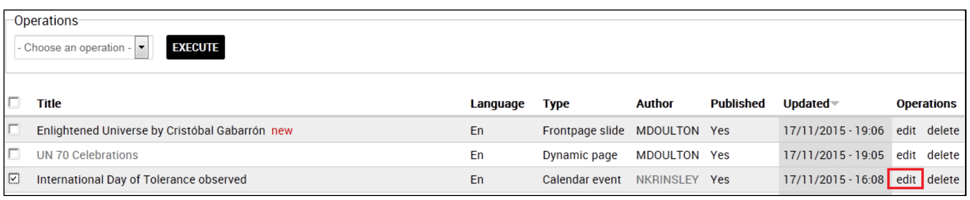
Operations

- Choose an operation - EXECUTE

Title	Language	Type	Author	Published	Updated	Operations
Photos 2 new		Dynamic page	unadmin	Yes	06/08/2015 - 13:37	edit delete
Photos 1 new		Dynamic page	unadmin	Yes	06/08/2015 - 13:33	edit delete
Che Guevara addresses the General Assembly in 1964	En	Audio	NKRINSLEY	Yes	05/08/2015 - 19:50	edit delete
Pope Benedict XVI addresses the UN	En	Audio	NKRINSLEY	Yes	05/08/2015 - 19:40	edit delete
Community Outreach	En	Basic page	NKRINSLEY	Yes	05/08/2015 - 18:52	edit delete
Indigenous plants and flowers	En	Photo gallery	NKRINSLEY	Yes	05/08/2015 - 18:35	edit delete
Senior IT Manager updated	En	Listing	NKRINSLEY	Yes	04/08/2015 - 13:58	edit delete
UN chief welcomes climate change plan unveiled by President Obama	En	Article	NKRINSLEY	Yes	04/08/2015 - 13:37	edit delete
UN Projects world population will reach 8.5 billion by 2030	En	Article	NKRINSLEY	Yes	04/08/2015 - 13:33	edit delete
UN urges action to combat illegal rhino and elephant poaching	En	Article	NKRINSLEY	Yes	03/08/2015 - 19:41	edit delete
Ebola vaccines, therapies and diagnostics	En	Document	NKRINSLEY	Yes	31/07/2015 - 19:41	edit delete
Sensibilisation communautaire updated	Fr	Basic page	MDOULTON	Yes	30/07/2015 - 20:20	edit delete
FR TITLE new	Fr	Article	MDOULTON	Yes	30/07/2015 - 20:16	edit delete
UN agencies warn of 'acute shortage' of meningitis vaccines	En	Article	NKRINSLEY	Yes	29/07/2015 - 18:10	edit delete
My Gall	En	Photo gallery	MDOULTON	Yes	28/07/2015 - 20:29	edit delete
SRSG Bulletin 24 july new	En	Document	MDOULTON	Yes	24/07/2015 - 20:16	edit delete
Title of Example Page new	En	Basic page	OHYPPOLI	No	24/07/2015 - 14:52	edit delete
Title of Example Page new	En	Basic page	OHYPPOLI	No	22/07/2015 - 16:25	edit delete
Test new	En	Basic page	OHYPPOLI	No	16/07/2015 - 21:04	edit delete
SRSG appointed	En	Timeline event	unadmin	Yes	29/06/2015 - 10:42	edit delete
بيان صحفي من دون أي صور	Ar	Article	unadmin	Yes	18/06/2015 - 08:36	edit delete

Edit a Page

1. Check the box next to the page name, and click **edit**.



Operations

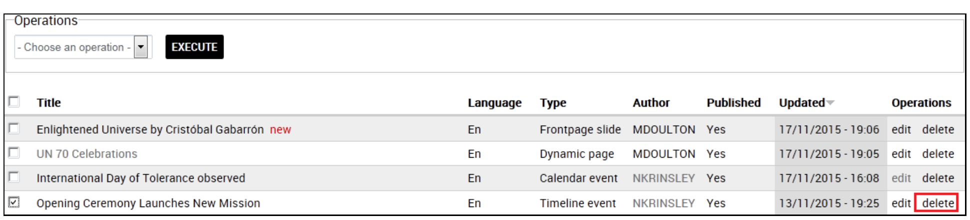
- Choose an operation - EXECUTE

Title	Language	Type	Author	Published	Updated	Operations
Enlightened Universe by Cristóbal Gabarrón new	En	Frontpage slide	MDOULTON	Yes	17/11/2015 - 19:06	edit delete
UN 70 Celebrations	En	Dynamic page	MDOULTON	Yes	17/11/2015 - 19:05	edit delete
International Day of Tolerance observed	En	Calendar event	NKRINSLEY	Yes	17/11/2015 - 16:08	edit delete

2. *The edit screen for the page is displayed.* Make the desired changes and click **SAVE**.
3. *The page is saved with the specified changes.*

Delete a Page

1. Check the box next to the page name, and click **delete**.

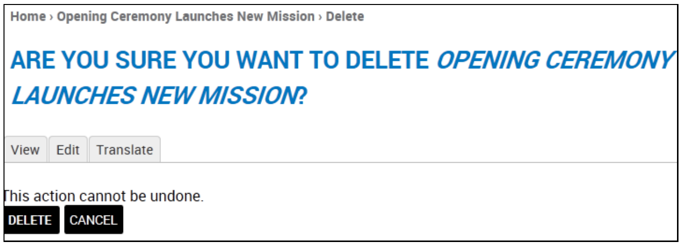


Operations

- Choose an operation - EXECUTE

Title	Language	Type	Author	Published	Updated	Operations
Enlightened Universe by Cristóbal Gabarrón new	En	Frontpage slide	MDOULTON	Yes	17/11/2015 - 19:06	edit delete
UN 70 Celebrations	En	Dynamic page	MDOULTON	Yes	17/11/2015 - 19:05	edit delete
International Day of Tolerance observed	En	Calendar event	NKRINSLEY	Yes	17/11/2015 - 16:08	edit delete
Opening Ceremony Launches New Mission	En	Timeline event	NKRINSLEY	Yes	13/11/2015 - 19:25	edit delete

2. *A confirmation query is displayed*. Click **DELETE** to proceed.

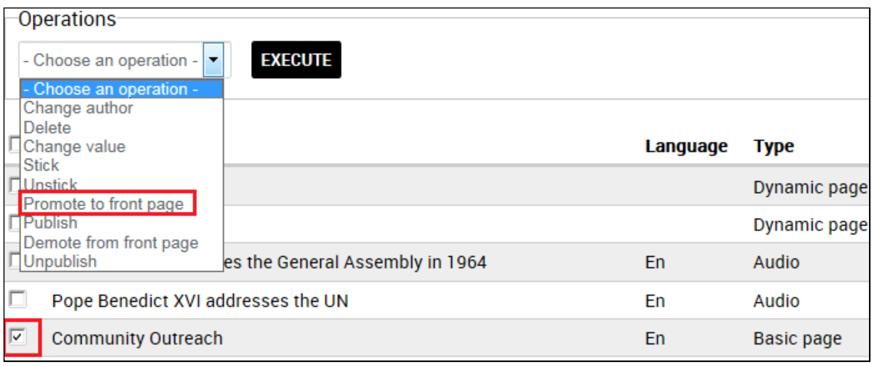


3. *The page is deleted from the site.*

Make Other Page Changes

You can make other changes including: publishing or unpublishing a page; changing its author; and promoting or demoting from the Home Page.

1. Check the box next to the page name, then select the change to be made from the **Operations** dropdown list.

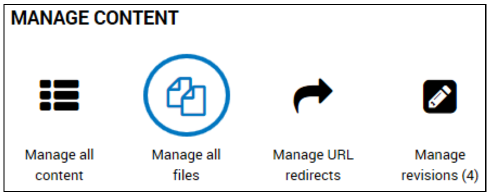


2. Click **EXECUTE**. *The page is modified as per the selected option*.

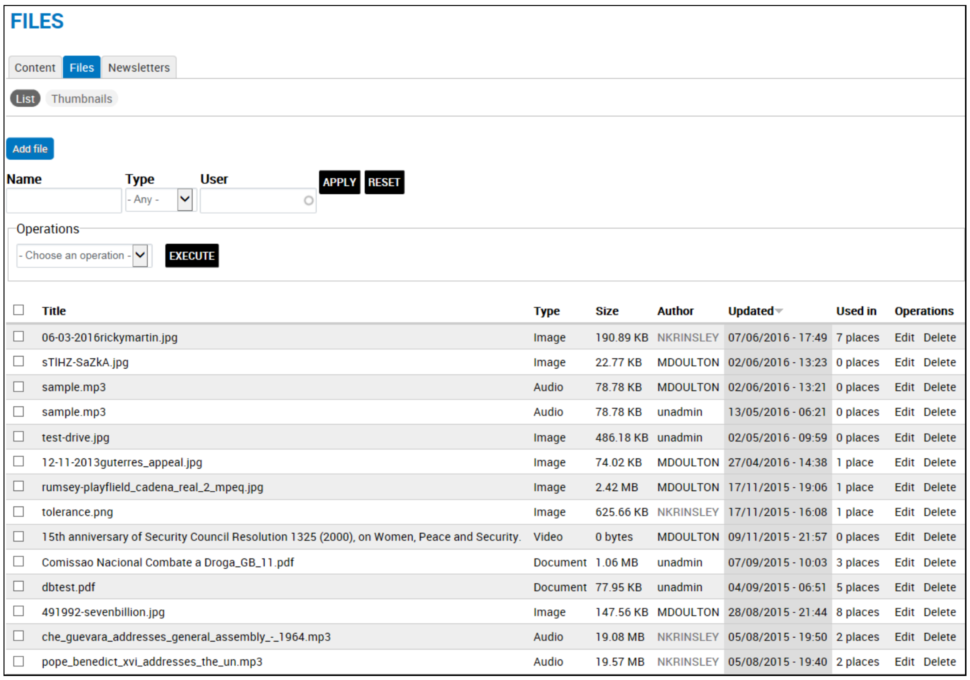
Manage all Files

This function lets you view and modify all uploaded files.

1. In the **ADMINISTRATION DASHBOARD**: click the **Content** tab, then click **Manage all files**.



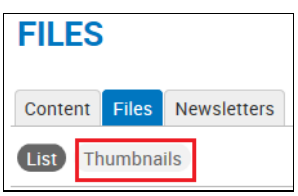
2. *The **FILES** screen is displayed.* It shows the list of uploaded files on the site. Use the navigation links at the bottom of the screen to scroll through the list of files.



Title	Type	Size	Author	Updated	Used in	Operations
06-03-2016rickymartin.jpg	Image	190.89 KB	NKRINSLEY	07/06/2016 - 17:49	7 places	Edit Delete
sTIHZ-SaZkA.jpg	Image	22.77 KB	MDOULTON	02/06/2016 - 13:23	0 places	Edit Delete
sample.mp3	Audio	78.78 KB	MDOULTON	02/06/2016 - 13:21	0 places	Edit Delete
sample.mp3	Audio	78.78 KB	unadmin	13/05/2016 - 06:21	0 places	Edit Delete
test-drive.jpg	Image	486.18 KB	unadmin	02/05/2016 - 09:59	0 places	Edit Delete
12-11-2013guterres_appeal.jpg	Image	74.02 KB	MDOULTON	27/04/2016 - 14:38	1 place	Edit Delete
rumsey-playflield_cadena_real_2_mpeq.jpg	Image	2.42 MB	MDOULTON	17/11/2015 - 19:06	1 place	Edit Delete
tolerance.png	Image	625.66 KB	NKRINSLEY	17/11/2015 - 16:08	1 place	Edit Delete
15th anniversary of Security Council Resolution 1325 (2000), on Women, Peace and Security.	Video	0 bytes	MDOULTON	09/11/2015 - 21:57	0 places	Edit Delete
Comissao Nacional Combate a Droga_GB_11.pdf	Document	1.06 MB	unadmin	07/09/2015 - 10:03	3 places	Edit Delete
dbtest.pdf	Document	77.95 KB	unadmin	04/09/2015 - 06:51	5 places	Edit Delete
491992-sevenbillion.jpg	Image	147.56 KB	MDOULTON	28/08/2015 - 21:44	8 places	Edit Delete
che_guevara_addresses_general_assembly_-_1964.mp3	Audio	19.08 MB	NKRINSLEY	05/08/2015 - 19:50	2 places	Edit Delete
pope_benedict_xvi_addresses_the_un.mp3	Audio	19.57 MB	NKRINSLEY	05/08/2015 - 19:40	2 places	Edit Delete

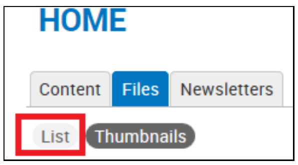
Change the View

1. If you prefer to see thumbnail images instead of a list of files: click **Thumbnails**.



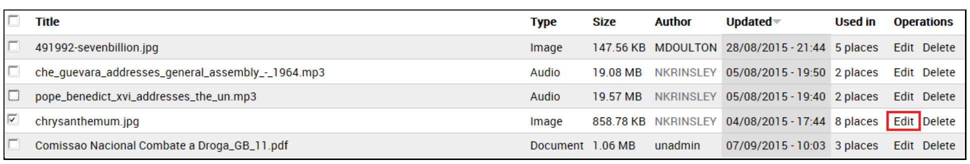
2. *Thumbnail images of the files are displayed.*

3. To return to list view: click **List**.



Edit a File

1. Check the box next to the file name, and click **Edit**.

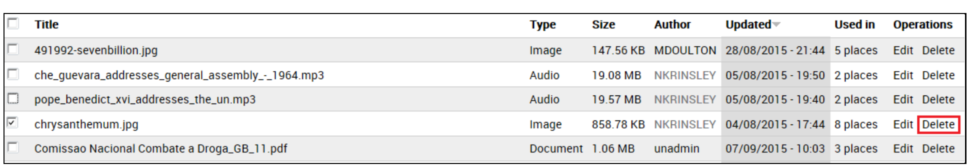


	Title	Type	Size	Author	Updated	Used in	Operations
☐	491992-sevenbillion.jpg	Image	147.56 KB	MDOULTON	28/08/2015 - 21:44	5 places	Edit Delete
☐	che_guevara_addresses_general_assembly_-_1964.mp3	Audio	19.08 MB	NKRINSLEY	05/08/2015 - 19:50	2 places	Edit Delete
☐	pope_benedict_xvi_addresses_the_un.mp3	Audio	19.57 MB	NKRINSLEY	05/08/2015 - 19:40	2 places	Edit Delete
☑	chrysanthemum.jpg	Image	858.78 KB	NKRINSLEY	04/08/2015 - 17:44	8 places	Edit Delete
☐	Comissao Nacional Combate a Droga_GB_11.pdf	Document	1.06 MB	unadmin	07/09/2015 - 10:03	3 places	Edit Delete

2. *The edit screen for the file is displayed.* Make the desired changes and click **SAVE**.
3. *The file is saved with the specified changes*.

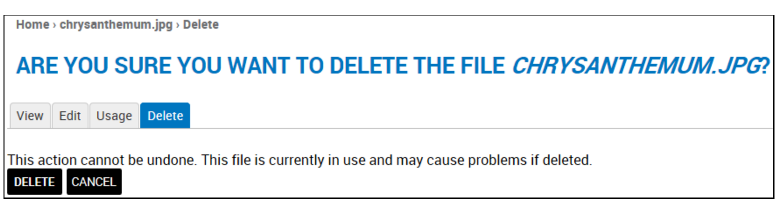
Delete a File

1. Check the box next to the file name, and click **Delete**.



	Title	Type	Size	Author	Updated	Used in	Operations
☐	491992-sevenbillion.jpg	Image	147.56 KB	MDOULTON	28/08/2015 - 21:44	5 places	Edit Delete
☐	che_guevara_addresses_general_assembly_-_1964.mp3	Audio	19.08 MB	NKRINSLEY	05/08/2015 - 19:50	2 places	Edit Delete
☐	pope_benedict_xvi_addresses_the_un.mp3	Audio	19.57 MB	NKRINSLEY	05/08/2015 - 19:40	2 places	Edit Delete
☑	chrysanthemum.jpg	Image	858.78 KB	NKRINSLEY	04/08/2015 - 17:44	8 places	Edit Delete
☐	Comissao Nacional Combate a Droga_GB_11.pdf	Document	1.06 MB	unadmin	07/09/2015 - 10:03	3 places	Edit Delete

2. *A confirmation query is displayed*. Click **DELETE** to proceed.

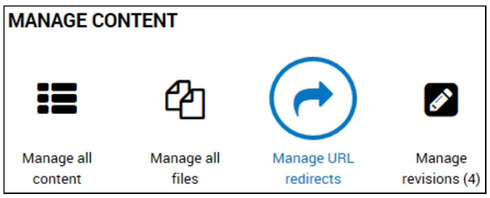


3. *The file is deleted from the site.*

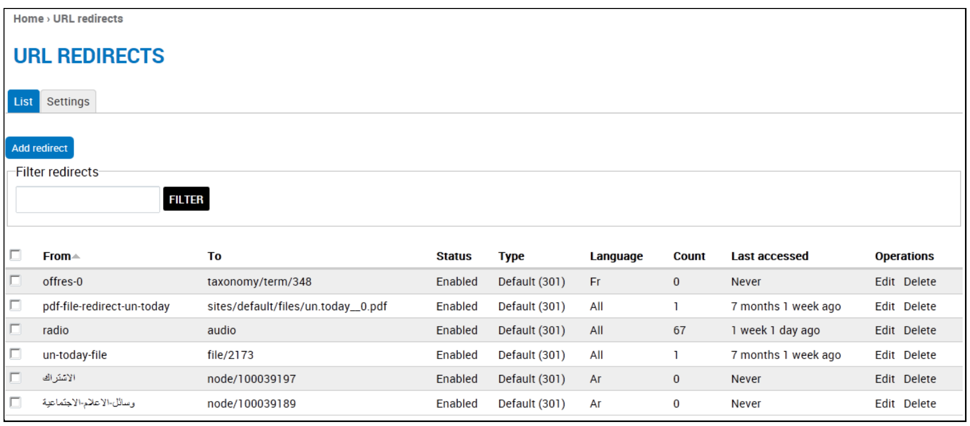
Manage URL Redirects

A redirect is used when a page changes its name or URL, so that users who try to access the old name/URL are automatically routed to the new. Without the redirect, these users would see an error message telling them that the page they requested cannot be found. It is also used when a page is deleted from the site and replaced with a newer version. For example, if you delete a page titled “Campaign 2015” and create a new page called “Campaign 2016”, a redirect will ensure that when users search for the original page, the newer page is included in the search results.

1. In the **ADMINISTRATION DASHBOARD**: click the **Content** tab, then click **Manage URL redirects**.



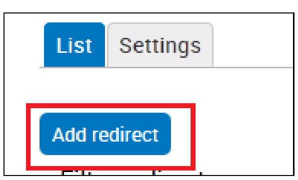
2. *The **URL Redirects** screen is displayed.* It shows the list of existing redirects on the site.



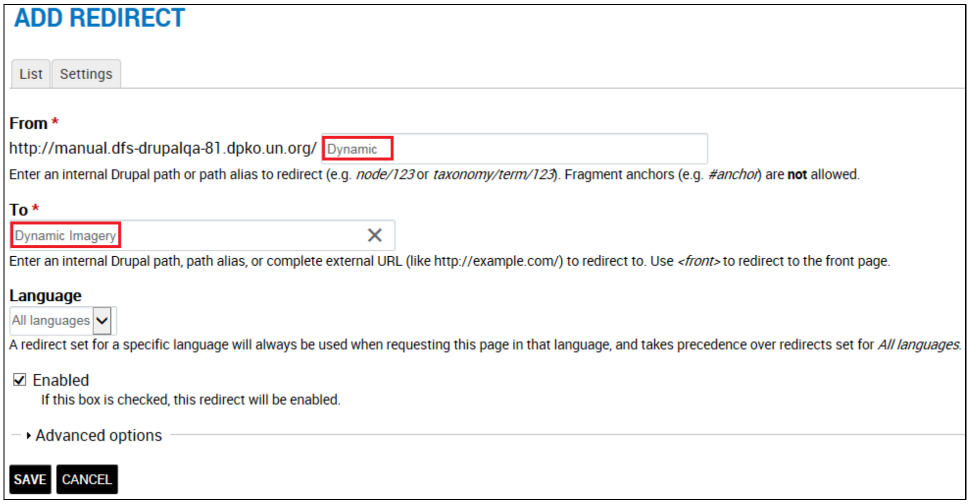
From	To	Status	Type	Language	Count	Last accessed	Operations
offres-0	taxonomy/term/348	Enabled	Default (301)	Fr	0	Never	Edit Delete
pdf-file-redirect-un-today	sites/default/files/un.today__0.pdf	Enabled	Default (301)	All	1	7 months 1 week ago	Edit Delete
radio	audio	Enabled	Default (301)	All	67	1 week 1 day ago	Edit Delete
un-today-file	file/2173	Enabled	Default (301)	All	1	7 months 1 week ago	Edit Delete
الاشتراك	node/100039197	Enabled	Default (301)	Ar	0	Never	Edit Delete
وسائل-الاعلام-الاجتماعية	node/100039189	Enabled	Default (301)	Ar	0	Never	Edit Delete

Add a Redirect

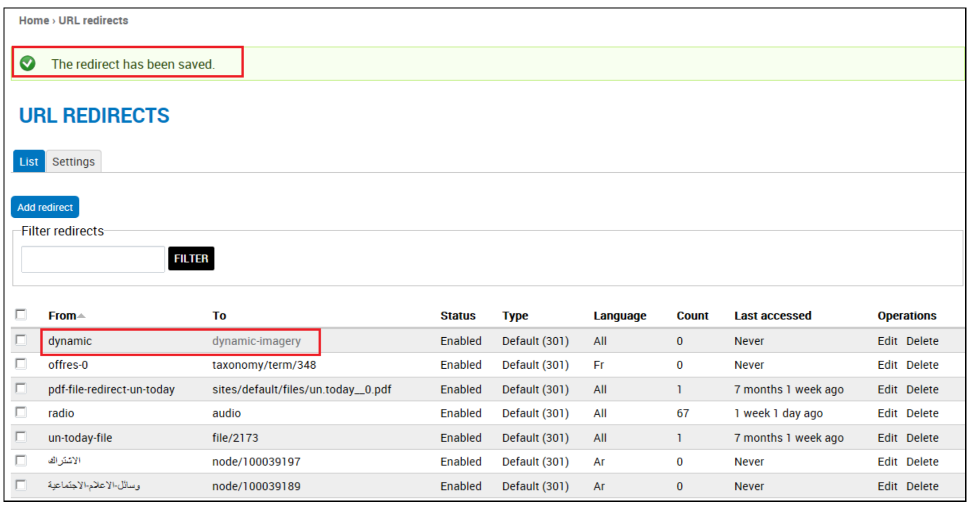
1. Click **Add redirect**.



2. *The **ADD REDIRECT** screen is displayed with the site URL pre-populated.* Complete the necessary fields:
   - **From:** Enter the original page name as it appears after the slash mark (/) at the end of the site URL
   - **To:** Enter the current page name using the same format.
   - **Enabled:** Make sure this box is checked.



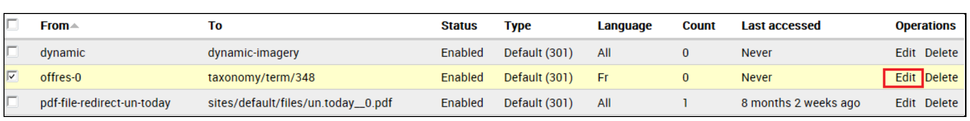
3. Click **SAVE** *The redirect is saved, as confirmed in a message at the top of the screen and added to the list of redirects.*



From	To	Status	Type	Language	Count	Last accessed	Operations
dynamic	dynamic-imagery	Enabled	Default (301)	All	0	Never	Edit Delete
offres-0	taxonomy/term/348	Enabled	Default (301)	Fr	0	Never	Edit Delete
pdf-file-redirect-un-today	sites/default/files/un.today_0.pdf	Enabled	Default (301)	All	1	7 months 1 week ago	Edit Delete
radio	audio	Enabled	Default (301)	All	67	1 week 1 day ago	Edit Delete
un-today-file	file/2173	Enabled	Default (301)	All	1	7 months 1 week ago	Edit Delete
الاشتراك	node/100039197	Enabled	Default (301)	Ar	0	Never	Edit Delete
وسائل-الاعلام-الاجتماعية	node/100039189	Enabled	Default (301)	Ar	0	Never	Edit Delete

Edit a Redirect

1. Check the box next to the redirect, and click **Edit**.

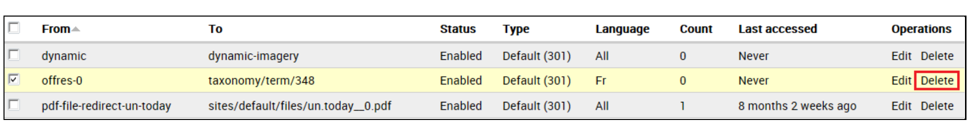


From	To	Status	Type	Language	Count	Last accessed	Operations
dynamic	dynamic-imagery	Enabled	Default (301)	All	0	Never	Edit Delete
offres-0	taxonomy/term/348	Enabled	Default (301)	Fr	0	Never	Edit Delete
pdf-file-redirect-un-today	sites/default/files/un.today_0.pdf	Enabled	Default (301)	All	1	8 months 2 weeks ago	Edit Delete

2. *The edit screen for the redirect is displayed.* Make the desired changes and click **SAVE**.
3. *The redirect is saved with the specified changes*.

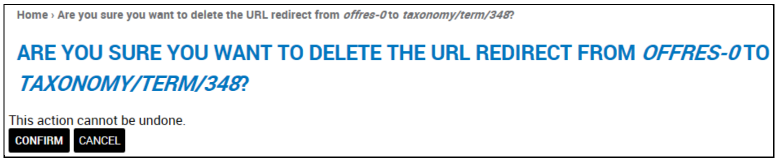
Delete a Redirect

1. Check the box next to the redirect, and click **Delete**.



From	To	Status	Type	Language	Count	Last accessed	Operations
dynamic	dynamic-imagery	Enabled	Default (301)	All	0	Never	Edit Delete
offres-0	taxonomy/term/348	Enabled	Default (301)	Fr	0	Never	Edit Delete
pdf-file-redirect-un-today	sites/default/files/un.today_0.pdf	Enabled	Default (301)	All	1	8 months 2 weeks ago	Edit Delete

2. *A confirmation query is displayed*. Click **DELETE** to proceed.

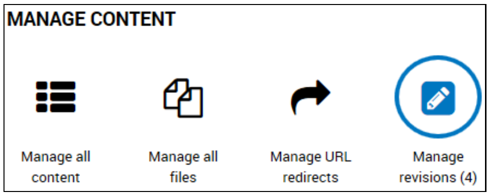


3. *The redirect is deleted.* Users who try to access the prior page name or version will see an error message indicating that the requested page cannot be found.

Manage Revisions

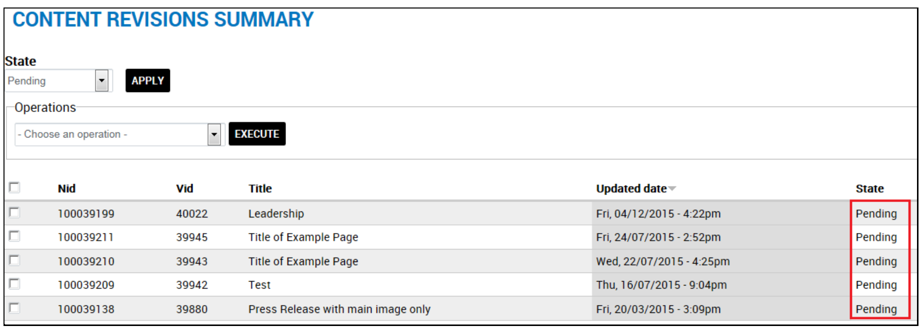
This function lets you manage revisions which have been initiated.

1. In the **ADMINISTRATION DASHBOARD**: click the **Content** tab, then click **Manage revisions**.



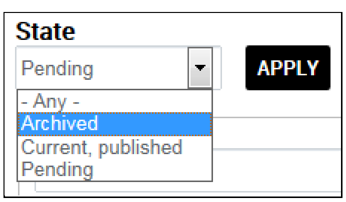
2. *The **CONTENT REVISIONS SUMMARY** screen is displayed.* It shows the list of revisions on the site.

**Note – When you access the page, pending revisions are shown by default. Pending refers to pages which are unpublished, i.e., in draft status.*

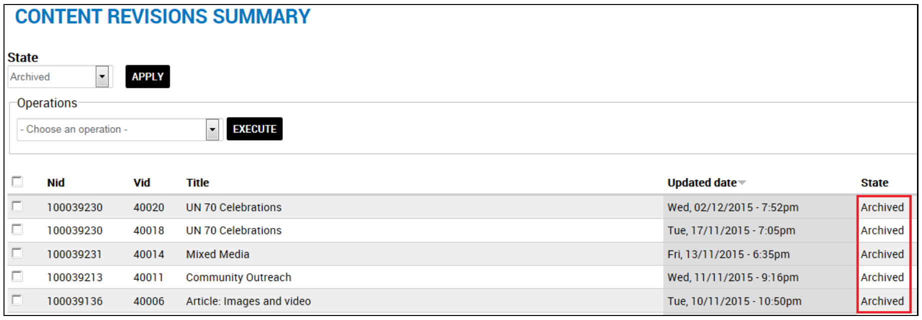


Change the View

1. To view other revision states: select a different option from the **State** dropdown, and click **APPLY**.

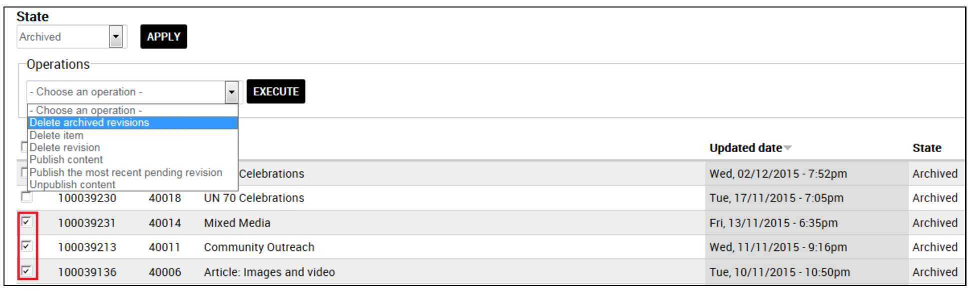


2. *Revisions with the selected state are displayed.*



Perform an Operation

1. To perform an operation on one or more revisions: check the box next to the revision(s) and select the operation from the **Operations** dropdown.



2. Click **EXECUTE**.
3. *A confirmation query is displayed.* Click **CONFIRM** to proceed.

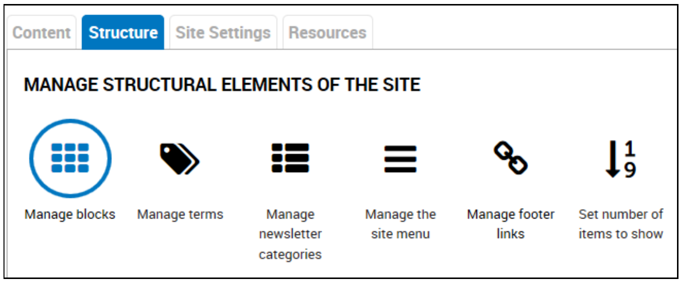
4. *The selected operation is performed.*

Structure Tab

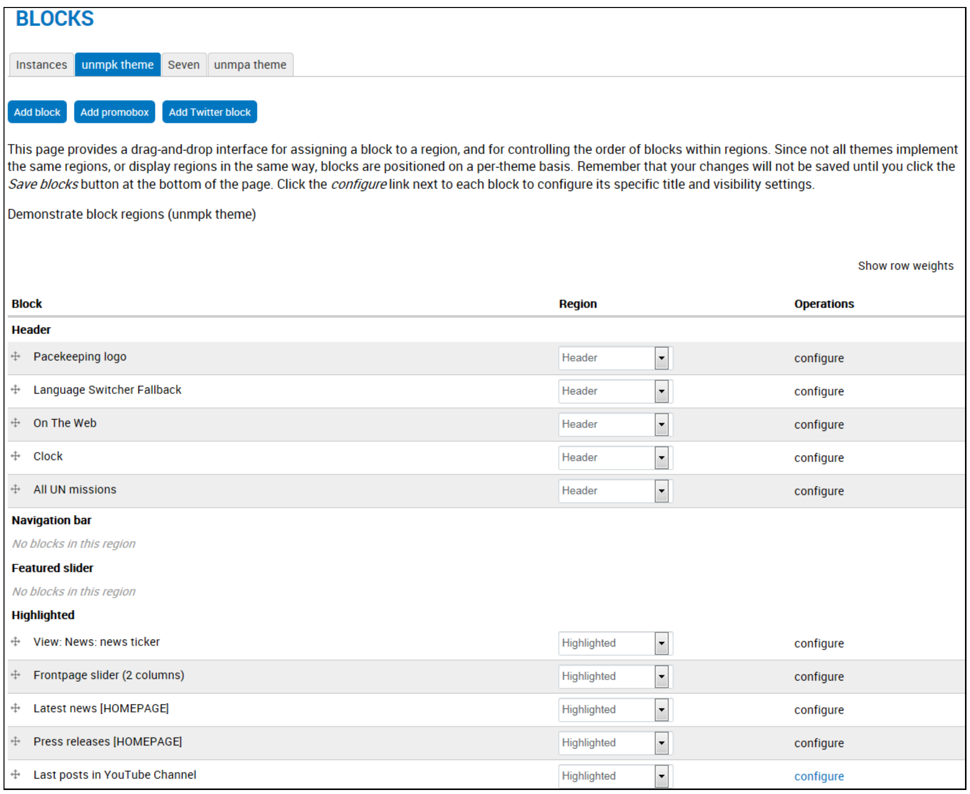
Manage Blocks

This function lets you add, configure, reorder, delete, hide/restore, clone, and translate blocks.

1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage blocks**.



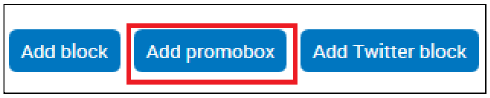
2. *The **BLOCKS** screen is displayed.* It shows all the blocks on the site within the regions they inhabit.



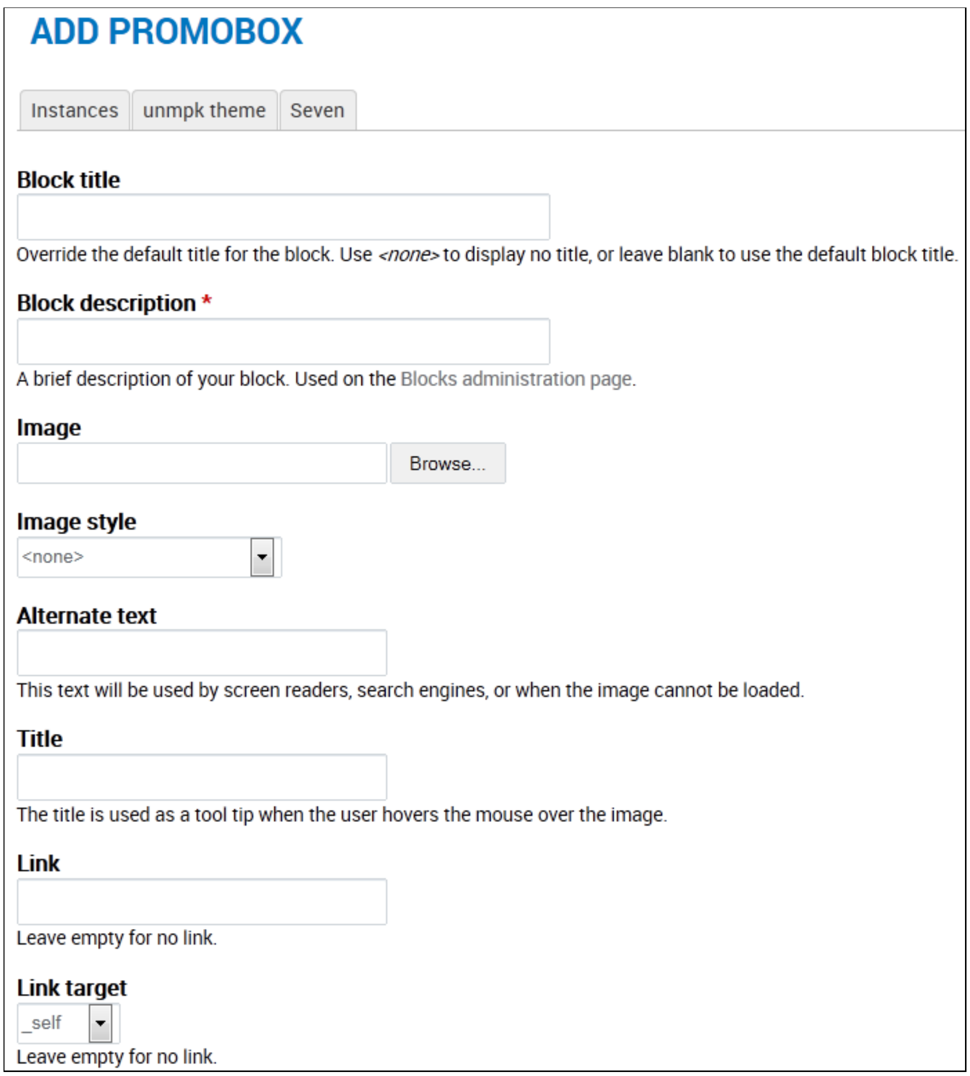
Add a Promobox

A Promobox is a content block containing an important item. The default Promobox is on the Home Page, but you can create additional ones on other pages.

1. Click **Add promobox**.



2. *The **ADD PROMOBOX** screen is displayed*. Complete the necessary fields:
    - **Block title:** Enter the title for the block.
    - **Block description:** Enter a brief description.
    - **Image:** To add an image to the block: click **Browse** to navigate your hard drive and select the image, then click **UPLOAD**.
    - **Image style:** Select a display style from the dropdown list.
    - **Alternate text:** Not for display purposes, this text is used for searching.
    - **Title:** Text that is displayed as a pop-up when a user points to the image.
    - **Link:** Enter this information if you want the block to access another page when clicked. This can be another page on this site, or a page on an external site.
        - For pages on this site: enter the page name as it appears after the slash mark (/) at the end of the the site URL, i.e. community-outreach
        - For pages on external sites: enter the entire URL of the site.
        - For the Home Page: enter <front>

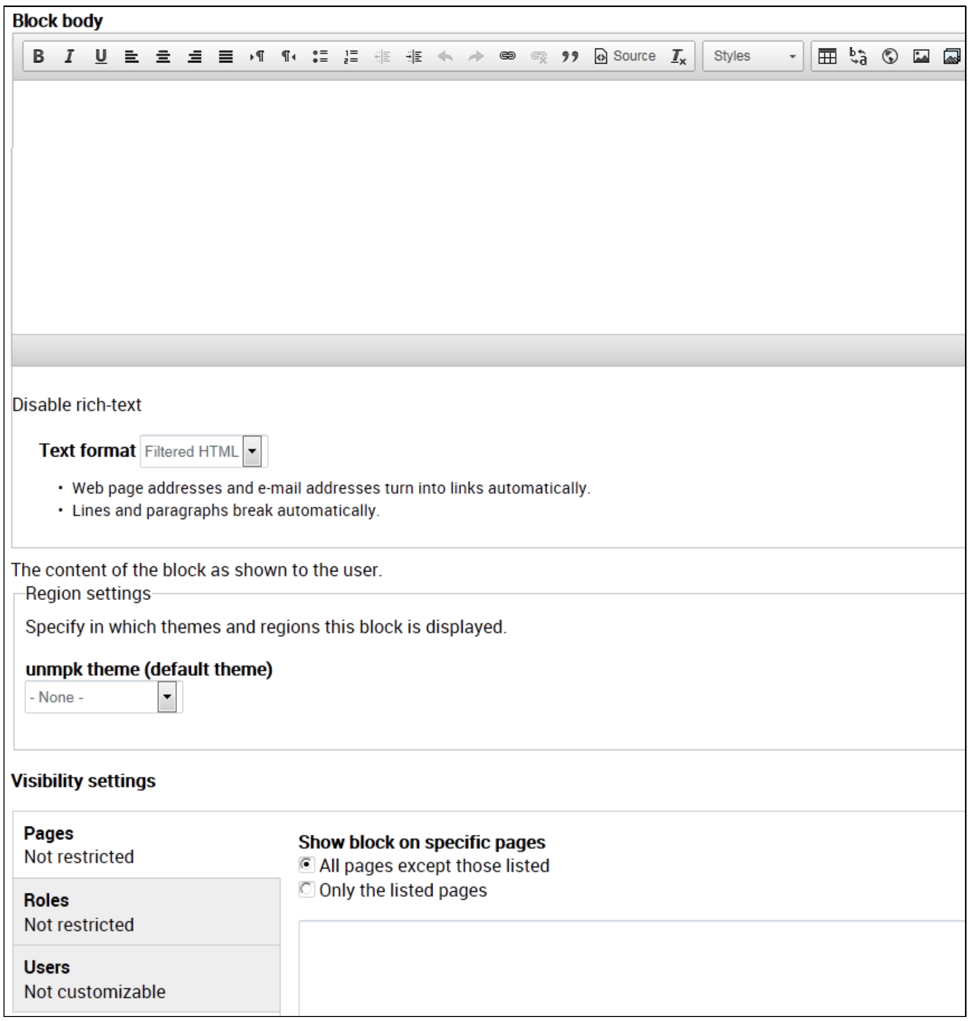


Block body: Type block content directly or paste it from another source. Use the formatting toolbar to apply fonts and other text effects.

- **Text format:** The default choice is **Filtered HTML**, but you can choose the alternative **Plain text** from the dropdown list. The system will not accept JavaScript as it poses a security threat.
- **Region settings:** Select the region of the page in which the block will appear. This can be the first sidebar, second sidebar, content section, etc. It will appear in the same region for all pages on which it appears.

*Note – Do not select the Highlighted section, as this is only used for the Home Page.

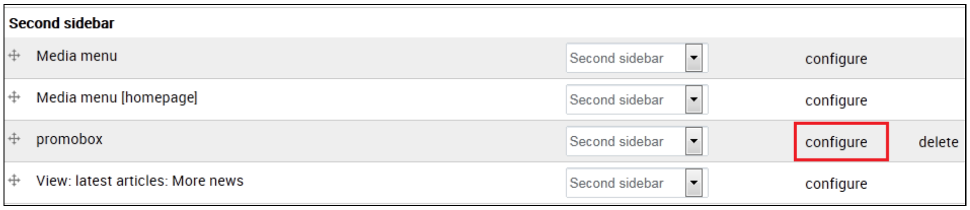
- **Visibility settings:** Specify the pages on which the block will or will not appear. Click the correct radio button and enter the pages to be included or excluded in the text box.



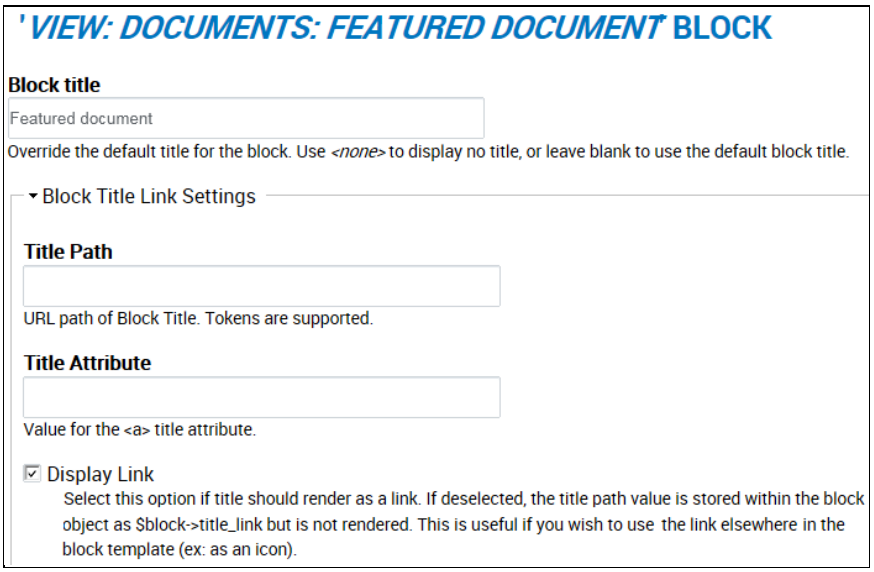
3. Click **SAVE BLOCK** at the bottom of the screen. *The block is added in the region and page/s specified*.

Configure a Block

1. In the **BLOCKS** screen: scroll down to the selected block, and click **configure**.

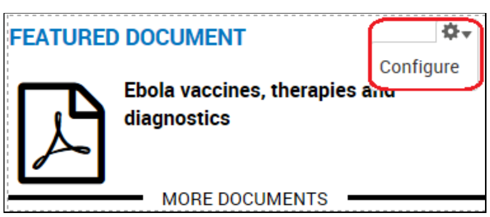


2. The ***VIEW** screen for that block is displayed*. Make the desired changes, and click **SAVE BLOCK** at the bottom of the screen



Alternatively, you can access this function directly, from inside the block.

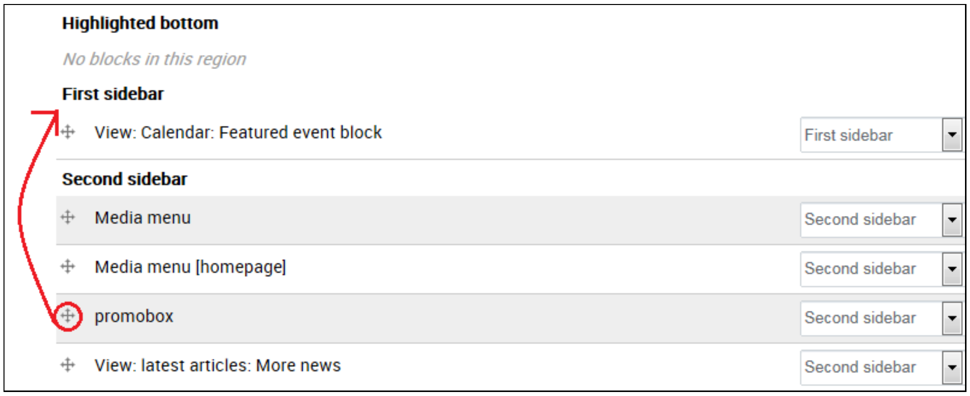
3. In the block you want to configure: point to the upper-right corner to display ⚙▾. Click the icon to display a dropdown menu and click **Configure**.



Reorder a Block

You can move a block to a different position within the same region or to a different region.

1. In the **BLOCKS** screen: click the crossbow symbol next to a block name and drag it to the desired position.

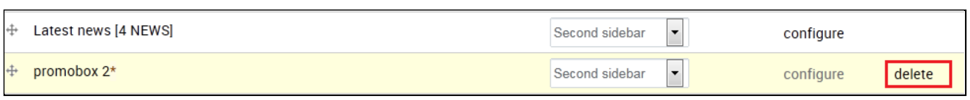


2. Click **SAVE BLOCKS** at the bottom of the screen.

Delete a Block

Only those blocks that have been custom created by the mission can be deleted, and they are marked as such.

1. In the **BLOCKS** screen: scroll down to the selected block, and click **delete**.



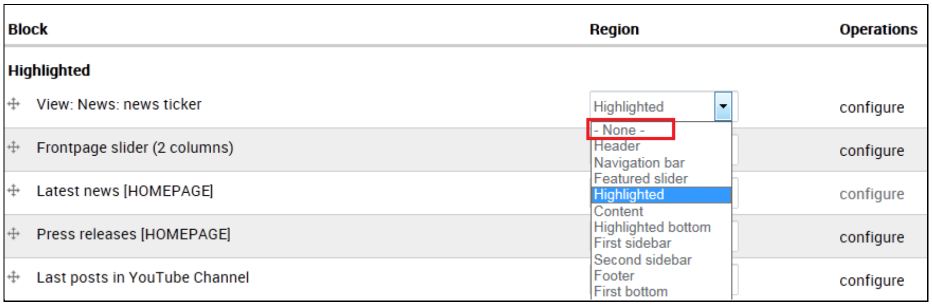
2. *A confirmation query is displayed:*

3. Click **DELETE** to continue. *The block is removed from all the site pages on which it appeared.*

Hide and Restore a Block

You can hide a block from view without deleting it from the site.

1. In the **BLOCKS** screen: scroll down to the selected block.
2. Click **None** in the dropdown list in the **Region** column. *The block is no longer visible*.

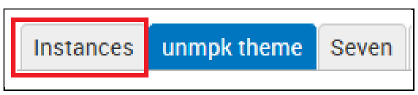


3. To restore the block to view: repeat the process and click a region in the dropdown list in the **Region** column.

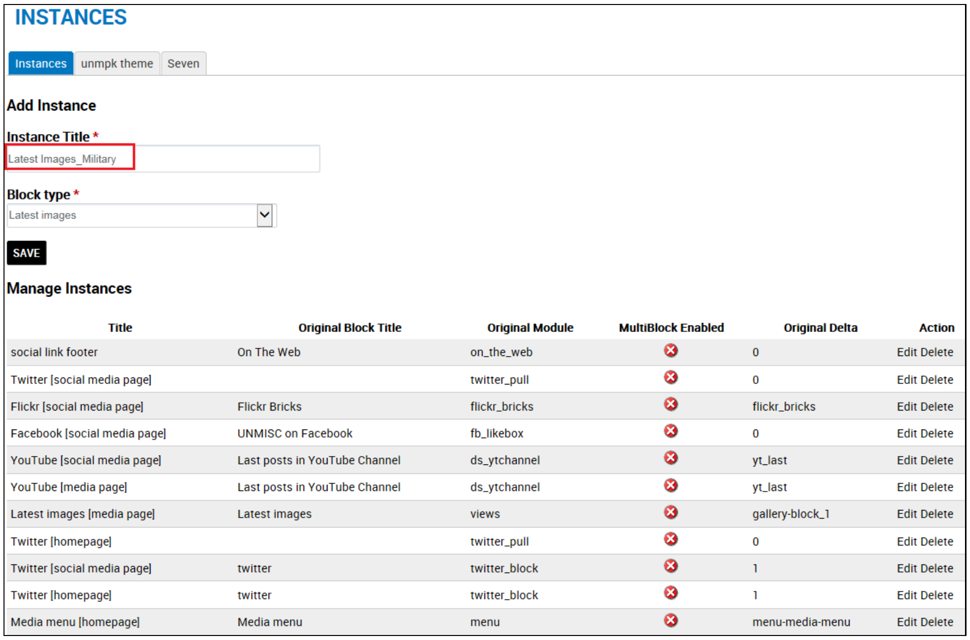
Clone a Block

You may want to change the region in which a block appears on one or more pages. You do this by cloning the block, i.e., creating a separate instance of the block, which you can then modify without affecting the original block as it appears elsewhere on the site.

1. In the **BLOCKS** screen: click the **Instances** tab.



2. The ***INSTANCES*** *screen is displayed*. It shows the list of cloned blocks on the site.
3. In the **Instance Title** field: assign a different name to the new block.
4. In the **Block type** dropdown list: select the block to be cloned.
5. Click **SAVE**.



INSTANCES

Instances | unmpk theme | Seven

Add Instance

Instance Title *

Latest Images_Military

Block type *

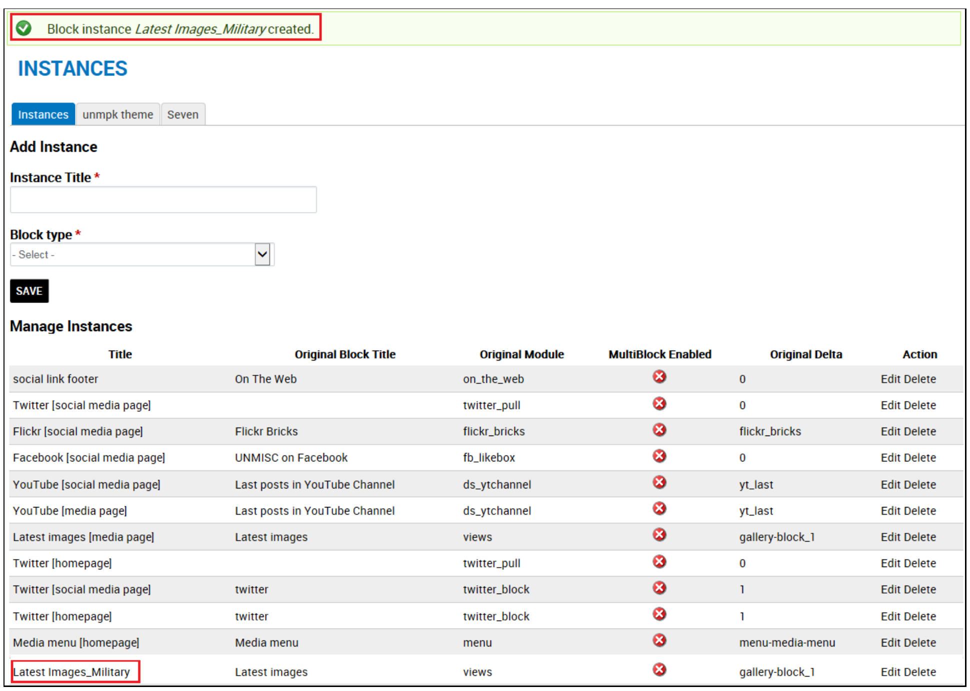
Latest images

SAVE

Manage Instances

Title	Original Block Title	Original Module	MultiBlock Enabled	Original Delta	Action
social link footer	On The Web	on_the_web		0	Edit Delete
Twitter [social media page]		twitter_pull		0	Edit Delete
Flickr [social media page]	Flickr Bricks	flickr_bricks		flickr_bricks	Edit Delete
Facebook [social media page]	UNMISC on Facebook	fb_likebox		0	Edit Delete
YouTube [social media page]	Last posts in YouTube Channel	ds_ytchannel		yt_last	Edit Delete
YouTube [media page]	Last posts in YouTube Channel	ds_ytchannel		yt_last	Edit Delete
Latest images [media page]	Latest images	views		gallery-block_1	Edit Delete
Twitter [homepage]		twitter_pull		0	Edit Delete
Twitter [social media page]	twitter	twitter_block		1	Edit Delete
Twitter [homepage]	twitter	twitter_block		1	Edit Delete
Media menu [homepage]	Media menu	menu		menu-media-menu	Edit Delete

6. *The new block is created, as confirmed in a message at the top of the screen and added to the list of cloned blocks on the site.*



Block instance *Latest Images_Military* created.

INSTANCES

Instances | unmpk theme | Seven

Add Instance

Instance Title *

Block type *

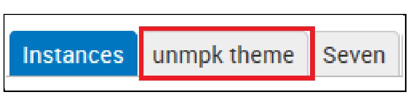
- Select -

SAVE

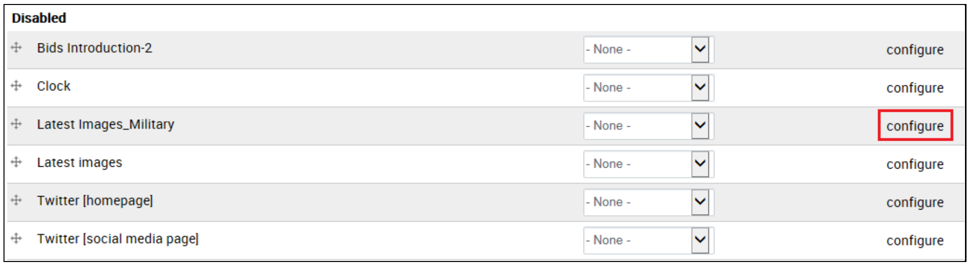
Manage Instances

Title	Original Block Title	Original Module	MultiBlock Enabled	Original Delta	Action
social link footer	On The Web	on_the_web		0	Edit Delete
Twitter [social media page]		twitter_pull		0	Edit Delete
Flickr [social media page]	Flickr Bricks	flickr_bricks		flickr_bricks	Edit Delete
Facebook [social media page]	UNMISC on Facebook	fb_likebox		0	Edit Delete
YouTube [social media page]	Last posts in YouTube Channel	ds_ytchannel		yt_last	Edit Delete
YouTube [media page]	Last posts in YouTube Channel	ds_ytchannel		yt_last	Edit Delete
Latest images [media page]	Latest images	views		gallery-block_1	Edit Delete
Twitter [homepage]		twitter_pull		0	Edit Delete
Twitter [social media page]	twitter	twitter_block		1	Edit Delete
Twitter [homepage]	twitter	twitter_block		1	Edit Delete
Media menu [homepage]	Media menu	menu		menu-media-menu	Edit Delete
Latest Images_Military	Latest images	views		gallery-block_1	Edit Delete

7. Click the **unmpk theme** tab.

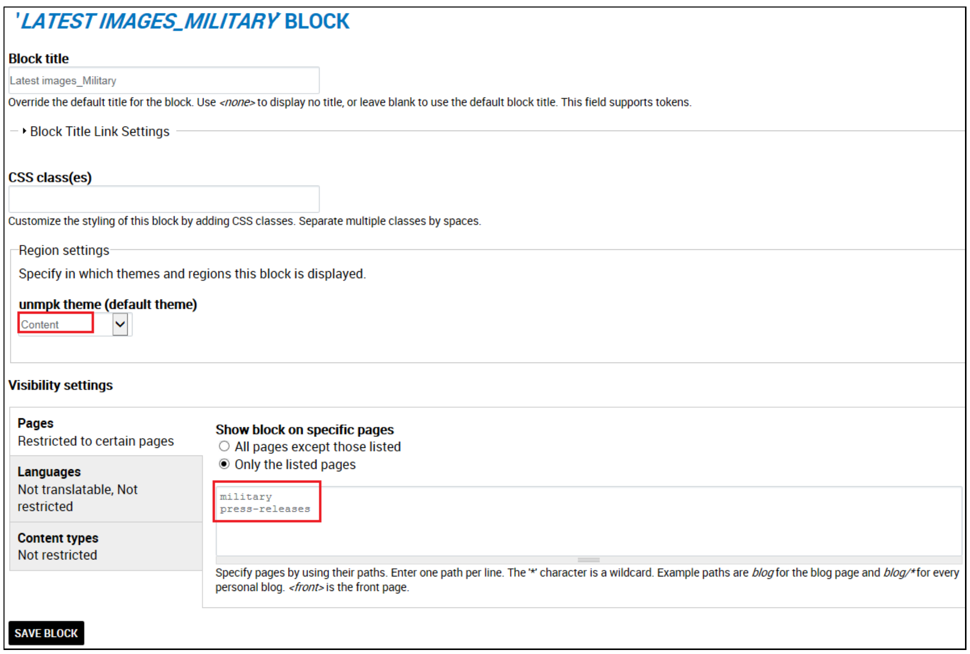


8. In the list which is displayed: scroll down to the **Disabled** section (the default section for newly-created blocks) and click **configure** next to the new block.

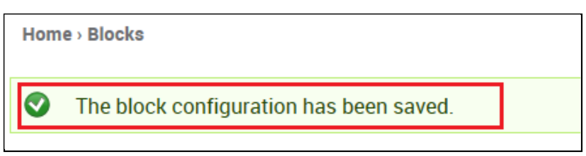


9. *The screen for the selected block is displayed.* Make any changes including to the **Region Settings** (which specify where on the page the block will appear) and the **Visibility Settings** (which specify the pages on which the block will appear).

Note – Changing any attributes of the cloned block, other than **Region and **Visibility Settings**, will also change them for the original block on which it is based.*



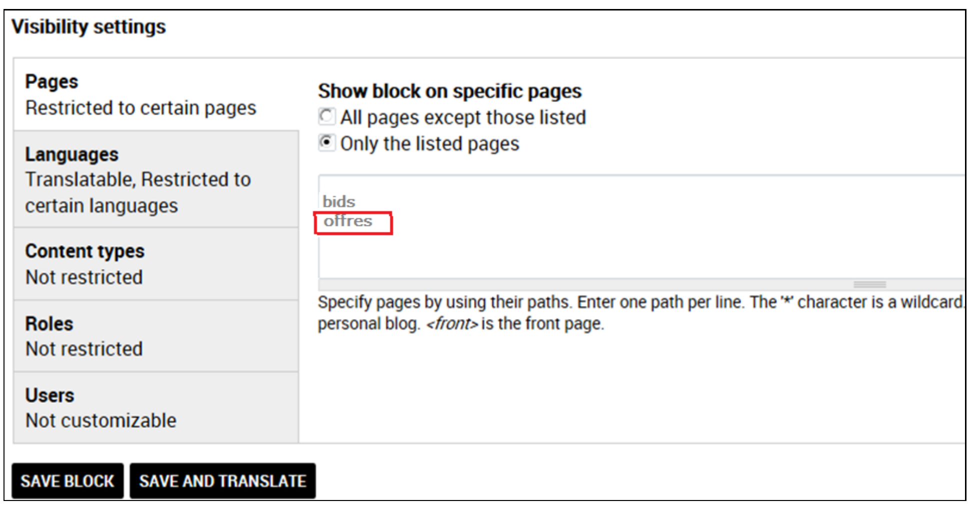
10. Click **SAVE BLOCK**. *A message at the top of the screen confirms the new block configuration has been saved, and the block now appears in the region to which it was added (in this case **Content**).*



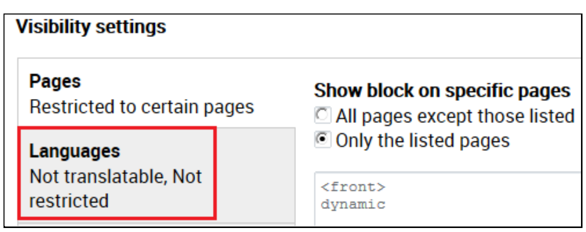
Translate a Block

You can translate a block at any time. Before you translate a block into a language, the page on which it will appear must already exist in that language.

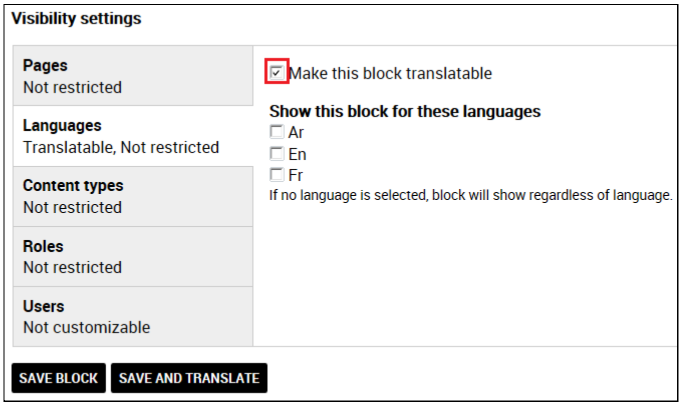
1. In the **BLOCKS** screen: scroll down to the selected block, and click **configure**.
2. *The **VIEW** screen for that block is displayed.*
3. In the **Visibility settings** section: click **Show block on specific pages> Only the listed pages.**
4. Enter the relative path (the text which appears after the slash mark (/) in the URL) of the translated page in the textbox.



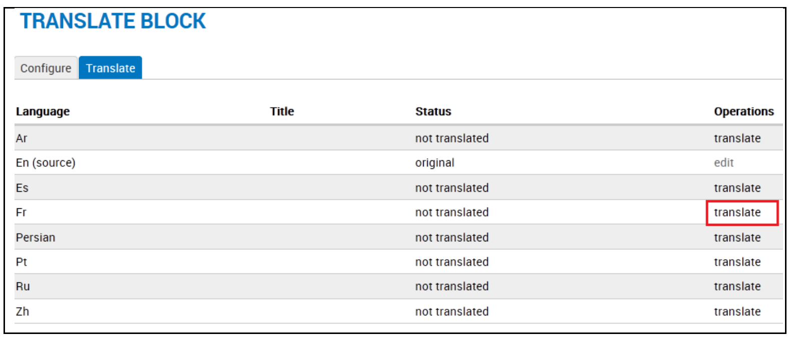
5. Click **Languages** in the left-side panel.



6. *The onscreen options reconfigure.* Check **Make this block translatable**.



7. Click **SAVE AND TRANSLATE**.
8. *The* ***TRANSLATE BLOCK*** *screen is displayed.* Scroll to the correct language, and click **translate** in the **Operations** column.



9. *The* ***TRANSLATE TO*** *screen is displayed for the selected language.* Enter the translation for the title of the block and its body text, if appropriate.
10. Click **SAVE TRANSLATION**.

11. *The* ***TRANSLATE BLOCK*** *screen is redisplayed.* The **Status** column now indicates the block is translated.

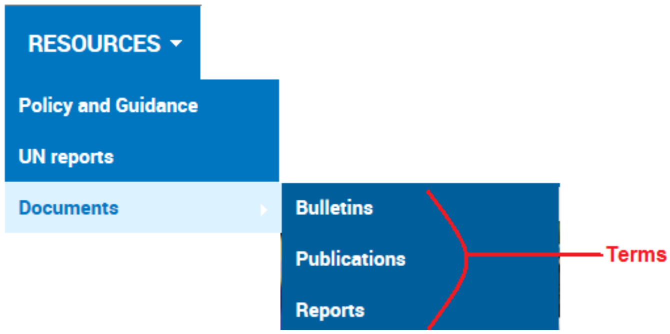
TRANSLATE BLOCK

Configure Translate

Language	Title	Status	Operations
Ar	Bids	not translated	translate
En (source)	Bids	original	edit
Es	Bids	not translated	translate
Fr	Offres	translated	translate
Persian	Bids	not translated	translate
Pt	Bids	not translated	translate
Ru	Bids	not translated	translate
Zh	Bids	not translated	translate

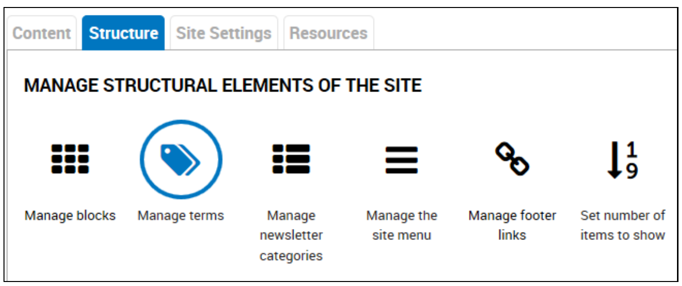
Manage Terms

Terms are used to categorize content on the site. You can add and translate a term, and add a term to the Site Menu.

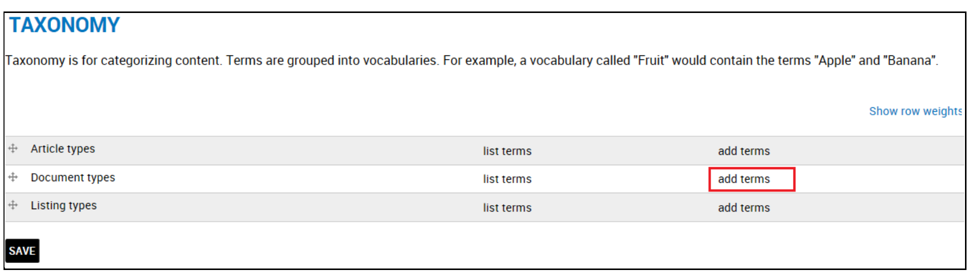


Add and Translate a Term

1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage terms**.

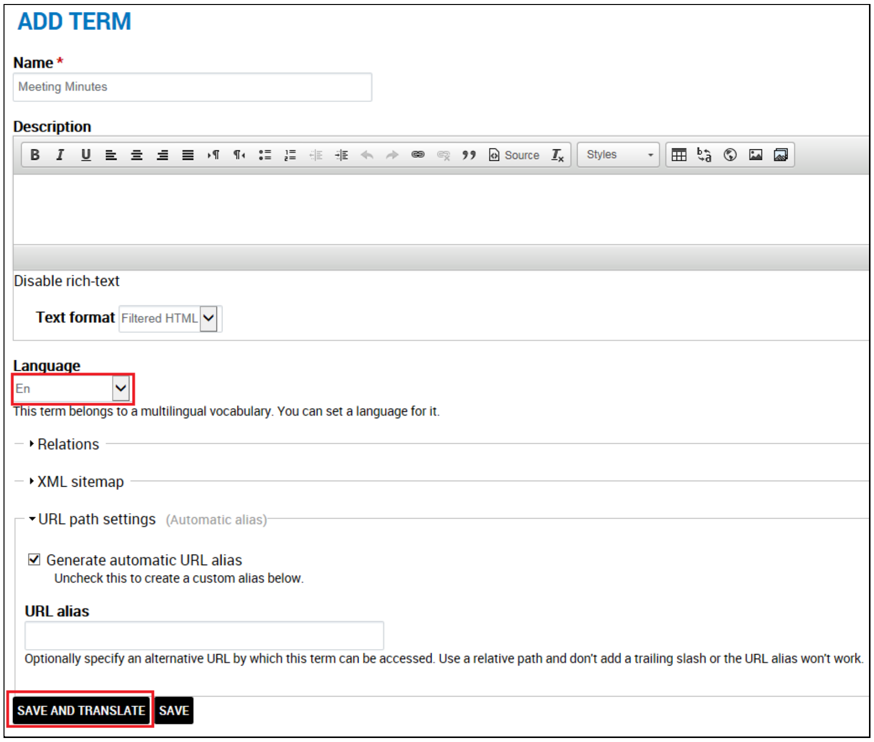


2. *The **TAXONOMY** screen is displayed*. You can add a new term under Articles, Documents, or Listings.
3. Click **add terms** for the correct category.

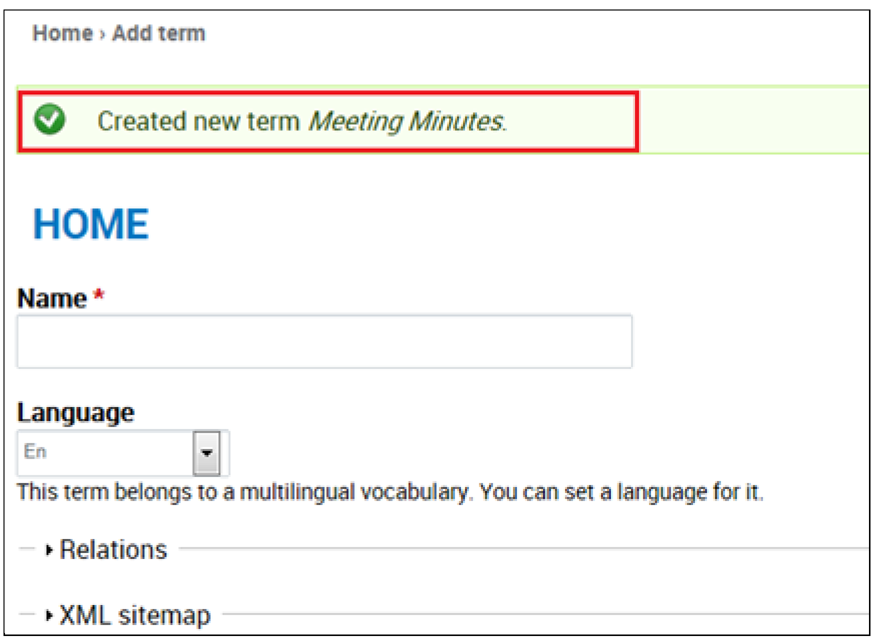


4. *The **ADD TERM** screen is displayed.* Enter a name for the term and the language.
5. Click either **SAVE** or **SAVE AND TRANSLATE**.

Note – You must select a language from the Language dropdown in order for the **SAVE AND TRANSLATE button to be visible. If you select the "Language neutral" option, only the **SAVE** button will be visible.*



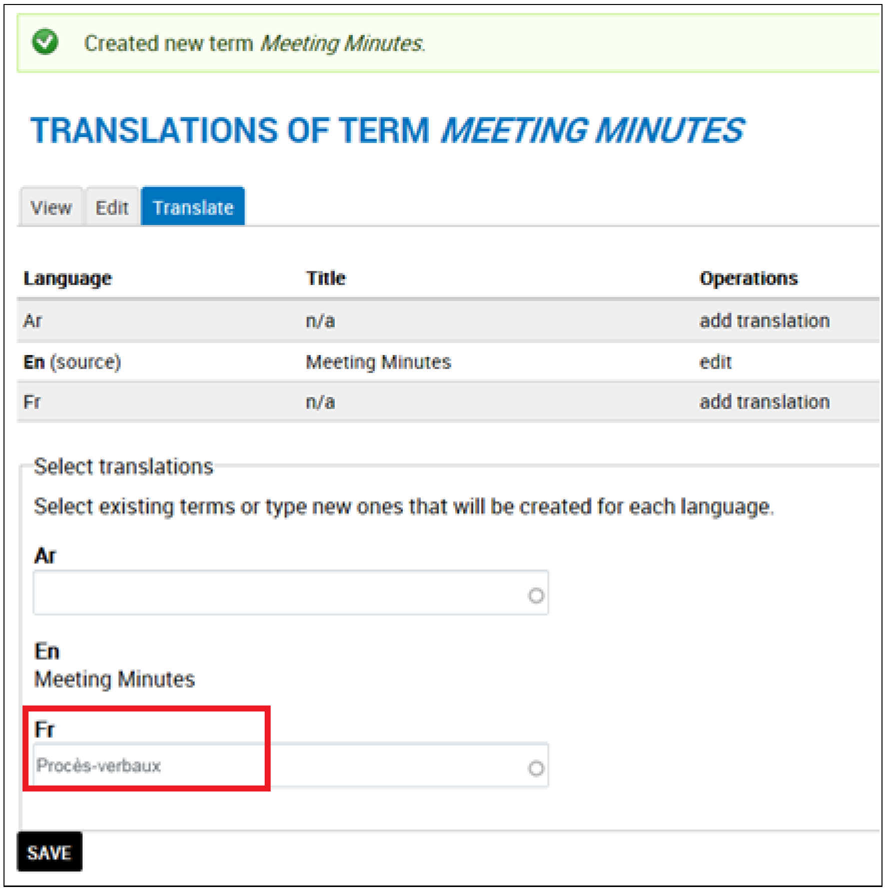
6. *If you click **SAVE**: the new term is created, as confirmed in a message at the top of the screen.*



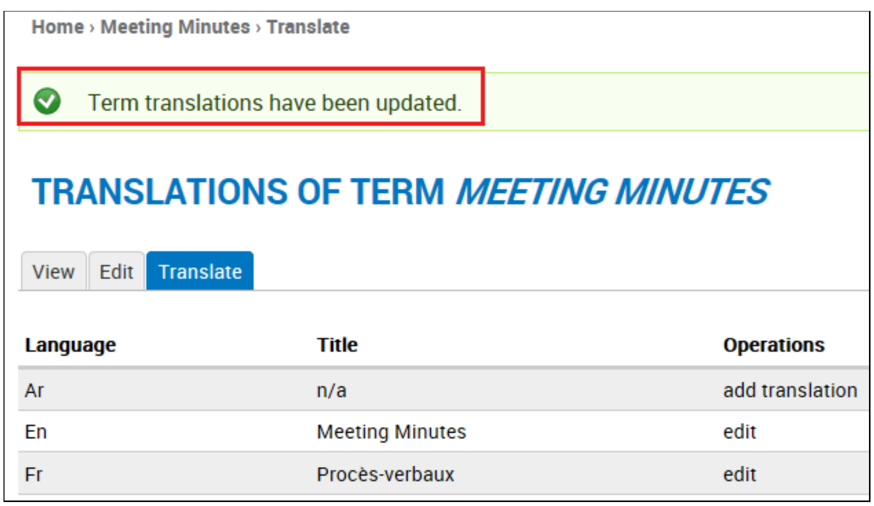
- You will notice also that the web address of the page is automatically generated and consists of the page title added at the end of the site URL, in this case: http://unmisc.unmissions.org/meeting-minutes

7. *If* you click **SAVE AND TRANSLATE**: *the confirmation message is displayed along with the **Translations** screen.*

8. Enter the term’s translation in one or more languages, and click **SAVE**.

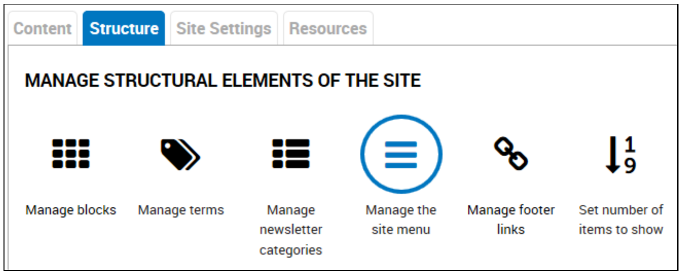


9. *A message at the top of the screen confirms the term’s translation.*



Add a Term to the Site Menu

1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage the site menu**.

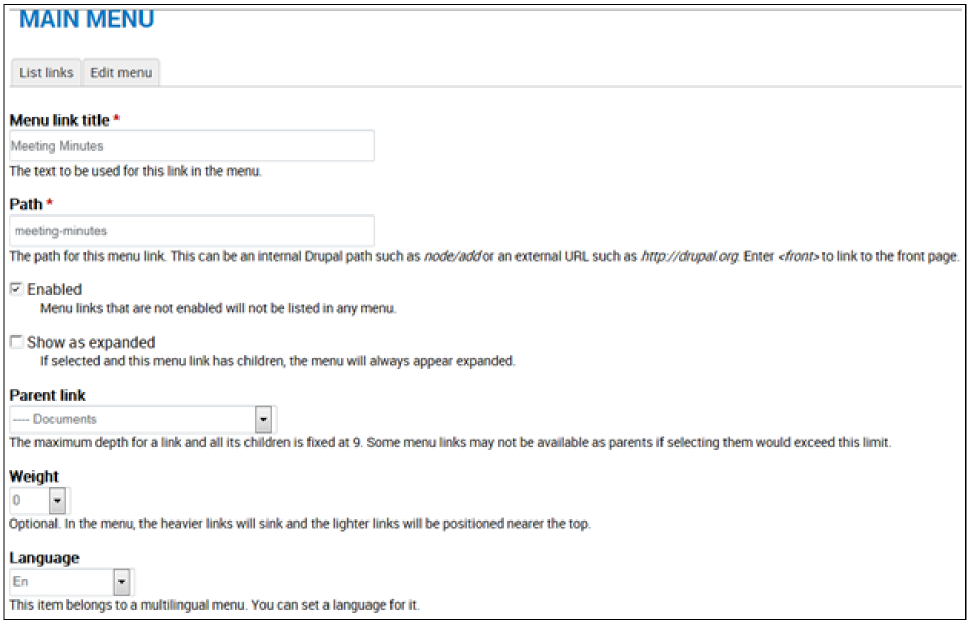


2. *The **MAIN MENU** screen is displayed*. Click **Add link**.

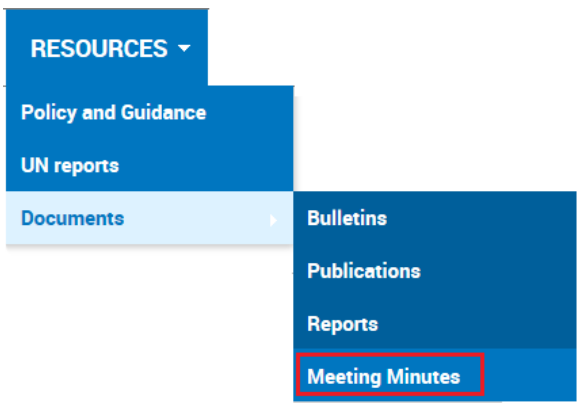
3. *The **MAIN MENU** input screen is displayed.* Complete the necessary fields:

   - **Menu link title**: Enter the title of the link to be added to the menu.
   - **Path**: Enter the page name, as it appears after the slash mark (/) at the end of the site URL.
   - **Enabled**: Make sure the checkbox is checked.
   - **Parent link:** Select the item under which the link will appear on the Site Menu – in this case **Documents**.
   - **Language**: Select the correct language for the link.

**Note – If the term has been translated into multiple languages, you will need to complete this process for each language.*



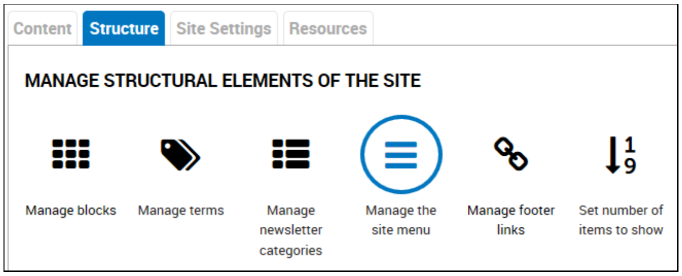
4. Click **SAVE** at the bottom of the screen. *The term is added to the Site Menu at the specified location.*



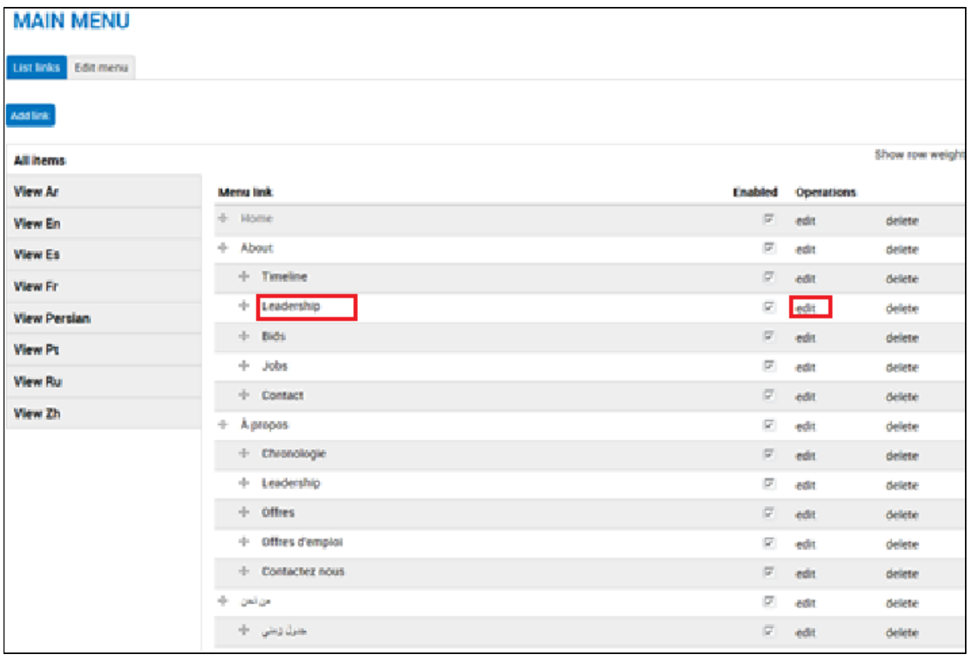
Manage the Site Menu

This function lets you view the **Site Menu** and modify its components. You can change the name of a page as it appears in the menu; the parent under which it appears; or its path (URL), where necessary.

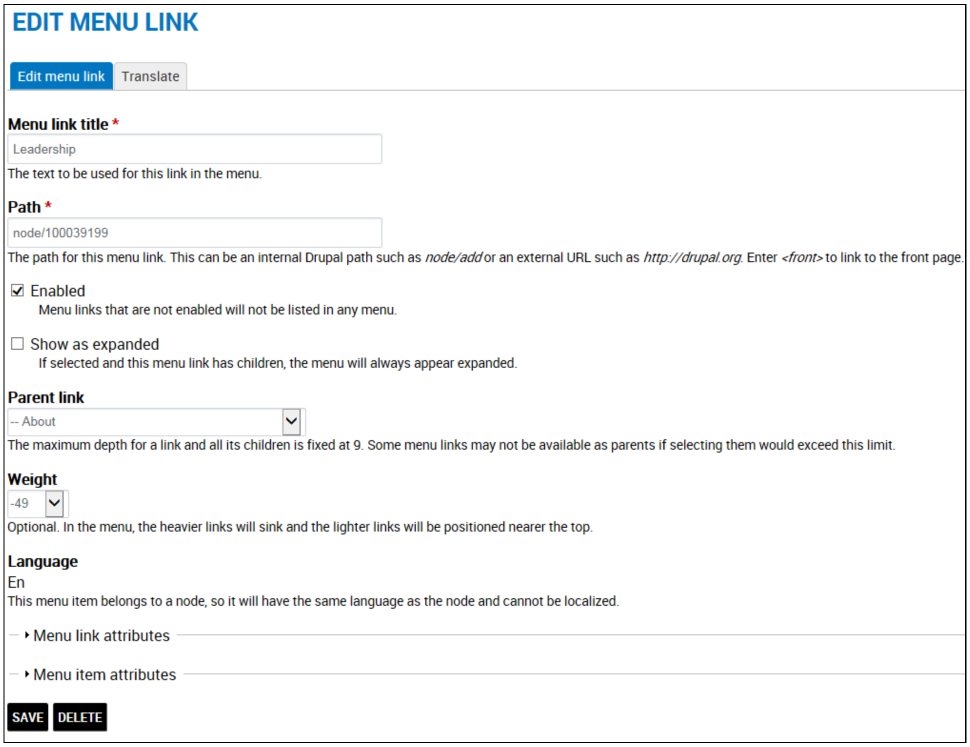
1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage the site menu**.



2. *The **MAIN MENU** screen is displayed.* It shows the list of links which appear on the menu.
3. Select the page whose link needs to be updated, and click **edit.**



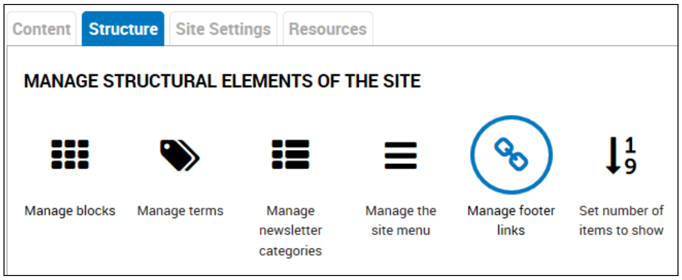
4. *The **EDIT MENU LINK** screen for that page is displayed.* Change the **Menu link title**, **Path**, or **Parent link** as necessary.



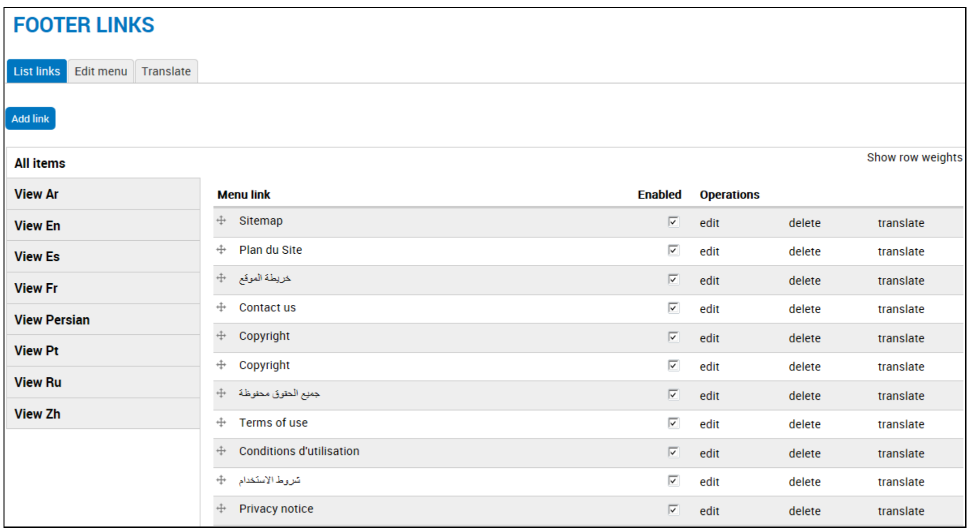
5. Click **SAVE** at the bottom of the screen*. The updated link appears on the Main Menu.*

Manage Footer Links

1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage footer links**.

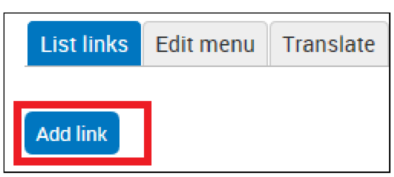


2. *The **FOOTER LINKS** screen is displayed.* It shows the list of footer links on the site.



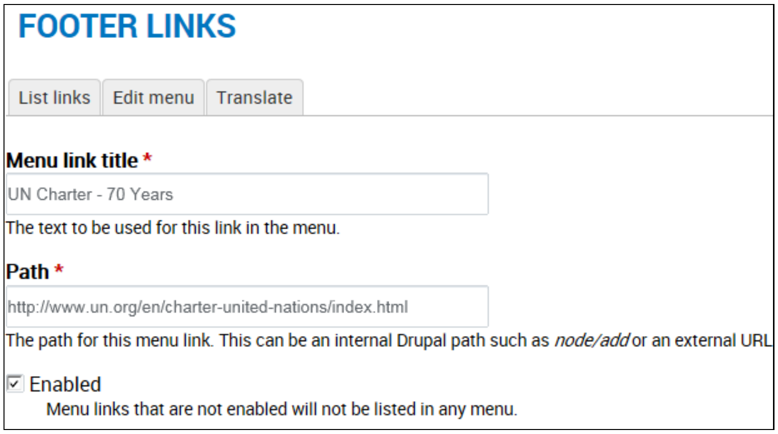
Add a Footer Link

1. Click **Add link**.

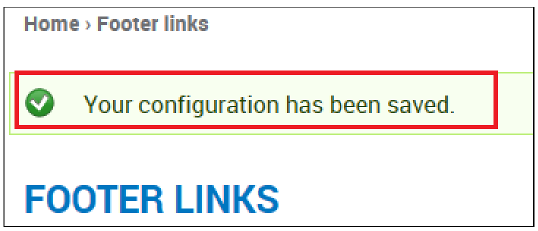


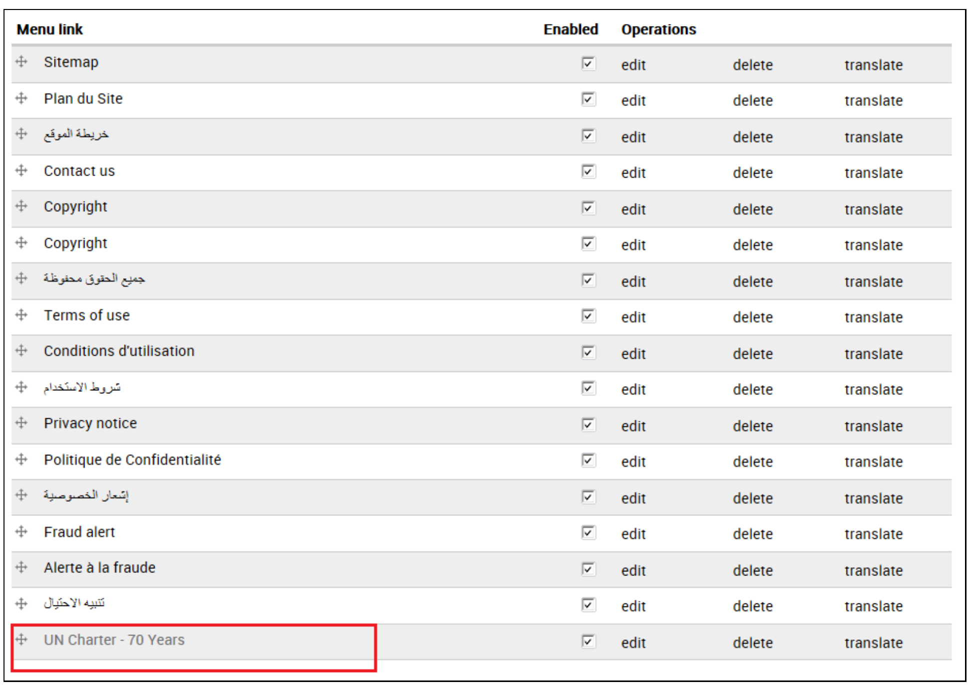
2. *The **FOOTER LINKS** screen is displayed*. Complete the necessary fields:

- **Menu link title:** Enter the title for the link.
- **Path:** Enter the link's path and any additional information you choose to include.
- **Enabled:** Make sure this box is checked.



3. Click **SAVE** at the bottom of the screen. *The footer link is saved, as confirmed in a message at the top of the screen and added to the list of footer links*.





Menu link	Enabled	Operations		
Sitemap	☑	edit	delete	translate
Plan du Site	☑	edit	delete	translate
خريطة الموقع	☑	edit	delete	translate
Contact us	☑	edit	delete	translate
Copyright	☑	edit	delete	translate
Copyright	☑	edit	delete	translate
جميع الحقوق محفوظة	☑	edit	delete	translate
Terms of use	☑	edit	delete	translate
Conditions d'utilisation	☑	edit	delete	translate
شروط الاستخدام	☑	edit	delete	translate
Privacy notice	☑	edit	delete	translate
Politique de Confidentialité	☑	edit	delete	translate
إشعار الخصوصية	☑	edit	delete	translate
Fraud alert	☑	edit	delete	translate
Alerte à la fraude	☑	edit	delete	translate
تنبيه الاحتيال	☑	edit	delete	translate
UN Charter - 70 Years	☑	edit	delete	translate

Edit a Footer Link

1. Select the link to be edited, and click **edit**.

Menu link	Enabled	Operations		
Sitemap	☑	edit	delete	translate
Plan du Site	☑	edit	delete	translate
خريطة الموقع	☑	edit	delete	translate
Contact us	☑	edit	delete	translate
Copyright	☑	edit	delete	translate

2. *The **EDIT MENU LINK** screen for the link is displayed.* Make the desired changes, and click **SAVE**.
3. *The link is saved with the specified changes*.

Delete a Footer Link

1. Select the link to be deleted, and click **delete**.

Menu link	Enabled	Operations		
Sitemap	☑	edit	delete	translate
Plan du Site	☑	edit	delete	translate
خريطة الموقع	☑	edit	delete	translate
Contact us	☑	edit	delete	translate
Copyright	☑	edit	delete	translate

2. *A confirmation query is displayed*. Click **DELETE** to proceed.

Home › Are you sure you want to delete the custom menu link *Contact us*?

ARE YOU SURE YOU WANT TO DELETE THE CUSTOM MENU LINK *CONTACT US*?

This action cannot be undone.

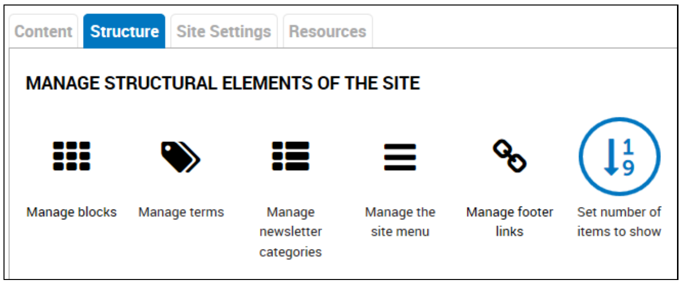
CONFIRM CANCEL

3. *The link is deleted.*

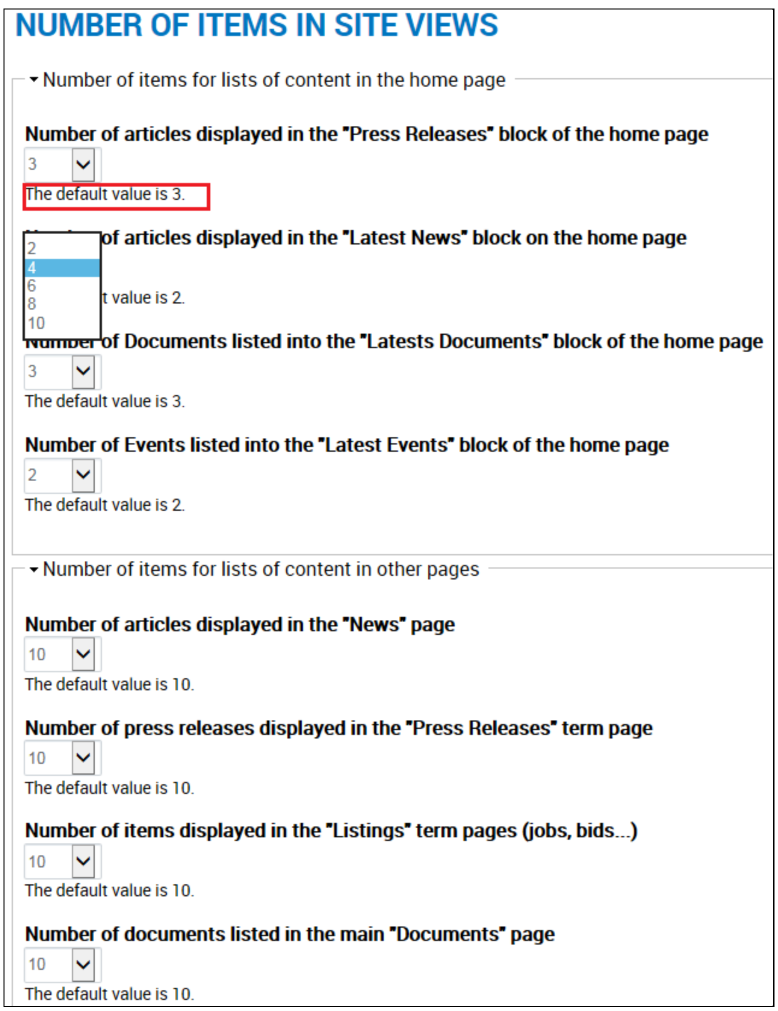
Manage Number of Items to Show

This function lets you control the number of items to be included in the lists which appear on your site.

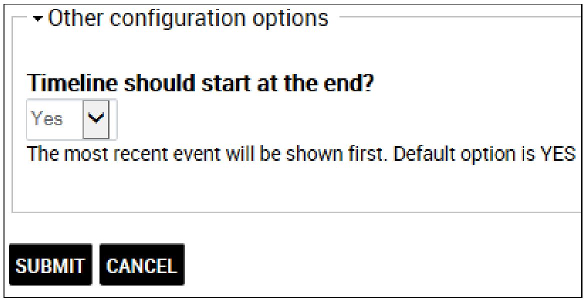
1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Set number of items to show**.



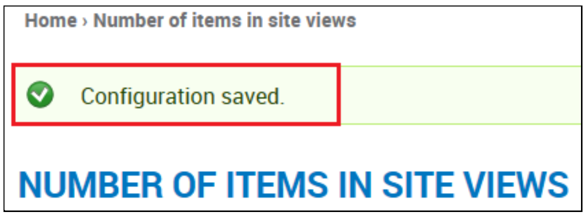
2. *The **NUMBER OF ITEMS IN SITE VIEWS** screen is displayed.* It shows the lists on your Home page and other site pages. The default number of included items appears beneath each list name.
3. Click ⌄ next to any number, then select the preferred number from the dropdown list.



4. You can also change the order in which Timeline events appear. With the default option (**Yes**) selected, the most recently-added item appears first.
5. With all selections made on the screen: click **SUBMIT**.



6. *The new settings are saved, as confirmed in a message at the top of the screen.*



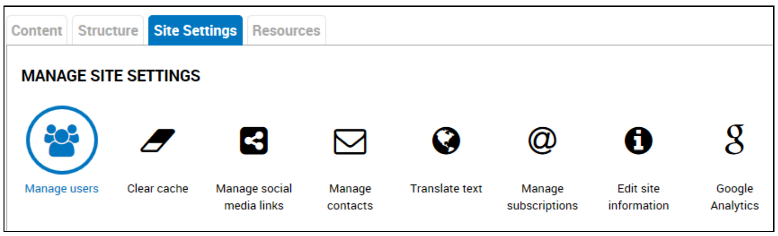
Site Settings Tab

Manage Users

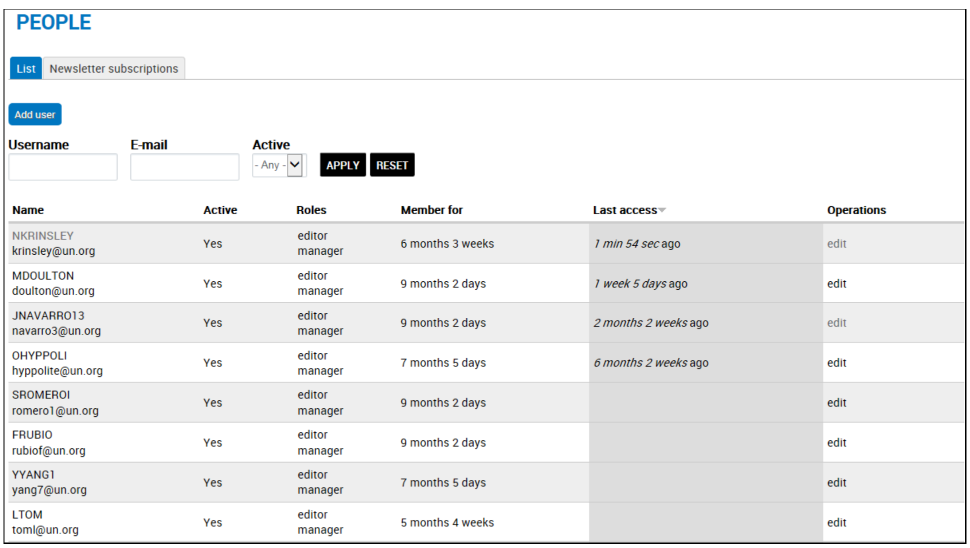
This function lets you manage users -- the persons who have the authority to access your site and make content and formatting changes as site editors and/or site managers.

**Note – Only a Site Manager or Administrator can perform these functions.*

1. In the **ADMINISTRATION DASHBOARD**: click the **Site Settings** tab, then click **Manage users**.



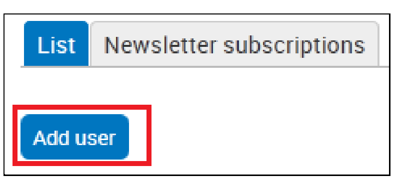
2. *The **PEOPLE** screen is displayed*. It shows the list of users on the site.



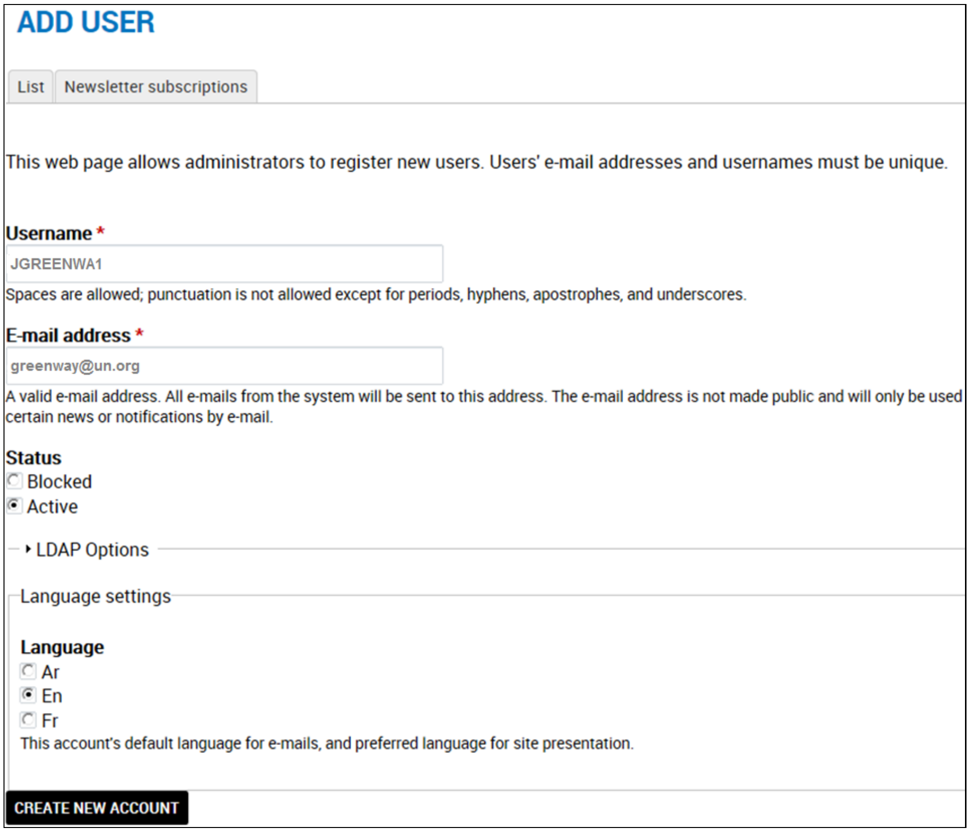
Name	Active	Roles	Member for	Last access	Operations
NKRINSLEY krinsley@un.org	Yes	editor manager	6 months 3 weeks	*1 min 54 sec* ago	edit
MDOULTON doulton@un.org	Yes	editor manager	9 months 2 days	*1 week 5 days* ago	edit
JNAVARRO13 navarro3@un.org	Yes	editor manager	9 months 2 days	*2 months 2 weeks* ago	edit
OHYPPOLI hyppolite@un.org	Yes	editor manager	7 months 5 days	*6 months 2 weeks* ago	edit
SROMEROI romero1@un.org	Yes	editor manager	9 months 2 days		edit
FRUBIO rubiof@un.org	Yes	editor manager	9 months 2 days		edit
YYANG1 yang7@un.org	Yes	editor manager	7 months 5 days		edit
LTOM toml@un.org	Yes	editor manager	5 months 4 weeks		edit

Add a User

1. Click **Add user**.



2. *The **ADD USER** screen is displayed.*
3. Enter the user's name and email address, and click **CREATE NEW ACCOUNT**.



ADD USER

List | Newsletter subscriptions

This web page allows administrators to register new users. Users' e-mail addresses and usernames must be unique.

Username *

JGREENWA1

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

greenway@un.org

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used
certain news or notifications by e-mail.

Status

Blocked

Active

LDAP Options

Language settings

Language

Ar

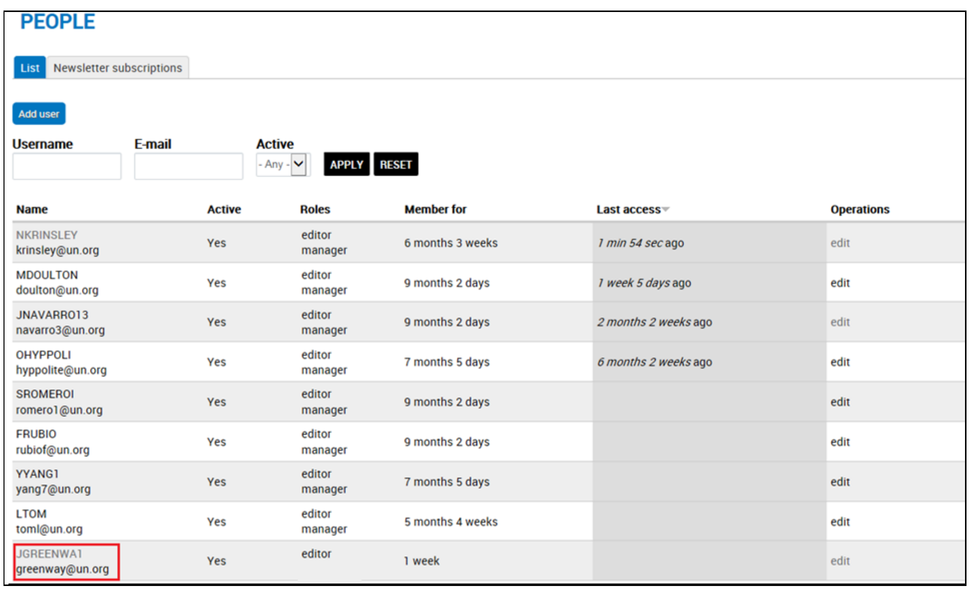
En

Fr

This account's default language for e-mails, and preferred language for site presentation.

CREATE NEW ACCOUNT

4. *The new user is added and appears on the list of users.* S/he is automatically assigned the role of site editor.



PEOPLE

List | Newsletter subscriptions

Add user

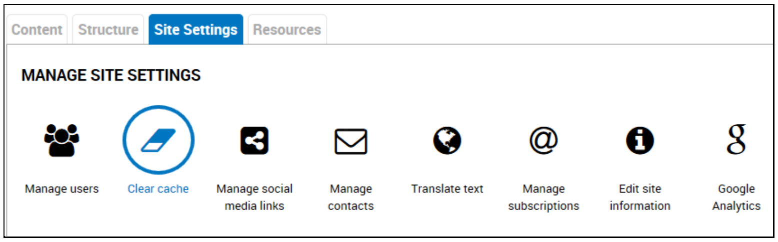
Username | E-mail | Active - Any - | APPLY | RESET

Name	Active	Roles	Member for	Last access	Operations
NKRINSLEY krinsley@un.org	Yes	editor manager	6 months 3 weeks	*1 min 54 sec* ago	edit
MDOULTON doulton@un.org	Yes	editor manager	9 months 2 days	*1 week 5 days* ago	edit
JNAVARRO13 navarro3@un.org	Yes	editor manager	9 months 2 days	*2 months 2 weeks* ago	edit
OHYPPOLI hyppolite@un.org	Yes	editor manager	7 months 5 days	*6 months 2 weeks* ago	edit
SROMEROI romero1@un.org	Yes	editor manager	9 months 2 days		edit
FRUBIO rubiof@un.org	Yes	editor manager	9 months 2 days		edit
YYANG1 yang7@un.org	Yes	editor manager	7 months 5 days		edit
LTOM toml@un.org	Yes	editor manager	5 months 4 weeks		edit
JGREENWA1 greenway@un.org	Yes	editor	1 week		edit

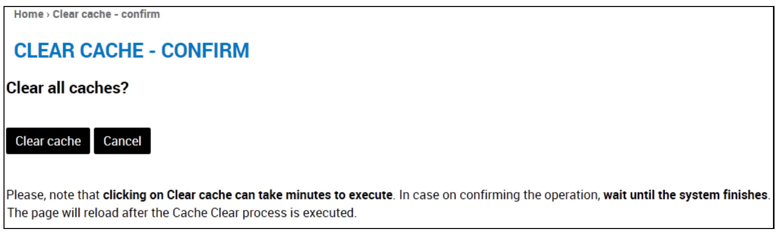
Clear the Cache

If you make changes to a page and are not able to see them, you can clear the cache to make the changes immediately visible.

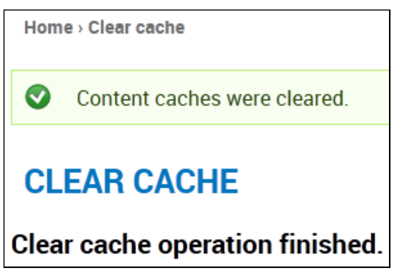
1. In the **ADMINISTRATION DASHBOARD**: click the **Site Settings** tab, then click **Clear cache.**



2. *The **CLEAR CACHE – CONFIRM** screen is displayed*. Click **Clear cache** to initiate the process.



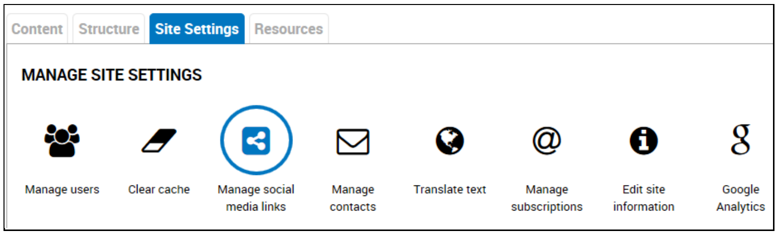
3. *When the process is complete, the following confirmation message is displayed*.



**Note – This process clears the following Drupal caches: Views cache, CSS Aggregation, JS Aggregation, Menu cache, Page cache, Slider cache, and Theme registry. It does not clear your browser's cache, which you also may want to do periodically. Each browser is different, so check your browser's documentation for instructions.*

Manage Social Media Links

1. In the **ADMINISTRATION DASHBOARD**: click the **Site Settings** tab, then click **Manage social media links**.



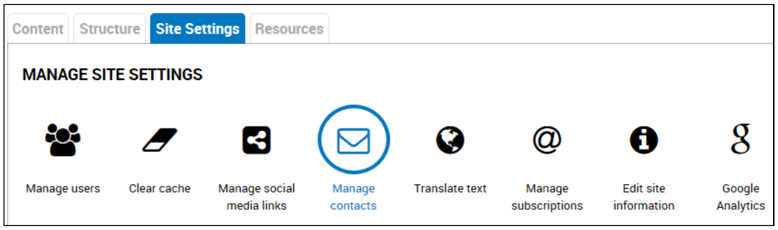
2. *The **ON THE WEB SETTINGS** screen is displayed.* Update existing URLs or add new ones as needed, and click **SAVE CONFIGURATION** at the bottom of the screen.

*Alternatively, you can access this function using the **Configure** dropdown menu inside the block. [For details, refer to the section: Update Media Menu Links.]*

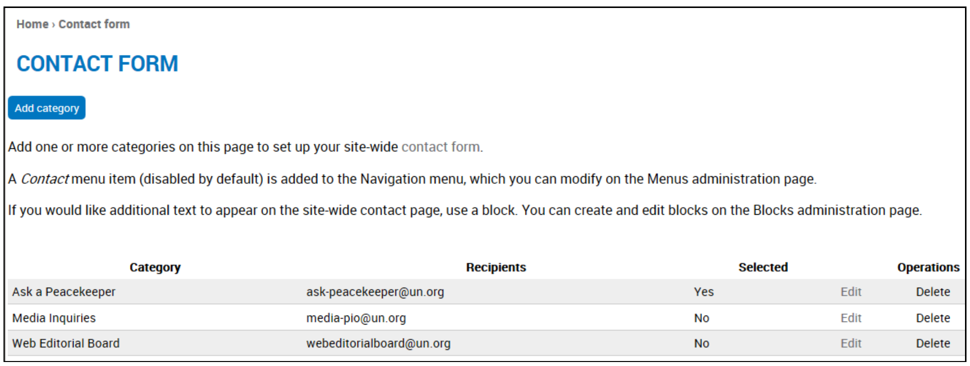
Manage Contacts

This function lets you manage your site contacts – the individuals or groups to whom user input will be sent for various sections of the site.

1. In the **ADMINISTRATION DASHBOARD**: click the **Site Settings** tab, then click **Manage contacts**.



2. *The **CONTACT FORM** screen is displayed.* It shows the site sections (categories) along with their corresponding contacts.

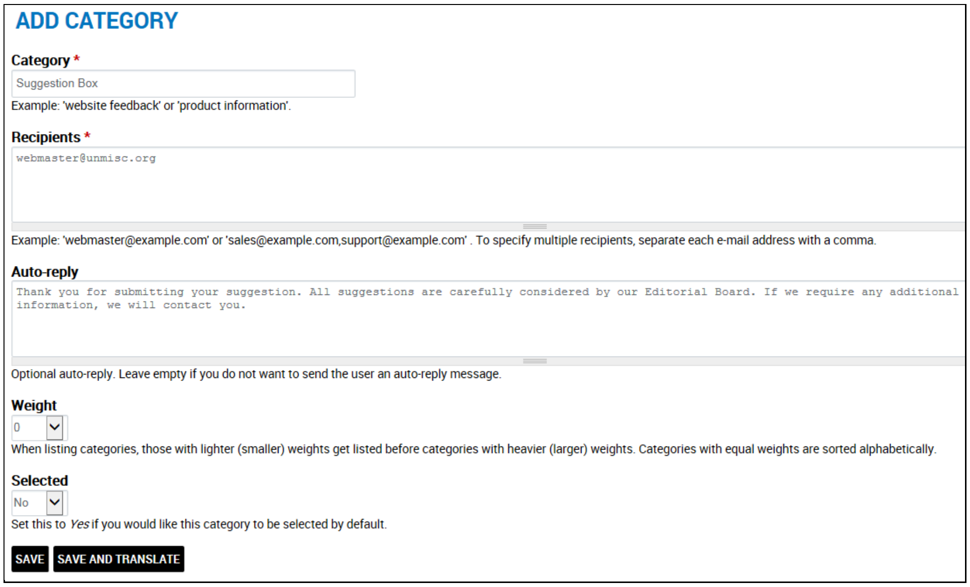


Add a Contact

1. Click **Add category**.

2. *The **ADD CATEGORY** screen is displayed.* Complete the necessary fields:

   - **Category:** Enter the name of the section for which you are creating the contact.
   - **Recipients:** Enter one or more email addresses which will receive the input from users.
   - **Auto-reply:** (Optional). You can enter an automated response to be sent to all users who submit input.



ADD CATEGORY

Category *

Suggestion Box

Example: 'website feedback' or 'product information'.

Recipients *

webmaster@unmisc.org

Example: 'webmaster@example.com' or 'sales@example.com,support@example.com' . To specify multiple recipients, separate each e-mail address with a comma.

Auto-reply

Thank you for submitting your suggestion. All suggestions are carefully considered by our Editorial Board. If we require any additional information, we will contact you.

Optional auto-reply. Leave empty if you do not want to send the user an auto-reply message.

Weight

0

When listing categories, those with lighter (smaller) weights get listed before categories with heavier (larger) weights. Categories with equal weights are sorted alphabetically.

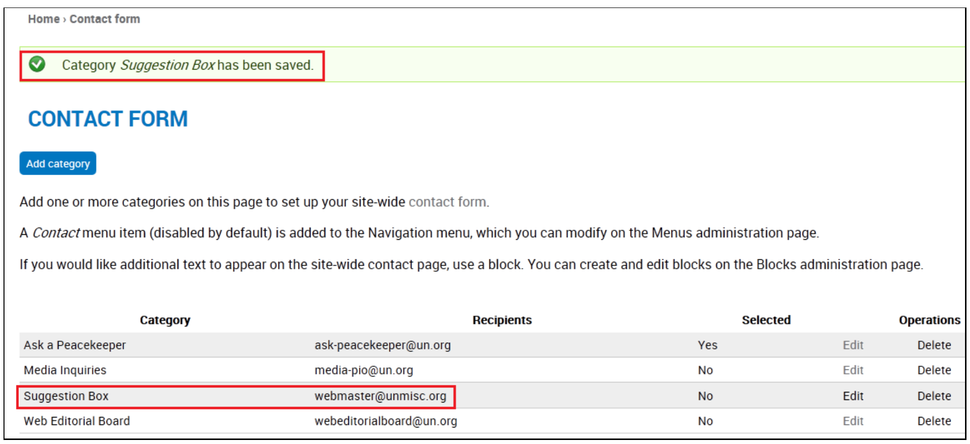
Selected

No

Set this to *Yes* if you would like this category to be selected by default.

SAVE SAVE AND TRANSLATE

3. Click **SAVE**. *The contact information is saved, as confirmed in a message at the top of the screen and added to the list of contacts.*



Home › Contact form

Category *Suggestion Box* has been saved.

CONTACT FORM

Add category

Add one or more categories on this page to set up your site-wide contact form.

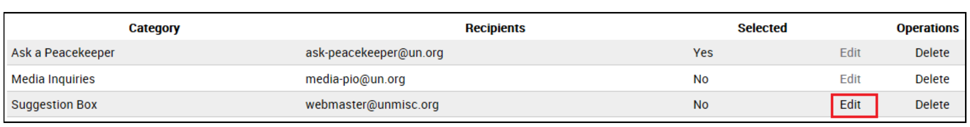
A *Contact* menu item (disabled by default) is added to the Navigation menu, which you can modify on the Menus administration page.

If you would like additional text to appear on the site-wide contact page, use a block. You can create and edit blocks on the Blocks administration page.

Category	Recipients	Selected	Operations	
Ask a Peacekeeper	ask-peacekeeper@un.org	Yes	Edit	Delete
Media Inquiries	media-pio@un.org	No	Edit	Delete
Suggestion Box	webmaster@unmisc.org	No	Edit	Delete
Web Editorial Board	webeditorialboard@un.org	No	Edit	Delete

Edit a Contact

1. In the row for the contact: click **Edit**.



Category	Recipients	Selected	Operations	
Ask a Peacekeeper	ask-peacekeeper@un.org	Yes	Edit	Delete
Media Inquiries	media-pio@un.org	No	Edit	Delete
Suggestion Box	webmaster@unmisc.org	No	Edit	Delete

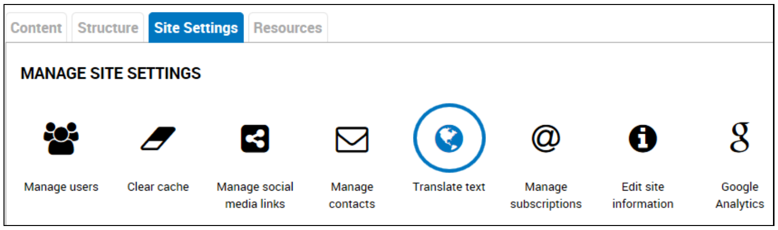
2. *The **EDIT CONTACT CATEGORY** screen for the contact is displayed.* Make the desired changes and click **SAVE**.
3. *The contact is saved with the specified changes*.

Translate Text

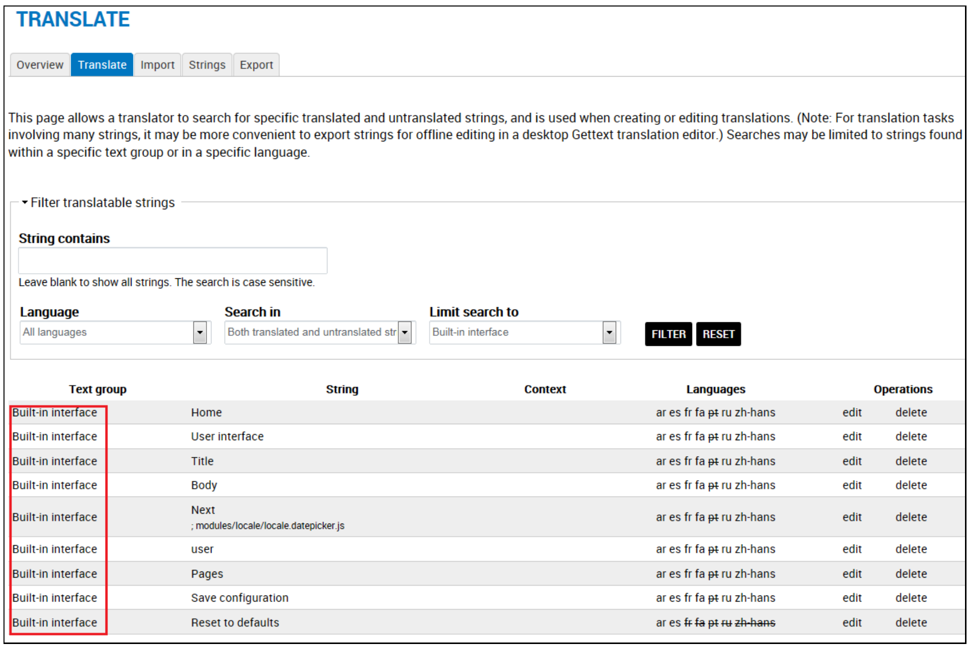
This function lets you translate stationary elements, such as headings and labels, on the site.

- To translate pages, refer to the section: *Translate a Basic Page*.
- To translate blocks, refer to the section: *Translate a Block*.

1. In the **ADMINISTRATION DASHBOARD:** click the **Site Settings** tab, then click **Translate text**.



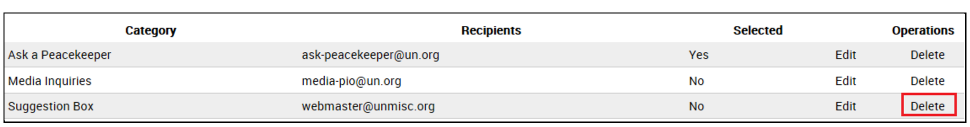
2. *The **TRANSLATE** screen is displayed.* It shows the list of stationary elements on the site and the languages into which they can be translated. The text group shown by default is **Built-in interface.**



Text group	String	Context	Languages	Operations	
Built-in interface	Home		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	User interface		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	Title		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	Body		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	Next ; modules/locale/locale.datepicker.js		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	user		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	Pages		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	Save configuration		ar es fr fa ~~pt~~ ru zh-hans	edit	delete
Built-in interface	Reset to defaults		ar es ~~fr fa pt ru zh-hans~~	edit	delete

Delete a Contact

1. In the row for the contact: click **Delete**.



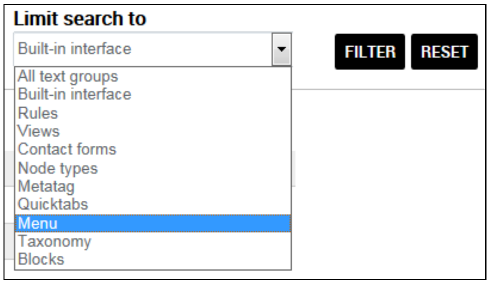
Category	Recipients	Selected	Operations	
Ask a Peacekeeper	ask-peacekeeper@un.org	Yes	Edit	Delete
Media Inquiries	media-pio@un.org	No	Edit	Delete
Suggestion Box	webmaster@unmisc.org	No	Edit	Delete

2. *A confirmation query is displayed*. Click **DELETE** to proceed.

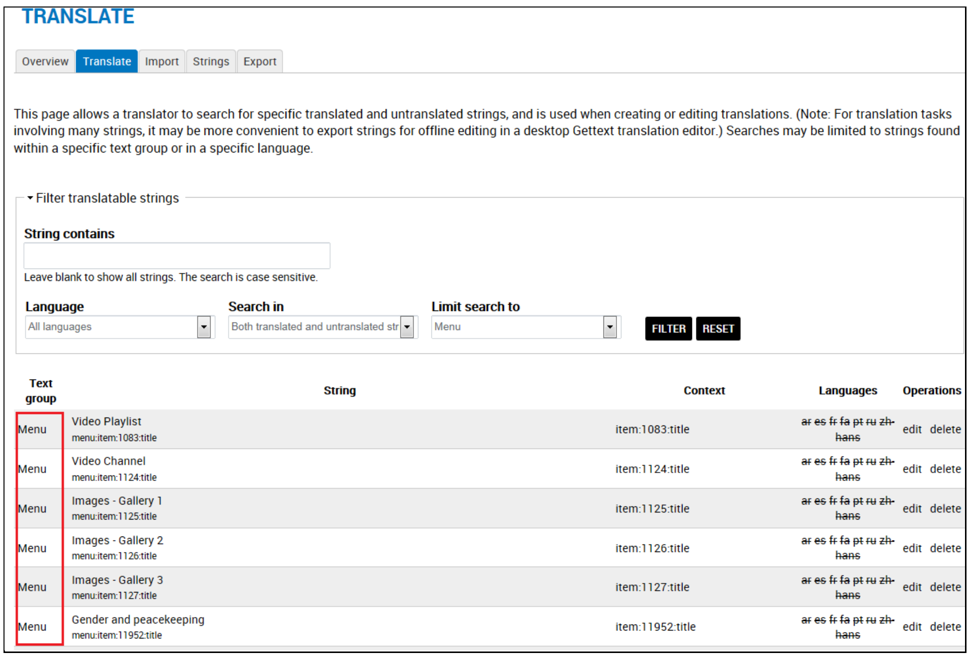
3. *The contact is deleted.*

Change the View

1. To view other text groups: select a different option from the **Limit search to** dropdown, and click **FILTER**.



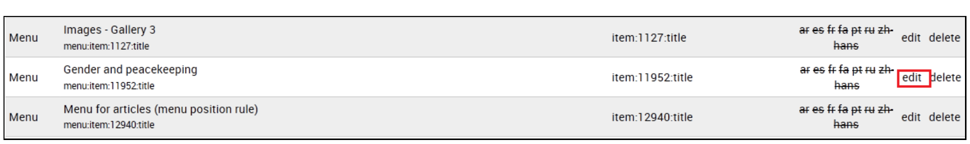
2. *Text items in the selected category are displayed.*



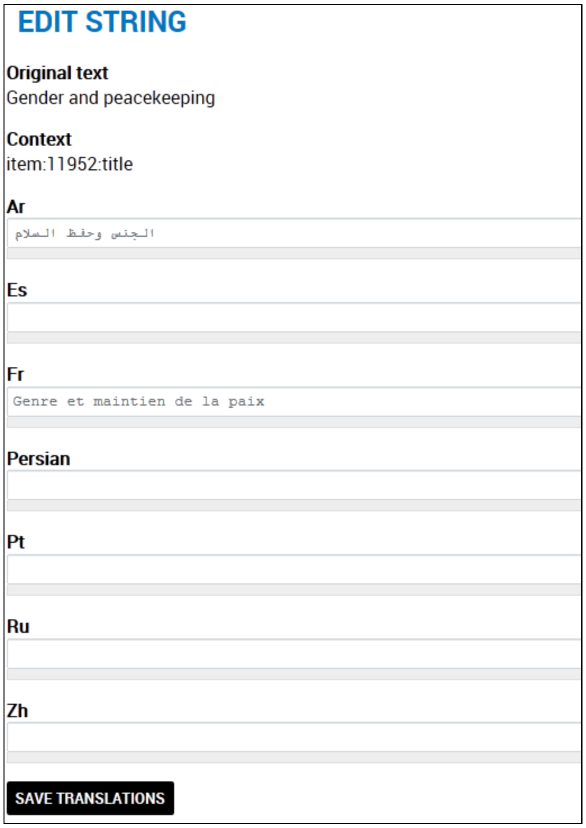
Add a Translation

**Note – When a language is shown in ~~crossed out~~ format, the associated text has not been translated into that language on the site: when a language is shown in standard format, the associated text has been translated into that language.*

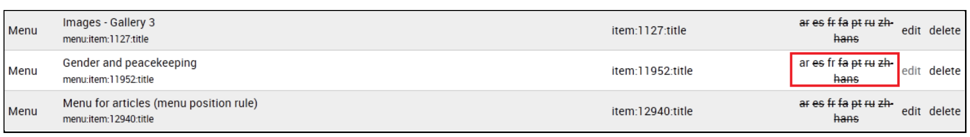
1. In the row for the text to be translated: click **edit**.



2. *The **EDIT STRING** screen for the text is displayed.* Enter the translation into the text field for one or more languages.



3. Click **SAVE TRANSLATIONS**. *The text is translated on the site, and the selected languages (in this example, Arabic and French) no longer appear as crossed out.*

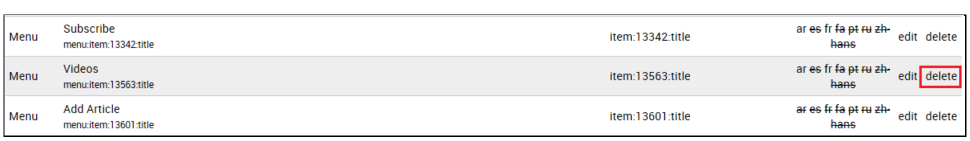


Edit a Translation

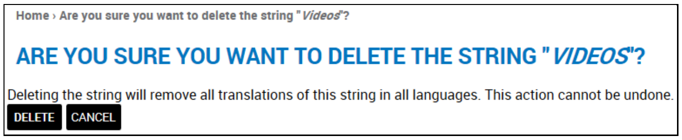
1. In the row for the text to be edited: click **edit**.
2. *The **EDIT STRING** screen for the text is displayed.* Make the desired changes and click **SAVE TRANSLATIONS**.
3. *The text is saved with the specified changes*.

Delete a Translation

1. In the row for the text to be deleted: click **delete**.



2. *A confirmation query is displayed*. Click **DELETE** to proceed.

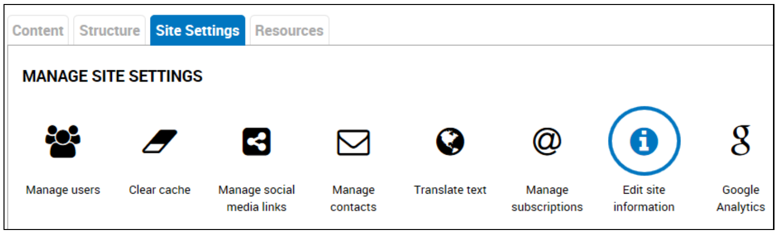


3. *The text is deleted.*

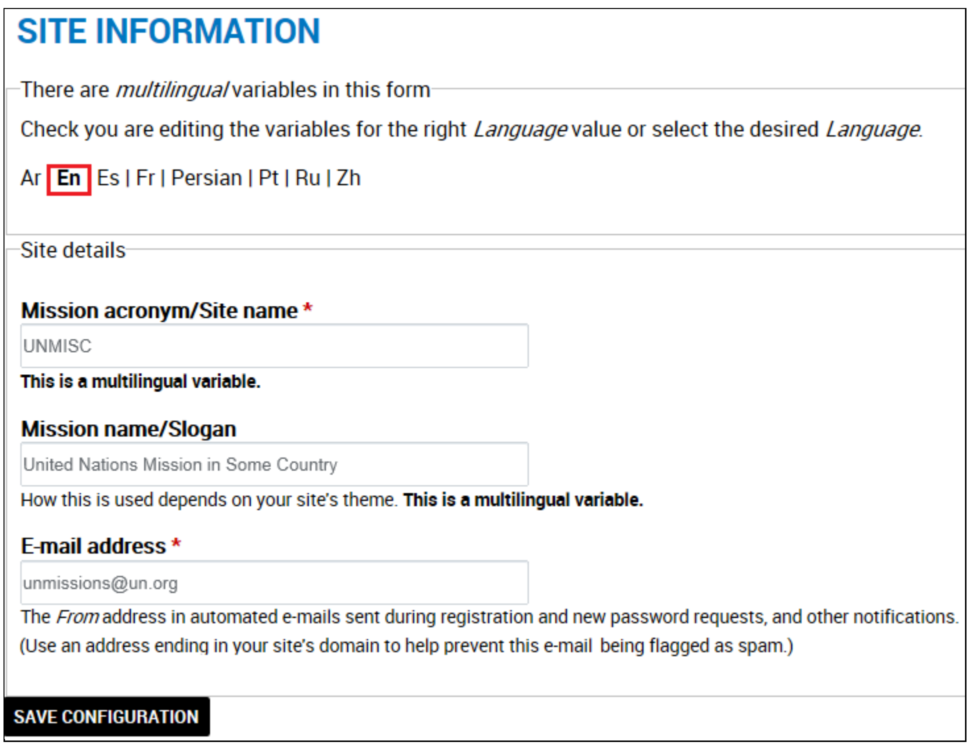
Manage Site Information

This function lets you edit your mission's name and acronym – as shown in the site banner at the top of the screen – and its email address.

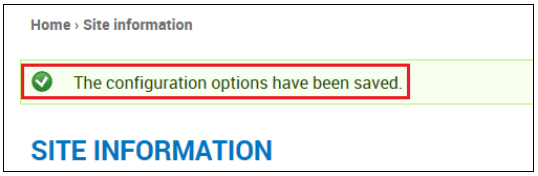
1. In the **ADMINISTRATION DASHBOARD:** click the **Site Settings** tab, then click **Edit site information**.



2. *The **SITE INFORMATION** screen is displayed.*
3. In the language bar: select the language for the site version you are editing.
4. Edit the Site details, as needed:
    - **Mission acronym/Site name:** This is the mission acronym.
    - **Mission name/Slogan:** This is the full name of the mission.
    - **Email address:** As stated on the screen, this is the address which appears in the From field on all automated emails generated by the site.



5. Click **SAVE CONFIGURATION**. *The updated configuration is saved, as confirmed in a message at the top of the screen.*



6. Repeat, as needed, for other language versions of the site.

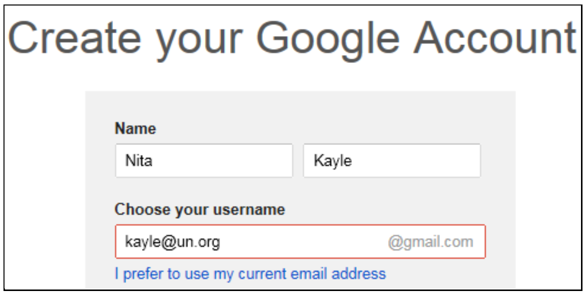
View Google Analytics

This function lets you view Google Analytics (statistics regarding usage of your site). There are two ways to do this: you can either access the analytics directly at any time, or by request through Service Desk, on an as-needed basis.

View Analytics Directly

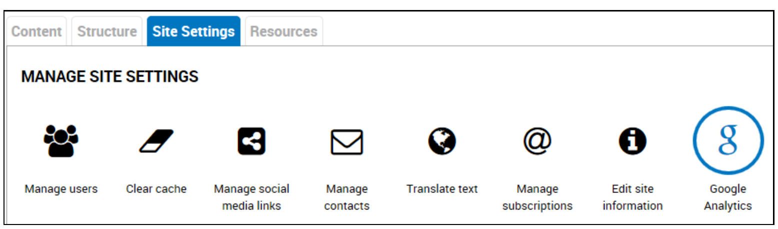
1. In order to view analytics directly, you must first create a Google account.

    a. Use this link to create a Google account: https://accounts.google.com/SignUp?hl=en
    b. Select the option: **I prefer to use my current email address**
    c. Enter your UN email address in the standard format: **name@un.org**



    d. Once the account is created, send an email addressed as follows, requesting access to analytics for your mission website:
        To: Business Solutions Center Field Support [bscfieldsupport@un.org]
        Cc: FTOC ASU DS/UNGSC/UNFIELDMISSIONS, Melanie Doulton
    e. Be sure to provide the name of your specific mission website and your UN email address, as registered with Google.

2. To view analytics once the account is created: in the **ADMINISTRATION DASHBOARD:** click the **Site Settings** tab, then click **Google Analytics**.



    a. *The **Google Analytics** site is displayed.* Click **SIGN IN** at the upper-right of the screen and select **Google Analytics** from the menu.
    b. *The data for your site is displayed.*

View Analytics through Service Desk

1. In order to view analytics through Service Desk, do the following:

    a. Send an email to the address shown in step 1-d above, each time you want to see analytics.
    b. Specify the timeframe (week, month, quarter, year, etc.) and specific data you want to view (daily traffic, total # users, users' countries of origin, users' browsers and/or operating systems, etc.).

2. Service Desk will query Google Analytics and send you the requested information.

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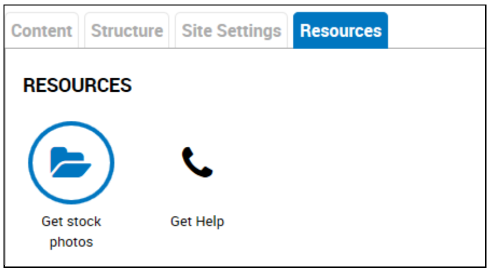
Resources Tab

Get Stock Photos

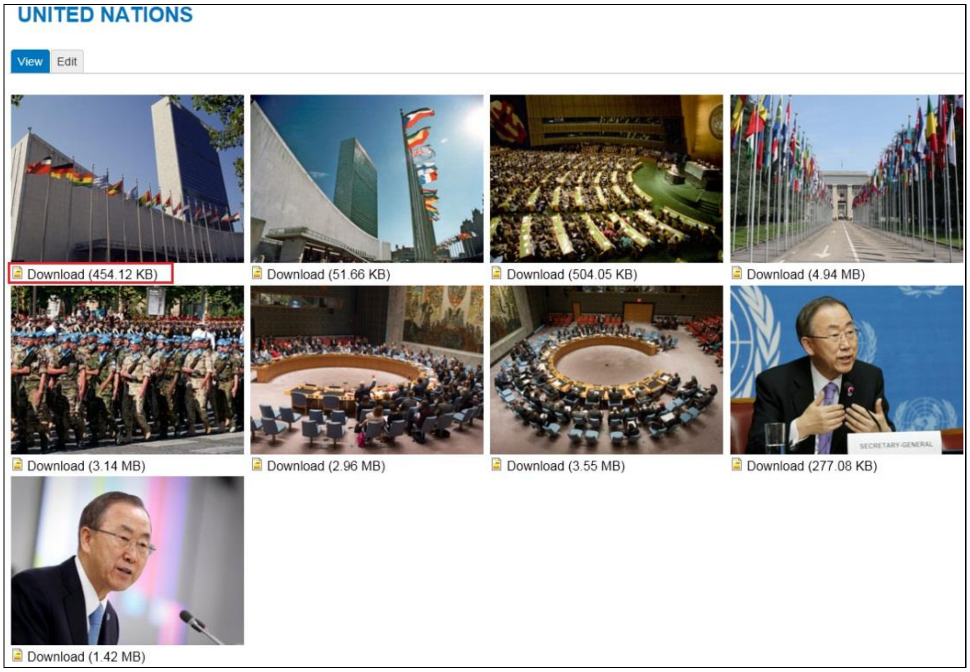
This function provides an image repository, from which you can download images to use on your website.

1. In the **ADMINISTRATION DASHBOARD:** click the **RESOURCES** tab, then click **Get stock photos**.



2. *The **STOCK PHOTOS** screen is displayed.* It shows the albums which contain the images.
3. Click on an album to view its content.

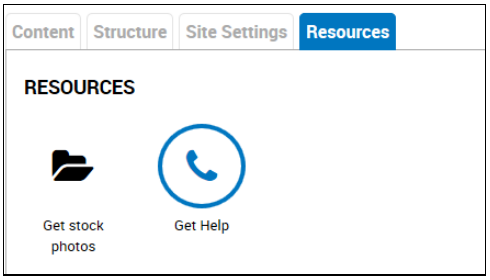
4. *The selected album (in this example, United Nations) opens for viewing.* There is a **Download** link below each image.
5. Click the link for the image you want, and follow the instructions for downloading to your desktop.



6. Repeat as needed to download additional images.

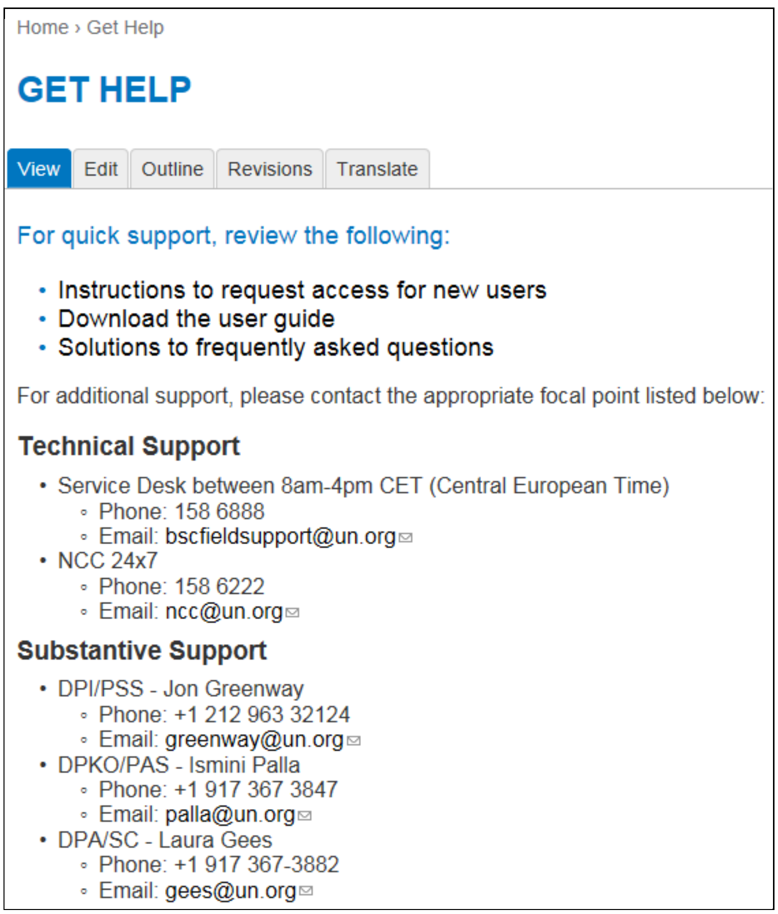
Get Help

1. In the **ADMINISTRATION DASHBOARD:** click the **RESOURCES** tab, then click **Get Help**.



2. *The **GET HELP** screen is displayed.* It provides a list of available resources for site managers.

   - The **Quick Support** section has links for: requesting access for new users; downloading the User Guide; and viewing the FAQ (Frequently Asked Questions).
   - The **Technical Support** section has hours, phone numbers, and email addresses for Service Desks.
   - The **Substantive Support** section has contact information for support providers in DPI, DPKO, and DPA.



PART 4 – NEWSLETTERS

Overview of Newsletters Functionality

The newsletter feature on the site is flexible and provides several options for you to distribute content via email to your subscribers. You can create newsletters for your mission in one of the following ways: you can create content specifically for each newsletter issue or you can have a newsletter issue populated with other site content. You can also set up newsletters to be distributed on a schedule, if required.

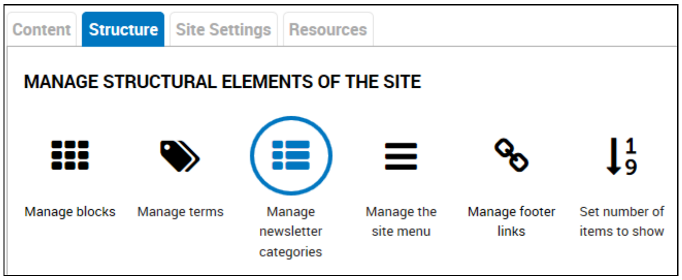
We recommend that you plan in advance the basic steps, which are listed below. Each of these steps is described in detail in the pages which follow.

- **Create a newsletter category**. This is the subject of the newsletter: it can cover any aspect of your mission's operations – news, job openings, community events, etc. Additional newsletter categories can be added at any time.
- **Create a newsletter**. This is an issue of the newsletter, for which you will need to create content and select the mode of distribution.
- **Decide how you will create newsletter content**.
    - **Create/Draft newsletter content only**. With this method, you directly input the specific content for the newsletter. This method is used for a single-instance or occasional newsletter; and newsletters created this way cannot be scheduled.
    - **Use Token only**. A token is a means of automatically adding/pulling content from the site into the newsletter. It lets you create links from the newsletter to content which appears on your site. Tokens are required for scheduled newsletters, but can also be used for single-instance or occasional newsletters.
    - **Create/Draft newsletter content and use tokens**. You can create a newsletter using a combination of drafted and automated content. This method can e used for a single-instance, occasional or scheduled newsletters.
- **Decide how the newsletter will be distributed**.
    - **Direct distribution**. You can send the newsletter yourself. This method is used for single instance or occassional newsletters.
    - **Scheduled distribution**. You can have the system send the newsletter (with site content using tokens) in accordance with a schedule you define. This method is used for newsletters which are sent on a recurring basis; for example, weekly, daily, monthly, etc.
- **Manage your subscription lists**. Newsletters are distributed to the email addresses which appear on your subscription lists, and you can manage these lists to insure optimum visibility for your newsletters.

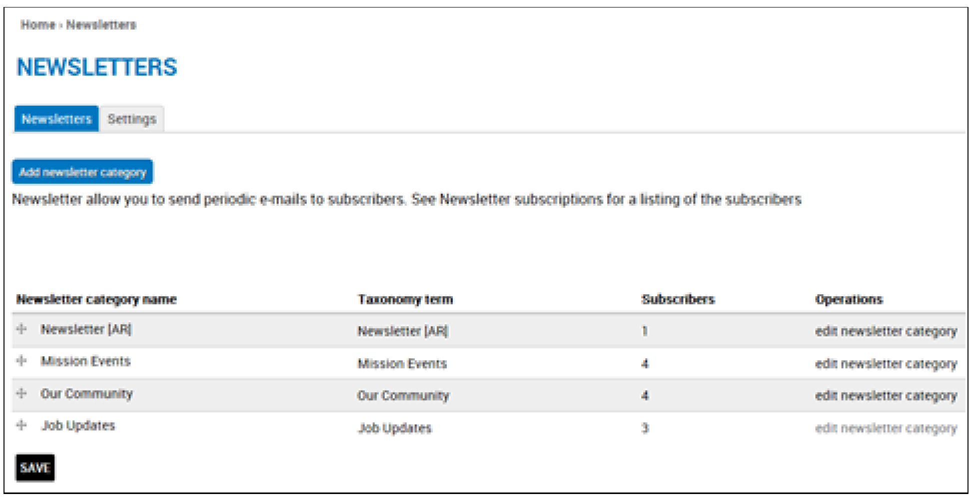
Manage Newsletter Categories

This function lets you manage the categories of newsletters for your mission. Any newsletter which is created must be added to a newsletter category.

1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage newsletter categories**.



2. *The **NEWSLETTERS** screen is displayed.* It shows the list of existing newsletter categories.



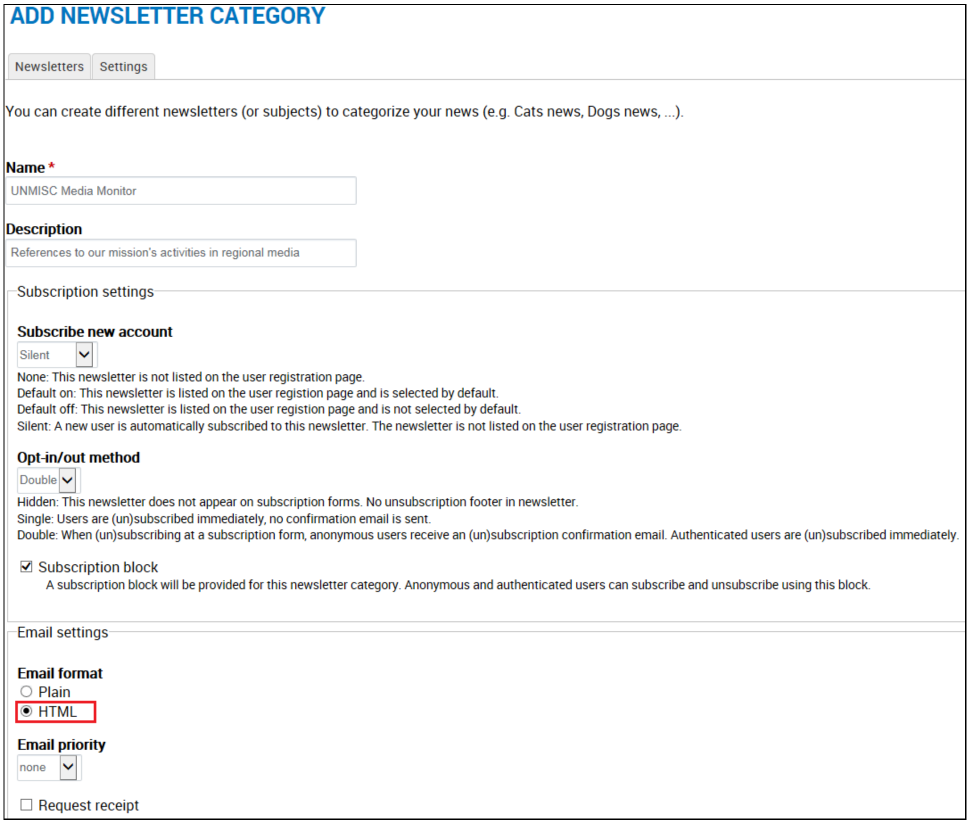
Add a Newsletter Category

1. Click **Add newsletter category**.

2. *The **ADD NEWSLETTER CATEGORY** screen is displayed.* This is where you provide general information about the newsletter category, including its name and description, subscription options, and email options.

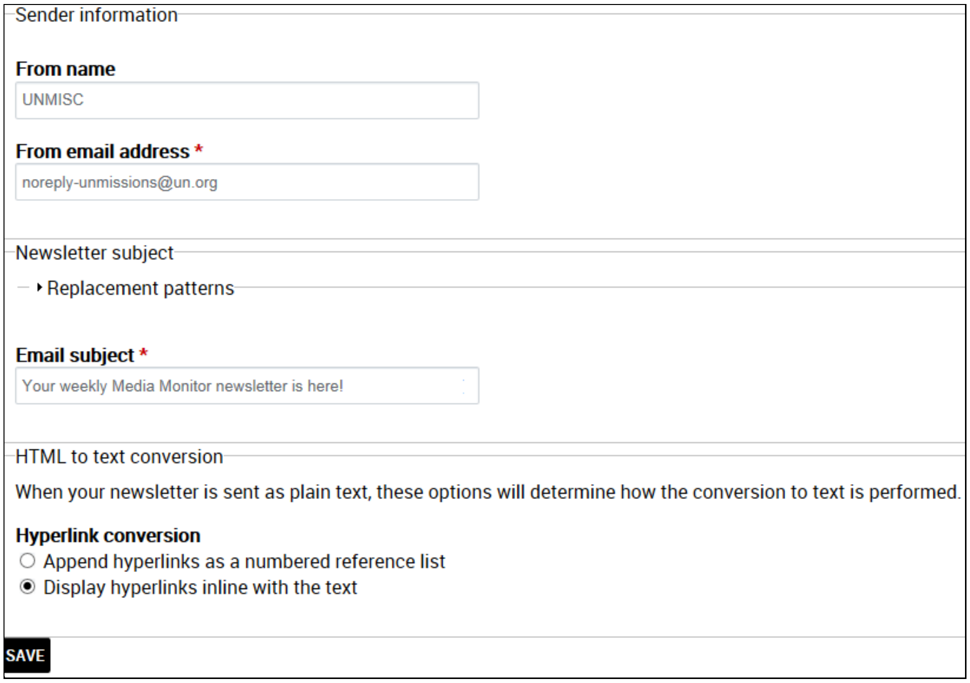
    - **Name:** Enter a name for the newsletter category. (Autotext is not allowed in this field.)
    - **Description:** Enter a description for the newsletter category.
    - **Subscribe new account:** Select an option from the dropdown list. The options are defined on the screen.

- **Opt-in/out method:** Select an option from the dropdown list. The options are defined on the screen.
- **Email format:** Select **HTML**.

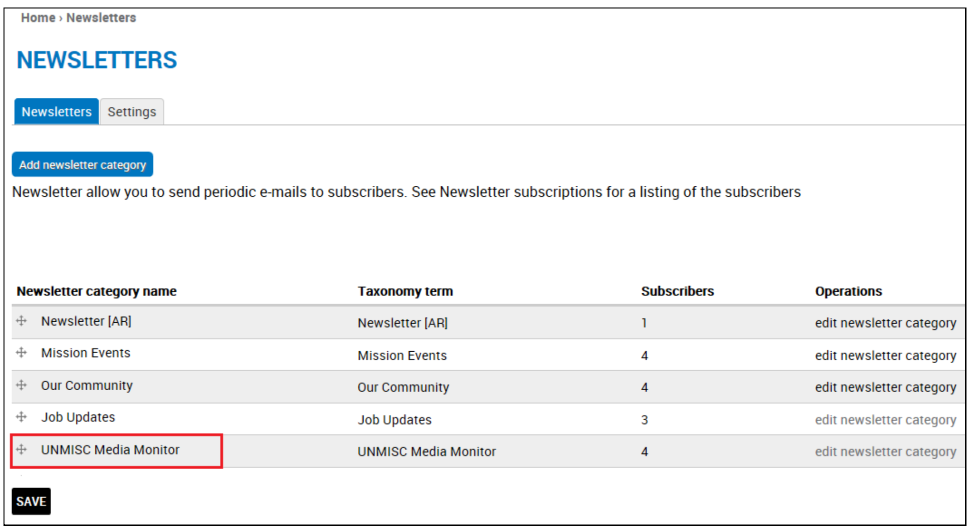


3. Scroll down to the **Sender information** section. This is for the email which will accompany the newsletter.

    - **From name:** Edit the default sender name, if necessary.
    - **From email address:** Edit the default sender address, if necessary.
    - **Email subject:** Enter the subject line for the email. You can add autotext to this field. [Refer to the section: *Add Automated Text to a Field* for more information.]



4. Click **SAVE.** *The newsletter category is created and added to the list of categories.*



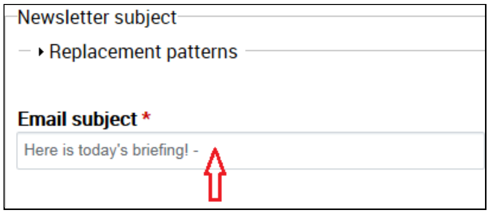
Add Automated Text to a Field

You can add autotext to certain input fields. These are:

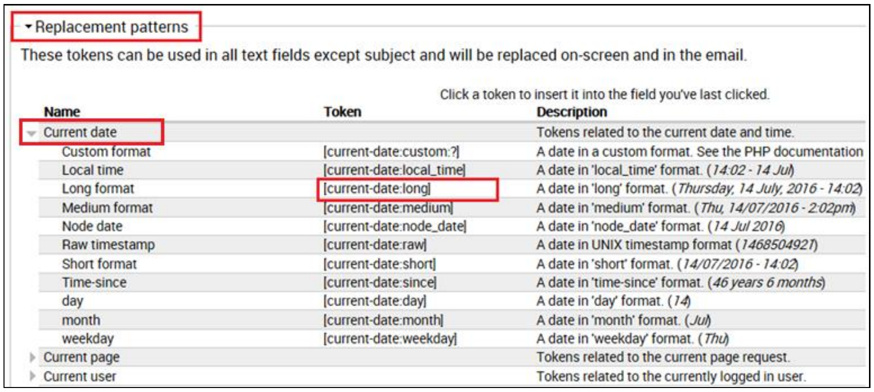
- **Email subject** -- on **ADD NEWSLETTER CATEGORY** screen
- **Title pattern for new edition nodes** -- on **NEWSLETTER** screen/ Schedule details panel.

The following example illustrates this procedure.

1. In the **Email subject** field: click where you want the automated text to appear.



2. Click **Replacement patterns**.
3. Expand the category of text you want to include, then click the specific format.


Replacement patterns

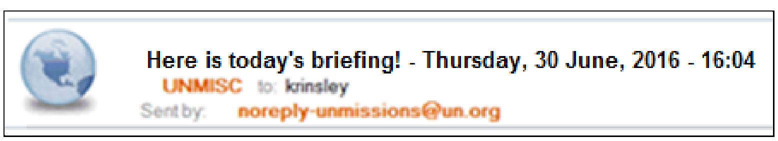
These tokens can be used in all text fields except subject and will be replaced on-screen and in the email.

Click a token to insert it into the field you've last clicked.

Name	Token	Description
Current date		Tokens related to the current date and time.
Custom format	[current-date:custom:?]	A date in a custom format. See the PHP documentation
Local time	[current-date:local_time]	A date in 'local_time' format. (*14:02 - 14 Jul*)
Long format	[current-date:long]	A date in 'long' format. (*Thursday, 14 July, 2016 - 14:02*)
Medium format	[current-date:medium]	A date in 'medium' format. (*Thu, 14/07/2016 - 2:02pm*)
Node date	[current-date:node_date]	A date in 'node_date' format. (*14 Jul 2016*)
Raw timestamp	[current-date:raw]	A date in UNIX timestamp format (*1468504927*)
Short format	[current-date:short]	A date in 'short' format. (*14/07/2016 - 14:02*)
Time-since	[current-date:since]	A date in 'time-since' format. (*46 years 6 months*)
day	[current-date:day]	A date in 'day' format. (*14*)
month	[current-date:month]	A date in 'month' format. (*Jul*)
weekday	[current-date:weekday]	A date in 'weekday' format. (*Thu*)
Current page		Tokens related to the current page request.
Current user		Tokens related to the currently logged in user.

4. The text string for that format is added to the field.

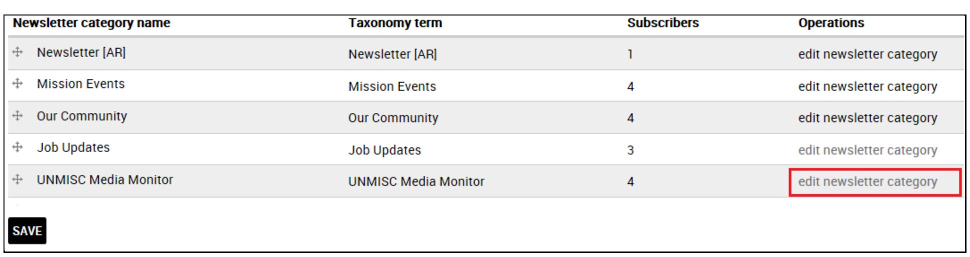
5. When the newsletter is delivered to subscribers, the email subject line appears as below.



**Note – Issues are delivered as per the time zone of the sending mission.*

Edit a Newsletter Category

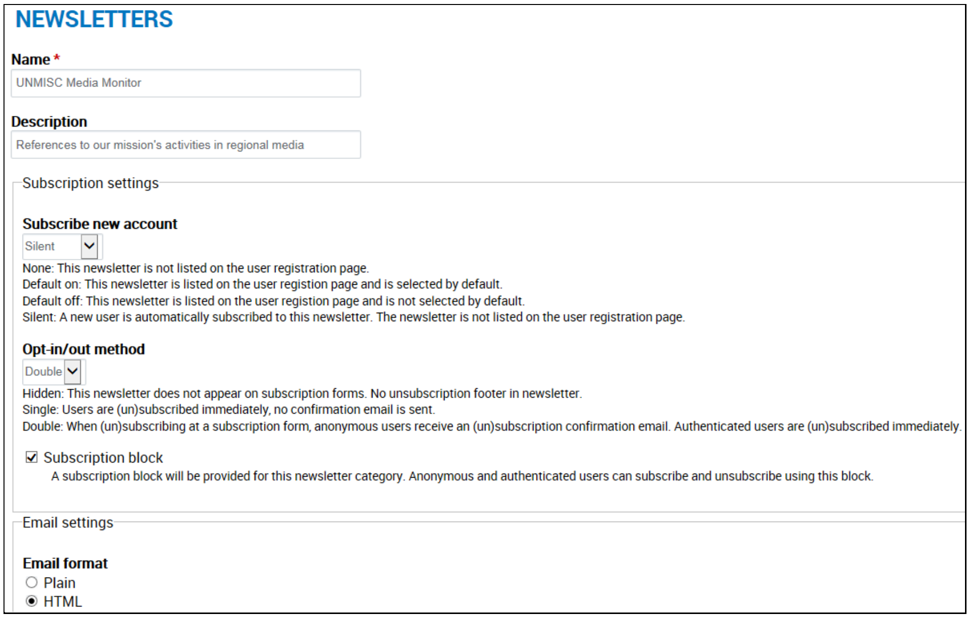
1. Select the category in the **NEWSLETTERS** screen, and click **edit newsletter category**.



Newsletter category name	Taxonomy term	Subscribers	Operations
Newsletter [AR]	Newsletter [AR]	1	edit newsletter category
Mission Events	Mission Events	4	edit newsletter category
Our Community	Our Community	4	edit newsletter category
Job Updates	Job Updates	3	edit newsletter category
UNMISC Media Monitor	UNMISC Media Monitor	4	edit newsletter category

SAVE

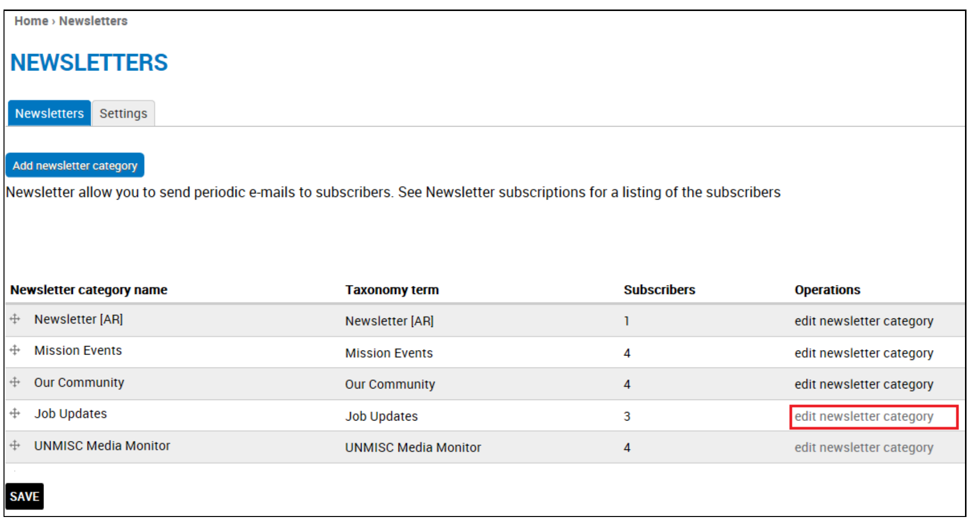
2. *The **NEWSLETTERS** input screen for the newsletter is displayed.* Make the desired changes, and click **SAVE** at the bottom of the screen.



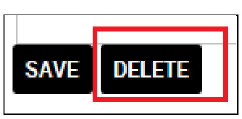
3. *The newsletter category is saved with the specified changes.*

Delete a Newsletter Category

1. Select the category in the **NEWSLETTERS** screen, and click **edit newsletter category**.

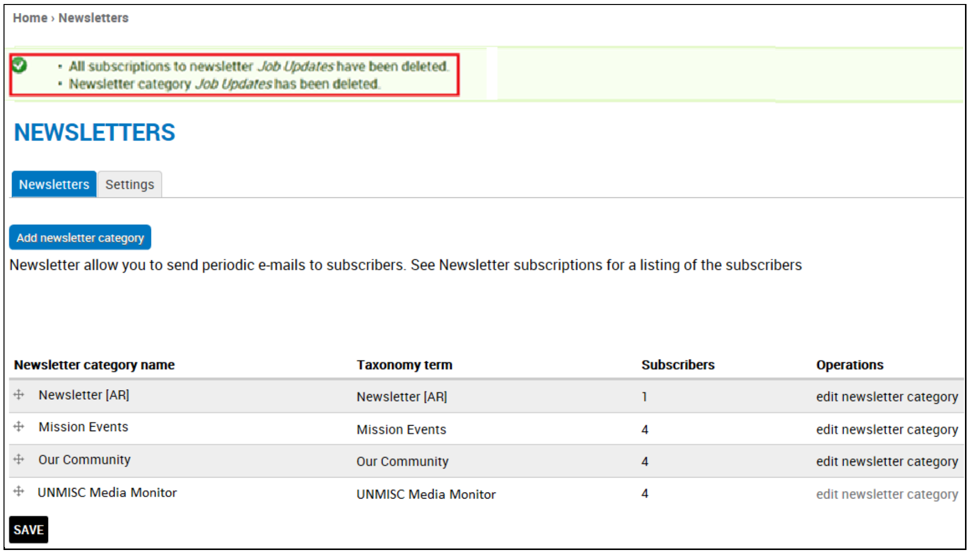


2. *The **NEWSLETTERS** input screen for the newsletter is displayed.* Click **DELETE** at the bottom of the screen.



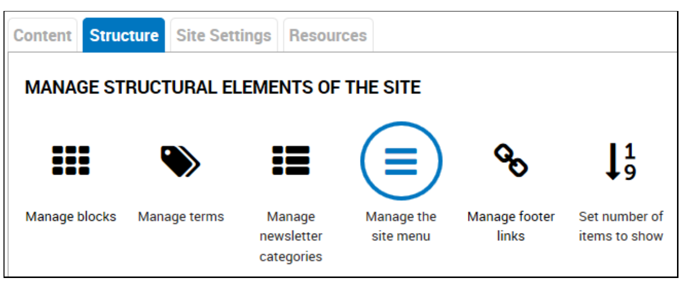
3. A *confirmation query is displayed*. Click **DELETE** to proceed.

4. *The newsletter category is deleted, along with all of its subscriptions.*



Add a Newsletter Category to the Site Menu

1. In the **ADMINISTRATION DASHBOARD**: click the **Structure** tab, then click **Manage the site menu**.

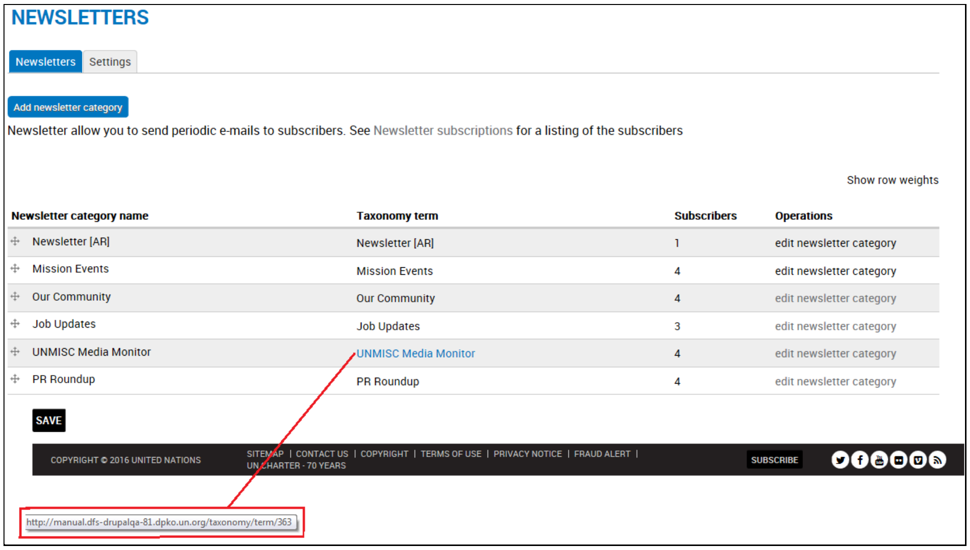


2. *The **MAIN MENU** screen is displayed*. Click **Add link.**

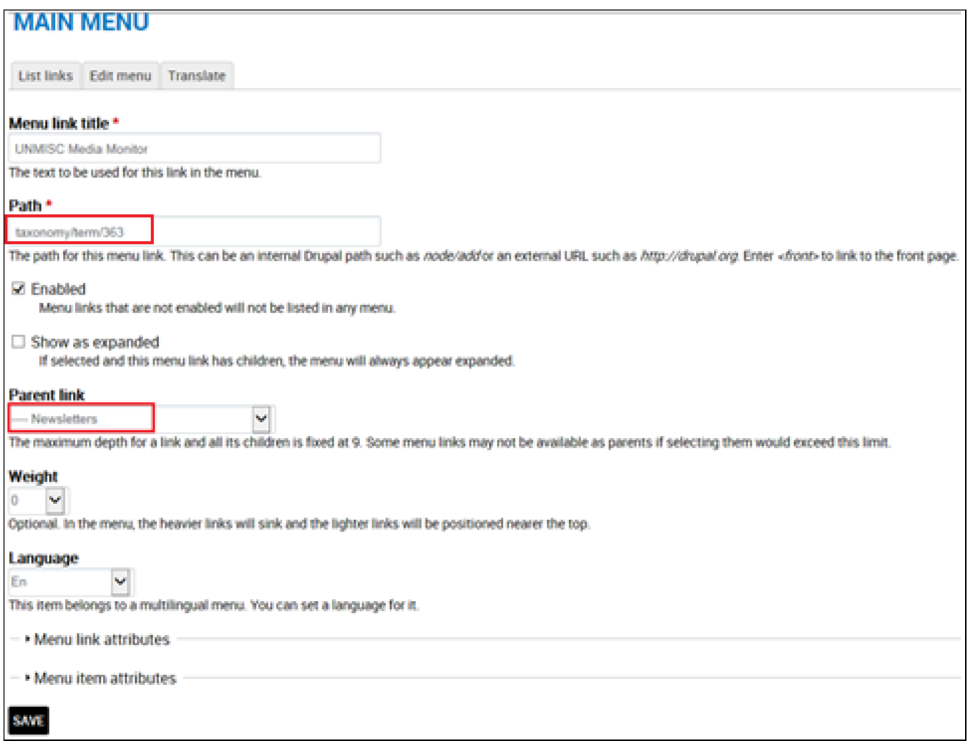
3. *The **MAIN MENU** input screen is displayed.* Complete the necessary fields:

   - **Menu link title**: Enter the title of the link to be added to the menu.

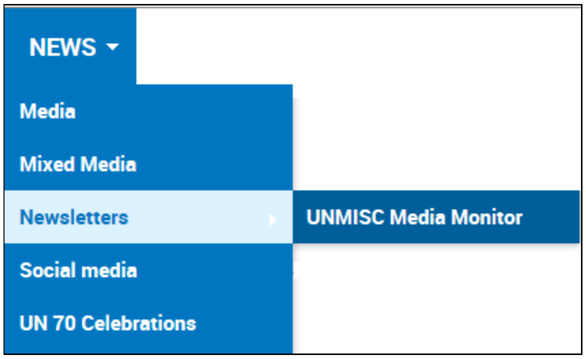
- **Path**: To find the path, access the **NEWSLETTERS** screen (**ADMINISTRATION DASHBOARD> Structure tab> Manage newsletter categories**). Point to the newsletter category in the **Taxonomy term** column. *Its path is displayed at the bottom of the screen*. Enter the text which appears after the slash mark (/) in the site URL.



- **Enabled**: Make sure the checkbox is checked.
- **Parent link:** Select the item under which the link will appear on the Site Menu – in this case **Newsletters**.
- **Language**: Select the correct language for the link.



4. Click **SAVE**. *The newsletter category is added to the Site Menu.*



**Note – If the newsletter category has been translated into multiple languages, you will need to complete this process for each language.*

Manage Newsletter Issues

This function lets you create an issue of a newsletter. Before doing so, you must create the newsletter itself, as described in the section: *Add a Newsletter Category.*

Before creating a newsletter issue, you must decide whether you will need a token. If a newsletter is to be distributed on a schedule, the content for the newsletter must be pulled from the site. To specify which content is pulled into a newsletter issue, you need a token.

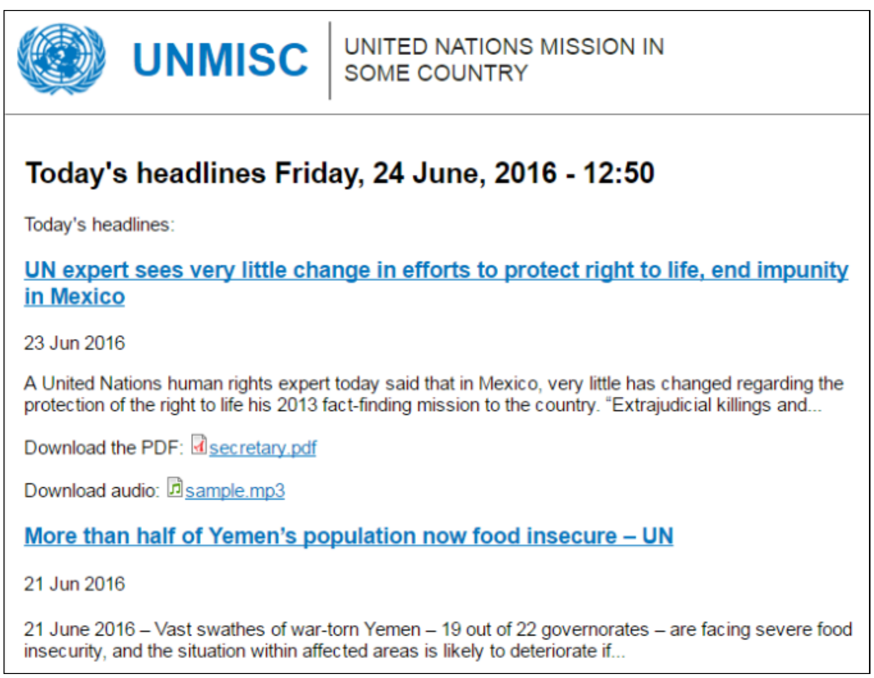
Request Tokens

If you want to automate the inclusion of text in your newsletter, you will need a token. This is a string of text which specifies which content you want to include in the newsletter and how it should appear. Please contact the development team to request the token(s) you will need. [Refer to the section: *Get Help* for contact details.]

➢ For each token you request, you must provide the following information:

- **Content Type:** Articles; Listings; Documents
- **Term:** Press Releases; News Articles; Jobs; Reports. Access the **NEWSLETTERS** screen (**ADMINISTRATION DASHBOARD> Structure tab> Manage newsletter categories**) and use the term in the **Taxonomy term** column.
- **Period of time:** Defines the timeframe for items to be included in the newsletter. This can be expressed as # of hours, days, weeks, months, or years. For example, if a newsletter is to be issued twice a day, you could specify articles posted within the last 12 hours will be included in each issue.
- **Formatting of the content being pulled by the token:**
    - **Fields to be included:** Title; Body; Image; PDF; mp3.
    - **Styles of the fields:** Defines the style for each field. For example: title text should be larger than body text; colors and text attributes (boldface, italic, underline) can be specified; body should be limited to 255 characters, followed by 3 dots...

    This is illustrated in the sample newsletter below:


UNMISC | UNITED NATIONS MISSION IN SOME COUNTRY

Today's headlines Friday, 24 June, 2016 - 12:50

Today's headlines:

UN expert sees very little change in efforts to protect right to life, end impunity in Mexico

23 Jun 2016

A United Nations human rights expert today said that in Mexico, very little has changed regarding the protection of the right to life his 2013 fact-finding mission to the country. "Extrajudicial killings and...

Download the PDF: secretary.pdf

Download audio: sample.mp3

More than half of Yemen's population now food insecure – UN

21 Jun 2016

21 June 2016 – Vast swathes of war-torn Yemen – 19 out of 22 governorates – are facing severe food insecurity, and the situation within affected areas is likely to deteriorate if...

➢ You can use more than one token for a newsletter. If multiple tokens will be used, you can insert a table to illustrate their onscreen placement, for example:

3.	Token A	4.	Token B
5.	Token C	6.	Token D

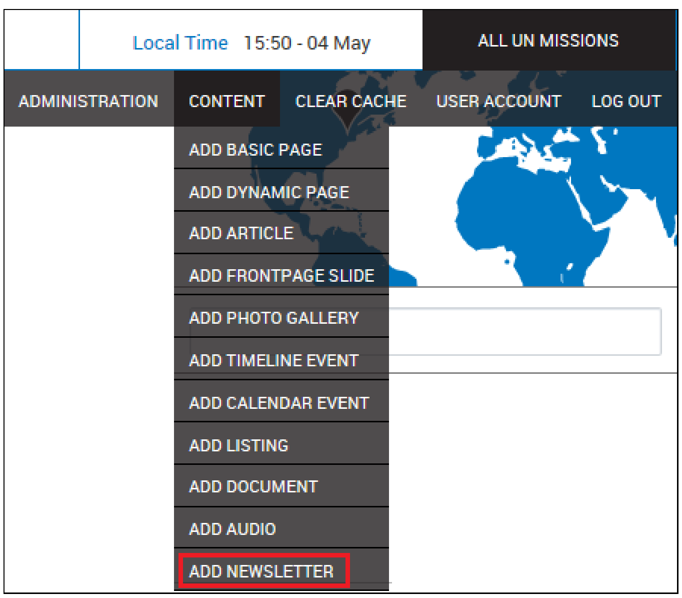
- To insert a table: click the Table icon on the formatting toolbar. In the dialog box which opens, specify the properties to be applied, and click **OK.**

Add a Newsletter Issue

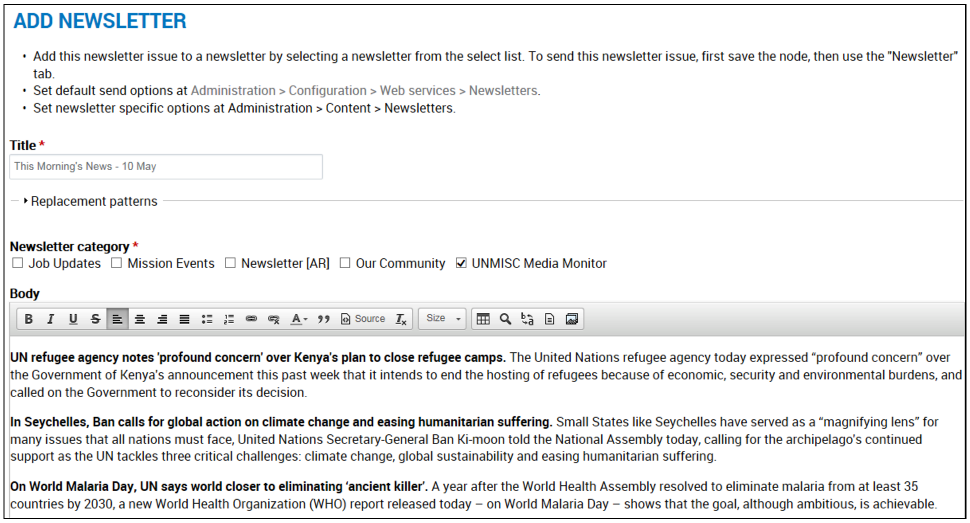
You can create a newsletter issue with draft content only, with token content only, or with both draft and token content.

Add a Newsletter Issue with Draft Content Only

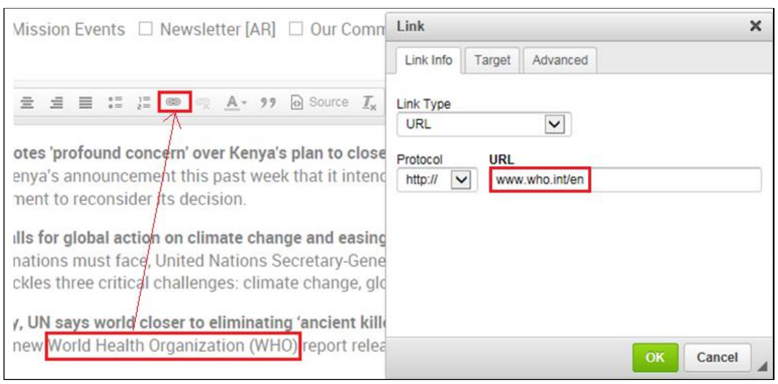
1. In the **ADMINISTRATION MENU:** click **CONTENT> ADD NEWSLETTER**.



2. *The **ADD NEWSLETTER** screen is displayed.* Complete the necessary fields.
   - **Title:** Enter a title for the newsletter issue. (Autotext is not allowed in this field.)
   - **Newsletter category:** Click the correct category for the newsletter.
   - **Body:** Type the newsletter content directly or paste it ffrom another source. Use the formatting toolbar to apply fonts and other text effects.

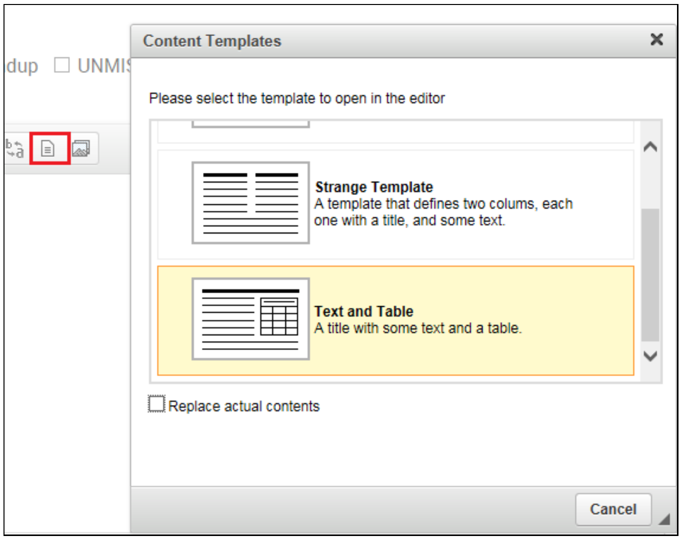


- **Link:** You can create a link by highlighting the text to be linked, then clicking the **Link** toolbar icon. In the dialog box which opens, enter the URL for the target article, and click **OK**.

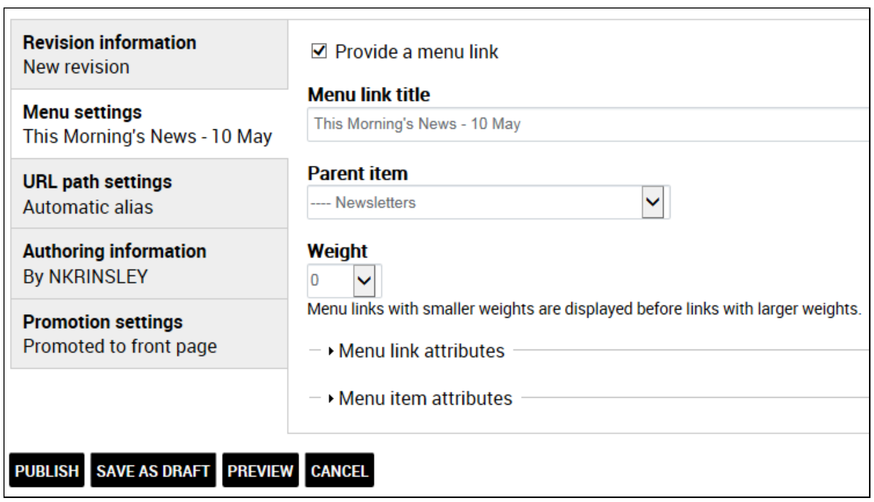


**Note – If the article appears on this site: enter the page name as it appears after the slash mark (/) at the end of the the site URL, i.e. community-outreach. If the article appears on an external site: enter the entire URL of the site.*

- **Format using a template:** Click the **Template** toolbar icon. In the dialog box which opens, click the template to be applied to your content. Make sure the option to **Replace actual contents** is unchecked.



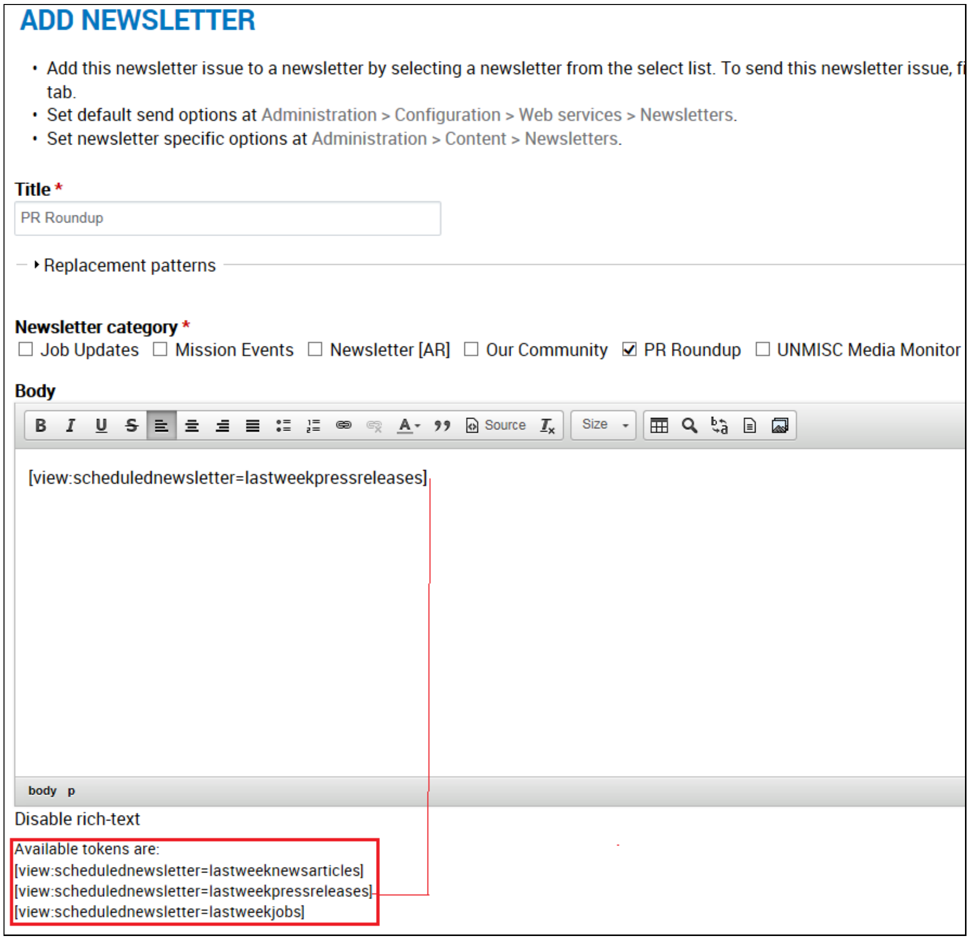
3. Click **SAVE AS DRAFT** if you intend to do further work on the issue, or **PUBLISH** if it is complete.



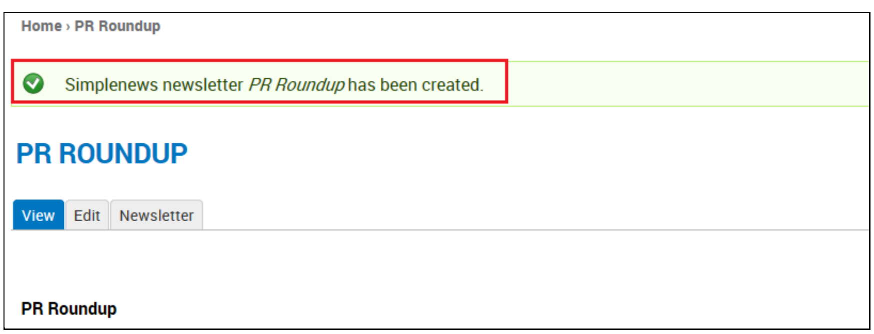
4. *The new issue is displayed with* a *message at the top of the screen confirming its creation.*

Add a Newsletter Issue with Token Content Only

1. Follow steps 1-2 in the section: *Add a Newsletter Issue with Draft Content Only*; however, instead of inserting newsletter content in the **Body** field, enter one or more tokens. As shown below, your available tokens appear on the screen, beneath the **Body** field.



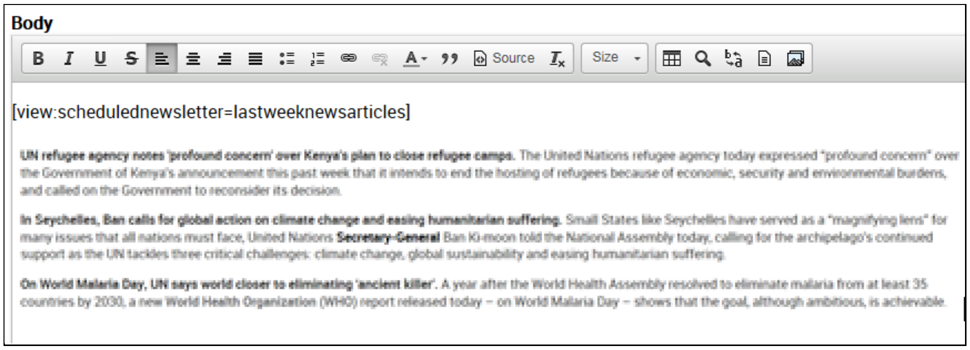
2. Click **SAVE AS DRAFT** if you intend to do further work on the issue, or **PUBLISH** if it is complete.
3. *The new issue is created, as confirmed in a message at the top of the screen*.



Add a Newsletter Issue with Draft and Token Content

You may want the issue to contain both draft and token text.

1. Follow steps 1-2 in the section: *Add a Newsletter Issue with Draft Content Only.*
2. In the **Body** field: indicate the placement of the components.

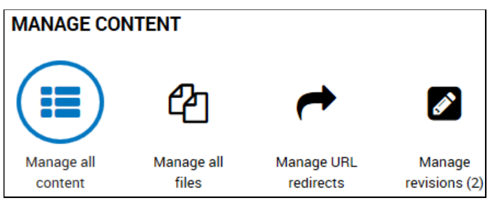


3. Click **SAVE AS DRAFT** if you intend to do further work on the issue, or **PUBLISH** if it is complete.
4. *The new issue is created, as confirmed in a message at the top of the screen*.

Edit a Newsletter Issue

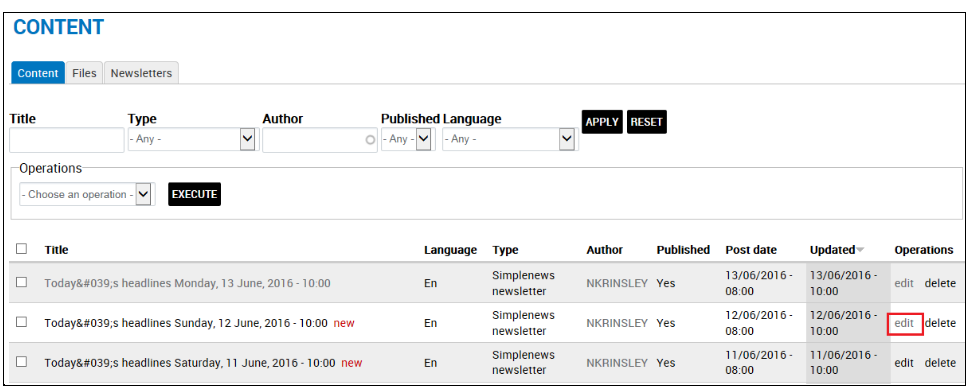
You can edit a newsletter to change its content or settings or to publish or unpublish the issue.

1. In the **ADMINISTRATION DASHBOARD**: click the **Content** tab, then click **Manage all content**.

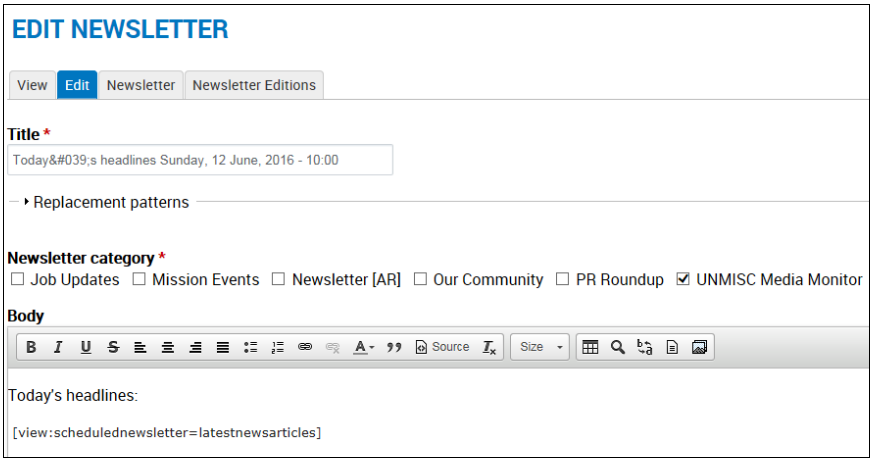


2. *The **CONTENT** screen is displayed.* It shows the list of pages on the site.
    - For additional information about this screen, refer to the section: *Manage all Content.*
    - To display a view showing only newsletters: click the **Newsletters** tab.

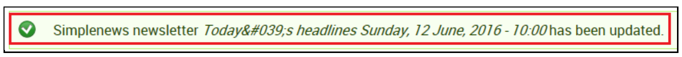
3. Select the issue, and click **edit**.



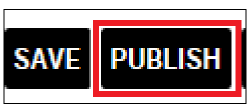
4. *The **EDIT NEWSLETTER** screen for the issue is displayed*. From this screen, you can modify any of the existing components.



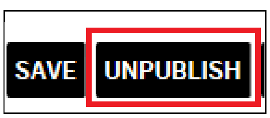
5. Make the desired changes, and click **SAVE**. *The update is confirmed in a message at the top of the screen.*



6. To publish the issue: click **PUBLISH**. *The issue is published; however it will not appear on the site until it is sent.*

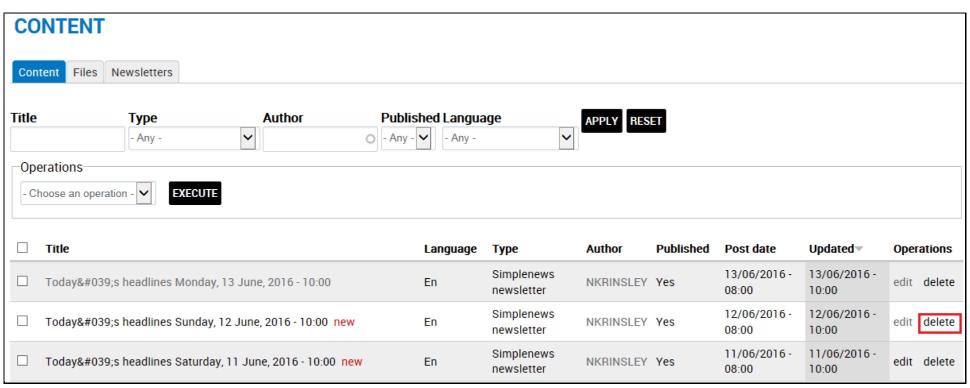


7. To unpublish the issue: click **UNPUBLISH**. *The issue reverts to draft status.*

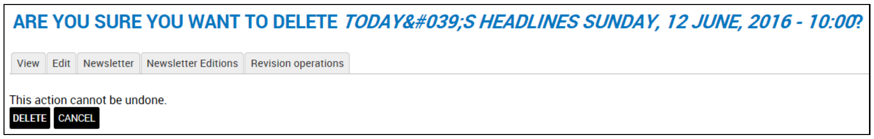


Delete a Newsletter Issue

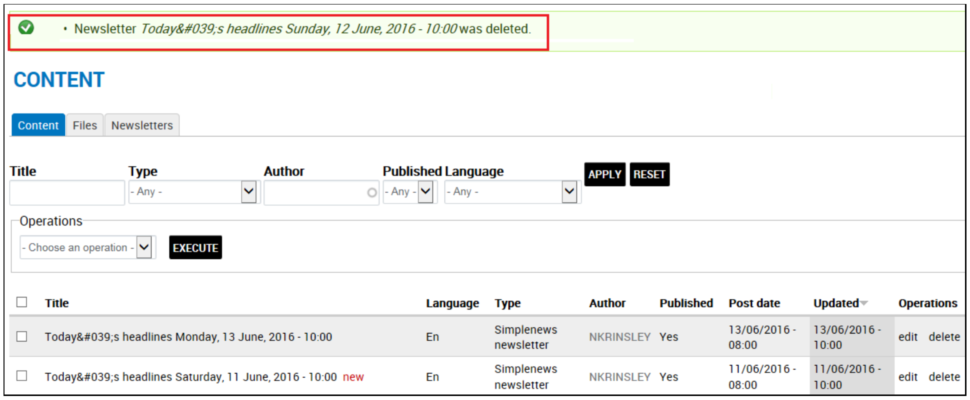
1. In the **CONTENT** screen: select the issue, and click **delete**.



2. *A confirmation query is displayed.* Click **DELETE** to proceed.



3. *The newsletter is deleted and no longer appears in the newsletter list.*



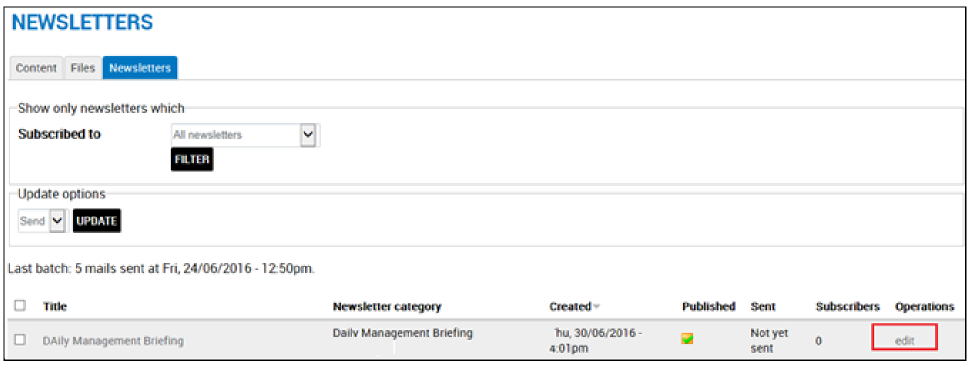
Manage Newsletter Distribution

You can distribute a newsletter directly (for a single issue) or have the system send the newsletter on a schedule you define (for a recurring issue).

Direct Distribution

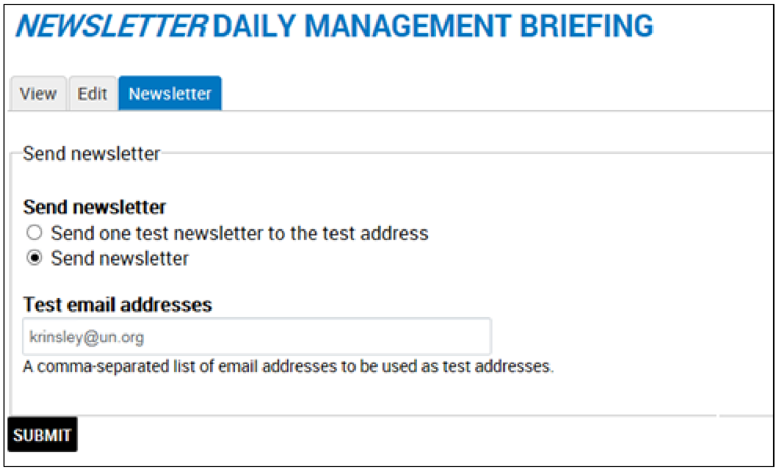
1. In the **ADMINISTRATION DASHBOARD**: click the **Content** tab, then click **Manage all content**.
2. *The **CONTENT** screen is displayed.* Click the **Newsletters** tab.

3. *The **NEWSLETTERS** screen is displayed.* Select the issue to be distributed, and click **edit**.



4. *The **EDIT NEWSLETTER** screen for the selected issue is displayed,* Click the **NEWSLETTER** tab.

5. ***The SEND NEWSLETTER** screen for the selected issue is displayed.*
6. Click the send option you want to apply:
   - **Send one test newsletter to the test address:** sends this issue to the newsletter's creator. This is helpful for verification purposes before distributing to a wider audience.
   - **Send newsletter:** sends this issue to the newsletter's subscribers.



7. Click **SUBMIT**. *The newsletter is sent.*

Scheduled Distribution

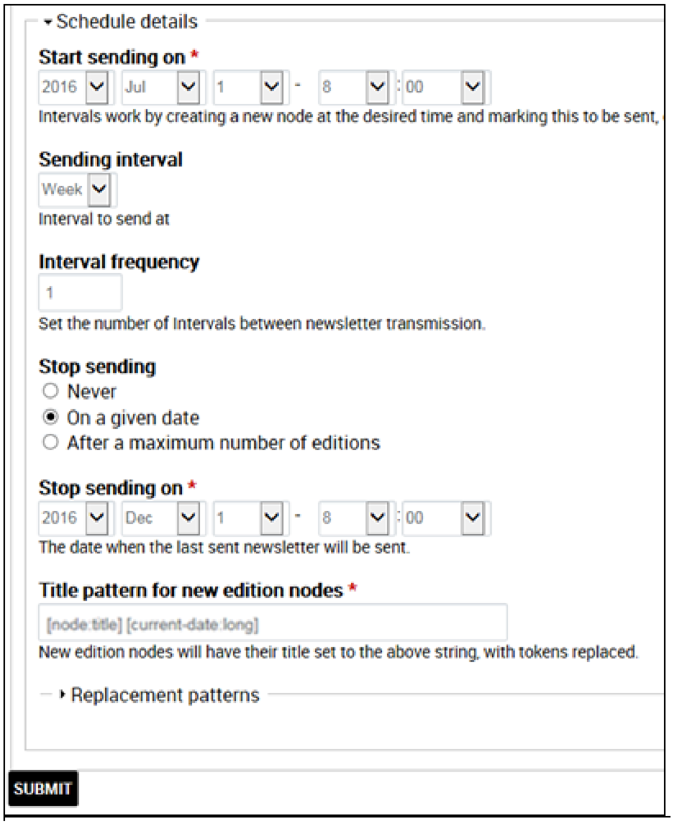
1. Follow steps 1-4 in the previous section: *Direct Distribution* to display the **SEND NEWSLETTER** screen for the selected issue.
2. Click the send option you want to apply:
    - **Send one test newsletter to the test address:** sends this issue to the newsletter's creator. This is helpful for verification purposes before distributing to a wider audience.
    - **Send newsletter:** opens the Schedule details panel, in which you specify the start and stop dates for the issue and its frequency.
    - **Stop newsletter schedule:** stops future issues from being sent, even if the **Stop sending on** date has not been reached.

**Note – The scheduling options are active only when a token has been created for the site. For further information, refer to the section: Request Tokens.*

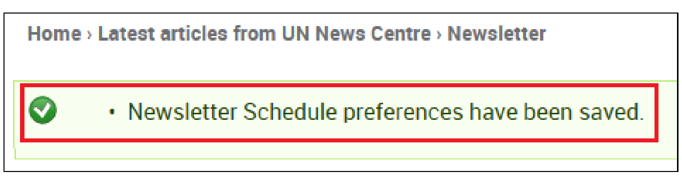
3 In the Schedule details panel: specify the start and end dates for the issue and its sending interval.

4 In the **Title pattern for new edition nodes** field: there is default text. This represents the newsletter title, as specified on the **ADD NEWSLETTER** screen and should not be deleted or modified.

   a. You can add autotext to this field, which will appear on all issues after the first. [Refer to the section: *Add Automated Text to a Field* for more information.]



5. After defining the schedule: click **SUBMIT**. *The schedule details are saved, as confirmed in a message at the top of the screen.*



Edit a Newsletter Schedule

You may want to edit the distribution schedule after the newsletter is created and/or distributed. In order to do this, you must do the following: (1.) access the original (first issue) of the newsletter; (2.) stop the schedule; (3.) make the changes; and (4.) re-start the schedule.

1. Follow steps 1-3 in the section: *Direct Distribution* to access an issue of the newsletter.
2. The ***EDIT NEWSLETTER*** *screen for the selected issue is displayed,* Click the **NEWSLETTER** tab.

3. *If this is not the original issue, a screen message is displayed.* Click the link to view the original issue.

4. In the **Send newsletter** options section: click **Stop newsletter schedule**.
5. Click **SUBMIT**.

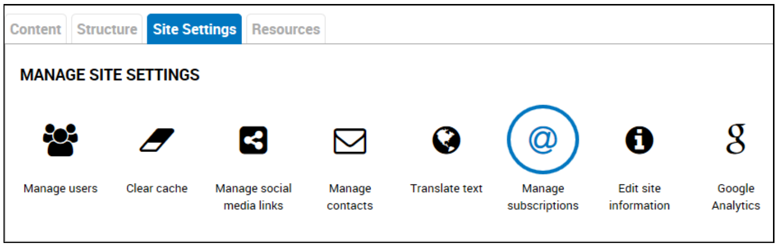
6. Make the desired changes in the Schedule details panel, and click **SUBMIT**.
7. *The updated schedule details are saved, as confirmed in a message at the top of the screen.*

8. Return to the Schedule details panel, and click **Send newsletter**. *The newsletter is sent as per the updated schedule.*

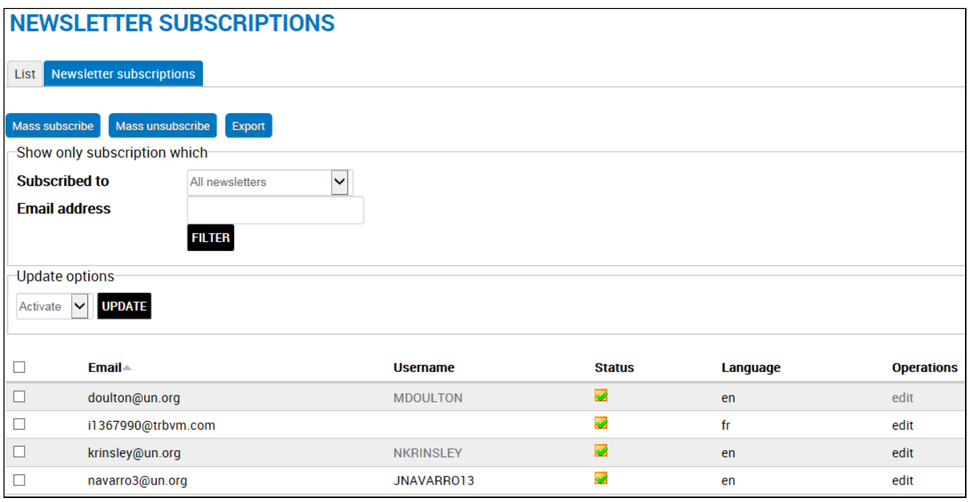
Manage Newsletter Subscriptions

This function lets you manage the email addresses which subscribe to mission newsletters. These addresses may be submitted by users via the **Subscribe** link in the footer bar. [Refer to the section: *Footer* for further information.] Addresses may also be added manually, as documented in the following sections.

1. In the **ADMINISTRATION DASHBOARD:** click the **Site Settings** tab, then click **Manage subscriptions**.

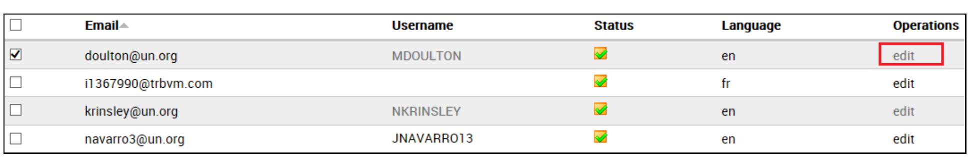


2. *The **NEWSLETTER SUBSCRIPTIONS** screen is displayed.* It shows the list of existing email addresses. You can subscribe or unsubscribe an address to a newsletter; activate or deactivate an address; mass subscribe/unsubscribe all addresses to a newsletter; and export a mailing list.



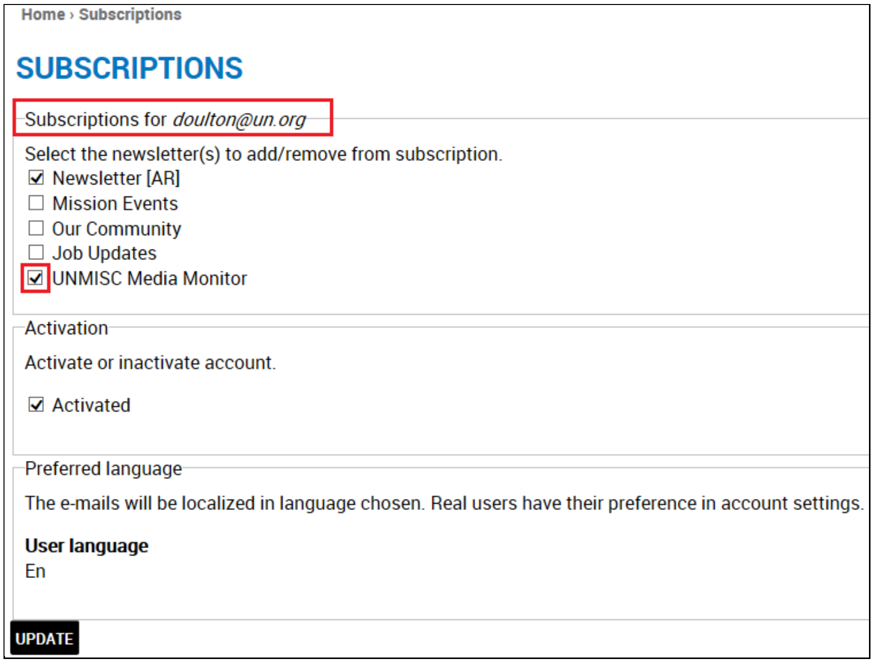
Edit an Email Address

1. In the **NEWSLETTER SUBSCRIPTIONS** screen: Check the box next to the address, and click **edit**.

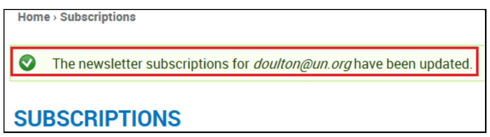


	Email	Username	Status	Language	Operations
☑	doulton@un.org	MDOULTON		en	edit
☐	i1367990@trbvm.com			fr	edit
☐	krinsley@un.org	NKRINSLEY		en	edit
☐	navarro3@un.org	JNAVARRO13		en	edit

2. *The **SUBSCRIPTIONS** screen for the selected email address is displayed.*
   a. Check or uncheck a newsletter to add or remove the email address from its subscription list.
   b. Check or uncheck the **Activated** box to activate or deactivate the address.
3. Make the desired changes and click **UPDATE**.



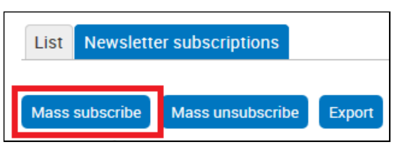
4. *The subscription is updated, as confirmed in a message at the top of the screen.*



Mass Subscribe to Newsletters

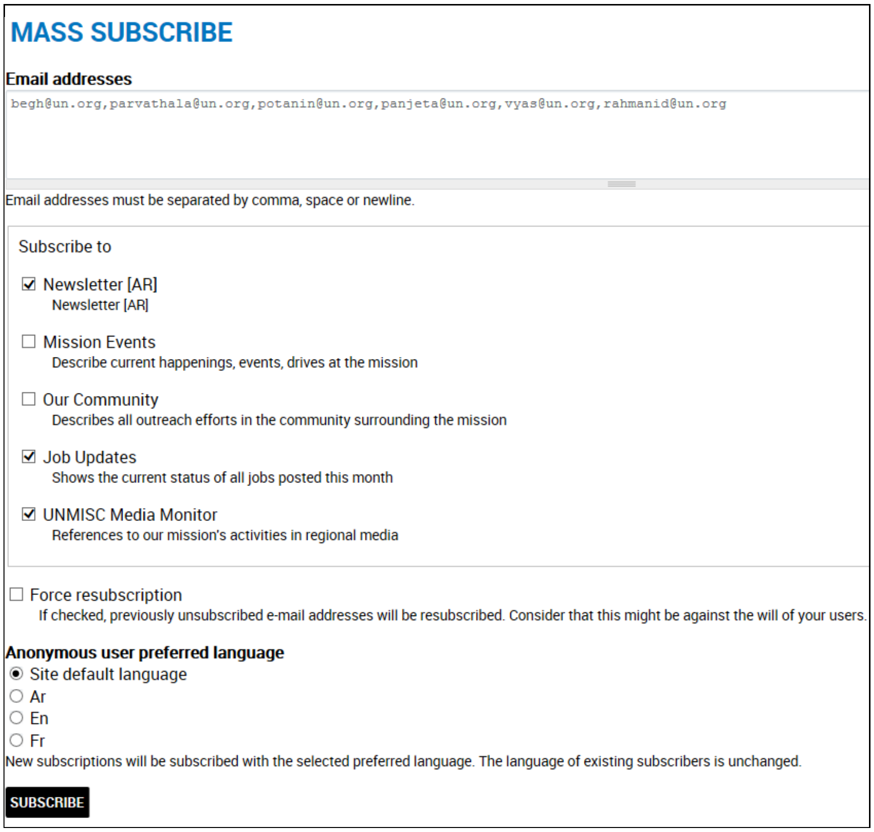
This function lets you manually enter email addresses and subscribe them to one or more newsletters.

1. In the **NEWSLETTER SUBSCRIPTIONS** screen: click **Mass subscribe**.

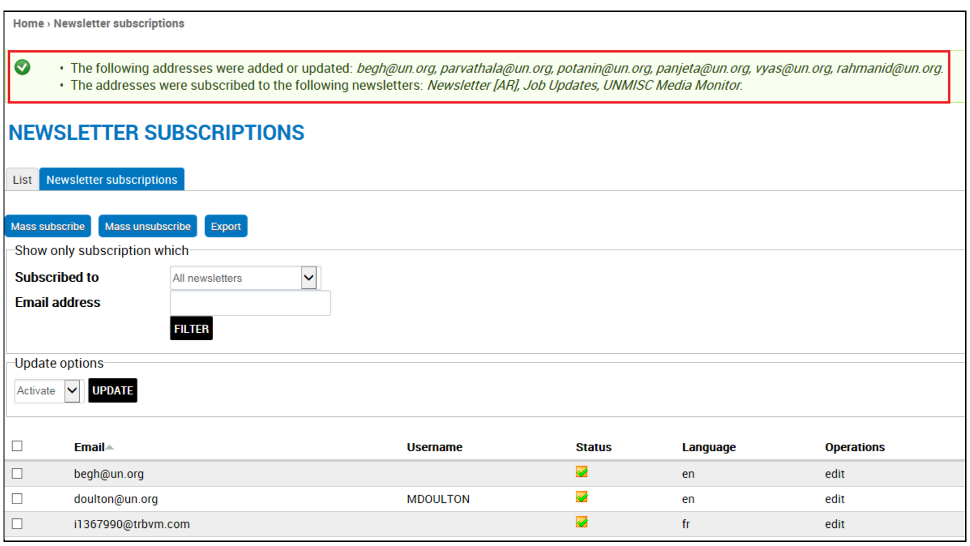


2. *The **MASS SUBSCRIBE** screen is displayed*. Complete the necessary fields:

   - **Email addresses**: Enter the addresses to be subscribed in the textbox.
   - **Subscribe to:** Check the newsletters for the mass subscription.



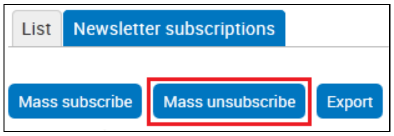
3. Click **SUBSCRIBE**. *The email addresses are subscribed to the selected newsletters, as confirmed in a message at the top of the screen and added to the list of email addresses.*



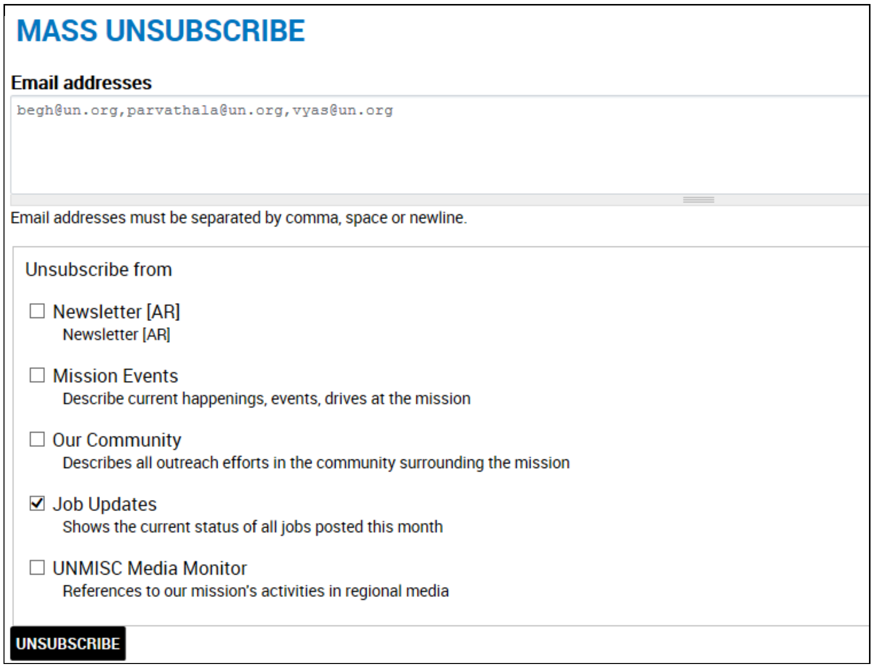
Mass Unsubscribe from Newsletters

This function lets you manually enter email addresses and unsubscribe them from one or more newsletters.

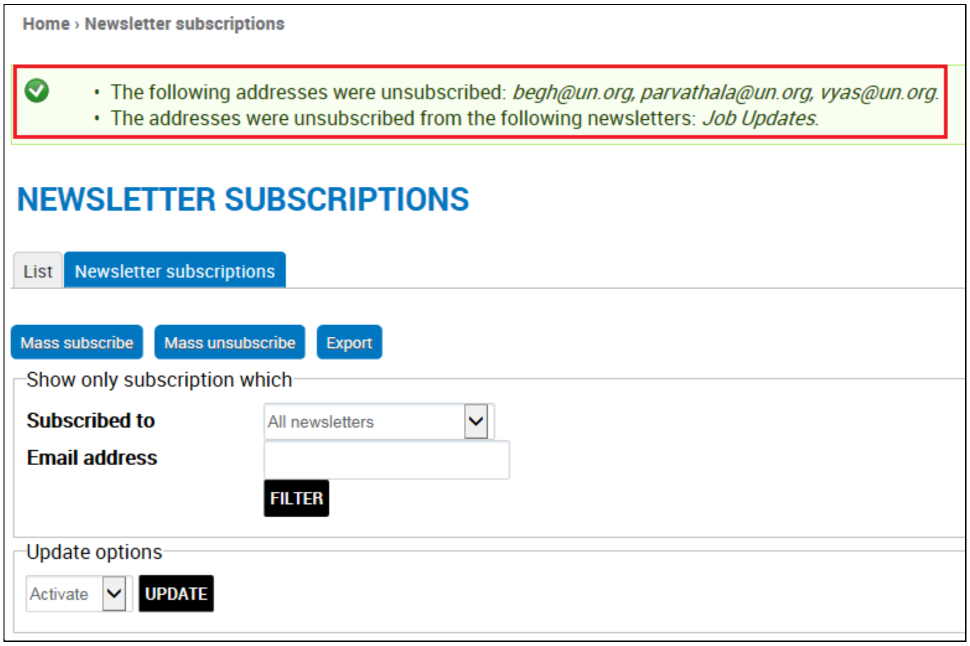
1. In the **NEWSLETTER SUBSCRIPTIONS** screen: click **Mass unsubscribe**.



2. *The **MASS UNSUBSCRIBE** screen is displayed*. Complete the necessary fields:
   - **Email addresses:** Enter the addresses to be unsubscribed in the textbox.
   - **Unsubscribe from:** Check the newsletters for the mass unsubscription.



3. Click **UNSUBSCRIBE**. *The email addresses are unsubscribed from the selected newsletters, as confirmed in a message at the top of the screen and removed from the list of email addresses.*



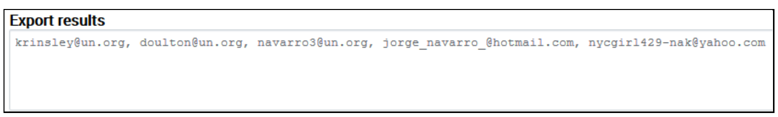
Export a Mailing List

This function creates a mailing list of subscribers by displaying email addresses in a text box, which can be copied and pasted into a To: or Cc: mail field.

1. Click **Export**.

2. *The **EXPORT** screen is displayed*.
3. Make your selections in each category, and click **EXPORT**.

4. *Based upon your selections, the **Export results** are shown in a text box near the bottom of the screen*.



APPENDIX A – EDITORIAL GUIDANCE

Before You Go Live for the First Time

Remove unused dummy pages provided by DFS in the set up of your site, such as, Timeline, Calendar of Events, etc.

General

- **Create page one per site –** e.g., Do not set up a resolutions document page in About Us and Resources.
- **External Pages –** Never link to an external page directly from the website menu.
- **Header/Footer** – Page links are pre-determined and signed off by OLA. Do not remove without asking.
- **Images** – Add alt tag per every image.
- **Navigation Text** – Only use when you have a very long page title.
- **Naming Files** – Assign a name using the X field, do not leave it by default for filename to appear.
- **Page Titles** – Choose simple clear short titles, non-organizational, e.g. Human Right not Human Right Section.
- **Required vs. Optional Pages** – See site structure.
- **Social Media Links** – Should link to you own accounts. If not, remove them from the header and footer.

Home Page

- **Home page Slider:** Text on a home page slide must be added to the caption field. Do not make text part of the image. Make sure the caption of the image with 1-2 lines, therefore, the longer caption will not occupy a large space of the image which would bring a distraction to the audience. In addition, the image must be a clickable link to another page on the site (only on a rare occasion should you like to an external website).

- **Top Menu Bar:** Must always be About/News/Activities/Resources (and appropriate translations). Once "add a……. basic page" to under a specific Menu, make sure to update the main page of the relative Menu page.

Basic Pages

Must have a lead paragraph and body paragraph. The lead paragraph always uses it to highlight (turned to defaulted blue font text) the first paragraph of the content. Use standard styles provided in the editor (avoid underlining text etc).

Landing Pages

Do not insert a big image, select image per page. DPA missions select non PK images. Ensure child pages reflected on landing page.

News

Add Press Officer contact details to the promo block on the News page.