MISSION PUBLIC WEBSITES

Guide for Users
# TABLE OF CONTENTS

**PART 1 – INTRODUCTION** ......................................................................................................................... 1

*Overview* ......................................................................................................................................................... 1

  * About Mission Public Websites .................................................................................................................. 1
  * About Drupal .............................................................................................................................................. 1
  * About this Guide ......................................................................................................................................... 1

*Log In and Log Out* ........................................................................................................................................ 2

  * Log In ....................................................................................................................................................... 2
  * Log Out .................................................................................................................................................... 3

*Pages and Components* ................................................................................................................................ 4

  * On Every Page ........................................................................................................................................... 4
  * Header ..................................................................................................................................................... 4
  * Mission Banner ......................................................................................................................................... 5
  * Site Menu and Search Bar ........................................................................................................................... 5
  * Footer ....................................................................................................................................................... 5

*Site Structure Concepts* ................................................................................................................................. 6

  * Regions .................................................................................................................................................... 7
  * Blocks ....................................................................................................................................................... 7
  * Content Types ........................................................................................................................................... 7
  * Terms ....................................................................................................................................................... 8

*Site Menu Structure* ....................................................................................................................................... 9

*Ways to Manage Content* ................................................................................................................................ 10

  * Administration Dashboard ...................................................................................................................... 10
  * Content Menu .......................................................................................................................................... 10
  * Configure Links ....................................................................................................................................... 11
  * Formatting Toolbar ................................................................................................................................ 11

**PART 2 – EDITORIAL FUNCTIONS** ............................................................................................................ 13

*Basic Pages* .................................................................................................................................................... 13

  * Add a Basic Page .................................................................................................................................... 13
  * Add a Basic Page to the Site Menu ........................................................................................................... 16
  * Edit a Basic Page ..................................................................................................................................... 17
  * Translate a Basic Page ............................................................................................................................... 17
  * Manage Revisions for a Basic Page ......................................................................................................... 19
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic Pages</td>
<td>21</td>
</tr>
<tr>
<td>Add a Dynamic Page</td>
<td>21</td>
</tr>
<tr>
<td>Add a Block to a Dynamic Page</td>
<td>22</td>
</tr>
<tr>
<td>Remove a Block from a Dynamic Page</td>
<td>24</td>
</tr>
<tr>
<td>Add a Dynamic Page to the Site Menu</td>
<td>24</td>
</tr>
<tr>
<td>Change the Title of a Dynamic Page</td>
<td>26</td>
</tr>
<tr>
<td>Manage Revisions for a Dynamic Page</td>
<td>26</td>
</tr>
<tr>
<td>Articles</td>
<td>27</td>
</tr>
<tr>
<td>Add an Article</td>
<td>27</td>
</tr>
<tr>
<td>Edit an Article</td>
<td>31</td>
</tr>
<tr>
<td>Translate an Article</td>
<td>31</td>
</tr>
<tr>
<td>Manage Revisions for an Article</td>
<td>31</td>
</tr>
<tr>
<td>Timeline</td>
<td>32</td>
</tr>
<tr>
<td>Add a Timeline Event</td>
<td>32</td>
</tr>
<tr>
<td>Edit a Timeline Event</td>
<td>34</td>
</tr>
<tr>
<td>Delete a Timeline Event</td>
<td>36</td>
</tr>
<tr>
<td>Calendar</td>
<td>37</td>
</tr>
<tr>
<td>Add a Calendar Event</td>
<td>37</td>
</tr>
<tr>
<td>Edit a Calendar Event</td>
<td>38</td>
</tr>
<tr>
<td>Delete a Calendar Event</td>
<td>39</td>
</tr>
<tr>
<td>Listings</td>
<td>40</td>
</tr>
<tr>
<td>Add a Listing</td>
<td>40</td>
</tr>
<tr>
<td>Documents</td>
<td>43</td>
</tr>
<tr>
<td>Add a Document</td>
<td>43</td>
</tr>
<tr>
<td>Media</td>
<td>46</td>
</tr>
<tr>
<td>Media Menu</td>
<td>46</td>
</tr>
<tr>
<td>Photo Gallery</td>
<td>48</td>
</tr>
<tr>
<td>Add a Photo Gallery</td>
<td>48</td>
</tr>
<tr>
<td>Edit a Photo Gallery</td>
<td>49</td>
</tr>
<tr>
<td>Videos</td>
<td>51</td>
</tr>
<tr>
<td>Connect to YouTube and/or Vimeo</td>
<td>51</td>
</tr>
<tr>
<td>Audio</td>
<td>51</td>
</tr>
<tr>
<td>Add Audio to the Site</td>
<td>51</td>
</tr>
<tr>
<td>Update Media Menu Links</td>
<td>52</td>
</tr>
<tr>
<td>Social Media</td>
<td>54</td>
</tr>
</tbody>
</table>
PART 3 – ADMINISTRATIVE FUNCTIONS

Content Tab .................................................................................................................. 55
Manage all Content ........................................................................................................ 55
   Edit a Page ................................................................................................................ 56
   Delete a Page ............................................................................................................ 56
   Make Other Page Changes ...................................................................................... 57
Manage all Files ............................................................................................................ 58
   Change the View ...................................................................................................... 58
   Edit a File ............................................................................................................... 59
   Delete a File ............................................................................................................ 59
Manage URL Redirects ................................................................................................. 60
   Add a Redirect ....................................................................................................... 60
   Edit a Redirect ...................................................................................................... 61
   Delete a Redirect .................................................................................................. 61
Manage Revisions ......................................................................................................... 63
   Change the View .................................................................................................... 63
   Perform an Operation ............................................................................................ 64

Structure Tab ................................................................................................................. 65
Manage Blocks .............................................................................................................. 65
   Add a Promobox .................................................................................................. 65
   Configure a Block ............................................................................................... 68
   Reorder a Block .................................................................................................. 69
   Delete a Block ...................................................................................................... 69
   Hide and Restore a Block ................................................................................... 70
   Clone a Block ....................................................................................................... 70
   Translate a Block ................................................................................................. 73
Manage Terms .................................................................................................................. 76
   Add and Translate a Term .................................................................................... 76
   Add a Term to the Site Menu ............................................................................... 79
Manage the Site Menu ................................................................................................... 81
Manage Footer Links ...................................................................................................... 83
   Add a Footer Link ............................................................................................... 83
   Edit a Footer Link ............................................................................................... 84
   Delete a Footer Link ......................................................................................... 85
Manage Number of Items to Show ............................................................................... 86

Site Settings Tab ............................................................................................................. 88
Manage Newsletter Distribution .......................................................... 121
  Direct Distribution ........................................................................... 121
  Scheduled Distribution ..................................................................... 122
  Edit a Newsletter Schedule ............................................................. 123

Manage Newsletter Subscriptions .................................................... 125
  Edit an Email Address .................................................................... 125
  Mass Subscribe to Newsletters ....................................................... 126
  Mass Unsubscribe from Newsletters ................................................ 127
  Export a Mailing List ....................................................................... 129

APPENDIX A – EDITORIAL GUIDANCE .............................................. 131

Before You Go Live for the First Time ................................................ 131
  General ........................................................................................... 131
  Home Page ..................................................................................... 131
  Basic Pages .................................................................................... 131
  Landing Pages ................................................................................ 131
  News .............................................................................................. 131
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.

![ADMINISTRATION MENU Image]

**Log Out**

1. Click **LOG OUT**.

![Log Out Image]

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](http://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.

![Site Structure Diagram](image)
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.

- **About**
  - Mandate
  - Background
  - Leadership
  - History
  - Timeline
  - Map
  - Jobs
  - Bids
  - Other...

- **News**
  - News Articles
  - Press Releases
  - Speeches and Statements
  - Multimedia
    - Photo
    - Video
    - Audio/ Radio
  - Media Contacts
  - Other...

- **Activities**
  - Peace Process
  - Political Affairs
  - Civil Affairs
  - Military
  - Police
  - Human Rights
  - Elections
  - Mine Action
  - Other...

- **Resources**
  - Data
  - Resolutions
  - Reports
    - Secretary-General Reports
    - Security Council Reports
  - Fact Sheets
  - Publications
  - Other...

**Required**
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 \( \text{configuration link} \), 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**
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.

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

*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.*
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.

![TRANSLATIONS OF COMMUNITY OUTREACH](image)

Translations of a piece of content are managed with translation sets. Each translation set has one source post and any number of translations in any of the enabled languages. All translations are tracked to be up to date or outdated based on whether the source post was modified significantly.

<table>
<thead>
<tr>
<th>Language</th>
<th>Title</th>
<th>Status</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ar</td>
<td>n/a</td>
<td>Not translated</td>
<td>add translation</td>
</tr>
<tr>
<td>En (source)</td>
<td>Community Outreach</td>
<td>Published</td>
<td>edit</td>
</tr>
<tr>
<td>Fr</td>
<td>n/a</td>
<td>Not translated</td>
<td>add translation</td>
</tr>
</tbody>
</table>

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

![Title](image)

**Title**

Sensibilisation communautaire

![Lead paragraph](image)

**Lead paragraph**

Les enfants suivent des Casques bleus

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.
### REVISIONS FOR **COMMUNITY OUTREACH**

<table>
<thead>
<tr>
<th>Revision</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved 11/11/2015 - 21:33 by NKRINSLEY</td>
<td>current revision (published)</td>
</tr>
<tr>
<td>Saved 23/10/2015 - 13:21 by NKRINSLEY</td>
<td>archived</td>
</tr>
<tr>
<td>Saved 19/10/2015 - 18:43 by NKRINSLEY</td>
<td>archived</td>
</tr>
<tr>
<td>Saved 05/08/2015 - 18:52 by NKRINSLEY</td>
<td>archived</td>
</tr>
</tbody>
</table>

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

### REVISIONS FOR **COMMUNITY OUTREACH**

<table>
<thead>
<tr>
<th>Revision</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved 11/11/2015 - 21:16 by NKRINSLEY</td>
<td>archived</td>
</tr>
<tr>
<td>Saved 23/10/2015 - 13:31 by NKRINSLEY</td>
<td>archived</td>
</tr>
<tr>
<td>Saved 19/10/2015 - 18:43 by NKRINSLEY</td>
<td>archived</td>
</tr>
<tr>
<td>Saved 05/08/2015 - 18:52 by NKRINSLEY</td>
<td>archived</td>
</tr>
</tbody>
</table>
**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 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.

The EDIT DYNAMIC PAGE screen is displayed.
2. In the Media panel at the left of the screen: click Menu Settings.
3. 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.

   ![Edit tab](image)

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.

   ![EDIT DYNAMIC PAGE MIXED MEDIA](image)

   *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.

   ![Revision operations tab](image)

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.

   - [Add to homepage slider]
   - [Add to section slider]
   - [Add to news slider]

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.
Mission Public Websites

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.

The Queen and Prime Minister

was officially opened today. The Queen and Prime Minister

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 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**.

![Delete Calendar Event](image)

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

![Confirmation Query](image)

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.

**VIDEOS**

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

![Revue de la semaine à l'ONU - 31 juillet 2015](image)

• 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.

**AUDIO**

Che Guevara addresses the General Assembly in 1964

![Audio Player](image)

This archival material captures the Cuban revolutionary leader and close ally of Fidel Castro addressing the UN 50 years ago.

Pope Benedict XVI addresses the UN

![Audio Player](image)
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 text 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.
Edit a Page

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

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.

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.

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**.

**HOME**

<table>
<thead>
<tr>
<th>Content</th>
<th>Files</th>
<th>Newsletters</th>
<th>List</th>
<th>Thumbnails</th>
</tr>
</thead>
</table>

**Edit a File**

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

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**.

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.

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.

**Edit a Redirect**

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

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**.
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**.

   ![Manage Content Icons](image1)

   **MANAGE CONTENT**
   - Manage all content
   - Manage all files
   - Manage URL redirects
   - Manage revisions

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

   ![Content Revisions Summary](image2)

   *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**.

   ![State Dropdown](image3)

   **State**
   - Pending
   - Any
   - Archived
   - Current, published
   - Pending

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**.

![Structure Tab - Manage Blocks](image)

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

![Blocks Screen](image)

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 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.

<table>
<thead>
<tr>
<th>Second sidebar</th>
<th>Media menu</th>
<th>Second sidebar</th>
<th>configure</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Media menu [homepage]</td>
<td>Media menu</td>
<td>Second sidebar</td>
<td>configure</td>
</tr>
<tr>
<td>+ promobox</td>
<td>View: latest articles: More news</td>
<td>Second sidebar</td>
<td>configure</td>
</tr>
</tbody>
</table>

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

![VIEW: DOCUMENTS: FEATURED DOCUMENT BLOCK]

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.

![Image of BLOCKS screen](image)

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**.

![Image of BLOCKS screen with delete button](image)

2. **A confirmation query is displayed:**

   Are you sure you want to delete the promobox promotoc 2?

   ![Confirmation dialog](image)

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.
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.

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**).
Translating 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

<table>
<thead>
<tr>
<th>Language</th>
<th>Title</th>
<th>Status</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ar</td>
<td>Bids</td>
<td>not translated</td>
<td>translate</td>
</tr>
<tr>
<td>En (source)</td>
<td>Bids</td>
<td>original</td>
<td>edit</td>
</tr>
<tr>
<td>Es</td>
<td>Bids</td>
<td>not translated</td>
<td>translate</td>
</tr>
<tr>
<td>Fr</td>
<td>Offices</td>
<td>translated</td>
<td>translate</td>
</tr>
<tr>
<td>Fr</td>
<td>Bids</td>
<td>not translated</td>
<td>translate</td>
</tr>
<tr>
<td>Ru</td>
<td>Bids</td>
<td>not translated</td>
<td>translate</td>
</tr>
<tr>
<td>Zh</td>
<td>Bids</td>
<td>not translated</td>
<td>translate</td>
</tr>
</tbody>
</table>
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.**

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**.

   ![Structure Tab]

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

   ![Footer Links Screen]

Add a Footer Link

1. Click **Add link**.

   ![Add Link Button]

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.*

**Edit a Footer Link**

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

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

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.

```
NUMBER OF ITEMS IN SITE VIEWS

Number of articles displayed in the "Press Releases" block of the home page
3
The default value is 3.

Number of articles displayed in the "Latest News" block on the home page
6
The default value is 2.

Number of Documents listed into the "Latests Documents" block of the home page
10
The default value is 3.

Number of Events listed into the "Latest Events" block of the home page
2
The default value is 2.

Number of articles displayed in the "News" page
10
The default value is 10.

Number of press releases displayed in the "Press Releases" term page
10
The default value is 10.

Number of items displayed in the "Listings" term pages (jobs, bids...) 10
The default value is 10.

Number of documents listed in the main "Documents" page
10
The default value is 10.
```
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.

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

Edit a Contact
1. In the row for the contact: click Edit.

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**.

![Image of Manage Site Settings tab]

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**.

![Image of Translate screen]

**Delete a Contact**

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

![Image of Delete option]

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

![Image of confirmation query]

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**.

![Site Settings](image)

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.

![SITE INFORMATION](image)

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

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/UNSGC/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.
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**.

   ![Resources Tab](image)

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

   ![Stock Photos](image)

   - The selected album (in this example, United Nations) opens for viewing. There is a **Download** link below each image.
   - 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**.

![Resources Tab](image)

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.

---

For quick support, review the following:

- Instructions to request access for new users
- Download the user guide
- Solutions to frequently asked questions

For additional support, please contact the appropriate local point listed below:

**Technical Support**
- Service Desk between 8am-4pm CET (Central European Time)
  - Phone: 158 8888
  - Email: bs_fieldsupport@un.org
- NCC 24x7
  - Phone: 158 6222
  - Email: ncc@un.org

**Substantive Support**
- DPI/PSS - Jon Greenway
  - Phone: +1 212 963 32124
  - Email: greenway@un.org
- DPKO/PAS - Ismini Palla
  - Phone: +1 917 367 3847
  - Email: palla@un.org
- DPA/SC - Laura Ceess
  - Phone: +1 917 367-3882
  - Email: ceess@un.org
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 be 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 occasional 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.

### ADD NEWSLETTER CATEGORY

You can create different newsletters (or subjects) to categorize your news (e.g., Cats news, Dogs news, ...).

#### Name

UNWRC Media Monitor

#### Description

References to our mission’s activities in regional media

### Subscription settings

**Opt-in/out method**

- **Option**: Select an option from the dropdown list. The options are defined on the screen.

**Email format**

Select **HTML**.

### Email settings

- **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.]

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.

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.

   ![Email subject example](image)

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

**NEWSLETTERS**

- **Name**: UNM MSC Media Monitor
- **Description**: Newsletter to our mission's activities in regional media

**Subscribe now account**

- **Default on**: This newsletter is on the user registration page and is selected by default.
- **Default off**: This newsletter is not on the user registration page and is not selected by default.

**Opt in/out method**

- **Double Opt-in**: This newsletter does not appear on subscription forms. A unsubscribe footer is in newsletter.
- **Single**: Users are (un)subscribed immediately, no confirmation email is sent.

**Subscription block**

- A subscription block will be provided for this newsletter category. Anonymous and authenticated users can subscribe and unsubscribe using this block.

**Email settings**

- **Email format**: Plain

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.**

![Newsletter Category Removal](image)

**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:
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:

<table>
<thead>
<tr>
<th></th>
<th>Token A</th>
<th></th>
<th>Token B</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Token C</td>
<td></td>
<td>Token D</td>
</tr>
</tbody>
</table>

- 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 from another source. Use the formatting toolbar to apply fonts and other text effects.
**ADD NEWSLETTER**

- Add this newsletter issue to a newsletter by selecting a newsletter from the select list. To send this newsletter issue, first save the node, then use the "Newsletter" tab.
- Set default send options at Administration > Configuration > Web services > Newsletters.
- Set newsletter specific options at Administration > Content > Newsletters.

**Title**

| The Morning News - 10 May |

**Replacement patterns**

**Newsletter category**

- Job Updates
- Mission Events
- Newsletter [AR]
- Our Community
- UNM S Media Monitor

**Body**

UN refugee agency notes 'profound concern' over Kenya's plan to close refugee camps. The United Nations refugee agency today expressed "profound concern" over the Government of Kenya’s announcement this past week that it intends to end the hosting of refugees because of economic, security and environmental burdens, and called on the Government to reconsider its decision.

In Seychelles, Ban calls for global action on climate change and easing humanitarian suffering. Small States like Seychelles have served as a "magnifying lens" for many issues that affect nations most, United Nations Secretary-General Ban Ki-moon told the National Assembly today, calling for the archipelago's continued support as the UN tackles three critical challenges: climate change, global sustainability and easing humanitarian suffering.

On World Malaria Day, UN says world closer to eliminating 'ancient killer'. A year after the World Health Assembly resolved to eliminate malaria from at least 35 countries by 2030, a new World Health Organization (WHO) report released today -- on World Malaria Day -- shows that the goal, although ambitious, is achievable.

- **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.

[Image: Link toolbar icon]

*Note – If the article appears on this site: enter the page name as it appears after the slash mark (/) at the end of 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.

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**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.

   ![CONTENT screen]

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

   ![NEWSLETTERS screen]

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

   ![EDIT NEWSLETTER screen]

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.

### Request Tokens

*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.*

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**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**.

![Manage Site Settings](image1)

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.

![Newsletter Subscriptions](image2)

**Edit an Email Address**

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

![Edit Email Address](image3)

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 unsubscribe.

![MASS UNSUBSCRIBE](image)

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.

Export results
bruni@iac.org, doultun@ia.org, navarro@ia.org, jorge.navarro@hotmail.com, sygg123@msn@yahoo.com
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.