



ABN:
Web:
Phone:

Eighty Options
22 159 200 003
www.eightyoptions.com.au
+61 (0)3 6286 7332

National Advisory Board

Vanuatu Climate Change Portal

Project Manager Manual

Prepared By: Tony Miller

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1. Introduction

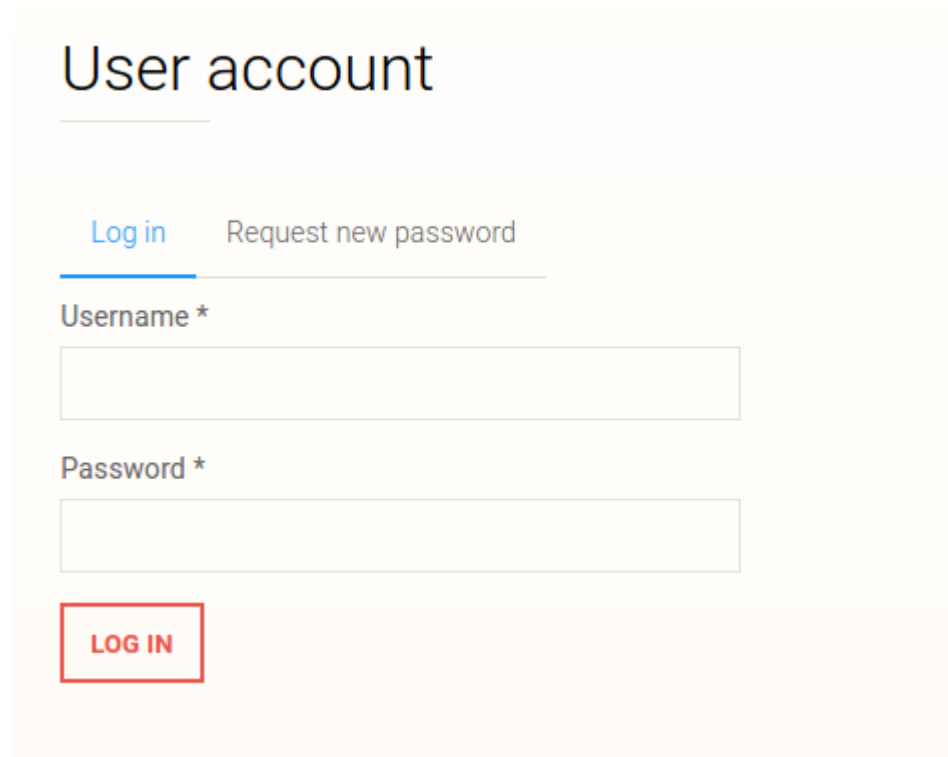
This manual provides a guide for users of the www.nab.vu website with project manager privileges. Users with the Project Manager role have the ability to edit any content that they are the assigned owners of. Project managers can also create new project content, and other content including:

- Contact content
- Country content
- Document content
- Donor content
- Fund content
- Link content
- News content
- Job / opportunity content

2. Login / Authentication

To login to the portal, go to <http://www.nab.vu> and follow the 'Login' link at the footer of the page.

Login with your advised username and password.



The image shows a 'User account' login form. At the top, the title 'User account' is displayed. Below it, there are two links: 'Log in' (highlighted with a blue underline) and 'Request new password'. Under the 'Log in' link, there are two input fields: 'Username *' and 'Password *'. Below the password field is a red rectangular button with the text 'LOG IN' in white capital letters.

After logging into the portal you should see an administration menu appear at the top of the page



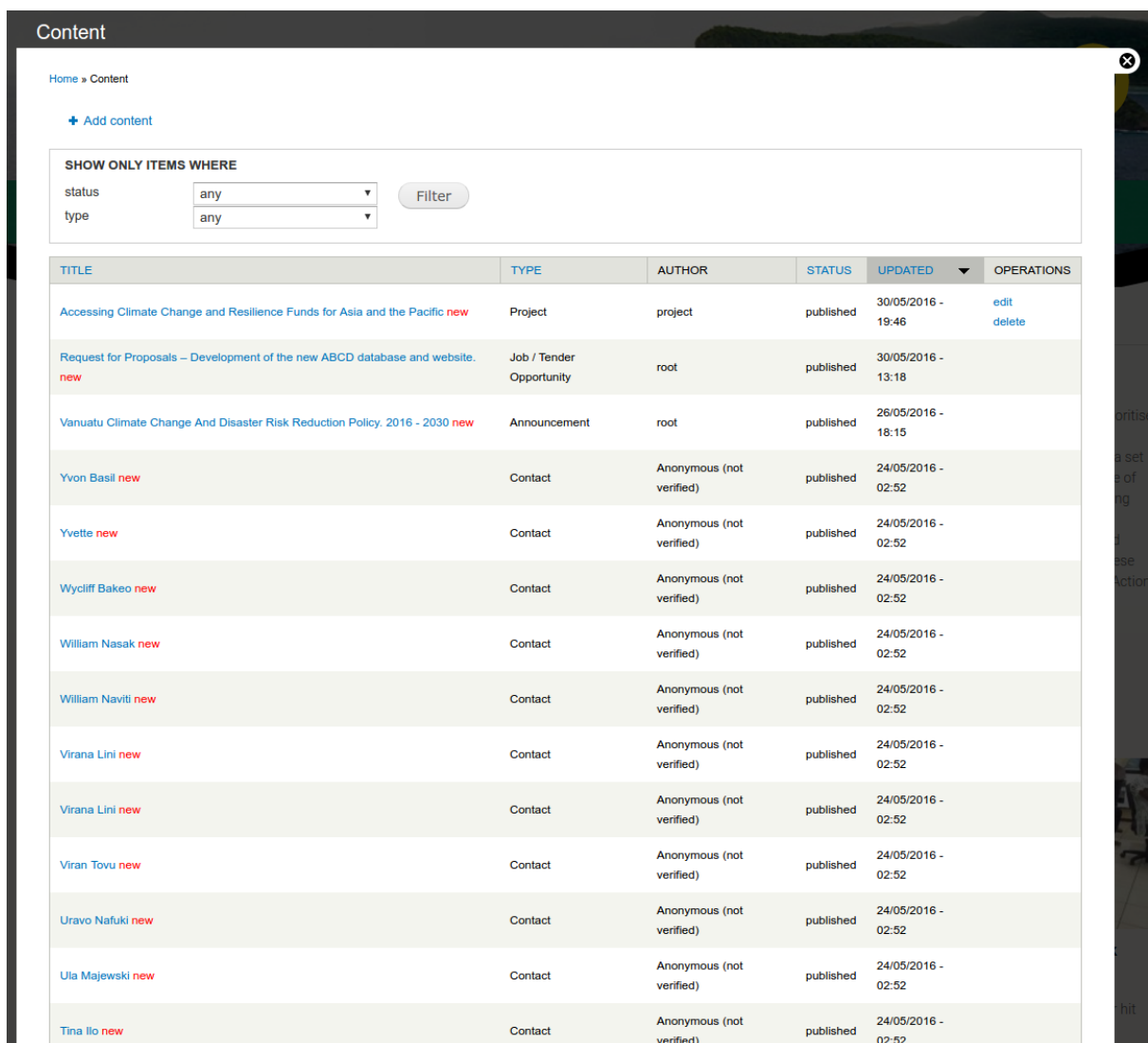
3. General Content Administration

3.1. Content Overview Page

All content with the website can be found from the content overview page, available by clicking 'Content' in the administration menu. This list of content can be filtered by type. By default, content is listed on this page with the most recently updated content at the top. Alternative sorting can be achieved by clicking the column headings in the content list.

The content overview page provides links to edit or delete content only if you are the assigned owner of that content. To request administrative access to any existing content, contact a content administrator and request an ownership change for that content item.

To view a content item, click the title in the content overview, from the view pages there will also be tabbed links to toggle between view and edit mode for that content item if edit access is permitted.

The screenshot shows the 'Content' overview page in an administration interface. At the top, there's a breadcrumb 'Home » Content' and a '+ Add content' link. Below this is a filter section titled 'SHOW ONLY ITEMS WHERE' with dropdowns for 'status' (set to 'any') and 'type' (set to 'any'), and a 'Filter' button. The main part of the page is a table with columns: TITLE, TYPE, AUTHOR, STATUS, UPDATED, and OPERATIONS. The table lists 14 content items, each with a title (some marked 'new'), a type, an author, a status (all 'published'), and an update timestamp. The 'OPERATIONS' column contains links for 'edit' and 'delete' for each item.

| TITLE | TYPE | AUTHOR | STATUS | UPDATED | OPERATIONS |
|---|--------------------------|--------------------------|-----------|--------------------|--|
| Accessing Climate Change and Resilience Funds for Asia and the Pacific new | Project | project | published | 30/05/2016 - 19:46 | edit delete |
| Request for Proposals – Development of the new ABCD database and website. new | Job / Tender Opportunity | root | published | 30/05/2016 - 13:18 | |
| Vanuatu Climate Change And Disaster Risk Reduction Policy, 2016 - 2030 new | Announcement | root | published | 26/05/2016 - 18:15 | |
| Yvon Basil new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Yvette new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Wycliff Bakeo new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| William Nasak new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| William Naviti new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Virana Lini new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Virana Lini new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Viran Tovu new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Uravo Nafuki new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Ula Majewski new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |
| Tina Ilo new | Contact | Anonymous (not verified) | published | 24/05/2016 - 02:52 | |

Figure 1. Content overview page



Figure 2. View / edit tabs show on editable content.

3.2. WYSIWYG Editor

Where content allows for formatted text and images, a What You See Is What You Get (WYSIWYG) editing toolbar will be shown at the top of a textarea field. This allows for typical word-processor type formatting such as Bold, Italic, Underline, Lists etc. The available editing options have been restricted by design to ensure consistency of style across websites.

3.2.1. Headings

Headings can be set by highlighting text and selecting the heading type from the format selection dropdown. Note that Heading 1 has been omitted from the list as that style is reserved for styling the page title.

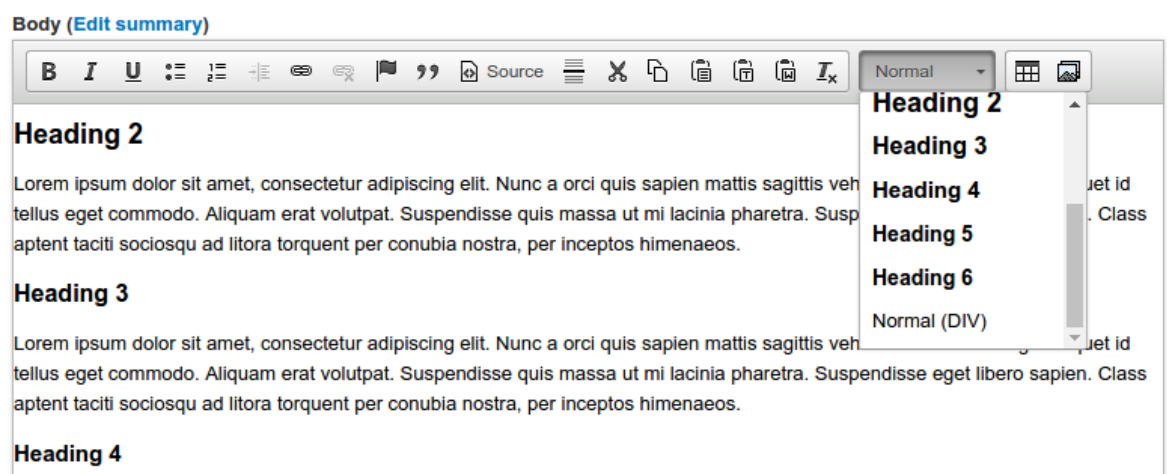


Figure 3. Heading selection

3.2.2. Hyperlinks

To insert a hyperlink, highlight the text you wish to link from and select the Link button.

To link to an external website, set the protocol field to http:// or https:// accordingly and enter the rest of the website address into the URL field.

To link to a page within the nab.vu website, set the protocol field to <other> and enter a relative address into the URL field starting with a leading forward slash E.g. /documents.

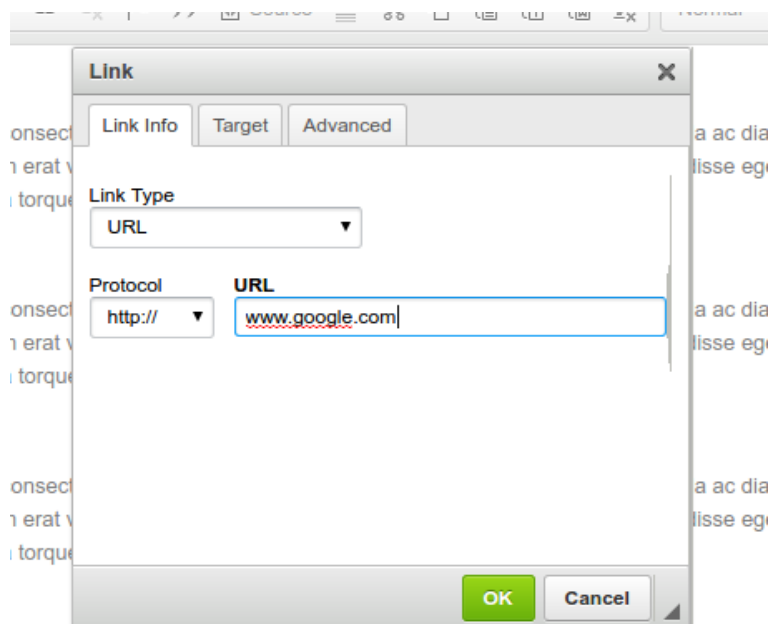


Figure 4. Inserting a hyperlink

3.2.3. Inserting Inline Images

Inline images can be inserted into text areas using the 'Media Browser' button at the far right hand side of the WYSIWYG toolbar. Images can then be uploaded, or selected from the previously uploaded library of images.

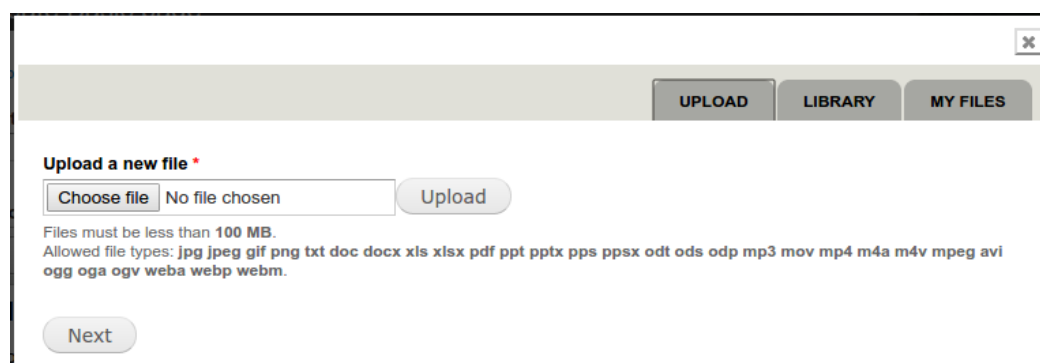



Figure 5. Uploading an image

After uploading or selecting an image, the display size of the image can be altered by changing the 'Display As' value to one of the pre-set thumbnail sizes.



Embedding mangrove.jpg

OPTIONS

Display as Preview ▼

Choose the type of display you would like for this file. Please be aware that files may display differently than they do when they are inserted into an editor.

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

Figure 6. Selecting the display size of an image.

Once the image has been inserted into the text area, further formatting options are available by right-clicking on the image and selecting 'Image Properties'. Here the display dimensions can be further adjusted and alignment can be set to the left or right. When alignment is set, text will wrap around the image.

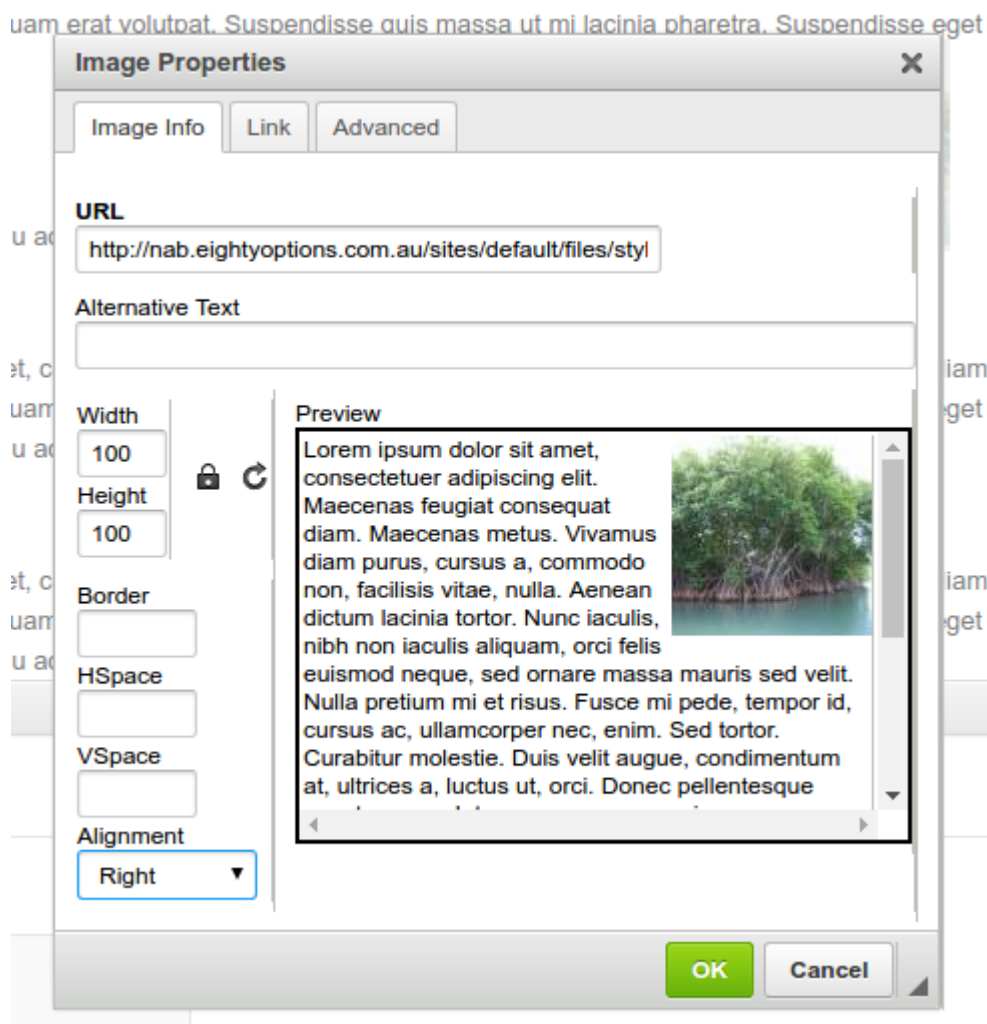


Figure 7. Using the image properties dialog to set image alignment.

3.2.4. Inserting Youtube Videos

Youtube videos can be inserted into text areas using the 'Media Browser' button at the far right hand side of the WYSIWYG toolbar. Select the 'Web' tab and paste in the link of the youtube video.

Media browser

✕

UPLOAD

WEB

LIBRARY

MY FILES

File URL or media resource *

https://www.youtube.com/watch?v=qersZxgMQcQ

Enter a URL to a file or media resource. Many media providers also support identifying media via the embed code used to embed the media into external websites.
Supported internet media providers: **YouTube**.

Next

Figure 8. Embedding a youtube video.

4. Content Types

Content within the www.nab.vu website is defined by different types. The content type definition controls the fields available when creating / editing items of that type and defines how and where items of that type are displayed.

4.1. Contact Content

Contacts will most often be created along with related content. For example, when editing a project a related contact can be entered or an existing contact selected.

A contact can also be created by going to 'Add content' in the administration shortcuts or by clicking the 'Add Content' link on the content overview page. Then click 'Contact'.

General Information *

Title *

First Name

Last Name

Email

Street Address

City

Country
- None -

Department

Phone

Fax

Gender
- None -

Other Information

ORGANISATION

Add new item Add existing item

Position

Image

Choose file No file chosen Upload

Files must be less than 100 MB.
Allowed file types: jpeg gif png jpg.

Figure 9. Creating a contact.

Contacts will be displayed within the context of related content they are associated with.

4.2. Country Content

Country content will most often be created along with related content. For example, when editing donor content a related country can be created or an existing country selected.

Country

▼ GENERAL INFORMATION

Name *

ISO Code

Population

Languages

Flag Image

No file chosen

Files must be less than **50 MB**.
Allowed file types: **png gif jpg jpeg**.

Map Image

No file chosen

Files must be less than **50 MB**.
Allowed file types: **png gif jpg jpeg**.

▼ LATITUDE/LONGITUDE

Latitude

Longitude

► CONTENT

► RELATED INFORMATION

Figure 10. Creating a country.

Country content will be displayed within the context of related context they are associated with.

4.3. Document Content

Documents can be created by going to ‘Add content’ in the administration shortcuts or by clicking the ‘Add Content’ link on the content overview page. Then click ‘Document’.

When creating document content there are six tabs of data entry fields:

- General Information
- Files
- Categorisation
- Related Information
- Other
- Educational Resources

Although not all fields are required, the more information about a document that is populated then the more effective the search facilities of the www.nab.vu and regional search engines will be.

If a document should also appear within the educational resources section of the site the 'Educational Resource' type should be selected with the Resource Type field.

Documents will be available from the documents search page as well as the educational resources page if defined with a document type of 'Educational Resource'. Documents will also be submitted to the www.pacificclimatechange.net regional search index, making them discoverable from any of the regional partner portals integrated with the regional search.

Home » Add content » Create Document

GENERAL INFORMATION

Title *

Description

B I U Source

Format ▾

Disable rich-text

Publication Year

Author(s)

FILES

CATEGORISATION

RELATED INFORMATION

OTHER

Figure 11. Creating a document.

4.4. Donor Content

Donor items will most often be created alongside related project data. In the Donor tab of the create project form a new donor can be created or an existing donor record selected to be associated with that project.

[Home](#) » [Add content](#) » Create Donor

Fund

GENERAL INFORMATION

Fund Name *

DONOR ORGANISATION

Type of Fund

- None - ▼

Objectives

Fund Status

- None - ▼

Website

Logo

No file chosen

Files must be less than 50 MB.
Allowed file types: jpeg gif png jpg.

Country Focus

- None -
ADB Developing Member Countries
All
Coral Triangle Region

Figure 12. Creating a donor.

Donors can also be created via the ‘Add content’ link in the administration menu or by clicking the ‘Add Content’ link on the content overview page. Then click ‘Donor’.

Donor records will be displayed when viewing a related project, or from the Donor Database page available by navigating via ‘Projects and Partners’ -> ‘Donors’.

Donor Database

| | |
|---|--|
| KEYWORD SEARCH - <input type="text"/> | Fund: Asian Development Bank |
| FILTER BY DONOR - Australian Aid (1) | Fund: Australian Aid Related Organisations: Australian Aid Status: Active |
| FILTER BY FINANCING MODALITY: - <input type="checkbox"/> Direct Charge (1) <input type="checkbox"/> Equity (1) <input type="checkbox"/> Grant (1) | Fund: European Union Fund: Global Environnement Facility Fund: New Zealand Aid Fund: World Bank |
| FILTER BY TYPE OF FUND: - <input type="checkbox"/> Multilateral (1) | Fund: Japan Fund: SPC/GIZ |
| FILTER BY COUNTRY FOCUS: - <input type="checkbox"/> All (9) <input type="checkbox"/> Least Developed Countries (1) <input type="checkbox"/> Pacific ACP Countries (1) | Fund: USP EU/GCCA Fund: VANGO |

Figure 13. Viewing a list of donors.

4.5. Fund Content

Fund items will most often be created alongside related donor data. In the ‘Related Information’ tab of the create donor form a new fund can be created or an existing fund record selected to be associated with that project.

Title *

Description

Topics

- ☐ Agriculture, Forestry and Fishing
- ☐ Climate Change
- ☐ Culture and Traditional Knowledge
- ☐ Disaster Risk Management
- ☐ Economics and Finance
- ☐ Education and Training
- ☐ Employment
- ☐ Energy
- ☐ Government, law and administration
- ☐ Health
- ☐ Human Settlements
- ☐ Industry
- ☐ Information Technology and Information Management
- ☐ Meteorology and Weather
- ☐ Natural Resources and the Environment
- ☐ Population and Demographics
- ☐ Security and Conflict
- ☐ Social Development
- ☐ Technology
- ☐ Water

URL *

Website URL of this link resource.

Figure 15. Creating a link content item.

Link content can also be created via the ‘Add content’ link in the administration menu or by clicking the ‘Add Content’ link on the content overview page. Then click ‘Link’.

Link content will be visible within the context of related content (i.e. projects and documents) and all link content will also be available from the links search page found by navigating to Resources -> Links.

Links

KEYWORD SEARCH

TOPICS

☐ Agriculture, Forestry and Fishing (6)

☐ Climate Change (34)

☐ Culture and Traditional Knowledge (0)

☐ Disaster Risk Management (9)

☐ Economics and Finance (1)

☐ Education and Training (1)

☐ Employment (0)

☐ Energy (0)

☐ Government, law and administration (1)

☐ Health (1)

SHOW MORE

1 - 10 of 540

2013 Pacific Science Conference details

<http://www.psi2013.usp.ac.fj/>

350 Vanuatu

<http://world.350.org/pacific/melanesian-islands/vanuatu/>

350 Vanuatu

<http://world.350.org/pacific/melanesian-islands/vanuatu/>

350 Vanuatu is a youth-led climate activism network in Vanuatu. It ran an extremely successful National Climate Change Youth Summit in 2013, and has lots of exciting initiatives planned for 2014.

5 km Global Reef Satellite Monitoring

<http://coralreefwatch.noaa.gov/satellite/index.php>

5 km Regional Reef Satellite Monitoring

<http://coralreefwatch.noaa.gov/vs/map.php>

A holistic approach to climate change, security and development

<http://www.pacificpolicy.org/blog/2012/10/24/climate-security-a-holistic-approach-to-climate-change-security-and-development/>

A regional companion to the World development report 2014 : hardship and vulnerability in the Pacific island countries (English)

<http://documents.worldbank.org/curated/en/2014/01/19188485/regional-companion-world-development-report-2014-hardship-vulnerability-pacific-island-countries>

A students guide to Global Climate Change

<http://epa.gov/climatechange/kids/index.html>

A-Z glossary

<http://www.rtcc.org/learning/the-rtcc-climate-change-a-z/>

Achieving Food Security in the Face of Climate Change

http://ccsl.iccip.net/climate_food_commission-spm-nov2011

123456789...NEXT »LAST »

Figure 16. Viewing the list of link content items.

4.7. Project Content

Projects can be created by going to ‘Add content’ in the administration shortcuts or by clicking the ‘Add Content’ link on the content overview page. Then click Project.

When creating project content there are six tabs of data entry fields:

- General Information
- Categorisation
- Donor
- Related Content
- Other
- Project Sites

Although not all fields are required, the more information about a project that is made available then the more effective the search facilities of the www.nab.vu and regional search engines will be.

Projects will be available from the projects search page. Projects will also be submitted to the www.pacificclimatechange.net regional search index, making them discoverable from any of the regional partner portals integrated with the regional search.

[Home](#) » [Add content](#) » [Create Project](#)

Project

▼ GENERAL INFORMATION


















Short Title

Short name or project title abbreviation.



Project Name *

Full name of the project

Description

B**I****U** Source

Format ▼



[Disable rich-text](#)

Project Scope

- None - ▼

Geographic scope of the project

Project Type

☐ Capacity Building

☐ Community Awareness

Figure 17. Creating a project.

Users with the Project Manager role will have permission to edit any project that they have created within the website themselves, or that they have been assigned as the owner of.

4.8. News Content

News content items can be created by going to 'Content' -> 'Add content' -> 'News' from the administration menu.

[Home](#) » [Add content](#) » Create News

News

▼ GENERAL INFORMATION

Title *

Image *

Browse

Feature image to display at the top of the news article

Text (Edit summary)

B

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Source

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🗑

📄

📄

📄

🔗

Format ▼

📄

📄

[Disable rich-text](#)

▼ ATTACHMENTS

Add a new file

Choose file

No file chosen

Upload

Files must be less than 50 MB.
Allowed file types: txt pdf doc docx xls xlsx ppt pptx.

Figure 18. Creating a news item.

The most recent three news items will be listed on the website homepage beneath the announcements section. All news items will also be available from the News page listed in the main menu. These will be listed with the most recent news item first.

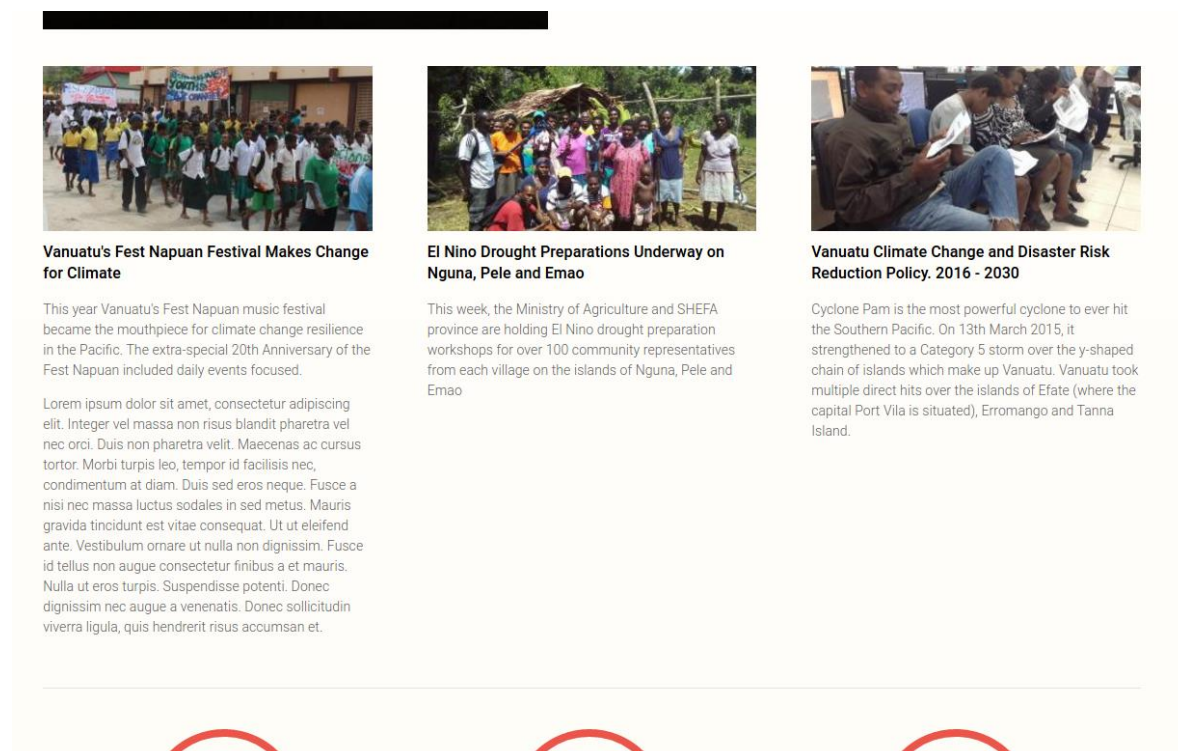


Figure 19. Latest three news items displayed on the homepage.









4.9. Job / Tender Opportunity Content

Job or tender opportunity items can be created by going to 'Content' -> 'Add content' -> 'Job / Tender Opportunity' from the administration menu.

Opportunities will be listed in the footer of all pages and also on the /tender-job-opportunities page until seven days after the defined closing date.

Title *

Body ([Edit summary](#))

B **I** **U**         Source 