



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

### Document Revision Log

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## 1. Introduction

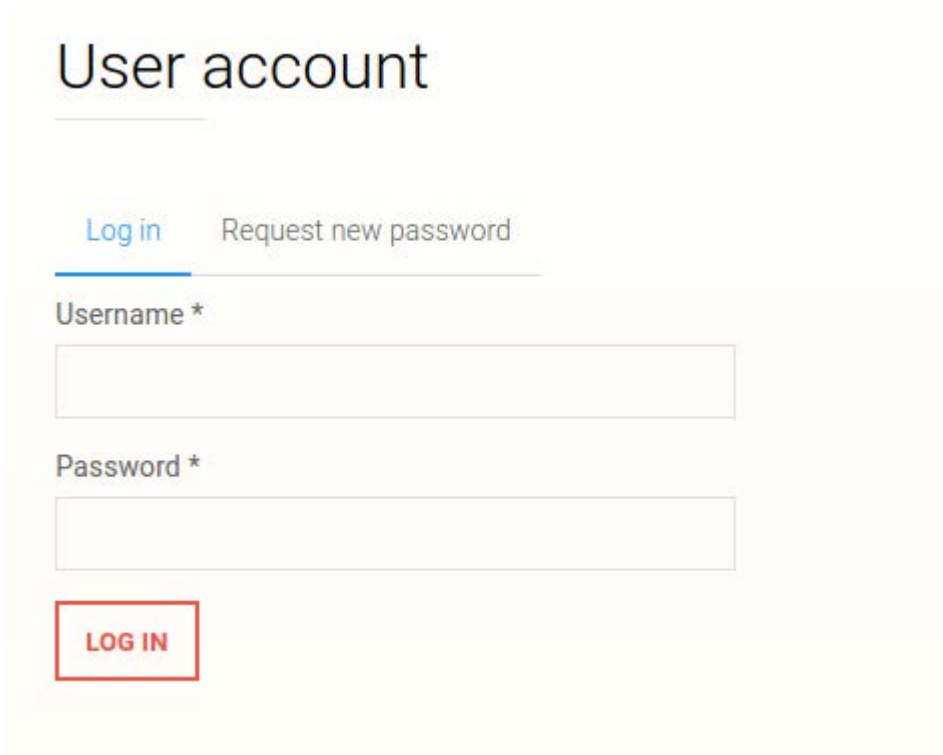
This manual provides a guide for users of the [www.nab.vu](http://www.nab.vu) website with project manager privileges. Users with the Project Manager role have the ability to edit any content that they are the assigned owners of. Project managers can also create new project content, and related content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

- Contact content
- Country content
- Document content
- Donor content
- Fund content
- Link 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.



User account

[Log in](#) [Request new password](#)

Username \*

Password \*

**LOG IN**

After logging into the portal you should see an administration menu appear at the top of the page, with administration shortcuts (add links) underneath.



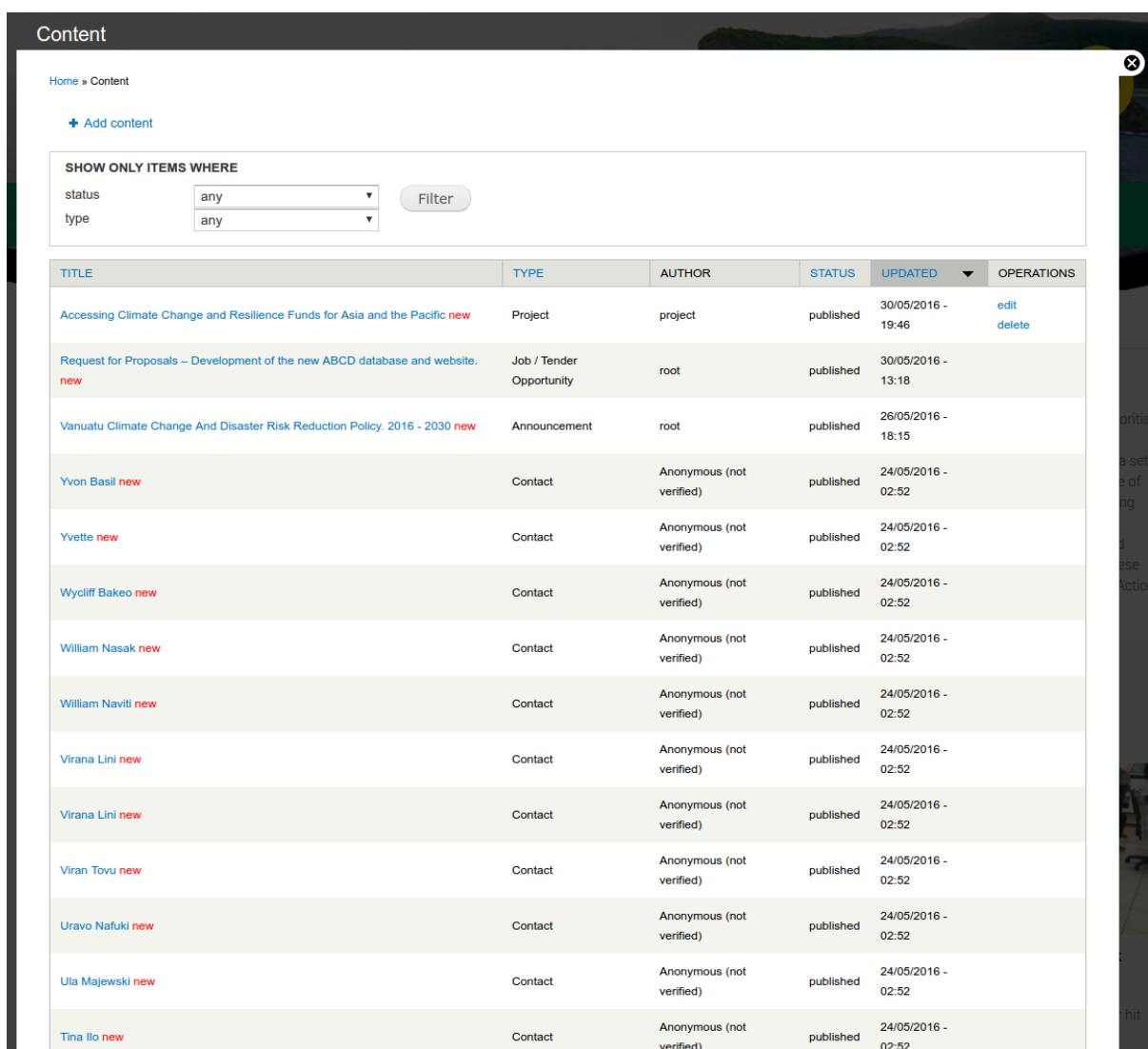
### 3. General Content Administration

#### 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. At the top, there is a breadcrumb 'Home » Content' and a '+ Add content' button. Below this is a filter section titled 'SHOW ONLY ITEMS WHERE' with dropdown menus for 'status' (set to 'any') and 'type' (set to 'any'), and a 'Filter' button. The main content is a table with the following 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 of 'published', and an updated date and time. The 'OPERATIONS' column contains links for 'edit' and 'delete'.

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

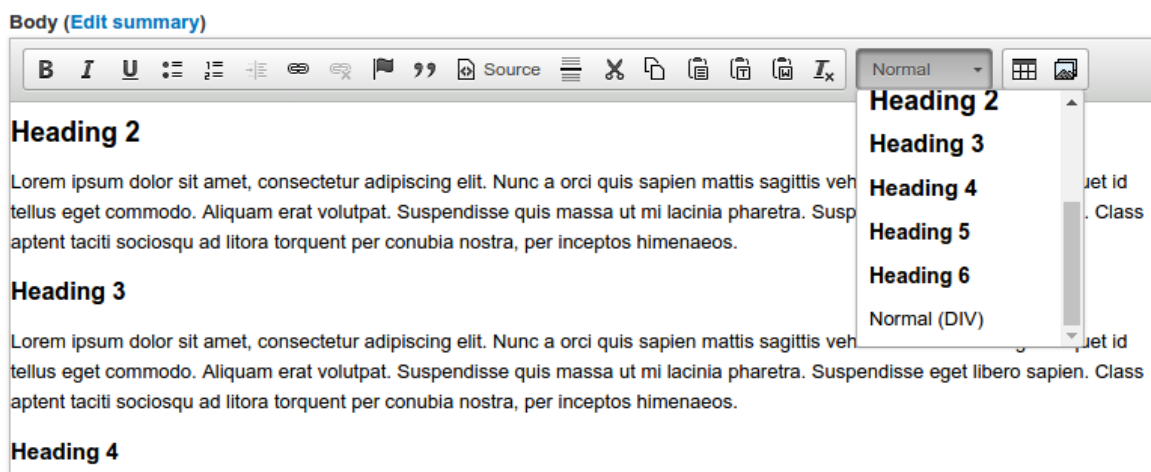


Figure 3. Heading selection

#### 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.

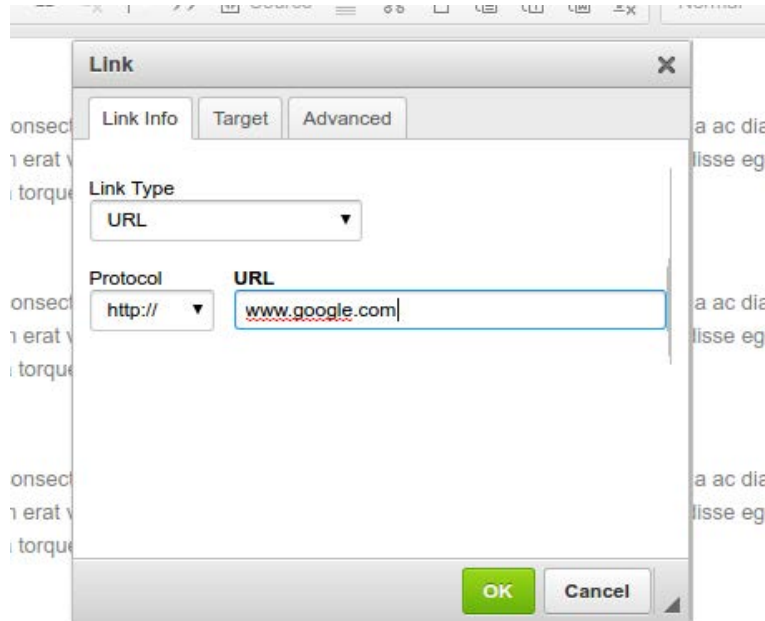


Figure 4. Inserting a hyperlink

### 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.

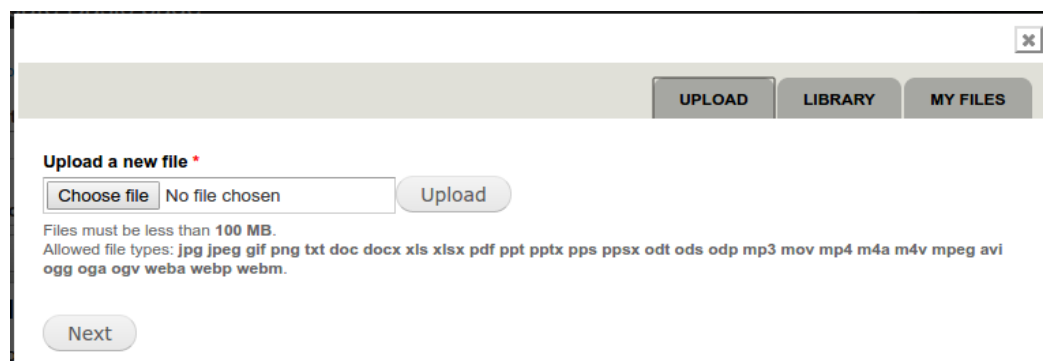



Figure 5. Uploading an image

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**

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.



uam erat volutpat. Suspendisse quis massa ut mi lacinia pharetra. Suspendisse eget

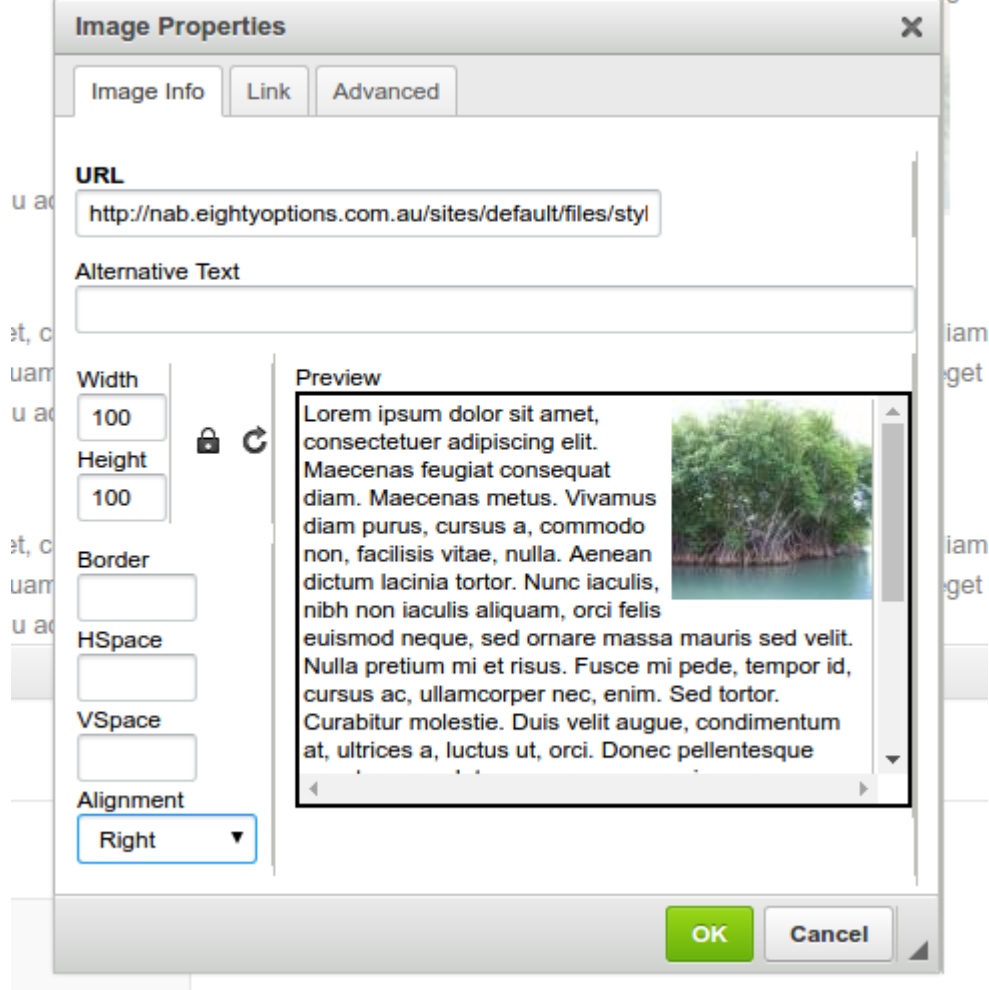


Figure 7. Using the image properties dialog to set image alignment.

## 4. Content Types

Content within the [www.nab.vu](http://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**

**Department**

**Phone**

**Fax**

**Gender**

**Other Information**

**ORGANISATION**

**Position**

**Image**

No file chosen

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

**Figure 8. 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.

ADD NEW ITEM

General Information \* Content Related Information

Name \*

ISO Code

Population

Languages

Flag Image

Choose file No file chosen Upload

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

Map Image

Choose file No file chosen Upload

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

LATITUDE/LONGITUDE

Latitude

Longitude

Create Item Cancel

Figure 9. 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](http://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 or Awareness Resource Type' field will need to be completed.

Documents will be available from the documents search page as well as the educational resources page if defined as an 'Educational or Awareness Resource Type'. Documents will also be submitted to the [www.pacificclimatechange.net](http://www.pacificclimatechange.net) regional search index, making them discoverable from any of the regional partner portals integrated with the regional search.

The image shows a web-based form for creating a document. At the top, there are six tabs: 'General Information \*', 'Files', 'Categorisation', 'Related Information', 'Other', and 'Educational Resource'. The 'General Information \*' tab is active. Below the tabs, there are several input fields: 'Title \*' with an empty text box; 'Description' with a rich-text editor toolbar (containing icons for bold, italic, underline, list, link, unlink, quote, source, undo, redo, and a 'Format' dropdown) and a large empty text area; 'Publication Year' with a text box containing '2015'; and 'Author(s)' with a large empty text box. At the bottom of the form, there are two buttons: 'Create item' and 'Cancel'.

Figure 10. 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.

General Information \* Finance Related Information

Fund Name \*

DONOR ORGANISATION

Add new item Add existing item

Type of Fund

- None -

Objectives

Fund Status

- None -

Website

Logo

Choose file No file chosen Upload

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

Country Focus

- None -  
ADB Developing Member Countries  
All  
Coral Triangle Region

Application Procedure

Contact Details

PCCP Sectoral Focus

- 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

Figure 11. 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

The screenshot displays the Donor Database interface. On the left, there are several filter sections, each with a minus sign to its right:

- KEYWORD SEARCH**: Includes an empty search input field.
- FILTER BY DONOR**: Shows "Australian Aid (1)".
- FILTER BY FINANCING MODALITY:**: Includes checkboxes for "Direct Charge (1)", "Equity (1)", and "Grant (1)".
- FILTER BY TYPE OF FUND:**: Includes a checkbox for "Multilateral (1)".
- FILTER BY COUNTRY FOCUS:**: Includes checkboxes for "All (9)", "Least Developed Countries (1)", and "Pacific ACP Countries (1)".

On the right side, a list of donors is displayed:

- Fund: **Asian Development Bank**
- Fund: **Australian Aid**  
Related Organisations: Australian Aid  
Status: Active
- Fund: **European Union**
- Fund: **Global Environnement Facility**
- Fund: **New Zealand Aid**
- Fund: **World Bank**
- Fund: **Japan**
- Fund: **SPC/GIZ**
- Fund: **USP EU/GCCA**
- Fund: **VANGO**

Figure 12. 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.

The screenshot shows a web form titled "ADD NEW ITEM". At the top, there is a "Title" field with an asterisk indicating it is required. Below the title field is the "Body (Edit summary)" section, which features a rich-text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, quote, source, indent, outdent, undo, redo, and a "Format" dropdown menu. The main body of the form is a large, empty text area. At the bottom left of the form, there is a link that says "Disable rich-text". At the bottom center, there are two buttons: "Create Item" and "Cancel".

Figure 13. Creating a fund.

Fund 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 'Fund'.

#### 4.6. Link Content

The link content type allows content administrators to record some metadata with URL links, such as the topics that the link relates to.

Link content will typically be created within the context of related content. For example, both project and document content types have fields for relating new or existing link records.



**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 14. 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** -

1 - 10 of 540

**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**

**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](http://ccsl.iccip.net/climate_food_commission-spm-nov2011)

1 2 3 4 5 6 7 8 9 ... **NEXT** **LAST**

Figure 15. 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](http://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](http://www.pacificclimatechange.net) regional search index, making them discoverable from any of the regional partner portals integrated with the regional search.

Figure 16. 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.