



# SADC TFCA NETWORK PORTAL USER MANUAL – ADDITIONAL FUNCTIONALITIES



Consultant: MindQ (Pty) Ltd

Private bag BR1, Gaborone, Botswana

Unit B, 4th Floor, Masa Centre, Plot 54353, Central Business District (CBD)

Tel +267 3922 111, Fax +267 3922 141, VAT No: C05516801112

E: ask@mind-q.com, W: www.mind-q.com, www.mindq.bw

Project Manager: Zoran Nikolić

Funded by:



Document Version: 1.2 (Draft)

20 August 2014

# Closed Discussions

TFCA Portal now allows its users to hold and participate in closed discussions. Any user of the Portal can start a closed discussion and invite/select other users to participate it. In order to do that the user who is starting the discussion (moderator) must first create a group of users and individually select all users that he/she wants to be its members. Users who are not included in this group cannot participate in the closed discussion, however can apply to be included in the group.

In order to add new closed discussion, follow the steps below:

## Create Group

- Choose Group from Add Content menu
- Add Title and description for new group
- Publish to be visible

## Add Users

- Upon publishing group, you will be directed the Group Page
- Once on the Group page click on Group to add or manage people



- Type the username and choose role

User name \*

Roles

☐ administrator ☐ member

type first few letters of the user name to add in the group.

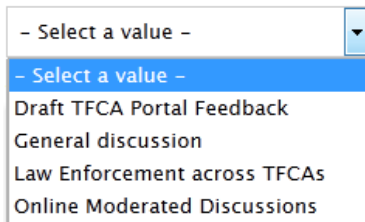
- To save user in group click Add user.

## Create Forum Topic

After creating the user group, now you can create a discussion and allow only this group to access to.

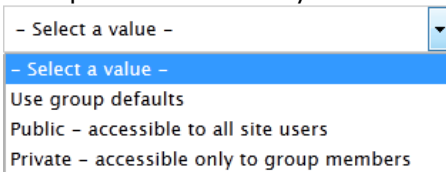
- Add new Forum topic using add content menu
- Add topic Subject

- Choose Forum Value using dropdown (under which forums you want this discussion to be)



A screenshot of a web form dropdown menu. The menu is open, showing a list of options. The first option is '- Select a value -' and is highlighted in blue. Below it are four other options: 'Draft TFCA Portal Feedback', 'General discussion', 'Law Enforcement across TFCAs', and 'Online Moderated Discussions'.

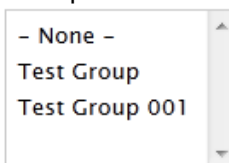
- Add Topic Description
- Group content visibility



A screenshot of a web form dropdown menu. The menu is open, showing a list of options. The first option is '- Select a value -' and is highlighted in blue. Below it are three other options: 'Use group defaults', 'Public – accessible to all site users', and 'Private – accessible only to group members'.

Choose Private in order to make forum private or closed

- Groups audience



A screenshot of a web form dropdown menu. The menu is open, showing a list of options. The first option is '- None -' and is highlighted in blue. Below it are two other options: 'Test Group' and 'Test Group 001'.

Select respective group that you have created in the step above.

- Publish.

# Managing Links

Content type 'Links' is used to add external links from the TFCA Portal.

You create/edit or delete Links just the same way as a regular page.

- Create Links
  - Choose 'Add content' and then 'Links'.
  - Fill out the Create Links form (title for the link, body for description of this link or resource and URL the actual link/URL or a web page you are uploading).
  - Save
- Edit Links
  - Find Links in the list
  - Click on 'edit' link
  - Save
- Delete Links
  - Delete from editing page by clicking on the 'Delete' button at the end
  - Delete from the content list by clicking on the 'delete' link on the right

## Database Fields

The following is the list of database fields that are different from basic page. Please note that the fields marked with '\*' symbol are required.

- URL (actual link to the website, web page or other online resource)

- Category (choose corresponding category)

- Select a value - ▼

- Select a value -

Organisation

Project

Resource

Others

# Managing What's Up

Content type 'What's Up' is used to add quick alerts, announcements, etc. on the Portal.

You create/edit or delete What's Up just the same way as a regular page.


- Create What's Up
  - Choose 'Add content' and then 'What's Up'.
  - Fill out the Create Content form
  - Save
- Edit What's Up
  - Find What's Up in the list
  - Click on 'edit' link
  - Save
- Delete What's Up
  - Delete from editing page by clicking on the 'Delete' button at the end
  - Delete from the content list by clicking on the 'delete' link on the right

# Exporting/Reviewing new Registrations

Upon the new user registration on the Portal, they are not automatically activated. Every new registration must go through an approval process. This process is outside this Portal functionality and is carried out at selected intervals as follows:

1. An administrator exports a list of newly registered users pending approval and activation. The list is exported as an Excel file.
2. This Excel file is sent to one of the Steering Committee members who then looks at the list and approved/denies new registrants. Based on Steering Committee feedback, the Portal administrator then activates new users.

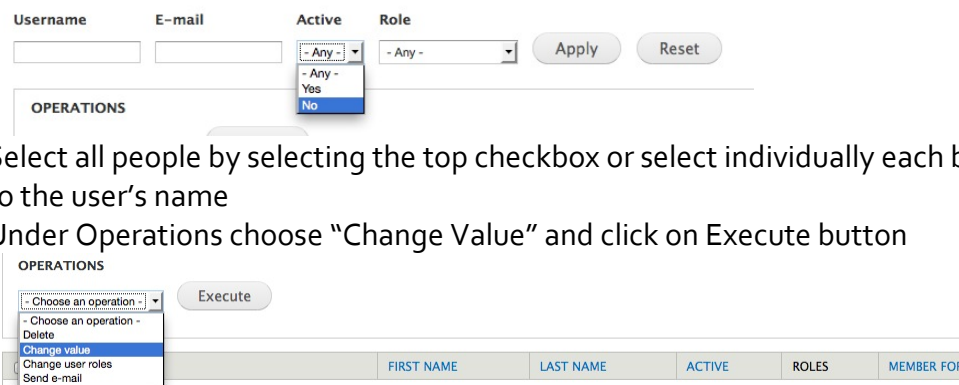
In order to export new incoming registrations or inactive users for reviewing, follow the steps below:

- Choose Exports unapproved user form the navigation menu  
 **Export Unapproved Users**
- Once on the export users page, click on **XLS** at bottom of the page to download list of inactive users in Excel format

## Activation of Inactive Users

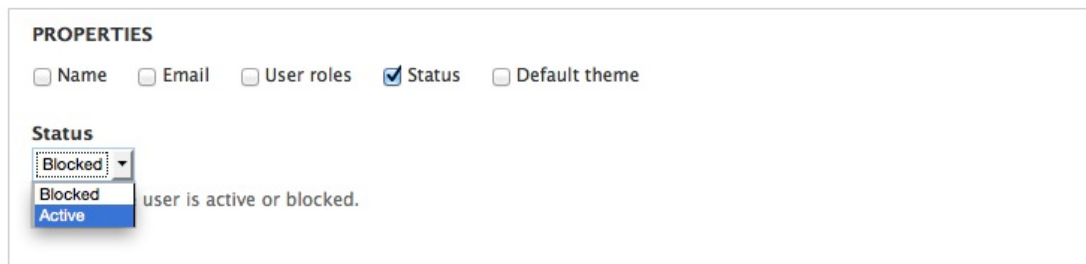
To activate new users follow the steps:

1. Go to People link in the admin menu
2. Filter users by Active Tag (No) to list all inactive users
3. Select all people by selecting the top checkbox or select individually each box next to the user's name
4. Under Operations choose "Change Value" and click on Execute button



The screenshot shows a user management interface. At the top, there are search filters for Username, E-mail, Active, and Role. The 'Active' dropdown is open, showing options: '- Any -', '- Any -', 'Yes', and 'No' (which is highlighted). Below the filters are 'Apply' and 'Reset' buttons. Under the 'OPERATIONS' section, there is a table with columns: FIRST NAME, LAST NAME, ACTIVE, ROLES, and MEMBER FOR. The 'OPERATIONS' dropdown is open, showing options: '- Choose an operation -', '- Choose an operation -', 'Delete', 'Change value' (highlighted), 'Change user roles', and 'Send e-mail'. An 'Execute' button is visible next to the dropdown.

5. On the next screen click on "Status". A new drop down shall appear. Choose Active from this drop down. Click on the "Next" button below



**PROPERTIES**

☐ Name ☐ Email ☐ User roles ☒ Status ☐ Default theme

**Status**

Blocked

Blocked

Active

user is active or blocked.

6. The Portal will then process your request and the selected users will become active. Upon the next access they will be required to change their passwords due to security reasons.