SHELTERCLUSTER.ORG WEBSITE ADMINISTRATOR MANUAL

Table of Contents

General Information 2

Logging in 3

Country sites and Response sites 3

Adding content 4

- Uploading/creating a document 4
- Tagging and saving a document 5
- Creating a library 6
- Creating an arbitrary library 7
- Creating other content 7

Managing response content 8

Editing the Overview sections 9

General Information

What is this website used for?

This website is a resource for humanitarian agencies working in the Shelter sector. It contains real-time documents and materials for use during the emergency and recovery phase of humanitarian responses across the world.

The site enables partner organizations to contact agencies operating in the Shelter and NFIs sector in the field, share information about their programs and highlight priority areas.

We are available to assist you

If you would like to contribute to the website and need our support for completing your registration, uploading documents, or simply finding a particular piece of information, please do not hesitate to contact the following persons:

Neil BAUMAN
Information Management/Coordination
email: neil.bauman@sheltercluster.org
tel: +1 506 721 1228

Shirin NARYMBAEVA
Website support
email: shirin.narymbaeva@ifrc.org

Logging in

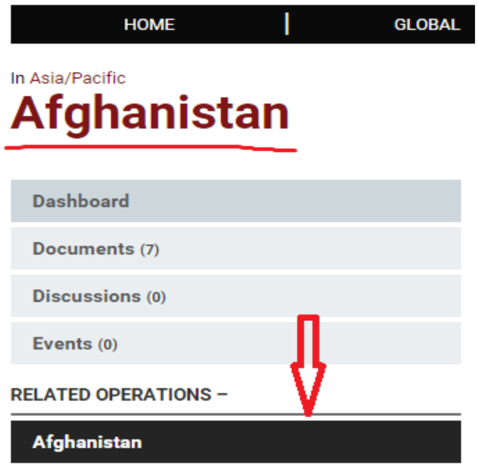
To be able to login to the website as an administrator of a response page you should request a login (and website management training if needed) from Shirin Narymbaeva (shirin.narymbaeva@ifrc.org or Neil Bauman neil.bauman@sheltercluster.org).

If you have a login and a password, please go to: http://sheltercluster.org/user

Country sites and Response sites

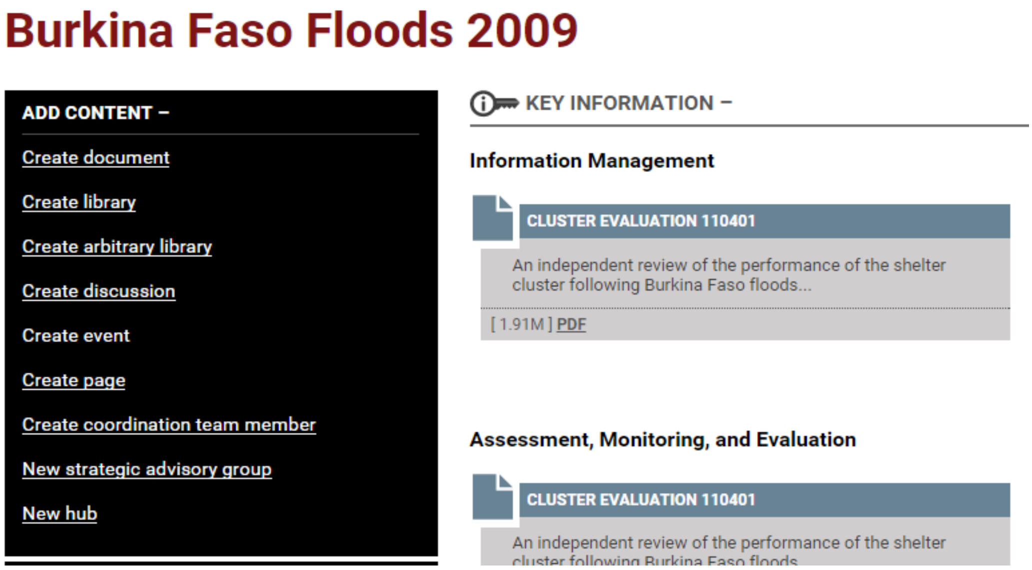
There is a difference between a **Country site** and a **Response site**. The logic behind this is that one country can and often does have more than one response operations. Although response sites are where we usually upload content, all sites can have content associated with them. While response sites usually contain documents that are specific to a particular cluster response, a country site can contain materials more generic to that country or reference materials that apply to that location (building codes, risk mapping, contingency plans, etc.)

In most cases, response pages have different titles from the country site's, but in others the titles are the same (as you can see in the case of Afghanistan). Thus, when you navigate to the country site, click on "**Related Operations**" and you will see the response pages that belong to the country in question.



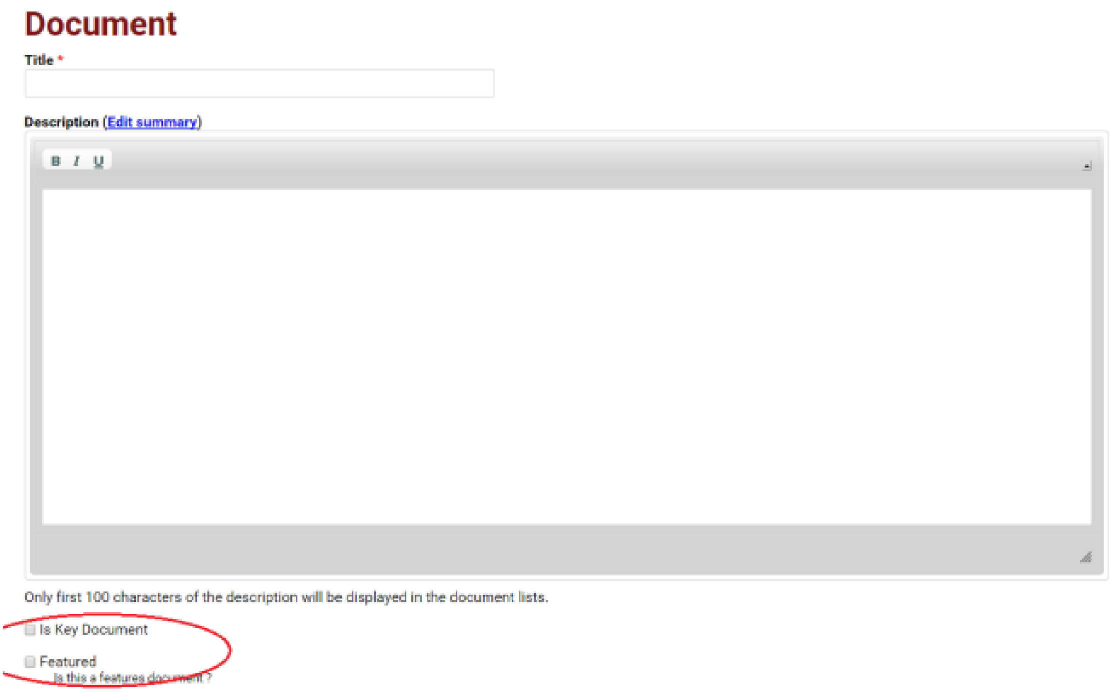
Adding content

Please navigate to the page where you would like to upload content. If you have admin rights to work on the page, you will see the “Add content” option. If you click on it, you will see the following functions:



Uploading/creating a document

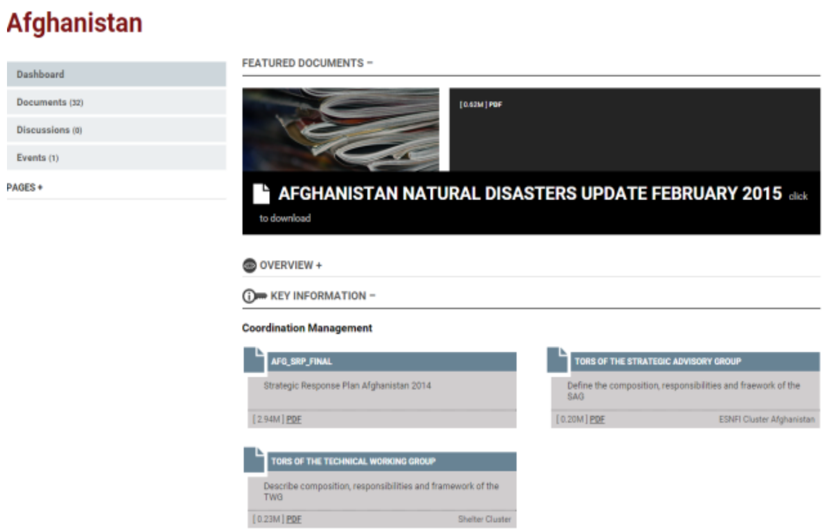
If you click on “**Create document**”, it will take you to the following page:



You have to give the document a title and a description, after which you have the option of making the document “key” or “featured”.

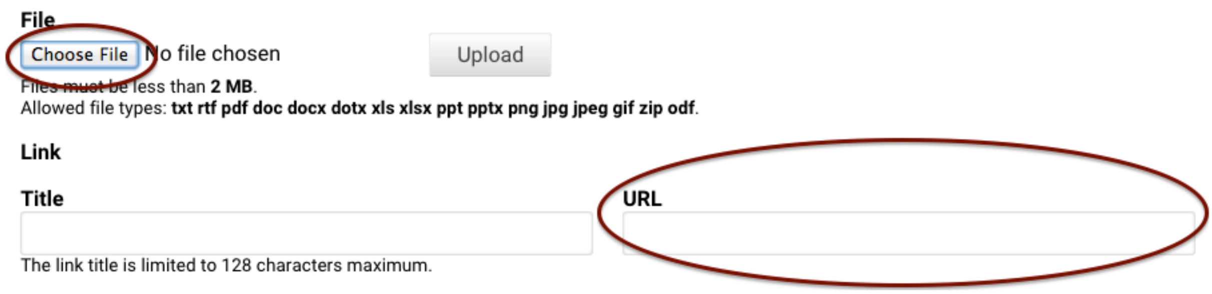
If you check “**is Key Document**”, the document you uploaded will appear on the main page of the response under “Key Information”.

If you check “**Featured**”, it will appear on top of the response page under “Featured Documents” as you can see on the image:



Multiple documents can be “key” and “featured” at the same time.

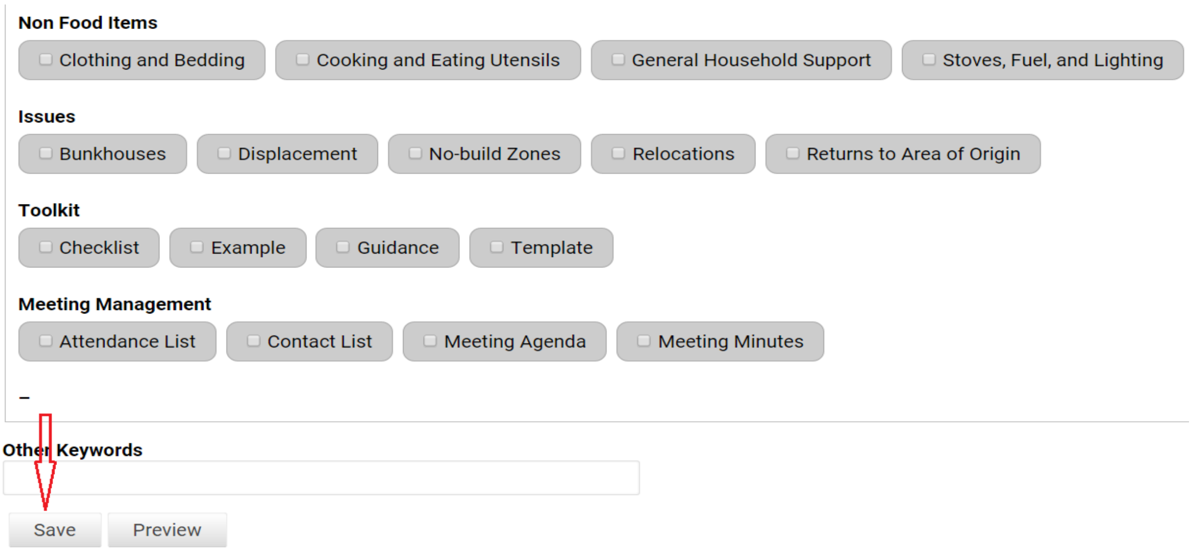
Next step is to upload a file by clicking on “**Choose File**” and then “**Upload**”.



It is also possible to link to a document on external sites. You can do so by copying the URL of the document to the URL field. Please note that it is not possible to upload a document by having both a URL and a file (in **“Choose File”** field).

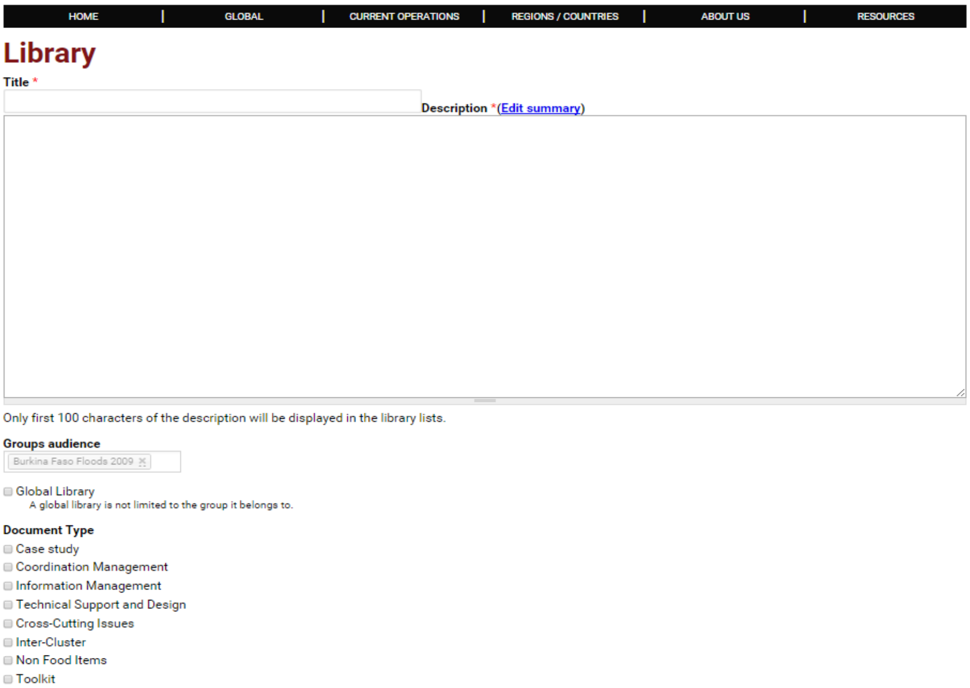
Tagging and saving a document

We organize documents on the website by tagging them. More specifically tagging documents helps us to group them into libraries, as libraries on the website are also tagged to display certain group of documents. To give an example, a document that is tagged “meeting minutes” will display in a library page that is also tagged “Meeting Minutes” **within a response page, a hub or a working group**.



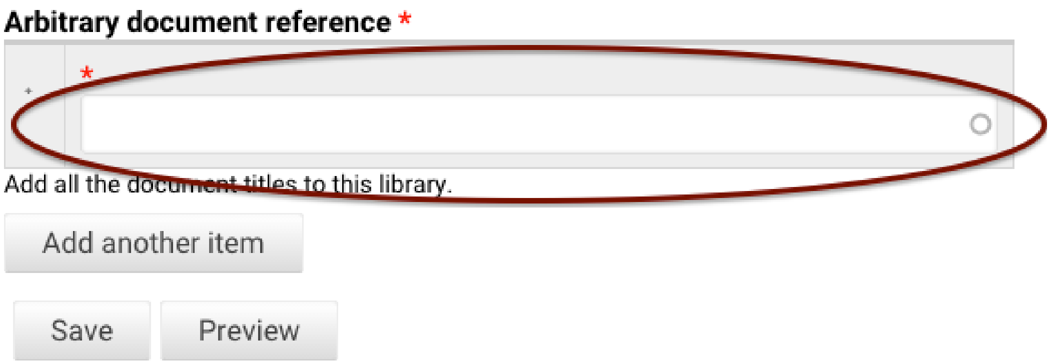
Creating a library

To create a library click on "**create library**". You should give it a title and a description. As it was already mentioned, library is a way to group documents using tagging. Thus, you should tag the library you are creating the same way as documents that you would like to display in the library.



Creating an arbitrary library

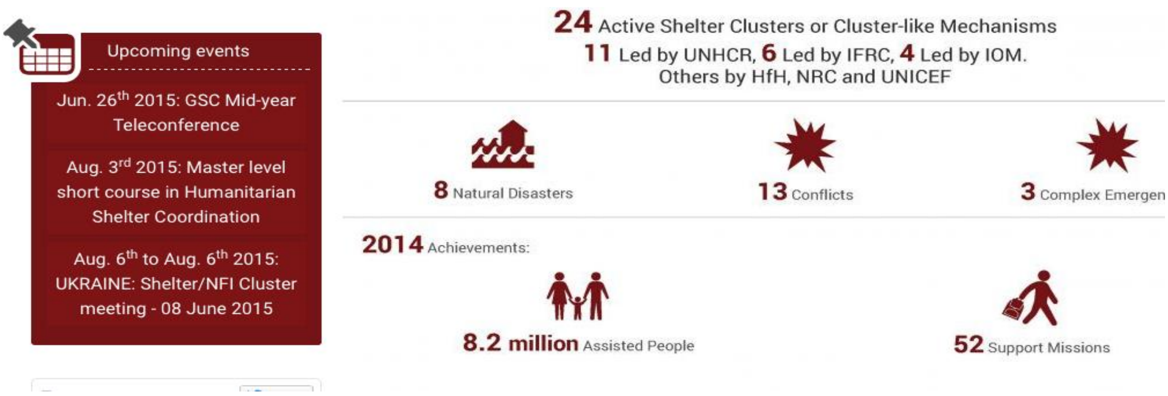
Differing from a library, an arbitrary library allows grouping documents that cannot be tagged the same way. For example, to display meeting minutes, maps and reports in one library, (which is not possible via tagging) each document can be added manually in an arbitrary library, by searching documents by title:



Creating other content

Other content (discussions, events, pages, coordination team, hubs and working groups) is created in a similar fashion (by clicking create ….and filling in the form).

Events - when creating events, please mention the country where the events will take place in the title. For example: ***UKRAINE: Shelter Cluster Meeting***. It is important because all events are displayed on the homepage and one may be confused between events that take place at the Global and country levels. Below is the example of two Global and one country events displayed on the homepage of the website.

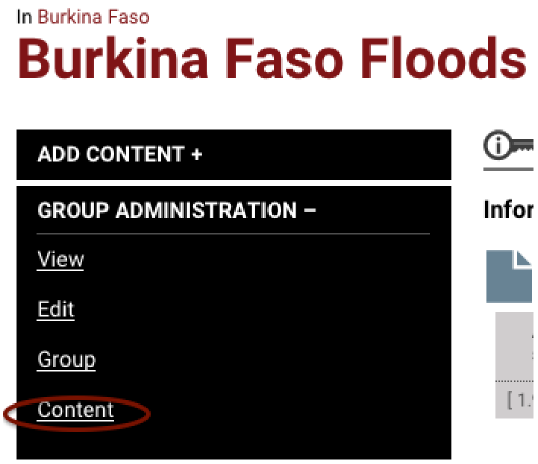


Pages – different from libraries, pages do not have an option to display a list of documents.

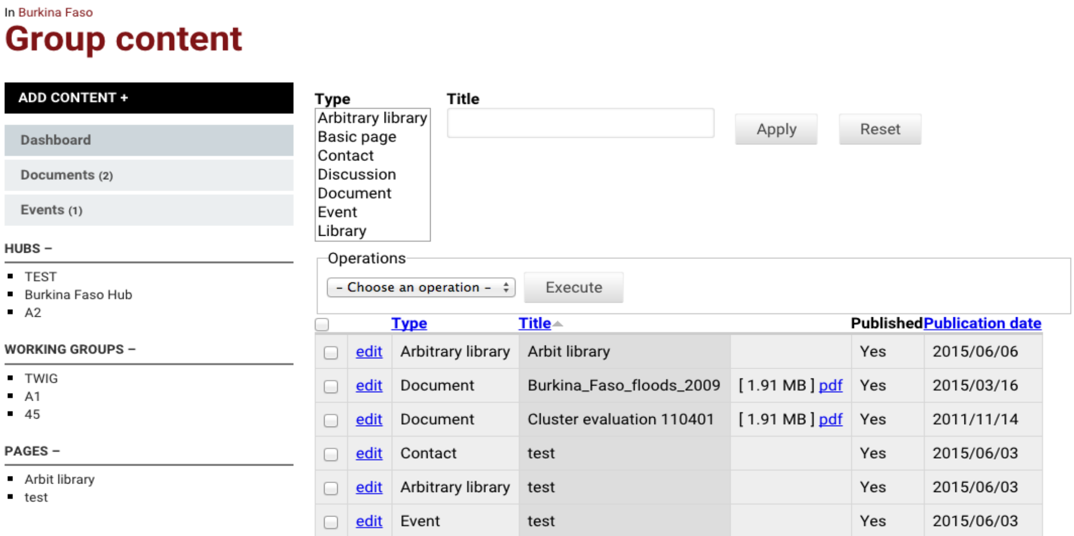
Hubs – a useful function in cases when response operates in several geographical regions of a country. Hubs allow creating pages within themselves (similar to a sub-response). Thus, it helps to organize documents by separating them from general response content.

Working Groups – similar to hubs, working group pages allow for the creation of pages within themselves. As the name implies, working groups are created to display documents and events related to the activities of working groups active during a response operation.

Managing response content

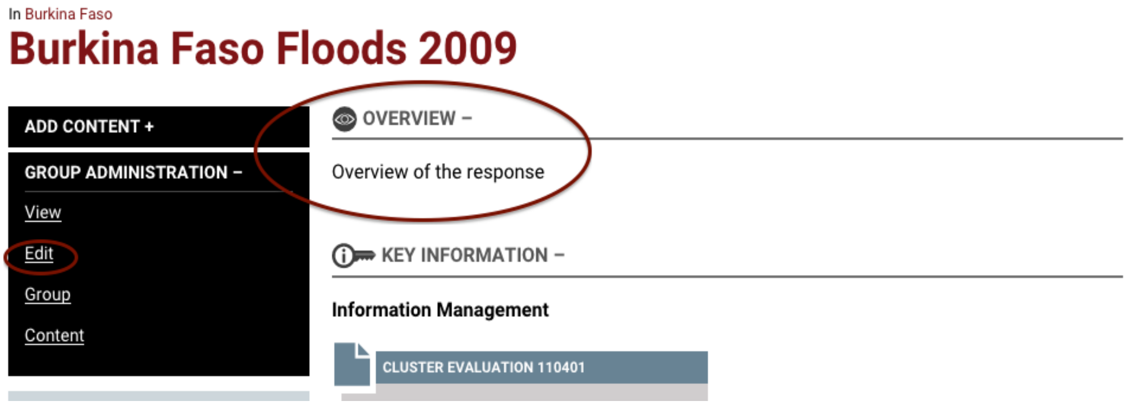


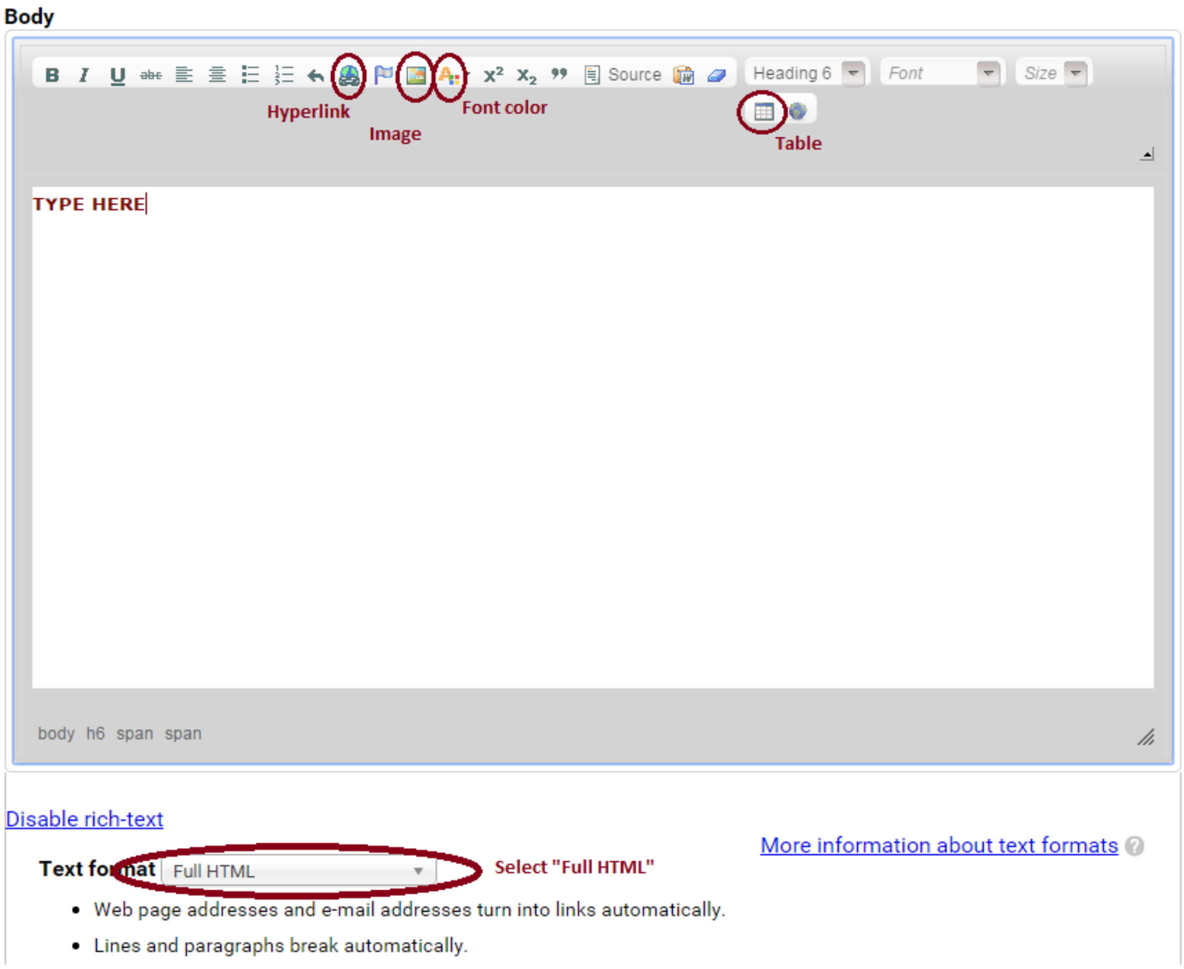
If you click on "**Group Administration**" and then "**Content**" you will be able to manage all content that belongs to the response page by clicking the **edit** options, as displayed in the image below. You also have the option of searching for content by type (document, library...)



Editing the Overview sections

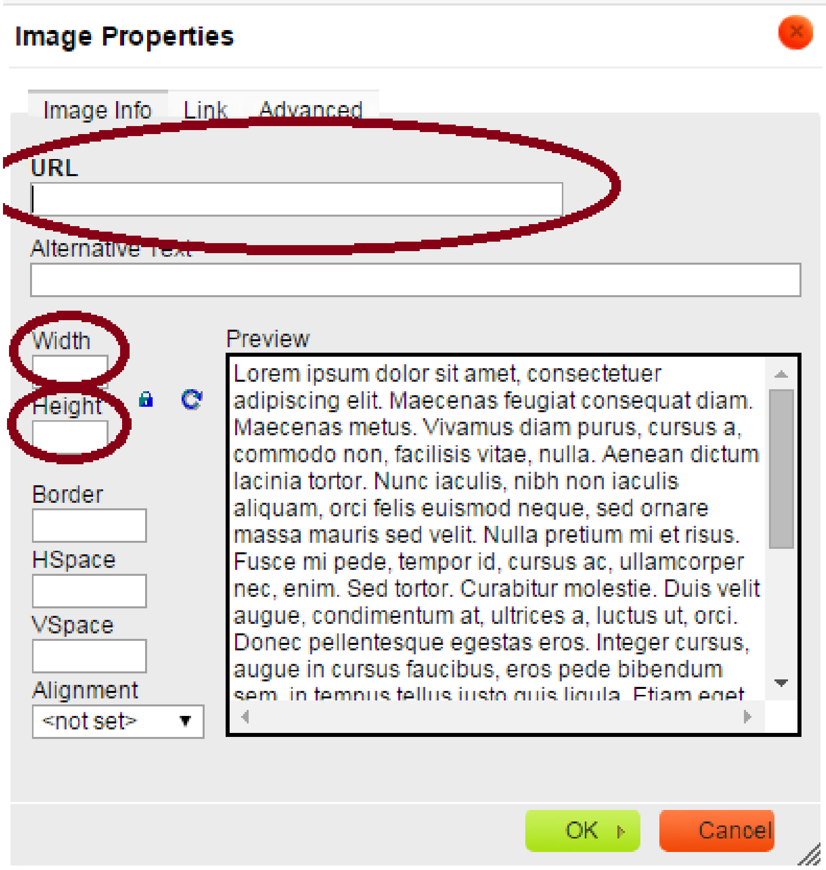
If you click on “**Group Administration”** and then “**Edit”** you will be able to edit the “**Overview”** section of a response page.





First of all, make sure you have selected “**Full HTML**”, which will give you access to various functions like hyperlinking, pasting images, creating tables and so on.

To paste an image, you should upload an image to the website as a document first. After this you need to click on "**Group Administration**" and "**Edit**" and then the "image" icon, which will take you to the following window:



Copy paste the document/image URL you have already uploaded to the "**URL**" field and then click "**OK**". You can also choose the width and height of the image.