






CRIN Website Content Management System


Procedures Manual for CRIN Members


General recommendations

1. Before adding any resources, please check first that they have not already been posted on the website by CRIN staff by doing a search at:
<http://www.crin.org/resources/index.asp>
2. Additions and changes will not be implemented until you click the submit button (or equivalent) at the bottom of the page.
3. Each CMS page has some compulsory fields to fill in. They are usually at the top of each page and marked with a red asterisk [*]
4. If your login times out (after half an hour of inactivity) login again and use the back button to go back the page you were working on.
5. When uploading files, it is advisable to be consistent in naming the file:
 - a. Filename should have no spaces, use either single word or underscores (_) or hyphen (-) to join words
 - b. A consistent acronym at the start of each file in a group helps to identify and organise them logically
E.g. CRIN_Reader_RBA
6. Under “Add Report”, you can actually add books, CD-ROMs, journals, newsletters, brochures, posters, papers, speeches, surveys, training materials and websites.


Field	Instructions
Manage item > Events > Add event	
Event name *	Type in the title of the event (uppercase first letter for main words) but keep as short as possible (up to 150 characters).
Start date *	Default is today's date +7 days. Either type in start date or click on the calendar  to choose the start date.
End date *	Default is today's date +7 days. Either type in end date or click on the calendar  to choose the end date.
Information type *	Choose the most appropriate type from the drop down menu. <i>Note that "CRC Day of General Discussion", "CRC Session", and "UN event" are for UN agencies only.</i>
Organisation name	Your organisation's name will appear automatically in this field.
Event location	Type town and country. <i>E.g. Paris, France</i>
Event organiser	Your organisation's name will appear automatically in this field. You can override it by typing in someone's name, or the name of a specific department of your organisation.
Contact info	You can use this box to override the contact info of your organisation (up to 300 characters). <i>E.g. you can type a contact name, email address, etc, relevant to the event in question</i>
Summary	Type a short summary of the event (up to 600 characters). It is useful to include some words that describe the content of the event and its aims.
URL for document	<ul style="list-style-type: none"> ▪ If you have a document (Word, PDF, etc) associated with the event you can upload it from here onto the server. Click on "upload document", use "browse" to find your file on your computer, select it, click on upload and when it has uploaded you will get a confirmation message. Close the confirmation window. You will see that the name of the file that you just uploaded is now in the box. That is all you need to do. ▪ If you want to link to a document that is already online, type in (or paste in) the full URL for that document in the box.
URL (for more information or second document)	This is a chance for you to include another URL for further information if you wish <i>E.g. your web address</i>
Topic	<p>Tick the most relevant topic button(s) to describe the event. The less you tick, the better, as it increases the efficiency of searches.</p> <p>"Violence" can be ticked, in addition to other topics, for all forms of violence against children except armed conflict, i.e. violence in schools, in the family, in institutions, etc.</p>
Region	If the event has regional relevance, select a region, otherwise leave unticked.
Country	Select the country where the event is taking place as well as the country/countries that the event concerns (hold the Ctrl key for multiple selections). If there is no country relevance, then only select the country where the event is taking place.
Languages and Other language	Select the language of the event here. Note that the six UN languages are listed as radio check buttons and then you have an option to choose one more language from

Field	Instructions
	the drop down list.
Full text	Add information (list of speakers, call for papers, timetable, etc) that cannot fit in the summary box. This field offers some standard editing features as well as an option to hyperlink parts of the text (select the text to be the link, click on  , paste or type in the full URL in the "Link URL" box, click "Insert").
Theme	Select the most relevant theme (only one selection possible)
SUBMIT	Click "Submit". You will get a message telling you that, before it appears on the site, your submission will need to be approved by CRIN staff. We will advise you of the outcome.
Manage item > Events > Edit or remove event	On opening you are given two options: <ol style="list-style-type: none"> 1. Choose an event from a drop down list (of events posted by you); 2. Search an event by typing in one or more words (or parts of words) from the event title and/or choosing an event type to get a listing of matches. Choose the event you want to edit from the list. <p>The details of the event are presented. Edit as required.</p>
UPDATE EXISTING	Click this button to update the existing event information. You will get a message telling you that your submission will need to be approved by CRIN staff.
ADD AS NEW	Click this button to create a new entry on the website, allowing you to submit an event that is similar in most respects to its predecessor. <i>E.g. an annual event can be submitted in this way with only the date field amended</i> You will get a message telling you that your submission will need to be approved by CRIN staff.
Manage item > News & Highlights > Add news & highlights	
News headline *	Type in the title but keep as short as possible (up to 150 characters).
Organisation name *	Your organisation's name will appear automatically in this field.
Journal / Newspaper	Source of news item if known. <i>E.g. The Economist</i>
Date *	Defaults to today's date. Change if necessary.
Author / Reporter	Enter if known, otherwise leave blank.
Contact info	Use this box to override the contact info of your organisation (up to 300 characters). <i>E.g. you can type a contact name, email address, etc, for someone that can be contacted regarding the news item.</i>
Summary	Type a short summary of the news item (up to 600 characters).
URL for document	<ul style="list-style-type: none"> ▪ If you have a document (Word, PDF, etc) associated with the news you can upload it from here onto the server. Click on "upload document", use "browse" to find your file on your hard drive, select it, click on upload, you will get a confirmation message. ▪ If you want to link to a document that is already online, type in (or paste in) the full URL for that document in the box.
URL (for more	This is a chance for you to include another URL for further information if you wish

Field	Instructions
information or second document)	<i>E.g. the address of a related website, etc.</i>
Theme	Select the most relevant theme (only one).
Topic	<p>Tick the most relevant topic button(s). The less you tick, the better, as it increases the efficiency of searches.</p> <p>“Violence” can be ticked, in addition to other topics, for all forms of violence against children except armed conflict, i.e. violence in schools, in the family, in institutions, etc.</p>
Region	If the event has regional relevance, select a region, otherwise leave unticked.
Country	Select the country/countries that the news item is about (hold the Ctrl key for multiple selections). If there is no country relevance, then leave blank.
Languages and Other language	Select the language in which the news item is written. Note that the six UN languages are listed as radio check buttons and then you have an option to choose one more language from the drop down list.
Full text	Type/paste in the body of the news item in this box. It offers some standard editing features as well as an option to hyperlink parts of the text (select the text to be the link, click on  , paste or type in the full URL in the “Link URL” box, click “Insert”).
SUBMIT	Click “Submit”. You will get a message telling you that your submission will need to be approved by CRIN staff. We will advise you of the outcome.
Manage item > News & Highlights > Edit or remove news & highlights	<p>On opening you are given two options:</p> <ol style="list-style-type: none"> 1. Choose a news item from the drop down list (of news items posted by you); 2. Search news items by typing in one or more words (or parts of words) from the news title to get a listing of matches. Choose the news item you want to edit from the list. <p>The details of the news item are presented. Edit as required.</p>
SUBMIT	Click this button to update the existing news item. You will get a message telling you that your submission will need to be approved by CRIN staff.
ADD AS NEW	Click this button to create a new entry on the website, allowing you to submit a news item that is similar in most respects to the previous one. You will get a message telling you that your submission will need to be approved by CRIN staff.
Manage items > Reports > Add report	
Report title *	Type in the exact publication title (uppercase first letter for main words)
Date posted *	Defaults to today’s date. Change as necessary.
Publication year	Defaults to the current year. Change as necessary.
Information type *	Select from the dropdown menu. <i>Note: “CRC session reports” apply to the NGO Group only.</i>
Organisation name *	Your organisation’s name will appear automatically in this field.
Author	Defaults to name of your organisation. Enter individual publication author(s) if known.

Field	Instructions
Contact info	Use this box to override the contact info of your organisation (up to 300 characters). <i>E.g. you can type a contact name, email address, etc, for someone that can be contacted for more information regarding the publication.</i>
Summary	Type a short summary of the publication (up to 600 characters). It is useful to include some words that describe its content (especially if they are not already in the title).
URL for document	<ul style="list-style-type: none"> ▪ If you have the publication on your computer, you can upload it from here onto the server. Click on "upload document", use "browse" to find your file on your hard drive, select it, click on upload and when it has uploaded you will get a confirmation message. Close the confirmation window. You will see that the name of the file that you just uploaded is now in the box. That is all you need to do. ▪ If you want to link to a publication that is already online, type in (or paste in) the full URL for that publication in the box.
URL (for more information or second document)	This is a chance for you to include another URL for further information if you wish <i>E.g. your web address</i>
Topic	<p>Tick the most relevant topic button(s). The less you tick, the better, as it increases the efficiency of searches.</p> <p>“Violence” can be ticked, in addition to other topics, for all forms of violence against children except armed conflict, i.e. violence in schools, in the family, in institutions, etc.</p>
Region	If the publication has regional relevance, select a region, otherwise leave unticked.
Country	Select the country/countries that the publication is about (hold the Ctrl key for multiple selections). If there is no country relevance, then leave blank.
Languages and Other language	Select the language in which the publication is written. If a publication is available in several languages, make as many entries as necessary using the “add as new” feature. Note that the six UN languages are listed as radio check buttons and then you have an option to choose one more language from the drop down list.
Full text	Add information (press release, launch information, related publications, etc) that cannot fit in the summary box. This field offers some standard editing features as well as an option to hyperlink parts of the text (select the text to be the link, click on  , paste or type in the full URL in the “Link URL” box, click “Insert”).

Field	Instructions
SUBMIT	Click "Submit". You will get a message telling you that your submission will need to be approved by CRIN staff. We will advise you of the outcome.
Manage items > Reports > Edit or remove report	On opening you are given two options: <ul style="list-style-type: none"> 1. Choose a report from the drop down list (of publications posted by you); 3. Search publications by typing in one or more words (or parts of words) from the publication you want to edit to get a listing of matches. Choose the publication you want to edit from the list. <p>The details of the publication are presented. Edit as required.</p>
UPDATE EXISTING	Click this button to update the existing publication entry. You will get a message telling you that your submission will need to be approved by CRIN staff.
ADD AS NEW	Click this button to create a new entry on the website, allowing you to submit a publication that is similar in most respects to the previous one (e.g. same publication in another language). You will get a message telling you that your submission will need to be approved by CRIN staff.
Manage Contact Details > Edit Your Contact Details	Note that only the name and email address of the main contact appear on the front end of the website. Any other change made to this form will not affect your CRIN page.
Organisation name *	Ignore (see next section if your organisation's name needs editing)
Contact name *	Edit as required (first name then surname).
Job title	Enter (if known)
CRIN access level *	Ignore
Email	Type in email address of main contact.
Postal address	Edit only if the main contact has a different postal address to the organisation's address. If you want to update your organisation's postal address, go to the next section.
Country	Same as above.
Telephone	Same as above.
Fax	Same as above.
SUBMIT	Click "Submit". You will get a message telling you that your updates will need to be approved by CRIN staff. We will advise you of the outcome.
Manage Your Organisation Details > Edit Your Organisation Details	
Organisation name *	Edit as required (uppercase first letter for main words).
Alternative name	This may be, for example, the name in another language or an abbreviated name.
Organisation acronym	Enter if applicable.
Logo	Type in the file name of your logo.
Postal address	Edit as required

Field	Instructions
	<i>Note: this field is used for mail merges, so enter your address as you would see it on an envelope</i>
Country *	Edit as required. <i>Note: This is the country in which your organisation is based.</i>
Telephone	Edit as required and include country code as follows: +44 (0)20 012 6867
Fax	Same as above
Email	Edit as required.
Website	Edit as required. Include "http://" if the address does not start with "www"
Aims and activities	Edit as required (up to 400 characters)
Further details on organisation's activities	Edit or add information as required. This field offers some standard editing features as well as an option to hyperlink parts of the text (select the text to be the link, click on  , paste or type in the full URL in the "Link URL" box, click "Insert").
Countries in which this organisation works	Edit as required.
Topics on which organisation works	Edit as required. Tick the most relevant topic button(s) to describe your organisation's activities. The less you tick, the better, as it increases the efficiency of directory searches. "Violence" can be ticked, in addition to other topics, for all forms of violence against children except armed conflict, i.e. violence in schools, in the family, in institutions, etc.
Year of establishment	This should not need to be updated!
No. staff	Edit as required.
Network	This should not need to be updated either. Select a field only if your organisation belongs to one of the networks listed.
Operational level	Edit as required (only one possible selection).
Organisation type	Edit as required (only one possible selection).
Age groups of children targeted	Edit as required.
Mandate	Edit as required. Select the most relevant fields to describe your organisation's activities. The less you tick, the better, as it increases the efficiency of directory searches.
Languages and Other language	Edit as required.
SUBMIT	Click "Submit". You will get a message telling you that your updates will need to be approved by CRIN staff. We will advise you of the outcome.
Logout	This will end your session. A confirmation window will appear.
Website Home	This takes you to CRIN's homepage.

This procedures manual was compiled by CRIN staff after the launch of the 2006 website, allowing members to login to the CRIN content management system (CMS) to submit information or update their organisation's details.

It provides members with step-by-step explanations and instructions on each section of the CMS. It is also available online at:
http://www.crin.org/docs/resources/publications/CMS_helpfile_for_members.pdf

Produced: March 2006