

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

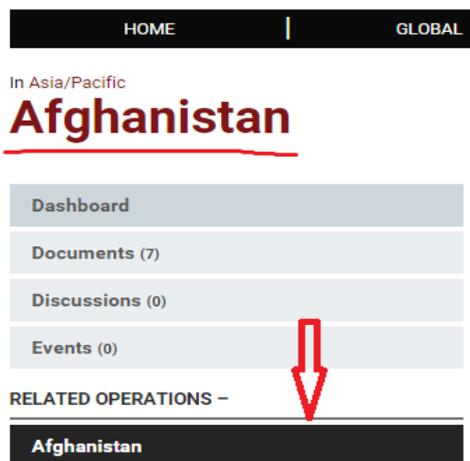
To be able to login to the website as an administrator of a response page you should request a login (and website management training if needed) from Shirin Narymbaeva (shirin.narymbaeva@ifrc.org or Neil Bauman neil.bauman@sheltercluster.org).

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:

Burkina Faso Floods 2009

The screenshot shows a dark sidebar menu on the left with the following options: **ADD CONTENT –**, [Create document](#), [Create library](#), [Create arbitrary library](#), [Create discussion](#), [Create event](#), [Create page](#), [Create coordination team member](#), [New strategic advisory group](#), and [New hub](#).

The main content area is titled **KEY INFORMATION –** and contains two sections:

- Information Management**: A card titled **CLUSTER EVALUATION 110401** with the text "An independent review of the performance of the shelter cluster following Burkina Faso floods..." and a link for "[1.91M] PDF".
- Assessment, Monitoring, and Evaluation**: A card titled **CLUSTER EVALUATION 110401** with the text "An independent review of the performance of the shelter cluster following Burkina Faso floods..."

Uploading/creating a document

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

The screenshot shows the "Document" creation page. It features a "Title" field with a red asterisk, a "Description" field with a link to "Edit summary", and a rich text editor with bold, italic, and underline icons. Below the editor, there is a note: "Only first 100 characters of the description will be displayed in the document lists." At the bottom, there are two checkboxes: "Is Key Document" and "Is this a featured document?". The "Is Key Document" checkbox is circled in red.

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:

Afghanistan

The screenshot shows a dashboard for 'Afghanistan'. On the left is a sidebar with 'Dashboard', 'Documents (32)', 'Discussions (8)', 'Events (1)', and 'PAGES+'. The main content area is titled 'FEATURED DOCUMENTS' and displays a large document card for 'AFGHANISTAN NATURAL DISASTERS UPDATE FEBRUARY 2015'. Below this is an 'OVERVIEW +' section and a 'KEY INFORMATION' section. Under 'KEY INFORMATION', there is a 'Coordination Management' section with three document cards: 'AFG_SRP_FINAL' (Strategic Response Plan Afghanistan 2014), 'TORS OF THE STRATEGIC ADVISORY GROUP', and 'TORS OF THE TECHNICAL WORKING GROUP'.

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**”.

The screenshot shows the document upload form. The 'File' section has a 'Choose File' button circled in red, followed by 'No file chosen' and an 'Upload' button. Below this, it states 'Files must be less than 2 MB.' and lists allowed file types: 'txt rtf pdf doc docx dotx xls xlsx ppt pptx png jpg jpeg gif zip odf.'. The 'Link' section has a 'Title' field and a 'URL' field, both circled in red. Below the 'Title' field, it says 'The link title is limited to 128 characters maximum.'

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.**

Non Food Items

Clothing and Bedding Cooking and Eating Utensils General Household Support Stoves, Fuel, and Lighting

Issues

Bunkhouses Displacement No-build Zones Relocations Returns to Area of Origin

Toolkit

Checklist Example Guidance Template

Meeting Management

Attendance List Contact List Meeting Agenda Meeting Minutes

-

Other Keywords

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.

HOME | GLOBAL | CURRENT OPERATIONS | REGIONS / COUNTRIES | ABOUT US | RESOURCES

Library

Title *

Description *([Edit summary](#))

Only first 100 characters of the description will be displayed in the library lists.

Groups audience

Global Library
A global library is not limited to the group it belongs to.

Document Type

- Case study
- Coordination Management
- Information Management
- Technical Support and Design
- Cross-Cutting Issues
- Inter-Cluster
- Non Food Items
- Toolkit

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:

Arbitrary document reference *

Add all the document titles to this library.

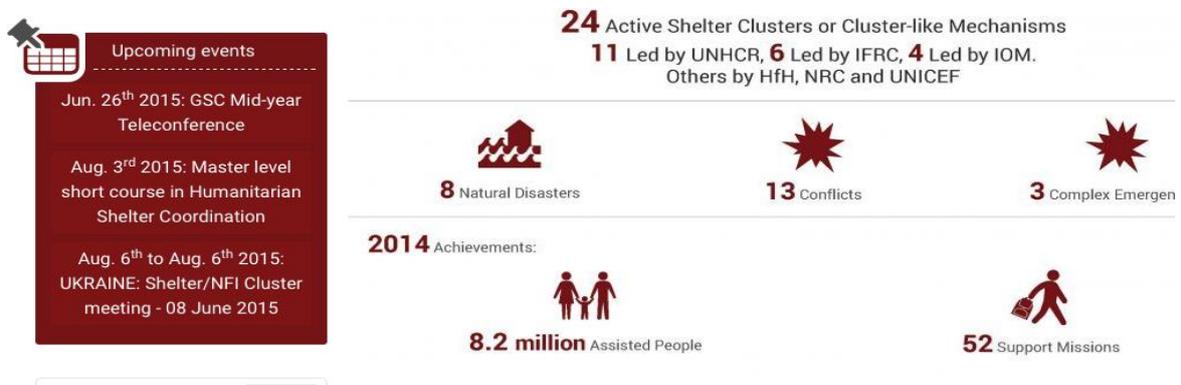
Add another item

Save Preview

Creating other content

Other content (discussions, events, pages, coordination team, hubs and working groups) is created in a similar fashion (by clicking createand 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

In Burkina Faso

Burkina Faso Floods



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...)

In Burkina Faso

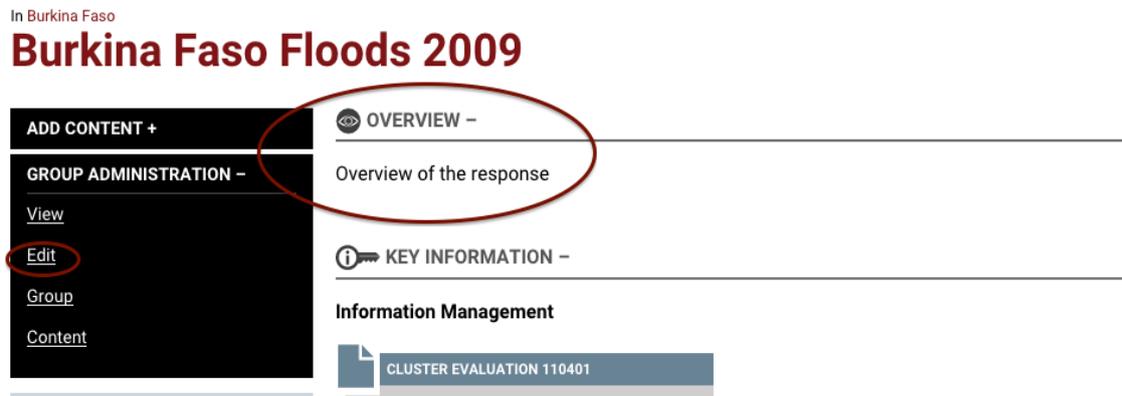
Group content

The screenshot displays the 'Group content' management interface. On the left, there is a sidebar with 'ADD CONTENT +' and categories like 'Dashboard', 'Documents (2)', and 'Events (1)'. Below this are sections for 'HUBS -', 'WORKING GROUPS -', and 'PAGES -'. The main area features a search filter for 'Type' with a dropdown menu listing: Arbitrary library, Basic page, Contact, Discussion, Document, Event, and Library. A search box for 'Title' is present with 'Apply' and 'Reset' buttons. Below the search is an 'Operations' section with a dropdown menu and an 'Execute' button. The main content is a table with columns for 'Type', 'Title', 'Published', and 'Publication date'. Each row includes an 'edit' link.

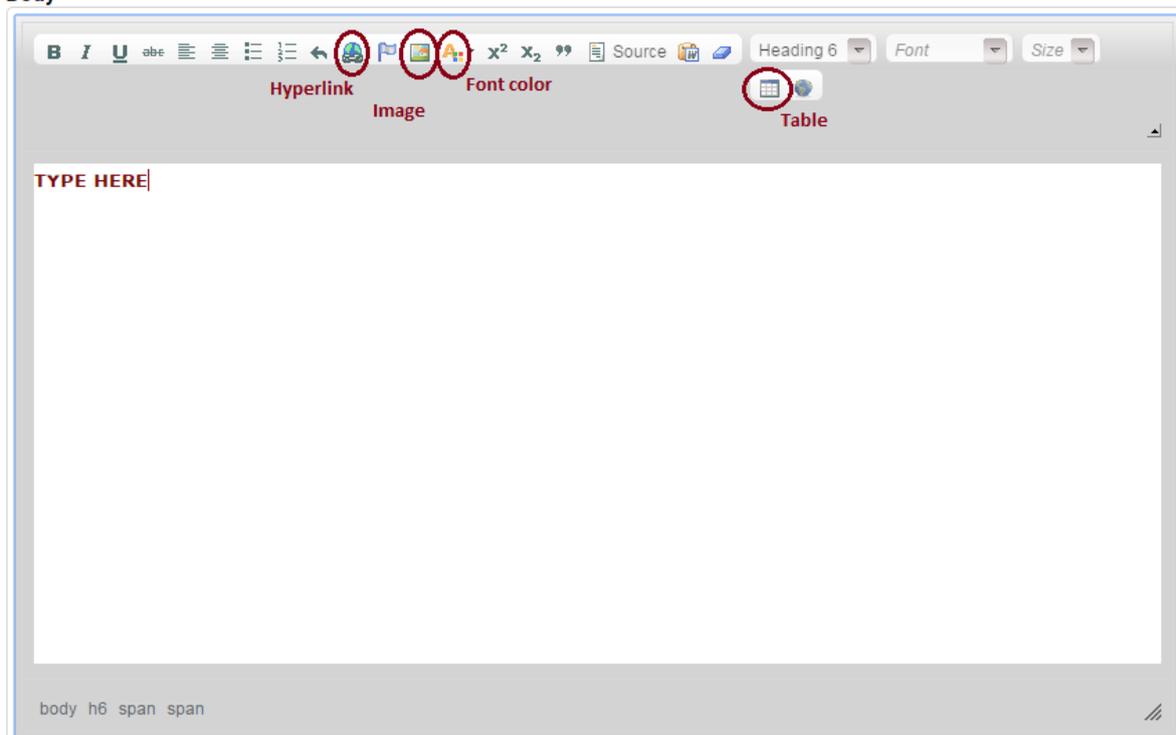
	Type	Title	Published	Publication date	
<input type="checkbox"/>	edit	Arbitrary library	Arbit library	Yes	2015/06/06
<input type="checkbox"/>	edit	Document	Burkina_Faso_floods_2009 [1.91 MB] pdf	Yes	2015/03/16
<input type="checkbox"/>	edit	Document	Cluster evaluation 110401 [1.91 MB] pdf	Yes	2011/11/14
<input type="checkbox"/>	edit	Contact	test	Yes	2015/06/03
<input type="checkbox"/>	edit	Arbitrary library	test	Yes	2015/06/03
<input type="checkbox"/>	edit	Event	test	Yes	2015/06/03

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.



Body



Disable rich-text

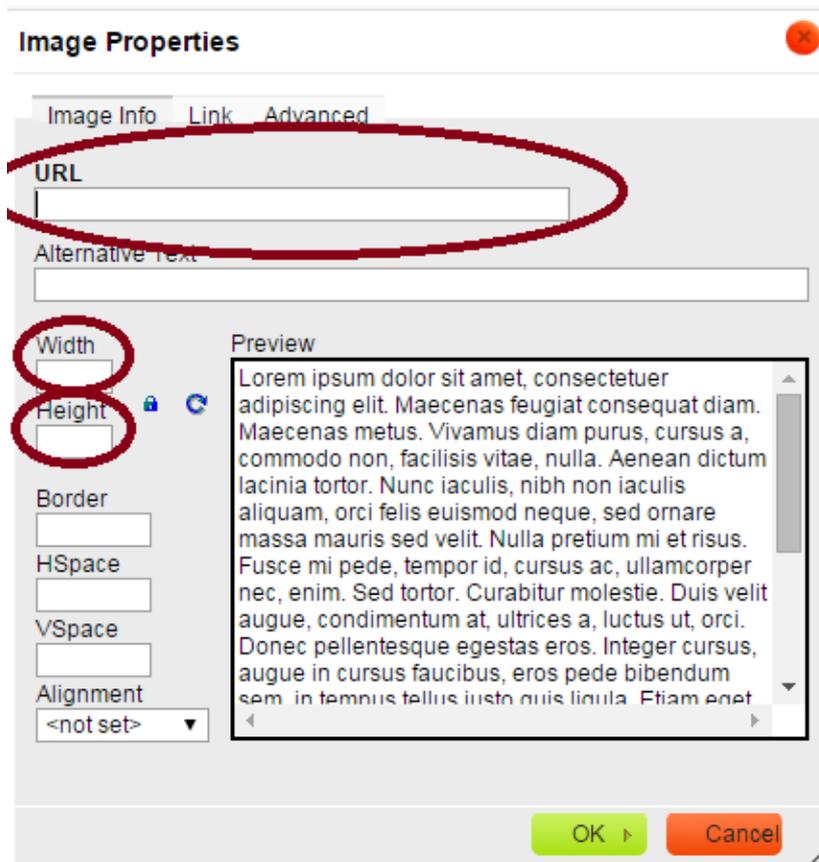
Text format **Full HTML** Select "Full HTML"

[More information about text formats ?](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

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.