

# Content Managers Manual

## Table of Contents

<b>CONTENT TYPES</b> .....	<b>3</b>
<b>MANAGING CONTENTS</b> .....	<b>3</b>
VIEW CONTENTS .....	3
FILTERING CONTENTS.....	3
ADDING CONTENT .....	4
EDITING CONTENTS .....	4
SCHEDULING CONTENT PUBLICATION.....	4
MEMBERS ONLY CONTENT .....	5
<b>FORUM</b> .....	<b>5</b>
ADD FORUM .....	5
DELETE FORUM.....	6
<b>WEBFORM</b> .....	<b>6</b>
ADD WEBFORM .....	6
VIEW WEBFORM SUBMISSION.....	7
<b>TAXONOMY</b> .....	<b>7</b>
CREATE TAXONOMY.....	7
Create Term .....	7
Edit Term .....	7

This document provides guidelines for content creators of the Kiribati Chamber of Commerce and Industry (KCCI) website. The content managers are responsible for updating the contents of the website by adding new contents, editing existing contents and deleting or archiving old ones.

## Content Types

In Drupal, the contents are categorized according to different types defined when the website was designed/developed. For KCCI's website, there are various Content Types available as shown below.

Name	Description
Article	Static content such as Management profile etc
Basic Page	Use basic pages for your static content such as an 'About us' page
Board Member	Use board member page to create a board member profile
Event	User event to create an event content such as Business Award etc
FAQ	Use Frequently Asked Question to create a question and answer
Forum Topic	Use forum topic to create a topic that will be discussed in the forum feature
Key Partner	Use key partner to create content for a Key Partner such as a Ministry etc
Media Release	Media release is for content such as news or press release
Members Only Content	This type of content should be used to create contents which are intended for Members only and cannot be viewed by non-members site visitors. Content of this sort includes Meeting minutes, Meeting documents etc.
Member	Use member to create a profile for a KCCI member
Resource	Use resource to create a resource such as a publication, report etc
Service	Use service to create a service page
Testimonial	Use testimonial to create a testimony from KCCI members

## Managing Contents

The contents of the website need to be managed from time to time to stay relevant and up to date. New contents may be added, existing contents may be edited or deleted when necessary and this is what defines the responsibility of the content managers.

### View Contents

To view existing contents, follow these steps:

**Step 1: Navigate your mouse cursor to the Admin Toolbar.**

**Step 2: Click on Contents.**

You will be redirected to a different page where Contents are listed in a table.

### Filtering Contents

While you are at the Content page, you may want to apply filtering so that you can find a particular content easily. To do this, follow these steps:

**Step 1: Choose what criteria you want to use to filter the content. Example, you can filter by the Published status, Content type or even by the Title of the content.**

**Step 2: Click on the Filter button.**

The listing table will be updated to show only the contents that matched the filter criteria. For example, if the filter is looking for content type Events, only the content of the type Event will be shown.

#### Adding Content

When a new content is to be added, follow these steps:

- Step 1: Navigate your mouse cursor to the Admin Toolbar.**
- Step 2: Click on Add content button**
- Step 3: Select the type of content you want. For example, an Article, Events etc.**
- Step 4: You will be redirected to an empty form showing all the fields for that content type such as Title, Body etc. Please fill in the necessary information.**
- Step 5: After you have filled the form, scroll down to the bottom of the page and depending on the situation, under the Save as option you may want to choose Draft or Published.**
- Step 6: After you have finished, please click on the Save button.**

Please note that there are fields which are required and cannot be left blank. You can see that the field is required if there is a red asterik sign such as in the field title and it looks like this Title\*

#### Editing Contents

To edit an existing content, please follow these steps:

- Step 1: Navigate your mouse cursor to the Admin Toolbar.**
- Step 2: Click on Contents.**
- Step 3: Locate the specific content in the listing table. You may use the filtering table at the top to find a specific content.**
- Step 4: When you find the content you want to edit, click on the Edit button at the far righthand side of the table under Operations.**
- Step 5: Make necessary changes.**
- Step 6: Scroll down to the bottom of the page and click on the Save button to save the changes made.**

The changes won't be saved until you click on the Save button.

#### Scheduling Content Publication

When you create a new content, you may want to save it but left it unpublish until a later date when you decide to publish it. This is called Scheduled Publishing and it can be done by following these steps:

- Step 1: Follow the usual step of Adding new contents.**
- Step 2: Before saving the content, look for the Scheduling option of the righthand tab.**
- Step 3: Open to expand the Scheduling option and select the date and time to publish and unpublish the content.**
- Step 4: Scroll down to the bottom of the page and click save.**

The content will be saved but not published meaning that site visitors cannot see it until the date of publication at which the content can be sighted on the website.

#### Members Only Content

A content manager may want to create contents such as Meeting minutes, document etc that are restricted to members only. To create restricted content, follow these steps:

**Step 1: Follow the usual step of Adding new contents.**

**Step 2: Find and Click 'Members Only Content' under the Add content page.**

**Step 3: Fill in the fields as necessary.**

**Step 4: On the righthand side of the screen, click to expand the Rabbit Hole Settings tab.**

**Step 5: Click on the 'Page redirect' option.**

**Step 6: A Redirect Settings will be shown where you will enter the Redirect Path.**

Type [https://www.kcci.org.ki/rabbit\\_hole/web/access-denied](https://www.kcci.org.ki/rabbit_hole/web/access-denied) as a Redirect Path.

**Step 7: Choose 303 (See other) as an option for Response code.**

**Step 8: Under Fallback Behavior, leave the default option as it is.**

**Step 9: Scroll down to the bottom and save the content.**

#### Forum

The forum is a feature of the website that allows members to engage in a discussion. The follow is categorized according to its name such as Fishermen Cooperatives Forum, Bus Owners Association Forum etc. Inside this forum, members can create discussion topics. For example, inside the **Bus Owners Association Forum** a member can create a discussion topic namely "**Standardization of Bus Fare**". Members who are interested in this topic may contribute to the discussion. The content manager is responsible for managing the forum to ensure that members are abided by forum rules and respect is upheld among members.

Only Content managers can create a forum, but members can create a discussion topic inside a forum.

#### Add Forum

To create a forum, follow these steps:

**Step 1: Navigate your mouse cursor to the admin toolbar.**

**Step 2: Hover on Structure menu.**

**Step 3: Move cursor downward to Forum and click on it.**

**Step 4: Click on Add Forum.**

**Step 5: Enter the name and description of the Forum.**

**Step 6: Scroll down and click to expand Rabbit Hole settings.**

**Step 7: Click on Page redirect.**

**Step 8: Under Redirect path, enter**

[https://www.kcci.org.ki/rabbit\\_hole/web/access-denied](https://www.kcci.org.ki/rabbit_hole/web/access-denied).

**Step 9: Under Response code, select 303 (see other)**

**Step 10: Leave the rest as they are and scroll down to save the forum settings.**

Now the new forum has been created and members can now add new topics to it.

#### Edit Forum

To edit the forum settings, follow these steps:

- Step 1: Navigate your mouse cursor to the admin toolbar.**
- Step 2: Hover on Structure menu.**
- Step 3: Move cursor downward to Forum and click on it.**
- Step 4: Locate the specific forum you want to edit and click on the Edit button at the far-right corner under Operations.**
- Step 5: Make changes as necessary.**
- Step 6: Save the forum.**

#### Delete Forum

To delete the forum, follow these steps:

- Step 1: Navigate your mouse cursor to the admin toolbar.**
- Step 2: Hover on Structure menu.**
- Step 3: Move cursor downward to Forum and click on it.**
- Step 4: Locate the specific forum you want to edit and click on the Edit button at the far-right corner under Operations.**
- Step 5: Scroll down to the bottom and find the Delete button colored in red.**
- Step 6: Click on delete and you will be prompted to confirm your choice.**
- Step 7: Click confirm.**

Please note that this action cannot be undone and all discussion topics and comments for the deleted forum will also be deleted for good.

#### Webform

The webform is a feature of the website whereby users can send queries and submit information to KCCI. There are 2 webforms currently existing such as the Contact webform and the Membership Registration webform. Content managers may create more webform thus increasing the number of webforms on the website. Webforms can be edited or deleted at any time.

#### Add Webform

To add new webform, follow these steps:

- Step 1: Navigate your mouse cursor to the admin toolbar.**
- Step 2: Hover on Structure menu.**
- Step 3: Move cursor downward to Webform and click on it.**
- Step 4: Click on Add webform.**
- Step 5: Give the title of your webform and then click save to proceed with customizing the webform.**
- Step 6: Add fields to the form and when finished, click Save.**

#### Edit webform

To edit an existing form, follow these steps:

- Step 1: Navigate your mouse cursor to the admin toolbar.**
- Step 2: Hover on Structure menu.**
- Step 3: Move cursor downward to Webform and click on it.**
- Step 4: Locate the specific form to edit and then under Operations tab at the righthand corner, click Build.**
- Step 5: Edit the form as necessary and then scroll down to the bottom and click Save to keep the changes.**

## View webform submission

To view the webform submissions, follow these steps:

**Step 1: Navigate your mouse cursor to the admin toolbar.**

**Step 2: Hover on Structure menu.**

**Step 3: Move cursor downward to Webform and click on it.**

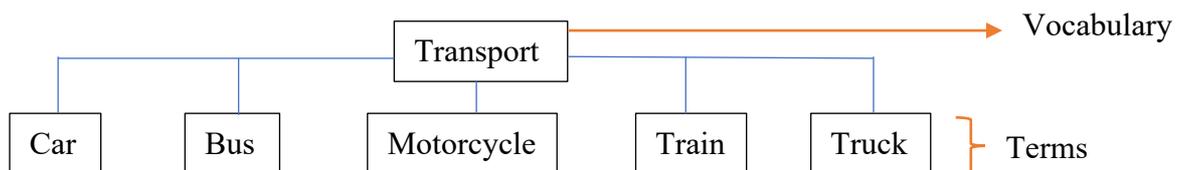
**Step 4: At the top of the page, there are sub menu options such as Forms, Templates, Submission etc. Click on the Submission menu to proceed.**

**Step 5: The submissions will be shown in the table where you can find more information.**

## Taxonomy

Taxonomy, a powerful feature of Drupal, allows you to connect, relate and classify your website's content. In Drupal, these terms are gathered within "vocabularies". The Taxonomy allows you to create, manage and apply those vocabularies.

For example, to classify transport you can create a **Vocabulary** called **Transport** and inside that vocabulary you can create **Terms** such as Car, Bus, Train, Motorcycle, Bicycle, Truck etc.



## Create Taxonomy

To create a taxonomy, follow these steps:

**Step 1: Navigate your mouse cursor to the admin toolbar.**

**Step 2: Hover on Structure menu.**

**Step 3: Move cursor downward to Taxonomy and click on it.**

**Step 4: Click on Add vocabulary.**

**Step 5: Give the name and description and then click Save at the bottom.**

## Create Term

To create a term, follow these steps:

**Step 1: While you are in the Taxonomy Overview page, click List terms button at the far-right.**

**Step 2: Click on Add terms.**

## Edit Term

To edit a term, follow these steps:

**Step 1: While you are in the Terms Overview page, click on Edit at the far right conner for the terms you want to edit.**

**Step 2: After editing is finished, click on Save to keep the changes.**