

USER'S MANUAL

MANUAL FOR USERS OF THE CRFM WEBSITE

V0.5

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INTRODUCTION

This manual is written for different categories of the CRFM website's visitors. Users who are mainly interested in the content published on the website can find information about the structure of the CRFM website and the navigation between content categories. Other categories of users who provide information for the website can find all necessary instructions about the content management system of the CRFM website.

The manual describes main operations for managing content on the CRFM website. The operations on the website include accessing, creating, editing, publishing and updating different content items.

The first Chapter (CRFM website structure) describes the architecture of the CRFM website. It presents the principle of navigation between different content categories, types of content published on the website, organization of menus, structure of the front page of the website, users access control and login into the website.

The second Chapter (User registration on the CRFM website) describes the procedures of users' management. It provides instruction about how to register a new user, edit personal account details and change user password.

The third Chapter (Creating website content) is focused on explaining principles of creating and publishing the content for the website. The manual presents how to access editing functionalities of the website. After, the steps to create and publish content items are explained for the items such as event, document, CRFM member state profile, project, press release, newsletter, website link, job opportunity and other items.

The fourth Chapter (Website's content dissemination) explains tools of working with comments left by the website's visitors and sharing on social networks.

The Appendix provides a list of resources and tutorials about Information and Communication Technology tools which are made available to the CRFM secretariat and CRFM stakeholders. It also provides information about technical support available to the CRFM website users.

The last parts of the manual contain the Glossary and the Index facilitating the search of operation to execute on the website.

1 CRFM WEBSITE STRUCTURE

This Chapter describes the principle of navigation between different content categories of the CRFM website, types of content published on the website, organization of menus, structure of the front page of the website, users' access control and login into the website.

NAVIGATION

The navigation through the CRFM website is organised through two types of menus - the main menu placed at the top of the Front page and the side menu visible in all pages at the right side.

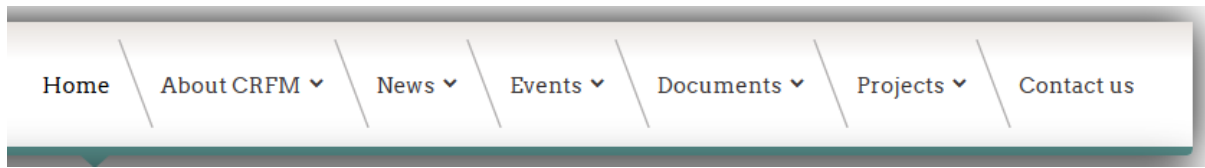


Figure 1 - Main menu

The logged-in users with rights to view members' only content and rights to edit content will see the Main menu of logged-in users with special rights with two additional menu items "Tools" and "Site Admin":

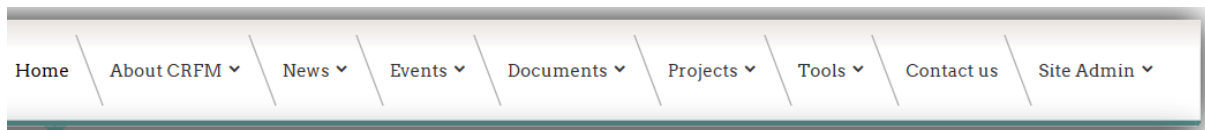


Figure 2- Main menu of logged users with special rights

The side menu is visible on all pages, except the Front page. It shows the first level of main menu and the second level of the current website section. It serves to facilitate navigation inside of the current section of the website.

- **Home**
- **About CRFM**
- > **News**
 - **Press releases**
 - **Newsletters**
 - **CRFM mailing lists**
 - **Fisheries news feeds**
- **Events**
- **Documents**
- **Projects**
- **Contact us**

Figure 3 - Side menu

The breadcrumb is placed below the main menu indicates the position of visitor on the website showing its relative position from the home page.

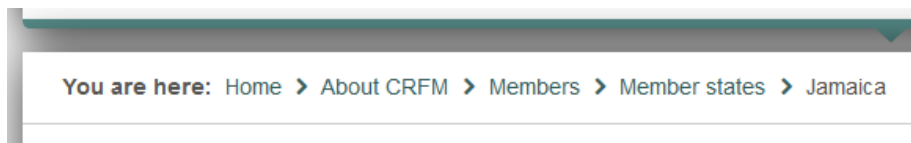


Figure 4 - Breadcrumb

By clicking on the appropriate level, user can employ the breadcrumb to come one or several steps back up to the home page.

TYPE OF WEBSITE CONTENT

The CRFM website contains and renders the following type of content:

- Article - smallest content unit normally presented in form of text or table. It has a title and the text. In some cases the text area can be divided into introduction section and the main body section;
- Link - line of text by clicking on which it brings user to a specific webpage of an external resource or a webpage on the CRFM website;
- News - unit of information in form of press release, newsletter, mailing list or news feed;
- Event - description containing a title, date(s) of start and finish, description of a geographical location, map and category;
- Document - unit of information composed of a title, description, author, date of creation, one or several attachments, tags (key words);
- Project - unit of information containing dates of start and finish, title, geographical location, description. Project can also contain information about funding agency, description of project's main purpose(s), description of key output(s), contact details, link to website, names of key persons;
- Contact details - unit of information containing name of a particular person or an organisation, position (for a person), e-mail, phone number, mobile phone number, fax number, town/city and country of location.

MAIN MENU

The Main menu of the website is composed of the following items:

Home - the link to the Front page of the website

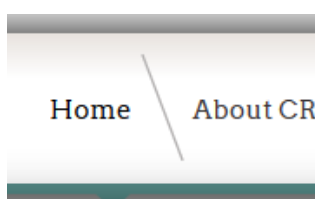


Figure 5 - Main menu item Home

About CRFM

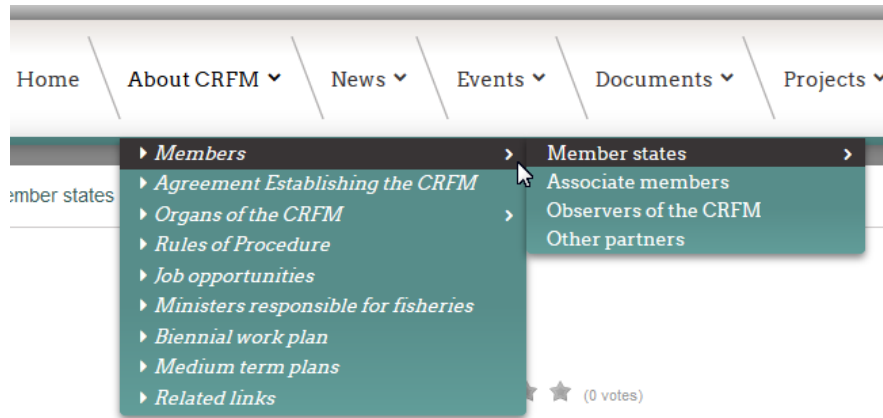


Figure 6 -Main menu item About CRFM

Contains the following sub-menu items:

- Members
 - Member states
 - <Profiles of the CRFM member states>
 - Associate members
 - Observers of the CRFM
 - Other partners
- Agreement establishing the CRFM
- Organs of the CRFM
 - The Ministerial Council
 - The Forum
 - The Executive Committee
 - The Technical Unit
- Rules of procedure
- Job opportunities
- Ministries responsible for fisheries
- Biennial work plan
- Medium term plans
- Related links

News

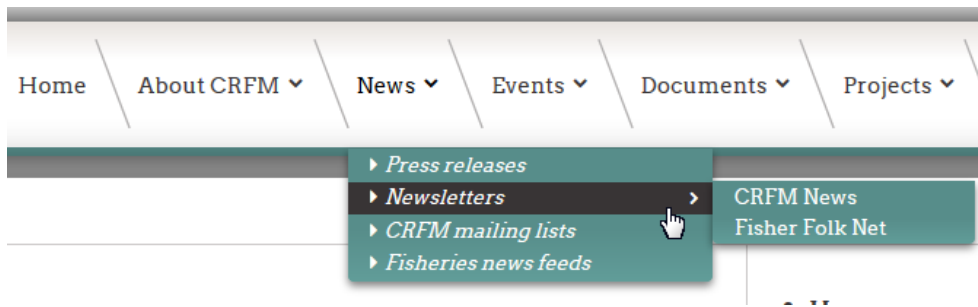


Figure 7 - Main menu item News

Contains the following sub-menu items:

- Press releases
- Newsletters
- CRFM mailing lists
- Fisheries news feeds

Events

- Calendar of events
- Locations
- Events map
- Categories of events

Documents

The depository of CRFM documents

Projects

- CRFM Project Management (visible to authorised users after login)
- CRFM projects
- Other regional projects

Tools (visible only to logged users with special rights)

- Communication tools
- Collaboration tools
- Data sharing tools

Contact us

Contact details of 2 CRFM offices. Web form to contact the CRFM Secretariat

Site Admin (visible only to logged users with special rights)

- Create event
- Create document
- Create project
- Create other item
- Create web link
- Submitted content
- Approved for publishing
- Access to website back-end

FRONT PAGE

The Front page of the CRFM website is composed of several sections. Each section is dedicated to show a specific type of content.

HEADER SECTION

Links to social networks

RSS (Rich Site Summary) - family of web feed formats used to publish frequently updated works such as blog entries, news headlines, audio, and video in a standardized format. An RSS document (which is called a "feed", "web feed", or "channel") includes full or summarized text, plus metadata such as publishing dates and authorship.

Search - window to input a word or several words to search through the website

Advanced search - link to the search form with advanced options

MAIN MENU

Main menu (See the detailed description of the main menu in Section 1. website structure / Main menu)

NEWSLETTERS AND PRESS RELEASES

This section presents four most recent articles from the sections "Newsletters" and "Press releases" of the website. The older articles are automatically placed in the main menu "News" in the relative sub-menus "Newsletters" and "Press releases".

MIDDLE SECTION

Cloud of tags - links to the most frequently used key words indicated in different content items of the website. Bigger is the tag - more frequently this key word is used on the website. By clicking on a tag a webpage with all related articles containing this key work is presented

Gallery of recent CRFM photos

Calendar of upcoming events - grey areas indicates dates when an event is indicated in the calendar. By clicking on an event, the webpage with detailed description of the event is presented. The arrows at the left and right of the month allow navigation to next or to past months

Subscribe - presents a menu with the list of the CRFM mailing lists and a window to indicate e-mail address for subscription to a particular mailing list selected in the menu

TOPICS OF INTEREST

This section presents most recent articles from the sections "Projects" and "Job opportunities" of the website. Older articles are automatically placed in the main menu "About CRFM", "Job opportunities" sub-menu for job opportunities and in "Projects" for the project articles.

BOTTOM SECTION

New documents – latest documents or publications from the "Documents" section of the website

Next workshops – next upcoming workshops or trainings. All the items of this category are located in the "Events" section of the website

Sign In | Register – window for user management

FOOTER SECTION

CRFM website copyright and disclaimers

USERS PERMISSIONS

CRFM users' permissions:

Public - Accessible to anyone who visits the site

Registered - Accessible only to people who create an account and log in to the site

Special - Accessible only to the users who will maintain the site. This covers everyone from Authors who can only write content all the way up to Super Users who can control everything on the site.

USER GROUPS

The idea of a user group is to create sets of permissions for management of content on the CRFM website.

The CRFM website system provides a fixed user hierarchy consisting of seven different levels. User access levels are called groups. The seven groups are divided between users with only front-end access, and those with access to both the front end and the back end of the site. Each group has

different privileges in the system. Higher-level groups always include all the privileges of lower-level groups.

CLASSIFYING PUBLIC FRONT-END USERS

Five different groups are classified as public front-end users. The groups are named Public, Registered, Author, Editor, and Publisher. The users assigned to these groups have a limited access to only the front end of the site. Although they can log in to the front end and perform tasks, they do not have the ability to log into the back end of the site. This limited form of access is useful both for providing control to content and for setting up a workflow that allows users to add content to the site.

Public user - General public visitor access the information on the website without login into the website. This category can see content which is available to any public website visitor.

Registered user - Registered users are the most basic and the most limited access group. A user in this group can view pages and menus where the access level has been set to either Public or Registered. This user group has no ability to add or edit content items. Typically this user group is concerned with access to content, not with administration privileges. This group allows you to recognize and distinguish certain users from general public viewers of the web site and to allow your Registered site visitors to see more items and do more things than a general public visitor.

After registration on the website, any registered user on the CRFM website is automatically assigned to this user group.

Author - The Author group is one step up the hierarchy from a Registered visitor. Authors cannot only access restricted content items and menus, but can also access pages and menus where the access level has been set to Special. The most important privilege that users in this group enjoy is the ability to add content to pages from the front end.

The Author group is typically used by administrators to create a front-end content management workflow. An Author can add content to pages and edit content they have created. Authors cannot, however, edit the pages of other users. Additionally, Authors cannot schedule or publish content items and they cannot create content structures, such as sections or categories. As such, this group is typically part of a larger work flow process that includes other user groups that complete the publication cycle. In the default configuration, members of the Author group are also able to submit web links from the front end of the site, though this can be modified by the site administrator.

CRFM website Manager or Administrator can manually assign a registered user to this group.

Most of CRFM stakeholders are assigned to this group.

Editor - Users assigned to the Editor group enjoy the same privileges as authors, plus the ability to edit the content items created by other users. Editors are part of a front-end content management

workflow, but because they are unable to schedule or publish pages, Editors are normally part of a larger scheme involving other user groups.

CRFM website Manager or Administrator can manually assign a registered user to this group.

Most of CRFM Secretariat staff members and some stakeholders are assigned to this group.

Publisher - The Publisher group is the highest level of public front-end users. Publishers enjoy the same privileges as Editors, plus they can create pages, edit the pages of other users, and schedule and publish pages.

CRFM website Manager or Administrator can manually assign a registered user to this group.

Designated CRFM Secretariat staff members are assigned to this group.

CLASSIFYING PUBLIC BACK-END USERS

Three groups are classified as Public back-end users: Manager, Administrator, and Super Administrator.

Users assigned to these groups are able to log in to the back-end administration system of the CRFM website.

Only few staff of the CRFM Secretariat has back-end users access rights.

Manager - In terms of privileges, Managers are more concerned with content management than with system administration. Users assigned to the Managers group enjoy rights very similar to those of Publishers, but with the added ability to create content structures, such as sections and categories and the ability to work with the site's menus. Unlike Publishers, Managers are able to use the admin interface to edit and otherwise manage pages. Because the admin interface is typically more user-friendly for editing pages than the front end, the ability to access the back end is a considerable advantage.

CRFM staff members with this level of rights can change the status of any newly registered user from Registered to Author, Editor or Publisher and Manager.

Administrator - The Administrator group has significant system administration privileges. Users in this group enjoy all the rights of a Manager, plus the ability to work with the site's users, modules, and components.

Only the Executive Director and the Deputy Executive Director of the CRFM Secretariat have this level of user rights. CRFM staff members with this level of rights can change the status of any newly registered user from Registered to Author, Editor or Publisher and Manager or Administrator.

Super Administrator - The Super Administrator Group is the equivalent of a Super User. This user group is the most powerful in the system, with no limits on the user's ability to perform tasks with the system.

Key privileges, such as access to the Global Configuration Manager and the ability take the site offline make this group suitable for only the most trusted users.

ACCESS CONTROL LEVELS

Viewing access levels on the CRFM website are customised for the categories of users specific to the CRFM activities. Different categories of users have rights to see content dedicated to

- **Public user** – any visitor without login into the website
- **Registered user** – any registered user logged into the website
- **CRFM stakeholder** – fisheries authorities, CRFM partners, managers of fish folks organizations, and other decided by CRFM Secretariat
- **CRFM staff** – employees of the CRFM Secretariat, Permanent Secretaries, and other decided by CRFM Secretariat
- **Special** – website administrators and super users

PROCEDURE TO PUBLISH CONTENT ON THE WEBSITE

CRFM stakeholders are allowed to create and edit content (Author rights) only in administrator folders of the CRFM website. They do not have rights to publish content directly on the website. Their content has to be reviewed by CRFM administrator (Editor rights). Only CRFM administrators with Publisher rights can publish content on the CRFM website after its validation by CRFM Secretariat Directors.

LOGIN INTO THE WEBSITE

Login into the CRFM website allows access to specific content dedicated to certain categories of users and to content editing functionalities.

Login window into the website is accessible through the "Sign In | Register" part of the bottom section of the Front page of the website (see the Chapter 2 section 1).



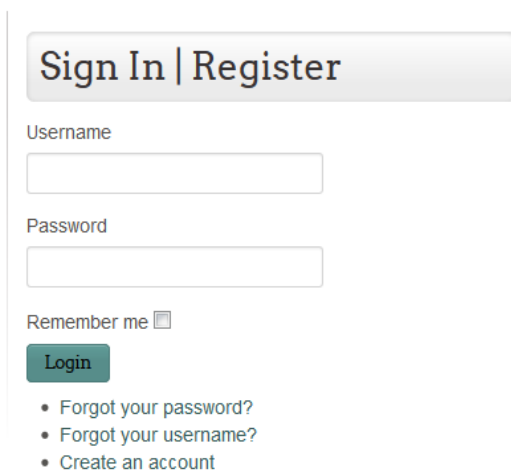
2 USER REGISTRATION ON THE CRFM WEBSITE

Only users registered on the CRFM website get access to special sections of the website with content dedicated to registered users, to CRFM stakeholders and to the staff of the CRFM Secretariat.

The system of authentication of the website requests the usage of a login and a password.

REGISTRATION OF NEW USER

The registration of a new user is carried out in the "Sign In | Register" part of the bottom section of the Front page of the website.



Sign In | Register

Username

Password

Remember me

Login

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Create an account](#)

Figure 8 - Sign In | Register interface

A new user clicks on the link "Create an account". A new page opens

Account details

Name *

Username *

Email *

Confirm email *

Receive our news CRFM News
 Fisher Folk Net

Password *

Verify password *

Personal Details

Gender Male Female

Description

User image (avatar)

URL

Fields marked with an asterisk (*) are required.

Figure 9- Creating an account registration form

User fills in information in the required fields indicated by asterisk (*) on the right side of registration field. Completion of other fields is not compulsory however recommendable because it allows better personalisation of content provided by the user to the website.

The user can subscribe to CRFM mailing lists by checking appropriate boxes in "Receive our news".

After completion of required information the user click on the button "Register" placed at the bottom right side of the registration form to save the information.

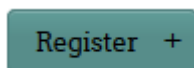


Figure 10 - Button "Register" to save the information

After validation, the system shows the confirmation window. It means that the registration has been successfully completed.

After creating a profile, the user can log-in into the website from the Front page of the website.

EDITING PERSONAL ACCOUNT DETAILS

In order to edit information in the personal account, the user first needs to log-in into the CRFM website from the Front page. After log-in, the section presents links "My page", "My account", "Moderate comments to my published items".

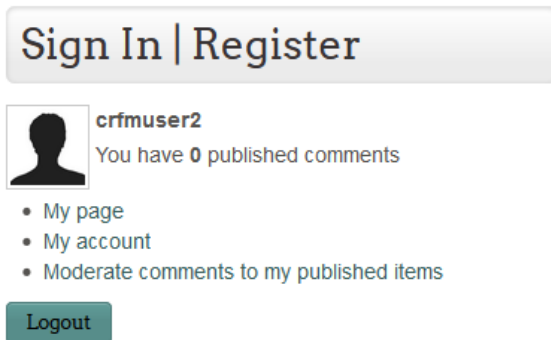


Figure 11- Personal account interface

A window with the accounts details opens presenting fields for updating information.

CRFM - Caribbean Regional Fisheries Mechanism

Account details

Username **crfm user2**

Name

Email

Confirm email *

Password

Verify password

Personal Details

Gender Male Female

Description

User image (avatar)

URL

Figure 12 - Updating of personal account information

In this section the user can modify the e-mail address used for communication within the CRFM website. Here also the user password can be changed.

The second part of the window provides fields for the account basic setting and the user profile's additional fields.

Basic Settings

Editor (optional)

Time zone (optional)

Frontend language (optional)

User Profile

Address 1: (optional)

Address 2: (optional)

City: (optional)

Region: (optional)

Country: (optional)

Postal / ZIP Code: (optional)

Phone: (optional)

Web site: (optional)

About Me: (optional)

Date of Birth: (optional)

Figure 13 - Completing of personal account information

In Basic setting / Editor, the user can select the type of text editor which will be used for editing of content on the website:

JCE -the most sophisticated from the proposed editors. It allows editing of complex content, including tables, images, links, etc. It also allows easily integrate multimedia content with published text such as images galleries, videos, video streams from popular hosting websites. JCE editor is recommended for use on the CRFM website. The following sections present in more details instructions about usage of its tools;

CodeMirror - editor more adapted for users who write content directly in HTML and CSS formats;

None - no editor is used;

TinyMCE - simple editor with basic functionalities;

AcyMailing editor - content editor better adapted to use when creating newsletters and mailing lists.

The "User Profile" section provides additional fields for description of user details. It is strongly recommended to complete this section with maximum professional data because CRFM Administrator uses the information in this section to decide in which user group register every new user. It could be Registered, CRFM stakeholder or CRFM staff.

After completion of information, the user has to save it by clicking "Save" at the bottom right of the page.

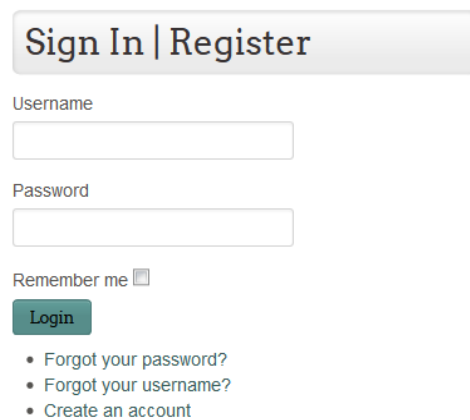
CHANGING PASSWORD

The user can change the password used to access the CRFM website from the "My account" section described in the previous paragraph.

In case of difficulties, the user needs to contact CRFM Administrator who can change user password from the back-end interface.

REQUESTING TO REISSUE PASSWORD

If user has forgotten his/her password to access the CRFM website, a request to reissue a password could be sent from the "Sign-In | Register" section on the Front page by clicking on the link "Forgot your password?".



Sign In | Register

Username

Password

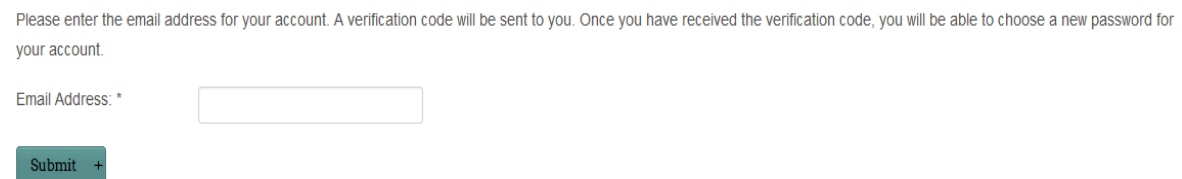
Remember me

Login

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Create an account](#)

Figure 14 - Requesting to reissue password

After this, a window requesting to provide user's e-mail address opens.



Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

Email Address: *

Submit +

Figure 15 - Reissuing of new password

A verification code will be send to the user's e-mail address allowing choosing a new password.

REQUESTING TO REMIND USERNAME

In case the username for accessing the CRFM website is forgotten, a request to provide username could be sent from the "Sign-In | Register" section on the Front page by clicking on the link "Forgot your password?".

Sign In | Register

Username

Password

Remember me

Login

- [Forgot your password?](#)
- [Forgot your username?](#)
- [Create an account](#)

Figure 16 - Requesting to remind username

After this, a window requesting to provide user's e-mail address opens.

Please enter the email address associated with your User account. Your username will be emailed to the email address on file.

Email Address: *

Submit +

Figure 17-Reminding username

Username will be e-mailed to the e-mail address indicated within the registration to the CRFM website.



3 CREATING WEBSITE CONTENT

Only registered users with appropriate rights assigned by CRFM Administrator can create and edit content on the CRFM website.

As the general rule, Public user (unregistered user or registered user who is not logged in) cannot create any content on the CRFM website. It also includes the possibility to comment on published items. Commenting is not granted to Public users. This category of users can rate existing content and share content through different social networks.

Registered users with appropriate rights granted by CRFM Administrator can access the editing functionalities of the CRFM website.

ACCESSING EDITING FUNCTIONALITIES

Within logging into the CRFM website, registered users with appropriate rights granted by CRFM Administrator can access the editing functionalities of the CRFM website. These groups include CRFM stakeholders, CRFM staff with Author, Editor or Publisher rights.

After logging into the CRFM website, the user will see the additional menu item "Site Admin" on the right side of the main menu.

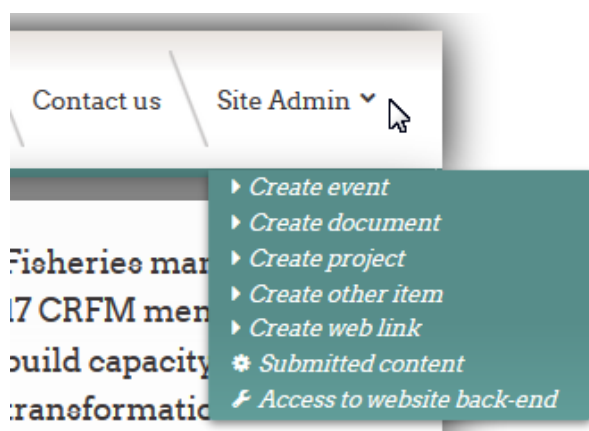


Figure 18-Site Admin menu item

This menu item is visible on the Front page of the CRFM website as well as any other pages once the user is logged in.

The "Site Admin" main menu item opens the following sub-menu items:

- Create event
- Create document
- Create project
- Create other item

- Create web link
- Submitted content
- Access to website back-end

These sub-menu items lead to different interfaces dedicated to creation and editing of different types of items on the CRFM website.

DEFINING CONTENT ITEMS TO CREATE

The CRFM website allows registered users to create several types of content items. Choice of content to create depends on needs of users to communicate different type of information. The CRFM website handles the following types of content items:

- Event description
- Document, publication
- Project description
- Press release
- Newsletter
- Web link
- Job opportunity

Different types of content items are available for creating and publishing on the CRFM website under the different sub-menu items in the main menu “Site Admin”.

CREATING NEW EVENT

A new event is created from the sub-menu item “Create event” of the main menu item “Site Admin”.

CREATING NEW EVENT DETAILS

The following editor opens in a new window:

CRFM - Caribbean Regional Fisheries Mechanism

Font size [Bigger](#) [Reset](#) [Smaller](#)

Event information

Name: New event

Starting: 2013-05-09 00:54:16

Ending: 2013-05-09 02:54:16

All day event

Recurring event This event is repeating 0 times

Location:

[Toggle Editor]

Figure 19 - Create event window

The following data are required to provide:

1 – Name of event

2 – Starting and ending dates and time. If event is an all day event – check the box “All day event”. Dates could be indicated by editing text inside of the appropriate boxes or by selecting dates in the calendar clicking on the right side calendar icon

3- Recurring event. Check if the event is repeating one or several times.

CREATING RECURRING EVENT

When the box is checked, a new window with the advanced options for recurring event editing opens:

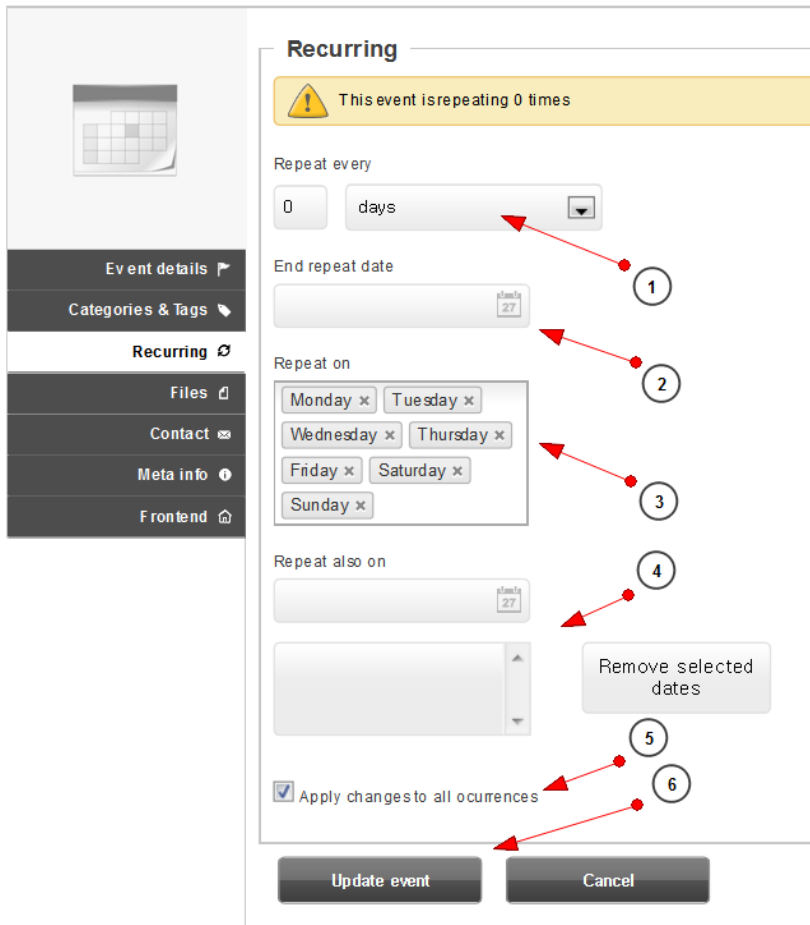


Figure 20-Creating recurring event

- 1 – Indicate the frequency (days, weeks, month, and years) and number of times to repeat the event
- 2 – Indicate the end repeat date
- 3 – Indicate the days of the week on which to repeat the event
- 4- Indicate additional special days on which the event repeats
- 5- Indicate if the repeating options have to apply to one or all occurrences of the event
- 6- Save the updates by clicking “Update event”

ADDING NEW EVENT LOCATION

4– Indicate the location of the event. Starting typing the first letters of the location, the system searches if the same location has been already registered for any previous event. The following window opens and proposes to select from the list of already registered locations:

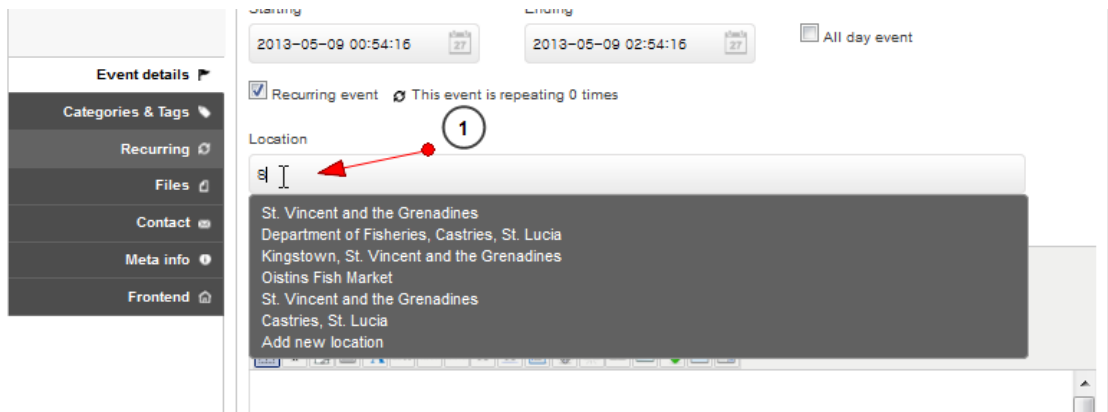


Figure 21 - Menu of already registered locations. Example of a location starting with the letter “s”

1 – If already registered, select the location from the list.

If location of the event has not been registered, select the last line in the menu “Add new location”. The following window opens proposing to register a new location:

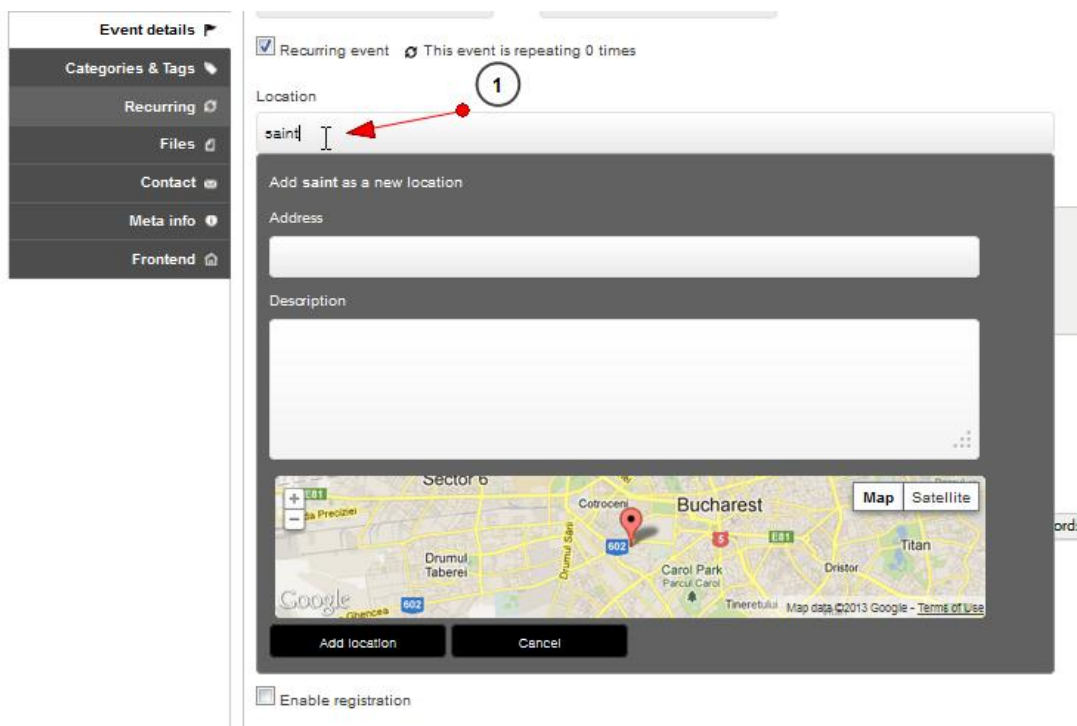


Figure 22-Window to register a new location

1-Type the address, town and the country to register as a new location

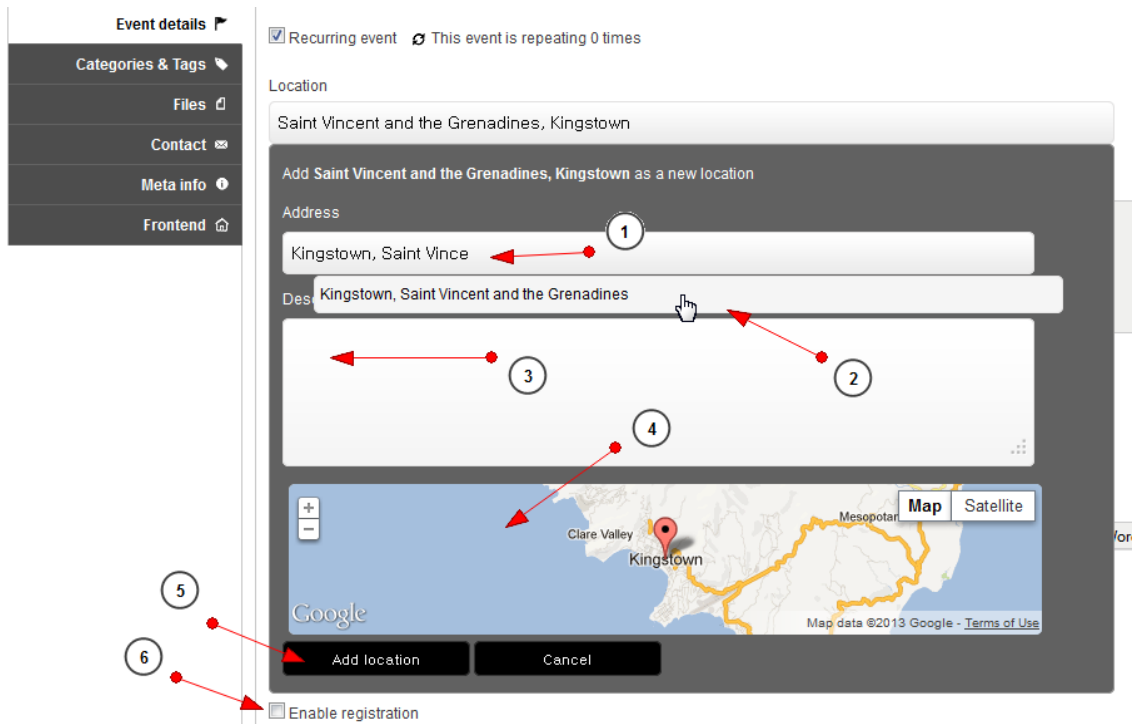



Figure 23-Google Maps editor for a new location

- 1 - When typing a location's address, town and country Google Maps plugging proposes to select a location from the Google Maps database of geographical locations to indicate in on the map
- 2 - If the requested location exists in the Google Maps list of proposed locations, select it
- 3 - Provide description or details for the registered location (for example, details of how to access the location by car or public transport)
- 4 - Google Maps will automatically include a map of the location
- 5 - Save the new location by clicking on "Add location" button
- 6 - To enable the option allowing registration of participants to this event, check the box "Enable registration"

If there is any missing information within the registration of event, the system indicates missing or incorrect fields by highlighting them in red as indicated in the example below:

Please select the event location.
Please select at least one event category.

+ Add event photo



- Event details
- Categories & Tags
- Files
- Contact
- Meta info
- Frontend

Event information

Name
testNew event

Starting: 2013-05-09 00:54:16 Ending: 2013-05-09 02:54:16 All day

Recurring event This event is repeating 0 times

Location
5 Halifax street, Kingstown, Saint Vincent and the Grenadines

Add 5 Halifax street, Kingstown, Saint Vincent and the Grenadines as a new location

Address
Kingstown, Saint Vincent and the Grenadines

Description
description of the event

Figure 24-Fields indicating errors in registration of event

On the left side, the system indicates categories where information about event is missing or incorrect.

CREATING EVENT'S REGISTRATION OPTIONS

If "Enable registration" option is selected, the system opens the following window "Event registration":

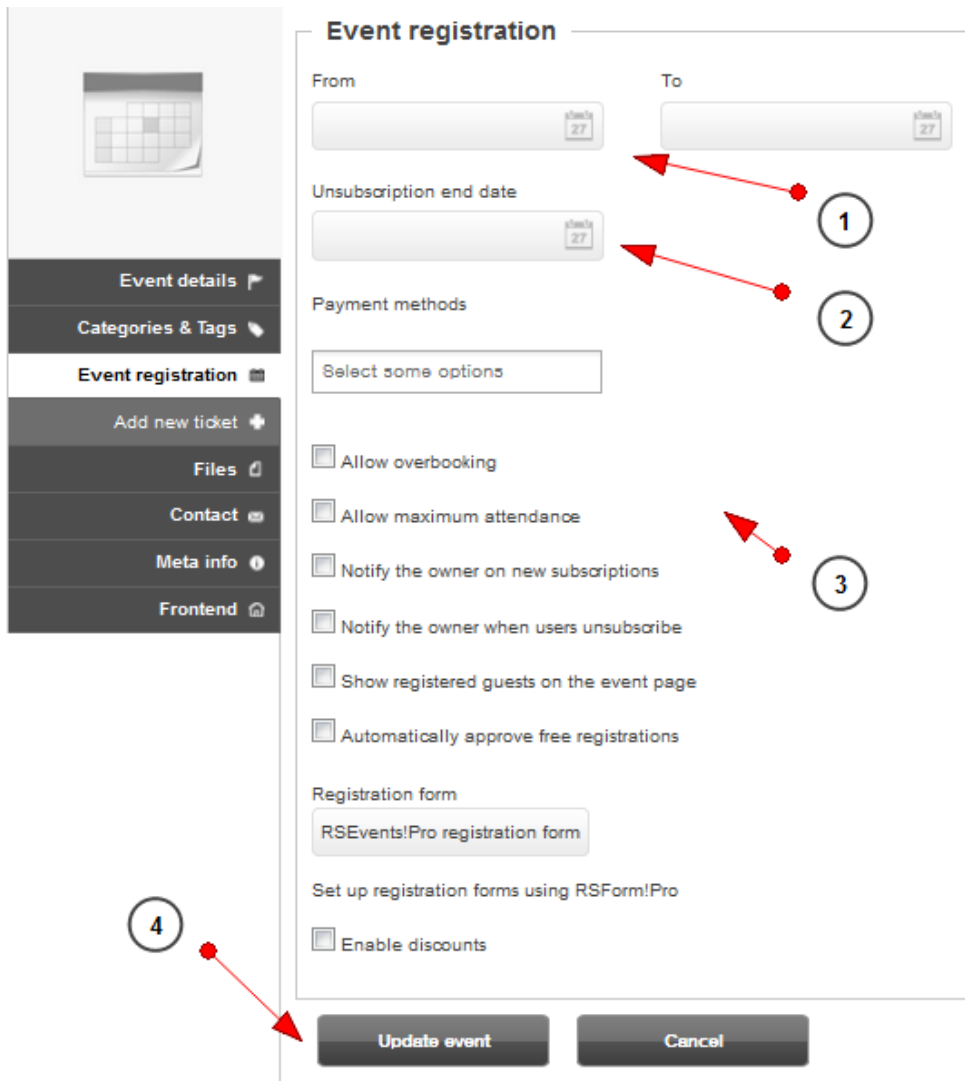


Figure 25-Event registration window

This window allows selecting options for registration of participants to the event from the website's front-end.

1-Indicate the period of time (date of beginning of registration – date of closing registration) when the registration form for the event is available on the website

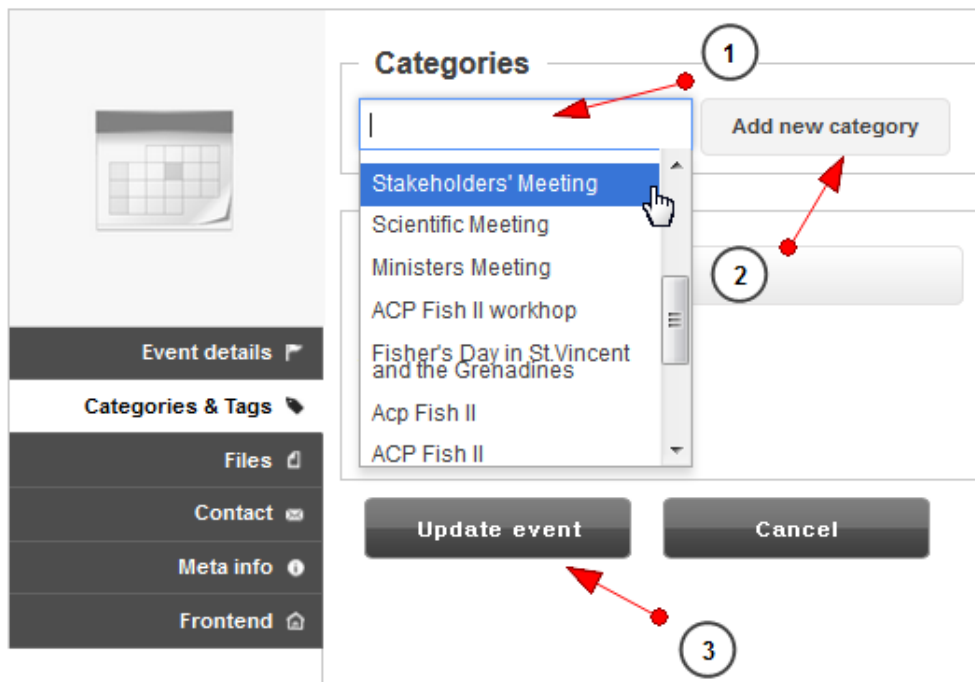
2-Indicate if there is end date for unsubscription. If not indicated, visitors of the website who have registered to the event, will be able to unregister without any constraints of time

3-if required, select any options for registration

4-save information by clicking "Update event"

CREATING CATEGORY AND TAGS FOR EVENT

In the left side menu click on “Categories & Tags”. A window proposing registration of the category of event and tags is presented:



1-in the “Categories” window select a category of the event from the list of existing categories

2-If there is no appropriate category in the list, CRFM staff users are allowed to create a new category by clicking on “Add new category”

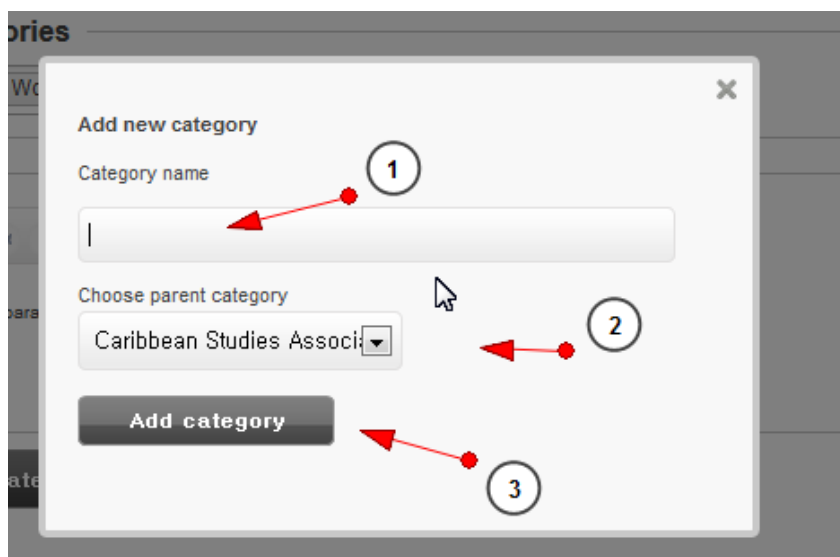


Figure 26-Add new category window

1-Give a name to the new category

2-Choose parent category from the menu. If an appropriate parent category does not exist, choose “Add to root” at the last line in the list of categories

3-Save by clicking “Add category”

After registration of category, provide some key words to characterize the event:

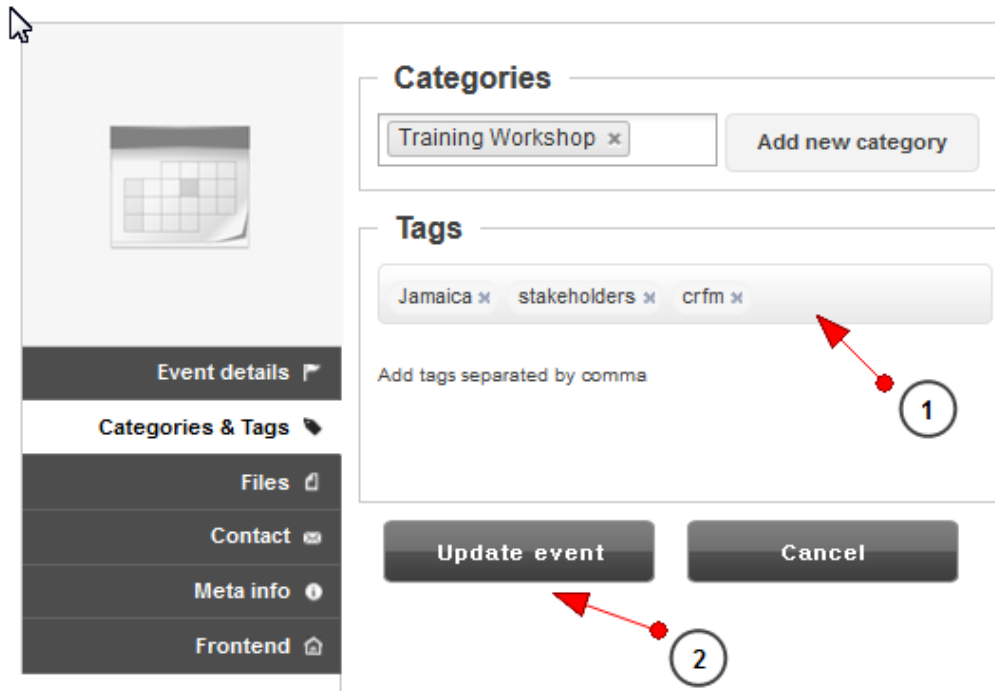


Figure 27-Window to register tags (key words) for event

1-Add tags separated by comma

2-Save all by clicking on “Update event”

ADDING FILES TO EVENT

To attach files to an event description, select the item “Files” from the left menu:

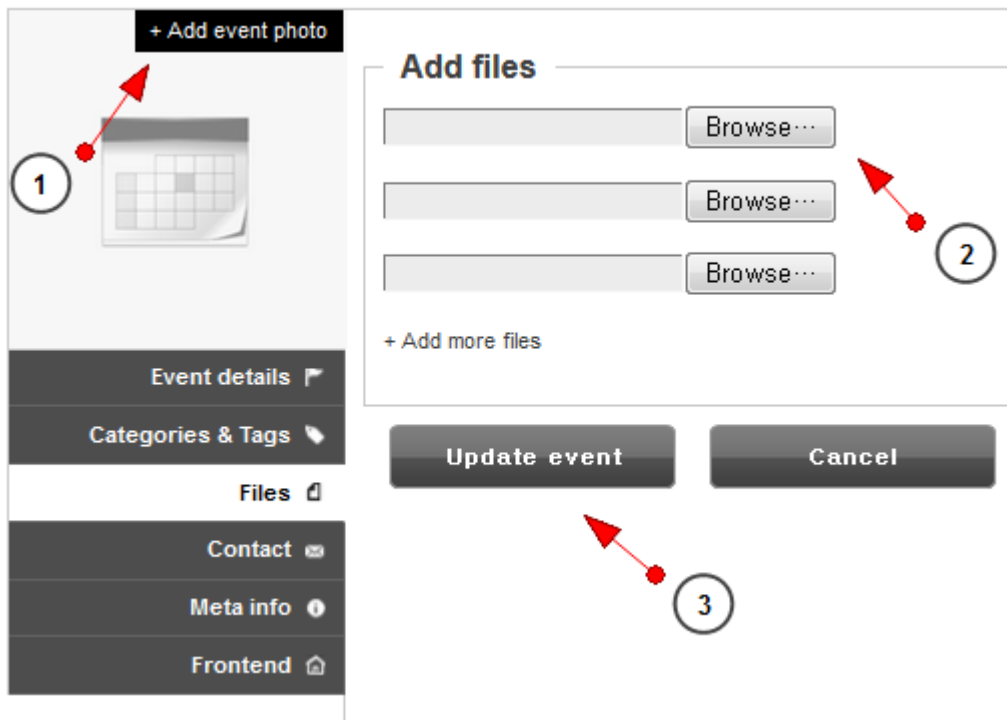


Figure 28-Adding files to event

1-Click “Add event photo” to insert a photo related to event. A window opens inviting to select a photo. If required, crop the photo and save it:



Figure 29-Cropping photo of event

2-Add the required number of files. If required, attach more files by clicking on “+ Add more files”

3-Save by clicking “Update event”

ADDING EVENT'S CONTACT DETAILS

To add contact details of the event's organizers, click on the "Contact" menu item in the left menu:

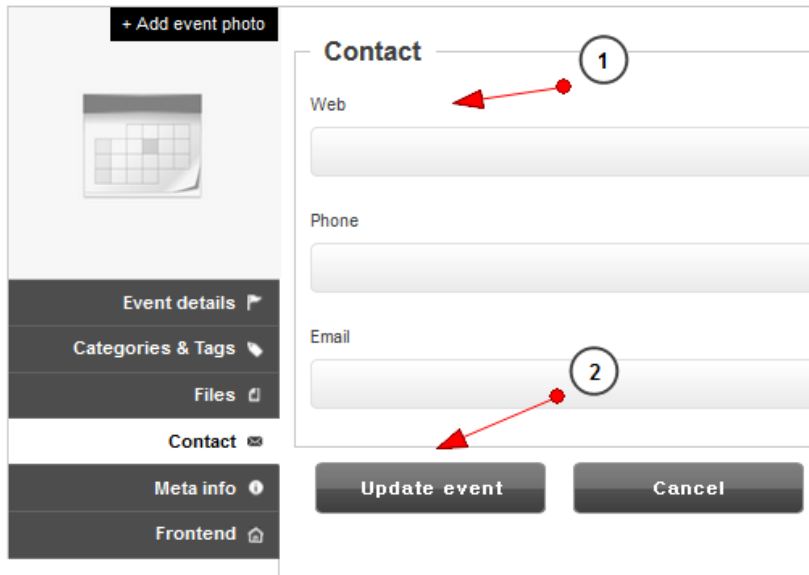


Figure 30-Adding event's contact details

1-Provide contact details

2-Save by clicking "Update event"

CREATING NEW DOCUMENT

In order to create a new document to be published on the website, in the main menu item "Site Admin" click on the sub-menu item "Create document". The window of Editor opens:



Figure 31-Creating new document

1-give the title to the new document

2-select an appropriate category where to put document. For CRFM stakeholders, the following categories are available for putting new document in the folder “Submitted content”:

- News
- Press release
- Events
- Documents
- Other items
- Member states profiles

CRFM stakeholders are not allowed to publish content directly on the website. They can prepare and edit drafts. CRFM Secretariat staff has to review all drafts before publishing. After putting new document in one of these categories, allocated CRFM administrator will review and publish the provided article on the CRFM website.

3-select “Yes” if the document is proposed to be presented on the Front page of the CRFM website. The document is also always published in the appropriate category of the website

4-Indicate if the document is published (visible) on the website or it is not published, and so accessible only from the administrative interface (archive)

5-attach any media to the document

6-in the “Access level” tab, select the categories of users who will be able to see the document on the website. Viewing access can be granted to Public (everybody without registration can see), Registered (any registered user without special rights), CRFM stakeholders, CRFM administrator (CRFM staff), Special (only accessible to people with specifically granted access rights).

ATTACHING CONTENT FILES TO DOCUMENT

The Editor provides facility to attach different types of content to document:

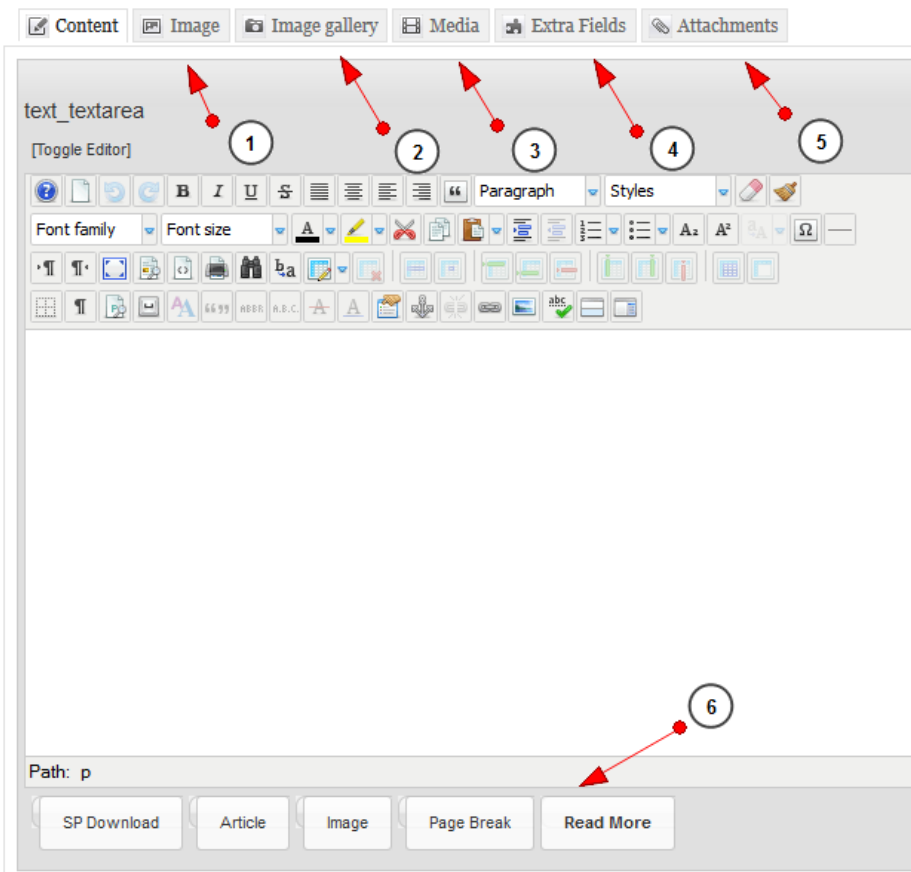


Figure 32-Editing text of document

1-attach image(s) to appear on the top of the document

2-media gallery – a selection of photos

3-link to videos or photos from external websites, insert media which are located on the CRFM server, embeds external media or uploads new media to the CRFM website

4-“Extra fields” tab provides possibility to fill in information for pre-formatted types of content. Following extra fields are available for the document’s type of content:

- Author(s)
- Editor
- ISBN
- Publication date
- Series
- Publisher
- Edition

5-“Attachments” allows inserting one or several files located on the CRFM server or uploading any external files

6-in order to create introduction to the text of document and separate it from the main body text, it is recommended to use “Read More” separator that insert page break into the document published on the website.

Text is typed inside of the window. It can be copied and pasted from MS Word or other document to this section. There is a blow up of the different Editor’s icons telling what they do in the editor. Import of a whole text document into this space, cleaning of text pasted from MS Word and other advanced editing functionalities are described in the JCE Editor tutorial referenced in the Appendix.

INSERTING IMAGE INTO ARTICLES

To insert image into the text of document, use the text Editor’s functionalities:

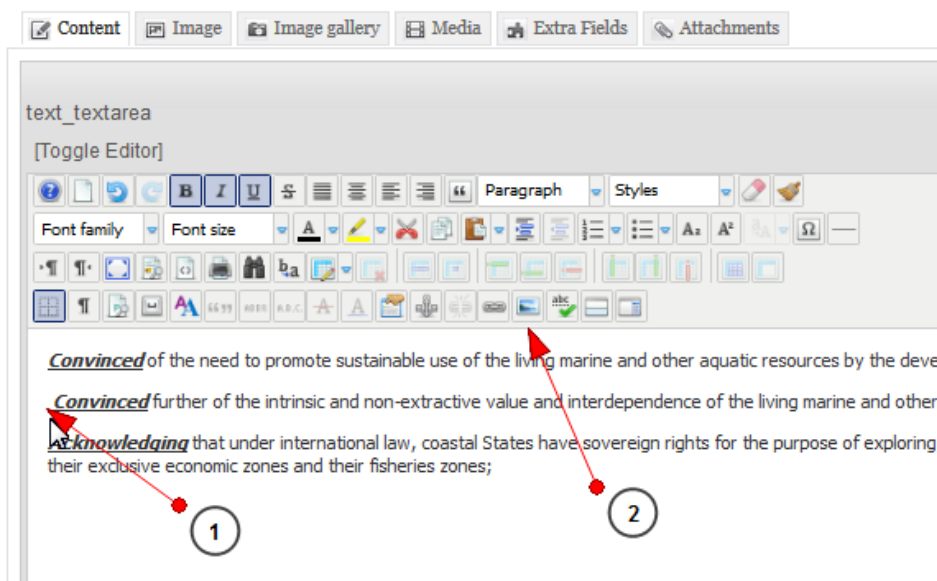


Figure 33-Preparing to insert image

- 1-position the cursor into the place where image should be inserted
- 2-click on the following icon to open the photo manager

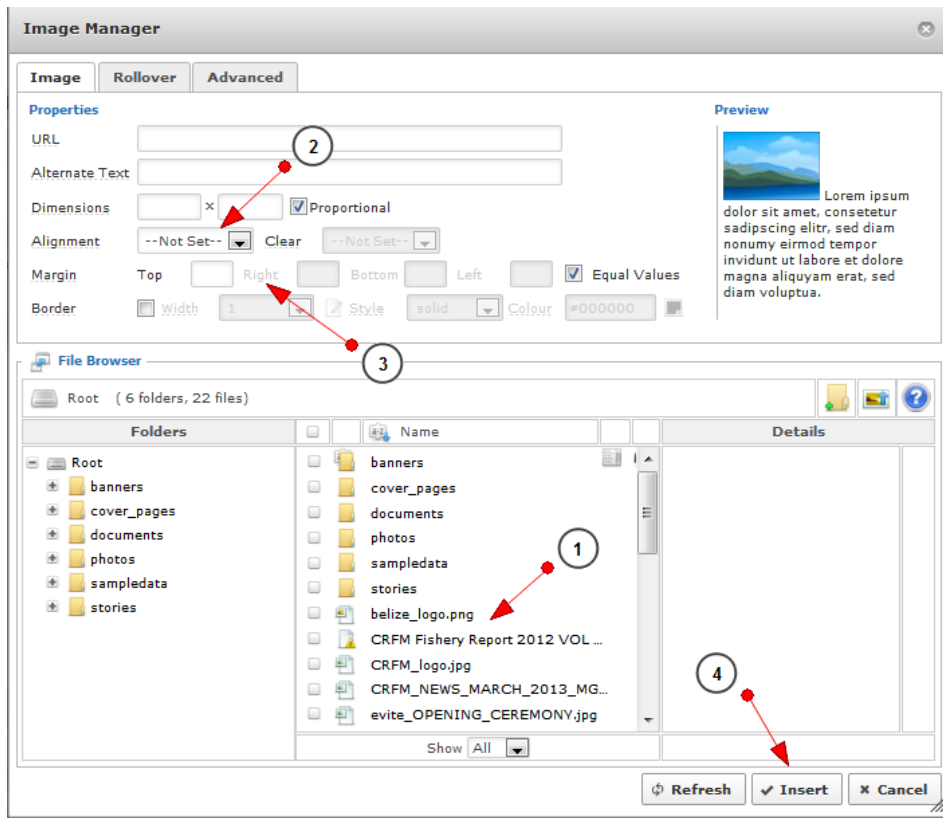


Figure 34-Inserting image

- 1-in the file browser, select photo or image to insert
- 2-align the image inside of the text
- 3-put required margins between the image and surrounding text
- 4-save by clicking “Insert”

UPLOADING IMAGES WITH MEDIA MANAGER

If requested image or photo is not yet located in the File browser, user can upload a new image or photo. For this, in the Image Manager:

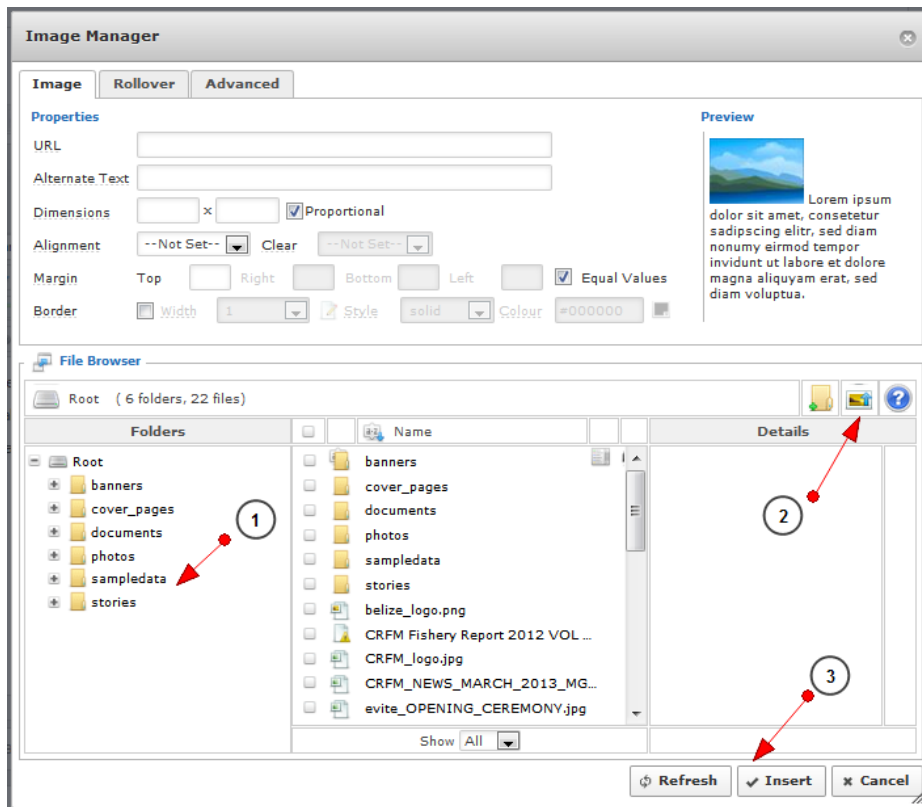


Figure 35-Uploading image with media manager

- 1-select folder where to put a new image or photo
- 2-click on image uploaded icon. In file browser, select image or photo to upload
- 3-after completion, save image by clicking “Insert”

After adding a new image or photo using the Media Manager, repeat the steps to insert image into the text of document.

After completing the editing of document, save it by clicking the button “Save” on the right top side of the Editor window:



Figure 36-Saving document

EDITING MEMBER STATES PROFILES

Editing of existing member states profiles is allowed only to dedicated users designated by each member county or by CRFM staff. For this, a request indicating user name has to be sent to the CRFM Secretariat.

For editing a member state profile, authorized user has to log into the CRFM website from the Front page of the website.

In the main menu item “About CRFM”, select sub-menu item “Member states” then select the appropriate country:

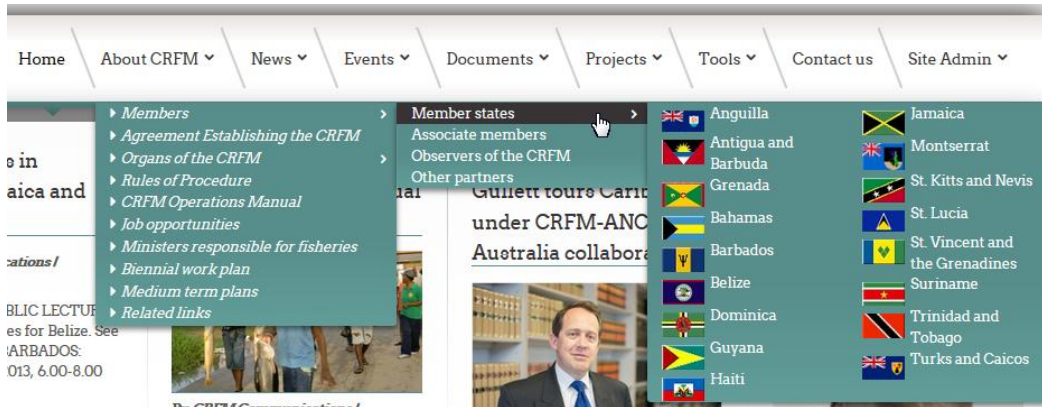


Figure 37-Selecting member state profile

In the window with the member state profile, click the tab “Edit item”:



Figure 38-Editing member state profile

The following Editor’s window opens:

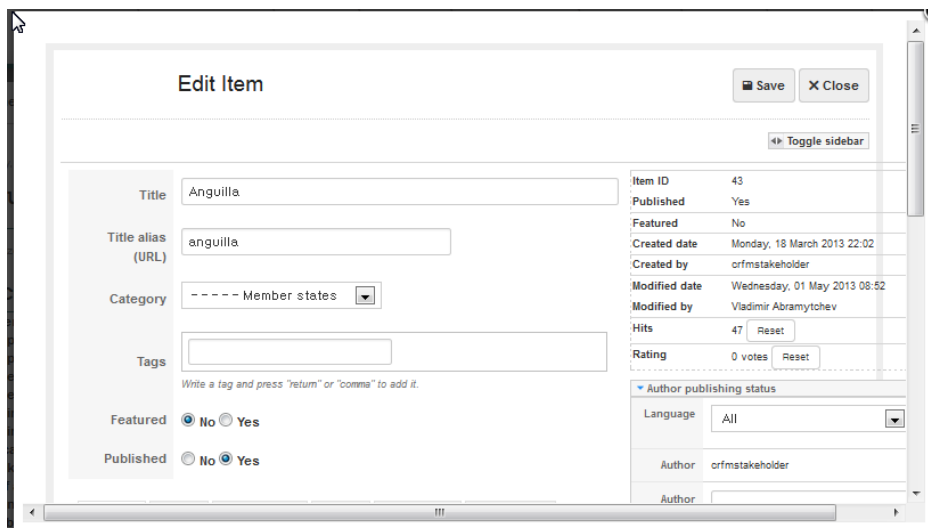


Figure 39-Editing member state profile

After editing member state profile, it is requested to save the article in the folder “Member states profiles” of the category “submitted content”:

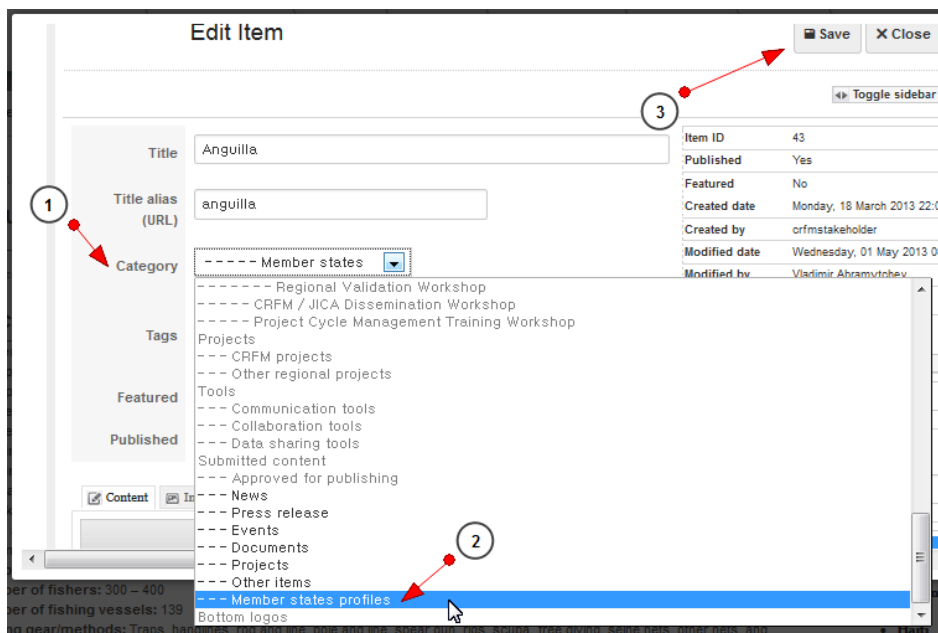


Figure 40-Saving edited member state profile

States profiles in this folder are reviewed by CRFM staff Editors and Publishers before publishing on the website.

Upon special agreement with the CRFM Secretariat, designated staff of member states can edit and directly publish respective member states profile directly on the CRFM website without CRFM administrator’s reviewing. In this case, user has to save the edited member state profile in the folder

“Member states” in the category “About CRFM”. Member state profile will be published directly on the CRFM website:

Title	Anguilla
Title alias (URL)	anguilla
Category	----- Member states
Tags	- Select category - About CRFM --- What is CRFM --- Agreement Establishing the CRFM --- Rules of Procedure --- Job opportunities --- Members
Featured	----- Member states
Published	--- Ministers responsible for fisheries --- Biennial work plans --- Medium term plans --- Cooperative agreement

Figure 41-Direct publishing of member state profile

CREATING A NEW PROJECT

To create a new project, click on the main menu item “Site Admin” and then on the sub-menu “Create project”:

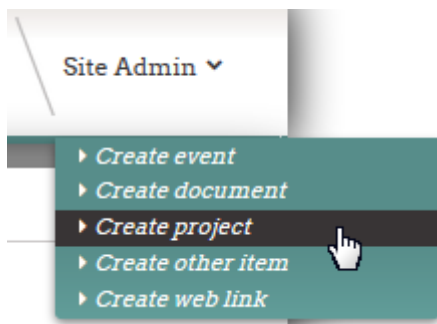


Figure 42-Creating project

A project is created in the similar manner as it is for a document created under “Create document” as they use the same Editor. After editing, a new project is registered in the folder “Projects” of the Category “Submitted content”.

CREATING PRESS RELEASE

To create a new press release, click on the main menu item “Site Admin” and then on the sub-menu “Create other item”:

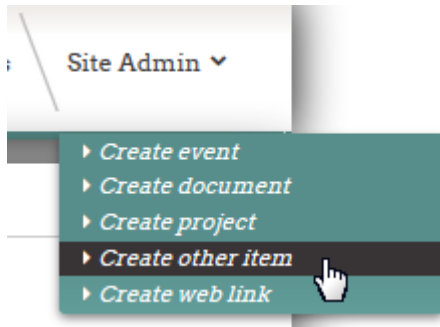


Figure 43-Creating press release

A press release is created in the similar manner as it is for a document with the same Editor. After editing, a new press release is registered in the folder “Press release” of the Category “Submitted content”.

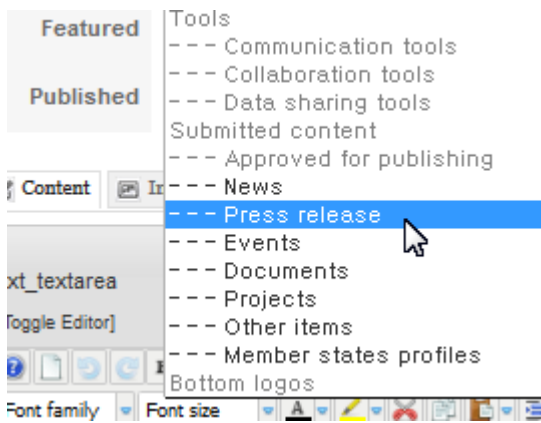


Figure 44-Registering a new press release

CREATING NEWSLETTER

To create a newsletter, click on the main menu item “Site Admin” and then on the sub-menu “Create other item”:

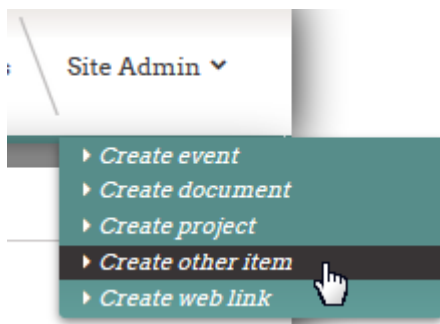


Figure 45-Creating newsletter

A newsletter is created in the similar manner as it is for a press release with the same Editor. After editing, a newsletter is registered in the folder “News” of the Category “Submitted content”.

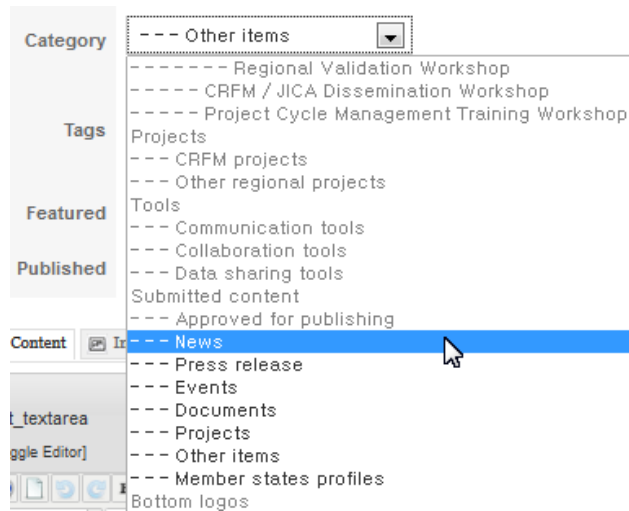


Figure 46-Registering a newsletter

ADDING WEBSITE LINK

To add a website link into the directory of related links, click on the main menu item “Site Admin” and then on the sub-menu “Create web link”:

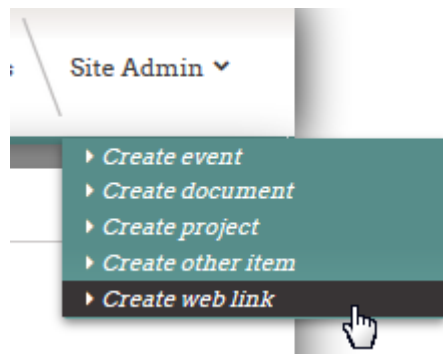


Figure 47-Creating web link

The window of the web link Editor opens allowing creation of a new web link:

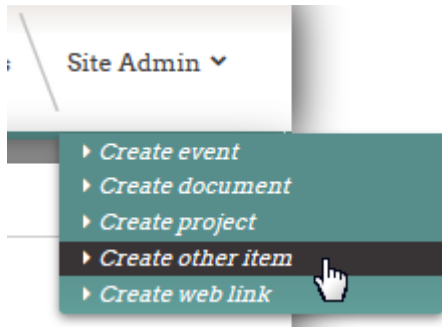


Figure 49-Creating job opportunity

A job opportunity is created in the similar manner as it is for a document with the same Editor. After editing, the job opportunity is registered in the folder “Other items” of the Category “Submitted content”:

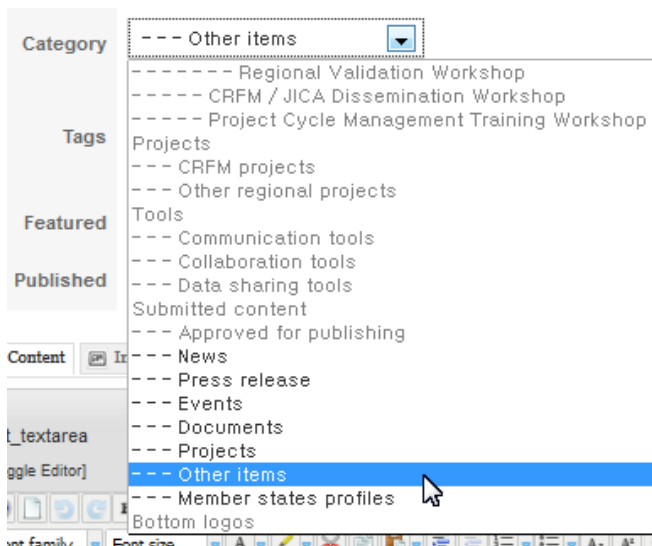


Figure 50-Registering a job opportunity

4 WEBSITE'S CONTENT DISSEMINATION

MODERATING COMMENT TO USER'S PUBLISHED ITEMS

To moderate comments provided by visitors of the CRFM website to items published by user, it is required to log-in into the website. In the “Sign in | Register” window of the Front page, click on the link “Moderate comments to my published items”:

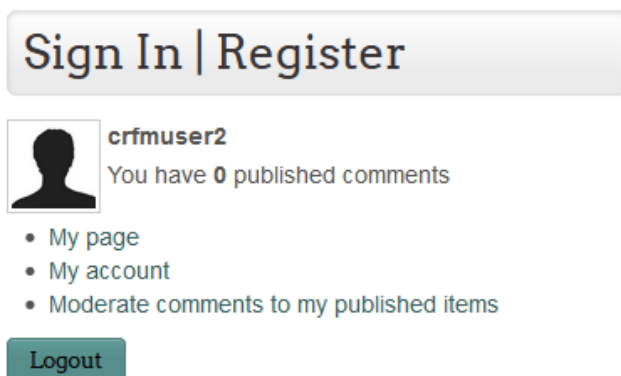


Figure 51-Moderating comments

The following Editor window opens inviting to work with comments:

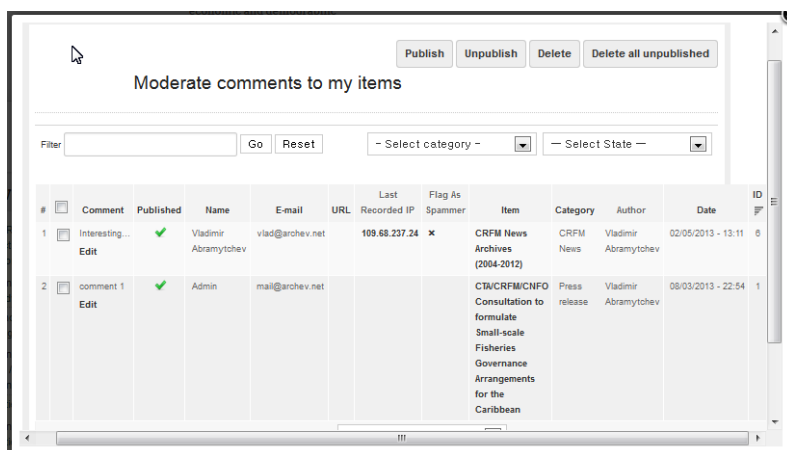


Figure 52-Editing comments

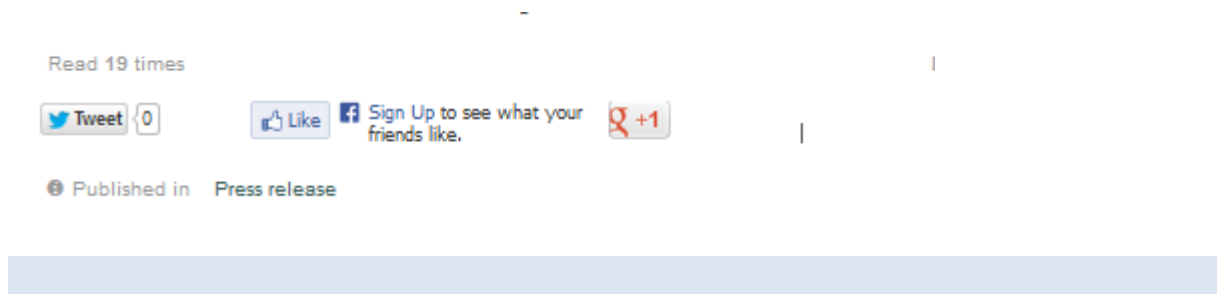
In the comments' Editor the following operations with comments are possible:

- Publish
- Unpublish
- Delete
- Delete all unpublished comments

User can deal with each comment individually or to process comments in batch by selecting several or all comments on the left side of the list of comments.

SHARING WEBSITE CONTENT ON SOCIAL NETWORKS

To share any article, document, press release or any other item, user needs to click on icon of the appropriate social network. The links to three main social networks' buttons are located below any item:



TOOLS MAP FOR ENHANCED COMMUNICATION SHARING & COLLABORATION

Start with

CRFM Web site

Tools map

For enhanced



For CRFM staff



You intranet to share documents drive, agenda, contacts, mails, internal groups, etc.

Communication Sharing

&

Collaboration

Includes

CRFM documents and reports

Scientific Publications and statistics

Events agenda and organiser

Project management tool

Fisheries Newsfeeds

Newsletters

And much more...

Among

CRFM

stakeholders

Join CRFM

Virtual groups and communities

CRFM

Video conferencing and webinar tools

Join one of the 15 CRFM

CRFM

Social Networking tools

Communities on



CRFM
videoconferencing
channel



Scientific and technical working groups CARIFIS
user help community, executive board and forum
private spaces, etc.

Follow CRFM on



Like CRFM on



Multimedia



Is the CRFM account
for webinars and virtual lectures

and



Another option for
videoconferencing

Communication

Sharing

&

Collaboration

Browse CRFM

videos on



Or CRFM

presentations on

CRFM Data sharing tools



OpenRefine to clean
data files

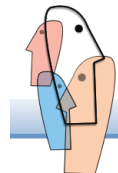


Share, merge and compare table and data

bases



Create
visualisations with
IBM many eyes



YOU JUST WANT TO ACCESS AND SEARCH CRFM INFORMATION

The main repository of CRFM information and data is the CRFM web site at www.crfm.net . The information produced by CRFM is stored in the different sections as [Documents](#) or [press releases](#) . Those include Fisheries reports, technical and advisory documents, research papers, statistics and Information Reports, CRFM administrative reports and other. Some documents are for registered members only

You can use the [general search](#) or use the [advanced search options](#) .

You can also browse for presentation materials on the CRFM [Slideshare page](#) and for multimedia on [CRFM Youtube channel](#).

Search  www.crfm.net	Browse CRFM videos on 	CRFM presentations on 
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You may also want to join the [CRFM fisheries E-group to receive newsletters, jobs, announcements, and follow general discussions](#)

YOU WANT TO DISSEMINATE INFORMATION TO CRFM PARTNERS AND OTHERS

Once you registered on the [web site](#), you can create different kinds of contents as

- A new Event and use the event management tools to organize it
- A new document for publication
- A Press release
- A website link
- A job opportunity

After the item is create you can click on the social share buttons available on each item (it will be published on you twitter or Facebook timeline)



You can also post directly on Follow CRFM accounts (click on these logos)



YOU ARE MEDIA PERSON INTERESTED IN FISHERIES

Additional to all the web publications, you have a special place on the web site for [press releases](#) .

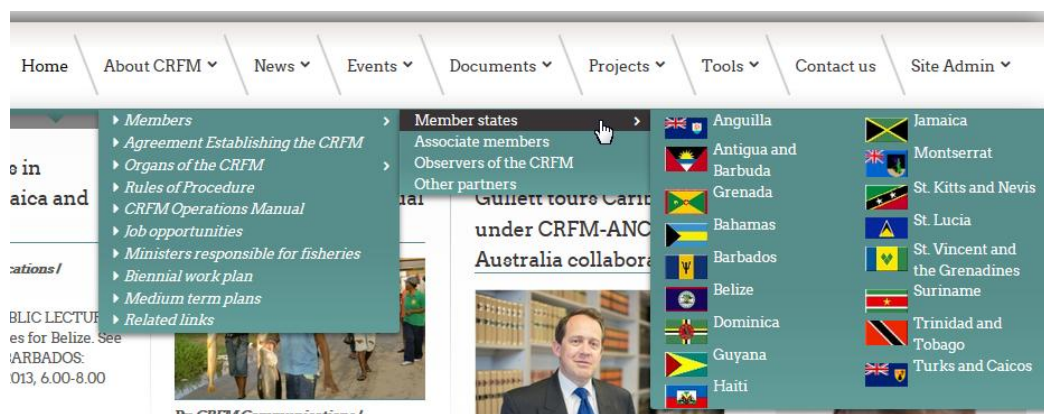
You can also search the [fisheries news feeds](#) and subscribe to the [site newsletter](#) and the register for the [CRFM fisheries public E-group](#)

You can subscribe to the [CRFM Facebook](#), follow [CRFM on Twitter](#)



YOU ARE REPRESENTATIVE OF A NATIONAL GOVERNMENTAL FISHERIES BODY

Editing of existing member states profiles is allowed only to dedicated users designated by each member county or by CRFM staff. For this, a request indicating user name has to be sent to the CRFM Secretariat. For editing a member state profile, authorized user has to log into the CRFM website from the Front page of the website. In the main menu item “About CRFM”, select sub-menu item “Member states” then select the appropriate country:



YOU ARE MEMBER OF THE CRFM GOVERNANCE BODIES

Request CRFM secretariat (secretariat@crfm.net) to add you to the closed groups as

- [The Caribbean Fisheries Forum members \(closed\)](#)
- [CRFM Executive Committee](#) (closed)
- [The CRFM Ministerial Council virtual group \(closed\)](#)

YOU COLLABORATE WITH CRFM ON SCIENTIFIC ISSUES OR IN WORKING GROUPS



On the CRFM web site you may want to coordinate activities using use the Project management tool. Start by [creating a new project](#)



You can interact permanently by joining one CRFM Communities on dgroups as

- [Conch and Lobster Resource Working Group \(CLWG\)](#)
- [Data Methods and Training Working Group \(DMTWG\)](#)
- [Large Pelagic Working Group \(LPWG\)](#)
- [Ministerial Sub-Committee on Flyingfish \(closed\)](#)
- [Reef and Slope Working Group \(RSWG\)](#)
- [Shrimp and Groundfish Resource Working Group \(SGWG\)](#)
- [Small Coastal Pelagic Working Group \(SCPWG\)](#)
- [Working Group on Aquaculture \(WGA\)](#)
- [Working group on the International Commission for the Conservation of Atlantic Tunas \(WGI\)](#)

For synchronic interactions you can use the following video conferencing and webinar tools:

 <p>CRFM videoconferencing channel</p>	 <p>Is the CRFM account for webinars and virtual lecture</p>	 <p>Another option for videoconferencing</p>
---	---	---

YOU ARE A CARIFIS USER

This is the place to join the user group

- [CARIFIS fisheries software - peer support group and reference library](#)

From there you will be able to:

- Ask a question or report a problem in using CARIFIS and get a solution from peers or resource persons [here](#)
- propose improvements for the CARIFIS software [starting a new thread](#)
- Share your experiences or stories on using CARIFIS, posting a document [in this folder](#) or [starting a new thread](#)
- Download the CARIFIS software and manual (from the library)

- Request an appointment for online chat with support person or several colleagues using [the calendar](#)

YOU WANT TO PROCESS, SHARE OR EXCHANGE RAW DATA

The following tools were identified for CRFM stakeholders:

OPEN REFINE (clean big messy data files)

OpenRefine www.openrefine.org

Google Fusion Tables to merge, compare and manipulate data

<http://support.google.com/fusiontables/answer/2571232?hl=en>

Many eyes (data visualisation tool)

<http://www-958.ibm.com/software/analytics/manyeyes/>

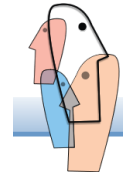
OpenRefine to clean data
files



Share, merge and compare tables
and data bases



Create visualisations
with IBM many eyes



APPENDIX

The following section presents the references to tutorials and resources for the Information and Communication Tools available to the CRFM users through the CRFM website.

TEXT EDITOR – JCE

<http://www.joomlacontenteditor.net/support/documentation>

K2 CONTENT MANAGEMENT SYSTEM

<http://getk2.org/documentation>

COMMUNICATION TOOLS

CRFM's YouTube account

http://www.youtube.com/t/about_youtube

Slideshare.net

<http://www.slideshare.net/ceheit3/slideshare-tutorial-11451091>

http://www.slideshare.net/margie_comaling/slideshare-tutorial-7290043

<http://www.slideshare.net/guest8aab4c/slideshare-manual-2209738>

COLLABORATION TOOLS

Google Drive for on-line repository of documents

<https://support.google.com/drive/bin/answer.py?hl=en&answer=2424384>

<http://www.youtube.com/playlist?list=PLs7zxED4oCeqRgLjLzoVShif5RoDEIOSC>

Google Apps for Government on-line collaborative tools for writing and editing of documents

<http://learn.googleapps.com/>

<http://www.google.com/enterprise/apps/government/>

<http://www.cirrusinsight.com/google-apps>

GoToMeeting

<http://support.citrixonline.com/GoToMeeting>

http://support.citrixonline.com/en_us/gotomeeting/videos

GoToWebinar

<http://support.citrixonline.com/GoToWebinar>

MConf webinar

<http://code.google.com/p/mconf/wiki/MconfWeb>

<http://mconf.org/m/about/publications>

DGroups groupware

<http://dgroups.org/help/quickstart>

<https://dgroupshelp.pbworks.com/w/page/17663983/FAQ%20using%20dgroups>

ADDITIONAL RESOURCES

Joomla Content Management system. Administrator's manual

<http://docs.joomla.org/Administrators>

TECHNICAL SUPPORT IN CASE OF PROBLEMS

In case of difficulties of problems with the CRFM website, users need to contact CRFM administrator at the CRFM Secretariat:

secretariat@crfm.net

Princess Margaret Drive Belize City Belize

Tel: (501) 223-4443

Fax: (501) 223-4446

GLOSSARY

Administrator: A user level on the website just below super administrator. Administrators have access to all front- and back-end capabilities.

Administrator back end: The control panel that administrators use to control and configure the website. Access to the back end is restricted.

Article: A stand-alone item of content on the website site that may be stored in a particular section and category. Articles usually are text/media items that display the content items on a site.

Author: A user level on the website that can access functions from the front end, write articles, and submit articles.

Back end: The control panel that administrators use to control and configure the website. Access to the back end is restricted.

Blog: The standard style of article presentation on the web site. Blog format presents some or all of the articles in a particular section or category. Usually, an article's title is a link, followed by some introductory text and a Read More link.

Breadcrumb: The navigation bar indicating the position of user on the website

Category: A set of related articles. Categories are one organizational level below sections.

Component: A content-displaying element that usually places content in the centre of a page.

Content: Anything that Web page can display.

Content management system: An application that allows you to manage the content of the website.

Control panel: The main Joomla back-end page that allows administrators to manage the website.

CRFM stakeholder: A user with Author writing rights who can access restricted content (only for members) on the CRFM website. Usually this category is composed of fisheries authorities' employees, CRFM partners, and directors of fisher folk's organisations

CRFM administrator: An employee of the CRFM Secretariat who has Publisher rights for content and also Manager rights for administration of the website from the Front and Back ends

CRFM staff: The access level on the CRFM website which grant viewing rights only to the CRFM Secretariat's employees

Editor: A user level on the website that can access only the front-end, authoring, and editing functions.

Front end: Website pages that visitors without user privileges see.

Front page: The home page of the CRFM website.

Item: Any piece of content.

Main menu: Horizontal menu presented on every page of the website and containing all navigation items

Manager: A user level on the website with access to the back end and some front-end privileges.

News feed: New items rendered from one website on another website. Usually done through RSS

Publisher: A user level on the website with access only to the front end but with privileges to publish content on the site.

Registered user: A user level on the website with access only to the front end but with functionality that casual users of the site (the lowest user level) don't have.

RSS: Really Simple Syndication. Standard format of rendering content from one website on another website

Section: A set of categories. Categories may be organized in sections.

Side menu: The vertical menu placed on the right side of every CRFM website webpage

Super administrator: The highest user level in Joomla. If anything can be done in the website installation, the super administrator can do it.

Text Editor: A "what you see is what you get" editor.

Web link: A redirection to a website

URL: A website address

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