

RECOFTC: USER'S MANUAL

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OVERVIEW

Purpose of this manual

This manual has been created to allow administrators of the **recoftc.org** website to update content through the web interface.

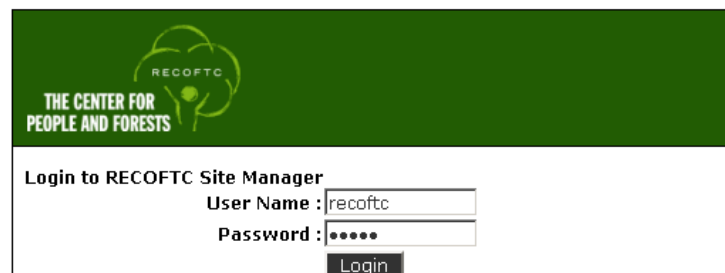
The admin areas of the site can be accessed at: <http://www.recoftc.org/system>.

Screen convention

There are three types of screen used throughout the system. This section explains the conventions of each screen type.

Login screen

The system is protected by user login. Therefore, the login screen is the first screen displayed when users try to access the system. To access the system, the user must provide the login/password provided.



THE CENTER FOR
PEOPLE AND FORESTS

RECOFTC

Login to RECOFTC Site Manager

User Name : recoftc

Password :


Login

Figure 1 Login screen

Listing screen

The listing screen displays all the content in each of the sections. Users can manage the content (adding/editing/deleting content) by clicking the corresponding button displayed on the listing screen. At the top of each listing screen is a search device which can be used to search for specific content instead of going through all the content manually.

English |



THE CENTER FOR PEOPLE AND FORESTS

[Content](#) | [Page](#) | [Feature](#) | [Language](#) | [My Profile](#) | [User](#) | [Logoff](#)

Welcome Site Administrator

[Content](#) | [Content Type](#) | [Taxonomies](#)

Search Content

Search

in

Id

From

Day

Month

Year

To

Day

Month

Year

Show only

Content Type

All

Status

☒ All
 ☐ Active
 ☐ Inactive

Search

Total 90 Records Page 1/5

Please select

Add

Active/Deactive

Delete

No	Name	Content Type	Publish Date	Status	Select	Edit
1	A Fair Share? Experiences in Benefit Sharing from Community-Managed Resources in Asia	Report	01 January 2007	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
2	Advance in Community Forestry in Asia	Paper	01 January 2005	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
3	Annual Report 2004-2005	Strategy	01 January 2006	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
4	Annual Report 2005-2006	Strategy	01 January 2007	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
5	Annual Report 2006-2007	Strategy	01 January 2008	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
6	ASFN Meeting	Special Event	23 June 2010	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
7	Brief Template	Brief	04 August 2007	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
8	Call for Action: First Regional Forum for People and Forests	Brief	01 September 2009	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
9	Can You Define the Second 'D' in REDD?	Feature	01 April 2009	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
10	Communities and REDD+: Losing or gaining control?	Feature	02 June 2010	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
11	Community Forestry in the Philippines	Paper	01 December 2005	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
12	Community Forestry Management for Whom? Learning from Field Experience in Vietnam	Brief	01 April 2008	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
13	Community Forestry: An Opportunity for Participatory Biodiversity Conservation	Paper	18 July 2005	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
14	Conflict Over Forest and Land in Asia (Flier)	Brief	28 June 2010	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
15	Contribution of Community Forestry to Protected Areas Management	Paper	01 November 2005	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
16	Current Status of Community Forestry in Nepal	Paper	01 January 2005	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
17	Decoding Degradation in REDD	Feature	01 May 2009	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
18	Decoding REDD: Addressing and Assessing the Second 'D'	Brief	25 May 2009	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
19	Decoding REDD: Effective REDD+ Safeguards - Lessons from Forest Certification	Brief	01 May 2010	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>
20	Decoding REDD: Forest Restoration in REDD+	Brief	07 November 2009	Active	<input type="checkbox"/>	<div style="background-color: #333; color: white; padding: 2px 5px;">Edit</div>

[1](#) [2](#) [3](#) [4](#) [5](#) [Next>>](#)

Figure 2 Listing screen

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Delete Page

Pages can be deleted from the List Screen as depicted in Figure 15 by selecting the associated check box and clicking the 'Delete' button.

Active/Inactive Page

The status of the Page can be changed to Active or Inactive. To mark a Page as Active/Inactive, go to the List Screen as depicted in Figure 15, select the associated check box and click the Active/Inactive button.

Edit screen

When the user clicks on the 'add/edit' button from any listing screen, the system will display the edit screen, which will show an empty form that users can fill in with the information they want and then click on 'save', or the system will display the form with existing information which users can change.

The screenshot shows the 'Edit screen' for adding a new page. The interface has a green header with the RECOFTC logo and navigation links: Content, Page, Feature, Language, My Profile, User, and Logoff. A 'Welcome Site Administrator' message is on the right. A 'Back' button is in the top right corner.

The form is divided into several sections:

- General:** Contains a 'Name *' text field and a 'Parent *' dropdown menu with 'Please select' as the current option.
- Summary:** A large text area for entering a summary.
- Detail:** A large text area with a rich text editor toolbar above it. The toolbar includes options for Paragraph, Styles, and various formatting tools like bold, italic, underline, bulleted list, numbered list, link, unlink, and image. Below the text area is a 'Path: p' label.
- Header Image:** A text field with a 'Browse...' button.
- Content:** A text field with 'Select' and 'Clear' buttons.
- Content Image:** A text field with a 'Browse...' button.
- Status *:** Radio buttons for 'Active' and 'Inactive'.

A 'Save' button is located at the bottom right of the form.

Figure 3 Edit screen

The screen will be a mixture of regular text fields and a Microsoft Word-style editor. This allows the user to enter text into the system and format it without needing knowledge of HTML or access to the server.

Required fields are marked with an asterisk.

Text editor – notes

The editor takes the normal text you enter and converts it automatically into HTML to display correctly on the website's front-end. While the editor has been designed to closely mirror the Microsoft Word experience, some of the functionality may be different. Below are some of the specific functions of the editor that differ from Microsoft Word:


General	<p>There are two types of line breaks:</p> <p>'Enter' – creates a new paragraph, with a larger space between the 2 lines</p> <p>'Shift+Enter' – creates a new line, with no space between the 2 lines</p> <p>Note: if 'Shift+Enter' is used, the different lines can not be formatted differently (for example, the first line 'heading 2' and the second line 'paragraph')</p>
Format	This allows the user to apply different formatting to the text, for example the heading styles
	Used for inserting special or custom characters: some special characters will display strangely in HTML, so if this happens, please replace with the special character; this pops up a new window, shown below



Figure 4 Special/custom character pop-up

Text editor – adding images

Clicking the 'image' icon in the toolbar pops up a new window, as shown below:

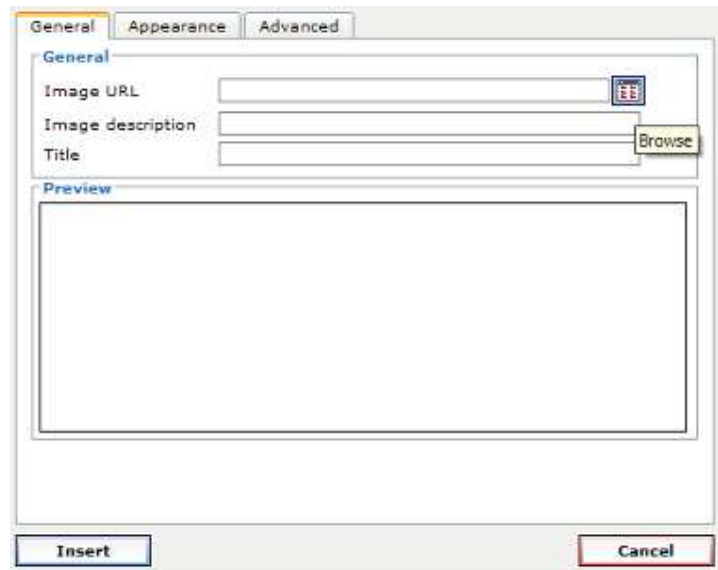


Figure 5 Insert image popup

To add an image, the user can either enter the URL of the image or click the 'browse' button which will show the 'file browser' (see 'File browser' for more information).

Next, click the 'appearance' tab:

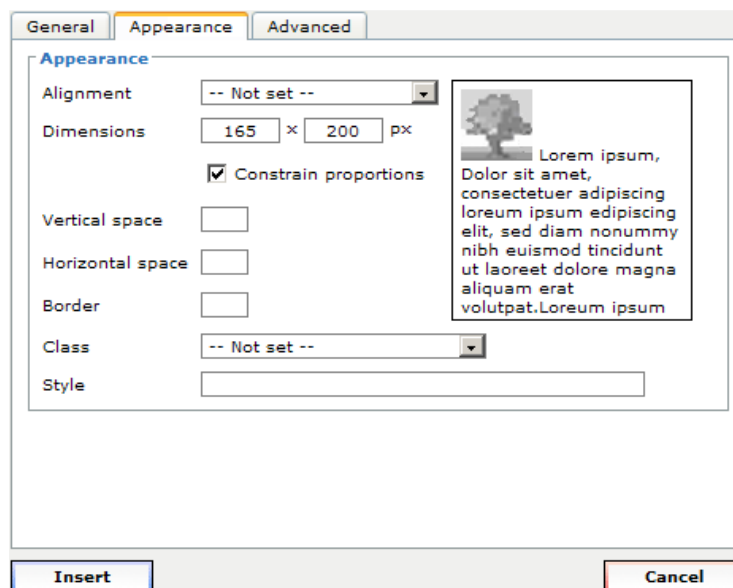


Figure 6 Insert image popup – appearance tab

Alignment on the page can be set. Always leave 'constrain proportions' checked, otherwise the image may be distorted when it appears on the site.












The 'advanced' tab should not be used.

When finished, click the 'insert' button and the image will appear in the text area.

Text editor – tables

The editor allows full control of tables. However, we recommend preparing tables in Microsoft Word and then copying and pasting into the editor.

Once in the editor, it is still possible to change the table.

Icon	Description
	Add a new table
	Edit the properties of a table row
	Edit the properties of a table cell
	Add a new row above the currently selected row
	Add a new row below the currently selected row
	Delete the currently selected row
	Add a new column to the left of the currently selected column
	Add a new column to the right of the currently selected column
	Delete the currently selected column
	Split the currently selected (merged) cells
	Merge the currently selected cells

1. Add a new table

Clicking the 'add a new table' icon  pops up a window, shown below:

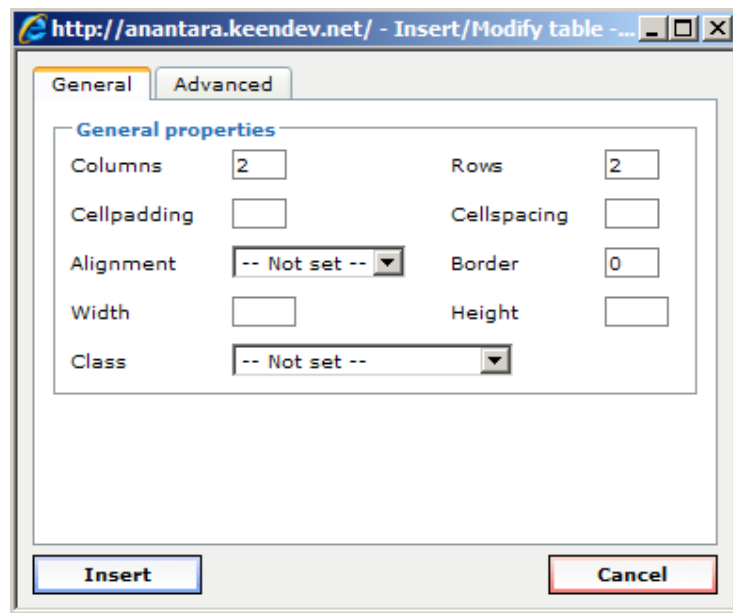



Figure 7 Insert/modify table window

From this window, it is possible to set the number of columns, number of rows, default alignment and width, either in pixels or as a percentage.

Please note that it is not required to enter any information here; you may simply click 'insert' and then modify the table directly within the editor.

2. Edit the properties of a table row

Clicking the 'edit the properties of a table row' icon  pops up a window, shown below:

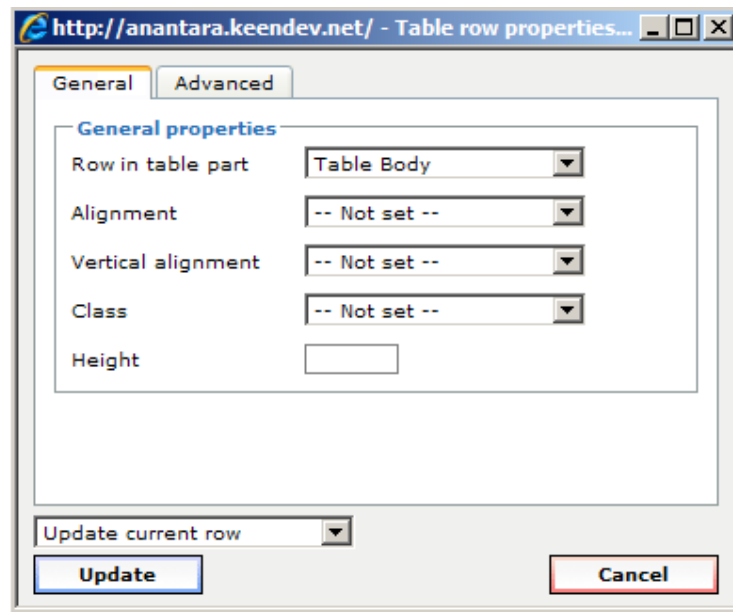



Figure 8 Table row properties window

From this window, it is possible to set left/right alignment, vertical alignment and height, either in pixels or as a percentage. There is also the option to 'update current row', 'update odd rows in table', 'update even rows in table' and 'update all rows in table'.

3. Edit the properties of a table cell

Clicking the 'edit the properties of a table' icon  pops up a window, shown below:

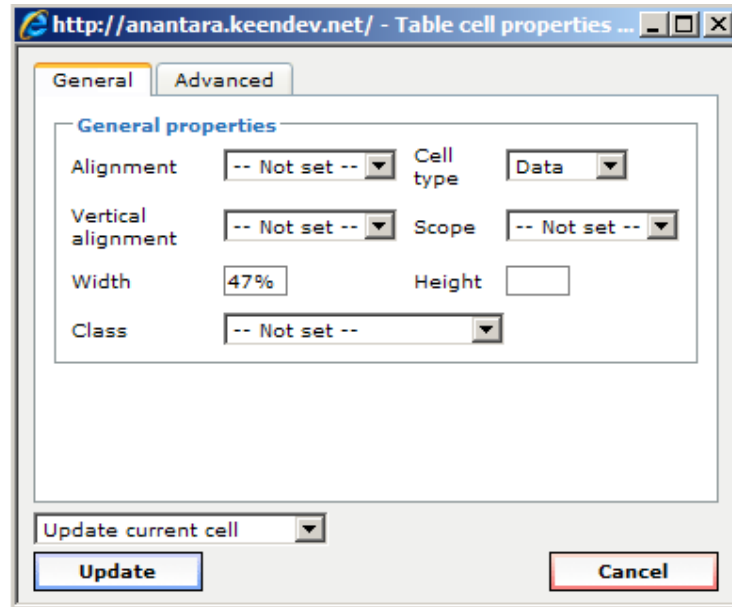


Figure 9 Table row properties window

From this window, it is possible to set left/right alignment, vertical alignment, width and height, either in pixels or as a percentage. There is also the option to 'update current cell', 'update all cells in row' and 'update all rows in table'.

4. Merge the currently selected cells

Clicking the 'merge table cells' icon  pops up a window, shown below:

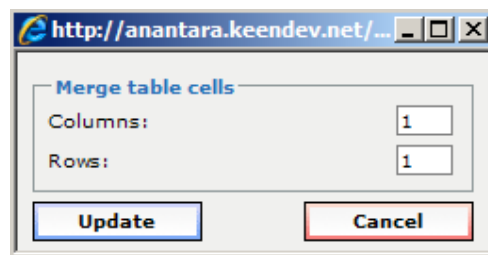



Figure 10 Table row properties window

From this window, it is possible to set the number of rows and columns that the selected cells will merge into.

File browser

The file browser is used throughout the system to manage the images/files in various sections. The file browser allows users to upload files onto the web server to be displayed on any section of the site. The file browser is normally opened by clicking on the  icon, shown in Figure 5:

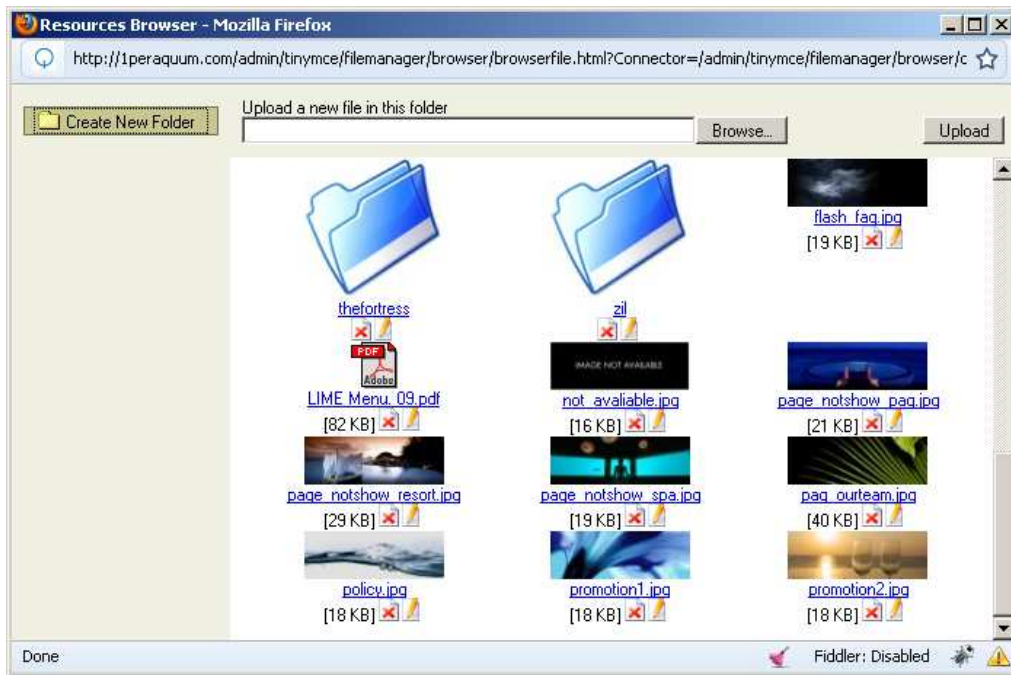
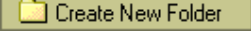


Figure 11 File browser screen

Users can create a folder by clicking on the 'create new folder' button (). The system will ask the name of the folder as depicted in Figure 12. Enter the name, then click 'ok' to create the new folder or click 'cancel' to go back.

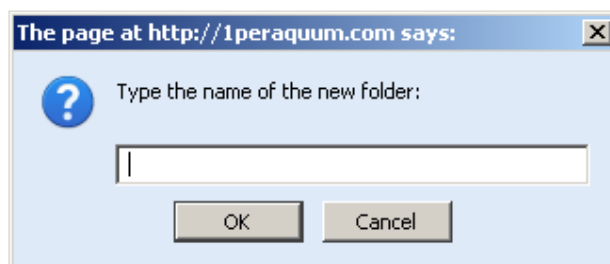
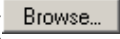





Figure 12 Create folder window

Users can upload a new file to the server by clicking on the 'browse' button () then selecting the file on the user's computer and clicking 'upload' (). The new file will be displayed in the list of files.

Users can select the file by clicking on the image which will automatic close the 'file browser' window. Users can delete the file from the server by clicking . The name of the file can be changed by

clicking on the  icon: the system will ask for the new name of the file as depicted in Figure 13. Enter the new name then click 'ok' to change the name or click 'cancel' to go back.

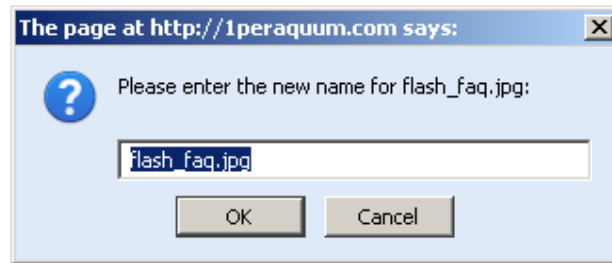


Figure 13 Change file name window

ADMINISTRATION WEBSITE CONTENT

The administration section is divided into 7 menus to manage different content/tasks on the website as depicted in

Figure 14:



Figure 14 Menu of administration website

Each menu is used for:


- **Content** – manage the Resource pages for the RECOFTC website
- **Page** – manage the static pages for the site
- **Feature** – manage the features shown on the homepage for the site
- **Language** – manages the languages available on the site
- **My Profile** – manage the logged in user profile
- **User** – manage the user profiles
- **Logoff** – sign out of the administration website

Content

The Content section allows the user to manage the Resource pages that appear on the website.

To manage a resource, click on the Content menu. The system will display the Content List screen as depicted in Figure 15.

English |



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[Content](#) | [Page](#) | [Feature](#) | [Language](#) | [My Profile](#) | [User](#) | [Logoff](#)

Welcome Site Administrator

[Content](#) | [Content Type](#) | [Taxonomies](#)

Search Content

in Id

Show only
 From Day Month Year

To Day Month Year

Content Type All

Status ☒ All ☐ Active ☐ Inactive

Total 90 Records **Page** 1/5

Please select

No	Name	Content Type	Publish Date	Status	Select	Edit
1	A Fair Share? Experiences in Benefit Sharing from Community-Managed Resources in Asia	Report	01 January 2007	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
2	Advance in Community Forestry in Asia	Paper	01 January 2005	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
3	Annual Report 2004-2005	Strategy	01 January 2006	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
4	Annual Report 2005-2006	Strategy	01 January 2007	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
5	Annual Report 2006-2007	Strategy	01 January 2008	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
6	ASFN Meeting	Special Event	23 June 2010	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
7	Brief Template	Brief	04 August 2007	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
8	Call for Action: First Regional Forum for People and Forests	Brief	01 September 2009	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
9	Can You Define the Second 'D' in REDD?	Feature	01 April 2009	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
10	Communities and REDD+: Losing or gaining control?	Feature	02 June 2010	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
11	Community Forestry in the Philippines	Paper	01 December 2005	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
12	Community Forestry Management for Whom? Learning from Field Experience in Vietnam	Brief	01 April 2008	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
13	Community Forestry: An Opportunity for Participatory Biodiversity Conservation	Paper	18 July 2005	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
14	Conflict Over Forest and Land in Asia (Flier)	Brief	28 June 2010	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
15	Contribution of Community Forestry to Protected Areas Management	Paper	01 November 2005	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
16	Current Status of Community Forestry in Nepal	Paper	01 January 2005	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
17	Decoding Degradation in REDD	Feature	01 May 2009	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
18	Decoding REDD: Addressing and Assessing the Second 'D'	Brief	25 May 2009	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
19	Decoding REDD: Effective REDD+ Safeguards - Lessons from Forest Certification	Brief	01 May 2010	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
20	Decoding REDD: Forest Restoration in REDD+	Brief	07 November 2009	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [Next>>](#)

Figure 15 Content List Screen

Add/Edit Content

Click on the 'Add' button to add a new Content item or click on the 'Edit' button to edit existing Content item. After clicking, the system will display the Content Edit Screen as depicted in Figure 16.

English |

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Content Page Feature Language My Profile User Logoff Welcome Site Administrator

Content Content Type Taxonomies

Back

Edit Content

General Taxonomy

Name * A Fair Share? Experiences in Benefit Sharing from Community-Managed Resources in Asia

Friendly Url /recoftc/web/resources/A-Fair-Share-Experiences-in-Benefit-Sharing-from-Community-Managed-Resources-in-Asia-.php

Summary What benefits from community-based approaches to natural resource management actually reach communities and/or individuals? This report centers on the issue of benefit sharing processes and outcomes in three countries: Vietnam, Lao PDR, and Cambodia.

Content Type * Report

Paragraph Styles **B** *I* U [HTML](#)

Detail

Path: p

Related Content [Clear](#) [Content](#)

Publish Date * 01 January 2007 [Browse...](#)

Image [Remove](#)

Pdf [A_Fair_Share_85.pdf](#) [Remove](#) [Browse...](#)

Number Of Pages 120

Is Feature * ☐ Yes ☒ No

Highlight

Status * ☒ Active ☐ Inactive [Save](#)

Figure 16 Content Edit Screen

The Name field is the text that will appear in the Headline and as links from list pages.

The Friendly Url field allows users to see the address of the page for use in links used on other pages. These can also be optimized for search engines by using specific keywords.

The Summary field will appear on list pages, search pages, etc.

The main content area is entered into the Detail field. The main photo is entered into the Background image field. The preferred size is 835px × 366px.

Related Content allows users to specify any directly linked content that should show up in the right side navigation. The system will automatically find other content based on taxonomy, but this allows users to make manual link.

Feature Content is a free area that users can use to add content into the sidebar navigation on this page.

Publish date allows users to specify the date of the content and is used in some areas to list content chronologically

Page title, Meta keyword and Meta description are control the content used for SEO. Page title is critical, with description important, and keywords optional. Similarly, Friendly Url, allows the user to optimize the URL for search engines, if necessary.

The Status radio button must be set to active for a page to appear on the site.

Edit Taxonomy

Click on the 'Taxonomy' button to set the topics that the content is related to. After clicking, the system will display the Taxonomy Screen as depicted in Figure 16.

English |

THE CENTER FOR PEOPLE AND FORESTS

Content Page Feature Language My Profile User Logoff Welcome Site Administrator

Content Content Type Taxonomies

Back

Edit Content

General Taxonomy

Country

☒ Cambodia Resources ☐ China ☐ Indonesia ☐ Lao PDR ☐ Nepal

☐ Regional ☐ Thailand ☐ Vietnam

Donor

☐ Swedish International Development Cooperation Agency - SIDA

☐ Swiss Agency for Development and Cooperation - SDC

☐ The Norwegian Ministry of Foreign Affairs, Norway

Project

☐ Cambodia Community Forestry Expansion ☐ Conflict Learning Network ☐ Conflict Over Forest and Land in Asia Study ☐ Forest Governance Learning Group ☐ Grassroots Capacity Building for REDD+

☐ GreenKDP ☐ Indonesia Community Forestry Expansion ☐ REDD Learning Network ☐ REDD Net Training Center ☐ REDD-net

☐ Rights and Resources Initiative

Topic

☐ Benefits ☐ Climate Change ☐ Community Forestry ☐ Forest Conflict ☐ Governance

☐ Livelihoods ☐ Rights

Save

Figure 17 Taxonomy Screen


Check the boxes that are relevant to the content.

Content Type

The Content Type section allows the user to manage the categories of content type that appear on the website.

To manage a type, click on the Content menu and then Content Type in the sub menu. The system will display the Content Type List screen as depicted in Figure 15.

English |



THE CENTER FOR PEOPLE AND FORESTS

[Content](#) | [Page](#) | [Feature](#) | [Language](#) | [My Profile](#) | [User](#) | [Logout](#)

Welcome Site Administrator

[Content](#) | [Content Type](#) | [Taxonomies](#)

Search Content Type

Search

in Id

Show only

Parent
All

Status

☒ All
 ☐ Active
 ☐ Inactive

Search

Total 22 Records Page 1/2
Active/Deactive

No	Name	Parent	Status	Select	Edit
1	Brief	Publication	Active	<input type="checkbox"/>	Edit
2	Conference	Events	Active	<input type="checkbox"/>	Edit
3	Events	- Root -	Active	<input type="checkbox"/>	Edit
4	Feature	News	Active	<input type="checkbox"/>	Edit
5	Meeting	Events	Active	<input type="checkbox"/>	Edit
6	Needs Assessment	Training Type	Inactive	<input type="checkbox"/>	Edit
7	News	- Root -	Active	<input type="checkbox"/>	Edit
8	News Brief	News	Active	<input type="checkbox"/>	Edit
9	Paper	Publication	Active	<input type="checkbox"/>	Edit
10	Presentation	Publication	Active	<input type="checkbox"/>	Edit
11	Publication	- Root -	Active	<input type="checkbox"/>	Edit
12	Report	Publication	Active	<input type="checkbox"/>	Edit
13	Special Event	Events	Active	<input type="checkbox"/>	Edit
14	Strategy	Publication	Active	<input type="checkbox"/>	Edit
15	Study Tour	Training Type	Inactive	<input type="checkbox"/>	Edit
16	Training	Events	Active	<input type="checkbox"/>	Edit
17	Training Course	Training Type	Active	<input type="checkbox"/>	Edit
18	Training Material	Publication	Active	<input type="checkbox"/>	Edit
19	Training Type	- Root -	Active	<input type="checkbox"/>	Edit
20	Video	- Root -	Active	<input type="checkbox"/>	Edit

[1](#) [2](#) [Next>>](#)

Figure 18 Content Type List Screen

Manage Taxonomies

The Taxonomies section allows the user to manage the different taxonomies that appear on the website.

To manage taxonomy, click on the Content menu and then Taxonomies in the sub menu. The system will display the Taxonomies List screen as depicted in Figure 15.

English |

THE CENTER FOR PEOPLE AND FORESTS

Content Page Feature Language My Profile User Logoff Welcome Site Administrator

Content Content Type Taxonomies

Search Taxonomy

Search in

Show only Type Status ☒ All ☐ Active ☐ Inactive

Search

Total 29 Records Page 1/2

No	Name	Parent	Status	Select	Edit
1	Benefits	Topic	Active	<input type="checkbox"/>	Edit
2	Cambodia Community Forestry Expansion	Project	Active	<input type="checkbox"/>	Edit
3	Cambodia Resources	Country	Active	<input type="checkbox"/>	Edit
4	China	Country	Active	<input type="checkbox"/>	Edit
5	Climate Change	Topic	Active	<input type="checkbox"/>	Edit
6	Community Forestry	Topic	Active	<input type="checkbox"/>	Edit
7	Conflict Learning Network	Project	Active	<input type="checkbox"/>	Edit
8	Conflict Over Forest and Land in Asia Study	Project	Active	<input type="checkbox"/>	Edit
9	Forest Conflict	Topic	Active	<input type="checkbox"/>	Edit
10	Forest Governance Learning Group	Project	Active	<input type="checkbox"/>	Edit
11	Governance	Topic	Active	<input type="checkbox"/>	Edit
12	Grassroots Capacity Building for REDD+	Project	Active	<input type="checkbox"/>	Edit
13	GreenKDP	Project	Active	<input type="checkbox"/>	Edit
14	Indonesia	Country	Active	<input type="checkbox"/>	Edit
15	Indonesia Community Forestry Expansion	Project	Active	<input type="checkbox"/>	Edit
16	Lao PDR	Country	Active	<input type="checkbox"/>	Edit
17	Livelihoods	Topic	Active	<input type="checkbox"/>	Edit
18	Nepal	Country	Active	<input type="checkbox"/>	Edit
19	REDD Learning Network	Project	Active	<input type="checkbox"/>	Edit
20	REDD Net Training Center	Project	Active	<input type="checkbox"/>	Edit

1 2 Next>>

Figure 19 Taxonomies List Screen

Taxonomy can be reordered, so for example the project list in the dropdown menu can be reordered by clicking on the re-order button.

Add/Edit Taxonomy

Click on the 'Add' button to add a new item or click on the 'Edit' button to edit existing items. After clicking, the system will display the Taxonomy Edit Screen as depicted in Figure 16.

The screenshot shows the 'Edit Taxonomy' interface for a taxonomy item named 'Benefits'. The interface is divided into several sections:

- Header:** Includes the RECOFTC logo, the text 'THE CENTER FOR PEOPLE AND FORESTS', a language selector set to 'English', and a navigation menu with links: Content, Page, Feature, Language, My Profile, User, and Logoff. A 'Welcome Site Administrator' message is also present.
- Sub-navigation:** A bar with 'Content', 'Content Type', and 'Taxonomies' (the active tab).
- Edit Taxonomy Form:**
 - Name *:** Benefits
 - Friendly Url:** /recoftc/web/resources/Benefits
 - Title *:** Benefits
 - Parent *:** Topic (selected from a dropdown)
- Summary:** A large text area with a rich text editor toolbar. The toolbar includes options for Paragraph, Styles, and various formatting tools like bold, italic, underline, bulleted list, numbered list, link, and unlink.
- Detail:**
 - Path:** p
 - Content:** The word 'Benefits' is displayed in a large, bold, green font. Below it, a paragraph reads: 'Browse here to find the most recent publications, news, and events related to RECOFTC's work on benefits.'
 - Path:** (empty field)
- Footer:**
 - Header Image:** Field with a 'Browse...' button.
 - Content Image:** Field with a 'Browse...' button.
 - Status *:** Radio buttons for 'Active' (selected) and 'Inactive'.
 - Save:** A button to save the changes.

Figure 20 Taxonomy Edit Screen

The Name field is the text that will appear in the sidebar.

The Friendly Url field allows users to see the address of the page for use in links used on other pages. These can also be optimized for search engines by using specific keywords.

The main content area is entered into the Detail field which appears above the list of resources on the benefits page. The main photo is entered into the Background image field. The preferred size is 835px x 366px.

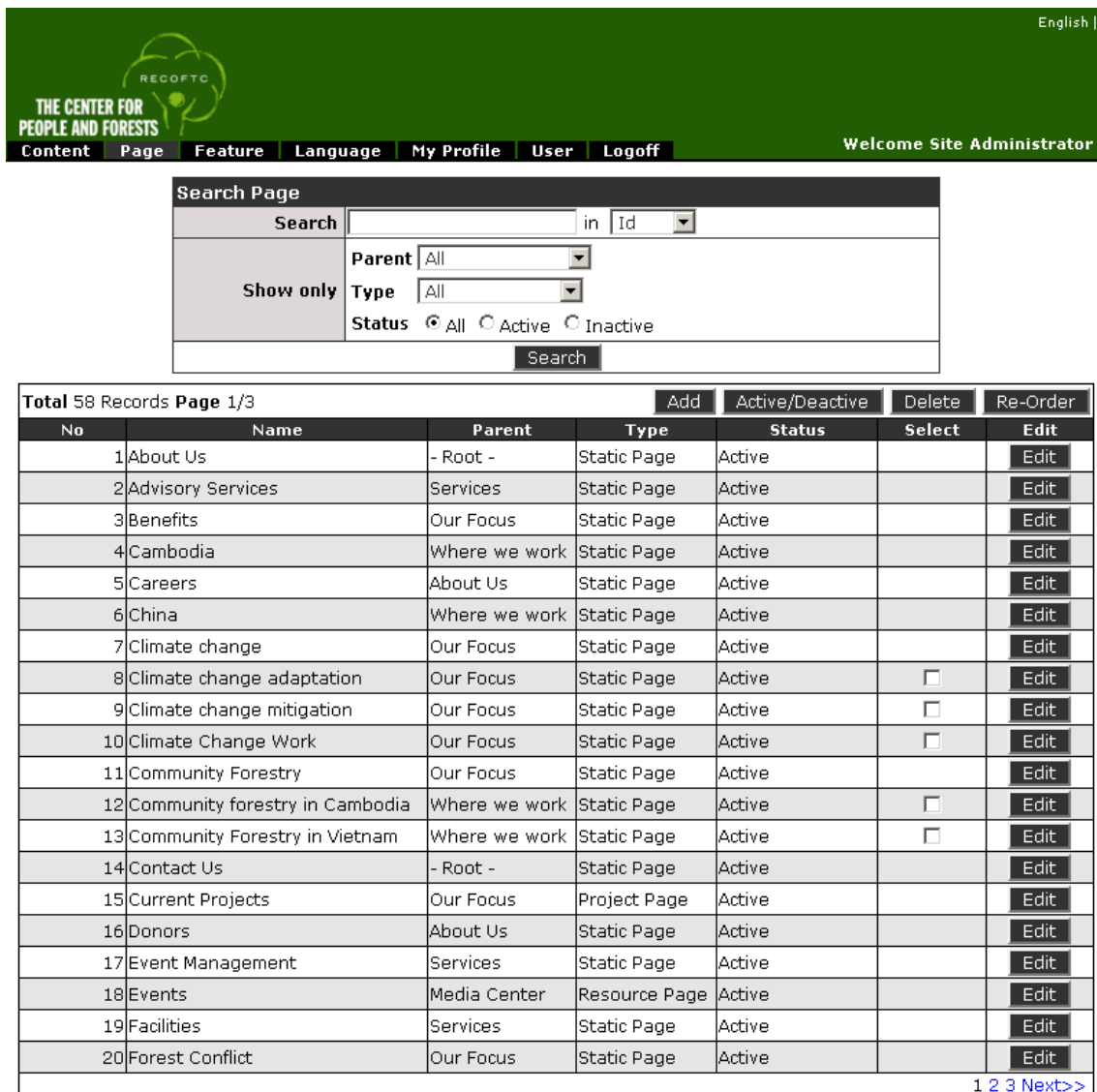
Featured Content allows users to specify any directly linked content that should show up in the right side navigation.

The Status radio button must be set to active for a page to appear on the site.

Page

The Page menu allows the user to manage the static Pages shown on the site.

To manage the Pages that appear on the website, click on the menu 'Page'. The system will display the Page List Screen as depicted in Figure 24.



Search Page

Search in Id

Show only Parent All

Type All

Status ☒ All ☐ Active ☐ Inactive

Total 58 Records Page 1/3						<input type="button" value="Add"/>	<input type="button" value="Active/Deactive"/>	<input type="button" value="Delete"/>	<input type="button" value="Re-Order"/>
No	Name	Parent	Type	Status	Select	Edit			
1	About Us	- Root -	Static Page	Active		<input type="button" value="Edit"/>			
2	Advisory Services	Services	Static Page	Active		<input type="button" value="Edit"/>			
3	Benefits	Our Focus	Static Page	Active		<input type="button" value="Edit"/>			
4	Cambodia	Where we work	Static Page	Active		<input type="button" value="Edit"/>			
5	Careers	About Us	Static Page	Active		<input type="button" value="Edit"/>			
6	China	Where we work	Static Page	Active		<input type="button" value="Edit"/>			
7	Climate change	Our Focus	Static Page	Active		<input type="button" value="Edit"/>			
8	Climate change adaptation	Our Focus	Static Page	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>			
9	Climate change mitigation	Our Focus	Static Page	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>			
10	Climate Change Work	Our Focus	Static Page	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>			
11	Community Forestry	Our Focus	Static Page	Active		<input type="button" value="Edit"/>			
12	Community forestry in Cambodia	Where we work	Static Page	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>			
13	Community Forestry in Vietnam	Where we work	Static Page	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>			
14	Contact Us	- Root -	Static Page	Active		<input type="button" value="Edit"/>			
15	Current Projects	Our Focus	Project Page	Active		<input type="button" value="Edit"/>			
16	Donors	About Us	Static Page	Active		<input type="button" value="Edit"/>			
17	Event Management	Services	Static Page	Active		<input type="button" value="Edit"/>			
18	Events	Media Center	Resource Page	Active		<input type="button" value="Edit"/>			
19	Facilities	Services	Static Page	Active		<input type="button" value="Edit"/>			
20	Forest Conflict	Our Focus	Static Page	Active		<input type="button" value="Edit"/>			

1 2 3 Next>>


Figure 21 Page List Screen

Re-Order allows users to move rooms up or down within the navigation system.

Add/Edit Pages

Click on the 'Add' button to add a Page or click on the 'Edit' button to edit an existing Page. After clicking the button, the system will display the Pages Edit Screen as depicted in Figure 25.

English |



THE CENTER FOR
PEOPLE AND FORESTS

Content | Page | Feature | Language | My Profile | User | Logoff

Welcome Site Administrator

Back

General | Related Pages

Edit Page

Name *

About Us

Friendly Url

/recoftc/web/About-Us

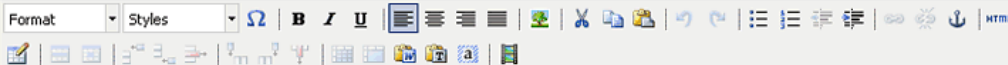
Parent *

- Root -

Summary

RECOFTC is the only international not-for-profit organization that specializes in capacity building for community forestry and devolved forest management.

Detail

Format Styles 

About RECOFTC


RECOFTC is the only international not-for-profit organization that specializes in capacity building for community forestry and devolved forest management. With over 20 years of international experience, we offer a dynamic approach to capacity building - involving research and analysis, demonstration sites, and training products - that delivers innovative solutions for people and forests.

This is some test text.
one down

the end

Path:

Header Image



Browse...


Remove

Content

Forests and climate change after Copenhagen: An Asia-Pacific perspective

Select Clear

Content Image



Browse...

Status *

☒ Active ☐ Inactive

Save

Figure 22 Pages Edit Screen

The Name field is the text that will appear in the Navigation and sidebar.

The Friendly Url field allows users to see the address of the page for use in links used on other pages. These can also be optimized for search engines by using specific keywords.

The Summary field will appear on list pages, search pages, etc.

The main content area is entered into the Detail field. The main photo is entered into the Background image field. The preferred size is 835px × 366px.

Feature Content is a free area that users can use to add content into the sidebar navigation on this page.

Content allows users to specify a specific link to a related page that will appear in the sidebar with an image and text intro.

The Status radio button must be set to active for a page to appear on the site.

Related Pages

Click on the 'Related Pages' button to control the sidebar links on the page. After clicking the button, the system will display the Related Pages Edit Screen as depicted in Figure 25.

No	Name	Edit	Order
1	Strategy	<input type="checkbox"/>	↓
2	Our Team	<input type="checkbox"/>	↓ ↑
3	Donors	<input type="checkbox"/>	↓ ↑
4	Careers	<input type="checkbox"/>	↓ ↑
5	Contact Us	<input type="checkbox"/>	↓ ↑
6	Visit Us	<input type="checkbox"/>	↑

Figure 23 Related Pages Edit Screen

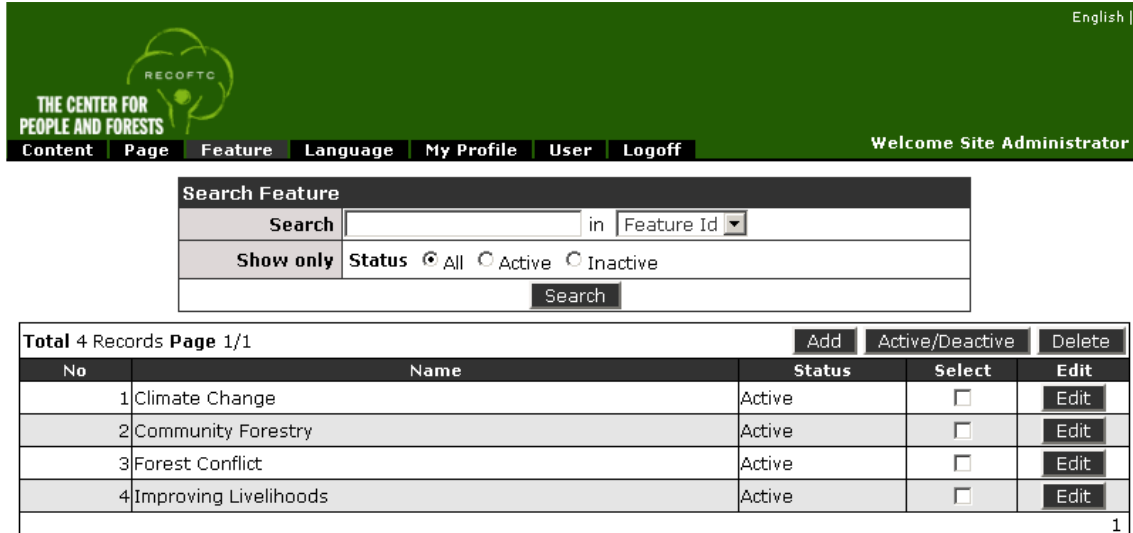
Click add to include other pages from the rest of the site in the sidebar.

Use the arrows to reorder the list.

Feature

The Feature menu allows the user to manage the slideshow on the home page of the site.

To manage the Features that appear on the website, click on the menu 'Feature'. The system will display the Features List Screen as depicted in Figure 24.



The screenshot shows the 'Feature List Screen' of a web application. The header is green with the RECOFTC logo and navigation links: Content, Page, Feature, Language, My Profile, User, Logoff. The main content area has a search form and a table of features.

Search Feature

Search in Feature Id

Show only Status ☒ All ☐ Active ☐ Inactive

No	Name	Status	Select	Edit
1	Climate Change	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
2	Community Forestry	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
3	Forest Conflict	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>
4	Improving Livelihoods	Active	<input type="checkbox"/>	<input type="button" value="Edit"/>

Total 4 Records Page 1/1

Figure 24 Feature List Screen

The site is set to show four features on the home page. If there are more than four in the system, they will be shown at random.

Add/Edit Feature

Click on the 'Add' button to add a Feature or click on the 'Edit' button to edit an existing Feature. After clicking the button, the system will display the Edit Screen as depicted in Figure 25.

English |

THE CENTER FOR PEOPLE AND FORESTS

Content | Page | **Feature** | Language | My Profile | User | Logoff

Welcome Site Administrator

Back

Edit Feature

Name * Climate Change

Summary * Protecting forests for a brighter future

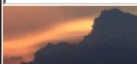
Detail

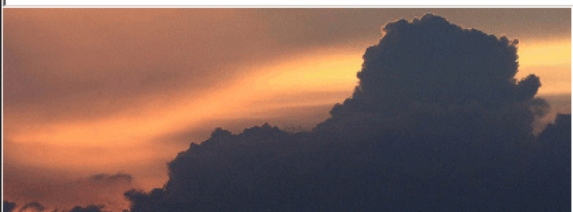
Format Styles HTML

Climate Change

Protecting forests for a brighter future

Path:

Device Image *  Browse...

Display Image *  Browse...

Url Climate change
Content Page Clear

Status * ☒ Active ☐ Inactive

Save

Figure 25 Feature Edit Screen

The Name and Summary fields appear in the smaller right hand area.


The Detail field appears on the main image area.

The Status radio button must be set to active for a page to appear on the site.

Language

The Language menu allows the user to manage the Languages shown on the site.

To manage the Languages that appear on the website, click on the menu 'Language'. The system will display the Language List Screen as depicted in Figure 24.



English |

Content

Page

Feature

Language

My Profile

User

Logoff

Welcome Site Administrator

Search Language

Search

in

Code

Show only

Status

☒ All

☐ Active

☐ Inactive

Search

Total 1 Records

Page 1/1

Add

Active/Deactive

Delete

No	Name	Status	Select	Edit
1	English	Active	<input type="checkbox"/>	Edit

1

Figure 26 Languages List Screen

Once a language is added here, use the menu at the top right to switch language and update the content through the CMS as normal.

Please note that there is currently no display for switching languages on the front end.

My Profile

The My Profile section allows the user to manage the admin account.
To manage the Profile, click on the menu 'My Profile'. The system will display the Profile Screen, as depicted in Figure 27 .



English |

THE CENTER FOR
PEOPLE AND FORESTS

Content

Page

Feature

Language

My Profile

User

Logoff

Welcome Site Administrator

Edit My Profile


Login	recoftc
Password	
Confirm Password	
First Name *	Site
Last Name *	Administrator
Email *	admin@example.com
<div>Save</div>	

Figure 27 Profile Screen

User

The User section allows the administrator to manage all users with access to the CMS.

To manage users, click on the 'User' menu. The system will display the Users List Screen as depicted in Figure 28.



English |

THE CENTER FOR PEOPLE AND FORESTS

Content Page Feature Language My Profile User Logoff Welcome Site Administrator

Search User

Search in Login

Show only Type All

Search

Total 2 Records Page 1/1 Add Active/Deactive Delete

No	Create Date	Login	Name	Email	Access Level	Status	Select	Edit
1	15 April 2007	yos	Reungyos Vorajenwanich	reungyos@example.com	User	Active	<input type="checkbox"/>	Edit
2	08 November 2006	recoftc	Site Administrator	admin@example.com	Site Supervisor	Active	N/A	Edit

1

Figure 28 Users List Screen

Add/Edit User

Click on the 'Add' button to add a new user or click on the 'Edit' button to edit an existing user. After clicking the button, the system will display the User Edit Screen as depicted in Figure 29.

Edit User	
Login *	Yos
Password	
Confirm Password	
First Name *	Reungyos
Last Name *	Vorajenwanich
Email *	reungyos@example.com
Access Level *	User
Status *	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
<input type="button" value="Save"/>	

Figure 29 User Edit Screen

Enter information:

Login: specify the user name of the user. The user name must be unique within the system; two users cannot have the same user name (required).

Password: specify the password of the user. If adding a new user, a password is a required entry. However, if editing a user, the password is not required. The password must be 8 characters, and must include a mixture of letters (a-z, case sensitive), numbers (0-9) and special characters (eg ;*!?).

Confirm Password: confirm the password to prevent user typing errors. An entry is required when password is entered.

First Name: specify the first name of the user (required).

Last Name: specify the last name of the user (required).

Access Level: specify the role of the user. The Site Supervisor can create users in addition to all the other administration functions. The Site Administrator has access to all functions except creating new users.

Keen

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