



**Content Management System User Manual  
Website Implementation Phase II  
Millennium Challenge Account - Namibia**





## **Content Management System User Manual**

Prepared For  
Millennium Challenge Account - Namibia

Prepared by  
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# Revision History

Revision	Date	Author	Changes
1.0	01-08-2010	Beaton N. Nyamapanda	Preparation of the first draft of the user manual



# Sign Off – User Manual

Signing this document records your agreement to the contents of the Conceptual Design/Prototype, and confirms the order to proceed with the remainder of the project.

Name and Signature	Date
P. Amupadhi MCA-N Contract Manager	Date
Beaton N. Nyamapanda Contractor	Date



## Project Definition

### General Information

CLIENT	MCA-N	PROJECT CODE	MCAN/CIF/6.2.3b
PROJECT NAME	MCA-N Website Development Phase II		
PROJECT START DATE	05-03-2010		
CONSULTANT(S)	Beaton Nyamapanda		

#### Overview Project:

- Conceptualize the website architecture and design based on the specifications further described in this document
- Design and develop the website code, including all graphical elements
- Manage the testing, repairing and evaluation of the website prototype
- Manage the deployment of the final website draft on a Web server chosen by MCA-N
- Produce a website administration manual and provide training to MCA-N staff on website administration



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## INTRODUCTION

The MCA website comes with an advanced content management system designed to allow MCA staff to modify all content that appears on the main site. This content management system is only accessible to authenticated users and has a fine grained access control levels to limit Content Management Users (CMS) users to their specific sections.

### Access Levels

The CMS has 5 access levels which control which section of the website you can control. Any attempt to access any CMS section where you have no rights will be denied. Any attempt to access the CMS without logging in will also be denied and be redirected to the login page. All invalid login attempts are logged and automatically sent to the web master.

Accounts are created by the Webmaster.

The access levels are as follows:

- Administrator
- Public Relations
- Project Manager
- Human Resources
- Procurement

Accessing the Manual Online



## ACCESSING THE CMS

To access the CMS use the following link:

<http://www.mcanamibia.org/cms/>

This link can be accessed from any computer which is connected to the internet. When not logged in you will be taken to the login screen from which you will enter the login details provided to you by your web admin.

*Note: during the final week of training and testing, replace the above link with the following, <http://www.nammywood.com/cms/> - please note this link will not work after the 31<sup>th</sup> of September 2010*

### CMS Browser Requirements

#### *Supported Browsers*

For the CMs to work properly, please make sure to use the following browsers:

- Internet Explorer 7+
- Safari 4+
- Chrome 5+
- Firefox 3x
- Opera 10+

Internet Explorer 6 is not supported in the CMS, although some sections might work, nothing is guaranteed.

#### *Flash Player*

For managing photo essays and uploading images in the CMS, Flash player version 9+ is required. In most cases most browsers are already equipped with flash player and this should not be a problem. If the CMS detects that flash is not installed, it will automatically prompt you to install the latest flash player from Adobe.

#### *Sessions and Cookies*

To login into the CMS cookies should be enabled in your browser. In most cases they are enabled on all browsers.

When logged in, the system has an inbuilt security feature that automatically logs you out after twenty minutes if there's no activity in the CMS. This makes sure that no one is left logged in for long periods and to protect against users forgetting to log out of their machines

### Logging in

When you open the link highlighted above, you are taken to the login page which looks like the image below. If the CMS detects that you are already logged in, it automatically redirects you to the CMS' home page.



Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

MCA Namibia Website Admin Panel

User Name

Password

Café boompick

Type the two words:

reCAPTCHA™ stop spam. read books.

Login

CMS Designed and Developed for MCA Namibia

You are logged in as CMS Feedback Manage Photo Essays Logout Close

Image: Login Screen

Enter your username and password and enter the verification code as indicated. If you cant see whats written on the image click on the refresh icon and a new one is generated. Although this image verification might seem like an irritation, it is required to maintain integrity and security of the CMS and block automated brute force attacks on the login page.

### Successful Login

Successful login will result in you being redirected to the home page page giving you access to the section to which you have rights.

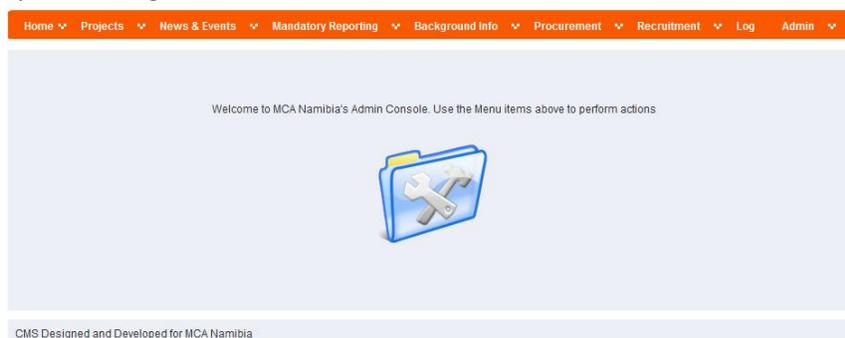


Image: CMS Home Page after login



## CMS Basics

There are some components in the CMS that work the same across the different sections. This includes the main drop down menu, the submenus, the advanced text editor and the file manager. These will be explained later in the manual.

### Main Components

Main Menu

Sub-menu, depend on current page

Page Heading

List Headings

List content items

Floating CMS footer

Action icons

Project Name	Funding Amount	Actions
<b>Agriculture</b>	\$45 million	[Action icons]
Activity	Land Access and Management	[Action icons]
	Sub-Activity 1: Communal Land Support	[Action icons]
	Sub-Activity 2: Community-Based Rangeland and Livestock Management (CBRLM)	[Action icons]
	Sub-Activity 3: Environmental & Social Assessment	[Action icons]
Activity	Livestock Support	[Action icons]
	Sub-Activity 1: Veterinary Infrastructure Support	[Action icons]
	Sub-Activity 2: Livestock Traceability System	[Action icons]
	Sub-Activity 3: Livestock Market Efficiency Fund	[Action icons]
	Sub-Activity 4: Environmental Assessment	[Action icons]
Activity	Indigenous Natural Products Development	[Action icons]
	Sub-Activity 1: PPO Capacity Building	[Action icons]
	Sub-Activity 2: INP Innovation Facility	[Action icons]
	Sub-Activity 3: Market Information Delivery	[Action icons]
	Sub-Activity 4: Environment Impact/ Gender Assessment1	[Action icons]
<b>Education</b>	\$45 million	[Action icons]
Activity	Improving the quality of general education	[Action icons]
Activity	Improving access to and management of textbooks	[Action icons]

### Main Menu

This menu does not change on every page on the CMS. It contains a drop down menu containing all the important first and second level navigation links.

### Sub Menu

These menu items are placed here to immediately show what's possible within that section. This sub-menu is dependent on the section selected. Every section has a different sub-menu. Clicking on these menu options is the same as clicking on the options on the main drop down menu.

### Page Heading

This shows the heading of the current page highlighting what is contained on that page.



### *List Headings*

Depending on the page selected, this list headings show what data will be displayed in the list directly below this headings.

### *List Content Items*

This is the actual data which in most cases will be displayed in list format. This can be a list of projects, or list of posting or list of news items etc.

### *Floating CMS Footer*

This floating footer contains those options that are usually used more often.

### *Action Icons*

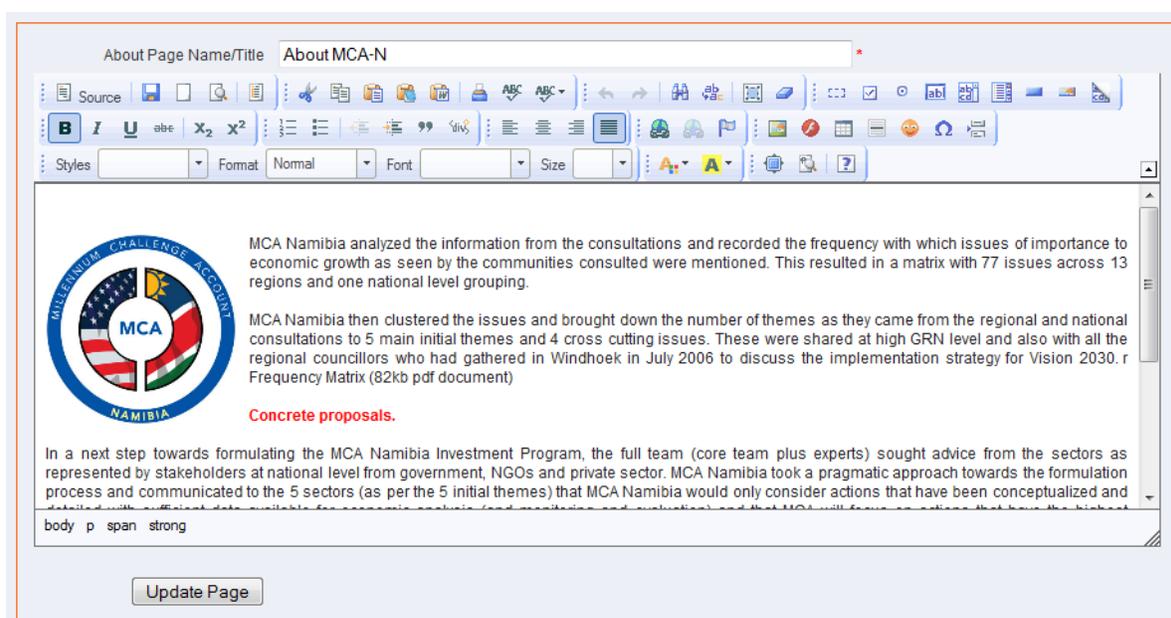
Action icons are buttons that allow a user to perform certain actions on list items. These actions include editing, add items, delete or preview. Action to be performed depends on item selected

## TEXT EDITOR AND FILE MANAGER

The CMS where necessary makes use of a rich and full featured text editor which allows advanced text editing and file management including uploading of files and linking them automatically. This editor will be used across the website and the functions do not change. It has a simple to use interface which most users will easily recognise and be free to use.

### Text Editor

The text editor looks something like this, with text and images already inserted inline:



Its comprised of icons and controls for formatting text together with a large text box space where you type in your text. It has the ability to embed pictures and other media types inline. You can also configure and setup links on selected text. You can also use the paste function to paste information from other documents to the text box.

The editor also comes with a spell checker (third party hosted service) which works the same way as the popular spell check functionality provided by MS Word.

### Text Editing and Formatting

To edit text to appear as required, type in the text and use the wide array of formatting tools available from changing colour to changing font size and font type. You can also use the justify buttons to align your text either left or right.



### Paste

The paste buttons behave differently depending on browser being used. On Internet Explorer, clicking on any of the 3 paste buttons will immediately paste the copied content into the text editing area.

Clicking these same buttons on any other browser will produce a popup window into which you are supposed to paste your content into first and then press ok, after which the content is then placed in the text editing area. This is caused by the default security restrictions of the browsers themselves.

The simplest and easiest way to paste anything into the text editing area that works the same across all browsers is to use the universal pasting shortcut key combination which is to press Control + V.

### Numbered and Bulleted Lists

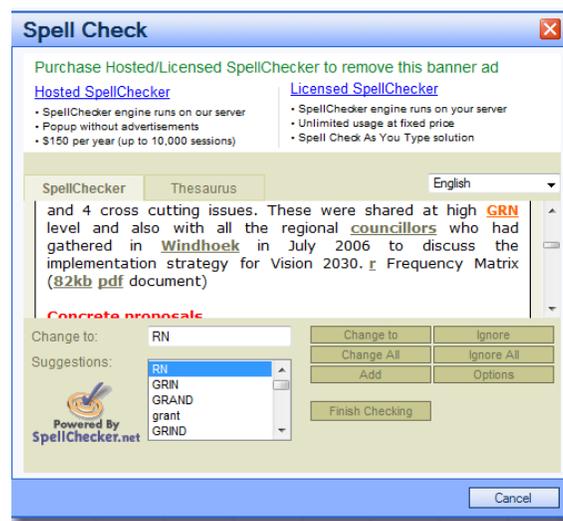
Type in your list, select the list and click on the numbered list icon or the bullet list icon and the text is automatically converted to a list.

### Indenting Text

Unlike Ms Word where you can use the tab key to indent text, this editor uses the indent icons to indent text. Select the text to be indented and click the icon.

### Spell Check

The text editor also comes with a helper Spell checker which runs off a third party service free of charge. The only thing noticeable about this is the advert that is displayed on top of the spell check dialog box.





### *Visual Link Anchors*

Insert page "anchors", so other pages (or even the same page) can link to them, positioning the reader in the right place. These anchors are visible while editing, making their management easy and intuitive.

### *Maximize*

When dealing with long texts or even images and tables, the more you see the better. With a single click the text editor is "maximized", filling the entire space available in the page. Another click and it returns back to its original size.

### *Visible Blocks*

For those who want to have full control over the structure of their text, the "Show Blocks" feature comes to help. It's a visual tool which outlines every single block of text, making it easy to control the semantics and the quality of the edited contents.

### *Resizable*

Sometimes we just need a bit more space to have a better typing experience. The text editor can be easily resized by simply dragging operation, making it possible to have the perfect fit. That's usability at the power of users' fingers.

### *Find and Replace*

Finding words in the text is simple and effective with the text editor. Even words with mixed styling (like half bold and half italics) are properly caught. Replacing words is also as easy, including massive replacement operations.

### *Easy Tables*

There is no better way to explain and demonstrate data information than using tables. With the text editor users can create tables that play well with accessibility, as well as design them to better present their contents.

## **Images and the File Manager**

The text editor has an inbuilt tool that makes loading images and other media very easy. This means images can be loaded inline in the editor. Links can also be created by using loaded content. It also comes with a file manager which gives you access to all uploaded files from where you can choose to select files for linking in other text.

### *Inserting Images*

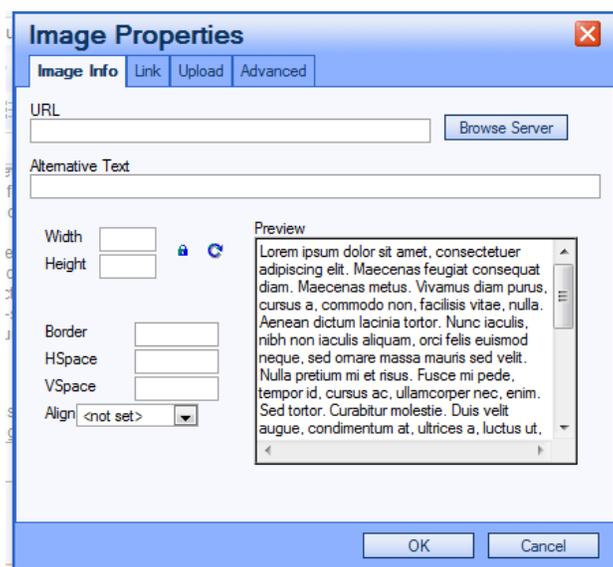
To insert an image, click on insert image icon . A dialog comes up from which you will define the properties for the images you want to insert into the content area.

There are two options you can use when inserting an image.

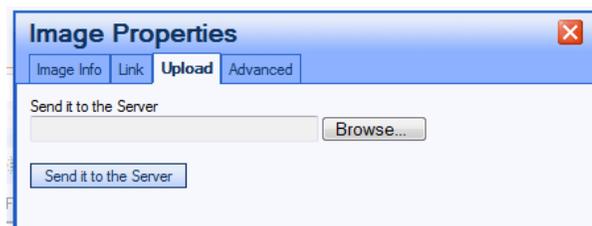
- Inserting an image from your computer
- Inserting an image from the file manager

### Inserting an image from your computer

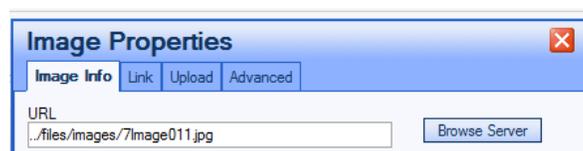
This option is used when you have a picture on your computer that you need to upload onto the site and have it appear in your article. Click on the image icon.



Since we want to upload an image select the upload tab

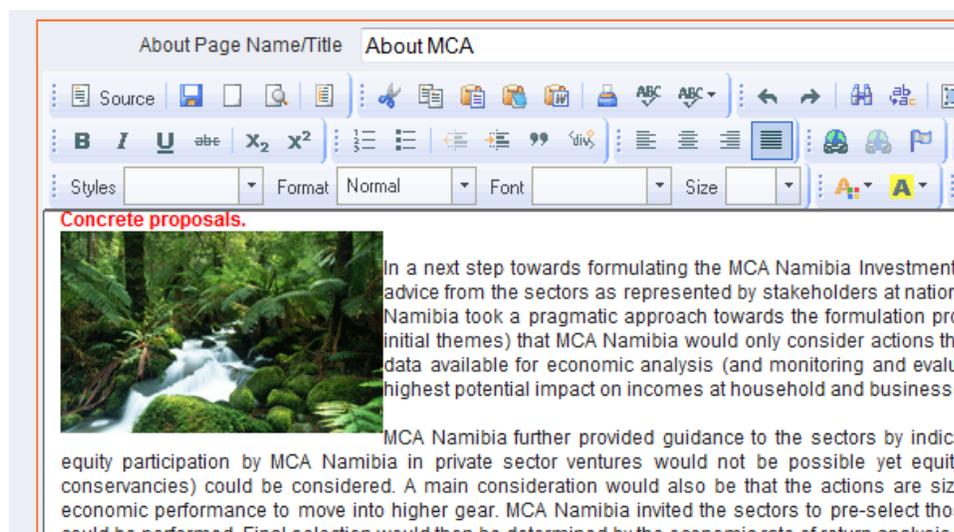


Click Browse and select the image from your computer and click on Send it to Server. The upload process begins and on completion it changes back to the first tab marked Image Info with the URL automatically filled in.

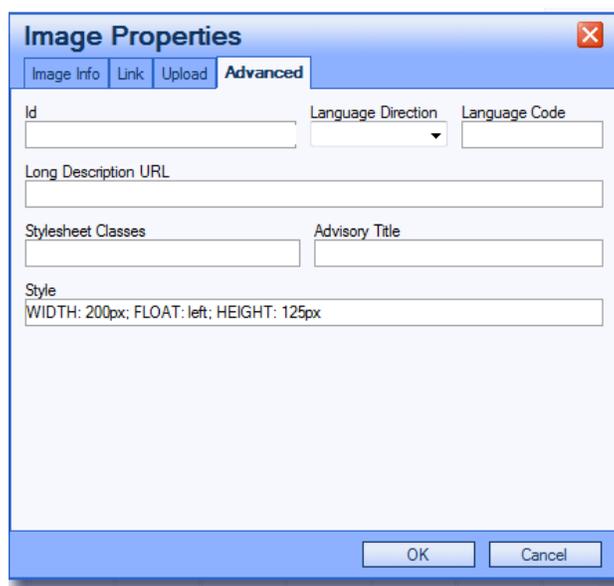


At this stage the image has been uploaded and ready to be placed in the text area. If the image is large (check the text boxes with width and height), change the width value to something smaller, the height is automatically adjusted. A value of between 400px and 600px is advisable.

Use the Align option to align your image either left or right of the text. Choose alignment and click on ok to insert image. After inserting a left aligned image with a width of 200px, this is the end result:

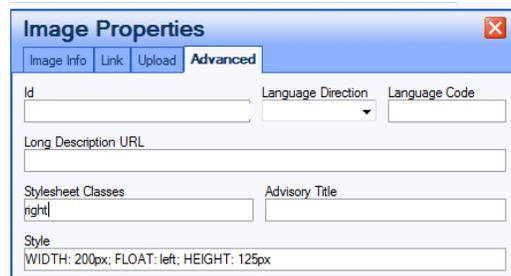


As you can see, despite aligning the text left, there is not gap between the text and the image. This can be correct by right clicking the image and selecting image properties, from which you are taken back to the image properties dialog box. To leave the gap (either to the right or left), click on the advanced tab:





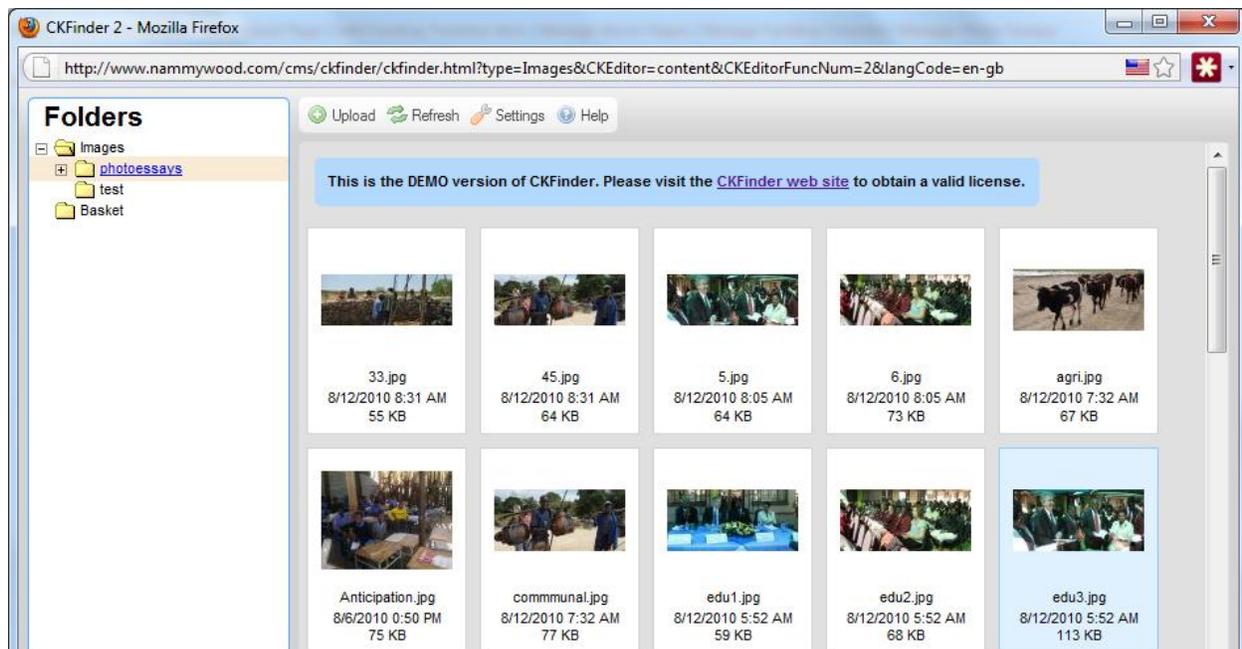
In the text box written Style sheet Classes, type in either right or left or both with space in between. Typing in right leaves a 10px gap between the text and the picture and typing left leaves a 10px gap between the text and the picture.



Press ok to apply the change.

### Inserting an image from the file manager

You can insert an already uploaded image into your text area. To do this click on the same image icon and the image properties dialog box will appear. Click on Browse Server to view the files that have been loaded into the media repository so you can select your image.



Note: The demo message will not appear on the final version of the website

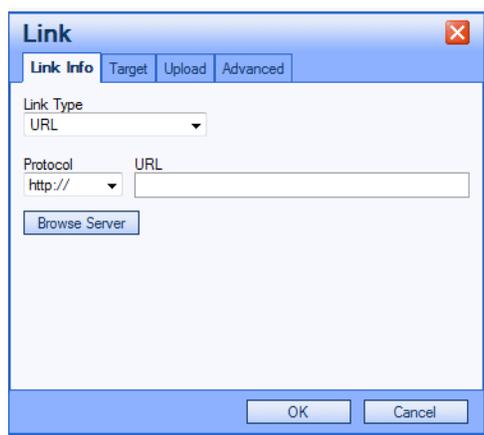
Double click your image to select and insert into document. After selecting the images, the instructions above for applying a gap and aligning the image also apply.

## Inserting links

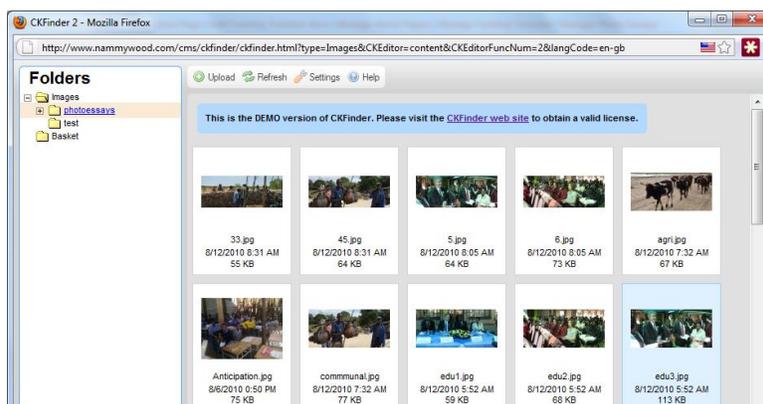
Inserting links in content can be in three forms. The first one is inserting a link to an already existing document or file in the media repository or inserting a normal link pointing to another resource on the internet and inserting a link to a file on you desktop which will be uploaded first.

### *Link an existing item in Media repository*

To insert a link, first type in the link text for example Click here to download document. Select the text and click on the link icon.



On the dialog box that comes, select Browser server and a browse window appears.



Double click the file you wish to link and this file is automatically inserted as the url in the Link properties dialog box. Click on Ok to finish link creation.

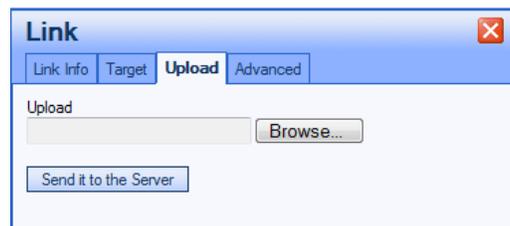


### *Inserting a link to another resource on the internet*

Inserting this type of link is even easier. Copy your link location from where you want the link to point to. Type in your link text and click on the Link icon. In the link dialog box, paste the copied link into the URL field and click ok to finalise the link creation.

### Creating a link to a file on your computer

Type in your link text and select it. Click on the link icon and on the link dialog box that comes out, select the upload tab. From this tab select browse and choose your file.



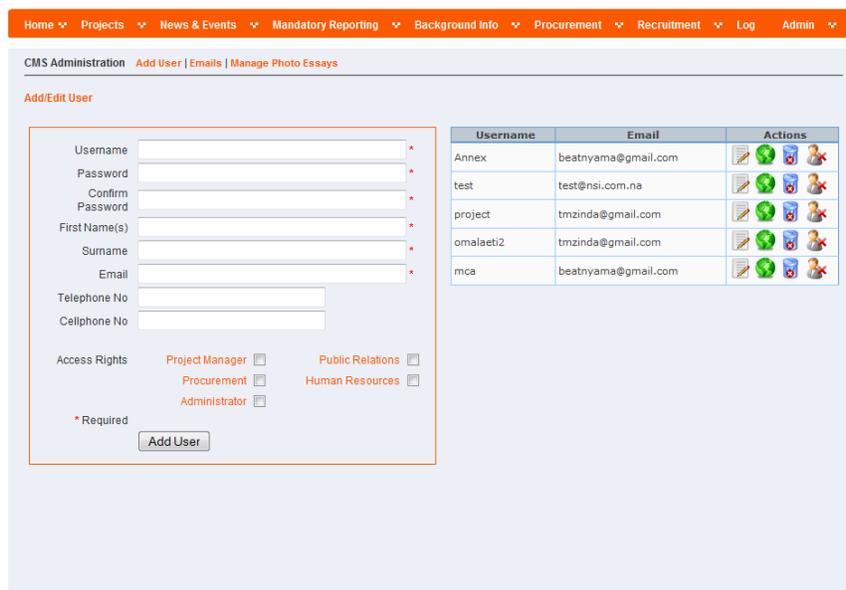
Click send it to server to automatically upload the file and insert the link of the file. Click on ok to complete the link creation.

## WEB ADMINISTRATION

This function of the CMS requires administrator rights, which are only reserved for the webmaster. This right gives you full access to the website's CMS.

### User Management

Using this function the administrator is able to create additional user accounts for logging in into the CMS. When selected, this option produces this page:



Username	Email	Actions
Annex	beatnyama@gmail.com	[Edit] [Deactivate] [Activate] [Delete]
test	test@nsi.com.na	[Edit] [Deactivate] [Activate] [Delete]
project	tmzinda@gmail.com	[Edit] [Deactivate] [Activate] [Delete]
omalaeti2	tmzinda@gmail.com	[Edit] [Deactivate] [Activate] [Delete]
mca	beatnyama@gmail.com	[Edit] [Deactivate] [Activate] [Delete]

Image: User Management

### Add User

To add a user the administrator has to fill in the details for the user including rights. If no rights are specified, the add user request fails and a message is displayed. When all required fields are entered, the user is added with the status of account set to disabled.

### Activate/Deactivate a User account

When an account is created in the CMS is created with a status of disabled. This can be changed by the administrator by clicking on the activate or deactivate icons.

Username	Email	Actions
Annex	beatnyama@gmail.com	[Edit] [Deactivate] [Activate] [Delete]
test	test@nsi.com.na	[Edit] [Deactivate] [Activate] [Delete]
project	tmzinda@gmail.com	[Edit] [Deactivate] [Activate] [Delete]
omalaeti2	tmzinda@gmail.com	[Edit] [Deactivate] [Activate] [Delete]
mca	beatnyama@gmail.com	[Edit] [Deactivate] [Activate] [Delete]

The last icon denotes the activate option, click on it to perform required action. User icon with red x means the account is active, clicking on it deactivates the account. The account is only deactivated but remains in the system. However an account in this state cannot be used to log in.

### Edit User Details

An administrator can also modify the details of a user. By clicking on the edit icon . The details for the user loaded in the text boxes where they can be modified. Enter the new details and click on Add/Update User.

If no password change is required, leave the password fields blank. If administrator is setting a new password for the user, just enter the new password in the two textboxes and click on update user.

### Delete User

This option permanently delete a user account from the system and is not reversible. Confirmation is required first before the system actually deletes the user.

## Email Management

The web administrator has a tool in the CMS that allows him to communicate certain events, activities or website/cms related news to users of the CMS and the website.

He has the ability to address all users (CMS and website), or CMS users only or website users only. To view this email management page, select Email Management and the following screen appears:

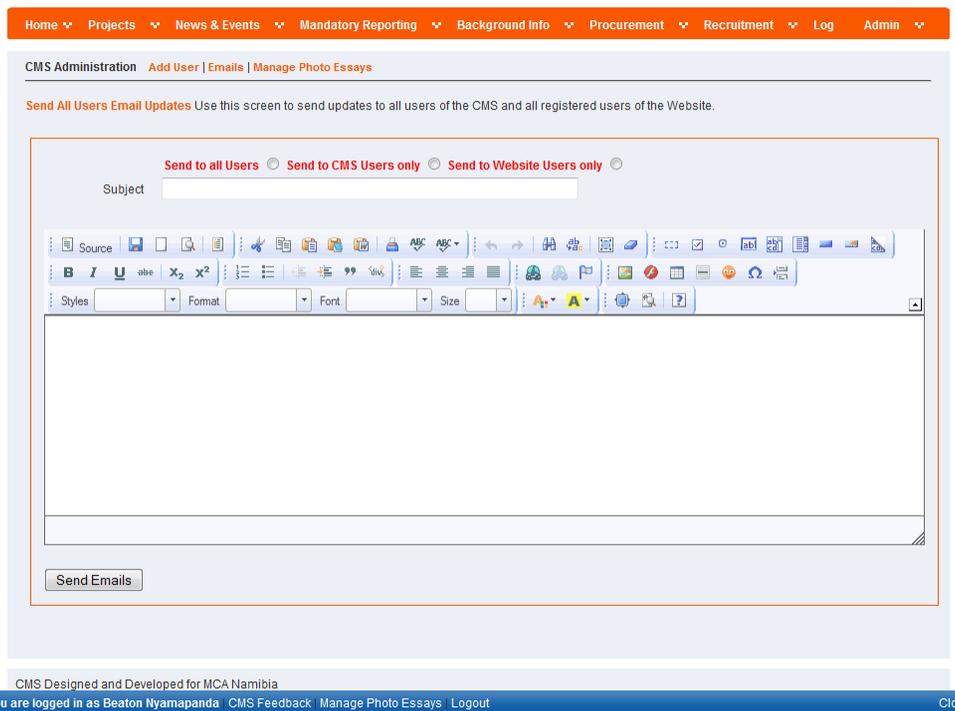


Image: Email Management



Type in your subject, message and select to whom the email is going out to and click on send email and the emails will be automatically sent.



## PROJECTS

The CMS also has a dedicated section for managing projects on the MCA website. This is only available to users with Project Manager rights. It is from this section that a user is able to add/modify information for MCA projects, activities and subactivities, add/modify project postings, basically news items relating to project activities and subactivities.

Although projects, activities and subactivities will be preloaded in the CMs, the project manager will have full control over what appears in these projects. Although not advisable the system also has a function to delete projects, add new projects, delete activities and subactivities.

### The Interface

The screenshot displays the 'Projects List' interface. At the top, there is a navigation bar with links: Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below the navigation bar, there are links: Visit the Projects, Add Project, Manage Projects, Manage Activity Postings, and Manage Photo Essays. The main content area shows a table of projects and their associated activities and sub-activities. The table has columns for Project Name, Funding Amount, and Actions. The first project is 'Agriculture' with a funding amount of '\$45 million'. It has several activities listed, including 'Land Access and Management', 'Livestock Support', and 'Indigenous Natural Products Development'. Each activity has its own set of sub-activities. For example, 'Livestock Support' has sub-activities like 'Veterinary Infrastructure Support', 'Livestock Traceability System', 'Livestock Market Efficiency Fund', and 'Environmental Assessment'. The 'Education' project also has sub-activities like 'Improving the quality of general education' and 'Improving access to and management of textbooks'. The 'Actions' column for each row contains icons for adding, editing, deleting, and other actions. Blue arrows point to the 'Project Name' column, the 'Activities with their associated sub-activities' section, and the 'Add Activity' and 'Add Sub-Activity' buttons.

Project Name	Funding Amount	Actions
<b>Agriculture</b>	\$45 million	[Add] [Edit] [Delete] [Refresh]
Activity: Land Access and Management		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 1: Communal Land Support		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 2: Community-Based Rangeland and Livestock Management (CBRLM)		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 3: Environmental & Social Assessment		[Add] [Edit] [Delete] [Refresh]
Activity: Livestock Support		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 1: Veterinary Infrastructure Support		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 2: Livestock Traceability System		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 3: Livestock Market Efficiency Fund		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 4: Environmental Assessment		[Add] [Edit] [Delete] [Refresh]
Activity: Indigenous Natural Products Development		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 1: PPO Capacity Building		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 2: INP Innovation Facility		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 3: Market Information Delivery		[Add] [Edit] [Delete] [Refresh]
Sub-Activity 4: Environment Impact/ Gender Assessment1		[Add] [Edit] [Delete] [Refresh]
<b>Education</b>	\$45 million	[Add] [Edit] [Delete] [Refresh]
Activity: Improving the quality of general education		[Add] [Edit] [Delete] [Refresh]
Activity: Improving access to and management of textbooks		[Add] [Edit] [Delete] [Refresh]

Project Name

Activities with their associated sub-activities

Add Activity

Add Sub-Activity

The interface is straightforward with a hierarchy that follows this structure:

Project -> Activity -> Sub-activities



## Projects

### Add a Project

Although it's highly unlikely that a new project will be added in the system, the function to add a new project is available by clicking on the Add Project Link. When selected the following Screen appears:

The screenshot shows a web application interface for adding a project. At the top is an orange navigation bar with links: Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below this is a breadcrumb trail: Visit the Projects > Add Project | Manage Projects | Manage Activity Postings | Manage Photo Essays. The main content area is titled 'Add/Edit Project' and contains the following form fields:

- Project Name: A text input field with a red asterisk indicating it is required.
- Starting Date: A date picker set to August 18, 2010, with a red asterisk.
- Funding Amount: A text input field.
- Targeted Impact: A text input field.
- Gantt Chart: A text input field with a 'Browse...' button and a red asterisk.

Below the Gantt Chart field is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The editor's status bar shows 'body p'. At the bottom of the form is an 'Add Project' button. The footer of the page is a blue bar with the text: 'You are logged in as Beaton Nyamapanda | CMS Feedback | Manage Photo Essays | Logout' and a 'Close' button on the right.

### Image: Add Project

Fill in the fields as highlighted by the form and click add project. If no errors are found in your data the project is added. To use the text editor correctly refer to notes under Text editor and File Manager.

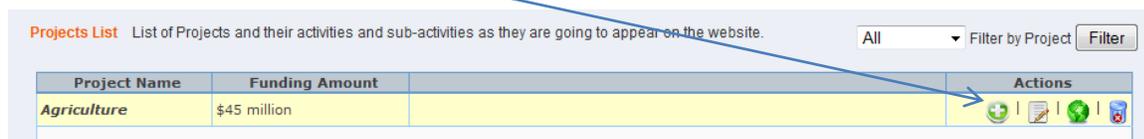
### Editing a Project

To edit a project, select the edit icon next to the project and you are taken to the edit project page. Modify your information and click update project and your information is updated.

## Activities

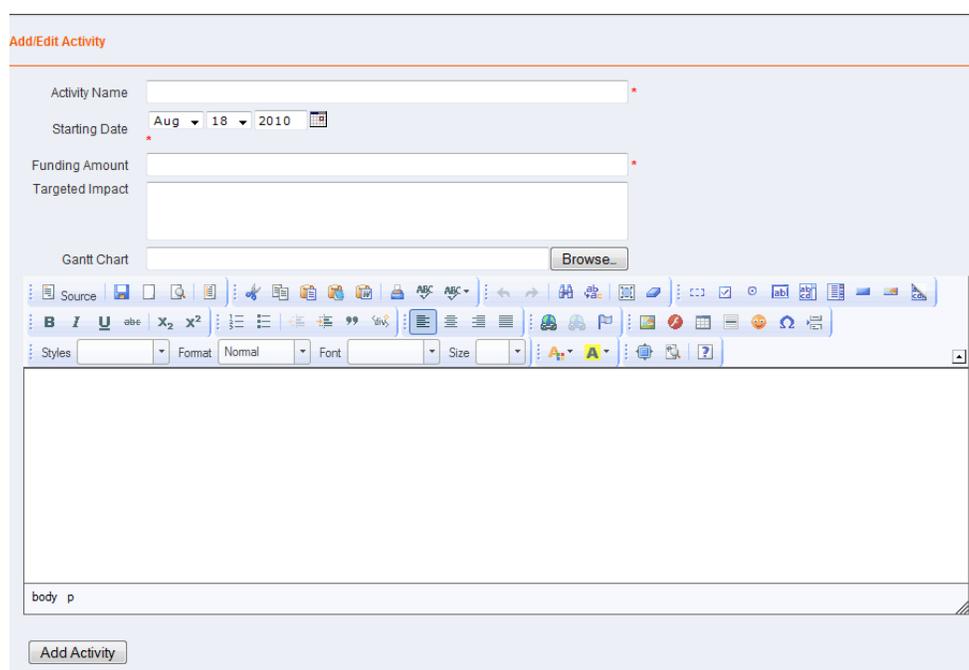
### Add Activity

An activity can be added only if a project exists. This is because every activity is linked to a project. To add a new activity, click on the add icon under the relevant project on the Manage Projects Page.



Project Name	Funding Amount	Actions
Agriculture	\$45 million	  

You are immediately taken to the add activity page which automatically fills in the project information for you.



**Add/Edit Activity**

Activity Name

Starting Date Aug 18 2010

Funding Amount

Targeted Impact

Gantt Chart

Enter all requested information and click Add activity. The activity is immediately created.

### Edit Activity

To edit an activity, click the edit icon under the activity and you will be taken to the edit page. Modify your information as requested and click update activity upon which the activity is updated.

### Delete Activity

Use this option when absolutely necessary otherwise just use the edit option as highlighted above. Click on the delete icon under the activity in question. A confirmation box should pop up. Click yes and the activity is immediately deleted. This action is permanent and cannot be undone.



## Sub activities

### *Add Sub-activity*

Sub activities can be added under a specific Activity. Click on the add icon under a specific activity. This means the sub activity being added falls under the selected activity. An add sub activity page is displayed, with the project name and activity name automatically filled in:

A screenshot of a web application interface for adding or editing sub-activities. The page has a navigation menu at the top with items like Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below the menu, there are breadcrumb links: Visit the Projects, Add Project, Manage Projects, Manage Activity Postings, and Manage Photo Essays. The main heading is 'Add/Edit Sub-Activity'. The form contains the following fields: 'Project Name' with the value 'Agriculture', 'Activity Name' with the value 'Land Access and Management', and 'Sub-Activity Name' which is an empty text input field. Below these is a 'SubActivity Content' field with a rich text editor toolbar. The toolbar includes options for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, and help. The content area below the toolbar is currently empty.

Enter the sub activity name and type in/paste the required information and click on add sub activity to complete operation.

### *Edit and Delete*

To edit a sub activity use the edit icon to re-open the sub activity and modify information. Where necessary you can use the delete icon under the sub activity to delete it permanently from the CMS.

## Project Posting

These are news event and actions happening in Projects. Project managers have the ability manage their own project postings. When selected the list of postings is grouped by project and by activity.

### *Add Project Posting*

To add a project posting, select under which activity the posting falls and select the appropriate add posting link. You are then taken to the add project posting page where the activity information is automatically preloaded for you.





## NEWS AND EVENTS

This section requires Public Relations rights to access. Main purpose of this section is to allow the management of the news articles, events and press releases that appear on the MCA website. Main actions involve upload press releases and adding news articles of activities happening within MCA Namibia.

Clicking on the news and event link will take you to a list of loaded news articles. You can use the second level navigation menu to select other options.

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

News and Events [Add Article](#) | [Add Event](#) | [Manage News Items](#) | [Manage Events](#) | [Automated Events Management](#) | [Manage Photo Essays](#)

News List List of News Articles(Announcements) and Press Releases

Publish Date	Announcement Title	Actions
2010 07 26	MCA-N Data Collection Plan	
2010 07 19	MCA Communal Land Support (CLS) Sub Activity launched	
2010 07 12	MCA-N/ NTF Media Release	
2010 07 08	Texbook Reports	
2010 07 02	MCA-N/NRI signs contract	
2010 06 04	Textbooks Distribution	
2010 06 03	Farmers urged to irrigate crops	
2010 06 01	MCA-N approves Gender and Social Integration Strategy	
2010 05 31	MCA-N launches Agricultural Grants	

## Articles

### Add Article

To add an article, click on the Add Article link and the add article page is displayed.

Add/Edit News Article/Announcement

Type  \* Active  Yes  No

Publish Date Aug 18 2010 Expiry Date Aug 18 2010

Title

Select File (If Press Release)

body p



- Select type of article, Announcement or Press Release.
- Select your desired publish and expiry dates.
- Type in the title
- If you have selected the type as press release, click browse to attach the press release document
- In the text editing area type in or paste your document content. Use the insert image functions described above to insert images and links in your article. Click ad article when all information has been selected. If no errors are generated, your article is added and you are taken back to the list of article which is sorted by publish date.

### *Editing and Deleting*

To edit an article, select the edit icon for the article and you will be taken to the edit article page from where you can modify your article details.

To delete article, select the delete icon for the item to be deleted and after confirmation the article is deleted.

## **Events**

### *Add Event*

To add an event, click on the add event link and the create event page will open.

The screenshot shows a web application interface for adding or editing an event. The top navigation bar includes links for Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below this, a breadcrumb trail shows 'News and Events > Add Article | Add Event | Manage News Items | Manage Events | Automated Events Management | Manage Photo Essays'. The main form is titled 'Add/Edit Event' and contains the following fields and options:

- Event Name:** A text input field with an asterisk indicating it is required.
- Event Date:** A date picker set to 'Aug 18, 2010'.
- Time:** A text input field with an asterisk.
- Location/Venue:** A text input field with an asterisk.
- Active:** Radio buttons for 'Yes' and 'No'.
- Require Registration:** Radio buttons for 'Yes' and 'No'.
- Mandatory Postings Flag:** A checked checkbox.
- Home Page Flag:** A checked checkbox.

Below the form fields is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering the event content. At the bottom of the form is an 'Add Event' button.

- Type in Event Name
- Select Event Date
- Select Time
- Type in Venue/Location



- Type in other important information for the event in the text editing area, including images, files etc required for users to view or download.
- If the event requires automated event registration select the option Require Registration.

### Editing and Deleting

To edit an event, select the edit icon for the event and you will be taken to the edit event page from where you can modify your event details.

To delete event, select the delete icon for the item to be deleted and after confirmation the event is deleted.

### Automated Event registration

This function allows the Public Relations staff to see the people who have registered for a specific event and use their details for either contacting them directly or sending them updates on the event.

To access this function, click on Automated Event registration and the following screen will be displayed which shows all the events that have the registration flag set.

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

News and Events [Add Article](#) | [Add Event](#) | [Manage News Items](#) | [Manage Events](#) | [Automated Events Management](#) | [Manage Photo Essays](#)

**Event Registration List** List of events that have the Require Registration Flag set

Event Date	Event Name	Event Time	Location	Actions
2010 08 16	Agriculture Workshop	12:00	Oshakati Hotel, Oshakati	
2010 06 20	Update Meeting	16:00	Kalahari Sands	

To view people who have registered for a specific event, select the first icon [view registrants] and another page opens showing the events details together with the list of people who have registered for that event.

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

News and Events [Add Article](#) | [Add Event](#) | [Manage News Items](#) | [Manage Events](#) | [Automated Events Management](#) | [Manage Photo Essays](#)

**Event Registration List**

Event Name	Agriculture Workshop
Event Date	20100816
Event Time	12:00
Location	Oshakati Hotel, Oshakati
Edit Article	<a href="#">Click here to Edit this Event</a>

List of Registered Participants

Email Address	Name and Surname	Telephone	Cell No	Company Name
beatnyama@gmail.com	Beaton Nyamapanda	264813699270	0813699270	Omalaeti Technologies



## MANDATORY REPORTING

Mandatory reporting will mainly be used to update the public on MCA Namibia internal activities. This will mostly be in the form of reports, minutes of meetings, board resolutions etc. Public Relations rights are required to access this section.

### Compliance Score Cards

Clicking the Mandatory reporting link will take you to the list of loaded compliance score cards.

The screenshot shows a web interface with a navigation menu at the top: Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, Admin. Below the menu is a breadcrumb trail: Mandatory Reporting > Add Compliance Score Card > Add Postings Feed > Manage Compliance Score Cards > Manage Postings Feeds > Manage Photo Essays. The main content area is titled "Compliance Score Cards List" and contains a table of score cards ordered by year.

Score Year	Area	Preview	Actions
2009	Ruling Justly	<a href="#">Click to see Preview</a>	
2009	Investing in People	<a href="#">Click to see Preview</a>	
2009	Economic Freedom	<a href="#">Click to see Preview</a>	
2008	Ruling Justly	<a href="#">Click to see Preview</a>	
2008	Investing in People	<a href="#">Click to see Preview</a>	
2008	Economic Freedom	<a href="#">Click to see Preview</a>	
2007	Ruling Justly	<a href="#">Click to see Preview</a>	
2007	Investing in People	<a href="#">Click to see Preview</a>	
2007	Economic Freedom	<a href="#">Click to see Preview</a>	
2006	Ruling Justly	<a href="#">Click to see Preview</a>	
2006	Investing in People	<a href="#">Click to see Preview</a>	
2006	Economic Freedom	<a href="#">Click to see Preview</a>	

### Add Scorecard

To add a new compliance score card, click on the Add Compliance Score card link and the following page will be displayed:

The screenshot shows the "Add/Edit Project" form. It includes a navigation menu at the top: Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, Admin. Below the menu is a breadcrumb trail: Mandatory Reporting > Add Compliance Score Card > Add Postings Feed > Manage Compliance Score Cards > Manage Postings Feeds > Manage Photo Essays. The form is titled "Add/Edit Project" and contains the following fields:

- Score Card Year:
- Area:
- Select Image:  [Browse...](#)
- Active:  Yes  No
- A rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion.
- An "Add Scorecard" button at the bottom.



Scorecards on the website will be displayed graphically in the form of image charts. This means the image to be uploaded needs to be the correct size otherwise it won't appear correctly.

- Select the year for which the score card is for.
- Select the area of the score card
- Click browse to select the image which is the scorecard
- Type in supporting text for the image.
- Click add scorecard to begin the upload and saving of the score card.
- On successful upload, you are taken back to the list of scorecards.

### *Edit/Delete*

To edit or delete scorecards use the Manage Compliance scorecards. Use the edit icon to edit a scorecard and use the delete icon to delete a scorecard permanently.

## **Mandatory Postings**

Mandatory posting are news article related to MCA's mandatory reporting. They will be displayed on the Mandatory Reporting page on the website.

### Add Posting

To add a new mandatory reporting post, click on add postings feed.

The screenshot shows a web interface for adding or editing a mandatory reporting posting. At the top, there is a navigation menu with items like Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below the menu, there are breadcrumb links: Mandatory Reporting > Add Compliance Score Card > Add Postings Feed > Manage Compliance Score Cards > Manage Postings Feeds > Manage Photo Essays. The main heading is 'Add/Edit Mandatory Reporting Posting'. The form contains several input fields: 'Title', 'Type', 'Publish Date' (set to Aug 18 2010), 'Expiry Date' (set to Aug 18 2010), 'Active' (radio buttons for Yes and No), 'Mandatory Postings Flag' (checkbox checked), and 'Home Page Flag' (checkbox checked). A rich text editor is provided for entering the posting content, with a toolbar containing various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert. At the bottom of the form is an 'Add Posting' button.

- Type in the title of the posting
- Type in the Type for the posting eg Audit Reports and reports/ evaluations by external reviewers
- Select Publish and expiry date
- Type in/paste your content in the text editing area.
- Click on add posting to complete the add



*Edit/Delete*

To edit or delete postings use the Manage Postings link. Use the edit icon to edit a psoting and use the delete icon to delete a posting permanently.



## BACKGROUND INFORMATION

This section allows users to modify information that will appear under About Us on the website.

The screenshot shows the CMS interface for Background Information. The navigation bar includes Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. The main content area has a breadcrumb trail: Background Information > Add About Page | Add Funding Timeline Item | Manage About Pages | Manage Funding Timeline | Manage Photo Essays. Below this is a heading "About Pages" with a sub-heading "List of Main Pages on the About Us Section". A table lists the sections and their sub-pages, each with a set of action icons (add, edit, delete, preview).

Section	Actions
<b>About MCA-N</b>	[Add] [Edit] [Delete] [Preview]
Sub-Page Eligibility	[Edit] [Delete] [Preview]
Sub-Page Governance	[Edit] [Delete] [Preview]
Sub-Page MCA Team	[Edit] [Delete] [Preview]
Sub-Page Core team	[Edit] [Delete] [Preview]
<b>About MCC</b>	[Add] [Edit] [Delete] [Preview]
Sub-Page Board of Directors	[Edit] [Delete] [Preview]
<b>About Namibia</b>	[Add] [Edit] [Delete] [Preview]
Sub-Page People	[Edit] [Delete] [Preview]

### Manage About Pages

The CMS comes with 3 preloaded about Pages, About MCA Namibia, About MCC and About Namibia. Under these pages you can add any number of sub-pages containing any information you feel is required to explain MCA's story.

Use the edit icon to edit an existing about page or subpage. Click on the browse button to preview an about page.

### Adding a New About Page

If a new section needs to be added, click on Add About Page link where you will be taken to the add about page:

The screenshot shows the "Add/Edit Main Page" form in the CMS. It features a navigation bar with Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. The main content area has a breadcrumb trail: Background Information > Add About Page | Add Funding Timeline Item | Manage About Pages | Manage Funding Timeline | Manage Photo Essays. Below this is a heading "Add/Edit Main Page". The form includes a text input field for "About Page Name/Title", a rich text editor toolbar with various icons, and a large text area for content. At the bottom of the form is an "Add Page" button.



Type in the name of the page and the page content in the text editing area and click on Add Page to add page. On completion you are taken back to the pages list from where you can add sub pages under this about page.

### Manage funding Timeline

This function allows a user to add funding timeline items as they occur at MCA. Selecting this link will take you to a page which contains a list of existing timeline items.

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

Background Information [Add About Page](#) | [Add Funding Timeline Item](#) | [Manage About Pages](#) | [Manage Funding Timeline](#) | [Manage Photo Essays](#)

About Pages List of Main Pages on the About Us Section

Type	Title	Timing	Actions
Task	Completion of Website Phase 2	August 2010	
Milestone	Establishment of the formal structures to guide Programme development	November 2005 - April 2006	
Task	Namibia becomes eligible for MCC funding .	November 2005	

To add a new funding timeline item, click on add funding timeline link and a page like this will be displayed:

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

Background Information [Add About Page](#) | [Add Funding Timeline Item](#) | [Manage About Pages](#) | [Manage Funding Timeline](#) | [Manage Photo Essays](#)

Add/Edit Funding Timeline Item

Type

Title

Timing

Milestone/Task Date

Active  Yes  No

Mandatory Posting Flag

body p

- Select type, Milestone or Task
- Type in Title
- Enter the timing, eg November 2005 - April 2006 or August 2010
- Select the beginning of the milestone/task date. This will be used for sorting purposes.
- Enter the content text in the text editing area.



- Click add funding time line item



# PROCUREMENT

The procurement section in the CMS shall be used to manage all aspects of the Procurement function on the MCA website. Procurement rights are required to access this function.

## General Procurement Notices

When opened the procurement function displays the current general procurement notice together with the loaded procurements. It is from this page that you can manage the procurements that are contained in the GPN document.

The GPN page looks like this:

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

Procurement [Procurement Page Content](#) | [Manage GPNs & Procurements](#) | [Manage SPNs](#) | [Manage Notice of Awards](#) | [Procurement Postings](#)

Procurements [List of Procurement Opportunities](#) [\[Add New GPN\]](#) | [\[View Current GPN Only\]](#)

General Procurement Notice		Start Date	End Date	Actions	
GENERAL PROCUREMENT NOTICE NO. 4 FOR THE PERIOD 1 MAY 2010 TO 31 OCTOBER 2010		2010 - 05 - 01	2010 - 10 - 31		
<b>Project - Education Project (US\$145.0 million)</b>					
Proc. Code	Procurement Name	Type	Selection Method	Estimated Date of SPN	
1A01002	Construction General Schools, Package 1.	W	CB	10 July	
1A01003	Construction General Schools, Package 2	W	CB	10 May	
1A01004	Construction General Schools, Package 3	IC/CF	S	10 August	
1A03001	Furniture, laboratory and IT equipment for CoE	NCS	LB	10 May	
1B02001	Design, Costing, EIA and Supervision for COSDECS Package 1	NCS	S	10 May	
1D01002	Construction of RSRC, Package 1	IC	LCS	10 October	
1E01001	Review, Redesign & Support Access to Tertiary Finance	W	FA	10 June	
1F01001	HIV/AIDS Management Strengthening to HAMU	IC	QCBS	10 August	
1G01001	Consultants (multiple awards) to prepare TORs and advise MCA-N on Implementation Policies	NCS	S	10 May - 10 Oct	
<b>Project - Tourism Project (US\$67.0 million).</b>					
Proc. Code	Procurement Name	Type	Selection Method	Estimated Date of SPN	
2A01003	ENP Tourism Carrying Capacity & Investment Promotion Study	CF	QCBS	10 July	
2A02002	Final Design, Costing and Supervision for ENP Infrastructure	CF	QCBS	10 September	
2B03002	Online Marketing Campaign	IC/CF	CQS	10 June	
2C02001	Conservancy Support Programme (Technical support)	IC	QCBS	10 May	
2C02002	Transport Services for 200 Black-Faced Impala to Conservancies	NCS	FA	10 May	

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This page contains items in this order:

GPN -> Project -> Procurement

Under a GPN you can add projects eg Tourism, Agriculture, Admin etc and under these projects you can then add procurements. To add a project under a GPN click on the add button on the GPN row. To add a procurement click on the add button on the project row.



### *Adding a Project*

This defines a project name together with the cost that is apportioned to that project. When selected, it displays the following page:

A screenshot of a web application interface for adding or editing a project description. The page has an orange navigation bar at the top with menu items: Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below the navigation bar, there is a breadcrumb trail: Procurement > Procurement Page Content > Manage GPNs & Procurements > Manage SPNs > Manage Notice of Awards > Procurement Postings. The main heading is 'Add/Edit Project Description (For General Procurement Notice)'. The form area contains a title 'General Procurement Notice GENERAL PROCUREMENT NOTICE NO. 4 FOR THE PERIOD 1 MAY 2010 TO 31 OCTOBER 2010'. Below the title is a 'Project Name' text box and an 'Active' radio button group with options 'Yes' and 'No'. A rich text editor toolbar is visible, including options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Help. Below the toolbar is a large text editing area. At the bottom of the form is a button labeled 'Add GPN Project'.

Enter Project name and any associated text and click add GPN project. On complete, a new project will appear under the GPN.

### *Adding a Procurement*

A procurement is added under an associated project. Click on the add button on the project row, and you are taken to the add procurement page. The GPN title and Project are automatically inserted on the add procurement page.

- Type in procurement Code
- Type in Procurement Name
- Select Procurement Type, if they are multiple, use the text box below the type drop down box
- Select Selection Method
- Type in estimated date
- Type in/Paste details of the procurement in the text editing area
- Click on Add Procurement to add procurement



Procurement [Procurement Page Content](#) | [Manage GPNs & Procurements](#) | [Manage SPNs](#) | [Manage Notice of Awards](#) | [Procurement Postings](#)

**Add/Edit Procurement**

General Procurement Notice: GENERAL PROCUREMENT NOTICE NO. 4 FOR THE PERIOD 1 MAY 2010 TO 31 OCTOBER 2010

GPN Project Name/Title: Education Project (US\$145.0 million)

Procurement Code:  \* Active  Yes  No

Procurement Name:  \*

Procurement Type:  \* Selection Method:  \*

Estimated Date:  \*

CB = Competitive Bidding      LB = Limited Bidding      SIC or CQS = Comparison of Consultants  
 CF = Consulting Firm          LCS = Least Cost Selection      Curriculum Vitae (SIC for Individuals & CQS for firms)  
 DC = Direct Contracting      NCS = Non-Consulting Services      SSS = Single Source  
 G = Goods                      QCBS = Quality & Cost Based Selection      W = Small Works  
 IC = Individual Consultant      S = Shopping

are logged in as Beaton Nyamapanda | [CMS Feedback](#) | [Manage Photo Essays](#) | [Logout](#)

If there are no errors the procurement is loaded and you are taken to the GPN page containing the other procurements.

### Editing/Deleting

To edit or delete either a GPN, project or procurement, use the icons next to the items.

### Manage Specific Procurement Notices

This function allows procurement staff to load SPNs in the CMS and have them displayed in the website. When selected, it display the current list of procurements together with any SPNs that are already loaded.

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

Procurement [Procurement Page Content](#) | [Manage GPNs & Procurements](#) | [Manage SPNs](#) | [Manage Notice of Awards](#) | [Procurement Postings](#)

Procurements [List of Procurement Opportunities](#) Search here

Proc. Code	Procurement Name	Type	Selection Method	Estimated Date	Actions
1A01002	Construction General Schools, Package 1.	W	CB	10 July	
	<b>Specific Procurement Notice Name/ Title</b>		<b>Start Date</b>	<b>End Date</b>	
	SPN: DESIGN, ENVIRONMENTAL ASSESSMENT AND SUPERVISION OF QUARANTINE CAMPS MCAN/COM/RFP/3B01002	W	2010 - 07 - 01	2010 - 08 - 01	
1A01003	Construction General Schools, Package 2	W	CB	10 May	
	<b>Specific Procurement Notice Name/ Title</b>		<b>Start Date</b>	<b>End Date</b>	
	SPN: DESIGN, ENVIRONMENTAL ASSESSMENT AND SUPERVISION OF QUARANTINE CAMPS MCAN/COM/RFP/3B01002	W	2010 - 07 - 01	2010 - 08 - 06	



### *Adding an SPN*

An SPN is loaded under a GPN. To add an SPN click on the add button of the procurement you want to add an SPN to. You are then taken to the Add SPN Page

The screenshot shows the 'Add/Edit Specific Procurement Notice' form. The 'Procurement Name/Title' field contains 'Long-Term Consultant to Establish and Implement an NTF'. The 'SPN Name/Title' field is empty. The 'Start Date' and 'End Date' are both set to 'Aug 25 2010'. The 'Active' status is set to 'No'. The 'Mandatory Postings Flag' and 'Home Page Flag' are both checked. Below the form is a rich text editor with a toolbar and a large text area. At the bottom of the form is an 'Add SPN' button. The footer of the page indicates 'CMS Designed and Developed for MCA Namibia' and 'are currently not logged in | CMS Feedback | Manage Photo Essays'.

- Enter all fields as they are all required.
- Select Start date and End dates that are valid.
- Type in or paste the description text for the SPN.
- Optionally you can provide a link to the SPN document by linking it in the text editor.

### *Editing/Deleting SPNs*

To edit or delete either an SPN use the icons next to the SPN. Deleting an SPN deletes that SPN and its associated bidding documents.

### *Adding Bidding Documents to an SPN*

When bidding documents are published, they have to be added to the SPN. On the row containing the SPN, under the actions tab, click the add button, which takes you to the add bidding document page.



Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

Procurement Procurement Page Content | Manage GPNs & Procurements | Manage SPNs | Manage Notice of Awards | Procurement Postings

Add/Edit Bidding Documents

Procurement Name SPN: Sample SPN to Test Removed Fields \*

Bidding Document Name/Type

Select File

The Procurement name is automatically displayed for you. Type in the type of the Bidding document, eg Request for Proposal and click on Browse and select the file from your computer.

Click add document to start the upload. When successful, you are taken to the SPN page which shows you the bidding documents in this format:

1A01003	Construction General Schools, Package 2	W	CB	10 May	
	<b>Specific Procurement Notice Name/Title</b>			<b>Start Date</b>	<b>End Date</b>
	SPN: DESIGN, ENVIRONMENTAL ASSESSMENT AND SUPERVISION OF QUARANTINE CAMPS MCAN/COM/RFP/3B01002	W		2010 - 07 - 01	2010 - 08 - 06
	<b>Bidding Doc</b>	Request for Consultant Qualifications			
1A01004	Construction General Schools, Package 3	IC/CF	S	10 August	
	<b>Specific Procurement Notice Name/Title</b>			<b>Start Date</b>	<b>End Date</b>
	SPN: Construction General Schools, Package 3	IC/CF		2010 - 08 - 03	2010 - 08 - 10
1A03001	Furniture, laboratory and IT equipment for CoE	NCS	LB	10 May	
	<b>Specific Procurement Notice Name/Title</b>			<b>Start Date</b>	<b>End Date</b>
	SPN: SPECIFIC PROCUREMENT NOTICE FOR CONSERVANCY SUPPORT DEVELOPMENT SERVICES	NCS		2010 - 08 - 20	2010 - 08 - 31
	<b>Bidding Doc</b>	Request for Proposals			
1A03001	Laboratory, IT Equipment and Furniture for Colleges of Education	G	CB	Jan 2010	

### Editing/Deleting Bidding Documents

To delete a bidding document, use the delete icons next to the bidding document.

To edit click on the edit icon and you will be taken to the original creation page with all information prefilled with a link to view the currently loaded file:

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

Procurement Procurement Page Content | Manage GPNs & Procurements | Manage SPNs | Manage Notice of Awards | Procurement Postings

Add/Edit Bidding Documents

Procurement Name SPECIFIC PROCUREMENT NOTICE FOR CONSERVANCY SUPPORT DEVELOPMENT SERVICES \*

Bidding Document Name/Type Request for Proposals

Select File

[Click to Preview Current Document. Will Open in new tab/window](#)



To change bidding document type, type in the correct title. To change the file, select browse and choose the new file and click update document.

### Managing Bidders who have downloaded a Bidding Document

The CMS comes with functionality to notify all bidders who have downloaded a particular document. For example after editing a bidding document, you can use this function to notify all those users who have downloaded the document that a new document has been loaded. Since a copy of all users who have downloaded the file is automatically kept by the site, this process is simplified.

On the SPN list page click the Manage Bidders icon

SPN	SPECIFIC PROCUREMENT NOTICE FOR CONSERVANCY SUPPORT DEVELOPMENT SERVICES	NCS	2010 - 08 - 20	2010 - 08 - 31	
Bidding Doc	Request for Proposals				
1A03001	Laboratory, IT Equipment and Furniture for Colleges of Education	G	CB	Jan 2010	

Manage Bidders icon

When selected you are taken to this page

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

CMS Administration Procurement Procurement Page Content | Manage GPHs & Procurements | Manage SPNs | Manage Notice of Awards | Procurement Postings

Send All Users Email Updates Use this screen to send updates to all users who have downloaded bidding documents for the selected SPN

**Update Users who downloaded bidding document via email**

Procurement Name SPECIFIC PROCUREMENT NOTICE FOR CONSERVANCY SUPPORT DEVELOPMENT SERVICES

Bidding Document Type Request for Proposals

Subject

View All Recipients [\[Click to View Recipients\]](#)

Type in you text and subject, insert document as links or images and click send emails when done. To view the recipients before sending click View Recipients and a pop up box will be displayed:

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

CMS Administration Procurement Procurement Page Content | Manage GPHs & Procurements | Manage SPNs | Manage Notice of Awards | Procurement Postings

Send All Users Email Updates

beatnyama@gmail.com Beaton Nyamapanda Omalaeli Technologies

Update Users who downloaded bidding document via email

Email are sent as individual emails to each recipient in turn.



## Managing Notice of Awards

When a procurement is complete, MCA procurement rules specify that notice of awards should be posted on the website, identifying the winning bid. To manage these awards, adding, editing and deleting, click on the Manage Notice of Awards Link.

The screenshot shows the MCA website interface. At the top, there is a navigation menu with links: Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below the menu, there is a breadcrumb trail: Procurement > Procurement Page Content | Manage GPIs & Procurements | Manage SPNs | Manage Notice of Awards | Procurement Postings. The main content area is titled "Procurements" and contains a sub-header "List of Closed Procurement Opportunities" with two links: "[View Notice of Awards]" and "[Create Notice of Awards]". Below this is a table with the following data:

Proc. Code	Procurement Name	Type	Selection Method	Estimated Date of SPN	Actions
1A01003	Construction General Schools, Package 2	W	CB	10 May	Create Award Notice
1A01004	Construction General Schools, Package 3	IC/CF	S	10 August	Create Award Notice
2A01003	ENP Tourism Carrying Capacity & Investment Promotion Study	CF	QCBS	10 July	Create Award Notice
1G01001	Consultants (multiple awards) to prepare TORs and advise MCA-N on Implementation Policies	NCS	S	10 May - 10 Oct	Create Award Notice

This list from which you can create notice of awards is a list of those procurements which are closed, or are marked as closed. To create an award list, click on Create Award Notice from which you will be taken to this page:

The screenshot shows the "Add/Edit Notice of Awards" form on the MCA website. The form is titled "Add/Edit Notice of Awards" and contains the following fields and options:

- Procurement Name/Title: ENP Tourism Carrying Capacity & Investment Promotion Study
- Reference Number: 2A01003
- Award Date: Aug 26 2010
- Name of the Winning Bid:
- Duration of the Contract:
- Price:
- Summary Scope of Supply:
- Active:  Yes  No
- Mandatory Postings Flag:
- Home Page Flag:

Below the form fields is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. At the bottom of the form is a button labeled "Add Award Notice".

- Select Award Date
- Enter the name of the winning bid
- Type in Duration of the contract
- Enter Price of the awarded contract
- Type add in the Summary scope of supply
- Click Add award notice to complete process



### Editing/Deleting Notice of Awards

To access the edit and delete functions for notice of awards, you have to open the page containing the notices themselves by clicking on View Notice of Award link. The list that will be displayed will be the list of awards that are currently in the system.

Reference No	Procurement Name	Winning Bid	Price	Actions
2A02002	Final Design, Costing and Supervision for ENP Infrastructure	Beaton Nyamapanda	NAD 300, 00.00	[Edit] [Delete] [Print]
1A01002	Construction General Schools, Package 1.	Gobabis Toyota	NAD 1,227,591.40	[Edit] [Delete] [Print]

To edit or delete an award notice use the icons next to the award notice.

### Procurement Postings

Procurement postings are procurement articles that need to be highlighted on the procurement page. These are managed by clicking on the Procurement Postings links. Clicking this link takes you to this page:

Posting Title	Content	Date Posted	Actions
UPDATES ON PAST PROCUREMENTS	IMPORTANT NOTE: Organisations/individuals interested in a ..	24 Aug 2010	[Edit] [Delete] [Print]
Procurement Opportunity	Specific Procurement Notices (SPN) are invitations to pre..	24 Aug 2010	[Edit] [Delete] [Print]
Organisational Change	Prospective bidders are requested to take notice that eff..	24 Aug 2010	[Edit] [Delete] [Print]
Additional Information for Bidders:	Supplement 1 to MCAN/COM/RFP/1B02001 Design, Environmenta..	04 Aug 2010	[Edit] [Delete] [Print]

To add a new Procurement Posting, click on the Add Procurement Posting link

Posting Title:

Activity Posting Author: **Beaton N Nyamapanda**

Mandatory Postings Flag:

Home Page Flag:

Active:  Yes  No



Type in title of the procurement posting and the corresponding text and click add posting.

*Editing/Deleting Procurement Postings*

To access the edit and delete functions for procurement postings, you have to open the page containing the postings by clicking on Manage Procurement Postings link. The list that will be displayed will be the list of postings that are currently in the system.





Title of Employment Opportunity	Deadline	Date of Posting	Actions
Manager: Finance and Administration	2010 - 07 - 31	2010 - 07 - 31	   
Senior Manager: Monitoring and Evaluation	2010 - 06 - 14	2010 - 06 - 07	   

Manage/View Applicants Icon

Clicking on this icon takes you the page showing details of the employment opportunity together with the applicants together with a link to view the CVs

Home ▾ Projects ▾ News & Events ▾ Mandatory Reporting ▾ Background Info ▾ Procurement ▾ Recruitment ▾ Log Admin ▾

Employment Opportunities [Add Employment Opportunity](#) | [Manage Employment Opportunies](#) | [Manage Employment Rules](#) | [Manage Photo Essays](#)

**Employment Opportunities** List of Applicants who applied for a vacancy

Details of Vacancy	
Job Title	Manager: Finance and Administration
Deadline	31 Jul 2010
Date of Posting	31 Jul 2010
Edit Vacancy	<a href="#">Click here to Edit this Vacancy</a>

Details of Applicants

Email Address	Name and Surname	Cell Number	Telephone	View CV
beatnyama@gmail.com	Beaton Nyamapanda	0813699270	264813699270	 <a href="#">Click to View CV</a>



## MANAGE PHOTO ESSAYS

This section of the CMS is open and available to all users in the CMS. Its available on the main menu and on the footer bar.

When selected it displays the list of active photo essays and a number of system galleries.

The screenshot shows the 'Manage Photo Essays' interface. At the top is a navigation bar with links: Home, Projects, News & Events, Mandatory Reporting, Background Info, Procurement, Recruitment, Log, and Admin. Below the navigation bar, there are two tabs: 'Photo Gallery' and 'Add New Photo Gallery | Manage Gallery'. The 'Photo Essay' section is active, displaying a 'List of Loaded Photo Essays'.

Album Image	Photo Essay Title	Photo Essay Description	Actions
	Agriculture Photo Essay	my decription	[Icons for edit, delete, etc.]
	MCA In the community	MCA In the community	[Icons for edit, delete, etc.]
	MCA at Book Delivery Ceremony	MCA at Book Delivery Ceremony	[Icons for edit, delete, etc.]
	Tourism	System album do not delete	[Icons for edit, delete, etc.]
	Education	System album do not delete	[Icons for edit, delete, etc.]
	Agriculture	System album do not delete	[Icons for edit, delete, etc.]
	Visit the Projects	System album do not delete	[Icons for edit, delete, etc.]
	About Us	System album do not delete	[Icons for edit, delete, etc.]

At the bottom of the screenshot, a status bar indicates: 'are logged in as Beaton N Nyamapanda | CMS Feedback | Manage Photo Essays | User Manual | Logout'.

To add a new Photo Essay, click on the add photo essay link. The add photo essays text boxes slide down and appear like this:

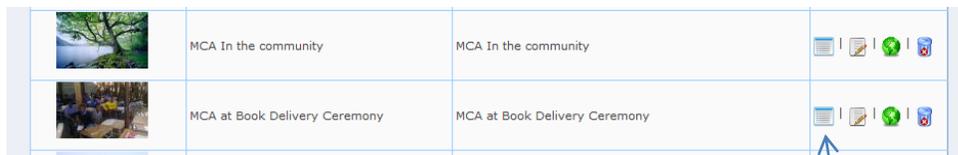
The screenshot shows the 'Add New Photo Gallery' form. The navigation bar is the same as in the previous screenshot. The 'Photo Gallery' tab is active, and the 'Add New Photo Gallery | Manage Gallery' link is highlighted. Below the navigation bar, there are two tabs: 'Photo Essay' and 'List of Loaded Photo Essays'. The 'Photo Essay' section is active, displaying a form with two text input fields: 'Photo Essay Title' and 'Photo Essay Description'. Below the input fields are two buttons: 'Add Album' and 'Close'. Below the form is a table showing the list of photo essays, which is partially visible.

Album Image	Photo Essay Title	Photo Essay Description	Actions
	Agriculture Photo Essay	my decription	[Icons for edit, delete, etc.]
	MCA In the community	MCA In the community	[Icons for edit, delete, etc.]

Enter the title of the photo essay and the description and click add album.

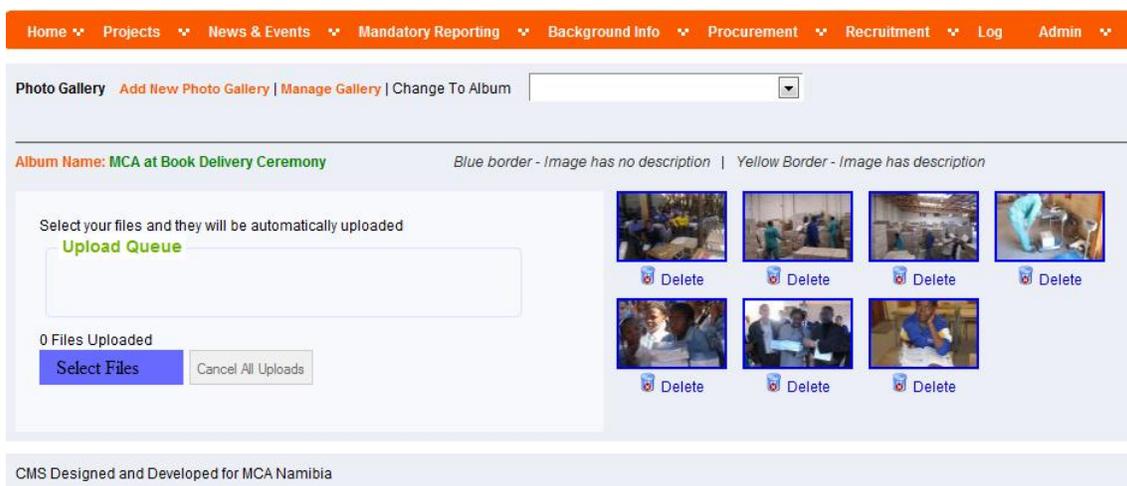
## Adding Images to an album

To add images to an album use the add images icon:

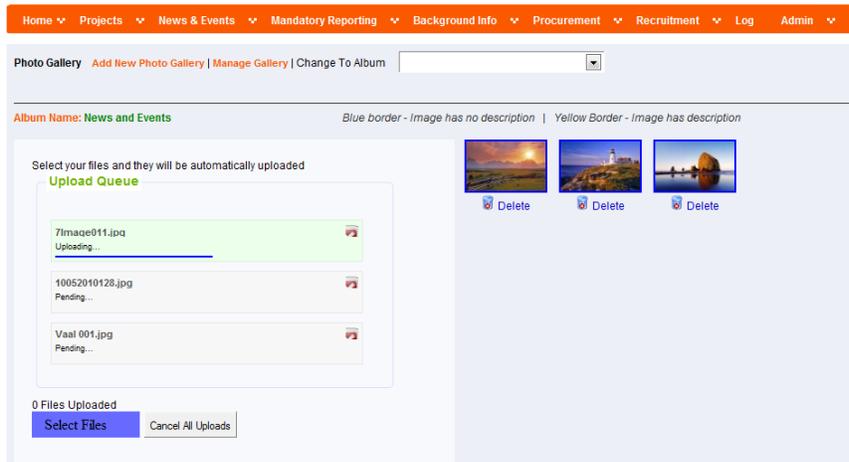


Add images icon

When clicked it takes you to the add images page. This page requires Flash Player version 9+ to work correctly.



To add images to this album, click on select files and a browse dialog box comes out. This add images supports adding multiple images at once, so select all your images and click open, and they will loaded automatically one after the other.



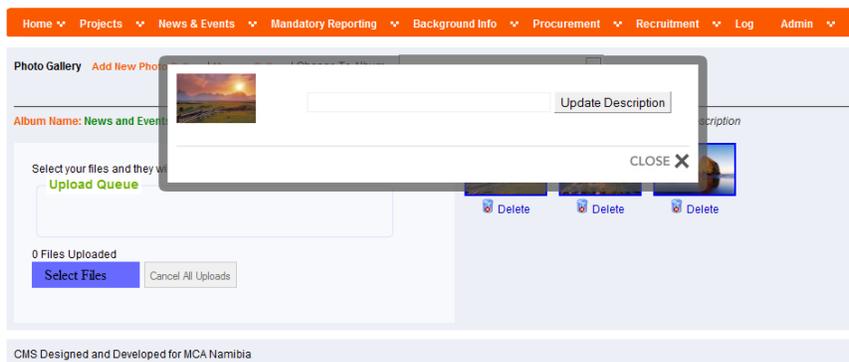


### Deleting Images

To delete an image, click on the delete link/icon below the image. Confirm the deletion and the image is deleted permanently.

### Adding Image Descriptions

To add an image description, use the add image page. Click on the image on which you want to add a description. A pop-up box will be shown from which you can add your image description.



Type in your image description and the description is updated. Click on close to and select another image to enter the description.



## LOG FILE

### Opening the Log Files

The CMS has an inbuilt log function that logs every action taken by every user in the CMS. This list is viewable by all users and is read-only.

Home Projects News & Events Mandatory Reporting Background Info Procurement Recruitment Log Admin

**Log File**

Please note this log file is read only.

Date Range

Username	IP Address	Date	Action	Time
Annex	41.182.24.151	25 Aug 2010	Updated user details. Username updated is Pecks	09:58
Annex	41.182.24.151	25 Aug 2010	Added a new user in CMS. Username added is Pecks	09:57
Annex	41.182.26.233	24 Aug 2010	Updated article details. Title of article updated is ENP Handover	11:02
Annex	41.182.26.233	24 Aug 2010	Updated article details. Title of article updated is ENP Handover	10:58
Annex	41.182.26.233	24 Aug 2010	Added new Announcement/Press Release in CMS. Title of announcement added is ENP Handover	10:56
Annex	41.182.26.233	24 Aug 2010	Added a new user in CMS. Username added is mdeklerk	10:49
Annex	41.182.26.233	24 Aug 2010	Added a new user in CMS. Username added is skandjavera	10:48
Annex	41.182.26.233	24 Aug 2010	Updated a Specific Procurement Notice. Name/Title of SPN updated is omalaeti_zebra	10:34
Annex	41.182.26.233	24 Aug 2010	Added new Specific Procurement Notice in CMS. Name of SPN added is omalaeti_zebra	10:34
Annex	41.182.26.233	24 Aug 2010	Added new Procurement in CMS. Name of announcement added is Teachers	10:29
Annex	41.182.26.233	24 Aug 2010	Added new Procurement in CMS. Name of announcement added is omalaeti_zebra	10:27
Annex	41.182.26.233	24 Aug 2010	Updated Employment Opportunity details. Title of item updated is Manager: Public Relations	10:23
Annex	41.182.26.233	24 Aug 2010	Added new Employment Opportunity in CMS. Title of vacancy added is Manager: Pub Relations	10:23
Annex	41.182.26.233	24 Aug 2010	Updated Employment Opportunity details. Title of item updated is Manager MIS	09:47
Annex	41.182.26.233	24 Aug 2010	Added new Employment Opportunity in CMS. Title of vacancy added is Manager	09:42
Annex	41.182.26.233	24 Aug 2010	Updated Activity Details. Name of Activity updated is	08:08
Annex	41.182.32.208	20 Aug 2010	Updated article details. Title of article updated is Demo title	09:16
Annex	41.182.32.208	20 Aug 2010	Updated article details. Title of article updated is Demo title	07:11
Annex	41.182.28.23	20 Aug 2010	Added new General Procurement Notice Project in CMS. Name of Project added is Education Project (US\$145.0 million)	05:35
Annex	41.182.28.23	20 Aug 2010	Added new General Procurement Notice in CMS. Title of GPN added is GENERAL PROCUREMENT NOTICE NO. 5 FOR THE PERIOD 1 MAY 2010 TO 31 OCTOBER 2010	05:34

are currently not logged in CMS Feedback Manage Photo Essays

Fields highlighted are all automatically recorded in the course of using the CMS.