

MEAC WEBSITE

CONTENT ADMINISTRATION USER MANUAL

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ABOUT THIS DOCUMENT

This document serves as a guideline for administration of the contents posted on the website using the built-in Content Management System (CMS). This document provides brief information on how to manage the information or contents provided on the website of the Ministry of East African Cooperation (MEAC). It just provides hints or guidelines on how to post new information as well as edit or manage the already posted contents in the website.

INTENDED USERS

This document is aimed for website administrators specifically to individuals who will be managing the contents of the MEAC website using the built-in CMS.

CONTENT MANAGEMENT

A) Website Sections

The MEAC Website has been divided into the following main section or groups

1. About Us

This section manages contents or basic information regarding the Ministry itself. This Includes MEAC information in the following categories or groups

- Introduction
- Mandate
- Core Values
- Functions of the Ministry
- The Management
- Clients Charter
- Mission
- Vision

2. Documents

This section is used to manage documents to be posted in the website for visitors to download. The documents posted under this section should one be of the following categories or groups

- EAC Protocol
- Policy and Strategies
- Reports
- Communique

3. Events

This section is used to manage recent events as well as upcoming events to be posted on the website. Information posted using this section will be shown on the events section as of the website.

4. Facts and Figures

The section is used for managing Statistical data(facts and Figure) for public consumption. Use this section for posting informations related to statistical (facts and figures)

5. Frequently Asked Questions

Manages questions and answers that are mostly asked by visitors as well as the common FAQ's that are shared to the public. Use this section to post FAQ's for public consumption. The FAQ's are shown under the FAQ's Page. During FAQ's management the question s have been categorised into two sections groups which are EAC related and and Ministry related question and each time an administrator will have to choose the group in which a particular question belongs to.

6. Home Page Photos

This section manages the photos that are shown on the picture slide-show of the home page. Each picture/photo posted using this section must have a description(what that photo is about?)

7. Important Links

This manages the links to other stakeholders as well as other important websites or systems related to the Ministry

8. Information

The information section is used for posting either advertisement or Press releases that should be accessible for public consumption. The Information posted in this section will appear under the information page as well as the slide-show section shown just below the main menu section

9. Minister Message

This just manages the welcome message from the minister. This message is shown under the Minister's Message section shown on the home page

10. Ministry Contacts

This manages the contact details of the Ministry. It includes the Physical address, email as well as tel/Fax numbers. Use this section for managing the contact details of the ministry

11. News

This is news management section. Use this to post/manage current news on the website

12. Opportunities

This manages different opportunities from the Ministry and East Africa as well which are to be posted for public consumption.

13. Photo Album

This section manages picture/photo albums to be posted under the Photo gallery section. Under this section pictures are organized in album basis in which each of the album will contain as many pictures as they have been posted. The description(What about Text) will be common for a particular album.

14. Videos

This is a videos and multimedia section where by different videos(the most recent) posted in the MEAC youtube account will be able to play through the website. Management of Videos under this section can be done in two ways

- loading videos from youtube (recommended)
- uploading videos on the web from personal computer(not recommended as it will use more space on the hosting space of the website and hence will lead to purchasing more hosting space

15. Welcome Note

This is a section to manage the welcome message shown to the home page. The welcome message is shown just after the home page photo slide-shows.

HINT:

- The Mentioned section above can only be accessible after login into the

website Content Management System with the Content Administration Role. Not any user will have access to this section only those with the Website Management role.

- How to access the Login Page.
 1. Got to your web browser and enter www.meac.go.tz/user or www.meac.co.tz?q=user in the address section
 2. fill in your user name and password as shown in the login form then click login to view the content administration section which looks like in the picture below

User account

[Log in](#) [Request new password](#)

Username *

Enter your Government Of United Republic of Tanzania username.

Password *

Enter the password that accompanies your username.

[Login](#)

Minister's Message

Samuel J. Sitta (MP)

ONE of the mandates of the Ministry of East African Cooperation (MEAC), is among other things, to oversee and coordinate the implementation of the East African Community (EAC) Treaty and its Protocols.

[read](#)

Find Us On

[f](#) [t](#) [You Tube](#) [+](#)

fig. 1. login page

localhost/meac/

Content Structure People Configuration Reports Help Hello admin2

Add content Find content

Kiswahili English Search

Government of United Republic of Tanzania
Ministry of East African Cooperation

Home About Us Opportunities Facts and Figures Documents Information News Events Photo Gallery FAQ's Contact Us

Wed 02, Oct 2013 at 15:35:53 | Maoni ya Shirikisho la Afrika Mashariki

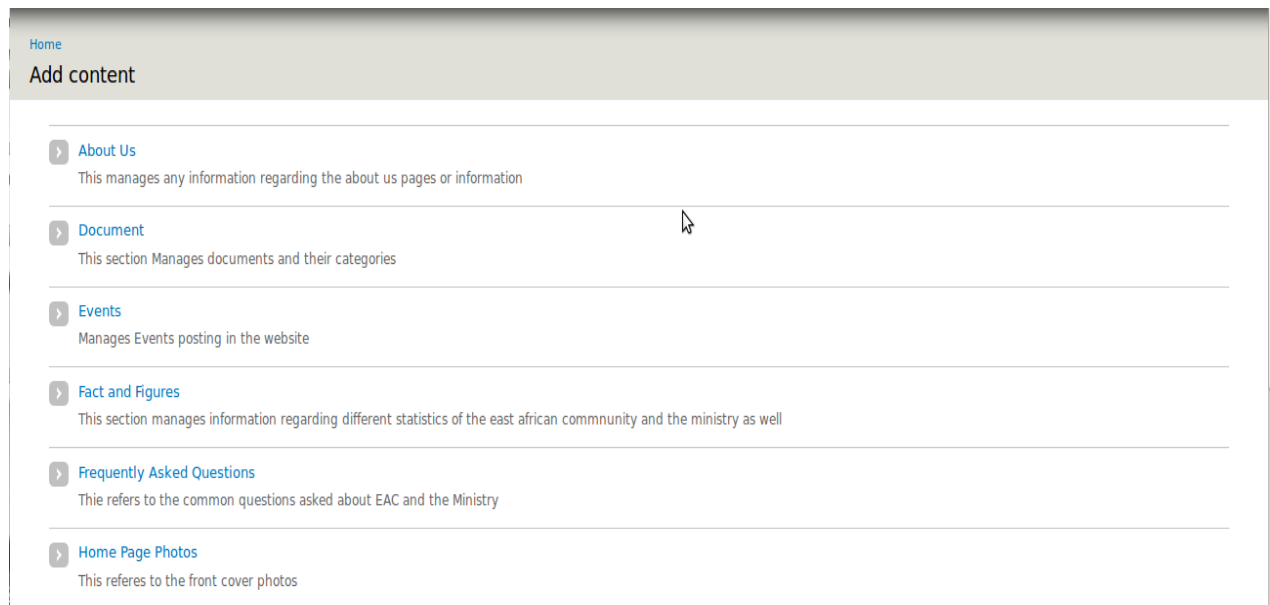
fig. 2 content administration page

- For each of the section of the MEAC Website, the information/content to be posted can be one of the following language types:
 1. **Language Neutral:** Content posted with this **language option** will be available/seen to all versions of the website regardless of the user selected/preferred language.
 2. **English:** Content or information posted with the English language option will be visible only on English version of the website which is also the default content creation language.
 3. **Swahili:** Content or information posted with the Swahili language option will be visible only on Swahili version of the website

B) Posting Content/Information on the web

Once you have logged into the website content administration section you will see a content management section as shown in the Hints section

- **To add new content** click the Add Content Button or click **Content** then **Add Content** (the one with a + sign) then the screen below will be shown which will list all the section of the website alphabetically. This will list sections like About us, Documents, Events,, etc, etc



- Select the section corresponding section based on the content you want to post on the web eg. Select **About Us** and the following form will be shown

Content Type *

- Select a value -

Language

Language neutral

Title *

Description *

Rich text editor toolbar with options: Paragraph, Font Family, Font Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Horizontal Line, Spell Check, Help, etc.

Large empty text area for content description.

Path: p

Text format Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <cite> <blockquote> <code> <dl> <dt> <dd> <p> <i>
- Lines and paragraphs break automatically.

[More information about text formats ?](#)

Attachment

Browse... No file selected.

Upload

Files must be less than **10 MB**.
 Allowed file types: **txt doc docx pdf ppt xls xlsx**.

Revision information

No revision

Create new revision

Realtime notifications

Authoring information

By admin2

Publishing options

Published

Revision log message

Large text area for revision log message.

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Save

in the above sample form(About us form)

- 1. content type**=referrers to the category of the about us information as mentioned in the website about section. This is also not a common area to all section of the website. It only exists when some one posts information related to(under) the about us menu.
- 2. Language**: defines the language that is used to post this content(select either Language neutral, Swahili or English) this depends on the information itself and choosing either Swahili or English will make this content available to respective website version. If you want to make the content available for all versions with no English and Swahili version just select

language neutral

3. **Title:** refers to the title of the content to be posted. This usually identifies the given information on the web. **Hint:** Use Descriptive titles to help you search and manage your website easier
4. **Description:** this area provides you a freedom to add any brief information(summarized) about the content your posting. In most cases this just summarizes(1 to 10 short paragraphs) what the Information/content is about. If you have so many words please use the attachment field.
5. **Attachment:** this area enable you to add an attachment related to a particular information you are posting. This area is not available in all sections of the website mostly it depends on the content type(information) you are posting. In some cases where this area exist the field is a mandatory and is an option to others
6. Just leave the Other sections not explained(I.e **Revision Information, Realtime notifications, Authorizing information, Publishing information**). This section should not be changed. Just leave as they are seen on the form.

- **click the save button**

NOTE:

- The (*) sign on any of the form area of any section of the websites mean that that area is a mandatory field(should be filled)

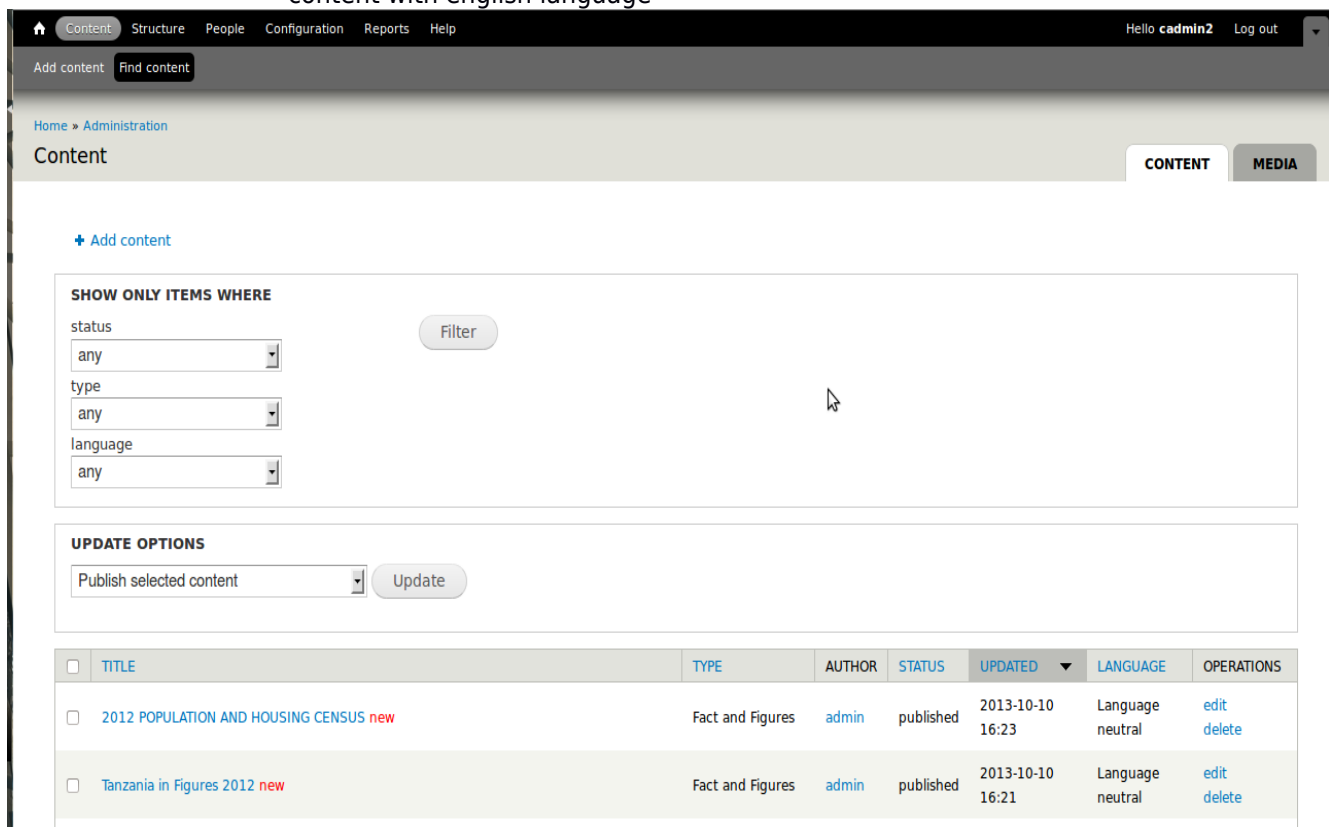
C) Modifying Existing content/information on the web

this section of the manual will provide you with the hints on how to search, edit as well as delete different information or contents that are existing in the website

• Searching Content

To search for contents click **content** menu or **search content** menu and a list of all the contents will be seen with the most recently posted content at the top. As seen in the picture below. From the picture the section from the picture with the **filter** button is used to (narrow the results) the content based on the three options as indicated

- **status:** use this to show only contents of a particular status which could be **published, not published** ,...ets. But for our case only the **published** and **not published** options will be useful.
- **Type:** this helps you to filter(show) only contents of a particular type based on the website section. Using this will help you to show either contents from all section or contents from one of the section(**about us, documents,events,news, information,...etc**)
- **Language:** helps to show content of posted using a particular language. Using this you can show contents from all languages or content posted with swahili language or content with english language



The screenshot shows the Drupal Content administration interface. At the top, there is a navigation bar with links for Content, Structure, People, Configuration, Reports, and Help. The user is logged in as 'admin2'. Below the navigation bar, there are buttons for 'Add content' and 'Find content'. The main content area is titled 'Content' and has tabs for 'CONTENT' and 'MEDIA'. There is a '+ Add content' link. Below this, there is a 'SHOW ONLY ITEMS WHERE' section with three dropdown menus for 'status', 'type', and 'language', all set to 'any'. A 'Filter' button is next to these menus. Below that is an 'UPDATE OPTIONS' section with a dropdown menu set to 'Publish selected content' and an 'Update' button. At the bottom, there is a table of content items.

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
<input type="checkbox"/>	2012 POPULATION AND HOUSING CENSUS <small>new</small>	Fact and Figures	admin	published	2013-10-10 16:23	Language neutral	edit delete
<input type="checkbox"/>	Tanzania in Figures 2012 <small>new</small>	Fact and Figures	admin	published	2013-10-10 16:21	Language neutral	edit delete

fig. Search content

• Edit Content

Do the same procedures as above(in search section) and then click the edit link shown under the **OPERATIONS** column of contents list. This opens a form with the detailed information of the selected content. See below..

Content Structure People Configuration Reports Help Hello admin2 Log out

Add content Find content

Home » 2012 POPULATION AND HOUSING CENSUS

Edit Fact and Figures 2012 POPULATION AND HOUSING CENSUS VIEW EDIT

Title *

Language

Body *

B I U ABC [List Icons] Paragraph Font Family Font Size [List Icons]

The 2012 Population and Housing Census (PHC) for United Republic of Tanzania was carried out on the 26th August, 2012. This was the fifth Census after the Union of Tanganyika and Zanzibar in 1964. Other Censuses were carried out in 1967, 1978, 1988 and 2002. The 2012 PHC, like others, will contribute to the improvement of quality of life of Tanzanians through the provision of current and reliable data for development planning, policy formulation and services delivery as well as for monitoring and evaluating national and international development frameworks.

Path: p

Text format Full HTML [More information about text formats ?](#)

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

File Attachment

Tanzania Population Census 2012.pdf (7.14 MB) Remove

Revision information No revision	<input type="checkbox"/> Create new revision
Realtime notifications	Revision log message <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>Provide an explanation of the changes you are making. This will help other authors understand your motivations.</p>
Authoring information By admin on 2013-10-10 16:22:50 +0300	
Publishing options Published	

Save Delete

edit any section of the content above as per your desire. To remove the attachment just click the **remove** button and then replace with a new file. Once finished editing **click save**.

NOTE:

You can **delete** the same information form the website by just clicking the **delete button** next to the **save** button

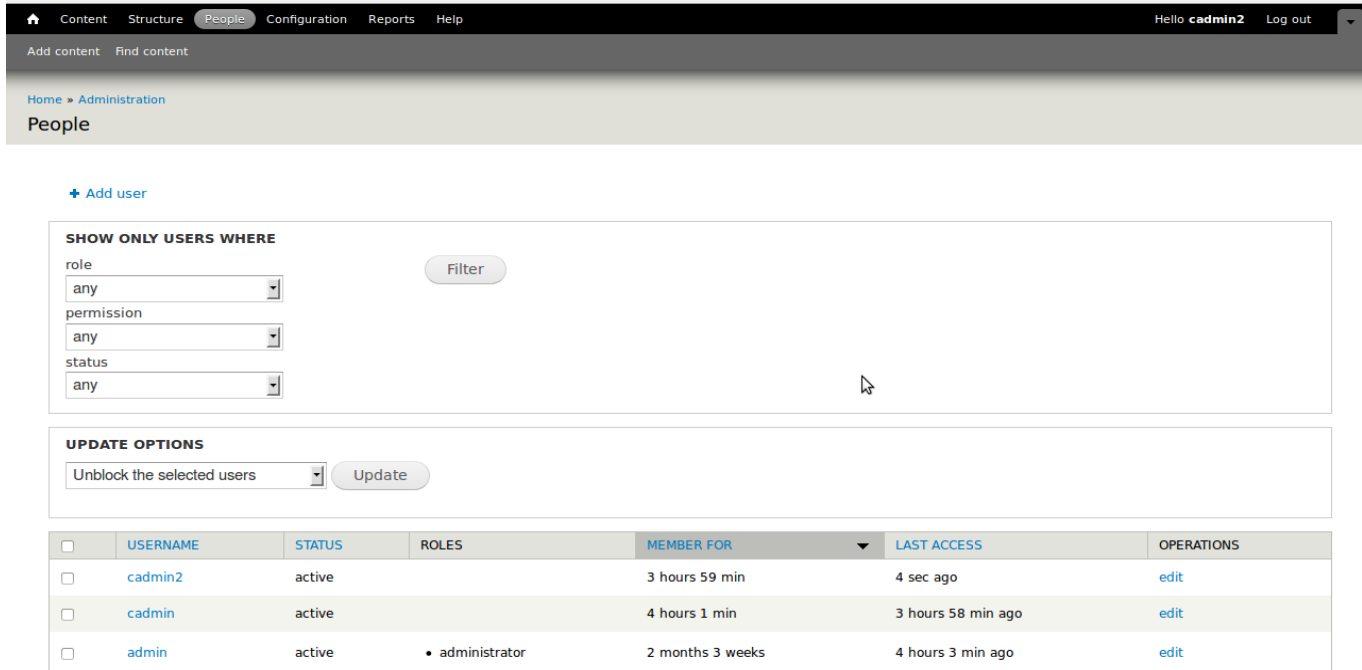
- **Deleting Content**

search first the information you want to delete then click the delete link shown under the OPERATIONS column of the content details. Then click again the delete button to confirm deleting a particular information from the website.

USER MANAGEMENT

This section enables you to create and manage who can manage content to your website. This users created under this section will have the same role as you and hence give these roles to only trusted people.

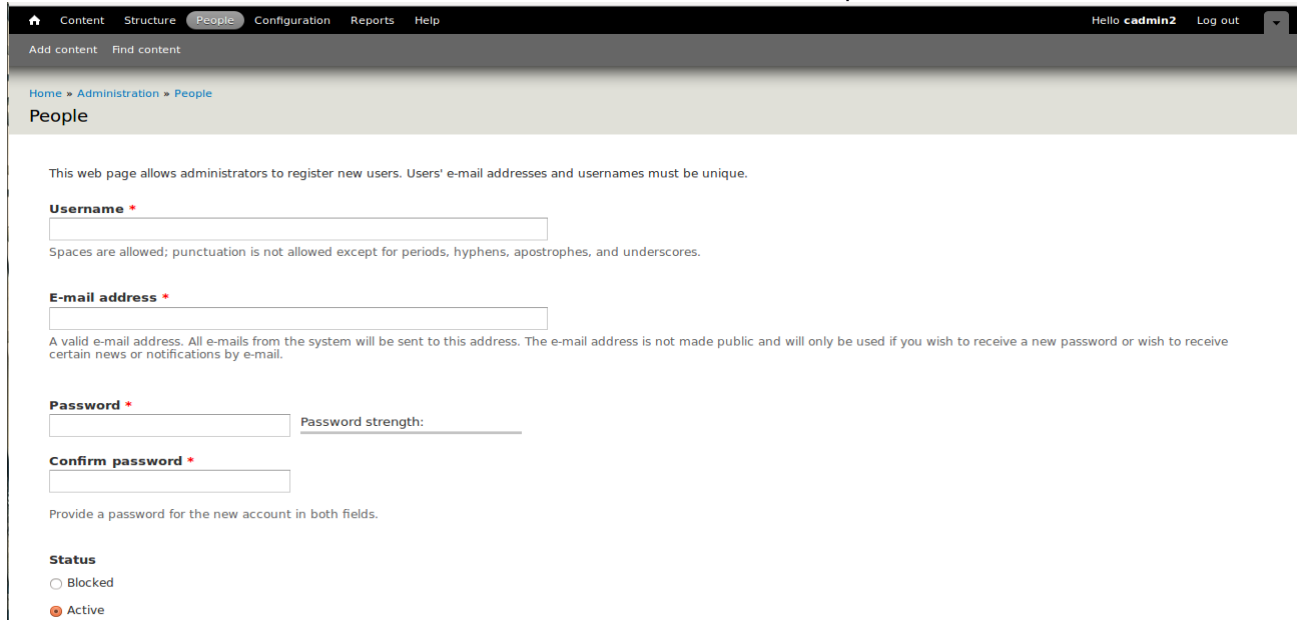
- To add a user click the People button and a list of current users will be shown (See below).



The screenshot shows the 'People' management page. At the top, there is a navigation bar with 'Content', 'Structure', 'People', 'Configuration', 'Reports', and 'Help'. The user is logged in as 'cadmin2'. Below the navigation bar, there are links for 'Add content' and 'Find content'. The main heading is 'People'. A '+ Add user' link is visible. Below this, there are filter options under 'SHOW ONLY USERS WHERE' for 'role', 'permission', and 'status', all set to 'any'. There is a 'Filter' button. Below the filters, there are 'UPDATE OPTIONS' with a dropdown set to 'Unlock the selected users' and an 'Update' button. A table lists the current users:

<input type="checkbox"/>	USERNAME	STATUS	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
<input type="checkbox"/>	cadmin2	active		3 hours 59 min	4 sec ago	edit
<input type="checkbox"/>	cadmin	active		4 hours 1 min	3 hours 58 min ago	edit
<input type="checkbox"/>	admin	active	• administrator	2 months 3 weeks	4 hours 3 min ago	edit

Then click the **Add User** and form to add user details will showup(see below)



The screenshot shows the 'Add User' form. The page title is 'People'. Below the heading, there is a message: 'This web page allows administrators to register new users. Users' e-mail addresses and usernames must be unique.' The form has the following fields:

- Username ***: A text input field. Below it, a note says: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.'
- E-mail address ***: A text input field. Below it, a note says: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- Password ***: A text input field. To its right is a 'Password strength:' indicator.
- Confirm password ***: A text input field. Below it, a note says: 'Provide a password for the new account in both fields.'
- Status**: Two radio buttons: 'Blocked' (unselected) and 'Active' (selected).

NOTE:

- The status field shown on user creation form is used to **activate** or **block** a particular user account. Use this field for activating(**active**) and blocking(**block**) unauthorised user account