

Admin/Publisher account- User manual

FTCI – Best Practices Repository

1. Click on Best practice repository and then ‘Submit a best practice’ as shown below

FAST-TRACK CITIES Global Web Portal
Ending the HIV, TB, HBC, and HCV Epidemics

LOW BANDWIDTH

ABOUT DATA VISUALIZATIONS CITIES DASHBOARDS PARTNERS **BEST PRACTICE REPOSITORY** HELP

Search

BEST PRACTICE REPOSITORY

Best Practice Domain: - Any - Best Practice Primary Audience(s): - Any - Best Practice Type: - Any -

City: - Any -

APPLY RESET

Submit a Best Practice

TESTING DEMO

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard

2. Enter the credentials in the fields provided and click ‘Log in’ button.
If you do not have the credentials, you can request for them by clicking on ‘Create a new best practices account’ and enter the details.

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ABOUT DATA VISUALIZATIONS CITIES DASHBOARDS PARTNERS BEST PRACTICE REPOSITORY HELP

Create a new Best Practices account **Log in** Request new password

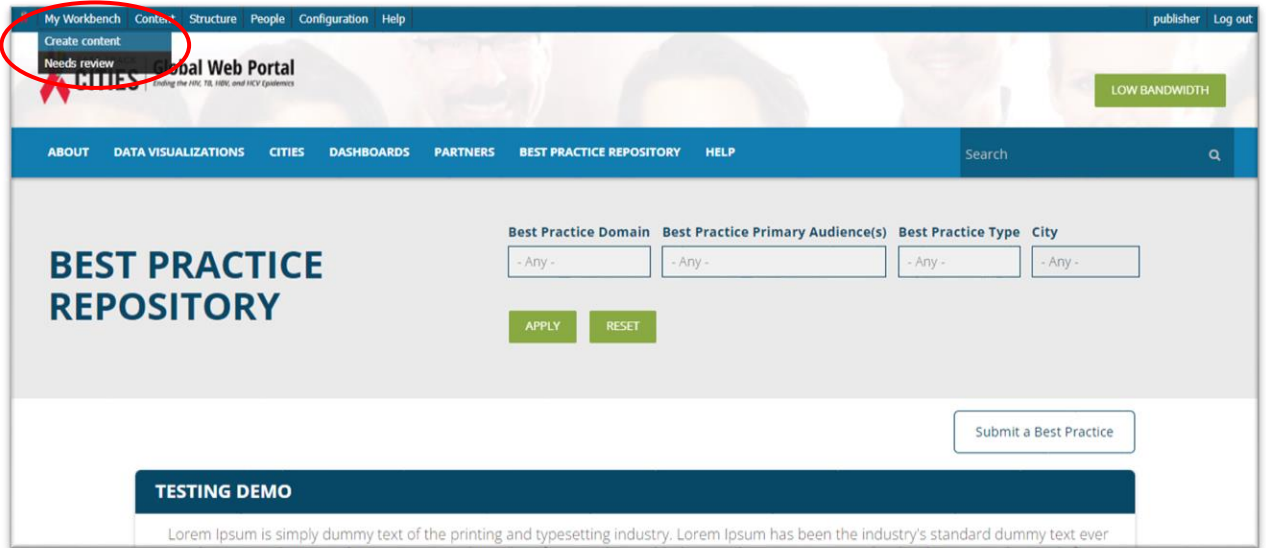
Username *

Password *

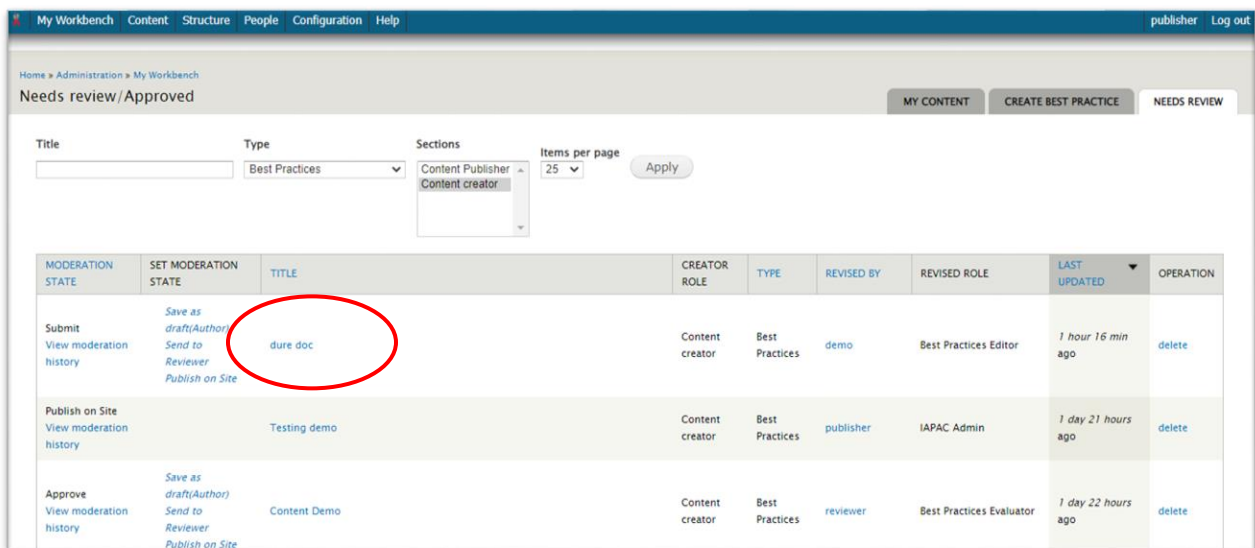
CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

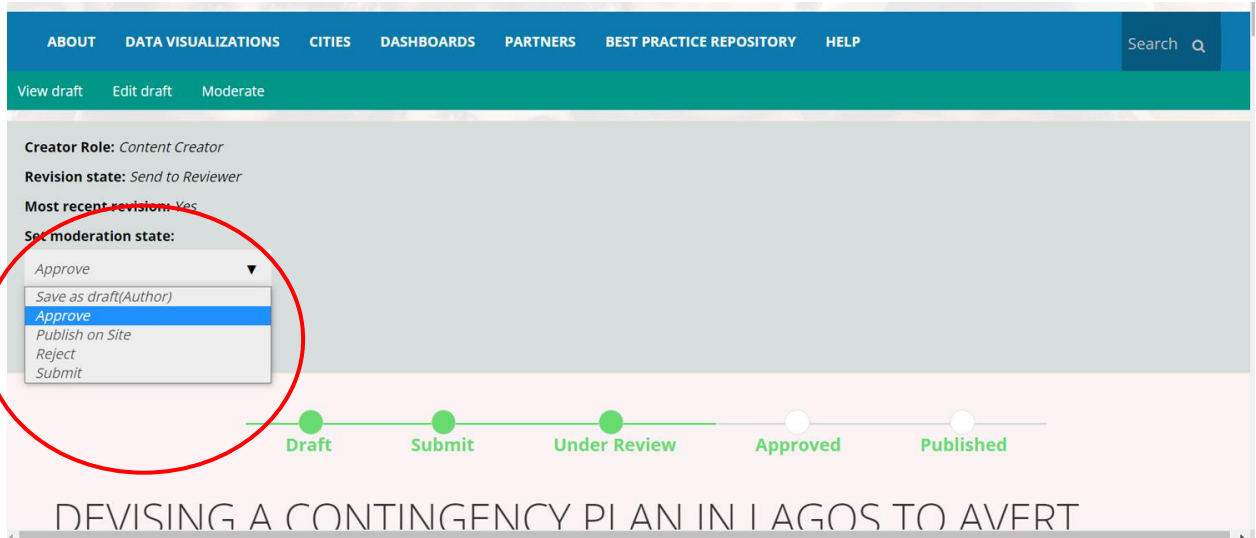
- After logging in, click on 'My workbench' > 'Needs review'



- A table with the list of all the contents and filters will appear. The latest content that is created will appear at the top of the list.



5. The admin can click on the title of the content to view the content.



6. Or the admin can select from one of the following from 'Set moderation state' column
- 'Save as draft (author)' - in case the admin wants the creator/author to revise the content before sending it for the review.
 - 'Send to reviewer' – to send the content to the reviewer in order for them to review.

The screenshot shows a content moderation interface with a table of items. The table has columns: MODERATION STATE, SET MODERATION STATE, TITLE, CREATOR ROLE, TYPE, REVISED BY, REVISED ROLE, LAST UPDATED, and OPERATION. The table lists three items: 'Pure doc', 'Testing demo', and 'Content Demo'. The 'SET MODERATION STATE' column for the first item is circled in red, showing options: Save as draft(Author), Send to Reviewer, and Publish on Site.

MODERATION STATE	SET MODERATION STATE	TITLE	CREATOR ROLE	TYPE	REVISED BY	REVISED ROLE	LAST UPDATED	OPERATION
Submit View moderation history	Save as draft(Author) Send to Reviewer Publish on Site	Pure doc	Content creator	Best Practices	demo	Best Practices Editor	1 hour 16 min ago	delete
Publish on Site View moderation history		Testing demo	Content creator	Best Practices	publisher	IAPAC Admin	1 day 21 hours ago	delete
Approve View moderation history	Save as draft(Author) Send to Reviewer Publish on Site	Content Demo	Content creator	Best Practices	reviewer	Best Practices Evaluator	1 day 22 hours ago	delete

7. Upon selecting 'Send to reviewer', the email notifications will get triggered and the content will be sent to the reviewers.

The screenshot shows the 'Needs review/Approved' interface. At the top, there is a navigation bar with 'My Workbench', 'Content', 'Structure', 'People', 'Configuration', and 'Help'. The user is logged in as 'publisher'. Below the navigation bar, there is a breadcrumb trail 'Home » Administration » My Workbench' and a title 'Needs review/Approved'. On the right, there are buttons for 'MY CONTENT', 'CREATE BEST PRACTICE', and 'NEEDS REVIEW'. A green success message 'Email notifications sent.' is displayed. Below this, there are filters for 'Title', 'Type' (set to 'Best Practices'), 'Sections' (with a dropdown menu showing 'Content Publisher' and 'Content creator'), and 'Items per page' (set to 25). An 'Apply' button is next to the filters. The main table has columns: MODERATION STATE, SET MODERATION STATE, TITLE, CREATOR ROLE, TYPE, REVISED BY, REVISED ROLE, LAST UPDATED, and OPERATION. There are two rows of content items. The first row has a 'Send to Reviewer' button in the 'MODERATION STATE' column. The second row has a 'Publish on Site' button in the 'MODERATION STATE' column.

MODERATION STATE	SET MODERATION STATE	TITLE	CREATOR ROLE	TYPE	REVISED BY	REVISED ROLE	LAST UPDATED	OPERATION
Send to Reviewer View moderation history	Approve Save as draft(Author) Publish on Site Reject	dure doc	Content creator	Best Practices	publisher	IAPAC Admin	2 sec ago	delete
Publish on Site View moderation history		Testing demo	Content creator	Best Practices	publisher	IAPAC Admin	1 day 22 hours ago	delete

8. Upon approving by reviewers, the email notifications will be sent to the admin for publishing the content to the repository. The admin can select one of the following from the 'Set moderation state' column
 - 'Publish on site' – for publishing the content
 - 'Send to reviewer' – in case the admin wants the reviewer to review the content again

The screenshot shows the 'Needs review/Approved' interface. At the top, there is a navigation bar with 'My Workbench', 'Content', 'Structure', 'People', 'Configuration', and 'Help'. The user is logged in as 'publisher'. Below the navigation bar, there is a breadcrumb trail 'Home » Administration » My Workbench' and a title 'Needs review/Approved'. On the right, there are buttons for 'MY CONTENT', 'CREATE BEST PRACTICE', and 'NEEDS REVIEW'. Below this, there are filters for 'Title', 'Type' (set to 'Best Practices'), 'Sections' (with a dropdown menu showing 'Content Publisher' and 'Content creator'), and 'Items per page' (set to 25). An 'Apply' button is next to the filters. The main table has columns: MODERATION STATE, SET MODERATION STATE, TITLE, CREATOR ROLE, TYPE, REVISED BY, REVISED ROLE, LAST UPDATED, and OPERATION. There are two rows of content items. The first row has a 'Send to Reviewer' button in the 'SET MODERATION STATE' column, which is circled in red. The second row has a 'Send to Reviewer' button in the 'SET MODERATION STATE' column.

MODERATION STATE	SET MODERATION STATE	TITLE	CREATOR ROLE	TYPE	REVISED BY	REVISED ROLE	LAST UPDATED	OPERATION
Approve View moderation history	Save as draft(Author) Send to Reviewer Publish on Site	dure doc	Content creator	Best Practices	reviewer	Best Practices Evaluator	5 min 39 sec ago	delete
Approve View moderation history	Save as draft(Author) Send to Reviewer Publish on Site	Content Demo	Content creator	Best Practices	reviewer	Best Practices Evaluator	1 day 23 hours ago	delete

- The admin can also delete the content from the display of BPR by selecting delete under the 'Operation' column.

My WorkbenchContentStructurePeopleConfigurationHelp

publisherLog out

Home » Testing demo

Are you sure you want to delete *Testing demo*?

VIEW PUBLISHEDNEW DRAFTMODERATE

Creator Role: Content creator

This action cannot be undone.

DeleteCancel