

# Creator/Editor 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, HCV, 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 the ‘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.

FAST-TRACK CITIES Global Web Portal  
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ENGLISH DUTCH FRENCH PORTUGUESE УКРАЇНСЬКА

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.

- The user will be directed again to the BPR page. From here, the user can select the ‘Submit a best practice’ or from top left, click on ‘My workbench’ > ‘Create content’ > ‘Best practices’ as shown below –

The screenshot shows the 'Global Web Portal' interface. The top navigation bar includes 'My Workbench', 'Content', 'Structure', 'Configuration', and 'Help'. Below this, a secondary bar contains 'Create content', 'My drafts', and 'Best Practices', with a red arrow pointing to 'Best Practices'. The main header area includes 'ABOUT', 'DATA VISUALIZATIONS', 'CITIES', 'DASHBOARDS', 'PARTNERS', 'BEST PRACTICE REPOSITORY', and 'HELP'. The 'BEST PRACTICE REPOSITORY' section features a search filter with dropdowns for 'Best Practice Domain', 'Best Practice Primary Audience(s)', 'Best Practice Type', and 'City', each with a '- Any -' selection. Below these are 'APPLY' and 'RESET' buttons. A 'Submit a Best Practice' button is located on the right. A 'TESTING DEMO' banner is at the bottom with placeholder text.

- The user can enter the content details in the fields provided on the display screen –

The screenshot shows the 'Create Best Practices' form. It includes a 'New content' notification: 'Your draft will be placed in moderation.' The form fields are: 'Title' (text input), 'Creator Role' (dropdown menu with '- Select a value -'), and 'Introduction to Best Practice' (text area). A note below the introduction field states: 'Please answer the following: What is the problem being addressed? Which population(s) is being affected? How is the problem impacting the population? What were the objectives of the intervention?'. At the bottom, there is a 'Text format' dropdown set to 'Filtered HTML' and a link to 'More information about text formats'.

- After entering the details, the user can save this as a draft or directly submit it choosing from the moderation state tab at the end of the screen and thereafter click on SAVE as a final step –

The screenshot shows a form titled 'Revision information' with a sub-header 'New revision'. On the left is a large grey placeholder box. On the right, there is a 'Revision log message' section with the text 'Created by demo.' and a prompt: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.' Below this is a 'Moderation state' dropdown menu. The dropdown is open, showing three options: 'Submit', 'Save as draft(Author) (Current)', and 'Submit'. A red arrow points to the dropdown menu. At the bottom left, the 'Save' button is highlighted with a red rectangular box. To its right is a 'Preview' button.

- If 'save as draft' is selected, the user can anytime complete the rest of the fields and submit it later. The draft can be accessed from 'My workbench' > 'My drafts' as shown in step 3 –

The screenshot shows a web application interface. At the top is a navigation bar with links: 'My Workbench', 'Content', 'Structure', 'Configuration', 'Help', 'demo', and 'Log out'. Below this is a blue header bar with links: 'ABOUT', 'DATA VISUALIZATIONS', 'CITIES', 'DASHBOARDS', 'PARTNERS', 'BEST PRACTICE REPOSITORY', 'HELP', and a search bar. A green banner below the header says 'Best Practices dure doc has been created.' Below this is a teal bar with links: 'View draft', 'Edit draft', and 'Moderate'. The main content area has a grey background and contains the following text: 'Creator Role: Content creator', 'Revision state: Save as draft(Author)', 'Most recent revision: Yes', and 'Set moderation state:'. Below this text is a dropdown menu with 'Submit' selected and an 'APPLY' button. At the bottom of the page is a pink section titled 'DURE DOC' with the subtitle 'Introduction' and a paragraph of Lorem Ipsum text. Above the pink section is a progress bar with five steps: 'Draft' (active, green dot), 'Submit' (white dot), 'Under Review' (white dot), 'Approved' (white dot), and 'Published' (white dot).

7. Once submitted, the following screen will appear and email notifications will be sent accordingly.

