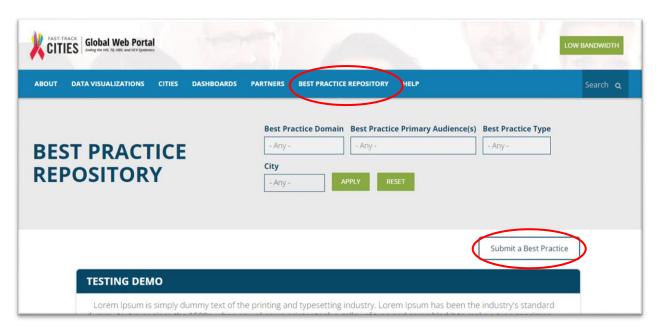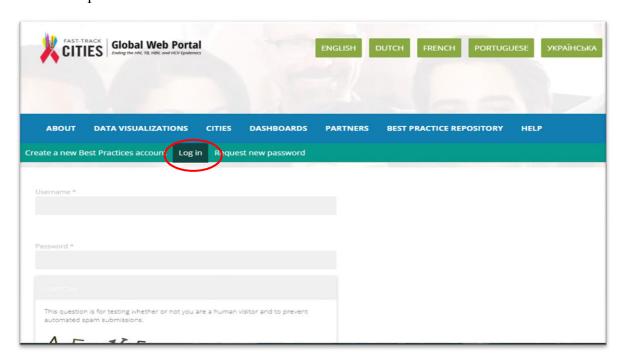# Creator/Editor account- User manual
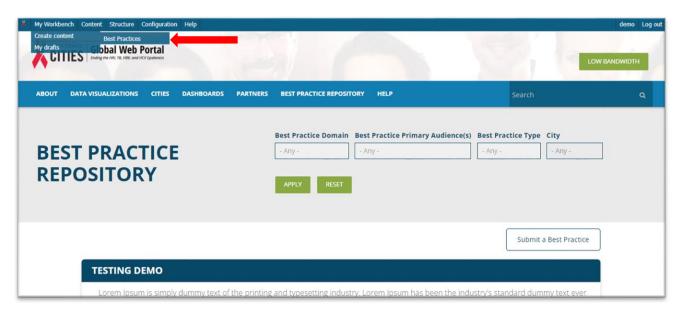
FTCI - Best Practices Repository

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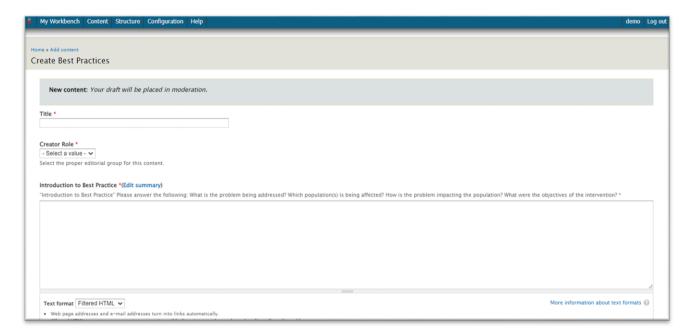

2. Enter the credentials in the fields provided and click the 'Log in' button.
   If you do not have the credentials, you can request for them by clicking on 'Create a new best practices account' and enter the details.
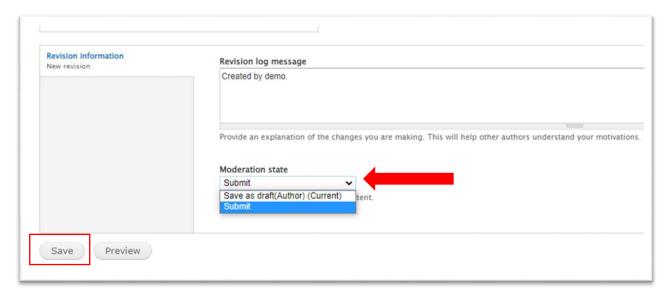
3. The user will be directed again to the BPR page. From here, the user can select the 'Submit a best practice' or from top left, click on 'My workbench' > 'Create content' > 'Best practices' as shown below –
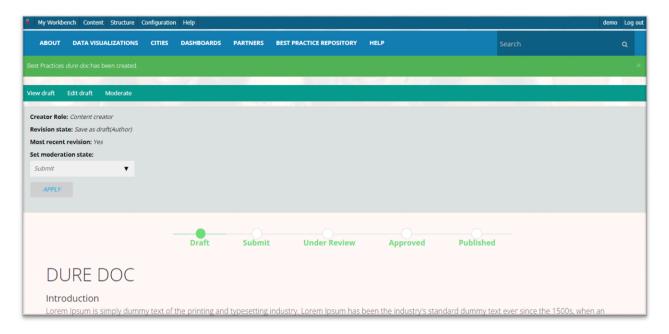

4. The user can enter the content details in the fields provided on the display screen –

5. 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 –

6. 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 –

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