COST Action FP1203 | European non-wood forest products (NWFPs) network

NWFPs DATABASE USER GUIDE

User guide for Contributors, Reviewers and Administrators

May, 2014

Table of Contents

THE DATABASE WAS TESTED ON INTERNET EXPLORER V11, GOOGLE CHROME, MOZILLA FIREFOX AND OPERA. IF YOU ARE HAVING DISPLAY ISSUES WITH INTERNET EXPLORER, PLEASE UPDATE IT TO NEWER VERSION.

USER ROLES

NWFPS DATABASE is using three main user roles: Contributor, Reviewer and Administrator.

Contributor: Country representative which can add products to the database but cannot publish them without the Reviewer. Whenever a product is prepared for publishing, a Reviewer receives an automatic e-mail request for revision and publishing.

Reviewer: Work Group representative which is able to publish posts on-line. His main task is to review the information on products provided by Contributor and publish them on-line. If the Reviewer thinks that NWFPS information should be upgraded, he can send the product back to Contributor to make upgrades. This is done automatically and is explained in chapter 'Guide for Reviewers'.

Administrator: Has all the abilities that Contributors and Reviewers have and can add new users.

IMPORTANT NOTICE FOR ALL USERS:

After first login, change your e-mail address and password!

This is done by selecting Dashboard from the upper left corner.
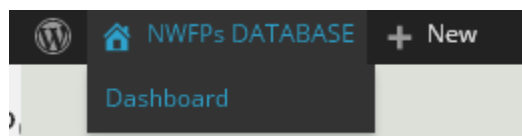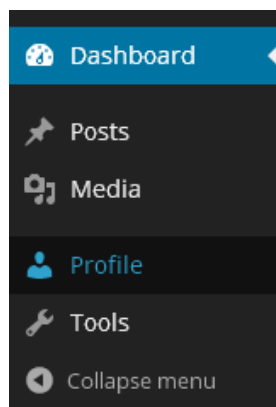

Image 1. Entering Dashboard (User back-end)

Then select Profile from the left menu in administrator page.

To see how to login, see chapter 'Guide for Contributors -> Step 1: Logging in'.

Image 2. Entering User Profile area

GUIDE FOR CONTRIBUTORS

The Non-Wood Forest Products Database is situated on http://www.nwfps.org/ domain. Before entering the information about products, we should get familiarized where the information will be displayed on the product main page. Take a look at the figure 1 below. It represents a dummy article, showing where the text and images will appear.

PRODUCT TITLE (In case there are products that exists in several countries, country should be mentioned after the product title to ease the connections between countries. See STEP 2: Adding a product -> Connecting products)

HIGHLIGHTS (A field where interesting facts or possible issues about the product will be mentioned)

TF1 TF2 TF3 TF4 ADD.INFO (Tabs for each Task Force + Additional information Tab with links to external sources and references)

IMAGE GALLERY

CONNECTED PRODUCTS BETWEEN COUNTRIES

STEP 1: Logging in.

After visiting the web-site address of the database, scroll down to the USER AREA section and select LOGIN.

Image 3. User area

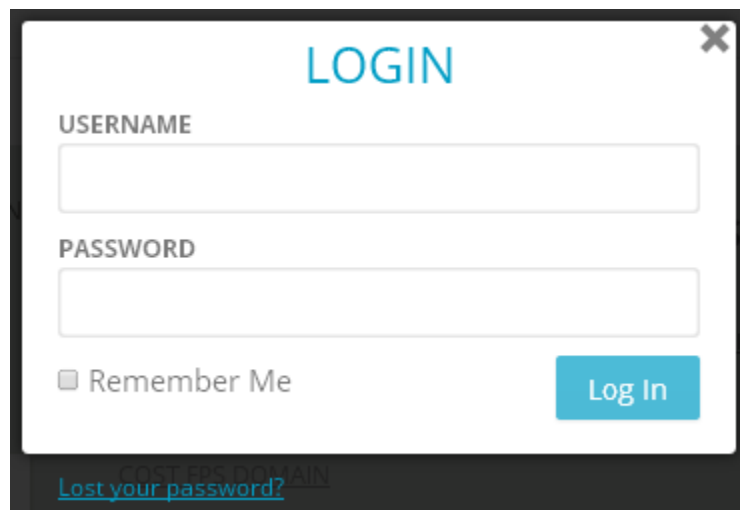A pop-up screen will appear – fill it with your login credentials.

Image 4. Pop-p screen for entering login credentials

Usernames and Password will be provided by the COST Action FP1203 representatives.

STEP 2: Adding a product.

After you have successfully logged in, on the upper left side of the screen a black ribbon will appear. Select *+New Post*.
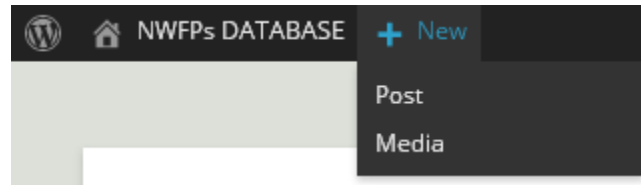

Image 5. Adding New Post (Product)

A new screen will appear.

To reveal the fields, first select the category of the product from the right menu.
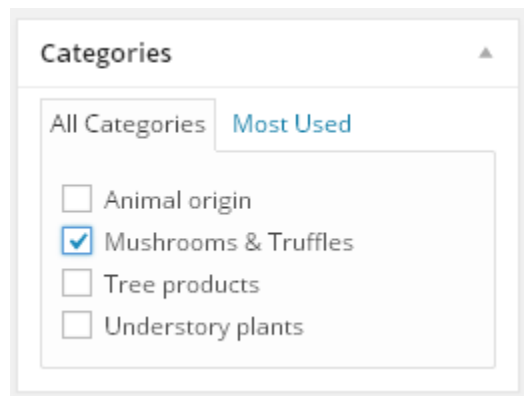

Image 6. Selecting a Category in order to reveal the input fields

After you have selected the product category a form will appear. If nothing happens, refresh the page by hitting F5 button on your keyboard.

Form for inputting information on NWFP.

Image 7. Revealed Fields after Category selection

Notice that the fields are grouped. Select one field at a time, and start inputting information based on topics of the fields.

It is advised, in order to prevent possible issues when having the same product in different countries, to add the country name after the name of the product.

Working with text editors

In some occasions, you will be prompted to input information in a text editor. A text editor is very similar with a basic Microsoft Office Word workflow. Hover with your mouse over each possibility to get familiarized with options.
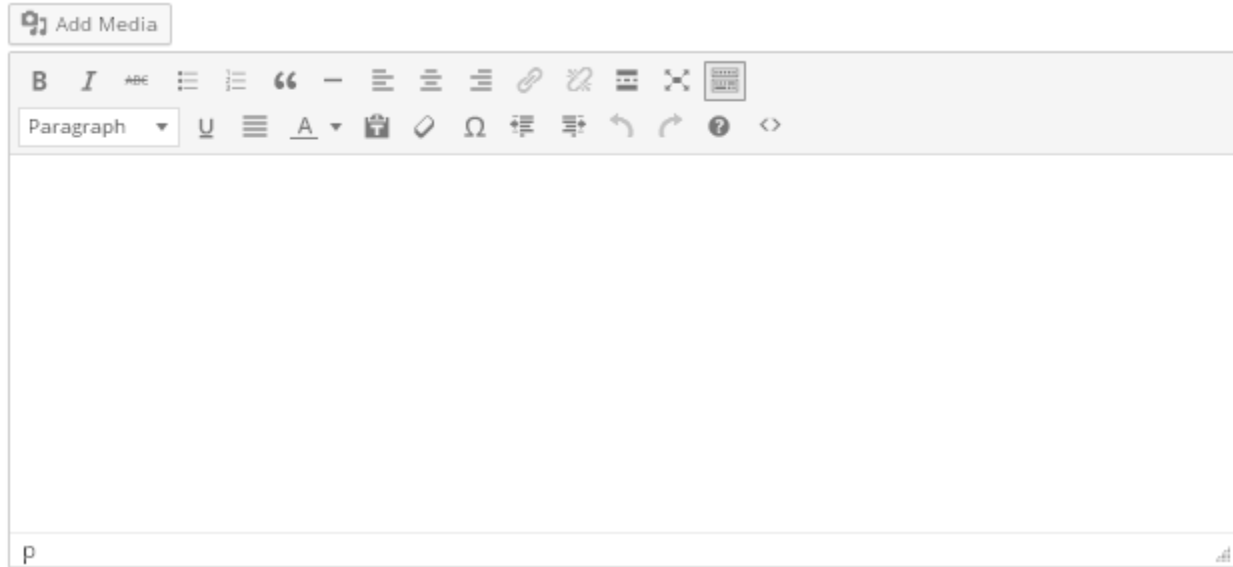

Image 8. Text editor

If you want to change the Font Size, select a preloaded font size from the Paragraph drop-down menu.

Image 9. Changing Font Size

Adding links to external sources

Select a portion of text you would like to be linked and then press the *Insert/edit link* button.
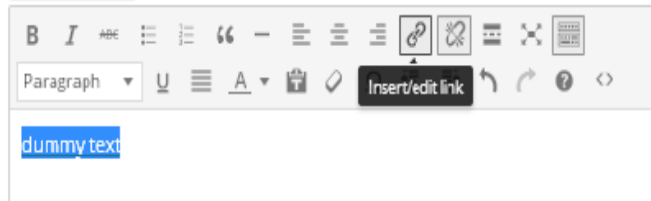

Image 10. Selecting text to input external link

A window will appear which will prompt you to enter the external url (web address) of the content and a title for this link.
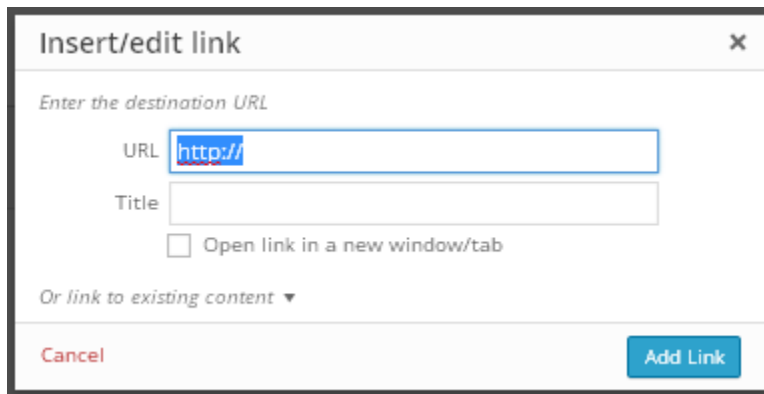

Image 11. Adding link

Uploading files and pictures to the content

In text editor select the [Add Media] button.
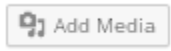
Image 12. File upload area
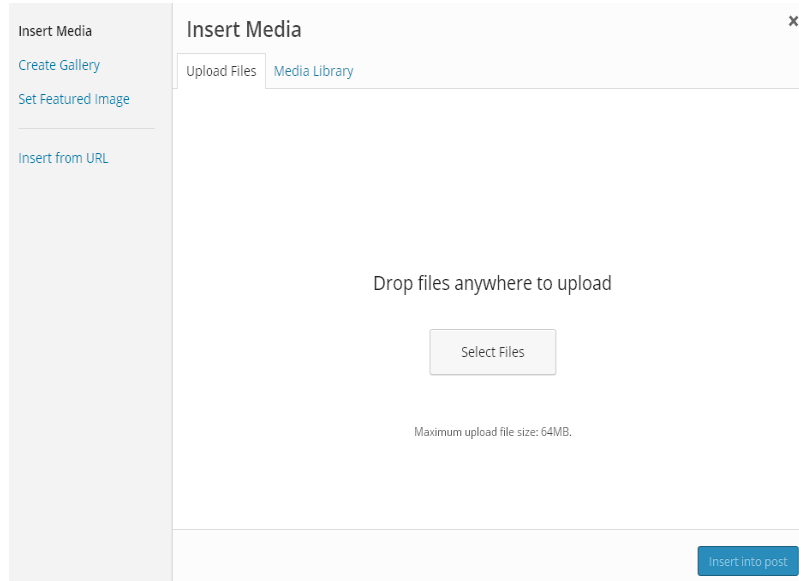
A new window will appear. Select *Upload Files* from the upper left corner and select files for upload. You can select images, .pdf files, or if you need a chart, upload .xls file or chart in an image format (.jpg, .bmp, …)

Adding an image gallery

It is strongly advised that you add an image gallery only in the Additional Information & External Sources section.
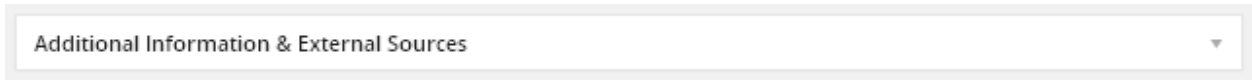

Image 13. Tab for Additional Information's and External Sources

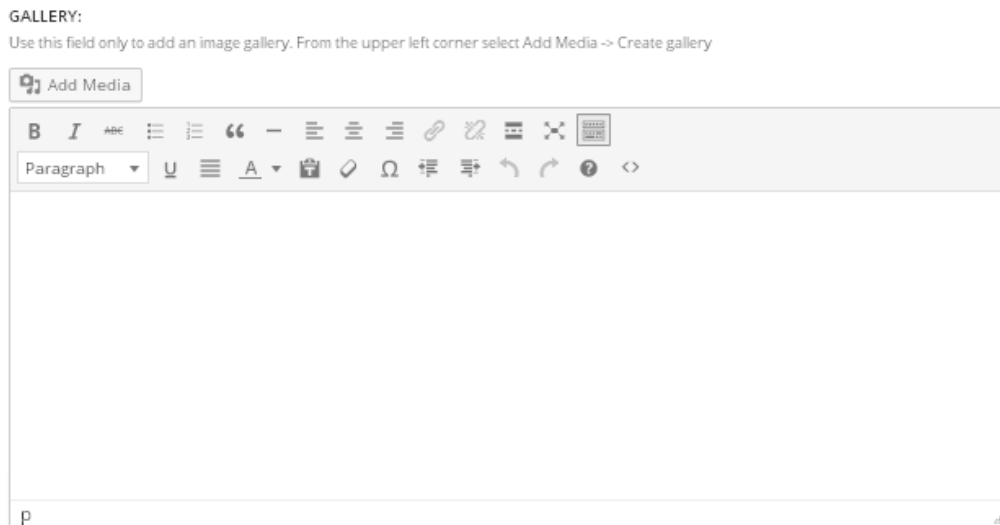When you open this field group, scroll to the bottom and find the Gallery section:

Image 14. Gallery input field (Same as text editor but used only to input images into gallery)

Select button, and then *Create Gallery* from the upper left menu.

Here you can upload new images or select as many pre-uploaded images as you want.
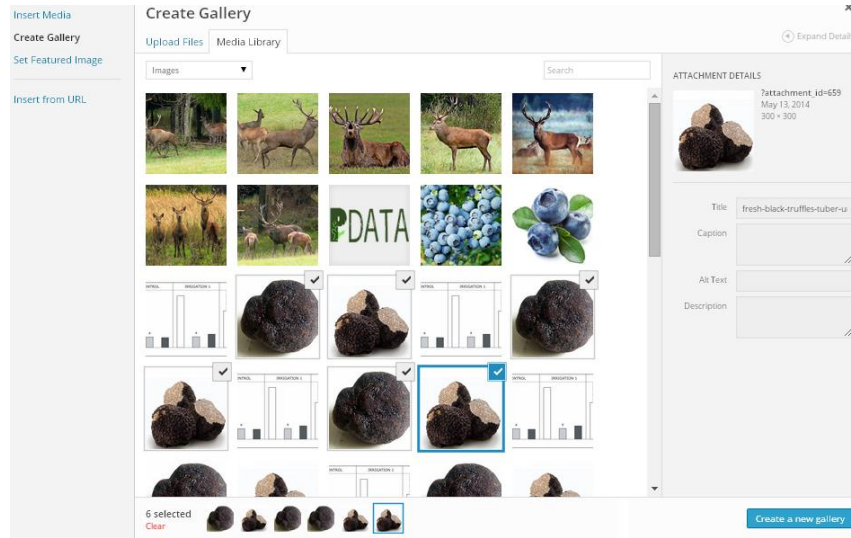
Image 15. Adding images to gallery

After you have selected the images, select [Create a new gallery] button.

From the upper right menu select *Link to: Media File*, *Columns: 7* and [Insert gallery] button.
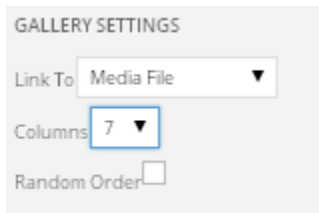

Image 16. Gallery settings

The reason why the *Columns: 7* is advised to select is because of the width of the webpage. On the webpage, 7 images can fit next to each other, in any number of rows. If you would like to add 10, 12, 15 or 20 images, always select 7 columns.

Setting a main product image

You can select a main product image that will appear next to the title of the product. To do so, select the *Set featured image* from the right section of fields.

The rest is like uploading files or images which was previously explained.
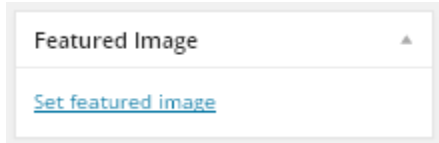
Image 17. Setting the main product image

Connecting products

Same product can be found in several countries. To point that out, from the left group of fields select *Connect posts to* and *from* options.

Find the product you want to be connected with your product and select it in (from) and (to) section.

Image 18. Connecting products

STEP 3: Submit the product for Review
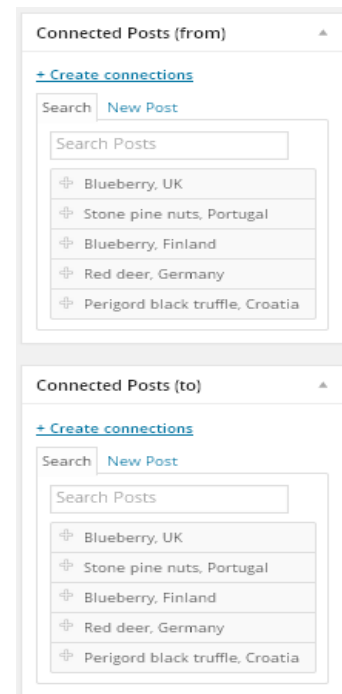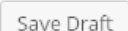
After you are done with inputting data about the product, from the upper right corner of the screen you can select the [Save Draft] button to save your progress, and then [Submit for Review] button.

Image 19. Submitting product for review
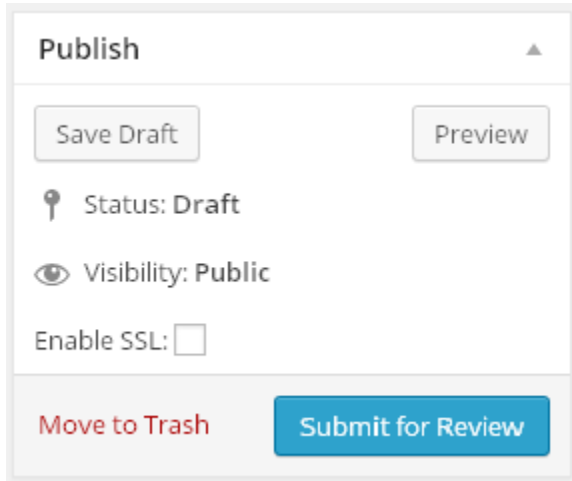
Doing so, a Reviewer will receive an e-mail notification. Only Reviewers and Administrators can publish the product on-line, after reviewing it.

After you have submitted the content for review, the status of your article will be changed.

Image 20. Pending Preview notification

GUIDE FOR REVIEWERS

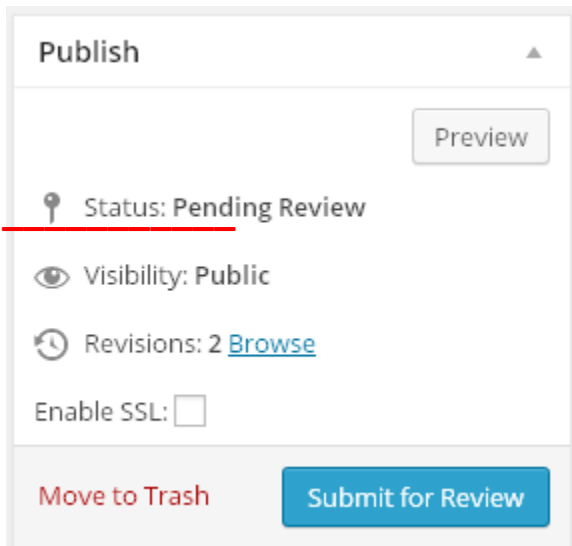Reviewers are Work Group representatives that are able to publish the product on-line after a revision is made. Each Work Group within Action FP1203 has its own Reviewer so there should be 4 in total.

After the Contributor has submitted an article for revision, the Reviewer will receive an email with the following content :

A new product by contributor is pending review on NWFPs.org Database.

Author   : contributor <contributor@contributor.com> (IP: 193.136.147.162)
Title   : Perigord black truffle, Croatia
Category : Mushrooms & Truffles
Review it: http://www.nwfps.org/wp-admin/post.php?action=edit&post=798

Please do not respond to this e-mail notification. If the product is not published inside your COST Action FP1203 Work Group category, please ignore this notification.

Image 21. E-mail notification example

Select the provided link. You will be redirected to a page that looks like this:

This content is currently locked. If you take over, contributor will be blocked from continuing to edit.
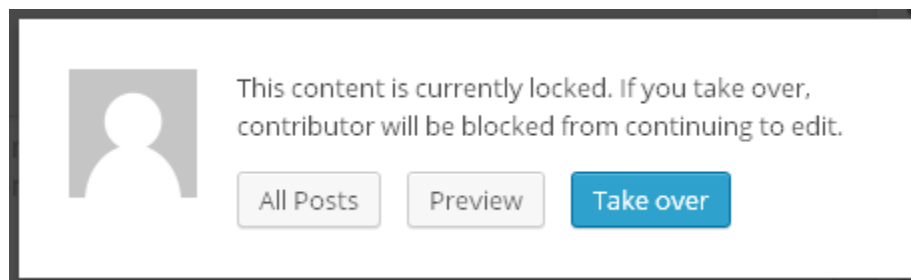
All Posts   Preview   Take over

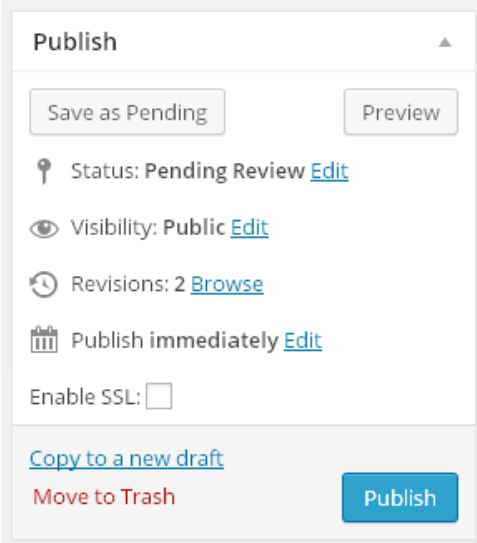Image 22. Notification before reviewing

Select *Take Over*.

Image 23. Publishing product

Now you have the option to return the product to Contributor to make additional changes by selecting *Save as pending*button, or just to publish it by selecting the *Publish* button.

If the article is returned to Contributor to make additional changes, he will be noticed via e-mail. If Reviewer wants to make changes, he can do it the same way as Contributors do.

Reviewer is able to see the changes made to an article in a time table by selecting Revisions from the menu (image above).

OLD ARTICLE   NEW ARTICLE WITH CHANGES
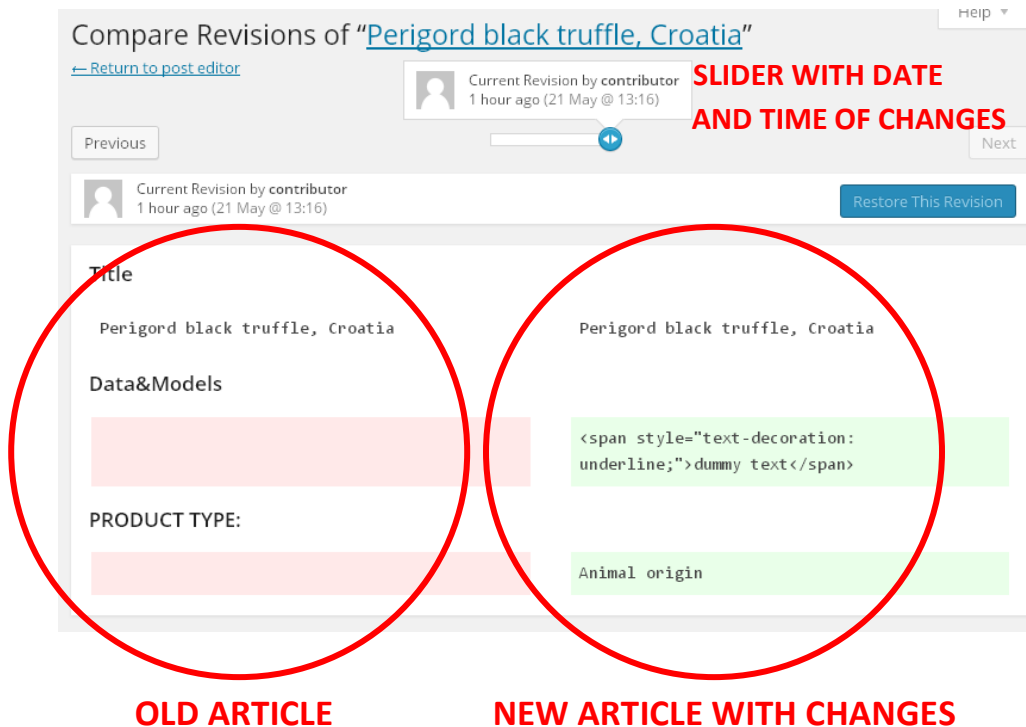
In this section, a list of changes is displayed, so it will be very easy to track changes if more than one is made. If the Reviewer is not happy with new changes, he will just use the slider to find older article and select *Restore This Revision* button.

GUIDE FOR ADMINISTRATORS

Only an Administrator can add new Contributors and Reviewers.

Adding new users

After logging in with Administrator credentials, select the *Add New* user from the left menu.
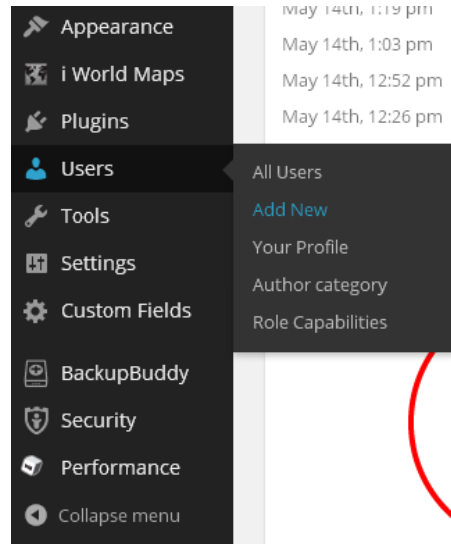

Image 24. Adding New Users

After adding basic information about the User, select its appropriate role and *Add New User* button.
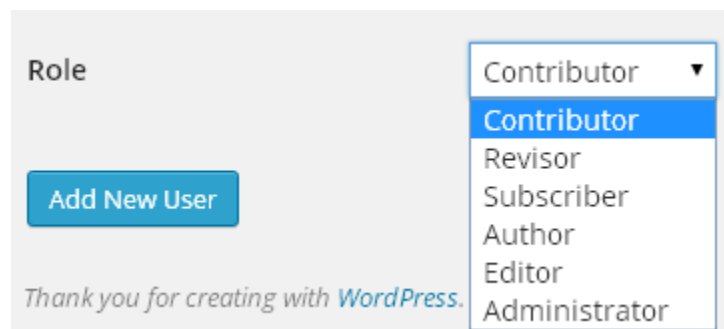

Image 25. Selecting User Role

Adding Reviewers to mailing list

From the menu select Settings, then Status Notifications.
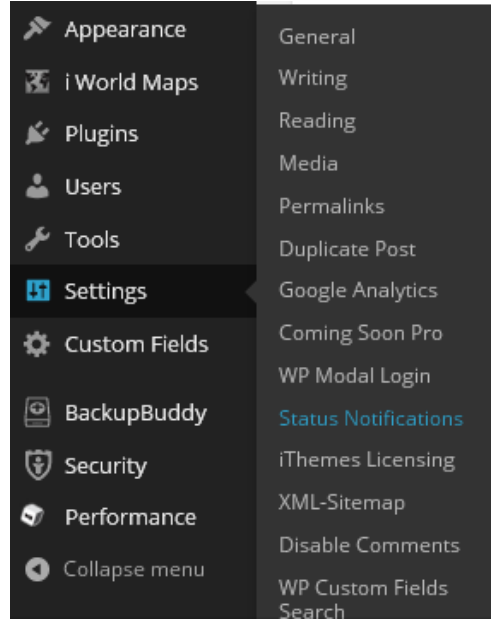

Image 26. Entering mailing list for notifications

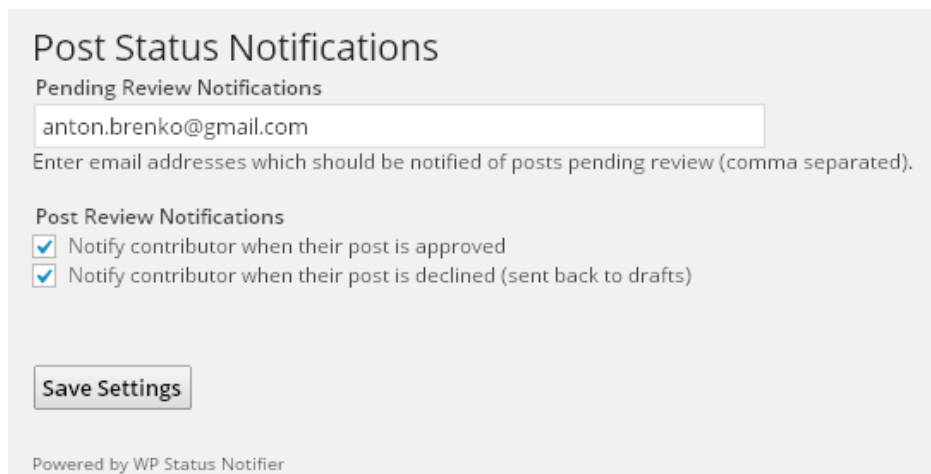In *Pending Review Notifications* field, input Reviewers e-mail addresses, separated with comma, and select *Save Settings*.

Image 27. Adding Reviewers to mailing list