



Independent observer
of the Global Fund

CCM Website toolkit

Version 1.2 working draft
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Change revisions

- Video links updated

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Definition of terms and abbreviations



Content type:	A content Type is a pre-defined collection of data types (Fields) which relate to each other by an informational context. In this sense, "context" means "parts that should be considered as a correlated whole." Content Types are the elements using which the site editors can input (add) original content on a Drupal site and are the building blocks for structured authoring and content.
Drupal:	This is an open source web-based content management system.
Domain:	This is a unique name that identifies a website. i.e www.aidspan.org
Host:	A host is a computer connected to the internet that stores the website files and database
Page section:	This is a segment of a web page.
Permissions:	This is access rules on the website content and can be created, delete and update.
Roles:	This is a set of collected permissions given to a specific type of user. I.e. and administrator role has administrator privileges on the website to edit content.
URL:	This is the unique address location for a file that is accessible on the Internet, specifies the means of acting upon or obtaining the representation.
URI:	This is a uniform resource identifier (URI) is a string of characters used to identify the name of a resource.
View page/listing page:	This is a non-editable, page that list records of a content type.
Webpage:	Is a web document that is suitable for the World Wide Web and the web browser/ or a computer file extracted for the browser, usually written in HTML or comparable markup language.
Web-server:	Web servers are computers that deliver (serves up) Web pages. Every Web server has an IP address and possibly a domain name.
Web link/HTML Link:	A Web link is a reference to another web document, sometimes called HTML links because they take you to another HTML document when you click on them.
WYSIWYG editor:	This is a ready-for-use HTML text editor designed to simplify web content creation. It brings common word processor features directly to your web pages

Abbreviations

WYSIWYG:	What You See Is What You Get
CCM :	Country coordinating mechanism
FAQ:	Frequently asked questions
HTML:	Hypertext markup language

Requesting for the CCM website

Process



Prerequisites

You must be an officially appointed person from a Global Fund recognized CCM to access this service for free. You will also need to have an administrative officer or other appointed person in the CCM secretariat, and this person must have access to information related to the CCM to populate the content on the website.

Fill the request form, via the link below, to have Aid span generate your CCM website:

CCM website creation form - [request form](#)

After submitting your form, an email will be sent to your inbox, with details on how to access the public CCM website and the administrative portal (back-end) of the website.

The following are few websites that are accessible to the public that were developed using this service

1. <http://rwandaccm.org/>
2. <http://ccmbotswana.org/home>

Accessing the CCM website

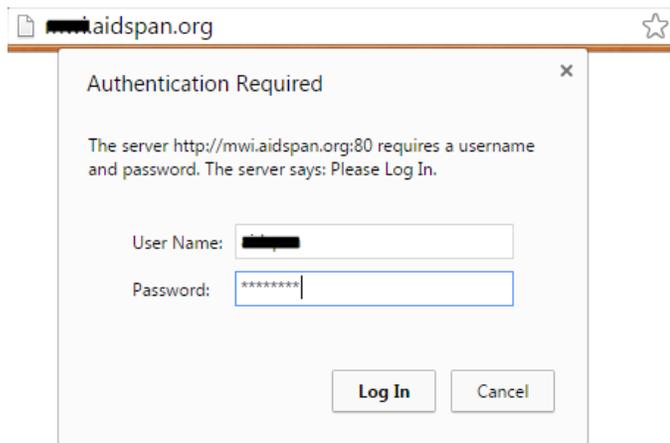
The CCM website is accessible in two ways: (1) via a public portal that is password protected (limiting access by chance or by search engines – highly recommended before a site is ready to go-live); and (2) via the site’s administrative “backend”; a portal that provides one additional privileges based on the roles assigned to the user account to do content or structural editing and other tasks, such as updating or deleting existing content, adding new content, managing users, or other site function such as e-forums and such.

Public access

Open the link on the email received on submitting the [request form](#). A username and password are provided in the email – use this to access the website.

This security feature will be deactivated on go live.

The site will then be able to the public using its assigned URL only.



Backend administrative access

This portal allows the site administrator to do additional tasks.

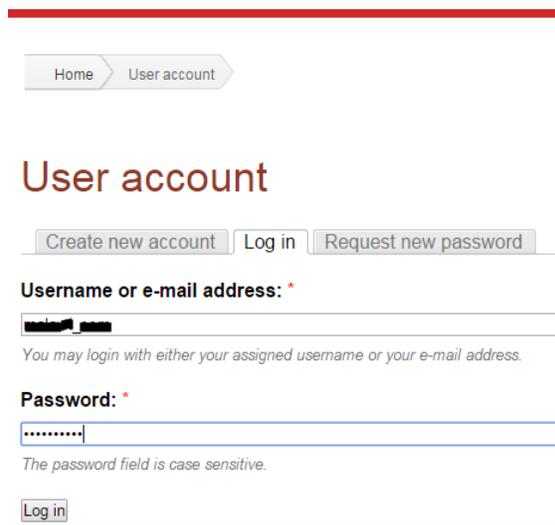
To access the backend, kindly add the words “user” to the website URL emailed. Your URL will look like this:

www.tmp.aidspan.org/

To access backend:

www.tmp.aidspan.org/user

Use the username and password provided in the set-up email. Do not set-up a new account as this will already have been done for you when you submitted your request form, and a user-name and password to the backend will also have been provided in the same email received.



Introduction and overview

Components of a the CCM website

The CCM website is developed using Drupal. Drupal consists of the following components: content types, templates, views, blocks, modules, and menus. This is a support manual that will guide the appointed web site administrators in doing routine tasks on the CCM website. It will guide also on technical aspects such as handling different web content type's, records, blocks and pre-configured templates.

Custom blocks and Content types on the website and uses

A single website could contain many types of content, such as CCM member listings, CCM documents, Events, Images, Resource links, resource categories, member categories, feeds informational pages, news items, polls and blog posts amongst others. In Drupal, each item of content is called a node. Each node belongs to a single content type, which defines various default settings for nodes of that type, such as whether the node is published automatically or only as assigned and whether comments are permitted.

Predefined content types on the CCM website and fields captured on the content type:

1. Page: A page is a content type used for providing a basic web page on the website. It has the following fields: title, menu settings, body, input format, language option, revision information, authoring information and publishing options.
2. News: News is a content type that is used for news related information from both the organization or external sources. It contains the following field's title, date submitted, news link, excerpt, and body.
3. CCM document category: provides one with a list of document categories on the CCM website these document categories can be reports, minutes, manuals and working paper among others.
4. CCM document: CCM document is a content type for providing fields for the document upload, categorization, and description.
5. CCM member category: provides one with a list of CCM member categories on the CCM website these categories can be leadership, CCM member or alternate member.
6. CCM member: CCM member is a content type for providing fields for inputting the CCM members' details, such as the name of CCM member, sector, title, organization, contact details among others.
7. Calendar event: This content type provides one with the fields to create an event i.e. CCM meeting
8. Forum: Contains the main thematic area under which various discussions or forum topics may fall under.
9. Forum topic: Content type is used for forums or online discussion boards, it contains a field for the subject of the discussion, forum under which the forum topic belongs. I.e. the forum topic affirmative action for women in CCM may fall under the forum CCM representation.
10. Resource link category: This content type is used to classify useful resources URI
11. Resource link: This content type is used for saving to links to resources online i.e. web pages web documents.

Predefined custom blocks.

Custom blocks have defined a section of a CCM website page on which, which on can edit directly by clicking on the edit button highlighted on hovering on the block. This is on the right side of the website pages

How to

To access this portal on the website, one needs to have logged into the public access portal and later on login as a backend administrative user.

Update a content type's record

Updating a page / CMM member detail/ Calendar event/ CCM document or resource directly

Editing pages on the CCM website



Video walkthrough

All pages under [About us / Secretariat/Grants and proposals] of content type page, will be updated using similar procedures described below. This is highlighted with the color code orange on the [site map](#).

Updating content types displayable on the main content area on a page directly.

Updating content types can be done directly via a menu tab on the page display accessible as shown beside. By clicking on the "edit" tab



Editing content title and menu display

Select "Edit" For a Page content type on can edit the "title" field displayed



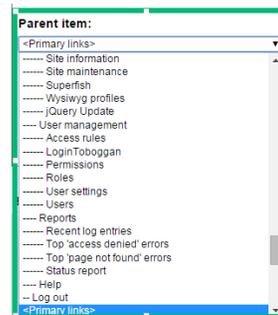
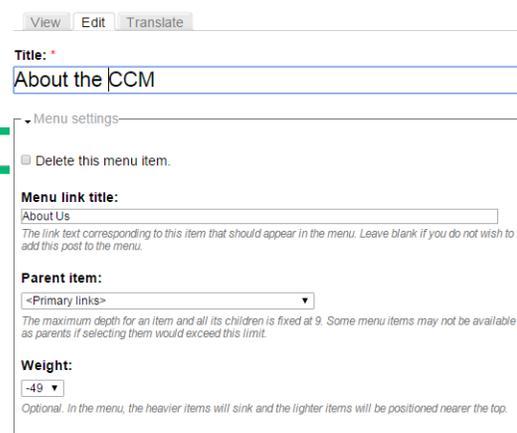
To edit menu item name display on the website as displayed on the website navigation expand "Menu setting", to edit the "menu link title".



The link text corresponding add this post to the menu.

To update the menu to which the page is attached to click on the "parent item" drop-down and select the menu on which the page will display.

Note: This may affect the structure of the site



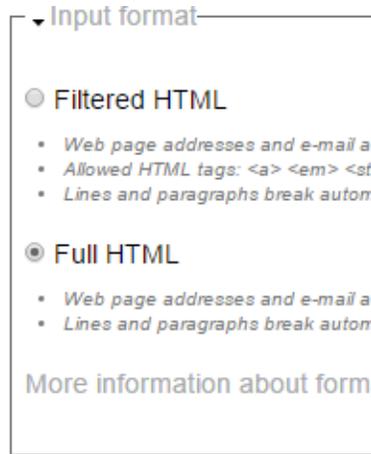
Editing content body and display format

Update the body field that shows the title. The body field is editable via a WYSIWYG editor.

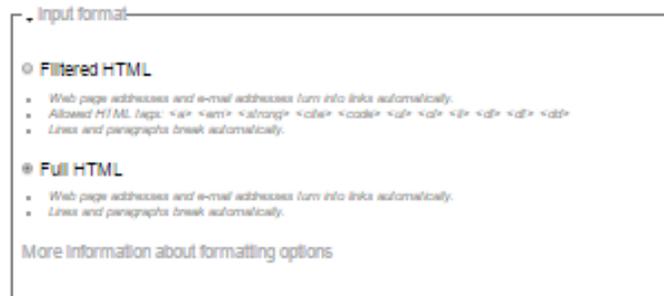
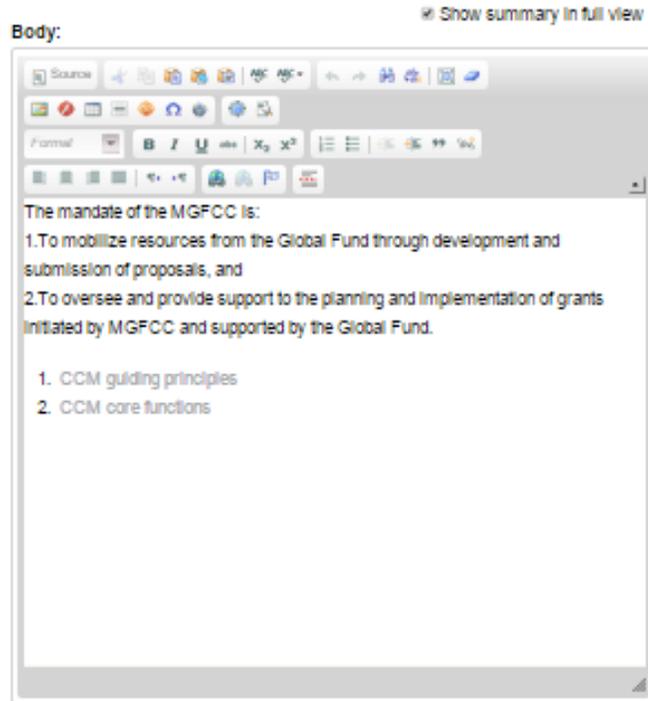


Hence, one can insert images, links among others. To have different formatting's on the document, synonymous to what is on rich word text editors as Office.

Below the body content "input format" is displayed to make the page content be displayed In full HTML or filtered HTML.



Full HTML is used if the content on the page has images, links, and other multimedia content. Filtered HTML is used if the content is plain text.



Language:

Editing content language.

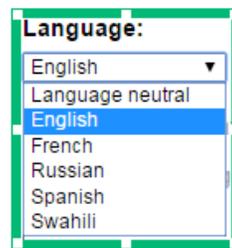
Below the body section, one can easily select the language of the content by default this is English.

→ Input format

Language:



→ Revision information

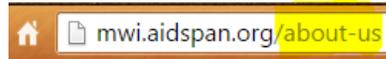


Editing content revision.

This is an explanation of the additions or updates being made on the content. Click on "create new revision" and enter a log message

Editing automatic alias.

The content alias is the URI link displayed on the browser as shown below



To edit, this unchecks automatic alias if it is checked.

Enabling comments on a page

Select comments settings

→ **Comment settings**

This will display the options besides and select "Read/Write", to enable posting and viewing of comments on the page

Editing author information and date authored

Select authoring information settings

→ **Authoring information**

By default the user logged in and posting the page is considered to be the author. This can be left blank if the author wants to be anonymous. Another author can be selected if they are registered as users on the website.

The field authored on is the time the time article was published this can be modified to the preferred date of the author.

Updating publishing options

Select publishing options

→ **Publishing options**

By default, the page is published. To unpublished, uncheck, "published" check box.

Other options available on the publishing options are promoted to the front page and sticky on top of lists. Promoted to front page: Pushes the page summaries (teaser text) onto the front page.

And sticky at top of list gives the page a higher preference on a listing of Pages

Previewing the changes made

Having worked on updates / edits once can preview the data provided



Having made the appropriate changes and clicking preview that changes will be shown as below

Preview

View Edit Translate

About the CCM

The mandate of the MGFCC is:

- 1.To mobilize resources from the Global Fund through development and submission of proposals.
- 2.To oversee and provide support to the planning and implementation of grants initiated by MGFCC and supported by the Global Fund.

1. CCM guiding principles
2. CCM core functions

Saving / Publishing the changes

If the information is captured as required you can click "save".



On clicking save the message indicating that the content has been updated will be shown as below.

About the CCM

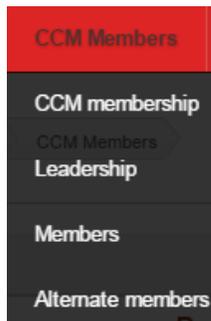
Page *About the CCM* has been updated.

Editing CMM members details on the CCM website

CCM member details are listed on the CCM members listing page / View page.

Navigate to CCM member detail page.

Navigate to the CCM member's page. To edit these details, one needs to select an individual CCM member details by clicking on the CCM member's name on the listing page.



Dr. Mangani Ronald

Organization: Ministry of Finance
Role: Executive Director
Sector: Govt
Address: P.O. Box 30049, Lilongwe, Malawi
Email: rmangani@yahoo.com
Phone: +265 1 789 355/529,+265 999 829 856

Editing the CCM member details

Select "edit" on the CCM members page. And update the fields with the CCM member details. The fields specific to CCM members are

1. Names ,
2. Gender ,
3. CCM Member role,
4. Sector Represented
5. Title
6. Organization/Institution
7. Physical / Postal Address
8. Phone No
9. Email
10. Twitter handle
11. LinkedIn
12. Sort order

Saving / Publishing the changes

After updating these fields click on preview to view changes and save to apply the changes

View Edit



Names: Dr. Mangani Ronald
Gender: Male
CCM Member role: Leadership (Chair)
Sector Represented: Govt

Secretary to Treasury

View Edit

Photo:



Remove

Names: *
Dr. Mangani Ronald

Gender:

N/A
 Male
 Female

Save Preview Delete

Other field and options available that are similar to those on the page field are, Menu settings, Revision information, URL path settings, Comment settings, Authoring information, Publishing options

Editing CMM resources details on the CCM website



Video walkthrough

CCM resource details are listed on the CCM resource listing page / View page.

Navigate to CCM resource detail page

To edit these details, one needs to select the CCM resource, by clicking on resources then clicking on the document icon for the specified CCM resource, as highlighted besides.



Editing CCM resources title and description

Select edit:
1. Update the document title
2. Category
3. Description

As shown beside

View Edit

Submitted by malawi_ccm on Mon, 2015

Description:
CCM website tool kit

Attachment:
CCM website manual

View Edit

Document Title: *
CCM website manual

Category:
- None -
Report

Description:
CCM website tool kit

Updating the CCM resource file

To update the file attached, select remove,
Then choose file and browse to select the specific file.
Then click on Upload to upload the selected file

Attachment: *

website manual for ccm sites.docx Remove

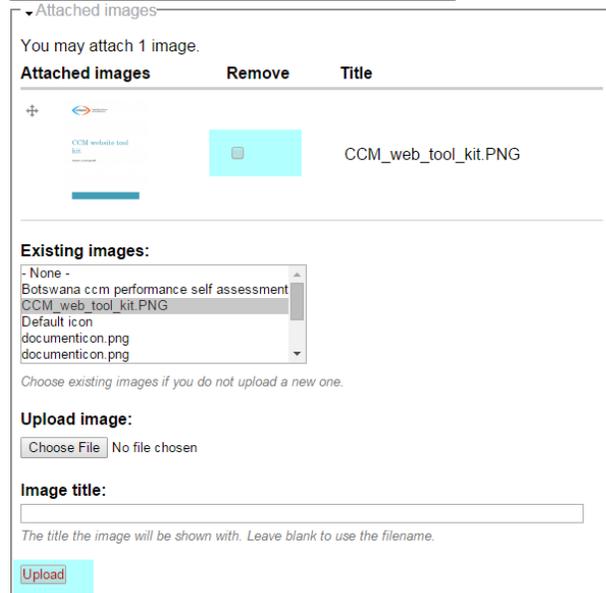
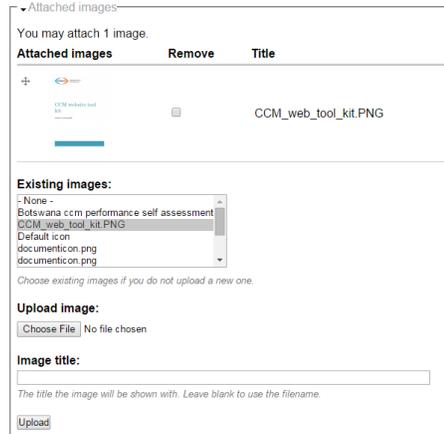
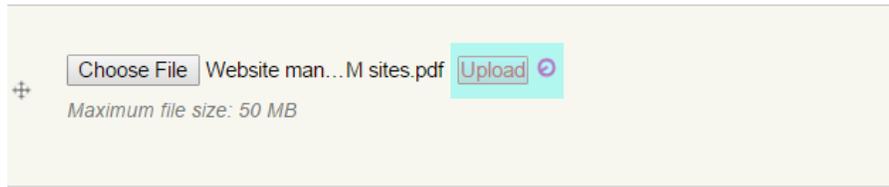
1.73 MB
application/vnd.openxmlformats-officedocument.wordprocessingml.document

Choose File Website man...M sites.pdf Upload

Maximum file size: 50 MB

Updating the CCM resource file thumbnail icon

To update a thumbnail icon to the image.
 Select Attached images to expand the tab.
 Then click on remove then update.
 After selecting these one can choose an image from the listed existing images or select upload image to choose a file to upload thereafter uploading the file to the web site by selecting upload.



Save **Preview** **Delete**

Saving / Publishing the changes

After updating these fields click on preview to view changes and save to apply the changes

Other field and options available that are similar to those on the page field are, Menu settings, Revision information, URL path settings, Comment settings, Authoring information, Publishing options

Editing calendar event details/ calendar details on the CCM website



Video walkthrough

Calendar events are listed on the events page / or events block

Navigating to events listing or page to update events details.

To edit these details, one needs to select an event details by clicking on the CCM events name link on the listing page section block on or the calendar. As shown beside

The screenshot shows a forum discussion titled "Current Forum Discussion" with the subject "Votes for ccm committee" and a post date of "2014-03-21 23:00". Under the "Events" section, there is a "launch" button highlighted in green. Below it, the event details are listed: "Post date: 2014-02-26 09:09", "CCMs peer review meeting", "Post date: 2014-02-26 09:11", and "CCM training workshop". A "configure" button is visible next to the "Events" header.

Calendar

The screenshot displays a calendar for October 2011. The event "Launch (All day)" is highlighted in yellow on Monday, October 7th and Tuesday, October 8th. A green box highlights the event name. A pop-up window titled "Calendar" shows the event details: "Submitted by malawi_ccm on Mon, 2013-10-07 15:05", "Date: Mon, 2013-10-07 (All day) - Tue, 2013-10-08 (All day)", and "Description:". A green box highlights the event name in the pop-up.

Editing an event item

Select edit on the events page.

And update the fields with the events details.

The fields specific to Events are

1. Event name
2. Dates
3. Description

The screenshot shows the "Launch" event editing page. The "Edit" button is highlighted in red. The event details are: "Submitted by malawi_ccm on Mon, 2013-10-07 15:05", "Date: Mon, 2013-10-07 (All day) - Tue, 2013-10-08 (All day)", and "Description:". The "View", "Repeats", and "Edit" buttons are visible at the top of the event details section.

Date

From date: *
 2013-10-07 00:00
Format: 2015-09-11 Format: 15:24

To date:
 2013-10-08 00:00
Format: 2015-09-11 Format: 15:24

Repeat

Choose a frequency and period to repeat this date. If nothing is selected, the date will not repeat.

Frequency: [v] Period: [v]

Until:
 [text box]
Format: 2015-09-11
 Date to stop repeating this item.

→ Advanced
 → Except
 → Additional

Saving changes on an event/ updating an event

After updating these fields click on preview to view changes and save to apply the changes



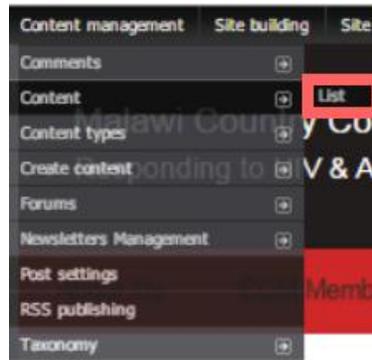
Other field and options available that are similar to those on the page field are menu settings, revision information, URL path settings, comment settings, authoring information, publishing options.

Updating a page / CMM member detail/ Calendar event/ CCM document from the content list

the content listing page on the administrator backend of the website provides one with a listing of all the content types on the CCM website.

Listing all content items

To access the content listing page select "Content management " → "Content " → "List"



One can filter the content items based on type, category, status, and language. Then click on filter

Show only items where

status is published [Filter]

type CCM Document [Filter]

category CCM discussion board [Filter]

language Language neutral [Filter]

is published [Filter]

- CCM Document
- CCM Document
- CCM Document Category
- CCM Member
- CCM Member Category
- Calendar Event
- Fast feed
- Forum topic
- Image
- News
- Newsletter issue
- Page
- Resource Link
- Resource Link Category

Filter

Select edit on the selected content to edit

Title	Type	Author	Status	Language	Operations
Secretary to Treasury	CCM Member	malawi_ccm	published	English	edit

Editing Content type Images on the CCM website

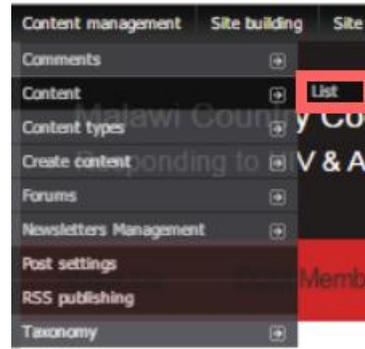


Video walkthrough

CCM resource details are listed on the CCM resource listing page / View page.

Listing all image content items

To edit these details, one needs to. To access the content listing page select Content management>Content >Content list



Then filter content items to show images only as follows:

Content

Show only items where

- status
- type
- category
- language

is

- Calendar Event
- Fast feed
- Forum topic
- Image**
- News
- Newsletter issue
- Page
- Resource Link
- Resource Link Category
- CCM Document

CCM discussion board

Language neutral

[Filter](#)

[more help...]

type is *Image*

and where

- status is published
- category CCM discussion board
- language Language neutral

[Refine](#) [Undo](#) [Reset](#)

Update options

<input type="checkbox"/>	Title	Type	Author	Status	Ln
<input type="checkbox"/>	CCM_web_tool_kit.PNG new	Image	malawi_ccm	published	L n
<input type="checkbox"/>	Enhancing the fight against HIV by testing	Image	malawi_ccm	published	E
<input type="checkbox"/>	Malawi	Image	malawi_ccm	published	E

Editing an image content type

Click edit on the far end of the list or click on the image title to have it display. Then select edit.

CCM-Guiding-Documents-Final.png updated	Image	malawi_ccm	not published	Language neutral	edit
---	-------	------------	---------------	------------------	----------------------

To update the file shown on the thumbnail select choose a file. And check on rebuild derivative images this would regenerate similar images of different dimensions or pixels.

Submitted by malawi_ccm on Mon, 2014-05-12 09:13
Enhancing the fight against HIV by testing



Title: *

→ Menu settings

Thumbnail:



Image:

No file chosen
Select an image to upload.

Rebuild derivative images

Making the image appear on the home page slider.

The image file name to be uploaded should not have any spaces or nonalphanumeric characters.
Check on

Feature:

- N/A
- Feature on front page slider 1**
- Feature on slider 2
- Feature on slider 3
- Feature on slider 4
- Feature on slider 5

This image will display on the front page slider as shown beside.



After updating these fields click on preview to view changes and save to apply the changes



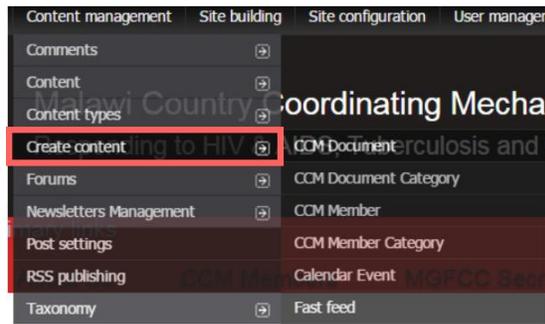
Other field and options available that are similar to those on the page field are, Menu settings, Revision information, URL path settings, Comment settings, Authoring information, Publishing options

Create a content type's record

To create a content type record, i.e. Create a page, news item, ccm document, forum topic and other content types.

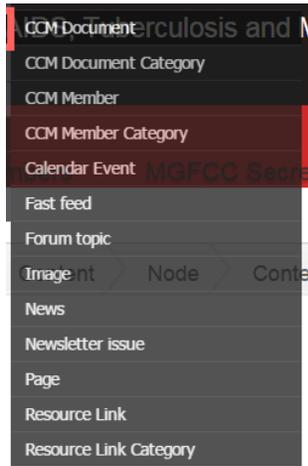
Navigating to create a content menu item.

Select content management as shown beside then choose to create content, based on preference.



Selecting content item records to create.

Create content item record / save



After providing the fields as described on the update content type record select save.



Delete a content type's record

Deleting a content type record.

Follow the same procedure given when updating a content type record then select delete. This will provide you with a confirmation screen then select delete again as shown beside



Are you sure you want to
Launch?

This action cannot be undone.

Confirming delete action

Edit a custom block



[Video walkthrough](#)

Editing custom block

Hover over the custom block and Select edit



Making the changes

You can change the description of the block, however, this is not visible on the display.

To have the block have a title that is visible edit the block title and replace <none> with the preferred block title

To change the pages on which the block is visible put the URL path alias or the path of the page , shown after the domain name (*i.e.* /about-us/ or /contact-us) on the section shown beside

Save the changes

Click on save block to apply changes

The screenshot shows the configuration page for the 'Home Page Country Map' block. At the top, there is a breadcrumb trail: Home > Admin > Build > Block > Configure > Block. A 'configure' button is in the top right. Below the breadcrumb, the block name is shown as 'Home Page Country Map block'. The main configuration area is titled 'Block specific settings' and contains three sections: 'Block description', 'Block title', and 'Block body'. The 'Block description' field contains 'Home Page Country Map' and a sub-description: 'A brief description of your block. Used on the block overview page.' The 'Block title' field contains '<none>' and a sub-description: 'The title of the block as shown to the user.' Below these fields is the 'Show block on specific pages:' section with three radio button options: 'Show on every page except the listed pages.', 'Show on only the listed pages.' (which is selected), and 'Show if the following PHP code returns TRUE (PHP-mode, experts only)'. The 'Pages:' section contains a text area with the following content: '<front>/home/about-us'. Below this is the 'Block body:' section, which shows a rich text editor with a toolbar and a preview area containing an image of a map and pills. At the bottom of the configuration area is a 'Save block' button.

Administrative functions and Go-live

Configuring site information (title, slogan, footer)

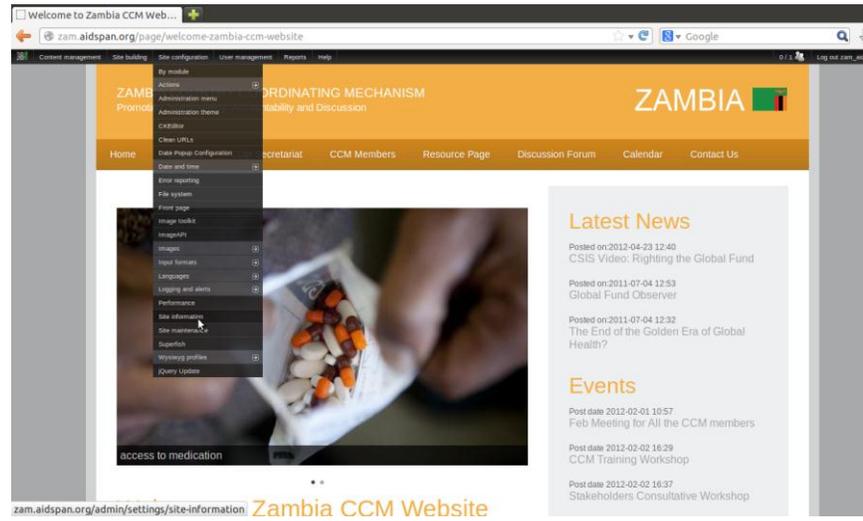


Video walkthrough

Changing site name and Changing slogan, site footer message and image

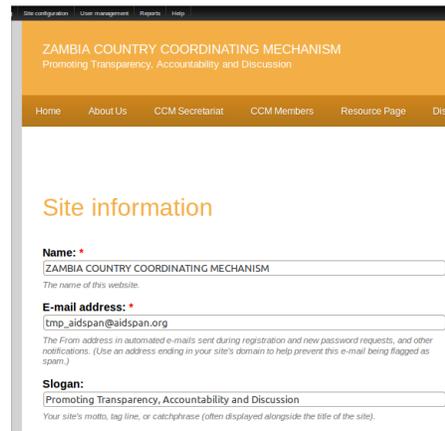
Navigating to site configuration page

Go to the administration menu
Site configuration > site information



Changing site name and slogan appearing on the header

Enter the site name on the field name and the slogan on the field for slogan



Changing site name and slogan appearing on the footer

Edit the footer message and image on the same page as show aside
The recommended image size for the footer is 233px by 44px.

Click on save to save the changes



Configuring site template (color, logo, and favicon)

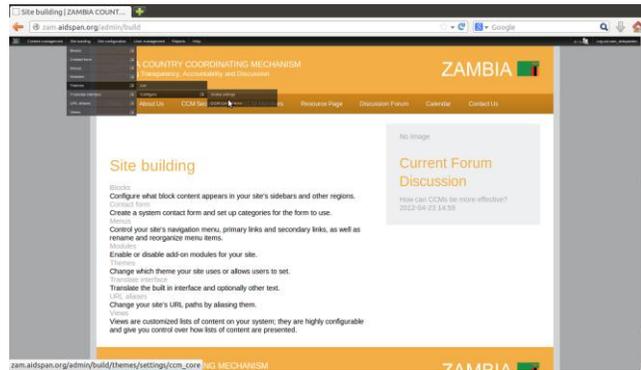


Video walkthrough

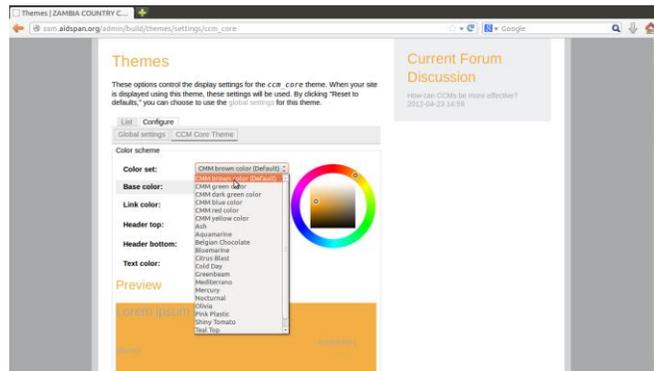
Changing site color and Changing logo, site footer message and image

Changing the site color

Go to the administration menu
Site building > Themes >
Configure > CCM Core theme



On the page, listed are various color options that are available for the template in use. The default template is CCM brown color, others provided for CCM are also available, and can be customized as needed. The base color is used to change the header colors. Link color is for the links and headings in the document. Header top is for the top menu.



Changing the website header logo.

Changing the logo
On the same page go to the logo area select the logo check box as shown beside, and browse to upload an image as the logo, the image should be 233px by 44px.

Click on save to upload the logo and changes.

Other check boxes make the site name, slogan and search visible or not visible on the page of the site using the template

Changing the website favicon

To change the favicon
Load the favicon as shown besides 32px by 32px preferred size

Go live

After updating the content and the layout of the website to have the website go-live and accessible to the public one needs to do the following.

1. Purchase a domain name and web hosting space preferably on Linux based hosting servers
2. Move database and website files to the new hosting provider

If the website is hosted on Aidspace domain we will be willing to offer technical assistance in this process once the preferred hosting service provider and domain name have been purchased by the country coordinating mechanism.

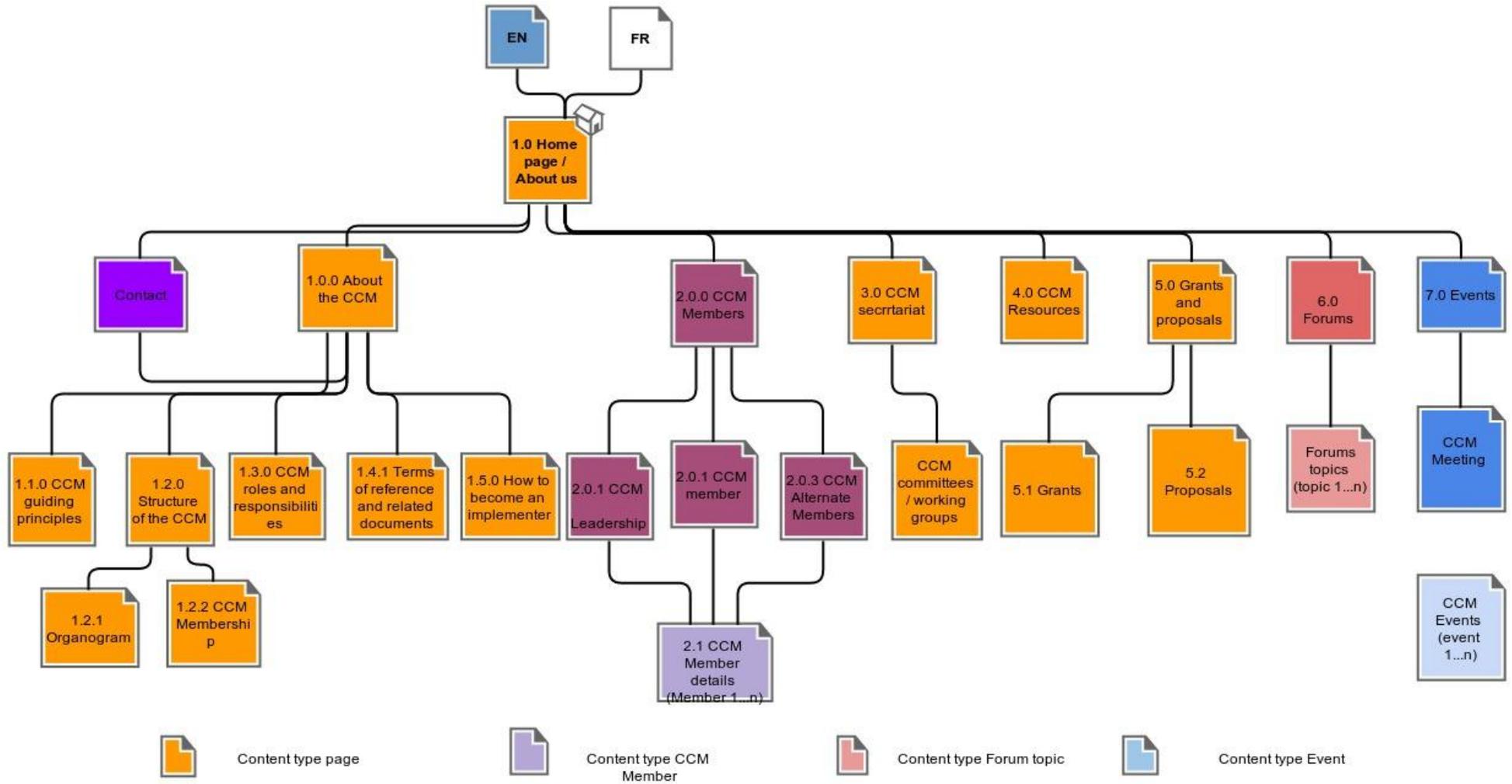
Appendix

Other useful resources

1. Using CKeditor <https://www.youtube.com/watch?v=mo5WJpBcqz4>
2. Using Drupal <https://www.drupal.org/getting-started/6/admin>, <http://www.tuline.com/dru/files/Drupal%206%20Training%20Manual.doc>
3. Choosing a web hosting provider <http://www.webhostingsecretrevealed.net/choose-the-right-web-hosting/>
4. Using Disqus / forums <https://disqus.com/admin/drupal/> and <https://www.drupal.org/node/789020>
5. Having newsletters on Drupal website <https://www.drupal.org/project/Simplenews>

Sitemap outline of the CCM website

** Colored based on content type



FAQ

1. How to access the website via FTP download an FTP client i.e. [FileZilla](#) or [WinSCP](#) and use the provided FTP access details from the hosting provider