



# SADC TFCA NETWORK PORTAL USER MANUAL



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# Introduction

## The SADC TFCA Network

The SADC Protocol on Wildlife Conservation and Law Enforcement (1999) defines a transfrontier conservation area (TFCA) as “the area or component of a large ecological region that straddles the boundaries of two or more countries encompassing one or more protected areas as well as multiple use areas” and commits SADC Member States “to promote the conservation of shared wildlife resources through the establishment of TFCAs” (Article 4, objective 2f).

There are currently eighteen (18) existing and potential, terrestrial and marine TFCAs in SADC at different stages of development (see Figure 1). In order to promote the establishment and development of TFCAs as a conservation and development model across the region, the SADC Ministers of Environment approved a SADC TFCA Programme in October 2013.

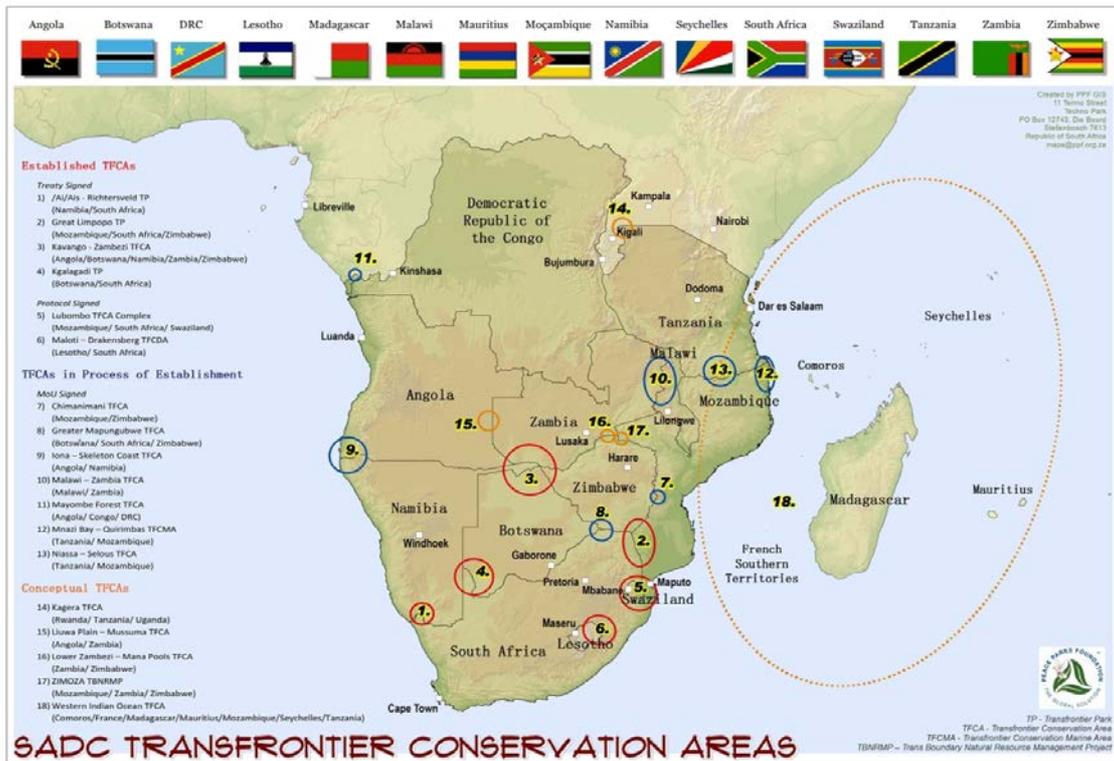


Figure 1 - SADC TFCAs (Source: Peace Parks Foundation)

As a result of this the SADC TFCA Network was established under the auspices of SADC with the purpose of overcoming TFCA challenges through shared learning, knowledge management and collaboration.

Key relevant activities of the Network are as follows:

- Document and disseminate innovative approaches in TFCA development and management
- Establish a central database on TFCAs
- Create a TFCA portal to disseminate information about TFCAs and provide a collaborative platform for the network members

These activities and others would allow greater learning to take place within and between TFCAs through sharing and documenting good practices across the region and it will enable the TFCA network members to draw out important lessons from existing TFCAs.

## SADC TFCA Network Public website

The Public website shall be used mainly for information dissemination to educate the public on what the SADC TFCA Network is and will run under the main SADC website at [www.sadc.int](http://www.sadc.int). It shall be comprised static web pages with texts, images and documents. The TFCA Public website shall use the main SADC website for its overall design, structure any navigation.

Being a part of the “mother” website, all content for the TFCA Website shall be managed by SADC Webmaster. All content that is to be loaded onto the TFCA Public website must be forwarded to the Portal Administrators who will then send it to the SADC Webmaster for loading (see below in the manual how to send content for the Public Website via the “Contact Administrator” functionality). The information supplied to SADC Webmaster by the TFCA Network must be in its final form and ready for publishing on the live website. Each of the Network members would have to provide its content in a desired language. The Public website shall accept selective content in any one of the languages, and when the translation is available in another language, it would then be uploaded, rendering that page available in two or all languages at the end.

One of the static web pages on the Public Website shall contain contact details for the TFCA Steering committee as well as TFCA contact addresses for each country. The main email address for the entire network and accessible by the Steering Committee shall be registered by the SADC Webmaster and can be [tfca@sadc.int](mailto:tfca@sadc.int). This email shall be used by the Public to contact the Network for more information.

The following is the proposed structure for the SADC TFCA Public Website. This structure will help TFCA Network members on what type of content has to be submitted in order to launch the TFCA Public website.

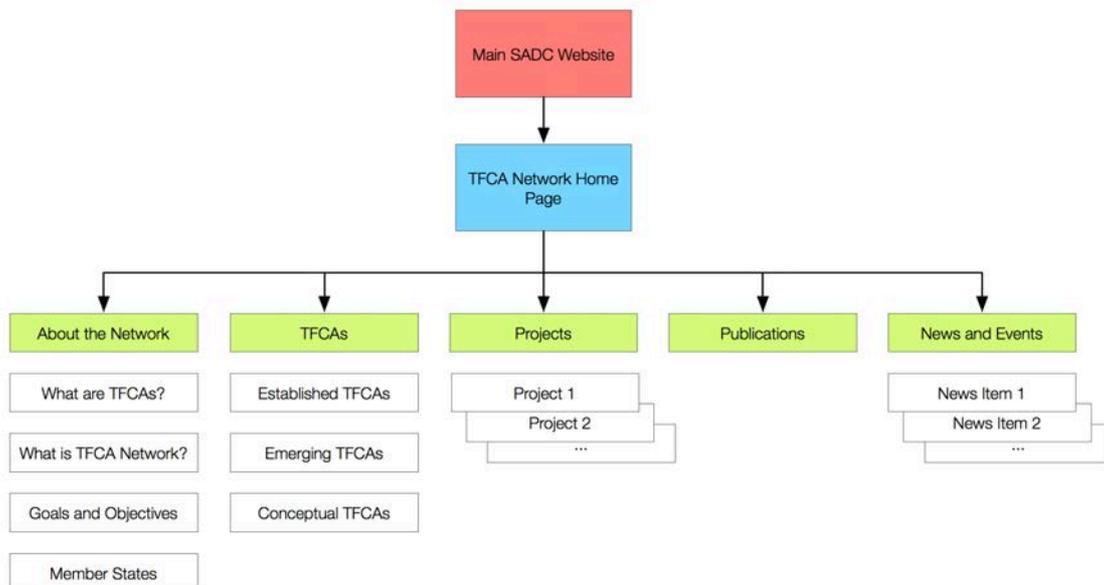


Figure 2 - TFCA Public Website Proposed Structure

# SADC TFCA Network Portal

SADC TFCA Network Portal has been developed to meet specific needs of its target audiences – TFCA Network Members from various countries within SADC as well as other stakeholders seeking to share information and collaborate on various matters within the SADC TFCA Network framework. It has been envisaged as a platform that enables effective and efficient communication between people across different geographical locations. Hence it is different from a common website which is more oriented towards marketing and looks more exciting.

The Portal has been designed and developed based on the discussions between SADC, GIZ and the Steering Committee of the TFCA Network. It is built using open source technologies like Linux, Apache, MySQL and PHP (LAMP platform), which is the most common technology, used on the Internet to deploy websites, portals and Intranets.

The Portal is a closed system and as such accessible by a username and password. Although it is hosted on the public Internet domain and works like any other website, the content of the Portal is not visible to the Public Internet visitor. It is accessible via the <http://www.tfcaportal.org> URL by using correct credentials. In other words you need to have an account registered with the Portal in order to login and access or post content and information.

The Portal Website has been optimized to work in all major Internet browsers i.e. Internet Explorer, Firefox, Chrome and Safari, as well as major platforms such as Windows, Mac OS X and Linux. Portal is rendered in mobile browsers similarly, i.e. iOS, Android and others.

This manual introduces you to using the SADC TFCA Network Portal. You will learn how to view, download, create and manage the content, comment and participate in discussions, as well as subscribe to various notifications via email. Each chapter will take you through the basics of the various tasks involved in this role.

This chapter will introduce you to some of the principles involved in using the Portal. You will find understanding some of these basic concepts helpful in learning the specific tasks later on.

## Portal Content

Like any other web-based system such as the website, Intranet or Extranet, the TFCA Portal contains various content and information such as: texts, documents, images and multimedia. This content has been classified into various content types, which is in turn grouped into multiple sections, groups and categories. The following are content types available on the Portal:

1. TFCAs
2. People
3. Events
4. Documents
5. Images
6. Videos
7. Discussion Forums
8. Projects and Tasks

The task of managing this content is made much easier by using a “Content Management System (CMS)”. A well-known example of a system that manages content is Facebook. You type in a message, add a link or upload a photo and Facebook takes care of the rest. It chooses where and how (and to whom) those items are displayed. The system that manages this Portal is a bit like this – you add the content and the CMS will take care of how and where it appears on the Portal. If you can

add and delete posts and images from a Facebook page you will be able to view and manage information on this Portal.

This user manual explains the means and ways to view, change or load any of the above content onto the Portal. It also teaches you how to login and access the system, participate in the discussion forums, collaborate on projects, subscribe to notifications and so on. The manual assumes that you are already familiar with the basic computer knowledge in any of the common operating systems like Windows, Mac OS X or Linux, as well as familiar with browsing the Internet, using email and using online systems like Facebook.

## Content Classification and Categorisation

All content in the Portal has been classified into multiple categories. Please note that the Portal Administrators at any point can change this depending on the needs and requirements of the Network. Remember, each content type has or can have additional categories setup by the Portal Administrator.

The following are the categories in the Portal:

1. Calendar Events
  - a. Calendar Event Types
    - i. Meetings
    - ii. Seminars
    - iii. Workshops
2. Documents
  - a. Document Types
    - i. Legislation
    - ii. Management Plans
    - iii. Maps
    - iv. Records of Ministerial Meetings
    - v. Specifications
    - vi. Strategic Plans
    - vii. TFCA Progress Reports
    - viii. User Manuals
  - b. Document Themes
    - i. Community
    - ii. Conservation
    - iii. Infrastructure
    - iv. Law Enforcement
    - v. Tourism
3. Videos
  - a. Video Types
    - i. Event Videos
    - ii. Promotional Videos
    - iii. Training Videos
  - b. Video Themes
    - i. Community
    - ii. Conservation
    - iii. Infrastructure
    - iv. Law Enforcement
    - v. Tourism
4. Projects
  - a. Project Status
    - i. Completed
    - ii. On Hold
    - iii. On Going
5. TFCAs

- a. TFCA Country
  - i. Angola
  - ii. Botswana
  - iii. DR Congo
  - iv. Lesotho
  - v. Madagascar
  - vi. Malawi
  - vii. Mauritius
  - viii. Mozambique
  - ix. Namibia
  - x. Seychelles
  - xi. South Africa
  - xii. Swaziland
  - xiii. Tanzania
  - xiv. Zambia
  - xv. Zimbabwe
  - xvi. Other...
- b. Legal Status
  - i. Conceptual TFCAs
  - ii. Emerging TFCAs
  - iii. Established TFCAs
- c. Cross Border Land Use Type
  - i. Multiple Use
  - ii. Natural Corridors
  - iii. Protected Areas
- d. Cross Border Activities
  - i. Community
  - ii. Joint Management Planning
  - iii. Law Enforcement
  - iv. Tourism

## Roles and Permissions

The Portal has been designed in such a way to enable cross border and cross TFCA sharing of information and collaboration. Although it is password protected from the rest of the World (public Internet), the information within is viewable by ALL users who are logged in. In other words one TFCA can view the content of the other, all users can participate in all discussions, all users can post content.

To solve some of the most common problems with content access and management, the Portal assumes that every piece of content has an author. The author who creates a piece of content, for example a document, is the only one who can further edit it or delete it. Other users can only view it, comment on it or attach/link other content to it. This way we can never be in a situation that after one user has created some content, another user deletes it or changes it.

In addition to the general rules above the following are the actual roles in the Portal:

1. Portal User
2. TFCA Administrator
3. Portal Administrator

### Portal User

This role can perform the following functions within the Portal:

1. Login and Logout from the Portal
2. Change its own profile including the username, password, email address, name, surname, photo and more.
3. View all content published by him/herself and other users
4. Search and list ALL content in the Portal
5. Add, edit or delete calendar events
6. Add, edit or delete documents
7. Add, edit or delete image galleries
8. Add, edit or delete videos
9. Add, edit or delete projects and tasks
10. Add, edit or delete forum topics
11. Attach content to the existing TFCAs in the Portal
12. Participate in ALL discussions and topics
13. Post comments for already published content
14. Subscribe to be notified about changes or activities in the Portal
15. Contact Portal Administrators
16. Submit content to Administrators for inclusion on the Public TFCA Network Website

## TFCA Administrator

This role can perform all of the functions from previous role, plus:

1. Add new TFCA
2. Edit own TFCA
3. Cross checking referenced content to their respective TFCAs for accuracy

Note: This role shall be assigned to International coordinators.

## Portal Administrator

This role can perform all of the functions from previous roles, plus:

1. Add, edit or delete any content type
2. Manage content groups and categories
3. Manage and Moderate Forums
4. Manage users in the Portal
5. Send bulk email to users
6. View System Activity Logs
7. Load required videos on the TFCA YouTube Channel

Note: This role shall be assigned to selected people within the TFCA Network.

# Accessing the Portal

To access the Portal, open your Internet browser and go to [www.tfcaportal.org](http://www.tfcaportal.org). Once there you will be presented with the following page:

Log in Request new password

**User account**

**Username \***

Enter your SADC TFCA Portal username.

**Password \***

Enter the password that accompanies your username.

Log in

Copyright © SADC TFCA Portal, 2014. Portal Design and Development - MindQ

Figure 3 - Portal Login Screen

Enter your valid username and password and click on “Log In” to access the Portal. If you don’t have an account, you would have to contact the Portal administrator who can then create an account for you.

In case you have forgotten your password use the “Request New Password” tab above. On the “Request New Password” screen fill-in your valid email address and click “E-mail new password”. You will receive an email with a one-time login link on which you need to click. The link will take you to the Portal after which you will be prompted to change your password to the new one.

When you have successfully logged in you will see the Portal home page or Dashboard.

# Portal Introduction

Now you are logged in to the Portal as one of the authenticated users. The following is a screenshot of the Portal Home Page or the Dashboard. It shows at a glance all recent content, activities and links to other sections such as TFCA list, people list, resources, calendar of events, projects, discussion forums and so on. In the main menu you will also find links to common activities you will be doing when managing content on the Portal.

Please note that the content depicted in the screenshots of this manual is loaded for demonstration purposes only and is expected to be changed and updated by the users once the Portal is live!

The screenshot shows the SADC TFCA Network Portal dashboard. At the top left is the SADC logo and the portal name. At the top right, a user is logged in as 'george' on Sunday, 30 March, 2014. A main menu on the left lists sections like Home, TFCAs, People Directory, Resources, Calendar, Projects, Forums, and Contact Administrator. The main content area is divided into several sections: Document Search, People Search, TFCA Map, Recent Content, Recent Documents, Recent Comments, Featured Gallery, Past Events, and Projects by Activity. Each section contains specific content related to TFCA projects and events.

Numbered callouts in the image point to the following elements:

- 1: User profile and login information (george, Log out, Sunday, 30 March, 2014 - 13:24, Select a TFCA...)
- 2: Main menu items (Home, TFCAs, People Directory, Resources, Calendar, Projects, Forums, Contact Administrator)
- 3: Search bar with 'Keyword' input field
- 4: Calendar for the month of March
- 5: 'Who's online' section showing 'george' is online
- 6: Document Search 'Keyword in Title' input field
- 7: People Search 'First Name' input field
- 8: TFCA Map showing geographical locations
- 9: Recent Content section listing various project and document entries
- 10: Recent Documents section listing meeting agendas and reports
- 11: Recent Comments section listing user comments and replies
- 12: Featured Gallery section showing a landscape image
- 13: Past Events section listing dates and event titles
- 14: Projects by Activity table showing project titles, statuses, and progress bars.

Title	Project Status	Project Progress
SADC TFCA Network Portal Development	Ongoing	85%
Example Project for TFCA Intranet	Ongoing	30%
Test Project 1	On Hold	40%
Test Project 2	Completed	100%
Test Project 3	Ongoing	70%

Figure 4 - TFCA Network Dashboard Page

The following are the dashboard blocks and their functions:

1. Service Links
  - a. Shows basic user links like username that links to the user profile and logout link. Here you can click on your username to view and update your profile. Clicking on “Log out” will end your session and log you out.
  - b. Shows the current date and time. Please note that you can update your time zone on your profile page.
  - c. Quick access drop down menu to go to one of the TFCAs.
2. Main Navigation Menu
  - a. Takes you to any section of the Portal via which you can perform all functions as per your role, i.e. loading content, viewing content, commenting, subscribing to content alerts, contacting administrators and so on.
  - b. The menu collapses and expands depending on your choice. Small arrows on the right of the menu items show that there are more options under that heading.
3. Keyword Search
  - a. Search entire Portal and all content by keyword.
4. Monthly Calendar of Events
  - a. Show the current month.
  - b. Days with events are clickable.
  - c. You can browse months by clicking on the arrows next to the month name.
  - d. Calendar has an iCal icon below clicking on which you can download an iCal file that you can import in your calendaring application such as MS Outlook or Apple iCal.
5. Who is Online Box
  - a. Shows up to 10 currently logged in users.
  - b. A logged in user is identified by last 15 minutes of activity.
6. Document Search
  - a. Using this box you can search for a document by keyword, type and theme.
  - b. Search is a combination of all 3 operators. Use it to narrow down your search.
7. People Search
  - a. Searches the database of users of the Portal.
  - b. Search by first, last name and country.
  - c. Please note that you can even use a part of the name or surname in your search.
  - d. Combine all filters to narrow down your search.
  - e. Once you see the search results, click on the user’s username or a photo to view his or her profile.
8. TFCA Map
  - a. Link to an interactive map showing all TFCAs and their actual geographical locations.
  - b. Position on the map is shown by a pin not an area. You would further need to click on the chosen pin/TFCA to see the TFCA information and the actual map area.
9. Recent Content
  - a. Shows ANY content type recently posted on the Portal.
  - b. Shows the type and author of the content.
  - c. Content is organised by post date.
  - d. Click on the content link to view that page.
  - e. Click on the author’s username to see his/her profile.
  - f. Click on “View more recent content...” to browse all content organised by date.
10. Recent Documents
  - a. Shows recent documents in the same fashion.
  - b. Date of publishing/update is listed here.
  - c. Documents are organised by post date
  - d. Click on “View all...” to browse all documents organised by date.
11. Recent Comments
  - a. Lists recent comments by all users in the Portal.
  - b. This includes posts in the discussion forums as well as comments to any other content type.
12. Featured Gallery

- a. Shows one image from the corresponding gallery.
  - b. Every time someone visits the home page, or refresh the page, it will randomise and show another one.
  - c. Click on the image to see the full gallery and all images.
  - d. Click on “View all galleries...” to browse all image galleries that are uploaded.
13. Past Events
- a. Lists 3 past calendar events in the Portal.
  - b. Click “View all...” to see a list of all past events and a date descending order.
14. Project Dashboard
- a. Shows top 5 projects by activity.
  - b. Shows name, status and progress via a progress bar.
  - c. Click on the name link to view the project.
  - d. Click on “View all projects...” to see all projects

# Your Profile

To view your profile, click on your username on the top left of the screen (area 1 from the dashboard screenshot). You will be presented with the following screen:

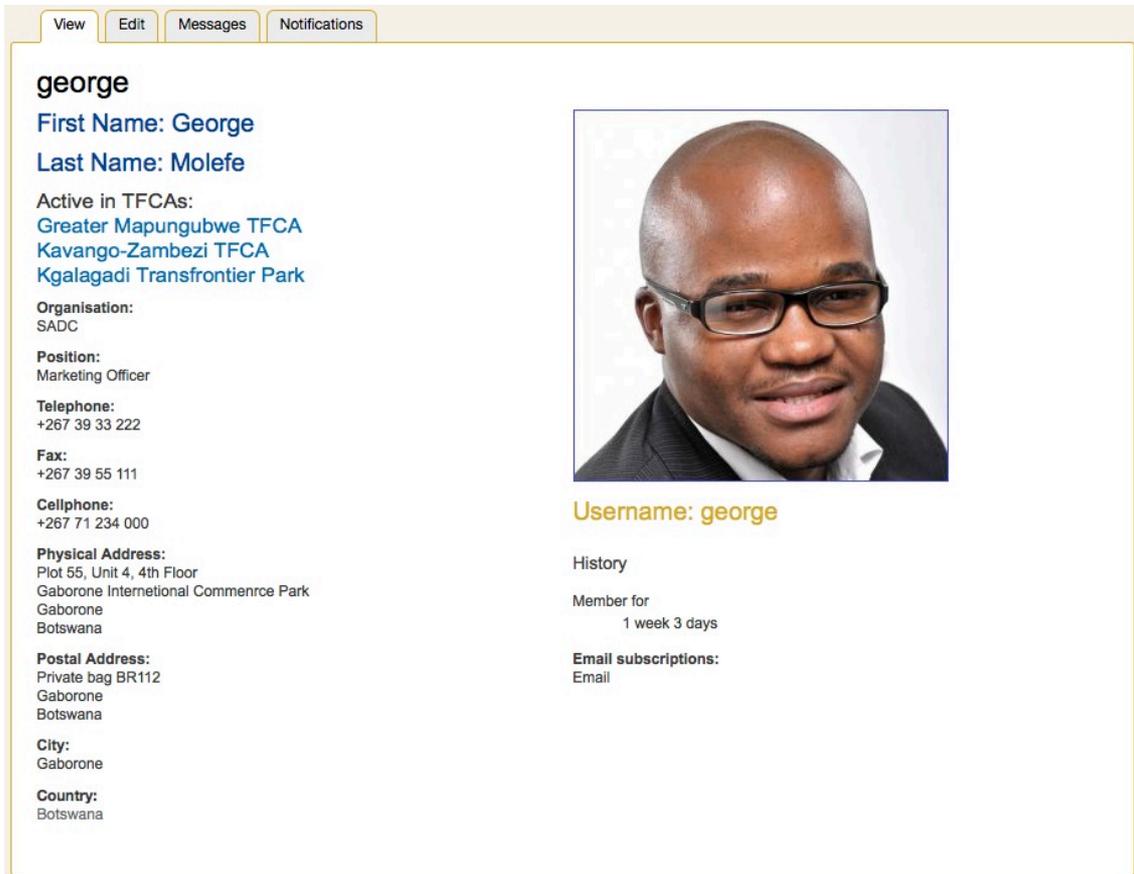


Figure 5 - User Profile Screen

On top of the user profile page you will notice a number of tabs, which give you ability to perform additional actions once on the page.

## Editing Your Profile

To edit your profile click on the "Edit" tab . On the below screen you will be able to edit your profile, including but not limited to:

- Update your username and password. Please note that Portal imposes a password policy that ensures the security of the system. Once you start typing your new password the system will show what conditions you must meet to in order for your password to be accepted.

The password does not include enough variation to be secure.

- Password must contain at least one digit.
- Password must be at least 6 characters in length.
- Password must contain at least one punctuation (not whitespace or an alphanumeric) character.

- Change your email address. Be aware that your email address must be valid as all notifications and communications from the Portal will use this email address. The forgot password facility also works with this email.
- Change or delete your photo. Click on the “Delete picture” checkbox and once your changes are saved, your photo will be deleted. To change the photo, click on the button under “Upload picture” and upload an image from your computer.
- Active in TFCAs – here you can click on all TFCA you are active in or leave it empty if you are not linked to any.
- Email checkbox – this option allows the system to send you emails if you are subscribed to be notified on any changes in content on the Portal.
- Locale settings – here you can set your time zone.
- Click on “Save” button on the bottom of the page to save your changes.

The screenshot shows a user profile editing interface for a user named 'george'. At the top, there are four tabs: 'View', 'Edit', 'Messages', and 'Notifications'. The 'Edit' tab is active. The profile name 'george' is displayed at the top left. Below it, the 'Username' field contains 'george' and is marked with a red asterisk. A note below the field states: 'Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.' The 'Current password' field is empty and also marked with a red asterisk. A note below it says: 'Enter your current password to change the E-mail address or Password. Request new password.' The 'E-mail address' field contains 'drupal@mind-q.com' and is marked with a red asterisk. A note below it states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' The 'Password' field is empty and marked with a red asterisk. A 'Password strength' indicator is shown to the right of the field. The 'Confirm password' field is also empty and marked with a red asterisk. A note at the bottom of the form says: 'To change the current user password, enter the new password in both fields.'

*Tips:*

- *During editing of any content type you will notice small red stars “\*” next to the field names. This means that these fields are compulsory to be filled and you will not be able to save your content until this field has some content in it.*

This is a close-up of the 'E-mail address' field. The field contains 'george@mind-q.com' and is marked with a red asterisk. Below the field, a note reads: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'

The tab “Messages” shows any incoming messages that you have been subscribed to. The tab “Notifications” lists all your subscriptions throughout the Portal. More on this below in section for “Subscriptions and Notifications”.

# Browsing Content

To view any content on the Portal click on any of the listed content items on the Dashboard or use the main menu on the left. The menu is divided into two sections:

1. Content Viewing Section, and
2. Content Management Section

The screenshot on the right shows the top section of the menu that is mostly used for viewing the content. The top-most item in the menu will take you back to the home page or the dashboard from wherever you are in the Portal, i.e. the Home Page. All of the items shown on the right are used to browse the content except the last one, which is used to content Portal Administrators. More on this later in the manual.



*Important Tip: Please note that during the course of this manual some of already presented concepts are not going to be repeated as they work in exactly the same way with multiple tasks and content types. One of these repetitive tasks is your ability to filter various content lists such as the one below.*

## TFCAs

### List View

To access the list of all TFCAs in the Portal click on TFCAs and then choose “TFCA List” from the main navigation menu on the left. The page that opens shows all the TFCAs in a tabular format. The following is the screenshot of this list view:

#### TFCA List

Country	Activities	Land Use Type	Legal Status	
- Any -	- Any -	- Any -	- Any -	Apply
TFCA Name ▲	Country	Cross Border Activities	Cross Border Land Use Type	Legal Status
Great Limpopo Transfrontier Park	Mozambique, South Africa, Zimbabwe	Community, Tourism	Multiple Use, Natural Corridors, Protected Areas	Established TFCA
Greater Mapungubwe TFCA	Botswana, South Africa, Zimbabwe	Joint Management Planning, Tourism	Natural Corridors, Protected Areas	Established TFCA
Kavango-Zambezi TFCA	Angola, Botswana, Namibia, Zambia, Zimbabwe	Community, Joint Management Planning, Law Enforcement, Tourism	Multiple Use, Natural Corridors, Protected Areas	Established TFCA

Figure 6 - TFCA List View

Here you can see the list of all TFCAs currently loaded on the Portal. On top, like with many other content types, you will see the filtering line. In this particular case you can use it to narrow down the tabular list. As you will learn this will become more useful once you view long lists of content like, documents, past events, people and similar.

This list you can filter by:

- Country (all SADC countries)
- Activities (Community, Joint Management Planning, Law Enforcement, Tourism)
- Land use type (Multiple use, Natural Corridors, Protected Areas), and
- Legal status (Emerging TFCA, Established TFCA, Conceptual TFCA)

Click on any TFCA name from the list to view its page. Once you have clicked on a particular TFCA you will access the TFCA page. See the screenshot from Kavango-Zambezi TFCA below:

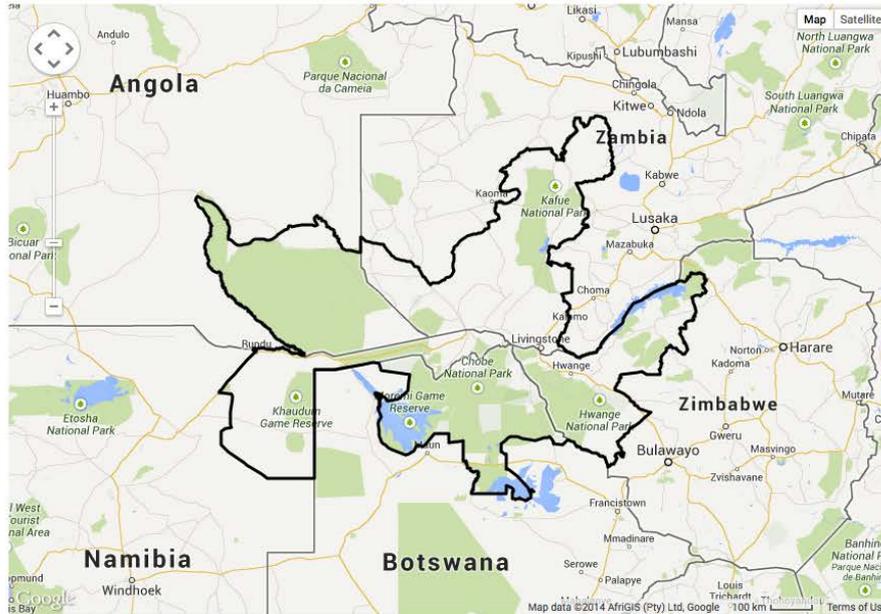
### Kavango-Zambezi TFCA

The Kavango Zambezi Transfrontier Conservation Area, or KAZA TFCA, is potentially the world's largest conservation area, spanning five southern African countries; Angola, Botswana, Namibia, Zambia and Zimbabwe, centred around the Caprivi-Chobe-Victoria Falls area. The goal of the KAZA TFCA is "To sustainably manage the Kavango Zambezi ecosystem, its heritage and cultural resources based on best conservation and tourism models for the socio-economic wellbeing of the communities and other stakeholders in and around the eco-region through harmonization of policies, strategies and practices."

The KAZA TFCA process evolved from two initiatives namely, the Okavango Upper Zambezi International Tourism Initiative (OUZIT) and the "Four Corners" Transboundary Natural Resource Management initiative. However, unlike its predecessors, the KAZA TFCA initiative is owned and led by the governments of the five partner countries, with a clear focus on conservation as the primary form of land use and tourism being a by-product thereof.



**GPS Location - Area:**



**Contact Details:**  
 P. O. Box 821, Kasane, Botswana  
 Tel: +267 625 1332/1452/1269  
 Fax: +267 625 1400

**Email Address:**  
[info@kazatfca.org.bw](mailto:info@kazatfca.org.bw)

**Website:**  
<http://www.kavangozambezi.org>

**Country:**  
[Angola](#) [Botswana](#) [Namibia](#) [Zambia](#) [Zimbabwe](#)

**Cross Border Land Use Type:**  
[Multiple Use](#) [Natural Corridors](#) [Protected Areas](#)

**Cross Border Activities:**  
[Community](#) [Joint Management Planning](#) [Law Enforcement](#) [Tourism](#)

**Legal Status:**  
[Established TFCA](#)

**Stakeholders:**  
 By signing the Memorandum of Understanding on 6 December 2006, the Republics of Angola, Botswana, Namibia, Zambia and Zimbabwe demonstrated their commitment towards establishing the KAZA TFCA.

**Add new comment**

Your name [george](#)

Subject

Comment \*

The above screenshot shows a typical page for a TFCA. It has the following elements:

- Name of the TFCA
- Description – Description of the TFCA
- Logo – Shows the logo of the TFCA
- GPS Location Area – this map depicts the actual real-world area for this TFCA. This area has been generated using a KML file that details the TFCA on a GIS map like a Google map in this case. KML files are commonly used to share spatial data like geographical locations, lines and areas. The map has all the features of a common map like zoom-in/out, pan and move the map, swap satellite and normal view and so on. If functions exactly as a common Google map. Please note that the KML file used in the generation of this map has been obtained from Peace Parks Foundation in Cape Town, South Africa. It is likely that we can obtain maps from the same source for all TFCA in the Portal. It is also important to know that sometimes KML files can be very large and consume a lot of the web server resources (such as in this case). You are encouraged to obtain more simplified KML map files so as to avoid any issues with the web server resources or speed of upload/download.
- Contact Details – here you can see all contact details for a give TFCA
- Email Address – main email address for queries to this TFCA
- Website – website for the TFCA if available
- Country – all countries this TFCA spans or belongs to (categorisation)
- Cross Border Land Use Type - categorisation
- Cross Border Activities - categorisation
- Legal Status - categorisation
- Stakeholders – Here you shall see a list of all stakeholders for a given TFCA
- TFCA Documents – Any documents attached to this TFCA (referenced content)
- TFCA Events – All events attached to this TFCA (referenced content)
- TFCA Projects – All projects attached to this TFCA (referenced content)
- TFCA Videos – All videos attached to this TFCA (referenced content)
- TFCA Gallery – All image galleries attached to this TFCA (referenced content)

For more information on the concept of attaching or referencing content see below chapter on "Referencing or Attaching Content".

*Tip: Throughout the Portal clicking on any of the categorisation links like the ones above will always take you to a list of all content items belonging to this classification. There are also special classification pages with description such as the country classification pages. If, for example, you click on Botswana it will show a brief country profile and all TFCAs associated with it. See the screenshot below:*

## Botswana

Botswana is a completely landlocked country in the centre of Southern Africa. One of Southern Africa's longest rivers, the Okavango, flows into the north-western part of the country, forming the UNESCO World Heritage Site Okavango Delta. Botswana shares borders with South Africa, Namibia, Zambia and Zimbabwe.

The country covers an area of about 582,000 sq.km<sup>2</sup> and is relatively flat, at roughly 900 metres above sea level, with gentle undulations and occasional rocky outcrops. The Kalahari Desert occupies more than 70 % of the country, with valleys and pans etched across the landscape. The eastern part of Botswana contains the highest (1,500 metres) and the lowest (500 metres) points of elevation, with hills and deep valleys, whereas the flat vast western portion of the country is semi-arid with rocky outcrops.

■ ■ ■

### Kavango-Zambezi TFCA

[Read more](#)

### Greater Mapungubwe TFCA

The Greater Mapungubwe Transfrontier Conservation Area has become the cultural TFCA. Visitors flock to the area not only to see the magnificent sandstone formations, the wide variety of trees - notably the enormous baobab - and game and birdlife, but also to experience a kinship with past generations. The cultural resources of the Limpopo-Shashe basin are generally associated with Iron Age settlements of around 1200 AD.

[Read more](#)

### Kgalagadi Transfrontier Park

Kgalagadi is Africa's first peace park - officially opened by the presidents of Botswana and South Africa in May 2000. To date it is still the only peace park that is open in the true sense of the word - where tourists can move freely across the international border within the boundaries of the park. Kgalagadi has become a popular destination for tourists and lovers of its 4x4 wilderness trails wishing to experience the Kalahari's tranquillity. At 35 551 km<sup>2</sup>, it represents a large ecosystem relatively free of human interference - an increasingly rare phenomenon in Africa.

[Read more](#)

# TFCA Map View

Another way to find a TFCA is to use the interactive map view. This view uses the power of Google maps where you can do all common things you can do on a regular Google map such as:

- Zoom in/out (left of the map)
- Pan the map using your mouse (click and drag the mouse around the map)
- Control the location of the map via the arrows (top left corner of the map)
- Change map layers (top right of the map) to satellite view or show terrain

In the future when we populate other TFCAs that belong to other legal categories such as conceptual or emerging TFCAs those pins shall be in a different colour and you would be able to filter the map by this.

To access the map click on the "TFCAs" -> "TFCA Map".

You will see the following screen:



Figure 7 - TFCA Map View

This is the same type of map as the one shown on the detailed TFCA page only it is using pins to show approximate locations of the TFCAs. By clicking on any of the pins a small pop-up windows will open with the name of the TFCA. Further click will take you to the same TFCA page as above.

# People Directory

To access the People Directory, click on the "People Directory" link in the main menu. You will see the following screen:

## People Directory

First Name 
 Last Name 
 Country

First Name	Last Name	TFCA	Country	Username	E-mail	Roles	Picture
Adili	Zella		Tanzania	adili	adili@noemail.com		
Albert	M. Muchanga		Zambia	albert	inachipuka@yahoo.com		
Albertina	Nzuzi		Angola	albertina	wetekalandi@yahoo.com.br		
Alex	Choya		Tanzania	alex	alex_choya@yahoo.co.uk		
Amélia	Carlos Cazalma	Kavango-Zambezi TFCA	Angola	amélia	ameliaccazalma@gmail.com		
Andre	Mbuya Mogoy		DR Congo	andre	andy_mugoy@yahoo.fr		
Andrew	Nambota		Zambia	andrew	andrewnambota56@gmail.com		
Antonio	Jose Abacar		Mozambique	antonio	antonio.abacar@yahoo.com.br		
Armando	Nguenha		Mozambique	armando	arguenha@hotmail.com		
Bokang	Susan Theko		Lesotho	bokang	bokangtheko@ymail.com		
Botshabelo	Othusitse		Botswana	botshabelo	bothusitse@gov.bw		
Deborah	Kahatano		South Africa	deborah	dkahatano@environment.gov.za		

Figure 8 - People Directory List

You can filter this list by: first name, last name and country or combinations of them. Once users edit their profiles this list will contain their photos as well. Click on the email to send a direct email to this user. Click on the username to access this user's profile page. The following screen is an example of a user profile. Again, please note that this is a fictional user for demonstration purposes only.

**george**

**First Name:** George

**Last Name:** Molefe

**Active in TFCAs:**  
[Greater Mapungubwe TFCA](#)  
[Kavango-Zambezi TFCA](#)  
[Kgalagadi Transfrontier Park](#)

**Organisation:**  
SADC

**Position:**  
Marketing Officer

**Telephone:**  
+267 39 33 222

**Fax:**  
+267 39 55 111

**Cellphone:**  
+267 71 234 000

**Physical Address:**  
Plot 55, Unit 4, 4th Floor  
Gaborone International Commerce Park  
Gaborone  
Botswana

**Postal Address:**  
Private bag BR112  
Gaborone  
Botswana

**City:**  
Gaborone

**Country:**  
Botswana



**Username:** george

**History**

Member for  
1 week 4 days

**Email subscriptions:**  
Email

On this page you can find out more information about a particular user such as:

- In which TFCAs is this user active
- What is users organisation and position
- User's contact details, physical, postal address, city and country
- User's photograph
- How long has the users been active in the Portal

- User’s subscription preferences (if notifications to this user are coming via email or only presented on his/her profile page) – more on this below under chapter for “Subscriptions and Notifications”

Some additional information a user can have on this page such as:

- Skype name
- Facebook page
- Notes
- Your signature (your signature will always be present when you make comments on any content as well as participate in forum discussions)

## Documents

To access Documents, click on the “Resources” -> “Documents” link in the main menu. You will see the following screen:

**Documents**

Keyword in Title  Type  Theme

Title	Document Type	Theme	Size	Use count	Updated date▲
<a href="#">Stakeholder Mapping - TFCA Level</a>	User Manuals		31.22 KB	1	28 March 2014
<a href="#">SADC TFCA Network Meeting Agenda</a>	Records of Ministerial Meetings	Community, Conservation	55.09 KB	1	28 March 2014
<a href="#">Improving Protected Area Governance for Livelihood Security and Biodiversity in Southern Africa Brochure</a>	User Manuals		1.43 MB	1	28 March 2014
<a href="#">Inception Workshop Report</a>	TFCA Progress Reports	Community, Conservation, Infrastructure, Law Enforcement, Tourism	1.29 MB	1	28 March 2014

Figure 9 - Document List

The same rule applies here where you can filter listed content:

- By keyword in a title (type one of the keywords that appear in the title of the document to find this document)
- Type – classification of content (more classifications can be added by Portal Administrators)
- Theme – classification of content

Clicking “Apply” applies the filter and “Reset” removes any filtering applied previously. Click on any document name to access it’s detailed page. This is depicted in the screenshot below:

**Improving Protected Area Governance for Livelihood Security and Biodiversity in Southern Africa Brochure**

File: [Brochure final.pdf](#)

Document Type: User Manuals

Add new comment

Your name

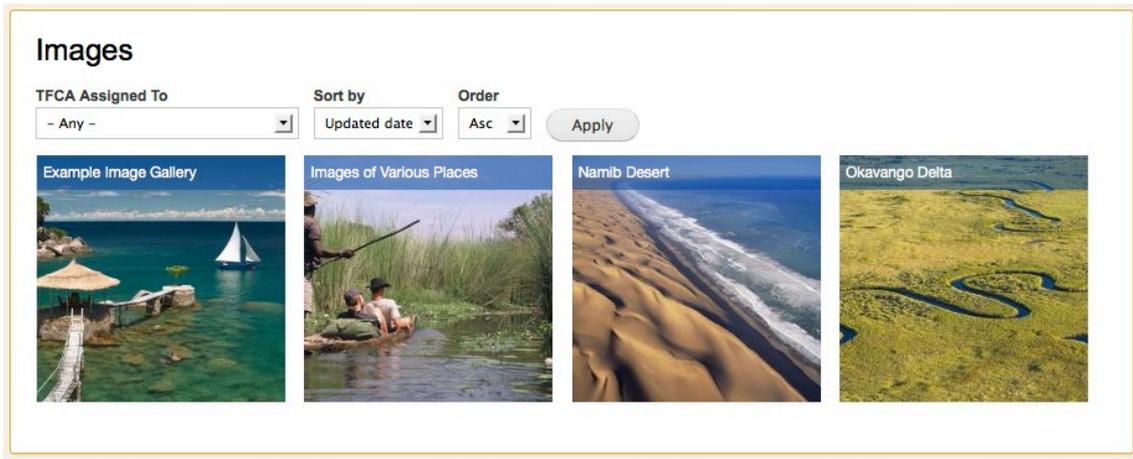
Subject

Comment

On this screen you will see the full title of the document and any description if availed by the author. Clicking on the filename, i.e. “Brochure final.pdf” will download the document onto your computer. Clicking on the Document type link will take you to see the list of all documents in this particular category. As with any other content type you would be able to comment on this piece of content.

## Image Galleries

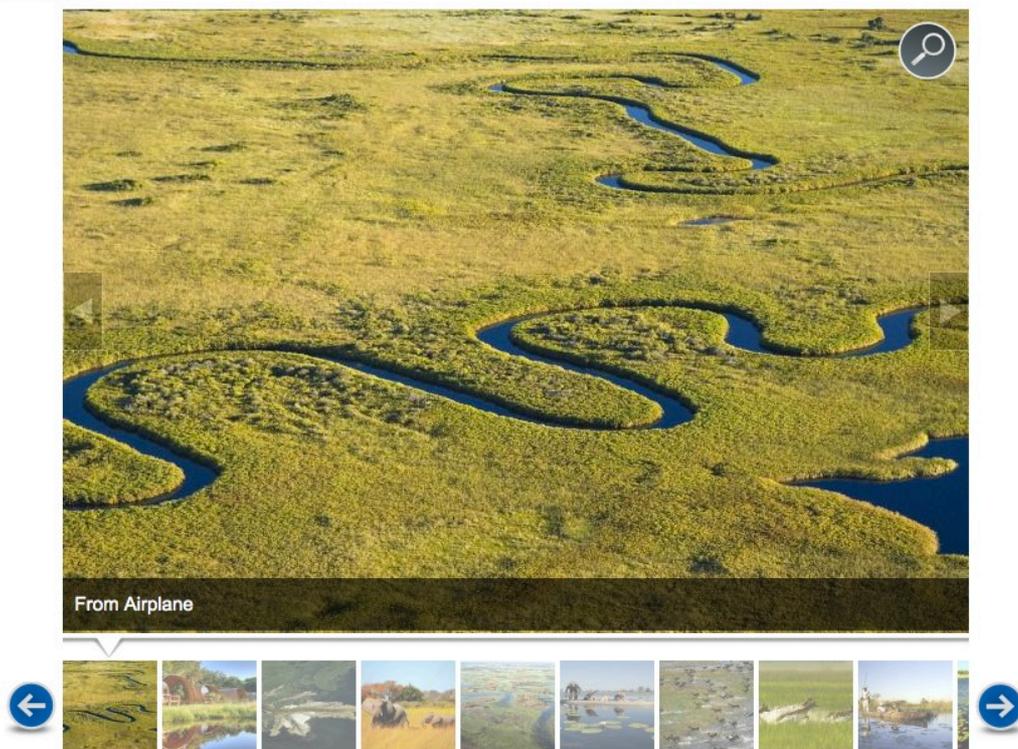
To access Image Galleries, click on the “Resources” -> “Images” link in the main menu. You will see the following screen:



You can filter the list per TFCA and sort by date ascending or descending. *Again note that this is just dummy content and for demonstration purposes only.* Clicking on any of the images will take you to view the entire gallery. This is shown in the image below:

### Okavango Delta

This is the delta!



Use the bottom arrows to page through the list of images or arrows in the image to scroll left and right one by one (bottom arrows will not be shown if the number of images in the gallery is less than 10). Also you can click on the magnifying glass on the top right of the image to view the full version of the image. Again, the commenting for this content type is enabled.

## Calendar of Events

To access the Events Calendar, click on the “Calendar” link in the main menu. You will see the following screen:

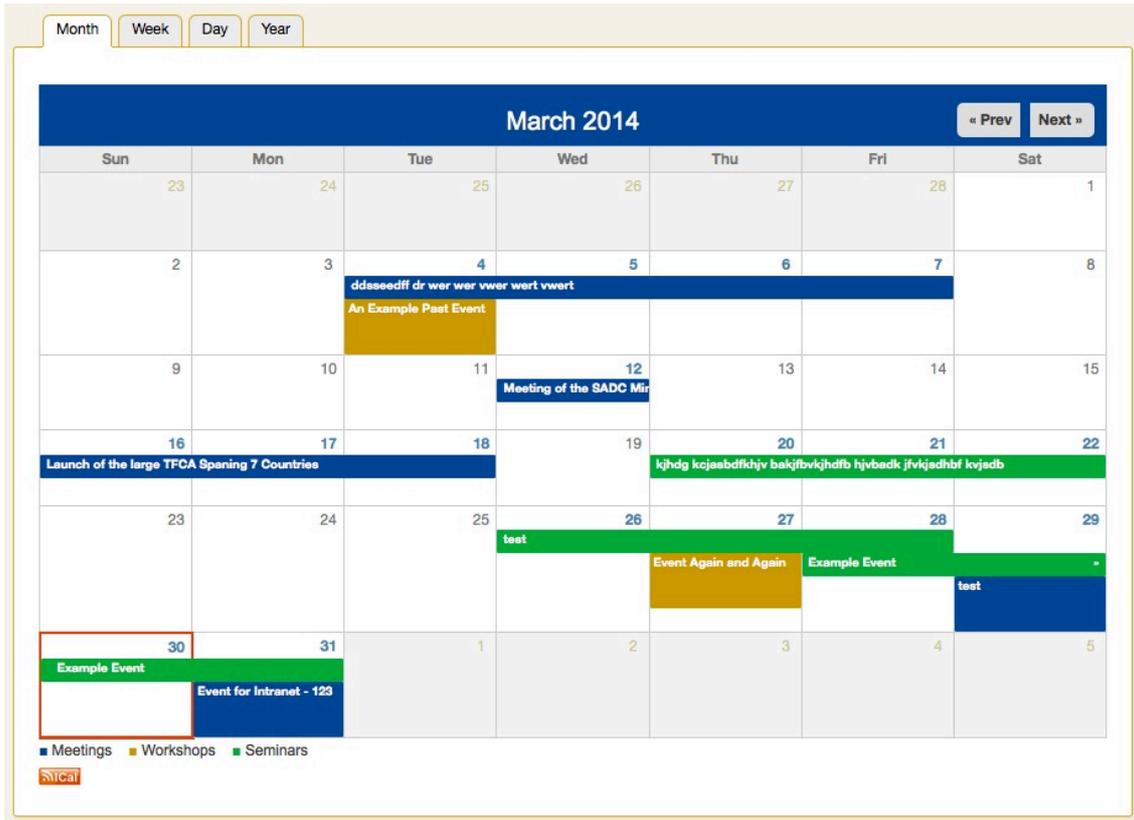


Figure 10 - Event Calendar Month View

This is a typical calendar layout similar to the one you see in Microsoft Outlook or Apple iCal applications. On the top you have multiple tabs, using which you can change the current calendar view by:

- Month – shows you a monthly view
- Week – shows weekly view
- Day – shows daily view
- Year – shows the entire year

You can browse months by clicking on the “Prev” and “Next” buttons in the top right of the view. Clicking on any of the calendar events will link you to that event’s page.

Please note that all events are colour coded based on the event type:

1. Meetings – Blue
2. Workshops – Gold
3. Seminars – Green

Also events can span multiple days as well and as such shall be depicted in the calendar as bars across multiple days.

By clicking on the small iCal icon on the bottom, you will download the entire calendar as a file. This file can be opened by Microsoft Outlook, Apple iCal or any other compatible calendaring application. This way you can immediately have all events automatically loaded in your default calendaring application.

Once you click on any of the events, the event page will open (note that this content is for demonstration purposes only):

The screenshot shows a web interface for an event page. At the top, there are two tabs: "View" and "Edit". The main heading is "Meeting of the SADC Ministers for Transfrontier Conservation Across all TFCAs". Below the heading, the date is "Wednesday, 12 March, 2014 (All day)". The page contains several paragraphs of placeholder text (Lorem Ipsum). There are four sections with bold headings: "Event Venue:", "Organiser:", "Event Type:", and "TFCA:". The "Event Type:" section has a link "Meetings" and the "TFCA:" section has a link "Great Limpopo Transfrontier Park".

Figure 11 - Example Event Page

If you can see the two tabs on top of the content box ("View" and "Edit"), it indicates that you have created this particular content item. This gives you the ability as the author to make additional edits whenever required. These tabs will not be visible to other users who are not content authors.

You will also notice that this event has been referenced back to the Great Limpopo Transfrontier Park and as such shall appear on this TFCA's page automatically. Clicking on the TFCA link will take you to view this TFCA.

## Projects

To access Projects, click on the "Projects" link in the main menu.

You will see the following screen:

Title	Project Progress	Project Status	Start Date
Test Project 2	100%	Completed	27 March 2014
Test Project 3	70%	Ongoing	27 March 2014
Test Project 1	40%	On Hold	27 March 2014
Test Project 4	100%	Completed	27 March 2014
Example Project for TFCA Intranet	30%	Ongoing	4 March 2014
SADC TFCA Network Portal Development	85%	Ongoing	10 February 2014

Figure 12 - Project List

Content depicted in the above screenshot is for demonstration purposes only! The filtering line works the same as with all the lists. Project progress is depicted by a progress bar that will grow once you update the project progress in the Project editing screen.

To view one Project click on its name. You will see the following screen:

**SADC TFCA Network Portal Development**

**Project Status:**  
Ongoing

**Start Date:**  
Monday, 10 February, 2014

**Estimated End Date:**  
Wednesday, 30 April, 2014

**Project Progress:**  
**85%**

**Project Personnel:**

**Tasks Assigned:**  
[Example Project](#)

**TFCA:**  
[Lower Zambezi-Mana Pools TFCA](#)

**Project Documents:**  
[Inception Workshop Report](#)

**Add new comment**

Your name: [george](#)

Subject:

Comment \*

Figure 13 - Project Detailed Page

In this screenshot you will see:

- **Project description**
- **Project status** – updateable by the owner of the content/project, presumably the project manager.
- **Project Progress** – In percentages (this is changed by the project manager or the author who created this project in the Portal). The project manager shall decide on what grounds he or she will apply the actual project progress.
- **Start Date**
- **Estimated End Date**
- **Project Personnel** – All people involved in the Project
- **Tasks Assigned** – All tasks that are assigned to this Project. Please note that tasks are separate content entities and can be created either from within the project edit page itself or separately and then attached or referenced to this Project. You can assign any number of tasks to each Project. Even other users can assign tasks to this Project. You can, as the project author/manager, decide to un-assign certain referenced tasks if you feel they are not appropriate.
- **TFCA** – TFCA that this Project belongs to – if applicable.
- **Project documents** – also referenced entities from the “Document” content type.

As you can see the commenting is enabled to this content item as well. Here commenting is very important because people can discuss the Project in details. Number of comments and replies is unlimited. Each comment or reply will carry a username of the user who posted it.

## Discussion Forums

To access Discussion Forums, click on the “Forums” link in the main menu. You will see the following:

The screenshot displays the Discussion Forums interface. At the top, there are navigation tabs: "View Forums", "Active topics", "Unanswered topics", and "New & updated topics". Below these is the "Forums" section, which contains a table listing three forums. Each forum entry includes a bell icon, the forum name, a "Subscribe to this forum" link, and columns for "Topics", "Posts", and "Last post".

	Forum	Topics	Posts	Last post
	General discussion <a href="#">Subscribe to this forum</a>	2	6	The Next Network... by george 28/03/2014 - 15:19
	Kavango Zambezi TFCA <a href="#">Subscribe to this forum</a>	0	0	n/a
	Law Enforcement across TFCAs <a href="#">Subscribe to this forum</a>	0	0	n/a

Below the forum list, there are two bell icons: one yellow (labeled "New posts") and one grey (labeled "No new posts").

The "What's Going On?" section shows "Currently active users: 2" with a list of users: mindq, george.

The "Statistics" section shows "Topics: 2, Posts: 6, Users: 34" and "Welcome to our latest members: botshabelo, adili, alex, roland, deborah".

Figure 14 - Discussion Forums List

This application is a fully-fledged discussion forum with capability to host multiple forums, sub forums, discussions and topics.

Portal administrators are able to create new forums, while users can create any number of topics within these forums. For example we can have a forum called “KAZA TFCA” and within it we can have topics like: community, conservation, poaching alerts and so on.

The above screen will give you a lot of information such as:

- Tabs – view Active topics, unanswered topics and new and updated topics
- Bell icons will notify you if there are new posts in the forum
- Number of topics per forum
- Number of posts in these topics
- Last post in the forum
- Currently active users
- Statistics

Here you can also subscribe to entire forum, however it is better to subscribe to individual discussion for the sake of accuracy and receiving less amount of emails. Clicking on any of the forums will open and list its topics as show below:

**General discussion**

[Subscribe](#) [New topic](#)

	Topic / Topic starter	Replies	Views	Last post ▼
	Poaching Incidents in Liuwa Plains-Mussuma TFCA by <a href="#">george</a> » Sun, 30/03/2014 - 21:33	0	0	by <a href="#">george</a> Sun, 30/03/2014 - 21:33
	The Next Network Meeting by <a href="#">george</a> » Fri, 28/03/2014 - 15:18	1	0	by <a href="#">george</a> Fri, 28/03/2014 - 15:19
	Example New Topic for the Forum by <a href="#">mindq</a> » Tue, 25/03/2014 - 21:43	3	0	by <a href="#">mindq</a> Tue, 25/03/2014 - 21:45

[Subscribe](#) [New topic](#) Last post ▼ Down ▼ Sort - Forum Tools - ▼

- New posts
- No new posts
- Hot topic with new posts
- Hot topic without new posts
- Sticky topic
- Locked topic

Figure 15 - Forum Listing all Topics

This is the list of all topics in this forum and shows: topic name, number of replies and views as well as the date of the last post and who made it.

Here you can also subscribe to this discussion, whereas subscription to individual topic you can do from the “Add Subscription” menu item (see below in this manual). You can also create a new topic as any other content type.

Click on the topic name to view posts and participate in the discussion. You will see the following screen:



Contact administrator feature enables any user to contact the Portal Administrators for the following purposes:

- Request structural updates to the SADC TFCA Portal as and when required. These structural updates normally would be to include a new category within the available grouping categories in the Portal, i.e. new category under Document Type, Event Type, Themes, Cross Border Activities, Land Use Types, TFCA Legal Statuses and similar.
- Request for upload, change or removal of information from the TFCA Network Public Website which is hosted under the main SADC website at [www.sadc.int](http://www.sadc.int).
- Report Abuse within the Portal where users can report potential abuse of the system to the Portal Administrator, i.e. inappropriate content, links to inappropriate content, and similar.

You will notice as you choose various options in the form that you will get some additional options. One of them is to upload the file. This options opens if you choose to request to post new content in the Public TFCA Network website. The file upload field will give you an opportunity to upload the file with actual content for the Pubic Website.



**Reason for Request - Public Website**  
Loading of New Content  
Select the reason for your request.

**Public Website Content File**  
Browse... No file selected. Upload  
Upload the MS Word document with the content for the Public TFCA Website update.

Remember that content for the Public TFCA Website can be in multiple languages.

Fill-in Request Description as usual to provide more information about your request.

# Managing Content

This section of the manual explains procedures for adding new content, editing existing content or deleting existing content.

As per the rule of the Portal only the authors of a particular content item can edit or delete that items. Other users can then link, attach or reference content items created by themselves to your own content, i.e. you have created a Project item and other users can create project documents and attach it to your Project. Later on you can manage and decide if some of that content does not belong to your Project and un-reference it.

## Finding and Editing Content

To find any content on the Portal regardless of its type click on the “Find Content” link in the main menu. You will see the following screen:

**Find Content**

[+ Add content](#)

Title  Type  Author  Published

Operations

<input type="checkbox"/>	Title	Type	Author	Published	Updated ▾	Operations
<input type="checkbox"/>	SADC TFCA Network Public Website Structure	Document	george	Yes	28/03/2014 - 23:54	edit delete
<input type="checkbox"/>	Transcending Boundaries updated	Video	george	Yes	28/03/2014 - 23:46	edit delete
<input type="checkbox"/>	Peace Parks: from dream to reality updated	Video	george	Yes	28/03/2014 - 23:46	edit delete
<input type="checkbox"/>	Wilderness Beyond Borders - The KAZA Park updated	Video	george	Yes	28/03/2014 - 23:46	edit delete
<input type="checkbox"/>	Rhino Horn Devaluation updated	Video	george	Yes	28/03/2014 - 23:46	edit delete
<input type="checkbox"/>	Liuwa Plains-Mussuma TFCA	TFCA	mindq	Yes	28/03/2014 - 23:45	
<input type="checkbox"/>	Kgalagadi Transfrontier Park updated	TFCA	mindq	Yes	28/03/2014 - 23:45	

Figure 16 - Find Content List

On this page you can see all content types organised in a date descending order by last update. You will also notice that some content has “edit” and “delete” under “Operations” column of the table. This is the content that has been authored by you and hence you own it and can further edit it or remove it from the Portal. This is inline with the above-mentioned rules and roles of content management.

To edit an already existing content click on the “edit” link on the Operations column. To add a new content item click on the “Add content” textual link on the top.

# Adding New Content

To add new content you can click on the “+Add Content” link as shown in the previous page or click on “Add Content” link in the main menu from anywhere in the Portal (see image).



Then you can choose which content type you want to add. Any Portal user can create the following content types:

- Calendar Event
- Document
- Image Gallery
- Video
- Project
- Project Task or Milestone, or
- Forum Topic

# Adding Documents

In this chapter we will go through the process of creation of a Document content type. Once you have clicked on the “Add Content” -> “Document” you will be presented with the following screen:

A screenshot of a web form titled "Create Document". The form has a white background and a thin yellow border. At the top, the title "Create Document" is in bold. Below it is a "Title" field with a red asterisk and an empty text input box. Underneath is a "Description (Edit summary)" section with a rich text editor toolbar containing icons for bold, italic, underline, list, link, unlink, undo, redo, and other editing functions. Below the editor is a "Description of the resource" label and a "File" field with a red asterisk. The file field includes a "Browse..." button, the text "No file selected.", and an "Upload" button. Below the file field are instructions: "Upload the actual file attachment here. Files must be less than 30 MB. Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp." There is a "Theme" section with several unchecked checkboxes: "Community", "Conservation", "Infrastructure", "Law Enforcement", and "Tourism". Below this is a "Document Type" dropdown menu with a red asterisk and a "Select a value" placeholder. Underneath is a "TFCA" section with a list of checkboxes for various Transfrontier Conservation Areas: "Great Limpopo Transfrontier Park", "Greater Mapungubwe TFCA", "Kavango-Zambezi TFCA", "Kgalagadi Transfrontier Park", "Liuwa Plains-Mussuma TFCA", "Lower Zambezi-Mana Pools TFCA", "Lubombo TFCA", "Malawi-Zambia TFCA", and "Maloti-Drakensberg TFCA". At the bottom is a "Revision information" section with a "New revision" label, a checked "Create new revision" checkbox, and a "Revision log message" text area with a red asterisk. A small instruction below the text area reads: "Provide an explanation of the changes you are making. This will help other authors understand your motivations." At the very bottom of the form are two buttons: "Publish" and "Save as draft".

The following are the fields you need to fill-in in order to create a new document. Remember the fields with “\*” are compulsory and other you can leave empty if you like.

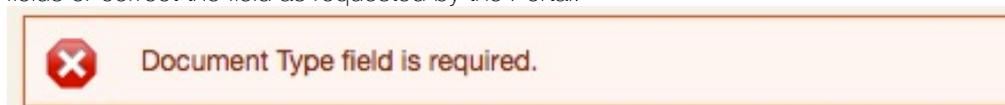
1. **Title** - Enter the title of your document
2. **Description** - Enter the description (it is likely that document shall not always have descriptions or abstracts, so you can leave this field empty)
3. **File** – This is where you actually upload the file from your computer. It can be a document such as PDF or an image such as JPG. Please note that all file uploads location, even in other content types, carry certain limits in terms of types of files you are allowed to upload and the size. In this instance you cannot upload files larger than 30Mb and they can be only of the following types/file extensions: jpg, gif, png, txt, doc, docx, xls, xlsx, pdf, ppt, pptx, pps, ppsx, odt, ods, odp. In a non-technical language these files are regular images, Microsoft Office documents like Excel, Word and Powerpoint files, PDFs and Open Source office files created by packages like LibreOffice or OpenOffice. By far the best option is the PDF (Portable Document Format) which is commonly used for distribution of documents in their final formats. This document type is good as it retains its original layout on all platforms, from Windows, Mac OS X and Linux to mobile platforms. However if you want your target users to edit the document and re-upload, it would be better to upload in one of the other formats that are editable.
4. **Theme** – Choose one or more themes you want to attach your document to. This is useful to other users when they are performing searches or subscribing to be notified once a specific document type is loaded into the Portal.
5. **Document Type** – Choose the document type that applies to your file
6. **TFCA** – Attach this document to one or more TFCAs on the Portal. If you attach it, it will appear on the TFCA page. TFCA administrator can further remove it if he or she feels that it is not really applicable for that particular TFCA.
7. **Revision Information** – This is where you choose to create a new revision for this content. It means that every time you edit this piece of content you can save another revision. Later you would be able to revert back to any of the past revisions you did on this content item. This is a sort of “undo” functionality on the Portal. Also if you include a comment in the revision box, other users would get an opportunity to read why you have done the new revision or what you have changed in the updated content.

Revision	Operations
30/03/2014 - 22:41 by george Removed some unnecessary information in this revision.	current revision
30/03/2014 - 22:40 by george	revert delete
28/03/2014 - 23:54 by george	revert delete

8. **Publish** – Click on this button to publish your content item, in this case a Document. After this the Portal will give you a notification on the top of the page that you have successfully created a piece of content, as in the following image:



From that point on all users in the Portal will be able to access it. If you have missed to fill-in any of the compulsory fields you will get a message as follows and have to enter the required fields or correct the field as requested by the Portal:



9. **Save as Draft** – This option is used if, for any reason, you don't want to publish the content yet. It will be saved in the database and listed on the content list, but not visible to other

users. Only Portal Administrators would be able to access this content in the draft state. This is particularly useful if you still haven't finished the work on the content item and want to save it for later.

At a later stage you can still find this piece of content and edit it, put it in the draft state or delete it from the Portal. Remember content authors own their content and no one else can edit content that you have posted. However Portal Administrators role gives them the power to edit any content on the portal regardless of who is the author.

**The above procedure is the same for all other content types. In the remaining pages of this chapter we shall explain the different fields you need to populate for all other types of content.**

## Rich Text Editor

You have noticed that the field “Description” in the content type “Document” above looks similar to options you get in a common text editor such as Microsoft Word. See the image below:



The following are the functionalities available:

-  Bold, italics and underlined text
-  Text alignment (align left, centre, right and justify text)
-  Insert/remove bulleted and numbered list
-  Increase/decrease indent
-  Undo/Redo
-  Link/Unlink
-  Text colour and background text colour (highlight)
-  View source code of your text (for advanced users)
-  Cut, copy and paste
-  Remove formatting
-  Insert a special character
-  Paragraph Formatting
-  Insert table

We will not go into details of each of the buttons above except for the two that are the most important in any online application such as a website, Portal, Intranet or Extranet. This is cross-linking or linking to another piece of content or a web page. We will also touch on clipboard operations like cut, copy and paste.

### Links

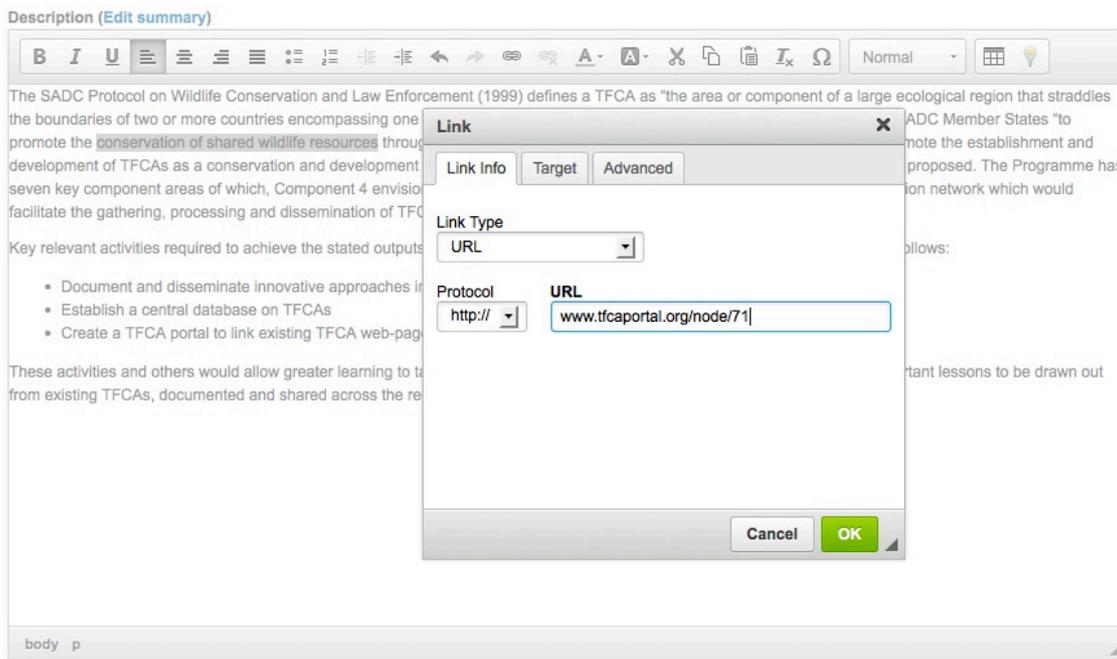
You will often want to link to other content – either content on other content in the Portal or web pages on external websites.

To link to an existing content in the Portal, in another browser window or tab, find the content by navigating the Portal via the main menu or links from one of the lists (go to the actual page where that

content is), i.e. <http://www.tfcaportal.org/node/71> which is a link to a page for “Inception Workshop Report” document for example. Select the entire URL in your browser address bar and copy it to your clipboard i.e. select text in the address bar -> right click (or CTRL+C on your keyboard).

In your text, with your mouse, select the word you want to use as a link to other content. You can select one word, one whole sentence or the entire paragraph if you like.

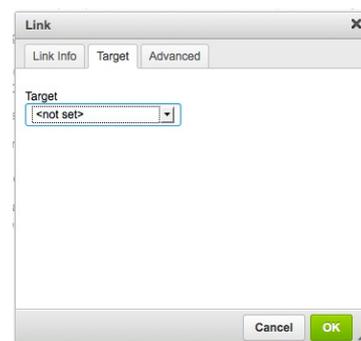
Click on the Link button. You will be present with a pop-up window. Leave the “Link Type” default selection to “URL”. In the empty “URL” box paste the already copied URL from the previous step. Your pop-up windows will look like this:



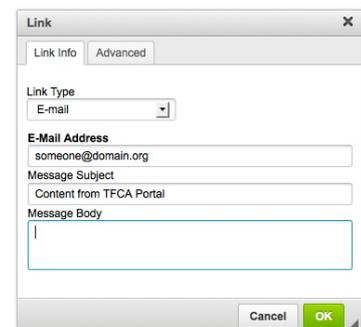
Click “OK” to insert the link.

For inserting links to external websites or pages within them, you will follow the same process, only you will copy and paste a URL from another website such as: <http://www.kavangozambezi.org> or <http://www.peaceparks.org/tfca.php?pid=19&mid=1003>. The only difference is that you will want readers of your content not to leave the Portal once they click on this link. In other words you will want a new browser window to open when you click on the external link.

You do this by selecting the “Target” tab above and choosing “New Window (\_blank)” from the drop down menu as shown in the image.



To link to an email address (so that the users can click on the link and send email to someone, you follow the same steps except you choose “E-mail” under link type. Then you fill-in target email address, and optionally message subject and message body. This way, once the user clicks on the link it will launch the default email application like Microsoft Outlook or Apple Mail with already prepopulated fields s per your settings. See the image on the right.



To remove the link, use the “Unlink” button in the text editor bar.

# Cut, Copy and Paste

As you might have assumed, it will not always be necessary to actually type the text into the description box or any other box that has a text input. You can also copy and paste from your favourite text editor or from any other source such as a web page or some other software application.

To paste an already copied text from another application, click inside the text box and press CTRL+V on your windows keyboard or CMD+C on your Mac keyboard. The text will be pasted into the text box. It will try to emulate the layout as in the original application, however it might not emulate features like bulleted lists or tables in the same way as in Word. Pasted text will bring a lot of custom formatting with it that Word originally had. This type of formatting will make it a bit more difficult to style later on.

If you like to paste text and remove all formatting from it and spend some time to format it yourself, use the paste button in the formatting bar as shown in the above list.

## Adding Calendar Events

As mentioned above for each of the remaining content types, you as a user of the Portal can upload, we shall explain the fields that are applicable to it. The procedure to load any one of them is the same as the document content type we have explained above under “Managing Documents”.

To add a new Calendar Event click on the main menu “Add Content” -> “Document”. To manage an existing one first locate it under “Find Content” and click “edit” under “Operations” column. Content type “Calendar Event” has the following fields:

1. **Calendar Event Name** – Try not to use very long names, but rather use the description field to explain the event.
2. **Event description** – Explain the event here. You can copy and paste from your favourite text editor (see above tips on cut/copy/paste).
3. **Dates** – Insert the dates for the event using a pop-up date picker. You can have whole day events, multi-day events. Please be aware that the boxes are already populated with the current date/time. You would have the change them to the desired date/time.
4. **Event Venue** – Insert the text for event venue. You can link to a Google map from here.
5. **Organiser** – Insert organisers for the event here.
6. **Event Type** – Choose the event type from the drop down menu.
7. **TFCA** – Attach this event to one or more TFCAs.
8. **Document** – Upload one or more documents to attach it to this event. Some examples can be: driving directions, booking accommodation instructions, registration forms and similar.
9. **Image gallery** – Once the event has passed you can attach an image gallery from the event here. This is a reference field that uses an Autocomplete to find the referenced content item. See more in the below tips how to reference the correct content item.
10. **Revision Information** – Same as for document and all other content types

## Referencing or Attaching Content

Each content type item (an image gallery, a video, a project, a task, an event) in the Portal can be referenced to another content item. For example you can attach any number of events to a particular TFCA. We can call the content you are referencing to the “mother” item and the content you are

referencing from the “child” content. See the image below:

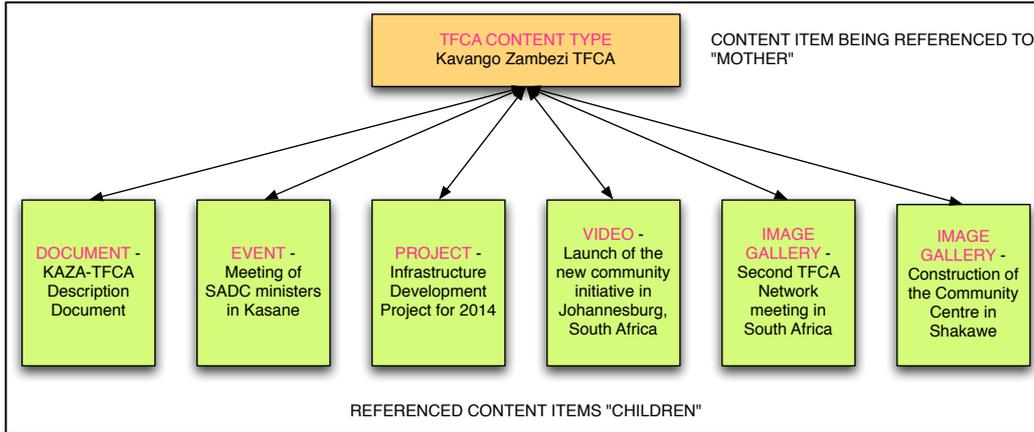


Figure 17 - Referencing Content Items

You can create a reference (or a bond) between two content items by choosing a content item from the Autocomplete field. All you do is start typing and the system will start showing all possible choices based on your input. The more characters you type, the shorter the list becomes, all the way until you find the referenced content name or title. Please note that if you want to reference a piece of content or an item, i.e. a particularly titled Image Gallery, you must already have it uploaded in the Portal.

If you don't have the content you want to reference to already in the Portal, you can click on the “+” icon below the Autocomplete field to load this new content item. This will open a new Create Screen similar to the one you are currently in. You would have to fill-in all required fields and click Publish. Once the referenced content has been created you will see it referenced in the autocomplete box (referenced with it's node ID – node is just another expression for a unique piece of content in the Portal) as shown in the image below:

**Image Gallery**

Okavango Delta [nid:66]

Assign an existing image gallery to this event.

+ Create Image Gallery

If you are creating a new content reference “child” by clicking on the “+” link from the “mother” create content screen LEAVE THE REFERENCED ENTITY FIELD EMPTY as will automatically add the reference to the “mother” content you came from. See the image:

**Event Assigned To**

LEAVE THIS FIELD EMPTY!

Assign this gallery to an Event if applicable.

Referencing of content can also be done vice-versa, meaning from the “child” content item during the creation of this content. In this case YOU HAVE TO CHOOSE THE MOTHER CONTENT ITEM. See the image:

**Event Assigned To**

Launch of the New Conservation Programme [nid:53]

Assign this gallery to an Event if applicable.

You will come across various content types in this Portal that are referenced to one another. The biggest one is the TFCA itself as depicted in the Figure 7

# Adding Image Galleries

To add a new Image Gallery click on “Add Content” -> “Image Gallery” in the main menu. Content type “Image Gallery” has the following fields:

1. **Gallery Name** – Name your gallery
2. **Description of Image Gallery (optional)** – however you can enter some description to explain to other users where the images are from and similar.
3. **Image** – This is a multiple file field where you can load as many images as you like. After clicking “Browse” and finding the image on your local file system, click on “Upload”. This process shall take some time, depending on the size of the image and the quality of your Internet connection. Please be patient! Once the image is loaded you can give it a title. Titles for images will be shown in the overlay for each image when users are browsing the gallery. To add another image click on “Add New File” and so on. Please note the limits in terms of image pixel size and file size. You might want to use some software for resizing images before uploading as it will save your time on uploading. See one interesting Free Software package for windows here: <http://www.fotosizer.com/>.
4. **Event Assigned to** – Choose already existing event in the Portal by filling-in the Autocomplete field.
5. **TFCA Assigned to** – Choose the TFCA you want to attach this gallery to. Remember that TFCA Administrator Role can remove your reference to the TFCA is he/she feels it is not applicable for that particular TFCA.

# Adding Videos

To add a new Image Gallery click on “Add Content” -> “Video” in the main menu. Content type “Video” has the following fields:

1. **Title**
2. **Description**
3. **Video URL** – full address of the YouTube video you want to include. To enter a URL in this field, find the video on YouTube, copy the entire URL of the YouTube video from your browser’s address bar and paste it in this field. Portal will then automatically query YouTube server and present the video for viewing (see tips on YouTube below).
4. **Video Type** – Select video type
5. **Theme** – Apply a theme to this video
6. **TFCA** – Attach this video to a TFCA

# YouTube Videos

TFCA Network Portal uses YouTube video streaming technology to serve videos for its users. The reason behind is that YouTube has the best technology and streaming so that it can target all devices, from desktop computer to a mobile phone. Another reason is to reduce load from the server that hosts the Portal, as many users could be viewing the video at the same time.

This was done under the assumption that all videos shared in the Portal are already in the public domain, or available on YouTube. A user can only upload an already existing video from YouTube.

If the video is not yet available on YouTube it would have to be upload onto YouTube first in order to be referenced in the Portal. For that purpose we have created a TFCA YouTube channel, which can be used to upload videos for this Portal. The task of loading of videos on YouTube has been assigned to Portal Administrators. If you are not using an existing YouTube video to load in the Portal, you can contact the Portal administrator if you wish him/her to upload it for you.

# Adding Projects

It has been assumed that Project managers within the Network shall create Projects. This way they would be the only ones with the ability to update project progress and manage attached content entities like tasks and milestones and documents.

To add a new project click on “Add Content” -> “Project” in the main menu. Content type “Project” has the following fields:

1. **Project Name**
2. **Project Description**
3. **Project Status** – Set by the project manager.
4. **Start Date** – enter the actual project start date
5. **Estimated End Date** – Enter the proposed end date
6. **Actual end date** – Only set upon completion of the project. Please note that the system will apply the default state of today to this field. You must remove the value until it is applicable.
7. **Project Progress** – You should manage this field, as the Project manager on a regular basis. The value of this field is not calculated, but purely set at your own discretion as the Project manager. Use the slider to move the value between 0 and 100%.
8. **Project Personnel** – Enter all project personnel that are involved in the Project.
9. **Project Documentation** – Attach any Project documentation. As the Project goes on we should be loading more and more documents.
10. **Project Tasks** – Reference all applicable Project tasks to this Project. Remember that other users can create additional tasks and attach it to this Project. Project manager further can remove the document references if they are not applicable to the Project. He can also communicate to the poster of the document on the reasons. See commenting for more information.
11. **TFCA** – Attach this project to its respective TFCA

# Adding Project Tasks or Milestones

Projects tasks are always linked to one of the “mother” Projects, however can be created independently and then linked to its “mother” project afterwards.

To add a new Project Task or Milestone click on “Add Content” -> “Image Gallery” in the main menu. Content type “Project Task or Milestone” has the following fields:

1. **Task or Milestone Name** – Enter the name of the task or milestone
2. **Task Description** – Enter the description of the task or milestone
3. **People Assigned** – Enter the people involved in this task only
4. **Project Assigned to** – Choose an already created Project to assign this task to.

# Adding Forum Topics

To add a new Forum Topic click on “Add Content” -> “Forum Topic” in the main menu. Content type “Forum Topic” has the following fields:

1. **Topic Subject** – Enter the name of this specific topic
2. **Forums** – Enter the forum this topic belongs to
3. **Topic Description** – Enter the description of the topic for other users to understand

# Adding a new TFCA

This option is last in the list as it is available only for the TFCA Administrator role in the Portal. As such it is not available in the menu for other users in the Portal.

Since it is unlikely that we will have a case of deleting an existing TFCA we would hopefully have a lot of opportunity to load new ones. This form will give the opportunity to the TFCA International Coordinator or TFCA Administrator Role in the Portal to do just that. Further on, after the creation of a TFCA, the same user or author would be the only one to manage this particular TFCA, its description, logo, area map, contact details and so on. Other users would be able to contribute other content elements and attach or reference them to this TFCA.

Apart from comment form elements used in the creation of other content types you will see some different ones here. Those are:

1. Pin for simple GPS location of the TFCA via one pin
2. KML area file for depicting the area of the TFCA

## Loading Simple GPS Location

To load a “one pin” location for the TFCA that will be used to depict it on the page index map you will need to use a small interactive map on this page to put a pin in the approximate centre of the TFCA actual area. As we know this pin will usually be on the border of one or many countries where the TFCA spans across. This interactive map is shown in the screenshot below:



Use the icons to select what type of feature to draw. Each map can contain one simple feature. Pan and zoom with arrows and the zoom bar.

Figure 18 - GPS Point Entry Map Widget

Perform the following tasks to achieve this:

1. Zoom-in and pan the map with your mouse until you came to a region of the map where you can put the pin marking the approximate centre of the TFCA.
2. Click on the  tool.
3. Click with your left mouse button ONCE on the point in the map where approximately the centre of the TFCA area will be.

4. DO not use the line and area tools as this is for the TFCA index map only

## Loading an Area Map

For users to see the actual area of the TFCA once they visit the TFCA page you can load the provided KML file under the “KML File for TFCA Boundary” file field. You load this file like any other file in the Portal.

The file can be up to 30Mb and only a KML file type. The Portal will not accept any other file format for this. Presumably KML files for TFCA boundaries can be obtained from Peace Parks Foundation as they are the people who keep an accurate GIS database.

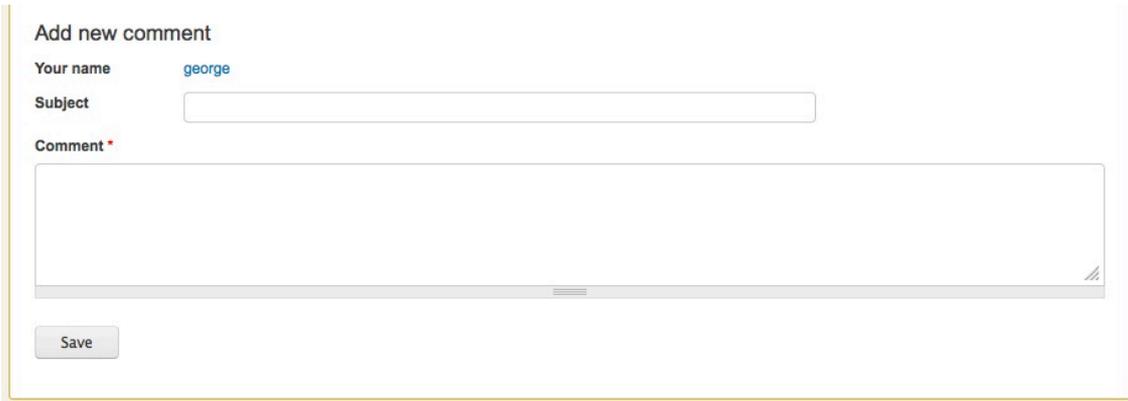
**KML File for TFCA Boundary**

No file selected.

Files must be less than **30 MB**.  
Allowed file types: **kml**.

# Commenting System

Every piece of content has a built in commenting system. This commenting system is shown at the end of every page of a particular content item (event, document, project, image gallery and so on). This is depicted in the screenshot below:



**Add new comment**

Your name [george](#)

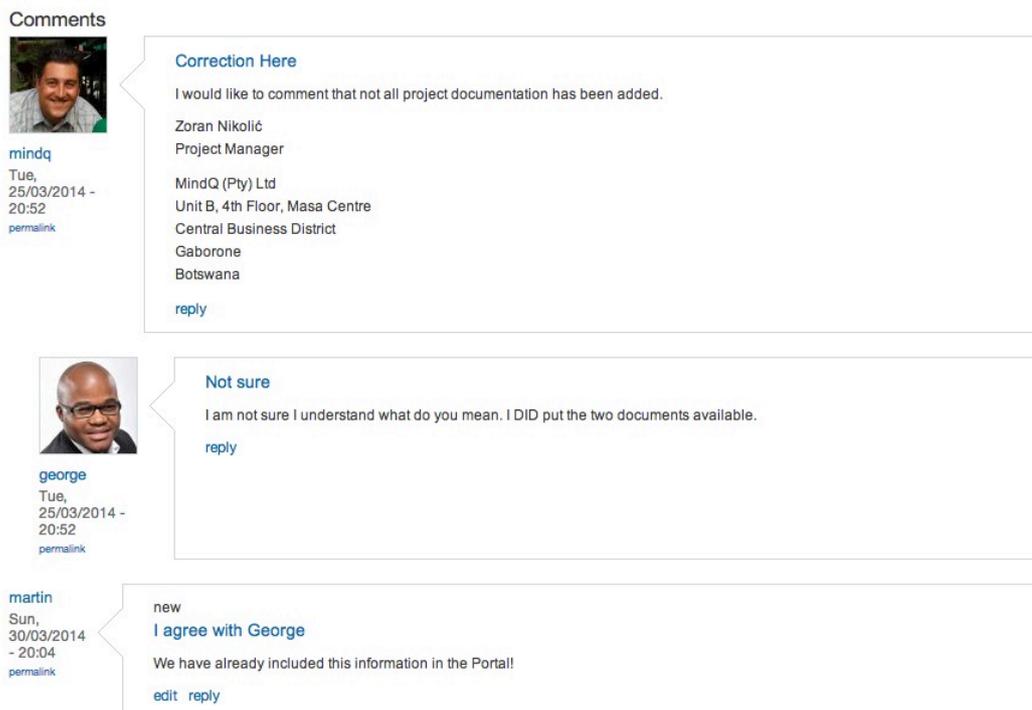
Subject

Comment \*

Figure 19 - Typical Comment Field in the Portal

This enables any user on the Portal to make comments on the posted information regardless of the author or type. This, in turn, can become a virtual discussion forum just about this particular piece of content. As you can see from the above image, the system recognises you as a logged in user. All you have to do in order to post content is to fill-in the subject and the body of the comment and click “Save”. Immediately your comment will become visible for all users and anyone can then reply to your comment or post a new one.

See the image of a common conversation below (note that this is just a dummy content and loaded for demonstration purposes only):



**Comments**

  
**mindq**  
Tue, 25/03/2014 - 20:52  
[permalink](#)

**Correction Here**

I would like to comment that not all project documentation has been added.

Zoran Nikolić  
Project Manager

MindQ (Pty) Ltd  
Unit B, 4th Floor, Masa Centre  
Central Business District  
Gaborone  
Botswana

[reply](#)

  
**george**  
Tue, 25/03/2014 - 20:52  
[permalink](#)

**Not sure**

I am not sure I understand what do you mean. I DID put the two documents available.

[reply](#)

  
**martin**  
Sun, 30/03/2014 - 20:04  
[permalink](#)

**new**

**I agree with George**

We have already included this information in the Portal!

[edit](#) [reply](#)

# Subscriptions and Notifications

One of the main goals of the TFCA Network Portal is to engage its users so as to become a real-life tool for collaboration between Network members. One of the strongest ways for us to stay connected is email. We are always checking our inboxes for new messages, whether on our computer or the mobile phone.

With subscriptions and notifications system in the Portal we are leveraging the power of email notifications. A user of the Portal can subscribe to any activity within the Portal and be notified about the development event if he or she is not logged in. For those users who want to get notifications, but not on email there is an option to subscribe for web-based notification.

The two tabs next to “View” and “Edit” on the user profile screen are used for just that. “Messages” tab show all incoming messages if we did not opt for email but web notifications.

Once you click on the “Subscriptions” tab you will see the following screen:

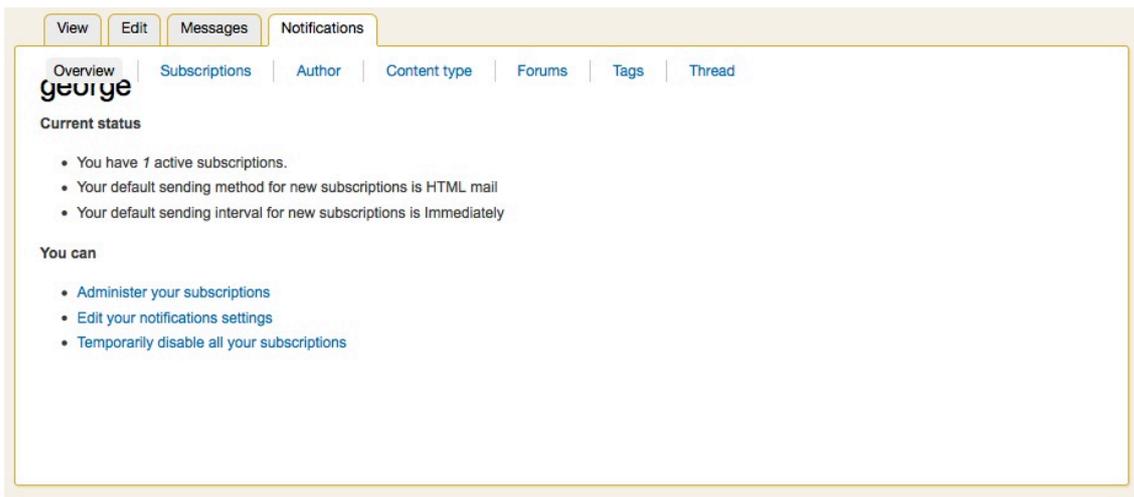


Figure 20 - Subscription Types

The following are the subscriptions possible in the Portal:

- Author – you subscribe to be notified when a chosen user performs an action on the Portal content, i.e. if your friend from another location posts a new document or posts a comment in the forum, you will receive a notification about this (via email if you opted for email or on the “Messages” tab if you opted for “web”).
- Content type – you subscribe to be alerted when anything is changed in a given content type, i.e. if you subscribe to content type Event, every time someone uploads ANY event you will receive a notification.
- Content type by author – If a given user posts a specific content type you will be notified
- Forums – you will be notified if there is content update in the forums
- Tags and Multiple tags – you will be notified if you subscribe to any of the items in the content categorisation and classification groups. For example you can subscribe to be notified if a new “Record of ministerial meeting” document type has been posted or a new “Meeting” event type has been posted or anything posted under the “Botswana” tag.

- Thread – any one piece of content (one web page), one document, one TFCA, one Project or a specific forum topic. It would make sense, for example, to subscribe for updates on a particular project you are working on with other colleagues, or to a particular TFCA on the Portal. That way you can stay informed on all activities done on this Project or TFCA. Also it would make sense to subscribe to one particular forum topic and stay alerted about what other users are posting in that topic.

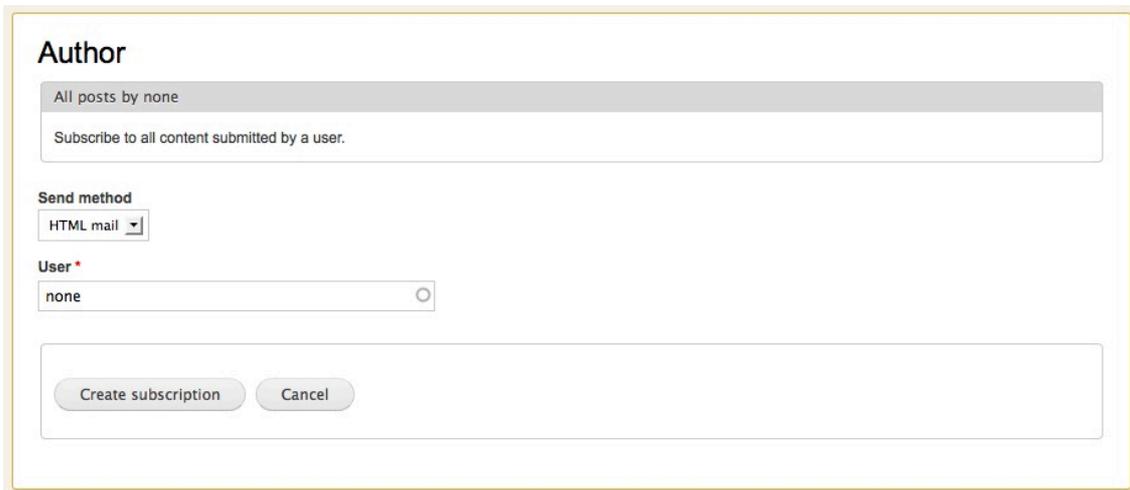
## Add New Subscription

To add a new subscription click on “Add Subscription” in the main menu and choose the subscription type as explained above. For example you are subscribing to a specific author or user in the Portal. Everything that person publishes or changes in the Portal you will be alerted about.



1. Choose the method of subscription
  - a. HTML mail – email with rich text (some older email client do not support this)
  - b. Mail – usually works best
  - c. Web – all notifications will go to your “Messages” tab under your profile page.
2. User – start typing the name of the user you want to follow until you filter down to the person you want. Remember, in this case, it will be the username, not the first or last name of the person. To find out his or her username, visit this users page via “People Directory” menu.

See the screen below:



Once your subscription is created you would be able to see it under your “Notifications” tab in your Profile (as shown in the image below). At any point you can remove this subscription by clicking on the “delete” link under the column for “Operations”.

