

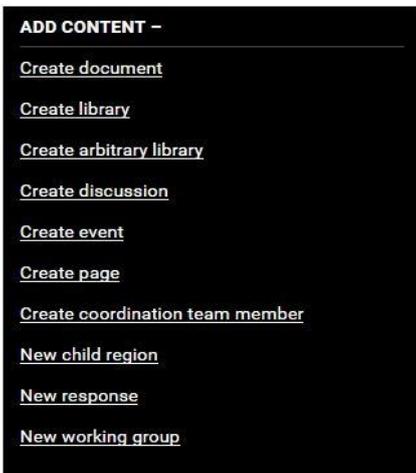
Sheltercluster.org Website Cheatsheet

1. Logging in

To be able to log in to the website as an administrator of a response page you should request a login (and website management training if needed) from Bo Hurkmans (hurkmans@unhcr.org or Neil Bauman neil.bauman@sheltercluster.org). If you have a login and a password, please go to: <http://sheltercluster.org/user>

2. Adding content

Please navigate to the page where you would like to upload content. If you have admin rights to work on the page, you will see the “Add content” option:



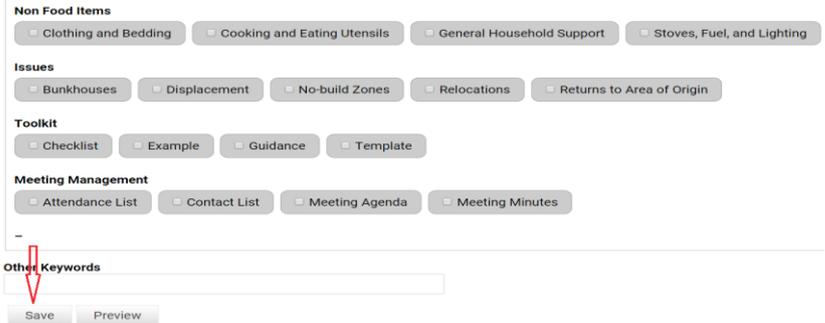
4. Editing the Overview sections

If you click on “Group Administration” and then “Edit” you will be able to edit the “Overview” section of a response page.

To paste an image, you should upload an image to the website as a document first. After this you need to click on “Group Administration” and “Edit” and then the “image” icon. Copy paste the document/image URL you have already uploaded to the “URL” field and then click “OK”. You can also choose the width and height of the image.

2a. Uploading/creating a document

If you click on “Create document”, it will take you to the page where you can name the document and add a description, after which you have the option of making the document “key” or “featured”.



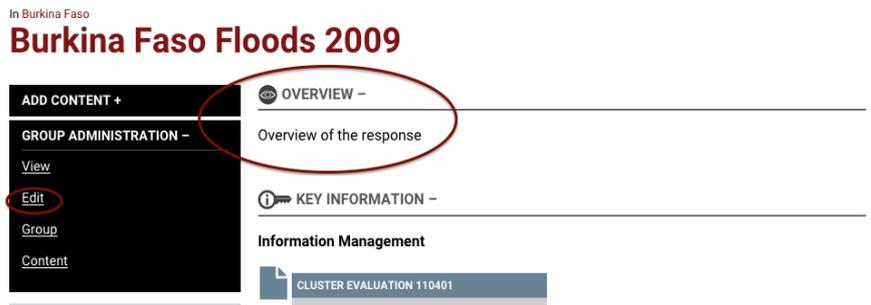
2b. Tagging and saving a document

We organize documents on the website by tagging them. Tagging documents allows to group documents into libraries, as libraries on the website are also tagged to display certain groups of documents. To give an example, a document that is tagged “meeting minutes” will display in a library page that is also tagged “Meeting Minutes” **within a response page, a hub or a working group.**

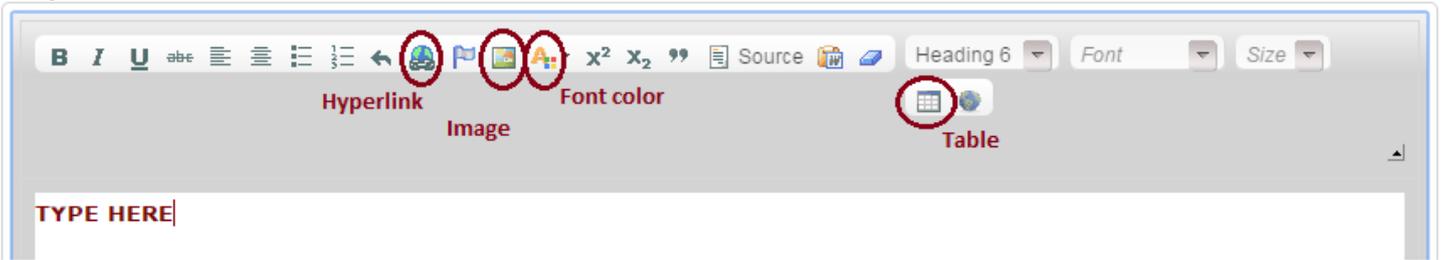
3. Creating a library

To create a library click on “create library”. You should give it a title and a description. As it was already mentioned, library is a way to group documents using tagging. Thus, you should tag the library you are creating the same way as documents that you would like to display in the library.

Make sure you have selected “Full HTML”, which will give you access to various functions like hyperlinking, pasting images, creating tables and so on.



Body



5. Managing response content

If you click on **“Group Administration”** and then **“Content”** you will be able to manage all content that belongs to the response page by clicking the **edit** option, as displayed in the image below. You also have the option of searching for content by type (document, library...)

In Burkina Faso

Burkina Faso Floods

ADD CONTENT +

GROUP ADMINISTRATION -

- [View](#)
- [Edit](#)
- [Group](#)
- [Content](#)

Info

[1]

In Burkina Faso

Group content

ADD CONTENT +

- Dashboard
- Documents (2)
- Events (1)

HUBS -

- TEST
- Burkina Faso Hub
- A2

WORKING GROUPS -

- TWIG
- A1
- 45

PAGES -

- Arbit library
- test

Type

- Arbitrary library
- Basic page
- Contact
- Discussion
- Document
- Event
- Library

Title

Apply Reset

Operations

- Choose an operation - Execute

	Type	Title	Published	Publication date
<input type="checkbox"/>	edit Arbitrary library	Arbit library	Yes	2015/06/06
<input type="checkbox"/>	edit Document	Burkina_Faso_floods_2009 [1.91 MB] pdf	Yes	2015/03/16
<input type="checkbox"/>	edit Document	Cluster evaluation 110401 [1.91 MB] pdf	Yes	2011/11/14
<input type="checkbox"/>	edit Contact	test	Yes	2015/06/03
<input type="checkbox"/>	edit Arbitrary library	test	Yes	2015/06/03
<input type="checkbox"/>	edit Event	test	Yes	2015/06/03

For more detailed instructions please refer to this website manual:

http://www.sheltercluster.org/sites/default/files/docs/sheltercluster.org_manual_150611.pdf