GNC ADMIN GUIDE

**Disclaimer:** These are the guidelines regarding Admin features for GNC Website.

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# Access

To get the access to Admin panel, the user has to log in with admin credentials on the admin page.

There are Links to admin log-in page:

**GNC:** <https://www.nutritioncluster.net/gnc_login>

After you log in, you can change the password by click “Edit”, after that change the password, contact number and timezone.





**IMPORTANT:
Saving Edits -** Almost every change has to be confirmed after editing by clicking on the “Save” button displayed on the bottom of related edit page in the Admin panel.

## How to edit and clone any content



* You can edit any content (Jobs, Resource, Events and News ) just by find the content you want to edit 🡪 open 🡪 click Edit.
* You can Clone(Copy) any content (Jobs, Resource, Events and News ) just by find the content you want to clone 🡪 open 🡪 click Clone.

# Job

## How to create job

(See the video: <https://youtu.be/Ig2QgJJfPj4>)



Examples

* <https://www.nutritioncluster.net/jobs_IMO_Country_Org>

**Jobs Title -** The title of jobs that is displayed on the website

**Is this job is External?**

* **External**: if the job post on other websites (**you have the link**)
* **Internal**: if the job did **not** post in any other websites (**You don’t have a link**)

**Location**: Enter the job location.

**Organization Name:** Add the name of the organization

**Deadline:** Enter job date deadline after this date will disappear from GNC website

*Note: if you select external no need to fill the below fields.*

**Body –** brief about the document

if you copy from MS word or any app and you paste, follow steps below

* Select all text in the body (Ctrl + A)
* Click remove format to be same as GNC style guide.



**Send application to:** Enter the email address

**Attachment upload:** job TOR or any document related to this job



**In the right, you should enter**

**Briefly describe the work you have done:** just write a short brief

**URL alias:** to be displayed in the link once it’s open **(job\_jobtitle\_Country\_OrginzationName)**

# Resources

## How to upload new resources

(See the video: <https://youtu.be/rVt2NL6WUXQ>)



Examples

1. <https://www.nutritioncluster.net/resource_Innovations_In_Nutrition_Information_Systems>
2. <https://www.nutritioncluster.net/resource_NCC_roles_and_responsibilities>
3. <https://www.nutritioncluster.net/calculation>

**Title -** the title of resource that is displayed on the website

**Body –** brief about the document

if you copy from MS word or any app and you paste, follow steps below

* Select all text in the body (Ctrl + A)
* Click remove format to be same as GNC style guide.



**Resources Attachment:** Please click choose file and upload the files that are related to the title.

*Note: Below fields is taxonomy and will help GNC website users find a resource by filtering them by language, country, theme and Type of resources.*

**Select Language:** Please select the language (En, Fr, Ar, Sp,…)

**Countries:** Please select the county related to files and if it’s global (select Global)

**Select Publication Date:** refers to when the resource was created by the author.

**Select HPC:** please select in which HPC the file e.g. Coordination, Needs assessment and analysis, etc.…

**Select Theme:** Please add theme e.g. COVID-19, Infant and Young Child Feeding, etc.…

**Select Type of resources**: please select the type of resources e.g Checklist, Infographics & Maps, Guidelines,etc.…

**Select Keyword:** please select the keyword for the documents

**Resources Thumbnail:** Please add a picture for the document (you can use the Snipping Tool to take the first page, [See the video at 10:08 minutes](https://www.youtube.com/watch?v=rVt2NL6WUXQ&feature=youtu.be) )

**In the right, you should enter**

**Briefly describe the work you have done:** just write a short brief

**URL alias:** to be displayed in the link once it’s open **(resource\_document title)**

## How to edit resource

* Go to <https://www.nutritioncluster.net/resources>
* Search the name of the resource
* Click Preview



* Click edit



# News

## How to create News

(See the video: <https://youtu.be/BdypBSAbC-I>)



Examples

* <https://www.nutritioncluster.net/news/Summary_CB_initiatives_in_the_Global_Clusters>
* <https://www.nutritioncluster.net/news_UNSCN_COVID_19_Questionnaire>

**News Title -** The title of news that is displayed on the website

**Upload News Banner -** Image that is displayed on the News and Single news page

**Upload Image for Update Section on Home Page -** Image that is displayed on the Updates section (could be the same image for News-Banner**)**

**Body –** brief about the document

if you copy from MS word or any app and you paste, follow steps below

* Select all text in the body (Ctrl + A)
* Click remove format to be same as GNC style guide.



**In the right, you should enter**

**Briefly describe the work you have done:** just write a short brief

**URL alias:** to be displayed in the link once it’s open **(news\_news title)**



## How to edit News

* Go to <https://www.nutritioncluster.net/search/global>
* Search the name of the news
* Click read more



# Events

## How to create Event

(See the video: <https://youtu.be/kGuowOAC7fQ>)



Examples

1. <https://www.nutritioncluster.net/COVID19-IYCF>
2. <https://www.nutritioncluster.net/event_CHILD_WASTING_PROGRAMMING_IN_RESPONSE_AND_PREPARATION_TO_THE_COVID-19_PANDEMIC>

**Title -** the title of the event that is displayed on the website

**Select Category:** This field is used to show events in the following pages 1. Internal Engagement 2. Capacity Strengthening

**Event Category:** Please select the category for the event e.g. webinar, meeting, training, etc.

**Upload Event Banner -** the image that is displayed on the Events page and Single Event page

**Upload Image for Updates Section -** the image that is displayed on the Updates sections

**Start Date of event -** The date that is displayed on the Single event page and is used for the calendar on the Events page

**End Date of event –** The end of the event

**Event Link:** Link that can be displayed for Event if there are any external sources related to it

**URL -** URL address to which user is redirected

**Link Text -** The name of CTA

**Body –** brief about the document

if you copy from MS word or any app and you paste, follow steps below

* Select all text in the body (Ctrl + A)
* Click remove format to be same as GNC style guide.



**Resources:** the list of resources related to the event. They are displayed on the Single Event page

**Resources Section title -** The title of the section that is displayed on the website

**Select File Type -** Dropdown list to select the type of file

**Resources link** - the URL address of the resource. Internal Resources can be searched from the input

**Link text -** the title of resource displayed on the website

**Join This Event Section -** it displays info regarding signing up to the event or redirects users to register for the event

**Heading -** the header of the section that is displayed on the website

**Sub-heading -** the sub-header of the section that is displayed on the website

**URL -** URL address to which user is redirected

**Link Text -** the name of the button

**Media Gallery:** the images or videos upload here will be displayed on the Single Event Page

To add a video click

* Add video: Media Gallery
* **Select Video Source**: Select YouTube
* **Video ID**: add only the Youtube code not the full URL(follow steps below)
	+ Open Youtube video
	+ Click Share



* Click Copy



* Paste in MS word and only copy the ID



* The final input for video will be the same image below 
* **If you want** to remove .it is in the right … click remove

**In the right, you should enter**

**Briefly describe the work you have done:** just write a short brief

**URL alias:** to be displayed in the link once it’s open **(event\_event title)**

## How to edit Event

* Go to <https://www.nutritioncluster.net/search/global>
* Search the name of the events
* Click read more



# Youtube

## How to upload the video to Youtube

* Share with Shabib (salqobati@unicef.org) your Gmail account and which channel you will upload the video (GNC or GTAM)
* You will receive an invitation for accepting



* Go to <https://www.youtube.com>
* Login using Gmail account ,then click in your account logo after that click switch account
* Select the channel you want to upload the video



* Click Upload Video



* Follow the steps in this video (<https://www.youtube.com/watch?v=3Mm2HpCYzDE>)

# Download Pictures

1. Go to Weshare: <https://weshare.unicef.org/C.aspx?VP3=CMS3&VF=Home>
2. Click Login or register from the top right
3. Strat search for pictures e.g. COVID-19, Malnutrition, etc.
4. Download

# Scheduling a Webinar with registration in the zoom

To scheduling a Webinar with registration in the zoom , please follow the instructions below

|  |  |
| --- | --- |
| 1. Create your zoom link by after you login using UNICEF staff login<https://unicef.zoom.us> |  |
| 2. Click in schedule a meeting |  |
| 3. Ensure you checked the registration |  |
| 4. Keep other options without change unless you want to checked in the meeting options |  |
| 5. Click Save |   |
| 6. Copy the invitation to your outlook invitation |  |
| 7. Once they click in the link they will find same this form |  |
| 8. After registration, they will get a link to the meeting |  |

**You can also watch the video**:<https://support.zoom.us/hc/en-us/articles/204619915-Scheduling-a-Webinar-with-Registration>

# Add/Change Your Zoom Profile Picture

|  |  |
| --- | --- |
| To do this, visit<https://unicef.zoom.us/> and log in as UNICEF staff login |  |
| Once you log in, the site will automatically take you to<https://unicef.zoom.us/profile> . You can add a user photo from this profile page. |  |
| At the top of the profile page, you’ll see you name, a blank profile photo, and a link that says “change.” Click on this link to add a profile picture. Next, click on the “Upload” button to upload a new photo. Select the photo file from your computer. |  |
| Once your photo is uploaded, you can move the square mask so the photo is centered and the zoom level is correct. Click “Save” to finish. |  |