



USER GUIDE FOR CREATING A PROJECT MICROSITE

icipe



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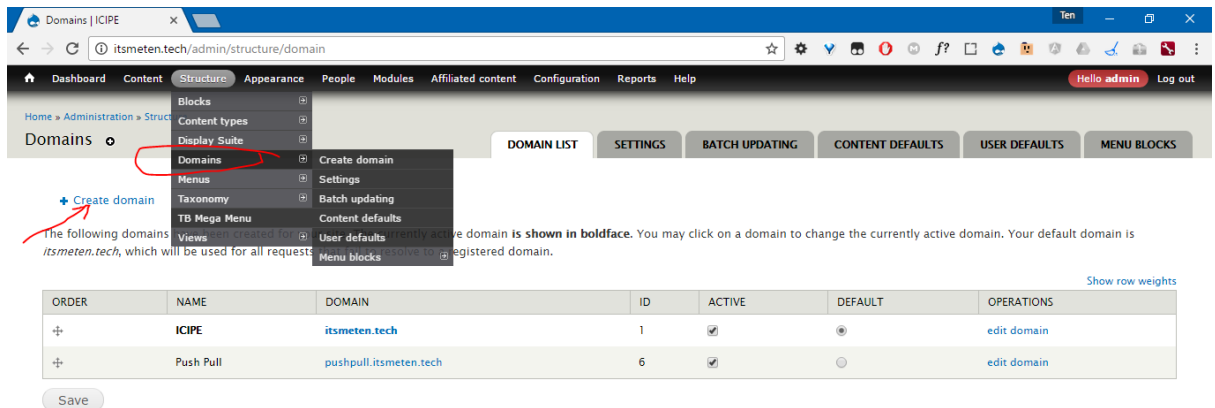
1 NEW MICRO-SITE SETUP

Open the link on digitalbranddistribution.com/user and log in using the following credentials:

- Username – admin
- Password – 6Qx1sWS0![oO

On the admin menu, hover over Structure and click on Create domain:

1. Then click on the "Create domain" link from the domain listing page:



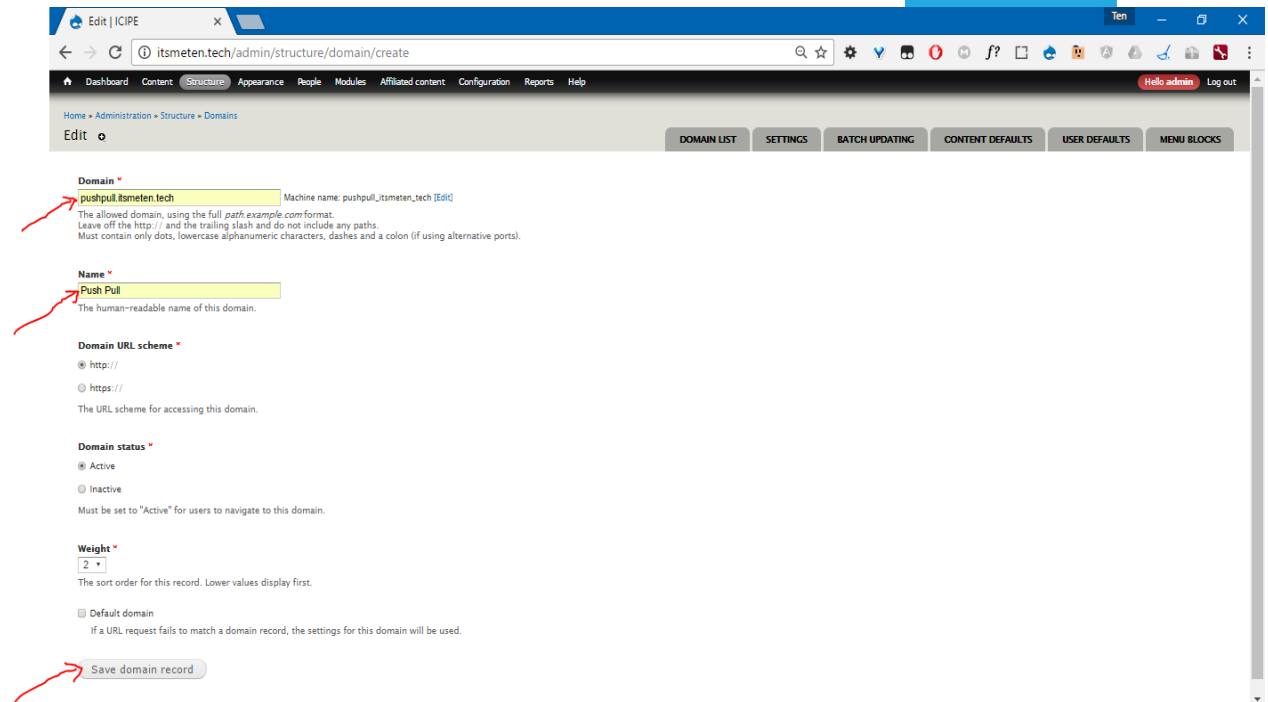
The screenshot shows the ICIPE admin interface. The 'Structure' menu is open, and the 'Create domain' link is highlighted. Below the menu, a table lists the domains:

ORDER	NAME	DOMAIN	ID	ACTIVE	DEFAULT	OPERATIONS
+	ICIPE	itsmeten.tech	1	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	edit domain
+	Push Pull	pushpull.itsmeten.tech	6	<input checked="" type="checkbox"/>	<input type="radio"/>	edit domain

Below the table is a 'Save' button.

2. Fill in the below fields:

- a. Project URL in the domain field
 - i. This must be the full link (without the URL scheme – select this from URL scheme option box on the same page)
- b. Project name
 - i. Will be used to identify the microsite among others in the admin area.



Domain *

pushpullitsmeten.tech Machine name: pushpullitsmeten_tech [Edit]

The allowed domain, using the full path.example.com format. Leave off the http:// and the trailing slash and do not include any paths. Must contain only dots, lowercase alphanumeric characters, dashes and a colon (if using alternative ports).

Name *

Push Pull

The human-readable name of this domain.

Domain URL scheme *

☒ http:// ☐ https://

The URL scheme for accessing this domain.

Domain status *

☒ Active ☐ Inactive

Must be set to "Active" for users to navigate to this domain.

Weight *

2

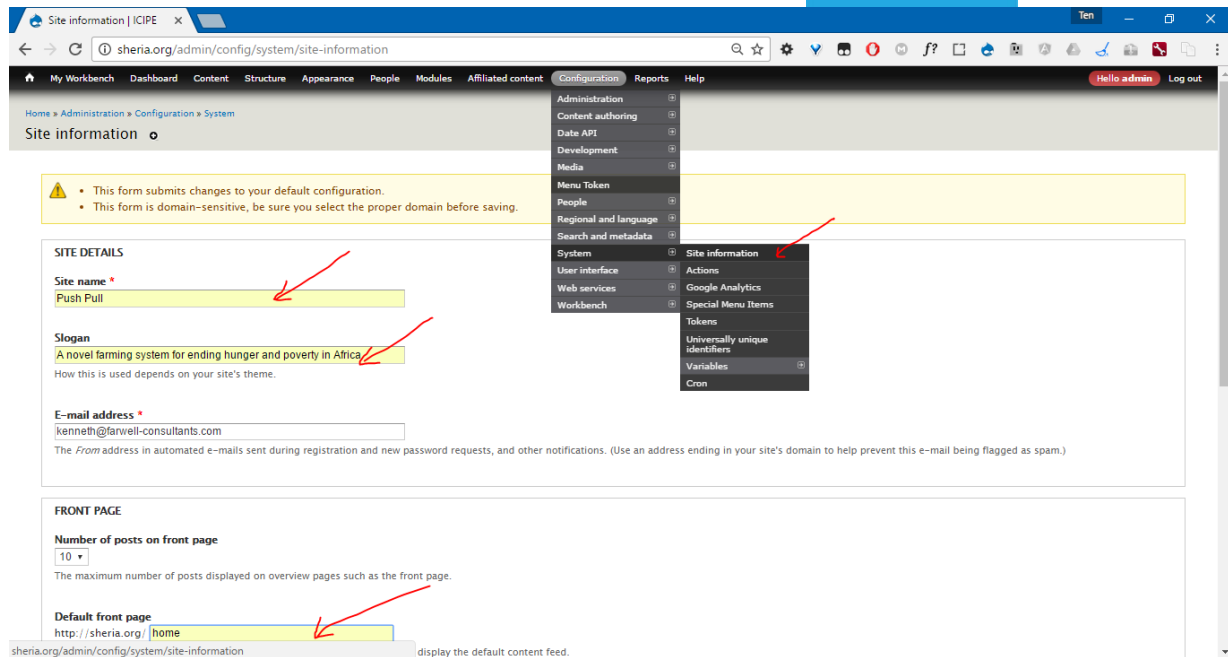
The sort order for this record. Lower values display first.

☐ Default domain

If a URL request fails to match a domain record, the settings for this domain will be used.

Save domain record

3. The system will re-direct you to the next page where you can customize the micro-site name, slogan & landing page.
 - *It's key that 'home' be entered as the default home page as illustrated for the microsite to pick the preset layout.
 - The page can always be accessed via the menu item "site information" also illustrated in case of error or need for modification.
 - *Each micro-site can have different settings. As such, be sure to specify which record to apply the changes to as illustrated below
 - Save.



Site information | ICIPE

sheria.org/admin/config/system/site-information

My Workbench Dashboard Content Structure Appearance People Modules Affiliated content Configuration Reports Help

Home Administration Configuration System

Site information

⚠ This form submits changes to your default configuration.
This form is domain-sensitive, be sure you select the proper domain before saving.

SITE DETAILS

Site name *
Push Pull

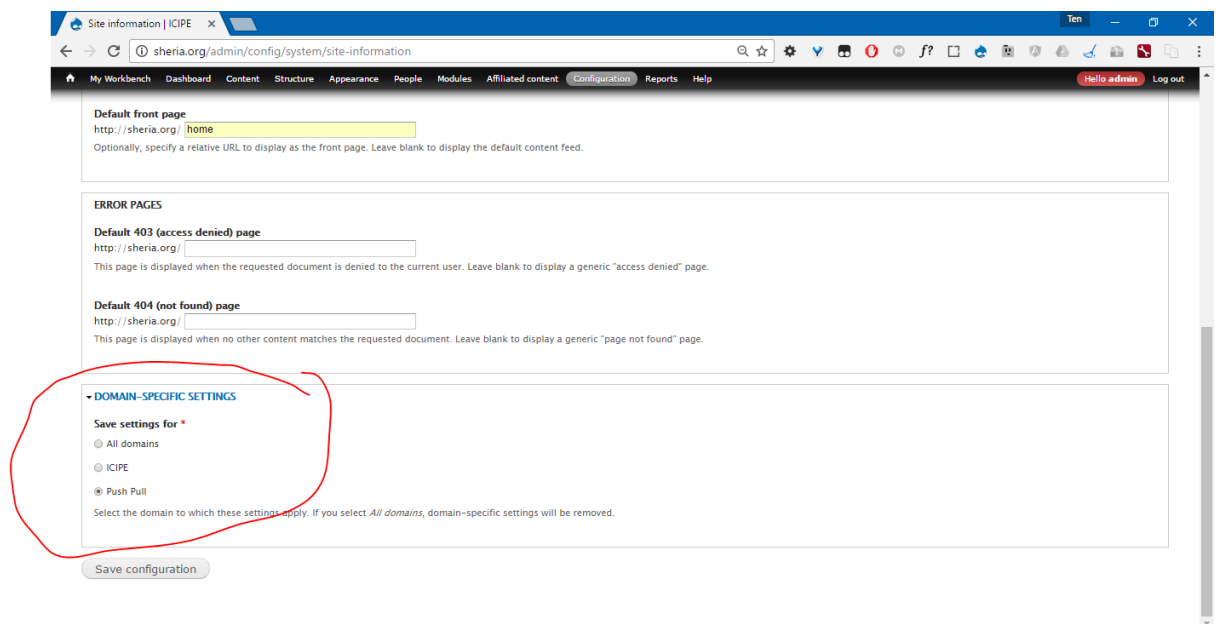
Slogan
A novel farming system for ending hunger and poverty in Africa
How this is used depends on your site's theme.

E-mail address *
kenneth@farwell-consultants.com
The From address in automated e-mails sent during registration and new password requests, and other notifications. (Use an address ending in your site's domain to help prevent this e-mail being flagged as spam.)

FRONT PAGE

Number of posts on front page
10
The maximum number of posts displayed on overview pages such as the front page.

Default front page
http://sheria.org/home
display the default content feed.



Site information | ICIPE

sheria.org/admin/config/system/site-information

My Workbench Dashboard Content Structure Appearance People Modules Affiliated content Configuration Reports Help

Hello admin Log out

Default front page
http://sheria.org/home
Optionally, specify a relative URL to display as the front page. Leave blank to display the default content feed.

ERROR PAGES

Default 403 (access denied) page
http://sheria.org/
This page is displayed when the requested document is denied to the current user. Leave blank to display a generic "access denied" page.

Default 404 (not found) page
http://sheria.org/
This page is displayed when no other content matches the requested document. Leave blank to display a generic "page not found" page.

DOMAIN-SPECIFIC SETTINGS

Save settings for *

☐ All domains
☐ ICIPE
☒ Push Pull

Select the domain to which these settings apply. If you select *All domains*, domain-specific settings will be removed.

Save configuration

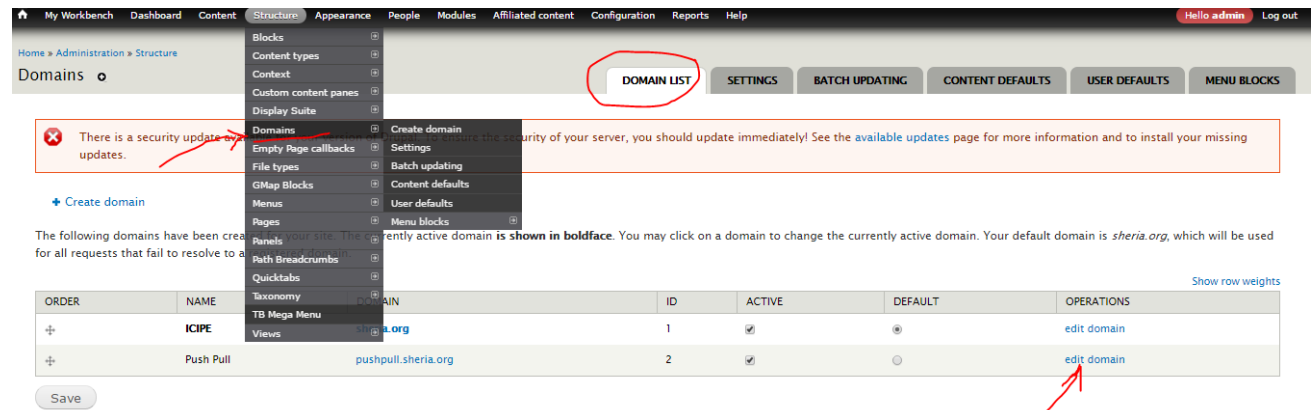
4. On creating the domain, the system will do the following:
- Create the domain / project admin
 - Allocate proper pre-defined roles.
 - Assign the domain access
 - Determine the Username format – <subdomain/user
E.g. if project sub-domain during setup was entered as **pushpull.sheria.org**, username will be **pushpull.sheria.org/user**
 - Default Password – will be same as username.



- i. E.g. if project sub-domain during setup was entered as **pushpull.sheria.org**, password will be **admin.pushpull.sheria.org**
 - Create the microsite-specific menu with sample links & positioned to the property layout region.
 - Generate micro-site dummy data.
- ✓ Done. The project admin can now login & commence administering the project.

2 CUSTOM MICROSITE / PROJECT LOGO:

5. Click the “Edit domain” link from domain listing page:



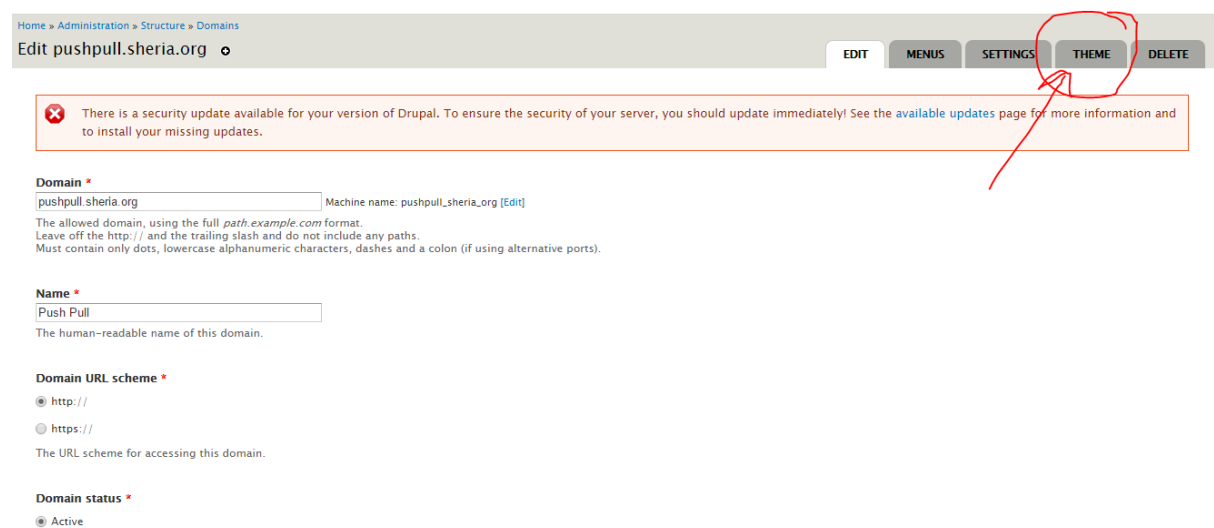
There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

The following domains have been created for your site. The currently active domain is shown in boldface. You may click on a domain to change the currently active domain. Your default domain is *sheria.org*, which will be used for all requests that fail to resolve to a domain.

ORDER	NAME	DOMAIN	ID	ACTIVE	DEFAULT	OPERATIONS
+	ICIPE	pushpull.sheria.org	1	<input checked="" type="checkbox"/>	<input type="radio"/>	edit domain
+	Push Pull	pushpull.sheria.org	2	<input checked="" type="checkbox"/>	<input type="radio"/>	edit domain

Save

6. Click on the “Theme” tab



There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

Domain *
 Machine name: pushpull_sheria_org [Edit]
 The allowed domain, using the full *path.example.com* format.
 Leave off the *http://* and the trailing slash and do not include any paths.
 Must contain only dots, lowercase alphanumeric characters, dashes and a colon (if using alternative ports).

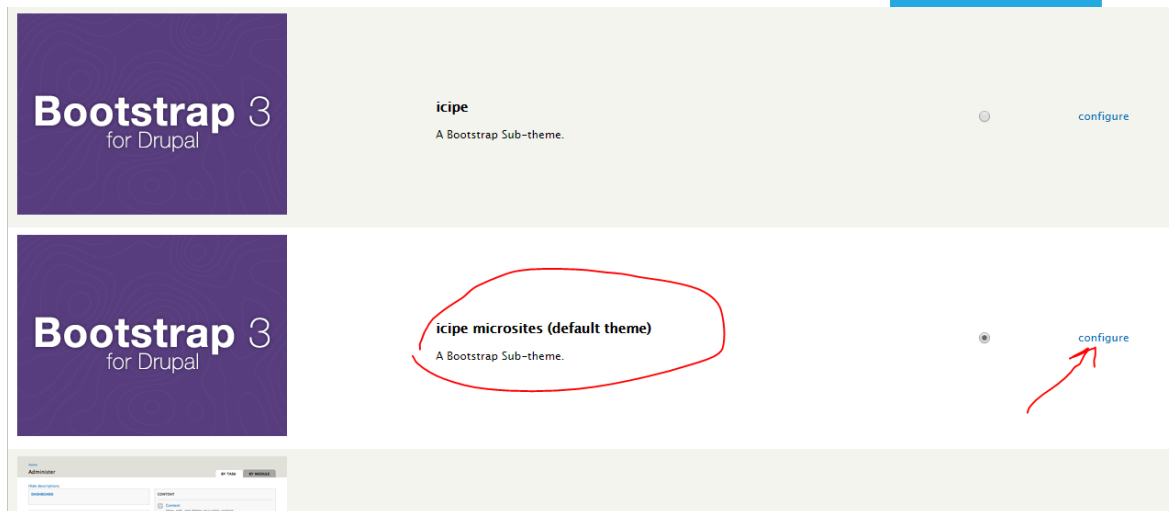
Name *

 The human-readable name of this domain.

Domain URL scheme *
☒ http://
☐ https://
 The URL scheme for accessing this domain.

Domain status *
☒ Active

7. Click on “configure” link for the “*icipe* microsites” theme entry.



8. Under “LOGO IMAGE SETTINGS” , click on “Upload logo image “ and select your custom logo.

☒ User pictures in comments
☒ User verification status in comments
☒ Shortcut icon
☐ Main menu
☐ Secondary menu

LOGO IMAGE SETTINGS
If toggled on, the following logo will be displayed.

☐ Use the default logo
Check here if you want the theme to use the logo supplied with it.

Path to custom logo
5.PNG
The path to the file you would like to use as your logo file instead of the default logo.

Upload logo image
 No file chosen
If you don't have direct file access to the server, use this field to upload your logo.

SHORTCUT ICON SETTINGS
Your shortcut icon, or 'favicon', is displayed in the address bar and bookmarks of most browsers.

☒ Use the default shortcut icon.
Check here if you want the theme to use the default shortcut icon.

9. Save.



Path to custom logo

5.PNG

The path to the file you would like to use as your logo file instead of the default logo.

Upload logo image

No file chosen

If you don't have direct file access to the server, use this field to upload your logo.

SHORTCUT ICON SETTINGS

Your shortcut icon, or 'favicon', is displayed in the address bar and bookmarks of most browsers.

☒ Use the default shortcut icon.

Check here if you want the theme to use the default shortcut icon.

JQUERY UPDATE

You can optionally select a different version of jQuery to use for pages that are rendered using this the

Theme specific jQuery version

2.1 ▼

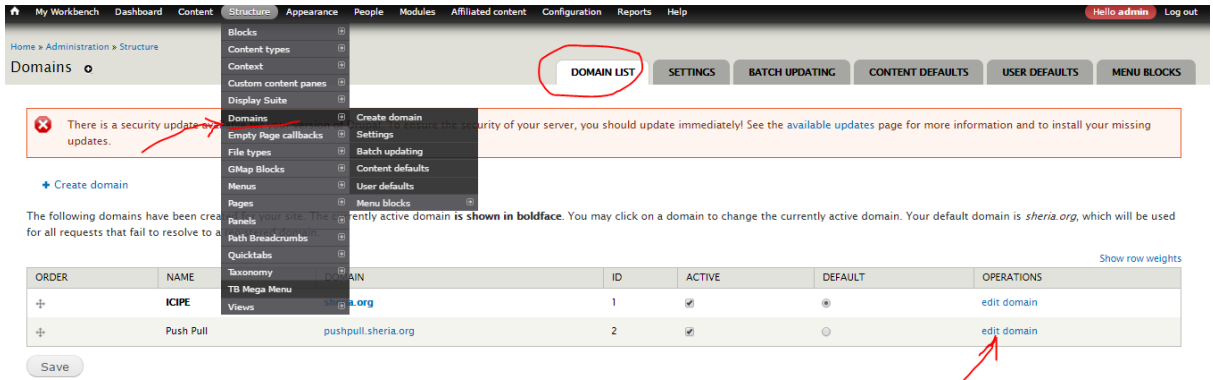
Save configuration



3 MENU LINKING

3.1 Adding new links:

1. Click the “Edit domain” link from domain listing page:



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Domains

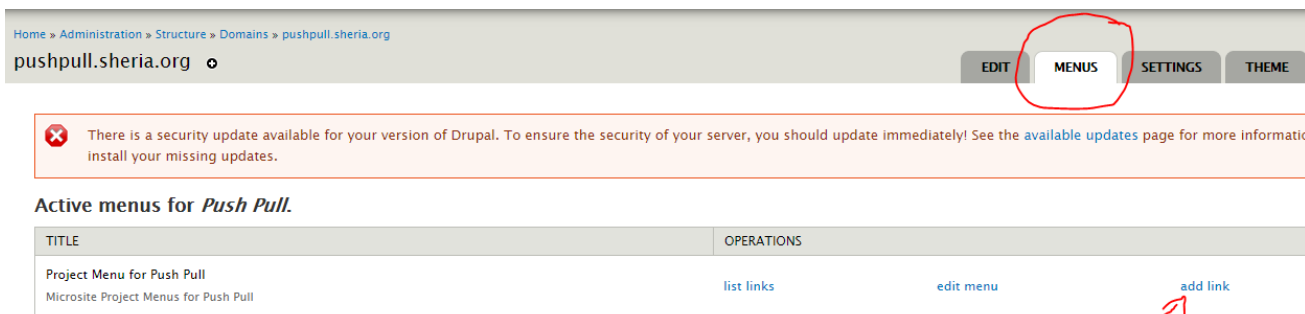
There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

The following domains have been created for your site. The currently active domain is shown in boldface. You may click on a domain to change the currently active domain. Your default domain is *sheria.org*, which will be used for all requests that fail to resolve to a domain.

ORDER	NAME	DOMAIN	ID	ACTIVE	DEFAULT	OPERATIONS
+	ICIPE	sheria.org	1	<input checked="" type="checkbox"/>	<input type="radio"/>	edit domain
+	Push Pull	pushpull.sheria.org	2	<input checked="" type="checkbox"/>	<input type="radio"/>	edit domain

Save

2. From “Menus” tab, click on “add link”



Home » Administration » Structure » Domains » pushpull.sheria.org

pushpull.sheria.org

EDIT MENUS SETTINGS THEME

There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

Active menus for *Push Pull*.

TITLE	OPERATIONS
Project Menu for Push Pull Microsite Project Menus for Push Pull	list links edit menu add link

3. Enter the following details:
 - a. Menu title – what users/site visitors will read
 - b. Path
 - i. Manually enter the path to the node you're linking to or
 - ii. Enter the first few characters of the url and choose from suggested links
 - c. No need to alter the 'Parent Link'. This will be auto-selected for you.
 - d. To re-arrange & categorize (eg multi-level) ,follow instructions in the next section.

Home » Administration » Structure » Menus » Project Menu for Push Pull

Project Menu for Push Pull

LIST LINKS

Menu link title *

The text to be used for this link in the menu.

Path *

The path for this menu link. This can be an internal Drupal path such as `node/add` or an external URL such as `http://drupal.org`. Enter `<front>` to link to the front page. You may enter the title of the node you'd like to link to to get a list of all possible matches. Matches marked with * are URL aliases. Enter `<nolink>` to generate non-linkable item, enter `<separator>` to generate separator item.

☐ Use tokens in title and in path.

Active this option in order to use Menu token.

☒ Enabled

Menu links that are not enabled will not be listed in any menu.

☐ Show as expanded

If selected and this menu link has children, the menu will always appear expanded.

☐ Open this link in a new window

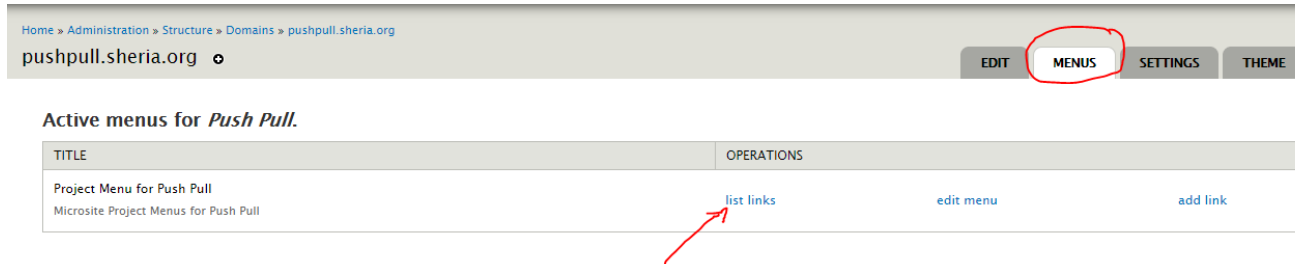
Parent link

The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.

4. Save. The menu link should be visible now.

4 EDITING, DISABLING, DELETING & RE-ARRANGING EXISTING LINKS:

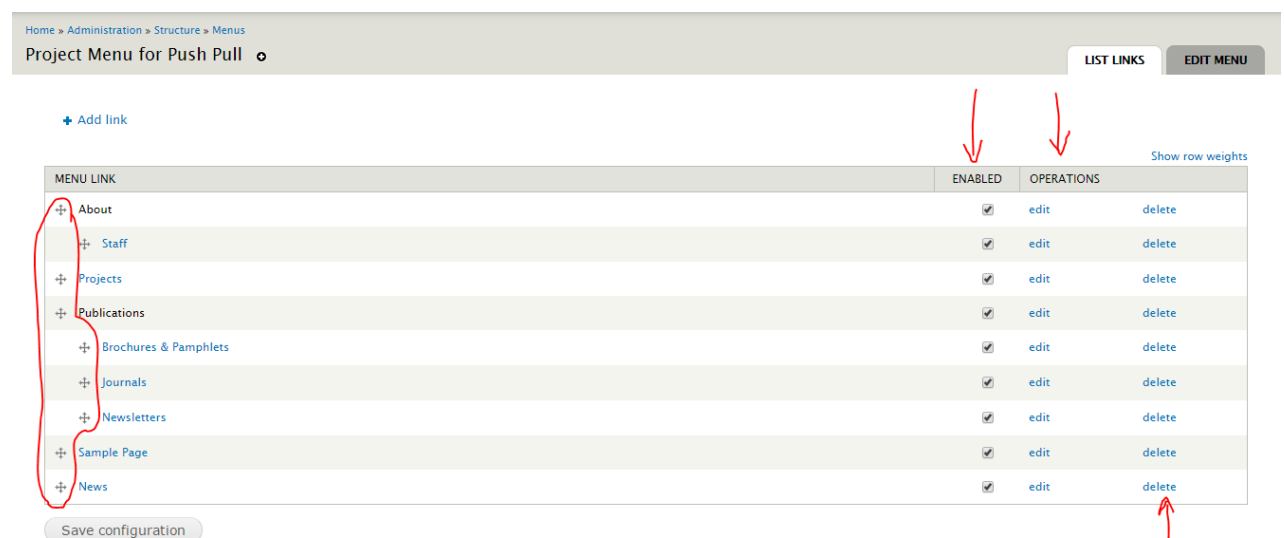
1. Click on the "Edit domain" link from domain listing page:



2. From "Menus" tab, click on "list links"

3. To: Rearrange links:

- Click & drag on the cross-hairs to the left of the menu name & drop at the new desired location.
 - Drag under & slightly to the right of an existing menu to create a multi-level menu
- Enable / disable links :
 - Toggle the checkbox under the "enabled" column.
 - Edit links:
 - Click on "edit" link for the desired menu.
 - Delete links:
 - Click on the "delete" link for the desired menu item.

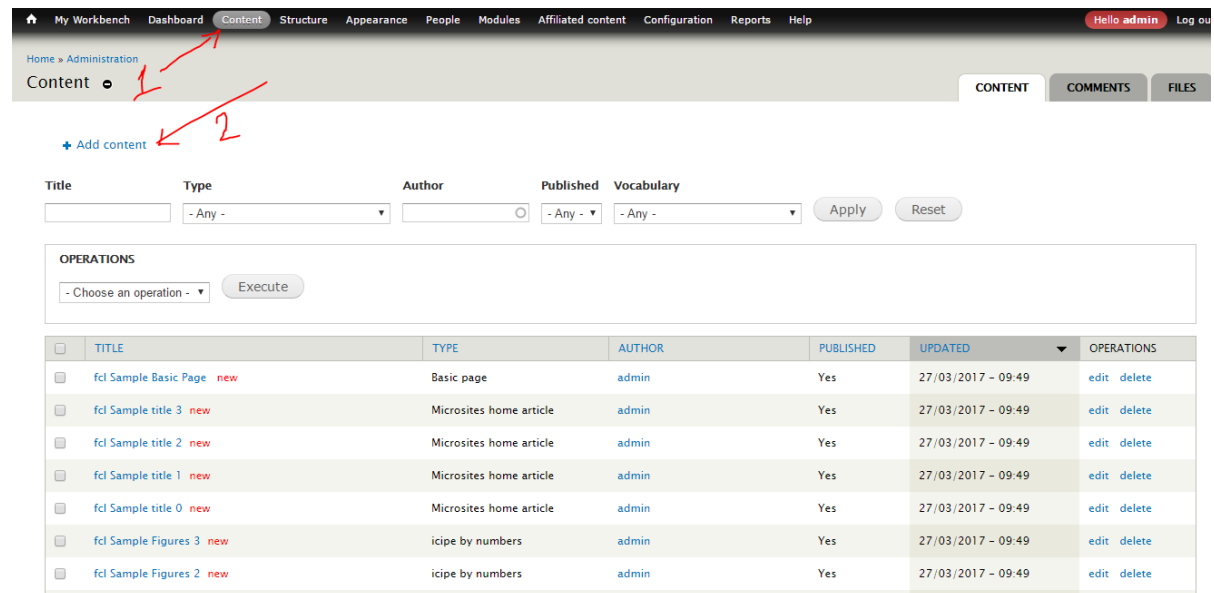




5 HOMEPAGE SHOWCASED ARTICLES

The content shown on the homepage is of the type – *microsites-homepage-article*.

1. From “content” page click “Add content”



	TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
<input type="checkbox"/>	fcl Sample Basic Page new	Basic page	admin	Yes	27/03/2017 - 09:49	edit delete
<input type="checkbox"/>	fcl Sample title 3 new	Microsites home article	admin	Yes	27/03/2017 - 09:49	edit delete
<input type="checkbox"/>	fcl Sample title 2 new	Microsites home article	admin	Yes	27/03/2017 - 09:49	edit delete
<input type="checkbox"/>	fcl Sample title 1 new	Microsites home article	admin	Yes	27/03/2017 - 09:49	edit delete
<input type="checkbox"/>	fcl Sample title 0 new	Microsites home article	admin	Yes	27/03/2017 - 09:49	edit delete
<input type="checkbox"/>	fcl Sample Figures 3 new	icipe by numbers	admin	Yes	27/03/2017 - 09:49	edit delete
<input type="checkbox"/>	fcl Sample Figures 2 new	icipe by numbers	admin	Yes	27/03/2017 - 09:49	edit delete

2. Click on “Microsites Homepage Article” link.



- [Gallery Item](#)
A gallery node item.
- [icipe by numbers](#)
- [Impact](#)
Impact
- [International Media and Videos](#)
- [Journal](#)
Journal
- [Media Contacts](#)
Media Contacts
- [Media Coverage](#)
- [Microsites banner](#)
- [Microsites home article](#)
Microsites home article
- [News Articles](#)
Use *articles* for time-sensitive content like news, press releases or blog posts.

3. Fill in the fields:

- a. Title – title above content as in the layout provided.
- b. Header – text above the image as in the layout provided.
- c. Body
- d. Image – the thumbnail image to be used.
- e. Link – the URL to the content to link to.



Title *

☐ Open this link in a new window

Heading *

Body (Edit summary)

Source

A standard rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, and others.

Format

Font

Size

Icons for text alignment (left, center, right, justified), indent, outdent, and other text formatting options.

Switch to plain text editor

Text format: Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

More information about text formats

Image *

Choose File

No file chosen

Upload

Files must be less than 200 MB.
Allowed file types: **png gif jpg jpeg**.

Link *

4. Only the latest four (4) articles that are published and featured (promoted to homepage) will be captured. Thus, under publishing options, check to be visible or uncheck to exclude it.

Menu settings Not in menu	<input checked="" type="checkbox"/> Published
URL path settings Automatic alias	<input checked="" type="checkbox"/> Promoted to front page
Revision information No revision	<input type="checkbox"/> Sticky at top of lists
Comment settings Open	<input type="checkbox"/> Exclude from search
Authoring information By admin	
Publishing options Published, Promoted to front page	

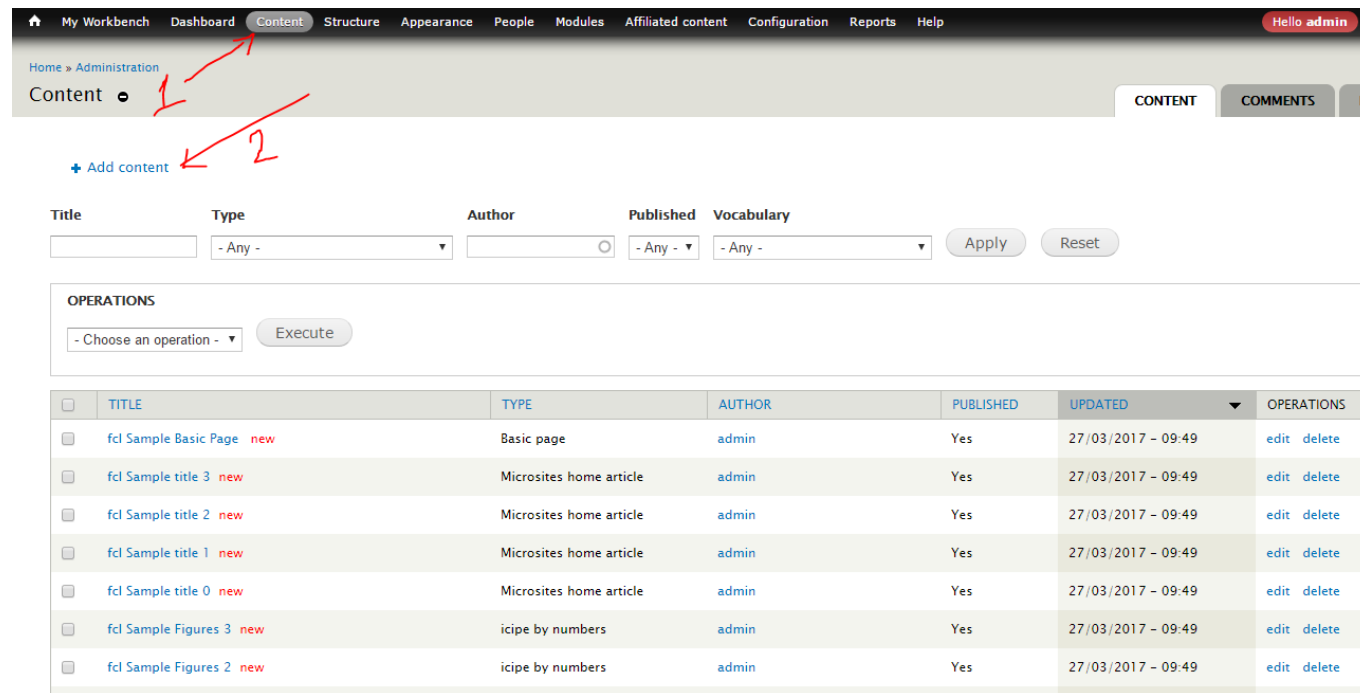
Save

5. You may alter the timestamp under *Authoring information* as you wish to and then save.

6 HOMEPAGE - PROJECT 'BY NUMBERS' SECTION

The content shown on the homepage "by numbers" section is of the type – *icipe-by-numbers*.

1. From "content" page click on "Add content"



TITLE	TYPE	AUTHOR	PUBLISHED	VOCABULARY
fcl Sample Basic Page new	Basic page	admin	Yes	- Any -
fcl Sample title 3 new	Microsites home article	admin	Yes	- Any -
fcl Sample title 2 new	Microsites home article	admin	Yes	- Any -
fcl Sample title 1 new	Microsites home article	admin	Yes	- Any -
fcl Sample title 0 new	Microsites home article	admin	Yes	- Any -
fcl Sample Figures 3 new	icipe by numbers	admin	Yes	- Any -
fcl Sample Figures 2 new	icipe by numbers	admin	Yes	- Any -

2. Click on "icipe by numbers" link.



- Event
- footer
- Gallery
- Gallery Item
- icipe by numbers**
- Impact
- International Media and Videos
- Journal
- Media Contacts
- Media Coverage
- Microsites banner

3. Fill in the fields:
 - a. Title

- b. Value – the value to display in numbers.
- c. Link – URL of the content to link to.
- d. Background color – background color to be used.
 - i. Click to bring the color picker.
- e. Body.

Home » Add content

Create icipe by numbers ◊

Title *

☐ Open this link in a new window

Value

Link

Image

Background Color

Body (Edit summary)

Body (Edit summary)

4. Only the latest four (4) that are published and featured (promoted to homepage) will be captured. Thus, under publishing options, check to be visible or uncheck to exclude it.



Menu settings Not in menu	<input checked="" type="checkbox"/> Published
URL path settings Automatic alias	<input checked="" type="checkbox"/> Promoted to front page
Revision information No revision	<input type="checkbox"/> Sticky at top of lists
Comment settings Open	<input type="checkbox"/> Exclude from search
Authoring information By admin	
Publishing options Published, Promoted to front page	

Save

5. You may alter the timestamp under Authoring information and then save.