# aicee™

## Information | Technology | Future

# Administering PUAC Content Managed Portal

**Prepared for Partners United Against Corruption**
**CBD, Abuja, Nigeria.**

By

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# Content

# OVERVIEW

Portal URL:       http://puac.yaraduafoundation.org/portal

Developer(s):     Aicee Technologies Ltd
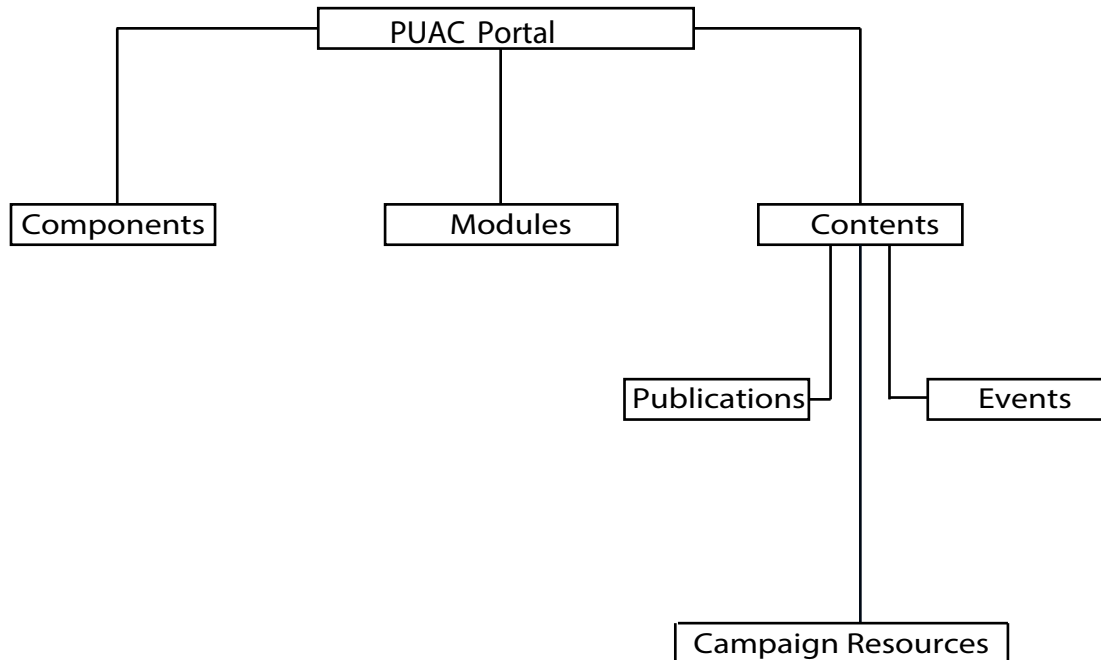
Category:         Complete CMS

Year:             2017

# PORTAL STRUCTURE

The portal is divided into components, modules and contents. The contents arm is further broken into Publications, Campaign Resources and Events

```
                        PUAC Portal
        ┌───────────────────┼───────────────────┐
   Components            Modules             Contents
                                         ┌──────┼──────┐
                                   Publications     Events

                                      Campaign Resources
```

# Getting to Know the Front End



**PARTNERS UNITED AGAINST CORRUPTION**

Home    Partners    Publications    Campaign    Resources    Events    Contact

Search Here..

With support from the MacArthur Foundation

**2**

Promoting an atmosphere of accountability, transparency, and good governance in Nigeria by reducing retail corruption and strengthening anti-corruption efforts

Corruption is one of Nigeria's most critical challenges. Survey reports released by Transparency International since 2000 have placed Nigeria in the top 40 of the world's most corrupt countries. Corruption in Nigeria affects public finances, business investment and our standard of living.

Read more

**3**

Partner Login

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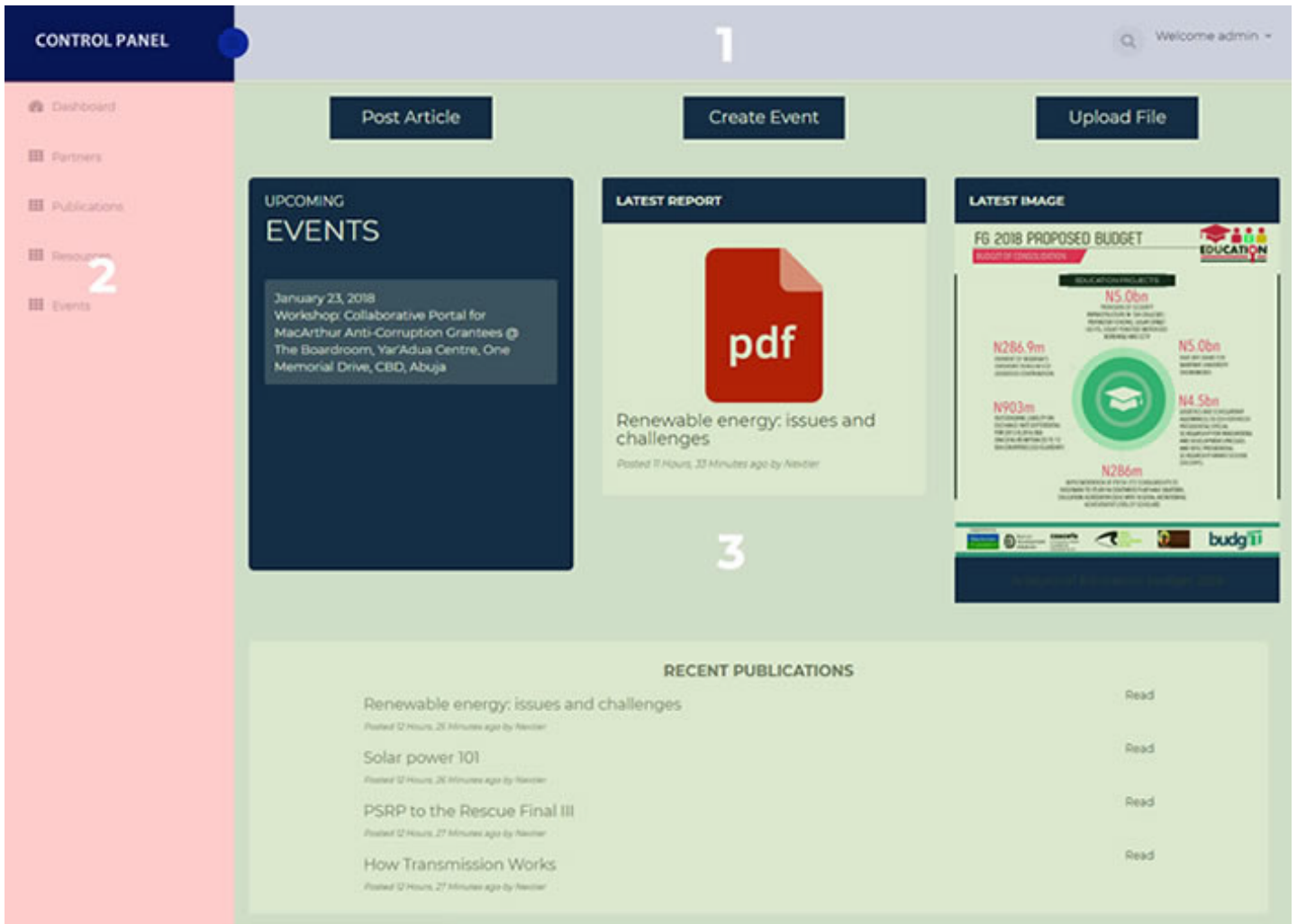
**1. Header Area**
Logo
Menu
Search

**2. Content Area**
Slideshow
Project Content

**3. Content Area**
Partner Login
Copyright Info
Logo

|  | # Getting to Know the Back-end |
|---|---|



**1. Header**                    **2. Sidebar**                    **3. Content Area**

- You can access the backend by visiting http://puacyaraduafoundation.org/login on your device
- Ensure that you have an active internet connection
- Enter your Partner ID and Password to access the control panel
- The admin panel consists of the Header, Sidebar   and the Content Area
- The Header has the search box, logout trigger and profile link
- The Sidebar has the site navigation
- The content area consist of the shortcuts, Events Widget, Latest Report Widget, Latest Image Widget and Recent Publications Widget.

|  | The Admin Dashboard contain links /shortcuts to every section of the backend |
|---|---|

# Task 1.1: Administering Publications
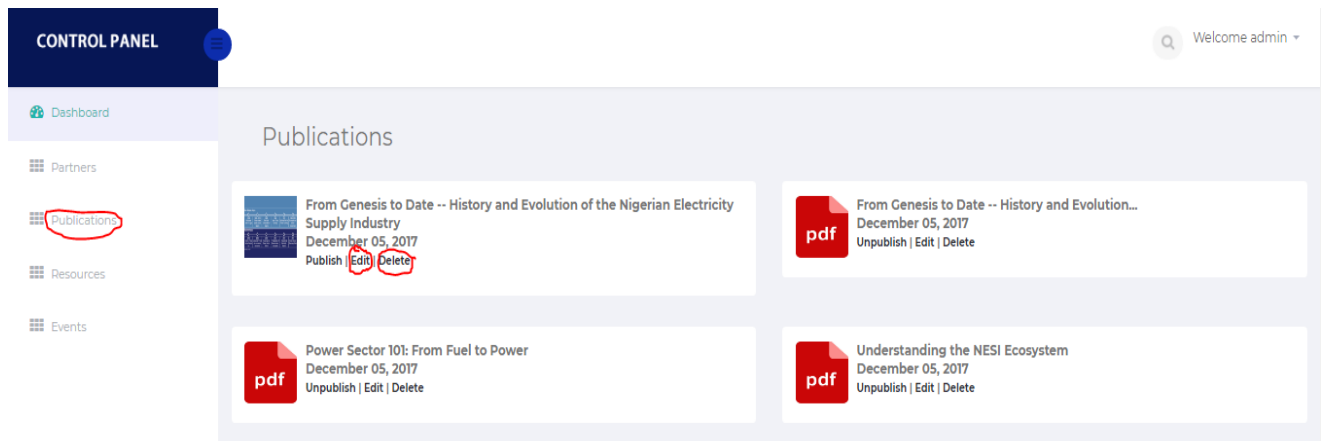


## To Add a Publication

- Login to the backend to access the control panel
- Click on the **Add** link under **Publications** menu item or **Post Article** button on the dashboard
- Enter publication details
- Attach relevant image icon
- Attach document
- Click on the **Post** button to save the publication

## To Edit a Publication

- Login to the backend to access the control panel
- Click on the **View** menu item under the **Publications** menu item
- Click on the **Edit** link on the publication item to edit content
- Click on **Post** button to update the publication item

## To Delete a Publication

- Login to the backend to access the control panel
- Click on the **View** menu item under the Publications menu item
- Click on the **Delete** link on the publication item to delete content



For uniformity, kindly get document icons from the site admin

# Task 1.2: Administering Resources



## To Add a Campaign Resource

- Login to the backend to access the control panel
- Click on the **Add** link under **Resources** menu item or **Upload File** button on the dashboard
- Select the Resource type
- Attach relevant image or enter video URL
- Click on the **Post** button to save the campaign resource item

## To Edit a Campaign Resource

- Login to the backend to access the control panel
- Click on the **View** menu item under the **Resources** menu item
- Click on the **Edit** link on the resource item to edit its content
- Click on the **Post** button to update the campaign resource item

## To Delete a Campaign Resource

- Login to the backend to access the control panel
- Click on the **View** menu item under the **Resources** menu item
- Click on the **Delete** link on the campaign resource item to delete the resource



NOTE  You can only post video URLS; so all videos must be online prior to posting on the portal

# Task 1.3: Administering Events



## To Create an Event

- Login to the backend to access the control panel
- Click on the **Add** link under **Events** menu item or **Create Event** button on the **dashboard**
- Enter event details
- Attach events image
- Click on the **Post** button to create the event

## To Edit an Event

- Login to the backend to access the control panel
- Click on the **View** menu item under the **Events** menu item
- Click on the **Edit** link on the events item to be edited
- Click on **Post** button to update the content

## To Delete an Event

- Login to the backend to access the control panel
- Click on the **View** menu item under the **Events** menu item
- Click on the **Delete** link on the events item to delete the event

# Important Notes

- You can edit your profile by clicking on the Profile link on the header section of the backend
- You can search the entire portal using the search box on both the frontend and backend
- You can change the status of a publication item, a campaign resource item or an event item using the publish or unpublished link on the item
- It is good practice to copy and paste rich text content on notepad before transferring to the editors on portal (this will remove all formatting)
- The portal automatically send notifications to all partners once a publication or a campaign resource is posted
- The portal automatically sends invitations to selected cohorts once an event is posted or edited

# Contact   Information

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