NMO Table of Contents

Homepage

Introduction
- o Mission
- o Course Requirements
- o Concept and Function
- o Goals and Objectives
- o Core Features

Module One
- o How to Find the Portal on the Internet
- o Configure Computer to use the Portal
- o View Content on the Portal
- o Change the Display View
- o Full Screen View
- o View Content in an Alternate Language

Module Two
- o Search the Portal for Content
- o Navigate the Portal
- o Find Portal Members
- o Get Portal Help

Module Three
- o Login to the Portal
- o Set Preferences
- o Add to my Favorites

Module Four
- o What is Content?
- o Content has a Title and a Description
- o Using the Action Icons
- o Email Content
- o Print Content
- o Content Has A State
- o The Contents Tab
- o The Edit Tab
- o The Properties Tab

Module Five
- o Roles and Sharing
- o What are Roles
- o The Sharing Tab
- o Submit Content for Shared Public Areas

Module Six
- o My Folder Exercise Part One: Homepage, private content, and sharing
- o My Folder Exercise Part Two: Creating a Smart Folder

Module Seven
- o Manage Content in a group
- o Group Folder Exercise

Module Eight
- o Participating in the Portal Library and other Portal Public Spaces
- o HOWTO: Submit Content for Shared Public Areas

Module Nine
- o Possible Application Integration and Connectivity
- o UMN Mapserver, Sandia National Lab, PHAIRS, NEON, Connexions, NASA Mars Rover, Eden and Oxfam
- o Final Remarks

New Member Orientation:
Welcome to the Portal Introduction Web Course

Welcome

We have created this New Member Orientation course to help you move easily and successfully into the Portal.

Modules

Introduction (What Is New in the RM Portal)

Module 1 - How to Best View the Portal

Module 2 - Finding Your Way Through the Portal

Module 3 - Logging in and Creating Your Space

Module 4 - Content and What You Can Do With It

Module 5 - Roles and Sharing Content

Module 6 - Working in Your Personal Space

Module 7 - Working in a Group
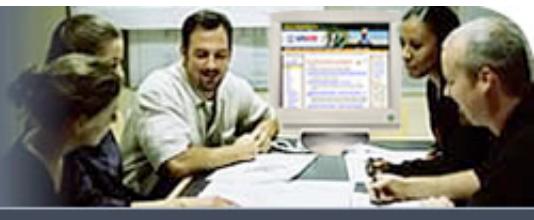
Module 8 - The Portal Library and Beyond

Contact: For course information contact info@rmportal.net

START ORIENTATION ▶

Portal Mission

The USAID RM Portal was created to provide a global, open-access communications exchange between organizations, communities, universities, consortia and global partners working on an integrated approach to natural resource management linking nature, energy, and human health. As invited members of the RM Portal you are encouraged to login, access information, find content experts, and contribute content and expertise to the Portal.
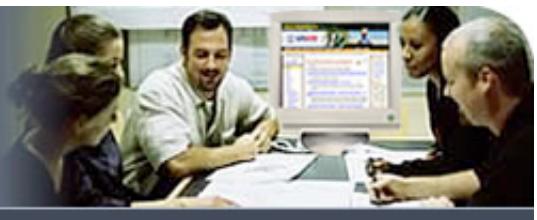
In addition to invited members, individuals from the global community are allowed to visit the portal and access information designated for Public view without logging in.

Course Requirements

Materials

- An open mind
- The desire to find a tool that could make your life easier
- A better way to work within a team
- This New Member Orientation folder
- The Portal User Guide.
- MS Word or Acrobat file to upload to the portal.

Time
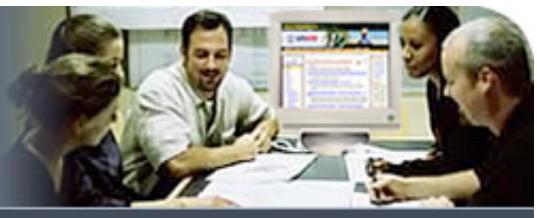
- The course should take 2 - 4 hours.

What is the Point of this Portal?

Stated Problem: Multi-dimensional challenges face global conservation, sustainable development, health and security.

Suggested Response: Design a USAID Resource Management Portal to serve as a needed networking, communication, web services, and outreach delivery system to address this challenge using a landscape-level approach.

What were the Portal Requirements?

Build a watering hole!

Portal Platform needed to:

- Support strategic, integrated circuits, linking diverse groups and locations
- Allow the organic growth of a networked, committed community
- Use open source software that could be easily supported within the global community

Missions

Embassies

Governments

Non-Governmental Partners (NGOs)

Educational Institutions

Community Based Organizations (CBOs)

Information and People

Medical Institutions

Science, research, development, technical, and policy people and efforts

Political Institutions

Private Sector

Public/Private Partnerships

The Portal was not intended to replace:

- a simple phone call
- a quick email response
- stopping by someone's office

The Portal *was* intended to make it easy to:

- **Answer a question** that can resonate **globally, serving more than** the **first person needing help**
- **Work privately or publically** while **remaining connected** to the network
- Host and deliver **dynamic, up-to-date, high quality content** from diverse sectors
- **Share web services** ([portal applications](#)) with Mission Partners so they can focus more time and energy on their **core mission** not contextual activities (reduce need for IT install and maintenance software support, cost-effective collaboration facilitation across time/distance, quickly re-use knowledge)
- Provide **workflow with built in security** across multiple sectors
- Improve group writing process, ID, time stamp and track draft documents, meet funding and/or reporting deadlines
- **Create [online reporting capabilities](#)** to allow Mission Partners to report back on project metrics (including an easy means for Partners to store content for easy retrieval and access to workflow tools that facilitate successful *use* of the online reporting tool.)
- **Find relevant information and people fast**: all applications, content and members **deep searchable** from a **single search box**
- See the interconnected nature of knowledge across sectors allowing members to **re-contextualize content easily** (adapt for use in their own sector)
- **Publish efficiently** in a community environment. Move away from centralized, solitary, authoring, and publishing process to a content management system **CMS** based on connecting people into global communities that **share knowledge and IT infrastructure**.
- **Protect intellectual property** with easy system for referencing content creator(s), contributors, and copyright information.
- **Increase intellectual property value** (shared content increases its impact) by linking to author's references or other work.
- **Manage the Content** (Easy upload, logical storage, easy manipulation, simple download)
- Deliver and/or assemble **training** and the ability to produce short courses quickly using content from any where on the portal (Facilitate mechanism for Training of the trainer)
- Support **private and public collaboration**
- Support **multiple languages**
- Support **all forms of media** content types
- **Share and re-use** information
- Grow and support **expert networks and collections** (members and their resources)
- Afford, build, grow, and **sustain** the **global network** by using **open source "free" software**

Why did we think this would work?

We used "Bottom-up" feedback and creative brainstorming. The design and functionality of the RM Portal was guided based on in-depth and in-country interviews conducted through the USAID Mission staff and implementing partners in Brazil (Environment and Energy NGOs) that served as the focal group that participated in several workshops and to complete both technical (NRM) and computer (IT) needs assessment surveys.

What did we learn from the Portal feasibility assessment?

It is not sufficient to simply generate materials for outreach and consumption. We need to build an effective delivery and commenting system – one that allows Washington-based offices to reach out to the Missions, while also allowing USAID/Mission, Embassy Science and Technology Staff, and Mission Partners to reach **back** to Washington. A system where one can **create, publish, share, and discuss** as well as find and download.

USAID Brazil Mission is the first mission to be sponsored in the portal and describe it below:
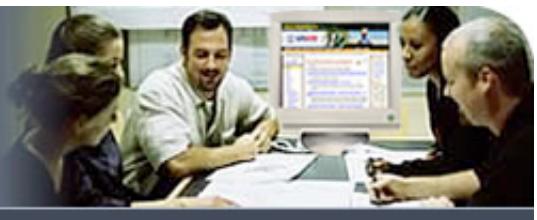
"In addition to being timely and needed by all partners, the RM Portal is a tool that can be used to strengthen the environment program strategy. Disseminating information and exchanging experiences among consortium members, the other consortia and partners represent fundamental elements to the success of that new institutional arrangement chosen by the program to implement the strategic plan period."

"The Portal can be a very important mechanism to learn from other missions and to disseminate results from Brazil. Brazilian USAID's partners should benefit from a broader dissemination of their results; and the Portal is an institutional strengthening instrument. In this sense, it should contribute to our empowerment and autonomy."

USAID Mission Partner Form and Function:
How the Portal may serve the Consortia

Course Goal and Objectives

Goal

Provide New Members a quick introduction to using the USAID Resource Management Portal

Objectives

The objectives of this guide are for you to successfully:

- Understand the portal's concept and function
- Understand the portal's core features
- Configure your computer to maximize the use of the portal
- Search for content on the portal
- Navigate the portal
- View portal content including: email, print, translate, and toggle to full screen mode
- Locate portal help
- Download and add content to the portal
- Use your my folder space and set personal preferences
- Use Group space
- Review participation process for the portal library and other public space
- Discuss future application connectivity

RM Portal Core Features

RM Portal

- **Open to the Public Without a Login** (Select Content that portal members publish from within their own personal folders, group space or send to the portal public spaces: Library, News, Training, Calendar, Help, and Links)
- **Private Workflow** (including ability to set up applications like group news, calendars, forums) unique to your team or project.
- **Dynamic Public News** from all members publishing news to the portal, eNewsletter application to create and distribute a text only or html **eNewsletter** to portal members and/or sent to a greater distribution, a **News Smart Folders** that can aggregate news specific to your interests or published on the portal, **Private News** for workflow unique to your group or project
- **Interactive Calendar** (Public and/or Private both include the ability to attach documents to the calendar events with specific email contact and web links)
- Ability to **easily, and quickly upload and/or disseminate searchable multi-media content in ALL formats** LARGE or small including: flash movies, video clips, audio files, graphic and photo image files, PowerPoint, PDFs, spreadsheets, graphs, and word documents.
- **Multilingual Translation Support**
- **Deep Search across the entire portal and all its functions.** Internal deep search Indexing of Microsoft Word and Adobe PDFs. Search can dig deep down into all documents published on the portal.
- **Built in HTML Web Editor**, Kupu, to create web pages instantly
- **Save Work Warning** when leaving a page with unsaved work
- **Full Screen Mode** for easy content viewing
- **Multiple way to display content** (summary, tabs, lists, choose what/how you want to set your homepage)
- **Document security** is provided through the portals designated **roles and permissions** and through the Color coding of **states** on content **(Private, Public Draft, Publish)** to make it much easier to keep tabs on security of your content and team work areas.
- **Smart Folders** (private and public automatic content aggregation that you can set up on a specicic content type or keyword)

Some of the other technical functionality of the portal includes:

- Faster indexes. Elements in the Portal— such as content listings, dynamic navigation, site maps, breadcrumbs — are now up to 10 to 20 times faster.
- Flexible Navigation and Sitemaps
  - A faster, more attractive navigation tree Improved configuration of search results
  - Automatic site map generation
  - Configurable folder home pages

- Live Search (Instantaneous search return before you even hit the submit search tab)
- Easier Access to Common Content - Tasks (Copy, Paste, Translate etc)
- Automatic short name / ID generation on content items Publishing history (tracking) for content recorded on same page as content

Module 1: Find the RM Portal on the Internet

The portal URL is http://www.rmportal.net/.

Type this URL address into your browser to get to the portal.

New Member Orientation:
## Welcome to the Portal Introduction Web Course

Module 1: Configure Computer to Use The Portal

The portal is best viewed at 1024x768 pixel screen resolution or better. For best results, you should change your monitor to this screen resolution.
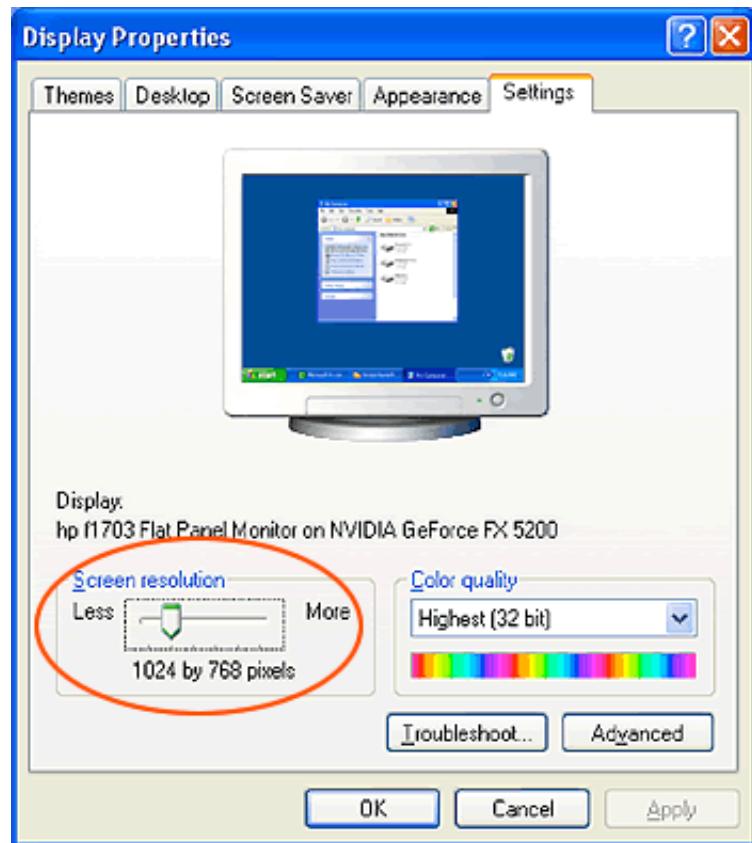
To do so:

Windows Users

1. Locate your computer's desktop and right click. The **Display Properties** dialog will appear.
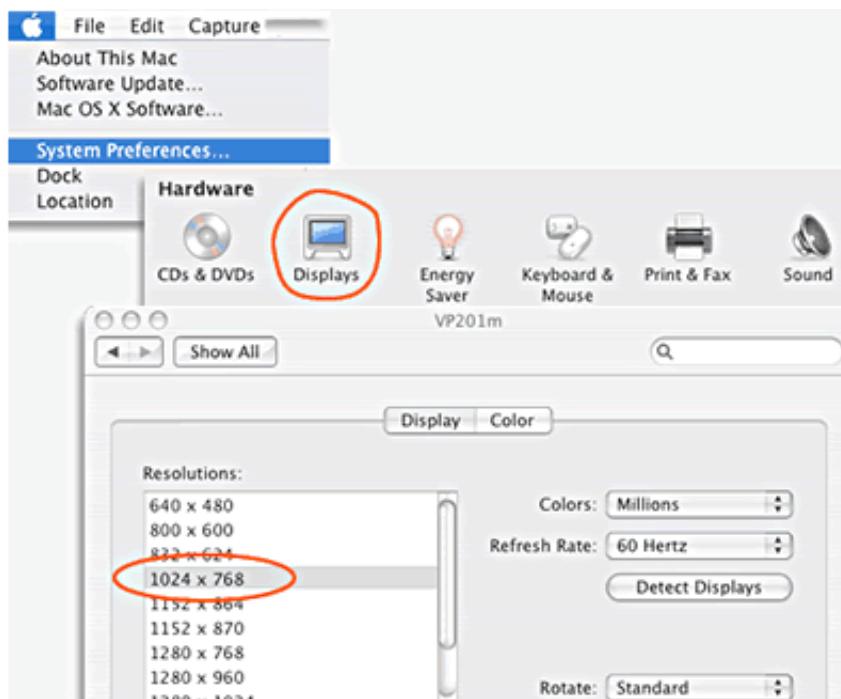
2. Click the **Settings** tab.

3. Locate the **Screen resolution** slider. Drag the slider so that it is set to **1024x768 pixels**.

4. Click **OK**. Your monitor resolution will change to 1024x768 pixels, suitable for using the portal.

5. Note that in rare cases you will not be allowed to change your screen resolution due to your organizations computer policy. In this case you will need to contact your systems administrator and request that you be allowed to change your screen resolution. If you are not allowed to change your screen resolution, your portal experience will be less than optimal, though you will be able to navigate the portal.

Mac Users

1. Currently USAID does not support the Macintosh environment. However the portal is known to work well in Apple Macintosh OSX, using the **Safari 2+** or **Mozilla/Firefox 1+** - web browsers.

2. Set your Macintosh monitor resolution to 1024x768 Pixels, or higher.

Question: The portal still does not look right. What can I do?

You may be using an older web browser that does not support Cascading Style Sheet (CSS) technology. Try upgrading to a newer browser (Internet Explorer 5+, Safari 2+, Mozilla/Firefox 1+) and see if that solves the problem. If it still does not, email the portal administrator at info@rmportal.net for assistance.

Module 1: View Content on the Portal

Content, in the context of the portal, are **web pages, links to web resources, files, flash movies, news items, and calendar events**.

View Content

1. To view content, navigate using **tabs**,

| home | news | calendar | members | groups | library | training | links | help |

the **Navigation menu**,

Navigation

- ⊘ Home
- 🗐 News
- 📁 Calendar
- 📁 Groups
- 📁 Library
- 📁 Training
- 📁 Links
- 📁 Help
- 📄 Privacy
- 📄 Terms
- 📄 Conditions of Membership

or the **search** field,

🔍 search

Suggested Keywords

to **folders** where content are located.

2. Generally, folder content is presented as a list, each with a content item having a **Title** and **Description**.

3. Click on the content **Title** to view the content item.

Module 1: Change the Display View

Display View

The portal allows you to choose the format in which to display a folder.

1. Click on the arrow next to the word **Display.**

2. A drop down menu containing display options will open:

- **Standard view:** displays a list of all content items in the folder with **Title**, **Description**, **Creator**, and **Date** details.
- **Summary view:** displays **Title** and **Description** of the content.
- **Tabular view:** displays content items in a tabular form.
- **Thumbnail view:** displays images located in a folder, in thumbnail form.
- **Default view:** helps you choose one particular piece of content (a **page**) as the default view for a folder.

3. The portal saves the chosen display view for a specific folder until you change the view.

4. *Note that these options may not always be available, according to where you are in the portal, and the permissions you have.*

Module 1: Portal to Full Screen View

1. Click on the ⬚ **toggle icon** located at the top right of the page content area.

2. The content area takes over the full width of the screen. This will help you to view portal content in a wider screen.

Full screen mode

Module 1: View the Site and Content in an Alternate Language

Content may be wholly or partially available in languages other than English.

1. To change language from the English default, locate the [flags icons] **flags icons** *below* the **document action** icons.

If content is available in other than the default language, a flag will appear that represents that translation. Click the **flag** icon to view in the alternate language.

2. If a flag is grayed out, the content of the document is not available in the alternate language.

3. Note that often the shell of the portal (banner, menus, tabs, etc.) will have been translated but actual content will not have been.

3. Requests for translations can be sent to the portal administrator at info@rmportal.net. Translations are prioritized by portal librarian staff, and dependent on budget and staff available for translation into a particular language.

[PREVIOUS PAGE]   [NEXT PAGE]

Module 2: Search the Portal for Content

1. To search for content within the portal, click in the **Search** field, located in the top left portal column.

Suggested Keywords

2. Type the word that you want to search for, and click the **search** button. A list of content items that contain the word you are searching for will be listed.

3. Click on one of the items in the list to go to that content item.

4. Alternately, click on the **Suggested Keywords** link, located under the search box, and you will be presented with a list of keywords prepared by portal editorial staff, that can be used to help formulate your search. Click on a keyword, and a list of content items that contain the word you are searching for will be listed. Click on one of the items in the list to go to that content item.

Suggested Keywords for Natural Resource Management

by webadmin — last modified 2006-05-10 14:35 ⊞ History
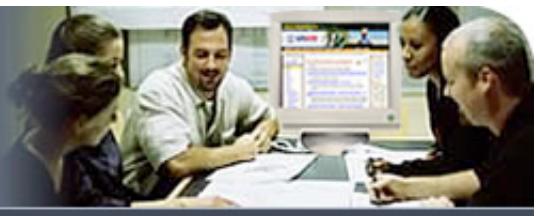
NATURE	ENERGY	HEALTH
A-D	E-H	I-M	N-R	S-Z	A-D	E-H	I-M	N-R	S-Z	A-D	E-H	I-M	N-R	S-Z
A – D	**A–D**	**A–D**
afforestation	bioenergy (biofuels, biogas)	air pollution (indoor, industrial, urban)
atmospheric sciences	capacity building	behavior (health-related)
biodiversity	carbon sequestration	capacity building and training
biogeography	climate change (global	

[PREVIOUS PAGE]   [NEXT PAGE]

Page 19

Module 2: Navigate the Portal

Tabs

| home | news | calendar | members | groups | library | training | links | help |

1. Click the home tab. This is the portal **home page**, where go when you first access the portal. The home page provides a quick overview of the portal.

2. Click the **news tab**. This page contains **published news items** collected from around the portal. Click on the title of a news item to read details. *Note that the portal news tabs does not list private Group news items.*

3. Click the **calendar tab**. This page contains **published calendar events** collected from around the portal. Click on a date's listed **event** to see event details. *Note that the portal calendar does not list private Group calendar events.*

4. Click the **groups tab**. This folder holds **published and private portal groups**, which are shared public or private workspaces for a group of portal users, organized around a theme.

5. Click the **library** tab. This publicly shared folder holds resource management related web **pages**, **files**, **links** to relevant websites, **flashmoves**, and **images**, organized into folders by topic. Click on subfolders to descend into the library structure.

The library is organized and maintained by portal librarians, with reviewed content contributed by portal users.

6. Click the **training** tab. This publicly shared folder holds training resources and opportunities related to resource management, organized in folders by theme.

7. Click the **links** tab. This publicly shared folder holds links to content and to other websites that support USAID and partner missions.

8. Click the **help** tab. This publicly shared folder holds technical help on using the portal. **HOWTO tutorials** give step-by-step descriptions of how to do common portal tasks. Technical policy documents help you to answer often complex questions on topics *like portal governance, copyright and fair use, and website publishing guidelines and rules*.

Navigation Menu

You can also move through the portal by clicking on the left **Navigation** menu. Folders will open to show subfolders and content. This

Navigation

- Home
- News
- Calendar
- Groups
- Library
  - Library Site Map
  - Natural

Portlets

Portlets are the graphical boxes that appear in the left and right columns of the portal. Portlets show different kinds of portal-related information that may be helpful during your visit to the portal.

The Portlets that are displayed vary depending on:

- Your **role**: **anonymous**, **member**, **reviewer,** or **manager**, and;
- Your **context**: your location in the portal

can be useful to navigate deeply nested folder structures like the portal **library** and **groups**.

structure.

In other words, depending on your role and context, certain portlets may or may not appear as you move through the portal.

Search Portlet

The **Search Portlet** allows you to search the portal for content that matches your search criteria. Portal content is indexed so that if the text that you are searching for exists within the portal, that content should be listed as the results of your search. There are several exceptions to this, like **flashmovies**.

1. To search for content within the portal, click in the **Search** field, located in the top left portal column.

2. Type the word that you want to search for, and click the **search** button. A list of content items that contain the word you are searching for will be listed.

3. Click on one of the items in the list to go to that content item.

4. Alternately, click on the **Suggested Keywords** link, located under the search box, and you will be presented with a list of keywords prepared by portal editorial staff, that can be used to help formulate your search. Click on a keyword, and a list of content items that contain the word you are searching for will be listed. Click on one of the items in the list to go to that content item.

Navigation Portlet

You can also move through the portal by clicking on the left **Navigation** menu. Folders will open to show included subfolders and content. This menu can be useful to navigate deeply nested folder structures like the portal **library** and **groups**.

Login Portlet

The **Login Portlet**, located in the left column of the portal, allows users to quickly login to the portal.

1. To use the

Calendar Portlet

The **Calendar Portlet**, located in the portal left column, shows **published** events that are listed on the portals main **calendar tab**.

1. To view calendar **events**, roll your

Login Portlet, type your **username** and **password**, and click the **login button**. If you have an account and type your username and password correctly, you will be logged into the portal.

2. You can also retrieve a lost password by clicking the "**Forgot your password?**" link.

mouse over any dates that are highlighted on the **Calendar Portlet**. A **summary** of the event(s) will pop out of the calendar.

2. To see event details, click the **date** of the **event**. You will see a screen with a list of events for that day. Click the **event** you are interested in, to see its **details.**

3. You can move forward and backward by month on the calendar by clicking the little **right and left triangles**. This will page the calendar forward and backward by month.

News Portlet

The **News Portlet**, located in the portal **left column**, lists the five most recent **news items** listed on the **portal news tab**.

1. To view a **news item**, click in the portlet on the **news item link** you are interested in viewing. You will be taken to that **news item**.

2. Click at the bottom of the portlet on the **More news…** link, to list upcoming events for the month.

News

📄 Portal User Guide
2006-04-14

📄 Pontos Quentes
2006-02-22

📄 Animal Indicators
2006-02-22

📄 New Forest Treaty Agreed
2005-08-12

📄 Brazil Environment Partners Meeting October 2005
2005-08-12

More news…

Events Portlet

The **Events Portlet**, located in the portal **left column**, lists the five most recent **events** listed on the portal calendar.

1. To view an **event**, click in the portlet on the **event link** you are interested in viewing. You will be taken directly to the details of that event.

2. Click at the bottom of the portlet on the **Upcoming events…** link, to list upcoming events for the month.

Upcoming Events

📅 New Member Orientation
Ronald Reagan Building
Nairobi Room,
Washington DC,
2006-05-17

Upcoming events…

Help Portlet

The Help Portlet, located at the top of the portal right column, provides:

- A direct email link to the portal

Portal Help

- Email the Portal Administrator with your questions.
- Click the Help tab for a variety of HOWTO tutorials and help documents.

Browsers

- Microsoft Internet Explorer 5+, Mozilla Firefox 1+, Safari 2+ are supported.
- Macintosh Internet Explorer and early versions of Safari are not supported.

Review List Portlet

The **Review List Portlet** is only visible by members of the portal with the **role** of **Reviewer** or **Manager**. This portlet lists documents that have been submitted for review, and are ready to be **published** or **rejected** as public portal content. The following procedure applies only to portal members with such an editorial role.

1. To review content, click on its link.

2. View the content and make an editorial decision to publish or the content.

3. Publish or reject by *changing* the **state dropdown menu** to **publish** or **reject**.

are not supported.

Browser Plugins

To view content you may need

- Adobe Acrobat
- Adobe Flash

administrator (info@rmportal.net) for email help.
- A link to the portal help folder that includes technical help documentation for the portal.
- Links to common software browser plugins that are used to view proprietary content on the portal.

For more information on setting **state**, see Content has a State.

4. If the content is **rejected**, it is suggested that you email the content's author with the reason for rejection, and what can be done to rectify acceptance for publication.

Click at the bottom of the portlet on the **Full review list…** link, to list all recent submissions for review to the portal.

Recent Changes Portlet

Recent Changes

- Module 2 – Search the Portal for Content
  2006-05-10

- suggested_keywords.jpg
  2006-05-10

- Suggested Keywords for Natural Resource Management
  2006-05-10

- Module 9 – Video Tour of some basic Portal Tasks
  2006-05-10

The **Recent Changes Portlet** lists the five most recent content additions to the portal. Click on one of the listings to view. If the content is in the **state** of **public draft** or **published** you will be able to view it. If the content is a **private state** it will not be viewable, except by the content's **owner** and **managers**.

Click at the bottom of the portlet on the **All recent changes…** link, to list all recent content additions to the portal.

Module 2: Find Portal Members

*Note: Only members who have published their personal **my folder** will be listed*.

Steps to locate a portal member:

1. Click the **members tab**.

2. You can search by **Name**: type the full or partial name of the member you wish to find.

3. You can search by email address.

4. You can search by **Last logged in** time**:** the dropdown menu selection includes: **Yesterday**, **Last week**, **Last month**, **Ever**

5. Click the **search** button. Members who meet your search criteria will be listed.

6. Click on a members *name or picture* to visit that member's information, in their **My folder** work area.

A logged in member has additional search options available:

1. You can search for members within a **group** by selecting a group from the **Groups** dropdown menu.

Search for users

This search form enables you to find users by specifying one or more search criteria.

User Search Criteria

Name

Return users with login names containing this value.

[   ]

E-mail

Return users with email addresses containing this value.

[   ]

Last logged in

Return users who have logged in since yesterday, last week, etc.

[Ever   ▼]

☐ **Not logged in since specified time**

Return users who have NOT logged in since the time specified above.

Group

Return users in the selected group.

[Any Group   ▼]

Any Group
Administrators
Reviewers
Agriculture and Rural Sustainable Development
ALFA Consortium
Amazon Basin Initiative
Amazon Conservation Team
Amazoniar Consortium
Conservation International Brasil
Brasil Mission Energy Team
Brasil Mission Environment Team
Brasil Mission
Brasil Mission Partners
Classroom
Climate
Conflict
Conservation Finance
Developers
Disaster Assistance
DOS

---

2. You can search by member **roles**: **Member**, **Reviewer**, **Manager**, or **Owner**.

Note: Clicking the **search** button without entering ANY information will result in *all* published portal members being listed.

Module 2: Get Portal Help

Instructions for getting help are available in the yellow box, located at the top of the right column. This **help portlet** is available on the home, and many other pages. The various types of help inside the RM Portal include:

Email Help

If you have a technical or policy question, you can email the portal administration staff for help at info@rmportal.org. The portal staff will answer promptly and to the best of their ability.

Technical Help

1. Many technical documents relating to procedures for using the portal are located in the **help folder**.

Click the **help tab**. Of particular interest are:

- Technical procedural help located in the **How To Document Folder.**
- Plugins required for viewing proprietary content located in the **Plugin Folder**.
- **US Federal policies on web standards**.
- **Natural Resource Management Glossary and Keywords**.
- Other helpful resources.

What browsers are supported?

1. The portal requires a browser that supports Cascading Style Sheet (CSS) technology. Newer web browsers support this. Older web browsers do not.

2. **Microsoft Internet Explorer 5+, Mozilla / Firefox 1**+, **Safari 2+** *are supported*.

3. **Macintosh Internet Explorer** and early versions of **Safari** *are not supported*.

Where do I get a specific plugin to view some proprietary content?

1. Users may upload files to the portal that require vendor-specific web-browser plugin software for viewing and interaction.

Examples are:

- Adobe Acrobat
- Adobe Flash
- Video and audio content (MP3, MPEG, QuickTime, Real, etc.)

2. If you are trying to view content that uses one of these formats, and cannot see the content, you may need to download and install the appropriate plugin.

3. Instructions for download and installation are in the yellow box in the top right column of the portal.

4. *Note that in some cases, organizational computer policy will prevent you from downloading and installing third-party plugin software. If this is the case, you must convince your organization to allow the installation of the plugin, or you will be able to view the plugin specific content.*

Module 3: Login to the Portal

How to I request portal membership and an account?

Send a request for portal membership to info@rmportal.net. The USAID portal management will consider your membership request, and you will be notified by email if you are granted membership to the portal, and will be provided an account username and password.

How do I know if I am not already a member?

Ask by sending your question to info@rmportal.net. If you are already a member (many accounts have been set up by USAID) we can send you your username and password.

Conditions of Membership

Upon login you will be asked to agree to conditions of membership in the portal.

The Conditions of Membership document explains the **Why, Where and How** to use the portal that each invited member needs to understand and agree to **prior to accepting Membership**.

It details the global objectives/intentions of the portal project (*why it was created*), the best ways to use the Portal (*Where **you can go** to work, post etc.*) and a conceptual introduction to the Portal tools (*How To use the Portal, as an individual, group, organization etc.*)

To review, open, read, and discuss:

- What the RM Portal has to offer a registered Member
- What Membership Implies

Privacy Policy

Upon login you will be asked to read and agree to **US Federal Privacy Policy**. In summary, this policy states:

1. That US Federal Internet privacy policy applies to this website.

2. That USAID is tracking some basic web usage statistics:

- The name of the domain from which you access the Internet
- The date and time you access our site,
- The Internet address of the web site from which you linked directly to our site,
- What information you view while you visit our web site.

3. That session cookies are required to maintain your login state from page to page.

4. That USAID Monitors unauthorized usage and defacement attempts, and may prosecute perpetrators under US Federal law.

5. That information on this portal is subject to copyright restrictions.

6. That USAID does not endorse linked or user provided content in any way.

Page 27

7. That USAID is not liable for the accuracy of user-provided content.

8. Instructions on how to contact USAID.

We want to be very clear: We will not obtain personally-identifying information about you when you visit our site, unless you choose to provide such information to us. We maintain the information we collect in accordance with the [Privacy Act of 1974](#), where applicable.

Terms of Use and Netiquette

Upon login you will be asked to read and agree to certain **Terms of Use and Netiquette** for using the portal. These are the legalities and online behaviors you agree to when logging in as a member of the Portal.
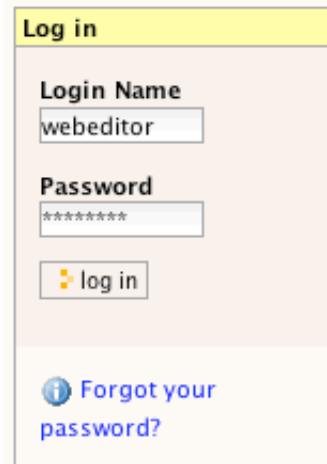
To review, open, read, and discuss:

- [Terms of Use and Netiquette](#)

Login Procedure

1. To login to the portal, you will need to know both your **username** and **password**. See below if you have lost them.

2. Locate the **login box** in the **left column**. You can also click the login link on the orange **global preferences** bar near the top of the page. **log in**

3. It is suggested that you review the **Conditions of Membership**, the **Privacy** policy and **Terms of Use and Netiquette**. These links are available in the footer at the bottom of the page.

> **Log in**
>
> **Login Name**
> webeditor
>
> **Password**
> ********
>
> ⋮ log in
>
> ⓘ Forgot your password?

> **USAID Resource Management Portal**
> **Email the Portal Administrator**
> Home | News | Calendar | Members | Groups | Library | Training | Links | Help
> Conditions of Membership | Privacy Policy | Terms of Use and Netiquette

4. Type your **username**, **password**, and click the **login** button.

5. If you typed the right information, you will be logged into the portal, and receive a screen message that states that you have successfully logged in, and again reminds you to read the Terms and Conditions and Privacy policy document. This screen also directs you to either your **my folder**, to **set your preferences**, or to the **portal home page**.

6. If you are not successful at logging in, in all likelihood you may have:

- Incorrectly typed your username.
- Incorrectly typed your password.

Hint: Remember that passwords are CaSe SenSiTivE.

Hint: check if your Caps Lock key is on. If so, press it to turn it off. You may be typing IN ALL CAPITOL LETTERS.

Lost Password

1. If you have lost your password, simply locate the login box in the left column. Click the link labeled **Forgot your password**?

2. Enter your **username** in the **My user name is** field. Your password will automatically be emailed to you. If you do not receive an email with your password, this means that the email address that you provided, or that we were provided with when your account was setup, is incorrect. *In this case, email the portal administrator at info@rmportal.net and we will personally see to it that you get your password.*

3. If your email address is wrong, please update it, per above instructions in your **User Preferences**.

Lost Username

1. Another reason that you may not be able to login to the portal is that you forgot, or never knew, your username. *The only way to retrieve a **username** is to email the portal administrator at* info@rmportal.net. Please include your *full name* and *current email address* in this email. We will email you a username or password.

< PREVIOUS PAGE   NEXT PAGE >

Module 3: Set Preferences

1. To set your user preferences first **Login** to the portal.

2. In the orange **global preferences** bar just beneath the tabs are several links. Click the **Preferences** link.

The **Title** of the page will change to **My Preferences**.

Change your Password

1. Note that if you change your password, and forget your username, your password will not be able to be retrieved, and will need to be reset by the portal administrator. For the purposes of this exercise, it would be best if you chose not to change your password at this moment, as if you do so incorrectly, you may not be able to continue with this procedure immediately.

2. Under **Member Preferences** click the **Change Password** link.

3. *Note that passwords are case sensitive and literal.* If you change your password to "MyPassword" that is exactly what you MUST type, including the uppercase letters. The most common cause of a password not working is that your Caps Lock key is on by mistake.

Passwords:

- Should be a single word, with no spaces.
- Should be at least 8 characters long.
- Can use special text characters like 0-9 and ! @ # $ % ^ & *.

Good practice is to use a nonsense or random word for your password. Your name is a very insecure password, as is any single word that can be found in a dictionary. Such passwords can easily be guessed, and your security on the portal compromised.

4. In the **Current password** field enter your *current password*. You must type your current password *exactly*.

5. In the **New password** field enter your new password. Password must have a minimum of five characters.

6. In the **Confirm password** field re-enter the new password. Make sure the confirmed password is identical to the new password.

7. Click the **Change password** button. Your new password is activated. Your old password is no longer active.

8. Click the **home tab** to exit Preferences

Change your Personal Preferences

1. Click the **Personal Preferences** link in the orange **global preferences** bar.

Member Preferences

🔒 Change Password

👤 Personal Preferences

2. Your **Full Name** is listed first. If it is incorrect, you may correct it here. *This is required information.*

3. Your **Email Address** is listed. It is important that your email address be correct. If it is not, correct it here. *This is required information.*

4. Your **Location** is where you are located. This is optional information

5. Your **Biography** is a short overview of who you are and what you do. This information will be displayed on the your author page, linked from the items you create. This is optional information.

6. **Your Home Page** is the URL to your home page, if you have one. It should be in standard URL format, http://www.rmportal.net for example. This is optional information.

7. You may select a **Content Editor** for editing page content. It is suggested that you choose **Kupu** from the dropdown menu, unless you know HTML. Kupu allows you to edit content in a text editor similar to Wordpad or a simplified Microsoft Word.

Content editor

Select the content editor that you would like to use. Note that content editors often have specific browser requirements.

| Basic HTML textarea editor (works in all browsers) ▾ |
| Basic HTML textarea editor (works in all browsers) |
| Kupu |

When checked, an icon will be made visible on each page which allows you to edit content with your favorite editor instead of using browser-based editors. This requires an additional application called ExternalEditor installed client-side. Ask your administrator for more information if needed.

8. We suggest you leave **Enable External Editing** unchecked. Contact the portal administrator for more information on external editors that you can use.

9. If **Listed in searches** is checked, your name will be listed when someone searches for it. If this item is unchecked, you will not be listed in searches. Choose your preference by checking or un-checking this box.

10. **Portrait** is an optional picture of yourself (or an image that you feel represents you) that you can upload. Portrait images should be 75 pixels wide by 100 pixels tall, and should be in .jpg or .gif image file format. You can use a digital camera or scanner to capture your portrait, and resize it using photo-editing software like Photoshop.

11. Click the **Save** button at the bottom of the page to save your preferences. *If you do not click Save, your preferences will not be saved.*

12. Click the **home tab** to exit **Preferences**.

Module 3: Add to My Favorites

1. To save content as a **favorite**, navigate to the content that you want to save. Click the ♥ **heart icon** located at the top right of the page content area.

2. The page will be added as a favorites link in your **my folder > favorites** folder.

3. *To return* to a **favorite** later, click the **my favorites** link in the orange **global actions** bar, located near the top of the page. Click on a listed **favorite** to return to that page.

my folder   preferences   undo   my favorites   log out

◁ PREVIOUS PAGE

NEXT PAGE ▷

Module 4: What is Content?

Content Types

Several types of content can be added to the portal inside folders. **Folders** are used to store and organize content, like pages, links, files, flash movies, events, news items, and other folders.

Web content, in the context of the portal, includes items that you can view, add, edit, move, rename and delete, on the portal, like:

- **Page** - web pages made up of text and images, stored on the portal.
- **Link** - URL links to external web sites and pages and internal portal content.
- **File** - file content like Microsoft Word, Excel, Access and PowerPoint files, Adobe Acrobat files, and audio and video files.
- **Image** - digital images that are in a web friendly file format like .jpg, .gif, or .png.
- **Flashmovie** - Adobe Flash animations, presentations, and video.
- **Event** - happenings to be listed on a portal public or private group calendar.
- **News Item** - text news items of interest to the portal community or to a private group of users.

Copyright and Fair Use applies to content.

Before posting content, be clear who owns the copyright, and what terms and conditions might apply to reproducing that content on the portal. Fair usage of copyrighted materials does not necessarily mean you are free to repost that material to the portal, though you may be allowed to repost limited excerpts.

If in doubt:

- Ask the owner of the copyrighted material for permission to reproduce (copy).
- If permission cannot be obtained, it is generally acceptable to link to that copyrighted content, unless the owner specifically prohibits linking or places other restrictions on access.
- Review these portal guidelines on copyright and fair use.
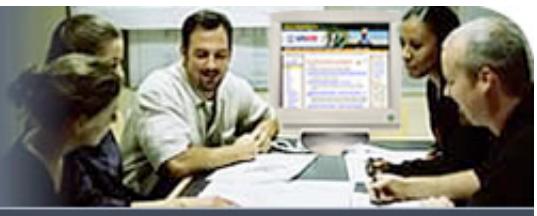
Pirating (illegally copying) copyrighted material without permission opens the portal (and USAID) to legal action by the owner, so please take the above advice seriously!

◁ PREVIOUS PAGE   NEXT PAGE ▷

Module 4: Content has a Title and a Description

Content that you **add** to the portal **must** have a **Title** and a **Description**.

1. *A **Title** is used to identify your **content** to portal visitors, and in searches*.

Some rules of thumb for a **title** are:

- Short but descriptive.
- Uses proper grammar.
- Does not use abbreviations
- Uses characters of the alphabet, numbers, and certain special characters (, . : .)
- Does not use the characters ! @ # $ % ^ & * ( ) = < > ? / \ | + "" '' in the title. These characters can have special meanings and cause problems with searching for them.

Examples of good **titles** are:

- Wood Quality Implications of Forest Management
- UA BARA Meeting Minutes, March 12, 2006
- HOWTO: Copyright and Fair Use

2. *A **description** is a one-paragraph text abstract that accurately and concisely describes content though inclusion of key words*.

Accurate keywords in the description ensure that the document will be found during a search.

Rules of thumb for a **description** are:
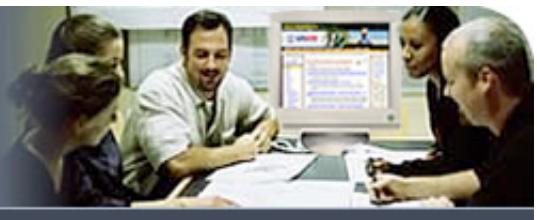
- An abstract that quickly describes the content to a casual viewer.
- Uses keywords that concisely describe the contents of the content.
- Uses standard references like the document source, authors(s), date of publication, publishers, copyright information, and web reference, etc.
- Use a single paragraph. Line and paragraph breaks are not supported in a description.

A good example **description** is:

> ***"Wood Quality Implications of Forest Management" is an extension publication from Oregon State University, which looks at the basics of conifer tree growth, characteristics that define wood quality, and the effects of silvicultural management practices on wood quality. Of relevance to agroforestry practices that aim to grow valuable timber are the various ways that managers can influence wood quality, e.g. planting density, thinning, pruning, and fertilization. The publication is relevant not only to western conifers, but also to softwood species in other regions as well. Original source of article obtained from {http://eesc.oregonstate.edu/agcomwebfile/edmat/pnw576.pdf} Also available from OSU Extension & Station Publications, Oregon State University, 422 Kerr Administration, Corvallis, OR 97331, "Tree Growth, Forest Management and Their Implications for Wood Quality" (PNW 576).***

‹ PREVIOUS PAGE   NEXT PAGE ›

Using the Action Icons

Icon Actions

For many areas of the portal, you can **print** content, **email** content, **add content to favorites**, and **toggle** the portal to **full screen mode**.

Locate the **document action icons**, which are located at the top right of the page content area.

These icons are:

- Email the content to your friends and associates.
- Print the content area of a page.
- Add a link to the content in your **my folder / favorites** folder.
- Toggle the content area to full screen mode.

PREVIOUS PAGE   NEXT PAGE >

Module 4: Email Content

Tip: Whenever you add content to the portal, private or public, you can send an email alert with the added content page to a colleague (or yourself). This email notification can quickly bring attention to the content or act as a reminder *to yourself* that the content you are working on is inside a certain area in the portal. You can add the sent email (page) to your Favorites area for future reference.

Email Content

1. To **emai**l a **page**, locate the **email icon** , at the top right of the page content area.

2. Click the ⬛ **email icon**. You are taken to the **Send this page to somebody** screen.

Send this page to somebody
Fill in the email address of your friend to send an email with the address.

> Address info
>
> **Send to** ▪
> The e-mail address to send this link to.
>
> [   ]
>
> **From** ▪
> Your email address.
>
> [argus@swcp.com   ]
>
> **Comment**
> A comment about this link.
>
> [   ]
>
> ⟩ send

3. In the **Send to** field, enter the email address of the person you wish to send the content to.

4. In the **From** field, your email address should be pre-entered. Check that it is correct. If it is not correct you should update your account **preferences**. See the section on setting preferences for information on how to do this.

5. In the **Comment** field, enter any text that describes what you are sending. This will be the body of the email message.

6. Click the **send** button. The email will be sent to the address that you specified.

Create an Email Link
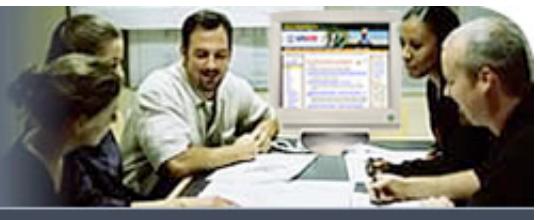
1. Type the Persons name you wish to create an email link ex> Rose Hessmiller
2. Highlight the name **Rose Hessmiller**
3. click on the external link icon in the Kupu editor
4. Type the email address with mailto: in front of the desired email address ex.

Module 4: Print Content

1. To print a page, click the document actions 🖨 **printer icon** , located at the top right of the page content area.

2. The content area of the page will be printed. The surrounding banner, left and right columns, and footer will not be printed.

Module 4: Content Has A State

Content, by default is created in a **private** state. Only the person who created it (**owner**), the users and groups that the owner chooses to share with, and portal managers can see it.

To change the state of content:

1. To submit content for review, locate the **state dropdown menu**, and select **make visible**. This sets the content **state** to **public draft**. *Note that users who are not logged into the portal cannot see public draft content. Users who are logged in to the portal can see public draft content.*
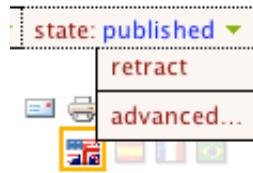
2. To **publish** content, i.e. to make publicly available for viewing, locate the **state dropdown menu,** and select **publish**.

*Note that you WILL have permission to publish content in you're my folder, that you MAY have permission to publish content in a group that you are associated with, and that most likely you WILL NOT HAVE permission to publish content in the **shared library, training, links, and help folders** of the portal.*

3. *Note that content cannot be edited in the **published state**, except by portal managers. You must **retract** the content's state to public draft or private to edit the contents.*
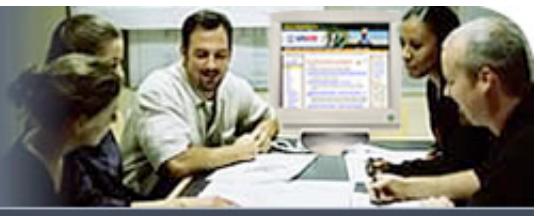
To retract content, **navigate** to the content, located the **state dropdown menu**, and set the document **state** to **public draft** or **private**. If you have permission to edit the content, that is, you are the owner, an edit tab will become available, allowing you to modify the content.

For information on editing content see the section on Content Actions: The Edit Tab.

Module 4: The Contents Tab

The **contents tab** provides a **tabular view** of the **contents of a folder**. It also allows you to **reorder** content, **rename** content, **change** the state of content, **cut**, **copy**, and **paste** content, and **delete** content.
*If you do not see a **contents tab**, you do not have permission to perform actions on the content.*

If you think you should be able to perform actions on the content, email your request to the portal administrator at info@rmportal.net.

List Content

1. To list the contents of a folder, click on the folder's **contents** tab. A tabular listing of contents is shown. *If you do not see a **contents tab**, you do not have permission to manipulate the content.*

This tabular view lists each item's **title**, **size**, **last modified date**, **state**, and folder **order**.
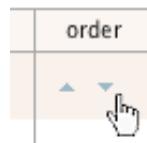
	title	size	modified	state	order
☐	📄 Homepage	1.8 kB	2006-05-11 01:53	Published	▲ ▼
☐	📁 Introduction	1 kB	2006-05-11 14:28	Published	▲ ▼
☐	📁 Module 1 – How to Best View The Portal	1 kB	2006-05-09 20:30	Published	▲ ▼
☐	📁 Module 2 – Finding Your Way Through the Portal	1 kB	2006-05-09 20:30	Published	▲ ▼
☐	📁 Module 3 – Logging In and Creating Your Space	1 kB	2006-05-09 20:30	Published	▲ ▼
☐	📁 Module 4 – Content and What You Can Do With It	1 kB	2006-05-09 20:30	Published	▲ ▼
☐	📁 Module 5 – Roles and Sharing	1 kB	2006-05-09 20:30	Published	▲ ▼
☐	📁 Module 6 – Working in Your Personal Folder	1 kB	2006-05-09 20:30	Published	▲ ▼
☐	📁 Module 7 – Working in a Group	1 kB	2006-05-09 20:30	Published	▲ ▼
☐	📁 Module 8 – The Portal Public Space	1 kB	2006-05-09 20:33	Published	▲ ▼
☐	📁 Module 9 Future Application Connectivity	1 kB	2006-05-09 20:45	Published	▲ ▼

Reorder Content

To **reorder** the individual items in a folder, **upwards** or **downwards**:

1. Click on the folder's **contents** tab. *If you do not see a **contents tab**, you do not have permission to reorder the content.*

2. Locate the **up** and **down arrows** in the **order** column.

3. To move an item up in the folder listing, click the item **up** arrow.

4. To move an item down in the folder listing, click the item **down** arrow.

Rename Content

To rename one or more items stored in a folder:

1. Click on the folder's **contents tab**. *If you do not see a **contents tab**, you do not have permission to rename the content.*

2. Place a **checkmark** next to the item(s) you wish to **rename**. Checking multiple items allows for multiple renaming.

3. Click the **rename** button.

4. Each item has a **Short Name** and a **Title** that you can change.

- Typically you should not change the *auto-generated* **short name** (file name).
- Type a new **title**.
- Repeat for each **title** that you want to change.

4. Click the **rename all** button. The title(s) is/are changed.

Cut, Copy, and Paste Content

Items can be **cut**, **copied**, and **paste** within and between folders. To **move** (cut) or **copy** items:

1. Click on the source folders **contents tab**. *If you do not see a **contents tab**, you do not have permission to cut, copy, or paste the content.*

2. Locate the item(s) that you want to **cut** or **copy**. Place a **checkmark** next to that item(s).

3. Click the **cut** or **copy** button.

- **Cut** and **paste** will *remove* the content from the original location
- **Copy** and **paste** will *copy* the content, leaving it both in the source location and in the target location.

4. **Navigate** to the **folder** where you wish to **paste** the content.

5. Click the **paste** button. The content will either be *moved* (cut) or *copied* (copy) there.

*Note that **cut** content is not removed from the source location until it is pasted.*

Change the State of Content

The state of content can be changed individually or as a group. To change the state of an item(s):

1. Click the **contents tab** and locate the item that you want to change the **state** of. *If you do not see a **contents tab**, you do not have permission change the state of the content.*

2. Place a checkmark next to the item(s) that you want to change the state of.

3. Click the **change state** ⋮ change state button. The publishing process screen appears.

4. Scroll down to the Change State section near the bottom of the page.

5. The states that you have permission to change the content to are listed.

6. Click the **bullet** next to a new state. *Note that if content is published, it must be retracted before it can be edited further.*

7. Click the **save** button. The state of the content you have selected is changed.

Delete Content

You can delete content that you have created, that you have shared ownership of, or sufficient privilege to delete.

1. To delete content, navigate to the folder where the content is located.

2. Click the folder's **contents tab**. Folder content will be listed in a table. *If you do not see a **contents tab**, you do not have permission delete the content.*

3. Place a **check mark** next to the content you wish to delete.

4. Click the delete button ⋮ delete . Content is deleted.

Undo

Undo is an option available as a link on the orange **global actions** bar. *It is unreliable and we would not suggest using it.*

The Edit Tab

You may decide that some part of your content needs to be changed.

1. To edit content after it is create, navigate to the content, and click its **edit** tab.

2. Make any changes to the **Title**, **Description**, other properties, or **Comments** status.

3. Click the **Save** button, to save your changes.

Module 4: The Properties Tab

You may set additional properties on the content you have added.

1. To set properties on content, locate the content, and click its **properties** tab.

2. Properties that can be set are:

- **Exclude from navigation** – checking this box makes the content not appear in the navigation menu, under any circumstances.
- **Keywords** – select from a global list of keywords that identify this document. We don't really suggest using this feature, as keywords placed in an items description
- **Contributors** – you can list authors and contributors to the content here.
- **Creators** – by default the username of the owner (creator) of the document.
- **Effective Date** – Setting this property will make the content not display until the effective date that you have set here. We suggest ignoring this property unless you have reason not to.
- **Expiration Date** – Setting this property will make the content no longer display after the expiration date that you have set here. We suggest ignoring this property unless you have reason not to.
- **Language** – The Language of the document. This defaults to the language that the content was created in.
- **Copyrights** – include any specific copyright wording that applies to the content. It is suggested that content creators do this, if copyright issues apply. See HOWTO: Copyright and Fair Use for more information on copyright implications and restrictions.

3. Click the **Save** button, to save your **properties** changes.

Module 5: Objectives: Roles and Sharing

Objectives:

- Discuss different portal roles (anonymous, member, reviewer, manager)
- Discuss that content can be shared with members and groups.
- Share a file with another user via the files sharing tab.
- Understand that different roles apply in different folders

Module 5: What are Role(s)?

Different portal users may have different portal roles. For example:

- **Anonymous user:** An **anonymous** user is someone who is either *a visitor* to the portal, that is, not a portal member, or is a portal member who has *not yet logged in*. An anonymous user can *view and access* content residing in public areas of the portal, or that has been **published** (made publicly available), but *cannot **add, edit, move, rename, or delete*** content.
- **Member**: Someone who has an account login **username** and **password** and has logged into the portal. A member can add content and publish content to their **my folder** and they can add and post content for review to their assigned **group or public folders** (the **library**, **training**, **links**, and **help** folders)
- **Reviewer:** A reviewer has more permissions than a member but less than a manager. Reviewers can edit, review, and/or *publish* designated content created by a member; they cannot change the member's personal or group folder configuration or alter a member's user account.
- **Manager: There are two classes manager: a folder** manager (ex. the library or individual group manager) and a **portal** manager. Folder managers can view, add, edit, or delete content in folders where they are allowed to do so. A portal manager has complete power over the portal.

Every user can be assigned to one or more roles (for example: a member and a reviewer). Roles for a user may differ in different parts of the portal. *If you have questions about roles or want to request a specific role at a certain location(s) inside the portal, contact the Portal Administrator* info@rmportal.net

*Note: All members, reviewers, and managers can **share** what they own, where they own it.* **See *the section on [Sharing](#)* for more information.**

Module 5: The Sharing Tab

You may share private content with other portal members and groups.

Sharing with Portal Users

1. To share private content with a portal member(s), locate the content, and click on its **sharing** tab.

2. Scroll down to **Add sharing permissions to users**.

3. Click the **Search by** dropdown menu to search by **User Name**. Type a user's name, and click the **perform search** button. If the user is found on the portal, they will be listed, with a checkmark placed next to their name.

4. Select a role to apply to the user or group to share with. Selecting the **owner** role will let that user or group edit the content, selecting reviewer will let that user or group review and publish the content. Both may be selected by ctrl-clicking as many roles as you want.

5. Click the **assign local role to selected user(s)** button. The content is shared. At the top of the page you can see a listing of the share name, type, inherited role and local.

6. Repeat the procedure to add users.

Sharing with Portal Groups

1. To share content with portal group(s), locate the content, and click on its **sharing** tab.

2. Scroll down to **Add sharing permissions to groups**.

3. Note that all portal groups are listed. Place a checkmark beside the group(s) that you want to share the content with.

4. Scroll down to **Role to assign** and click or ctrl+click to select one or more **roles**, and click the **assign local role to selected user(s)** button. The content is shared at the role level(s) you have selected. At the top of the page you can see a listing of the share name, type, inherited role and local.

Role to assign
| Manager |
| Member |
| Owner |
| Reviewer |

▸ assign local role to selected group(s)

Module 5: Submit Content for Shared Public Areas

To post content to the Library, Training, Links, or Help folders, your content must be placed into a folder for review by portal editorial staff.

Content is member-generated information like web **pages**, **links** to web resources, **files**, **images**, and **flashmovies**.

The folder is named:

- **Public Draft: Pending Publication Folder**

  📁 **Public Draft: Pending Publication Folder** by webadmin — last modified 2006-05-04 14:40
     Folder for holding content for review by portal librarians, prior to being moved into the portal Library, Training, Links, or Help areas.

There are four instances of this folder, one each located in:

- The **library** folder.
- The **training** folder.
- The **links** folder.
- The **help** folder.

Content placed in these folders will then be reviewed and **published** or **rejected** by portal editorial librarian staff, which will assist with "appropriate placement" of content for easy access by portal visitors.

Submitting Content for Publication

To submit content for review and publication into the portal Library, Training, Links, or Help folders:

1. Place your content in the **Public Draft: Pending Publication Folder** of the **library**, **training**, **links**, or **help** areas of the portal.

2. Your content must have a **title** and **description** conforming to portal standards:

- **Title:** best identifies the content in a clear, concise, and grammatically correct way.
- **Description:** a keyword rich abstract describing the content.

3. Make sure you have properly identified ownership of the content. Click on the content's **properties** tab, and select all that apply:

    a. **Contributors**: The names of people that have contributed to this item.
    b. **Creators:** Persons responsible for creating the content of this item.
    c. **Copyrights:** The copyright on the item if appropriate and known. For procedures on how best to label content or compose a description see the section on Copyright and Fair Use

4. A portal librarian will review your content and if approved, place it into an appropriate folder. You will be notified by email when the content has been posted or if there are questions. You will also be sent the exact place where the content has been posted (URL address on the RM Portal). You will then be able to "link" to your content that you shared in the Portal Public Space.

Refer to [Add a Link](#).

For more information, or if you have questions, send an email to info@rmportal.net

Module 6: My Folder Exercise

In this exercise you will:

- Create and edit a searchable public draft home page
- Add a brief biography or welcome note to your existing Home page
- Add private content to your my folder area
- Learn about a smart folder
- Share your private content with an invited colleague you select, via the sharing tab.

Your Homepage

Note: Your home page is a web page. (You can edit your homepage text using the **Kupu** HTML editor, HTML, or plain text. Kupu allows you to edit content in a text editor similar to a simplified Microsoft Word.

Set Kupu as your default text editor

1. Click on the **preferences link** (on the top right bar with your login).

my folder   preferences   undo   log out

2. Scroll down to **member preferences**.

Member Preferences

🔒 Change Password

👤 Personal Preferences

3. Click on **personal preferences**, scroll down the page to **content editor**, and select **Kupu**.

Content editor

Select the content editor that you would like to use. Note that content editors often have specific browser requirements.

Basic HTML textarea editor (works in all browsers) ▼
Basic HTML textarea editor (works in all browsers)
Kupu

When checked, an icon will be made visible on each page which allows you to edit content with your favorite editor instead of using browser-based editors. This requires an additional application called ExternalEditor installed client-side. Ask your administrator for more information if needed.

4. For more information on setting Kupu as a personal editor, see the section on setting preferences.

Edit your Homepage

1. Click on your **my folder**.

my folder   preferences   undo   log out

Page 51

2. Click on the **contents** tab (top left of your folder area).

3. Click your **Home page.**
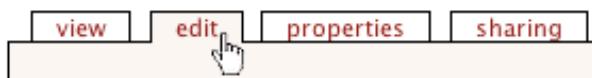
3. Click your Home page title to view the page.

4. Click on the **edit tab.** The **Edit Page** screen appears

5. Type in a **Title**.
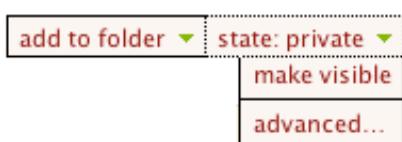
6. Type a **Description**.

7. Type detailed information into the **Body Text** field. Enter a brief biography or note about yourself or your work.

8. Click **Save.**

9. *Locate the state tab (top right): The state should be* **public draft.** *If it is not, click on the* **state dropdown menu***, and change the selected value to* **make visible** *now.*
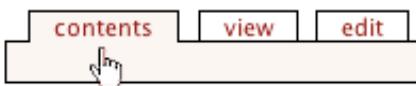
Add a Private Folder to your Public Draft my folder area

1. Find the **orange global preferences** bar beneath the banner of the portal.

2. Click on your **login name** link. This is an alternative way to get to you're **my folder**.

3. Click on the **contents** tab, which is located at the top left tab of your folder area.

4. Click on **add item dropdown menu**, located at the top right of your folder area, and select **folder**. A new folder is added to you're my folder, and the **Edit Folder** screen appears.

5. Type in a **Title**.

6. Type a **Description.**

7. Click the **Save** button

8. *Notice the state setting at the top right of the content area. It should be set to **private** by default.*
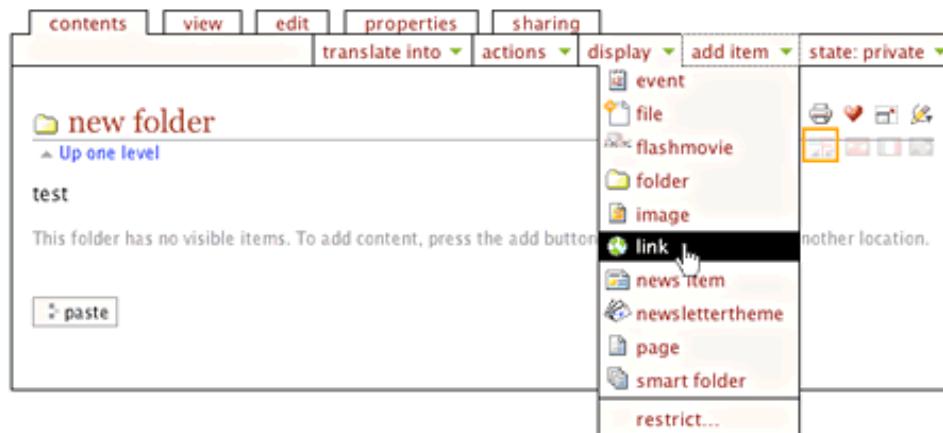
Add a link to published content residing on the portal

1. Click the **contents tab**.

2. Click the **add item dropdown menu** and select **link**.

3. Type in a **Title**

4. Type in a **Description**

5. Type in or paste in the published **URL** where the published content resides on the Portal

6. Click **Save**

7. *Notice the state setting at the top right of the content area. It should be set to **private** by default.*

Share your private content with a colleague you select

1. Click on the **sharing tab** of your **link**. Note if you click the **sharing tab** directly from the link you just made you will get a message:

> Attention! You are setting the sharing permissions for a Link. If you want to set the permissions for its container, click here.

2. Either click the word 'here' to share the entire private folder, or proceed to share the link only. Note that in most cases you only will want to share the content, that is, the link in this case.

3. Scroll down to the line: **Add sharing permissions to users**, or you can scroll further and share with a **group**.

Add sharing permissions to users

Sharing is an easy way to allow others access to collaborate with you on your content. To share this item, search for the person's name or email address in the form below, and assign them an appropriate role. The most common use is to give people Manager permissions, which means they have full control of this item and its contents (if any).

4. Click the **Search by** dropdown menu to search by **User Name**. Type a user's name, and click the **perform search** button. If the user is found on the portal, they will be listed, with a checkmark placed next to their name.

5. Select a role to apply to the user or group to share with. Selecting the **owner** role will let that user or group edit the content.

6. Click the **assign local role to selected user(s)** button. The content is shared. At the top of the page you can see a listing of the share name, type, inherited role and local.

7. Repeat the procedure to add additional users if needed.

## Review your Exercise

1. Find the **orange global preferences** bar beneath the banner of the portal.

2. Click on your **login name**. You are taken to your **my folder** area.

3. Click the **contents tab**.

4. You should see listed your **Home page** and all your content contained in the folder:

- **Content type (folder, page, file, link, etc.) and Title.**
- **Size of the content, in kilobytes**
- **Date last modified**
- **State: private, public draft, published**
- **Order of listing in the folder**

Module 6: Smart Folders

A smart folder is a folder that differs from a typical portal folder. You do not manually place content in the folder. Smart Folders use the portal search capabilities to seek out item types you direct to the folder.

Create a Smart Folder searching for an item type (ex. flashmovies, images, news, page, etc.)

Step One

1. Go to the **add to folder** tab
2. Select **Smart Folder** from the drop down menu

3. Give the Smart Folder a **title** and **description**
4. Set the **number of items** to display (ex. enter the number 10)

Number of Items

10

5. Scroll down to the bottom and Click **save** [save] and
6. (There will not be any items in the Smart Folder until you set the folder criteria)

Step Two

1. Set **Criteria** by clicking on the Smart Folder Criteria tab

2. In the Field box select **Item type** from the drop down menu

3. Click **add**

4. You should now see a screen asking to give a value to the item type chosen

5. Select Actual kind of **item type**
6. Select the **item type** desired
7. Click **save**
8. Check your Smart Folder (You should now see content inside the folder)
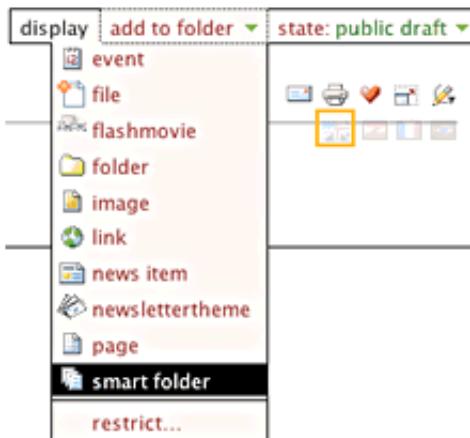
To Set up a Smart Folder searching by a word of text

Step One

1. Go to the **add to folder** tab
2. Select **Smart Folder** from the drop down menu

3. Give the Smart Folder a **title** and **description**
4. Set the **number of items** to display (ex. enter the number 10)

5. Scroll down to the bottom and Click **save** **and**
6. (There will not be any items in the Smart Folder until you set the folder criteria)

Step Two

1. Set **Criteria** by clicking on the Smart Folder Criteria tab

1. Set **Criteria** by clicking on the Smart Folder Criteria tab
2. In the Field box select **search text** from the field drop down menu

3. Click **add**
4. Type in the **value**/word (text) you wish to search for (example: biomass)

▲	field	criterion details
☐	**Search Text** Text search of an item's contents	A simple string criterion A simple string criterion **Value** ■ (Required) A string value. biomass

5. Click **save**
6. Check your Smart Folder (You should now see content inside the folder)

Module 7: Manage Content in a Group

A **Group** is a feature of the Portal designed to support members who have decided to *work together on a mutual task or initiative.* Setting up a **group** enables portal members to easily post, exchange, and manage **folders, web pages, links, files (example: Microsoft Word documents, Adobe Acrobat documents, Spreadsheets, PowerPoint presentations, and other file types), images, flashmovies, news items, and calendar events.**

Group functionality also allows **group members** a mechanism to communicate in a centralized, organized space online**.** A **group** and all its respective **members**, *share a common work folder with certain privileges to the content posted inside*. Logged in Members outside of a **private group** do not have access to this private group folder or the content inside *unless* the private group posted the content as a public draft. Non-logged in members cannot access the private folder or the content inside the private group unless the content has been **published**.

The *Brasil Environment Team* is an example of a **group** folder. A portal member can belong to *one or many different groups*. A group can be designated **private** or **published.** A **private** group can contain private and published content. A **published** group can contain public or private content.

Private Group

- When a group is designated **private** only the portal members *assigned* to this group will be able to see the group folder and the content that the group members post privately.
- To assign a new member to a private group, email the portal administrator. When requesting a new member, include the member's **full name** (first and last), **email address** and **group association**.
- You can share private content through the sharing tab with Portal members NOT in your group. NOTE: Using the sharing tab does not give the member full privilege within your private group. *See the discussion on sharing.*
- *A private group can post content for public view*. There are two ways of posting for public view: post as a Public Draft, for logged in members to see, and for the greater portal community (non logged-in anonymous users), the private group can *publish* the content for global visitor viewing. In the RM Portal **Conditions of Membership** every Private group is encouraged to Publish a viewable abstract describing the Group, and share, where and when appropriate, content used during a Private group work session or content resulting from the Private work session.
- *In a private group all members will assume the* **manager role***.*

Published Group

- When a group is designated **published**, *all visitors*, even those labeled as "Anonymous Users" (users without a login and password), will be able to see the folder and access the contents of the group, as long as the content is not private.
- A **published group** *can 'hide' or make specific content 'private'* inside its published group folder. However, this private content must be *shared* with the group via the sharing tab). **See discussion / How To on sharing**. When anyone not invited to share content attempts to open private content in a **Published group** they will get a message that tells them they do not have sufficient privileges to view the content and if they believe they received the privilege message in error, to please send an e-mail to info@rmportal.net.
- In a **group designated published** there can be three levels of Roles: **Member**, **Reviewer**, and **Manager**.

The following steps demonstrate *how members can use and collaborate within a Group.*

Steps for Using a Group

1. To use a **group**, login to the portal.
2. Click the **group** tab
3. You will be taken to a **group** page
4. You will see the groups that are published and / or groups that you are a member.
5. Click on the Group that you wish to enter. You will be taken to that groups' folder area
6. Each group area may be organized differently depending on the needs and decisions of the group.
7. *A very important point to note is that if your role for the group is MANAGER you have the ability to add, edit, and **DELETE** content in the group folder. Please be considerate of other member's activity in your group.*

Setting Up a Group

*A group can only be setup by a **portal administrator**.*

To request that a group be setup, email the portal administrator with your request at info@rmportal.net.

Please provide the following:

- Name of the group requested,
- A description of the group,
- The full names and emails of each member you wish to include,
- If you want a private group calendar,
- If you want a private group news folder,
- The **state** of your group, **private** or **published**. We strongly suggest that your group be set to private.

Adding an additional member to the group

Additional group members can currently only be added by the portal administrator.

To request a new group member, email the portal administrator at info@rmportal.org with your request.

Please include:

- The new members full name,
- The new members email address,
- The name of the group that the new member will be associated with,
- The member's role, if the group is published (member, reviewer or manager).

NOTE: if your group is private, all added members have the manager role and privileges.

If you do not provide this information, we cannot add the member to your group.

Module 7: Group Folders Exercise

Add the Content first inside Your Group

1. Click on the **group tab**.

2. Scroll down and click to enter your group

3. Click the **contents tab**.

4. Click on the **add an item dropdown menu**.

5. Select **file**.

6. Type in the **Title**.

7. Type in a **Description**

8. Click the **Browse button** and locate and insert your file.

9. **Save**. Please note that large files can take a longer time to upload.

Create a Copy of your Content

1. Click on the **Actions tab**

2. Select **copy** or **cut** as desired.

3. Locate the public space where you wish to publish (share) your content. For example, click the **library tab.**

4. Locate the folder titled: **Public Draft: Pending Publication Folder**

5. Click the **content tab**.

6. Click the **paste button** to paste your file. You will see the message on top: **Items pasted**.

7. Click on the draft folders **contents tab**. You should see your content.

Note: You will receive an email message from the portal librarian acknowledging receipt of your posted content. The librarian will send you the URL indicating where the content resides once it is published.

Create a link to the Public content from your Private Group

Once you receive the URL of the published content you can create a link from your private group workspace.

1. Navigate to your **group**'s folder.

2. Click the **contents tab**.

3. Click on **Add an Item**.

4. Add a **link**

5. Type in a **Title**

6. Type in a **Description**.

7. Type in or paste in the published **URL** that you received from the librarian

8. **Save**.

*Notice the state of the item: It should have defaulted to **Private.***

Delete the extra copy of the document

Once you have created a **link** to the published content you can **delete** the redundant file from your group area.

1. Click the **contents** tab, located at the top left of your folder area.

2. Find the file you wish to **delete.**

3. Put a check in the box next to the **file**.

4. Click **delet**e on the bottom bar. The content is deleted.

Review your Exercise

1. Click the **groups tab**.

2. Click on your **group**.

3. You should see your **link** to the content you posted in the portal public space.

Module 8: Participating in the Portal Library and other Portal Public Spaces

Objectives:

- Tour the portal Library, Training, Links and Help.
- Understand why participation in the public space areas is good for the portal community
- Locate the Public Draft Folders in the library, training, links and help.
- Understand the process for portal public space publication.

Module 8 - HOWTO: Submit Content for Shared Public Areas

To post content to the Library, Training, Links, or Help folders, your content must be placed into a folder for review by portal editorial staff.

Content is member-generated information like web **pages**, **links** to web resources, **files**, **images**, and **flashmovies**.

The folder is named:

- **Public Draft: Pending Publication Folder**

  📁 **Public Draft: Pending Publication Folder** by webadmin — last modified 2006-05-04 14:40
  Folder for holding content for review by portal librarians, prior to being moved into the portal Library, Training, Links, or Help areas.

There are four instances of this folder, one each located in:

- The **library** folder.
- The **training** folder.
- The **links** folder.
- The **help** folder.

Content placed in these folders will then be reviewed and **published** or **rejected** by portal editorial librarian staff, which will assist with "appropriate placement" of content for easy access by portal visitors.

Submitting Content for Publication

To submit content for review and publication into the portal Library, Training, Links, or Help folders:

1. Place your content in the **Public Draft: Pending Publication Folder** of the **library**, **training**, **links**, or **help** areas of the portal.

2. You content must have a **title** and **description** conforming to portal standards:

- **Title:** best identifies the content in a clear, concise, and grammatically correct way.
- **Description:** a keyword rich abstract describing the content.

3. Make sure you have properly identified ownership of the content. Click on the content's **properties** tab, and select all that apply:

    a. **Contributors**: The names of people that have contributed to this item.
    b. **Creators:** Persons responsible for creating the content of this item.
    c. **Copyrights:** The copyright on the item if appropriate and known. For procedures on how best to label content or compose a description see the section on Copyright and Fair Use

4. A portal librarian will review your content and if approved, place it into an appropriate folder. You will be notified by email when the content has been posted or if there are questions. You will also be sent the exact place where the content has been posted (URL address on the RM Portal). You will then be able to "link" to your content that you shared in the Portal Public Space.

Refer to [Add a Link](#).

For more information, or if you have questions, send an email to info@rmportal.net

Module 9: Possible Application Integration and Connectivity

Open Source Movement and the Portal Community's future

As our RM Portal Community grows and its members introduce new needs, the portal's back-end functionality steadily adapts to meet that need. Projects like the RM Portal and other similar initiatives that you will meet in this module are spurring on the development. Organizations, public and private are helping train people to build and move into shared environments to solve complex problems and realize new dreams. The Open Surce Movement and the global Plone Development Community are working on improvements and future functionality that we will hopefully incorporate to grow with our RM Portal community.

The following are some examples of emerging open source applications or functionality, that we are ready to integrate within and across the existing portal. Integration means searchability across ALL function and space on the portal as well as integration concerning language translation capabilities.

Samples of what is currently in development for the RM Portal

- Improved **e-Newsletter (easier to learn and use)**
- **My Workgroups functionality** (Portlets: See in a glance all the different groups, projects, teams) with whom you are currently working, group email notification, individual group member listing for easy access.
- Improved **Calendaring** application
- Vastly improved **Forums** for topical discussion

Sample of possible new portal function to think about!

- Plone supports 50 translations out of the box
- There are about 300+ add-on products available for Plone
- In 2005, the Plone direct downloads were 250,000+

Some of these products include:

Plone TV: The first episodes of plonetv have been released and feature the Plone archipelago sprint.

Plone Radio: Plodcasting is a Podcasting product for Plone. This tool will allow a radio station or community audio project to publish audio files for users of to automatically download. A frequent request for remote partners who use radio as a powerful, accessible communication system.

PLone Skype Internet telephony directly through the Portal.PloneSkype takes communication on the plone platform beyond the asynchronous mode of email, discussion boards and blogs.

Photo/Image Gallery Tools Tool to manage large photo/image collections.

Distance Learning tools for course development, registration, and management.

E-commerce For NGO, CBO support.

Chat For simple immediate live audio.

Blogs Journal keeping, record keeping, live communication loop while in the field.

Example: A blog announcing PLone training for NGOs in the UK called Plonability Day.

Building Glossaries tool to help diverse sectors move in with their keywords.

Connecting to other Plone Projects

The final section of the New Member Orientation is an illustration of next steps or where we can or might go in the future. The following is a tour of some Plone application projects that already exist for integration with our portal's PLone platform currently.

- **University of Minnesota (UMN) MapServer**
- **Sandia National Lab, International Programs Water Portal**
- **University of New Mexico (UNM) PHAIRS**
- **National Science Fondation NEON**
- **NASA Maestro, Mars Rover portal**
- **Rice University: CONNEXIONS**

Open Source Movement and the Portal Community's future

As our RM Portal Community grows and its members introduce new needs, the portal's back-end functionality steadily adapts to meet that need. Projects like the RM Portal and other similar initiatives that you will meet in this module are spurring on the development. Organizations, public and private are helping train people to build and move into shared environments to solve complex problems and realize new dreams. The Open Surce Movement and the global Plone Development Community are working on improvements and future functionality that we will hopefully incorporate to grow with our RM Portal community.

The folowing are some examples of emerging open source applications or functionality, that we are ready to integrate within and across the existing portal. Integration means searchability across ALL function and space on the portal as well as integration concerning language translation capabilities.

Samples of what is currently in development for the RM Portal

- Improved **e-Newsletter (easier to learn and use)**
- My **Workgroups functionality** (Portlets: See in a glance all the different groups, projects, teams) with whom you are currently working, group email notification, individual group member listing for easy access.
- Improved **Calendaring** application
- Vastly improved **Forums** for topical discussion

Sample of possible new portal function to think about!

- Plone supports 50 translations out of the box
- There are about 300+ add-on products available for Plone
- In 2005, the Plone direct downloads were 250,000+

Some of these products include:

Plone TV: The first episodes of plonetv have been released and feature the Plone archipelago sprint.

Plone Radio: Plodcasting is a Podcasting product for Plone. This tool will allow a radio station or community audio project to publish audio files for users of to automatically download. A frequent request for remote partners who use radio as a powerful, accessible communication system.

PLone Skype Internet telephony directly through the Portal.PloneSkype takes communication on the plone platform beyond the asynchronous mode of email, discussion boards and blogs.

Photo/Image Gallery Tools Tool to manage large photo/image collections.

Distance Learning tools for course development, registration, and management.

E-commerce For NGO, CBO support.

Chat For simple immediate live audio.

Blogs Journal keeping, record keeping, live communication loop while in the field.

Example: A blog announcing PLone training for NGOs in the UK called Plonability Day.

Building Glossaries tool to help diverse sectors move in with their keywords.

Connecting to other Plone Projects

The final section of the New Member Orientation is an illustration of next steps or where we can or might go in the future. The following is a tour of some Plone application projects that already exist for integration with our portal's PLone platform currently.

- **University of Minnesota (UMN) MapServer**
- **Sandia National Lab, International Programs Water Portal**
- **University of New Mexico (UNM) PHAIRS**
- **National Science Fondation NEON**
- **NASA Maestro, Mars Rover portal**
- **Rice University: CONNEXIONS**

Module 9: UMN Mapserver, Sandia National Lab, PHAIRS, NEON, Connexions, NASA Mars Rover, Eden and Oxfam

Review of projects using Plone applications

UMN MapServer

MapServer an Open Source development environment for building spatially-enabled internet applications. MapServer is not a full-featured GIS system, nor does it aspire to be. Instead, MapServer excels at rendering spatial data (maps, images, and vector data) for the web.

Beyond browsing GIS data, MapServer allows you create "geographic image maps", that is, maps that can direct users to content. For example, the Minnesota DNR Recreation Compass provides users with more than 10,000 web pages, reports and maps via a single application. The same application serves as a "map engine" for other portions of the site, providing spatial context where needed.

MapServer was originally developed by the University of Minnesota (UMN) ForNet project in cooperation with NASA and the Minnesota Department of Natural Resources (MNDNR). Presently, the MapServer project is hosted by the TerraSIP project, a NASA sponsored project between the UMN and consortium of land management interests.
The software is maintained by a growing number of developers (nearing 20) from around the world and is supported

Sandia National Laboratory (international Programs)

Waterportal

A Collaborative Water Monitoring, Modeling and Management Environment

The purpose of this portal is to provide a web-based, interactive environment for collaborative regional and international water monitoring, modeling and management. This venue allows multiple scientists, policy makers, water managers and stakeholders at multiple institutions around the globe to work together on water issues in real time. It also provides public access highlighting different regional and international projects.

Sandia National Laboratories' Water Portal is designed to be a ground-breaking collaborative environment to enhance the way the Labs and it's partners work together. By combining the WebEx remote desktop software for realtime online meetings with a Web portal, a new level of integrated long distance interaction becomes possible. Partners may work together irrespective of distance on shared data sets and models, generating truly collaborative works. Both draft and completed models, analyses, and reports may then be uploaded to shared workspaces in the portal.

Note: There is public and restricted information on this site.

Collaborations:

- NM Office of the State Engineer
- Our Global Water Future, Center for Strategic and International Studies
- Arab Science & Technology Foundation, Iraq

- **Iraqi Water-Energy-Food Modeling, UNESCO-Amman**
- **Navruz Transboundary Rivers Project, Central Asia**
- **Water Quality Monitoring and Modeling, Jordan**
- **Rio Grande/Rio Bravo Data and Modeling, US/Mexico**
- **Middle Rio Grande Regional Water Planning, New Mexico**
- **Groundwater Decision Support Modeling, University of Texas**

UMN PHAIRS

PHAIRS Project,

Converging NASA Mission Measurements and Products with the RSVP Decision Support System to Validate and Benchmark Public Health Medical Alerts and Early Warning Systems

Converging NASA Mission Measurements and Products with the RSVP Decision Support System to Validate and Benchmark Public Health Medical Alerts and Early Warning SystemsState and local health officials face a wide range of challenges from DUI and tobacco-related illnesses to environmental and infectious diseases. To meet these challenges, officials require dynamic information on the illnesses and conditions within their jurisdiction. NASA Mission assets offer a significant contribution to meeting these challenges by measuring and monitoring environmental and atmospheric conditions that relate directly and indirectly to public health.

NEON COREO

NEON, the National Ecological Observatory Network: Building an ecological observatory network for regional- to continental-scale research and COREO.

The Consortium of Regional Ecological Observatories (COREO) was created in October 2004 by representatives from regions self-organized to support the creation of a National Ecological Observatory Network (NEON). In January 2005 COREO received funding from NSF to support regional meetings of scientists to contribute local expertise and perspectives to national observatory discussions.

At present some 19 regions of the U.S. are represented in COREO. Participation is open to all scientists and educators interested in the potential for observatories to advance ecological knowledge at multiple scales.
http://www.archbold-station.org/abs/neon/broadcast/participants.html

Rice University: Connexions

Connexions

Presentation at Google Tech Talks, April 11 2006

Project started at Rice University 1999

With less fanfare than MIT, Rice University has also been promoting a model for free, shared information that could be used by faculty members and students anywhere in the world. But the Rice program — Connexions— is different in key respects. It is assembling material from professors (and high school teachers) from anywhere, it is offering free software tools in addition to course materials, and it is trying to reshape the way academe uses both peer review and publishing. The project also has hopes of becoming a major curricular tool at community colleges.

"I was just frustrated with the status quo," says Richard G. Baraniuk, in explaining how he started Connexions in 1999. "Peer review is severely broken. Publishing takes too long and then books are too expensive," he says. "This is about cutting out the middlemen and truly making information free."

Baraniuk is a professor of electrical and computer engineering at Rice, so many of the initial modules (which can either be materials for a course, a lecture or any other organizational unit) were in engineering and were submitted by Rice professors. But as

Connexions has grown (from 200 modules in its second year to 2,300), it has attracted content in many disciplines and from many scholars.

There are materials for courses on art history, birds, business and graphic design. Offerings are particularly strong in music. And participating professors come from institutions including Cornell, Indiana State and Ohio State Universities, and the Universities of Illinois at Urbana-Champaign and Wisconsin at Madison. Professors from outside the United States have also started to use the site — it offers materials from the Norwegian University of Science and Technology and the University of Cambridge.

NASA Mars Rover

Maestro

Plone is currently serving up the content and forums for NASA's Mars Rover website - and is a good example of a site that manages its content with Plone.

On the site, you can also download the software that NASA runs to control the rover itself, and play around with it. The rover does not run Plone, unfortunately. ;)

The project was put together by some members of the Plone community together with people from NASA, and the site was so popular that Sun had to provide the server on a network with more bandwidth. More details are also found in an article on CNET which discusses some of the software details on the rover.

Eden Project and Oxfam

Eden Project

'To promote the understanding and responsible management of the vital relationship between plants, people and resources leading to a sustainable future for all'.

The Eden Project was established as one of the landmark Millennium projects in the UK to mark the year 2000 and is structured as an educational charitable trust

Oxfam

Oxfam International is a confederation of 12 organizations working together with over 3,000 partners in more than 100 countries to find lasting solutions to poverty, suffering and injustice. Worldmap

What is needed for Continued Growth of these portal projects? Leadership

Executive Leadership is one of the four pillars of E-business transformation.

At Oxfam International, the chief executive sidestepped the main Oxfam website and traditional communication systems and began using the small Oxfam side project a Plone-based collaboration site (which was primarily for disaster response) to correspond with his staff, all the executive directors of the 12 international Oxfam affiliates. All the senior executives started to use the portal! Once more than a 1/4 of all staff had logins globally, senior managers like the CEO of Oxfam UK, would upload content, and then link to it in their broadcast emails to the whole of Oxfam UK.

Thank you

...for taking the time out of your complicated schedules to familiarize yourself with the USAID RM portal.

I hope the portal's current tools provide you some support and enhance your important task exchanging communication, expertise, and resources with your colleagues and Mission partners around the world.

Sections on the portal for your continued review:

- Continue to visit and download the entire tutorial as unique modules or as an intact self instructional course
- Visit the Help Section Guides and HOWTO Documents Online
- Visit Short Flash videos demonstrating basic portal tasks

Or just ask!

Contact: info@rmportal.net

< PREVIOUS PAGE