

International Real Property Foundation

Content Production Training Manual

**Abstract**

The purpose of this document is to provide an training manual on how to enter content for the irpf site.

**Document Change Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Name** | **Comments** |
| 1.0 | 5/27/2011 | Melinda Barr, xxxxxx | Initial Documentation |
| 1.1 |  |  |  |
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| 1.3 |  |  |  |

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**Introduction**

***Purpose***

The purpose of this document is to outline the functions of the irpf.org Drupal site, from the user’s perspective.

***General***

* Open a web browser and go to the following location:

<http://chlirpfdev01.internal.realtors.org/> OR  
<http://www.irpf.org>

* Click on the link labeled ‘Login’ and enter your authentication information.
* When you are done*, always log out.*
* An ‘\*’ indicates a required field

# User Management

## Create New User

1. Click on the link labeled ‘People’
2. Click on the link labeled ‘Add User’
3. Fill in the fields outlined below.
4. Click and the button labeled ‘Save’

|  |  |  |
| --- | --- | --- |
| Field name | Description | Notes |
| Username\* | New username | Try not to use spaces |
| E-mail-address | User’s email address |  |
| Password\* |  |  |
| Confirm Password\* |  |  |
| Status | Choices: active or blocked |  |
| Notify user of new account | Check box | Check this if you want the user to get a ‘Welcome’ e-mail |
| Roles\* | Choices : consultant or irpf staff |  |

# Content Management

## Create IRPF Biographical Profile

1. Click on the link labeled ‘Add Content’
2. Click on the link labeled ‘IRPF Biographical Profile’
3. Fill in the fields outlined below.
4. Click and the button labeled ‘Save’

|  |  |  |
| --- | --- | --- |
| Field name | Description | Notes |
| Board member name\* | Board member name |  |
| Body | The full biographical text | Text shown on individual biography page |
| Pager item text\* | Board member position | Snippet text shown below name on the board member biography slide show |
| Image\* | Picture of board member | Width 221px Height 303px (important!) |
| Slide Text\* | Company and Location |  |

## Create Country Program

1. Click on the link labeled ‘Add Content’
2. Click on the link labeled ‘Country Program’
3. Click on the link labeled ‘Edit Summary’
4. Fill in the fields outlined below.

|  |  |  |
| --- | --- | --- |
| Field name | Description | Notes |
| Title\* | Country Name |  |
| Summary | Snippet text shown | Snippet text shown on page listing all of the countries (in a particular program status) Currently this seems to be names of participating organizations |
| Body | The full country profile | Text shown below name on the board member biography slide show |
| Program Type | Program type | Available Choices: Current, Past, or Potential |
| Flag | The country’s flag | Suggestion: 60px x 40px |

1. Click on the link labeled ‘Location’
2. Click on the country on the world map to set a location node.
3. Fill in the fields outlined below. (Optional steps)

|  |  |  |
| --- | --- | --- |
| Field name | Description | Notes |
| Location Name | Country Name |  |
| Country | Country |  |

1. Click and the button labeled ‘Save’

## Create Article

1. Click on the link labeled ‘Add Content’
2. Click on the link labeled ‘News Article’
3. Click on the link labeled ‘Edit Summary’
4. Fill in the fields outlined below.

|  |  |  |
| --- | --- | --- |
| Field name | Description | Notes |
| Title\* | Country Name |  |
| Article By |  |  |
| Summary | Snippet text shown | Snippet text shown on page listing multiple articles |
| Body | The full body |  |
| InsertImage | Image | Displayed in body |
| Category\* | Available Choices:  About Us  News  Partners  Programs  Resources | Displayed in main menu tabs on front page |
| Resource Type | Available Choices:  Annual Report  Archive  Country Assessment  Consultant Trip Report  Evaluation  Global Wire  Press Release  Scorecard Report  Training Materials   * Association Evaluation * Leadership Development Resource Center * Business Ethics * Background Reading * Advocacy Resource Center * Appraisal * Brokerage & Sales * Consultant Presentations * Topical Resources | Makes for easy tagging and search.  Hold CTRL key while clicking/selecting Resource Type IF you wish to flag the resource as more than one type.  For instance, Global Wire December 2009 may fall into ‘Global Wire’ AND ‘Archive’ type.  Also enables you to see taxonomy in url, for instance:  ….resource/country-assessment will bring up everything that has been labeled Country Assessment. |
| File Attachment | Ability to attach pdf, doc, docx, xls, ppt, pptx | Multiple allowed - For example, with Trip Reports, you may have more than one report for a given month/year. You can attach both items to one entry. Vietnam, 1/09 |
| Flag | The country’s flag | Used for ‘Country Assessments’ Thumbnail picture Suggestion: 60px x 40px |

# Appendix A

## Publishing options

Published - This sets a flag on the content you are editing that marks it as being published. This means that it will actually appear on the site. If it's not published, the content will be stored, but it will remain invisible to most users.

Promoted to Front Page - This will take the piece of content and put it on the front page of your site.

Sticky at the top of the lists - This is another flag that is set on the content that tells the system that if it is shown in a list of things, then this item will float to the top of the list.

Premium content – must be a registered user to see this content. NOTE: if you are not logged in, you will not be able to access the following content.

* Country Assessments
* Consultant Trip Reports
* Management Guide for Real Estate Associations
* Training Materials (all)