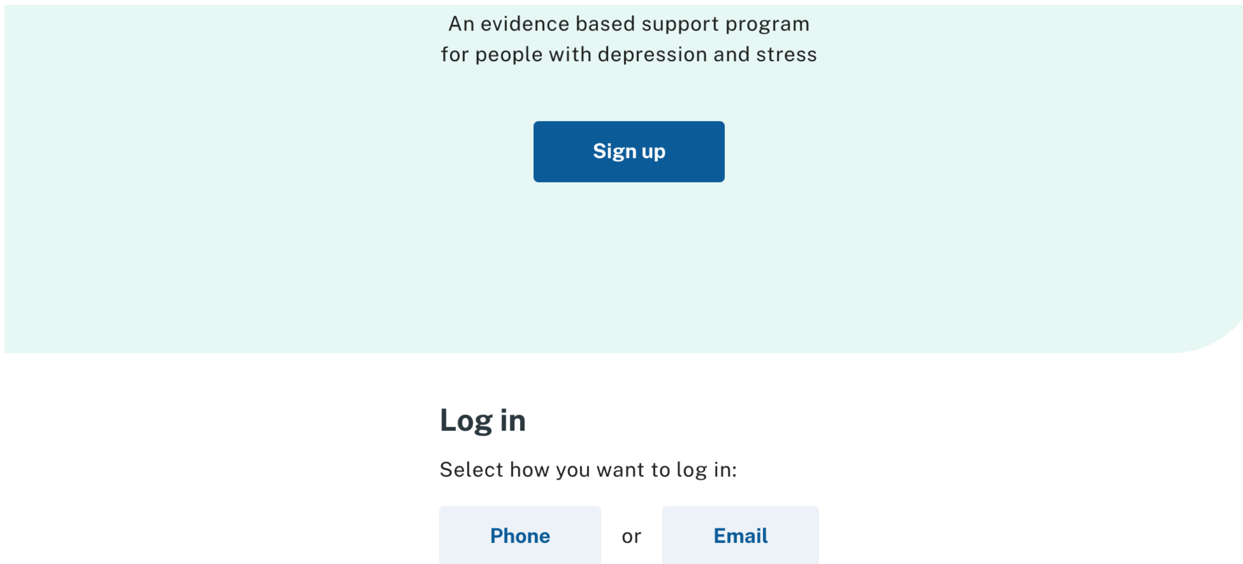
ANU user manual

Contents

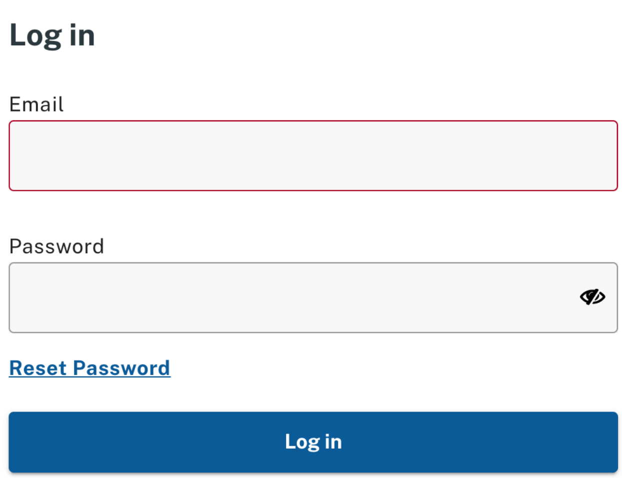
Logging in & out

Logging in



In order to access the translations admin interface, you need to log in:

1. Go to https://whostepbystep.org/
2. If you haven't signed up then go through the signup process by clicking 'Sign up'
3. If you have already signed up then click 'Email' button on the bottom of the screen to log in



4. This will open the login dialog above
5. Type in the email address you signed up with
6. Click the 'Log In' button.
7. If you have previously logged in but you have forgotten your password, use the 'Reset Password' link and follow the instructions on screen.

Logging out

1. Click the menu in the top left corner
2. When additional options appear below your name, click 'log out'

Adding and managing session content

Content structure in ANU

How ANU session content is structured. Use this section for reference.

- **Sessions** - Top level content container. sessions are made up of one or more parts.
    - **Part** - Second level content container. Sessions are made of one or more parts.
        - **Lessons** - Third level content container. Lessons are made of multiple blocks, which can be split into sections if desired.
            - **Sections** - Used to break up content for readability.
                - **Text block** - Lowest level of content container. Paste items of text here. Can contain links and formatting. Use as many text blocks as you need per lesson or page.
                - **Image block** - Upload images or diagrams. Include alt text and a caption.
                - **Video block** - Add video from YouTube or Vimeo. Include a caption.
                - **Audio block** - Upload an audio file for the user to play
                - **Next page button** - Generated automatically when you break content into sections.
            - **Activities** - Activities can be placed at the end of parts or at the end of a sessions.

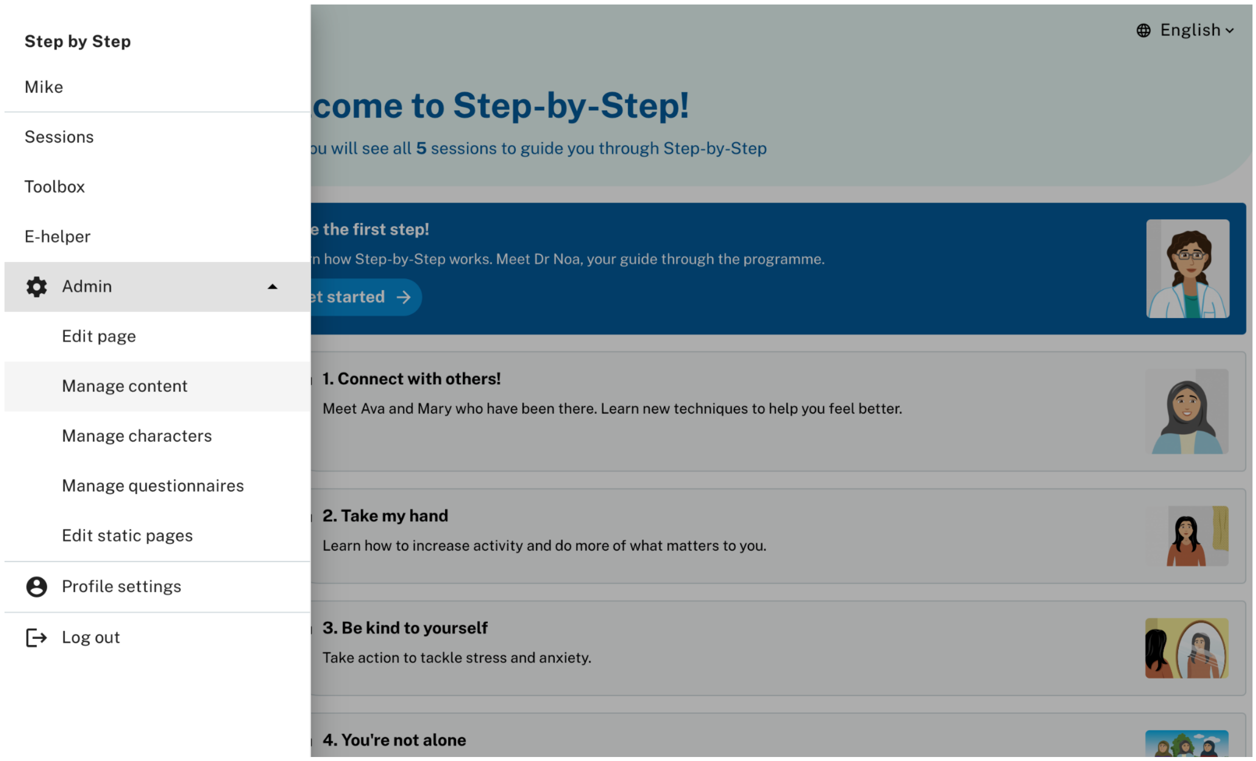
Preface

The options offered under the "Admin" tab differ, depending on the role assigned to you on the site. For example, if you are attempting to translate the page and you do not see "TRANSLATE PAGE" under "Admin," you will need to contact your project manager or administrator to adjust your role.

Adding content

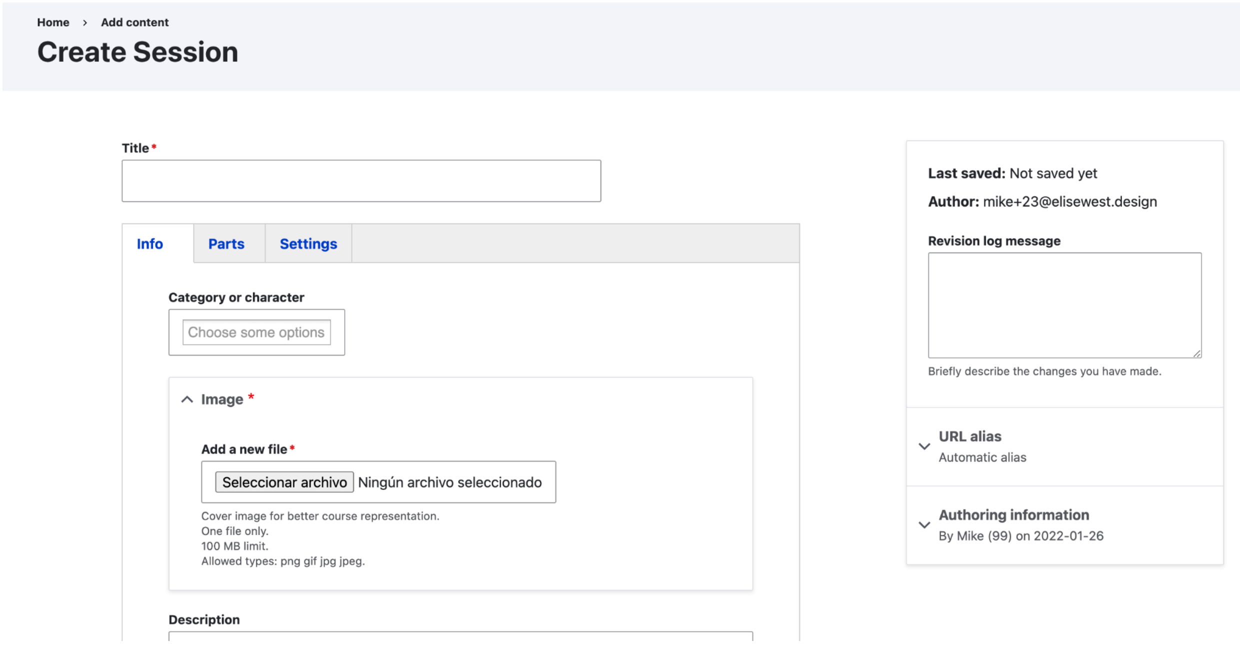
Adding a new session

1. From the sessions page, click the menu button, then Admin, and choose ‘Manage Content’.

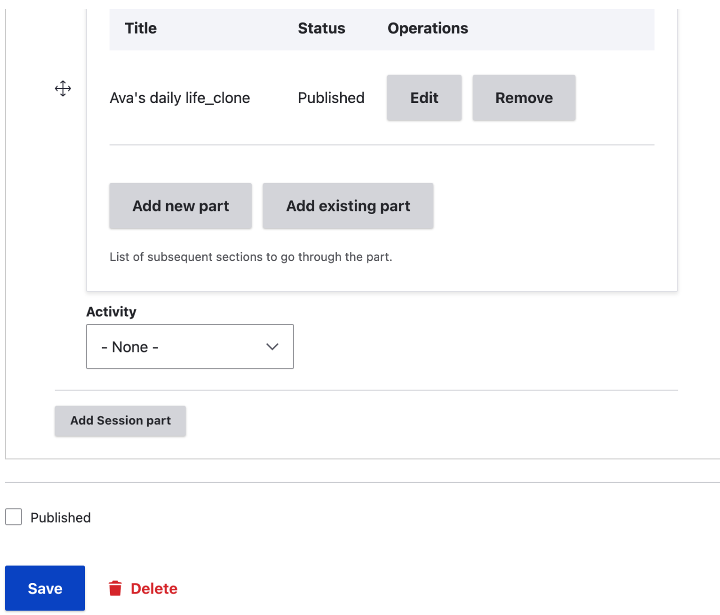


2. On the *Manage Content* page, Click the ‘Add content’ button, choose ‘Session’

3. Fill in the required information on the info tab



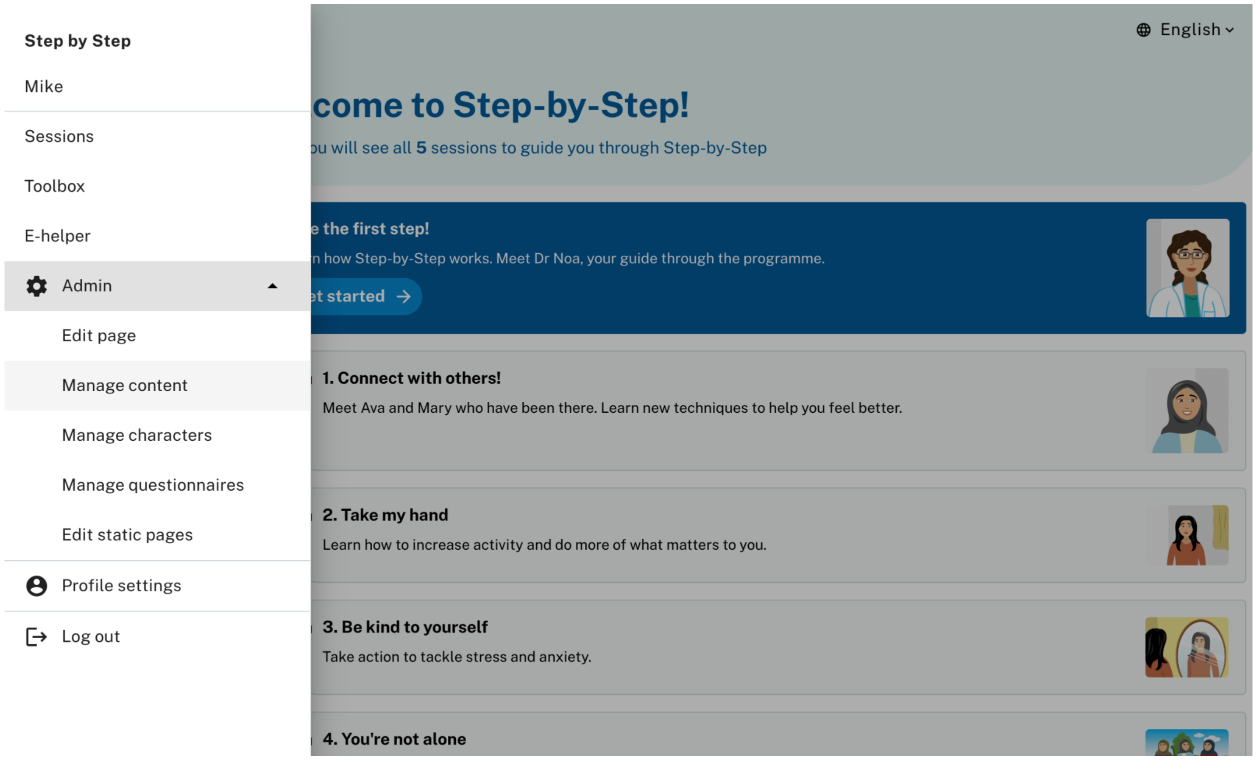
4. Click the ‘Parts’ tab
5. Click ‘Add session part’
6. Fill in the required information



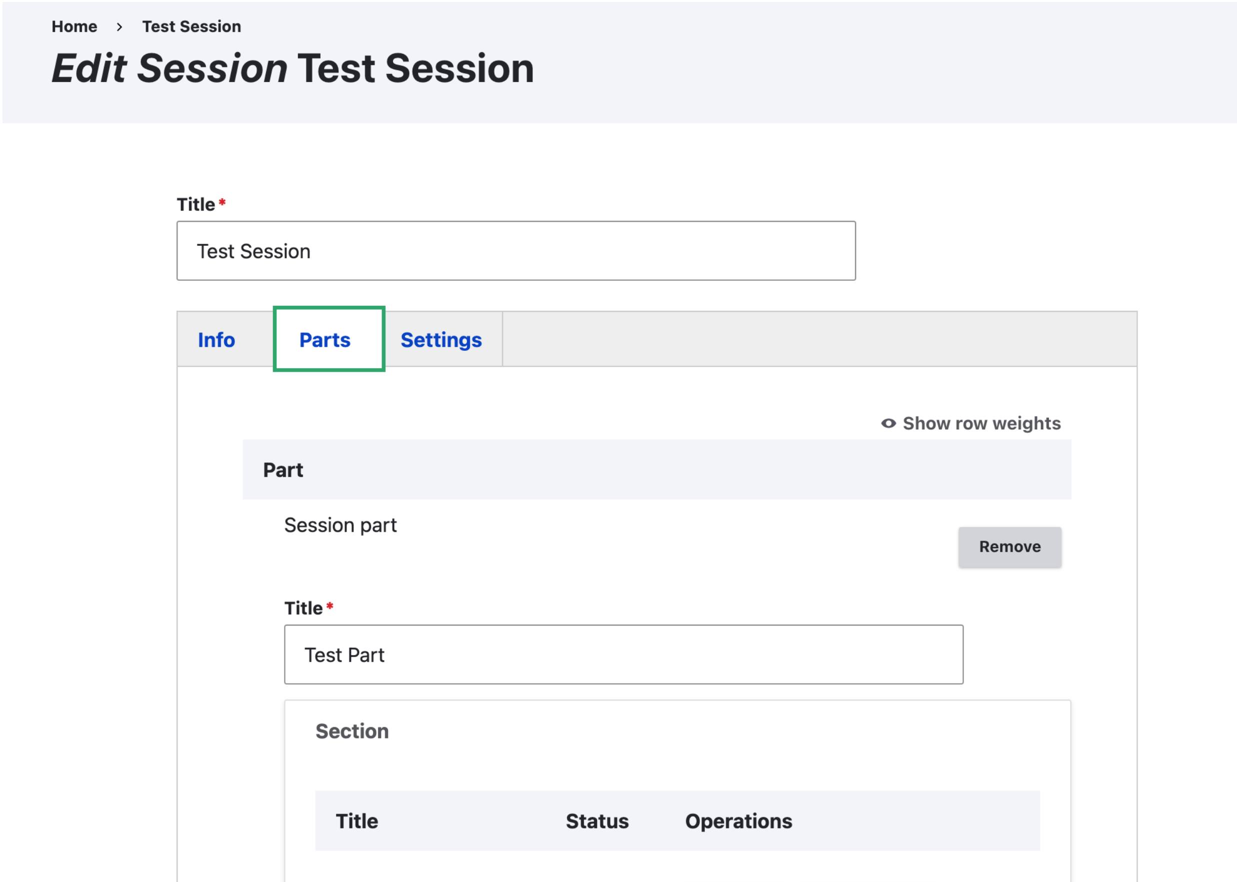
7. Move it to the appropriate order using the icons on the left of the module.
8. Click “Save”

Adding a lesson to a part

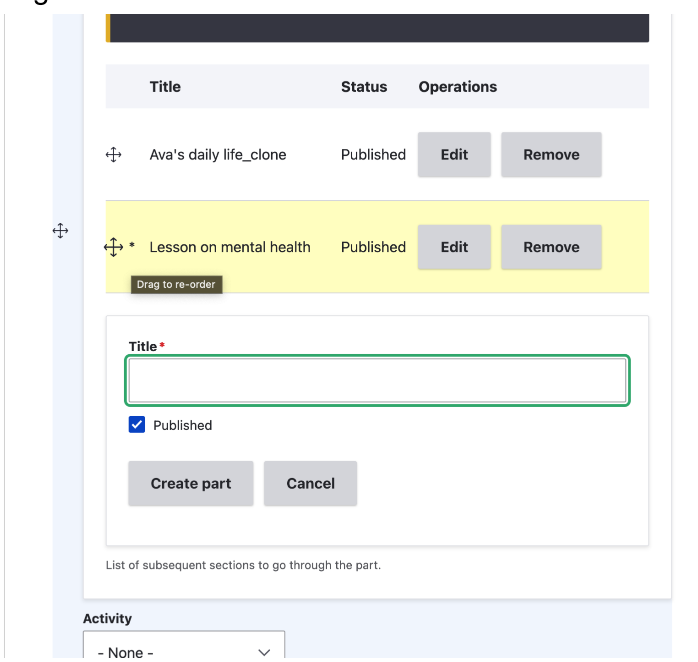
1. From the session page, click Admin, and choose Manage Content



2. Click to edit a session, choose the parts tab, found under the session name.



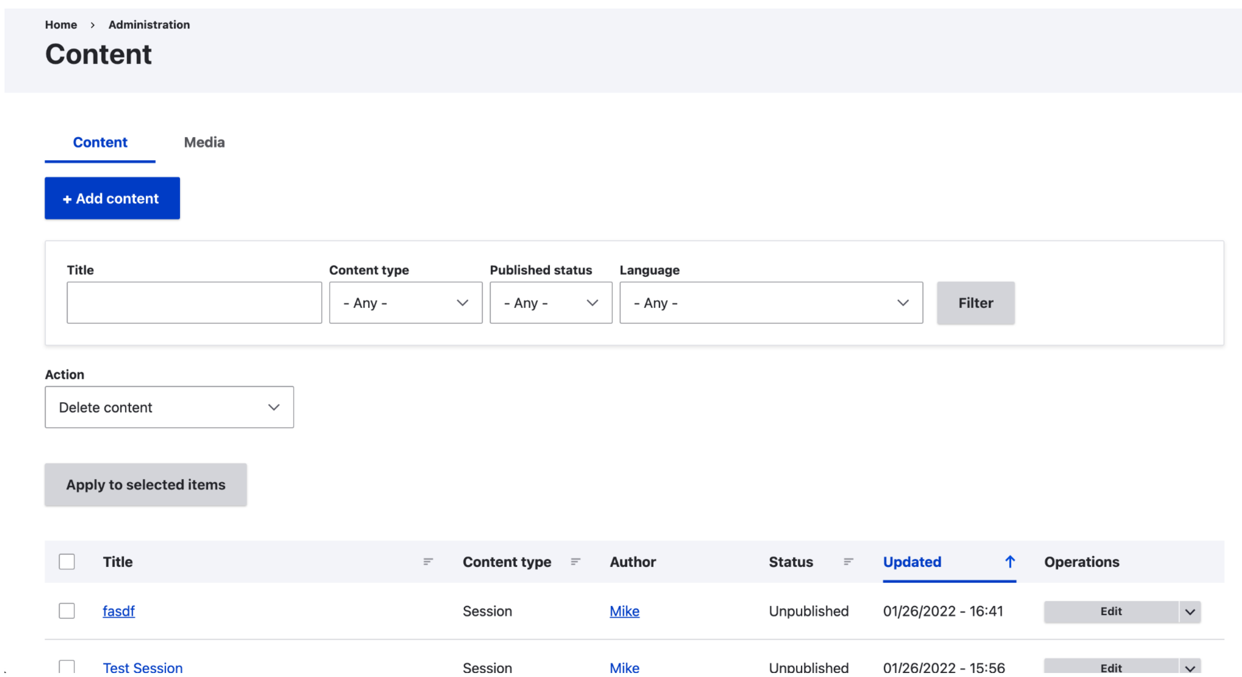
3. For a new lesson, choose "Add new lesson." If the lesson is being duplicated, choose "Add existing lesson."



4. Fill out the lesson name, move to its appropriate order using the icons to the left of the and click “Save”

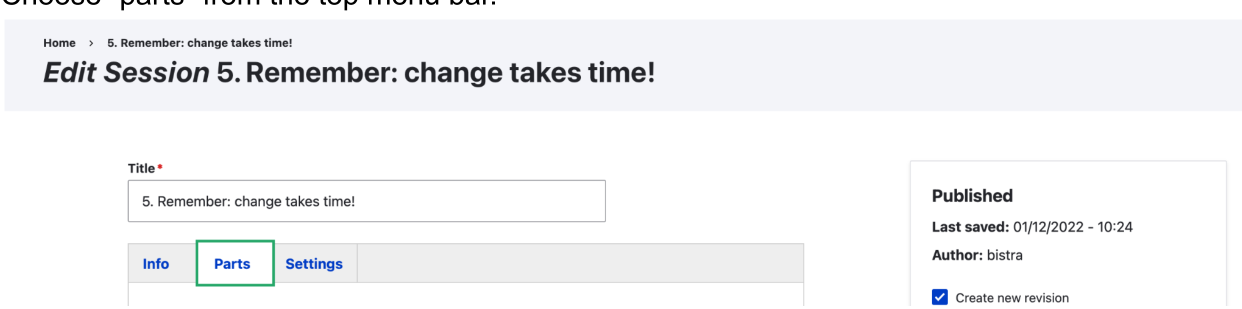
Finding existing content to edit

1. From the home, click “ADMIN” and choose “MANAGE CONTENT.”
2. From here you can choose the type of content you want to edit.
    a. You can use keywords to find specific titles, filter by content type or publishing status.
    b. You can make mass action edits from the “Action” pull down list.



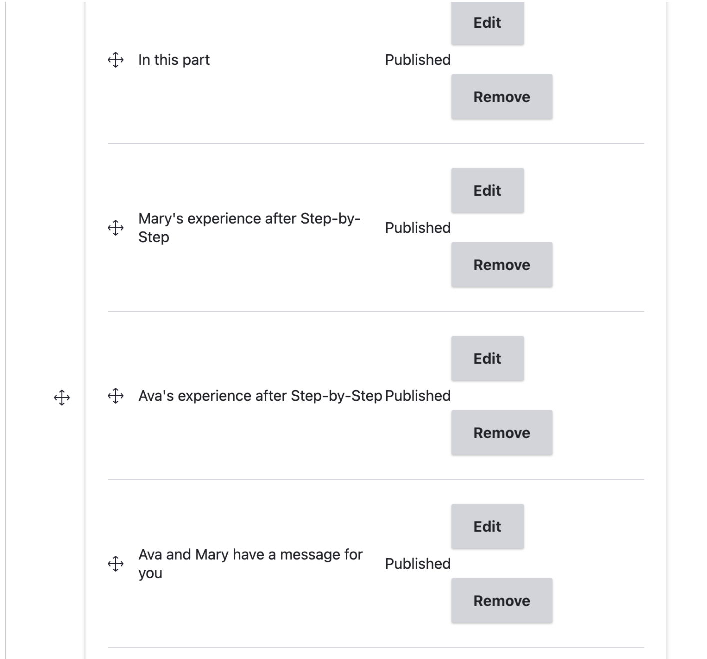
Moving content between sessions/parts

1. Go to the homepage of the session to which you want to add already existing content.
2. Click “Admin” and choose “EDIT session.”
3. Choose “parts” from the top menu bar.



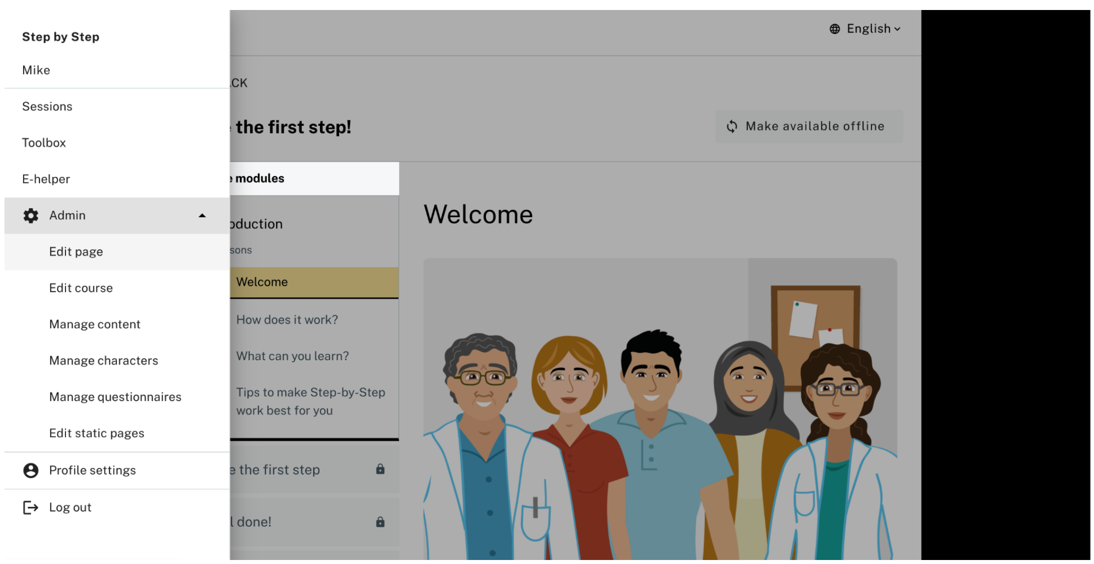
4. Choose “ADD EXISTING LESSON” and choose the content you want to copy.

a. Follow steps 1-3 above and choose “REMOVE” to delete content from a session.



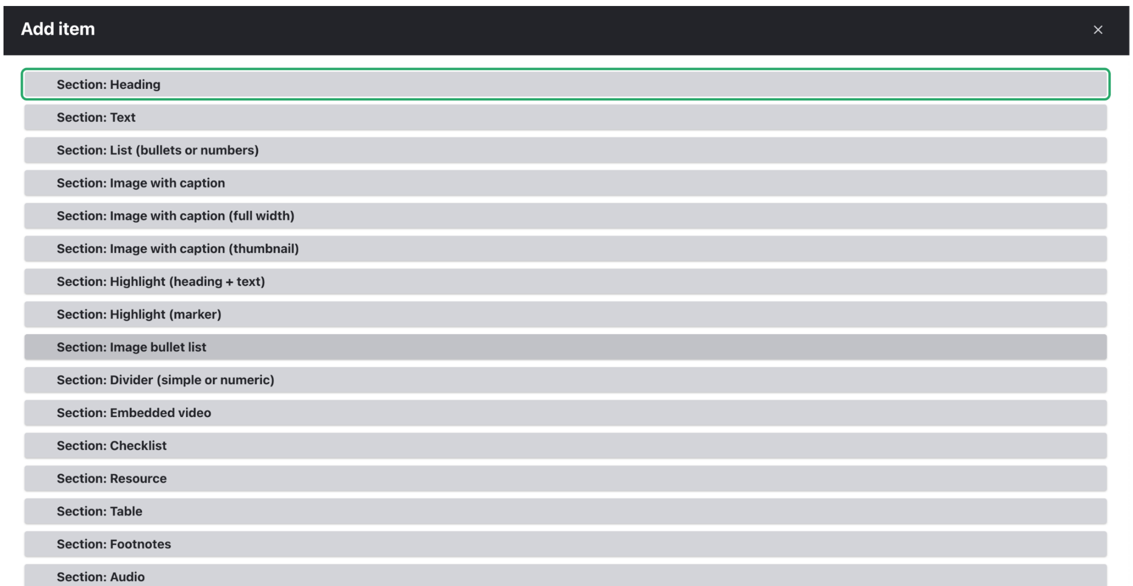
Adding new content to a lesson

1. Go to the relevant lesson page.
2. Click “Admin” and choose “EDIT PAGE.”

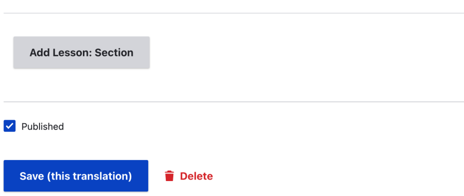


3. Click “EDIT” next to the Lesson Section you want to update.

4. Scroll to the bottom of the page and click “ADD ITEM.” A list of items will pop-up. Choose the item type best suited for the content to be added.



5. After choosing an item to be added, you will be prompted to enter content.
6. After filling in all requirements and content, choose a publishing status and click “Save (this translation).



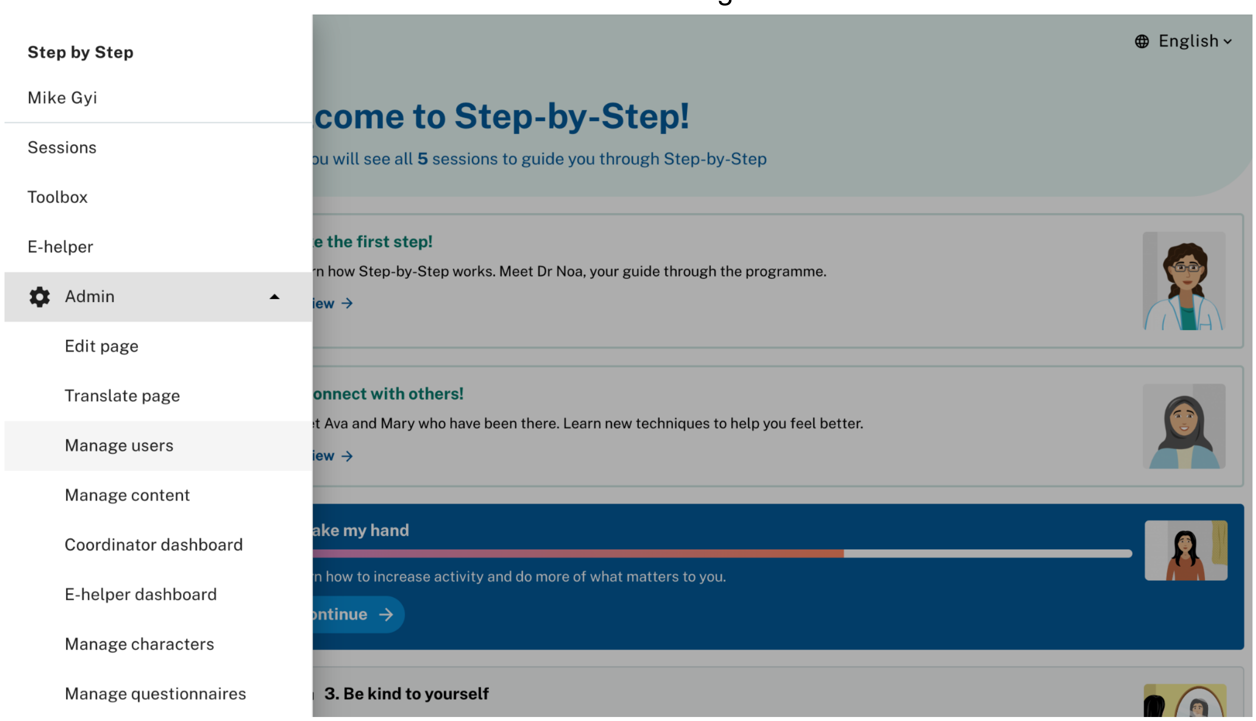
Adding and managing users

The different role types for users

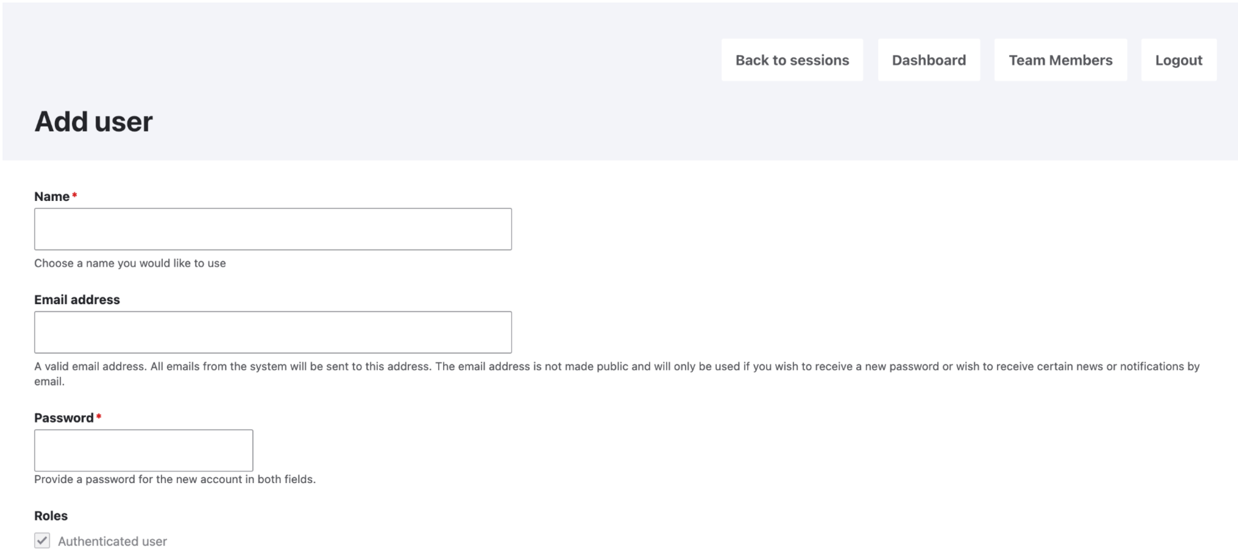
1. **Developer** - this is the super admin, a developer has access to everything
2. **Manager** - has rights to add/manage different admin users
3. **Content Editor** - has rights to edit and create all content in the app
4. **Coordinator** - has access to the coordinator dashboard and can assign E-helpers to participants
5. **E-helper** - has rights to see the data of participants they have been assigned by coordinators
6. **Translator** - has rights to translate content on all pages of application

Adding a new user

1. Only developers and managers can add new users
2. Click the menu from the home screen and select 'Manage Users'

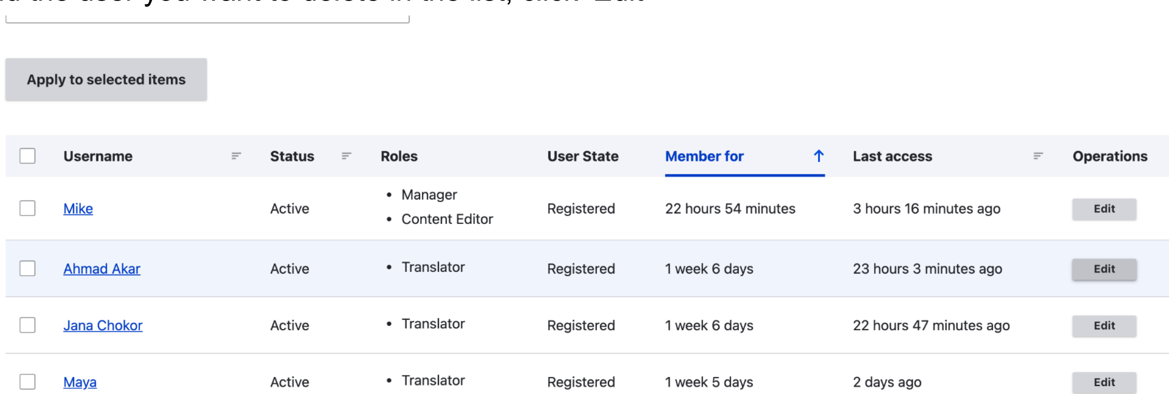


3. Click ‘Add user’, fill in their information and then select their correct role (see role descriptions in previous section)



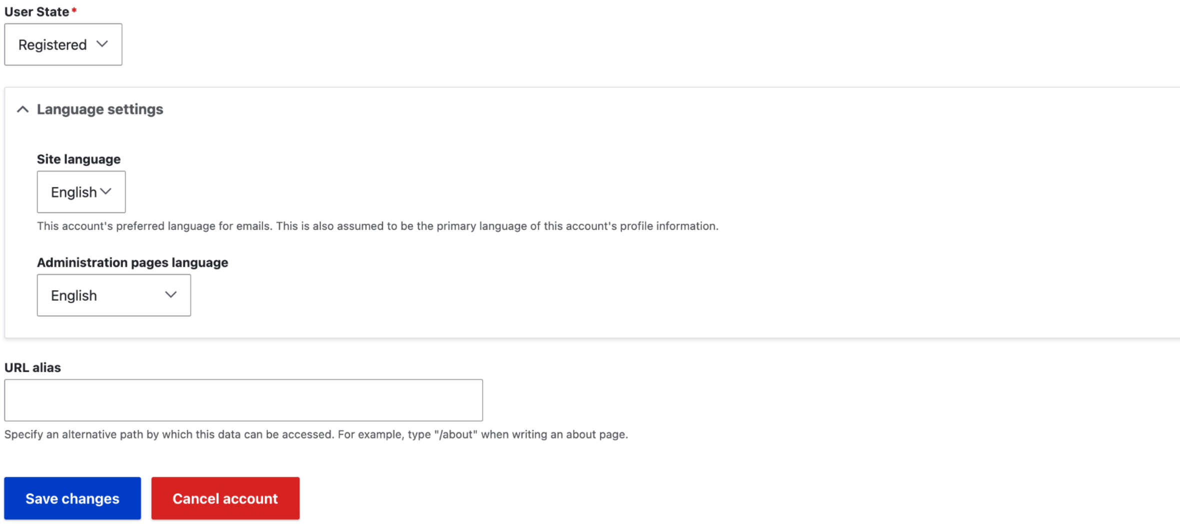
Deleting a user

1. Find the user you want to delete in the list, click ‘Edit’



	Username	Status	Roles	User State	Member for	Last access	Operations
	Mike	Active	• Manager • Content Editor	Registered	22 hours 54 minutes	3 hours 16 minutes ago	Edit
	Ahmad Akar	Active	• Translator	Registered	1 week 6 days	23 hours 3 minutes ago	Edit
	Jana Chokor	Active	• Translator	Registered	1 week 6 days	22 hours 47 minutes ago	Edit
	Maya	Active	• Translator	Registered	1 week 5 days	2 days ago	Edit

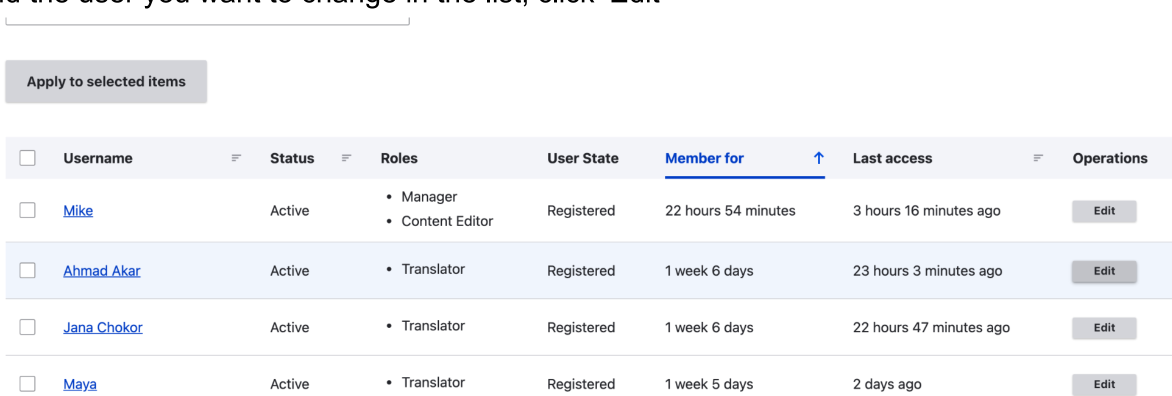
2. Scroll to the bottom and click ‘Cancel User’



3. On the next screen decide which action you want to take
4. You’ll see a confirmation message/notification once you’ve chosen the right action

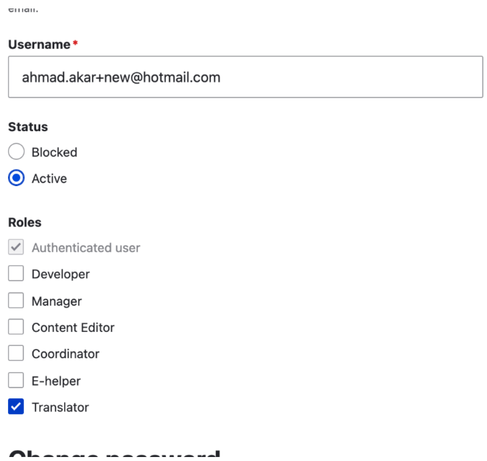
Changing a user’s role/permissions

1. Find the user you want to change in the list, click ‘Edit’



2. Scroll to section with ‘Roles’

3. Make the required edits to the roles



4. Click ‘Save Changes’
5. You’ll see the new changes reflected on the user list under the ‘Roles’ column

Adding and managing characters storylines

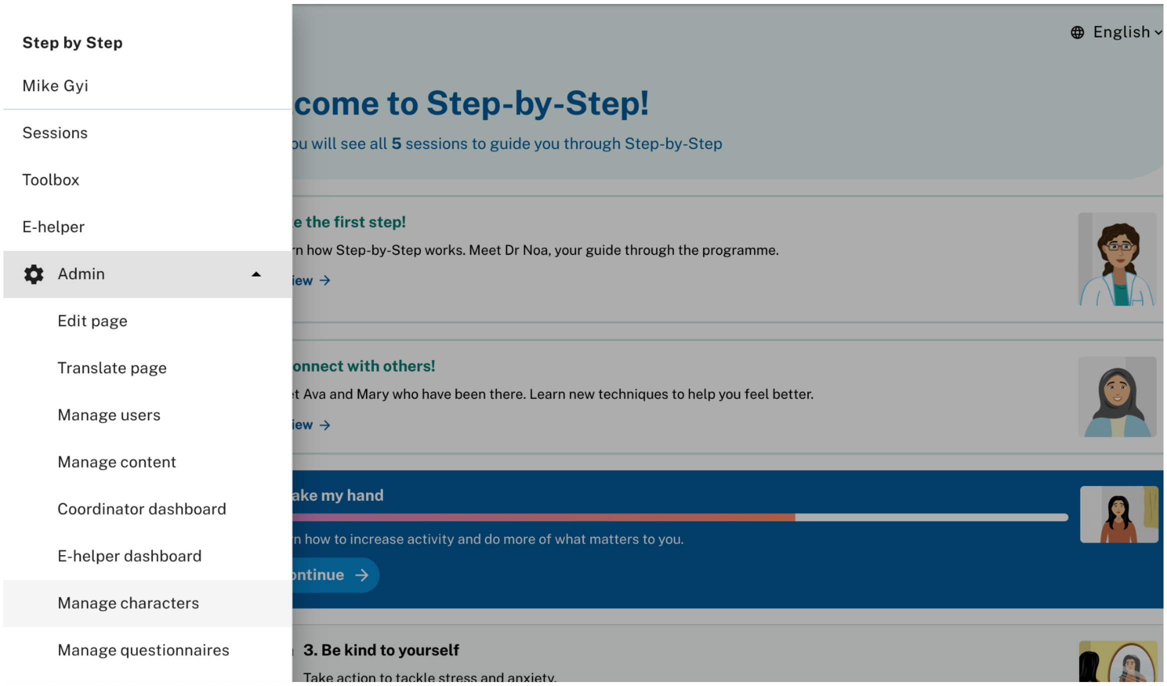
Why different character storylines

Step-by-Step has been developed to allow the user to pick their own storyline so that they feel more of an association with the character.

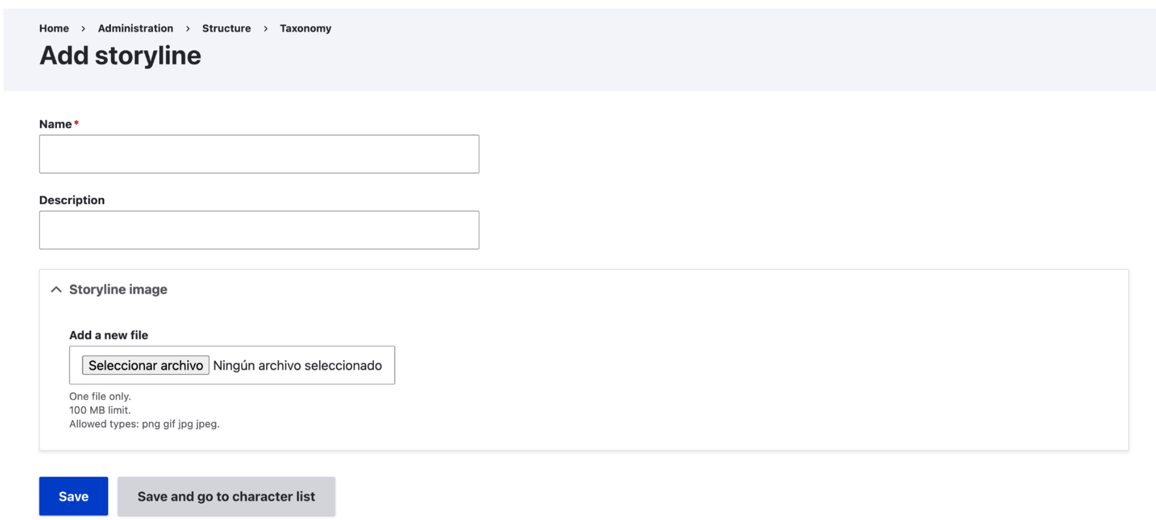
Therefore before starting the story the participant is asked to choose a storyline.

Adding a new character

1. Click the menu from the home screen and select ‘Manage Characters’

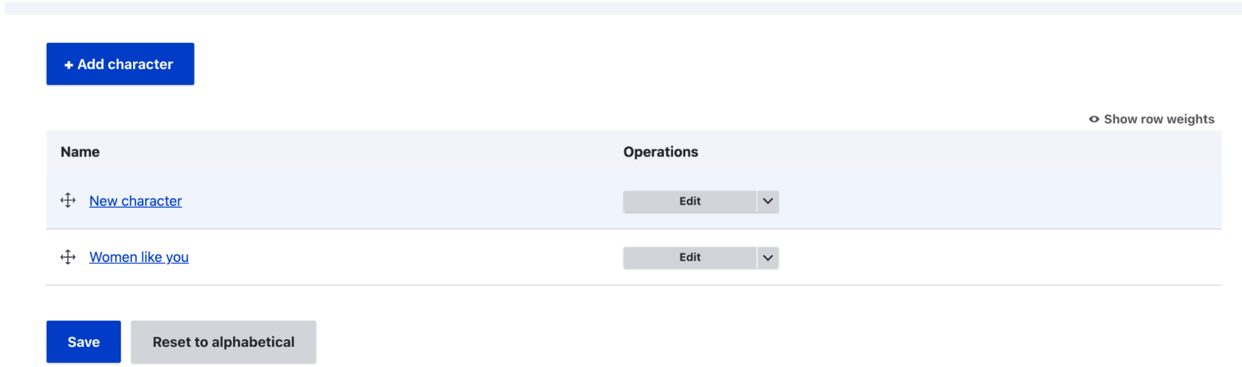


2. Click ‘Add character’
3. Enter a name, description, and an image ***(see style guidelines)***



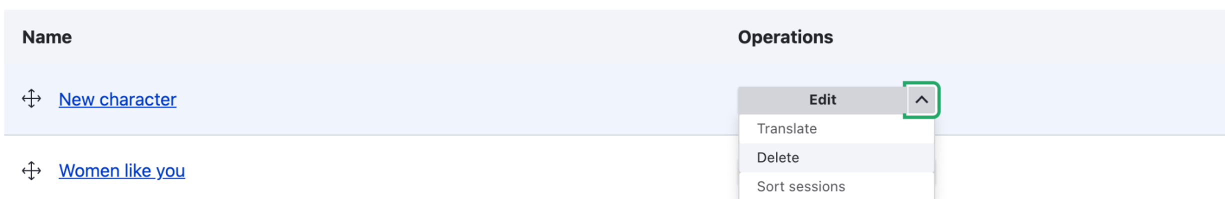
4. Click ‘Save and go to character list’
5. You’ll now see your new character in the list

6. You can reorder the characters in the list and this will change the order they are show in the application to the participant



Deleting a storyline

1. From the ‘Manage Characters’ screen click the arrow next to ‘Edit’ and then click ‘Delete’



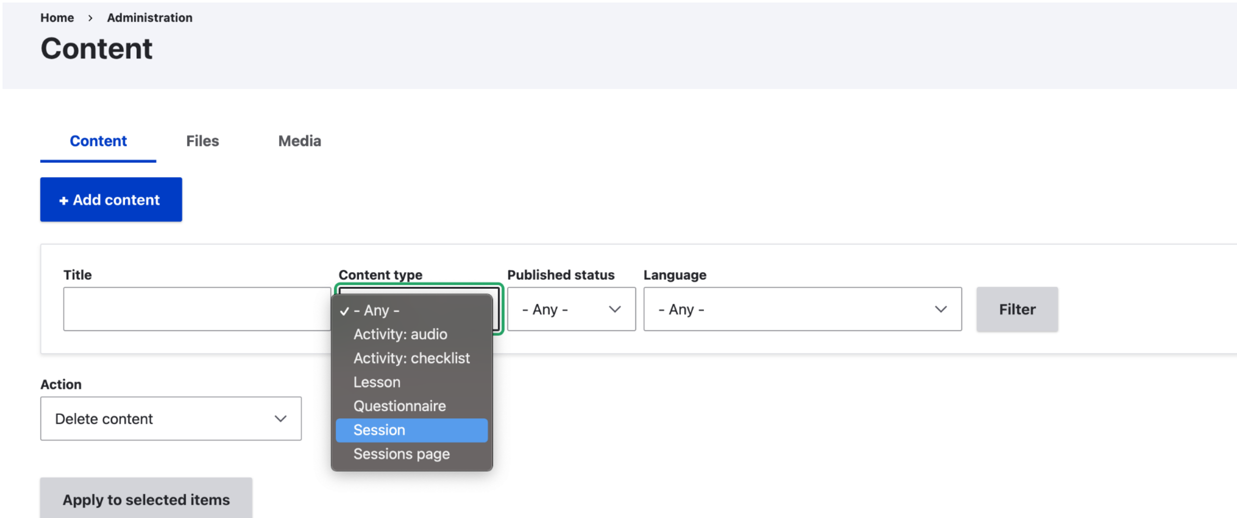
2. You will be asked to confirm the deletion
3. Make sure this is what you want to do and click delete
4. You will then see a deletion confirmation message

Applying sessions to a storyline

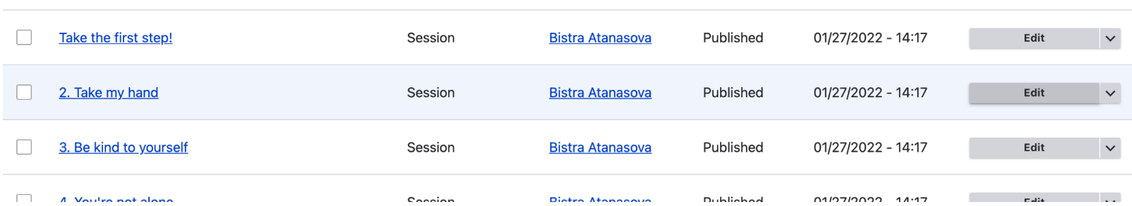
For the character storyline feature to work, you will need to add sessions to the newly created storylines.

1. Go the ‘Manage Content’ admin section

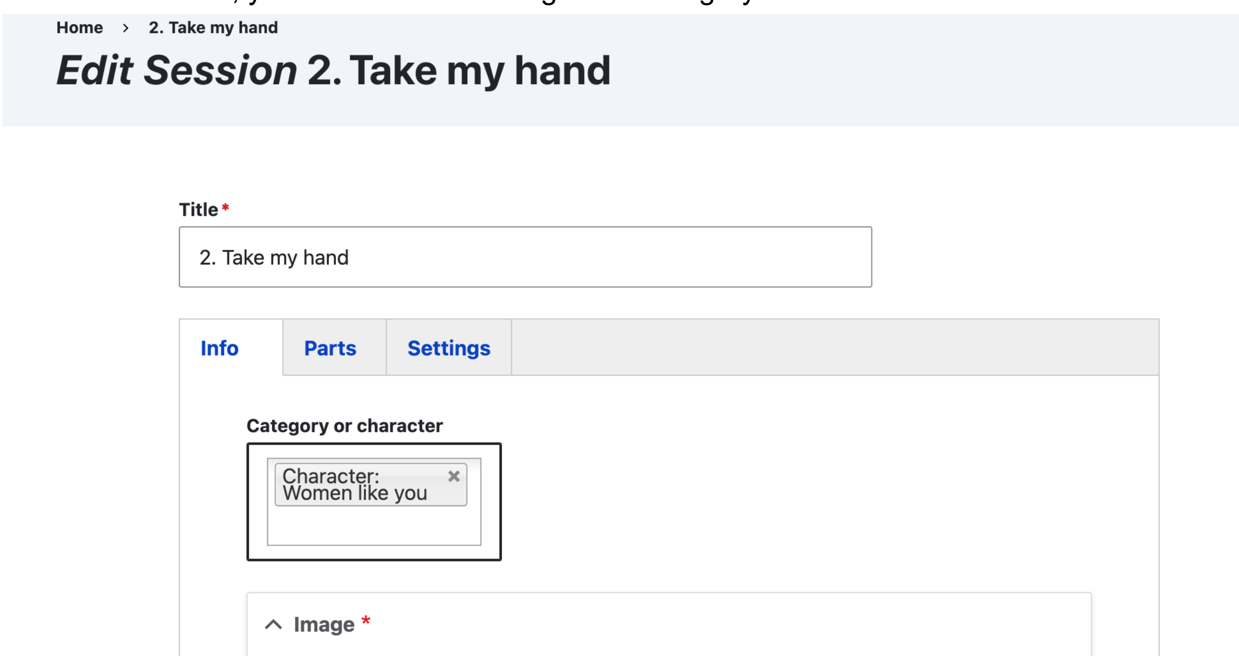
2. Filter the list by ‘Content Type: Session’ and ‘Language: Site’s default language’



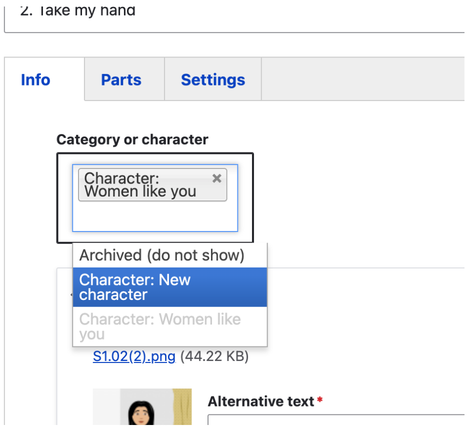
3. Click ‘Edit’ on the session you would like to add to a storyline



4. Under the info tab, you will be able to assign the ‘Category or character’



5. Click into the input box and a list of character will be displayed



6. Select the character you want to add the session to
7. Click 'Save'

Adding and managing activities

The different types of activities

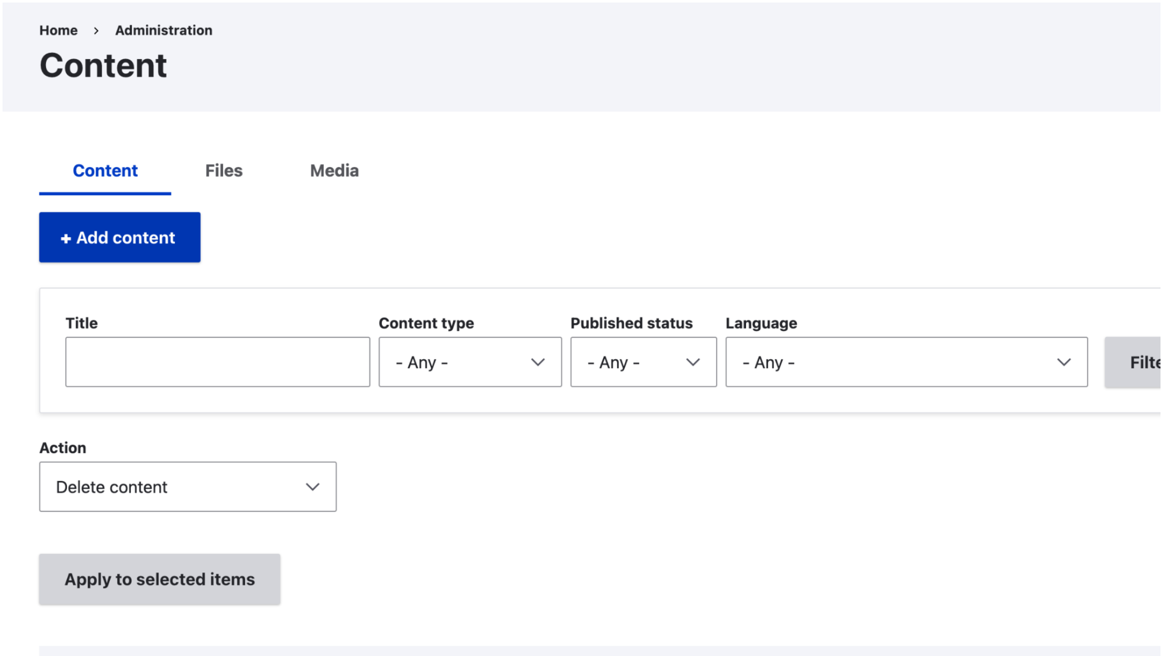
In Step-by-Step you have two types of activities:

- **Audio Activities -** the participant listens to an audio file with instruction, such as breathing exercises
- **Checklist Activities -** the participant creates their own checklist of activities to complete, such as simple activities or a gratitude list

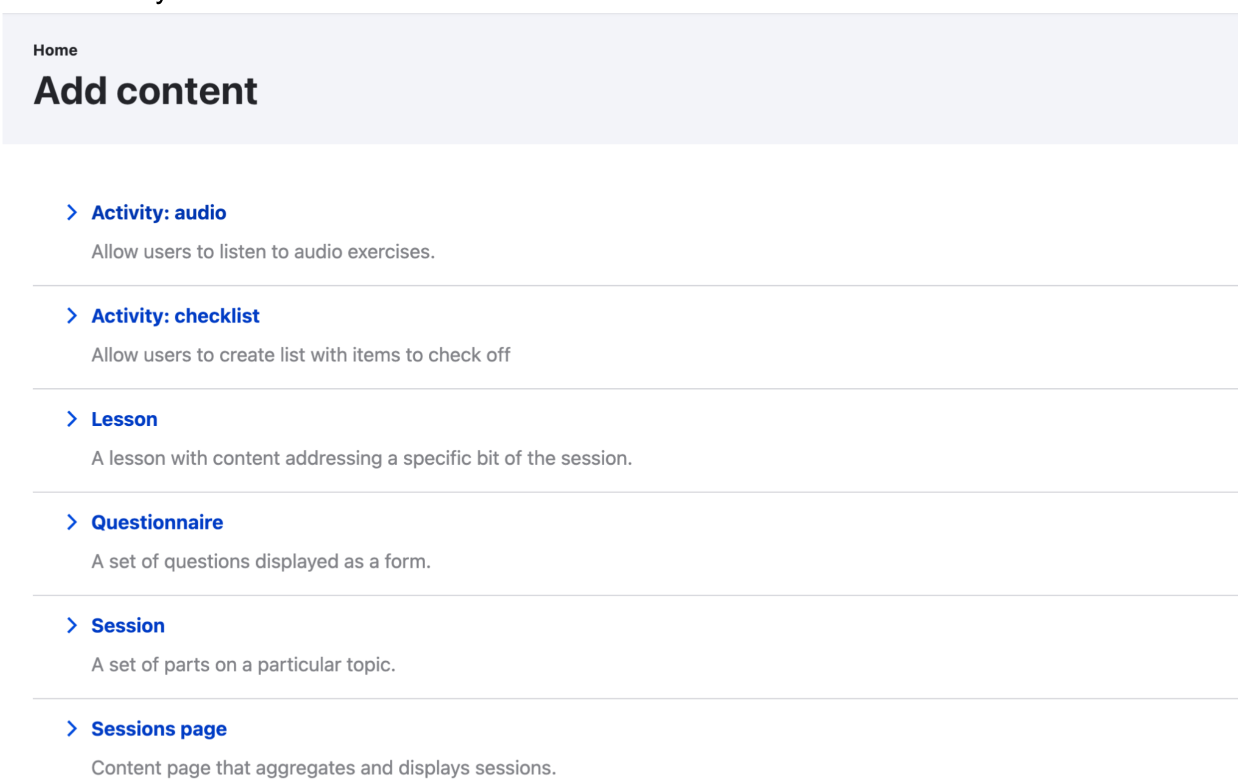
Adding an activity: audio activities

1. Click the menu and select 'Manage Content'

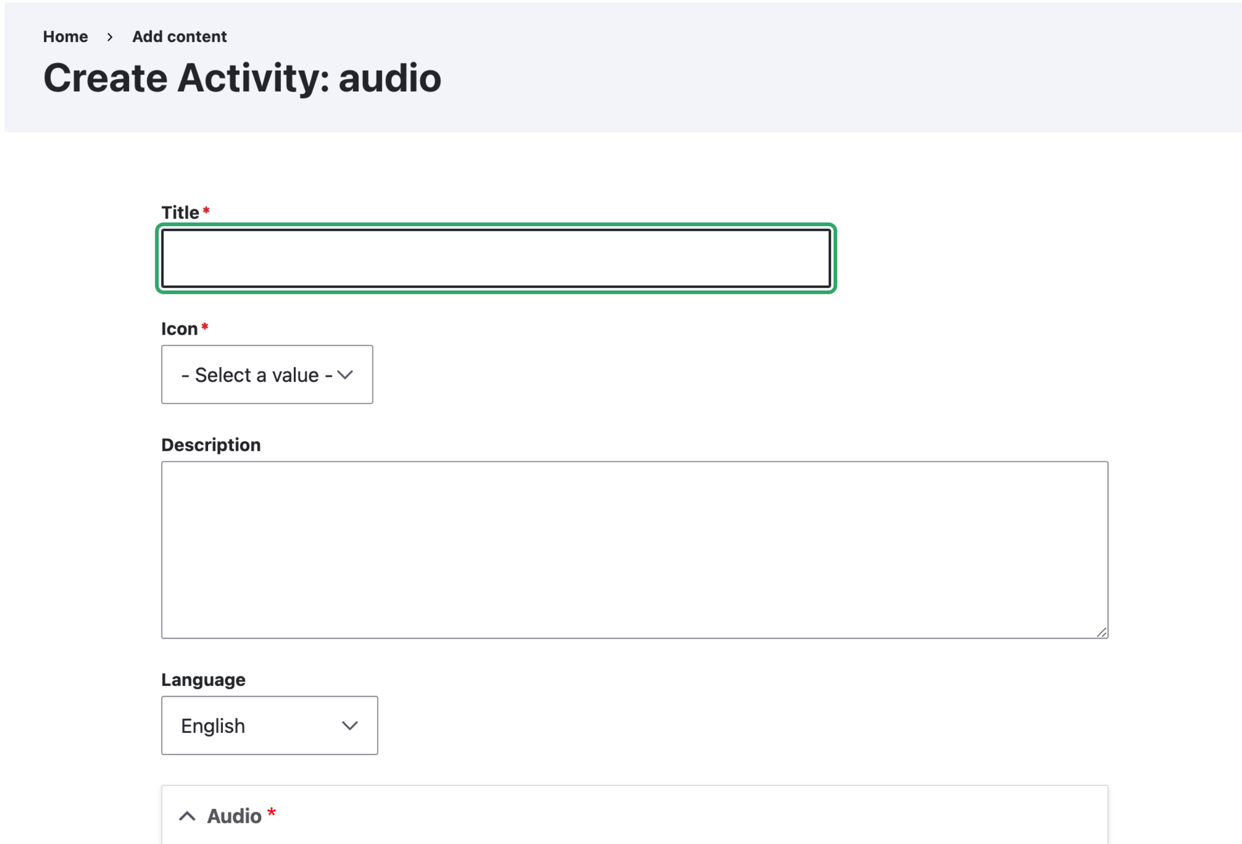
2. Click the ‘Add Content’ button at the top



3. Click ‘Activity: audio’



4. Fill in all the required information

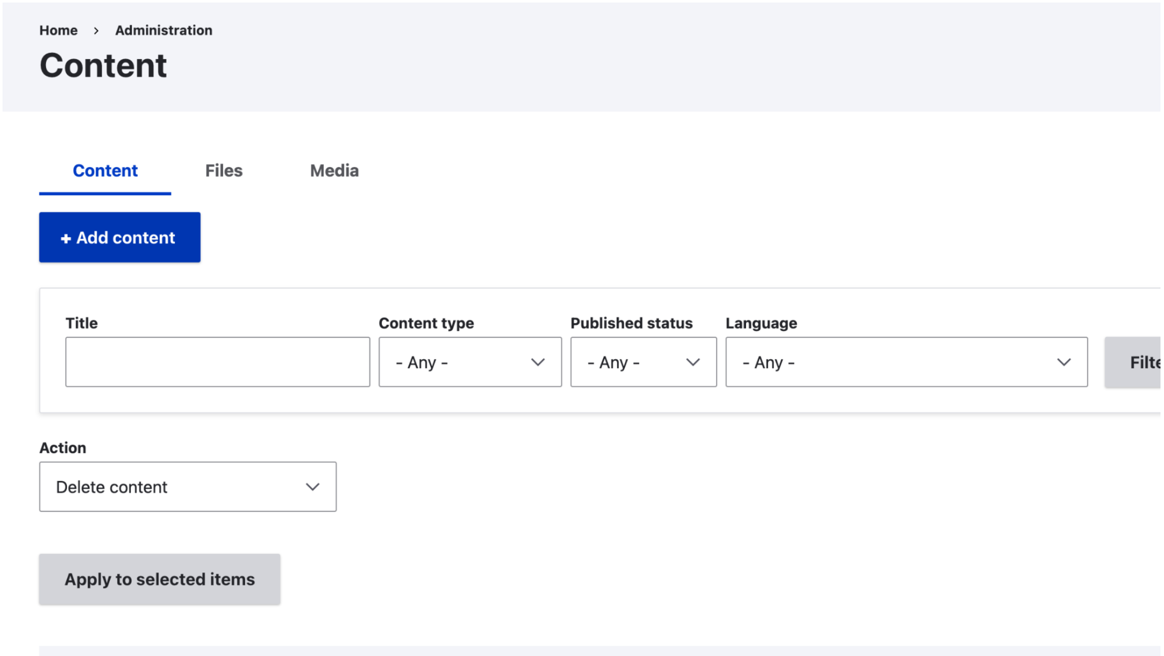


5. Select an icon - this will be displayed in the toolbox (new icons can only be added by developers, to do this email carswellk@who.int

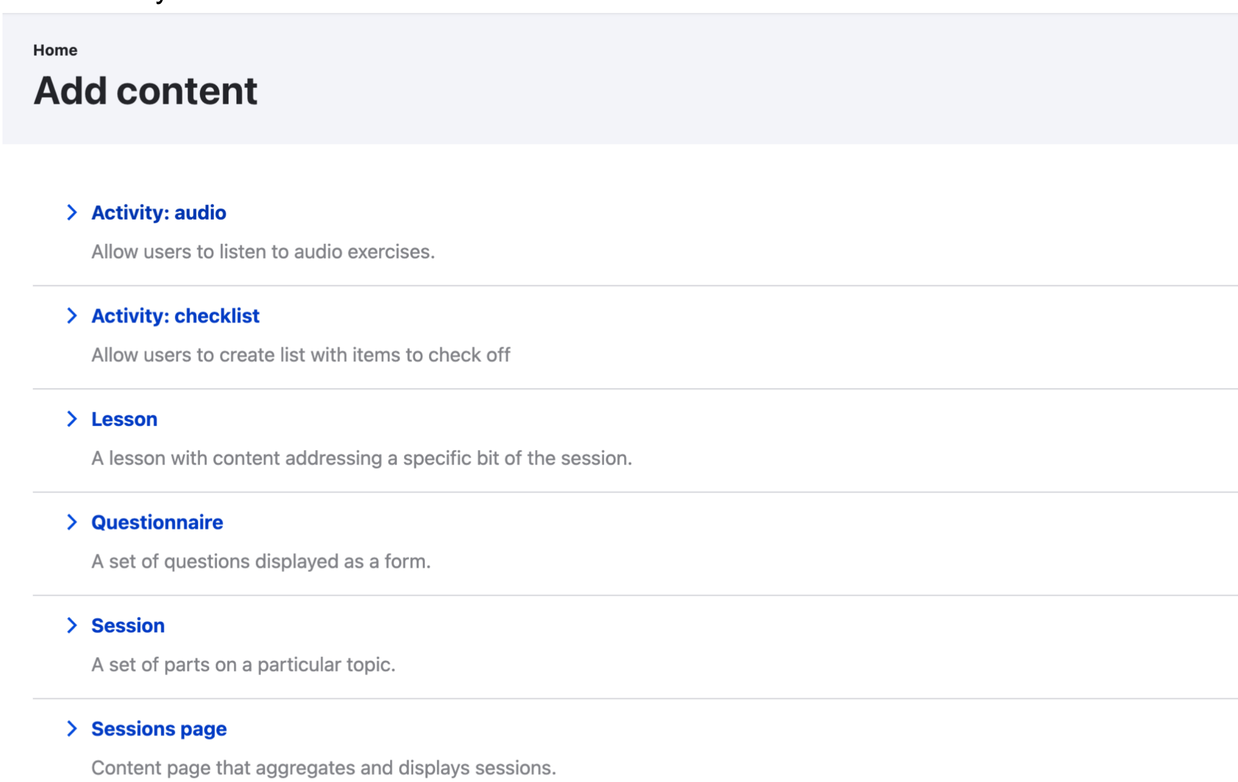
Adding an activity: checklist activities

1. Click the menu and select ‘Manage Content’

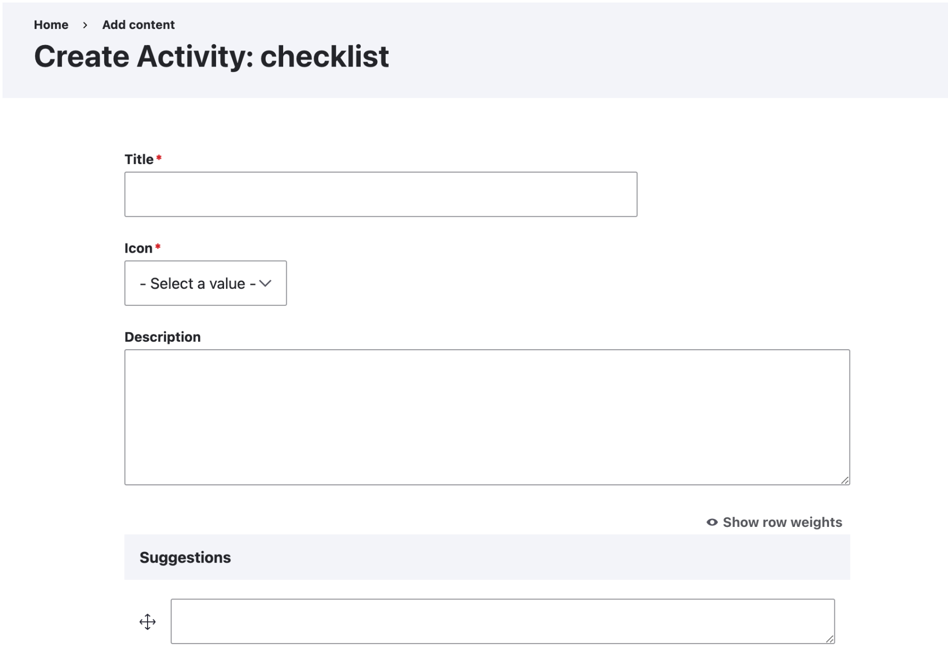
2. Click the ‘Add Content’ button at the top



3. Click ‘Activity: checklists



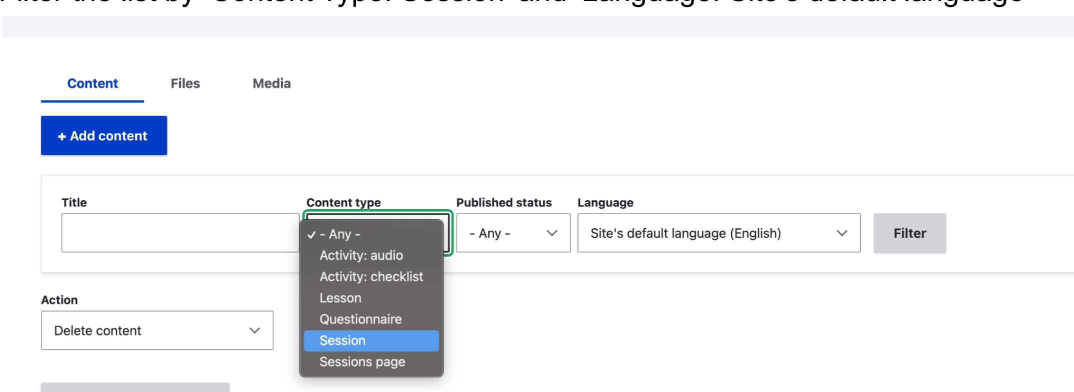
4. Fill in all the required information



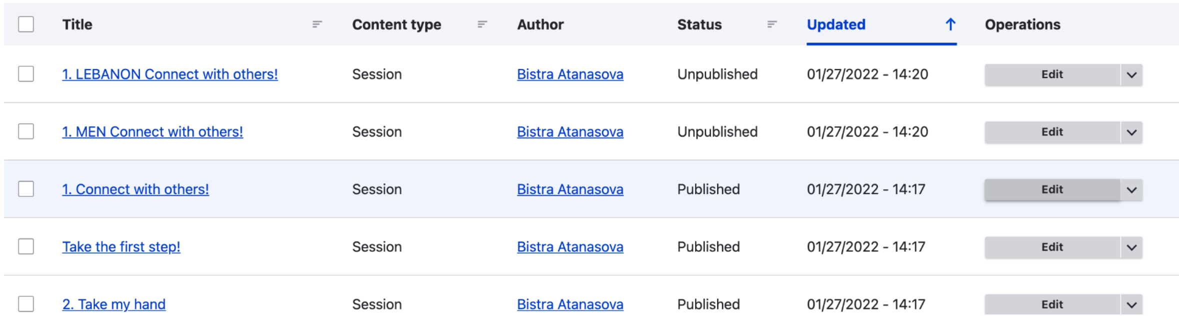
5. Select an icon - this will be displayed in the toolbox (new icons can only be added by developers, to do this email carswellk@who.int

Adding an activity to the end of a session or part

1. Click the menu and select ‘Manage Content’
2. Filter the list by ‘Content Type: Session’ and ‘Language: Site’s default language’

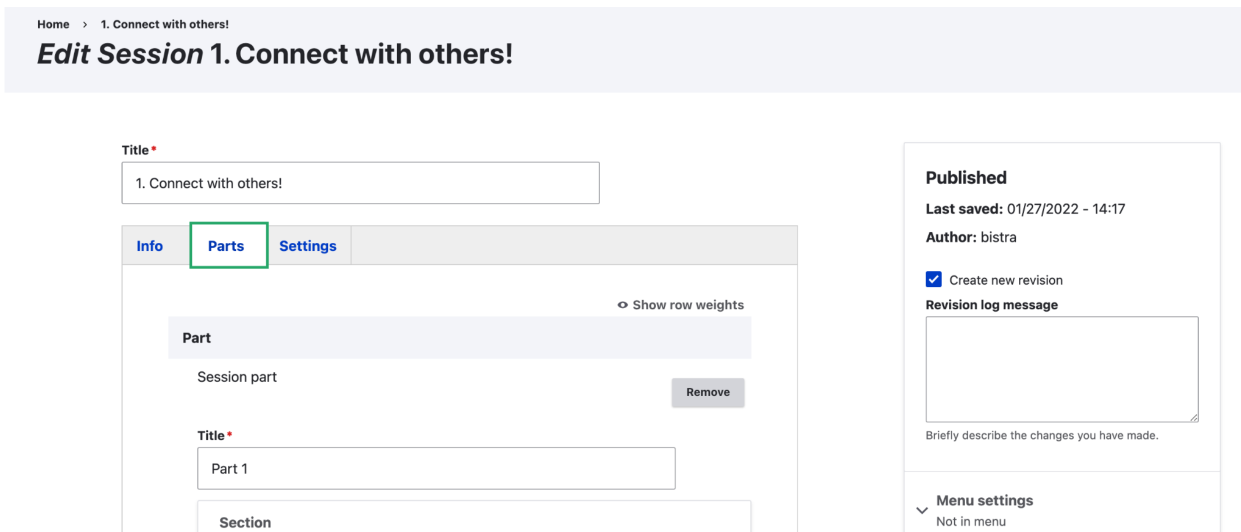


3. Click ‘Edit’ on the session you want to add an activity to

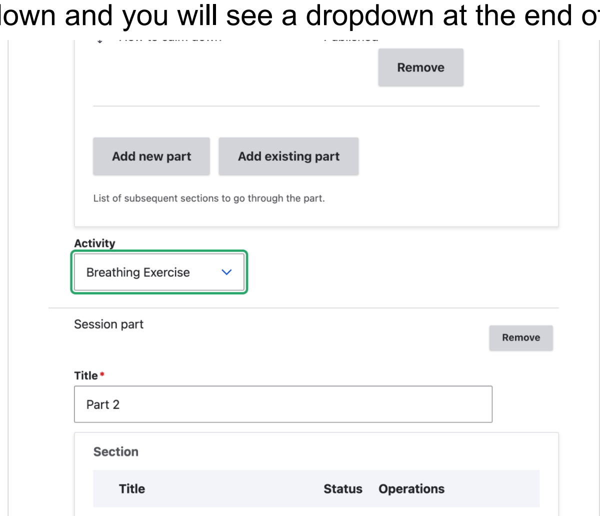


	Title	Content type	Author	Status	Updated	Operations
	1. LEBANON Connect with others!	Session	Bistra Atanasova	Unpublished	01/27/2022 - 14:20	Edit
	1. MEN Connect with others!	Session	Bistra Atanasova	Unpublished	01/27/2022 - 14:20	Edit
	1. Connect with others!	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	Edit
	Take the first step!	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	Edit
	2. Take my hand	Session	Bistra Atanasova	Published	01/27/2022 - 14:17	Edit

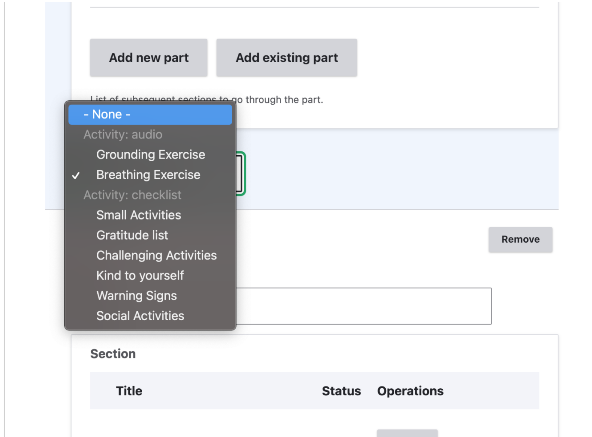
4. Click the ‘Parts’ tab



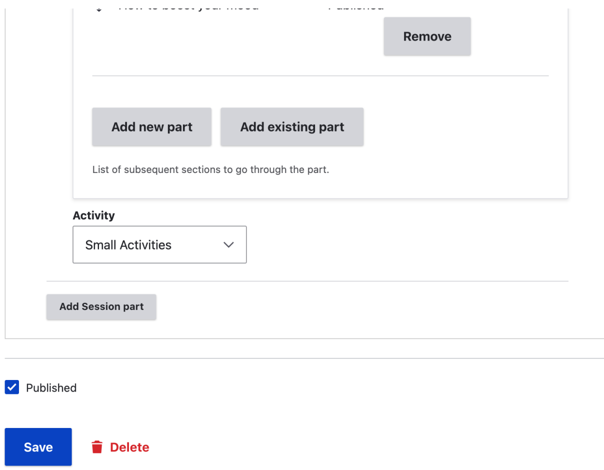
5. Scroll down and you will see a dropdown at the end of each part section



6. You have an option to select ‘None’ and the story will continue as normal

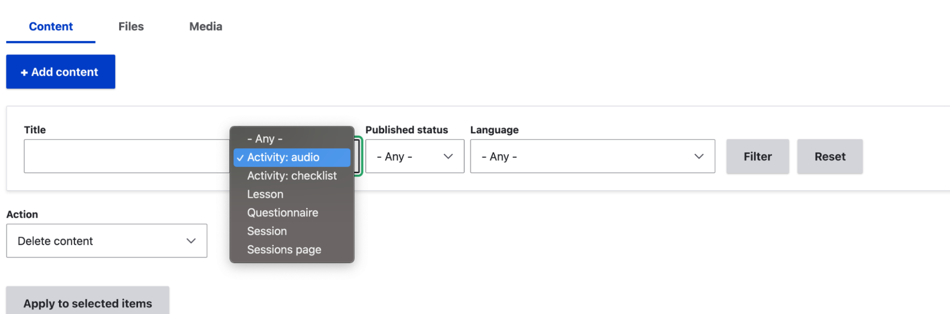


7. You also have the option select the activity you have just created, or another suitable one
8. Remember to click ‘Save’ to save your changes

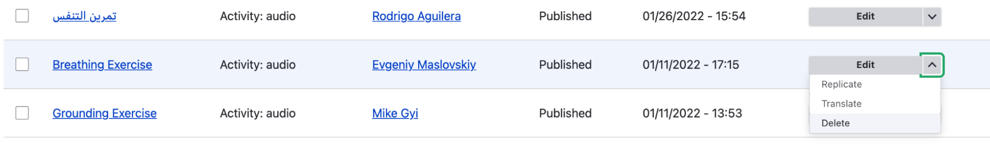


Deleting an activity

1. Click the menu and select ‘Manage Content’
2. Filter the list by ‘Activity: …’, depending on the type of activity you’re looking for



3. Click the down arrow next to the activity you want to delete



4. You will then be asked to confirm the deletion, this action cannot be undone
5. After clicking ‘Delete’ you will see a deletion confirmation message
6. This means the activity will no longer appear in the step-by-step storyline

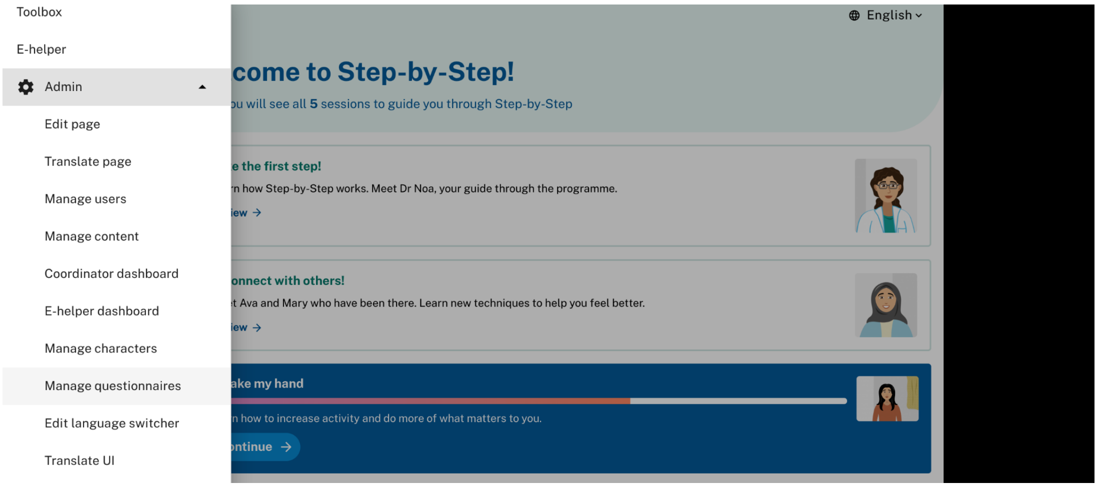
Adding and managing questionnaires

The different types of questions in a questionnaire

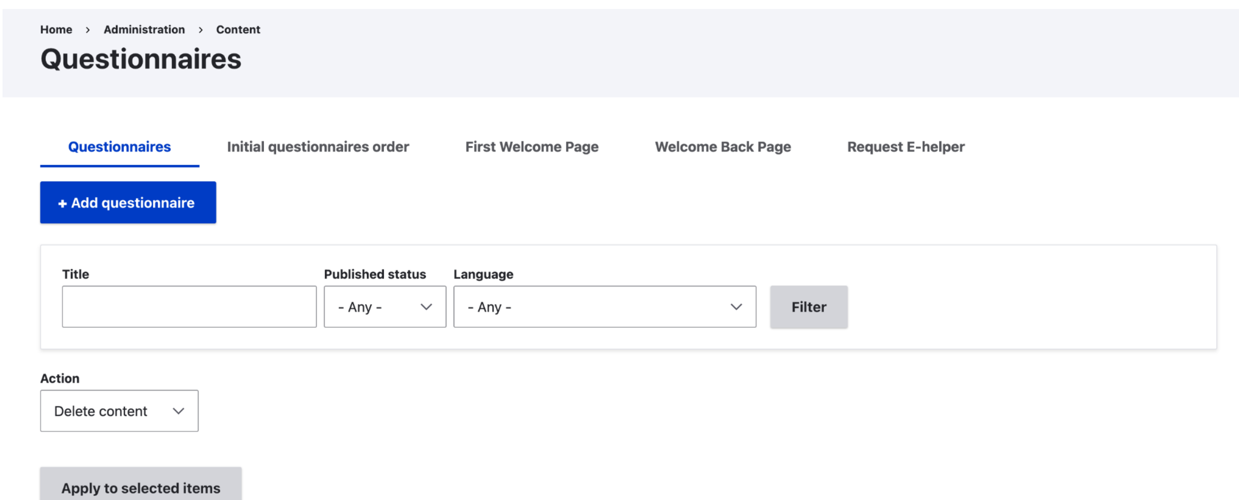
1. **Text field** - a simple input box for the participant to enter a text answer
2. **Number field** - a simple input box for the participant to enter a number answer
3. **Select list from predefined options** - a dropdown for the user to a select an answer from a predefined list, only developers can add new option sets
4. **Single choice** - a dropdown for the user to select custom choice sets
5. **Date -** a simple date field
6. **Scored single choice -** a dropdown for the user to select custom choice sets, each answer can be given a score on the backend so that different results screens can be shown after they have finished the questionnaire
7. **Questionnaire introduction** - a text are for you to write an introduction to the participant about the question or questionnaire in general
8. **PAGE BREAK** - these are needed to separate the questions onto different pages, if that’s what you want to do

Adding a questionnaire

1. Click the menu and select ‘Manage Questionnaires’

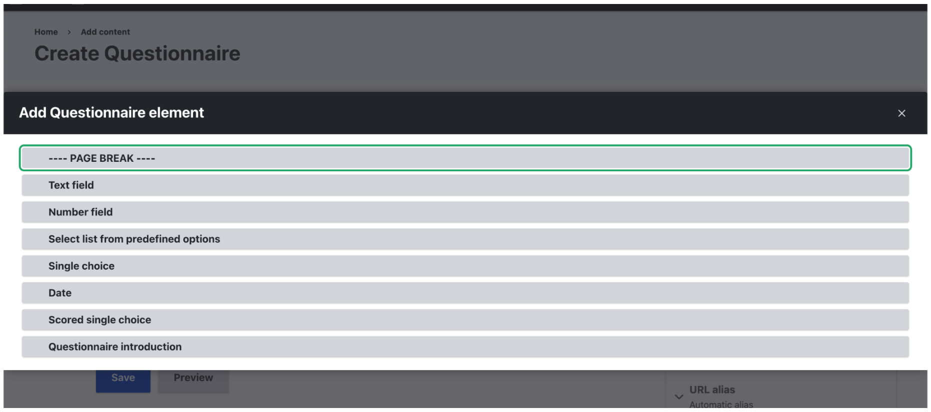


2. Click the ‘Add Questionnaire’ button at the top

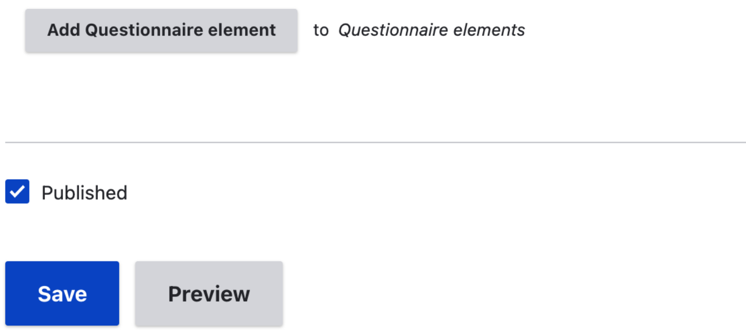


3. Enter a title for the questionnaire

4. Click ‘Add questionnaire element’



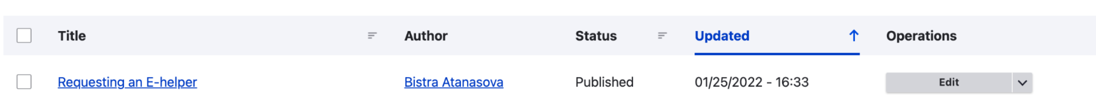
5. Select the type of question according to your needs (see previous section)
6. Click ‘Save‘



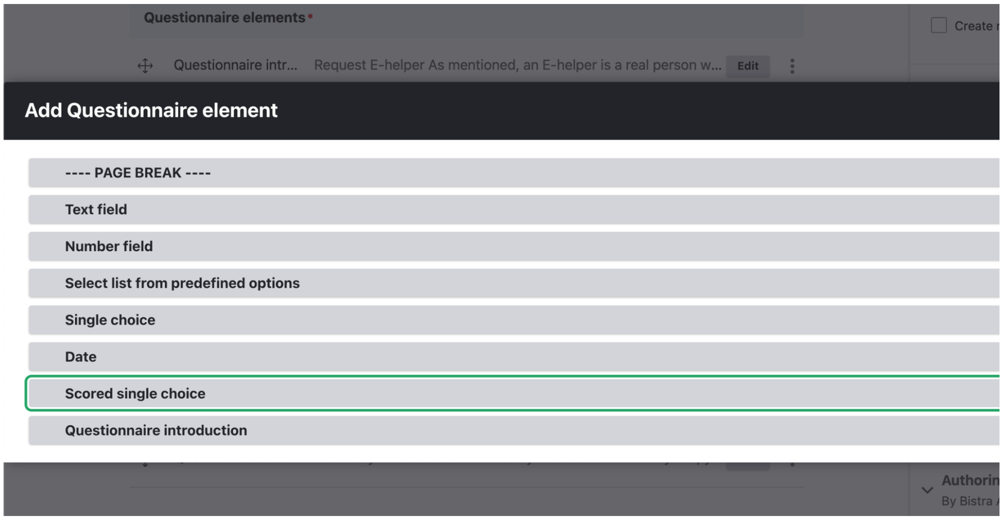
Using scores with questionnaires

When selecting a single choice question you will have the option to put a score on each question.

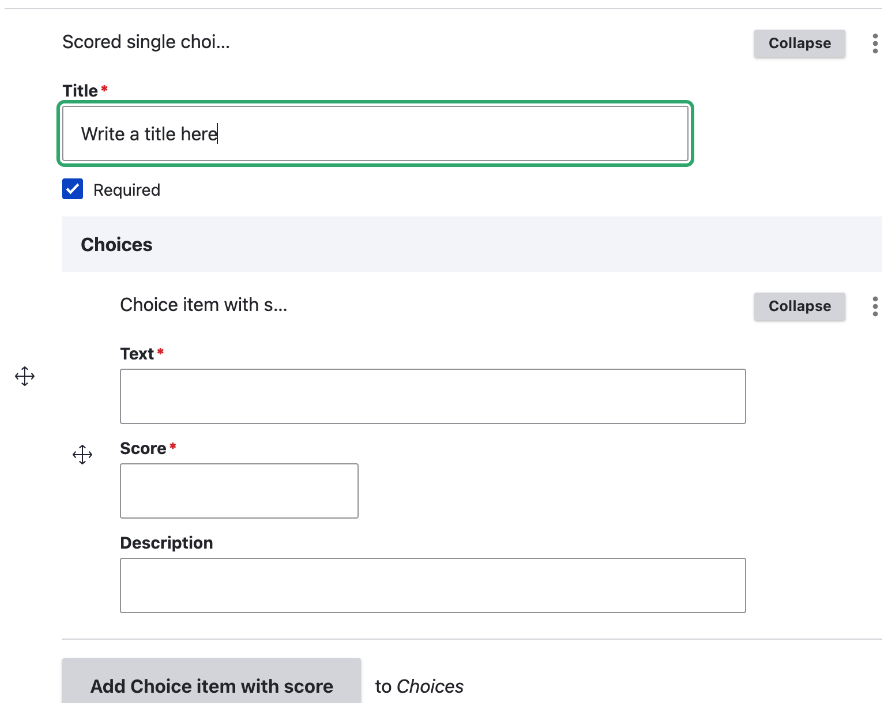
1. Click the ‘Menu’ from the homepage
2. Select ‘Manage Questionnaires’
3. Edit or create a new questionnaire



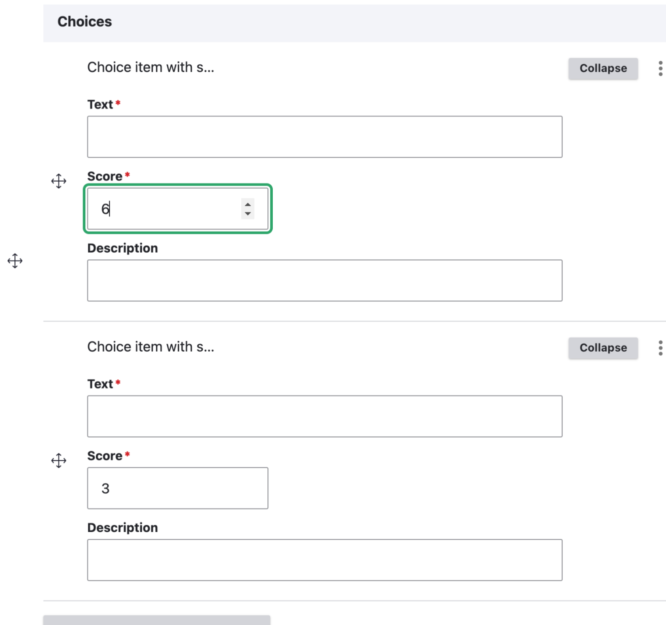
4. Add the questionnaire element ‘Scored single choice’



5. Add a title and as many choices as you want



6. Add a different score to each choice

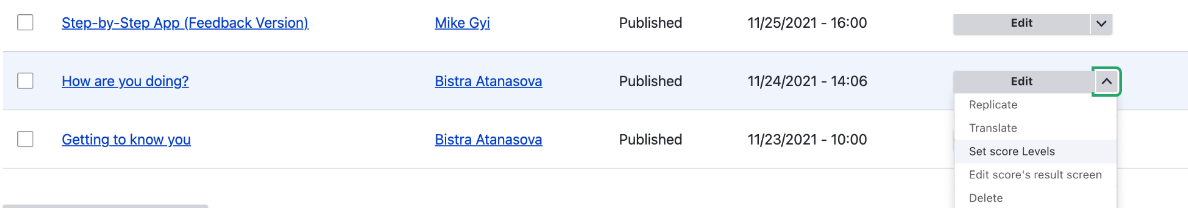


7. See next section to see how to use these scores

Setting different score levels

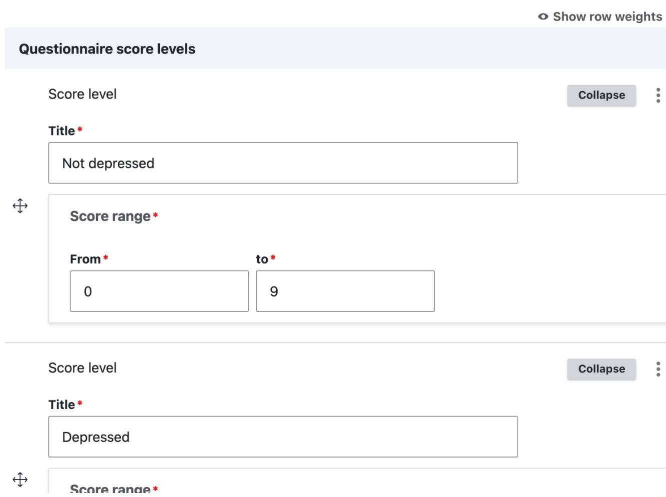
A ‘score level’ is the way to display different content at the end of the questionnaire, for example ‘based on your score you are depressed, here is some info on how to get help’

1. Go to ‘Manage Questionnaires’
2. Click the down arrow next to ‘Edit’ and select ‘Select Score Levels’

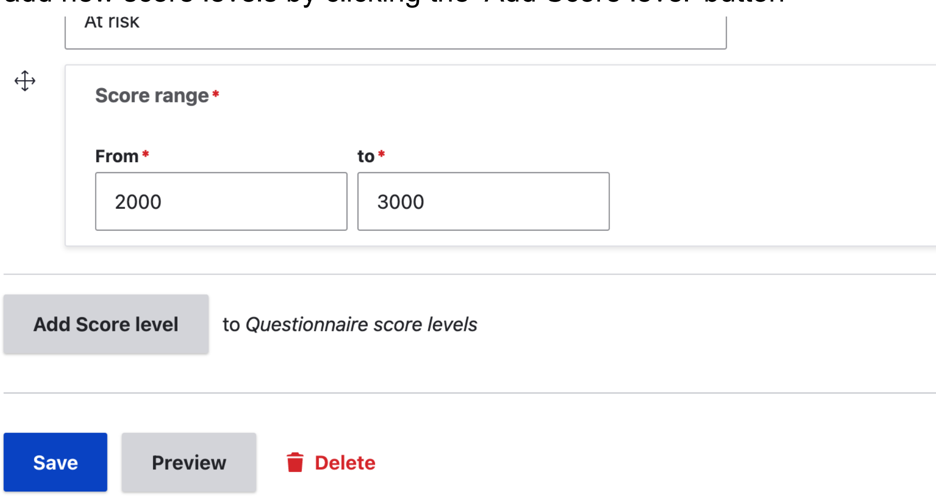


3. Using the scores you set in the previous section, calculate the correct score ranges

4. Enter the values into the ‘Score Ranges’



5. You can add new score levels by clicking the ‘Add Score level’ button

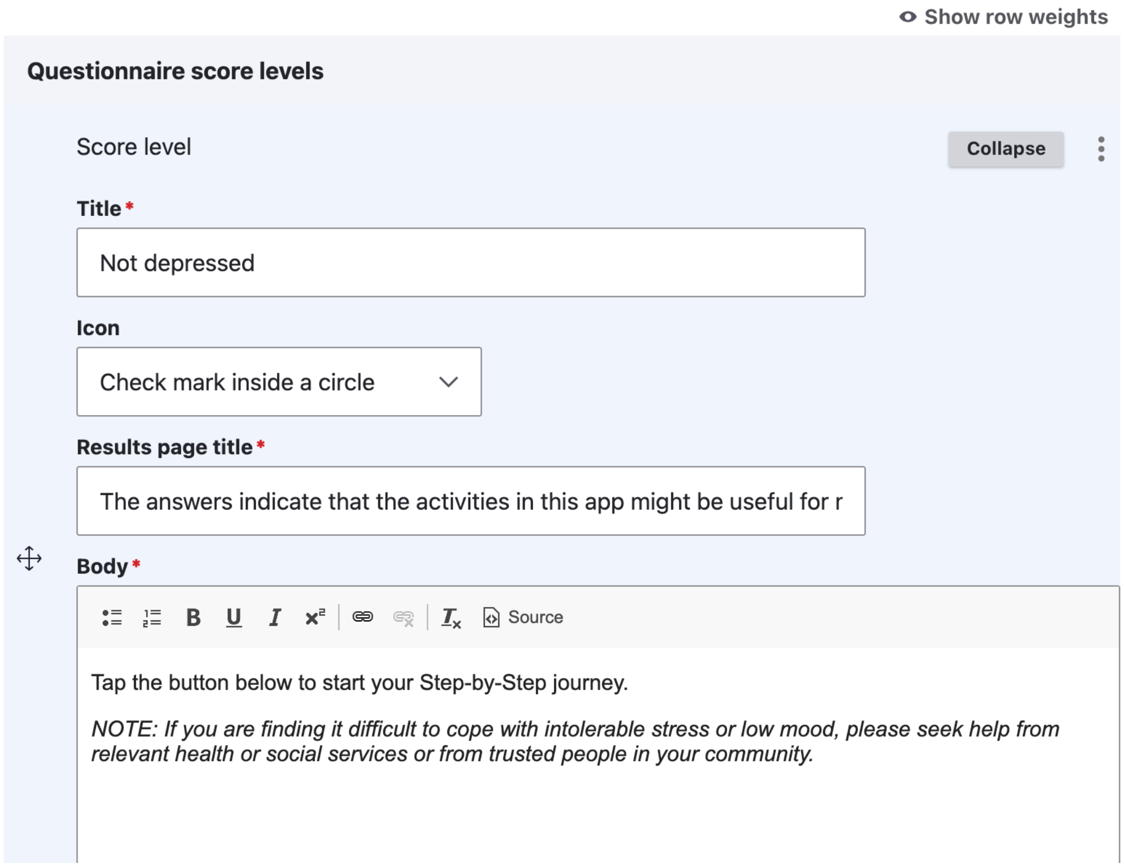


Displaying different content with these scores

1. Go to ‘Manage Questionnaires’
2. Click the down arrow next to ‘Edit’ and select ‘Edit score’s result screen’

3. The score levels that you created in the previous section will appear in this screen

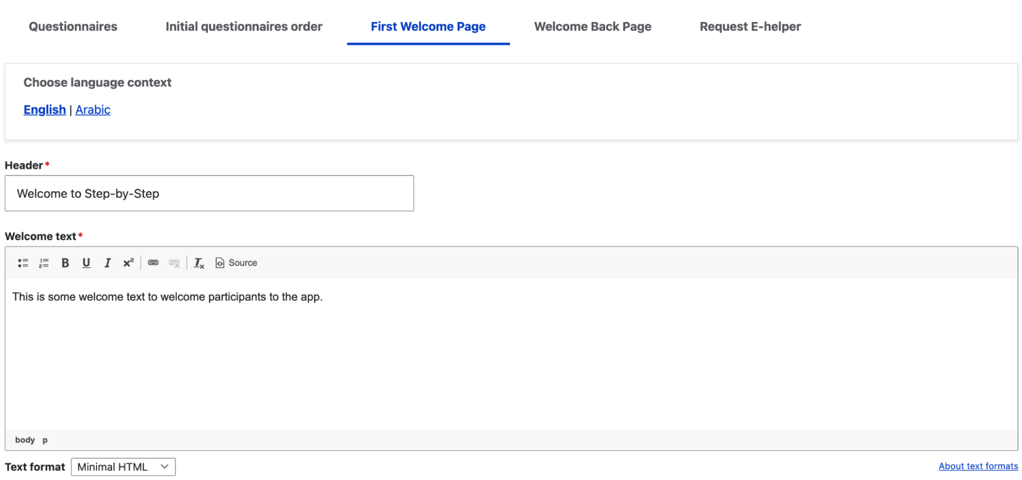
4. You can now create/edit the content you want to display to the participant



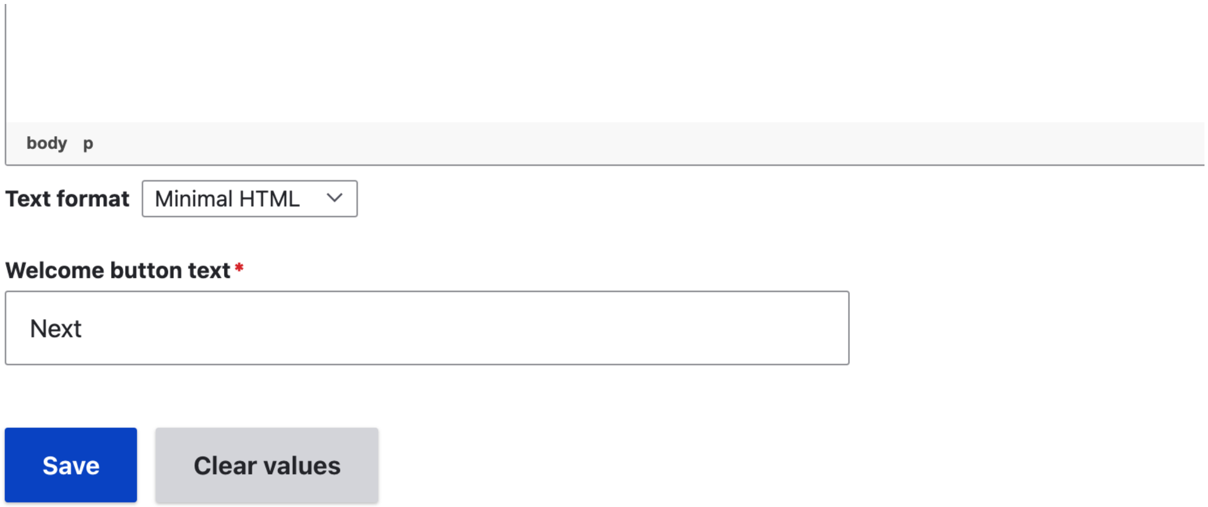
5. The icon dropdown can only be edited by a developer please contact carswellk@who.int if you want to add a new icon

Using welcome pages

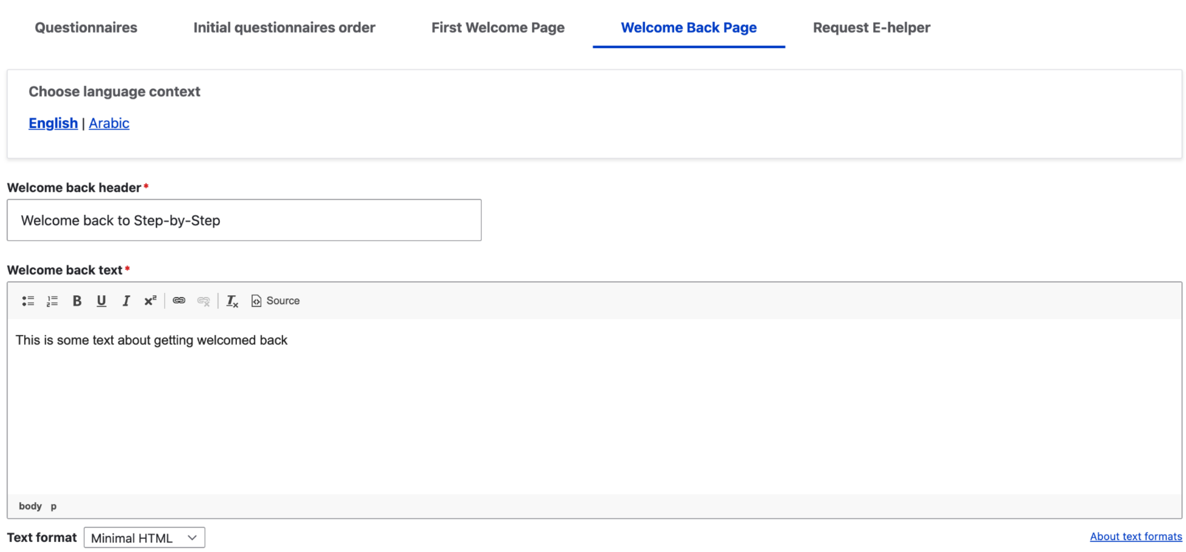
1. In the ‘Manage Questionnaire’ section click the ‘First welcome page’ tab



2. This page will show in the app before the user starts any questionnaire
3. Enter the content you want to display
4. Click ‘save’

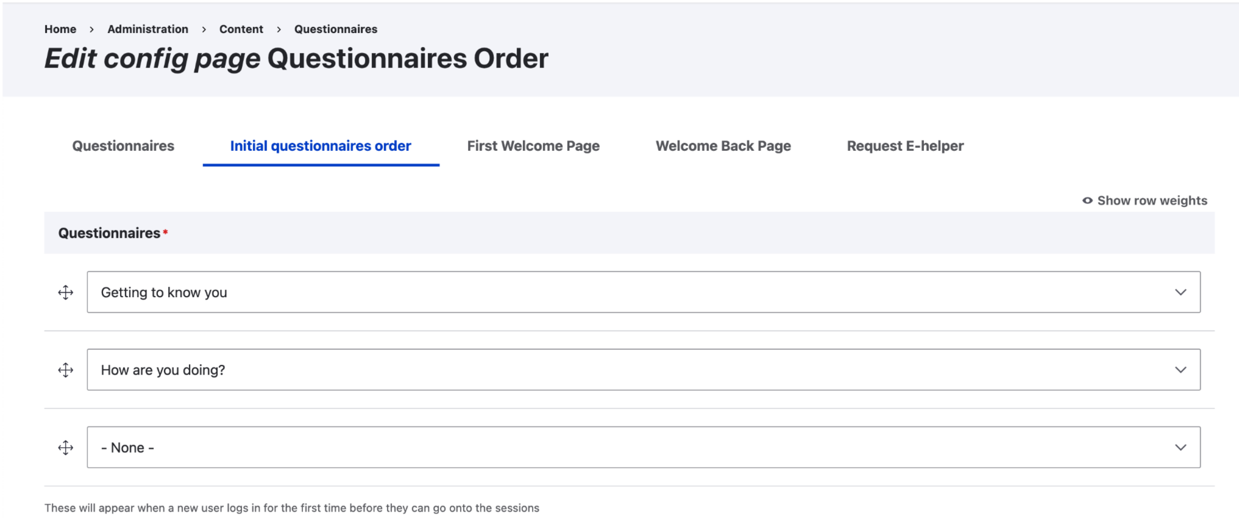


5. Make sure to do the same with the ‘Welcome back page’ tab

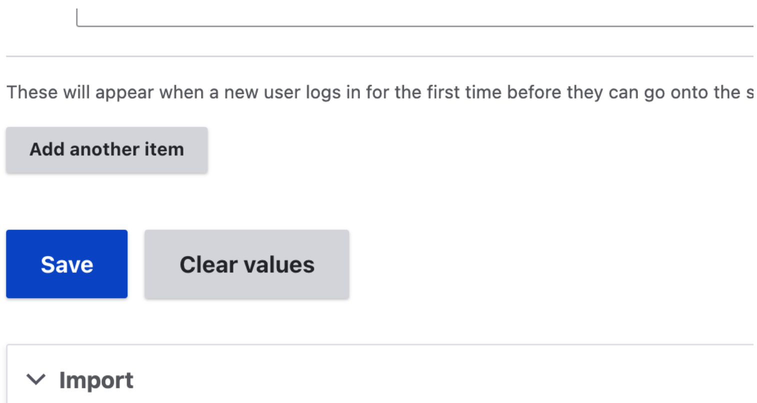


Set initial questionnaire order

1. In the ‘Manage Questionnaire’ section, click the ‘Initial questionnaires order’ tab



2. From here you can set the questionnaires that will appear in when a participant first signs up to the Step-by-Step application
3. Make sure to click ‘Save’ once you’ve made your changes



General style, image, and text guidance

Images

Images for thumbnails on sessions page:
Use thumbnails of ratio 297*297px PNGs, with transparent background

Audio

Audio for audio activities:
one file only. 100 MB limit. Allowed types: mp3 wav acc.

Audio for lesson audio files:

one file only. 100 MB limit. Allowed types: mp3 wav acc.

Length of text

Text length for session titles: in english:
24 characters with spaces (has to fit in one line in mobile view)

Text length for session descriptions: in english:
73 characters with spaces (has to fit in 3 lines in mobile view)

Text length for session descriptions: in english:
73 characters with spaces (has to fit in 3 lines in mobile view)

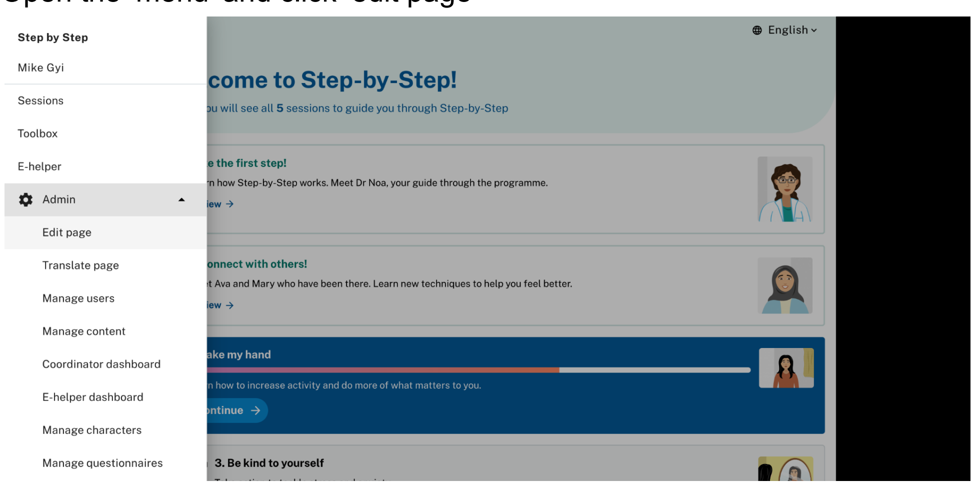
Text length for Characters titles: in english:
19 characters with spaces

Text length for Characters description : in english:
81 characters with spaces

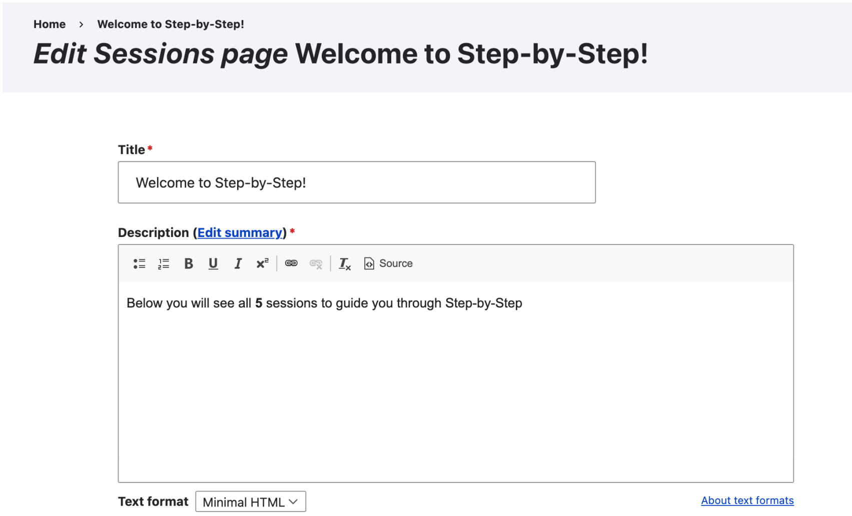
Adding and managing the homepage (sessions page)

Changing the session page

1. Go the homepage
2. Open the ‘menu’ and click ‘edit page’



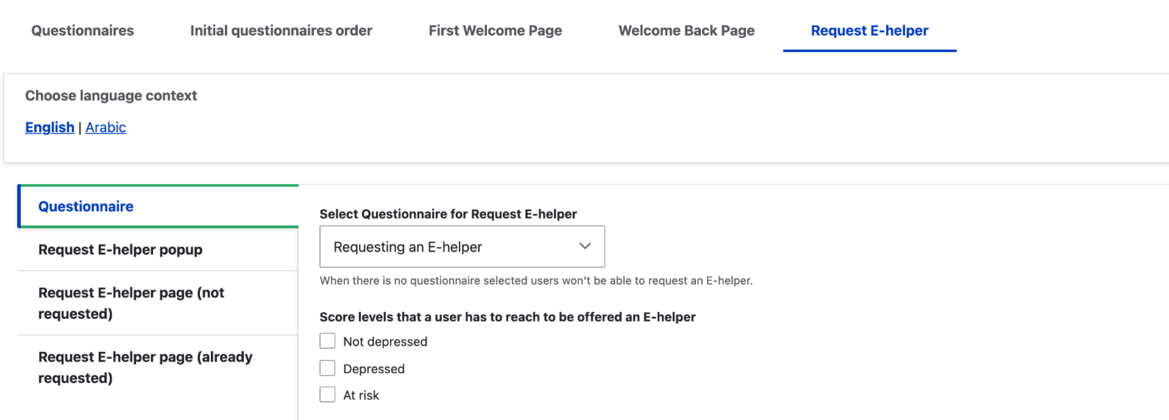
3. You can change the title and description



E-helper Content

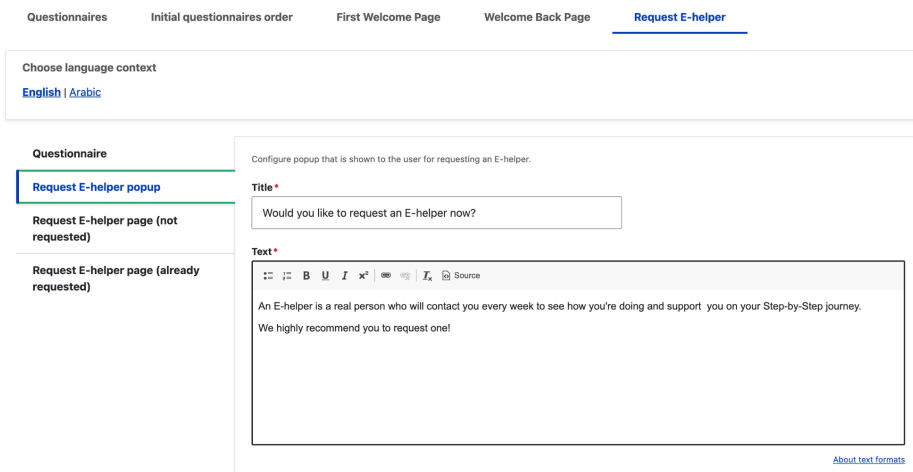
Setting the content for E-helper homescreen pop-up

1. Go to the ‘Manage Questionnaires’
2. Make sure you have created a questionnaire for requesting an E-helper (see adding a questionnaire section), select the questionnaire



3. You can set the content of the homepage e-helper popup under the tab:
   a. Request E-helper
   b. Request E-helper page (not requested)

c. Request E-helper page (already requested)



4. Make sure you click 'Save' to save your changes