PDIP PRIMER

FOR STANDARD USERS

Introduction: What is PDIP?
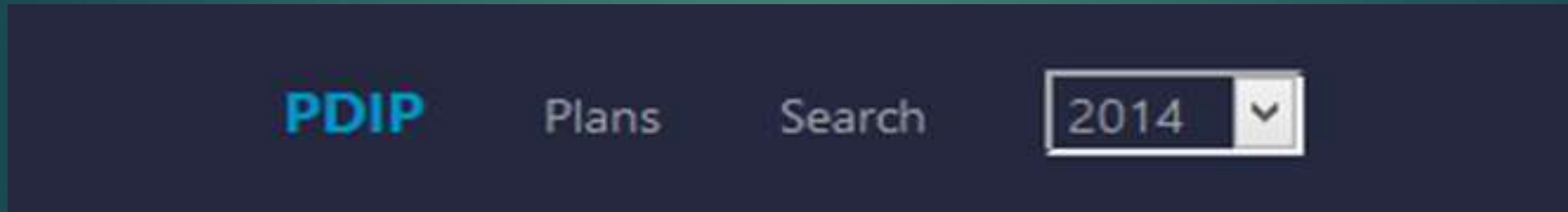
▶ The Public Diplomacy Implementation (PDIP) is a tool for annual planning to help Public Affairs Officers (PAOs) link their programs and activities to their Mission's Integrated Country Strategy (ICS) goals and objectives.

▶ PDIP coordinates activities throughout the Mission over the course of the fiscal year.

▶ PDIP operates as part of the Public Diplomacy Strategic Continuum, which includes PDRAM, PDRP, and MAT.

Roles and Responsibilities

Global Administrators	• Can read, write, and approve plans • Can assign user groups to people in each mission • Can assign users and a Post Administration to any mission
Post Administrators	• Can read, write, and approve plans • Can assign user groups to people in each mission
Approver	• Can read, write and approve plans
Standard Users	• Can read and write plans
Guests	• Can read plans

The Header
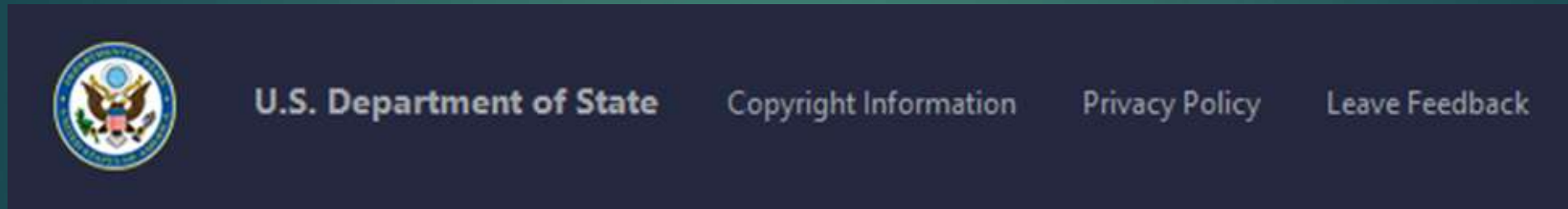
- Main navigation mechanism
- Access all mentioned pages
- Differences per security role

- Dropdown changes what Fiscal year you're looking at for all pages

The Footer

► Ribbon on the bottom of page

► US Department of State opens the Policy Planning and Resources for Public Diplomacy and Public Affairs information page on the State Department's website

► Leave Feedback opens the email

Missions and My Account

▶ Managed by Global Admin

▶ Control what users can see and edit

▶ Can check your mission under man icon window

▶ Is always in the top-right corner

▶ Lists Name, Role, Mission

User:	Gale Turner
Role:	Guest
Mission:	No Assigned Mission
Sign out of PDIP	

Versioning

- Users cannot create new plans, they must be imported by Global Admins
- Creation gives plans a version number of 0.1
- This consists of a major and minor version number, where major comes first
- Revisions increase minor version by 1
- Publication increases major version by 1, clears minor version
- For instance, a plan is imported (v 0.1), modified (v 0.2), and published (v 1.0).

Home Page

- List of published plans
- Links to printer friendly pages for the plans
- Click on plans to show details
- Under plans you'll see table, collapsible list, show all / hide all buttons for the list

Printer Friendly Pages

► Very similar to plans displayed on homepage

► Everything is expanded, cannot collapse

► Useful for email, printing, otherwise exporting

Search

- Search published plans
  - Searches are a variant of the homepage, with url changes
  - #? Followed by characters to denote filter, & separates filters
  - Five parameters to search (none necessary)
  - Text (q= with spaces replaced with text)

Leave Feedback

- ▶ Message PDIP help desk
- ▶ Field for email and feedback message
- ▶ Email is optional

Plans

► Like the homepage

► Shows working drafts of plans in your mission

► Plans can be edited with "check out" button, or "edit" after the plan is checked out.

► Both open plan editor

► After a user checks out, edits, and checks a plan in again, it must be approved by another user (approver or above) before publication.

► After an hour without revision, any user can check in a checked out plan.

► A log of changes can be seen if the bottom link is clicked. Beside it, a help window opens explaining the versioning info.

Edit Mission Plan

▶ Add, modify, remove and activities

▶ Edit Program and Result

▶ Add / remove themes and audiences

▶ Click to edit the activities, program, result and activities

▶ Click themes or audiences to open a menu where themes and audiences can be selected as checkboxes.

▶ Plans are autosaved every two minutes, If a page is closed without saving it will revert to the autosave.

▶ Plan manager reports changes whenever the editor is used.