PDIP PRIMER

GLOBAL ADMINISTRATOR | POST ADMINISTRATOR | APPROVER

Prerequisite

MAKE SURE YOU'VE FIRST SEEN THE STANDARD USER PRIMER, AS IT COVERS ALL THE BASICS OF THIS POWERPOINT PRESENTATION

Approver

- Approves submitted documents for publication
- Publishes documents
- Rejects submissions

Post Administrator

▶ Access to Users page

▶ Select a name to open a dialogue

▶ Modifies security role and job title

▶ Can't change mission code

Manage Users

User Name	Security Role	Mission Code	Job Title
Aaron Adams	Approver	AFG	
Bill Mosby	Standard User	AFG	:0

Global Administrator

Plans

- Normally shows working drafts and published plans for a mission
- Link on bottom reveals every draft and published plan

Manage Data

- Only available to Global Administrators
- Six sub-pages
- Import Plans: plans can be initially imported into the database from XML files, and validated to check if working

Manage Data

Import Plans	This page allows you to import a plan or a set of plans from an XML file.
Manage Regions	Please note that this is an *atomic* operation – it either succeeds or fails. This means that either *everything* in the uploaded file is processed and added to the database *or* no action is taken and the database remains unmodified.
Manage Countries	**Select an XML file containing plans, goals, and objectives**
Manage Missions	Browse... No file selected.
Manage Audiences	Import changes the database. Validate just checks the file. Long files can take a while to import or validate.
Manage Themes	Import Validate

Manage Missions

► Mission creation requires

  ► Mission code (alphanumeric characters).

  ► Mission Name

  ► Country (list selection)

  ► Region (list selection)

This page allows you to create, update, and delete missions. Each mission has a code, a name, and is associated with exactly one country and exactly one region. The mission code cannot be changed once created. For missions that support multiple countries, please select the *primary* country for the mission and then create mission plans for the other associated countries.

Mission Code

[   ]

Mission Name

[   ]

Country

-- Select Country --

Region

-- Select Region --

Add

Mission Code	Mission Name	Country	Region	Active	Actions
AFG	Mission Afghanistan	Afghanistan	South and Central Asia	Yes	Edit | Delete

Manage Countries

- Similar controls to Missions
- Country codes follow ISO 3166-1 alpha-3

Manage Regions

- Same controls as countries
- The region code cannot be changed once created

This page allows you to create, update, and delete regions. Each region has a region code and a name. The region code cannot be changed once created.

Region Code

Region Name

Add

Region Code	Region Name	Active	Actions
AF	Africa	Yes	Edit | Delete
EAP	East Asia and the Pacific	Yes	Edit | Delete
EUR	Europe and Eurasia	Yes	Edit | Delete
IO	UN and Other International Organizations	Yes	Edit | Delete

Manage Audiences

▶ Create, edit, and delete audiences

▶ Audiences require:

    ▶ Fiscal year (list selection)

    ▶ Category

    ▶ Name

This page allows you to add, delete, and rename themes. Themes are grouped by category. Each theme has a sort key for ordering within a category.

Fiscal Year

2014

Audience Category

40 characters max

Audience Name

200 characters max

Add

Fiscal Year	Category	Name	Sort	Actions
2016	Age	Under 18	1	Edit | Delete
		18-35	2	Edit | Delete
		35+	3	Edit | Delete

Manage Themes

▶ You're allowed to add, delete, and rename themes.

▶ Themes are grouped by category.

▶ Click Add to save your changes.

This page allows you to add, delete, and rename themes. Themes are grouped by category. Each theme has a sort key for ordering within a category.

Fiscal Year

2014

Audience Category

40 characters max

Audience Name

200 characters max

Add

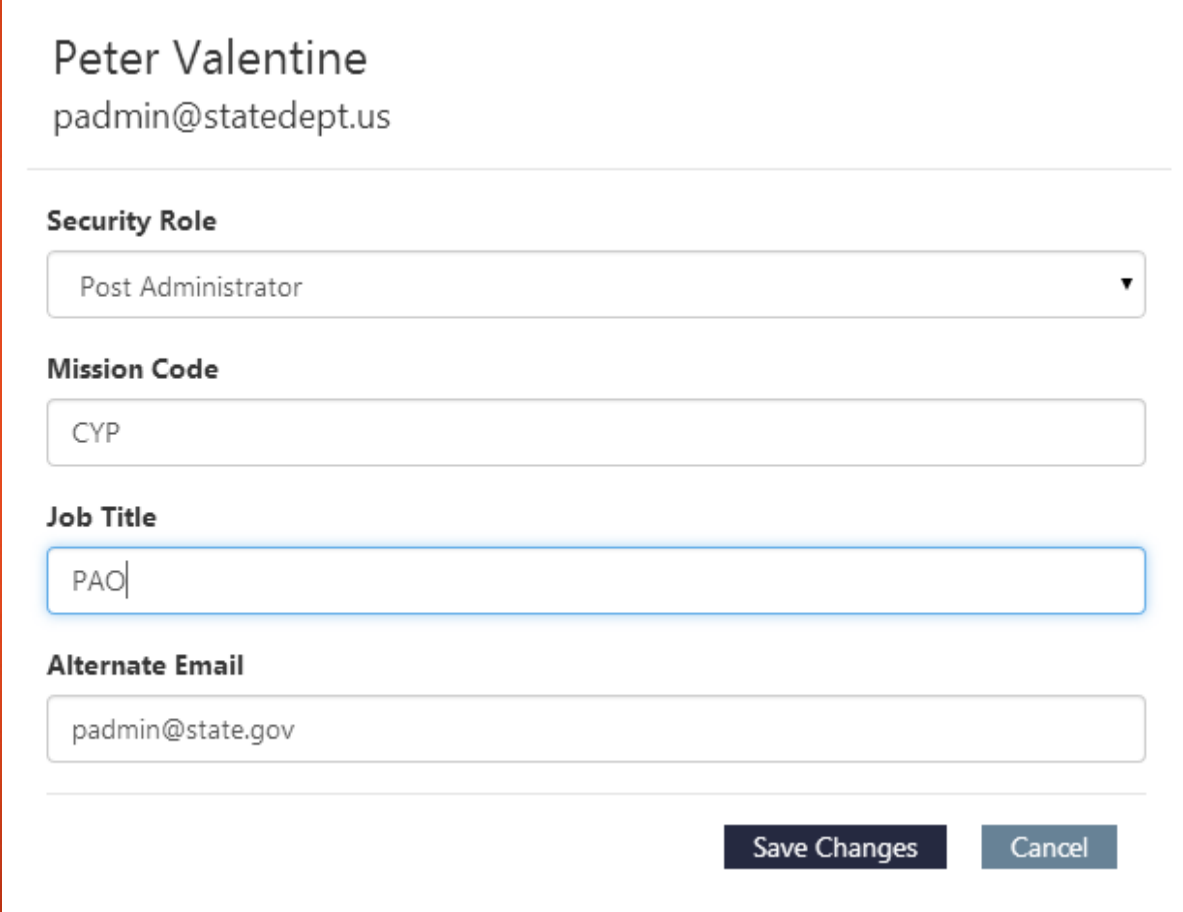| Fiscal Year	Category	Name	Sort	Actions
2016	Age	Under 18	1	Edit | Delete
		18-35	2	Edit | Delete
		35+	3	Edit | Delete

Users

▶ Add, view, edit *all* user accounts

▶ Set mission code of users

User Name	Security Role	Mission Code	Job Title
Aaron Adams	Approver	AFG	
Chris Engelbrecht			
Darcy Antonson	Global Administrator	AFG	
Darcy Antonson	Global Administrator		CSS Dev
Erica Jacks			
Frank Hellwig	Global Administrator		
Frank Hellwig	Standard User	CYP	PAO
Gale Turner	Guest		
Helen Sandwick			
Jason Braswell			
Jefferson Baker	Global Administrator	DEU	Associate

Editing Users

▶ After you've clicked on a name to edit, a small window will pop up and give a list of items that are able to be changed.

▶ Click on Save Changes if you want to save your new changes.

▶ If you don't wish to save your changes then click on the Cancel button.

Adding New Users

▶ Enter the new user's Azure Active Directory email address in the cloud-based statedept.us domain (e.g., GroverHJ@statedept.us).

▶ The new user can also use their Microsoft Account email if they have a Microsoft Account (e.g., hank.grover@outlook.com).

▶ Your state department email address should go into the alternate email field as indicated on the right.

▶ Click the Add button to save the new user that you've just created.

Add New User

Please enter the new user's Azure Active Directory email address in the cloud-based statedept.us domain (e.g., GroverHJ@statedept.us).

The new user can also use their Microsoft Account email if they have a Microsoft Account (e.g., hank.grover@outlook.com).

User Name*

GroverHJ@statedept.us

Display Name*

Hank Grover

Security Role*

Approver

Mission Code

CYP

Job Title

PDIP Approver

Alternate Email

GroverHJ@state.gov

Add   Cancel