



## **eGovernment Content Management System**

# **EDITOR USER GUIDE**

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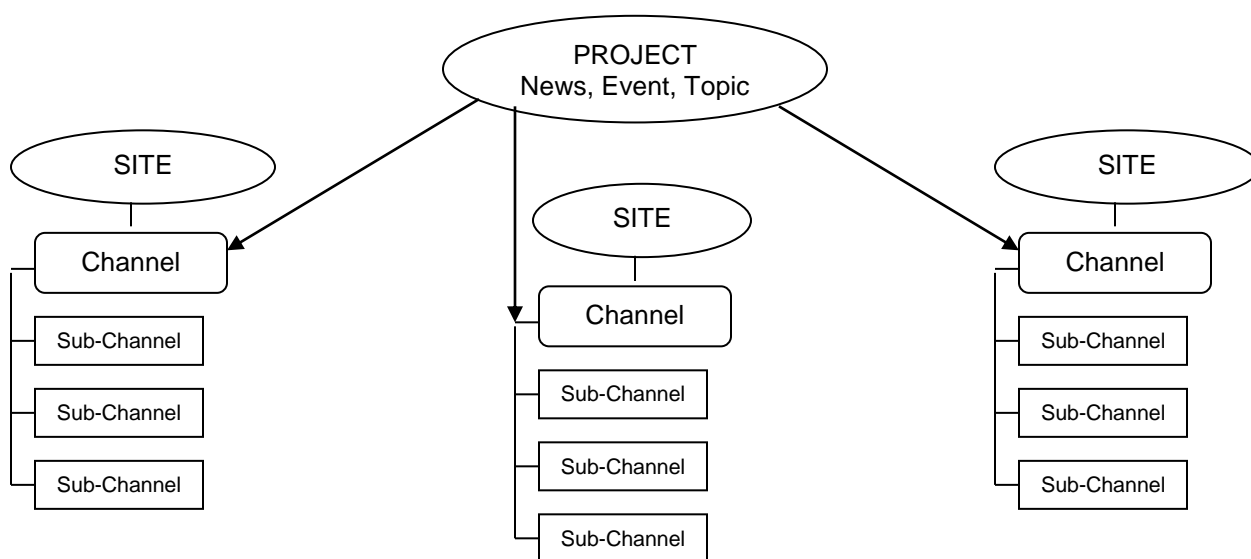
## I. INTRODUCTION

The eGovernment Content Management Console facilitates the entry, association and publishing of content on the eGovernment portal and the Ministry sites.

There are 3 kinds of content to be managed – News, Topics and Events. These can be associated or published either on the portal or on a Ministry site or in specific channels or sub-channels on the portal or the Ministry sites.

### MANAGING CONTENT

In the Management Console, Content is entered into Projects. The entered content is then associated with Channels or Sub-Channels of desired sites where it has to be published.



*Diagram 1 – EGovernment Portal CMS – Content Organisation Scheme*

#### **Project**

A Project is a container that is used to organize content internally for Editors, Publishers and Auditors. Content items such as News, Event and Topic are entered into Projects.

#### **Sites**

Sites contain Channels, Sub-Channels and associated content. Sites are the portal and various Ministry websites.

#### **Channels**

Channels provide a means of organizing and deploying content (News, Events or Topics) that is displayed to users on sites. These content items are contained within a channel on the desired site and cannot be associated directly with sites.

Each site has a single “home” channel, and that channel can have many sub-channels.

For example, the Government.ae portal has channels for Residents, Business, Visitors etc. The Resident channel has sub-channels for Citizens and Non-Residents.

Sub-channels can be nested as deeply as the site requires.

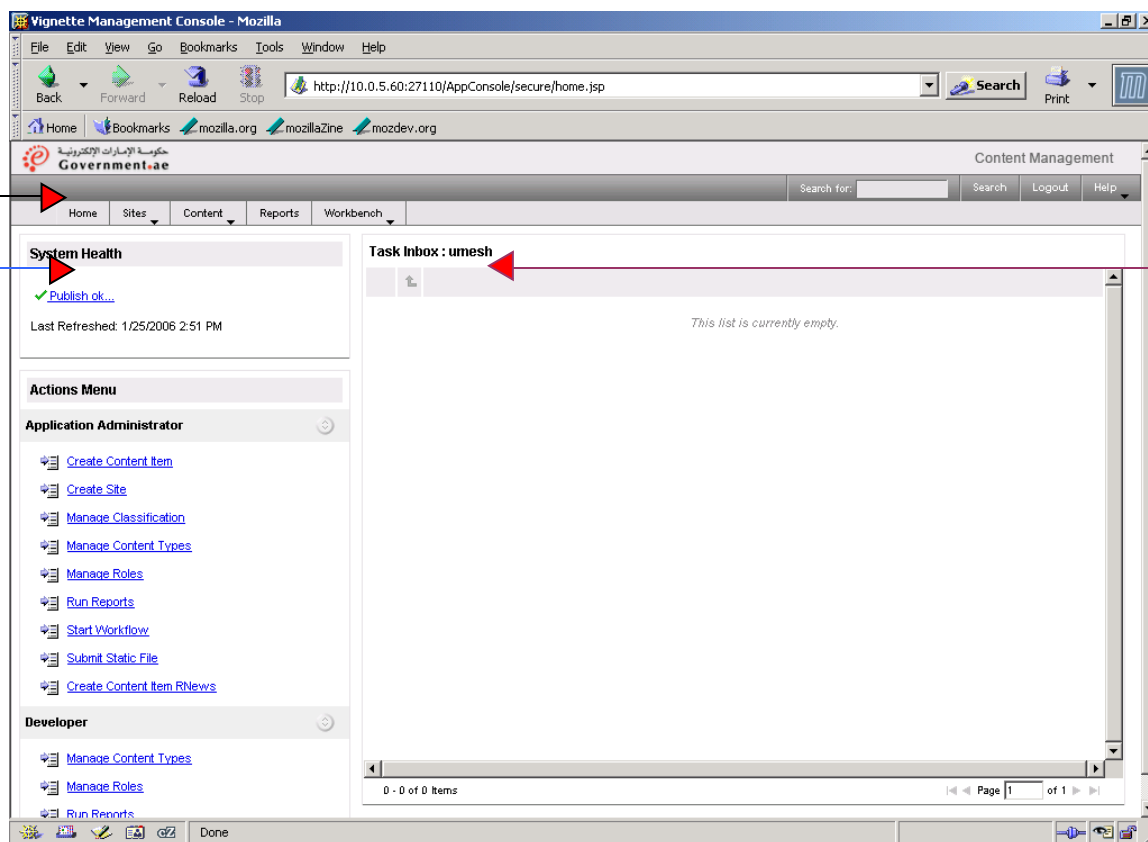
The order of sub-channels can also be specified. Channels can be associated with only one site. Content items can be associated with as many channels and sites as required.

## 1. Getting to know your CMS Workspace

When you login as the Editor, the following screen (Screenshot 1) is your main page:

It consists of a:

- **Header menu** with a Home button, Search, Logout and Help functions.
- **Action Menu** - A navigation menu with more functions on the left hand side of the screen
- **Task Inbox** in the middle of the screen.



**Screenshot 1** –Logged in - Content Management Main Page

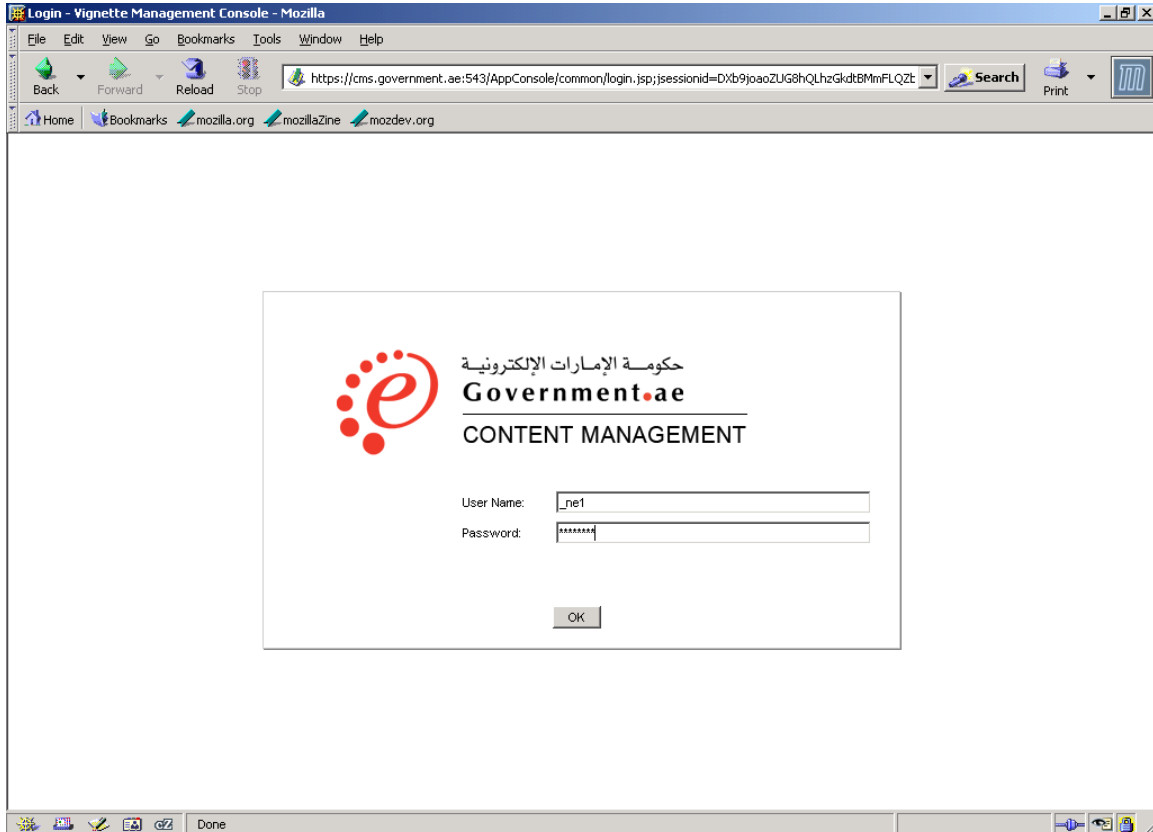
### **III. TUTORIALS**

The following tutorials will help you manage News content items:

2. Login
3. Creating a News Article
4. Saving a News Article draft
5. Approving a News Article for Auditing
6. Accessing News Articles
7. Editing a News Article
8. Deleting a News Article

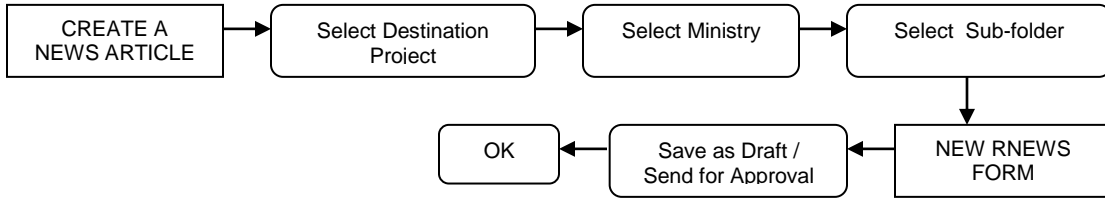
## 5. Login

- ❑ Open your Internet Browser.
- ❑ Go to the URL <https://cms.government.ae:543/AppConsole>
- ❑ In the screen that appears, login with your Username and Password (see screenshot 2).



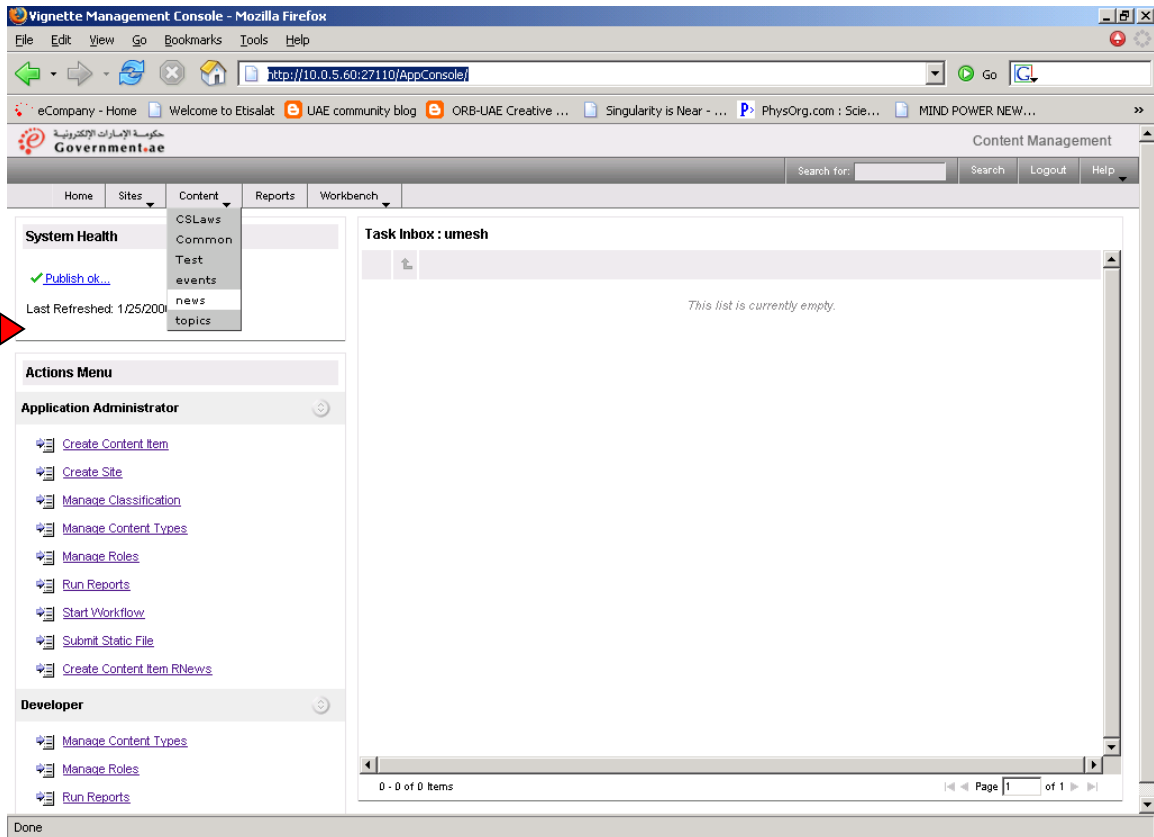
*Screenshot 2 – Logging in*

## 6. Creating a News Article



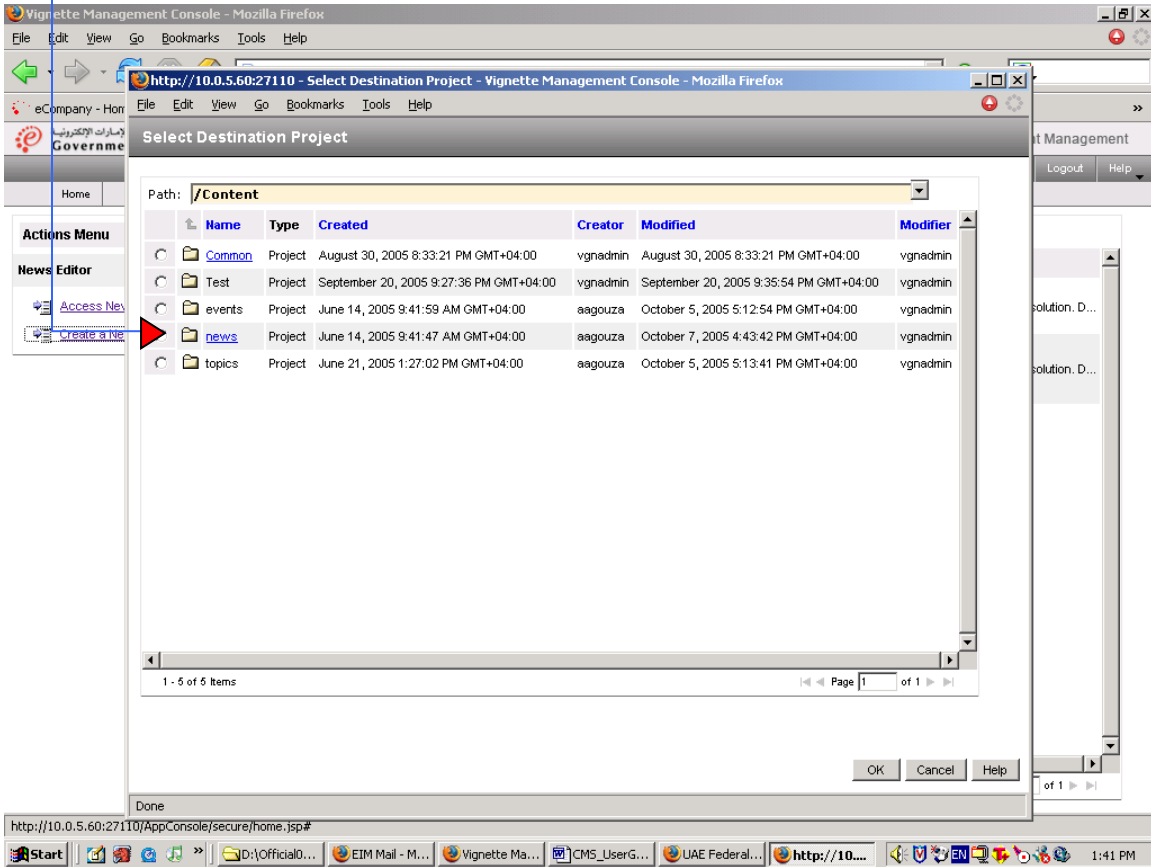
To create a new News article, login to your Editor console :

a) Click CREATE A NEWS ARTICLE in the Action Menu in the left hand side of the main page (see Screenshot 3).



Screenshot 6 – Create a News Article

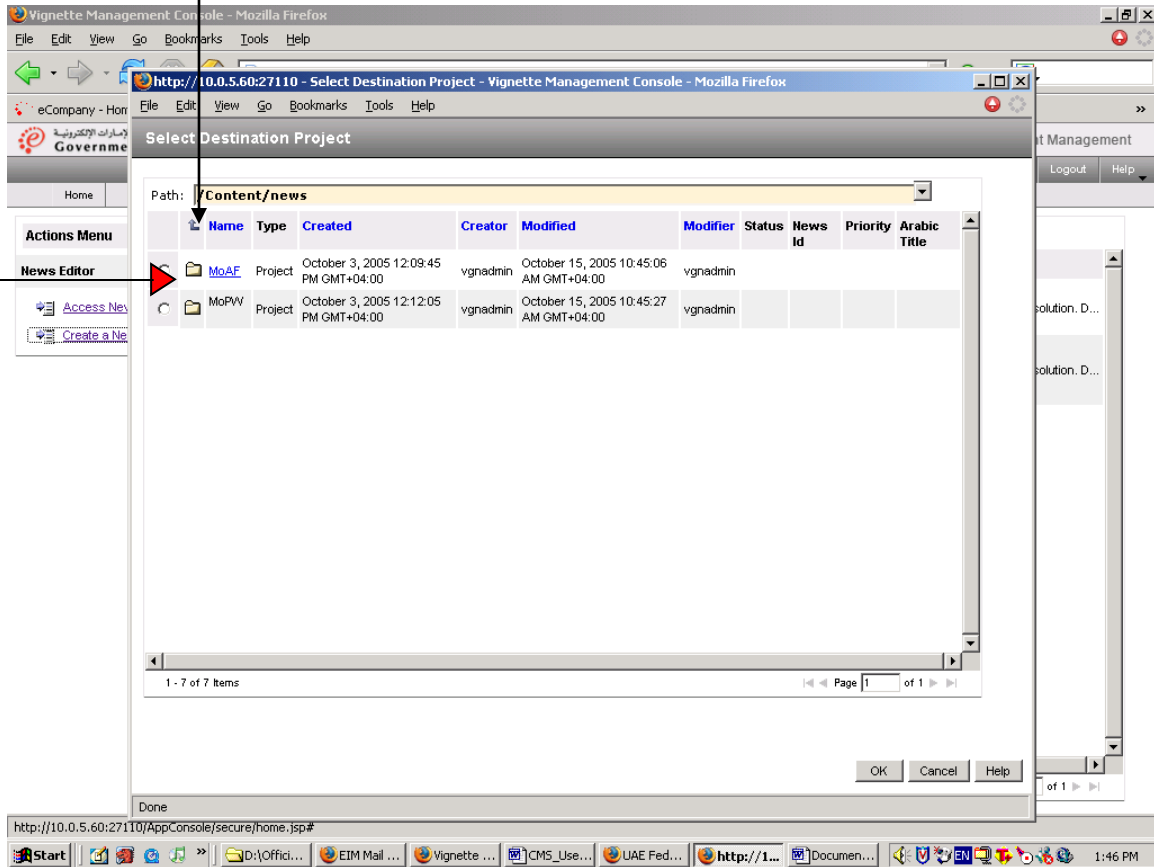
b) The SELECT DESTINATION PROJECT window pops up. This pop up window displays a table with a list of content type folders. Click NEWS.



Screenshot 7 – Select Destination Project – Click News

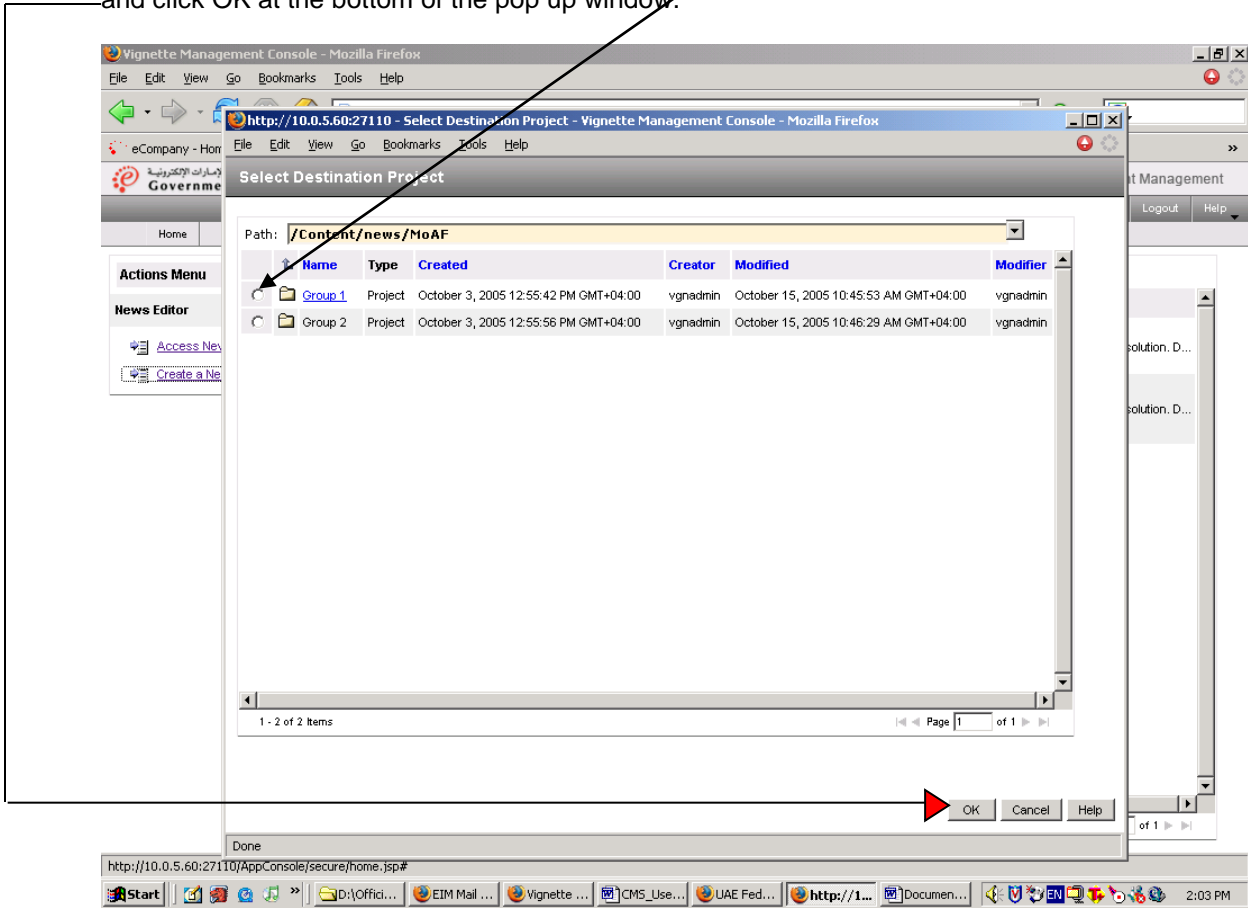
c) In the next page that appears in the pop up window, a table listing the Ministries where the content has to be placed is displayed. Click the Ministry of your choice.

(To go back to the previous page, click the green arrow in the header of the second column in the table. This will take you to the previous page containing the Content Type table.)



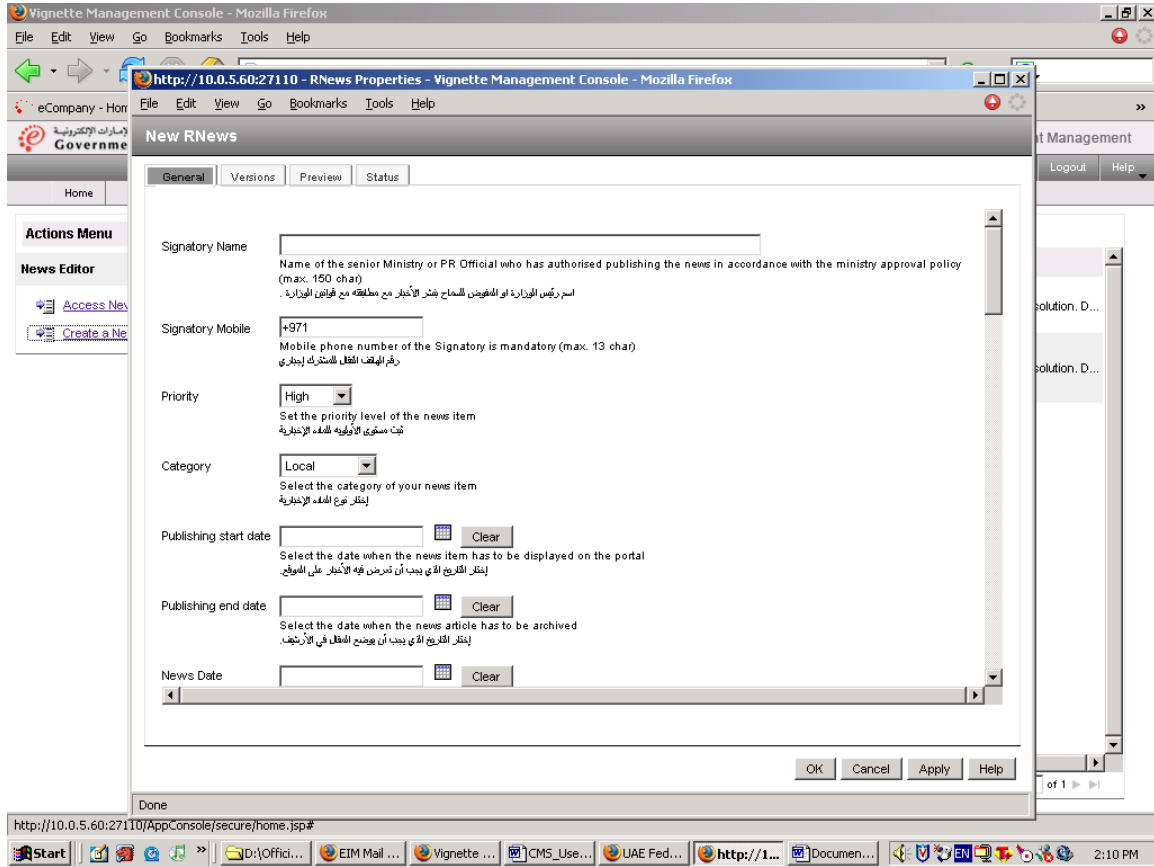
Screenshot 8 – Select Destination Project – Select Ministry

d) When you click the Ministry of your choice, it takes you to the next screen within the pop up window where a table of folders are displayed. Check the radio box next to the appropriate folder and click OK at the bottom of the pop up window.



**Screenshot 9 – Select Destination Project – Check Radio Box of appropriate folder**

e) Within the pop up window, the NEW RNEWS screen page opens. This page contains the NEW RNEWS form and also tabs containing different screens and functionalities which are explained below (field titles in bold are mandatory):



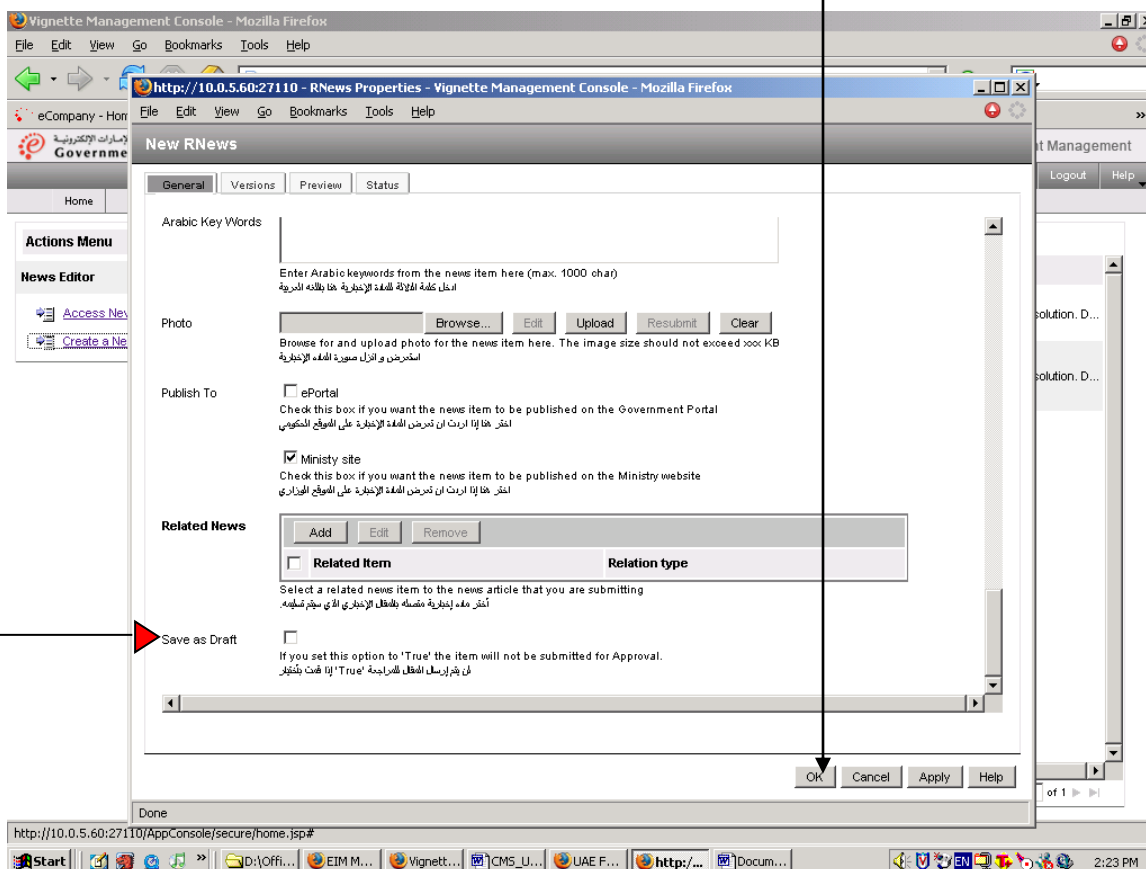
Screenshot 10 – New RNews form

**eGovernment CMS USER GUIDE - Editor v 1.0**

S.No	TAB	FIELDS	DESCRIPTION & FUNCTION
	<u>General</u> – New RNews Form	Signatory Name	Name of the senior Ministry or PR Official who has authorised publishing the news in accordance with the ministry approval policy (max. 150 char)
		Signatory Mobile	Mobile phone number of the Signatory is mandatory (max. 13 char)
		Priority	Set the priority level of the news item
		Category	Select the category of your news item
		Publishing Start Date	Select the date when the news item has to be displayed on the portal
		Publishing End Date	Select the date when the news article has to be archived
		News Date	Select the date of the news item here
		Quoted From	Enter details from where the news item is quoted from (max. 1000 char)
		Type	Select the Type of news
		Comments	Enter comments to indicate which information should be highlighted i.e. bold, etc. (max. 4000 char)
		<b>English Title</b>	Enter the English title of the news item here (max. 1000 char)
		<b>Arabic Title</b>	Enter the Arabic title for the news item here (max. 1000 char)
		English Summary	Enter the English summary of the news item here (optional) (max. 800 char)
		Arabic Summary	Enter the Arabic summary of the news item here (optional) (max. 800 char)
		English Body	Enter the body text of the news item in English here (max.4000 chars)
		Arabic Body	Enter the body text of the news item in Arabic here (max.4000 char)
		English Keywords	Enter English keywords from the news item here (max. 1000 char)
		Arabic Keywords	Enter Arabic keywords from the news item here (max. 1000 char)
		Photo	Browse for and upload photo for the news item here. The image size should not exceed xxx KB
		Publish To – (ePortal, Ministry site)	Check the ePortal or Ministry site box if you want the news item to be published on the Government Portal or the Ministry site respectively.
		Related News	Select a related news item to the news article that you are submitting
		Save as Draft	If you set this option to 'True' the item will not be submitted for Approval.
	<u>Versions</u>		
	<u>Preview</u>		
	<u>Status</u>		

After filling the RNEWS form, check the SAVE AS DRAFT check box if you want to save the article for further editing.

Leaving the SAVE AS DRAFT unchecked and then clicking OK will submit the news article for approval.



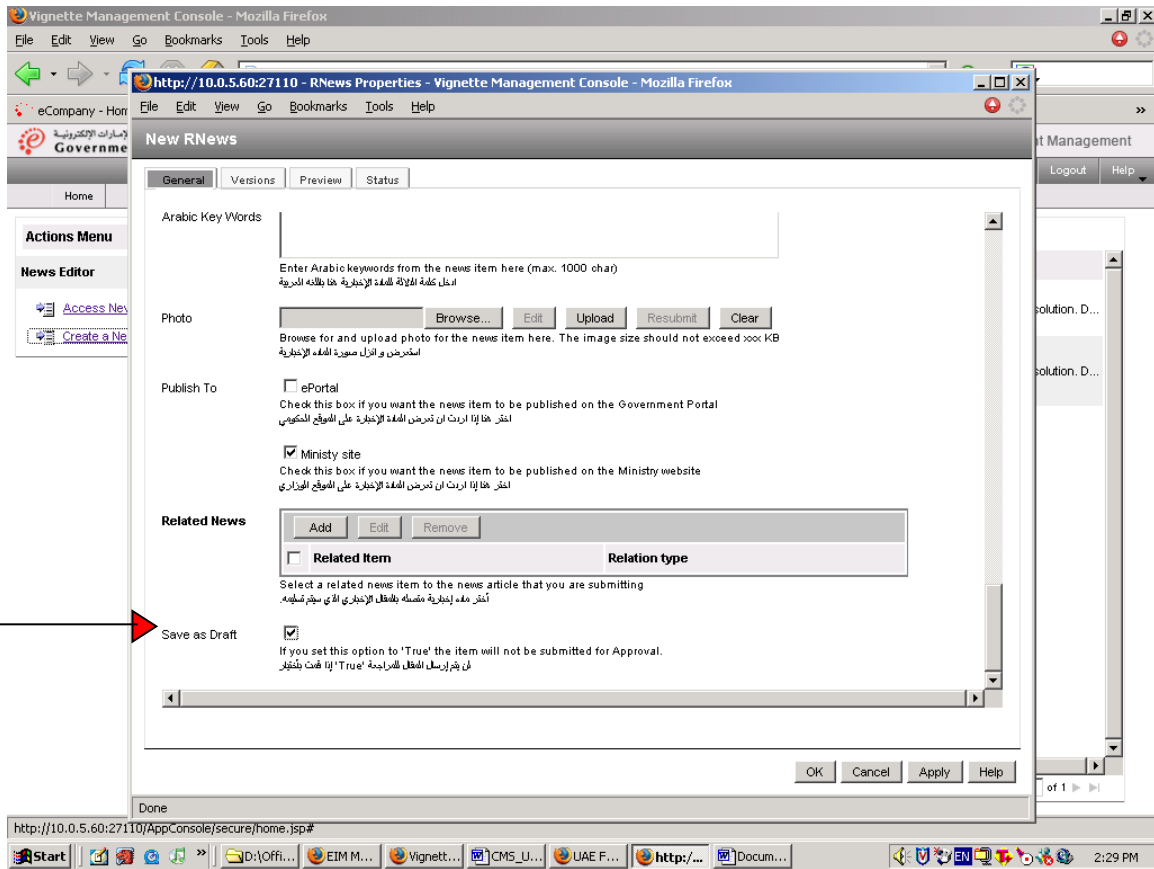
Screenshot 11 – New RNews form – Save as Draft / Send for Approval

Now Auditors can access your news article and further approve it or send it back to you unapproved for further editing. Unapproved articles are returned and displayed in the Editor's Inbox.

The draft article and also News articles sent for approval can be accessed from the main page through the ACCESS NEWS link in the Action Menu (see Accessing News Articles tutorial).

7. Saving a News Article draft

After filling the RNEWS form (see Creating a News Article Tutorial), check the SAVE AS DRAFT check box if you want to save the article for further editing. The draft article can be accessed from the main page through the ACCESS NEWS link in the Action Menu (see Accessing News Articles tutorial).



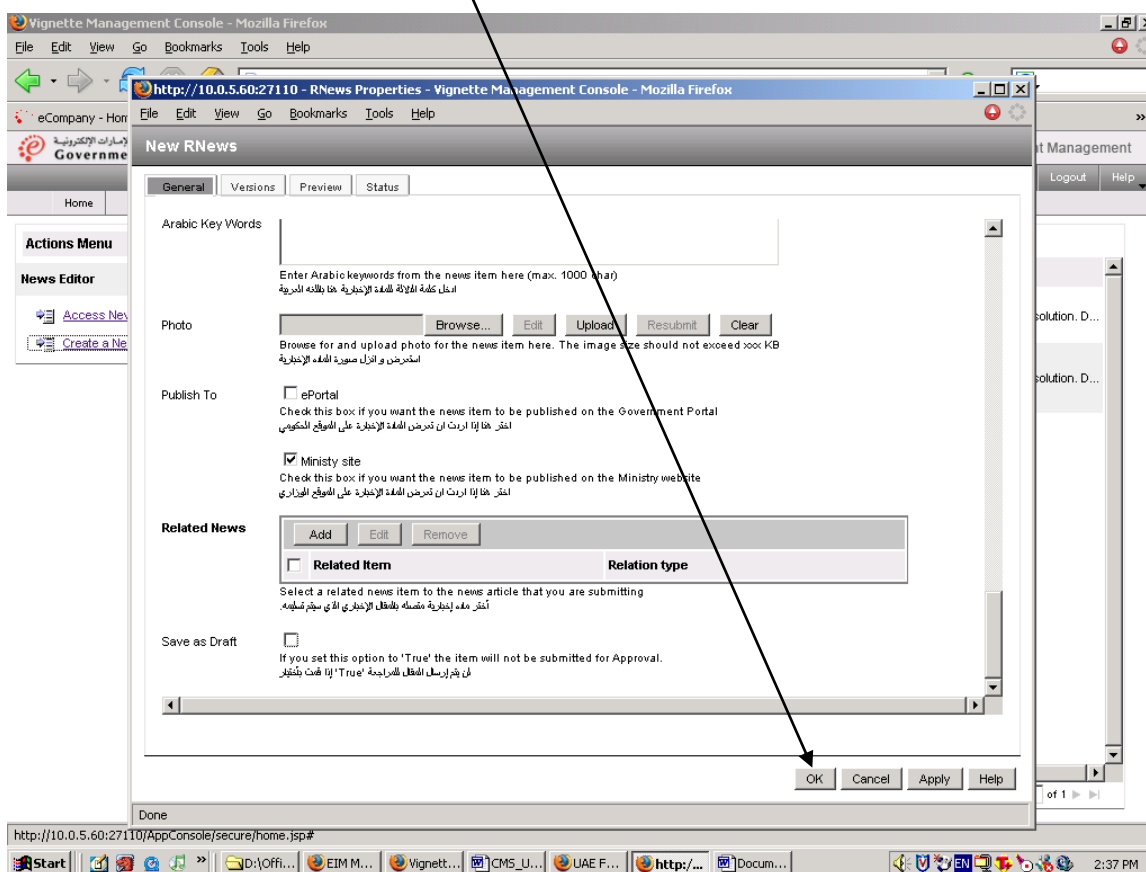
Screenshot 12 – Saving as Draft

### 8. Approving a News Article for Auditing

After filling the RNEWS form (see Creating a News Article Tutorial), leaving the SAVE AS DRAFT unchecked and then clicking OK will submit the news article for approval.

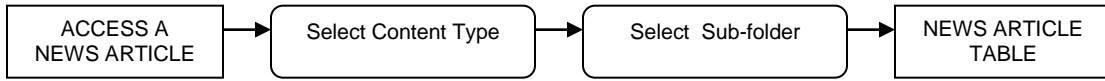
Now Auditors can access your news article and further approve it or send it back to you unapproved for further editing. Unapproved articles are returned and displayed in the Editor's Inbox.

The News articles sent for approval can be accessed from the main page through the ACCESS NEWS link in the Action Menu (see Accessing News Articles tutorial).

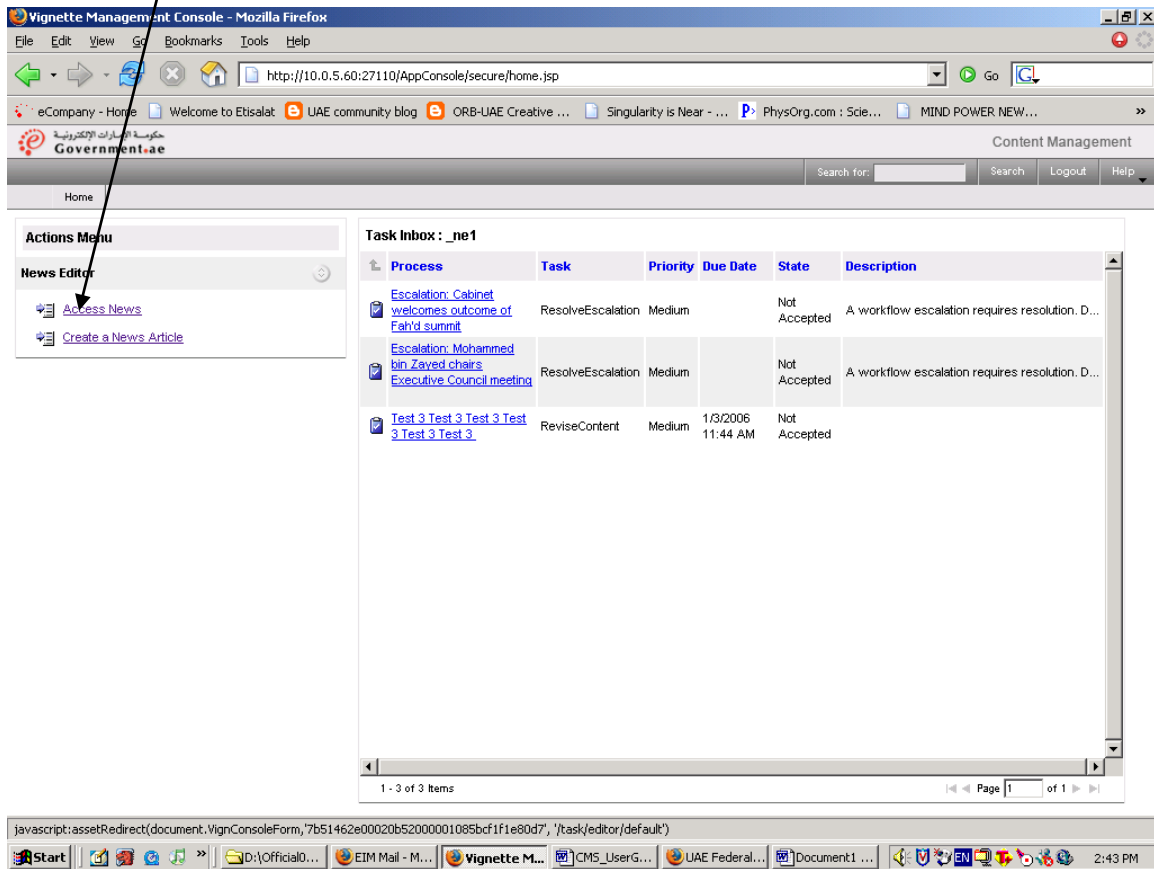


**Screenshot 13 – Sending a News Article for Auditing**

9. Accessing News Articles

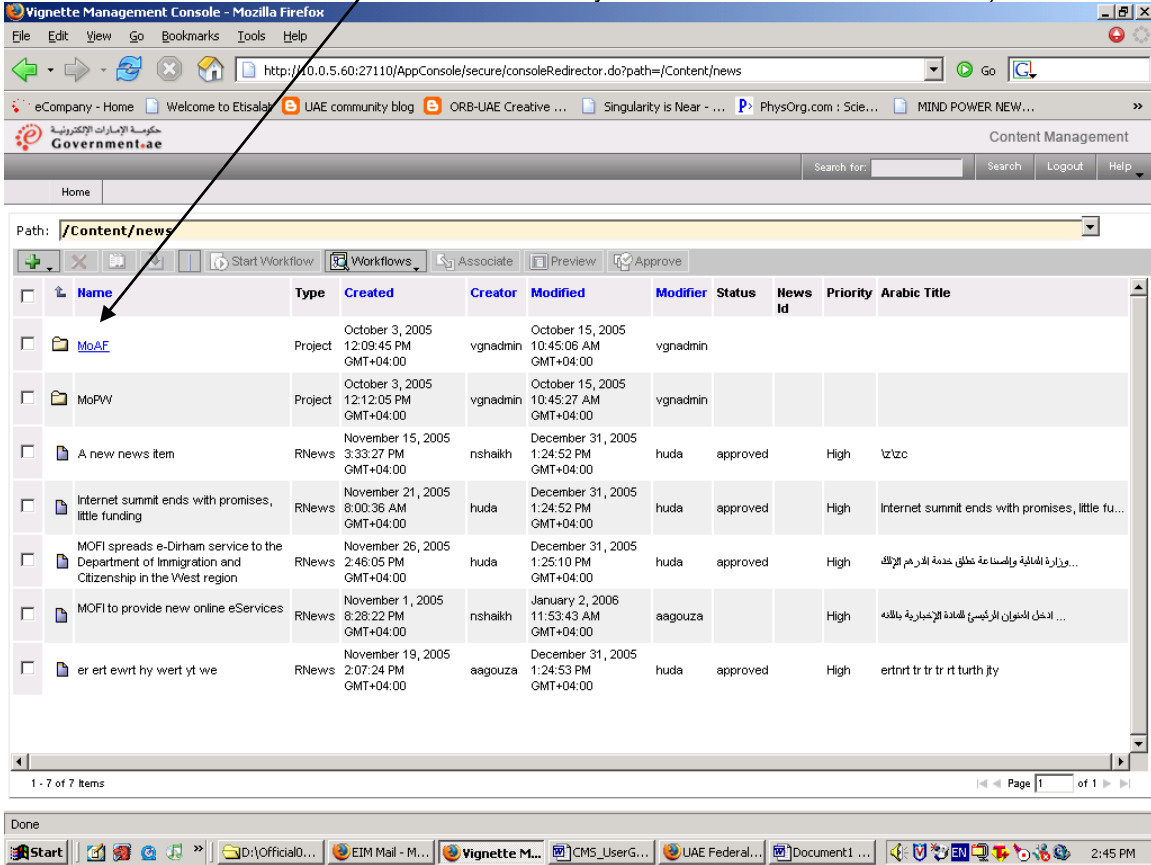


To access a news article that has either been saved as a draft or has been sent for auditing, click ACCESS NEWS in the Actions Menu in the Main Page.



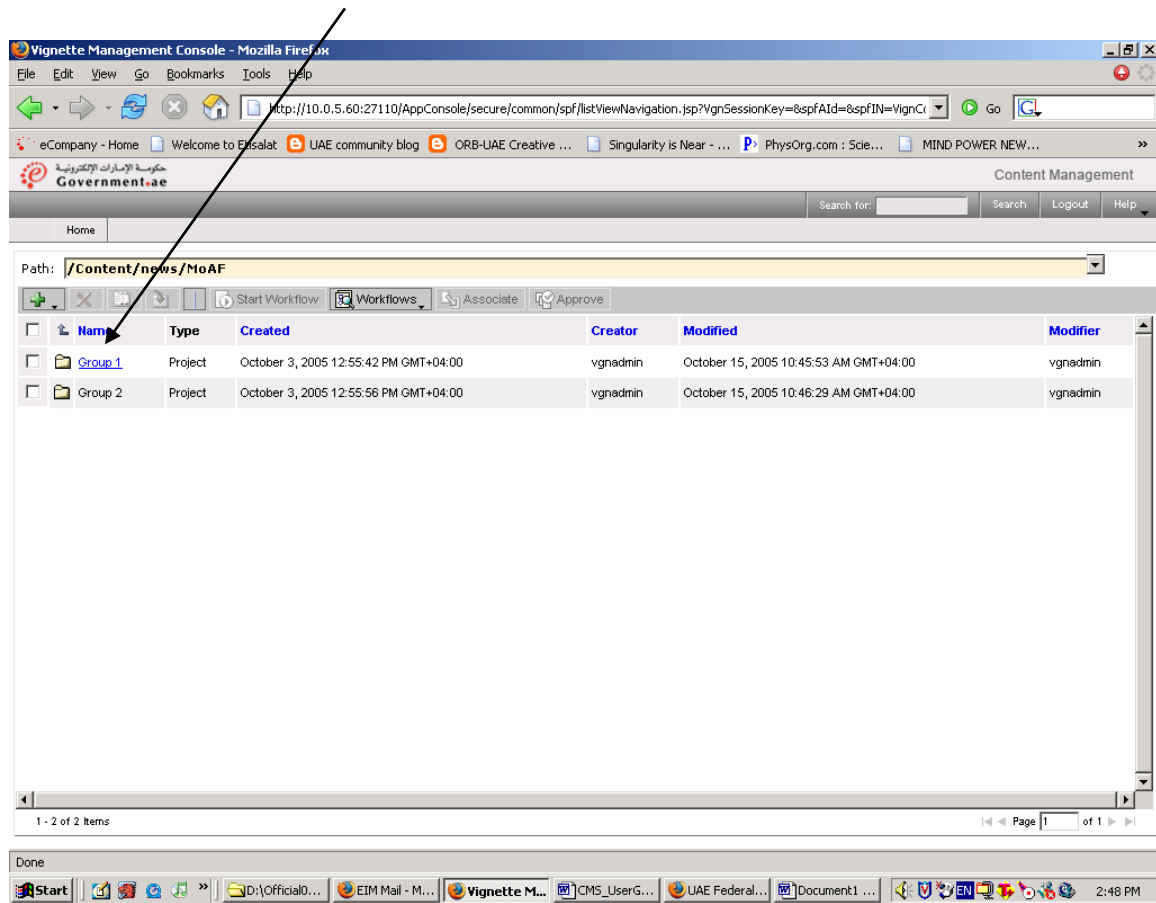
Screenshot 14 – Click Access News

This will open a page in the same window with a table displaying different folders (content containers – the same hierarchical order as when you created the new News Article).



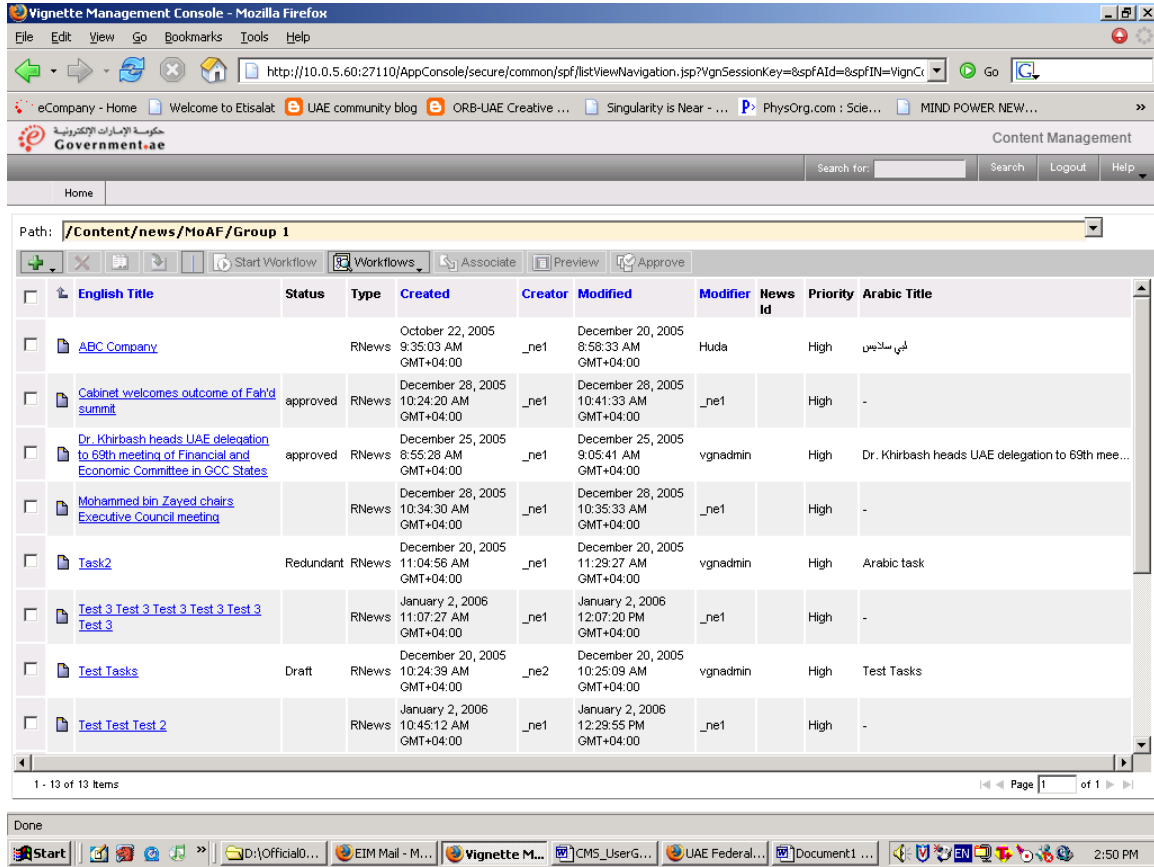
Screenshot 15 – Access News Article – Navigating to the containing folder

Click on the folder name where your news article has been saved.  
This will take you to the next page where the next level folders are displayed.



*Screenshot 16 – Access News Article – Navigating to the containing folder*

Click the folder where your news article has been saved.  
 This will open the page displaying a table containing all the news articles that you have created.



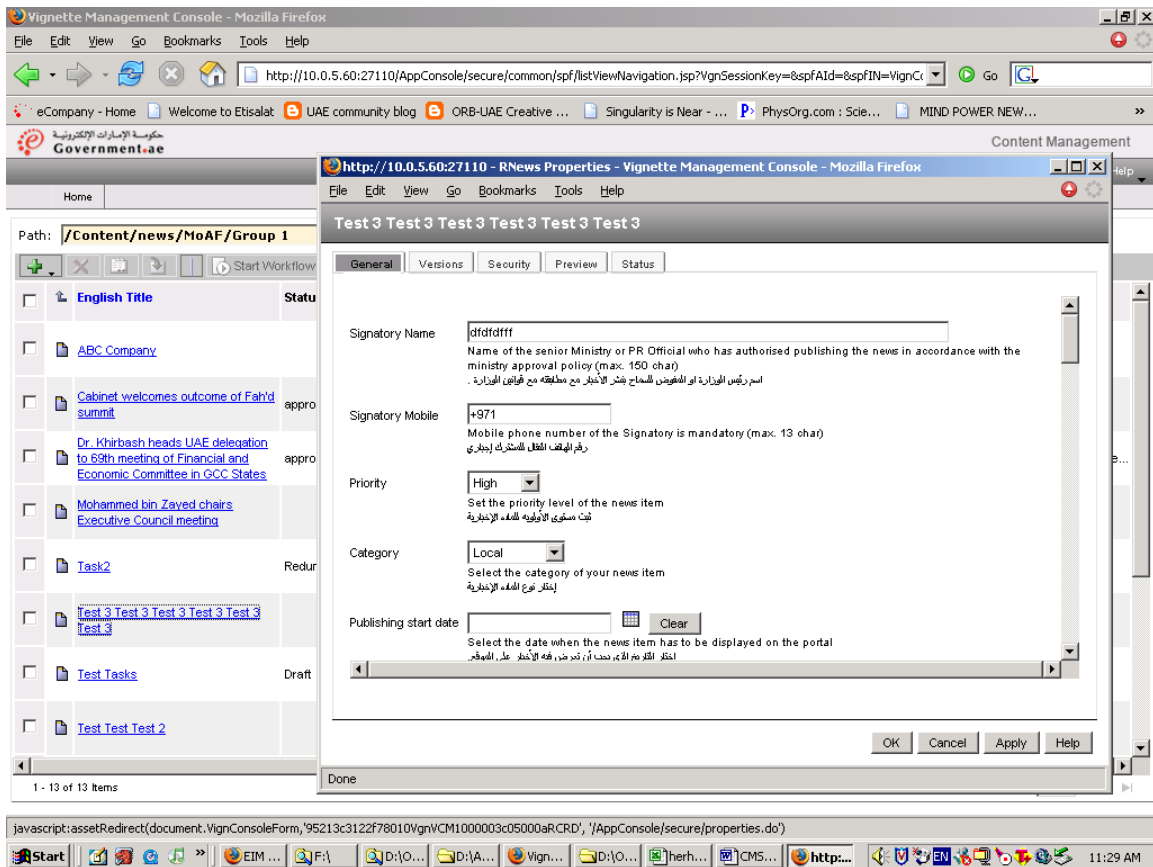
Screenshot 17 – Access News Article – The News Article Table

10. Editing a News Article

a) Editing a Draft News Article

Through the ACCESS NEWS link in the Action Menu on the Main Page, go to the table of news articles (see Accessing News Articles Tutorial).

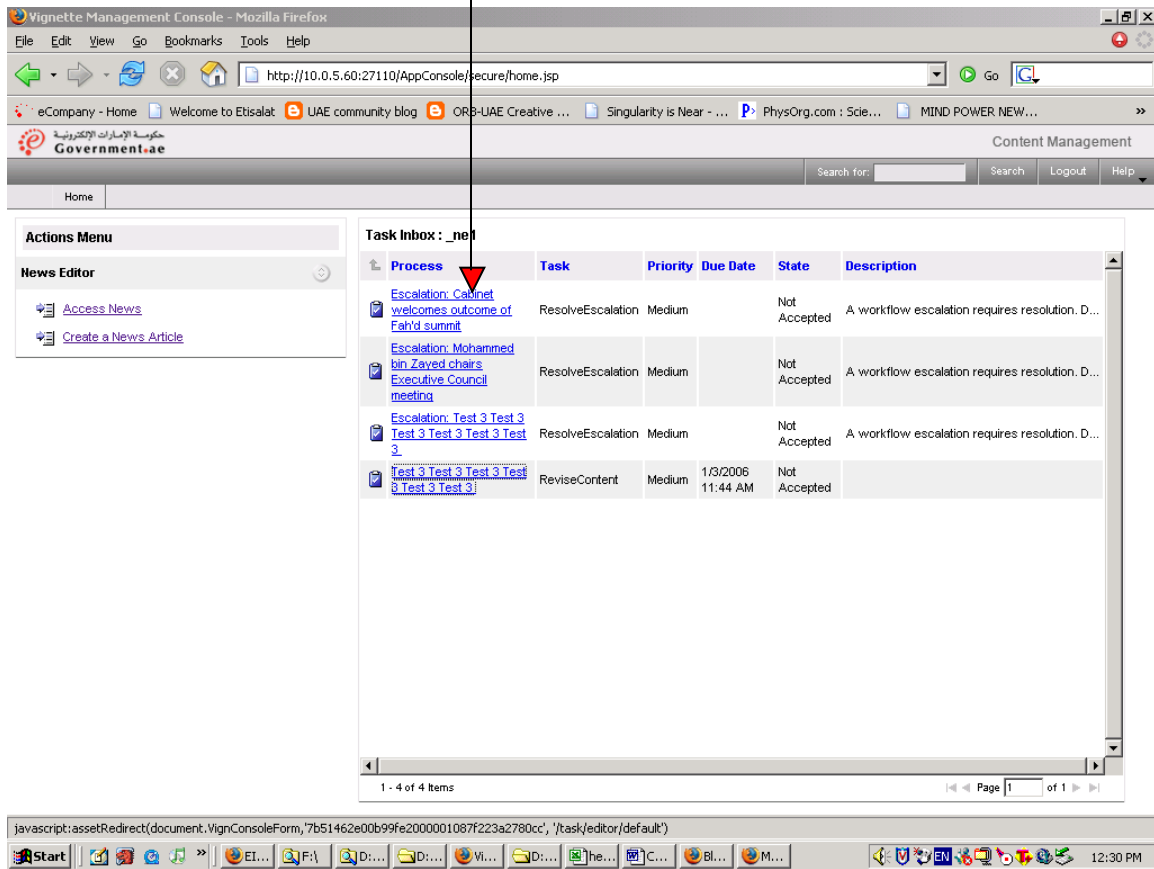
In the News Article Table page, click on the Title of the News article that you want to edit. This will open up a pop up window of the RNews form with the editable news content. You can make your changes and click OK to save changes and close the window. You also have the option here of either sending the article for approval or saving it as draft.



Screenshot 18 – Editing a News Article

b) Editing an Unapproved News Article

Unapproved News articles are displayed in the Inbox on the Main page. To further edit unapproved articles or to DECLINE TASK (this will forward the article to another editor to takeover the editing and submitting process), click on the News article title in the Inbox Process column.



Screenshot 19 – Editing an unapproved News Article

The REVISE CONTENT pop up window opens up with various sections:

i) Task Details – In this section, you will find the DECLINE TASK button. Click DECLINE TASK if you want to forward this task to another editor.

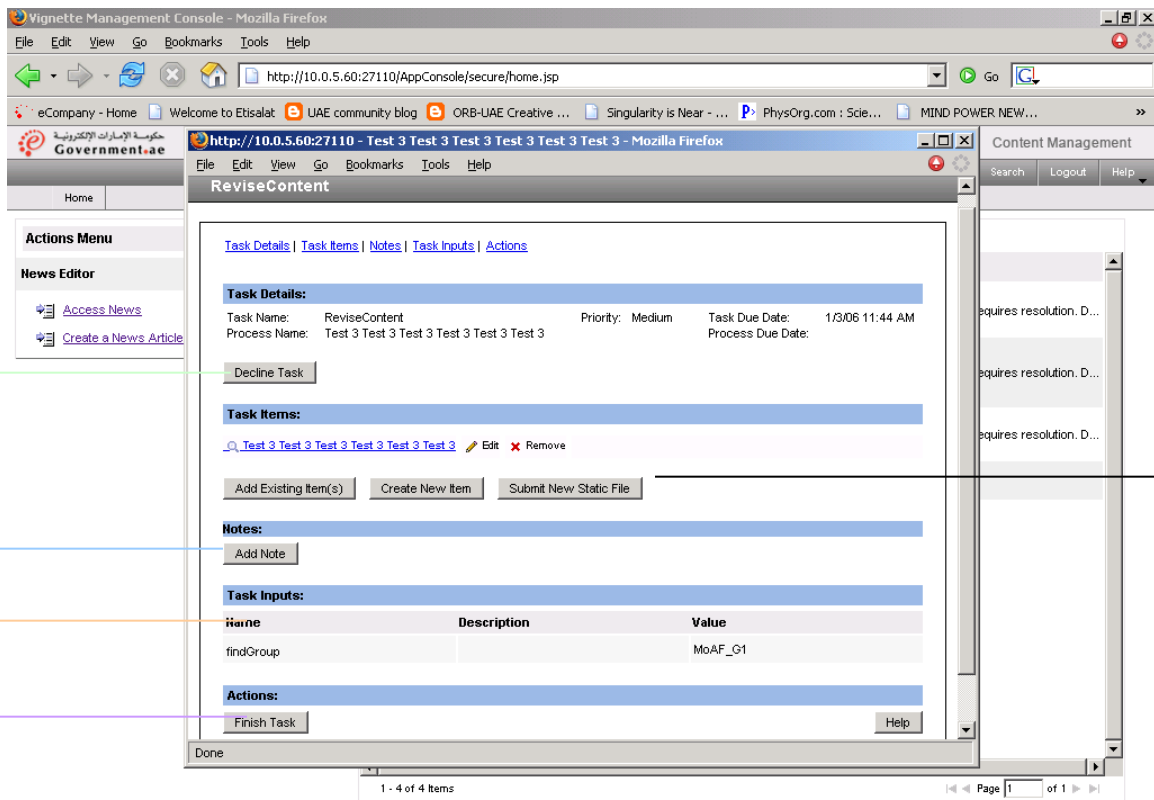
ii) Task Items – In this section, a clickable title of the news article is displayed. Next to the title, EDIT AND REMOVE are displayed. Click on either of these to carry out the mentioned functions. Clicking EDIT, will open a pop up window with the News displayed in the editable RNews Form. Once you have finished editing the article, click OK. This action will deactivate the DECLINE TASK button signaling that you have accepted the task. (Note: The DECLINE TASK button will also get deactivated even if you have not carried out any editing and have only clicked OK). The other functions in this section are:

- ADD EXISTING ITEM
- CREATE NEW ITEM
- SUBMIT NEW STATIC FILE

iv) Add Note

v) Task Inputs

vi) Actions  
FINISH TASK  
HELP



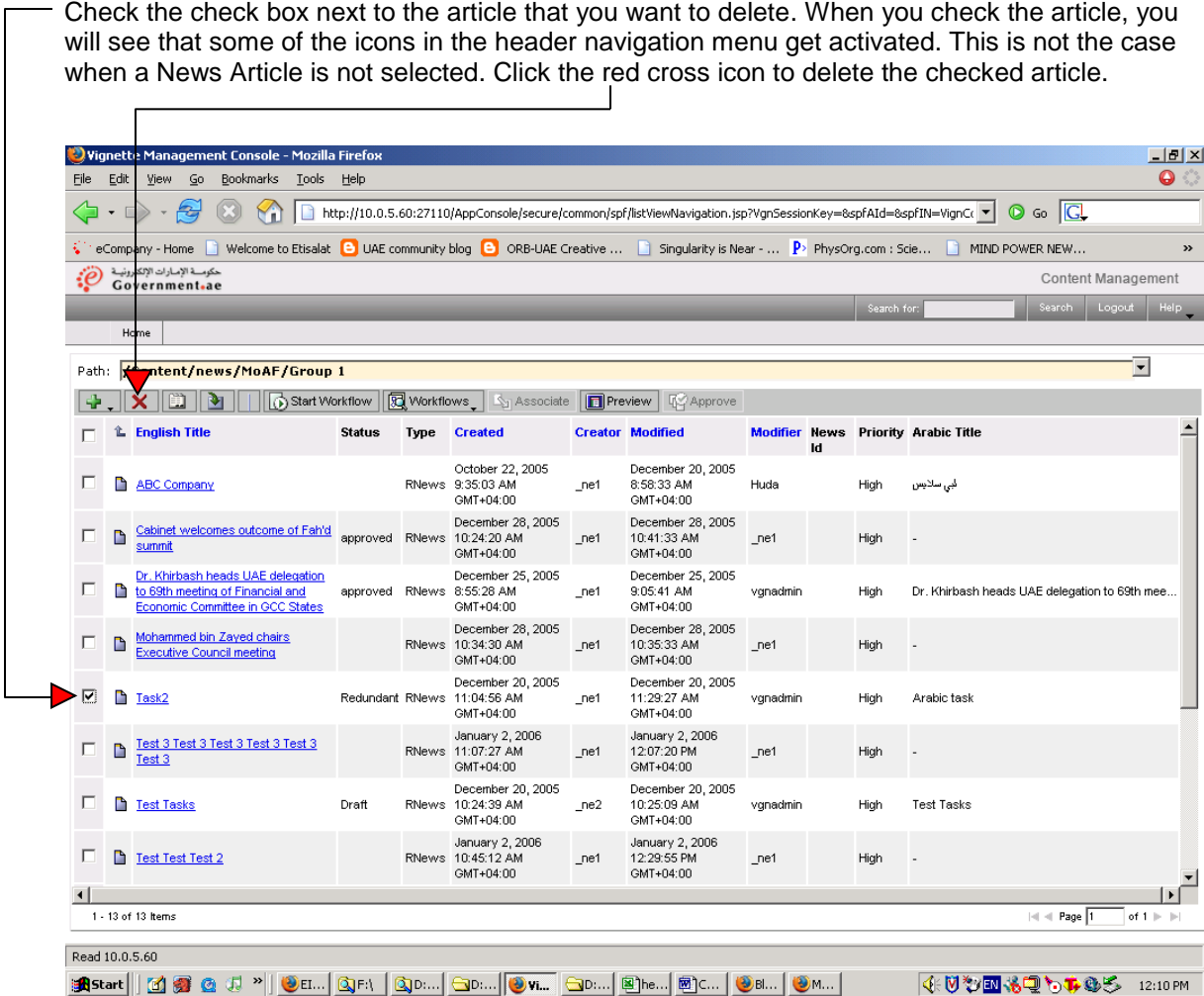
Screenshot 20 – Editing an unapproved News Article

11. Deleting a News Article

a) Deleting a Draft News Article

First, go to the folder containing your saved articles (refer Access News Articles Tutorial).

Check the check box next to the article that you want to delete. When you check the article, you will see that some of the icons in the header navigation menu get activated. This is not the case when a News Article is not selected. Click the red cross icon to delete the checked article.



Screenshot 21 – Deleting a News Article

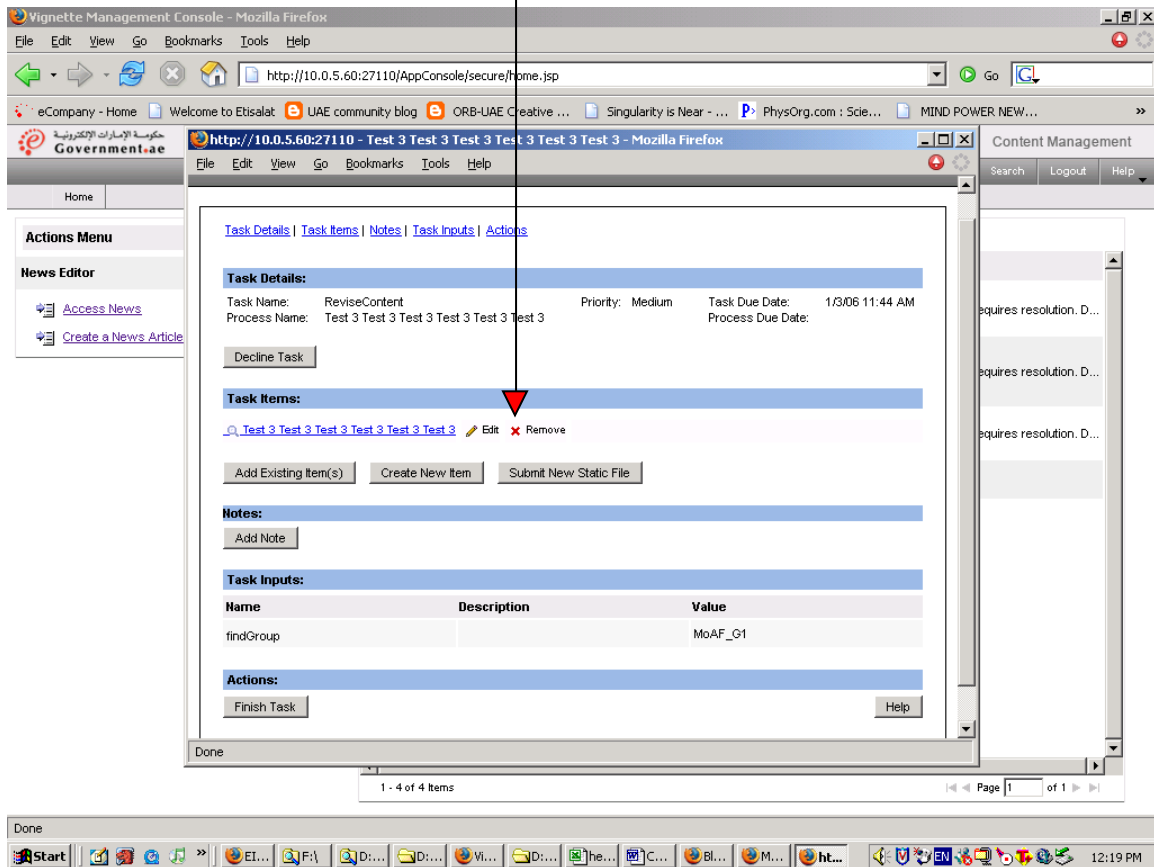
http://10.0.5.60:27110/AppConsole/common/login.jsp;jsessionid=Dvk2dx67kxIRkIEASxwAHzVcvJKfhFDjJxWpr2U7BrYxfC9OpFk1!-362350696!NONE

b) Deleting an Unapproved News Article

In the Inbox, click on the title of the unapproved news article that you want to delete. This will open the REVISE CONTENT popup window.

In the Task Items section of the pop up window, click REMOVE and then click FINISH TASK.

This will delete the article from the Inbox.



**Screenshot 22 – Deleting an unapproved News Article**