



Република Србија
Министарство за
европске интеграције



**#ЕУ
ЗА ТЕБЕ**

#EUzaTEBE Web Platform

Instructions for using CMS

Introduction

This document is a guide to managing all the elements of the EU FOR YOU project.

Since the project is complex and consists of several parts, we will mention several terms that will be used in the manual.

CMS

The Content Management System is a part of the site that creates contents, as well as editing and publishing them. The system can only be used by those with accounts.

We will explain later what types of accounts there are and how they are created.

Front

This is the part of the site that is visible to end users. A user account is not necessary to view the contents on the Front, as most of the content is publicly available. There are some contents on the Front which require users to register or log in to their accounts.

User account

Every user who is not a visitor of the site must have a user account through which they will register/log in to the site. The user account consists of two parts:

- Username
- Password

User accounts are opened by people who have a special type of user account through which they can create other user accounts.

Registering /Logging in

The process during which a user uses her/his username and password as part of their account enables the right to access contents that are not available to unregistered users. This content can be a special content on the Front of the sites, as well as access to CMS.

Portal

At www.euzatebe.rs is a portal that represents the aggregator of news and events are created by the Projects. Also, the function of the Portal is to enable persons with a specific type of order to create sites for individual projects.

Project

This is the site of a single project. There are several of these sites on the platform.

The purpose of the platform

The EU FOR YOU platform is designed to create individual sites for IPA projects, create contents for them, and aggregate a certain part of the contents (news and events) on the EU FOR YOUR PORTAL.

Each project will have a specific site with a clearly defined structure and a CMS for creating and approving contents, as well as creating user accounts. The Portal will display the contents that are approved on the Project sites and fall into the categories of news and events. The contents from the Event category will appear on the Portal in the calendar section.

PORTAL

The portal is available at www.euzatebe.rs.

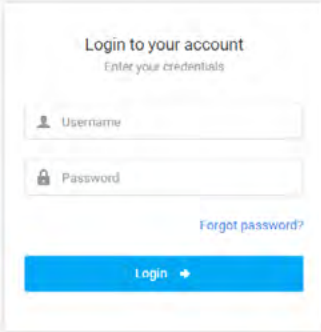
The CMS Portal is at www.euzatebe.rs/bridge/login.

The username and password will be delivered in another way due to security reasons.

Using the CMS part of the Portal

Registration/Log in to the CMS Portal

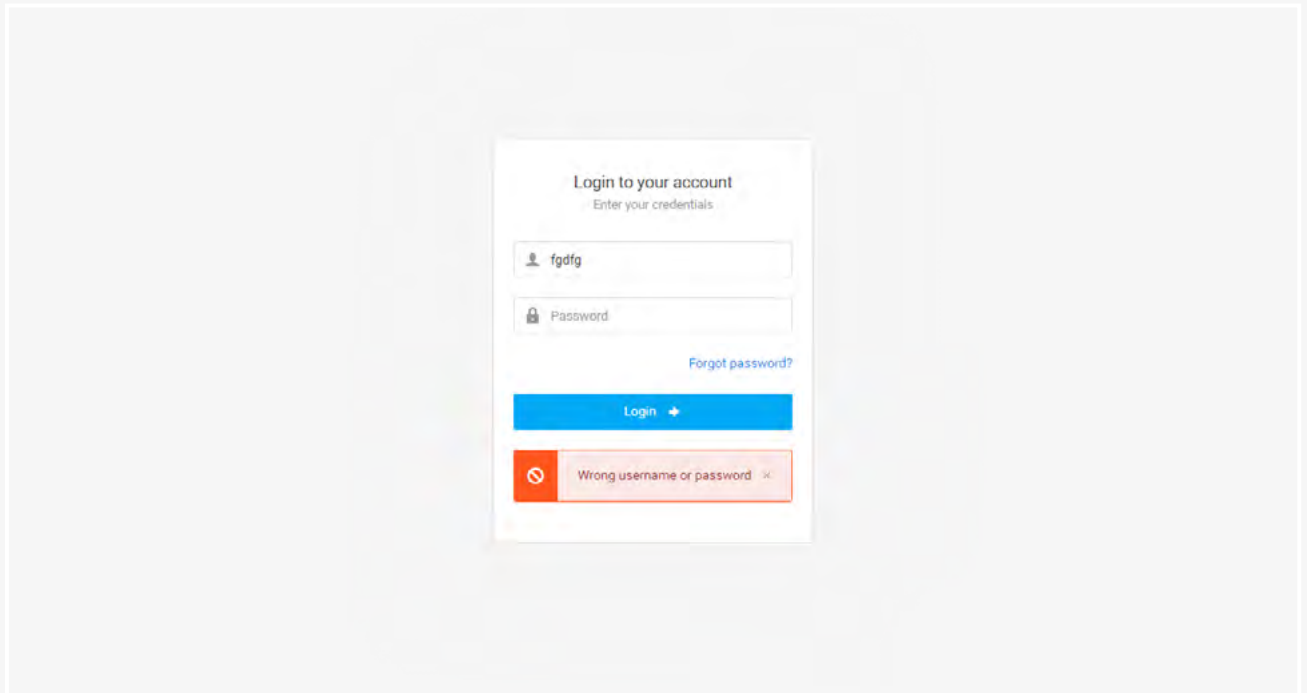
In order to use the portal, it is necessary to go to the address where the user logs in to the CMS at www.euzatebe.rs/bridge/login. The user needs to enter their username and password, respectively.



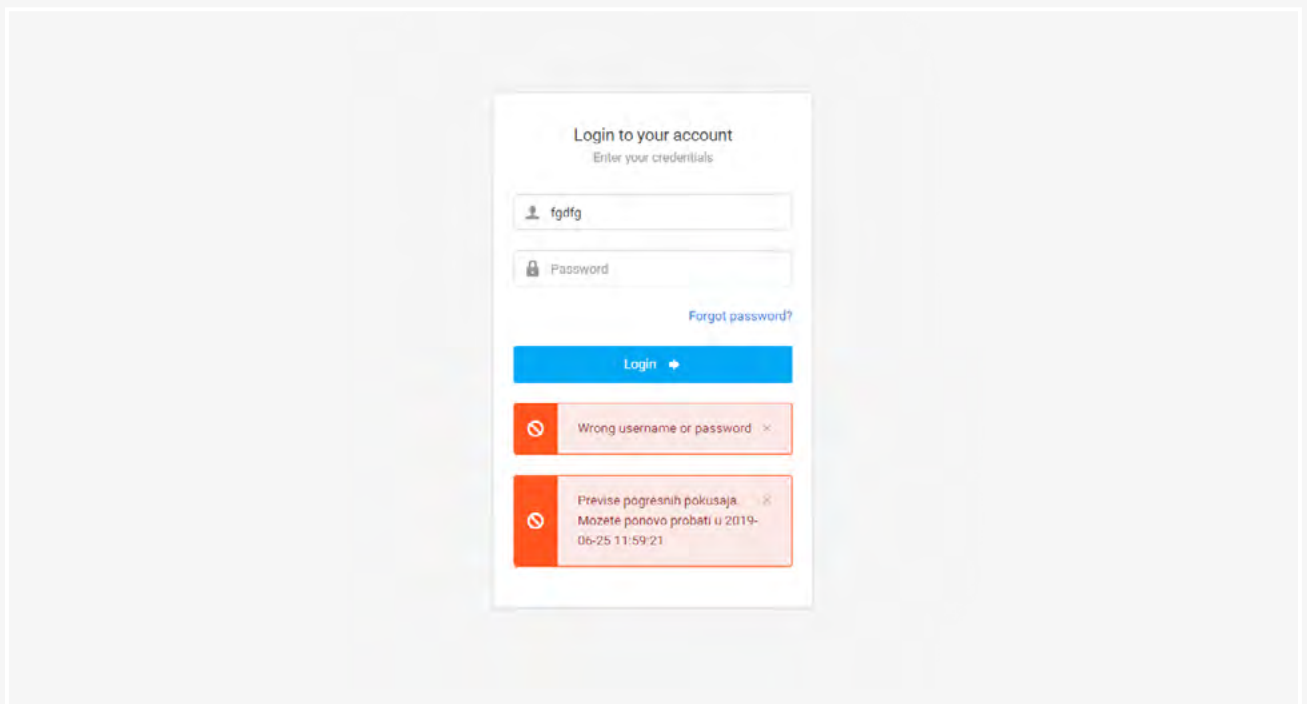
The screenshot shows a login form with the following elements:

- Title: Login to your account
- Subtitle: Enter your credentials
- Username field: A text input field with a user icon on the left.
- Password field: A text input field with a lock icon on the left.
- Forgot password? link: A blue text link located below the password field.
- Login button: A blue button with the text 'Login' and a right-pointing arrow.

If the user makes an error when entering their account information, the page will report an error



If the user repeatedly makes an error in entering account information several times over a short time period, they will be disabled for some time and there will be a clear indication of the time for the next log in attempt.



When a user logs in successfully, they enter the CMS and can start using its functions.

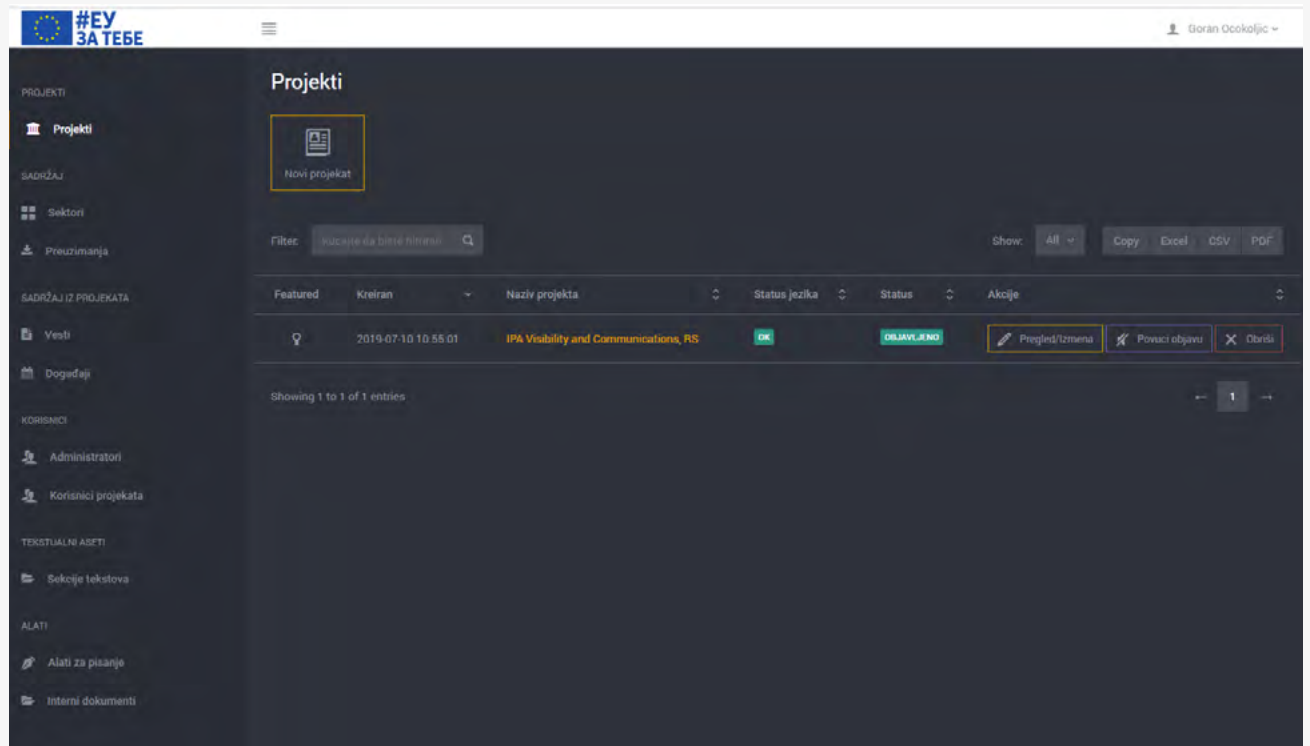
CMS Functions

The CMS contains several functionalities for managing the Portal and the entire system.

The function menu is on the left and has the following options:

- Projects
- Sectors
- Downloads
- News

- Events
- Administrators
- Beneficiary
- Text section
- Tools
- Internal documents

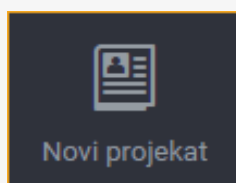


Creating a Project

The most important functionality of CMS is creating sites for individual projects and creating one user who will manage the project - the project manager.

The project management panel can be entered by clicking on the Projects link on the right hand side. The two key functionalities here are creating projects, their editing, publishing and deleting. The New Project button is on the upper part.

Since the site is bilingual, there are contents that are common to both languages, such as images, publishing dates, and the like.



Clicking this button opens a new window for starting the new Project. The following page opens thus:

The screenshot shows a web application interface for project management. The main content area is titled 'OSNOVNI PODACI' (Basic Data) and contains several input fields: 'Naziv projekta*' (Project Name), 'Primarni sektor' (Primary Sector), 'Sekundarni sektori' (Secondary Sectors), 'Ulaganja u EUR' (EUR Investment), 'Subdomain*' (Subdomain), and 'Link*'. To the right, under 'VREMENSKE ODREDNICE' (Time Intervals), there are fields for 'Vidljivo vreme' (Visible time) and 'Vreme početka' (Start time), both set to 'October 30th, 2019 12:00 AM'. There are also checkboxes for 'Nema intervala' (No interval) and 'Nema vremena kraja projekta' (No project end time). Below this is the 'ADMINISTRATOR PROJEKTA' (Project Administrator) section, which has radio buttons for 'Novi korisnik' (New user) and 'Postojeći korisnik' (Existing user). It includes input fields for 'Username*', 'Password*', 'Repeat Password*', 'Ime*' (First Name), 'Prezime*' (Last Name), 'Email*', and 'Broj telefona*' (Phone Number). A 'Submit' button is located at the bottom right of the form.

The following data is entered:

Project Name - This is an internal name and the real project titles will be entered later when translations are entered.

1. Primary Sector – it is possible to select only one sector 2. Secondary Sector– it is possible to select multiple sectors
3. EUR investment.
4. Subdomain and link – typing in the desired subdomain automatically gets the link.
5. A project administrator is created after this. This can be an existing user who is then selected from the list or a new user is created. A new user is created by selecting the New user option and then entering data from the list.
6. A user with administrative privileges logs on to the project site using this information (more on that later).
7. The Time related data section (top right corner) has several options that determine the length and duration of the project. If the option is marked that there is no interval, they do not have to enter values for the start and end of the project. Otherwise, it is mandatory to enter at least the start date of the project. If there is no end of project time, the end date of the project need not be entered. If this option is unchecked, the end date of the project is mandatory. Both start and end are entered on the first day of the month when the project begins or ends.
9. Clicking on the Submit button saves a new project and opens a new page where you can fill in the multilingual content that defines the project.
10. Clicking on the Translations tab brings the section where translations for the Project are located. Initially, there are no translations, so both translations must be created. Clicking the Create button creates a translation for the selected language.
11. After the user has clicked on the Create button, he comes to a page where he enters contents specific to that Project in the selected language.
12. By clicking the Publish button, the project will be published and a user previously created will be able to access the CMS of that project at e.g. <http://ekologija.euzatebe.rs/bridge/login> (provided that ecology represents a subdomain entered earlier).

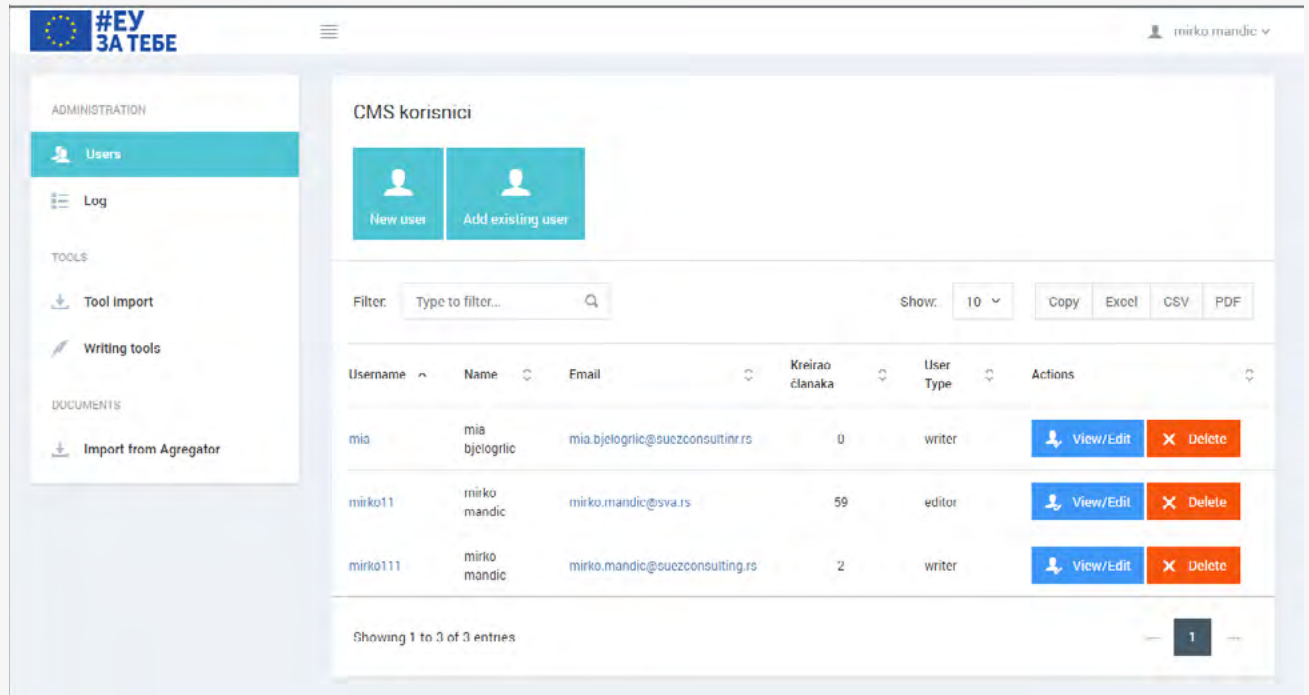
Project management is carried out in the CMS of the project itself at the aforementioned address.

PROJECT

Continued work on setting up a single Project site continues on the Project site itself. If the subdomain of the project we are working on has an ecology tag, the user we created when creating the project should log in to the CMS of the Project itself at <http://ekologija.euzatebe.rs/bridge/login>.

The created user has privileges only to create other users, create online tools for writing announcements and downloading internal documents.

When logged in, he is shown the following screen:



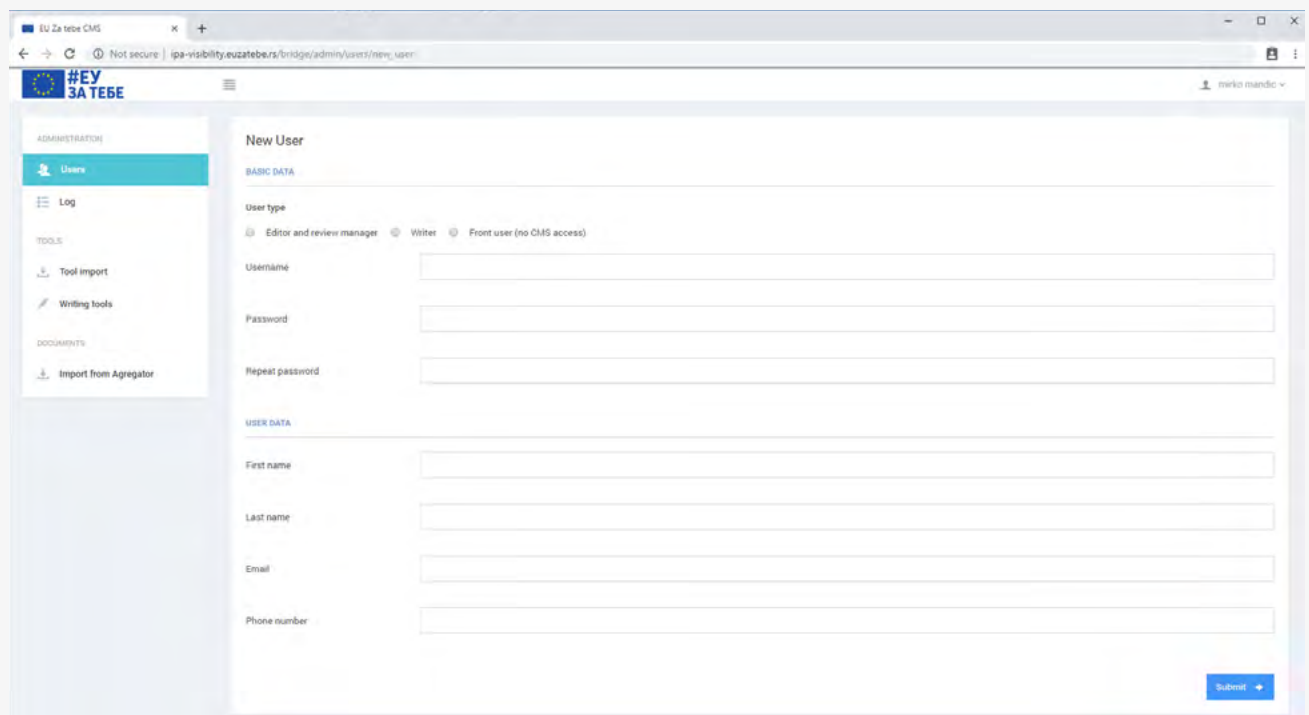
The screenshot shows the CMS user management interface. The left sidebar contains navigation options: ADMINISTRATION (Users, Log), TOOLS (Tool Import, Writing tools), and DOCUMENTS (Import from Agregator). The main content area is titled "CMS korisnici" and features two buttons: "New user" and "Add existing user". Below these buttons is a search filter and a table of users. The table has columns for Username, Name, Email, Kreirao članaka, User Type, and Actions. Three users are listed: mia, mirko11, and mirko111. Each user has "View/Edit" and "Delete" actions.

Username	Name	Email	Kreirao članaka	User Type	Actions
mia	mia bjelogrić	mia.bjelogric@suezconsulting.rs	0	writer	View/Edit Delete
mirko11	mirko mandić	mirko.mandic@sva.rs	59	editor	View/Edit Delete
mirko111	mirko mandić	mirko.mandic@suezconsulting.rs	2	writer	View/Edit Delete

The Project Administrator now needs to create or add a few users who will continue to use CMS, as well as front-end users who will be able to log in to both the Project site and the Portal with that account and view non-everyone front-end content.

Clicking on the New user manager button starts creating a new user.

The following screen appears:



The screenshot shows the "New User" form in the CMS. The form is divided into two sections: "BASIC DATA" and "USER DATA". Under "BASIC DATA", there is a "User type" section with radio buttons for "Editor and review manager", "Writer", and "Front user (no CMS access)". Below this are input fields for "Username", "Password", and "Repeat password". Under "USER DATA", there are input fields for "First name", "Last name", "Email", and "Phone number". A "Submit" button is located at the bottom right of the form.

The administrator now needs to create a minimum of one Editor and one Writer.

Writer can create content but not publish (approve) it.

An editor can publish and create content created by writers.

Front user is a type of user who can not log in to CMS but on the site itself and see content that is hidden to the general public.

With these settings, the Project site is ready for use and content should be maintained by users with Writer and Editor roles. Setting up a project

Writer

When you click on a project item in the menu, the following window opens:

The screenshot displays the 'EU Za tebe CMS' interface. The left sidebar shows a navigation menu with 'CONTENT CREATION' expanded, listing 'News', 'Events', 'External documents', 'About us - partners', 'About us - consultants', 'Contact', and 'Project'. Below this is 'APPROVED CONTENT' with 'Internal documents' and 'Translation groups'. The main content area is titled 'Project' and shows the 'APPROVAL' status as 'APPROVED'. It lists 'Created by: mirko mandic', 'Last edited by: mirko mandic', and 'Approved/rejected by: mirko mandic'. The project title is 'IPA Visibility and Communications, RS'. Under 'BASIC DATA', it shows 'Project name: IPA Visibility and Communications, RS', 'Primary sector: Ostali sektori', 'Secondary sectors: Konkurentnost, Poljoprivreda, Pravda, Reforma javne uprave, Saobraćaj i infrastruktura, Životna sredina i klimatske promene', and 'Total investment in EUR: 11 000 000'. Under 'TIME RELATED DATA', it shows 'Project start date: Thursday, Feb 1, 2018, 1:00:00' and 'Project end date: Saturday, Aug 24, 2019, 1:00:00'. Other sections include 'Writing tools' (with 'include tools' checked), 'LINKS' (with 'Project site address: http://ipa-visibility.euzatebe.rs'), and 'IMAGES AND FILES' (with 'Cover image').

You need to supplement the project settings through the Edit and Translate tabs. When you click the Edit tab, the following window opens:

The screenshot shows the 'Edit' tab of the EU Za Tebe CMS. The main content area is divided into several sections:

- BASIC DATA:** Project name* (IPA Visibility and Communications, RS), Primary sector (Ostali sektor), Secondary sectors (6 selected), Total investment in EUR (1100000).
- TIME RELATED DATA:** Project start date (February 1st, 2018 1:00 AM), Project end date (August 24th, 2019 1:00 AM).
- Allowed sections for site:** A grid of checkboxes for News, Solicitations, About us, Contact, Internal Documents, External Documents, and Events.
- Writing tools:** A checkbox for 'Include tools'.
- LINKS:** Project site address* (http://ipa-visibility.euzatebe.rs).
- IMAGES AND FILES:** A section for 'Cover image (jpg, 1920x800px)' with a 'Choose file' button and 'No file chosen' text.

The information already filled in was copied from the Portal when the Project was created on the Portal. Important items of the project are the following:

- Cover image that appears on the front page of the site.
- Allowed sections, in which the Writer and Editor select which sections of the project will exist in the menu of the site itself and which they can modify.

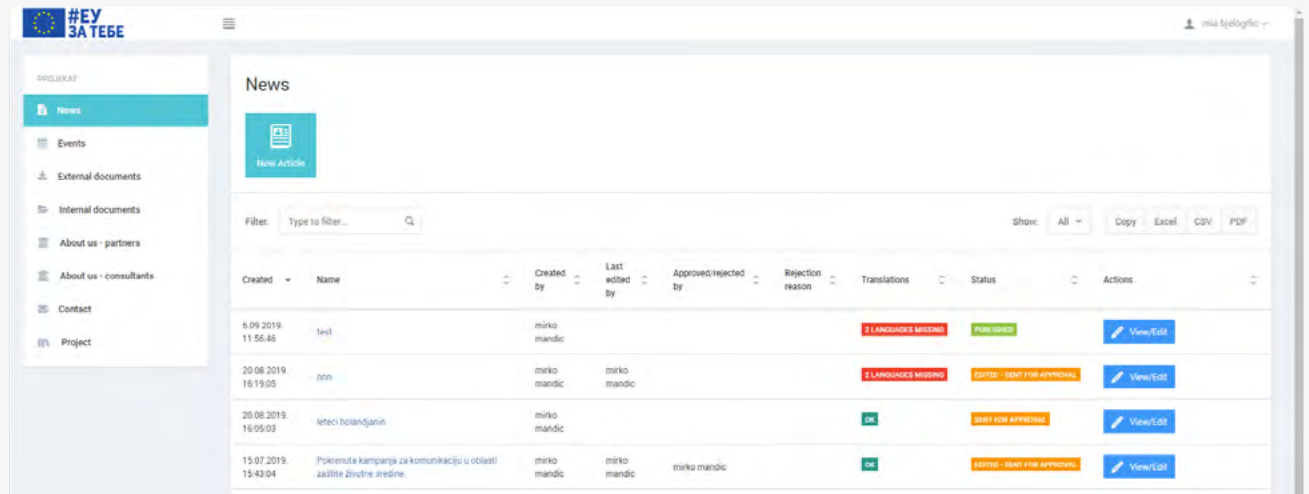
The screenshot shows the 'Dozvoljene sekcije' (Allowed sections) form. It contains a grid of checkboxes for the following sections:

<input checked="" type="checkbox"/> Vesti	<input checked="" type="checkbox"/> O nama	<input checked="" type="checkbox"/> Dokumenti	<input checked="" type="checkbox"/> Događaji
<input checked="" type="checkbox"/> Konkursi	<input checked="" type="checkbox"/> Kontakt	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Vesti - radni
<input type="checkbox"/> Događaji - radni			

If the Writer and Editor want to have all sections of the site, they need to tick all the options offered. News - Work and Events - Work is also important for the functioning of events and news, so they need to be chosen.

After that, in the Project section, and on the translate tab, all the elements related to project translations should be completed.

The role of the Writer is to create and edit content on the Project site. The writer cannot publish new content in the news and events section, but when created or edited, he must submit them to the Editor for approval. Only when the Editor approves the text will it appear on the Project site as well as on the Portal.



The menu can show the following items:

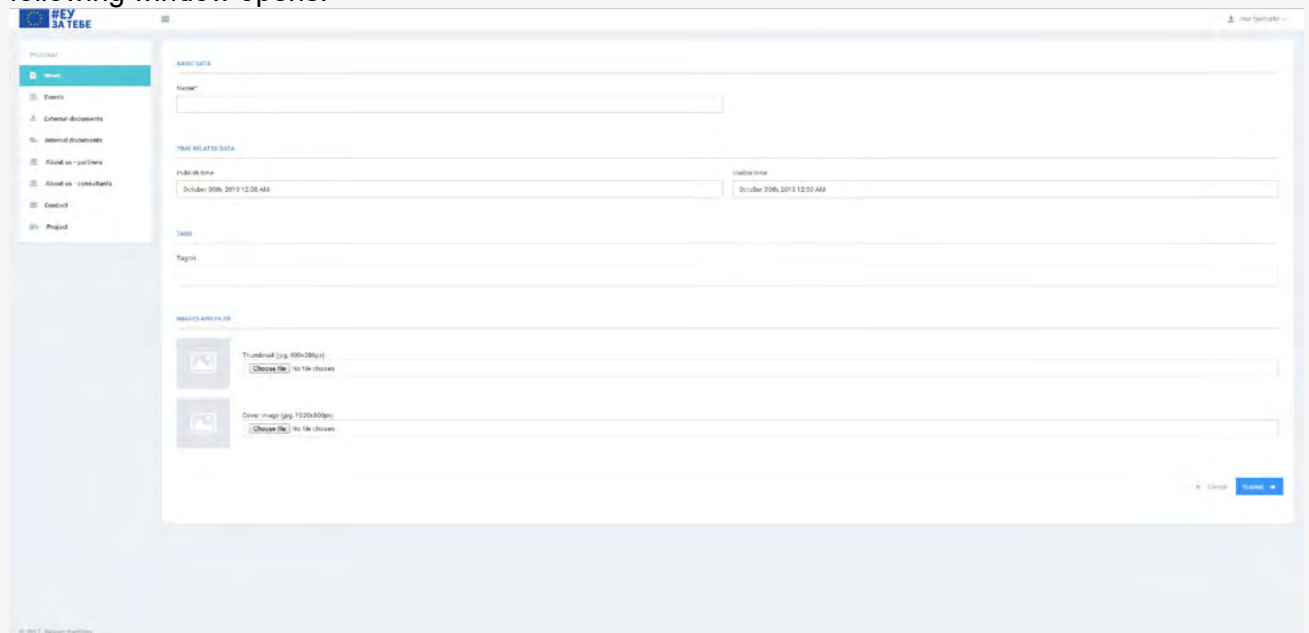
- News - the section where news are created.
- Events - section where events are created.
- External documents - section where download files are placed.
- Internal documents - the section where documents related to the project are uploaded.

Documents may be publicly available or accessible only to project members.

- About us - partners - the content of the About Us section.
- About us - consultants - contents of the About Us section.
- Contacts - the content of the contact section.

News

Writer creates news by clicking the New News button in the news section, after which the following window opens:



The writer here fills in a news name, which is not the title that will appear. The title will be adjusted in news translations for each language individually.
The tags are entered by pressing the Tab button on the keyboard at the end of each tag, and then continuing to write the next one.

Tags should not be long and should consist of up to three words. Longer tags can be entered, but this is not good practice.

The Release Date and Date fields have different functions. The news will not be visible until it is time to post, even though it has been published, while the value of the Date field will be displayed as the date the news was created.

You also need to upload two images:

- Thumbnail - an image that will be displayed on news pages.
- Cover - an image that will illustrate the news on the news page itself.

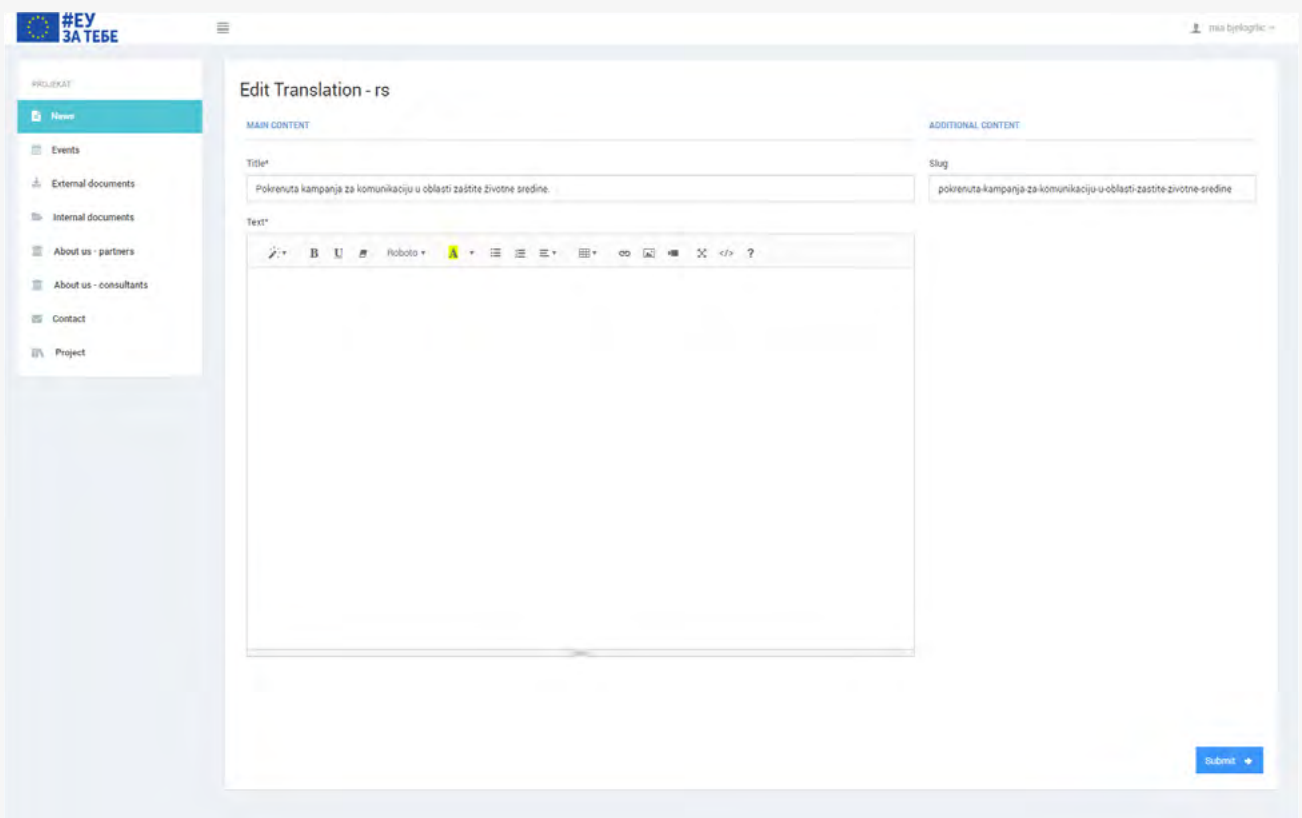
Once the news is created, we come to the news editing screen.

Clicking on the Translations tab goes to the translations section, where translations for both languages are written.



Language	Status	Title	Slug	Actions
en	OK	Communication Campaign for Environment launched	communication-campaign-for-environment-launched	Edit Delete
rs	OK	Pokrenuta kampanja za komunikaciju u oblasti zaštite životne sredine.	pokrenuta-kampanja-za-komunikaciju-u-oblasti-zastite-zivotne-sredine	Edit Delete

It is necessary to create translations in both languages.



Edit Translation - rs

MAIN CONTENT

Title*
Pokrenuta kampanja za komunikaciju u oblasti zaštite životne sredine.

Text*

ADDITIONAL CONTENT

Slug
pokrenuta-kampanja-za-komunikaciju-u-oblasti-zastite-zivotne-sredine

[Submit](#)

The slug field will be formed automatically based on the title. If such a slug already exists, an error will be reported and the slug must be edited to be unique. When both translations have been entered, the Writer should submit the news for approval to the Editor. This is done on the News page.

Created	Name	Created by	Last edited by	Approved/rejected by	Rejection reason	Translations	Status	Actions
6.09.2019. 11:56:46	test	mirko mandic				2 LANGUAGES MISSING	PUBLISHED	View/Edit
20.06.2019. 16:19:05	zeta	mirko mandic	mirko mandic			2 LANGUAGES MISSING	EDITED - SENT FOR APPROVAL	View/Edit
20.06.2019. 16:05:03	leteci holandarin	mirko mandic				OK	SENT FOR APPROVAL	View/Edit
15.07.2019. 15:43:04	Pokrenuta kampanja za komunikaciju u oblasti zaštite životne sredine.	mirko mandic	mirko mandic	mirko mandic		OK	EDITED - SENT FOR APPROVAL	View/Edit

News that has not been published has the status **NOT PUBLISHED**. By clicking the SEND FOR APPROVAL button, the news are sent to the Editor for approval. Only after approval will the news appear on the Project website and on the Portal. When the Writer submits the text for approval, it will receive SENT FOR APPROVAL status.

If the Editor approves the news and the Writer chooses to edit the news, the changes will only be posted when the Writer resends the news for approval and the Editor publishes.

Events

The process of creating and editing events is very similar to the process of creating news, except that there are several specifics that serve to determine who can see the created event.

It is possible to create the event so that it is publicly visible, but restrictions can also be imposed. The options that exist are:

- Publicly visible to all "All",
- Visible to selected individuals holding accounts on the Project Members Only Portal.

The last option allows the event to be visible at the same time to members of some projects and some others who have been added individually.

The screenshot shows a form for creating a news item. It includes a sidebar with navigation options like News, Events, External documents, Internal documents, About us - partners, About us - consultants, Contact, and Project. The main form area has the following sections:

- Basic data:** Title, Content.
- SEND VISIBILITY:** Visibility (dropdown), Project members only (checkbox).
- TRANSLATION DATA:** Fields for Title and Content in multiple languages (e.g., English, Serbian, Croatian).
- STATUS:** Status (dropdown).
- Media:** Fields for image upload and alt text.

Setting up download sections - marked in CMS as External documents

In the External documents section you can adjust which sections will exist in the download section on the front of the site. This is designed to allow download documents to be split up for different purposes. Lets say graphic documents, templates and the like.

All documents must be approved by the Editor (by clicking SEND FOR APPROVAL).

Created	Document name	Created by	Last edited by	Approved/rejected by	Rejection reason	Translations	Status	Actions
26.08.2019. 15:40:20	Presentation Template Eng	mirko mandic	mirko mandic	mirko mandic			2 LANGUAGES MISSING PUBLISHED	View/Edit
26.08.2019. 15:39:25	Presentation Template Srb	mirko mandic	mirko mandic	mirko mandic			2 LANGUAGES MISSING NOT PUBLISHED	View/Edit Send for approval
26.08.2019. 15:37:05	Memo Template Srb	mirko mandic	mirko mandic	mirko mandic			2 LANGUAGES MISSING PUBLISHED	View/Edit
26.08.2019. 15:36:08	Memo Template Eng	mirko mandic	mirko mandic	mirko mandic			2 LANGUAGES MISSING NOT PUBLISHED	View/Edit Send for approval
26.08.2019. 15:30:03	Visibility guidelines	mirko mandic	mirko mandic	mirko mandic			2 LANGUAGES MISSING NOT PUBLISHED	View/Edit Send for approval

Internal documents

Documents work just like Download Sections, except that they are only available to people with a user account

About us

This is where the content that will be seen in the About Us section is edited. There are two parts to this section: about partners, about consultants.

Clicking on New partner / New consultant brings you to the following screen:

BASIC DATA

Name*

DATA

Key consultant

Cancel Submit

After filling in the information we come to the following screen:

View Edit Translations

Created by: mia byelagic Last edited by: mia byelagic Approved/rejected by:

mia

DATA

Key consultant

The translations tab enters text about the partner or consultant of the project that was created.

Contact

This is where the content in the Contact section is edited. Clicking the Edit tab gives you the following window:

The screenshot shows a web interface for editing a contact entry. On the left is a navigation menu with options like News, Events, Internal documents, and Contact. The main area is titled 'CONTACT' and contains several input fields: 'Address' (with a placeholder 'Bеоград 11000'), 'City' (with a placeholder 'Beograd'), 'Zip' (with a placeholder '11000'), 'Country' (with a placeholder 'Srbija'), 'Phone number' (with a placeholder '+381114285033'), 'Mobile phone number', 'E-mail' (with a placeholder 'stefan.pavlovic@ecm.gov.rs'), and 'NAME'. Below the name field is an image upload section with a small thumbnail and a 'Choose file' button. At the bottom right, there are 'Cancel' and 'Save' buttons.

where the required information and image entries are completed.

Editor

The editor is another important role in the system and it can create content, but also approve or restore content.

When the Editor logs in, he sees the following screen:

The screenshot displays a 'News (approval)' interface. It features a table with the following columns: 'Created', 'Name', 'Created by', 'Last edited by', 'Approved/Rejected by', 'Approval status', 'Expiration', 'Status', and 'Actions'. The table contains 10 rows of news items, each with a date, a title, and a status of 'OK'. The 'Actions' column for each row includes buttons for 'View', 'Approve', and 'Reject'. Above the table, there are filters for 'Filter' and 'Type to filter', and a 'Show' dropdown set to 'All'. At the bottom, it indicates 'Showing 1 to 1 of 8 entries'.

There are four sections to the menu:

Content approvals - The editor can approve or reject content that a writer has submitted for approval,

Content creation

Approved texts - Approved content,

Other - Internal documents and translation groups.

Approvals

Both news and events are approved in this section.

Any news not approved will have SUBMITTED FOR APPROVAL printed on an orange background. The editor can view the content and clicking the Approve button can approve the news and it will be automatically published on the Project website as well as on the Portal. If the Editor decides to reject the news, he can do so by clicking the Refuse button, when he needs to leave a comment as to why the news was rejected.

The same mechanism applies to events.

Content creation

This section contains the same links as with Writer, where the Editor can create content. After creating the content, he also has to submit the texts for approval, but he can also approve them himself.

Approved texts

In this section, the Editor can see previously approved texts.

Text Assets - Translation groups

This section contains all the little texts that are displayed on the site. These include button texts, menu names for menus, and any other text that is not related to dynamically created content. There are two important text assets here, the print that appears on the cover image on the project cover and the short text below the cover image on the cover page.

Group name	Number of translations	Actions
copy	36	Translations ✓ Delete
intro	4	Translations ✓ Delete
menu	22	Translations ✓ Delete
project	18	Translations ✓ Delete

These assets are located in the home section, called home_slider_copy for the text that will appear on the cover and intro_text for the text that will appear below the cover.