MAURITIUS GOVERNMENT PORTAL

User Guide for Webmasters

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Overview

The objective of this user guide is to assist users in the content management of the new platform which the main government portal and other Ministries, Departments, and Parastatal Sites are hosted.

We have used the “OPSG” site as model to show to webmasters how the “actual” site is mapped to the new one. The whole architecture is based on Master Templates already validated and approved by the Portal Working Committee. Items in this user manual are those that can be customise per site.

The below images describes the actual and new site.

Actual Site
New Site

The New Logo

Banner Image

Menu

Links For Docs

New web part

Links for pages

& Sites
Overview of the Site Action

Concepts of creating folders in the documents library
Click on Documents

Click on folder to create a folder
Menu/Sites

Creation of a Menu

1) Click on site action → Manage site structure and contents

Here we want to create a Menu Under the OPSG Ministry - on the same level as About us

2) Click on the Arrow → New → Site
3) Type in the Title → Description → URL and Select Publishing Site

4) Scroll Down, tick on the above two options and click on Create.
The newly created site is displayed as shown below.

**Another Step**

**From The Home Page**

1. Click on Site Action – New Site - Publishing Site
2. Click on Publishing Site

3. Give it a name and click on Create

4. Click on publish
Hiding a Menu

1. Click on Site Action - Site Setting
2. Click on Navigation
3. Select the menu which you want to hide and click on Hide and then click on ok to close the form
Ordering Of Menu

Click on **Site Action - Site Setting**

Click on **Navigation**
Click on the **Menu** and use the **up and down arrow** to move it up and down to change the position.
Adding SubSite / Pages / External Links to the Site

Adding Subsite
1. Click on the Site
2. Click on Site Action – New Site
3. Choose publishing Site – Give it a name and click on Create
4. Click on Publish

Adding a page to a site
1. Click on the Site
2. Click on Site Action – New Page
3. Choose Inner with Print and Bookmarking
4. Add Content and publish the page

Adding External links to the site

1. Click on the Site
2. Click on Site Action – Site Setting
Click on Navigation

Click on Add Link
Type the title of the Link and the Url and then click on Ok

Click on Ok to close the Form
Ordering of Subpages in the Site

1. Click on the Site
2. Click on Site Action – Site Setting – Navigation
3. Click the pages to move it up or down
4. When finished click on ok
Updating a Page – Adding a page as a link in an existing Page

1. Click on the Page
2. Click on Site Action – Edit Page
3. Add the Required content or delete the specific content
4. Type the name of the page which point to the external link
5. Highlight the text
6. Click on Insert link - from SharePoint if the page is found in SharePoint if not from Address if it is an External Link
7. Type or paste the URL of the Page
8. Click on save and Close and Publish to publish the page

Changing the Title of a Page

1. Click on the page and Click on Edit page
2. In the Title Box – Change the Title of the page and click on save and close and publish

If the page is added as a sublink in a menu

1. Click on the Menu
2. Click on Site Action – Site Setting – Navigation
3. Click on the Link - Click on Edit
4. Change the Title of the Link and click on ok to close the form.
To View the Newly Created Page and link it in the quick link section.

1. Click on site action - view all site content

2. Click on Pages
3. Right Click on the **page** and Click on **Properties**

4. **Copy the URL** and click on **ok.**
Creation of Link Pages – putting it in the quick link section

1. Go to **site action** - **view all site contents** – **quick links middle left test**

2. Click on **add new link**
3. Type in the **title and description** and paste the **URL** of the previously copied link in the url section.

4. The Newly created page is added in the Quick Links Section.
5. The Newly added Link page in the Quick link Section as Shown Below.
Adding Bookmarks in the same page and to external page

1. Create your jump link.
   a. Position your cursor where you want to create the link.
   b. Select Insert from the Editing Tools at the top.
   c. Click on “Link” select “From Address”.
   d. Fill out the form:
   e. Click on OK
2. Create your bookmark for the jump link.

a. Select the Jumplink

b. Click on Link - From Address

In the Address bar type #

c. Select your link “Bookmark was Jumped” And a new area appears on your toolbar called “Link Tools” >Format. Click on format.
d. Add the jumplink to the Bookmark property. (Leave # in the URL box or it will use a default link to the Site pages).

3. You can "Save & Close" the page to test.
Changing the Links of Documents in a page – HTML Code

Changing the link of a single document in a page

1. Click on the page
2. Click on Site Action - edit page
3. Choose the document that you want to change the link
4. Click on format
5. On the URL tab insert the desired URL of the document

Changing the link of Bulk documents in a page

1. Click on the page
2. Click on Site Action – Edit Page
3. Click on HTML – edit HTML
4. Copy the HTML source and paste it in a word document
5. In the word document open the replace tool
6. Replace the http:// path of the old document with the new one and click on replace all.
7. All the links will be replaced copy the HTML and paste it in the HTML Source of the page - click on ok
8. Click on save and close and published.
Formatting the page layout of a menu – List Content Viewer

Formatting the Page Layout of a menu – same structure as About us page

Click on the Menu – Site Actions – Edit Page

Click on Add web part – Link dev web part - list content viewer – click on add

Click on edit web part and put the same properties as that of the about us menu

Click on ok – save and close and publish

Click on Browse and choose the landing listing
Web part

Web parts are components that can be added and deleted on content pages. There are different types of web parts: Quick Links, Documents, Picture viewer, text contents, etc. There are a number of webparts that are available for use on the base template.

Adding of Web Part

1. To add another Web Parts – Click on **Site Action - Edit Page**

2. Click on **Add Web Part** (You can also choose the Zone where you want to add the web Part).
3. Choose **Media and Content - Content Editor Type** and click on Add

4. Click on **here** to add the content of the web part.

5. Type your text in the **content editor** or simply paste your text here.

6. Click on **save and close** and **publish** when finished.
Formatting a web part title (h2 tag)
Giving web part title the same look and feel as Quick link webpart (title with dark background)

1. Click on Edit Page – Edit Web part

2. In the Chrome Type choose None and click on ok
3. Click on the content of the web part and choose HTML – Edit HTML

4. Type this code in the First line of the HTML:

```html
<h2 class="home">e-Services Domains - Middle Test</h2>
```

5. The Highlighted part is the only title of the web part that you need to change accordingly

6. Click on ok
Creating webpart same as Quicklinks for pdf document

1. go to site action - view all site contents - useful documents - list - list setting

2. save list as template
3. give same name to list name and template name
4. Go to site action - more options list - select the newly created list
5. Give it the name that will be displayed on the home page - click on create
6. click on home page - click edit page
7. add webpart - link dev web part - list content viewer
8. click on option pane
9. choose web part name from the listname
10. remove paging
11. documents links from the browse section
12. choose the same properties as that of the existing one and click on ok

Ordering of Documents in webpart – ascending/descending – Created DESC
Deleting Web Part

1. On Site Actions
2. Click Edit Page
3. On the web part to remove or delete click on the arrow next to the web part name

<table>
<thead>
<tr>
<th>List Content Viewer [6]</th>
</tr>
</thead>
</table>

4. Choose Close or Delete

Note: It is recommended that we close a web part and do not delete it. Closing a web part is easier to retrieve back than deleting a web part.
Adding the Media Library Folder

1. From the Home Page - Click on Site Action - Site Setting - Navigation

2. Click on Add Heading

3. Click on Browse

4. Choose Media and click on Ok
5. Click on Ok – Please note we will come back to the URL section and change it.

6. Open the media folder

7. Click on the Media Library – copy the url of the media library
8. Click on site action - site setting - media – edit and change the url
Documents

Uploading Documents in SharePoint

To upload a document

1. Create the folder structure in SharePoint
2. Go to site action - view all site Contents
3. Click on documents
4. Click on documents

5. Click on new folder
6. Give a name to the folder and click on save

7. Creation of subfolder home in the ministry opsg folder

Uploading a document in the folder

1. Click on Add document
2. Click on **browse** to choose the **document** that you want to upload.

3. Click on **ok** to close the menu and hence uploading the document.
News and Events

News is a main component on the sites, mainly used to display recent news and announcements.

Adding News

To add a News Item:

1. Click on News on the main page

2. Under Site Actions, choose new Page
3. Enter a News title
4. And Enter Details of the news on the following page.
5. Click **Save and Close**
6. The news will automatically be displayed on the main page and on the news page

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Ministry of Foreign Affairs, Regional Integration and International Trade

**News**

**Daily News**

Date: November 15, 2012
Domain: Economy

NEW DAILY NEWS Added....

Add New Comment
Deleting a news item

1. Click Site Actions
2. View all Site Content
3. Click on Pages
4. Select the news item and click delete on the top bar
Adding an Event
1. Click on Events on the main menu
2. On the site actions menu
3. Click on new Page
4. Add Event Details

Deleting an Event
1. Click on Event on Main Menu
2. Click Site Actions
3. View all Site Content
4. Click on Pages
5. Select the news item and click delete on the top bar
Changing the Background Colour template of Ministry Site
If you want to change the background colour of a ministry for example from red to blue or green

1. Go to Site Action – Site Setting – Master Page - Browse and choose the desired template

If you want to customise the background colour or image

1. Go to site action – manage content and structure - style library – ministry images:
   BlueTheme/BlueBannerUpdated.png – for blue background
   GreenTheme/greenBannerUpdated.png – for green background
   RedTheme/redBannerUpdated.png – for red background

Note you must Optimised your image as per the size below – 1208 * 576
Logo
The logo is the TOP Left Image that appears on the Site.

Changing of Logo

1. Upload the photo in the image library by going to site actions – view all site contents

2. Click on images to upload the photo
3. Images uploaded as shown on the screen below

4. Click on the main page – (Home Page)

Click on Site Action – Site setting – Look and feel – Title and Description
5. Change the url by putting the new url of the newly downloaded Photo.

Click on **OK** and Save and close and it’s done.
Adding new images in highlights

1. Click on Site Action – View all site contents
2. Click on banner photos
3. Click on add new item to add the new images
4. Choose images and browse for the image
5. If the image is not displayed the path of the folder and put /English/publishing images

Note the images should already be inserted in the image Library.

To change the order of the highlights image that is the newly added one to be displayed first:

1. On the home page - click on edit page
2. Click on edit webpart of the highlights
3. On the order textbox type : Created DESC
4. Click on ok
5. Save and close and publish
Changing the banner photo

NB: The image that we want to change should already be uploaded in the image library.

1. Go to Site Actions – Manage content and Structure.

2. Go to Master Page Photo – Click on it
3. Choose New Item

4. Give it a title and browse to choose the required photo, if the photo is not displayed change the URL Path to /English/
5. Click on **Browse** to select the desired photo

6. Click on **images** if the desired photo is not displayed change the **location url** to: /English as shown in the screens below.
7. **Location url changed** and the desired photos are now displayed.

8. Choose the desired Photo and Click on **ok**.
Footer Reordering

To remove undesired menu item from the footer:

1. Click on Site Action – Site Setting – navigation – Current Navigation
2. Hide the undesired site from there.
Version History – Recovering previously modified or deleted pages

Note we can recover only those pages that have been published.

Go to site Action - Manage content and Structure - the desired site and pages where you need to recover the page

1. To recover a page click on the page and check out the page.
2. Click on the small arrow and click on version history

Choose the desired previous good version
3. Click on the arrow and click on restore.
4. Publish your page
Some Tips

Changing the order of the page in the list content viewer

1. click on the page
2. site action view all sites contents
3. click on the page select edit properties and change the order
4. to change default admin name, type portal_farm click on check names
5. click on the portal farm and choose the first option

Webpart

We can add as much web part as we can but this will distord the left hand web part and right hand web part. so we need to add the web part in such a way so as to compensate the blank spaces left.

Web part can be moved from one zone to another.

Edit the webpart - layout - in the zone section choose the zone where you want to move it.

Note if by mistake a document of image is found in the pages library then the document or image should be published, if not user will not find the document, you find an error message, page not found.

Images

News Images

- Recommended size 235 X 165

Banner Photos

- Recommended size is 680 x 182

Media Library

- Recommended size 1252 x 626
Intranet

Announcement

1- Go to ‘Announcements’ module by pressing ‘Read More Announcements’ link
2- Go to ‘Site Actions’
3- Press the ‘New Page’ Link
4- Insert Announcement title
5- Press the ‘Create’ button
6- Insert Announcement data:
   • Title*
   • Description *
   • Publishing Date *
   • Image
   • Body *
   • Expiry Date *
   • Disable Comments
   • Display on News Ticker
7- From the ‘Publish’ tab, Press the ‘Publish’ button, then press ‘Continue’ for the confirmation message

Editing Announcement

1- Go to ‘Announcements’ module
2- Select to view the detailed page of an announcement
3- Go to ‘Site Actions’
4- Press ‘Edit Page’ link
5- Edit in the announcement fields
6- From the ‘Publish’ tab, Press the ‘Publish’ button
Deleting an announcement

1- Go to ‘Announcements’ module
2- Select to view the detailed page of an announcement
3- Go to ‘Site Actions’
4- Press ‘Edit Page’ link
5- Go to ‘Page’ tab, Press ‘Delete Page’ then press OK for the confirmation message

Document Library

1- Below the Document Library, Press ‘Add Document’ link
2- Browse for the document, then press OK for confirmation
3- Go to ‘Site Actions’
4- Press ‘View All Site Content’ link
5- Below ‘Document Libraries’ section, press ‘Documents’
6- Hover on the document that is needed to be approved, and press the arrow displayed beside it
7- Press ‘Check Out’ to perform modifications, and ‘Check In’ when modifications are done
8- Press ‘Manage Permissions’ to manage access of uploaded document
9- Press ‘Approve/Reject’ button
10- Then choose ‘Approve’, then press OK

Manage document Library

Below the Document Library, Press ‘Add Document’ link
Browse for the document, then press OK for confirmation
Go to ‘Site Actions’
Press ‘View All Site Content’ link
Below ‘Document Libraries’ section, press ‘Documents’
Hover on the document that is needed to be approved, and press the arrow displayed beside it
Press ‘Check Out’ to perform modifications, and ‘Check In’ when modifications are done
Press ‘Manage Permissions’ to manage access of uploaded document
Press ‘Approve/Reject’ button
Then choose ‘Approve’, then press OK
Login as Employee
Browse the Document Library, paging is generated when number of items increase
Following details displayed for documents:

• Document Name
• Document File Type
• Date the document was last modified
Press on document to view
Right click on a document to download, press ‘Save Link As’
Choose a location, press OK for confirmation

Create new Folder

1- Go to ‘Site Actions’
2- Press ‘View All Site Content’ link
3- Below ‘Document Libraries’ section, press ‘Documents’
4- Press on any item, then from ‘Documents’ tab, press ‘New Folder’
5- Insert the folder’s name
6- Hover on the Folder that is needed to be approved, and press the arrow displayed beside it
7- Press ‘Approve/Reject’ button
8- Then choose ‘Approve’, then press OK

Edit Folder

1- Go to ‘Site Actions’
2- Press ‘View All Site Content’ link
3- Below ‘Document Libraries’ section, press ‘Documents’
4- Press on any folder/document, then from ‘Documents’ tab, press ‘Edit Properties’
5- Edit in the fields, then press OK

Delete Folders / Documents

1- Go to ‘Site Actions’
2- Press ‘View All Site Content’ link
3- Below ‘Document Libraries’ section, press ‘Documents’
4- Press on any folder/document, then from ‘Documents’ tab, press ‘Delete Document’
5- Press OK for confirmation
Move Files From Folder to Folder

1. From ‘Document Library’, press the folder you want to move the file to it
2. Copy its URL
3. Go to ‘Site Actions’
4. Press ‘View All Site Content’ link
6. Press a documents
7. From ‘Documents’ tab, press ‘Send to’, then ‘Other Location’
8. Paste the URL in ‘Destination document library or folder’
9. Check Yes or No for updates as needed
10. Press OK for confirmation
Calendar

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘View All Site Content’ Link
4- From ‘Lists’ section, Press ‘Calendar’
5- Press ‘Add’ in the square of the date that will contain the event
6- Insert Event data:
   - Title *
   - Location
   - EventType *
   - Start Time *
   - End Time *
   - Description
   - All Day event
   - Recurrence
   - Duration

7- Press ‘Save’
8- Login as Employee
9- Browse the Calendar of Events
10- Move the mouse over a specific day that contains events, to display the tooltip, tooltip will show the following for each event:
    - Start Date
    - End Date
    - Event Title (Clickable to details)

11- Go to ‘Detailed Calendar’, then press to view as Month, Week or Day view

Calendar – Event Type

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘Events Types’ Link
4- Press ‘Add New’
5- Insert event type and select its color:
   - Title *
   - Color *

6- Press the ‘Save’ button
Edit event Type

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘Events Types’ Link
4- Select an event type to edit it.
5- Update the Event type name and its color.
6- Press the ‘Update’ button

Delete Event Type

1- Go to ‘Detailed Calendar’ module
2- Go to ‘Site Actions’
3- Press the ‘Events Types’ Link
4- Select an event type to delete it.
5- Press the ‘Delete’ button