

USER MANUAL

WEBSITE CONTENT
MANAGEMENT SYSTEM

2020



CONTENTS

1. Introduction	4
2. Representative part	5
3. Editorial part	8
3.1 Login	8
3.2 Basic Description	9
3.3 Site settings	10
3.3.1 Address in the site footer	11
3.3.2 Site Motto	12
3.3.3 Language Settings	13
3.3.4 Social networking Settings	15
3.3.5 Site Name	16
3.3.6 Homepage/Articles	17
3.3.7 Appearance of the graphical header on the start page	18
3.3.8 Note at the address in the site footer	18
3.3.9 Menu appearance	19
3.3.10 Appearance of site items	19
3.3.11 Document listing appearance	20
3.3.12 Other settings	20
3.4 Site pages	21
3.4.1 Welcome page	21
3.4.1.1 Boxes	23
3.4.2 Main menu	26
3.4.3 Bottom menu	30
3.4.4 Quicks links/Hidden/Redirect	31

3.5 Action	32
3.6 Articles	34
3.7 Tiles	36
3.8 Documents	37
3.9 Forms	38
3.10 Gallery	42
3.11 Graphic Trailers	45
3.11.1 Info boxes	47
3.12 Links	48
3.13 Partners	49
3.14 Vacancies	50
3.15 File archive	51
4. Log-off	52

1. INTRODUCTION

The purpose of this manual is to support you with the administration of Caritas Czech Republic (CCR) website and its selected missions. In general, the manual is used for orientation in the VISUZ Content Management System 3 (CMS³), which allows the dynamic management and administration of the content and structure of the website online, from anywhere, anytime and any Internet browser.

The website is divided into two main parts:

Representative part - the main component of the website, which will be displayed to visitors after entering the Internet address of CCR website <https://moldova.charita.cz/> Once the website becomes operational, the address of the website may suffer changes, which implies the modification of links on the operational website.

Editorial or Administrative part - which is used to administer the website. This sets the content displayed in the representative section.

English version - <https://moldova.charita.cz/cms/index.php?lang=en>

Czech version - <https://moldova.charita.cz/cms/index.php?lang=cs>

You can watch this  YouTube video <https://www.youtube.com/watch?v=suuZo8roOVU> to better understand the administration of the website.

Attention! The links to the Representative and Editorial/Administrative parts may differ from mission to mission.

The links to CCR Moldova suffered the following changes:

<https://www.ccrmoldova.org.beta.2018.charita.cz/cms/index.php?lang=en>

- on the 1st of January 2020 became –

<https://moldova.charita.cz/cms/index.php?lang=en>

and

<https://www.ccrmoldova.org.beta.2018.charita.cz/>

- on the 1st of January 2020 became –

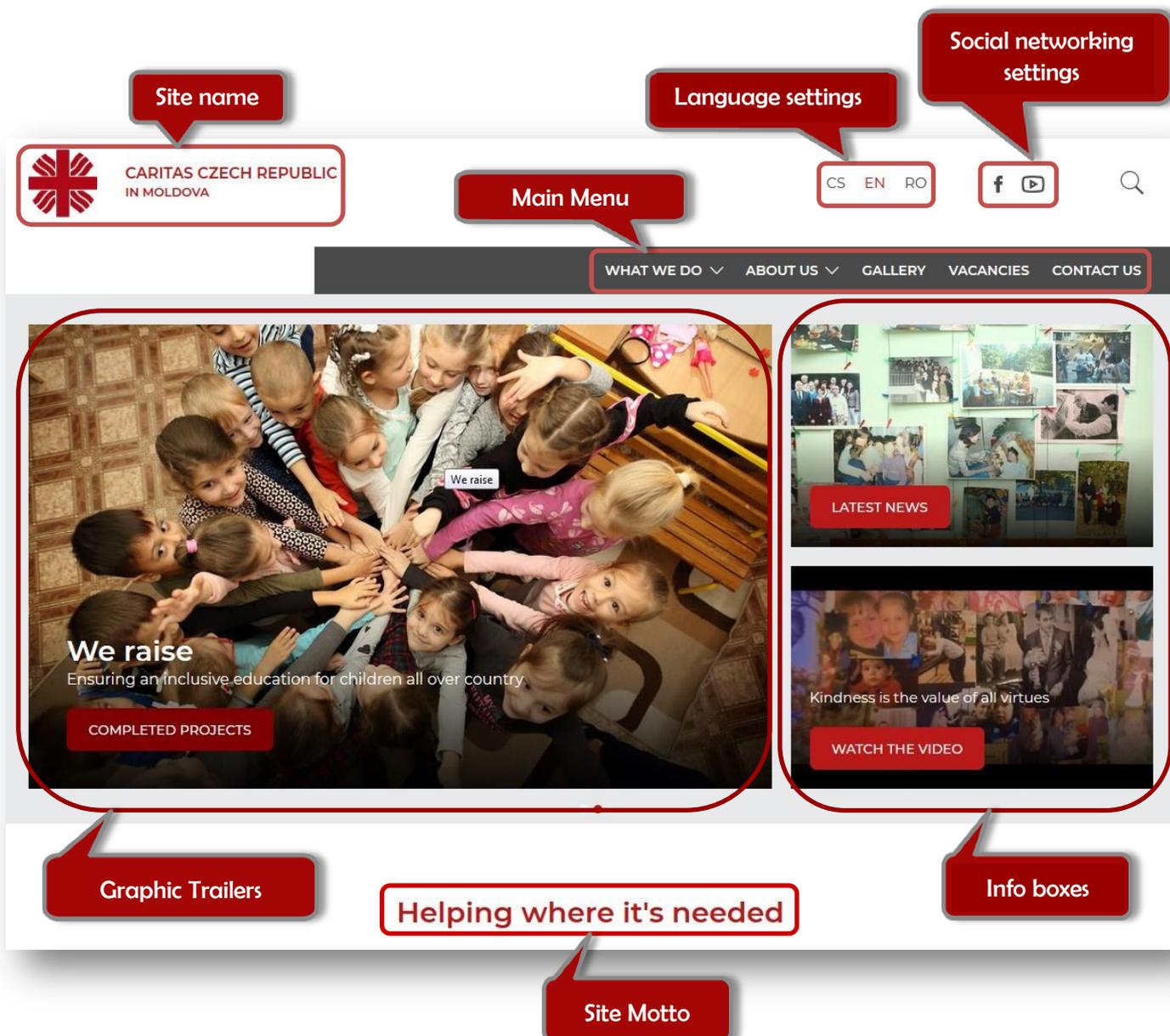
<https://moldova.charita.cz/>

The rest of the manual provides practical steps for administering the CCR websites.

2. REPRESENTATIVE PART

Welcome to the representative part - <https://moldova.charita.cz/>

The highlighted items/boxes, their editing and more will be described below.



The image shows a screenshot of the Charita website interface with several red callout boxes pointing to specific elements:

- Site name:** Points to the logo and text "CARITAS CZECH REPUBLIC IN MOLDOVA".
- Language settings:** Points to the language selection buttons "CS", "EN", and "RO".
- Social networking settings:** Points to the Facebook and YouTube social media icons.
- Main Menu:** Points to the navigation bar containing "WHAT WE DO", "ABOUT US", "GALLERY", "VACANCIES", and "CONTACT US".
- Graphic Trailers:** Points to a large image of children with the text "We raise" and "Ensuring an inclusive education for children all over country", and a "COMPLETED PROJECTS" button.
- Helping where it's needed:** Points to a section titled "We raise" with a "COMPLETED PROJECTS" button.
- Info boxes:** Points to a "LATEST NEWS" section with a grid of photos and a "WATCH THE VIDEO" button.
- Site Motto:** Points to a video player with the text "Kindness is the value of all virtues" and a "WATCH THE VIDEO" button.

Boxes

Tiles

Moldova

Caritas Czech Republic has been working in Moldova since 2004, when it launched its first development project in the country. Since then it has dedicated its work particularly to home care, health care, civil society development, agriculture, livelihoods support and inclusive social development.

[FIND OUT MORE](#)

Donations

Financial contributions are important for Caritas Czech Republic in bringing aid to those at home and abroad who need support, help, hope and solidarity in moments of need and times of hardship. Anyone can get involved in the many different ways.

[DONATE](#)



Kindness is the value of all virtues



Ensuring the quality and accessibility of medical-social homecare services (2019-2022)



Support and Assistance to the Social Sector of Moldova (2017-2019)

Homepage/Articles - Caption

News



[MORE](#)

Homepage/Articles - Button

Partners

test - děkujeme



CZECH REPUBLIC
DEVELOPMENT COOPERATION



Guvernul Republicii Moldova
Ministerul Sănătății, M

Bottom Menu

Caritas Cz
in Moldova

Address in the site footer

22 Milesti street, 2nd floor
Chisinau, MD-2001
Tel: +373 680 73 616
E-mail: ccr.moldova.office@gmail.com

This website was created with the financial support of the Czech Development Agency.

Note at the address in the site footer

SITE MAP

[News](#)
[Projects](#)
[Donations](#)
[Gallery](#)
[Vacancies](#)
[Contact us](#)
[Site Map](#)

USEFUL LINKS

[Caritas Czech Republic](#)
[Czech Development Agency](#)
[Ministry of Health, Labour and Social Protection](#)
[AO Pro-Development](#)
[AO Homecare](#)
[AO CASMED](#)
[AO ADPI Humanitas](#)



Social networking settings

2019 Charita Česká republika

VIZUS.CZ.s.r.o.

webp

3. EDITORIAL PART

This part is used for designing, editing and creating the CCR website.

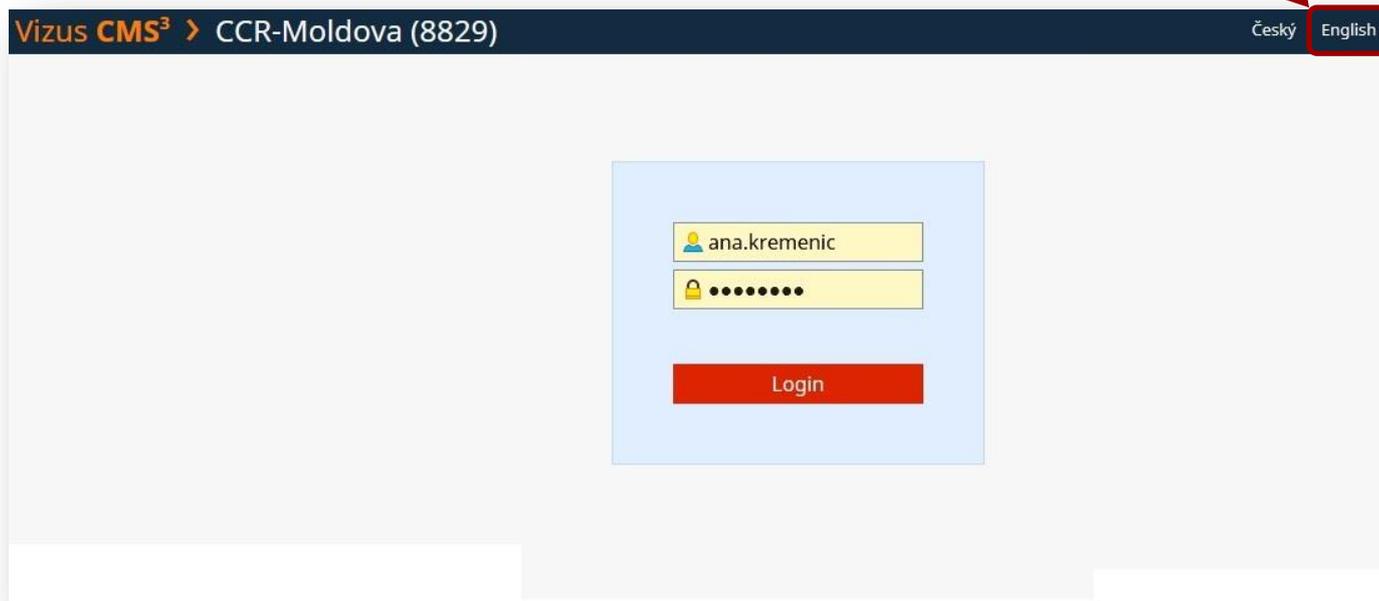
3.1 LOGIN

You will log into the editorial system at the following address (straight to the **English** version):

<https://moldova.charita.cz/cms/index.php?lang=en>

In the login box:

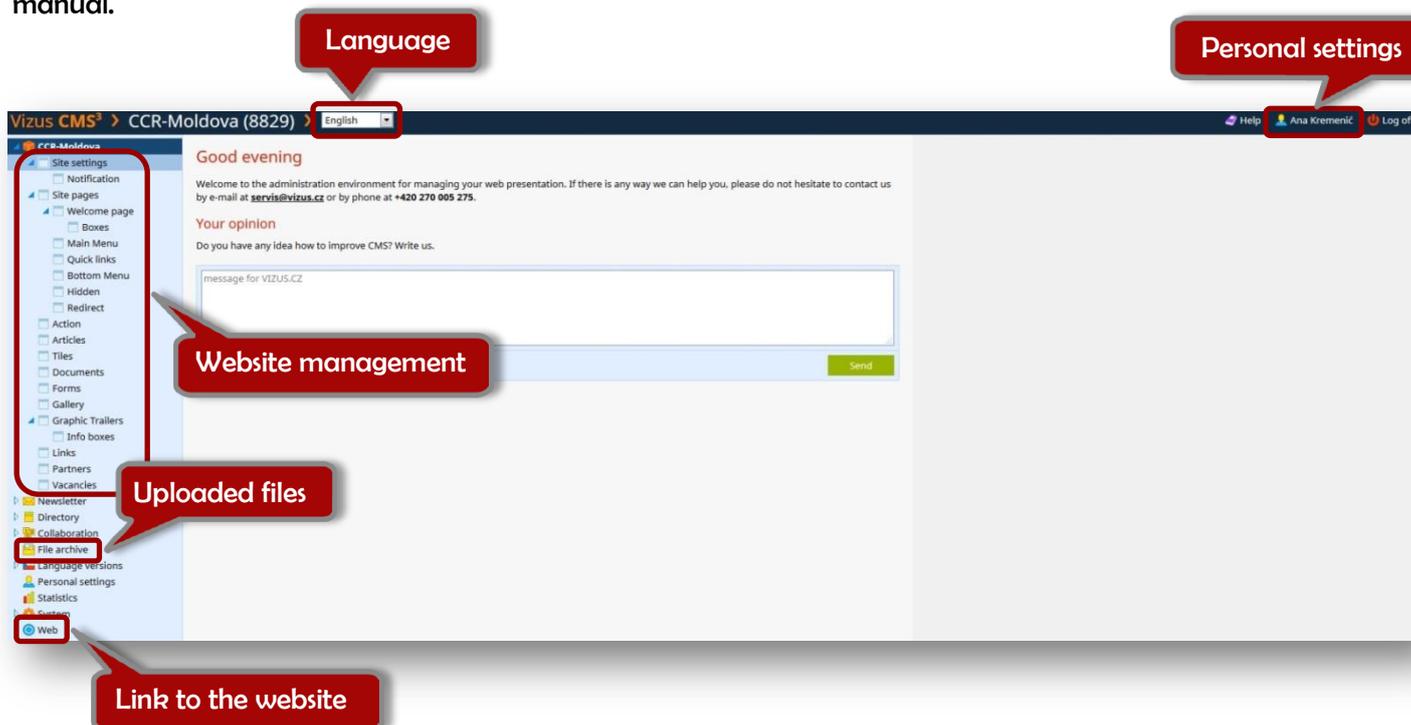
1. Enter the **username**
2. Enter your **password**
3. And click on the **Login** button



3.2 BASIC DESCRIPTION

After logging into the editorial part, you will be welcomed and the system offers you support.

The editorial website consists of a top menu bar and a left menu bar which will remain in place the entire time you are logged into the system. The functionality of each menu bar, its modules and sub-modules will be covered in this manual.



Language - list of languages in which the editorial/administrative part operates. Each language is assigned to the language version of your website, which you will fill with information

Personal settings - are set by your HQ counterpart and you should not edit it.

Website management - main sub-modules to be used in the administration of the website

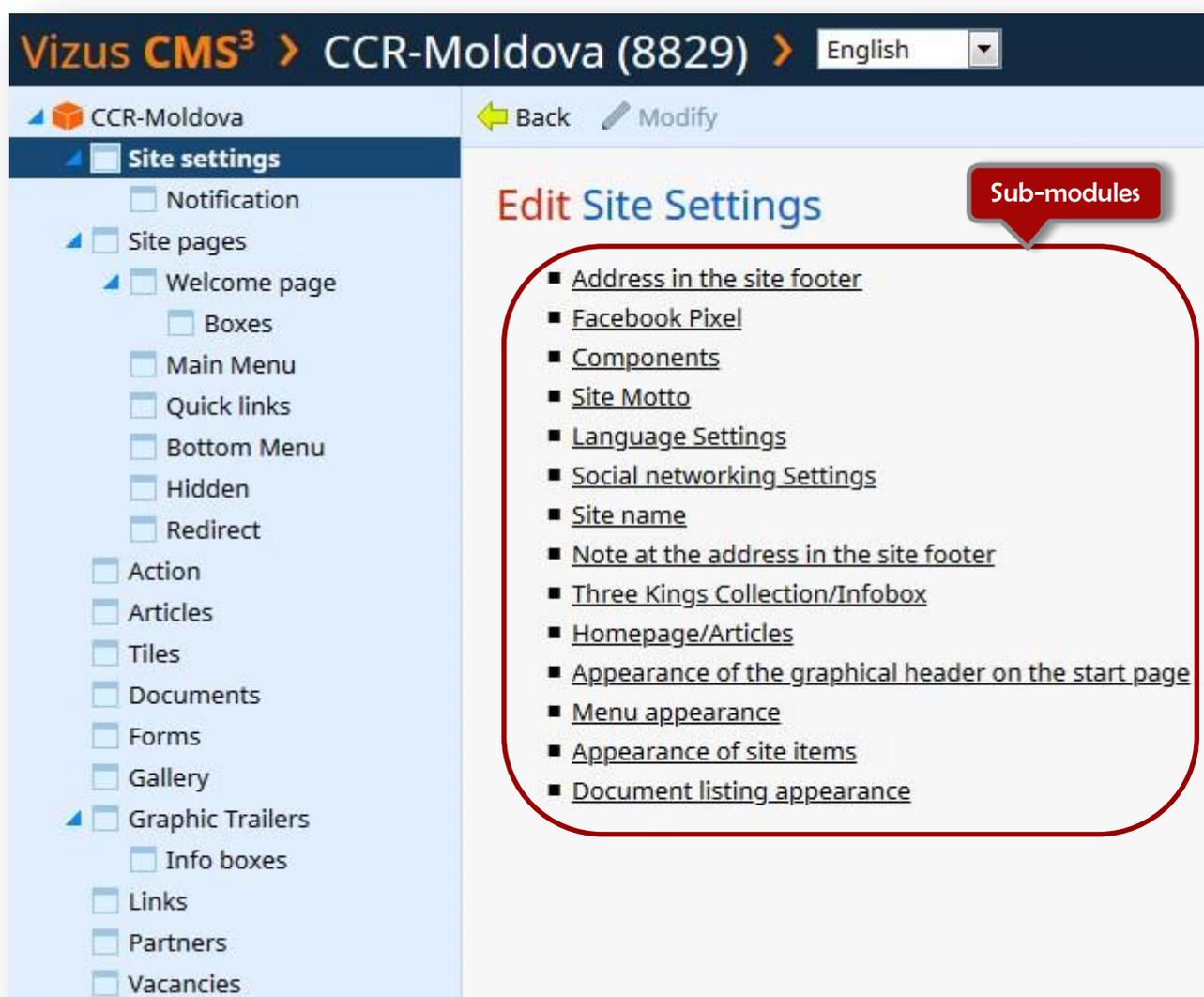
File archive - here you will upload all files to be published on the website (photos, docs, presentations, etc.)

Web - link to your website

3.3 SITE SETTINGS

Click on the first module **Site settings**.

You should see **14 sub-modules**. Each sub-module is an important component for the interface of the website. **Not all of them should be edited by you, since some of it can be set by CCR HQ.** Below you will find the instructions for each sub-module.



Vizus CMS³ > CCR-Moldova (8829) > English

CCR-Moldova Back Modify

Site settings

- Notification
- Site settings
 - Site pages
 - Welcome page
 - Boxes
 - Main Menu
 - Quick links
 - Bottom Menu
 - Hidden
 - Redirect
 - Action
 - Articles
 - Tiles
 - Documents
 - Forms
 - Gallery
 - Graphic Trailers
 - Info boxes
 - Links
 - Partners
 - Vacancies

Edit Site Settings Sub-modules

- [Address in the site footer](#)
- [Facebook Pixel](#)
- [Components](#)
- [Site Motto](#)
- [Language Settings](#)
- [Social networking Settings](#)
- [Site name](#)
- [Note at the address in the site footer](#)
- [Three Kings Collection/Infobox](#)
- [Homepage/Articles](#)
- [Appearance of the graphical header on the start page](#)
- [Menu appearance](#)
- [Appearance of site items](#)
- [Document listing appearance](#)

3.3.1 Address in the site footer

Here you will fill in the address of your mission. You will notice that the address of CCR HQ in Prague is set by default. To set the address of your mission, you should fill in the **Custom** spaces – **Street and No.**, **City**, **Phone** and **E-mail**. Press **Save** and check the website.

Address in the site footer

You need to fill in either all fields or any.

Street and No.	<input type="radio"/> Vladislavova 12 <input checked="" type="radio"/> Custom <input type="text" value="22 Milesti street, 2nd floor"/>
City	<input type="radio"/> Praha 1 <input checked="" type="radio"/> Custom <input type="text" value="Chisinau, MD-2001"/>
Phone	<input type="radio"/> 296243330 <input checked="" type="radio"/> Custom <input type="text" value="+373 680 73 616"/>
E-mail	<input type="radio"/> sekretariat@charita.cz <input checked="" type="radio"/> Custom <input type="text" value="ccr.moldova.office@gmail.com"/>

Caritas Czech Republic in Moldova

22 Milesti street, 2nd floor
 Chisinau, MD-2001
 Tel: +373 680 73 616
 E-mail: ccr.moldova.office@gmail.com

This website was created with the financial support of the Czech Development Agency.

SITE MAP

- [News](#)
- [Projects](#)
- [Donations](#)
- [Gallery](#)
- [Vacancies](#)
- [Contact us](#)
- [Site Map](#)

USEFUL LINKS

- [Caritas Czech Republic](#)
- [Czech Development Agency](#)
- [Ministry of Health, Labour and Social Protection](#)
- [AO Pro-Development](#)
- [AO Homecare](#)
- [AO CASMED](#)
- [AO ADPI Humanitas](#)



3.3.2 Site Motto

The **Site Motto** is set by CCR HQ. It should be displayed in each language version of the website. Click on **Site Motto**, insert the **Motto**, press **Save** and the motto will appear on the website.

Edit Site Settings

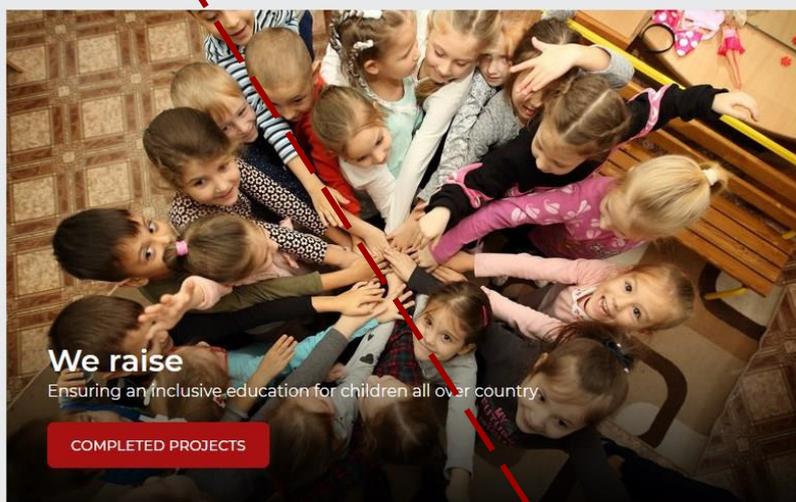
- [Address in the site footer](#)
- [Facebook Pixel](#)
- [Components](#)
- **Site Motto**
- [Language Settings](#)
- [Social networking Settings](#)
- [Site name](#)
- [Note at the address in the site footer](#)
- [Three Kings Collection/Infobox](#)
- [Homepage/Articles](#)
- [Appearance of the graphical header on the start page](#)
- [Menu appearance](#)
- [Appearance of site items](#)
- [Document listing appearance](#)

Site Motto

Helping where it's needed

Save

Back



Helping where it's needed

3.3.3 Language settings

The website supports two kinds of language mutations:

- a Classic stand-alone language mutation, in which everything is translated into the selected language - Czech (Čeština)
- an Alternative mutation, where the selection of the user's language moves only to a specific page on the website

Other alternative language mutations include: English (Angličtina), German (Němčina), French (Francouzština), Russian (Ruština), Polish (Polsztina), Bulgarian (Bulharština), Vietnamese (Vietnamština), Mongolian (Mongolština), Ukrainian (Ukrajinština), Romanian (Rumunština), Georgian (Gruzínština), Serbian (Srbština), Albanian (Albánština), Khmer (Khmérština) and Arab (Arabština).

Language Settings

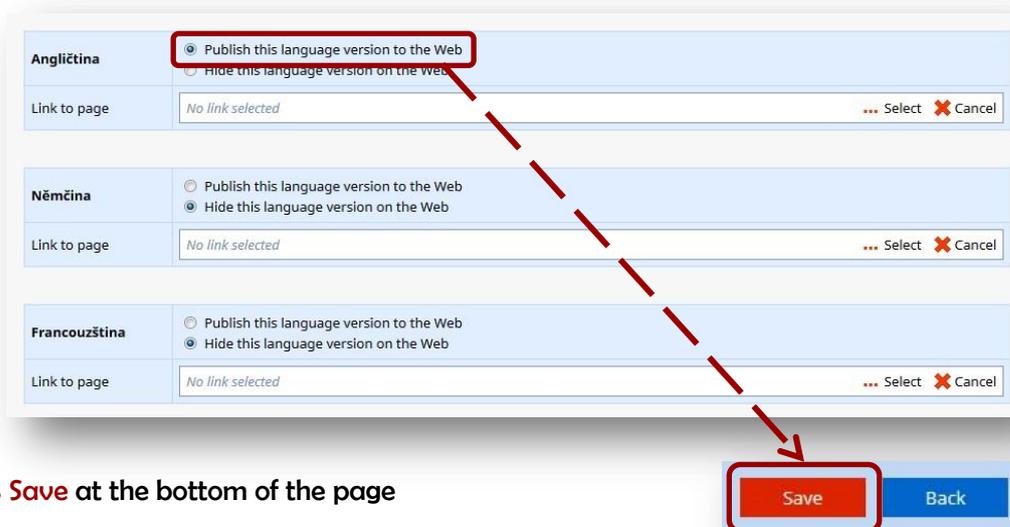
Each language, you can create a custom website (by creating a main page and all the required pages), or just create a special page and link to it. The web site then displays only those languages in the list of languages that have their own site or have a redirect message set and that language should be publishable.

If you want to create only one information page for a language, just create any page, view it on the Web, copy its URL, and assign it to that language. You can also assign an external URL to a language.

Čeština	Czech website mutation cannot be disabled
Link to page	Czech mutation of the site is not possible to redirect

To activate other alternative language mutations - e.g. English (Angličtina) and Romanian (Rumunština):

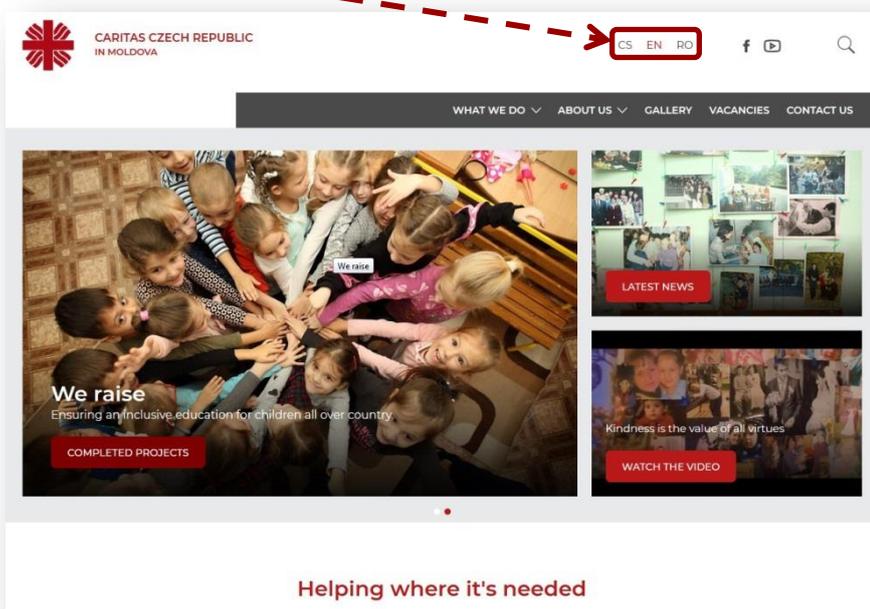
1. Choose: **Publish this language version on the website**



The screenshot shows the 'Language Settings' interface for three languages: English (Angličtina), German (Němčina), and French (Francouzština). For each language, there are two radio buttons: 'Publish this language version on the Web' and 'Hide this language version on the Web'. For English, the 'Publish' option is selected. Below each language section is a 'Link to page' field with a dropdown menu and a 'Cancel' button. At the bottom of the page, there are two buttons: 'Save' (highlighted with a red box) and 'Back'.

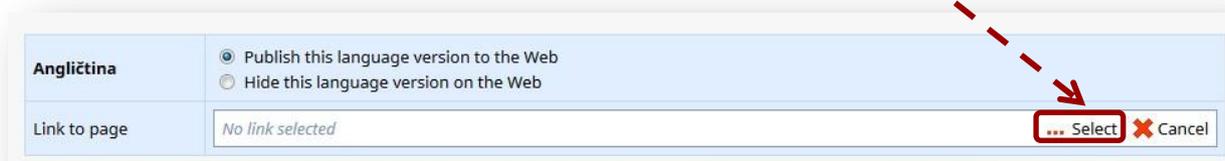
2. Press **Save** at the bottom of the page

3. The published language mutations will appear on the website



To deactivate/hide a language mutation, choose **Hide this language version on the Web** and press **Save** at the bottom of the page.

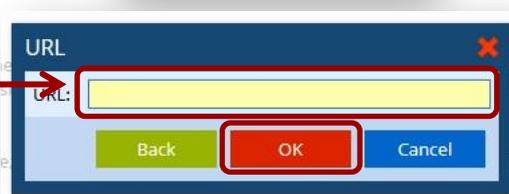
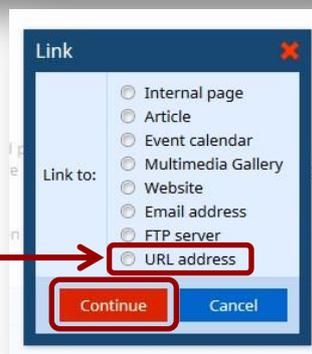
1. If you want to create only one information page for a language press **Select**



2. Choose **URL address** and press **Continue**

3. Introduce the URL and press **OK**

4. Press **Save** at the bottom of the page



3.3.4 Social network Settings

Social network icons are presented and situated in the **header** and **footer** of the website.

To set up a link for a social network:

1. Fill in the **Name** box (e.g. Facebook, YouTube)
2. Insert the **Link to social network**
3. Select the box **View this social network**

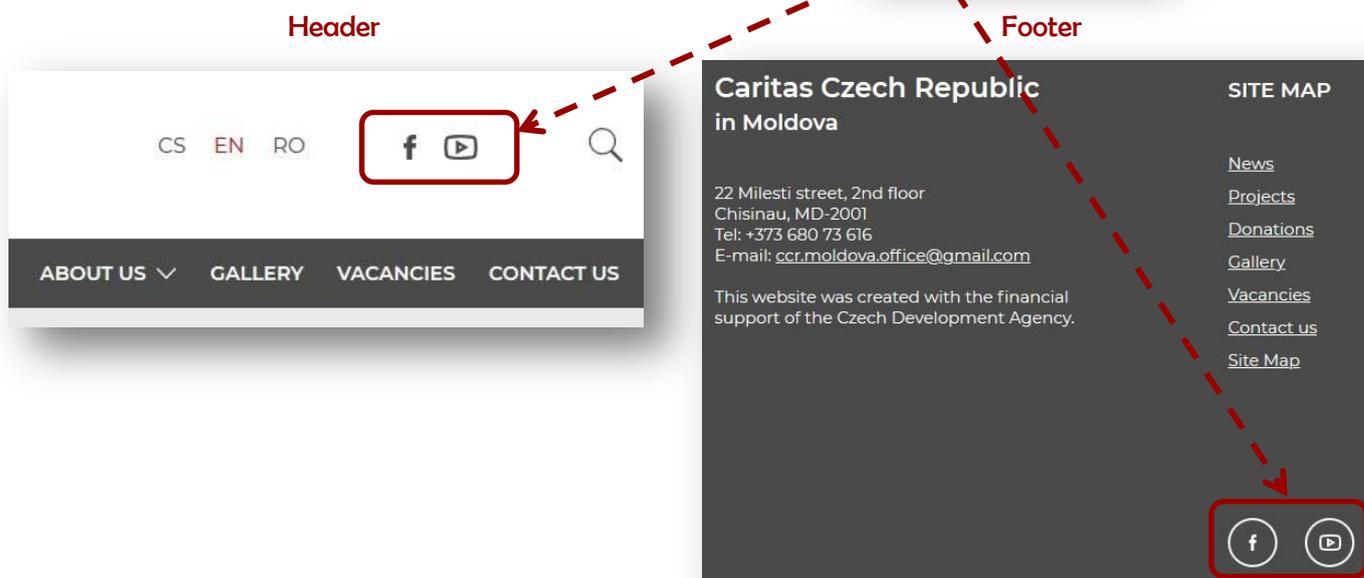
Social networking Settings

Paste the link to any social network. If the system supports it, it allows you to enter and securely view it on the web.

1. link	<input checked="" type="radio"/> View this social network <input type="radio"/> Hide this social network
Name	Facebook
Link to social network	https://www.facebook.com/prodevelopment/

2. link	<input checked="" type="radio"/> View this social network <input type="radio"/> Hide this social network
Name	Youtube
Link to social network	https://www.youtube.com/user/CharitaCR

4. Press **Save** at the bottom of the page and check your website



3.3.5 Site name

The **Site name** is set by CCR HQ. It should be displayed in each language version of the website.

To set up the name of the website:

1. Click on **Site name**
2. Insert the name in the box
3. Follow the instructions described there

Site name

The site name appears in the upper left corner next to the Charity logo. This name may be different for each language of your site. If you do not fill in the name, you will see the existing site name, which can be seen at the top of the CMS. To wrap a name, use the `/.Wrap text with Asteris *Small text*`.

4. Press **Save** and check your website



3.3.6 Homepage/Articles

Here you will set up the name of the **Caption above Articles** (usually it is “News”) and the **Button name below articles** (usually it is “More”).

To set this up:

1. Insert the name of the **Caption above Articles**
2. Insert the name of the **Button name below articles**
3. To create a link to the **Button below articles**, press **Select** in the **Button reference box**

Homepage/Articles

Caption above articles	<input type="text" value="News"/>
Button name below articles	<input type="text" value="More"/>
Button reference	<input type="text" value="https://www.ccrmoldova.org.beta.2018.charita.cz/what-we-do/"/> <input type="button" value="... Select"/> <input type="button" value="Cancel"/>

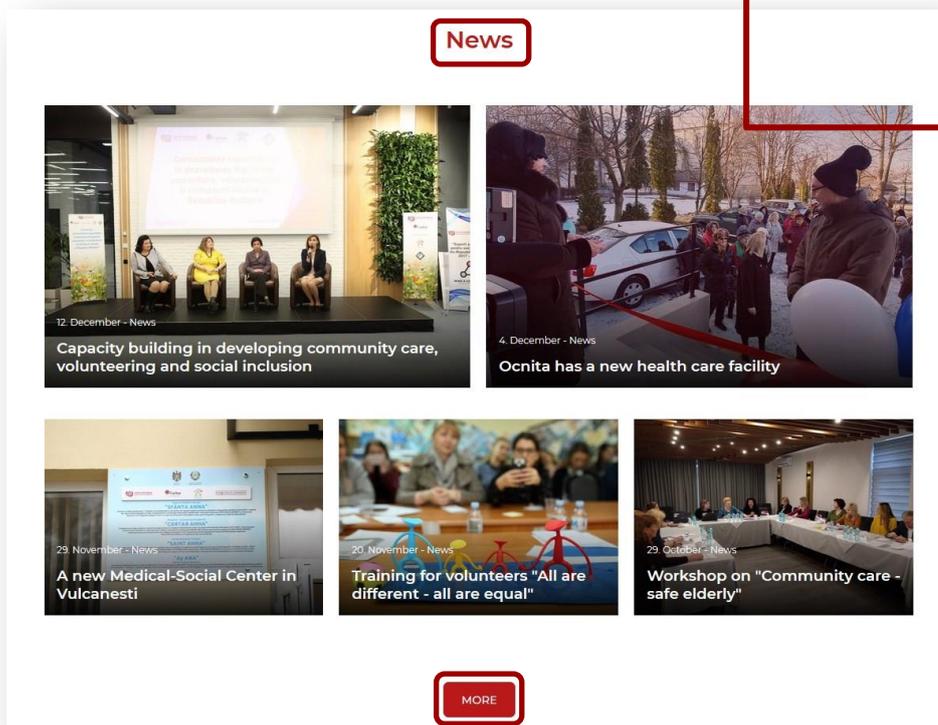
5. Choose **URL address** and press **Continue**
6. Introduce the URL and press **OK**
7. Press **Save** and check your website

Link

Internal page
 Article
 Event calendar
 Multimedia Gallery
 Website
 Email address
 FTP server
 URL address

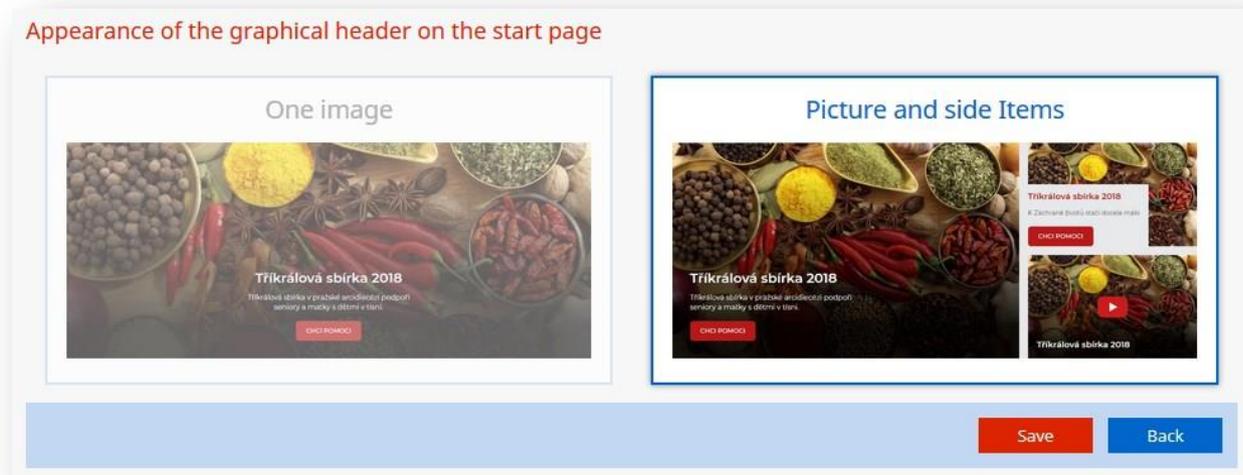
URL

URL:



3.3.7 Appearance of the graphical header on the start page

The Appearance of the graphical header on the start page on the site is set by CCR HQ. You have two options with which you can work. Press **Save** and check the website.



3.3.8 Note at the address in the site footer

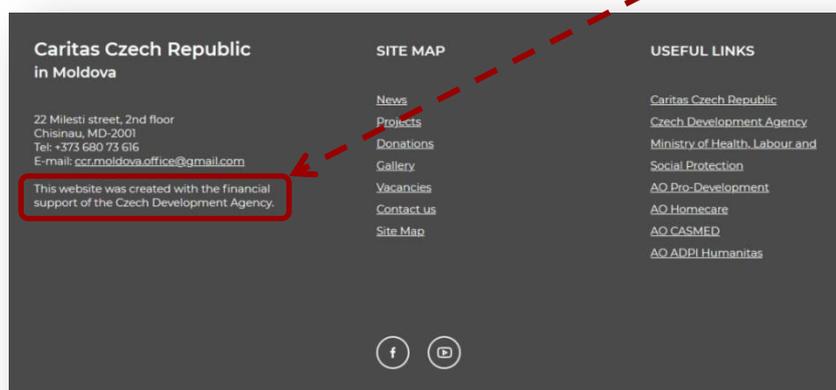
The Note at the address in the site footer is set by CCR HQ. It should be displayed in each language version of the website.

To set up the name of the website:

1. Click on **Note at the address in the site footer**
2. Insert the note in the box



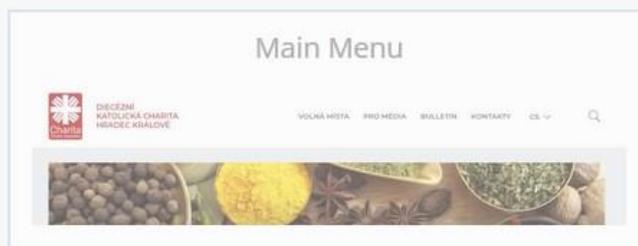
3. Press **Save** and check your website



3.3.9 Menu appearance

The **Menu appearance** on the website is set by CCR HQ. You have two options with which you can work. Press **Save** and check the header of the website.

Menu appearance



Save

Back

3.3.10 Appearance of site items

The **Appearance of site items** on the website is set by CCR HQ. You have two options with which you can work. Press **Save** and check the website.

Appearance of site items

Shadow



No shade



Save

Back

3.3.11 Document listing appearance

The **Document listing appearance** on the website is set by CCR HQ. Here you can choose how the icon of the items that you upload to the website (documents, presentations, etc.) will appear. You have two options with which you can work. Select an option and press **Save**.

Document listing appearance

Icons

Etiam ligula pede



Etiam **ligula pede**, sagittis quis, interdum ultricies, scelerisque eu.

STÁHNOUT

Contents

Etiam ligula pede



Etiam **ligula pede**, sagittis quis, interdum ultricies, scelerisque eu.

Save Back

3.3.12 Other settings

The sub-modules **Facebook Pixel**, **Components**, **Three Kings Collection/Infobox** are not supposed to be edited. They have been already set for all websites!

3.4 Site pages

This item doesn't link to module, only collected sub-modules. You can click on plus for view of sub-modules. The sub-modules of **Site pages** will be described below.

3.4.1 Welcome page

The **Welcome page** is generally the main page a visitor navigating to a website from a web search engine will see, and it may also serve as a landing page to attract visitors.

Here you can modify the **Label**, **Title**, **META keywords** and **META description** of your website.

These components should be set in coordination with CCR HQ.

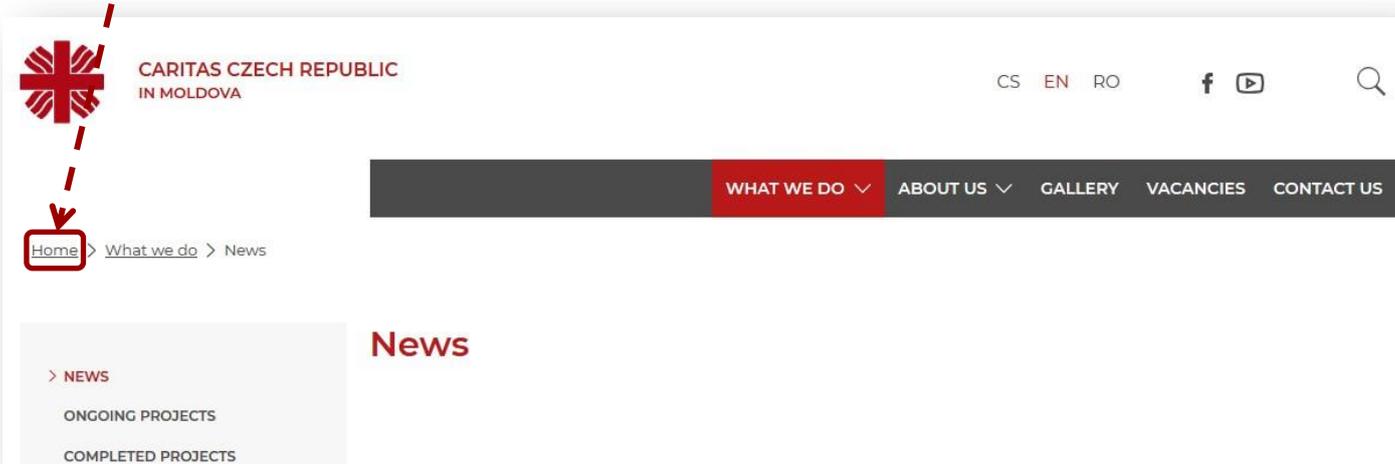
Hlavní stránka

Page updated.

Label:	Home
Title:	Caritas Czech Republic in Moldova
META keywords:	caritas czech republic, moldova, humanitarian aid, development cooperation, charity, social sector, health sector, local livelihood, education of children
META description:	Caritas Czech Republic in Moldova is a non-profit in the field of humanitarian aid and development cooperation, focused on health and social sectors, local livelihood, education of children and adults.

[Modify](#)
[Back](#)

In the **Label** box you will insert the name of your home page.



CARITAS CZECH REPUBLIC IN MOLDOVA

CS EN RO

f y

WHAT WE DO ▾ ABOUT US ▾ GALLERY VACANCIES CONTACT US

Home > What we do > News

> NEWS

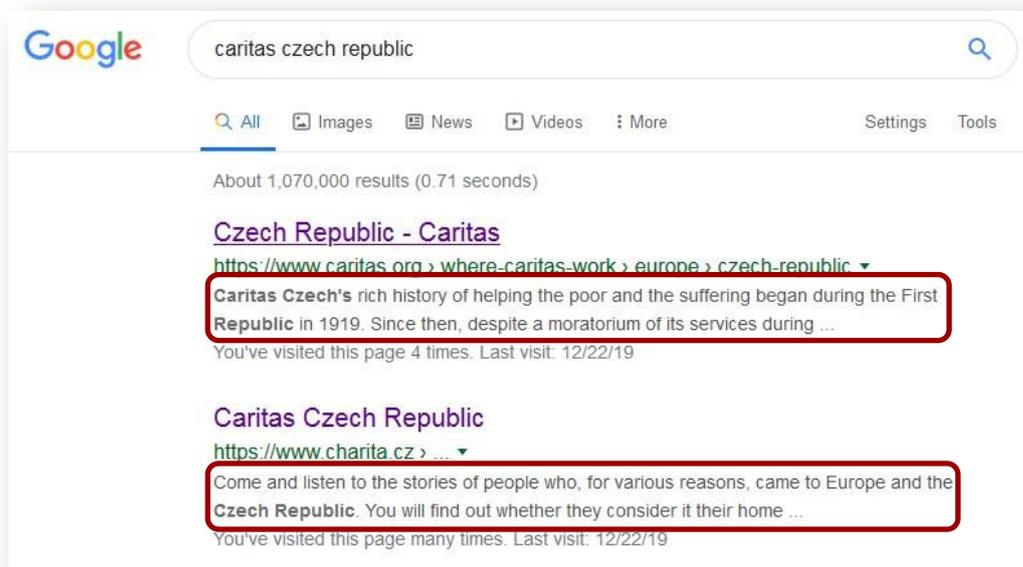
ONGOING PROJECTS

COMPLETED PROJECTS

News

Title should be “**Caritas Czech Republic in -your country-**”

The purpose of a **META description** for your page is to get someone searching on **Google** to click your link. In other words, **META descriptions** are there to generate click-throughs from search engines. The **META description** is a snippet of up to about 155 characters, which summarizes a page's content.



META keywords describe the content of a website shortly and concisely, and are therefore important indicators of a website's content to search engines. The keywords are generally written in lower case, and separated with a comma. Today, **META keywords** are irrelevant for search engine optimization and don't have any ranking relevance.

At the end you can also choose to **activate/deactivate** the **Welcome page** on your website.

3.4.1.1 Boxes

Boxes are components on the website, which are presented as graphic boxes with a title/heading, content, etc. and displayed only on the homepage. **Boxes** are designed to display important content for the website, like describing the mission, projects or donations. **Warning:** Only the first two active boxes are displayed on the website.

List

Item	Status	Actions
Moldova	active	 
Donations	active	 

Warning
Only the first two active boxes are displayed

Moldova

Caritas Czech Republic has been working in Moldova since 2004, when it launched its first development project in the country. Since then it has dedicated its work particularly to home care, health care, civil society development, agriculture, livelihoods support and inclusive social development.

[FIND OUT MORE](#)

Donations

Financial contributions are important for Caritas Czech Republic in bringing aid to those at home and abroad who need support, help, hope and solidarity in moments of need and times of hardship. Anyone can get involved in the many different ways.

[DONATE](#)

-  **Kindness is the value of all virtues**
-  **Ensuring the quality and accessibility of medical-social homecare services (2019-2022)**
-  **Support and Assistance to the Social Sector of Moldova (2017-2019)**

News



12. December - News
Capacity building in developing community care, volunteering and social inclusion



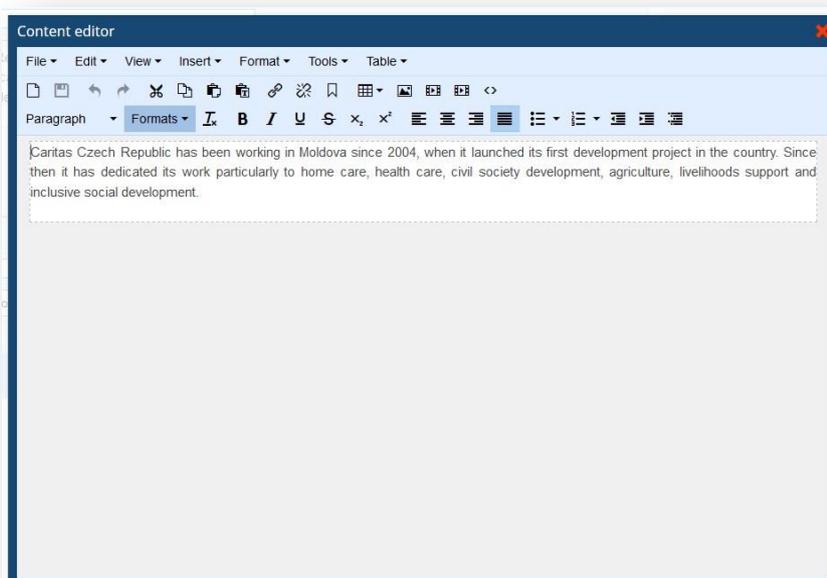
4. December - News
Ocnita has a new health care facility

To create a box:

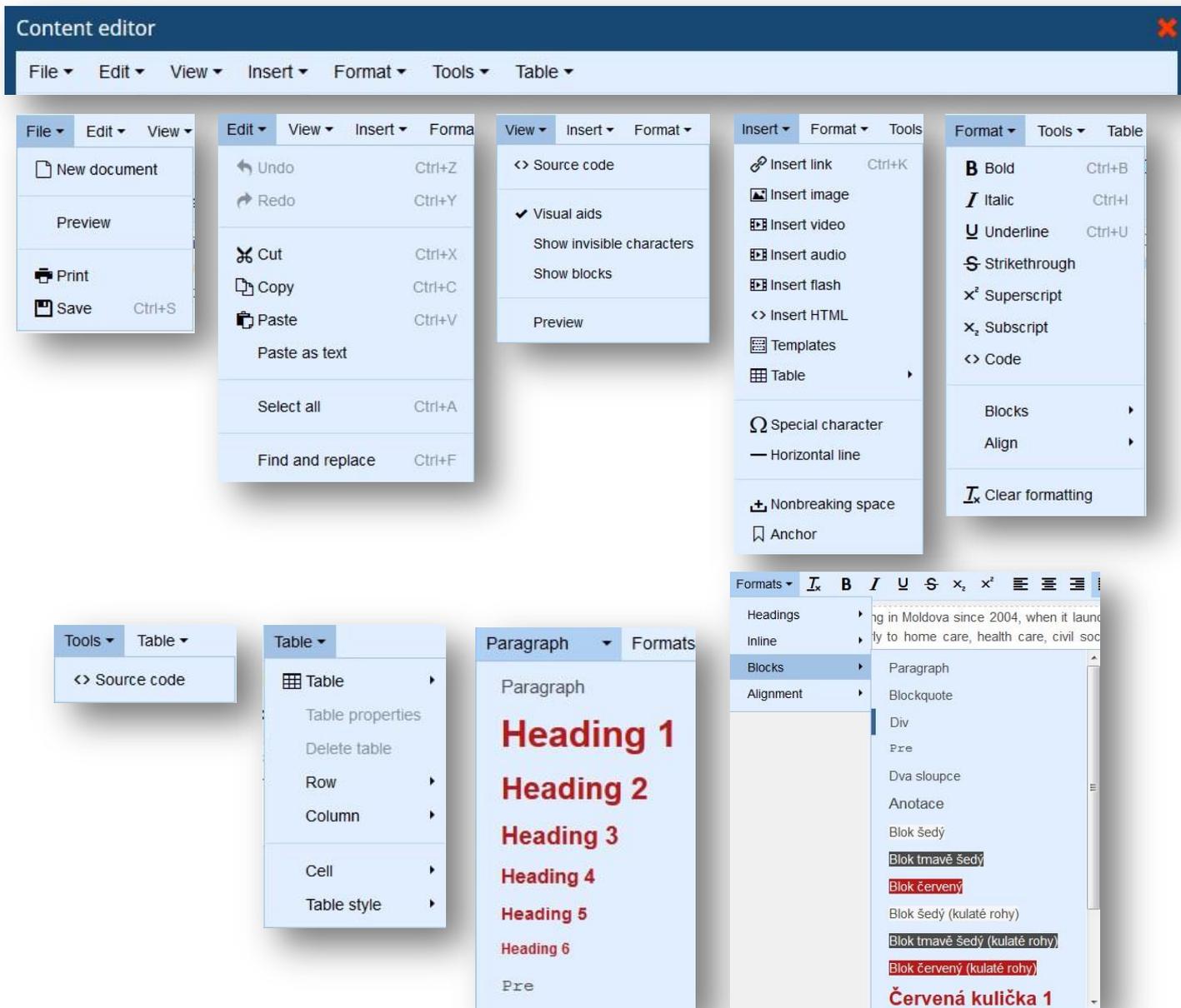
1. Click the  **Modify** button. A new window will appear
2. Insert the **Name** of the box
3. Insert the **Content** of the box by clicking on the  **Editor** button. A new window will appear which will be described below.
4. If you want a button, insert its **Name**
5. Insert the **Link** to this button by clicking on **Select** and following the instructions for inserting a link (described previously)
6. Select **Active status** to post the Box on the website.
7. Press **Save** and check the website



To edit the **Content** of the box, a new window will appear named **Content editor**. The functions in the editor are similar to Microsoft Office Word. You can edit the text within the window, or paste it from a Word Document.



Main functions in the **Content editor** can be seen below.

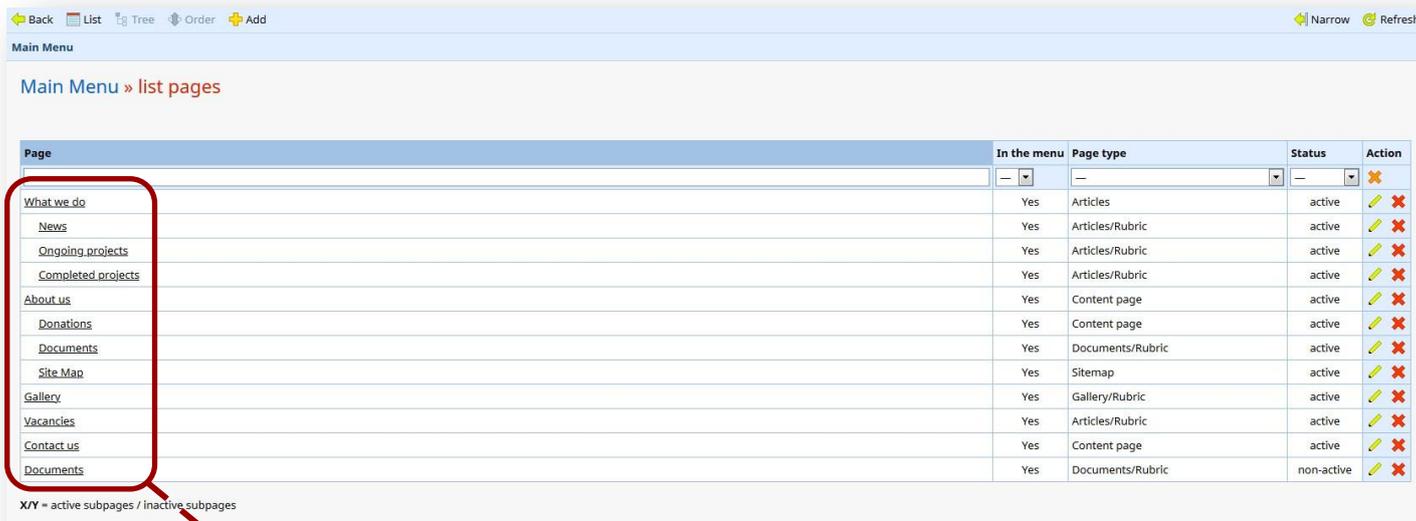


After you introduce the text and edit it, you can either press the  **Save** button or close the window and **Save changes**



3.4.2 Main menu

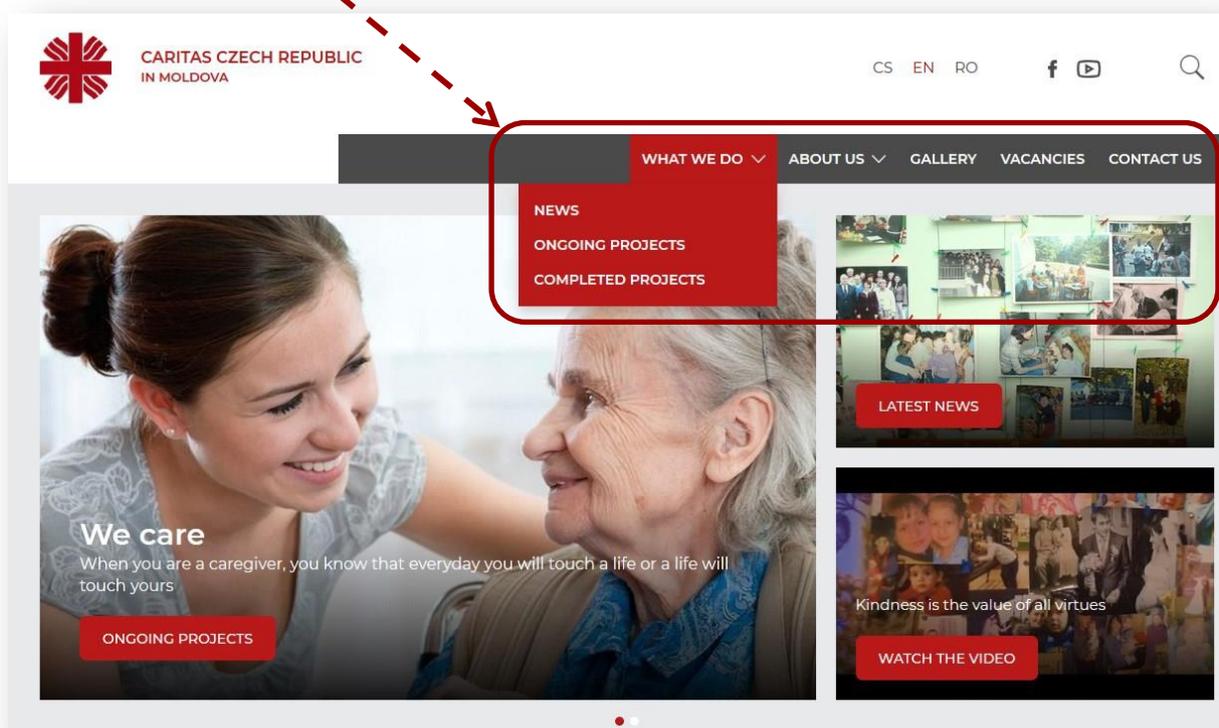
This module manages the structure of the **Main menu** on the entire website. On top you will find the main buttons of the module.  **List** or  **Tree** are 2 different types to view the **Main menu** page (with or without subpages),  **Order** gives you the option to change the order of appearance of the pages in the Representative and Editorial parts and  **Add** - is for adding new pages.



Page	In the menu	Page type	Status	Action
What we do	Yes	Articles	active	 
News	Yes	Articles/Rubric	active	 
Ongoing projects	Yes	Articles/Rubric	active	 
Completed projects	Yes	Articles/Rubric	active	 
About us	Yes	Content page	active	 
Donations	Yes	Content page	active	 
Documents	Yes	Documents/Rubric	active	 
Site Map	Yes	Sitemap	active	 
Gallery	Yes	Gallery/Rubric	active	 
Vacancies	Yes	Articles/Rubric	active	 
Contact us	Yes	Content page	active	 
Documents	Yes	Documents/Rubric	non-active	 

X/Y = active subpages / inactive subpages

In this module, we can create site structures - individual **pages** and **subpages**. To view any content on the website, we need to create a page on which the content will be published. We must select the **Page type** according to the published type of content.



To create a Page:

1. Click on the  **Add** button
2. **Select a page type**

Some of them are mandatory and exist in the system:

- **Address (Adresář)**
- **Error 404- page not found**
- **Preview Form**

Some pages are unique and exist in the system only once:

- **Currently (News)**
- **Archive**
- **Form**
- **Newsletter (subscription)**
- **Newsletter (logoff)**

Some pages can be created only if there is a Rubric of that type:

- **Articles** – only if you have **Articles/Rubric**
- **Documents** – only if you have **Documents/Rubric**
- **Gallery** – only if you have **Gallery/Rubric**

3. Let's select **Articles**

4. Fill the **Basic settings**:

a. **Parent page** - You will see the whole tree of the website. Select **Main menu (Hlavní menu)** to publish the page as a main page.

b. **Section** - If you want to publish the page as a parent page – don't tick any box.

c. **Number of items on the page** – insert the number of articles you want to be shown on the page.

d. **Label** – introduce the name of the page. Just click on **Title**, **Heading 1** and **URL ID** – to repeat the same name.

e. Click  **Editor** to introduce the **Content** as it was described previously in the manual.

f. If you want, fill the **META Description** and the **META Keywords** for this page.

5. Press **Add**.

Main Menu » addition pages » page type selection

Select a page type

- Content page
- Link
- Directory
- Adresář - kuličky pro klienty (the page is required and it already exists)
- People directory
- Organization Directory
- Service Directory
- Device institutions
- Action
- Events/RSS
- Currently
- Archive
- Error 404-page not Found (the page is required and it already exists)
- **Articles**
- Articles/RSS
- Articles/Rubric
- Documents
- Documents/Rubric
- Form
- Preview Form (the page is unique and it already exists)
- Gallery
- Gallery/Rubric
- Campaign
- Sitemap
- Links
- Links/Rubric
- Three Kings Collection
- Vacancies
- Search
- Intentions
- Newsletter (subscription)
- Newsletter (logoff)

Main Menu » addition pages

Basic settings

Page type: Articles

Parent page:

In the menu: Show in web menu

Status: active

Section:

- What we do / Completed projects
- What we do / News
- What we do / Ongoing projects
- Vacancies

Number of items on the page:

Label:

Title:

Heading 1 (H1):

URL ID:

Content:

META Description:

META Keywords:

You can select the order in which the pages will appear on the website by pressing **Up / Down** and **Save**.

Main Menu » order pages

For browsing you can use, in addition to the keys, the arrow keys, the PgUp, PgDown, Home, and End keys.

- What we do
- About us
- Gallery
- Vacancies
- Contact us
- Documents

Up
Down
Save
Back

You may notice in this example the page **Documents** is **non-active**. This way it won't appear on the website. But it must be created (as a **Documents/Rubric** page type) so that you can upload Documents to other pages of the website. The same goes for **Articles** and Photos (**Gallery**).

Back List Tree Order Add Narrow Refresh

Main Menu » list pages

Page	In the menu	Page type	Status	Action
What we do	Yes	Articles	active	✓ ✗
News	Yes	Articles/Rubric	active	✓ ✗
Ongoing projects	Yes	Articles/Rubric	active	✓ ✗
Completed projects	Yes	Articles/Rubric	active	✓ ✗
About us	Yes	Content page	active	✓ ✗
Donations	Yes	Content page	active	✓ ✗
Documents	Yes	Documents/Rubric	active	✓ ✗
Site Map	Yes	Sitemap	active	✓ ✗
Gallery	Yes	Gallery/Rubric	active	✓ ✗
Vacancies	Yes	Articles/Rubric	active	✓ ✗
Contact us	Yes	Content page	active	✓ ✗
Documents	Yes	Documents/Rubric	non-active	✓ ✗

X/Y = active subpages / inactive subpages

Main Menu » list pages

Page	Subpages	In the menu	Page type	Status	Action
What we do	3/0	Yes	Articles	active	
About us	3/0	Yes	Content page	active	
Gallery	0/0	Yes	Gallery/Rubric	active	
Vacancies	0/0	Yes	Articles/Rubric	active	
Contact us	0/0	Yes	Content page	active	
Documents	0/0	Yes	Documents/Rubric	non-active	

X/Y = active subpages / inactive subpages

List pages

Page column - consists of each page title.

Subpages column - contains the number of active/inactive subpages under selected page (It is not visible when the list is opened in Tree (free mode)). Each subpage can have its own subpages.

In the menu column - indicates the visibility of the page in the menu. The page is available even if it is not visible in the menu, but can still be referenced from other pages.

Status column - specifies if the page is active or inactive. Only active pages can be seen on the website.

Action column - has the Change the page type, Modify and Delete buttons.

When **Main menu** is in List mode, you can access the subpages by clicking on their respective number in the **Subpages** column.

Main Menu » list pages

Page	Subpages	In the menu	Page type	Status	Action
What we do	3/0	Yes	Articles	active	
About us	3/0	Yes	Content page	active	
Gallery	0/0	Yes	Gallery/Rubric	active	
Vacancies	0/0	Yes	Articles/Rubric	active	
Contact us	0/0	Yes	Content page	active	
Documents	0/0	Yes	Documents/Rubric	non-active	

X/Y = active subpages / inactive subpages

Each page has its own type, which determines what information is published on the website and is intended to be used when creating and adding page.

3.4.3 Bottom menu

The **Bottom menu** administers the footer of the website. Usually here you will find the Site Map, Useful Links, Mass media, Legal Info, Access info or any other important stuff (it's for you to decide). Any pages and subpages are created the same way as in the **Main menu**.

About charity » list pages

Page	Subpages	In the menu	Page type	Status	Action
SITE MAP	7/0	Yes	Content page	active	
USEFUL LINKS	7/0	Yes	Content page	active	

X/Y = active subpages / inactive subpages

Subpages of the **SITE MAP** page

Page	Subpages	In the menu	Page type	Status	Action
News	0/0	Yes	Link	active	
Projects	0/0	Yes	Link	active	
Donations	0/0	Yes	Link	active	
Gallery	0/0	Yes	Link	active	
Vacancies	0/0	Yes	Link	active	
Contact us	0/0	Yes	Link	active	
Site Map	0/0	Yes	Link	active	

Caritas Czech Republic in Moldova

22 Milesti street, 2nd floor
Chisinau, MD-2001
Tel: +373 680 73 616
E-mail: ccr.moldova.office@gmail.com

This website was created with the financial support of the Czech Development Agency.

SITE MAP

- [News](#)
- [Projects](#)
- [Donations](#)
- [Gallery](#)
- [Vacancies](#)
- [Contact us](#)
- [Site Map](#)

USEFUL LINKS

- [Caritas Czech Republic](#)
- [Czech Development Agency](#)
- [Ministry of Health, Labour and Social Protection](#)
- [AO Pro-Development](#)
- [AO Homecare](#)
- [AO CASMED](#)
- [AO ADPI Humanitas](#)



3.4.4 Quicks links/Hidden/Redirect

The **Quick links** module is for publishing links in the header of you website (e.g. Vacancies, For media, Bulletin or Contacts).

Quick links » list pages

Page updated.

Page	Subpages	In the menu	Page type	Status	Action
test	0/0	Yes	Archive	active	 



The **Hidden** menu is set by CCR HQ. It relates to Public Directory (**Adresář pro veřejnost**), the **Page not found** function and Forms (**Formulář - náhled**).

Hidden Menu » list pages

Page	Subpages	In the menu	Page type	Status	Action
Adresář pro veřejnost	0/0	No	Adresář - kuličky pro klienty	active	 
Page not found	0/0	Yes	Error 404-page not Found	active	 
Formulář - náhled	0/0	No	Preview Form	active	 

The **Redirect** menu is set by CCR HQ. When your website is down, the user will be redirected to another website.

3.5 Action

The **Action** module is for creating events on your website (e.g. volunteer, public, benefit events, concerts, etc.). To publish the **Action** module on the website you have to create in the **Main menu** an **Action type page**.

Main Menu » list pages

Page	Subpages	In the menu	Page type	Status	Action
What we do	3/0	Yes	Articles	active	
About us	3/0	Yes	Content page	active	
Gallery	0/0	Yes	Gallery/Rubric	active	
Vacancies	0/0	Yes	Articles/Rubric	active	
Contact us	0/0	Yes	Content page	active	
Documents	0/0	Yes	Documents/Rubric	non-active	
Events	0/0	Yes	Action	active	

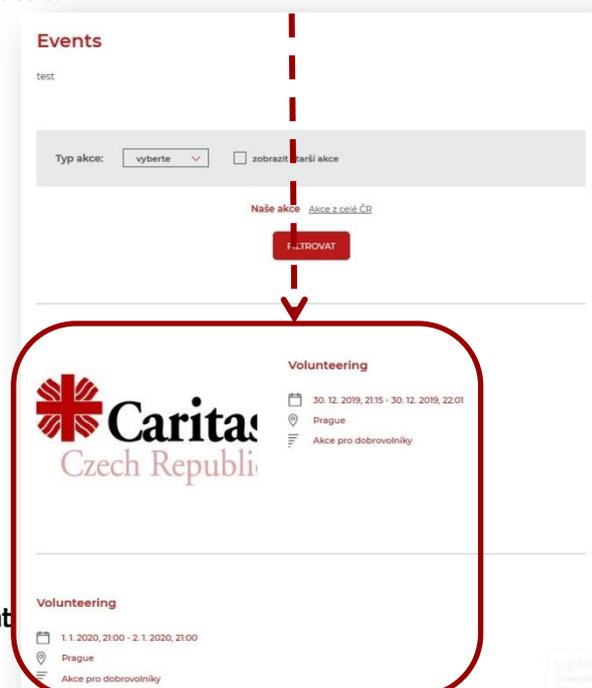


Afterwards in the **Action** module, to create an event:

List

Date from	Date to	Name	Place	Category	HP	Newsletter	Status	Action
1.1.2020, 21:00	2.1.2020, 21:00	Volunteering	Prague	Volunteer Events	Yes	Send	active	
30.12.2019, 21:15	30.12.2019, 22:01	Volunteering	Prague	Volunteer Events	Yes	Send	active	

1. Click on the **Add** button
2. Fill the **Addition of event** window, by choosing the **Date from** and **Date to**
3. Check the **View Date**. The setting determines the format in which you want the site to display its date
4. Insert the **Name** of the event
5. Insert the **URL identifier** (usually the same as the **Name**)
6. Insert the **Place**
7. Select the exact **GPS** position of the Place
8. Select the event **Category**
9. Insert an **Annotation**
10. Insert a **Description**
11. Select the **Region** of the Place
12. Select the type of **Campaign**
13. Select the **Contact person**
14. Attach a **Picture**, a **Multimedia Gallery** of an **Article** to the event
15. Press **Add** and check your website



Addition of event

Show on homepage Show in RSS Show AddThis

Date from:

Date to:

View Date:
 FROM-TO/date, time (12. 6. 2012, 12:30 - 14. 6. 2012 16:00)
 FROM-TO/Date (12. 6. 2012 - 14. 6. 2012)
 OD/Date (12. 6. 2012)
 FROM/Date, time (12. 6. 2012, 12:30)
 OD/Month Year (6. 2011)
 OD/year (2011)
The setting determines the format in which you want the site to display its date.

Name:

URL Identifier:

Place:

GPS:

Category:
 Volunteer Events
 Public events
 Benefit Events
 Beseda
 Open Door Day
 Spiritual
 Concert
 Expert Seminar
 Other
 Donor meetings
 Press conferences
 Exhibition

Annotation:

 Display

Description:

 Display

Newsletter:

Region:

Campaign:

Contact person:

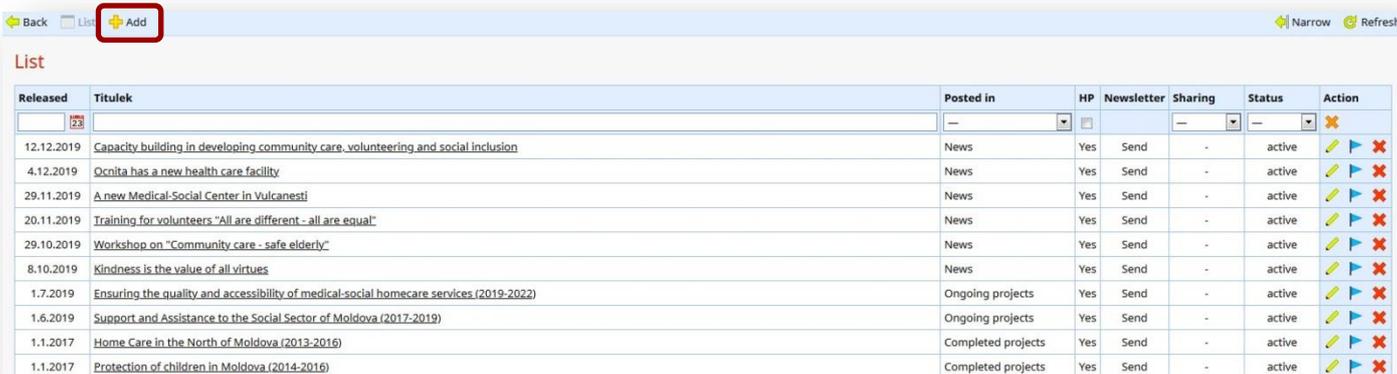
Status:

Other

To add a new file drag it from your computer to this place. Max size 500 MB. Only GIF, PNG, JPG, TIF, BMP, PSD files.

3.6 Articles

This is the **Articles** management module. This is the most used module in your day to day administration of the website. Here you can share articles and sort them into different pages/sections of your website.



Released	Titulek	Posted in	HP	Newsletter	Sharing	Status	Action
12.12.2019	Capacity building in developing community care, volunteering and social inclusion	News	Yes	Send	-	active	  
4.12.2019	Ocnita has a new health care facility	News	Yes	Send	-	active	  
29.11.2019	A new Medical-Social Center in Vulcanesti	News	Yes	Send	-	active	  
20.11.2019	Training for volunteers "All are different - all are equal"	News	Yes	Send	-	active	  
29.10.2019	Workshop on "Community care - safe elderly"	News	Yes	Send	-	active	  
8.10.2019	Kindness is the value of all virtues	News	Yes	Send	-	active	  
1.7.2019	Ensuring the quality and accessibility of medical-social homecare services (2019-2022)	Ongoing projects	Yes	Send	-	active	  
1.6.2019	Support and Assistance to the Social Sector of Moldova (2017-2019)	Ongoing projects	Yes	Send	-	active	  
1.1.2017	Home Care in the North of Moldova (2013-2016)	Completed projects	Yes	Send	-	active	  
1.1.2017	Protection of children in Moldova (2014-2016)	Completed projects	Yes	Send	-	active	  

To create an Article:

1. Click on the  **Add** button and fill the **Addition of article** window

2. Select the **Release date**

(you can always use a past date to publish an article with a different date)

3. Insert the **Title**

(it has a limited character number)

4. Click in the **URL Identifier** window to Duplicate the **Title** of the article

5. **Annotation** - Click  **Editor** to introduce the **Annotation** of the article as it was described previously in the manual (short introductory information about the **Content** of the article)

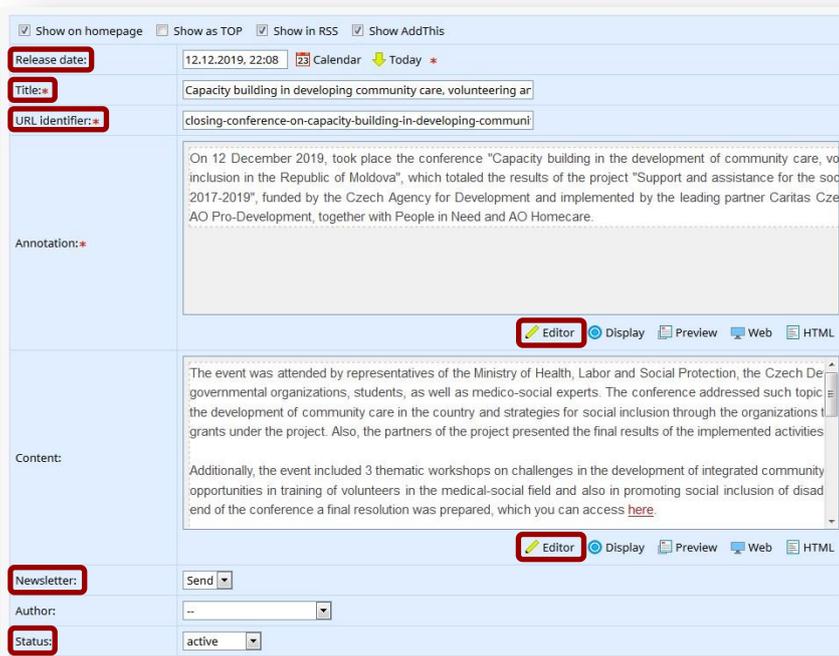
6. Press **Save**

7. **Content** - Click  **Editor** to introduce the **Content** of the article as it was described

previously in the manual

8. Press **Save**

9. Select **Newsletter** and the **Status** of the article. **Newsletter** is the automatic or manual distribution of news or offers to registered followers.



Show on homepage
 Show as TOP
 Show in RSS
 Show AddThis

Release date: 12.12.2019, 22:08  

Title:* Capacity building in developing community care, volunteering ar

URL Identifier:* closing-conference-on-capacity-building-in-developing-communi

Annotation:*

 On 12 December 2019, took place the conference "Capacity building in the development of community care, vo inclusion in the Republic of Moldova", which totaled the results of the project "Support and assistance for the soc 2017-2019", funded by the Czech Agency for Development and implemented by the leading partner Caritas Cze AO Pro-Development, together with People in Need and AO Homecare.

 **Editor**
  Display
  Preview
  Web
  HTML

Content:

 The event was attended by representatives of the Ministry of Health, Labor and Social Protection, the Czech De governmental organizations, students, as well as medico-social experts. The conference addressed such topic the development of community care in the country and strategies for social inclusion through the organizations t grants under the project. Also, the partners of the project presented the final results of the implemented activities

Additionally, the event included 3 thematic workshops on challenges in the development of integrated community opportunities in training of volunteers in the medical-social field and also in promoting social inclusion of disad end of the conference a final resolution was prepared, which you can access [here](#).

 **Editor**
  Display
  Preview
  Web
  HTML

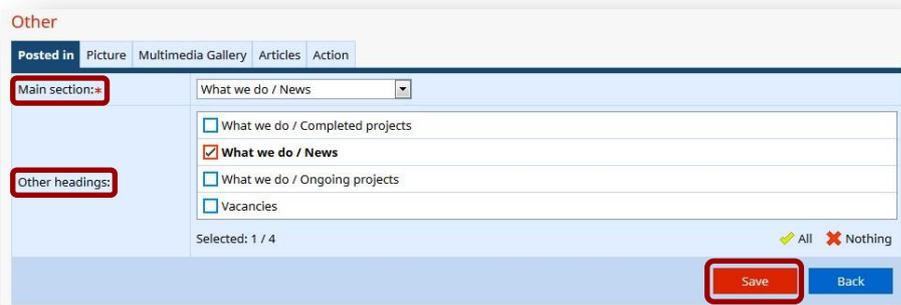
Newsletter: Send

Author: --

Status: active

Fill the Other window:

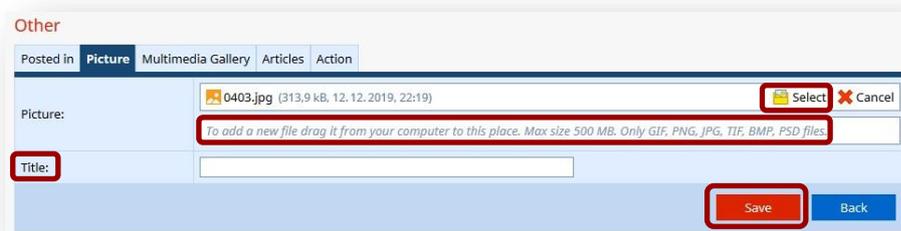
10. Select the **Main section** (only **Articles** and **Articles/Rubric** pages will appear here)
11. Select **Other headings**
12. Press **Save**



Articles, as well as galleries and documents, are organized on the website into sections. In general, the section is divided into two categories: **Main section** (each article must be allocated under a main section which specifies where the article is saved and displays it accordingly on the relevant site page) and **other headings** or sections (articles can be added to **other headings** sections and displayed there).

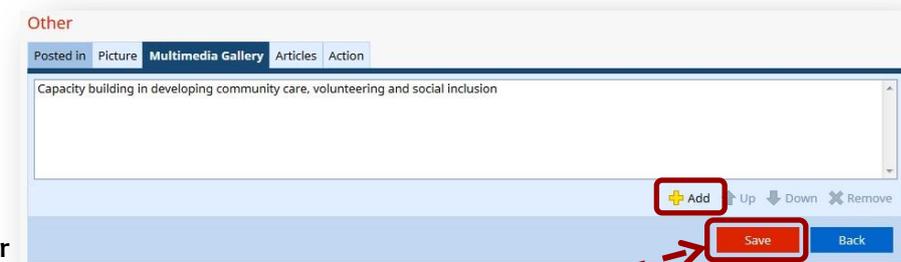
To add a picture to the Article:

13. Click the **Select** button. A new **File Archive** window will appear (we will describe it later), where all files uploaded to the Editorial/Administrative part are saved. You can select a photo from there, or save a new one to the Archive and select it). You can also **Add a new file drag it from your computer to this place. Max size 500 MB. Only GIF, PNG, JPG, TIF, BMP, PSD files**
14. Give the photo a **Title**
15. Press **Save**



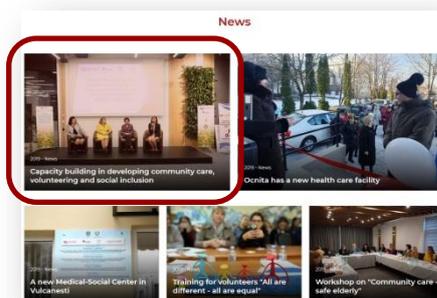
To add a picture to the Article:

16. Press the **Add** button and select an already created **Gallery** to your Article (we will describe galleries later)
17. Press **Save**



You can also add Articles or an Action to your Article.

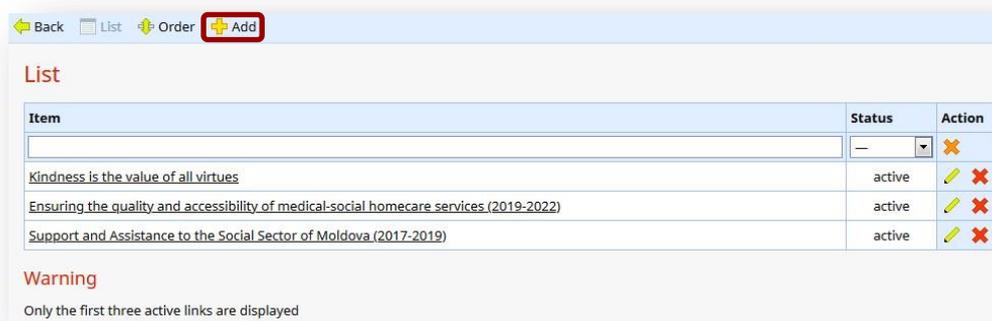
Each time you press the **Save** button at the bottom of your page, the latest changes to the articles will be saved and displayed on the website. After you finish, check your website.



3.7 Tiles

Tiles are used for promotion of important information that the visitor should find / know / learn about, even in the case that he/she did not reach the website via homepage, but through sub-pages. You can find the **Tiles** on the right of the **Boxes**, as well as in the left menu of the sub-pages.

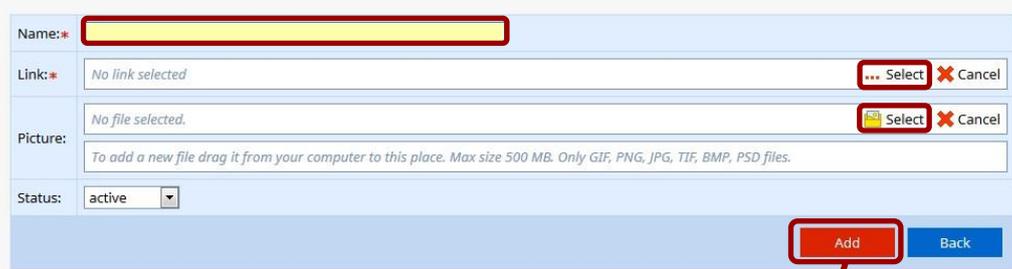
Tiles contain a title and a link. You can add a picture in form of a pictogram. The Caritas icon may be the best picture you can display here. Only the first three active Tiles are displayed on the website.



To create a Tile:

1. Click on the **Add** button and fill the **Addition of items** window
2. Insert the **Name** of the Tile
3. **Select a Link**
4. **Select a picture** from the Archive or Drag one
5. Press **Add** and check your website

Addition of items




3.8 Documents

The **Documents** module used for adding any types of documents (e.g. word, pdf, presentations). Like the **Articles** and the **Gallery** modules, it needs the creation of a **Documents/Rubric** page to make possible the addition of documents.

List

Document	Pages	Status	Action
	—	—	✘
HomeCare services in Moldova (2018)	Documents Documents	active	✎ ✘
CCR in Moldova (2018)	Documents Documents	active	✎ ✘

To add a **Document** to your website:

1. Click on the **+ Add** **Add** button and fill the **Addition of document** window
2. Insert the **Label (name)** of the document
3. Add a **Description** by clicking the **✎ Editor** button
4. Select a Document to upload **Addition of document** from **Archive** or Drag one
5. Select a **Homepage** (to be created in **Main menu**)
6. Check in wich in **page lists** the Document will appear
7. Press **Add** and check your website

Addition of document

Label:*

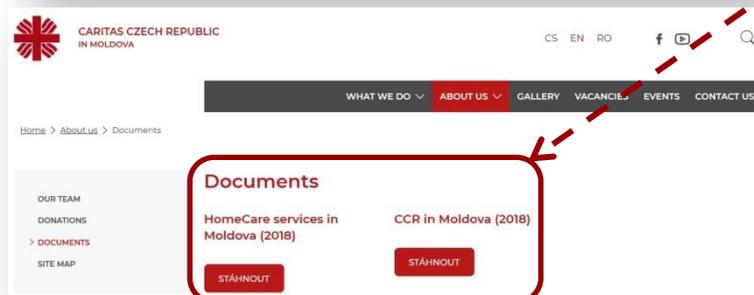
Description:

Document:* No file selected.

Homepage:*

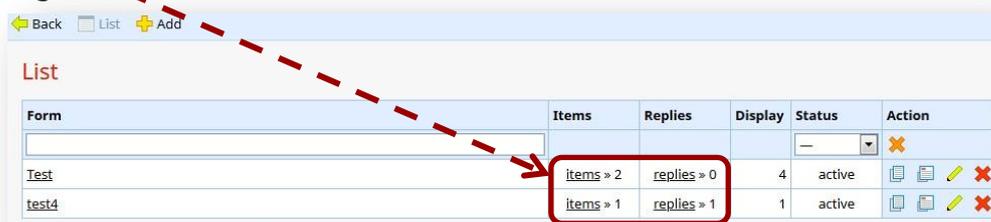
Show in page lists: About us / Documents Documents

Status: active



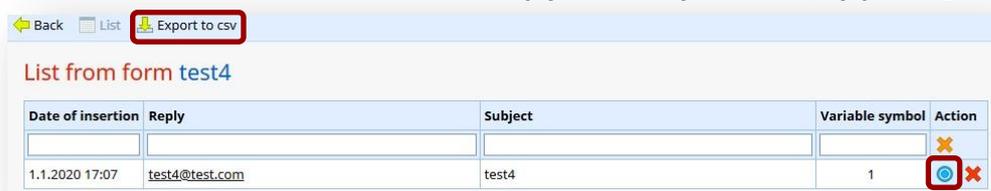
3.9 Forms

The **Forms** module is used for managing CCR forms. For instance, forms can be used for contact, surveys, public polls, etc. Here you will find a list of **Forms**. **Items** column included types of boxes under the form. **Replies** include completed and sent user responses to the form. The number of current **Items** and **Replies** is also displayed. We can access it by clicking on it.



Form	Items	Replies	Display	Status	Action
Test	items » 2	replies » 0	4	active	[Icons]
test4	items » 1	replies » 1	1	active	[Icons]

In the **Replies** list of the **Form** we can check the selected reply written by someone, by pressing the  **Display** button.

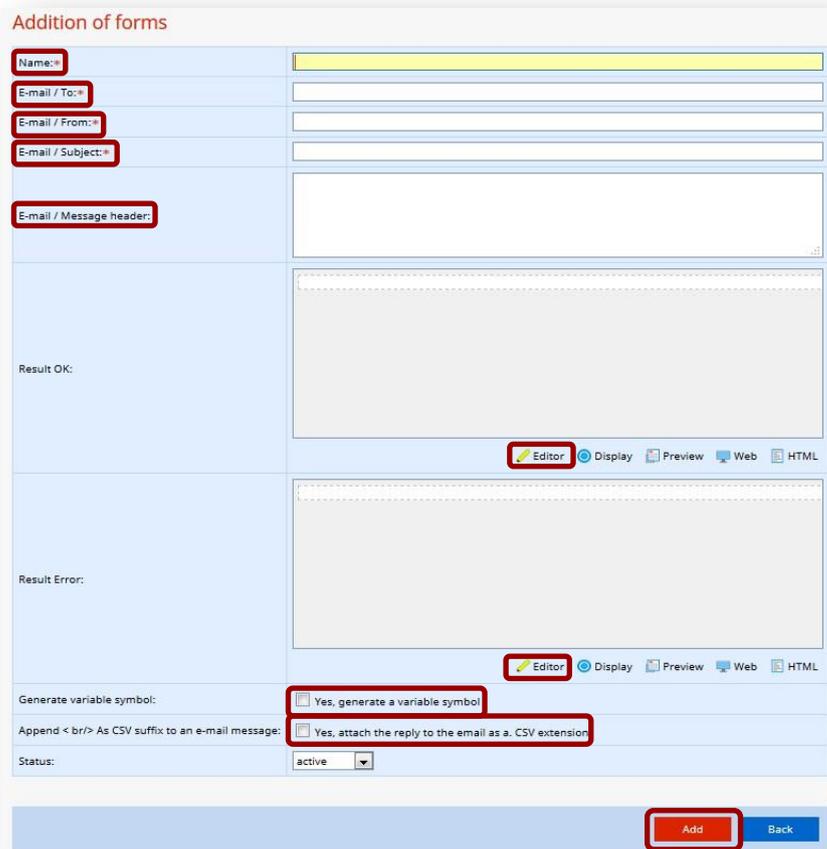


Date of insertion	Reply	Subject	Variable symbol	Action
1.1.2020 17:07	test4@test.com	test4	1	[Icons]

The  **Export to csv** button is used for transferring replies to forms to the .csv format (e.g. Excel)

To start the process of creating a **Form**:

1. Press the  **Add** button
2. Insert the **Name** of the Form
3. Insert the **E-mail / To** - insert the e-mail Addresses to which you want the form to be sent. Multiple recipients can be added.
4. Insert the **E-mail / From** – usually you will fill in the same e-mail address as in the previous row.
5. Insert the **E-mail / Subject**
6. Insert the **E-mail / Message header**
7. Insert the **Result OK** – information for The website user to be displayed after the Form has been successfully submitted.
8. Insert the **Result Error** – information for The website user, that will appear after the Form failed to be submitted.
9. Tick the box **Generate variable symbol**



Addition of forms

Name:*

E-mail / To:*

E-mail / From:*

E-mail / Subject:*

E-mail / Message header:

Result OK:

Result Error:

Generate variable symbol: Yes, generate a variable symbol

Append
 As CSV suffix to an e-mail message: Yes, attach the reply to the email as a CSV extension

Status: active

[Add] [Back]

10. Insert an **Initial var symbol** – the incoming filled forms will automatically get a number that will allow us to better control and orientation.
11. Tick the box **Yes, attach the reply to the email as a CSV extension**
12. Press **Add**

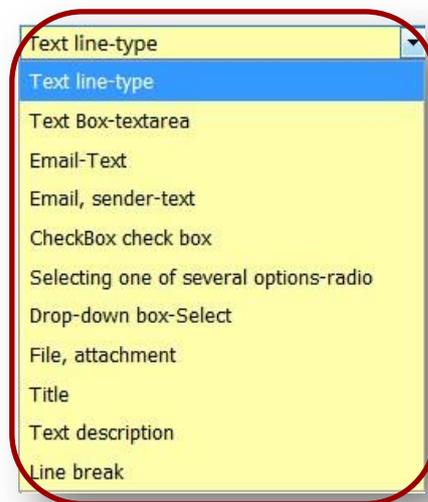
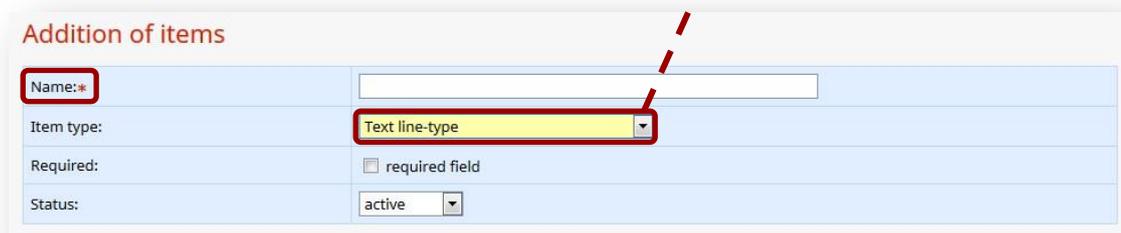
Nevertheless, we still need to create individual **Item** boxes.

1. Click on **items** » 1
2. Press the **Add** button
3. Insert the **Name** of the item
4. Select the **Item** type

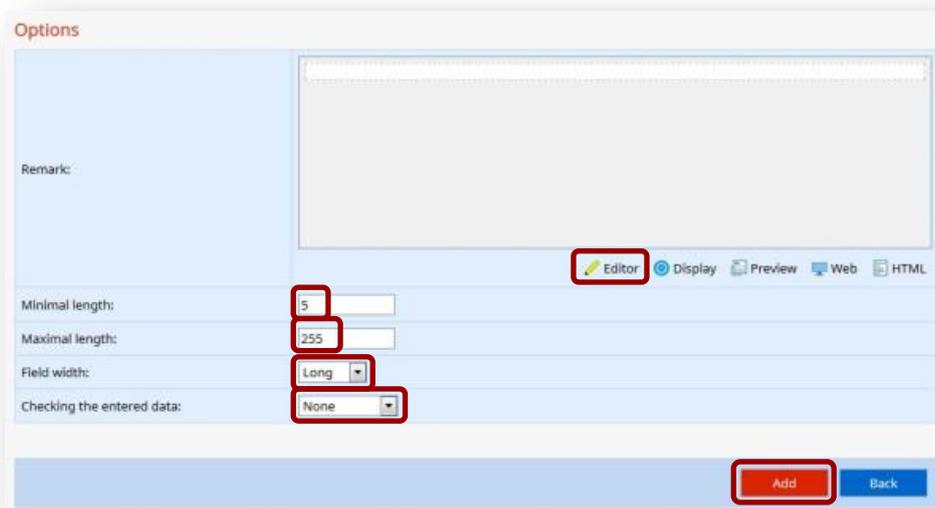
Below you will find the description of all the options of **Item** boxes:

a) Text line-type

1. Insert a **Remark**
2. Insert the **Minimal length of characters** (pre-established – 5)
3. Insert the **Maximal length of characters** (pre-established – 255)
4. Select **Field width**
5. Select the **Checking the entered data** way in which the data will be validated
6. Press **Add**

- b) **Test Box-testarea** – the same as option (a)
- c) **Email-Text** - the same as option (a)
- d) **Email, sender-text** - the same as option (a)



e) Check Box

1. Select **Field width**
2. Insert **Remark**
3. Select how to **Show Items**
4. Press **Add**



5. Click on **Options**

List

Item	Type	Required	Options	Action
test4	CheckBox check box	Yes	Options (2)	
test 7	CheckBox check box	No	Options (1)	

6. Press **Add**

7. Insert the **Name** of the Option

8. Press **Save**



Repeat the same process, by adding more Check Box Items.

f) Selecting one of several options-radio – the same as option (e)

g) Drop-down box-Select – the same as option (e)

h) File, attachment

1. Select **Maximum file size**
2. Select **allowed file types**
3. Select the folder in the **Archive**
4. Press **Add**



i) The **Title**, **Text description** and **Line break** options are for graphic forms.

Congratulations, you have created a Form box.

To make it visible on the website:

1. Go to **Main menu**
2. Click on the **Form** page type

Main Menu » list pages

Page	Subpages	In the menu	Page type	Status	Action
		—	—	—	✕
What we do	3/0	Yes	Articles	active	
About us	4/0	Yes	Content page	active	
Gallery	0/0	Yes	Gallery/Rubric	active	
Vacancies	0/0	Yes	Articles/Rubric	active	
Events	0/0	Yes	Action	active	
Contact us	0/0	Yes	Content page	active	
Documents	0/0	Yes	Documents/Rubric	non-active	
Test	0/0	Yes	Form	non-active	

Fill in the Basic settings:

3. Select the **Form**
4. Insert the **Label**
5. Click on the boxes for **Title**, **Heading** and **URL ID**
6. Insert the **Content**
7. Add META data if you wish
8. Press **Save** and check your website

Basic settings Events

Page type: **Form**

Parent page: Hlavní menu
Note: Items on the top level are menu types. If you change the menu, you will move the page itself and all its subpages to chosen menu.

In the menu: Show in web menu

Status: non-active

Form: **Test**

Label:* **Test**

Title:* **Test1**

Heading 1 (H1): **Test1**

URL ID:* **test1**

Content:

META Description:

META Keywords:

Save **Back**

3.10 Gallery

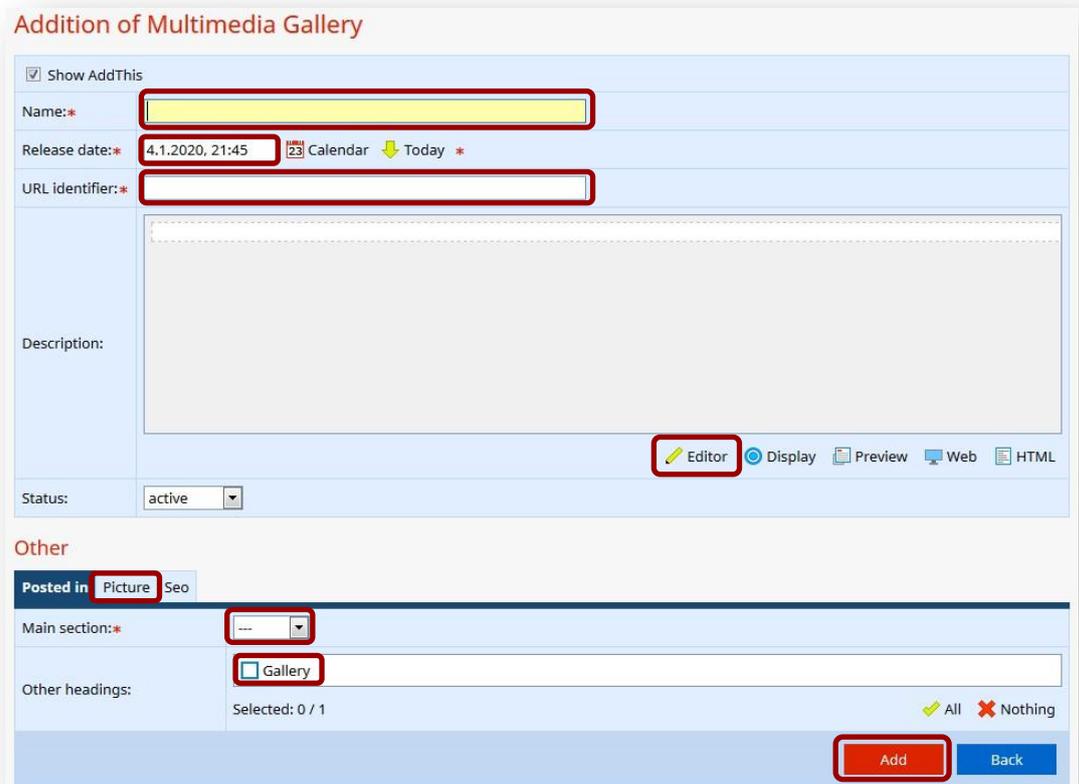
This is the photo/pictures module. To set up a **Gallery**, you should first create a **Gallery/Rubric** page type in the **Main menu**.



Released	Name	Rubiky	Status	Action
		---		✗
12.12.2019	Capacity building in developing community care, volunteering and social inclusion (11)	Gallery	active	✍️ 📄 🗑️
4.12.2019	Ocnita has a new health care facility (9)	Gallery	active	✍️ 📄 🗑️
29.11.2019	A new Medical-Social Center in Vulcanesti (7)	Gallery	active	✍️ 📄 🗑️
20.11.2019	Training for volunteers "All are different - all are equal" (5)	Gallery	active	✍️ 📄 🗑️

To create a Gallery:

1. Press the **Add** button and fill in the **Addition of Multimedia Gallery** window
2. Insert the **Name** of the Gallery
3. Select its **Release date**
4. Click on the **URL Identifier** box to duplicate the Name
5. Insert a **Description**
6. Select the **Main section**
7. Select **Other headings**
8. Select a **Picture** to represent your Gallery
9. Press **Add**



Addition of Multimedia Gallery

Show AddThis

Name:*

Release date:* 4.1.2020, 21:45

URL identifier:*

Description:

Status: active

Display

Other

Posted in: Picture Seo

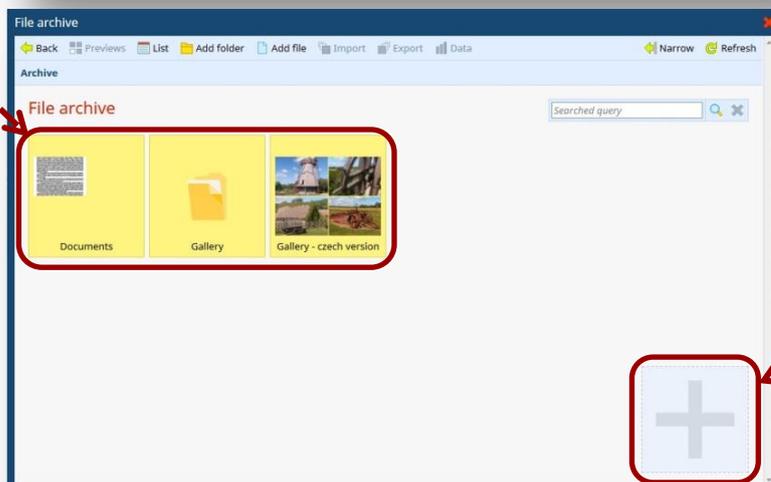
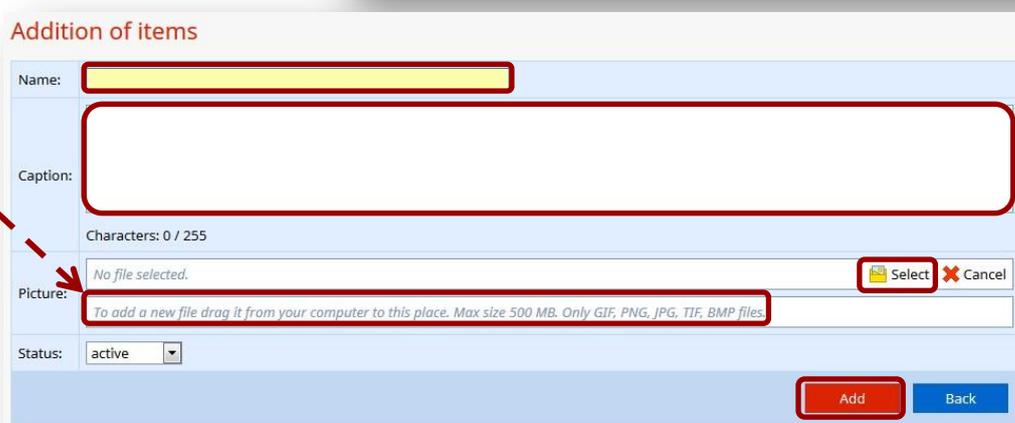
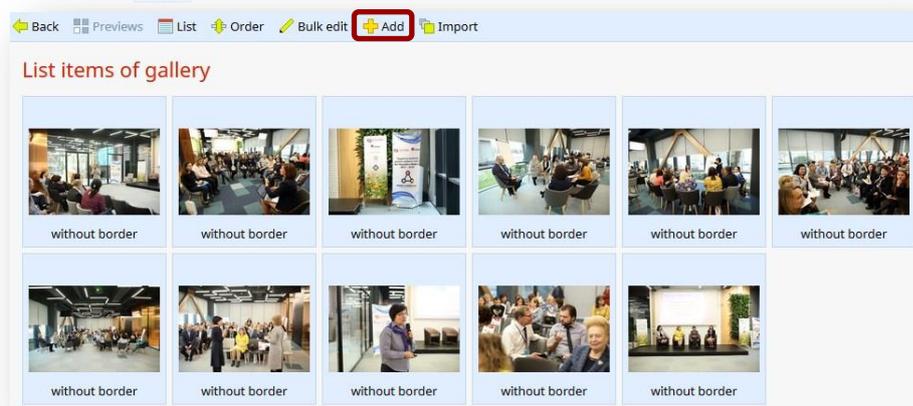
Main section:*

Other headings: Gallery
Selected: 0 / 1

All Nothing

To add pictures to your **Gallery**:

1. Click on the name of the newly created Gallery and you will be redirected to the **List items of gallery**
2. There are 2 ways of adding pictures to your gallery:
 - a) Press the **+ Add** button and a new window will appear **Addition of items**
 - b) At your discretion, you can insert the **Name** of the photo
 - c) Insert a **Caption**
 - d) Press **Select** to add a picture from your **Archive**, drag it to the Picture box or upload a picture from your device to the **Archive** by dragging it to the **+ Plus** button
 - e) Close the **File Archive** window
 - f) Press the **Add** button



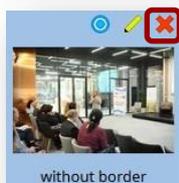
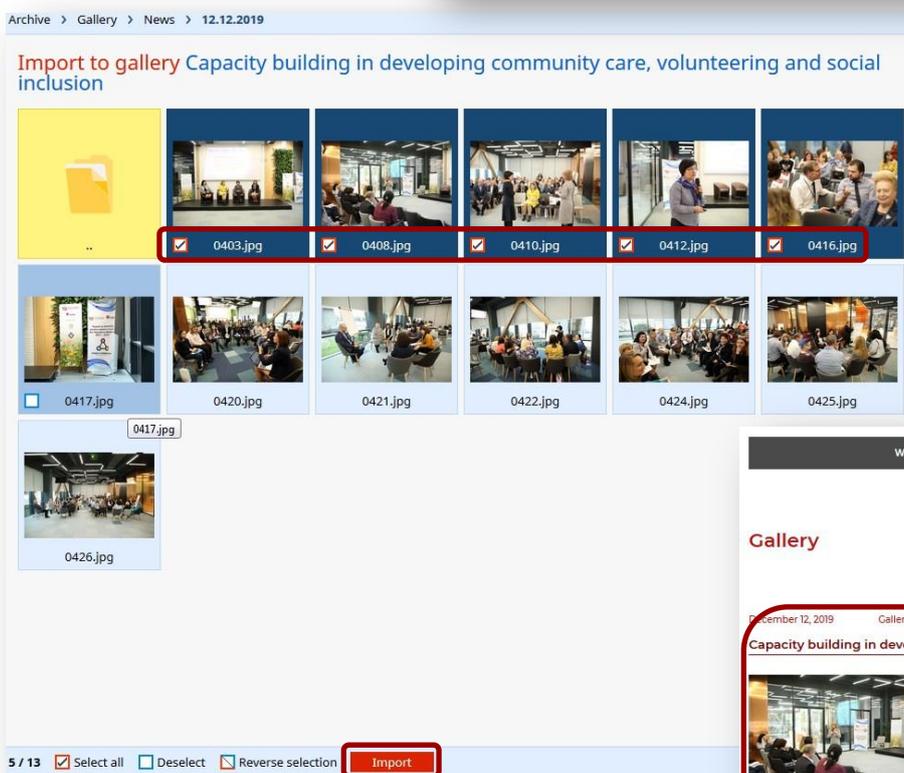
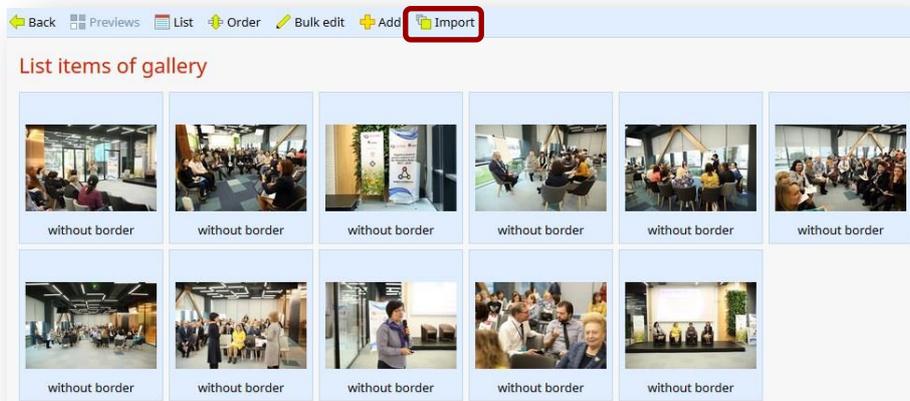
2. The second way gives you the opportunity to **Import** multiple photos from the **File Archive**

a. Press the  **Import** button

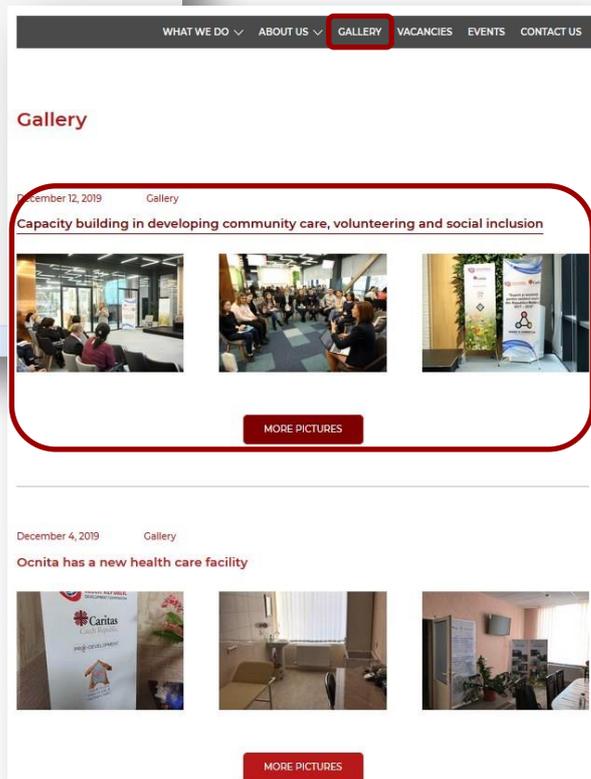
b. In the **Import to gallery** window find the folder with the photos you want to upload and select multiple photos

c. Press **Import**

3. Check your website

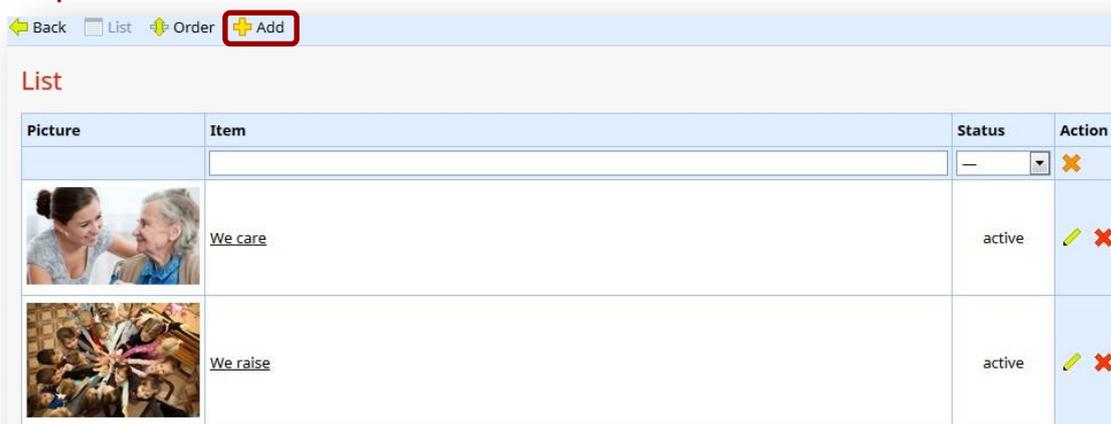


You can always **Delete** a photo from your **Gallery** by pressing the  button



3.11 Graphic Trailers

The **Graphic Trailers** module is one of the most important design element of your website. They appear only on the home page and have to be representative for the activities of your mission. It is important to select high-quality pictures for **Graphic Trailers**.



The screenshot shows a web interface with a navigation bar containing 'Back', 'List', 'Order', and 'Add' buttons. Below the navigation bar is a 'List' section with a table. The table has four columns: 'Picture', 'Item', 'Status', and 'Action'. There are two rows of data in the table. The first row has a picture of two women, the text 'We care', a status of 'active', and an action column with a pencil icon and a red 'X' icon. The second row has a picture of a group of people, the text 'We raise', a status of 'active', and an action column with a pencil icon and a red 'X' icon.

Picture	Item	Status	Action
	<u>We care</u>	active	 
	<u>We raise</u>	active	 

To set up a **Graphic Trailer**:

1. Click on the **Add** button and fill the **Addition of items** window
2. Insert the **Name** of the Graphic Trailer
3. Check or keep unchecked the **Show as Banner** button (at your discretion)
4. Insert a short description in the **Content** window
5. Select a high-quality

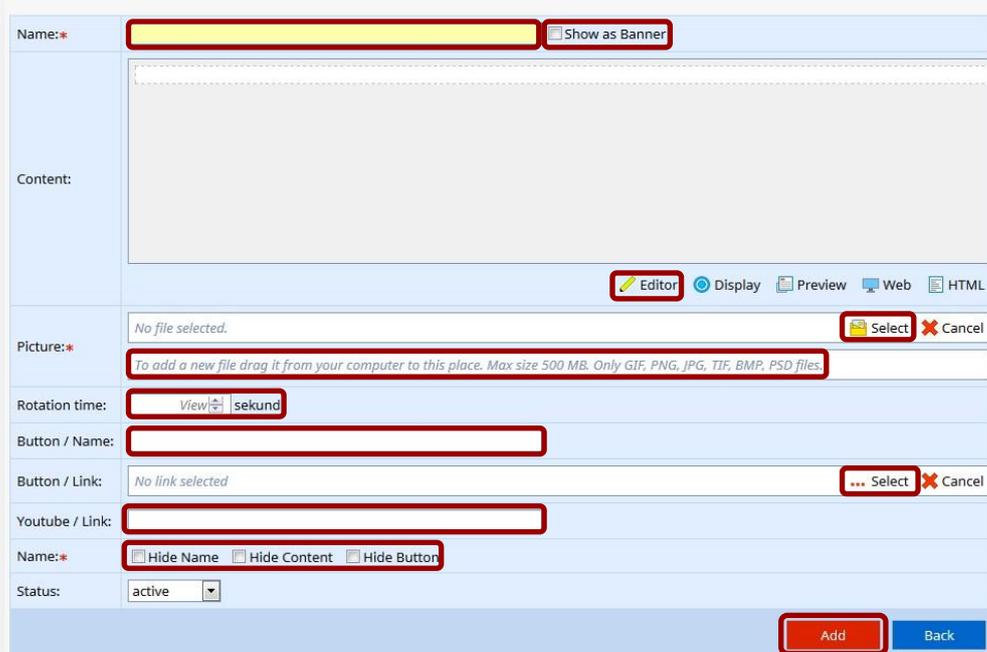
Picture

6. Select a **Rotation time** (in seconds) of the Graphic Trailer before the next one appears.
7. Select a **Button / Name** for your future link
8. Select a **Button / Link**.

Usually it's a **URL address** to one of your most important pages on the website

9. You can also insert a **YouTube / Link**

Addition of items

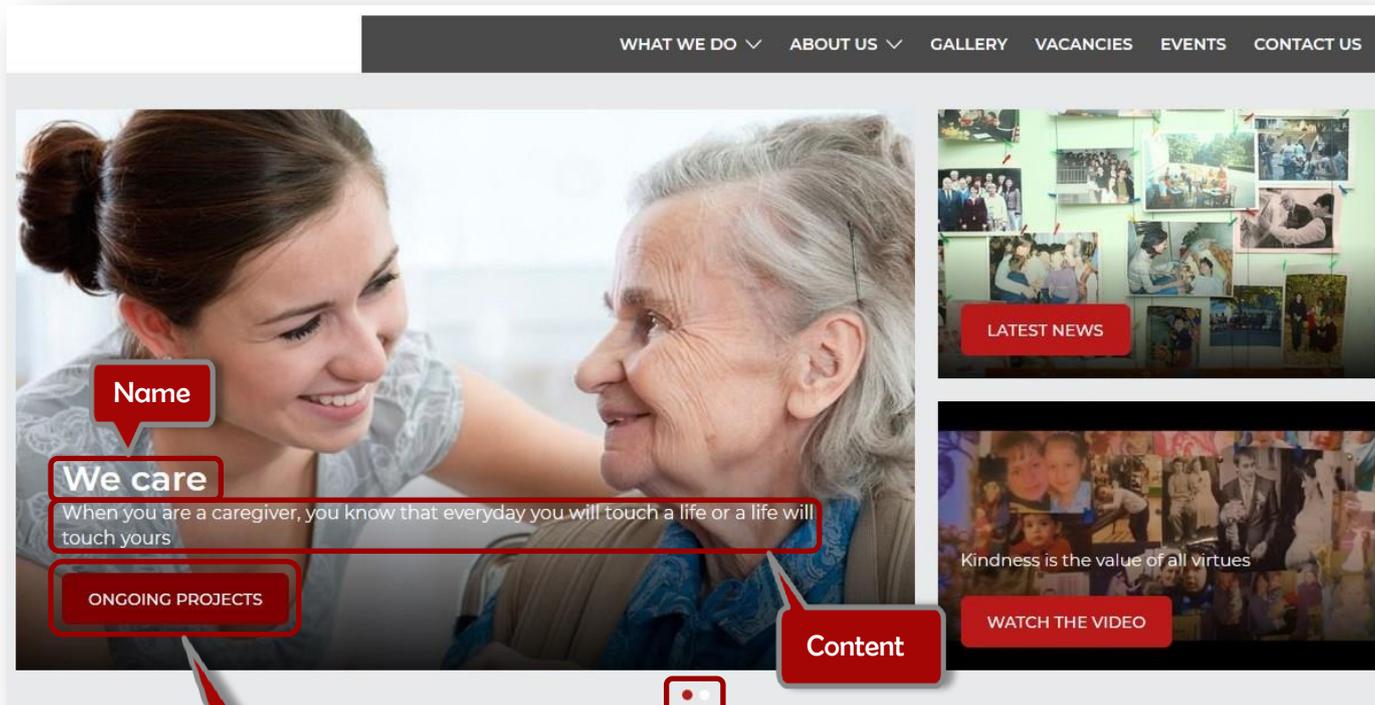


The screenshot shows the 'Addition of items' form. It has several fields and buttons. The 'Name' field is highlighted with a red box. The 'Show as Banner' checkbox is also highlighted. The 'Content' field is a large text area. Below the content field are buttons for 'Editor', 'Display', 'Preview', 'Web', and 'HTML'. The 'Picture' field has a 'Select' button and a 'Cancel' button. Below the picture field is a text box with instructions: 'To add a new file drag it from your computer to this place. Max size 500 MB. Only GIF, PNG, JPG, TIF, BMP, PSD files;'. The 'Rotation time' field is set to '1 sekund'. The 'Button / Name' field is empty. The 'Button / Link' field has a 'Select' button and a 'Cancel' button. The 'Youtube / Link' field is empty. The 'Name' field has three checkboxes: 'Hide Name', 'Hide Content', and 'Hide Button'. The 'Status' field is set to 'active'. At the bottom right, there are 'Add' and 'Back' buttons.

10. You have the option to **Hide Name**, **Content** or **Button** - for design reasons

11. Press **Add** and check you website

WHAT WE DO ▾ ABOUT US ▾ GALLERY VACANCIES EVENTS CONTACT US



Name

We care
When you are a caregiver, you know that everyday you will touch a life or a life will touch yours

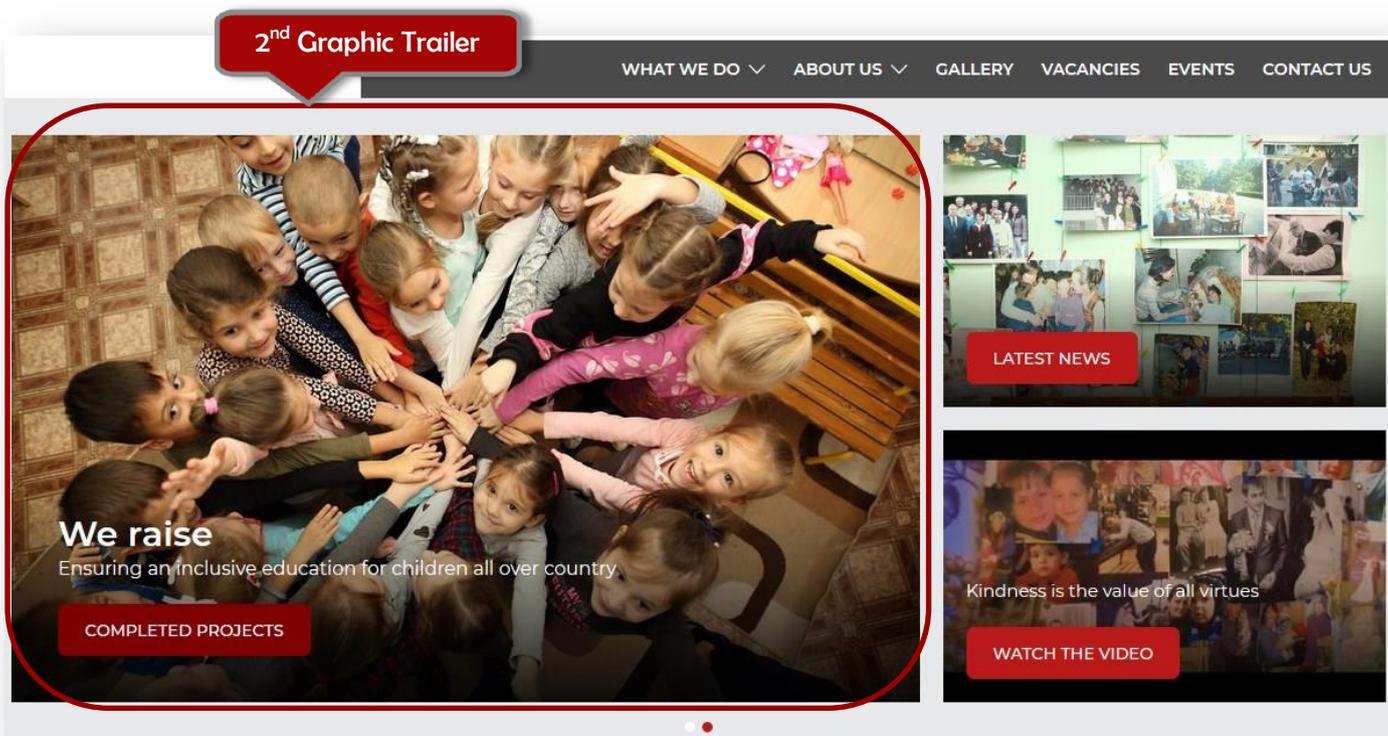
Content

Button name + Button link

Rotation time

2nd Graphic Trailer

WHAT WE DO ▾ ABOUT US ▾ GALLERY VACANCIES EVENTS CONTACT US



We raise
Ensuring an inclusive education for children all over country

COMPLETED PROJECTS

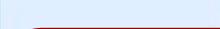
WATCH THE VIDEO

3.11.1 Info boxes

The **Info boxes** are managed through the **Graphic Trailers** module. The creation and editing of **Info boxes** is the same as for **Graphic Trailers**. You can add / delete, turn on / off, determine their order and properties. You can have multiple items in the list of **Info boxes**, however only first two of active **Info boxes** will be published on your website.

← Back List Order Add

List

Picture	Item	Status	Action
		—	✕
		active	 ✕
		active	 ✕

Warning
Only the first two active boxes are displayed

WHAT WE DO ▾ ABOUT US ▾ GALLERY VACANCIES EVENTS CONTACT US



We raise
Ensuring an inclusive education for children all over country

COMPLETED PROJECTS



LATEST NEWS

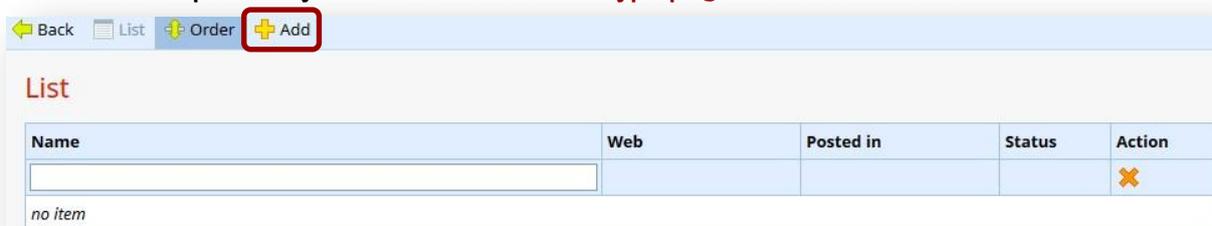


Kindness is the value of all virtues

WATCH THE VIDEO

3.12 Links

This module manages **Links** to other websites (e.g. sponsors or stakeholders), which will be displayed in the header of your website. To set up a **Link** you need to have a **Link type page** in the **Main menu**.



To create a Link:

1. Press the **Add** button and fill the **Addition of link** window
2. Insert the **Name** of the link.
3. Insert the **Web** - URL address of your link
4. Insert a short **Annotation**
5. Select a **Picture**
6. Select the **Main Section** (from the **Main menu**)
7. Select **other headings**/sections
8. Press **Add** and check the header of your website

Addition of link

Name:*

Web:*

Annotation:

Picture:
 No file selected.

Main section:*

Other headings:

Status:

3.13 Partners

One of the last modules in the **Administrative/Editorial part** is the **Partners** module. Here you will insert the links to the main partners of your mission. **Caritas Czech Republic** is a mandatory one. It will be represented on your website as a moving banner with all the logos of your partners.

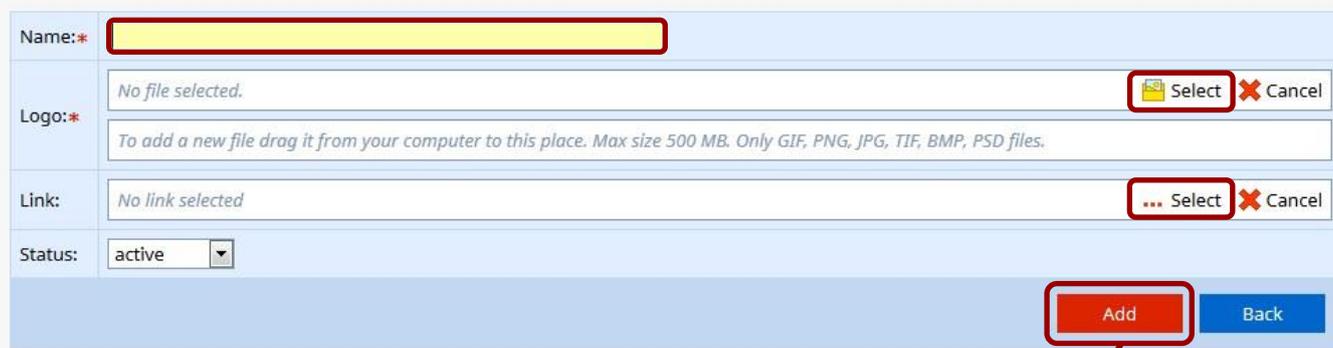


Item	Status	Action
Caritas Czech Republic	active	
Czech Development Agency	active	
Ministry of Health, Labour and Social Protection of the Republic of Moldova	active	
AO Pro-Development	active	
AO Homecare	active	
Asociatia Obstescă Centrul de Asistență Socio-Medicală la Domiciliu „CASMED”	active	
Asociatia pentru Persoane cu Dizabilitati de Intellect HUMANITAS	active	

To add a partner:

1. Press the **Add** button and fill the **Addition of items** window
2. Insert the **Name** of the partner
3. Select the **Logo** (from your **Archive** / Device) or drag it
4. Select the **Link** (URL address)
5. Press **Add** and check the bottom of your website

Addition of items



Name:*

Logo:*

Link:*

Status: active

Add Back

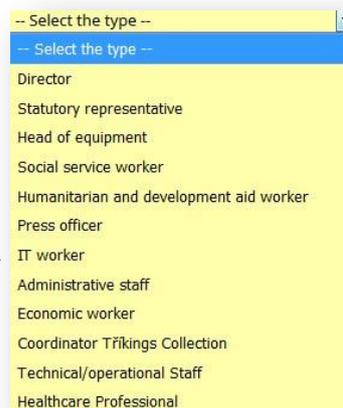


3.14 Vacancies

This module manages **Vacancies**. To set up a **Vacancy** you need to have a **Vacancies type page** in the **Main menu**. You can also choose to set **Vacancies** as simple **Articles** in an **Article type page**.

To set up a **Vacancy**:

1. Press the  **Add** button and fill the **Addition of items** window
2. Insert the **Position name**
3. Click on the **URL Identifier box** to duplicate the **Position name**
4. Insert the **Effective Date** of the publication of the **Vacancy**
5. Insert the **Place of performance** of the job
6. You can also Select the exact **GPS** position
7. Select the **Position Type** — — — — — 
8. Select the **Relationship Type** – **Full-time/Half-time**
9. Select **the onset of the Job** (the expected start date)
10. Insert all the relevant info in the **Ad Text** window
11. Select a **Contact person**
12. Select whether **Recruitment** is open or not
13. Select the **Priority** of this job
14. Press **Add** and check your website



Addition of Free space

Show AddThis

Position name:*

URL identifier:*

Effective Date:  Calendar  Today

Place of performance:*

GPS:  

Position Type:

Relationship Type:

The onset of:* Exact date Other
  Calendar  Today *

Ad Text:*

 Editor  Display  Preview  Web  HTML

Contact person:

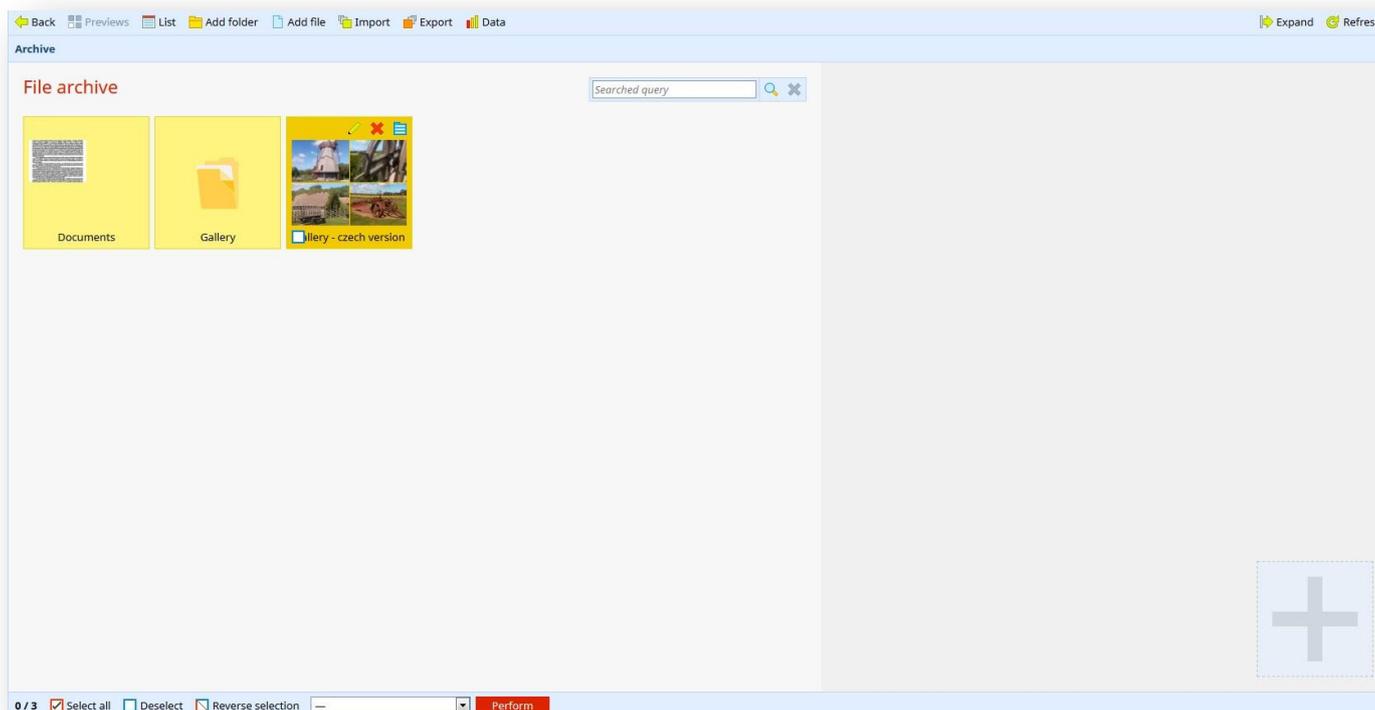
Recruitment:

Priority:

Status:

3.15 File archive

File archive contains all photos/pictures/videos/documents that you uploaded to your **Administrative/Editorial part**. You can choose to always drag photos or docs from your Device and never use the Archive. Nevertheless it makes your life much easier if you organize you archive properly and use it when you need to upload all kinds of files to your website. You can always **Import** data to and **Export** data from your **File archive**.



4. Log-off

This is the most important module. This module makes your life wonderful. This is the module that you use before you decide to go and have a great evening. You may choose to just close the page, the browser, your device and throw it out of the window, but I suggest you press the  **Log off** button and the **Ano** one. Voilã, you're free!

