

Inter-agency
Working
Group
(IAWG) on
Reproductive
Health in
Crises

Implementing Best Practices (IBP) User Guide

The IAWG-IBP user guide has been designed to help community members access the IBP site. The user guide contains helpful tips and instructions on how to upload and share documents so that members can fully participate in the online IBP community.



**Inter-agency Working Group (IAWG) on Reproductive Health in Crises
Implementing Best Practices (IBP) User Guide**

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Knowledge Gateway hosts all RH-related communities including the IAWG, and the IAWG-IBP is a specific community designed for members to exchange information, identify challenges, share best practices, build partnerships, and collectively work towards the institutionalization of reproductive health care for refugees and the internally displaced.

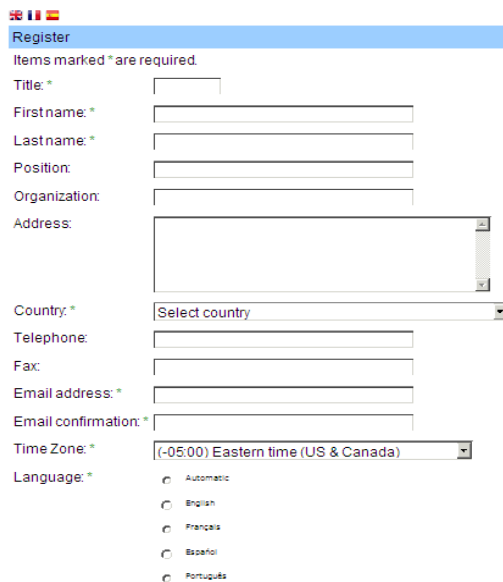
*This user guide has been developed by Abigail Gacusana, Women's Refugee Commission.

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GETTING STARTED

Joining a Community

When you click on a 'join' button to join a community, fill out the registration form.

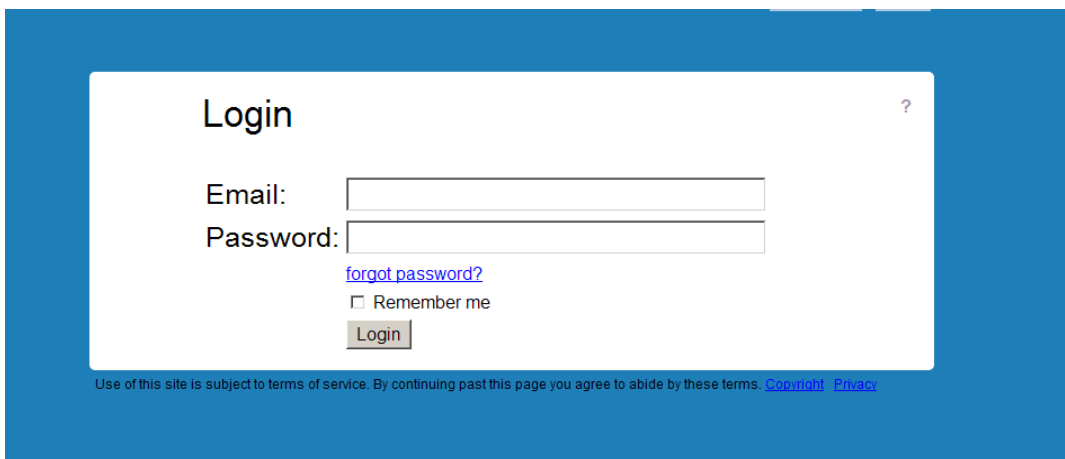


The screenshot shows a registration form titled "Register" with a blue header. Below the header, it states "Items marked * are required." The form includes the following fields: Title (*), Firstname (*), Lastname (*), Position, Organization, Address (a large text area), Country (*, dropdown menu with "Select country"), Telephone, Fax, Email address (*), Email confirmation (*), Time Zone (*, dropdown menu with "(-05:00) Eastern time (US & Canada)"), and Language (*). The Language field has radio button options for Automatic, English, Français, Español, and Português.

The most important field to enter is your email address – please make sure you get this right, as this will be your login name and all communication to and from the Knowledge Gateway will depend on this email address. Fill in any other fields marked as mandatory.

Upon submission of the registration form, Knowledge Gateway will send a notification to community leaders for preview and approval. Once your request is approved, you will receive an email confirmation message to the email address you specified in your registration form. Click on the link in that message to complete your registration by entering a password, which you will use to log in to the IAWG IBP site.

Once the registration is completed, you can log in into the IBP site at any time via the login page. Use your email address as the user name.



The screenshot shows a login page with a blue background. The page is titled "Login" in the top left corner, with a question mark icon in the top right. The form contains the following elements: "Email:" followed by a text input field, "Password:" followed by a text input field, a blue link "forgot password?", a checkbox labeled "Remember me", and a "Login" button. At the bottom of the page, there is a footer: "Use of this site is subject to terms of service. By continuing past this page you agree to abide by these terms. [Copyright](#) [Privacy](#)".

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IAWG IBP HOMEPAGE

The community home page has three principal sections: a welcome message, notifications and the latest content added to the community, broken down into different content types. Amongst the three, only the latest content remains constantly visible.

[about](#) [library](#) [discussions](#) [announcements](#) [events](#)

My Communities

Welcome to Global

My Home

Welcome to the IBP Global Community. Every IBP member is part of this community.

Global

Human Resources for Health (HRH) Exchange

IAWG on RH in Crises

Adolescent RH Working Group

Advocacy Working Group

Asia-Pacific Regional IAWG

Data & Research Working Group

Family Planning Working Group

Gender-based Violence Working Group

IAFM Revision Group

Adolescent Chapter

Comprehensive Abortion Care

Family Planning Chapter

Fundamental Principles Chapter

Gender-based Violence Chapter

HIV Chapter

Legal Issues

Maternal and Newborn Health Chapter

MISP Chapter

Monitoring and

new In addition to all the resources in the IBP Global Community Library, IBP members can now search Reproductive Health gateway, a web search engine, powered by Google, that searches [130 web sites](#) with information related to reproductive health. Try it below.

Announcements

Youth InfoNet 61	23 October 2009	David Hock
New guidance document on integrating family planning and HIV/AIDS services	14 October 2009	David Hock
New policy brief on community-based provision of injectable contraceptives	30 September 2009	David Hock
RESPOND publishes French-language version of Engaging Boys and Men in Gender Transformation: The Group Education Manual	28 September 2009	Lissette Bernal-Cruz
ACQUIRE Publishes	28 September 2009	Lissette Bernal-Cruz

Discussions

IBP Global Community eNewsletter, November 9, 2009	09 November 2009	Ashley Isabelle
IBP Global Community eNewsletter, November 2, 2009	02 November 2009	Ashley Isabelle
IBP Global Community eNewsletter, October 27, 2009	27 October 2009	Ashley Isabelle
IBP Global Community eNewsletter, October 19, 2009	19 October 2009	Ashley Isabelle
IBP Global Community eNewsletter, October 12, 2009	12 October 2009	Ashley Isabelle

Documents

Keneva Ciwara Appui au Planning Familial au Mali	09 September 2009	Brooke Barnes
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Content Selector

When viewing the homepage, you will notice the green tab on the upper right corner. This contains *about*, followed by content type names supported by the group.

Global

A Part of the IBP Knowledge Gateway

[about](#) [library](#) [discussions](#) [announcements](#) [events](#)

My Communities

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Human Resources for Health (HRH) Exchange

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Data & Research Working Group

Family Planning Working Group

Gender-based Violence

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About: This function shows details about the community.

Library: The library enables the user to browse the community library.

Discussions: This link shows all active discussions thread, which is sorted chronologically.

Announcements: This is an archived list of announcements to community members.

Events: This function contains the calendar of events which may be of interest to community members.

USER PROFILE

The user profile contains information about yourself and the communities that you have joined. It also enables you to view and edit your profile, set-up email preferences, change password, add or edit a photo, and terminate your account.

To View Profile-

Use the profile page to view information about yourself. The profile corresponds to the registration page. Everything you entered during the registration process will appear on this page. To view profile, click on *my account* tab in the top right corner of the screen.

The screenshot displays the 'My Account' page. On the left, there is a navigation menu under 'My Communities' with a 'My Home' link. Below it, a list of communities is shown, including 'Global', 'Human Resources for Health (HRH) Exchange', 'IAWG on RH in Crises', 'Adolescent RH Working Group', 'Advocacy Working Group', 'Asia-Pacific Regional IAWG', 'Data & Research Working Group', 'Family Planning Working Group', 'Gender-based Violence Working Group', 'IAFM Revision Group', 'Adolescent Chapter', 'Comprehensive Abortion Care', 'Family Planning Chapter', 'Fundamental Principles Chapter', 'Gender-based Violence Chapter', and 'HIV Chapter'. The main content area is titled 'My Account' and includes links for 'edit', 'edit public profile', 'change password', and 'terminate account'. A green tab labeled 'contact details' is active. Below this, there is a profile picture placeholder with a 'change photo' link. To the right of the photo is a form with the following fields: Title, First name, Last name, Position, Organization, Address, Country, Telephone, Fax, Email address, Time Zone, Language, and Default email preferences. The 'Default email preferences' section includes a checkbox for 'Receive notifications of own contributions'.

To Edit Profile-

Click on the *edit* link in the green tab above your profile picture. Note that data will not be saved if all mandatory fields are not entered properly.

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To Change Email Preferences-

Part of the user profile is a general preference for receiving email. You can choose the frequency with which to receive email notifications from communities, and format in which to receive those notifications.

Default preferences immediately apply after joining a community and to change this, edit the profile and select new options for *default email preferences*, *email format*, and *receive notifications of own contributions*.

The screenshot shows the 'Make Changes to Your Account' page for user Mihoko Tanabe. The page is divided into two main sections: 'My Communities' on the left and 'Make Changes to Your Account' on the right. The 'Make Changes to Your Account' section includes fields for Title, First name, Last name, Position, Organization, Address, Country, Telephone, Fax, Email address, Time Zone, and Language. A red arrow points from the 'Default email preferences' field to a callout box. The callout box shows the 'Default email preferences' options: Immediate (selected), Daily, Weekly, Monthly, and None.

Default email preferences list the options on the frequency of sending email notifications to the user:

- Immediate: sends one email notification for each event that occurred (new discussion posted, new announcement, new link, etc);
- Daily: sends one cumulative notification email per day, listing all events that occurred;
- Weekly: sends a weekly digest, listing all events for the past week in a single notification email;
- Monthly: lists all events for the past month in a single notification email message;
- None: prevents receiving any email notifications.

Email format instructs Knowledge Gateway to send either *text-only* messages or to format them in *HTML*.

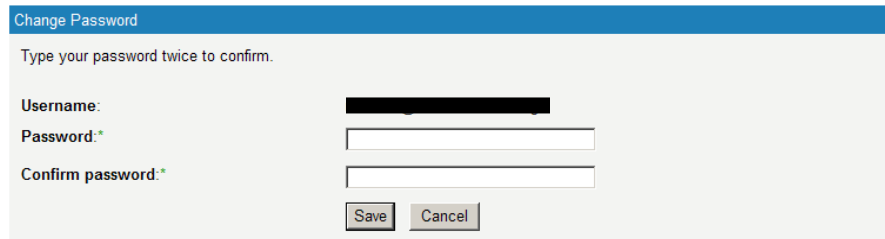
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Receive notifications of own contributions specifies whether a user wants to receive a copy of the user's own contributions (announcements, discussions, events, documents, etc.) when they are sent to all members. This is a good way to track contributions and to ensure that messages are disseminated to other members.

To Change Password-

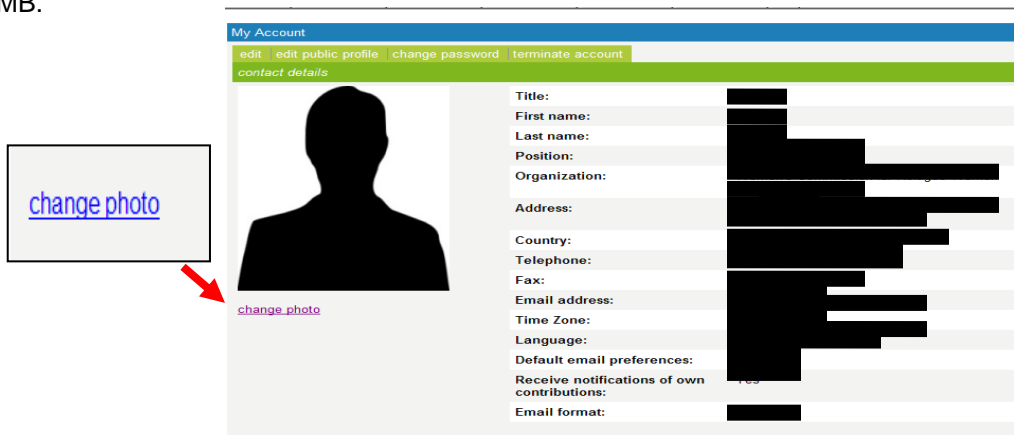
Click on *change password* and type your new password twice.



The image shows a 'Change Password' form. At the top, it says 'Type your password twice to confirm.' Below this, there are three input fields: 'Username:' (with a blacked-out value), 'Password:*' (empty), and 'Confirm password:*' (empty). At the bottom right, there are 'Save' and 'Cancel' buttons.

To Add or Edit a Photo-

Click on *change photo*, and upload a photograph from your computer. Note that photos should be under 10 MB.

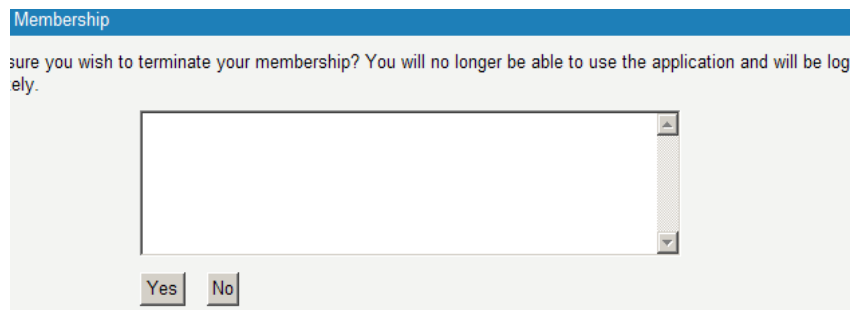


The image shows a 'My Account' page. On the left, there is a silhouette of a person. Below the silhouette is a link that says 'change photo'. A red arrow points from a callout box on the left to this link. The callout box contains the text 'change photo' in blue. To the right of the silhouette, there is a list of account details, including Title, First name, Last name, Position, Organization, Address, Country, Telephone, Fax, Email address, Time Zone, Language, Default email preferences, Receive notifications of own contributions, and Email format. All these fields are blacked out.

To Terminate Account-

Click the *terminate account* tab. Note that when you terminate your account, Knowledge Gateway will delete all of your profile details and remove you from all communities to which you are a member.

Every time a user terminates an account, all coordinators will receive an email of notification- use the *reason* box to communicate your feedback, comments, share your experience, and suggestions on how to improve the platform.



The image shows a 'Membership' form. At the top, it says 'Are you sure you wish to terminate your membership? You will no longer be able to use the application and will be logged out.' Below this, there is a large text area for providing a reason. At the bottom, there are 'Yes' and 'No' buttons.

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PARTICIPATING IN THE IAWG IBP SITE

The site is designed for members to share latest documents and information, and all members are encouraged to participate in discussions, and contribute in the site's library.

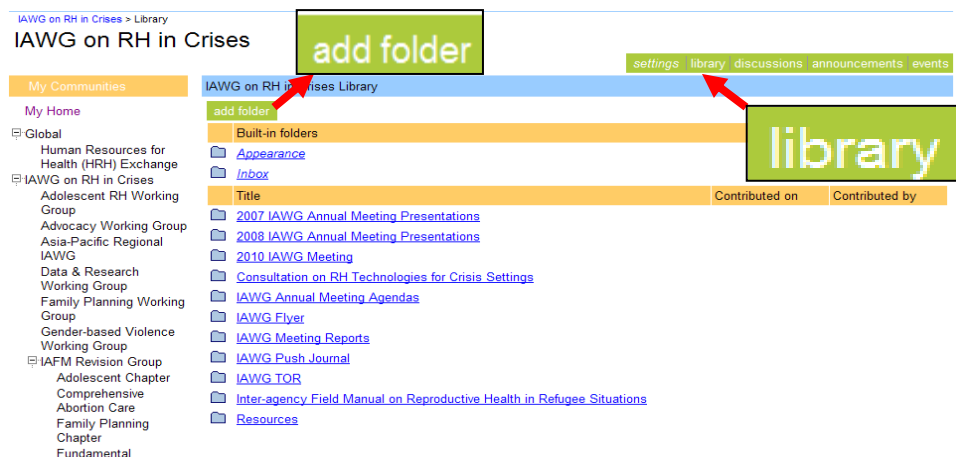
Library

The *library* contains publications, documents, and links of interest to community members. It also provides access to discussion and announcement attachments through the *Attachments* folder.

It organizes all contributions into folders, similar to how folders are created on a computer hard drive.

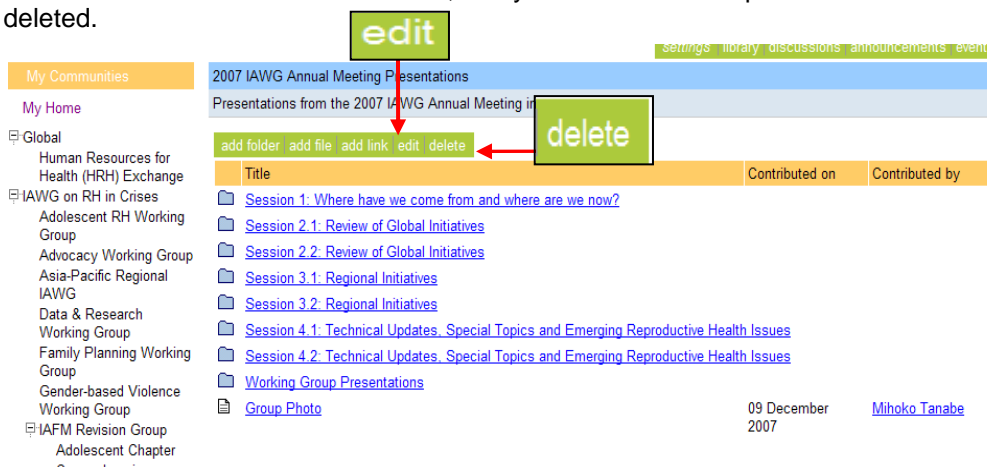
To *view* documents in the library, click on "*library*" in the content selector in the upper right area of the page, and then click on the titles of available folders to see the documents and links they contain.

To *create a new folder*, click on "*add folder*" link, provide the folder title and a description. The title will appear in a list of folders and the description will also appear as a tool-tip bubble when a user hovers over the folder name in a list of folders with the mouse.



To *edit* a folder, click on the folder name, and then choose *edit link* below the folder title.

To *delete* a folder, click on the folder name and then choose *delete link* below the folder title. Deleting a folder deletes all files that the folder contains; if any of the files was copied to another folder its copies will not be deleted.



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Links

You can add links to resources of interest to the “*library*”. Members visiting the library can click on the link to be directed to the web resource.

To visit a resource the link points to, click on the linked title to view its details, and then on the hyperlink in the *link* field to take you to the linked source.

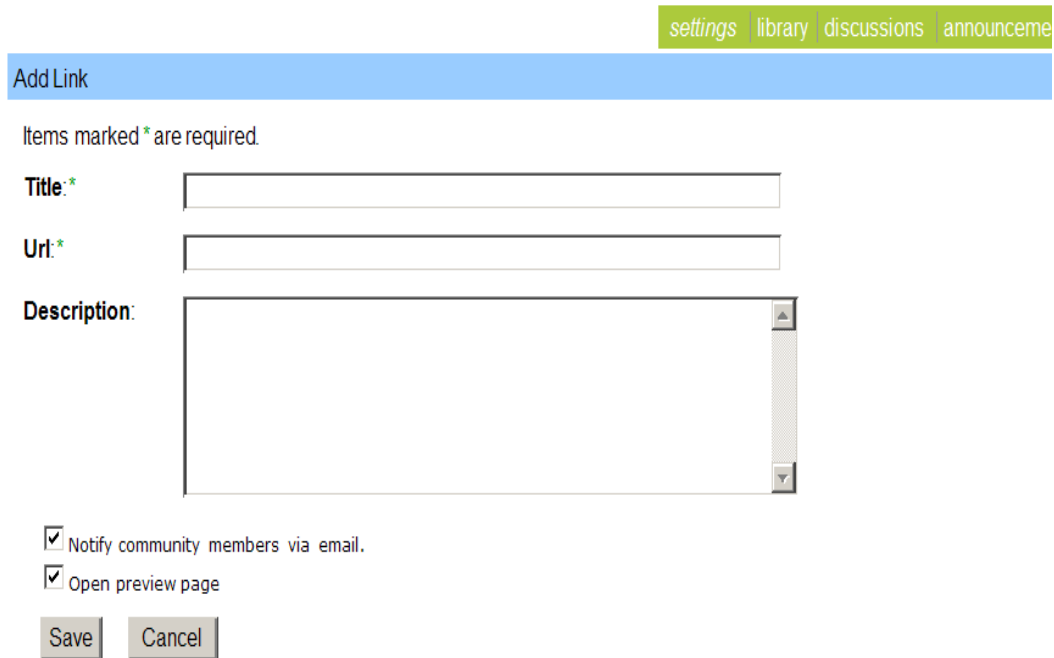
To *forward* a link to someone via email (regardless of whether or not the recipient is an IBP user), click on *forward*, enter the recipient’s email address and click the send button. To edit a link, click on the link title in the library and then choose the *edit* tab.



The screenshot shows a navigation bar with tabs: settings, library, discussions, announcements, and events. Below the navigation bar is a blue header labeled "Link". The main content area contains the following fields and buttons:

- Link:** A text input field containing the text [WHO Global Health Cluster tools](#).
- Description:** A text input field.
- Buttons:** A green button labeled "forward", a green button labeled "edit", and a green button labeled "delete".

To *add* a link, browse to the appropriate folder and click *add link*. Make sure to enter the required fields and click the save button.



The screenshot shows a navigation bar with tabs: settings, library, discussions, and announcements. Below the navigation bar is a blue header labeled "Add Link". The main content area contains the following fields and buttons:

- Items marked * are required.**
- Title:*** A text input field.
- Url:*** A text input field.
- Description:** A text area with a vertical scrollbar.
- Notify community members via email.
- Open preview page
- Buttons:** A grey button labeled "Save" and a grey button labeled "Cancel".

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Documents

The document library allows you to store documents and publications and organize them into folders.

Click on the document name to see document details and the list of versions of the document.

To *download* a document, click on the document *download* link on the document details page. Downloading a document allows you to access the original content, and save it for your records.

The screenshot shows a document details page for 'TOR 2008'. On the left, there is a 'download' link with a download icon, labeled 'Version 1' and '3 MB application/pdf'. Below it is a 'check out' button. A red arrow points from the 'check out' button to the 'check out' link in the document details. The document details page has a blue header 'View File' and a yellow background. It lists the document name 'TOR 2008', authors 'Adolescent RH Working Group', source, date published '29 September 2009', status 'Available', version 'Version 1 (view history)', and contributor 'Mihoko Tanabe'. It also shows related topics, file type, description, total downloads (0), last download (<never>), and library location 'Terms of Reference 2008 (arh)'. A sidebar on the left contains links: delete, comment, move, copy to communities, edit, and forward.

To *check out* a document, click on the *check out* link on the document details page, and click on *confirm check out* tab to finish. Checking out a document allows a user to edit the content. Note that other users will not be able to edit the document, until the document is checked back in.

The screenshot shows a 'Check Out' dialog box with a blue header. The text inside says: 'Please follow the steps below to checkout this file. You are requested to make changes and check in your new file in 7 day(s)'. Below this, it says 'Download file: TOR 2008'. At the bottom, there is a prompt: 'Click 'Confirm Check Out' to finish.' and two buttons: 'Confirm Check Out' and 'Cancel'.

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To *check in* a document, click on the *check in* link on the document details page, *upload* the edited file and complete the necessary information as prompted. Note that all revised files must be checked back in within 7 days.

Please check in your revised file within 7 days.

settings library discussions announcements events

✓ You have successfully checked out this file.

View File

TOR 2008

download
Version 1
28.5 KB
application/octet-stream

Authors: Adolescent RH Working Group

Source:

Date Published: 29 September 2009

Status: Checked out by [Abigail Gacusana](#) on 23 November 2009.

Version: Version 1 ([view history](#))

Contributed by: [Mihoko Tanabe](#)

Contributed on: 29 September 2009

Related topics:

File type:

Description:

Total Downloads: 0

Last Download: <never>

delete
comment
move
copy to communities
forward

check in

Users can monitor the number of times a document has been edited by clicking the *view history* link on the document details page.

Check In

Please follow the steps below to check in the file TOR 2008. Items marked * are required.

Browse to file:*
(max. uploaded file size: 10 MB)

Enter comment:*

Open file preview page when I click on 'Save'

Notify community members via email.

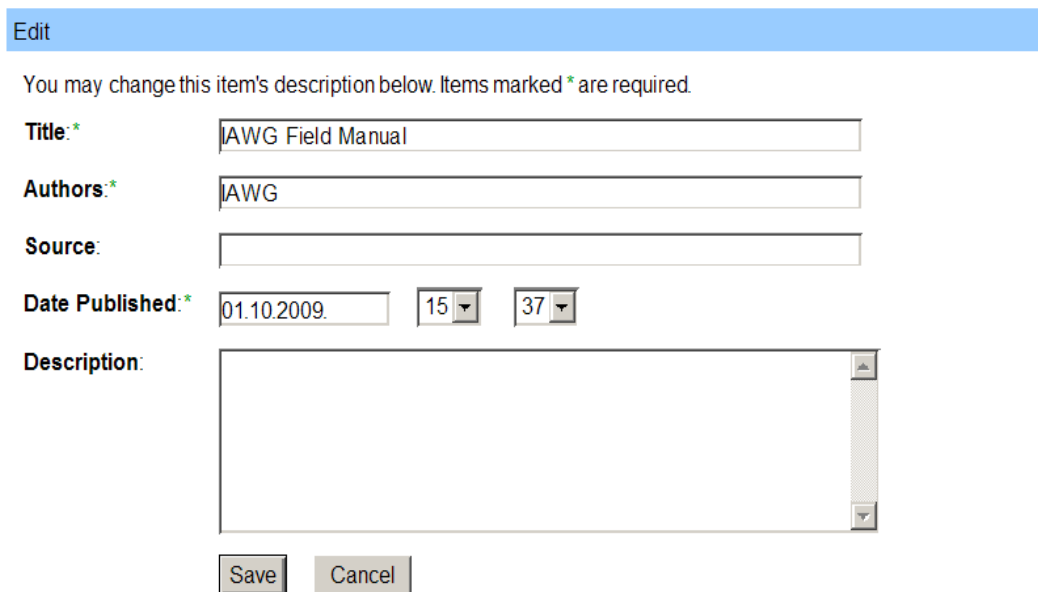
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You can also *delete*, *comment*, *move*, *copy* to other communities you are registered with, *edit* and *forward* a document by clicking the appropriate tabs on the left hand corner.



The screenshot shows a document page for 'IAWG Field Manual'. At the top right, there are navigation tabs: 'settings', 'library', 'discussions', and 'announcements'. Below these is a blue 'View File' header. The document title 'IAWG Field Manual' is in an orange bar. On the left, there is a download icon, a 'download' link, and file details: 'Version 1', '782.3 KB', and 'application/pdf'. Below this is a green 'check out' button. A large green 'edit' box with a red arrow points to a vertical menu of actions: 'delete', 'comment', 'move', 'copy to communities', 'edit', and 'forward'. The main content area is yellow and contains metadata: 'Authors: IAWG', 'Source:', 'Date Published: 01 October 2009', 'Status: Available', 'Version: Version 1 (view history)', 'Contributed by: Mihoko Tanabe', 'Contributed on: 01 October 2009', 'Related topics:', 'File type:', 'Description:', 'Total Downloads: 0', 'Last Download: <never>', and 'Library Location: Resources (iawg)'.

To *edit* a document, click on the *edit* tab. Note that the edit function allows users to edit or modify the title, authors, source, date published, and description.



The 'Edit' form has a blue header. Below it, a message says: 'You may change this item's description below. Items marked * are required.' The form fields are: 'Title:*' with the value 'IAWG Field Manual'; 'Authors:*' with the value 'IAWG'; 'Source:' which is empty; 'Date Published:*' with a date field containing '01.10.2009.' and two dropdown menus for month and day; and 'Description:' which is a large empty text area. At the bottom are 'Save' and 'Cancel' buttons.

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To *upload* a new document, click on *add file* on the green tab above the folder title. Files can only be added within folders- and are classified as follows:

Title: which is a user-friendly descriptive title of the file, can be as long as needed;

Author: is the space to note publication author or authors, if the uploaded file is a publication;

Source: describes a publication source;

Date published: is the original date of publication. The document property page will also show a separate creation date label once the document is uploaded;

Description: lets the user enter the document abstract or a description of the uploaded document;

Language: is the language in which the document is written.

[settings](#) [library](#) [discussions](#) [announcements](#) [events](#)

Add File

Fill out the form below to add file to the folder **IAWG Meeting Reports**. Items marked * are required.

Title:*

Authors:*

Source:

Date Published:* h: m

Description:

Browse to file:*
(max. uploaded file size: 10 MB)

Would you like to post this file to additional communities?

Yes No

Notify community members via email.

Open preview page