USER MANUAL FOR OPENACTIONAPP

dev.openactionapp.codespry.com/user

1.Enter this link in your search bar.

HOME | ABOUT US | STRATEGIC INITIATIVES | PUBLICATIONS | MEDIA ROO

User account

Create new account | Log in | Request new password

2. Enter the username

Username *

Enter your Openaction App username.

Password *

Enter the password that accompanies your username.

Log in | 3. Enter the password.

- **After logging in, you will be directed to the user profile as shown below.**
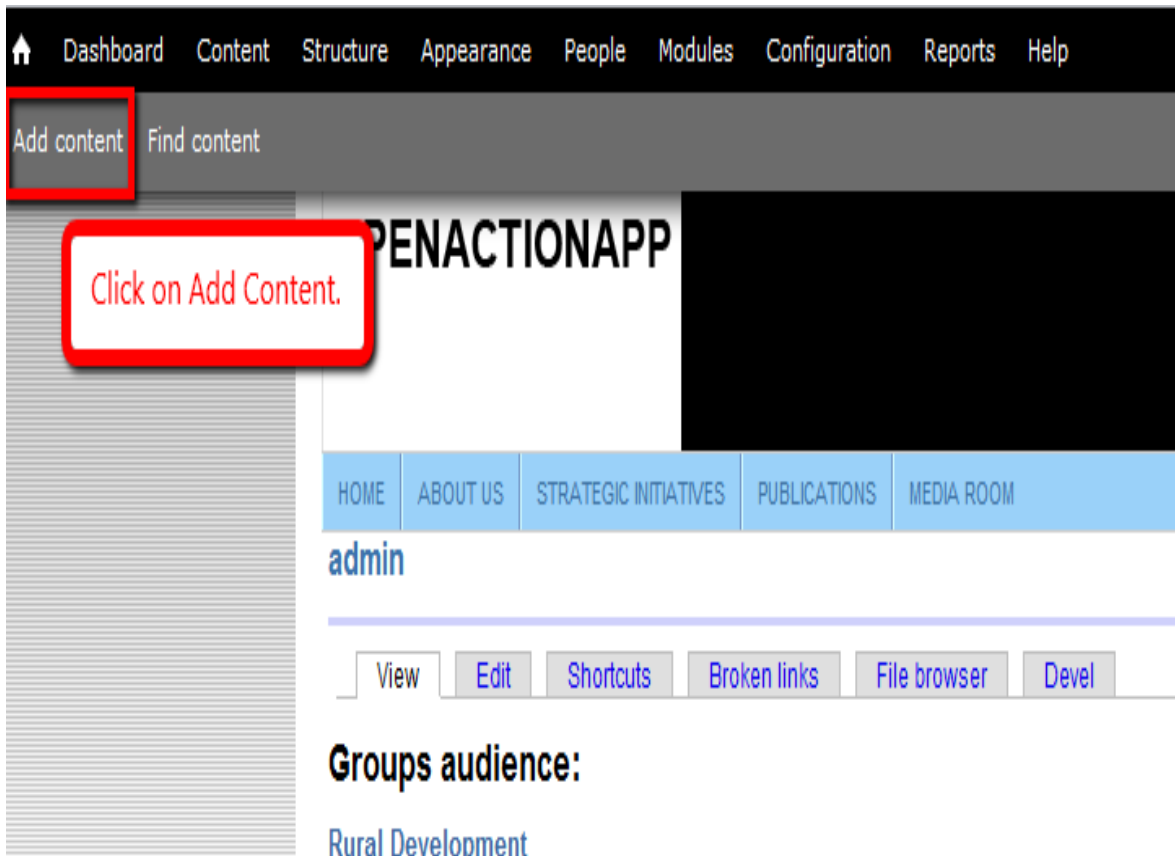
- **After clicking on Add content, you will be directed to the page below.**

STEP 1: To Create a Programme

Add content   Find content

Home

Click on Add Content

Add content ●

> Ads

> Basic page

Use *basic pages* for your static content, such as an 'About us' page.

> Events

> Home Page Slider

> News

> Node export: import

Import content using *Node export*.

> Our Team

> Programme   →   Then Click on Programme
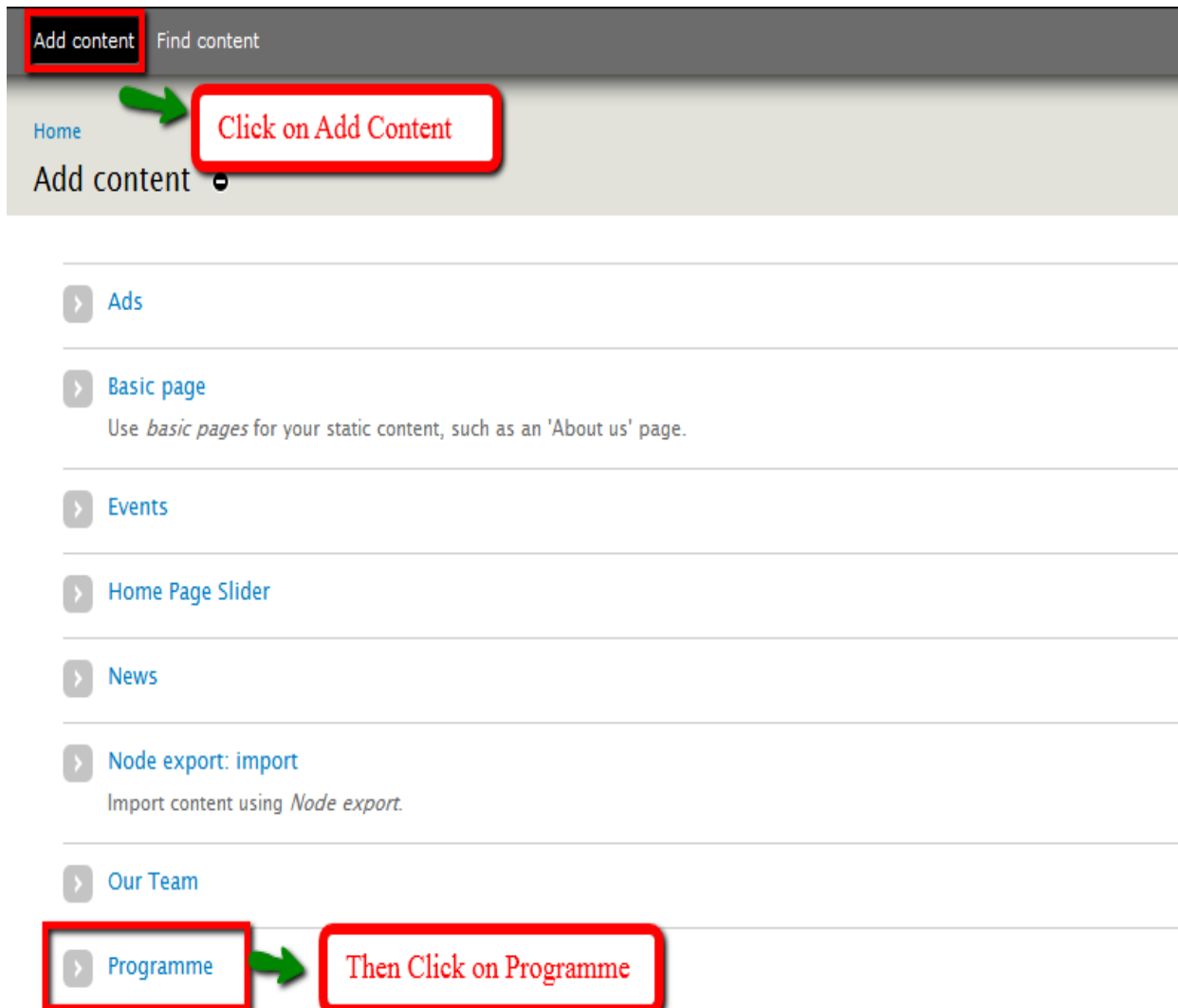
Create Programme ✦

Title *

1. enter the Title of the programme.

Body (Edit summary)

| Format ▼ | **B** **U** *I* | ☰ ☰ | ☰ ☰ 〞 | ⊞ 🖼 🔍 | 🖼 🖼 | ABC ABC▾ | 🔍 🔍 🧽 |

2. Enter the content of the programme here.

Switch to plain text editor

Text format Filtered HTML ▼

3. Click on the drop down list and change to "full html".

- Web page addresses and e-mail addresses turn into links
- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code>   <dl> <dt> <dd>
- Lines and paragraphs break automatically.

Image

Choose File | No file chosen | Upload

4. Click on "choose file" to upload and image for your content and then click on "upload".

Files must be less than 2 MB.
Allowed file types: **png gif jpg jpeg**

RELATED ADS:

| ✛ | Default Ads [nid:34] | ○ |
| ✛ | | ○ |

Add another item

Top Banner Image
Default Top banner [nid:60] | ○

Menu settings
Not in menu

☐ Provide a menu link

Revision information
No revision

URL path settings
Automatic alias

Comment settings
Closed

4. Click on "save" to save your content.

Publishing options
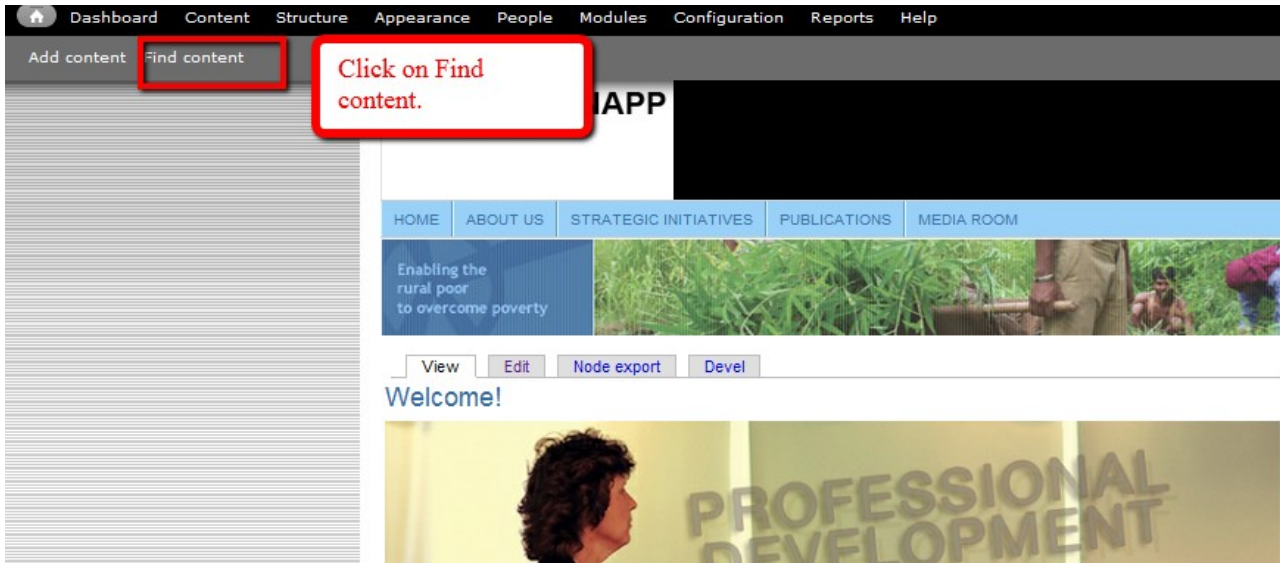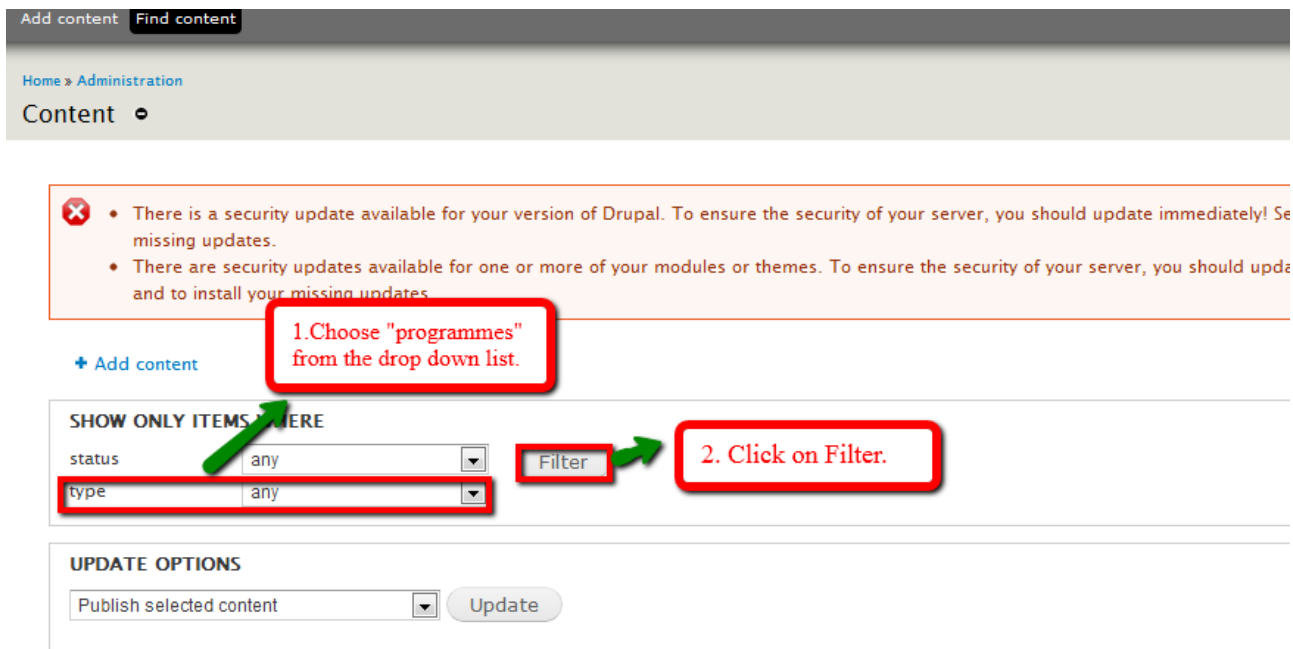Published, Promoted to front page

Save | Preview

Click on Preview to view your content before saving.

- **The above steps will help you to <u>create a programme.</u>**

<u>To Delete a Programme.</u>

- **After clicking on Find Content, you will be directed to the page below:**

- **Once you finish clicking on 'filter', you will be directed to the next page.**

To Edit a Programme

Home » Administration

Content ●

There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! Se missing updates.

There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should upda and to install your missing updates.

1.Choose "programmes" from the drop down list.

+ Add content

SHOW ONLY ITEMS WHERE

status   any

type   any   Filter   2. Click on Filter.

UPDATE OPTIONS

Publish selected content   Update

+ Add content

SHOW ONLY ITEMS WHERE

- where **type** is **Programme**

and where   status   any   Refine   Undo   Reset

UPDATE OPTIONS

Publish selected content   Update

1.Tick mark the box corresponding the title you wish to edit. *depicted through the green arrow.

2.Click on Edit to modify your content.

	TITLE	TYPE	AUTHOR	STATUS	UPDATED	
☐	Connecting Disability, Sexuality, and Rights	Programme	admin	published	05/25/2012 - 17:41	edit delete
☐	Improving Sexual and Reproductive Rights and Freedoms	Programme	admin	published	05/25/2012 - 16:35	edit delete
☐	Advancing the Understanding of Sexuality, Gender, and Rights	Programme	admin	published	05/25/2012 - 16:18	edit delete
☐	Building Feminist Leadership and Movements	Programme	admin	published	05/25/2012 - 16:13	edit delete
☐	Creating Global South Knowledge Resources	Programme	admin	published	05/25/2012 - 15:07	edit delete
☐	Advocating for Women's Rights in Laws and Policies	Programme	admin	published	05/25/2012 - 13:52	edit delete
☐	Increasing Women's Political Participation and Reducing Violence Against Women	Programme	admin	published	05/25/2012 - 13:01	edit delete

- **After clicking on Edit, the following page will appear before you:**

Home » Building Feminist Leadership and Movements

Edit Programme Building Feminist Leadership and Movements

VIEW | EDIT | NODEQUEUE | NODE EXPORT | DEVEL

Title *

Building Feminist Leadership and Movements

1. To edit the programme title.

Body (Edit summary)

Format | B U I

To strengthen feminist leadership, strategies, and collective power for social transformation, particularly in East Africa, South Asia, and the Middle East.

Feminist Leadership and Movement Building Institute (East Africa)
South Asian Movement Building and Human Rights Institute
Middle Eastern Movement Building and Human Rights Institute

Planned outcome by 2015

Organise four Feminist Leadership and Movement Building Institutes (East Africa), each with 25–30 participants
Organise three South Asian Movement Building and Human Rights Institutes, each with 25–30 participants
Organise one Middle Eastern Movement Building and Human Rights Institutes, with 25–30 participants

2. To modify the content.

Switch to plain text editor

Text format Filtered HTML

More information about text formats

• Web page addresses and e-mail addresses turn into links automatically.
• Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code>   <dl> <dt> <dd>
• Lines and paragraphs break automatically.

- **The above steps will help you to edit your content.**

- **OR there's another way to edit the content which is as follows:**

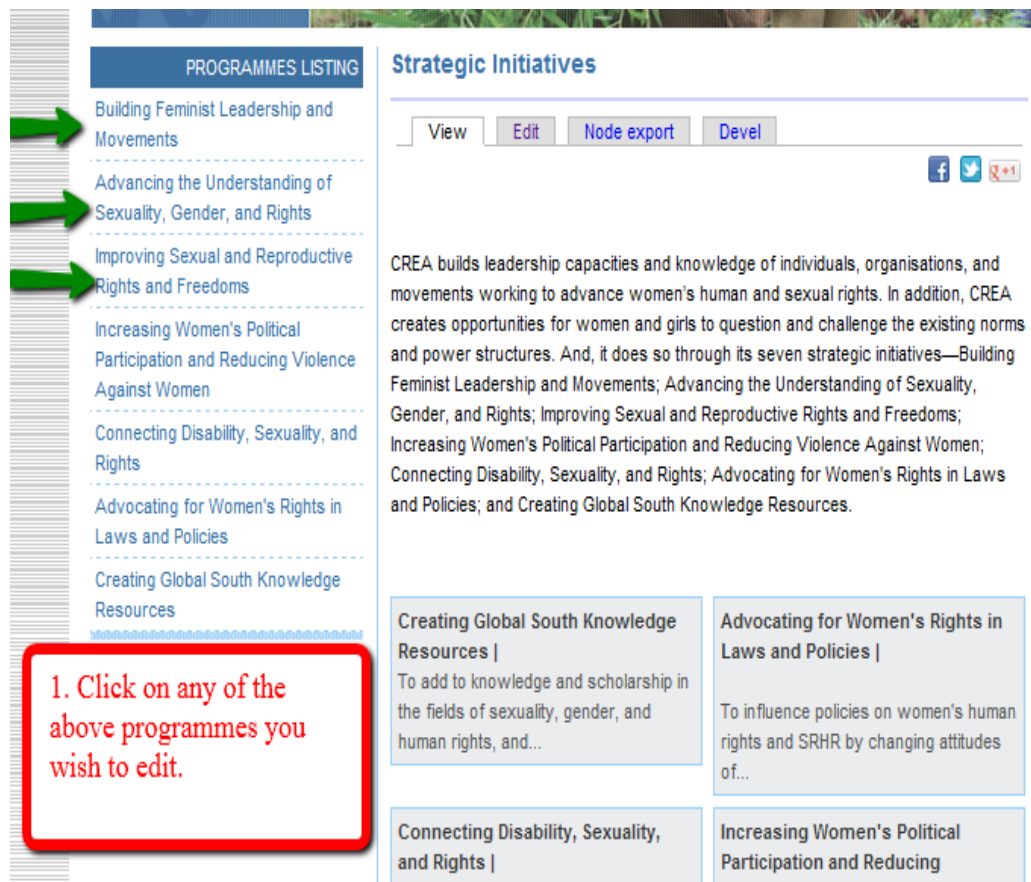INITIATIVES   PUBLICATIONS   MEDIA ROOM

Click on Initiatives.

Devel

Site Navigation

:: Add content

- **Once you click on initiatives, a list of programmes will appear before you. It is shown below:**

- **After choosing a programme that you wish to edit, the page shown below will appear in front of you:**
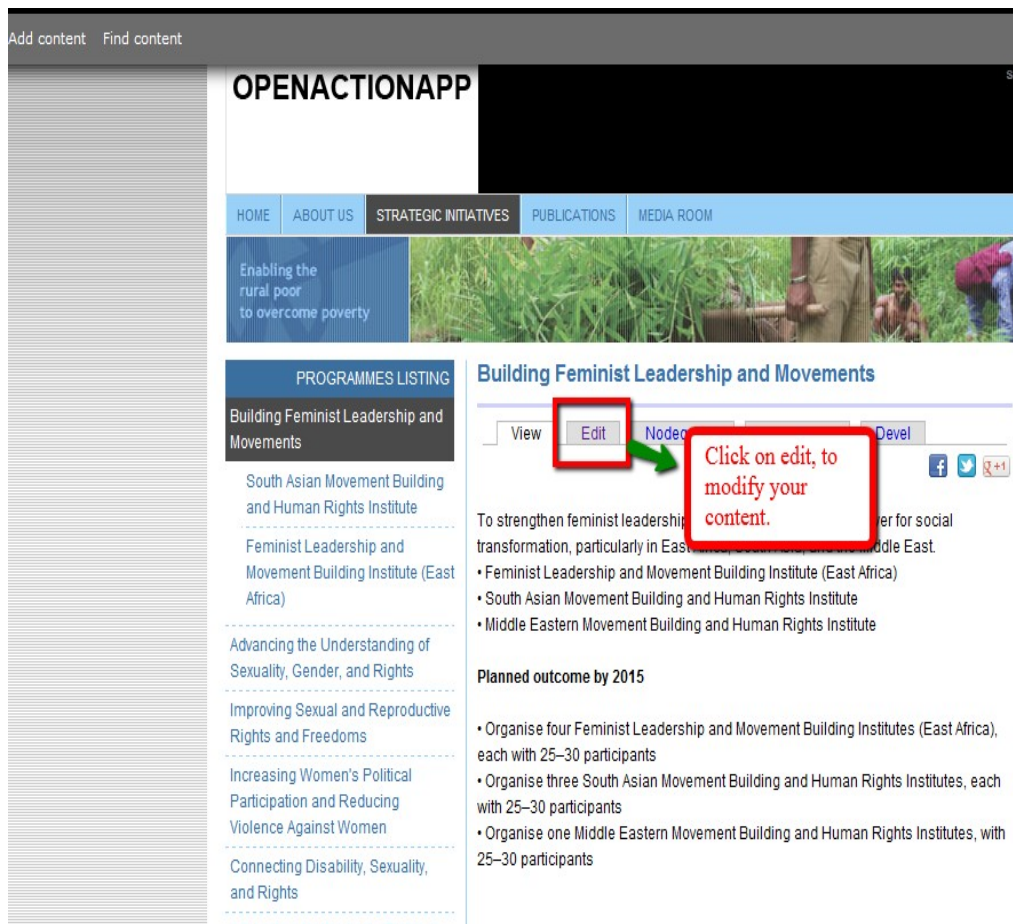
- **Click on edit and you will be directed to the content editing page, which is as below:**
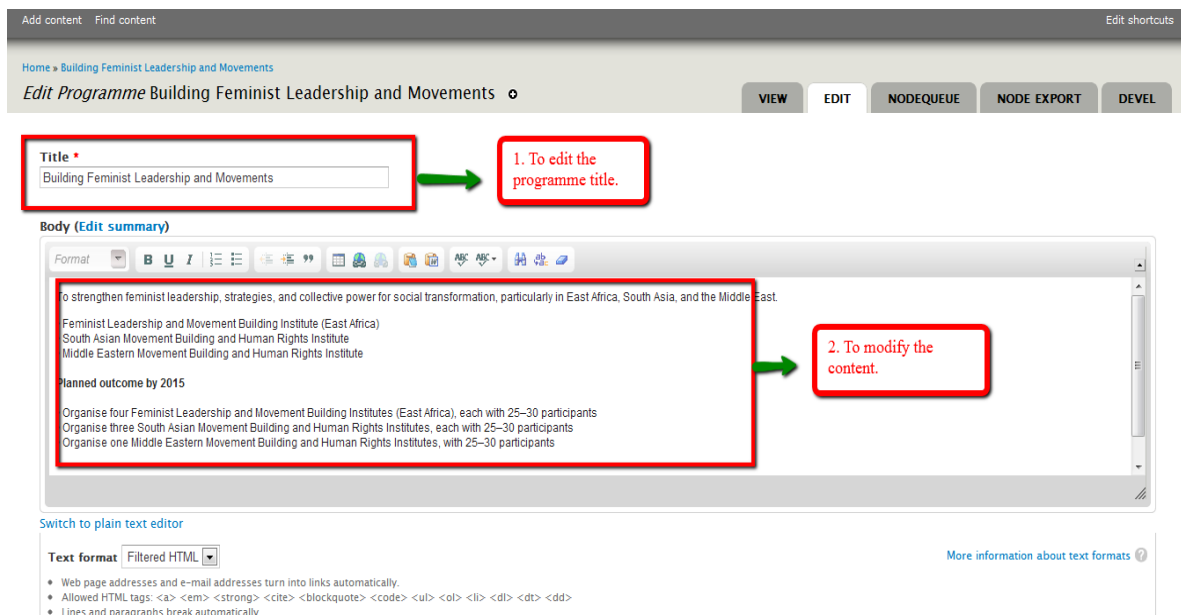
- **This will help you to modify the entered content.**

STEP NO 2: To Create a Project
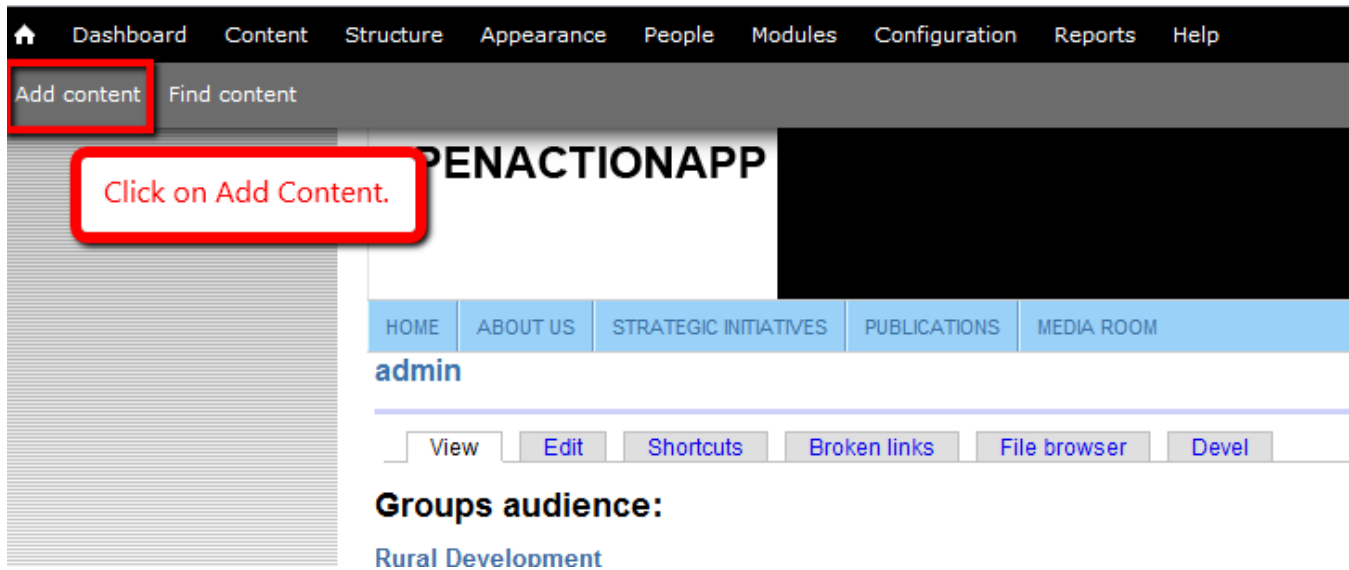
Dashboard   Content   Structure   Appearance   People   Modules   Configuration   Reports   Help

Add content   Find content

Click on Add Content.

PENACTIONAPP

HOME   ABOUT US   STRATEGIC INITIATIVES   PUBLICATIONS   MEDIA ROOM

admin

View   Edit   Shortcuts   Broken links   File browser   Devel

Groups audience:

Rural Development

Add content   Find content   Edit shorto

Home » Add content

Create Project

Title *

1.Enter the Title of the Project.

☑ Group
Determine if this is an OG group.

Related Programme
- None -

2.Choose the related programme under which your project falls from the drop down list.

Body (Edit summary)

Format   B U I

3. Enter the Content of the project here.

Switch to plain text editor

Text format Filtered HTML

4. Choose Full HTML from the drop down list.

More information about text formats

- Web page addresses and e-mail addresses turn into l

- **Do not forget to click 'save' after following the above steps.**

To Delete a Project
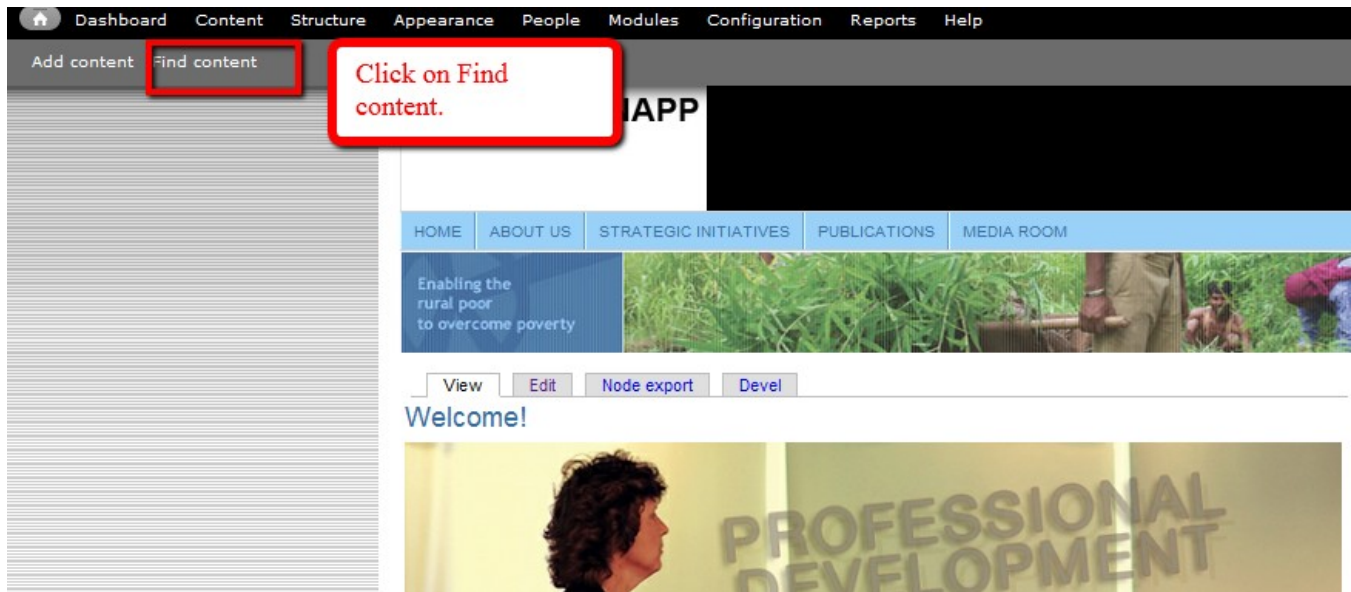
After clicking on Find Content, the following window will appear:
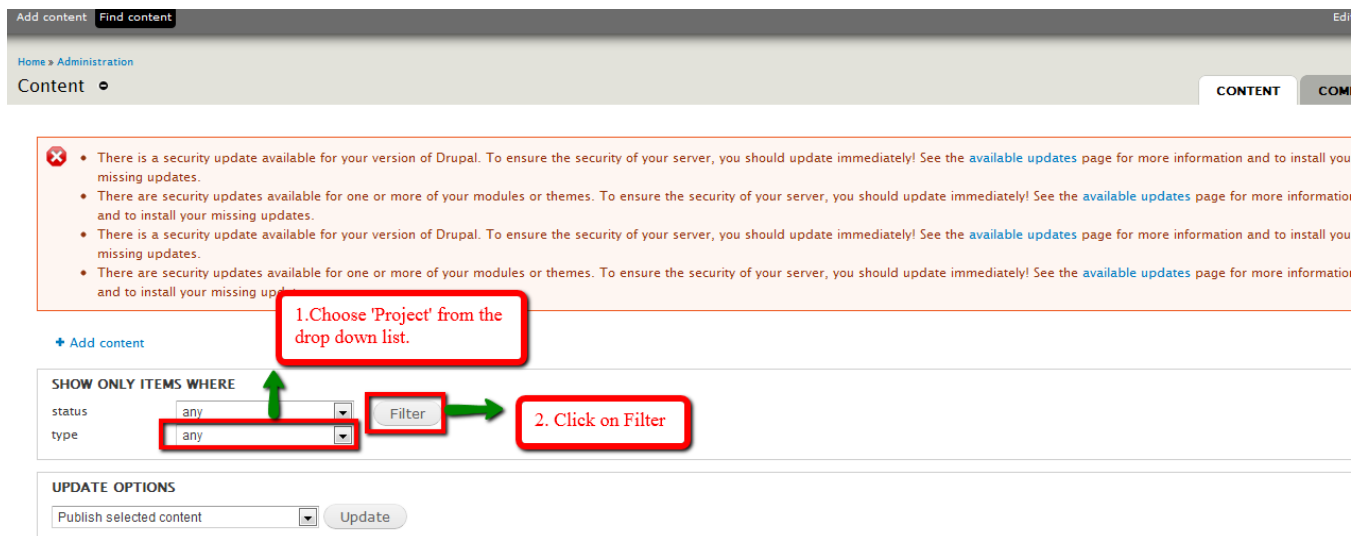
- **After you've finished clicking on 'filter', the page below will appear before you:**

- There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should update immediately! See the available updates page for more information and to install your missing updates.

+ **Add content**

SHOW ONLY ITEMS WHERE

- where **type** is **Programme**

and where   status | any ▼ | (Refine)   (Undo)   (Reset)

UPDATE OPTIONS

| Publish selected content ▼ | (Update)

2. Choose "Delete Selected Content" from the drop down list and then click on "update".

	TITLE	TYPE	AUTHOR	STATUS	UPDATED	▼	OPERATIONS
☐	Connecting Disability, Sexuality, and Rights	Programme	admin	published	05/25/2012 – 17:41		edit delete
☐	Improving Sexual and Reproductive Rights and Freedoms	Programme	admin	published	05/25/2012 – 16:35		edit delete
☐	Advancing the Understanding of Sexuality, Gender, and Rights	Programme	admin	published	05/25/2012 – 16:18		edit delete
☐	Building Feminist Leadership and Movements	Programme	admin	published	05/25/2012 – 16:13		edit delete
☐	Creating Global South Knowledge Resources	Programme	admin	published	05/25/2012 – 15:07		edit delete
☐	Advocating for Women's Rights in Laws and Policies	Programme	admin	published	05/25/2012 – 13:52		edit delete
☐	Increasing Women's Political Participation and Reducing Violence Against Women	Programme	admin	published	05/25/2012 – 13:01		edit delete

1.Tick mark on the box corrsponding to the tilte of the project you wish to delete. *As depicted through Green arrows.

The above steps will help you to delete the <u>projects,</u> you wish to get rid off.

<u>To Edit a Project</u>

INITIATIVES   PUBLICATIONS   MEDIA ROOM

Click on Initiatives.

Devel

Site Navigation

:: Add content

- **After you finish clicking on 'Initiatives', a list of programmes will appear before you on the left hand side of your screen.**

- **Choose the respective programme whose project you wish to Edit.**

- **For instance look at the screen shots below:**

OPENACTIONAPP

HOME   ABOUT US   STRATEGIC INITIATIVES   PUBLICATIONS   MEDIA ROOM

Enabling the
rural poor
to overcome poverty

PROGRAMMES LISTING

Building Feminist Leadership and Movements

Advancing the Understanding of Sexuality, Gender, and Rights

Improving Sexual and Reproductive Rights and Freedoms

Increasing Women's Political Participation and Reducing Violence Against Women

Connecting Disability, Sexuality, and Rights

Advocating for Women's Rights in Laws and Policies

Creating Global South Knowledge Resources

Click on the programme whose project you wish to edit.

Strategic Initiatives

View   Edit   Node export   Devel

CREA builds leadership capacities and knowledge of individuals, organisations, and movements working to advance women's human and sexual rights. In addition, CREA creates opportunities for women and girls to question and challenge the existing norms and power structures. And, it does so through its seven strategic initiatives—Building Feminist Leadership and Movements; Advancing the Understanding of Sexuality, Gender, and Rights; Improving Sexual and Reproductive Rights and Freedoms; Increasing Women's Political Participation and Reducing Violence Against Women; Connecting Disability, Sexuality, and Rights; Advocating for Women's Rights in Laws and Policies; and Creating Global South Knowledge Resources.

Creating Global South Knowledge Resources |
To add to knowledge and scholarship in the fields of sexuality, gender, and human rights, and...

Advocating for Women's Rights in Laws and Policies |

To influence policies on women's human rights and SRHR by changing attitudes of...

OPENACTIONAPP

| HOME | ABOUT US | STRATEGIC INITIATIVES | PUBLICATIONS | MEDIA ROOM |

Enabling the
rural poor
to overcome poverty

PROGRAMMES LISTING

Building Feminist Leadership and Movements

South Asian Movement Building and Human Rights Institute

Feminist Leadership and Movement Building Institute (East Africa)

Advancing the Understanding of Sexuality, Gender, and Rights

Improving Sexual and Reproductive Rights and Freedoms

Increasing Women's Political Participation and Reducing Violence Against Women

Connecting Disability, Sexuality, and Rights

Advocating for Women's Rights in Laws and Policies

Creating Global South Knowledge Resources

This is the Programme.

These are the Projects under the above Programme. click on any of the projects you would like to edit under this programme.

Building Feminist Leadership and Movements

| View | Edit | Nodequeue | Node export | Devel |

To strengthen feminist leadership, strategies, and collective power for social transformation, particularly in East Africa, South Asia, and the Middle East.
• Feminist Leadership and Movement Building Institute (East Africa)
• South Asian Movement Building and Human Rights Institute
• Middle Eastern Movement Building and Human Rights Institute

Planned outcome by 2015

• Organise four Feminist Leadership and Movement Building Institutes (East Africa), each with 25–30 participants
• Organise three South Asian Movement Building and Human Rights Institutes, each with 25–30 participants
• Organise one Middle Eastern Movement Building and Human Rights Institutes, with 25–30 participants

Projects

South Asian Movement Building and Human Rights Institute

OPENACTIONAPP

HOME | ABOUT US | STRATEGIC INITIATIVES | PUBLICATIONS | MEDIA ROOM

Enabling the
rural poor
to overcome poverty

PROGRAMMES LISTING

Building Feminist Leadership and Movements

South Asian Movement Building and Human Rights Institute

Feminist Leadership and Movement Building Institute (East Africa)

Advancing the Understanding of Sexuality, Gender, and Rights

Improving Sexual and Reproductive Rights and Freedoms

Increasing Women's Political Participation and Reducing Violence Against Women

Connecting Disability, Sexuality, and Rights

Advocating for Women's Rights in Laws and Policies

South Asian Movement Building and Human Rights Institute

View | **Edit** | Group | Node export | Devel

Click on edit to modify the content of your project.

The South Asia Movement Bu... which began is an annual five-day residential training program designed by CREA for women working in NGOs in South Asia in mid-level leadership positions, to build the conceptual clarity of participants on gender, feminism and movement building and their link to human rights in the South Asian context. Activists and academics from the global South teach the course using classroom instruction, group work, case studies, simulation exercises and films.

OBJECTIVES
Build conceptual understanding of participants on gender, feminism and movement building and their link to human rights. Develop strategic skills by looking at and analyzing some social movements and successful advocacy campaigns in South Asia. Build communication skills that will enable participants to prepare effective written communication material, social messaging in videos and documentaries and use ICTs for human rights work.

Home » South Asian Movement Building and Human Rights Institute

Edit Project South Asian Movement Building and Human Rights Institute

VIEW | **EDIT** | GROUP | NODE EXPORT | DEVEL

Title *
South Asian Movement Building and Human Rights Institute

1.Edit the Title of the Project.

☑ Group
Determine if this is an OG group.

Related Programme
Building Feminist Leadership and Movements

2. Modify the related programme from the drop down list.

Body (Edit summary)

Format | B U I | ≡ ≡ | ≡ ≡ " | ▦ ⬚ ⬚ | ⬚ ⬚ | ABC ABC | ⊞ ⬚ ⬚

The South Asia Movement Building and Human Rights Institute, which ... n designed by CREA for women working in NGOs in South Asia in mid-level leadership positions, to build the conceptual clarity of participants on gender, feminism and movement building and their link t... nd academics from the global South teach the course using classroom instruction, group work, case studies, simulation ex rcises and films.

3. Modify the Content here.

OBJECTIVES
Build conceptual understanding of participants on gender, feminism and movement building and their link to human rights. Develop strategic skills by looking at and analyzing some social movements and successful advocacy campaigns in South As. Build communication skills that will enable participants to prepare effective written communication material, social messaging in videos and documentaries and use ICTs for human rights work.
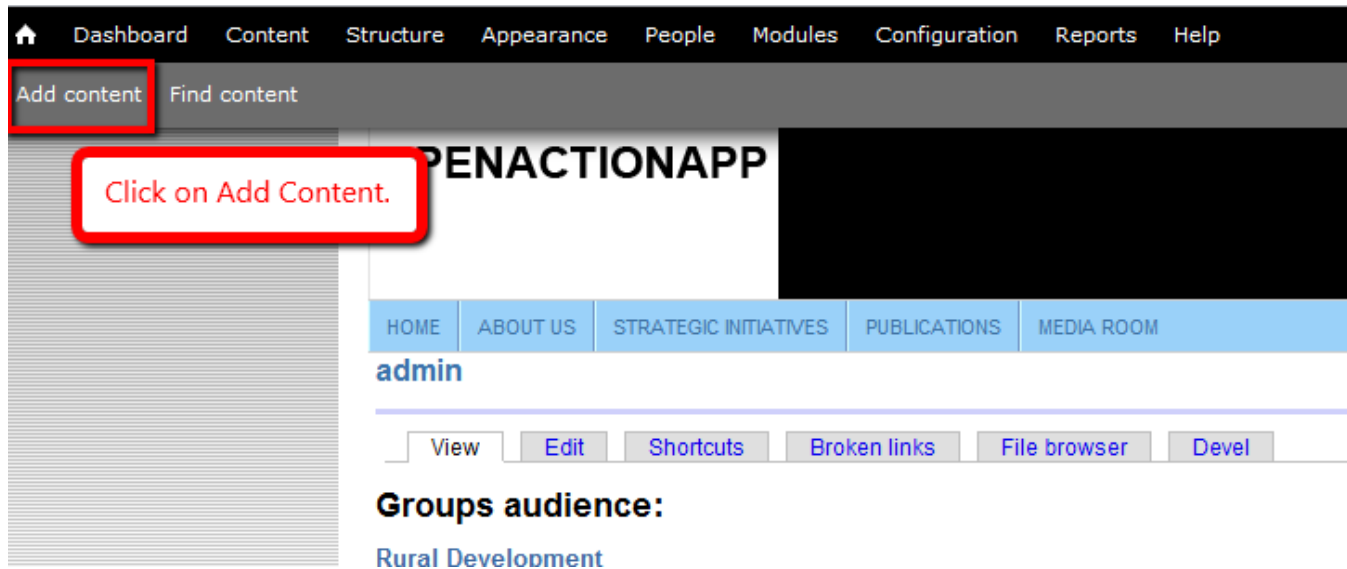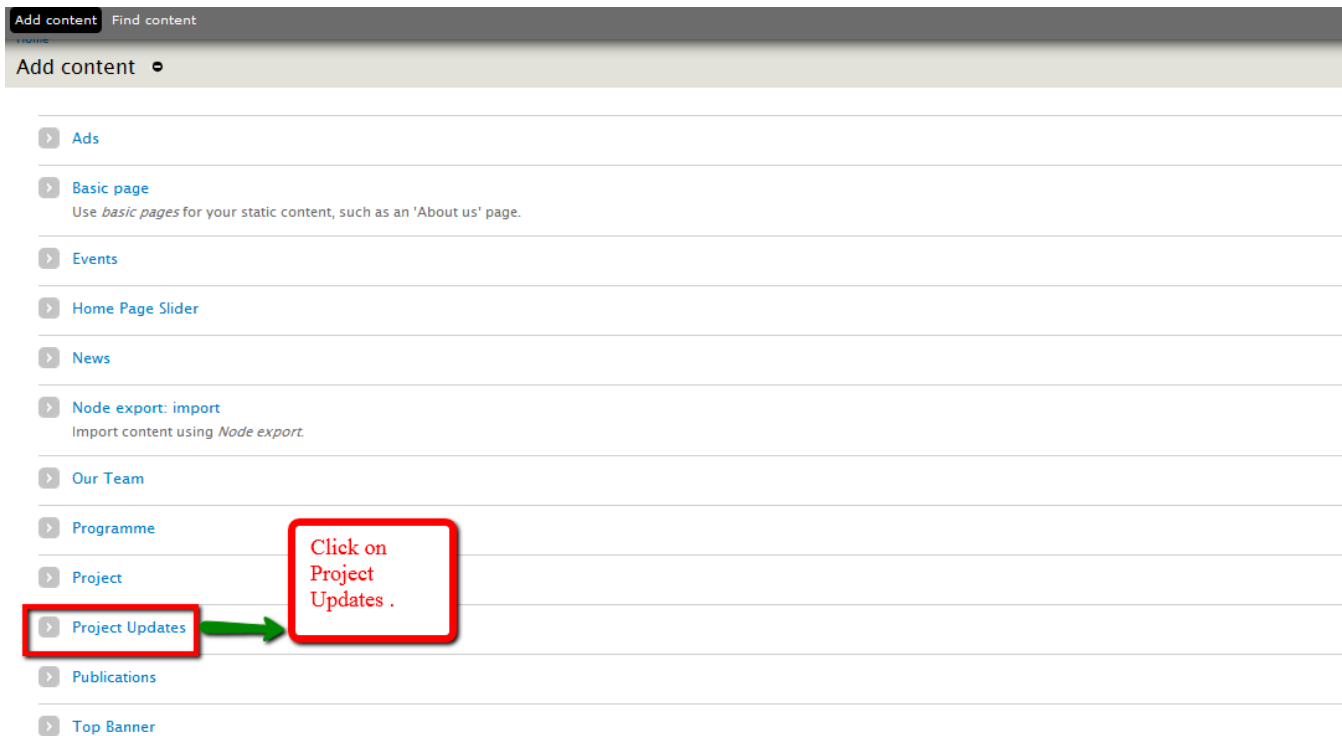
Switch to plain text editor

Text format Filtered HTML

More information about text formats

- **Click on 'Save' after you're done with editing your project content.**

STEP NO 3: TO CREATE A PROJECT UPDATE

- **After Clicking on Project Update, the following page will appear before you:**

Select how do you want to display your images – by using

○ Image field

○ Flickr

1.Select any of the two options in order to add images.

Flickr Id

2.In case you're using Flickr to upload images, then enter the Flicr ID here.

YOU TUBE VIDEO

Video URL

3. You can also upload a video for your content, by pasting the you tube URL link of the video here.

Show row weights

RELATED ADS:

Default Ads [nid:34]

Add another item

- **Do not forget to click on 'save' after you are done with entering the project updates.**

To edit a Project Update

1. **Click on Initiatives on your Home Page.**

2. **On the page that appears after clicking on Initiatives, choose the Programme under whose project you need to edit the project update.**

3. **After clicking on the Programme, click on the project in order to further see the project update.**

OPENACTIONAPP

HOME   ABOUT US   STRATEGIC INITIATIVES   PUBLICATIONS   MEDIA ROOM

Enabling the
rural poor
to overcome poverty

PROGRAMMES LISTING

Building Feminist Leadership and
Movements

Advancing the Understanding of
Sexuality, Gender, and Rights

Improving Sexual and Reproductive
Rights and Freedoms

Increasing Women's Political
Participation and Reducing Violence
Against Women

Connecting Disability, Sexuality, and
Rights

Advocating for Women's Rights in
Laws and Policies

Creating Global South Knowledge
Resources

Click on the
programme whose
project you wish to
edit.

Strategic Initiatives

View   Edit   Node export   Devel

CREA builds leadership capacities and knowledge of individuals, organisations, and
movements working to advance women's human and sexual rights. In addition, CREA
creates opportunities for women and girls to question and challenge the existing norms
and power structures. And, it does so through its seven strategic initiatives—Building
Feminist Leadership and Movements; Advancing the Understanding of Sexuality,
Gender, and Rights; Improving Sexual and Reproductive Rights and Freedoms;
Increasing Women's Political Participation and Reducing Violence Against Women;
Connecting Disability, Sexuality, and Rights; Advocating for Women's Rights in Laws
and Policies; and Creating Global South Knowledge Resources.

**Creating Global South Knowledge
Resources |**
To add to knowledge and scholarship in
the fields of sexuality, gender, and
human rights, and...

**Advocating for Women's Rights in
Laws and Policies |**

To influence policies on women's human
rights and SRHR by changing attitudes
of...

OPENACTIONAPP

HOME | ABOUT US | **STRATEGIC INITIATIVES** | PUBLICATIONS | MEDIA ROOM

Enabling the
rural poor
to overcome poverty

This is the Programme.

These are the Projects under the above Programme. click on any of the projects you would like to edit under this programme.

PROGRAMMES LISTING

Building Feminist Leadership and Movements

South Asian Movement Building and Human Rights Institute

Feminist Leadership and Movement Building Institute (East Africa)

Advancing the Understanding of Sexuality, Gender, and Rights

Improving Sexual and Reproductive Rights and Freedoms

Increasing Women's Political Participation and Reducing Violence Against Women

Connecting Disability, Sexuality, and Rights

Advocating for Women's Rights in Laws and Policies

Creating Global South Knowledge Resources

Building Feminist Leadership and Movements

| View | Edit | Nodequeue | Node export | Devel |

To strengthen feminist leadership, strategies, and collective power for social transformation, particularly in East Africa, South Asia, and the Middle East.
• Feminist Leadership and Movement Building Institute (East Africa)
• South Asian Movement Building and Human Rights Institute
• Middle Eastern Movement Building and Human Rights Institute

Planned outcome by 2015

• Organise four Feminist Leadership and Movement Building Institutes (East Africa), each with 25–30 participants
• Organise three South Asian Movement Building and Human Rights Institutes, each with 25–30 participants
• Organise one Middle Eastern Movement Building and Human Rights Institutes, with 25–30 participants

Projects

South Asian Movement Building and Human Rights Institute

OPENACTIONAPP

HOME   ABOUT US   STRATEGIC INITIATIVES   PUBLICATIONS   MEDIA ROOM

Enabling the
rural poor
to overcome poverty

PROGRAMMES LISTING

Building Feminist Leadership and Movements

South Asian Movement Building and Human Rights Institute

Feminist Leadership and Movement Building Institute (East Africa)

Advancing the Understanding of Sexuality, Gender, and Rights

Improving Sexual and Reproductive Rights and Freedoms

Increasing Women's Political Participation and Reducing Violence Against Women

Connecting Disability, Sexuality, and Rights

Advocating for Women's Rights in Laws and Policies

South Asian Movement Building and Human Rights Institute

View   Edit   Group   Node export   Devel

Click on edit to modify the content of your project.

The South Asia Movement Bu[...] which began is an annual five-day residential training program designed by CREA for women working in NGOs in South Asia in mid-level leadership positions, to build the conceptual clarity of participants on gender, feminism and movement building and their link to human rights in the South Asian context. Activists and academics from the global South teach the course using classroom instruction, group work, case studies, simulation exercises and films.

OBJECTIVES
Build conceptual understanding of participants on gender, feminism and movement building and their link to human rights. Develop strategic skills by looking at and analyzing some social movements and successful advocacy campaigns in South Asia. Build communication skills that will enable participants to prepare effective written communication material, social messaging in videos and documentaries and use ICTs for human rights work.

Home » South Asian Movement Building and Human Rights Institute

Edit Project South Asian Movement Building and Human Rights Institute

VIEW   EDIT   GROUP   NODE EXPORT   DEVEL

Title *
South Asian Movement Building and Human Rights Institute

1.Edit the Title of the Project.

☑ Group
Determine if this is an OG group.

Related Programme
Building Feminist Leadership and Movements

2. Modify the related programme from the drop down list.

Body (Edit summary)

Format   B U I [formatting toolbar]

The South Asia Movement Building and Human Rights Institute, which [...] n designed by CREA for women working in NGOs in South Asia in mid-level leadership positions, to build the conceptual clarity of participants on gender, feminism and movement building and their link [...] d academics from the global South teach the course using classroom instruction, group work, case studies, simulation exercises and films.

OBJECTIVES
Build conceptual understanding of participants on gender, feminism and movement building and their link to human rights. Develop strategic skills by looking at and analyzing some social movements and successful advocacy campaigns in South Asia. Build communication skills that will enable participants to prepare effective written communication material, social messaging in videos and documentaries and use ICTs for human rights work.

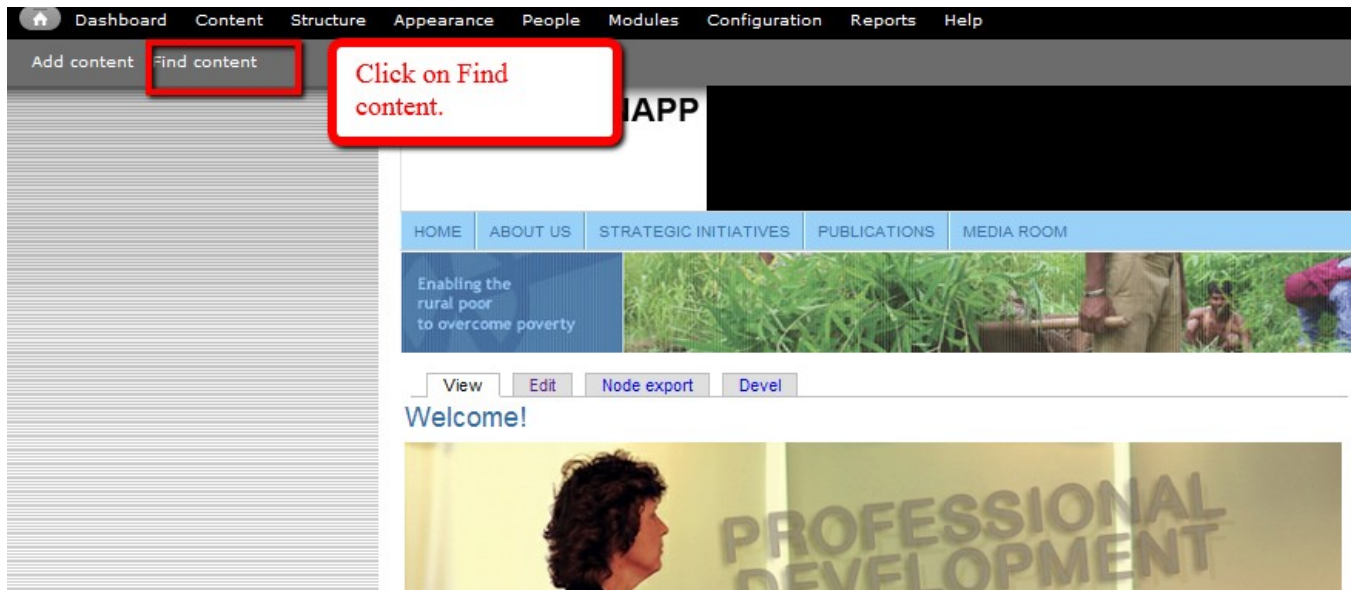**3. Modify the Content here.**

Switch to plain text editor

Text format Filtered HTML

More information about text formats

- **After editing the Project update, click on 'save'.**

To Delete the Project Update

• There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the available updates page for more information and to install your missing updates.
• There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should update immediately! See the available updates page for more information and to install your missing updates.

1. Choose 'Project update' from the drop down list.

+ Add content

SHOW ONLY ITEMS WHERE

status   any

type   any   Filter   →   2. Click on filter

UPDATE OPTIONS

Publish selected content   Update

	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
☐	Strategic Initiatives	Basic page	admin	published	05/29/2012 – 14:30	edit delete
☐	A Record of Women Journal	Publications	admin	published	05/28/2012 – 17:40	edit delete
☐	SET OF 5 PICTURE POSTCARDS	Publications	admin	published	05/28/2012 – 17:39	edit delete
☐	YOUNG PEOPLE COUNT BOOKMARK	Publications	admin	published	05/28/2012 – 17:37	edit delete
☐	LAUGHTER HAS NO ACCENT	Publications	admin	published	05/28/2012 – 17:36	edit delete
☐	CREA POSTCARDS	Publications	admin	published	05/28/2012 – 17:35	edit delete

SHOW ONLY ITEMS WHERE

• where **type** is **Project Updates**

and where   status   any   Refine   Undo   Reset

2.Choose "delete selected content" from the drop down list and click on update.

UPDATE OPTIONS

Publish selected content   Update

	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
☐	Planned outcome by 2015	Project Updates	admin	published	05/27/2012 – 20:30	edit delete
☐	Planned outcome by 2015	Project Updates	admin	published	05/27/2012 – 20:28	edit delete
☐	Planned outcome by 2015	Project Updates	admin	published	05/27/2012 – 20:26	edit delete
☐	Global dialogues on consent, decriminalization, and censorship	Project Updates	admin	published	05/27/2012 – 20:25	edit delete
☐	Planned outcome by 2015	Project Updates	admin	published	05/27/2012 – 20:22	edit delete
☐	Planned outcome by 2015	Project Updates	admin	published	05/27/2012 – 20:00	edit delete
☐	Planned outcome by 2015	Project Updates	admin	published	05/25/2012 – 17:53	edit delete
☐	Planned outcome by 2015	Project Updates	admin	published	05/25/2012 – 17:51	edit delete
☐	Planned outcome by 2015	Project Updates	admin	published	05/25/2012 – 17:50	edit delete

1. Tick mark on the box corresponding to the project update you wish to delete.

• **This will help you to delete your content created under project updates.**