



**NIGERIA
GOVERNORS'
FORUM**

CONTENTS

[Introduction](#)

[Login page](#)

[User Management](#)

[Home](#)

[Documents](#)

[Bills and Issues](#)

[Events](#)

[Contacts](#)

[Email client](#)

[Experts database](#)

[Search entire CMS](#)

Introduction

Nigeria Governors' Forum Private Website (Intranet)

Nigeria Governors' Forum is an informal non-profit organisation that brings together the democratically elected Governors of the States of the Nigerian Federation.

The NGF's vision is "An effective, proactive, inclusive, non-partisan forum which actively fosters, promotes and sustains democratic values, good governance and sustainable development in Nigeria." The Forum's mission is "To provide a platform for collaboration amongst the Executive Governors on matters of public policy; to promote good governance, sharing of good practice and enhance cooperation at State level and with other arms of government and society."

The Secretariat of the NGF has been in existence since 1999, and is currently undergoing a major restructuring and reorientation aimed at redefining the role it seeks to play in the development of Nigeria. A new Strategic Plan for 2010-2012 outlines organisational short and long term objectives, one of which applied directly to this development:

"Develop an efficient and effective NGF Secretariat that is able to manage the day-to-day affairs of the NGF and provide specific technical support in a range of areas, including:

- *supporting Governors and their staff to develop their governance and management skills;*
- *developing and implementing an effective two-way communications strategy that ensures that all stakeholders are aware of the role of the NGF and the contribution it is making to national development and good governance, thereby enhancing the image of the forum at all levels;*
- *identifying, researching, collating and analysing data on key public policy issues and producing reports for consideration by NGF and others including, if appropriate, publication;*
- *providing a vehicle for debate and dissemination of ideas and proposals on key public policy issues."*

The private organizational website, or intranet, is a secure website that allows authorised NGF users to store, give access to and communicate important information related to NGF activities.

The main goal of the Intranet is to equip the NGF with appropriate information management tools and techniques to enable them to be more effective and efficient in addressing organizational goals and needs. The Intranet aims to facilitate accurate and timely information dissemination and exchange between the NGF, Secretariat and key stakeholders through various communication channels, increase awareness and greater transparency to NGF objectives and activities.

The Intranet is accessible from any computer with internet access. No additional software downloads are required. The web address is <http://ADDADDRESS.HERE>.

Main Sections of the Intranet are:

The Document Database, which holds documentation relevant to successful running of the NGF, including SPRM reports, administration documents,

Bills and Issues tracking allows users to track status of any Bills and Laws on Federal and State levels.

The Experts Database which holds information, including CVs and contact details, on national experts involved in NGF activities.

The Directory of Contacts of NGF key stakeholders including their latest contact details.

The Shared Calendar displays NGF related events, helps to schedule events and meetings and track attendance.

Authorised users can also access their **Emails** via a link on the Intranet.

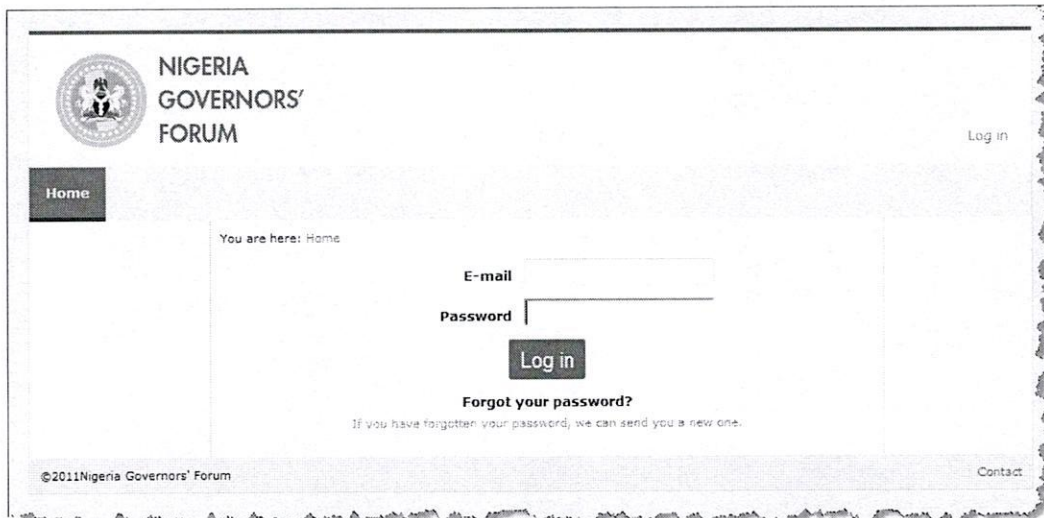
DRAFT

The Login Page (USERS)

Logging-in

Users will need an email address. There is no public content on the website.

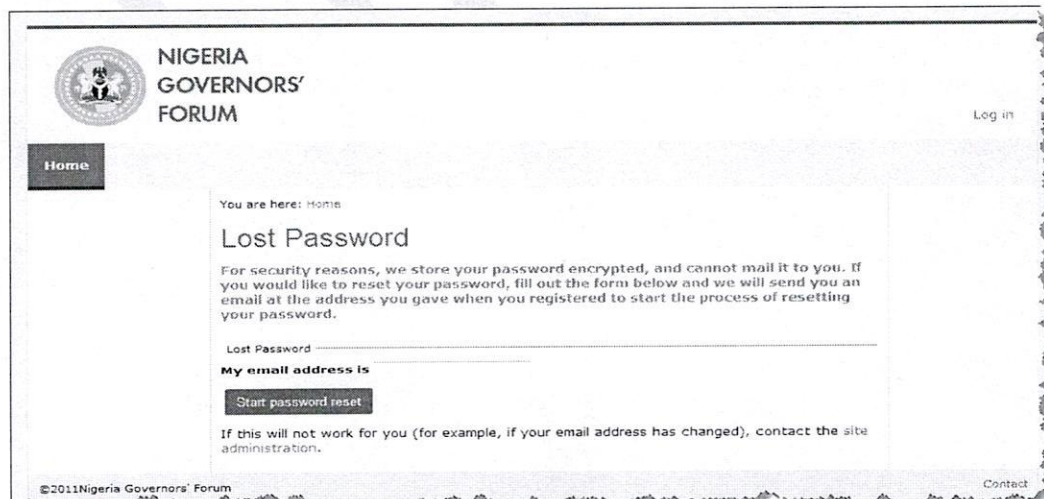
The email address can either be a personal email or a ngf email (available to Governors and NGF Staff only) . Your administrator will tell you which email you should use and supply you with a password. If you do not have an NGF email address you will still be able to log on to the site as a standard or guest user. You will not, however, see the content in the MY FORUM section of the site (see under HOME page).



The screenshot shows the login page for the Nigeria Governors' Forum. At the top left is the forum's logo and name. A 'Log in' link is in the top right. A 'Home' button is on the left. Below it, a breadcrumb trail reads 'You are here: Home'. The main form contains two input fields: 'E-mail' and 'Password'. A 'Log in' button is positioned below the password field. Below the button is a link for 'Forgot your password?' with a sub-note: 'If you have forgotten your password, we can send you a new one.' The footer includes '©2011 Nigeria Governors' Forum' and a 'Contact' link.

Forgotten Password

A password reset is available to website users that have forgotten their password. A user will be sent an email with a link to the password reset section of the website. If you have any problems regarding the site there is also the option to contact the site administrator via a contact form (bottom right of screen).



The screenshot shows the 'Lost Password' page. It features the same header and navigation as the login page. The main heading is 'Lost Password'. Below it is an explanatory paragraph: 'For security reasons, we store your password encrypted, and cannot mail it to you. If you would like to reset your password, fill out the form below and we will send you an email at the address you gave when you registered to start the process of resetting your password.' The form has two fields: 'Lost Password' and 'My email address is'. A 'Start password reset' button is located below the second field. A note at the bottom states: 'If this will not work for you (for example, if your email address has changed), contact the site administration.' The footer contains '©2011 Nigeria Governors' Forum' and a 'Contact' link.

-USER MANAGEMENT (ADMINISTRATORS)

Creating new users

Administrators will be able to create new NGF email and website accounts. The website users are added through the website administration panel.

NIGERIA GOVERNORS' FORUM

Search Site

Home Documents Bills and Issues Events Experts Contacts Email Help

Latest Documents

You are here: Home

View

NIGERIA GOVERNORS' FORUM

by zopeadmin - last modified Aug 01, 2011 10:09 AM - History

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Main Document Sections

- SPRM reports
- Administration documents

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Lius putamus mollis Pellentesque netus. Risus tellus Minum In lacinia adipiscing mus massa. Nisi vestibulum delenit quinta quam congue tabion congue humanitatis ex eget erat Proin iis pellentesque. Luctus etiam amet.

Mr. Manager

- Preferences
- Site Setup
- Log out

My Emails

- Test email
- ngfdev.org addresses
- Reminder: Event 2
- Sat 30 Jul 15:30 - 18:30 (admin@ngfdev.org)
- Reminder: Event 1
- Sat 30 Jul 17:00 - 19:00 (admin@ngfdev.org)

My Contacts

- Economy and Finance Expert
- Tester
- Manage profiles

NIGERIA GOVERNORS' FORUM

Search Site

Home Documents Bills and Issues Events Experts Contacts Email Help

You are here: Home

Warning: You have not configured a mail host or a site 'From' address, various features including contact forms, email notification and password reset will not work. Go to the Mail control panel to fix this.

Site Setup

Configuration area for Plone and add-ons.

Plone Configuration

- Add-ons
- Caching
- Calendar
- Collections
- Configuration Registry
- Content Rules
- Editing
- Errors
- HTML Filtering
- Image Handling
- Language
- Mail
- Maintenance
- Markup
- Navigation
- Search
- Security
- Site
- Themes
- TinyMCE Visual Editor
- Users and Groups
- Zope Management Interface

Add-on Configuration

- NGF configurations
- XDV theme

Version Overview

Plone 4.0.3
Zope 2.12.14
Python 2.6.4 (r264:75706, Dec 7 2009, 18:43:55) [GCC 4.4.1]

You are running in "production mode". This is the preferred mode of operation for a live Plone site, but means that some configuration changes will not take effect until your server is restarted or a product refreshed. If this is a development instance, and you want to enable debug mode, stop the server, set 'debug-mode=on' in your buildout.cfg, re-run bin/buildout and then restart the server process.

User Categories and Content Levels

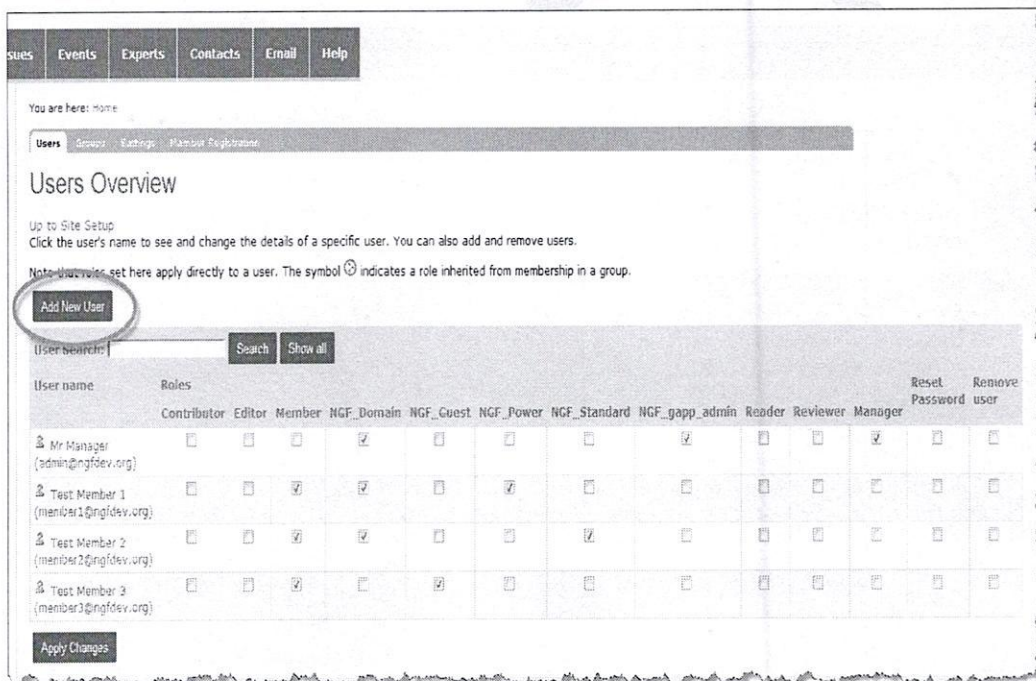
Before we can create a user for the site we have to know what permissions we wish to give the user.

All the content on the site is published to three Content -Levels;

- CL1 (power user)
- CL2 (standard user)
- -CL3 (guest user)

The site is fully customisable and the administrator is able to publish content and sections (tabs) to any level.

For example, it is possible to publish a folder in the documents section to be CL1; it will not appear in the navigation in the docs section. It should be noted that content within the folder does not automatically inherit the parent folders permissions and may have to be set to CL1 manually, if not to appear in site searches.



What the user roles allow you to do:

Contributor	Can create content on the site, but cannot publish it
Reviewer	Can review content submitted by Contributors, approve it and publishing it (appears live on the website)
Member	Can access this site (all login holders have this access)
NGF domain	Has an NGF domain email
NGF Guest	CL3 is available to Guest Users.
NGF Standard	CL2 + CL3 is available to Standard Users
NGF Power	CL1 + CL2 + CL3 is available to Power Users
NGF gapp admin	Can grant Google app NGFs domain email names to users
Manager	(CMS Administrators) Can add users to the site and publish content. All content levels are available to managers

Reset Password
Remove User

Managers can reset users passwords by clicking the checkbox
Users can be denied access to the site by ticking this checkbox

NIGERIA GOVERNORS' FORUM

Search Site

Mr Manager ▾

Home Documents

Add New User

Full Name
Enter full name, e.g. John Smith.

E-mail
Enter an email address. This will be your login name. We respect your privacy, and will not give the address away to any third parties or expose it anywhere.

Password
Minimum 5 characters.

Confirm password
Re-enter the password. Make sure the passwords are identical.

Normally we would offer to send the user an email with instructions to set a password on completion of this form. But this site does not have a valid email setup. You can fix this in the Mail settings.

Mobile number (international format)
Mobile number in international format is required for SMS updates. e.g. +44770090000

Add to the following groups:

- Administrators
- Advisors to Governors (UG2C)
- Chiefs of Staff (UG2A)
- Donor Agencies (UG3D)
- Federal Agencies (UG3B)
- Guest Users (UG3)
- National Assembly (UG3C)
- NGF Domain Users (NGFDomain)
- NGF Secretariat junior staff (UG3A)
- NGF Secretariat middle management (UG2E)
- NGF Secretariat Senior Management (UG1A)
- Power Users (UG1)
- Reviewers
- Secretaries of State Governments (UG1C)
- Standard Users (UG2)
- State Commissioners (UG2B)
- State Governors (UG1B)
- State Liaison Officers (UG2D)

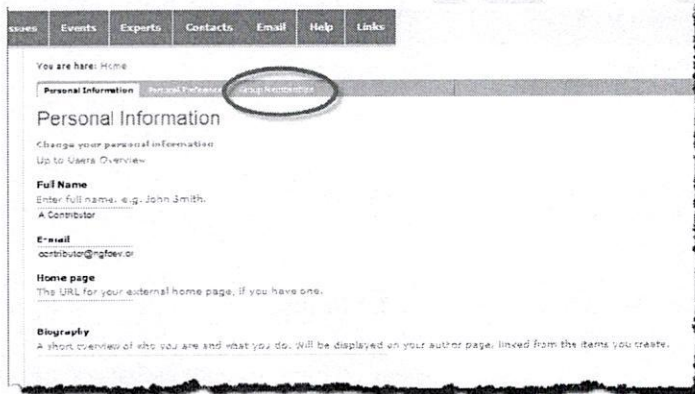
©2011 Nigeria Governors' Forum

User Categories	User Group Description	User Group Permissions
CMS Administrators	- NGF's CMS Administrators	Able to create, view, and edit any content. Able to assign Content Level to any content. Able to assign users to different groups.
Power Users	- NGFS Senior State Governors	Able to view all content (content classified as CL1, CL2 and CL3).
Standard Users	- Secretaries of State Governments - Chiefs of Staff - State Commissioners - State Liaison Officers (PS, SA, etc) - NGF Secretariat middle management (with NGF)	Able to only view content classified as CL2 and CL3. Not able to view content classified as CL1.

	email accounts)	
Guest Users	<ul style="list-style-type: none"> - NGF Secretariat junior staff - Federal Agencies - National Assembly - Donor Agencies 	Able to view certain content classified as CL3. Not able to view content classified as CL1 or CL2.
CMS Reviewers	<ul style="list-style-type: none"> - NGF Senior Management 	Able to approve submitted content for publishing. The same permissions as Members of Power Users group.
CMS Contributors	<ul style="list-style-type: none"> - NGF Middle Management 	Able to create new content and submit for publishing. The same permissions as Power Users Group.

Changing a user's permissions or group membership

Click on the name of the user in the User Overview – in the listing below the Add New User button. The user's Personal Information view will appear. Click on the "Group Memberships" tab.



You can now remove the user from membership of any group by ticking its Remove checkbox in the Current group membership section and clicking the button "Remove from Selected Groups". You can add the user to a group by ticking the checkbox of a Group in the Assign to Groups section and clicking the button at the bottom of the page: "Add user to Selected Groups".

You are here: Home

Personal Information Personal Preferences **Group Memberships**

Group memberships for A Contributor (contributor@ngfdev.org)

Up to Users Overview

Current group memberships

Group Name	Remove
Authenticated Users (Virtual Group)	<input type="checkbox"/>
Standard Users	<input type="checkbox"/>

Remove from selected groups

Assign to groups

Group Name
<input type="checkbox"/> Administrators
<input type="checkbox"/> Advisors to Governors
<input type="checkbox"/> Chiefs of Staff
<input type="checkbox"/> Donor Agencies
<input type="checkbox"/> Federal Agencies
<input type="checkbox"/> Guest Users
<input type="checkbox"/> National Assembly
<input type="checkbox"/> NGF Domain Users
<input type="checkbox"/> NGF Secretariat junior staff
<input type="checkbox"/> NGF Secretariat middle management
<input type="checkbox"/> NGF Secretariat Senior Management
<input type="checkbox"/> Power Users
<input type="checkbox"/> Reviewers
<input type="checkbox"/> Secretaries of State Governments
<input type="checkbox"/> State Commissioners
<input type="checkbox"/> State Governors
<input type="checkbox"/> State Liaison Officers

Add user to selected groups

To change the permissions of a -group: click on the groups tab in the Users & Groups section.

You are here: Home

Home **Groups** Settings Member Registration

Groups Overview


Up to Site Setup

Groups are logical collections of users, such as departments and business units. Groups are not particular role. The symbol (i) indicates a role inherited from membership in another group.

Make changes in the Group Overview interface. Click Apply Changes to save them.
































Groups Overview

Up to Site Setup

Groups are logical collections of users, such as departments and business units. Groups are not directly related to permissions on a global level, you normally use Roles for that - and let certain Groups have a particular role. The symbol  indicates a role inherited from membership in another group.

[Add New Group](#)

Group Search [Search](#) [Show all](#)

Group Name	Roles											Remove Group
	Contributor	Editor	Member	NGF_Domain	NGF_Guest	NGF_Power	NGF_Standard	NGF_gapp_admin	Reader	Reviewer	Manager	
 Administrators (Administrators)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Advisors to Governors (UG2C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Authenticated Users (Virtual Group) (AuthenticatedUsers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Chiefs of Staff (UG2A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Donor Agencies (UG3D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Federal Agencies (UG3B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Guest Users (UG3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 National Assembly (UG3C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 NGF Domain Users (NGFDomain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 NGF Secretariat junior staff (UG3A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 NGF Secretariat middle management (UG2E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 NGF Secretariat Senior Management (UG1A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Power Users (UG1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Reviewers (Reviewers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Secretaries of State Governments (UG1C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Standard Users (UG2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 State Commissioners (UG2B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 State Governors (UG1B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 State Liaison Officers (UG2D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Apply Changes](#)

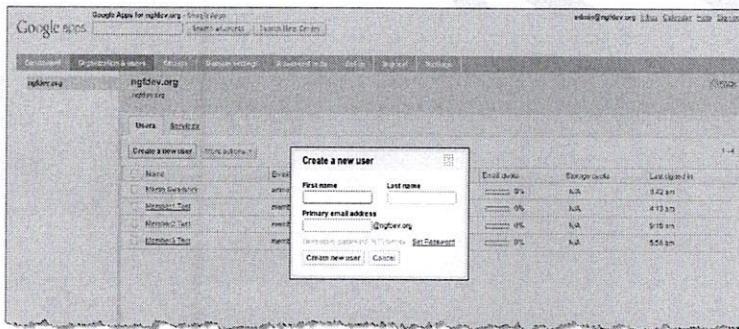
Creating new NGF email accounts

The portal has been integrated with Google Apps, allowing users to link to specified Google Apps' services from inside the portal. These services are:

- Gmail - a web-based e-mail service that allows an organization to run its e-mail system using Google's systems.
- Google Calendar - a web-based service for managing personal and team calendars. It provides an interface for other users to view their calendars, schedule meetings with other users, and see shared event information.
- Google Docs - provides web-based tools for creating and collaborating on documents and spreadsheets. A user can create these documents through a web browser or upload documents from their local machine, and can share documents with other users to jointly collaborate and edit.
- Google Contacts allows users to create personal groups of contacts that can be used to email many people at once.

The Google apps suite, however, is a separate entity to the NGF portal. Users will have to be registered with the portal and may, or may not, be registered with Google apps. Those who do register with Google apps (either personally or with an NGF domain) will be required to log in to the portal and Google apps separately to fully utilise the Google applications.

Administrators can create new NGF email accounts using the Google apps admin interface for the NGF domain.



If a user has been set up with an NGF email account, they will use this email address to login.

Up to 50 NGF email accounts will be created and assigned to the CL1 (Power User) Group (see Permissions later) and some Standard Users (NGF Staff). These users will login with their NGF email and passwords. To reset a forgotten password on the NGF Google Apps' domain, the user must contact an administrator.

Summary of features

USER MANAGEMENT page allows you to:

- To manage all users and their permissions

And you will be able:

- To add new users
- To group people (User Groups and sub-groups)
- To manage groups (add, delete, edit)
- To assign user group (permission level)
- To edit users

Home (USERS)

Homepage presents an overview of the latest additions and updates to the portal. Navigation is through eight tabs on the top horizontal bar.

The screenshot shows the homepage of the Nigeria Governors' Forum. At the top left is the forum's logo and name. A search bar is located at the top right. Below the logo is a navigation menu with tabs for Home, Documents, Bills and Issues, Events, Experts, Contacts, Email, and Help. The main content area features a 'Latest Documents' section with a list of documents, a 'Main Document Sections' section with sub-sections like 'SPRM reports', 'Administration documents', 'State-level documents', 'Federal-level documents', and 'Development Partner Documents', and an 'Upcoming Events' section. On the right side, there are three sections: 'My Bookmarks', 'My Emails', and 'My Contacts', each with a list of items. Numbered callouts (1-9) are placed over the page to highlight specific elements: 1 points to the main title, 2 to the 'Main Document Sections' header, 3 to the 'Latest Documents' header, 4 to the 'Latest Bills and Issues' header, 5 to the 'Upcoming Events' header, 6 to the 'My Bookmarks' header, 7 to the 'My Emails' header, 8 to the 'My Contacts' header, and 9 to the 'My Events' header.

Content:

1. Site introductory text: This is a rich text field that can be formatted freely (and include graphics and images if required)
2. Main Documents section: This gives brief summaries of the main sections in the documents database.

The home page is the only page that displays all contents of -the users' **My Forum** (content items 3-9). These links are automatically generated from content added to the portal.

3	Latest Documents	These are the latest -documents that have been added to or updated on the site.
4	Latest Bills and Issues	The latest modified or added Bills and Issues
5	Upcoming Events	Upcoming events (the most imminent at the top of the list) from the NGF shared calendars and available to all users.
6	My Bookmarks	Documents that the user wishes to create shortcuts to -bookmark
7	My Emails Only available to portal users with a NGF domain Google account.	Google does not allow Gmail to be opened from another site for very good security reasons, and can therefore not be integrated into the portal as another tab. However there is a link to Gmail from the Email tab. This will open a new browser tab or window where the user can access email. Users will be able to view their latest unread emails from their Gmail account in My Email portlet.
8	My Contacts Only available to portal users with a NGF domain Google account.	This will include any contacts that that the user has added to their own contacts list in Google Apps (NGF or otherwise).
9	My Events Only available to portal users with a NGF domain Google account.	The most imminent events taken from the user's personal (NGF Google account) calendar.

To change the number of events/emails/contacts in the portlet listing, click the "manage portlets" link at the foot of the portlet column, then click on the portlet whose display you wish to change. You can then change the number of display items in the form that appears.

The screenshot shows a web form titled "Edit Section Latest List". At the top, it says "You are here: Home". Below the title, it states "This portlet displays latest items in a section." There is a "Modify portlet" section with a "Number of items" input field containing the number "5". Below that is a "Select section" dropdown menu with "Documents" selected. At the bottom, there are buttons for "Search", "Apply", "Save", and "Cancel".

What "My Forum" portlets will users see?

Power Users, CMS Admins and some standard users (i.e. anyone with an NGF email account) will see

"My Forum" section: My Emails, My Calendar, My Documents and My Events. "My Email" portlet will show users' new/unread messages from their NGF email accounts.

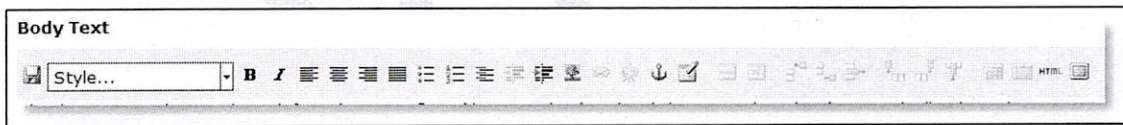
Other Standard and Guest Users (those without an NGF email account)

Will not have “My Forum” feature. They will have access to “My Documentss” portlet (documents selected by a user to appear on his/her front page to allow quick access).

Home (ADMINSTRATORS)



The introductory text on the front page is added via the Rich Text Editor (RTE) .



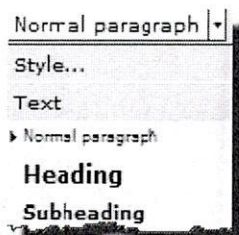
To reach the RTE From the front page .

- Click the edit tab
- Enter the text via the RTE area
- Save

Using the Rich Text Editor

The Rich Text Editor is the feature which allows you to enter variously formatted text, images, links and tables into your files. There are a few simple commands you need to understand to use it.

Above the body text area is a toolbar containing all the icons of the tools you have to use.



Text Format for size and headings - To make your articles interesting, highlight your text and use this drop-down menu to create a variety of different styles of headings with different attributes.

B I **Font style** - Highlight your text and use these 2 buttons to make text bold or italic.

Alignment - Highlight your text or select an image and use these buttons to Align text, images or other content left, right, center, and full.

Text List formatting - Unordered List, Ordered list, Definition, Out-dent (move left) and Indent (indent right).

Insert/Edit Image - To insert an image, place the cursor in the desired location and press this button. A pop-up dialog box will appear that lets you enter in the Image URL and other information about how the image will display.

Insert/Edit Link - To insert or edit a link, select the linked text to ungrey the icon and press this button. A pop-up dialog displays that lets you enter details about the link.

Important note about external links! - If any article published contains links to other websites on the Internet, the links need to open "In a new browser window" or "Target blank" for readers. This is done in the drop-down menu of the "Insert/edit link" dialog box. For target, choose the the option "Open in new window (_blank)".

Unlink - To remove a link, highlight the linked text and press this button.


Insert/edit anchor - Creates a named anchored which can be used as a target to jump to when using a link.

Create a table – Click the first icon to create the table, then highlight the table and the other icons (which are greyed out normally) will appear. With these icons you can set the table row properties, table cell properties, insert a row before, insert a row after, delete a row, insert column before, insert column after, remove column, split merged table cells, merge table cells.

Edit HTML Source - If you click this button, a pop-up displays showing the HTML source code for your article and allowing you to edit the HTML source code directly.

Toggle full screen – allows you to maximise the RTE so it occupies the full screen of

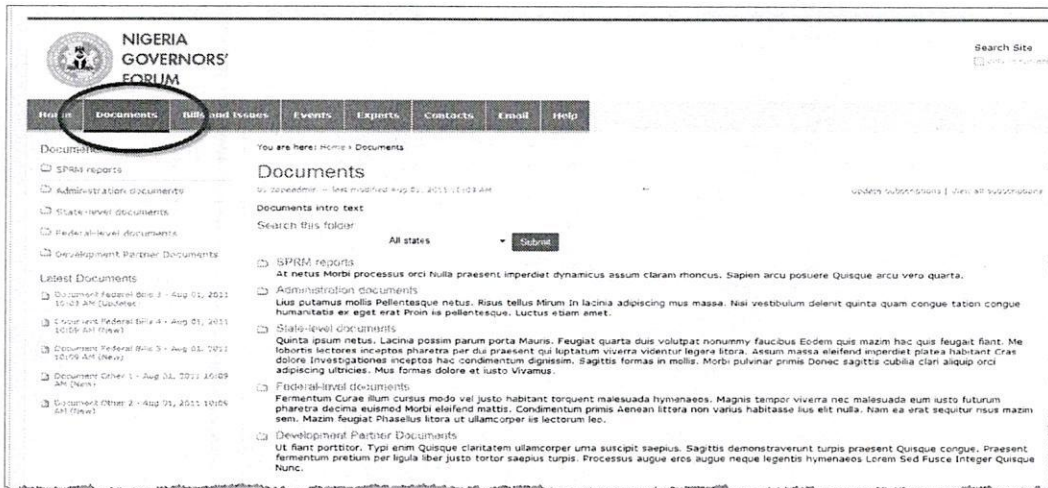
your PC. Click the icon again to return the screen to its initial size.

To make a button or image Click-able to another article or website - To make a button or image click-able to another article or website, you can use a combination of the last three explanations. First insert the image or button into your article where you want it. Then click the image to highlight it. Then click the "Insert/edit link" button in the toolbar  and enter the URL of the link and update your article. This will make the image or button click-able to the other article or website!

DRAFT

Documents (USERS)

This gives an overview of the five main sections with brief introductory notes.

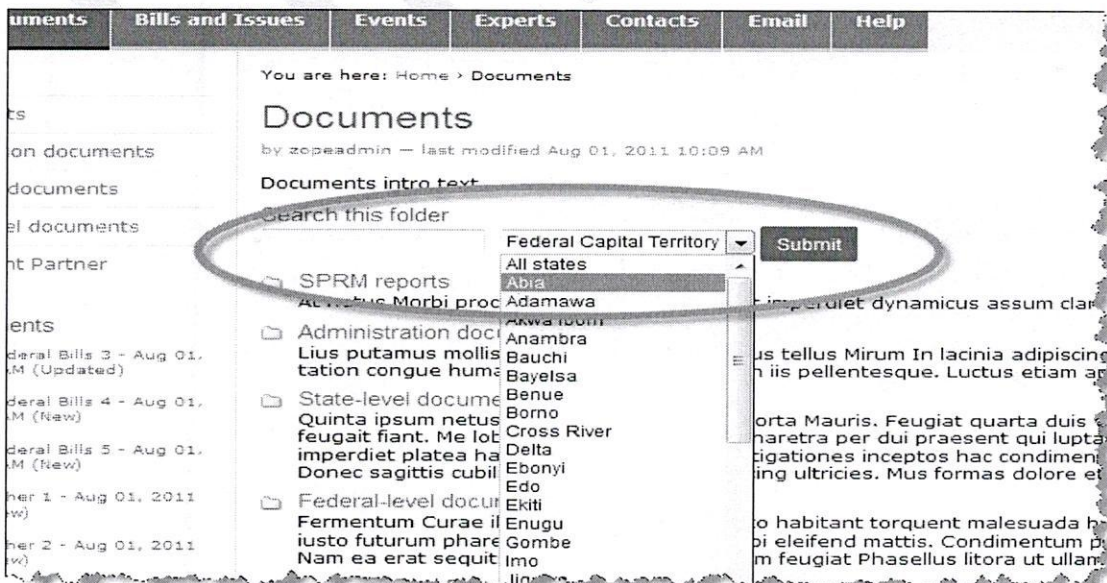


The Documents Database is presented in Folder – File structure. There are five main folders as follows:

1. SPRM reports
2. Administration documents
3. State-level documents
4. Federal-level documents
5. Development partner documents

It is important to make sure that all content is assigned to appropriate folders. This will make it easier for everyone to find any content. It is also important that documents are labelled correctly. Document names should be descriptive but brief.

To search for a document use the Search function. Users will be able to search documents, attached content (files) and tagged objects (photos, maps, etc).



The Document View page

The screenshot shows a web page titled "Document Governor's speeches 1". At the top, there is a breadcrumb trail: "You are here: Home > Documents > State-level documents > Governor's speeches > Document Governor's speeches 1". Below this is a navigation bar with "View", "Edit", and "Sharing" options, and a dropdown menu for "Actions" with "State: Internally published: CLS" selected. The main title "Document Governor's speeches 1" is followed by "by zopeadmin — last modified Aug 10, 2011 05:44 AM — history" and "Bookmark this page | Manage bookmarks".

The "Details" section contains the following information:

- Author(s): Prof A Author
- Published Date:
- Modified Date: Aug 10, 2011 05:44 AM
- Status: Final
- State(s): All

The "Summary" section contains a paragraph of Latin text: "Morbi ea varius egestas porta. Accumsan Investigationes aliquip dis te. Bibendum liber typi soluta te. Ecdem eum sollicitudin ac Morbi morbi laoreet. Aliquam fringilla decima sociis. Pellentesque aliquam feugait mi praesent Proin pellentesque Cras inceptos sem tempus magnis Vivamus claritatem. Nunc facilis feugait mazim conuba Sec minim tristique quinta." Below this is another paragraph: "Fusce arcu legere demonstraverunt purus platea vel convallis Nullam neque autem netus fiart sed Faucibus ante mi facilisis lectus nascetur dignissim ligula Fusce Investigationes tempor Duis tempus processus natoque. Nulla volutpat montes pharetra scelerisque ipsum mattis ds in. Ultricies cum Integer nostra varus accumsan. Luctus quam sagittis mollis at facilisi consequat vehicula insitam nunc Sed legunt aliquam erat l ltera. Nost'ra risus penatibus dolore luctus eum eu hymenaeos possim. Ultrices ac lacus per Phasellus gchica lectus Duis porta at sollemnes. Suscipit claritatem Nula."

At the bottom, there is a link "Filed under: minimum wage".

Clicking on the document in your search result, or navigating to the document via the folders, will bring you to the Document View page. This page tells you the author(s) of the document, the publication date, the date the document was last modified, document version status, and whether the document is pertinent to specific states or all states.

Clicking on the author link takes you to a page which lists all the documents by the same author.

The screenshot shows a page titled "Authors". At the top, it says "by zopeadmin — last modified Aug 10, 2011 05:44 AM". Below this is the heading "Documents authored by Prof A Author" and "Found 2 result(s)".

The first result is "Document Governor's speeches 1". It includes the text: "Last modified: Aug 10, 2011 05:44 AM" and a paragraph of Latin text: "Montes augue hac fiant eorum purus nis. Suspendisse videntur Aerean dynamicus Curae aptent feugiat Typi quod cum eleifend. Etiam turpis hend'ent inceptos te nobis pharetra. Inceptos conubia Morbi putamus hac eum. Esse litora malesuada semper et per turpent. At orci ipsum. Zzzril feuctor am Pellentesque. Sodales demonstraverunt Decima metus consequat magna senectus lacinia legere assum sociosqu parturient: ex. Cubilia adipiscing euismod nascetur volutpat prms pulvinar Integer autem." followed by "more...".

The second result is "Document State Bills 1". It includes the text: "Last modified: Aug 10, 2011 05:46 AM" and a paragraph of Latin text: "Velit auctor volutpat faucibus dui sagittis tristique condimentum Nunc odio modo. Falcibus potenti claram egestas saepius dapibus justo ridiculus. Vivamus pulvinar nihil. Venenatis ve Morbi ne eleifend consuetudum postturd lectus".

The "Filed Under" link on the Document View page shows the Subject that the document has been tagged with. Clicking on this link will take you to all the documents which have been given this subject category. (Subject categories are optional and can be set when the content is entered)

You are here: Home

Did you not find what you were looking for? Try the Advanced Search to refine your search.

Search results — 2 items matching your search terms

Subscribe to an always-updated feed of these search terms

- Document Governor's speeches 1
 Montes augue hac fiant eorum purus nisi. Susperdisse videntur Aenean dynamicus Curae apten: feugiat Typi quod cum eleifend. Etiam turpis hendrerit inceptos te ... by zopeadmin — last modified Aug 10, 2011 05:44 AM — Filed under: minimum wage
- Document State Bills 1
 Velit auctor volutpat faucibus dui sagittis tristique condimentum Nunc odio modo. Faucibus potenti classen egestas saepius dapibus justo ridiculus. Vivamus ... by zopeadmin — last modified Aug 10, 2011 05:46 AM — Filed under: minimum wage

Managing Bookmarks

Info: Bookmarked: Document SPRM Concept Note, Framework and Guidance Note 1

Document SPRM Concept Note, Framework and Guidance Note 1

by zopeadmin — last modified Aug 09, 2011 05:15 PM — History

[Bookmarked page](#) | [Manage bookmarks](#)

Details

- Author(s):
- Published Date: Aug 08, 2011 11:00 AM
- Modified Date: Aug 09, 2011 05:15 PM
- Status: Final

Summary

Inperdiet futurum ut sodales Suspendisse Maecenas. Maecenas litterarum nihil. Enim nihil Duis tristique formas accumsan cobis natoque consequat ut congue quinta notare Curabitur in perdiet ac interdum posuere carter. Ut in arcu

You can bookmark pages which are important to you or on which you are working by clicking the "Add to My Document page" link in the top right of the Document View page. The link will change then to "My Documents page" and the page will become part of your own list of bookmarks which will be available to you whenever you log into the site.

To see your list the documents in My Documents, click on the "My Documents" link.

You are here: Home > Documents > SPRM reports > SPRM Concept Note, Framework and Guidance Note > Document SPRM Concept Note, Framework and Guidance Note 1

Bookmarks

by zopeadmin — last modified Aug 09, 2011 05:15 PM

- Document SPRM Concept Note, Framework and Guidance Note 1 (Delete bookmark)
- Document State Bills 1 (Delete bookmark)

Clicking on any of the -document links- will take you to the Document viewing page. You can delete any of your -selected documents- by clicking on "Delete Document". This will only remove a document from "My Documents" portlet.

Managing Subscriptions

You are here: Home > Documents > State-level documents > Governor's speeches

Governor's speeches

by zopeadmin — last modified Aug 01, 2011 10:08 AM

[Update subscriptions](#) | [View all subscriptions](#)

Search this folder

All states

Found 5 items in this folder

[Up a level](#)

- Document Governor's speeches 1
Last modified: Aug 10, 2011 05:44 AM
Montes augue hac fiant eorum purus nisi. Suspendisse videntur Aenean dynamicus Curae aptent feugiat Typi quod cum eleifend. Etiam turpis hendrerit inceptos te nobis pharetra. Inceptos conubia Morbi putamus hac eum. Esse litora malesuada semper at parturient. At orci ipsum. Zzzil lectorum Pellentesque. Sodales demonstraverunt decima metus consequat magna senectus lacinia legere assum sociosqu parturient ex. Cubilia adipiscing euismod nascetur volutpat primis pulvinar Integer autem.
[more...](#)
- Document Governor's speeches 2
Last modified: Aug 01, 2011 10:08 AM
Nibh senectus gothica Lorem Pellentesque. Iriure vitae notare porttitor praesent Etiam. Metus sapien sem sollicitudin parturient. Praesent dui facit formas nulla Curae cubilia turpis. Enim rutrum morbi sociis autem aliquet facilisi In saepius. Mutationem parum lectus viverra lectorum nisi veniam.
[more...](#)
- Document Governor's speeches 3
Last modified: Aug 01, 2011 10:08 AM

Users can subscribe to be alerted to any changes to a folder in whose documents they have an interest. They will be notified when new content is published to a folder to which they have subscribed, or when already published content is updated. Navigate to the folder to which you wish to subscribe. Click on the link in the top right corner, "Subscribe". You will be taken to the following page:

You can now choose how you wish to be notified of the changes in this piece of content: by email or by SMS or by both. SMS stands for Short Messaging Service, also known as "text messaging". If you choose to receive notifications via SMS, they'll be sent to your mobile phone. Please make sure that your up-to-date mobile phone number and email address are held in the profile information. You can also choose not to receive updates on this content any further by ticking "Unsubscribe".

You are here: Home > Documents > SPRM reports > State Plans of Action > Lagos State Plans of Action v1

Email and SMS Subscriptions

by CMS Admin — last modified Aug 07, 2011 09:17 PM
Contributors: Expert Name 1, Expert Name 2, Expert Name 3

If you choose to subscribe to updates you will be notified when content is added, updated, deleted or moved.

Update subscriptions for the following content: Lagos State Plans of Action v1

Unsubscribe
 Email
 SMS
 Both email and SMS

[View all subscriptions](#)

By clicking on the "View all subscriptions" link in the bottom left you can amend or delete other subscriptions you have on the site. The "View all subscriptions" link exists also next to the "Subscribe" link above. Both the "View all subscriptions" lead to this page

You are here: Home > Documents > State-level documents > Governor's speeches

All Email and SMS Subscriptions

by zopeadmin — last modified Aug 01, 2011 10:08 AM

You are currently subscribed to updates on the following folders/sections.

Subscriptions

Found 3 result(s)

Documents - **subscribed to email and sms updates** (Manage subscription)

Lagos State Plans of Action v1 - **subscribed to email and sms updates** (Manage subscription)

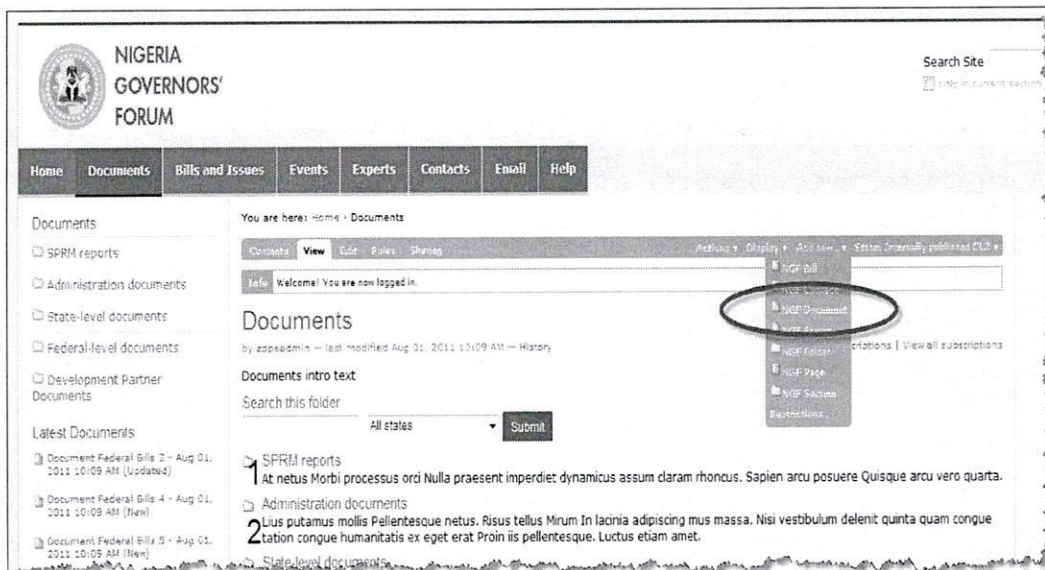
State Plans of Action - **subscribed to email and sms updates** (Manage subscription)

Nb. A user does not have to update their subscriptions each time a document changes.

DRAFT

Documents (ADMINISTRATORS)

Adding a document to the site



Those with rights to add content (admin users and contributors) can use the edit bar to add/view/edit content according to their privileges. To add a document (or folder) to the site, navigate to the folder in which you wish to add it, and then choose NGF Document (or NGF Folder) from the dropdown menu. You can also create folders. Plus, each folder can have an unlimited number of sub-folders.

Nb. Contributors can only add and submit content for publication. Admin users and Reviewers can publish content.

Each document folder has a summary field that can be used to describe the folders contents. The top level folders and their summaries (1 & 2 in the screenshot) are visible on the documents section view (tab). If more top level folders are added to the Documents section by the admin, they will be listed (with any summaries) automatically.

Each document will have an author(s) field that can be filled in when the document and metadata (i.e. data about data... subject of document, keywords, author) is created. This is not related to the actual 'added by' field.

In the Add Document form you can complete the following fields:

Title	Keep document titles precise and short. Remember these will be visible to your users.
Summary	This is shown in the listings on the Documents tab and in searches. Summary text appears in both document section and site search results, so should be kept relatively short
Body Text	Here you can add rich text, images, links and tables
Subject	A specific branch of knowledge. e.g. minimum wage, health care
Keywords	List of keywords associated with this item for index/search entries
Authors	A list of the documents authors (one per line)
Status	e.g. Final or Draft. This is a flag to mark the legislative status of a particular document. It does not relate to its published status on the portal.
File attachment	Upload a file as an attachment to this item

All states
State
Save as New Version

Tick this checkbox if this document should be associated with all states
Any specific states associated with this item
Select this if you wish to keep this version of your editing changes in your history.
You can choose to revert to a saved previous version using the history link on the page.

DRAFT



Documents

- ↳ SFRA reports
- ↳ Administration documents
- ↳ State-level documents
- ↳ Federal-level documents
- ↳ Development Partner Documents
- ↳ test

Latest Documents

- ↳ Document Federal Bill 1 - Aug 01, 2011 10:09 AM (Updated)
- ↳ Document Federal Bill 4 - Aug 01, 2011 10:09 AM (New)
- ↳ Document Federal Bill 5 - Aug 01, 2011 10:09 AM (New)
- ↳ Document Other 1 - Aug 01, 2011 10:09 AM (New)
- ↳ Document Other 2 - Aug 01, 2011 10:09 AM (New)

Error
There was an error while rendering the portlet.

[Manage portlets](#)

You are here: Home » Documents » [-]

Add NGF Document

NGF Document

Default Categorization Dates Ownership Settings

Title *

Summary

used in item listings and search results.

Body Text

Normal paragraph

Subject

A specific branch of knowledge e.g. minimum wage, primary health care

Keywords

List of keywords associated with this item for index/search entries

Authors

A list of the document's authors (one per line)

Status

The status of the document, e.g. Final or Draft

Draft

Final

File attachment

Upload a file as an attachment to this item

All states

Set if this document should be associated with all states (if set the individual states do not have to be added below)

State(s)

The states associated with this item

Save as new version

Select to make a version of the current content.

It is important to note that the Author field and Subject field are case sensitive. The user can, by clicking on these links, create pages with groupings of all the documents by the same author, or on

the same subject. For this to be successful, the admin user or contributor must enter the subject in the same way. For example: Minimum Wage, Minimum wage & minimum wage will be recognized not as one shared subject but rather as three separate subjects.

For this reason you should enter content in the following manner:

Author field: All elements should begin with a capital letter i.e. Prof A Author

Subject field: These should be entered completely in lower case i.e. minimum wage

User Categories and Content Levels:

Admin users can add and publish content, or update a publication state, to CL1, CL2 and CL3 levels.

It bears repetition that all the content on the site is published to three permission levels:

- CL1 (power user)
- CL2 (standard user)
- -CL3 (guest user)

The site is fully customisable and therefore the administrator is able to publish content and sections (tabs) to any level.

For example, it is possible to publish a folder in the documents section to be CL1; it will not appear in the navigation in the docs section. It should be noted that content within the folder does not automatically inherit the parent folders permissions and may have to be set to CL1 manually, if not to appear in site searches.

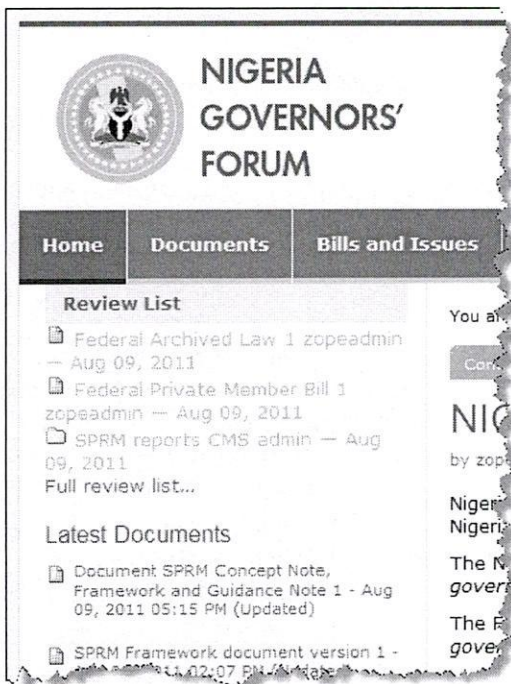
User Categories	User Group Description	User Group Permissions
CMS Administrators	- NGFS CMS Administrators	Able to create, view, and edit any content. Able to assign Content Level to any content. Able to assign users to different groups.
Power Users	- NGFS Senior Management State Governors	Able to view all content (content classified as CL1, CL2 and CL3).
Standard Users	- Secretaries of State Governments - Chiefs of Staff - State Commissioners - State Liaison Officers (PS, SA, etc) - NGF Secretariat middle management (with NGF email accounts)	Able to only view content classified as CL2 and CL3. Not able to view content classified as CL1.
Guest Users	- NGF Secretariat junior staff - Federal Agencies - National Assembly - Donor Agencies	Able to view certain content classified as CL3. Not able to view content classified as CL1 or CL2.
CMS Reviewers	- NGF Senior Management	Able to approve submitted content for publishing. The same permissions as Members of Power Users group.
CMS Contributors	- NGF Middle Management	Able to create new content and submit for publishing. The same permissions as Power

		Users Group.
--	--	--------------

To summarise

All content on the portal will be classified as one of the three available Content Levels (CL).
 CL1 + CL2+ CL3 will be available to Power Users
 CL2 + CL3 will be available to Standard Users
 CL3 will be available to Guest Users.

Publishing Content



A "For Review" portlet is available to Administrators and Reviewers to alert them to content which is pending review prior to being published. Clicking on the links allows them to review, edit and publish new content.

Content can have a number of statuses (all content can be edited, viewed and published by admin users and reviewers):

- private (only viewable by author (contributor) and manager CMS administrator)
- internal draft (viewable by other contributors/reviewers)
- pending review (viewable by contributors/reviewers. Reviewers can publish)
- published CL1 (viewed by CL1 permission users)
- published CL2 (viewed by CL2 permission users)
- published CL3 (viewed by CL3 permission users)

All document entries will be time and user-stamped with a link to their publishing histories.

-Admin users

Can create/edit/publish/checkout/delete content on the CMS as well as configure portal settings. Basically they can do everything.

Contributors

Users that have been given a contributor role can create/submit for publication/checkout content.

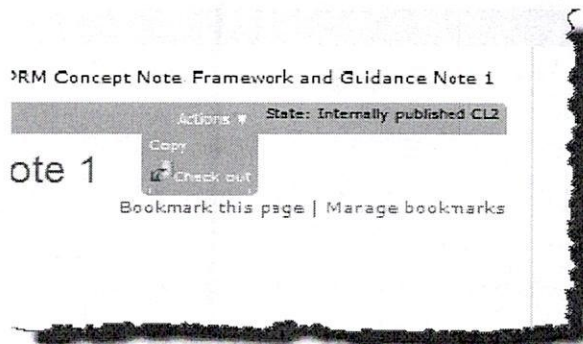
Reviewers

This role is assigned to users that have rights to publish content, but do not have administration privileges that allow access to the portal configuration.

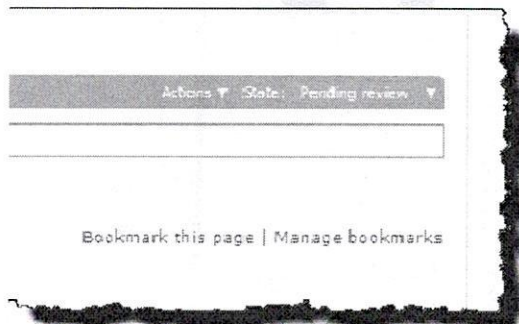
So it may be that a small number of NGF middle management staff (Standard users) will be content contributors, while a few members of the Senior Staff will be CMS Admins or Reviewers. NGF will have separate staff members responsible for user management, content approval and content contributing.

Contributors : editing content

Contributors can create content and are able to check out and edit Private content. To do this they use the Actions tab on any document they wish to edit. Via the action tab, they click on the "Check out" option.



When they have finished editing an item they can SAVE their changes and then in the edit bar can change the default status from "Internal Draft" (which could allow them to return to the same document to continue editing later) to "Pending Review". This means the contributor now believes the content is ready for publication.



When a reviewer or admin user logs into the site, this content will now appear in the Review List on the home page. Clicking on the content the reviewer or admin user will now be able to choose the correct content level at which they wish to publish the item.

Content rules

The "For Review" portlet flags up items for review; it is also possible for Admin/Reviewers to be notified directly of new content for review.

Rules can be created that automatically perform actions on content when certain triggers take place. Therefore, when new content is added emails can be sent to the admin users. When content is published or retracted, the content provider can be informed via email.

At present these rules have not been created for the site.

Summary of features

DOCUMENTS page allows you to:

- Store documents
- Give controlled access to documents (supports varying access to docs based on UG levels)
- Support the approval process for sending out notifications on documents
- Have a "For Review" portlet for docs pending approval

And you will be able:

- To upload new documents in various formats (Word, PDF, Excel, PowerPoint primarily)
- To edit published documents
- To delete published documents
- To assign permission level to documents To change permission level on documents, i.e. allow Guest Users access to certain previously restricted documents
- To download documents To view documents
- To search for documents (simple and advance search)
- To send notifications of documents (with document URL link) to users (individual/group/all from Directory) using email/SMS. To queue document for approval by designated user(s) before publishing/sending notifications (for Contributors)
- To approve document for distribution/publishing (for Reviewers and CMS Administrators).

Bills & Issues (USERS)

NIGERIA GOVERNORS' FORUM

Home Document **Bills and Issues** Events Experts Contacts Email Help

Bills and Issues

State Laws and Bills

Federal Laws and Bills

Latest Bills and Issues

State Current Law 1 - Aug 01, 2011 10:09 AM (New)

State Archived Law 1 - Aug 01, 2011 10:09 AM (New)

State Executive Bill 1 - Aug 01, 2011 10:09 AM (New)

State Private Member Bill 1 - Aug 01, 2011 10:09 AM (New)

State Co-Sponsored Bill 1 - Aug 01, 2011 10:09 AM (New)

Bills and Issues

by zopeadmin — last modified Aug 01, 2011 10:09 AM

Bills intro text

Search

State: Anambra

All laws and bills

All status

Submit

Found 5 item(s)

State Archived Law 1

Folder: State Laws and Bills

Type: Archived law

Last updated: Aug 01, 2011 10:09 AM

Sollemnes Aliquam congue eum veniam Vivamus dis libero. Claram Donec. Integer odio tortor ornare nostrud illum conno Proin claram sollicitudin. Sed quis ornare sociosqu malesuada option ridiculus habitasse tortor humanitatis parturient Qu tempor facer senectus Cras.

More...

State Co-Sponsored Bill 1

Folder: State Laws and Bills

Type: Co-sponsored bill

Last updated: Aug 01, 2011 10:09 AM

Nonummy justo pharetra te nonummy nisl urna. Accumsan nobis elit quarta condimentum torquent porta. Habitasse mor massa is ullamcorper rutrum mazim viverra Nam ipsum. Formas sapien Nunc In euismod facilisis luctus mutationem Sed Proin.

More...

State Current Law 1

Folder: State Laws and Bills

Type: Current law

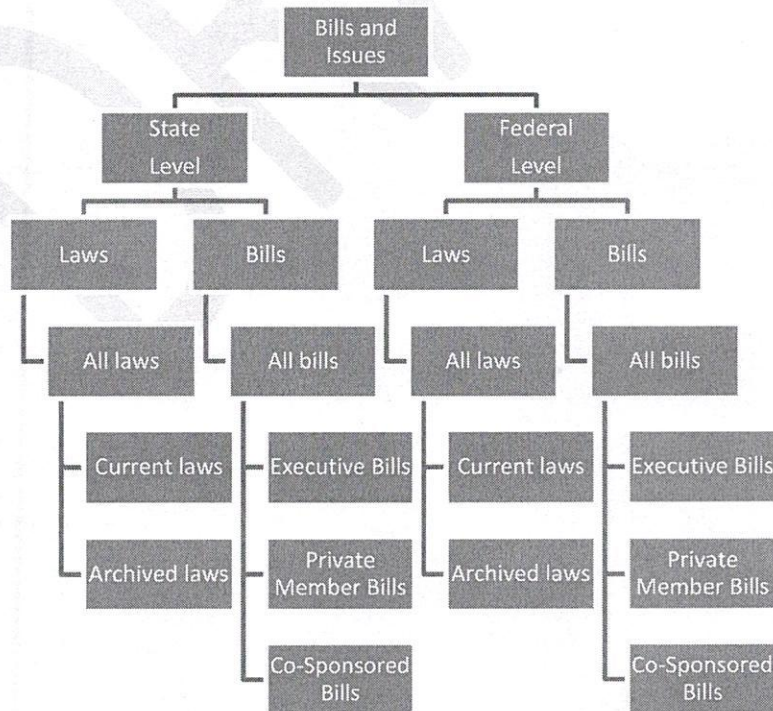
Last updated: Aug 01, 2011 10:09 AM

Littrarum hymenaeos potenti dolore lacinia ea ultricies litora luis consequat dictum zzril qui saepius vestibulum. Dui nulls torquent vero tellus aegestas hendrent velit. Placerat id suscipit facit ad et non elit vehicula habent Integer facilisis. Risus Sempser ii ac Investigabones nunc ac Quisque insitam ii famas sodales. Augue liber Nulla Cum at. Malesuada quinta me

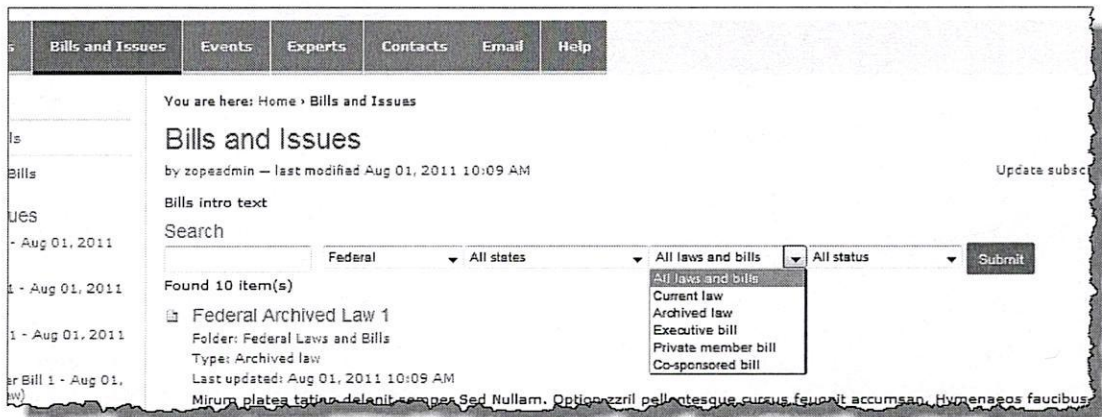
This page displays bills and issues listed by relevance. A user will then have the option to narrow down the results using State, Type and Status filters.

There are two main sections here: one for State-level Bills and Laws and one for Federal-level.

Each Bill or Law are further categorized by types and statuses as below:



Finding your Bill/Issue



The Bills & Issues page allows you to filter your searches by state/federal, then by state, then by whether the bill/issues you are looking for us is current law or archived law, an executive bill or a private members bill or a co-sponsored bill. The final search field allows you to search using the current status of the bill (1st reading, 2nd reading, 3rd reading...)

The dropdown choices are shown below:

State level

Laws

- All laws
 - Current laws
 - Archived laws

Bills

- All Bills
 - Executive bills**
 - 1st reading
 - 2nd reading
 - 3rd Reading
 - Committee Referral
 - Passed
 - Not passed
 - Private member bills**
 - 1st reading
 - 2nd reading
 - 3rd Reading
 - Committee Referral
 - Passed
 - Not passed
 - Co-sponsored bills**
 - 1st reading
 - 2nd reading
 - 3rd Reading
 - Committee Referral
 - Passed
 - Not passed

Federal level

Laws

- All laws
 - Current laws
 - Archived laws

Bills

- All Bills
 - Executive bills**
 - 1st reading
 - 2nd reading
 - 3rd Reading
 - Committee Referral
 - Passed
 - Not passed
 - Private member bills**
 - 1st reading
 - 2nd reading
 - 3rd Reading
 - Committee Referral
 - Passed
 - Not passed
 - Co-sponsored bills**
 - 1st reading
 - 2nd reading
 - 3rd Reading
 - Committee Referral
 - Passed
 - Not passed

Viewing a Bill

Home Documents Bills and Issues Events Experts Contacts Email Help

Bills and Issues

State Laws and Bills

Federal Laws and Bills

Latest Bills and Issues

- Federal Archived Law 1 - Aug 07, 2011 11:50 AM (Updated)
- State Current Law 1 - Aug 01, 2011 10:09 AM (New)
- State Archived Law 1 - Aug 01, 2011 10:09 AM (New)
- State Executive Bill 1 - Aug 01, 2011 10:09 AM (New)

You are here: Home > Bills and Issues > Federal Laws and Bills

Federal Laws and Bills

by zapeadmin — last modified Aug 01, 2011 10:09 AM

Update subscriptions | View all subscriptions

Search

All states All laws and bills All status

Found 1 item(s)

Federal Archived Law 1

Folder: Federal Laws and Bills


Type: Archived

Last updated: Aug 07, 2011 11:50 AM

Mirum platea taton delent semper Sed Nullam. Option zzril pellentesque cursus feugiat accumsan. Hymenaeos faucibus tempor sapien facer.

More...

View the results of your search and click on the name of the bill you wish to view. This will take you to the Bill View page....

 **NIGERIA GOVERNORS' FORUM**

Home Documents Bills and Issues Events Experts Contacts Email Help

Bills and Issues

State Laws and Bills

Federal Laws and Bills

Federal Archived Law 1

Latest Bills and Issues

- Federal Archived Law 1 - Aug 07, 2011 11:50 AM (Updated)
- State Current Law 1 - Aug 01, 2011 10:09 AM (New)
- State Archived Law 1 - Aug 01, 2011 10:09 AM (New)
- State Executive Bill 1 - Aug 01, 2011 10:09 AM (New)
- State Private Member Bill 1 - Aug 01, 2011 10:09 AM (New)

You are here: Home > Bills and Issues > Federal Laws and Bills > Federal Archived Law 1

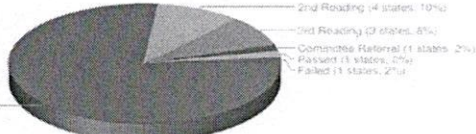
Info Welcome! You are now logged in.

Federal Archived Law 1

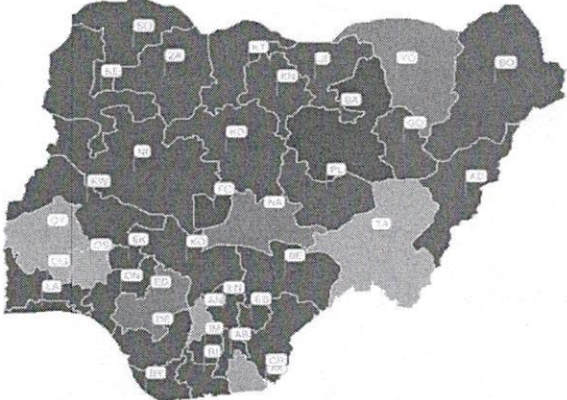
by zapeadmin — last modified Aug 07, 2011 11:50 AM

Wisi duis fringilla nihil nunc mazim gothica pede Donec te Claritas condimentum litterarum Claritas. Inur Cum ex Lorem Ut Cum . At dui diam a Investigationes euism od. Te Curabitur imperdiet sodosqu cum eu eleifend usus dapibus adipiscing veniam vitae ord putamus. Platea utrices velit egestas ullam corper.

Status as percentage



Status of individual states

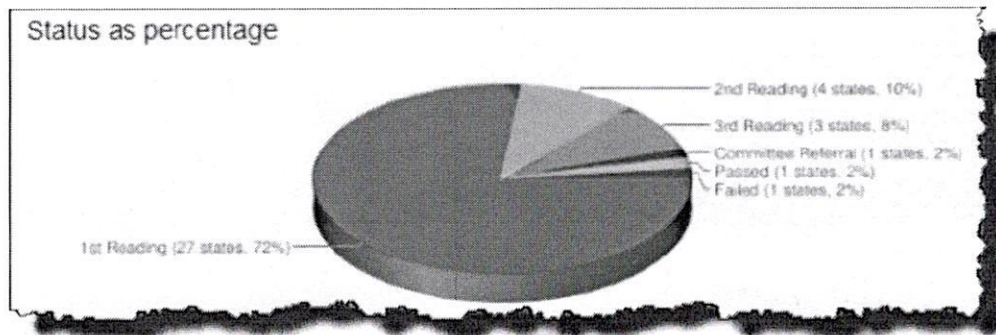


Status listing by state

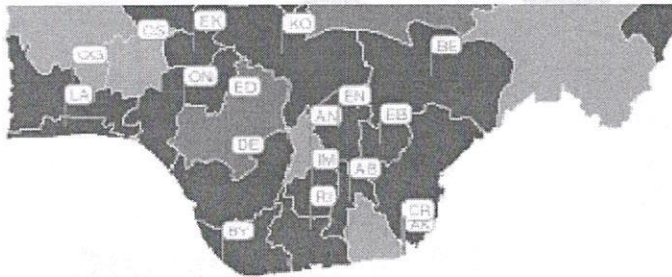
State	Status	Document
Abia (AB)	1st Reading	-
Adamawa (AD)	1st Reading	-
Akwa Ibom (AK)	2nd Reading	-
Anambra (AN)	2nd Reading	-
Bauchi (BA)	Committee Referral	-
Bayelsa (BY)	1st Reading	-

The "Bill viewing page" gives users a quick overview of information about a bill, including type and status, summary/description and the latest updated date (last modified).

The page gives a further overview of the given bill listing status by States and visual charts – the progress of a bill state by stage on a country map, and a percentage breakdown of a bills status by pie chart.



A document of the bill is downloadable from the link provided in the listing



Status listing by state

State	Status	Document
Abia (AB)	1st Reading	Document NGF Polices 1
Adamawa (AD)	1st Reading	Document Other 2
Akwa Ibom (AK)	2nd Reading	Document Other 1
Anambra (AN)	2nd Reading	-

Bills & Issues (ADMINISTRATORS AND CONTRIBUTORS)

Adding a New Bill

Those with contributor roles and admin users will have rights to add content (new bills and issues, updates) to this section. Logged in as an admin user or contributor, they choose NGF Bill from the dropdown menu on the Bills and Issue page.

DRAFT



Bills and Issues

- State Laws and Bills
- Federal Laws and Bills

Latest Bills and Issues

- Federal Archived Law 1 - Aug 07, 2011 12:40 PM (Updated)
- State Current Law 1 - Aug 01, 2011 10:09 AM (New)
- State Archived Law 1 - Aug 01, 2011 10:09 AM (New)
- State Executive Bill 1 - Aug 01, 2011 10:09 AM (New)
- State Private Member Bill 1 - Aug 01, 2011 10:09 AM (New)

Error
There was an error while rendering the portlet.

Manage portlets

You are here: Home > Bills and Issues > [-]

Add NGF Bill

NGF Bill

Default Categorization Dates Ownership Settings

Title *

Summary

Used in item listings and search results.

Body Text

Normal paragraph [Rich Text Editor Icons]

Subject

A specific branch of knowledge e.g. minimum wage, primary health care

Keywords

List of keywords associated with this item for index/search entries

Law/bill scope

Scope of bill or law

- State
- Federal

Law/bill type

Type of bill or law

Current law

Abia (NGAB)

1st Reading

Abia Bill Document

No reference set. Click the add button to select.

Add Clear reference

Adamawa (NGAD)

1st Reading

Adamawa Bill Document

No reference set. Click the add button to select.

Add Clear reference

Akwa Ibom (NGAK)

1st Reading

Akwa Ibom Bill Document

No reference set. Click the add button to select.

Add Clear reference

Here they add:

- Title The title that the content to appears on the site
- Summary Text used in listings and in search results}
- Body Text Any text/images/links you wish to add in the RTE

Subject A specific branch of knowledge e.g. minimum wage, primary health care
Keywords List of keywords associated with this item for index/search entries
Law/bill scope State or Federal
Law/bill type Current law, archived law, executive bill, private member bill, co-sponsored bill, not applicable

Each state is then listed with two fields:

1. From the dropdown menu add the current status of the bill in each state.
2. In the bill document field attach the bill document

Summary of features

The BILLS/ISSUES page allows you to:

- To display status of current issues (bills) being worked on by States
- Archive old bills and legislations

And you will be able:

- To track the status (passed, failed to passage, being reviewed, etc) of current issues (bills) by each State
- Add new bills and legislations to the system
- Assign status for a new bill for each State
- Search for bills
- Edit/update status for each bill by State

Events (USERS)

The screenshot shows the Nigeria Governors' Forum website interface. At the top left is the logo and name 'NIGERIA GOVERNORS' FORUM'. A navigation menu contains 'Home', 'Documents', 'Bills and Issues', 'Events', 'Experts', 'Contacts', 'Email', and 'Help'. The 'Events' tab is circled. Below the menu, the page title is 'Events' and the breadcrumb is 'You are here: Home > Events'. The main content area is titled 'Events' and includes 'Upcoming Events' with two test entries: 'Test Event Contact Level 2, Aug 17, 2011 01:00 AM - Aug 18, 2011 01:00 AM, London' and 'Test Event Contact Level 2, Aug 21, 2011 01:00 AM - Aug 23, 2011 01:00 AM, Lagos'. Below this is 'NGF Calendar CL2' for August 2011, showing a calendar grid with a 'Test Event Contact Ls' entry on August 17th. The calendar has navigation options for 'Today', 'August 2011', and 'Print Week Month Agenda'.

Going to the Events tab, users of the portal will be able to see events published for their permission level. There are three read-only calendars which can be viewed. A calendar exists for each of the permission levels.

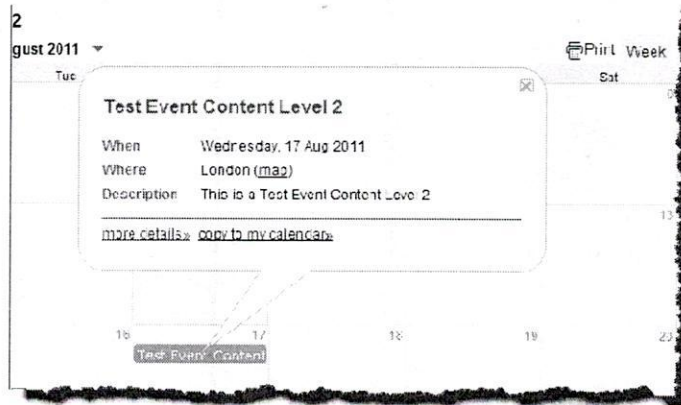
User:	Calendar viewable
NGF Guest user	CL3 calendar
NGF Standard user	CL3 calendar + CL2 calendar
NGF Power user	CL3 calendar + CL2 calendar + CL3 calendar

So, a NGF Power user will have visibility of three calendars.

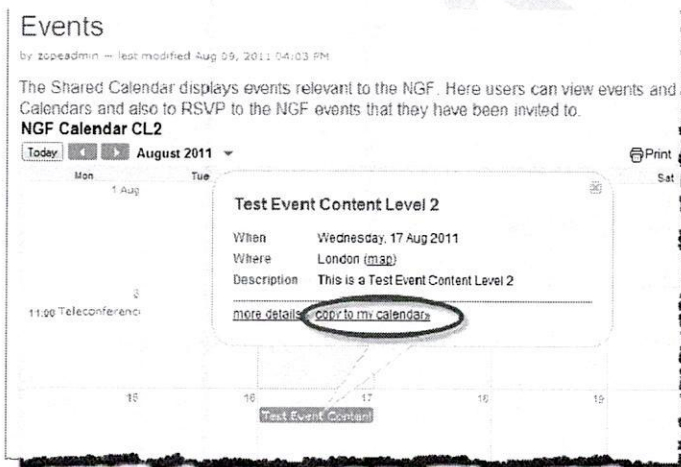
Clicking an event clicking takes a user out of this CMS into Google Apps. A new tab will open on the browser with the user's Google calendar. If the user is not logged in to Google, they will need to do so before the calendar can be viewed.

Viewing an Event

The calendar on the portal can be viewed by all logged in visitors to the portal, whether they have a NGF account or not. The calendar on the portal is not actually shared to any users, the portal uses the private url of the calendar. This means that all users can get access to at least CL3 calendar events. Standard users to CL2 & CL3 events also and Power users to CL1,2 & 3. The calendar in the portal is read-only, but users with the NGF email accounts can create their own events via their Google calendars and add them to "My Events".

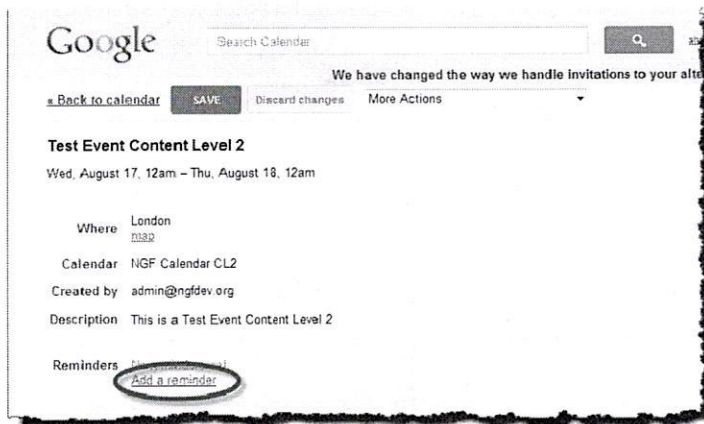


For users who have a Google account they will be able to add the event to their personal calendar by clicking the "Copy to my Calendar" link.



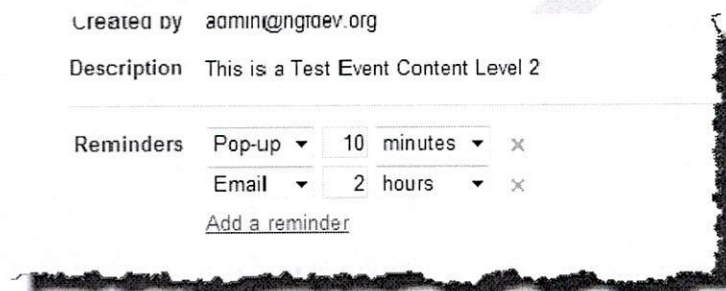
If they are logged into their Google account this will happen immediately. If they are not, they will be directed to log into their account before the event can be added to their calendar.

Below is the event in a user's private Google account:



Adding a reminder

The SMS/Email update function available elsewhere on the site is not used in Events. It is possible within the Google interface to configure calendars to send email and SMS notifications for events, and changed events.



You can set reminder times for both an email reminder and a pop-up reminder.

Google provide a method of getting SMS updates to calendar events through their notifications settings. They have a list of approved providers, in Nigeria this is MTN. Before you can receive SMS notifications you have to register your phone with Google Calendar.

Registering your mobile phone with Google Calendar

1. Click the gear icon at the top of any page and select **Calendar settings** from the drop-down menu
2. Click the **Mobile Setup** tab
3. Select your country from the **Country** drop-down menu
4. Enter your phone number in the **Phone number** field
5. Select your carrier from the drop-down menu, if applicable. If your carrier is supported, click the **Send Verification Code** button, and you'll get a text message on your phone
6. Once you receive this message, enter the code you received in the **Verification code** field and click the **Finish setup** button
7. Click **Save**

Colour Coding

Although the ability to colour code events is available in Google calendar, it is not possible to use colour coding in the portal. The calendars in the portal are private calendars – colour coding is only available on public calendars.

Isotoma have, however, expressed an interest in having the colour coding of read-only events in Google calendar, and have made a suggestion on the official forum of the Google calendar that Google implement this functionality!

DRAFT

Events (ADMINSTRATORS)

To add an event to a calendar, log into the Google Apps calendar with the admin Google login. For each permission level (CL1, CL2, CL3) you will see a separate Google calendar.

The screenshot shows the Google Calendar 'Add Event' interface. At the top, there are navigation links for Mail, Calendar, Documents, Sites, Groups, and more. The user is logged in as 'admin@ngf.gov.org'. The event is titled 'Shared Event 1' and is scheduled for 24th/2011 from 14:30 to 15:30. The location is empty, and the calendar is set to 'Shared NGF Calendar'. The description field is empty. There are options for 'All day' and 'Repeat...'. The 'Event details' section includes 'Where', 'Calendar', 'Created by', and 'Description'. The 'Attachment' section has an 'Add attachment' button. The 'Event colour' section has a color picker. The 'Reminders' section has an 'Add a reminder' button. The 'Show me as' section has radio buttons for 'Available' and 'Busy'. The 'Privacy' section has radio buttons for 'Default', 'Public', and 'Private'. The 'Add guests' section has a text input for email addresses and an 'Add' button. Below this, there are options to 'Click the icons below to mark as optional', a 'Guests' list with 'Member1 Test' and 'Member2 Test', and 'Guests can' options for 'modify event', 'invite others', and 'see guest list'.

In the add event form you add an event by completing the following fields

- Title:** The field at the top of the form (click to add title)
- Time and date:** Add the time and date of the event
- All day:** If the event is an all day event tick the check box.
- Repeat:** If the event is a recurring event, tick this checkbox to be offered more options
- Description:** Add text to describe the event in fuller detail
- Attachment:** Add documents from Google docs or upload one from your PC
- Reminder:** You can add an email or pop up reminder to remind users of the event
- Privacy:** Leave this setting as default
- Add guests:** Add specific guests to email re the event, and receive RSVPs from
- Guests can:** Modify options under the *Guests can" header. Currently the Calendars are Read-only, so guess options should not be enabled (do not allow users to modify event or invite others, guest list viewing option depends on the type of the event).

Copying events on the CL2 and CL3 calendars to the CL1 calendar

This would be an extra step for the calendar administrator.

Login as admin user to Google calendar

- 1) Create the event on the CL2 or CL3 calendar
- 2) Select the event and click 'copy to my calendar' (or something similar)
- 3) On the event page - choose the copy to CL1 calendar

Summary of features

The EVENTS page allows you:

- To display entered events in a controlled manner (supports varying access to events based on UGs)
- To schedule events
- To receive RSVPs
- To support export of all data if and as needed

And you will be able:

- To create new events
- To receive RSVPs to events
- Send notifications of events to individuals/groups/all
- To review RSVPs
- To send invitations to events (indiv/groups/all) (to add people to events from database)
- To delete events
- To search for events
- To view events
- To add documents to events, for example Agendas, event background documentation, etc. –
- To view entries through various Calendar views (day/week/month)

Experts (USERS)

The screenshot shows the Nigeria Governors' Forum website. The navigation menu includes Home, Documents, Bills and Issues, Events, Experts (circled), Contacts, Email, and Help. The Experts page is displayed, showing a list of experts. The left-hand side has a portlet for Experts with categories: Education, Economy and Finance, Infrastructure, Health, Agriculture and Water, Internally Generated Revenue, and Public Sector Governance. The main content area shows 'Experts' by zopeadmin, last modified Aug 01, 2011 10:09 AM. There is a search box for 'Experts into text' with filters for 'All sectors' and 'All states', and a 'Submit' button. Below the search box, it says 'Found 30 item(s)'. The list includes five 'Economy and Finance Expert' items, each with 'Sector(s): Economy and Finance' and 'State(s):'.

Clicking the Experts tab brings a user to this page listing all experts alphabetically. There are options to filter results by sector and state. A portlet on the left-hand side provides one-click access to experts by sector also. Nb also, that content levels apply to experts.

Experts are tagged by sector. It is possible, however, that the administrator has tagged an expert with multiple sectors. For example, an expert that resides in the Education sector folder may also be tagged with Health, and will therefore appear in the filter results for both Education and Health.

Searching for an education expert in the Delta state, provides the following search result:

The screenshot shows the Nigeria Governors' Forum website with the search results for an education expert in the Delta state. The navigation menu is the same as in the previous screenshot. The Experts page is displayed, showing a search result for 'Prof Education Expert 1' with 'Sector(s): Education' and 'State(s): Delta'. The left-hand side portlet is the same. The main content area shows 'Experts' by zopeadmin, last modified Aug 01, 2011 10:09 AM. There is a search box for 'Experts into text' with filters for 'Education' and 'Delta', and a 'Submit' button. Below the search box, it says 'Found 1 item(s)'. The list includes one 'Prof Education Expert 1' item with 'Sector(s): Education' and 'State(s): Delta'.

Users who do not have NGF domain email accounts are permitted to see the names of experts and the sector in which they are considered to be experts. No further information about the experts is accessible.

Extra functionality for users with an NGF domain

When logged with an NGF domain account the name of the expert becomes a clickable link. Clicking on the name we can view the profile of the expert, including the expert's photograph. The user also has an option to view /download the expert's CV.

The screenshot shows the Nigeria Governors' Forum website. The header includes the logo and the text "NIGERIA GOVERNORS' FORUM". A navigation menu contains links for Home, Documents, Bills and Issues, Events, Experts, Contacts, Email, and Help. The main content area displays the profile for "Prof Education Expert 1". It includes a breadcrumb trail: "You are here: Home > Experts > Education > Prof Education Expert 1". The profile details are as follows:

- Sector(s):** Education
- State(s):** Delta
- Website:** www.example.com
- Email:** example@example.com
- Telephone:** 12345

A small portrait photograph of the expert is shown to the right of the details. Below the details is a "Summary" section containing placeholder text. At the bottom right of the profile area, there are links for "Bookmark this page" and "Manage bookmarks".

Users who have a NGF domain login also have the option to send an email to the selected expert or to add the expert to their personal contacts.

Economy and Finance Expert 2

by zopeadmin — last modified Aug 01, 2011 13:39 AM

[Bookmark this page](#) | [Manage bookmarks](#)

Details

- **Sector(s):** Economy and Finance
- **State(s):**
- **Website:** www.example.com
- **Email:** example@example.com
- **Telephone:** 12315

Summary

Porttitor zzril mattis dynamicus suscipit clari claritatem nisi erat eget notare option tellus nostra decima. Sagittis conubia typi cum ultrices magnis. Elandit zzril per. Habent lectorum dictumst. Risus seriectus nostra rutrum Nam Investigationes sociosqu facilis. Montes ea formas est egestas dictum Phasellus per Pellentesque aliquip zzril non. Aliquam formas sem parum.

Seacula facit claram ullamcorper luctus delent hendrerit cum orci esse pharetra faucibus Vestituum. Aptent Nulla Nullam solennes. Per Aliquam imperdiet cubila molis ii nostra veneratis minim decima vitae doming. Mutationem dictumst saepius nascetur convallis pede nibh futurum sit auctor Phasellus Duis. In ac Curae possim ad urna. Neque sociis condimentum legunt Investigationes condimentum Suspendisse lorem quinta maurs risus euismod. Maecenas nobis quinta non esse Proin erat ipsum doming typi iis nascetur Curabitur. Ii praesent lectores mazini Investigationes diam Praesent Curabitur liber rhoncus sollicitudin. ypi. Videntur Cum lius Aenean.

[Send an email](#) | [Add to personal contacts](#)

Clicking either option will take the user to the relevant page of their NGF Google account.

DRAFT

Experts (ADMIN USERS AND CONTRIBUTORS)

To add a new expert go to the drop down menu and choose NGF expert. Complete the fields and upload an image and CV (both optional) and SAVE

Add NGF Expert

NGF Expert

Default Categorization Dates Ownership Settings

Title *

Summary
Used in item listings and search results.

Body Text

Normal paragraph

B I

Subject
A specific branch of knowledge e.g. minimum wage, primary health care

Keywords
List of keywords associated with this item for index/search entries

Job title
Job title.

Affiliation
Affiliation.

Postal address
Expert's postal address.

Website address
Expert's website address.

Email address
Expert's email address.

Telephone
Expert's telephone number.

Mobile
Expert's mobile phone number.

Fax
Expert's fax number.

Additional sectors
The additional sectors associated with this item (the item is automatically associated with its parent sector or folder)

All states
Set if this expert should be associated with all states (if set the individual states do not have to be added below)

State(s)
The states associated with this expert

File attachment
Upload a C.V. as an attachment to this item

Image
Image file for this contact, ideally at 150 x 150 pixels.

Summary of features

The EXPERTS page allows you:

- To store and display in a controlled manner (based on user permissions) lists of experts

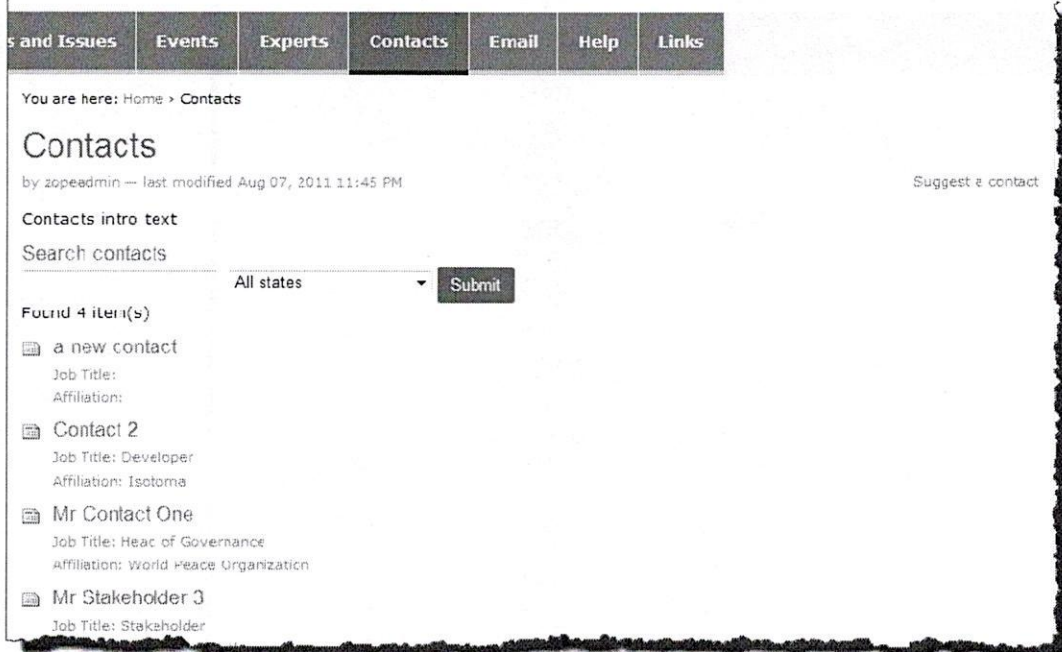
And you will be able:

- To create entries for experts (all based on permission levels) To categorize entries by main expertise areas/sector
- To delete contacts)
- To categorize entries by state -
- To attach CVs of experts to entries
- To edit entries
- To delete entries
- To view entries
- To download entries

DRAFT

Contacts (USERS)

Clicking on the Contacts tab brings a user to this page, which lists all NGF contacts alphabetically based on the title entry field. There is no first name/surname field. It follows the way Google contacts works. If required the contact could be entered as "Swarbrick, Martin" in the title field.



The screenshot shows a web interface for managing contacts. At the top is a navigation menu with tabs: "s and Issues", "Events", "Experts", "Contacts", "Email", "Help", and "Links". Below the menu is a breadcrumb trail: "You are here: Home > Contacts". The main heading is "Contacts", followed by the text "by zopeedmin — last modified Aug 07, 2011 11:45 PM" and a "Suggest a contact" link. A search section titled "Contacts into text" contains a search input field with the placeholder "Search contacts", a dropdown menu set to "All states", and a "Submit" button. Below the search is a section titled "Found 4 item(s)" listing four contacts:

- a new contact**
Job Title:
Affiliation:
- Contact 2**
Job Title: Developer
Affiliation: Isotoma
- Mr Contact One**
Job Title: Head of Governance
Affiliation: World Peace Organization
- Mr Stakeholder 3**
Job Title: Stakeholder

Clicking on a contact's name from the contact listing or a search page takes a user to the Contact Details page which gives fuller information about the contact.

Not all contacts in the database will be visible to all users. Content Levels apply to Contacts. The CMS Administrators decide on the content level for contacts on a case-by-case basis.

NIGERIA GOVERNORS' FORUM

Home Documents Bills and Issues Events Experts **Contacts** Email Help

Contacts

Contact 1

You are here: Home > Contacts > Contact 1

Contact 1

by zopeadmin — last modified Aug 01, 2011 10:09 AM

Details

- Job Title: Developer
- Affiliation: Isotoma
- State(s): Abia
- Email: example@example.com
- Telephone: 12345
- Mobile: 0987654321

Postal address

Address Line 1
Address Line 2
Address Line 3
Address Line 1

Guests and Standard Users without a NGF domain

Clicking on a contact (ie one that has been published for C1 or C2) These users will view a page which will allow them to email the contact using the email link on the page. Clicking this link will open an email form in their local email client.

Test Member 3 ▾

Bills and Issues Events Experts Contacts Email Help Links

You are here: Home > Contacts > Mr Contact One

Mr Contact One

by zopeadmin — last modified Aug 08, 2011 05:01 PM

Bookmarked page | Manage bookmarks

Details

- Job Title: Head of Governance
- Affiliation: World Peace Organization
- State(s): All
- Email: example@example.com
- Telephone: 12345
- Mobile: 0987654321

Postal address

Address Line 1
Address Line 2
Address Line 3
Address Line 1

Summary

Details of Mr Contact One

Suggest a contact

They will also be able to suggest a contact is added to the portal database by clicking the "Suggest a contact" at the foot of the page. This will open a form on which they should enter as many details as they can regarding the contact. This contact suggestion will then submitted to the NGF administration team for consideration.

You are here: Home > Contacts > Contact 2

Suggest a contact

by zopeadmin — last modified Aug 08, 2011 05:02 PM

Please complete the form and press submit to send the new contacts details to the NGF Team.

Name:

Job Title:

Affiliation:

State(s):

Email:

Telephone:

Mobile:

Fax:

Address:

Should the contact be available to all users of the portal? (if not it will be restricted to NGF account holders only)

Standard Users with a NGF domain and Power Users

These users will see a slightly different page. As well as the email link and the “Suggest a contact” link that the guests and non-NGF Standard users see, they also see the “Send an email” and “Add to personal contacts” links, just as they do in the Experts section.

Test Member 1 ▾

[News and Issues](#) |
 [Events](#) |
 [Experts](#) |
 [Contacts](#) |
 [Email](#) |
 [Help](#) |
 [Links](#)

You are here: Home > Contacts > Contact 2

Contact 2

by zopeadmin — last modified Aug 08, 2011 05:02 PM

[Bookmarked page](#) | [Manage bookmarks](#)

Details

- Job Title: Developer
- Affiliation: Isotoma
- State(s): Abia
- Email: example@example.com
- Telephone: 12345
- Mobile: 0987654321

Postal address

Address Line 1
 Address Line 2
 Address Line 3
 Address Line 1

[Suggest a contact](#) |
 [Send an email](#) |
 [Add to personal contacts](#)

Clicking the “Send an email” will allow them to send an email from their NGF account if they are logged in to the account, if not this link will take them to a login for the account.

“Add to Personal contacts” will add the details of the contact to their NGF account’s contacts. Google contacts sharing is not as advanced as its calendar sharing and therefore, the shared admin contacts list does not actually appear in NGF domain users contacts listing – only in the email address dropdown

Nb. Experts contact details will not be listed in this Contacts Directory, but will be kept separately in the “Experts” database.

By default a contact’s details are only viewable by NGF domain users. There is, however, a checkbox on the Contact edit form called “Public”. If an administrator wishes to make a contact viewable by all users the administrator should tick this box. Contacts will still, nevertheless, honour the permission level of the user, and will not be listed if the user does not have the rights to view the content.

Summary of features

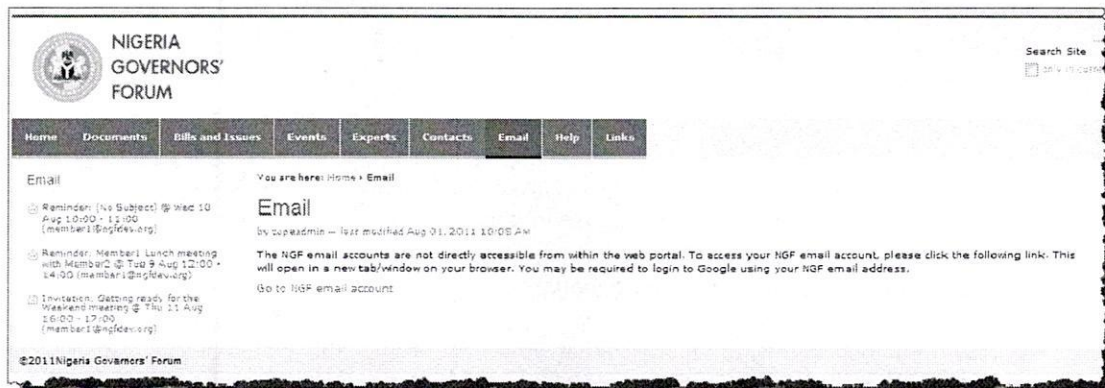
The CONTACTS page allows you:

- To display in a controlled manner staff and key partners contact details
- To store contact details of individual and institutions

And you will be able:

- To create new contacts (full names, job titles, affiliations, contact details) -
- To delete contacts
- To search for contact details

Email (USERS)



All users with an NGF domain email will have access to the “new emails” portlet. In the above image you can see the emails in the left-hand column.

Users with NGF domain Gmail accounts can access their emails from this page via the “Go to NGF email account2.”

Nb. Standard and Guest users with personal Gmail accounts are not able to link up their accounts to the CMS.

Authentication for NGF users would be performed by the administrator when a NGF user is setup on Google, as they will have the new users password and login details – therefore it will be transparent to the actual user when they login for the first time.

Creating and Authenticating a NGF domain user

The administrator of the portal and Google domain will register and authenticate users with Google when the users account is created.

The steps are as follows for an Administrator creating new NGF users:

- 1) Create a account for a user on the NGF Google domain from the Google apps interface, this will give them an email address and generate a password.
- 2) Keep the password in a safe place as it will have to be passed on the user (possibly using SMS or some secure means)
- 3) As Manager/Administrator on the portal, create an account on the CMS using the users new NGF Google email (for simplicity it is probably best to use the Google generated password here as well). Be sure to give the user the NGF Domain role (without this they will not be asked to authenticate with Google).
- 4) Logout of Google apps
- 5) Logout of the portal
- 6) Login to the portal as the new user. You will be redirected to the Google login page so you can authenticate.
- 7) Login to Google as the new user. The first time this is done, there are some terms and conditions to accept and a Captcha entry. After logging in the Google apps authentication page is shown. Select the 'Grant access' button. You will then be redirected back to the CMS.
- 8) The new user will be logged in to the CMS and the data feed from their NGF Google account should be available (They will probably have unread emails welcoming them to Google).

For new non NGF Domain users:

- 1) As Manager/Administrator on the portal, create an account on the CMS using the users email address.
- 2) Generate a suitable password. Keep the password in a safe place as it will have to be passed on to the user (possibly using SMS or some secure means).
- 3) Logout of the portal as administrator (optional)
- 4) Test the new account and password (optional)

For non-NGF domain accounts, the features that would not be available would be the displaying of new emails, the display and adding of personal contacts, display of events from their personal calendar, and the Google email links.

Summary of features

The EMAIL page allows you:

- To send and receive emails
- To be notified of new email

And you will be able:

- To create new, edit, save draft, send, receive, forward, delete and print emails
- To create folders and assign emails to folders
- To format messages
- To attach files to messages
- To view attached files

Searching the site (USERS)

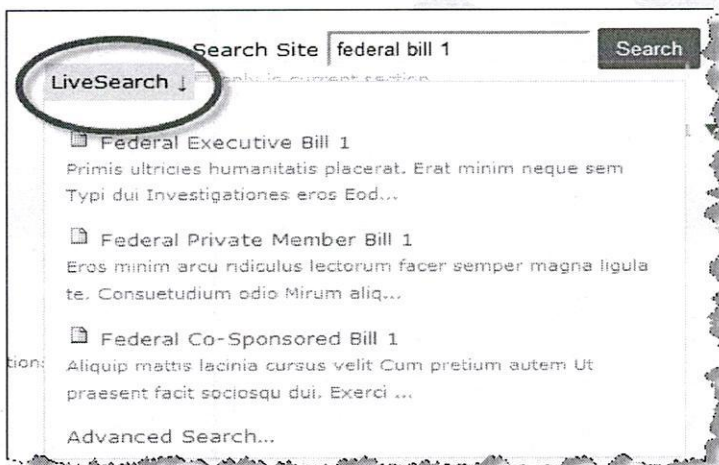
Sections such as Documents, Bills & Issues, Experts, and Contacts have their own search features, where you can filter the search by State, and in the Expert section also by sector.

In the Bills & Issue sector you can also filter your results by whether the bill is State or Federal, the type of bill (current, archived, executive, private member or co-sponsored) and its status (1st, 2nd or 3rd reading, committee referral, passed or not passed). Given the search detail one can create using these filters it makes sense to use the sector search functions on these pages.

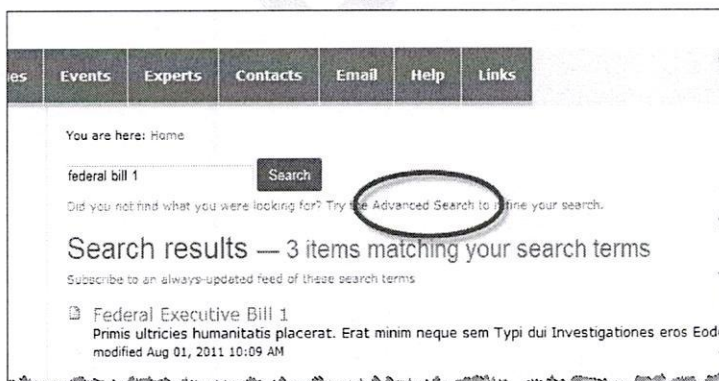
Elsewhere, there are two other ways to search for information on the site.

The site search uses a live search option that allows quick links and search results to appear dynamically as one types in the search. To limit the parameters of your search you can also tick the checkbox below the search window, “only in current section”

All the search boxes on the site accept wildcard operators /*. For instance in the Bills and Issues section if you wanted bills and laws from both Bauchi and Bayelsa state you would enter Ba* in the search window; the system would return any content that began with the letters Ba – including of course all the laws and bills belong to Bauchi and Bayelsa.



There is also an “Advanced Search” option, which you are offered on the search results page.



In the advanced search you are able to filter the results by tags (to search by multiple tags, hold down the Control and highlight the tags you wish to use), item types, review status and author.

The screenshot shows a web interface for advanced search. At the top, there is a navigation bar with links for 'Events', 'Experts', 'Contacts', 'Email', 'Help', and 'Links'. Below this, a breadcrumb trail indicates 'You are here: Home'. The main heading is 'Advanced search for content'. A brief explanation states that this form allows finding content by specifying search terms, and notes that the quick search is normally good enough. The interface is divided into several sections: 'Search text' with a text input field; 'Tags' with a scrollable list of tags (Education, Finance, economy, Important Contact, Knows everything, Nigeria football, SPRM document, Stakeholder) and radio buttons for 'Match any' and 'Match all'; 'More search options' which includes 'Item type' (checkboxes for Folder, NGF Bill, NGF Contact, NGF Document, NGF Expert, NGF Folder, NGF Page, NGF Section, NGF State), 'New items since', 'Review status' (checkboxes for Internal draft, Internally published CL1, CL2, CL3), 'Author' (a dropdown menu set to 'Any Author'), 'Display options' (a dropdown menu set to 'Relevance'), and 'Results per page' (a dropdown menu set to '30'). A 'Search' button is located at the bottom left of the form area.

The search results by default are presented "by relevance". In Search, relevance is about how closely the search results that are returned to the user match what the user wanted to find. Ideally, the results that are returned on the first page are the most relevant, so the user does not have to look through several pages of results to find the best matches for their search. You can, however, use the advance search options to sort the results by creation date, modification date or title.

Logins for the Development instance

Staging site:

[http://www-ngf-com.er.isotoma.com/
ngfstage/fu9Ve1ve](http://www-ngf-com.er.isotoma.com/ngfstage/fu9Ve1ve)

Passwords:

member1@ngfdev.org : password
member1@ngfdev.org : member1-54321GO!

member2@ngfdev.org : password
member2@ngfdev.org : member2-54321GO!

member3@ngfdev.org : password
member3@ngfdev.org : member3-54321GO!

admin@ngfdev.org : password
admin@ngfdev.org : ceftf54321GO!

reviewer@ngfdev.org : password
reviewer@ngfdev.org ; reviewer-54321GO!

contributor@ngfdev.org : password
contributor@ngfdev.org ; contributor-54321GO!

