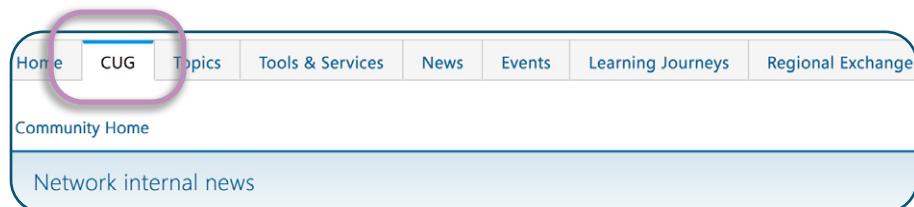
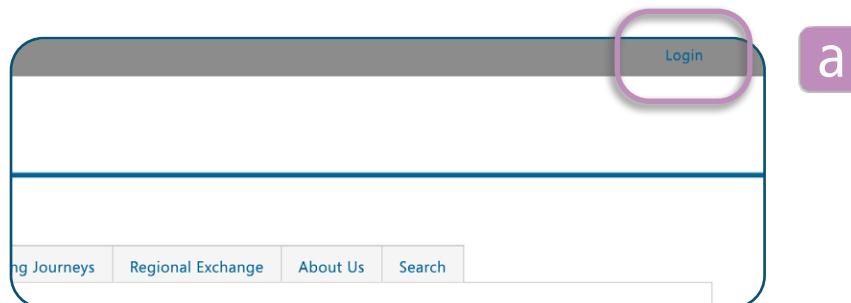


You as the administrator can add a new member to DDLGN ShareWeb. **1<sup>st</sup>** the to-be member applies for a membership. **2<sup>nd</sup>** you add him/her to the ShareWeb environment. **3<sup>rd</sup>** you upload his/her profile picture. **4<sup>th</sup>**, you create a profile on the DDLGN members' list. **5<sup>th</sup>** you add him/her to the DDLGN News email distribution list.



Applicant applies for Membership



### The applicant takes the first step and registers on FDFA ShareWeb

- Ask the applicant to go to DDLGN ShareWeb home page:  
[www.shareweb.ch/site/DDLGN/Pages/Welcome.aspx](http://www.shareweb.ch/site/DDLGN/Pages/Welcome.aspx)  
And click on **Login** in the upper right corner.



- FDFA external applicants click on **Username/Password identification**.  
FDFA applicants use the **Swiss Government Smartcard**.

**Login credentials**

Email address

Password

[Register new account](#)  
[Recover password](#)

**C**

c) External applicants then click on [Register new account](#).

**User Information**

Email address

**d**

By registering you agree to the terms and conditions located here [Terms and conditions](#)

d) Finally the applicant enters his/her email address and clicks [Register](#).

e) For quicker processing, it is recommended that the applicant confirms his registration in an email to the DDLGN ShareWeb membership administrator.

2

Register applicant on ShareWeb

### You the DDLGN ShareWeb administrator register the applicant on DDLGN ShareWeb

- You will get an email alert for a pending access request or the request will show up under Pending Requests in the Member Management List under the CUG tab.
- Then click on Add new Member.

Name	About Me	Job Title	Department
Abu Mousa Jaser EDA AOJ			
Aegerter Lucien EDA AEGLU	Program Manager - Head of Public Sector Reform and Governance domain		Embassy of Switzerland in the Kyrgyz Republic
Affolter Gómez Barbara EDA ABB			
Afridi Hamid Raza EDA HAF		Policy Advisor	
Aktas Isilay			

- Chose what access rights the new member will have by clicking on the group title:  
**CUG Members:** Members have access to all documents and collaboration tools.  
**CUG Owners:** The core team and selected, experienced users: have full administrative rights.  
**CUG Visitors:** this group is empty. It has not been used for any members so far.

- Click New and enter the email address or name of the applicant. If the applicant has applied for membership (step 1), the computer will make a suggestion. Select the suggestion.
- If you like, write a welcome message to the new member. Then click Share.

### Add a profile picture to a member's profile

a) Prepare your picture. Your picture has ideally this format:

- Color picture in a square format with 300\*300 pixels. Too small and the picture will look pixelated, too large and the picture will take a lot of time to load.
- To resize and crop your images you can use your PC tools. There are a lot of online tools too. For example: <https://www.birme.net/> or <https://www.canva.com/photo-editor/>
- Give the picture a unique name: the name of the person: Firstname\_Lastname.jpg

The screenshot shows the Shareweb administration interface. At the top, there is a navigation bar with links: Home, CUG, Topics, Guidelines & Policy, News, Events, Learning Journeys, Regional Exchange, About Us, and Search. Below the navigation bar, the title "Shareweb administration" is displayed. Under the title, there is a section titled "Members" containing several blue buttons with white text: "Manage memberships", "Add / delete Members", "Recise profile picture", "Upload profile pictures", "Subscribe members to news posts", and "News email alert list".

b) Click on Upload profile pictures.

The screenshot shows the "ProfilePictures" upload interface. It features a grid of user profile pictures with their names below them. The names visible include Abdul Wahab Dieng, AgnesLuedicke, ahmed\_ali\_khattak, alexander\_grunauer, alexander\_widmer, Alice Thomann, Alma Zukorlic, AlmaZukorlic\_ZAL, andrea\_sclarl, andrea\_studer, AndreaCornellaff, Andreas Weber, anne\_hassberger, and anne\_lugon-moulin. At the top of the interface, there is a header with a file upload button ("+ new document or drag files here") and a search bar. Below the header, there are filters for "Thumbnails", "All Pictures", "Slides", and "Find a file".

c) Click & drag your image from your computer onto the profile pictures. The image will upload automatically.

The screenshot shows a detailed view of a uploaded profile picture. The image is of a man with glasses and a white shirt. Below the image, the file name "AbdulWahabDieng.jpg" is shown, along with its dimensions (400 x 400) and size (87 Kb). A note indicates it was "Changed by you on 5/29/2019 11:34 AM" and was "Shared with lots of people". A link to the image is provided: <https://www.shareweb.ch/site/DDLGN/ProfilePictures/AbdulWahabDieng.jpg>. At the bottom of the image view, there are buttons for "OPEN" and "SHARE". To the right of the image view, there is a grid of other user profile pictures.

d) Click on the three little dots ... on the bottom right of the image. The image appears in a large window.

e) Copy the image web address <https://...> - You will past the image address in step 4...

4

Create  
a profile on  
the DDLGN  
members' list

The screenshot shows the 'Member Management List' page. At the top, there is a navigation bar with links: Home, CUG, Topics, Guidelines & Policy, News, Events, Learning Journeys, Regional Exchange, About Us, and Search. Below the navigation bar, there is a search bar with the placeholder 'Find a member...' and a magnifying glass icon. The main content area displays a table with columns: Image, Name, Company, Job Title, Type of Partner, Country, Region, Participant, and Email all. A row for a member named 'Jaser' is shown, with an image thumbnail, the name 'Jaser', and the email 'Email all'. To the right of the table, there are buttons for 'Pending Requests', 'Add new Member', and 'Notification Center'.

### You add the new member to the DDLGN member list

a) Click on Member Management List.

The screenshot shows the 'Member Management List' page. At the top, there is a navigation bar with links: Home, CUG, Topics, Guidelines & Policy, News, Events, Learning Journeys, and Regional Exchange. Below the navigation bar, there is a toolbar with various icons: New Item, New Folder, View Item, Edit Item, Shared With, Delete Item, Attach File, Alert Me, Tags & Notes, Workflows, Approve/Reject, and Workflows. A button labeled 'New Item' with the sub-instruction 'Add a new item to this list.' is highlighted. The main content area displays a table with columns: Services, Organisation, Key documents, Forms, Countries, and Groups & Topics. Below the table, there is a message '+ new item or edit this list' and a link 'ADMIN View' which is highlighted with a red box. There is also a search bar with the placeholder 'Find an item' and a magnifying glass icon.

b) In ADMIN View click on New Item.

Insider tip: to make the ADMIN View your default view, click on List at the top of the page.

Then click on Modify View. Click the box "Make this the default view" and save it.

The screenshot shows the 'New Item' form for adding a new member. The form fields include: Country (dropdown), Region (dropdown), Participant (checkboxes f2f15 and f2f18, where f2f18 is checked), Email Address (text input), Categories (text input), Active Member (checkbox), Telefon Number (text input), Profile\_Image (text input with placeholder 'Type the Web address: (Click here to test)' and a URL field 'http://'), and News Alert (checkbox). At the bottom of the form are 'Save' and 'Cancel' buttons.

c) Fill out the fields. They correspond to the columns in your "Excel" list.

d) Paste the image URL into the Profile Image field (step 3), and save your new profile entry. The new member will now appear in your member list.

## Add members to the public news distribution list

**News**

- Categories
- Events
- Learn journeys
- Reg: CIS
- Reg: E. Africa
- Reg: E. Asia
- Reg: EU
- Reg: S. America
- Reg: S. Asia
- Reg: W. Africa
- Reg: W. Balkans
- Tools & Services
- Topic: Dec Loc Gov

**2019  
7/16** New courses on "fragile contexts" and "engaging with policy processes"

by Iff Andrea Cornelia EDA IFA at 7:52 AM in **Training**

The NADEL - Center for Development and Cooperation of the ETH Zurich offers two specialized courses: One course on "fragile contexts" (3d) in November and a course on "engaging with policy processes" (5d) in September/October 2019.

Find further information here: <https://nadel.ethz.ch/education/Autumn-Semester-2019/humanitarian.html>

<https://nadel.ethz.ch/education/Autumn-Semester-2019/policy.html>

**Tools**

- Create a post
- Manage posts
- Manage comments
- Manage categories
- Launch blogging app
- Change post layout:
- Boxed

### Add a member to the DDLGN News distribution list

In order for the new members to receive an email alert every time a new blog entry is published on the DDLGN public news tab, you need to add them to the distribution list.

There are two ways to access the distribution list:

**CUG > MembersAdminView**

**Member Management List**

Pending Requests Add new Member **Notification Center** a

Image	Name	Company	Job Title	Type of Partner	Country	Region	Participant	Email all
	Jaser Abu Mousa	SDC	National Programme Officer	Gaza & Westbank	Southern Africa, East and North Africa, Occupied Palestinian Territory Division	test3		<a href="#">Email</a> <a href="#">Edit</a>

a) In the Member Management List, click on the **Notification Center**.

or

**Shareweb administration**

**Members**

Manage memberships  
Add / delete Members  
Recise profile picture  
Upload profile pictures  
Subscribe members to news posts  
**News email alert list** a

a) On the Shareweb administration page click on **News email alert list**.

**b** News from DDLGN !!!

**c** Bures Hynek

**d** New items are added

**e** OK

b) For the alert email title always use: *News from DDLGN !!!*

This way, all participants receive an email with the same title. The email title will always include a second part with the title of your news post.

c) Delete your name and add the name of the new member: start typing his/her email till ShareWeb automatically finds the member's name. You can add several new members at once.

d) Select "Only send alerts when **New items are added**".

e) Click **OK**.

**f**

If you want, you can check if the member has been added to the alert list. This is also the place to remove members who do not wish to receive alerts.

f) Under the CUG tab click on **List of members who are receiving Email alerts for News**.

Site Settings > User Alerts

Display alerts for (None)

Recent

Alert Title

Site Contents

There are currently no alerts to display.

g) Search the member by typing his/her last name. When you found the name, click Update.

DDLGN > News > Site Settings > User Alerts

Site Settings > User Alerts

Display alerts for Bures Hynek (i:05.t|adfs|hb@dubbedperceptions.com)

Recent

Alert Title

Site Contents

Frequency: Immediate

Delivery Method

News from DDLGN !!!

E-mail

h) The alert properties will be displayed for the particular user.

Sometimes it can happen, that one member has several alerts. For example: You will see several *News from DDLGN !!!* - If this is the case delete all but one. Otherwise the member is receiving the same email twice (or several times, depending on how many alerts are registered).