

HR.info Training: So you are the new manager?

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Overview

HR.info is a space and content management system, which prioritizes field operational information. As a manager, you have access to your space (operation or cluster/sector), add content, arrange panel displays, add/remove users, etc. It is the responsibility of each space manager to update content, however if you experience any technical problems please feel free to contact info@humanitarianresponse.info for support. Most managers/editors activities fall within four core areas of activity (outlined below). Above and beyond these four areas, the HR.info [help site](#) should be able to assist!

[Add/remove users](#)

[Add/update/remove content](#)

[Change homepage](#)

[Change lefthand menu](#)

Common responsibilities

Add/remove users and assign membership

“Group” → “Add People” or “Group” → “Group” → “Edit People”

- If the system does not recognize the email address, the person has not logged into HR.info at least once. Ask him/her to create an account on [Humanitarian ID](#), then log into HR.info. You will be able to add the account afterwards.
- HR.info has three primary editor levels:
 - Contributor: Add content - needs editor approval before live
 - Editor: Add/remove content

- Manager: Add/remove content, arrange homepage panels, change lefthand menu, and add/remove persons
- To assign a user manager right for the whole operation remember to use the “Group” tab on the operation page. If you want to add user to a cluster/sector space only, navigate to the specific cluster/sector space and use the “Group” tab you find there

Full instructions: [HR.info: Manage Site Users](#)

Add/update/remove content

“+” (top right-hand corner) → Select content type (e.g. Assessments or “Assessment (Try the new)”) → Fill in form

- You can only link to a document/assessment/map once it is uploaded (order of operations)
- When you select the content type (e.g. Assessments) across the primary navigation menu the content is shown in reverse chronology (latest first)

Full instructions: [Publishing Documents](#)
[Publishing Maps/Infographics](#)
[Publishing Assessments](#)
[Publishing Events](#)
[Publishing Blogs](#)
[Publishing HPC documents](#)
[Edit content](#)
[Delete content](#)

Change homepage

“Customize this page” → “+” → “Content from HR.info” → fill in form

- Dynamic blocks allow your homepage to “automatically” update whenever you upload the latest information
- Static block allow you to highlight specific items (remember that static block will need to be manually updated)
- In the “Content form HR.info” you also find a block for events, assessments and standard products (HRP, HNO and OCHA Products)

“Customize this page” → “+” → “Custom Content” → fill in form

- Here you find the Free text block option. Use this to add text, images, iframes and more.
- RSS feeds allow you to pull external content using a feed url (for example you can bring content from ReliefWeb via RSS feed)

“Customize this page” → “+” → “Contacts from HID” → fill in form

- This block allows you to feature contact information of users who have a profile in HID (example you can feature the contact info of the cluster coordinator on the cluster space)

“Customize this page” → “+” → “Content from FTS” → fill in form

- This block allows you to feature financing data coming from FTS

Note: You can also change the lay-out of your space by clicking on “Change Lay-out” at the bottom of your space.

Full instructions: [Add an image](#)
[Add contacts](#)
[Add featured documents](#)
[Add FTS funding graph](#)
[Add HPC documents block](#)
[Add RSS feed / ReliefWeb API](#)

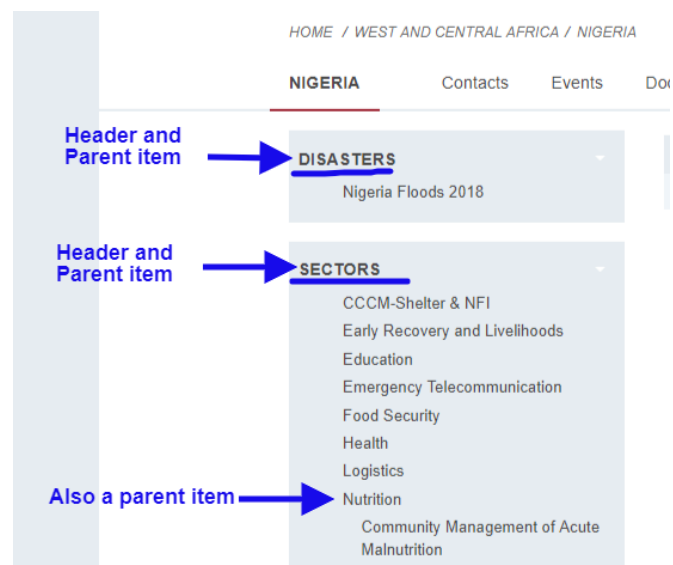
Change lefthand menu

Add: “Content” → “Page” (URL grab) → “Group” → “Menu” → “Add link”

Change: “Group” → “Menu” → “List link”

NOTE:

- To add a menu item that functions like a “header” use <nolink> in the path field.
- For a “parent” menu item to display children items remember to select the option “Show as expanded”.



Full instructions: [Manage menu items](#)