



USAID AIINet Portal Handbook

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Getting Started

- The USAID AllNet Portal site is located at <http://portal.usaidallnet.gov>.
- On the right side of the site, you will see a User login box (*fig. 1a*) with a fields to enter your E-mail login and password. If you already have an account, you may log in now.
- If you do not have an account, you may create one by clicking on the “Create new account” link underneath the password field.
- Clicking on the “Create new account” link will direct you to a page with a set of fields to fill out. (*fig. 1b*)
 - **The only required field is your email address.** This will become your username.
 - Any available groups will be listed here. You may request membership by checking the box. Depending on the group, you may need to be approved before your membership is approved.
 - The **About Me** section is optional, but will allow you to personalize your account.
 - The Expertise Locator System (ELS) allows other users to find you based on your profile. If you want your account to be featured here, please check the box.
 - **Alumni Information** and **Skills** are used to populate the ELS. These are optional and can be updated at any time by going to your user profile page.
 - When you are finished, click on **Create new account** at the bottom of the page.
 - Your account will be then created, and an email sent to the address you provided. An administrator will need to approve your account. When that has been done, you will receive a second notice to that effect.



fig 1a

Key Concepts

- Your groups are listed at the top left of every page (*fig 1b*).
- When content is posted into a group, only members of that group may view the content.
- There is a group overview box on the right column of the site when you are on the group homepage or viewing content posted to that group. (*fig. 1c*).
- Common tools and useful links are listed on the left column of the site. These are in the **My Links** section (*fig 1d*).
- **My Ads** show s you all the ads you have posted, and the page is located in your account page.
- **My Blog** will show you all your personal blog posts, regardless of the group you posted them in. Users who go to this page will only see posts in their group or from other groups that are marked public.
- **My Bookmarks** are any items you have bookmarked on the site.
- **My Unread** will show you all new posts to groups you are a member of.



fig 1b



fig 1c



fig 1d

Overview of features

Announcements

Announcements are short items displayed on the homepage of the site. Announcements are useful for posting notices, updates, and other general notices applicable to the entire community. The five most recent items are listed, with a link to older items.

Blog

Each user has a personal blog. You can opt to post a blog entry into any group you are a member of. If no groups are chosen, the post will be public for all users on the portal. Blogs are short articles about new or interesting topics. Blogs are ideally suited for longer articles than a forum topic would be, and offer community members the opportunity to collect or provide feedback on the thoughts and ideas expressed.

Calendar

The community calendar is composed of events which have been added by other members, including meetings, community related activities, etc. These can be posted to the general membership by selecting *public* or can be posted directly to any groups in which you are a member.

Documents

The documents section is an online file repository. You can upload documents for the community to view. Content is organized into folders. You can link to documents stored in the community from other locations, such as a blog post, announcement, or discussion. These can be posted to the general membership by selecting *public* or can be posted directly to any groups in which you are a member.

Classified Ads

Classified ads are open to the entire community. Similar in concept to Craigslist, this offers a mechanism to sell items when you leave a post, or to sublet your residence when you are on TDY. To post an ad, click on the *Create a new ad* button in the classified section. You may also attach up to three images to accompany your post. Ads will expire after four weeks, but are renewable. To view your active or expired ads, go to your account page (*My Account*) from the main menu and click on the *My Classified Ad list* tab (fig 2a). You may also create a new ad from this page.

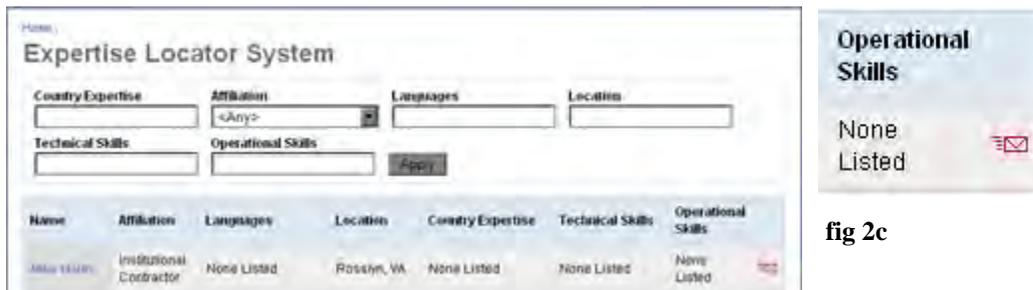
If you want to suggest a new category, please send us an email at communities@info.usaid.gov



fig 2a

Expertise Locator System (ELS)

The expertise locator system aims to help community members get in touch with other community members based on their skills, location, or past experience. The fields at the top of the page allow you to refine the list based on keywords. Enter the term in the appropriate box, and click the **Apply** button to filter the search. To contact someone, click on the mail icon on the right of the table (fig 2b).



| Name | Affiliation | Languages | Location | Country Expertise | Technical Skills | Operational Skills |
|------------|--------------------------|-------------|-------------|-------------------|------------------|--------------------|
| ARAB ELABU | Institutional Contractor | None Listed | Roselyn, VA | None Listed | None Listed | None Listed |

fig 2b

If you would like more information about a user, click on their name to view their complete profile. If you would like to contact a user, and are already on their profile page, you may do so by clicking on the last tab at the top of the page titled **Contact** (fig 2c).

Forums

Forums are a discussion platform similar to an old fashioned office bulletin board. Forums are generally broken up into general categories. You are able to post topics within a forum. Once posted, other users will reply to your topic, and ideally a discussion will emerge. Forums are a great place to ask questions. These can be posted to the general membership by selecting **public** or can be posted directly to any groups in which you are a member.

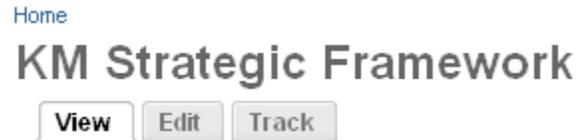
Wiki

The AllNet Portal Wiki is based on the popular wiki tool called Media Wiki. This is the same technology used for USAID's internal Wiki, Developedia and the public Internet Wikipedia. For more information about creating content in a wiki, including wiki formatting tools, please visit the '**Getting Started**' section.

Editing content and providing feedback

Most content on the site shares a similar method for making updates.

You can edit almost any content on the site, even content created by others. This is done to encourage the community to add tags, or keyword terms, that make information easier to



retrieve and search. You can access the edit mode by clicking on the edit tab at the top of the content (fig 3a).

fig 3a

To see what changes others have made to content, click on the Revision tab. (This is only visible if a revision has been made.)

Flagging

In the spirit of collaboration and community building, all content can be freely posted to the site without moderator approval. As a safeguard, all content may be flagged as *inappropriate* by any user.

- To flag an item, click on the link with the red flag which says *flag inappropriate content* next to it. A small notification will display when the flag has been put in place (fig. 3b).
- To un-flag an item, simply click the link once again (fig. 3c).
- Flagged items will be sent to the administrator of the site when more than ten people have flagged the item. It will also be immediately unpublished from the site.



fig 3b



fig 3c

Bookmarks

Users can bookmark content they would like to quickly access later. This is a feature of the website and will be accessible from any computer that you use to log into the site. Bookmarks are viewable from the *Home Page* by clicking on the *My Bookmarks* link in the 'My Links' section, or from your *My Account* page under the *bookmarks* tab.

- To add an item to your bookmarks list, click on the link at the bottom of the content called *Bookmark This*. It will have a yellow star next to it (fig. 3d).
- To remove a bookmark, navigate to the item and click the link at the bottom, which now is called *unbookmark this* (fig. 3e).



fig 3d



fig 1e

Rating

All content may be rated. Ratings are based on five stars and are helpful to show other users what content is popular and/or helpful.

- To rate content, click on the appropriate star beneath the content (fig. 4c). The star will change color and update the



fig 4c



fig 4d

- score once you have rated it (*fig. 4d*).
- Content ratings on the front page are read-only. To rate any item on the front page, you will need to open the item.

Commenting

Users may comment on all content throughout the site. This is done to encourage discussion directly on the relevant topic.

- To leave a comment, click on the link below the content title **New Comment** (*fig. 3f*).
- To reply to a comment left by another user, click on the link directly below their comment titled **reply** (*fig. 3g*).
- To edit or delete one of your comments, navigate to the comment and click on the **edit** or **delete** link (*fig. 3g*).
- You can also quote something in a post, by clicking on the **quote** link (*fig. 3g*).
- Recent comments are displayed on the right side of the website. These are contextual and you will only see comments regarding the section of the site you are currently viewing. (E.g. if you are on a blog page you will only see comments on blogs posted to your groups) (*fig. 4c*.)

 Add new comment

fig 3f

Submitted by Ryan Jacobs on April 30, 2009 - 2:19pm.
[delete](#) [edit](#) [reply](#) [quote](#)

fig 3g

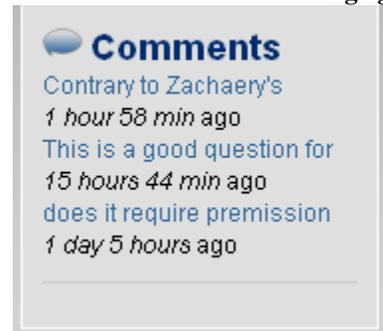


fig 3h

Quoting another post in your reply

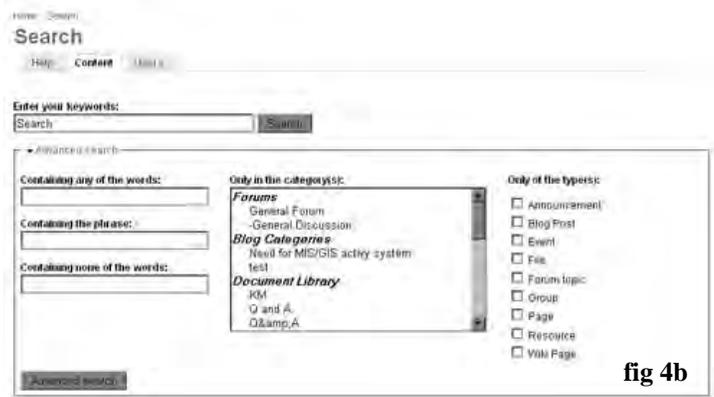
You can automatically include original posts in your reply. To do so, click the **quote** link beneath the reply or post in question (*fig 3g*). This will include all of the original post by default, but you can trim it down while entering your response. This will also automatically include a tag for the quoted text to style it differently than your reply.

Other Site Features

Search

Site search is provided by the field on the upper-left most corner of the website, above the USAID logo (*fig 4a*). You may enter your term or terms in the field and click on the button to the right. Your search will be processed and you will be shown the results.

- If you would like to filter your search, you may use the advanced options once you are on the search page (*fig 4b*).



The screenshot shows a search interface with a main search bar and an advanced search section. The main search bar has a "Search" button. The advanced search section includes three input fields: "Containing any of the words:", "Containing the phrase:", and "Containing none of the words:". It also features a "Only in the category(s):" dropdown menu with options like "Forums", "Blog Categories", and "Document Library". To the right, there is a "Only of the type(s):" section with checkboxes for "Announcement", "Blog Post", "Event", "File", "Forum topic", "Group", "Page", "Resource", and "Wiki Page".

fig 4b

Tag cloud

Tags are keyword terms users associate with the content they share so others can find it more easily. Tags can be placed on any content on the site and allow for relationships to form between content items dynamically. The tag cloud on the left column of the site will display more frequently used terms in a larger font, and less frequently used terms in a smaller font. The larger the font, the more content tagged with that term (*fig. 5a*).



fig 5a