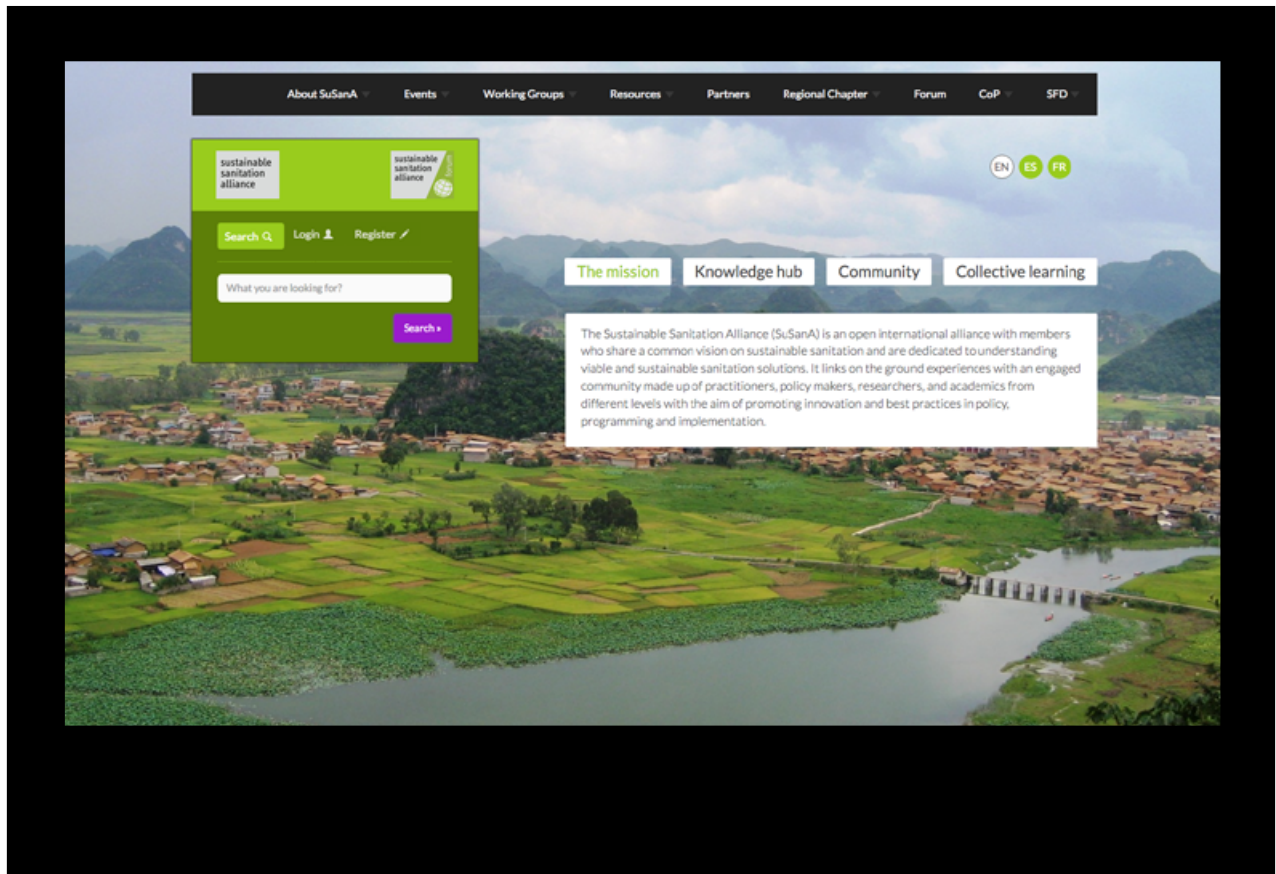


sustainable sanitation alliance



How to use your SuSanA Partner Profile

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16th SuSanA Meeting in Stockholm, 2012

How to use your SuSanA Partner Profile

On the SuSanA website www.susana.org you now have the opportunity as a SuSanA partner to present your organisation in a multidimensional way by developing your SuSanA partner profile. With this profile you can present your organisation, advertise your events, post news or job vacancies or share project results with an expert community like no other in the field of sustainable sanitation. This guideline will show you how to work with your partner profile on www.susana.org. You will get to know how the interface works and see how easy it is to get active. Since ensuring user friendliness is one of our goals, you will be able to get set up in less than 15 minutes.

1.1 How to access your partner profile

To access your partner profile you will need to be logged in. To log in, go to the SuSanA Homepage at www.susana.org where there is a log-in option on the left side of the page (see figure 1). Once you are logged in, click on “Edit partner pages” (figure 2) to access your partner profile.

After accepting the terms of use, you will be taken to the overview of your partnership page (figure 3). The tab “SuSanA Partner Details” will be automatically opened and provides an overview of the information which is currently displayed on www.susana.org about your organisation.

1.2 Edit your partner profile

If you click on the button “Edit Text” on the upper right column (figure 4) you can edit the partner details information.

Figure 1: Login on SuSanA Homepage

Welcome to the login area of the SuSanA

This section has been created to enhance communication and provide further service to you. You find the following functions in the user menu at the upper right side:

-  **Change your details** Here you can change your details and e.g. register for further working groups and/or change your email address. After changing your details the admin team will approve your changes.
-  **Edit partner pages** Here you can edit your partner page details and/or add contents, documents, projects etc.

Figure 2: Login „Edit partner pages“

Partner Profile

Rainforest protection

Short Description of your Organisation
Saving the rainforests of the world

Working Fields
Rainforests

Name of Contact Person
Peter Green

Email of the contact person
roterhofflara@gmail.com

Street
1 Green Street


Postal Code
12345

City
Berlin

[Edit Text](#)

[⚙️ Turn offline](#)

[▶ Preview](#)



[Set Preview Image](#)

Filters:

[Set Filters](#)

Number of active filters: 4

Media-Manager:

[Manage Images](#)

[Manage Hyperlinks](#)

[Manage PDF-Files](#)

Please check if all details are correct and please edit if changes are needed or if you would like to provide more information. You should provide as much information as needed to accurately present your organisation and enable interaction with others.

To finish your entry please click “Save Changes” at the bottom of the page. A pop-up will appear and inform you of the successful saving of your changes. Please click “OK”.

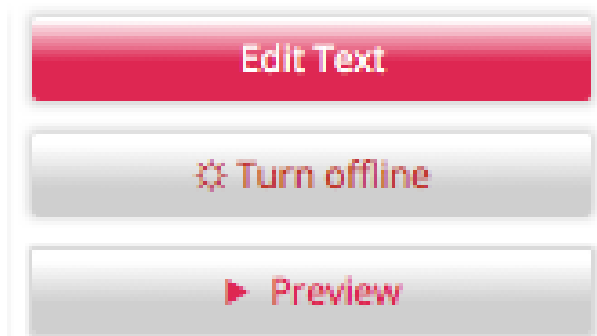


Figure 4: Edit profile

Note for Consideration: Length of text – automatic shorter previews

The “Short Description of your Organisation” text will have shortened previews in different areas of the website (max. 250 characters will be displayed).

Only on your partner profile page will the description be shown completely.

1.3 View your partner profile

You can see all changes made in step 1.2 immediately and can also make further additional edits. Below the button “Edit Text” on the right column of the page there is a button called “Preview” (see Figure 5) which will open up a preview of your partner profile as it appears on www.susana.org/partner. Another option to see the profile online is to go to www.susana.org/partner and search for your profile.

To return from the preview page to the profile details page, click the green “edit your page” button which is beneath your organisation name (see Figure 6). This button only appears when you are logged in.

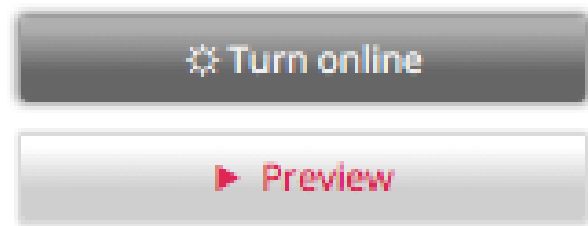


Figure 5: Preview

Partner Profile Rainforest protection



Figure 6: To go back to edit your page

Note: “Your Profile is Online”?

Please double check that your profile is online. The setting should be online by default. If you see the button “Turn offline” (Figure 7) that means that it is online (clicking the button will turn it offline). If it is offline, the button will say “Turn online” (Figure 8).



Figure 7: Profile is online

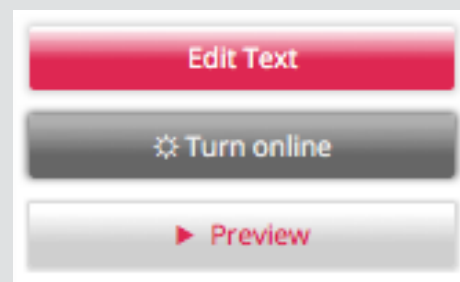


Figure 8: Profile is offline

Congratulations! You have worked with the essential components of the partner profile. You now have a detailed profile online and we are going to show you how to add different content types.

1.4 Adding Content

In addition to the general information we have covered in the previous chapters, we would now like to explain what else is possible on your partner profile.

On the top bar (where you found your “SuSanA Partner Details” tab) there are other tabs, of which the four tabs on the right hand side will be of interest to you (figure 9).

1.4.1. Projects

The projects tab allows you to create a project overview, for example, of one of your organisation’s projects where you implement sanitation technology or where you do research regarding a specific topic.

You can provide information about the scope of the activities, the approach, the results, and even share documents. This can be done quickly and easily and the information can then be available to a large community of experts, giving your project publicity it may otherwise not gain. New projects will be featured directly on www.susana.org and on the respective partner profiles (e.g. www.susana.org/en/partner/details/178)

1.4.1.1 Create a project entry

1. You can get started in the project section by: choosing the “Projects” tab at the top of the partner profile overview page (figure 10) and clicking on the red button “New Entry” (figure 11).
2. A box will then open up, where you can enter the project’s title or name. Once you have entered the title/name, click the red button “Create Entry” (figure 12). If you want to abort the action without creating a project, please press the ESC-key on your keyboard.

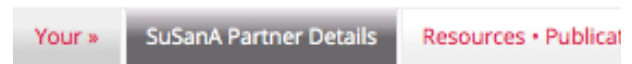


Figure 9: Content types



Figure 10: Project Tab



Figure 11: Create new entry

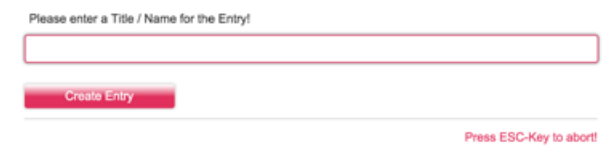
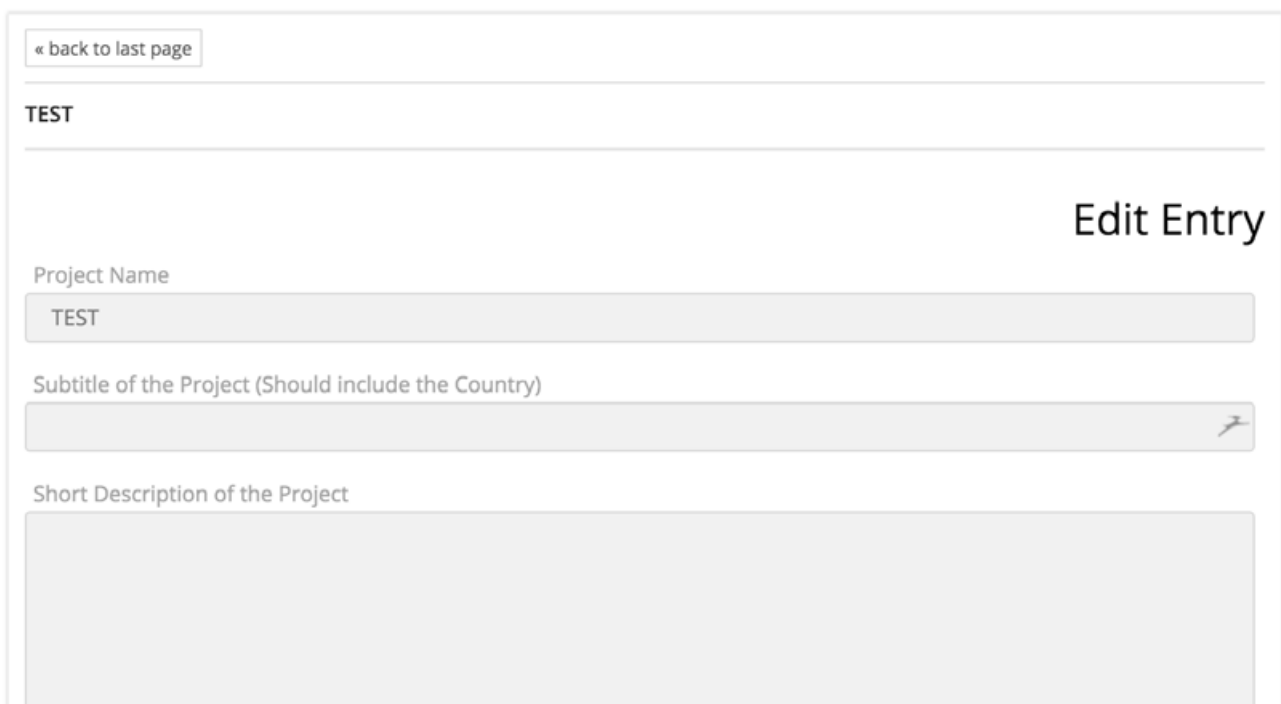


Figure 12: Create a new entry

3. Next, an empty form will appear (figure 13) where you can enter information about your project. If you do not enter information into a field, the field will not appear as an empty field. So, don't worry if you don't fill everything out, the profile will not look incomplete. We have a few recommendations on how to fill out the fields to best present your project with a standard level of information:

- **Project Name:**
Every project should have a title, which should not be longer than 60 characters. If more than 60 characters are needed, please use the next field, "Subtitle of the Project".
- **Subtitle of the Project**
Here you can add a short (max. 255 characters) additional title to the project.
- **Short Description of the Project**
Please enter a short description of your project in the text field. The text will be displayed publicly on the partner profile, together with the name and the subtitle, and a preview image (see section 1.4.1.3. and 1.4.1.4 for setting the preview image). The short description will also be seen on your partner profile. Therefore the text should summarise your project in an adequate way and be catchy enough to make the reader keen on reading through your whole project.

When you are finished entering the information, please scroll down and press "Save Changes". Now you will be directed to the overview of your project, where you can look into also including some of the other features explained below.



The screenshot shows a web form for project details. At the top left is a button labeled « back to last page ». Below it is a horizontal line, followed by the word "TEST" in bold. To the right of "TEST" is a link labeled "Edit Entry". Below "TEST" is a text input field with the label "Project Name" and the value "TEST". Underneath is another text input field with the label "Subtitle of the Project (Should include the Country)" and a cursor icon at the end. At the bottom is a large text area with the label "Short Description of the Project".

Figure 13: Project Details

1.4.1.2 Edit the text

If you would like to make changes to the text that you have entered (the name, description etc.) you can do so at any time by going to the specific project page by clicking “Edit Entry” to the right of the project name on the project overview page, and on the next page that opens, click on the red “Edit Text” button on the right side of the page. This will take you to the same page as the previous step to edit the details and text of the project. Once you have made your changes, press the red “Save Changes” button at the bottom of the page.

Back on the main projects page, you can publish your project by clicking the “turn online” button. To unpublish the project, you will need to click on the button when it says “turn offline”.

1.4.1.3 Add an image

Your project will be more interesting for users if you add pictures to it. Therefore we would like to introduce you to the uploading feature. On the projects page, click the red “Edit Entry” button to the right of the listed project to take you to the editing page for the individual project.

Scroll down the page a bit and on the right side under “Media Manager” you will find the button for “Manage Images” (figure 14). If you click on it you will see a form which allows you to upload a new image to your image gallery (figure 15).

Media-Manager:



Figure 14: Media-Manager

Manage Images

Upload a new Image:

Note: Allowed file extensions are **jpg, png und gif** - Please pay attention to the case sensitive!

Your image shall be at least 720 pixels wide with a resolution of 72dpi and will be downscaled during the upload automatically according to the portal needed sizes. Please note the maximum file size of 8 MB and that the upload depending on your internet connection speed and file size may take some time.

Choose a file from your local Device (max. 8MB)*

 No file selected.

Figure 15: Uploading a new image

Choose “browse” to upload an image directly from your hard drive and fill out all mandatory fields (they are marked with *). The publicly visible subtitle for the image will include copyright information which will be generated from the text you type in that section.

Once you have filled out the mandatory fields, including adding a descriptive title to your image (max. 255 characters) and specific information on image rights and the photographer, please click the red “Upload Image” button.

When the upload is complete you will receive a note that your image has been successfully uploaded. The image appears at the end of the page where your uploaded images are displayed (see figure 16). In case of an upload mistake you will receive an error report.

To get back to the edit page please click the button “back to last page” on the top left corner of the page (figure 17).

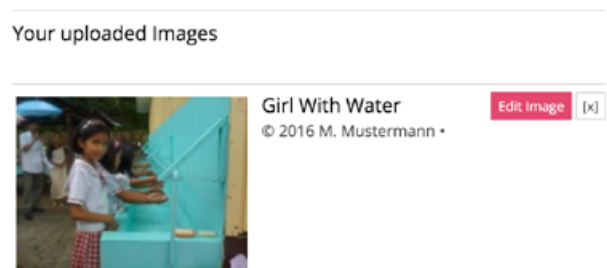


Figure 16: uploaded photos

Note: Picture gallery – general information, supported image formats and minimum image size

To display photos online, you can upload photos in the photo galleries. There are separate photo galleries according to the content type you are creating e.g.: project, job, event etc. For all of the galleries, the procedure is always the same as the one described here.

You can upload “jpg” “png” and “gif” formats for your profile. Please make sure that the format type (at the end of the file name) is written in lower case letters.

Your images should always have a resolution of at least 72dpi and a width of at least 720 pixels. Please note the maximum image size is 8 MB and that the upload, depending on your Internet connection, might take a while. The size of the image is due to the requirements for different devices such as: tablets, smart phones, laptops and desktops. This picture size makes sure that the image will be correctly displayed in all devices. Smaller images might not be properly displayed in either one of these devices.

This “back to last page” feature can be found as well in the other parts of the profile (news or events) and used in the same way described above.

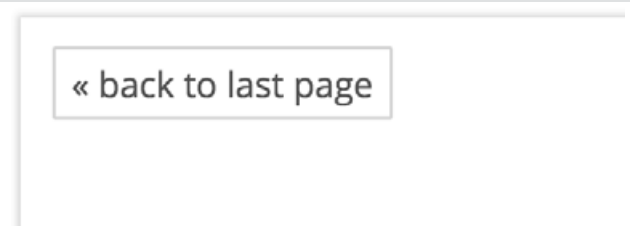


Figure 17: Back to last page

1.4.1.4 Set a preview image

To have the uploaded image displayed as a preview image for your project page, please go to the project page then click “Edit Entry”, the red button to the right of the project listing. Then on the right side select “Set Preview Image”; as you do not have a preview image for this project yet, the button is placed under the text which tells you that you have not selected a preview image yet (figure 18).

On the page that comes up, you can select one of your uploaded images from the image gallery to be set as a preview image. In this case, please click on the image you have just uploaded to set it as your preview image (figure 19).

After clicking on the image you will be taken back to the project page overview and will be able to see the image on the right side of the page.

1.4.1.5 Setting filters

In order to make your project easy to find for users of the SuSanA website, it is good to associate relevant filter tags. These filter tags are used by the search engine of the website. Users can search for projects using certain filters at www.susana.org/en/resources/projects. If your project has, for example, a “resource recovery” filter, your project will come up when users search using a filter for “resource recovery”. If filters are not added to your project, the project will not be included in any of the filter categories.

To set filters, go to the projects tab and click on “Edit Entry” for the project you would like to add filters to. On the right side of this individual project overview, click “Set Filters” (see figure 20).

You will be taken to the filter page where you can choose which filters you would like to set, which are organised by categories to make it easier to look through the filters.

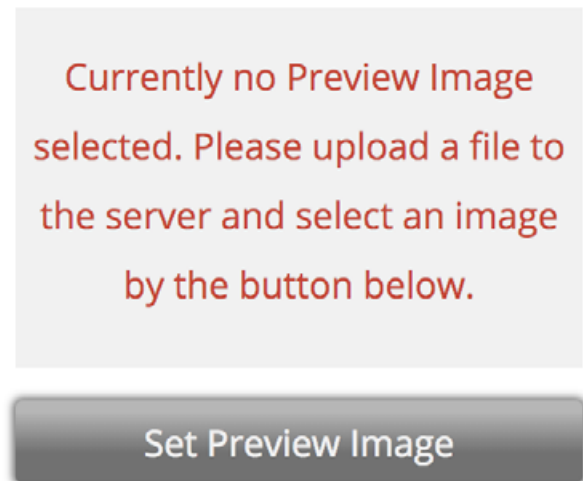


Figure 18: Set preview image

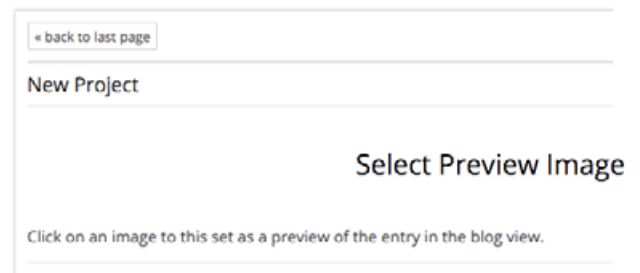


Figure 19: Choose preview image

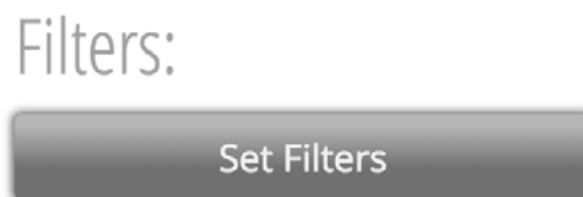


Figure 20: Setting filters

For example, if your project deals with innovative toilet design for informal settlements in Bangladesh you would tick the boxes shown in figure 21. Please click “Save filters” at the bottom of the page to save the filters you have set.

1.4.1.6 Manage hyperlinks

If relevant, you can add a hyperlink to your project that appears at the bottom of the project page. This is advisable if you have a specific website or webpage for that project. If you do not have a specific website or webpage, please do not put your general website here, as that will already be on your main partner profile.

To add a hyperlink, go into the overview of a specific project then click on “Manage hyperlinks” under “Media manager” in the column on the right side of the page. The page that opens now allows you to enter the link, the title of the website/ webpage and a short description (optional) (figure 22).

When you are done please do not forget to click “Add hyperlink” at the bottom of the page.

You can add more than one hyperlink, and if you do so, you can re-arrange the ordering by dragging and dropping the links on the “Manage Hyperlinks” page. You can also edit links by clicking “Edit Hyperlink” to the right of the link or delete links you no longer want by clicking the small x to the right of the link.

1.4.1.7 Manage pdf files

If you have interesting documents you would like to share with SuSanA users, you can upload a project report, technical drawing or poster in pdf format. On the edit page of a specific project, in the right column under “Media manager”, please click “Manage pdf files” to get started.

A form will open up where you can upload a new document from your computer. You will then be asked to provide a title and if you like, you can add a description of the document (optional) (see figure 23).

Please then click on “upload file” to save

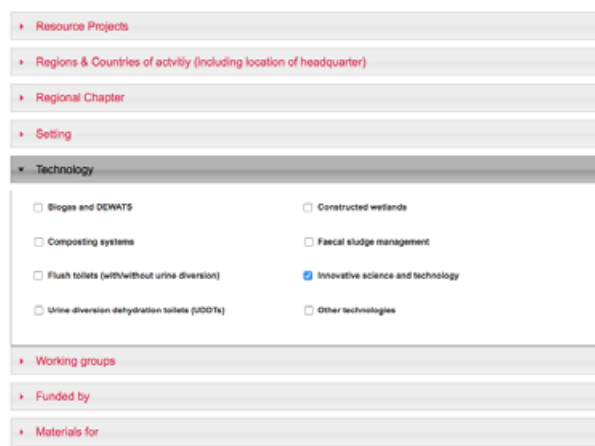


Figure 21: filters

Here you can add a

New Hyperlink

External Website URL

Title for Website

Figure 22: Upload hyperlinks

Choose a file from your local device (max. 8MB)*

Choose File No file chosen

Title of the PDF Document*

Figure 23: uploading a PDF

your changes.

If you have uploaded more than one pdf file you can arrange the order of the files by dragging and dropping the pdf files. You can also delete a pdf which you do not want to be available online with the x on the right hand corner of each uploaded item. Please note that you will not be able to edit the pdf entry once it is made. If you would like to make changes to the pdf description we suggest that you delete the uploaded pdf and upload a new entry.

1.4.1.8 Place on map

As a special feature, we are happy to provide you with the opportunity to also associate a geographical location with your project. On the edit entry page of an individual project, under “Modules” in the right hand column, please click on “Place on Map”. You will see a map with a blue pointer indicating an arbitrary location (see figure 24).

You can position the arrow by drag and drop. You can also zoom in and out of the map using the “+” and “-” buttons in the top left corner of the map. Drag the arrow to the location of your project and drop it there. Finally, make sure you remove the tick next to “Do not show on map” so that the location will be published (if you do not remove it, the location will not be shown on the map) and then click on “Save Location”. If you check the “Do not show on map” box, the blue pin will disappear so that the location is not published. If you change your mind simply double click on the map and the blue pin will reappear.

1.4.2 News

As a partner, you can also create news items which will be displayed on your individual partner profile on the SuSanA website and also at www.susana.org/news/news.

To get started, choose the “News” tab at the top of the page (figure 25) and click on the red button on the right, “New Entry”.

You will be asked to enter a title for the news item. Next, click on “Create entry” to save it, or you can abort the action by pressing the escape key on your keyboard (figure 26).

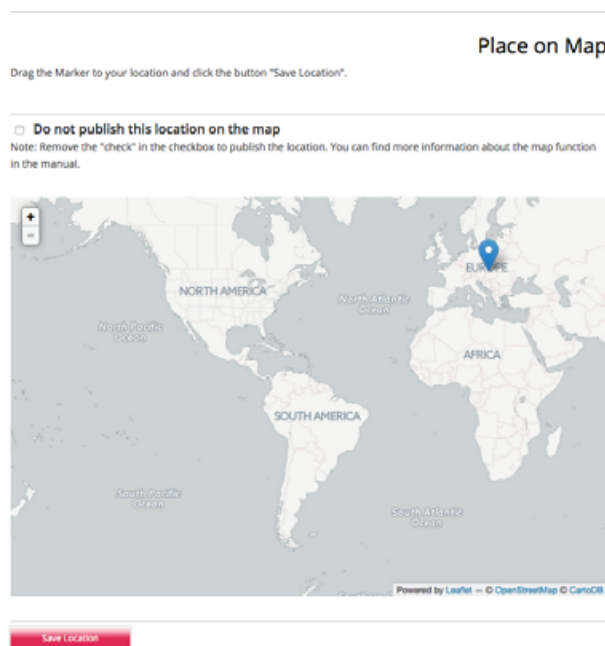


Figure 24: Select location



Figure 25: News section

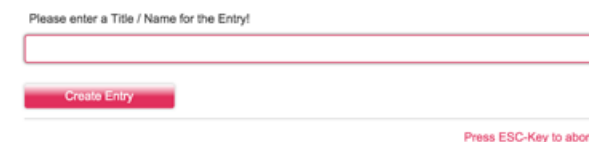


Figure 26: Create a news entry

The form that opens (figure 27) has a couple of categories which require some additional information.

The “Introtext/Short summary (in Blog View)” will be the text that is shown where the news item is previewed. Only when the news item is opened will users read the “News Full Text”.

We recommend that you make the Introtext teaser about 1-2 sentences, and then make the “News Full Text” as long as necessary.

With the “Publishing date”, you have the opportunity to set a publishing date in the present or the future. For example: you know there is going to be an award given to your organisation. But the information will only be public at the end of next week.

With the publishing date function you can already create that news item and plan in advance and let it be published automatically by the system on the date you select.

When you are done, please “save changes”. You will see an overview of the news item now – very similar to the one you already know from the project. You also have the same options for editing the text, adding a preview image, hyperlinks and PDF documents as described in chapters 1.4.1.2 to 1.4.1.7.

1.4.3 Jobs

This content type will be of interest to you if you have a job vacancy in your organisation and you would like to let the SuSanA community know about this. All jobs will be posted here: www.susana.org/en/news/jobs and on your individual partner profile page. To get started, click on the “Jobs” tab at the top of the page (figure 28) and then the “New entry” button.

You will be asked to enter a title for the new job entry and then click on “Create entry” to save the title or you can abort the action by pressing escape on your keyboard.

The next form has a similar layout to the news or the project form (figure 29).

After you have filled out the form you have to click on the “Save Changes” button at the bottom of the form.

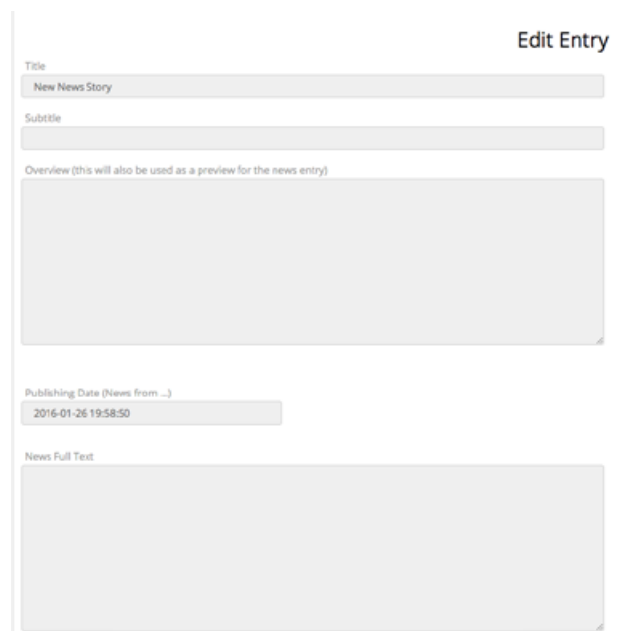


Figure 27: Creating the news entry



Figure 28: Create a job entry

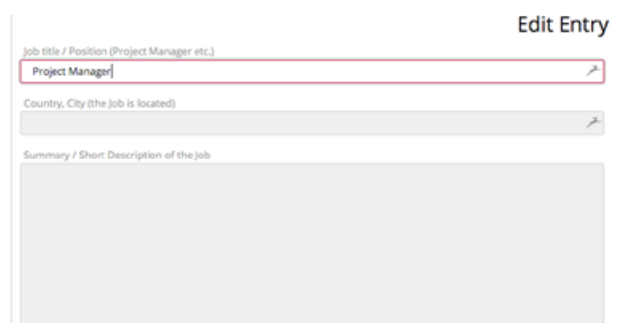


Figure 29: Creating the job entry

Again, you have the same options for editing the text, adding a preview image, hyperlinks, PDF documents, and a location on a map as described in chapters 1.4.1.2 to 1.4.1.8.

1.4.4 Events

If you have an event coming up, you can advertise this event via the SuSanA platform. It will be displayed in three different locations on the website: the SuSanA homepage (www.susana.org) which has a feed for upcoming events, and the SuSanA events calendar (www.susana.org/events/calendar) and the respective partner profile in the hand right hand column (e.g.: www.susana.org/en/partner/details/178).

To create an event, please click on the “Events” tab at the top of the page (figure 30) and then click on the red “New entry” button.

The form that opens now (figure 31) is again very similar to the forms for projects, news, and jobs.

A few fields which require additional explanation are:

Begin/Start time - End/End time

Here you can enter the start and end dates of your event.

Review of the Event

If you would like to write a small review after your event you can do it here since the event will automatically be archived and still accessible here www.susana.org/events/past-event-pages



Figure 30: Create an event entry

A form titled "Edit Entry" for creating an event. It contains the following fields: "Title of Event" with the value "test"; "Location (City, Country)" with a search icon; "Begin / Start time" and "End / End time" both set to "0000-00-00 00:00"; and a large "Overview (this will also be used as a preview for the event)" text area.

Figure 31: Creating the event entry

After you have filled out the form click on the red “Save Changes” button at the bottom of the page. Again, you have the same options for editing the text, adding a preview image, hyperlinks, PDF documents, and a location on a map as described in chapters 1.4.1.2 to 1.4.1.8.

If you would like to create extensive documentation and have collected photos, videos or presentations from your event, please contact us directly www.susana.org/contact.

1.4.5 Resources -Publication

If you have publications that you would like to add to the SuSanA library, you can do it by uploading your publications directly in your profile, under the Resources – Publication tab. The SuSanA library is currently home to about 1700 publications, which were all contributed by SuSanA members. So this is actually a great opportunity to contribute to the growth of the SuSanA library.

Add a publication by clicking on the “New Entry” button, which appears when clicking on the “Resources – Publication” tab (figure 32). Enter the title of your publication and click on “Create Entry” (figure 33).

You will be redirected to a form. Please fill it out with the information about your publication and click on the button “Save changes” at the end of the form.

Once the entry has been created, remember to actually upload the publication in pdf format. You can follow the same procedure to upload PDF files as was described already in section 1.4.1.7 Manage pdf files of this guide. Furthermore, remember to also add a cover picture and if relevant, further hyperlinks or further PDF files such as abstract or annex. All these resources can be found under the Media Manager (figure 34).



Figure 32: Resources – Publication tab



Figure 33: Create Entry

Media-Manager:



Figure 34: Media-Manager

Modules:



Figure 35: Modules

Once the entry has been created, you can also include SuSanA partners that were involved in the process of your publication. If you decide to include SuSanA partners, this information will be shown in those partners' profiles, so that they are aware that you mentioned them in the process of your publication. This feature can be found right under the Media manager, on the Modules option (figure 35).

Click the "SuSanA-Partners involved" button and enter the name of the partner or partners that were involved in your publication in the field "Name of the Organisation / SuSanA Partner" at the bottom of the page (figure 36).

You can also describe the exact role that the partner(s) had during the process of your publication.

Furthermore, you can mention as many partners as were involved, and you can also arrange the order of the partners as you wish (e.g. alphabetically), by dragging them with your mouse. If need be, you can also delete such partners by clicking on the cross [X] at the right hand side of the partner's name (figure 37).

Once you have added all the involved partners, you can proceed to send your publication for review. Go to your publication entry and at the right hand side of your screen, you can find the "Send to review button" (Figure 38).

Other SuSanA-Partners involved

Note:
Select other SuSanA-Partners who where involved in your publication

There are no other partners connected so far.

At this point you can
Mention another SuSanA partner involved:

Figure 36: SuSanA-Partners involved

Other SuSanA-Partner:

Note:
Select other SuSanA-Partners who where involved in your publication

<div style="display: flex; align-items: center;"> ✖ <div style="border: 1px solid #ccc; padding: 2px;"> <p style="margin: 0;">Aguaconsult</p> <p style="margin: 0; font-size: small;">Abstract</p> </div> </div>
<div style="display: flex; align-items: center;"> ✖ <div style="border: 1px solid #ccc; padding: 2px;"> <p style="margin: 0;">AGUATUYA</p> <p style="margin: 0; font-size: small;">Foreword</p> </div> </div>

Figure 37: Re-arranging order

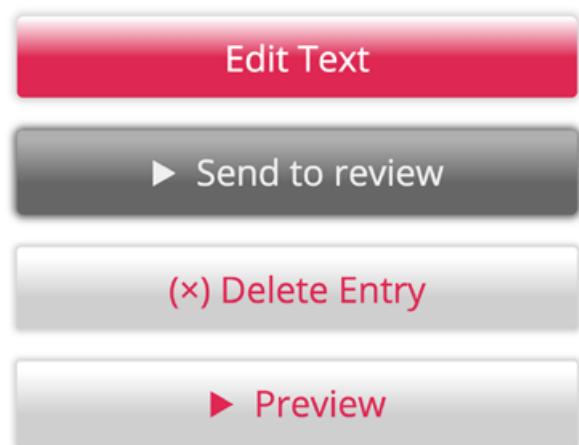


Figure 38: Send to review



Publication Example

subtitle

summary

edit entry In Review Process ✖

Figure 39 : Status of your publication

Clicking on this button will send the SuSanA Secretariat an e-mail alerting them that you have submitted a publication to be included in the SuSanA library. At this point, the status of the same button in your entry will change to “In Review Process” (figure 39). This means that the SuSanA Secretariat is checking your document to make sure the format meets the guidelines and quality standards required for a publication to be included in the SuSanA library.

If your publication meets the quality standards required, then it will be added to the SuSanA library and the status of your entry will change to “online”. A notification will be sent to you via e-mail, letting you know that your resource has been accepted and published in the SuSanA library, and is now available on your partner page and on the library of the SuSanA website.

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Reasons for rejection include only content-related criteria, such as errors in the document, lack of global relevance, content not related to sanitation, or quality too low for the library. However, we will not reject publications due to format-related criteria such as filters not set, or citation rules not met. In this case, we will adjust the format ourselves. Please note, nonetheless, the following basic citation rules (see box on the right. For further details please visit: www.iwaponline.com/wst/i2a.htm).

We highly encourage you to cross check your resource before submission, so that it meets all criteria and it gets published in the library immediately.

Basic information for citation rules

Author

Include Last name - Comma - First Name's initial (→ all authors shall be named! - do not use et al., do not use special characters such as ä, á, ã, å, ê, ñ, ö, ü etc.)

Examples:

- (One author): Fodge, M. (→ do not use Upper case: FODGE, M.)
- (Several first names): Peter Christian Steffen Weber → Weber, P. C. S.
- (Several authors): Blume, S., Winker, M.
- (Name affixes): von Muench, E., van Doegens, J.
- (Official institutions): Water and Sanitation Programme → WSP

Title

Title in the original language + (name of the language in English). Please add “Case study of sustainable sanitation projects” as a subtitle for all case studies (also others than English).

Examples:

- Title: Mehr Nachhaltigkeit bei Sanitärversorgungs-Konzepten (German)
- Title: Application of Closed-Loop Sanitation Approaches in the Township of Yang Song (Chinese)

Year

Format: YYYY e.g. 2016

Links

Please enter external link and description.

Writing style

Please always use both, the British English and American English writing style, f. ex. “fertiliser” and “fertilizer” or “decentralisation” and “decentralization” as keywords!

Permission of use

Always make sure, that you have the permission of uploading a document on SuSanA.

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