ICDPPC.ORG - WEBSITE MANUAL

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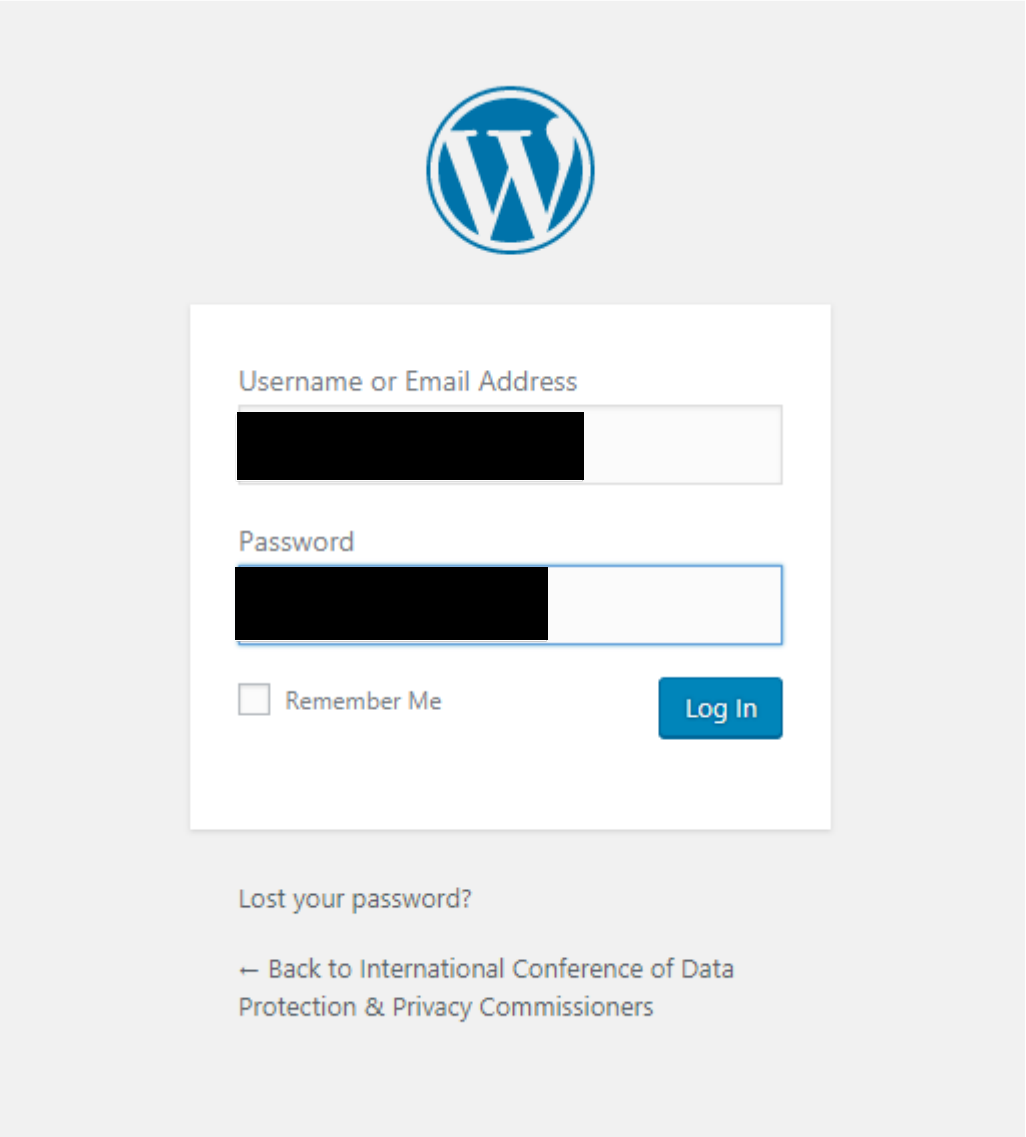
LOGIN TO WEBSITE

URL: https://icdppc.org/wp-admin/

[redacted]



GENERAL WEBSITE INSTRUCTIONS

General instructions for updating the Wordpress website and associated plugins can be found at

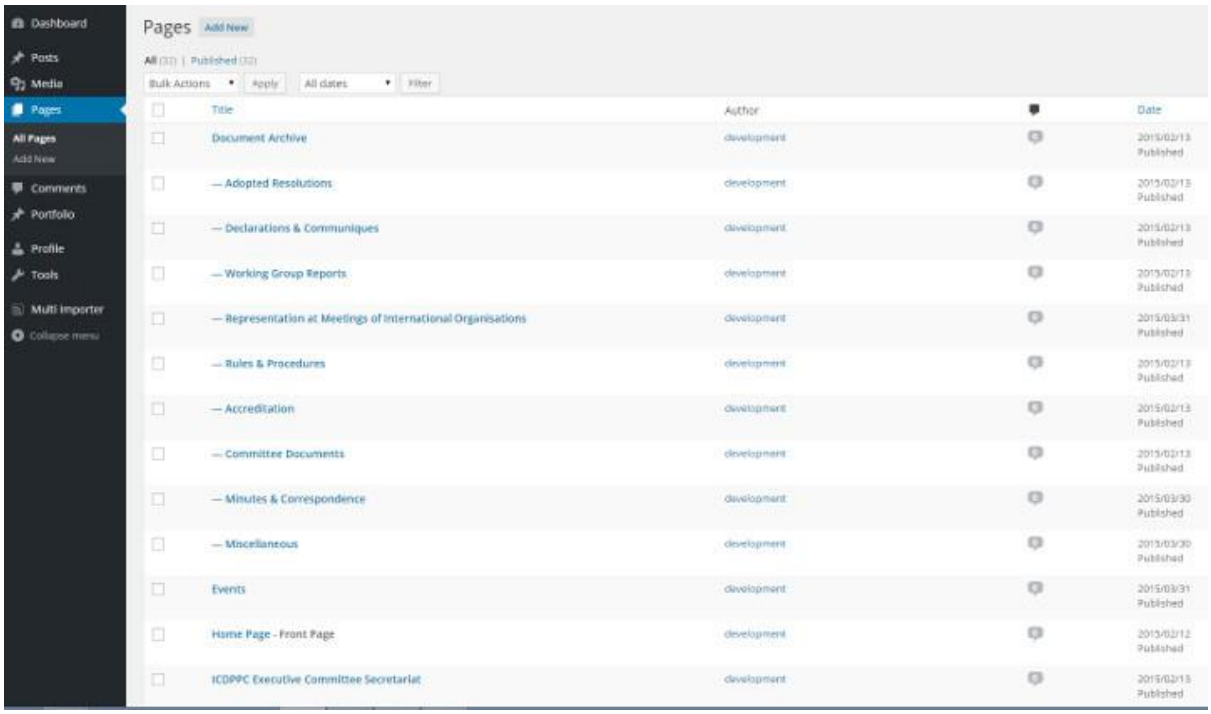
Wordpress

General Information	https://codex.wordpress.org/
Creating & using Posts	https://codex.wordpress.org/Posts
Creating & using Pages	https://codex.wordpress.org/Pages
Media Library	https://codex.wordpress.org/Edit_Media

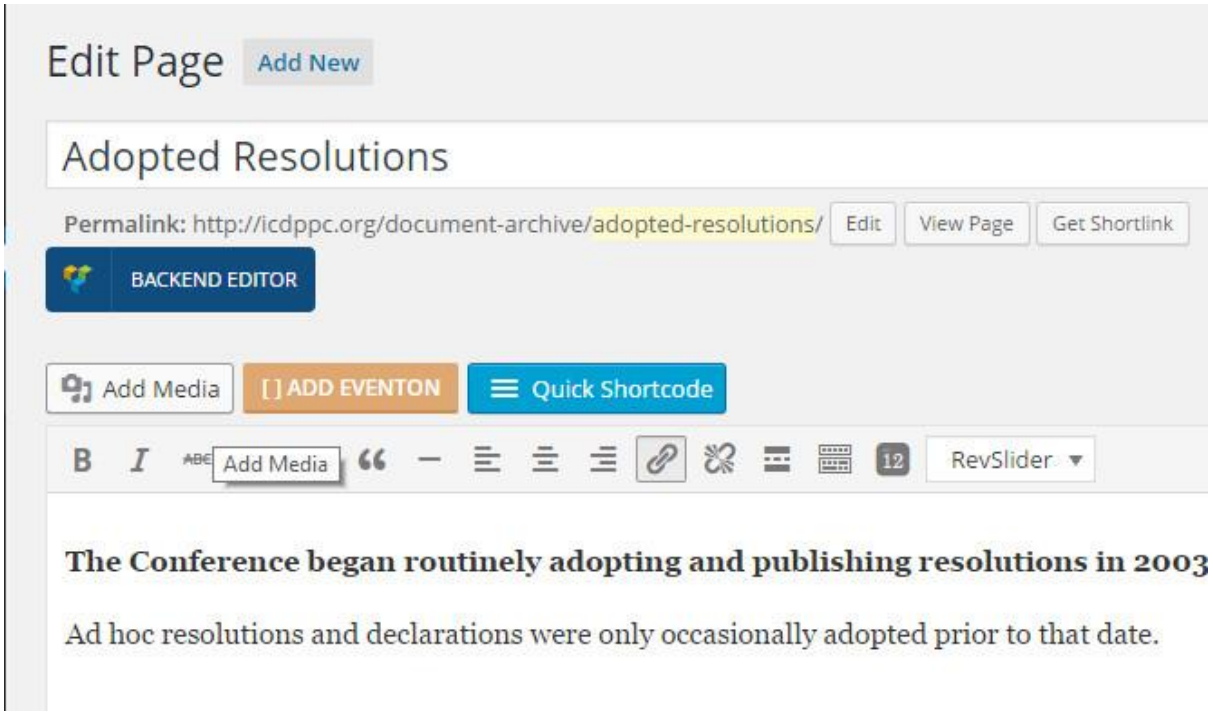
POST & PAGE CONTENT

ADD DOCUMENTS ON PAGES

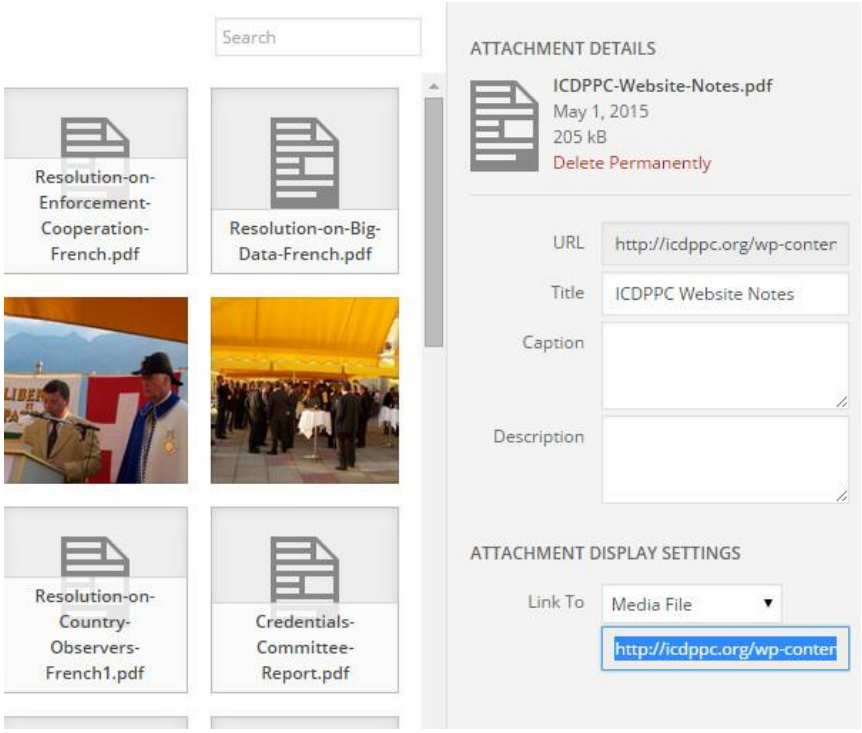
1) Click on Pages



2) Click on Page Name
3) Position cursor where you want to add document.
4) Click on Add Media Button



5) Select Upload Files tab
6) Click on Select Files
7) Select file from file location on your computer
8) Ensure Title description is as you desire



9) Click on Insert into Page

Use SHIFT + BACKSPACE to move up one line and then SHIFT + ENTER to place the line directly below, the one above

ADD DOCUMENTS - TRANSLATION VERSIONS

1) Add 6 spaces
2) Repeat process as above, changing title description to [ES] etc
3) Click on TEXT

4) Add the following before translation versions

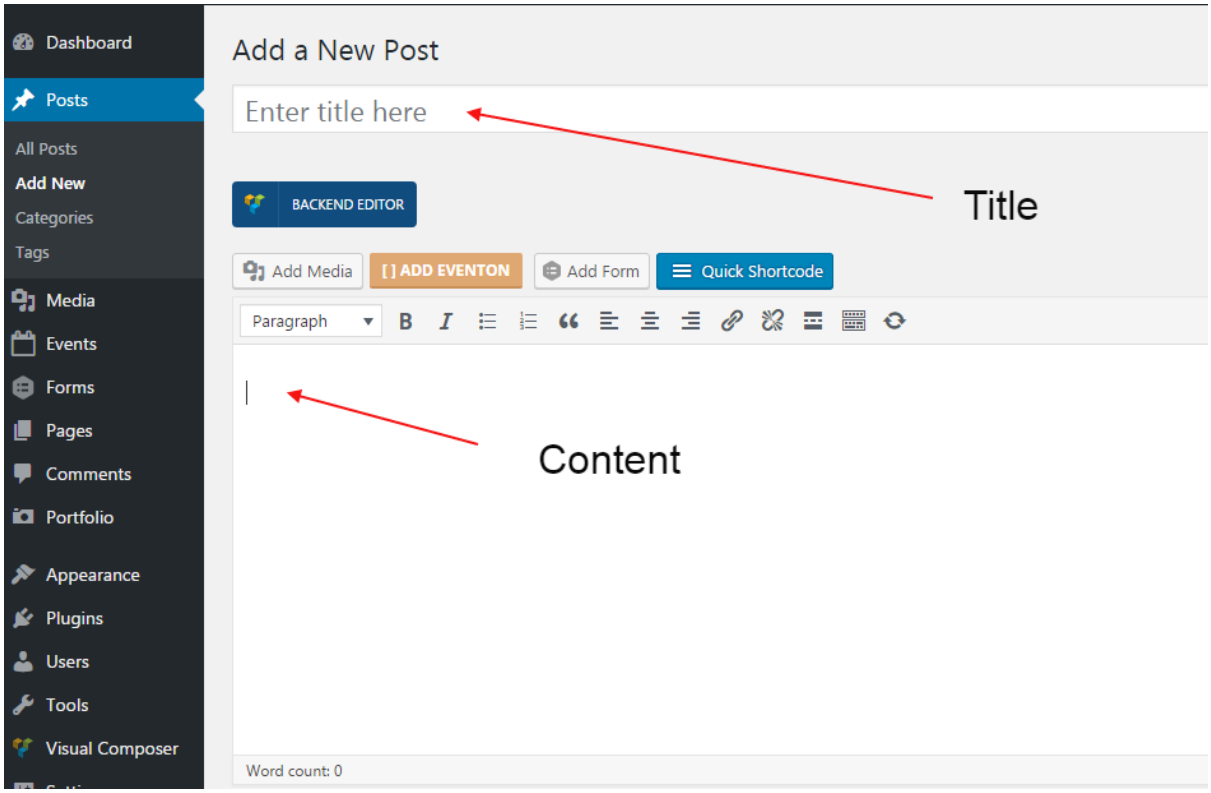
5) Add the following after translation versions

ADD BLOG POSTS

1) Go to **Posts** > **Add New**

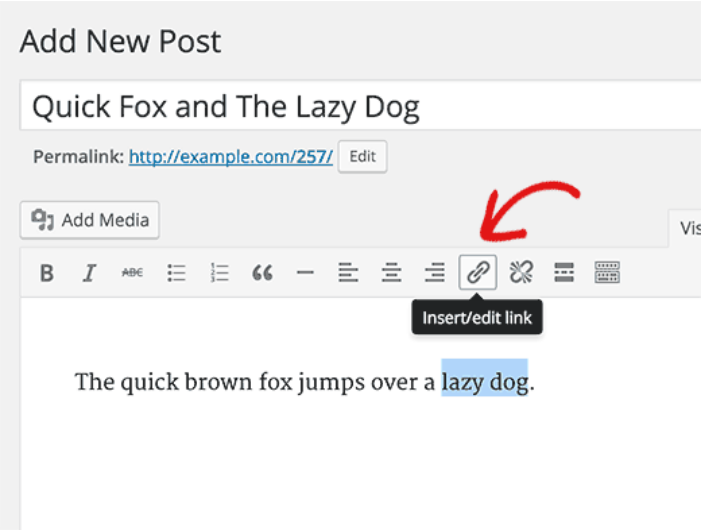
2) Enter Post Title

3) Enter Post Content

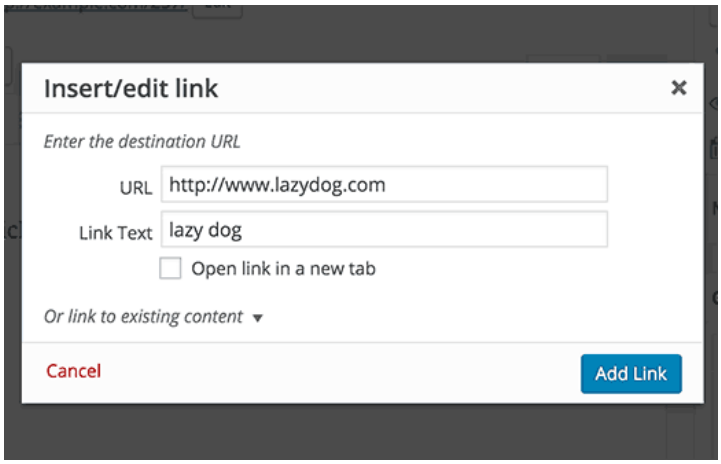


ADDING A LINK

To create a link, you need to click on the Link button in the visual editor.



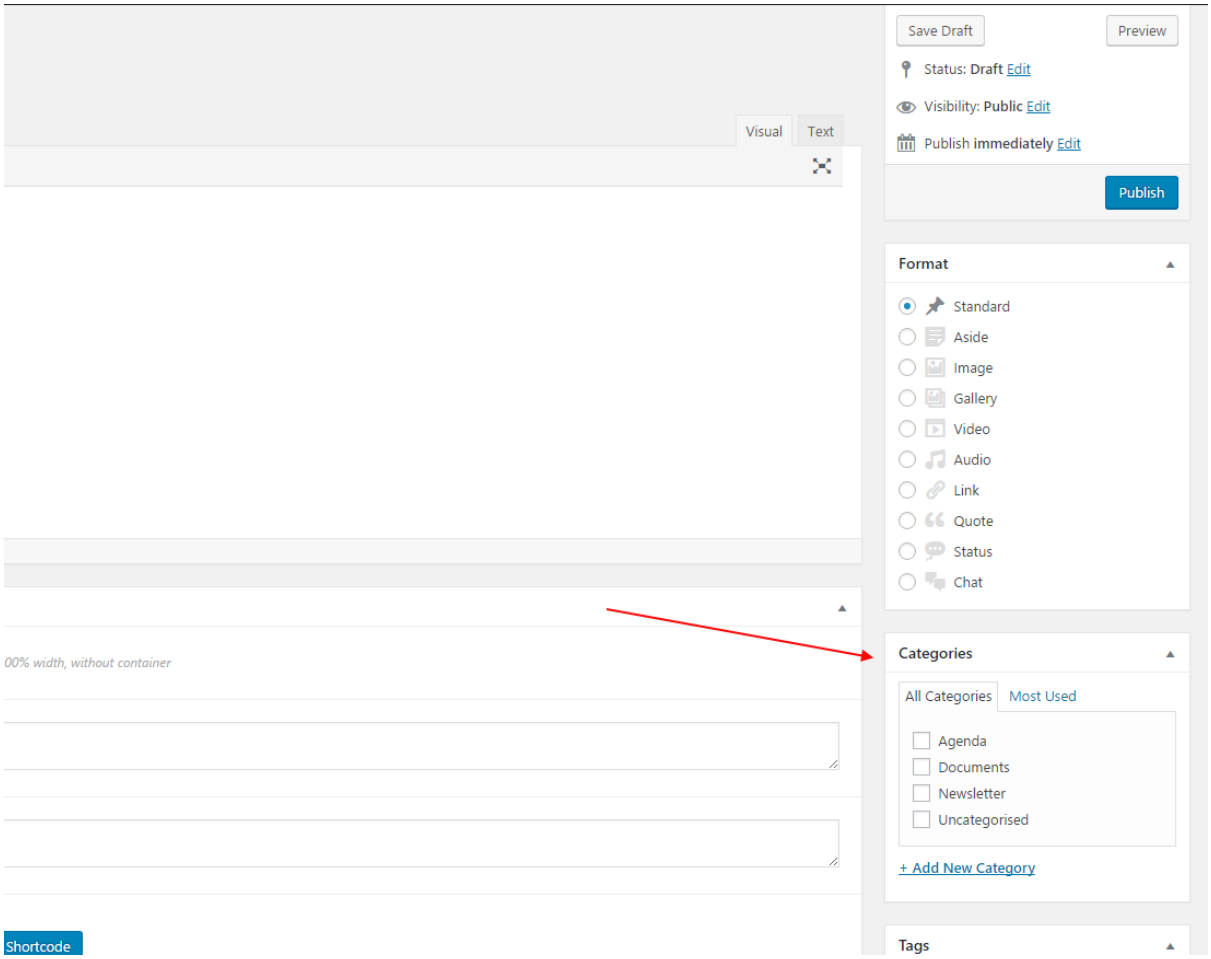
When you click on the insert link button, it will bring up a popup window. In the URL field, you will enter the actual hyperlink, and in the link text field you will add the text that will be linked.



WordPress also allows you to quickly link to posts and pages that you have published on your own website by using the content search feature. Simply click on *'Or link to existing content'* option and WordPress will show you recent content and a search field. You can search for a post or scroll down to find it

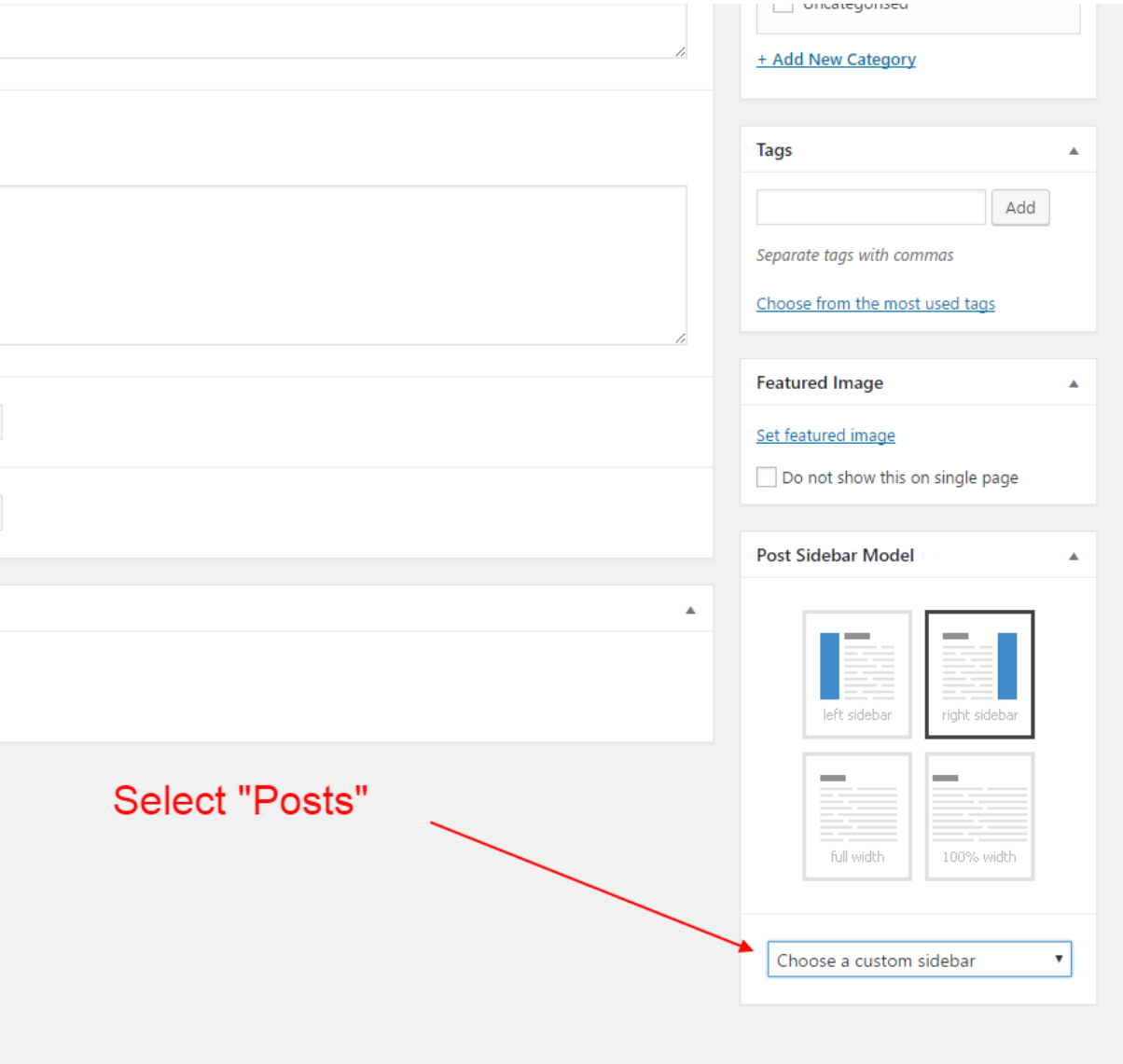
from the list. You need to click on the post title to select it and then click on Add or Update Link button.

4) Select a Category (Optional)



5) Scroll to bottom of page > Post Sidebar Model

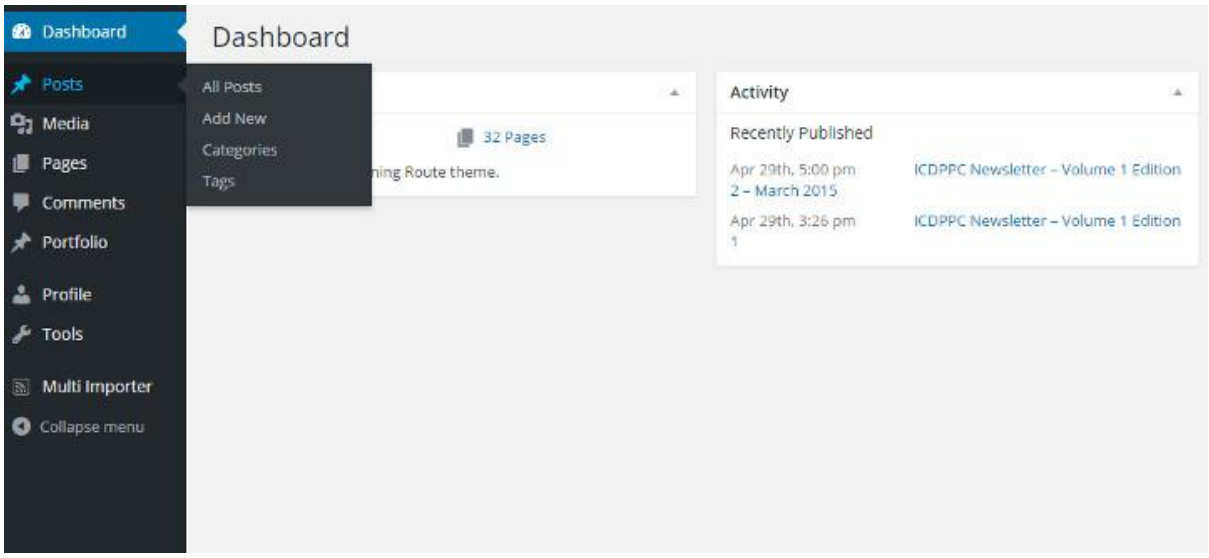
6) Click on “Choose a custom sidebar” and select **Posts**



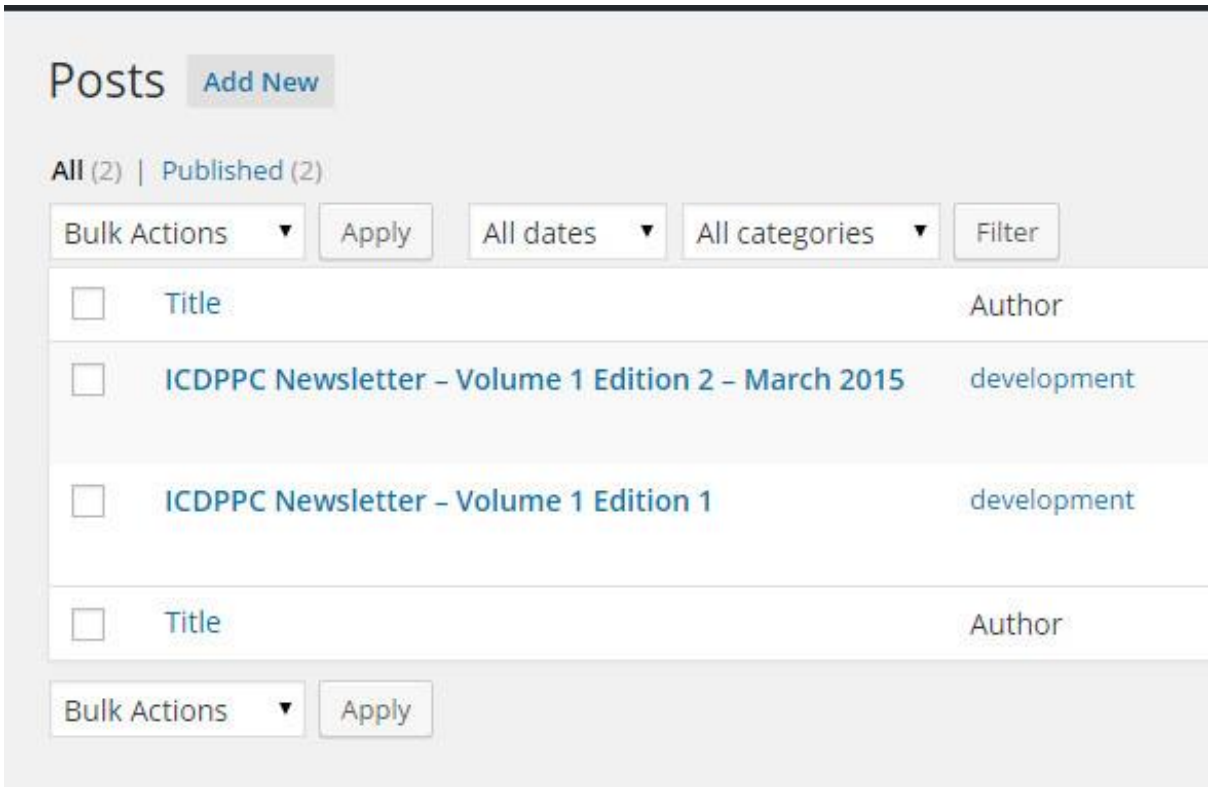
7) Click on publish (top of right hand column). The post will now be automatically added to the Latest News page and the RSS feed

ADD NEWSLETTER (if RSS feed is active)

1) Click on Posts



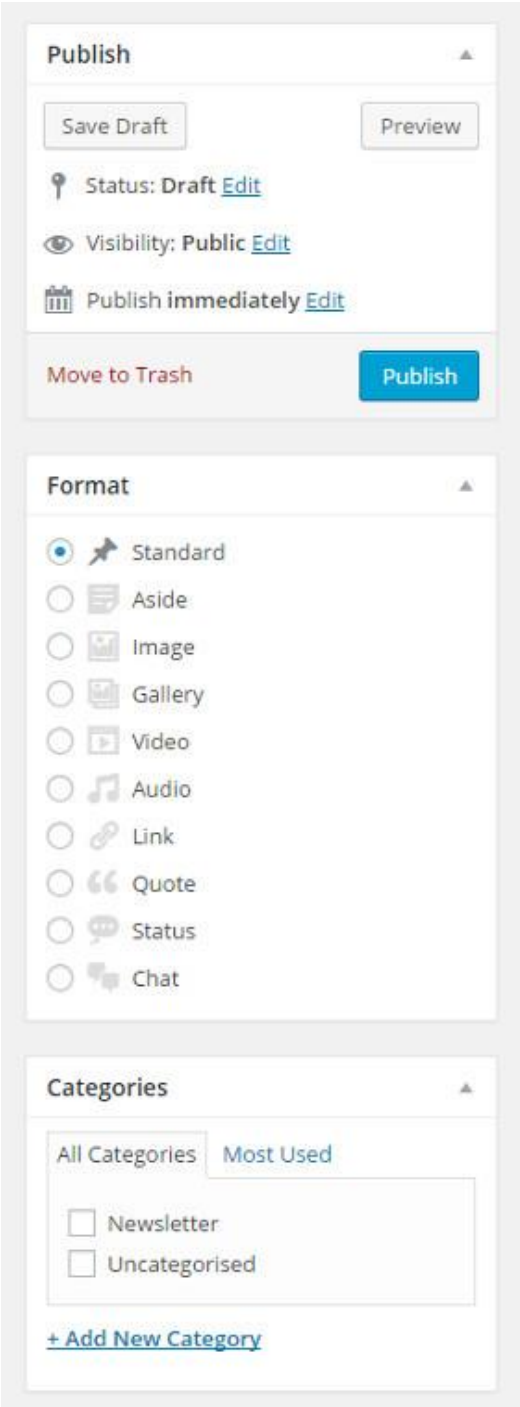
2) Click on Add New



3) Add Title of Newsletter

4) Click on Add Media button
5) Click on Select Files
6) Select file from file location on your computer
7) Ensure Title description is as you desire

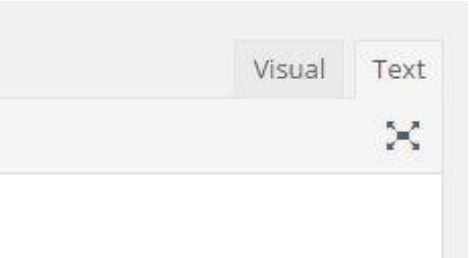
8) Select Newsletter in Category



9) Click on Publish

COMMITTEE DOCUMENTS - Instructions for updating table content

1) Go to Committee Documents page
2) Select text window at top right of content window



Each row of the table is contained within the table row beginning tab <tr> and table row closing tab </tr>

The easiest way to add a row to the table is to copy the content between these two tags and insert it below the last row

The highlighted code below shows the code required to be copied and inserted after the last </tr> closing tab and before the closing table body tag </tbody>

```
<tr>
<td>27th</td>
<td>9 December, 2015</td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2015/02/Agenda-December-2015.pdf" rel="">[EN]</a> (pdf)</span></td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2015/03/9-10-December-2015.pdf" rel="">[EN]</a> (pdf)</span></td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2015/02/Item-3c.pdf" rel="">Item 3c</a>, <a href="https://icdppc.org/wp-content/u
rel="">Item 4</a>, <a href="https://icdppc.org/wp-content/uploads/2015/02/Item-8.pdf" rel="">Item 8</a>, <a href="https://icdppc.org/wp-content/uploads/2015/03/Clo
10</a></span></td>
</tr>
<tr>
<td>28th</td>
<td>14 March, 2016</td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2016/04/ExCo-March-meeting-agenda-March-2016.pdf">[EN]</a> (pdf)</span></td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2016/04/ExCo-meeting-minutes-14-15-March-2016.pdf">[EN]</a> (pdf)</span></td>
<td></td>
</tr>
</tbody>
</table>
[/cs_table][/vc_column][/vc_row]
```

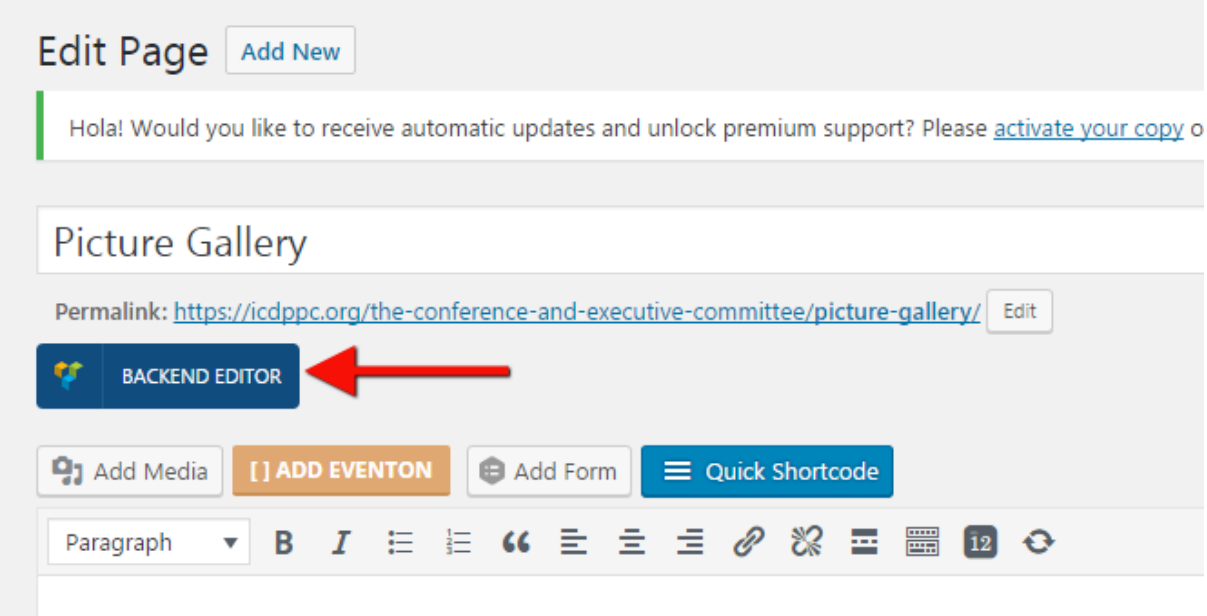
3) Copy code between the table row beginning tab <tr> and table row closing tab </tr>
4) Paste below the last </tr> closing tab and before the closing table body tag </tbody>
5) Edit the content within each <td> element to display the latest content
6) Link to PDF documents are located between “ quotes within <a href=> tag

ADD CONFERENCE PHOTO GALLERY

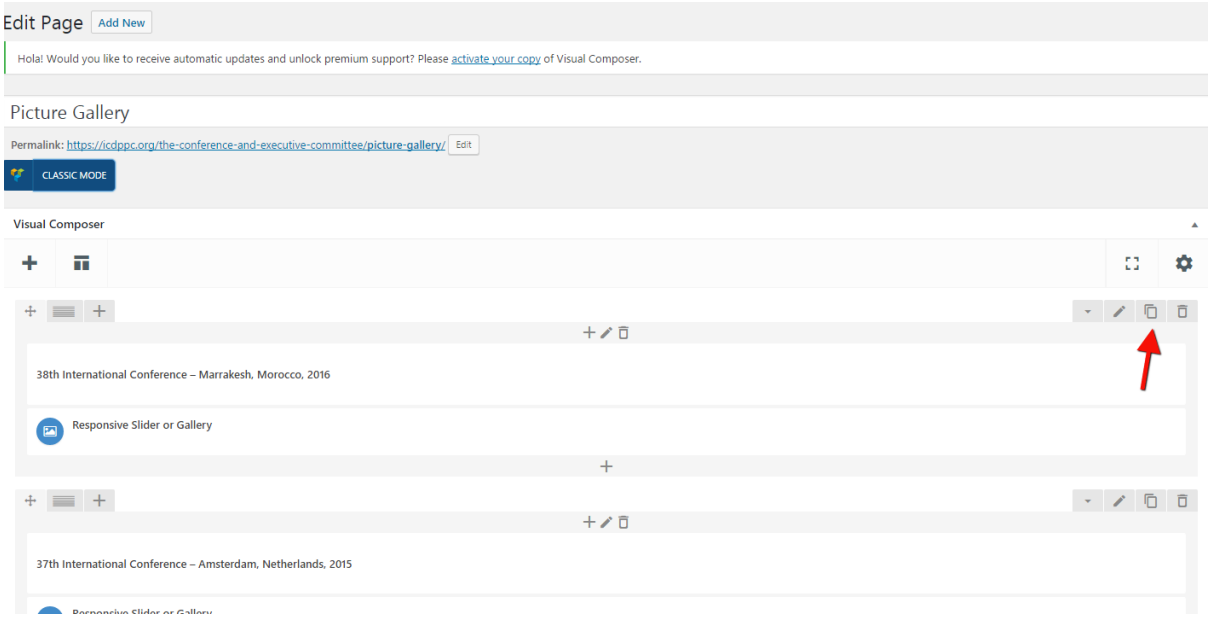
Edit the https://icdppc.org/the-conference-and-executive-committee/picture-gallery/ page

The easiest method to add to the picture gallery is to duplicate the existing content and then update to the existing content. In this way all the gallery settings are preserved and do not need to be manually duplicated

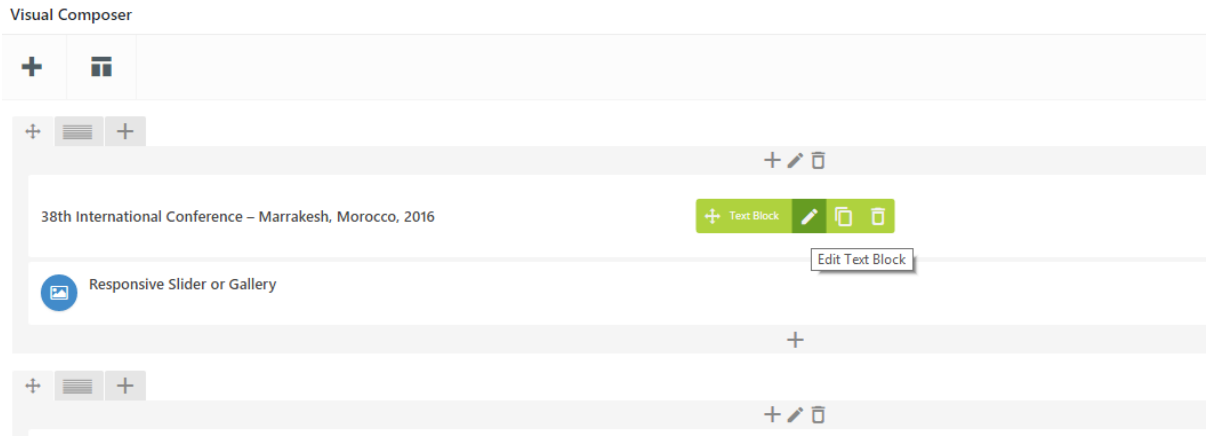
Make sure editor is in Visual Composer mode by clicking on Backend Editor



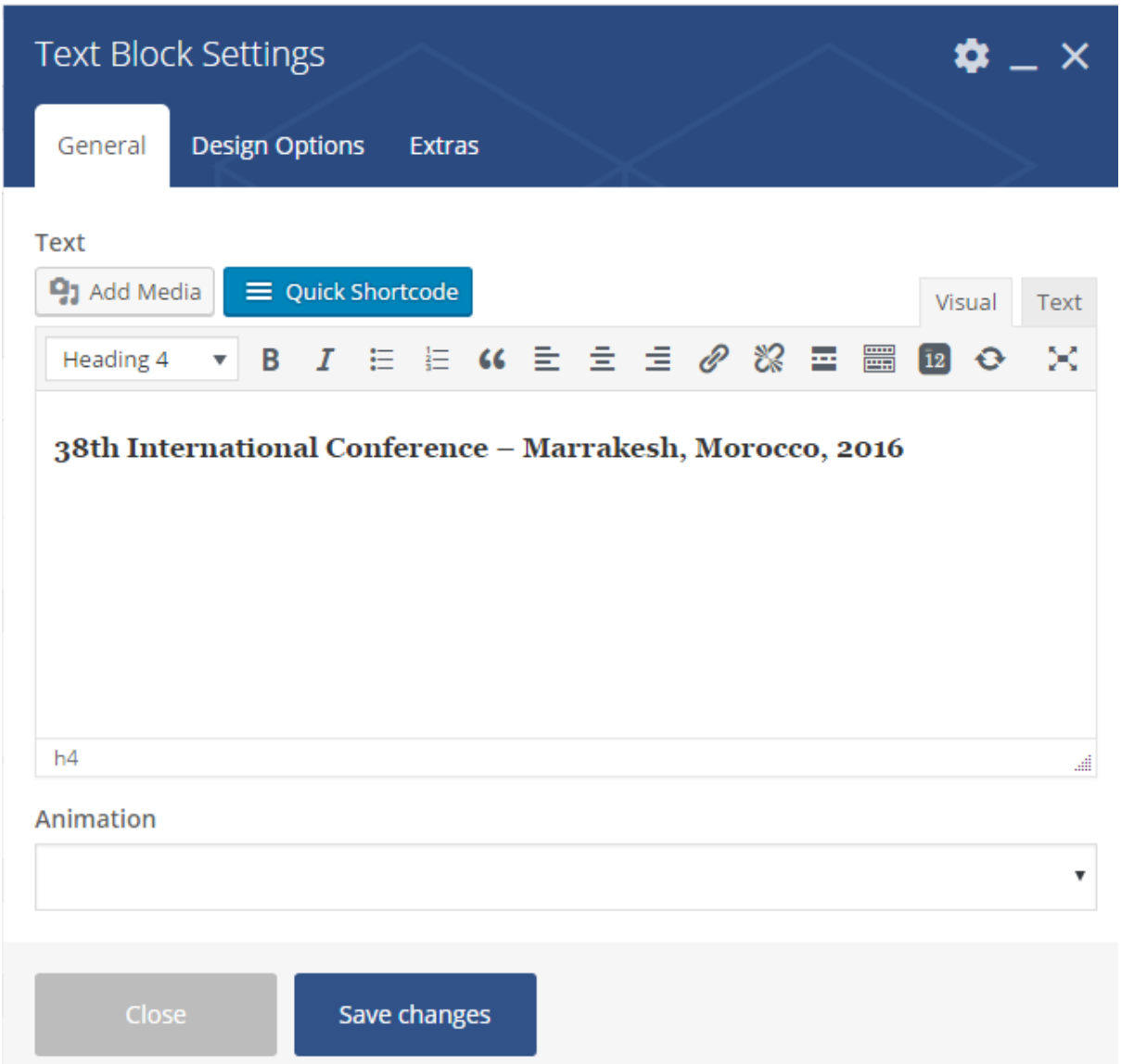
Click on Clone this Row button to duplicate the existing 1st row title and photos



Hover over the Conference Title and click on the Edit Text Box Pencil icon

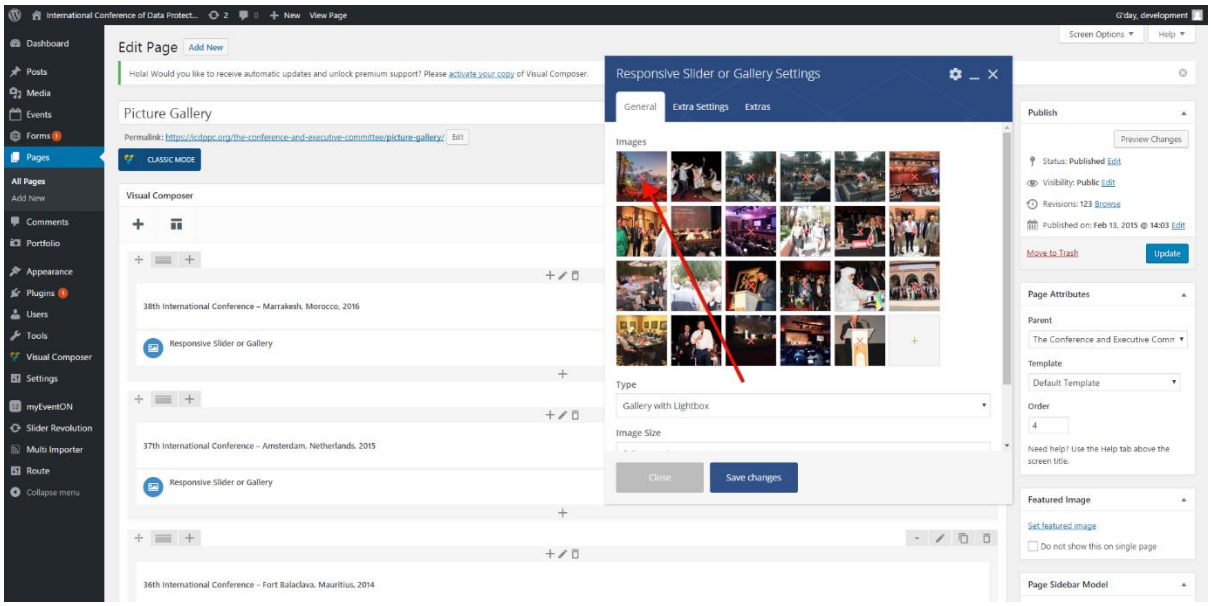


Edit the text and click on Save Changes

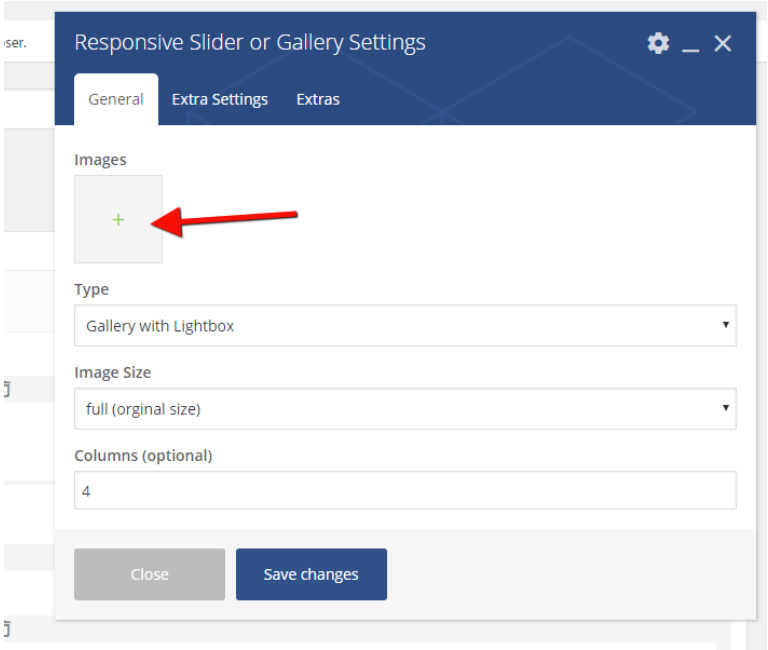


Hover over the Responsive Slider & Gallery and click on the Edit Text Box Pencil icon. The images of the previous conference will appear.

Simply click on the red x button on each image to remove these from the current gallery



Click on the green + sign to add the new images to the gallery



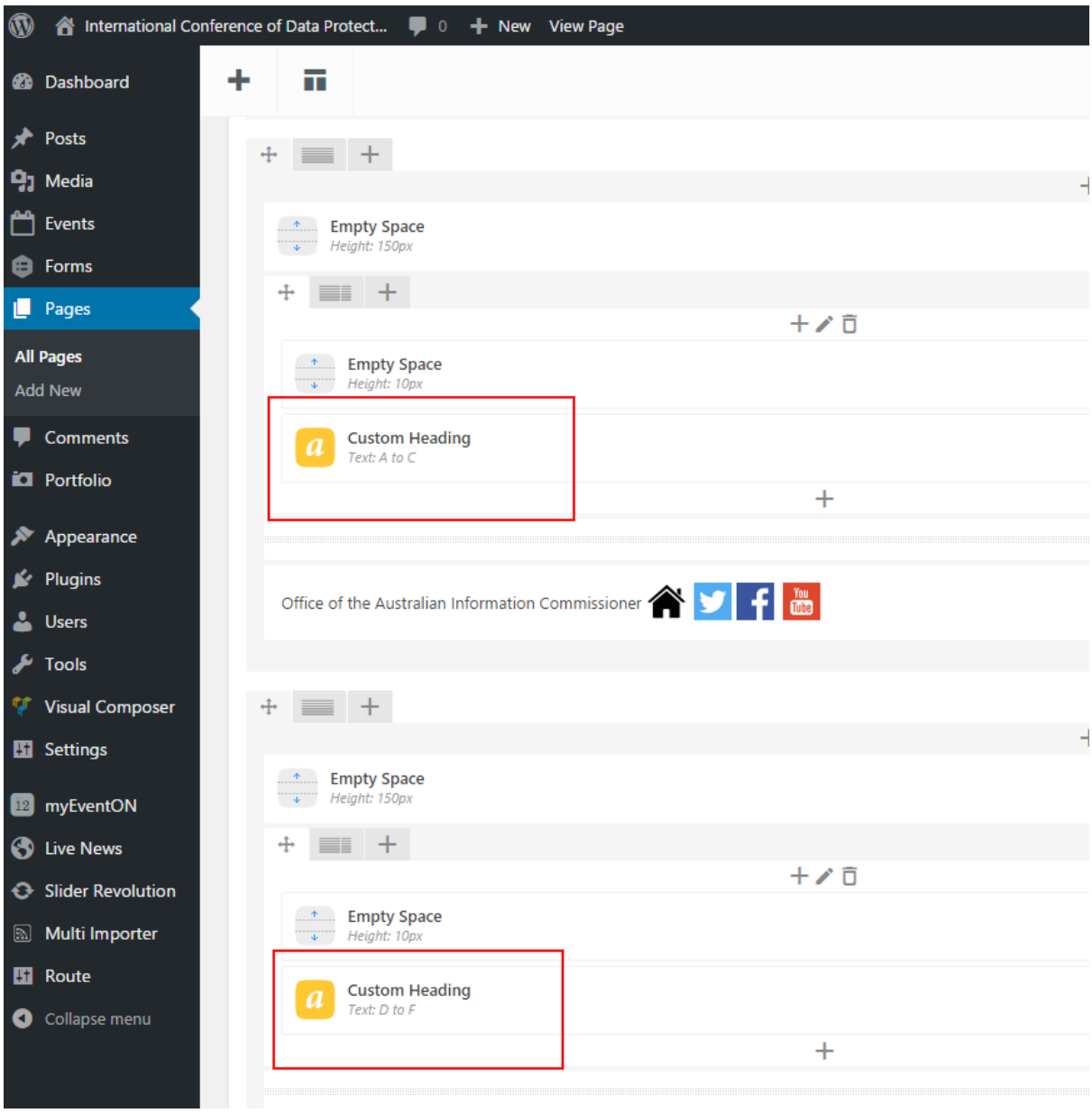
Click on Save Changes

Click on Update

ADD MEMBERS ONLINE

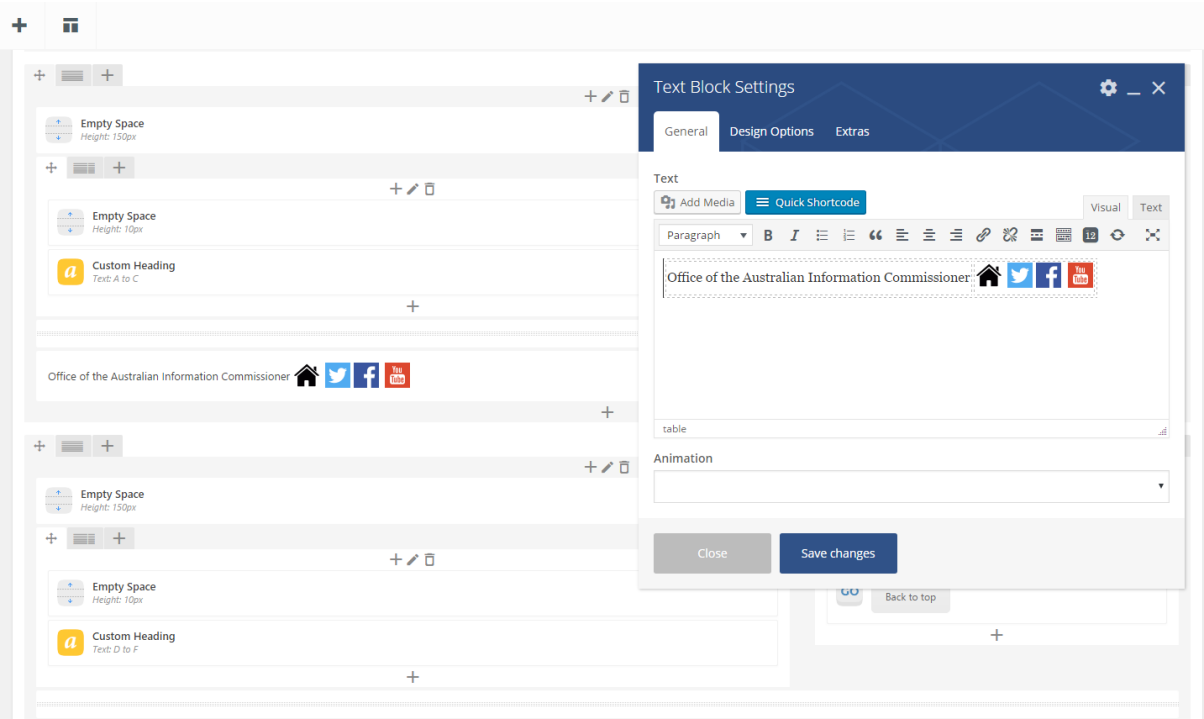
The members online page is split into various rows which relate to the alphabetical sub split.

Scroll down the page and look for the appropriate **Custom Heading** indicating the required alphabetical sub split.



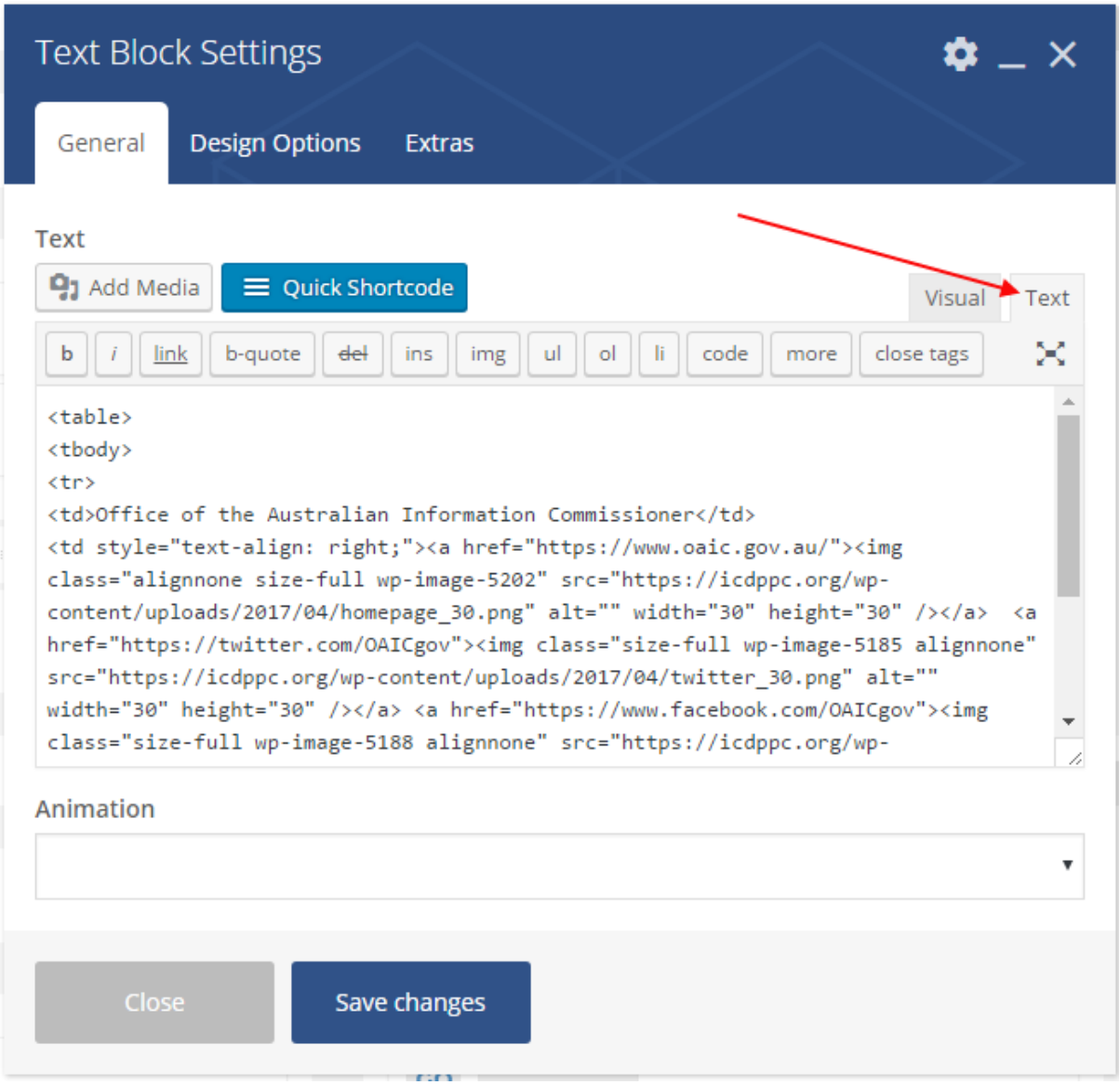
Hover your mouse over the text box directly below the Custom Heading and click on the **edit pencil.**

The Text Box Settings lightbox will open.



To add a new entry you must edit the code in HTML format.

Click on the **Text** tab to change to the HTML code editor.



The HTML code for each row in the table is contained within the <tr> opening tag and the </tr> closing tag.

Position the cursor after the appropriate </tr> closing tag and before the next <tr> opening tag.

Then paste the following code to insert a new row.

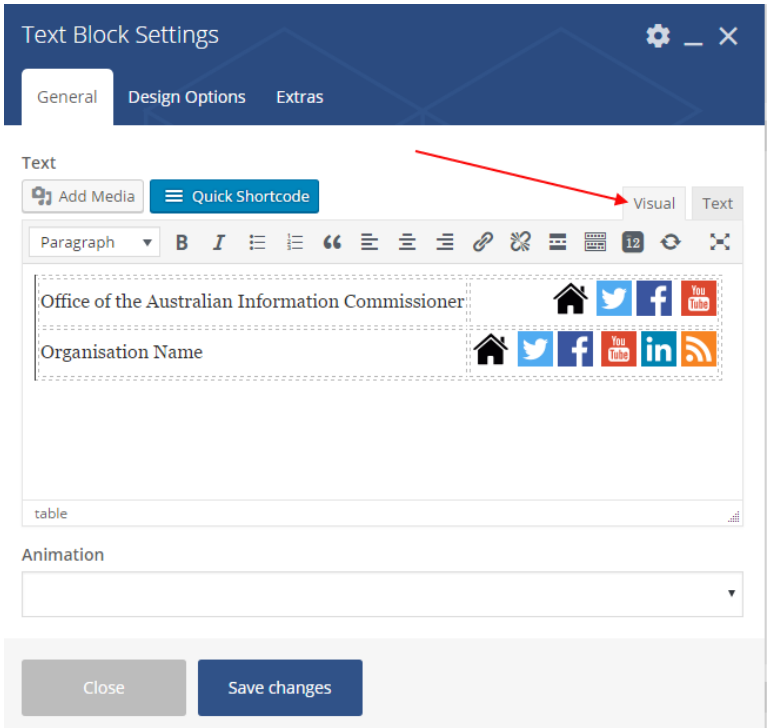
```
<tr>

<td width="60%">Organisation Name</td>

<td style="text-align: right;" width="40%"><img class="alignnone size-full wp-image-5202" src="https://icdppc.org/wp-content/uploads/2017/04/homepage_30.png" alt="" width="30" height="30" /> <img class="size-full wp-image-5185 alignnone" src="https://icdppc.org/wp-content/uploads/2017/04/twitter_30.png" alt="" width="30" height="30" /> <img class="size-full wp-image-5188 alignnone" src="https://icdppc.org/wp-content/uploads/2017/04/facebook_30.png" alt="" width="30" height="30" /> <img class="alignnone size-full wp-image-5192" src="https://icdppc.org/wp-content/uploads/2017/04/youtube_30.png" alt="" width="30" height="30" /> <img class="alignnone size-full wp-image-5233" src="https://icdppc.org/wp-content/uploads/2017/04/linkedin30.png" alt="" width="30" height="30" /> <img class="alignnone size-full wp-image-5205" src="https://icdppc.org/wp-content/uploads/2017/04/rss_30.png" alt="" width="30" height="30" /> <img class="alignnone size-full wp-image-5204" src="https://icdppc.org/wp-content/uploads/2017/04/instagram_30.png" alt="" width="30" height="30" /> <img class="alignnone size-full wp-image-5268" src="https://icdppc.org/wp-content/uploads/2017/04/google30.png" alt="" width="30" height="30" /> <img class="alignnone size-full wp-image-5269" src="https://icdppc.org/wp-content/uploads/2017/04/other30.png" alt="" width="30" height="30" /></td>

</tr>
```

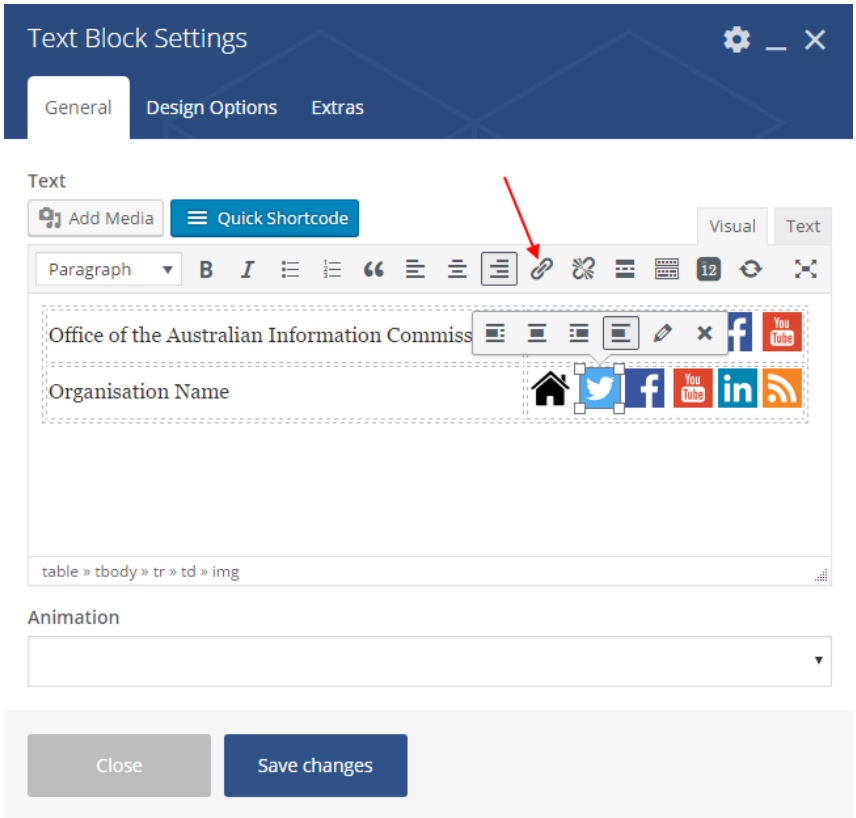
Click on the **Visual** tab and you will now see that a new row has been added.



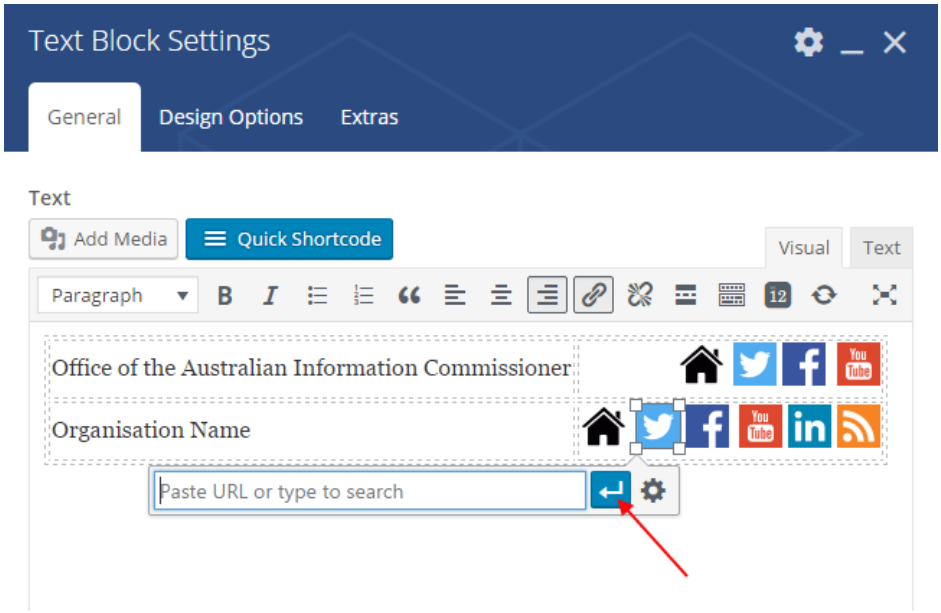
You can now edit the content of the new row, as per normal, in the Visual text editor.

To remove a social media icon (if it is not required) click on the appropriate icon to select it. A square border will appear around the icon to indicate it has been selected. Click on the Backspace or Delete button to remove the icon.

To add a link click on the appropriate social media icon. A square border will appear around the icon to indicate it has been selected. Click on the paperclip icon to open the link editor.


Text Block Settings
General
Design Options
Extras
Text
Add Media
Quick Shortcode
Visual
Text
Paragraph
Office of the Australian Information Commiss
Organisation Name
table » tbody » tr » td » img
Animation
Close
Save changes

Paste the link URL into the link editor and click on the square arrow button to enter the link into the coding.

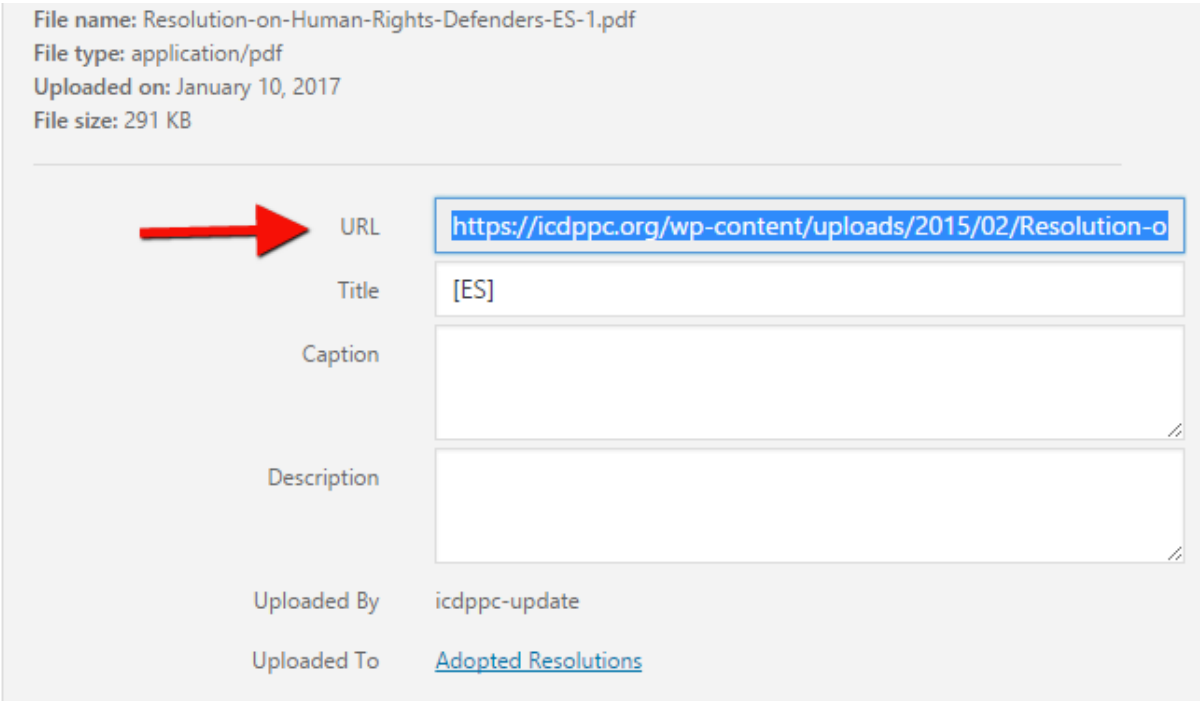


Click on Save Changes.

Click on Update to save the content to the page.

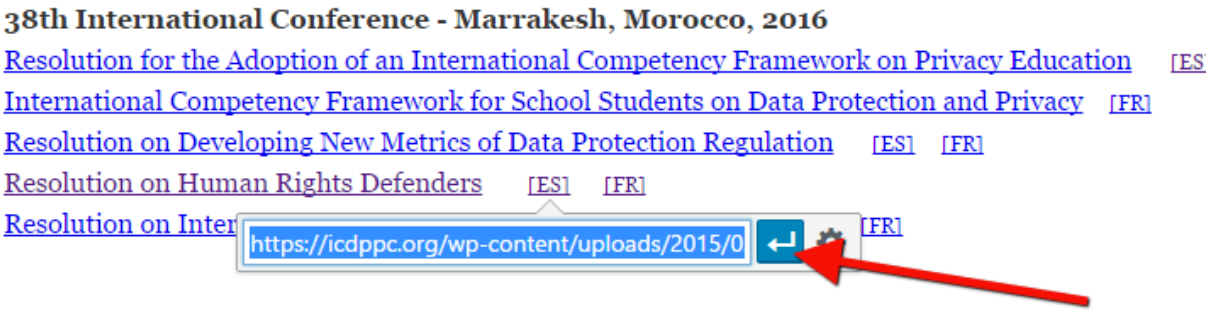
UPDATING PDF FILES

1) Open 2 instances of https://icdppc.org/wp-admin
2) Have one open in Media Library and the other open on the page you are updating the PDFs
3) Upload updated PDFs to Media Library
4) Click on individual PDF (which will be replacing an older version)
5) Select and copy the PDF URL



6) Go to required page
7) Left click inside link description. An edit link bar will appear.
8) Click on the edit pencil

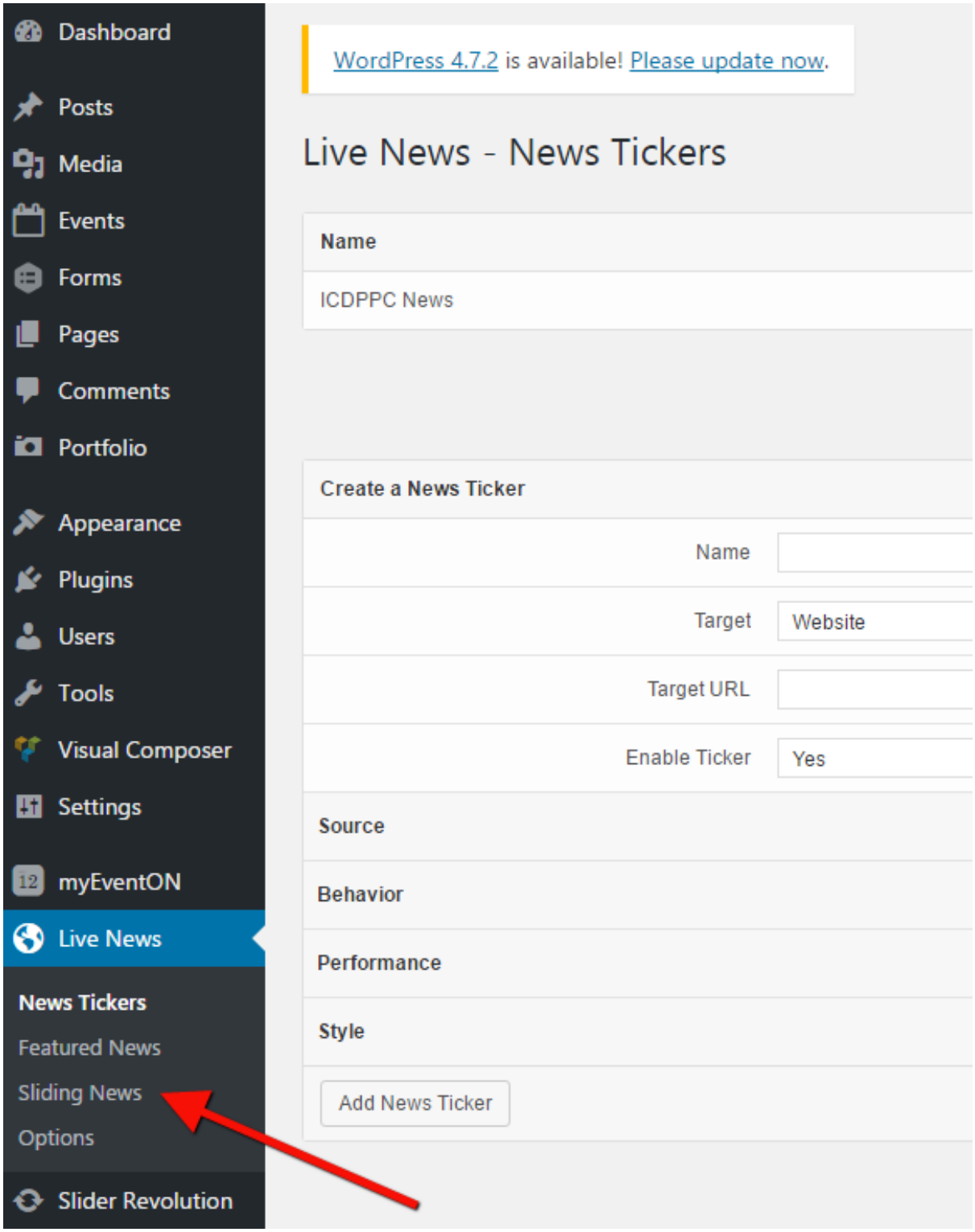
9) Paste new link URL into the bar and press on apply button



OTHER CONTENT

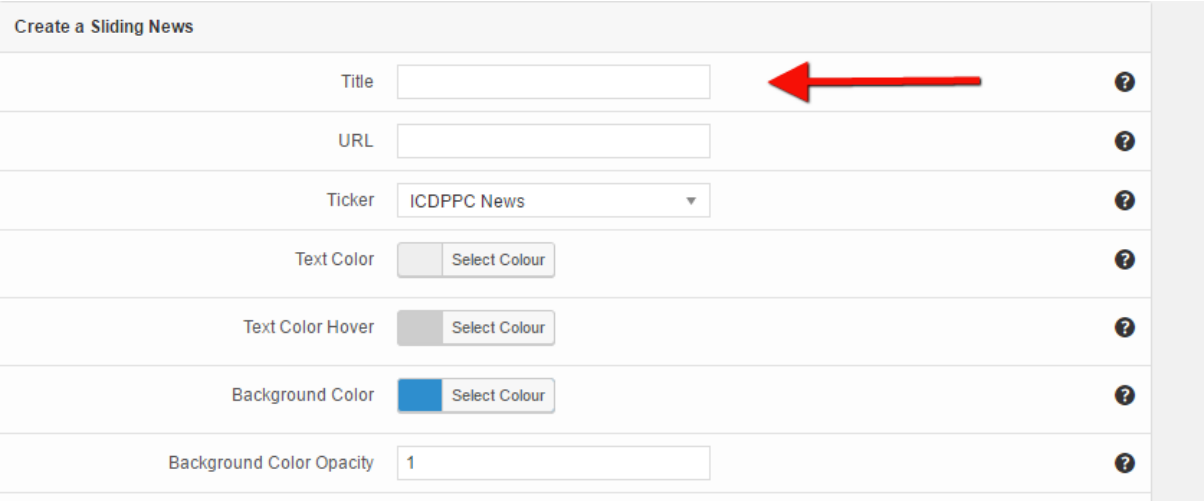
NEWS TICKER

Go to Live News > Sliding News

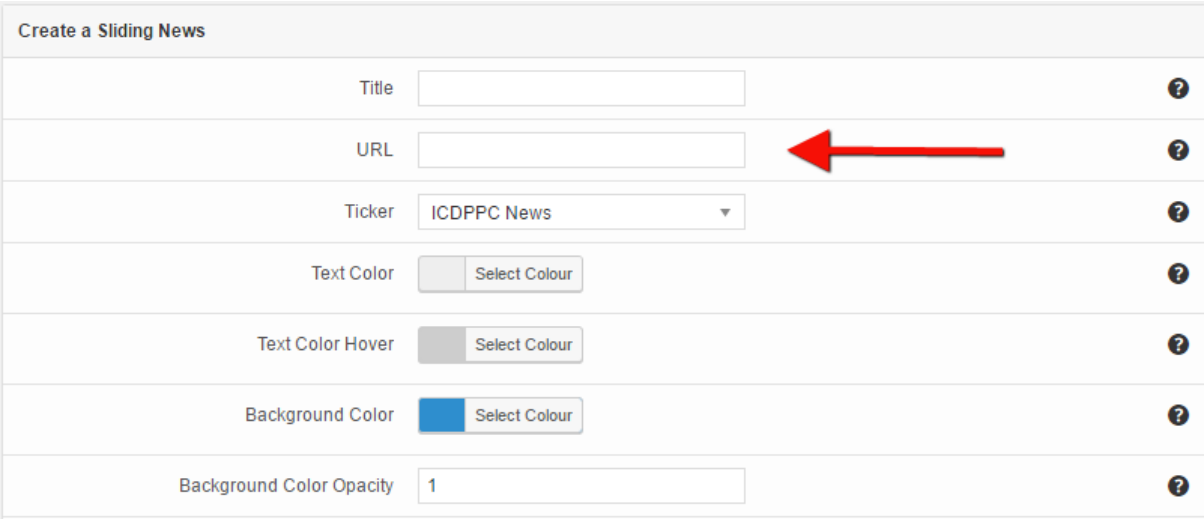


Add a different News Item in the ***Create a Sliding News*** area

Add news text in ***Title***



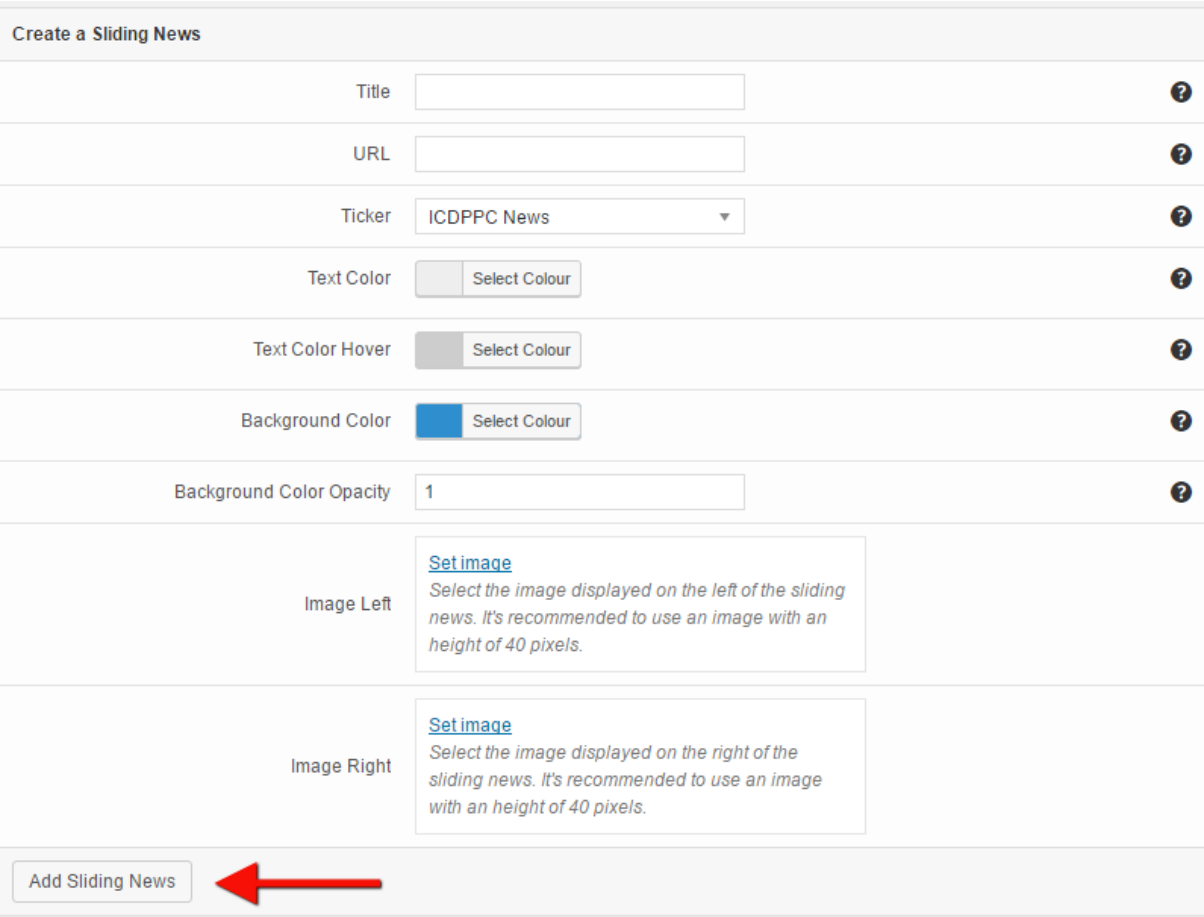
Add URL of link (if you wish the News Item to link to document or page)



Ensure Ticker is set to ICDPPC News (default)

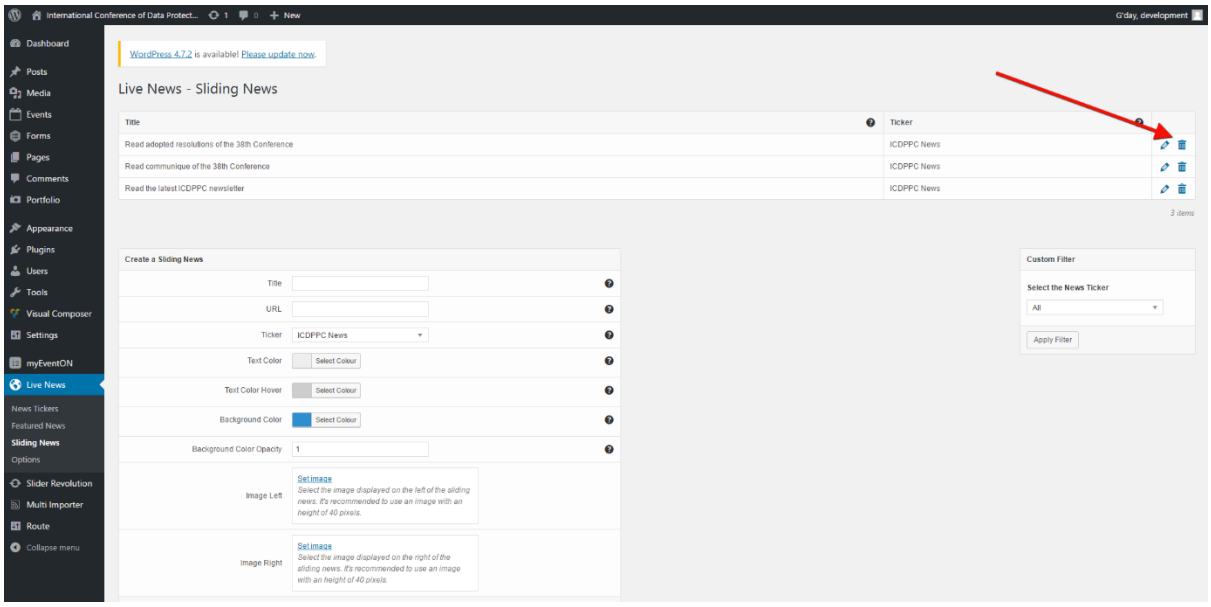
All other settings can remain as the default (Text Color, Text Color Hover, Background Color & Bacground Color Opacity)

Click on Add Sliding News



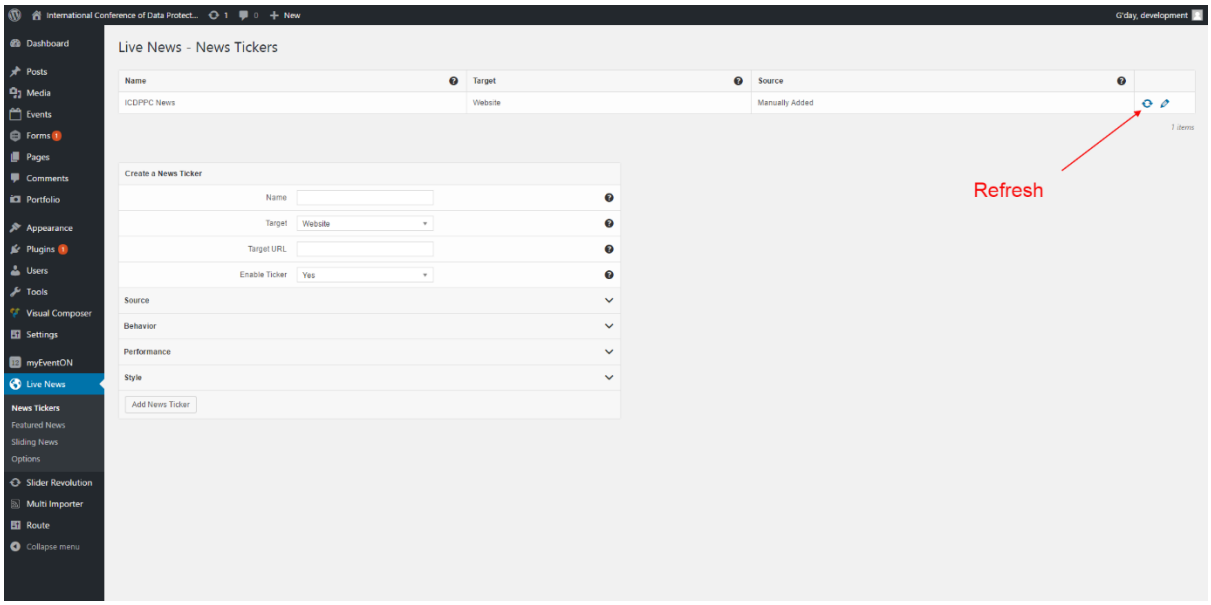
The News Item will be added to the active Sliding News List

Items in the Sliding News list can be edited or deleted by clicking on the Edit pencil or Delete trashbin in the right hand column



When **deleting** items from the News Ticker you will need to perform two quick operations

1) Within the Wordpress Admin go to Live News > News Tickers and click on the refresh button in right hand column (see image below)

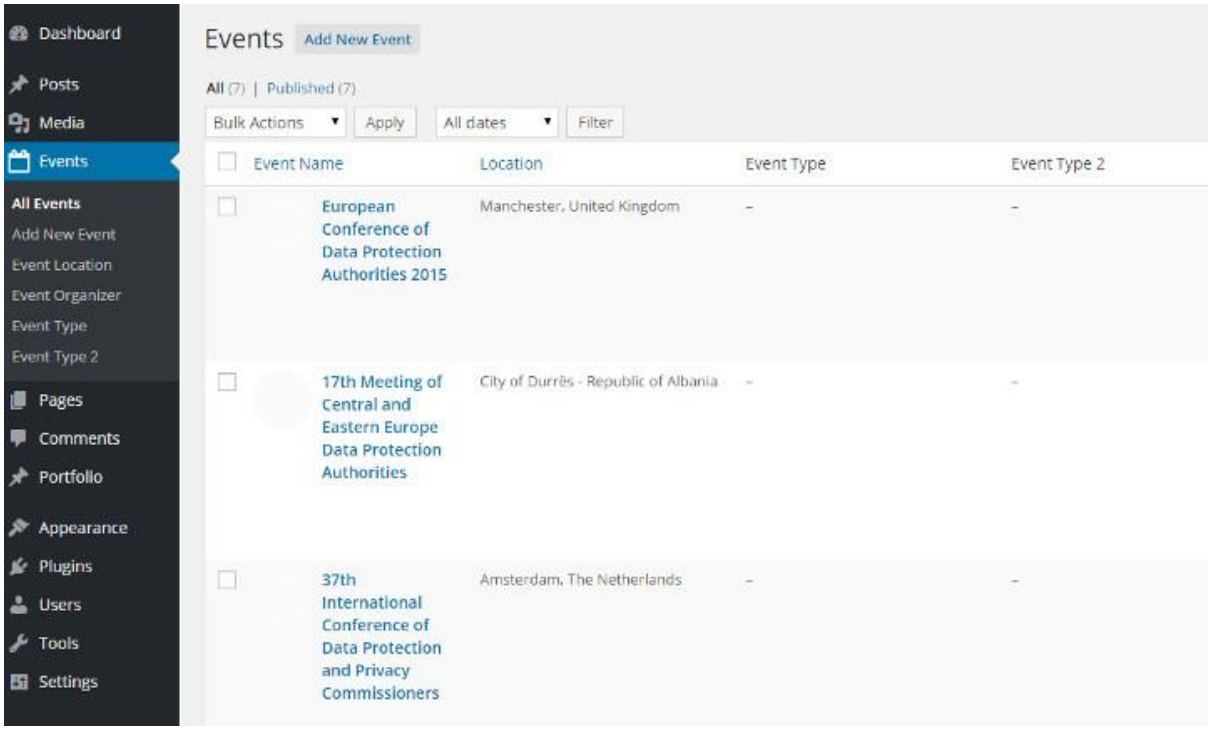


2) Clear the Sucuri Firewall cache by clicking on the bookmarked link - https://waf.sucuri.net/api?k=76ae133a497b8f0bfa9d83555b45f594&s=ac283aeae53b57c142cfc46e650ce927&a=clearcache

The operations must be performed in that order.

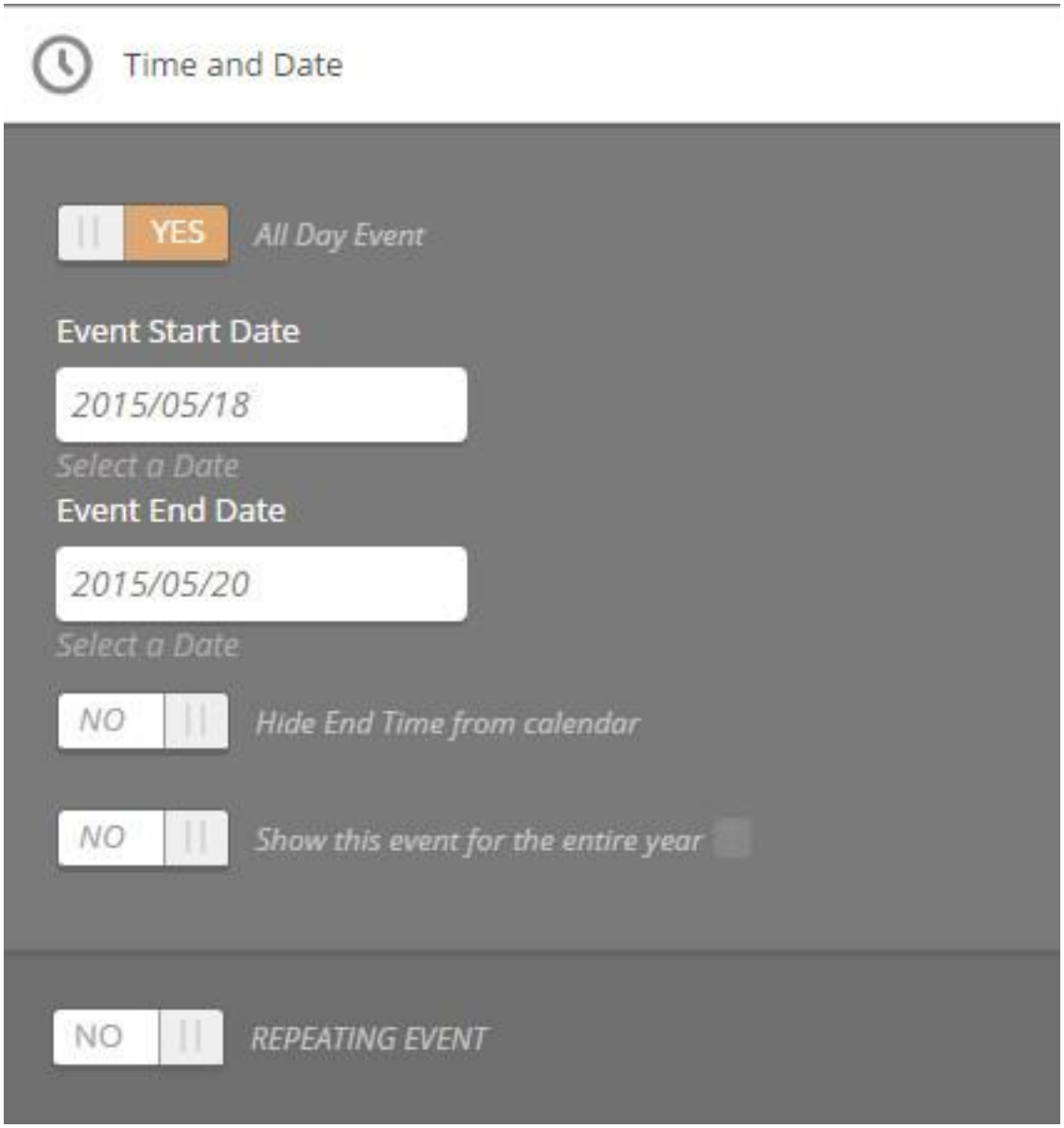
EVENTS CALENDAR

1) Click on Events
2) Click on Add New Event

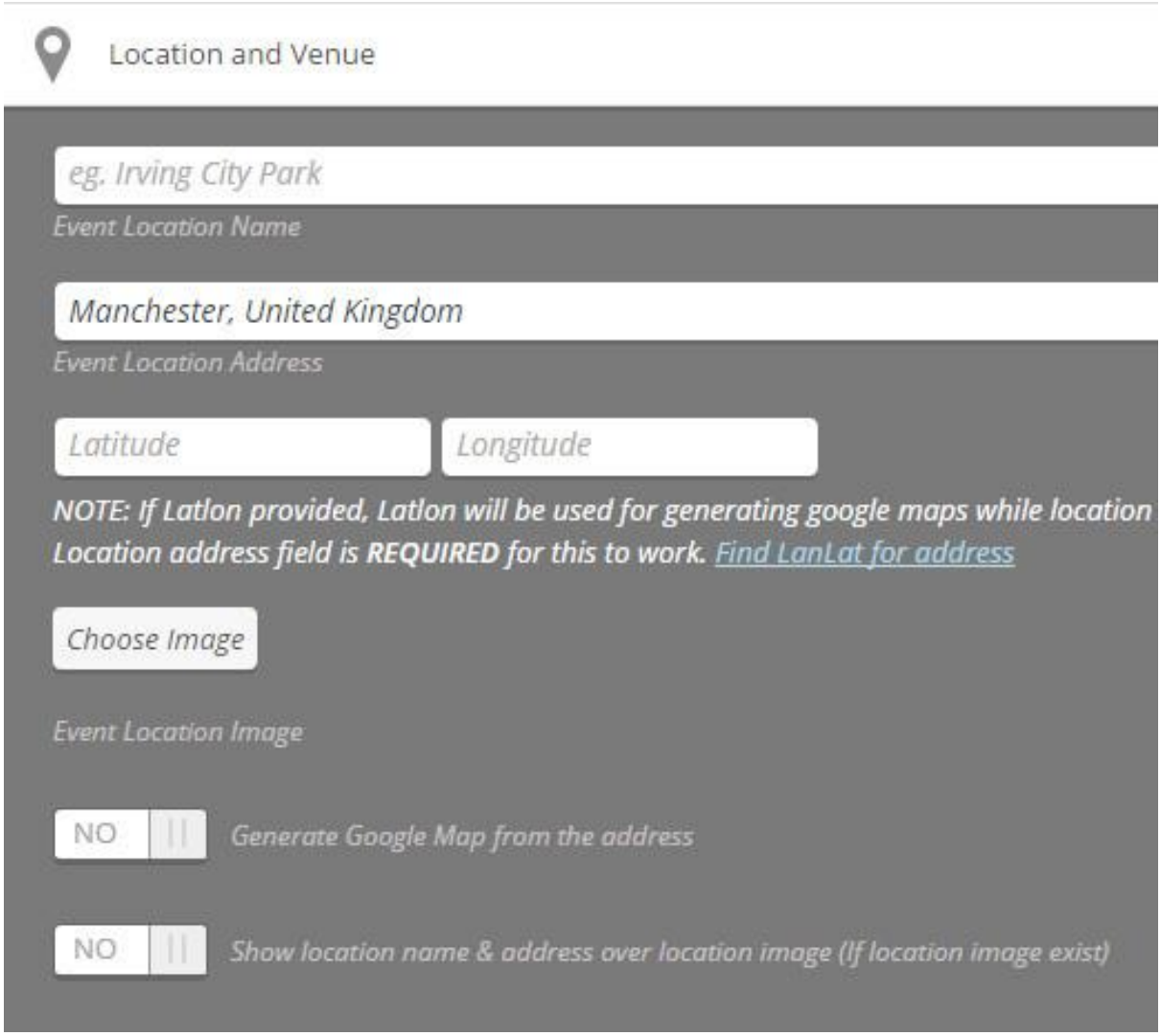


3) Enter Event Title
4) Enter Event Description in main text box (usually just the same as event title)

5) Scroll down to Time and Date
6) Select YES for All Day Event
7) Enter Start Date & End Date



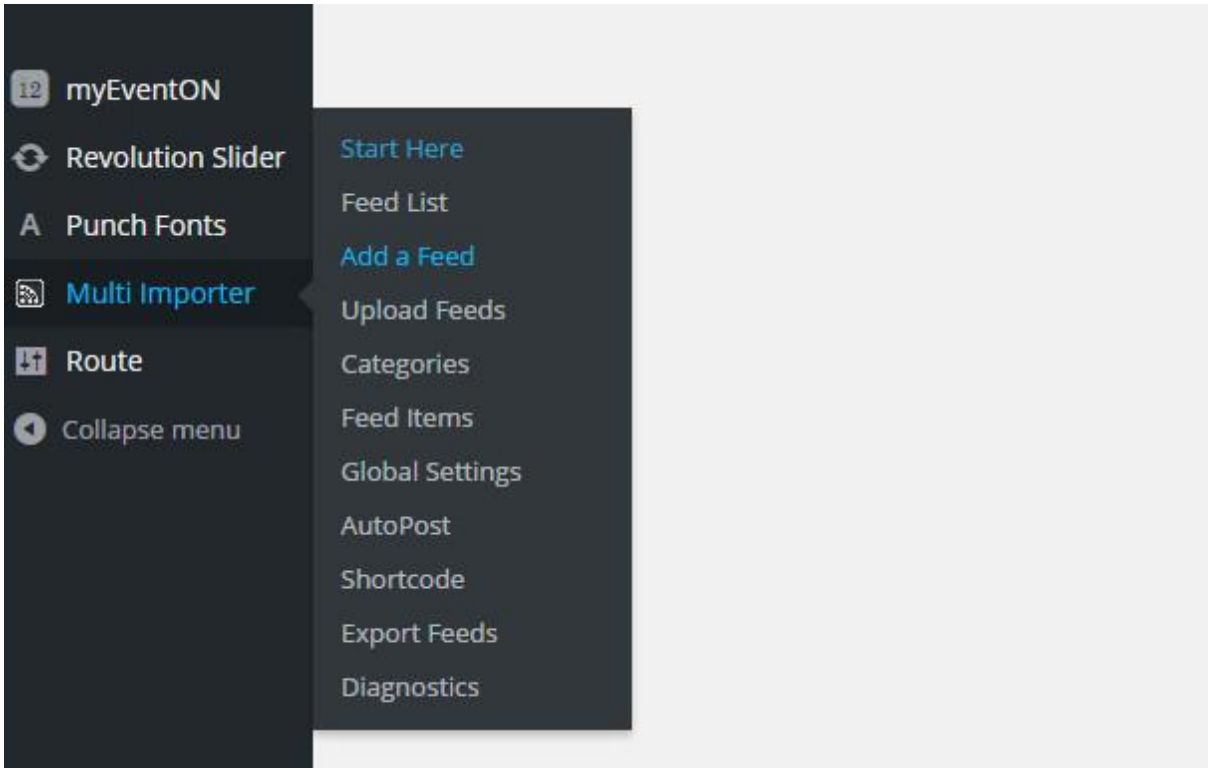
8) Scroll down to Location and Venue
9) Enter Event Location Address



10) Click on Publish

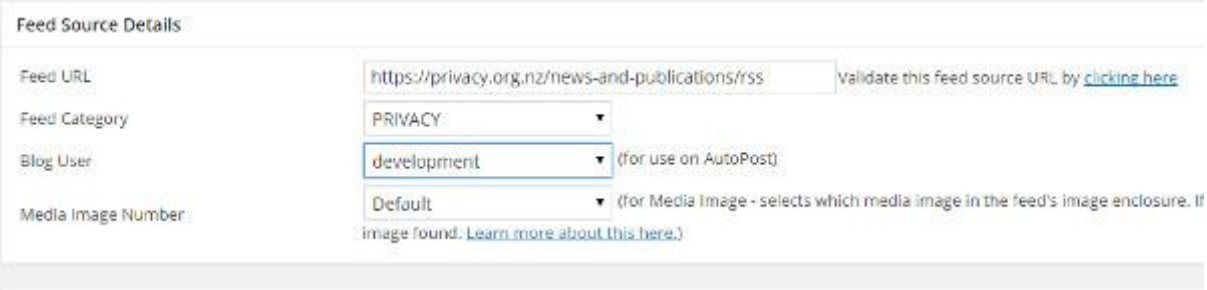
RSS NEWS FEED

1) Hover over Multi Importer (in left hand column) and click on Add a Feed

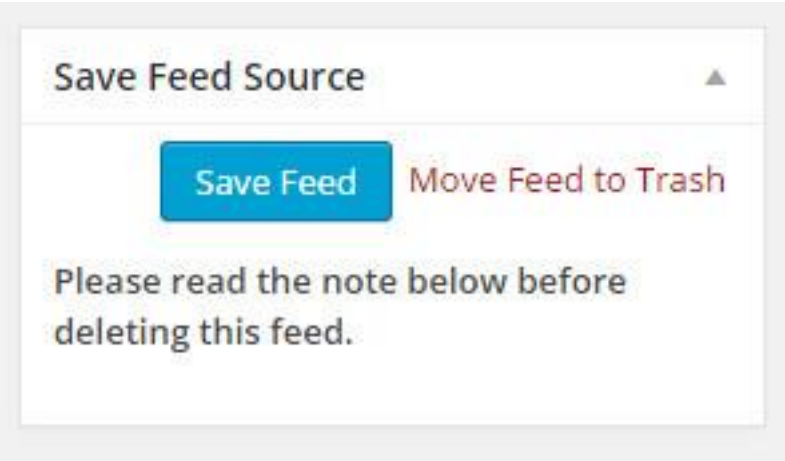


2) Add title below Add New Feed Source

3) Add URL of RSS feed to *Feed URL*
4) Select PRIVACY for *Feed Category*

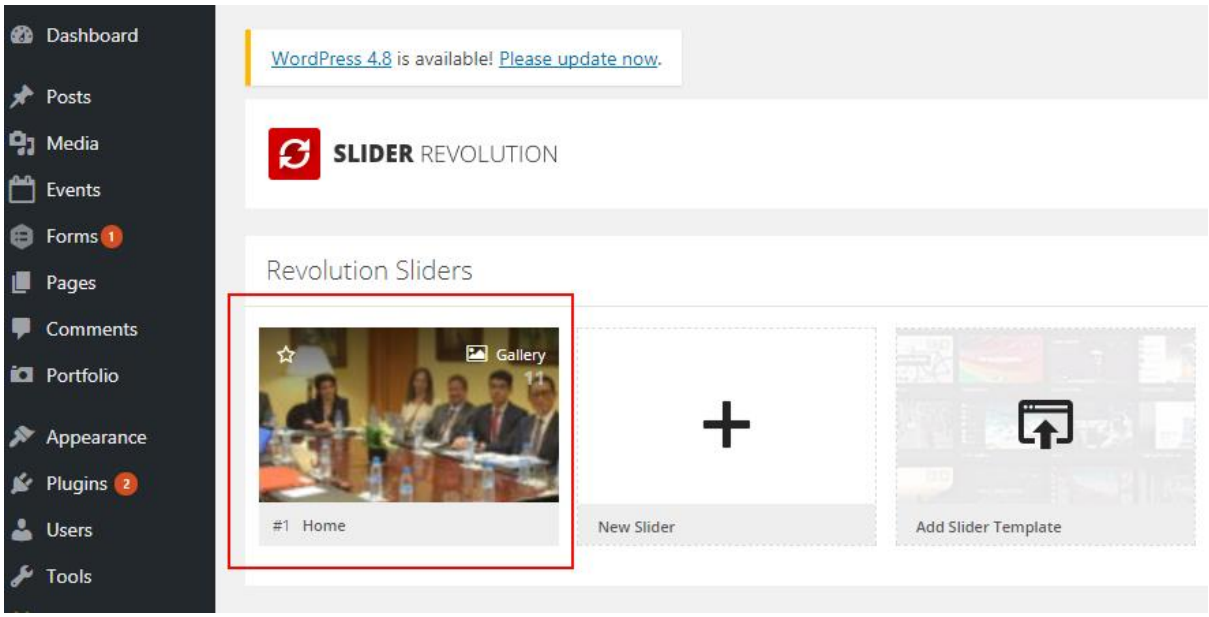


5) Click on Save Feed (at top of right hand column)

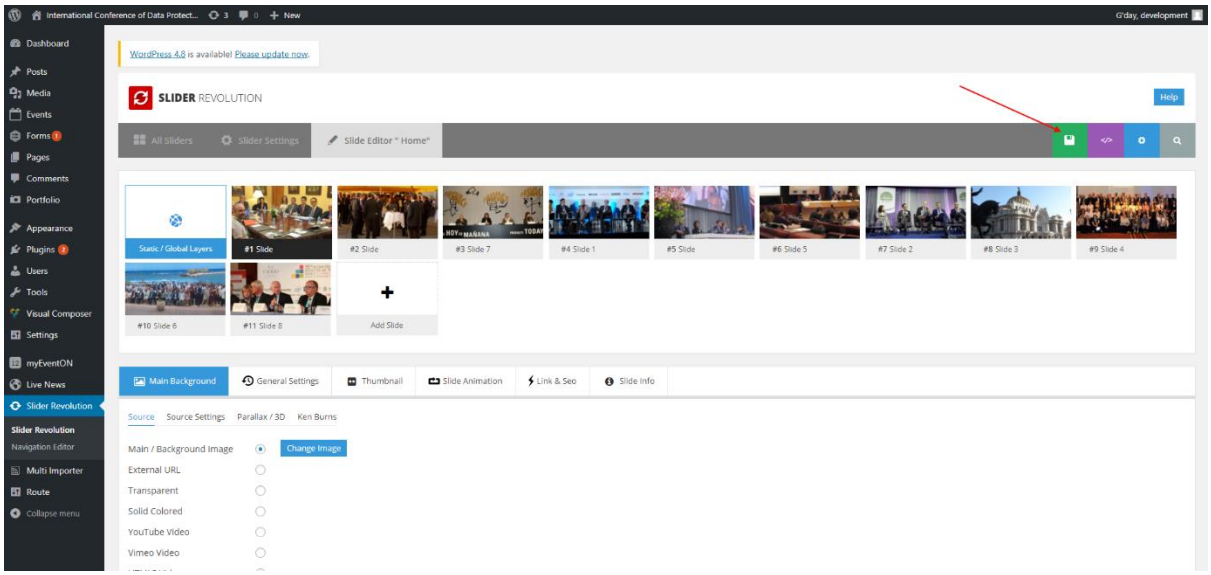


HOME PAGE SLIDER

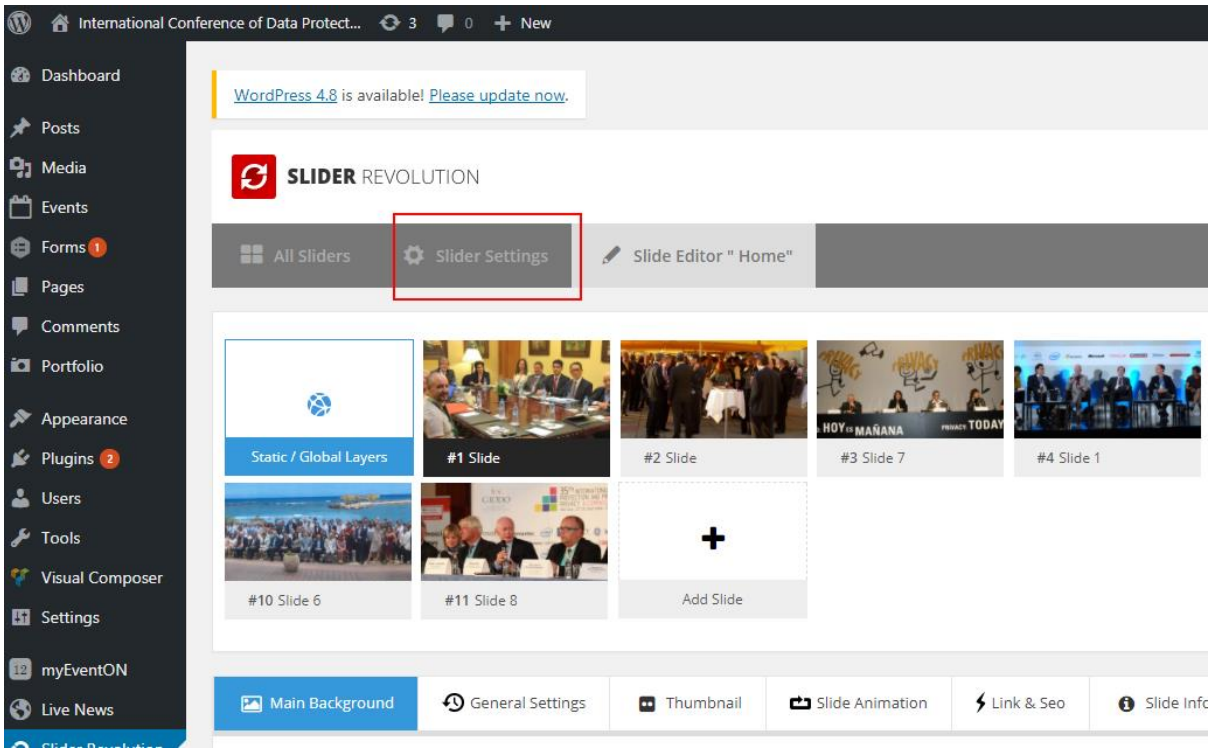
1. Go to Slider Revolution
2. Click on Home slider



3. Drag and drop any individual slide to change the slide order
4. Click on any individual slide to add layers
5. Click on Green SAVE button to make changes effective



Global slider settings can be changed by clicking on the Slider Setings tab.



Full instructions and documentation on the Slider Revolution plugin can be found at

https://www.themepunch.com/revslider-doc/slider-revolution-documentation/

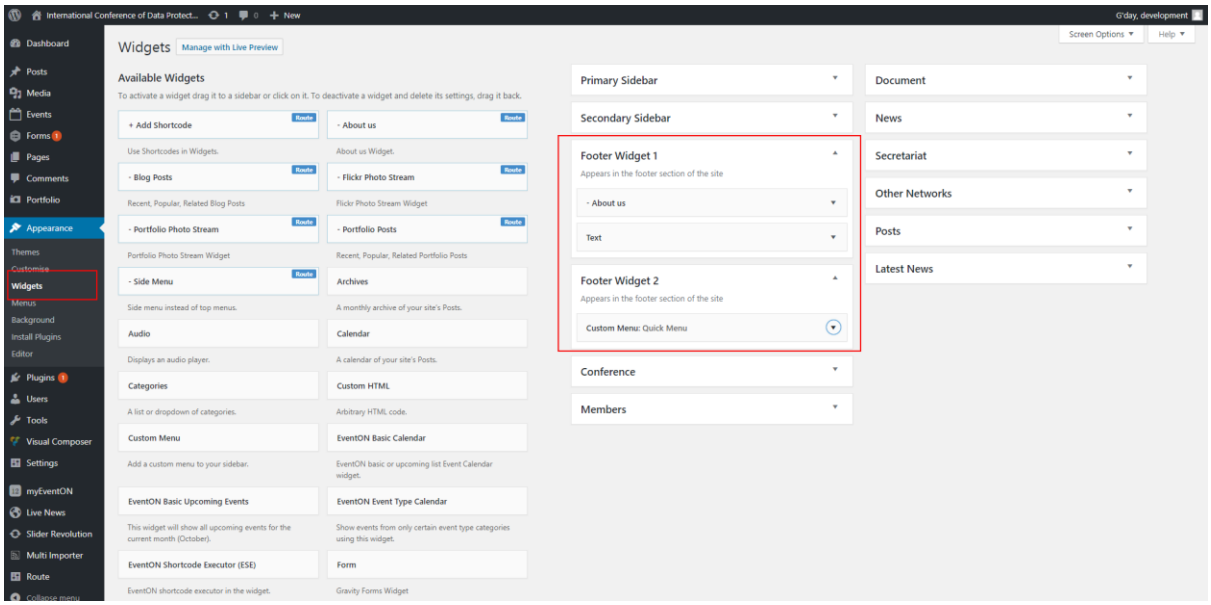
FOOTER CONTENT

Go to Appearance > Widgets

The footer content is managed from the Widgets entitled

Footer Widget 1
Footer Widget 2

Click on the toggle button in the top right next to the title (Footer Widget 1 or Footer Widget 2) to open the available content



Footer Widget 1 contains

- the Secretariat contact information contained in the *About Us* section
- the security / analytics images contained in the *Text* section

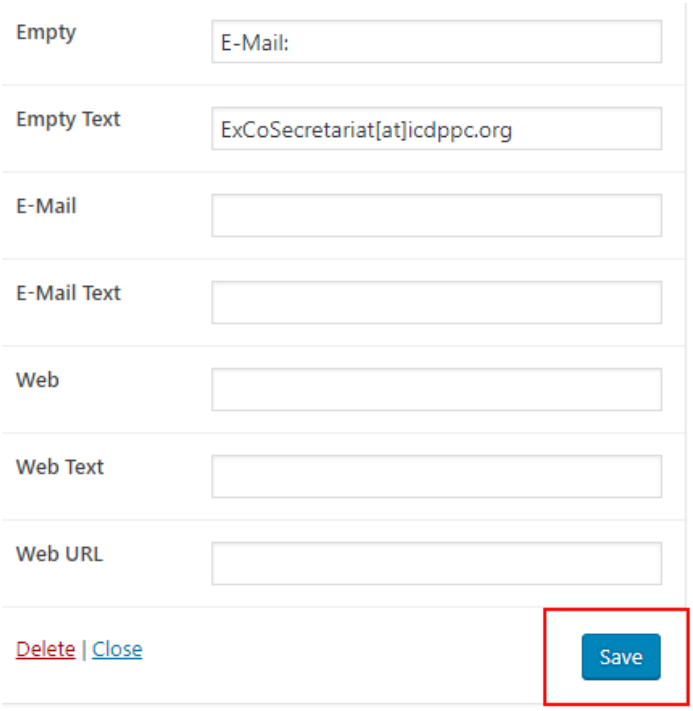
Footer Widget 2 contains

- Page menu links

ABOUT US CHANGES

Click on the toggle in the right hand corner of the About Us section to edit the data

Click on the Save button at the bottom of the toggle box, to save your changes



N.B.

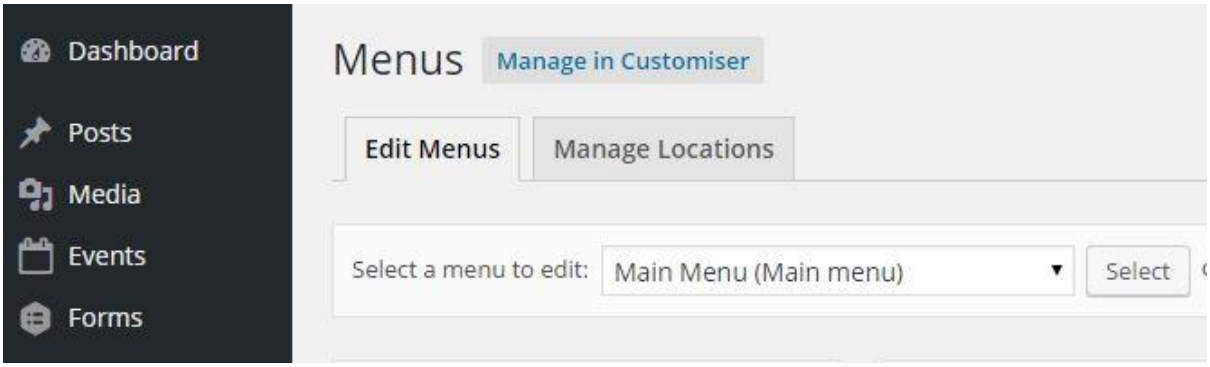
The security / analytics images contained in the Footer Widget 1 Text section contains HTML code and should only be updated by an administrator familiar with HTML coding

The menu links in Footer Widget 2 can be managed by editing the Footer menu as per the Menu & Page Navigation instructions contained in this manual

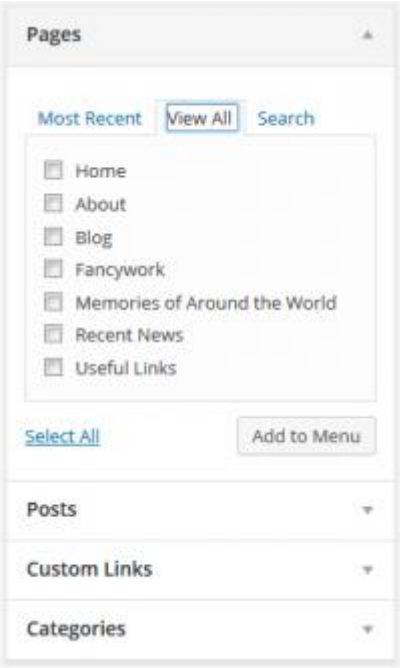
MENU & PAGE NAVIGATION

ADDING PAGES TO NAVIGATION MENU

1. Login to the WordPress Dashboard.
2. From the 'Appearance' menu on the left-hand side of the Dashboard, select the 'Menus' option to bring up the Menu Editor.
3. Select **Main Menu** at the top of the page



ADDING ITEMS TO A MENU



You can add different link types into your menu, these are split between panes left of the menu you're currently editing.

1. Locate the pane entitled **Pages**.
2. Within this pane, select the *View All* link to bring up a list of all the currently published Pages on your site.

3. Select the Pages that you want to add by clicking the checkbox next to each Page's title.
4. Click the **Add to Menu** button located at the bottom of this pane to add your selection(s) to the menu that you created in the previous step.

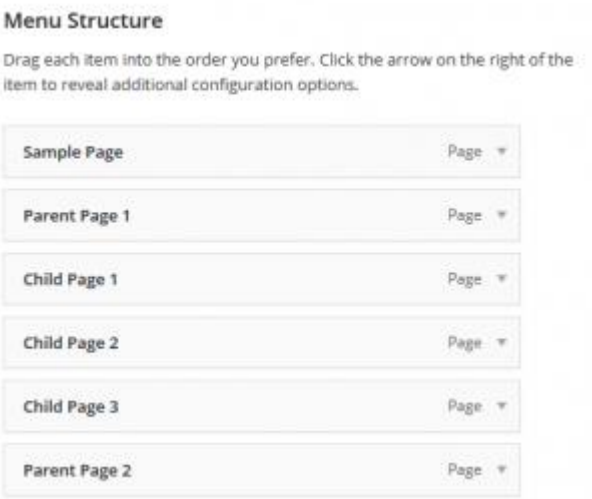
ORGANISING MULTI-LEVEL MENUS

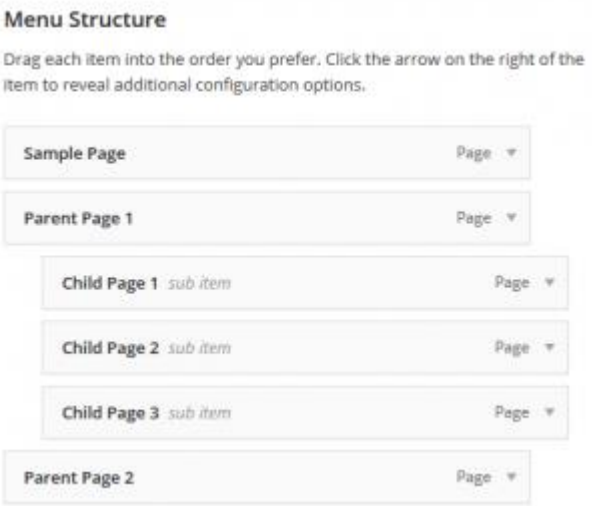
When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

The WordPress menu editor allows you to create multi-level menus using a simple 'drag and drop' interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

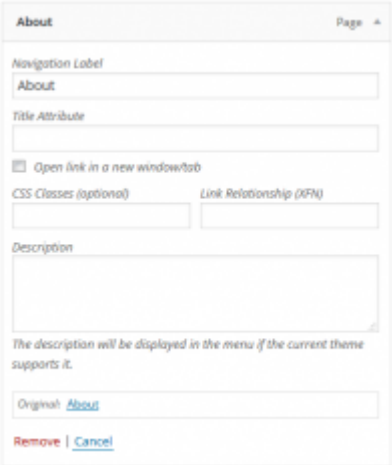
To make one menu item a subordinate of another, you need to position the 'child' underneath its 'parent' and then drag it slightly to the right.

1. Position the mouse over the 'child' menu item.
2. Whilst holding the left mouse button, drag it to the right.
3. Release the mouse button.
4. Repeat these steps for each sub-menu item.
5. Click the **Save Menu** button in the Menu Editor to save your changes.


Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Sample Page
Page
Parent Page 1
Page
Child Page 1
Page
Child Page 2
Page
Child Page 3
Page
Parent Page 2
Page


Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Sample Page
Page
Parent Page 1
Page
Child Page 1 sub item
Page
Child Page 2 sub item
Page
Child Page 3 sub item
Page
Parent Page 2
Page

DELETING A MENU ITEM



1. Locate the menu item that you want to remove in the menu editor window
2. Click on the arrow icon in the top right-hand corner of the menu item/box to expand it.
3. Click on the *Remove* link. The menu item/box will be immediately removed.
4. Click the **Save Menu** button to save your changes.

ADDING CONTENT BUTTON & LINK TO MENU PAGES

1. Go to specific menu page e.g New & Events
2. Copy existing code from [vc_row padding="sm-padding"] to [/vc_row] for example

```
[vc_row padding="sm-padding"][vc_column width="1/1"][vc_column_text]

NEWS RELEASES

[/vc_column_text][cs_space size="20px"][vc_column_text]News
Releases[/vc_column_text][cs_space size="20px"][cs_button type="flat"
shape="rounded" size="lg" color="accent"
href="url:https%3A%2F%2Ficdppc.org%2Fnews-events%2Fmedia-
releases%2F|title:News%Releases|" no_uppercase="1" no_bold="1"
bgcolor="#fdfdfd" bghovercolor="#e74c3c" textcolor="#e74c3c"
texthovercolor="#ffffff" bordercolor="#e74c3c" borderhovercolor="#e74c3c"
align="left"]News Releases >>[/cs_button][cs_space
size="20px"][/vc_column][/vc_row]
```

3. Insert code in between existing items or at bottom of page.
4. Change text of code to reflect new page link

PAGE CHANGE INSTRUCTIONS

Permalink URL

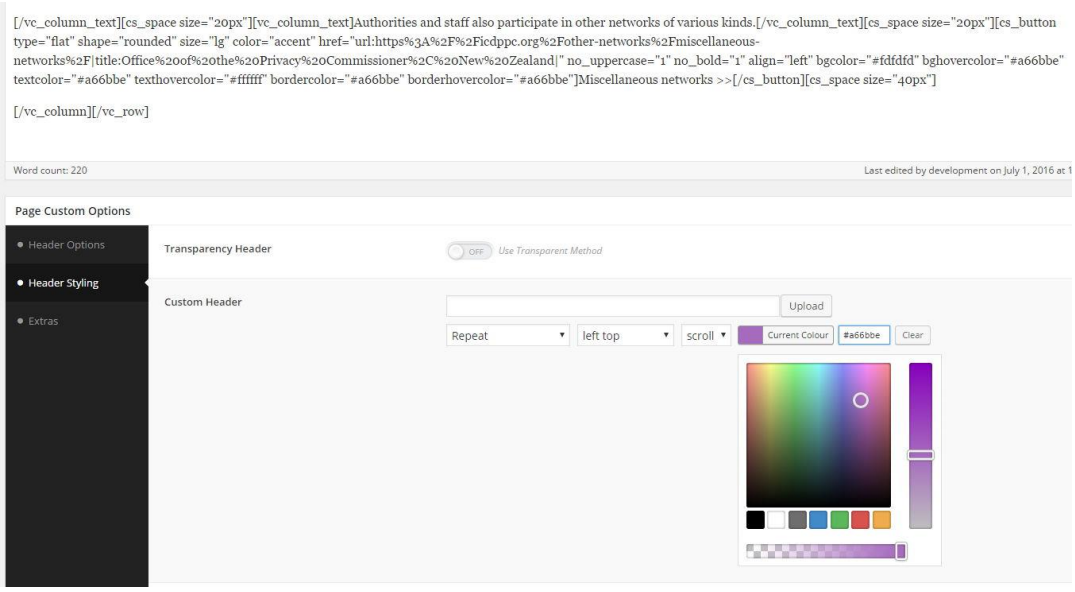
The URL can be changed by editing the permalink, located under the Page Title. Click on the edit button and change the permalink name.

The permalink for all child pages will automatically be updated, when the permalink for the parent page is updated.

Header Colour

The header colour can be changed in the Page Custom Options located below the text content

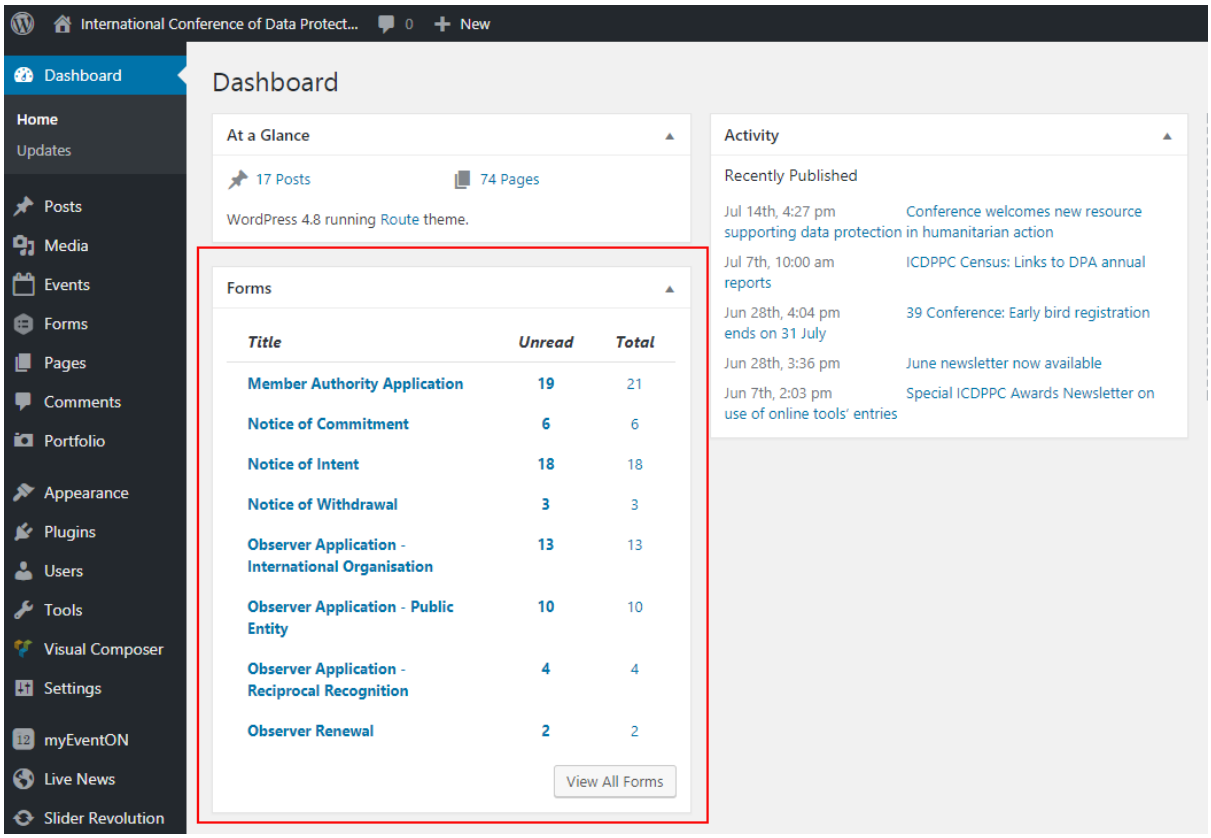
Select Header Styling – then click on current colour to add colour. To find the correct hexadecimal colour code you will have to copy the code from the same location on the page with the correct colour



FORMS

VIEW FORM ENTRIES

Submitted form entries can be viewed from either the main Dashboard or Forms > Entries

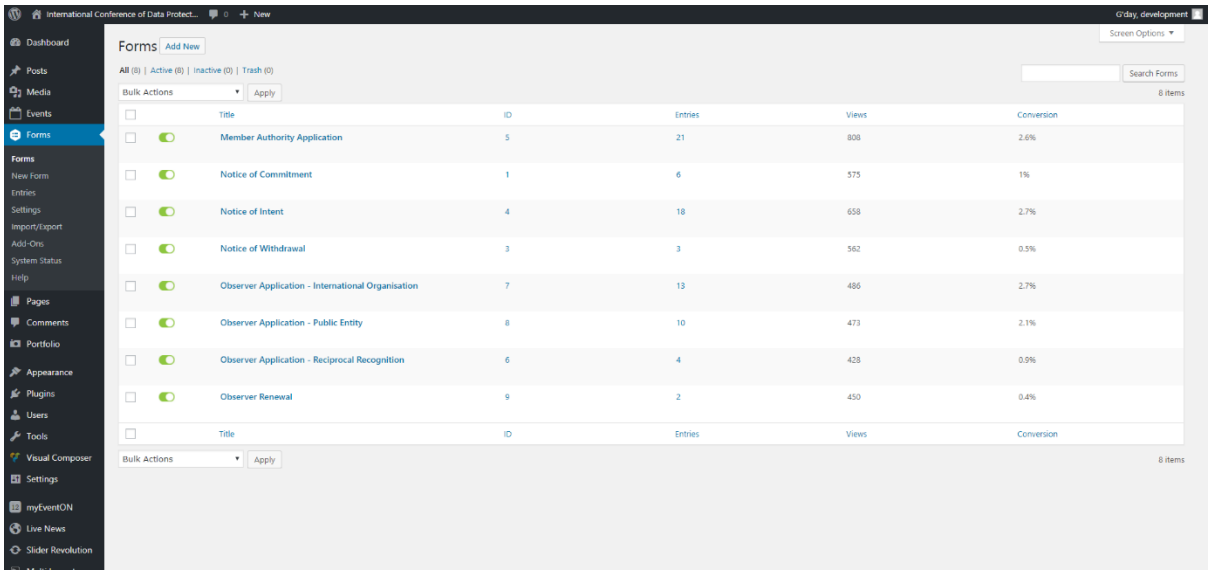


Submissions are also automatically sent to the website administrator email address

EDIT FORMS

Forms can be edited and settings, confirmations and notifications updated from

Forms > Forms

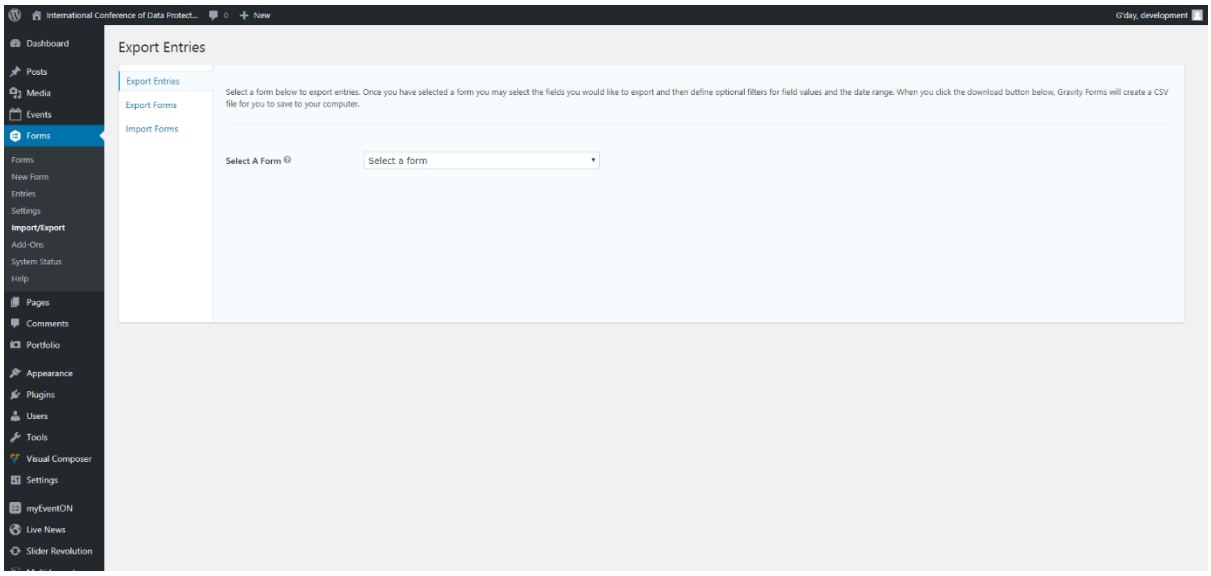


Specific instructions can be found on the Gravity Forms Knowledgebase at

https://www.gravityhelp.com/documentation/
https://www.gravityhelp.com/documentation/category/getting-started/

EXPORTING FORM ENTRIES

Form entries can be exported at Forms > Import/Export



Specific instructions can be found on the Gravity Forms Knowledgebase at

https://www.gravityhelp.com/documentation/article/exporting-form-entries/

CLEAR WEBSITE CACHE

If website changes are not immediately apparent you will need to clear the website content delivery cache, by clicking on the following link.

It is a good idea to save this link in your bookmarks

https://waf.sucuri.net/api?k=76ae133a497b8f0bfa9d83555b45f594&s=ac283aeae53b57c142cfc46e650ce927&a=clearcache

SITEMAP as at July 2017

The Conference and Executive Committee

- Mission and Vision
- Executive Committee
- The Secretariat
- History of the Conference
- Picture Gallery
- Contact databases
- ICDPPC Census

Participation in the Conference

- List of Accredited Members
- Members Online
- List of Observers
- List of participants in Enforcement Cooperation Arrangement
- Become A Member
- Become An Observer
- Become a participant in Enforcement Cooperation Arrangement
- Enforcement Cooperation Arrangement FAQs
- Project Page: Future Size and Membership of Conference

Document Archive

- Adopted Resolutions
- Declarations & Communiques
- Working Group Reports
- Rules & Procedures
- Accreditation
- Committee Documents
- Representation at Meetings of International Organisations
- Closed Session Minutes & Correspondence
- Miscellaneous

News & Events

- Newsletter
- Next Conference Updates
- Updates from Working Groups
- Events Calendar
- ICDPPC Global Privacy and Data Protection Awards
- Latest News
- Enforcement Cooperation Meetings
- News Releases
- News from Members

Other Networks

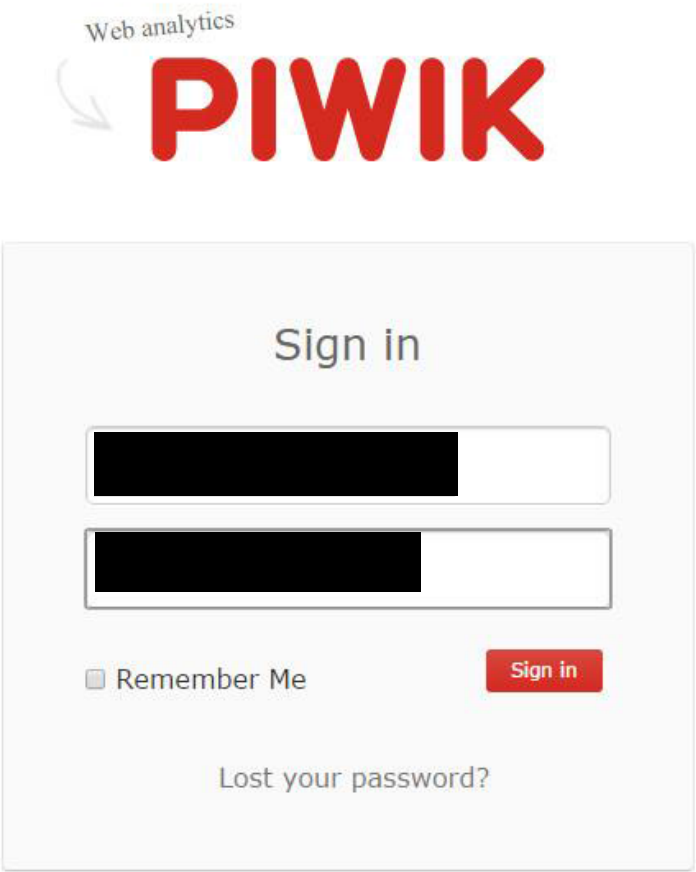
- Regional networks
- Linguistic/cultural networks
- Specialised networks
- Miscellaneous networks
- Resources

PIWIK ANALYTICS

LOGIN

URL: http://icdppc.org/analytics

[redacted]



Full instructions and documentation on the Piwik Analytics plugin can be found at

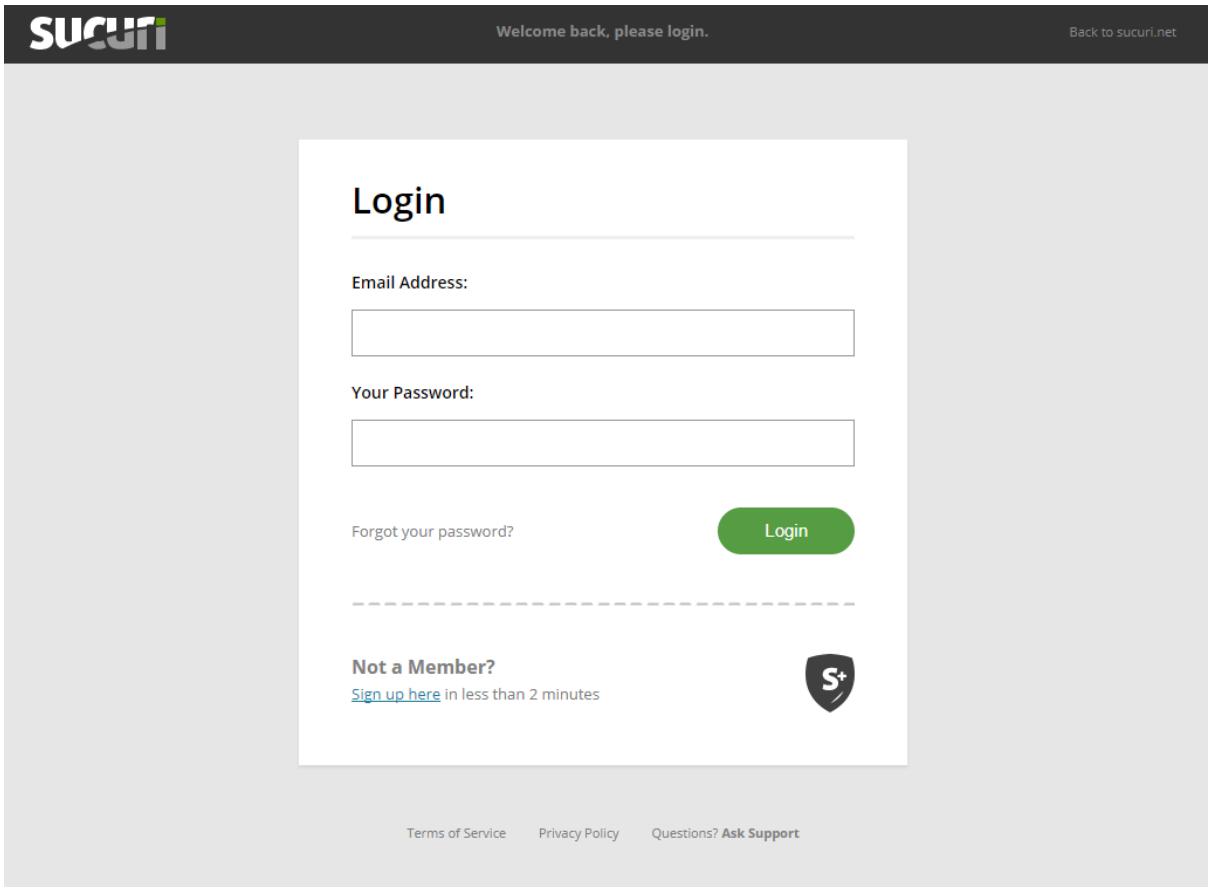
https://piwik.org/docs/#analytics-features

SUCURI FIREWALL

LOGIN

URL: https://dashboard.sucuri.net/login/

[redacted]



Full instructions and documentation on the Sucuri Firewall can be found at

https://kb.sucuri.net/