



HERMES MANUAL version 1.0

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This manual version is based on the actual deployed version of Hermes, as of the date of publication. All minor updates and changes will be published in the corresponding UNEP-GEF Biosafety Unit knowledge sharing site, <http://moodle.unep.ch>, under the course *SCBD NATIONAL BCH APPLICATION - HERMES*, using the available discussions and news forums.

Major updates and changes will be collected and included in new versions or editions.

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List of acronyms and Abbreviations

BCH	Biosafety Clearing-House
CMS	Content Management System
GEF	Global Environment Facility
NBF	National Biosafety Framework
NBCH	National BCH
MoU	Memorandum of Understanding
SCBD	Secretariat of the Convention on Biodiversity
UNEP	United Nations Environment Programme

INTRODUCTION TO THE MODULE

What you will learn:

This training module describes in detail the guidelines about configuring HERMES to develop a NBCH website.

Context:

The UNEP-GEF Project for Capacity Building for Effective Participation in the Biosafety Clearing House (BCH) is preparing a modular training package that aims to provide a practical “how-to” guide for countries to assist them in learning, understanding, using, and setting-up national access to the BCH. The training package is designed to be flexible and is tailored to meet diverse needs of different countries, allowing them to select those tools and ideas that are most useful to their situation, needs and priorities.

Audience:

This module is designed to provide guidance to administrators and users of the NBCH application using a content management system (CMS) program called Hermes. It was developed for both technical and non-technical audiences who are responsible in administering, maintaining and accessing the NBCH website of respective countries.

Purpose:

This module describes in detail the guidelines and step by step process about configuring and using HERMES to develop a National BCH website.

MODULE 1. ACCESSING HERMES

What you will learn in this module:

- Description in detail about Hermes
- How to access the NBCH website through browser
- Components of the NBCH website

1.1 About Hermes

The Secretariat to the Convention on Biological Diversity (SCBD) has developed an application tool called "Hermes" now at version beta 0.9 which is ready to be used by the countries as a national BCH application, hosted and maintained at the SCBD. Hermes is an online CMS based on the Central Portal of the BCH. It is a subset or scaled-down version of the BCH CP, with a similar interface paradigm, but downsized to display and search country BCH records.

It includes a very simple and easy to use CMS that allows for the creation and edition of additional web pages, sections and contents. **Localization is not limited to the six UN languages. At this time, Hermes supports all Left-to-Right languages (i.e. most languages, but Arabic).** Menus can also be customized and localized.

Hermes aims to provide the building blocks of a NBCH website. It provides:

- Interoperability with the Central Portal of the BCH
- Search functionalities
- Support for all common formats (national)
- Content Management (pages and text)
- File Management (images, documents, etc.)
- Menu Management
- Site Management (banner, robots.txt, etc.)

Additionally, Hermes provides:

- Security (SSL authentication)
- **Content Versioning (history, diff)**
- *Localization (will be available shortly)*

Hermes is compatible with the following browser: Internet Explorer, Mozilla and Safari. But for administrative purposes such as the content editing, Hermes is currently available using Internet Explorer.

1.2 The National BCH website Main Page

Type the URL: <http://la.biosafetyclearinghouse.net> (as an example for this module, but other country instances can be used also) (Figure 1.)

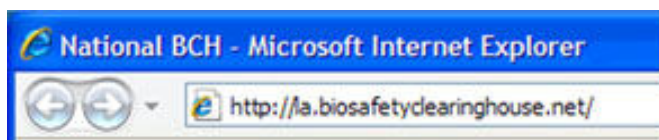


Figure 1. To access the NBCH site, type the URL using the internet explorer



Figure 2. NBCH Welcome Page.

As viewed above, the Welcome Page of the NBCH website is composed by the following:

Sign In/Up links	The Sign in link will direct the admin/public users to another web page to log-in to the system using its appropriate log-in accounts. In addition, the Sign-up link will direct the public user to a different page to create a sign-in account for the system.
Left Side bar	Contains Quick search tool and content titles of the website.
Links to related sites	Link to related websites, such as CBD and BCH Central Portal
The web banner	Indicates the BCH National Node, the project implementors (SCBD, UNEP) and other brief information/icons about the country
Web content area.	Introductory/brief features of the page and other relevant information

Additional note

Hermes instance names are by default <http://xx.biosafetyclearinghouse.net> where xx is the ISO-3166 2-letter country code. Countries who wish to have a different domain name can do so by registering it with the registrar of their choice and pointing it to IP 69.90.183.250 and notifying the Secretariat.

Exercise: Go to the NBCH Main Page

1. Connect your computer to the Internet
2. Open your Internet Browser
3. In the address bar of your browser, type: <http://la.biosafetyclearinghouse.net/>
4. Press the "Enter" key on your keyboard
5. Use your computer mouse or keyboard to familiarize yourself with the website.

MODULE 2. THE ADMINISTRATORS' AUTHENTICATION

What you will learn in this module:

- To sign in and enter the Content Management of the NBCH.

2.1 Administrator Sign-in Procedure

The National BCH administrators can sign-in using their email address and the password provided by the Secretariat using the **Sign-In** link on the top-left of the Main Page as described above.

For security considerations, authentication is made over HTTPS. The steps are as follows:

Step 1. Click on the Sign-in link from the NBCH main page.



Figure 3. Sign In link.

From this link, the “Sign In” page appears. Other options on this page include Remember me option, account creation and password reminders.

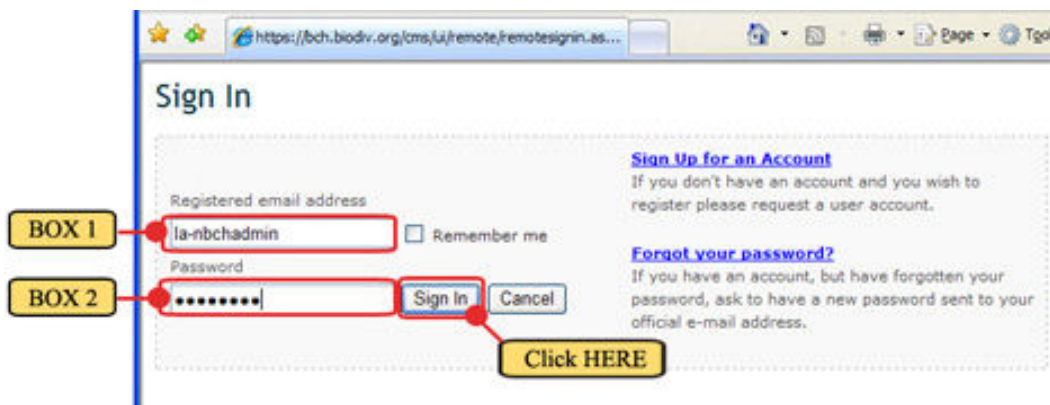


Figure 4. The Sign In Page.

Step 2. Inside BOX 1, type in the Administrators registered email address.

Step 3. For BOX 2, type in the password (**NOTE: Password is case-sensitive**) provided by the Secretariat, then, click on the Sign In Button.

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Note: If you check the “Remember me” box, you will not have to provide your email and password the next time you will enter the Content Management of the NBCH Portal, given you are signing in from the same computer. **Warning:** If you use a shared computer, do not check this box: other persons will be able to use your account.

MODULE 3. CONTENT MANAGEMENT

What you will learn in this module:

- Proceeding to the My Profile link and updating related information
- Editing and updating web content using Toggle Design Mode
- File management



Figure 5. Hermes Content Management Welcome Page.

The content management welcome page is the initial access to the Hermes CMS of the NBCH (Figure 5) The welcome page is composed of the following components:

Sign Out Link	The Sign out link will direct the admin user to exit the Hermes Content Management page.
My Profile Link	Administrators will be directed to its profile page.
Toggle Design Mode Icon	When clicked, administrators will be directed to design-mode of the Content Management Page.
File Management Icon	When clicked, administrators can access file management
Left Side bar	Contains Quick search tool and content titles of the website.
Links to related sites	Link to other website, such as CBD and BCH Central Portal
Web content area	-see previous description-

This module presents the many functionalities of the Hermes Content Management web page, introducing the administrator to each of these components. The following are the detailed descriptions of its various functionalities:

3.1 Sign Out Link. When clicked, the administrator will sign out from the content management page and will be directed to the Welcome page of the NBCH website. (Figures 6 and 7)

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Figure 6. Sign Out Link



Figure 7. Return to NBCH Welcome Page.

3.2 My Profile Link. When clicked (Figure 8), the administrator will be directed to profile page where the following information can be set for the administrator account: Identification – email address of the administrator (required field) and cc; Contact details of the administrator – such as name (required field), job title, country, phone number, etc. (Figure 9)

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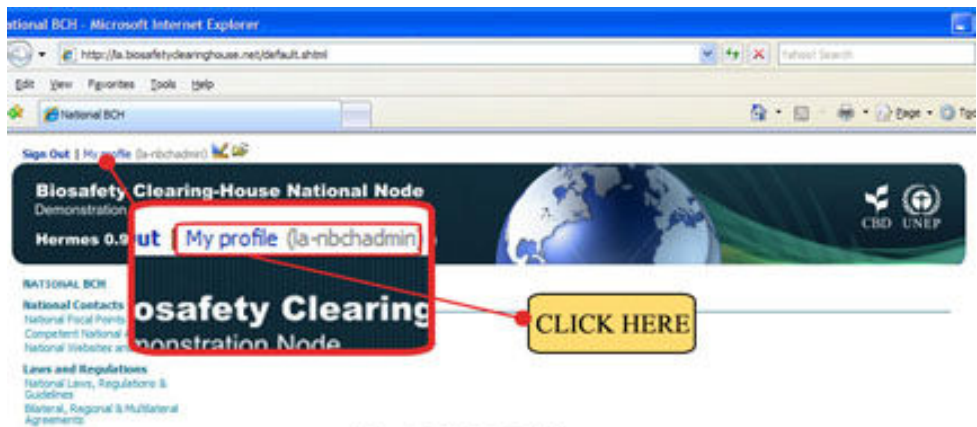


Figure 8. My Profile Link.

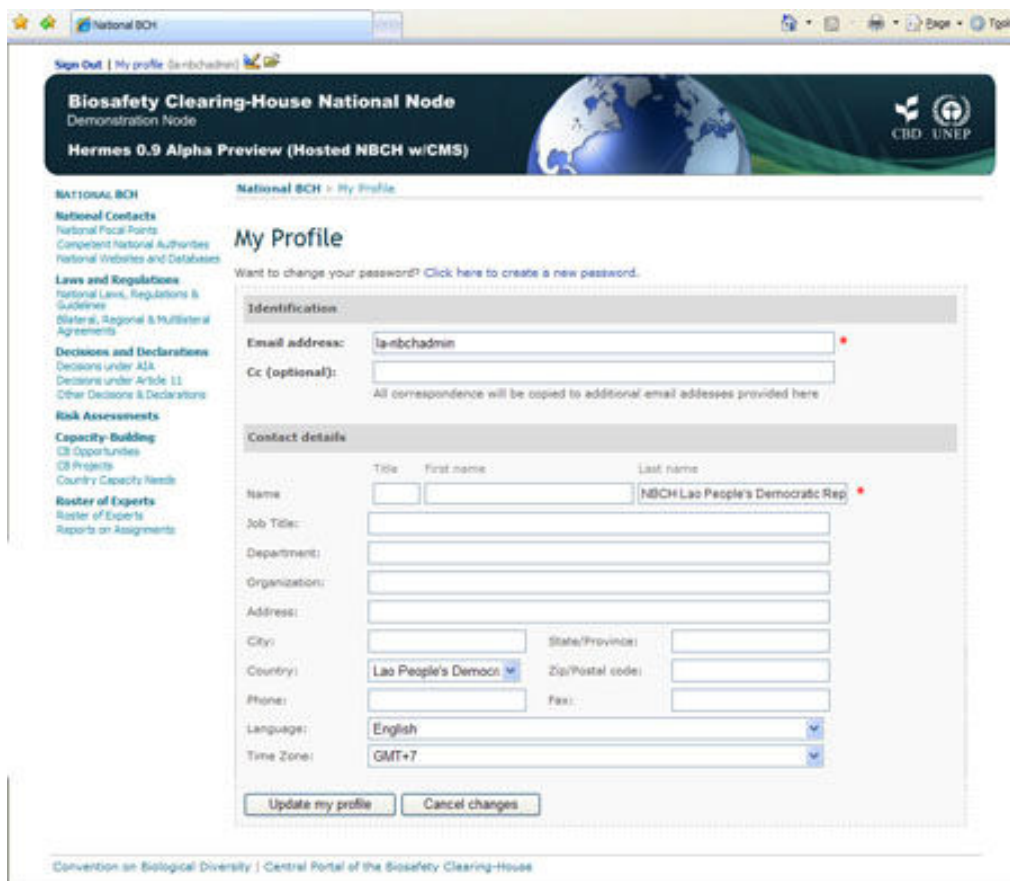



Figure 9. My Profile Page.

Users can change the email address (or username) they use to sign-in by changing their email address in the user profile.

3.3 Toggle Design Mode Icon. Once signed in (Figure 10), national BCH administrators can switch to design-mode by clicking on the  icon on the top of the screen.

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Figure 10. Toggle Design Mode Icon.

Creating a National BCH website based on HERMES

Once in design mode, the design bar will appear on the top of the screen (Figure 11). Additionally, editable section of the site will be highlighted.

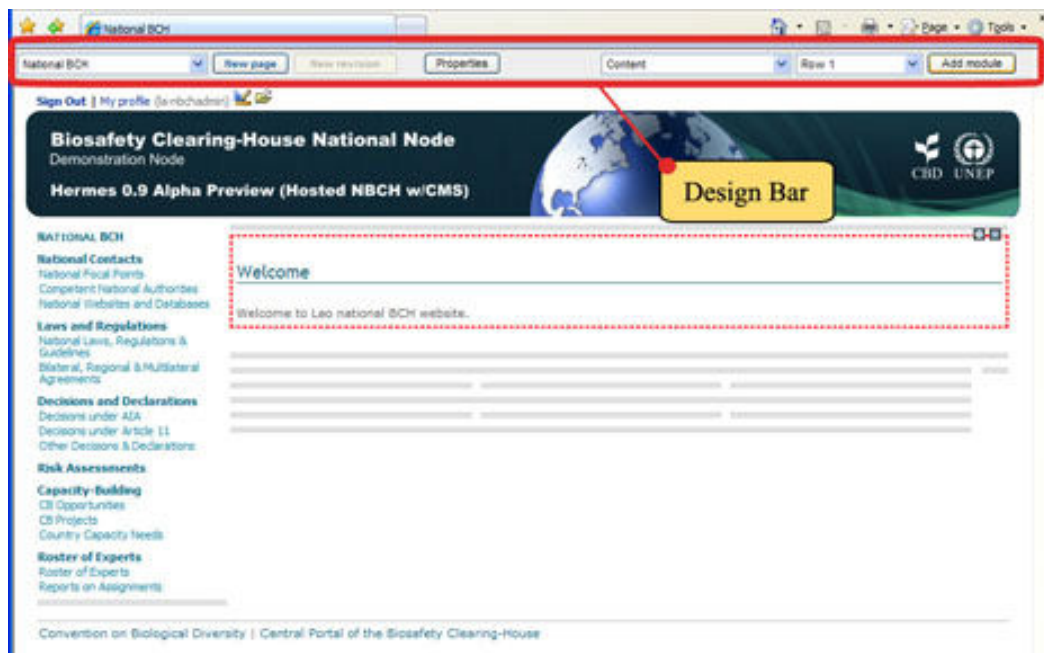



Figure 11. Hermes Design Mode.

3.4 File Management. Once signed in (Figure 12), national BCH administrators can access file management by clicking on the  icon on the top of the screen.

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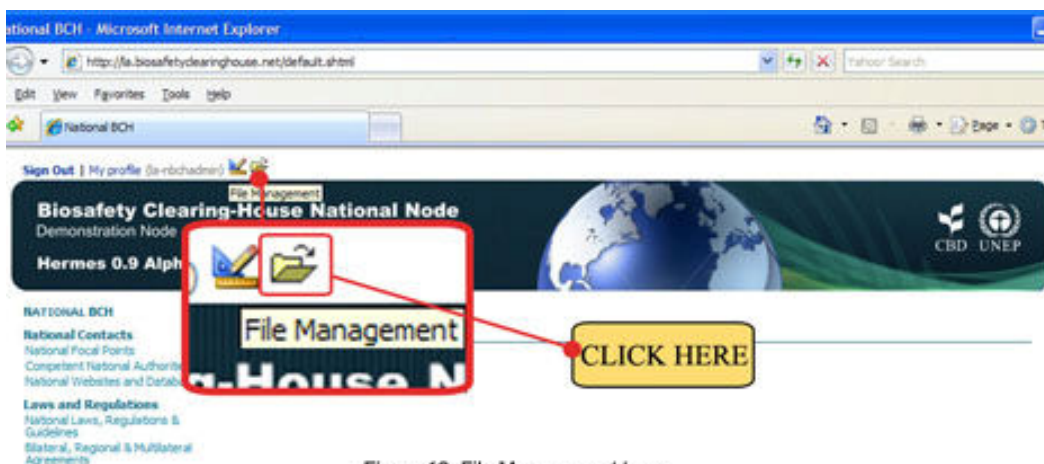


Figure 12. File Management Icon.

Once inside the File Management page, files can be uploaded, updated or deleted. In addition, folders can be created for proper organization of documents or files. (Figure 13)

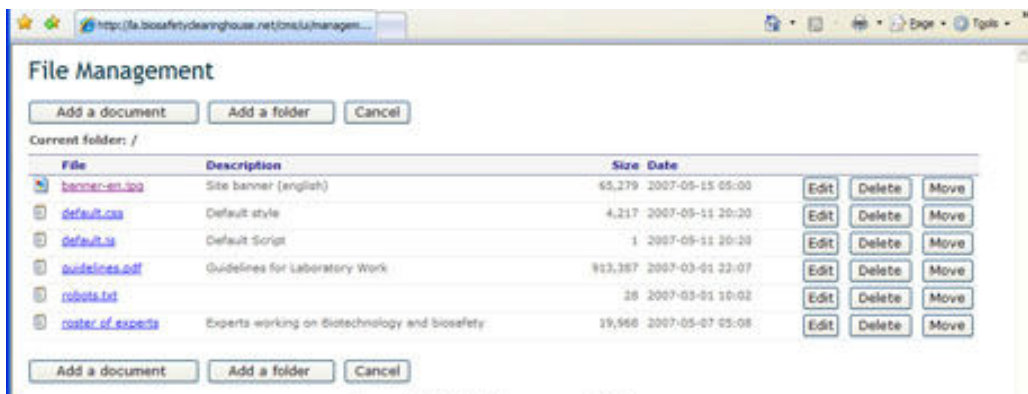


Figure 13. File Management Page.

3.4.1 Left side bar. Includes the content titles of the web pages created for the NBCH. (Figure 14)

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Figure 14. Left Side Bar.

3.4.2 Links to related sites. This is true to all NBCH web pages. Links to the following sites: (1) Convention of Biological Diversity (<http://www.biodiv.org>) and (2) Central Portal of the Biosafety Clearing-House (<http://bch.biodiv.org>)

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3.4.3 Web Content area. The area where editing/adding and deleting of the content is done.

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Once the administrator switched to design mode, editable regions will appear to all the web pages. These regions are highlighted in red or green. In addition, rows and columns (in gray) for all of the web pages inside the NBCH will become visible.

As shown below, using the Welcome Page of the NBCH as an example, the before and when switching to design mode appearance of the welcome page. (Figures 15 & 16) Observe the following:

- The appearance of the Design bar
- Editable region in red (for most cases, editable region in green)
- The appearance of the rows and columns (in gray)



Figure 15. The NBCH Welcome Page. Before switching to design mode..

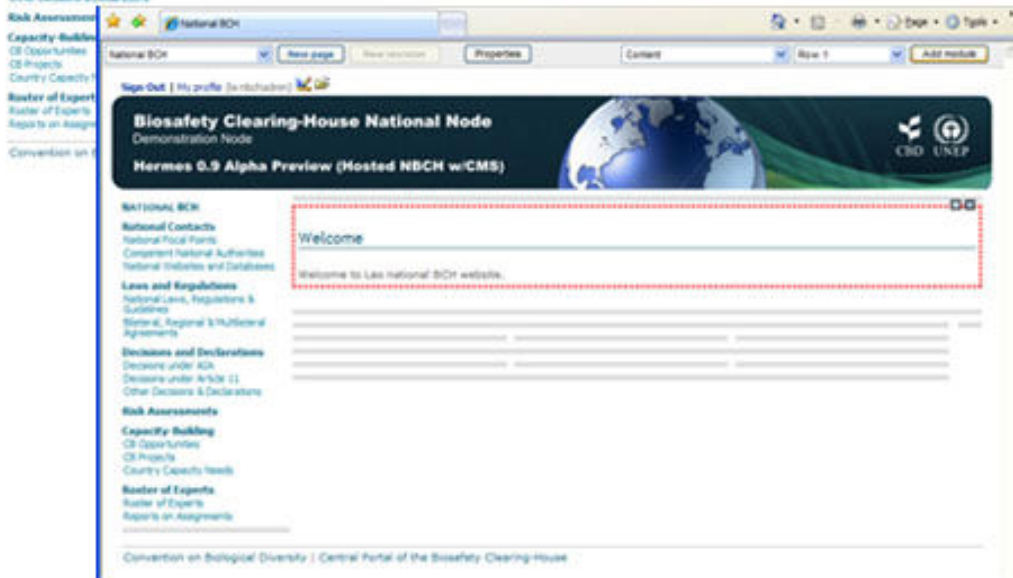


Figure 16. The NBCH Welcome Page in design mode..

MODULE 4. PAGE MANAGEMENT

What you will learn in this module:

- Updating and editing page properties
- How to add/delete User Groups from the Roles granting setup
- How to create/delete pages

It should be noted that the pages are organized hierarchically. The home page (/default.shtml) is the top level page. Any other page has a parent page. For instance:

- Home
 - About this site
 - National Contacts
 - National Focal Points
 - Competent National Authorities
 - National Websites and Databases
 - Laws and Regulations
 - National Laws, Regulations & Guidelines
 - ...

Please note that the menu structure strictly follows the page hierarchy.

4.1 Page Properties

Page properties can be accessed by clicking on the "Properties" button on the design bar (Figures 17 & 18).



Figure 17. Page Properties button

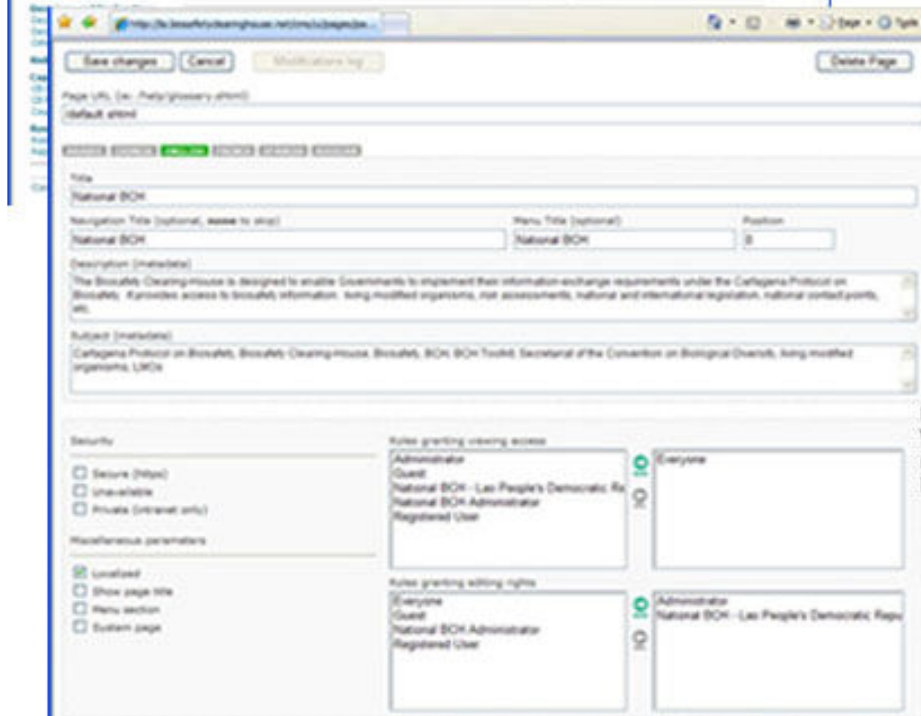


Figure 18. Welcome Page (Home Page) Property.

Discussed below are the item descriptions for the page property as shown above.

Page URL	Note that all pages MUST have the .shtml extension Note that the home page (/default.shtml) should not be renamed Renamed pages keep their content Changes to page name are automatically reflected in the menu
Language Buttons	Include six languages. The default language used by the page is in green background. This language setting is provided by the Secretariat. For the example above, the default language used by the Lao NBCH is ENGLISH.
Title	Title of the page
Navigation title	Title of the page in the navigation links (short name, optional)
Menu title	Title of the page in the menu If left empty, the page (and its children) will not appear in the menu
Position	Position in the menu (compare to sibling pages)
Description	Metadata
Subject	Metadata
Security	
Secure (https)	Checkboxes "Secure" and "Private" will be removed from page properties in the next release of Hermes. They must be left unchecked in the meantime.
Private	
Unavailable	Make the page temporarily unavailable
Miscellaneous parameters	
Localized	Checkbox "Localized" will be removed from page properties in the next release of Hermes. It must be left checked by the meantime.
Show Page Title	To use Page Title as HTML page title
Menu Section	Checkboxes "Menu Section" and "System Page" will be removed from page properties in the next release of Hermes. They must be left unchecked in the meantime.
System Page	
SET USER Group Roles	
Roles Granting Viewing Access	To identify USER GROUPS that will be provided with viewing access of the page. Normally, Everyone user group is set for this access.
Roles Granting Editing Rights	To identify USER GROUPS that will be provided with editing rights to the page.
BUTTONS	
Save Changes	Save Page properties
Cancel	Cancel Settings
Delete Page	Delete the current page

4.1.1 The Language Buttons. Default language used is English. Please note that translation in other official UN languages could be facilitated in coordination with SCBD (Figure 19). The list of languages is configured by the Secretariat (usually during the initial setup of the instance). Languages still can, however, be added afterwards. Note that one language must be selected as the primary language. The content must be entered in this language first. The Hermes translation tools will automatically keep track of changes made to content and make sure the translations are in sync with the primary language. Note that this is totally transparent to external users.



Figure 19. Language buttons

4.1.2 Save, Cancel and Delete Page Buttons. These sets of buttons facilitate saving/cancelling of whatever changes made to page properties and deleting pages for whatever purposes (outdated, wrong position, etc) (Figure 20)



Figure 20. Save changes, Cancel and Delete Page buttons

4.1.3 How to ADD/DELETE User Groups from the Roles granting setup. The same procedure can be applied in identifying the User groups for the two Roles Granting set-up. Inside the Page Property, there are two boxes that contain names of the groups for both Roles granting viewing access and Roles granting editing rights. The left box contains the set of usergroup names that can be selected. The rightmost box contains the names of the groups that were selected for the roles. And between the boxes are two buttons: ADD (right arrow button) and DEL (left arrow button).

To ADD a group, follow the procedure below.

- Step 1.** Identify the User group to be added by using left click. The group name identified will be highlighted in blue. Shown below, the Administrator group was selected. (Figure 21)
- Step 2.** Next, click the ADD arrow button to select the Group identified in Step 1. (Figure 21)

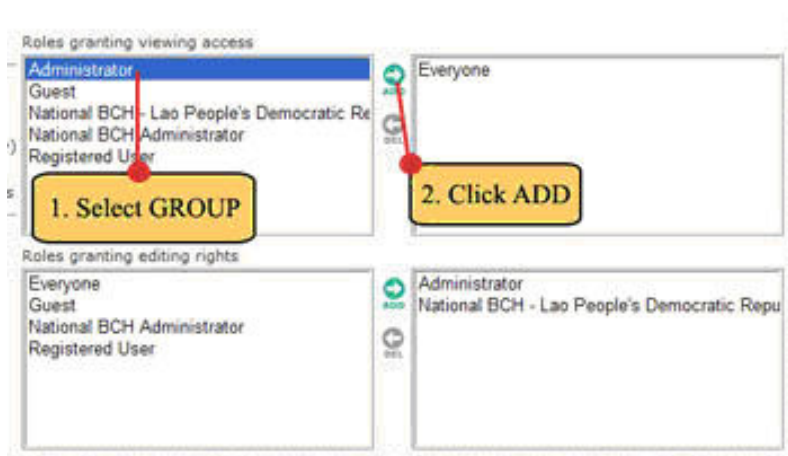


Figure 21. Steps 1 and 2 for Selecting Group.

After this, the Administrator name will be included in the rightmost box (Figure 22)



Figure 22. Administrator Group Added with Roles granting Viewing access.

To DELETE a group, follow the procedure below. Under Roles granting editing rights :

- Step 1. Identify the User group to be deleted by using left click. The group name identified will be highlighted in blue. Shown below, the NBCH – Lao People’s Democratic Republic group was selected. (Figure 23)
- Step 2. Next, click the DEL arrow button to delete the Group identified in Step 1. (Figure 23)

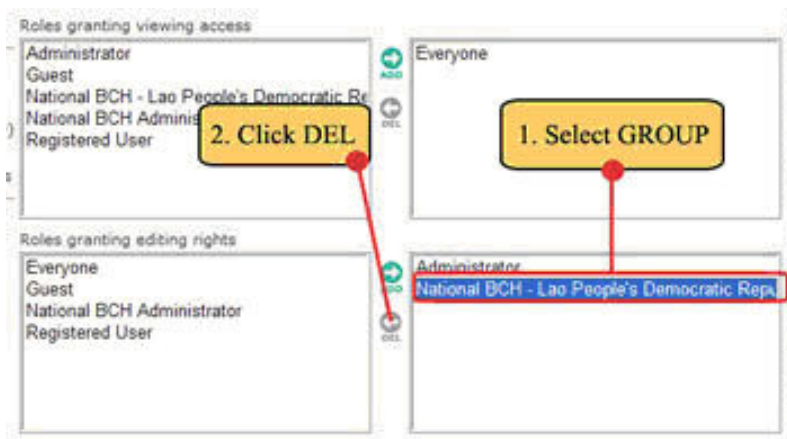


Figure 23. Steps 1 and 2 for selecting and deleting Group.

After this step, the NBCH – Lao People’s Democratic Republic Name will be included on the leftmost box. (Figure 24)



Figure 24. NBCH - Lao Peoples Democratic Republic User removed.

4.2 Creating new pages

Child pages can be created by clicking on the "New Page" button.

Note again that the pages are organized hierarchically. Therefore you need to go to the parent page to create a sibling page.

Example 1: Creating a new child page entitled Lao People's Democratic Republic.

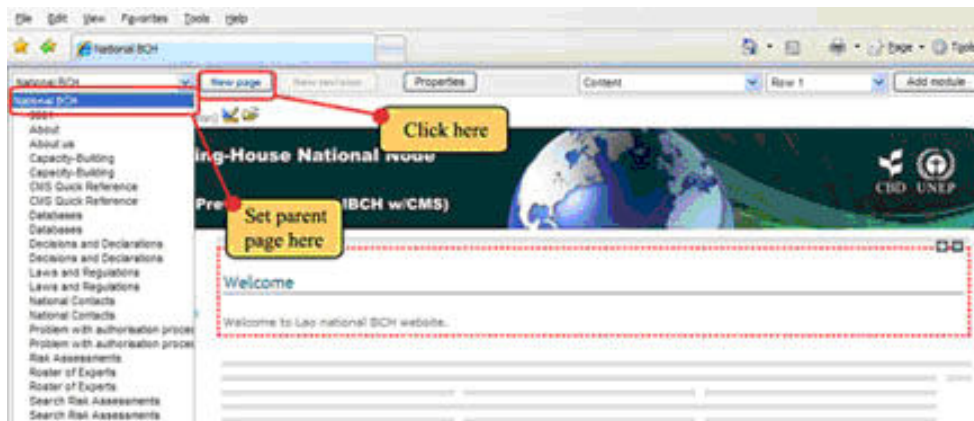


Figure 25. Create New Page.

Step 1. Set parent page to National BCH, as shown above. Then click the New Page button. (Figure 25)

Step 2. Set the following. See image below (Figure 26)

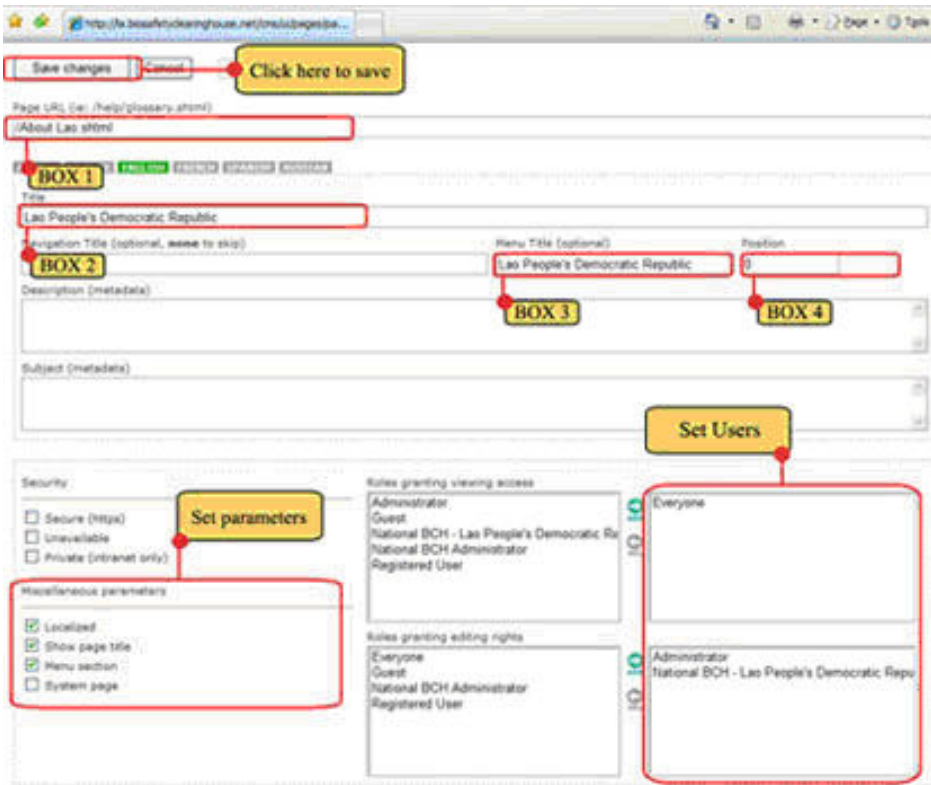


Figure 26. Page Property Settings.

- BOX 1 – Page URL: /About Lao.shtml
- BOX 2 – Title: Lao People’s Democratic Republic
- BOX 3 – Menu Title (optional): Lao People’s Democratic Republic
- BOX 4 – Position: 0 (zero)
- SET MISCELLANEOUS PARAMETERS – Check the following boxes: Localized, Show page title, Menu section.
- SET USER GROUPS FOR ROLES GRANTING – Set the following Users:
 - Roles granting viewing access – Everyone. This setting will enable the www users worldwide to view this page.
 - Roles granting editing rights – Administrator and National BCH – Lao People’s Democratic Republic. This setting will only grant the two user groups to edit contents of this page.
- Lastly, click Save Changes button to enable the settings.

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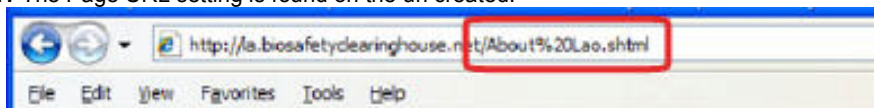
Comment [eo1]: PLEASE EXPLAIN EACH ONE COMPLETELY

The new page (Figure 27) will appear on screen after these actions. Observe the following:



Figure 27. Newly Added Page - Lao People's Democratic Republic Page..

4.2.1 The Page URL setting is found on the url created:



4.2.2 The BOX 2 setting Title: Lao People's Democratic Republic appears up to maximum of three times on the page. See illustration below. No. 2 depends on the browser you are using.

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4.2.3 The BOXES 3 and 4 settings results into the Menu Title - Lao People's Democratic Republic to appear just below the NATIONAL BCH Main title, as shown below.

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- 4.2.4 When POSITION is set to 0 (zero), the menu title would normally appear just below the home page title, i.e. NATIONAL BCH.

Exercise: Return to the Page Property of Lao People's Democratic Republic webpage by clicking the PROPERTIES button under Design Bar.

1. Change the POSITION setting from 0 (zero) to 700.
2. Observe the new position of the Menu title.

4.3 Adding modules to a page

Modules can be added to a page by clicking on the “Add Module” button on the right portion of the design bar. But before using this button, first you must set the following:

- Type of module to be added; and
- The position on the Web Content Area where the module will appear.

There are three different types of modules that can be added, namely, Content, Forum and Photo Gallery. (Figure 28)

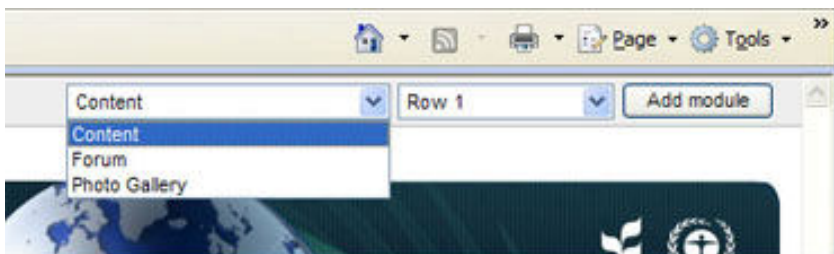


Figure 28. Types of Module.

For the position, there are 12 choices, as shown below (Figure 29).

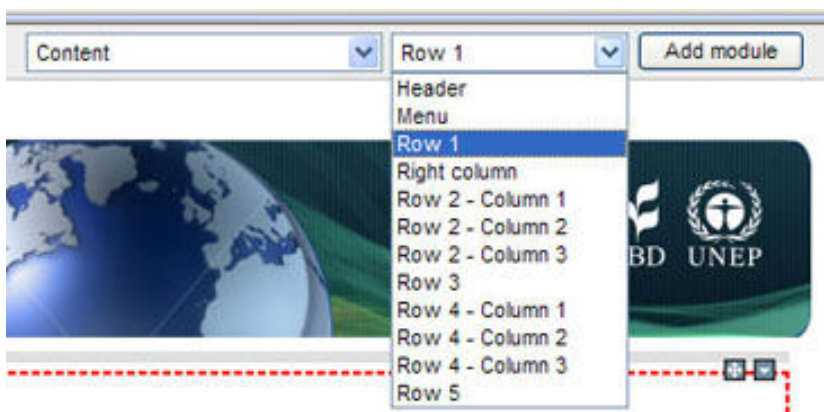


Figure 29. Positions.

Example 2. Adding content to the new page - Lao People’s Democratic Republic.

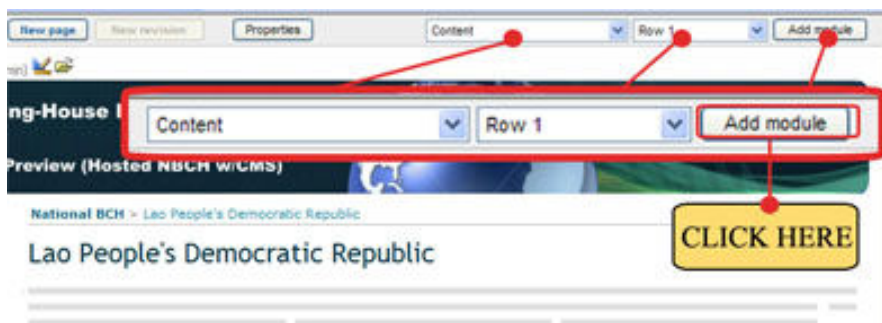


Figure 30. Adding Content Module at Row 1.

- Step 1.** As shown in Figure 30, set the following: Module type to CONTENT, Position to ROW 1.
- Step 2.** Click the Add module button.

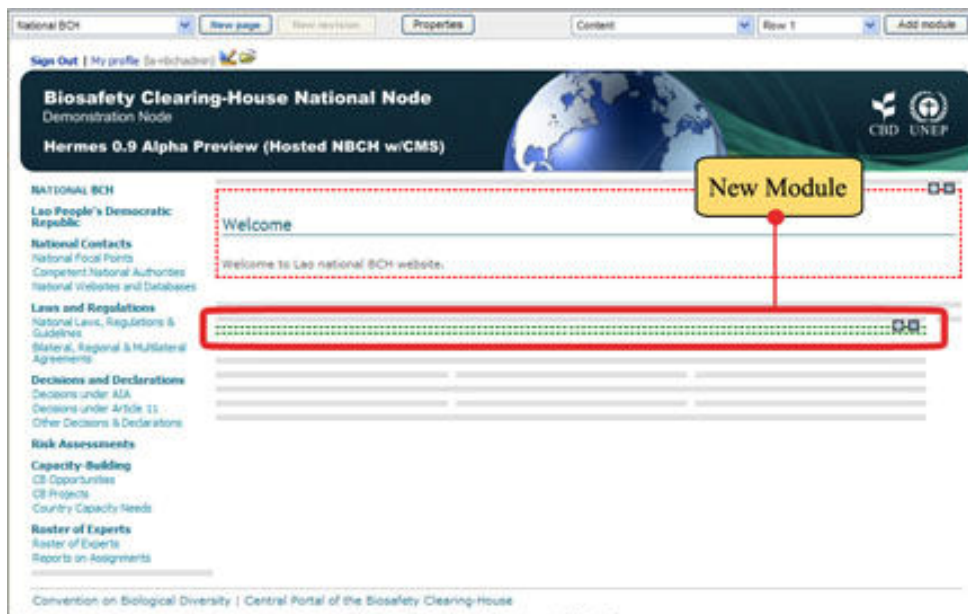


Figure 31. New Content Module.

A new module is now created. Highlighted by green dotted lines and contains two new symbols at the rightmost area of the module (📄 📄).

Step 3. To insert data for this module, click on the 📄 icon. After clicking, a new window called the Content Module menu will appear, then click EDIT (Figure 32).

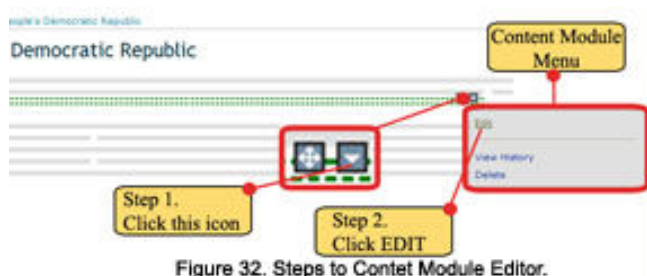


Figure 32. Steps to Content Module Editor.

Accessing content module menu (edit, view history, delete). Content module menu can be accessed using the 📄 icon visible at the top-right corner of each module.

After this action, the Content Editor page will appear where the following must be set: Title of the module and the content. Shown below are parts of the Editor page. (Figure 33)

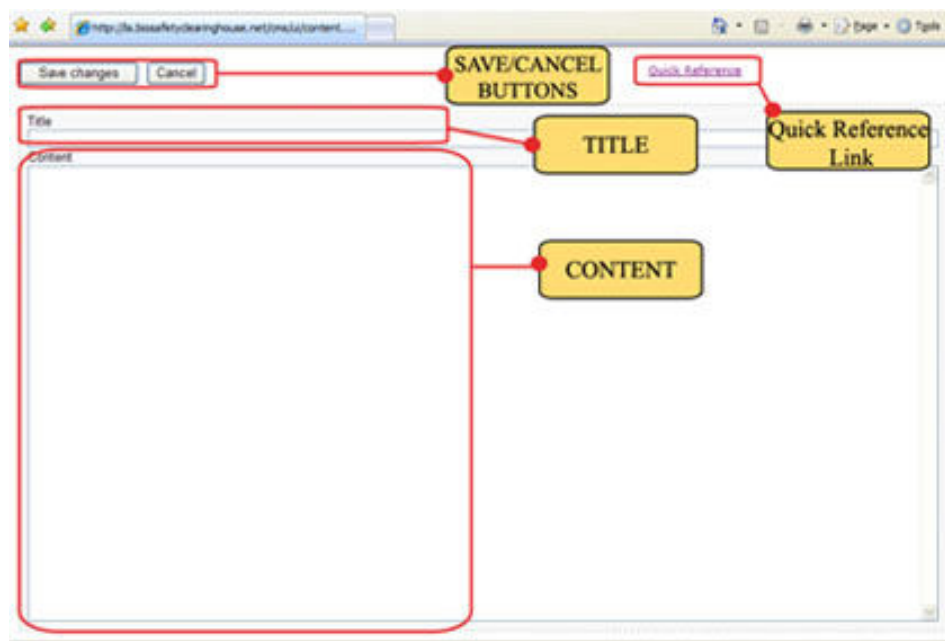


Figure 33. Parts of Content Module Editor.

Note: Before proceeding to the example, it is important to note an essential part of this page, the Quick reference Link. This will direct the administrator to the CMS Quick Reference page where the basic content syntax of this CMS can be found. It's a must for every administrator to take a look to this page. (For more details, see Module 5)

MODULE 5. CREATING AND EDITING MODULES AND TEXT

What you will learn in this module:

- Creating content using CMS syntax
- Reviewing/editing and deleting modules of a page
- Version management of a module



Figure 34. CMS Quick Reference Page.

5.1 Content Syntax (wiki syntax)

Hermes provides an easy syntax for creating content (Figure 34) . No knowledge of HTML is required. For instance the following text:

```
Hermes is an online Content Management System (CMS) based on the //Central Portal of the Biosafety Clearing-House// (BCH) .
```

- ```
* Item 1
* Item 2
```

Would result into:

Hermes is an online **Content Management System** (CMS) based on the *Central Portal of the Biosafety Clearing-House* (BCH).

- Item 1
- Item 2

**Example 1.** Add TITLE and CONTENT for the Lao People's Democratic Republic page. Then click on the Save changes button. Observe that some Content syntax were used to apply text formatting, such as bold (Figure 35)

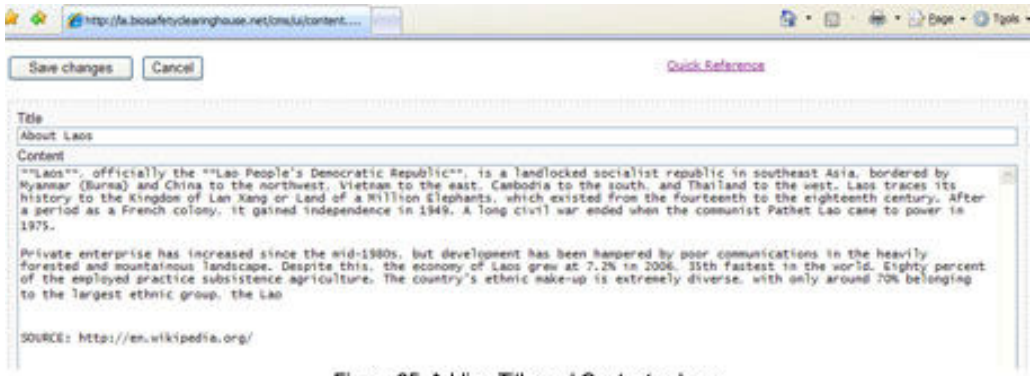


Figure 35. Adding Title and Content values.

After this action, the administrator will be directed to the Lao People's Democratic Republic page where the new content can be viewed as shown below (Figure 36)

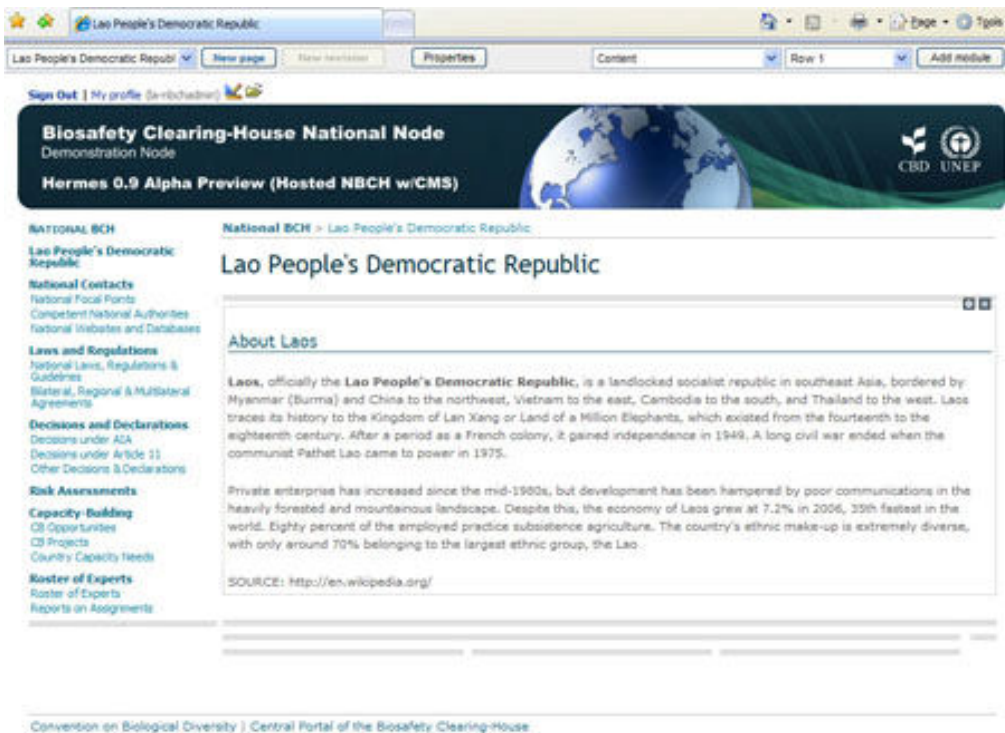



Figure 36. The Lao People's Democratic Republic Page with content.

## 5.2. Reviewing/Editing modules of a page

Use the content module menu to review/edit the content of the module. This can be accessed using the  icon visible at the top-right corner of each module.

**Example 2.** Editing information to the Lao People's Democratic Republic page. Following Example 1, we will edit a portion of the content. The last line containing <http://en.wikipedia.org/> will be transformed to a hyperlink.


**Step 1.** Click the  icon then click Edit, as shown below. Next, click on Edit. (Figure 37)



Figure 37. Edit the Lao People's Democratic Republic Page content.

Step 2. The Content Editor page will now appear. Then edit the last line to:  
SOURCE: `[link http://en.wikipedia.org/]`

Step 3. Click on the SAVE CHANGES button. See figure below. (Figure 38)

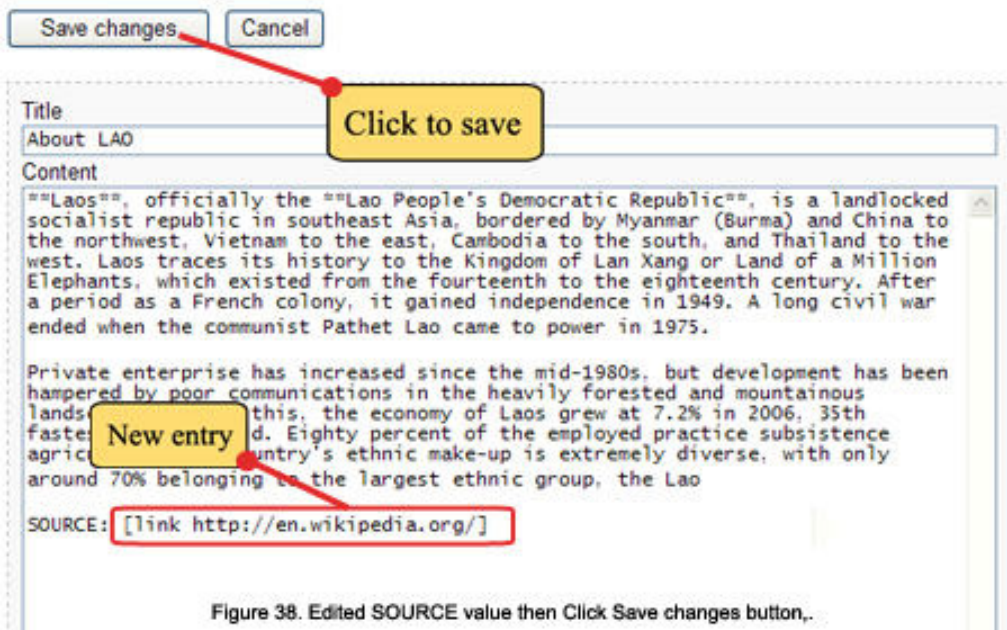


Figure 38. Edited SOURCE value then Click Save changes button.

After saving, the administrator will exit the Content Editor for the About LAO page. In the last line, the `http://en.wikipedia.org/` is now a hyperlink value. Observe the color changes to blue and when clicked, a line appears on it, as shown below.

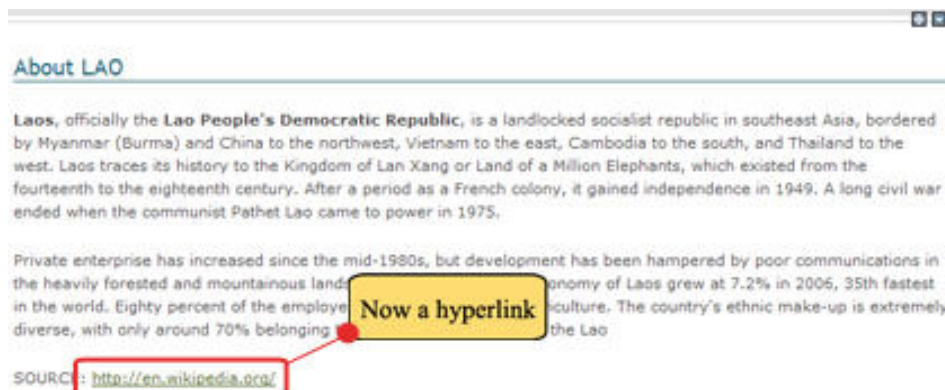


Figure 39. The About Lao Edited Page. Hyperlink value for the last line.

When necessary, an alternate name can be specified using the | character (e.g. `[link http://en.wikipedia.org/ | Wikipedia]`).

### 5.3. Version management of a module

To view editing history of a page, click on the View History inside the Content module menu. This facility can be used to track changes done by users with editing rights to the page.

**Example 3.** To view the Editing History information of the Lao People’s Democratic Republic page.

**Step 1.** Click the  icon then click Edit, as shown below (Figure 40). Next, click on View History.



Figure 40. View History of the Lao People’s Democratic Republic Page.

The Revision list (Figure 41) page will appear. Shown are the following:

| Buttons             |                                                                    |
|---------------------|--------------------------------------------------------------------|
| Compare versions    | Will be directed to page showing comparison between two revisions, |
| Return to Page      | Will return to original page.                                      |
| Revision and Number |                                                                    |
| Date and Time       | Shows the exact date and time the revision was done.               |
| User name           | Name of the user who did the revision to the page                  |
| Public version      | Shows if the revision is the current or the old public version.    |
| Radio buttons       | Used to select revision numbers to be compared.                    |

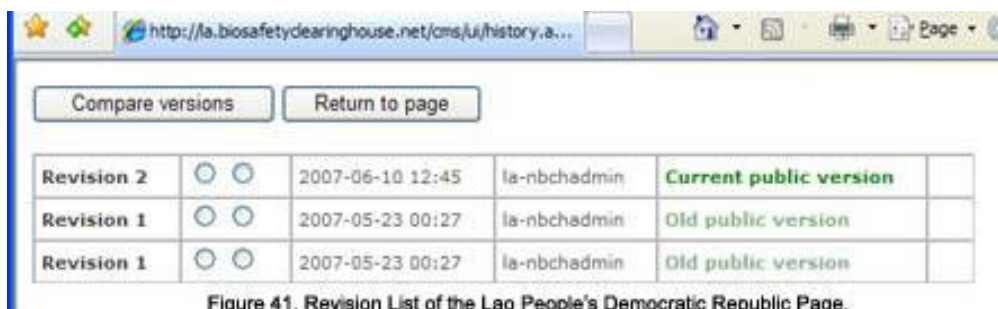


Figure 41. Revision List of the Lao People’s Democratic Republic Page.

**Step 2.** Compare Revisions 1 and 2. Click on the radio buttons of the two revisions.

**Step 3.** Click the Compare versions button, as shown below (Figure 42)



Figure 42. Selecting the revisions to be compared.

The comparison page will now appear on screen (Figure 43). See the changes made on the last line as shown below.

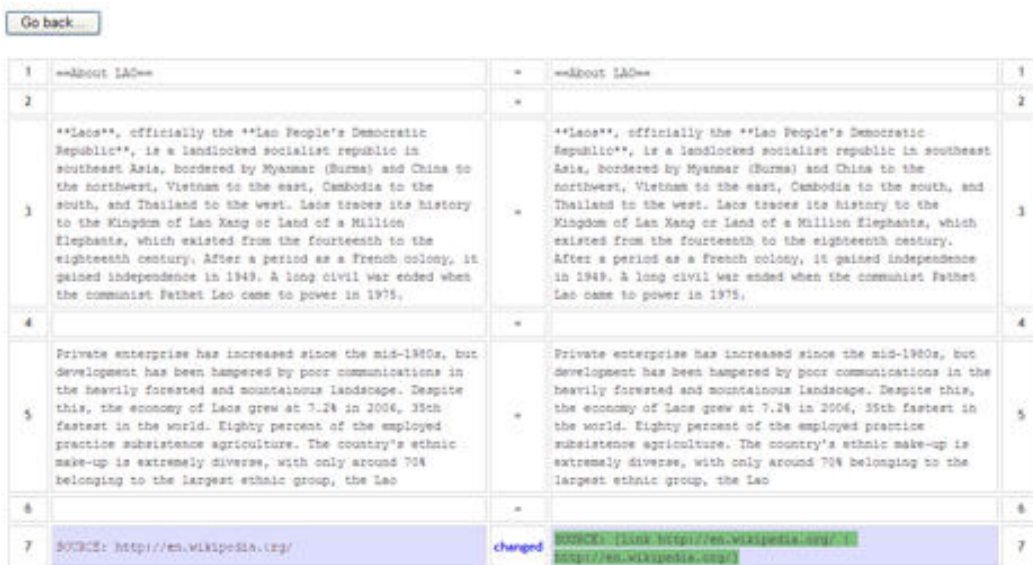


Figure 43. Comparison of Versions 1 and 2 values.

Step 4. Click on the Go Back button (Figure 44), to exit this page after examining the comparison.



Figure 44. Click Go back.. button to exit the page.

Step 5. The Revision list page will reappear. Lastly, click on the Return Page to return to the main page (Figure 45)

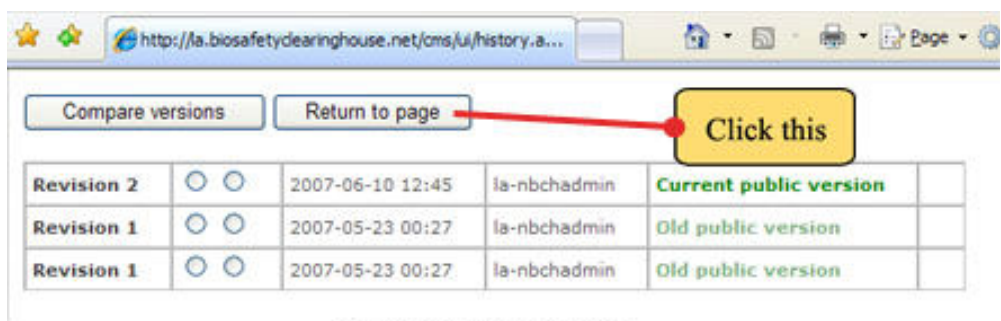


Figure 45. Click Return to page..

### 5.4 Deleting a module

To delete a specific module of a page, click on the Delete inside the Content module menu. Use this facility with utmost care since modules will be permanently removed once deleted.

**Example 4.** To delete a module from the Lao People’s Democratic Republic page.

**Step 1.** Click the  icon then click Edit, as shown below. (Figure 46) Next, click on Delete.



Figure 46. Delete About Lao module.

**Step 2.** Next the confirmation window will appear to delete the module. Click OK button if sure to be deleted. (Figure 47)

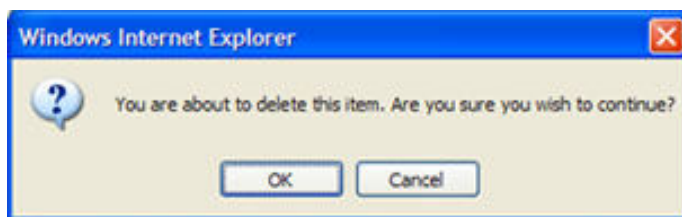


Figure 47. Confirmation Window to delete module..

After deletion, the Lao People’s Democratic Republic page will be empty. (Figure 48)



Figure 48. About Lao module deleted.

**Example 5.** Adding information to the NBCH index page. Shown below (Figure 49) is the initial content of the index page. Set the page in design mode to do this example.

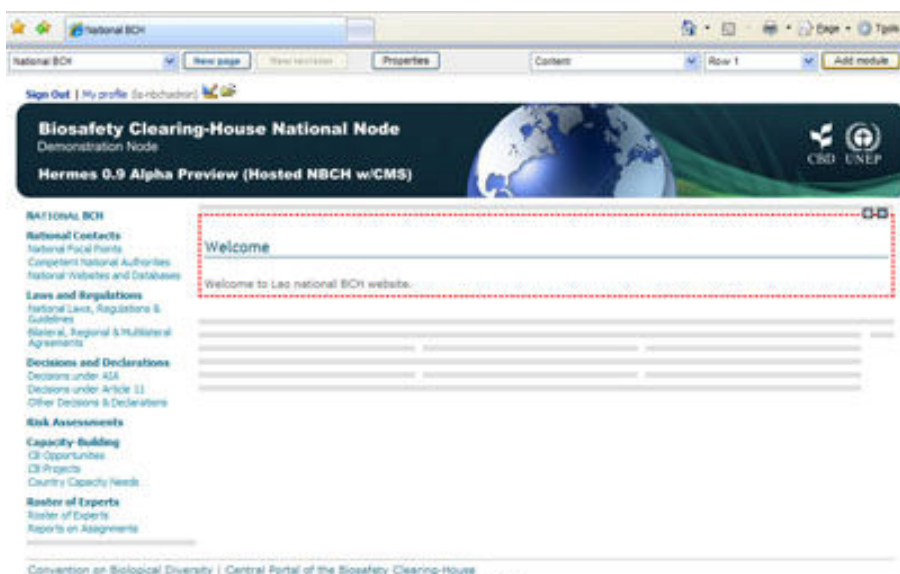


Figure 49. The NBCH Welcome page.

**Step 1.** Select Content and Row 1, then click Add module (Figure 50) Then, a new module will be added to this page (Figure 51)

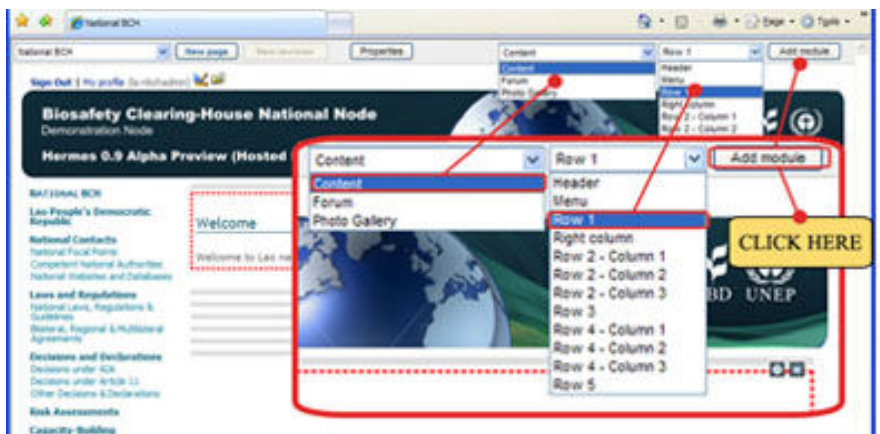


Figure 50. Adding Content module.

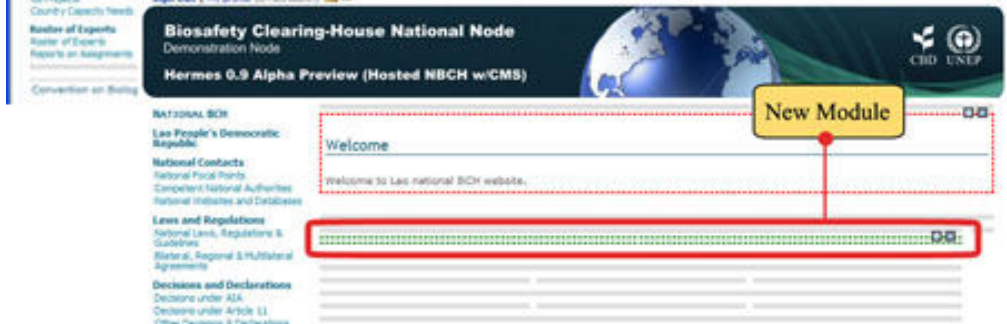



Figure 51. The NBCH Welcome page with new module.

Step 2. Click on the  icon. The content module menu will appear, then click EDIT. (See figure below). The content editor page will then appear on screen. (Figure 52)

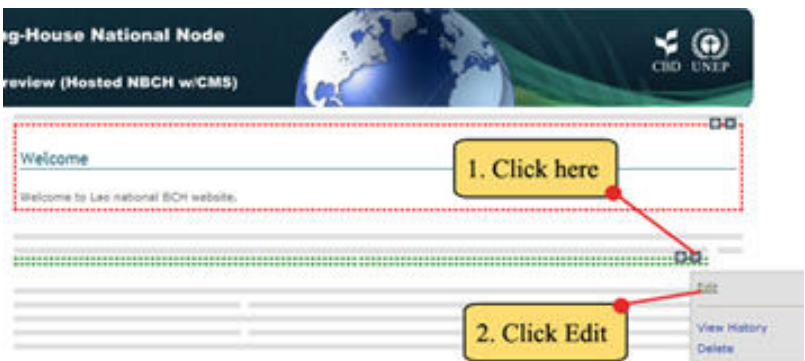


Figure 52. Actions in entering the content editor page.

**Step 3.** Using the content editor web page, type the following:

| Field   | Data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title   | Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Content | <p>The <b>Biosafety Clearing-House (BCH)</b> is an information exchange mechanism established by the Cartagena Protocol on Biosafety to assist Parties to implement its provisions and to facilitate sharing of information on, and experience with, living modified organisms (LMOs).</p> <p>The BCH is essential for the successful implementation of the Protocol. It assists Parties and other stakeholders in different ways in the implementation of the Protocol. For example, it provides a "one-stop shop" where users can readily access or contribute relevant biosafety-related information. This would assist Governments to make informed decisions regarding the importation or release of LMOs. Information in the BCH is owned and updated by the users themselves, this ensuring its timeliness and accuracy.</p> <p>Further information about the Protocol is available on the [link <a href="http://www.biodiv.org/biosafety/default.aspx">http://www.biodiv.org/biosafety/default.aspx</a>   Biosafety Protocol homepage], which is maintained on the CBD website.</p> |

Using the content syntax:

- For the first sentence of the first paragraph, to make the phrase "Biosafety Clearing-House (BCH)" to appear bold, use the appropriate syntax: **\*\*word/phrase\*\*** i.e. **\*\*Biosafety Clearing-House (BCH)\*\***
- For the last paragraph, to make the phrase "Biosafety Protocol homepage" a hyperlink, use the syntax: [ link URL | word/phrase ]  
i.e. [link <http://www.biodiv.org/biosafety/default.aspx> | Biosafety Protocol homepage]



Figure 53. Title and Content data then click Save changes.

**Step 4.** Then click on Save changes button to save as shown above (Figure 53). This will exit the user from the content editor and return to the index page of the NBCH (shown below) (Figure 54).

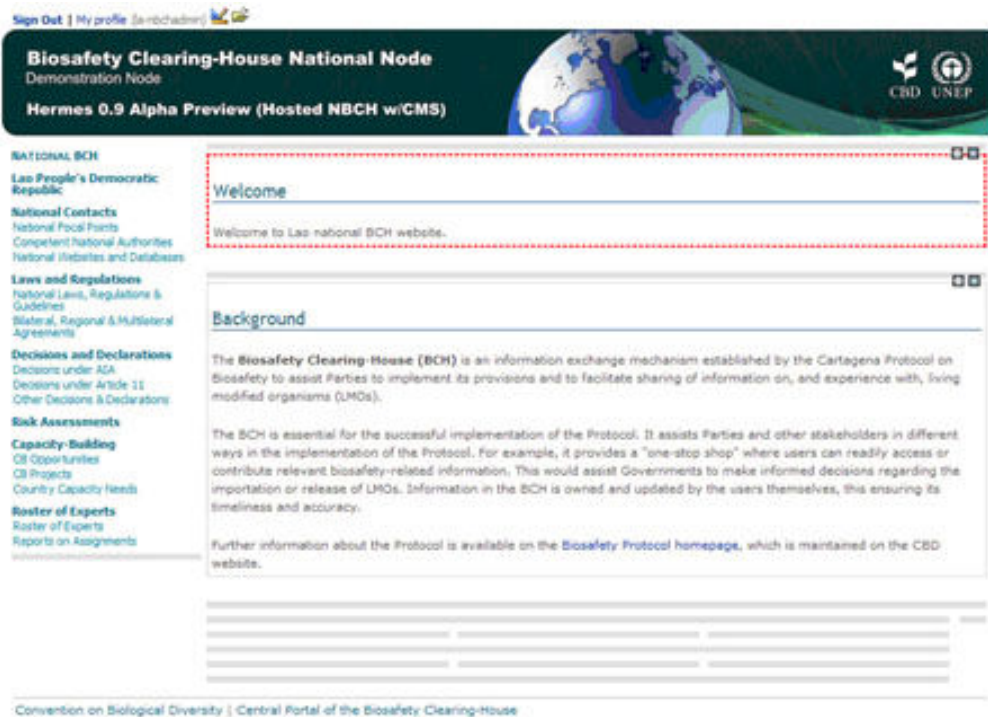



Figure 54. The NCBH Welcome page with new module - Background.

Observe the effects of the syntax used from the last exercise.

To add/edit or delete contents of the module, just use the content module menu (edit, view history, delete). Content module menu can be accessed using the  icon visible at the top-right corner of each module.

### 5.5 Adding Photo Gallery module to a page

**Example 6.** Adding Photo Gallery Module to the NBCH welcome page.

**Step 1.** As shown below, select the following: Photo Gallery Module and Row 1. Then click Add Module.

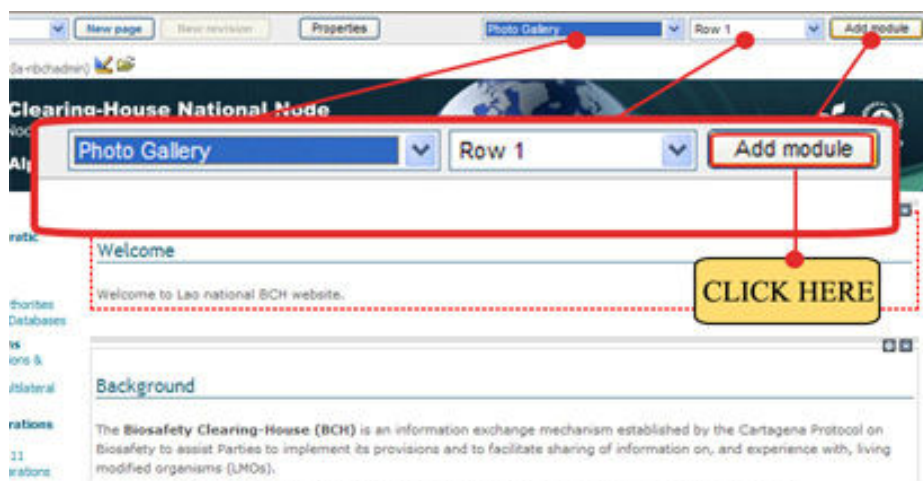


Figure 55. Adding Photo Gallery Module to the NBCH Welcome page.

**Step 2.** As shown below, a new module is created. Click on the Add Photo button to enter the Photo Page.

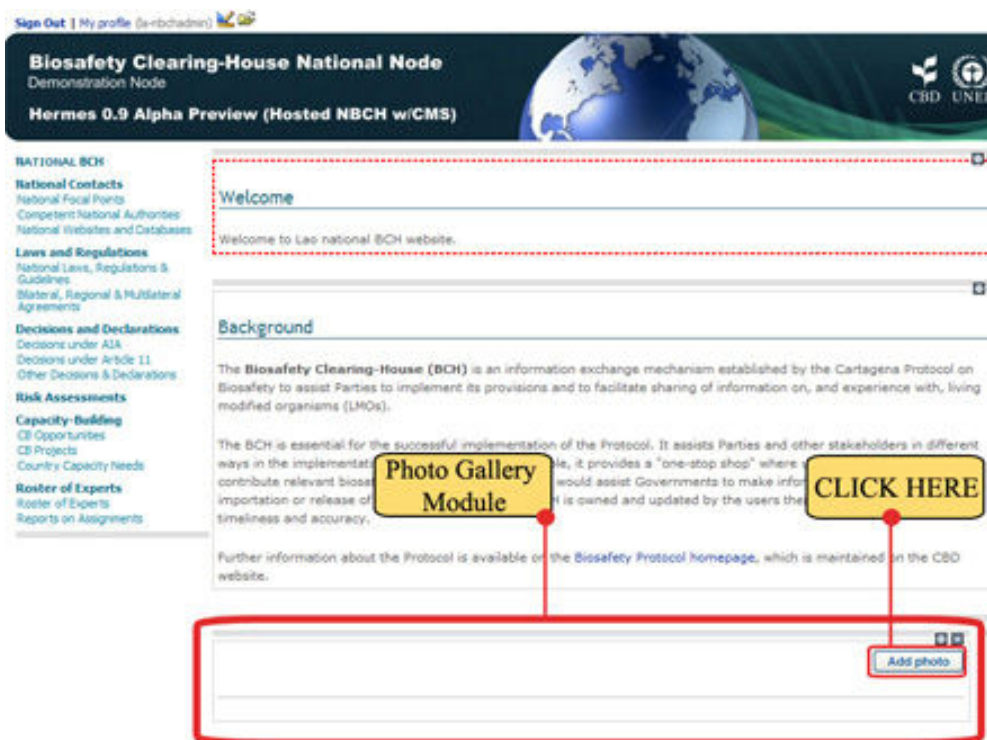
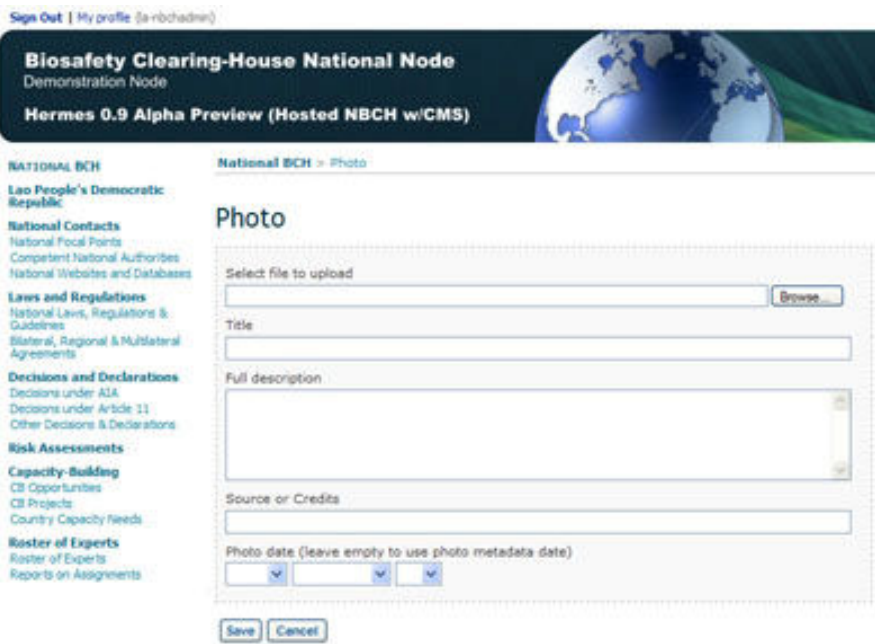
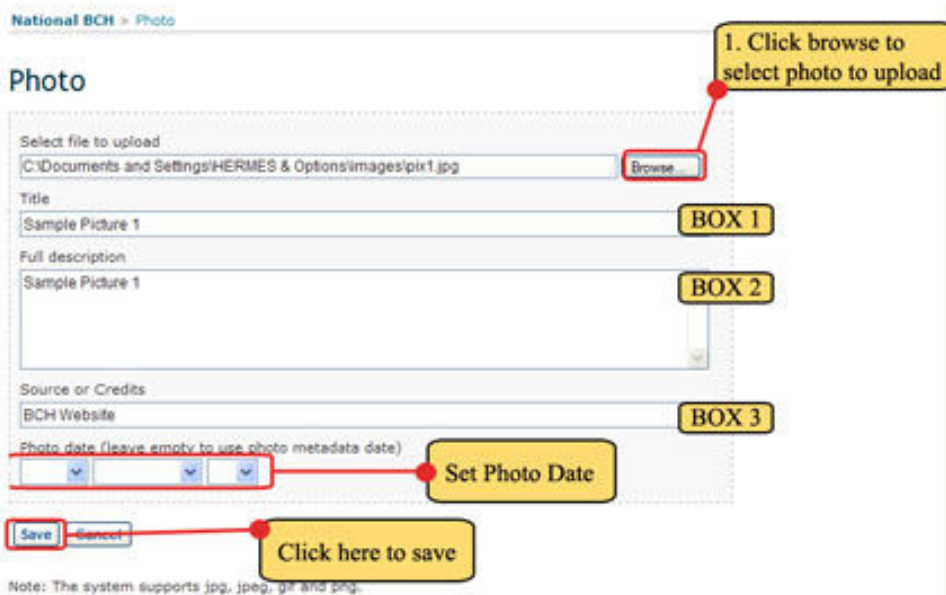


Figure 56. New Photo Gallery Module to the NBCH Welcome page.



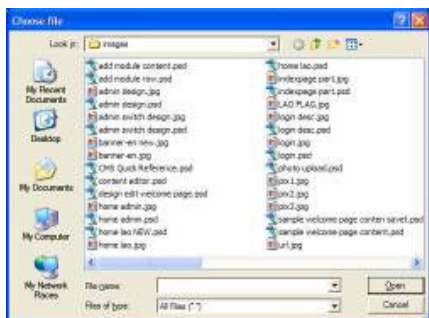
Note: The system supports .jpg, .jpeg, .gif and .png.  
**Figure 57. Photo page where photos can be uploaded.**

Step 3. Inside this page, set the following (see image below):



**Figure 58. Photo Settings.**

- Select file to upload – first click on the BROWSE button. The choose file window will appear on screen to select the file to be uploaded. Hermes supports the following image types: .jpg, .jpeg, .gif and .png. After selecting the file, click the Open button.



- BOX 1 – Title of the Photo
- BOX 2 – Full description of the Photo
- BOX 3 –Source or Credits of the Photo
- SET PHOTO DATE – e.g. Date of the Photo was taken.

Step 4. Click the Save button.

After saving, the NBCH index page will reappear with the added photo (shown below).

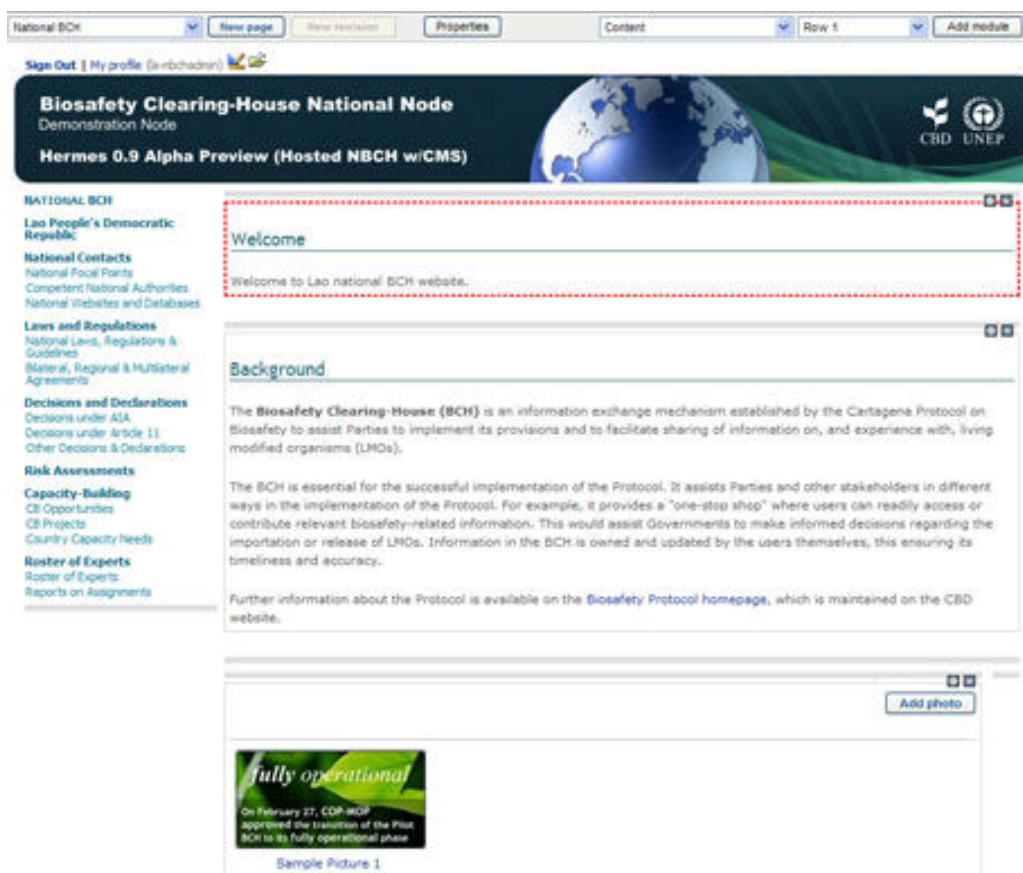


Figure 59. NBCH Welcome Page with added photo.

To add more photos, just click on the Add photo button and follow the same procedure discussed above. An example shown below is the index page with three (3) photos attached.

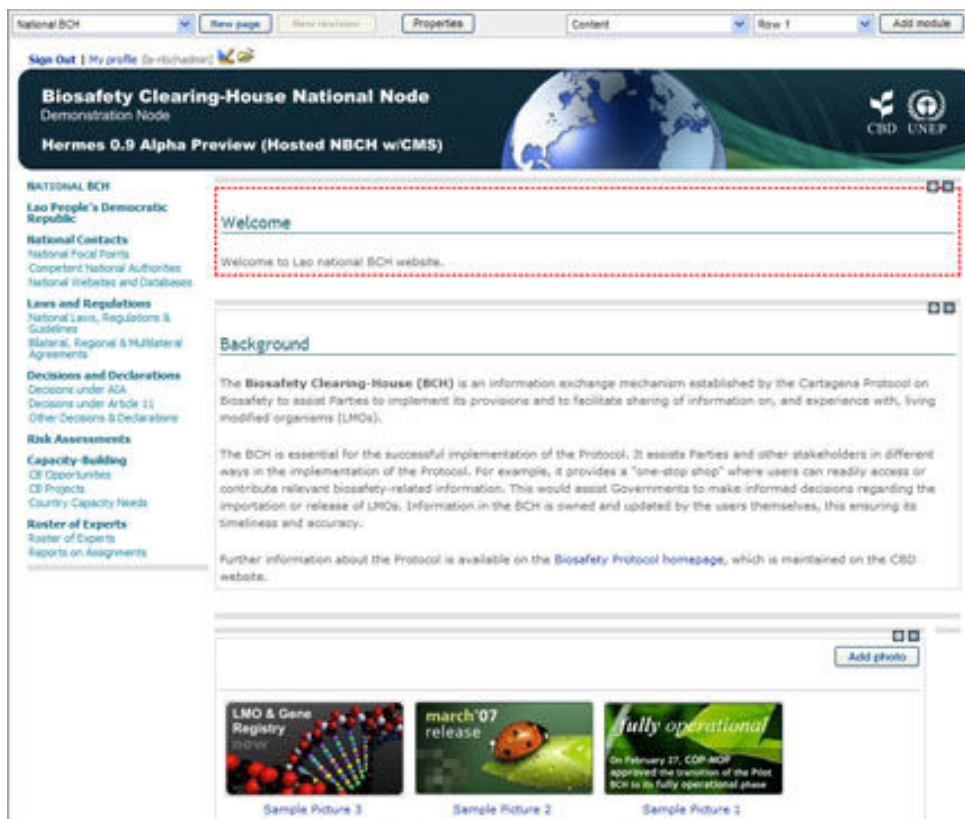


Figure 60. NBCH Welcome Page with added photo.

### 5.6 Adding more modules to a page

**Example 7.** Adding Content Module with Right Column Position.

**Step 1.** Select Content as the Module Type and Right Column as the position then click on Add Module button (see figure below)



Figure 61. Adding Right Column Content Module.

A new module will be added in the index page positioned below the Photo Gallery Module.

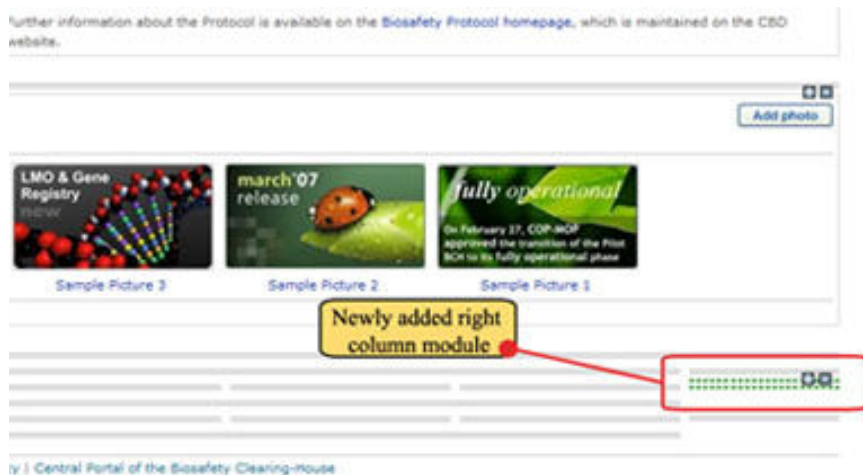


Figure 62. Newly Added Right Column Content Module.


Step 2. Click on the  icon. Now, the content module menu will appear, then click EDIT. (See figure below). The content editor page will then appear on screen.



Figure 63. Entering the Content Editor of the module.

Step 3. Using the content editor page, type the following:

| Field   | Data                                                                                        |
|---------|---------------------------------------------------------------------------------------------|
| Title   | - blank -                                                                                   |
| Content | [box(title='Upcoming Activities')<br>**May 23-25, 2007** [br]<br>2nd BCH National Workshop] |

Step 4. Then click on Save Changes button (see figure below).



Figure 64. Adding and Saving data to the Content Editor.

The NBCH index page will reappear with the new data included (shown below).

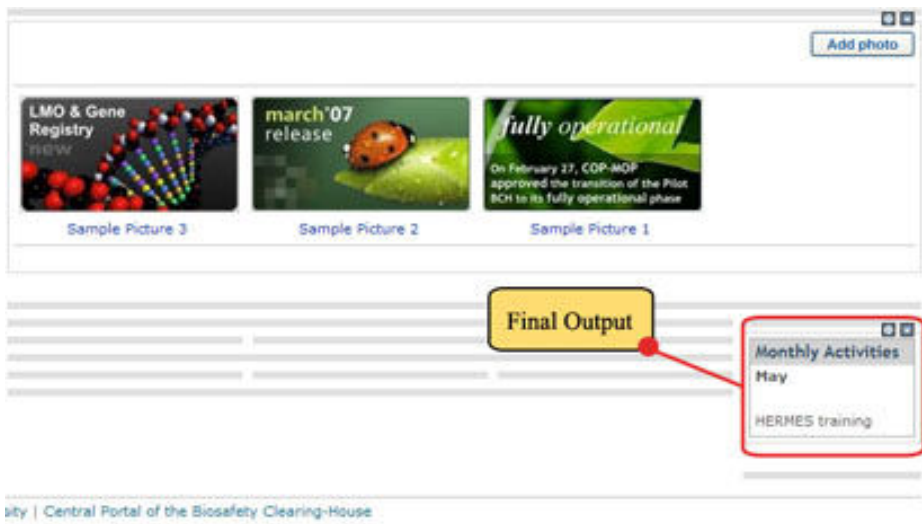



Figure 65. Newly uploaded data to the Right column content module.

### 5.7 Moving content modules

Content modules can be moved using drag-and-drop. Content modules can be dragged using the  icon visible at the top-right corner of each module.

Also note that content modules can be moved from one page to another one using two browser windows.

**Example 8.** To demonstrate moving of modules, the photo gallery module will be placed on the left of the right column module that was created in Example 5. Follow the procedure given below.

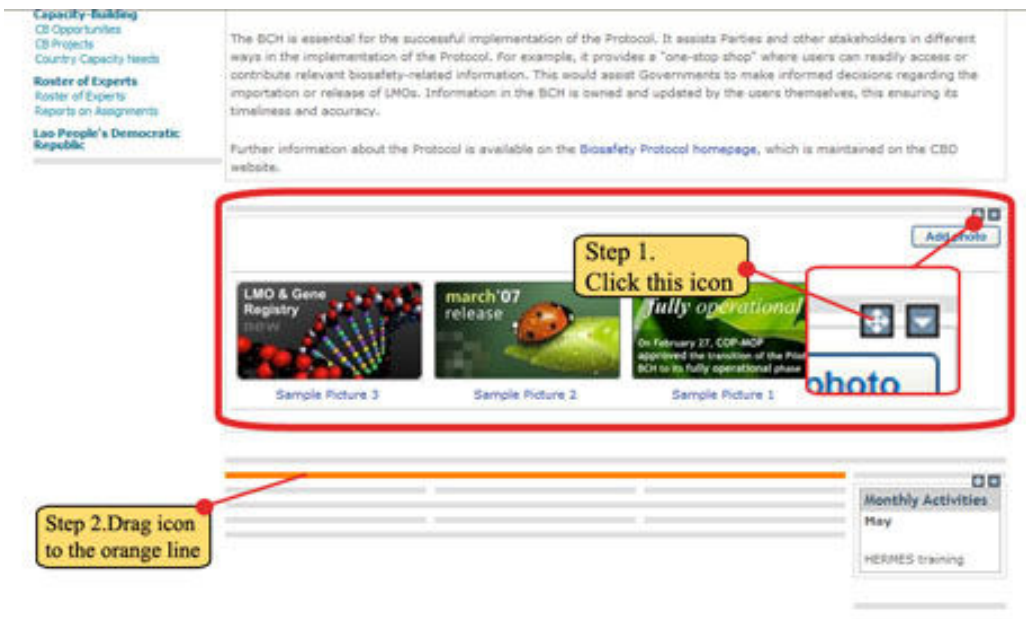




Figure 66. Moving Photo module beside the Right column module.

- Step 1. Click the  icon visible at the top-right corner of the photo gallery module.
- Step 2. Drag the  icon to the line beside the Monthly Activities module. An orange line will appear once the icon is over the desired line where the Photo Gallery will be moved.
- Step 3. Release the icon. Shown below is the final output.

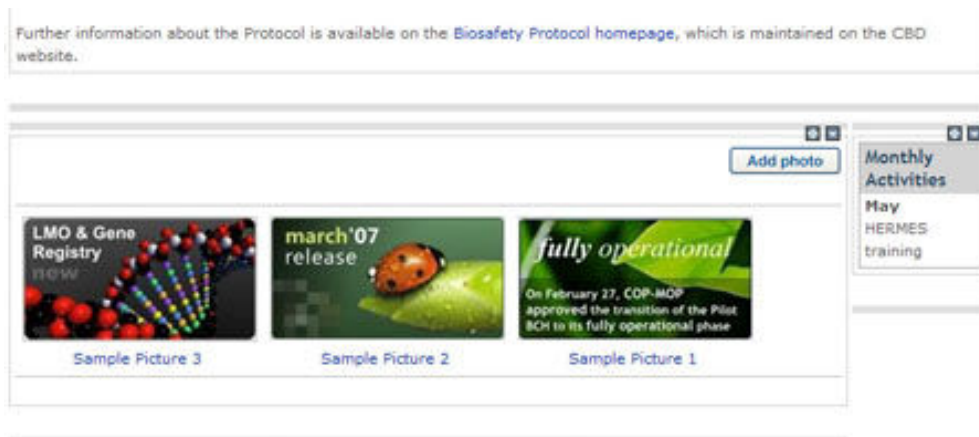


Figure 67. Photo module's new position after moving.

## MODULE 6. MORE ON FILE MANAGEMENT

### 6.1 How to customize the banner

Update banner.jpg file from File Management. The banner must be 940px wide.



Figure 68. To access the File Management Page.

**Step 1.** Click on the File Management Icon, shown above.

**Step 2.** The File Management now appears. Click Edit button to the right of the File named banner.jpg.

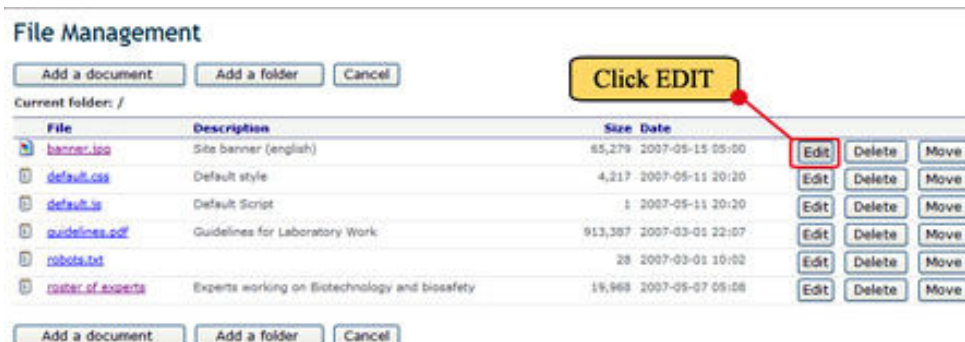
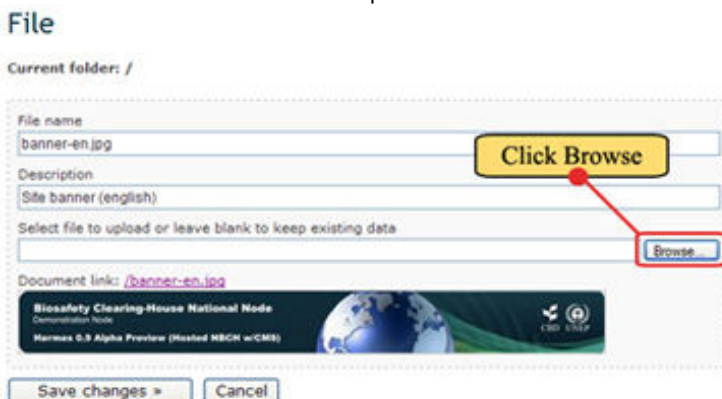


Figure 69. Editing the current NBCH site banner.

**Step 3.** The File page will appear associated with the banner.jpg file. To replace the existing banner, click Browse button to select the banner file to be uploaded.



Note: The system currently supports jpg, jpeg, gif, png, doc, pdf, pps, ppt, txt and xls files.

Figure 70. The File page of the current NBCH site banner.

**Step 4.** Now the choose file window will appear. Here select the photo file of the new banner. Then click Open after choosing the file.

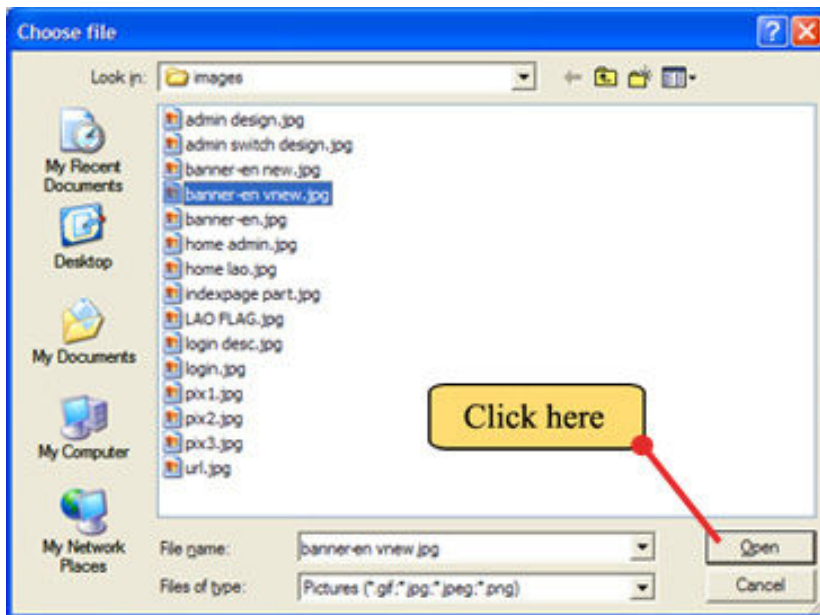


Figure 71. Selecting the new banner file.

**Step 5.** Now, the file page will show with the selected file appearing on the Select file to upload box... (beside the Browse button) as shown below. Then click Save Changes.



Figure 72. Saving the selected new banner file.

Step 6. Now the File Management will reappear on screen. Click Cancel button to exit this page.

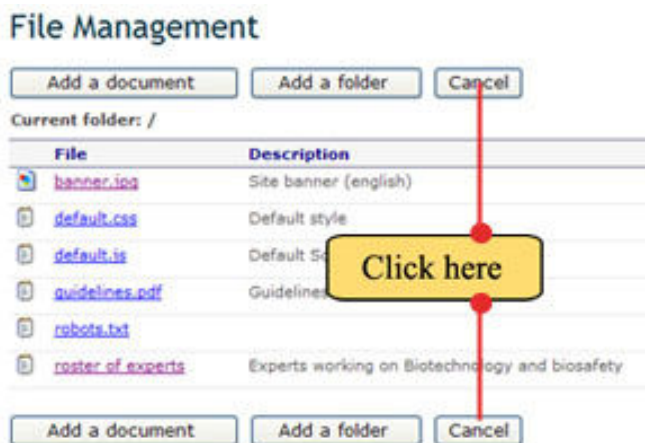


Figure 73. To exit the File Management Page.

The cancel button will be renamed "Quit file management" in the next release of Hermes.

The index page of NBCH with a new banner is shown below.

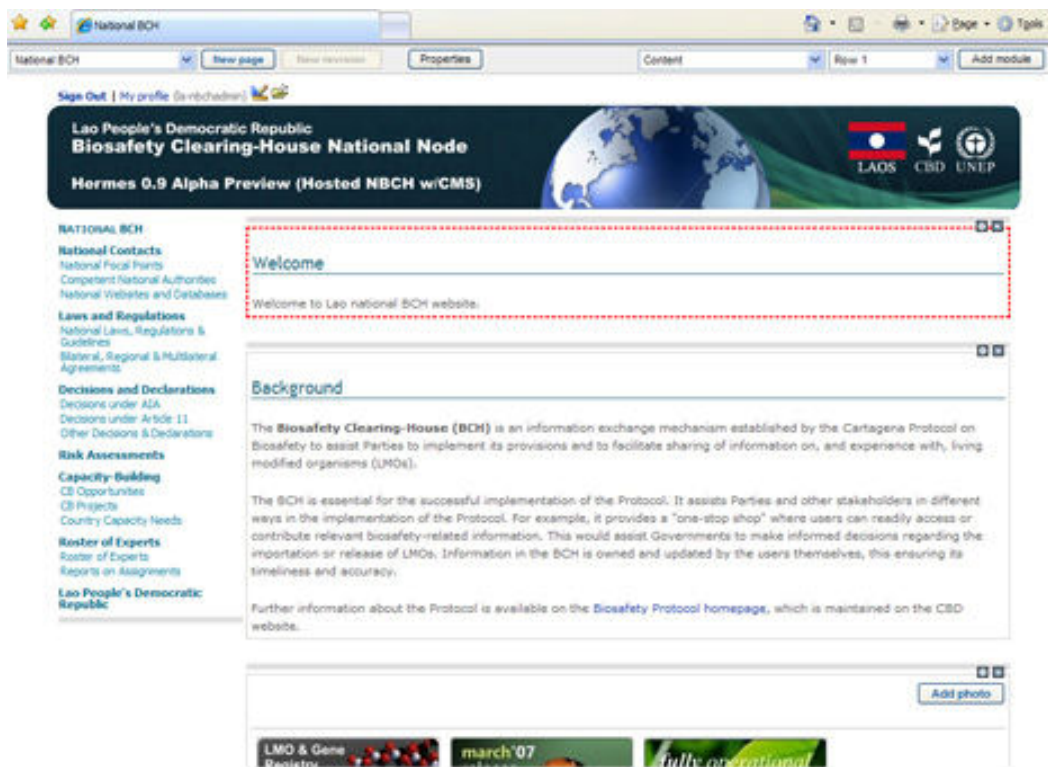


Figure 74. The NBCH index page with new banner.

## 6.2. The NBCH default stylesheet

The default.css is a stylesheet that contains the default set of rules that describe the appearance of all the pages within the NBCH website. Within this stylesheet, rules are set for the following: layout of headings, paragraphs, navigation menus and other elements in the page. These set of rules include the following: FONT family, FONT color, FONT size, FONT weight, text alignment, text decoration, etc.

Given below are the first few lines (lines 1 to 44) of default.css that is used by the NBCH website.

```

default.css
1 /*****
2 Main Tags
3 *****/
4
5 body
6 {
7 font-size:11px;
8 font-family:Verdana, Arial;
9 margin:0px;
10 }
11
12 a
13 {
14 color:#00309c;
15 text-decoration:none;
16 }
17
18 a:visited {}
19 a:active {}
20 a:hover
21 {
22 color:darkolivegreen;
23 text-decoration:underline
24 }
25
26 /* Default content text */
27 .hlite
28 {
29 font-weight:normal;
30 font-size:11px;
31 color:#505050;
32 line-height:13pt;
33 font-family:Verdana, Arial
34 }
35
36 /* Default content text bold */
37 .hliteb
38 {
39 font-weight:bold;
40 font-size:11px;
41 color:#404040;
42 line-height:13pt;
43 font-family:Verdana, Arial;
44 }
45
46 etc....

```

To change the font type, color and size of the content text, edit the lines 26 to 34.

|    | OLD                                     | NEW                                        |                                                 |
|----|-----------------------------------------|--------------------------------------------|-------------------------------------------------|
| 26 | <code>/* Default content text */</code> | <code>/* Default content text */</code>    | Retain                                          |
| 27 | <code>.hlite</code>                     | <code>.hlite</code>                        | Retain                                          |
| 28 | <code>{</code>                          | <code>{</code>                             | Retain                                          |
| 29 | <code>font-weight:normal;</code>        | <code>font-weight:normal;</code>           | Retain                                          |
| 30 | <code>font-size:11px;</code>            | <code>font-size:12px;</code>               | Font size from 11px to 12px                     |
| 31 | <code>color:#505050;</code>             | <code>color:# 0718f5;</code>               | Color from black to blue                        |
| 32 | <code>line-height:13pt;</code>          | <code>line-height:13pt;</code>             | Retain                                          |
| 33 | <code>font-family:Verdana, Arial</code> | <code>font-family:" Lucida Console"</code> | Font type from Verdana, Arial to Lucida Console |
| 34 | <code>}</code>                          | <code>}</code>                             | Retain                                          |

In addition, anchor (also known as hyperlinks) effects can be modified by editing lines 12 to 24.

|    | OLD                                    | NEW                                        |                                              |
|----|----------------------------------------|--------------------------------------------|----------------------------------------------|
| 12 | <code>a</code>                         | <code>a</code>                             |                                              |
| 13 | <code>{</code>                         | <code>{</code>                             |                                              |
|    |                                        | <code>font-family:" Lucida Console"</code> | Adding new line for font type Lucida Console |
| 14 | <code>color:#00309c;</code>            | <code>color:# c20909;</code>               | Color from blue to red                       |
| 15 | <code>text-decoration:none;</code>     | <code>text-decoration:none;</code>         | Retain                                       |
| 16 | <code>}</code>                         | <code>}</code>                             | Retain                                       |
| 17 |                                        |                                            |                                              |
| 18 | <code>a:visited {}</code>              | <code>a:visited {}</code>                  | Retain                                       |
| 19 | <code>a:active {}</code>               | <code>a:active {}</code>                   | Retain                                       |
| 20 | <code>a:hover</code>                   | <code>a:hover</code>                       | Retain                                       |
| 21 | <code>{</code>                         | <code>}</code>                             | Retain                                       |
| 22 | <code>color:darkolivegreen;</code>     | <code>Color:#f2ef17;</code>                | Color from darkolivegreen to yellow          |
| 23 | <code>text-decoration:underline</code> | <code>text-decoration:underline</code>     | Retain                                       |
| 24 | <code>}</code>                         | <code>}</code>                             |                                              |

Given above are sample settings for the stylesheet. You can modify parts of the stylesheet on your desired settings.

To learn more about stylesheets, visit the site: [http://www.w3schools.com/css/css\\_reference.asp](http://www.w3schools.com/css/css_reference.asp)

### 6.3 Modifying default.css of the NBCH website

To change the stylesheet settings, the first procedure is to download the existing default.css. After downloading, change the existing styles of the default stylesheet to your desired settings. And lastly, would be uploading the new default.css file to the NBCH web. Follow the steps described below:


- Step 1. Click on  to enter the File Management page.
- Step 2. Inside the File Management, click Edit button to the right of the File named default.css.



Figure 75. Editing default.css.

- Step 3. Inside the File page, under Document link: click on /default.css to download the stylesheet.

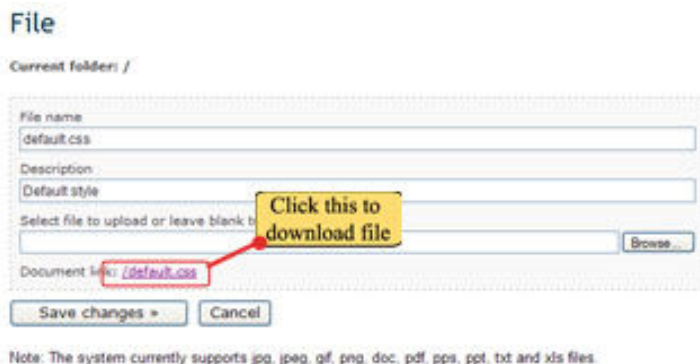


Figure 76. Click /default.css to download.

The default stylesheet file will automatically download to the computer and will be opened using Notepad. Observe that the filename is changed to default[1].css.

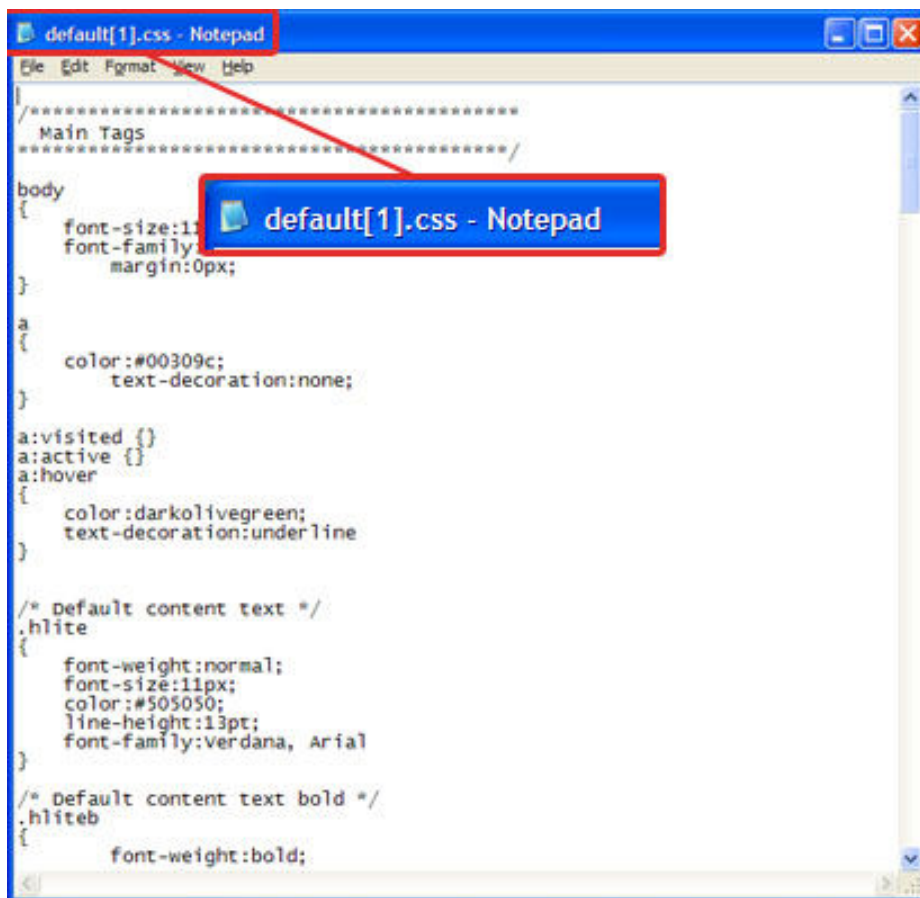


Figure 77. Downloaded default[1].css.

**Step 4.** Using this downloaded file, modify the stylesheet properties to your desired settings. For this example, we follow the settings discussed from the previous section. After editing, save the new stylesheet using default.css as its filename.

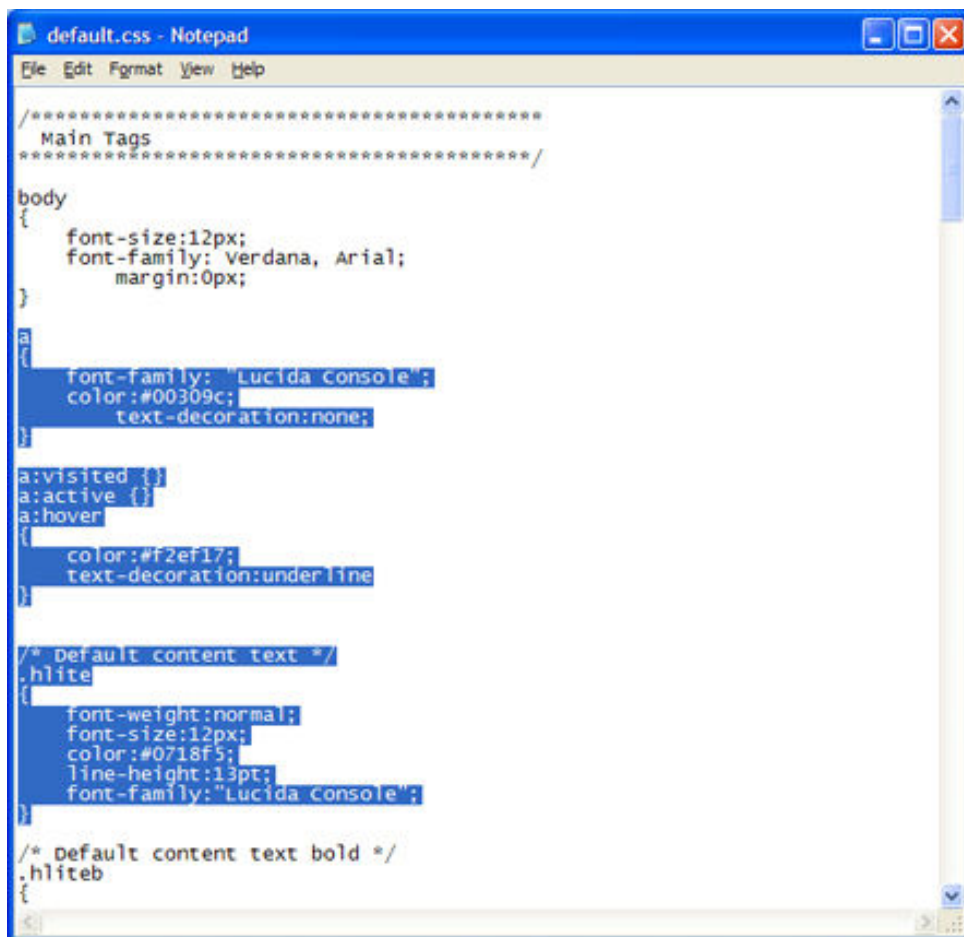
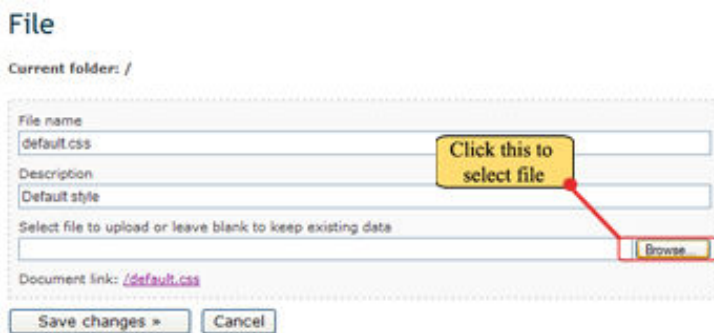


Figure 78. Edited default stylesheet. Edited section in blue highlight. Save using default.css.

Step 5. Next step is uploading the new default.css. Return to the File page. Click on the browse button to select default.css from the computer.



Note: The system currently supports jpg, jpeg, gif, png, doc, pdf, pps, ppt, txt and xls files.

Figure 79. Click browse to select the file to be downloaded.

Step 6. The Choose file window will appear. Now, browse your computer to locate for default.css. Then click on Open button to select.

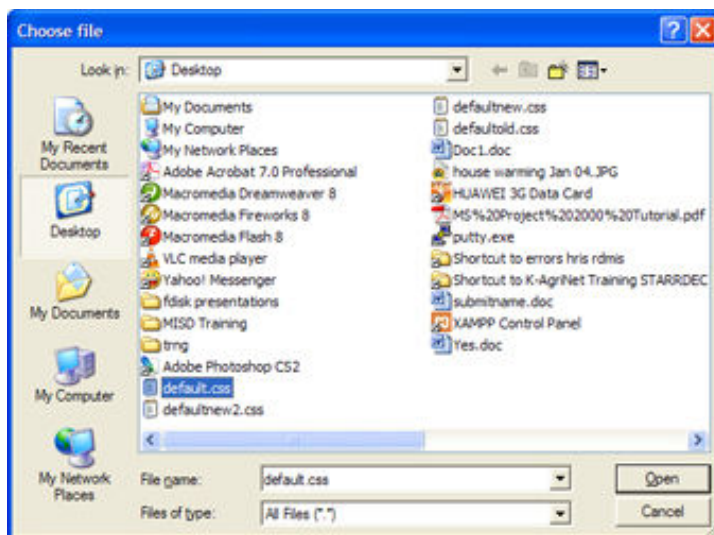


Figure 80. Browse for default.css, then click Open.

Step 7. After selecting, the File page reappears with default.css been selected. Now, click Save changes button to upload the file. This action will upload the new default.css. The new settings will now be implemented to the site.



Figure 81. File location of default.css now selected.

Step 8. The File Management reappears. Now, click cancel to return to the main page.

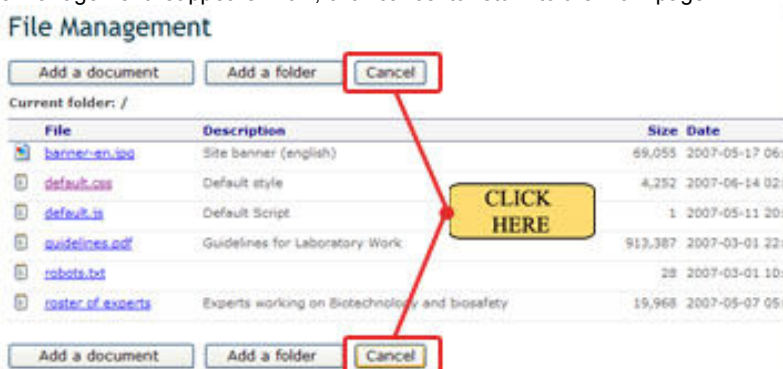


Figure 82. Click Cancel to return to main page.

**Step 9.** Now, the main page reappears. Initially, it will be observed that the new settings are not yet implemented by the page. Press F5 to refresh the page. Refreshing will implement the settings included in the uploaded default stylesheet.



Figure 83. The NBCH Welcome Page using new default stylesheet.