



The Baltic eHealth Service Portal Editors

Portal Editors

Creating pages

Select *Create new page*.

In the dropdown-box "Portal information", select which menu section the page should be posted in. The areas Baltic eHealth, News, Legal Guidelines and General information are reserved for portal editors. Ordinary users can not post there.

Give the page a title and some contents, and press submit. Scheduled publishing and other details are described in the file Usage.doc

When creating a page, you can insert the text "<!--break-->" (without quotes) to separate the *teaser* part from the rest of the body of the page. The *teaser* is the part of the page which is visible when it is listed. The text coming after "<!--break-->" will be displayed when the user selects the "Read the rest of this entry..." link.

Editing pages or eHealth service ads

Portal editors can access and modify both their own, and other users' content.

There are two ways you can edit old content. When viewing a post in a listing, click its title. Then select the *edit* tab.

The second way is to select Administer → content, find the post you'd like to modify, and click *edit*.

Creating new forums

Select Administer → forums → add forum.

User administration

Select Administer → users.

Click the *edit* link following the username.

To block a user from logging on, select the "Blocked" setting below "Status". If you delete a user, you also delete all their old posted content. Therefore it's preferable to block a user rather than delete him/her.

To upgrade a user to Portal Editor, select Portal Editor in the Roles field. (You can create new user roles by adding them using Administer → access control → roles, and giving the role

some permissions in Administer → access control → permissions, but these are advanced settings and if you make a mistake you might find that the administrator is the only user who can log on to restore the changes.)
Click Submit to save your changes.