



AFRICAN UNION
**INTERAFRICAN BUREAU
FOR ANIMAL RESOURCES**



AU-IBAR Ecosystem Manual

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1. INTRODUCTION TO THE AU-IBAR ECOSYSTEM

1.1. *An overview*

The AU-IBAR commissioned an online ecosystem to address challenges in knowledge management across groups, networks and, organisations, operating across the continent. The online ecosystem was designed on platform technology, that enables groups, communities, networks, think tanks, etc., to collaborate, organise and manage knowledge sharing across multi-disciplinary or cross-functional stakeholder base.

When thinking of a platform, think about LinkedIn or Facebook, where a directory of linked profiles is set up and curated and added to a growing ecosystem.

Many of us use platforms such as Facebook, LinkedIn, UBER etc., and don't give much thought to their complexities. The AU-IBAR platform is no more complex than these, and has many similarities.

The AU-IBAR Ecosystem is designed for an audience of networks, agribusinesses, organisations and states. The platform has several key differences from the public platforms noted above. The AU-IBAR Ecosystem is designed to protect data and respect the privacy of its users.

Knowledge and data are gathered and then curated to enhance decision-making, advancement, collaboration and co-creation.

This pioneering initiative is intended to serve the multiple stakeholders collaborating in animal resources across Africa. It is open in that new networks and other stakeholders are welcome to the platform and services are available at no cost to stakeholders. It is closed and private in that the data remains protected and is never shared with third parties for the purposes of advertising.

1.2. *Why was the ecosystem developed?*

Driving the integration of livestock value chains indicates a clear benefit across the sector's stakeholders. But in order to ensure regional integration, engagement and knowledge sharing is required from grassroots organisations, all the way to Regional Economic Communities.

The vision for the AU-IBAR Ecosystem is one of strengthened capacity across the sector and strengthened capacity will result with integration and knowledge sharing and knowledge management.

Knowledge management is critical to the efficiencies of any organisation or network. Today however, within the plethora of technologies that permit sharing of information across email, social media platforms, WhatsApp and other platforms make the management of knowledge easier but leaves the assurance of retention is at high risk.

The AU-IBAR Ecosystem is an online platform that has been designed and developed to:

- Support knowledge sharing and build knowledge communities.
- Drive collaboration, co-creation and creativity across networks, groups, organisations,

- government agencies etc.
- Facilitate a central platform for sharing information.
- Enable cross-continental, cross-institutional as well as cross-functional networking.
- Support and enable robust knowledge communities.

Knowledge communities are groups of people who share common challenges, opportunities, or a passion for a given topic who then come together and collaborate to deepen their understanding of that topic through ongoing learning and knowledge sharing.

1.3. Who can engage in the ecosystem?

The AU-IBAR Ecosystem is open to all stakeholders across the continent. Public and private profiles can be created for:

- Businesses in the animal resources value chain:
 - » Production.
 - Pastoralists.
 - Subsistence farmers.
 - Commercial farmers.
 - Agribusiness entrepreneurs.
 - Breeders.
 - » Farm inputs and services.
 - Veterinarians.
 - Extension Agents.
 - Agrovets.
 - Paravets.
 - Researchers.
 - Technology developers.
 - Technology service providers.
 - Transporters.
 - Food manufacturers.
 - Sanitary and phytosanitary service providers.
 - Credit/financial service providers.
 - » Processing.
 - Quality standard inspectors.
 - Medium / cooperative processors.
 - Abattoirs.
 - » Trade and marketing.
 - Cooperatives.
 - Exporters.
 - Retailers.
 - Wholesalers.
- Organisations
 - » Extension services.
 - » Financial services.
 - » Events providers (virtual and other).
 - » Government agencies.
 - » Groups, networks and associations.
 - » Departments and Ministries.
 - » NGOs.

- Research Organisations and Academia
- Regional Economic Communities.

1.4. Who can create a profile?

The recommendation is that only official appointees of the network are tasked with creating the profile for the network. The appointed representative can set up an official ecosystem profile for the network and will also have the option to create a private workgroup for the network.

An example profiles for a network may be set up as follows.

African Women in Beekeeping (official public profile)

This profile will be used to manage and grow the network's membership and share knowledge within the public domain.

African Women in Beekeeping (private workgroup)

This profile may be used for the network's leadership and management teams. The private groups provide functionality that enables the workgroup to create a document library, develop a project plan and a calendar that shows when tasks are due and their status of progression.

1.5. Who will maintain the profile content?

The task of content curation lies with every network or organisation. We recommend that when a profile is initiated, a content plan is developed, and a reasonable amount of content is added prior to inviting your targeted audience. The profiles have various functionalities that include a home page, a news section for blogs, events as well as photo albums.

1.6. How does the AU-IBAR Ecosystem work?

The AU-IBAR ecosystem is built on a platform that is designed for collaboration. As entities register their profile on the online ecosystem, and start building their content and their community, they have a better chance of being found by those either seeking to join a network or group to collaborate or engage their services.

In essence, the ecosystem is a place for relevant content across Animal Resource stakeholders to be found, shared, added to and many more.

The platform is not a website and thinking of it in these terms would not do justice to the functionality and capability provided. The platform is a highly dynamic space, but the dynamics are those created by stakeholders. The platform should serve to bolster the objectives of an organisation.

Objectives such as membership growth, knowledge growth and management, knowledge sharing and collaboration, connection, exposure and more, are serviced by the online ecosystem (platform).

2. BUILDING KNOWLEDGE COMMUNITIES

2.1. *What is a knowledge community?*

Towards the end of the last century, the idea of knowledge sharing was put to use in the corporate world and a broader form of CoP (Communities of Practice) evolved which was known as “knowledge communities.”

The basic difference between CoP and knowledge communities is that the scope of member participation is clearly defined by a job description (such as farmer’s community) in CoP, whereas in the case of knowledge communities member participation is wide open and in some cases covers all the employees working in a big organization (Yamazaki, 2004).

2.2. *The benefits of creating knowledge communities*

- knowledge management in one central place
- knowledge sharing through varying methods (blogs, comments, discussions, shares)
- efficient and easy onboarding of new community members
- alignment across the community
- ease to scale and grow

3. WHERE DOES YOUR NETWORK, GROUP OR ORGANIZATION FIT INTO THE ECOSYSTEM?

3.1. *Networks and Virtual Communities of Practice*

An example of a network includes AYLFAIN (African Youth in Livestock, Fisheries, and Aquaculture Incubator). The ecosystem was developed with these stakeholders as a primary target audience for early adoption of the platform/ecosystem. These entities are encouraged to create both public profiles and private profiles.

The public profiles serve to engage in a broader stakeholder audience while gathering knowledge, sharing information, driving collaboration and growing the specific discipline.

The private profiles can serve as workgroups for networks. As network custodians plan for the networks to meet their various mandates, the private group provides a digital repository of content, documents, people, etc.

3.2. *Organisations*

Organisations may include large Pan African organisations such as the AU-IBAR, UN Women, or NGOs working in the area to impact certain streams such as the advancement of women and youth. An example may include Farm Africa, working across East Africa, with different types of farmers in a range of regions, from dry rangelands to lush, diverse forests.

Organisations can utilise the platform in many different ways that include the building of their own communities but most importantly to create a critical piece of the ecosystem puzzle adding value through organisationally created and user-generated content.

3.3. *Regional Economic Communities*

The continent's economic integration was a prerequisite for economic development from 1963, with the establishment of the Organisation of African Unity (OAU) - the African Union's predecessor. Africa's RECs, which constitute 8 sub-regional key building blocks for economic integration in Africa were established in the 1991 Abuja Treaty. RECs are key actors working in collaboration with the African Union (AU). Beyond their role in peace and security, RECs have the immense challenge of working with governments, civil society and the AU Commission in raising the standard of living of the people of Africa and contributing towards the progress and development of the continent through economic growth and social development.

The RECs are essential for the effective implementation, financing, monitoring and evaluation of Agenda 2063 and its flagship programmes, at the regional levels. As African Union's 50-year structural transformation and development plan for realising the Pan-African vision of "an integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the global arena," Agenda 2063 provides a new impetus for enhanced engagement by the RECs.

The ecosystem therefore provides means by which RECs can be engaged with governments and actors in the animal resources sector.

3.4. *Ministries of Agriculture, Forestry and Fisheries*

As ministries continue to develop policies for the animal resources sector that may include, policy to enhance the emerging and new age farmers, the emergence of women and youth, the promotion of increased land ownership, their role in the ecosystem is vital. Ministries or departments can utilise the platform to share information, opportunities, policy, collaborations and more.

3.5. *Agribusinesses*

Agribusiness is the lifeblood of the sector. The design of the ecosystem is such to enable micro to macro enterprises to participate, share services, build user communities, share knowledge and expertise and create a digital presence that will allow them to be found. These collaborative activities will be promoted at regional level to ensure regional integration and the promotion of Regional Livestock Value Chains.

4. TUTORIALS (GETTING THE MOST OUT OF THE ECOSYSTEM PLATFORM)

4.1. How to create a banner for your network/group/organisation.

Have the logo ready in a **jpeg** or **png** format.

The banner provides the branding for your group or network. There are two ways in which your profile can be branded.

- to upload your logo on the banner. On the top left you will see the following
Set an image for **XYZ** profile
+ set an image
Simply select the + and you will be asked to add the file. Once you've done so, your entity's logo will appear.
- You also have the option of the fully designed banner. Banners should be designed and provided to the community management team for upload. Banner size **1500px** in width X **270px** in height.

4.2. How to create a profile for your group or network.

Select the **Networks navigation** tab on the top of the page and as you scroll down on that page, you will see a **stone-coloured button** that invites you to Start a group.

The screenshot shows the top navigation bar of the AU-IBAR Ecosystem Platform. The navigation bar is light brown with the following items: 'AU-IBAR Networks', 'Networks' (highlighted in a darker brown), 'Countries', 'Organisations', 'People', 'Events', and 'Businesses'. On the right side of the navigation bar, there are two green buttons: 'Sign In' and 'Join'. Below the navigation bar, there is a large green circular icon containing three speech bubbles with arrows, representing a network or community. To the right of the icon, the text reads 'Networks, groups, communities of practice'. Below this, there is a paragraph of text: 'Create a network profile and access knowledge management and collaborative functionality that enables your network to grow across its target audience. To understand more, access the tutorial here or contact us for more information.' To the left of this paragraph, there is another paragraph: 'Why knowledge management matters, and how networks, groups and communities of practice can utilise the ecosystem to ensure knowledge is retained and managed. We share knowledge every day, in conversations, documents, virtual meetings, etc. Much of that knowledge is not retained, but should be and can be on this platform. These profiles are an essential building block of collaboration with the AU-IBAR Ecosystem. They allow stakeholders to work together using tools like activity updates, blogs, calendars and shared forums. Find out more here.' To the right of this paragraph, there is a 'Search Groups' section with a search bar, a 'Near' dropdown menu, and a 'Search >' button. At the bottom left of the screenshot, there is a brown button with a plus icon and the text 'Start a Group'. At the bottom right, there is a blue link 'View All'.

By selecting **Start a Group** you are directed to a form for completion.

Basic Information

Group Name * (100 characters max)

Category Other

Street Address (80 characters max)

City (80 characters max)

State/Province (80 characters max)

Zip/Postal Code

Country Australia

Additional Details

Short description * (1000 characters max)

Search keywords (comma-separated) (200 characters max)

Website (200 characters max)

Choose a privacy level for this listing *

Public: Public listing and content for everyone

- Public for everyone: Allow everyone to search for and view this listing, users can join and participate too
- Public listing with members only content: Users can search and find this listing, and ask to join, but authorization is required by you for users to join and participate
- Private/Hidden: Users cannot search or find this profile, they must be invited by you to join and participate

[Start](#)

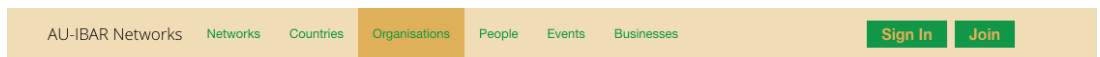
Complete the form with specific attention on the mandatory detail requested. **See the red asterisks.**

Determine whether you want your group to be public, members only or private. You may want to initiate the group as a private group until such time as the content and appearance of the group are at a stage to invite a broader audience.

Once you've started the group, the community management team will reach out to you to make you a group manager and profile owner (**this can be reassigned by you at any time**). This provides you with the access to edit and change content. It also enables you to invite members as co-managers.

4.3. How to create a profile for your organisation

Select the **Organisations navigation tab** on the top of the page and as you scroll down on that page, you will see a **stone-coloured button** that invites you to Start a group.



Organisations

Organisations engaged in animal resources are welcome to join the ecosystem. Explore the organisations currently utilising this online ecosystem and find out how your organisation can engage and benefit from the functionality and connections.

Adding your organisation

Find your way around. On the right you will find a list of organisations already engaging on this online ecosystem. Below you will see a tab that allows you to add your organisation. It is recommended that only authorised representatives of organisations, register their entity on this platform. Once you have set up the basics for the organisation, a member of the community management team will be in touch to offer support.



Search Organizations

Search for

Near



[View All](#)

By selecting **Start an Organisation** you are directed to a form for completion.

Please search to see if your organization already exists before requesting for it to be added. Next, enter listing information about your organization. After completing this form, our staff will contact you to verify your organization and help you get started.

Basic Information

Organization Name * 100 characters max

Street Address 80 characters max

City 80 characters max

State/Province 80 characters max

Zip/Postal Code

Country: SOUTH AFRICA

Phone Number

Additional Details

Short description * 1000 characters max

Search keywords (comma-separated) 250 characters max

Website 200 characters max

Claim this Listing

I represent this listing and want more information on getting full access to its profile

Save

Complete the form with specific attention on the mandatory detail requested. **See the red asterisks.**

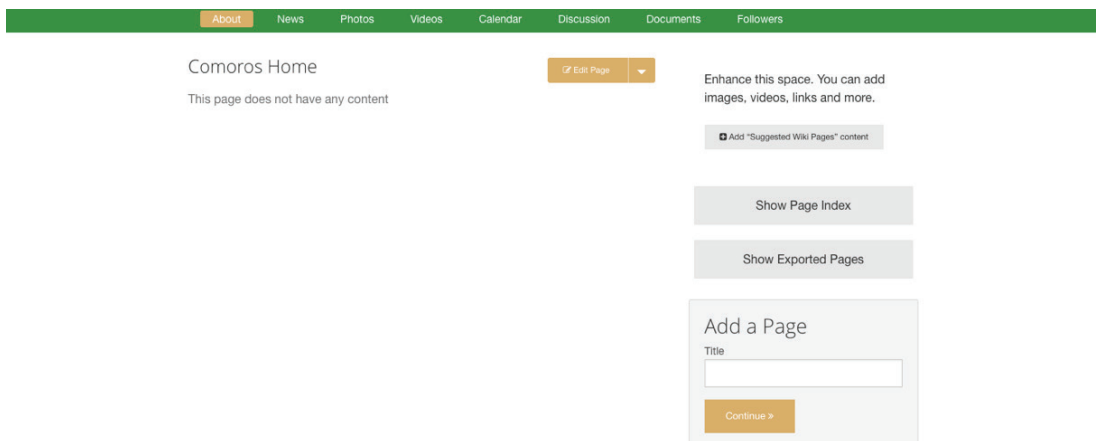
Determine whether you want your organisation to be **public, members only** or **private**. You may want to initiate the organisation's profile as a private group until such time as the content and appearance of the group are at a stage to invite a broader audience.

Once you've started the group, the community management team will reach out to you to make you a group manager and profile owner (this can be reassigned by you at any time). This provides you with the access to edit and change content. It also enables you to invite members as co-managers.

4.4. How to create a wiki for a ministry of agriculture



Locate your country profile under the **Countries** navigation tab



See **Add a Page** on the bottom right

Comoros Home

This page does not have any content

Edit Page

Enhance this space. You can add images, videos, links and more.

Add "Suggested Wiki Pages" content

Show Page Index

Show Exported Pages

Add a Page

Title

Ministry of Energy, Agriculture, Fisherie

Continue »

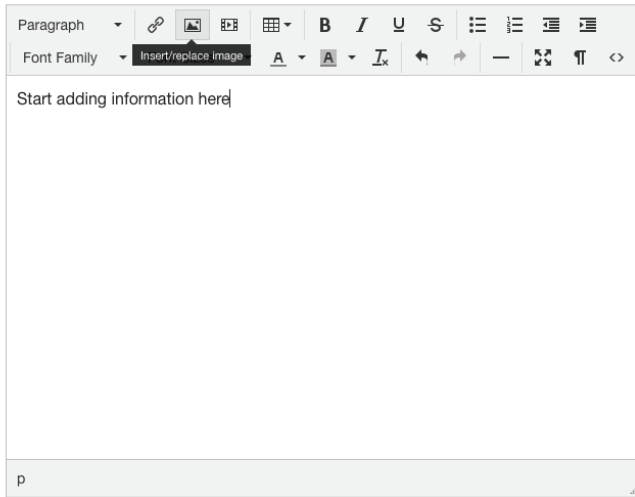
Add the Ministry name under **Title**

The screenshot shows a wiki page editor interface. At the top, there is a green navigation bar with tabs for 'About', 'News', 'Photos', 'Videos', 'Calendar', 'Discussion', 'Documents', and 'Followers'. Below this, the page title is 'Editing "Ministry of Energy, Agriculture, Fisheries and the Environment"'. The main editing area features a rich text editor toolbar with options for Paragraph, Font Family, Font Sizes, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Table, and Table of Contents. The editor area is currently empty, with a small 'p' at the bottom left. To the right of the editor, there is a sidebar with the text 'Enhance this space. You can add images, videos, links and more.' and a button 'Add "Suggested Wiki Pages" content'. Below that is a button 'Show Main Page'.

This takes you to a page where **content** and **images** can be added.

To start adding to the right-side portal select **Enhance this space**. This is a wiki and many pages can be added. Here we have added the Comoros' national emblem.

Editing "Ministry of Energy, Agriculture, Fisheries and the Environment"



Suggested Pages Edit · Source · Delete

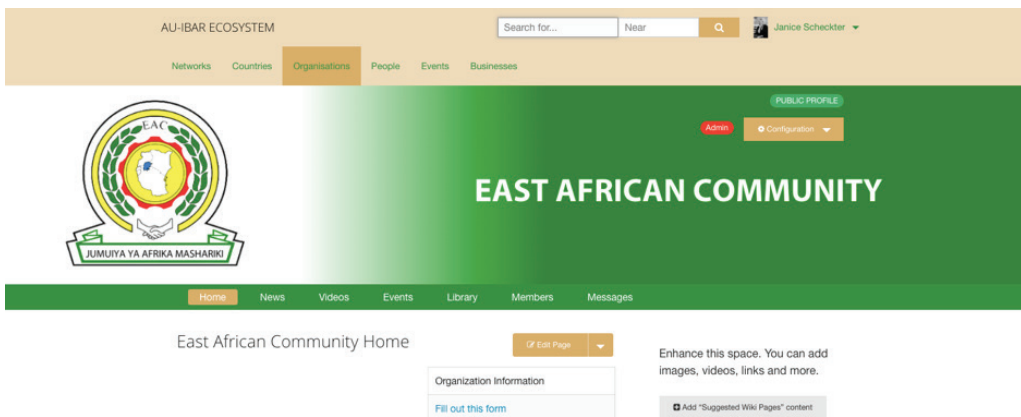


Show Main Page

Once this is saved, multiple pages can be added, and this is where the suggested pages section comes in as a hyperlinked index can be created.

4.5. *How to create a profile for a REC*

The community team has already set up all the REC profiles. Please you're your profile. Contact us to make you and your team the profile managers and then refer to the to the Organisations section. The process is exactly the same.



4.6. How to create a profile for an agribusiness.

Basic Information

Business Name *

100 of characters, min

Category
Other

Street Address

80 of characters, min

City

80 of characters, min

State/Province

80 of characters, min

Zip/Postal Code

80 of characters, min

Country
SOUTH AFRICA

Phone Number

Additional Details

Short description *

1000 of characters, min

Search keywords (comma-separated)

255 of characters, min

Website

200 of characters, min

Claim this Listing

I represent this listing and want more information on getting full access to its profile.

Save

Complete the form with specific attention on the mandatory detail requested. **See the red asterisks.**

Your business will be a public profile, but in getting the profile started you may want to keep it public until such time as the information is sufficient.

In order to ensure that the business brand is well represented, please provide the community management team with a banner **1500px** in width and **250px** in depth.

Should you not have access to design services, you can simply add your own logo into the banner as directed.

4.7. How to set up HOME and utilize wikis in your network/group/organisation

AU-IBAR Networks Networks Countries Organisations People Events Businesses Sign In Join

My organisation PUBLIC PROFILE

INDIGO africa

Home News Videos Events Discussions

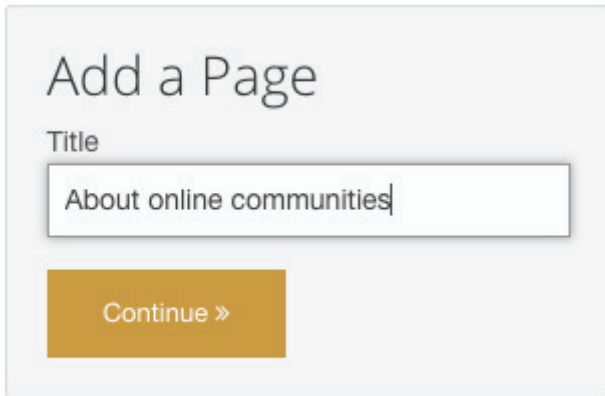
My organisation Home

Sign in to add your comment.

About Contact Terms Privacy

Build your own social mobile hub with Concurvise

Once you've successfully created your **network/group/organisation** and added a logo, follow the instructions below.



Add a Page

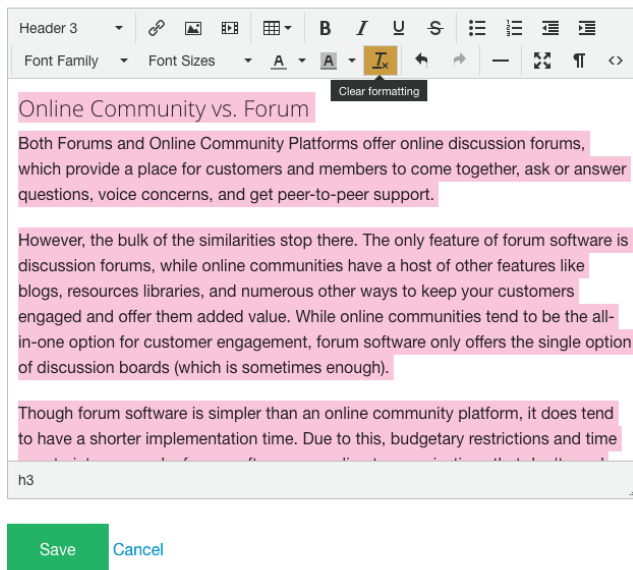
Title

About online communities

Continue »

On the bottom right side of the home page you will add the first page of the first wiki. A wiki is simply linked content. You can link content from one wiki to another, by creating a series of **hyperlinks**. For those who use Wikipedia, the concept is the same.

Editing "About online communities"



Header 3

Font Family Font Sizes A A I U S

Clear formatting

Online Community vs. Forum

Both Forums and Online Community Platforms offer online discussion forums, which provide a place for customers and members to come together, ask or answer questions, voice concerns, and get peer-to-peer support.

However, the bulk of the similarities stop there. The only feature of forum software is discussion forums, while online communities have a host of other features like blogs, resources libraries, and numerous other ways to keep your customers engaged and offer them added value. While online communities tend to be the all-in-one option for customer engagement, forum software only offers the single option of discussion boards (which is sometimes enough).

Though forum software is simpler than an online community platform, it does tend to have a shorter implementation time. Due to this, budgetary restrictions and time

h3

Save Cancel

Enhance this space. You can add images, videos, links and more.

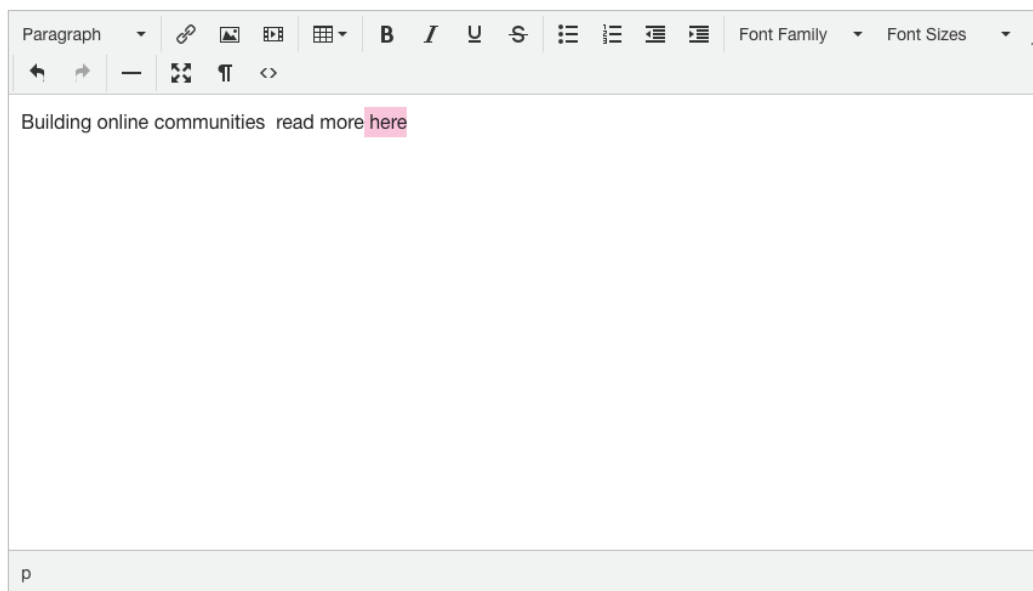
Add "Suggested Wiki Pages" content

Show Main Page

Once you've created the first page, you will be able to add content. We've highlighted the Clear formatting button above. This is important if you have **copied and pasted your text from elsewhere**.

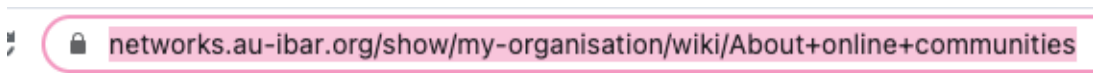
Once you have cleared the formatting you will be able to select the **font type, size and colour from the bar above**.

Editing "Suggested Wiki Pages"

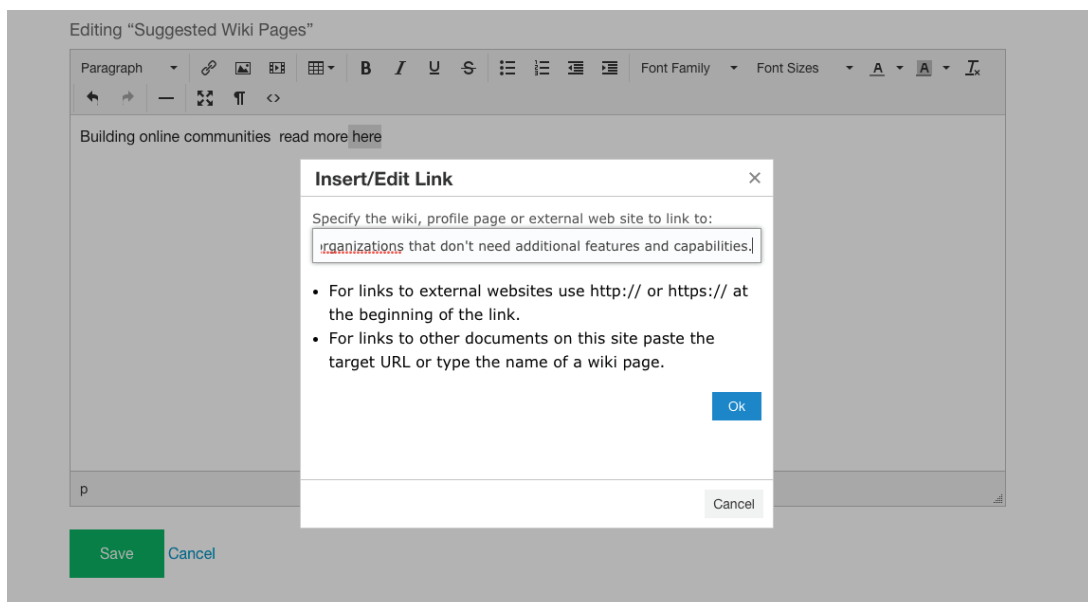


Save Cancel

To link your page to the Suggested Wiki pages on the right, simply add the name of the page.

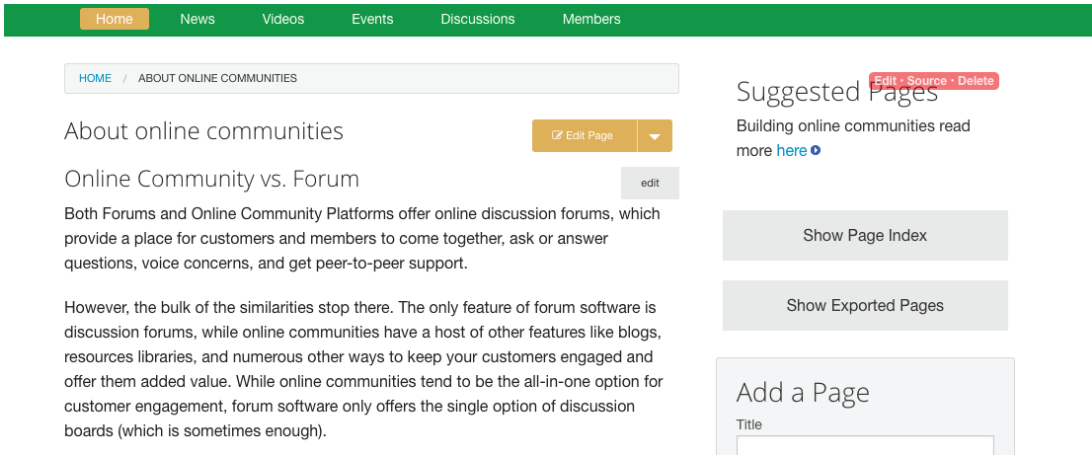


Select and **copy** the **url** of the page with the wiki on it.

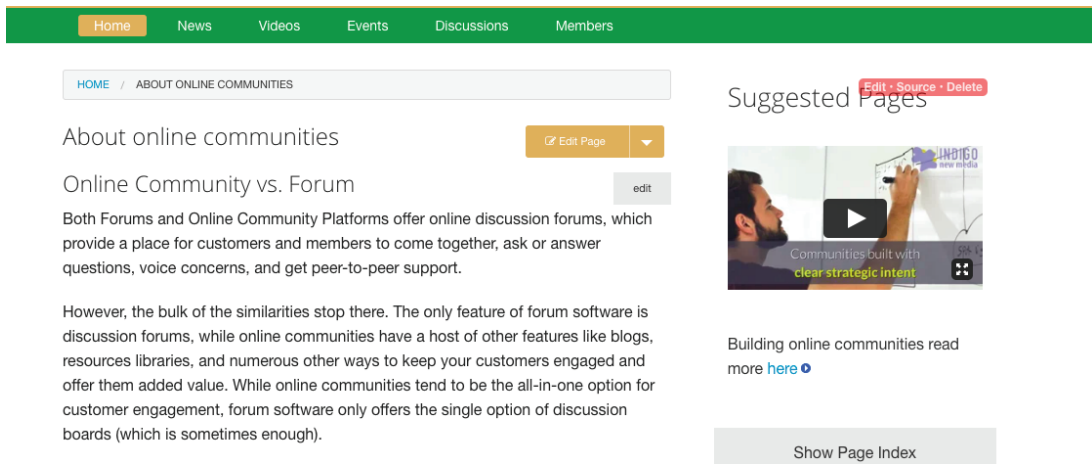


Highlight the word you wish to hyperlink, select the **hyperlink icon above and insert the page detail.**

Make very sure that there is no other copy in this block – only the hyperlink itself. Once you select **OK**, your page will be **hyperlinked** on the **home page** and on every subsequent page of the wiki.

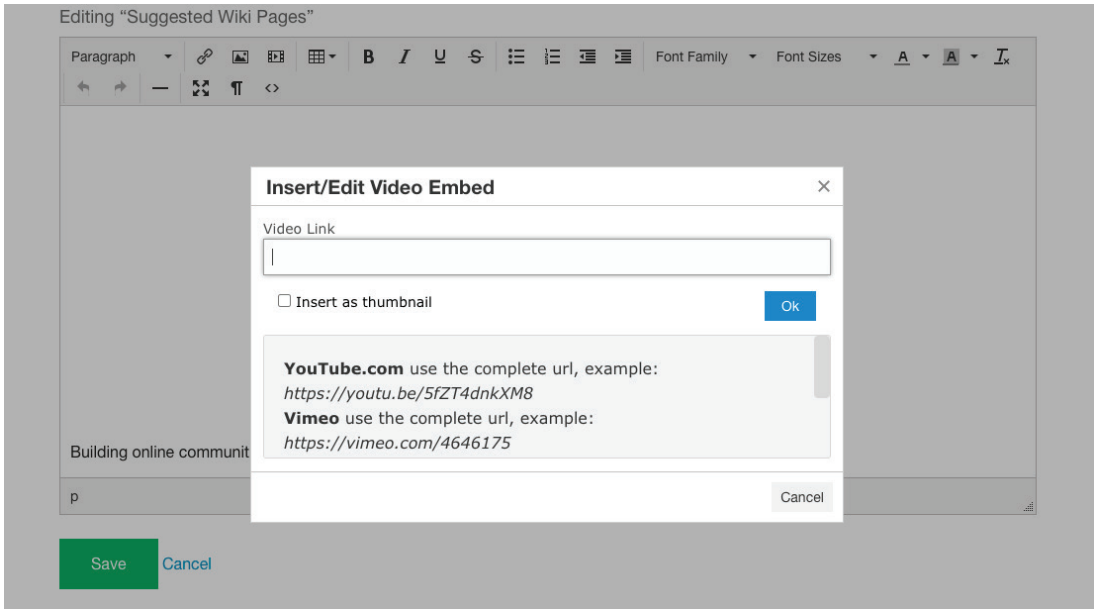


Here on the right, you can see below the word **Suggested Pages** on the right, the wiki is hyperlinked and easy for visitors to find. **You can have multiple wikis.**



Here we have added a video. In order to add a video, you need to ensure that you have the video saved to either **YouTube** or **Vimeo**.

Select the **url** of the video in either **YouTube** or **Vimeo**. Insert the link into the Insert/Edit Video embed as shown below and your video will be added to your suggested pages. You can add a video in the same way to the wiki itself, or to your news/blog page.



Insert the link into the Insert/Edit Video Embed as shown below and your video will be added to your suggested pages. You can add a video in the same way to the wiki itself, or to your news/blog page.

Home
News
Videos
Events
Discussions
Members

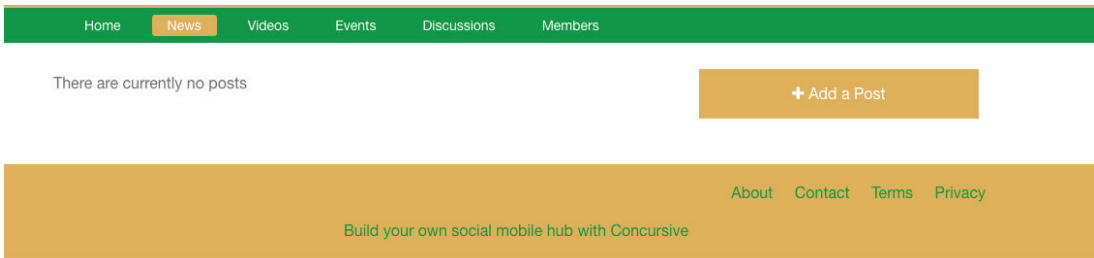
Index

[Back to Home](#)

Name	Views	Modified	Modified By
My organisation	1	2021/03/30 5:54 AM	Janice Scheckter
About online communities		2021/03/30 5:56 AM	Janice Scheckter
Suggested Wiki Pages		2021/03/30 5:59 AM	Janice Scheckter

Once you have added multiple wikis, you may want to see how many people are viewing these wikis. Simply select the **view page index** on the **home page** and the number of views will be shown here.

4.8. How to upload news and blogs



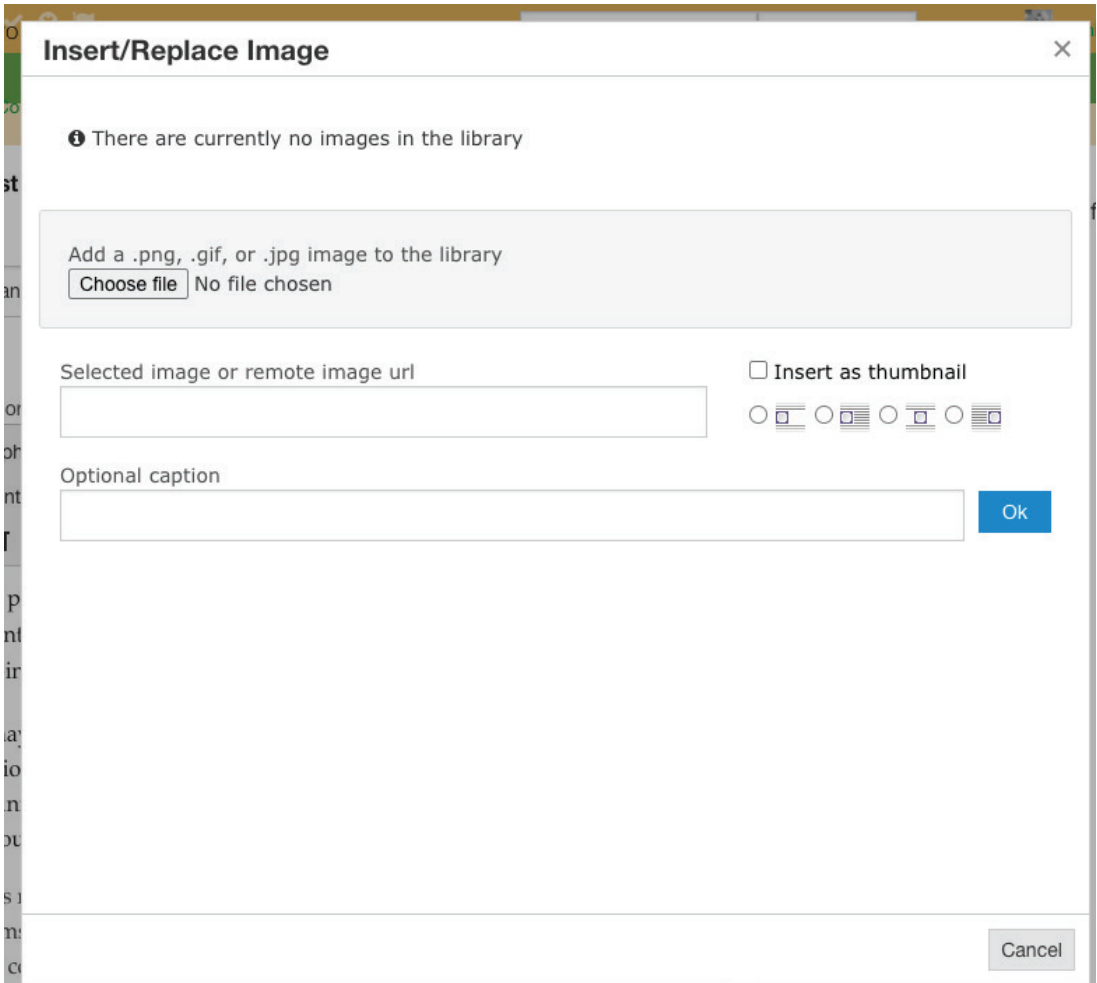
The image shows a "New Post" form with the following sections:

- Subject:** A text input field with a red asterisk indicating it is required.
- Summary or Introduction:** A rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Underline, Link, Unlink, Font Family, and Font Size.
- Body or Additional Details:** A second rich text editor with the same toolbar as the summary section.
- Start Date/Time:** A date and time picker showing "2021/03/30" at "08:00 AM".
- Category:** A dropdown menu currently set to "Uncategorized".
- File Attachments:** A section with a text input field and an "Attach" button.

At the bottom of the form, there are four buttons: "Publish" (green), "Save as Draft" (grey), "Save for Review" (grey), and "Cancel" (blue).

The addition of content on the blog is similar to that of wikis, but you will need to insert a headline. You may also want a short introductory paragraph in the top section where copy is added along with an image, and then the main body of the blog or news item in the second section.

You can always save your blog as a Draft before you publish. It is also recommended that you have your full blog saved in Word. Should you experience a power outage during the creation of your blog, the work on the platform if not saved will no longer appear, once the power resumes.



To insert an **image** or **multiple images** into the **blog** or **news update**, ensure that your **cursor** is where you would like to insert the image and select the **image icon** to the right of the **hyperlink icon**.









Once you've selected this, you will need to **upload the image to your profile by choosing the file**. The system only allows **pngs, jpegs** or **gifs**. **No PDFs can be uploaded into images**.




Subject ▾




What is an online community?


255 characters max

Summary or Introduction

Paragraph ▾    **B** *I* U      ▾

Book Antiqua ▾ Font Sizes ▾ A ▾ **A** ▾ *I_x*    ▾



$\frac{x^2}{x} dx = \sqrt{a-x^2} - a \ln \left| \frac{a+\sqrt{a^2-x^2}}{x} \right|$

$a^x = \begin{cases} \infty, & \text{for } x < 0 \\ 0, & \text{for } x = 0 \\ \int \frac{dx}{x^2 \sqrt{a^2-x^2}} \end{cases}$

$\sqrt{a^2-x^2}$

p » span

Here you can see the **image added to the blog.**

MODIFY THE BLOG POST CATEGORIES

Description

Add ▸

Communities

Up

Down

Sort

Rename

Remove

Save Changes

Cancel

Finally, we recommend that you add **categories** to your blogs. This assists when users of the ecosystem are searching for something.

p

Start Date/Time *

2021/03/30 at 06 : 20 AM SAST

Category

✓ -- None --

Communities

[Add/Modify Categories](#)

File Attachments

Attach

Publish Save as Draft Save for Review Cancel

To modify the categories, select **Modify Categories** at the bottom of the blog itself and it will take you to a page where you can add the categories. **Each blog only accommodates one category.**

Home **News** Videos Events Discussions Members

What is an online community?

Posted by [Janice Scheckter](#) on 30 March 2021 6:20 AM SAST

News



Categories

Communities

Authors

[Janice Scheckter](#)

Archives

March 2021

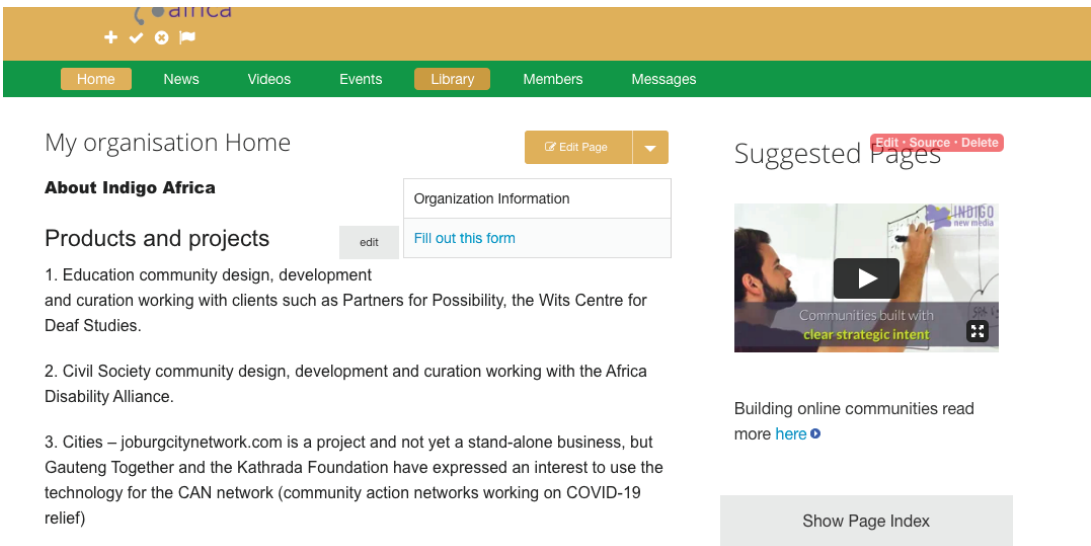
Simply put, an online community consists of a group of individuals representing either themselves or organizations, brought together through shared-interest.

They may be action or advocacy groups looking to drive social change, professional communities engaging to enhance their professional experience, communities created around causes or circumstance such as safe neighbourhoods, etc.

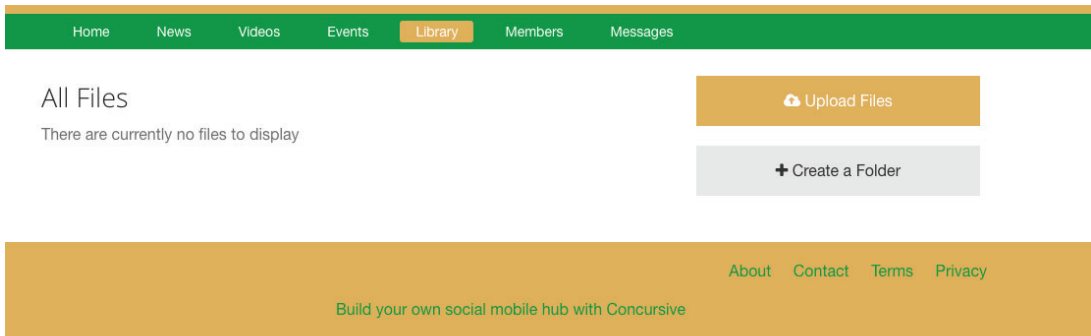
But let's not confuse online communities with large public social media platforms.

Here you can see the published blog, with the image and the introduction and the added category.

4.9. How to create a library/document repository



The profile managers had much flexibility when it comes to creating a library or document repository. Firstly, select the **Library tab** on your profile’s navigation bar.

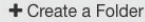


You will see that at the moment there are no files or folders. It is important to determine your folder structure although this may change over time. This may for example include **policy documents, background, application, membership, research**, etc. Start by creating a **Folder**.

All Files


There are currently no files to display

 Upload Files

 Create a Folder

[Expand all](#) [Collapse all](#)

[All](#)

 Policy Documents (0)


Here we have created a folder called Policy Documents. You will see that at the moment there are no files in the folder.


Policy Documents

[← Back to all documents](#) [Modify Folder](#) [Move Folder](#) [Delete Folder](#)

This folder is empty

 Upload Files


 Create a Folder

 Move This Folder

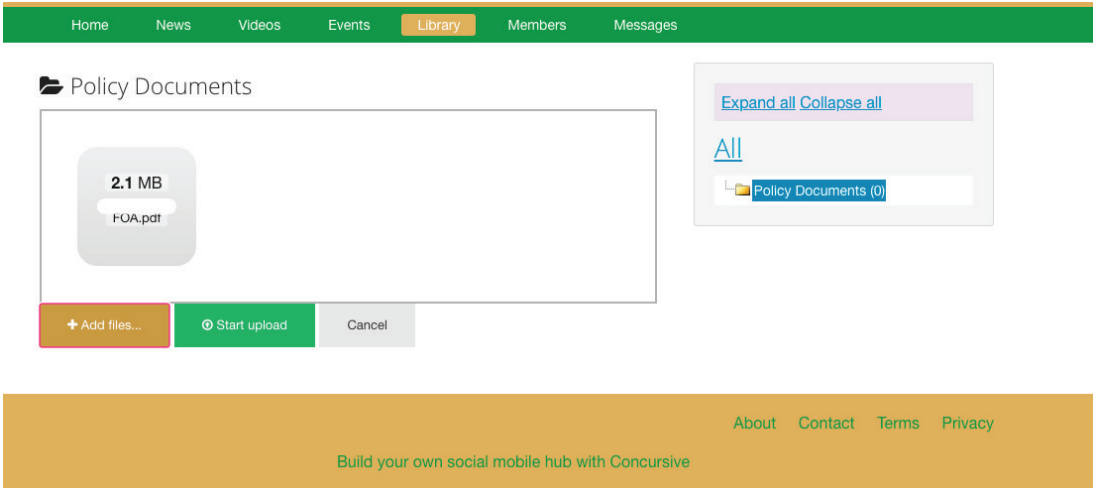
 Delete This Folder

[Expand all](#) [Collapse all](#)

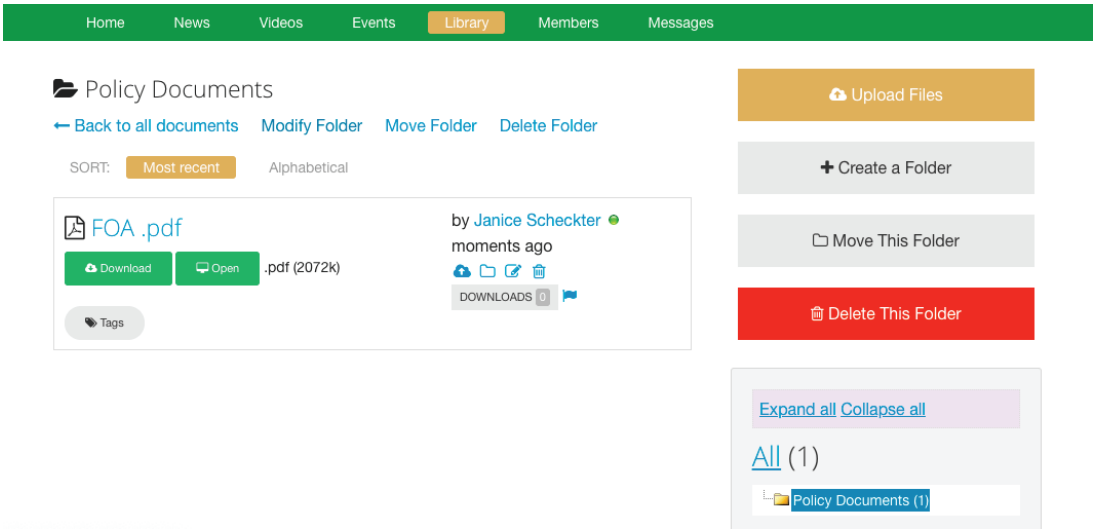
[All](#)

 Policy Documents (0)

It is important to ensure that you click on the **folder** to open it prior to uploading documents.



Here a document has been uploaded. The system allows for many file formats including **MP3s** and **MP4s**. We generally recommend **PDFs** as these can be viewed on the system prior to the user downloading.



Here you can see the document uploaded. There are many options once uploaded.

Home News Videos Events **Library** Members Messages

Modify File Information

Subject *
 255 characters max

File Name *
 255 characters max

Summary of changes
 500 characters max

Mark this file as a featured file

[Expand all](#) [Collapse all](#)


All (1)

- Policy Documents (1)

Dates

March 2021 (1)


Options include renaming the file. **Subject** is the name that will be seen in your profile’s library and file name will be useful when it comes to searching on the platform.


 **FOA .pdf**

by [Janice Scheckter](#) ●

8 minutes ago

.pdf (2072k)

 Tags

DOWNLOADS 0 

On the **library page** under the name of the individual who uploaded there is a **cloud with an arrow**. This allows for version control of the document and the system has its own versioning. The file allows one to move the **document to another file**. The edit allows for **name editing** and of course finally the **entire file can be deleted**.

4.10. How to create a forum/discussion



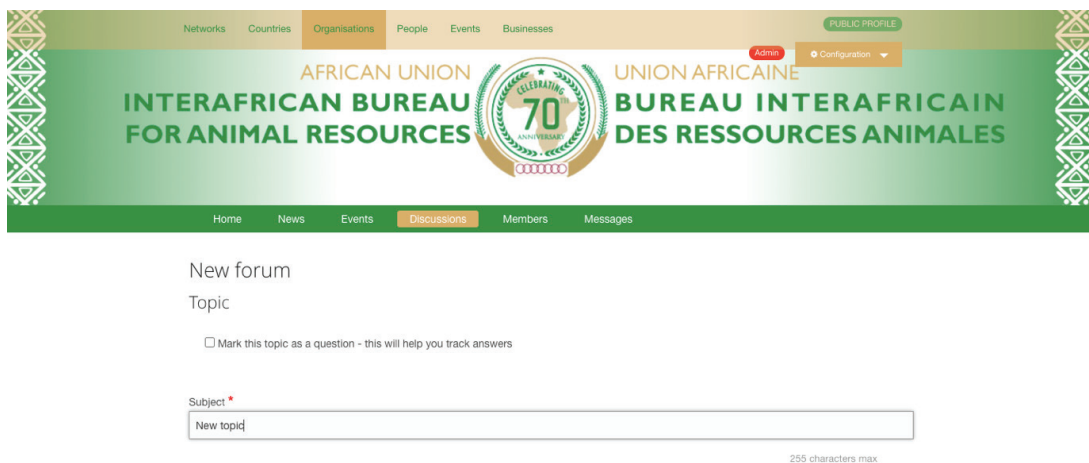
First select the **Discussion tab** on your profile.



Then add a **Forum**.



Once you have the new forum set up, **topics** can be added to the forum.



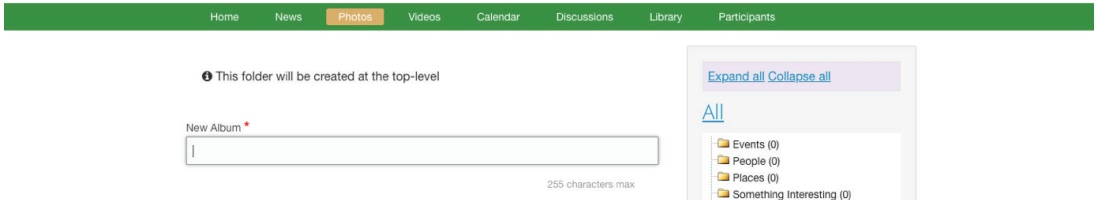
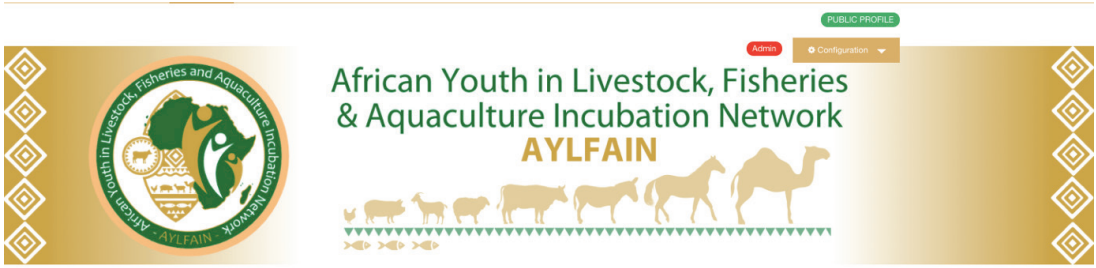
The topics can be marked as questions and respondents can mark their response as answers.

We recommend that there are appointed moderators for topics where specialist guidance is required.

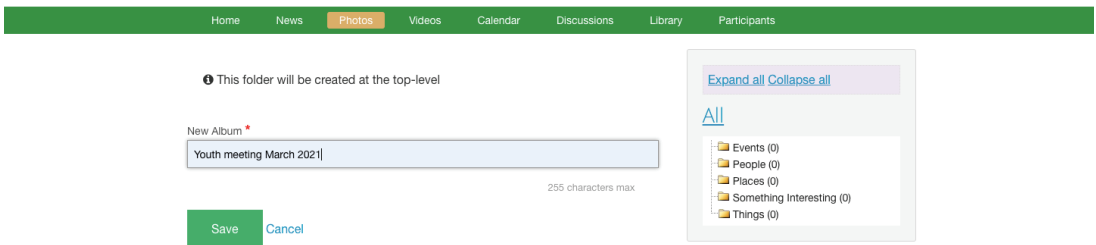
4.11. *How to create albums and upload photos*



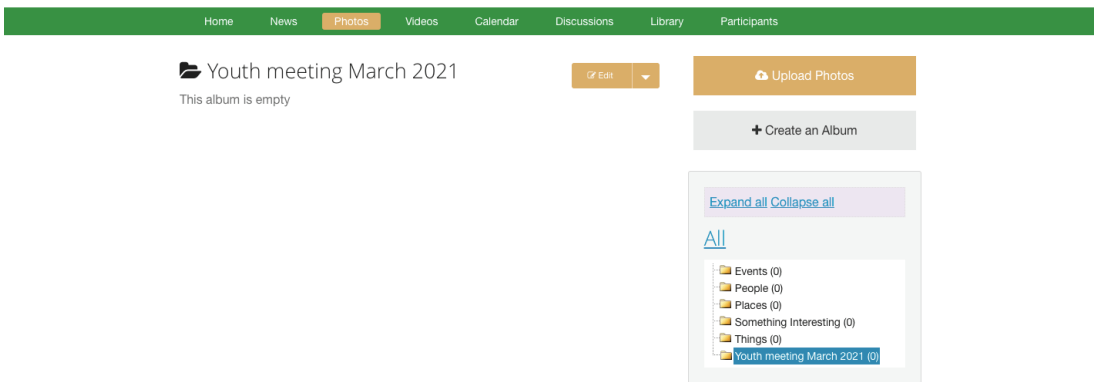
Select Photos on your profile's navigation bar.



And create an **album**.

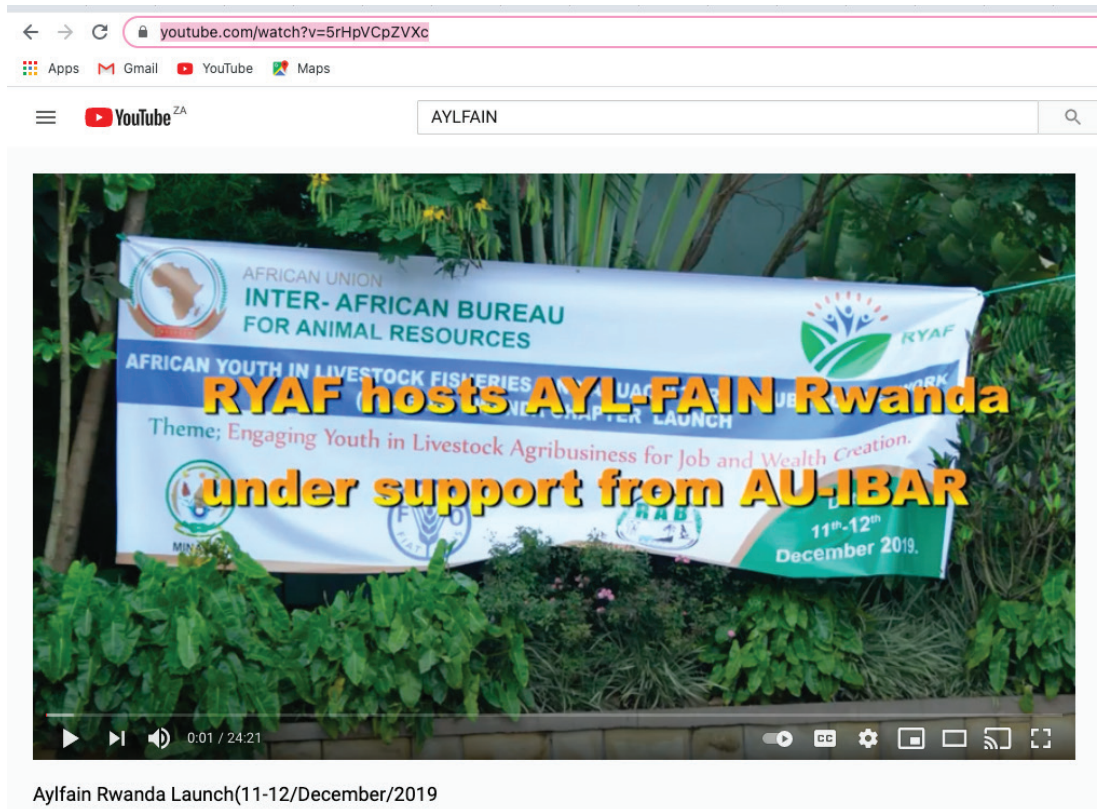


Ensure that you have the **folder for that album open prior to uploading the relevant images**.

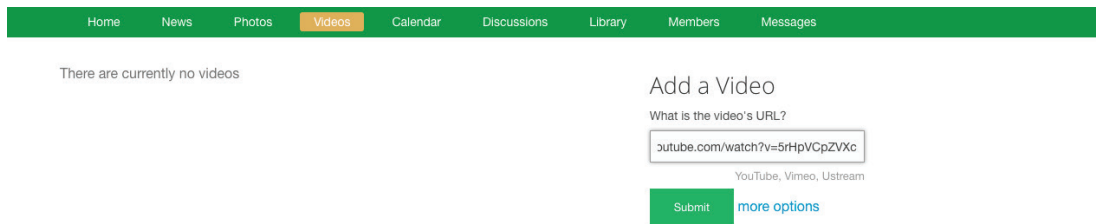


4.12. How to upload videos.

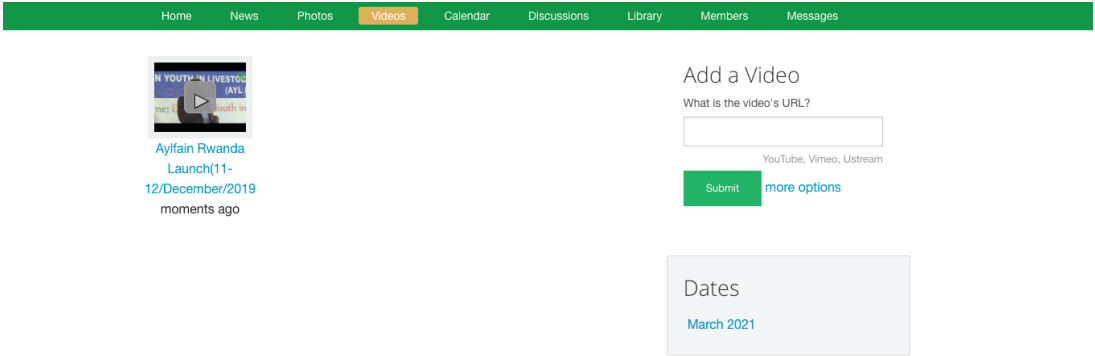
Select the Video tab on your profile's **navigation bar**.



Locate the video and **copy the URL**.



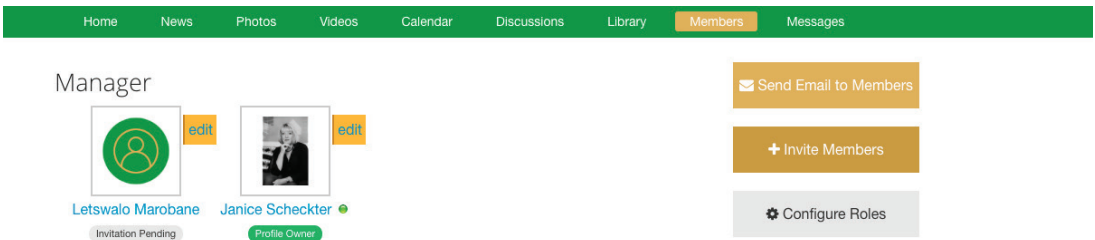
Paste the URL into the **box** and **submit**.



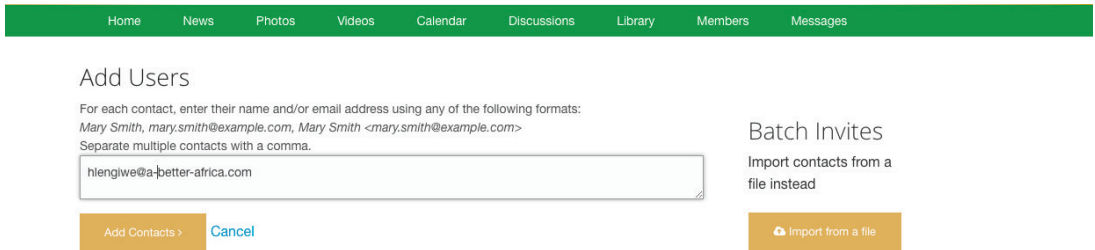
4.13 Understanding profile members and messages.



The **members** and **messages navigation tabs** appear alongside each other on the right and are interlinked.



To invite members, select **+Invite Members**.



Add the members **email address** to the **Add Users bar**. You can add more than one member at a time, a simple comma separate the email addresses.


Send Invites

Please enter a personal message to include with your email invitation (optional).


You can send the invitees a message.

Home News Photos Videos Calendar Discussions Library **Members** Messages

Manager




Letswalo Marobane
Invitation Pending



Janice Scheckter
Profile Owner

Member



Hlengiwe Zwane
Invitation Pending

✉ Send Email to Members

+ Invite Members

⚙ Configure Roles

Once invited you will see that **two invitations are pending**. You will also note that these members have been invited with **different role access**. This choice can be made by a **profile manager** when inviting the list.

Send Email to Members

Subject *

255 characters max

Message *

Paragraph 🔗 🖼 📺 **B** *I* U ~~S~~ ☰ ☷ ☹ ☺ ↶ ↷ — I_x

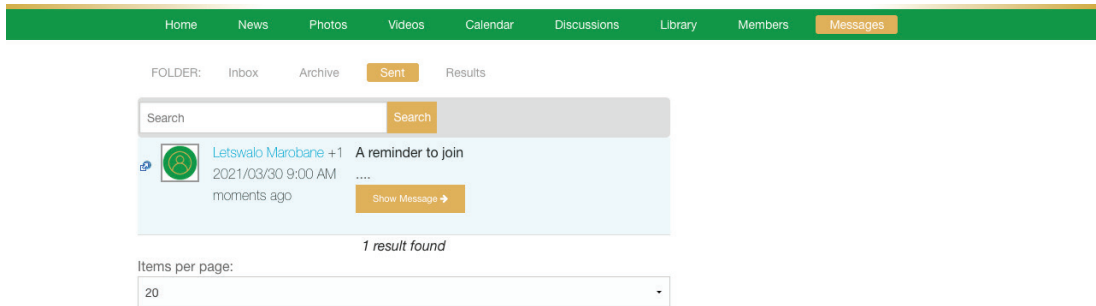
....

P

Send to those members that have opted-in to receive messages.
There are no team members who have opted-in to whom this message can be emailed.

Choose specific members [Select all](#) [Deselect all](#)

Here we have selected on the members page, Send Email to Members. The email can be sent to a selected group and will go through to the recipient’s email but will also appear on the platform itself under your sent items and their inbox

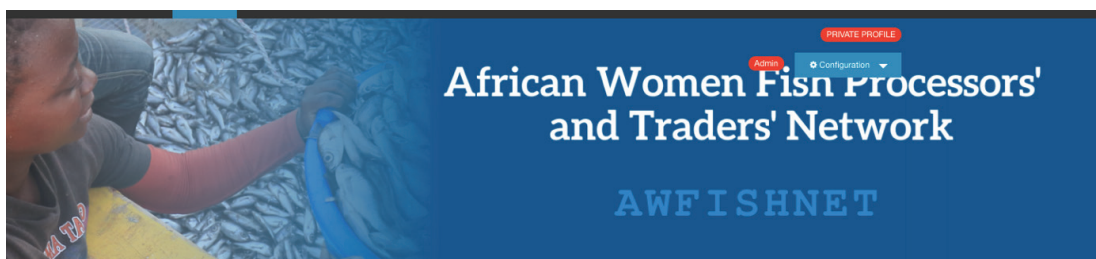


4.14 Understanding private profiles and public profiles



The profile above has a green public tab on the top right and the profile below has a red private tab. Profiles can be public, members only or private. Our recommendation is as follows.

- For networks, organisations, ministries, etc., we recommend there is certain information that is in the public domain as it contributes to knowledge growth, capacity building and community building. There may be instances where the organisation would prefer to keep the profile private until it is sufficiently populated with content.
- For workgroups we recommend private profiles which allow for the work of the group to be managed.
- Members only profiles may be created where the profile owner specifically wants membership validated for access to content.



4.15 Permissions and access on your profiles

The standard permission settings allow managers to **add** and **delete content**, and for members of the AU-IBAR ecosystem to download, comment on wikis and join discussions.

4.16 How to create an event.

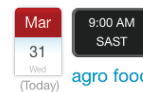
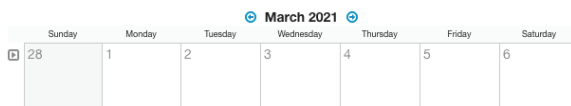


Events

[Edit](#) [Scroll Window](#) [Source](#) [Delete](#)

Event owners of events for our community are invited to start an event profile. Please see the tutorial on creating your event profile.

[+ Add an Event](#)



agro food Nigeria 2021
Starts 2021/03/30 at 9:00 AM SAST; Ends 2021/04/01 at 5:00 PM SAST

For event owners and managers to create an event, select the Events tab on the top **navigation ribbon** and on the home page for events, **Add an Event**.

Add an Event

Please search to see if your event already exists before requesting for it to be added. Next, enter basic information about your event. After completing this form, your event will need to be approved before it will be searchable for others to find you and start participating.

Basic Information

Event Name *

100 characters max

Location Name

80 characters max

Street Address

80 characters max

Who can Add an Event?

Any member can suggest an event, an administrator must approve it.

Why Add an Event?

1. Share your event with the entire community.
2. Improve the visibility and attendance of your event.

You will be required to complete a form and wait for admin approval. Once you have the approval you can continue to populate content onto your event profile.



agro food Nigeria 2021 Home

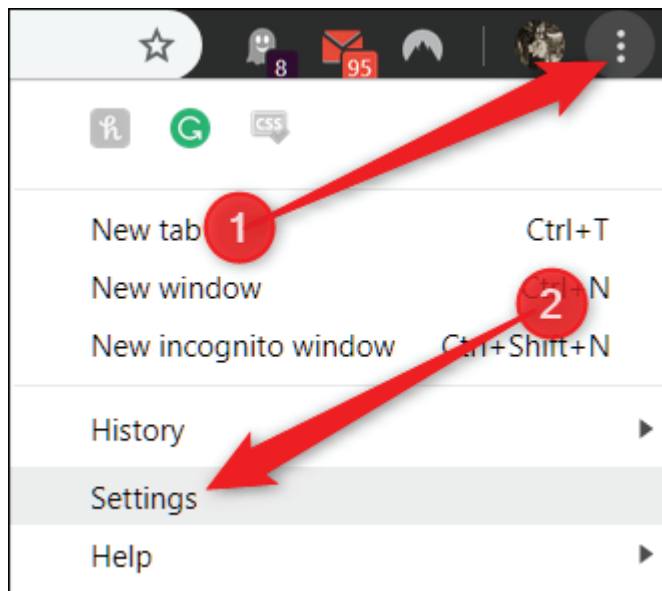


Suggested Pages

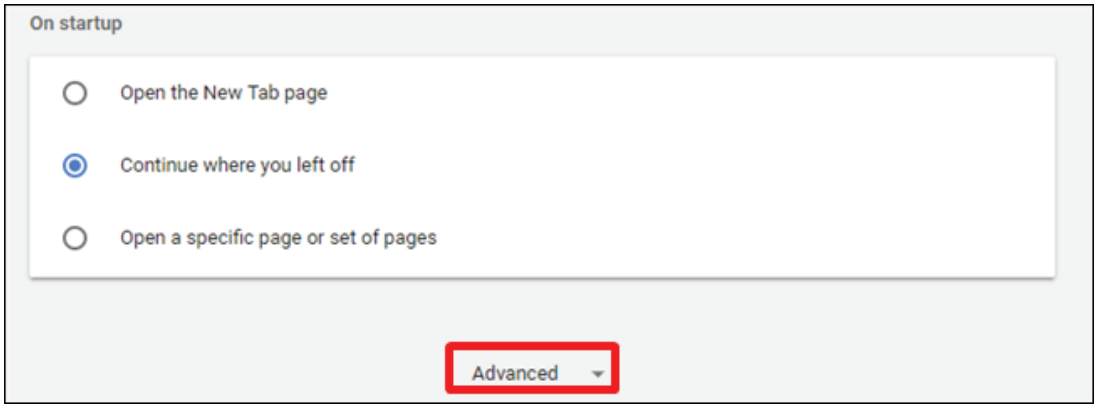


Event profiles have a news page/blog, photos, videos, a calendar which may be the event programme and documents that may include exhibitor registration forms, information on past events and attendees, etc.

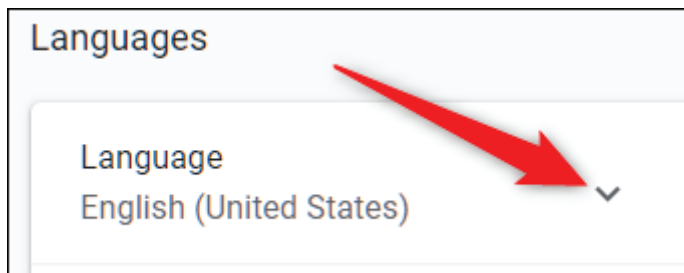
4.17 *Tips on using Google Translate*



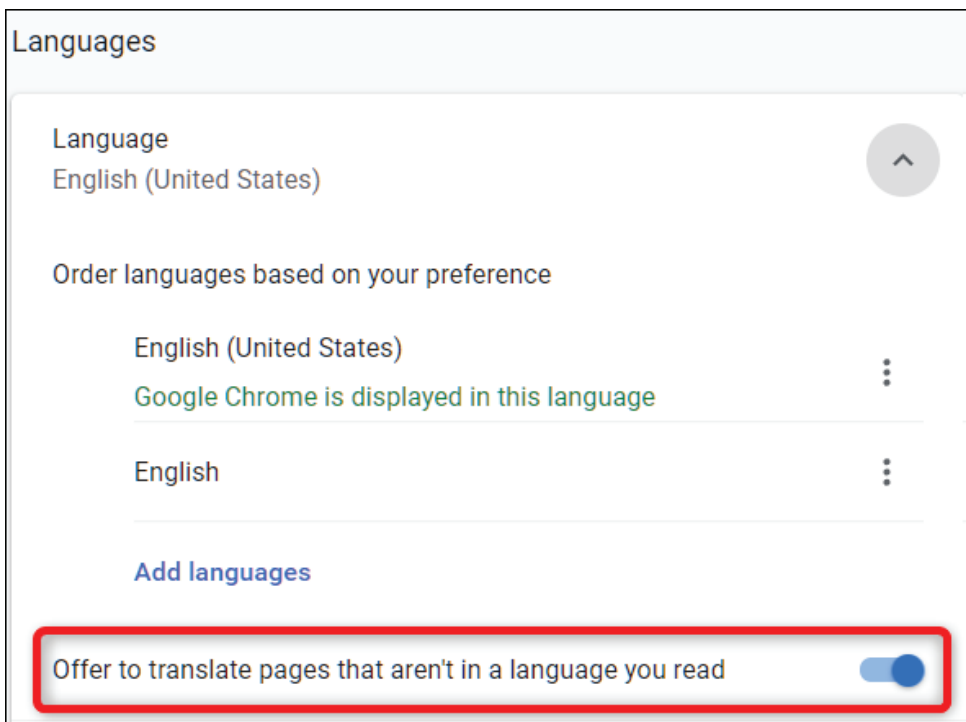
The first thing you want to do is **fire up Chrome**, click the **menu icon**, and then click on **“Settings.”** Alternatively, you can type `chrome://settings/` into your address bar to go directly there. Once in the Settings menu, scroll down to the bottom and click on **“Advanced.”**



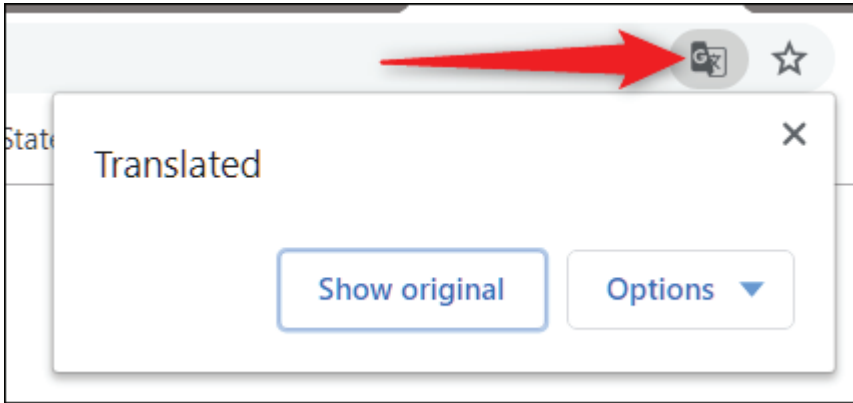
Scroll down a little bit more until you see the **Languages heading**, then click on “Language.”



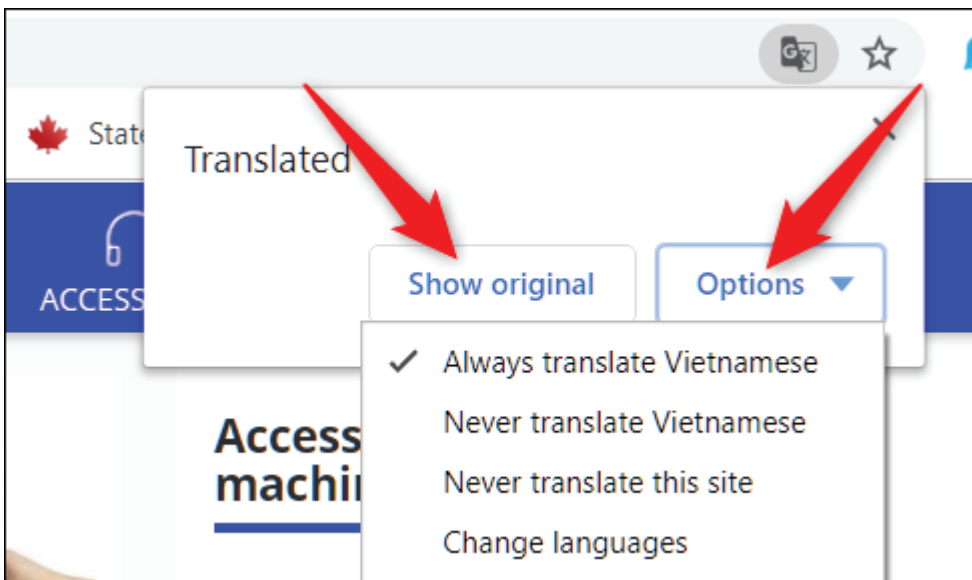
By default, Chrome has translation enabled. If you want to disable this feature, click the **toggle button into the off position**. If you’re going to continue to use the translate feature, **do nothing**.



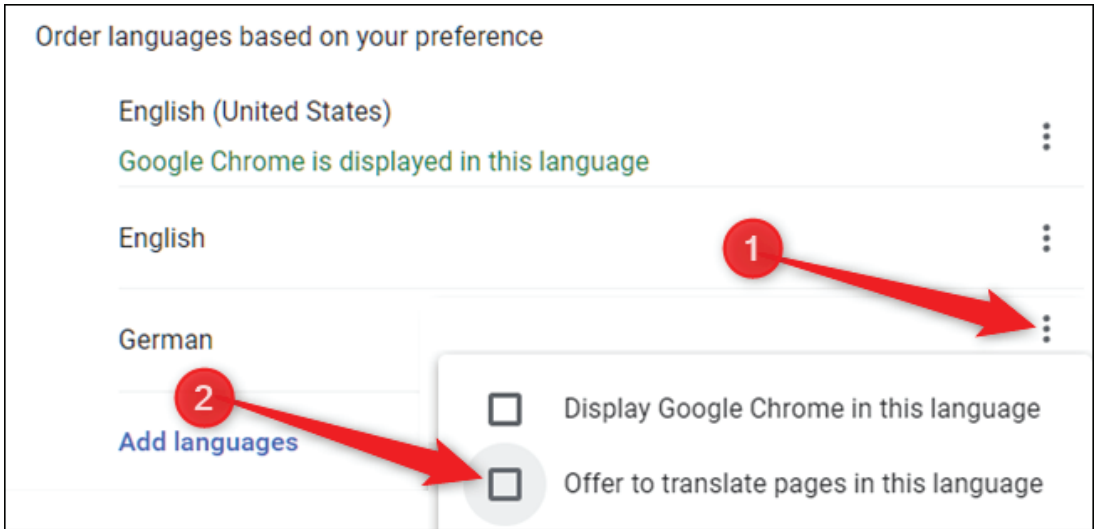
When navigating to a site that's automatically been translated by Chrome, a Google Translate icon appears in the **Omnibox**. To see what's available for the site or language-specific options, click the **Translate icon**.



From here, you can choose to “**Show Original**” to translate the page back into the original language, or you can click the dropdown “**Options**” button for a few other choices, like having it always translate the language, never translate the language, or never translate the current site. You also can change language settings.



If you have more than one language added to your browser, Chrome will normally just offer to translate web pages to your browser's primary language. By default Chrome's translating of additionally added languages is turned off, but if you'd rather Chrome handle these languages as well, click more (**three dots next to a language**) next to the language, and tick the “**Offer to translate pages in this language**” setting. This lets Chrome translate specific languages for you in the future.



5. ENGAGING YOUR STAKEHOLDERS.

5.1. *Developing an engagement strategy.*

It is important that you identify your stakeholder groups, and we generally recommend that you start with a group that will easily adopt this new platform and then move onto other stakeholders.

Use a simple stakeholder mapping process and determine what problem you solve for each group and find ways to address this through the platform. In some cases, it may be pure information delivery and in others engagement and the opportunity to share knowledge.

5.2. *Designing a content plan.*

Make sure that you have a content plan that sees at the very least a weekly upload. Remember that this is not a website but a live dynamic platform that should include live dynamic content.

Your content plan may include a weekly info update, the start of a discussion (don't be tempted to do this until you have some early champions engaging), some video shares etc.

5.3. *Determining what engagement to measure.*

In the beginning measurement will be tough as you are focused on early engagement, but if someone shares a comment and a wiki has 10 views, that's engagement.

6. QUESTIONS OR QUERIES

Should you find information that is not included here, please contact the team on the platform, using the contact tab at the bottom.



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