



# MEMBER DASHBOARD Support Document

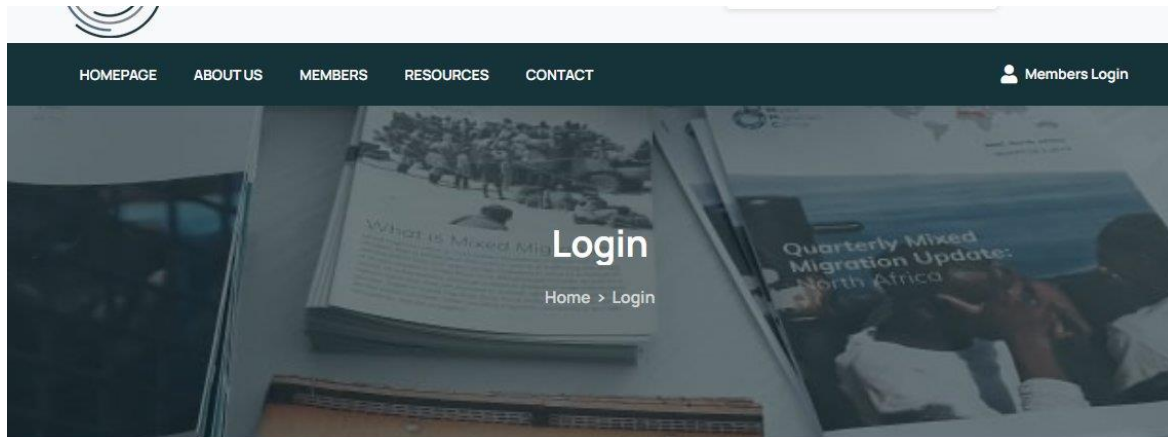
[www.libyaingoforum.org](http://www.libyaingoforum.org)

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## 1-ACCESS TO THE MEMBER AREA

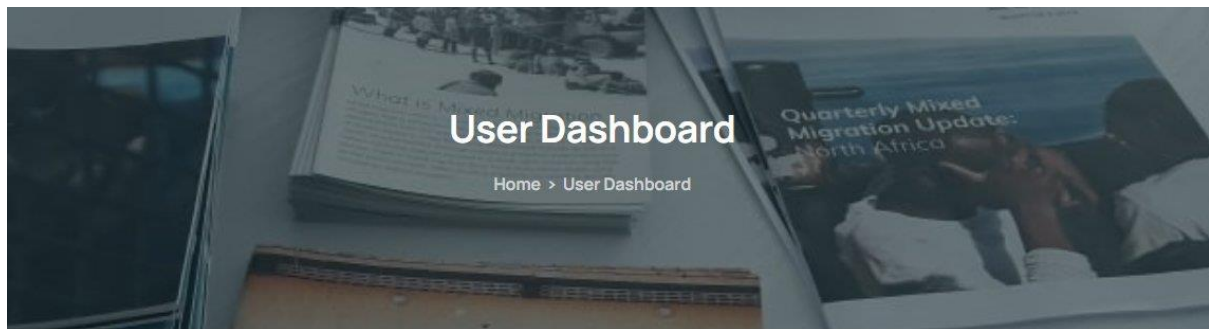
**To connect to the website administration area, please enter the login and password given by the LIF website administrator :**

**<https://libyaingoforum.org/login/>**

A screenshot of the LIF website login form. It consists of two input fields: 'Login ID' with the text 'LIFAdmin' entered, and 'Password' with a series of black dots representing a masked password. Below the password field, there is a 'Remember Me' checkbox and a 'Forgot Password?' link. At the bottom of the form is a large orange button with a white user icon and the text 'LOGIN'.

**When accessing the member dashboard, there is a menu on the left which gives the possibility to the member to add two types of content: Publications and Posts .**

**The user can filter the publications to display his publications or all the members publications.**



- [All Items](#)
- [Add New](#)
- [My Posts](#)
- [Submit new post](#)
- [Edit Profile](#)
- [Logout](#)

All Items
My Items

Search...

🔍

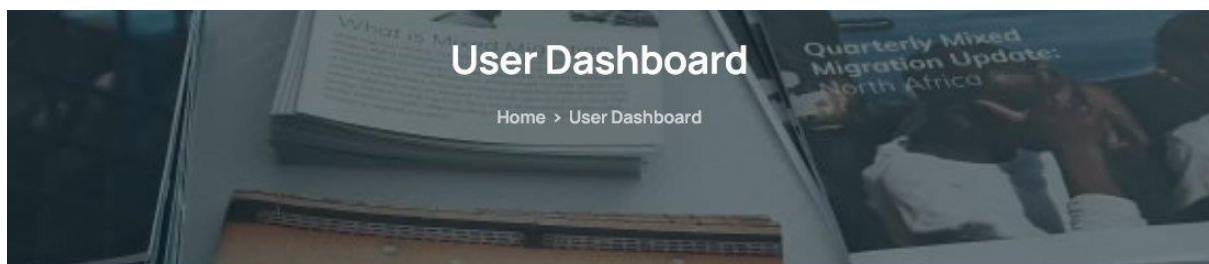
Title	Author	Downloads	Publish Date	Status	Actions
<b>Multi-Sector Needs Assessment Libya</b>	Action				
November-December 2020	Against Hunger	13	31 March 2021	Publish	<span style="background-color: orange; padding: 2px 5px;">✎</span> <span style="background-color: green; color: white; padding: 2px 5px;">👁</span> <span style="background-color: red; color: white; padding: 2px 5px;">🗑</span>

📎 1 file 📄 718.69 KB 👁 22 views

## 2-Add a new publication

**To add a new publication please click on "Add new".**

**A new page appears containing a title field, please fill it in with the publication title and the click continue .**



- [All Items](#)
- [Add New](#)
- [My Posts](#)
- [Submit new post](#)
- [Edit Profile](#)
- [Logout](#)

Create New Package

📄 CONTINUE...

**1-Write or copy your body text in the text box .**

**2-Click on select files or simply drop the file to Upload the publication document.**

**3-Tick the appropriate category .**

**4-Specify a password if the document is confidential.**

**5-Click on "update package to publish the document.**

The screenshot displays a document submission interface. On the left is a navigation sidebar with links: All Items, Add New, My Posts, Submit new post, Edit Profile, and Logout. The main content area features a text box containing 'test' (marked with a red circle '1'), a rich text editor with 'Description' and 'VISUAL'/'TEXT' tabs, and a toolbar with bold, italic, underline, quote, bulleted list, numbered list, link, and unlink icons (marked with a red circle '2'). Below the editor is an 'Attached Files' section showing a file named '1624209089wpdm\_1.MMC\_Vulnerability\_Study\_North\_Africa\_.pdf' with a thumbnail and a password field containing 'password' (marked with a red circle '4'). To the right, the 'Attach Files' panel includes 'Upload' and 'URL' tabs, a 'Drop files here' area with a 'SELECT FILES' button and '[Max: 128 MB]' limit (marked with a red circle '2'), and a 'SELECT FROM SERVER' button. Below this is a 'Categories' section with a search box and checkboxes for 'Reports' and 'Statements' (marked with a red circle '3'). The 'Author' section shows a dropdown menu with 'LifAdmin' selected. The 'Actions' section includes a 'Save as Draft' checkbox and a prominent green 'UPDATE PACKAGE' button (marked with a red circle '5').

**The publication remain pending until the website administrator validate it.**

### 3-Add a new post

***In this section, we will edit the articles that appear in the “News and media reports” section.***

***To add an article, please go to the first menu item titled "Submit a new post" and follow these steps :***

The screenshot shows the 'Submit a new post' form with the following elements and numbered steps:

- 1** Post Title \*
- 2** Category \*   
Select a category for your post.
- 3** Post description \*   
A rich text editor with a toolbar containing Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Link, and Unlink. Below the editor is a large text area with the placeholder text "Write the full description of your Post".
- 4** (Step 4 is indicated by a number in a circle next to the rich text editor area.)
- 5** Featured Image \*   
Upload the main image of your post
- 6** Excerpt   
Provide a short description of this post (optional)
- 7** Tags   
Separate tags with commas.
- 8**
- 9** (Step 9 is indicated by a number in a circle next to the 'Logout' button in the sidebar.)

The sidebar on the left contains the following menu items: All Items, Add New, My Posts, Submit new post, Edit Profile, and Logout.

#### ***1-Fill in the title field***

***2-Check the appropriate category for your article***

***3-Insert a photo in the body text if you have one***

***4-Write or copy your body text in the text box***

***5-Associate a featured image with your article***

***6-Add a short description***

***7-Add keywords***

***8-Save a draft of your post to be validated by the website administrator***

***9-Click on logout to disconnect from the member area***



For any additional information, please contact the agency.

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