

# Handbook for IUFRO Unit Administrators

## ***Preface***

This document gives a short introduction to the new functionality for unit pages on iufro.org. It is intended for unit coordinators who wish to directly put new content regarding their unit on the website. Mainly, there are two Features: The Unit Noticeboard and the Virtual Address Book, which will be described in further detail in the course of this manual.

Please direct any and all questions regarding this functionality and the website in general to [feedback@iufro.org](mailto:feedback@iufro.org).

## Unit Noticeboard

The Unit Noticeboard is the place to put all news regarding your unit. If there are no news, only you can see the link in the menu. Once you create content, all visitors can see the latest entry on the unit homepage and a list of all entries on the Unit Noticeboard page.

The screenshot shows the IUFRO website interface. At the top, there is a search bar and a navigation menu with links for Home, Sitemap, and Contact. Below the navigation menu is a large banner with the text "IUFRO – THE WORLD'S NETWORK OF FOREST SCIENCE". The main content area is divided into several sections: a sidebar on the left with a list of divisions (1.00.00 to 1.09.00), a main content area for "1.09.00 - TEST UNIT" with a coordinator "Luis Fontes, Portugal", and a "UNIT NOTICEBOARD (2)" section. The noticeboard entry is titled "TEST ISSUE OF THE INTERNATIONAL JOURNAL OF BIODIVERSITY SCIENCE, ECOSYSTEM SERVICES & MANAGEMENT" and includes a link to "View all entries". A red box highlights the noticeboard entry, and another red box highlights the "Unit Noticeboard" link in the sidebar menu.

Figure 1: Unit Startpage as a normal visitor sees it

1. Link to the Unit Noticeboard.  
Only visible if there are items present.
2. Unit Noticeboard Teaser: Displays the most recent item (depending on the date that is set for each item).  
Only visible if there are items present.

# IUFRO – THE WORLD'S NETWORK OF FOREST SCIENCE

Home | Division 1 | 1.00.00 | 1.09.00 - Test Unit

## 1.09.00 - TEST UNIT

Coordinator:  
[Luis Fontes](#), Portugal

- Unit 1.08.00
  - > Activities and events
  - > Publications and references
  - > Expertise offered by Unit
  - > Toolbox
  - > **Unit Noticeboard (1)**
  - > Virtual Address Book

### UNIT NOTICEBOARD

2015-03-31  
**TEST ISSUE OF THE INTERNATIONAL JOURNAL OF BIODIVERSITY SCIENCE, ECOSYSTEM SERVICES & MANAGEMENT**

Submissions are invited for a special issue of the International Journal of Biodiversity Science, Ecosystem Services & Management, entitled Synergies between biodiversity and management for...

[View all entries](#)

### ABOUT UNIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.

Figure 2: Unit Startpage as seen by a Unit Administrator

1. Links to Unit Noticeboard and Virtual Address Book – click here to create new entries.

On the Unit Noticeboard List view, the 5 most recent items are displayed, with the possibility to switch to the next 5 items with a menu at the bottom of the page.

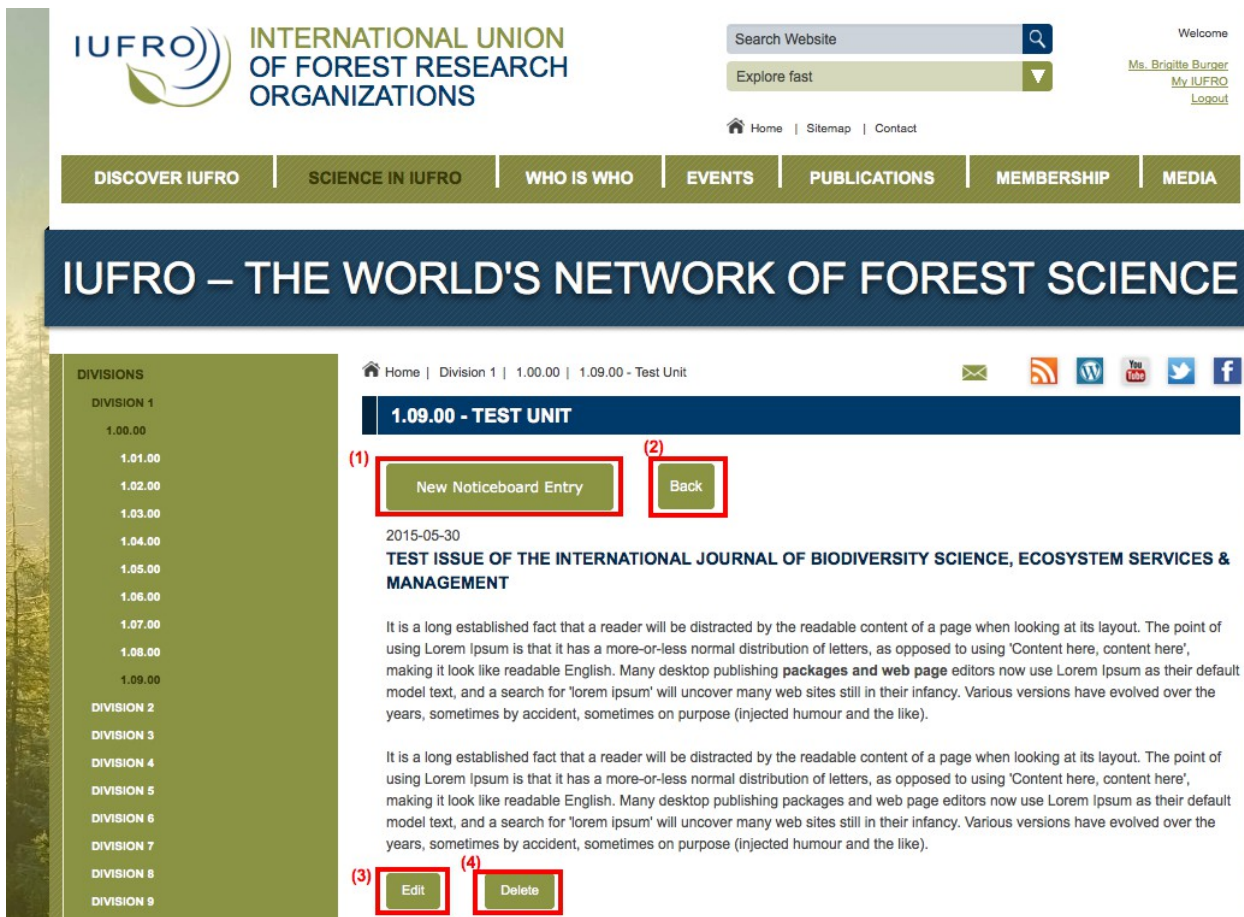


Figure 3: Unit Noticeboard List as seen by a Unit Administrator

1. Button to create a new Noticeboard Entry.
2. Button to go back to the Unit Startpage.
3. Button to edit a specific Entry.  
Is displayed under every entry.
4. Button to delete a specific Entry.  
Is displayed under every entry.

When creating or editing a Unit Noticeboard Entry, a form shows up to fill in the required information (see next page).



Figure 4: Create/Edit Noticeboard Entry

1. Title of the Unit Noticeboard Entry.
2. Date of the Unit Noticeboard Entry.  
This determines where an article is displayed. The more recent a date is, the further it is displayed in the list.
3. Make selected text bold.
4. Make selected text italic.
5. Choose alignment of selected paragraph.
6. Make a numbered or unordered list.
7. Create or edit a link with the selected text.

If you click on (7), another form opens (see next page).

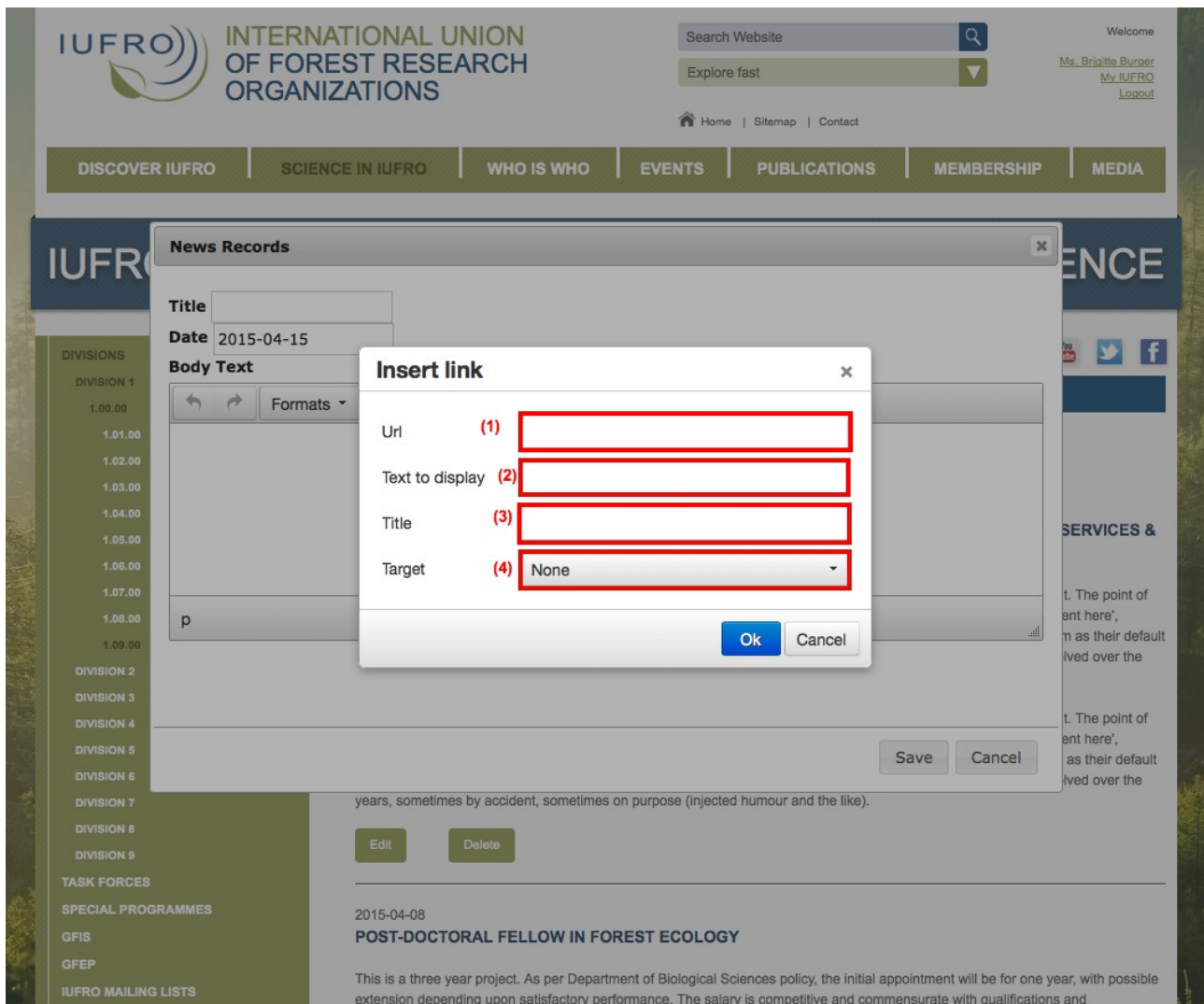


Figure 5: Create/Edit Link

1. The URL you want to link to.
2. The text that should be displayed. If you select a text and then click on “edit link”, this text is prefilled here.
3. Link Title – appears when you move the mouse over the link and provides more information about the link.
4. Target – “none” means the link opens in the same window, “New window” means the link opens in a new window.

## Virtual Address Book

The Virtual Address Book of your unit is private – only you, other administrators of your unit and the IUFRO Headquarters can see it. Its purpose is to collect all people that are contributing to your unit. You can create, edit, delete and export the addresses.

The screenshot displays the IUFRO Virtual Address Book interface. At the top, there is the IUFRO logo and navigation links. A search bar and a 'Welcome' message are also visible. The main content area shows a table of address book entries with columns for Last Name, First Name, E-Mail, Country, and Organization. The 'Action' column contains 'Edit' and 'Delete' buttons for each entry. Red boxes and numbers (1-3) highlight specific features: (1) 'Add Entry to Address Book' button, (2) 'Export Address Book' and 'Edit/Delete' buttons, and (3) 'Back' button.

Last Name	First Name	E-Mail	Country	Organization	Action
Buck	Alexander	<a href="mailto:buck(at)iufro.org">buck(at)iufro.org</a>	Austria	IUFRO Headquarters	(1) Edit (2) Delete
Burger	Brigitte	<a href="mailto:burger(at)iufro.org">burger(at)iufro.org</a>	Austria	IUFRO Headquarters	Edit (2) Delete
Testperson	Anne	<a href="mailto:test(at)test.com">test(at)test.com</a>	Netherlands	Fictional Unit	Edit Delete
Wolfrum	Gerda	<a href="mailto:wolfrum(at)iufro.org">wolfrum(at)iufro.org</a>	Austria	IUFRO Headquarters	Edit Delete

Figure 6: Virtual Address Book Overview

1. Button to add an entry to the Virtual Address Book.
2. Button to export the Virtual Address book in .xlsx Format.
3. Button to go back to the Unit Startpage.
4. Button to edit a specific Entry.  
Is displayed beside every entry.
5. Button to delete a specific Entry.  
Is displayed beside every entry.

When creating or editing a Virtual Addressbook Entry, a form shows up to fill in the required information (see next page).

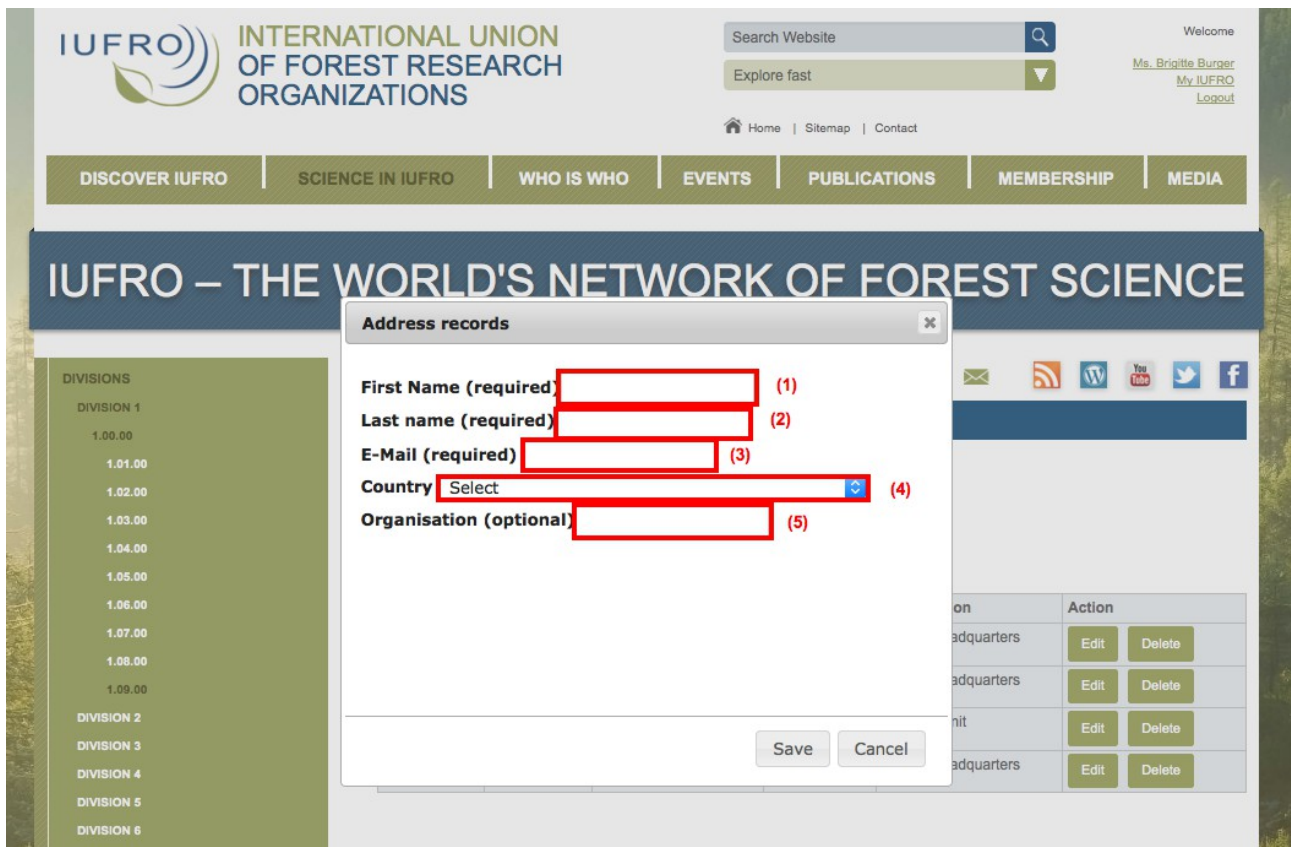


Figure 7: Create/Edit Address Record

1. Input field for first name.
2. Input field for last name.
3. Input field for e-mail.
4. Select-Box for Country.
5. Input field for Organization.