Content Management System (CMS) - Overview

The Content Management System (CMS) is the primary tool you will use for developing and updating your app. Our CMS is known as Storm and can be accessed by clicking on this link: https://gdpc.3sidedcube.com/. You can use the CMS to edit app content, add images, animations, and contact information. Once you become oriented to this tool, the CMS is very easy to navigate.

We recommend saving the link for the CMS on your web browser's bookmarks, or remember it. You will be using this tool a lot with your app. We also recommend using Google Chrome web browser when accessing the CMS. (Google Chrome can be downloaded here: www.google.com/chrome).
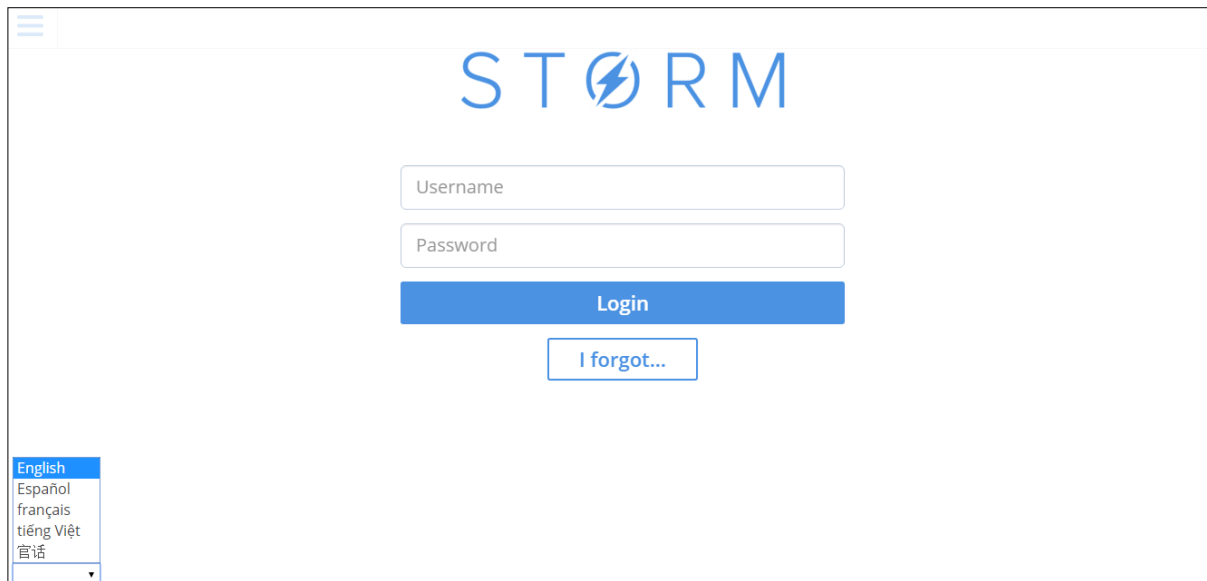
Click **here** for a video introduction to the CMS.

How to log in

Your contact at the GDPC will give you a username to access the CMS. You will then receive an e-mail from 3 Sided Cube instructing you how to create a password for yourself. If at any time you forget your password, you can select the "I forgot..." link under the login field to reset it.

CMS Language

The CMS is currently available to use in English, Spanish, French, Vietnamese and Chinese. Translating the CMS is done by national societies, so if you would like to use the CMS in another language, contact the GDPC and they will show you how to translate the tool.

CMS – the basics

When you first access the CMS, you will land in the **Content Editor** section. This is where you make changes and edits to the content of the app before publishing.
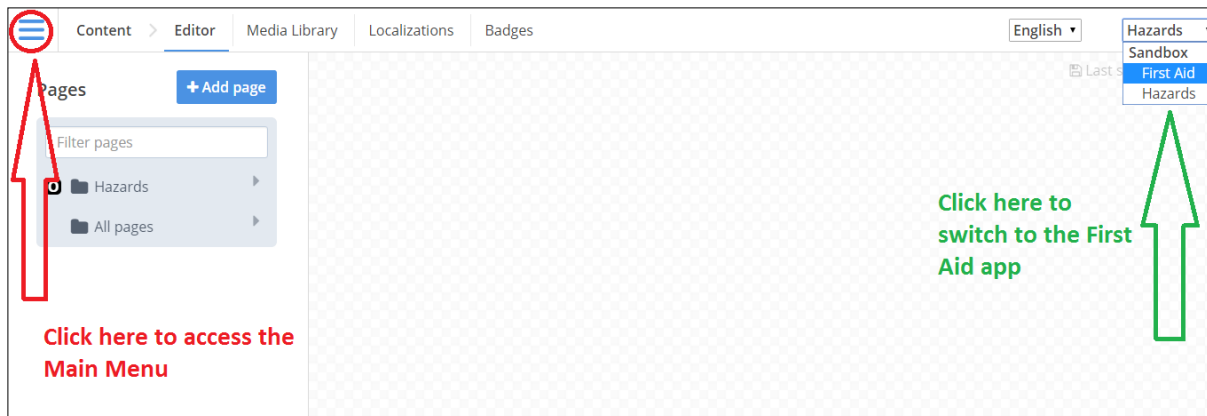
In order to access the **Main Menu** and other sections of the CMS, click on the three horizontal blue lines (☰), on the top of the page. This is the Main Menu symbol, the Main Menu can be accessed anytime you click this symbol.

If you also have a First Aid app, you can switch to it by selecting it on the top right corner of the page.

Main Menu

CONTENT

Editor

Here you can access and view the app's content as it is seen on an iPhone and an Android phone. You may also edit the content, adding new images, videos, links, information, or pages.

Click **here** for a guide to the Editor.

Media Library

Here you can upload media files that will feature in your app. You can upload still images, icons, animations, and videos. You can also browse through the hundreds of media files already uploaded to the CMS by other national societies. You are free to use these for your own app but we recommend uploading your own.

Click **here** for a guide to Media Technical Specifications.

Click **here** for a video on uploading images.

Localizations

In this section, command keys in the app are translated into your local language. If you have translated a CSV file for the app it is also uploaded here. Do not make changes to this content unless instructed to by the GDPC.

Badges

Manage the badges awarded to app users who complete quizzes. You may add new badges and badge icons, as well as unique completion and share messages.

Click **here** for a guide to Tests and Badges.

APP SETUP

App Setup

This section features key information about the app, including its name, its details, and its languages. Do not make changes to this content unless instructed to by the GDPC.

Metadata

This section features the information about the app that is shown in the iTunes and Google Play stores. Do not make changes to this content unless instructed to by the GDPC.

Click **here** for a guide to Metadata.

HAZARD

Disasters

Here you can prioritize which Hazards will feature on your app and which users will receive Alerts about. Any Hazards you enable will automatically show in the app content. You may have to develop content for some Hazards if such content has not been created yet.

Alerts

The Alerts page shows you all the Alerts that your app has issued since it was launched. With this information you can keep track of when users are given Hazard warnings, and what sort of warnings they receive.

Click **here** for a guide to Disasters and Alerts.

MANAGE

Organization

This section features information about your national society. It will feature your nationality (locale), language(s), organization name, and app name.

Users

Here you can view all users from your national society that have access to your app in the CMS. If you have NS Admin status you may add new users.

PUBLISH

Publish

In the publish section you can view all the unpublished changes that have been made to the app in the Content Editor. If you are happy with the changes, you may choose to publish them to the app. A list of all the previous publishes made to your app since its development began is also available for you to browse.

Click **here** for a guide to Publishing.

Click **here** for a video on Publishing.

DASHBOARD

Push Notifications

Here you can create unique push notifications that will be sent to all app users and set which date the notification should be sent out. This section will display all push notifications ever published to your app and include the number of users who have received them.

Click **here** for a guide to sending Push Notifications.

Click **here** for a video on pus notifications.

NS CONSOLE

Overview

This section gives you a snapshot of your app's performance to date. You can see its app store rating, the total number of downloads, and the date of its release.

Dev Pool Status

The Dev Pool Status is a useful reference point or the development stages of your app. Here you can see what milestones you have passed and what work needs to be done. When you pass a certain milestone in your app's development, the GDPC will check it off.

User Agreement

This accesses the licence agreement that must be signed by your National Society before the Content Deadline. Failure to sign the Agreement may result in a delay in the app's launch.

Click **here** for a guide to the User Agreement.

Problems and Help

The Content Management System is designed to be user friendly and simple, and the GDPC and 3 Sided Cube work hard to ensure your experience with the tool is a pleasant one. However, sometimes you will notice a problem or need help. If you experience any difficulty with the tool, contact your focal point at the GDPC and they will endeavour to help you.