

# User Manual for G20-insights.org

1. Login → 2. Edit your Think Tank Profile → 3. Add new or edit Authors → 4. Upload your Policy Brief

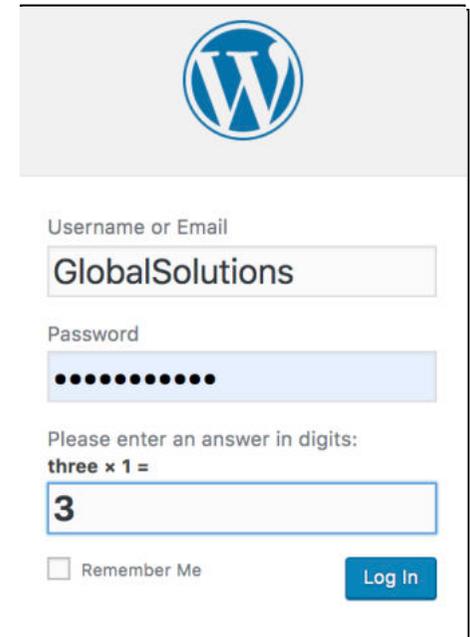
## 1. Login (into the backend)

After you have received the login information for your institute, you will be able to log in at <http://www.g20-insights.org/access>

Click on "Login" in the middle of the browser window. You will then be redirected to the website login screen. Under "Username or Email," enter the login name for your institute. Then enter the corresponding password in the "Password" field.

**Please don't forget the authentication query (math problem) below the password.**

Once you have successfully logged in, you will be redirected to the user interface (backend) of the site.



Username or Email  
GlobalSolutions

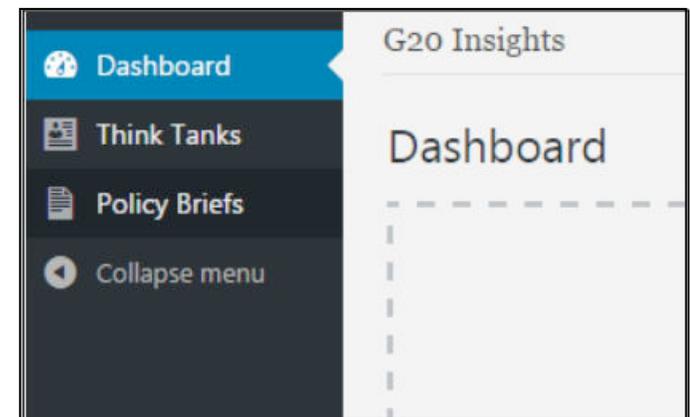
Password  
●●●●●●●●

Please enter an answer in digits:  
three x 1 =  
3

Remember Me

## 2. Editing the Think Tank Profile

In the left column, think tanks can edit their profile via the corresponding button. Simply click on "Think Tanks." By default, this brings up the list of "All Think Tanks."



The relevant profile will appear in the main column. To edit your profile, click on the name of your institute in the main right-hand column.

**Your think tank profile:**

Anybody comfortable with using a word-processing program should be able to get used to the text editor very quickly. Various functions for formatting text are to be found above the text entry window. You can use the input field to enter information about your institute. You can also enter other information,

**Logo:**

The think tank **logo** can be uploaded on the right-hand side as well. To do this, simply click on "**Set featured image**". A window will open. Use drag & drop to copy the logo from your PC into the window. Select the uploaded logo and click on the button labeled "Set featured image" at bottom right.

If you want to save and apply the changes, click on the "**Update**" button in the box at top right.

**Featured Image**

*Click the image to edit or update*

[Remove featured image](#)

31.360000 kB

**3. Authors****Authors**

All Authors **Most Used**

- Dennis J. Snower
- Aarsi Sagar
- Abigail Hunt
- Adam Rose
- Adnan Serič
- Adolf Kloke-Lesch
- Adriana Neligan
- Afaf Rahim

In your Think Tank Profile → **Your authors will need to be added to your institute's profile.**

Under the "Update" button at top right, you can now add new authors to your institute's profile. Scroll down until you find the names of the relevant authors and click on the checkbox next to each name. A check mark should appear in the box. You can also select multiple authors at once. After all boxes have been checked, click again on "Update" at top right. The authors will be added to the profile for your institute.

Co-authors from other institutes can also be added to a policy brief but they must be linked to the profile of the relevant think tank. To do this, you must login with the Think Tank account of your co-authors or contact the G20-Insights Admin-Team ([contact@g20-insights.org](mailto:contact@g20-insights.org)).

Login as other Think Tank: Click again on "Think Tanks" in the left-hand column, search for the author's institute, and then check the box to complete the linking process or add a new author of this institute.

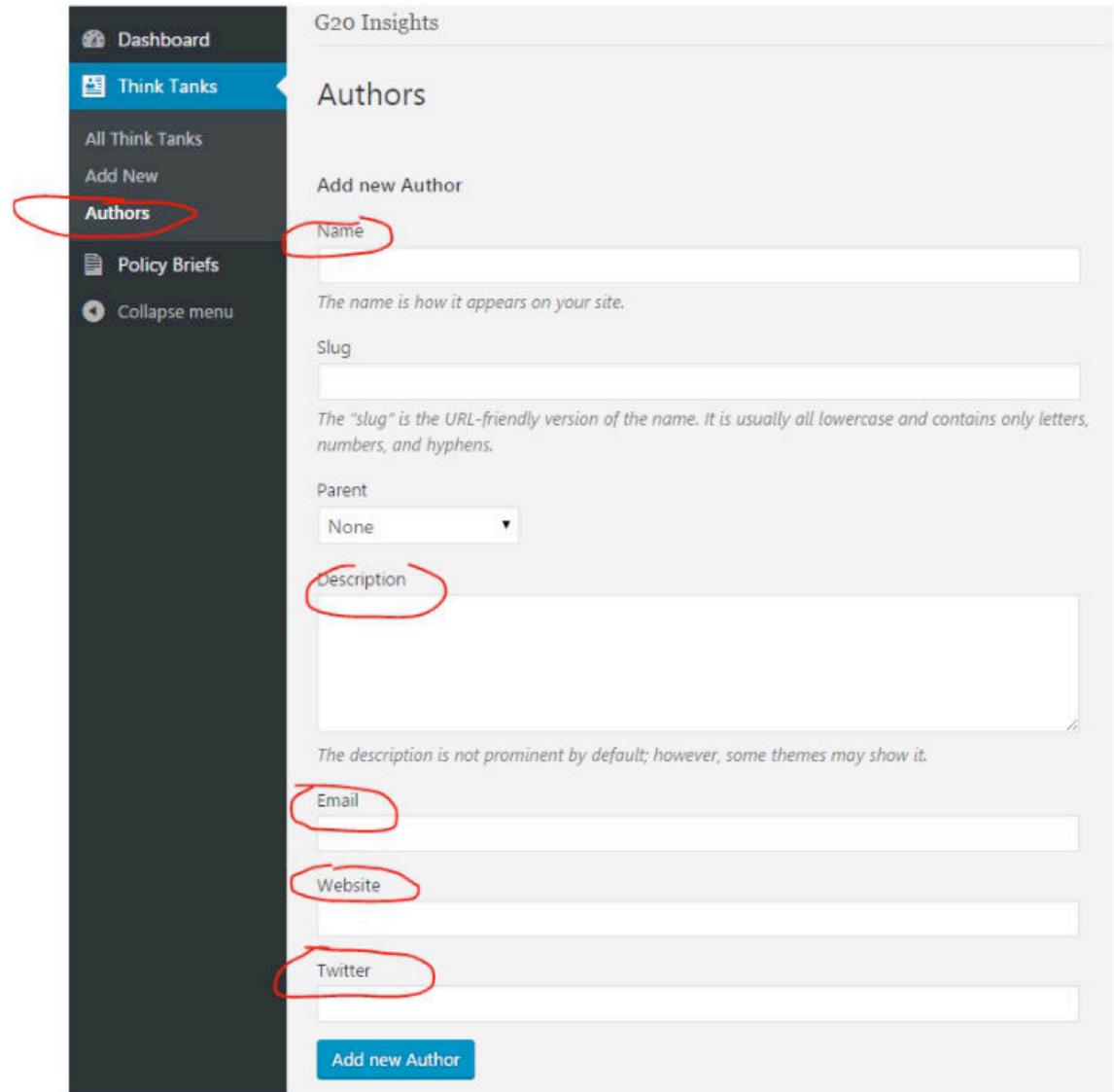
Several authors have already been entered into the system. You can find these in the list of all authors. To do this, please click on "Authors," which is in the left sidebar under "Think Tanks" or "Policy Briefs." This is where you can edit author profiles or add new authors. If you add new authors here, don't forget to select the author checkbox in your Think Tank Profile.

In the main column, you will see a number of fields. Please fill out only the fields "NAME," "DESCRIPTION," "EMAIL," "WEBSITE," or "TWITTER." You can disregard the fields "Slug" and "Parent." After entering the data, please click on the blue button at the bottom that says "Add new Author."

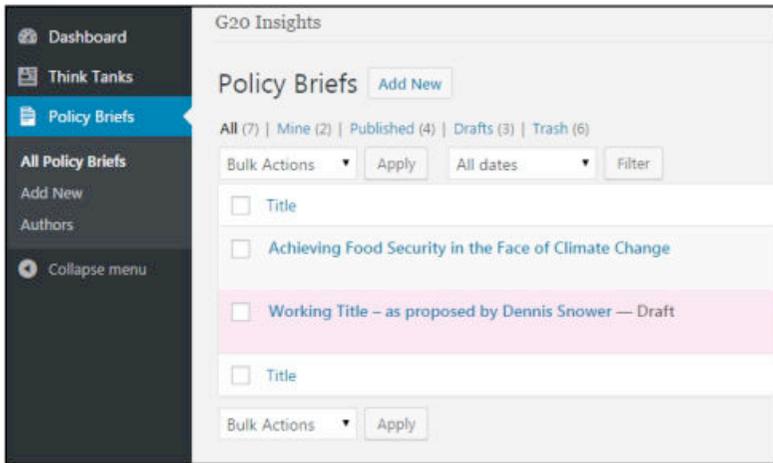
**Workflow tip:**

A.] Enter the relevant authors in the individual think tank profiles/accounts using the right-hand column (Add new Author). (Author 1 – Institute A, Author 2 – Institute B). To save, click again on "Update." This automatically links the authors with the correct think tank.

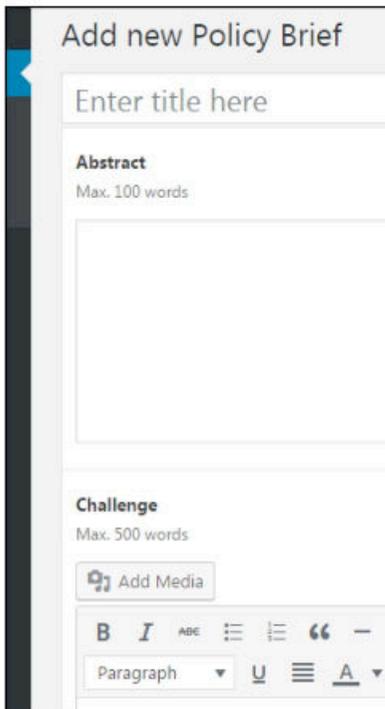
B.] To edit the authors individually, click on "Authors" in the menu on the left.



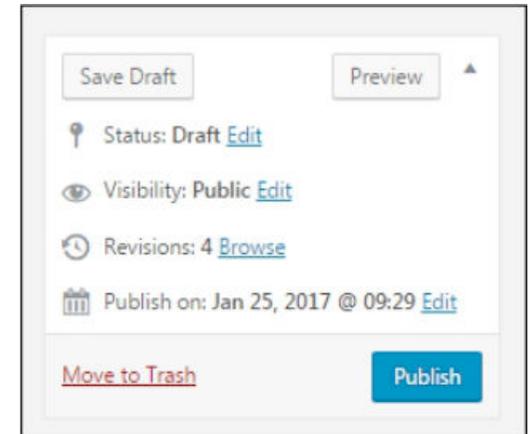
## 4. Policy Briefs



To publish a policy brief on the website, go to the left-hand menu and click on "Policy Briefs." If your think tank has already published one or more policy briefs on [www.g20-insights.org](http://www.g20-insights.org), you will see them in the right-hand section of the website. If you want to create a new policy brief, please click on "Add New" in the left sidebar under "All Policy Briefs."



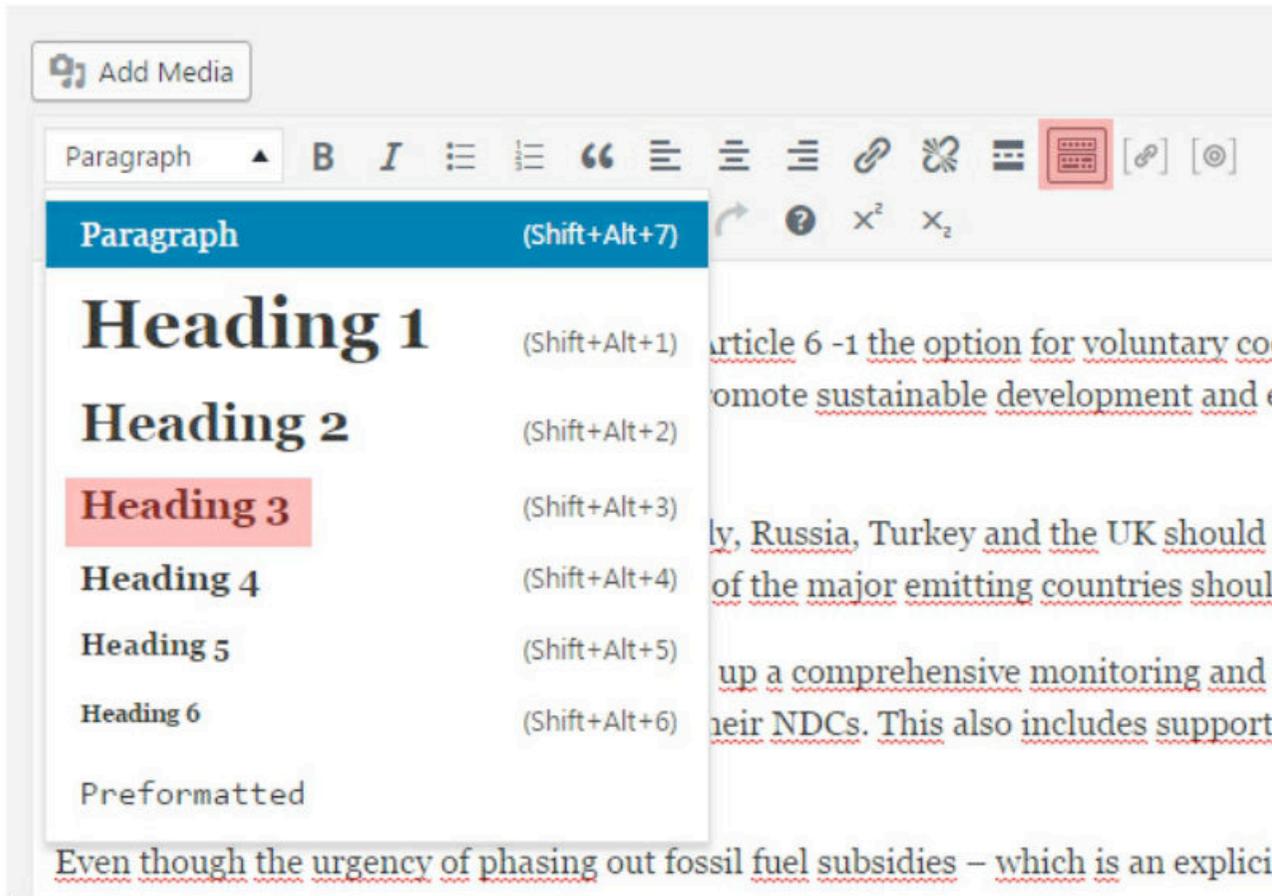
A variety of information must be entered in the main column on the right. The rules governing content can be found in the Guidelines for Policy Briefs. To save a rough draft, click on "Save Draft" at the top of the right-hand column in the backend.



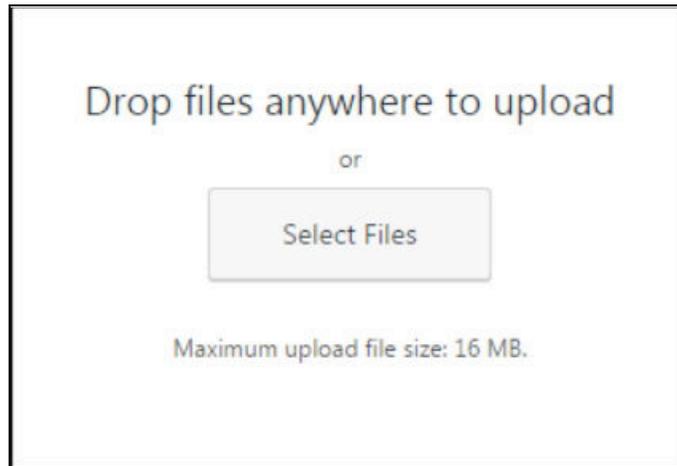
The page is divided into the following sections, which correspond to the G20-Insights Guidelines for Policy Briefs:

- Title, Abstract, Challenge, Proposal
- Existing Initiatives & Analysis (supplemental information in the sidebar)
- References
- Authors
- Think Tanks

If the policy brief is written in accordance with the specifications set out in the G20-Insights Guidelines for Policy Briefs, the text can simply be copied and pasted into the appropriate fields. If you scroll down, you will come to a text box with standard editing options for the text (Challenge and Proposal). For running text, please use the "Paragraph" setting. For sub-headings, please only use **Heading 3** or **Heading 4** or **bold (B)** fonts. For more options, click on the appropriate box on the text editor toolbar.



**Images** (The authors are solely responsible for the content!)



You can add images to the text using drag & drop in the text editor. Position the cursor at the appropriate place in the text and drag the image from your computer into the editor window. The "Insert Media" dialog will then appear. You can use the media library to organize and label the policy brief images you have uploaded. Click on the image and fill out the fields on the right as required.

**Title:** Name of the image

**Caption:** The caption that will appear in the policy brief

**Alt Text:** The caption used when the image is enlarged

**Image Source:** Copyright/photographer's name, etc.

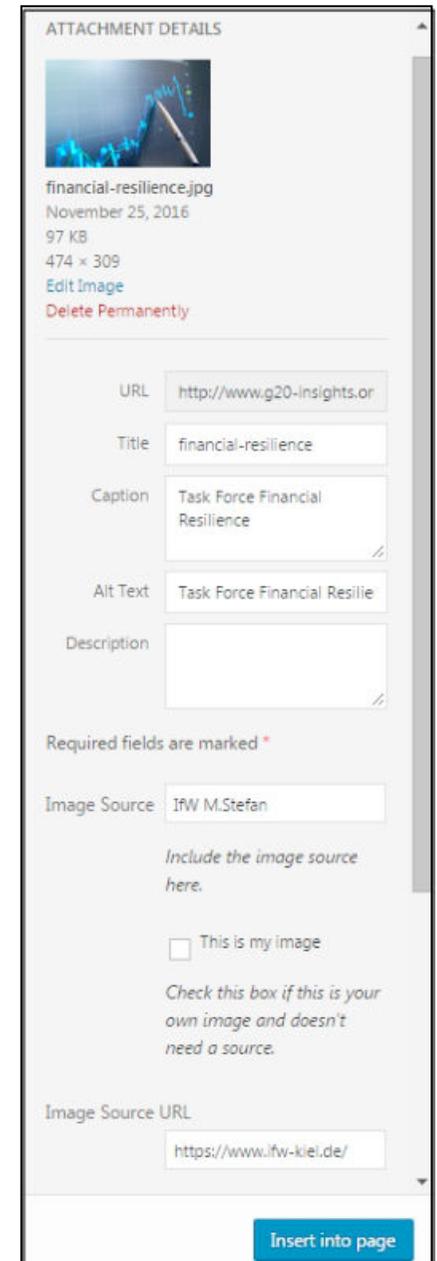
**Image Source URL:** Links the name with a website

Click on "Insert into Page" at bottom right. The image will be added at the corresponding place in the text.

If you click on the image with your mouse, you can choose the orientation (right-aligned, centered, left-aligned). The size of the image can be adjusted using "Display Settings," accessed via the pen icon. To do this,



click on the arrow next to "Size" and select the desired size. Please make sure to keep the size of the image proportionate to the text. Visitors to the site should be able to easily identify what is shown in the image. To add a caption of your own using the text editor, click on the image again. Click on the pen in the dialogue balloon to open a window that you can use to enter a caption under "Caption." "Alternative Text" also serves as a caption, but only when the image is enlarged (on clicking).



Below the proposal, there are several more fields for additional/optional information:

- **"References"**

Click the "Add Reference" button to add new fields to the individual modules. Please enter relevant text for "Reference," "Link Title," and "Link URL." It is not necessary to fill out all the fields.

You also have the option of adding a variety of literature references to the policy brief. To do this, enter a descriptive text in the "Reference" field. If you want to provide a link to the reference, you can enter the URL in "Link URL." Using the "Link Text" field, you can specify the text to be displayed for the link.

The screenshot shows a form with three input fields and a button. The first field, labeled "Reference", contains the text "Zabel, F., B. Putzenlechner, and W. Mauser (2014):". The second field, labeled "Link Title", contains the text "Global Agricultural Land Resources – A High Resolution Suitability Evaluation and Its Perspectives until 2100 under Climate Change Conditions. PLOS ONE!". The third field, labeled "Link URL", contains the text "http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0107522". A blue button labeled "Add Reference" is located at the bottom right of the form and is circled in red.

**"Existing Initiatives & Analysis"**

"Implementation," "Overview,"  
"Existing Agreements," "Existing  
Policies and Monitoring" as well as  
"Analysis and Data."

Click the "Add Row" button to add new fields to the individual modules. Please enter relevant text for "Headline," "Comment," "Link URL," "Link Title," "Upload," and "Upload Title." It is not necessary to fill out all the fields.



Single Row

You can provide links or downloads using the fields "Link URL" and "Upload." If you want to provide a PDF file for download, for example, please click on "Add File" on the right next to "Upload." Click on "Upload File" at top left. You can now use drag & drop to move the files into the selection window or use "Select Files" to select individual files in the middle of the window.

**Automatic Titles:**

It is not mandatory to assign a "Link Title" or "Upload Title" in "Existing Agreements." If no "Link Title" is entered, the title "More information" will be displayed automatically in the policy brief and "To the document" under "Upload Title."

**External Hyperlinks:**

If you wish to link to an external page (e.g. in the references), please do not enter a link manually. Instead, copy it from the browser's address line, otherwise the link will not work. The address must begin with http:// or https://

**Connections:**

In order for your policy brief to display at the correct location on G20-insights.org, the following information (checkboxes) must be specified in the right-hand column in the backend.

- Select authors
- Select policy category (Recommendations, Vision, or Co-Chair Briefs)
- Select policy area
- Select think tanks for the logo slider on the home page

**Think Tank**

- Global Solutions Initiative**
- Center for Global Development
- Centre for Rising Powers and Global Development, CRPD, at the Institute of Development Studies
- ESADEgeo Center for Global Economy and Geopolitics
- GIGA German Institute of Global and Area Studies

- To do this, press the "CTRL" key and select the think tanks involved.

**Authors**

All Authors Most Used

- Dennis J. Snower
- Detlev Ganten
- Diana Leat
- Diego Navarro
- Dilip Guna (PwC)
- Dimitris Psarrakis
- Dinah Bennett
- Dirk Uwe Sauer, Prof.
- Dominic Ponattu

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**Policy Categories**

All Policy Categories Most Used

- Overarching Visions
- Recommendations
- T20 Co-Chair Briefs
- Vision

[+ Add new Policy Category](#)

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**Policy Areas**

All Policy Areas Most Used

- Governance and the Future of Politics
- The Future of Work and Education in the Digital Age
- The International Financial Architecture, Cryptocurrencies and Fintech
- Trade, Investment, Globalization and Tax Cooperation

**Publish your Policy Brief:**

Once the policy brief is finished, you can click on the “**Preview**” Button to preview your proposal or the “**Publish**” button to publish it.

You can change the status of the policy brief at any time. To do this, click on "Edit" in the status line in the upper part of the right-hand column.

**Thank you for uploading your Policy Brief!**

More Information, Support and FAQ:

<http://www.g20-insights.org/support>

Contact:

[contact@g20-insights.org](mailto:contact@g20-insights.org)

The screenshot shows a user interface for managing a policy brief. At the top, there are two buttons: "Save Draft" and "Preview". Below these, the status is set to "Draft" with a key icon and the text "Status: Draft". A dropdown menu is currently set to "Draft", with "OK" and "Cancel" buttons next to it. The visibility is set to "Public" with an eye icon and the text "Visibility: Public", and an "Edit" link is provided. The "Publish immediately" option is selected, indicated by a calendar icon. The date and time are set to "02-Feb", "08", "2017" at "16:27". There are "OK" and "Cancel" buttons for the date/time selection. A large blue "Publish" button is located at the bottom right of the interface.