Documentation

The following information was created in order for following groups to have an understanding of how to make edits to the website. Special attention was paid to ensure that the html sections are understandable even to one who does not know html.

Adding a New Organization:

1) Go to https://wordpress.com/home/weaponsystemsinfo.wpcomstaging.com

2) Click WP Admin on the left side of the page

3) Click Pages on the left side of the page

4) Select the folder for the category that the organization will be under

5) Hover over one of the existing organizations and click Copy

6) On the new page, replace all of the content with the new information (Name, Paragraph, Logo)

7) Click on the "Link to Organization" button, and then click Edit

8) Insert Organization's URL

9) Click on the cog in the upper left corner to open the settings

10) Click "Page" at the top of the settings

11) Scroll down until you see a section labeled "Permalink"

12) Click permalink, then right click and copy the long address at the bottom of the section

13) Click Save Draft, then Publish in the upper right corner

14) Click the WordPress icon in the upper left corner

15) Click "All Pages" at the top to return to the page selection screen

16) Select the category folder "Website"

17) Hover over the category that the organization is in and click "Edit"

This is where things get a little bit more involved

18) Scroll down until you get to the last block of HTML

19) Looking through the HTML it should look like this (highlights have been added for readability)

```
<div class="container">
<div class="messageButton">
   <button class="messageButton-button"
onclick="window.location.href='https://weaponsystemsinfo.wpcomstaging.com/?page_id=635';">
    OSCE
   </button>
   <div class="messageButton-message">
    Human Rights Open Source Investigations|Training and Services
   </div>
  </div>
  <div class="space">
  </div>
<div class="messageButton">
   <button class="messageButton-button"
onclick="window.location.href='https://weaponsystemsinfo.wpcomstaging.com/?page_id=205';">
    OSINT Combine
   </button>
   <div class="messageButton-message">
    Open Source Investigations Training and Services
   </div>
  </div>
  <div class="space">
  </div>
</div>
```


20) Count the number of organizations there are in the block, if there are less than three add the following code where the arrow is pointing. Page permalink is the copied link from step #12 (Highlighted Sections are the areas that need to be changed). For the page permalink ensure that there are still the single apostrophes on either end of the permalink

<div class="messageButton">

   <button class="messageButton-button" onclick="window.location.href='INSERT PAGE PERMALINK HERE';">

   INSERT ORGANIZATION NAME HERE

   </button>

   <div class="messageButton-message">

   INSERT ORGANIZATION HOVER TEXT HERE

   </div>

  </div>

 <div class="space">

 </div>

21) If there are three organizations already in the last block you will need to create a new block

22) Copy the spacer between two blocks of HTML (Spacer is 125px)

23) Paste the spacer after the last block of HTML, but before the short code at the bottom of the page

24) Add a new "Custom HTML Block" with the following code. Page permalink is the copied link from step #12 (Highlighted Sections are the areas that need to be changed). For the page permalink ensure that there are still the single apostrophes on either end of the permalink.

```
<div class="container">

<div class="messageButton">

    <button class="messageButton-button" onclick="window.location.href='INSERT PAGE PERMALINK HERE';">

    OSCE

    </button>

    <div class="messageButton-message">

    INSERT ORGANIZATION HOVER TEXT HERE

    </div>

  </div>

  <div class="space">

  </div>

</div>
```

25) Click "Update" in the upper left corner

26) Check website to ensure that the organization appears properly

Adding a New Category:

1) Go to https://wordpress.com/home/weaponsystemsinfo.wpcomstaging.com

2) Click WP Admin on the left side of the page

3) Click Pages on the left side of the page

4) Click the category folder "Website" on the left side of the page

5) Hover over one of the existing categories and click "Copy"

6) Edit the page so that the content matches the new category (Name, Blurb, Content)

7) Remove all HTML From the page

8) Refer to above instructions to add organizations to this new category

9) Click the cog in the upper left corner to open the settings

10) Select page at the option of the setting menu

11) Scroll down until you see "Permalink"

12) Click on this section, then right-click and copy the long URL

13) Click Save Draft, then Publish in the upper left corner

14) Click the WordPress icon in the upper left corner

15) Click all pages to return to the page select screen

16) Click the Category Folder "Website"

17) Hover over the page titled "Global Weapons Tracking

18) Click "Edit with Elementor"

19) Check how many categories are on the last row

20) If there are less than 4 right click on one of the categories and select "Duplicate"

21) Change the Text to match the new category

22) Select a new icon by hovering over the icon in the upper left corner, then clicking "Icon Library" (Remember the name of the icon you choose)

23) On the left side of the page, under the section "Link" pase the URL from step #12

24) If there are 4 Categories in the row, right click the bottom row and select "Duplicate"

25) Starting from the right delete 3 of the categories

26) Click on the far-left category

27) Repeat steps 21-23

28) Click Update in the bottom left corner

29) Click the three bars in the upper left corner

30) Click "Exit to Dashboard"

31) Click the WordPress Icon in the upper left corner

32) Click All Pages to return to the page selection screen

33) Click Plugins on the left side of the screen

34) Scroll down until you see "Bubble Menu Lite"

35) Click "Settings" under "Bubble Menu Lite"

36) Hover over "Categories" and click edit

37) Click Menu on the left side

38) Scroll down until you see "Add Item"

39) Click "Add Item"

40) Hover over the move icon the upper left corner of the new item

41) Drag and drop the new item so that it is not the last item in the list

42) Click the drop-down arrow next to "Icon"

43) Select the same icon that you did in step #22

44) Check the box next to "Tooltip"

45) In the box that appears insert the category name

46) In the section labeled "Link" paste the URL from step #12

47) Scroll up and click "Update" on the right side of the page

48) Ensure that the category shows up properly

Survey

Sample Survey

This is a survey to receive feedback on the unfinished beta version of the Global Weapons Tracking Website. This website was designed by a group of WPI students in partnership with Oxfam and SOAS. Here is the link to the Global Weapons Tracking Website: https://weaponsystemsinfo.wpcomstaging.com/

This survey should take about 5 minutes of your time.

1. How would you rank your overall experience with the website?
   a. Very Bad
   b. Generally Bad
   c. Neutral
   d. Generally Good
   e. Very Good

2. What did you think of the user interface?
   a. Very Bad
   b. Generally Bad
   c. Neutral
   d. Generally Good
   e. Very Good

3. What is/was your field of study?

4. How easy was it to navigate the user interface?
   a. Impossible
   b. Difficult
   c. Neither difficult nor easy
   d. Easy
   e. Very Easy

5. What did you like about the design?
    a. _____

6. What did you not like about the design?
    a. _____

7. How would you rate the speed of the website?
    a. Unusable
    b. Slow
    c. Adequate
    d. Fast
    e. Extremely Fast

8. Would you use this application again?
    a. Yes
    b. No

9. What is one thing you would change to improve this website?