



National Forest Landscape Restoration (FLR) Knowledge Management (KM)

System User Manual

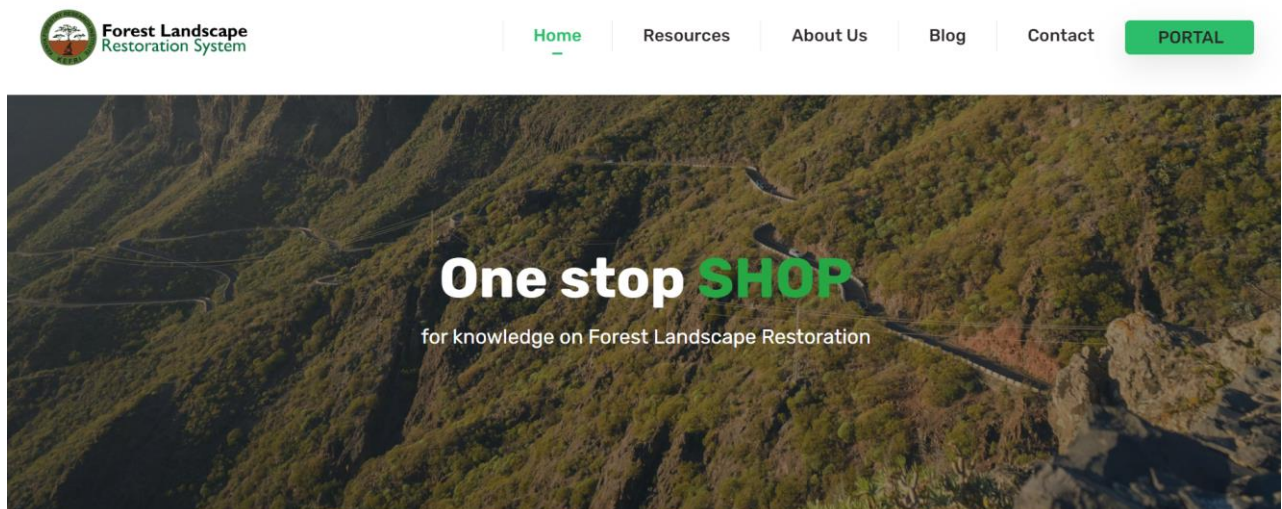
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Login and Registration

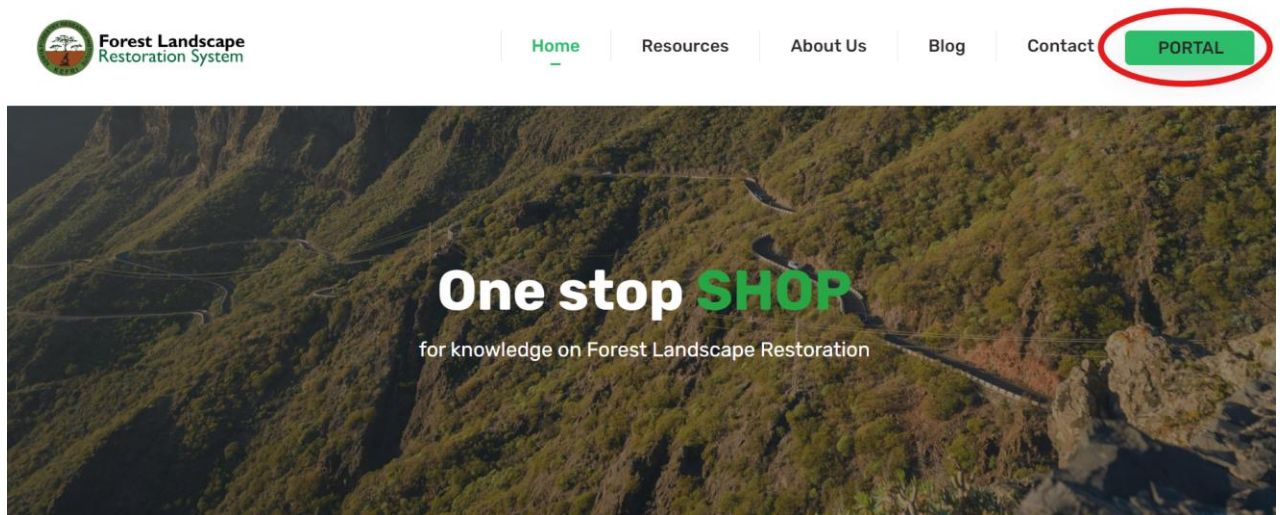
Opening the System

- To access the system, open any web browser and navigate to:
<https://flr.kefri.org>
- This will take you to the Home Page (landing site).



Accessing the Portal

- To access the portal, click on the PORTAL button located at the top right corner of the navigation bar.
- This will redirect you to the Sign-In Page.



Sign-In

- If you already have an account, enter your credentials (email and password) and click Sign In to access the portal.

Forest Landscape Restoration Portal

Sign In

Enter your email and password to Sign In

Email
km1@kefri.org

Password
.....

Remember me

[BACK HOME](#) [SIGN IN](#)

[Forgot your password? Reset](#)

Don't have an account? [Sign up](#)

Creating a New Account

- If you do not have an account, click on the Sign-Up button on the Sign-In Page.
- Fill out the registration form with the required details, including a valid email address.

Forest Landscape Restoration Portal

Sign In

Enter your email and password to Sign In

Email
km1@kefri.org

Password
.....

Remember me

[BACK HOME](#) [SIGN IN](#)

[Forgot your password? Reset](#)

Don't have an account? [Sign up](#)

Forest Landscape Restoration Portal

Sign Up

Fill the form to Sign Up

Email

Full Name

Password

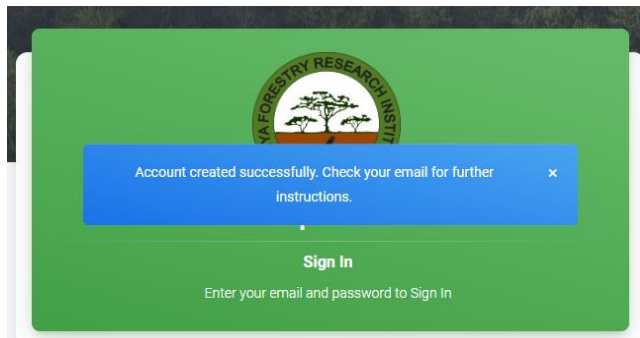
Confirm Password

[BACK HOME](#) [SIGN UP](#)

Already have an account? [Login](#)

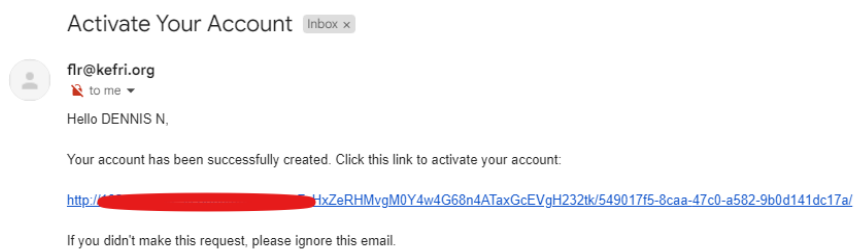
Verification Email

- After clicking Sign Up on the registration form, wait for the system to send a verification email to the email address you provided.
- Check your email inbox (or spam/junk folder) for the verification message.



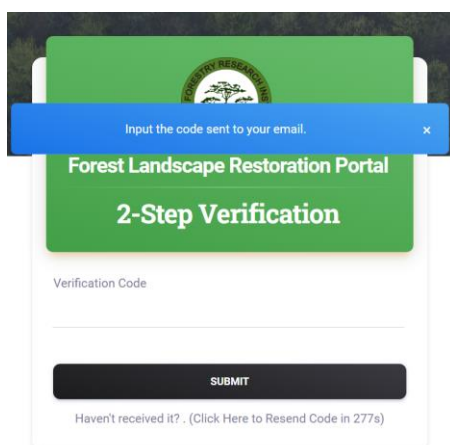
Email Verification

- Open the email and follow the instructions provided to verify your account.
- Once verified, you can return to the Sign-In Page and log in to the portal.



Two-Factor Authentication (2FA)

- If you have activated Two-Factor Authentication (2FA), the system will send a one-time authentication code to your registered email address after entering your username and password.

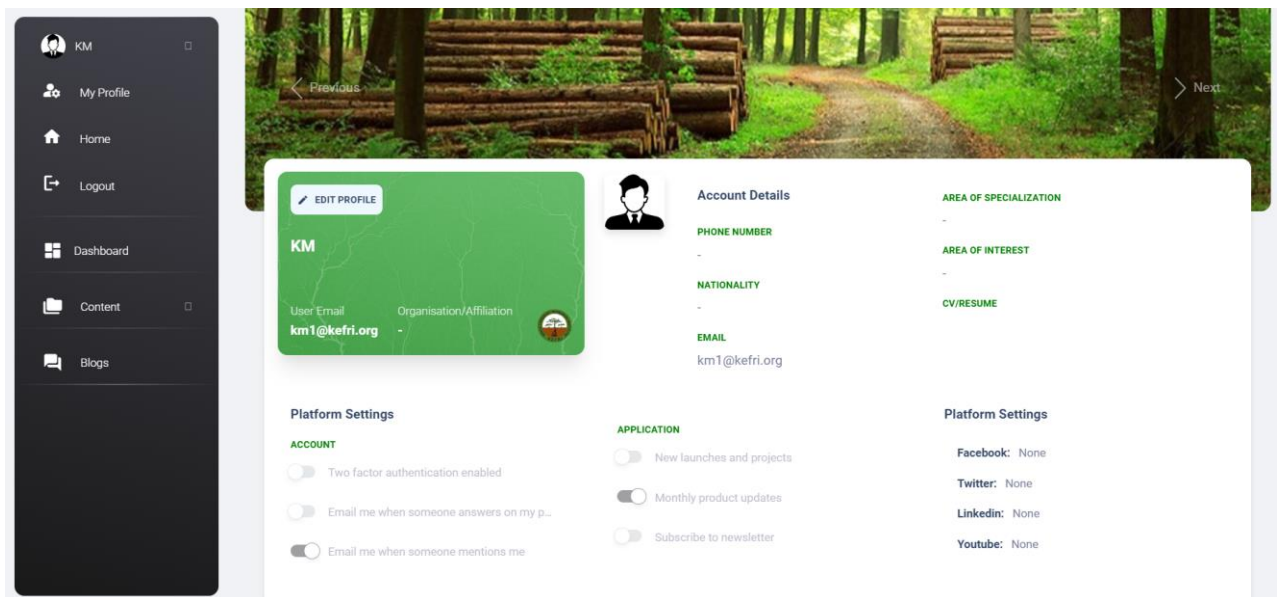


- Open your email, retrieve the code, and enter it in the provided field on the system.
- Click Submit to complete the login process.

Profile Section

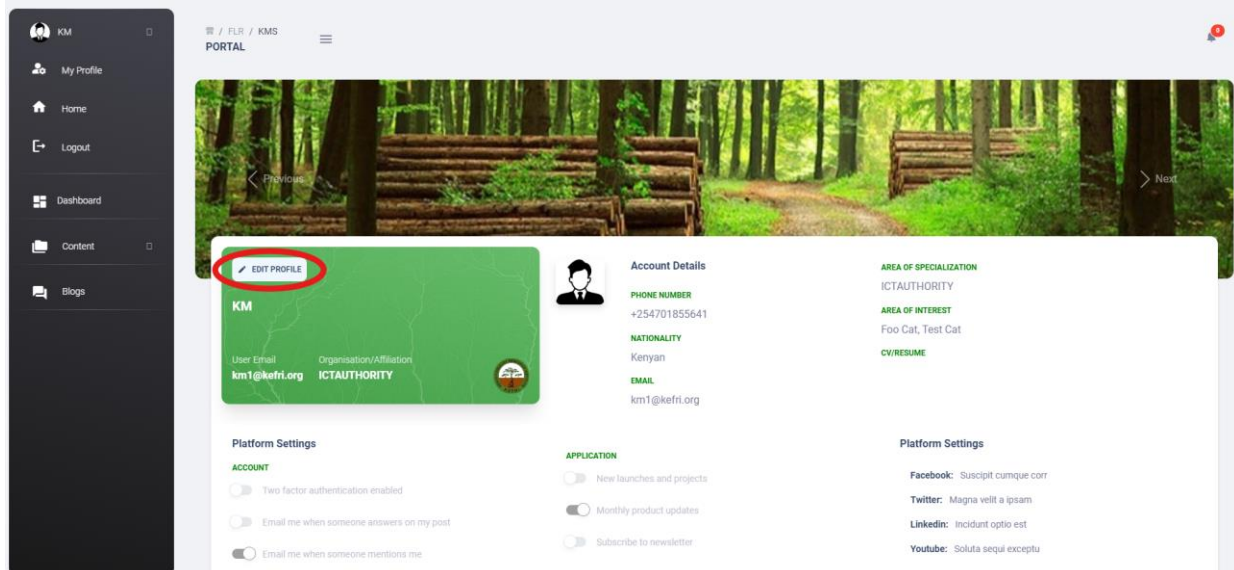
Redirect to Profile

- After successfully logging in, you will be redirected to your Profile Page.



Editing Your Profile

- On the Profile Page, click the **EDIT PROFILE** button to modify your profile information.



Updating Details and Preferences

- A form will appear where you are required to fill in your details and preferences for identification.

The screenshot shows a 'Basic Info' profile update form. At the top, there is a toggle for 'Enable Two Factor Authentication'. Below it is a 'Profile Image' section with a placeholder icon and a 'Choose File' button. The form is divided into several sections: 'Full Name' (KM), 'Email' (km1@kefri.org), 'Phone Number' (+254 7012 345 678), 'Nationality' (eg. Kenya), 'Organisation/Affiliation' (a dropdown menu with a '+' button), 'Areas of Specialization' (a dropdown menu with a '+' button), 'Areas of Interest', 'CV/Resume' (a 'Choose File' button), 'Facebook' (eg. www.facebook.com/you), 'Instagram' (eg. www.instagram.com/you), 'X (Formerly Twitter)' (eg. www.x.com/you), and 'LinkedIn' (eg. www.linkedin.com/you). At the bottom, there is an 'About Me' section with the prompt 'Say something about yourself' and an 'UPDATE' button.

Organization/Affiliation:

- Select your organization from the dropdown menu

This image shows a close-up of the 'Organisation/Affiliation' dropdown menu. The menu is open, showing a list of options: 'KEFRI', 'ICTAUTHORITY', and 'KEFRI'. The 'KEFRI' option at the bottom is highlighted in a light blue color. A green '+' button is visible to the right of the dropdown menu.

- If your organization is not listed, click the plus (+) button to add it manually.

The image shows a dropdown menu for 'Organisation/Affiliation *' with options: KEFRI, ICTAUTHORITY, ICTAUTHORITY, and KEFRI. A red circle highlights a green '+' button next to the dropdown. To the right is a 'Organization Details' form with fields for Organization Name, Physical Address, Organization Email, Organization Phone, and Postal Address. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons.

Area of Specialization:

- This is a multi-select field, allowing you to choose multiple areas that match your expertise.

The image shows the 'Areas of Specialization' field. It contains two selected items: 'ICTAUTHORITY' and 'foor spec', each with a close button (X). To the right of the field is a green '+' button.

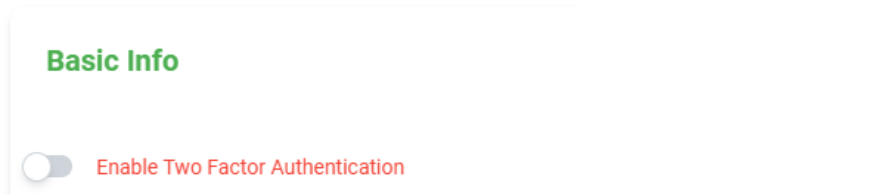
- Select from the provided options or add a new specialization using the plus (+) button if it is not available in the dropdown.

The image shows a dropdown menu for 'Areas of Specialization' with a red circle highlighting a green '+' button. To the right is a 'Specialization Details' form with fields for Specialization Name and Description. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons.

- Fields marked with a red asterisk (*) are mandatory and must be filled in before submitting the form.

Additional Profile Options

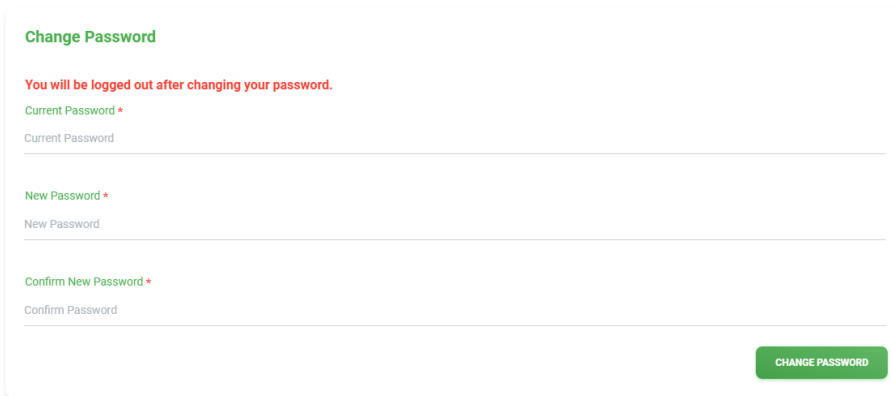
- On the Edit Profile page, you will find the following options:
 - **Activate Two-Factor Authentication (2FA):** Toggle this option Enable Two Factor Authentication to enhance account security.



Basic Info

Enable Two Factor Authentication

- **Change Password:**
 - To update your password, click the CHANGE PASSWORD button.
 - You will need to enter your current password and the new password.



Change Password

You will be logged out after changing your password.

Current Password *

Current Password

New Password *

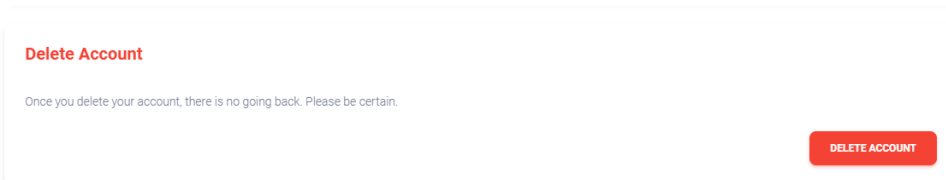
New Password

Confirm New Password *

Confirm Password

CHANGE PASSWORD

- **Delete Account:**
 - If you wish to delete your account, click the DELETE ACCOUNT button.
 - Confirm the action to permanently remove your account and associated data.



Delete Account

Once you delete your account, there is no going back. Please be certain.

DELETE ACCOUNT

If you forget your password, click on the **Reset** link on the login page.

Forest Landscape Restoration Portal

Sign In

Enter your email and password to Sign In

Email

Password

Remember me

BACK HOME SIGN IN

Forgot your password? [Reset](#)

Don't have an account? [Sign up](#)

You will be redirected to a form where you can enter your registered email address. After submitting the form, the system will send an email to your provided address with instructions on how to reset your password.

Forest Landscape Restoration Portal

Forgot Password

Enter your email to reset password

Email

km1@kefri.org

RESET PASSWORD

Remember your password? [Click here to Login](#)

Follow the instructions in the email to successfully create a new password and regain access to your account.

Profile Approval

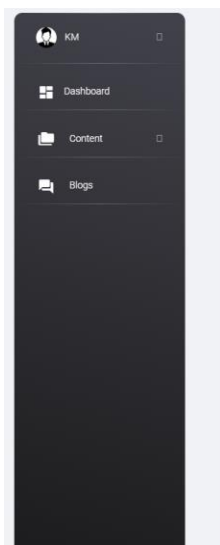
- Once you update your profile, an admin from your selected organization will verify your details and approve your profile. Approval is required for you to contribute to the system.

Approval for New Organizations/Affiliations

- If you create a new organization/affiliation using the plus (+) button, it will need to be verified and approved by a KEFRI admin.
- After the organization/affiliation is approved, your profile will be reviewed and approved by the relevant organization admin.

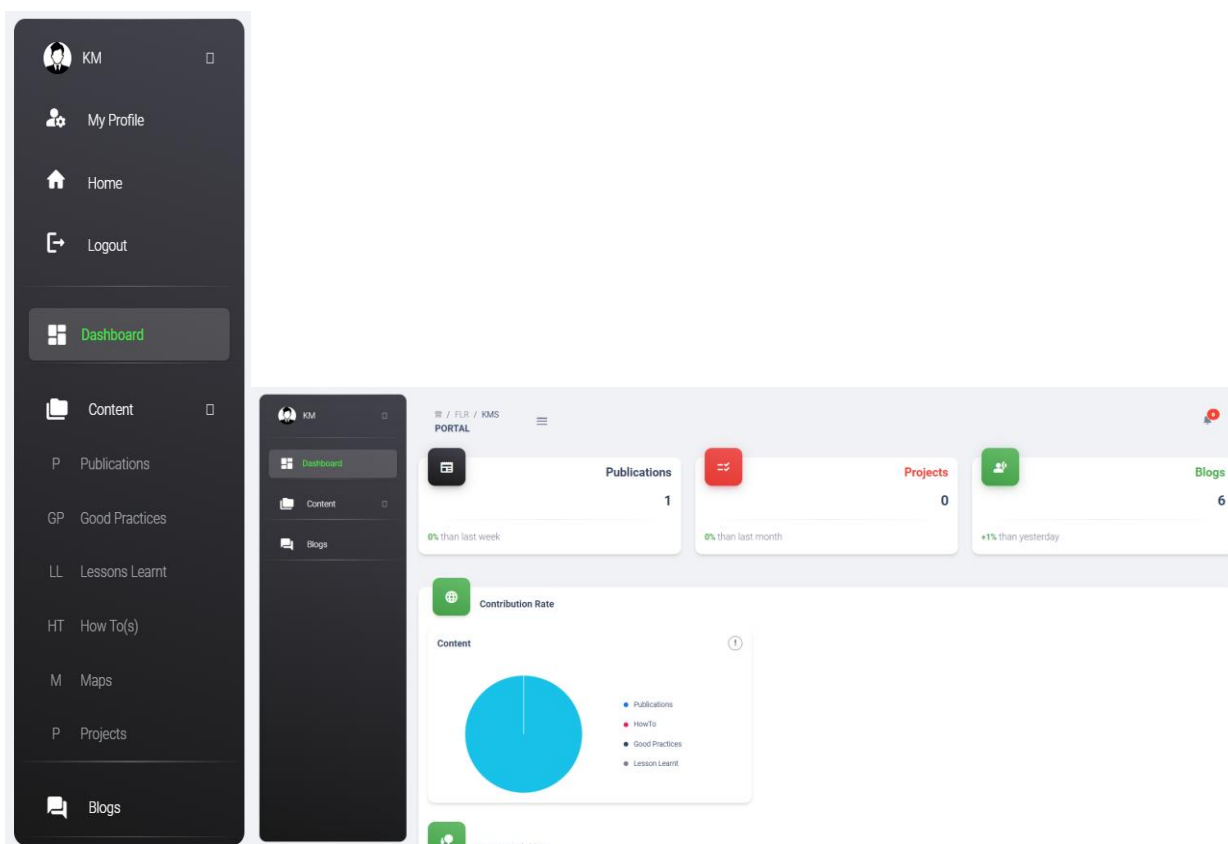
Saving Changes

- After completing all updates, click the UPDATE button to apply the changes to your profile.

A form for updating a user profile. The form is titled 'KFM' and 'KEFRI | @kefri.org'. It contains several sections: 'Phone Number' with the value '+254701855641'; 'Nationality' with the value 'Kenyan'; 'Organisation/Affiliation' with a dropdown menu showing 'KEFRI' and a green plus button; 'Areas of Specialization' with a green plus button; 'Areas of Interest' with two buttons labeled 'Foo Cat' and 'Test Cat'; 'CV/Resume' with a 'Choose File' button and the text 'NO FILE CHOSEN'; 'Facebook', 'X (Formerly Twitter)', 'Instagram', and 'LinkedIn' sections, each with a text input field and a placeholder example URL; and an 'About Me' section with a text input field and the placeholder 'Say something about yourself'. A green 'UPDATE' button is located at the bottom right of the form, circled in red.

Portal Navigation

Once logged into the portal, you will notice a sidebar on the left-hand side of the screen. This sidebar contains the following menus for navigating the portal:



User Menu

- This menu contains options related to your user account. The sub-menus are:
 - **My Profile:**
 - Redirects you to your profile page, where you can view or edit your details.
 - **Home:**
 - Takes you back to the landing site of the system.
 - **Logout:**
 - Logs you out of the portal and ends your session.

Dashboard Menu

- This menu redirects you to the Dashboard, which serves as the homepage of the portal.
- The dashboard provides a statistical overview of the entire portal, including:
 - Analytics
 - Graphs
 - Maps
 - Counts and summaries of various content and activities

Content Menu

- This menu is dedicated to managing and accessing content within the portal. It contains the following sub-menus:
 - Publications:
 - A form to input publication details such as title, description, and date of publication.

The screenshot shows the 'Add Publication' form in the KMS portal. The form is divided into several sections: Document Title, Category, Sub-Category, Document Type, File, Language, Version, Publisher, Authors, References, and Events. Each section contains input fields and a 'SUBMIT' button is located at the bottom right.

- After submission, the content will be displayed in a table showing the list of published publications.

The screenshot shows the 'Publications' table in the KMS portal. A green notification banner at the top says 'Content uploaded successfully.' The table has columns for Title, Type, Category, Sub-Category, Added By, Organization, and Date Added. A single entry is visible: 'Yoshio Branch' under 'Thee Modal' category, added by 'KM' on '08-Jan-2020'.

#	TITLE	TYPE	CATEGORY	SUB-CATEGORY	ADDED BY	ORGANIZATION	DATE ADDED
1	Yoshio Branch	Thee Modal	ICTAU THORITYICTAUT HORITYICTAU THORITYICTA UTHORITYICTAUTHORITYICTAUTHORITY	ICTAUTHORITY	KM	ICTAUTHORITY	08-Jan-2020

- Good Practices:

- A form to capture good practices with details such as description, category, and impact.

The screenshot shows a web form titled "Add Good Practice" within a "PORTAL" interface. The form is divided into several sections:

- Title:** A text input field.
- Category:** A dropdown menu with "Select Category" as the placeholder.
- Sub-Category:** A text input field.
- Tags/KeyWords:** A text input field.
- Case Study:** A dropdown menu with "Select Study" as the placeholder.
- Publisher:** A text input field.
- Steps:** A text input field.
- Description:** A large text area for detailed input.
- Authors:** A table with columns for Name, Email, Occupation, and Organization.
- References (If Any):** A table with columns for Name, Institution, and Link.

 A "SUBMIT" button is located at the bottom right of the form, and a "BACK" button is at the top right.

- After submission, the captured content will be shown in a table listing all good practices.

The screenshot shows a table titled "Good Practices" with a search bar and a table with the following data:

#	TITLE	CATEGORY	SUB-CATEGORY	ADDED BY	ORGANIZATION	DATE ADDED	APPROVAL STATUS	VIEW
1	Hayfa Fisher	Test Cat	Test Sub Cat	KM	ICTAUTHORITY	08-Jan-2025	PENDING	

Additional UI elements include a search bar, a dropdown for "10 entries per page", and a "Showing 1 to 1 of 1 entries" indicator.

- Lessons Learnt:

- A form to input lessons learnt from projects, activities, or research.

The screenshot shows a web form titled "Add Lesson Learnt". On the left is a dark sidebar with navigation items: Dashboard, Content, Publications, Good Practices, Lessons Learnt (highlighted), How To(s), Maps, Projects, and Blogs. The form fields are as follows:

- Title * (text input)
- Category * (dropdown menu)
- Sub-Category * (text input)
- Tags/Key Words * (text input)
- Description * (text area)
- Root Cause * (text input)
- Challenges Faced * (text input)
- Lessons Learnt (text area)
- Recommendations (text area)
- Authors section with fields for Name *, Email, Occupation, and Organization.

A "SUBMIT" button is located at the bottom right of the form.

- After submission, the lessons will appear in a table displaying the list of all lessons learnt.

The screenshot shows the "Lessons Learnt" table in the KMS portal. The table has the following columns: #, TITLE, CATEGORY, SUB-CATEGORY, ADDED BY, ORGANIZATION, DATE ADDED, and APPR. A single entry is displayed:

#	TITLE	CATEGORY	SUB-CATEGORY	ADDED BY	ORGANIZATION	DATE ADDED	APPR
1	McKenzie Burks	ICTAU THORITYICTAU HORITYICTAU THORITYICTA UTHORITYICTAUTHORITYICTAUTHORITY	ICTAUTHORITY	KM	ICTAUTHORITY	08-Jan-2025	APP

Below the table, it says "Showing 1 to 1 of 1 entries". There is also a search bar and a dropdown for "10 entries per page".

- How To(s):
 - A form to submit step-by-step guides or how-to instructions.

The screenshot shows the 'Add How To' form in the KMS PORTAL. The form is divided into several sections:

- Title:** A text input field.
- Category:** A dropdown menu with 'Select Category' as the placeholder.
- Sub-Category:** A text input field.
- Tags/Key Words:** A text input field.
- Resources:** A text input field.
- Steps:** A large text area for detailed instructions.
- Publisher:** A text input field.
- Uploads:** A section with the text 'Choose File(s) to file chosen' and a file selection interface.
- Authors:** A table with columns for Name, Email, Occupation, and Organization.

A 'SUBMIT' button is located at the bottom right of the form.

- These guides will be listed in a table with titles and summaries of the steps.

The screenshot shows the 'How To(s)' list view in the KMS PORTAL. The page includes a search bar, a dropdown for '10 entries per page', and a table of entries.

#	TITLE	CATEGORY	SUB-CATEGORY	ADDED BY	ORGANIZATION	DATE ADDED	APPROVAL STATUS	VIEW
1	Wang Suarez	Test Cat	Test Sub Cat	KM	ICTAUTHORITY	08-Jan-2025	PENDING	

Showing 1 to 1 of 1 entries

- **Maps:**
 - A form to upload or create maps.

The screenshot shows the 'Add Map' form in the KMS PORTAL. The form is titled 'Add Map' and has a 'BACK' button in the top right corner. The form fields are:

- Title *
- Category * (with a dropdown arrow)
- Sub-Category *
- Latitude *
- Longitude *
- Description *

- The uploaded maps will be shown in a table, making it easy to access and manage different maps.

The screenshot shows the 'Maps' table in the KMS PORTAL. The table has a search bar and an 'ADD MAP' button in the top right corner. The table displays a list of maps with the following columns: #, TITLE, CATEGORY, SUB-CATEGORY, ADDED BY, and ORGANIZATION. The table contains 4 rows of data:

#	TITLE	CATEGORY	SUB-CATEGORY	ADDED BY	ORGANIZATION
1	Tree Planting in Thika	Test Cat	Test Sub Cat	Erick Munene	ICTAUTHORITY
2	Agroforestry in Meru	Test Cat	Test Sub Cat	Erick Munene	ICTAUTHORITY
3	Wetland Restoration in Naivasha	Test Cat	Test Sub Cat	Erick Munene	ICTAUTHORITY
4	Forest Regeneration in Nyeri	Test Cat	Test Sub Cat	Erick Munene	ICTAUTHORITY

- **Projects:**

- A form to capture project details such as title, description, timeline, and status.

The screenshot shows a web application interface for adding a project. On the left is a dark sidebar with a user profile 'KM' and navigation links: Dashboard, Content, Publications, Good Practices, Lessons Learnt, How To(s), Maps, Projects (highlighted in green), and Blogs. The main content area is titled 'Add a Project' and contains a form with the following fields: 'Project Name *', 'Category *' (with a dropdown menu), 'Sub-Category *', 'Start Date *' (with a date picker), 'End Date' (with a date picker), 'Description *', and 'Project's Location *'. There is a 'BACK' button in the top right and a 'SUBMIT' button in the bottom right of the form area.

- After submission, the projects will be displayed in a table listing all ongoing and completed projects.

The screenshot shows the 'Projects' table in the web application. The sidebar is the same as in the previous screenshot. The main content area is titled 'Projects' and features an 'ADD PROJECT' button in the top right. Below the button is a search bar and a dropdown menu set to '10 entries per page'. The table has the following columns: #, TITLE, CATEGORY, SUB-CATEGORY, ADDED BY, ORGANIZATION, START DATE, END DATE, DATE ADDED, and APP. A single row is displayed with the following data: 1, Forestry Tree Planting, Test Cat, Test Sub Cat, KM, ICTAUTHORITY, 22-Dec-1999, 19-Jul-2001, 08-Jan-2025, and PE. Below the table, it says 'Showing 1 to 1 of 1 entries'.

#	TITLE	CATEGORY	SUB-CATEGORY	ADDED BY	ORGANIZATION	START DATE	END DATE	DATE ADDED	APP
1	Forestry Tree Planting	Test Cat	Test Sub Cat	KM	ICTAUTHORITY	22-Dec-1999	19-Jul-2001	08-Jan-2025	PE

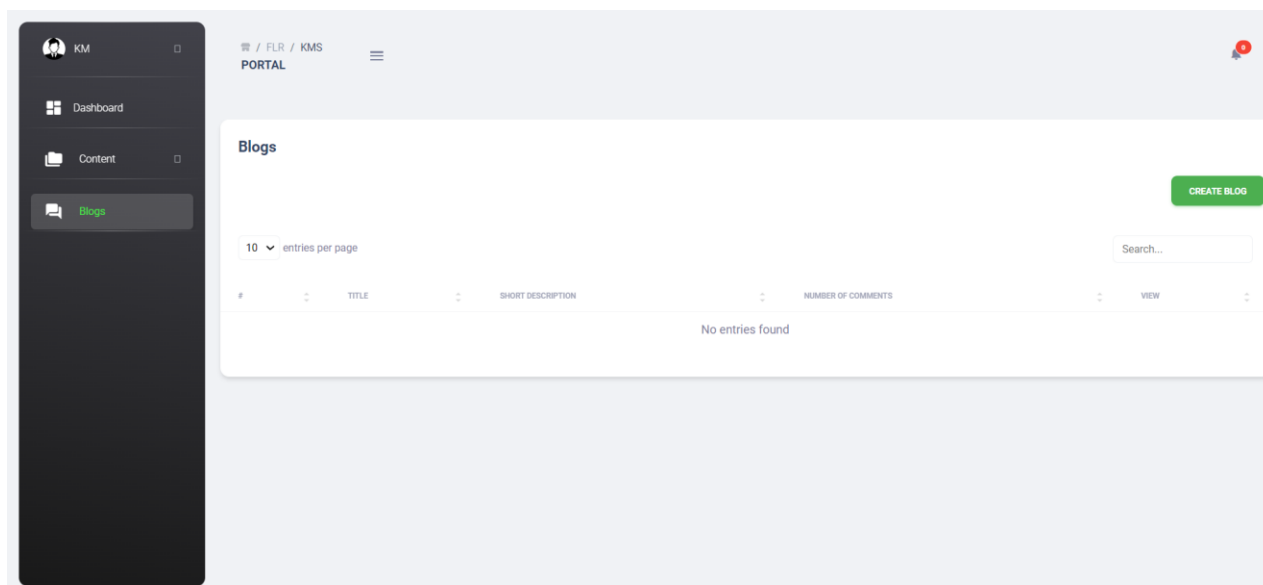
General for content

For each sub-menu in the Content Menu, there is an ADD button corresponding to the content type. When clicked, a form will appear with fields to input the necessary details. Fields marked with a red asterisk (*) are mandatory. On some pages, you may find sections for additional input, such as authors, references, events, etc., with a plus (+) button to add extra items. You can remove unwanted items by clicking the X button next to them. Please note that this feature may not be available for all content types. After filling out the form, click Submit to save your inputs. You will have a moment to verify your entries, and once you are satisfied with the information, click **SUBMIT FOR APPROVAL**. Once submitted for approval, you will no longer be able to edit the content. However, if you wish to delete the content before submitting it for approval, you can click the **DELETE** button. Your content will undergo verification and approval before being published.

Blog Menu

The Blog menu allows users to create and manage blog posts within the portal. Users can write and publish blog entries on various topics related to the portal's content. There are no approval processes or user permissions required for publishing blog posts; once created, blog posts are immediately visible to all users. This feature provides a space for sharing updates, insights, and other relevant information with the community.

When you click on the Blog menu item, you will be taken to a page displaying a list of existing blogs.



To add a new blog, click the ADD BLOG button. A form will appear where you can enter the title and content for the new blog post.

The screenshot shows a web interface for creating a new blog post. On the left is a dark sidebar with navigation options: 'Dashboard', 'Content', and 'Blogs' (highlighted in green). The main area is titled 'PORTAL' and contains a 'Create Blog' form. The form has the following fields: 'Title *', 'Short Description *', 'Description *', and 'Image *'. Below the image field is a file selection area with the text 'Choose File' and 'No file chosen'. There are 'BACK' and 'SUBMIT' buttons on the right side of the form.

Once you've filled out the form, click Submit, and the blog will be immediately visible to all users, as there are no approval processes or user permissions required for publishing blog posts.

