The Work Groups of the ICV

A manual with detailed support for the online editing

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What is this manual about? (1/3)

On the website of the ICV, we have our own area for the important basis of our Association - the work groups (for the sake of simplicity in this handbook in addition to the regional work groups this term includes also the expert and sector work groups)!

The "Work Groups" section of our ICV website icv-controlling.com lists all current ICV work groups. Alternatively, the direct path works: https://www.icv-controlling.com/en/work-groups.html

Via this overview page, the visitor can access the individual page that each ICV work group receives from the web editor.

On this overview page, all events and reports that you post on your work group page are also displayed. This information is an important foundation for the ICV PR Team, including: to create the events calendar for the Controller Magazin. If the dates of your work group are not found here, they will not appear in the Controller Magazin.
What is this manual about? (2/3)

The basic structure and the basic elements such as font and colors of a work group page are the same for all work groups. The corporate design guidelines of the ICV are authoritative here.

The first framework is created by the web editor for each new work group. What's on your own work group pages and then any texts, images, information, files, links, etc. – it's your decision - and you or a person who you select can change directly there by yourself!

We want to show you with this manual how you do that and what options you have.
What is this manual about? (3/3)

What you see as a visitor on the Internet on your work group page ("frontend") and what you see as an editor of your work group page after login ("backend"), you can see here. Your pages are edited in CMS (Content Management System) Typo3.

And this is how the visitor sees your work group page, here Nord III, on the Internet.
Login (1/2)

https://www.icv-controlling.com/typo3/

On this login page you can see

a) the login fields (username, password)

b) a link to the video tutorials (available in German and English). They are basically still correct, but already several years old and therefore not up to date, in particular optically.

c) This manual is also stored there for you via a link.
Login (2/2)

https://www.icv-controlling.com/typo3/

**Username:** first name.last name  
**Password:** You can get your personal password from the web editor at web@icv-controlling.com. Also, ask questions about the website and Facebook at this address! Please use only your own login data - please do not share your personal password with others (no password sharing). If several people want to maintain the pages, we will gladly create multiple user accounts.

You can see this after logging in. At the top right, next to the star, you will see your name after login. For demo purposes we use the user account of the WG Nord III Manager, Joachim Jäger. Of course, you will only see the work groups assigned to you after your login. However, each work group is basically structured identically in terms of content. Customizations (additional pages, additional content) are of course always possible, feasible and quite desired. Keep your visitors and thus potential WG members up to date in the best possible way, in your words and pictures, make them want to participate in your work group.
Structure (1/1)

The editing interface for your work group page is divided into 3 columns.

**Column 1:** Here you choose what you want to do
- Edit page or
- View page (as it is seen online)
- Edit file list (upload files or pictures, etc.)

**Column 2:** Here you can see all pages and sections of your work group page

**Column 3:** In this largest area, you can see the result of your selection combination of column 1 and column 2. There are here, for example, the content fields that you can edit.

The editing options are basically divided into 3 sections / columns. Depending on the selection in column 1 and / or column 2, another content appears in the right, large field (column 3).
Uploading files / images (1/5)

If you want to refresh your page and upload new files or images, upload them before you work on the page itself. Simply click on "Filelist" in column 1. You will immediately get the following view without another click:

In column 2 or identically in column 3 you will see 4 subfolders:

**Images**: Here you can set pictures that anyone can see who is on the website (**public!**).

**PrivateWG**: Here you set up documents / pictures that are **only for the members of your work group**.

**PrivateICV**: Here you can set up documents / pictures that **all ICV members** are allowed to see.

**Public**: Here you can set up documents that anyone can see who is on the website (**public!**).
Uploading files / images (2/5)

1. Before uploading a file, please choose „Filelist” in the column 1 and in column 2 choose the folder where you would like to upload your file. The column 3 will change.

2. Uploading: click here

New folder: click here
Uploading files / images (3/5)

If you have set files in the file list on your work group page, they can already be viewed / retrieved without further integration on your pages. However, only by the user group to whom you have granted this right by placing it in the various file folders.

The files of your work group are visible to the Internet visitors via the page „files“.
Uploading files / images (4/5)

If an Internet visitor, who is neither an ICV member nor a member of the work group, calls up the files page of a work group, only the public folders "Images" and "Public" are displayed. If they click on the folder icons, the contents open, the files and / or pictures can be downloaded.

If the WG has set files and / or pictures in the folder "PrivateWG" or "PrivateICV" and a (registered and logged in) member of the work group or the ICV calls up the file page, they can see an additional folder with contents.

Here is what the "general" visitor of the Internet gets to see while calling WG Nord III „files" page:
Uploading files / images (5/5)

Important: The option to make files accessible directly by uploading them to different folders in different user groups only works if you activate the "Files" page. By default, it is disabled, indicated by the red sign next to the name of the page. To release the page, please open the submenu with a right-click on the name, in which e.g option "activate" can be found. Select this option. The page is now unlocked and visible online - also in the navigation.

If you want to make the files directly accessible to your visitors, you must activate the files page in the 2nd column. To do this, click right and select "activate". If it is activated, the option "deactivate" appears on the click right.
The authorization concept (1/3)

How does "the system" actually know who is an ICV member and / or who is a member of my work group?

Important to know: There are 2 different logins. One for you as a work group leader or as an editor of the work group pages. For this you will receive instructions here. The login is only available from the web editor.

The second login is for the website itself, i.e. for the areas that are visible "frontend" online at www.icv-controlling.com for anyone on the Internet worldwide. This login allows the visitor of our website to see protected areas that remain encrypted without login. Prerequisite is the membership at the ICV. When registering as a user on our website, you must therefore enter the ICV membership number once.

You can see how it looks like on the following page.
The authorization concept (2/3)

If you select the "login" section on our icv-controlling.com page (see top left of the page), the following page appears. Here you can either register as a new user or login as an already registered user.

IMPORTANT:
1. Only registered and subsequently logged in users can see the content protected for ICV members.
2. And: 2. Only registered / logged in members of your work group can see the content on "their" work group page that is exclusively for them as WG members (i.e. it was filed by you in the folder "PrivateWG").

You can register here with your e-mail and password when you would like to visit the protected areas of the ICV website. With "stay logged in" we will be automatically logged in during your next visit.

You can register as an ICV member here. Only if you register once, you can visit the protected areas of the ICV website. While registering for the first time, you will need you ICV member number.

Stay logged in: 

Login

Forgot your password?
If you have questions please contact Stephanie Wirth:
e-mail: s.wirth@icv-controlling.com
phone: +49 (0)8153-88 974-20
You don't know your email? Login by surname

You don't have an account?
Register now! Free registration for Members:
Registration

Internationaler Controller Verein eV
Münchner Str. 8
D-82237 Wörthsee
Tel.: +49 (0)8153-88 974-20
Fax: +49 (0)8153-88 974-31
verein@icv-controlling.com
The procedure for registration / log in and justifications will also be briefly explained to the users (ICV members or WG members) on the registration page.

IMPORTANT:
1. If you want to provide your WG members with content that is exclusively accessible to them, you must provide the Office with a list of the current members of your work group (responsible: Stephanie Wirth, s.wirth@icv-controlling.com).

2. Do you have WG members who (still) are not ICV members, and therefore cannot register via the form due to a lack of membership number and still should have access to the exclusive WG area? Please also contact Stephanie Wirth of the Office.
Categorizing files (1/3)

On our "KNOW-HOW" page on our website (icv-controlling.com) as well as for our ControllingWiki (controlling-wiki.com) we have provided categories so that you can search not only in the general search function for certain documents that you already know by name. By filtering the content by category, you can receive all relevant documents for a specific controlling area. The details of the categorization were determined by our ControllingWiki team, headed by Prof. Dr. Ronald Gleich, who also leads the ICV Think Tank.

Visitors of our website see the controlling-relevant ICV documents in the area of "controlling know-how". On the left under "filter" is an excerpt of the selection options, which ensures that the scope of the documents shown is reduced exclusively to the interests of the searcher.
Categorizing files (2/3)

There are following **categories / general terms**:

- Controlling Basics
- Controlling Processes
- Controlling of Business Functions
- Fields of Application
- Related Subjects

These are then assigned to the **sub-categories**.

When you visit the website, you will initially only see the categories. Clicking on opens the submenu with the sub-categories.

**Why do we explain the categorization to you?**

If you create documents that are interesting and relevant not only for your work group but also for all controllers in the context of your work in the regional, expert and sector work groups (speeches, statements, results of workshops ...), we kindly ask you to make these available on our website.

**We explain how it works on the following pages!**
Categorizing files (3/3)

STEP 1
Change from “General” to “Categories” and choose categories for your document. You can choose more than one category and sub-category (e.g. “History and philosophy”). Please pick both, category and sub-category.

STEP 2
When you choose the categories, please mark the box “Approve article”. The file goes to the Web Editor, where we can approve it so that it can be published.
Renaming files (1/1)

This is how the editing window looks like:

After uploading the file, that might be interesting for the Controlling Know-How (or that you would like to change the name), please click on the name of the file. A new window opens.

It's the name that you gave while uploading the file.

If you want the document to have another name online, please write it here.

Please do not fill in this boxes
The heart of your work group pages:
The overview page of your workgroup (1/2)

The most important page for you is the overview page. This is the page that can also be seen online as the start page for your work group. It contains all the information about your work group at a glance.

That's what it looks like, if you select the work group Nord III via the website icv-controlling.com > Work groups. You automatically reach the overview page with the portrait (far left), the name of the head of the work group (center), the navigation with the overview of further subpages (right) and the current upcoming meetings of the work group.
The overview page of your work group (2/2)

The same page you saw on the previous page "frontend" - the way visitors to our website see it - "backend" in edit mode looks like this:

This was selected in column 1 "page" (clicking on it 1x shortly) and in column 2 the overview page "WG Nord III" (clicking on it 1x shortly) or the individual name of your workgroup.
Portrait text of the work group: the "teaser" (1/3)

On the left side of the overview page there is an information text about your teaser plus a picture. If you want to edit this area, select the orange framed options in the editing area:

Please ignore this „Portrait“ page. It’s only a forwarding page. Please don’t upload any content here.
Portrait text of the work group: the "teaser" (2/3)

On the left side of the overview page there is an information text about the teaser plus a picture. Here are the hints for editing:

Please do not change the „red” areas.

It’s the heading of your portrait text. You can change it as you wish. But please don’t change the name of the work group in it!

Here you have the classic word options – you can change the text in the field.

Choose here the „heading” picture that should be showed with the portrait text. Clicking the folder opens a list of the files. You can choose your picture there. If there is already a „heading” picture and you would like to change it, please remove it (paper bin).

If you insert a text with „copy and paste”, we advise you to mark the entire text and then use the brush symbol to remove the previous unwished formats.

With the picture icon you can insert a picture in the text. A big „heading” picture at the top of the text can be inserted with the choice „Picture” above (please see the description above the text field).
Portrait text of the work group: the "teaser" (3/3)

If you have a long portrait text, it may be better if the full length is not open already when the page is opened, but can only be viewed via the "read more" option. To do this, just add the text length that you want to hide in the edit mode to the lower text box ("extended text").

The text split into two text fields on the left in edit mode (backend) is displayed to the website visitor (frontend) as shown in the right image:

The text in the lower field is only visible after clicking on the "read more" button.

When you insert text here, it will be seen by the Internet visitor only after clicking „Read more“. The button „Read more“ will show automatically.

IMPORTANT! Always SAVE the changes!
Work group events (1/4)

You can also create a new event directly on your overview page.

STEP 1:

STEP 2:

Below you can give more details on the event, a picture and/or some documents. Please do not forget to SAVE.
Work group events (2/4)

This is how the result of your input looks like on your overview page.

Nord III

The Work Group NORD III was founded in 1985 with the intention to exchange experiences between members and to work together on current topics in controlling.


Unser Arbeitskreis trifft sich zweimal jährlich und zwar einmal im Frühjahr und im Herbst. Prägender Bestandteil unserer Zusammenkünfte ist die Ausrichtung der Treffen in den Firmen der Mitglieder und nicht in Räumlichkeiten von Seminarhotels.

Die AK-Treffen beginnen in der Regel am Donnerstagabend mit einem gemeinsamen Abendessen und anschließendem Who is who, Erfahrungsaustausch und internen Punkten. Der Freitag ist für ein Schwerpunktsthema vorgesehen sowie für Betriebsbesichtigung und eventuell weitere Themen. Die Veranstaltung endet in der Regel um 16 Uhr.

Work group events (3/4)

You can access the events via the "events" page in the navigation on the top right. Or simply by clicking on the desired event in the "events" box at the bottom right.

When you click here you will be offered saving the event date in your outlook calendar
Work group events (4/4)

Editing or deleting events:

An extensive menu opens when you click here. You can DELETE the event here.

Quick easy edition: click on the editing pen
If the event is over, it is automatically, without your intervention, pushed into an archive of the events, so that a history of your events is automatically created, as you can see here the example of the work group Berlin-Brandenburg.

So please do not delete your expired events - unless you explicitly do not want them on your site anymore.

The archive of the events is automatically created by the system only when you have set events and they are over.

The archive of the events does not have its own name in the navigation but is sorted on the events page under the current events.
Reports of your work group (1/5)

You also create reports for your work group via a button of the same name on the overview page of your work group.

Step 1:

After step 1, an entry page with several fields and several tabs opens automatically (you automatically get to the tab "general"):
Behind the other tabs in the report area for your work group there are hidden additional options:

"Access" tab: Here you can specify a later publication date if desired, as well as an "expiration date" after which this report should no longer be displayed. You can also specify who can see your report here if you want to limit it. Would you like to make the report available only to the members of your work group - even those who are not ICV members yet - then select here "WG guest" and for example WG Nord III. The prerequisite for successful assignments of your WG members to your work group in the system is that you provide the ICV Office with their current participant names. If you do not enter anything in the access rights, the report will be publicly available on the Internet.

"Advanced" tab: Here you can select an image for the report, that you must previously upload to your file list. In addition, you can insert related links here (enter URL, so far-reaching possibilities) and refer to "similar messages", the latter only within your WG page.

BESIDES:
"Options" tab: This is the categorization that you can ignore for reports.
"Metadaten" tab: Here in a text field you enter a short summary for the search engines, max. 200 characters.
"Notes" tab: Here you can leave notes on the report.
Reports of your work group (3/5)

By default, the reports page in your work group navigation is disabled to prevent blank pages from appearing. If you are registering for the first time, please activate the page "reports" (required once).

By the way: Just as you activate this page, you can also (again) deactivate these and other pages:

Step 1: Click right on the page to be activated ("reports").

This opens a selection window with various options.

Step 2: Select "activate".

Result: The page is now displayed in the navigation for your work group and can thus be selected and accessed by the visitors.
Reports of your work group (4/5)

Visitors of your site will see the text just produced when they click on "reports" in the navigation on your work group page or there on "read more".

Test report test report
Test report test report
Read more 11/22/2018

Test report test report
19.06.2018 Erstellt von Testname Testname
Testkurztext Testkurztext Testkurztext Testkurztext Testkurztext Testkurztext
Reports of your work group (5/5)

As shown below, you can see the generated report or reports in the editing area for your work group. To do this, select "page" in column 1 and "reports" in column 2. You have the option to change or delete reports afterwards.

Additional editing options (also delete or deactivate): Right-click on the small icon in front of the name of the article. It opens a selection menu.

You can create a new report also here.

Easy editing: click on the editing pen.
Creating new content elements on the example of the page "Members of your work group" (1/11)

There are 2 areas for the members of your work group. On the one hand, the "member tile" on the overview page. This is intended to show the head of the work group with their contact data at a glance when calling the page. Furthermore, there is the members page. There you can, if desired and allowed by the members expressly with written explanation (data protection!), introduce the members of your work group. This is how the two areas look for the visitors of your pages:
Creating new content elements on the example of the page "Members of your work group" (2/11)

This way you can edit the "member tile" (place of the notional presentation of the head of the work group), namely directly on the overview page:

Step 1:

Step 2: Please only fill / modify these 3 areas with content
Creating new content elements on the example of the page "Members of your work group" (3/11)

Optionally you can introduce the members of your work group - to which extent and with which contact data, you or your WG members decide. Here are some examples of how ICV work groups have already solved it:
Creating new content elements on the example of the page "Members of your work group" (4/11)

You can edit the „members“ page in your work group area this way:

The selection of the tab "Typical page content" opens automatically. Here you can find all the options that you can integrate on your site. In addition to pure text / image content, these are also file links, image galleries, Youtube videos and the presentations via Slideshare (to click through).

With Slideshare we have the experience that with some browsers it comes to display problems, which is why we in the Web Editorial no longer use this option.
Creating new content elements on the example of the page "Members of your work group" (5/11)

To edit the „members“ page in your work group area:

Recommended procedure:
1. First, create a **heading for the complete page** (for example, "Members of the XY work group" or "XY core team").
2. Then create a **text and images** field for each member separately. Theoretically, you can also select one text field and, as in word, insert a picture anywhere. However, manually inserting images within a long body text is more difficult to handle because inserting each new picture "shatters" the previous image. In particular, if you make later changes in the existing text (because members come or leave or change contact data or employer), it comes again to unwanted breaks / shifts in the surrounding text / image area. **Therefore, our general recommendation, not only for the members page: Always create a separate content element for each picture and the associated text block**, which makes it easier to create and later change.

**Note:** The header of your page has nothing to do with the title of your page. The page title is the name of the page in the navigation. For existing pages this is already created and given. If possible, you should not change the page title, as otherwise the previous paths will no longer be correct and the pages in the search engines will no longer be found, leading to penalties and thus placement losses in the search engine results. If you want to change a page title (the name in the 2nd column), please contact web@icv-controlling.com. New pages may be created, of course, at any time. See how this works in a later chapter.

Please make sure that the name of your work group is mentioned in every headline on your page. This is important so that the search engines can assign this page to your WG. If you write the headline, do not forget to SAVE...
Creating new content elements on the example of the page "Members of your work group" (6/11)

If you have created and saved a heading, then in column 2 click on the page you are currently working on (in our case: "members")

Please choose here the option "Text & Images". The advantage of this option is that you can make definite presets where the image should be in relation to the text. These presets are preserved even when you change the text lengths and paragraphs.

Now insert the member data. The content should appear below the header. So you choose the corresponding icon ("Create new content element"), which is below the area with the header. You can create new content via the icon with the plus symbol generally above and below each existing area.
Creating new content elements on the example of the page "Members of your work group" (7/11)

You will now see the following input fields:

- **Type**: Here you can see your choice. If you want to change something, just click the arrow. Then a complete menu opens once again.

- **Header**: There is the header of the page separate above the text / image block. So don’t enter anything here.

- **Text**
  - **Subtitle name**
  - **Company**
  - **Phone**
  - **Mobile**
  - **e-mail**

  Here you can enter the name / contact data of ONE specific member.
Creating new content elements on the example of the page "Members of your work group" (8/11)

The text input is now done. Below are the details of the picture input.

Create new Page Content on page "Members"

Now you can click the "Images" tab (the previous data that concerned text were done in the "General" tab).

Please select here "Add image"
Creating new content elements on the example of the page "Members of your work group" (9/11)

A selection window opens. Here you select the desired picture from the folders of your file list.

Has the file not been in the folder tree yet (see above)? Finally here in the process you can upload it.

If you want to update an image that you have already saved in the filelist, but have subsequently changed it, without first deleting the old image, give the new image exactly the same name as the old one before uploading. If you then click on the option “…overwrite”, the existing image will be updated automatically. If it is already embedded in a content field on your page, the current image is also automatically displayed there.
Creating new content elements on the example of the page "Members of your work group" (10/11)

Once you have decided on a picture and uploaded it, you will see the following window:

Don’t forget to save after you’ve finished

Here you can see what data formats can be uploaded in our CMS system

The uploaded image

If your picture does not have a meaningful name yet, then you can add it here (for the search engine optimization)

Here you can enter a link to the picture

Here you can still edit the picture (very limited possibilities). Therefore recommendation: Edit the picture in an image editing program before uploading.

Portrait picture: please always with the width of 150 pixels

Here you determine where the image should be in relation to the text. Here, next to „In text, right” is selected. It corrects text and picture visually very nice
Creating new content elements on the example of the page "Members of your work group" (11/11)

Your visitors can now see the following result on their "members" work group page. As you can see for yourself, it is advisable to create several members in order to visually enhance the site.
Recommendation: Introduce at least the leader and their deputy with contact data and picture.
Creating new pages (1/5)

If you want to create new pages, e.g. to present your publications, proceed as follows:

Step 1

Click here

Step 2

In the options that appear after clicking on the page plus symbol above, click on the first icon on the left ("default page"). Keep the mouse button pressed and drag the icon to the place in the navigation where you want to insert the new page. As soon as the line (here between the two arrows) appears at the place where you want to place your new page, release the mouse button.

By the way: If the page appears in the wrong place, there are two possibilities: 1. Click on the page, hold on, move to the desired location. Or: 2. delete the page. In the navigation, right-click on the page you want to remove. In the now opening menu select “Delete”. Done.
Creating new pages (2/5)

If you put the new page in the navigation, it's about naming and setting up the page. This is best done while the page is not yet published (see the red lock icon in front of the page name). Newly created pages are initially locked by default and must first be released manually.

Here is the newly created page
Creating new pages (3/5)

To name and basically set up the new page, proceed as follows:

Step 1

Click on the name of the page

Step 2

This is how the newly created page looks like in your edit mode, even before you have entered any content. 2 columns ("Normal" and "Right"). At the top you see the selection list with the editing option (the pen). The previous page title (= the title of the page in the navigation) is also displayed at the top.
Creating new pages (4/5)

See what your newly created page looks like before you add content to it.

1. The construction is 2-column left plus 1-column right.
2. The navigation is right, always and automatically.
Creating new pages (5/5)

Now you can edit the newly created page.

To change the page title, either click on the edit button (this opens further options for editing the page). Or right-click on the page name in column 2. This opens an edit menu where you can also select the "rename" option.

To create new content, click on the "content plus"
Additional languages (1/9)

We would be delighted if you could also provide your work group pages in English - at least the basic information such as the portrait text, the contact details for the head of the work group, possibly also the members page, if you have one. How to create your WG page in English next to your Language (here: German)?

In the menu choose „Languages“ instead of standard „Columns“

And then:

Choose English instead of your language
Additional languages (2/9)

The English area is created. Its structure is similar to the German reference area.
Additional languages (3/9)

After clicking on the "translate" button in the newly generated English section of your work group pages, you will be guided through a selection menu:

Select "Translate" here.

The page layout is created analogous to the reference page AND you will see in the edit mode of the new language version, which text / which images are in the reference language at the comparable place.

If you choose "Copy", only the content elements will be taken over. If you later make changes in the reference language (for example, German as a reference for the English page), they will not appear in the English language version. Since this simplifies the work especially for the translations, we recommend choosing "Translate" where this option is offered (not always available). Procedure here: Click on the gray field "Translate", then on "Next" (and follow the steps to the end).
By the way: If you create a new language version, it will not be automatically published. You can complete the content first and then, as soon as you decide, unlock the page for everyone to see.

Once you have clicked on the translation button and executed all the steps, the content identical to the reference page (here: German) is created (with German content as template, which can be then replaced by English). So you can create and fill all areas of your reference page in a new language version.
Additional languages (5/9)

After "clicking" on the editing pen of the text area "teaser" in the English version you will see the copy of the German template, which you can now customize:

- Here you can see what page you're working at ("Aufmacher" is the portrait text).
- Here you can see what language version you're working at.
- If in the reference language an image is stored, it would be displayed here. If there is any, and you want to insert one, click here on the "folder" symbol and select from the file list (but first upload the image).
- These areas are pre-filled with the content from your reference page (here: German) for the new language (here: English). You can simply overwrite the content.
**Additional languages (6/9)**

Besides:

*By default, all elements and the entire area of the new language version are set to „hidden“ when creating (this is also recognizable in what you see, e.g. the titles of the elements are only slightly gray instead of clear black). Once you have finished editing the individual elements, you therefore have to click on the „un-hide“ option.*

*To un-hide or hide an article or entire area (to be invisible), click on this symbol*
Additional languages (7/9)

Also the entire area “English”, newly created, is hidden by default, what can be recognized by the red icon. To activate / un-hide the entire area, click on the edit pen.

Initially the tab “General” opens. Here you can set what your language version page (here: English) should be named in the navigation (“page title”). You can also see the result of your entry here - the display of your entries in the search engine Google is simulated.

Here you enter a description of your work group (short and sweet). And see how your description appears on Google.

If you have initially selected the option „Translate“ (instead of “Copy”) while creating the new language version, you will always be shown what content is in the reference language (here: German) in these places.
Additional languages (8/9)

If you have edited all the content elements (texts, images) of the new language version and activated them individually / set them to "visible", make the language version visible to all online:

Don’t forget

Edit Alternative Page Language "International Work Group" on page "International work group"

Under the tab "Access" the „disabled” is selected by default for newly created pages / language versions. If you click on the mark, this setting will be switched off and the entire area will now be visible (at least the areas on the page you have previously activated (see previous descriptions).

If you want to publish at a certain time

If the language area should no longer be displayed after a certain time
Similarly, you can of course create your work group page in many other languages. If you want a language that is not yet available in the system, please contact the web editor!

By the way, as soon as the English version is created, you can create additional languages (always according to the same principle described here). We and your international colleagues would be very happy. :)

Additional languages (9/9)
GOOD LUCK and only courage - with your login you only have access to your own work group page, so in the worst case, you can only delete your own content. If you also save important documents of your work group outside the website, there is nothing that we cannot reconstruct.

Many working group leaders delegate the maintenance of their pages to Internet-savvy colleagues in the work group or in their professional environment. Of course, if there is no one, I am happy to support you temporarily, until expert help is found, in the maintenance of the site. Please e-mail the documents to be set or your next appointments directly to me.

We from the ICV PR Team hope to be able to support you with these explanations while working on your work group pages. If you have any questions / remarks / explanations, please contact us directly:

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