

Instructions how to add an Announcement/ Diplomatic New

The screenshot shows the 'Diplomatic Portal' interface for the Embassy of the Peaceland - Ankara. The left sidebar contains navigation options: Home Page, Mission Info, Personnel, VAT, Tax Exemption Cards, Vehicles, Vehicle Applications, Announcements (highlighted), Diplomatic / Consular List, Documents, and Forms. The main area displays an 'Announcement List' table with columns for Subject, Announcement Type, Status, and Action. The table contains 10 rows of data, including entries for 'DIPLOMATIC PORTAL', 'aaa', 'qwrewqerwre', 'dfgdg', 'asdasd', 'Algeria Ambassador P', 'EU Video Competition', 'Google's fully funct', and 'This brain hat helps'. Each row has an 'Actions' button.

Subject	Announcement Type	Status	Action
DIPLOMATIC PORTAL	Diplomatic News	Rejected	Actions
aaa	National Days	Rejected	Actions
qwrewqerwre	National Days	Draft	Actions
dfgdg	National Days	Draft	Actions
asdasd	Latest News From Ministry	Draft	Actions
Algeria Ambassador P	Diplomatic News	Rejected	Actions
EU Video Competition	Diplomatic News	Rejected	Actions
EU Video Competition	Diplomatic News	Rejected	Actions
Google's fully funct	Presentation of Credentials	Approved	Actions
This brain hat helps	Presentation of Credentials	Approved	Actions

1. On the left side click Announcements.
2. Click green banner “Add” to add a new Announcement/ Diplomatic News.

The screenshot shows the 'ANNOUNCEMENTS' form in the Diplomatic Portal. The form includes fields for 'Announcement Type' (a dropdown menu with options: Please Select..., Diplomatic News, National Days, Upcoming Event), 'Start Date', 'End Date', 'Subject (Max 300 character)', 'Content', and 'Photos' (with a 'Browse...' button). There are 'Save' and 'Send' buttons at the bottom.

3. There are 3 type of Announcements.

Diplomatic News:

If the mission would like to add a flyer (invitation) about an event, like a concert, cultural events, exhibition, etc...

National Days :

This type is for adding photos of National Days, which has been already celebrated. Not only National, it can be also any other special Day of the according country. (Sports Day, Military Day, Victory Day, ...)

Upcoming events:

This is only for announcing the Date of the National Day!
You don't have to add the Place and the time.

4. Start Date is for the start of the according announcement!
5. End Date is for how long you would like to have the event to be announced
6. Content is for the message you would the announce to the public

Please for further question and information e-mail pdgy@mfa.gov.tr.