

MEMORANDUM

June 13, 2018

To: ----
From: Katie Fulton and Morgan Howell, The Brick Factory
Re: MOU Monitor User Guide

MOU Monitor

This resource allows users to easily track which companies are operating in Iran over time. The companies connect to the Iran Business Registry, and the resource has both a horizontal and vertical scroll to display a large amount of information. New years will automatically be added to the horizontal scroll; the 5 most recent years will display by default.

Map Keys

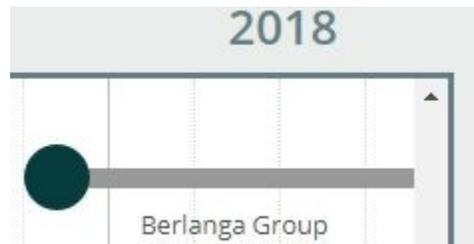
Dark green dot: representative of the year the MOU was signed.



Light green line and dot: indicates MOU development date.



Extending grey line: indicates that the MOU is in a state of limbo (has not been developed or terminated).



Red line and dot: indicates termination date.



Edit Existing MOU Monitor Companies

Step 1: Log into the Site

Log into the site at /user.

Log in



LOG IN

RESET YOUR PASSWORD

Username

Enter your username.

Password

Enter the password that accompanies your username.

[Log in](#)

Step 2: Navigate to MOU Monitor Companies

Go to “/admin/content.” Under “Type,” click the down arrow and select “MOU Monitor Companies.” Click “filter.”

Title	Published status	Type
<input type="text"/>	- Any -	MOU Monitor Companies
<input type="button" value="FILTER"/>	<input type="button" value="RESET"/>	

Step 3: Select Company to Edit

If you do not see the company, search for the company in “title” field. Make sure the “MOU Monitor Companies” type is still selected. Click “filter.” In this example, I’m searching for the “Boeing” company.

Title	Published status	Type
Boeing	- Any -	MOU Monitor Companies
<input type="button" value="FILTER"/>		

Step 4: Select Company and Edit

Select the company and click the “edit” button on the company page. Make sure to save all changes.

Boeing
f t



Boeing

Company Logo



Link to company IBR page

[Boeing](#)

Signed Quarter

3

Signed year

2017

Adding Companies to the MOU Monitor

Step 1: Log into the Site

Log into the site at /user.

Log in



LOG IN

RESET YOUR PASSWORD

Username

Enter your UANI username.

Password

Enter the password that accompanies your username.

[Log in](#)

Step 2: Navigate to “MOU Monitor Companies”

Go to “/node/add” and click “MOU Monitor Companies.”

Add content

[Home](#) » [Node](#)

➤ [Accountability Tracker](#)

➤ [Blog](#)

Use this for Blog posts

➤ [Business Risk Graph Data](#)

➤ [Business Risk Lightbox Data](#)

➤ [Company](#)

The entries for the individual companies in IBR

➤ [MOU Monitor Companies](#)

The entries for the companies in MOU Monitor page.

Step 3: Enter the Company Name and Upload Logo

Enter the company name in the “Company Name” field.

Upload an image using the company logo field. When uploading a company logo, you must use either a .PNG, .GIF, .JPG, or .JPEG. We recommend using a .PNG file, as it will have a transparent background. All logos must be smaller than 64MB.

Create MOU Monitor Companies

[Home](#) » [Node](#) » [Add content](#)

Company Name *

Company Logo

AccorHotels...016.svg.png

One file only.
64 MB limit.
Allowed types: png gif jpg jpeg.

Step 4: Search and Select Company from IBR Index

Type in the company name into the “Link to company IBR page” box and select the correct company name. On the front end, this links to the company’s IBR page. If you do not see your company in the “Link to company IBR page” list, you need to add the company to the IBR first.

Link to company IBR page

Step 5: Select the “Signed” Quarter and Year

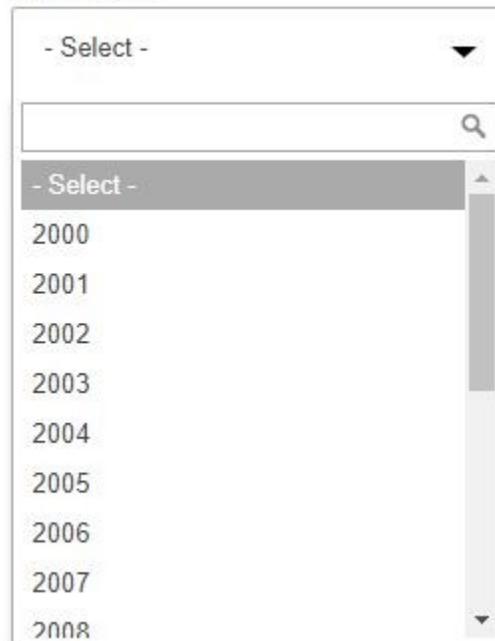
First, select which business quarter the MOU was signed. Then, select the MOU’s signed year, from 2000-2018. Once a new year begins, it will automatically be added to this scroll list. This will show as the dark green dot on the front end. This will show as the dark green dot on the front end.

Signed Quarter *



A dropdown menu for "Signed Quarter" with a red asterisk. The menu is open, showing a search bar at the top with a magnifying glass icon. Below the search bar, the text "- Select a value -" is highlighted in grey. Below that, the numbers 1, 2, 3, and 4 are listed vertically.

Signed year *



A dropdown menu for "Signed year" with a red asterisk. The menu is open, showing a search bar at the top with a magnifying glass icon. Below the search bar, the text "- Select -" is highlighted in grey. Below that, the years 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, and 2008 are listed vertically. A vertical scrollbar is visible on the right side of the list.

Step 7: If Applicable, Add Developed Quarter and Year

If the MOU has been developed, select the corresponding quarter and year. On the front end, this will be the light green line and dot. Note that you must click the down arrow to expand quarter and year options; these fields do not automatically populate. The following example shows what Accor Hotels development quarter and year looks on the back and front end.

▼ DEVELOPED

Developed quarter

Developed year



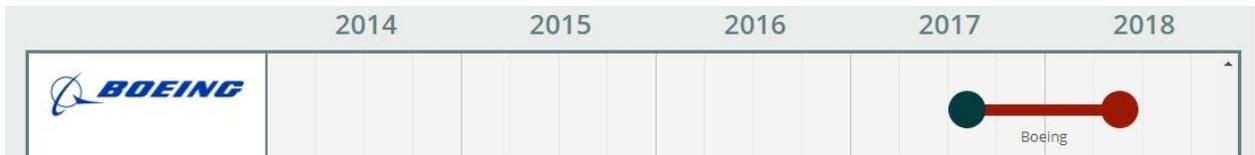
Step 8: If Applicable, Add Terminated Quarter and Year

If the MOU has been terminated, select the corresponding quarter and year. On the front end, this will be the red line and dot. Note that you must click the down arrow to expand quarter and year options; these fields do not automatically populate. The following shows what Boeing looks like on the back and front end.

▼ TERMINATED

Terminated quarter

Terminated year



Step 9: Save and Select Publish Status

Click “Save and Publish” if you want to make the new MOU Monitor Companies’ page live. If you don’t want to make the new page live yet, click the down arrow and select “Save as Unpublished.” The follow image is what the save button looks like after you expand the save options.

