




## How to make amendments on Dewis Cymru


Having registered on [www.dewis.wales](http://www.dewis.wales) and added your resource(s) previously you may be at the stage where you need to make amendments. The following are covered in this document:

1. Sign in to Dewis Cymru
2. Edit your resource information
3. Review your resource
4. Changing your account details
5. Changing journalist

**Sign In to Dewis Cymru.** Click on the 'Sign in' (see yellow arrow below). This will open a new screen.

*Dewis Cymru: Home page*

Home | Sign up | Sign In  Mae'r wefan hon ar gael yn y Gymraeg  

 Dewis Cymru  
Have choice and take control

Home About Dewis Events Contact Us


What is Dewis? [Guidance on registering and adding information](#)

Dewis Cymru is the place for information about well-being in Wales.  
We have information that can help you think about what matters to you, along with information about local organisations and services that can help!

Find help, services and information near you.


I'm looking for...  near...


Save my postcode



You can BROWSE Dewis Cymru by selecting what matters to you on the following pages. Start here by selecting 'Children and young people' or 'Adults'.

[Children and young people](#) [Adults](#) [Register](#)

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Contact Us 

## Sign in

Email  **A**

Password  **B**

Remember Me On This Computer

I'm not a robot  **C**

[Forgotten password](#) [Sign up](#)

Enter your email address as used at registration (A).

Enter your password set at registration (B).

Click the “I am not a robot” box and follow the instructions on the screen (C).

Click on the ‘Sign in’ box.

This will take you to a screen that looks like the original home page but with an additional option ‘Manage resources’ (blue arrow below).

### Dewis Cymru: Signed in Home page

Signed in as: Jennifer Schmierer Home | My Account | Sign Out

Mae'r wefan hon ar gael yn y Gymraeg

**Dewis Cymru**  
Have choice and take control

Home About Dewis Events Contact Us **Manage resources**

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**Dewis search** Advanced search

Find help, services and information near you.

I'm looking for... near...

Everything Postcode (optional) Search now

Save my postcode

You can BROWSE Dewis Cymru by selecting what matters to you on the following pages. Start here by selecting 'Children and young people' or 'Adults'.

Children and young people Adults Register

### 1. Edit your resource information.

Click on ‘Mange resources’ at the top of the screen (blue arrow above).

A new page on the website will open ‘Managing resources’ (see below).

### Dewis Cymru: Manage resources page

Signed in as: Jennifer Schmierer Home | My Account | Sign Out

Search Dewis

Mae'r wefan hon ar gael yn y Gymraeg

**Dewis Cymru**  
Have choice and take control

Home About Dewis Events Contact Us **Manage resources**

Home / Resources / Manage

**Manage resources**

This area of the site allows you to manage the resources you have responsibility for. You can add new resources into the site, make changes and update your existing resources, and remove or 'unpublish' resources from the site. [What do the different colours mean?](#)

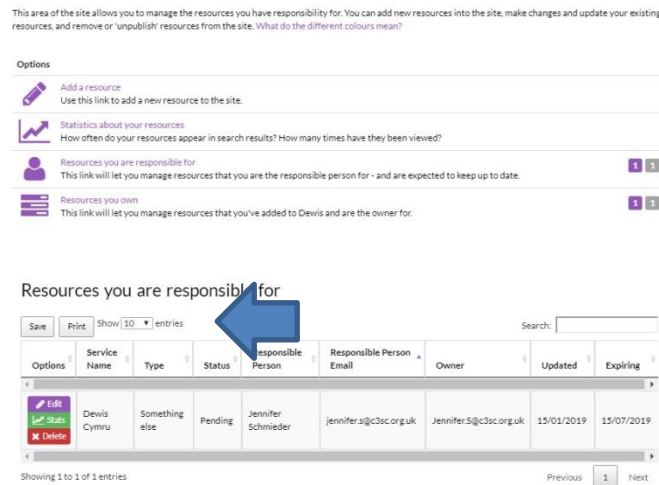
**Options**

- Add a resource**  
Use this link to add a new resource to the site.
- Statistics about your resources**  
How often do your resources appear in search results? How many times have they been viewed?
- Resources you are responsible for**  
This link will let you manage resources that you are the responsible person for - and are expected to keep up to date.
- Resources you own**  
This link will let you manage resources that you've added to Dewis and are the owner for.

Click on ‘Resources you are responsible for’ (shown with an orange arrow above)

This will open a screen similar to the one below. The default is that it will show 10 entries you can change the number shown by selecting the number from the drop down box (shown by the blue arrow below).

*Dewis Cymru: List of uploaded resources*



All of the resources that you have entered will be listed in a table similar to this with the following headings.

Options	Service Name	Type	Status	Responsible Person	Responsible Person Email	Owner	Updated	Expiring
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There are three options for a resource that you can take from this screen:

- 1) No change – do not select any of the options from the box on the left for a resource, this will leave the resource exactly as it has been.
- 2) Edit the resource – click on the ‘Edit’ button in the options section next to the resource that you want to amend. This will open the resource as inputted in ‘add your resource’ document (Manage resources), with all of the same sections. Find the section or sections that you want to amend and make the amendments (if unsure please refer back to the ‘Add your resource document’). When you have finished making your amendments remember to tick if it is ready for publishing and ‘Save your Changes’ button, this will refer the resource to the editor for approval. The screen will return to the top of the Manage resources page and it states in green “ ✓ Your changes have been saved.” When the resource is approved you will be notified via email
- 3) Delete the resource – click on the ‘Delete’ box in the options section. A pop up box will appear which asks “Delete this resource from the directory?” click on OK to delete the resource or click on cancel to return to the list of services.

*Dewis Cymru: Edit resources page – Top of the page*

Details (in English)    Details (in Welsh)

**Description of service**

Which one of these best describes your resource? *Something else*

Service name  
Dewis Cymru

Is your service a voluntary, community or third sector service?  
 No     Yes  
As your service is a voluntary, community or third sector service we would like to share information about your service with "InfoEngine" a third sector resource directory. If you choose to share your information, it will only be displayed in the infoengine directory. It will not be used for any other purpose. It will always be updated to reflect the information you enter in Dewis Cymru and will be deleted should you choose to delete your entry on Dewis Cymru at any time. Are you happy for us to share this information?

What does your resource do  
The Dewis Cymru Team offers support and assistance to groups and organisations who would like to sign up to Dewis Cymru, add their services to the website or update their content. We are happy to help with questions that might arise during the signing up process, the uploading of information or the updating of the entry as well as with general enquiries around Dewis and our events.

Who is your resource for?  
This is for third sector groups and organisations from Cardiff who are interested in uploading their services to Dewis Cymru and require assistance or further information to do so or who have already uploaded their services and would like to access support in maintaining and updating their content.

How would you describe the working language for your resource? *English only*

Can you provide your service using British Sign Language (BSL)?  
 Yes     No

Once you have finished remember to 'Sign Out'.

## 2. Review your resource

At least once every 6 months all resources have to be reviewed or they will be removed. You will be reminded a month prior, then again 2 weeks before the review date.

The message(s) you receive via email prior to the expiry date will be similar to the following:

*"Your Dewis Cymru resource [name of resource] will expire on [date]. Please sign in to Dewis and check that the information is up-to-date. [www.dewis.wales](http://www.dewis.wales) Once you've received your information don't forget to pick a new review date and 'Save changes' so that your resource will be available for others to see in Dewis Cymru"*

To review the resource access exactly as for Editing your resource above, any that are due to be checked will be listed separately in your resources under 'Resources expiring soon' under the yellow box with the following text: 'You have resources that need reviewing. Please view your resources, review and update the review date otherwise they will be automatically unpublished when the review date passes.'

Click on the 'Edit' option and check all of the information is correct and then tick if it is ready for publishing and 'Save your Changes' button – do this even if you had no changes to make as it shows that you have checked the information. This will then be forwarded to an editor for approval. Remember to change the date for approval for up to 6 months time (if it has not automatically been done).

Dewis Cymru: Resources expiring soon screen

Resources expiring soon

You have resources that need reviewing. Please view your resources, review and update the review date otherwise they will be automatically unpublished when the review date passes.

Options	Service Name	Type	Status	Owner	Updated	Expiring
<a href="#">Edit</a> <a href="#">Stats</a> <a href="#">Delete</a>	Dewis Cymru	Something else	Published	Jennifer.S@c3sc.org.uk	29/01/2019	30/01/2019

Showing 1 to 1 of 1 entries

Resources you are responsible for

No data available in table



If you do not manage to review your resource by the deadline date given then you will receive a message similar to the following:

*“Your Dewis Cymru resource [name of resource] has expired! You can make it visible to the site users again by signing in to Dewis and updating the information. [www.dewis.wales](http://www.dewis.wales) Once you’ve reviewed your information, don’t forget to pick a new date and ‘Save Changes’ so that your resource will be available for others to see in Dewis Cymru.”*

When you look at your resources as above there is a new red box at the top which says: *“You have resources that have expired and have been temporarily removed from the site. Please view your resources, review and update them.”*

The table at the top lists the expired resources, but instead of giving an Expiring date it has an Expired date.

Dewis Cymru: Expired resources

Options

- [Add a resource](#)  
Use this link to add a new resource to the site.
- [Resources you are responsible for](#)  
This link will let you manage resources that you are the responsible person for - and are expected to keep up to date. 1
- [Resources you own](#)  
This link will let you manage resources that you’ve added to Dewis and are the owner for. 1 1

Expired resources

You have resources that have expired and have been temporarily removed from the site. Please view your resources, review and update them.

Options	Service Name	Type	Status	Owner	Updated	Expired
<a href="#">Edit</a> <a href="#">Stats</a> <a href="#">Delete</a>	Dewis Cymru	Something else	Expired	Jennifer.S@c3sc.org.uk	30/01/2019	30/01/2019

Showing 1 to 1 of 1 entries



Click on the 'Edit' option and check all of the information is correct, remember to change the date for approval for up to 6 months time. Tick if it is ready for publishing and 'Save your Changes' button – do this even you had no changes to make as it shows that you have checked the information. This will then be forwarded to an editor for approval.

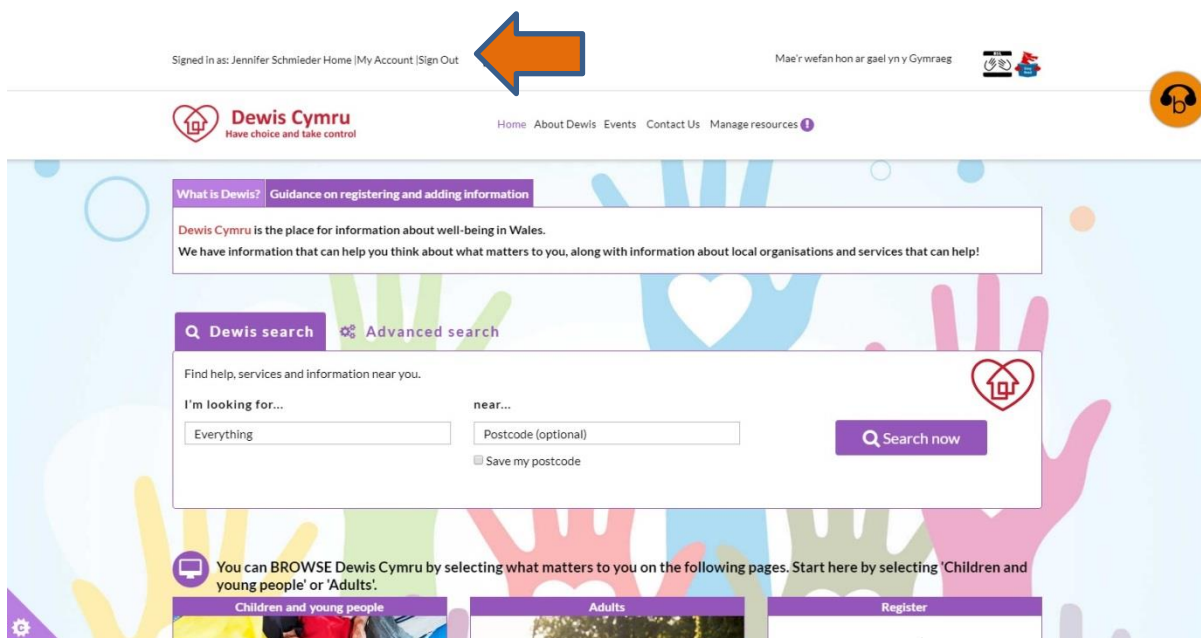
### 3. Changing your account details

You are able to access your account details and amend them once you have signed into Dewis Cymru. Once you have signed in click on 'My Account' as shown by the orange arrow below.

This will open a new screen with 3 tabs (which for security reasons an image is unable to be provided).

The 3 tabs are:

- Security / Identity (see below for more information on this tab)
- Newsletter – this tab allows you to state if you want to receive the newsletter in Html or Plain Text if at all. Once changed click on 'Save preferences'.
- Profile – this shows when the account was created, the time zone the first and last name of the person, the local authority and if the total posts made on Dewis Cymru by the person. There is also an option to 'View my profile as others see it' this allows you to see what other people maybe able to see about you.



*Dewis Cymru: Home signed in screen*

**Security / Identity:** This tab includes your Display Name, Login Name, Email address.

If you are changing role and want to hand over the account to someone else, then you could use this section to change the email address and other details, note the names are changed under the profile tab.

Remember if you have made any changes under each of the tabs to click on the purple 'Update' button for the changes to be implemented.

**Change Password:** This is also done from the account page. Next to the Update button are the words 'Change Password' click on these to open a new page.

There are three boxes for you to complete:

- Old Password (A) – enter your existing password in this box.
- New Password (B) – enter your new password
- Re-enter your password (C) – reenter your new password, B and C must match for the change to be made.
- Change Password (D) – Click on 'Change Password' this will then change the password for you.

If at any time you do not want to proceed with changing your password, click on the 'Cancel' button which is next to the Change Password button.

### Dewis Cymru: Change Password screen

Signed in as: Jennifer Schmeider Home | My Account | Sign Out | Search Dewis | Mae'r wefan hon ar gael yn y Gymraeg

**Dewis Cymru**  
Have choice and take control

Contact Us | Manage resources

#### Change Password

Old Password **A**

New Password **B**

Re-enter your password **C**

**D** Change Password Cancel

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#### 4. Changing journalist

Once a resource has been added and made live you can change the journalist (person responsible for changing the content) for that resource.

Select the resource you want to change as above and scroll down to the bottom of the screen. There are two boxes which were greyed out when the resource was being created these are now available for updating.

*Dewis Cymru: Editing a resource – responsible person*

Opening times 6000

Please enter your information in this format: 'Monday 9am to 12noon 1pm to 4.30 pm' etc...

Accessibility

- Accessible toilets
- Accessible parking
- Hearing loop
- Lift
- Automatic doors
- Access by ramps/level access

Finally / about

Some final details about the responsible person for this information, and when it should next be reviewed.

At what date should this information be reviewed?

15/07/2019

Where should site visitors send feedback about this resource?

Jennifer.S@c3sc.org.uk

Responsible person

Jennifer Schieder

Email address

Jennifer.s@c3sc.org.uk

Ready for publishing?

Tick this box if you're happy with the information that you've entered, and you're ready for it to be reviewed before publishing into the directory.

[Save your changes](#)

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Enter the name of the person to be responsible for updating the resource in future in the 'Responsible person' box (E) and enter their email address in the 'Email address' box (F). Click on 'Save the Changes' and the resource will move over to them. If they have not registered with Dewis Cymru first they will be asked to do so automatically. Once / if they are registered the resource will automatically appear in their list of resources.

## 5. Sign out

Remember to sign out after every session on Dewis Cymru, especially if you share a computer / device or access one in a public area such as a library.

*All images correct as of January 2019 unless otherwise specified.*

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