

GHI CS Admin Handbook



[INDEX](#)

[INFO](#)



An Initiative to
EVALUATE & COMPARE
Medicine's Global Health Impact

WHAT DO WE DO?

Imagine a world where people everywhere have access to the life-saving drugs they need to fight diseases like tuberculosis, malaria, and HIV/AIDS. The Global Health Impact Index – supported by a

THE INDEXES:



country



company

CS Admin Handbook - 2026 Edition

Version: 2.0 (January 2026)

Previous Version: 1.0 (2022)

By Nileet Savale (savalenileet@gmail.com)

NOTE: Information in RED contains HIGHLY CONFIDENTIAL credentials (when formatted in Word)

Table of Contents

A. CS Admin Handbook — 2026 Edition

- [— GoDaddy](#)
- [— Netlify](#)
- [— GitHub \(Primary & Secondary Accounts\)](#)
- [— PythonAnywhere \(Legacy\)](#)
- [— Official Gmail](#)
- [— Jetstream Instances ★](#)
- [— Deploy — WIP Website](#)
- [— Deploy — GHI Website](#)
- [— Deploy — Podcasts Website](#)
- [— Deploy — Documentary Website \(Jenkins\) ★](#)
- [— Deploy — Forecasting Tool \(Jetstream\) ★](#)
- [— CS Team Handbook Link](#)
- [— Quick Reference \(All Credentials\)](#)

B. GHI Project Staffing & Student Hiring Handbook

- [— 1. Overview](#)
- [— 2. Semester Recruitment Timeline](#)
- [— 3. Open Positions](#)
- [— 4. Contact Information](#)
- [— 5. Recruitment Process](#)
- [— 6. Email Templates](#)
- [— 7. Resources & Links](#)
- [— Change Log](#)

C. Intranet Admin Dashboard [ADMIN ONLY]

- [— 1. Overview](#)
- [— 2. Dashboard Layout](#)
- [— 3. Managing Team Pages](#)
- [— 4. Home Page Management](#)
- [— 5. Known Limitations & Planned Enhancements](#)
- [— 6. Intranet Support Contacts](#)

D. New Website — Next.js (website_next_2026) [ADMIN ONLY]

- [— 1. Repository & Server Details](#)

- [— 2. Jenkins CI/CD Configuration](#)
- [— 3. Deployment Procedure](#)
- [— 4. Docker Operations](#)
- [— 5. Secrets & Security Rules](#)
- [— 6. Admin To-Do Checklist](#)

Sections C & D are marked [ADMIN ONLY] and contain live credentials, server IPs, SSH access, and deployment procedures. Do not share with general team members.

GODADDY

The domains for all GHI websites are hosted by GoDaddy. Nicole's personal website is part of the GHI domain.

Credentials:

User name: 81538032

Password: GlobalHealth1357

Managed Domains:

- documentary.global-health-impact.org
 - forecasting.global-health-impact.org
 - global-health-impact.org (and subdomains)
-

NETLIFY

The WIP website deployment uses Netlify with automated builds.

Credentials: Same as Global Health Impact GitHub account (use "Login with GitHub")

Automated builds trigger when code is pushed to the master branch of the WIP GitHub repository.

GITHUB

Primary Account:

User name: Ghiproject

Password: GHImpactProject2021

Secondary Account (Forecasting & Documentary):

User name: Global-Health-Impact

Password: Globalhealth@forecasting

Verification codes sent to: globalhealthimpactproject@gmail.com

Key Repositories:

- Documentary: [git@github.com:Global-Health-Impact/Documentation.git](https://github.com/Global-Health-Impact/Documentation.git)
- Forecasting Tool:
[git@github.com:Global-Health-Impact/ghi_forecasting_tool_2022.git](https://github.com/Global-Health-Impact/ghi_forecasting_tool_2022.git)

Commands to merge branch with master:

```
git checkout master
git pull origin main
git merge BRANCH_NAME
git push origin main
```

PYTHONANYWHERE (LEGACY)

 **Most services migrated to Jetstream - see next section**

GHI Website:

- User name: Globalhealth
- Password: GHIProject2023

Podcasts Website:

- User name: Ghipodcast
- Password: Globalhealth@podcast

DEPRECATED:

- ~~Forecasting (Ghiforecasting)~~ → Migrated to Jetstream Jan 2026
- ~~Automation (Ghiautomation)~~ → Migrated to Jetstream Jan 2026

OFFICIAL GMAIL

User name: globalhealthimpactproject@gmail.com

Password: GlobalHealth77

JETSTREAM INSTANCES

★ PRIMARY INFRASTRUCTURE ★

Access: <https://jetstream2.exosphere.app> (via Nicole's ACCESS-CI credentials)

Creds:

User Id	Password
nhassoun	GlobalHealth77

All Active Instances

Instance	IP	Domain	Specs
documentation	149.165.172.2	documentary.global-health-impact.org	4c/15GB/20GB
Forecasting-tool-2025	149.165.173.211	forecasting.global-health-impact.org	8c/30GB/60GB
GHI_Main_Website	149.165.174.50	TBD	2c/6GB/20GB

Documentary Website (documentation)

SSH: ssh exouser@149.165.172.2

Domain: <https://documentary.global-health-impact.org>

Tech: Next.js, Node.js 20.x, PM2, Nginx, Jenkins

Jenkins:

- **URL:** <http://149.165.172.2:8080>
- **Username:** GHI_Documentation
- **Password:** Globalhealth@forecasting

SSL: Let's Encrypt (expires April 25, 2026)

Forecasting Tool (Forecasting-tool-2025)

SSH: ssh exouser@149.165.173.211

Domain: <https://forecasting.global-health-impact.org>

Tech: FastAPI/Uvicorn (Python 3.12), React, SQLite, Nginx

Deployment User:

- **Username:** ghiuser
- **Password:** Globalhealth@forecasting
- **Code:** /home/ghiuser/ghi_forecasting_tool_2022

SSL: Let's Encrypt (HTTPS enabled)

DEPLOY - WIP WEBSITE

1. Get access to WIP GitHub repository
 2. Push changes to master branch
 3. Netlify auto-builds and deploys
-

DEPLOY - GHI WEBSITE

1. Login to PythonAnywhere (Globalhealth)
 2. Navigate to mysite/templates/
 3. Edit/upload HTML files
 4. Reload www.global-health-impact.org
 5. Backup to Google Drive
-

DEPLOY - PODCASTS WEBSITE

1. Upload audio file to Google Drive
 2. Get file ID
 3. Login to PythonAnywhere (Ghipodcast)
 4. Edit mysite/templates/podcast.html
 5. Add audio ID, speaker info, image
 6. Reload ghipodcast.pythonanywhere.com
-

DEPLOY - DOCUMENTARY WEBSITE

★ NEW - Jenkins CI/CD ★

Method 1: Jenkins (Recommended)

1. Push to GitHub main branch
2. Login to Jenkins: <http://149.165.172.2:8080>
 - Username: GHI_Documentation
 - Password: Globalhealth@forecasting
3. Click "nodejs-app-deploy" → "Build Now"
4. Wait ~1-2 minutes
5. Verify at <https://documentary.global-health-impact.org>

Method 2: SSH (Emergency)

```
ssh exouser@149.165.172.2
cd /var/www/app
git pull origin main
npm install
```

```
npm run build
pm2 restart nodejs-app
```

Troubleshooting:

- Build fails: Check Console Output in Jenkins
- Site not updating: Clear cache (Ctrl+Shift+R)
- Website down: Contact CS Team Lead immediately

Backup: ssh exouser@149.165.172.2 then /usr/local/bin/backup-jetstream.sh

Docs:

https://docs.google.com/document/d/1tqNgZK-KiepFUjUZ_zo7WTokUg3wE9Jo/edit

DEPLOY - FORECASTING TOOL WEBSITE

★ NEW - Manual Deployment ★

Method 1: Deployment Script (Recommended)

```
1. SSH to server:
ssh exouser@149.165.173.211
su - ghiuser
# Password: Globalhealth@forecasting

2. Run deployment:
cd ~/ghi_forecasting_tool_2022
./deploy.sh

3. Verify:
sudo systemctl status ghiforecasting
curl https://forecasting.global-health-impact.org/api/get_regions
```

Method 2: Manual Steps

```
ssh exouser@149.165.173.211
su - ghiuser
cd ~/ghi_forecasting_tool_2022

# Pull code
git pull origin main

# Rebuild frontend
cd apps/client
npm install && npm run build
cd ../../

# Restart backend
```

```
sudo systemctl restart ghiforecasting
sudo systemctl restart nginx
```

Troubleshooting:

- Service fails: `sudo journalctl -u ghiforecasting -f`
- Frontend not updating: Clear cache, rebuild: `npm run build`
- Database errors: Check file permissions in `apps/server/database/data/`
- Website down: Contact CS Team Lead

Monitoring:

```
sudo journalctl -u ghiforecasting -f
sudo tail -f /var/log/nginx/error.log
```

CS TEAM HANDBOOK LINK

Master handbook: [Team Handbook](#)

QUICK REFERENCE

Credentials:

Service	Username	Password
GoDaddy	81538032	GlobalHealth1357
GitHub (Main)	Ghiproject	GHIImpactProject2021
GitHub (Alt)	Global-Health-Impact	Globalhealth@forecasting
Gmail	globalhealthimpactproject@gmail.com	GlobalHealth77
Jenkins	GHI_Documentation	Globalhealth@forecasting
ghiuser	ghiuser	Globalhealth@forecasting

SSH:

- Documentary: `ssh exouser@149.165.172.2`
- Forecasting: `ssh exouser@149.165.173.211`
- GHI Main: `ssh exouser@149.165.174.50`

URLs:

- Documentary: <https://documentary.global-health-impact.org>

- Forecasting: <https://forecasting.global-health-impact.org>
 - Jenkins: <http://149.165.172.2:8080>
-

GHI Project Staffing & Student Hiring Handbook

Version: 1.0 (Feb 2026)

Organization: Global Health Impact Project (GHI)

Table of Contents

4. [Overview](#)
 5. [Semester Recruitment Timeline](#)
 6. [Open Positions](#)
 7. [Contact Information](#)
 8. [Recruitment Process](#)
 9. [Email Templates](#)
 10. [Resources & Links](#)
 11. [Post hiring handbook](#)
-

1. Overview

Student Team Structure

Team Composition:

- Computer Programmer / CS Team Leader (In Training) - 1-2 students
- Computer Programmers - 2-4 students
- Graphic Design Intern - 1 student
- Research Assistants (Data Interns) - 2-3 students

Total Team Size: Typically 6-10 students per semester

Semester Commitment

All positions require:

- At least one semester commitment
 - 10 hours per week
 - Completion of weekly assigned tasks
 - Submission of a weekly progress update
 - Mandatory attendance at an one-hour weekly meeting
-

2. Semester Recruitment Timeline

Fall Semester Recruitment

Timeline for Fall (August - December):

Week	Date Range	Task
Week 1	Early July	Prepare job postings and update application form
Week 2	Mid July	Send recruitment emails to Luddy advisors
Week 3	Late July	Follow up with department, post to listservs
Week 4	Early August	Review applications, schedule interviews
Week 5	Mid August	Conduct interviews, make offers
Week 6	Late August	Onboard new hires, assign initial tasks

Key Dates:

- Application Deadline: ~2 weeks before semester starts
 - Interviews: Week before or first week of semester
 - Start Date: Within first two weeks of semester
-

Spring Semester Recruitment

Timeline for Spring (January - May):

Week	Date Range	Task
Week 1	Early December	Prepare job postings and update application form
Week 2	Mid December	Send recruitment emails to Luddy advisors
Week 3	Early January	Review applications, schedule interviews
Week 4	Mid January	Conduct interviews, make offers
Week 5	Late January	Onboard new hires, assign initial tasks

Key Dates:

- Application Deadline: ~2 weeks before semester starts
 - Interviews: First week of semester
 - Start Date: Within first two weeks of semester
-

3. Open Positions

Position 1: Computer Programmer / CS Team Leader (In Training)

Number of Positions: 1-2

Responsibilities:

- Developing software applications and statistical models to automate data collection and analysis
- Supporting development and maintenance of GHI websites
- Helping lead and coordinate a team of CS students
- Mentoring junior team members
- Managing technical documentation

Preferred Qualifications:

- Proficiency in Python and/or front-end technologies (TypeScript/JavaScript, HTML/CSS)
- Strong experience with Pandas and Microsoft Excel
- Experience with R is desirable
- Strong communication and teamwork skills
- Prior experience with GHI or similar projects is a plus

Application Materials Required:

- Resume
- Cover letter outlining relevant technical experience
- GPA
- Letter of recommendation

Note: Most positions are volunteer-based.

Position 2: Computer Programmer

Number of Positions: 2-4

Responsibilities:

- Programming software tools and statistical models for data automation and analysis
- Assisting with website development as needed
- Contributing to technical projects across the GHI portfolio

Preferred Qualifications:

- Proficiency in Python, JavaScript, HTML/CSS, or related technologies
- Experience with data analysis and visualization
- Ability to work independently and as part of a team
- Good communication skills

Application Materials Required:

4. Resume
5. Cover letter outlining relevant technical experience

Note: Most positions are volunteer-based.

Position 3: Graphic Design Intern

Number of Positions: 1

Responsibilities:

6. Designing publications and website materials for the Global Health Impact Project
7. Creating visual content for reports and presentations
8. Maintaining brand consistency across materials
9. Collaborating with CS team on website design

Preferred Qualifications:

7. Strong graphic design skills and attention to detail
8. Experience with Adobe Creative Suite or similar tools
9. Experience with HTML/CSS, JavaScript, or Python is a plus, but not required
10. Portfolio of design work

Application Materials Required:

6. Resume
7. Portfolio or samples of design work
8. Cover letter

Note: Most positions are volunteer-based.

Position 4: Research Assistant (Data Intern)

Number of Positions: 2-3

Responsibilities:

- Conducting data collection, research, and systematic reviews
- Building statistical models for the Global Health Impact Index
- Analyzing health intervention data
- Literature reviews and data validation

Required / Preferred Skills:

- Proficiency in Microsoft Excel (required)
- Proficiency in R (strongly recommended)
- Strong communication and teamwork skills
- Attention to detail and data accuracy
- Interest in global health

Application Materials Required:

2. Resume
3. Cover letter outlining relevant experience
4. GPA (preferred)

Note: Most positions are volunteer-based.

4. Contact Information

Luddy School Contacts

Graduate Advisor:

3. Email: gradvise@iu.edu
4. Use for: Broadcasting opportunities to graduate students

Luddy Listserv:

- Email: listserv@iu.edu
- Use for: Broadcasting opportunities to all Luddy students

Undergraduate Advisor:

- Email: [Contact Luddy School for current advisor]
 - Use for: Targeting undergraduate students
-

Application & Collaboration Links

Application Form:

- URL: [Global Health Impact – Fill out form](#)
- Purpose: Student applications

Collaboration Form:

- URL: [Global Health Impact – Collaboration](#)
 - Purpose: General collaboration inquiries
-

5. Recruitment Process

Step 1: Prepare for Recruitment (2-3 weeks before semester)

Tasks:

1. Review staffing needs:
 - Determine how many students needed for each position
 - Identify which current students are returning
 - Calculate open positions
 2. Update application materials:
 - Review and update job descriptions
 - Update application form with current semester
 - Update any relevant details
 3. Prepare interview materials:
 - Create interview questions for each position
 - Prepare technical assessment (for CS positions)
 - Review evaluation criteria
 4. Set timeline:
 - Application deadline
 - Interview dates
 - Decision date
 - Start date
-

Step 2: Broadcast Opportunities (2 weeks before semester)

Email Distribution:

1. Send to Graduate Advisor:
 - Email: gradvise@iu.edu
 - Subject: “Student Opportunities with Global Health Impact Project”
 - Include: Full job posting (see Email Templates section)
2. Send to Luddy Listserv:
 - Email: listserv@iu.edu
 - Subject: “Student Opportunities with Global Health Impact Project”
 - Include: Full job posting

3. Follow up:
 - One week before deadline: Send reminder email
 - Post on relevant department boards/Slack channels
-

Step 3: Review Applications (1 week before semester)

Process:

1. Initial screening:
 - Check basic qualifications (GPA, technical skills, availability)
 - Sort by position type
 - Flag strong candidates
 2. Detailed review:
 - Evaluate technical experience
 - Assess fit for team culture
 - Note any special qualifications or concerns
 3. Create shortlist:
 - Rank candidates for each position
 - Identify top 3-5 for each role
 - Schedule interviews
-

Step 4: Conduct Interviews (First week of semester)

Interview Structure (30-45 minutes):

1. Introduction (5 min):
 - Welcome candidate
 - Introduce GHI project
 - Explain position
 2. Technical Questions (15-20 min):
 - Review relevant experience
 - Ask position-specific questions (see Appendix B)
 - For CS positions: Brief technical assessment
 3. Culture Fit (10 min):
 - Team collaboration style
 - Working independently
 - Handling feedback
 4. Q&A (5-10 min):
 - Answer candidate's questions
 - Discuss expectations and commitment
-

Step 5: Make Decisions (Within 3 days of interviews)

Decision Criteria:

- Technical skills match
- Cultural fit
- Availability and commitment
- Communication skills

- Prior experience (bonus, not required)

Consensus Process:

1. Interview team discusses each candidate
 2. Rank candidates for each position
 3. Make final selections
 4. Identify alternates
-

Step 6: Extend Offers (Within 1 week of interviews)

For Accepted Candidates:

Send offer email (see Email Templates section):

- Congratulate them
- Confirm position details
- Provide start date
- Next steps for onboarding

For Declined Candidates:

Send rejection email (see Email Templates section):

- Thank them for interest
 - Provide constructive feedback if requested
 - Encourage future applications
-

6. Email Templates

Template 1: Recruitment Email to Advisors

Subject: Student Opportunities with Global Health Impact Project

Body:

HI Gradvise,

I am a student in Independent study and the professor I am working under is looking to get more students that are interested in the project involved and she wanted to share the following message with all students from luddy. I was told to send a mail gradvise and we will forward the mail to list. We would be really glad if you could help us with this.

Exciting Opportunities with the Global Health Impact Project (GHI)

The Global Health Impact Project (GHI) at IU's Tobias Center for Innovation in International Development is offering several exciting opportunities that may be of strong interest to Luddy School students.

GHI works at the intersection of technology, data, and global health, and these roles provide hands-on experience contributing to the Global Health Impact Index while collaborating with a multidisciplinary team.

Open Positions

Computer Programmer / CS Team Leader (In Training)

Responsibilities include:

1. Developing software applications and statistical models to automate data collection and analysis
2. Supporting development and maintenance of GHI websites

3. Helping lead and coordinate a team of CS students

Preferred Qualifications:

- Proficiency in Python and/or front-end technologies (TypeScript/JavaScript, HTML/CSS)
- Strong experience with Pandas and Microsoft Excel
- Experience with R is desirable
- Strong communication and teamwork skills

Application Materials Required:

- Resume
- Cover letter outlining relevant technical experience
- GPA
- Letter of recommendation

Computer Programmer

Responsibilities include:

Programming software tools and statistical models for data automation and analysis
Assisting with website development as needed

Preferred Qualifications:

- Proficiency in Python, JavaScript, HTML/CSS, or related technologies

Graphic Design Intern

Responsibilities include:

- Designing publications and website materials for the Global Health Impact Project

Preferred Qualifications:

- Strong graphic design skills and attention to detail
- Experience with HTML/CSS, JavaScript, or Python is a plus, but not required

Research Assistant (Data Intern)

Responsibilities include:

- Conducting data collection, research, and systematic reviews
- Building statistical models for the Global Health Impact Index

Required / Preferred Skills:

- Proficiency in Microsoft Excel (required)
- Proficiency in R (strongly recommended)
- Strong communication and teamwork skills

Time Commitment

All GHI positions require:

- At least one semester commitment
- 10 hours per week
- Completion of weekly assigned tasks
- Submission of a weekly progress update
- Mandatory attendance at a two-hour weekly meeting

How to Apply

To apply, please complete the Microsoft Form linked below and upload the required application materials (resume and cover letter).

📌 Application Form: [Global Health Impact – Fill out form](#)

Template 2: Interview Invitation

Subject: Interview Invitation – GHI [Position Name]

Body:

Dear [Candidate Name],

Thank you for your application to the Global Health Impact Project for the [Position Name] position. We were impressed by your background and would like to invite you for an interview.

Interview Details:

Date: [Date]

Time: [Time]

Duration: 30-45 minutes

Location: [Location/Zoom link]

We'll discuss your experience, the position responsibilities, and answer any questions you may have about the project.

Please confirm your availability by replying to this email. If this time doesn't work for you, please suggest 2-3 alternative times.

Looking forward to speaking with you!

Best regards,

[Your Name]

Global Health Impact Project

Template 3: Offer Email

Subject: Offer – GHI [Position Name]

Body:

Dear [Candidate Name],

Congratulations! We are pleased to offer you the position of [Position Name] with the Global Health Impact Project for the [Fall/Spring] 2026 semester.

Position Details:

- Role: [Position Name]
- Commitment: 10 hours per week
- Duration: At least one semester
- Weekly Meeting: [Day/Time] (to be finalized based on team availability)
- Start Date: [Date]

Next Steps:

1. Please confirm your acceptance by [Date]
2. Complete required HR paperwork (link will be sent separately)
3. Join our team Slack/communication channel
4. Attend first team meeting on [Date]

We're excited to have you join our team! Please let me know if you have any questions.

Welcome to GHI!

Best regards,

[Your Name]

Global Health Impact Project

Template 4: Rejection Email

Subject: Re: Application to GHI [Position Name]

Body:

Dear [Candidate Name],

Thank you for your interest in the [Position Name] position with the Global Health Impact Project and for taking the time to apply.

After careful consideration of all applications, we have decided to move forward with other candidates whose experience more closely aligns with our current needs. This was a difficult decision, as we received many strong applications.

We encourage you to apply again in future semesters, as our needs and team composition change regularly. We also welcome you to stay involved with GHI through our collaboration opportunities.

Thank you again for your interest in our project. We wish you the best in your academic and professional pursuits.

Best regards,

[Your Name]

Global Health Impact Project

7. Resources & Links

Application & Tracking

Application Form:

[Global Health Impact – Fill out form](#)

Collaboration Form:

[Global Health Impact – Collaboration](#)

Outreach List

https://docs.google.com/spreadsheets/d/10gIAnnH_sh_CgYrl5SHwpOv5iANrsFuVF8ddeNwww30/edit?gid=0#gid=0

<https://docs.google.com/document/d/1g7sLTIQSYI10TvzynlwpSQfJPuuVwXzi9An9tg7IvYs/edit?tab=t.0>

DS program	I'm in charge of MS DS capstone experience as DGS for DS.
	Mehmet (Memo) Dalkilic, DUS for DS, dalkilic@iu.edu , is in charge of the BS DS capstone experience.
CS program	Amr Sabry, DGS for CS, sabry@iu.edu , is in charge of the MS CS capstone experience.
	Sam Tobin-Hochstadt, DUS for CS, samth@iu.edu , is in charge of the BS CS capstone experience.

INFO & HCI/d program	Colin Gray, HCI/d Director, is in charge of the MS HCI/d capstone experience.
	Matthew (Matt) Francisco, DUS for INFO, francm@iu.edu , is in charge of the BS INFO capstone experience.

Contact Information Summary

Contact	Email	Purpose
Graduate Advisor	gradvise@iu.edu	Broadcast to grad students
Luddy Listserv	listserv@iu.edu	Broadcast to all Luddy students
Faculty Advisor	kikseven2@gmail.com	Project oversight (Nicole)

CHANGE LOG

V2.0 (Jan 2026):

- Added Jetstream Instances section
- Added Documentary deployment (Jenkins)
- Added Forecasting Tool deployment (Jetstream)
- Updated Forecasting Tool to new server
- Deprecated PythonAnywhere Forecasting
- Added Jenkins credentials
- Added ghiuser account info
- Added hiring handbook

V1.0 (2022):

- Initial creation
-

Last Updated: January 29, 2026

Next Review: July 2026

Maintained By:(Nileet Savale)

INTRANET ADMIN DASHBOARD

⚠ ADMIN ONLY — The intranet dashboard section contains deployment details and access procedures. Do not share with general team members.

1. Overview

The GHI Intranet Admin Dashboard is a centralized interface for authorized users to manage and update content across the GHI Intranet. It allows admins to update resource links for each team, maintain organizational document links, and modify structured content without needing to touch the codebase.

Dashboard URL: <https://intranet.global-health-impact.org/admin/dashboard>

Changes made through the dashboard are reflected immediately on the live site. Access is restricted to approved admin users only.

2. Dashboard Layout

Sidebar Navigation

- Home, General Research, Systematic Review, Grants, Website/CS, Data Integration, Modeling
- Media (in development — not yet in production workflow)
- View Site → opens live intranet • Sign Out → ends admin session

Editable vs. Non-Editable Content

- Resource Links — YES (primary editable content)
- Organization Document Links (Home) — PARTIAL (URLs editable)
- Page Titles, Descriptions, Objectives, Goals — READ-ONLY (controlled in code)

3. Managing Team Pages

All team pages follow the same structure. Each resource entry has: Type (doc, link, folder, sheet, etc.), Title, URL, and Description.

Adding a Resource

- Click “+ Add Resource” → fill in Type, Title, URL, Description → click Save

Editing a Resource

- Click the edit icon → modify fields → save changes

Deleting a Resource

- Click the delete icon → confirm. **This action cannot be undone.**

4. Home Page Management

The Organization Document Links section (editable) includes: Assignment Tracking Sheet, Updates Sheet, Priorities List, and Group Leader Information. Modify the URL field directly — changes auto-save on blur.

Team Goals are read-only in the dashboard — changes require a developer code update.

5. Known Limitations & Planned Enhancements

- Page titles, descriptions, and objectives cannot be edited via the dashboard
- Media management not fully implemented in production
- Some changes may not persist after system redeployment (full DB persistence is in progress)
- Planned: full DB persistence, media management, editable goals, role-based access control

6. Intranet Support Contacts

- Srivatsav — srvijay.ghi@gmail.com (Dashboard development)
- Adithya — aditya.gaidhani992@gmail.com (Dashboard development)

NEW WEBSITE — NEXT.JS (website_next_2026)

⚠ **ADMIN ONLY** — Server access, SSH keys, Docker credentials, and deployment procedures. Do not share with general team members.

1. Repository & Server Details

GitHub Org: Global-Health-Impact (use secondary GitHub account — see credentials above)

Repository: https://github.com/Global-Health-Impact/website_next_2026

SSH clone URL: `git@github.com:Global-Health-Impact/website_next_2026.git`

Active branches: `feat/documentation` (docs) | `main` (production)

Jetstream instance: `GHI_Main_Website` | IP: `149.165.174.50` | Specs: `2c / 6GB / 20GB`

SSH access: `ssh exouser@149.165.174.50`

App directory: `/home/exouser/website_next_2026`

2. Jenkins CI/CD Configuration

Pipeline stages: Checkout → Install Dependencies (pnpm) → Lint → Build → Docker Build → Docker Push → Deploy. Docker build and push only run on the main branch.

Jenkins Access

URL: `http://149.165.172.2:8080`

Username: `GHI_Documentation`

Password: `Globalhealth@forecasting`

Docker Hub Credentials (Jenkins Credentials Store)

In Jenkins: Manage Jenkins → Manage Credentials → Global → Add Credentials:

- Kind: Username with password
- Username: Docker Hub username (Global-Health-Impact org)
- Password: Docker Hub access token
- ID: `docker-credentials` (must match exactly — referenced in the Jenkinsfile)

SSH Key Setup (GitHub Deploy Key)

SSH keys are already configured on the server. To view the public key:

```
cat ~/.ssh/id_rsa.pub
```

To add as a GitHub Deploy Key: GitHub Repo → Settings → Deploy Keys → Add Deploy Key → paste the public key. Enable write access if deployment needs to push back to the repo.

Jenkinsfile Environment Variables to Set

```
DOCKER_REGISTRY = 'docker.io'
DOCKER_IMAGE_NAME = 'global-health-impact/website-next'
```

3. Deployment Procedure

Method 1: Jenkins (Recommended)

1. Push changes to the main branch of `website_next_2026`

2. Log in to Jenkins (<http://149.165.172.2:8080>) — GHI_Documentation / Globalhealth@forecasting
3. Select the website_next_2026 pipeline job → Build Now
4. Monitor Console Output for errors
5. Verify the site loads correctly after the build completes

Method 2: Manual SSH Deploy

```
ssh exouser@149.165.174.50
cd /home/exouser/website_next_2026
git pull origin main
pnpm install
pnpm run build
sudo systemctl restart ghiapp.service
```

4. Docker Operations

To push a new Docker image manually (requires Docker Hub credentials):

```
export DOCKER_USERNAME="your-docker-hub-username"
export DOCKER_PASSWORD="your-docker-hub-token"
./scripts/ci-cd-helper.sh docker:push
```

Local Docker Compose test (port 3000):

```
cd /home/exouser/website_next_2026 && docker-compose up -d
# Access at http://localhost:3000
```

5. Secrets & Security Rules

- Never commit .env files to the repository
- All secrets go in the Jenkins Credentials Store, not hardcoded in Jenkinsfile
- Keep the Docker image registry private until production-ready
- The credential ID **docker-credentials** in Jenkins must match exactly what the Jenkinsfile expects
- If Docker commands fail in Jenkins, add jenkins user to docker group: `sudo usermod -aG docker jenkins`

6. Admin To-Do Checklist

- ☐ Install Jenkins on GHI_Main_Website Jetstream instance (149.165.174.50) and configure plugins
- ☐ Add Docker Hub credentials to Jenkins store (ID: docker-credentials)
- ☐ Create pipeline job pointing to website_next_2026 / main / Jenkinsfile
- ☐ Set DOCKER_REGISTRY and DOCKER_IMAGE_NAME in Jenkinsfile
- ☐ Configure GitHub webhook for automatic builds on push to main
- ☐ Customize the Deploy stage in Jenkinsfile for the production environment

END OF HANDBOOK