

Contour Global Content Feeding Guide

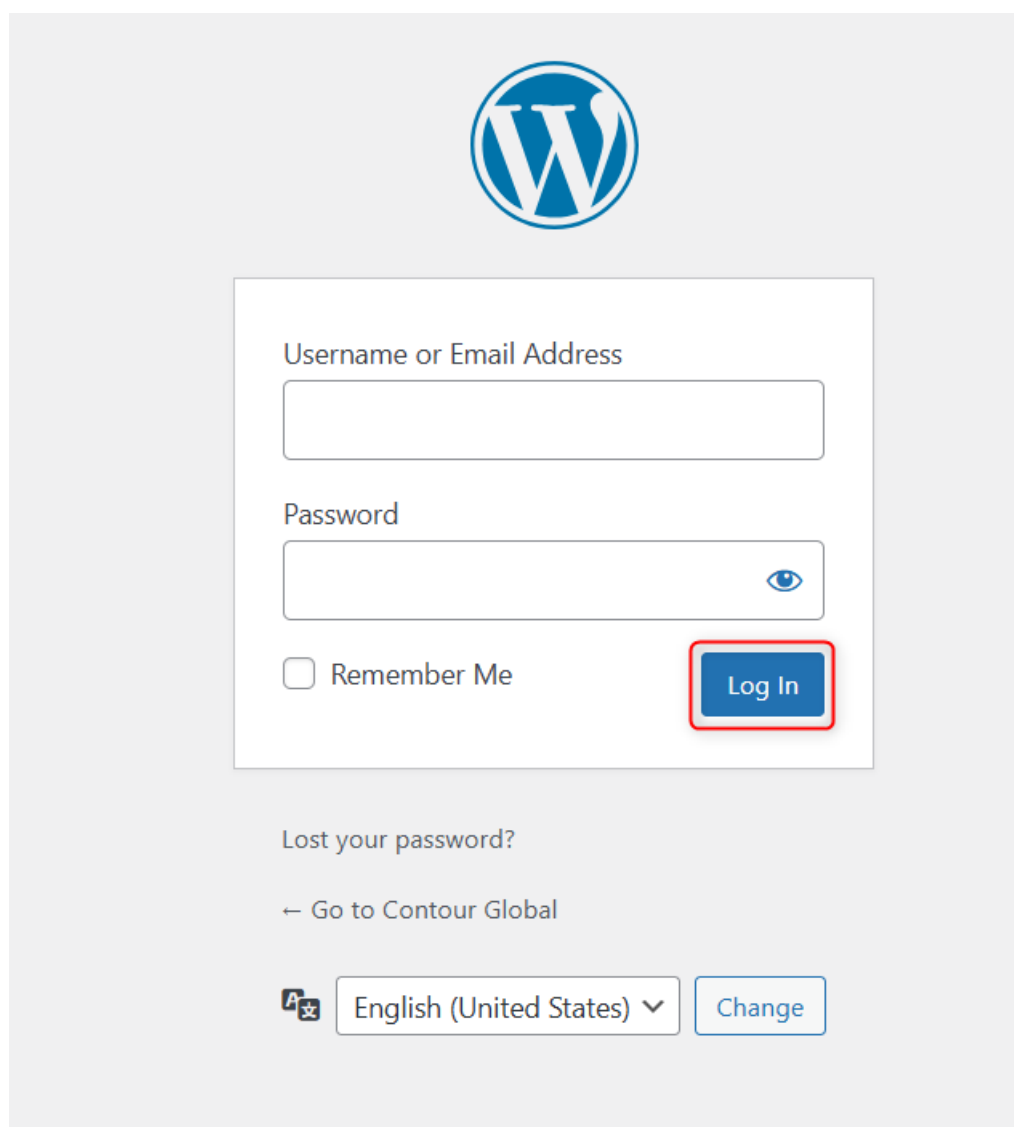
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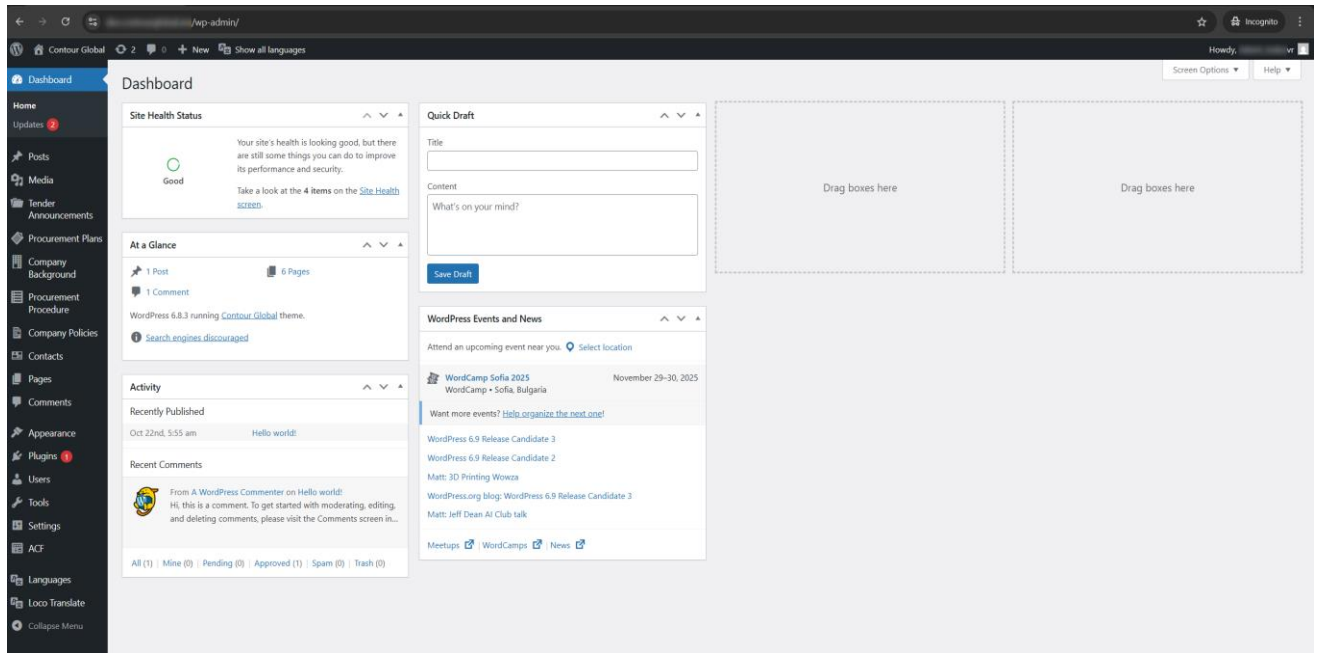
Log in to the CMS

In order to create, edit, translate or alter any other content on the website the user must be logged in. The user account must have the right access to perform any actions in the admin panel.

1. Go to **/wp-admin**
2. Enter **username** and **password**
3. Click “**Log in**” button

The image shows the standard WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below it is a white rectangular box containing the login fields. The first field is labeled 'Username or Email Address' and is an empty text input. The second field is labeled 'Password' and is also an empty text input, with a small blue eye icon to its right for toggling visibility. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. The button is highlighted with a red rectangular border. Below the login box, there is a link 'Lost your password?'. Further down is a link '← Go to Contour Global'. At the bottom, there is a language selector showing 'English (United States)' with a dropdown arrow, and a blue 'Change' button next to it.

After a successful Log in the user is provided with the admin panel. The options shown depend on the access of the user.




Tender Announcements

Add a New Tender Announcement

The creation of new Tender Announcement is available in the **Tender Announcements tab**. The default translation is in Armenian.


Languages


Language



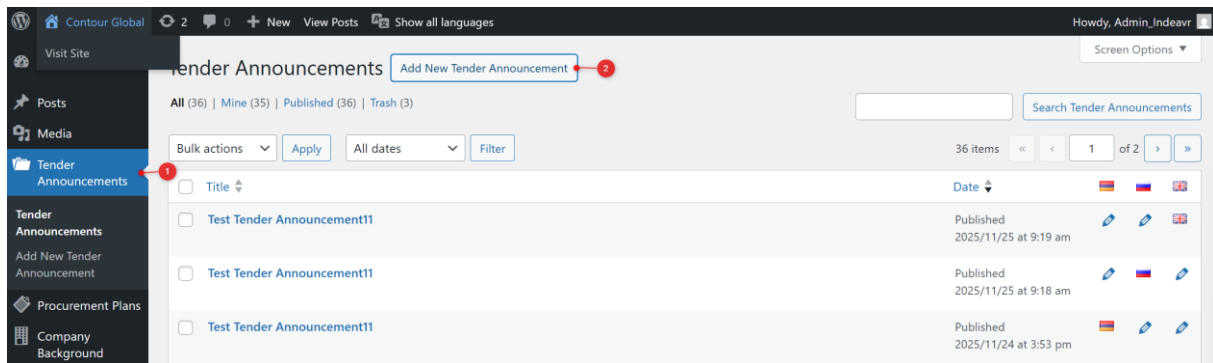
Հայերեն ▼

Translations

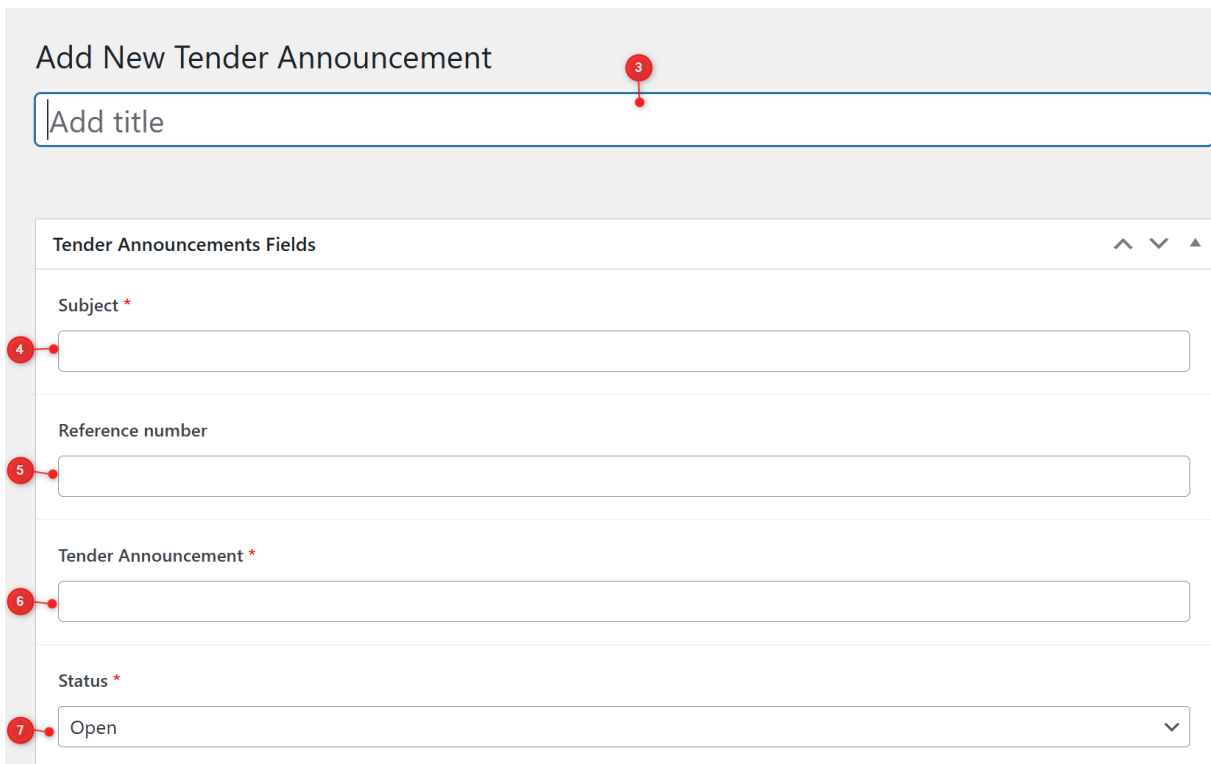
 +

 +

1. Navigate to the **Tender Announcements Tab**
2. Click **“Add New Tender Announcement”** button



3. Enter **Title** (This will be the name in the CMS)
4. Enter **Subject**
5. Enter **Reference Number**
6. Enter **Tender Announcement**
7. Choose a **Status** (Open, Closed, Pending)



8. Click and choose a date and time for **Deadline for Submission of Application or Offer for Participation**
9. Click and choose **Date and Time of Opening**
10. Click to **Add File**
 - a. Upload a new file(s) by clicking on **Select Files** (you can upload multiple at the same time)
 - b. Choose the desired **File** from the **Media Library** and click **Select**

Deadline for Submission of Application or Offer for Participation

8

Date and Time of Opening

9

Downloadable Document

No file selected
Add File
10

Select File

Upload files Media Library

Drop files to upload

or

A

Select Files

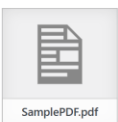
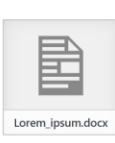
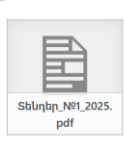
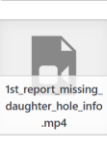
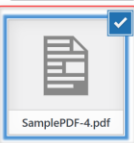
Maximum upload file size: 2 MB.

Select File

Upload files Media Library

Filter media

All media items All dates



Showing 12 of 12 media items

Search media

ATTACHMENT DETAILS

SamplePDF-4.pdf
November 26, 2025
18 KB
[Delete permanently](#)

Title SamplePDF

Caption

Description

File URL: <https://dev.contourglobal.a>

[Copy URL to clipboard](#)

B

Select

11. Click “Publish” to publish the Tender Announcement

- Save it as draft (optional)
- Preview before publishing (optional)
- Sets the publish date to today by default or can be changed manually to any given point in the past.

Publish
11
^ v ▲

Save Draft

A
B

Preview

🔑 Status: Draft [Edit](#)


👁 Visibility: Public [Edit](#)

📅 Publish immediately [Edit](#)

C

Publish

Website view:

 ContourGlobal

🇩🇪

🇷🇺

🇬🇧

Որոնել

➤ Մրցույթի

հայտարարություն

➤ Ընդհանուր

տեղեկատվություն

➤ Ընդհանուր

տեղեկատվություն

➤ Կոնտակտային տվյալներ

Մրցույթի հայտարարություն

Առարկան: **Թեստավորում սխալների շտկումներից հետո**

Հղման համարը 2025-26

Մրցույթի հայտարարություն Թեստավորում սխալների շտկումներից հետո

Կարգավիճակ: Բաց

Մրցույթի մասնակցության հայտի կամ առաջարկի ներկայացման վերջնաժամկետ 00:00 at 26.11.2025

Բացման ամսաթիվն ու ժամը 00:00 at 26.11.2025

Առարկան: **Test Tender Announcement11 Կարգավիճակ**

Հղման համարը 2025-22

Մրցույթի հայտարարություն Test Tender Announcement text11 Կարգավիճակ

Կարգավիճակ: Բաց

Մրցույթի մասնակցության հայտի կամ առաջարկի ներկայացման վերջնաժամկետ 00:00 at 30.11.2025

Բացման ամսաթիվն ու ժամը 00:00 at 24.11.2025

Առարկան: **Test Tender Announcement10**

Հղման համարը 2025-22

Մրցույթի հայտարարություն Test Tender Announcement text10

Կարգավիճակ: Բաց

Մրցույթի մասնակցության հայտի կամ առաջարկի ներկայացման վերջնաժամկետ 00:00 at 30.11.2025


Բացման ամսաթիվն ու ժամը 00:00 at 24.11.2025




Առարկան: **Test Tender Announcement9**

Հղման համարը 2025-22

Մրցույթի հայտարարություն Test Tender Announcement text9

7

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[Մրցույթի հայտարարություն](#)
[Ընդհանուր տեղեկատվություն](#)
[Ընդհանուր տեղեկատվություն](#)
[Կոնտակտային տվյալներ](#)

Թեստավորում սխալների շտկումներից հետո

Հղման համարը 2025-26

Փաստաթղթեր	Հրապարակման ամսաթիվ
TestPDFs	26.11.2025

Վերադարձ Մրցույթի հայտարարություն

Translate a Tender Announcement

In order to translate a **Tender Announcement**:

1. **Click** the **+** next to either Flag

Edit Tender Announcement
Add New Tender Announcement

Test Tender Announcement 123

Permalink: <https://test.contourglobal.am/tender-announcements/test-tender-announcement-123/>

Tender Announcements Fields

Subject *
Test Tender Announcement 123

Reference number
2025-26

Tender Announcement *
Test Tender Announcement 123

Status *
Open

Deadline for Submission of Application or Offer for Participation
26/11/2025 12:00 am

Date and Time of Opening
26/11/2025 12:00 am

Downloadable Document
TestPDFs
File name: SamplePDF.zip
File size: 48 KB

Languages

Language
Հայերեն

Translations
+
+

Publish

Preview Changes

Status: Published

Visibility: Public

Published on: Nov 26, 2025 at 13:24

Move to Trash

Update

NB!: If there is no translation added the Tender Announcement will not be shown for it.

2. Add a title (you can add the same title, as it is for the CMS only), swap all the fields with the translations (same logic as when adding announcement), click **Publish**

Website view:

RU translation:

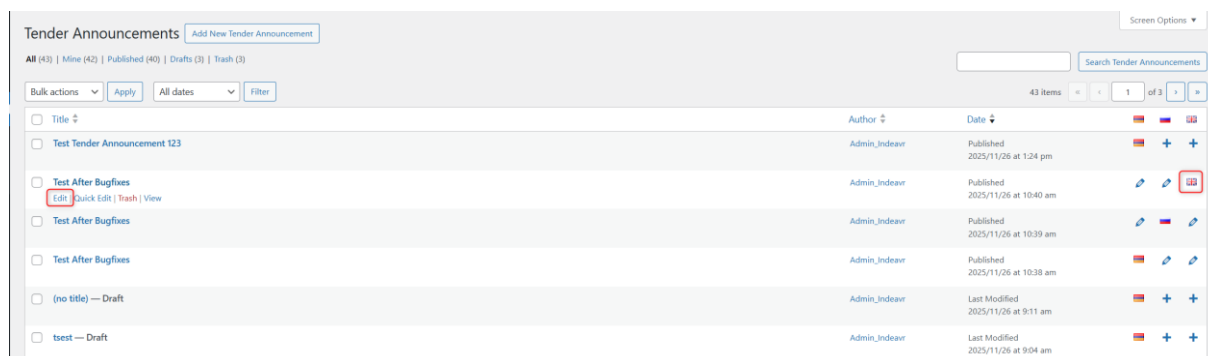
EN translation:

9

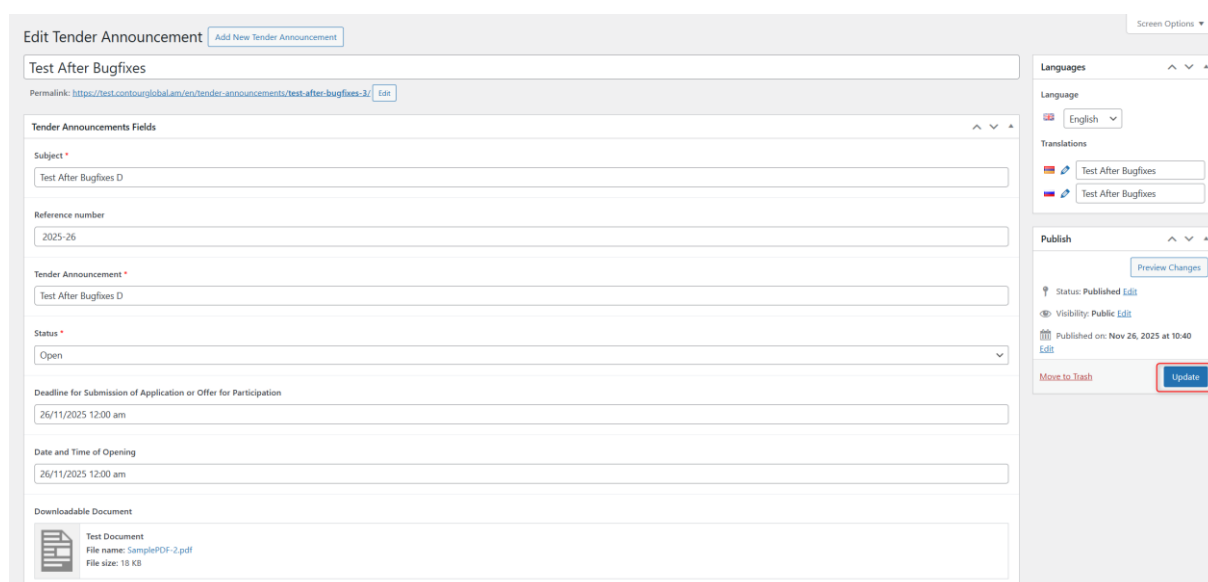
Edit a Tender Announcement

Once you have added the Tender Announcement and you want to edit it you can do so by:

1. Hover over the desired Announcement and click **Edit** or the corresponding language icon



2. Make the necessary adjustments and click Update in order to apply the changes

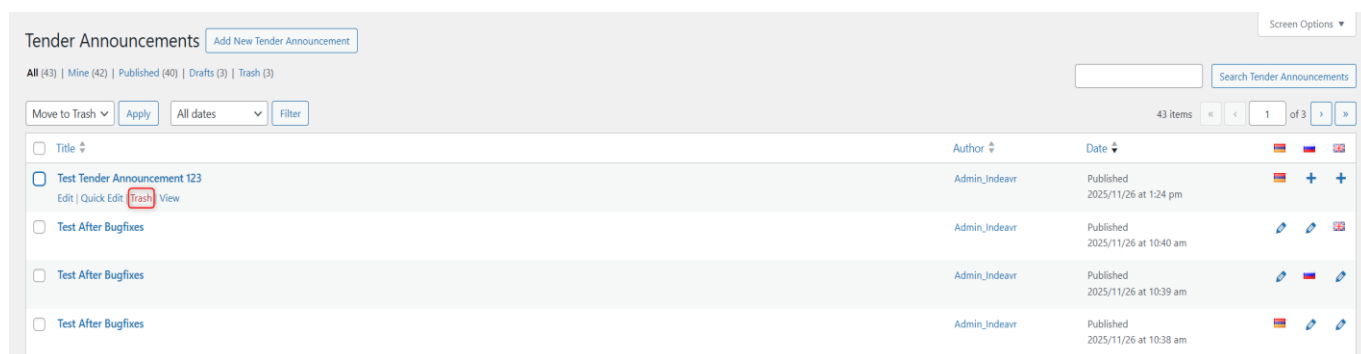


Delete a Tender Announcement

In order to delete a Tender Announcement you would need to first move it to the Trash folder.

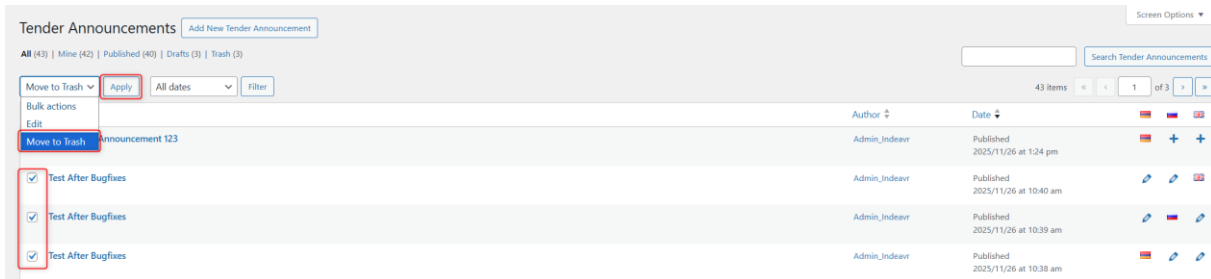
To do that:

1. You can hover over the desired Tender Announcement and click **“Trash”**



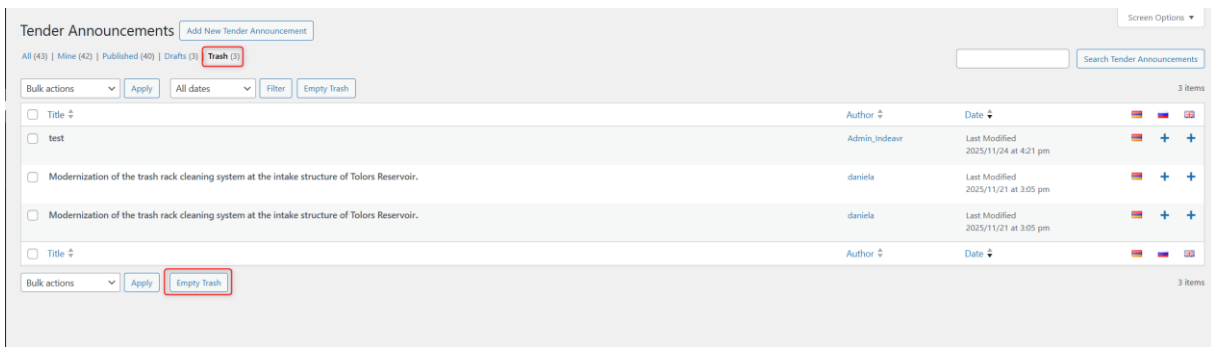
NB!: This will only delete the Translation you have selected.

2. You can select multiple translations at the same time, choose **Move to Trash** from the dropdown menu and click **Apply** in order to delete several Announcements at the same time.



The screenshot shows the 'Tender Announcements' interface. At the top, there's a header with 'Add New Tender Announcement' and 'Screen Options'. Below the header, there are tabs for 'All (43)', 'Mine (42)', 'Published (40)', 'Drafts (3)', and 'Trash (3)'. A search bar is on the right. On the left, there's a 'Bulk actions' dropdown menu with 'Move to Trash' selected. Below it, there's an 'Apply' button. The main table shows a list of announcements. The first row is 'Announcement 123' by 'Admin_Indeav' published on 2025/11/26 at 1:24 pm. Below it, there are three rows with the title 'Test After Bugfixes' by 'Admin_Indeav' published on 2025/11/26 at 10:40 am, 10:39 am, and 10:38 am respectively. Each row has a checkbox on the left, which is checked for the first three rows. The 'Move to Trash' button is highlighted in the bulk actions menu.

3. In order to delete a Tender Announcement permanently click **Trash** and within the Trash Folder click **Empty Trash**. Optionally, you can delete them one by one.



The screenshot shows the 'Tender Announcements' interface with the 'Trash (3)' tab selected. The 'Bulk actions' dropdown menu is open, showing 'Empty Trash' as an option. The main table shows a list of items in the trash. The first row is 'test' by 'Admin_Indeav' last modified on 2025/11/24 at 4:21 pm. Below it, there are two rows with the title 'Modernization of the trash rack cleaning system at the intake structure of Tolors Reservoir.' by 'daniela' last modified on 2025/11/21 at 3:05 pm. Each row has a checkbox on the left, which is unchecked. The 'Empty Trash' button is highlighted in the bulk actions menu.


Procurement Plans

Add a New Procurement Plan

The creation of new Procurement Plan is available in the **Procurement Plans** tab. The default translation is in Armenian.


Languages


Language



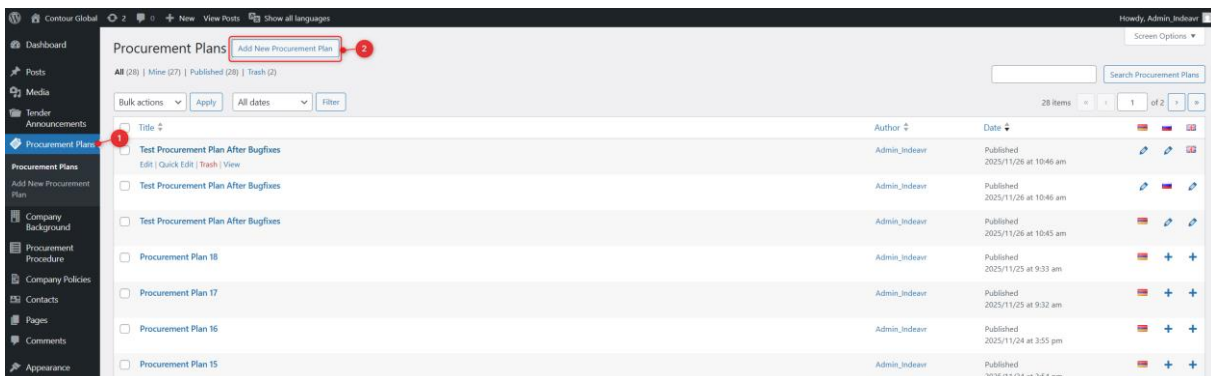
Հայերեն ▼

Translations

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1. Navigate to the **Procurement Plans Tab**
2. Click “**Add New Procurement Plan**” button



3. Enter **Title** (This will be the name in the CMS)
4. Enter **Subject**
5. Click to **Add File**
 - c. Upload a new file(s) by clicking on **Select Files** (you can upload multiple at the same time)
 - d. Choose the desired **File** from the **Media Library** and click **Select**

Add New Procurement Plan

Screen Options

Add title

3

Procurement plan fields

^ v +

Subject

4

Document

No file selected

Add File

5

Author

Admin_Indeavr (Admin_Indeavr)

^ v +

Languages

^ v +

Language

Zughrblu

Translations

+ -

+ -

Publish

^ v +

Save Draft

Preview

Status: Draft

Edit

Visibility: Public

Edit

Publish immediately

Edit

Move to Trash

Publish

Select File

Upload files Media Library

Drop files to upload

or

A

Select Files

Maximum upload file size: 2 MB.

Select File

Upload files

Media Library

Filter media

All media items

All dates

Search media

SamplePDF-4.pdf

1st_report_missing_daughter_hole_info.mp4

Sblunbn_NP1_2025.pdf

SamplePDF-3.pdf

Lorem_ipsum.docx

in

SamplePDF-2.pdf

SamplePDF-1.pdf

SamplePDF.pdf

PP-IP-chang.-28-03-25.xlsx

Showing 12 of 12 media items

ATTACHMENT DETAILS

SamplePDF-4.pdf

November 26, 2025

18 KB

Delete permanently

Title

SamplePDF

Caption

Description

File URL:

https://dev.contourglobal.a

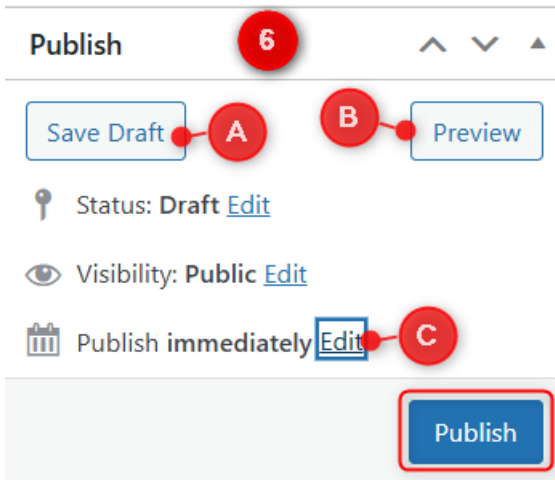
Copy URL to clipboard

8

Select

6. Click **“Publish”** to publish the **Procurement Plan**
 - a. **Save** it as draft (optional)
 - b. **Preview** before publishing (optional)

- c. Sets the publish date to today by default or can be changed manually to any given point in the past.



Publish 6

Save Draft A Preview B

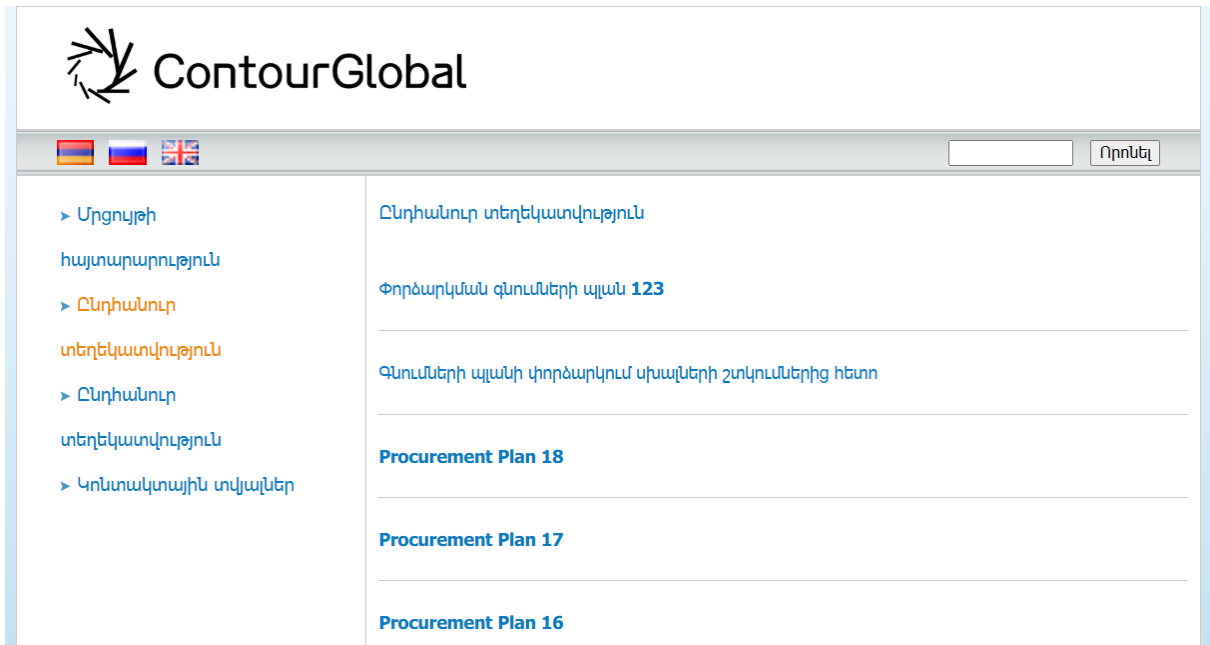
Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit C

Publish

Website view:



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Մրցույթի հայտարարություն

Ընդհանուր տեղեկատվություն

Ընդհանուր տեղեկատվություն

Կոնտակտային տվյալներ

Ընդհանուր տեղեկատվություն

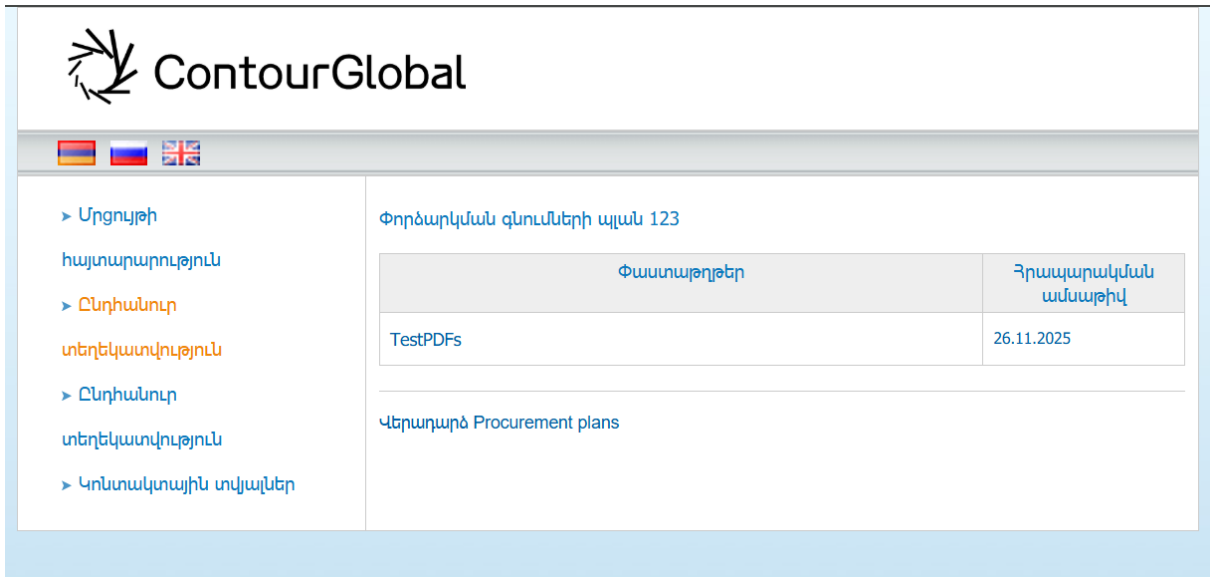
Փորձարկման գնումների պլան 123

Գնումների պլանի փորձարկում սխալների շտկումներից հետո

Procurement Plan 18

Procurement Plan 17

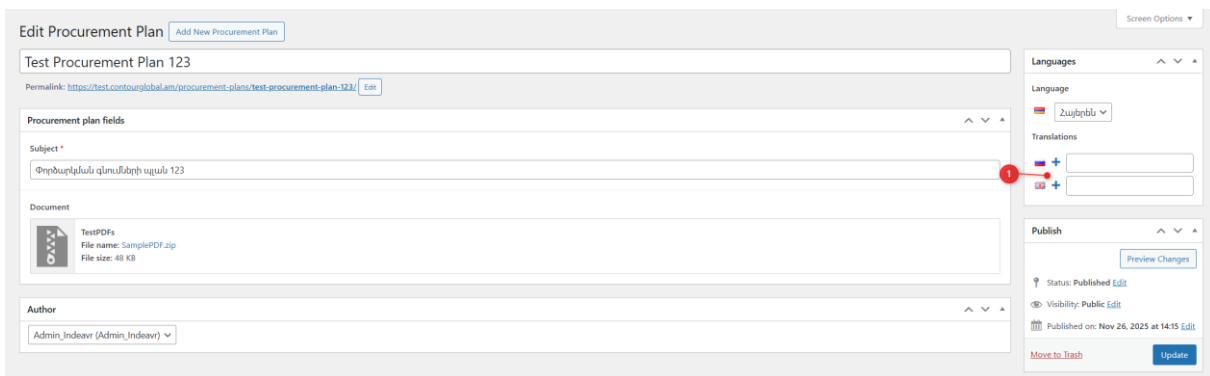
Procurement Plan 16



Translate a Procurement Plan

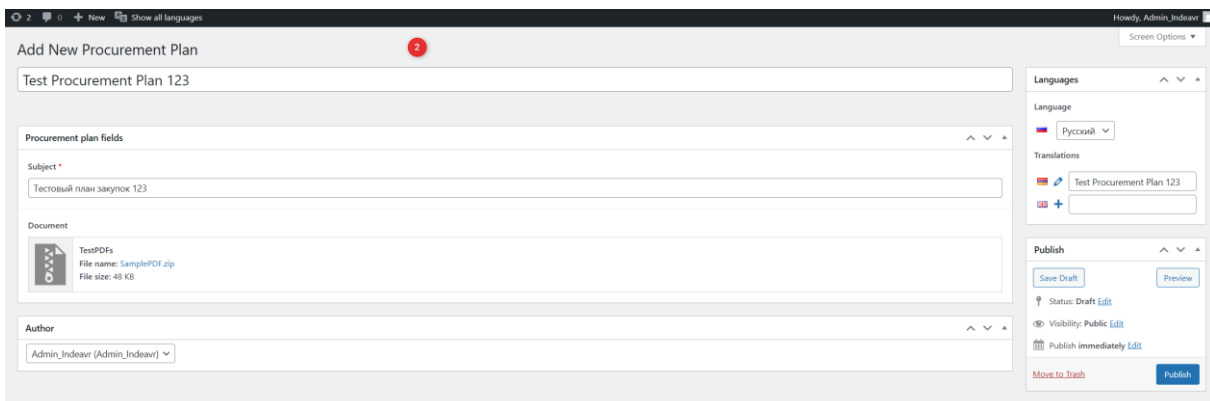
In order to translate a **Procurement Plan**:

1. **Click** the **+** next to either Flag




NB!: If there is no translation added to the Procurement plan, it will not be shown.




2. Add a title (you can add the same title, as it is for the CMS only), swap all the fields with the translations (same logic as when adding procurement plan), click **Publish**



Website view:

RU translation:

 ContourGlobal

- Тендерные объявления
- План Закупок**
- Общая информация
- Контакты

План Закупок

Тестовый план закупок 123

Тестовый план закупок после исправления ошибок

 ContourGlobal









- Тендерные объявления
- План Закупок**
- Общая информация
- Контакты

Тестовый план закупок 123

Документы	Дата публикации
TestPDFs	26.11.2025

EN translation:

 ContourGlobal

- Tender Announcements
- Procurement Plan**
- General information
- Contacts

Procurement Plan

Test Procurement Plan 123

 ContourGlobal





- Tender Announcements
- Procurement Plan**
- General information
- Contacts

Test Procurement Plan 123

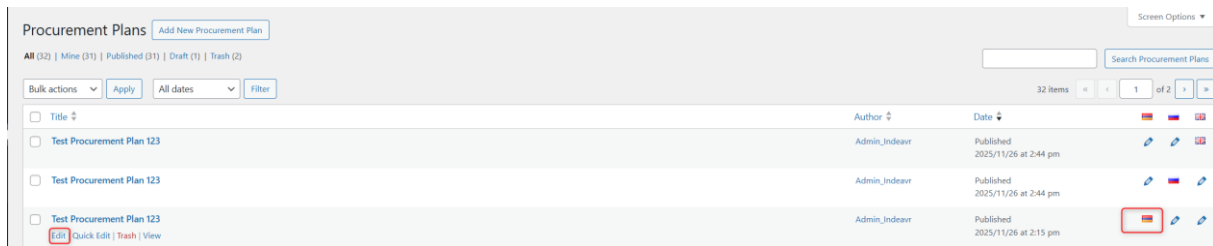
Documents	Date of Publishing
TestPDFs	26.11.2025

[Back to Procurement plans](#)

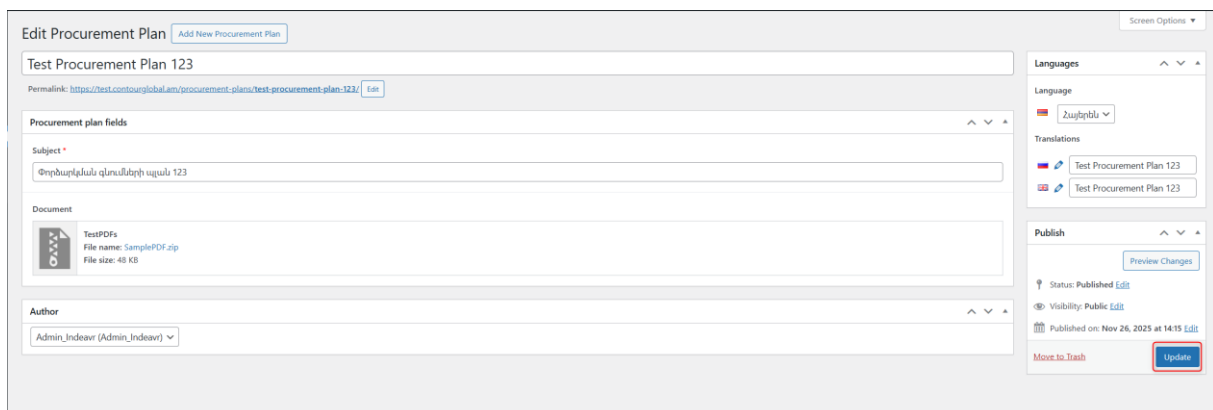
Edit a Procurement Plan

Once you have added the Procurement Plan and you want to edit it you can do so by:

3. Hover over the desired Procurement Plan and click **Edit** or the corresponding language icon



4. Make the necessary adjustments and click Update in order to apply the changes



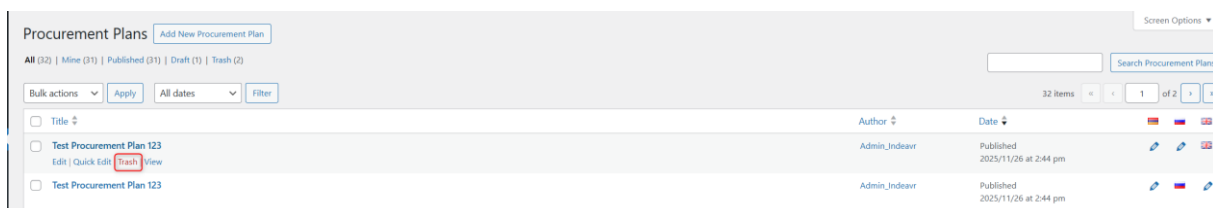
5. Repeat for the other two languages if needed.

Delete a Procurement Plan

In order to delete a Procurement Plan you would need to first move it to the Trash folder.

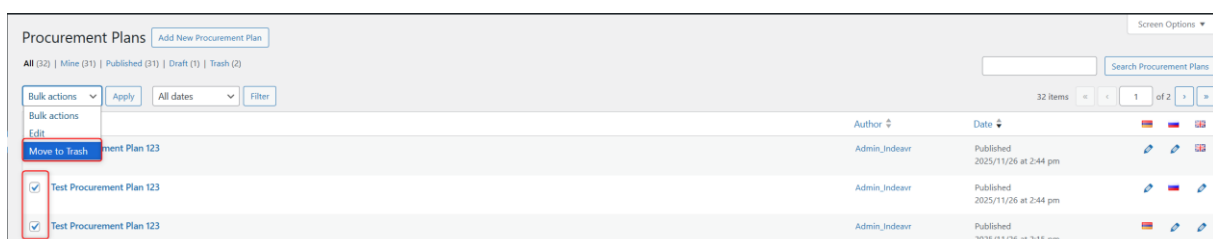
To do that:

1. You can hover over the desired Procurement Plan and click **“Trash”**

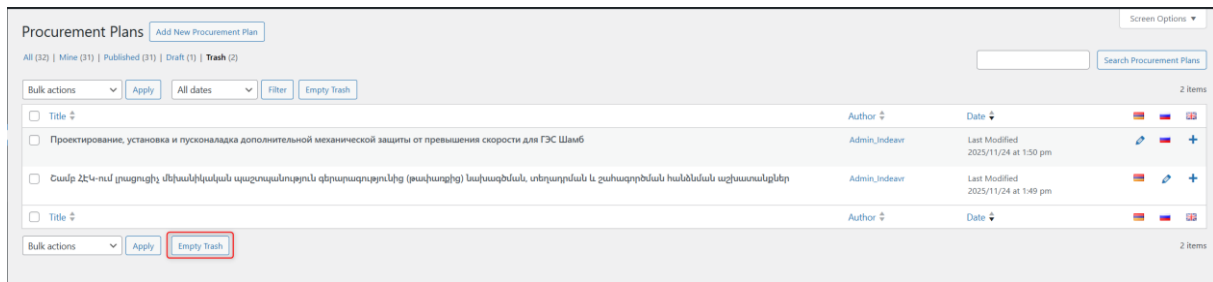


NB!: This will only delete the Translation you have selected.

2. You can select multiple translations at the same time, choose **Move to Trash** from the dropdown menu and click **Apply** in order to delete several Procurement plans at the same time.



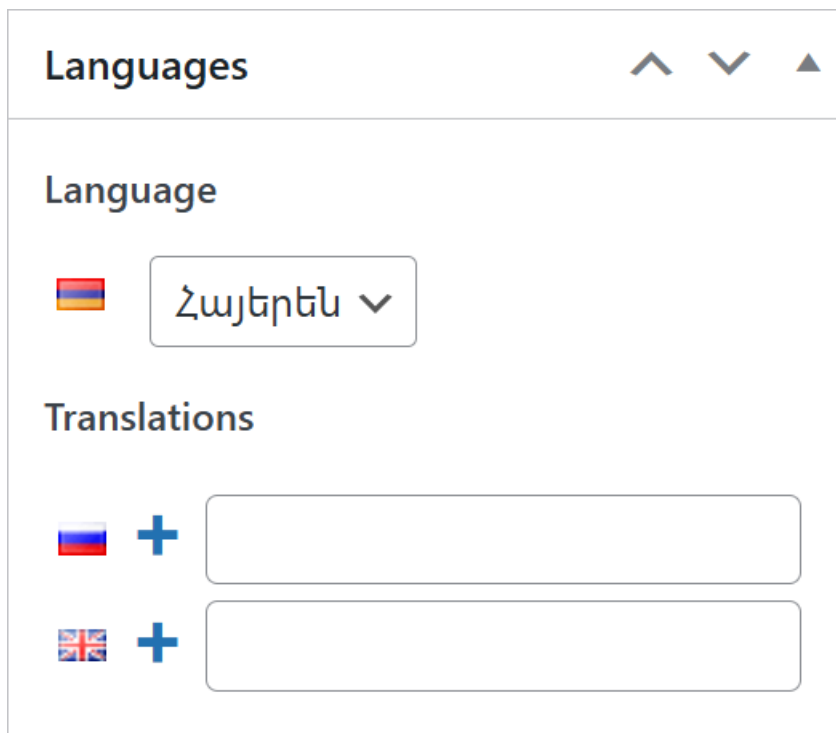
- In order to delete a Tender Announcement permanently click **Trash** and within the Trash Folder click **Empty Trash**. Optionally, you can delete them one by one.



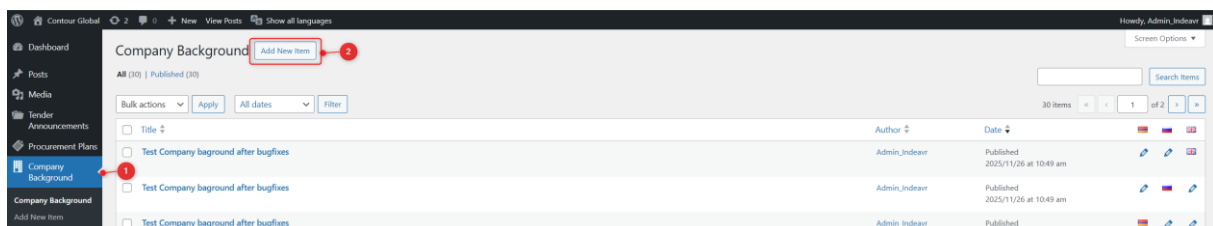
Company Background

Add a Company Background item

The creation of new Company Background is available in the **Company Background tab**. The default translation is in Armenian.



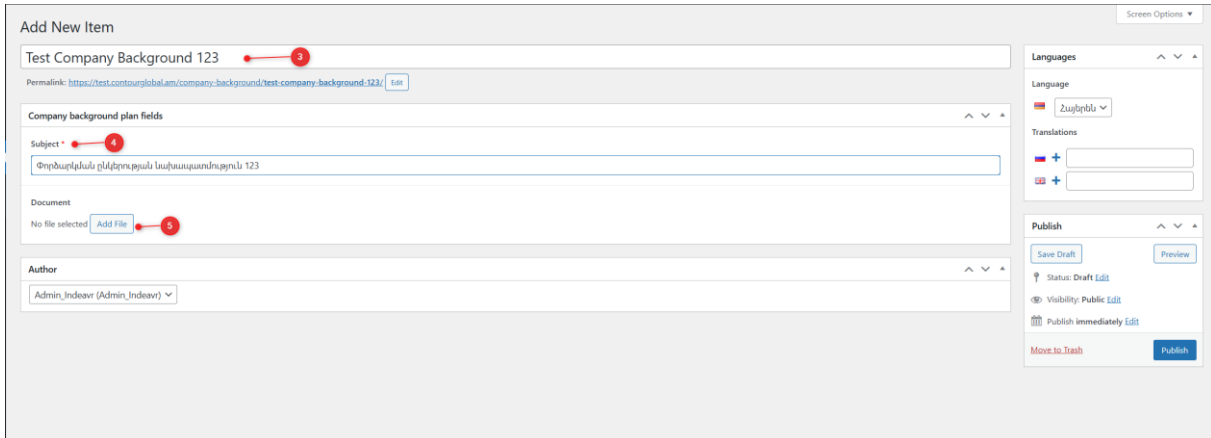
- Navigate to the **Company Background Tab**
- Click **“Add New Item”** button



- Enter **Title** (This will be the name in the CMS)
- Enter **Subject**

5. Click to **Add File**

- Upload a new file(s) by clicking on **Select Files** (you can upload multiple at the same time)
- Choose the desired **File** from the **Media Library** and click **Select**



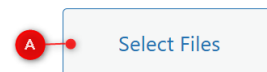
Select File

Upload files

Media Library

Drop files to upload

or



Maximum upload file size: 2 MB.

Select File

Upload files

Media Library

Filter media

All media items

All dates

Search media

SamplePDF-4.pdf

1st_report_missing_daughter_hole_info.mp4

Shlunlp_N01_2025.pdf

SamplePDF-3.pdf

Lorem_ipsum.docx

in

SamplePDF-2.pdf

SamplePDF-1.pdf

SamplePDF.pdf

PP-IP-chang-28-03-25.xlsx

Showing 12 of 12 media items

ATTACHMENT DETAILS

SamplePDF-4.pdf

November 26, 2025

18 KB

Delete permanently

Title

SamplePDF

Caption

Description

File URL:

https://dev.contourglobala

Copy URL to clipboard

Select

6. Click “**Publish**” to publish the **Company Background**
 - a. **Save** it as draft (optional)
 - b. **Preview** before publishing (optional)
 - c. Sets the publish date to today by default or can be changed manually to any given point in the past.

Publish

6

Save Draft

A

B

Preview

Status: Draft

Edit

Visibility: Public

Edit

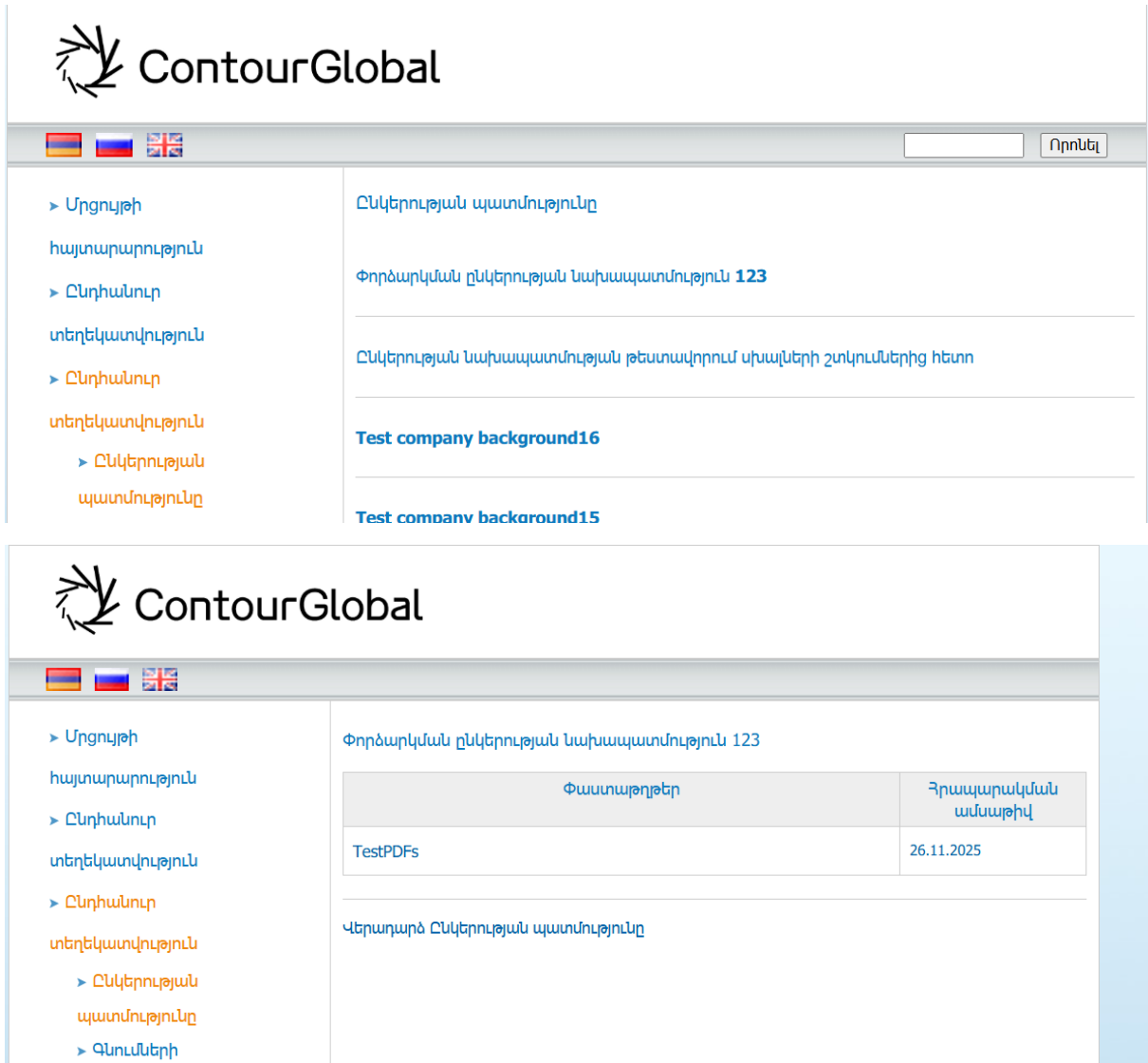
Publish immediately

Edit

C

Publish

Website view:

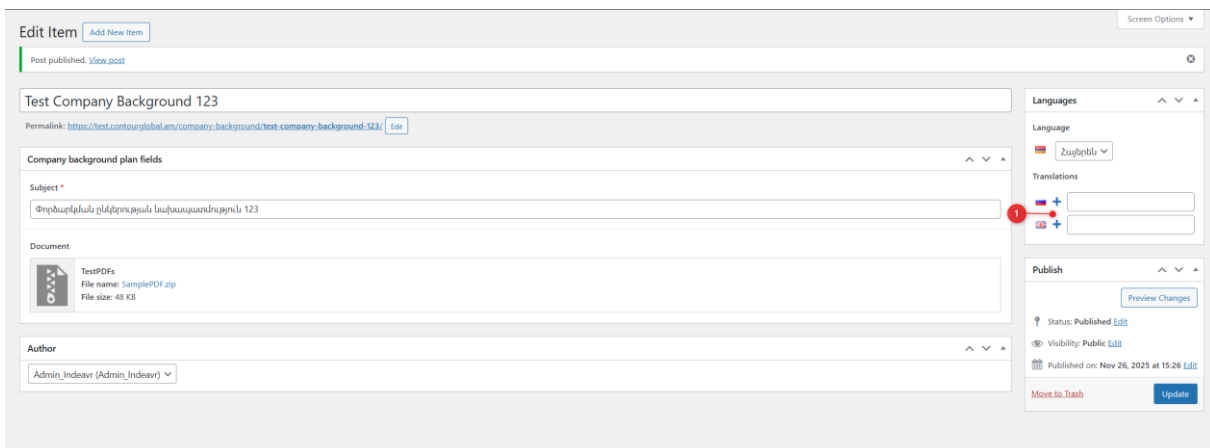


The screenshot shows the ContourGlobal website interface. The header includes the ContourGlobal logo and a language selector with flags for Spanish, Russian, and English. The main content area displays a list of items on the left and a detailed view of a selected item on the right. The selected item is 'Test company background16', which is a 'Company background plan fields' item. The detailed view shows the item's title, a table with columns 'Phiastatjotjotj' and 'Zjraajarajman amajotjotj', and a table with one row containing 'TestPDFs' and '26.11.2025'. Below the table, there is a section for 'Phiastatjotjotj' and a list of items.

Translate a Company Background item

In order to translate a **Company Background**:

1. **Click the +** next to either Flag



The screenshot shows the 'Edit Item' page for 'Test Company Background 123'. The page includes a 'Languages' section with a dropdown menu for 'Language' and a 'Translations' section with a table. A red circle highlights the '+' button next to the flag in the 'Translations' section. The 'Translations' table has columns for 'Language' and 'Translations'. The 'Translations' section also includes a 'Publish' button and a 'Preview Changes' button. The 'Translations' section also includes a 'Status' dropdown menu and a 'Published on' date.

NB!: If there is no translation added to the Company Background, it will not be shown.

2. Add a title (you can add the same title, as it is for the CMS only), swap all the fields with the translations (same logic as when adding procurement plan), click **Publish**

Add New Item

Test Company Background 123

Company background plan fields

Subject *

История тестовой компании 123

Document

TestPDFs
File name: SamplePDF.zip
File size: 48 KB

Author

Admin_Indeavr (Admin_Indeavr)

Screen Options

Languages

Language

Русский

Translations

Test Company Background 12

+

Publish

Save Draft

Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)


Publish immediately [Edit](#)




Move to Trash

Publish

Website view:

RU translation:


ContourGlobal

Поиск

- Тендерные объявления
- План Закупок
- Общая информация
 - О Компании
 - Процедуры закупок
 - Политики компании
- Контакты


Company background




История тестовой компании 123

История тестовой компании после исправления ошибок

Test company background16

Test company background15


ContourGlobal

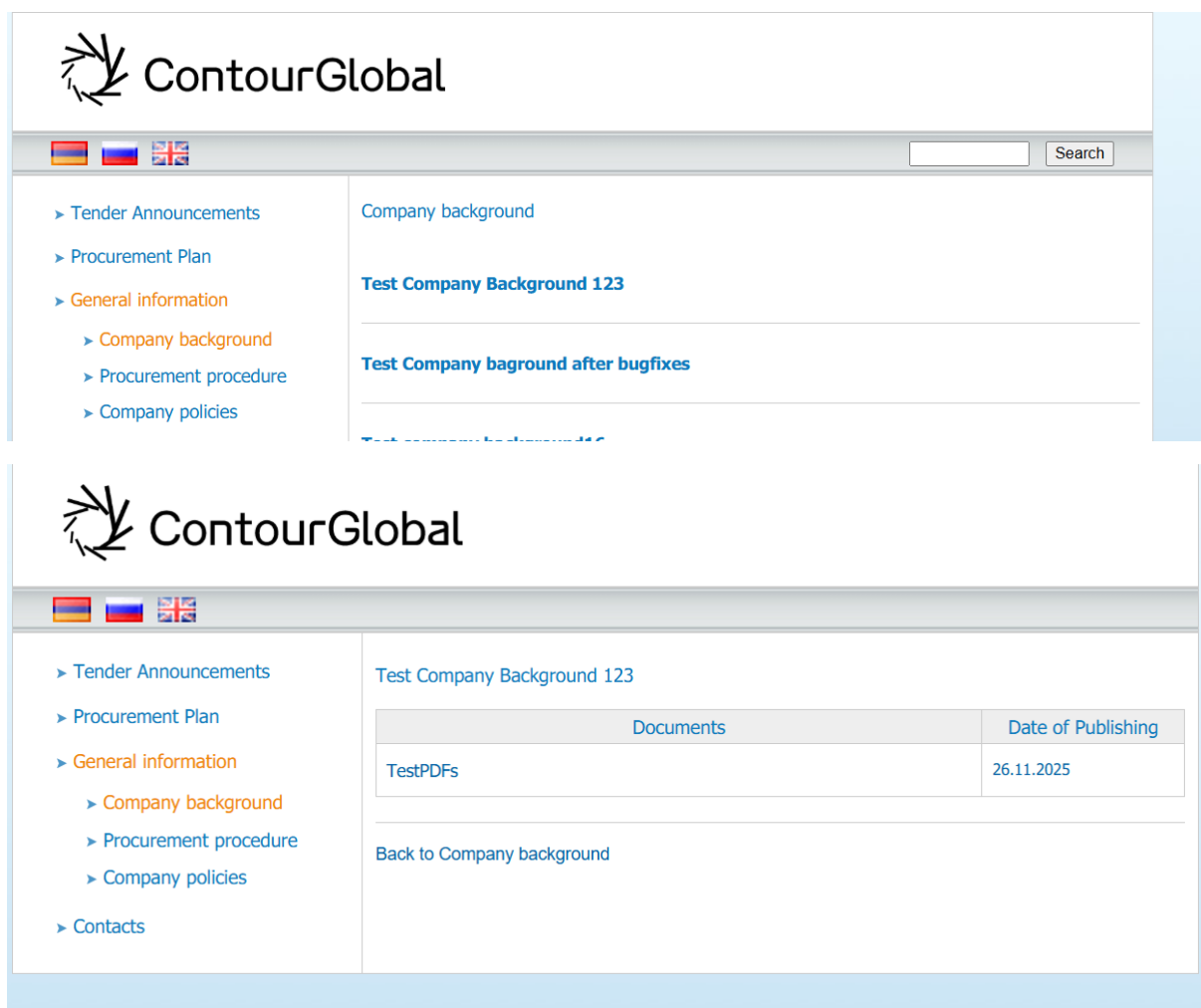
- Тендерные объявления
- План Закупок
- Общая информация
 - О Компании
 - Процедуры закупок
 - Политики компании
- Контакты

История тестовой компании 123

Документы	Дата публикации
TestPDFs	26.11.2025

Назад к Company background

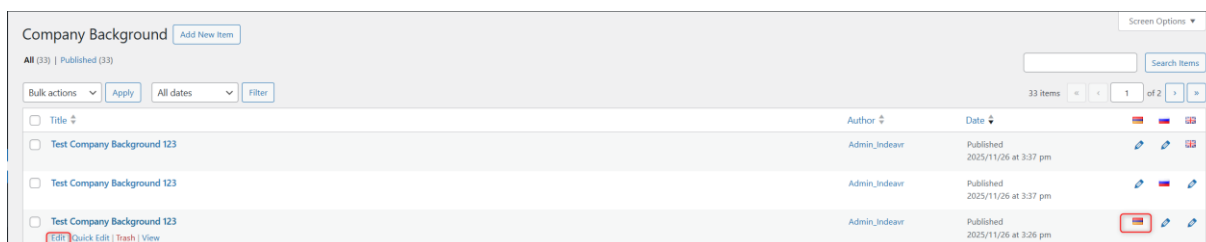
EN translation:



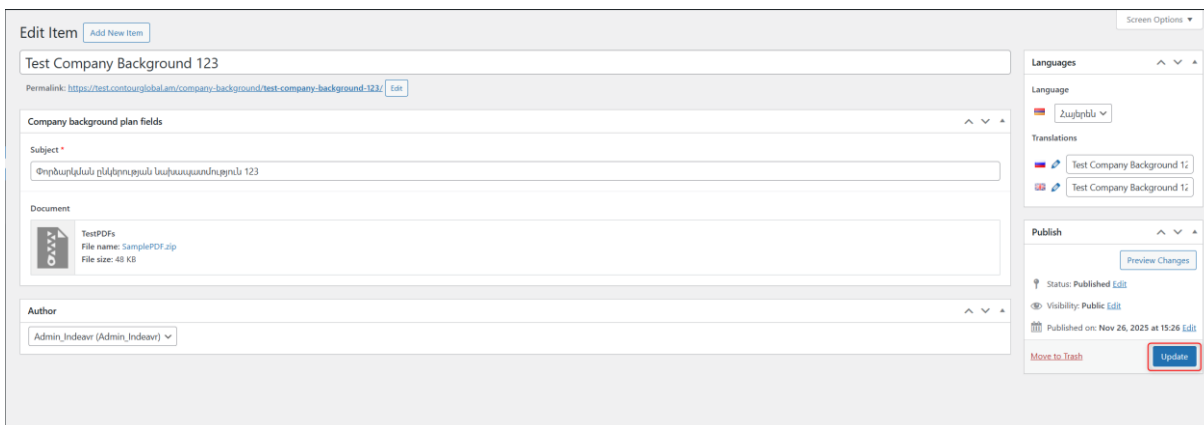
Edit a Company Background item

Once you have added the Company Background item and you want to edit it you can do so by:

1. Hover over the desired Company Background item and click **Edit** or the corresponding language icon



2. Make the necessary adjustments and click Update in order to apply the changes



Edit Item [Add New Item](#)

Test Company Background 123

Permalink: <https://test.contourglobal.am/company-background/test-company-background-123/> [Edit](#)

Company background plan fields

Subject *

Փորձարկման ընկերության նախապատկեր 123

Document

TestPDFs
File name: SamplePDF.zip
File size: 48 KB

Author

Admin_Indeavr (Admin_Indeavr)

Languages

Language

Հայերեն

Translations

Test Company Background 1:

Test Company Background 12

Publish

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Nov 26, 2025 at 15:26 [Edit](#)

[Move to Trash](#) [Update](#)

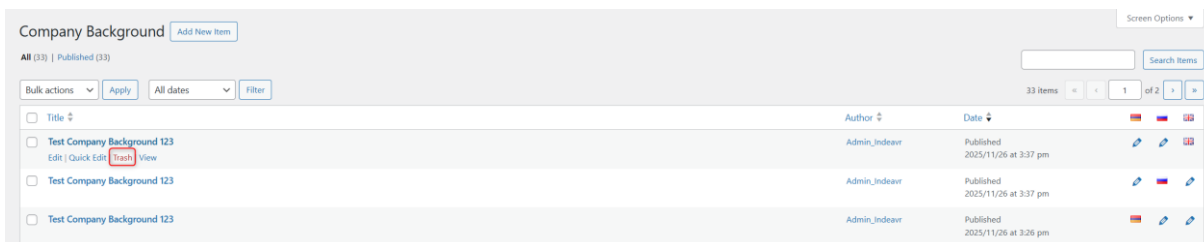
3. Repeat for the other two languages if needed.

Delete a Company Background item

In order to delete a Company Background item you would need to first move it to the Trash folder.

To do that:

1. You can hover over the desired Company Background item and click **“Trash”**



Company Background [Add New Item](#)

All (33) | Published (33)

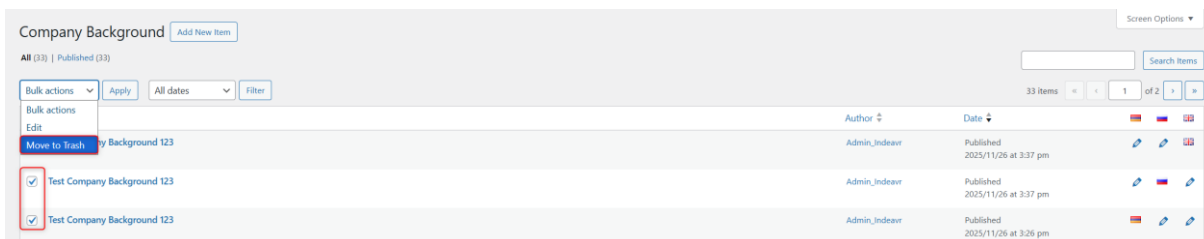
Bulk actions [Apply](#) All dates [Filter](#)

33 items 1 of 2

<input type="checkbox"/>	Title	Author	Date	
<input type="checkbox"/>	Test Company Background 123 Edit Quick Edit Trash View	Admin_Indeavr	Published 2025/11/26 at 3:37 pm	Edit View Trash
<input type="checkbox"/>	Test Company Background 123	Admin_Indeavr	Published 2025/11/26 at 3:37 pm	Edit View Trash
<input type="checkbox"/>	Test Company Background 123	Admin_Indeavr	Published 2025/11/26 at 3:26 pm	Edit View Trash

NB!: This will only delete the Translation you have selected.

2. You can select multiple translations at the same time, choose **Move to Trash** from the dropdown menu and click **Apply** in order to delete several Company Background item at the same time.



Company Background [Add New Item](#)

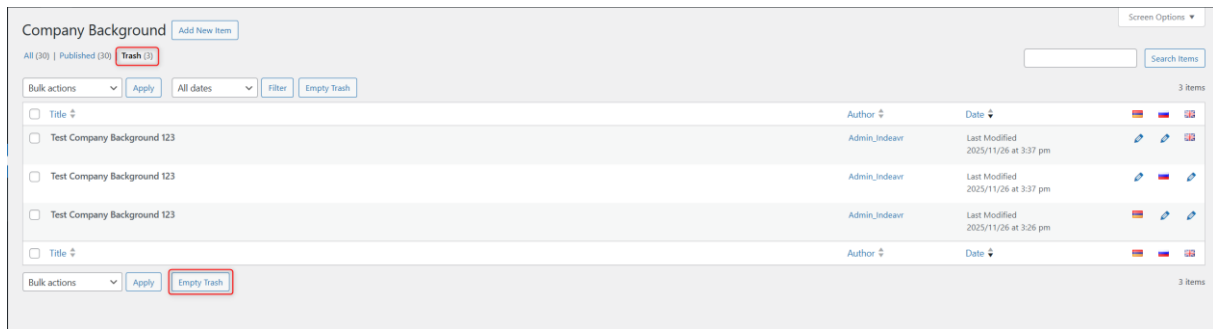
All (33) | Published (33)

Bulk actions [Apply](#) All dates [Filter](#)

33 items 1 of 2

<input type="checkbox"/>	Title	Author	Date	
<input checked="" type="checkbox"/>	Test Company Background 123 Edit Quick Edit Trash View	Admin_Indeavr	Published 2025/11/26 at 3:37 pm	Edit View Trash
<input checked="" type="checkbox"/>	Test Company Background 123	Admin_Indeavr	Published 2025/11/26 at 3:37 pm	Edit View Trash
<input type="checkbox"/>	Test Company Background 123	Admin_Indeavr	Published 2025/11/26 at 3:26 pm	Edit View Trash

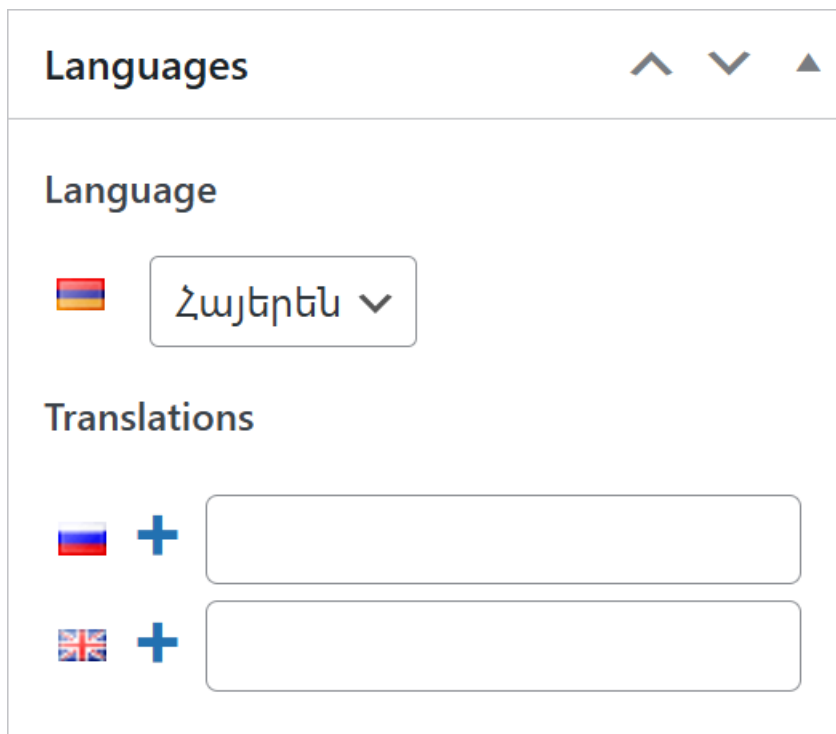
3. In order to delete a Company Background item permanently click **Trash**, and within the Trash Folder click **Empty Trash**. Optionally, you can delete them one by one.



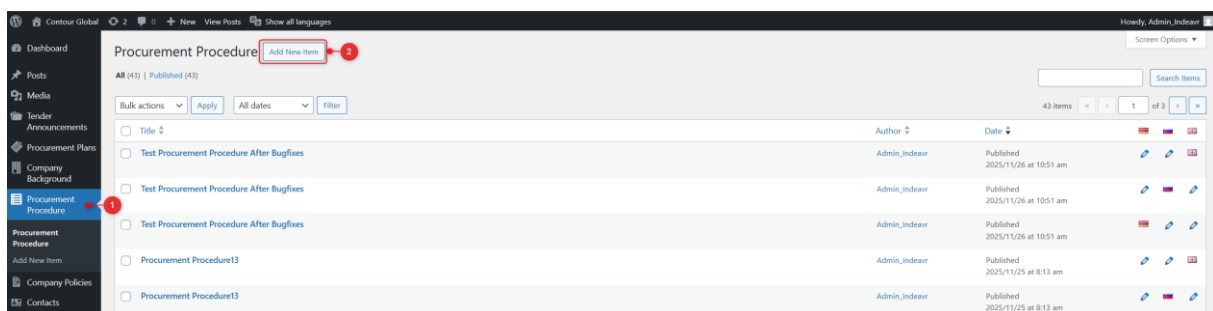
Procurement Procedure

Add a Procurement Procedure item

The creation of new Procurement Procedure item is available in the **Procurement Procedure tab**. The default translation is in Armenian.



1. Navigate to the **Procurement Procedure tab**
2. Click **“Add New Item”** button

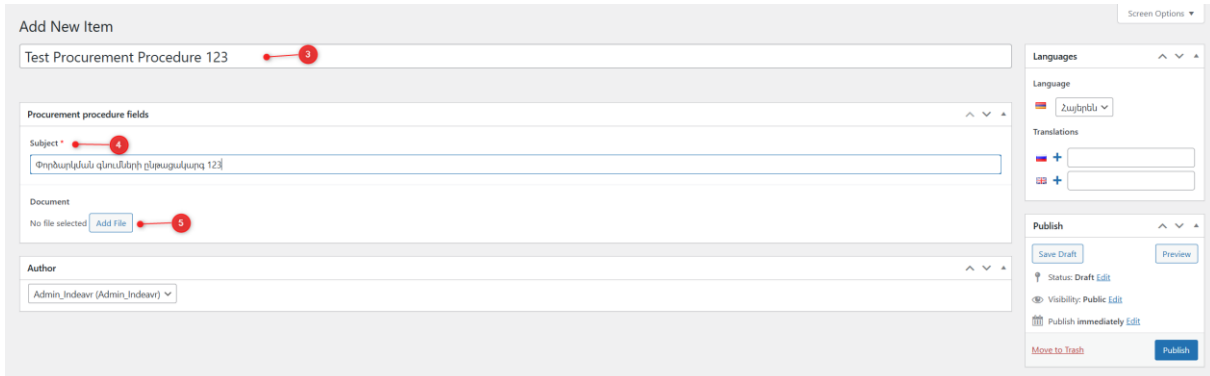


3. Enter **Title** (This will be the name in the CMS)

4. Enter **Subject**

5. Click to **Add File**

- c. Upload a new file(s) by clicking on **Select Files** (you can upload multiple at the same time)
- d. Choose the desired **File** from the **Media Library** and click **Select**

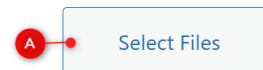


Select File

Upload files Media Library

Drop files to upload

or



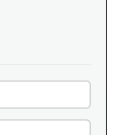
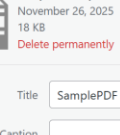
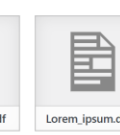
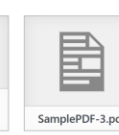
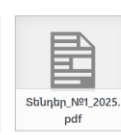
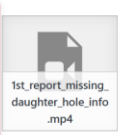
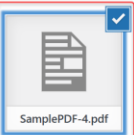
Maximum upload file size: 2 MB.

Select File

Upload files Media Library

Filter media

All media items All dates



Showing 12 of 12 media items

ATTACHMENT DETAILS

SamplePDF-4.pdf
November 26, 2025
18 KB
[Delete permanently](#)

Title SamplePDF

Caption

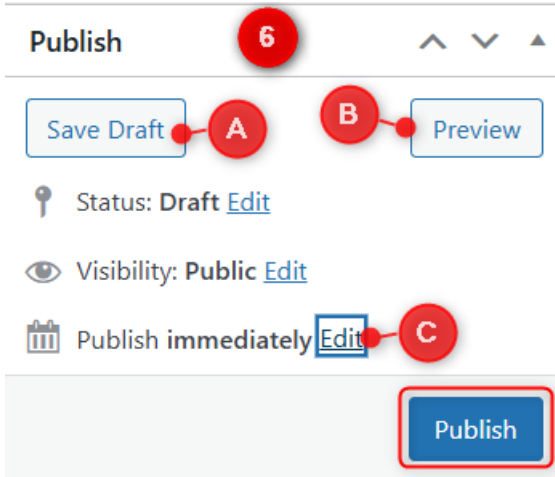
Description

File URL: <https://dev.contourglobal.a>

[Copy URL to clipboard](#)

[Select](#)

6. Click “**Publish**” to publish the **Procurement Procedure item**
 - d. **Save** it as draft (optional)
 - e. **Preview** before publishing (optional)
 - f. Sets the publish date to today by default or can be changed manually to any given point in the past.



Publish 6

Save Draft A Preview B

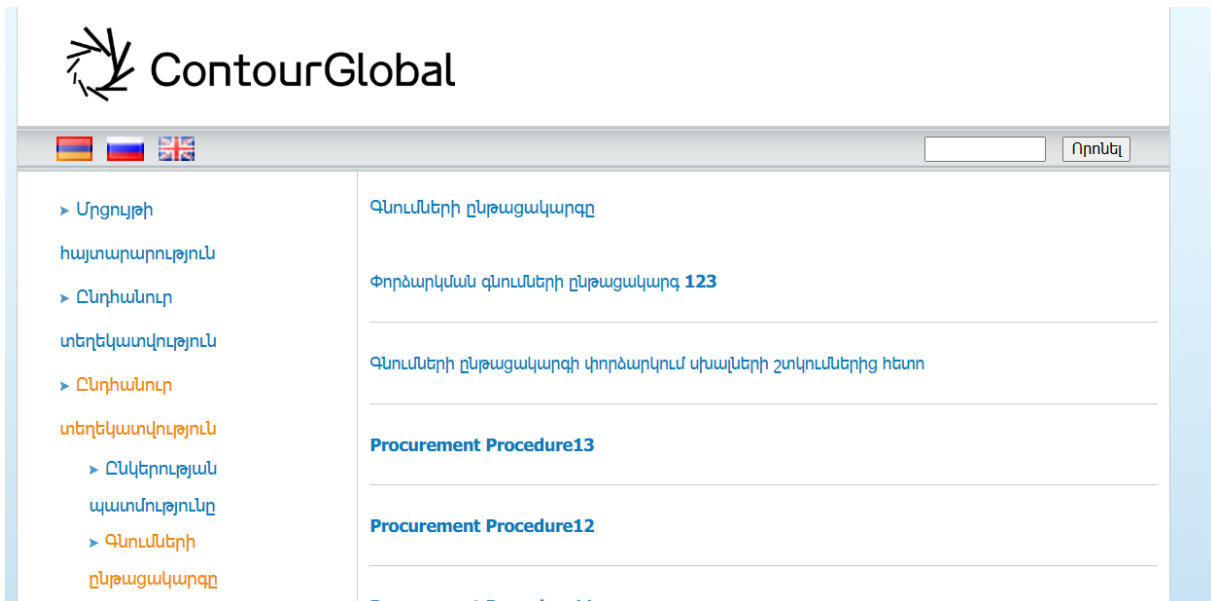
Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit C

Publish

Website view:



ContourGlobal

Մրցույթի հայտարարություն

Ընդհանուր տեղեկատվություն

Ընդհանուր տեղեկատվության Ընկերության պատմությունը

Գնումների ընթացակարգը

Գնումների ընթացակարգը

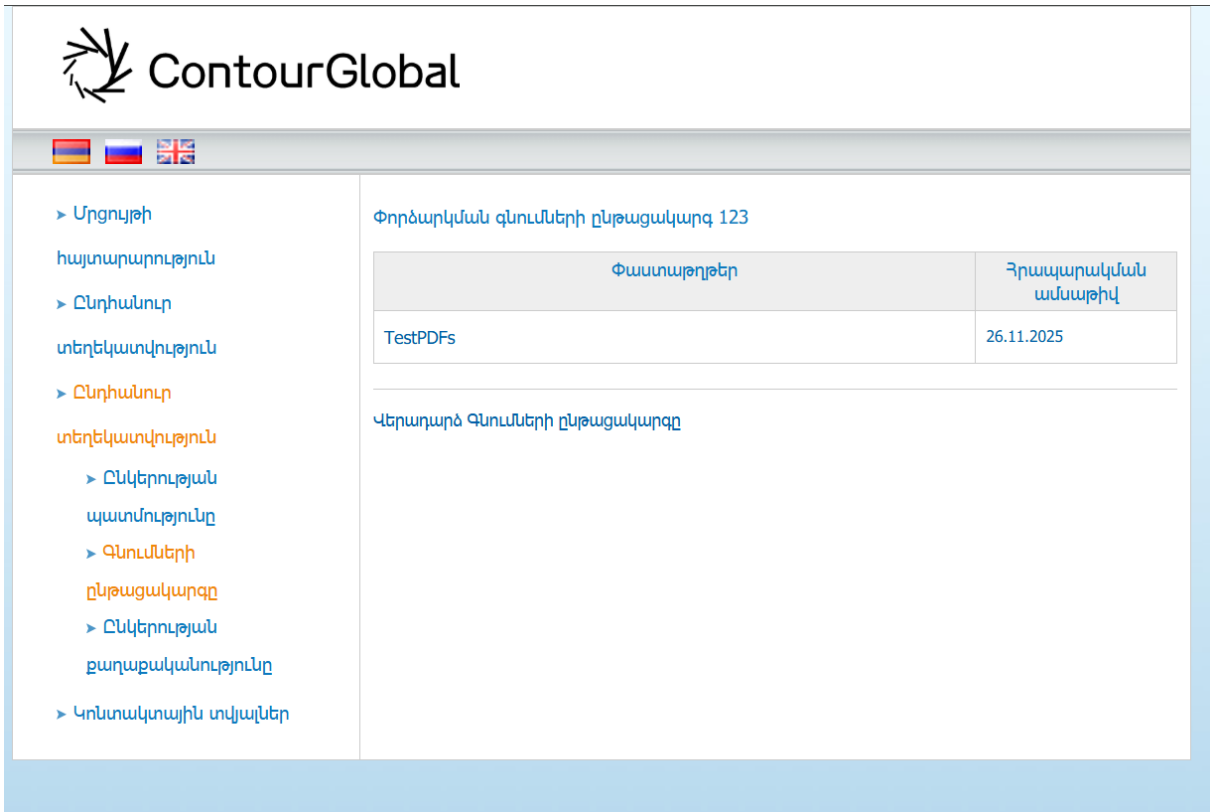
Փորձարկման գնումների ընթացակարգ 123

Գնումների ընթացակարգի փորձարկում սխալների շտկումներից հետո

Procurement Procedure13

Procurement Procedure12

Procurement Procedure11



The screenshot shows the ContourGlobal website interface. The sidebar on the left contains a menu with the following items:

- Սրբոյթի հայտարարություն
- Ընդհանուր տեղեկատվություն
- Ընդհանուր տեղեկատվություն
 - Ընկերության պատմությունը
 - Գնումների ընթացակարգը
 - Ընկերության քաղաքականությունը
 - Կոնտակտային տվյալներ

The main content area displays the title "Փորձարկման գնումների ընթացակարգ 123" and a table with the following data:

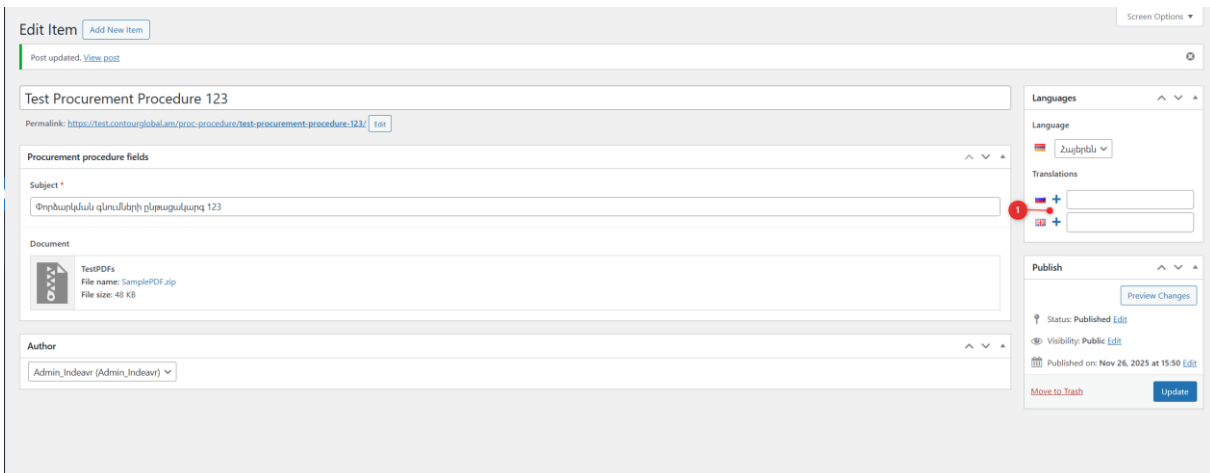
Փաստաթղթեր	Հրապարակման ամսաթիվ
TestPDFs	26.11.2025

Below the table, the text "Վերադարձ Գնումների ընթացակարգը" is visible.

Translate a Procurement Procedure item

In order to translate a **Procurement Procedure** item:

1. **Click the +** next to either Flag




The screenshot shows the "Edit Item" form for a "Test Procurement Procedure 123". The form includes the following sections:

- Test Procurement Procedure 123**: Title and permalink.
- Procurement procedure fields**:
 - Subject**: Փորձարկման գնումների ընթացակարգ 123
 - Document**: TestPDFs, File name: SamplePDF.zip, File size: 49 KB
 - Author**: Admin_Indeavor (Admin_Indeavor)
- Languages**:
 - Language**: Հայերեն
 - Translations**: A table with a red circle and a plus sign next to the "Add" button.
- Publish**:
 - Status**: Published
 - Visibility**: Public
 - Published on**: Nov 26, 2025 at 15:50
 - Buttons**: Move to Trash, Update, Preview Changes




NB!: If there is no translation added to the **Procurement Procedure**, it will not be shown.

2. Add a title (you can add the same title, as it is for the CMS only), swap all the fields with the translations (same logic as when adding procurement procedure item), click **Publish**

RU translation:



ContourGlobal



► Тендерные объявления

► План Закупок

► **Общая информация**

► О Компании

► **Процедуры закупок**

► Политики компании

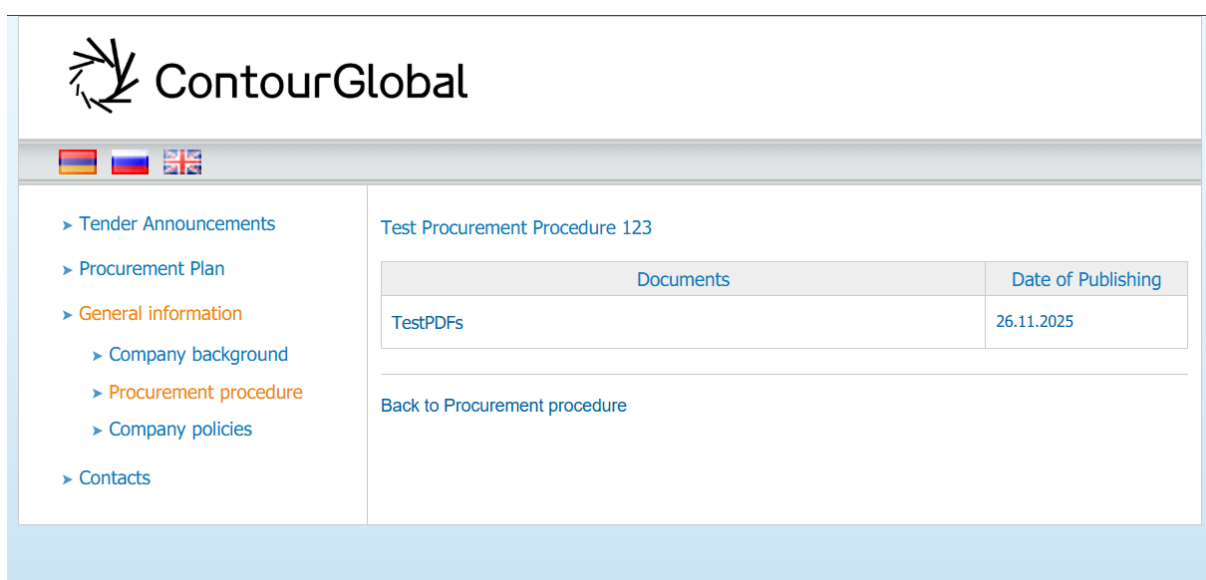
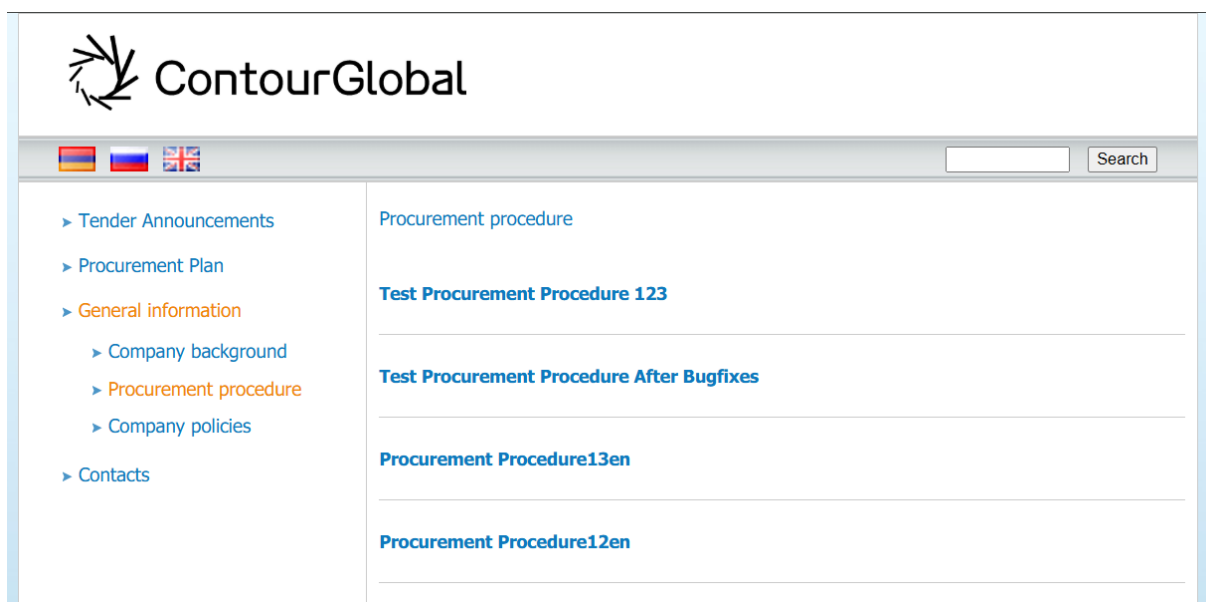
► Контакты

Процедура проведения испытаний 123

Документы	Дата публикации
TestPDFs	26.11.2025

[Назад к Процедуры закупок](#)

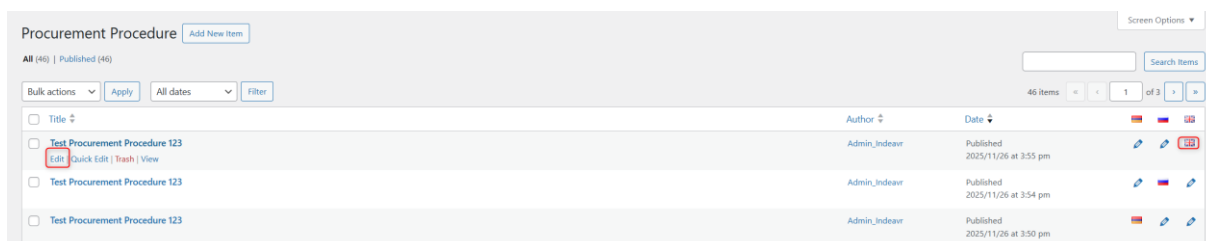
EN translation:



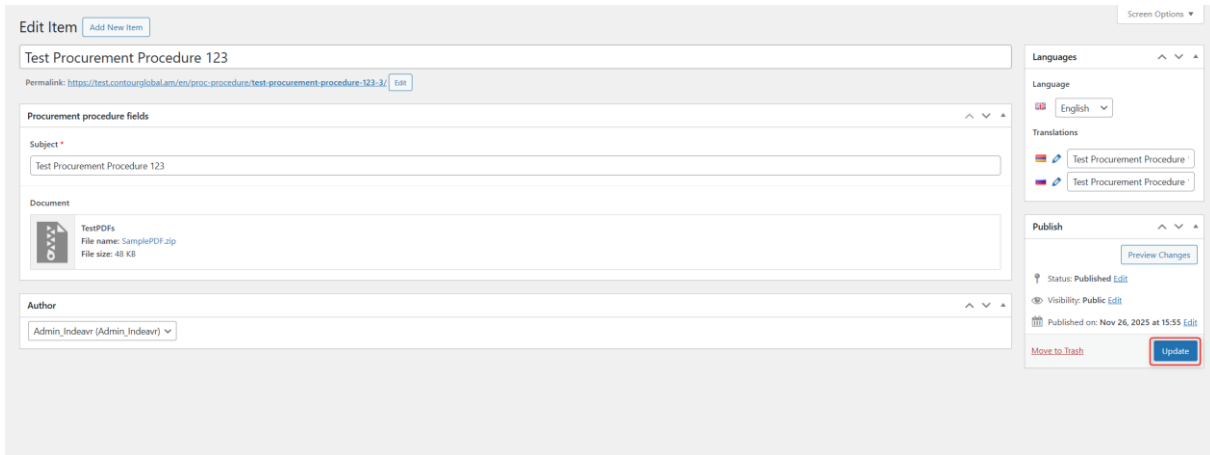
Edit a Procurement Procedure item

Once you have added the Procurement Procedure item and you want to edit it you can do so by:

1. Hover over the desired **Procurement Procedure item** and click **Edit** or the corresponding language icon



2. Make the necessary adjustments and click Update in order to apply the changes



4. Repeat for the other two languages if needed.

Delete a Procurement Procedure item

In order to delete a Procurement Procedure item you would need to first move it to the Trash folder.

To do that:

4. You can hover over the desired Procurement Procedure item and click “**Trash**”



<input type="checkbox"/>	Title	Author	Date	Actions
<input type="checkbox"/>	Test Procurement Procedure 123	Admin_Indeavr	Published 2025/11/26 at 3:55 pm	Edit Quick Edit Trash View
<input type="checkbox"/>	Test Procurement Procedure 123	Admin_Indeavr	Published 2025/11/26 at 3:54 pm	Edit Quick Edit Trash View
<input type="checkbox"/>	Test Procurement Procedure 123	Admin_Indeavr	Published 2025/11/26 at 3:50 pm	Edit Quick Edit Trash View

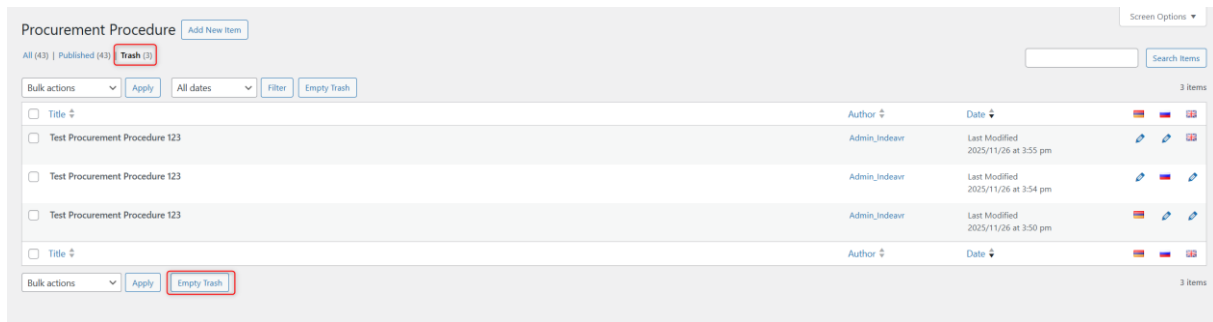
NB!: This will only delete the Translation you have selected.

5. You can select multiple translations at the same time, choose **Move to Trash** from the dropdown menu and click **Apply** in order to delete several Procurement Procedure item at the same time.



<input type="checkbox"/>	Title	Author	Date	Actions
<input checked="" type="checkbox"/>	Test Procurement Procedure 123	Admin_Indeavr	Published 2025/11/26 at 3:55 pm	Edit Quick Edit Trash View
<input checked="" type="checkbox"/>	Test Procurement Procedure 123	Admin_Indeavr	Published 2025/11/26 at 3:54 pm	Edit Quick Edit Trash View
<input type="checkbox"/>	Test Procurement Procedure After Bugfixes	Admin_Indeavr	Published 2025/11/26 at 3:50 pm	Edit Quick Edit Trash View

6. In order to delete a Procurement Procedure item permanently click **Trash**, and within the Trash Folder click **Empty Trash**. Optionally, you can delete them one by one.




Company Policies

Add a Company policy item

The creation of new Company policy item is available in the **Company Policies tab**. The default translation is in Armenian.


Languages

Language




Հայերեն ▼

Translations



+

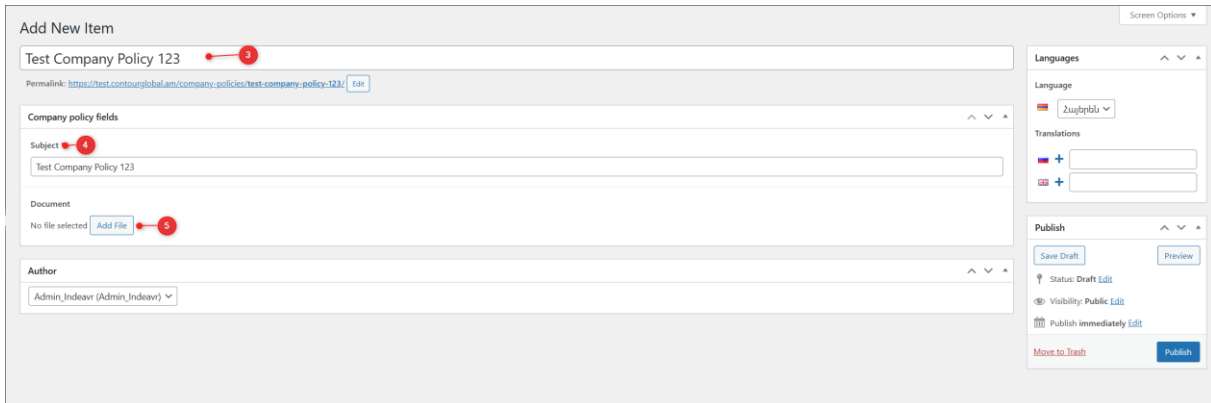


+

1. Navigate to the **Company Policies tab**
2. Click **“Add New Item”** button



3. Enter **Title** (This will be the name in the CMS)
4. Enter **Subject**
5. Click to **Add File**
 - a. Upload a new file(s) by clicking on **Select Files** (you can upload multiple at the same time)
 - b. Choose the desired **File** from the **Media Library** and click **Select**

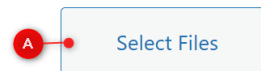


Select File

Upload files Media Library

Drop files to upload

or



Maximum upload file size: 2 MB.

Select File

Upload files

Media Library

Filter media

All media items

All dates

Search media

SamplePDF-4.pdf

1st_report_missing_daughter_hole_info.mp4

Sblunlp_N01_2025.pdf

SamplePDF-3.pdf

Lorem_ipsum.docx

in

SamplePDF-2.pdf

SamplePDF-1.pdf

SamplePDF.pdf

PP-IP-chang-28-03-25.xlsx

Showing 12 of 12 media items

ATTACHMENT DETAILS

SamplePDF-4.pdf

November 26, 2025

18 KB

Delete permanently

Title

SamplePDF

Caption

Description

File URL:

https://dev.contourglobala

Copy URL to clipboard

Select

6. Click “**Publish**” to publish the **Procurement Procedure** item
 - a. **Save** it as draft (optional)
 - b. **Preview** before publishing (optional)
 - c. Sets the publish date to today by default or can be changed manually to any given point in the past.

Publish

6

Save Draft

A

B

Preview

Status: Draft

Edit

Visibility: Public

Edit


Publish immediately




Edit

C

Publish

Website view:

 ContourGlobal

> Մրցույթի
 հայտարարություն

> Ընդհանուր
 տեղեկատվություն

> Ընդհանուր
 տեղեկատվություն

> Ընկերության
 պատմությունը

> Գնումների
 ընթացակարգը

> Ընկերության
 քաղաքականությունը

> Կոնտակտային տվյալներ


Ընկերության քաղաքականությունը




Ընկերության քաղաքականության փորձարկում 123

Ընկերության քաղաքականության ստուգում սխալների շտկումներից հետո

Փորձարկեք ընկերության քաղաքականությունը 2

Փորձարկեք ընկերության քաղաքականությունը

 ContourGlobal

> Մրցույթի
 հայտարարություն

> Ընդհանուր
 տեղեկատվություն

> Ընդհանուր
 տեղեկատվություն

> Ընկերության
 պատմությունը

> Գնումների
 ընթացակարգը

> Ընկերության
 քաղաքականությունը

> Կոնտակտային տվյալներ

Ընկերության քաղաքականության փորձարկում 123


Փաստաթղթեր	Հրապարակման ամսաթիվ
TestPDFs	26.11.2025

Վերադարձ Ընկերության քաղաքականությունը

Translate a Company policy item

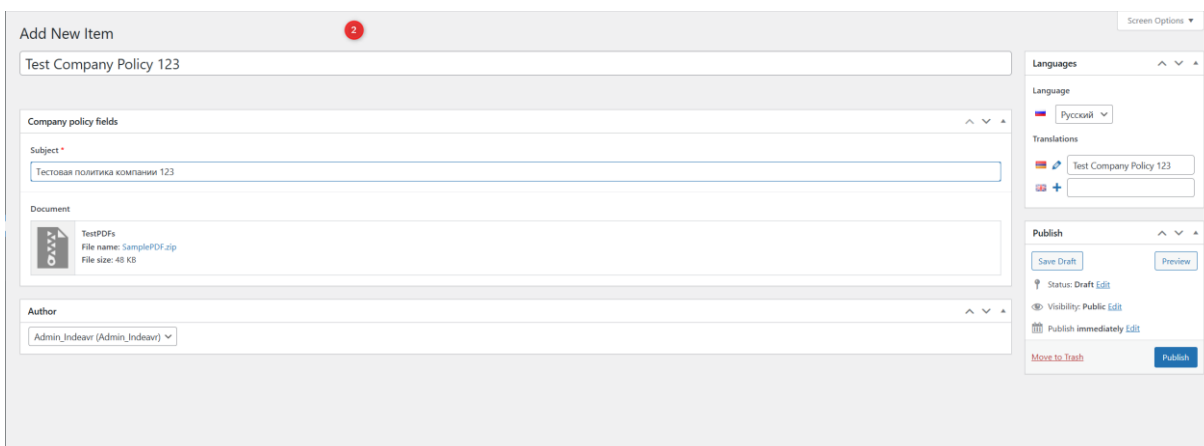
In order to translate a Company policy item:

1. **Click** the + next to either Flag



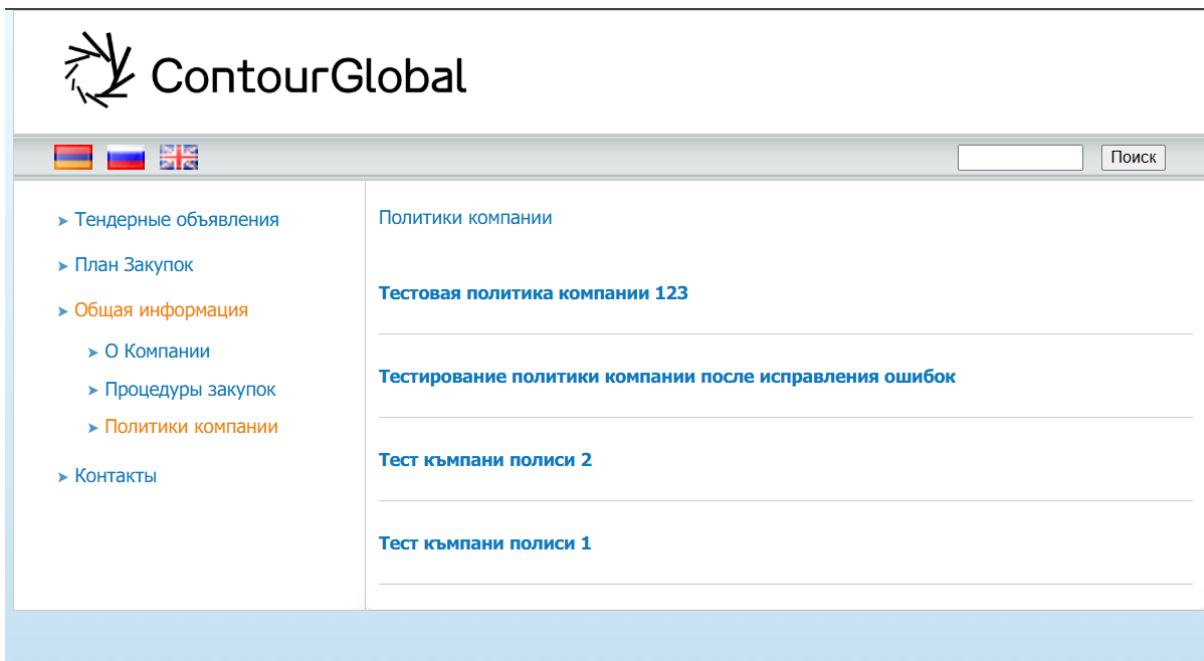
NB!: If there is no translation added to the Company policy, it will not be visible.


2. Add a title (you can add the same title, as it is for the CMS only), swap all the fields with the translations (same logic as when adding company policy item), click **Publish**






Website view:

RU translation:



 ContourGlobal


- Тендерные объявления
- План Закупок
- Общая информация
 - О Компании
 - Процедуры закупок
 - Политики компании
- Контакты




Тестовая политика компании 123

Документы	Дата публикации
TestPDFs	26.11.2025

Назад к Политики компании

EN translation:

 ContourGlobal

- Tender Announcements
- Procurement Plan
- General information
 - Company background
 - Procurement procedure
 - Company policies
- Contacts


Company policies




Test Company Policy 123

Test company policy after bugfixes

Test company policy 2

Test company policy 1

 ContourGlobal

- Tender Announcements
- Procurement Plan
- General information
 - Company background
 - Procurement procedure
 - Company policies
- Contacts

Test Company Policy 123

Documents	Date of Publishing
TestPDFs	26.11.2025

Back to Company policies

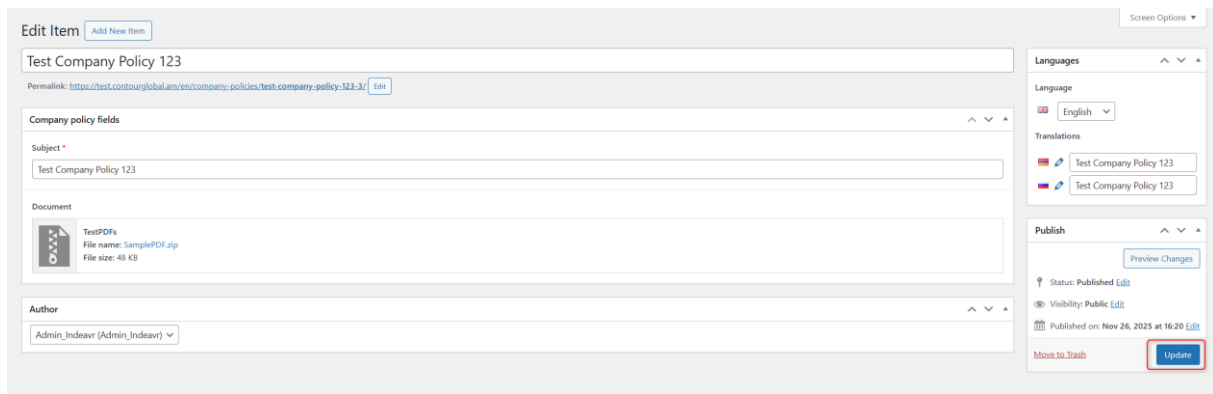
Edit a Company policy item

Once you have added the Company policy item and you want to edit it you can do so by:

1. Hover over the desired **Company policy item** and click **Edit** or the corresponding language icon



2. Make the necessary adjustments and click Update in order to apply the changes



5. Repeat for the other two languages if needed.

Delete a Company policy item

In order to delete a Company policy item you would need to first move it to the Trash folder.

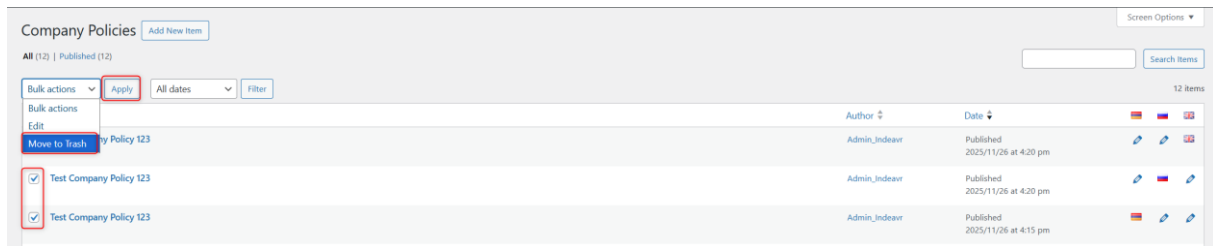
To do that:

7. You can hover over the desired Company policy item and click “**Trash**”



NB!: This will only delete the Translation you have selected.

8. You can select multiple translations at the same time, choose **Move to Trash** from the dropdown menu and click **Apply** in order to delete several **Company policy items** at the same time.



- In order to delete a **Company policy item** permanently click **Trash**, and within the Trash Folder click **Empty Trash**. Optionally, you can delete them one by one.




Contacts

Add a Contact

The creation of new Contact is available in the **Contacts tab**. The default translation is in Armenian. /The contacts page is going to be already added; this is to serve only in case it is missing. This is only to highlight how to create it. You can edit the existing one. /


Languages

Language




Հայերեն ▼

Translations



+

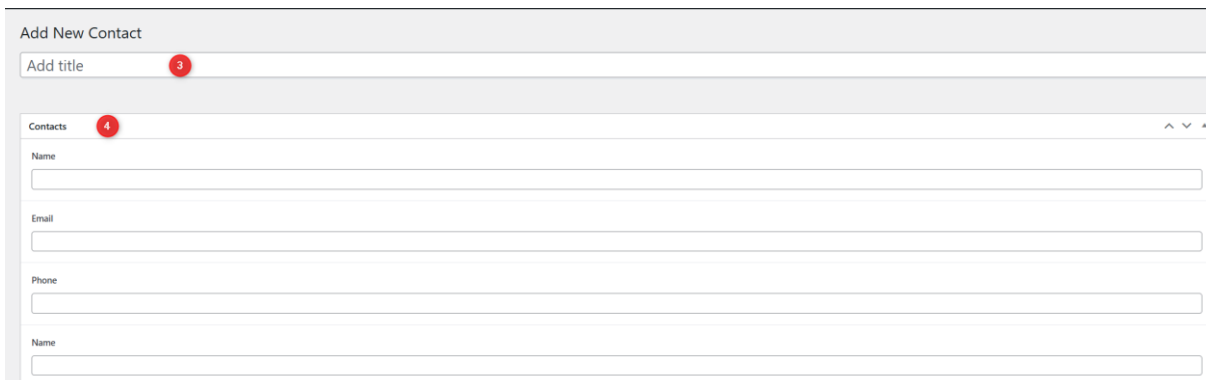


+

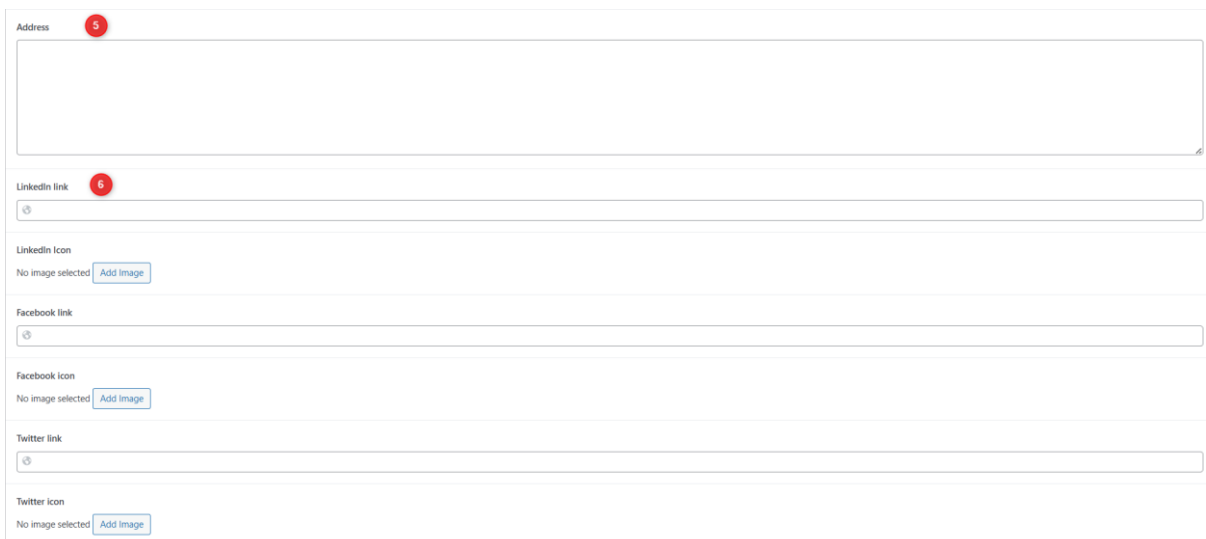
- Navigate to the **Contacts tab**
- Click **“Add New Contact”** button



3. Enter **Title** (This will be the name in the CMS)
4. Enter **Name, Email and Phone** (you can add up to 3 contacts)




5. Enter **Address**
6. Add **Social Links and Icons** as needed





7. Click **“Publish”** to publish the **Contacts** page
 - a. **Save** it as draft (optional)
 - b. **Preview** before publishing (optional)
 - c. Sets the publish date to today by default or can be changed manually to any given point in the past.

Publish 7 ^ v ▲

Save Draft A B Preview


 Status: **Draft** [Edit](#)




 Visibility: **Public** [Edit](#)




 Publish immediately Edit C

Publish

Website view:

 ContourGlobal

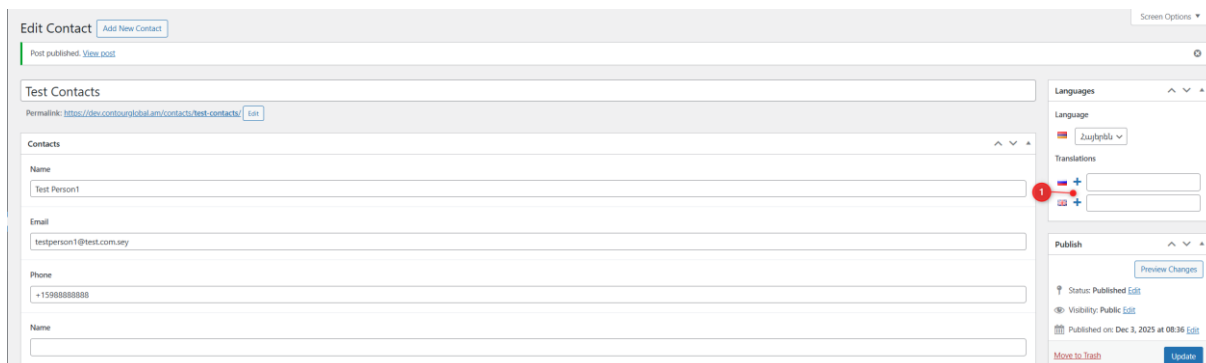




	ԿՈՆՏԱԿՏԱՅԻՆ ՏՎՅԱԼՆԵՐ
<ul style="list-style-type: none"> > Մրցույթի հայտարարություն > Գնումների պլան > Ընդհանուր տեղեկատվություն <li style="color: orange;">> Կոնտակտային տվյալներ 	<p>Name: Test Person1</p> <p>Email: testperson1@test.com.sey</p> <p>Phone Number: +15588888888</p>
	<p>Name: Test Person2</p> <p>Email: testperson2@test.com.sey</p> <p>Phone Number: +15588888887</p>
	<p>Name: Test Person3</p> <p>Email: testperson3@test.com.sey</p> <p>Phone Number: +15588888886</p>
	<p>Address: Test City, Test Street 35</p>
	<div style="display: flex; align-items: center;">    </div>

Translate a Contact

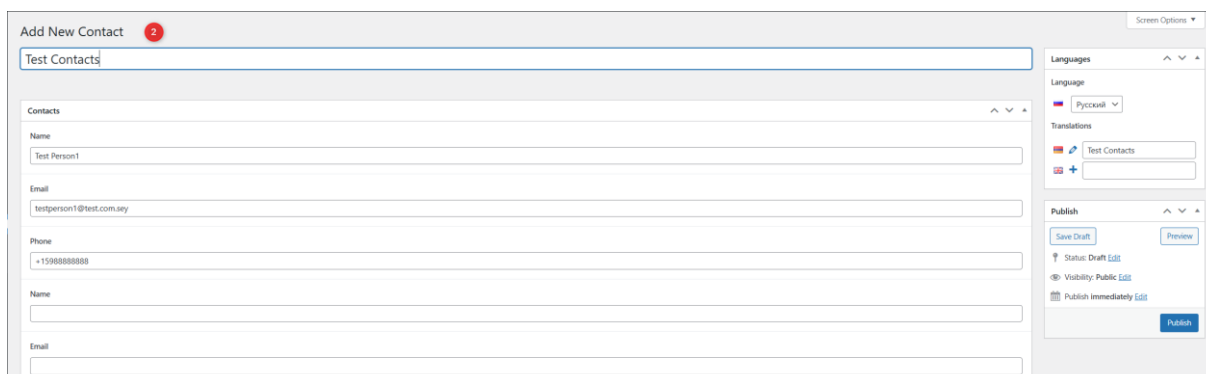
In order to translate a **Contacts** page:

1. **Click** the + next to either Flag



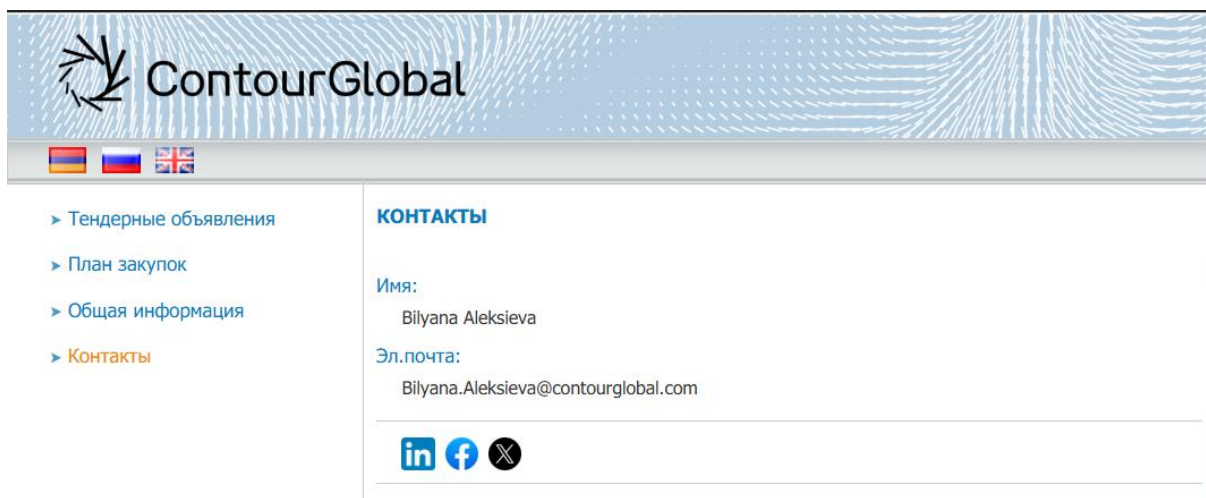
NB!: If there is no translation added to the Company policy, it will not be visible.

2. Add a title (you can add the same title, as it is for the CMS only), swap all the fields with the translations (same logic as when adding company policy item), click **Publish**

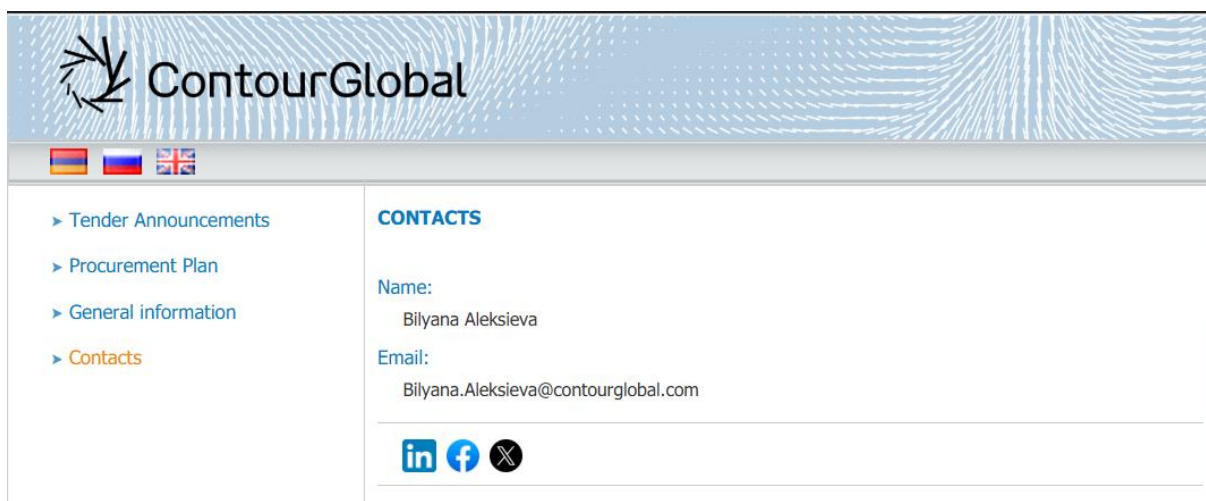


Website view:

RU translation:



EN translation:



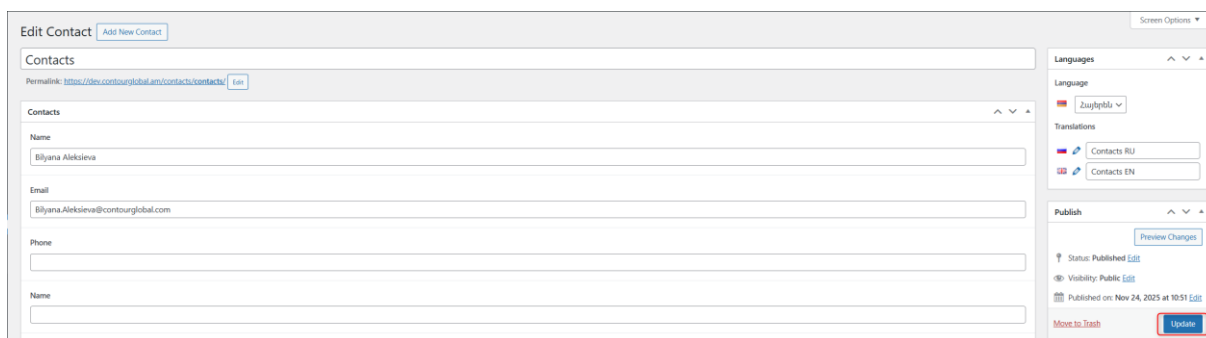
Edit a Contact

Once you have added the Contact page and you want to edit it you can do so by:

1. Hover over the desired **Contacts page** and click **Edit** or the corresponding language icon



2. Make the necessary adjustments and click Update in order to apply the changes

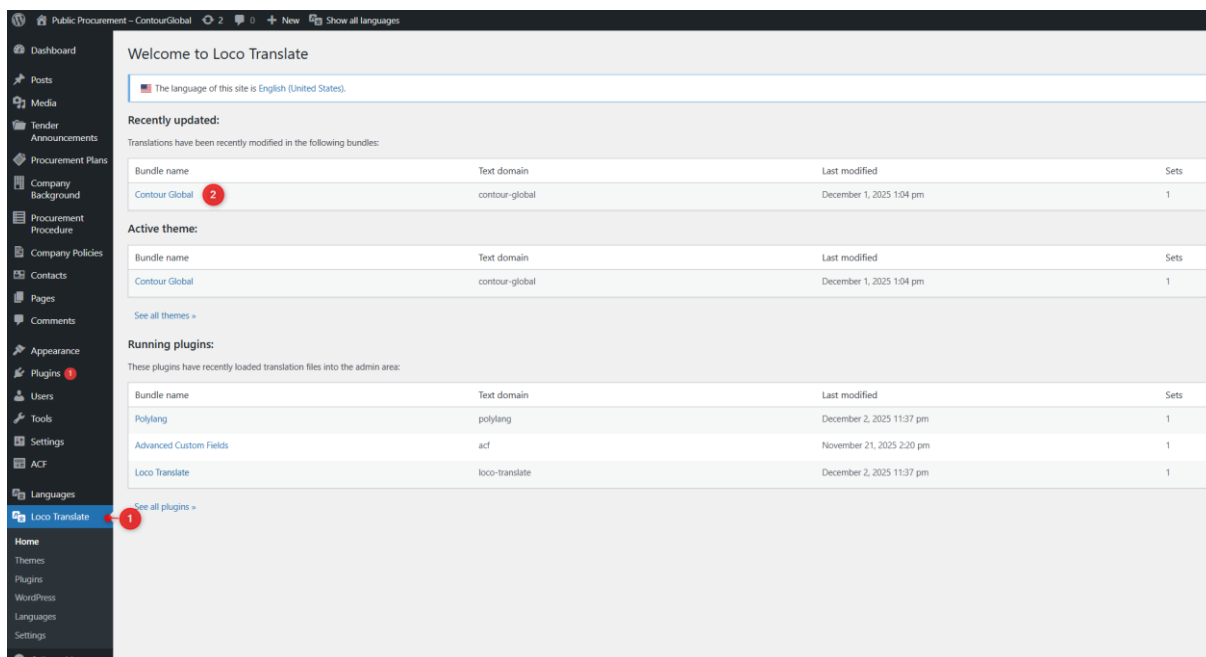


3. Repeat for the other two languages if needed.

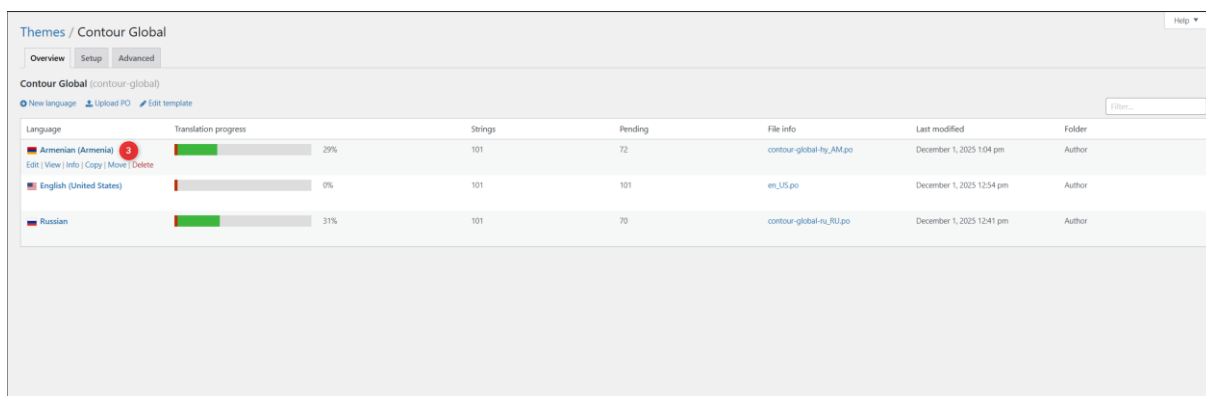
Translation of terms

In order to translate a term on the page you need to:

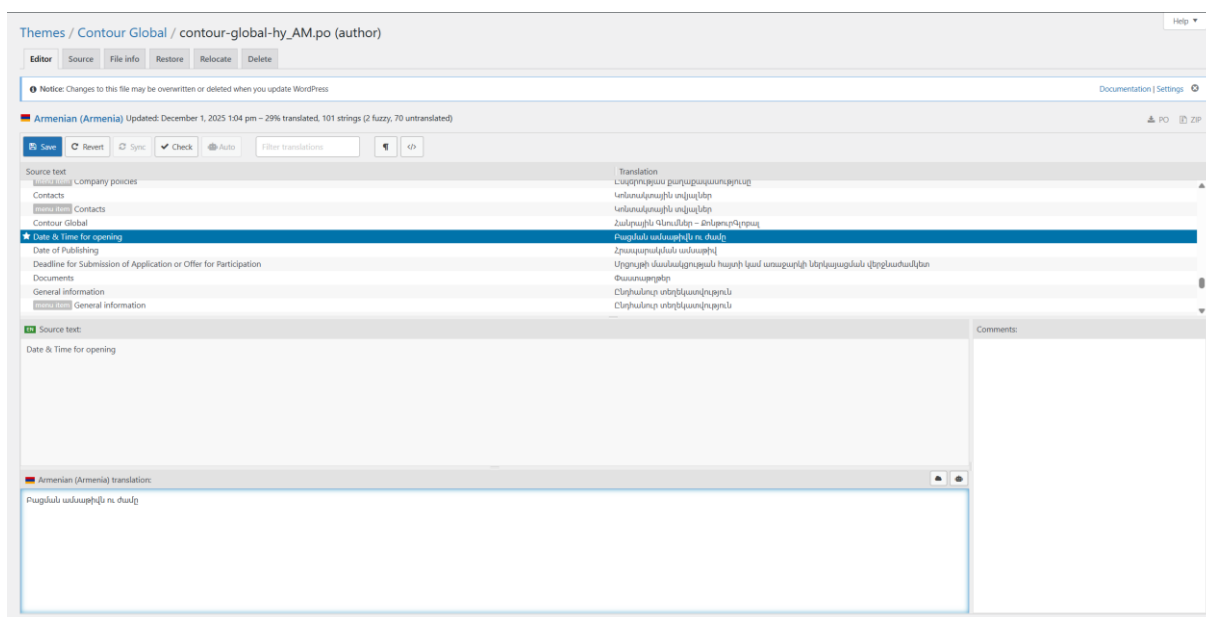
1. Go to **Loco Translate**
2. Click “**Contour Global**”



3. Click on the desired language



4. Find the desired term add the translation in the bottom field. **Click Save.**

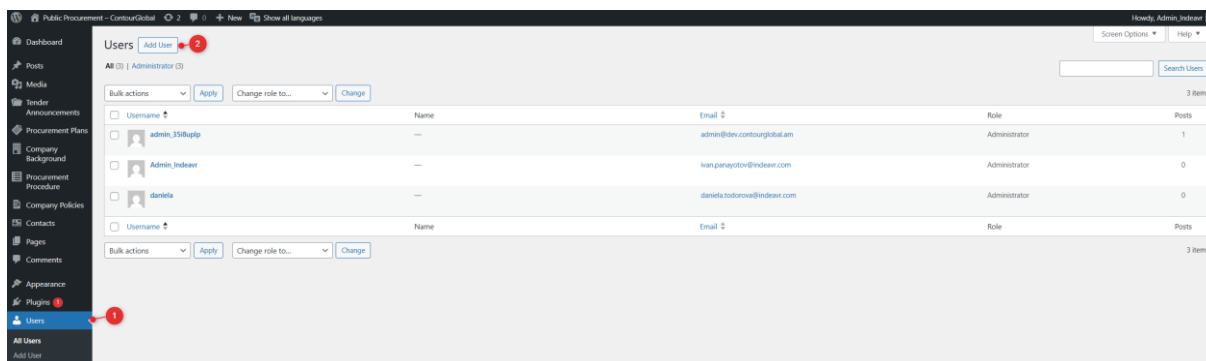


Note: Some terms are internal within the CMS, so be careful when translating and always check on the front page if you have translated the desired term.

Adding new users

To add new administrators go to:

1. Click **Users**
2. Click **Add user**



3. Fill the **required fields**
4. If you want to send a notification for the created account tick the option “**Send User Notification**”
5. From the **Role** dropdown pick **Administrator**
6. Click **Add User**

Add User

Create a brand new user and add them to this site.


Username (required)

Email (required)

First Name 3

Last Name

Website

Language 

Password

☐ Send User Notification 4 ☒ Send the new user an email about their account

Role 5

6

- Translator
- Subscriber
- Contributor
- Author
- Editor
- Administrator**

Others

Permalinks

Permalinks are automatically added upon Page title input. Once you move your focus away from the Title Field, the generated permalink appears below it.

Add New Tender Announcement

Test123

Permalink: <https://dev.contourglobal.am/tender-announcements/test123/> →

Tender Announcements Fields

Subject *

You can edit at any time by clicking the button “**Edit**”.

For translations if you use the same title every time, it will add a number behind the permalink.

For example if you have Test123 in Armenian and you add Test123 for the Russian translation the path will become /test123-2 and so on.

