



OAUG User Community Web Site Manager Administrators Guide

Introduction

The OAUG User Community Web Site Manager has been built to allow affiliated user communities (Geographic and Special Interest Groups) to create and manage professional looking web sites without needing to understand HTML programming.

To sign up to use the Web Site Manager, your group must merely complete the set up form and continue to maintain its affiliation with the OAUG. If you currently have a site hosted by OAUG, you will be assigned a staging URL until you let us know that you are ready to move your site. **If you wish to archive your old site, you must FTP all files prior to giving your permission to overwrite your site. All files will be overwritten during the transition to the new site.** OAUG cannot be held liable for files overwritten in any transition.

The purpose of this document is to provide the necessary help and support for you to successfully roll out and manage your group's web site.

Log In Screen

You will be assigned a user name and password when you first sign up for the Site Manager. This password may be changed at any time after you log into the system.

OAUG Site Manager

Welcome. Please log in to the site manager by entering your username and password in the box below.

Username:

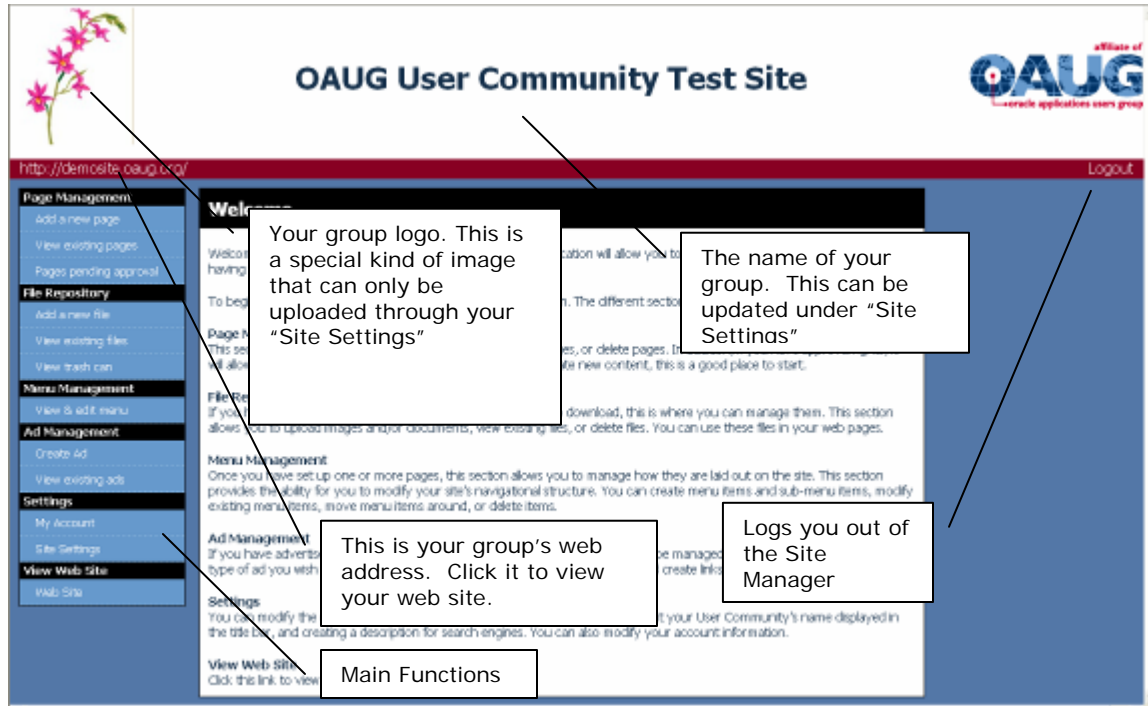
Password:

([Forgot Password?](#))

If you've forgotten your password, simply click the "Forgot Password" link, enter your user name, and the system will reset your password and send you a

temporary password via email. If you do not know your user name, please contact Geo/SIG Support at 404-240-0897 or via email at geo-sig@oaug.com.

Upon successful log in, you will see a screen similar to the following. The principal elements of the application have been labeled for your convenience.



The screenshot shows the OAUG User Community Test Site interface. The main header includes the OAUG logo and the text "OAUG User Community Test Site". The left sidebar contains a navigation menu with categories like Page Management, File Repository, Menu Management, Ad Management, Settings, My Account, and View Web Site. The main content area displays a "Welcome" message and several sections: File Repository, Menu Management, Ad Management, and Settings. Callout boxes provide the following information:

- Your group logo.** This is a special kind of image that can only be uploaded through your "Site Settings".
- The name of your group.** This can be updated under "Site Settings".
- This is your group's web address.** Click it to view your web site.
- Logs you out of the Site Manager.**
- Main Functions.**

Main Landing Page

The main landing page contains your introduction to the main navigational bar. As you build your web site, you will be presented with additional navigation sub-options, but all basic functionality starts here.

Page Management
Add a new page
View existing pages
Pages pending approval
File Repository
Add a new file
View existing files
View trash can
Menu Management
View & edit menu
Ad Management
Create Ad
View existing ads
Settings
My Account
Site Settings
View Web Site
Web Site

their site using this section.

Settings

You can modify the general preferences for your site here, including how you want your User Community's name displayed in the title bar, and creating a description for search engines. You can also modify your account information.

View Web Site

Click this link to view the web site as the public sees it.

Each of these elements is explained in detail further in this document.

Page Management

This section allows you to create new pages, modify existing pages, or delete pages. In addition, if you have approval rights, it will allow you to publish pages to the web site. If you wish to create new content, this is a good place to start.

File Repository

If you have images you wish to display, or files you wish users to download, this is where you can manage them. This section allows you to upload images and/or documents, view existing files, or delete files. You can use these files in your web pages.

Menu Management

Once you have set up one or more pages, this section allows you to manage how they are laid out on the site. This section provides the ability for you to modify your site's navigational structure. You can create menu items and sub-menu items, modify existing menu items, move menu items around, or delete items.

Ad Management

If you have advertisers or sponsors you wish to recognize on your site, they can be managed in this section. You can select the type of ad you wish to place (banner or skyscraper), upload the sponsor logo and create links to

Concepts and Terminology

Before you can effectively use the Web Site Manager, it is important to first understand a few concepts behind building a web site, as well as the terminology used in the application.

A web site consists of one or more pages which convey some sort of information. Each page can contain text, images, links to other pages, and/or links to files.

In order for an image to be displayed on a page, it must first be uploaded into the system so the Web Site Manager knows which image to reference. The same goes for PDF, Word, Excel, or other documents which you may wish to be downloadable from your site.



TIP: As you build your site, please **DO NOT** use your browser's back button. Each page caches information from a previous page. If you get a "Warning: Page has Expired" message, you can resume work simply by refreshing your browser and then clicking "Retry" to resubmit the information.

Within the Web Site Manager application, you will have the ability to upload as many files and create as many pages as your organization needs. These pages can typically be grouped into different categories, which are often sectioned off on web sites by navigational components.

Your web site's navigation can help you organize your pages into areas where users can easily find what they're looking for. The Web Site Manager also includes sub-navigation functionality, so that you can further organize your pages.

The Web Site Manager provides a shell for your web site – you are responsible for creating and maintaining the content. The components of the shell are as follows:

- Header
- Group title
- Group logo
- Main navigation
- Sub-navigation
- Advertising Space
- Hot topics

The Web Site Manager also has the ability to allow pages to be reviewed by someone else before they're posted to the web site. **Site Authors** are

individuals who can develop proposed content and submit to someone else to review and approve. **Site Editors** can not only create their own content, but also approve content submitted by Site Authors.

Page Management

To get started, you must create your first page. If your page is going to contain images or documents, however, it is wise to upload them first. That way, they will be available to you when you go to design your page.



TIP: If your page is going to contain images or documents, upload them first. That way, they will be available to you when you design your page.

To create a new page, select "Add a Page" from the main function bar. There are three types of pages you can add:

Normal

This is the default page type. This is a flat-html page with no support for categories. If you aren't sure which one you want choose this option.

Article Index

An article index is a type of container. When you create an article container, you will be able to create articles "within" this page. When a user views an Article Index, they will see all of the articles in the article index container. This type of page is useful if you have items such as press releases or group news.

Article

An article must be placed inside of an article index page. The only difference between an article and a normal page is that your articles will only be accessible from your article index page.

Once you've selected the page type, the Site Manager will ask you details about your page. Please see the snapshot below for details.

Add Page » Step 2

You have selected a **normal page**. If this is incorrect, please press the "Back" button below. To further define your new page, please indicate the desired layout, whether you wish the page title to be included as a "Hot Topic" on a Hot Topics page, or whether or not the page contains content for members only.

Page Name * **1**

The page name determines what the page is called in the administration interface, and the name of the file on your website. Do **not** enter a file extension. Make sure the page name does not contain any spaces, and only has alpha-numeric characters. An example page name would be 'home'.

Layout*

    **2**

Please choose the layout style you would like to use on this page.

Hot Topic

Reference this page in Hot Topics. **3**

The home page of your web site includes a space reserved for Hot Topics . To include a reference to this page in your web site Hot Topics, please check the box above.

OAUG Members Only

Require OAUG Membership to access this page. **4**

To restrict access to this page, which can be viewed by current members of the global OAUG only, please check the box above. Access to this page will be validated against the user's membership in the global OAUG, not the membership the user has with a particular geographic or special interest user group

1 Page Name. The page name determines what the page file is called in the administration interface, and the name of the file on your website. Do **not** enter a file extension. If you wish to add a page title, you can do so on the next screen. **NOTE:** Please make sure the page name does not contain any spaces, and only has alpha-numeric characters. An example page name would be 'home'.

2 Site Layout. Select how you'd like your page to be laid out. The choices are: Image upper left, Image upper right, no image, and expert mode. If you select one of the image layout types, you should already have uploaded your image so the



TIP: Configure any pop-up blockers to "Always allow pop-ups from this site" before using the WYSIWYG Editor.



system can find it. Expert mode creates a blank page and allows you to do with it what you'd like to using a WYSIWYG ("What-you-see-is-what-you-get") content editor. Advanced users can switch this to HTML design mode for direct editing.

3 Hot Topics. For each page you create, you have the option as designating that page to be included in a "Hot Topics" section. Hot Topics are those items to which you want to draw a visitor's attention, and are listed in the "Hot Topics" link located directly below your group's logo, regardless of where else they may appear on the site.

4 OAUG Members Only. You can also designate pages to be accessible only to OAUG members. At this time, OAUG does not offer access control specific to group membership. To prevent access to the page to non-OAUG members, select this check box.

Page Setup

Once you've completed Step 2, clicking the "Next" button will connect you to Step 3, which allows you to develop your page content. The elements of Step 3 are listed below.

Add Page - Step 3

To complete your page, please enter the Page Title, Header, and Content. You may also select an image from the File Repository.



Page Title **2**

The title of your page, which will be displayed in the browser's title bar.

Header **3**








The header is the larger text at the top of your page.


Image **4**

Select Image..

Select the image you wish to use from your file repository. This Image will display on the **upper right** of the page.

Page Content **5**

B I U |         HTML

-- Font family -- -- Font size -- 

Path:

Type or paste your web site content in the space provided.

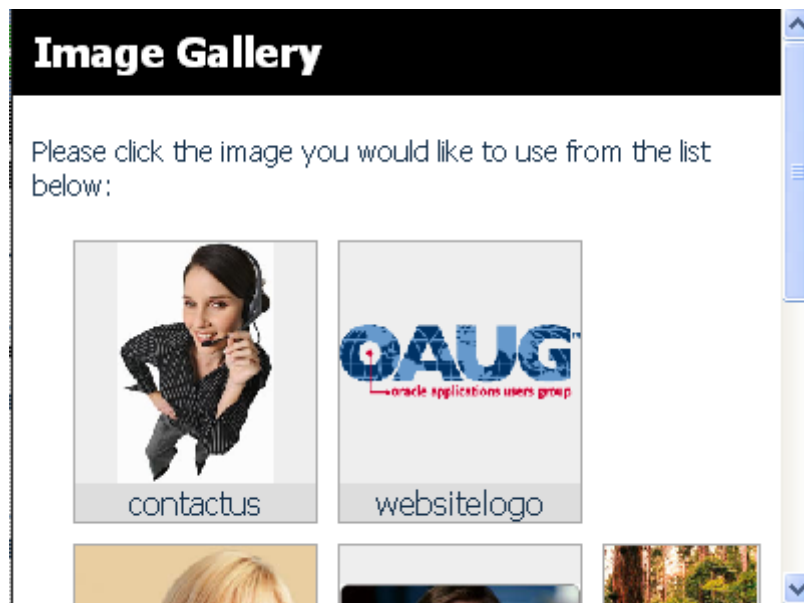
6

1 Page Layout Icon. This icon serves as a reminder of the page layout you've selected.

2 Page Title. Enter the text you'd like to display in the title bar of the visitor's browser. (The title bar is the colored bar at the top of the browser window)

3 Header Text. This text will appear as a headline or title of the page, and is included in the page content.

4 Select Image. If you've selected a page layout that includes an image, this button will allow you to select that image. Click on the image to select it for placement on the page. (NOTE: If an image has already been assigned to the page, it will be displayed here as well).

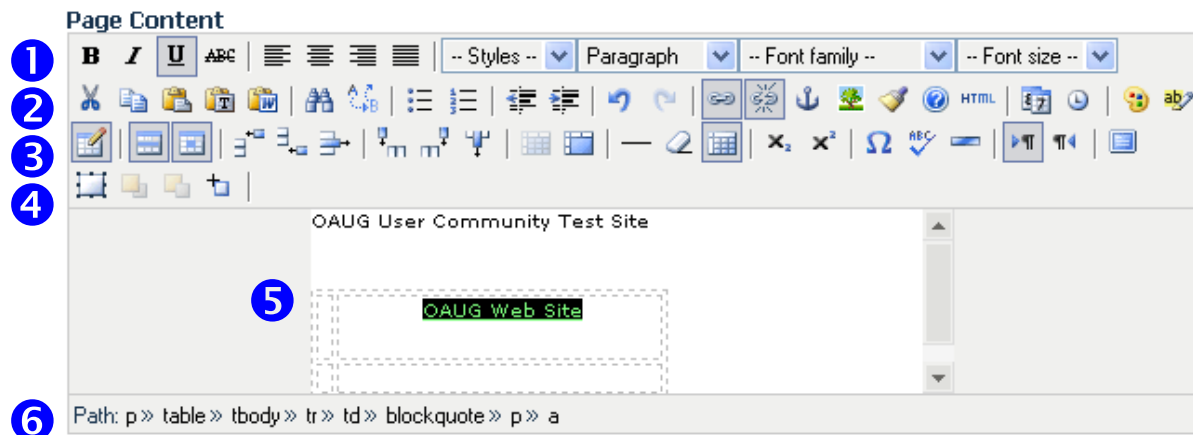


5 Page Content. Use the content manager control to edit content on the page. Enter text or copy and paste from your favorite word processing software. The buttons at the top of the control allow you to format your content. Advanced users can click the HTML button to view and edit the HTML code to make additional adjustments. OAUG utilizes the TinyMCE plug-in as its content editor.

6 Preview Button. You can click this button at any point in the development of your page to see how the page will look to site visitors. Please note that **THIS DOES NOT SAVE YOUR PAGE.** To save the page, please select "Save Page" button.

Content Management Control

Regardless of which type of page layout you've selected, you can view the WYSIWYG editor. However, the buttons available will vary. A snapshot of the expert mode editor is provided below, so you can see all of the functions available to you. Please note that tool tips are enabled for each button, so hovering your mouse over a button or drop down will let you know the function it controls. Each is outlined below.



1 **Toolbar One.** From left to right: Bold, Italics, Underline, Strikethrough, Left Justify, Center Justify, Right Justify, Full Justify, Pre-determined styles, Paragraph formatting, Font Selection, Font Size.


2 **Toolbar Two.** From left to right: Cut, Copy, Paste, Paste as Plain Text (strip formatting), Paste from Word (accounts for Word's hidden codes/characters), Find, Find and Replace, Bullets, Numbering, Indent, Outdent, Undo, Redo, Insert Hyperlink, Remove Hyperlink, Add/Edit Anchor Tag, Insert image, Format paint, Help, Edit HTML Source, Insert Date, Insert Time, Change Text Color, Change Background color.

3 **Toolbar Three.** From left to right: Create Table, Table Row Properties, Table Cell Properties, Insert Row Before, Insert Row After, Delete Row, Insert Column Before, Insert Column After, Delete Column, Split Table Cells, Merge Table Cells, Insert Horizontal Line, Remove Formatting, Toggle Guidelines/Invisible Elements, Subscript, Superscript, Horizontal Rule, Paragraph Left to Right, Paragraph Right to Left, Toggle Full Screen Mode.

4 **Toolbar Four.** From left to right: Insert New Layer, Move Forward, Move Backward, Toggle Absolute Positioning.


5 **Content Window.** This is where your page content goes.

6 **Path indicator.** Displays the path and formatting of a selected element.

For help with any of these functions, please press the  Help Button on the editor.

Manage Pages

Click the “Manage Pages” button to see all of the pages available on your site. You can view the Page Name, Page Header, Page Type, Approval Status, and who did the approving. You can sort by clicking on the desired column header.

Manage Pages					
This screen displays all of the pages currently defined in the system. To edit a page , please click on the page name. To preview a page , please click on the preview icon. To delete a page , please click the delete icon. Click on the column label to sort by that column.					
	Page Name	Page Header	Type	Approval Status	Approver
	article1	This Could Be Your Article.	article	Approved	Jeff Rausch
	article2	Hey, Man, Nice Article!	article	Approved	Jeff Rausch
 	ArticleIndex	Articles	container	Approved	Jeff Rausch
 	contactus	Contact Us	normal	Approved	Jeff Rausch
 	index	Demo Site	normal	Approved	Christopher McKinney
 	Marcia	Marcia Test	normal	Approved	Jeff Rausch
 	MyPage	Header	normal	Approved	Jeff Rausch
 	sandietest	Sandie Test Home Page	normal	Approved	Jeff Rausch
 	test	Hello There	normal	Approved	Jeff Rausch
 	three	The Preamble	article	Approved	Jeff Rausch
	UpcomingEvents	Upcoming Events	normal	Pending	

You can preview a page by clicking on the magnifying glass, or delete it by clicking on the trash can icon. To edit the page, please click on the Page Name. Any articles on your page can be previewed by clicking on the appropriate article container.

If there are any pages pending review, they will be listed with a status of “Pending.” Only those pages which have been marked as Approved will be published to your web site.

Pages Pending Approval

Click on the "Pages Pending Approval" link to view any pages that are awaiting your review. Your account must have Editor privileges in order to approve pages.

Pending Approval

This screen displays all of the pages currently awaiting approval by an Editor.

	Page Name	Page Title	Author	Created
APPROVE DENY	UpcomingEvents	Upcoming Events	Joey Sirmons	08/25/2006

To approve a page, click "Approve". Once an editor approves a page, it is automatically published to the site. If a page is denied, it is not visible on the page and must be re-submitted before it is eligible for approval.

File Repository

The file repository section of the Web Site Manager allows you to upload and manage files of all types so that they are available to be referenced within the pages you build. The File Repository contains three main functions: Upload a File, View (and Manage) existing files, and View (and Manage) your trash can.

Upload File

To upload a file, please click the Browse button to locate the file on your hard disk. The maximum file size is 5 MB. You should also include a Label for the file, which will be used as an Alt tag (which displays when a user mouses over and image or file). Click Upload File, and your file will be uploaded to your site for use.

Upload File

This form allows you to upload files (MAX SIZE: 5MB) from your hard drive to place them on your web site. Files can be in any format.

File Path*

To upload a file to your web site (such as a GIF image or PDF file), click on the Browse button and locate the file.

Label*

The label is whatever you would like to call this file. For example, if this file was a PDF file regarding group meetings, you might call it 'group meeting schedule'. This label should **not** include any sort of file extension.

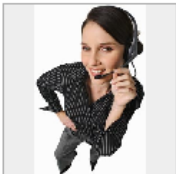



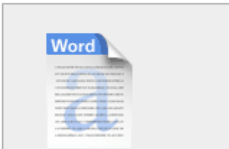



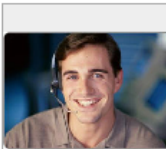

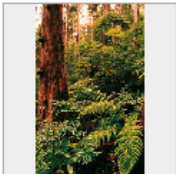



View Existing Files

Click the "View Existing Files" link to view a display of all the files currently residing in your web space. For image files, you will see a snapshot of the image. For document files, the system will display a graphic representation of the type of file (Word, PDF, Excel, etc.). The path of all files is "http://[your web site URL]/files/"

File Repository

This screen displays all of the files currently available for use on your web site. **To view the actual file**, please click on the image. **To delete a file**, click on the image of the trash can to the left of the file name.

Your files are located in the following directory: "http://demosite.oaug.org/file/"

  contactus	  websitelogo	  Sampletestscript	  cs1	  cs2
  Ecosystem	  building			


Below each file is a delete icon, a spacer, and the file name. Click on the file or image icon to view the file. Clicking the delete button adds the file to your web site's Trash Can (q.v.), and can be permanently deleted or recovered from there.

Trash Can


To review or delete files in your trash can, click on the Trash Can link. This screen displays all of the files you have deleted from the file repository. **To view a file**, please click on the icon representing the file. **To restore it to your file repository**, please click on the "Restore" button below the file. **To permanently delete it**, click the trash can icon below the file. **To delete all files** on this screen, please click the "Empty Trash" button.

Trash Can

This screen displays all of the files you have deleted from the file repository. **To view a file**, please click on the icon representing the file. **To restore it to your file repository**, please click on the "Restore" button below the file. **To permanently delete it**, click the trash can icon below the file. **To delete all files** on this screen, please click the "Empty Trash" button.



building

View and Edit Menu

Clicking on the "View and Edit Menu" link will allow you to modify your site's main menu, which represents your site's primary navigational structure. The main elements of this form are listed below.

Edit Menu

This screen allows you to create a navigational structure for your web site. **To add a menu item**, please complete the "Add/Update Menu Item" field. **To update an existing menu item**, please click the "Update" icon next to the item name in the "Manage Menu" section, and modify the information and click "Update Item" in the "Add/Update Menu Item" section. **To delete an existing menu item**, please click the "Delete" icon next to the item name in the "Manage Menu" section. **To rearrange menu items**, please click and drag the items to the appropriate location and click the "Update" button in the "Manage Menu" section. **To create a sub-navigation item**, simply click and drag the item onto another item. Once an item is updated, it will be displayed in the Menu Preview.

Menu Preview 1

sandietest home	conference news	white papers	contact us	geo & sig
-----------------	-----------------	--------------	------------	-----------

Manage Menu

SandieTest Home UPDATE

Conference News UPDATE 2

White Papers UPDATE

contact us UPDATE

oaug UPDATE

geo & sig UPDATE

Add/Update Menu Item

Use the form below to add/update a menu item:

Name * 3

Page

4

This drop down menu contains all of the pages that have been created and approved in the "Page Management" section. If you want this menu item to point to a page you created, please select the name of the page from the **Page** dropdown box.

or

Website Address

If this page should link to an external website, such as <http://oaug.org> enter the URL of the website in the Website Address field, and do not select anything from the Page dropdown box.

This screen allows you to create a navigational structure for your web site. **To add a menu item**, please complete the "Add/Update Menu Item" field. **To update an existing menu item**, please click the "Update" icon next to the item name in the "Manage Menu" section, and modify the information and click "Update Item" in the "Add/Update Menu Item" section. **To delete an existing menu item**, please click the "Delete" icon next to the item name in the "Manage Menu" section. **To rearrange menu items**, please click and drag the items to the appropriate location and click the "Update" button in the "Manage Menu" section. **To create a sub-navigation item**, simply click and drag the item onto another item. Once an item is updated, it will be displayed in the Menu Preview.

1 View of your Menu. This shows how your menu currently looks to visitors to your site. Changes and updates to your menu are done live and in real time, and **there is no preview for this function.** When you click the Update button at the bottom left of this section, it changes the display here and on your production web site. The menu displays how your navigation and subnavigation works; if you want to see the actual function, please use your web site to confirm intended operation.

2 Menu Tree. This section shows you a virtual outline of how your navigation functions. The items moving from top to bottom of the list represent the items moving from left to right of your navigation. To rearrange your menu, simply click and drag the item you wish to move to its desired location.

Subnavigation is indented below the parent item. If you wish to move an item within the subnavigation, please click and drag to its desired location in the subnavigation. To promote a subnavigation item to a main navigation item, simply click and drag to its desired location in the main navigation.

To update an item, click the Update button next to the item and modify its characteristics on the form to the right of the Menu Tree. Once you've modified the navigation, click the Update button in the lower right to update that menu item. You can delete an item by clicking the trash can icon next to the undesired menu item.



TIP: While each change takes effect once you click an Update button (either in the lower left or lower right), you can preview your menu structure using the Menu Tree. The outline in the Menu Tree from top to bottom matches the way your navigation will work moving from left to right.

3 Item Name. This field represents the name of the menu item. Please note that, while you can put whatever text you'd like in this field, the resultant navigation will be converted to all lower case to match the OAUG main navigation.

4 Navigation Function. This section allows you to control where a piece of navigation goes when a user clicks on it. To create a new page, enter the item name and select the destination. You can either select any page you've already built using the pull down menu OR you may specify an external web page by typing `http://[web address]` in the space provided.

To edit an existing menu item, simply click on the blue "update" button next to the item you wish to change, and its current properties will be populated in the "Add/Update Menu Item" area. You can then modify that item.

Whether you are creating a new item or editing an existing item, clicking the Update button in the lower right of this section will save your menu item properties.

Create an Ad

The Web Site Manager contains the ability to include an advertisement image on every page. Ad dimensions may be either 480 x 60 pixels OR 120 x 275 pixels (this is set up under "Site Settings", q.v.). While only one ad can be displayed on a page at a time, you may upload multiple ads of a given dimension and the system will alternate between them as a user clicks through the site (depending on the user's browser caching setup).

Add A New Advertisement

This page will allow you add a new advertisement to your website. All advertisers have equal weight in the system and are randomly selected.

Ad Title *
This is a unique name that describes the banner such as 'Oracle Apps'.

Alt Text *

A short description that appears when a user holds their mouse over this advertisement. (Not supported in all web browsers)

Ad Link *
The address of the website the user should be directed to when they click on the banner. Such as: (<http://oaug.org>)

Ad Upload *
Please click on the browse button to locate the file you want to upload. The banner ad **must** be 120x275 pixels.

To set up an advertisement, create a unique title for your advertisement. Next, enter the Alt Text, which is a short description that appears when a user holds their mouse over the ad. If a user clicks on the link, they will be directed to the URL you enter in the "Ad Link" field (please include <http://>). Finally, you can upload your ad. Please note that the image dimensions must match exactly your web site's ad settings, which are either 480 x 60 pixels (banner) OR 120 x 275 pixels (skyscraper). Click "Add" to create your ad.




View Existing Ads

The Web Site Manager automatically tracks the number of page views and clickthroughs for your ads, and is accessible through the “View Existing Ads” link so you can report back to your sponsor as needed.

From this screen, you can delete the ad by clicking on the trash can, or edit the ad by clicking on the Title of the ad.

Existing Ads

This screen displays all ads currently loaded in your website.

	Title	Active	Views	Clicks
	Ad Banner	Yes	272	3
	Test Ad	Yes	7	
	Test Ad 2	Yes	37	2

My Account

This link allows you to change the name and email address associated with a username. Also, it is through this interface that you can change your password to access the system.

Site Settings

When you first set up your web site, we require some initial information to get you started. However, once you’re up and running, you have the ability to change that information through the Site Settings link.

Site Settings

The site settings screen will allow you to configure various options for your website. A brief description of each item is included underneath the field.

Site Title * OAUG User Communit

The site title is the name you would like to appear in the header of your site.

Display In Header Yes No

Should this title appear in the header of your website?

Site Description *

This is a demonstration site set up as a preview site for the OAUG GEO/SIG portal.

This is a short description of your website. This is used by search engines and will not be displayed on your site.

Advertising Type * 468 X 60 Pixels 120 X 275 Pixels None


This determines what type of banners to display on the website.


In this portion of the site settings interface, you can specify the Title of your web site, and determine whether or not you want this title to appear centered between your site logo and the OAUG affiliated group logo.

To assist search engines in finding your site, we request that you complete a little information about your site. This information will be passed to robots and web spiders whose job it is to index web sites and report back to search engines. It will not be visible to visitors of your web site.

If your site will contain advertisements, you must indicate whether they'll be banner (468 x 60 pixels) or skyscraper (120 x 275 pixels) ads. While only one ad can be displayed on a page at a time, you may upload multiple ads of a given dimension and the system will alternate between them as a user clicks through the site (depending on the user's browser caching setup). To change your ad settings, visit the ad section of the Site Manager.

Website Logo



 Remove Logo

You can upload a logo for the top left hand corner of your website. This image must be in jpg, gif or png format and must not exceed 350x100 pixels.

Theme ▼

You can select a different color theme from the dropdown list above.

You can also specify the logo you wish to use for your web site by uploading it here. The maximum size of your logo is 350x100 pixels.

Select the color theme of your web site, and click "Update Settings" to make your changes take effect.

Conclusion

The OAUG hopes that you find the Web Site Manager a useful tool in your day-to-day web site management. If you have any questions, find it useful, or if you have any ideas on how to improve it, please email us at geo-sig@oaug.com or call +1-404-240-0897. Thank you for your support of the OAUG!