

DIFFERENCES IN ADMINISTRATION

Date 5-1-2009

The administration of the UrbanPlanet based web sites will be changing in some small ways when we move to the latest version of the UrbanPlanet software. Nearly all the basic functions are the same but the few differences are listed below. New features will be listed in a separate document.



Enter your username

Enter your password

Login

log in screen.



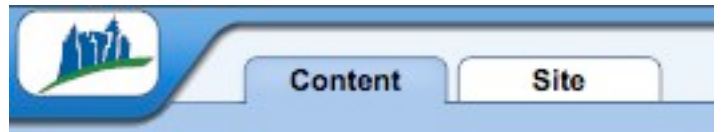
Old
log in screen.

New



Once logged in administrators will see a Content tab which replaces the Sections tab.

The Log Reports tab is gone but is an option under the Site tab which is new.



The top right hand side links have a new Settings link that let the user change their password.

[Settings](#) | [View Site](#) | [Logout](#)

The Settings page will probably have changed by the time you get to use it. But right now it looks like this.

Content Site Settings | View Site | Logout

Change your user information

Your Settings:

First name:

Last name:

Username: testuser

New Password: Leave this blank to keep your current password

Confirm:

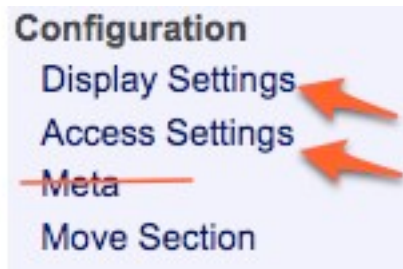
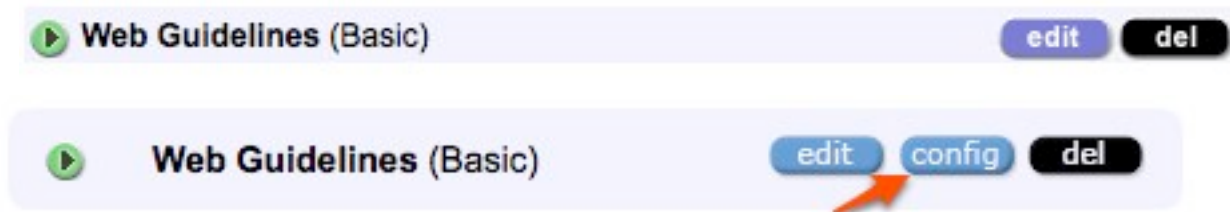
Email:

Created on: 2/17/2009 10:05:59 AM

Last Login: 2/17/2009 10:06:42 AM

[save](#)

When working with sections the "del" button actually will remove a section from the web site. "Deleted" section can be restored so there will be no need for our monthly "Delete Your Sections Day"



There also a new config button. This button brings up a page with the Display settings and Access Settings windows which were previously viewed by editing a section. The Meta screen is gone but had no real use. The Move Section link has been replaced with a Administrator's only drag and drop section sort feature.

Configuration
 Display Settings
 Access Settings

Section: **Web Guidelines**
[save](#)
[cancel](#)

Section Name

Shortcut Url
Don't add any extensions such as ".html" to this name

Number of Summary Items

Summary Images

Randomly display one image in the intro

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The Display Settings page has been slimmed down and may change as template options are added in the future. The last item is new. It will display one image or one web media object on the page instead of displaying all available images or web media objects.

Configuration
 Display Settings
Access Settings

Section: **Web Guidelines**
[save](#)
[cancel](#)

Navigation target window

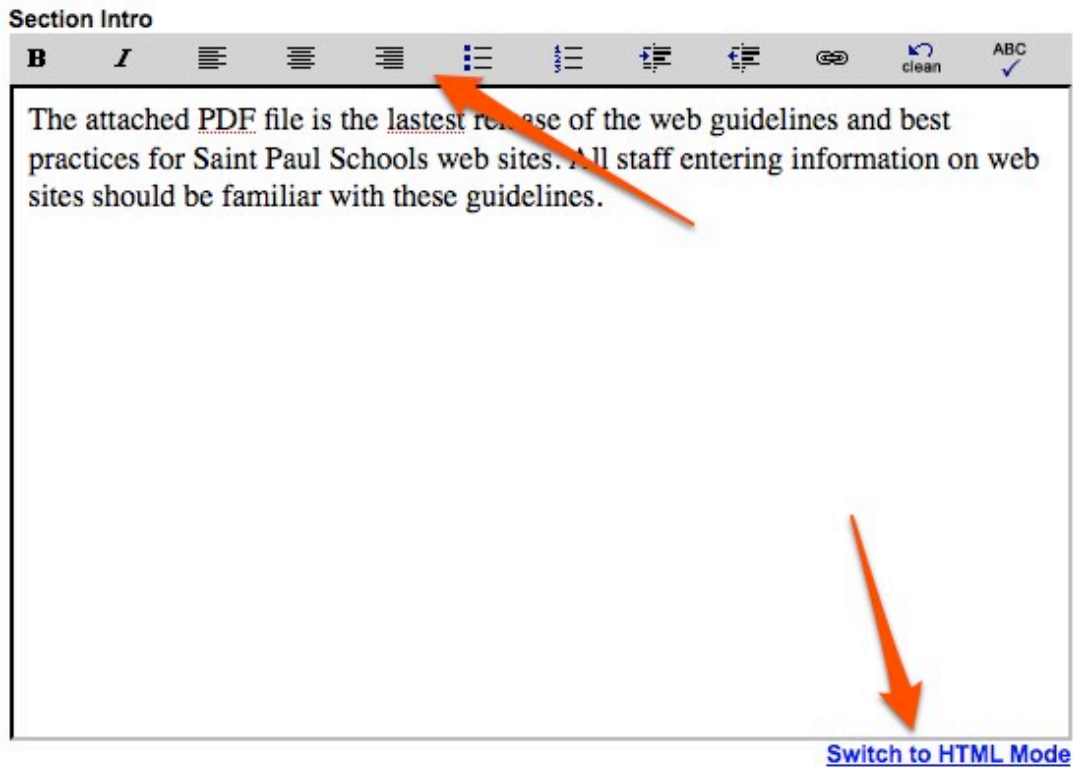
Hide Section

Password Protected This setting will also apply to any subsections of this section.

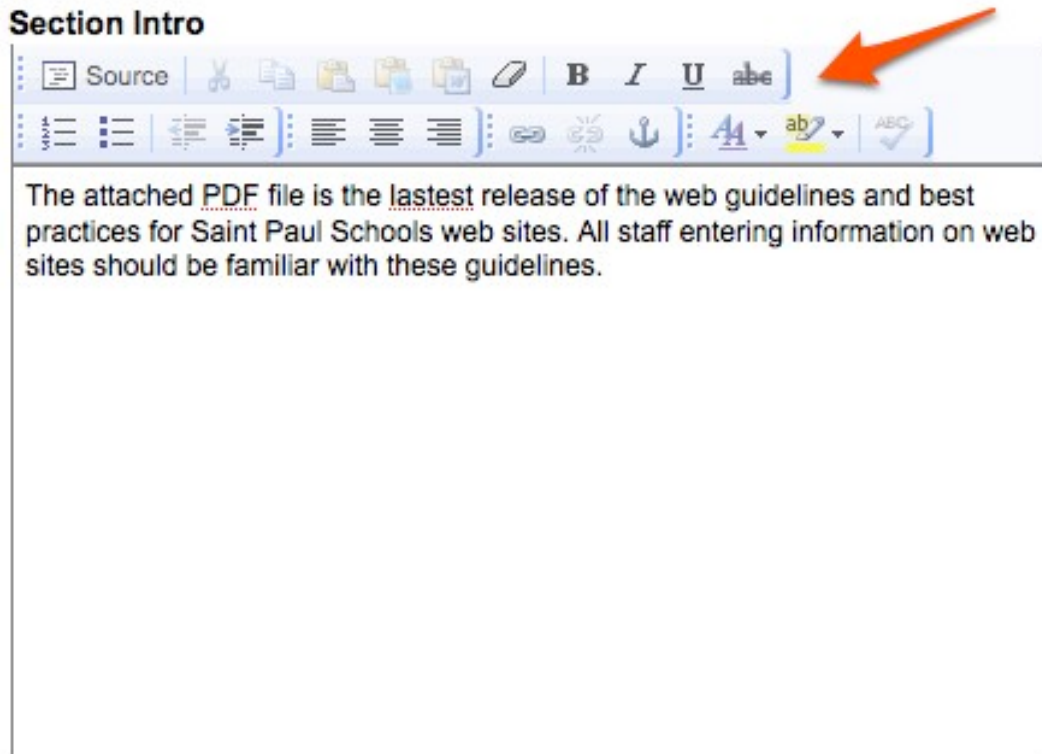
Enter a password:

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The Access Settings page has a new feature which will allow a section to open a new window or tab. In nearly all cases this would be set to "Same window".



The old option bar for editing text has been replaced with an open source cross browser editing bar which should work in all browsers. The old "Switch to HTML Mode" is built into the new editor. Clicking on the word Source switches to HTML mode.



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save preview cancel

Section Name: Web Guidelines
Shortcut Url: Guidelines
Number of Summary Items: 3
Summary Images: No Images
Self Promotion: None

Stylesheet: --
Department Name:

Footer

Webmaster email address:
Google Analytics code:

Switch to HTML Mode

Configuration
Display Settings
Access Settings
Meta
Move Section

Attachments
Sidebar
Related Link
Image
Document
Audio/Podcast
Video
Snap Poll
Image Gallery
Promotion
RSS Promotion
Message Forum

Content Admins Site CMS

Office of Operations

Site Settings Log Reports

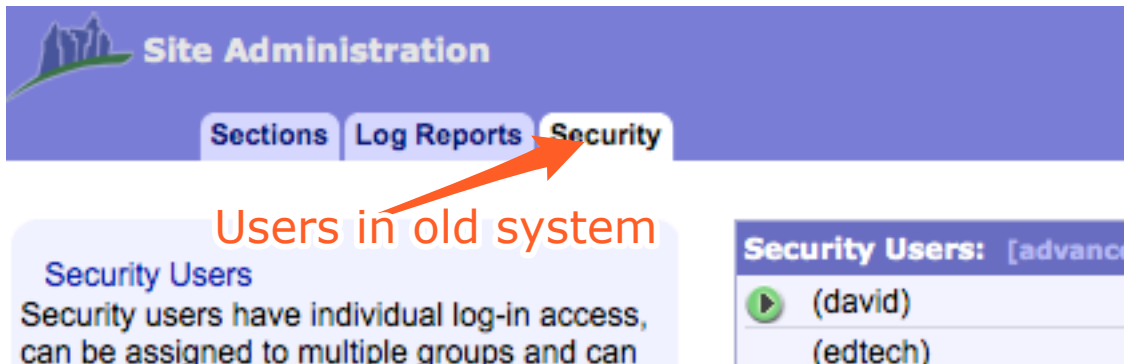
Title:	Office of Operations
Design:	Department
Bannerimage:	banner6.png
Searchurl:	operations.spps.org
Leftcall:	
Leftcalldisplay:	home
Headertext:	
Webmasteremail:	lisa.severson@spps.org
Footer:	
Searchtitle:	
Urls:	operationsv3.dev3.spps.org (Primary Uri) operations.spps.org www.operations.spps.org

edit

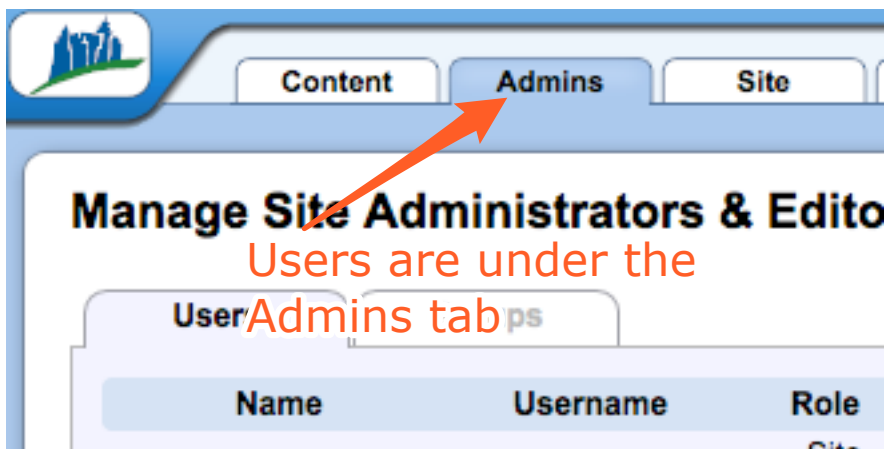
The home page display settings are now part of the Site tab and are applied to the entire web

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site. This tab is only available to site admins. Control of the template, banner, style sheet, webmaster email address and footer text are done by clicking the edit button. Some options are not available to admins and those need to be set by district site managers.



The Security tab was used in the old system for user management. The new system has users under the Admins tab.



When adding users in the new system the usernames must be email addresses and our staff should use their Lotus Notes @spps.org email address. When we switch to Active Directory authentication these usernames will be switched to the users Active Directory username.

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Security Administration

New User

Enter a @spps.org email address for the username

Step 1:
Enter the user's email address:
The email address is the username

Step 2:
First Name:
Last Name:
Assign a role:
Password:
Email a notification: Send an email to the user containing the new automatically generated password

The password will be automatically generated

Let the system create a password and email the new user with a link to the web site and password.

New users can have a password created for them along with an email sent to them with a link to the web site administration, their username and password