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WATERFORD
INSTITUTE OF
TECHNOLOGY

TERMINAL4 TRAINING 4 RESEARCH GROUPS

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INTRODUCTION

This Tutorial gives you an insight into how T4 works and how this applies to the research web pages.

As of today (5th March 2009) the research group web pages have an upgraded design. The purpose of this is to represent WIT's research to the world more effectively and to increase our effectiveness in winning funding for continued development.

In this example,

BEFORE YOU START

You need access to a web browser, and a SiteManager login. There are no other prerequisites for this tutorial.

SiteManager is the web content management software produced by TerminalFour.

It makes it easy for staff to update relevant parts of the website with key information. No knowledge of HTML or FTP is needed. The software automates some website tasks, making the job easier and the resulting website is more consistent.

ABOUT THIS TUTORIAL

This tutorial is aimed at Moderators and Contributors, two of the four levels of user functionality in SiteManager. These are at the lower end, in terms of system privileges.
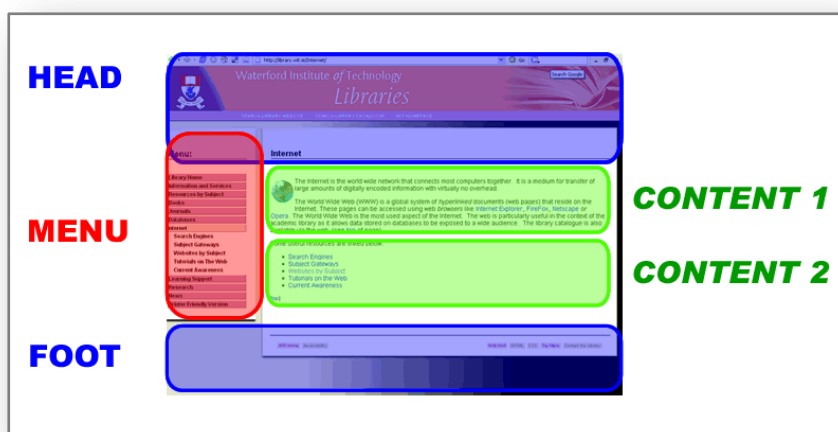
For more information or for feedback contact David Kane

BRIEFLY

A page, as managed by SiteManager, is divided up into 3 parts:

- •   HEAD – which includes the menu
- •   CONTENT – contains one or more items of content
- •   FOOT – a consistent bottom half of the page

The picture below illustrates this.

As a moderator or a contributor, you can only alter the content, not the head or the foot.
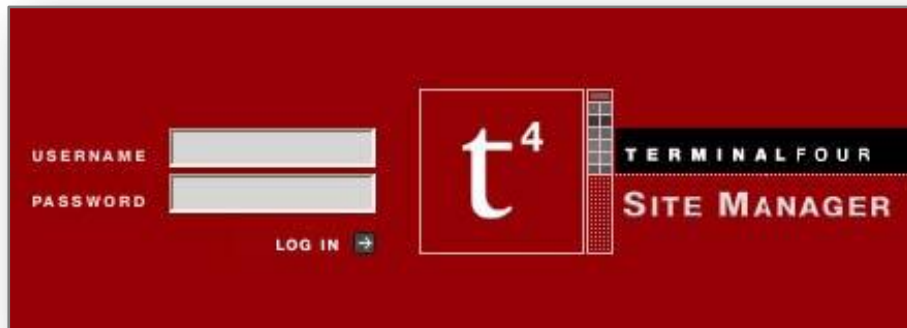
LEVELS OF FUNCTIONALITY IN SITEMANAGER

There are four levels of users in SiteManager. These are:

- • **Contributor** – (Ordinary User, can submit new content for approval by other levels in hierarchy)
- • **Moderator** – (responsible for part or all of a site, has complete control over content, but can't change styles or templates)
- • **Power User** – (Can control appearance of site with styles and templates and can also publish to the live site at any time)
- • **Administrator** – (includes all the capabilities of the other levels, plus some additional technical functions).

START UP SITEMANAGER

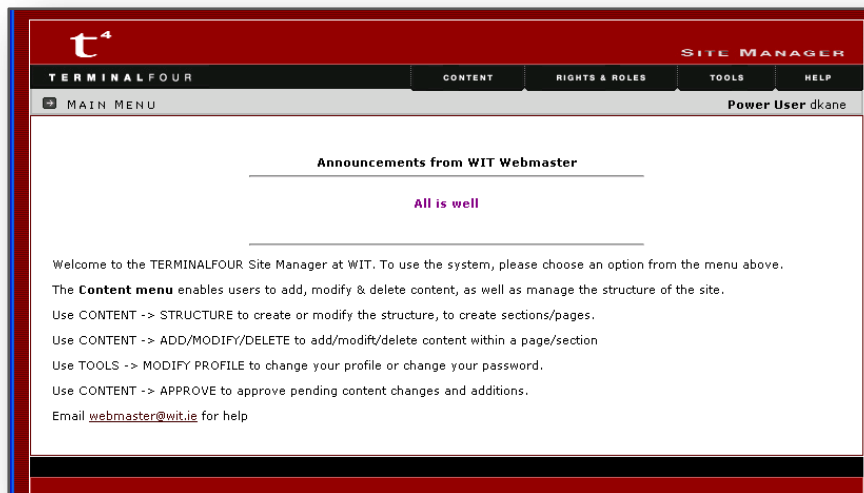To begin, access the URL; http://www2.wit.ie/terminalfour/servlet/SiteManager

You should know your username and password already. These maybe the same as the ones you use to log into your PC.   If this is not the case, then the Web Master, or some other member of staff will have given them you.

THE FIRST SCREEN

This screen is always displayed initially. It does not appear again during your session, but it serves as a notice board for important announcements from the Web Master, regarding the content management system.
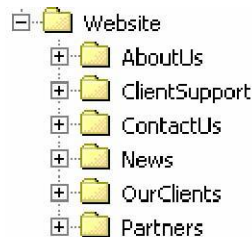
Notes

HOW THE WEBSITE IS STRUCTURED WITHIN SITEMANAGER

The pages of the website are structured within SiteManager in a hierarchical, or tree, structure. This is similar to the way in which your folders are arranged on your computer, or your email program.
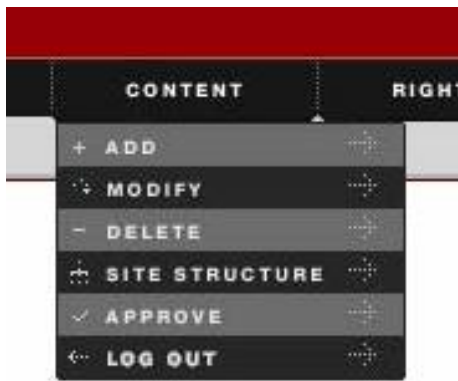
See the figure overleaf:

In SiteManager, the there are no files in the 'folders'. The folders themselves are called 'sections' in the software. Each section represents a web page.

During your sessions with SiteManager, you are constantly returned to the tree structure, glimpsed above, when you are performing actions on content.

These actions are explained on the next page of this tutorial.

ADDING CONTENT

The 'content' drop-down menu contains all of the important links for content maintenance and creation.

These actions are summarised as follows:

- add – add content
- modify – make changes to existing content
- delete – remove old content
- site structure – to see hierarchical site structure
- approve – this must happen to all content – a function for moderators only

Remember: During your sessions with SiteManager, you will constantly be returned to a representation of the site structure or hierarchy.

This is the content management software's way of asking you where you want to perform your chosen task on the website.

CHOOSE WHERE THE CONTENT IS TO GO

The most common way to add content to this site is to click the 'add' item on the content menu, shown on the previous page.

Users are taken to a representation of the site hierarchy, pictured below.

The section (or web page) names are highlighted as links. If the links are not visible then the hierarchy can be expanded by clicking on the grey squares, beside each name.

This diagram shows how unexpanded branches are indicated with a '+' sign and expanded branches, with a '-' sign. Clicking on the sign will expand/collapse a branch. Where there is nothing to be revealed/hidden, there is no '+' or '-' sign.

When the desired page is found, the link itself is clicked, rather than the sign. This takes the user to the next screen.

CHOOSE A TEMPLATE FOR THE CONTENT

This next screen is where you choose what kind of content template to use to hold the content. The template can be chosen from the list on the drop-down menu to the top right hand corner of the screen. Short descriptions of each of these templates are available on the left hand side.

As you can see, there are usually a number of choices. Only some of the templates are commonly used. Most are for occasional use.
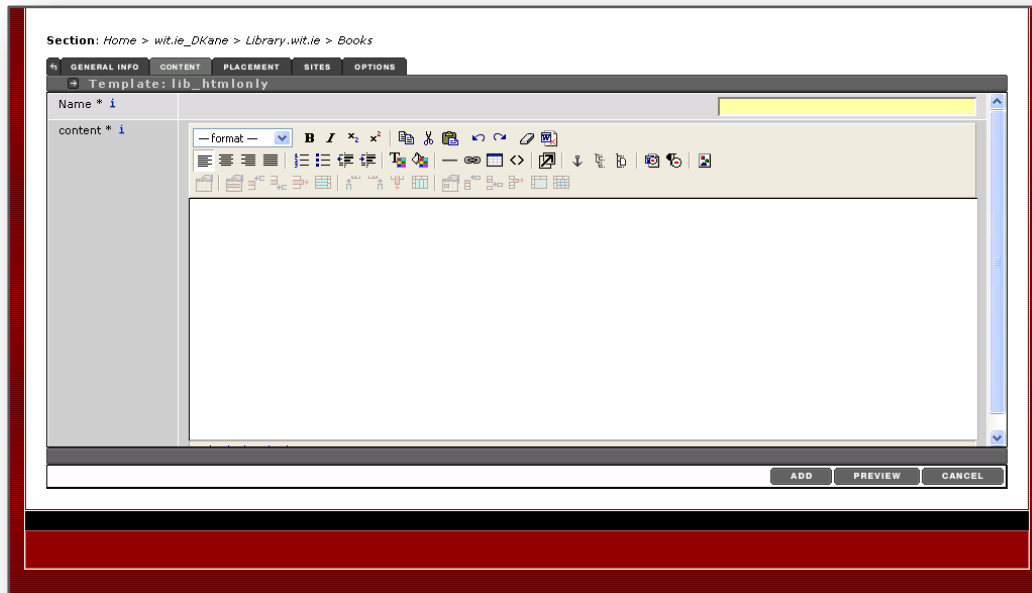
Once the right template is chosen from the drop-down menu you are brought to the next screen.

FILL THE EMPTY TEMPLATE

This screen will contain an arbitrary number of fields, depending on the design of the template.

For our purposes, a very simple template is illustrated below. Most of the templates used will be this simple.
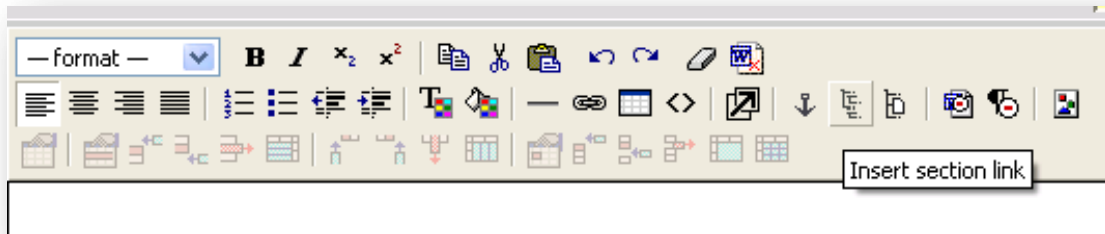

In this case there are only two fields. The first is the Name. All templates have to have a name. The name is displayed only on the SiteManager screens. It serves as a handle by which items of content may be recognised within the content management system.

The other fields are displayed in the published page. In this case, there is only one field. This field is a free-form html field. There is a mini-editor, displayed in the page, which is very much like Microsoft's Word.   We will take only a brief look at this next, before moving on.
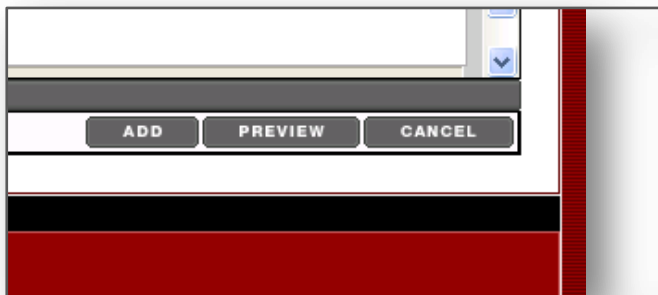
Notes

THE HTML EDITOR

The controls of the editor look like those of a word processor.

For a quick idea of the functionality of any of the buttons, the mouse pointer may be held over the button without clicking – revealing a descriptive line of text, as shown in the figure above.

When the content has been added, the user may click the 'add' button, which is illustrated below.
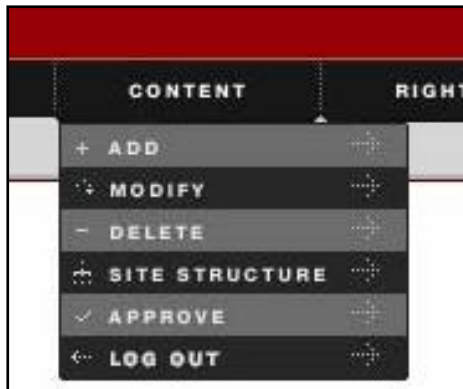

The next screen that you are taken to is the list of items of content for the particular page we have just added content to. The items listed in this example, are named 'Books' and 'New item'. The second one is the one that has just been added. You can see that its status is set to 'Pending'. This is because it pends approval by a moderator.

In the next page we can see how a moderator may 'approve' an item of content, so that it gets displayed on the live site.

CONTENT APPROVAL

For Moderators, the 'content' drop-down menu includes an option called 'approve' (see below)
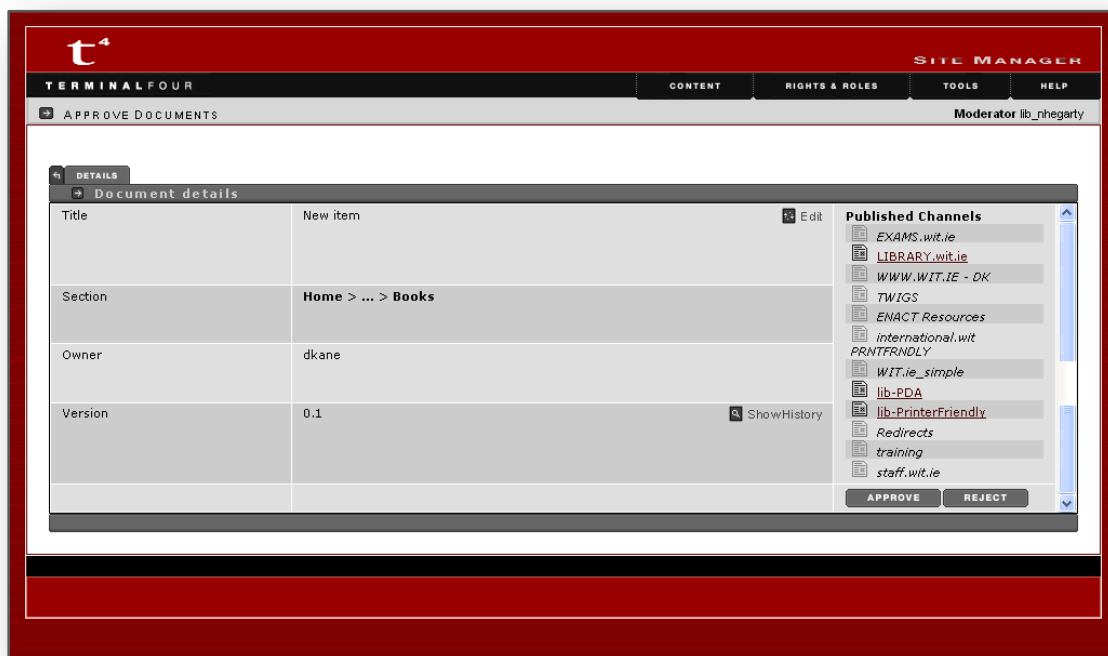

When this item is clicked, a screen appears which contains a list of items of content that await their approval.

By clicking on the link, 'New item', above the moderator is taken to a second screen which allows them to either reject or approve this content, see below:

Rejecting the content takes the moderator to a third screen where they may give a reason for rejection of the content. The screen is shown below. This is useful feedback for the creator of the content.

DETAILS	
→ **Rejected content**	
REJECTED CONTENT	An email will be sent to the document owner informing them the content they submitted has been rejected
Title	New item
Section	Home > wit.ie_DKane > Library.wit.ie > Books
Reject reason	
	Back

SUBMIT

If, on the other hand, the content has been approved the user is returned to the list of remaining items that require approval, which was shown at the top of this page.

PUBLISHING TO THE LIVE SITE

In theory, publishing may be scheduled to take place automatically, at a pre-ordained time of the night, when network traffic levels are low.

Often, when the site is under heavy development, the Webmaster may publish a few times a day.

Content that has been added to the system will not be displayed unless the approval sequence has been completed.   Content that has been rejected is not deleted. Instead it remains in the 'pending' state. If it is pre-existing content, then the previous version of the content continues to be the published version until the approval process has been completed.
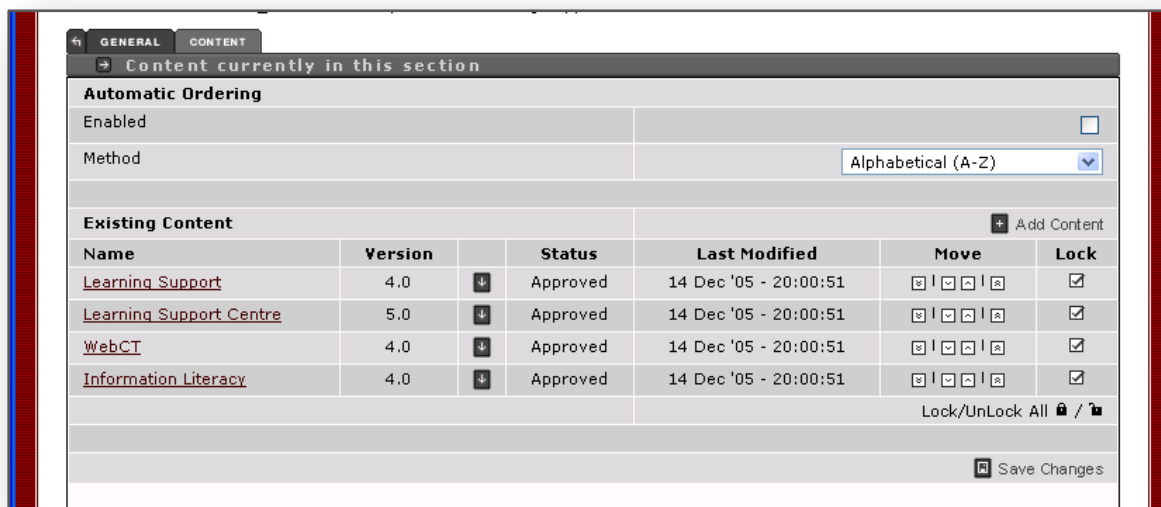
Notes

MODIFYING CONTENT

Existing content can be modified very easily, using the same steps outlined above.

You click on the 'modify' option under the content menu. This brings you to a hierarchy, which you can explore by expanding the branches 'til the relevant page title appears.

CHOOSE THE CONTENT TO BE UPDATED/MODIFIED

When the page title is clicked the user is asked not to choose a template for new content, this time, but is presented with a list of the items of content present on that page. This is illustrated below:
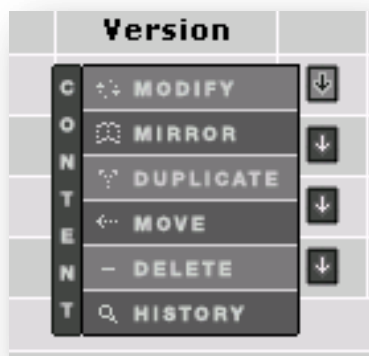

The links under the 'Name' column will bring you to a place where you can edit the content.

MIRRORING, DUPLICATION AND RE-ORDERING OF CONTENT

While we are here, we should look at the other features of this screen...

To the right of the 'Name' column, there is a column containing only square icons, (). If the mouse pointer is allowed to hover over this item, the menu pictured below appears.

The functions of these menu items are summarised below:

• **Modify** – as described above. This is just another way of getting to the same point, you could also click on the name field.

• **Mirror** – create a 'döppelganger' of the content item and place it elsewhere in the site. A change to one will be reflected in all of the mirror images of that content. This is because they are the same piece of content, reflected on two or more different pages.

• **Duplicate** – create a 'clone' or a 'twin' of the content and place it elsewhere in the site. A change to one will not be reflected in the other duplicates, as they are now independent pieces of content, following their own courses.

• **Move** – moves a piece of content to another area of the site. Again, as with many commands in SiteManager, we are presented with the site hierarchy as if the software were asking 'Where do you want to put/do this?'

• **Delete** – render a piece of content inactive. This means that content is no longer published to the live site. It can always be re-activated. True deletion of a piece of content is an Administrator function only, and it rarely happens.

• **History** – view all previous versions of the selected item of content.

Remember: Publishing is an intermittent process, separate from approval, which theoretically happens at a pre-ordained time, usually during the night. All approved content is placed on the live site at publish time and not approval time. However you can preview content in context beforehand.

The columns entitled 'move' and 'lock' allow content to be re-ordered (using, ⊞ ⊡ ⊡ ⊠) and held in place, respectively. The 'lock' function is for excluding chosen items of content from automatic ordering, when it is switched on. Automatic ordering is outside the scope of this tutorial.

Don't forget to save changes (▣ Save Changes), on a re-ordered page.

MAKE MODIFICATIONS AND SAVE CHANGES

By clicking on any of the links under the 'Name' column, the user is taken to a screen where they may edit the content in the template. This was seen before. The screen will always include a Name field and usually an HTML editor, as seen earlier.

By clicking on the 'update' button pictured below, you complete the content modification process.
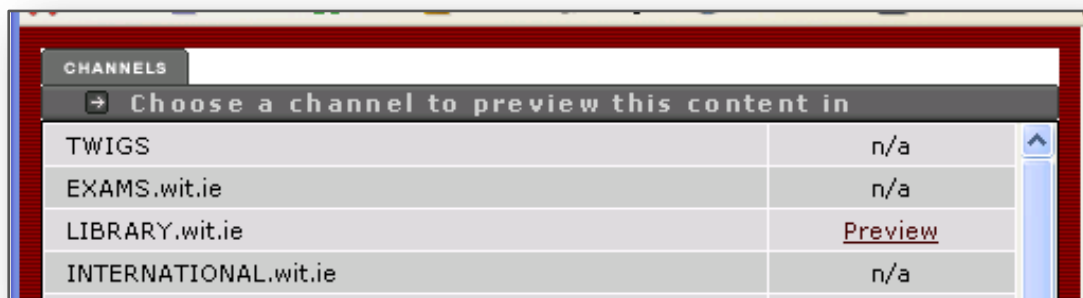
A new version of the content has been created, which pends approval. If you are a moderator, you can perform this step, which was described earlier. Until the content is approved the previous version will continue to be published.

A NOTE ON PREVIEWING CONTENT

Previewing content is a valuable feature of SiteManager. It enables the content to be viewed in context before it is approved, published or even added. A user can preview their work even before they have finished writing it and pressed 'add'.

The preview button is next to the **'add'/'update'** button. The preview button can be seen in context in the last page of this tutorial.

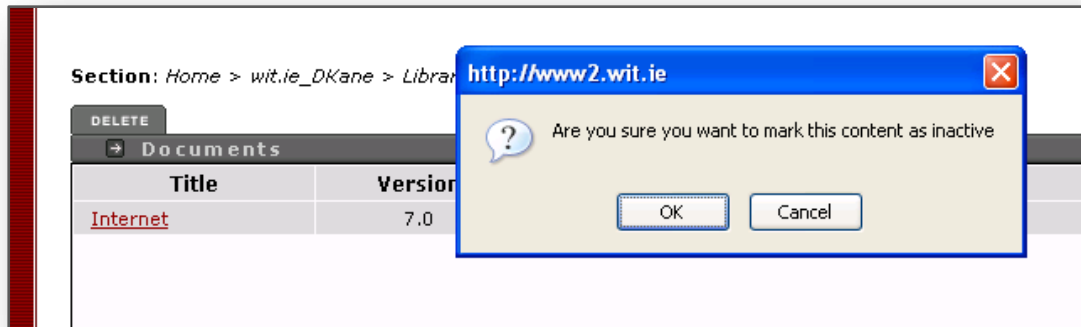By pressing this button a new window appears, which shows the following screen.

There are a number of websites or 'channels' through which the content may be previewed. Most of these will be unavailable and it will usually be quite clear which channel to choose because it will be the only item with a 'preview' link on the right hand column.

Clicking on that link will change the screen to a preview of the content you are working on.

DELETING CONTENT

Deleting content is straightforward:

By following the 'delete' option on the content drop-down menu, you are again taken to site hierarchy or structure. Click on the page and you are presented with the screen below. When you click on the content to be deleted you will be presented with a dialogue box (also shown below) which asks you if you are sure about the decision to delete the content item you have just clicked.

Remember: Content that has been deleted is not so much deleted as rendered 'inactive', so that it no longer gets published to the live site. This means that users have an opportunity to restore mistakenly deleted content.

Notes

HOW TO CREATE A NEW 'PAGE' IN TERMINAL 4

This is a summary of the process you will need to create a new page in Terminal4's SiteManager content management system. Note that pages are referred to as 'sections' in the system.
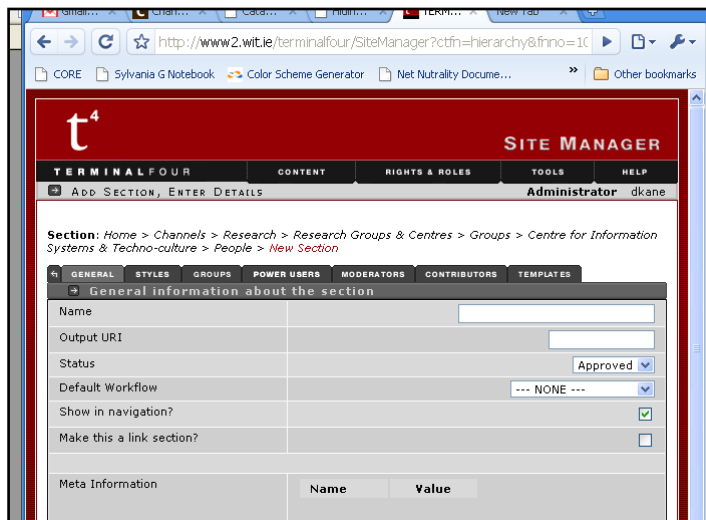
First choose the page under which you wish to create a new page.

Go to 'Site Structure'.

Click on the down-pointing arrow and choose 'add'. You are presented with this screen, which allows you to choose the properties of the page or 'section' that you are creating. In general, you give it a name and check 'show in navigation'.

Click 'Add'.

At this point you have created your new page.

Remember that in the properties of pages that have already been created (Site Structure > choose 'modify') you can re-order content and/or sub-pages/sections.

SPECIAL CASE: CREATING 'LINK SECTIONS'.

Link sections are menu items that point to existing pages in the system or other websites entirely. The process for making them is the same as for creating a new page, except that you also check the 'Make this a link

section?'.

Once you have named the new section and chosen 'Make this a link section?', then choose 'add'. Your new 'link section' will have a little link beside it (see below)

Visit the properties this the new section you have just created under the pre-existing section by choosing modify, from that little drop-down arrow to the right of the section name   ....

Now, under the 'details' tab, you can see the options for linking to other sections or to entirely external websites (below). Note that this 'link section' will appear as a normal menu item in the left-hand web page menu.
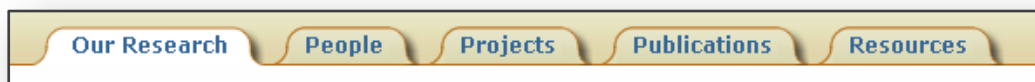
You can choose an 'external url'. This option allows you to write your own link to an external website in the.
Target should be '_blank', if you want to the URL to open in a new page. For links that are within the T4
system it is best to choose 'Section'. Clicking on the 'Link Section' field will launch a menu to guide you
through choosing the appropriate page or section to link to.

RESEARCH GROUP PAGES SPECIFICS

In order for the research group pages to remain consistent, please ensure that you add no more than these 4 top-level headings under your research page (Centre for entrepreneurship in this example).

When you look at the web pages themselves, you will see some tabs at the top.

The content of your pages should fall under any of these tabs. The 'Our Research' tab is a special case. It corresponds to the home page of each research group.

Once you have this structure in place, you can then start filing relevant content under these headings, as illustrated below.

The kinds of content that should go under each of the headings could be summarised thus:

- **our research** - overview of centre, main areas of research, the application of the research to industry etc., news section and contact us.
- **people** - names of all staff members and post doctoral researchers with qualifications, this then needs to link to profile pages of all these members with photos also on this page we could include details of current postgraduate students with the titles of their projects.
- **projects** - summary details of current and past projects with case studies, showing the application of the research to industry or society, including details of strategic partnerships

- **publications** - either a link to Repository RSS feed or upload publications.
- **resources** - details and photos of research facilities and equipment.

Please note, that your **publications** should be drawn from the repository via an RSS feed. The library can help with this process. Each group should upload at least five items. This is explained in the next section.
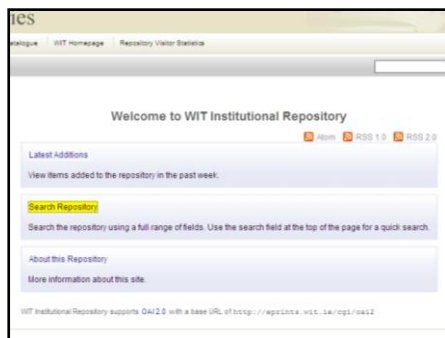
Notes

HOW TO EMBED AN RSS FEED ON ANY WIT WEB PAGE, USING TERMINAL 4

RSS is a way of keeping information in one place automatically up to date with information created in another place. In this case, any WIT web page can be kept up to date with any subset of information from the WIT Institutional repository (http://repository.wit.ie/)

This is done by adding a new item of content to the WIT page. In this case, the item of content that needs to be used is the RSSFeed-Capture template, at the top of the page.

First, the RSS feed URL from the repository needs to be captured…

Run a search from the repository interface. Search by school, department, research group, author , or publication type.

In this case we search for the publications for a particular research group, because we want to embed a live feed of their publications in their web page.

Once you have the results page up, grab the URL link from the page using the right-click of the mouse. Choose 'Copy Shortcut' in Explorer, ('Copy Link Address' in Chrome and 'Copy Link Location' in FireFox).

The URL link looks like this:

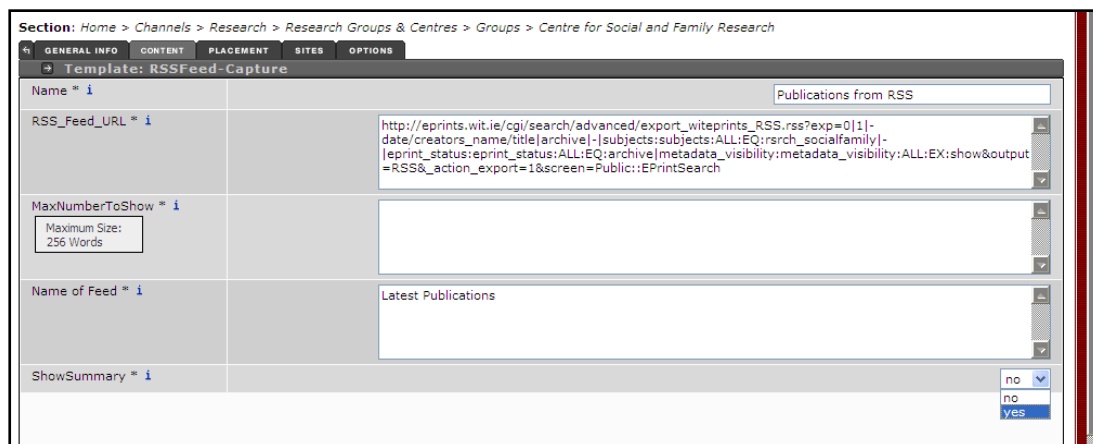Here is an example of the kind of URL you will get from the repository.

http://eprints.wit.ie/cgi/search/advanced/export_witeprints_RSS.rss?exp=0|1|-date/creators_name/title|archive|-|subjects:subjects:ALL:EQ:rsrch_socialfamily|-|eprint_status:eprint_status:ALL:EQ:archive|metadata_visibility:metadata_visibility:ALL:EX:show&output=RSS&_action_export=1&screen=Public::EPrintSearch

It's okay. You need never type this!

So, you add the piece of content using the RSSFeed-Capture template (left).

Once you have the page open, you need to add the URL of the RSS feed. Simply paste the RSS Feed URL into the appropriate box.

Give the list a title (Name of Feed). Set the maximum number of items to show on the feed. ShowSummary should normally be 'yes' as this gives a useful one-line summary to support the RSS link.

Then add, approve and re-publish.