

Trident

Administration Panel

User Guide v1.0

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Getting Started

To gain access to the trident administration panel a username and password must be entered into the trident login page.

(Located at <http://site.trident.lincoln.ac.uk/adminstration>)

If invalid details are entered into the login, an error message will be given to the user, access will not be given and they will be asked to try again. Otherwise they will be taken into the Administration Panel which defaults to the Page Management section.

Basic Features

When in the Administration Panel, the user will see a consistent design structure which is made up of a Blue bar at the top which includes the Title “Trident - Administration Panel” and also the Locale selector which gives the user the ability to choose which Locale (Language) Version of the site that requires editing.

Directly beneath the Blue bar is a small grey one, this contains the navigational links to move around within the Panel, for example: “Manage/edit pages etc”

Note: The Locale by default, selects the “British English” version.

Management Features

Upon entry to the administration panel the page structure of the selected locale version is shown in a table format. The available features to the Admin include: View Page, Change Page Visibility, Page Editing, Page Structure Ordering, Page deletion.

Structure

There are three levels of depth to the structure of the website. Dark blue indicates a top level menu item; light blue indicates that it is the parent of the closest dark blue menu item located above it in the table. The same can be applied to white menu items in respect of light blue ones.

View

This gives the Admin the ability to view any of the pages within the site, irrespective of the pages set visibility (see Visibility explanation below), in a quick and easy way.

Visibility

This column gives the user the ability to choose whether the specific page is viewable in the navigation bar of the websites sections. If this is ticked then the page will appear in the menu of the site, if crossed, it will not appear. To change the visibility of a page, a click it required on the tick/cross of the appropriate page.

Edit

Allows existing pages to be edited, this includes being able to change all aspects of the page. Please see “Add/Edit Feature” section.

Order

In this column, a number is present in an editable text box; this number represents the page’s position within the websites structure, the lower the number, the higher the position of the menu item, to change the order of menu items simple change the numbers of the pages and click the save icon located next to the “order” heading of the table.

Order *(continued)*

Note: These orders are only relative to the level in which the certain page is located. For Example, the order number of a page within a section will have no impact on the order of a different level menu item.

Delete

This simply gives the Admin the option to completely delete a page from the website, after clicking the delete icon, a confirmation box will appear and confirmation is required before the page is deleted.

Note: once a page is deleted it is not recoverable.

Add/Edit Feature

Above the table containing the website structure, there is a link to “Add Page”.

After clicking, this link, the admin will be taken to the “Add Page” where they will have to enter the initial details about the new page. This includes the page’s Name, its parent page (if required) and the template the page will use.

After choosing these, the page is saved, and then editing of the page is now possible. In the editing page all page can be filled, these include:

Name

This is the piece of text that will be shown in the user’s browser window title area.

Title

If for some reason the name of the page is not appropriate for the page’s content heading. For Example: the “name” of the home page is “home” but the “title” of the home page is “Welcome to a world of difference”. Otherwise this field should be left blank and not have a duplicate entry of the “name” field.

Slug

This field is generated automatically from the “name” of the page and should not be edited manually, unless specifically required.

Parent

Gives option to add or remove a page parent for the specific page being edited.

Short Description

A short description that does not exceed a limit of 255 words must be written for every page giving a summary of what content is contained within the page.

Note: this should not be used to duplicate the content of the page, in the event of the short description being empty; the content of the page is used instead, automatically without duplication of the page content.

Extra <head> Content

XHTML can be entered into this box if any specific scripts or any other <head> content needs to be added within the <head> tag of the page.

Visible

When adding new pages this is defaulted to “invisible” so that the page can be checked and verified before going live and being visible to users. To make this visible either change on the “manage pages” page or check the tick box on the “edit page” page.

Content

There are two sections that content can be input into. The “Top” one is displayed differently depending on the template that has been chosen, and the “Bottom” one always begins beneath an Image if present within the template.

Content can be input into these boxes, and using the WYSIWYG editing tools, this can be then formatted in a number of ways.

Images

Placed at the bottom of the edit page, the image editing section allows for an Image, with alt tag (text alternative for the image) to be uploaded and saved. This can be done by clicking the “no image” logo, where a new window will open with the image uploading feature.

Downloads

All pages can have downloads associated with them, these downloads can be managed from a “Downloads” popup window.

Permissions

Access to pages can be controlled by ticking or un-ticking the box next to each of the existing users groups.

News

The way in which news articles are created and managed, works in exactly the same way as adding normal pages to the website. They are language specific and use the same add/edit feature.

Ordering

On the new management page, there articles are ordered by their creation date, and there is no way to change their order.

Name

The name of each article needs to be short and concise. This is what will be shown as the articles title on the new ticker located on the home page.

Title

Can be any length, this will act as the “full” name of the article which will be seen when the user clicks to view the entire article from either the news ticker or the RSS feed.

Users

To create new users and edit existing ones, click “users-manage” on the grey navigational bar. The ability to create new users is only given to “super-administrator” level users.

It requires a simple entry of username and password, and email address, the level of the user’s access to the administration panel can be set using the drop down menu.

User Groups

User groups can be created using the same process for creating users. A User group name must be created and a description of who the user group consists of can be added.

Note: at present this section is not complete and will be finished at a later date.

Locales

An unlimited number of different locales (language version of the website) can be created.

When clicking the “locale-add”. You will be taken to a creation page similar to the “add page” page.

Name

Place the name of the Language version in this name field e.g. “French”.

Locale

This field requires a short code, which will be related to the certain language. This should be in the format “*language-region*” and a maximum of 5 characters, e.g. *the French short code would be “fr”*.

Countries

This field can contain a list of all the countries that will use this language. These need to be input in the form of 2 character country codes, separated with the use of commas.

Tool Tip

The tool tip field is used with the language changer which is present on the right hand side of all site pages, the two character code placed here will appear when the user places the mouse over each of the flags.

Flag Image

This is where the flag image’s filename needs to be stored, which will include the file’s extension. An example of this would be “british.gif” for the UK’s flag.

Header Titles

After the previous field have been filled, the language creation moves onto language specific translations of certain content. The header titles, which include “Header Accuracy Speed” field needs to contain the piece of text that is the languages equivalent to the phrase “Accuracy and Speed”. These are used within the header animation for: “Accuracy and Speed”, “Completing the Package”,

“Effective Branding”, “Effective Control”, “A Fresh Approach”, “setting the Standard” and “More”

Id's

On the navigational bar of the website, there are five links, which refer to the main sections of the site. For these links to work on a new language, they need to be linked to the correct page's “ID”. These ID's can be found when on the “Managed pages” section of the Administration Panel, to the left of each page name. When the page's ID number is known, it can be placed in the page's ID field within the edit-locale page.

Labels

All other fields left within the add Locale are fields that require translations of specific phrases. For example, the word “search” which appears on the right of the search box on every page, would need to have say “Recherche” for the French version of the site.

Videos

Video's will be required to be converted into the “.flv” file format.

These then need to be uploaded manually via FTP into the “flv” folder which is located within the site's (not the administration's) “assets” folder.