Administration User’s Guide

Ver.1.0
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Manage Learn Mores
Manage Photos
Log Out
What is the Content Management System (CMS)?

The WaterAtlas Content Management System (CMS) is FCCDR designed and built software used for managing all non-parametric and GIS content of the Atlas. This includes all documents, links, photos, reports, news and events, as well as Learn Mores. The CMS consists of six primary sections, the Main Menu, the Digital Library, News and Events, Manage Learn Mores, Manage Photos, and Log Out (see below). You will notice that a lot of redundancy has been built into the CMS for ease of use; many tasks can be accomplished by more than one route. Brief descriptions of the primary features are provided below and feature details and functionality will be addressed in the following section.

Main Menu: The Main Menu of the CMS encompasses all subsequent sections of the CMS. It is redundant with the Digital Library, News and Events, Manage Learn Mores, Manage Photos, and Log Out features. The Main Menu is the “one-stop-shop” of the CMS.

Digital Library: The Digital Library is the control feature for all documents (including links), organizations, citations, maps links, and bathymetric maps.

News & Events: The News and Events tab provides access to both news and events posts, as well as contacts, committees and projects, and requests concerning news, events, and documents.

Manage Learn Mores: The Manage Learn Mores tab is the access point from which you edit the site’s Learn Mores.

Manage Photos: the Manage Photos tab allows you to both upload and assign photos, as well as approve photo submissions.

Log Out: Log Out exists the user from the CMS system.
Accessing the CMS

Access to the CMS is an administrative privilege and requires a User Name and Password. To gain access to the CMS, first pull up the WaterAtlas. We will use the Volusia County WaterAtlas in this example:

Following the site address type in: /WRAD_Admin [enter]

This will take you to the CMS Log On Screen:

The User Name is:  Your PI will supply

The Password is:  Your PI will supply

When you select Login, the Main Menu Page will open.
Getting Around the CMS

As noted above, the Main Menu is the “one-stop-shop” of the CMS and is redundant with all subsequent sections (Digital Library, News and Events, Manage Learn Mores, Manage Photos, and Log Out) included as both tabs and as a list of links. For ease of presentation, the following description will reference the Main Menu Options list. However, the user should be aware that each function described below can be accomplished through the function-specific tabs found below the logo bar.

This manual contains “Tips” icons after some item under discussions. The icon is followed by information or lessons learned concerning the item.

Main Menu Options List

The Main Menu Options provides the four areas where the FCCDR or local government content manager can manage WaterAtlas content. The management of documents and links includes uploading, editing, and deleting (where applicable). Getting a document (and link) into the CMS is a three step process which will be discussed sequentially below. In short however, the user must:

1) Provide document details
2) Assign keywords if necessary
3) And assign display options, i.e. what page(s) the document should appear on.

The Digital Library

The Digital Library is the first of the major categories of the CMS Main Menu. The Digital Library features tools for managing documents (including links), organizations, citations, map links, and bathymetric maps.

Manage Documents

When you select Manage Documents, you open the Manage Document Page which allows you to edit or delete existing documents and add new documents. Perhaps the best way to illustrate the uploading of a document is through a practical example. Say you have the following document you would like to upload to the WaterAtlas:
After logging onto the CMS, you would select **Manage Documents** from the Main Menu. A page similar to the one below will open and you should select **Add Document**.

![Add Document Screen](image)

The first of three screens will appear, the Add Document Detail. For the *Florida Lakes* example above, the document details would consist of the following:

Always begin with the Publishing Organization, if you proceed to the Search Keywords or Display Options screens without this information, your entry will be lost.
When you have organizations that author multiple documents that you know you will be interested in adding at a later date, it is a good idea to use the "Manage Published Organizations" tool to add the organization information and do it only once. You can then use the select organization feature to enter the Published Organization.

When you are finished adding the document details, Select-Next Keywords and the second of three screens will appear.
Assigning Keywords are not required. The software features an automated keyword search function that scans each document’s title and descriptor paragraph for relevant keywords. Therefore, the software will catch any prominent topic associations of the document. However, you can assign additional keywords at your discretion.

The final task in uploading a document or link to the CMS is the assignment of display options. This feature will allow you to assign documents and links to Special Libraries, Component Display Options, Learn Mores, and Water Resource Pages. These display options will be discussed in the order in which they appear on the third and final screen of the Manage Documents component of the CMS.

The Special Library Topics assignment feature is the first selection on the Display Options page.

Assigning Special Libraries are not required. Special Libraries were designed to hold seminal documents and links for a specific topic.
Assigning Display components is the second display choice. Selecting one, or more, of the components below will place your document or link in the actual component, as well as on the Overview/Current Conditions page of the water resource.

Please note, a water resource must be selected in conjunction with a component assignment in order for the document or link to correctly display.

The **Learn Mores** Associations feature is the third selection on the Display Options page (you may need to scroll down to find the below display).

**Please Note: Editing of the Learn Mores has been temporarily taken off-line during the coding of OneAtlas (9/2/2008)**
When you assign a document or link to a Learn More, the CMS will place the document in the “Additional Information” of the Learn More. With our Florida Lakes example, say I want to assign the document to the grass carp learn more. I would select “Learn More: Grass Carp (Ecology Page for Lakes and Rivers Pages). The document (or link) will appear at the bottom of the Learn More in the Additional Information section of the Learn More.

The Waterbodies assignment feature is the fourth and final selection on the Display Options page (see below).
For our *Florida Lakes* example, it is appropriate to assign it to all lakes. With this assignment, *Florida Lakes* will appear on every lake page. Other Waterbody display options include all bays, river, and waterbodies, as well as the complete list of water resources. Watersheds are also included as possible selections.

When you have worked through the three screens of the Manage Documents, select **Save**.

You have uploaded your document! It will now appear where you have assigned it on the Atlas as well as in the Digital Library.

Depending on the size of the document and activity on the servers, it may take some time for the document to appear on the site. I find it helpful to make a note to myself to check the site in an hour or so after posting to make sure the document was loaded successfully.

Please return to the Main Menu page by either selecting the Main Menu “topic bar” at the top of the page.
Or, selecting the WRAD Admin “breadcrumb” below the topic bar.

Manage Publishing Organizations

The CMS has been designed to store information on frequently cited organizations (see below). From the Main Menu, select **Manage Organizations**, followed by **Add Organization** to begin compiling the list. Your entries become the source list for “Select Existing Organization” when entering a document.

Manage Citations

The Citations List can be thought of a bibliography for the WaterAtlas. The citations feature is particularly useful when the document is copyrighted and cannot be added to the digital library. When one opens the Manage Citations tab, all entered citations are listed (see below).
Adding a Citation is much like adding a Publishing Organization. Select Add Citation, and enter the bibliographic information. To assign the Display Options of the citation, Select – Next Manage Display Options.

The first display option you can choose is the assignment of a Library Topic.

Additional display options include assigning Learn Mores, Waterbodies, and Watersheds to the citation. One you have selected Finish (see below), your citation will Display according to your assignments.
Manage Map Links

The additional of Map Links need to be coordinated with the GIS Team Leader, Rich Hammond. Rich will assist in the selection of map themes for display. Rich can be reached at (813) 974-6405 or Hammond@arch.usf.edu.
Manage Bathymetric Maps

Adding a Bathymetric Map is actually simpler and more intuitive than upload other documents, links, or maps in the CMS. Uploading a bathymetric map consists of a single screen (see below).

When you have selected Add New Map following the data entry of map details, the map will be uploaded the Bathymetric Maps and Depth Information of a Lake’s Water Levels &Flows page.

Please return to Main Menu.
News and Events

The News and Events Section is the second major category of the CMS Main Menu.

Manage News

To add, edit, or delete a news item, select Manage News. This will open the page of active (not archived) news items. The editing and deleting functions for a news item can be found in the right-most column of the screen.

To add a news item, select Add News and the following screen will appear.
For this example, I have made up a fictitious news story. Supply the Headline and Description (the link summary is optional). Set the Archive Date at an appropriate amount of time ahead.

I typically use a one month Archive Date as a guide.

Provide a URL link, if available, and select whether you would like the news item available on the front page. Placing a news items on the Front Page will place the item in “What’s New on the Atlas” and “Recent News” (see below).
Subsequent Manage News screens are optional and provide for news contact information (below)

And specific page display options (see below).
Manage Events

The WaterAtlas is now utilizing Google Calendar for event viewing and posting. In order to use the on-line calendar, Site Administrators will need to use a Google account e-mail log on and password. After logging on to the CMS and selecting Manage Events, as screen will open with your Google Account and Password. Site Administrators can share administrative privileges with others through “share this calendar”, with others through “share this calendar”.

1) Select “Manage Events” under News and Events
2) Make a note of your Google account e-mail address
   Make a note of your Google account password
3) Follow the www.google.com/calendar link (in the future, Administrators can go directly to the Google link).
4) Sign in (right side of screen) using Google account e-mail and password
5) The calendar will default to the month view. This can be changed with the view settings on the upper right
6) Find your event date(s), right-click, and highlight the event duration
7) When you release the right-click, a pop-up will appear prompting for the event name
8) Select “edit event details” to enter additional information (description, map links, etc.)
9) Select “create event”
10) Sign out at upper right

*An event can be deleted simply by selecting it, then choosing “delete” from the pop-up.

Google Calendar® has additional features such as language and time zone selections (under settings), and cellular phone SMS (short message service) synch options. These additional features can be explored under the “Help” tab. The WaterAtlas discourages the use of the e-mail reminder service as the Google e-mail accounts are dummy accounts, created solely for the purpose of utilizing the calendar, and are not actively maintained.

**Manage Contacts**

Manage Contacts is much like the list of Publishing Organizations and Citations. The Contact List is meant to be a master list of frequently used contacts and is useful when posting a News Item or Event. Select **Manage Contacts** from the Main Menu. The screen below will open.

To add or edit a Contact, select Add/Edit Contact. The screen below will open. When you have completed your contact additions or edits, select Finish and the Contact List will be updated.
Manage Committees and Projects

To be completed

Manage News, Events, and Document Requests

To be completed
Please Note: Editing of the Learn Mores has been temporarily taken off-line during the coding of OneAtlas (9/2/2008)

Manage Learn Mores are the third major category of the CMS Main Menus.

The Manage Learn Mores function is your tool to edit the text of a Learn More. Selecting Manage Learn Mores will open the master list of Learn Mores and their edit options (see below).

Please note: the creations and implementation of a Learn More must be coordinated with the Project Manager and Web Team. Learn Mores cannot be created through the CMS.
Manage Photos

Manage Photos is the fourth major category of the CMS Main Menu

When you select **Manage Photos**, you will be prompted for your initials. This is to keep track of whom approved photos. You will see the screen below, either with photos waiting for approval or, perhaps, no photos are pending.
To approve of a photo for a water resource page, simply select Approve. If you would like to enable the photo for Water Resource Front Page Rotation, or Water Atlas Front Page rotation (see below), select Edit and you can make these modifications.

To upload photographs, select Add Photos and the following screen will open. Complete the fields and enter the verify number – this is to prevent auto uploads. Select Submit. The image to go to the photo approval page (above) for ultimate approval and placement.
Log Out

Log out is the fifth and final section of the CMS Main Menu.
Perhaps the most self-explanatory of all CMS functions, Log Out exits you from the CMS.