



# Discovering Shropshire's History

## Help sheet 6 – How to create a Event record

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## 1.0 What this help sheet covers

This help sheet details:-

- How to create a Event record

## 2.0 What is a webpage

An Event record is a page that acts as a continual feed of events that are taking place throughout Shropshire.

## 3.0 Admin menu

Once you are logged in you will see the admin menu and the pie chart for your remaining server space. In the menu select “manage Events”

### Remember

- The types of records to edit will appear based on your rights as a user.
- The admin menu allows you to create and edit content on the website.
- The left-hand side navigation expands and collapses when you single left click on it.

The admin menu shows: -

- A disk quota summary
- Options for managing, editing and creating content
- Options for managing users
- Options for managing the system
- Changes to the system
- Access to records is based on your memberships of the groups your user profile has assigned.
- Webmasters see all content.
- Make your content meaningful and provide good titles.

When filling in fields consider what a user will see, provide meaningful page titles.

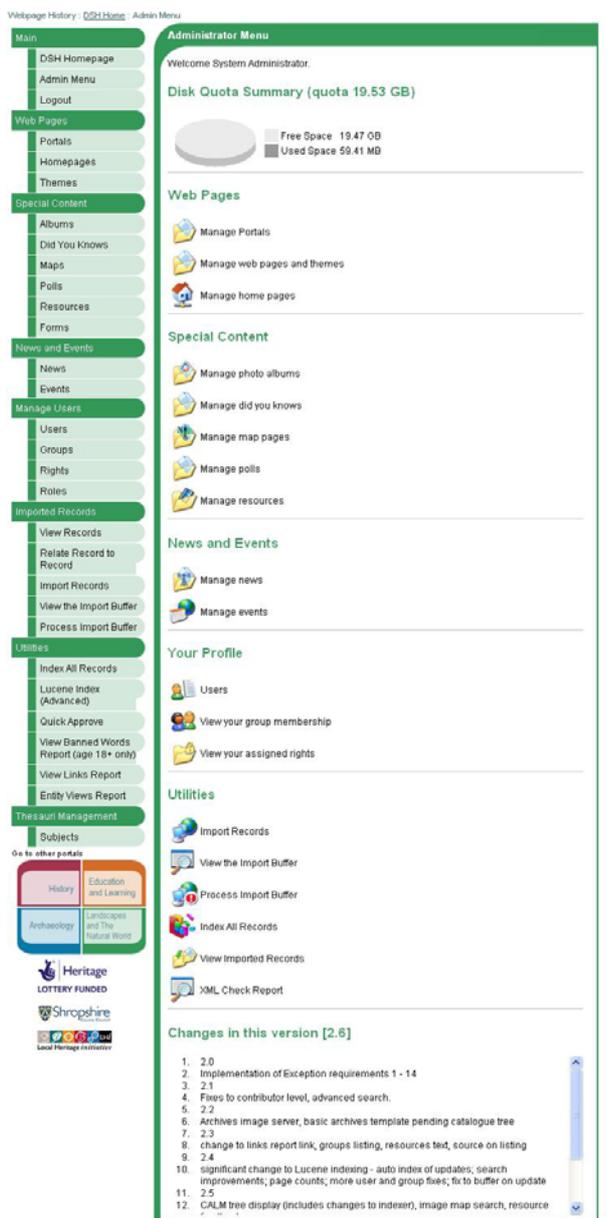


Figure 1: Admin menu

### 3.1 Managing your News records through the webpage menu

- If you have no news created it will be blank and all you can see is the “create new one” link.

---

#### List Themes

No records. [Create a New One](#)

Figure 2: Empty Events menu

- If you are a member of a group or have webmaster access you will see the appropriate content.

- Status will only be clickable if you are a group administrator or webmaster.
- Clicking on status if you are able will make it live on the website. A green tick means it's live a red cross means it's not live.
- If you have no themes uploaded it will be blank and all you can see a link that says, "create new one".
- This is an edit list it allows you to edit pages on the website,

Search

Identifier OR Title

Filter Show All

The search window at the top allows you to search for records to edit. Type in a keyword and single left click on filter this will search the records you can edit.

Records 0 to 15 (total records 32). View Page **1** (total pages 3)

Show all will list all records that you have the rights to edit.

ID	Title	Description	Status	Creator	New
5848	Alpha 1 Release	We are proud to announce Version 1	✗	System Administrator	 
5823	a09 release	Alpha a0.9 release of system	✗		 
5836	Open day exhibition	New Event Item Description	✗		 
5856	Alpha 1.0.4 Release	Alpha 1.0.4 released today.	✗	System Administrator	 
26172	DSH Project Launch Friday 6th October 2006, 4.00 - 6.00pm	The launch of the Discovering Shropshire's History Project will be held on Friday 6th October 2006...	✓	System Administrator	 
26441	Introducing Medieval Latin, Part 2	Tutor: Sylvia Watts 2nd October - 4th December 2006 (excluding 16th Oct and 13th Nov) Monday afterno...	✓	System Administrator	 
26442	Exploring Historical Landscapes in Shropshire	Tutors: Trevor and Margaret Hill 3rd October - 24th October 2006 Tuesday afternoons, 2.00pm - 4.00p...	✓	System Administrator	 
26443	Family History For All	Tutor: Alison Healey, Archivist and Researcher at Shropshire Archives 12th October 2006, 2.00pm - 3:...	✓	System Administrator	 

If there are more records that can be displayed on a page then you can select further pages by dropping down the page look up and selecting a page.

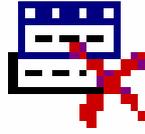
**Figure 3: Events menu**

- If you have already uploaded some Events records they will list with the title and description fields and a status.
- You can delete your records from this list (please note once deleted you cannot bring the Events record back).
- To edit an existing record click on the edit button and the record will open



**Figure 4: Edit existing record icon**

- To delete a record single left click on the delete icon please note it will ask for confirmation.



**Figure 5: Delete an existing record icon**

## **4.0 Creating a new record**

### **4.1 Opening a new blank record**

- When you click on new record a blank record will open up you can now start to edit the record.

### **4.2 Saving your record**

Please make sure you save your record at regular intervals by a single left click on the save button at the bottom of the screen. The system will confirm that it has been saved at the top.

## **YOU SHOULD SAVE OFTEN**

If you save a new record it will tell you it has saved

### **Information**

- Record inserted
- Record indexed [\[detail...\]](#)

**Figure 6: Saving new record**

If you edit an existing record the message will be slightly different

### **Information**

- Record updated
- Record indexed [\[detail...\]](#)
- Previous version archived.

**Figure 7: Saving an edited record**

DSH:Record\*

DC:Identifier

DC>Title\*

DC:Creator

DC:Date

DC:Description\*

Sections\*

DC:Publisher

DC:Contributor

DC:Type

Start Date\*

End Date\*

DC:Format

DC:Language

DC:Source

DC:Subject

Portals\*

Themes\*

Imported Records\*

Homepages\*

Groups\*

Status

Save

**Figure 8: Event record**

### 4.3 Editing the record

- Once the new record is open you can start to edit the record. You must fill in the following fields

Field name	
Dc:identifier	Automatically done by the system

Dc:title	Please put in no more than 255 words. Make the title meaningful.  “Newport History Society homepage”  “Friends of Much Wenlock Museum homepage”
Dc:creator	Automatically done by the system
Dc:date	Automatically done by the system
Dc:description	You can put as much text in this field as you wish. Please do not copy text from word into this field.
DC:format	Automatically done by the system
Dc:language	Automatically done by the system
Dc:subject	Please put in at least one subject
Start Date	THIS IS THE KEY FIELD. This dictates when it appears on the website and it will not appear until that date.
End Date	THIS IS THE KEY FIELD. This dictates when it ends on the website and it will stay on until that date.

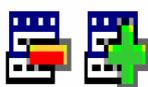
- If you are not sure what to put in a field hover your mouse cursor over the help icons and a pop up help will appear.



**Figure 9: Help icon**

- You should note some fields such as  
Sections  
DC:Language  
DC:Source  
DC:Subject  
Portal link  
Themes link  
Imported records link  
Group’s link

Allow you to add one or more entries, if you wish to add another entry click on the plus icon if you wish to remove an entry press the minus icon.



**Figure 10: Add another entry**

## SAVE THE RECORD NOW BY CLICKING ON SAVE AT THE BOTTOM OF THE FORM

### 4.4 Assigning the webpage to a portal

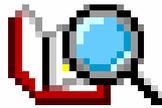
This will allow a user to associate a page to a portal. As a webpage it will appear only on the left hand side of the navigation in the portal.



The screenshot shows a form titled "Portals\*" with a sub-section "Portal\*" containing the following fields: "Identifier", "New Relationship\*" (with a search icon), and "Visible on Portal Page" (with a dropdown menu set to "No").

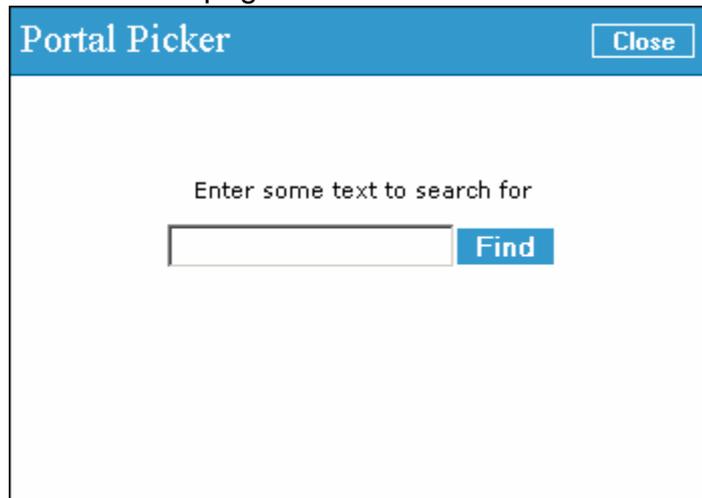
**Figure 11: Link portal section**

1. Single left click on plus button in the area. Note if you click on the plus button again it will close/collapse the area.
2. Note the plus and minus options (see section 4.3 for advice about these icons) now single left click on the search icon.



**Figure 12: Search icon**

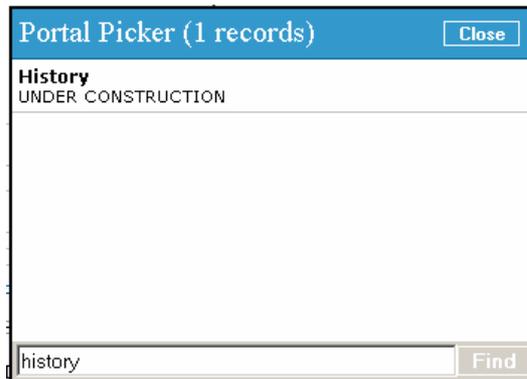
3. The portal picker window will now open. You can use the search engine to find the portal you wish to link the webpage to.



The screenshot shows a "Portal Picker" window with a blue header bar containing a "Close" button. Below the header is a search input field with the placeholder text "Enter some text to search for" and a blue "Find" button.

**Figure 13: Portal Picker**

- To run a search type in a key word of the record you're looking for and single left click on the find button.



**Figure 14: Matching record in the portal picker**

- The system will return the matching records to your search and list them for you. To select one to attach hover your mouse over your desired record the cursor should change to a hand then single left click. You will see that the title is written into the field. It should look something like this



**Figure 15: What a portal linked to a webpage looks like**

Remember by clicking on the plus icon you can add another link to a different record. To remove an entry click on the minus button.

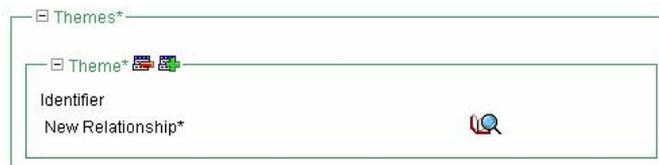
4. The yes/no selection that is "Visible on portal page" will make it appear on the left-hand side of the navigation. If you say no then it will not appear.

#### 4.5 Assigning the homepage to an a theme/webpage record

Optional

The webpage records are derived from content on the website.

1. Single left click on plus button in the themes records section. Note if you click on the plus button again it will close/collapse the themes records section.



**Figure 16: Themes records section**

2. Note the plus and minus options (see section 4.3 for advice about these icons)
3. Now click on the search icon.



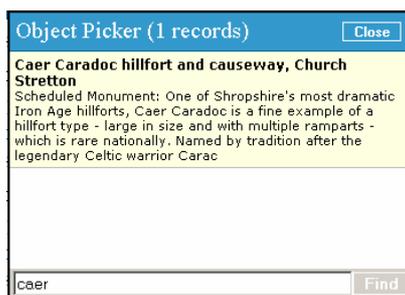
**Figure 17: Search icon**

4. The picker window will now open. You can use the search engine to find the record you wish to link the resource to.



**Figure 18: Object picker**

- To run a search type in a key word of the record you're looking for and single left click on the find button.



**Figure 19: the matches returned**

- The system will return the matching records to your search and list them for you. To select one to attach hover your mouse over your desired record the cursor should change to a hand then single left click. You will see that the title is written into the field.

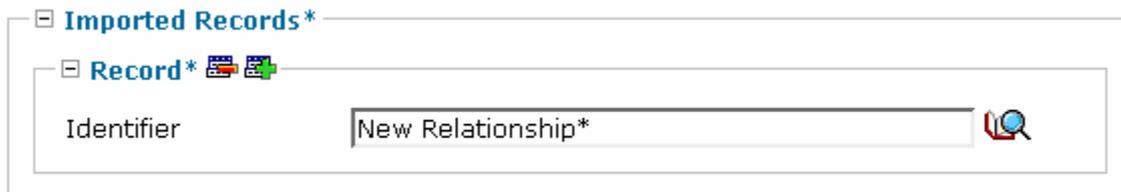
Remember by clicking on the plus icon you can add another link to a different record. To remove an entry click on the minus button.

#### **4.6 Assigning the webpage to an imported record**

Optional

The imported records are derived from databases that are off line these include the SMR, Calm and Museums records. It is possible to link imported records even though you cannot edit them.

1. Single left click on plus button in the imported records section. Note if you click on the plus button again it will close/collapse the imported records section.



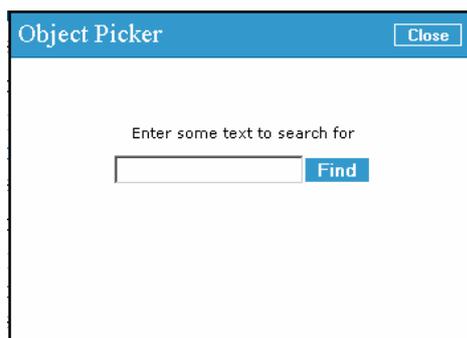
**Figure 20: Imported records section**

2. Note the plus and minus options (see section 4.3 for advice about these icons) now click on the search icon.



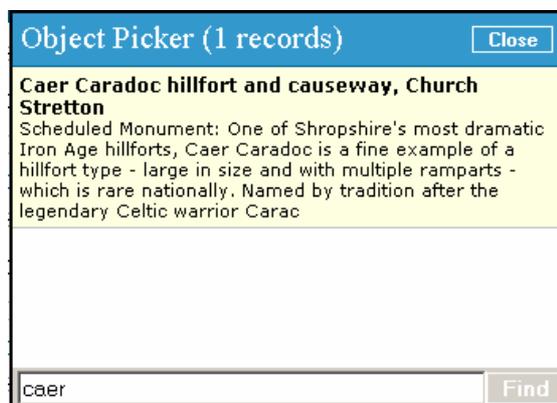
**Figure 21: Search icon**

4. The object picker window will now open. You can use the search engine to find the imported database record you wish to link the resource to.



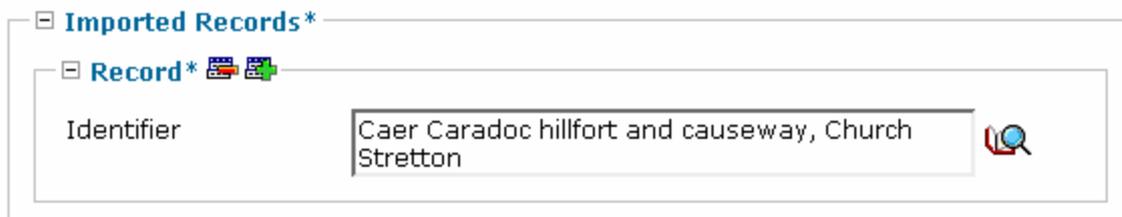
**Figure 22: Object picker**

- To run a search type in a key word of the record you're looking for and single left click on the find button.



**Figure 23: the matches returned**

- The system will return the matching records to your search and list them for you. To select one to attach hover your mouse over your desired record the cursor should change to a hand then single left click. You will see that the title is written into the field. It should look something like this



**Figure 24: A webpage attached to an imported record**

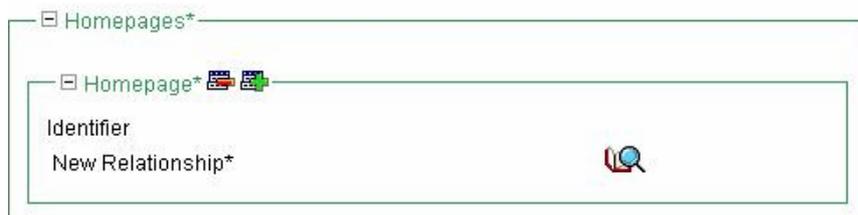
Remember by clicking on the plus icon you can add another link to a different record. To remove an entry click on the minus button.

#### 4.7 Relating a homepage to an a webpage record

Optional

The homepage records are derived from content on the website.

4. Single left click on plus button in the homepage records section. Note if you click on the plus button again it will close/collapse the homepage records section.



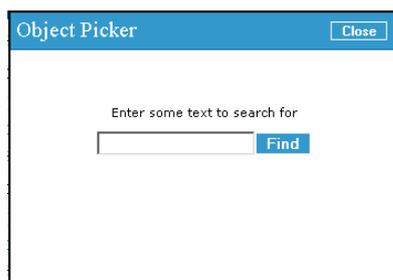
**Figure 25: Homepage records section**

5. Note the plus and minus options (see section 4.3 for advice about these icons).
6. Now click on the search icon.



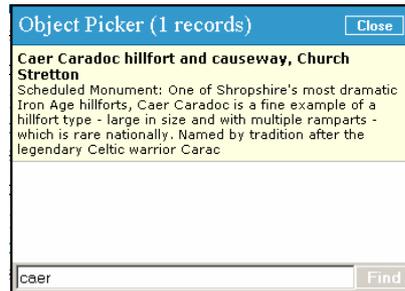
**Figure 26: Search icon**

4. The picker window will now open. You can use the search engine to find the record you wish to link the resource to.



**Figure 27: Object picker**

- To run a search type in a key word of the record you're looking for and single left click on the find button.



**Figure 28: the matches returned**

- The system will return the matching records to your search and list them for you. To select one to attach hover your mouse over your desired record the cursor should change to a hand then single left click. You will see that the title is written into the field.

Remember by clicking on the plus icon you can add another link to a different record. To remove an entry click on the minus button.

#### **4.8 Assigning the webpage to a group**

YOU MUST ASSIGN AT LEAST ONE GROUP TO A HOMEPAGE OR YOU WILL NOT BE ABLE TO FIND IT AFTER YOU SAVE.

Assigning a group to the homepage applies a group template.

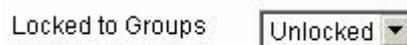
Apply the group will apply a logo and a group look and feel to the webpage that the homepage is displayed on.

To select a group follow these steps

1. Drop down the list by clicking on the down arrow on the right hand side. A list of groups will appear select one by a single left click.

#### **4.9 Locking a page to a group**

It is possible to lock pages to a group (or groups) that are associated with the content. Being locked means only members logged in can view the page or content.



**Figure 29: Object picker**

#### **5.0 Making content live as a Content Provider**

A content provider cannot make content live on the Internet without a group administrator or webmaster approving it first.

Any edit or creation you make sends an email to administrators. They will review your content then make it live. You can carry on editing it but your content will not appear until it is made live.

Please be patient with administrators they will make your content live as soon as they possibly can.

## 6.0 Archive copies of previous versions of your records

The system automatically saves the any changes you make to an existing record. Make sure you have saved your record before you go to the view history page.

1. Click on the icon in the top right hand corner of the record.



**Figure 30: Record archive icon**

2. The history will now open up.

### View History

ID	Date/Time	User	Restore	Preview
505	2006-08-01 17:53:52	Phil Scoggins	<a href="#">Restore</a>	<a href="#">Preview</a>

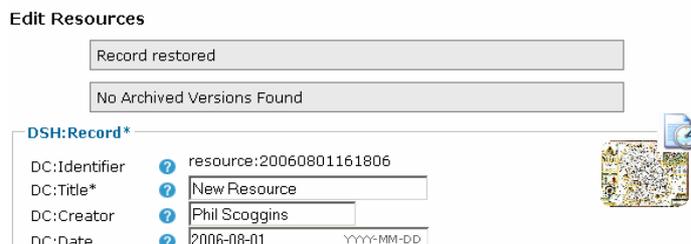
**Figure 31: viewing the record archive**

- You are able to preview the old record or restore the old record single left click to preview will open up a pop up window that shows the native XML record.
- If you do not wish to restore any old record click web history item that says, "edit record..."

Webpage History : [DSH Home](#) : [Admin Menu](#) : [Resources Listing](#) : [Edit Record 5978](#) :

**Figure 32: Click on webpage history to return to the record when in the record history**

- To restore the old version single left click on the restore command. You will be asked if you are sure. It will then return you to the record in its old form.



**Figure 33: Confirmation that the record archive has been restored**

## 7.0 Preview content as a webpage

It is possible to view your content whatever it is as a page prior to publishing. In the top right hand corner of an edit page form is an icon that looks like a page with a magnifying glass. If you single left click a new browser will open showing a preview of the image.

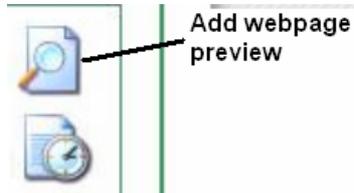


Figure 34: Preview icon

## 8.0 Making content live as a Content Provider

A content provider cannot make content live on the Internet without a group administrator or webmaster approving it first.

Any edit or creation you make sends an email to administrators. They will review your content then make it live. You can carry on editing it but your content will not appear until it is made live.

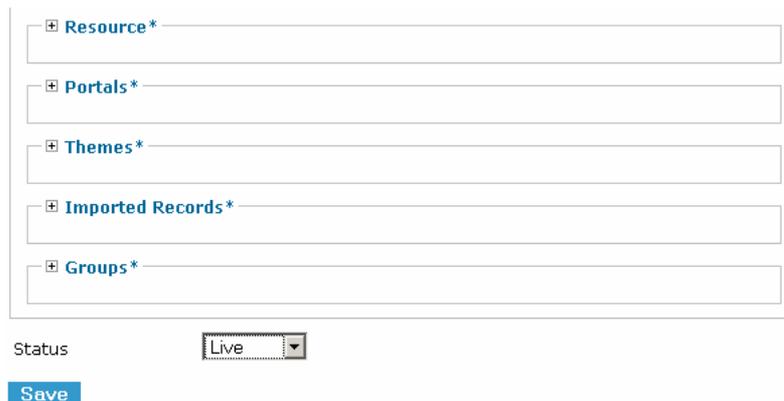
Please be patient with administrators they will make your content live as soon as they possibly can.

## Appendix A: Administrator functions

As a Group Administrator or Webmaster you have several more abilities that content providers do not.

### A.1 Approving content one record at a time

1. Your form for creating homepages has one extra field, which is called Status. This field is for making content live or not live so it will appear on the Internet. As an administrator when you create something it is always set as live



The image shows a form with five input fields, each with a plus icon and an asterisk: Resource\*, Portals\*, Themes\*, Imported Records\*, and Groups\*. Below these fields is a Status dropdown menu with 'Live' selected. A blue Save button is located below the Status dropdown.

**Figure 35: Status field**

- To assign any record on DSH as live simply drop down the list and select live.
- If you wish to stop any content appearing select not live.
- Make sure you save the change.

### A.2 Quick approve

The quick approve can find found in the administrators menu when you log in as an administrator. You will find the quick approve menu under the utilities menu on the left-hand side.



**Figure 36: Utilities**

1. Single left click on the quick approve function. A window will now open up if there is content to be approved it will be listed. You can click on the tick box and press approve to approve many items. Any items you approve will be removed from the list.

## Quick Approve

Title	description	created	Creator	Approve
<a href="#">Maps</a>	New Resource Description	2006-08-01 18:28:52	Phil Scoggins	<input type="checkbox"/>

Figure 37: Quick approve utility

- You can preview the content of the item by clicking on the blue title a preview window will open up. You can approve the content at that point. Once you approve an item in the preview it will take it from the list and return you back to the list.

### Quick Approve: Maps (Preview)

**Title**  
Maps

**Description**  
New Resource Description

Figure 38: Quick approve preview

## A.3 Approving content from a list

A homepage should be treated as your main page for your group, society or project. This should be used sparingly with webpage/themes linked to the homepage. To construct your website you would create a homepage and link one or more webpage/themes to your homepage. You can also link webpage to other webpages.

It is possible to go to each record type such as homepages and see a list of records. As a Webmaster or Group Administrator you will see green ticks and red crosses in the status record for each record listed. Click on one of these and the status will change.

Search

Identifier OR Title

Records 0 to 15 (total records 88). View Page  (total pages 6)

ID	Title	Description	Status	Creator	New
5962	Help and Support	Welcome to Help and Support	<input checked="" type="checkbox"/>	System Administrator	
6021	Market Drayton Museum & Resource Centre 'The Story of Drayton'	Welcome to the Market Drayton Museum Homepage. You will be able to find all about the museum its his...	<input type="checkbox"/>	Carol Chapman	
6163	Four Parishes Heritage Group	Welcome to the Four Parishes Heritage Group homepage. Funded by the LHI you will find out all about...	<input checked="" type="checkbox"/>	David Poyner	
6165	Shropshire County Council Archaeology Service	Welcome to the Shropshire County Council Archaeology Service's homepage, where you can find out about...	<input checked="" type="checkbox"/>	Hugh Hannaford	
6167	Shropshire Regimental Museum	Welcome to the Shropshire Regimental Museum homepage. The Regimental Museum was established in 1985	<input checked="" type="checkbox"/>	Peter Duckers	

Figure 39: Approve content from a list