www.ccll.org.uk version 3 manual

Introduction

The www.ccll.org.uk web site has been designed so that different Links can develop their own sub-web and to incorporate the information that they want. When supplied to a Link, the sub-web will contain standard 'core' pages on a standard menu. The menu and pages may be edited away from this standard, but may keep some of the 'core' features so that any updates to these 'core' pages will be available, without and action by the Link.

We have standardised on a layout and colour scheme that will be maintained across all Links to create a 'corporate' style to the web site.

Behind the members log in lies a whole raft of functions that will help a Link administrator manage their members and visits as well as all the editing functions required to manage the site.

When first set up, one user login will be created at the Administrator level. It is then the responsibility of that person to create new members and Administrators and to manage the site.

Let's look at the basic web site.

The home page is rather special as it contains a series of sliding panels, which may contain text or images, and a series of preview panels giving the viewer a wide taste of what is on offer. All these panels are editable by a Link Administrator.

The menu is common across all pages but changes to show the items available for the level of security that the viewer has, the three common levels are 'Guest', 'Link member' and 'Link administrator'

Four of the buttons are fixed 'Home', 'Members', Contact' and 'Locations', all the others may be changes and may be menus in their own right.

The 'Home' button will become a menu when the viewer logs in as a 'Link Administrator' containing two sub menus, which between them controls the full functionality of the system
      'Admin' where all the link administration is carried out
      'Site" where the editors for the web site are located

 The 'Members' button contains the 'Login/Logout' option and editable menu to provide some of the options already on the 'Admin' menu may be copied here and made available to 'Link members'

The 'Contact' button provides a form that is emailed to the Link's contact email addresses. (See 'Person Roles')

The 'Locations' button shows where all Links are in the country and allows switching between Links, but what is visible on the various web sites depend upon the security level.

The other six menu buttons have suggested options on them, which may be changed completely or opened up to contain sub menus.

Editing the menu

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site', 'Menu Editor**.**'

A new menu bar will appear on the page, this is the one you are about to edit. At any stage you may replace this working menu with a copy of the standard menu or your current menu.

When you have finished editing you can make this working menu your current menu. The working menu will be saved so that you can come back to it and continue editing.

The working menu reacts in the same way as the current menu, except when you click on an option becomes the 'Selected Menu Item' and the position within the menu is displayed in the editing area. Depending upon the item you have selected, a series of option buttons are enabled.

- Edit – this will bring details of the menu button into the editing area.
    - o Label – the name to appear on the button
    - o Hint – the text that is displayed when your mouse hovers over the menu button
    - o Page – A list of all 'core' and your 'Link' pages that may be added to a menu.
        - ▪ There is also a hint in the selection list to say whether the page is 'simple', ie is a pure html page or 'functional' where we link a program to the page to show information held in a database.
        - ▪ If this menu option is at the head of a menu and does not have a page of it's own, it may be left blank.
        - ▪ If there are two pages with the same name, one 'Core' and one 'Link', the 'Link' version will take precedence no matter which one you select. If you want to revert to the 'Core' page, just delete or rename your local 'Link' version.
- Save – if the information has been edited, it must be saved or it will be discarded.
- Insert – Enter details (see edit above) in the editing area and selecting 'Insert' will create a new menu option above the selected menu item.
- Add – Enter details (see edit above) in the editing area and selecting 'Add will create a new menu option below the selected menu item.
- Delete – removes the selected menu item.
- Make – Makes the selected menu item the head of a menu and creates a blank menu button under it. You should then edit this blank button to make it a genuine option.
- Remove – Removes the menu under the menu item and makes the button a standard menu item.
- Move Up – moves the menu item up the menu.
- Move down – moves the menu item down the menu.

Editing a page

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site', 'Page List

A list of all available pages will be displayed. There are two sections
1. Your Own Pages
2. Editable Core (Standard) pages

- Name – The prompt name when selecting pages to go on the menu or be called from other pages.
- Title – This will be shown in the browser title bar.
- Template – a 'simple' template is all that is needed for most pages, but some pages eg the calendar, extracts information from the database and merges it with a specific template to display the page. There are usually specific editors for these 'functional' pages.
- Authority. – this is the security level needed to view the page
- Menu – the menu number that page is called from, this is just an indicator whether the page is used on a menu or not.
- Actions
    - Properties – calls an editor to create or update information that controls how the page is displayed.
    - Edit Content – for a 'simple' template page, this calls up the on-line page editor, in some cases this may call up two editable areas where there is a 'header' and 'footer' on the page.
    - Edit Preview – If the page can be called from one of the preview panels on the 'home' page, you may edit the preview details that have been selected for you when editing the main text on the page.
    - Delete – if the page is no longer needed, it may be deleted.
    - Copy – copies the 'Core' page into 'Your Own Pages' so that it may be edited.

Properties
 This is for a 'simple' page, in some cases eg the gallery, these details are extended to contain details needed to perform functions within that part of the system, they will be described when the subject is being described.

- Unique Reference – All of the standard 'core' pages have a name that reflects what the page contains. If you choose the same name as a 'core' page, yours will be displayed instead of the core page. If you leave the entry blank, a unique reference starting 'l_' followed by a number will be created for you.
- Name – This is the name used in all the page listings eg when adding to a menu
- Title – This is shown at the top of a browser window and also in search engines.
- Description – this is not displayed on the page, but is used as information for search engines
- Who can view this page – this provides security, so that sensitive information is not displayed to those who should not see it. The common options are -
    - Visible to all
    - Visible to your Link members only
    - Visible to your Link administrators only

- Does your page contain sensitive information – if 'yes' the page will only be displayed if the page can be sent via securely over the internet (you will see https and a padlock symbol in your browser when pages are displayed securely).

You then have the option to 'Save' the data or 'Return' to the previous page.

Edit Content

One or two editable areas will be displayed, each with it's own toolbar. This is similar to most common word processors (see 'CK. Editor.' for instructions). There are several special toolbar options for our web site.

- Insert a Link – this has a 'Browse Server' button, which will display a list of all pages that you may link to in this page.
- Insert an Image - this has a 'Browse Server' button, which will display all images that you display on this page.
- Mark preview text – All content up to this point will be automatically transferred to the preview panel. Without a marker being set, the system will make the selection for you. This preview page is editable in the preview editor.
- Insert a Map – This option is only available if editing a page with a 'map_page' template, it will allow you to select a previously defined 'Google' Map complete with a set of marker. This will be displayed as a yellow rectangle with a red border.

Once finished you must take the 'Save' option to update your page.

Edit Preview

An editable area with it's own toolbar. This is similar to most common word processors. There are several special toolbar options for our web site (see 'CK. Editor.' for instructions).

- Insert a Link – this has a 'Browse Server' button, which will display a list of all pages that you may link to in this page.
- Insert an Image - this has a 'Browse Server' button, which will display all images that you display on this page.

Once finished you must take the 'Save' option to update your page.

Add a new page

Before entering the main properties of the page, you have chance to set up the basic details
- Unique Reference – All of the standard 'core' pages have a name that reflects what the page contains. If you choose the same name as a 'core' page, yours will be displayed instead of the core page. If you leave the entry blank, a unique reference starting 'l_' followed by a number will be created for you. To revert back to the 'core' offering, rename your local page.
- Name – The prompt name when selecting pages to go on the menu or be called from other pages.

- Template – a 'simple' template is all that is needed for most pages, but some pages eg the calendar, extracts information from the database and merges it with a specific template to display the page. There are usually specific editors for these 'functional' pages.

When you save the page, you will be taken to the common properties page.

Edit the Home Page

The Home page is has a different layout to other pages and has a different editor for 'Properties' on the page listing.

It has a reserved 'Unique Reference' that must always be 'home'.

There are two lists of 'panels' that may appear on the home page
- Sliding Panels – these are the small web pages that appear in the banner area of the home page.
    - You may select up to nine panels to appear in the slide show.
    - They will be displayed in the sequence determined by the numbers that you add in the 'sequence' column.
    - Any panel without a number 1 to 9 will not be displayed.
    - They have their own editor (Sliding panels on the menu).

- Preview Panels – these are the small web pages that appear in the lower area of the page.
    - You may select up to six panels for your home page to display.
    - They will be displayed in the sequence determined by the numbers that you add in the 'sequence' column.
    - Any panel without a number 1 to 6 will not be displayed.
    - When you edit a page, you may insert a 'Mark preview text' marker, all content up to this point will be automatically transferred to the preview area for the page. Without a marker being set, the system will make the selection for you
    - They have their own 'Edit Preview' option on the page listing to allow you to fine tune the content that is selected when editing a page.

Image List

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site', 'Image List'

This is a simple list of all the images that you have loaded in your image area and the images that are using on your pages.

Keeping track of what images are used and deleting those not being used results in a clean system for you to control.

Photo List

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site', 'Photo List'

This is a simple list of all the photos that you have loaded in your photo area and the photos that are using in your photo galleries.

Keeping track of what photos are used and deleting those not being used results in a clean system for you to control.

Editing a Sliding Panel

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site', 'Panel List'

A list of all available panels will be displayed. There are two sections
1. Your Own Panels
2. Core (Standard) Panels

You can 'Add Panel' or '[Edit Panel]', both of which will bring up a copy of the page editor.

Give the page a name ('NEW SLIDING PANEL' is given by default for a new panel, but please change it).

A guidance area outlined with a red dashed border will be displayed, keeping within this will ensure that your panel displays correctly. This guidance area will not be displayed on the home page. If you wish to display one large image that fits across the whole page, click within the red guidance area and press delete and then insert an image that is exactly1000 pixels by240 pixels, no other text etc must be entered. (see 'CK. Editor.' for instructions).

Security

To maintain a level of security on who can view information, each page, menu option and user is given a level of 'authority'. For a page or menu option to be displayed the user must have an authority level as secure as the page or menu option.

For pages and menu options these 'authority' levels are

A - Visible to your Link Administrators only
G - Visible to all
H - Visible to Head Office Staff
L - Visible to your Link members only
M - Visible to any Link member
O - Visible to any of your Link Officers
R - Visible to all Members in your region

W - Visible to the Webmaster only
X - Visible only when not logged in

For users these 'authority' levels are

A – An administrator for your Link
L - A member of your Link
W – Webmasters

We use other information combined with these basic 'authority' levels to obtain the final 'authority' level eg, whether the member is in the same region as the page or menu option.

To provide more flexibility there is now a second layer to the authority system, which will be expanded across the whole of the system in due course, this layer determines which functions are available for members and administrators of your Link.

Taking one example – the diary of events. Some Links allow members to enter new events and update their own entries, but not those entered by others, administrators can enter new events and update any entry. Other Links only want administrators to have anything but the ability to view the entries. In the expanded system, this option can be given across all members/administrators or down to individual users.

Another example – page editing. You may want a user to have administrator authority to create and edit we pages, but not to create of modify members details.

How is this achieved? Each function has been given an 'authority type' and you may enable this to give functionality to individual users. If the user is a 'member' they can only create or modify their own information (eg own family) or entries that they have made, not those created by other members; if an 'Administrator' they will have administrator authority for that group of functions.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site', 'Authorities'

Displayed on the screen is a list of all the default authority types for your members and administrators. These are the authorities that will be given to new users. Just select the pattern of authorities required and select 'save'. You may clear all the authorities held by all your users or update them to the current levels. Note that setting levels does not clear them, so will not take away an authority already given to a user, you must clear the authorities first if you want to remove them.

You may change individual user settings

Take the menu option 'Home', 'Admin, 'User List'

Select a user and you will see all their authorities. (see user admin for more details of the user screen)

Link

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Admin, 'Link'

Basic information relating to your Link would have been set up for you when your section of the web site was created.

- Display name for the link – This is the name to appear on the page banner, in the browser title bar and any reports etc. It is quite safe to change this name as it does not affect any of the functions of the system.
- Internal Web Site – This is how your section of the web site will be referred to on the Internet and controls the email addresses for your link. Please, only request a change to this if absolutely necessary as it affects anything that you have already printed or displayed on the Internet. It may also break links to your images embedded in your edited pages and they will require re-editing.
- External web Site - If you have a web site outside of the corporate structure, it may appear against your Link's name in any selection box. The use of these 'external' sites is not encouraged as it breaks the 'corporate' style that the charity is trying to promote.
- Region – If you are within a 'Regional Coordinator' region, you can select the region here. This extends the authorities that you can give to a page, as now you can allow all members within your region to see information rather than restricting it to just your own Link members.
- Map Location – This is where you can decide to set the 'pin' for your Link that will be displayed on maps when showing where all Links are (the location map has default map pins). It may also be used when you create maps, in this case you may decide what 'pin' will be displayed. (see maps for more information)
- HO Account Number – This is the account number given to you by HO that determines which account your funds will be held in. This information will be used when on-line donations and supplies ordering is added to the system. This is not your local bank account number.

Users and members

There is a distinction between a user (someone who can log into the system) and a person within the membership system. A family might have one login user name and yet there would be several people making up the family. Whilst the login user name can be any unique name within the system (not just within your Link), the families and people must be real people and not pseudonyms for groups of people. Creating pseudonyms breaks the ethos of the site and they will be removed to prevent the site presenting incorrect data. This section of the system can only work correctly if the data entered is correct.

Users

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Admin, 'User List'

(a members profile is also available for the member to partly modify, usually in the 'members' menu)

From the user listing, you may view basic information or add, edit or delete a user

Add/Edit user

- Log in Name – this is the name that is used to log into the system and is unique across the whole system. If you choose a name that already exists, the system will add a number onto the end of the name you chose. Once set up, this name cannot be changed.
- Password – Give the user a temporary password and suggest they change it so something only they know. The password is held in an encrypted form and cannot be read from the system, so in the case of a lost password, a new one will need to be issued.
- Display name – this is something a little more recognisable that the login name and will be used wherever the user has to be identified on the system
- Authority. Level - a discussed under security, there are two basic levels of user that you will be creating, 'Link member' or 'Link administrator'
- Functions within this authority – this expands the features available to individual members but is initially set to your previously set defaults.
- Default Visit – This is the visit that the user will see by default and is not normally changed. If left at 'DEFAULT VISIT' the user will always see the visit most appropriate visit information. This is used when a user needs to manipulate the events diary for a visit that is in the future.
- Attach this login to a person – this is where the membership system and the login user come together. Linking this login to a real user gives them the right to see details about their family, without this link, they cannot see any real detail.

Mapping - Maps

All mapping use Google maps embedded in various pages. Here we will concentrate on maps that can be embedded in your own pages.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site, Map List'

You may show, add, edit or delete Maps

Add/Edit

A map will be displayed centred around a previously centred map, your link, or the UK depending upon what has previously been entered.

You may drag this map around until it shows the area you require, if you have the 'latitude' and 'longitude' labels unlocked, the current map position will be displayed in 'latitude' and 'longitude' and if the map is saved, this will be the new centre for the map.

- Name - Set a name so that you know what it is when embedding it into a page
- Set Position… - You may enter a post code or town, followed by a comma and the country to search for locations around the world eg Minsk,Belarus. Tab off this entry and if the address can be found, the map will be centred on the entered location.

- Latitude – The latitude of the centre of the map, this entry will track movement of the map if the latitude 'Lock' checkbox is blank.
- Longitude – The longitude of the centre of the map, this entry will track movement of the map if the longitude 'Lock' checkbox is blank.
- Zoom Level – This is the initial zoom (magnification) level of the map and will follow the zoom level of the displayed map if the zoom 'Lock' checkbox is blank.
- Min Zoom – This is the minimum level of zoom that the user can control and will follow the zoom level of the displayed map if the min zoom 'Lock' checkbox is blank.
- Max Zoom – This is the maximum level of zoom that the user can control and will follow the zoom level of the displayed map if the max zoom 'Lock' checkbox is blank.
- Controls – This determines what controls will be displayed on the users map, checking and un-checking these will be reflected on the displayed map.
  - Map – The map will be displayed as a road map by default. The map control allows the user to select any of the map types enabled by Google
  - Zoom – this enables or disables the zoom bar.
  - Overview – this enables or disables the overview map that appears in the bottom right corner of the map.
  - Streetview - this enables or disables the Google Streetview display on the map.
  - Scale - this enables or disables a scale ruler at the bottom left of the map.
  - Pan - - this enables or disables the pan (map movement) circle of arrows at the top right of the map. This allows movement of the map without using the mouse dragging option.

Mapping - POI

All mapping uses the same set of 'pins' that may be shown on Google maps embedded in the system. These are termed 'POI' or 'Points Of Interest'. If you set up 'POI's for families as well as Event locations, the route planning section of maps becomes active when an event map is being displayed.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Site, 'POI List'

You may show, add, edit or delete POIs

Add/Edit

A map will be displayed with a simple map 'pin'. You may change the zoom level to see more details and even use 'street view' (drag and drop the orange man onto a street). You may move this to the correct position in one of three ways.
1. Click on the 'pin' and drag it to a new position. You may repeat this move until you are satisfied.
2. Enter a post code or town in the 'Set Position By Address' box and tab off it.
3. Enter values into 'Latitude' and 'Longitude' and tab off.

All three methods will update the 'Latitude' and 'Longitude' values.

- Description – How your POI will be identified
- Information Box Text – when the 'pin' is clicked on an active map, this text will be displayed.
- Icon – for all your own maps, you may scroll to an icon and select it, this icon will be displayed in place of the standard 'pin'. (The map of all Links, uses a standard set of 'pins')

Families

A key section of the web site is the management of Link members and visitors so that this information that you enter is available for HO administrators to see.

At present there is much repetition in creating details about our members, this will reduce the total administration time for the charity and greatly reduce the postage costs as we build on this section of the web site.

Once people families and people have been set up you may use the information in many places without entering all their details again.

There is a report 'Membership Check' which should be given to each family each year so that they can check on their data and confirm that it is correct (they can of course see this information on-line and either update it themselves or ask an administrator to update it (depending upon the authority levels that you have set).

To make this work, you must enter 'real' data and not pseudonyms or one entry for a group of people. Remember, this information will be used in submitting your invitations so any junk data will result in children being denied their chance to come to the UK.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Admin, 'Families

The information is displayed as one line for the common family details and subsequent lines for each member of the family. All family members aged 16 and over are required to be CRB approved and be entered onto the system.

As your list of families grows, you may wish to limit the number of families being displayed to those that are currently active and archive those that are still on any mailing list, rather than deleting them completely from the system. 'Current' families is the default display option. You may wish to view Families that have been 'Archived' (within the details option) or 'All' of them as well.

Family – Details

This is the information common to the household.
- Family Name – This is just used as an shortened name for putting the families into sequence when listed.

- Envelope Name – This is the complete name that would appear on an envelope if writing to the family (do not include address details etc) eg Mr & Mrs A Able
- Salutation – This is the name that appears after 'Dear' within a letter to the family eg Andrew and Anne
- Address – The full postal address, excluding the post code.
- Post Code – The post code for the address, this takes on a new use these days as Satellite Navigation systems often use the Post Code as their primary means of location an address.
- Main Phone Number – Usually the fixed line telephone number for the household
- Main Email – This email address will be used for all communications with the family. (Note: Personal emails are used within the 'Roles' section)
- Notes – This is space for you to keep brief notes on the family eg how they were introduced too the charity.
- Map Location – If you have previously set up the location of the address, you may select it here. Clicking on the 'red car' icon will enable you to create or amend a POI (See mapping).
- Last Data Check Date – Enter a date when you have validated this information, use it in conjunction with the 'Membership Check' report to ensure that the data is up to date.
- Last Home Check date – Enter the date of the last time that the home was checked to comply with the hosting requirements.
- On Hosted List? – (Optional) This is for your own use and enables you to see at a glance who has previously hosted.
- On Current Host List? – (Optional) This is for your own use and enables you to see at a glance who is currently hosting.
- On Family Selection List? – (Optional) This is used to select which families appear in certain reports. In the report section there is an easy way to reset or set this option flag. Note: there is only one selection flag, so ensure that only one person uses this option within your Link at any one time.
- Is Archived? – This determines whether the Family appears in the 'Current' or 'Archived' section of the membership system.

Family – Delete

This will permanently delete details of the family and the people within it. Once deleted, the information will need to be re-entered if needed. Consider using the 'Archive' option in the first instance and only delete when you are sure that the information is no longer needed.

Family – Add person

See Person 'Details' on what information is held on an individual person.

Family – red car icon

This will invoke the map display for the house. (Use the POI editor from the 'Details' option to create or edit the details). This option contains a 'Show Route' option. This will use the POI details of the person logged on as the starting point and the current POI location as the destination and create a route for you.

Person – Details

Each person within the household aged 16 and over should be entered onto the system. There is nothing to stop you entering younger family members, especially those getting close to requiring a CRB form.

- Title – Mr, Mrs, Ms, Dr etc as would appear on any official documentation
- First Name – Commonly called a 'Christian Name' and should be entered as the birth certificate, passport and any other official documentation.
- Other Names – These are other names as used on a passport and any other official documentation that come after the 'first Name' and before the 'Surname'. This does not include aliases, nicknames or other names used instead of the current one.
- Surname – the surname (family name) of the person, often the same as the Surname on the family form.
- Familiar Name – This is the place for the name that person is usually called rather than their first name eg If a person has a first name of 'Robert' they are often called 'bob'
- Mobile phone Number – The main mobile number for this person, this may be used to contact the person if out with children.
- Email – If the person has a 'Role' within the Link, their contact email address must be entered here, even if it is the same as the family email address.
- Notes – A space for you t keep brief notes about the person.
- Date Of Birth – This is used in the checking process to ensure that everyone who needs a CRB form has one.
- Last CRB Certificate – The number of the last valid CRB certificate held, this information will be used to obtain a visa for the children being hosted by the family so is very important that it is accurate. All officers and UK leaders must hold a valid CRB certificate and thus the CRB entries for a person are checked before they can be selected for the Roles or leader positions within the web site.
- Last CRB date – the date of issue of the last valid CRB
- CRB required? – a flag to indicate that the person requires a valid CRB. Note: The system checks against the 'Date of Birth' , 'Last CRB Date' and the start date of a visit to see if the person needs a CRB certificate. The current rules state that each member of a hosting family who is 16 years or older at the start of a visit must hold a valid CRB certificate issued by the charity within 3 years of the start date of the visit.
- CRB check OK? – When you have seen the CRB certificate and accept it as being valid for the charity you must update the certificate number, issue date and check this box. Note: there might be conditions on the certificate which will exclude a person from hosting even though they hold a CRB certificate.
- Is Archived? – This determines whether the person appears in the 'Current' or 'Archived' section of the membership system. If a family is archived, all the people within the family are automatically archived as well.
- On General Selection List? – (Optional) This is used to select which people appear in certain reports. In the report section there is an easy way to reset or set this option flag. Note: there is only one selection flag, so ensure that only one person uses this option within your Link at any one time.

Person Roles

On this page you can allocate people against roles within your Link. On entering the form, all the pre-designated roles will be displayed. If you wish a role not on the list, let the webmaster have details and, if it would be appropriate to add it for all Links, it will be added.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Admin, 'Person Roles

- Role – The name that will appear on all documentation
- Email – the composed email address that is linked to this role.
- Member – A list of all your members (people within families) that hold a valid CRB certificate; a pre-requisite to holding any official position within the charity.
- Show on Docs? – Reports such as the 'Visitor Badge' contain contact details of those members with this item selected.
- An Officer? – An indicator, used in reports, where a list of officers for the Link is required.

Emails

You should not use person email addresses on publicity material or the web site.
There are no 'real' email addresses on the system that you can configure. All the email addresses are aliases for 'real' email addresses held on the person record. The alias list is updated from this information every hour.
Eg. If the chairman of the 'testtown' Link, has a personal email of JamesFireman@somewhere.co.uk and this is entered on his person record (and he has a valid CRB certificate), his name may be selected against the role of 'Chair' (there is nothing to stop him taking on multiple roles). Any emails sent to chair.testtown@ccll.org.uk will be redirected to JamesFireman@somewhere.co.uk.

Other Uses

The 'Contact' role is used as the default when the contact form is used on the web site, so should always be kept up to date with the person who will respond to contact requests.

The 'Chair' role is used on the 'Membership Check' report, to determine the return address.

The charity constitution requires all Links to have at least four officers, 'Chair', 'Vice Chair', 'Treasurer' and 'Secretary' so they should be set up here – as a minimum. This information is readable by HO administration staff when checking that the charity rules are being followed.

Downloads

This is a page listing all the documents that you have decided to make available to other people.

This option is always available on the 'Admin' menu, but it may be copied to other areas of the menu and given an authority level so that the page may be seen by users other than administrators.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Admin, 'Documents'

You just need to click on the document you need and it will be downloaded.

New Download

If you had the correct authority, you may upload documents for others to download.
- Title – The name that will appear on all lists
- Sequence – The highest sequence number will appear at the top of the page. You can always revisit the details of this item and change the sequence.
- Description – This gives you space to describe in a little details what this download contains or what it is used for.
- Authority. – When you add the 'download' option onto a menu, you set the authority level of who can see the page. This Authority level determines if a user can download this particular document or not.
- Counter – this displays the number of times that this document has been downloaded and cannot be changed.
- Upload File – The style of this option will vary according to the browser you are using, but select the document that you wish to upload on your local machine. There is a limit of 5Mb on the size of file that you may upload
- Save – Uploads the file and creates an entry on the download page.

Standard Documents

This is a special section of downloadable information. It is updated by HO and contains all the standard documents such as letter templates, that you should be used by your Link.

If you create a document that you think should be made available to all links, it should be submitted to HO for consideration and, if approved, loaded onto this page.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Admin, 'Standard Docs'

You just need to click on the document you need and it will be downloaded.

Print Report

This is a page listing all the reports that have been created for you to use within the system. Thee is no editor for you to create reports, but if you have an idea for a report that would be useful for all Links, lay it out in a word processor and let the webmaster have it for consideration.

This option is always available on the 'Admin' menu, but it may be copied to other areas of the menu and given an authority level so that the page may be seen by users other than administrators.

Log in as a 'Link Administrator'

Take the menu option 'Home', 'Admin, 'Print Report

Select a Report

This is a list of all the current reports that you have authority to print. Select the report that you wish to print and other areas on the page will become active depending on the requirements of the report.

Select a Destination

Some reports can be produced in different formats eg a downloadable PDF file or sent via email.
Choose the output you require

Selections

Here you will determine which records will be printed out, various selections will be displayed dependent on the requirements of the report.
The three sections are -
1.   The Visit
2.   Selection – this is based upon information held on the records to be printed (also visible within the edit pages for those records) If you chose 'Selection List' there is a button 'Select List' (See Print Selection List) that displays a list of the selected items and allows you to edit it.
3.   All/Current/Archived records

Produce The Report

This will create the report and download it or send it via email.

Print Selection List

This page displays a list of all those records chosen to be on the selected report. There are several versions of the page, some allowing the option to 'Pre Build' the list. The

example here is for selecting Families, which does have the pre-build options. Other sources of data for reports will vary.

Initially a list of Families will be displayed, depending upon the All/Current/Archive selection, with a 'check box' against each line showing whether it is selected or not.

Clicking on a 'check box' will select/deselect the line, these changes are not saved until the 'Save Selection' button is pressed or clicked.

To make selections easier, there are options that update the underlying record and redisplay the results, the manual setting on the display line may be used to fine tune this selection.

- 'Clear All' - clears the flag on every record
- 'Select All' - sets the flag on every record
- 'Pre-Build' - used the selections about the families hosting request (based upon the previously selected visit) and sets or clears the flag on the records accordingly.

News

The news page may be positioned anywhere in the menu system and does not have an independent administration system elsewhere. If the user has permission to administer the news, the edit options will appear on the common news page.

Edit
- Title – The name that will appear on all news lists.
- Main Text – this is the body of the news item. (see 'CK. Editor.' for instructions)
- Internal Web Page – This will be displayed as a clickable link to one of your own pages that can display much more information about the news item. This will be displayed on a new page or tab in your browser. On saving the page, the correct format will be displayed in the External Web Site Address.
- OR Web Address - This will be displayed as a clickable link to a web site that can display much more information about the news item. This will be displayed on a new page or tab in your browser.
- Date – this is the date that the news item will no longer be displayed, the item should be deleted sometime after this date.
- Authority. – In common with the rest of the web site, you may determine what authority someone has to have before they can see this news item.

Delete
Deletes the news item

Add News Item
See 'Edit' above

CK. Editor.

Full details may be found at http://docs.cksource.com/CKEditor_3.x/Users_Guide

There are extensions to the basic editor to assist you in linking in information already held on the CCLL web site, these are at the right hand end of the first line of the toolbar.

- Insert a Link – this has a 'Browse Server' button. A popup window will appear which displaying a list of all pages that you may link to in this page. Clicking on a page will load information into the 'URL' entry on the editor dialog box and close the window.
- Insert an Image - this has a 'Browse Server' button. A popup window will appear which displaying a list of all images that you may link to in this page. Clicking on a page will load information into the 'URL' entry on the editor dialog box and close the window.
- Mark preview text – All content up to this point will be automatically transferred to the preview panel. Without a marker being set, the system will make the selection for you. This preview page is editable in the preview editor.

Photo Galleries

The Photo Gallery section of the web site comprises several layers of pages that come together to form a flexible system to display photos.

1. Gallery Index – This is the top level to a photo gallery and is an index of all the Galleries (or Albums) that comprise this section. You may have more than one Gallery Index.
2. Gallery – (or Album), this is a collection of Gallery pages. In the context of the visits, you might have one gallery per visit.
3. Gallery Page – these contains the actual photos. In the context of the visits, you might have one Gallery Page per event (or outing).

Each of these pages may be called from the menu or from another page. For example if you just want one page of photos, you can just create a 'Gallery Page' and link it to a menu button.

The top most page within a structure is created as a new page from the 'Page List' menu option, all pages within a structure have to be created from the page above eg if you want a new 'Gallery Index', that would be created in the 'Page List' option, but the galleries within it has to be created from the 'New Gallery' button on the 'Gallery Index' page.

So that all Links can upload as many photos as possible, there is a fair usage policy on photo sizes. With many digital cameras store images in excess of 10 Megapixels there is a potential problem with the storage needed on the web site for photos, especially as the web pages cannot use these images sizes at full resolution (a HD television is only 2Megapixels!). Although the image would be displayed, it takes a long time to appear on the screen and is wasteful. The size limitation for photos and you should use a photo editor to make sure that any photo is within the size limitation of 1000 pixels by 1000 pixels (roughly 1 Megapixel and 1Mb in file size). Any file larger than this will not be

uploaded and processed. Picasa from Google is a free and easy to use file editor, but there are many others available.

When you upload a photo, it is processed and resized to ensure that it is not too large (but you still need to get it to the approximate size as above). A smaller image is created, called a thumbnail, based upon the image size you enter for the page details.

There is a fourth page within the structure, the photo page, which displays a photo at full size (as resized on upload) in a popup window when a thumbnail photo is clicked.

Gallery Index

Once created the 'Gallery Index' may be modified from the 'Page List' option, but all other functions are carried out on the 'Gallery Index' page itself.
The page has three main areas, the header text, a list of all galleries within this index and the footer text.
If you have the correct authority, an '[Edit]' option will appear against each gallery line and a 'New Gallery' button displayed under the footer. Both of these will invoke the 'Gallery' editor.
Clicking on the gallery name will take you to the named gallery.

Create a new 'Gallery Index' as a new page within the 'Page List' option.
Apart from the common properties to enter for a page, (See 'Page Editor for more details) there are some details special to the gallery.
  • Default Columns – This sets up the default number of columns of thumbnails that will ultimately be displayed on the 'Gallery Page'. (by default this is set to 2)
  • Default Photo Width– This sets up the default maximum width of the thumbnails that will ultimately be displayed on the 'Gallery Page'. (by default this is set to 250 pixels)
  • Default Photo Height– This sets up the default maximum height of the thumbnails that will ultimately be displayed on the 'Gallery Page'. (by default this is set to 250 pixels)

Edit Contents

Unlike a standard page editor, this shows two sections, one for the header that appears at the top of the 'Gallery Index' page, and the other for the footer, which appears at the bottom of the 'Gallery Index' page. (See 'Page Editor for more details)

Gallery

Once created the 'Gallery' may be modified from the 'Page List' option, but all other functions are carried out on the 'Gallery' page itself.
The page has three main areas, the header text, a list of all gallery pages within this gallery and the footer text.
If you have the correct authority, an '[Edit]' option will appear against each gallery page line and a 'New Gallery Page' button displayed under the footer. Both of these will invoke the 'Gallery' editor.
Clicking on the [pictures] will take you to the gallery page of photos.

Several buttons appear under the footer, depending upon the page context.

Previous Gallery

Gallery Index

Next Gallery

New Gallery Page

For a stand-alone gallery create a new page within the 'Page List' option with the 'Gallery' template selected. If this 'Gallery' is to appear within a 'Gallery Index', it must be created from the 'Gallery Index' page
Apart from the common properties to enter for a page, (See 'Page Editor for more details) there are some details special to the gallery.
- Default Columns – This sets up the default number of columns of thumbnails that will ultimately be displayed on the 'Gallery Page'. This will default to the Default Columns set on the 'Gallery Index' page.
- Default Photo Width– This sets up the default maximum width of the thumbnails that will ultimately be displayed on the 'Gallery Page'. This will default to the Default Photo Width set on the 'Gallery Index' page.
- Default Photo Height– This sets up the default maximum height of the thumbnails that will ultimately be displayed on the 'Gallery Page'. This will default to the Default Photo Height set on the 'Gallery Index' page.
-

Edit Contents

Unlike a standard page editor, this shows two sections, one for the header that appears at the top of the 'Gallery' page, and the other for the footer, which appears at the bottom of the 'Gallery' page. (See 'Page Editor for more details)

Gallery Page

Once created the 'Gallery Page' may be modified from the 'Page List' option, but all other functions are carried out on the 'Gallery Page' page itself.
The page has three main areas, the header text the actual set of thumbnails, each with their own description and the footer text.
If you have the correct authority, an '[Edit]' option will appear under each '
Clicking on a photo will invoke a popup window, showing the photo at its largest resolution, this is the place to download any photo for printing..
Several buttons appear under the footer, depending upon the page context.

For a stand-alone gallery page create a new page within the 'Page List' option with the 'Gallery Page' template selected. If this 'Gallery Page' is to appear within a 'Gallery', it must be created from the 'Gallery' page

Apart from the common properties to enter for a page, (See 'Page Editor for more details) there are some details special to the gallery.

- Number of Columns– This sets up the number of columns of thumbnails that will be displayed on the page. This will default to the Default Columns set on the 'Gallery' page.
- Maximum Photo Width– This sets up the default maximum width of the thumbnails that will be displayed on the page. This will default to the Default Photo Width set on the 'Gallery' page.
- Maximum Photo Height– This sets up the default maximum height of the thumbnails that will be displayed on the page. This will default to the Default Photo Height set on the 'Gallery' page.
-

Edit Contents

Unlike a standard page editor, this shows two sections, one for the header that appears at the top of the 'Gallery Page' page, and the other for the footer, which appears at the bottom of the 'Gallery Page' page. (See 'Page Editor for more details)

Add Photo

- Title – The words that will appear immediately underneath the photo.
- Sequence – The position of the photo of the page, starting top left to top right, and so on down the page, with bottom right having the highest sequence number.
- Description – A section of text to be displayed under the title
- Photo Width – The actual width of the thumbnail to be displayed, based upon the 'Default Photo Width' cascading down the gallery information. The photo will be automatically resized to fit within this width.
- Photo Height – The actual height of the thumbnail to be displayed, based upon the 'Default Photo Height cascading down the gallery information. The photo will be automatically resized to fit within this height
- Current photo – if you have already uploaded a photo, it will be displayed here
- Upload File – search for the photo to upload on your local machine and select it. Please ensure that it's size is within those permitted by the system.

Picasa

This is a photo editor that may be downloaded free from picasa.google.com
This will index all you photos so that you have an easy browser to find them (this may be a duplication of other image management systems that you might have on your computer).

To resize photos, just select the ones you want to resize and click on the 'export' icon on the toolbar below the images. You then decide what size you want the exported photos to be and where you want them places and then click on 'export'.

This program has further editing facilities that you may wish to use, the description of which can be found on the Google web site.

Although mentioned here as one possible editor, we do not support or endorse the product and you use it at your own discretion.

Diary

The diary is a way of gaining access to all the event (and other) information held by your Link. It displays events in a month-by-month format, but this can be extended to include all the days of a visit, by selecting the 'Goto Visit' option.

At the top of the diary you have options to select which month or visit (see 'Visits' for more details). By default the dairy will display the current month but by selecting 'Month' and 'Year' and click on 'Goto Month' or selecting a visit and click on 'Goto Visit' you can change the display.

The Next line informs you of the displayed month and year, and which visit is selected.

The date header on each day cell has a background colour depending upon the following
1. Today
2. Current Month
3. Any Other Month
4. Current Visit

Each event will be displayed in starting time order within the appropriate day cell. Only the time and 'Event Name' will be displayed in a short single line. Event types are colour keyed, however if event is new or has been modified since you last logged in and visited the diary, the event will be displayed in red. Once you have visited the diary, the colour will revert to the colour relating to the event type
Clicking on an event will display a popup window showing the event in detail (See 'Diary Detail').
If you have the correct authority, clicking on the date line will invoke the editor in the 'Add' mode (see 'Diary Administration').

Event List

The 'Event List' will display details of events for one visit. There are options to change the visit and to filter the information displayed.

These options are –

- Visit – a list of all visits that you can choose from, by default it shows the 'default' visit, or the one selected in the users profile.
- Week – We assume that visits are four weeks long, so you have the option of selecting details for 'all' weeks or for a particular week.
- Language – If you enter the details in Russian as well as English, you have a chance to flip between languages.
- Event Type –If you have used the 'Event Type' classification for the entries, you may use them in this selection. This makes it easy to see who has visited the dentist, optician etc. There are three main selections here
  - o 'Standard – All events' - displays all the events for the selected period, an expanded listing will be created.
  - o 'Short – preset selection' – The selection of event types is preset and is currently: 'group', 'optional' and 'provisional'. These events will be displayed in a shortened style.
  - o 'Custom select event types' – A line of all the event types will be displayed, an you can click on as many as you require for your list. These events will be displayed in a shortened style.
- Change – Once you have made your selections, clicking on 'Change' will refresh the page showing those events you have selected.

The entries are grouped by day and by time. Only days that have entries will be displayed. If you have the correct authority, clicking on the date will invoke the editor in the 'Add' mode (see 'Diary Administration').

Each entry will have a set of options against them.

- [Details] – Clicking on this will display a popup window showing the event in detail (See 'Diary Detail').
- [Delete] – With the correct authority, you may delete an entry.
- [Edit] – with the correct authority, you may edit the entry (see 'Diary Administration').

Diary Administration

The diary details are the same whether you arrive from the diary or from the event list. The diary is a powerful tool for controlling and monitoring your events. As with all computer systems, the effort in setting it up correctly will pay dividends as time goes on.

Keep the 'Event Name' to a very short description, but use the other dedicated entries to expand on the details of the event.

Do not enter multiple events in one diary entry.

For some of the entries there is the option of entering the information in Russian as well as English. You will need to switch your keyboard over to Russian input to achieve this, so it might be easier to enter all the English details and then switch to the Russian input (and possibly keyboard) and enter the Russian details. We cannot give help on making these configuration changes to your machine as there are so many variations – try your machine or operating system help system or search on the web for 'multi language input'.

- Copy From a Standard Event – You may set up standard recurring events so that you do not need to re-enter them for each visit, just select them here and click on 'Get Event'. Ensure that these standard events are brought up to date with any changes you may make.
- Event Type – This will determine
  - The background colour in the diary
  - Allow event lists to be created for specific or multiple) event types (very useful for checking on dentist visits etc)
- Risk Document – All events carry some form of risk and to keep up with the ever-encroaching Heath and Safety regulations, we are publishing some pro-forma risk documents for various types of event. You may create your own Risk Assessment plans but please email the Webmaster with any revisions or newly created documents so that we can add them to the common library.
- Event Name – This is the short name that will appear on the diary entry. There is a limit of 50 characters; even this will be displayed on multiple lines in the diary.
- Starting At – Select the hour and minutes for the event starting time (to the nearest 5 minutes). This is the time that you need children to be ready to start the event. Hosts will need to work out what time they need to leave their house to be at the event before this time. The date has been brought through from previous page.
- Ending At - Select the hour and minutes for the event ending time (to the nearest 5 minutes). This is the time that you expect the children to leave the event (in many cases the time that you expect host families to pick up the children). The date has been brought through from previous page and is in most cases the same date as the start date. You have the option to change it, but it does not affect the diary or event list display, we only show an entry for the start time.
- Description – The long description of the event this is limited to 1,000 characters.
- Location - The description of where event is located, this is limited to 1,000 characters.
- Meeting Point Details – Navigational details for the meeting point
  - Post Code – Useful so that members can enter it into their 'Sat Nav' systems.
  - Map – If you have already created a POI for the meeting point, it can be selected or by clicking on the 'Red Car' you can see what has already been selected or create a new POI. The event maps allow directions to be plotted from a member's home (if they have a POI set up) to/from the event.
- Collection Point Details – Navigational details for the collection point
  - Post Code – Useful so that members can enter it into their 'Sat Nav' systems.
  - Map – If you have already created a POI for the meeting point, it can be selected or by clicking on the 'Red Car' you can see what has already been selected or create a new POI. The event maps allow directions to be plotted from a member's home (if they have a POI set up) to/from the event.
- Food Requirements – If you require the host family to provide ay food or drink, please list it here.
- Clothing Requirements – Are there any specific clothes that need to be worn eg. Long sleeves, trousers, soft shoes, gloves, water proof coats.
- Web Address – Useful if going to an event where there is a lot of relevant information on the event's web site.
- Event Sponsor – If you maintain the Sponsor List, you can select who the main sponsor is. If there are several, you may wish to include them in the longer 'Description' entry

Those attending the event

This section has been created to allow you to maintain attendance lists for each event, which is a legal requirement for some venues. All the potential attendees are listed, categorised into

1. 'English Leader' The person who is in charge of the event and who is the main contact in case of a emergency. Only members who have a valid CRB certificate will appear on this list.
2. Visiting Leader – You may have multiple leaders that have come with the children, so please select which one(s) will be on this event.
3. 'Members' – A list of all registered members, select those that will be attending the event (one of the reasons to keep an accurate membership list).
4. 'Visitors' – A selection of visiting children that may attend this event. We have included buttons that perform certain preset selections for you.

Saving the details will add or update the event details and create the attendance list for you. This entry may be revisited and the attendance list updated to ensure that it is correct at the time of the event.

Visit List

The visit is the section to store the visits that the link holds. To add new visits select the new "Add New Visit" Button. Once a visit has been created this screen shows the list of the current and past visits.

The list will show the following information for each visit.

- Invitation – This is the number that is allocated to you by head office so they can track the invitation number.
- Title – The title that you allocate to the visit eg 'Summer 2013'
- Start Date – The date that the children arrive
- End Date – The date the children leave.
- Children – The number of children that have been invited on the invitation.
- Leaders – The number of leaders that have been invited on the invitation.
- Default Visit – This is flag is set for only one visit, this is the visit that most of the other sections will look at eg setting the date on the calendar or allocation of the children.
- Edit – This link allows you to edit the visit information
- Set as Default – This sets the default visit.
- Delete – Removes the visit and all the information from the system.

Visits – Adding new visit.

Selecting this button will take you to the Add new visit screen, if you select the edit button it will take you to the same screen but pre load the data for the visit.

- Invitation Reference– This is the number that is allocated to you by head office so they can track the invitation number and will appear on all the official documentation.

- Title – What you want to call the visit eg 'Summer 2013'
- Country – Drop down to select which country the children are coming from either Belarus or the Ukraine.
- Allow First/Second period Hosting? – This shows and will effect how the visit works later. This shows if your link allows the host families to host in two week section or you only do months at the time.
- Start Date – The date the children arrive or the visit begins.
- Mid Date – if you have selected yes to first/Second period hosting to yes you must select the date that the children will move from one host family to the other.
- End Date – The date the visit ends.
- Number of Children – The number of children that have been invited on the invitation.
- Number of Leaders – The number of leaders that have been invited on the invitation.
- Allow Single Children Hosting? – Does the link allow host families to host only one child.
- Age Range – What is the age of the children you want to be invited on the invitation.
- Return to Visit List – This button will not save the changes or create the record and return to the visit list.
- Save – This button will save the changes you have made to the record or create the new Visit.