

INTRODUCTION

These guidelines will walk you through the administration of your GRN Partner site.

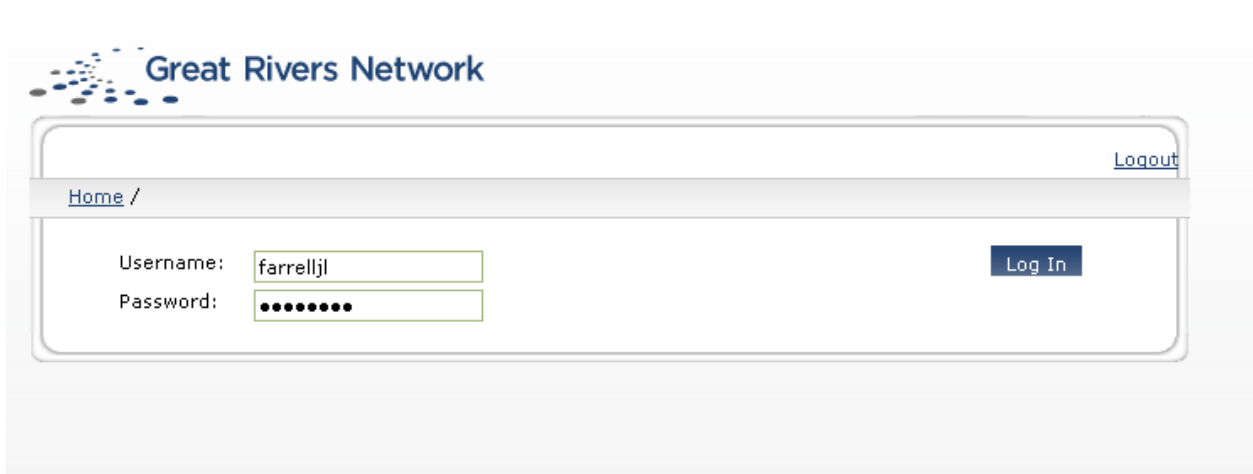
This document covers:

- Logging in to the Partner Admin site
- Administrative options
 - Organization Info, password changing
 - Collections
- Editing look and feel
 - Header
 - Footer
 - Side Bar Navigation
- Apply Changes
- Create a Search Box on your site
 - History Finder
 - People Finder

LOGGING IN TO THE PARTNER ADMIN SITE

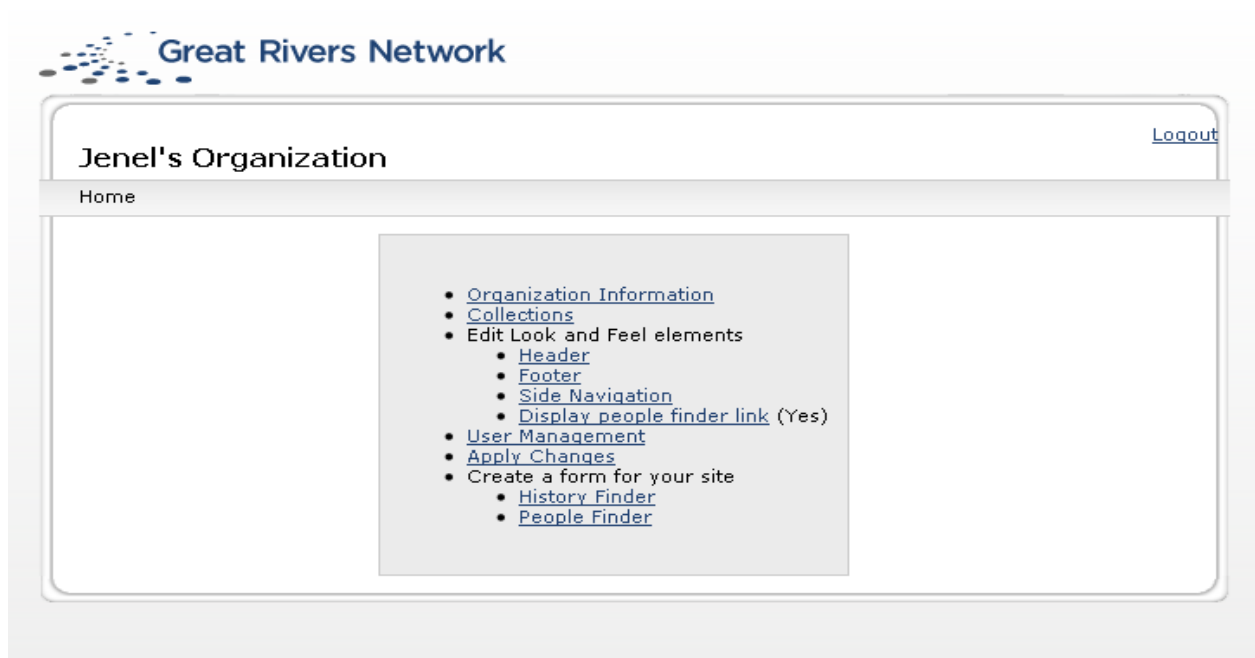
Site URL: <http://greatriversnetwork.org/admin/>

Put in Username and Password



The screenshot shows the login interface for the Great Rivers Network Partner Admin Site. At the top left is the logo, which consists of a cluster of blue dots of varying sizes followed by the text "Great Rivers Network". To the right of the logo is a "Logout" link. Below the logo is a navigation bar with a "Home /" link. The main login area contains two input fields: "Username:" with the text "farrelljl" and "Password:" with masked characters (dots). To the right of these fields is a blue "Log In" button.

ADMINISTRATIVE OPTIONS



USER MANAGEMENT

To edit user name, password, and email address can be changed go to User Management

CHANGE A PASSWORD

1. Enter the User Management page.
2. Click the Name of the user you want to modify.
3. In the Edit User page that appears, select Change Password.
4. Type and confirm the new password on the Change Password page.
5. Click Save at the top of the form.

ORGANIZATION INFORMATION

To view or edit your organization's profile, select Organization Information from the Collection Manager screen. The information placed on this page is private and only used by MHS for contacting you.

Abbreviation*	Active	Public	First User
<input style="width: 90%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="v"/>

Organization Name:*

Address:

Country:*

State/Province:*

City:*

Postal Code:

Organization E-mail:

Organization Phone:

Organization Abbreviation: A unique set of letters that has been assigned to your organization. This is used internally to distinguish between each partner. Once it has been assigned, it can no longer be changed. Your public site will use this abbreviation in its URL. The URL for your public site will be [http://greatriversnetwork.org/](http://greatriversnetwork.org/(Abbreviation)) (Abbreviation)

Example: <http://greatriversnetwork.org/blue> will take you to Blue Earth County's GRN page as blue is their abbreviation.

Active/Inactive: Changing an organization to be inactive prohibits any user from searching, managing, or editing the collections of that organization. Only an admin can return the status to active after this happens.

Public/Private: Determines whether or not the public can search the Organization's Collections. While inactive, the collection search page cannot be accessed regardless.

MANAGING COLLECTIONS

All of your organization's collections can be managed from the Collections page.

- When you click *Collections*, only your organizations collections are listed on the page.

Blue Earth County Historical Society

[Home](#) / [Collections](#)

[Manage History Search](#) | [Manage People Search](#)

Name	URL
Blue Earth County Marriages	http://www.bechshistory.com/research/index.html
Images and Photos	http://reflections.mndigital.org/cdm4/browse.php?CISOROOT=%2Fblue
Web Site	http://www.bechshistory.com

Clicking the name of a collection will allow you to edit the details of that collection.

A screenshot of a web form for editing collection details. At the top are 'Save' and 'Cancel' buttons. The form contains several labeled input fields: 'Name*' (required), 'URL*' (required), 'Value*' (required), 'Record Type*' (required), 'Image Type*' (required), 'Result Headings*' (required), 'Optional Value', 'Description' (with a text area icon), 'Event Year(s)', and 'Related Name(s)'. At the bottom is a button labeled 'Manage organizations for this collection'.

- Name of Collection
- URL to Collections location
- Description of the Collection
- Date Range the Collection covers
- Related Names of the Collection

MANAGE HISTORY SEARCH

To change how the website uses the Organization's Collections for a History Search:

1. Click Manage History Search from the Collections page.
2. There are three options that can be modified.
 - 1) Display on Site – Determines whether or not the particular collection will be available for users to search. When not checked, the collection does not appear on the website.
 - 2) On By Default – If the collection is being displayed on the website, checking this option will cause the collection to be searched automatically.
 - 3) The arrows on the right adjust the order in which the results of each collection will be displayed.

MANAGE PEOPLE SEARCH

To change how the website uses the Organization's Collections for People Search:

1. Click Manage People Search from the Collections page.
2. There are three options that can be modified.

- 1) Display on Site – Determines whether or not the particular collection will be available for users to search. When not checked, the collection does not appear on the website.
- 2) On By Default – If the collection is being displayed on the website, checking this option will cause the collection to be searched automatically.
- 3) The arrows on the right adjust the order in which the results of each collection will be displayed.

Display On Site	On By Default	Name	URL	Up	Down
<input type="checkbox"/>	<input type="checkbox"/>	test coll org	http://www.testurl.bg?	↑	↓
<input type="checkbox"/>	<input type="checkbox"/>	test coll org	http://www.testurl.bg?	↑	↓

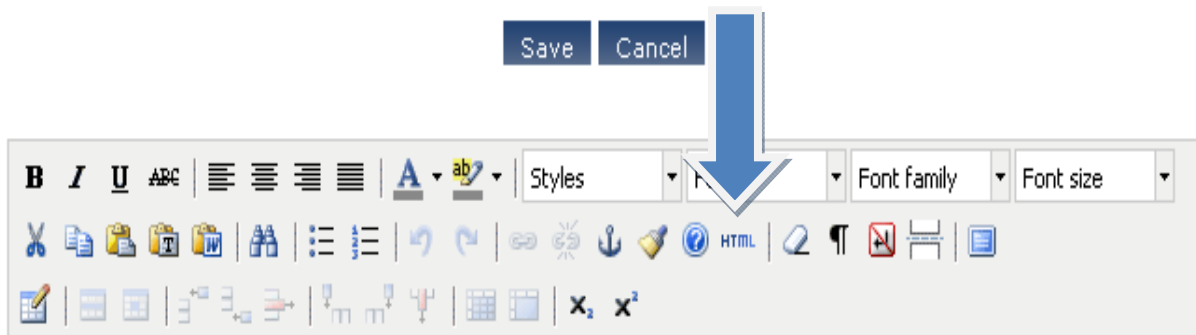
EDITING LOOK AND FEEL- HEADER, FOOTER, AND SIDE NAVIGATION

There are three locations within your Partner Page that can be personalized for your Organization; the Header, Footer, and Sidebar Navigator. Each Organization can modify the logo that is displayed, whether or not to use a link breadcrumb, or change how the text on the webpage looks.

USING THE HTML EDITOR

The Great Rivers Search Engine utilizes a HTML editor called TinyMCE on two web pages; the Header Edit Page and the Footer Edit Page. TinyMCE provides an editing interface which resembles how the page will be displayed in a web browser.

The diagram of the editor below highlights the important functions.



1. **Copying and Pasting Text:** The two buttons highlighted in area 1 are used to copy and paste text. The “T” is used for plain text, while the “W” is for pasting directly from Microsoft Word as Rich Text.
2. **Editing HTML Directly:** If you are familiar with HTML you can click this button, marked as area 2, to open the Source Code Editor, where you can make changes directly.
 - i. **Getting Source code:**
 - a. Go to your institutions home page

- b. Go to the Browser's menu
- c. Click on View/Page Source
- d. Look at the code
- e. You'll want to copy the code beginning with <html> (usually at the top of the page)
- f. Where you end the copying will depend on what you want to be available on your GRN search page. The end code will always end with a slash. Here's some examples:
</html> or </div> or </body> or </p>.
- g. To determine what you want to copy, look at the code carefully. If you want to add the links that run across the top of your institutions page, look for those links in the code. You will see the words: Ex. Home, Library, Resources, Membership, Contact, etc in the code. Copy it all until you get to a series of end code </html> or </div> etc.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD HTML 4.01//EN" "http://www.w3.
<html> ← start code
<head>
<meta content="text/html; charset=ISO-8859-1" http-equiv="content
<title>Crow Wing County Historical Society</title>
<link rel="shortcut icon" href="favicon.ico" type="image/x-icon">
<link rel="stylesheet" href="style.css" type="text/css">
<script type="text/javascript">
function setcopyr() {
    cyr = (new Date()).getFullYear();
    if ( cyr < 1900 ) { cyr += 1900; }
    if ( cyr <= 2008 ) { return; }
    if ( ! document.getElementById ) { return; }
    obj = document.getElementById( 'copyr' );
    if ( ! obj ) { return; }
    obj.innerHTML = "2008-" + cyr;
}
</script>
</head> ← end code
<body onload="setcopyr()"> ← start code
<div class="page-container">
<div class="header"><img style="width: 770px; height: 175px;" alt
<div class="menu"><a class="links-menu" href="index.html">
Home</a> &nbsp;<img style="width: 27px; height: 12px;" alt=""
Exhibits</a><br>
<a class="links-menu" href="research_library.html">Research
Library</a> Membership</a>&nbsp;&
Links</a>
</div> ← end code
```

Logo Info

Links Info

3. **Clear Formatting:** Clicking this button (3) will clear all formatting that a user has previously applied to the selected text.

4. **Format Text:** The buttons highlighted as area 4 can be used to format your text as needed. The controls are very similar to other word processors.
5. **Tables:** After creating a table, using the farthest left button in area 5, the rest of the table controls become available. Using these controls, a user is able to add, delete, merge, or combine cells.

*****Your code has been entered for you. You're welcome to make changes to it or delete it. It's your page. I have copies of all the code for you, which I'll send you via email in case you break the code and would like to start over.**

BREADCRUMBS

At the bottom of the page, there is a checkbox that controls the Breadcrumb feature. When enabled, it provides links back to the parent pages of the user's current page. The Breadcrumb provides a trail for the user to follow back to the starting point of the search page.

APPLY CHANGES

When you make some changes on the header, footer, sidebar, or collection it isn't updated on the organization site automatically. You do this manually after all edits have been made. This allows the user to save their work part way through without the changes being displayed on the web.

To make your changes appear on the organizations website.

1. Select Apply Changes from the Collection Manager page.
 - o This will direct the browser to a page with four buttons; each of which corresponds to a different portion of your data; Header, Footer, Sidebar, and Collections.



2. Select the button for the section that a revision has been made to. This will update the website with your changes.
 - o Clicking View will redirect you to the HTML editor for that Section, where you can look your changes over.
3. The changes will be confirmed with a message.

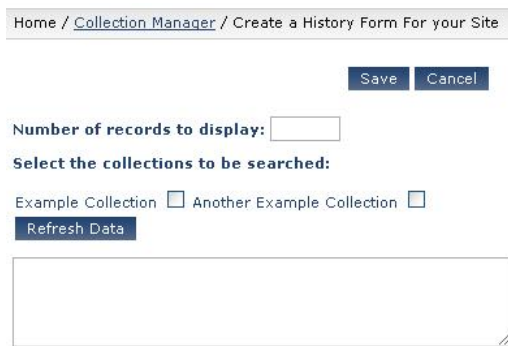
CREATING A SEARCH BOX FOR YOUR WEB SITE

The MHS Partner Page can generate the HTML code for a Great Rivers Network search box. You can copy and paste this code into your Organizations own web site. This will allow visitors to your site utilize the GRN.

HISTORY FINDER

To generate the required HTML code for a History finder Search box:

1. Select History Finder from the Collection Manager page under Create a Form for Your Site.
 - This will direct you to a page similar to the one below.



2. Select Refresh Data to generate the HTML to copy. Consider the following options beforehand.
 - You can limit the number of results a Search will display on your page. Decide how many search results you can handle and enter the value in the field.
 - If you want a particular collection to be available for a user's search, be sure to check the appropriate box.

PEOPLE FINDER

To generate the required HTML code for a People Finder Search box:

1. Select People Finder from the Collection Manager page under Create a Form for Your Site.
 - This will direct you to a page similar to the one below.

User Documentation – Partner GRN Sites Great Rivers Network-Minnesota Historical Society

Home / [Collection Manager](#) / Create a People Form For your Site

Save Cancel

Number of records to display:

Select the collections to be searched:

Example Collection ☐ Another Example Collection ☐

Refresh Data

2. Select Refresh Data to generate the HTML to copy. Consider the following options beforehand.
 - You can limit the number of results a Search will display on your page. Decide how many search results you can handle and enter the value in the field.
 - If you want a particular collection to be available for a user's search, be sure to check the appropriate box.

ADD OR REMOVE A COLLECTION FROM THE SEARCH PAGE

1. Click Manage History/People Search from the Collections page.
2. Check or Uncheck the option labeled Display on Site.
 - This determines whether or not the particular collection will be available for users to search. When not checked, the collection does not appear on the website.

CHANGES HEADER, FOOTER, OR SIDEBAR

1. Select Apply Changes from the Collection Manager page.
2. This will direct the browser to a page with four buttons; each of which corresponds to a different portion of your data; Header, Footer, Sidebar, and Collections.
3. Select the button for the section that a revision has been made to. This will update the website with your changes.