

## Working with the new CCT Admin Centre

The new CCT admin centre now controls the content displayed on both [www.memoirs-online.com.au](http://www.memoirs-online.com.au) and [www.collinsvilleconnect.com.au](http://www.collinsvilleconnect.com.au).

### Login:

To login go to [www.admin.collinsvilleconnect.com.au](http://www.admin.collinsvilleconnect.com.au) and locate the login form on the left side of the screen.

For general use:

Name: admin

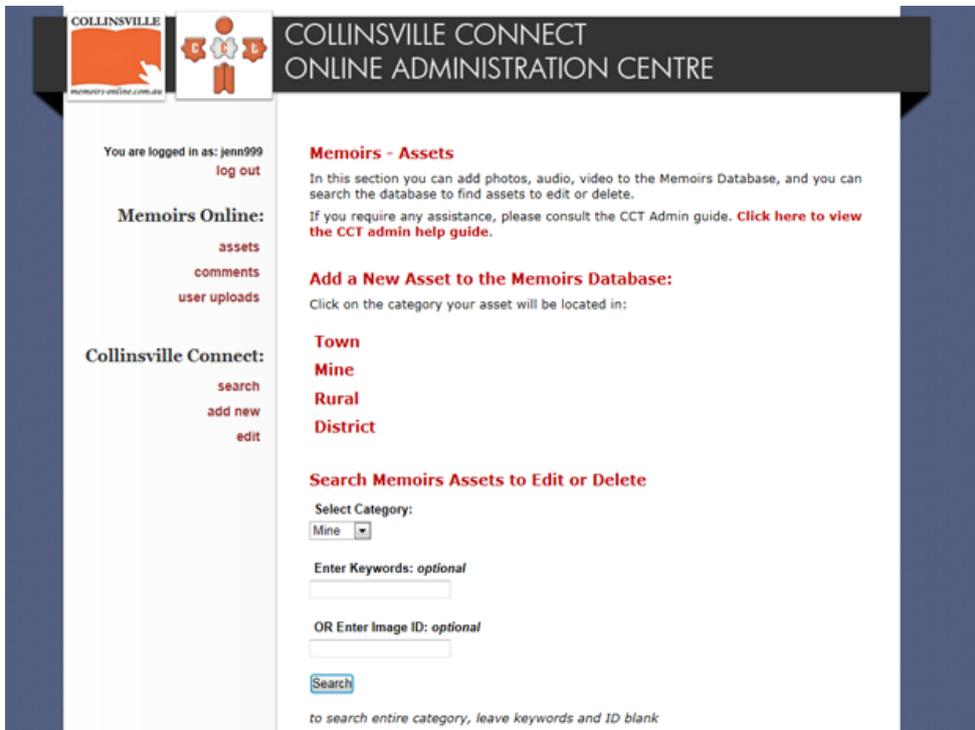
Password: C0nn3ct11

### Memoirs:

In the menu on the left hand side you will see three options. The instructions for each option are listed below.

#### 1. Assets

This is the place to go to add new, edit or delete the photos in the database.



The screenshot displays the 'Collinsville Connect ONLINE ADMINISTRATION CENTRE' interface. The top navigation bar includes the 'COLLINSVILLE' logo and the site title. A left-hand sidebar contains navigation links for 'Memoirs Online' (assets, comments, user uploads) and 'Collinsville Connect' (search, add new, edit). The main content area is titled 'Memoirs - Assets' and provides instructions on adding, editing, or deleting assets. It lists categories: Town, Mine, Rural, and District. A search section allows users to filter assets by category (currently 'Mine') and enter keywords or image IDs. A 'Search' button is provided, with a note: 'to search entire category, leave keywords and ID blank'.

To add a new photo to the database, first click the category into which the photo will fit. The reason why you need to choose the category before proceeding to the form is the new file structure on the

server. To reduce loading times and to help when I need to access the backend, I have split the image folder into several folders based on the categories. I also think that choosing the category up front will reduce the chances of photos ending up in the wrong category, as might happen when using a drop down menu.

Once you click on the category, you will go to a form to add your new photo.

Please be aware: the form has been changed so that you no longer need to upload the photo, you just tell the database the filename of the photo. For example: cyc001.jpg

## Add a New Photo to Town

Complete the following form to add a new photo to the Town category.

If you require any assistance, please consult the [Memoirs Admin guide](#).

### Asset Filename

Enter the filename of the image. The filename should be in the format "image01.jpg"

### Asset Short Description

The short description should provide viewers with a brief insight into what the asset is about before viewing more details. The short description will be used as part of the search results when viewers search by keywords or categories.

For example: Short video of Smith family in Collinsville main street.

If the contents of the asset are unknown, the short description should still provide a brief description of the nature of the asset.

For example: Photo of boys fishing.

### Asset Long Description

The long description should provide viewers with a detailed account of the asset, including any names and places if known.

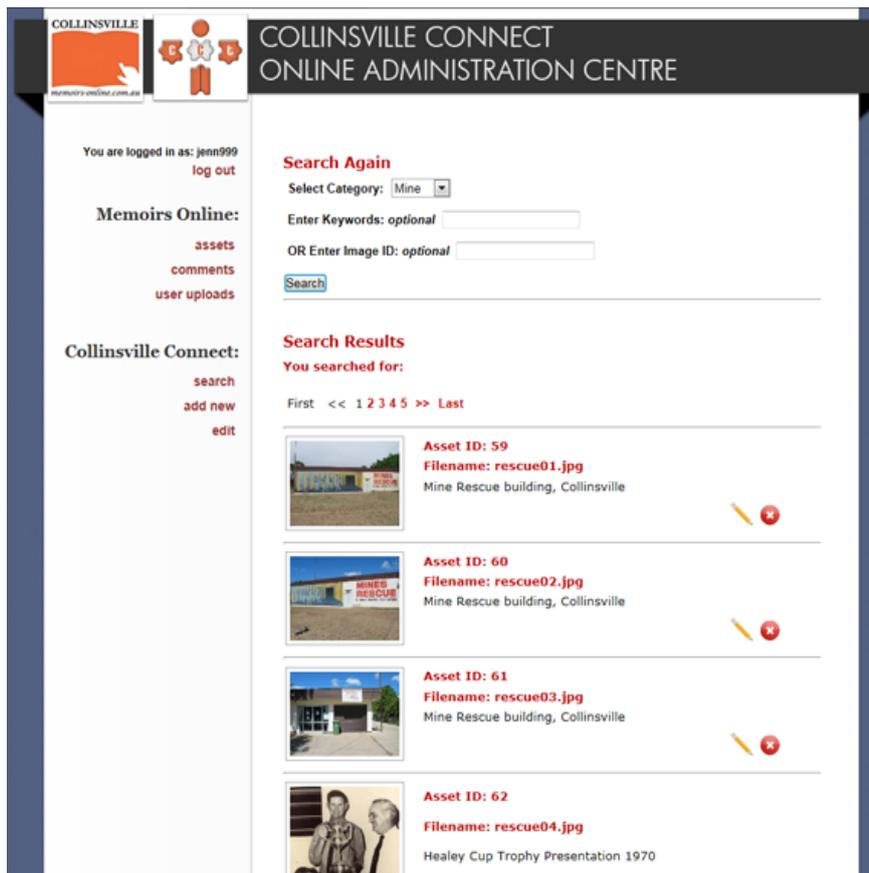
For example: Short video of Peter, John, Elizabeth and Jo Smith shopping in the main street of Collinsville.

If names or places are unknown, a description of what

- There is now no keyword entry – rather the new search boxes look at the short and long descriptions for keywords. For this reason it is essential that the short description box at least is completed.
- Asset Date – as before mark as unknown, or leave blank if date not known, otherwise any format is fine, year, month and year, or exact date.
- Donated by – this is mainly for photos that have been given to the project by certain groups or individuals. If unknown, leave blank.

When you click Insert photo, the information entered into the database, and you will be given a quick Success! message before returning to the upload screen to enter your next photo. Please be aware that the upload screen will still be in the same category. To change to a new category, click the assets link in the menu.

To edit or delete a photo from the database you will first need to search for the photo with the search box on the assets page. This search box works in the same way as the one on the main Memoirs website. You can search an entire category, or search a category with a keyword, or you can search by asset id alone.



When you perform the search you will see a few differences in the results screen. Firstly is the addition of the pagination – the results are broken into pages. This is mainly to reduce loading time. You can use the links at the top and bottom of the list to work your way through the photos. Once you reach page 5 – if there are more photos, the list of numbers will move on to 6 – 10 and so on.

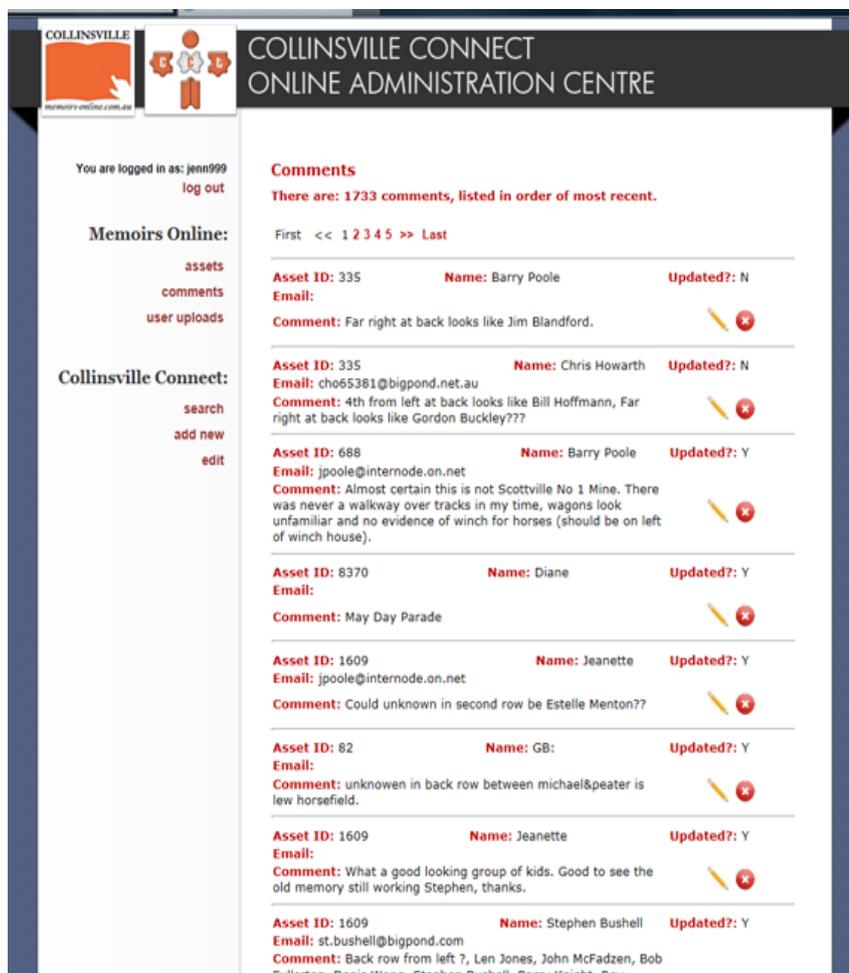
To edit a photo, click on the small pencil icon. You will be shown the same page as when you add a new photo, with the fields filled in with the current information. You can change the short and long descriptions, the date and donated fields. As there should no longer be an issue with filenames, this field is no longer available. If you think that your photo should be changed into a new category, please contact me. Due to the new filing structure, I will have to move the actual image file, as well as change the entry in the database.

When you click the update button, you will be returned to your original search page, with the photo freshly updated.

To delete a photo from the database, simply click the red circle with the X. You will be prompted by a small windows message asking if you would like to delete the file (this is to make sure we don't delete by accident), and then you will be returned to the original search page, with the file removed from the list.

## 2. Comments

When you click on the comments link in the main menu, you will be taken to a list of all the comments made on Memoirs. As with the assets, the comments list is paginated to reduce loading times, with the most recent comments displayed at the top.



The screenshot displays the 'Collinsville Connect Online Administration Centre' interface. On the left, a sidebar shows the user is logged in as 'jenn999' and provides navigation links for 'assets', 'comments', and 'user uploads'. The main content area is titled 'Comments' and shows a list of 1733 comments, ordered by most recent. Each comment entry includes the asset ID, the user's name and email, the comment text, and an 'Updated?' status. There are also icons for editing (pencil) and deleting (red circle with X) each comment.

Asset ID	Name	Updated?
335	Barry Poole	N
335	Chris Howarth	N
688	Barry Poole	Y
8370	Diane	Y
1609	Jeanette	Y
82	GB	Y
1609	Jeanette	Y
1609	Stephen Bushell	Y

As with the assets, you can edit a comment with the pencil and delete with the red circle.

## 3. User Uploads

User uploads work in the same manner as comments – where all the uploads are displayed, most recent first, across several pages. Uploads can be edited and deleted as well.

The screenshot displays the 'Collinsville Connect Online Administration Centre' interface. At the top left, there is a logo for 'COLLINSVILLE' and 'memoirs-online.com.au'. The main header reads 'COLLINSVILLE CONNECT ONLINE ADMINISTRATION CENTRE'. On the left sidebar, it shows the user is logged in as 'jenn999' with a 'log out' link. Below this are sections for 'Memoirs Online:' with links for 'assets', 'comments', and 'user uploads', and 'Collinsville Connect:' with links for 'search', 'add new', and 'edit'. The main content area is titled 'User Uploads' and states 'There are: 33 uploads, listed in order of most recent.' It includes a pagination control 'First << 1 2 3 4 >> Last'. Two upload entries are visible, both by 'Jeanette Poole' (Email: jpoole@internode.on.net). The first entry has a description: 'Mel, Ned, Barry and Neville Poole, 2003' and 'Updated?:N'. The second entry has a description: 'Neville & Dian Poole's wedding 19th March 1988' and 'Updated?:N'. Each entry includes a thumbnail image and edit/delete icons.

One concern I have noted with the uploads are the number of people uploading files with spaces and symbols. This will cause an error in the file name when it is uploaded, and the image will not display correctly. I have put a comment on the upload page regarding this, but I am happy to manage the uploads – as through the back end I can track down the files with errors and restore them.

## CCT Admin

Please note that throughout this section of the help guide I will be referring to all businesses, community groups, clubs, schools, places and events as Services.

### 1. Add New

Although second in the list, we'll start with add new.

To add a new service to the database, click add new.

**Add image:** enter the filename of the image

**Name:** This is the name of the service such as Anglican Church, or Xstrata Coal

**Address:** where the service is located (not postal)

**Contact name:** who best to contact regarding the business – e.g Sue for CCT

**Phone, Fax, Email, Website:** self explanatory, fill out if they exist

**Opening Hours:** if relevant

**Short Description:** this is the short tagline that will appear under the listing in any searches so it needs to be really brief

**Long Description:** this is the long bit about the service, excluding any phone numbers, names, hours etc. This will be shown on the detailed page about the business.

**Category 1:** must be completed – if you think that your service couldn't possibly fit into one of the categories, you can create a new one through the categories menu (but maybe run it past Sue or Jenn first).

**Category 2:** new to the new CCT site, services can now be listed in two categories (totally optional). For example Bowen River Hotel could be listed under Accommodation and Dining, and also under Places to Visit. However, if your service only requires one category, please leave this blank.

**I Want To Phrases:** a new way to search on the new CCT site, the I want to phrases complete the sentence "I want to..." These are optional and you can select none, one, two or all three. If you have a new phrase, feel free to add it to the database through the categories menu.

### 2. Search

In the search section of the CCT menu you can search for, edit and delete the current services in the database. When searching, you can use categories, keywords or names to search by.

To edit a service simply click on the pencil on the right side of the service listing.

On the edit page you will see the image associated with the service, and several fields that have been completed with information that is currently in the database. To edit the information simply change the required fields.

To change the image that is associated with the service, you can use the browse tool and locate the new image to be uploaded. If you do not wish to upload a new image, please leave this section blank.

In the Category and Want To drop down boxes, the current choice will be represented by a number. Please leave this as is, unless you need to change it, then select the appropriate choice from the drop down menu. If there is no selection for that service, the drop down selection will be blank.

To delete a service, simply click the red x next to the service listing.

### 3. Categories

The categories link is the place to go to add new categories, or I want to phrases. You can also delete categories and I want to phrases, and edit their wording. However, please think carefully before deleting as any services associated with the category or i want to phrase will not be able to be searched by that grouping.

If you are thinking about adding a new category, run it past Sue or Jenn first as we may be able to work out a way to rename another category etc. This will prevent the list from becoming too long. The I want to phrases need to be kept brief and imaginative – and, hopefully – match a few different services in the menu – not just one.

Once again if you're not sure – ask Sue or Jenn ;)

Any problems, please email: [jenn@greenturtle.com.au](mailto:jenn@greenturtle.com.au) or call 0427573991 / 47865266 me.