

# How to Edit the Web Pages of the IEEE Austria Section



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## Why this tutorial?

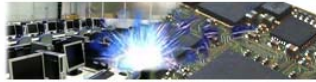
The web pages of the IEEE Austria Section are based on “Joomla” which is a popular and open-source content management framework for publishing web content. Joomla allows to setup a website with little efforts and enables multiple users to edit content on that website with a high degree of freedom. However, the default user interface of Joomla in order to edit web content is not always that intuitive (to be honest ... some things are **really** confusing!). It would be, of course, possible to customize the user interface but this, on the other hand side, makes future security updates of Joomla very difficult! Therefore, and with respect to maintainability issues we decided to stick to the default user interface and wrote this little tutorial to assist users to edit content on the IEEE Austria Section web pages.

## Login to edit content on the webpage

The website of the IEEE Austria Section is located under

<http://www.ieee-austria.org/>

The login form is found in the lower right corner of the section’s homepage. If you forgot your username or password simply follow the links under the login form (see figure below).



## Home

The Institute of Electrical and Electronics Engineers (IEEE, pronounced "Eye-triple-E") is a professional association that is dedicated to advancing technological innovation and excellence. It has currently over 400.000 members in about 160 countries.

IEEE's Constitution defines the purposes of the organization as scientific and educational, directed toward the advancement of the theory and practice of Electrical, Electronics, Communications and Computer Engineering, as well as Computer Science, the allied branches of engineering and the related arts and sciences. In pursuing these goals, the IEEE serves as a major publisher of scientific journals and organizer of conferences, workshops, and symposia. It is also a leading standards development organization for the development of industrial standards in a broad range of disciplines, including electric power and energy, biomedical technology and healthcare, information technology, information assurance, telecommunications, consumer electronics, transportation, aerospace, and nanotechnology. IEEE develops and participates in educational activities such as accreditation of electrical engineering programs in institutes of higher learning.

IEEE has a dual complementary regional and technical structure - with organizational units based on geography and technical focus. The IEEE Austria Section covers the geographical area of the Republic of Austria located in Central Europe. It was founded in 1979 by Kurt Richter. The IEEE Austria Section is managed by the [Executive Committee](#) with support from a number of [Section Officers](#). The technical activities are concentrated in the so-called [Chapters](#) while the student activities are handled by our [Student Branches](#).

[Follow this link](#) for a list of upcoming events and activities of our Section!

The latest issue of our bi-annual Section Newsletter can be found [here](#).

[Home](#)

### Main Menu

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### Login Form

 User Name

 Password

☐ Remember Me

[Forgot your username?](#)
[Forgot your password?](#)

Once logged in, a little menu appears as shown below.

### Administration

- [Help](#)
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- [Administration backend](#)

### Login Form

Hi John Doe,

The first menu item ("Help") provides this tutorial in form of a PDF document. The other menu items are described in the following.

## Edit login data

This menu item allows you to change your real name, your password and your email address. All the other information in your profile (current position in the section, affiliation, phone number, link to more information, etc.) must be changed via the administration backend (see Section "Administration backend", below).

There is usually no need to change the settings under "Basic Settings" (you can leave all settings at their default value).

Here you can add a section event or activity that will be inserted into the list of “Events & Activities”. The basic information is entered in the tab “Common”. Here is an example:



✓ Save ✕ Cancel

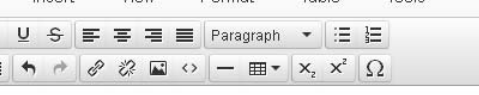
**Note! Only submit events and activities which are related to the IEEE Austria Section! If you are not sure, please send an email to the Excom of the IEEE Austria Section! Your event will be published on the website as soon as you click the Save button**

Common

Subject

5th Conference on Content Management

## Categories

Conferences

The screenshot shows the CKEditor interface. At the top is a menu bar with options: Edit, Insert, View, Format, Table, and Tools. Below the menu bar is a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, decrease indent, increase indent), a Paragraph dropdown menu, and icons for text alignment (left, center, right, justified), link creation, unlink, insert image, source code, table, subscript, superscript, and a math symbol. The main text area contains the text: "Short description of the event. **Just an example for bold text.** You can also add a link like <http://this-is-a-website.com> via the menu item "Insert -> Insert link". At the bottom left of the text area is a small "p" icon. At the bottom right is a "Toggle editor" button with an eye icon.

Location

Vienna University of Technology, Gusshausstrasse 27, 1040 Wien, Room CD 0404

Contact

John Doe, john.doe@tuwien.ac.at

Please fill in the estimated number of IEEE participants XX and the estimated number of non-IEEE participants YY in the form XX/YY. (for statistical reasons only, not shown on website)

Date and time of the event/activity are entered via the tab “Calendar” (see next figure). The “Start date” is mandatory.

For events which span more than one day you can also add an “End date”. For such multi-day events (i.e., if you enter an end date which is different from the start date) the question “Should this multi day event appear on each day of event?” will appear. Here, you will usually select “Yes” since you want that each day of the event will be shown in the event calendar.

Start and end time of the event/activity are entered in the two fields “Start Time” and “End Time”. If you don’t want to specify an end time, check “No specific end time”. If you neither want to define a start time nor an end time, check “All day Event or Unspecified time”.

The “Repeat time” at the bottom of the form is usually left at the default setting (“No Repeat”).

✓ Save ✕ Cancel

**Note! Only submit events and activities which are related to the IEEE Austria Section! If you are not sure, please send an email to the Excom of the IEEE Austria Section! Your event will be published on the website as soon as you click the Save button**

Common Calendar

**Start, End, Duration**

All day Event or Unspecified time ☐ 12 Hour ☐

Start date 2014-11-11 Start Time 11:11

End date 2014-11-12 End Time 11:11 No specific end time ☒

**Multi Day Event Treatment**

Should this multi day event appear on each day of event? Yes No

**Repeat type**

No Repeat Daily Weekly Monthly Yearly

Once you click the green “Save” button on the upper left corner of the screen, the event/activity will immediately be published on the website in the list of events & activities. If, later, you want to modify or delete the event/activity simply select the event in the list of events/activities (items “Future Events & Activities” and “Past Events & Activities” in the main menu). For all events that were created under your user account a little icon with a pencil is shown in the upper right corner of the screen. Once you left-click this icon a context menu appears (see figure below).

IEEE Home IEEE Region 8

**Message**  
Event Saved

←→ 2014 →→  
See by  
year

**5th Conference on Content Management**

Tuesday, 11. November 2014, 11:11  
To Wednesday, 12. November 2014

Category: Conferences | created by John Doe

Short description of the event. **Just an example for bold text.** You can also add a link like <http://this-is-a-website.com> via the menu item "Insert -> Insert link".

**Location** Vienna University of Technology, Gusshausstrasse 27, 1040 Wien, Room CD 0404

**Contact** John Doe, [john.doe@tuwien.ac.at](mailto:john.doe@tuwien.ac.at)

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**Main Menu**

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Unpublish event

Edit main event

Copy and edit event

Delete Event

New event

Events & Activities before 2013

Email distribution lists

Administration backend

By selecting “Edit main event” you can edit the event. “Copy and edit event” generates a copy of the event which can be modified afterwards. “Delete event” will irretrievably delete the event/activity. Please do not use “Unpublish event” since only the website administrator can restore the event in such case!

## Events & Activities before 2013

With this menu item you can display a list of all section events and activities before 2013, which are included on the old web pages of the IEEE Austria Section. Maybe you need this if you like to search for a past event/activity (which took place before 2013).

## Email distribution lists

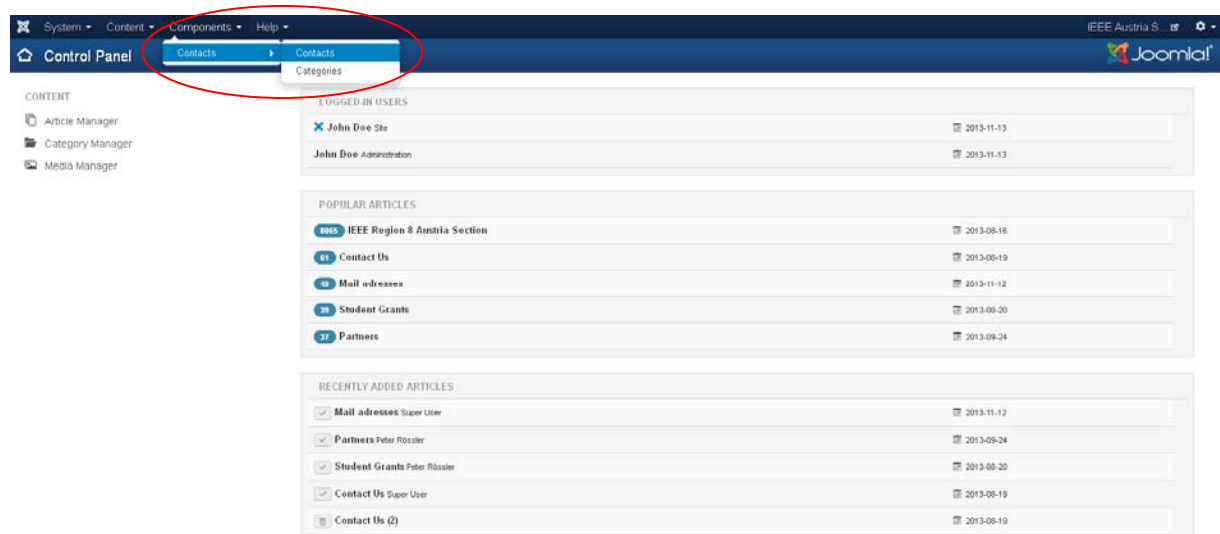
This menu item allows you to display all available email distribution lists of the IEEE Austria Section. Simply click “(see who is included)” to see who is included in a specific list. Note, that the lists are generated dynamically from the website! Therefore, you can be sure that all people listed on the website are also included in the email distribution lists!

## Administration backend

The administration backend allows you to add and modify information in your personal profile. Furthermore, it enables all Chapters and Student Branches to add and modify information, e.g. concerning the Chapter/Student Branch representatives. Once you click “Administration backend” the Joomla login window appears. You have to re-enter your username and your password.

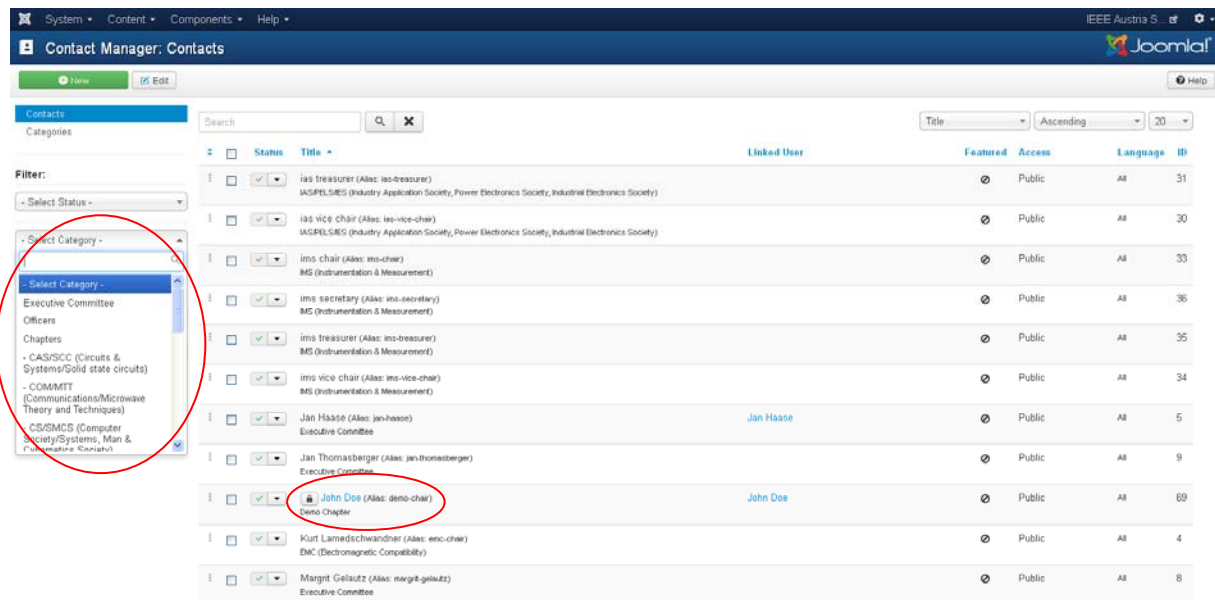


To add/modify information in either your own profile or in the profiles of the representatives of your Chapter/Student Branch (you will need appropriate access rights in order to do that) select “Components → Contacts → Contacts” from the menu bar.



You will see a long list of people contained in the database. You are allowed to edit the profiles of all people which are shown in blue. In any case, you are allowed to edit your own profile. Moreover, you may be able to change the profiles of the representatives of your Chapter/Student Branch, assuming that you have access right to do that (typically a single account exists for each Chapter/Student Branch of the IEEE Austria Section which is able to modify the profiles of all Chapter/Student Branch representatives).

The “-Select Category-“ filter on the left side of the screen may be helpful to find people in the list. Left-click a name where you have access rights (shown in blue) to edit the profile.



Most information of the selected profile can be modified in the tab “Contact”, see below.

Some comments to the form shown above:

- There is usually no need to change the fields which are marked in the figure with a red cross.
- Unfortunately, the user interface provides no field to enter the affiliation of a person. Therefore, if you like to add your affiliation (name of your company, university, ...) please enter it in the “Address” field, as shown in the example above.
- If you upload a profile photo and you want to change that image later, your new photo must have a filename than is different to the filename of the old photo which was already uploaded to the database!
- Don't be afraid to add your email address here! All email addresses on the website are protected against spambots!

In the tab “Miscellaneous Information” you can enter additional information, for example, a small bio sketch.

System Content Components Help

**Contact Manager: Contact**

Save Save & Close Save & New Save as Copy Close

Name \* John Doe Alias demo-chair

Contact Miscellaneous Information Publishing Display Form

Miscellaneous Information

Edit Insert View Format Table Tools

B I U Paragraph Paragraph

Some information concerning John Doe.

Note, that there is no need to change the information contained in the tabs “Publishing”, “Display” and “Form”!

After you click the “Save” or “Save & Close” button your profile will be immediately published on the website. You will find the profile either in the list of the Officers, the members of the Executive Committee or at the sub-page of your Chapter/Student Branch (see example below).

## John Doe

### Contact

Demo Chapter Chair



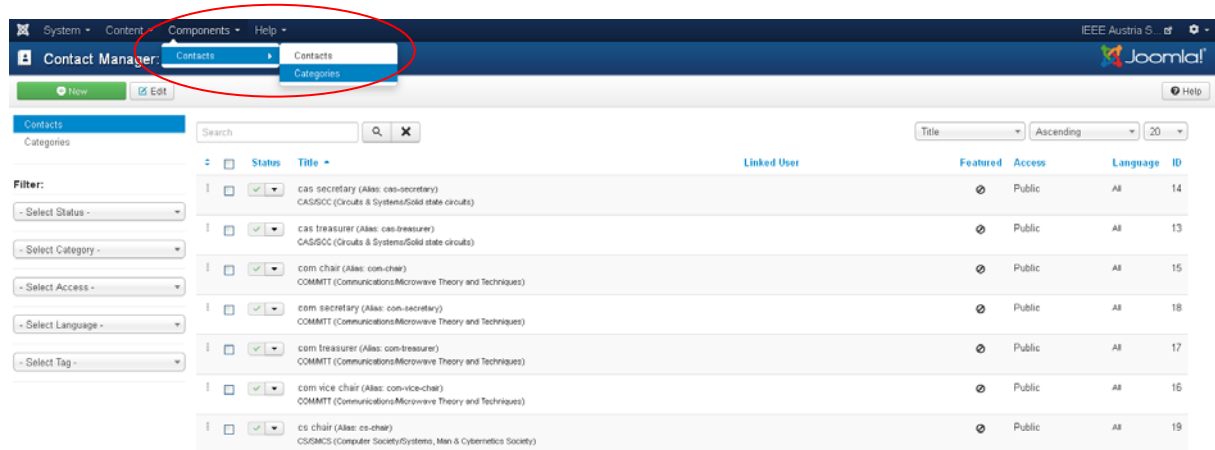
Vienna University of Technology, Gusshausstr. 27-29/384  
Vienna  
1040  
Austria  
[john.doe@tuwien.ac.at](mailto:john.doe@tuwien.ac.at)  
+43-(0)1-58801-38411  
+43-(0)1-58801-38499  
[http://en.wikipedia.org/wiki/John\\_Doe](http://en.wikipedia.org/wiki/John_Doe)

### Miscellaneous Information

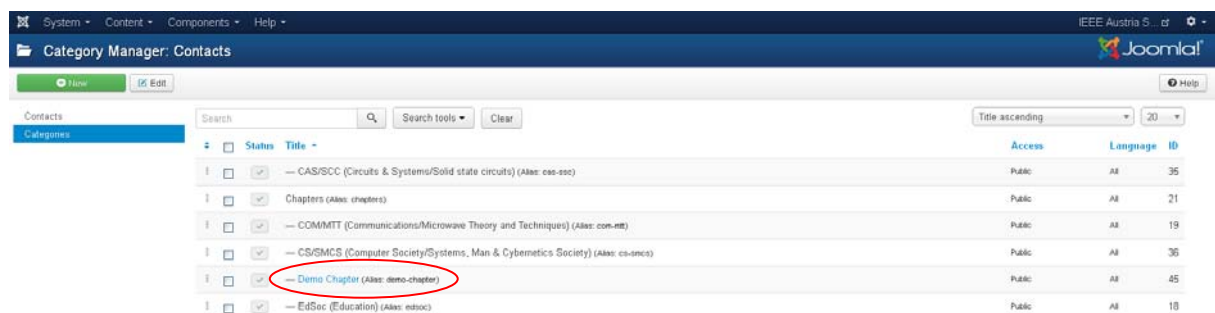
Some information concerning John Doe.

Chapters and Student Branches are also able to add some general information concerning their Chapter/Student Branch. In order to that that (and assuming that you have appropriate access rights), select “Components → Contacts → Categories” from the menu bar (see figure below).

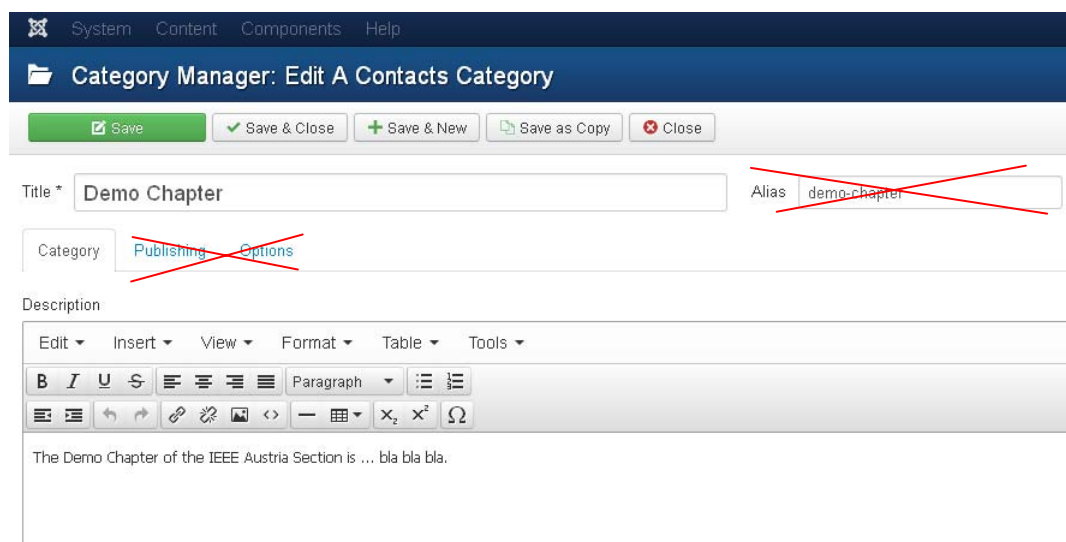




You will see a list of Chapters and Student Branches contained in the database. You are allowed to edit the profiles of all Chapters/Student Branches people which are shown in blue. However, typically you will have access rights to change only a single Chapter or Student Branch. Left-click a Chapter/Student Branch as shown in the figure below.



Now you can enter some information concerning your Chapter/Student Branch. It is, of course, also possible to add a link to an external web page or a nice photo which shows some members of your Student Branch or which was shot at a Chapter event ...



Usually there is no need to change anything outside the text window. Also, it is not required to change the information in the tabs "Publishing" and "Options".

After you click the "Save" or "Save & Close" button the information will be immediately published on the sub-page of your Chapter/Student Branch as shown in the example below.





## Demo Chapter

The Demo Chapter of the IEEE Austria Section is ... bla bla bla.

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John Doe  
Demo Chapter Chair  
[john.doe@tuwien.ac.at](mailto:john.doe@tuwien.ac.at)

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One last comment for all Chapters and Student Branches: It is of course not necessary to add tons on information to the IEEE Austria Section website if you already have your own webpage! Adding a line like "Detailed information of our Chapter/Student Branch can be found at <http://...>" is sufficient! However, in any case please add the profile of at least one person of your Chapter/Student Branch (or better: add the profiles of the Chair, Vice-chair Treasurer and Secretary) since all email addresses that are included on this website are used to generate the email distribution lists of the IEEE Austria Section (see Section "Email distribution lists", above).

## Further help

For any further help, please contact the Web Officer of the IEEE Austria Section which is currently

[praus@technikum-wien.at](mailto:praus@technikum-wien.at)

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