How to Edit the Web Pages of the IEEE Austria Section

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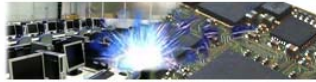Version 11/2013

Content

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).

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

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).

New event

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:
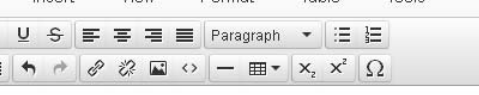

Date and time of the event/activity are entered via the tab "Calendar" (see next figure). The "Start date" is mandatory.

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").

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).

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. Your 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.
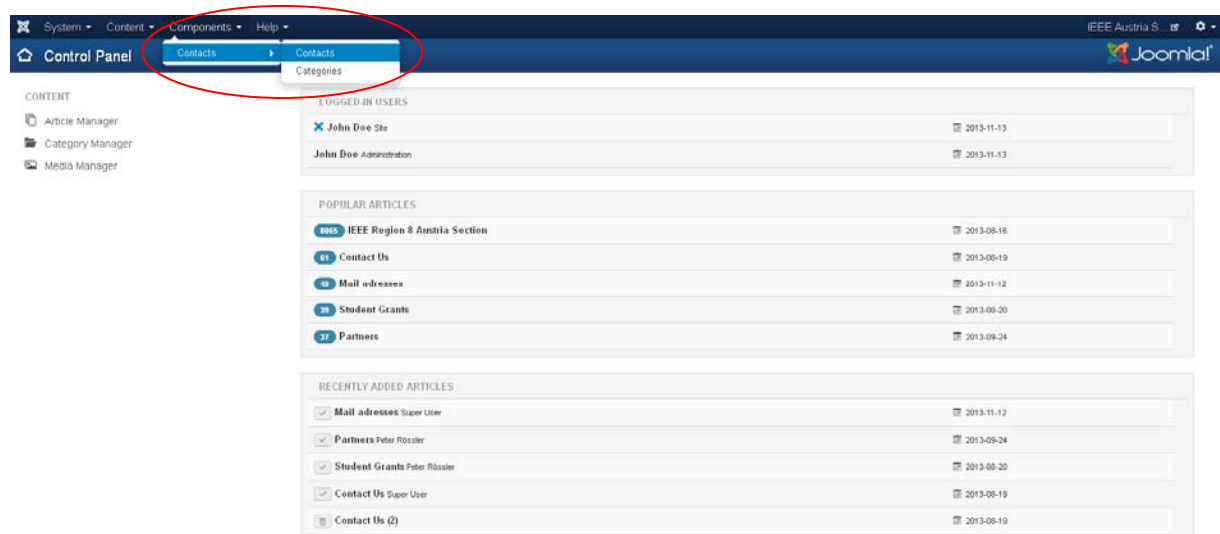
You will see a long list of people contained in the database. You are allowed to edit the profiles of all people which are shown in blue. In any case, you are allowed to edit your own profile. Moreover, you may be able to change the profiles of the representatives of your Chapter/Student Branch, assuming 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).

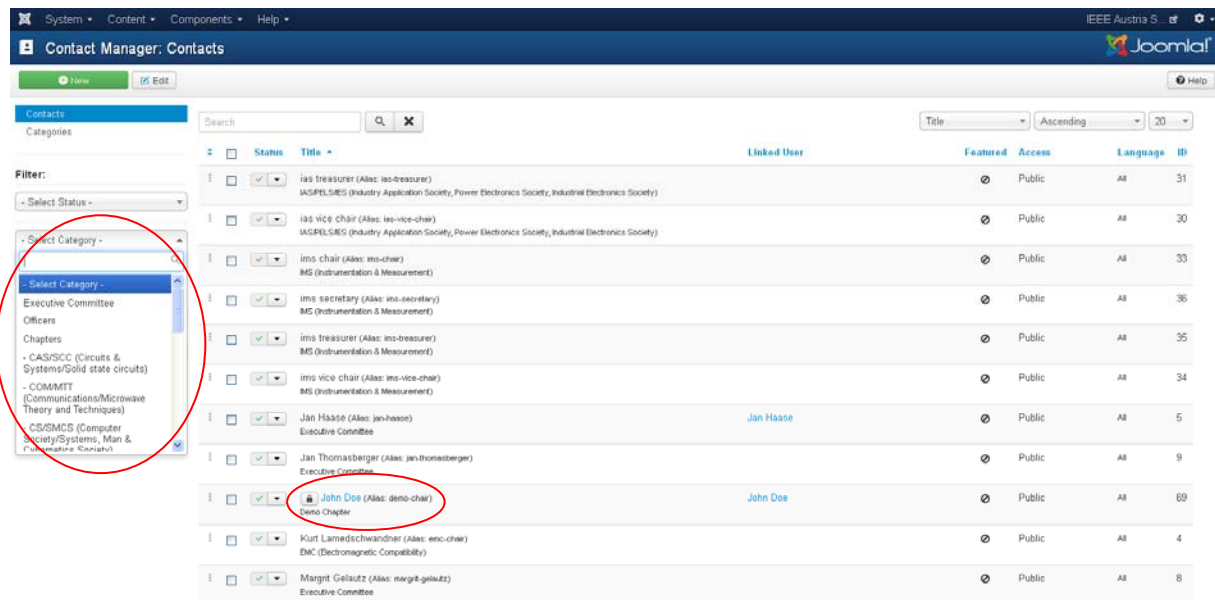The "-Select Category-" filter on the left side of the screen may be helpful to find people in the list. Left-click a name where you have access rights (shown in blue) to edit the profile.

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

add affiliation here!

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.

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).

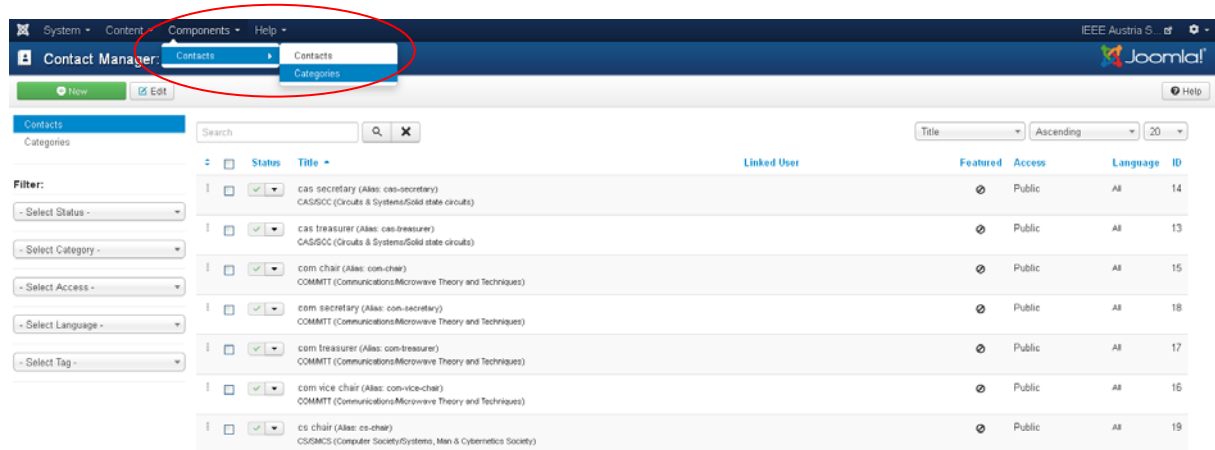Chapters and Student Branches are also able to add some general information concerning their Chapter/Student Branch. In order to that that (and assuming that you have appropriate access rights), select "Components → Contacts → Categories" from the menu bar (see figure below).

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.
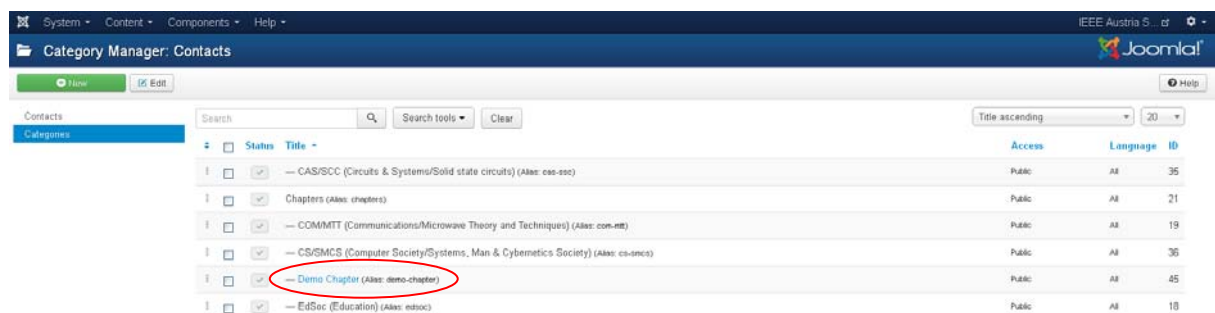
Now you can enter some information concerning you Chapter/Student Branch. It is, of course, also possible to add a link to an external web page or a nice photo which shows some members of your Student Branch or which was shot at a Chapter event …
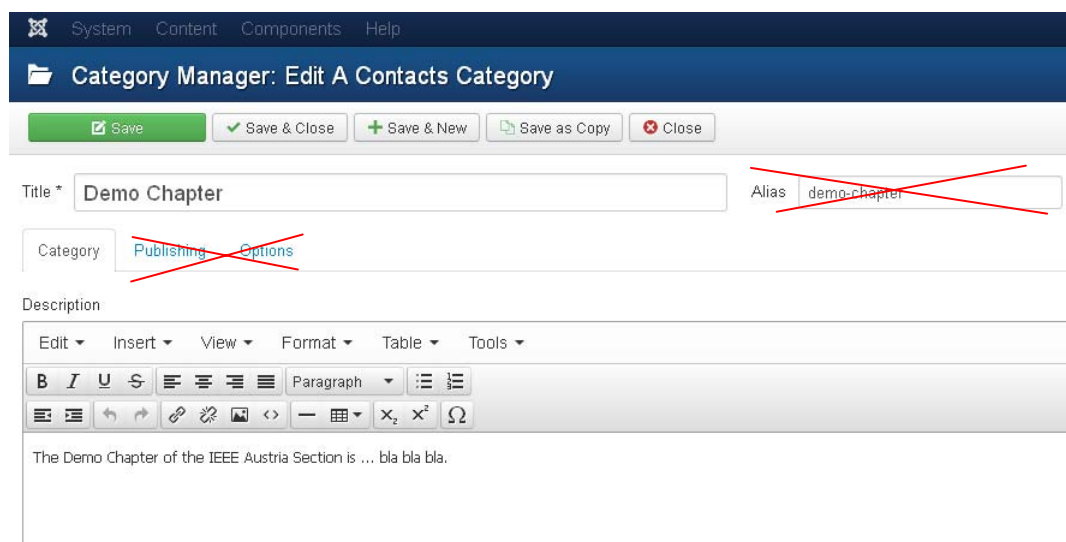
Usually there is no need to change anything outside the text window. Also, it is not required to change the information in the tabs "Publishing" and "Options".

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

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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

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