

<Project Name>

Website

Administration Guide

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1. Login

You may login at the admin URL with your JPL username and password (URL to Admin login).

[<link to URL for admin>](#)

Home	RCMS - Admin Page
> About Us	Please login with your JPL User Name and Password below.
> Feedback	JPL User Name: <input type="text"/>
> News	Password: <input type="password"/>
> Calendar	<input type="button" value="Login"/>
> Mission	
> mission sub 3	
> mission sub 4	

2. Main Menu

The main administration menu allows you to access content management features and pages on the website.

The image shows a screenshot of the RCMS Admin Page. On the left is a vertical navigation menu with the following items: Home, > About Us, > Feedback, > News, > Calendar, > Mission, > mission sub 3, > mission sub 4, > Admin (highlighted in yellow), and a blank space at the bottom. To the right of the menu is the main content area titled "RCMS - Admin Page". It contains three sections: "CONTENT PAGES" with links for List All Pages, Add New Content Page, and Reorder Nav Links; "UPLOADED FILES" with links for List All Uploaded Files and Upload New File; "NEWS" with links for List All News Items and Add News Item; "CALENDAR" with links for View Current Month (Grid), View Current Month (Line Items), View Pending Events, View Deleted Events, and Add Calendar Event; and a "(Logout)" link at the bottom right.

RCMS - Admin Page

CONTENT PAGES

- List All Pages
- Add New Content Page
- Reorder Nav Links

UPLOADED FILES

- List All Uploaded Files
- Upload New File

NEWS

- List All News Items
- Add News Item

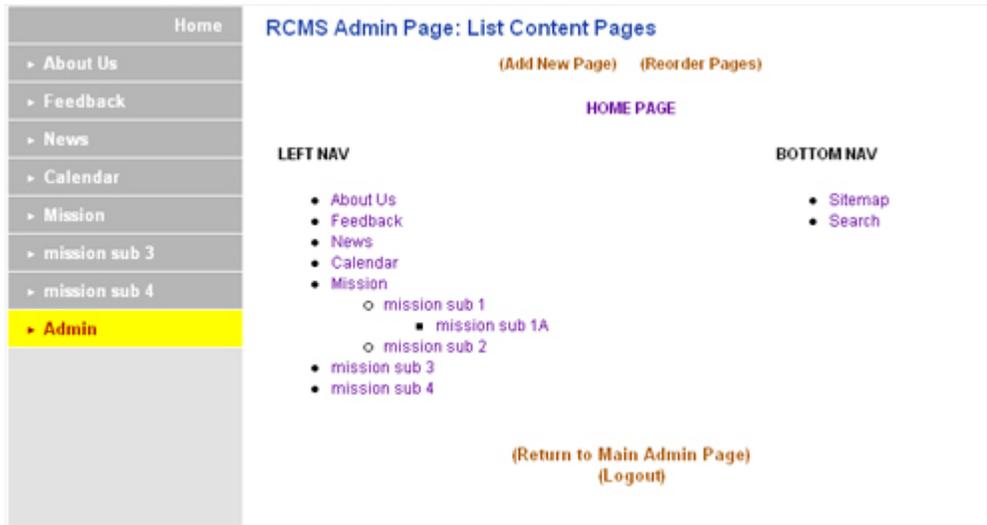
CALENDAR

- View Current Month (Grid)
- View Current Month (Line Items)
- View Pending Events
- View Deleted Events
- Add Calendar Event

(Logout)

3. List All Pages

The **List All Pages** page includes a list of all editable pages on the website. Below is a sample of a **List All Pages** page:



From this list, you may:

- Add New Page
- Reorder Pages
- Click on a page's name to show the page content

4 Add Content Page

The **Add Content Page** allows you to add a new page. Below is a sample of the **Add Content Page**:

The screenshot shows a web interface for adding a new content page. On the left is a vertical navigation menu with items: Home, About Us, Feedback, News, Calendar, Mission, mission sub 3, mission sub 4, and Admin (highlighted in yellow). The main content area is titled "RCMS Admin Page: Add Content Page" and includes a "Show Help for This Form" link. The form itself is titled "Add Content Page" and contains the following fields: Page Title, Directory Name, Location in Nav (dropdown menu with "Left nav" selected), Show/Hide in Nav (dropdown menu with "Show" selected), Subpage Of (dropdown menu with "(none selected)" selected), Page Content (a large text area containing the placeholder "[[TITLE]]"), Link to External URL, META Description, META Keywords, and META Author. At the bottom of the form are "Submit" and "Cancel" buttons. Below the form are two links: "(Return to Main Admin Page)" and "(Logout)".

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix A.

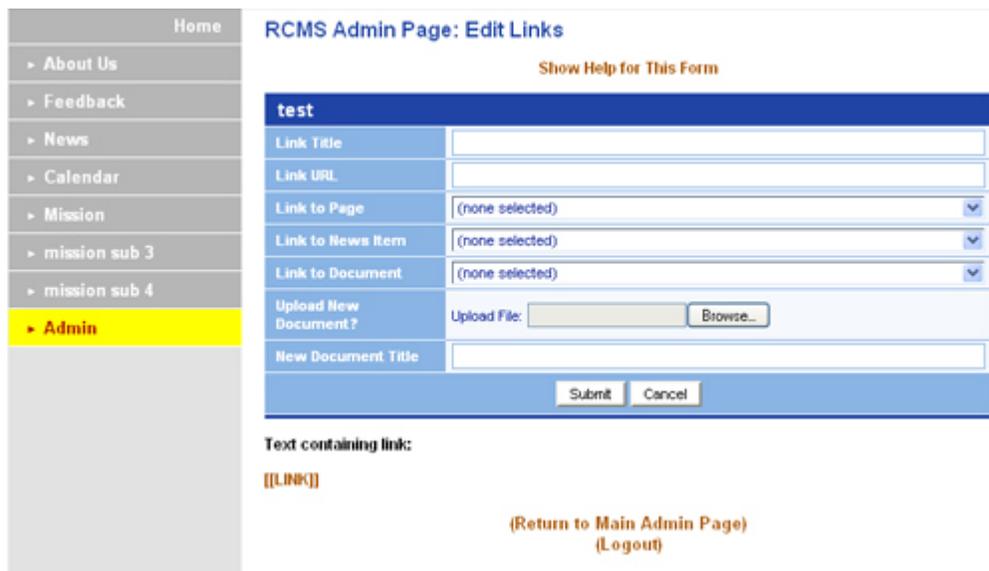
All newly added pages are automatically marked "**Pending**", and will only display on the <project name> website after being set to "**Active**" (which can be done through "Edit Page" or by clicking the "Publish This Page" option after creating the page).

4.1 Add Links

If you entered the placeholder text **[[LINK]]** in the Page Content field, then after you click the “Submit” button, the **Edit Links** page will be displayed automatically.

The **Edit Links** page allows you to enter a title for the link and provides options to type in a URL directly, or to select a link to an existing website Page, News Item, or Publication document. You can also upload a new document using the “Browse” button. The **Edit Links** page also allows you to enter a link to the Glossary page. Below the form, a few sentences of text before and after the link are displayed as a point of reference.

Below is a sample of the **Edit Links** page:



The screenshot shows the "RCMS Admin Page: Edit Links" interface. On the left is a navigation menu with items: Home, About Us, Feedback, News, Calendar, Mission, mission sub 3, mission sub 4, and Admin (highlighted in yellow). The main content area has a title "RCMS Admin Page: Edit Links" and a link "Show Help for This Form". Below this is a form titled "test" with the following fields: "Link Title" (text input), "Link URL" (text input), "Link to Page" (dropdown menu showing "(none selected)"), "Link to News Item" (dropdown menu showing "(none selected)"), "Link to Document" (dropdown menu showing "(none selected)"), "Upload New Document?" (with "Upload File:" text, a text input, and a "Browse..." button), and "New Document Title" (text input). At the bottom of the form are "Submit" and "Cancel" buttons. Below the form, the text "Text containing link:" is followed by the placeholder "[[LINK]]". At the very bottom, there are two links: "(Return to Main Admin Page)" and "(Logout)".

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix B.

This can also link to an e-mail address. Add the full e-mail address that you want the link to send to as the link URL, and then add the person’s name in the link title field.

4.2 Add Images

If you entered the placeholder text **[[IMAGE]]** in the Page Content field, then after you click the “Submit” button, the **Edit Images** page will be displayed automatically. The **Edit Images** page allows you to upload an image file, enter alternate text (alt tag) information, and select the alignment for the image. It also provides options to type in a link URL directly, or to select a link to an existing website Page, News Item, or Publication document. You can also upload a new document using the “Browse” button. Below the form, a few sentences of text before and after the image are displayed as a point of reference. Below is a sample of the **Edit Images** page:

Home

RCMS Admin Page: Edit Images

Show Help for This Form

image test

Upload Image Upload File: Browse...

Image ALT Text

Alignment left

Link URL

Link to Page (none selected)

Link to News Item (none selected)

Link to Document (none selected)

Upload New Document? Upload File: Browse...

New Document Title

Submit Cancel

Text containing image:

[[IMAGE]]

(Return to Main Admin Page)
(Logout)

Note: If an **[[IMAGE]]** is linked to a News item, the News item must already be published (active) in order for the link to be created correctly.

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix C.

5. Reorder Navigation Links Page

The **Reorder Navigation Links** page allows you to reorder the left navigation as well as the bottom navigation. Below is a sample of the **Reorder Navigation Links** page:

Home

RCMS Admin Page: Reorder Navigation Links

Show Help for This Form

Reorder Navigation Links

Order of Left Nav	About Us Feedback News Calendar Mission mission sub 3 mission sub 4 Move Up Move Down
Order of Bottom Nav	Sitemap Search Move Up Move Down

Submit Cancel

(Return to Main Admin Page)
(Logout)

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix D.

6. Show Page

From the **List Content Pages** page, clicking on page will bring up the **Show Page** page. From here you can view the content of a page. Below is a sample of the **Show Page** page:

The screenshot shows a web interface for the RCMS Admin Page. On the left is a vertical navigation menu with the following items: Home, > About Us, > Feedback, > News, > Calendar, > Mission, > mission sub 3, > mission sub 4, and > Admin (highlighted in yellow). The main content area is titled "RCMS Admin Page: Show Page" and contains the following elements: a success message "This page has been successfully updated.", a note in orange text stating "NOTE: This page's current Status is Pending. It is not currently viewable by non-admin users.", and four action links: (Edit This Page), (Publish This Page), (Delete This Page), (Add New Page), and (List All Pages). Below this is a section titled "Sample Page" with the text "Test page, there would be text. Some of the text can be" followed by the word "bold" in bold font. It then says "Or as a list" and shows a bulleted list: "item 1", "item 2", and "sub item" (indented). This is followed by "Then there could be a Link" (with "Link" in purple) and "And maybe an image." Below this is a NASA logo and the text "NATIONAL AERONAUTICS AND SPACE ADMINISTRATION". At the bottom right are two orange links: (Return to Main Admin Page) and (Logout).

From here you may:

- Edit This Page
- Publish This Page – if the page's current Status is Pending.
- Delete This Page - a page cannot be deleted if it has sub-pages that have not yet been deleted.
- Add New Page
- List All Pages

7. Edit Content Page

The **Edit Content Page** allows you to edit an existing page. The form works the same way as the **Add Content Page**. Below is a sample of the **Edit Content Page**:

The screenshot shows the 'RCMS Admin Page: Edit Content Page' interface. On the left is a navigation menu with 'Admin' highlighted. The main form contains the following fields:

- Page Title:** Sample Page
- Directory Name:** testsample
- Location in Nav:** Left nav
- Show/Hide in Nav:** Show
- Subpage Of:** (none selected)
- Page Content:** A rich text editor containing: `[[TITLE]]`, `Test page, there would be text. Some of the text can be bold`, `Or as a list`, `*item 1`, `*item 2`, `**sub item`, `Then there could be a [[LINK|msn.com|Link]]`, `And maybe an image.`, and `[[IMAGE|head_nasa.gif|left|NASA Logo]]`
- Link to External URL:** (empty)
- META Description:** (empty)
- META Keywords:** (empty)
- META Author:** (empty)
- Status:** Pending

Buttons for 'Submit' and 'Cancel' are at the bottom of the form. Below the form are links for '(Return to Main Admin Page)' and '(Logout)'. A 'Show Help for This Form' link is located at the top of the form area.

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix A.

NOTE: In "Edit" mode, you can toggle between "Active", "Pending", and "Deleted".

8. List All News Items

The **List All News Items** page allows you to view the list of news available to the site. Below is a sample of the **List All News Items** page:

List News Items		
Date	Title	
09.02.2008	test 2	
08.28.2008	Test News Item for Search	
08.28.2008	Another Test for Search with 'mission'	
08.26.2008	Test News Item 4	
08.26.2008	Test News Item 5	
08.01.2008	New Test News Item	
02.28.2007	Update trigger test 5-28	

From this list, you may:

- Click on a title or icon to view its information
- Click on the icon to edit its information
- Click on the icon to delete it from the site
- Click on the “Add News Item” link at the top of the page to add a news item

9. Show News Item

The **Show News Item** page allows you to review the news item's information. Below is a sample of the **Show News Item** page:

Home	Admin: Show News Item
> About Us	This news item has been successfully added to the RCMS website.
> Feedback	NOTE: This news item's current Status is Pending . It is not currently viewable by non-admin users.
> News	(Edit This News Item) (Publish This News Item) (Delete This News Item)
> Calendar	(Add News Item) (List All News Items)
> Mission	<hr/>
> mission sub 3	Sample Test 99 - 09.04.2008
> mission sub 4	This is a test news item
> Admin	(Return to Main Admin Page) (Logout)

From this list, you may:

- Click on the “Edit This News Item” link to edit its information
- Click on the “Publish This News Item” link to push it live and allow the public to see it
- Click on the “Delete This News Item” link to delete it from the site
- Click on the “Add News Item” link to add a news item to the site
- Click on the “List All News Items” link to list all news items

10. Edit News Item

The **Edit News Item** page allows you to edit a selected news item's information. Below is a sample of the **Edit News Item** page:

Home	Admin: Edit News Item
> About Us	Show Help for This Form
> Feedback	
> News	
> Calendar	
> Mission	
> mission sub 3	
> mission sub 4	
> Admin	
	Edit News Item
Date	9/4/2008 
Title	Sample Test 99
Short Blurb	Test News Item
Long Blurb (META Description)	Test News Item
Full Text	This is a test news item
External URL	
Thumbnail Image	Upload File: <input type="text"/> <input type="button" value="Browse..."/>
META Keywords	
META Author	
Status	Pending 
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
(Return to Main Admin Page) (Logout)	

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix E.

Note: Images and Links can be used in News Items – see section 4.1 & 4.2, Appendix B & Appendix C for help.

11. Add News Item

The **Add News Item** page allows you to add a new news item to the site. The form works the same way as the **Edit News Item** page. Below is a sample of the **Add News Item** page:

Home	Admin: Add News Item
> About Us	Show Help for This Form
> Feedback	Add News Item
> News	Date: 9/8/2008 
> Calendar	Title: <input type="text"/>
> Mission	Short Blurb: <input type="text"/>
> mission sub 3	Long Blurb (META Description): <input type="text"/>
> mission sub 4	Full Text: <input type="text"/>
> Admin	External URL: <input type="text"/>
	Thumbnail Image: Upload File: <input type="text"/> <input type="button" value="Browse..."/>
	META Keywords: <input type="text"/>
	META Author: <input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
	(Return to Main Admin Page) (Logout)

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix E.

Note: Images and Links can be used in News Items – see section 4.1 & 4.2, Appendix B & Appendix C for help.

12. List All Uploaded Files

The **List All Uploaded Files** page allows you to view all of the files that have been uploaded to the site. Below is a sample of the **List All Uploaded Files** page:

Home	RCMS - Admin Page: List Uploaded Files				
> About Us	Upload New File				
> Feedback	List Uploaded Files				
> News	Title ▲	Filename	Type	Size	Updated
> Calendar	Test Document	No file uploaded			08.11.2008
> Mission	Test Document	DMSiteTemplate.doc	Word	28 KB	07.18.2008
> mission sub 3	arr	No file uploaded			08.25.2008
> mission sub 4	(Return to Main Admin Page) (Logout)				
> Admin					

Clicking on the column title will sort the column by ascending or descending order.

From this list, you may:

- Click on any field, the  icon or the  icon to edit the files information
- Click on the  icon to delete the file from the site
- Click on the “Upload New File” link at the top of the page to upload a new file.

13. Edit Uploaded File

The **Edit Uploaded File** page allows you to edit the information for a file that has been uploaded to the site. Below is a sample of the **Edit Uploaded File** page:

The screenshot shows a web interface for editing an uploaded file. On the left is a navigation menu with items: Home, About Us, Feedback, News, Calendar, Mission, mission sub 3, mission sub 4, and Admin (highlighted in yellow). The main content area is titled "RCMS Admin Page: Edit Uploaded File" and includes a "Show Help for This Form" link. The form itself has a blue header "Edit Uploaded File" and contains the following fields:

Document Title	Test Document
Description	This is a test.
Upload New Document?	Current File: DMSiteTemplate.doc <input type="checkbox"/> (check to remove) Upload File: <input type="text"/> <input type="button" value="Browse..."/>
Status	Active

At the bottom of the form are "Submit" and "Cancel" buttons. Below the form are links for "(Return to Main Admin Page)" and "(Logout)".

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix F.

14. Upload File

The **Upload File** page allows you to upload a file to the site. Below is a sample of the **Upload File** page:

The screenshot shows a web interface for uploading a file. On the left is a vertical navigation menu with the following items: Home, > About Us, > Feedback, > News, > Calendar, > Mission, > mission sub 3, > mission sub 4, > Admin (highlighted in yellow), and a greyed-out section at the bottom. The main content area is titled "RCMS Admin Page: Upload File" and includes a link "Show Help for This Form". Below this is a form titled "Upload File" with the following fields: "Document Title" (a text input field), "Description" (a large text area with a vertical scrollbar), and "Upload New Document?" (a checkbox). To the right of the checkbox is a file selection field labeled "Upload File:" with a "Browse..." button. At the bottom of the form are "Submit" and "Cancel" buttons. Below the form, there are two links: "(Return to Main Admin Page)" and "(Logout)".

Detailed information and help for each field is provided in the online help by clicking on the link above the form. A copy of this information is also included as Appendix F.

15. Calendar

The Calendar section allows you to add and edit upcoming notable events on the site in a calendar format.

From this page you can choose to **Show Pending Events**, **Show Deleted Events**, **Add an Event** or choose **More Administrative Options**.

Below is a sample of **Add an Event** page:

ADD CALENDAR EVENT

Use the form below to edit information for this event. Click **Submit** when you are finished.

Add Calendar Event	
Event Title	<input type="text"/>
Title Abbreviation	<input type="text"/>
Start Date	<input type="text" value="9/25/2008"/> 
Start Time	<input type="text"/>
End Date	<input type="text"/> 
End Time	<input type="text"/>
Location	<input type="text"/>
Attendance	<input type="text"/>
Description	<input type="text"/>
Contact Name	<input type="text"/>
Contact Phone	<input type="text"/>
Contact Email	<input type="text"/>
Event URL	<input type="text"/>
Event Type	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #0056b3; color: white; padding: 2px;">(none selected)</div><div style="padding: 2px;">Training</div><div style="padding: 2px;">Seminar/Conference</div><div style="padding: 2px;">Event</div><div style="padding: 2px;">Presentation</div><div style="padding: 2px;">Special Event</div></div>
Keywords	<input type="text"/>

16. View Calendar

Once events have been added you can **Show Events**. This page can be filtered by event type or can show all calendared events.

Below is a sample of; **Show All Events** for **This Month** view:

RCMS: Calendar						
<< Previous Year	< Previous Month	This Month	Next Month >	Next Year >>	List View	
September 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	test event (Edit) 19	20
21	22	Meeting (4) (Edit) 23	Staff Meeting (Edit) 24	Test 5:150 (Edit) 25	testing (Edit) 26	testing (Edit) 27
testing (Edit) 28	testing (Edit) 29	testing (Edit) 30 Test 25 (Edit)	1	2	3	4

Items can also be viewed in the traditional calendar mode as seen on the previous page or as a **List View** as seen below.

RCMS: Calendar	
<< Previous Year < Previous Month This Month Next Month > Next Year >> Monthly View	
Timespan: One Month September 2008 Filter: Show All Event Types	
Date	Description/Details
09:19:08	test event (E) (E) (E) Location: 4th floor conference room Attendance: all Read More
09:23:08	Meeting (4) (E) (E) (E) Location: 4 floor conference room Attendance: developers Read More
09:24:08	Staff Meeting (E) (E) (E) Location: 5 floor conference room Attendance: Web Group Read More
09:25:08 - 09:30:08	Test 5150 (E) (E) (E) Location: Raytheon Attendance: all Read More
09:30:08 - 10:10:08	Test 35 (E) (E) (E) Location: California Attendance: anyone Read More

When using List View the items can be views for One Month, Three Months, Six Months or One Year.

There is also an option for viewing **Pending** and **Deleted** Calendar events. Pending and Deleted Events are shown in the List View format.

17. More Administrative Options

The **More Administrative Options** link from the Calendar brings you to the Main Administrative page. Below is a sample of the **Main Administrative** page:

The screenshot displays the 'RCMS - Admin Page' interface. On the left is a vertical navigation menu with the following items: Home, > About Us, > Feedback, > News, > Calendar, > Mission, > mission sub 3, > mission sub 4, and > Admin (highlighted in yellow). The main content area is titled 'RCMS - Admin Page' and is divided into three columns of administrative options:

- CONTENT PAGES**
 - List All Pages
 - Add New Content Page
 - Reorder Nav Links
- UPLOADED FILES**
 - List All Uploaded Files
 - Upload New File
- NEWS**
 - List All News Items
 - Add News Item
- CALENDAR**
 - View Current Month (Grid)
 - View Current Month (Line Items)
 - View Pending Events
 - View Deleted Events
 - Add Calendar Event

At the bottom right of the page, there is a '(Logout)' link.

Appendix A – Add / Edit Content Page Help

ADD/EDIT CONTENT PAGE

ADD/EDIT CONTENT PAGE

Here you can edit the content of a page, and modify its location on the [<project name>](#) website.

Page Title: The name of the page. Will appear in the browser's title bar, and also as a header in the body content area of the page. Required.

Directory Name: The name of the physical directory where this page is referenced on the server. If this is a top-level page, the URL will be [<URL>/dev/\(Directory Name\)](#). If this is a sub-page, the URL will be [http://dm-web5.jpl.nasa.gov/devel/rcms/dev/\(Parent Directory Name\)/\(Directory Name\)](#). This name should not contain any non-alphanumeric characters. Required.

Location in Nav: Determines whether this item will show up as part of the left nav, or bottom nav. Only required if "Subpage Of" does not have a page selected.

Subpage Of: If this is a sub-page, use the drop-down to determine its parent page. Only required if "Location in Nav" is not specified. If a parent page is chosen, this will override "Location in Nav".

Order of Child Pages: If this page is the "parent" to 2 or more sub-pages, this form field will appear that allows you to re-order its child pages. *Not required.*

Page Content: Use this text box to fill in content for this page. *Required.* "Smart editing" has been enabled for this form field. Here is the markup that can be used:

^^^(*Text Header*)^^^
Creates a large text header.

^^(*Text Header*)^^
Creates a medium-size text header.

(Text)
Bold text. Always make sure that the closing tag has a slash in it.

<I>(Text)</I>
Italicized text. Always make sure that the closing tag has a slash in it.

[[LINK]]
This is a link tag, which can be edited in another form after submitting this one. The URL/location of the item you wish to link to, and the underlined text that will serve as the link, should not be added here. Just use **[[LINK]]** (make sure you open and close with double

brackets) as a placeholder. If you see an existing link tag and want to change it without needing to know how its syntax works, simply remove it and replace it with another **[[LINK]]**.

[[IMAGE]]

This is an image tag, which can be edited in another form after submitting this one. The image to upload, and the URL/location of the item you wish to link the image to (if any), should not be added here. Just use **[[IMAGE]]** (make sure you open and close with double brackets) as a placeholder. If you see an existing image tag and want to change it without needing to know how its syntax works, simply remove it and replace it with another **[[IMAGE]]**.

**(Text)
(More Text)**

A single line break (single carriage returns may get interpreted as paragraph breaks, so it is important to use this tag). Text following the line break can be typed on the next line, *except* when used within a bullet list (in which case all text must be on one line so that the text after the line break does not get interpreted as being outside of the list).

(Text paragraph 1)

(Text paragraph 2)

A double carriage return will function as a paragraph break.

***(list item)**

***(list item)**

*****(sub-list item)**

*****(sub-list item)**

***(list item)**

An unordered bullet list. Use more than one asterisk to denote sub-bullets. Each list item should be on its own line.

#(list item 1)

#(list item 2)

##(sub-list item A)

##(sub-list item B)

#(list item 3)

An ordered (numbered) bullet list. Use more than one pound sign to denote sub-bullets (first level will be 1, 2, 3, second will be A, B, C, third will be I, II, III.) The numbering will be determined automatically, so there is no need to actually type out the numbers for each list item.

***(list item)**

***(list item)**

##(sub-list item A)

##(sub-list item B)

***(list item)**

Ordered and unordered bullet lists can be mixed and matched.

Link to External URL: You can make nav items link to external pages using this option. Leave "Page Content" empty if entering a URL in this field. *Not required.*

META Description: A text description that will go into the META Description tag in the source code when this page is displayed. This information will not display on the page. *Not required.*

META Keywords: A comma-delimited list of keywords (to aid search engines) that will go into the META Keywords tag in the source code when this page is displayed. This information will not display on the page. *Not required.* Defaults to "JPL".

META Author: The name of one or more authors that will go into the META Author tag in the source code when this page is displayed. This information will not display on the page. *Not required.*

Status: In "Edit" mode, you can toggle between "Active", "Pending", and "Deleted". All newly added pages are automatically marked "Pending", and will only display on the RCMS website after being set to "Active" (which can be done through "Edit Page" or by clicking the "Publish This Page" option after creating the page). *NOTE: You cannot delete a page if it has sub-pages that have not yet been deleted.*

Appendix B – Add Link Help

ADD LINK

This form can be used to fill out information for links that were added to the text of a content page or news item using the **[[LINK]]** markup. Links are edited one at a time - submitting information for one will cause the form to come up again for the next link, until all of the links have been dealt with. Below the form, the link tag will be shown within its surrounding content. (It may appear by itself if it is in a bullet list that only has one bullet, or if the link is the only item in a paragraph.)

Link Title: The text that will be underlined as a link. This text should only be entered here, and should not have been entered as part of the overall text content on the preceding page. *Not required.* If not filled out, the content management system will use your URL, or the name of the page/item that you are linking to, as the Link Title.

Link URL: The first options for a link - this is a URL for a website outside of the [<Project Name>](#) site. To link to another page or document within [<Project Name>](#), use one of the other options within this form. Filling out a URL will override all options below this one in the form.

Link to Page: A drop-down list that allows you to select a page within the [<Project Name>](#) website (sorted by directory) to link to. If you wish to link to a brand new page, you must use the "Add New Page" form to create the page first (just hit "Cancel", go add the page, and come back to edit links for this item, which will pick up where you left off.)

Link to News Item: A drop-down list that allows you to select any news item from the database. *Not required.*

Link to Document: A drop-down list that allows you to select any document from the database. *Not required.*

Upload New Document: If you wish to upload a new document instead of choosing from the list of existing documents, click "Browse" to find the document on your hard drive. This will override "Link to Document". *Not required.*

New Document Title: If you are uploading a new document and want it to be stored in the database with a title other than your "Link Title", enter that title here. *Not required.*

One of "Link URL", "Link to Page", "Link to News Item", "Link to Document", or "Upload New Document" must be filled out. Do not fill out more than one of these, as a link can only go to one place.

When you are finished editing links, you will be taken to another form to deal with images, if you have any **[[IMAGE]]** tags within your text context.

Link to E-mail: If you wish to link to an e-mail address add the full e-mail address that you want the link to send to as the link URL, and then add the person's name in the link title field.

Appendix C – Add Images Help

ADD IMAGE

This form can be used to fill out information for images that were added to the text of a content page or news item using the `[[IMAGE]]` markup. Images are edited one at a time - submitting information for one will cause the form to come up again for the next image, until all of the images have been dealt with. Below the form, the image tag will be shown within its surrounding content.

Upload Image: Click "Browse" to find the image on your hard drive that you wish to upload. *Required.*

Image ALT Text: Alternate text that shows up when the mouse is pointed at this image, or that is spoken when a screen reader encounters it. *Required.* If not filled out, the content management system will attempt to determine ALT text based on what you link the image to (if anything).

Alignment: Determines whether the image will appear to the left or right of a block of text. Note that placing an image to the left of a bullet list will obscure the bullets. *Required.*

Link URL: The first option when making the image a clickable link - this is a URL for a website outside of the RCMS website. To link to another page or person's profile within the RCMS website, use one of the other options within this form. Filling out a URL will override all options below this one in the form. *Not required.*

Link to Page: A drop-down list that allows you to select a page within the [<Project Name>](#) website to link the image to. If you wish to link to a brand new page, you must use the "Add New Page" form to create the page first (just hit "Cancel", go add the page, and come back to edit images for this item, which will pick up where you left off.) *Not required.*

Link to News Item: A drop-down list that allows you to select any news item from the database. *Not required.*

Link to Document: A drop-down list that allows you to select any document from the database. *Not required.*

Upload New Document: If you wish to upload a new document instead of choosing from the list of existing documents, click "Browse" to find the document on your hard drive. This will override "Link to Document". *Not required.*

New Document Title: If you are uploading a new document and want it to be stored in the database with a title other than the title being used in your ALT tag for this image, enter that title here. *Not required.*

Unless the image is not intended to link to anything, one of "Link URL", "Link to Page", "Link to News Item", "Link to Document", or "Upload New Document" must be filled out. Do not fill out more than one of these, as a link can only go to one place.

Appendix D – Reorder Navigation Links Help

REORDER NAVIGATION LINKS

This page can be used to change the order of the left and bottom navigation. Items can only be removed from the navigation altogether by deleting individual pages that you wish to remove. To re-order sub-pages, edit the parent page that contains those sub-pages and use "Order of Child Pages" in that form. To move an item from the left nav to the bottom nav, or vice versa, edit that nav item and change its value under "Location in Nav", then return to this form to set the order.

Order of Left Nav: Select an item and use the clickable links to move it up or down in the list. After the form is submitted, left nav links will display top to bottom in the order shown here. Sub-pages that exist under any of these will remain associated with their parent pages regardless of this assigned order.

Order of Bottom Nav: Select an item and use the clickable links to move it up or down in the list. After the form is submitted, bottom nav links will display left to right in the order shown top to bottom here. Sub-pages (which do not display in the bottom nav at all) that exist under any of these will remain associated with their parent pages regardless of this assigned order.

Appendix E – Add / Edit News Item Help

ADD/EDIT CONTENT PAGE

Here you can edit the content of a page, and modify its location on the <Project Name> website.

Page Title: The name of the page. Will appear in the browser's title bar, and also as a header in the body content area of the page. Required.

Directory Name: The name of the physical directory where this page is referenced on the server. If this is a top-level page, the URL will be <URL>/dev/(*Directory Name*). If this is a sub-page, the URL will be http://dm-web5.jpl.nasa.gov/devel/rcms/dev/(*Parent Directory Name*)/(*Directory Name*). This name should not contain any non-alphanumeric characters. Required.

Location in Nav: Determines whether this item will show up as part of the left nav, or bottom nav. Only required if "Subpage Of" does not have a page selected.

Subpage Of: If this is a sub-page, use the drop-down to determine its parent page. Only required if "Location in Nav" is not specified. If a parent page is chosen, this will override "Location in Nav".

Order of Child Pages: If this page is the "parent" to 2 or more sub-pages, this form field will appear that allows you to re-order its child pages. *Not required.*

Page Content: Use this text box to fill in content for this page. *Required.* "Smart editing" has been enabled for this form field. Here is the markup that can be used:

^^^(*Text Header*)^^^
Creates a large text header.

^^(*Text Header*)^^
Creates a medium-size text header.

(Text)
Bold text. Always make sure that the closing tag has a slash in it.

<I>(Text)</I>
Italicized text. Always make sure that the closing tag has a slash in it.

[[LINK]]
This is a link tag, which can be edited in another form after submitting this one. The URL/location of the item you wish to link to, and the underlined text that will serve as the link, should not be added here. Just use [[LINK]] (make sure you open and close with double brackets) as a placeholder. If you see an existing link tag and want to change it without needing to know how its syntax works, simply remove it and replace it with another [[LINK]].

[[IMAGE]]

This is an image tag, which can be edited in another form after submitting this one. The image to upload, and the URL/location of the item you wish to link the image to (if any), should not be added here. Just use [[IMAGE]] (make sure you open and close with double brackets) as a placeholder. If you see an existing image tag and want to change it without needing to know how its syntax works, simply remove it and replace it with another [[IMAGE]].

*(Text)
(More Text)*

A single line break (single carriage returns may get interpreted as paragraph breaks, so it is important to use this tag). Text following the line break can be typed on the next line, *except* when used within a bullet list (in which case all text must be on one line so that the text after the line break does not get interpreted as being outside of the list).

(Text paragraph 1)

(Text paragraph 2)

A double carriage return will function as a paragraph break.

**(list item)*

**(list item)*

****(sub-list item)*

****(sub-list item)*

**(list item)*

An unordered bullet list. Use more than one asterisk to denote sub-bullets. Each list item should be on its own line.

#(list item 1)

#(list item 2)

##(sub-list item A)

##(sub-list item B)

#(list item 3)

An ordered (numbered) bullet list. Use more than one pound sign to denote sub-bullets (first level will be 1, 2, 3, second will be A, B, C, third will be I, II, III.) The numbering will be determined automatically, so there is no need to actually type out the numbers for each list item.

**(list item)*

**(list item)*

##(sub-list item A)

##(sub-list item B)

**(list item)*

Ordered and unordered bullet lists can be mixed and matched.

Link to External URL: You can make nav items link to external pages using this option. Leave "Page Content" empty if entering a URL in this field. *Not required.*

META Description: A text description that will go into the META Description tag in the source code when this page is displayed. This information will not display on the page. *Not required.*

META Keywords: A comma-delimited list of keywords (to aid search engines) that will go into the META Keywords tag in the source code when this page is displayed. This information will not display on the page. *Not required.* Defaults to "JPL".

META Author: The name of one or more authors that will go into the META Author tag in the source code when this page is displayed. This information will not display on the page. *Not required.*

Status: In "Edit" mode, you can toggle between "Active", "Pending", and "Deleted". All newly added pages are automatically marked "Pending", and will only display on the RCMS website after being set to "Active" (which can be done through "Edit Page" or by clicking the "Publish This Page" option after creating the page). *NOTE: You cannot delete a page if it has sub-pages that have not yet been deleted.*

Appendix F – Upload New File/Edit Uploaded File

Here you can manage files that have been uploaded to the website, and upload new ones. (Keep in mind that these files only appear on the site when linked to from content pages or news items.)

Document Title: The title of this document (different from the filename). *Required.* This defaults to the "Link Title" when a document is uploaded as a link through "Edit Page" or "Edit News Item". Changing the title of a document will *not* change the text in a previously assigned link that leads to the document.

Description: A brief description of the document, for admin purposes only. This will never appear on the main website. *Not required.*

Upload New Document? To upload a new document, or replace an existing one, click "Browse", find the file on your hard drive using the dialogue box that pops up, and select it. *Required if no file was previously uploaded.* **IMPORTANT:** Uploading a new file with a different name to overwrite an existing file may cause links assigned to that file to be broken. Always check pages that link to a file after doing this to ensure that the links are still working.

Status: Leave this as "Active" when editing a file, unless you wish to make it unavailable as download, in which case you can choose "Deleted", which will remove it from the server and the database.

OTHER ADD ON OPTIONS

List All Publications

The **List All Publications** page allows you to view all of the publication files that have been uploaded to the site. Below is a sample of the **List All Publications** page:
[[IMAGE OF LIST ALL PUBLICATIONS PAGE]]

Clicking on the column title will sort the column by ascending or descending order.

From this list, you may:

- Click on any field, the  icon or the  icon to edit the publication file information
- Click on the  icon to delete the file from the site
- Click on the “Upload New File” link at the top of the page to upload a new file.

Publications - Edit Uploaded File

The **Edit Uploaded File** page for Publications allows you to edit the information for a publication file that has been uploaded to the site. Below is a sample of the **Edit Uploaded File** page:

Detailed information and help for each field is provided in the online help by clicking on the link above the form.

Publications - Upload New File

The **Upload File** page for Publications allows you to upload a publication file to the site. Below is a sample of the **Upload File** page:

Detailed information and help for each field is provided in the online help by clicking on the link above the form.

People Section