
LCCD-WA Website Administrators

Users Guide

Document Version 0.1

Website Version 0.1



Lower Coastal Community Directory
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Introduction

This user's guide is designed to provide Administrators of the LCCD-WA website, guidance on how to use the appropriate tools to setup, configure and use the LCCD-WA website and all of its Utilities.

Overview

The RFPCA WEB Site is used by the public to view local current affairs and events, and to provide a Local Enterprise Business Directory. The website consists of public pages as described below:

- **Home Page:** Used as a main entry page. Main features are short listed news stories and events.

<h3 style="color: blue; text-decoration: underline;">Sponsors</h3> <p>The Lower Coastal Community Directory (LCCD-WA) would like to thank and acknowledge the following sponsors, without there support this WEB Site would not be possible - Please support those who support you.</p>	<h3>Recent news</h3> <hr/> <p>30/08/2009 Lot 3 proposed development</p> <p>Lot 3 proposed development We where informed that the proposed new estate will contain approx 226— 1 hectare lots and be classed as Sovereign Hill Estate, it will also have 2 entries from Sovereign Hill and 1 from Sandalwood Drive Redfield Park – stocking rates to be in line with read more >></p>  <p>Read all news articles >></p>
<p>COMING SOON: Reserved for local advertising:</p>	<h3>Upcoming Events</h3> <hr/> <p>27/09/2009  10:00 AM - 3:00 PM Guilderton Visitors centre fete The Guilderton Community Hall</p> <p>View all events >></p>
<p>COMING SOON:</p>	

- **Events Page:** Shows a calendar of events entered by Association Administrators.

Events Calendar

[Events List](#)


◀ August 2009 **September 2009** October 2009 ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	01	test	02	03	04	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27 Guilderton Visitors centre fete
28	29	30	01	02	03	04
05	06	07	08	09	10	11

- **News Page:** Shows a brief preview of the local news stories entered by Association Administrators.

<h2 style="text-align: center; color: blue; text-decoration: underline;">Sponsors</h2> <p>The Lower Coastal Community Directory (LCCD-WA) would like to thank and acknowledge the following sponsors, without there support this WEB Site would not be possible - Please support those who support you.</p>	<h3 style="text-align: center;">News Articles List</h3> <hr style="border-top: 1px dashed #ccc;"/> <p style="text-align: right;">Page: 1</p> <hr style="border-top: 1px dashed #ccc;"/> <p>30/08/2009 <u>Lot 3 proposed development</u></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 80%;"> <p>Lot 3 proposed development We where informed that the proposed new estate will contain approx 226— 1 hectare lots and be classed as Sovereign Hill Estate, it will also have 2 entries from Sovereign Hill and 1 from Sandalwood Drive Redfield Park – stocking rates to be in line with read more »</p> </div> <div style="width: 15%; text-align: center;">  </div> </div> <hr style="border-top: 1px dashed #ccc;"/> <p style="text-align: right;">Page: 1</p>
<p>COMING SOON: Reserved for local advertising:</p>	

- **Photos Page:** Shows the albums of photos available to be viewed.

<h2 style="text-align: center; color: blue; text-decoration: underline;">Sponsors</h2> <p>The Lower Coastal Community Directory (LCCD-WA) would like to thank and acknowledge the following sponsors, without there support this WEB Site would not be possible - Please support those who support you.</p>	<h3 style="text-align: center;">Photo Albums</h3> <hr style="border-top: 1px dashed #ccc;"/> <p style="text-align: right;">Page: 1</p> <hr style="border-top: 1px dashed #ccc;"/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%; background-color: #ffffcc; padding: 5px;"> <p><u>RPCA Xmas party</u> Album contains 0 images.</p> </div> <div style="width: 10%; text-align: center;">  </div> <div style="width: 40%; background-color: #ffffcc; padding: 5px;"> <p><u>Associations</u> Album contains 1 images.</p> </div> </div> <hr style="border-top: 1px dashed #ccc;"/> <p style="text-align: right;">Page: 1</p>
<p>COMING SOON: Reserved for local advertising:</p>	

- **Sponsors Page:** Shows a Local Enterprise Business Directory.

<h2 style="text-align: center; color: blue; text-decoration: underline;">Sponsors</h2> <p>The Lower Coastal Community Directory (LCCD-WA) would like to thank and acknowledge the following sponsors, without there support this WEB Site would not be possible - Please support those who support you.</p>	<p style="text-align: right;">Page: 1</p> <hr style="border-top: 1px dashed #ccc;"/> <p><u>The Guilderton Community Hall</u></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 80%;"> <p>Features: Hotplates Oven Microwave oven Refrigerator On site parking No Smoking read more »</p> </div> <div style="width: 15%; text-align: center;">  </div> </div> <hr style="border-top: 1px dashed #ccc;"/> <p style="text-align: right;">Page: 1</p>
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- **About Page:** Provides information on the LCCD-WA website and documents.

About LCCD-WA

The Lower Coastal Community Directory (LCCD) website has been designed by Steve's PC's to provide first-hand information

– **in real time** –

regarding the positions of the local community. It also provides practical information to cover local increasing needs pertaining to day-to-day issues within the community. Our new site will also serve as a platform for local e-commerce, which is taking on an ever-greater strategic role in our local community.

Our world is changing rapidly. The internet has become an indispensable tool, drastically altering the way people communicate, work and do business, as well as being the most efficient way in which future perspectives are shaped. Public Diplomacy and Education helps to effectively promote a community's positions so that they can be better understood and, ultimately join together to promote prosperity within their families lives.

At the Lower Coastal Community Directory (LCCD), we believe we must capitalise on the opportunities opened up to us by the digital revolution. A website evolves constantly – it cannot be static. We would like to take this opportunity to stress that this effort on the part of the Lower Coastal Community Directory will be ongoing so that we can constantly enhance and enrich this site with useful and interesting insights into our community and local activities in an ever-changing world of opportunities and challenges.

LCCD-WA Documentation

<u>General</u>	<u>Associations</u>	<u>Sponsors</u>
<u>lccdwa_Privacy_Policy.pdf</u>	<u>Association_Registration_Form.pdf</u> <u>Association_Acceptable_Use_Policy.pdf</u> <u>Association_Relationship_Agreement.pdf</u>	

Contact US

We would like to take this opportunity to encourage the public to send us an e-mail with your thoughts, suggestions and idea's. Our goal is to reply to every email within 2 business days.

[Click Here To Send E-Mail!](#)

NOTE: Many other features will become available as they are developed by the LCCD-WA team.

Requirements

Assumptions

The reader has at least superficial knowledge of internet browsing.

The reader has read the following associated Documentation:

- Association Acceptable Use Policy; and
- Association Relationship Agreement.

Requirements

Deliverables described in this document have the following requirements:

- **Internet Browser;**
 - Internet Explorer 7 or higher;
 - Safari 4 or higher;
 - Opera 3.5 or higher;
 - Firefox 3.5 Or higher; and
 - Google Chrome 2 or higher.

Conventions Used In this Document

The following have been used in this document:

- Special notes for each item in the guide are in red and start with the following word;
NOTE:
- All names of importance have been **Bolded** for the convenience of the reader;
- Screenshots have been resized where required;
- All text input used in the screen shots are suggested and not to be considered as compulsory; and

Administration Guide

The following is the **suggested guide** to be used by **administrators** to operate the **LCCD-WA website**, and all the Utilities. Below each item is a small explanation of the item and process.

Home Page

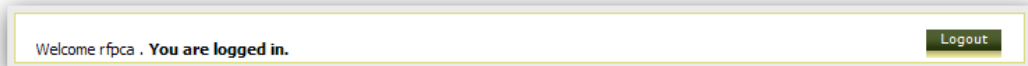
The Home page can be viewed by any one who accesses the website. Used as a main entry page, the Main features are short listed news stories and events. There are no features which needs administering as the short listed news stories and events are automatically updated.

Events Page

To update the Events pages and Calendar do as follows:

- **Login** to the **website** as an **Administrator**;

NOTE: Once logged into the website as an Administrator, a session is opened for this account. Your username is displayed at the top of the screen as shown below, and a log of activities (Your user name is placed against any News entries, photos etc :) is created for legal purposes.



- Navigate to the **Events** page;
- Click the **Add New Event** button.



- This will open the **Event Details** page as shown below;

Description:

- **Event Heading:** Enter the title to be given to the even.
 - **Link:** Tick this box if you would rather show a link to the events web page, rather than the information you enter here. Enter the http: address for the event organisers.
NOTE: Example address = <http://www.lccdwa.com>
 - **Location:** If available in the list select the location of the event.
NOTE: If a location is not in the list, after creating the event, please send the location details to info@lccdwa.com requesting to have them entered in the list. The location can be entered for the event later.
 - **Description:** Give a description of the event.
 - **Event Date & Time:** Enter the start and finish dates and times for the event.
 - **Photo:** Upload or select any event image/images you wish to show.
NOTE: Images are explained in a later section of this guide.
- To complete the process click the **Add Event** button.
NOTE: The details can be modified at a later date if needed.
 - The event will be displayed on the **Main page**, **Events List page** and also in the **Event Calendar**.

- To edit or remove an event use the **Edit** and **Remove** buttons located on the **Events List** page, as shown below:



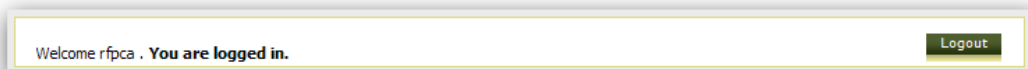
NOTE: LCCD-WA will endeavour to keep articles and images for as long as possible, but due to disc space all preceding articles and images will be removed from the website storage area on the discretion of LCCD-WA Staff, so do not rely on the website as a long term storage area.

News Page

To update the News pages do as follows:

- **Login** to the **website** as an **Administrator**;

NOTE: Once logged into the website as an Administrator, a session is opened for this account. Your username is displayed at the top of the screen as shown below, and a log of activities (Your user name is placed against any News entries, photos etc :) is created for legal purposes.



- Navigate to the **News** page;
- Click the **Add New Article** button.



- This will open the **New News Article** page as shown below;

New News Article

Save Article Cancel

Article Title:

Link: Use a link instead of inline content for this article.
URL:

Description:

Article Date: The news article will not be visible to users until after this date.
Date: 11/09/2009 Time: 11:44 AM

Photo: No photo selected
Upload new image Pick an existing image Clear selection

Photo Album: Optionally, the news article can be associated with a photo album.
No Album Selected **RPCA Xmas party**
RPCA Xmas party Associations
Enter some info here, kool!
Album contains 0 images. [View Album](#)

Save Article Cancel

Description:

- **Article Title:** Enter the title to be given to the even.
 - **Link:** Tick this box if you would rather show a link to the articles web page, rather than the information you enter here. Enter the http: address for the article organisers.
NOTE: Example address = <http://www.lccdwa.com>
 - **Description:** Give a description of the event.
 - **Article Date & Time:** Enter the date and time of the event.
 - **Photo:** Upload or select any event image/images you wish to show.
NOTE: Images are explained in a later section of this guide.
NOTE: If there is no image to put with the story please use your associations logo.
 - **Photo Album:** Select from a list of all public photo albums. The photos in the album will be associated with the News Story.
- To complete the process click the **Add Article** button.
NOTE: The details can be modified at a later date if needed.
 - The news articles will be displayed on the **Main page** and also in the **News Articles List**.

- To edit or remove an event use the **Edit** and **Remove** buttons located on the **Events List** page, as shown below:

NOTE: LCCD-WA will endeavour to keep articles and images for as long as possible, but due to disc space all preceding articles and images will be removed from the website storage area on the discretion of LCCD-WA Staff, so do not rely on the website as a long term storage area.

Photos Page

To update the Photos pages do as follows:

- Login to the **website** as an **Administrator**;

NOTE: Once logged into the website as an Administrator, a session is opened for this account. Your username is displayed at the top of the screen as shown below, and a log of activities (Your user name is placed against any News entries, photos etc :) is created for legal purposes.

- Navigate to the **Photos** page;
- Click the **Add New Album** button.

- This will open the **Add New Album** page as shown below;

Description:

- **Album Name:** Enter the title to be given to the new album.
- To complete the process click the **Add Album** button.
- To edit the albums details and add and delete photos click the album. This will open the selected **Album Contents** page as shown below:

Album Contents

Album Associations Edit Album Details

[« previous photo](#) [next photo »](#)

Selected Photo: Redfield Park Community Association

[Download full size image](#) Delete Photo Edit Photo Details

[« previous photo](#) [next photo »](#)

Upload Photo

File: Browse...

Image title:

Upload

Sponsors

The Lower Coastal Community Directory (LCCD-WA) would like to thank and acknowledge the following sponsors, without there support this WEB Site would not be possible -
Please support those who support you.

COMING SOON:
Reserved for local advertising:

COMING SOON:
Reserved for local advertising:

COMING SOON:
Reserved for local advertising:

COMING SOON:
Reserved for local advertising:

- To upload an image click the **Browse** button, locate the image in the file system browser. Give the image an **Image Title** and click the **Upload** button. The image will upload to the website ready for use.
- To edit the album details click the **Edit Album Details** button. The album details section will expand allowing you to edit the album details.

Album Name

Notes

Apply Change Cancel

- Once all details have been entered click **Apply Changes** to save the changes.

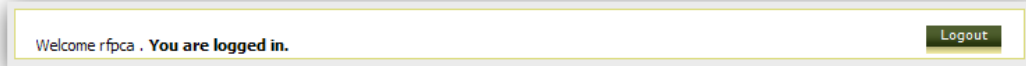
NOTE: LCCD-WA will endeavour to keep articles and images for as long as possible, but due to disc space all preceding articles and images will be removed from the website storage area on the discretion of LCCD-WA Staff, so do not rely on the website as a long term storage area.

Associating images to Events and News Articles

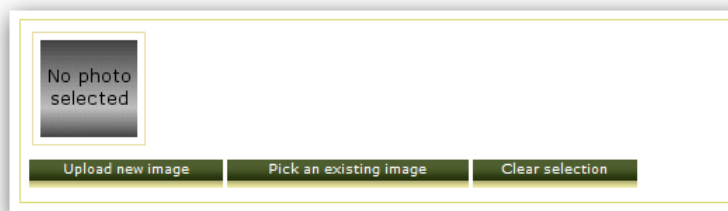
To associate images to events and news articles, do as follows:

- Login to the **website** as an **Administrator**;

NOTE: Once logged into the website as an Administrator, a session is opened for this account. Your username is displayed at the top of the screen as shown below, and a log of activities (Your user name is placed against any News entries, photos etc :) is created for legal purposes.



- Start the process of entering a new **Event** or **News Article**;
- On both information entry pages you are presented with an area allowing you to pick or upload an image to be associated with the new **Event** or **News Article**, as shown below;



- To upload an image do the following, click the **Upload new image** button. The section will expand as shown below;

 A rectangular box with a light green border. At the top, it says "Select a file using the browse button, enter a caption title and click Upload Image." Below this is a dropdown menu labeled "Album to upload to:" with "RPCA Xmas party" selected. Underneath are two input fields: "File:" with a "Browse..." button next to it, and "Image title:". At the bottom are two buttons: "Upload Image" and "Cancel upload".

*NOTE: For a list of supported formats please see **Appendix A: Supported Image File Formats**.*

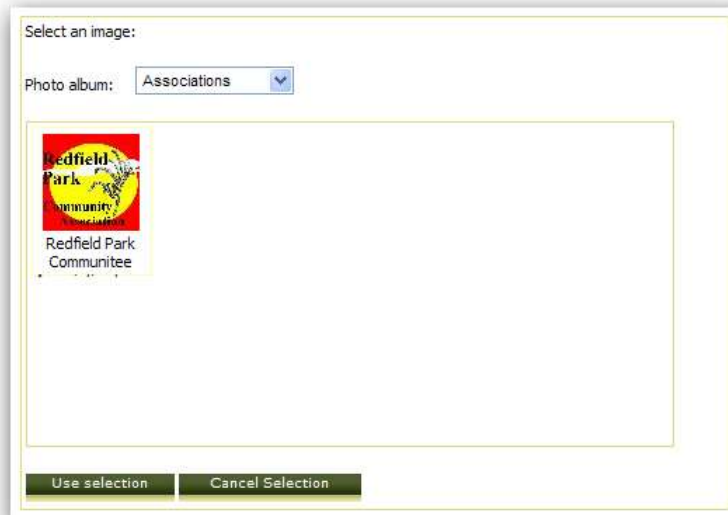
Description:

- **Album to upload to:** Select an album to upload the image to.



- **File:** Browse your computer for the location of the image file.
- **Image Title:** Give the image a name.
- To complete the process click the **Upload Image** button.

- To pick from the existing images do the following, click the **Pick an existing image** button. The section will expand as shown below;



NOTE: Association logos should be used where no other images are available. These will be located in the Associations Album, which is not for public viewing and the album can't be seen from the Photos Page.

Description:

- Select the image to use, as shown below.



- To complete the process click the **Use selection** button.

NOTE: LCCD-WA will endeavour to keep articles and images for as long as possible, but due to disc space all preceding articles and images will be removed from the website storage area on the discretion of LCCD-WA Staff, so do not rely on the website as a long term storage area.

Your Association's LCCD-WA Web Page

Within the LCCD-WA website your association is given its own web page to conduct Association business with. On this page your members have the ability to participate in a live forum and download any documents available, as shown below.

Redfield Park Community Association
PO Box 31, Gulkerton WA 6041

Redfield Park Community Association

Welcome Message
Hello, welcome to the our home page. You are welcome to browse the public documents listed below, just click the document you are interested in to download and read. If you wish to become a member of our association please e-mail one of our committee members. Being a member will give you access to our Forum as well. Thank you for your patronage and we hope you find what your looking for.

Document Downloads
[Community Minutes 13th Sept 2009.pdf](#)

The Committee Members
President:
Enter Name Here
[Enter Contact Here](#)
Vice President:
Enter Name Here
[Enter Contact Here](#)
Secretary:
Enter Name Here
[Enter Contact Here](#)
Treasurer:
Enter Name Here
[Enter Contact Here](#)

Mission And Vision Statement
Our mission is to provide superior support, and services that bring value to our community so that we are prospering. We will accomplish this through identifying, pursuing and implementing the optimum and newest technological advances and solutions in an environmentally responsible manner.
We believe that fostering good relationships with our strategic partners, among our peers and with our friends will enhance our ability to meet their needs. We believe in having a winning attitude. This will be reflected in achievement of our goals, gaining recognition for performing to the best of our ability in all activities.
We believe in creativity and strategic thinking, approaching every opportunity with an open mind and a solid understanding of our strengths. We approach our work with passion and excitement, recognizing that enjoyment and fun are an important part of our lives.
You must be a member of the Redfield Park Community Association to contribute to this forum:

Discussion Forum
Posted by: stephenh
at: 10/3/2009 1:30:25 AM
Welcome to the Redfield Park forum, hope every one will contribute and make this a better area to live our lives in!

Copyright © 2010 Steve's PC's

Your Association page has three security levels.

- The **Public** view, as shown above which is seen by anyone who opens the page.

- The **Members** view as shown below, which allows the member to participate in the live forum;

Redfield Park Community Association

PO Box 31, Gulkerton WA 6041



Document Downloads

[Community Minutes 13th Sept 2009.pdf](#)

The Committee Members

President:
Enter Name Here
[Enter Contact Here](#)

Vice President:
Enter Name Here
[Enter Contact Here](#)

Secretary:
Enter Name Here
[Enter Contact Here](#)

Treasurer:
Enter Name Here
[Enter Contact Here](#)

Welcome Message

Hi, welcome to the our home page. You are welcome to browse the public documents listed below, just click the document you are interested in to download and read. If you wish to become a member of our association please e-mail one of our committee members. Being a member will give you access to our Forum as well. Thank you for your patronage and we hope you find what your looking for.

[Community Minutes 13th Sept 2009.pdf](#)

Mission And Vision Statement

Our mission is to provide superior support, and services that bring value to our community so that we are prospering. We will accomplish this through identifying, pursuing and implementing the optimum and newest technological advances and solutions in an environmentally responsible manner.

We believe that fostering good relationships with our strategic partners, among our peers and with our friends will enhance our ability to meet their needs. We believe in having a winning attitude. This will be reflected in achievement of our goals, gaining recognition for performing to the best of our ability in all activities.

We believe in creativity and strategic thinking, approaching every opportunity with an open mind and a solid understanding of our strengths. We approach our work with passion and excitement, recognizing that enjoyment and fun are an important part of our lives.

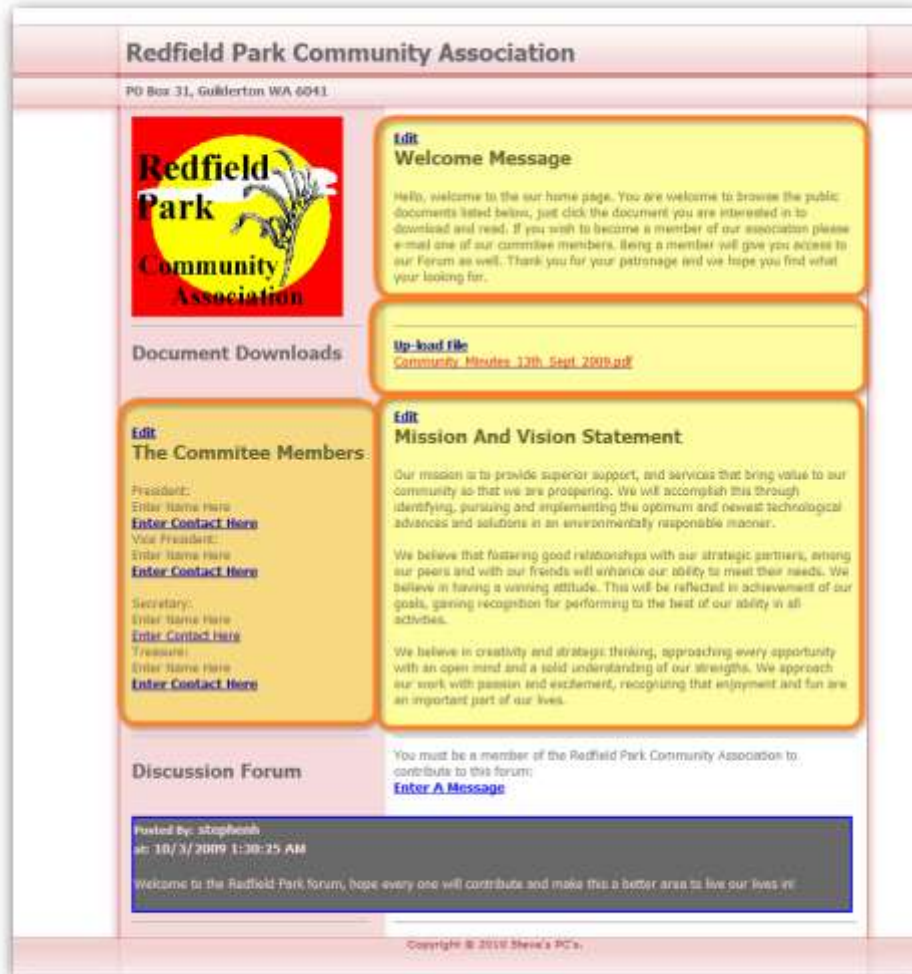
You must be a member of the Redfield Park Community Association to contribute to this forum:
[Enter A Message](#)

Posted By: stephinh
at: 10/3/2009 1:30:25 AM

Welcome to the Redfield Park forum, hope every one will contribute and make this a better area to live our lives in!

Copyright © 2010 Steve's PC's

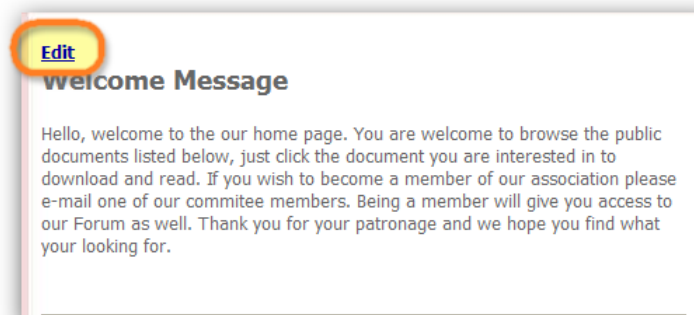
- The **Administrators** view as shown below, which allows the administrators to participate in the live forum, upload documents and update the content on the page;



Updating the Content

As stated before the three main text areas on your **Associations Webpage** can be updated in **real time** and has the ability to produce text output for two security levels (Public, Members). This is done by:

- Click on the **Edit** button in the area you wish to edit, as shown below.



- The **Content** page will open for the text content area as shown below;

[What the MEMBERS will see:](#)

Welcome Message

Hello, welcome to the our home page. You are welcome to browse the public documents listed below, just click the document you are interested in to download and read. If you wish to become a member of our association please e-mail one of our committee members. Being a member will give you access to our Forum as well. Thank you for your patronage and we hope you find what your looking for.

[Edit](#)

[What the GENERAL PUBLIC will see:](#)

Welcome Message

Hello, welcome to the our home page. You are welcome to browse the public documents listed below, just click the document you are interested in to download and read. If you wish to become a member of our association please e-mail one of our committee members. Being a member will give you access to our Forum as well. Thank you for your patronage and we hope you find what your looking for.

[Edit](#)

It should be noted how the page is divided into three sections, one for each of the three security levels. What is entered in each of these areas is what the user will see on the Association page according to what security level they have.

- To **edit** an area click the **Edit** button for that area, the area will change into text boxes allowing you to modify the text. Once completed click the **Update** button as shown below. You can use a text editor like **Microsoft Word** to prepare the information to entered then copy and paste into the text box.

[What the MEMBERS will see:](#)

Heading:

Welcome Message

Text:

Hello, welcome to the our home page. You are welcome to browse the public documents listed below, just click the document you are interested in to download and read. If you wish to become a member of our association please e-mail one of our committee members. Being a member will give you access to our Forum as well. Thank you for your patronage and we hope you find what your looking for.

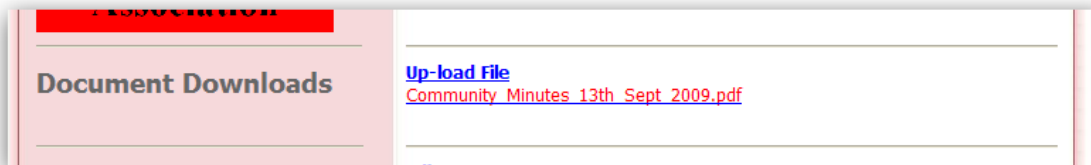
[Update](#) [Cancel](#)

NOTE: Images can not be added to these text areas. To add an image you will need to contact the team at LCCD-WA.

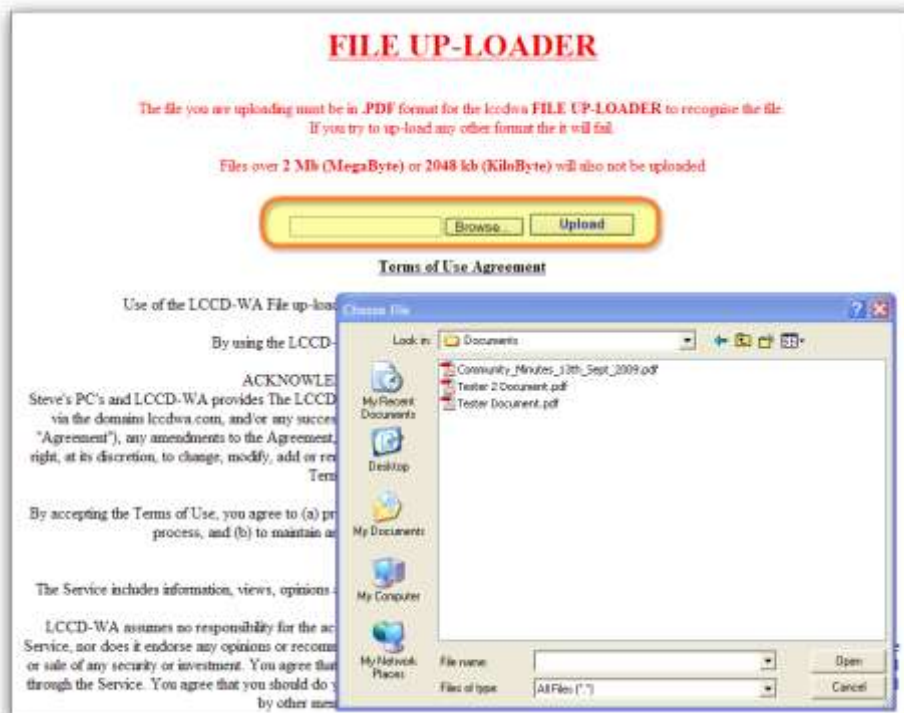
Uploading Documents

As stated before documents can be uploaded to your **Associations Webpage** in **real time** which then can be downloaded by the public. This is done by:

- Click on the **Up-load File** button, as shown below.



- The **File Up-Loader** page will open which provides the tools needed to upload a document and a reminder of the terms of use, as shown below. Click the **Browse** button to locate the document on your computer, then click the Upload button to complete the process;



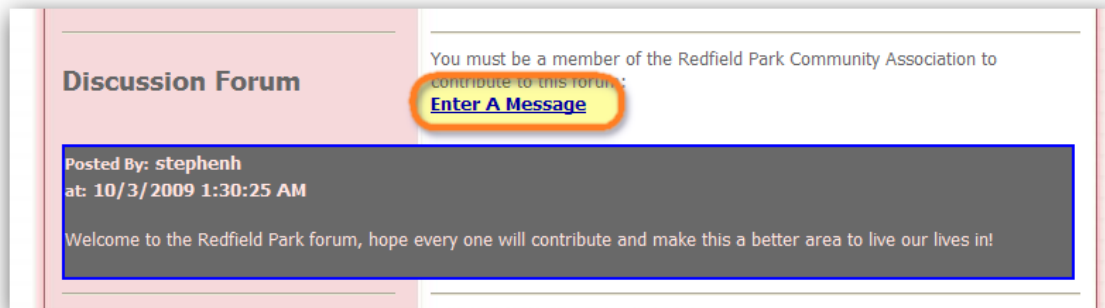
NOTE: At this stage only PDF files, less then 2mb will be accepted, any file larger or not in the correct format will fail to upload. You will also find that anything larger would take a long time to upload and the server would time out not allowing it. (Remember most of the broadband plans that we get from our wonderful providers might download at 100mb + per second, but I bet you will find they don't upload at the same speed)

NOTE: LCCD-WA will endeavour to keep articles and images for as long as possible, but due to disc space all preceding articles and images will be removed from the website storage area on the discretion of LCCD-WA Staff, so do not rely on the website as a long term storage area.

Enter Forum Messages

As stated before, members can participate in a live forum on your **Associations Webpage** in **real time**. This is done by:

- Click on the **Enter a Message** button, as shown below.



- The **Forum Message Entry** page will open which provides the tools needed to enter a message and a reminder of the terms of use, as shown below. Click the **Save** button to complete the process;

[Forum Message Entry](#)

IMPORTANT
 BY CLICKING THE SAVE BUTTON below, YOU ARE AGREEING TO BE BOUND BY ALL TERMS AND CONDITIONS SET FORTH IN THIS LCCD-WA FORUM TERMS OF USE AGREEMENT.

Terms of Use Agreement

Use of the LCCD-WAForum is an acceptance of these Terms of Use and all or any subsequent changes.

By using the LCCD-WA Forum, you agree to be bound by these Terms of Use.

ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF USE

Steve's PC's and LCCD-WA provides The LCCD-WAForum service via the Web site(s) owned and operated by LCCD-WA and accessed via the domains lccdwa.com, and/or any successor URLs (the "Service") under The LCCD-WA Forum Terms of Use Agreement (the "Agreement"), any amendments to the Agreement, and operating rules and policies (collectively, the "Terms of Use"). LCCD-WA reserves the right, at its discretion, to change, modify, add or remove all or part of the Terms of Use at any time. LCCD-WA will notify you of changes to the Terms of Use by posting a message on the Service.

NOTE: LCCD-WA will endeavour to keep articles and images for as long as possible, but due to disc space all preceding articles and images will be removed from the website storage area on the discretion of LCCD-WA Staff, so do not rely on the website as a long term storage area.

Appendix A: Supported Image File Formats

16 Color Bitmap (*.bmp;*.dib)
256 Color Bitmap (*.bmp;*.dib)
24-bit Bitmap (*.bmp;*.dib)
JPEG (*.JPG;*.JPEG;*.JPE;*.JFIF)
GIF (*.GIF)
TIFF (*.TIF;*.TIFF)
PNG (*.PNG)