

# Instruction Manual for SmartSite 2.0

## Overview

SmartSite 2.0 (<http://smartsite.telusys.net/>) is a web based software package that allows its users to create and maintain web sites without the necessity of utilizing HTML coding.

## Registration

You will need to create an account before you can use SmartSite 2.0 to create your own web site. Begin the registration process by clicking the “Registration” button at the top of the left side navigation bar on the page titled: <http://smartsite2.telusys.net/>.

There are three levels of users for SmartSite 2.0. Please read the description carefully and decide which level best suits your needs. Then check the check box associated with that level and click the “Continue” button at the upper right corner of the table.

Fill out the registration form on next page and click the button “Continue with Registration”. Please note all the fields with an \* are required. The system will not let you continue if you leave those fields blank.

Now you need to select a domain name for your web site. If it is a new domain name, be sure to click “Check Domain Name Availability” after entering the domain name. You may have to change the domain name if it is already registered by someone else. Click the button “Continue with Registration” once you have an available domain name.

Next, pick a user name and password. The length of user name or password should be between 4 characters and 40 characters. The characters you can use are numbers [0-9] and letters [A-Z, a-z] in both upper case and lower case. Remember the user name and password are case-sensitive.

There is a payment information form on the next page. Fill it out and click the “Click to Accept Charges and Proceed” to complete your registration. You will receive a confirmation e-mail acknowledging your registration. You may want to print the e-mail message for your records. It contains important information regarding your account, including the user name and password.

## Site Administration

Site Administration is probably the first place you want to go once you have a SmartSite account. Point your mouse to the third button on the left side navigation bar on the SmartSite 2.0 main page. You will see three items in the menu: Build Your Site, E-mail Accounts, and Site Administration (Sitemanager). You may click one of the items to access that page. If it is your first time to access these pages in a session, you will be asked to enter your user name and password.

## Design Template and Style Selection

If you proceed to “Build Your Site”, you will see a list of steps you need to follow to create your web site. “Design Template and Style Selection” are the first step. All other functions will not work without completing this step. Click the link and you will see the list of templates available for your web site. They are displayed as thumbnail images. You may click them to view a larger image. Choose a template, a font face and enter your name to approve the selection, click the “Continue with Configuration” to complete this step.

## Construct Your Pages

This is the second step to create your web site. You must create a page before you can add any content to the page. The “Construct Your Pages” page lists all your current pages at the top. You may check the radio button next to the page title and click “Delete Page” button under the table to delete a page. Also, you can click the page title to change the title of the page. Under the current page list table, there is an add page form. Enter a page title and choose a page layout to add a new page to your web site.

Here is the list of available pages.

- **Home Page** – The home page of your web site.
- **About Us** – Describe your organization or company on this page.
- **BBS** – The Bulletin Board System page. You may have a several forums on this page.
- **Contact Us** – A contact form will be automatically placed on this page.
- **Calendar** – List of events displayed in a calendar format.
- **Education** – Add education related information.
- **Employment** – Employment information, such as job position listing, can be included on this page.
- **Events** – Add events information for your organization or company. You may have pictures in this page.
- **FAQs** – List frequently asked questions for your web site.
- **Links** – List web links here.
- **Location** – Give directions to your organization or company.
- **Mailing List** – A ‘Join Our Mailing List’ form is automatically placed on this page.
- **Members Only** – If you have members only information, add it here. The page can be password protected.  
(See “Password Protect Your Pages” below.)
- **Membership Directory** – Let visitors search members’ directory using a search form.
- **Newsletter** – Add current newsletters and archive previous issues.
- **Officers** – List the officers of your organization or company here.
- **Our Office** – Describe of your office(s) here. You may include pictures.
- **Our Staff** – List the staff of your organization or company.
- **Plain Text** – A general-purpose page that has two options: with or without pictures.

- **Referrals** – Add referral information.
- **Services** – Describe the services offered by your organization or company on this page.
- **Photo Gallery** – Include photos on this page.
- **Volunteer Opportunities** – Add a page for volunteer opportunities information.
- **What’s New** – Add the latest news of your organization or company.

## **Add Navigation Buttons**

The “Add Navigation Buttons” function lets you create navigation buttons to link to the pages in your web site and/or link to pages of outside web sites. It is recommended that you create a button for each of your major pages. It will make browsing your web site easier. The buttons will be displayed in the navigation bar on your web pages automatically once you publish the web page (See “Edit Your Web Pages” below).

You will see a list of your current buttons at the top of the “Add Navigation Buttons” page. You may delete a button by checking the radio button associated with each button and click “Delete Button”. You may also edit the button information by clicking the button title. The order of the buttons in the navigation bar can be changed by clicking the up/down triangles in the “Move” column.

Under the button list table, there is an add button form. In order to add a button, you must enter the button text and choose the font size. It is a good idea to “Preview Button” before proceeding. By clicking the “Preview Button”, a new button with the text you have entered will be shown in a new browser window. If it is acceptable to you, close the new window and go back to the add button form to continue adding buttons. Sometimes you may find that the text exceeds the button’s background, you will need to reduce either the number of characters in the text or the font size. It is recommended to keep the font size consistent for all buttons since they will be listed together on the web site. Reduce the number of characters in the button text as a first choice.

If you want to use the button to link a page in your web site, select the page in “Link to SmartSite Page”. All the pages you have created are listed there. If you want to use the button to link to another web site, enter the complete URL (such as <http://www.telusys.net>) of that web site into the “Link to Web Location”. Click “Continue with Configuration” to complete adding navigation buttons.

All buttons will be included in a page when you “Publish” the page. See “Edit Your Web Pages” below.

## **Password Protect Your Pages**

All web pages created by SmartSite 2.0 can be password protected. Once you choose to password protect a page, a visitor will have to enter the user name and password to access the page. This feature is useful for pages like “Members Only”.

In order to activate/deactivate the password protection for each of your web pages, click “Password Protect Your Pages”. You will see a list of your current pages with the status of password protection.

You may check the “Yes” or “No” radio button next to the page to change the password protection status for each page. If it is your first time using password protection for one or more of your pages, you will need to upload a password data file, i.e. a file with a list of user names and passwords. The data file should be a plain text file, either tab delimited or comma delimited. Each line of the file should have exactly 2 fields: user name and password. Use the “Browse” button next to the text box to locate the data file on your computer and click “Continue with Configuration” to complete the process. You can update the user name and password list by uploading a new data file.

## **Edit Your Web Pages**

All web pages you have added to your web site using “Construct Your Pages” are listed under “Edit Your Web Pages”. The page titles are clickable. You will be directed to a form to edit content of a particular page. Three buttons are on all page template forms: “Preview Page”, “Publish Page”, and “Continue with Configuration”. You may click the “Preview Page” button to preview the page after entering information. The page will be displayed in a new browser window. You may close that window to go back to the edit form. You may save content already entered for a page by clicking “Continue with Configuration”. Once you have completed a page and decide to make it live, click the “Publish Page” button. *Please note:* your visitors will not be able to see the page until you click the “Publish Page” button to publish the page. You must do this every time you change the page content, otherwise the live page will not have the latest information. Also, when you add a new button using “Add Navigation Buttons” and want to include the button in a particular page, you will need to publish the page.

You may include pictures in some of the pages. All image files should be in either JPEG or GIF format. Use the “Browse” button next to the image file name text box to locate the image file on your computer. If you want to change a picture, add the new image file name and upload it. If you want to delete a picture, put “DELETE” in the image file name text box.

You may see a “HTML Reference” link next to a large text input. Some simple but useful HTML tags will be displayed in a new browser window for your reference. Copy the group of codes from the HTML Reference for your desired content effect and substitute your wording in place of the words shown.

*Please note:* your web site will not be accessible if the domain name has not been registered or transferred.

More information for editing each page.

- **Home Page** – Enter the name of your organization or company, main heading, secondary heading, and home page message. You may include an organization or company logo and up to 3 pictures on the home page.
- **About Us** – Enter main heading, secondary heading, and your message for the page. You may add multiple pictures for this page (A new add photo form will appear once you have added a photo).

- **BBS** – Enter main heading, secondary heading, and BBS information text. You can add/edit/delete BBS topics using the form at the bottom of the page.
- **Contact Us** – Enter main heading, secondary heading, and contact us text. A contact form will be included automatically. You may enter up to 2 e-mail addresses here. Those e-mail accounts will receive the information visitors enter into the contact form. Be sure to enter at least 1 e-mail address before publishing the page, otherwise the information entered by visitors will be lost.
- **Calendar** – Enter main heading, secondary heading and calendar text. Copy the calendar code from “Enterprise Calendar” into the bottom box. (See “Site Manager” -> “Enterprise Calendar Administration” below.)
- **Education** - Enter main heading, secondary heading, and education text. You can add/edit/delete education topics using the form at the bottom of the page.
- **Employment** - Enter main heading, secondary heading, and employment opportunities text. You can add/edit/delete job positions using the form at the bottom of the page.
- **Events** - Enter main heading, secondary heading, and events text. You may include up to 6 event photos in this page. You can also add/edit/delete events using the form at the bottom of the page.
- **FAQs** - Enter main heading, secondary heading, and frequently asked questions text. You can add/edit/delete questions using the form at the bottom of the page.
- **Links** - Enter main heading, secondary heading, and link text. You can add/edit/delete links using the form at the bottom of the page.
- **Location** - Enter main heading, secondary heading, and location text. You may include up to 2 photos to show the location of your office. Enter the detailed address for your main office. You can add/edit/delete additional locations using the form at the bottom of the page.
- **Mailing List** - Enter main heading, secondary heading, and mailing list message. Enter the e-mail address for a mailing list that you will want to your visitors to join. See “Site Manager” -> “Tel/Serv Mailing List Administration” below for how to set up and use mailing lists.
- **Members Only** - Enter main heading, secondary heading, and page text. This is normally the page you will add password protection. See “Password Protect Your Pages” above.
- **Membership Directory** - Enter main heading, secondary heading, and membership directory message. A membership directory search form will be included automatically. You will need to upload a data file so the membership directory database can be set up. The file should be a plain text file in tab-delimited format. (Both Microsoft Excel and Microsoft Access can save a file in that format.) Each line of the file is one record. Every record should have 13 fields. The fields, in order, are: firstname, lastname, company/organization, address1, address2, city, state, zipcode, country, phone, fax, e-mail, url. You may have empty values for some of the fields.  
Sample record/line of the data file:  
Harry [tab] Anastopoulos [tab] Telusys, Inc. [tab] 464 N Milwaukee Ave [tab] Chicago [tab] IL [tab] 60610 [tab] USA [tab] 312-850-2300 [tab] 312-850-0198 [tab] [ha@telusys.net](mailto:ha@telusys.net) [tab] <http://www.telusys.net>  
(Please note the above information should be in one line.)
- **Newsletter** - Enter main heading, secondary heading, and newsletter text. Include up to 6 photos on this page.
- **Officers** - Enter main heading, secondary heading, and officers text. You may add/edit/delete officers using the form at the bottom of the page. You can include a picture for each officer.

- **Our Office** - Enter main heading, secondary heading, and our office text. You may include up to 2 photos and enter other office information.
- **Our Staff** - Enter main heading, secondary heading, and our staff text. You may add/edit/delete staff using the form at the bottom of the page. You can include a picture for each staff member.
- **Plain Text** – This is the general-purpose page, you can enter main heading, secondary heading, and text. One general-purpose page can have a picture.
- **Referrals** - Enter main heading, secondary heading, and our referrals text. A referral contact form will be included automatically. Enter up to 2 e-mail addresses to receive the information your visitors enter into the contact form. You may also upload up to 5 special files (such as PDF files, Word Document files, etc.) in this page. In order for your visitors to download those files, you will need to link them manually into your referral page. For example, if you upload a PDF file called seminar.pdf, you will have to include HTML coding for the link. The link appears as “<a href=’/seminar.pdf’> Download Seminar File </a>” in your referrals text.
- **Services** - Enter main heading, secondary heading, and services text. You may add/edit/delete services using the form at the bottom of the page.
- **Photo Gallery** - Enter main heading, secondary heading, and photo gallery text. You may include up to 6 photos on this page.
- **Volunteer Opportunities** - Enter main heading, secondary heading, and our volunteer opportunities text. A volunteer contact form will be included automatically. Enter an e-mail address in order to receive the information your visitors enter into the contact form. You may add/edit/delete volunteer opportunities using the form at the bottom of the page.
- **What’s New** - Enter main heading, secondary heading, and what’s new page text. You may add/edit/delete news items using the form at the bottom of the page.

## **E-mail Accounts**

You may set up a few e-mail accounts with the domain name you have selected. The number of e-mail accounts varies based on the user level you choose. The “E-mail Accounts” function lists your current e-mail accounts first. The e-mail address in the list is clickable. You can edit/delete the account by clicking the e-mail address. Under the list, there is an indication to add new e-mail account table. Simply enter your name, your user name in the e-mail address and a password to add a new account. You may choose to forward the e-mail to another account.

## **Site Manage/Site Administration**

The “Site Manage/Site Administration” is the third item under “Site Administration”. There are five functions here: Telusys Site Administration Program 2.0 (TSAP 2), Stat-Track 2.1 Site Statistics, AdTrack Banner Administration, Enterprise Calendar Administration, and Tel/Serv Mailing List Administration. You may click the button next to the function name to use that function.

## TSAP 2

### Navigating through the directories

When you enter the TSAP 2, it will always start you in your root directory. You can determine what directory you are currently in by looking at the top of the page. The directory path is listed here beginning with the root directory. Only the root directory will be listed if you are just entering TSAP 2. But if you have begun to navigate through the directories you will see a listing of the path of directories you have entered, with your current directory being the last listed. If you wish to go back through the directories just click on the icon next to whichever directory you wish to return to and the page will reload with that directory listing.

Below the directory path listing there is information about the current directory, followed by a listing of the current directory. The directories are listed first and you can click on the folder icons to change your current location. The files in the current directory are listed below the directories. You can view the different files by clicking on the icon or the filename. A new window will appear, and when you are finished viewing the file you can close the new window.

### Performing actions on directories and files

The listing of directories and files has three columns. The first column is the file name, the second column is the last date and time the file was modified, and the file size. The final column is a checkbox. The checkbox is used to select the directories and files you wish to perform actions on. You are allowed to select more than one file or directory, and can choose all of the files and directories, however some actions may only be performed on one file at a time, and some actions will not work with directories. If you choose an action that you cannot perform, you will be advised by a warning message. Following is a list of the actions you can use, and how to use them. The list has been separated into actions performed on directories, and actions performed on files.

#### Directory actions:

Delete- You can delete multiple files and directories at the same time. You will receive an error if you do not have permission to modify the particular file or directory. Directories must be empty in order to be deleted, so you will have to delete all of the files and directories within a directory before being given permission to delete the directory. If you were attempting to delete other files and directories, the other files and directories will be deleted if you have the correct permissions.

Rename- You may rename only one file or directory at a time, and you will not be allowed to rename more than one. You must also enter a valid file name in the text box. If you do not enter a filename or the name you create is invalid, you will be warned and no action will be performed.

#### File actions:

Delete- You can delete multiple files and directories at the same time. When a file or directory is deleted it is moved into a wastebasket folder. You will have to remove the file from the wastebasket folder if you wish to permanently delete it. (For more information on the wastebasket and its functions see using the wastebasket section below). If a directory or file cannot be deleted the rest of the files

selected will be moved to the wastebasket, and a message will inform you that no action was performed on the file or directory that could not be deleted.

*Rename*- You may rename only one file or directory at a time, and you will not be allowed to rename more than one. You must also enter a valid file name in the text box. If you do not enter a filename or the name you create is invalid, you will be warned and no action will have been performed.

*Copy selected to Clipboard*- You may copy multiple files to the clipboard. This does not delete the file from the current directory. You need to use the delete function to do that. Once you have copied a file to the clipboard a new window will appear on your desktop that will give you access to the clipboard. (For more information on the clipboard see using the clipboard section).

*Retrieve selected*- This function will download ONE file at a time to your computer. If you are using Microsoft Internet Explorer version 4 your instructions will differ from the following. Skip to the note about retrieving files with Microsoft Internet Explorer version 4. After clicking the Retrieve selected button a Save As window will appear. Select the directory you wish to save the file to and click save. The file will begin to save. You can now open the file on your computer and use your favorite tools to modify the file, and upload it back to the directory at a later time. (It is recommended that you make a backup copy of the file on your computer, in case you wish to return to the file as it appeared before it was modified.)

*Retrieve selected (using Microsoft Internet Explorer version 4 PC)*- If you are using Internet Explorer version 4 the process will be slightly different. Explorer versions 4 or less do not offer easy ways to use the web browser for downloading files. The version five has solved this problem. With version 4 a new window will appear, that instructs you on how to download the file. If you are using a PC, use the right mouse button to click on the filename. A menu will appear next to the cursor. Select "Save Target As...". After selecting this option a Save As window will appear. Select the directory you wish to save the file to and click save. Make sure the filename is correct. Internet Explorer tries to save most files with an html extension, and you would not want this if you were trying to save a file other than an HTML file. The file will begin to save. You can now open the file on your computer and use your favorite tools to modify the file, and upload it back to the directory at a later time. (It is recommended that you make a backup copy of the file on your computer, in case you wish to return to the file before it was modified.)

*Retrieve selected (using Microsoft Internet Explorer version 4 Mac)*- If you are using Internet Explorer on the Macintosh, follow the same directions as for the PC, but instead of using the right mouse button to get the pop-up menu you will click on the file you wish to download and hold the mouse button down until the pop-up menu appears. Click on "Download Link to Disk", and follow the instructions above for the PC version of Internet Explorer.

## **Other Actions**

*Upload File*- You can upload a single file from your computer. First click on the button "Browse". This will give you a menu to choose the file you wish to upload. Once you have chosen the file click "Open". Finally use the button "Click to Send File" to begin uploading. The file you are uploading and the directory you are uploading from must not contain any special characters such as spaces, asterisks,

parentheses, etc. You may also upload a zip file and make it expand into the directory you are uploading to. Create a zip file and make sure the checkbox - Expand Uploaded ZIP Files - is checked. If you leave it blank a zip file will be uploaded and it will not expand itself.

Find File- The File Finder will search through all of the directories that you have access to beginning at the root directory. The search will produce a list of all files and directories that match your input. The list will pop up in a new window, so that you may search through the directories. If you click on the icon or the filename the file will appear in a new browser window, just like it does if you click on the filename in the directory listing. There is also a button to the right of the file name and path that says GO. If you click on this button the main window will list the directory that file is located in.

If you just enter a word, the search will only return exact matches. You can also use the asterisk, \*, to search for files containing a phrase or group of letters. For example if you typed \*.html as input every file with the .html extension would be returned. If you put the asterisk after the word you are searching for, only files that begin with the word will be returned. You can also put an asterisk before and after a word in order to search for a file that's name contains a specific word somewhere in the name.

For example if you typed \*document\* your search would return files and directories such as document.html, new-document, old-document.html, or document.

## **Using the Clipboard**

You may paste files to and from the clipboard. Once a file is copied to the clipboard the clipboard window will appear. The clipboard will then update itself every time you load a new page. Once a file is on the clipboard you can perform two actions with the clipboard. You may delete a file from the clipboard. This only deletes the file from the clipboard. You may also paste a file into your current working window. You will most likely use this function to move files from one directory to another. To do this you will first copy the file to the clipboard. Next navigate to the directory you wish to copy the file into, and paste the file from the clipboard. Finally delete the file from the clipboard.

Download ZIP Archive- This button will create a zip file containing all of the files on the clipboard, and download the file to your computer. The file will automatically be called clipboard.zip, but you will be given the chance to rename the file before it downloads.

## **Using the Wastebasket**

When files are deleted they are placed in the wastebasket. The wastebasket serves as an extra line of defense against accidentally deleting necessary files. If you delete a file and want to retrieve it you will need to open the wastebasket by clicking on the icon below the checkbox that looks like a wastebasket. Use the checkboxes labeled Paste to move files from the wastebasket to the clipboard. Note that files will not be pasted into the directory you are working in when pasting from the Wastebasket, but are pasted to the clipboard. You may also remove the files from the wastebasket. This will permanently remove the files from the server, and you will not be able to retrieve them.

## **Known Difficulties and Incompatibilities with Microsoft Internet Explorer Version 4**

There are a couple of problems that are known to occur with MS Internet Explorer version 4.x. Explorer 5 seems to have addressed these issues.

*"Error: No such interface supported:"*

This error will appear when the browser is attempting to open the clipboard and wastebasket. With Internet Explorer 4.x. when you have installed the final version of Internet Explorer 4 without first uninstalling the version 4 beta. So the best way to solve this problem will be to uninstall Explorer and install it again. This will insure that no other errors associated with this problem will occur in the future.

### **Stat-Track 2.1**

The Stat-Track 2.1 statistical reporting software contains 10 in depth reports that are accessed individually and are explained below:

**Daily Access Statistics** – This report gives the daily number of page hits for the month requested as a total of page hits and an average of page hits. Page hits differ from total hits by not including graphical file counts in the totals. High volume activity days are indicated in blue type and low volume days are indicated in red type.

**Weekly Access Statistics** – Total of all page hits listed by day of the week and follows the same general specifications as the Daily Access statistics. High volume activity days are indicated in blue type and low volume days are indicated in red type.

**Hourly Access Statistics** – This report breaks down all hits by the hour and indicates high and low volume time periods in blue and red respectively.

**URL Access Statistics** – Access any number of URL statistics using this report. Analyze high and low traffic pages easily with this report. It does not include graphic file accessed.

**Unique Host Access Statistics** – Access any number of unique host statistics using this report. Indicates which hosts frequent your site. Using the filtering feature you can determine exactly which pages were most accessed by a particular host.

**Top Level Domain Access Statistics** – Each and every top-level domain is listed and broken down by the number of page hits.

**Second Level Domain Access Statistics** – This report allows you to analyze which ISP's and online services are frequenting your site.

**Bandwidth Utilization Statistics** – Compilation of bandwidth usage for the reporting period. Indicates in bytes the amount of data transferred for the reporting period.

**Session Access Statistics** – Analysis of how many users have initiated an online session. It tracks the users of the web site and compiles averages of time spent on the site and how many pages were viewed. It lists all simultaneous concurrent sessions allowing you to have actual figures on how many users are viewing the web site at one time. Blue graph indicates number of users and red graph indicates sessions. High and low figures are presented in blue and red type respectively. If you wish to keep historical information on site visitation print this report on a monthly basis for your records.

**AdTrack Banner Statistics** – This report lists all accesses and clicks to a specific banner ad by URL. It will display ads that are currently in the log file, past banner ad statistics for ads that have been removed will not be accessible.

An additional feature of the Stat-Track program is the Report Filtering option. You may filter out and compile statistics on Host access or URL access. For example, your site may have visits by 1,034 aol.com hosts; using this option you can analyze all of this reports features based upon aol.com users. You may also filter by URL giving you the ability to define usage of individual pages, unique hosts and session analysis.

## **AdTrack Banner Administration**

The AdTrack Administration program allows you to specify configuration entries that contain four elements that define the way your banner ads will display on you site.

### **Adding Banner Ads**

You must edit these entries in order to make changes to your site's banner ads. Every entry corresponds to an ad. Every entry must have a group designation, which is a number. All ads that share the same group number will be displayed on a rotating basis. Every time a page is accessed the next ad will display. When all ads have displayed the system starts again with the first ad in the group.

Banners must be GIFs or JPEGs and can be stored anywhere on your site or on the Internet. You can specify link information by indicating a file path for local files or a full URL such as <http://www.external.com/index.html> for external files. Use the term "nolink", without the quotes, if you do not want to banner to link to another page.

The weight parameter is currently not used.

### ***Sample Configuration Entries:***

<b>Group</b>	<b>GIF or JPEG</b>	<b>URL or "nolink"</b>	<b>Ad Weight</b>
10	/graphics/banner.gif	nolink	100
10	new.info.security.banner.gif	/publications/inconf/inconf.html	100
20	new.isp.banner.gif	<a href="http://www.telusys.net/index.html">http://www.telusys.net/index.html</a>	100
20	http://www.mydomain.com/membership.gif	/mission/membership.benefits.html	100

- Ads with same Group Number will rotate in sequence.
- Specify GIF or JPEG Filename that must be a valid URL on your site or the Internet.

- Specify the URL for the HREF link. Use the code “nolink” if you do not want a particular ad to be clickable or link to another page or site.
- Ad weight is currently no in use. Use a value of 100.

## Placing Banner Ads on Your Pages

The placement of the banner ad program is controlled by placing an HTML tag in your page text at the exact position you would like the ad(s) to appear.

This tag is processed by the web server and is never seen by visitors to your site. The tag is automatically converted to a banner graphic and link as it is sent out by the server.

Make sure you specify your code and desired banner ad group number in the call.

Sample banner ad call for placement in the text for your web page:

```
<!--#include virtual="/banner-bin/adtracker.plus?1234432156788765=10=5"--><br>
```

*Please note:* the code <br> is a required code.

12344321567878765 = your AdTrack Banner I.D.

10 = group number

3 =ad rotation time in seconds

## Enterprise Calendar Administration

**Calendar Administration:** To manage the user(s) and the group(s) accessing the calendar(s) select the 'Execute' button beside 'User and Group Administration (Administrator only)'. This will allow you access to the following options:

**Add a New User:** To add a new user type in the user name, password, confirm the password and check the groups the user will be added to and select the 'Execute' button beside 'Add a New User'.

**Delete a User:** To delete an existing user select the user name from the drop down menu and select the 'Execute' button beside 'Delete a User'.

**Add a New Group:** To add a new group type in the name of the group which will be created and select the 'Execute' button beside 'Add a New Group'.

**Delete a Group:** To delete an existing group select the group name from the drop down menu and select the 'Execute' button beside 'Delete a Group'.

To go back to the main menu select the 'Main Calendar Administration Page' button at the bottom of the page.

**Add a New Event:** To add a new event to the calendar select the 'Execute' button beside 'Add New Event' on the Main Calendar Administration Page.

**Entering your Event Information:** Enter the event information in the form displayed. Select the number of groups that can take part in the event by checking the appropriate box.

- Indicate the start date and time and the end date and time of the event.
- Indicate whether the calendar should display the event from the time the event is entered or from the options on the drop down menu named 'Display Event'.
- Indicate the number of days the event will display on the calendar by specifying when the event should delete from the calendar from the drop down box beside 'Delete Event'.
- Type in the title of the event in the box below 'Event Title'. (Maximum of 300 characters)
- Type in the details of the event in the box provided below 'Event Information'. (Maximum of 2000 characters).
- Add the event by selecting the 'Submit New Event Information' button.

**Preview Calendar:** You can preview calendars for all groups by selecting the 'Execute' button beside 'Preview Calendar' on the 'Main Calendar Administration Page'. You will then be able to select from the options listed below. Whichever display you choose for your calendar display you will be required to copy and paste the group of codes into your web page template in order for the calendar to display. You will only have to enter this **once** into the template unless you choose a different display option.

Your options are:

**Day View:** To preview the 'Day View' select the Group name of the calendar you would like to preview. Select the

**Month View:** To preview the 'Month View' option, select the Group name of the calendar you would like to preview. Select the 'Preview Month' option and also indicate the month and the year of the events you would like to view. If you do not specify these, you will view the events of the current month (if any). To view delete the mm/dd/yyyy notation.

**Year View:** To preview the 'Year View' option, select the Group name of the calendar you would like to preview. Select the 'Preview Year' option and also indicate the year of the events you would like to view. If you do not specify the year, you

**View All:** To preview the 'View All' option, select the Group name of the calendar you would like to preview. Select the 'Preview All' option.

### **Updating or Editing Events**

**View All, Modify or Delete Events:** To view, modify or delete existing events, select the 'Execute' button beside 'View All, Modify, or Delete Events' in the 'Main Calendar Administration Page'. This will allow access to a page displaying the events for the users. You can select the check boxes beside each user name in the list for any event and delete one or multiple events by selecting the 'Delete Selected Events' button. To edit the event date or time or title etc., select the title of the event to access

the 'Modify Calendar Event Information' page. 'Submit Modified Event Information' to continue. You may also have the option of deleting a selected event at this point.

**Modifying the Display Options of the Calendar for different groups:** You can change the physical attributes of any calendar selecting the 'Modify Group Preferences' button. The next view allows access to the page view representing your current calendar preferences.

Options allow you to change items such as: size, color and display text type font, table width, column alignment, border size, and font, etc. Edit your calendar then select the 'Update Group Preferences' to display your changes. The calendar preferences accommodate any number of modifications. To revert to the default look, then enter "" in the box provided for the fields you want the default value to be present.

**Note:** It is always a good practice to note or print changes made to an event in case you need to restore a lost calendar.

## Tel/Serv Mailing List Administration

Tel/Serv is a complete standards-based mailing list management application that features a unique web-based administration and list management interface.

The software features capabilities built around the needs of Internet administrators who wish to communicate to small or to large pools of users via e-mail. It also addresses the need to foster open and controlled discussions among subscriber pools.

### Create a New Mailing List

Click the "Execute" button next to "Create a New Mailing List" to enter the form. Provide a description or a title for your new mailing list. For example, Company Associates Mailing List. You will need to have an e-mail address for your mailing list. You may use lower case letters, numbers, hyphens, and underscore characters.

For example: [mycompany-users@mydomain.com](mailto:mycompany-users@mydomain.com).

The administrator's name is probably your name and the administrator's e-mail address is probably your e-mail address. The "Reply-To" address is an address used to collect errors, bounced mail, and support messages. It should never be the same as the e-mail address of the list. If the list's e-mail address is [mycompany-user@mydomain.com](mailto:mycompany-user@mydomain.com) the reply address would typically be [mycompany-user-reply@mydomain.com](mailto:mycompany-user-reply@mydomain.com). Having the address separate from the list's e-mail address prevents mail from looping back and forth between hosts.

If you would like to be the only one to be able to post to the subscribers on the mailing list select "No" for "Allow members to post to list." This would make the list essentially a bulk e-mailer for your organization's use. If you would like members to be able to post to the list select "Yes." Messages sent to a private list, that doesn't allow posting by members, are sent to the administrator's e-mail address.

This can be used to set up a moderated list where the administrator can pre-screen messages before they appear on the public list.

If you would like users to be able to subscribe to the mailing list via e-mail command click *"Yes"* to *"Allow users to subscribe to list."* If you would like to control subscriber to the list, select *"No."* Selecting *"No"* prevents users from being able to join your mailing list by sending a subscribe command via e-mail.

### **Modify a Mailing List**

Any mailing list can be modified once it has been created. The mailing list parameters are accessible from the main Tel/Serv administration screen via the Modify a Mailing List program. Click on the Execute button next to it.

Once you have selected the modify function you will be presented with a table itemizing all of your current mailing lists. The table lists Mailing List ID#, Mailing List Name, and Administrator's Name. The mailing list ID number is generated internally and cannot be changed.

Select a mailing list by ID number from the pull-down menu and click on the modify button. This will access your settings for this mailing list. You can change any of the settings.

### **Delete a Mailing List**

Any mailing list can be deleted at any time. The mailing list delete function is accessible from the main Tel/Serv administration screen via the Delete a Mailing List program. Click on the Execute button next to it.

Once you have selected the delete function you will be presented with a table itemizing all of your current mailing lists. The table lists Mailing List ID#, Mailing List Name, and Administrator's Name. The mailing list ID number is generated internally and cannot be changed.

Unlike the modify function, the mailing list delete function requires that you type in the mailing list ID number and then click the "Delete" button.

Once you have deleted a mailing list you cannot restore it. The mailing list information, all the parameters and settings, as well as the database containing the subscriber information are permanently deleted.

### **Manage Mailing List Members**

Tel/Serv provides several subscriber management functions through the main administration page. Click on the "Manage Mailing List Members" "Execute" button to access this program.

The first step in making changes to any existing list should always be selecting the intended list from the pull-down menu at the top of the "Manage Mailing List Members" administrative page. If a list is not selected, the first mailing list on the pull-down menu is selected as a default.

## **Add and Delete Individual Mailing List Members**

As an administrator you can at any point add or delete someone from any mailing list. Adding or deleting a subscriber requires that you enter the subscriber's e-mail address.

*Important Note:*

*Each time you start a new list, you should always add yourself to the list as a subscriber. You will not be able to perform administrative functions on the list if you are not a subscriber.*

## **Upload Members**

You can upload a group of subscribers to your mailing list by uploading a data file. Each line of the file should be an e-mail address.

## **Erase Members**

If you would like to erase or clear all subscribers in a mailing list then type the word "Erase", it is case-sensitive, in the confirmation box, and click on the "Execute" button corresponding to "Erase Members". This function permanently and irreversibly removes all subscribers in a mailing list, including the administrator.

## **Display Members**

If you would like to view a listing of all the subscribers in a mailing list, click on the "Print all Mailing List Members" program. This will print out a list on your browser that you can review on your screen, or print out to your printer. The print function prints out one subscriber per line and might produce a very lengthy listing if the mailing list has many subscribers.

## **Download Members**

If you would like to obtain a copy of your subscriber database use the "Download E-mail Addresses from the Server" program. This program lets you download the data file to your computer.

## **Use Tel/Serv**

The first step in using Tel/Serv effectively is the proper set-up of your mailing list. Once the mailing list is established, you and your subscribers are ready to begin using the list.

## **Subscribing to a Mailing List**

If you are allowing subscribers to add themselves to your mailing list, they can do so via e-mail command or through an online form. Subscribing and unsubscribing to a list is a simple process. An individual who would like to subscribe or unsubscribe to a mailing list will send an e-mail message from their computer to the telser program. This program handles all subscribe and unsubscribe functions and has its own e-mail address. The correct address is "telserv@mydomain.com".

The program address is "telserv" to the left of the "@" sign and your organization's e-mail address to the right of the "@" sign. The telserv address cannot be changed.

If an individual would like to subscribe to a mailing list they would send an e-mail message from the computer they will be utilizing for list discussions to "telserv@mydomain.com". The message should contain the following command anywhere in the body of the message on a line by itself:

```
subscribe list name
```

*list name* should be the name you have given to your mailing list

A valid subscription request to our hypothetical list would be:

```
subscribe mycompany-users
```

Notifications and messages are automatically sent out if the mailing list is private or upon a successful acceptance of a new subscriber. Tel/Serv also logs all subscribe and unsubscribe requests.

An alternative way to subscribe to a mailing list is using the "join mailing list" form which is automatically included in the /mailinglist/ mailinglist.html page if it has been added to your web site.

### **Unsubscribing to a Mailing List**

If an individual would like to unsubscribe to a mailing list they would send an e-mail message from the computer they are utilizing for list discussions to "telserv@yourdomain.com". The message should contain the following command anywhere in the body of the message on a line by itself:

```
unsubscribe list name
```

*list name* should be the name of the mailing list they are unsubscribing from

A valid unsubscribe request to our hypothetical list would be:

```
unsubscribe mycompany-users
```

The Tel/Serv system automatically sends out messages and confirmations. Tel/Serv also logs all subscribe and unsubscribe requests.

### **Posting a message to a mailing list**

Messages are posted to a mailing list by sending an e-mail message to the mailing list's e-mail address. For example, to send a message to all the subscribers of the *mycompany-users* mailing list an e-mail message should be sent to "*mycompany-users@mydomain.com*". Unlike other mailing list software, Tel/Serv accepts e-mail attachments, but no individual message can exceed 150 KB in size. If it is larger than 150 KB in size it will be rejected and not sent out to the mailing list.

All incoming messages are added to an archive file in your *"telserv"* directory. The file name for an archive file consists of the combination of the list name plus the extension *"archive.txt"*. In our hypothetical mailing list, the file name of the archive would be *"mycompany-users.archive.txt"*. This file will continue to grow as new messages are appended to it. The mailing list administrator is free to use the archive for any purpose they see fit. One potential use would be to publish monthly or yearly archives on the organization's web site to make them available to others.

Received messages are not immediately sent out; rather they are queued up for delivery and delivered out in a controlled manner as to not overwhelm local or remote servers. Typically message delivery begins within 15 minutes of the receipt of a message.

## **Account Status**

The "Account Status" page displays two tables. The first table is "Web Page Change History", the second table is "Payment History". You will find the create date, last update date, and last publish date for all your web pages here. Also, you can find the date, description, and amount for all your payment as well as your payment history.

## **Web-Based E-mail System**

You can access the SmartSite web-based e-mail system by clicking the "E-mail" button on the left side navigation bar on the SmartSite main page. A login form will appear in a new browser window. Type your e-mail address as the user name and your e-mail account password to login. (You created your e-mail address and password using "E-mail Accounts" function. See "Site Administration" -> "E-mail Accounts" above.)

The contents of your Inbox folder will be displayed immediately upon logging in (You can always click "INBOX" on the left side navigation bar to check for new messages). The Mailbox Listing shows the contents of each message's header (message status, date sent, sender, subject, and size). Each column has a heading. Clicking on the heading will cause the listing to be sorted by that column.

To view the contents of a message, click on the message's sender or subject. You will be taken to the Message screen. The Message Screen displays the contents of the selected message. From this location, you can browse message attachments, reply to the current message, delete the current message, forward the current message (you may add text into the message), bounce the message (forward the message as is), resume the message, or advance to the next message in your current mailbox (There are two triangle icons at the upper and lower right corners). You can also move or copy the current message to a folder you choose (See how to add/delete folders below).

You may click "Compose" on the left side navigation bar to compose a new message. The standard Compose window will pop up. (This is the same window you see when replying a message, except all the fields are blank.) Simply fill out the fields and click "Send Message" to send out your e-mail message. Among those fields, only the "To" address is required. The "Subject" field is suggested. You may want to "Spell Check" your message before sending it.

The “Contacts” function (under “Compose” on the navigation bar) lets you maintain an address book. This feature lets you add e-mail addresses into the address book, update them, and delete them from the address book. The function also appears in the Compose window.

The “Folders” function lets you create new folders, rename current folders, and delete folders. Enter the necessary information and click the check icon at the right of the window.

Remember to logout when you are finished with your e-mail tasks.

## Access E-mail from Mail Clients

The e-mail accounts you create with SmartSite can be accessed via the SmartSite Web-Based E-mail System and via e-mail programs such as Netscape, Eudora, Microsoft Outlook, and Microsoft Outlook Express. Although POP3 e-mail clients can be supported, the preferred message retrieval method is IMAP because of its more advanced and efficient e-mail processing capabilities.

E-mail clients must be supplied with the name of your e-mail box, the e-mail address, your password, and the location of the incoming and outgoing mail servers. E-mail clients vary in the way that new e-mail accounts are setup but the only information you will need is the five items listed above. SmartSite does not utilize SSL or other encryption or authentication methods for incoming or outgoing connections, therefore if your e-mail client asks you about these feature indicate that they are not being utilized.

Example IMAP Configuration:

Name:	Jack Schmidt
Server Type:	IMAP
E-mail Address:	jschmidt@mydomain.com
Account:	jschmidt@mydomain.com <i>(always include the “@” sign and your domain in your account)</i>
Password:	yourpassword
Incoming Mail Server:	smartserver.telusys.net <i>(all users must specify this mail server)</i>
Outgoing Mail Server:	smartserver.telusys.net <i>(all users must specify this mail server)</i>

## View Your Web Site

You may access your web site by typing the URL into the Address box of your browser. For example, if your domain name is [www.mydomain.com](http://www.mydomain.com), then the URL of your homepage will be <http://www.mydomain.com/index.html>. All the other pages can be accessed by clicking the navigation buttons if there is a button created for each of your pages. If you do not have a navigation button for a particular page, see the list below for URL of that page.

About Us: <http://www.mydomain.com/aboutus/aboutus.html>

BBS:	<a href="http://www.mydomain.com/bbs/bbs.html">http://www.mydomain.com/bbs/bbs.html</a>
Contact Us:	<a href="http://www.mydomain.com/contactus/contactus.html">http://www.mydomain.com/contactus/contactus.html</a>
Calendar:	<a href="http://www.mydomain.com/calendar/calendar.html">http://www.mydomain.com/calendar/calendar.html</a>
Education:	<a href="http://www.mydomain.com/education/education.html">http://www.mydomain.com/education/education.html</a>
Employment:	<a href="http://www.mydomain.com/employment/employment.html">http://www.mydomain.com/employment/employment.html</a>
Events:	<a href="http://www.mydomain.com/events/events.html">http://www.mydomain.com/events/events.html</a>
FAQs:	<a href="http://www.mydomain.com/faqs/faqs.html">http://www.mydomain.com/faqs/faqs.html</a>
Links:	<a href="http://www.mydomain.com/links/links.html">http://www.mydomain.com/links/links.html</a>
Location:	<a href="http://www.mydomain.com/location/location.html">http://www.mydomain.com/location/location.html</a>
Mailing List:	<a href="http://www.mydomain.com/maillinglist/maillinglist.html">http://www.mydomain.com/maillinglist/maillinglist.html</a>
Members Only:	<a href="http://www.mydomain.com/membersonly/membersonly.html">http://www.mydomain.com/membersonly/membersonly.html</a>
Membership Directory:	<a href="http://www.mydomain.com/directory/directory.html">http://www.mydomain.com/directory/directory.html</a>
Newsletter:	<a href="http://www.mydomain.com/newsletter/newsletter.html">http://www.mydomain.com/newsletter/newsletter.html</a>
Officers:	<a href="http://www.mydomain.com/officers/officers.html">http://www.mydomain.com/officers/officers.html</a>
Our Officer:	<a href="http://www.mydomain.com/ouroffice/ouroffice.html">http://www.mydomain.com/ouroffice/ouroffice.html</a>
Our Staff:	<a href="http://www.mydomain.com/ourstaff/ourstaff.html">http://www.mydomain.com/ourstaff/ourstaff.html</a>
Plain Text:	<a href="http://www.mydomain.com/information.html">http://www.mydomain.com/information.html</a>
Referrals:	<a href="http://www.mydomain.com/referrals/referrals.html">http://www.mydomain.com/referrals/referrals.html</a>
Services:	<a href="http://www.mydomain.com/services/services.html">http://www.mydomain.com/services/services.html</a>
Photo Gallery:	<a href="http://www.mydomain.com/photogallery/photogallery.html">http://www.mydomain.com/photogallery/photogallery.html</a>
Volunteer Opportunities:	<a href="http://www.mydomain.com/volunteer/volunteer.html">http://www.mydomain.com/volunteer/volunteer.html</a>
What's New:	<a href="http://www.mydomain.com/whatsnew/whatsnew.html">http://www.mydomain.com/whatsnew/whatsnew.html</a>

Please note all the above URLs will not work until your domain name registration or domain name transfer is completed.