



colayer

Admin User Guide

Admin Features



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How to Create a Comty

The administrators can create comties on the layer as per specific requirements. The comties can be created either directly under the root comty (For example: Critical care is the root comty on the Xiprean portal) or as sub-comties of the already existing comties. The administrator can access the comty creation interface by clicking on the Green bar available at the bottom of the navigation structure.

Function : Create Sub Comty

Purpose : Used for creating comties.

Fields **Enter Comty ID** - This field is used for defining the ID of the comty to be created, this comty ID should be unique. (The comty ID is case sensitive, should only contain lower case letters, the comty ID can also contain numeric values from 0-9, there should be no spaces in between the letters)

Title - This field is used for defining the name of the comty. The comty appears in the navigation structure and the times page with this name and the same is displayed on the comty page as well.

Subtitle - In case there are more details to be provided along with the comty title, the subtitle field can be used to define these additional details. The subtitle will appear along with the comty title only in the comty view. The subtitle does not appear in the navigation structure and the times page view.

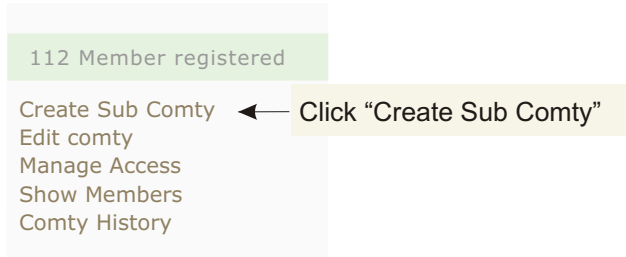
Purpose - This field is used to define the purpose of creating a specific comty.

Step 1: Click the green bar in the left navigation to get the admin functions..

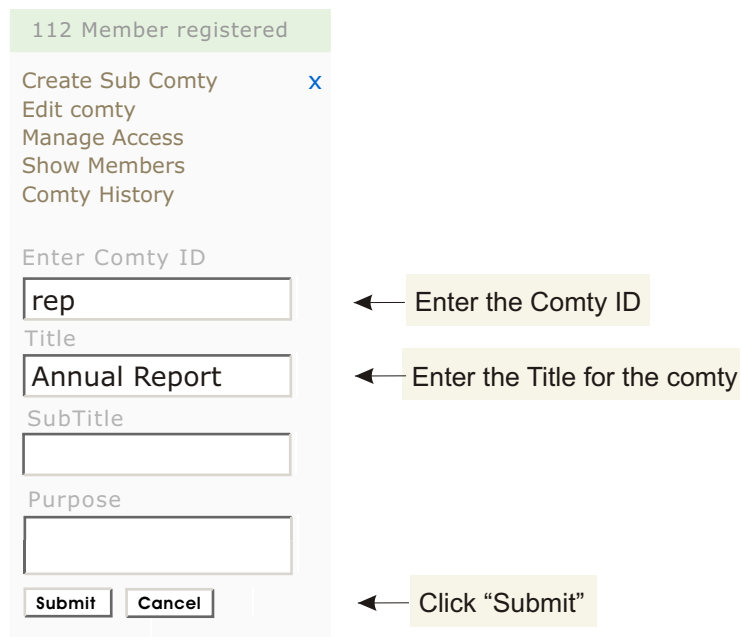
The screenshot shows the Colayer website interface. At the top, there is a green navigation bar with the text "Colayer" on the left and "Search | Me Page | Times | Online Member | Sign Out" on the right. Below this, the main content area is divided into two columns. The left column contains a navigation menu with the following items: "Colayer" (in red), "Management", "Meet", "Strategic Planning", "Networks", "Partners", "Projects", "Developers", and "Support". The right column contains two tabs: "News" and "Discussion". At the bottom of the left column, there is a green bar with the text "112 Member registered". A yellow callout box with a black arrow points to this green bar, containing the text "Click on the Green Bar to get Admin functions".

How to Create a Comty

Step 2: The Admin Functions appear. Click the “Create Sub Comty” link.



Step 3: The Form appears. Fill in the respective fields



Step 4: The Comty gets created



How to Edit a Comty

The administrator can edit the comties that have been created by using the “edit comty” admin function. The edit comty functionality enables the administrator to redefine the comty details (i.e comty title, subtitle, purpose etc). All of the comty characteristics can be altered except for the comty Id. The administrator can access the "Edit comty" interface by clicking on the green bar at the bottom of the Navigation structure.

Step 1: Click Edit Comty in the Admin Functions

112 Member registered

- Create Sub Comty
- Edit comty ← Click “Edit Comty”
- Manage Access
- Show Members
- Comty History

Step 2: The Edit Comty Form Appears fill in the required details and click Submit

Create Sub Comty x

- Edit comty
- Manage Access
- Show Members
- Comty History

Title
Annual Report 2004 ← Enter the new Title for the comty

SubTitle

Purpose

Top

BG Color Title Color
Red #ffffff ← Changes can also be made to the appearance of the comty. The comty Section colors, the Top Navigation background colors, the link colors. all this can be customised according to the requirements. Values can be entered in either Hex codes eg: #6ac335 or Std. eg : green

Link color Subtitle Color

Navigation

BG Color Link Color

Section

BG Color Font Color

Comty Background

Submit Cancel ← Click “Submit”

How to Edit a Comty

Step 3: The Comty gets edited accordingly



Creating Sections

Users having Owner/Administrator rights can create sections on the comty. On the comty there are several positions defined for creating sections, these positions on the comty are highlighted by grey bars. The owner/administrator can create a section on any of the available positions. The positions are available to the left, right, top or bottom corners of the comty space. Once the owner/administrator clicks on the desired position he gets the WYSIWYG shuttle mode, he needs to expand the shuttle and get the input field on the shuttle (by clicking on the [+] link adjacent to the File link on the shuttle), on getting the input field the owner/administrator needs to type "section" in the field and hit Go. The owner/administrator defines the name for the section he wants to create in the section creation form. A section with the defined name will be created on the comty once the section creation form is submitted.

Step 1: Click on the [+] link of the expanded shuttle to view more sems and type section as Shown and click "go"

The screenshot shows a navigation bar with 'News | Discussion | File | [+] | Mark [+]'. An arrow points from the '+' icon to a form titled '? | All objects'. The form has an input field containing 'section' and a 'Go' button. Below the form is a list of section categories: Standard, Cyte, and Expressions. A callout box points to the 'Go' button with the text: 'Type Section in the input field and Click "Go"'. The categories listed are:

- Standard**
 - News
 - Discussion
 - Question
 - Answer
 - Todo
 - Done
 - Hotlink
 - File
- Cyte**
 - Image
 - Small Image
 - Headline
 - Longtext
 - Kitem
 - Html with Editor
 - Questionnaire
 - Registration
- Expressions**
 - Multimedia**
 - Flash
 - Wmsg
 - Audio
 - Video
 - Real Time**
 - Meeting
 - Presentation

Step 2: Fill in the Name for the section and click "Browse" button for section category. And click select button to select the category type

The screenshot shows the section creation form with the following fields and buttons:

- Name for the section:** Input field containing 'File'.
- Section Category:** Input field with a 'Browse' button next to it. A callout box points to the 'Browse' button with the text: 'Click Browse to select File Category'.
- Buttons:** 'Submit' and 'Cancel' buttons.
- Category Selection:** A dropdown menu showing 'News', 'File', 'Discussion', and 'Question'. 'File' is selected. A callout box points to the dropdown with the text: 'Select Type of Category eg. File'.
- Select Button:** A 'Select' button with a callout box pointing to it with the text: 'Click Select'.

Creating Sections

Step 4: Click Submit to create the section

Name for the section

Section Category

← Click Submit to create Section

- News
- File**
- Discussion
- Question

Shown below is a comty with News, Discussion and File section

Colayer Search | Me Page | Times | Online Member | Sign Out

Colayer

- Management
- Meet
- Strategic Planning
- Networks
- Partners
- Projects
- Developers
- Support

112 Member registered

ARCHIVE

News Discussion

File

How to Edit Sections

The administrator/Owner has the rights to edit the sections, which have been created. The edit section functionality enables the administrator to redefine the name for a particular section.

Step 1: Click the section bar in order to edit the section. The WYSIWYG Shuttle appears.

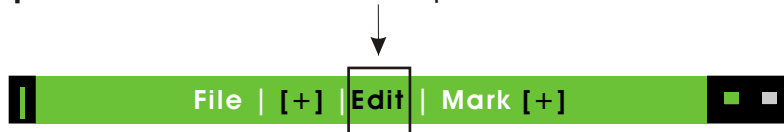
File

John: | (shuttle)

Step 2: Click on the (shuttle) link to get the expanded Shuttle

John: | (shuttle) ← Click Here to get the expanded Shuttle

Step 3: Click the Edit link on the Expanded Shuttle



Step 4: Click the Edit content link and make the required changes in the form that appears

 A form with a green header bar containing "File | [+] | Edit | Mark [+]". Below the header are three tabs: "Manage Members", "Edit Content", and "Archive". The "Edit Content" tab is selected. Below the tabs is a text input field labeled "Name for the section" containing the text "News". A yellow callout box with an arrow points to the input field with the text "Click Here the enter a New name for the section". Below the input field is a "Section Category" label and an empty input field with a "Browse" button to its right. At the bottom are "Submit" and "Cancel" buttons. A yellow callout box with an arrow points to the "Submit" button with the text "Click submit".

Step 5: The Section with the title "News" appears.

News

How to Manage Access

Manage Access- The administrators can manage the access rights of the existing members and as well as define the access rights for the new members through the admin functions available on the layer. (The admin functions are available only in the comty views) By clicking on the green bar at the bottom of the Navigation structure the administrator gets an access to the admin functions interface.

The Manage access link enables the administrator to assign appropriate access rights to individuals or groups through the "Direct Members" and "Group Members" facilities respectively. In case of Individual members the administrator inputs the user name of a specific user in the input field and selects the appropriate access level from a drop down list for that user in the Direct members interface, while as for adding a Group the administrator inputs the comty ID in the input field and selects the desired access level for that group in the Group members interface.

The administrator can also modify the access rights of an existing member through the Direct members functionality by entering the user-id of the existing member in the interface and assigning the new access rights to that member. Administrators can also view the access rights that have been assigned to specific members in a particular comty by clicking on the "Show all members" link. It will display the access rights of the respective members or the groups who have an access to that particular comty.

Function : Manage Access

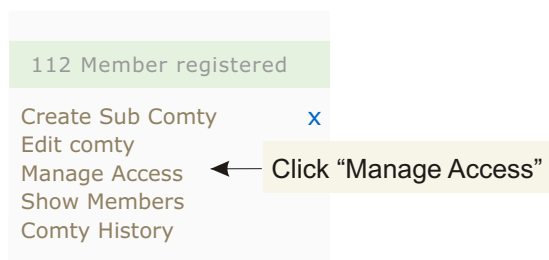
Purpose : Used for managing the access rights of new and existing members.

Fields **Name-** The administrator enters the user-id of the new/already existing member/group in this field.

Role – This field has a drop down functionality which enables the administrator to select the appropriate access rights from a list of different access levels for a specific member/group. In case the administrator wants to modify the access rights of an existing member/group he selects the modified access level from the drop down. Once the administrator clicks on the submit link in the interface the modified access rights are assigned to the member/group.

Removing access - The administrator can also remove the access of a particular member or a Group by using the admin functions. The administrator can click on the "X" link that appears along with the member name/comty ID of a member/group in the interface to remove the access for a specific member or a

Step 1: Click Manage Access in the Admin Functions



How to Manage Access

Step 2: The Manage Access Form Appears. Enter a User's ID and Type of Access and click Submit.

The screenshot shows the 'Manage Access' form. At the top, it says '112 Member registered'. Below this are links: 'Create Sub Comty' (with a red 'x'), 'Edit comty', 'Manage Access', 'Show Members', and 'Comty History'. The 'Manage Access' section has three radio buttons: 'Direct' (selected), 'Group', and 'Pass'. Below these are two input fields: 'ID or Full ID' containing 'Robert' and a 'Browse' button; and a dropdown menu set to 'Provider' and a 'Submit' button. Callouts point to these elements: 'Enter the ID of the User you wish to add Access to' points to the ID field; 'Enter the Type of Access' points to the dropdown; 'Click "Submit"' points to the Submit button. Below the form, there are three sections: 'Direct Members' with a list of 'Andrea Willcox', 'Jessica Albert', and 'Smith Rogers', each with a red 'x' to its left; 'Group Members' with 'Administrator' and a red 'x'; and 'Passroles' with '(no passes added)'. A callout 'Click the "X" to remove access for a use or Group' points to the red 'x' next to 'Andrea Willcox'.

The New User is added to the member list.

The screenshot shows the member list after the new user has been added. The 'Direct Members' section now includes 'Robert DeMarco' at the top, followed by 'Andrea Willcox' and 'Jessica Albert'. Each name has a red 'x' to its left. The 'Group Members' section still shows 'Administrator' with a red 'x'. The 'Passroles' section shows '(no passes added)'. A callout box with an arrow pointing to 'Robert DeMarco' contains the text: 'The New Member is Added to the Member List. He will now have access to the Comty'.