

2008?

LIEN website help manual



A. Basic concepts

1 General information

- 1.1 Website users
- 1.2 Forms
- 1.3 Documents
- 1.4 Views
- 1.5 Document status
- 1.6 Homepage

B. LIEN steering committee

2 Tasks

- 2.1 Logging in
- 2.2 Administration page
- 2.3 Creating member profiles
- 2.4 Creating "general" documents
- 2.5 Reviewing and editing "general"

C. Webmaster

3 Tasks

- 3.1 Logging in
- 3.2 Administration page
- 3.3 Creating member profiles
- 3.4 Creating "general" documents
- 3.5 Editing navigator builder
- 3.6 Editing welcome statement
- 3.7 Posting "feature" documents
- 3.8 Editing views
- 3.9 Creating new types of document
- 3.10 Approving documents

Basic concepts



1.1 Website users

There are four types of users for the LIEN website. These are:

- Public
- LIEN steering committee
- LIEN webmaster
- System administrator

Each of these users has the ability perform different functions on the LIEN website. These are shown in the table below.

Type of user	Functions
Public	• view live website pages • submit "join us" forms
LIEN steering committee	• view live website pages • submit "join us" forms • login to website • create "general" documents and submit them for review
LIEN webmaster	• view live website pages • login to website • submit "join us" forms • create "general" documents • edit website navigator • edit welcome statement • create "feature" documents • edit views • create new views • approve documents
System administrator	The system administrator for the website is IndEco Strategic Consulting.

1.2 Forms

Forms are pages that can be filled in and are used to create documents. An example of a form is the "join us" form.

[LIEN presentations](#)
[LIEN press releases](#)

Sign up

Type of membership requested? ☐ Member ☐ Supporter

If joining LIEN as a supporter you may disregard the Organization and Title fields.

Individual/contact person

E-mail

Organization

Title

Address

Additional address

City

Province

Postal code

Telephone Ext

Fax

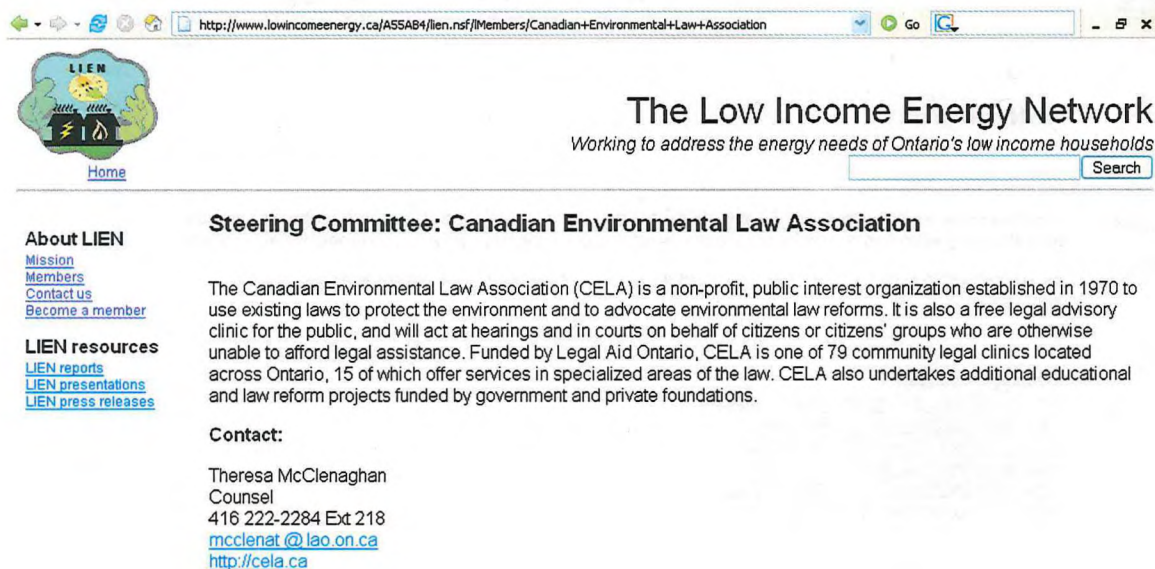
Website

Description of your organization

1.3 Documents

Documents are filled in forms. Most of the pages on the website are documents. An example of a document is a LIEN member profile. This document was created by filling in the "join us" form.

The document shown in the print screen below is the member profile for CELA. Other examples of documents include LIEN reports, LIEN presentations, LIEN press releases, energy & poverty, energy & environment, and energy & housing backgrounders.



The screenshot shows a web browser window with the address bar displaying <http://www.lowincomeenergy.ca/ASSAB4/lien.nsf/Members/Canadian+Environmental+Law+Association>. The LIEN logo is on the left, and the main heading is "The Low Income Energy Network" with the tagline "Working to address the energy needs of Ontario's low income households". A search bar is visible. The page content includes a "Steering Committee: Canadian Environmental Law Association" section, an "About LIEN" sidebar with links to Mission, Members, Contact us, and Become a member, and a "LIEN resources" sidebar with links to LIEN reports, LIEN presentations, and LIEN press releases. The main text describes CELA as a non-profit established in 1970, funded by Legal Aid Ontario, and provides contact information for Theresa McClenaghan.

LIEN
Home

The Low Income Energy Network

Working to address the energy needs of Ontario's low income households

Search

Steering Committee: Canadian Environmental Law Association

The Canadian Environmental Law Association (CELA) is a non-profit, public interest organization established in 1970 to use existing laws to protect the environment and to advocate environmental law reforms. It is also a free legal advisory clinic for the public, and will act at hearings and in courts on behalf of citizens or citizens' groups who are otherwise unable to afford legal assistance. Funded by Legal Aid Ontario, CELA is one of 79 community legal clinics located across Ontario, 15 of which offer services in specialized areas of the law. CELA also undertakes additional educational and law reform projects funded by government and private foundations.

Contact:

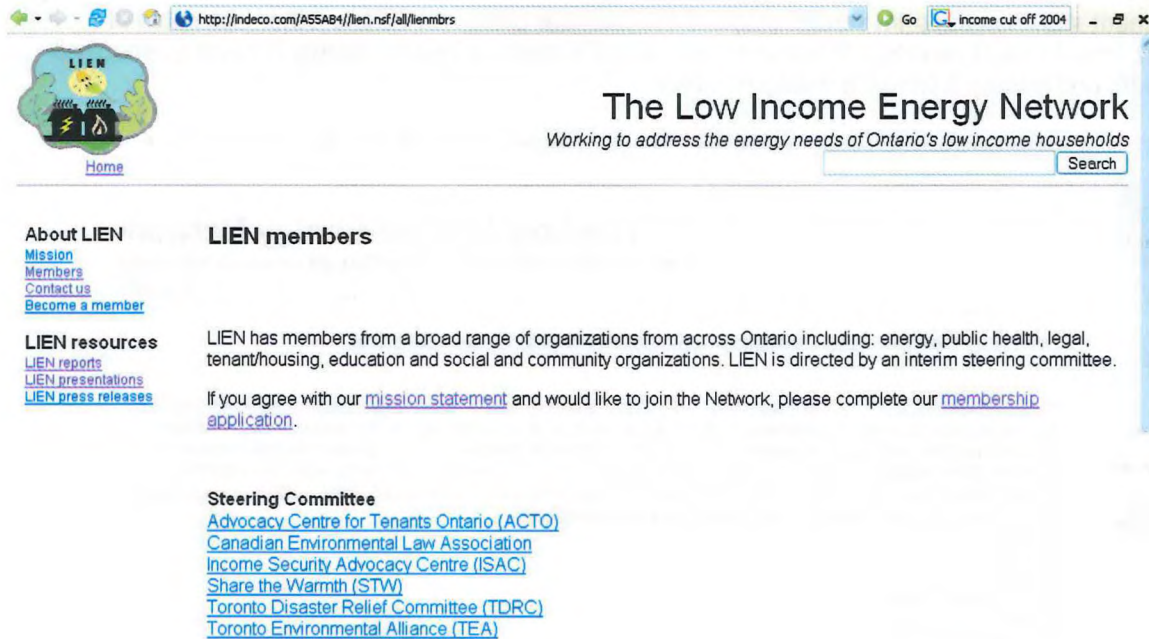
Theresa McClenaghan
Counsel
416 222-2284 Ext 218
mcclenat@lao.on.ca
<http://cela.ca>

About LIEN
[Mission](#)
[Members](#)
[Contact us](#)
[Become a member](#)

LIEN resources
[LIEN reports](#)
[LIEN presentations](#)
[LIEN press releases](#)

1.4 Views

Views are lists of documents within a document. An example of a view is the list of the LIEN steering committee members in the LIEN members document.



1.5 Document status

The status of website documents can vary. The table below describes the different status that a website document can have and provides a definition. The table also describes what actions the LIEN steering committee and the LIEN webmaster can take when the documents are in each of these different states.

Status	Definition	LIEN steering committee	LIEN webmaster
Draft	A document that has been saved but not submitted for approval	• Edit the document • Submit for approval	• Edit the document
Pending	A document that has been submitted for approval but has yet to be approved	• View on administrator page	• Revert to draft • Approve the document
Published	A document that has been submitted and approved and is live on the website	• View on LIEN website	• View on LIEN website • Revert to draft • Mark as expired
Expired	A document that was published but is no longer live on the website		• Revert to draft
Admin	A document that can only be accessed by the system administrator		

1.6 Homepage

The homepage is the first page seen when visiting the LIEN website.

There are a number of items found on the homepage. These are:

- News & events
- LIEN feature
- Welcome statement
- The site navigator

News & events - are information pieces related to LIEN. News & event items are generated when "general" documents are published. They cannot be edited from the homepage. If the author of a "general" document selects the document for publication on the homepage the title and summary of the document will appear on the homepage on the date requested. See *Section 2.4* Creating "general" documents for details. 

LIEN feature - highlights the activities of a LIEN steering committee member or LIEN member. A summary of the LIEN feature is found on the homepage. Click on **more** for the full LIEN feature document. The webmaster can create and edit a LIEN feature. See *Section 3.7* for details. 

Welcome statement - welcomes visitors to the website and provides information about the purpose and content of the site. The webmaster can create and edit the welcome statement. See *Section 3.6* for details. 

The Navigator - provides access to the other parts of the website. See *Section 3.5* for details. 



The Low Income Energy Network

Working to address the energy needs of Ontario's low income households

Search

About LIEN

[Mission](#)
[Members](#)
[Contact us](#)
[Become a member](#)

LIEN resources

[LIEN reports](#)
[LIEN presentations](#)
[LIEN press releases](#)

Welcome

Welcome to the website of the Low-Income Energy Network (LIEN). The site is designed primarily to share information with the Network about LIEN's activities, and activities of its members on issues related to addressing the energy needs of Ontario's low-income households and energy issues. We welcome your [feedback](#) and, if you're not a member, we invite you to [join the network](#).

Fighting Poverty and Pollution Conference

The Low Income Energy Network is pleased to host the Fighting Poverty and Pollution Conference in Toronto on April 7, 2005. This event will take place at the Friends House (60 Lowther Ave, Toronto) between 9:00 a.m. and 4:30 p.m. This is a gathering for anti-poverty, affordable housing and environmental advocates in Ontario to share experiences and develop an action agenda on low-income energy issues.

[more](#)

News & events

11 March 2005

Electricity Price Hikes Will Hit Poor Hardest In response to the announcement of higher prices for electricity, the Low Income Energy Network (LIEN) called on the provincial government to introduce province-wide energy conservation and bill assistance programs for low-income households.

8 March 2005

LIEN, the low-income energy burden in Ontario and the impact of non-action An introductory presentation on the Low Income Energy Network (LIEN) and the context in which it operates.

11 February 2005

Background to energy and poverty

[News archive](#)

LIEN steering committee



2.1 Logging in

LIEN steering committee members have to login to the LIEN website to gain access to the functions they can perform. To login click on the **login** button on the bottom left hand corner of the homepage and enter your login ID and password into the dialogue box.

Logging in will take you directly to the LIEN steering committee administration page.



The image shows a Windows-style dialog box titled "Prompt" with a blue header bar and a red close button in the top right corner. Inside the dialog, there is an information icon (a lowercase 'i' in a blue circle) followed by the text "Enter username and password for "/>

Once you are logged in, you can create documents, and you can see draft documents that you or others have created. Note that what you see once you are logged in may look different from what the general public would see. For example, draft documents will appear in the News & Events section of the home page.

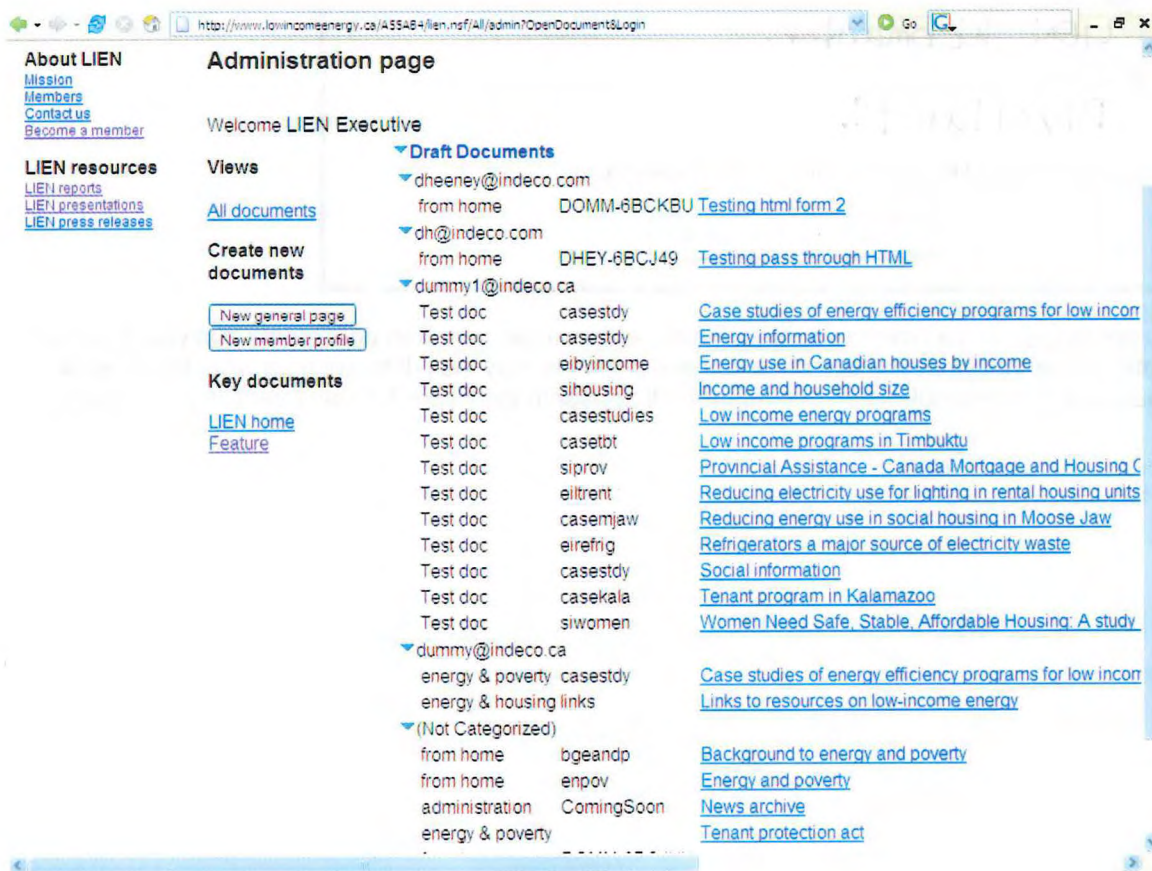
2.2 Administration page

The LIEN steering committee administration page is a central hub from which steering committee members can gain access to all the functions they are able to perform.

From this page LIEN steering committee members will be able to:

- Create a new "general" page
- Create a new member profile
- Edit any draft "general" pages that are created by the LIEN steering committee and
- Review draft and pending documents created by all LIEN steering committee members

The LIEN steering committee administration page is shown in the screen shot below.



2.3 Creating member profiles

Member profiles are a description of LIEN members. These profiles contain a brief summary of the organization and contact details.

LIEN steering committee members can create a new member profile by clicking on the button labeled **New member profile** on the LIEN steering committee administration page. This will take you to the "join us" form where you can add the requested information about an organization and submit the form for approval.

<http://indeco.com/ASSAB4/lien.nsf/joinus> Go 

Sign up

Type of membership requested? ☐ Member ☐ Supporter

Steering committee member? ☐ Yes ☐ No

If joining LIEN as a supporter you may disregard the Organization and Title fields.

Individual/contact person	
E-mail	
Organization	
Title	
Address	
Additional address	
City	
Province	Ontario
Postal code	
Telephone	Ext
Fax	
Website	

Description of your organization

2.4 Creating "general" documents

"General" documents are used for creating most of the pages on the LIEN website. These general documents include: LIEN reports, LIEN presentations, LIEN press releases, energy & poverty, energy & environment, and energy & housing resources.

The screen shot below illustrates the key information to be provided for a "general" document.

The screenshot shows a web browser window with the URL <http://indeco.com/A55AB4/lien.nsf/16e11e7a5c96f96e85256f8e00761d9c/9e9cf22977a1ea0285256f86000b8d7c?Edit>. The form is titled "Document information to be entered" and contains the following fields and options:

- Your email:** A text input field with a note: "Your email address is used to uniquely identify you as the author of this document. Your email will not appear on the final document".
- Title:** A text input field.
- Document type:** A dropdown menu with "from home" selected.
- Brief summary:** A large text area.
- Short name:** A text input field with a note: "(no spaces, used in the URL)".
- News item?:** Radio buttons for "Yes" (selected) and "No (Should this document be listed under News & Events on the home page?)".
- As of:** A date input field showing "2005-03-07" with a note: "(yyyy-mm-dd)".
- Body of document:** A large text area with a rich text editor toolbar above it.
- Append a view:** A text input field.
- Type for view:** A text input field.
- Attach a document:** A text input field with "Browse..." and "Upload this file" buttons. A note below says: "To upload multiple files, press 'Upload this file' after selecting each individual file."
- This document is a Draft:** A red label with two buttons: "Save as draft" and "Submit for review".

Your e-mail - your e-mail address is used to uniquely identify you as the author of the document. All draft and pending documents you create will be placed in the LIEN steering committee administrator's page under that e-mail. Your e-mail address will not however appear on the final document when it is published on the LIEN website.

Title - is the title of the document, which will be placed on the top of the page. The title is also used in view pages as a link to the document.

Document type - is the type of document you want to create. The type of document is selected from the drop down menu. The types of documents are: LIEN reports, LIEN presentations, LIEN press releases, energy & poverty, energy & environment, and energy & housing resources.

Brief summary - is a brief description of the contents of the document. This summary will appear with the title of the document on view pages that link to the document, and on the News & events on the

homepage, if selected.

Short name - is used to create the URL for the document. This short name should be unique, short and contain no spaces or punctuation. By default, a unique 'random' name is assigned, but you may change this to a more meaningful name.

News item? - if "yes" is selected the title and summary of this document will be listed under News & events on the homepage. You can choose which date you want the document to appear by placing the date (yyyy-mm-dd) in the **As of** window. The date will default to the day the page was created or edited.

Edit mode - the body of the document can be added in two modes: Java applet and HTML. The edit mode will default to Java applet. Select HTML to switch the edit mode. The document will need to be saved as draft and reloaded to effect a change. Note: Formatting may be lost if you switch from Java applet to HTML.

Body of document - is where full text of the document is placed. As stated above this can be in two edit modes: Java applet and HTML.

- **Java applet** - is a rich text field that may be formatted using the options provided above the text box.

In this field you can also create links to other websites or e-mail addresses. To create a link click on the link icon  and put the address (e.g. www.indeco.com) in the **Enter Link Address** window. Press the green check  key to accept. To create a link to an e-mail address place the word **mail to:** in front of the e-mail address.

- **HTML** - is used when you need to add graphics to a document. You must know HTML coding in order to use this edit mode. HTML codes must be surrounded by square brackets (e.g. [****])

Append a view - only the LIEN webmaster can use this field. Please leave this field blank.

Type for view - only the LIEN webmaster can use this field. Please leave this field blank.

Attach a document - multiple files can be attached to a document. To attach a file click on the **Browse** button and select the file you want to attach. To attach multiple files, press **Upload this file** after browsing for and selecting each individual file.

The "general" document can be saved by pressing the **Save as draft** button, this allows you to edit the document again later. Pressing **Submit for review** creates a pending document and sends the document to the webmaster for approval, therefore it can no longer be edited by you or other members of the Steering Committee.

2.5 Reviewing and editing "general" documents

LIEN steering committee members can view the draft and pending documents saved by all LIEN steering committee members and the LIEN webmaster. These documents are listed under the author's e-mail address. To read the documents click on the title of the document.

LIEN steering committee members can also edit documents that they have saved as a draft. These documents will be listed on the LIEN steering committee administrator page under the steering committee member's e-mail address.

To edit the document click on the title. When the document opens click on the **edit document** button on the bottom left hand corner of the screen. When you are finished editing click on **save as draft** to save the document so that you can finish editing it or **submit for review** to send to the webmaster for approval and publication.

LIEN webmaster



3.1 Logging in

The LIEN webmaster has to login to the LIEN website to gain access to the functions they can perform. To login click on the login button on the bottom left hand corner of the homepage and enter your login ID and password into the dialogue box.

Logging in will take you directly to the webmaster administration page.

Once you are logged in, you can create documents, and you can see draft documents that you or others have created. Note that what you see once you are logged in may look different from what the general public would see. For example, draft documents will appear in the News & Events section of the home page, and action buttons may appear at the bottom of a document.

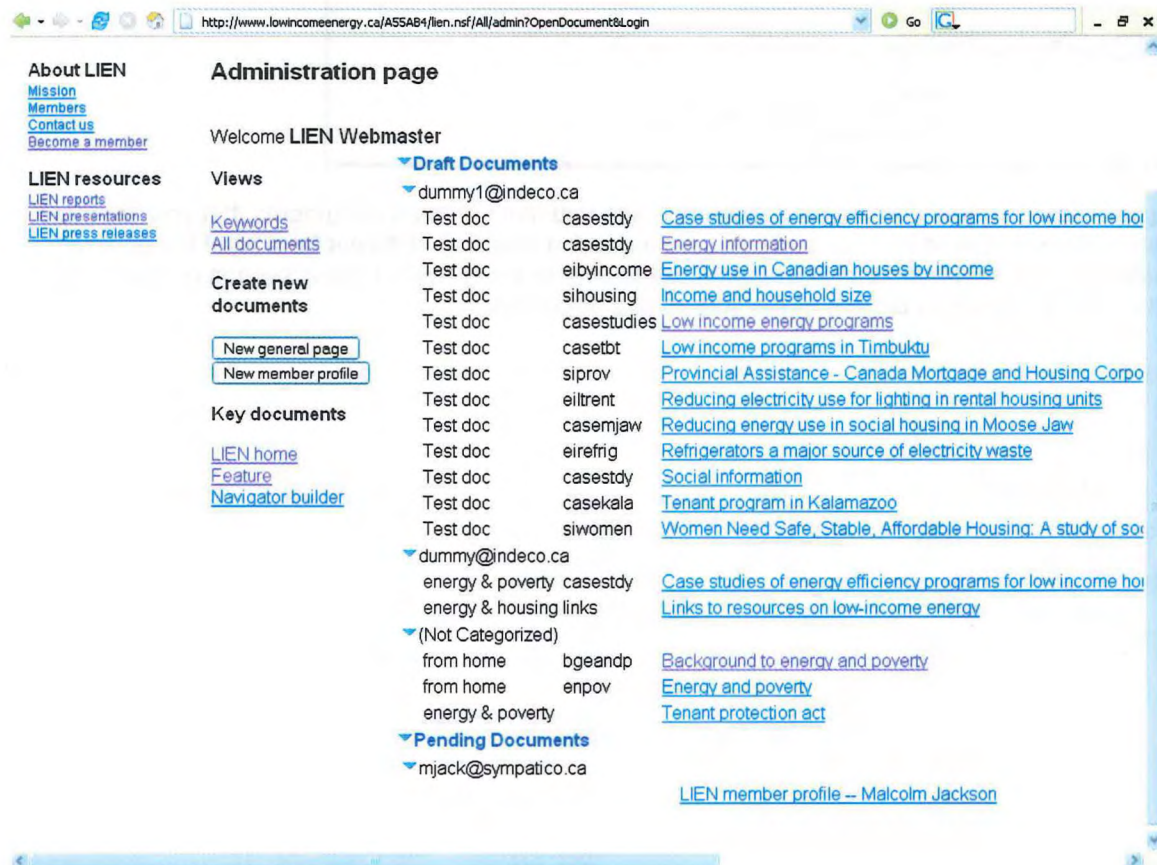
3.2 Administration page

The webmaster's administrator page is a central hub from which you can gain access to all the webmaster functions.

From this page you are able to complete all the tasks assigned to the webmaster these include:

- submit member profiles
- create "general" documents
- edit website navigator
- edit welcome statement
- create "feature" documents
- edit views
- create new views
- approve documents

The LIEN webmaster administration page is shown in the screen shot below.



3.3 Creating member profiles

Member profiles are a description of the LIEN members. These profiles contain a brief summary of the organization and contact details.

You can create a new member profile by clicking on the button labeled **New member profile** on the webmaster administration page. This will take you to the "join us" form where you can add the requested information about an organization and submit the form for approval.

The public and LIEN steering committee members can also create member profiles. You will be notified via e-mail once a member profile has been created. These profiles require your approval to appear live on the LIEN website. See *Section 3.10* for details on how to approve a document.

<http://indeco.com/A55AB4/lien.nsf/joinus> Go [Income cut](#)

Sign up

Type of membership requested? ☐ Member ☐ Supporter

Steering committee member? ☐ Yes ☐ No

If joining LIEN as a supporter you may disregard the Organization and Title fields.

Individual/contact person	
E-mail	
Organization	
Title	
Address	
Additional address	
City	
Province	Ontario
Postal code	
Telephone	Ext
Fax	
Website	

Description of your organization

3.4 Creating "general" documents

"General" documents are used for creating most of the pages on the LIEN website. These general documents include: LIEN reports, LIEN presentations, LIEN press releases, energy & poverty, energy & environment, and energy & housing resources.

To create a "general" page click on the **New general page** button on the webmaster administration page.

The screen shot below illustrates the key information to be provided for a "general" document.

The screenshot shows a web browser window with the URL <http://lndeco.com/A55AB4/lien.nsf/16e11e7a5c96f96e85256f8e00761d9c/9e9cf22977a1ea0285256f86000b8d7c?Edit>. The form is titled "Document information to be entered". It includes fields for "Your email:", "Title:", "Document type:" (with a dropdown menu showing "from home"), and "Brief summary:". There are also fields for "Short name:" (with a note "(no spaces, used in the URL)") and "News item?" (with radio buttons for "Yes" and "No (Should this document be listed under News & Events on the home page?)"). A date field "As of" is set to "2005-03-07" (with a note "(yyyy-mm-dd)"). Below these fields is a "Body of document" section with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, image, table, etc.) and a large text area. At the bottom, there are buttons for "Append a view", "Type for view", "Attach a document" (with "Browse..." and "Upload this file" buttons), and a status bar indicating "This document is a Draft" with "Save as draft" and "Submit for review" buttons. A note at the bottom states: "To upload multiple files, press 'Upload this file' after selecting each individual file."

Your e-mail - your e-mail address is used to uniquely identify you as the author of the document. All draft and pending documents you create will be placed in the webmaster administrator page under that e-mail. Your e-mail address will not however appear on the final document when it is published on the LIEN website.

Title - is the title of the document, which will be placed on the top of the page. The title is also used in view pages as a link to the document.

Document type - is the type of document you want to create. The type of document is selected from the drop down menu. The types of documents are: LIEN reports, LIEN presentations, LIEN press releases, energy & poverty, energy & environment, and energy & housing resources.

Brief summary - is a brief description of the contents of the document. This summary will appear with the title of the document on view pages that link to the document and on the News & events page if selected.

Short name - is used to create the URL for the document. This short name should be unique, short and contain no spaces or punctuation.

News item? - if "yes" is selected the title and summary of this document will be listed under News & Events on the home page? You can choose which date you want the document to appear by placing the date (yyyy-mm-dd) in the **As of** window. The date will default to the day the page is created or edited.

Edit mode - the body of the document can be added in two modes: Java applet and HTML. The edit mode will default to Java applet. Select HTML to switch the edit mode. The document will need to be saved as draft and reloaded to effect a change. Note: Formatting may be lost if you switch from Java applet to HTML.)

Body of document - is where full text of the document is placed. As stated above this can be in two edit modes: Java applet and HTML.

- **Java applet** - is a rich text field that may be formatted using the options provided above the text box.

In this field you can also create links to other websites or e-mail addresses. To create a link click on the link icon  and put the address (e.g. www.indeco.com) in the **Enter Link Address** window. Press the green check  key to accept. To create a link to an e-mail address place the word **mail to:** in front of the e-mail address.

- **HTML** - is used when you need to add graphics to a document. You must know HTML coding in order to use this edit mode.

Append a view - only used when creating a new document type. Refer to *Section 3.9* for details.

Type for view - only used when creating a new document type. Refer to *Section 3.9* for details.

Attach a document - multiple files can be attached to a document. To attach a file click on the **Browse** button and select the file you want to attach. To attach multiple files, press **Upload this file** after browsing for and selecting each individual file.

The "general" document can be saved by pressing the button **Save as draft**, this allows you to edit the document again later. Pressing **Submit for review** will send you an e-mail requiring that you approve the document. See *Section 3.10* for details on how to approve a document.

3.5 Editing navigator builder

The navigator builder determines the content of the navigator tool bar on the left hand side of each page.

The navigator builder can be edited by clicking on **Navigator builder** under **Key Documents** on the webmaster administration page.

To create a title in the navigator, type the title name (e.g. About LIEN) in the input box in the order you wish it to appear in the navigator.

To create a link in the navigator, type the label for the link (e.g. LIEN reports) in the input box followed by two colons (::). Paste the address of the page you wish to link after the colons. Note: the page you wish to link must be created before you can create a link in the navigator builder.

To save your changes press the **Save & Refresh** button. This will update the **Output** on the left hand side of the screen.

When you have finished editing the navigator builder press the **Admin menu** link at the bottom of the page to return to the webmaster administration page.

LinkBuilder

Output	Input
	Insert one menu item per line. Separate <i>Labels</i> and <i>Links</i> with two colons (::)
About LIEN	About LIEN
Mission	Mission::/A55AB4/lien.nsf/all/mission
Members	Members::/A55AB4/lien.nsf/all/lienmbrs
Contact us	Contact us::/A55AB4/lien.nsf/all/contactus
Become a member	Become a member::/A55AB4/lien.nsf/joinus
LIEN resources	LIEN resources
LIEN reports	LIEN reports::/A55AB4/lien.nsf/all/reports
LIEN presentations	LIEN presentations::/A55AB4/lien.nsf/all/present
LIEN press releases	LIEN press releases::/A55AB4/lien.nsf/all/pressrel

[Save & Refresh](#) [Admin menu](#)

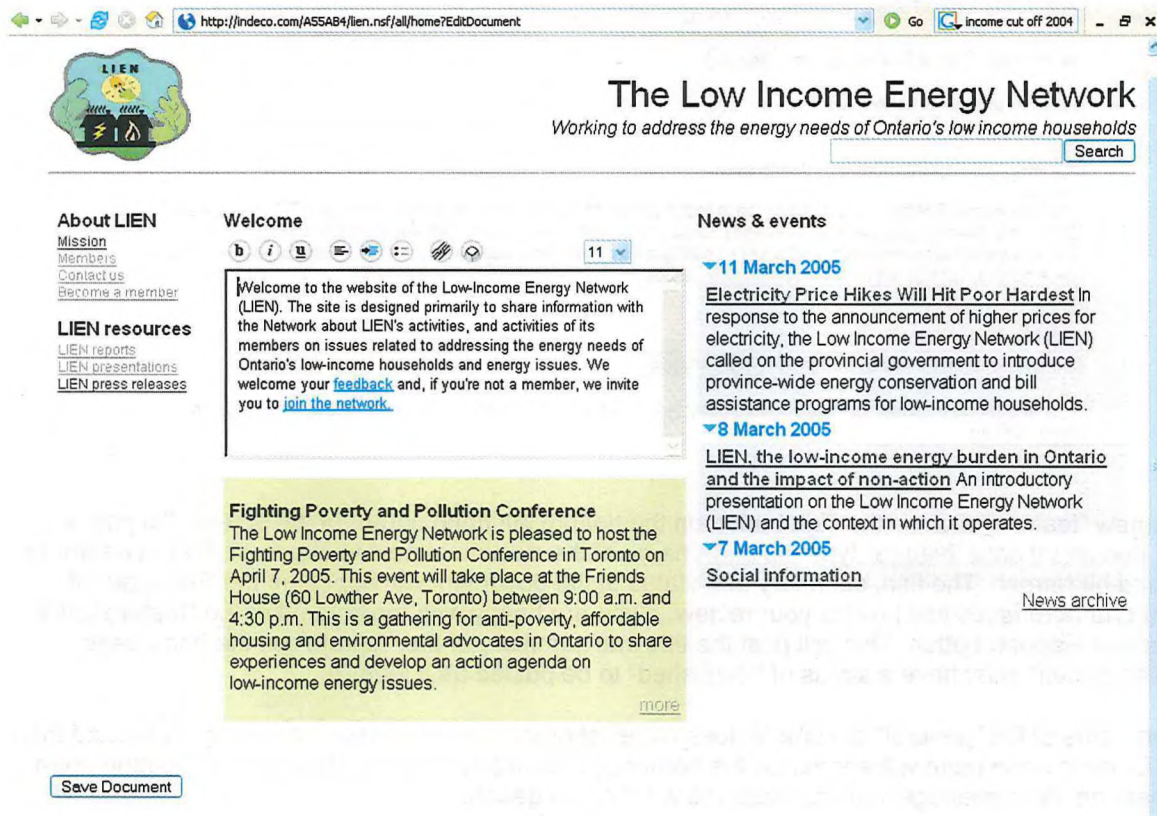
3.6 Editing welcome statement

The welcome statement welcomes visitors to the website and provides information about the purpose and content of the site.

The webmaster can edit the welcome statement. To edit the welcome statement click on LIEN home on the webmaster's administrators page. This will take you to the homepage. To edit click on the Edit Document button on the bottom left hand corner of the screen. This will open a rich text field to add the welcome statement.

In this field you can also create links to other websites or e-mail addresses. To create a link, select the text you want to open a link, then click on the link icon  and put the address (e.g. <http://toronto.ca>) in the Enter Link Address window. Press the green check  key to accept. To create a link to an e-mail address place the words mail to: in front of the e-mail address.

To save changes to the welcome statement press the Save Document button. This will return you to the webmaster's administration page.



The screenshot shows the LIEN website homepage. At the top, there is a navigation bar with the LIEN logo on the left and the title "The Low Income Energy Network" in the center, followed by the tagline "Working to address the energy needs of Ontario's low income households". A search bar is located to the right of the tagline. Below the navigation bar, the main content area is divided into three columns. The left column contains links for "About LIEN" (Mission, Members, Contact us, Become a member) and "LIEN resources" (LIEN reports, LIEN presentations, LIEN press releases). The middle column features a "Welcome" message with a rich text editor interface, including a toolbar and a text area. The right column displays "News & events" with a list of recent news items, each with a date and a brief description. At the bottom left, there is a "Save Document" button.

About LIEN
Mission
Members
Contact us
Become a member

LIEN resources
LIEN reports
LIEN presentations
LIEN press releases

Welcome

Welcome to the website of the Low-Income Energy Network (LIEN). The site is designed primarily to share information with the Network about LIEN's activities, and activities of its members on issues related to addressing the energy needs of Ontario's low-income households and energy issues. We welcome your [feedback](#) and, if you're not a member, we invite you to [join the network](#).

Fighting Poverty and Pollution Conference
The Low Income Energy Network is pleased to host the Fighting Poverty and Pollution Conference in Toronto on April 7, 2005. This event will take place at the Friends House (60 Lowther Ave, Toronto) between 9:00 a.m. and 4:30 p.m. This is a gathering for anti-poverty, affordable housing and environmental advocates in Ontario to share experiences and develop an action agenda on low-income energy issues.

News & events

▼ 11 March 2005
Electricity Price Hikes Will Hit Poor Hardest
In response to the announcement of higher prices for electricity, the Low Income Energy Network (LIEN) called on the provincial government to introduce province-wide energy conservation and bill assistance programs for low-income households.

▼ 8 March 2005
LIEN, the low-income energy burden in Ontario and the impact of non-action
An introductory presentation on the Low Income Energy Network (LIEN) and the context in which it operates.

▼ 7 March 2005
Social information

News archive

Save Document

3.7 Posting "feature" documents

The LIEN "feature" highlights the activities of a LIEN steering committee member or LIEN member. The "feature" document is posted on the homepage of the LIEN website.

Any "general" document that has the status of published can be posted as a "feature". The webmaster can post a "feature" document on the homepage by clicking on **Feature** on the webmaster administration page. This will take you to the **feature manager** shown in the screen shot below.

The screenshot shows a web browser window with the URL <http://www.lowincomeenergy.ca/455484/lien.nsf/LIENKeyz/feature>. The page header includes the LIEN logo and the text "The Low-Income Energy Network" with the tagline "Working to address the energy needs of Ontario's low-income households". A search bar is present on the right. The left sidebar contains links for "About LIEN" (Mission, Members, Contact us, Become a member) and "LIEN resources" (LIEN reports, LIEN presentations, LIEN press releases). The main content area is titled "Feature manager" and contains the following text: "This document manages the feature that appears on the main page. If the document you select does not exist or does not have a status of 'Published', then a default 'Coming soon' page appears." Below this is a form with the following fields: "Name of document to feature:" with the value "fightpov" and a "Refresh" button; "Summary of document characteristics:" with a text box containing the following text: "Title: Fighting Poverty and Pollution Conference", "Summary: The Low Income Energy Network is pleased to host the Fighting Poverty and Pollution Conference in Toronto on April 7, 2005. This event will take place at the Friends House (60 Lowther Ave, Toronto) between 9:00 a.m. and 4:30 p.m. This is a gathering for anti-poverty, affordable housing and environmental advocates in Ontario to share experiences and develop an action agenda on low-income energy issues.", "Status: Published"; and "Document that will be displayed:" with the value "fightpov" and a "Make It Happen" button. At the bottom, there is a note: "Note: You should probably not allow a feature document to be listed under the News & Events on the home page while it is being featured." and an "Edit" button.

To post a new "feature" click on the **Edit** button on the bottom left hand corner of the screen. To post a "general" document as a "feature" type the short name of the document next to **Name of the document to feature:** and hit refresh. The title, summary and status of the document will appear in the **Summary of document characteristics** text box for your review. If you are happy with the content of the "feature" click on the **Make It Happen** button. This will post the title and summary of the "feature" on the homepage. Note: the document must have a status of "Published" to be posted as a feature.

If the short name of the "general" document does not exist or the "general" document is not published then a default **Coming soon** page will appear on the homepage. Similarly, if you wish to have a **Coming soon** page appear on the homepage you can enter the word **comingsoon**.

The "feature" document should not be listed under the **News & events** on the homepage while it is being featured. To remove the document from the **News & events** select **no** under **News item?**.

Once you have posted the feature you can return to the LIEN webmaster administration page by clicking on **Admin** menu on the bottom of the page.

For more information on how to create a "general" document see *Section 3.4*, creating "general" documents. 

3.8 Editing views

There are two types of views listed on the webmaster administration page:

- All
- Keywords

The **All** view provides a list of all website documents. This view shows the short name and title of each document. The status of the document is indicated by the symbol before the title.

As described in *Section 1.5* the documents can be:

- draft 
- pending 
- locked 
- expired  or
- approved (no symbol)

To view or change the status of the document click on the short name of the document you wish to see.

Keywords are important words and categories used on the website. There are five (5) categories of keywords, only two (2) of these may be changed by the webmaster. These are:

- NotifyWM
- DocType

NotifyWM - is the e-mail address of the webmaster. This e-mail address is used to notify the webmaster when documents have been submitted for review. This e-mail address would only be changed if there is a new webmaster for the site.

DocType - is a list of document types that can be created. These document types are selected from a drop down menu in a "general" document. See *Section 3.4*, Creating "general" documents for details.

To change the document types click on any of the document types. This will take you to the **Keyword specification** page shown in the screen shot below. To edit press the **Edit document** button and then add the new document type to the **Keys list**: field. To remove a document type simply delete the keyword from the list. To save your changes press the **Save document** button.

Keyword specification

Keys type:	DocType
Keys list:	from home administration reports presentations press releases feature energy & poverty energy & housing energy & environment energy & income
Where is this keyword used	
Form:	
Field:	
Edit Document Delete Document	

3.9 Creating new types of document with views

The LIEN webmaster can create new "general" document types. These new document types can have organized within a view.

For example, you can create a new LIEN resource called *LIEN backgrounders*. To do this you click on new general page on the webmaster administration page.

You then complete the form, shown in the print screen below, as follows:

Document information to be entered

Your email: Your email address is used to uniquely identify you as the author of this document. Your email will not appear on the final document

Title:

Document type:

Brief summary:

Short name: (no spaces, used in the URL)

News item? ☒ Yes ☐ No (Should this document be listed under News & Events on the home page?)

As of (yyyy-mm-dd)

Body of document

Append a view

Type for view

Attach a document

To upload multiple files, press "Upload this file" after selecting each individual file.

This document is a Draft

Your e-mail - enter your e-mail address.

Title - the title of the document type. For this example, LIEN backgrounders.

Document type - select from home from the drop down menu.

Brief summary - add a brief description of the contents of the document.

Short name - create a short name for the view.

News item? - select no.

Edit mode - select the edit mode you prefer.

Body of the document - add any information you wish about the LIEN backgrounders.

Append a view - type ByTypeByDate

Type for view - enter the title of the document type. For this example, LIEN backgrounders.

Press **Submit for review** to submit the document ready for your approval. Once the document has been submitted this will return you to the webmaster administration page.

This document type should then be added to the navigator tool bar. To add this view to the navigator tool bar on the right hand side of each page see *Section 3.5* for details.

To add a view to this document type you must first add a new "general" document type. For example, add LIEN backgrounders to the list of document types. This is done by editing the website keywords.

To create a new document type click on **Keywords** on the webmaster administration page.

To change the document types click on any of the document types under the title **DocTypes**. This will take you to the **Keyword specification** page shown in the screen shot below. To edit press the **Edit document** button and then add the new document type to the **Keys list:** field. To save your changes press the **Save document** button. See *Section 3.8* for details.

Keys type:	Keys list:
DocType	from home administration reports presentations press releases energy & poverty energy & housing energy & environment energy & income

Where is this keyword used.

Form:	
Field:	

To add a view to the document type you would create a "general" document and select the document type you want from the **document type** drop down menu. For example, select LIEN backgrounder from the drop down menu. You then complete the "general" document as desired (see *Section 3.4* for details). Once this document is published the title of the document will be posted as a view in the document type selected.

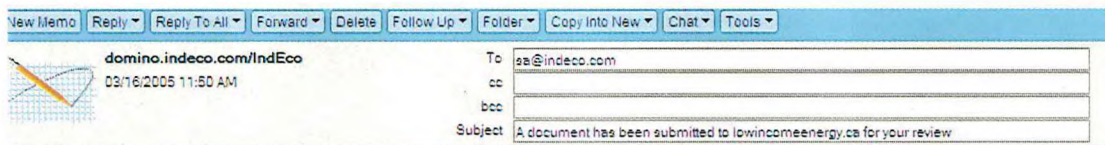
3.10 Approving documents

The webmaster must approve all documents for them to be published on the website.

When a document is submitted for approval you will receive an e-mail indicating that a document has been submitted similar to the message shown in the print screen below. To view the document click on the link in the e-mail.

You can then either:

- Publish the document
- Edit the document
- Revert the document to a draft so that the author can edit it
- Delete the document.



The screenshot shows an email client interface with a menu bar at the top containing: New Memo, Reply, Reply To All, Forward, Delete, Follow Up, Folder, Copy into New, Chat, and Tools. The email header information is as follows:

domino.indeco.com/IndEco	To	sa@indeco.com
03/16/2005 11:50 AM	cc	
	bcc	
	Subject	A document has been submitted to lowincomeenergy.ca for your review

A document has been submitted by Shona Adamson with the title: Background to energy and poverty. Please review the document and publish if this is appropriate.
Link to document: <http://lowincomeenergy.ca/all/bgeandp>

