

Administration manual

ProSecco Website

Client: University College Dublin

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1. INTRODUCTION

1.1. Objectives

This document aims to aid ProSecco website administrators to manage the website on a daily basis.

This is not a detailed document: it is assumed that the person that will be managing all aspects related to the website has hands-on experience with both server environments configuration and the Drupal platform.

1.2. Drupal

The website, by client's requirements, has been based and developed with Drupal, version 7.

1.3. Backoffice access

Access to the content management system may be done through the login button on the website, or directly at <http://prosecco-network.eu/user>.

2. INSTALLATION

2.1. Server requirements

The server where the website is to be installed must meet the Drupal 7 system requirements, as stated in the Drupal official documentation: <https://drupal.org/requirements>.

Just for the record, the website shipped has been developed and tested with the following server modules:

- Apache 2.2.22
- MySQL 5.5.24
- PHP 5.3.13 (with *rewrite_module* enabled)

Important: Enabling PHP's *rewrite_module* is necessary in order to install the website successfully.

2.2. Shipped package

The shipped package includes the full Drupal installation for the ProSecco website:

- Full file structure for a Drupal installation;
- Database dump file.
- Administration manual

The package includes all website content from the current website, updated as of December 8th.

2.3. Installation instructions

Before the installation begins, make sure that the server requirements are met.

The following steps assume that the current website is to be replaced by the new one.

Since a ProSecco website already exists and is publicly accessed, it is a good idea to enable a “Under maintenance” webpage to users during the installation process. This can be done by creating a simple HTML page, for instance *offline.html* with the intended message. Then, we can set that webpage to automatically respond at the website URL by adding this line to the website *.htaccess* file:

```
DirectoryIndex offline.html
```

We may now proceed with the website installation. Installation of the shipped package will be as follows:

1. Make a backup of the current website files and database. Although we won't be needing these backups, it is always a recommended practice;
2. Delete all website files from the current website folder;
3. Drop the existing website database;
4. Copy all the shipped files to the empty **website folder**;
5. Create a new MySQL database and import the database script **sssss**
6. Set the appropriate database credentials in the file */sites/default/settings.php* (replace red text):

```
$databases = array (  
  'default' =>  
    array (  
      'default' =>  
        array (  
          'database' => 'database_name',  
          'username' => 'database_user',  
          'password' => 'database_user_password',  
          'host' => 'localhost',  
          'port' => '',  
          'driver' => 'mysql',  
          'prefix' => '',  
        ),  
      ),  
    ),  
);
```

7. Access the website at <http://prosecco-network.eu/index.php>. If all the sections are working and you can login and operate the content manage backoffice (administrator credentials can be found on the user management section), then the website has been successfully installed.
8. Replace the .htaccess DirectoryIndex line to remove the “under maintenance” message and put the website publicly available:

```
DirectoryIndex index.php
```

At the end of these steps the website will be installed and operational.

[RECOMENDED] Alternatively, you may install the website as a new website on the server. This will allow having the current website online while the new one is installed and tested. At the end of the process, it would be a matter of changing what website responds to the official domain name (or similar configuration). In order to install the new website under this approach, one must follow the above steps beginning on step 4.

3. USER MANAGEMENT

This section will describe the three existing roles on the Drupal platform.

3.1. Administrator

The shipped website contains an administrator account with the following access data:

Login: prosecco

Password: Prosecco2013

3.2. Member

Although members exist in the shipped website, they don't have access data associated (the old website login data will no longer work on this new website, since the database was

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recreated). The administrator must manually assign a password to each member (they can always change this password later themselves). This is done by editing the member record on the *People* section.

Members may login to the website and contribute with content in some specific areas: blog, wiki and repository. This can be changed by the administrator, as well as other access permissions per role, at *People > Permissions*.

3.3. Anonymous user

This is the typical website user that will be able to access website information, but cannot contribute with any content. The anonymous user permissions can be fine-tuned at *People > Permissions*.

4. CONTENT MANAGEMENT

This section briefly describes the website section's content.

4.1. Frontpage

The front page displays the 4 more recent items within events, engagements and travel, ordered by date. Also, any other type of content that is promoted to the front page is eligible to be displayed here.

4.2. Goals

This section presents the single content of type *Basic Page* "[Why Is PROSECCO Needed?](#)".

4.3. Team

This page presents all users of role *Member* in a list type view.

4.4. ACC

This section presents the single content of type *Basic Page* "[Association for Computational Creativity](#)".

4.5. Field

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This section presents the single content of type *Basic Page* "Computational Creativity as a Topic and a Discipline".

4.6. Grants

This section presents the single content of type *Basic Page* "Grants for Community-building Events".

4.7. Calendar

This section presents calendar views containing events – all items of content type *Event*.

4.8. Travel

This section presents a list containing content items of type *Travel Mission*.

The "General conditions" text may be changed editing the footer of the *Travel Mission* view (Admin > Structure > Views > Travel Mission > Footer).

4.9. Advisors

This section presents the single content of type *Basic Page* "Advisory Board".

4.10. Engagements

This section presents a list of all content items of type *Engagement*.

4.11. Books

This section presents a list of all content items of type *Book*.

4.12. Resources

This section presents all the resources associated with content types *Event*, *Engagement* and *Travel Mission*, through the *Resources* field.

Also, displayed under the filter *Resource* is all the content specifically created as Resource (content type).

4.13. Web Services

This section presents the single content of type *Basic Page* "Web Services".

4.14. Repository

This section presents a list of all content items of type *Biblio*.

All the publications referred on the Prosecco website (<http://www.citeulike.org/group/18196/>) were already imported and correctly associated with the existing members.

Members are allowed to enter new publications, on the *Publications* tab on their profile page. Publications may be imported by specifying various formats (BibTex, RIS and Endnote XML).

Administrators have the ability to mass import publications and assigning them to members of the Prosecco website. Import mechanisms and a great number of options and settings are available at Configuration > Content Authoring > Biblio Settings.

4.15. Wiki

This section presents content items of type *Wiki Page*.

4.16. Blog

This section presents content items of type *Wiki Page*.

4.17. Newsletter

This section displays all the newsletters in the archive, allowing users to subscribe to the newsletter.

Newsletters are created by creating a content of type *Simplenews Newsletter* and sent through the *Newsletter* tab when editing the item.

Alternatively, a newsletter can be created based on an existing website content, in Content > Newsletter creation (tab).

The website administrator is urged to set the “From email” field of the newsletter – this is done editing the newsletter category: Configuration > Web Services > Newsletters > Prosecco newsletters (edit newsletter category).