Announcement Manager Manual

The Announcement Manager is the tool used to add, delete, and/or modify announcements found on the Public and Intranet home pages. There are other instances where the Announcement Manager is used for announcements on other organization web sites as well.

The Announcement Manager is used to perform the following functions:

1. Create an announcement
2. Delete an announcement
3. Modify an announcement
4. Reuse an old announcement

Additional Features:
1. The user can supply a start date and end date for announcement.
2. An announcement can be composed at any time but won’t be seen by web visitors until the predetermined start time arrives.

This manual is broken into five sections:

1. Signing on to the Announcement Manager
2. Tour of the Menu Options
3. Using the Announcement Manager
4. User Administration with the Announcement Manager [ADMIN ONLY]
5. Signing off of the Announcement Manager

Section 1: Signing on to the Announcement Manager

1. Type in the URL: http://www.usna.edu/Announcements
2. You will see the above screen.
3. Enter your NADN Username and Password
4. Click the “Log in” button
Section 2: Tour of the Menu Options

This screen shot contains the following sections:

1. The Current User is presented in dark blue.
2. The Preview Menu is so that you may preview what announcements will appear like in the announcements section of the web pages.
3. Applications Menu shows the list of functions that you can perform. The current function is highlighted.
4. Announcements List is the announcements that are currently visible on the designated servers.

Current User:
In the displayed example, C David Dent is shown. The Department Code is shown after the user’s name. Admin users will show [master] after their name.

Preview Menu.
If you click the [Show] link the preview pane will appear.
1. The [hide] link will make the pane disappear.
2. The Intranet/Public selector will show which menu is currently being displayed in GREEN. Clicking the other option will switch to that preview. (In the example to the right the Public announcements are being shown).
3. NOTE: There may be some coloration or type differences between what is displayed and what actually appears on the site. The object is to give you a general idea of how your announcement will appear.

Application Menu
The following functions are available to all users:
1. “View Current”: This displays a list of the announcements that are currently visible on the designated servers.
2. “View Queued”: These are announcements that have been created but won’t be shown until the user supplied start date is reached.
3. “View Old”: This is a list of older announcements that have expired and the user has not deleted them from the system. The advantage of this feature is that reoccurring announcements can be used over and over again. For example, Commissioning Week or Army-Navy Week information is posted on an annual basis. There is no need to recreate the announcement – just change the information page and the start/end dates.

4. “Add New”: This option will open a page for creating a new announcement (see below).

5. “User Admin”: This option only appears for MASTER users (see below)


7. “Log Out”: This will log out the current user and return you to the login screen.

Announcements List
The list of announcements shows an EDIT link, Department (DEPT) Code, Start Date, End Date, Priority CODE, INTranet, PUBlic, and the text of the announcement. Clicking the EDIT link will take you to the edit page for that announcement.

Section 3: Creating and Editing Announcements

MASTER accounts will have a drop-down menu to select a DEPT code that appears here.

Editing and creating Announcements is performed identically. When Editing records, the information is pre-filled for you.

The following Steps are REQUIRED:
1. Write your announcement. The Text field will accept input of any length, but try to keep these general rules in mind.
   a. Too much text is hard to read.
   b. Separate items of import with breaks <BR> or place them inside paragraph <P> tags.
   c. Use <B> BOLD and <I> Italic tags for emphasis.
   d. Use <CENTER> tags sparingly.
   e. One line of text is only about 30 characters wide. Try to keep word-length manageable.
2. Check ONE or BOTH of the Intranet and Public checkboxes.
3. Choose a date that the announcement will begin to appear.
4. Choose a date that the announcement will expire and cease to appear.

NOTE The date you choose is the LAST day that the announcement will appear and not the date that it disappears.

These Steps are Optional:
1. If you wish to link to a document or URL that provides more information put a URL to that document here. Only local (usna.edu) URLs can be directly linked. All others must use the good-bye.pl script. The good-bye.pl script will be added automatically (if it isn't there already).
   a. If you put **www.blahblah.com** that site will be linked through the good-bye.pl script.
   b. If you don’t put http:// in front of a URL it will be added.
   c. If you start your URL with ../path/to/document or /path/to/document then the announcement manager will assume you mean relative to where the announcement will appear and won’t correct it.
   d. **IMPORTANT NOTE!** If you place relative links in Public (www) links then they will be broken if anyone clicks them from a Feed Reader.

2. **HIGH PRIORITY** links are sorted to the top of the announcements when they are displayed on the page.

When you click “Submit” your announcement is “checked” for accuracy before it is saved. Errors will be shown above the form.

**Example:**

```
Please correct these errors before submitting form.

- You need to provide some text for the announcement.
- You Must Check at least one of Intranet or Extranet
- You need to provide a date for the announcement to end.
```

If you click “Reset” the form will be cleared and none of your changes will be saved. You will be returned to the View Current Page and given a message to indicate if your action was successful.
## Current Announcements: 3

<table>
<thead>
<tr>
<th>#</th>
<th>DEPT</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CODE</th>
<th>INT</th>
<th>PUB</th>
<th>TEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PAO</td>
<td>2011-01-01</td>
<td>2011-12-28</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Testing to see if I can put a paragraph break in an announcement. This should be line 2. This line should be bolded and underlined and numbered.</td>
</tr>
<tr>
<td>2</td>
<td>PAO</td>
<td>2005-11-28</td>
<td>2012-12-25</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>NAVY VS ARMY HISTORICAL INFORMATION - Should see this announcement on both servers - and modified on 04 May 2011 Read More</td>
</tr>
</tbody>
</table>
Section 3: Deleting Announcements

When editing records, you have the option to **Delete** a record. When you press the Delete button you are given a confirmation message:

![You are about to delete a record!](image)

EDIT ANNOUNCEMENT

When you delete a record you are returned to the View Current Page and given a message to indicate if your action was successful:

![Record successfully deleted.](image)

Section 4: Re-Using Announcements

There are times that you want to keep old announcements and use them again; it’s easier to modify an existing announcement rather than recreate it. This is especially handy with announcements or events that occur regularly – Commissioning Week, Army-Navy Game, or Hazardous Weather Warning to name a few.

1. Click **View Old** on the Application Menu
2. Click the **EDIT** link for the item you wish to re-use.
3. Change the Start Date and End Date on the Edit Page and **Save** the announcement.
Section 5: User Management

This is a feature only available to MASTER users. Currently this is limited to Web Development. It is accessed through the User Admin option on the Application menu.

In the list of users you will see Full Name, Username, Department, and Administrative Actions.

Adding a User
1. Fill all the blanks on the top row of the list.
2. Press Add.
3. You can cancel this action and clear the form by pressing Clear before Add.

Edit a User
1. Click the EDIT link for the name you wish to edit.
2. A form will appear above the list.
3. Make any changes you wish to perform.
   **NOTE:** You cannot change the username for any user.
4. Press Submit to save your changes or Cancel to discard them.
5. Changes will be confirmed. Press OK.
Delete a User

1. Click the DEL link for the user.
2. A confirmation will appear above the list.
3. Press Abort to cancel the action or Confirm Delete to complete the deletion.
4. Your action will be confirmed. Press OK.

Section 6: Signing off the Announcement Manager

Be sure to exit out of the Announcement Manager; we don’t want other people hijacking this valuable resource and posting announcements for the world to see.

1. Use the Log Out option in the Application Menu.
2. Click it to Exit.

You will be returned to the Login page for the Announcements manager Application.