

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

The screenshot shows the top navigation bar with links for 'Calendars', 'A-Z Index', and a search box for 'USNA'. Below this is the header for the 'UNITED STATES NAVAL ACADEMY Announcements Manager' with the USNA crest. A left sidebar menu includes options like 'View Current', 'View Queued', 'View Old', 'Add New', 'Announcements Help', 'Log Out', 'Announcements Home', 'Public Affairs Home', and 'USNA Home'. The main content area is titled 'USNA Web Authentication' and contains a message: 'This is a new system. Use your NOVELL login instead of any app-specific login you may have been issued for this web application.' Below the message is a login form with fields for 'Username:' and 'Password:', and a 'Log in' button.

USNA PAO Announcements Manager • United States Naval Academy
Site maintained by: [Chris Buck](#) • 410-293-1489 • Page updated: Jan 10, 2011

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

The screenshot shows the USNA Announcements Manager interface. Callouts point to the following elements:

- 1) Current User:** Points to the user information 'C. David Dent [master]' in the top left navigation bar.
- 2) Preview Menu:** Points to the 'Preview [show]' button above the table.
- 3) Application Menu:** Points to the left-hand navigation menu containing options like 'View Current', 'View Queued', 'View Old', 'Add New', 'User Admin', 'Announcements Help', 'Log Out', 'Announcements Home', 'Public Affairs Home', and 'USNA Home'.
- 4) Announcements List and count:** Points to the table header 'Current Announcements: 4'.

*	DEPT	START DATE	END DATE	CODE	INT	PUB	TEXT
EDIT	PAO	2011-07-05	2011-07-14	HIGH	Y	Y	Test Announcement Read More
EDIT	PAO	2011-01-05	2012-01-05			Y	USNA Webmail, Blackboard, VPN & Other Web Applications - Solution for Access Read More
EDIT	PAO	2011-01-01	2011-12-25		Y		Testing to see if I can put a paragraph break in an announcement This should be line 2. This line should be bolded and <u>underlined</u> and <i>italicized</i> .
EDIT	PAO	2005-11-28	2012-12-25		Y	Y	NAVY VS ARMY HISTORICAL INFORMATION - Should see this announcement on both servers - and modified on 04 May 2011 Read More

USNA PAO Announcements Manager • United States Naval Academy
Site Maintained by [Chris Buck](#) • 410-293-1489

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.

The preview pane shows a dropdown menu with 'PAO' selected. Below it are two buttons: 'Intranet' and 'Public' (highlighted in green). Underneath is an 'Announcements' header with a RSS icon. The main content area displays a preview of an announcement with the following text:

Jul 05, 2011 **HIGH PRIORITY**
Test Announcement [Read More](#)

Jan 05, 2011
USNA Webmail, Blackboard, SSL VPN & Other Web Applications - Solution for Access Problems [Read More](#)

Nov 28, 2005
NAVY VS ARMY HISTORICAL INFORMATION - Should see this announcement on both servers - and modified on 04 May 2011 [Read More](#)

aval Academy
89

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)
6. **“Announcements Help”**: Opens this document in a new window.
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

The screenshot shows the 'SUBMIT NEW ANNOUNCEMENT' page. On the left is a navigation menu with options like 'View Current', 'View Queued', 'View Old', 'Add New', 'Announcements Help', 'Log Out', 'Announcements Home', 'Public Affairs Home', and 'USNA Home'. The main form area contains a text input field with a red 'DEPT' dropdown menu. Below the text field are checkboxes for 'Intranet?' and 'Public (WWW)?', and date pickers for 'Start Date' (set to 2011-06-10) and 'End Date'. An 'Optional Information' section includes a 'URL link' field and a 'HIGH PRIORITY' checkbox. At the bottom are 'Submit', 'Reset', and 'Delete' buttons. A callout box points to the 'DEPT' dropdown menu with the text: '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
 or place them inside paragraph <P> tags.
 - c. Use 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 this 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:

USNA NAVAL ACADEMY

Announcements Manager



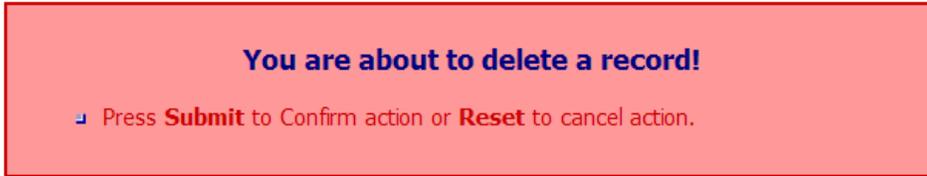
Record updated successfully.

Current Announcements: 3

*	DEPT	START DATE	END DATE	CODE	INT	PUB	TEXT
EDIT	PAO	2011-01-05	2012-01-05			Y	USNA Webmail, Blackboard, SSL VPN & Other Web Applications - Solution for Access Problems Read More
EDIT	PAO	2011-01-01	2011-12-25		Y		Testing to see if I can put a paragraph break in an announcement This should be line 2. This line should be bolded and <u>underlined</u> and <i>italicized</i> .
EDIT	PAO	2005-11-28	2012-12-25		Y	Y	NAVY VS ARMY HISTORICAL INFORMATION - Should see this announcement on both servers - and modified on 04 May 2011 Read More

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:



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:

Calendars A-Z Index Search USNA GO

UNITED STATES NAVAL ACADEMY
Announcements Manager

C. David Dent [PAO]

- ▶ View Current
- View Queued
- View Old
- Add New
- Announcements Help
- Log Out

- Announcements Home
- Public Affairs Home
- USNA Home

Record successfully deleted.

Current Announcements: 3

*	DEPT	START DATE	END DATE	CODE	INT	PUB	TEXT
EDIT	PAO	2011-01-05	2012-01-05			Y	USNA Webmail, Blackboard, SSL VPN & Other Web Applications - Solution for Access Problems Read More
EDIT	PAO	2011-01-01	2011-12-25		Y		Testing to see if I can put a paragraph break in an announcement This should be line 2. This line should be bolded and <u>underlined</u> and <i>italicized</i> .
EDIT	PAO	2005-11-28	2012-12-25		Y	Y	NAVY VS ARMY HISTORICAL INFORMATION - Should see this announcement on both servers - and modified on 04 May 2011 Read More

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.

Calendars A-Z

UNITED STATES NAVAL ACADEMY
Announcements Manager

C. David Dent [PAO]

- View Current
- View Queued
- ▶ View Old
- Add New
- Announcements Help
- Log Out

- Announcements Home
- Public Affairs Home
- USNA Home

Record successfully deleted.

Expired Announcements: 8

*	DEPT	START DATE	END DATE	CODE	INT	PUB	TEXT
EDIT	PAO	2011-03-10	2011-05-28	HIGH	Y	Y	Commission
EDIT	PAO	2008-02-08	2008-05-23	HIGH	Y	Y	Commission Read More
EDIT	PAO	2007-11-21	2007-12-30	HIGH	Y	Y	NAVAL AC RHODES Sr
EDIT	PAO	2007-10-30	2007-12-15	HIGH	N	Y	Attention Hi Seminar infc
EDIT	PAO	2007-03-07	2007-03-31	HIGH	Y		DoD/DoN IT all networke More
EDIT	PAO	2011-03-15	2011-04-17		Y	Y	Made up an
EDIT	PAO	2007-10-16	2007-10-23			Y	USNA Annc Lecture & Ce
EDIT	PAO	2007-05-22	2007-05-26		Y	Y	Live TV and

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*.

Full Name	Username	Department	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear"/>
Thomas Johnson (NAPS)	tjohnson	NAPS	EDIT DEL
Kimi Kann	kimi	web	EDIT DEL
Mike Moriarty	mikem	master	EDIT DEL
Leo Mehalic	leom	PAO	EDIT DEL
LT Tracey Moys	inspect	IG	EDIT DEL
Tom Hogan	thogan	NAPS	EDIT DEL
International Programs Office	iprogr	I PROG	EDIT DEL
Center for Middle East and Islamic Studies	cmeis	CMEIS	EDIT DEL
Plebe Sponsor Program	sponweb	SPONWEB	EDIT DEL
Commandant Office	webdant	DANT	EDIT DEL
Physical Education Department	peweb	PEDEPT	EDIT DEL
Intramural Sports	imsports	IMSPORTS	EDIT DEL
Electrical & Computer Engineering	eeeweb	ECE	EDIT DEL
Blue Ed. Medicine Office	medicin	MEDICINE	EDIT DEL

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.

Full Name
Department

Make changes for user "mckee". to confirm or to abort.

Full Name	Username	Department	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear"/>
Thomas Johnson (NAPS)	tjohnson	NAPS	EDIT DEL
Kimi Kann	kimi	web	EDIT DEL
Mike Moriarty	mikem	master	EDIT DEL
Leo Mehalic	leom	PAO	EDIT DEL
LT Tracey Moys	inspect	IG	EDIT DEL
Tom Hogan	thogan	NAPS	EDIT DEL
International Programs Office	iprogr	I PROG	EDIT DEL
Center for Middle East and Islamic Studies	cmeis	CMEIS	EDIT DEL
Plebe Sponsor Program	sponweb	SPONWEB	EDIT DEL
Commandant Office	webdant	DANT	EDIT DEL
Physical Education Department	peweb	PEDEPT	EDIT DEL
Intramural Sports	imsports	IMSPORTS	EDIT DEL
Electrical & Computer Engineering	eeeweb	ECE	EDIT DEL
Blue Ed. Medicine Office	medicin	MEDICINE	EDIT DEL

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.

User "mckee" has been successfully changed.

Delete a User

1. Click the DEL link for the user.
2. A confirmation will appear above the list.

You are about to delete user "tomhogan". Please confirm.

Full Name	Username	Department	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Clear"/>
Thomas Johnson (NAPS)	tjohnson	NAPS	EDIT DEL
Kimi Kann	kimi	web	EDIT DEL
Mike Moriarty	mikem	master	EDIT DEL

3. Press **Abort** to cancel the action or **Confirm Delete** to complete the deletion.
4. Your action will be confirmed. Press OK.

User tomhogan has been successfully deleted.

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.

Calendars A-Z

UNITED STATES NAVAL ACADEMY

Announcement Manager

C. David Dent [PAO]

- View Current
- View Queued
- View Old
- Add New
- Announcements Help
- Log Out
- Announcements Home
- Public Affairs Home
- USNA Home

Expired Announcements: 8

*	DEPT	START DATE	END DATE	CODE	INT	PUB	TEXT
EDIT	PAO	2011-03-10	2011-05-28	HIGH	Y	Y	Commission
EDIT	PAO	2008-02-08	2008-05-23	HIGH	Y	Y	Commission Read More
EDIT	PAO	2007-11-21	2007-12-30	HIGH	Y	Y	NAVAL AC. RHODES SI
EDIT	PAO	2007-10-30	2007-12-15	HIGH	N	Y	Attention Hs Seminar infc
EDIT	PAO	2007-03-07	2007-03-31	HIGH	Y		DoD/DoN IT all network More
EDIT	PAO	2011-03-15	2011-04-17		Y	Y	Made up an
EDIT	PAO	2007-10-16	2007-10-23		Y		USNA Annc Lecture & G
EDIT	PAO	2007-05-22	2007-05-26		Y	Y	Live TV and

Log Out