

Engineering Intranet Guide

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<http://engineering.purdue.edu/Intranet>

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1. WHAT IS THE ENGINEERING INTRANET?

The Engineering Intranet is a tool designed to simplify the process of posting, editing, and restricting access, to information on the web.

The intranet is intended for information which is internal to the operation of a department or school. While, information posted on the Intranet can be publically available, it is not intended for sharing information with external audiences (Students, Alumni, and Corporate Partners).

Information suited for the Intranet includes:

- Internal policies
- Safety training
- Committee Agendas and Minutes
- Operational documents from administrative offices
- Faculty search documents

2. WHO CAN ACCESS THE ENGINEERING INTRANET?

By default, content posted on the Engineering Intranet is publicly available. Most information is intended for internal use. However, it may provide value to specific external audiences. For example, parental leave policies are of interest to potential faculty and staff.

If information should not be publicly available, it can be further restricted to specific groups of people at Purdue.

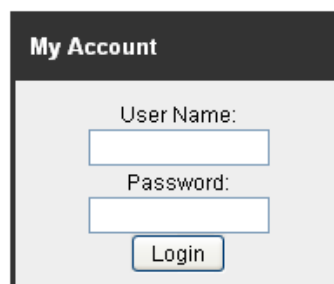
3. INTRANET DEMO

To access the Engineering Intranet open a web browser (Internet Explorer, Firefox, Safari, etc.) and browse to:

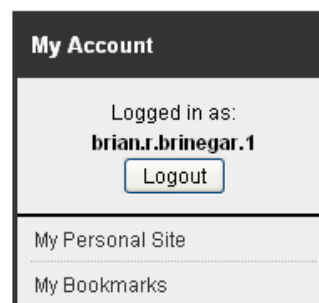
<http://engineering.purdue.edu/Intranet>

4. LOGGING IN

As an Intranet site owner you will first need to log in using your Purdue Career Account. Enter your Purdue User Name and Password in the “My Account” box and click “Login”.



The screenshot shows a dark header with the text "My Account". Below the header, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Login" button.



The screenshot shows a dark header with the text "My Account". Below the header, it says "Logged in as:" followed by the username "brian.r.brinegar.1" in bold. Below the username is a "Logout" button. Below a horizontal line, there are two links: "My Personal Site" and "My Bookmarks".

5. INTRODUCTION TO BASIC COMPONENTS

The intranet provides a collection of several basic components which work together to help you share information. The basic component (or object types) are listed below.

FOLDER

A “Folder” is the core of the Intranet. Folders provide the following functions:

- Groups other components into a logical structure
- Controls access to the information they contain
- Defines a layout to help visitors browse your information

HTML DOCUMENT

An “HTML Document” is a basic web page document. Most document formats (MS Word, Excel, and PDF) require the viewer to open the document in another application. HTML Documents are viewed directly in a web browser. HTML Documents should be used wherever possible as they provide quick and universal access to your information.

IMAGE

An “Image” is a graphical file such as a photograph, drawing, or chart. Computer documents created with a digital camera or graphical editing program should be added to the Intranet as an Image object. Supported formats include: .JPG, .PNG, and .GIF

FILE

A “File” is a component for storing information not suitable to create as an HTML Document or Image. Any type of file created on your computer can be placed on the Intranet as a File. Supported formats include: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, etc.

LINK

A “Link” is a component for storing a reference to another web site. Often, it is useful to include links to information located outside of the Engineering Intranet. A link component allows you to store this reference in the same way you would for any other information on the Intranet.

6. CREATING AN INTRANET SITE

Before you can post information on the Engineering Intranet for an official use you will need to create a site. There are two types of sites which exist on the Intranet:

- **People Sites** – A sites belonging to an individual and intended for personal use
- **Group sites** – A site associated with a Purdue business unit for official university use

CREATING A PEOPLE SITE

Creating a personal “People Site” is easy.

1. Login (see Logging In above)
2. Click on “Create My Personal Site” in the “My Account” box
3. This will walk you through creating your very own personal site

CREATING A GROUP SITE

If you would like a site for your group (School, Department, Committee, etc) send a request in e-mail to:

webmaster@ecn.purdue.edu

Note, several groups within Engineering already have Intranet sites. If a site already exists for your group you do not need to request a new one.

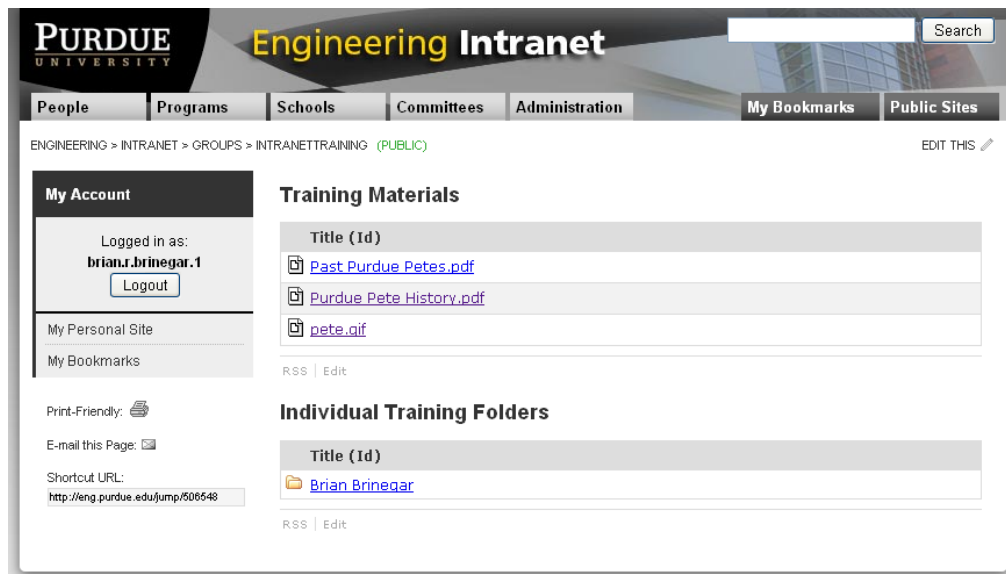
7. ACCESSING THE TRAINING AREA

Access the training area by browsing to:

<http://engineering.purdue.edu/Intranet/IntranetTraining>

Download the training materials:

1. Right click on the file name and select “Save Link As..”
2. Save the file on your **desktop**
3. Repeat this process for each of the files under “Training Materials”



The screenshot shows the Purdue University Engineering Intranet interface. At the top, there is a search bar and navigation tabs for People, Programs, Schools, Committees, Administration, My Bookmarks, and Public Sites. The breadcrumb trail reads: ENGINEERING > INTRANET > GROUPS > INTRANETTRAINING (PUBLIC). The page is divided into two main sections: "My Account" and "Training Materials".

My Account section includes:

- Logged in as: **brian.j.brinegar.1** with a Logout button.
- My Personal Site
- My Bookmarks
- Print-Friendly: [icon]
- E-mail this Page: [icon]
- Shortcut URL: <http://eng.purdue.edu/jump/508648>

Training Materials section includes a table with the following items:

Title (Id)
Past Purdue Petes.pdf
Purdue Pete History.pdf
pete.gif

Below the table are links for RSS and Edit.

Individual Training Folders section includes a table with the following item:

Title (Id)
Brian Brinegar

Below the table are links for RSS and Edit.

If you are working through this guide on your own you should follow the instructions for “Creating a People Site” above and continue from within your personal site.

8. ENTERING “EDIT MODE”

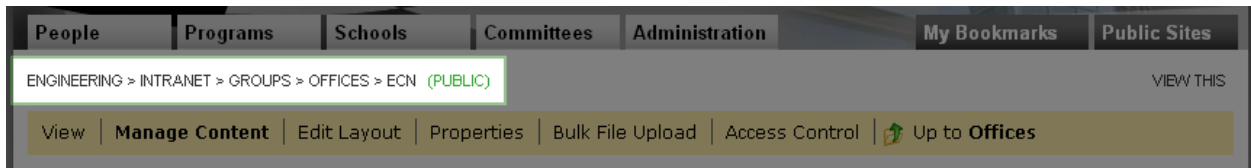
The text, “EDIT THIS” will appear in the upper right of any page you have permission to change. Click on “EDIT THIS” to view the administrative view for the current component.

Once in edit mode, “EDIT THIS” will change to “VIEW THIS”. You can exit edit mode at any time by clicking “VIEW THIS”.

9. OVERVIEW OF “EDIT MODE”

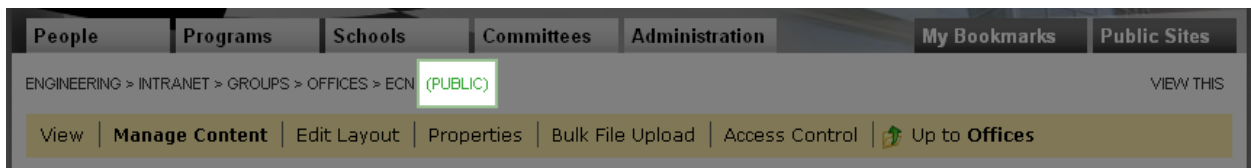
BREADCRUMBS

Breadcrumbs show your current location within the Intranet. Clicking on an item in the breadcrumbs jumps you to the administrative screen for that folder or document.



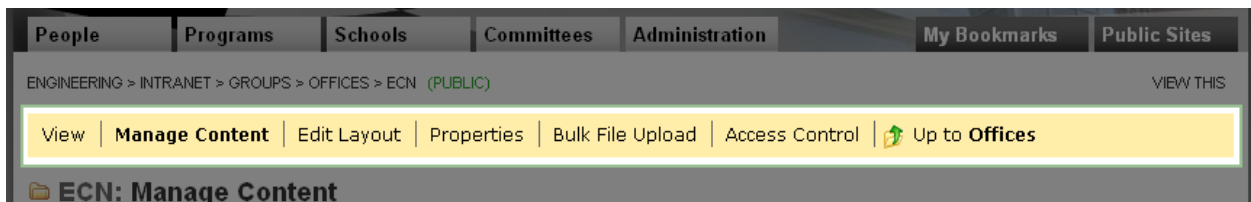
ACCESS IDENTIFIER

The access identifier displays a summary of the access control settings for the current page. When the access identifier is green and reads “Public” everyone is able to view the current section. An access identifier that is red and reads “Restricted” is only available to those defined in that sections access controls.



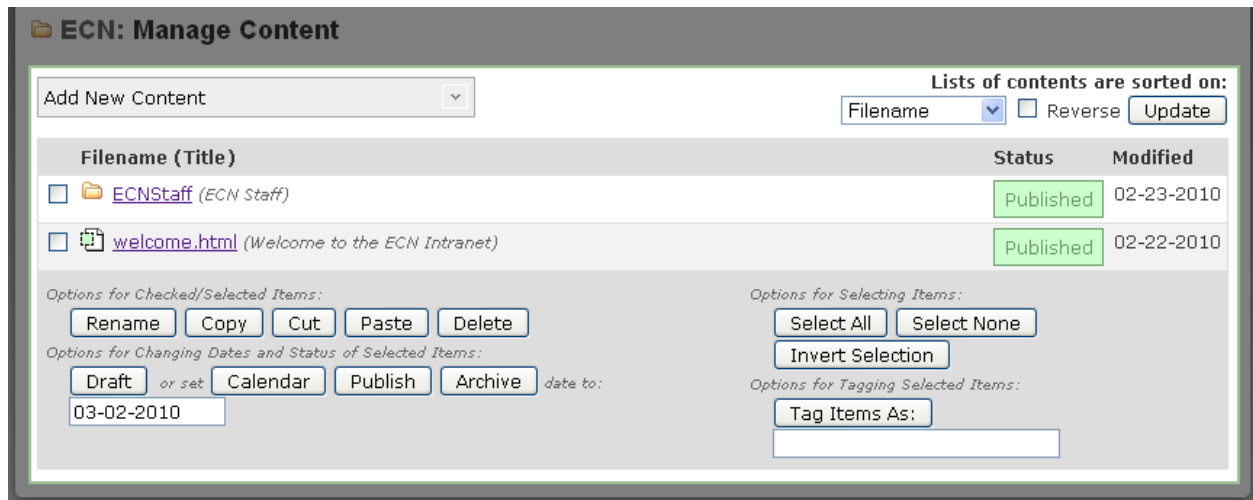
OPTIONS BAR

The options bar provides links to each of the admin screens for the current folder or document you are editing. The active admin screen is displayed in bold. Click on the links to view different options for the current folder or document. The options within the options bar vary depending on the type of item you are editing.



WORKSPACE

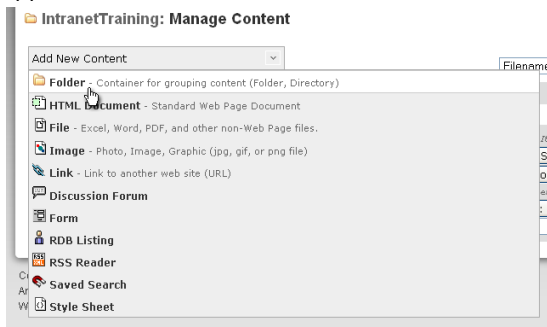
The workspace displays the options for the active administrative screen. These options vary greatly depending on the type of item you are editing and the active admin screen.



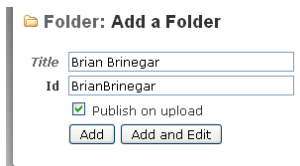
9. ADDING A FOLDER

If you are following this tutorial you are viewing the administrative interface for your personal site or the “Intranet Training” folder. From this screen use the following steps to create folder with your name for training purposes:

1. Move your mouse over the “Add New Content” drop down area. A list of available components will appear.



2. Click on “Folder” to load the “Add a Folder” screen
3. Under “Title” enter your name, as you type an Id will be generated automatically. The Id will be used in the URL for this folder.



4. Click “Add” to create your new folder. You will return to the administrative screen for the “Intranet Training” folder. Your newly created folder should be listed. Practice browsing between your folder and the “Intranet Training” folder by clicking on the folder name and using the “Breadcrumbs” mentioned above.

10. ADD AN IMAGE

Next, we will create an image component. The process is very similar to the Folder we created in Step 9.

1. Move your mouse over the “Add New Content” drop down area. A list of available components will appear.
2. Click on “Image” to load the “Add an Image” screen
3. Under “Title” enter a name for your image, in this case type “**Purdue Pete**”
4. Click the “Browse” button in the “Image to Upload” field and select the **pete.gif** file which should be located on your desktop.
5. Click “Add” to create the Image. Now, try browsing to the image by clicking on the image name.


View | Edit | Up to BrianBrinegar

pete.gif: Edit Image

Image 1 of 1

Image Title

Current Image



Upload Image

Uploading a new Image will replace the existing image

Description


11. ADD AN HTML DOCUMENT

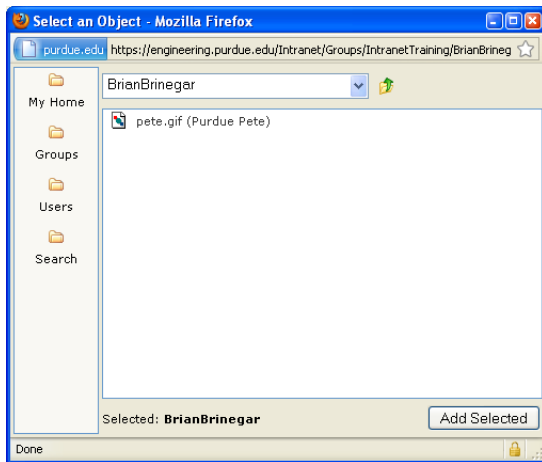
Again, similarly to an image we will now create an HTML Document.

1. Move your mouse over the “Add New Content” drop down area. A list of available components will appear.
2. Click on “HTML Document” to load the “Add an HTML Document” screen
3. Under “Title” enter a name for your document, in this case “**About Purdue Pete**” an Id will be automatically generated.
4. Click “Add” to create your HTML Document

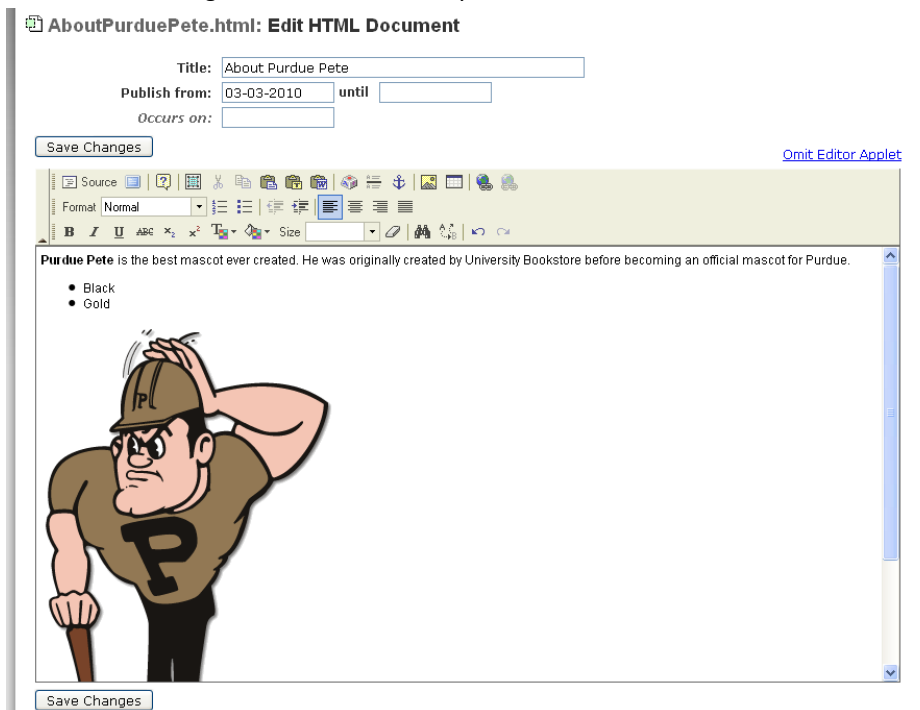
12. EDITING YOUR HTML DOCUMENT

An HTML Document is a web page, before it is a useful web page we need to put some information on the page. Use the following steps to edit your HTML Document:

1. Click on the name of your HTML Document, the “Edit HTML Document” screen will appear.
2. Use the editor to type some information about Purdue Pete
3. Click the “Image” icon  to insert an image into this document, the “Image Properties” box will appear
4. Click “Browse Server” to view the available images, the “Select an Object” box will appear



5. Click on “**pete.gif**” (The image we uploaded in Step 10)
6. Click “Add Selected”, you will return to the “Image Properties” box, here you can adjust some aspects of the image such as size and alignment
7. Click “Ok”, the image will be inserted into your document



8. Click “Save Changes” at the bottom of the document
9. Use the “Breadcrumbs” to return to your folder (Click your name)

13. VIEW YOUR FOLDER

Take some time to view your folder and the documents you have created up to this point. Remember, you can toggle between “Edit Mode” and the viewer mode using the “EDIT THIS” and “VIEW THIS” links in the upper right corner.

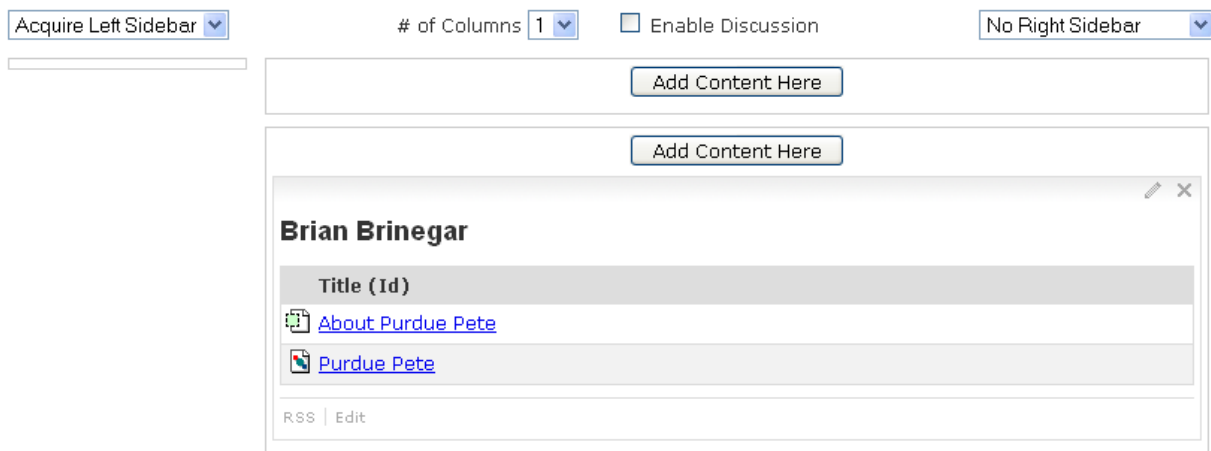
14. ADDING MORE CONTENT

Next we will create a new folder and upload a few files.

1. Create a folder called “**Documents**” (Refer to Step 9 if you need help)
2. Try uploading the “**Past Purdue Petes.pdf**” and “**Purdue Pete History.pdf**” documents as Files inside of the Documents folder.
3. Try creating a Link component within your Documents folder use “**Purdue University**” as the title and “**http://www.purdue.edu/**” as the URL

15. CHANGING THE FOLDER LAYOUT

The “Edit” administrative screen defines what a user sees when viewing a folder. The layout a user sees is divided into four or more sections, the left sidebar, header, body, and right sidebar. The body portion can be subdivided into up to four columns. Each section can be filled with blocks of content. The default appearance for a folder is one block in the body which lists the contents of the folder.



ADDING CONTENT

A new block can be added to any section of the layout by clicking the “Add Content Here” button within any section of the layout launches the “Select an Object” dialog. From here you can browse the content of the Intranet to find the item you would like to add to your layout.

1. Click “Add Content Here”
2. Use the “Select an Object” window to select the “**About Purdue Pete**” HTML document created in Step 11
3. Use the “Select an Object” window to select the “**Documents**” folder created in Step 14

At this point your page might look something like this:

This screen lets you **change what visitors** see when they view the **Brian Brinegar Folder**. By default, visitors see a listing of the folders content. However, any content (Documents, Images, even other Folders) may be added to the folders layout.


- **Add Content** by clicking the *Add Content Here* buttons
- **Move Content** by clicking and dragging the top of the desired box to a new location
- **Remove Content** by clicking the small ✕ in the upper right of a box
- **Customize Appearance** by clicking the ✎ icon in the upper right of a box

Acquire Left Sidebar ▾ # of Columns 1 ▾ Enable Discussion Custom Right Sidebar ▾

Add Content Here

About Purdue Pete

Purdue Pete is the best mascot ever created. He was originally created by University Bookstore before becoming an official mascot for Purdue.





- Black
- Gold

Edit

Add Content Here


Documents

Title (Id)
 Past Purdue Petes.pdf
 Purdue Pete History.pdf
 Purdue University

RSS | Edit


CHANGING HOW A BLOCK LOOKS

The content contained in each block can be displayed in multiple ways. To change the way a block appears on the layout use the following steps:

1. Click on the small pencil icon  in the gray bar at the top of the block
2. The “Display Settings” dialog will appear:

Display this item as a...

- List Folder Contents in a Table**
Display the items in this folder in a table similar to the folder contents listing listing. You can include meta data such as filename, type, size, etc. by changing the display settings below.
- User Friendly Listing of Links**
Display the items in this folder in a list. You may include thumbnails, descriptions, and calendar dates by changing the display settings below.
- Photo Gallery with Thumbnails**
Display the items in this folder as thumbnails. Ideal for folders of images. You may include titles, filenames, and calendar dates with each thumbnail by changing the display settings below.
- Calendar**
Display the items in this folder as a small calendar. Items will appear on their corresponding calendar date. By default the current day is selected. If this display option is selected items within the folder should be assigned calendar dates.
- Event List**
Display the items in this folder with future calendar dates. (e.g. Upcoming Events) Items are grouped by day, week, or month. If this display option is selected items within the folder should be assigned calendar dates.
- Hide Content on Page**
Show only the title of this box



3. Select the desired way of displaying the content in this block (Note, the options will vary based on the type of content contained within a block. The image above shows the display options for a Folder)
4. Scroll down to make additional changes to the Display Settings. These options let you control the title of the block, the number of items shown, etc.

Display Settings

Title:

Title Display: Large Medium Small None

Show Thumbnail

Show Description

Show Link to Archives

Show Title as Link

Show Item Thumbnails

Show Item Descriptions

Show Item Dates

Group By

Day


Week

Month

Number of Groups to Display (0 = All)

5. Click “Save Changes”
6. The “Edit Layout” screen will reload with the new changes in effect.

REMOVING A BLOCK

A block can be removed from the appearance of a folder at any time by clicking the  icon in the upper right corner of the box.

16. ACCESS CONTROL

Access control refers to settings which determine who can view and edit information on your Intranet site. Within the Intranet access control is performed on a folder level. This means that access controls apply to everything within a folder.

There are two types of access you can grant to people who are viewing a Folder: Viewer or Administrator.

- **Viewers** are able to view content within the folder
- **Administrators** can view and edit (make changes) to the content within the folder

The Access Control administrative screen is accessed by clicking “Access Control” in the Options Bar

ecn.zope.service: Access Control

Folder Content is Public

Viewers

Viewers are able to **view** the content within this folder.

Local Viewers

No Local Viewers Exist

Acquired Viewers

Anonymous Users

Administrators

Administrators are able to **view** and **edit** (make changes) to the content within this folder.

Local Administrators

ecn.zope.service

Acquired Administrators

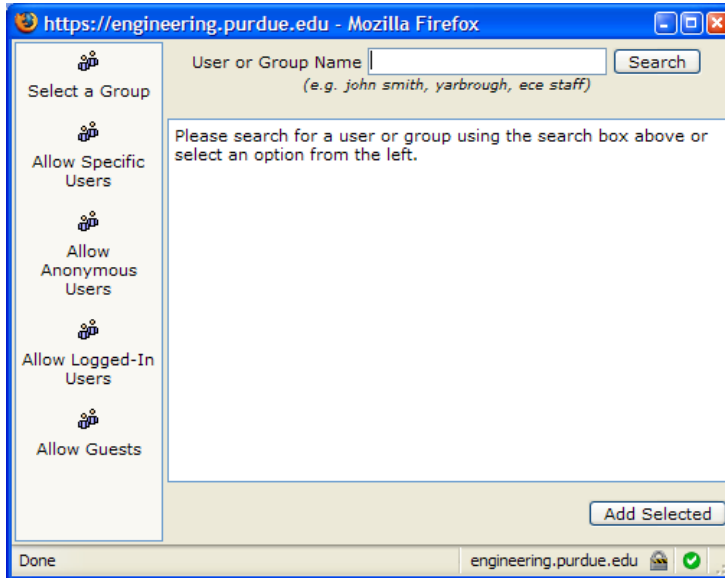
No Acquired Administrators Exist

The Access Control screen shows four sets of users:

- **Local Viewers** – People with explicit permission to **view** the contents of **this folder**
- **Acquired Viewers** – People with permission to **view** the contents of a **parent folder** (a folder which contains this folder)
- **Local Administrators** – People with explicit permission to **edit** the contents of **this folder**
- **Acquired Administrators** – People with permission to **edit** the contents of a **parent folder**

ADDING A VIEWER


1. Click the “Add Viewer(s)” button on the Access Control administrative screen. This will load the “Select a User or Group” dialog box.



2. Type a portion of the person’s name in the “User or Group Name” field and click Search. A listing of available matches will appear
3. Click on the person you would like to add and click the “Add Selected” button in the lower right corner
4. The person’s name will appear in the “Local Viewers” box



REMOVING A VIEWER

1. Remove viewers by clicking the  icon to the right of their name

RESTRICTING ACCESS TO A FOLDER

Often you will want to restrict who can view the contents of a folder. To restrict access to a folder follow these steps:

1. Click “Disable Acquired Viewers” under the Viewers column of the Access Control administrative screen, this removes all current viewers from the folder (Note, administrators listed in the “Acquired Administrators” section will continue to have access. They cannot be removed)
2. Follow the process for “Adding a Viewer” to specify who should be able to view this folder

ADDING AN ADMINISTRATOR

1. Click the “Add Administrator(s)” button on the Access Control administrative screen. This will load the “Select a User or Group” dialog box.
2. Type a portion of the person’s name in the “User or Group Name” field and click Search. A listing of available matches will appear
3. Click on the person you would like to add and click the “Add Selected” button in the lower right corner
4. The person’s name will appear in the “Local Administrators” box

OPENING A FOLDER TO THE PUBLIC

Rarely, there is content within a restricted folder that should be shared without requiring users to login. This can be achieved by granting access to the “Anonymous Users” group.

1. Click the “Add Viewer(s)” button to launch the “Select a User or Group” dialog
2. Click the “Grant Access to Anonymous Users” button on the left hand side
3. “Anonymous Users” will appear as a new viewer in the “Local Viewers” box