Engineering Intranet Guide

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http://engineering.purdue.edu/Intranet

webmaster@ecn.purdue.edu

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 include:

- 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 publically 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.

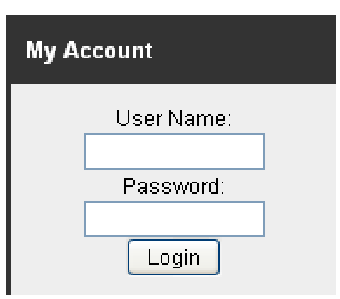
3. Intranet Demo

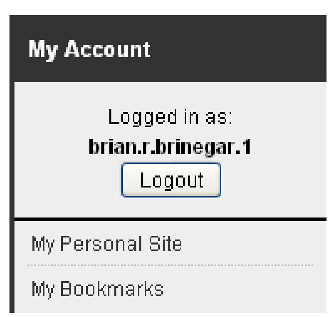
To access the Engineering Intranet open a web browser (Internet Explorer, Firefox, Safari, etc.) and browse to:

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”.





5. Introduction to Basic Components

The intranet is a collection of several basic types of components which work together to help you share information.

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. Login (see Logging In above) and click on "My Personal Site" in the "My Account" box. 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-email 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.

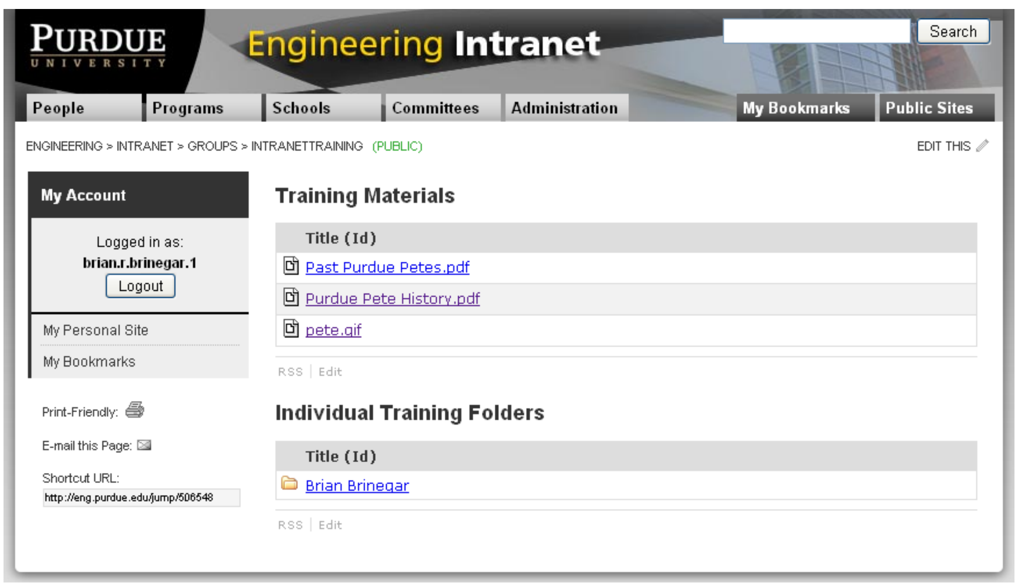
7. Accessing The Training Area

For this training session you will need to access the Intranet 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"



8. Entering "Edit Mode"

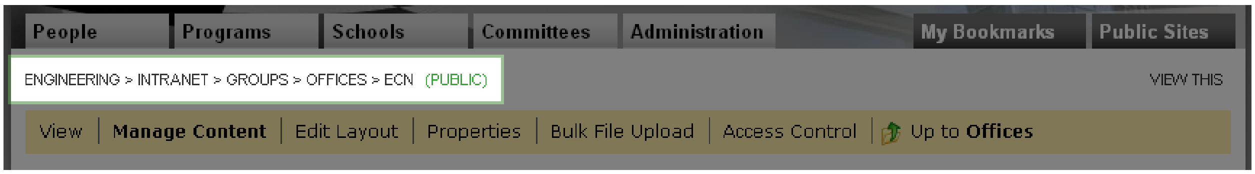
The text, "EDIT THIS" will appear in the upper right of any page you have permission to change. Click on "EDIT THIS" to view the administrative view for the current component.

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”

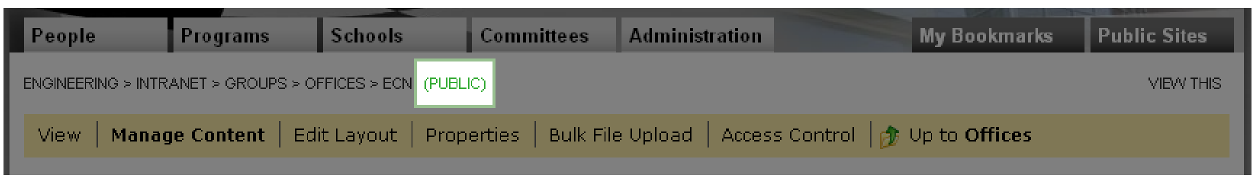
Breadcrumbs

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



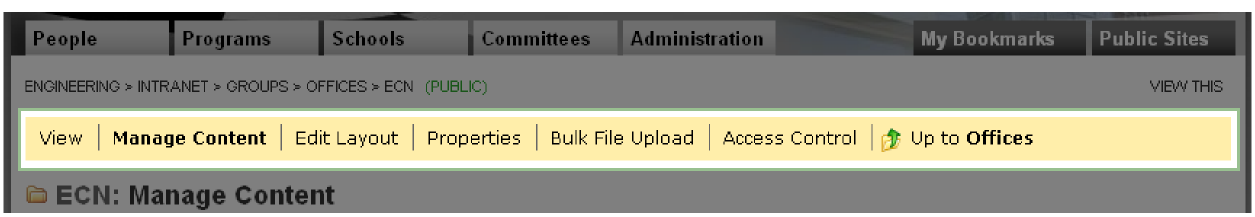
Access Identifier

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.



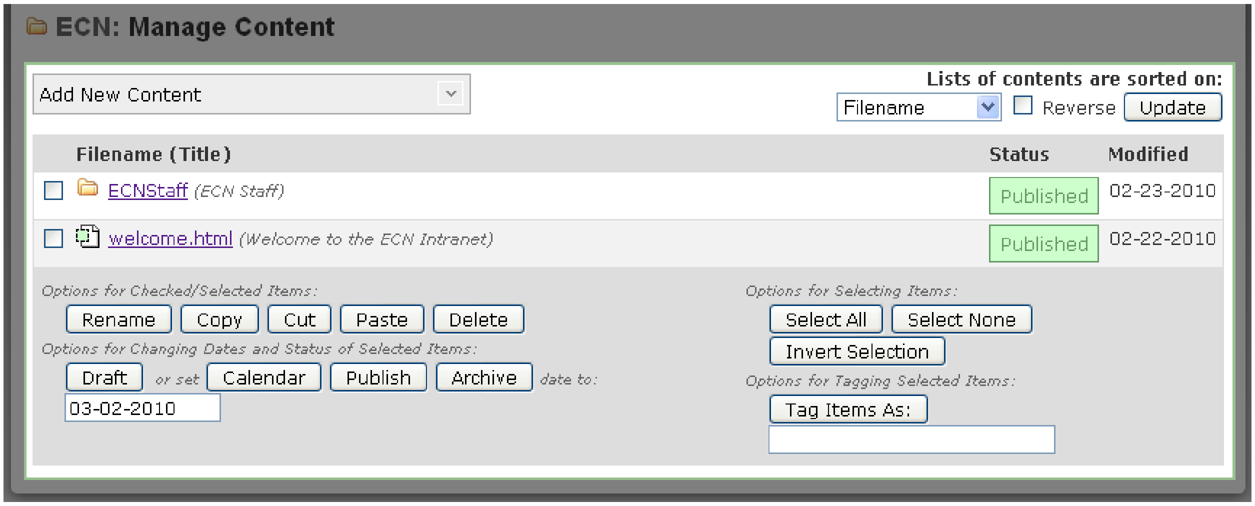
Options Bar

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

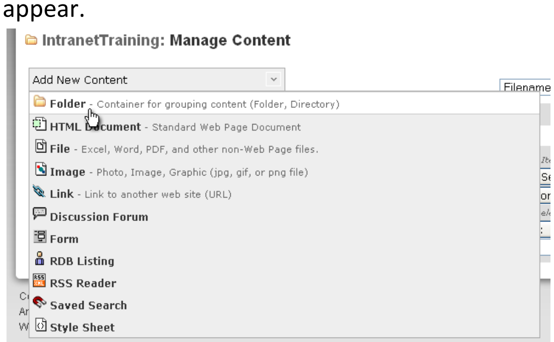
The workspace displays the options for the active administrative screen. These options vary greatly depending on the type of item you are editing and the active admin screen.



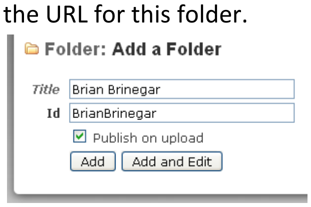
9. ADDING A FOLDER

If you are following this tutorial you are viewing the administrative interface for 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.

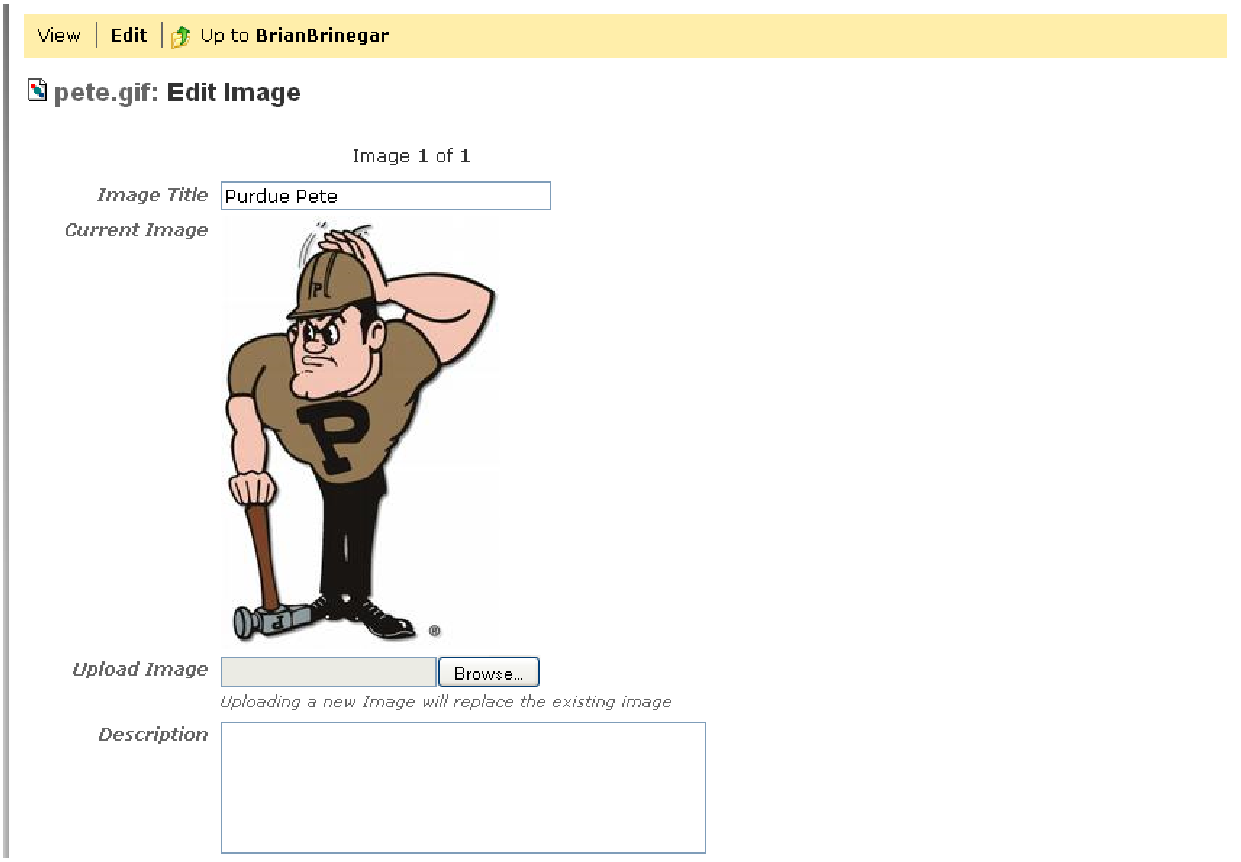


4. Click "Add" to create your new folder. You will return to the administrative screen for the "Intranet Training" folder. Your newly created folder should be listed. Practice browsing between your folder and the "Intranet Training" folder by clicking on the folder name and using the "Breadcrumbs" mentioned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



11. ADD AN HTML DOCUMENT

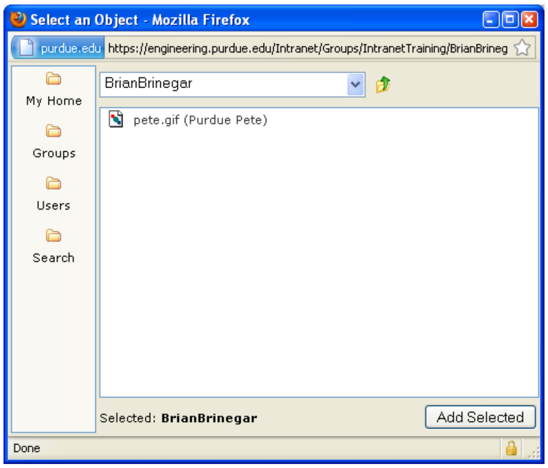
Again, similarly to an image we will now create an HTML Document.

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

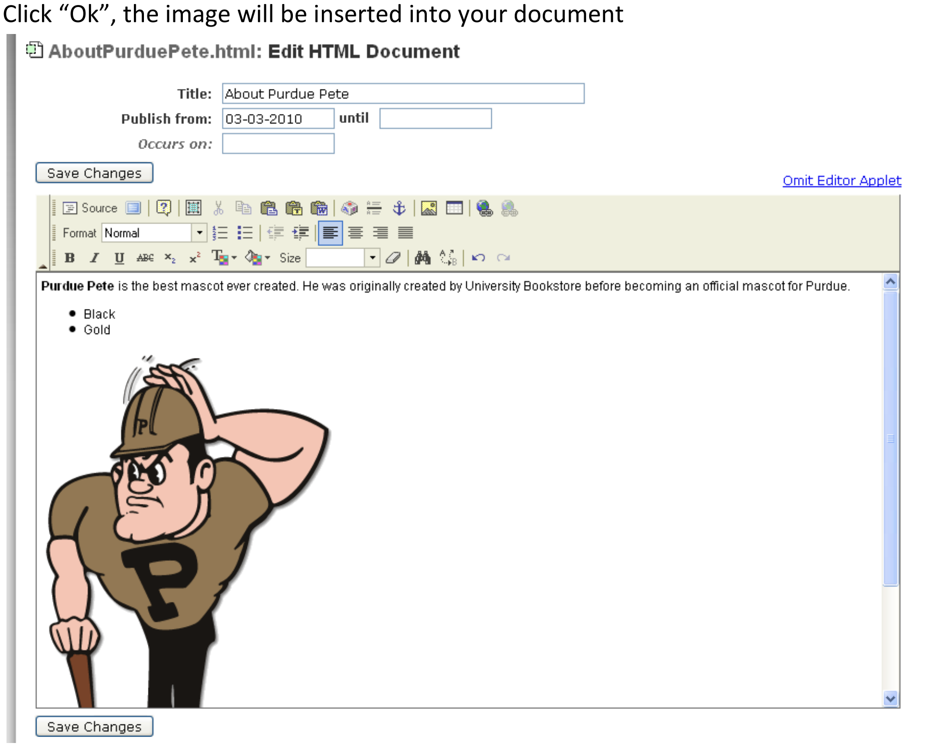
12. Editing your HTML Document

An HTML Document is a web page, as such we need to put information on the web 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

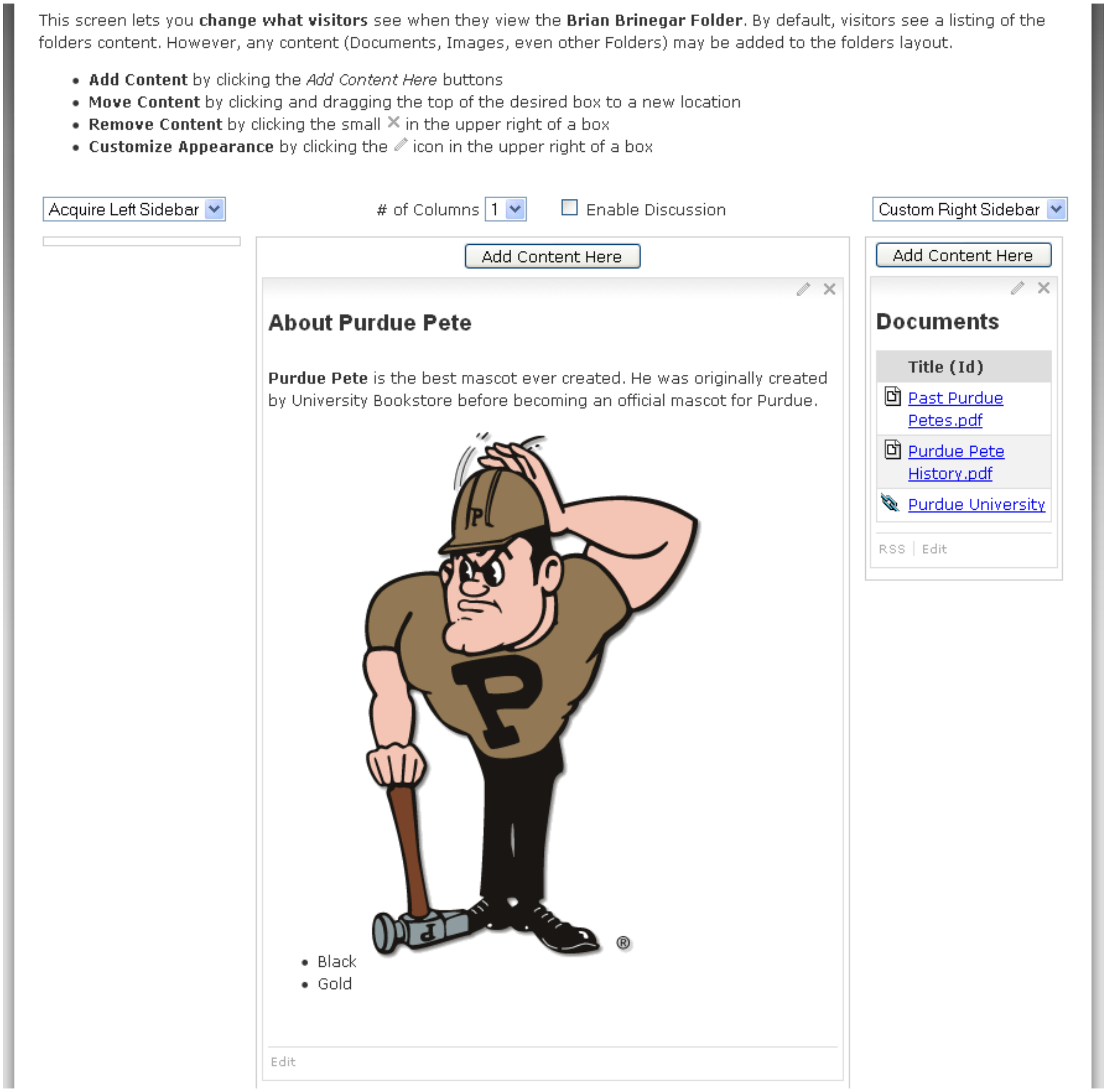
The “Edit” administrative screen defines what a user sees when viewing a folder. The layout a user sees is divided into four or more sections, the left sidebar, header, body, and right sidebar. The body portion can be subdivided into up to four columns. Each section can be filled with blocks of content.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

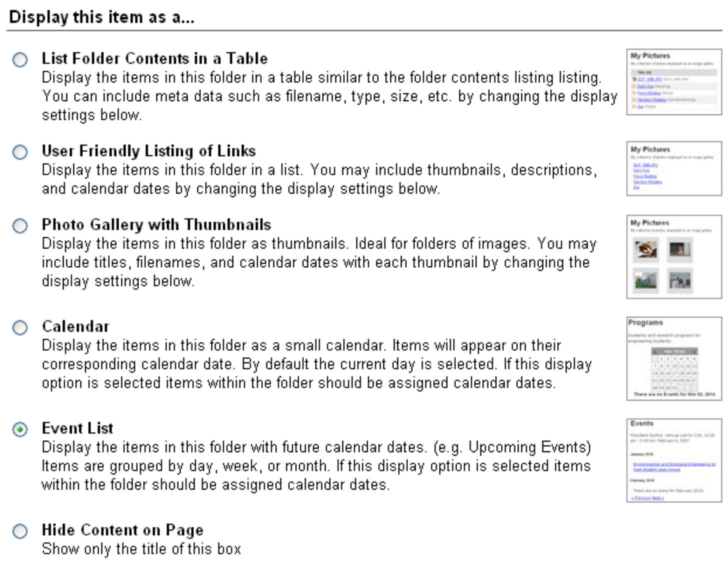
At this point your page might look something like this:



Changing a Block

The content contained in each block can be displayed in multiple ways. A folder, for example, can be displayed as: a table, a list of links, or a list of thumbnails.

To change the way a box on is displayed click on the small pencil icon in the gray bar above the box. This will launch the Appearance Settings dialog for that block.



The Appearance Settings dialog lets you: set the text and size of the title for the block; turn on or off the thumbnail; turn on and off the description; and adjust how the content is displayed.

Options within the Appearance Settings Dialog vary depending on the type of object you are displaying.

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

The "Access Control" admin screen lets you define who can view and who can edit the items within a folder. The workspace is divided into two lists: Viewers and Administrators. Viewers are able to view content within the folder. Administrators can view and edit (make changes) to the content within the folder. Each list is divided into two sections Local and Acquired.

- **Local Viewers** – lists the viewers added to the folder. A viewer can view the content of the folder where they are added and all sub folders. Additional Viewers are added to the list using the “Add Viewer(s)” button. Local Viewers can be removed using the icon to the right of the Viewer’s name.

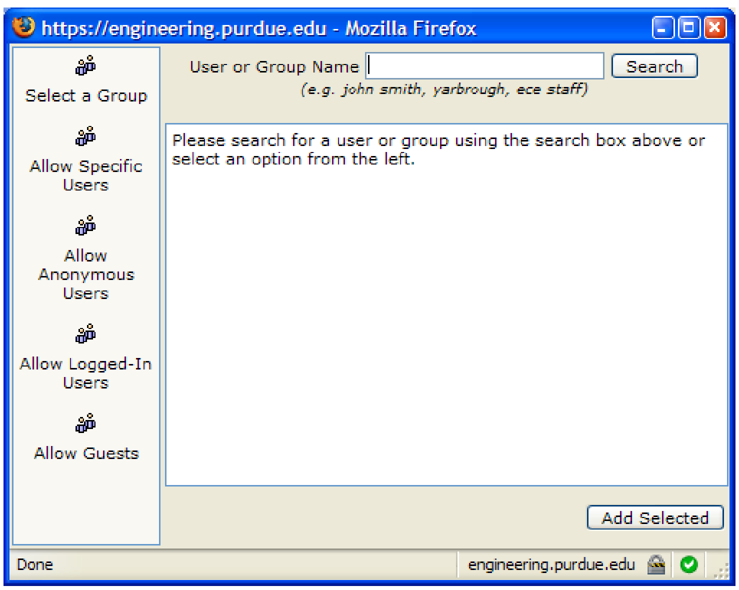
- **Acquired Viewers** – lists the local viewers added in higher level folders. You can disable access to these viewers by clicking the “Disable Acquired Viewers” button.

- **Local Administrators** – lists the administrators added to the folder. An administrator can view and edit content of the folder where they are added and all sub folders, this cannot be disabled. Additional Administrators are added to the list using the “Add Administrator(s)” button. Local Administrators can be removed using the icon to the right of the Administrator’s name.

- **Acquired Administrators** – lists the administrators added to higher level folders. This list cannot be changed or disable

Adding a Viewer

Click the “Add Viewer(s)” button. This will launch the “Select a User or Group” dialog box.



Select a User or Group Dialog

To locate a user, type a portion of the user’s name in the “User or Group Name” field and click search. A listing of available results will be displayed. Select the user you would like to add and click the “Add Selected” button in the lower right corner.

Viewers – User Added

You can remove viewers by clicking the icon to the right of their name.

Adding an Administrator

Click the "Add Administrator(s)" button. This will launch the "Select a User or Group" dialog (see "*Adding a Viewer"* above).

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:

- **Disable Acquired Viewers** – Click the "Disable Acquired Viewers" button. This guarantees that only those viewers you specify will be able to view the content of the folder.
- **Add Viewers** – Use the "Add Viewer(s)" button to add those users and groups that should have access to the folder.

Opening a Folder to the Public

There may be Intranet content that should be shared without requiring users to login. This can be achieved by granting access to the "Anonymous Users" group. Click the "Add Viewer(s)" button to launch the "Select a User or Group" dialog. Click the "Grant Access to Anonymous Users" button on the right hand side. Anonymous Users will appear as a new viewer.

Access Control Groups

On the left portion of the "Select a User or Group" dialog is a button to "List Groups". This clicking this lists several predefined groups of users. These groups are maintained by staff in various schools and administrative groups. Access granted to a group applies to everyone within that group.