

Log in to SOCS

The Central Services page is the “home base” for working with SOCS. From this page, you have access to all of the tools necessary to run your site. The general public will never access this part of SOCS.

1. Open your web browser.
2. Enter your school’s web address: http://www._____
3. Enter the address of your Central Services page behind your school’s web address:
http://www._____/central_services.html.
(web address)
4. Enter your username and user ID.

USER NAME: _____

USER ID: _____

5. Click on “Manager” from the Tool Menu on the left-hand side.

Login

At the Manager Login screen, enter your username and password. Both are case sensitive.

Note: If you are already logged into the Editor tool, and you have Manager access, you will not be prompted to log in to the Manager tool.

Manager Login

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Reset"/>	

Main Menu

Once you log in, you will see the Main Menu where you can access all of the Manager features. You can also reach the Main Menu by either clicking on the “Main Menu” link at the top of the page, or by clicking on the "Manager" link in the Tools area.

Above the buttons is a message that alerts you if any feedback posts are waiting for approval.

Feedback Posts Waiting to be Approved: 6

Main Menu

Set Features
Create Polls
Manage Ideas
Edit Sections
Place Banners
Manage Feedback
Manage Staff
Logout

The following pages explain the Main Menu options in the order in which they appear on the Main Menu bar.

Set Features

A Manager uses this function to determine which articles display on all SOCS pages and how they are positioned.

- To set the article display and position, click on “Set Features” from the main menu.
- Select “Today’s Features” to position articles for the current date; “Tomorrow’s Features” to position articles for tomorrow; or “Features for this Date” to access the drop-down box for future date input.

Set Features

Click on a feature option below to preview the current features or to select new features for today, tomorrow or a selected date.

- To add or change the front-page articles, click on the Feature you want to change or add from the “Front Page Featured Articles” listing.

Front Page Featured Articles For- April 06, 2004

Click on the feature to replace it with a new feature. Click on the headline to view the current featured article.

Feature	Headline	Article Author		Publish Date	
		writer	editor	begin	end
Main Feature	Scheduled Featured Article: Scouts Slip Away With Win!	incoming syndication	Susan Krab	12/10/2002 10:00 AM	None
Sub Feature 1	Scheduled Featured Article: Student Awarded 4-year Scholarship	Eric Elliott	Eric Elliott	08/25/2002 12:00 AM	None
Sub Feature 2	Scheduled Featured Article: North School Entrance Closed March 4-10	Eric Elliott	Eric Elliott	08/25/2002 12:00 AM	None

- From a list of available articles, click on the article you want to add or replace and choose “Submit”. The article chosen will now appear as a feature article.

Change Main Feature for- April 06, 2004

Select an article below as the new **main feature** on the front page to replace “**Scouts Slip Away With Win!**”.

The “Section Featured Articles For” lists the articles appearing on other SOCS pages for the date shown. Headlines are prioritized within each section from lowest number (displays first) to highest number (displays last). If the priorities are the same, the newest articles always appear first. If two or more articles have the same start date, they will appear alphabetically. By default the priority number is always 100.

- To change a headline’s priority, enter a number and Click “Update Priorities”.
HINT: use multiples of 10 or 100 when you initially assign priorities so there is space available to insert new articles in the priority listing.
- After making the desired changes, click on “Update Priorities” at the bottom of the page.

Academics

Scheduled Featured Article:

This Place Is A Zoo!	SOCS Support	SOCS Support	04/01/2004 12:00 AM	None
--------------------------------------	------------------------------	------------------------------	------------------------	------

Priority Other Articles:

<input type="text" value="20"/>	Lied Center Honors Students	incoming syndication	SOCS Manager	12/06/2002 08:30 AM	None
<input type="text" value="80"/>	National Honor Society Induction Held	incoming syndication	SOCS Manager	11/19/2002 01:15 PM	None
<input type="text" value="100"/>	Student Awarded 4-year Scholarship	Eric Elliott	Eric Elliott	08/25/2002 12:00 AM	None
<input type="text" value="40"/>	Test page in Ell Saline	Musil Stacey	Musil Stacey	11/04/2003 11:00 AM	None

Highlights

If your template has the “Highlights” feature you can highlight or feature articles (one per section) on your front page. To set Highlights:

- Choose the appropriate date format (today, tomorrow or future date) from the “Set Features” menu
- “Section Featured Articles For”, all sections and their corresponding articles.

Section Featured Articles For- today

Headlines are prioritized from lowest number(displays first) to highest number(displays last). Headlines assigned the same number will be alphabetized with respect to each other. To change a headline's priority, enter a number and Click "Update Priorities". (HINT: use multiples of 10 or 100 when you initially assign priorities).

Feature	Headline	Article Author		Publish Date	
		writer	editor	begin	end

Academics

Scheduled Featured Article:

Student Awarded 4-year Scholarship	Eric Elliott	Eric Elliott	08/25/2002 12:00 AM	None
--	------------------------------	------------------------------	------------------------	------

Priority Other Articles:

<input type="text" value="10"/>	This Place Is A Zoo!	SOCS Support	SOCS Support	04/01/2004 12:00 AM	None
<input type="text" value="20"/>	Lied Center Honors Students	incoming syndication	SOCS Manager	12/06/2002 08:30 AM	None
<input type="text" value="40"/>	Test page in Ell Saline	Musil Stacey	Musil Stacey	11/04/2003 11:00 AM	None
<input type="text" value="80"/>	National Honor Society Induction Held	incoming syndication	SOCS Manager	11/19/2002 01:15 PM	None

In the Feature column click on the section that contains the article you wish to highlight and select the article from the drop-down box. Click “Submit” to return to the previous page.

Change Faculty feature for - April 07, 2004
 Select an article below as the new feature for the **Faculty** section to replace "Faculty List".

Current Feature: Faculty List

Other Articles:

- No feature--
- [LIVE NOW] Biography: Nancy Lueking
- [LIVE NOW] Biography: Eric Stuthman
- [LIVE NOW] Biography: Gary Estergard
- [LIVE NOW] Biography: Hugh Stoddard
- [LIVE NOW] Faculty List
- [LIVE NOW] Mr. Stearns Homepage

Submit Reset

Cancel

Click on “Update Priorities” at the bottom of the page.

Create Polls

Managers can create, maintain and remove polls. The Manager sets the start date, end date and voting end date for the poll. To begin using this feature, follow these steps:

- Click on the “Create Polls” button on the Manager main menu.
- Click on the section or sub-section for which you wish to create a poll.

Create Polls
 Click on a section name to add or edit polls for that section.

Section or Page
Front Page
Eric's section
Eric's section: my sub section
Auburn's Section

- Click the “Add Poll” button to create a new poll.

Manage Polls
 Below is a list of the polls that are running or will be running in the chosen section. Click the topic of the poll to edit that poll. Click the "Add Poll" button to add a new poll to this section.

Front Page

Poll Topic	Start Date	End Date
<i>There are currently no polls.</i>		

Add Poll

- Type the poll question into the text field labeled “Poll Topic” and click Manage Choices.

Poll Information

To add a new poll, fill in the text boxes below. To add the choices to the poll, click the “**Manage Choices**” button. When finished, click the “**Add Poll**” button. Clicking “**Cancel**” will not save any changes and will take you to the previous screen.

Group: Front Page

Poll Topic:

Choices: *There are currently no choices.*

- Click the “Add Choice” button to add each new poll choice.

Poll Choices

Click the “**Add Choice**” button to add a choice to this poll. Click on the choice to edit that choice. The choices will be displayed on the poll in the same order as below. If you would like to change the order, click the “**Reorder Choices**” button. Click “**Back to Poll**” to return to the poll form.

Poll Topic:

Choices

No choices have been entered for the poll.

- Type in the choice in the field labeled “Choice Text”.
- You can also enter a URL in the “Choice URL” field to link to web sites, specific web pages, or images.

Poll Choices

To add a new choice to the current poll, fill in the text boxes below and click the “**Add Choice**” button. Clicking “**Cancel**” will not save any changes and will take you to the previous screen.

Choice Text:

(Example: <http://www.ispi.net>)

Choice URL:
(optional)

- Click the “Add Choice” button to complete the addition of this choice.
- Repeat these steps as many times as necessary until you are happy with your choices.

- When you are done adding all your choices, click the “Back to Poll” button.

Poll Choices

Click the “Add Choice” button to add a choice to this poll. Click on the choice to edit that choice. The choices will be displayed on the poll in the same order as below. If you would like to change the order, click the “Reorder Choices” button. Click “Back to Poll” to return to the poll form.

Poll Topic: What is your favorite color?

Choices
Red
yellow
Green

- Set the “Start” and “End” dates for the poll to display. By default the poll is set to start on the current date, and expire the following day.
- Set the “Vote End” date. *You can set the Vote End date prior to the poll End Date. By doing this, voting ends but final poll results display.*

Scheduled Polls in group 'Front Page'

Poll Topic	Start Date	End Date
There are no additional polls scheduled in group 'Front Page'.		

Start Date: April 07 2004
End Date: April 08 2004
Vote End: April 08 2004

Require Vote to See Results:
 Yes
 No

- Select “Yes” or “No” for the **Require Vote to See Results** option. *If you select “Yes”, the visitor cannot see the results until they vote. If you select “No”, a small link will appear in the poll allowing visitors to view the current poll results before voting.*
- Click the “Add Poll” button at the bottom of the page.
- *You can come back and edit this poll (reword the topic, add/delete/edit choices, change the dates and move the poll to another section) at anytime prior to the expiration date*
- Select Main Menu from the top of the screen or Manager from the Tools Menu.

Manage Ideas

This area displays ideas for new articles as submitted by Managers, Editors and Correspondents. Only the Manager can approve the ideas and assign them to an Editor to be written.

- From the Main Manager Menu, select “Manage Ideas”.
- The Manage Ideas screen will show you a list of article ideas.
- To add a new idea, click on “Enter New Idea”.
- To view the list of ideas that have become articles, “View Published Ideas”.
- To view the list of rejected ideas, click on “View Rejected Ideas”.

Manage Ideas

Click on an idea to update or delete it, assign it to an editor, and/or change the status. To add a new idea, click on “Enter New Idea”. To view the list of ideas that have already been written about, click on “View Published Ideas”. To view the list of ideas that will not be written about, click on “View Rejected Ideas”.

Status	Proposed Headline	Submitted By	Assigned To
new	Spring Break	SOCS Support	none
new	Spring Break	SOCS Support	none
new	This place is a zoo	Joyce Schaben	none

- Click on an article to bring up the Update Idea screen.

Update Idea

Proposed Headline:

Abstract:

Notes:

Assigned To: - editor

Status:

Submitted By: Schaben, Joyce (joyces@fes.org) - correspondent
Schaben, Joyce (joyces@fes.org) - assigned editor
Sutter, Peg (pegs@fes.org) - assigned editor

- Fill in the “Abstract” and “Notes” fields as desired.
- If the article is approved, assign it to an Editor using the “Assigned To” drop down box. *The Editor can choose to write the article or assign it to a Correspondent.*
- Change the “Status” of the article to Approved, Held, New, Published or Rejected.

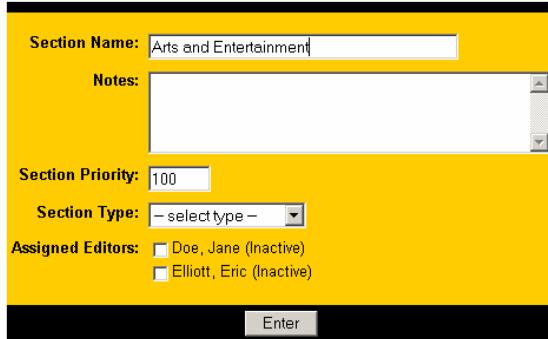
Note: Rejected ideas are placed in a list of rejected ideas. A Manager can go in at a later date and approve a previously rejected idea. Ideas with a status of "hold" remain on the list of ideas, with a status of held (this allows the Correspondent or Editor that submitted the idea to go in and update it before a final approval or rejection is made).

Edit Sections

This option allows you to create, rename, delete, and reorder Sections and Sub-sections on your site. The Sections make up the site navigation, and provide organization for the content on your site. To add a Section:

- Click on “Add Section” from the Edit Sections Screen.
- Enter the Section Name.
- Set the Section Priority (Leave at 100 for Section to appear alphabetically). You’ll use a numbering system to set section priorities. Use increments of 10 initially. For instance, give your first section a priority of 10, the second a priority of 20, and so on. This will leave room to add additional sections later.
- Select “Other” for Section type.
- If you want to assign a current Sub-Section Editor to the new section, select that Editor from “Assigned Editors”.

Add a New Section
To add a **sub section** under a section, type the **section name** followed by two right brackets ">>" and the sub section name. (Example: Arts and Entertainment>>movies)



Section Name: Arts and Entertainment

Notes:

Section Priority: 100

Section Type: - select type -

Assigned Editors: Doe, Jane (Inactive)
 Elliott, Eric (Inactive)

Enter

Cancel

- Select “Enter” to add the New Section.

To Add New Sub-Section

To add a Sub-Section under a Section, click on “Add Section”. In the Section Name field type the Section Name followed by two right brackets “>>” followed by the Sub-Section name. (Example: Arts and Entertainment>>Movies). *To have Sub-Sections display alphabetically, leave the Section Priority set to 100 for all sections. Sub-section priority is independent from the corresponding Section priority, so Sub-section numbering can be the same as for Sections.*

To Order Sections

- Select “Order Sections” from the Edit Sections Screen

Edit Sections

Click on a section name to view and update section information or to delete a section. Click on “Add Section” to create a new section. Click on “Order Sections” to view and prioritize the order that sections will be displayed on the site.

Priority	Section	Notes
----------	---------	-------

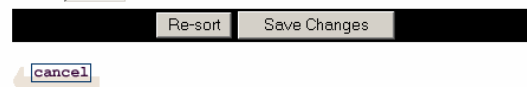
- The Order Sections screen displays the current order for Sections/Sub-Sections
- Modify the Priority setting for Sections/Sub-Sections as desired

Order Sections

Sections are prioritized from lowest number to highest number. Sections assigned the same number will be alphabetized with respect to each other. Click on “Re-sort” to view the sections in their new order. Click on “Save Changes” to finalize the section order (HINT: use multiples of 10 or 100 when you initially assign priorities).

Priority	Section
20	Eric's section
100	Eric's section>>my sub section
30	Auburn's Section
100	Auburn's Section>>Demo

- Click on “Re-sort” to view the current order.
- Click on “Save Changes” to implement the order changes made.
- Select “Main Menu” at the top of the screen or Manager from Tools Menu to return to the Main Menu.



Place Banners

Banners—the SOCS term for buttons placed on your site—provide links to additional pages like the lunch menu or activities calendar. Banners can also link to other sites like PowerSchool, AltonEd, the community library, or a weather website. You can place these banners, or buttons, on the front page or in any section or sub-section of your site. The number and location of the banners depends on your SOCS template. Utilizing banners is a great way to make your SOCS site user-friendly and attractive and it's also a way to individualize sections or sub-sections.

Rotating Banners feature more than one banner in a banner location. Each banner can be a website, a static page or graphic. The banner will rotate to a different one each time the front page/section/sub-section is accessed.

To add a Banner/Button:

- Select “Adserver” from Tools section on the left-hand side of the Central Services page.
- Log in to the Adserver by using the user name and password used to access the Central Services Page. The Adserver Main Menu will appear.
- Select “Manage Clients” from the Main Menu.



- Select “Add New Client” from the Manage Clients screen.

Manage Clients

To manage an existing client's information, banners, or reports select the client from one of the dropdown lists below and click the "Go" button next to your selection. To add a new client, click the "Add New Client" button.

			Add New Client	
# of Clients	Status	Clients		
6	Active	<input type="text" value="- select -"/>	<input type="button" value="Go"/>	
0	Inactive	<input type="text" value="- select -"/>	<input type="button" value="Go"/>	
0	Suspended	<input type="text" value="- select -"/>	<input type="button" value="Go"/>	

On the “Add New Client” screen, you will input.

- Client, Banner or Button Name (*We suggest using the same name or theme for each Client, Banner or Button to make managing easier.*)
- Contact Info (*Can be left blank.*)
- E-mail address.
- Security Info. (*Username must be different must be different for each client. Password can always be the same.*)
- Report Frequency (*Can be left at the default of Never.*)

- Status should be Active.
- Notes (*Can be left blank*).
- Select “Commit Changes”.
- Select the “Active New Client” you just added and click on “Go”.
- Select “Manage Client Banners.”

Client Name: Talbots

Modify Client Info

Manage Client Banners

Back

- Select “Add New Banner.”

Client Name: Talbots

Add New Banner

# of Banners	Status	Client Banners
0	Active	- select - Go
0	Inactive	- select - Go

Cancel

- Enter the Banner (or Button) Name.
 - Status should be Active.
 - Comments can be left blank.
 - Upload New Image (Image must be a GIF or JPEG)
- Note:** You must have either an image or fill in the Optional Text box on the next screen.

Client Name: Talbots

Banner Name:

Status:

Comments are for internal use only.

Comments:

No image uploaded.

Upload New Image

- Under Image Path click on “Browse” for the image.
- Select “Continue” to see the Banner Name and Image.

Client Name: Talbots

Upload image from drive:

Image Path:

Fetch an image from URL:

Image URL:

- Click-Thru URL (*Input the URL for the site link or leave blank if you’re displaying an image but not linking to a site*).
- ImageWidth (*Should be no more than 120*).
- Image Height (*Image Height can be left at the default*).
- Image Alt Tag (*Can be left blank*).
- Image Align (*Can be left at None*).
- Image Align2 (*Can be left at None*).
- Image Target (*Choose open in a new window from the drop down box*).
- Image Border (*Select from the drop down box*).
- Optional Text (*Can be left blank if you have an image*).
- HTML Block (*Leave as is or call Customer Support if using HTML*).
- Select “Commit Changes” or “Preview,” then Commit Changes.

This is where you go when you click the image.

Click-Thru URL:
(Example: http://www.ispi.net)

Image Width: *calculated automatically*

Image Height: *calculated automatically*

Image Alt Tag:

Image Align:

Image Align2:

Image Target:

Image Border:

This text appears centered under your banner.

Optional Text:

To include HTML with the uploaded image, place it around the <banner> tag in the "HTML Block" below (use only HTML that would appear between the <body> and </body> tags of an HTML document). If you did not upload a banner image above, remove the tag.
Use the <banner> tag to embed your banner.

HTML Block:

Return to the Main Menu.

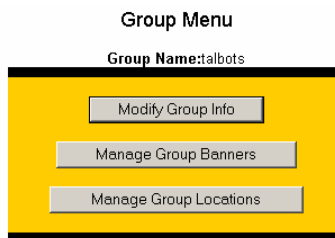
Rotating Banners

If you are using Rotating Banners (more than one banner), add your next banner using the same procedure. When you have added all banners, return to the Main Menu.

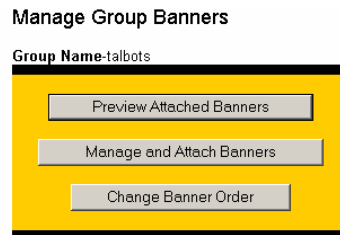
From Main Menu select “Manage Banner Groups.”

- Select “Add New Group.”
- Input Group (Client, Banner or Button) Name.
- Status should be Active.
- Comments can be left blank.
- Commit changes

Select “Manage Group Banners.”



Select “Manage and Attach Banners.”



- Select “Add New Banners.”
- Select the client from the drop-down box.
- Select “Search.”

Your Selection will appear.

Group Name - Comerstone Bank
Keyword: Search
Client: Comerstone Bank (Active) ▾
Client Status: - any status - ▾
Banner Status: - any status - ▾

To attach banners select "rotation" or "default" from the drop down in the "Attach As" column. Then, click the "Attach Banners" button. To give a banner more weight in a group, attach it more than once.

Your search returned 0 results.

Attach As	Banner Name	Client Name	Status	Size
none ▾	Comerstone Bank	Comerstone Bank	Active	120x90

Attach Banners

- Change “Attach As” from “None” to either “Default” or “Rotation” (for more than one banner).
- Attach banners.
- Click on “Banner Name” to access the Edit Banner Display Behavior section. (Repeat for each banner if using Rotating Banners.)

- Select “Start/End Dates.” If this banner will appear indefinitely, select 2013 as an end date.

Click-Thru URL: <http://www.cornerstoneconnect.com>

Status:

Start Date:

End Date:

Completion Type: Date
(banner stops displaying when the end date is reached)

Date AND Max. Impressions
(both conditions must be met for banner to stop displaying)

Date OR Max. Impressions
(banner stops displaying the first time either condition is met)

Current Imps.: 0
 Max. Impressions

The reach type determines how often the banner will be displayed until its completion.

Reach Type: Open
(banner is displayed at every possible opportunity)

Fixed
(limits daily maximum impressions to the number entered below)

Recalculated
(automatically distributes the number of maximum impressions evenly)

(NOTE: a recalculated reach type is recommended.)

Use if the Completion Type selected above is: "Date AND Max. Impressions" or "Date OR Max. Impressions"

- Accept the default values for the remaining fields on this page.
- Comments are optional.
- Commit Changes.

Return to the Central Services Page.

- Login as a Manager.
- Select “Place Banners.”
- Select the “Section/Sub-Section” selection for the banner and choose Adserver and Update.

Return to Add Server.

- Select “Manage Banner Groups” from the Main Menu.
- Select your group as the active group and select “Go.”
- Select “Manage Group Locations.”
- Scroll down to the Section – Position and select the banner location position.
- Select “Assign To Selected” locations.
- Wait several minutes for caching (processing time), and your banner will appear.

Manage Feedback

Readers can submit feedback regarding articles appearing on your SOCS site, and this feedback can be posted to the site for the public to read. A Manager must review and approve feedback submissions before it can be posted to the site. You can review feedback via email or the Manage Feedback button on the Manager Main Menu.

Feedback Posts (if there are any) will display above the Manager Main Menu. To access Feedback posts:

- Click on “Manage Feedback.”

HELP ?

Click the "Help" button above to access Broadcast channels, Mini-guides, or submit a Support ticket.

Feedback Posts Waiting to be Approved: 1

Main Menu

Set Features
Create Polls
Manage Ideas
Edit Sections
Place Banners
Manage Feedback
Manage Staff
Logout

Number of Posts Waiting to be Approved.

- Click on “Topic Name.”

Search Topics

To search by a topic, select "Topic Name" and enter topic keyword. To search by an ID, select "Topic ID" and enter an ID.

Topic Name Topic ID

Manage Posts

Click a "Topic Name" to view the list of posts.

Topic ID	Topic Name	# of Posts Waiting
3f9ea43d6fe40	Test	1

Choose Topic Name to view.

- Click on the Post you want to review.

Manage Posts

Click a "Post" to view or edit the post or to change the post status to approve, reject, or hold.

Topic: Test

Posts	Name	Status
Nice article	Jane	pending

- Make any changes.
- Check or uncheck “Notify the poster of approval/rejection.”
- Choose “Approve,” “Reject,” or “Hold.”

Post Information

Topic: Test

Name:

Email: jane@mail.mail

Location:

Occupation:

Display Email: Yes

Comment:

Status: Pending

Notify poster of approval/rejection

Approve Reject Hold

Leave checked or uncheck.

Choose to Approve, Reject or continue to Hold the Feedback.

Rejecting a Previously Approved Post

You must be logged in as a Manager to Reject a previously Approved Post.

- Enter Article Name, Topic Name (keyword) or Topic ID.
- Click “Search”.
- Click on “Topic Name” to view all posts.
- Click on post you wish to reject.
- Click “Reject” to delete post.

Review Feedback (E-mail)

- Feedback can be reviewed through the email notifications it sends to the Manager.
- Read the post, and use the Approve, Reject or Edit links to manage the Feedback.

Manage Staff

Managers are the only users that can add new users as Managers, Editors and Correspondents. Managers can also change or modify this information.

To Add a User

- Click on “Manage Staff” on the Manager Main Menu.
- Click on “Add Editor” to add an Editor or Manager.
- Fill out the top of the Form (Last Name, First Name, Phone, Address, E-mail, Notes, Username and Password).
- Check status as “Active” (can add articles, images to the website) or “Inactive” (is unable to add articles, images to the website).
- Access Privileges enables user to create a NewsUpdate and/or create slide shows.
- Choose access type: Manager has complete access, Editor has editing capabilities for all sections and Section Editor has access to assigned sections of the website.
- Click on “Enter” to update.

To Add a Correspondent

- Click on “Manage Staff” on the Manager Main Menu.
- Click on “Add Correspondent.”
- Fill out the top of the Form (Last Name, First Name, Phone, Address, E-mail, Notes, Username and Password).
- Check status as “Active” or “Inactive.”
- Access Privileges – check slide show to enable Correspondent to create slide shows.
- Assign Correspondent to Editors (no maximum).

To Change or Modify User Information

- Click “Manage Staff” from the Manager Main Menu.
- Click on the name of the user to modify the information.
- Click “Modify” button at the top or bottom of the form to modify any of the information.
- Make desired changes.
- Click “Update” at the bottom of the form.

Logout

The logout button logs you out of the system. Be sure to log out of the system when you complete a SOCS session. This will prevent unauthorized users from gaining access to your SOCS tools.