

# LA Employee's Guide

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Introduction to Webocrat

How to use Webocrat?



# Webocrat

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**LA Employee’s Guide to Webocrat System .....5**

1 Introduction ..... 6

2 Load Up Home Page ..... 7

3 System Settings (System Administrator) ..... 10

    3.1 Database Information ..... 10

    3.2 Search Settings ..... 10

    3.3 Ontology Settings ..... 11

    3.4 Association Statistics ..... 11

    3.5 Watch Dog ..... 12

4 Listing the Items Options ..... 13

5 Users (System Administrator) ..... 14

    5.1 User Summary ..... 14

        5.1.1 Assign/Delete User Roles ..... 14

    5.2 Change a Password ..... 15

    5.3 Create a User ..... 16

    5.4 View/Create Roles ..... 16

6 Categories (System Administrator) ..... 18

6.1	Category Summary .....	18
6.1.1	Remove .....	18
6.1.2	Properties .....	18
6.1.3	Association .....	18
6.2	Create .....	18
7	Articles .....	20
7.1	Articles Summary .....	20
7.1.1	Remove .....	20
7.1.2	Properties .....	20
7.1.3	Association .....	20
7.1.4	Permission .....	20
7.2	Create .....	20
8	Forums .....	22
8.1	Forums Summary .....	22
8.1.1	Content .....	22
8.2	Create .....	23
8.3	Remove .....	24
8.4	Edit Properties .....	24
9	Pollings .....	25
9.1	Pollings Summary .....	25
9.1.1	Questions .....	25
	Create a New Question .....	26
	Edit Question Properties .....	26
	Remove a Question .....	26
9.1.2	Results .....	26
9.1.3	Remove a Polling .....	26
9.1.4	Edit Properties .....	26
9.1.5	Association .....	26
9.1.6	Permissions .....	27
9.2	Create a Polling .....	27
10	Messages .....	28
10.1	Messages Summary .....	28
10.1.1	Remove .....	28
10.2	Send a Message .....	28
11	Submissions .....	30

- 11.1 Submissions Summary ..... 30
- 11.2 Remove ..... 30
- 12 Forms ..... 31
  - 12.1 Forms Summary ..... 31
    - 12.1.1 Show Form ..... 31
    - 12.1.2 Remove ..... 31
    - 12.1.3 Edit Form ..... 31
    - 12.1.4 Associations ..... 31
    - 12.1.5 Permissions ..... 31
  - 12.2 Create a New Form ..... 31
- 13 Web Resources ..... 33
  - 13.1 Web Resources Summary ..... 33
    - 13.1.1 Remove ..... 33
    - 13.1.2 Properties ..... 33
    - 13.1.3 Associations ..... 33
    - 13.1.4 Permissions ..... 33
  - 13.2 Create ..... 33
- 14 Tenders ..... 35
  - 14.1 Tenders Summary ..... 35
    - 14.1.1 Award ..... 35
    - 14.1.2 Close ..... 35
    - 14.1.3 Remove ..... 35
    - 14.1.4 Edit ..... 36
    - 14.1.5 Associations ..... 36
    - 14.1.6 Permissions ..... 36
  - 14.2 Create ..... 36
- 15 Remove: Users, Categories, Articles, Forums, etc. .... 37
- 16 Edit Properties: Categories, Articles, Forums, etc. .... 38
- 17 Associations: Categories, Articles, Pollings, Forms, etc. .... 39
- 18 Permissions: Articles, Pollings, Forms, Web Resources and Tenders ..... 41
- 19 Logout ..... 42





# LA Employee's Guide to Webocrat System

This guide will give you the basic information of using the Webocrat System. The purpose of this guide is to give you short presentation to Webocrat and to work as a reference guide whenever you need assistance with specific features of Webocrat.

**Note**, that this is a general Webocrat guide. Webocrat implementations may have a different look'n'feel and also different functionality. Always use the localised and customised version of the user guide if possible.

# 1 Introduction

Click on one of the links from the navigation menu (on the left) to scroll down to the more detailed documentation that is available below.

The following user guide is aimed at three users:

- **the system administrator** – can view all of the system and create the ontology.
- **discussion forum moderator** – can only view the discussion forums.
- **system publisher** – can publish forums, pollings and articles.

The system administrator has access to the whole system. They can view the System Settings, Users, Categories, Articles, Forums, Pollings, Messages, Submissions, Forms, Web Resources and Tenders.

The discussion forum moderator can only view the forum details.

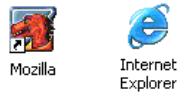
The system publisher publishes the Articles, Forums, Pollings, Messaging, Submissions, Forms, Web Links and Tenders.



## 2 Load Up Home Page

To load up Webocrat home page, follow the steps below:

**Step 1:** From your Desktop double click on your web browser icon for example Mozilla or Internet Explorer (see Figure 1). If the icon is not on your desktop look for the icon through your Start menu.

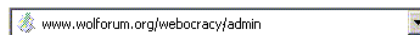


**Figure 1:** Mozilla and Internet Explorer icons

*(Throughout this user guide the Mozilla browser will be used).*

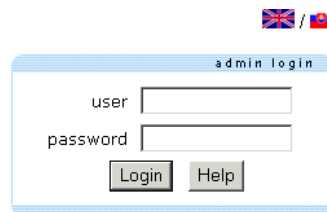
**Step 2:** In the Address Bar (Figure 2) type in: [www.wolforum.org/webocracy/admin](http://www.wolforum.org/webocracy/admin).

**Step 3:** Press the **ENTER** key or click on .



**Figure 2:** Mozilla's Address Bar

The Admin login box is displayed (see Figure 3).



**Figure 3:** Admin Login Box.

**Step 4:** Enter your username and password.

**Step 5:** Click on .

The system administration homepage is displayed (see Figure 4).

The discussion forum moderator homepage is displayed in Figure 5. The discussion forum topics are displayed.

The system publisher homepage is displayed in Figure 6.

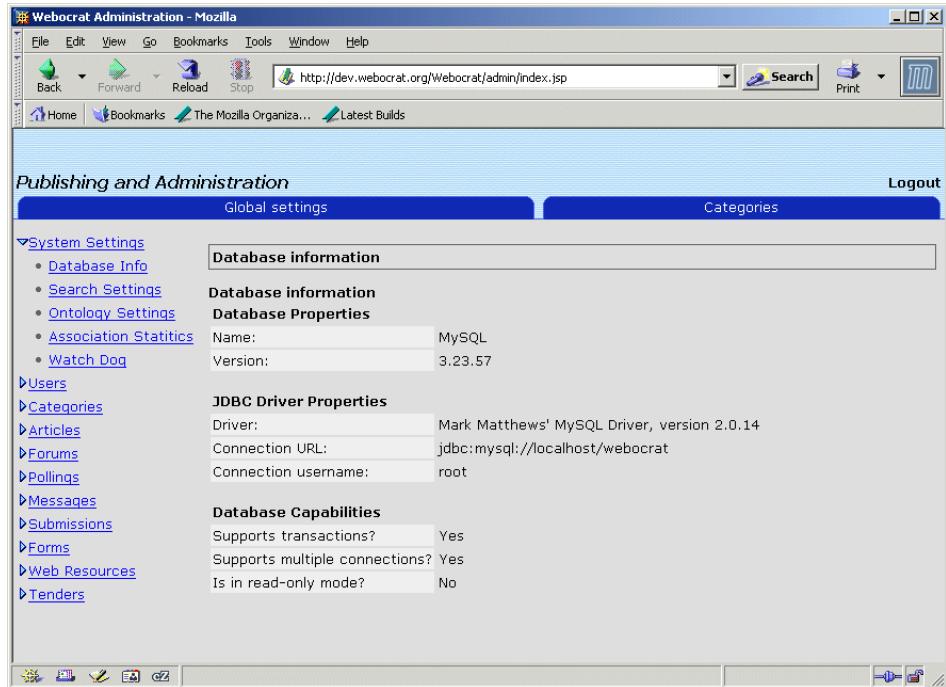


Figure 4: Administration homepage

Across the top of the homepage are two tabs labelled as: **Global Settings** and **Categories**. The homepage automatically displays the Global Settings folder.

The **Global Settings** tab contains eleven main category links which are displayed down the left hand side of the homepage and are labelled as: [System Settings](#), [Users](#), [Categories](#), [Articles](#), [Forums](#), [Pollings](#), [Messages](#), [Submissions](#), [Forms](#), [Web Resources](#) and [Tenders](#).

The **Categories** tab (across the top of the homepage) and the [Categories](#) link (down the left hand side of the homepage) display identical information.

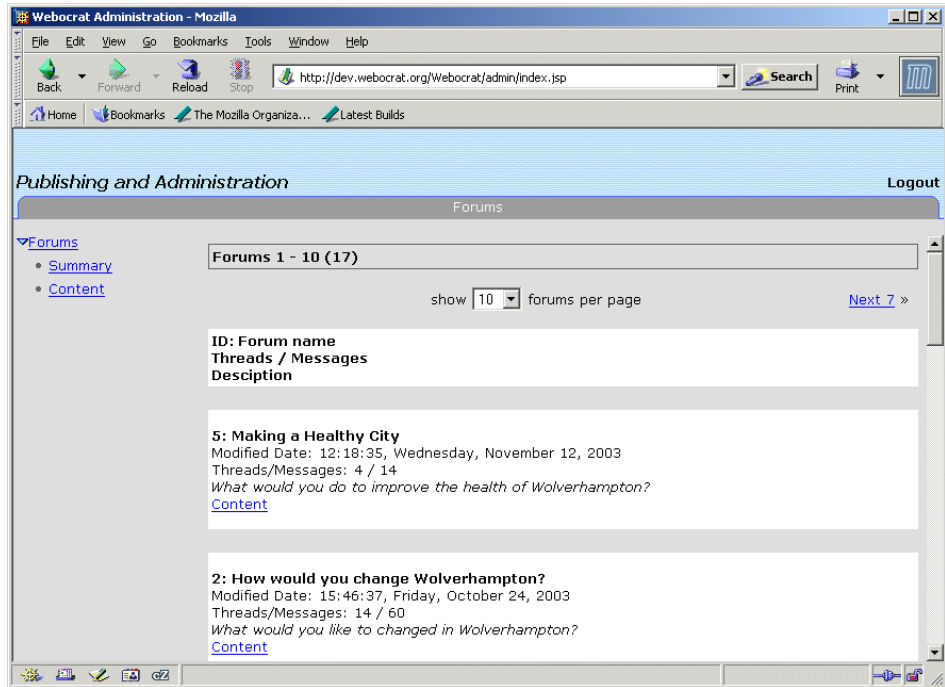


Figure 5: Discussion forum moderator homepage

Across the top of the publisher homepage are seven tabs labelled as: Articles, Forums, Pollings, Messaging, Submissions, Web Links and Tenders.

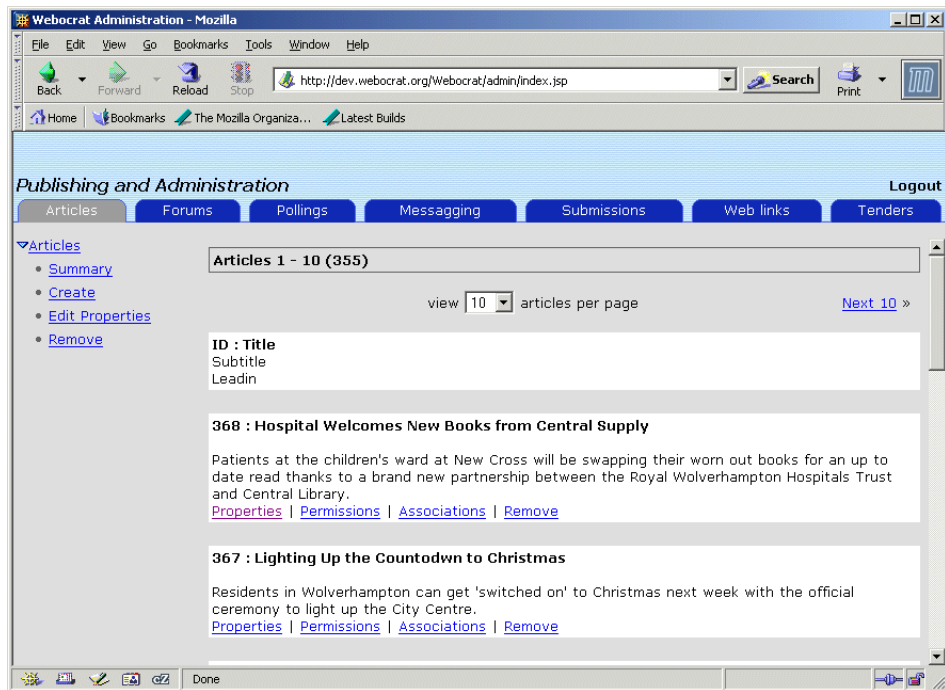


Figure 6: System Publisher homepage

Sections 3, 5 and 6 apply to the system administrator only.

### 3 System Settings (System Administrator)

**Step 1:** If not already displayed click on the **Global Settings** tab.

**Step 2:** Click on **System Settings** (see Figure 7).



Figure 7: System Settings link selected

#### 3.1 Database Information

**Step 1:** Click on the **Database Info** link (see Figure 8) (unless it is already displayed).

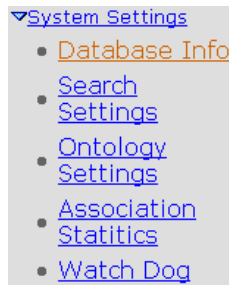


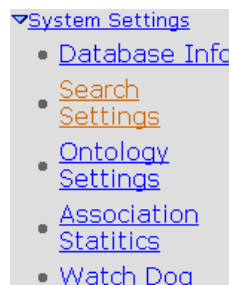
Figure 8: Database Info link selected

The **Database Info** page holds information about the database consisting of its properties (Name and Version), the JDBC Driver Properties (Driver, Connection, URL and Connection username) and the database capabilities.

#### 3.2 Search Settings

**Step 1:** Click on the **System Settings** link.

**Step 2:** Click on the **Search Settings** link (see Figure 3.3).



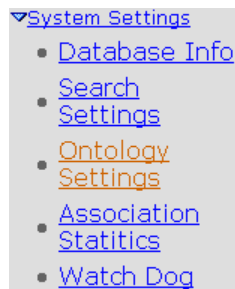
**Figure 9:** Search Settings link selected.

The **Search Settings** page adds new resources into the searchable resource database. How often this takes place can be controlled by adjusting the refresh interval and clicking on the **UPDATE** button.

### 3.3 Ontology Settings

**Step 1:** Click on the [System Settings](#) link.

**Step 2:** Click on the [Ontology Settings](#) link (see Figure 10).



**Figure 10:** Ontology Settings link selected.

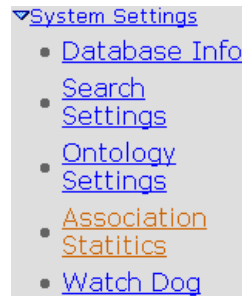
The Ontology Settings page controls how often the ontology reloads from the ontology server. This can be controlled by adjusting the refresh interval and clicking on **UPDATE**.

To reload the ontology from the server click on  .

### 3.4 Association Statistics

**Step 1:** Click on the [System Settings](#) link.

**Step 2:** Click on the [Association Statistics](#) link (see Figure 11).



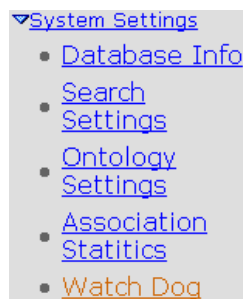
**Figure 11:** Association Statistics link selected

This shows all the themes and indicates the number of documents linked to each theme.

### 3.5 Watch Dog

**Step 1:** Click on the Systems Settings link.

**Step 2:** Click on the Watch Dog link (see Figure 12).



**Figure 12:** Watch Dog link selected

This is responsible for updating the submission processing states and handles any new replies.

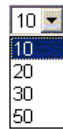
## 4 Listing the Items Options

When clicking on the [Users](#), [Categories](#), [Articles](#), [Forums](#), [Pollings](#), [Messages](#), [Forms](#), [Web Resources](#) or [Tenders](#) link there is an option available (see Figure 13) which allows you to decide how many User's for example can be viewed per page.

show  users per page

**Figure 13:** Icon to select how many users can be viewed per page

**Step 1:** Click on  and a list becomes available (see Figure 14). This comprises of a list of options, which allows you to decide how many items (i.e. Users, Categories, Articles, Forums, Pollings, Messages, Forms, Web Resources and Tenders) can be viewed per page. The options available are: 10, 20, 30 and 50.



**Figure 14:** List to select how many items can be viewed per page

**Step 2:** Click on the preferred number.

**Step 3:** Also on the right hand side of the screen there is a link labelled Next (see Figure 15). Click on this to view other items on the next page. Likewise when on the next page to go back to the previous page click on the Previous link (see Figure 16).

[Next 1 »](#)

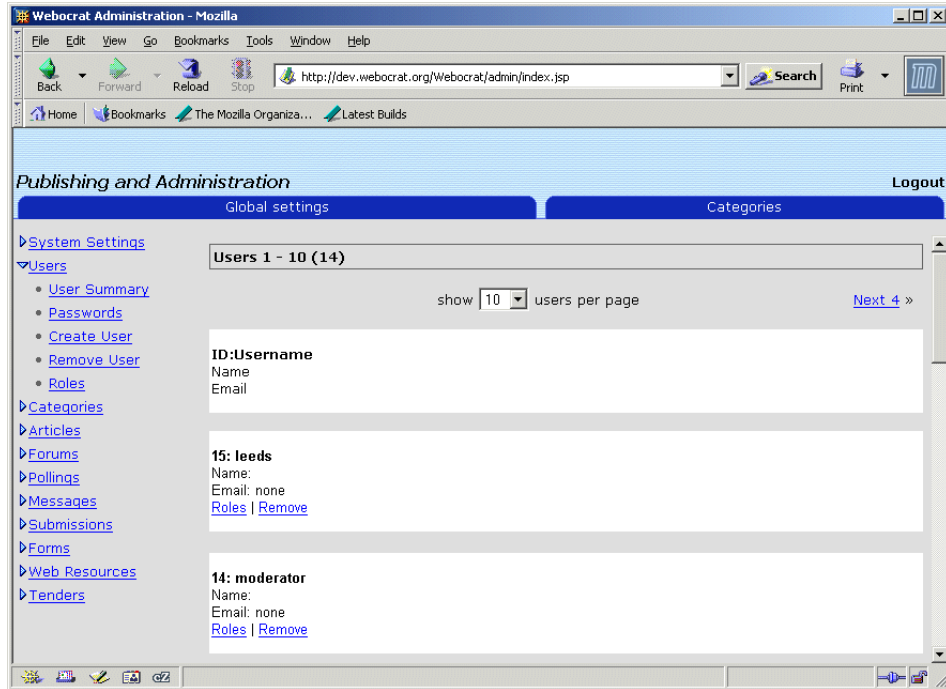
**Figure 15:** Link to view other User's

« [Previous 10](#)

**Figure 16:** Link to view Previous User's

## 5 Users (System Administrator)

**Step 1:** Click on the [Users](#) link (see Figure 7). The **User Summary** page is displayed (see Figure 17).



**Figure 17:** User Summary page

### 5.1 User Summary

The User Summary page displays the **User's ID, Name** and their **Email** address. The summary page also contains two links: [Roles](#) and [Remove](#), which are explained in more detail in this section.

#### 5.1.1 Assign/Delete User Roles

If you click on the [Roles](#) link below the users email address (see Figure 18) a page containing the roles for that particular user are shown. Displayed on this page are two boxes labelled as: **Roles** and **Assigned Roles** (see Figure 19).

Email:  
[Roles](#) | [Remove](#)

**Figure 18:** Roles for a user



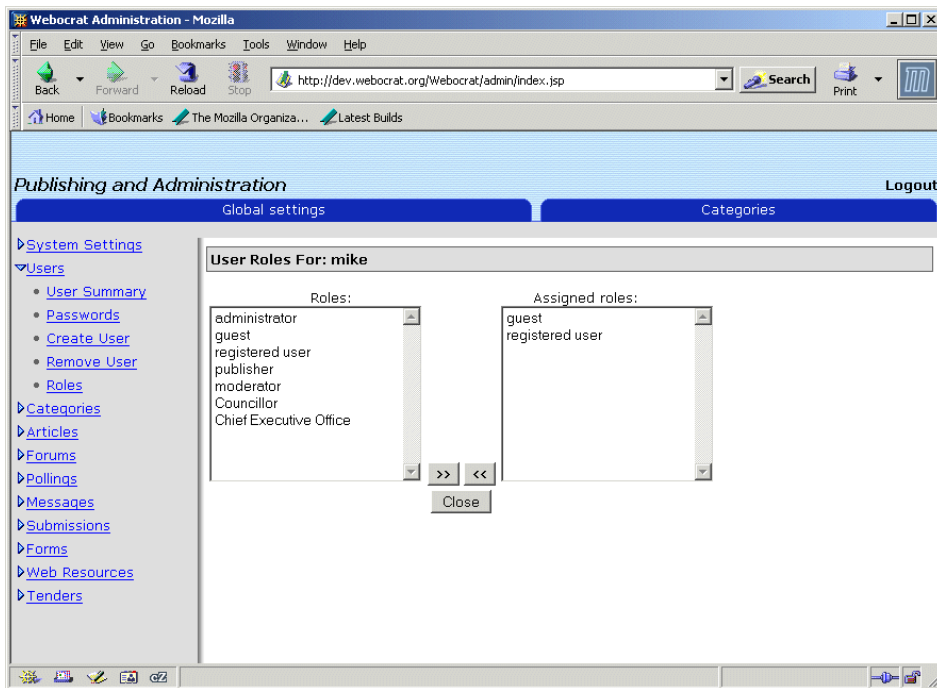


Figure 19: User Roles page

The roles are: **Administrator, Guest, Registered User, Publisher and Moderator.**

If you wish to assign a new role for a particular user click on the desired role in the Roles box and click on **>>**.

If you wish to delete a role from a user click on the role you wish to delete in the Assigned Roles box and click on **<<**.

When the roles have been assigned correctly click on **Close**.

## 5.2 Change a Password

**Step 1:** Click on the [Users](#) link (see Figure 7).

**Step 2:** Click on the [Passwords](#) link (see Figure 20).

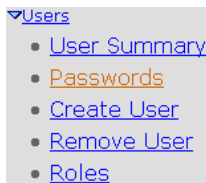
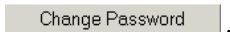


Figure 20: Password link selected

The Change Password page is displayed and this is where the passwords can be changed.

**Step 3:** Enter the required information: admin password (i.e. current password), username of person to change, new password, and confirm new password in the appropriate input boxes.

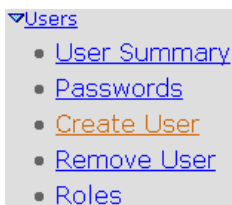
**Step 4:** When all the above details have been entered click on



### 5.3 Create a User

**Step 1:** Click on the [Users](#) link (see Figure 7).

**Step 2:** Click on the [Create User](#) link (see Figure 21).



**Figure 21:** Create User link selected

The page to create a user is displayed. Enter the following information in the relevant input boxes: **First Name** (optional), **Last Name** (optional), **Email**, **Username** and **Password** (to be entered two times).

**Step 3:** The username entered can be the email address entered. If this is the case click in the use email box  use email else leave it blank.

**Step 4:** When all the above information has been entered click on



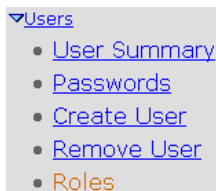
**Step 5:** If the password no longer needs to be changed click on .

**Step 6:** When a User is created the roles **Registered User** and **Guest** are automatically assigned. To change these or add new roles go to Section 5.1.1.

### 5.4 View/Create Roles

**Step 1:** Click on the [Users](#) link (see Figure 7).

**Step 2:** Click on the [Roles](#) link (see Figure 22).

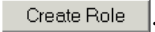



**Figure 22:** Roles link selected

A list of the Roles is displayed consisting of the Roles Name and a Description.

**Step 3:** To create a role click on .

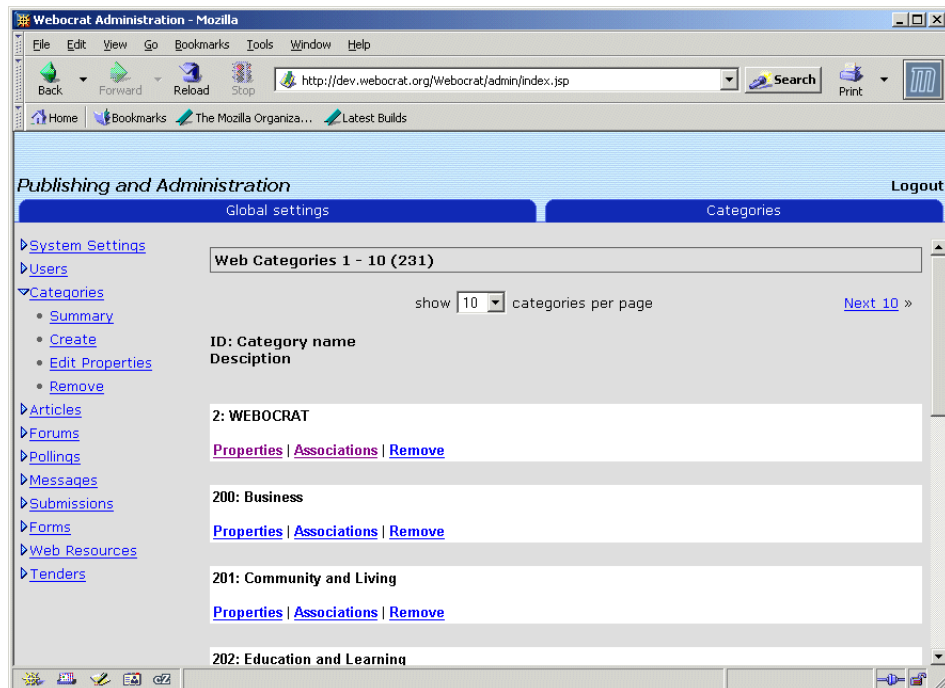
**Step 4:** The create roles page is displayed, here enter the new roles information in the relevant input boxes: Name and Description.

**Step 5:** When the above information has been entered click on .

**Step 6:** If the role no longer needs to be created click on .

## 6 Categories (System Administrator)

**Step 1:** Click on the **Categories** tab. Or click on the [Categories](#) link from the **Global Settings** tab (see Figure 7). The Web Categories page is displayed (see Figure 23).



**Figure 23:** Web Categories page displayed

The Web Categories page is displayed showing the Category name and below the name are three links: [Properties](#), [Associations](#) and [Remove](#).

### 6.1 Category Summary

When the [Categories](#) link or tab is selected the **Category Summary** page is displayed.

#### 6.1.1 Remove

(Go to Section 15)

#### 6.1.2 Properties

(Go to Section 16)

#### 6.1.3 Association

(Go to Section 17)

### 6.2 Create

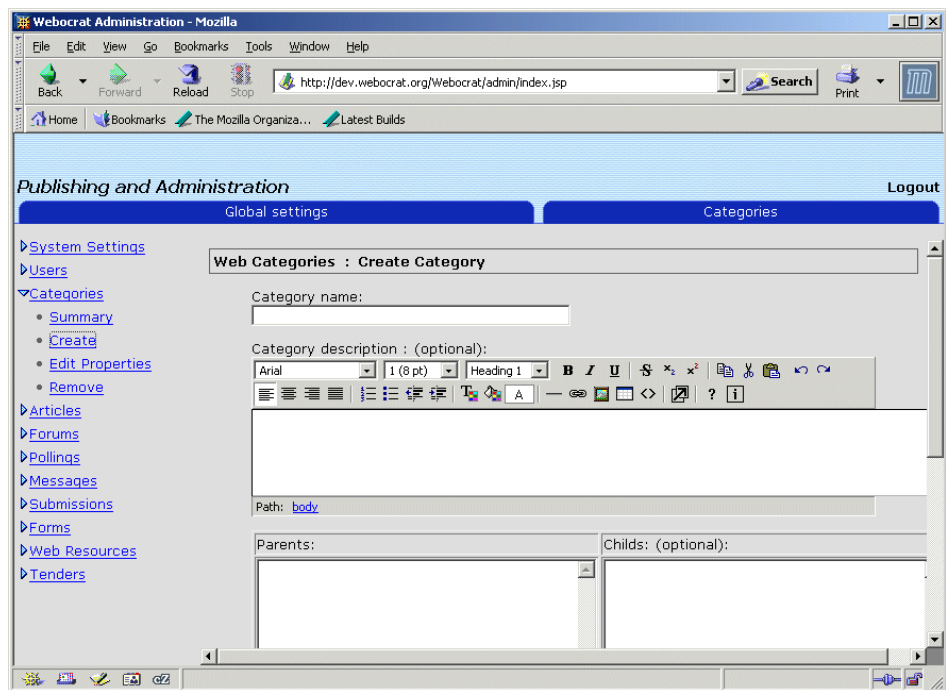
**Step 1:** Click on the Categories link (see Figure 7).

**Step 2:** Click on the Create link (see Figure 24).



**Figure 24:** Create link selected

**Step 3:** The create category page is displayed (see Figure 25). To create a Category enter the following information: **Category Name** and the **Category Description** (optional). Above the Category Description input box is a text editor where the text style can be changed.



**Figure 25:** Create category page

**Step 4:** Scroll down the page to the Choose **Categories** section. Decide which categories require to be added as a Parent and which ones as a Child.

**Step 5:** Once decided about the Parent and Child categories click on the category name. Depending on whether you want to add the category as a parent/child click on  or .

**Step 6:** If a parent or child needs to be removed from a category below the category description box are two more boxes. Click on the Parent or Child category that needs to be removed then click on .

## 7 Articles

**Step 1:** Click on the Articles link or tab. If logged on as the system administrator the Articles summary page is displayed as in Figure 26 but the layout of the system publisher page is slightly different (see Figure 6).

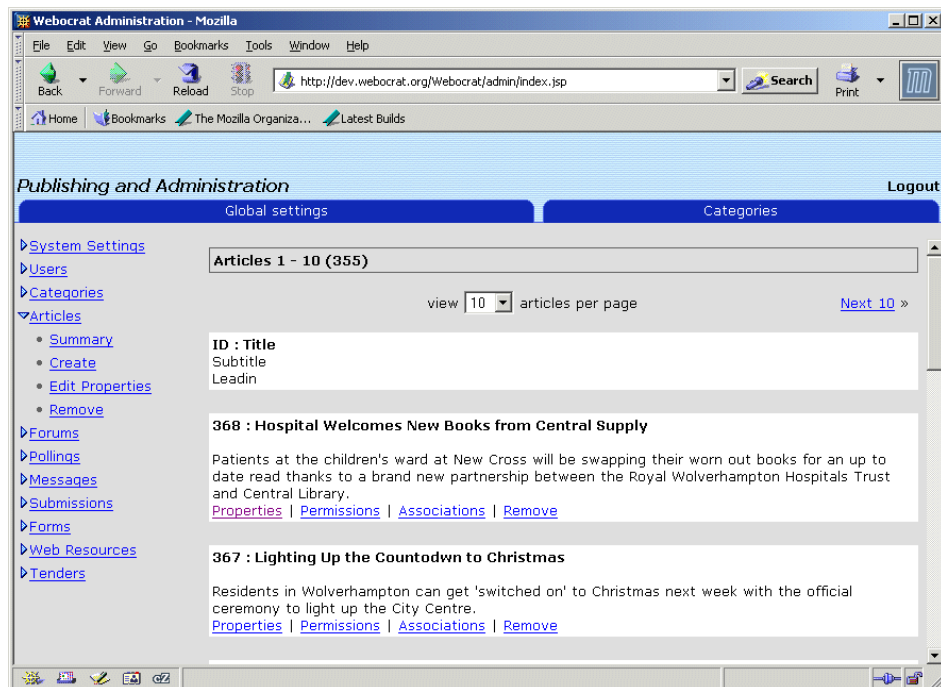


Figure 26: Articles summary page

### 7.1 Articles Summary

The Articles summary page shows the Article Title, Subtitle and Leadin.

#### 7.1.1 Remove

(Go to Section 15)

#### 7.1.2 Properties

(Go to Section 16)

#### 7.1.3 Association

(Go to Section 17)

#### 7.1.4 Permission

(Go to Section 18)

### 7.2 Create

**Step 1:** Click on the [Articles](#) link or tab.

**Step 2:** Click on the [Create](#) link (see Figure 27).



**Figure 27:** “Create Article” link selected

**Step 3:** The Articles Create page is displayed. To create an Article the information that needs to be entered is: Title, Subtitle, Picturefile, Leadin, Article Body and Attachment file. The information for the items with an asterisk by their side must be entered.


Next to the Picturefile input box is a Browse icon. To insert an image click on the browse icon and locate to where the picture is then click on open.

If there are files you wish to attach to the article click on browse next to the attachmentfile input box. Locate to where the file is and click on open.

Enter the above information.

**Step 4:** When all the above information has been entered click on



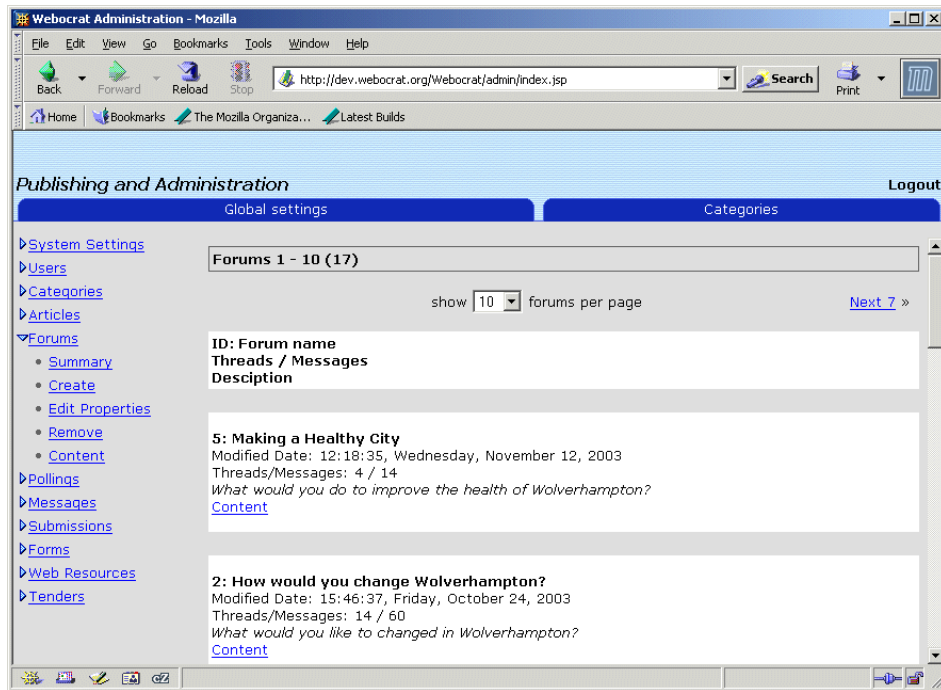
**Step 5:** If you no longer need to create an Article click on .

**Step 6:** The [Associations](#) Link Resource page is now displayed. Go to Section 17.

**Step 7:** For [Permissions](#) go to Section 18.

## 8 Forums

**Step 1:** Click on the [Forums](#) link or tab. If logged on as the system administrator the Forums summary page is displayed as in Figure 28 but the layout of the system publisher and the discussion forum moderator pages are slightly different (see Figure 5).



**Figure 28:** Forums Summary Page

### 8.1 Forums Summary

The forum is where discussions on related topics take place. The Forum Summary page displays the Forum Name, Threads/Messages and the Description.

#### 8.1.1 Content

**Step 1:** To view the content of a Forum click on the [Content](#) link below the forum you require from the Summary page (see Figure 29).

[Content](#)

**Figure 29:** Content link

**Step 2:** Alternatively, click on the [Content](#) link (see Figure 30). Click on

and select the forum you require from the drop down menu list. Click on .



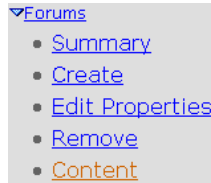


Figure 30: Content link

**Step 3:** The forum content page is displayed showing the threads for that particular forum. The threads topic name, the number of replies and the date it was last modified are displayed. Click on the topic name to obtain a full description.

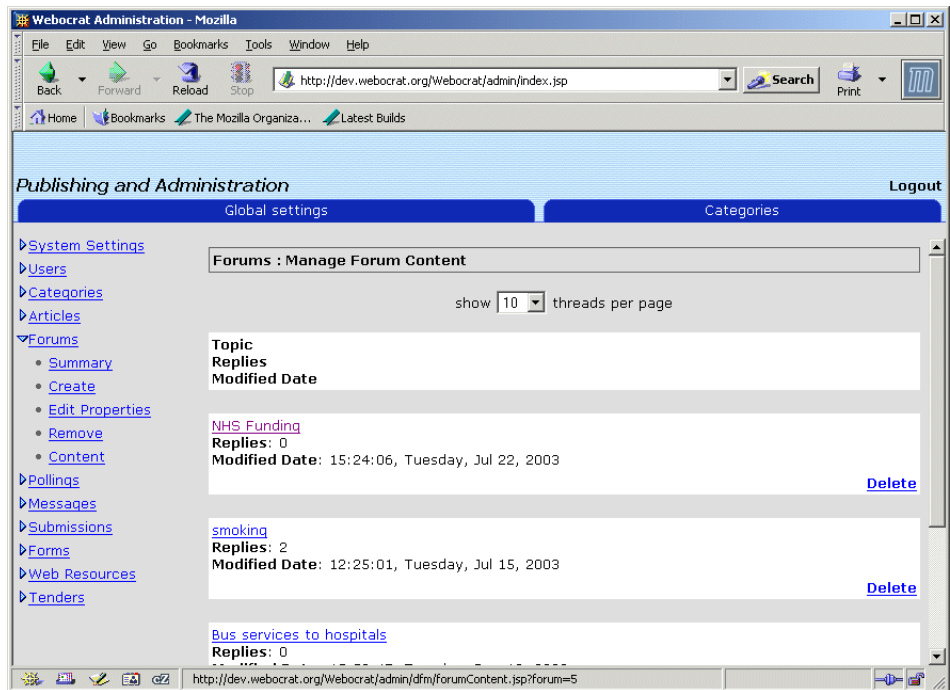


Figure 31: Forum Content page

**Step 4:** If you wish to delete a thread click on **Delete**.

## 8.2 Create

**Step 1:** Click on the [Forums](#) link (see Figure 7).

**Step 2:** Click on the [Create](#) Link (see Figure 32).

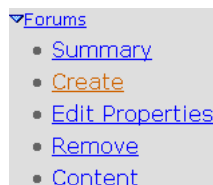


Figure 32: "Create forum" link selected

**Step 3:** The create forum page is displayed. To create a forum enter the following information: Forum Name and Forum Description. From

the Moderated drop down menu select from: Unmoderated, Moderate Threads, Moderate All Messages.

**Step 4:** When all the above information has been entered click on . If you no longer require to create a forum click on .

**Step 5:** The forum has now got to be linked to the Ontology. Go to Section 17.

## 8.3 Remove

*(Go to Section 15)*

## 8.4 Edit Properties

*(Go to Section 16)*

## 9 Pollings

**Step 1:** Click on the Pollings link or tab. If logged on as the system administrator the Pollings summary page is displayed as in Figure 33 but the layout of the system publisher page is slightly different (see Figure 6)

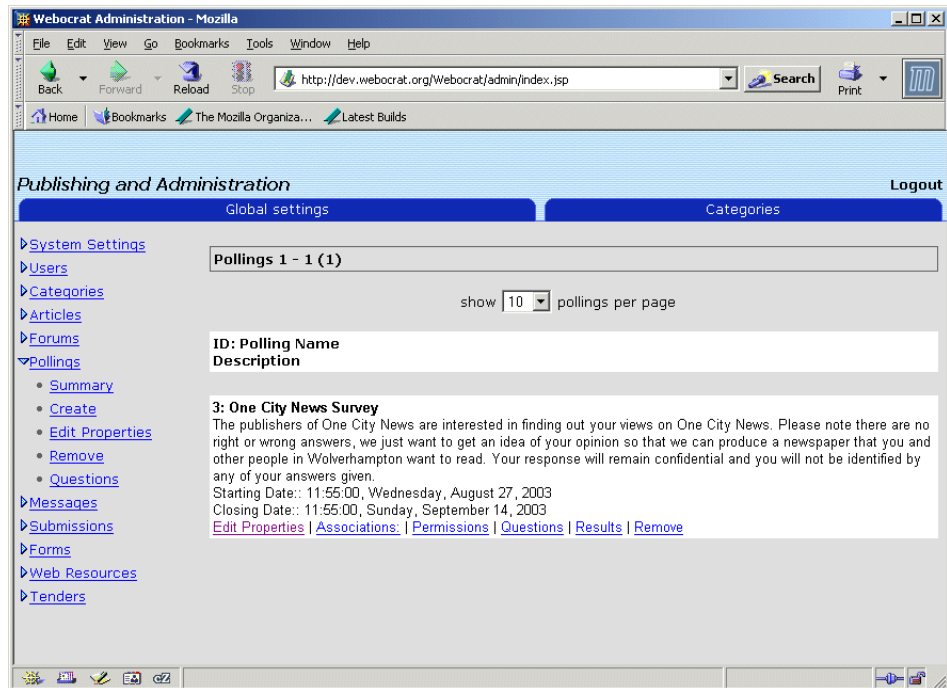


Figure 33: Pollings summary page.

### 9.1 Pollings Summary

The Pollings summary page displays the Polling Name and a Description.

#### 9.1.1 Questions

The Questions link can be located in two ways:

**Step 1:** Click on the [Questions](#) link (see Figure 34) and select the Question you wish to Edit.

**Step 2:** (b) Alternatively, below the Polling Name and Description on the Polling Summary page are links. Click on the [Questions](#) link (see Figure 35).

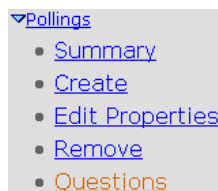


Figure 34: "Question" link selected

[Questions](#)

**Figure 35:** Question link selected

### Create a New Question

**Step 3:** To create a new question click on .

**Step 4:** Enter the Question, Answers and choose the Type. The types are: yes/no, one predefined answer, many predefined answers and informal question.

**Step 5:** Click on .

### Edit Question Properties

**Step 6:** To edit a question which has already been created click on the [Edit Properties](#) link in the same row as the questions Answers (see Figure 36).

[Edit Properties](#)

**Figure 36:** Edit Question Properties link

**Step 7:** Make the necessary amendments and click on .

### Remove a Question

**Step 8:** To remove a question from a poll click on the Remove link (see Figure 37).

[Remove](#)

**Figure 37:** Remove Question link

**Step 9:** Click on .

### 9.1.2 Results

**Step 1:** To view the results of a polling click on the Results link (see Figure 38).

[Results](#)

**Figure 38:** Polling Results link

### 9.1.3 Remove a Polling

*(Go to Section 15)*

### 9.1.4 Edit Properties

*(Go to Section 16)*

### 9.1.5 Association

*(Go to Section 17)*

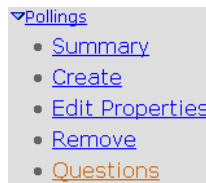
## 9.1.6 Permissions

(Go to Section 18)

## 9.2 Create a Polling

**Step 1:** Click on the [Pollings](#) link (see Figure 7).

**Step 2:** Click on the [Create](#) link (see Figure 39).



**Figure 39:** Create link selected

**Step 3:** The Create Polling page is displayed. To create a polling enter the following information: Polling Name, Polling Description, Starting Date and Closing Date (Optional).

**Step 4:** When all the above information has been entered click on



**Step 5:** If you no longer require to create a polling click on [Cancel](#).

**Step 6:** Go to Section 17.

# 10 Messages

**Step 1:** Click on the [Messages](#) link or tab. If logged on as the system administrator the Messages summary page is displayed as in Figure 40 but the layout of the system publisher page is slightly different (see Figure 6).

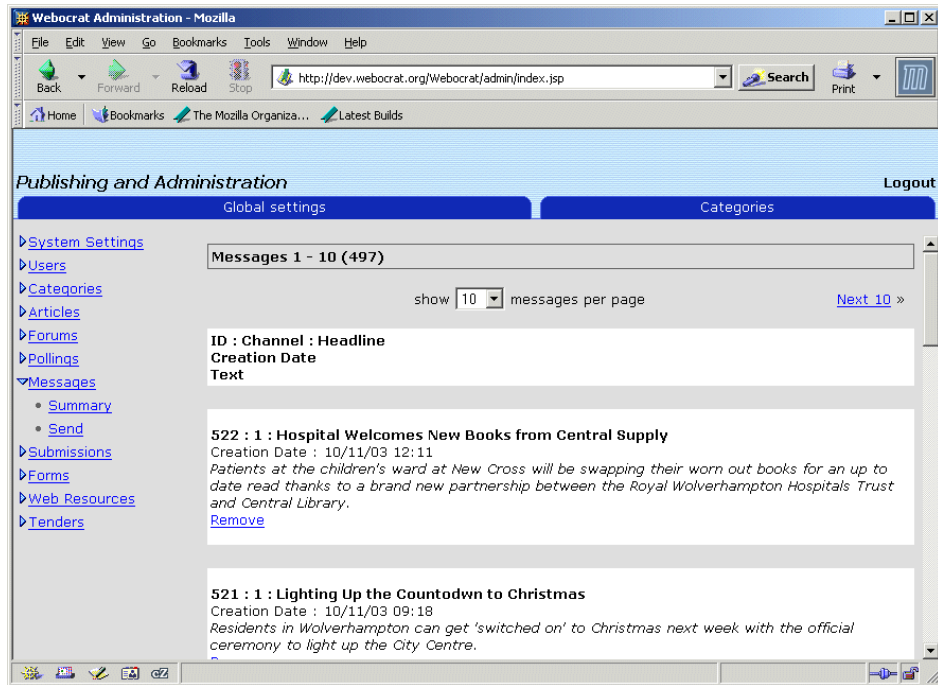


Figure 40: Messages Summary page

## 10.1 Messages Summary

The summary page contains the Message Headline and a Description.

### 10.1.1 Remove

**Step 1:** Located on the Messages summary page below the message description is a [Remove](#) link (see Figure 41). Click on this if you wish to remove a Message.

[Remove](#)

Figure 41: Remove message link

## 10.2 Send a Message

**Step 1:** Click on the Messages link (see Figure 7).

**Step 2:** To send a message click on the Send link (see Figure 42).

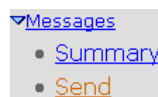


Figure 42: Send message link selected

**Step 3:** The Send message page is displayed. Enter the following information: Message headline, Message Text (Optional) and choose the Recipients from the list provided.

**Step 4:** Once all the above information has been entered click on  .

**Step 5:** If you no longer wish to send a message click on  .

## 11 Submissions

**Step 1:** Click on the [Submissions](#) link or tab. If logged on as the system administrator the Submissions summary page is displayed as in Figure 43 but the layout of the system publisher page is slightly different (see Figure 6).

*< Add Summary page image when summaries have been added possibly >*

**Figure 43:** Submissions summary page

### 11.1 Submissions Summary

The submissions summary page is displayed

*<include here what detail is included about each submission. >*

### 11.2 Remove

**Step 1:** Click on the Submissions link.

**Step 2:** Click on the Remove link (see Figure 44).



**Figure 44:** Remove Submission link selected

**Step 3:**

*< Add more information here if it is different from Section 15 >*



## 12 Forms

**Step 1:** Click on the [Forms](#) link if logged on as the system administrator the summary page is displayed in Figure 12.1. If logged on as the system publisher the form link can be located from the Submissions tab and the layout of the page is slightly different from Figure 12.2 (see Figure 6).

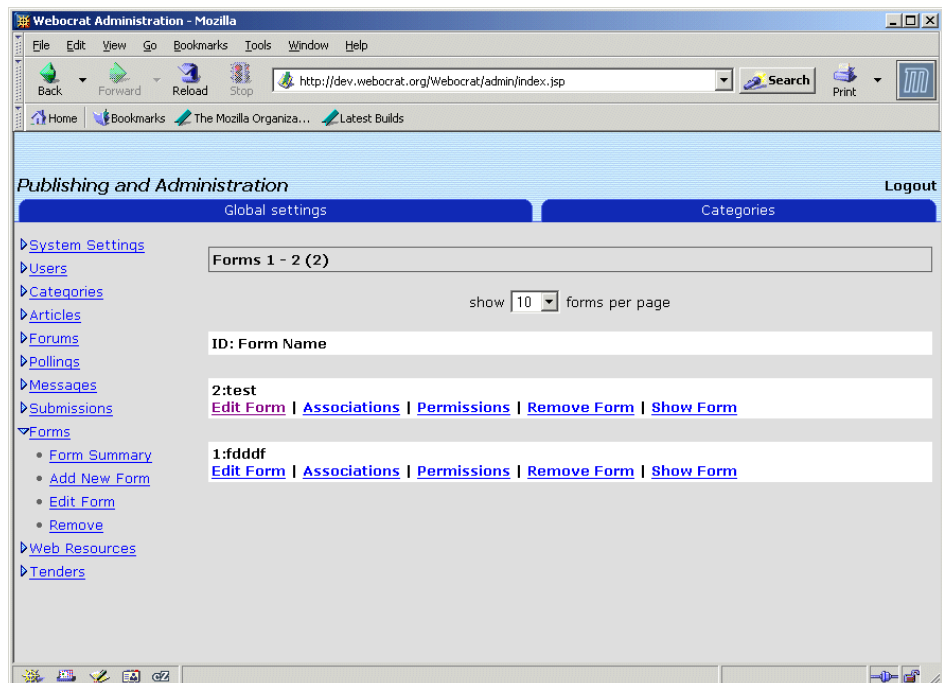


Figure 45: Form Summary page

### 12.1 Forms Summary

#### 12.1.1 Show Form

**Step 1:** To view a form click on [Show form](#) link from the form summary page.

#### 12.1.2 Remove

(Go to Section 15).

#### 12.1.3 Edit Form

(Go to Section 16).

#### 12.1.4 Associations

(Go to Section 17).

#### 12.1.5 Permissions

(Go to Section 18).

### 12.2 Create a New Form

**Step 1:** Click on the [Forms](#) link (see Figure 7).

**Step 2:** Click on the [Add New Form](#) link (see Figure 46).



**Figure 46:** Add New Form link selected

**Step 3:** To add a new form enter the following information: Form Name, Form Description and Form Template.

**Step 4:** Click on .

**Step 5:** Go to Section 17.

## 13 Web Resources

**Step 1:** Click on the [Web Resources](#) link or tab. If logged on as the system administrator the Web Resources summary page is displayed as in Figure 47 but the layout of the system publisher page is slightly different (see Figure 6).

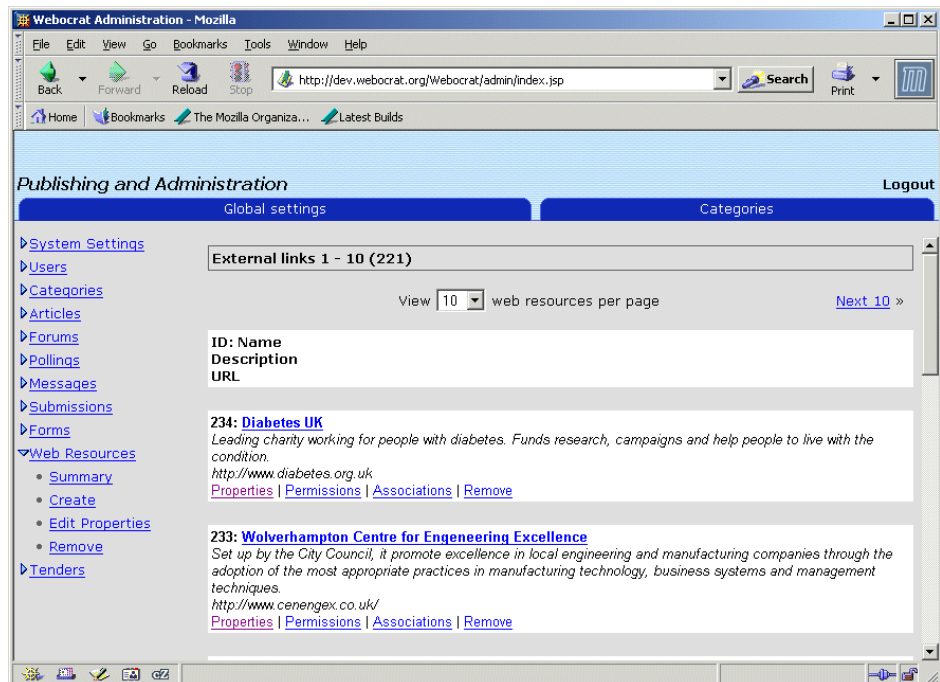


Figure 47: Web Resources summary page

### 13.1 Web Resources Summary

#### 13.1.1 Remove

(Go to Section 15)

#### 13.1.2 Properties

(Go to Section 16)

#### 13.1.3 Associations

(Go to Section 17)

#### 13.1.4 Permissions

(Go to Section 18)

### 13.2 Create

**Step 1:** To create a Web Resource click on the Create link (see Figure 13.2).



**Figure 48:** Create link selected

**Step 2:** The information required when creating a web resource is: Name (title), URL, Mime/Type and Description. Once this has been entered click on .

**Step 3:** Go to Section 17.

## 14 Tenders

### 14.1 Tenders Summary

**Step 1:** Click on the [Tenders](#) link or tab. If logged on as the system administrator the Web Resources summary page is displayed as in Figure 49 but the layout of the system publisher page is slightly different (see Figure 6).

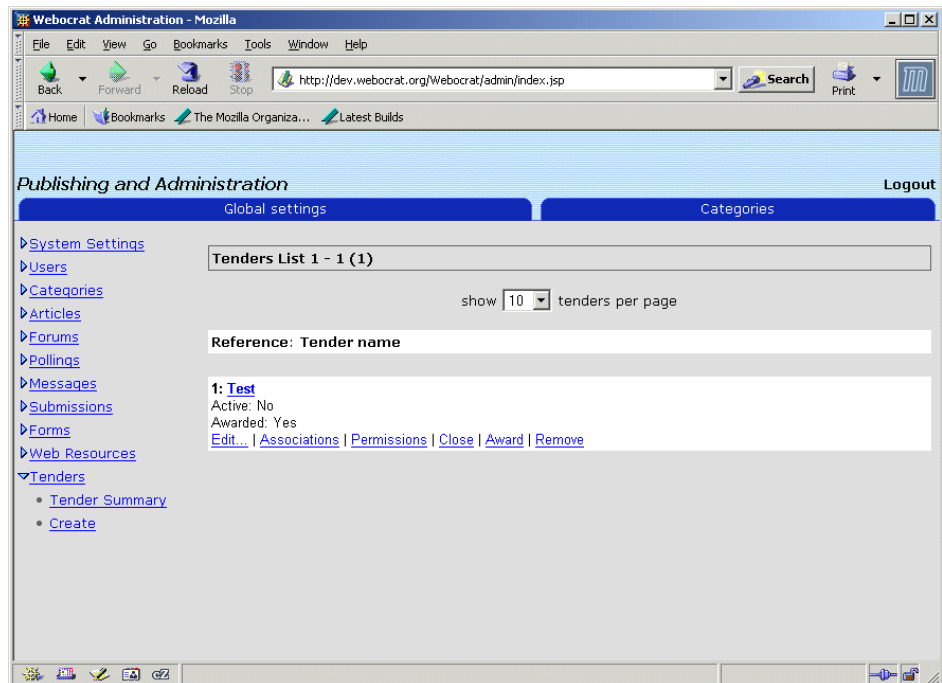


Figure 49: Tenders summary page

#### 14.1.1 Award

**Step 1:** Once the Tender has been awarded these details have to be entered into the system. Below each Tender name is an [Award](#) link. Click on this.

**Step 2:** A page is displayed where the details regarding the Award can be entered. Enter these details in the input box and click on

#### 14.1.2 Close

**Step 1:** When the Tender close date has been reached click on the [Close](#) link.

**Step 2:** A page is displayed asking if you are sure that you wish to close this Tender. If so, click on  . And if not, click on  .

#### 14.1.3 Remove

(Go to Section 15)

### 14.1.4 Edit

(Go to Section 16)

### 14.1.5 Associations

(Go to Section 17)

### 14.1.6 Permissions

(Go to Section 18)

## 14.2 Create

**Step 1:** Click on the [Tenders](#) link (see Figure 7).

**Step 2:** Click on the [Create](#) link (see Figure 50).



**Figure 50:** Create Tender link selected

**Step 3:** To create a Tender the following information needs to be entered: Title, reference Number, Deadline Date, Person to Contact, Contact Email, Contact Telephone, Tender Summary, Document Name, Location of Document, Document Type.

**Step 4:** When all the above information has been entered click on

**Step 5:** Go to Section 17.

## 15 Remove: Users, Categories, Articles, Forums, Pollings, Forms, Web Resources or Tenders

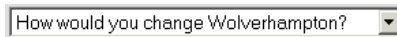
**Step 1:** Click on one of the links from the list down the left hand side of the screen that needs to be removed (see Figure 7).

**Step 2:** For Forums and Submissions click on the [Remove](#) link. Go to step 4.

**Step 3:** Alternatively for Users, Categories, Articles, Polling, Messages, Forms, Web Resources and Tenders there is also another method. For example if you wanted to remove a particular Article, click on the Articles link (see Figure 7) and a summary of the Articles will be displayed. Below each Article description is a link labelled [Remove](#), click on this. Go to step 7.

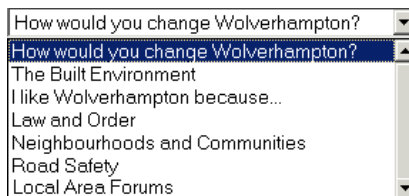
**Figure 51:** Figure 15.2 Alternative way to select Remove link

**Step 4:** If in step 2 the [Forums](#) link was selected the Remove page is now displayed which contains a list box. Click on the of the list box (see Figure 52).



**Figure 52:** List box

**Step 5:** A list should appear (see Figure 53) that lists all the Forums (or Articles, Categories, Pollings, Forms, Web Resources, Tenders) content. From the list click on the item that needs to be removed.



**Figure 53:** List showing all the Content

**Step 6:** Click on [Remove This Forum...](#).

**Step 7:** The Remove page is displayed. Make the necessary changes and click on [Update](#). If the item no longer needs to be updated click on [Cancel](#).

## 16 Edit Properties: Categories, Articles, Forums, Pollings, Forms, Web Resources or Tenders.

**Step 1:** Click on one of the links from the list down the left hand side of the screen that needs to be edited (see Figure 7).

**Step 2:** For Forums and Tenders click on the [Edit Properties](#) link. Go to step 4.

**Step 3:** Alternatively for Categories, Articles, Pollings, Forms and Web Resources there is also another method. For example if you wanted to edit the properties of a particular Article, click on the [Articles](#) link (see Figure 7) and a summary of the Articles will be displayed. Below each Article description is a link labelled [Properties](#), click on this. Go to step 7.

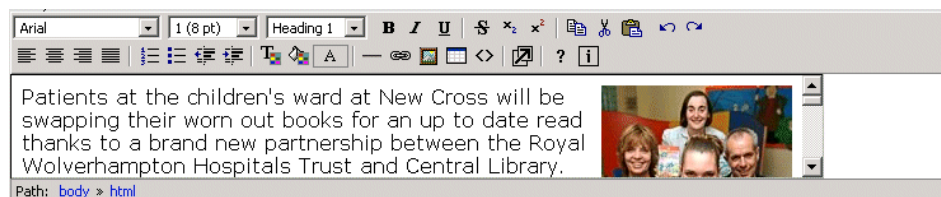
**Step 4:** The Edit Properties page is displayed which contains a list box. Click on  of the list box (see Figure 52).

**Step 5:** A list should appear (see Figure 53) that lists all the Categories (or Articles, Forums, Pollings, Forms, Web Resources, Tenders). From the list click on the item that needs to be edited.

**Step 6:** Click on .

**Step 7:** The Edit Properties page is displayed. Make the necessary changes and click on . If the item no longer needs to be updated click on .

The [Articles](#) and [Categories](#) link contains a **Text Editor** (see Figure 54) where for example the font and the size can be changed. The Text editor also allows the text to be seen in HTML Source view if you click on .



**Figure 54:** Text editor

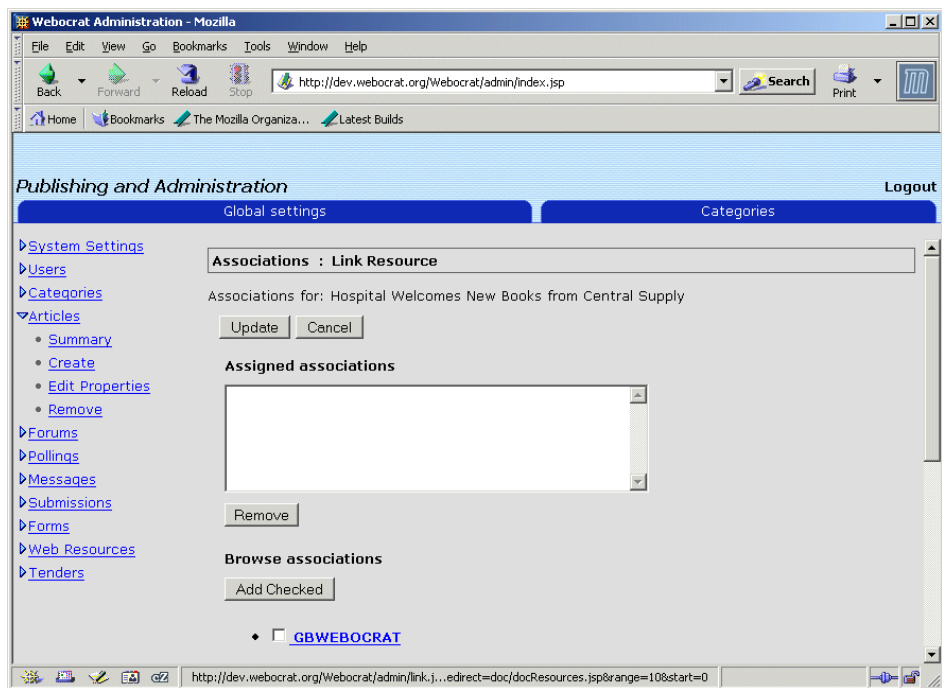


## 17 Associations: Categories, Articles, Pollings, Forms, Web Resources and Tenders

The content for the Categories, Articles, Pollings, Forms, Web Resources and Tenders have to be linked to the Ontology via associations. For example, click on the [Articles](#) link (see Figure 7).

**Step 1:** Below each Articles description is a link labelled [Associations](#), click on this.

**Step 2:** The Associations Link Resource page is displayed.



**Figure 55:** Association Link Resource page

**Step 3:** If there are any Associations that have already been assigned then these will be displayed in the Assigned Associations box. If any of the assigned associations need to be removed, click on this association in the Assigned Association box and click on .


**Step 4:** To assign an Association navigate to the link shown in Figure 56.

◆  [GBWBOCRAT](#)


**Figure 56:** Browse Associations

The link headings highlighted in blue can be clicked on to obtain further associations. Once the associations required have been decided on click on the check box  to the left of the Association heading. Once clicked on it should look like .

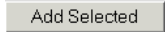

**Step 5:** Click on .


**Step 6:** If you are already aware of the Association required type this into the input box (see Figure 57) below the Find associations according to name heading and click on  .

Find associations according to name



**Figure 57:** Input box to find Association Required

**Step 7:** The results from the search are displayed in the Search Results box. Click on the Association required and click on  . If all the Associations from the search are required click on  .

**Step 8:** Whenever any changes have been made always click on  .

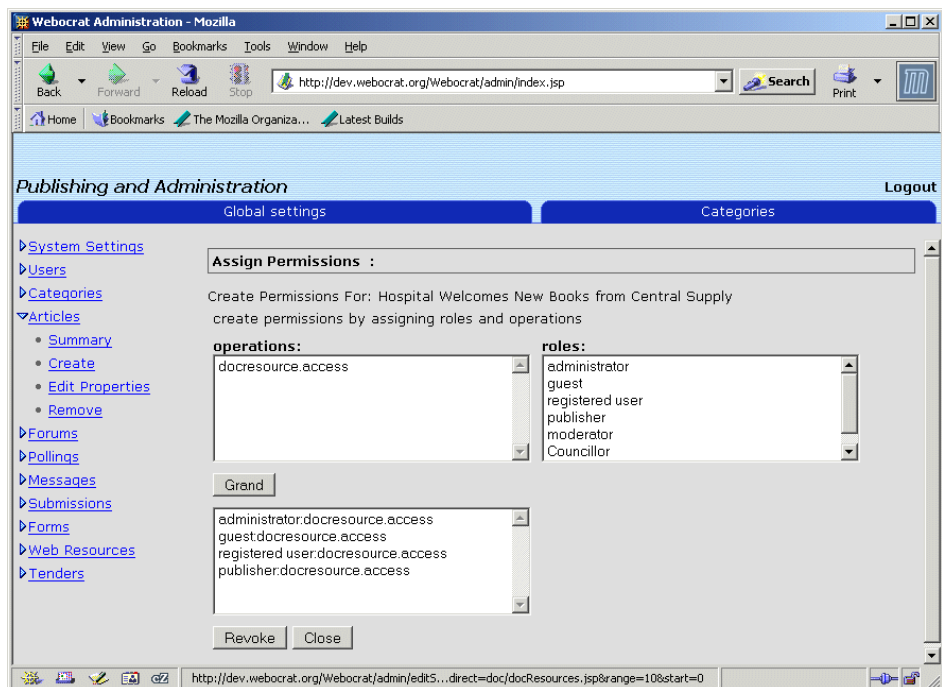
## 18 Permissions: Articles, Pollings, Forms, Web Resources and Tenders

For certain items in the system there is a restriction regarding who can see what. This is assigned via the [Permissions](#) link.

**Step 1:** Permission applies to [Articles](#), [Pollings](#), [Forms](#), [Web Resources](#) and [Tenders](#), click on anyone of these links (see Figure 7).

**Step 2:** The summary page is displayed which contains a link labelled as [Permissions](#). Click on this link.

**Step 3:** The Assign Permissions page is displayed (see Figure 58).



**Figure 58:** Figure 18.2 Assign Permissions page

Click on the Operation and the Role you want to assign. For example, Figure 59 shows the Permissions for an Article..

```

guest.docresource.access
administrator.docresource.access
registered user.docresource.access
publisher.docresource.access
moderator.docresource.access

```

**Figure 59:** Permissions for Articles

**Step 4:** When the Roles and the Operations have been highlighted click on [Grand](#).

**Step 5:** If any of the assigned permissions is no longer required highlight this permission and click on [Revoke](#).

**Step 6:** Click on [Close](#).

## 19 Logout

When you have finished making all the updates click on [Logout](#).

This page is empty



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