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Understanding Modes

All Users

Since the website is built on a content management system, it is possible to edit pages through your web browser. For this reason, you are able to view the same content in different viewing modes. Additionally, to ease printing, content can also be displayed without sidebar menus and title bars using an optimized viewing mode, designed specifically with printing in mind. The mode bar is located on the right side of the page, shown in Figure 2.

An *Authenticated User* is a person who is logged into the site. Steps on how to login to the site are detailed on page 7.

View Mode:

The *View* mode is the default viewing mode. This mode does not allow modification of documents or members. Contribution to forums is available in this mode for Authenticated Users.

Edit Mode: (available only to Authenticated Users)

The *Edit* mode provides access to edit the content of a page. If you are viewing your group web page, by switching to Edit mode you are able to modify the contents of the page. If you are viewing your group membership page, by switching to Edit mode you are able to change the user permissions and accept pending members. Each item in the site is tied to a security group. In most cases, you are only able to edit items for which you are a *Contributor*.

Print Mode:

The *Print* mode displays the same page in a view optimized for printing. The side bar and title bar are not displayed within Print mode. This view increases the size of the document content and reduces the use of color within the document.

The mode that you are currently in is displayed as bold in the “Mode Bar”.

To change the mode:

- Click the desired mode within the “Mode Bar”, shown in Figure 1 (or in context in Figure 2).

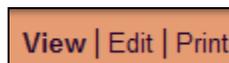


Figure 1 The Mode Bar

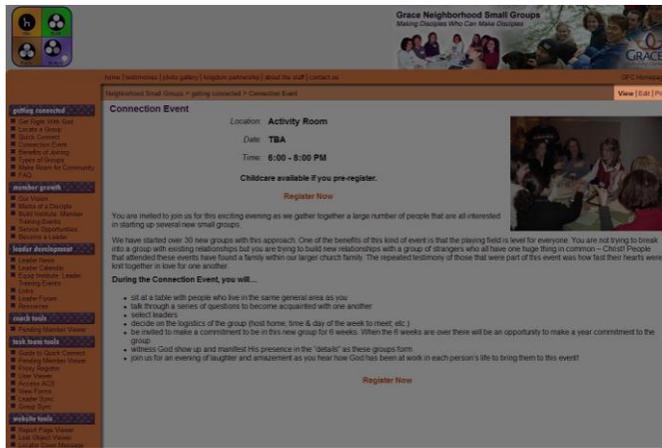


Figure 2 The Mode Bar (in context)

Registering for an account

All Members

For many different reasons, each person is invited to create an ID account for themselves. In addition, ministries that use our website for event registration purposes might create an account on your behalf to assist in their digital bookkeeping. The steps below will assist you in creating your own account that allows you to access our website's private areas from anywhere with Internet access.

Please note that your ID is used to access services for any ministry on the website. Please do not create more than one account for yourself. This means that once you create an account on one site, your account will work immediately on other sites, including other ministries.

- Log on to the website (detailed on page 7)
- Scroll down until you see the “login” sidebar.
- Click on “Register”. The User registration page will be displayed, shown in Figure 3.
- Create an id for yourself.
For example, if your name is John W. Jones, your id could be “jwjones” or “jonesjw” or “jwj4118”
- Make up a password for yourself. You are asked to type it twice, because as you type you see dots. Typing it twice ensures you got it right both times.
- **WRITE YOUR NEW LOGIN & PASSWORD DOWN SOMEWHERE.** We can reset it for you if you forget, but it is better to have a back up.
- Fill out the remaining information as best as you can.
- When information is complete, click on the “Register” button at the bottom of the form. All mandatory fields have a red asterisk beside the field name.
- In about 2 or 3 minutes, you will receive an email that says something resembling the following:

Thanks for signing up for the Portal!
Follow this link to activate your account: [Activate Account](#)
Your activation code is: 14625
Your ID is: jwjones
Your password is: Namia2005
Please contact us if you have any questions.
Thanks,
Boss Pro Portal
- Close the web browser—you probably are still on the web site, right? Close it.
- Click on the link “Activate Account.” This will open the web browser again and should activate your account. The page should display:
Activate Account
Your account has now been activated! Please proceed to log in.
- Scroll down and look for the login area again.
- Type in your new login ID and Password. You know you are logged in when the page

says, “Hello [Your Name Here].”

- You are now logged in to the website.

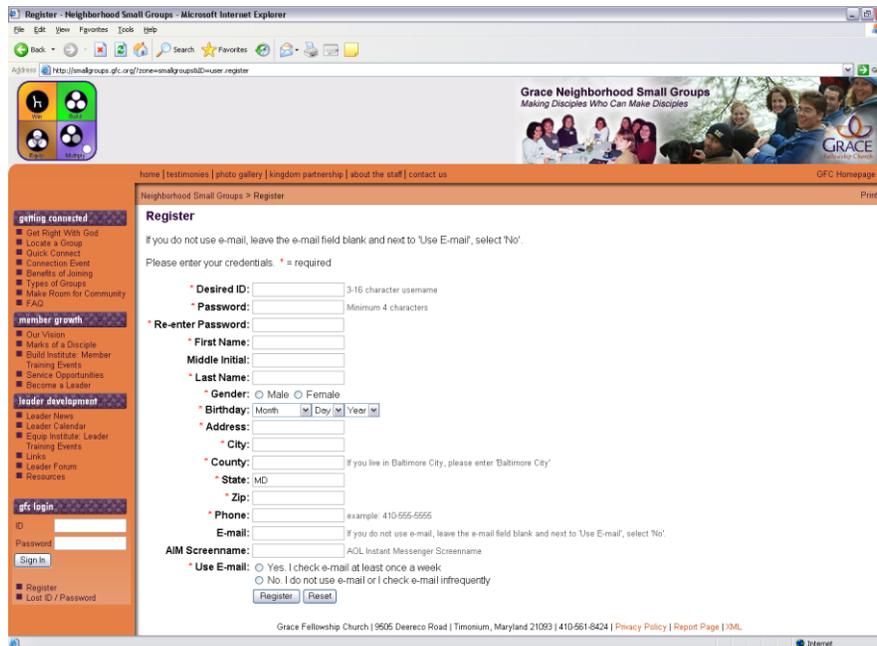


Figure 3 User Registration page

Logging on to the Website

All Users

After you have an account, in order to access particular content, you will have to log on to the site. If you do not have an account on the website, follow the registration steps detailed on page 5.

To log on to the site:

- Go to the “my” bar, located at the bottom of the left sidebar, shown in Figure 4 (or in context in Figure 5).
- Enter your ID and password
- Click “Sign In”

Particular areas of the site require that you be logged in to view the content. On these pages, the content of the page will be replaced with a prompt that states “This page is for registered users only” and provide an additional place where you can enter your ID and password. This prompt functions the same way as the prompt in the “my” bar.



Figure 4 "login" sidebar

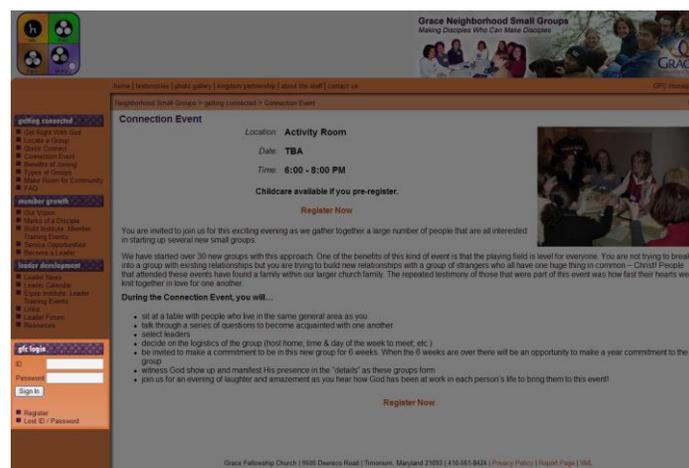


Figure 5 "login" sidebar in context

Recovering your Lost ID or Password

All Members

Occasionally, you might misplace your ID or password and in turn lose access to the website. Using our “Lost ID/Password” page, you are able to recover your account ID and then change your password to something that you can remember. If you do not use e-mail, please contact Anita Dudek at 410-561-8424 x279 for assistance recovering your Lost ID or Password.

To recover your ID or password

- At the bottom of the left sidebar, click “Lost ID / Password”. The “Lost ID / Password” page is displayed, shown in Figure 6.
- If you know your account ID, enter it in the “ID” field, otherwise, enter the e-mail address associated with your account in the “E-mail” field.
- Click the “Lookup” button. An e-mail will be sent to your e-mail address on file.
- Check your e-mail now and find the message sent by the website. It will indicate the “User ID” that is associated with your account.
- Click on the link within the e-mail to reset your password. If the link cannot be clicked on, then please copy it to the clipboard and paste into the address bar of your Internet Browser and press the enter key.
- The “Reset Password” page will be displayed. In the ‘New Password’ field, enter a new password for your account. Re-enter the password you chose in the “Re-enter password” field.
- Click the “Change Password” button. Your password will be changed.

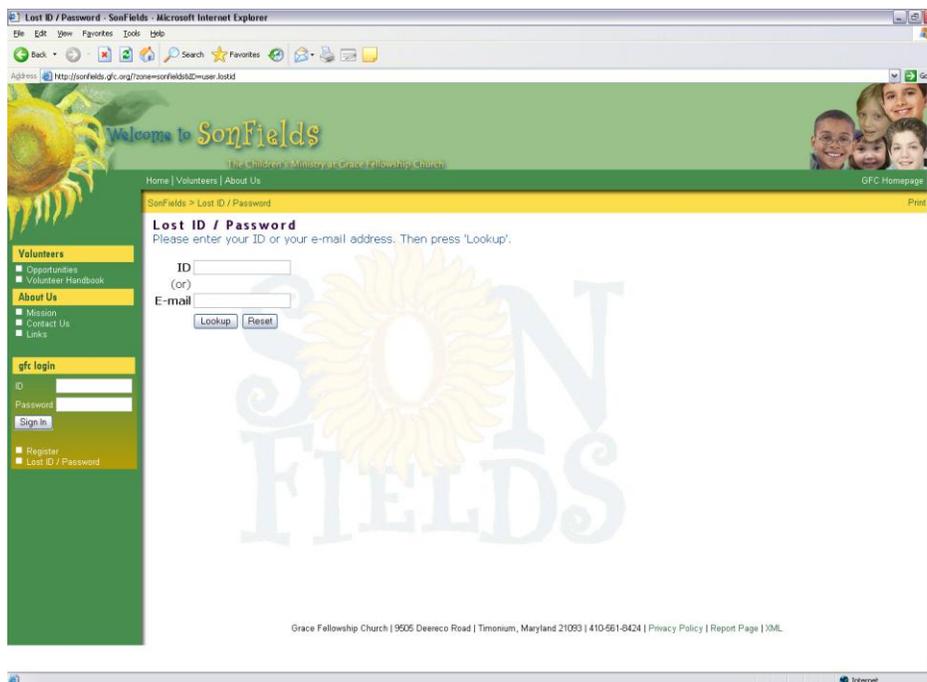


Figure 6 "Lost ID / Password" page

Updating your Profile

All Users

The website allows you to be able to keep your user profile up to date. This feature can be used to update your contact information, including address, phone, and e-mail. This feature will not allow you to change your ID.

To view your profile:

- Log on to the site (detailed on page 7)
- In the “my” bar on the left side, select “My Profile”. The “My Profile” page is shown in Figure 7.

To update your contact information:

- View your profile (detailed above)
- To edit your contact information, either click  Edit in the “Profile” bar, or select “Edit Profile” in the “Fast Tasks” bar
- If you would like to add an additional phone number or e-mail address, select the “Add another phone number...” or “Add another e-mail address...” link. The page will refresh with a place to enter the additional phone number or e-mail address. You can have up to 5 phone numbers and 5 e-mail addresses.
- Make any desired updates to your account and click “Update” button

There are also some user preference settings available on the site, for example if you would like your account to use the enhanced accessibility mode

To update your preference information:

- View your profile (detailed above)
- To edit your preference information, either click  Edit in the “Preferences” bar
- Make any desired updates to your preferences and click “Update” button

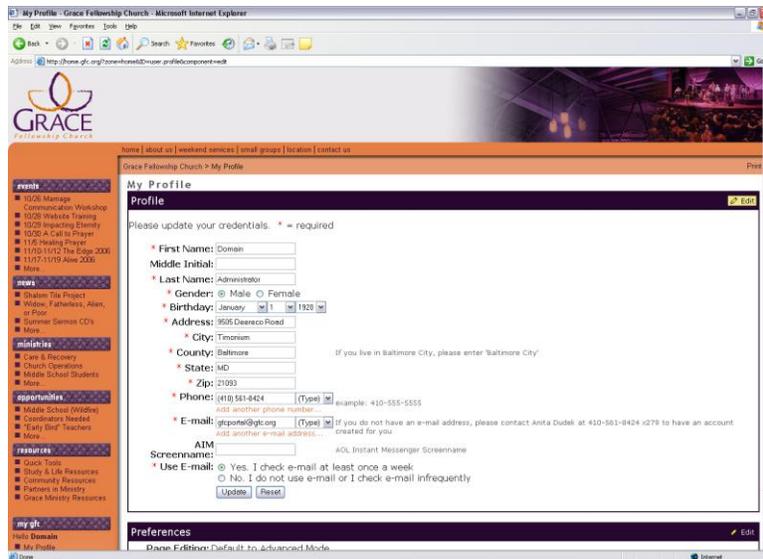


Figure 7 My Profile page

Responding to E-mail

All Users

When you receive an e-mail that was sent through the website, the “from” line will look similar to the following:

<**Name of sender**>(Courtesy of Portal) [portal@bossprosites.com]

The message will also contain a footer at the bottom that looks like the following:

This message is from <**Name of sender**>, delivered by Portal.
You received this message because you are a <**role**> of the <**group name**> group.
NOTE: Do not use the reply feature of your e-mail program to reply to this message.
Review your messaging options by logging into your account.
[Reply to this message](#)

The footer indicates who the message is from and for group messages, why you received the message.

Respond to the message:

- Click on the “Reply to this message” link.
Do not hit reply in your e-mail program, or the reply will send the reply to the portal account instead of the intended destination.

Reporting a problem with the website

All Users

At the bottom of each page of the website is a Report Page link, which can be used to report problems with the website.

To report a page of the website

- Click “Report Page”, shown in Figure 8. The Report Page window will appear, shown in Figure 9.
- Select the type of issue that you are reporting. The available types are:
 - Access Denied
 - Bad Link
 - Content Missing
 - Inappropriate Content
 - Page Rendering Error
 - Typographical Error
 - User ID / Account Issue
 - Group Membership Issue
 - New Feature Request
 - Accessibility
 - Other
- Write a description of the issue
- Click “Finish” button. The report will be processed and provide you with the number assigned to your issue. Information about your web browser and IP address will be collected to allow us to better be able to reproduce the problem experienced. This is displayed in Figure 10.

Report Page

Figure 8 Report Page link

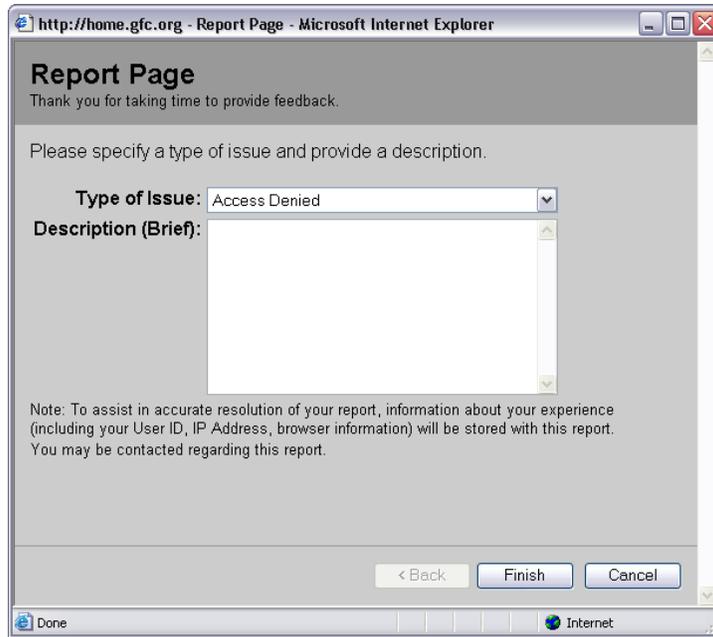


Figure 9 Report Page Wizard Step 1

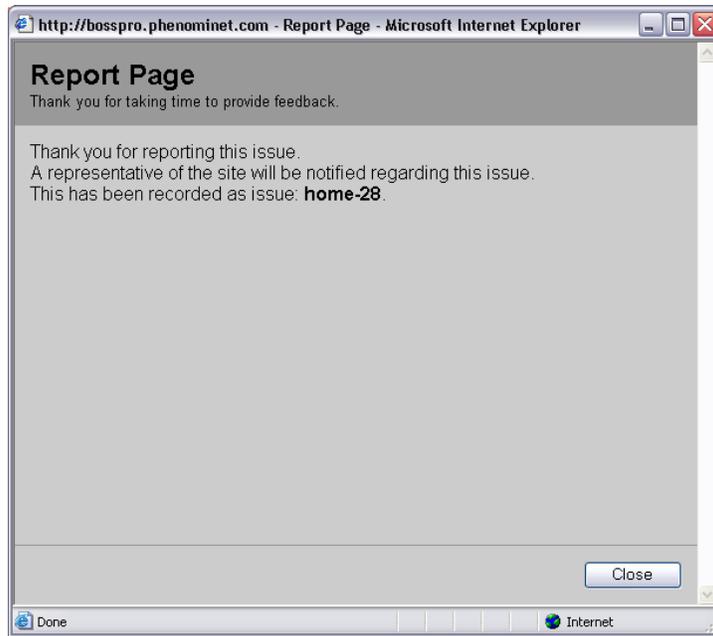


Figure 10 Report Page Wizard Step 2

Viewing your Group Membership

All Users

The “My Groups” page allows you to be able to see which groups you are a part of. My Groups displays all of the groups you are a part of in a particular area of the site, for example, Small Groups. It will not show groups that you are a part of in other areas of the site. Additionally, My Groups also displays the groups for which you are a pending member. The “My Groups” page is shown in Figure 11.

To view what groups you are a part of:

- Log on to the site (detailed on page 7)
- In the “my” bar on the left side, select “My Groups”.

The “My Groups” page displays all of the groups that you are a part of. Regular groups will appear on the left side of the page. Security groups (groups that support tools on the website) will appear on the right side of the page.

To go to your group’s page:

- Go to the “My Groups” page (detailed above)
- Click the “Group Web Page” button under the appropriate group’s name

To go to your group membership page:

- Go to the “My Groups” page (detailed above)
- Select the “Group Membership” link under the appropriate group’s name

To remove yourself from a group:

- Go to the “My Groups” page (detailed above)
- Either switch to “Edit” mode (detailed on page 3) or select the “Remove me from a group” Fast Task link
- Select the “Remove me from this group” link next to the appropriate group’s name
- Select OK in the confirmation box that appears

To remove yourself from a pending group:

- Go to the “My Groups” page (detailed above)
- Select the “Remove me from this pending group” link next to the appropriate group’s name
- Select OK in the confirmation box that appears

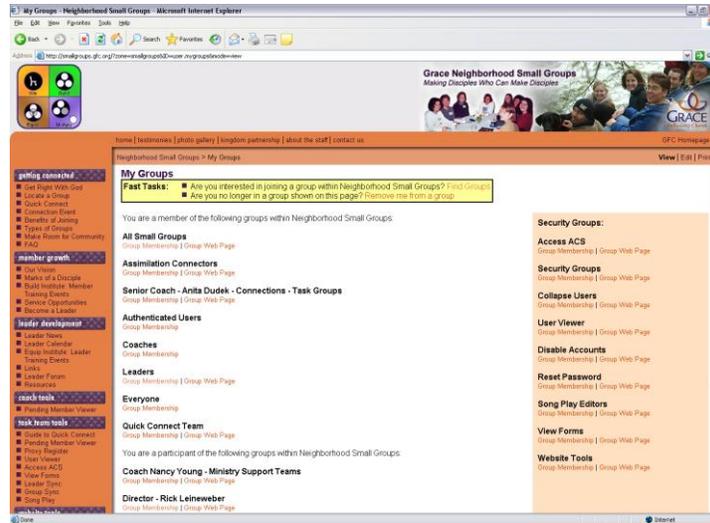


Figure 11 "My Groups" page

Signing up for a Group

All Users

There are multiple mechanisms for signing up for a group. These include the Locator and the Signup Page.

Locator:

In a locator, the results can be filtered by the type and meeting time of the group. Any number of options can be selected. If a category is left blank, nothing will be filtered out. An alternate address can be provided, if desired. This is shown in Figure 12.

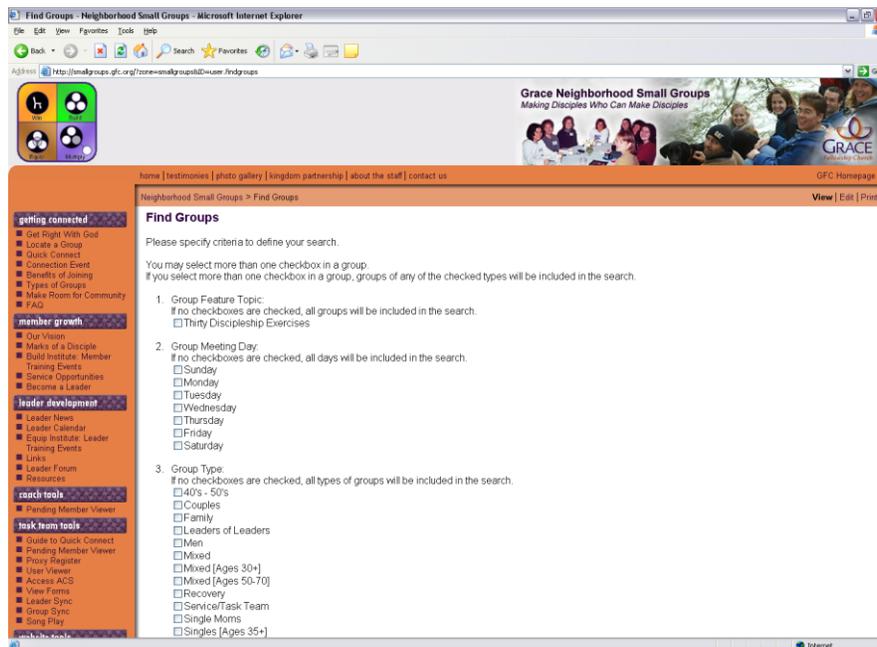


Figure 12 Small Group Locator

The results will come back geographically closest to the address specified in your profile (or the alternate address, if provided), shown in Figure 13. To select a group, click on the “Please contact me about this group” link. This will send an e-mail to the moderators of the group, and they will contact you about the group.

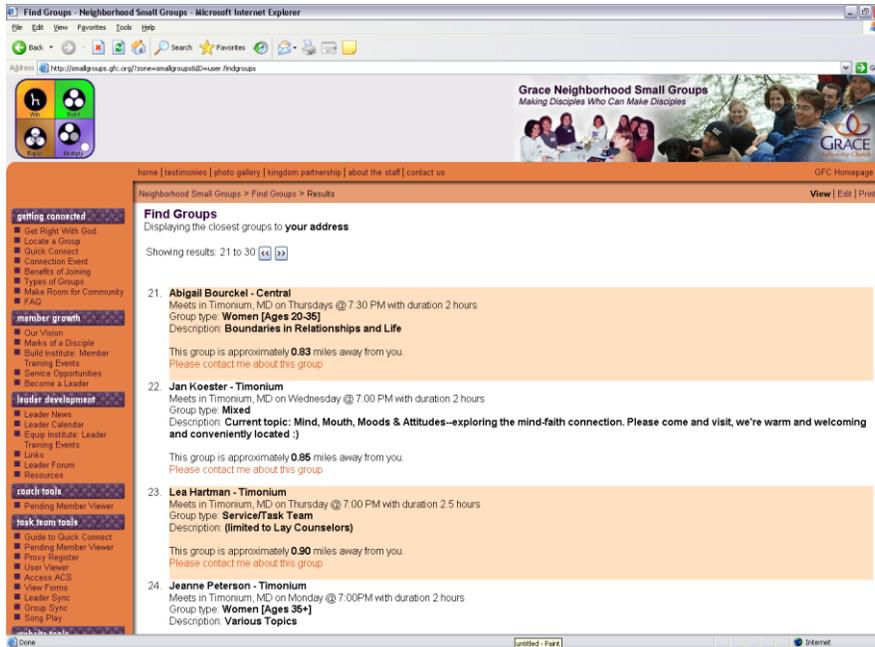


Figure 13 Small Group Locator Results

Signup Page:

A signup page is designed for a single group. A page is shown which, depending on the group, may require consenting to a set of policies concerning that group, shown in Figure 14. When a request to join the group is made, the moderators of the group are e-mailed. Once a request has been made, depending on the group, the user may be a pending member or a member of the group selected. If you return to the signup page after submitting a request to be in the group, the page will indicate that you are already a member or pending member of the group.

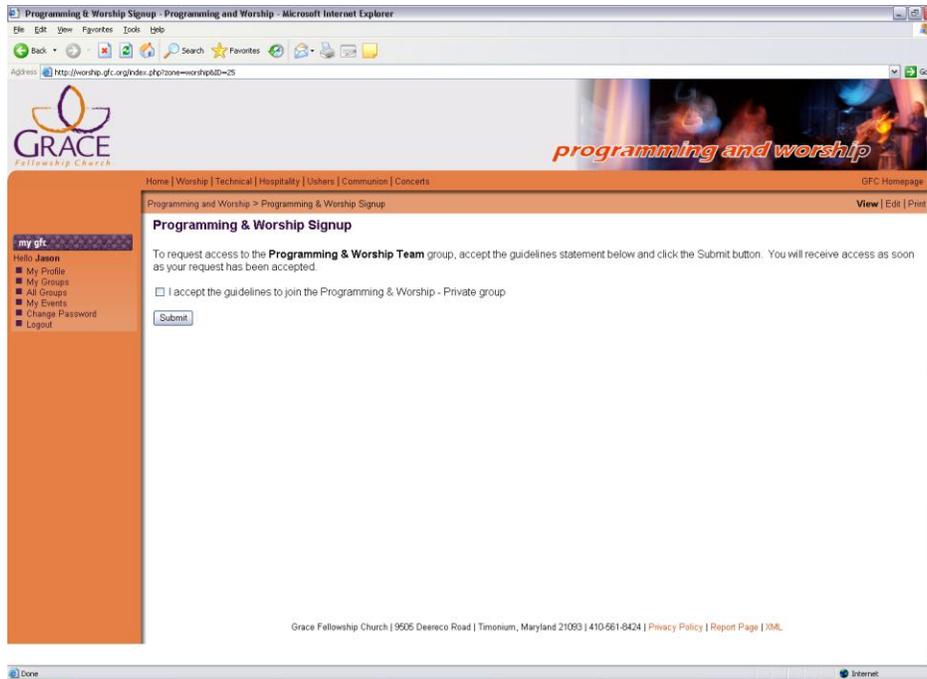


Figure 14 Signup Page

Filling out a registration form

All Users

Within the site, there are various forms that you can fill out. A sample registration form is shown in Figure 15. These forms include:

- Leadership Training Tracks 1-4
- Connections Events
- Newcomers' Reception
- Website Training Events

Some of these forms are available for any person to fill out. Some of these may be available only if you are a member of a specific group, such as a Leader of a Neighborhood Small Group.

Please fill out all fields on a form before submitting it.

NOTE: If you are logged in while filling in a form, your login ID is submitted with the form. Therefore, you may skip the name, address, telephone number and e-mail fields.

The screenshot shows a web browser window titled "Strategy Seminar - Registration - Neighborhood Small Groups - Microsoft Internet Explorer". The address bar shows "http://www.grace.org/index.php?option=com_content&view=article&id=104". The page header includes the logo for "Grace Neighborhood Small Groups" with the tagline "Making Disciples Who Can Make Disciples". A navigation menu at the top includes links for home, testimonies, photo gallery, kingdom partnership, about the staff, and contact us. The main content area is titled "Strategy Seminar - Registration" and contains the following sections:

- getting connected**: Get Right With God, Locate a Group, Quick Connect, Connection Event, Benefits of Joining, Types of Groups, Make Room for Community, FAQ.
- member growth**: Our Vision, Marks of a Disciple, Build Involvement, Training Events, Service Opportunities, Become a Leader.
- leader development**: Leader News, Leader Calendar, Equip Institute, Leader Training Events, Links, Leader Forum, Resources.
- coach tools**: Pending Member Viewer.
- link home tools**: Guide to Quick Connect, Pending Member Viewer, Leader Sync.
- my gfc**: Hello Justin, My Profile, My Groups.

The registration form itself includes a "Name" text field and a "FastPass" note: "Since you are already signed in, you may skip this section if you are only registering for yourself." Below this are two sections of checkboxes:

- I Am Currently**:
 - a regular attendee at Grace Fellowship Church
 - a small group leader at Grace
 - a small group apprentice leader at Grace
 - interested in being trained as a small group leader at Grace
 - new to Grace and desire to learn more about Jesus' strategy to make disciples
- I Have Attended**:
 - Strategy Seminar (if an Alumnus)
 - Leadership Training
 - Track I: "Share the Vision"
 - Track II: "Basic Skill Training"
 - Track III: "Intermediate Skill Training"
 - Track IV: "Advanced Skill Training"
 - Foundations For Ministry
 - Class I
 - Class II

The registration fee is listed as "© \$35.00 - Lunch and Notebook".

Figure 15 Sample Event Registration Form

Reviewing your Event Registration

All Members

After you sign up for an event online, you might be second guessing if you registered for the event, or wondering when the date of the event is for which you registered. With the “My Events” page, you are able to review your recent event submissions and cancel the submission if you no longer can attend. Like “My Groups”, each ministry has its own “My Events” area, so you must make sure that you are first on the right ministry’s webpage.

To review your event registration (and see the date of the event)

- Go to the ministry’s website that hosts the event
- If you are not already signed in, sign into the website (detailed on page 7)
- Under the ‘my’ sidebar, select “My Events”
- The “My Events” page will be displayed, shown in Figure 16. This includes a list of the events that you are signed up for. You may review the date of the event, listed under its name. You may also click on the ‘vCal’ button to download this event into your calendar program.

To cancel an event registration

- Follow the instructions above to view the “My Events” page.
- Next to the event that you are no longer able to attend, click the “Cancel” button.
- A prompt will ask you if you are sure that you want to cancel your registration. Click the “OK” button.

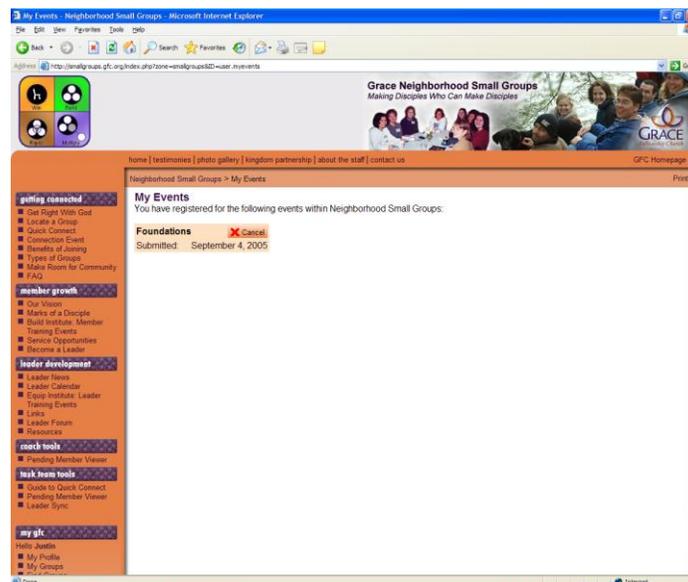


Figure 16 "My Events" page

Using feeds of pages

All Users

At the bottom of each page of the website is an XML link, shown in Figure 17. This is a link to a feed of the page currently being viewed. Clicking the XML link will load the feed in either the browser or an feed aggregator, shown in Figure 18.

Some web browsers detect displaying feeds in additional places (usually in either the address bar or the status bar).

Additionally, some feeds contain enclosures, including, for example, audio files or pictures.

The website supports feeds in both the RSS and Atom formats.

XML
Figure 17 Link to Feed

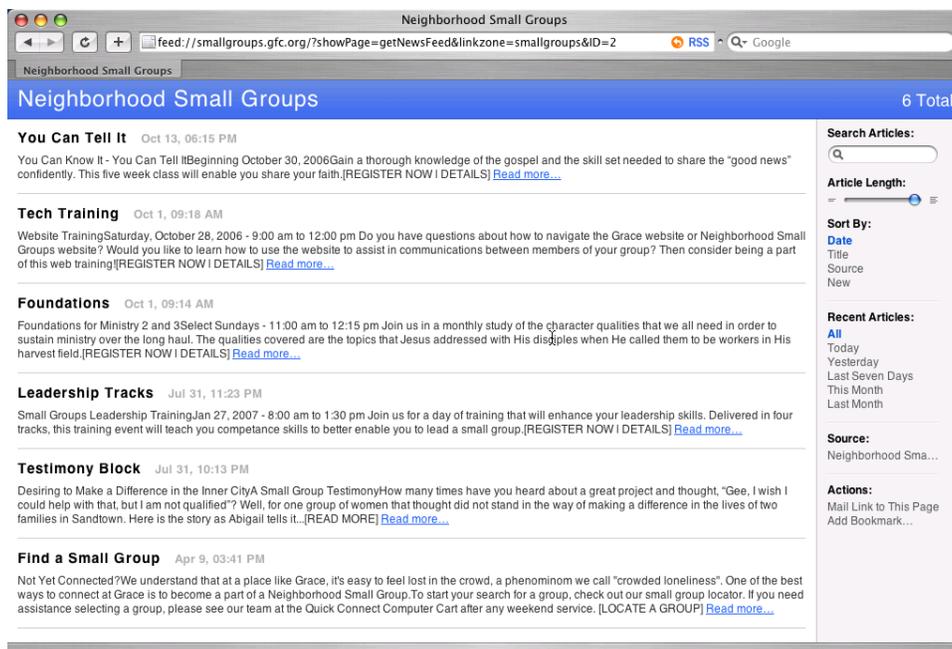


Figure 18 Feed displayed in a browser



Figure 19 MediaRSS Stream in Flock

Understanding Basic and Advanced Modes

All Contributors

To make it easier to perform common tasks, features are marked as appearing either at all times, or only during Advanced Mode. An example of a toolbar in basic mode is shown in Figure 19, and an example in Advanced Mode is shown in Figure 20. Additionally, some views are only available during Advanced Mode.



Figure 19 Item toolbar in Basic Mode

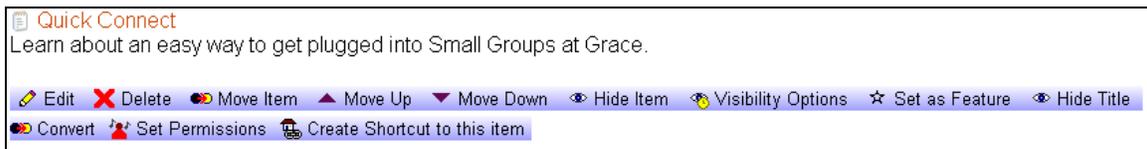


Figure 20 Item toolbar in Advanced Mode

You can switch between Basic and Advanced Mode at any time using the editing Mode Bar, shown in Figure 21.



Figure 21 Basic/Advanced Mode bar

When an account is created, it will default to Basic Mode. An account can be set to default to either Basic Mode or Advanced Mode by updating “Page Editing” in the Preferences of “My Profile”, shown in Figure 22.

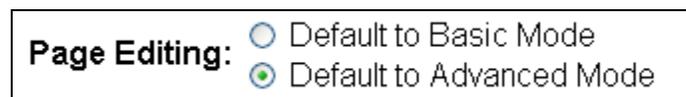


Figure 22 Page Editing options

Enhanced Accessibility Mode

All Users

A mode within the website exists to make the site work better with screen readers. This mode offers the following features:

- A bar at the top of the page allowing quick access to the content of a page, the login area of a page, and the view mode of the page [View / Edit / Print], shown in Figure 23.
- The e-mail composition page is always in the basic mode regardless of browser used
- Extra labels are inserted for some controls [for example, date and time], an example is shown in Figure 24.

Enhanced Accessibility Mode can be enabled from the My Profile page.

If a particular page is not accessible, please use Report Page to notify that this is the case.

[Jump to Content](#) | [Jump to Login](#) | [Change Mode](#)
Figure 23 Enhanced Accessibility Mode links

Hour: Minute: Second: AM/PM:

Figure 24 Time Control in Enhanced Accessibility Mode

Adding Events to a Calendar Program

All Users

In places where single events or lists of events are displayed, there is usually an icon present near the date / time of the event which links to an iCal representation of the event. Additionally, on pages that display a table of events or a monthly calendar, there will be a “Subscribe” link. When you click on either type of link, it will provide an iCal file which can be imported into calendar programs (for example, Outlook, Windows Calendar, Apple iCal). Once imported, the event will show up on the calendar program (the exact instructions depend on the calendar program). Additionally, some programs allow you to subscribe to a calendar. In that case, you can set the program to point to the link that the “Subscribe” link points to, and it will keep your calendar synchronized with the calendar on the website.



Figure 26 iCal Link



Figure 27 iCal Subscription Link

Viewing the Website on a Mobile Device

All Users

When the website is viewed on a mobile device (Smartphone, PDA), the site displays differently to optimize for the screen size of that type of device. A site icon is displayed at the top of the page, followed by the navbar, the navbar, and then the content. To access the sidebars or the login area, click on the site icon. Additionally, some browsers support the ability to display the sidebar contents while hovering over a sidebar item.



Figure 29 Website on a mobile device



Figure 30 Using the site icon to access the sidebars

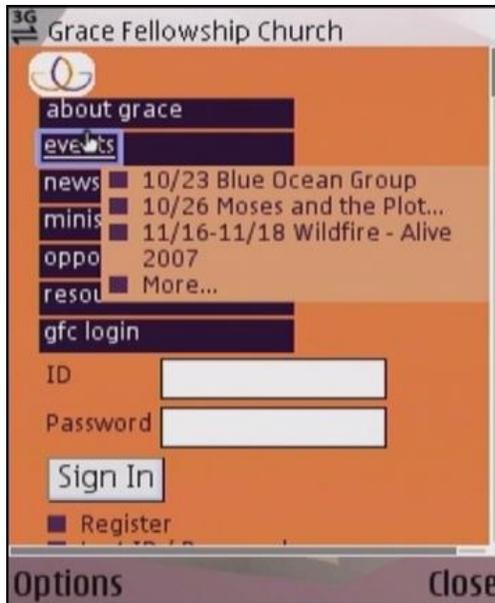


Figure 31 Displaying the items of the sidebars

In several places, the website exports phone numbers as links. Mobile phone browsers support the ability to call the phone number when the link is clicked.

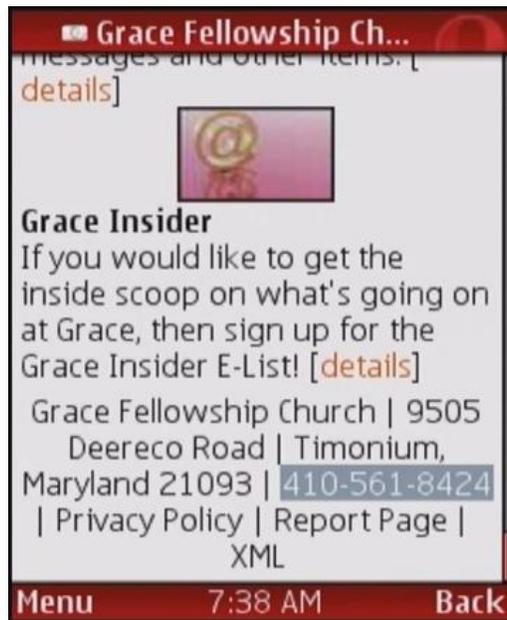


Figure 32 Phone number link

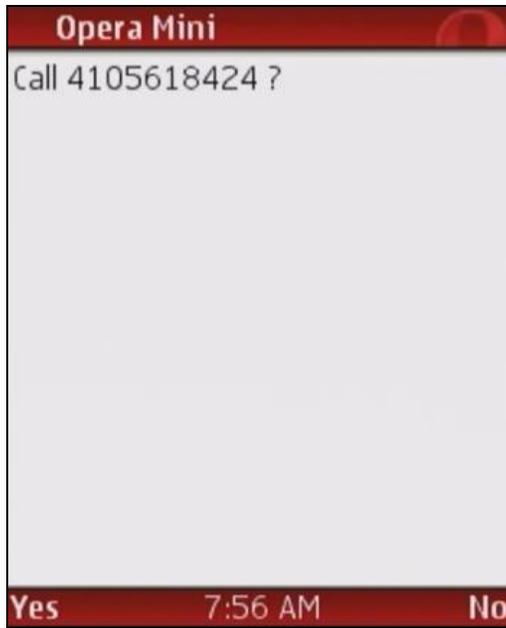


Figure 33 Prompt to call a phone number

Viewing Microformatted Content

All Users

Microformats are a way for a website to export structured information within the formatting of a page. A web browser that supports microformats can take this data and export it to other applications or websites.

The website supports the following types of microformats:

- Contact information (hCard)
- Calendar entries (hCal)
- Address (adr)
- Geolocation (geo)

A microformat reader often can support displaying the microformatted information either from the position in the page where it is encoded or in a single place that collects all of the microformats in a particular page.

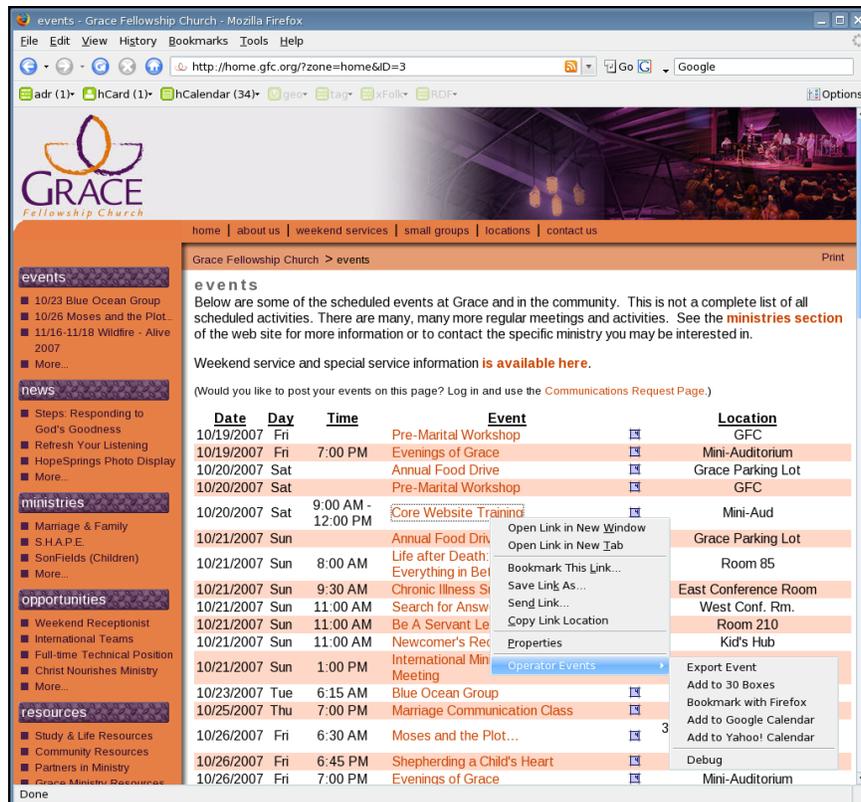


Figure 34 A microformat where it occurs in a page

The screenshot shows a Mozilla Firefox browser window displaying the website for Grace Fellowship Church. The browser's address bar shows the URL `http://home.gfc.org/?zone=home&ID=3`. The website has a navigation menu on the left with categories: **events**, **news**, **ministries**, **opportunities**, and **resources**. The main content area lists various church events. A context menu is open over the event 'Evenings of Grace', showing options: 'Export Event', 'Add to 30 Boxes', 'Bookmark with Firefox', 'Add to Google Calendar', 'Add to Yahoo! Calendar', and 'Debug'. Below the event list is a table with columns for date, time, event name, and location.

Date	Time	Event Name	Location
10/26/2007	Fri 6:30 AM	Moses and the Plot...	303 International Drive, Suite T125, Hunt Valley, GFC
10/26/2007	Fri 6:45 PM	Shepherding a Child's Heart	GFC
10/26/2007	Fri 7:00 PM	Evenings of Grace	Mini-Auditorium

Figure 35 All microformats on a page

Viewing all Pages with a Tag

All Users

The website provides the ability to tag content. Tagging provides a way to state that the content of a page is about the subject denoted by the tag. A tagged page can also have a link to a page that will display all other pages in that zone that share the same tag.



Figure 36 Tag Bar



Figure 37 Tag display

From this page, you can click on any of the links displayed to view other content that has been tagged with the same tag as the page that you came from.

Sharing Content Externally

All Users

The website provides the ability to syndicate content to external services. This includes such things as social networking sites, bookmark sites, etc. This can be used, for example, to promote events or denote a page as a reference for a particular topic.

Once logged in, go to Edit mode. Click on “Share”.



Figure 38 Share Button

This will drop down a list of services that are currently registered with the site. Click on the service that you would like to syndicate the page on, and a new window will come up to submit the page to that service.

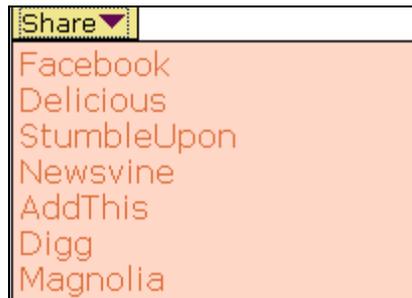


Figure 39 Share Button with Services

The exact steps necessary to syndicate the page past this point differs from one service to the next and may require a user account with that service.

Semacodes

All Users

What's a semacode?

Semacodes are 2-D barcodes that can be decoded using software on a camera phone using semacode reader software. An example semacode is shown in Figure 43.

Where can I find a semacode?

These codes will be found on select documents and may also be displayed on our website. Since the semacode is an open standard, if you are a staff or a volunteer, you are welcome to place them on your documents.

Can my phone read semacodes?

Most recent phones are compatible with *semacode reader software*. If your phone does not include a semacode reader, consider selecting one of the following software products. Most of these are free for personal or non-commercial use. Use of a semacode reader requires a camera to be built into your phone.

- **UpCode**
Available for Java, UIQ, and Symbian phones
Hardware supported: <http://www.upc.fi/en/upcode/suitablephones/>
Download: <http://www.upc.fi/en/upcode/download/>
- **Semacode.org Reader**
Available for Java and Symbian phones
Hardware supported: <http://semacode.org/about/hardware/>
Download (Java phones):
http://semacode.org/download/agree/?dl_location=/download/toolkit/1.6/semacode_reader_me-1.6.zip
Download (Symbian phones):
http://semacode.org/download/agree?dl_location=/download/toolkit/1.5/Standalone_Reader_S60-1.5.zip
- **Nokia Barcode Reader**
Available pre-loaded on the Nokia N93, N93i, N95, or E90 phone
Download (Nokia N80): <http://europe.nokia.com/A4149142>

Note: We are not responsible for technical support related to these products.



Figure 39 semacode for technology.gfc.org

Viewing the Event Schedule

All Users

The website offers the ability to make the event schedule viewable over different media. First, users may view the schedule on Active Content Display monitors located throughout the facility, shown in Figure 41. Secondly, users can access the event schedule from the website and click on events to learn more about them, shown in Figure 42. Thirdly, users can view the event schedule via a mobile or handheld device. Availability of these media varies depending on software availability.

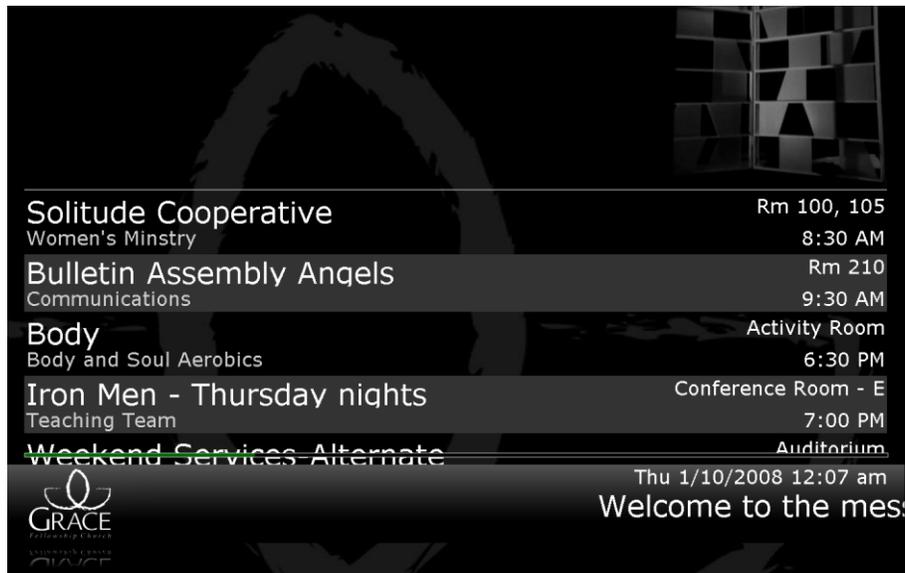


Figure 41 Active Content Display monitor showing Today's Events

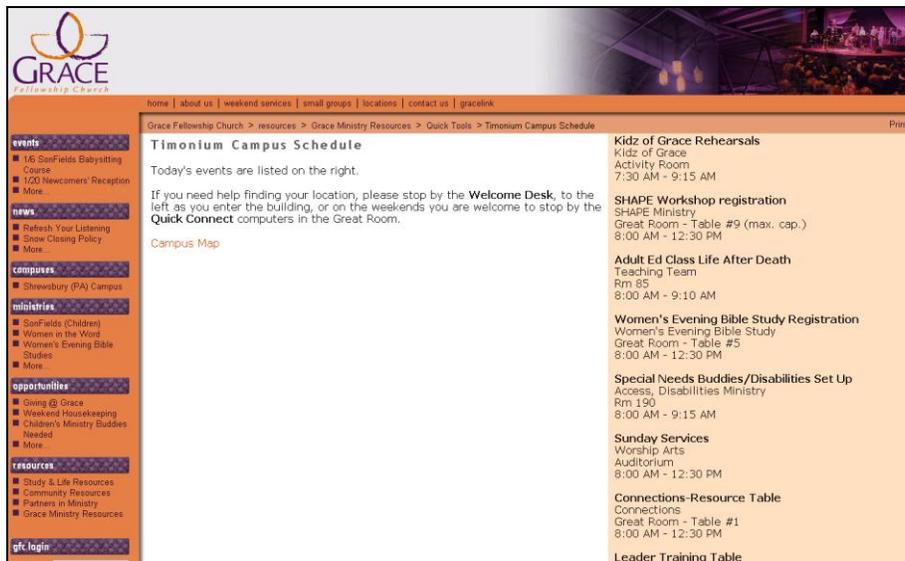


Figure 42 Event Schedule web page

Searching the website

All Users

The website offers the ability to search for content. Search may be enabled through either a search box in the template, and / or via a search page.

The search results are categorized into two different result sets:

- Tag search: Page is returned if its tags match the search query
- Text search: Page is returned if the name, description, or custom fields match the search query

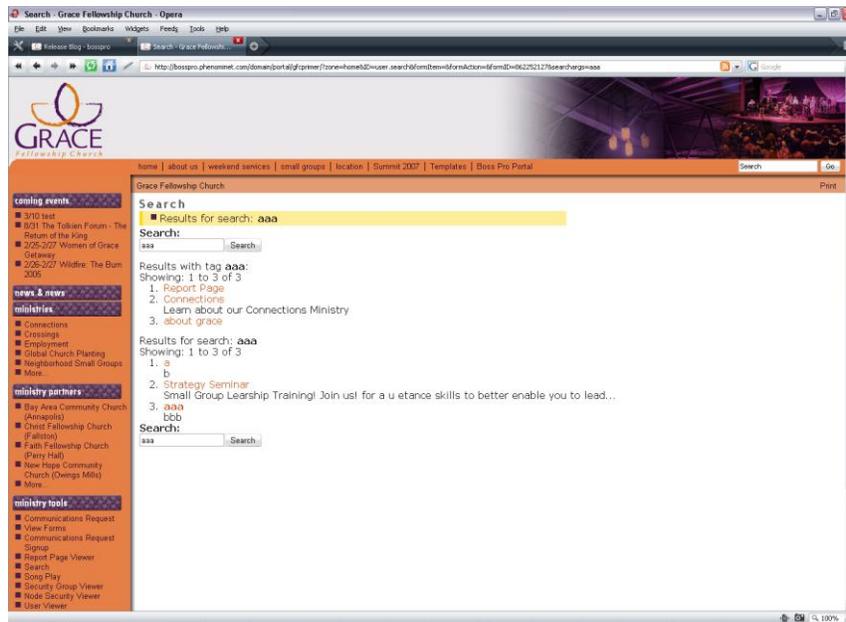


Figure 42 Search Results



Figure 43 Search Box

The website exports the search capability in OpenSearch format, so that compatible web browsers can use it in their built-in search boxes.



Figure 44 OpenSearch in a browser

The search results are composed of pages that are active and are in the security groups that you are in. Logging on to the site first may provide additional search results.