ACCESS TO ADMINISTRATIVE PROGRAMS

Access to the main Administrative Menu can be found at:

http://www.UtahCountyOnline.org/apps/WebAdminMenu.asp

This will provide access to the "generic" applications for all departments. If you have a department-specific application, that web address will be given to you separately.

WEB SITE VS. INTRANET CONTENT

The intended audience for the new web site is non-County employees. If you have information that is pertinent only to employees, save that information for the County Intranet, now under development. Examples of Intranet content might be: Personnel rules and regulations, Department Head meeting minutes, employee training classes, etc.

CREATING SHORTCUTS

Browse to the administrative address shown above, then:

In Internet Explorer: From the Menu, select Favorites>Add to Favorites. In the Add Favorite dialogue box, you can accept the existing name and location or you can change the name and categorize your favorites by creating favorites folders and placing it in one of the folders. Then click OK. After creating the Favorite, you can create a desktop shortcut. From the Menu, select Favorites. Then right-click on the Favorite you just created. From the menu presented, select Send To>Desktop.

In Netscape Navigator. From the Menu, select Communicator>Bookmarks>Add Bookmark (or press the Bookmark button, if it is visible). You can categorize your Bookmarks, as in IE, by selecting, from the Menu, Communitor>Bookmarks>Edit Bookmark. After creating the Bookmark, you can create a desktop shortcut. Click Bookmarks and choose Edit Bookmarks. Drag the bookmark you want to the desktop.

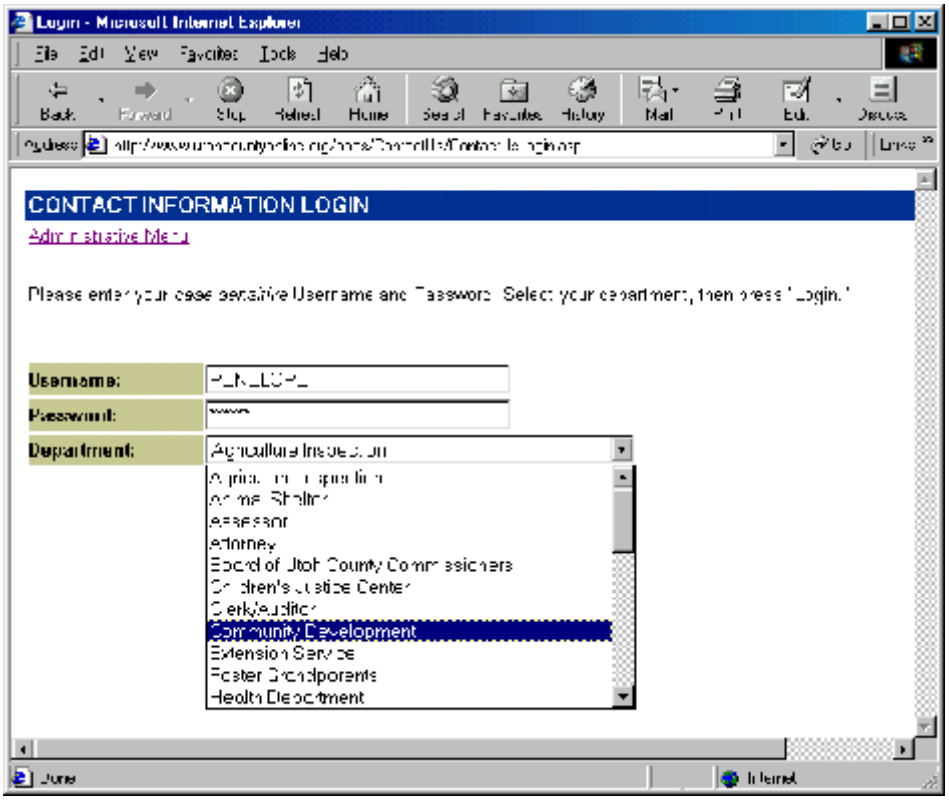
GENERAL INFORMATION

Login Pages. Once you have been given a username and password you can log in to one of the applications. Your access may vary by application, so you will need to log in for each application. Your access to various features within a given application may also vary by your access.

Login names and passwords are case sensitive. Enter your Username and Password in ALL CAPS. Then select your organization name from the dropdown list and press the Login button.

The login page captures valuable information which is used to identify you and your organization throughout the application for the duration of your web session. This information is needed to make the application function correctly. When you close the

browser or are not active on the site for a period of time, the session is terminated and the identifying information is lost. You will have to log back in to resume.

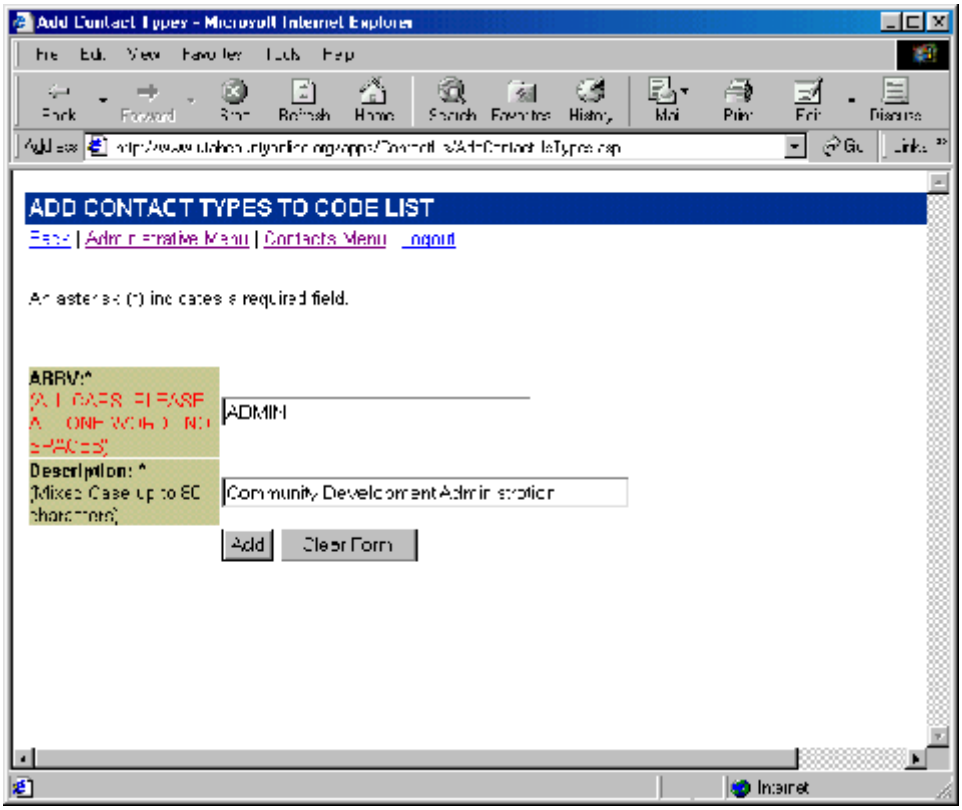


If you are unable to log in to an application, and you are an authorized user for that application, it may be that you have disabled cookies on your browser. To correct this, do the following:

> *Internet Explorer*. On the Tools menu, click Internet Options. Click the Security tab. Click the Internet Zone, then click Custom Level. Scroll down the list of options to reach Cookies and click the *Enable* radio button.
>
> *Netscape.* From the Edit menu, choose Preferences. Click the Advanced category. Check *Accept All Cookies*. If you want to be notified when Netscape accepts a cookie, check *Warn me before accepting a cookie*.

Categories. Almost all of the applications utilize user-defined categories. In fact, visitors to the web site will not be able to find your information unless you associate it with one of the categories you create. For most applications, you will be presented with an application-specific menu after logging in. Select the option to View/Add a Category. In the form which follows, create a category abbreviation and description. (The abbreviation is used only internally. It is the description that appears to the public throughout the site).

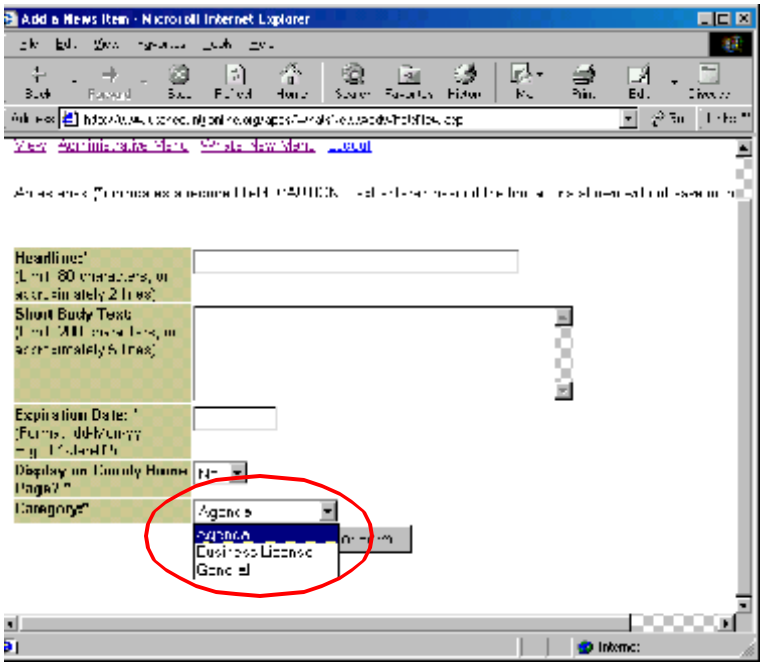
Abbreviations must be in *all caps with no spaces*. Descriptions should be entered in *mixed case* and must be as specific to the department as possible. (For example: If your department is *Computer* and the category is *Training Classes*, you should enter *Computer Training Classes*, not *Training Classes*.)



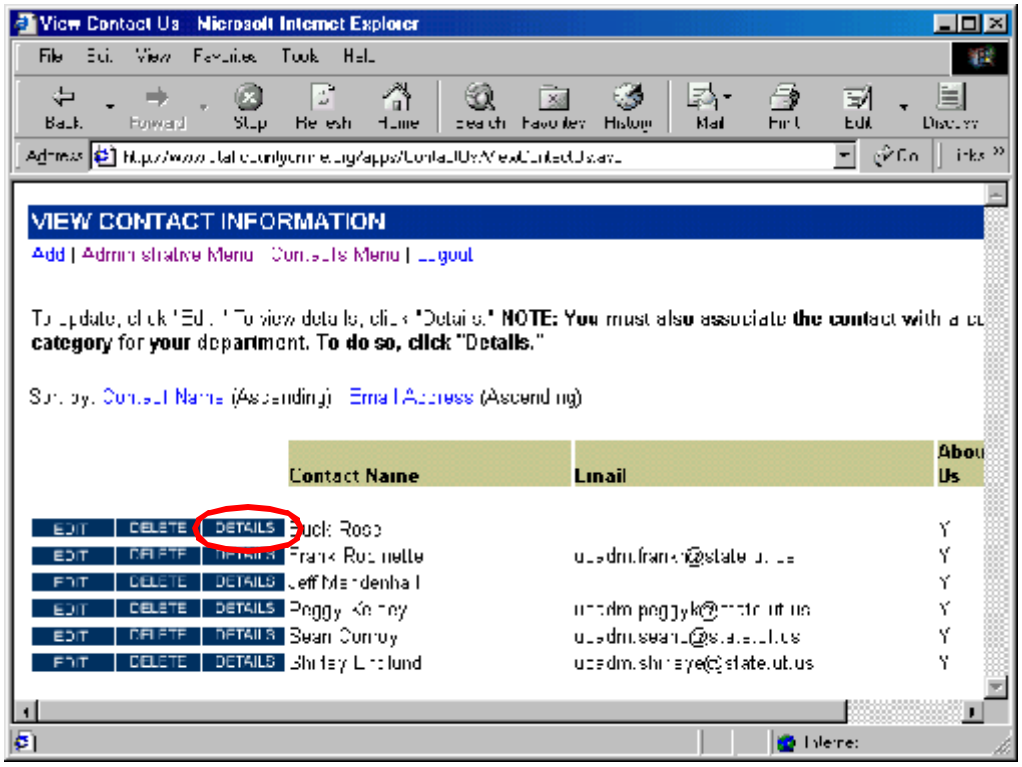
Your newly created category will now appear in lists and dropdown lists throughout the County site and in the administrative application you are currently in.

Most categories are not editable from the web. Because the category Abbreviation may be inserted into database records and used as a link to tie information together in the database, the category Abbreviation cannot be changed. However, the category Description can be edited. If you feel strongly that a Description change is needed, contact a web developer.

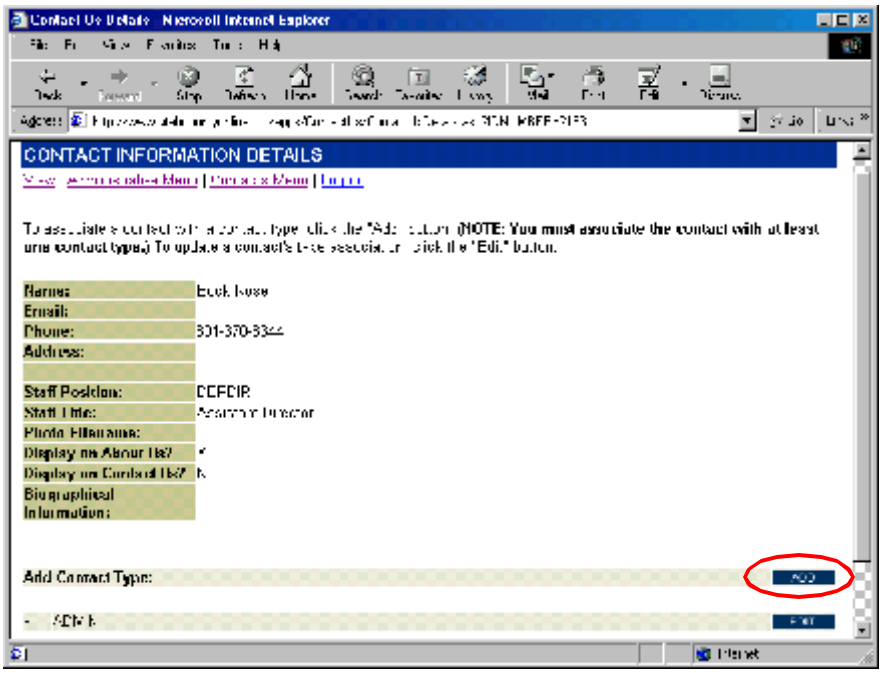
In some applications, you will select a *single* category with which to associate your record. The category dropdown list will appear in the Add or Update page for the record. (Note that the category Descriptions you created for your organization are displayed in the category dropdown list.)



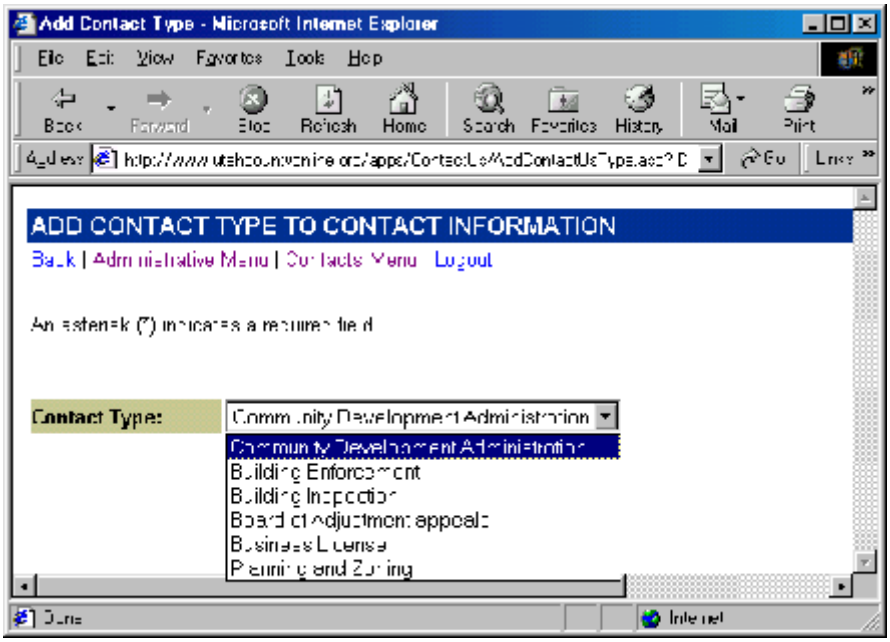
In other applications, the ability to associate your current record with *more than one* organizational category can be accessed via a Details button on the “View” page of each application.



Click the Details button. On the Details page, click the Add button to associate a category with the record displayed on the Details page.



On the ensuing page, select a category from the dropdown list, and click the button. You can associate the record with as many categories as are appropriate, provided you first create the categories.

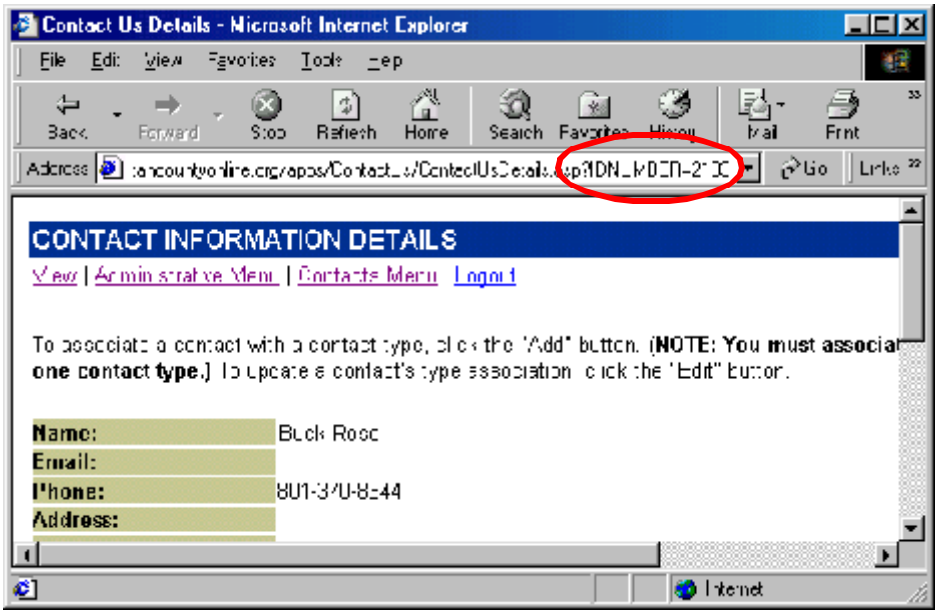


Data Entry Guidelines.

a. An asterisk (*) on a data entry form indicates a required field.
b. Dates and phone numbers should be entered according to the format specified on the form. Be sure to enter area codes for phone and fax numbers. (Remember, the site will be viewed by visitors from other states and countries).

Navigation. Always use the navigation buttons or links that are provided on the web pages rather than the browser's Back or Forward buttons. The navigation buttons/links pass valuable information from one page to another that is needed for the application to work correctly.

Files Uploads. In some cases, an application may enable you to upload a file to the web server and store information about it in the application's database. This allows you to give web site visitors access to files you would like to share. The following should be kept in mind when uploading files:



Add Pages. If you try to upload a file having a name identical to one already on the server, you will get an error message. If you wish to upload a file of the same name, rename the new file and then upload it.

Update Pages. If you upload a file having a name identical to one already on the server, the file you upload will replace the existing file. If you leave the upload file field blank, the existing file will remain unchanged.

Delete Pages. The existing file will be deleted from the web server and the database.

NOTE: In most cases, web visitors will be able to see images (.jpg, .jpeg, .gif, .png) and static web pages (.htm, .html) you upload without additional programs or browser plug-ins installed on their computers. If you upload a file of any other type, the web visitor will need to have the corresponding program installed in order to view it. Often, if it is installed, the program will launch after the user downloads the document. If not, the user is prompted for a folder location to which to download the file.

Converting Files to PDF's. In almost all instances, we recommend converting the document to an Adobe Acrobat File (.pdf). This is particularly beneficial for web information that changes frequently. Conversion has the added advantage of appearing identical to the original document. Most browsers now include the Adobe Acrobat Reader plug-in. If not, the Reader is a free download from Adobe at http://www.adobe.com . Pages in the web site which link the visitor to .pdf's also include a link to the Adobe site. To convert your document to .pdf, do the following:

WordPerfect. Open the document in WordPerfect. From the File menu, select Publish to PDF. In the Publish to PDF dialogue box, select a location within your folders to store the .pdf file. You can also rename the file, if desired (we've had better luck when renaming). Click OK. The .pdf file is created (unseen) and you are immediately returned to the original WP document. It is wise to navigate to the location where you stored the new .pdf to check that is was created correctly. If the file size is 0 or 1 KB, it did not successfully create the .pdf. Try again, saving the file with a new name.

Microsoft Word 97 or Word 2000. Open the document in Word. From the View menu, select Tools>PDF Maker. This will display the Adobe button on the toolbar. Click the button and in the ensuing dialogue box, click Create. MSWord will then create the .pdf file (it takes a few seconds) in the folder in which the original document is located. It will then launch Adobe Acrobat Reader so you can view the results.

Microsoft Excel. Open the document in Excel. From the View menu, select Tools>PDF. This will display the Adobe button. Click the button and in the Save PDF File As dialogue box, select a name and location for the .pdf file. Check the View PDF File checkbox and click Save. The .pdf file will be created, after which Adobe Acrobat Reader will launch so you can view the results.

Adobe Acrobat Writer. If you have trouble converting your files using the built-in tools, we recommend purchasing and installing Adobe Acrobat Writer (not the same tool as the Adobe Acrobat Reader). Contact the Information Systems department for acquisition and installation. Once installed, open the document in its original program. From the File Menu, select Print. In the Print dialogue box, select Acrobat PDFWriter from the list of printers and click OK. In the Save PDF File As dialogue box, select a name and location for the .pdf file. Check the View PDF File checkbox and click Save. The .pdf file will be created, after which Adobe Acrobat Reader will launch so you can view the results.

NOTE: PDF files are like a photo or snapshot of the original. They do not have the functionality of the original document. For example, if you convert a spreadsheet to .pdf, it will *look* like the original, but will not be editable. If you want to share a functioning spreadsheet, upload the original document.