



Clan Newsletters

User Guide

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Author: Tom O'Dea

Editor: Ruth O'Dea

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1. What is the Purpose of This Facility?

This facility enables the user to view a list of Newsletters that have been published on the O'Dea Clan Web site.

The latest editions of the O'Dea Clan Newsletter are available to financial members of the O'Dea Clan. However, the O'Dea Clan has decided to allow older editions of the Newsletter to be made available for public access.

Published Newsletters are therefore listed under two categories:

1. Public Access.
2. Members Only.

Newsletters in the **Public Access** category contain older editions of the Newsletter. Newsletters in the **Members Only** category include the latest editions of the O'Dea Clan Newsletter.

Once the list of publications has been displayed, the user can select a particular publication of interest, view the article which describes the publication and access the actual Newsletter document which is attached to the article as a PDF.

1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

| Item | Reference |
|-------------------------------------------------------------------|------------------------|
| 1. Terms used in this document. | Section 2.1 on page 4. |
| 2. An outline of the functions available. | Section 3 on page 6. |
| 3. How to access the Newsletters Page. | Section 6.1 on page 7. |
| 4. How to view a summary list of recent publications. | Section 6.2 on page 8. |
| 5. How to view an expanded list of publications. | Section 6.3 on page 9. |
| 6. Where to go for help and where to find additional information. | Section 7 on page 10. |

Table 1: Things You Need to Know



2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

2.1. Terms

| Term | Definition |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Anonymous User | A Web site user who is just visiting, i.e. a Guest. |
| O'Dea Clan Member | A user who has applied for membership of the O'Dea Clan and has paid the appropriate membership fee. |
| Article | An article is an item which has been written about an edition of the O'Dea Clan Newsletter. Its aim is to provide an abstract, i.e. a brief statement about the subjects covered in the Newsletter. An article will have a title, an audience, descriptive text, an author and a publication date. It will have an attached file in the form of a PDF which contains the actual Newsletter document. It may also have an expiry date which determines when the article will be archived. There may be multiple versions of an article which describes a particular edition of the Newsletter. A new version is created when an article has been updated. However, only authorised users such as the Editor can see all the versions – all other users see the current version. |
| FAQ | FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic. |
| Forum | An Internet forum is a web application for holding discussions and posting user generated content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums. |
| Help Desk | The Help Desk provides the users with a central point for help on various issues in using the Web site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web site administrators to manage the issues through to resolution. |
| Home Page | The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual. |
| PDF | The Portable Document Format (PDF) is the file format created by Adobe Systems in 1993 for document exchange. PDF is a fixed-layout format used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system. Each PDF file encapsulates a complete description of a 2-D |



| Term | Definition |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | document that includes the text, fonts, images, and 2-D vector graphics that compose the documents. This is considered to be the de facto standard for printable documents on the Web (a standard Web document). |
| Registered User | A user who has registered with the O'Dea Clan Web site by providing basic information including a userid and a valid e-mail address. There is no fee required. |

Table 2: Definition of Terms



3. What Functions are Available?

This section provides an outline of the functions available on the Newsletters page.

The Newsletters page allows the user to view a list of Newsletters that have been published on the O'Dea Clan Web site.

The user can select a particular Newsletter of interest and view the details of that publication. The user can then click on the name of the attached PDF to view the document itself. The PDF will be displayed in a separate window for viewing. Once the PDF has been displayed, the user can choose to print one or more pages or save the PDF on the user's PC.

4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Newsletters page.

4.1. Anonymous Users

Anonymous Users will see a list of Newsletters within the **Public Access** category. Newsletters in this category contain older editions of the Newsletter.

4.2. Registered Users

Registered Users will see a list of Newsletters within the **Public Access** category. Newsletters in this category contain older editions of the Newsletter.

4.3. Financial Members/Honorary Members

Financial Members and Honorary Members will see a list of Newsletters within the **Members Only** category. Newsletters in this category include the latest editions of the O'Dea Clan Newsletter.

4.4. Editor

The Editor will see both lists of Newsletters, i.e. a list of Newsletters within the **Public Access** category and a list of Newsletters within the **Members Only** category. This allows the Editor to manage the items in both categories.



5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Newsletters page.

The Newsletters page is needed when a user wishes to view a list of Newsletters that have been published on the O'Dea Clan Web site.

6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Newsletters page.

6.1. Accessing the Newsletters Page

To access the Newsletters page, you simply select the **Newsletters** item on the Main Menu. The system will display the Newsletters page. This first page will show the description for the most recent publication followed by a list of the titles of earlier publications.

The first type of page is referred to as the “summary” page. The user can ask for an expanded list of publications and these will be displayed on the “more releases” page.



6.2. Newsletters Summary Page

An example of a Newsletters summary page is shown in Figure 1. This provides a summary list of publications with the most recent publication at the top of the list.

From this page, the user has access to these options:

1. View the details of the most recent publication by clicking on “**Read More...**”.
2. View the details of another publication on the list by clicking on the publication title.
3. View an expanded list of publications by clicking on “**More releases in**”.



Figure 1: Sample Newsletters Summary Page



6.3. Newsletters More Releases Page

An example of a Newsletters more releases page is shown in Figure 2. This provides more information about the list of publications with the most recent publication shown first.

From this page, the user has access to these options:

1. View the details of a publication by clicking on “**Read More...**”.
2. View any comments that have been posted for a publication by clicking on “**Comments**”.
3. Add comments about a publication by clicking on “**Comments**”.



Figure 2: Sample Newsletters More Releases Page



7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web site.

7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



7.5. Related Documents

A list of related User Guides is shown in Table 3.

| To find out how to | Refer to this User Guide |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Find information about: <ul style="list-style-type: none"> • The O'Dea Clan's aims and pursuits. • News about recent activities (e.g. the latest publications of the O'Dea Clan Newsletter). • News about forthcoming events. • News about the latest Forum topics. • News about the latest FAQ items. • The latest advertisements. | Home Page - User Guide.pdf |
| Access O'Dea Clan Web site facilities through the User Menu and the Main Menu. | Home Page - User Guide.pdf |
| Access the site-wide search facility. | Home Page - User Guide.pdf |
| View a list of Newsletters that have been published on the O'Dea Clan Web site and select a particular publication of interest. | Newsletters - User Guide.pdf (this document) |
| View an article which describes an O'Dea Clan Newsletter that has been published on the O'Dea Clan Web site and access the actual Newsletter document which is attached to the article as a PDF. | Newsletters - View the Article - User Guide.pdf |
| Submit a rating for an article which describes an O'Dea Clan Newsletter that has been published on the O'Dea Clan Web site. | Newsletters - Rate the Article - User Guide.pdf |
| View an archive of Newsletters that have been published on the O'Dea Clan Web site. | Newsletters - Newsletters Archive - User Guide.pdf |
| Submit a new edition of the O'Dea Clan Newsletter for publication on the O'Dea Clan Web site. | Newsletters - Submit a Newsletter - User Guide.pdf |
| Edit an article which describes an edition of the O'Dea Clan Newsletter that has been published on the O'Dea Clan Web site. | Newsletters - Edit the Article - User Guide.pdf |
| Manage multiple versions of an article which describes an edition of the O'Dea Clan Newsletter that has been published on the O'Dea Clan Web site. | Newsletters - Manage Versions - User Guide.pdf |
| Add a link to a Web site page which represents Prerequisite Reading or Recommended Reading associated with an article which describes an edition of the O'Dea Clan Newsletter that has been published on the O'Dea Clan Web site. | Newsletters - Add External Link - User Guide.pdf |

Table 3: Related Documents