



# Notice Board

## User Guide

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## Contents

1. What is the Purpose of This Facility?.....	3
1.1. Key Points .....	3
2. Terms and Concepts .....	4
2.1. Terms .....	4
3. What Functions are Available? .....	5
3.1. Information Displayed.....	5
3.2. User Options.....	5
4. Who Uses This Facility? .....	6
4.1. User Groups .....	6
4.2. Notice Board Access Rights .....	6
5. When is This Facility Needed? .....	7
6. How Do I Use This Facility?.....	7
6.1. Accessing the Notice Board Page .....	7
6.2. Notice Board Page .....	8
7. Where Do I Go for Help? .....	9
7.1. Errors and Omissions .....	9
7.2. Questions .....	9
7.3. Comments and Suggestions .....	9
7.4. System Problems .....	9
7.5. Related Documents .....	10

## List of Figures

Figure 1: Sample Notice Board Page .....	8
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## List of Tables

Table 1: Things You Need to Know .....	3
Table 2: Definition of Terms.....	4
Table 3: Actions by User Group.....	6
Table 4: Related Documents .....	10



# 1. What is the Purpose of This Facility?

This facility enables the user to access the set of Notice Board Articles that are available on the O'Dea Clan Web Site or create a new Notice Board Article.

Once the list of Notice Board categories has been displayed, the user can select a particular Notice Board category of interest or select a particular Notice Board Article of interest.

Depending on the user's access rights, the user will then be able to:

- Print the Article.
- Send an e-mail to a friend about the Article.
- Edit the Article.
- Clone the Article.
- Add a file to the Article.
- Submit a new Article.

Anonymous Users can view the Notice Board Articles but cannot create new Articles.

## 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. The information presented to the user and the options available to the user.	Section 3 on page 5.
3. Notice Board access rights.	Section 4.2 on page 6.
4. How to access the Notice Board Page.	Section 6.1 on page 7.
5. Where to go for help and where to find additional information.	Section 7 on page 9.

**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.
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.
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 Notice Board page.

The Notice Board page allows the user to access the set of Notice Board Articles that are available on the O'Dea Clan Web Site or create a new Notice Board Article.

### 3.1. Information Displayed

The information displayed on the Notice Board page is in two sections:

1. **Categories Summary.** This is a list of the top categories and their sub-categories. The user can select a category to view the Notice Board Articles within.
2. **Last Published Articles.** This is a list of the last Notice Board Articles that were published with the most recent Article at the top of the list.

The following information is displayed in the list of categories:

- **Category Name** – This is the name of the category.
- **Category Description** – This is the description of the category.
- **Articles** – This shows the total number of Articles within the category.
- **Last Published Article** – This is the title of the most recent Article in the category.

The following information is displayed for each Notice Board Article:

- **Article Title** – This is the title of the Article.
- **Article Text** – This is the text of the Article.
- **Published By** – This shows the name of the user who submitted the Article.
- **Date Published** – This is the date and time the Article was published.
- **Reads** – This shows the number of times the Article has been read.

### 3.2. User Options

Once the list of Notice Board Articles has been displayed, the user can then:

- Select a particular category of interest.
- View the Notice Board Articles within a category.
- Select a particular Notice Board Article of interest.

Depending on the user's access rights, the user will also be able to:

- Submit a new Notice Board Article.



## 4. Who Uses This Facility?

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

The Notice Board page is used by Registered Users, O'Dea Clan Members or Anonymous Users who wish to access the set of Notice Board Articles that are available on the O'Dea Clan Web Site.

### 4.1. User Groups

There are four main User Groups:

1. Anonymous Users.
2. Registered Users.
3. Financial Members.
4. Honorary Members.

Each Group has certain access rights to information in the Notice Boards and can perform certain actions within the Notice Boards.

### 4.2. Notice Board Access Rights

The Actions available to a user will depend upon the permissions that have been defined for a particular User Group. These are shown in Table 3.

Action	Anonymous Users	Registered Users	Financial Members/ Honorary Members
View Notice Board Articles.	Yes	Yes	Yes
Print an Article.	Yes	Yes	Yes
Send an e-mail to a friend about an Article.	Yes	Yes	Yes
Edit an Article.	No	Yes (see note 1)	Yes (see note 1)
Clone an Article.	No	Yes (see note 1)	Yes (see note 1)
Add a file to an Article.	No	Yes (see note 1)	Yes (see note 1)
Submit a new Article.	No	Yes	Yes

Table 3: Actions by User Group

Notes:

1. This action is only available to the user who created the original Article.



## 5. When is This Facility Needed?

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

The Notice Board page is needed when a user wishes to access the set of Notice Board Articles that are available on the O'Dea Clan Web Site or create a new Notice Board Article.

The need for this arises because a user wishes to:

- Seek out Articles of a genealogical nature.
- Submit Articles of a genealogical nature.
- Seek out Articles about the O'Dea Clan.
- Submit Articles about the O'Dea Clan.

## 6. How Do I Use This Facility?

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

### ***6.1. Accessing the Notice Board Page***

To access the Notice Board page, you simply select the **Notice Board** item on the Main Menu. The system will display the Notice Board page. This page will show a list of the Notice Board categories that have been defined by the Web Site administrators.

If there is a need for a new Notice Board category, please contact the Web Site administrators. This can be done using the **Contact Us** facility.



## 6.2. Notice Board Page

An example of a Notice Board page is shown in Figure 1.

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

1. Select one of the Notice Board categories by clicking on the name of the category.
2. Select one of the recent Notice Board Articles by clicking on the title of the Article.

The screenshot shows the 'Notice Board' page for the Dysert O'Dea Clan Association. The page has a green and blue color scheme. At the top, there is a header with the association's name in both English ('DYSERT O'DEA CLAN ASSOCIATION') and Irish ('CUMANN CHLANN DISEART Ó DEÁGHAIH'). A logo with the number '22' is also present. Below the header, there is a 'Welcome' message and the date 'Monday, 29 December, 2008 4:44:13 PM'. On the left side, there is a 'Login' section with fields for 'Username (Logon ID):' and 'Password:', and buttons for 'User Login', 'Lost Password?', and 'Register now!'. There is also a 'Search this Web Site' section with a search box and a 'Search' button. Below that is a 'Main Menu' with links to 'Home Page', 'Membership', 'Application/Renewal Form', 'Request for Memorial Plaque', 'Office Bearers', 'Forums', 'Genealogy Queries', 'Griffith's Valuation', 'Contact Us', 'Links to Other Web Sites', and 'Advertisements'. The main content area is titled 'Notice Board' and contains a 'Categories Summary' section. This section has a sub-header: 'Here is a list of the top Categories and their Sub-Categories. Select a Category to see the Articles within that Category.' Below this is a table with three columns: 'Category', 'Articles', and 'Last Published Article'. The table lists several categories: 'Clan Association Legal' (1 article, 'Clan Association Legal and Copyright Statements'), 'About Us' (3 articles, 'Dysert O'Dea Clan Association - Postal Address'), 'Clan Gatherings' (1 article, 'Clan Gathering in Ireland - 2011'), 'Clan History' (6 articles, 'The Restoration of Dysert O'Dea Castle'), 'Genealogy' (6 articles, 'O'Dea Clan Queries'), 'Other' (no article listed), and 'Test Category' (no article listed). Below the table is a 'Last Published Articles' section with the sub-header: 'Here is a list of the Last Published Articles.' It shows one article: 'Clan Association Legal and Copyright Statements' published by Tom O'Dea (Webmaster) on 19 Sep 2008 (7 reads). At the bottom of the page, there is a disclaimer: 'The Dysert O'Dea Clan Association is the sole owner of the information collected on this Web site. We only gather information we need to serve you better and will not, without your consent, sell, share, or rent this information to others in ways different from what is disclosed in this statement except in cases where in good faith we believe that the law requires us to do so, it is necessary to protect The Dysert O'Dea Clan Association rights and/or property, or if circumstances necessitate acting to protect the personal safety of staff or of the public. Duplication is not permitted without prior written consent.'

Figure 1: Sample Notice Board 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 4.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> <li>• The O'Dea Clan's aims and pursuits.</li> <li>• News about recent activities (e.g. the latest publications of the O'Dea Clan Newsletter).</li> <li>• News about forthcoming events.</li> <li>• News about the latest Forum topics.</li> <li>• News about the latest FAQ items.</li> <li>• The latest Forums.</li> </ul>	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
Access the set of Notice Board Articles that are available on the O'Dea Clan Web Site or create a new Notice Board Article.	Notice Board - User Guide.pdf (this document)
View a list of Articles within a category of Notice Board Articles in order to find an Article of interest or create a new Article.	Notice Board – View Category - User Guide.pdf
View a particular Notice Board Article.	Notice Board – View Article - User Guide.pdf
Create a new Notice Board Article.	Notice Board – Submit an Article - User Guide.pdf
Edit a Notice Board Article the user has previously created.	Notice Board – Edit Article - User Guide.pdf
Add a file to a Notice Board Article the user has previously created.	Notice Board – Add File to Article - User Guide.pdf
Create a new Notice Board Article by cloning a Notice Board Article the user has previously created.	Notice Board – Clone Article - User Guide.pdf

**Table 4: Related Documents**