



Advertisements

User Guide

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1. What is the Purpose of This Facility?

This facility enables the user to access the set of Advertisements that have been published on the Stedman Cousins Web site or to select a category to be used for creating a new Advertisement.

Once a list of Advertisements has been displayed, the user can select a particular Ad of interest, post a comment about the Ad and/or contact the person who submitted the Ad.

Stedman Cousins Members will be able to submit a new Advertisement.

Registered Users and Anonymous Users will not be able to submit a new Advertisement.

After an Advertisement has been submitted, the user who created the Advertisement can edit, cancel or delete it.

When an Advertisement is published, it will remain active for a defined number of days. This is set by the user who creates the Advertisement. (The default is 30 days.) Once this duration has been reached the Advertisement is no longer active and will be archived. When an Advertisement has been archived it can only be accessed by the Web site administrators. If the author of an Advertisement wishes to re-activate the Advertisement, the user will need to contact the Stedman Cousins and ask for the Advertisement to be re-activated. This can be done using the **Contact Us – Contact the Stedman Cousins** facility.

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 5.
3. How to access the Advertisements Page.	Section 6.1 on page 6.
4. Where to go for help and where to find additional information.	Section 7 on page 8.

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.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins 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 Stedman Cousins 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 Advertisements Page.

The Advertisements Page allows the user to access the set of Advertisements that have been published on the Stedman Cousins Web site or to select a category to be used for creating a new Advertisement.

The user can then:

- Select a particular category of interest.
- Select a particular Ad of interest.
- View the details of the Ad.
- Post a comment about the Ad.
- Contact the person who submitted the Ad in order to ask questions or to reply to the Ad.

Financial Members and Honorary Members will also be able to submit a new Advertisement.



4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Advertisements Page.

The Advertisements Page is used by Registered Users, Stedman Cousins Members or Anonymous Users who wish to access the set of Advertisements that have been published on the Stedman Cousins Web site or to select a category to be used for creating a new Advertisement.

These types of users will be able to submit a new Advertisement:

- Financial Members and Honorary Members.

Registered Users and Anonymous Users will not be able to submit a new Advertisement.

After an Advertisement has been submitted, the user who created the Advertisement can edit, cancel or delete it.

5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Advertisements Page.

The Advertisements Page is needed when a user wishes to access the set of Advertisements that have been published on the Stedman Cousins Web site or to select a category to be used for creating a new Advertisement.

6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Advertisements Page.

6.1. Accessing the Advertisements Page

To access the Advertisements Page, you simply select the **Advertisements** item on the Main Menu. The system will display the Advertisements Page. This page will show the different Ad categories as well as a list of the latest Ads.



6.2. Advertisements Page

An example of an Advertisements Page is shown in Figure 1.

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

1. Select one of the Ad categories by clicking on the title of the category.
2. Select one of the latest Ads from the list for a detail view of the Ad by clicking on the title of the Ad.
3. Create a new Ad by selecting the **Submit an Ad** item on the Main Menu. This is a sub-menu item under the Main Menu item **Advertisements**. This sub-menu item is only available to Financial Members and Honorary Members.

The screenshot shows the Stedman Cousins website's advertisements page. At the top, there is a header with the site logo on the left and the date 'Thursday, 08 January, 2009 4:06:10 PM' on the right. Below the header is a large banner with the text 'Stedman Cousins Advertisements'. Underneath the banner, there is a navigation bar with tabs for 'Gatherings', 'For Sale', 'Wanted', and 'General (4)'. Below this, there is a section for 'Latest Advertisements' which contains a table with columns for Title, Price, Date, Location, and Viewed. The table lists several notices, including 'Free Calendar Entries for Registered Users', 'Free User Registration', 'Free Ads for Stedman Cousins Members', and 'Free Web Links for Registered Users'. On the left side of the page, there is a sidebar with a login form (Username, Password, User Login, Lost Password?, Register now!) and a main menu with items like Home Page, Membership, Office Bearers, Forums, Newsletters, Contact Us, and Advertisements. On the right side, there is another sidebar with 'Who's Online' (1 user(s) are online), 'Spambot Monitor' (Running - Screening Spambot blocker has denied 0 access attempts), 'User Visits - Top Countries' (Australia: 183, United Kingdom: 27), and 'Client Info' (Australia, IP: 124.190.40.237, OS: win uwindows, Browser: firefox 3.0.5, User Agent: mozilla/5.0 windows u windows nt 5.1 en-us rv:1.9.0.5 gecko/2008120122 firefox/3.0.5).

Figure 1: Sample Advertisements 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 Stedman Cousins' aims and pursuits. • News about recent activities (e.g. the latest publications of the Stedman Cousins 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 Stedman Cousins 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 Advertisements that have been published on the Stedman Cousins Web site or select a category to be used for creating a new Advertisement.	Advertisements - User Guide.pdf (this document)
View a list of Advertisements that have been published on the Stedman Cousins Web site within a particular category or create a new Advertisement within that category.	Advertisements - View List of Ads - User Guide.pdf
View an Advertisement that has been published on the Stedman Cousins Web site.	Advertisements - View the Ad - User Guide.pdf
Submit a new Advertisement for publication on the Stedman Cousins Web site.	Advertisements - Submit an Ad - User Guide.pdf
Edit an Advertisement the user has previously published on the Stedman Cousins Web site.	Advertisements - Edit the Ad - User Guide.pdf

Table 3: Related Documents