



Newsletters - Newsletters Archive

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 an archive of Newsletters that have been published on the Stedman Cousins Web site.

This archive is available to financial members of the Stedman Cousins and other authorised users such as the Editor.

An article will be moved into the archive when the expiry date set by the author has been reached.

Items in the archive are grouped by month and year. The user can select a particular month and year and a summary list of publications for that month will be displayed. The user can then print or e-mail an article of interest or can view the article in detail.

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 - Newsletters Archive Page.	Section 6.1 on page 7.
4. Viewing the Newsletters Archive summary.	Section 6.2 on page 7.
5. Viewing the Newsletters Archive Titles list.	Section 6.3 on page 8.
6. 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.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins and has paid the appropriate membership fee.
Article	An article is an item which has been written about an edition of the Stedman Cousins 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 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 Newsletters - Newsletters Archive Page.

The Newsletters - Newsletters Archive Page allows the user to view an archive of Newsletters that have been published on the Stedman Cousins Web site. Items in the archive are grouped by month and year. The user can select a particular month and year and a summary list of publications for that month will be displayed. The user can then print or e-mail an article of interest or can view the article in detail.

If the user chooses to view an article in detail, the Newsletter document will be available as an attached PDF. If the user chooses to view the PDF, it 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 - Newsletters Archive Page.

Access to the Newsletters Archive is available to Financial Members and Honorary Members and other authorised users such as the Editor.

5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Newsletters - Newsletters Archive Page.

The Newsletters - Newsletters Archive Page is needed when a user wishes to view the archive of Newsletters that have been published on the Stedman Cousins Web site.



6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Newsletters - Newsletters Archive Page.

6.1. Accessing the Newsletters - Newsletters Archive Page

To access the Newsletters - Newsletters Archive Page, you simply select the **Newsletters Archive** item on the Main Menu. This is a sub-menu item under the Main Menu item **Newsletters**. This sub-menu item will only be available to authorised users, such as Financial Members and Honorary Members and the Editor.

The system will display the Newsletters - Newsletters Archive Page. This first page will show a list of the months where articles have been archived. The first type of page is referred to as the “summary” page. The user can ask for an expanded list of publications for a particular month and year and these will be displayed on the “titles list” page.

6.2. Newsletters - Newsletters Archive Summary Page

An example of a Newsletters - Newsletters Archive Summary Page is shown in Figure 1.

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

1. Select a particular month and year of interest.

The screenshot shows a web page titled "Newsletters - Newsletters Archive" for "Stedman Cousins". The page has a green header with a logo on the left and a date/time display on the right. Below the header is a navigation menu on the left and a main content area with a search bar and a "Help" button. On the right side, there are several informational boxes including "Who's Online", "Spambot Monitor", "User Visits - Top Countries", and "Client Info".

Who's Online
2 user(s) are online (1 user(s) are browsing Newsletters)
Registered Users: 1
Guests: 1
webmaster, more...

Spambot Monitor
Running - Screening
Spambot blocker has denied 0 access attempts in the last 7 days

User Visits - Top Countries
Australia: 126
United Kingdom: 19

Client Info
Australia
IP : 124.190.40.237
OS : win uxwindows
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 Newsletters - Newsletters Archive Summary Page



6.3. Newsletters - Newsletters Archive Titles List Page

An example of a Newsletters - Newsletters Archive Titles List Page is shown in Figure 2.

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

1. Print the article describing the Newsletter by clicking on the **Print** icon.
2. Send an e-mail to a friend about the article by clicking on the **E-Mail** icon.
3. Select one of the listed articles for a detail view of the article by clicking on the title of the article.



Figure 2: Sample Newsletters - Newsletters Archive Titles List 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



To find out how to	Refer to this User Guide
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
View a list of Newsletters that have been published on the Stedman Cousins Web site and select a particular publication of interest.	Newsletters - User Guide.pdf
View an article which describes a Stedman Cousins Newsletter that has been published on the Stedman Cousins 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 a Stedman Cousins Newsletter that has been published on the Stedman Cousins Web site.	Newsletters - Rate the Article - User Guide.pdf
View an archive of Newsletters that have been published on the Stedman Cousins Web site.	Newsletters - Newsletters Archive - User Guide.pdf (this document)
Submit a new edition of the Stedman Cousins Newsletter for publication on the Stedman Cousins Web site.	Newsletters - Submit a Newsletter - User Guide.pdf
Edit an article which describes an edition of the Stedman Cousins Newsletter that has been published on the Stedman Cousins Web site.	Newsletters - Edit the Article - User Guide.pdf
Manage multiple versions of an article which describes an edition of the Stedman Cousins Newsletter that has been published on the Stedman Cousins 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 Stedman Cousins Newsletter that has been published on the Stedman Cousins Web site.	Newsletters - Add External Link - User Guide.pdf

Table 3: Related Documents