



# Notice Board

## User Guide

Published by: Stedman Cousins

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Date Created: 21 Dec 2008

Date Updated: 31 Dec 2008



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## 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 Stedman Cousins 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.
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 Notice Board Page.

The Notice Board Page allows the user to access the set of Notice Board Articles that are available on the Stedman Cousins 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, Stedman Cousins Members or Anonymous Users who wish to access the set of Notice Board Articles that are available on the Stedman Cousins 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 Stedman Cousins 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 Stedman Cousins.
- Submit Articles about the Stedman Cousins.

## 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.

Welcome Tuesday, 06 January, 2009 8:56:58 AM

**Stedman Cousins Notice Board**

A User Guide for this Facility is available here: [Help](#)

**Notice Board**

**Categories Summary**  
Here is a list of the top Categories and their Sub-Categories. Select a Category to see the Articles within that Category.

Category	Articles	Last Published Article
<a href="#">Stedman Cousins Legal</a> This Category is about Stedman Cousins Legal matters.	1	<a href="#">The Stedman Cousins Legal and Copyright...</a>
<a href="#">About The Stedman Cousins</a> This Category covers matters about the Stedman Cousins, including objectives of the Stedman Cousins, Membership, contact information.	5	<a href="#">Constitution</a>
<a href="#">Stedman Cousins Gatherings</a> This category is concerned with articles about Stedman Cousins Gatherings.		
<a href="#">Stedman History</a> This category is concerned with articles about the history of the Stedmans.		
<a href="#">Genealogy</a> This category is concerned with articles about Stedman Genealogy.		
<a href="#">Other</a> This Category allows users to create items which do not fall into any other category.		
<a href="#">Test Category</a> Test Category		

**Last Published Articles**  
Here is a list of the Last Published Articles.

**Who's Online**  
1 user(s) are online (1 user(s) are browsing Notice Board)  
Registered Users: 0  
Guests: 1  
[more...](#)

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

**User Visits - Top Countries**  
Australia: 133  
United Kingdom: 19

**Client Info**  
Australia  
IP : 124.190.40.237  
OS : win ux/windows  
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 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 Stedman Cousins' aims and pursuits.</li> <li>• News about recent activities (e.g. the latest publications of the Stedman Cousins 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 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 Notice Board Articles that are available on the Stedman Cousins 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