



Site Map

User Guide

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1. What is the Purpose of This Facility?

This facility enables the user to view a map which shows the pages on the Stedman Cousins Web site.

The normal method for navigating the Stedman Cousins Web site is to use the Main Menu items or the search facilities. The site map provides an alternative method for navigating the site.

The site map shows the names of the Web site pages in a hierarchical manner with the Home Page at the top, the second level pages listed below the Home Page, then the lower level pages under each of the second level pages and so on.

The second level pages shown on the site map represent:

- Main Menu items such as Event Calendar and Stedman Cousins Newsletters.
- Sub-menu items such as Newsletters- Archive.
- Categories of information such as Stedman Cousins Newsletters - Public Access.

The lower level pages shown on the site map represent:

- Particular subjects such as the Web Site Enhancements – Planning forum within the Forums area.

1.1. Key Points

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

Item	Reference
1. Explanatory notes about access rights.	Section 1.2 on page 4.
2. Terms used in this document.	Section 2.1 on page 5.
3. An outline of the functions available.	Section 3 on page 6.
4. How to access the Site Map Page.	Section 6.1 on page 8.
5. Where to go for help and where to find additional information.	Section 7 on page 11.

Table 1: Things You Need to Know



1.2. Access Rights

The site map will only show those Main Menu items that match the user's permissions. For example, Registered Users will see Help Desk on the site map but Anonymous Users will not.

However, it should be noted that the site map may include some pages that would not normally be available to the user through the Main Menu. If a user tries to access a page listed on the site map and the user does not have permission to access that page, the user will receive an error message stating that the user does not have the required permission. This is because the logic used to construct the site map can take into account the user's permissions at the menu item level but not at lower levels. For example, Anonymous Users will not see any pages about Membership Subscriptions in the site map because Membership Subscriptions is a Main Menu item. However, they will see Members Only and Public Access items under the heading of Stedman Cousins Newsletters because these are categories of information within the Stedman Cousins Newsletters area. Attempts to access information in the Members Only area will be rejected with the message:

“Sorry, you don't have the permission to access this area.”



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.
Map	See Site Map.
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.
Site Map	A site map (or sitemap) is a representation of the architecture of a web site. It can be either a document used as a planning tool for web design, or a web page that lists the pages on a web site, typically organised in hierarchical fashion. This helps visitors and search engines find pages on the site.

Table 2: Definition of Terms



3. What Functions are Available?

This section provides an outline of the functions available on the Site Map Page.

The Site Map Page allows the user to view a map which shows the pages on the Stedman Cousins Web site.

From this page, the user can select a particular item of interest.

4. Who Uses This Facility?

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

The site map will only show those Main Menu items that match the user's permissions. For example, Registered Users will see Help Desk on the site map but Anonymous Users will not.

4.1. Anonymous Users

Anonymous Users will see a site map which shows items under these headings:

- Event Calendar.
- General Forms.
 - Membership Application/Renewal Form.
- Office Bearers.
- Forums.
 - Public Forums.
 - Private Forums.
- Polls.
- Newsletters.
 - Members Only.
 - Public Access.
 - Archive.
- Notice Board.
- Photo Gallery.
- Contact Us.
- Links to Other Web Sites.
- Advertisements.
- FAQ.



4.2. Registered Users

Registered Users will see a site map which shows items under the same headings as Anonymous Users as well as items under these headings:

- Help Desk.

4.3. Financial Members/Honorary Members

Financial Members and Honorary Members will see a site map which shows items under the same headings as Registered Users.

5. When is This Facility Needed?

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

The Site Map Page is needed when a user wishes to view a map which shows the pages on the Stedman Cousins Web site. The site map provides another way of navigating the Stedman Cousins Web site. It is particularly useful when the user is seeking information which cannot be located through the Main Menu items or the search facilities.



6. How Do I Use This Facility?

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

6.1. Accessing the Site Map Page

To access the Site Map Page, you simply select the **Site Map** item on the Main Menu. The system will display the Site Map Page. The information presented on this page will depend on the type of user, i.e. Anonymous User, Registered User, Financial Member or Honorary Member.

6.2. Anonymous Users

An example of a Site Map Page for Anonymous Users is shown in Figure 1.

From this page, the user can select a particular item of interest.

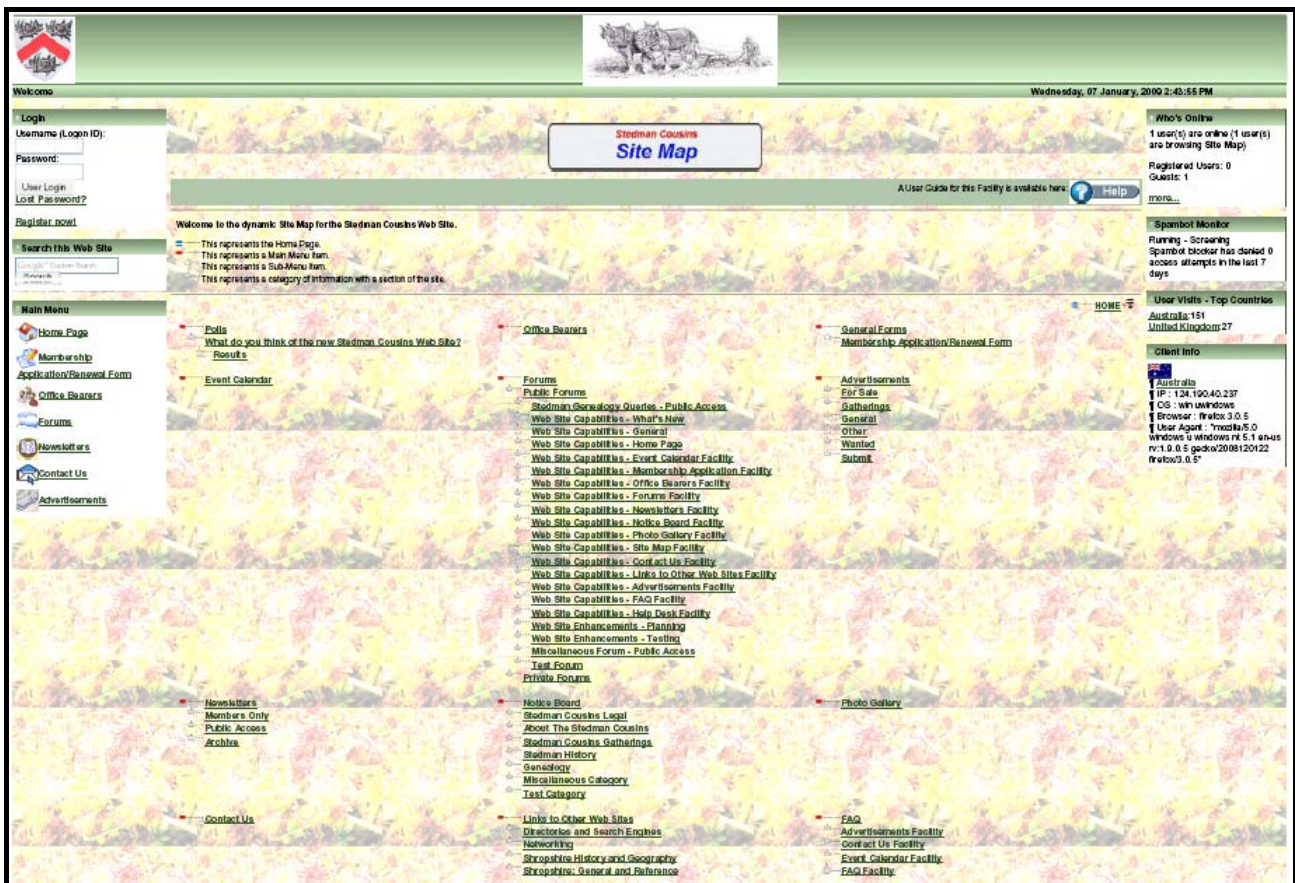


Figure 1: Sample Site Map Page - Anonymous Users



6.3. Registered Users

An example of a Site Map Page for Registered Users is shown in Figure 2.

From this page, the user can select a particular item of interest.

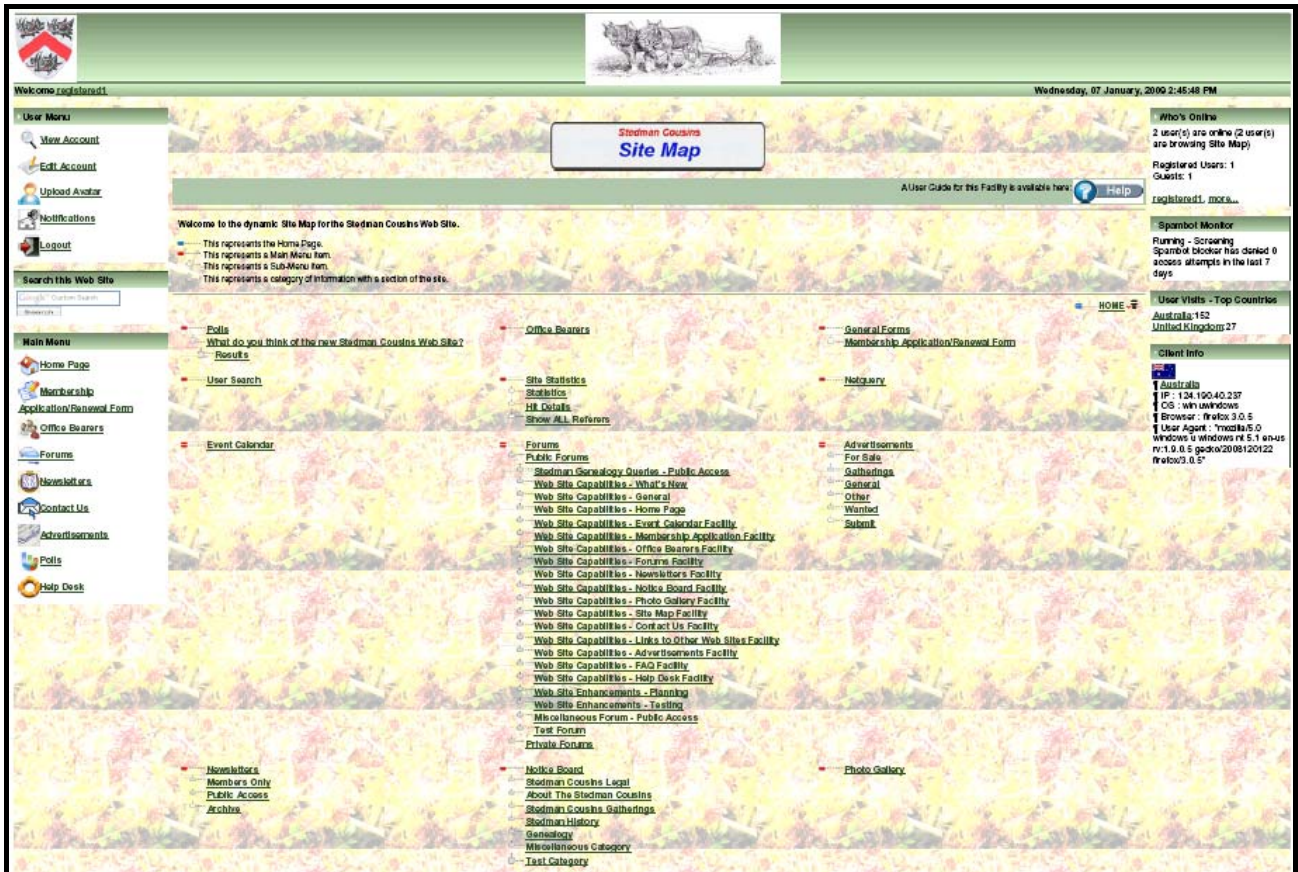


Figure 2: Sample Site Map Page - Registered Users



6.4. Financial Members/Honorary Members

An example of a Site Map Page for Financial Members and Honorary Members is shown in Figure 3.

From this page, the user can select a particular item of interest.

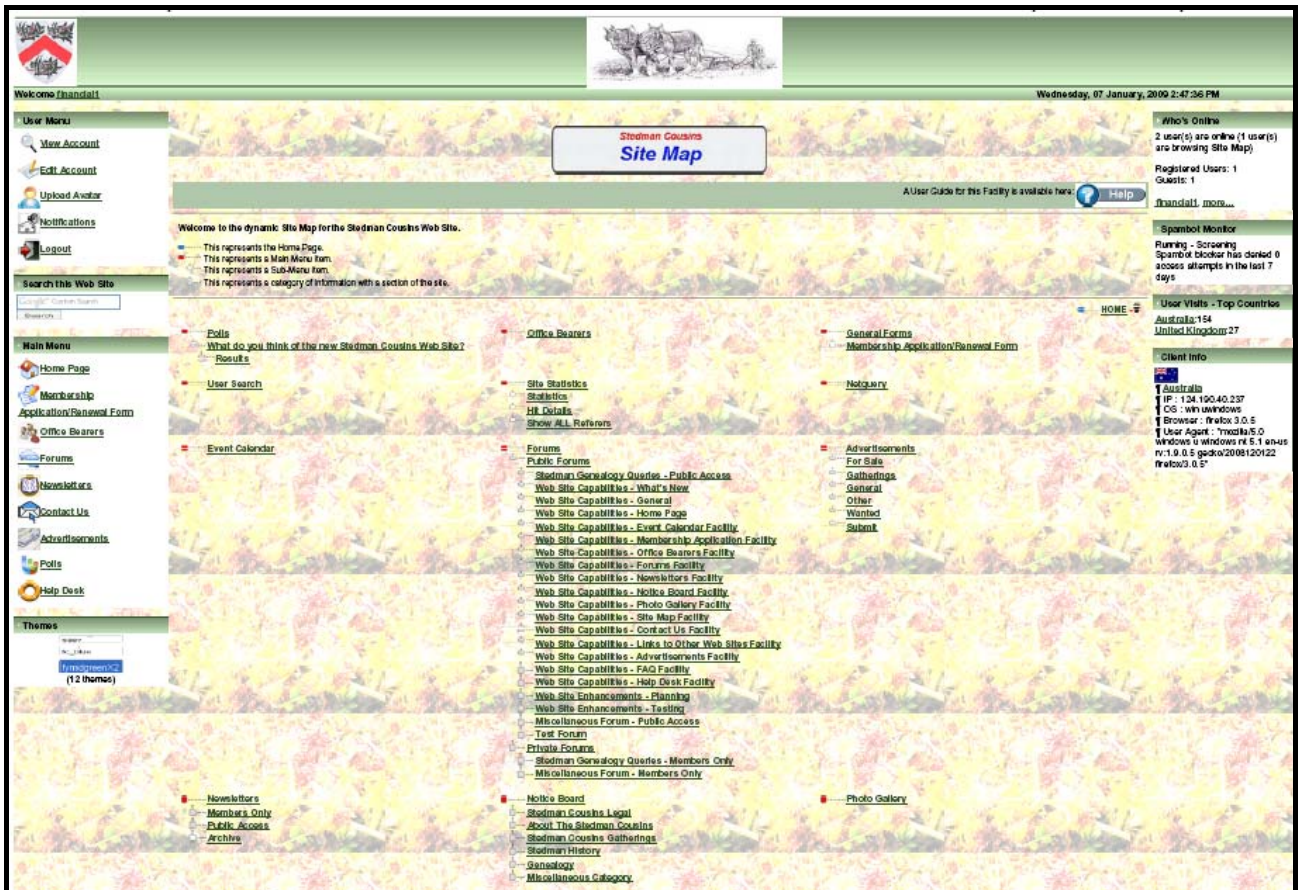


Figure 3: Sample Site Map Page - Financial Members/Honorary Members



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
View a map which shows the pages on the Stedman Cousins Web site.	Site Map - User Guide.pdf (this document)

Table 3: Related Documents