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**Business Web Design: functional, findable, accessible™**

12 February 2007

**amas.org.uk**

***Training session 2 notes***

**Objective:**

Use eConnected mapping system.  
Review administration systems of:

1. WordPress
2. eConnected
3. www.punbb.org Forum

## Training website

<http://002.e-connected.com>

### *Logon address*

<b>System</b>	<b>Logon</b>
eConnected Listings	/admin
WordPress	/wp-admin
Forum	From the login option on the forum menu.

### *Logon identities*

<b>Identity</b>	<b>Email</b>	<b>Password</b>
martin	m.grimes@manchesterdda.com	ZXCZXC
paul	p.roberts@sky.com	ZXCZXC
rukhsana	rukhsana.rashid@e-connected.com	ZXCZXC

## eConnected Listings

To access this system:

1. Sign on at /admin
2. Locate "Listings" in the left hand navigation column
3. "Manage" allows you to see and change existing listings, "Add" allows addition of new ones.

In this system work left to right through each "Tab" at the top of the page entering required information in the form. Each tab must be submitted before progressing.

**Images do not require resizing.** This system resizes for you. However the image must not be more than about 2000 pixel wide to start with. If there is a problem with it resize to 1000 pixel wide to be sure.

The work must be "Previewed" and saved to store it permanently. Please note that this system "times out" if there is no activity after about 10 minutes at which point any work would be lost.

In the Details tab, About may be considered optional, giving a page of descriptive content if required. Mark Down may be used from the Help tab. This is an alternative method of formatting to the "visual editor" used in WordPress. It may help to print out the Help tab to work from.

### ***Tips***

- In most circumstances the ## sub-heading should be used.
- If you use a URL it must be preceded by http://
- [persons name](mailto:name@company.com) for emails

## **Administration**

The administration systems are intended to be self explanatory.

The additional rights an administrator has allow them to control “users” and configure their rights.

On WordPress & the Forum you may also set categorisation for the blogs and forums. This is quite important as it sets the agenda. In categorisation it is good to keep them to six or less for simplicity where possible. On the Forum it is a requirement to have sub categories. On WordPress it is possible but not a requirement.

Categorisation is more important than most people realise and may determine the success of an information system. An error may be to keep adding new ones. For stability it is a good idea to brainstorm every possible subject and then try and organise them under subheadings using post it notes.