Participate in Urban Forestry South Expo

FORESTRY SOUTH EXPO

Introduction to the Website

By using Urban Forestry South *Expo* (UFS), a user has access to the best and most current urban forestry¹ resources and information available. New information is constantly being added that increases the usefulness and knowledge that can be gained from this website.

Urban Forestry South *Expo* is a content management system (CMS) that is designed to be participatory. This means that users of the website can and are encouraged to contribute content. Content is information that is cataloged and contained within the CMS.

If you are a new user of Urban Forestry South *Expo*, you may want to read the other on-line user manual, *A Guide to UFS!* available from a homepage link.

Content examples on the Urban Forestry South *Expo* website include these items:

- a calendar event for a workshop or meeting,
- a research journal article on trees and ozone,
- a link to an urban forest council, or
- the name and address of a state U&CF coordinator, or
- a technology transfer resource (i.e. the national TT database, UFind®).

Only users that have registered on the website (i.e. joined) are permitted to create and submit content. Each registered user has a workspace; an area for creating, editing, and managing content items before they are sent (submission step) to a reviewer.

The process of adding an item (i.e. content) to UFS includes four steps: creation, submission, review and publication.

When you create an item for UFS, you are creating a catalog entry that provides a title, description, keywords, and additional information useful for retrieval, which is dependent on the type of content. You will also assign appropriate sub-topics to facilitate browsing.

Urban Forestry South *ExpO*'s greatest strength lies in its ability to search the cataloged entries in the CMS, associate related content by broadly defined urban forestry topic areas, and display a list of additional related content based on keywords.

This strength and the resulting benefit to users will be enhanced if registered users follow some basic guidelines when adding content. All content, regardless of type, has a basic set of attributes (i.e. data entry fields) that should be consistently completed before submitting the content for publication on UFS.

A Short Glossary of Important Terms

A few definitions will help better understand the explanations that follow:

Browse	A method to list Urban Forestry South information (by title) based on a set of pre-defined topics and sub-topics. At Urban Forestry South, you will see this identified as 'Quick Click' in the left panel of each web page.
CMS	Content Management System; A system used to organize and facilitate collaborative content creation. Recently, the term has been associated almost entirely with programs for managing the content of web sites. CMSs allow end-users (typically authors of some sort) to provide new content in the

¹ Throughout this manual and the website, the term "urban forestry" (UF) may be used interchangeably with "urban & community forestry" (abbreviated U&CF or UCF). See FAQs for a definition.

SOUTH EXPO	
	form of articles or other forms of information acceptable to the website.
Content	Information that is contained on/in the CMS; Urban Forestry South website examples of content include: a calendar event for a workshop or meeting, a research paper on trees and ozone, a link to an urban forest council, or name & address of a state U&CF coordinator.
Controlled vocabulary	Within UFS this refers to the sub-topic and the related topic lists. Sub-topic words and phrases cannot be created by users and are therefore "controlled" by UFS.
Create	The beginning of the process for adding content to Urban Forestry South. Registered users create content.
Information	Anything placed onto Urban Forestry South; see Content.
Owner	The registered user that added (i.e. created) the content to Urban Forestry South. Only the owner (or web site administrator) can edit, submit or retract this content.
Publish	On UFS this is the end of the process for adding content. A reviewer publishes content submitted that is acceptable for the website. Only when information is 'published' is it available for other website users to read, copy or download (as applicable). When used in this context, publish has no connection with the process of creating a printed (i.e. paper) copy.
Retract	The opposite of 'publish'. The owner of information may remove it from the website by 'retracting' it. This is done from the 'Review' tab.
Review	The third step in the process for adding content to Urban Forestry South. When a user submits content for consideration, a reviewer determines whether the information is acceptable and then either 'rejects' or 'publishes' the information.
Search	A method to locate and list Urban Forestry South information (by title) based on a search term (a word or words) entered by a user. Urban Forestry South uses the user's terms to search the title, description, author, and keywords that are associated with all content entered on/in the system (CMS).
Submit	The second step in the process for adding content to Urban Forestry South. Users submit content they have created to a reviewer to determine acceptability.
Workflow	The process of adding content to Urban Forestry South. This includes: creation, submission, review and publication.
Workspace	The folder where registered users store information (content) during the creation process prior to submitting it for review and publication.

Participate in Urban Forestry South Expo



Join (Register) and Login

In order to create and submit content for publication onto UFS, users must first "join" the website by providing a valid e-mail address. Other information requested during the "joining" process or from the "My Preferences" screen is optional.

Advanced Search
UFS Tools • Lagin • Forum • Join
News Room • UF News Items • Press Releases • Photos
Other Tools • A-Z Index • Site Map • File Viewers
Help • Glossary • Site FAQs • Technical Support
E 55

Image 1: User Actions Area: Join

Begin the registration process by "clicking" on the Join link under UFS Tools.



Participate in Urban Forestry South EXPO

SOUTH EXPO

At a minimum (red squares are required data entry fields), enter a valid e-mail address and create a user name for UFS. You may optionally enter your full name and also select to receive a monthly electronic newsletter that summarizes the new U&CF information that has been added to UFS. When you have completed registration data entry, "click" on the **Register** button at the bottom of the screen.

An initial password will be e-mailed to you. Use it to login from UFS Tools:



or from the User Actions area:



Participate in Urban Forestry South EXPO



The **UFS Tools** area after a user logs in:



During your first "login", "click" on the **My Preferences** link under **UFS Tools** and complete as much personal information as desired.

RESOURCES	HOME	A manual for urbas forestry in the south
CONTACTS		
EVENTS		100 A 100
REBEARCH	MY PREFERENCES	
FUNDING	Click here to change your password.	Topor of Interior
CONTACT US	Contact Infu	- FLA & Urban Formula
	First Name	- Benefits of Urban Irens
Const Diet	Eiter eust firit name (and mobile mittal)	- Lorge Trees ve. Small Trees
Belett a Topit	Dudley R.	* Trees & Development
List of Tapical Sele-Tepics	Last Name	* Ireas & Business
(a) check Search	fintar your last name Hartel	* Treas en Didition
and the second se		 Technology Bulletine WUT Is the South
	Suffix Enter 4 with: # supropriate (Kip 11, Sr.)	- wor a the sauth
 Advanced Search 		A Cuide to 19'S
UPS Teals	Title	Can make the mean of the set
+ Loo mut	Enter your preferred the (e.g. Dr., No., Hen.)	the second company angle of the
Me Workspace Me Peefarations		Get.Nevel
• Ny Classifications	Pesition	Cet.Need Salarita to De UPD Needlettary
Plants Room	Enter your position or just title (e.g. State Forester, UECF Courdinator)	Toronto Parallel and and
· DF Neva Barts • Press Falences	Center Coordinator	Brands Peetback with name Million Abletta
e Photos Other Taule	Organization	194024-000-000-000
+ Ard Inden	Enter the organization or company of employment (e.g. Tennessee Division of Forestry) Southern Center for Urban Forestry Research & Infor	Participate in UFSI
• The Mevers		La satisfan - inter
Rela		1
- Olizaniy - Sita Facto - Tachnical Reppirt	Contact Location	
 Technical Support 	Address	
	Enter at address (saling two lines if necessary)	

Scroll down the screen to make all desired entries and then "click" on the **Save** button at the bottom of the screen.

For convenience and easier recall, you should also change your password from the one randomly assigned.

www.UrbanForestrySouth.org Version1.0

Participate in Urban Forestry South Expo



Whenever you **login** to UFS, a **workspace** (accessible from the **UFS Tools** menu) will be available for creating and managing information that you would like to submit to UFS:

RESOURCES	HOME & MEMBERS & DRHARTEL'S HOME	A manual for urban forestry in the south
EVENTS	View Properties Review	Tarrent Internet
FUNDING CONTACT US	MY WORKSPACE	- Farrent John - FEA & Urban Forests
🕑 Owie Det. Belett a Topit 🔔	This folder has no visible items. To add content, press the 'Add New Item' button, or paste co from another location.	Benefits of Urban Trees Large Trees vo. Small Trees Trees & Development
· List of Tapical Sub-Topics	Your workspace is an area for you to create, edit, and manage content before you submit it for	r feriew Iven & Bestunes - Iven vs Utilites
Conta Seconda	Etros All Items	Technology Bulletine WUI B the South
Advanced Teach	WORK IN PROCRESS	A Code to UPS
UPS Teals + Log mult - My Which space - My Diselementar - My Classifications	You have no items that you are currently working on.	Cat Name
• Foreits	PUBLISHED AND PENDING ITEMS	S. Larg anaudiaman
• 107 Heurs Dartte a Pruss Releasest a Pruss	You have no published or pending items	South Randon Landon Lan
Other Tools • + 2 Index • The Mag • The Warvery		Participante in 18751 Lower Contentioner Contentioner australization of University australization of University
Hole - Olissanty - Site Feije - Technical Repport		

Your workspace will contain all of the content that you have created, but have not submitted for "publication" under the section entitled **Work In Progress**. Once you submit content to a reviewer, the content will appear under the section entitled **Published and Pending Items**.