



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.



	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.



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.



Image 1: User Actions Area: Join

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





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:

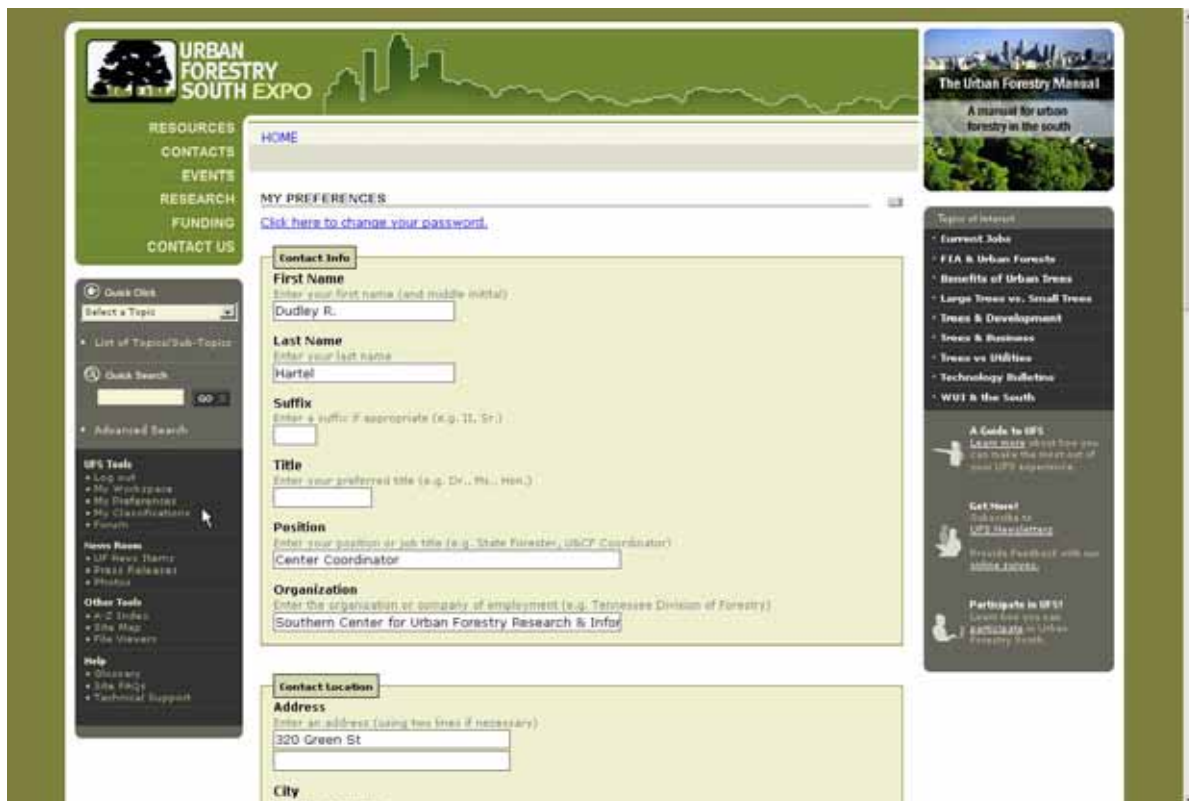




The **UFS Tools** area after a user logs in:



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



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.



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



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**.