**S t a f f   I n f o r m a t i o n**

KGIS Portal Management Procedures Oct 30th 2013 revision date (Changes in Blue)

News Articles

There are several different "modules" (or sections) of the portal that display "News" -like notices:

1) Home page: **LATEST NEWS** section
2) Policy Board page: **BOARD MEETINGS** section
3) What's New page: **WHATS NEW** section
4) Coordinating Committee page: **CC NEWS** section
5) Technical Team page: **TECHNICAL TEAM NEWS** section
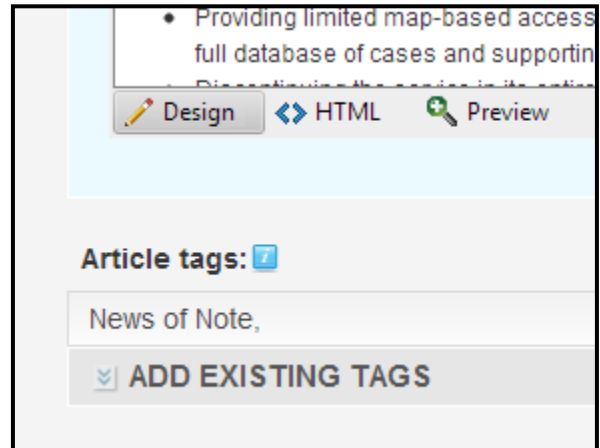
TAGS
Each module <u>displays (or "filters") articles based</u> <u>upon</u> **how the articles are "tagged" (**<u>see image)</u>.

- Home Page: **LATEST NEWS**
  Tags Shown: *GIS Event Notice*
                          News of Note
- Policy Board Page: **BOARD MEETINGS**
  Tags Shown: *Coordinating Committee*
                          Policy Board
- Coordinating Committee Page: **CC NEWS**
  Tags Shown: *Coordinating Committee*
                          Policy Board
- Technical Team Page: **TECHNICAL TEAM NEWS**
  Tags Shown: *Technical Team*
- What's New Page: **WHAT NEW**
  Tags Shown: *Whats New*

For example, an article that is only tagged with *"Policy Board"* will appear only on the Policy Board page, whereas an article that is tagged with both *"Policy Board"* and *"GIS Event Notice"* will appear on both the Home page and the Policy Board page.

When posting a "What's New" item, for example, one will want to determine whether or not that item ALSO needs to appear on the Home Page: Latest News. If so, then also tag the article with a "News of Note" or with one of the other tags accessible via that Home Page.

Articles can be tagged with additional tags that may be beneficial for searching purposes. Here are some other commonly-recognized tags:

GIS Event – used to tag meeting or event articles that are linked to the calendar (see below section on News Articles (as Events)
KGIS Maps – used to tag articles that reference the KGIS Maps application
Online Tools – used to tag articles that reference items that can be found on the KGIS Portal via the Online Tools pulldown (or via the Links page).

CATEGORIES

All content (whether page, module or news articles within a module) **should also be assigned to one or more categories** of user audience to whom it will be visible. If a category is not assigned, then the only ones who will be able to view it are KGIS staff.

For instance, when posting a notice about a users group meeting, one should determine whether that notice needs to be viewed by everyone or only to a more selected audience.

Currently, there are four cascading levels of user **Categories:**

- **Public -** Everyone (including unauthenticated users)
- **Partners –** Includes specifically created accounts for our data licensing partners or paid subscribers
- **KGIS Depts** – includes all City, County, KUB, MPC, E911 departments that connect to our portal via NT domain trust OR for which we have created specific portal accounts (such as we have done for Jon Gustin, who does not have a domain trust from his MacIntosh)
- **KGIS Staff** – seven employees of KGIS.

News Articles (as Events)

When adding a news article, one also has the option to *"Add as Event"*(*see right image*) via *Advanced Settings*. When selected, this will add the news article to an associated Calendar, assigning it to the keyed-in Start and End Dates.

Currently, there are two Calendars in the portal:

- Home Page: **GIS EVENTS** calendar (visible only to the Public)
- Home Page: **DEPARTMENTAL EVENTS** calendar (visible to all categories of users other than the public)

Unlike the News Article sections, these Calendars do not allow for filtering based upon the "TAGS", but they can be configured to filter by user "CATEGORIES". Therefore, by selecting the "Add as Event" button, it will automatically add it to none, one or both of the calendar(s):
- GIS Events Calendar – show only those events assigned to **Public** user category
- Departmental Events Calendar – shows any event assigned to at least one of the four user categories

Nevertheless, **as office policy, we should also tag each "event" article with a** *"GIS Event"* **tag** as a visual cue that the article has been linked (or added) to the calendar.

This can be valuable, because it allows one to add an event to the calendar way in advance,along with information about that meeting, without actually posting a news item to the Latest News section. Then, as the event date/time gets nearer, one can later add an additional tag of "GIS EVENT NOTICE" to the article to actually post the notice to the Latest News section.

Comment

The ability to paste comments to the news articles has been enabled, but each requires approval by one of the KGIS staff. However, email notifications about new comments needing approval will only be going to the KGIS Director and Office Manager / Technician.

To approve comments, KGIS staff can go to the **Dashboard** of any of the news modules. (*see right image*). Then select the **Comments section** from which one can review/approve each submitted comment.

Once the comment has been approved, then a notice will be emailed to the submitter of the comment (depending upon the email address they entered.)

CAPTCHA rules have also been enabled to help prevent bot-related posting of comments.
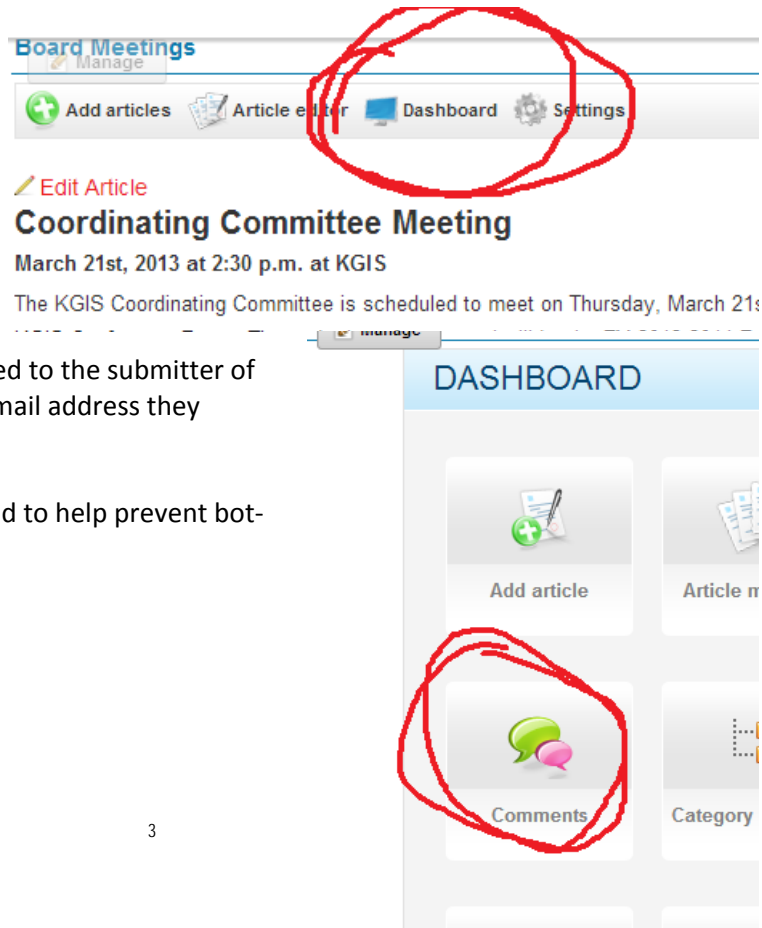
Security Roles

User accounts in the portal can be granted with different security roles to help control their access to restricted content. Users can be granted more than one security role.

Windows-authenticated users who have a Windows NT Trust with KGIS should automatically have an account created in the portal upon their initial visit to the Home Page. These users are automatically assigned to the **REGISTERED USERS** security role.

There is the possibility of creating portal user accounts for SUBSCRIBERS who are NOT on the KGIS network, but to which KGIS wishes to grant access to portal content. These "partner" accounts will be assigned to the **SUBSCRIBER** security role. (Currently, the portal is configured to automatically assign all networked users also to this Subscriber role).

The **COORDINATING COMMITTEE** role is optionally granted to users who should have access to the more restricted content (such as draft agenda items or somewhat sensitive documents (such as contracts or data license agreements) not to be distributed to a larger or public audience). In general, these accounts will be assigned by the KGIS Director.

Security Roles
Manage

		Name	Description	Fee	Every	Period	Trial	Every	Period	Public	Auto	Users
		Administrators	Administrators of this Website	0.00			0.00			☐	☐	6
		Coordinating Committee	Members of the Coordinating Committee	0.00			0.00			☐	☐	9
		KGIS Office Staff	KGIS employees	0.00			0.00			☐	☐	8
		Registered Users	Registered Users	0.00			0.00			☐	☑	313
		Subscribers	A public role for site subscriptions	0.00			0.00			☑	☑	313
		Translator (en-US)	A role for English (United States) translators	0.00			0.00			☐	☐	0
		Unverified Users	Unverified Users	0.00			0.00			☐	☐	0

The **ADMINISTRATORS** role is currently only granted to those users who have privileges to re-arrange or re-design the site (or who wish to add new modules). (Currently Stump, Blynn, Brink and Edwards)

UnAuthenticated Users

Any generic OR public visitor to the portal will <u>not</u> be granted any of the Security Roles by default, and they are essentially passed into the site as "UnAuthenticated Users".