Moving a LS Website from Webs.com to the ACS Network: Wabash Valley Example

Table of Contents:

Webs.com site:

https://wabashvalley.sites.acs.org

ACS Network site:

https://communities.acs.org/community/society/component-websites/wabash-valley/pages/home

This document is intended to assist local sections and technical divisions in moving their websites from the webs.com platform to the ACS Network. This may be done as a temporary solution until an alternative platform is identified, or the ACS Network may serve as the new permanent home of the component group site.

While "groups" on the ACS Network are available as an option for local sections and technical divisions, it is recommended that component groups reach out to Christine Schmidt (c_schmidt@acs.org) to instead have a "forum" established. Forums are innately more customizable in regard to which users are able to access content on your site, as well as to what extent they are able to interact with content.

Forum Setup
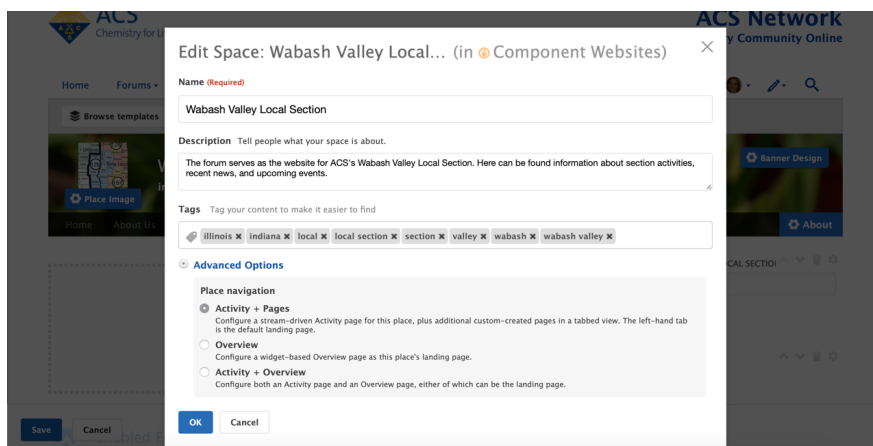
Edit Space:

This window, accessible through "Settings" in the top right gear icon dropdown, is where you will give your forum a name, description, and determine what style of layout you would like your space to have. You can also add tags which will make your space more easily searchable for new ACS Network users.

The example used in the document is setup as an "Activity + Pages" space using tools called "tiles". This is because it allows you to create multiple tabs, similar to pages of a website. If you would prefer a more simplistic approach with a single page to display your most pertinent content, using an "Overview" setup is recommended.
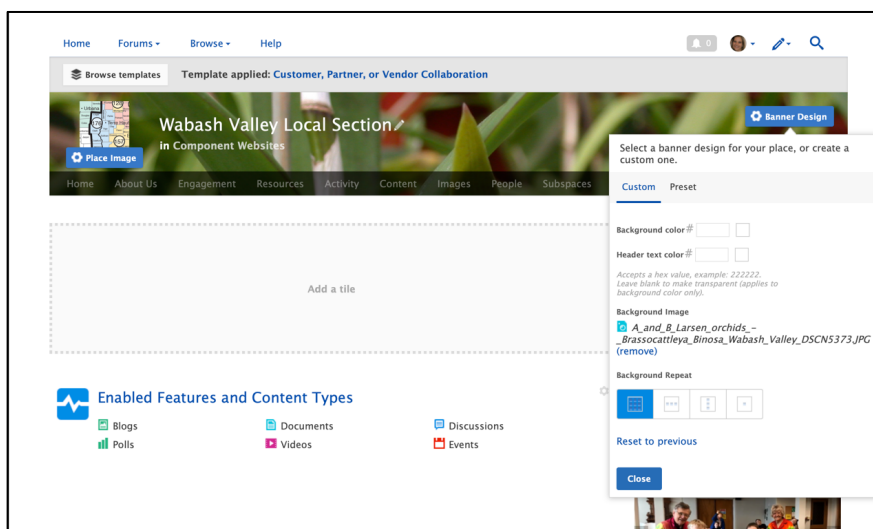

Banner Design:

To improve the aesthetic of your page, you may upload an image to use as your space banner or use one of the preset options. The icon next to your space name ("Place Image") can also be customized. After editing these images as desired, be sure to click the blue "Save" button at the bottom left of your screen to save and publish any changes you've made.
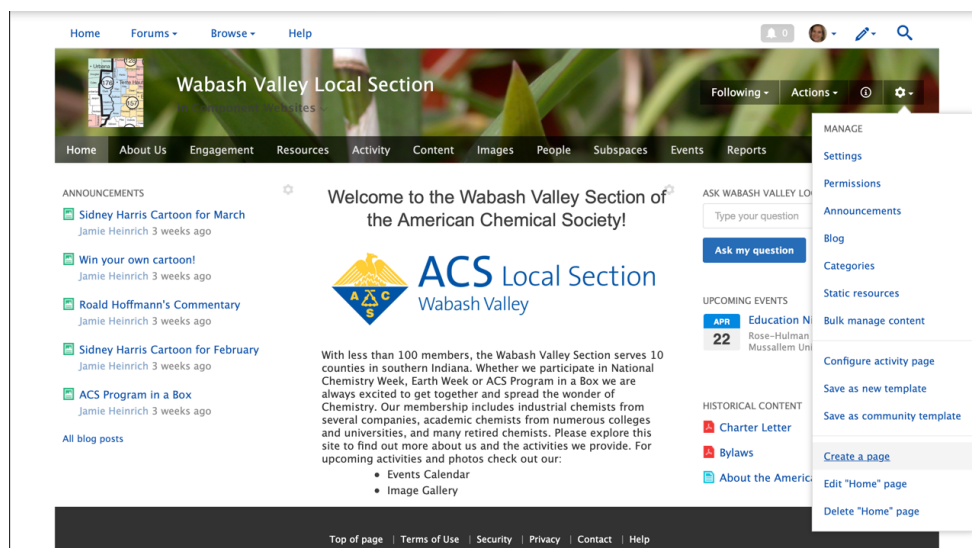
Create a page:

From the gear icon dropdown you can select "Create a page" to add a new tab to your space. Each space is allowed up to 5 customized pages. These may be similar to the pages that currently exist on your webs.com site, although some consolidation may be required to stay under the 5-page limit.
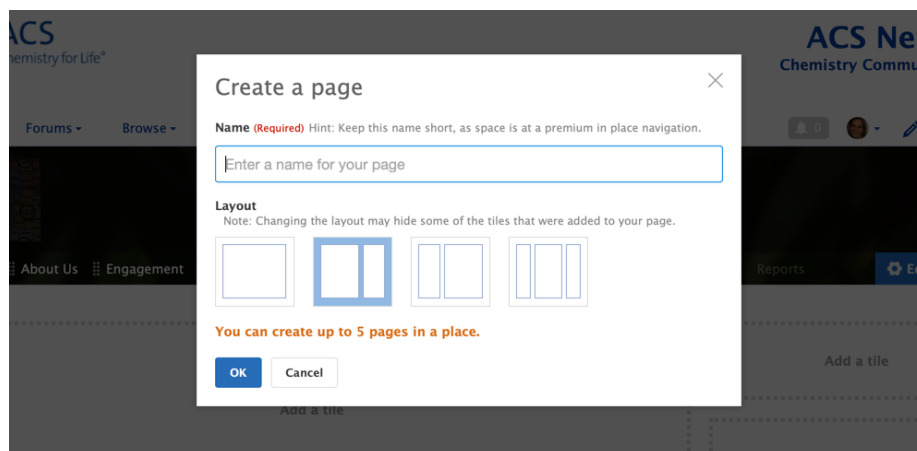
Create a page (continued):

For each page you can provide a title, preferably something short and concise, and you may pick the layout of the page from the four options shown above.

If you are planning to use the "Document Viewer" tile (explained later in this document), be sure to keep in mind the size of any images or tables present in those documents and adjust your layout choice accordingly. The Network will autofit most images and tables, however this sometimes renders them too small and difficult to see, especially for users with less capable eyes.
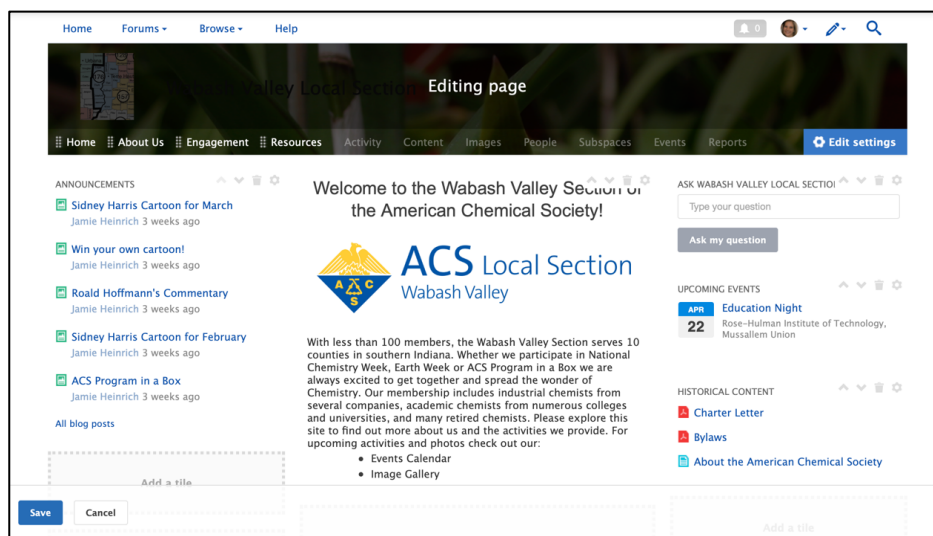
Editing page:

While editing any page on your site, you may add or remove tiles, slide them up and down in their columns, and reorder the pages as they are listed in the top left. This is done by clicking and dragging pages into the desired order.

If you would like to edit the name or layout of the page, this can be done by clicking "Edit settings".
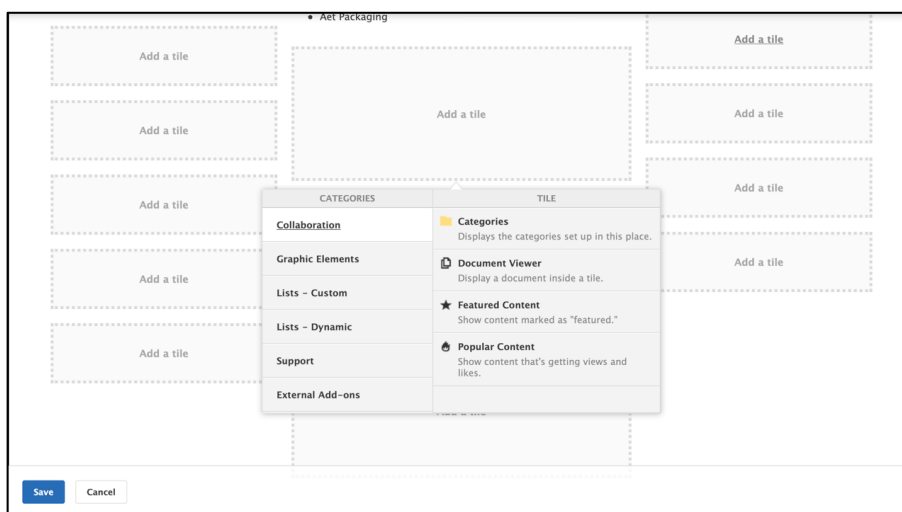
Editing page (continued):

When creating a new page or editing a page, this is how you will be prompted to add tiles to the display. Click on and of the boxes reading "Add a tile" to bring up the window shown above. From this window you may select which tool to use, and furthermore configure it to meet the needs of the specific page on which it is located.

After adding or editing any tiles, always be sure to click the blue "Save" button on the bottom left of the screen. Otherwise none of the changes you've made will apply to the published page.

**Forum Organization**
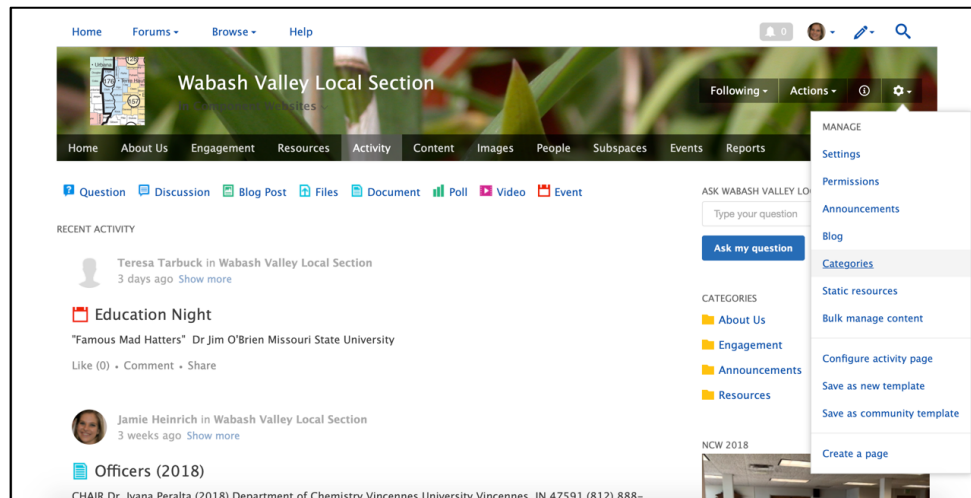
Categories:

      To more thoroughly organize the content in your space, categories can be created and applied to content. The categories used for this specific example include About Us, Engagement, Announcements, and Resources. These closely mimic the pages on this site, however an alternative use for categories is archiving.

      If your local section has a wealth of older documents, these can be organized by creating categories for the years over which your content spans.
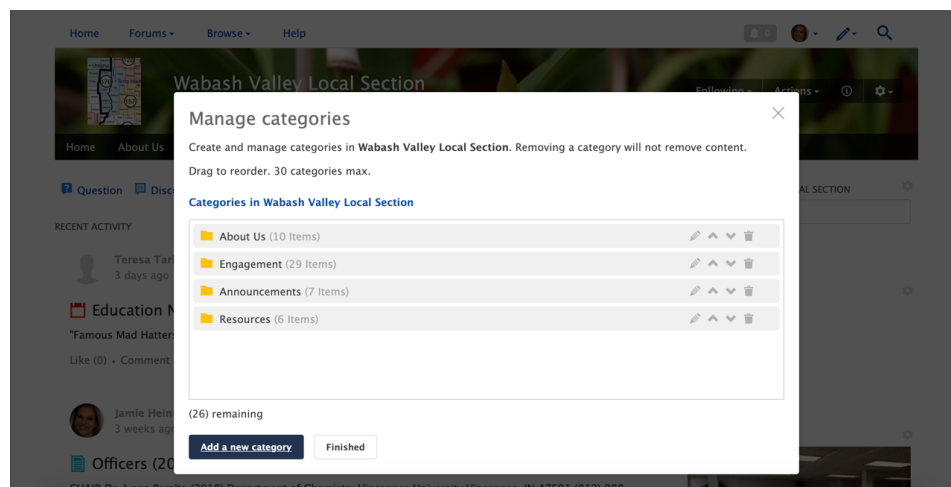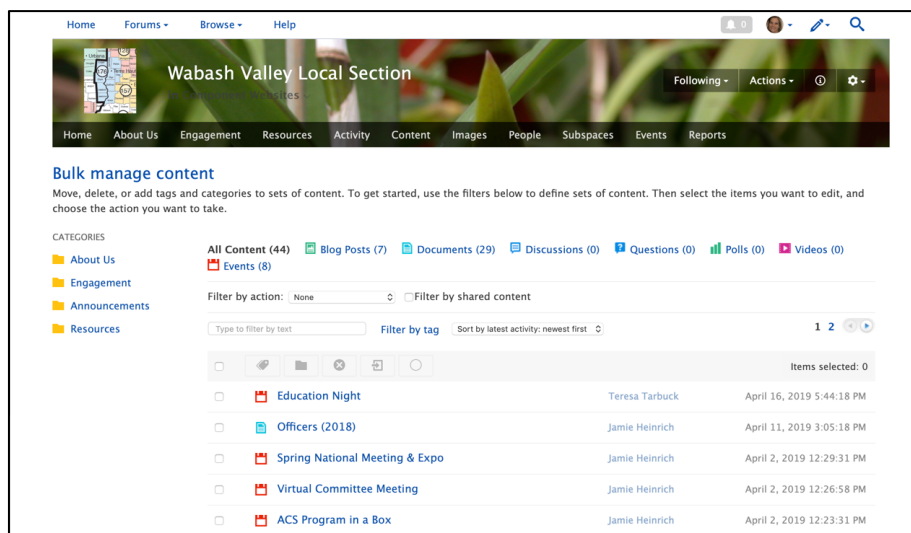

Manage categories:

      In this window you can edit and add or remove categories. Each space can have up to 30 categories. The categories can also be reordered so if you choose to display them on a page of your space, they will appear in the order shown in this window.
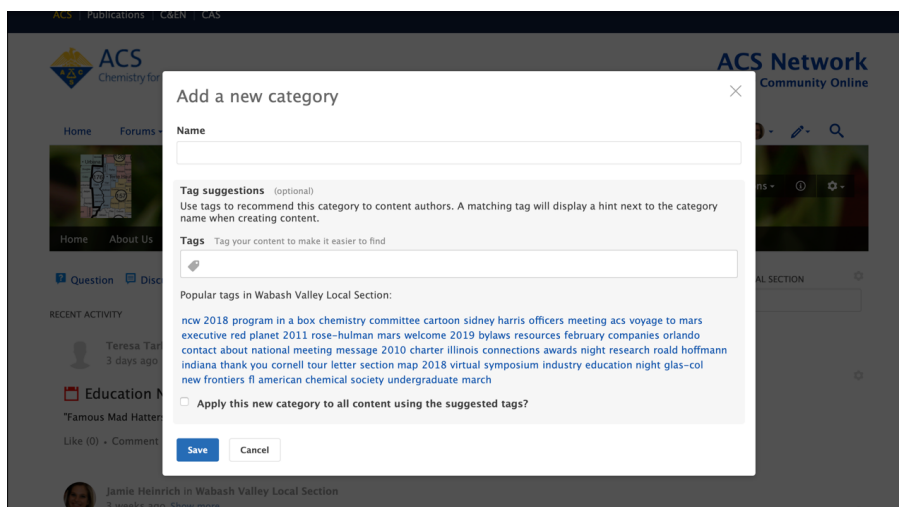
Add a new category:

When creating a new category, provide a name, and add tags to make your content more searchable. You may also choose tags from the list of popular ones found amongst your site content. By checking the box next to "Apply" at the bottom of the window, the Network will add any content currently carrying the tags you've selected to the new category.

Bulk manage content:

By clicking "Bulk manage content" on the left side of the Content page, a window similar to that shown above will open. From here you may add tags or categories, delete, or move content to another place on the Network in bulk. This is very helpful for getting rid of outdated content or organizing large quantities of content once they've been uploaded to the site.

Creating Content

Create New Document:

      To create a new document in the Network you may write and edit the body text as you would in a Word document using the tools provided. Be sure to also provide a title, appropriate tags for the content, as well as categories. You may restrict who is able to edit the document under "Advanced Options". Click "Publish" to post your document to the site.

Create A New Blog Post:

Similar to creating a document in the Network, edit your body of content using the tools provided. Provide a title, add tags, and categories as desired. In a blog post you also have the option to add a banner image which will display behind the title of the blog post when opened. Again, be sure to click "Publish" to finalize your blog post.

CREATE A NEW EVENT

Add a banner image

Title Your Event

Event Date and Time (Required)
Specify the date and time your event takes place.

Start   End   Time Zone

4/19/2019   12:00 PM   1:00 PM   4/19/2019   (GMT -5:00) America/New_York - Ea

Event Location (Required)
Make it clear to your attendees where this event will take place.

e.g. Nehalem conference room, Ace Hotel

Add an address

Font family   Font s ▾

Provide more information about your event, like why people should attend

@ Mention   Attach   App

Event Type

Select...

Show contact details

Event Visibility & Attendance Policy
● Open Event   All registered users can view and attend the event.
○ Closed Event   All registered users can view the event. Attendance is by invitation only.
○ Private Event   Only users who have been invited to the event may view or attend the event.

Set Attendee Limit

   Enter the maximum number of people who can attend this event. Once this number is reached, users will no longer be able to RSVP.

Featured Guests
Promote special guests that will be participating at the event.   Feature a guest

Publish Location
● In a Place   Reach a specific audience or organize your posts by subject or group.

Wabash Valley Local Section   Change
In Component Websites   1 Follower

Tag This Event
Tag your content to make it easier to find

Categories
Help others find your content by selecting relevant categories
☐ 📁 About Us
☐ 📁 Engagement
☐ 📁 Announcements
☐ 📁 Resources

Advanced Options
☐ Add authors   By default, you are the only author on this event.

☐ Create another   Create event   Cancel

Create A New Event:
　　　To create an event, set the date and time of the event start and end. Provide a title, the location of the event, some short information in the text body, and the event type. You may customize the banner image, as well as attendance information if you so choose. Add tags or categories to further organize the event in your space.

Upload Files:

Click the box reading "Click to select files" to open a file browser from your native desktop. You can click and drag files or highlight them and click "Open" to upload them. Up to 50 files can be uploaded at a time.

If uploading just one file, you will be able to edit the title and body text that goes with it. If uploading multiple, you will not have this option. Any tags and categories being added will be applied to all files being uploaded at one time. Be sure to click "Publish" to finalize and upload.

Uploading any images to the space will be accomplished through the same page.

Home Tab

Home:

      This is the current Wabash Valley home page on their webs.com site. Some key features from the page that were identified to be included in the new space were the welcome message, the recent blog entries, and the upcoming events. Other components, while not specifically included on the home page, were sure to be included on other pages of the Network space.
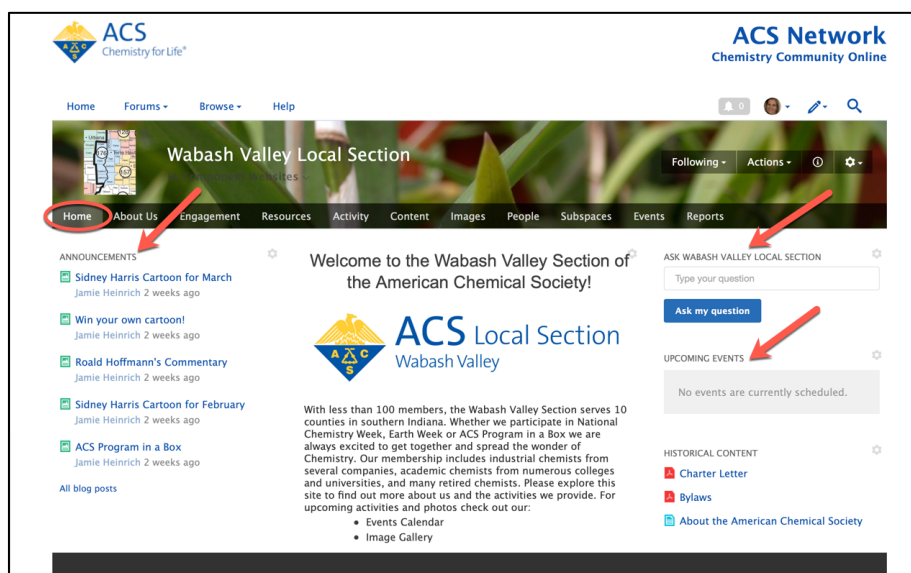

Home (continued):

      This is the Wabash Valley home page on the Network. Note the Announcements and Upcoming Events included, as well as the welcome message, a listing of some historical content, and an "Ask Wabash Valley Local Section" tile, which can function similarly to the "Contact Us" feature on webs.com.
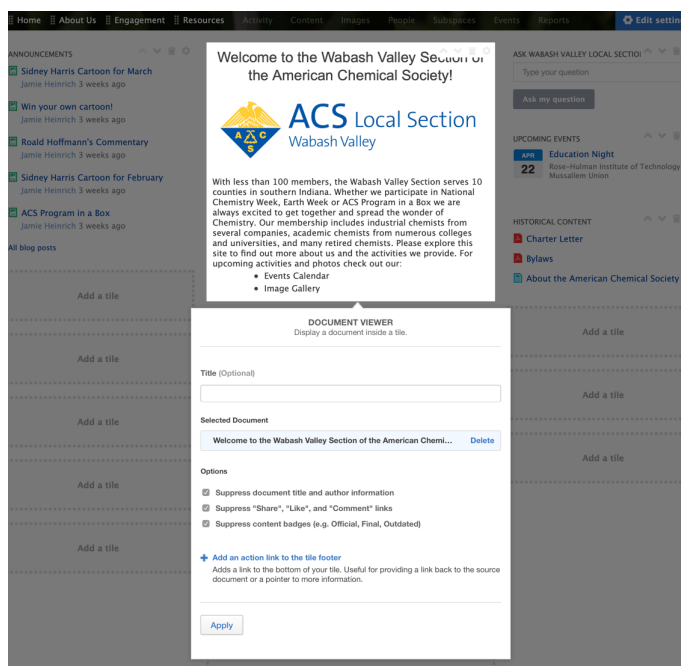
Document Viewer:

This tile is used to display the welcome message on the home page. It is listed under the "Collaboration" category of tiles. To display a document on any page, publish the document as you would like it to be displayed. Add the Document Viewer tile to your page, add an optional title, link, and select any "Options" for features with which you'd like the document to be displayed.

Note: this document can be changed as desired, and any changes you make to the document will automatically be updated wherever it is displayed on a page.
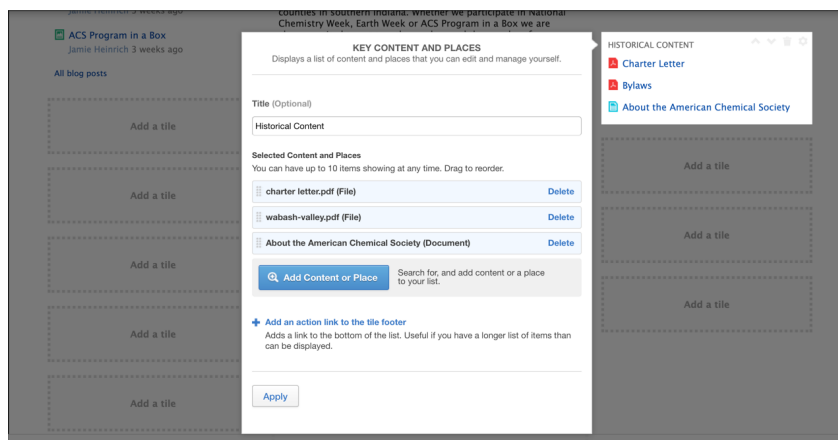
Key Content and Places:

This tile can be used to display a curated list of files, documents, etc in the Network. This list can also include other groups or forums. The list can be edited, content/places can be added or removed, and the order can be manipulated by dragging items into their desired configuration.

About Us Tab
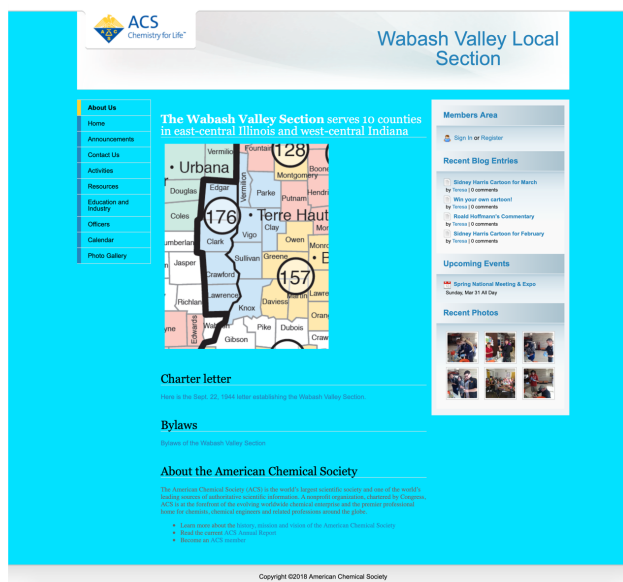
About Us:

This is Wabash Valley's current About Us page on the webs.com site. Some key features that were transferred to the new About Us page include the map, as well as links to the bylaws, charter letter, and brief note about the ACS.

Officers 2018:

Another tab which was integrated into the About Us page on the Network was the listing of section officers. This was done to consolidate the number of pages required, while ensuring that all content was still present on the site.

About Us (continued):

This is the new About Us page on the ACS Network. The officers, as well as the map, were copied and pasted in documents on the Network. These documents are displayed on the About Us page using the Document Viewer tile as previously described. Other features to note are the Helpful Links and the Officer Archive.
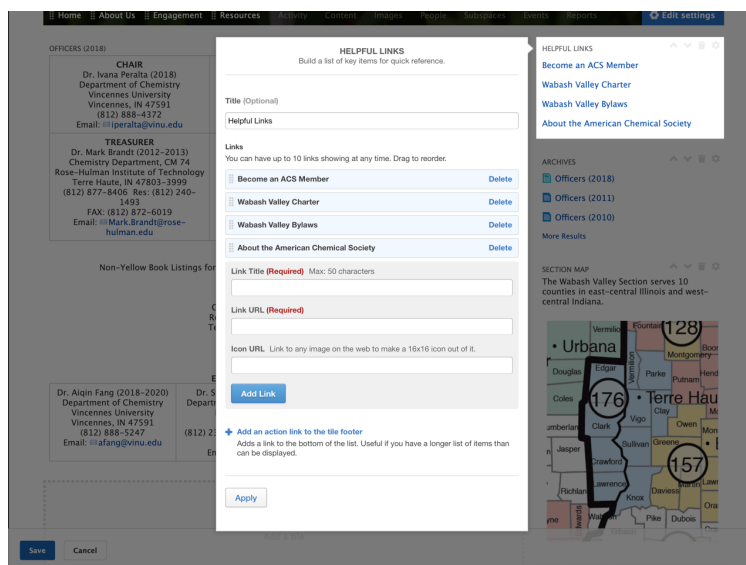
Helpful Links:

This tile allows you to create a curated list of links to external sites. Similar to the Key Content and Places tile, though this tile allows you to add any link within the N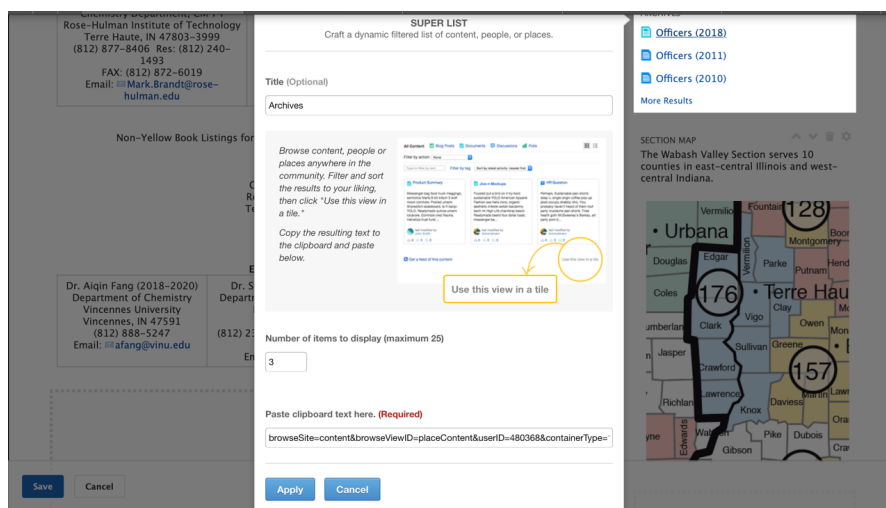etwork as well as links to pages outside of the Network. Add an optional title, the URLs of the desired links, and a title for each link.

Super List:

This tile is a bit more complicated to use, but particularly useful in creating automatically-updating lists of certain types of content using unique tags or categories. In this specific instance, on the Content tab the tag "Officers" was applied. This view was then used in the tile by clicking on "Use this view in a tile" on the bottom right of the page and copying and pasting the provided text.

In order for this list to automatically update, any document created or file uploaded regarding the officers for a given year must be published using the tag "officers". If done correctly, the document/file will automatically populate to this tile.

Engagement Tab

Announcements:

This is the Announcements page on the webs.com site. Key features pulled from this page were the Recent Blog Entries (Announcements), as well as the Recent Photos.

Activities:

This is the Activities page on the webs.com site. The activities are listed here as short notes without much additional information or context. This will be rectified when they are translated into Events on the Network.

Additional Content:

This is a page of additional miscellaneous content on the webs.com site. The links under "Executive committee archive" were added to the officers archive, while the content listed under "Program meetings" was added to the Network in the form of events.
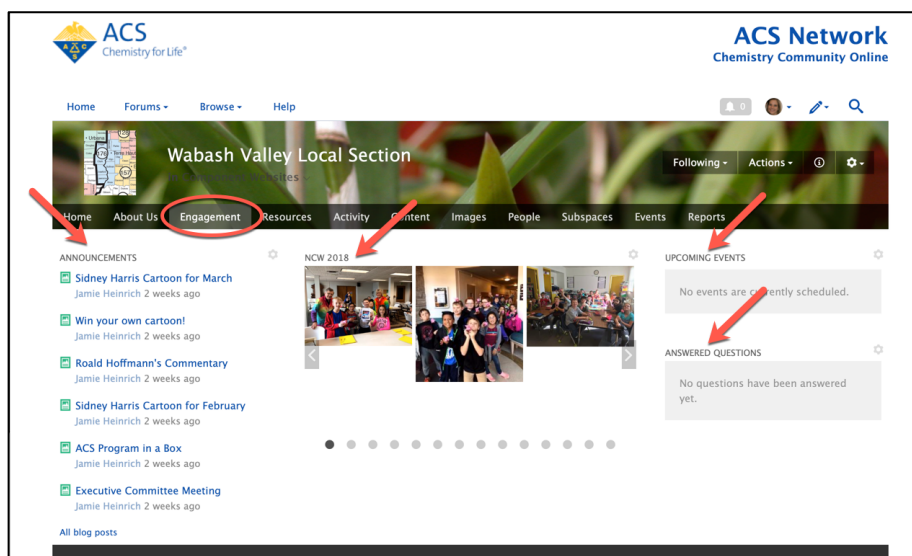
Engagement:

This page is a consolidation of different materials across the webs.com site, all of which fell under the broad topic of member activity and engagement.

The "Announcements" are displayed using a "Latest Blog Posts" tile, which updates as new blog posts are added. The Upcoming Events tile will display any events taking place after the current date. The Answered Questions tile is where any inquiries posted via the "Ask Wabash Valley Local Section" will be displayed once an administrator marks them as being answered.
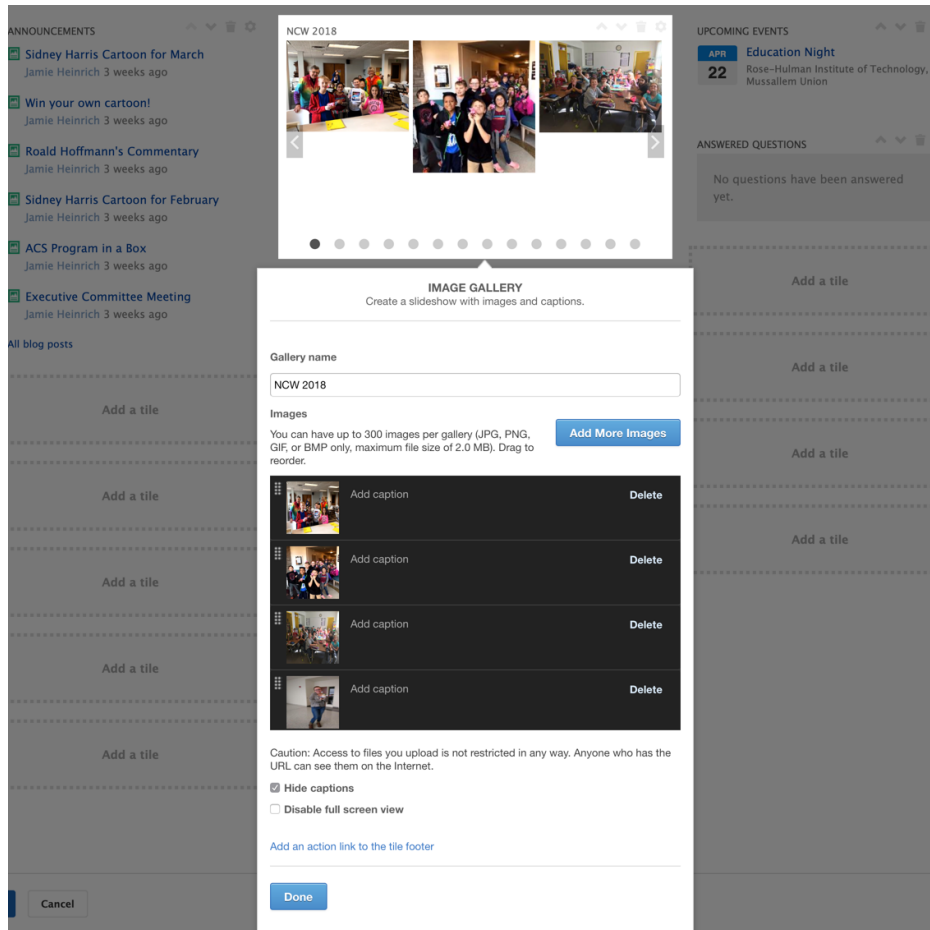
Image Gallery:

     This tile can be used to display a curated collection of images. The images can be uploaded to the tile via the "Add More Images" button. They can be reordered, and each can have an added caption.

     In this particular instance, the title given to the Image Gallery is the name of the event and year of the event at which the images were taken. This can be changed as the images are updated.

Resources Tab

Resources:

This page on the webs.com site displays a list of links to curated local and national ACS resources. All of these links were transferred to the new Network site.

Education and Industry:

This tab on the webs.com site also listed a collection of links, more particularly related to education and industry in the Wabash Valley region. These were all transferred to the new Network site as well.
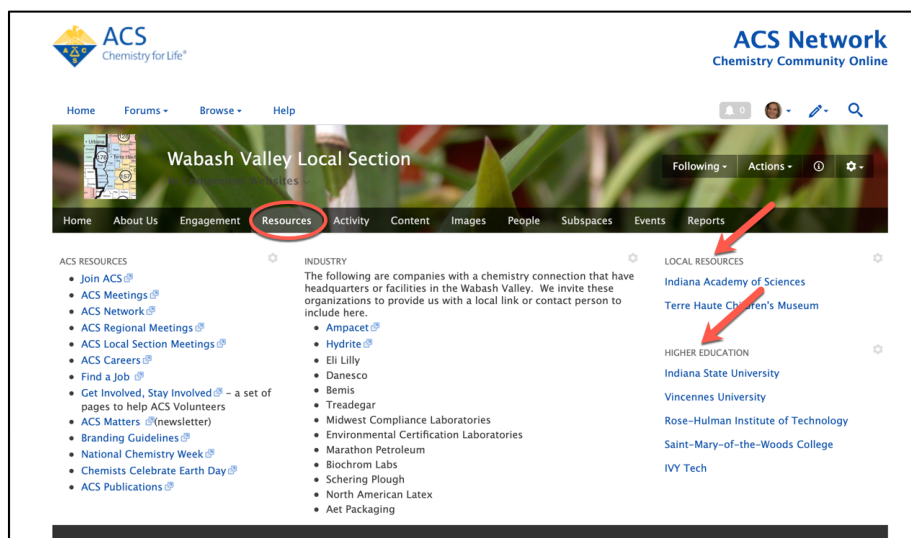
Resources (continued):

The list of ACS Resources and Industry Resources were both copied into Network documents. These documents are displayed on the page using the Document Viewer tile. The Local Resources and Higher Education resources are being displayed in the Helpful Links tile.

Activity Tab
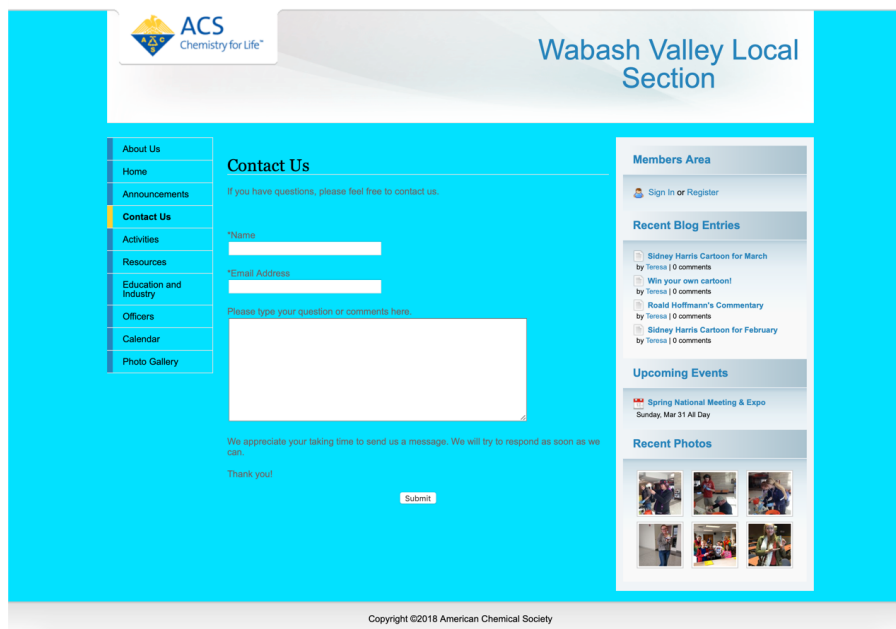
Contact Us:

This tab on the webs.com site provides the section a means of receiving feedback and answering questions any visiting users may have. The ability to participate in two-way communication is able to be modeled in the ACS Network.

Activity:

This page is built into the format of the Network. If using the "Activity + Pages" configuration, this page will always be present. The left side displays a stream of the most recent activity taken place on the page. The right side can be customized using tiles.

The Categories tile allows you to display the categories of your space, allowing for individuals to search more specifically for the content they are seeking.

The NCW 2018 section with images is another Image Gallery tile, similar to the one curated on the Engagement page.

ASK A QUESTION
Find previously asked and answered questions; or ask a new one.

Title (Optional)

Ask Wabash Valley Local Section

Text field placeholder text

Type your question

Submit button text

Ask my question

Search from
● A specific place

Wabash Valley Local Se…   Change
in **Component Websites**

○ All places

Number of type-ahead search results (max. 25)

5

Display Results for specific content types
☑ Questions
☑ Discussions
☑ Documents
☑ Videos
☑ Blog Posts

Post Questions to
● A specific place

Wabash Valley Local Se…   Change
in **Component Websites**

○ Let the user choose the place

[Save properties] [Cancel]

ASK WABASH VALLEY LOCAL SECTION

Type your question

Ask my question

CATEGORIES

📁 About Us
📁 Engagement
📁 Announcements
📁 Resources

NCW 2018

Add a tile

Add a tile

Add a tile

Add a tile

Enabled Features and
📊 Blogs
📊 Polls

Cancel

Ask A Question:

This tile can serve a function very similar to that of the "Contact Us" feature found on webs.com. Users may begin typing a question and will have type-ahead responses drop down displaying content already in the space. If they do not see any relevant or helpful content here, they may continue to type and ask their question, which will then be published to the space.

Questions can be published including tags and categories, and answers to questions are posted as replies. Questions can either be posted publicly to the space, or specific permissions can be set that allow only certain users to respond to questions and mark them as answered. Permissions will be detailed and brief instructions will be provided in a coming document.

Images Tab

Photo Gallery:

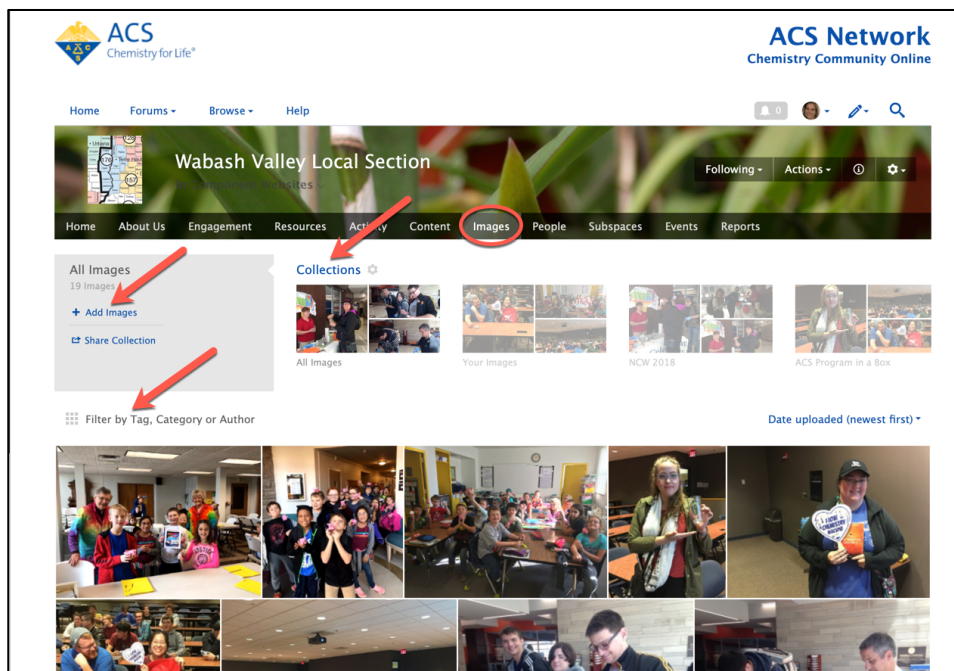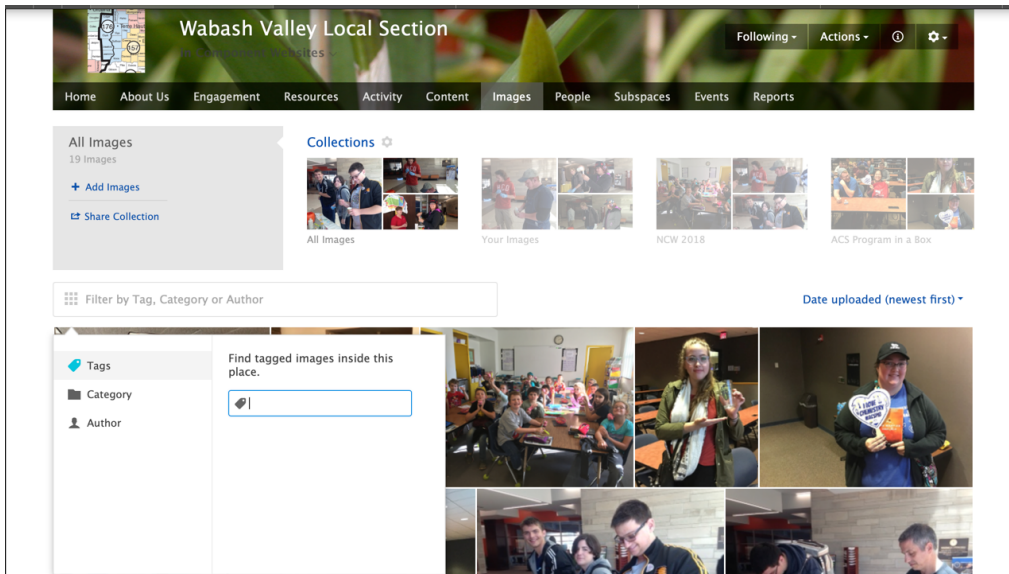This tab is where images are hosted on the webs.com site for Wabash Valley. The photos are organized into albums by event. This organization is maintained when the images are transferred to the Network.
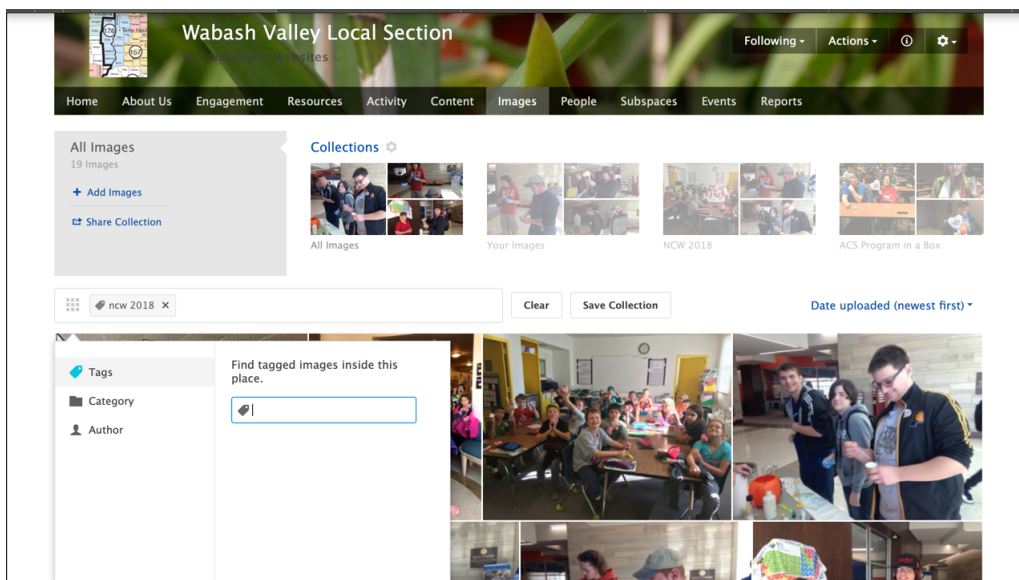

Images:

This page displays all images uploaded to the space. These images can be organized into collections via common tags or categories.

Filter by Tag, Category or Author:

Clicking on this bar will open the window shown above, where you can search for all images with a certain tag, category, or posted by the same individual (author).

Save Collection:

All images sharing a common tag or category can then be saved as a "collection". In this particular example, all images were uploaded with the tag "ncw 2018". Searching for the tag isolates these images, where clicking the button "Save Collection" will save them all under a title you designate. Images are able to be saved to multiple collections as they can carry multiple tags and categories.

Events Tab

Calendar:

      The calendar tab on the webs.com site simply displays a monthly calendar with events listed on their respective dates. This layout, in more detail, is imitated on the Network by creating Events.
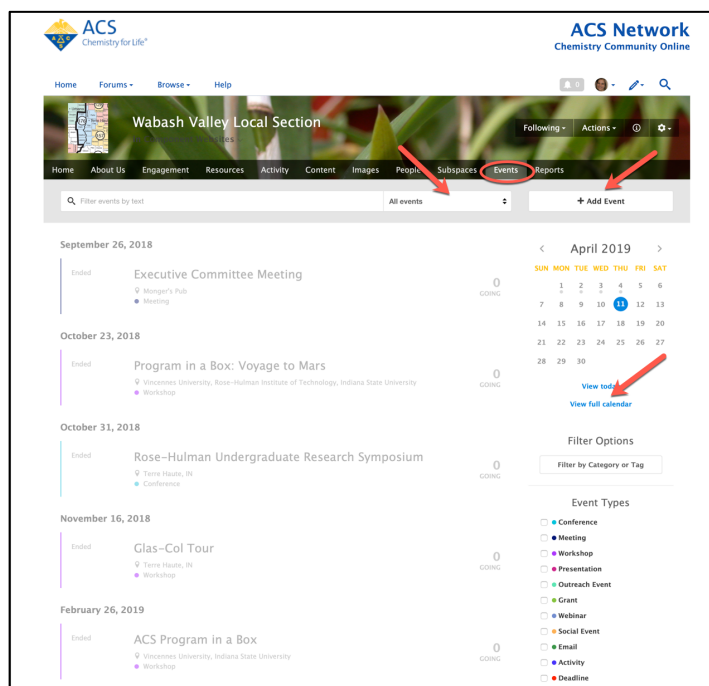
Events:

      This page will list all events posted to the space. The dropdown above reading "All events" also offers the option to view all past events, future events, events you've attended, etc. You may also add events through this page, as well as view a full-page monthly calendar.
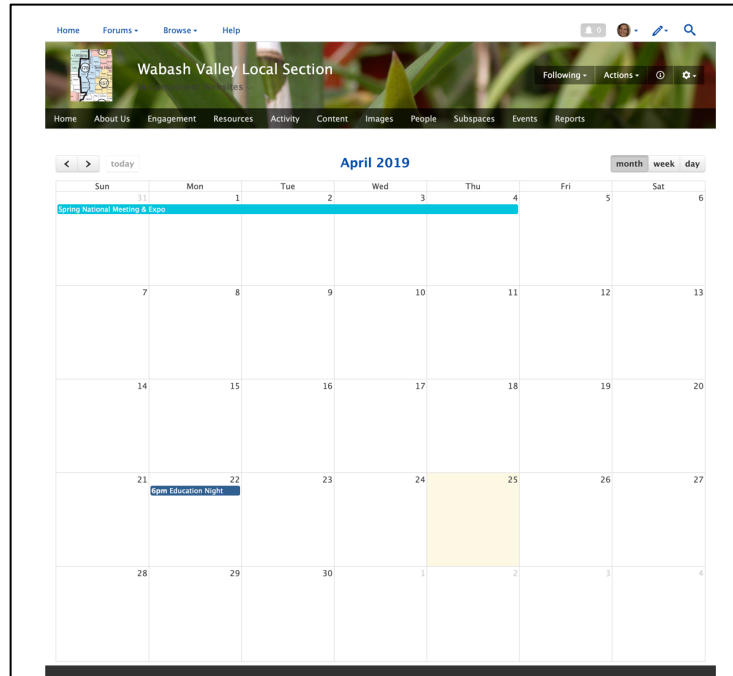
Events (continued):

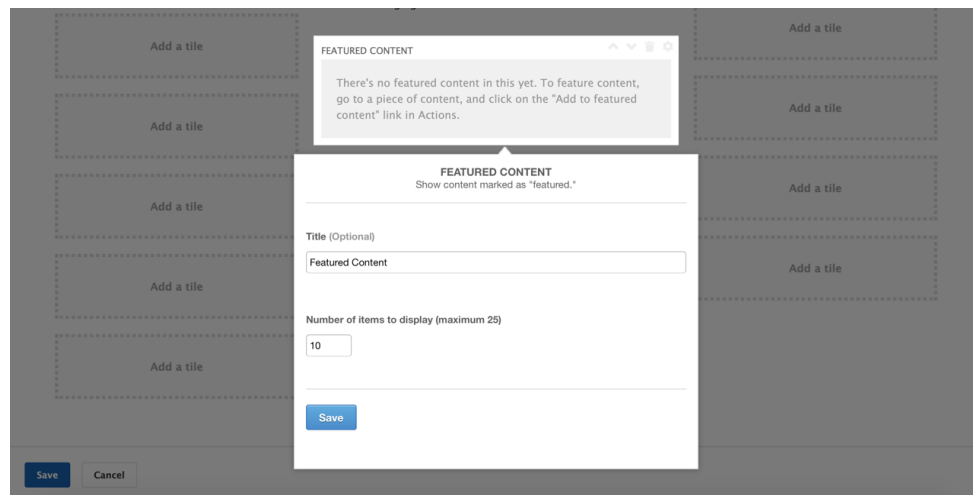This is the page presented when "View full calendar" is clicked on the main Events page. It displays events, the current date, and can be adjusted to represent a single weekly or daily view of events.

Other Tiles

Featured Content:

This tile is able to display a curated list of content, which can include documents, blog posts, events, etc. Content can be marked featured via the "Actions" dropdown on the corner of the content's page.

Additional Notes

Overview Layout:

        If setting up your space using "Overview" rather than "Activity + Pages" you will be constructing the page using widgets instead of tiles. Many of these widgets are set up similarly and have similar functions to the tiles explained in this document. However, there are some differences in form and functionality between the two types of tools, so please take note if your section chooses to pursue that alternative route.

Permissions:

        As mentioned in the section discussing questions, permissions can be adjusted for forums (groups do not have any permissioning capabilities) to allow for greater control over who accesses content and who is able to edit content on your site. To access the permissions of your space, click on the gear icon dropdown on the top right of the page. To customize your space's permissions, you will have to disable inheritance from its parent space.

        This all sounds somewhat complicated- if you have any questions feel free to post them in response to his document for assistance. An additional document will be posted in the coming few weeks regarding permissioning and how to best take advantage of its capabilities to create a comprehensive and secure site for your local section on the ACS Network.