



User & Steward Guide

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1 Introduction

1.1 Introduction

1.1.1 Overview

OZONE is an ecosystem of software that enables users from numerous organizations to share data and manipulate it solely within browser memory. It comprises three specific products that interact with each other. Also, OZONE includes an inter-widget communication (IWC) component that enables its widgets to communicate solely within the browser—without sending data to and from servers. Each product performs a specific task:

- **HUD** – An organizational display that houses applications users find in Center and want to store in their local environment, much like a bookmark in an Internet browser window, see section 1.2.3.3.3.
- **Center** – A store—compared to a commercial application store like Apple’s App Store or Google Play—use it to search for and bookmark applications to use in your instance of OZONE.
- **Webtop** – The framework where applications run and interact with each other. Webtop creates an environment where OZONE compatible applications can share a virtual network and core services that solely exist within the browser’s memory.
- **IWC** – The technology widgets use to communicate with each other within a browser *without* sending data back to their respective servers.

Note: Use the following resources to find developer-related information in the [IWC Guide](#) and configuring OZONE using the [Developers Guide](#).

1.2 Global Toolbar

The Global Toolbar appears at the top of each product in the OZONE family. Use it to navigate between HUD, Center and Webtop. From the toolbar, you can access your settings and Help resources, see notifications or create a listing.

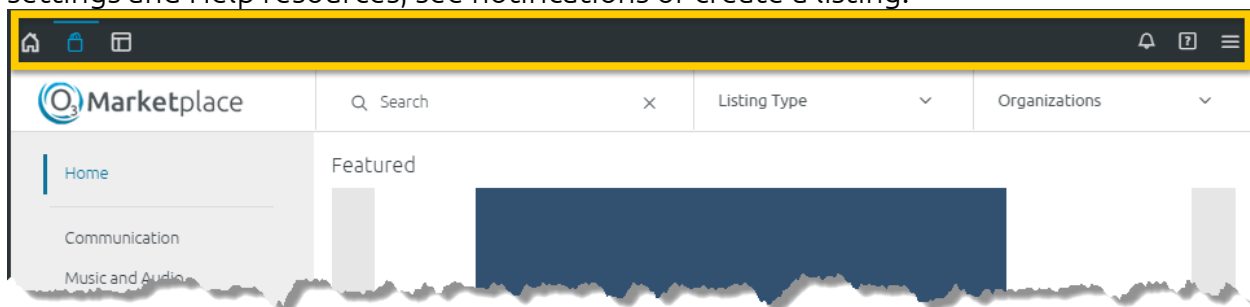










Figure 1: Global Toolbar

A blue Global Toolbar icon signifies which part of OZONE you are viewing and alerts you of unread notifications. Each Global Toolbar icon is described:

-  -- HUD (Hheads up display), see 2.1: HUD Overview.
-  -- Center, see section 4.1: Center Overview.
-  -- Webtop, see section 3.1: Webtop Overview.
-  -- Notifications, see section 1.2.1.
-  -- Help Content see section 1.2.2.
-  -- Main Menu see section 1.2.3.

1.2.1 Notifications

Notifications are located on the top-right side of the Global Toolbar. Center stewards use them to alert users of upcoming events. If you have any unread notifications, the  changes to . When you click the notifications icon, notifications will display below it:

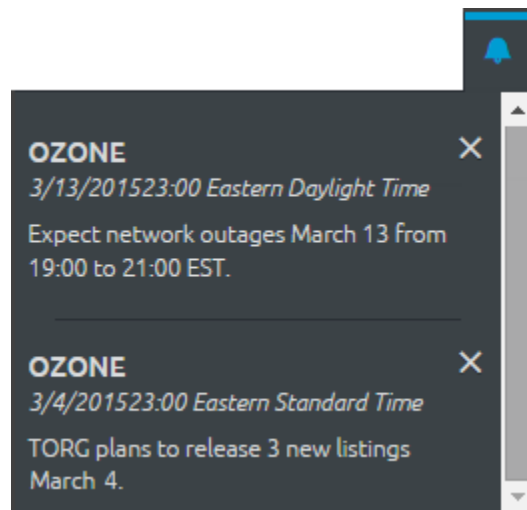



Figure 2: Notifications


1.2.1.1 Dismissing notifications

Click the X in the upper-right corner of a notification to dismiss it. If notifications are not dismissed by a user, they will disappear from the list when they expire.

1.2.2 Help

Click the  to access system help. Stewards house documents and links to resources there. If you need a help resource that isn't available in the Help section, contact the Help Desk from the link on the drop-down Main Menu.

1.2.3 Main Menu

The Main Menu is identified by three parallel, stacked, horizontal lines on the right side of the Global Toolbar: . Among other things, the Main Menu allows you to access your Profile, update your Settings and create or manage listings. The menu is described below:

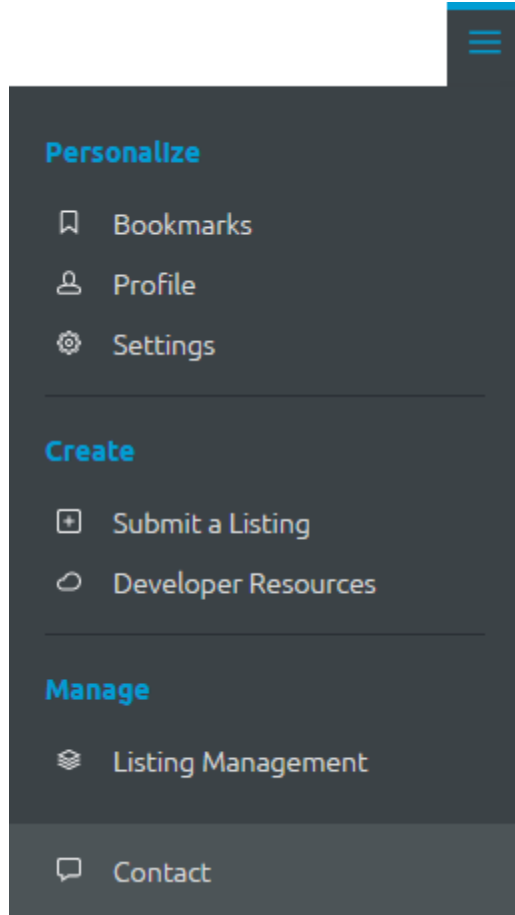


Figure 3: Main Menu

1.2.3.1 Personalize

Personalize contains links to your personalized, account functions.

- **Bookmarks** returns to the HUD which displays all listings that are linked to your account.
- **Profile** opens a window with your account information:
 - Name
 - Username
 - Email
 - A list of listings you own. Clicking a listing opens its Detailed Listing View in Center.
Note: Owning a listing means you are responsible for it and probably created it. To see listings that you downloaded from the Store, click Bookmarks.
- **Settings** ask your preference for the Default Application Launch. By default, applications launch in a new tab. If you change the default setting to Open in Webtop all listings will launch on Webtop when you double-click them in the HUD. They will also automatically appear in your HUD.

1.2.3.2 Create

The Create section relates to the development of applications and their submission to Center.

- **Submit a Listing** takes you to the Listing Create/Edit Form. Completing the form allows you to submit listings to Center. For instructions see section 4.2: Listings: View, Create, Edit.
- **Developer Resources** opens a website selected by a Center steward.

1.2.3.3 Manage

As a user, the Manage section displays information about listings you own. Stewards will see additional settings related to administering listing in their organization; Center stewards can access system settings from this drop-down.

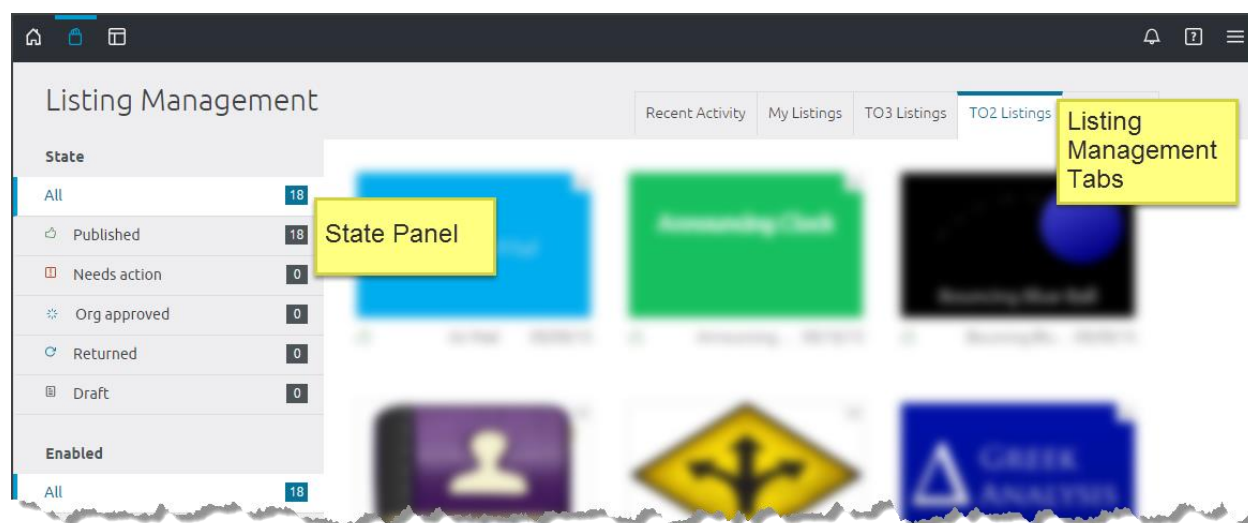


Figure 4: Listing Management Page

- **Listing Management** displays different information for different users. The following sections explain each field as it relates to a user, org steward or Marketplace steward.
- **Contact** opens a portal to several feedback and help resources:

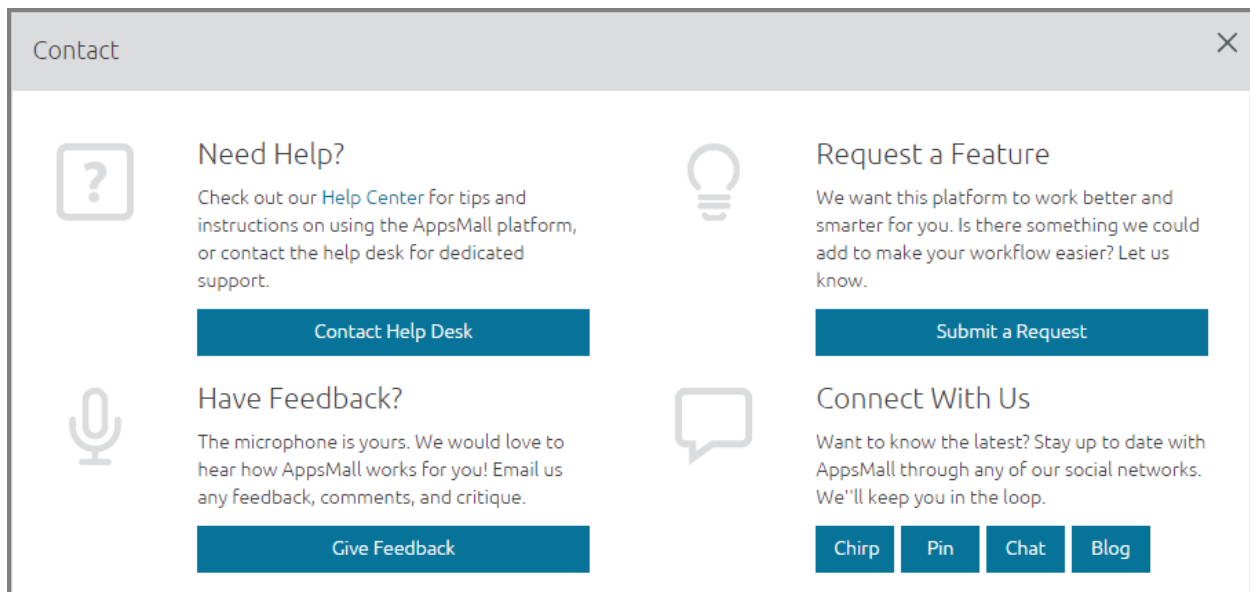


Figure 5: Contact Resources

- **Contact Help Desk** your administrator will configure this setting to open an email to your IT support team or send you directly to a form to request IT support.
- **Submit a Request** allows you to suggest new features
- **Give Feedback** your administrator will configure this setting to open an email or contact form that sends your message to the people whom gather requirements about the system. If it is not configured, contact your org steward.
- **Connect With Us** links to popular social media feeds about OZONE

1.2.3.3.1 Listing Management Page for a User

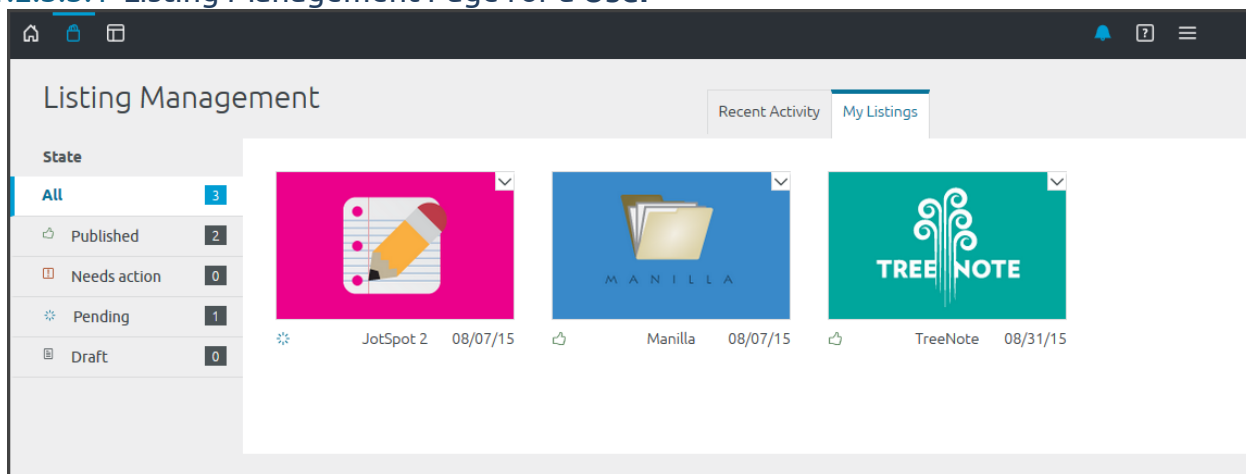


Figure 6: Listing Management for a User

As a **user**, you see all the listings that you own (including active, disabled and draft listings); the Recent Activity tab describes changes to listings you own; and the State panel on the left side provides an overview on the status of your listings. The statuses include:

- **All** – Listings you own in the system

- **Published** – Listings that are approved by Center and organizational stewards in the system (this number includes listings that are Disabled)
- **Needs action** -- Listings returned from a steward. To see the reason a listing was returned, click the arrow in the upper-right corner of the listing and select Read Feedback:

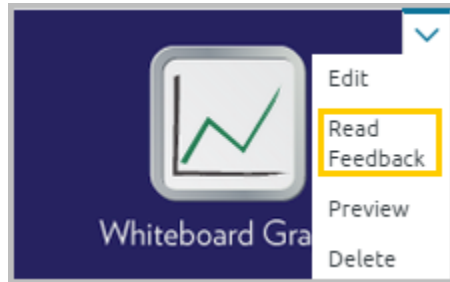


Figure 7: Listing Actions drop-down

- **Pending** – Listings waiting for approval from a steward
- **Draft** – Listings that you have not yet submitted for approval

1.2.3.3.2 Listing Management Page for an **Org Steward**

As an **org steward**, you see multiple tabs on the Listing Management screen:

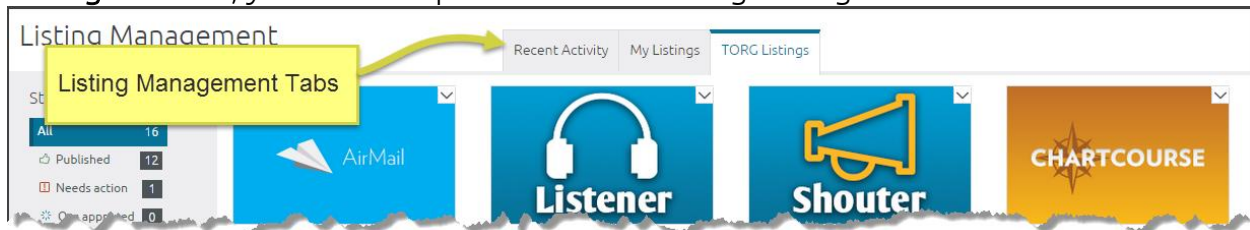


Figure 8: Org Steward: Tabs on Listing Management Page

Org stewards see multiple tabs on the Listing Management screen:

- The **Recent Activity** tab displays changes to all listings you oversee.
- The **My Listings** tab displays listings you own.
- The **organizational tab** displays listings that you oversee for a specific organization. All the organization's listings appear there.

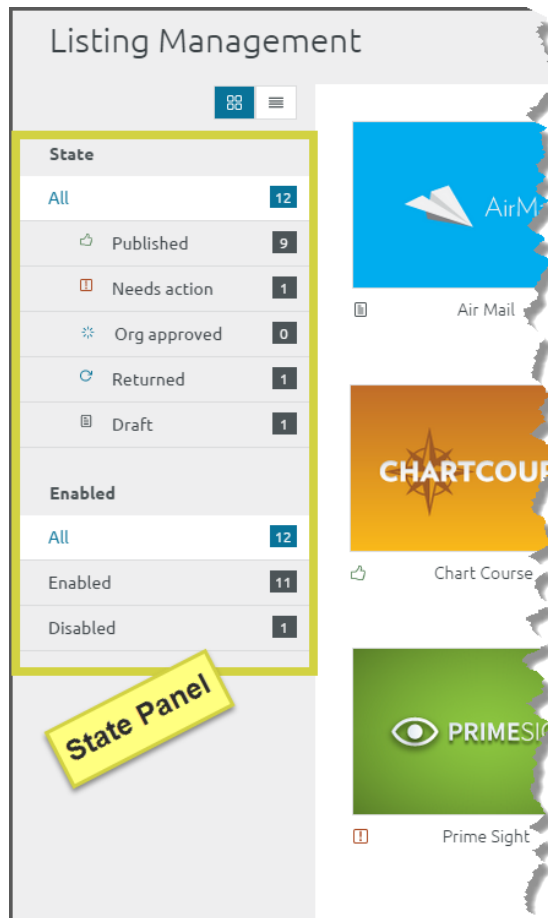


Figure 9: Org Steward: Left-Panel on Listing Management Page

The left-side State panel provides slightly different information than a user's left-side panel:

- **All** – Listings you oversee as a steward
- **Published** – Listings that are approved by Center and organizational stewards within your organization (this number includes listings that are Disabled)
- **Needs action** – Listing waiting for your approval. For instructions regarding approving or returning listings see 5.3: Manage Listings.
- **(Pending) Org approved** – Listings waiting for Center steward approval
- **Returned** – Listings returned to their owners
- **Draft** – Listings in the system that have not yet been submitted for approval
- **Enabled**
 - The **Enabled** section which allows them to filter by Enabled and Disabled listings (For information about Enabled and Disabled listings see 5.3: Manage Listings)

1.2.3.3.3 Listing Management Page for **Center Steward**

If you are the Center Steward, all listings in the system appear under the Marketplace tab:

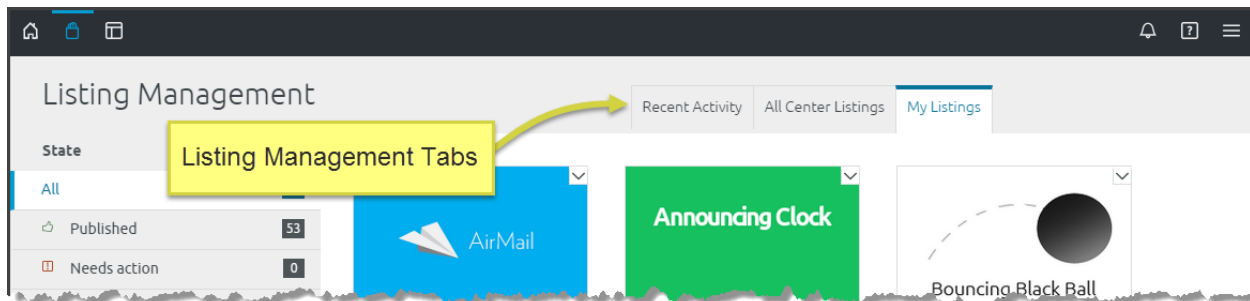


Figure 10: Center Steward: Tabs on Listing Management Page

As a Center steward, you see multiple tabs on the Listing Management screen:

- The **Recent Activity** tab displays changes to all listings you oversee.
- **All Marketplace (Center) Listings** displays all listings in the system.
- The **organizational** tab displays listings that you oversee for a specific organization. All the organization's listings appear there. (You will only see this tab if you are an org steward.)
- The **My Listings** tab displays listings you own.

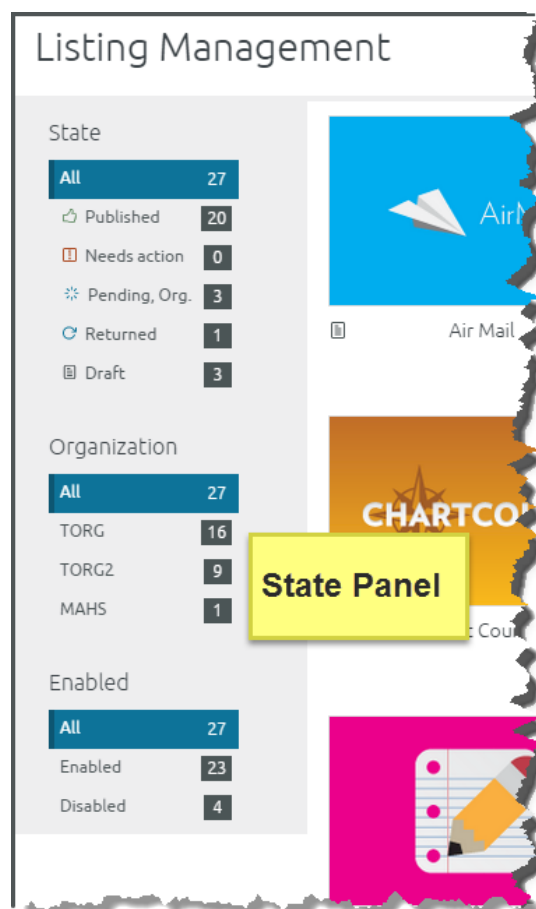


Figure 11: Center Steward: Left-Panel on Listing Management Page

The left-side State panel provides slightly different information than a user's or org steward's left-side panel. A Center steward's state panel includes:

State

- **All** – Listings you oversee as a steward
- **Publish** – Listings that are approved by Center and organizational stewards within your organization (this number includes listings that are Disabled)
- **Needs action** – Listings waiting for your approval. For instructions regarding approving or returning listings see 5.3.2: Center Steward Listing Approval Instructions.
- **Pending, Org.** – Listings waiting for your approval
- **Returned** – Listings returned to their owners
- **Draft** – Listings in the system that have not been submitted for approval

Organization

Center stewards can filter by organization.

Enabled

All stewards see the Enabled section which allows them to filter by **Enabled and Disabled listings** (For information about Enabled and Disabled listings see 5.3.2: Center Steward Listing Approval Instructions).

2 HUD (Heads up display)

2.1 HUD Overview

HUD is a repository for all listings that you bookmark in Center. From HUD, you can quickly find, launch or get help relating to each listing. Also, you can remove the bookmark from a listing.

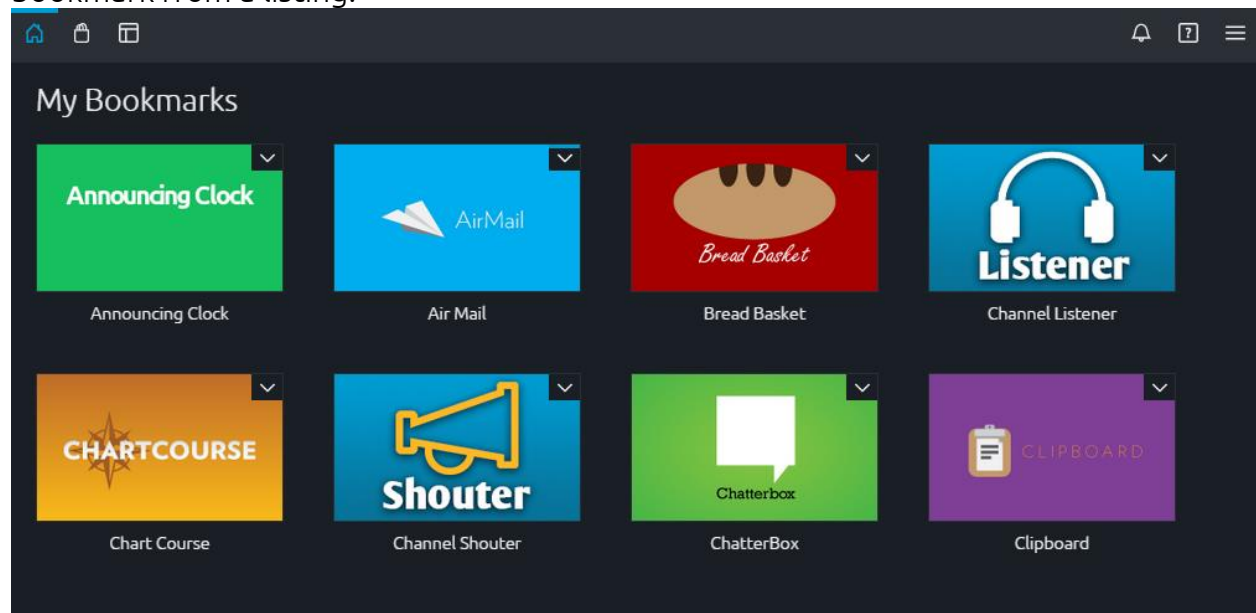


Figure 12: HUD (User View)

2.2 Accessing HUD

You can access HUD two ways using the Global Toolbar:



- Click the  icon on the far-left side or click the  icon on the far-right side and select Bookmarks:



Figure 13: Accessing HUD from the Global Toolbar

2.3 Listing Actions from HUD

From HUD you can open, get help or remove the bookmark for a listing. Each action is found under the drop-down listing menu:

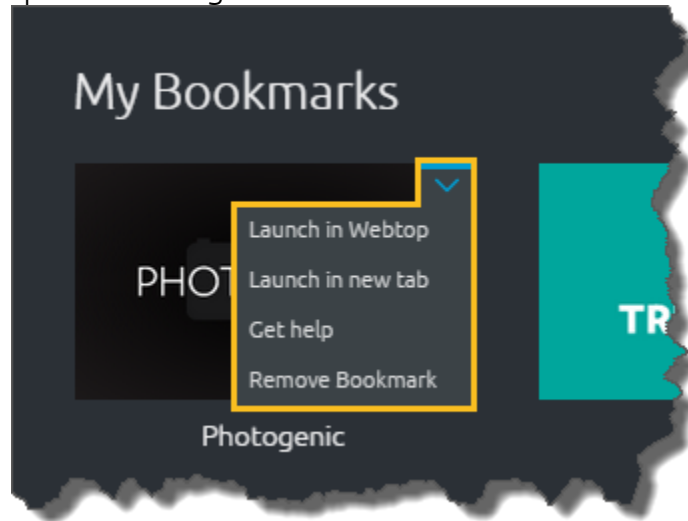


Figure 14: Drop-down listing actions menu

2.3.1 *Manage your listings from HUD*

If you own listings, information about those listings will appear in the My Listings section of HUD. From there you can track activity related to those listings or switch to your Listing Management Page which is explained in 1.2.3.3.1: Listing Management Page for a **User**.

2.3.2 *Group Bookmarks by Folder*

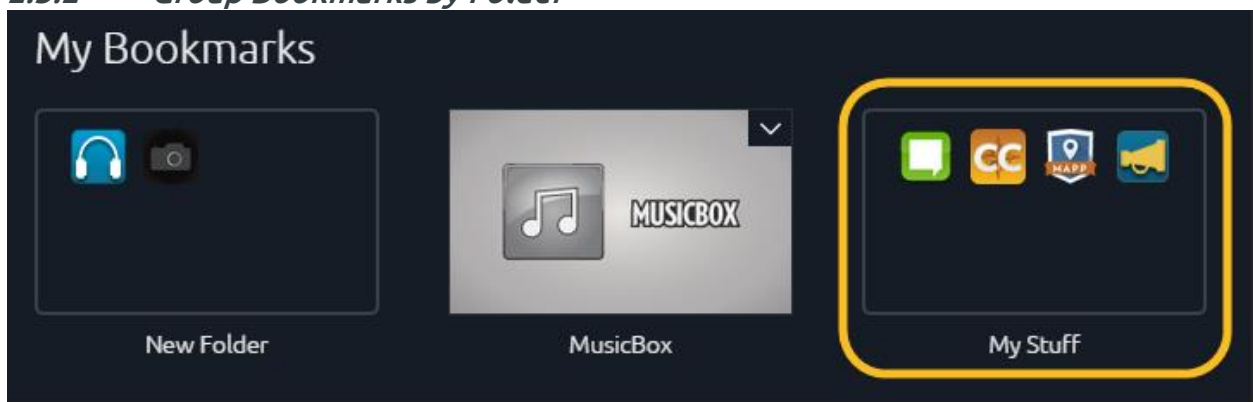


Figure 15: Folders in HUD

2.3.2.1 Create a Folder

To make a folder:

1. Click a listing and drag it over another listing. Release the listing to create a folder.
2. Drag more listings into the folder to add them to it.

2.3.2.2 Name Your Folders

As shown in the image above, your first folder defaults to the name “New Folder.” To change a folder name:

1. Double-click the folder name, which causes the textbox to highlight.
2. Type the new name in the textbox.
3. Click anywhere else on the screen; this action saves the new folder name.

2.3.2.3 Remove Listings from a Folder

To remove a listing from a folder:

1. Click once on the folder to open it.
2. Drag the listing from the folder. Expect it to disappear from the screen but not your HUD.
3. When you close the folder (click the X), you will see the listing in your HUD—separated from the folder as shown by the MusicBox listing in the image above.

2.3.2.4 Open or Share your Folder

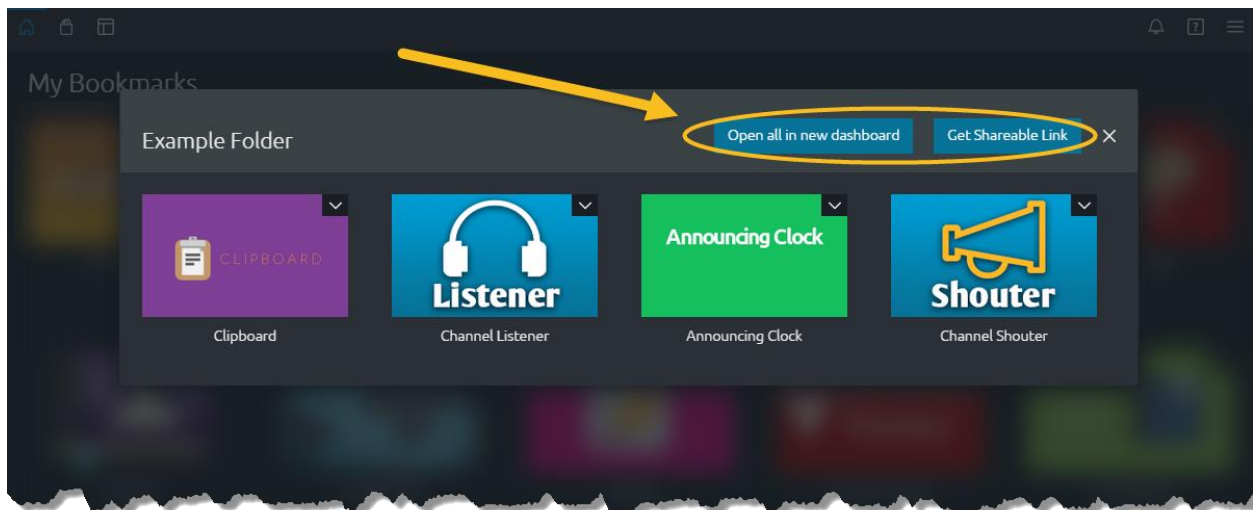


Figure 16: Open or Share a Folder

To open all the grouped listings in a new dashboard:

1. Click once on the folder to open it.
2. Click **Open all in new dashboard**.
3. The listings will open in a new dashboard in your Webtop.

To share your folder:

1. Click once on the folder to open it.
2. Click **Get Shareable Link**, the link displays a long URL.

3. Copy the URL and share it or paste it into a new browser window. All the listings from the folder will open in a new dashboard in Webtop.

3 Webtop

3.1 Webtop Overview

In OZONE, you will probably spend most of your time in Webtop. This is where you will use the listings that you found in Center and bookmarked to the HUD. Webtop is the framework where applications run and interact with each other. Webtop creates an environment where OZONE compatible applications can share a virtual network and core services that solely exist within the browser's memory.

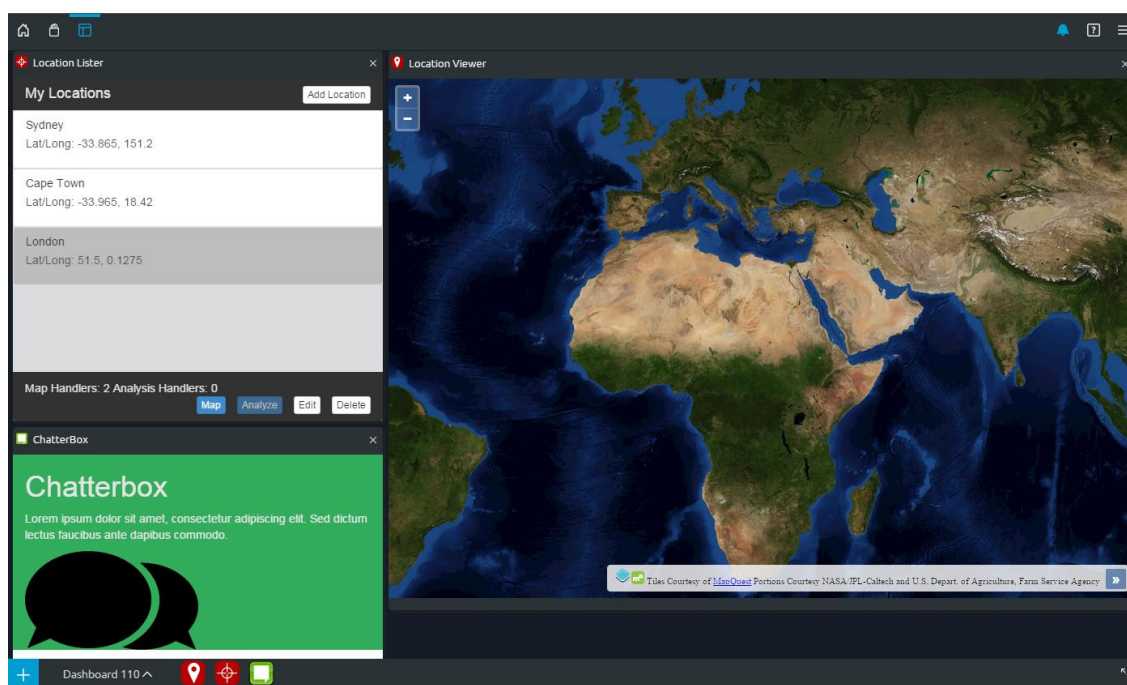


Figure 17: Webtop

3.2 Accessing Webtop

You access Webtop from the Global Toolbar:

- Click the  icon on the left side of the Global Toolbar:



Figure 18: Accessing Webtop from the Global Toolbar

3.3 Actions in Webtop

This section explains how you do your work in Webtop. You will learn how to add listings, create dashboards and configure your screen. We'll start with a quick overview:

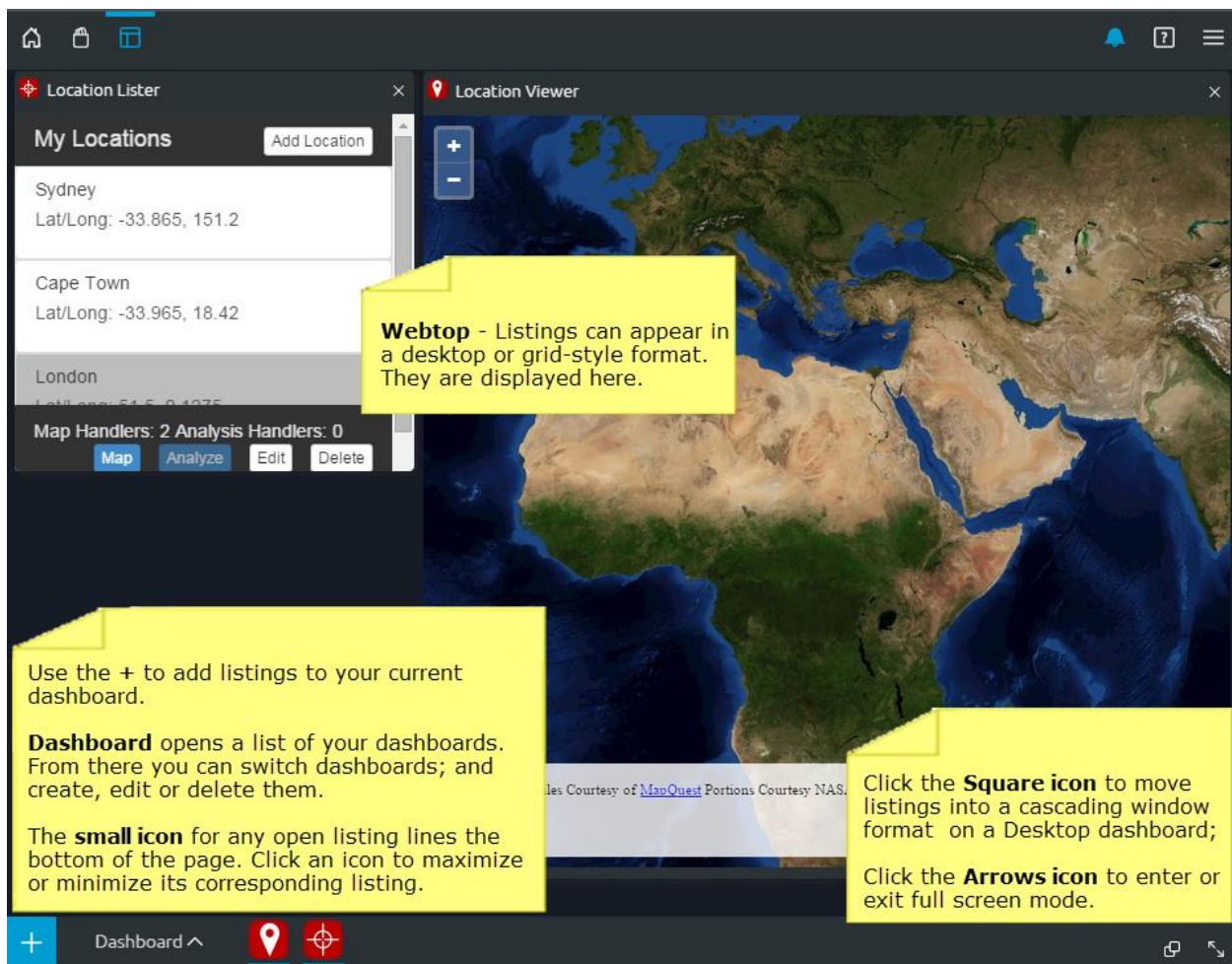


Figure 19: Webtop Overview


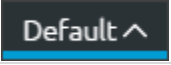

3.3.1 Using the Lower Toolbar



Use the lower toolbar to add listings to a dashboard, switch dashboards and manage open listings.



Figure 20: Lower Toolbar in Webtop


Table 1: Lower Toolbar Descriptions

Action	Description
	Opens a window that lists all the listings you bookmarked to HUD
	Opens access to your dashboards. From here, you can switch dashboards, and create, edit or delete them.
	Small icons that signify open listings on the dashboard. A line under the icon represents a listing that is visible on the screen. Icons that do not have lines under them are minimized.

Action	Description
	On desktop dashboards, the square icon moves all listings into a cascading window format.
	The arrows icon makes the Webtop full-screen (hiding both toolbars) or switches from full-screen mode back to standard view (displaying the toolbars).

3.4 Adding Listings to Webtop

Any listing you bookmarked in HUD will be accessible to use in Webtop. To add a listing to your Webtop:

1. Click the  in the lower-left corner.
2. A window will appear displaying all the listings you have bookmarked in the HUD. Select the ones you want to add and click **Open in new dashboard** or **Open**.

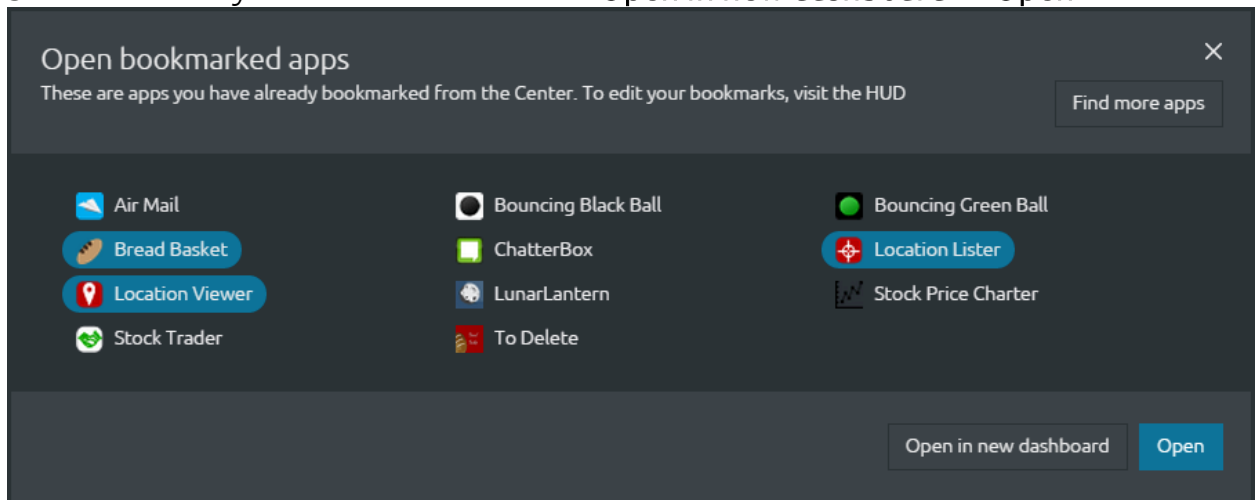


Figure 21: Add listings to Webtop

Note: If you want to search Center for listings that you have not yet bookmarked, click Find more apps at the top of the window.

3. The listing(s) will open in the dashboard and its/their small icon(s) will appear at the bottom of the screen.

3.4.1 Maximize, Minimize, Close Listings on Webtop

You can maximize, minimize or close a listing using the action buttons. If you want to keep a listing open/running but not look at it on your screen, use the minimize button in upper-right side of the listing:

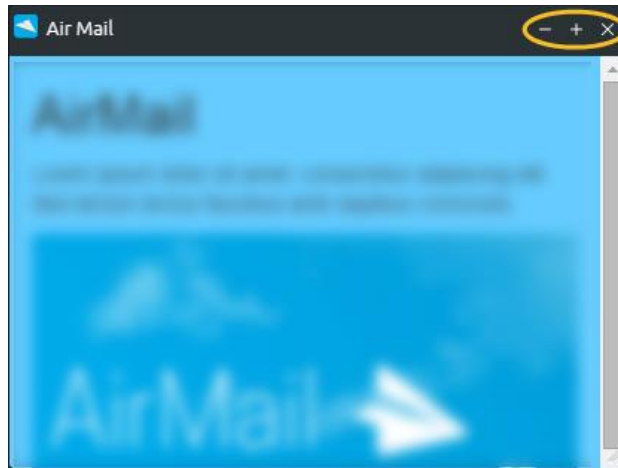


Figure 22: Maximize, Minimize and Close Listings

Table 2: Listing Actions Descriptions

Action	Description
	Minimizes the listing. Its icon remains at the bottom of the screen, however, the blue line under the icon disappears to signify that the listing is not visible.
	Maximizes the listing so that it fills the entire screen
	Closes the listing. To reopen it, use the to add it from the HUD

3.5 Dashboards

A dashboard is a screen where you organize your tools. It is your workspace to configure listings and allow them to share information that is only saved in the browser, not returned to each listing's respective servers.

3.5.1 Create a Dashboard

You can create multiple dashboards with different configurations of listings. This makes it possible to configure different dashboards for different tasks. You can use the same listing on multiple dashboards. The dashboards can be in grid or desktop format. If you edit the dashboard to change it from one format to the other, your listings will lose their state (i.e. they will refresh and you will lose the data they are currently displaying).

Create a dashboard and add listings to it:

1. Click at the bottom-left side of Webtop's lower toolbar.
2. Click **+ Create a new dashboard**.
3. Type a Name and select if the dashboard will have a grid or desktop format.
4. Click **Create Dashboard**, the dashboard will automatically open.
5. Now it's time to add listings. Click the at the bottom-left side of the Webtop's lower toolbar.

6. All the listings you bookmarked to the HUD will appear. Select the ones you want to use on this dashboard and click **Open**.

3.5.2 Edit or Delete a Dashboard

After creating a dashboard you can change its name or view. However, if you change its view (from desktop to grid or grid to desktop), you will lose the state of the listings on that dashboard. That means you will lose any data loaded in that dashboard when it resets.

To edit a dashboard:

1. Click **Default ^** at the bottom-left side of Webtop's lower toolbar.
2. Click the edit icon beside the dashboard that you want to change:

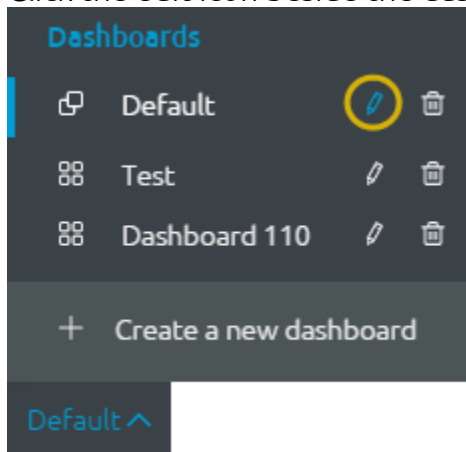


Figure 23: Dashboard edit icon

3. The edit window opens. Change the Name or View.

Note: If you change the view, you will lose the state of the listings on the dashboard.

4. Click **Save Dashboard**.

4 Center

4.1 Center Overview

Use Center to find the applications you need to do your work. You can explore it using search, filters and categories or add your own listings.

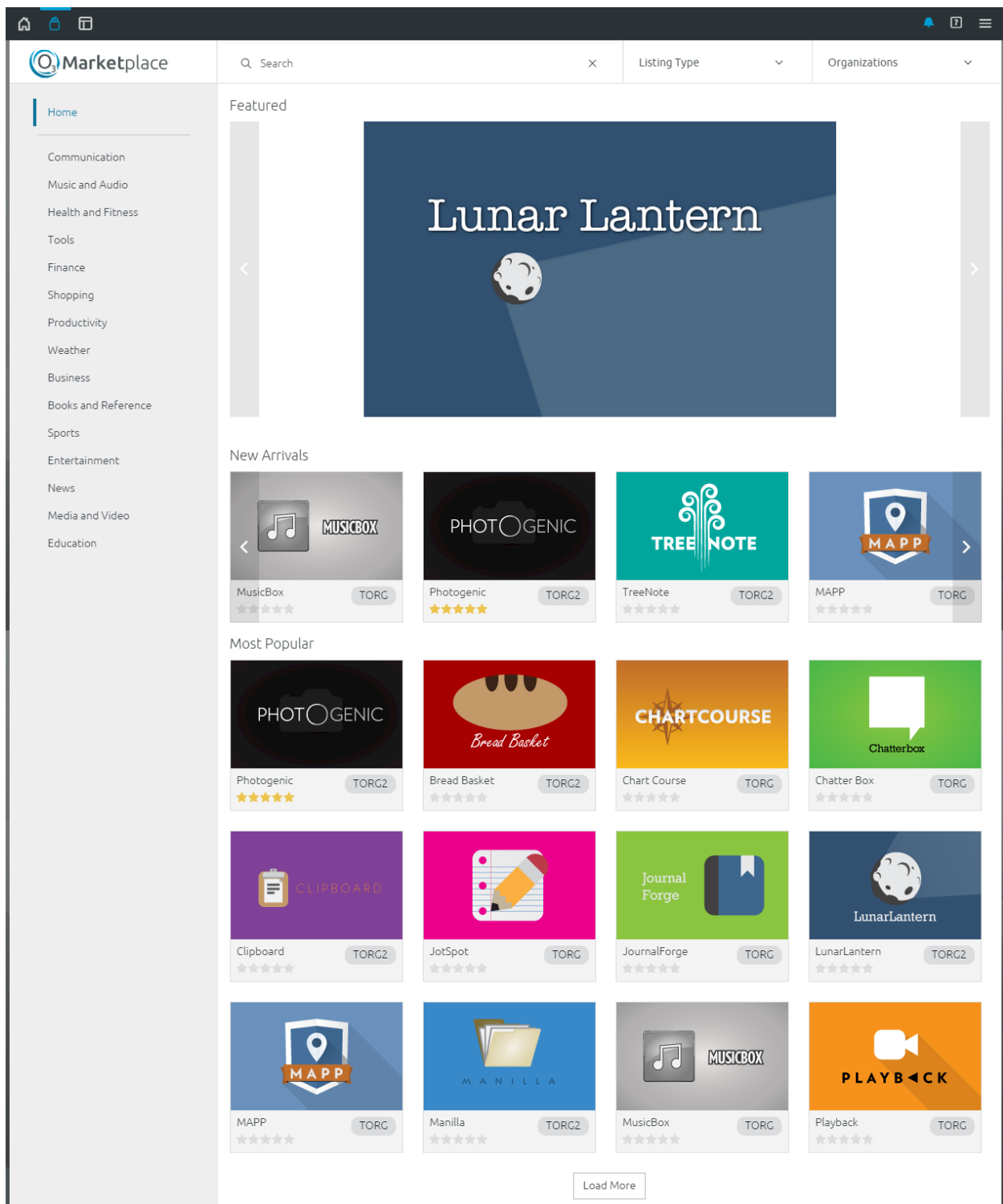


Figure 24: Search and Discovery Page

When you enter OZONE, the first thing you'll see is the Search and Discovery Page. It displays Featured, New Arrivals and the Most Popular listings. Use the categories on the left to reduce the number of listings you see on the page. From the top of the page, you can search for a listing and results will be returned based on listing name, description, tags, etc. A complete description of listings and search follow.

4.2 Listings: View, Create, Edit

4.2.1 Definition

Listing –Any software application or component that a user enters into Center is called a “listing.” Like apps on smartphones, listings in Center contain various types of Web content.

From Center, you can bookmark listings to your HUD or open them in a new browser tab.

4.2.2 Listing Short View

On the Search and Discovery Page, you see each listing’s icon, name, rating and organizational association. Hover over the listing to display its Short View.

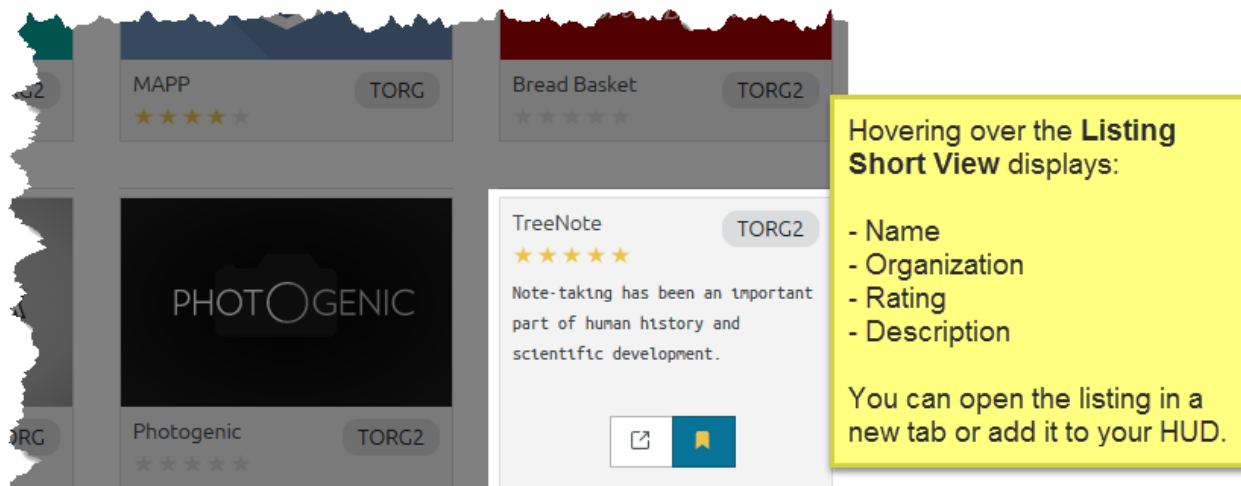


Figure 25: Listing Short View

From the Listing Short View you can read a short description, open or bookmark a listing:

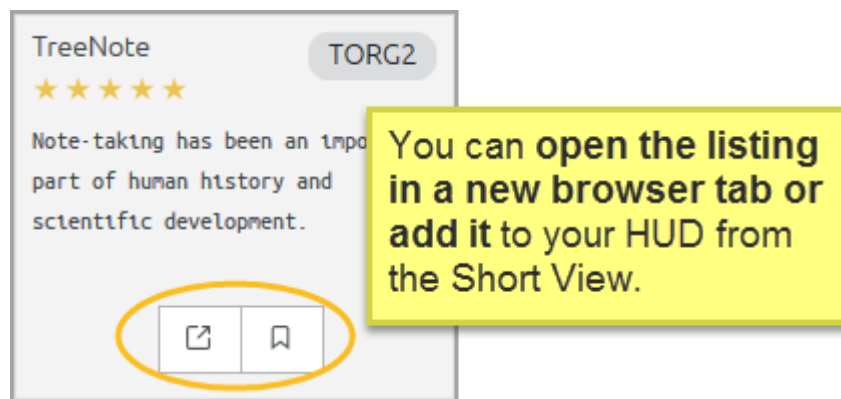


Figure 26: Listing Actions

4.2.3 Listing Detailed View

While the Listing Short View displays basic information, its Detailed View provides much more information. Click inside the view to open the Detailed Listing View. Each tab is described in this section:

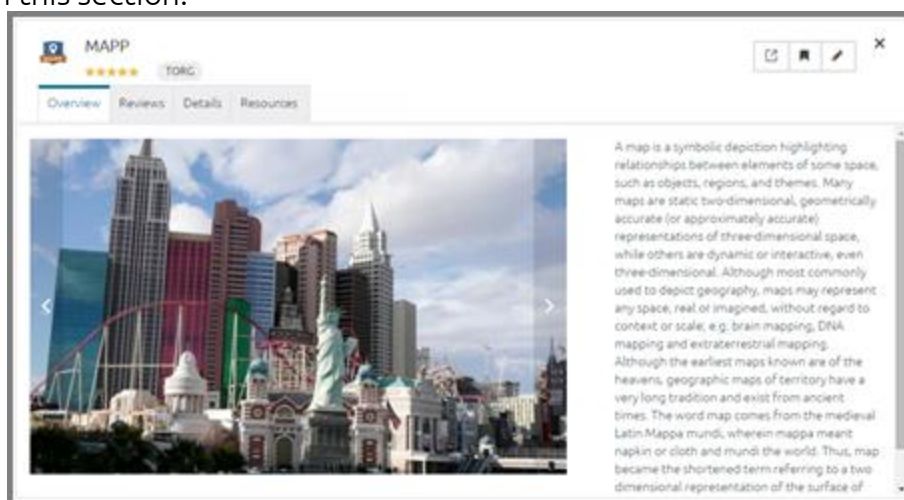


Figure 27: Listing Detailed View

The listing's header information and actions appear on each tab. Its header includes: listing icon, name, rating, organizational affiliation and actions such as opening, bookmarking and editing:

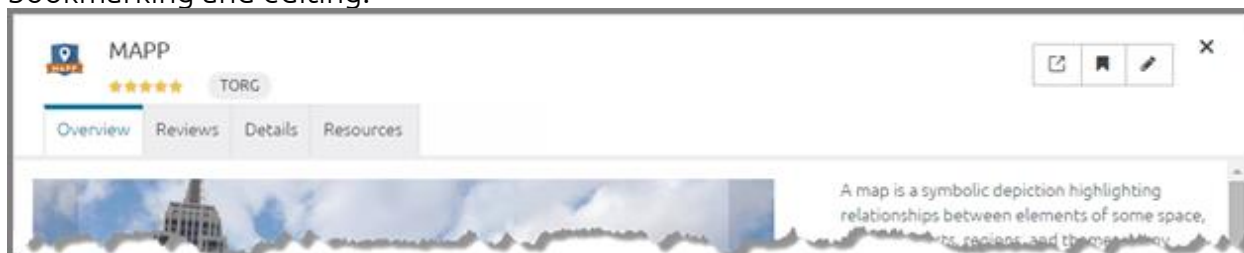


Figure 28: Listing Heading

Basic listing information:

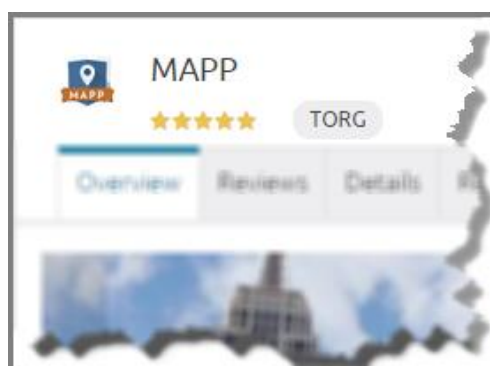


Figure 29: Left-side Detailed Listing View Header

At the top of the listing's Detailed View, you will see the listing's:

- Icon
- Name
- Rating

- Organizational association

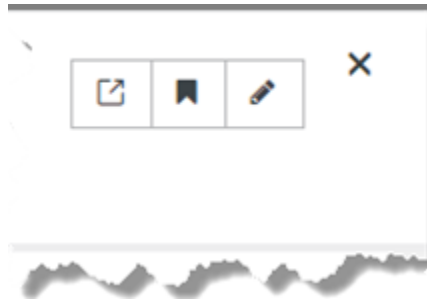


Figure 30: Right-side Detailed Listing View Header

The right-side of the listing's Detailed View houses three actions:

- Open in a new tab
- Add to your HUD
- Edit (if you are the listing owner)
- Close

4.2.3.1 Overview Tab

When you open the listing's Detailed View you'll see the Overview tab which includes screenshots and the long description.

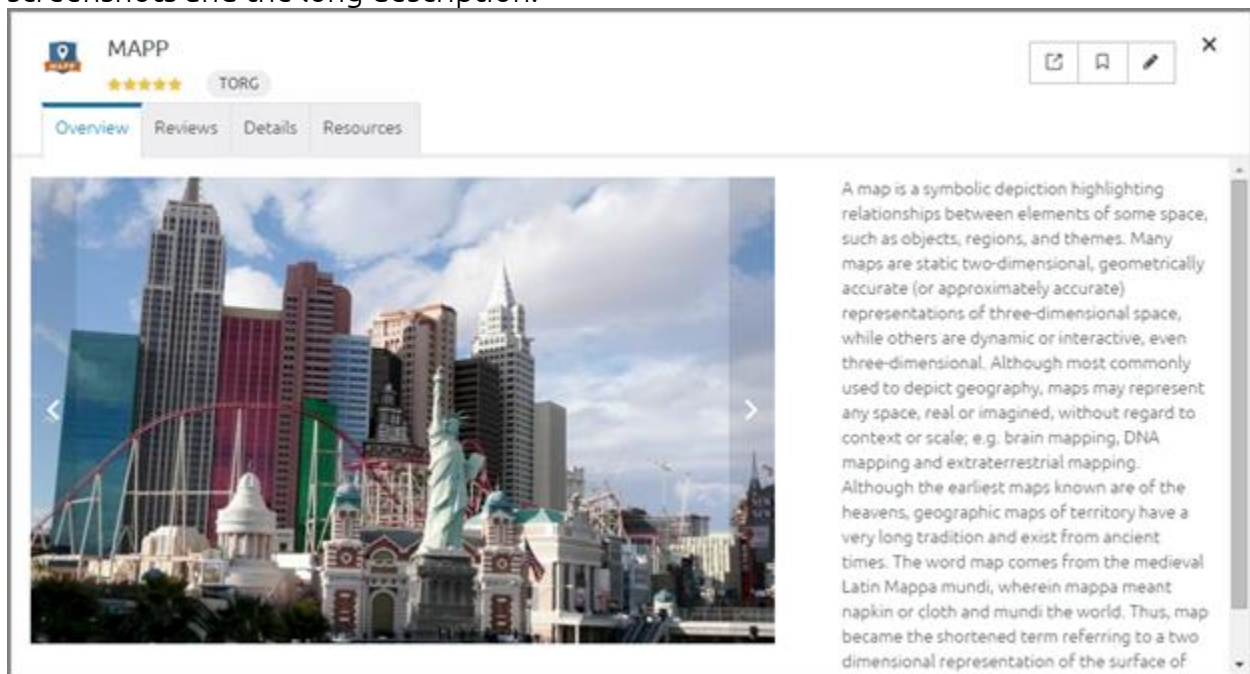


Figure 31: Overview Tab on the Listing's Detailed View

Here's what you should know about screenshots and the long description:

Screenshots – If there are more than one, use the arrows on the left or right to scroll. Click the screenshot for a larger view of it. Close the expanded view using the **x** in the upper-right corner. Scroll from one image to the next using the arrows on the right and left.

Long Description – This description can provide more content than the Short View. The listing owner enters the description and the owner or a content steward can edit it.

4.2.3.2 Reviews Tab

Click the Reviews tab to add a comment or rating. Also, you can read other users' comments and see how many users rated the listing. For instructions about writing or editing a review see section 4.2.7: Review or Rate a Listing.

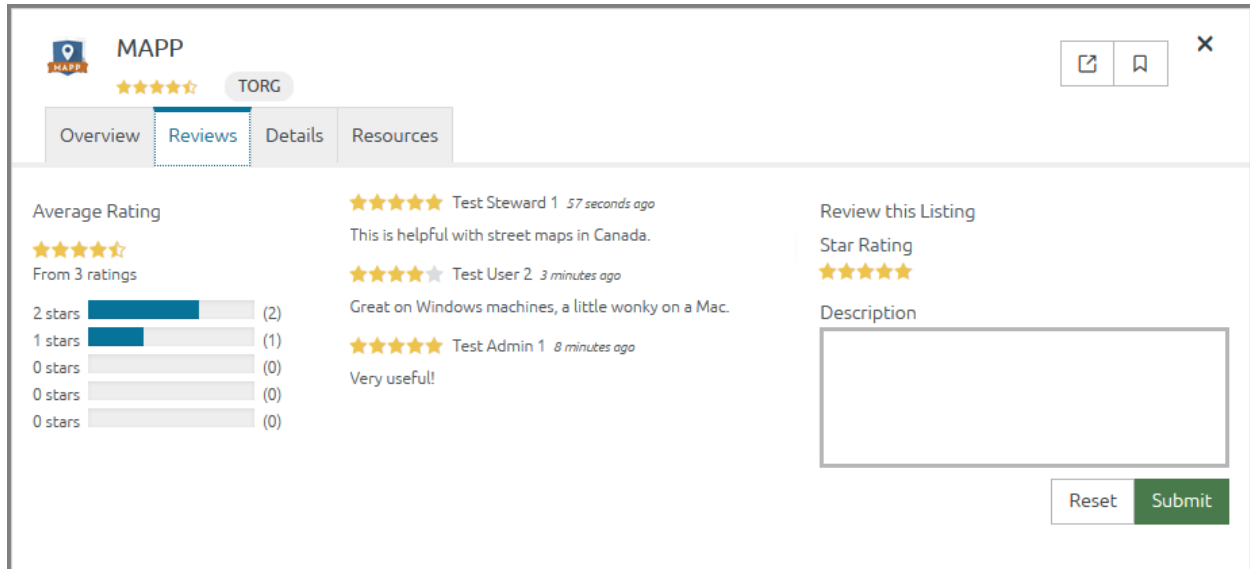


Figure 32: Review Tab on the Listing's Detailed View

4.2.3.3 Details Tab

The Details tab displays important information about the listing. The owner and stewards can edit it from the Create/Edit page. Descriptions of each field are included in the Create a Listing section 4.2: Listings: View, Create, Edit.

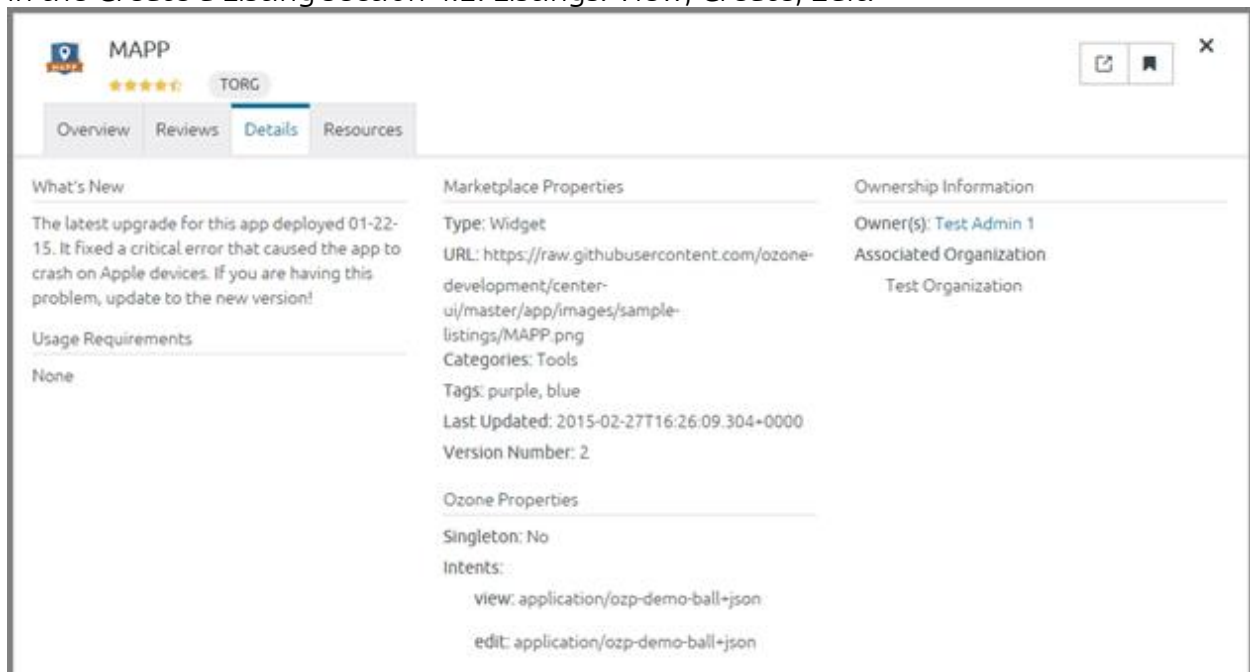


Figure 33: Details Tab on the Listing's Detailed View

4.2.3.4 Resources Tab

The Resources tab links to information and people that support the app. Descriptions of each filed are included in the Create a Listing section 4.2: Listings: View, Create, Edit.

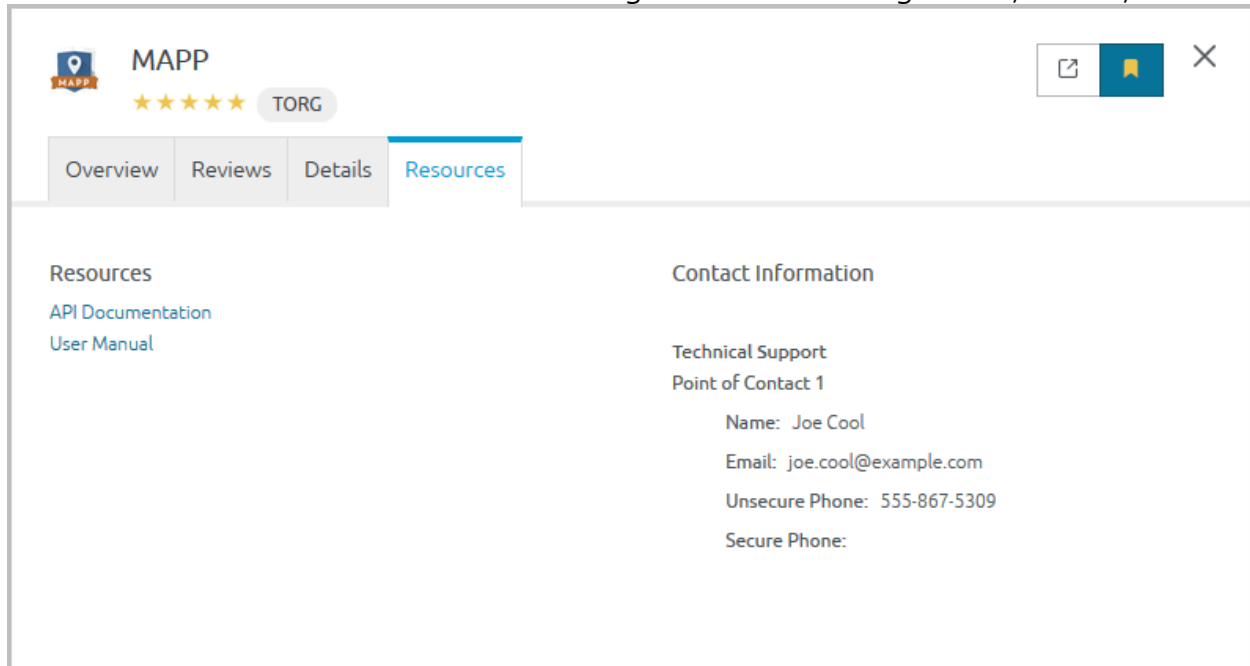


Figure 34: Resources Tab on a Listing's Detailed View

4.2.3.5 Administration Tab

The Administration tab only appears if you are the listing owner or a content steward. From this tab, stewards approve or reject listings; make them visible or hide them from Center (using the Enabled button) and decide if the listing will be featured in the banner at the top of the Discovery Page. Stewards can find instructions about administering listings in section 5.3: Manage Listings.

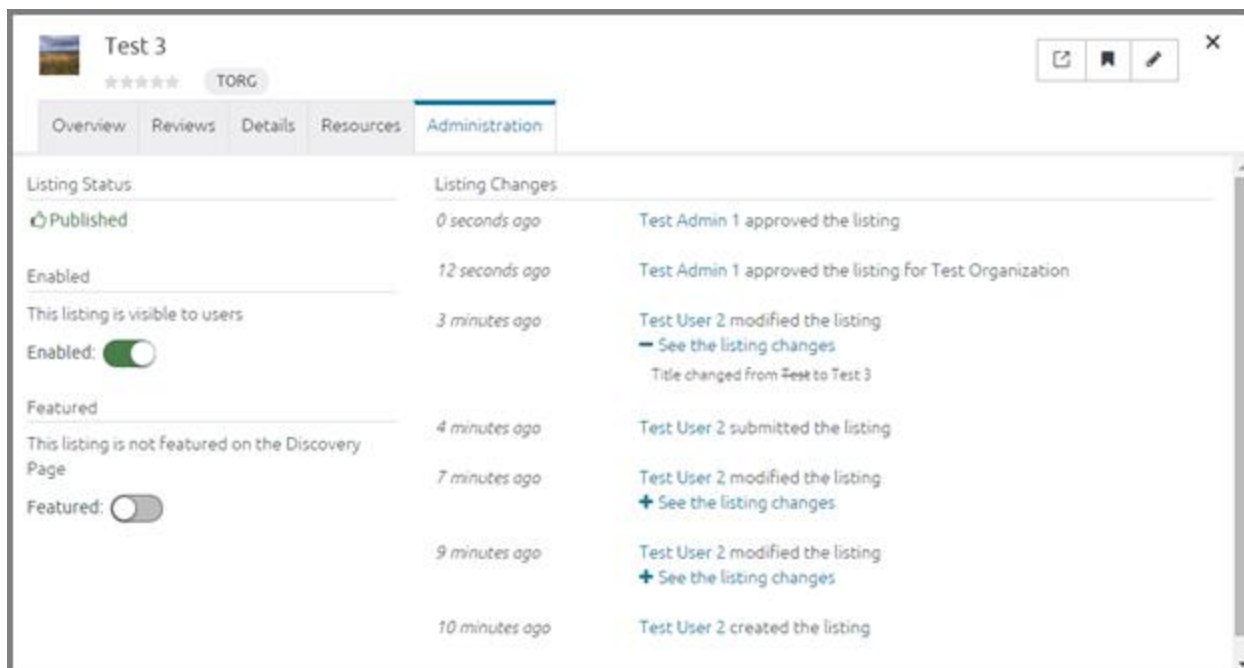


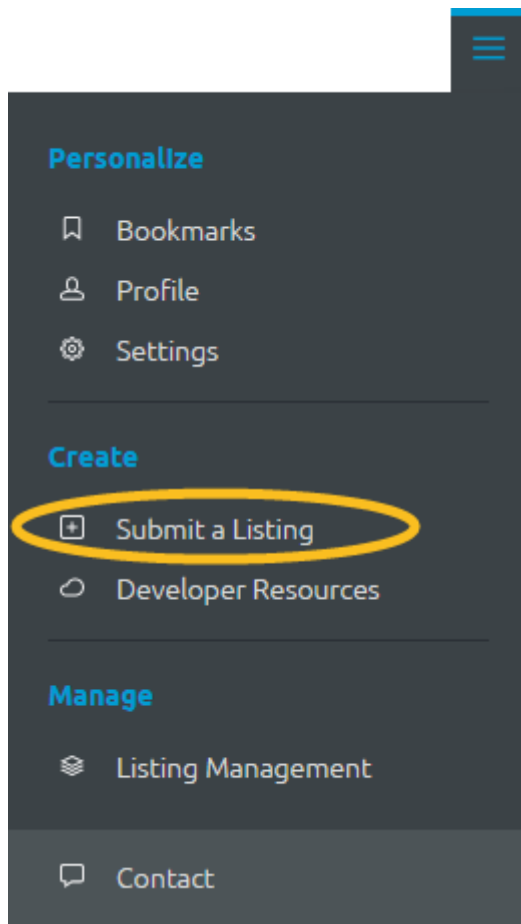
Figure 35: Administration Tab on a Listing's Detailed View




4.2.4 Create a Listing

Anyone can create a listing. Only stewards can approve them. This section explains how to create a listing and it defines each field on the Create/Edit Listing Form.

To create a listing:

1. From the Global Toolbar, click the drop-down Main Menu.



2. Select Submit a Listing
3. The Listing Create/Edit Form opens. To save the listing, you must enter a Name, Type and Owner. *At this point, you may save the listing without completing it. If you do this, you can open it from your Profile and Listing Management.*
4. Complete the listing. All fields are required unless marked optional.
5. Click  at the top of the form to save. The save icon switches to a green checkmark after saving.
6. To preview the listing, click .
7. When you are ready to publish the listing, click  to notify the Organizational Steward that the listing is ready for review. *Find steward approval instructions in section 5.3. 1: Org Steward Listing Approval Instructions.*
8. After an organizational steward and Center steward approve the listing, it will appear in Center.

4.2.5 *Fields on the Create/Edit Form*

The following fields appear on the Create/Edit Listing Form:

4.2.5.1 Basic Listing Information

Create New Listing

Listing Management

Basic Information

Name

Listing Type

Categories

Tags

Full Description

Short Description

Listing Details

Resources

Graphics

Owners & Contacts

All fields are required unless marked as "optional."

Remember to portion-mark your descriptions! Listings that are not portion-marked will be rejected.

If you have any questions during the submission process, please contact your organizations steward.

[View list of organization stewards >](#)

Basic Information

Name

Title of the listing.

May contain letters, numbers or symbols and must be 60 characters long or less.

Listing Type

Type of listing that is being submitted to the marketplace.

A listing type is required.

Categories

Category or categories in the marketplace where this listing fits best.

At least one is required.

Tags

Keywords that describe the listing.

May contain letters, numbers or symbols and must be 16 characters long or less.

Full Description

Overview describing the listing, the available features and its purpose. Appears in the detailed listing view.

May contain letters, numbers or symbols and must be 4000 characters long or less.

Short Description

Brief summary of the full description. Appears in the mouseover listing view.

May contain letters, numbers or symbols and must be 100 characters long or less.

100 characters remaining

Figure 36: Create/Edit Listing Form – Basic Information

Field	Description	Additional information
Name	The name/title of the listing.	Names are not required to be unique within the system.
Listing Type	The listing technology description (e.g. Widget, Web Application).	
Categories	The categories associated with the listing used to group them. Stewards can add and remove categories as needed.	A listing can be associated with multiple categories.
Tags	A list of user generated words used	Owners and stewards add

	<p>to describe the listing.</p> <ul style="list-style-type: none"> - Tags influence search results. - The tags appear on the Details tab of the Detailed View. 	tags from the Create/Edit Form.
Full Description	This field can contain 4,000 characters. To make it easier for users to determine the nature of the listing, a succinct summary should be captured in the first few lines of the description.	The full description appears on the Overview tab of the listing's Detailed View.
Short Description	This 100 character description appears when a user hovers over a listing on the Search and Discovery Page.	This description can differ from the full description.

Create New Listing

Listing Management

Basic Information

Listing Details

Resources

Graphics

Owners & Contacts

All fields are required unless marked as "optional."

Remember to portion-mark your descriptions! Listings that are not portion-marked will be rejected.

If you have any questions during the submission process, please contact your organizations steward.
[View list of organization stewards >](#)

Version Number

Numerical identification of which release version is being submitted.
May contain letters, numbers or symbols and must be 255 characters long or less.

Listing URL

URL where this listing can be reached by users.
Must be a valid URL.

Usage Requirements

Details about what system, security, or other requirements must be met in order to use this listing. If none apply, write "None."
May contain letters, numbers or symbols and must be 1000 characters long or less.

What's New (optional)

Description of what is new or different in this latest version.
May contain letters, numbers or symbols and must be 255 characters long or less.

Intents (optional)

Intents are special instructions used for communicating between applications. If this application uses intents, list them here.

Singleton

Most applications can be added to a Webtop multiple times. If this listing is or contains an application that can only support one instance open at a time, please indicate that this listing is a singleton.

Disabled

Multiple instances of this web application/widget can be launched in webtop

☐

Figure 37: Create/Edit Listing Form – Listing Details

Field	Description	Additional information
Version Number	An identifier used to distinguish one version from another.	This is a free text field.
Listing URL	The address where users can access the listing	
Usage Requirements	A list of any required dependencies	Example: This listing requires Adobe Flash and functions best on IE9 or newer browsers.
What's New (optional)	A message from the owner or a stewards	Example: Some content stewards enter release notes in this space.
Intents	Intents are the instructions for carrying out a listing's intentions. You can add existing intents from the Create/Edit Listing Form.	There are three main aspects of intents: <ul style="list-style-type: none"> - Action - Data Type - Send/Receive
Singleton	Most applications can be added to a Webtop multiple times. Some cannot. If this listing should only open once on a Webtop, check the box to make it a singleton.	There are a number of reasons to make a listing a singleton. The most common one is performance—opening more than one instance of it will slow the system.

4.2.5.2 Resources

Create New Listing Listing Management

Basic Information

Listing Details

Resources

Graphics

Owners & Contacts

All fields are required unless marked as "optional."

Remember to portion-mark your descriptions! Listings that are not portion-marked will be rejected.

If you have any questions during the submission process, please contact your organizations steward.

[View list of organization stewards >](#)

Resources

Resources (optional)
Documentation, tutorials, or other tools for users to help them better interact with this listing.

Resource	Type of Resource	URL
1	Type of information or resource (e.g. Wiki, Forum, User Guide, etc.) <i>May contain letters, numbers or symbols and must be 255 characters long or less.</i>	URL where the resource can be accessed by listing users. <i>Must be a valid URL.</i>

[+ Add New](#)

Figure 38: Create/Edit Listing Form – Resources Section

Field	Description	Additional information
-------	-------------	------------------------

Resources (optional)	Links to tools that will help people use the listing	Examples: User Guides, reference sites
----------------------	--	--

The next section of the form houses information about all the graphics in the listing. To make the listing more useful, add graphics that help users understand what the listing does and how to use it.

Note: Images must be smaller than 1MiB (1.048576 megabytes). Specific pixel size restrictions appear on the Listing Create/Edit Form.

4.2.5.3 Graphics

Create New Listing Listing Management

Graphics

Small Icon
Must be at least 16px wide x 16px tall.
Must be a .png, .jpg, or .gif file and must be smaller than 1MB.
 No file chosen

Large Icon
Must be at least 32px wide x 32px tall.
Must be a .png, .jpg, or .gif file and must be smaller than 1MB.
 No file chosen

Small Banner
Must be at least 220px wide x 137px tall.
Must be a .png, .jpg, or .gif file and must be smaller than 1MB.
 No file chosen

Large Banner
Must be at least 600px wide x 376px tall.
Must be a .png, .jpg, or .gif file and must be smaller than 1MB.
 No file chosen

Screenshots
At least one screenshot is required. Each screenshot requires two images, a preview and a full-size screenshot.

Owners & Contacts

All fields are required unless marked as "optional."

Remember to portion-mark your descriptions! Listings that are not portion-marked will be rejected.

If you have any questions during the submission process, please contact your organizations steward.
[View list of organization stewards >](#)

Figure 39: Create/Edit Listing Form – Graphics

The following figure displays the large and small banner icons on the Search and Discovery Page:

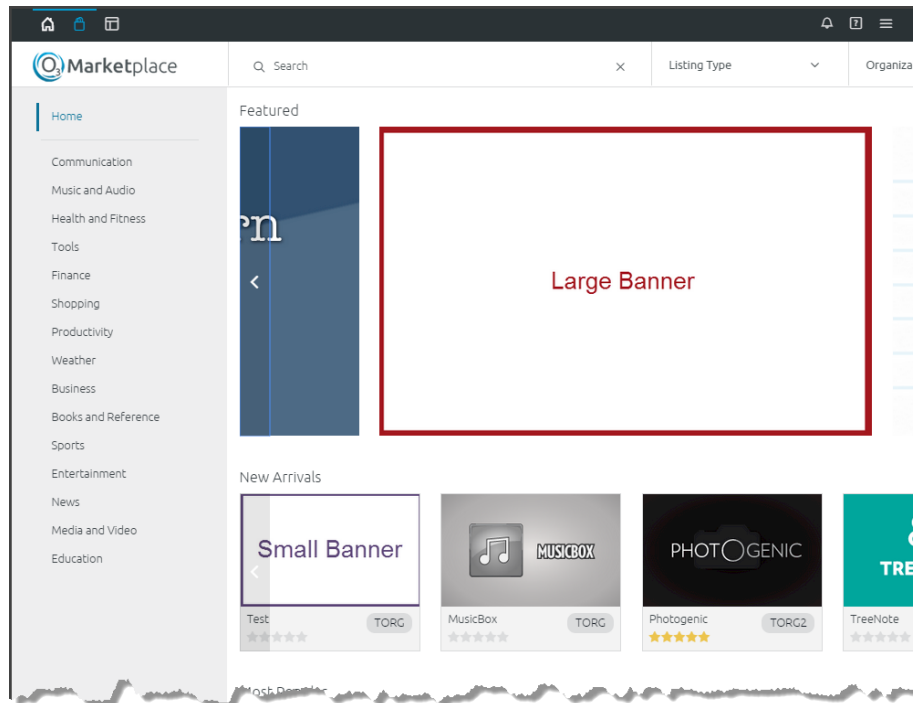


Figure 40: Large and Small Banner Image Examples

Field	Description	Additional information
Small Icon	Used to identify the listing in Webtop.	It appears at the bottom of Webtop when a listing is opened.
Large Icon	Appears in the upper-left corner of the listing's Detailed View	
Small Banner	This icon appears on the Search and Discovery Page in the New Arrivals and Most Popular sections. Also, this icon appears in the search results.	It is the most common view users will have of a listing. See Figure 40.
Large Banner	When a listing is featured on the Search and Discovery Page, this icon appears.	See Figure 40.
Screenshots	Houses the images that appear in the Overview tab on the listing's Detailed View.	<p>You can add infinite screenshots. The system asks for a:</p> <ul style="list-style-type: none"> - Preview Image <i>Appears on the Overview tab</i> - Full Size Image <i>Opens outside the Overview tab after a user clicks the Preview Image</i>

4.2.5.4 Owners & Contacts

The next section of the Create/Edit Form addresses owners and contacts. This establishes who is responsible for the listing, who can see it in Center and who should be contacted regarding it:



Figure 41: Create/Edit Listing Form – Owner & Contacts Section

Field	Description	Additional information
Associated Organization	Use this field to identify which organization will see the listing in Center.	A drop-down list displays all organizations.
Owners	Pre-populated with the name of the person who creates the listing, ownership can be reassigned by typing a new owner's name in the owner field on the listing page.	<ul style="list-style-type: none"> - To add more than one owner, type the name of the next owner after selecting the first one. - Only a listing's owner(s) and content stewards can edit the listing.
Contacts	A field that can contain the contact's information that the submitter wishes to enter (e.g., email, phone).	<ul style="list-style-type: none"> - Click Add to associate more than one contact with a listing. - The Center steward decides if the field is optional or required.

4.2.6 Edit a Listing

Only listing owners and content stewards can change listings.

To edit a listing:

1. Click the listing icon to open the listing's Detailed View.
2. From the top-right, click , this will open the Create/Edit Form.
3. Update the listing, then, click  at the top of the form to save. The save icon switches to a green checkmark after saving. The listing will update in the system.

4.2.7 Review or Rate a Listing

Any user can add a comment or rating to a listing. Only content stewards and the person who submits the Review can edit or delete it.

To submit a review:

1. Click the listing icon to open the listing's Detailed View.
2. Click the Reviews tab.
3. Your review options are located on the right, enter a Star Rating and type a comment in the Description field:

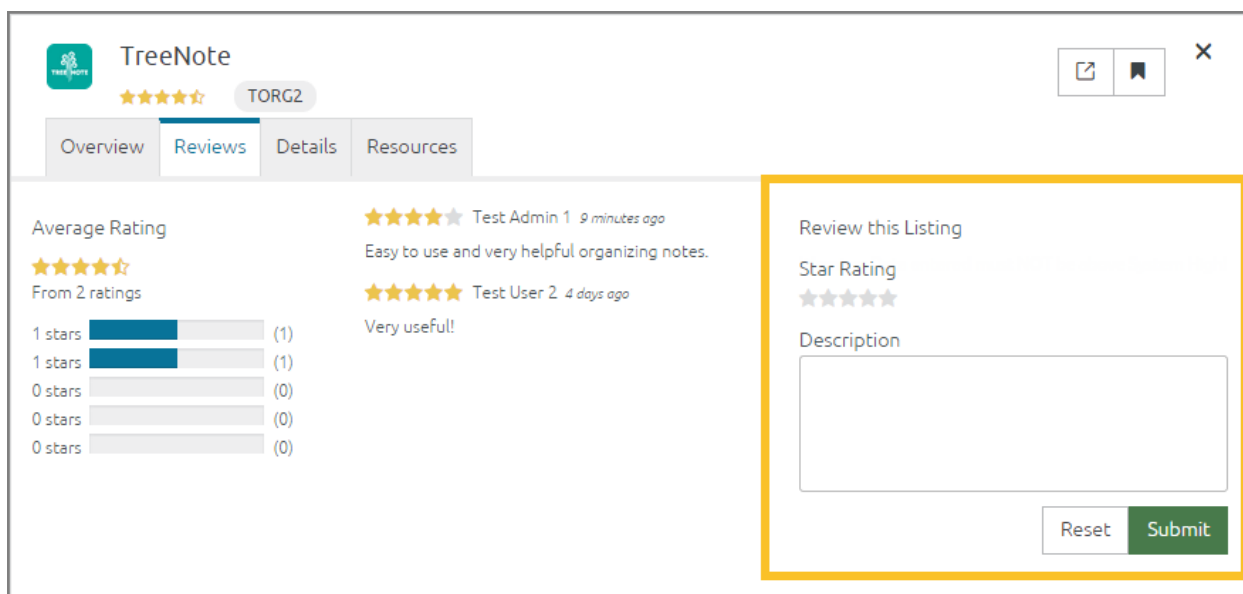


Figure 42: Review section of Detailed Listing View

4. Click Submit, your comment will be added to the listing Reviews and affect the Star rating.

4.2.8 Search

There are a number of ways to find listings in Center. Remember that only Approved, Enabled listings appear in search results. This section explains Center's searching tools:

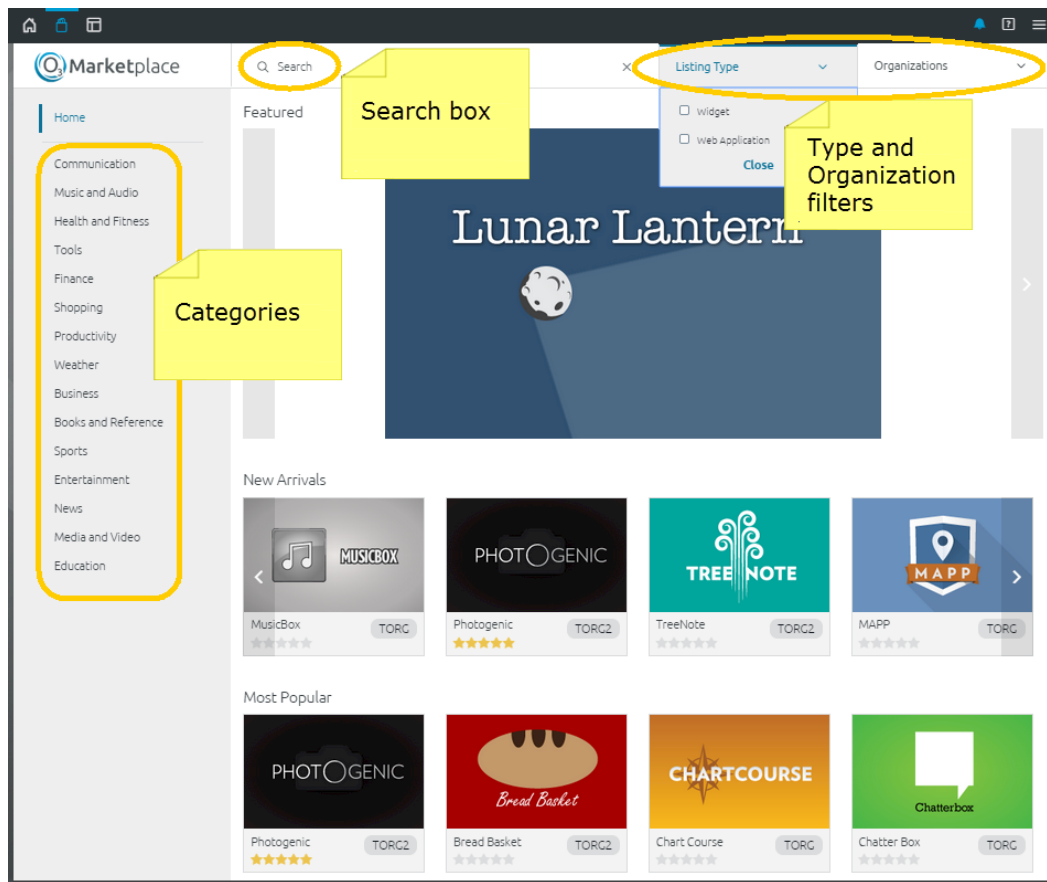


Figure 43: Searching Tools

- **Search box** – The search box is located at the top of the Search and Discovery Page. When you enter a search term, the system looks for your term in the listing name, description, tags, etc.
- **Categories** – Groupings of listings determined by the owner or stewards, a listing can be associated with multiple categories. When you click a category on the left panel, only listings associated with that category will appear on the page. If you select multiple categories, only listings associated with all of the selected categories will appear.
- **Types** – Located at the upper-right side of the Search and Discovery Page, click the checkbox beside the Types you want to display. Only the listings of the selected Types will appear in the filtered list. Owners determine listing Type.
- **Organizations** – If you are a member of more than one organization, you can filter by organization using this field which is located on the upper-right side of the Search and Discovery Page.

5 Content Steward Guide

Content stewards are the gatekeepers. They oversee all listings in Center. Before listings are available for users to find and use, an organizational content steward and a Center content steward must approve them.

5.1 Define Content Steward Roles

- **Center content steward** – People with this role have two main functions. They must approve every listing and enable or disable them. Also, they administer the system. Administering the system includes making new Categories, Listing Types, etc., and sending notifications.
- **Organizational content steward** – Every organization has at least one organizational content steward or “org steward.” The org steward must approve listings before sending them to a Center steward for final approval. Org stewards can approve listings or send them back to their owners for updates. Also, they can edit or delete reviews.

5.2 Listing Management Page

Stewards can see every listing in their organization from their Listing Management page. To access this page, click the drop-down Main Menu on the right side of the Global Toolbar and select Listing Management:

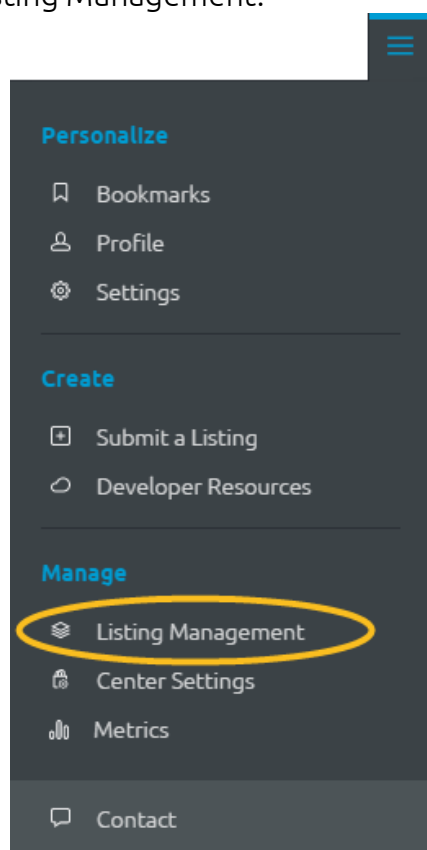


Figure 44: Listing Management

Note: Another way to access Listing Management: Use the Listing Management link in the My Listings section of your HUD.

All users, including stewards, see My Listings when the Listing Management page opens. Only listings you own appear on the My Listings tab. To see all the listings you oversee as an org steward, click the Org Tab:

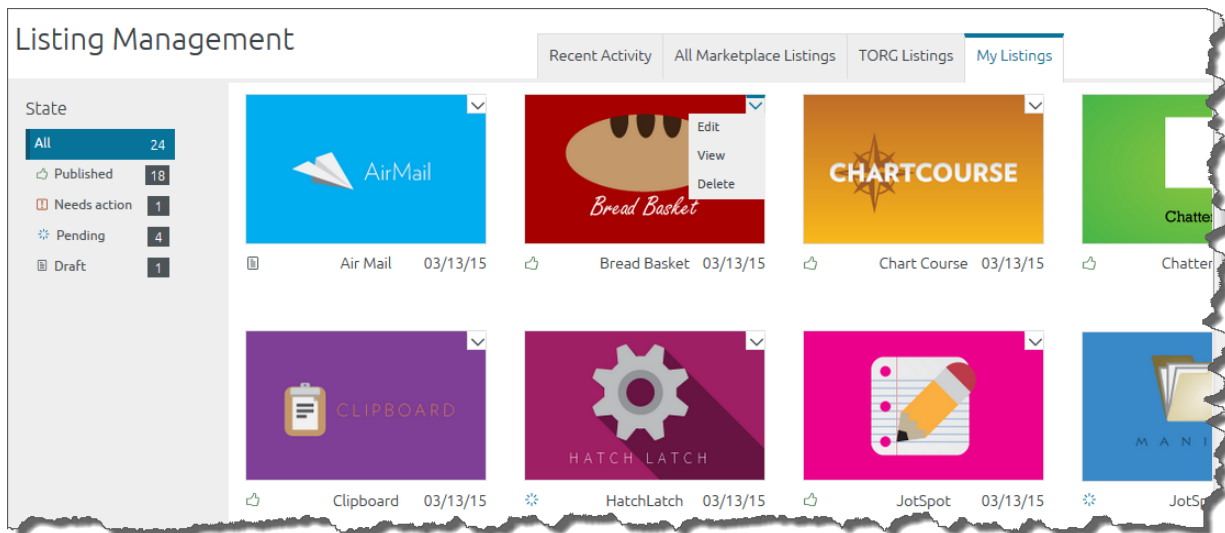


Figure 45: Listing Management Org Steward Tab

Center stewards have an additional tab that lists all listings in the store. From the org steward or Center steward tabs, you can Edit, View or Delete a listing. To Approve/Reject or Enable/Disable, see 5.3: Manage Listings.

5.2.1 Listing Management Table View

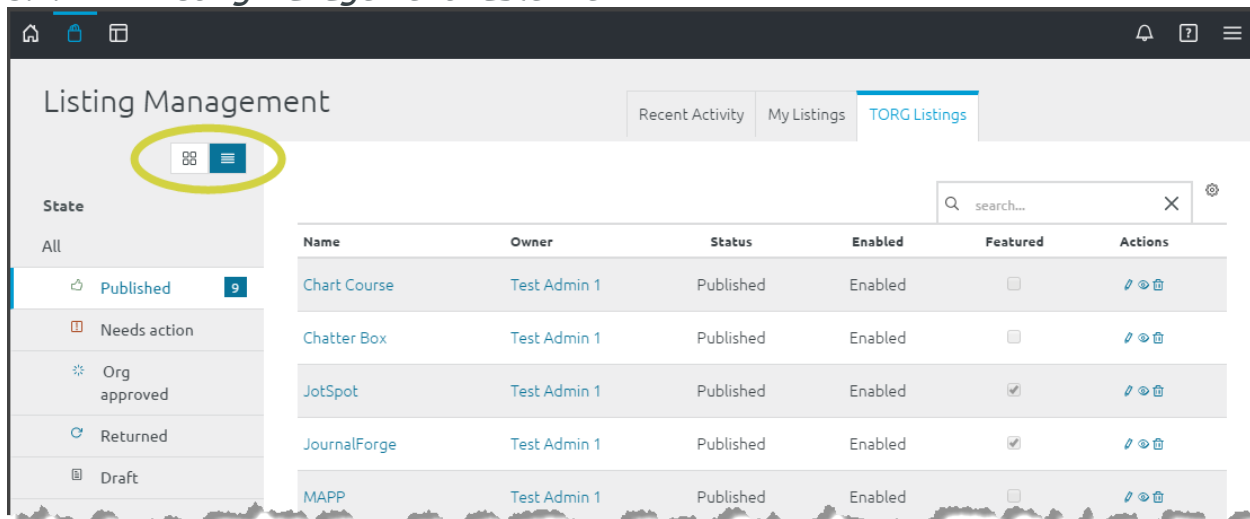




Figure 46: Table View: Listing Management

From the steward management tabs, you can switch to a table view by clicking the  button on the upper-left side of the state panel (circled in Figure 46). To switch back to the standard listing management view, click  located at the top-left of the State panel.

The table view lists:

- **Name** – links to the listing
- **Owner** – links to the owner's profile

- **Comments** – lists the last comment from the change log
- Status
- Updated date
- Enable/Disabled status
- **Featured** status – to feature a listing or remove it from the featured listings, check or uncheck this field
- List of **Actions** – Click the edit, feedback, view or delete actions to update or review the listing:



Figure 47: Listing Actions

5.2.1.1 Use the Listing Management Table

From the table view, stewards can:

- Preview a listing by clicking its Name—from here you can publish pending listings using the Administration tab.
- See the listing owner's profile by clicking their name.
- Read the last entry in the listing's change log (entered in the comments field)
- Center stewards can feature a listing by checking it
 - To stop using a listing as a Featured Listing on the Search and Discovery Page, uncheck it.
 - Org stewards cannot change the featured field.
- Edit, review feedback comments, view or delete a listing from the Actions column.

5.2.1.2 Customize the Listing Management Table View

You can hide some columns on the Listing Management Table. To customize your table view:

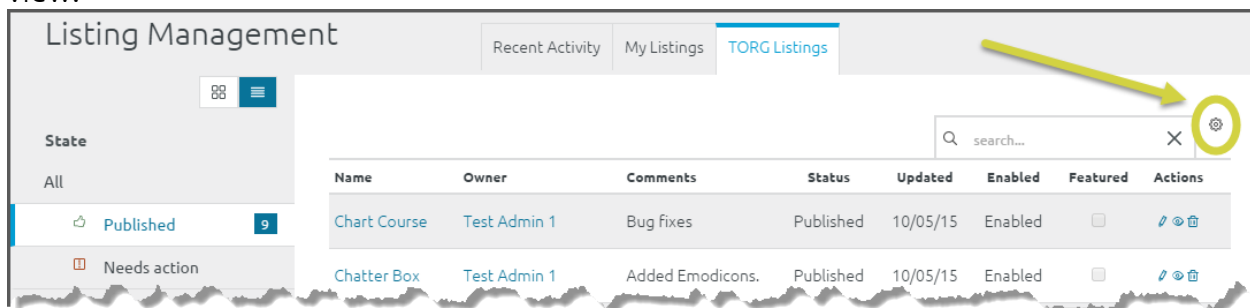


Figure 48: Display/Hide Columns on the Listing Management Table

1. Click the gear located right of the search box (shown in Figure 48).
2. Click the radio button on or off to display or hide columns from the table:

Column	Setting
Name	Always on
Owner	On
Comments	Off
Status	On
Updated	Off
Enabled	On
Featured	On
Actions	Always on

Buttons: Cancel, Save

Figure 49: Column Settings on the Listing Management Table

5.3 Manage Listings

Before users can find and bookmark listings from Center, an org steward and Center steward must approve the listings as described in the following sections.

5.3.1 *Org Steward Listing Approval Instructions*

After a user submits a listing, the org steward must approve it, and then a Center steward must approve it.

To approve a listing as an org steward:

1. Open the Needs action page. To do this, click the drop-down Main Menu and select Listing Management. Click Needs action from the State panel on the left:

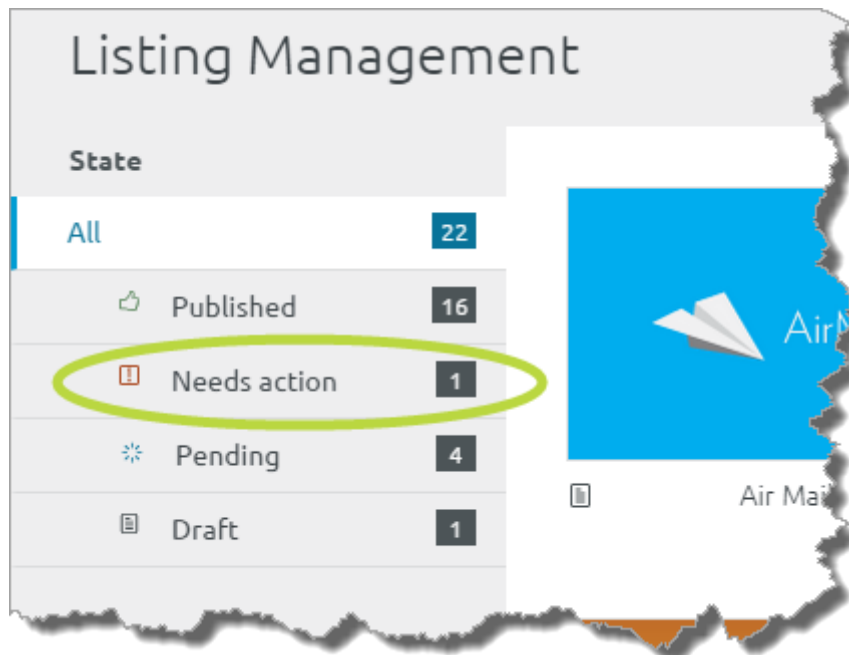


Figure 50: Needs Action link of Listing Management Page

2. Listings that need approval appear here. Click a listing to open its Detailed View.
3. After reviewing the listing, click the Administration tab.
4. On the left-side, click Approve or Return to Owner:

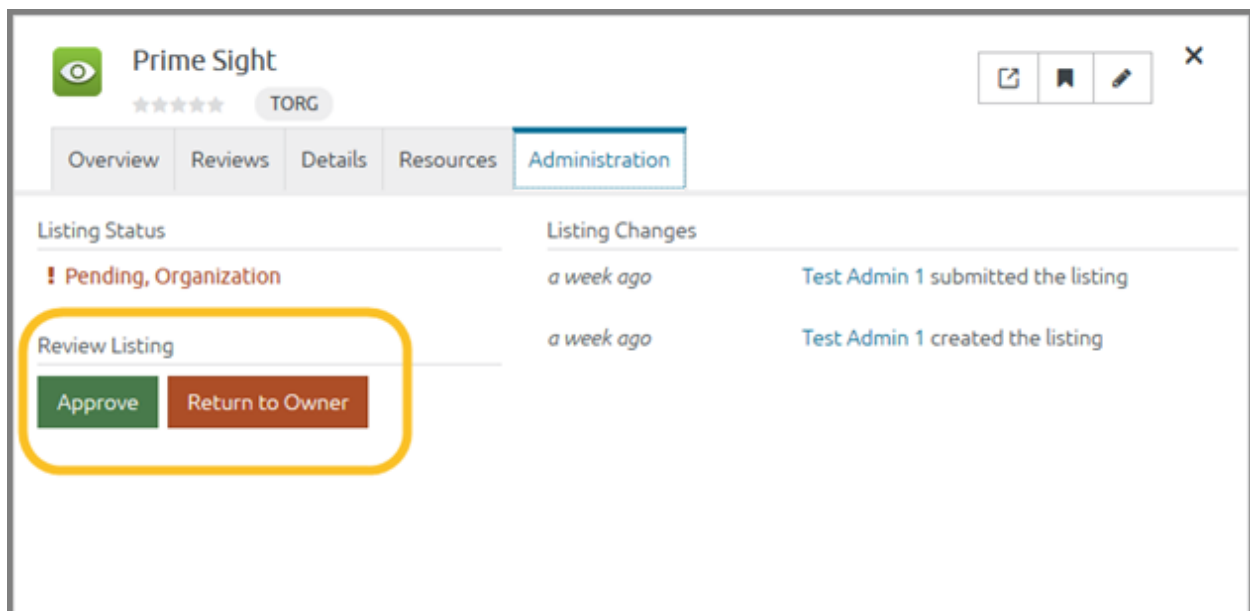


Figure 51: Administration tab on the Detailed Listing View

- a. If you approve the listing, it moves into the Center steward's queue and you're done. After the Center steward approves the listing, the owner or the Center steward can enable or disable it. When enabled, it will appear in search results and be available for any user to bookmark it.

- b. If you click Return to Owner, type instructions explaining how the user should update the listing before they resubmit it. Then, click Return to Owner. The listing will move out of your queue until the owner resubmits it.
5. After a Center steward approves the listing, you can Enable or Disable it from the Administration tab on the listing's Detailed View.
 - a. **Enabled** listings are returned in search results and available for any user to bookmark them.
 - b. **Disabled** listings remain in the system but only stewards and the owner see them.

5.3.2 Center Steward Listing Approval Instructions

Center stewards must approve all listings in the store. All Center listings appear on a tab on a Center Steward's Listing Management page:

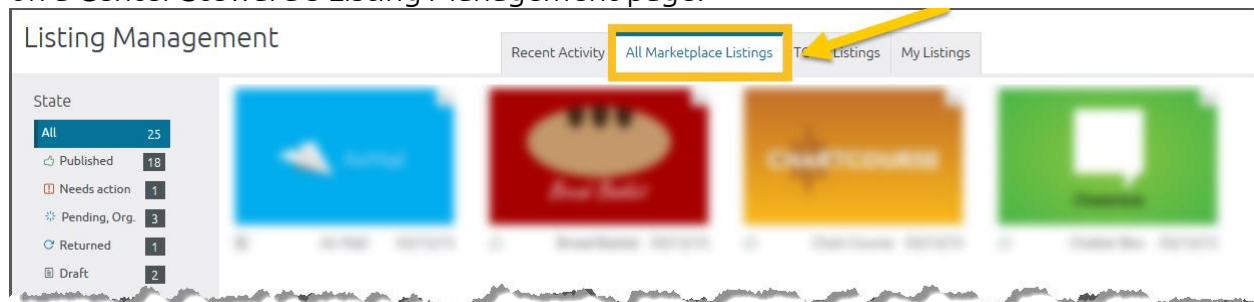


Figure 52: All Marketplace Listings tab

After an org steward approves a listing, the Center steward must:

1. Open the Needs action page. To do this, click the drop-down Main Menu and select Listing Management. Click Needs action from the state panel on the left:

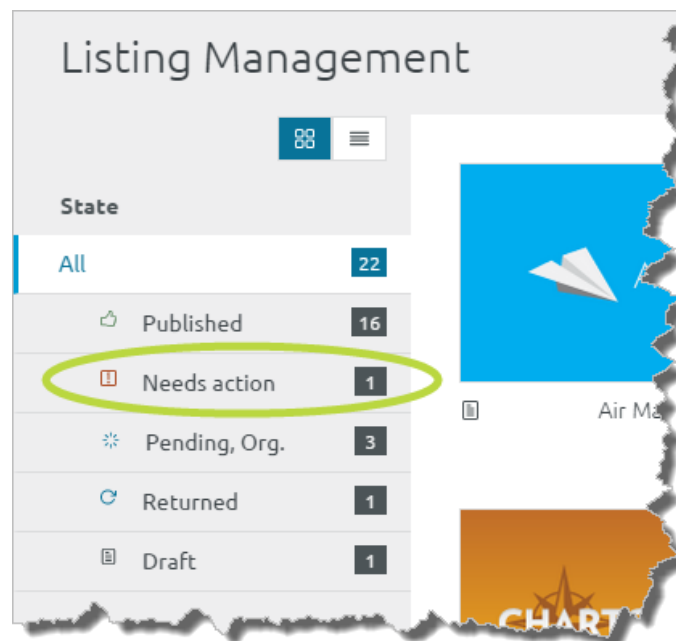


Figure 53: Needs Action link on Center Steward's Listing Management Page

2. Listings that need approval appear on the Needs action page. Click a listing to open its Detailed View.
3. After reviewing the listing, click the Administration tab.
4. On the left-side, click the Approve or Return to Owner:
 - a. If you approve the listing, the listing is automatically Enabled and it will appear in search results and be available for download.
 - b. If you click Return to Owner, type instructions explaining how the user should update the listing before resubmitting it. Then, click Return to Owner. The listing will move out of your queue until it is resubmitted and approved by an org steward.
5. As a Center steward, you have to make two more decisions:
 - a. **Enabled** – Makes the listing visible to all users, i.e., it appear on the Search and Discovery Page and is searchable.
 - b. **Featured** – Activating the Featured button adds the listing to the group of Featured Listings that scroll across the top of the Search and Discovery Page see 5.3.3: Feature Flag.

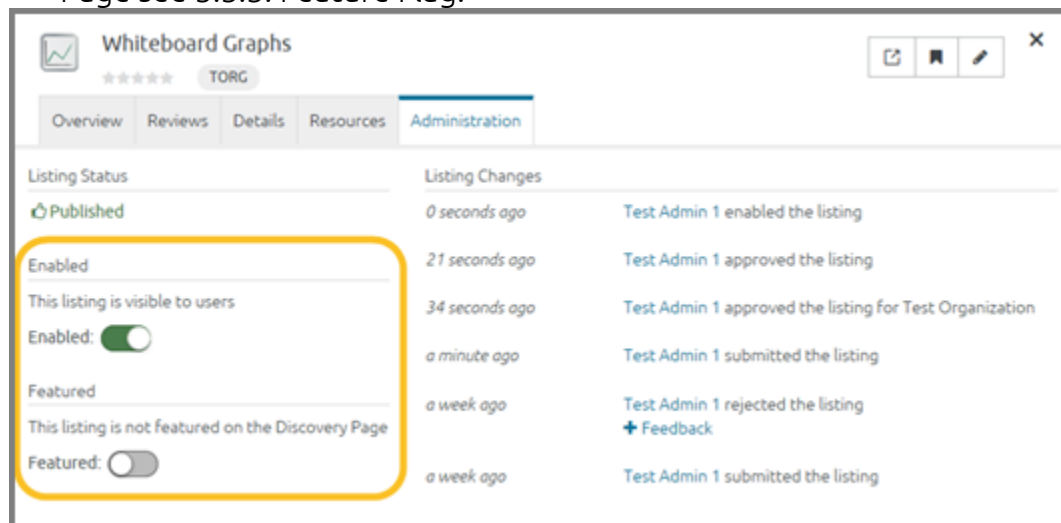


Figure 54: Administrative controls on a listing's Detailed View

5.3.3 Feature Flag

Center stewards control the Featured Listings on the Search and Discovery Page. To add a listing to the group of Featured Listings:

1. Open a listing's Detailed View by clicking the listing icon.
2. Click the Administration tab.
3. Click the Featured control to activate it:

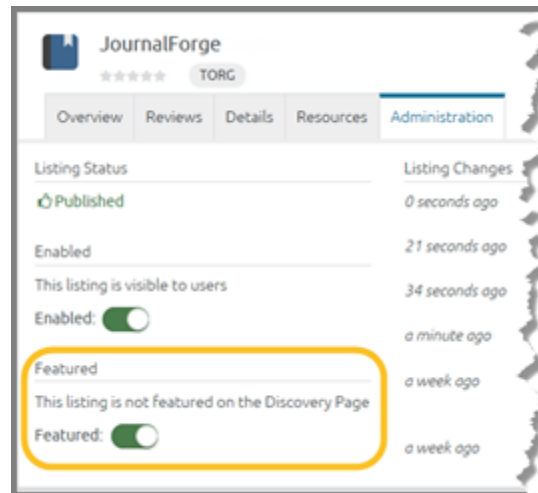


Figure 55: Activated Featured Flag

4. When the Featured control is activated, the listing appears in the Featured section of the Search and Discovery Page:

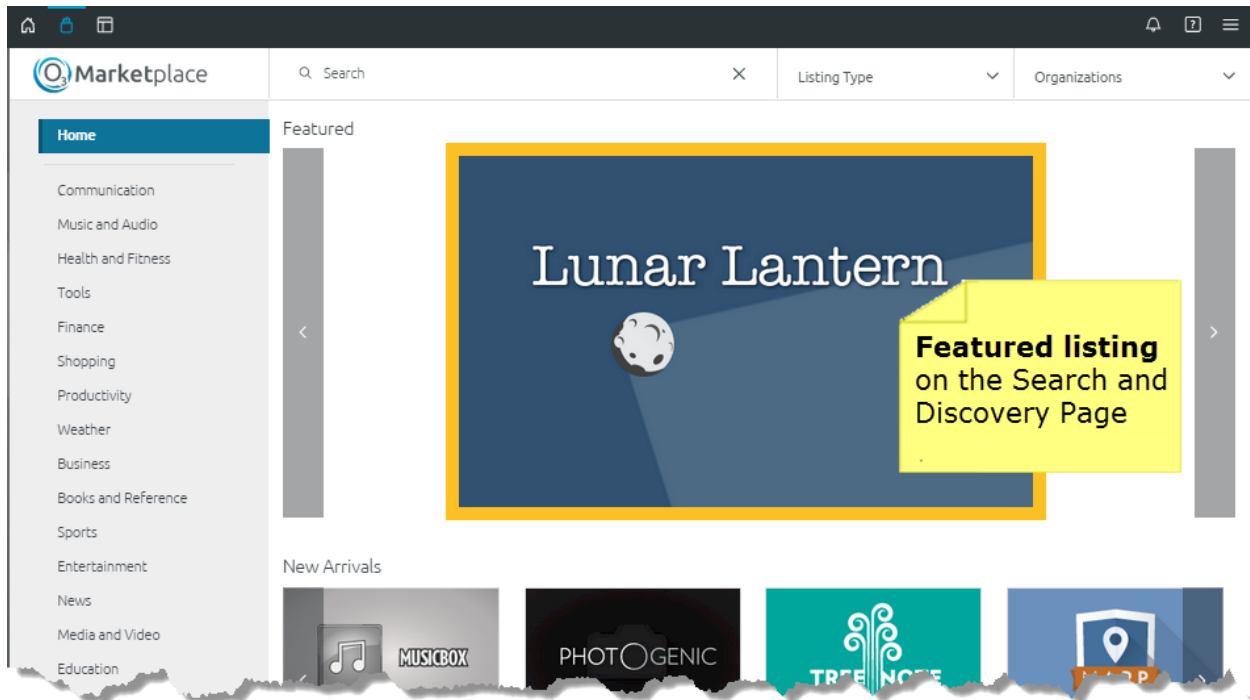


Figure 56: Featured Listing on the Search and Discovery Page

5.4 Center Manager

The Center Content Steward has two roles:


1. **Oversee *all* listings in Center** see 5.3: Manage Listings
 - a. Approve or reject listings
 - b. Enable or disable listings
 - c. Select which listings will be featured on the Search and Discovery Page
2. **Configure and administer Center** (explained in section 5.5)

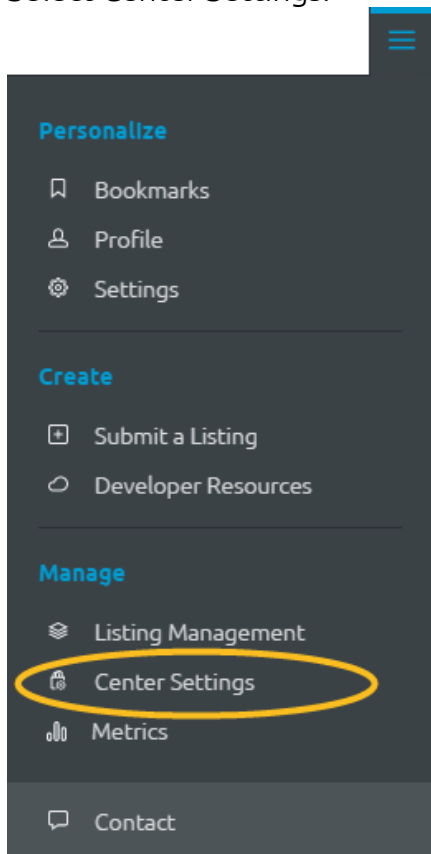
- a. Add, edit and delete Center Settings including Categories, Contact Types, Intents, Organizations and Stewards
- b. Send system-wide Notifications

5.5 Center Settings

The Center steward manages configurable aspects of the store. He or she adds, modifies and deletes new fields on the Listing Create/Edit Form; monitors organizational stewards and sends system-wide notifications. This section explains how to add, edit and delete fields on the Listing Create/Edit Form.

To access the Center Settings window:

1. Click  on the right-side of the Global Toolbar.
2. Select Center Settings:



3. The Center Settings page will open to the Categories tab:

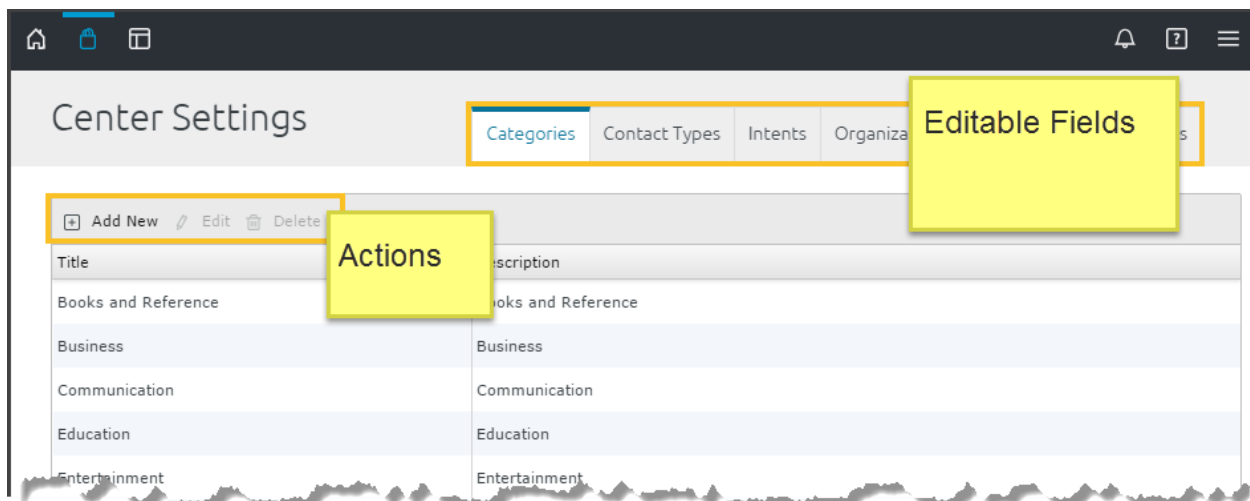


Figure 57: Center Settings

5.5.1 Center Settings: Add/Edit/Delete

5.5.1.1 Categories

Categories can group listings by similar characteristics. They help people narrow their search results on the Search and Discovery Page:

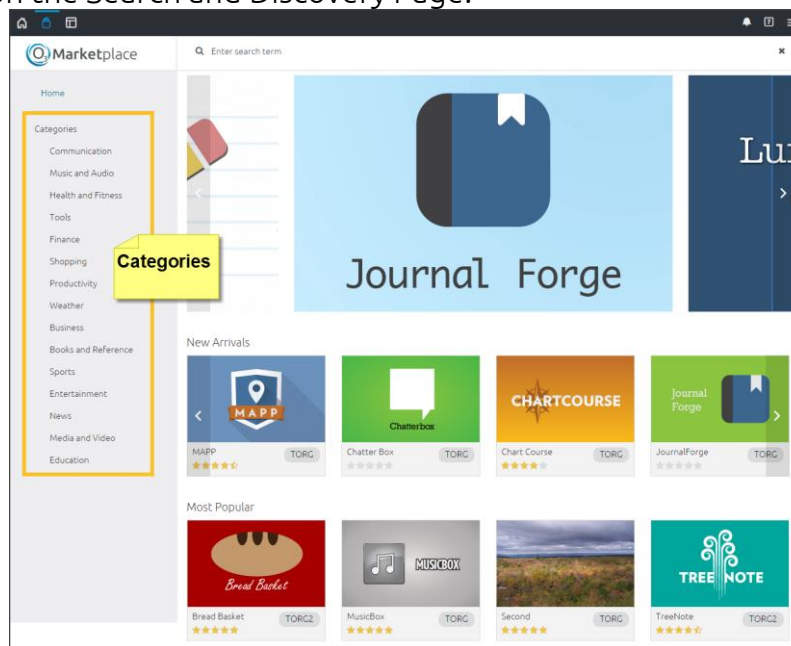
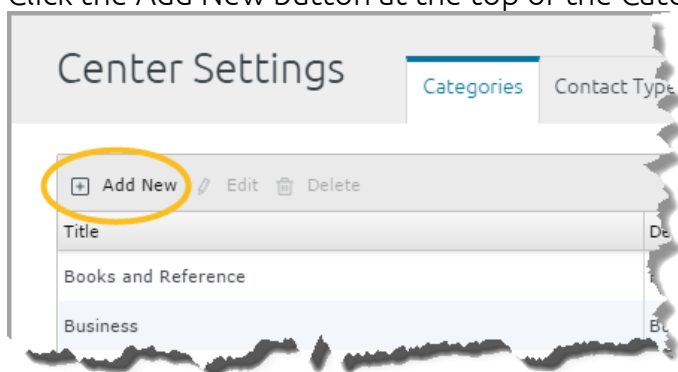


Figure 58: Categories location on the Search and Discovery Page

To create a category:

1. Click the Add New button at the top of the Categories table:



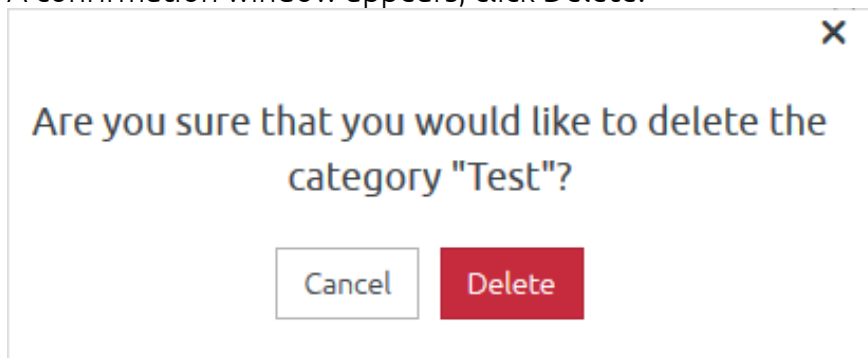
2. The Create Category window opens. Give the category a Title and Description, and then click Save.
3. The category will appear on the list of categories on the Center Settings page and on the Search and Discovery Page.

To **edit** a category:

1. From the Categories tab on the Center Settings page, click the category that you want to edit.
2. The Edit button will become active, click it.
3. The Edit Category window will open, make your change and click Save.
4. The change will appear on the list of categories on the Center Settings page and on the Search and Discovery Page.

To **delete** a category:

1. From the Categories tab on the Center Settings page, click the category that you want to delete.
2. The Delete button will become active, click it.
3. A confirmation window appears, click Delete:



4. The category will be removed from the list of categories on the Center Settings page and on the Search and Discovery Page.
However, if the category is associated with a listing, it cannot be deleted. To delete the category you have to remove its association with all listings. Edit each listing using the Create/Edit Form.

5.5.1.2 Contact Types

Contact Types identify designated contact people. The information appears on the Resources tab of the listing's Detailed View:

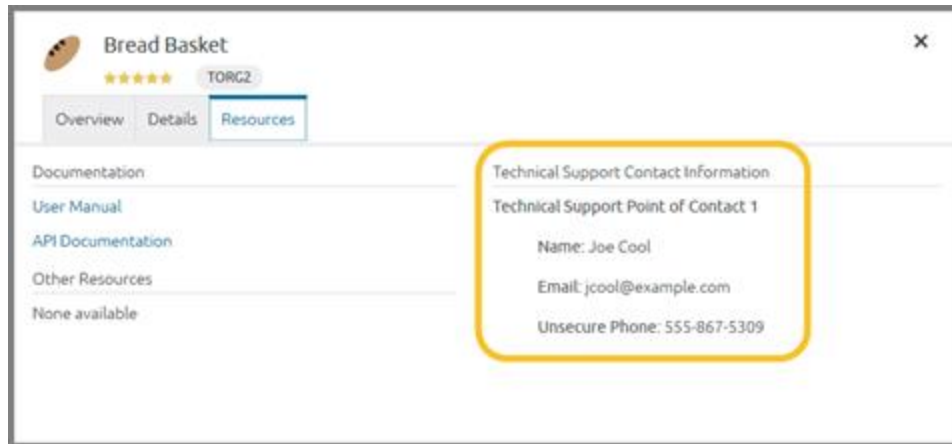


Figure 59: Contact information on the listing's Detailed View

To **create** a Contact Type:

1. Click the Contact Types tab on the Center Settings page.
2. Click Add New at the top of the table:
3. The Create Contact Type window opens. Give the contact type a Title and check Required if the field is required for listing submission.
4. Click Save.
 - The contact type will appear on the list of contact types on the Center Settings page.
 - It will be a drop-down choice on the Contacts section of the Listing Create/Edit Form.
 - If the contact type is required, it must be populated when anyone edits an existing listing.

To **edit** a contact type:

1. From the Contact Types tab on the Center Settings page, click the contact type that you want to edit.
2. The Edit button will become active, click it.
3. The Edit Contact Type window will open, make your change and click Save.
4. The change will appear on the list of contact types on the Center Settings page and on the Listing Create/Edit Form.

To **delete** a contact type:

1. From the Contact Types tab on the Center Settings page, click the contact type that you want to delete.
2. The Delete button will become active, click it.
3. A confirmation window appears, click Delete.
4. The contact type will be removed from the list of contact types on the Center Settings page and on the Listing Create/Edit Form.

5.5.1.3 Intents

Intents are the instructions for carrying out a listing's intentions. Intents comprise an Action (graph, view, edit, etc.), a Data Type (HTML, text, image, etc.) and a Send/Receive

request. You can associate this action or data type with an icon. However, this information is only metadata used as a placeholder. **For any intent to function, a developer has to code the actual function into the listing.**

From the Intents tab on the Center Settings page, you can create an intent placeholder that will appear on the Listing Create/Edit Form.

To **create** an Intent placeholder:

1. Click the Intent tab on the Center Settings page.
2. Click Add New at the top of the table.
3. The Create Intent window opens. Populate the following fields:
 - a. **Label** – Explain what the intent does. This label will appear in the drop-down list when a user chooses an intent on the Listing Create/Edit Form.
 - b. **Action** – Describe the intent in 64 characters.
 - c. **Type** – Describe the intent in 64 characters.
Ex: application/json, application/custom-type, etc.
 - d. **Icon** – Attach an image that will appear when anyone uses the intent. Think of this like the icon that appears on a smart phone when you decide to open an address and the system prompts you to open that address in a browser or a mapping app.
4. Click Save.
 - a. The intent will appear on the list of intents on the Center Settings page.
 - b. It will be a drop-down choice in the Intents section of the Listing Create/Edit Form.

To **edit** an intent Label or Icon:

1. From the Intents tab on the Center Settings page, click the intent that you want to edit.
2. The Edit button will become active, click it.
3. The Edit Intent window will open, make your change and click Save.
Note: You cannot edit the intent Action and Type after it is created.
The change will appear on the list of Intents on the Center Settings page and on the Listing Create/Edit Form.

To **delete** an Intent:

1. From the Intents tab on the Center Settings page, click the Intent that you want to delete.
2. The Delete button will become active, click it.
3. A confirmation window appears, click Delete.

The intent will be removed from the list of intents on the Center Settings page and on the Listing Create/Edit Form.

5.5.1.4 Organizations

Center can filter listings by organizations.

To **create** an organization:

1. Click the Organizations tab on the Center Settings page.
2. Click Add New at the top of the table.

3. The Create Organization window opens. Enter a Title and Acronym or Abbreviation that will appear on the listing's Short View and Detailed View.
4. Click Save. After refreshing, the organization will appear as an option in the Stewards drop-down. See the next section "Stewards" to learn how to associate a steward with the new organization.

To **edit** an organization:

1. From the organization tab on the Center Settings page, click the organization that you want to edit.
2. The Edit button will become active, click it.
3. The Edit Organization window will open, make your change and click Save.
4. The change will appear on the list of Organizations on the Center Settings page.

To **delete** an organization:

1. From the organizations tab on the Center Settings page, click the organization that you want to delete.
2. The Delete button will become active at the top of the table, click it.
3. A confirmation window appears, click Delete.

The organization will be removed from the list of organizations on the Center Settings page and on the Listing Create/Edit Form.

*Note: An organization **cannot** be removed if it is associated with a listing.*

5.5.1.5 Stewards

Stewards oversee listings in Center. They are the gatekeepers that approve, enable and moderate listings. There are two kinds of stewards: **Org Stewards** who oversee specific organizations and **Center Stewards** who oversee all listings and specific settings in the store. At log-in, your system will determine your role as a user, org steward or Center steward. When someone signs in as a steward, their name is added to the list of Stewards in the Settings page:

Categories Contact Types Intents Organizations Stewards Notifications																							
<div>Edit</div> <table> <tr> <th>Display Name</th><th>Username</th><th>Steward Organizations</th></tr> <tr> <td></td><td>System</td><td></td></tr> <tr> <td>Test Admin 1</td><td>testAdmin1</td><td>Test Organization</td></tr> <tr> <td>Test Admin 2</td><td>testAdmin2</td><td>Test 2 Organization</td></tr> <tr> <td>Test Steward 1</td><td>testSteward1</td><td>Test Organization</td></tr> <tr> <td>Test Steward 3</td><td>testSteward3</td><td>Test 2 Organization</td></tr> <tr> <td>aTest Steward 2</td><td>atestSteward1</td><td>Test 2 Organization</td></tr> </table>			Display Name	Username	Steward Organizations		System		Test Admin 1	testAdmin1	Test Organization	Test Admin 2	testAdmin2	Test 2 Organization	Test Steward 1	testSteward1	Test Organization	Test Steward 3	testSteward3	Test 2 Organization	aTest Steward 2	atestSteward1	Test 2 Organization
Display Name	Username	Steward Organizations																					
	System																						
Test Admin 1	testAdmin1	Test Organization																					
Test Admin 2	testAdmin2	Test 2 Organization																					
Test Steward 1	testSteward1	Test Organization																					
Test Steward 3	testSteward3	Test 2 Organization																					
aTest Steward 2	atestSteward1	Test 2 Organization																					

Figure 60: Steward Management in the Settings Menu

Center stewards cannot add or delete stewards listed on the Stewards tab. However, they can edit the organizations assigned to each steward.

To **edit** a steward's assigned organization(s):

1. From the Stewards tab on the Center Settings page, click the Display Name that you want to edit.
2. The Edit button in the table header will become active, click it.
3. The Edit Steward window will open:
 - a. To remove an organization, click Remove beside the Stewarded organizations drop-down field.
 - b. To add an organization, click Add and select the new organization from the drop-down list.
4. Click Save, the change will appear on the list of Stewards on the Center Settings page.

5.5.1.6 Notifications

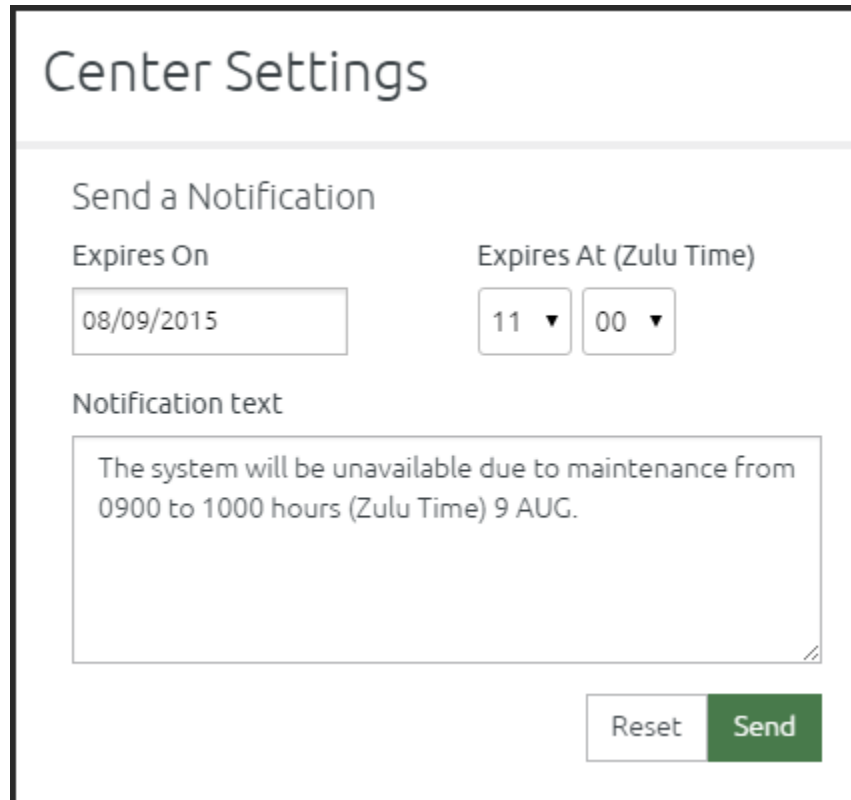
Only Center Stewards can alert all system users via the Notifications feature.

This section explains how to send and delete notifications:

1. From the Center Settings page, click the Notifications tab.
2. Schedule and write the notification:
 - a. In the Expires At field, enter the date when you want the Notification message to disappear from users' drop-down notifications list on their Global Toolbars.

By default, you enter the Expires At time in Zulu Time. It appears as the local time zone time on each person's Notifications tab.

- b. Write the notification:



The screenshot shows a web form titled "Center Settings" with a sub-header "Send a Notification". It contains two input fields: "Expires On" with the value "08/09/2015" and "Expires At (Zulu Time)" with dropdown menus showing "11" and "00". Below these is a text area labeled "Notification text" containing the message: "The system will be unavailable due to maintenance from 0900 to 1000 hours (Zulu Time) 9 AUG." At the bottom right are "Reset" and "Send" buttons.

Figure 61: System Notification Form

3. Click Send, the Notification will appear two places in the system:

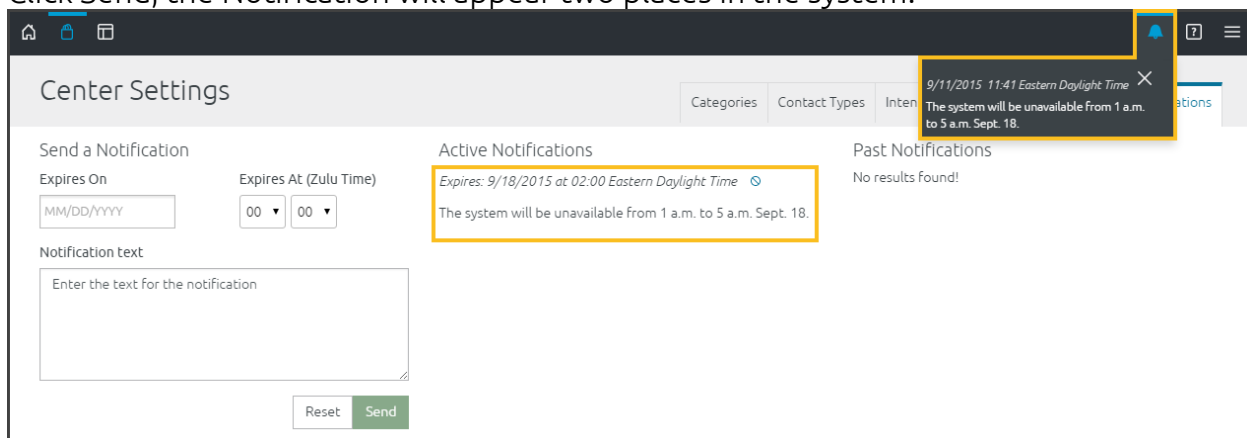


Figure 62: Notification Locations

- a. The list of Active Notifications on the right-side of the screen (all Center Stewards will see it there).
- b. Under the Notifications icon on the Global Toolbar (all users will see it there). Users can click the X in the upper-right corner of the notification to dismiss the notification or wait for the notification to expire, at which point it will be removed from their list.

5.5.1.6.1 Cancel a Notification

Any Center Steward can cancel a notification:

1. From the Notifications tab on the Center Settings window, click the remove icon beside the Active Notification

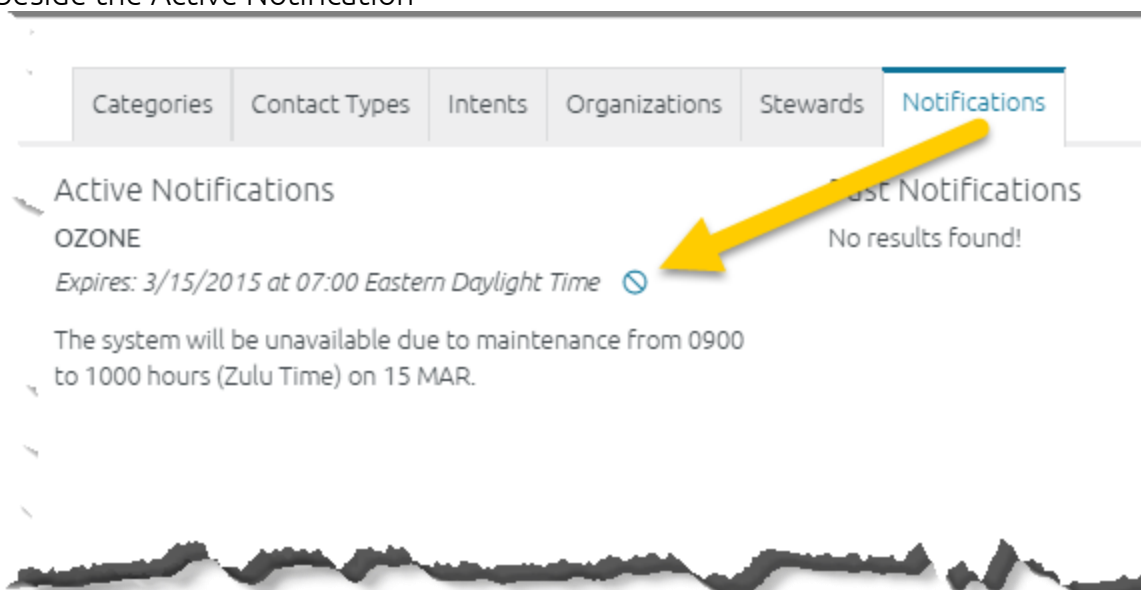


Figure 63: Remove Icon on Active Notification

The notification will be removed without a confirmation message. It will be removed from users' Global Toolbars when they refresh their page.