UCSRB Snow2Flow Site Administration

Audience: A Snow2Flow user with privileges to log in to the Administration portion of the tool to make edits and manage data.

Site Administrator's Role

The site administrator has control of and is responsible for a great many aspects of the site. Also it is your job to be sure that:

- The Billing manager has:
    - Access to the AWS Billing account
    - Access to the AWS Billing Account Document
- The SysAdmin has:
    - Access to the AWS Account
        - The core user account with full privileges
    - Access to the SysAdmin Documentation
    - SSH Access to the server

Logging In and Accessing the Admin View

Navigate a web browser to the website
- http://s2f.ucsrb.org/

Click on menu icon in the top left corner and click "Login"
- Enter your username and password in the pop-up

Once you've successfully logged in as a user with Admin permissions, click on the menu icon again and select "Manage Account"
- Click on the "Go to the Django admin page" button at the bottom of the account page

Navigating The Data in the Admin View

The data is organized into different sections under blue bars.

The bars are as follows:

- AUTHENTICATION AND AUTHORIZATION
    - This is where you will manage users and permissions

- FLAT PAGES
    - This section is used to edit copy and other content on the Help, Process, and Funders pages
- SITES
    - An important piece for the site framework to run, but safe to ignore if you're not the SysAdmin
- UCSRB
    - The location of the user data created in the course of using this site.

The only two of these you will really need to deal with are "Users" (under "AUTHENTICATION AND AUTHORIZATION") and "Flat pages" (unser "FLAT PAGES").

Users and Permissions

Only users with Administrator privileges can create, edit, or delete user accounts. For most cases, you will only need the "Users" link.

Create a new user

- Under "Auth", click on "Users"
- Click on the "ADD USER +" button in the top right of the page
- Give the user a username and a password
    - Username must:
        - Be 30 characters or less
        - May only contain:
            - letters
            - numeric digits
            - The following special characters:
                - @ (at)
                - . (period)
                - + (plus)
                - - (minus)
                - _ (underscore)
    - password must:
        - differ substantially from the username
        - contain at least 8 characters
        - not be a common password
        - not be entirely numeric

- Click 'SAVE' to move on to edit the details about the user (covered in next section)

Edit User Details

The following fields are all directly editable except password, which provides a form to update.

- Username - name used for logging in. Best kept short and simple
- Password - password user will use for logging in
  - To change this, notice there is a link to change the password using 'this form.'
  - You cannot view a user's password, or even look it up. They are all encrypted upon storage. If a password is lost, it must be reset.
- First Name
- Last Name
- Email address - this data is neither shared beyond the tool, nor part of an automated email list.
  - not required
- Active - Leave this selected. May be unselected to prevent a user from logging in ever again, but don't want to delete their data.
- Staff Status - check this if you'd like drawings, scenarios, and grid filters shared 'with staff' to be shared with them. Also select this if they are an administrator
- Superuser status - check this to allow users to edit forms in the Admin view. They must also have 'staff status' checked for everything to work.
- Groups - 'share with public' is granted to them (shows up in the box on the right) by default. Be sure to add 'Share with Staff' if you'd like staff content shared with the user.
- User permissions - a very fine-grained level of controlling user access. I recommend ignoring this and leaving the 'Staff status' and 'Superuser status' checkboxes to manage this automatically for you.
- Last login
  - The date and time that the user last logged in to the Marine Planner.
  - This data is tracked automatically, but can be set by hand here.
- Date joined
  - The date and time that the user's record was created.
  - This data is tracked automatically, but can be set by hand here.

Flat Pages

You should not need to create any new flat pages, only edit existing ones. Clicking on the URL of any of these will bring you to the editing page, where you will find 4 fields:
- URL
  - should be something like "/help/"
- Title
  - The title that will appear at the top of the page above the content
- Content
  - A text editor that allows you to format text as you would in a word processor.
    - font, size, justification, tables, links, underlines, etc… are all supported
    - Images: Embedding images is only supported in FireFox browsers, and if the Flat Page is edited from a non-FireFox browser at a later date the image will be lost.
- Sites
  - There should only be one option listed.
    - Make sure it's highlighted.

/help/

This is the "help page": http://s2f.ucsrb.org/help/
The site has numerous aids to usher users through the tool, not just on-screen instructions and 'info' popups, but also a full interactive function explainer. If it is felt that users need further aide, this page can be used.

/methods/

This is the "methods page": http://s2f.ucsrb.org/methods/
This is where the process behind creating the data and determining report outputs will be explained

/thankyou/

A thank you page for calling out the funders.