Future Factory Website Documentation

Software version 2.1

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Figure 1: The landing page of the Future Factory Website

1 Introduction

The Future Factory is the office building of five from the student teams from both the University of Twente as Saxion the University of Applied Science.

These student teams do not only share the building but also collaborate together. While working on completely different projects, they exchange knowledge as much as possible. From weekly meetings between team managers to joint recruitment activities.

This document is the manual for administrative users of the joint website, which can be found at `futurefactorytwente.nl`. This showcases the collaboration between the teams, their shared events and news articles. As well as information about each team. Of course, this information should be maintained; which happens through the admin environment.

1.1 Access the admin panel

In order to access the admin environment one goes to: `futurefactorytwente.nl/admin`. You will be greeted by the sign in screen as shown in Figure 2.
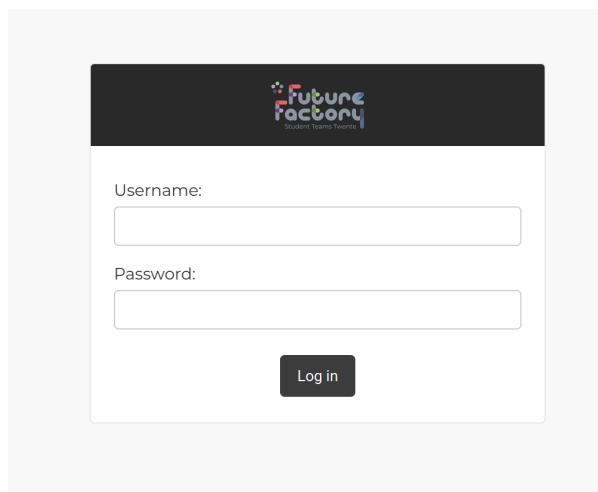
Figure 2: The log in screen of the Future Factory website

In the case that you do no longer remember your password, you can contain the site owner (at the moment of writing this is RoboTeam Twente).

1.2 Admin panel overview

After signing into the admin panel you will be greeted with a screen similar to one shown in Figure 3.
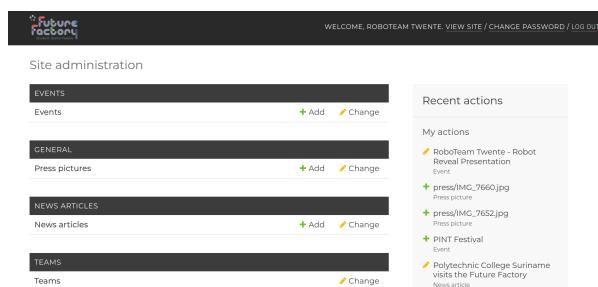
Figure 3: The admin home page of the Future Factory Website

The panel shows four categories which can be changed by the admin user:

1. **Events**

2. **Press pictures**

3. **News articles**

4. **Teams**

Next to the categories that can be changed, on the right you can see your most recent edit history.

2 Events

Events take place between specific timestamps. The website always showcases a maximum of four upcoming events. Events are usually announced beforehand, and suggest that people can visit all or some of the teams at a specific location. In Figure 4 one sees events that are shown on the website.
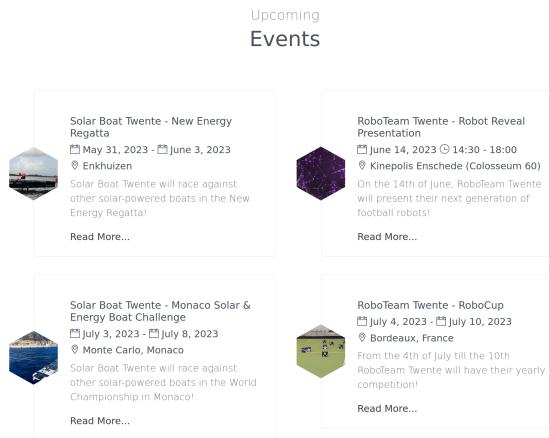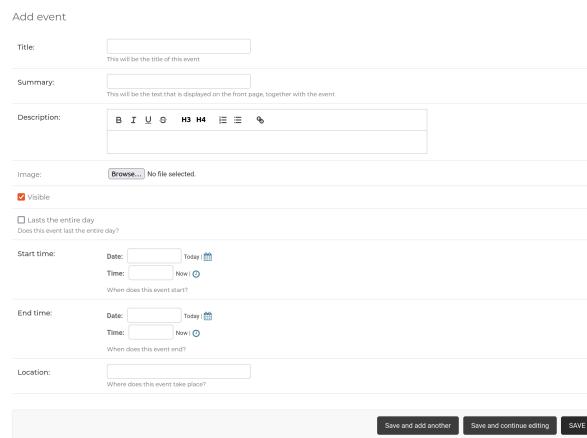
Figure 4: Events as shown on the Future Factory Website

2.1 Creating an event

To create an event, navigate to the landing page of the admin panel (see Figure 3), and click on the Add button next to Events. You will be greeting with a form that should be filled out as shown in Figure 5.

Figure 5: The form shown in order to add an event to the Future Factory Website

In Table 1 you can find a detailed description of each field. Once you have filled out all the information, you can save the event after which you can view it at the website.

Table 1: A description of each field in the form

Field	Required?	Description
Title	✓	The title of this event
Summary	✓	A short summary of the event description. This is shown at the home page (Figure 4)
Description	✓	The description of the event. This text is shown when you actually click on an event. This field allows you to write text with markup (bold, italics and etc.). You can also create headings with the H3 and H4 buttons.
Image	✗	The image that is shown together with the description. A small thumbnail of it is used on the home page. Images are automatically compressed, allowing for faster website loading times.
Visible	✗	When selected the event is shown on the home page and on the all events section. When not selected it does not appear on these places. You can still access it if you have the direct link to it.
Lasts the entire day	✗	When checked an event does not show the time that is filled out, at the moment you are still required to fill one out unfortunately.
Start time	✓	When does this event start?
End time	✓	When does this event end?
Location	✓	Where does this event take place?

2.2 Updating and deleting events

You can change created events by clicking on the change button in the admin overview or on 'events' itself when you are in the admin overview (Figure 3). A list will be shown with all the events that are currently on the website. If you want to alter a specific event, you may click on it. After which you will see the form from Figure 5, but pre-filled with the current information.

In the case that you would like to delete an event (this *cannot* be undone) you can also click on a single event and scroll to the bottom of the form, where you can find the delete button. If you want to remove multiple events in one go, you can select multiple events and click on the action drop down menu, and select 'delete selected events'.

3 Press pictures

The Future Factory websites features a press page (https://futurefactorytwente.nl/press) where one can find all the logos of the teams, but also high-resolution pictures that can be downloaded. These pictures can be added and updated through the admin panel. An screenshot of the press page can be found in Figure 6.

3.1 Add a picture

In order to add a picture to the collection that is found on the presslist, you can click on the Add button next to 'Press pictures' on the admin overview page (Figure 3). You will be greeting with a form which asks you to upload a picture. Select your picture and click on 'save'. The website will automatically generate a lower-quality thumbnail which is used as a preview on the press page.

3.2 Updating or deleting a picture

Pictures can also be changed or completely deleted. You will first have to go to the press picture overview, by clicking on 'press pictures' in the admin overview. By clicking then on a
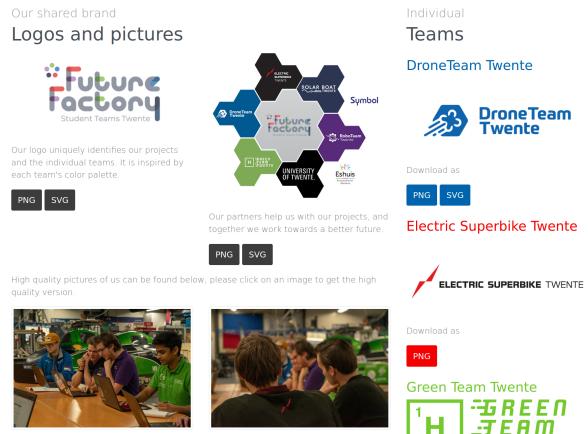
Figure 6: The press page as shown on the Future Factory Website

specific picture name you will be able to either change the image or to remove it completely.

Note: Press images are displayed in the order in that they have been uploaded. If you want to change that order, then you will have to edit existing images or delete them. The Future Factory logo and partner hexagons cannot be changed through the admin portal. These can only be updated by modifying the actual website code. More specifically, you want to check out this file.

3.3   Updating a team logo

The press page also showns logos from teams, both PNG and SVG versions (if available). These are managed by teams themselves and will be more elaborately discussed in Section 5.

4   News articles

News articles are written at a specific day or are related to something that happened on a given day. The website always showcases the last three news articles. News articles can be elaborate articles about past events that happened at the Future Factory, or just short informative pieces of text. Usually they are accompanied with an image, but this is optional. In Figure 7 you can find news articles that are currently shown on the website. *Note:* articles are always shown in an descending order, based on their date.
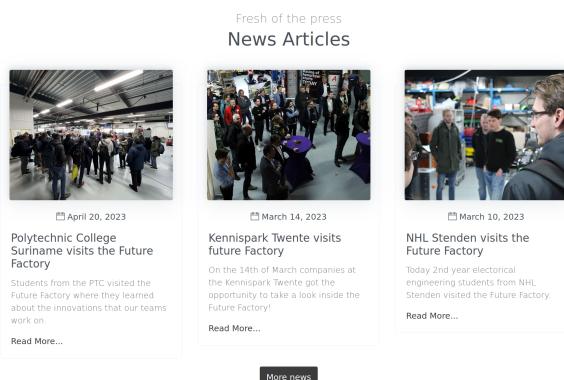

Figure 7: News articles as shown on the Future Factory website

4.1   Creating a news article

To create a news article, navigate to the admin overview (see Figure 3), and click on the `Add` button, next to News articles. You will be greeted with a form that should be filled out as shown in Figure 8.
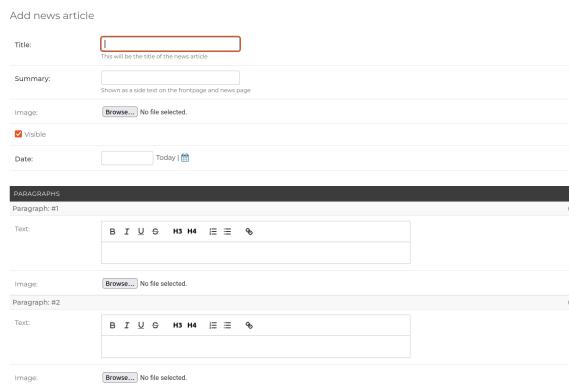
Figure 8: The form shown in order to add a news article to the Future Factory Website

In Table 2 you can find a detailed description of each field. Once you have filled out all the information, you can save the event after which you can view it at the website.

Table 2: A description of each field in the form

Field	Required?	Description
Title	✓	The title of this news article
Summary	✓	A short summary of the news article. This is shown at the home page (Figure 7)
Image	✗	The image that is shown together with the description. A small thumbnail of it is used on the home page. Images are automatically compressed, allowing for faster website loading times.
Visible	✗	When selected the news article is shown on the home page and on the all news articles section. When not selected it does not appear on these places. You can still access it if you have the direct link to it.
Date	✓	When was this news article written?
Paragraph	minimal 1	A paragraph is a piece of text which might get associated with an image. Both the text and image are optional, allowing you to fill out only text or only an image as a paragraph. Just like a description of an event the text in a paragraph allows for some basic editing.

4.2   Updating and deleting news articles

You can change created news articles by clicking on the change button in the admin overview or on the 'news articles' itself, when you are in the admin overview (Figure 3). A list will be shown with all the news articles that can currently be found on the website. If you want to alter a specific news article you can click on it. After which you will see a form similar to Figure 8, but already filled out with the information that is currently known about that specific news article.

   If you want to remove a news article all-together (this action *cannot* be undone), you can click on a single news article and click on the delete button at the bottom of the page. In order to delete multiple articles in one go, you can click on the tick boxes and click on the actions drop down menu, click on 'delete selected news articles' and click on go.

5 Teams

Next to a description of general things that we do and share at the Future Factory, each team also has their own page where they have stored basic information about their team. This section explains how you can update the information from your team.

To start updating the information about your team, you want to go to teams and click on your own team's name. (Which should be the only one available). This edit form is quite extensive and has many options, each subsection will cover a small part.

5.1 Update contact details

The first thing that can updated is the contact information of your team. This information is used by mainly the contact form on your team's page. In Table 3 you can find information about the goal of each field.

Table 3: Descriptions of contact details form

Field	Required?	Description
Contact person	✓	The name of the main contact person
Contact person function	✓	The function of this person
Contact person phone	✓	The phone number of this person
Contact mail	✓	The email of this person
Website	✓	The website of this student team

5.2 Update images

Nice visuals are important in order to get attention from people. Feel free to always upload high-quality images as they are automatically compressed by the website. In Table 4 you can find the description of each field.

Table 4: Descriptions of images form

Field	Required?	Description
Front page picture	✓	The picture that is shown in the hexagons on the home page. *It is very important to make sure that this picture is SQUARE.* Otherwise it will no longer be a nice hexagon.
Banner picture	✓	This is the picture that is shown on your team's page, both at the top as behind the facts.
Logo	✓	The logo of your team, you want to upload one here with correct margins and preferably as a PNG.
Logo svg	✓	The svg version of your logo, this is used on the press page, such that people can always find a high-quality version of your logo.
Main color	✓	The color of your team. It is used to color the headings and icons on your webpage.

5.3 Update team facts

Facts are very short but interesting things that you want to share with the help of a big icon. You can either have three of four of these on your page. In Table 5 you can find a description of these fields.

5.4 Update text sections

Each team's page has some text about who they are and what they do. These consist out of text sections. These sections are very similar to paragraphs in news articles (see Section 4).

Table 5: Descriptions of images form

Field	Required?	Description
Icon	✓	The icon associated with this fact, you are required to choose one from Themify Icons.
Value	✓	Big text which should be eye catching.
Context	✓	Some text giving context to the cool number you've just written down.

Each team is required to have at least one of these section filled out. Table 6 describes each field.

Table 6: Descriptions of the text sections form

Field	Required?	Description
Title	✗	The heading above this section
Text	✓	The text that should go into this section. It has some options for basic mark-up and smaller headings.
Image	✗	An image that can be connected to this section. It will appear next to it on desktops and below it on mobile phones.

A   Information for super users

Next to regular team accounts there also exists a super user account. This account can control everything. Most importantly, it can create new accounts, change rights for team accounts and it can add new teams. Next to that, where teams can only see and edit their own team, these account can change and remove everything.

This section will briefly explain the added powers that you get with this access level. Just be aware to use them with caution. If you are not knowing what you're doing, then I highly suggest to ask for help, since some things can lead to security issues or the website simply not working properly.

A.1   Account creation and control

You can create new users by simply filling out a username and password for this user. In order to make sure that this user can actually access the admin environment you will have to mark them as 'staff'.

Even though these users can now sign-in, they will not be able to do anything. In most cases giving an account regular team actions is enough, this can be done by adding the account to the 'Team' group. If you want, you can also assign them custom permissions. Once done, do not forget to safe your edits.

As an additional security measure, team specific accounts should be linked to a specific team. Otherwise they will still not be able to edit their own information. This is done with the help of 'team accounts'. Click on the Add button next to it and link the correct user account with the team account.

A.1.1   Change someone's password

Sometimes people forget their password. Only admin users can reset these passwords. This can be done by editing a user and at the password section the description will redirect you to a form, see Figure 9.


Password:	algorithm: pbkdf2_sha256 iterations: 390000 salt: x03275**************** hash: KPUwKg**
	Raw passwords are not stored, so there is no way to see this user's password, but you can change the password using this form.

Figure 9: Change a user's password

A.1.2   Change team permissions

In the case that you've created a new feature for teams, involving new database models you will have to give the correct permissions to each team. This can be done by editing the 'Team' group, which can be done in the 'Groups' menu.

A.2   Creating or removing a team

Theoretically it is possible to add a new team, or to remove one. However editing the database is just one of the many steps that it will take in order to update the website. Also the partner hexagons will need an update, perhaps the logo and the front page will need a redsign, since it is designed to show five hexagons. However if that is all done adding a new team is easily done by clicking on the add button, and by filling out all the required information, which is described in detail in the team section (Section 5). Similar, deleting a team can be done by editing it and clicking on the delete button (this action *cannot* be reversed).