**Website information for RT Projects – Durham University team 5 CEP 03/02/2016**

This document refers to the website created between 19/10/2015 and 10/02/2016 for RT Projects. The purpose of this document is to help RT Projects in maintaining their website, and to provide information about the website hosting. For an explanation of implementation decisions and an overview of the file layout of the site, please refer to the file “Information for future developers”.

**1. Updating the website**

As of 03/02/2016, there are 6 pages with text that can be updated without editing the source (html) files: the homepage, the “dementia” page, the “learning disability” page, the “workshops” page, the “Men’s shed” page and the “wellbeing” page. On each of these pages, the “News” box on the left of the page can be updated. On the homepage, the “What’s on” blackboard at the lower centre of the page can also be updated. Henceforth, these updatable sections will be known as “dynamic text”.

There are two ways to update these text portions without accessing the page files directly. These are described in 1.1 and 1.2. Alternatively, the code for all pages has been commented with the aim of making it easy to make small changes to the site, even without much knowledge of html.

1.1 – Using the “Admin” page

The admin page is a basic tool that edits the relevant text files for dynamic text as per 1.2, without the need to access these files directly. To use the admin page:

-Navigate to: www.rtprojects.org.uk/Pages/admin/admin.php

-If prompted, enter the username: rtProjectsAdmin and password: 23cherryTree and click “Submit”.

-In the dropdown box that says “Section”, select the section of dynamic text that you wish to edit.

-Edit the text as desired and then click “Submit”.

-The changes will be submitted instantly. However, it may be necessary to refresh the cache of your browser in order to see the new version of the page, see 1.3.

1.2 – Updating the text files in the dynamicText folder

INSTRUCTIONS ON HOW TO LOG IN TO HOSTING SERVER THING

1.3 – Notes on the ‘Cache’

When updating the website, you may not see your changes straight away if you have recently visited the page in question. This is because your internet browser saves a version of the most recently visited pages in the ‘cache’ to speed up browsing. Should this be an issue, Information about clearing and refreshing the cache can be found at:

<http://www.refreshyourcache.com/en/home/>

1.4 – Updating Images on the site

1.5 – Updating text in areas that do not fall under ‘Dynamic Text’

1.6 – Dramatic changes involving layout changes or additional pages

**2. Hosting information**

**3. Information about backups**

**4. Definition of terms**

Browser – (Internet browser) - A program that presents pages from the world wide web to the user.

Cache – something that stores data. In the context of this document, this refers to a “Web cache”, which stores information about recently visited web pages.

Dynamic text – Here refers to text that can be updated by RT without editing pages directly.

Html – “Hyper Text Markup Language” A language for describing web pages, read by the browser.