

BBCWW User Guidelines | SITE MANAGER

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BBCWW User Guidelines | SITE MANAGER

OVERVIEW

- 1.The Site Manager is designed to perform the following tasks:
- 2.Publish content (database) changes from the preview to live domains
- 3.Update server with development changes
- 4.Creation and deployment of new sites
- 5.Creation and editing of regions
- 6.Editing of channels

NOTE: The Site Manager does not allow the creation or editing of schedule feeds. To add a new site feed, please get in touch with a BBCWW Technical Administrator.

NAVIGATING TO THE SITE MANAGER

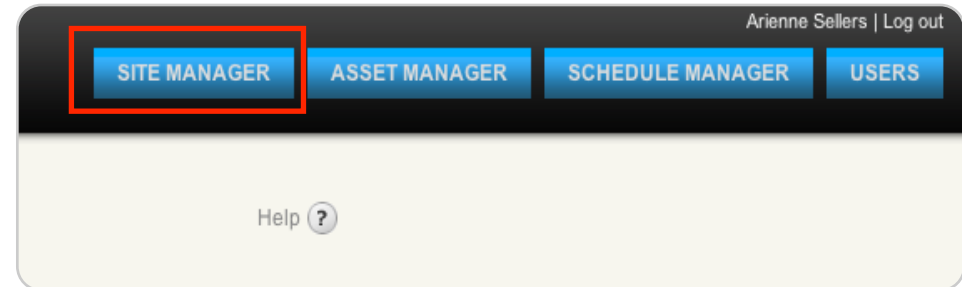
Click the Site Manager tab at the top of any BBCWW Manager or Channel Site

It is also available at the following URL:

<http://site-manager.bbcww.live.airlock.net/>

ACCESS LEVELS

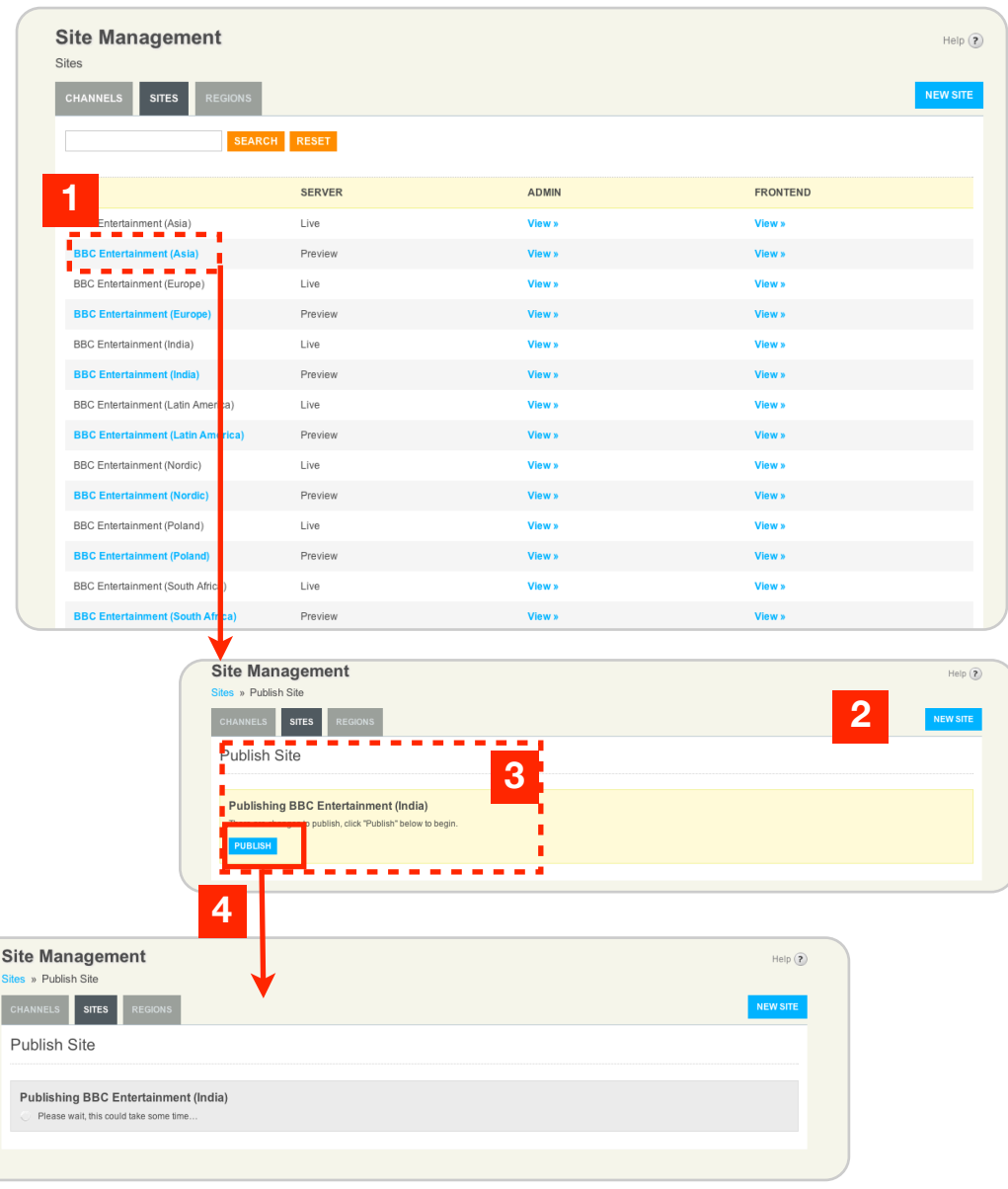
Only administrators and developers have access to the Site Manager



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PUBLISHING CONTENT CHANGES

1. To publish a content change from preview to live, go to the Sites index, and click the preview site you want to publish changes for.
2. This will take you through to a Publish Summary Page.
3. This will show whether there are content changes that need to be pushed from preview to live
4. Click on the 'Publish' button to publish content to live. (Please note this can take a few minutes to complete.)
5. Page displays when publishing is successfully completed



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UPDATING CHANNEL SERVERS

Whenever there has been development work done, the Channel Servers will need updating to reflect this change

1. Clicking on the 'View' link in the 'Server Status' column on the Channel's Index Page will go through to the Server Summary for that Channel.

2. The Server Summary page details the server status.

3. If a server needs to be updated it will be highlighted.

4. To update a server, click on 'Update'. The update process can take a few minutes.

5. Server will then be shown as updated

NOTES

All new code changes should be tested first on preview, before updating live server.

Site Management
Channels

CHANNELS SITES REGIONS

SEARCH RESET 5 channels found.

| NAME | DEFAULT REGION | ENABLED REGIONS | SERVER STATUS | SITES |
|-------------------|-------------------|------------------------------|------------------------|------------------------|
| BBC Entertainment | South Africa (za) | Asia (asia), Europe (europe) | View » | View » |
| BBC HD | South Africa (za) | Asia (asia) | View » | View » |
| BBC Knowledge | South Africa (za) | | View » | View » |
| BBC Lifestyle | South Africa (za) | | View » | View » |
| CBeebies | South Africa (za) | Asia (asia) | View » | View » |

Site Management
Channels » Status of BBC Entertainment

CHANNELS SITES REGIONS

Channel Status - BBC Entertainment

Live Server
This server needs updating, click "Update" below to begin.

| | |
|-------------|---|
| Permissions | Ok |
| File Mode | Ok |
| Location | entertainment.bbcww.live.airlock.net |
| Repository | randb.codebasehq.com/bbcww/mastersite-three |
| Commit | 4b9434a8b8035cf948ee791954c7b65aaa81 |

[UPDATE](#)

Preview Server
This server is up to date.

| | |
|-------------|---|
| Permissions | Ok |
| File Mode | Ok |
| Location | entertainment.bbcww.preview.airlock.net |
| Repository | randb.codebasehq.com/bbcww/mastersite-three |
| Commit | 25a4340ecad5c1f3e4f6f3d61fe8420c770a08 |

Site Management
Channels » Status of BBC Entertainment

CHANNELS SITES REGIONS

Channel Status - BBC Entertainment

Live Server
This server is up to date.

| | |
|-------------|---|
| Permissions | Ok |
| File Mode | Ok |
| Location | entertainment.bbcww.live.airlock.net |
| Repository | randb.codebasehq.com/bbcww/mastersite-three |
| Commit | 25a4340ecad5c1f3e4f6f3d61fe8420c770a08 |

Preview Server
This server is up to date.

| | |
|-------------|---|
| Permissions | Ok |
| File Mode | Ok |
| Location | entertainment.bbcww.preview.airlock.net |
| Repository | randb.codebasehq.com/bbcww/mastersite-three |
| Commit | 25a4340ecad5c1f3e4f6f3d61fe8420c770a08 |

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DEPLOYING A NEW SITE

- 1.To create and deploy a new site, click on the 'New Site' button in the Sites Index Page
- 2.Choose your channel from the dropdown (of created channels)
- 3.Choose a region from the dropdown (you will first have to create the region and assign that region in the channels area)
- 4.Chose a server - whether live or preview.
- 5.Or.. select the site you wish to deploy from the boxes below
- 6.Click 'Install Site' and the site deployment will begin - please note this can take a few minutes.
- 7.A new site will be created

NOTES

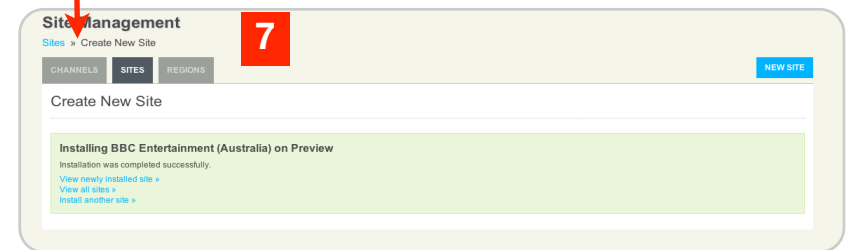
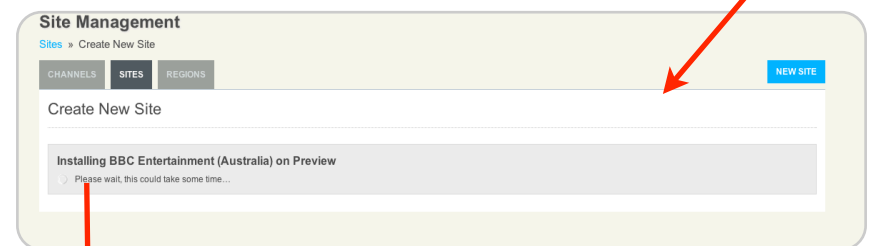
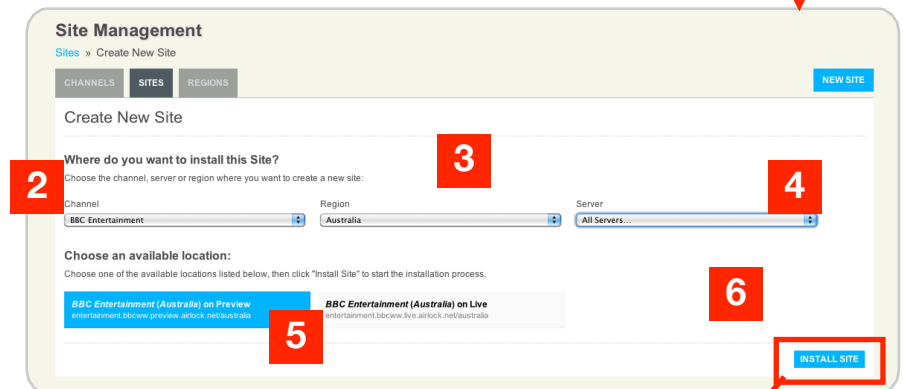
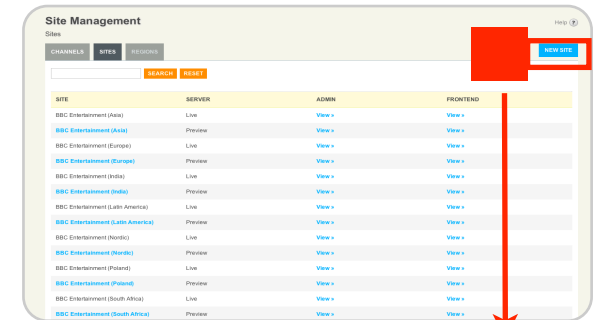
The site will be created instantly and will be deployed as a clone of the Channel's default site (database) at point of original delivery.

This will include the basic page and component set up required for the site, as per the Channel's original designs.

Producers can then edit this basic set up should they choose, or delete pages and components and start from scratch.

Note, both a live and preview instance will need to be set up for each new site.

Sites cannot be deleted directly from the Site Manager. To remove an existing site, please get in touch with a BBCWW Technical Administrator.



BBCWW User Guidelines | SITE MANAGER

CREATING / EDITING REGIONS

1.To create a new region, click on the 'New Region' button on the Regions Index Page

2.Region Name - this needs to be unique, you cannot have 2 regions named the same

3.Region Code - this needs to be unique, you cannot have 2 region codes named the same)

4.Default Timezone - ordered under timezone area

5.Countries - multi-select option (with keyword filter). This selection will be editable for each Channel within the channels area.

6.Press 'Save Region' to create your region

7.To edit an existing region click on the region name in the index table

NOTES Regions cannot be deleted directly from the Site Manager. To remove an existing region, please get in touch with a BBCWW Technical Administrator.

Site Management

Regions

CHANNELS SITES REGIONS

1 NEW REGION

8 regions found.

Suggested Searches: [antiques](#) · [Waterloo](#) · [Waterloo Road](#)

| NAME | CODE | DEFAULT TIMEZONE | COUNTRIES | LAST UPDATED |
|---------------|-----------|-----------------------|----------------------------|------------------|
| Asia | asia | Asia > Hong Kong | Singapore, Malaysia, Korea | 8 December 2010 |
| Australia | australia | Australia > Sydney | Australia | 8 December 2010 |
| Europe | europa | Europe > London | Serbia, Yemen | 10 December 2010 |
| India | india | Asia > Calcutta | India | 8 December 2010 |
| Latin America | lat-am | America > Mexico City | Mexico | 8 December 2010 |
| Nordic | nordic | Europe > Oslo | Sweden, Norway, Finland | 8 December 2010 |
| Poland | poland | Europe > Warsaw | Poland | 8 December 2010 |
| South Africa | za | Africa > Johannesburg | South Africa | 8 December 2010 |

Site Management

Regions > Create Region

CHANNELS SITES REGIONS

2

3

4

5

6

SAVE REGION

CANCEL

BBCWW User Guidelines | SITE MANAGER

EDITING CHANNELS

1. Click on the Channel Name in the Channels Index Page to edit a Channel
2. Edit regions or individual countries within regions.
3. Channel Name is always locked

CREATING / DELETING CHANNELS

Channels cannot be created or deleted through the Site Manager. To create a new channel, or remove an existing channel, please get in touch with a BBCWW Technical Administrator.

The image shows two screenshots of the Site Manager interface. The top screenshot is the 'Channels' index page, and the bottom screenshot is the 'Edit Channel - BBC Entertainment' page. A red arrow points from the 'BBC Entertainment' link in the top screenshot to the 'Edit Channel' page in the bottom screenshot.

Top Screenshot: Channels Index Page

Site Management
Channels
CHANNELS SITES REGIONS

1 [Search bar] SEARCH RESET 5 channels found.

| NAME | DEFAULT REGION | ENABLED REGIONS | SERVER STATUS | SITES |
|-------------------|-------------------|------------------------------|---------------|--------|
| BBC Entertainment | South Africa (za) | Asia (asia), Europe (europe) | more View » | View » |
| BBC HD | South Africa (za) | Asia (asia) | | View » |
| BBC Knowledge | South Africa (za) | | | View » |
| BBC Lifestyle | South Africa (za) | | | View » |
| CBeebies | South Africa (za) | Asia (asia) | more View » | View » |

Bottom Screenshot: Edit Channel - BBC Entertainment

Site Management
Channels » BBC Entertainment
CHANNELS SITES REGIONS

Edit Channel - BBC Entertainment

3 Channel name Locked
BBC Entertainment

Choose regions
Click entire regions or just countries to select the regions available for this channel.

2 [Region selection area]

Europe
Armenia
Austria
Azerbaijan
Bahrain
Belarus
Belgium
Bosnia And Herzegovina
Bulgaria
Croatia (Local Name: Hrvatska)
Cyprus
Czech Republic

Asia
Hong Kong
India
Indonesia
Korea
Malaysia
Singapore

Nordic
Denmark
Finland
Norway
Sweden

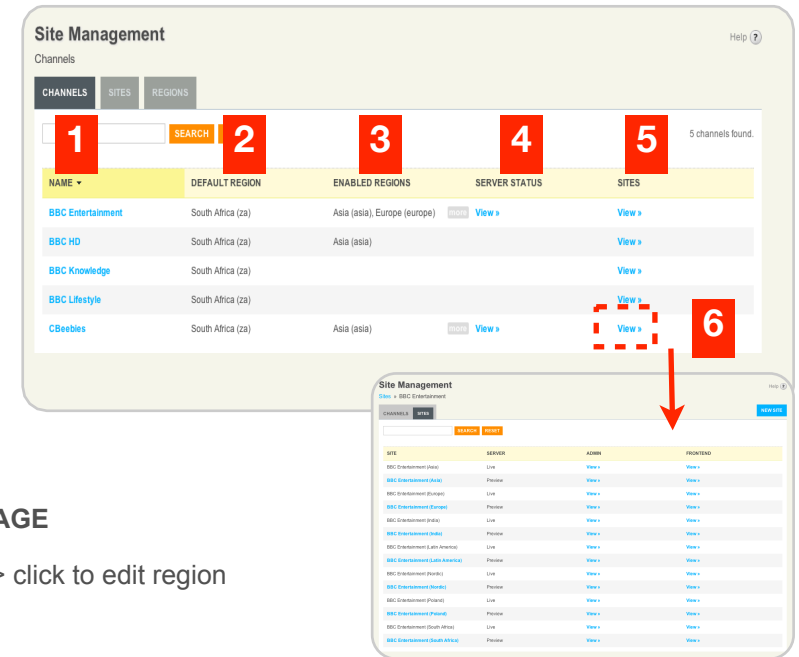
Australia
Australia

India
India

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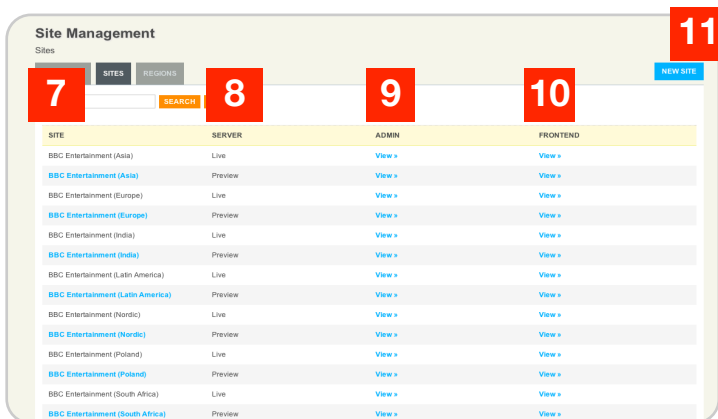
CHANNELS INDEX PAGE

1. Click on the Channel Name in the Channels Index Page to edit a Channel
2. Default Region - Default region for Channel (please note a channel's default region cannot be edited on the Site Manager. They are set when a Channel is first created. To change a default region for a channel please get in touch with a BBCWW Technical Administrator)
3. Enabled Regions - click 'more' to reveal all
4. Server Status - click 'View' to go to Channel's server status page and enable channel updates.
5. Sites - click 'View' to be taken to list of sites for that Channel.



SITES INDEX PAGE

7. Site Name - click to go to publishing area
8. Server - shows whether live or preview version (there should be an entry for each)
9. Admin - click to link straight to admin area of site
10. Frontend - click to link straight to frontend of site
11. Creates a new site



REGIONS INDEX PAGE

12. Name of region > click to edit region
13. Region code
14. Default Timezone
15. Countries - click 'more' to display all
16. Creates new region

