Dover War Memorial Project - User Guide

This document acts as a user guide for someone who will be also performing administration functions (i.e. it's not for the general public). It will identify features of each page, and how to perform all the actions required to maintain and update the website.

Contents

1   Notes

Buttons on screen are labelled in *italics*, with text to be entered or displayed in `monospace`. Any *Edit*, *Add* or *Delete* buttons in screenshots are not displayed if the user is not logged in. Numbers in red, for example **1**, point to a reference of the relevant figure.

✓ Note

Some information may be of interest and is displayed in this type of box.

⚡ Warning!

More serious information may be displayed in a box similar to this.

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2 Navigation & Login

There are two main menu bars on the site. These are displayed on every single page, with the top bar gaining an extra row when logged in. The text disappears when viewed on mobile, for space reasons. The home page contains the same content as before, along with some dynamic data: a summary of the most recent news article and the names of any casualties that died on this day.

2.1 What does the Home Page do?

Figure 1 (Page 3) shows the home page as viewed when not logged in. **1** links back to the home page, **2** navigates to the Latest News area (Section 3 (Page 6)), **3** to the Casualty Index (Section 4 (Page 12)), **4** to the Articles area (Section 5 (Page 22)), **5** the Search area (Section 6 (Page 26)) and **6** to the Contact Us page. At the bottom of the page, these links are reproduced, with the addition of **7**, which navigates to the Login page (Section 2.2 (Page 4)). Other areas on the page are the latest news article (**8**), the list of casualties who died today (**9**) and the main narrative (**10**).
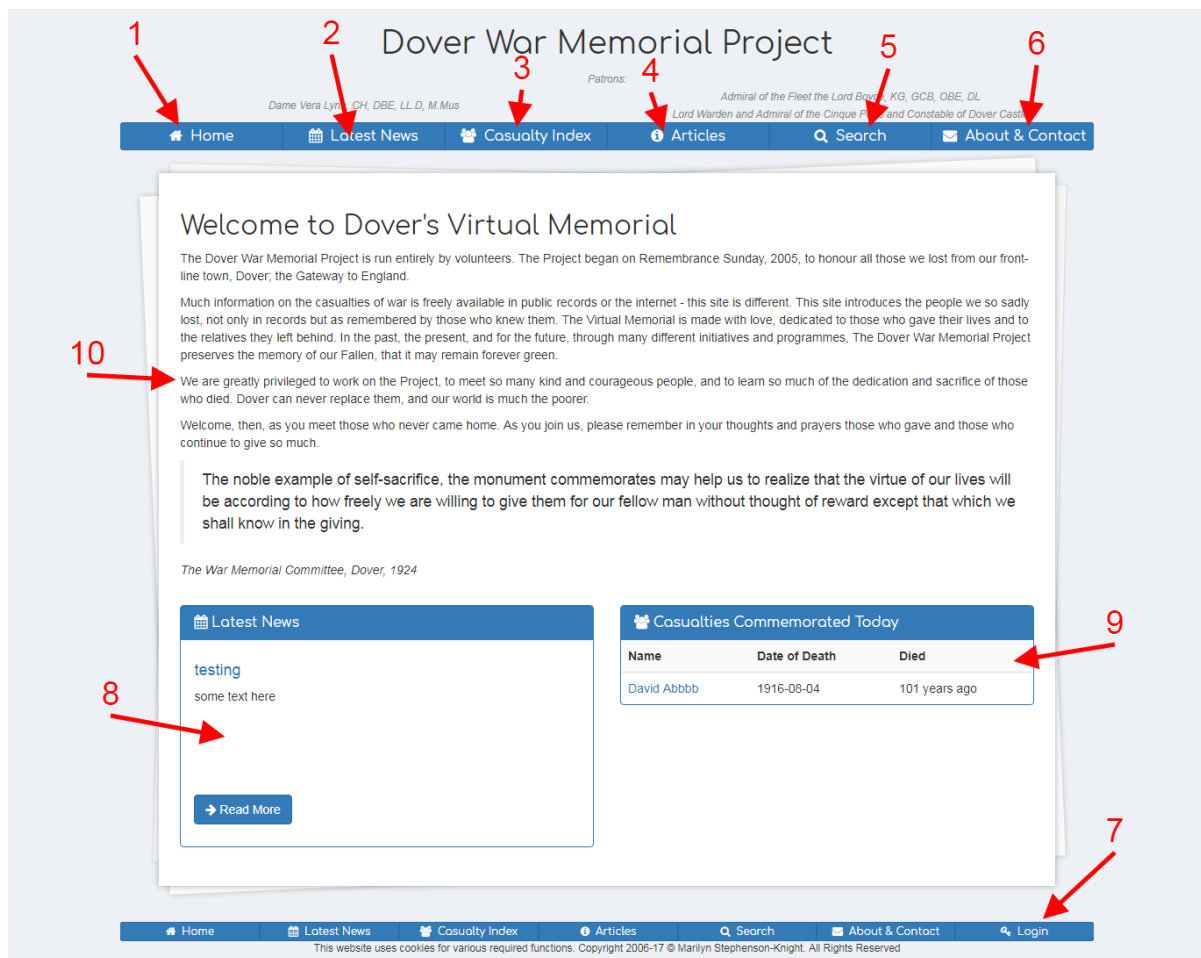
Figure 1: Home Page

2.2 How do I login?

To login, click the *Login* button on the bottom menu bar (see **7** on Figure 1 (Page 3)). The login page is then loaded (Figure 2 (Page 4)), which allows the user to login to the site to make various changes. **1** is where the username must be entered with **2** being the password field. **3** submits this information.

⚡ **Warning!**

There is no way of resetting your username or password, so ensure that you remember it

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Figure 2: Login Page

2.3 How does the Home Page look after Login?

Once a user has logged in, menu bars change. The top menu bar gains another row, with the login button on the bottom bar being replaced with a logout button, as can be seen in Figure 3 (Page 5). **1** shows the currently logged in user, **2** navigates to the config page (Section 7 (Page 30)) and **3** the admin help page (where this document is stored). **4** and **5** allow the user to logout. **6**allows the user to edit the narrative text. These appear in numerous places across the site.
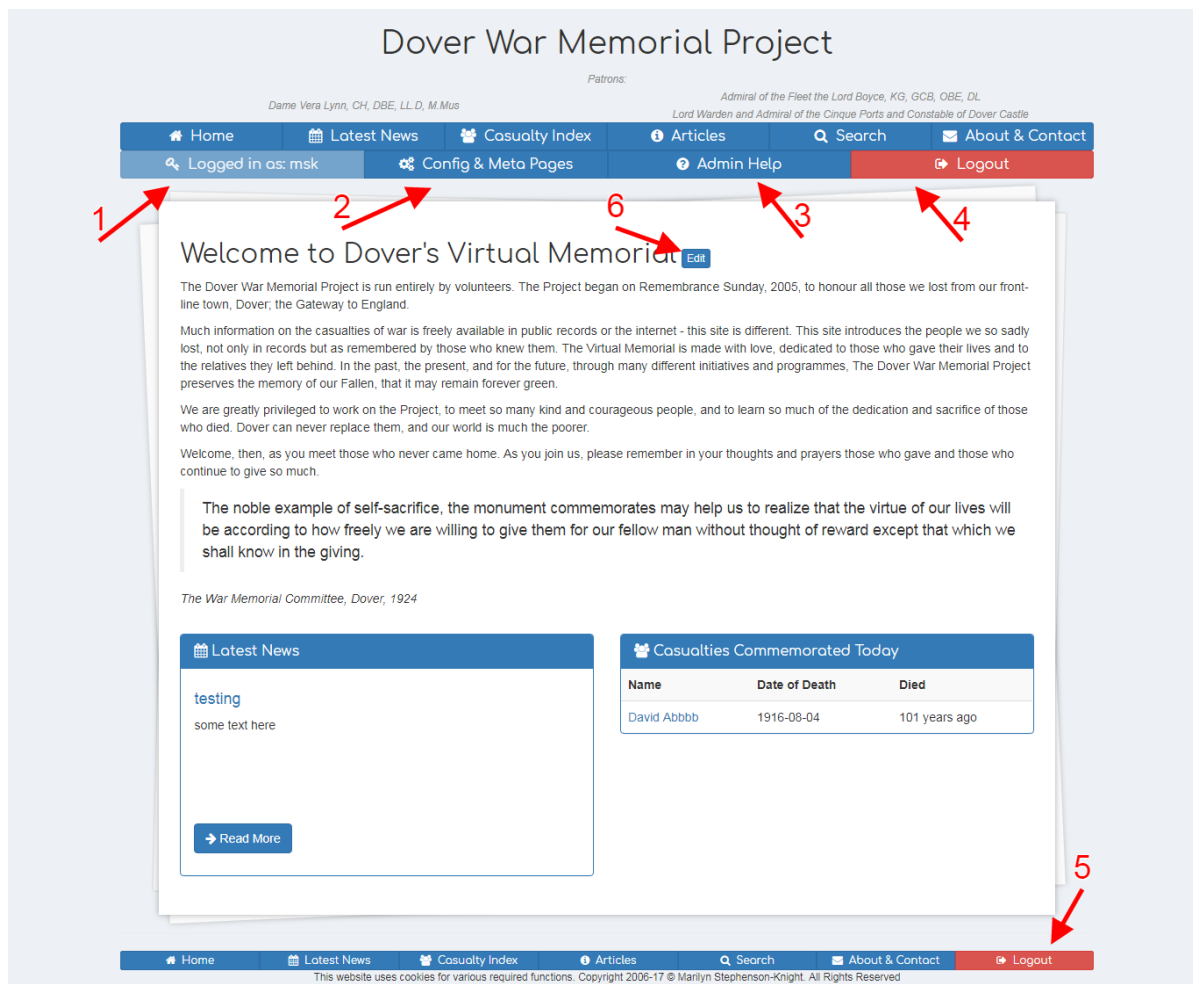

Figure 3: Home Page after Login

3 Site Updates

This section of the site contains two areas: Latest News, and a Change Log. The latest news section is for interesting updates and events that you may wish to bring attention to, in a similar way to the current latest news page. The most recent news article is also displayed on the home page.

The Change Log is a list of all the changes on the site (or rather, all the changes when you have entered a description of the change). This allows those visitors who wish to know what exactly is changing and when the ability to do so. It's also quite useful to show that the site is "fresh" and being regularly updates.

3.1 How do I view a List of Updates?

Navigate to Site Update section, by clicking the *Latest News* link in either menu bar. A list of this year's updates will show, in a similar fashion to Figure 4 (Page 6).
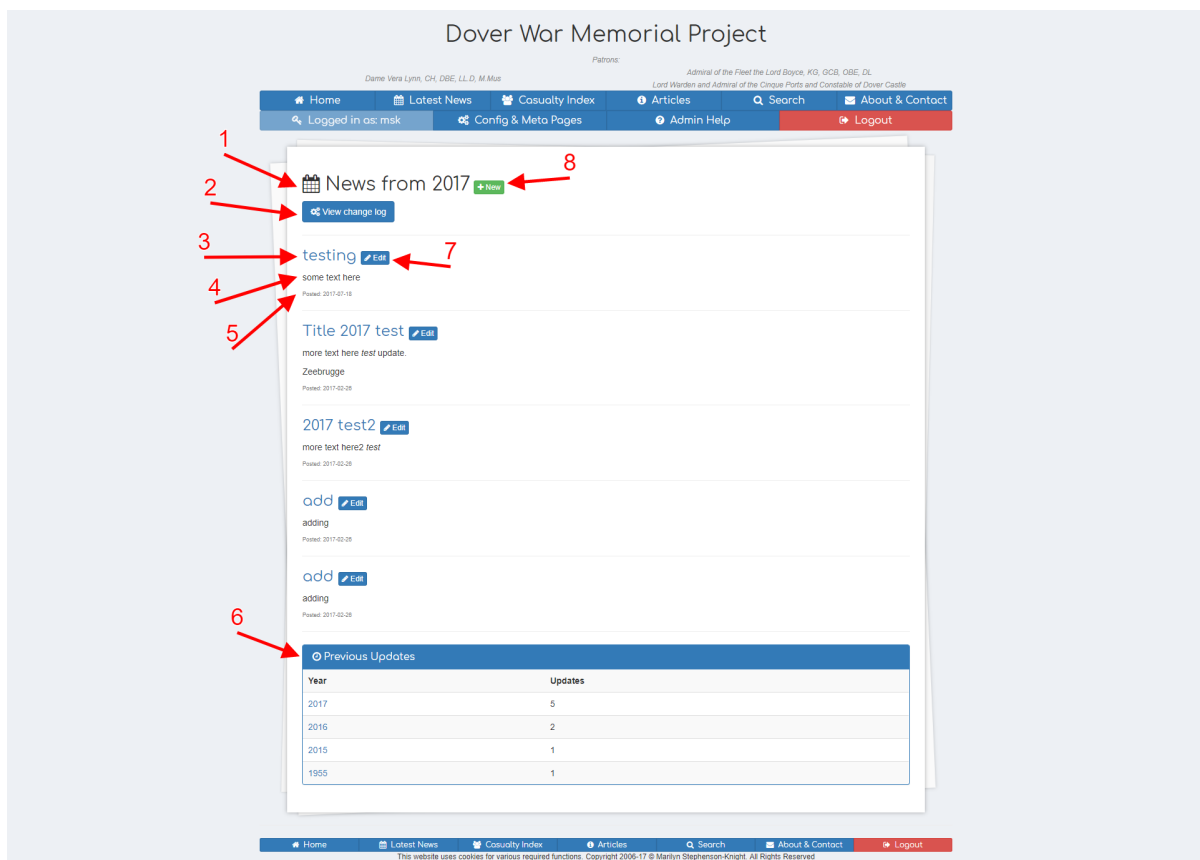

Figure 4: List of Site Updates

1 indicates which year's updates are being shown, with **2** providing a link to the change log, described in Section 3.5 (Page 10). Each update is displayed below that, with **3** showing the title (and allowing the user to view an individual update, as in Section 3.2 (Page 7)), **4** the content of that update and **5** the date the site update was posted. **6** shows a list of previous years and the number of site updates from those years. Clicking on a year will load the updates from the respective year. **7** and **8** allow the creation and editing of a site update, which is described in Section 3.3 (Page 8).

3.2 How do I view a particular Update?

To view a particular update, click on the title of any update on the list of updates (**3** in Figure 4 (Page 6)). A page will load similar to Figure 5 (Page 7). **1** shows the title, **2** the content of the update and **3** the date the site update was posted. **4** allows the user to return to the list of site updates for that year, while **5** allows the user to edit this update, as described in Section 3.3 (Page 8).
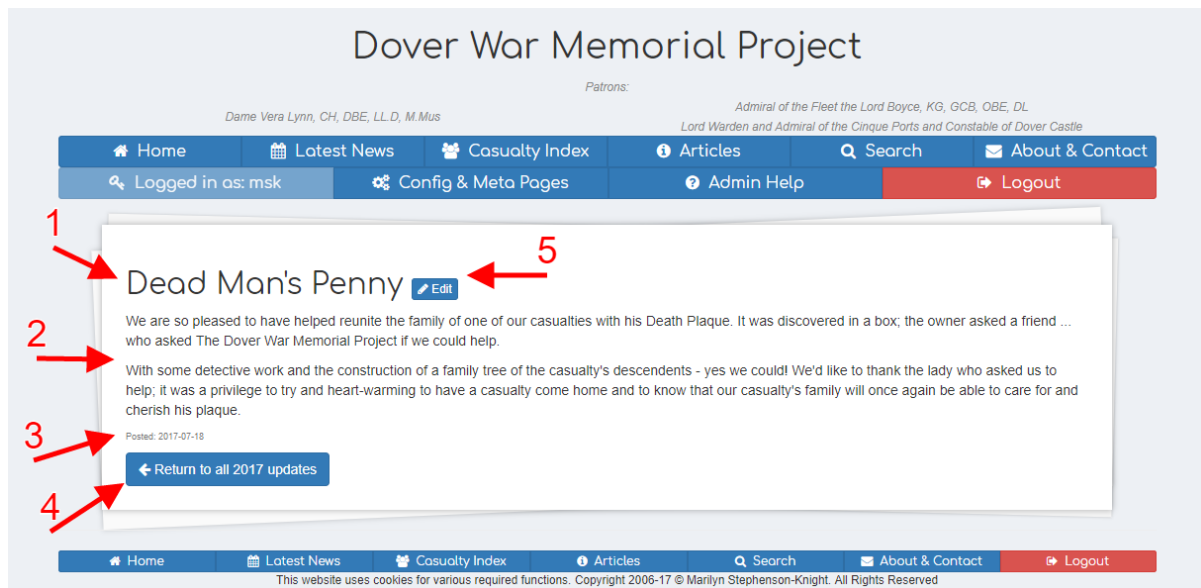

Figure 5: Example of a Site Update

3.3   How do I Add or Edit an Update?

To create a new site update, use the *Add* button on the list of updates (**8** of Figure 4 (Page 6). To edit an update, click the *Edit* button next to the title of the update, either on the list of updates (**7** on Figure 4 (Page 6)) or the page of a particular update (**5** on Figure 5 (Page 7)). Both methods will load a similar page, with the difference being that an Edit page will have boxes filled with data, as can be seen in Figure 6 (Page 8).

Figure 6: Example of Editing a Site Update

1 allows the editing of the title of the site update, while **2** allows the editing of the main content of the update. An explanation of the buttons around this area is described in Section 8.1 (Page 30). **3** shows the date this update was posted on. It is possible to set this in the future - if this is done, the update will not appear in list of updates until this date (for example, you could create a Christmas message that appears on the 25th December, without needing to log on then). A list of future updates is described in Section 7.1 (Page 30).

> ✓ **Note**
>
> The `title`, `content` and `date posted` fields must all be complete before the site update can be saved

4 will show a slightly different background is this is a "family update" in a similar manner to the existing site. **5** allows this edit to be recorded in the Change Log, if completed. Creating a new update,

or substantially editing one, may be of interest so this field can be completed. For fixing a small typo, it is probably not worth it. **6** saves this update, while **7** returns to view this update, discarding any changes. **8** allows the deletion of an update and is described in Section 3.4 (Page 9). The *View* and *Delete* buttons are not shown if this is a new memorial.

3.4   How do I delete an Update?

To delete an update, navigate to its edit page, as described in Section 3.3 (Page 8). Using the *Delete Site Update* button (**8** in Figure 6 (Page 8)), will display a warning message similar to Figure 7 (Page 9). Clicking on *Cancel* (**1**) will ignore this message, while **2** will delete the site update.
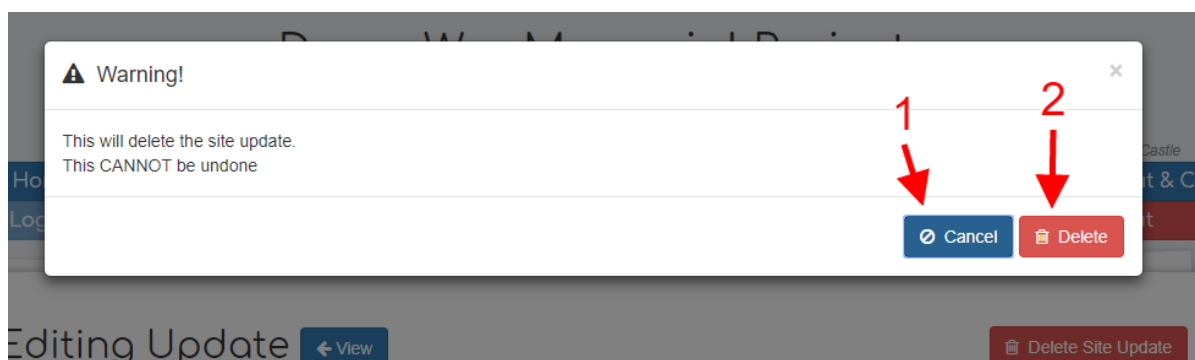
⚡ **Warning!**

Deletions cannot be undone

Figure 7: Deleting a Site Update

3.5   How do I view a List of Changes?

To view the change log, navigate to the list of site updates (see Section 3.1 (Page 6)) and click on the *View change log* button, as shown by **2** in Figure 4 (Page 6). A page should load similar to Figure 8 (Page 10).

Figure 8: View the Change Log

1 allows the user to return to the list of site updates (see Section 3.1 (Page 6)). The table shown by **2** lists the date of the change, the type of change, and the description entered. **3**allows the quick navigation to the item changed, while **4** allows the deletion of a change log item (see Section 3.6 (Page 11)). **5** indicates a summary of previous years' change log items, allowing a user to view a list of changes in the past.

3.6 How do I delete an Change Log item?

Navigate to the change log as described in Section 3.5 (Page 10). Next to the item in question, press the delete button (**4**in Figure 8 (Page 10)). A panel should appear similar to Figure 9 (Page 11). Clicking on *Cancel* (**1**) will ignore this message, while **2** will delete the change log entry.

⚡ Warning!

Deletions cannot be undone

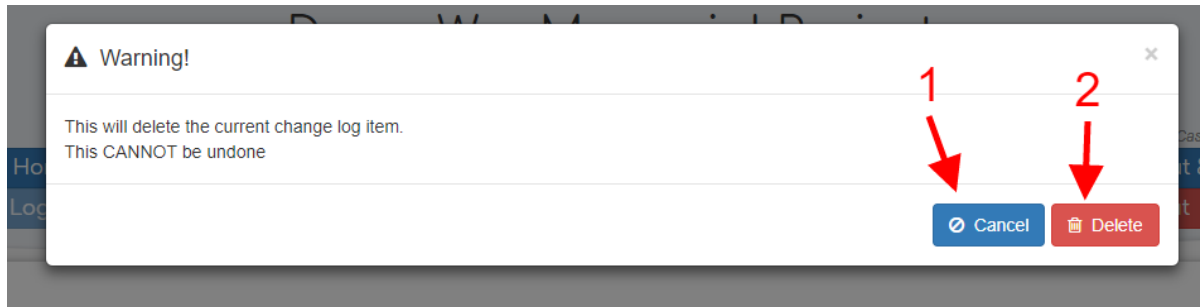Figure 9: Deleting a Change Log Entry

4 Casualty Index

The casualty index is the main section of the site, and therefore has a lot of details associated with it. Casualties are grouped into one or more memorials, with a few main ones shown in more prominence on the main memorial list (the same ones that are shown on the old site). Lists of casualties are displayed on each memorial's page. There is also a memorial map, which shows the various memorials on a interactive map. A casualty as the same narrative before, along with their pictures, as well as a section full of data - used to create the relational and searchable database.

4.1 How do I view a List of all Memorials?

Navigate to the list of memorials by clicking the *Casualty Index* button on the top or bottom menu bar. A page should load similar to Figure 10 (Page 12).
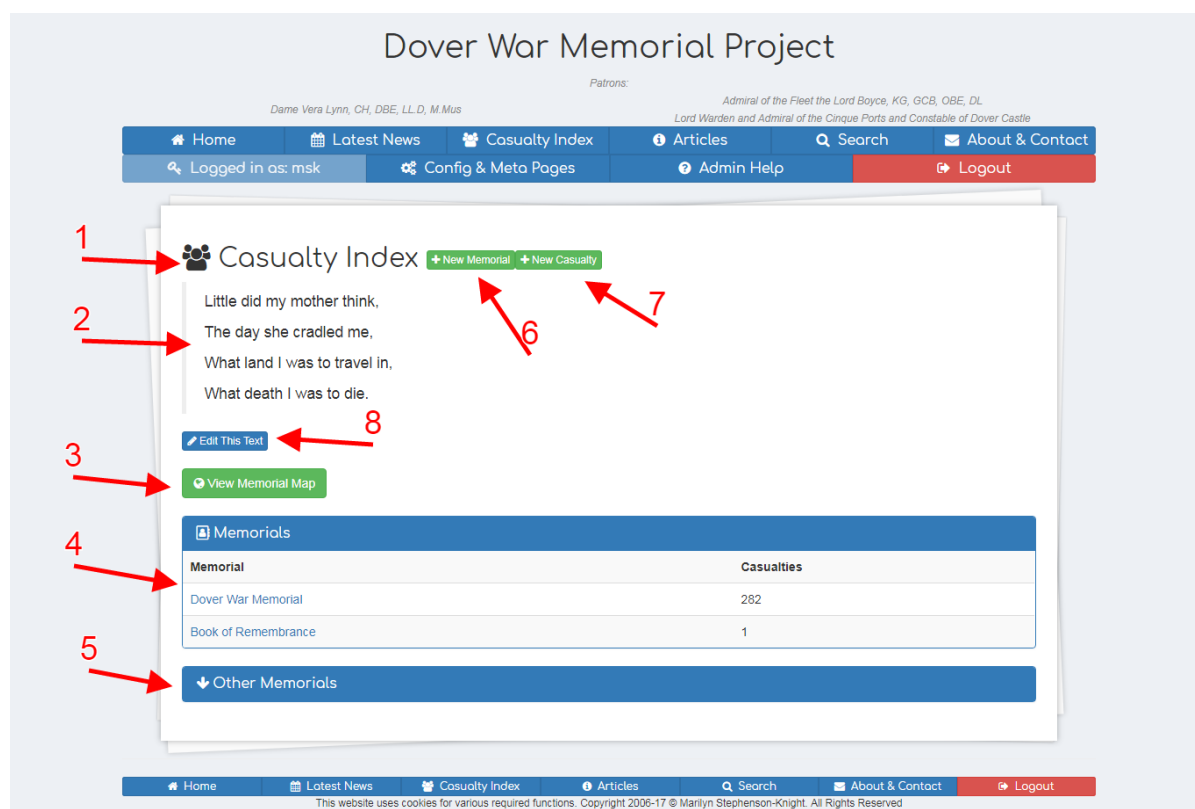
Figure 10: View the List of Memorials

1 shows the title of the page, while **2** provides some narrative content (which can be edited using **8**). **3** links to the memorial map, while the list of memorials are indicated by **4** the name of the memorial and the number of casualties are shown. **5** allows the user to also view the other memorials, which are displayed in the same way. **6** and **7** allow the creation of a new memorial and casualty respectively.

4.2 How do I view the Memorial Map?

To view the memorial map, navigate to the list of memorials (see Section 4.1 (Page 12)) and click on the *Memorial Map* button, as shown by **3** in Figure 10 (Page 12). A page should load similar to Figure 11 (Page 13).
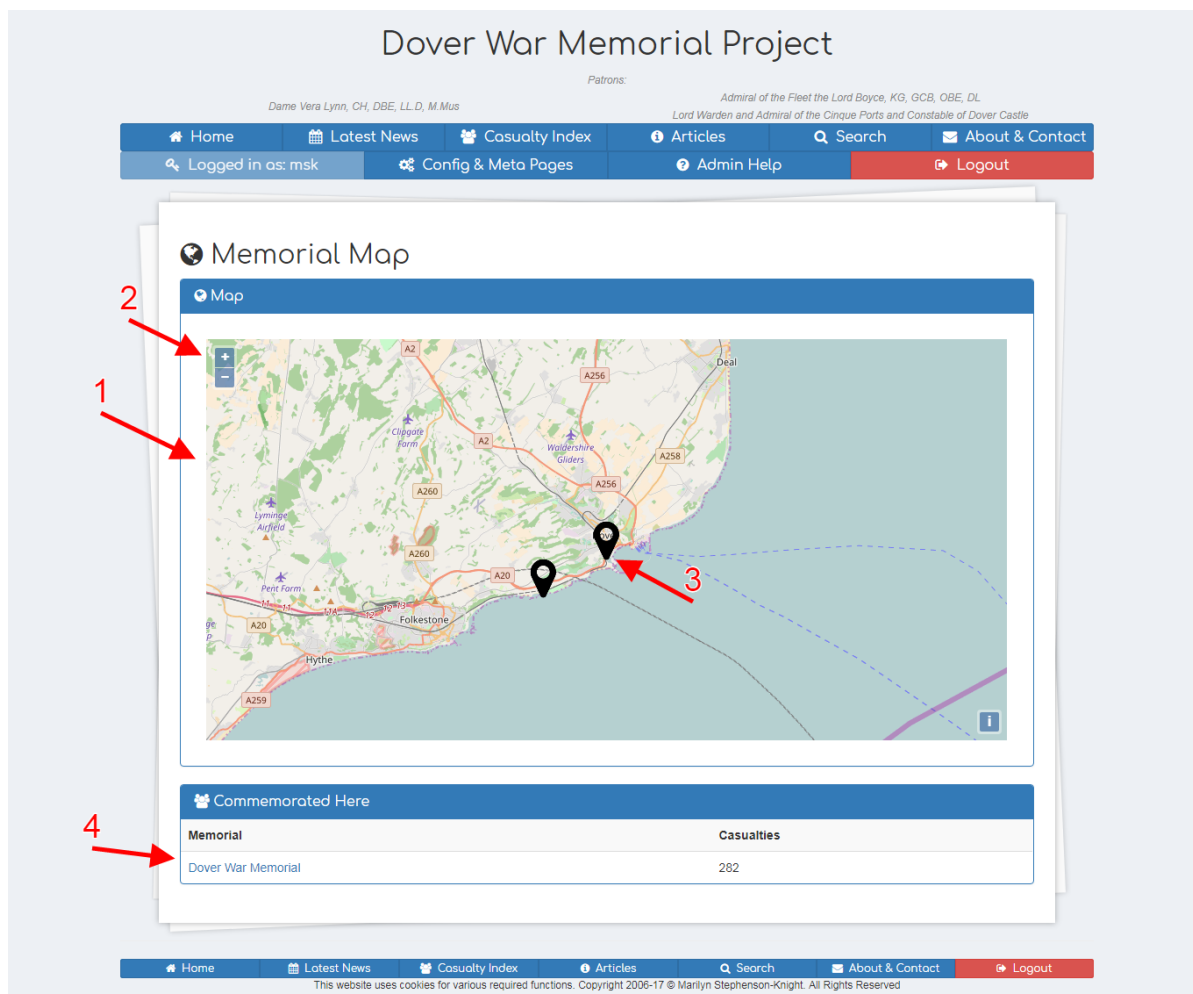

Figure 11: View the Memorial Map

The main map window is shown in **1** with some navigation buttons displayed in **2**. The map uses standard navigation features: dragging, scrolling, etc. Clicking on a black pin, as indicated by **3**, will show a panel below (**4**) detailing the name and number of casualties at that memorial.

✓ **Note**

Only memorials with latitude and longitude information are displayed on this map, and by default, it will centre on Dover.

4.3 How do I view a particular Memorial?

To view the memorial map, navigate to the list of memorials (see Section 4.1 (Page 12)) and click on the name of any memorial. A page will load similar to Figure 12 (Page 14).
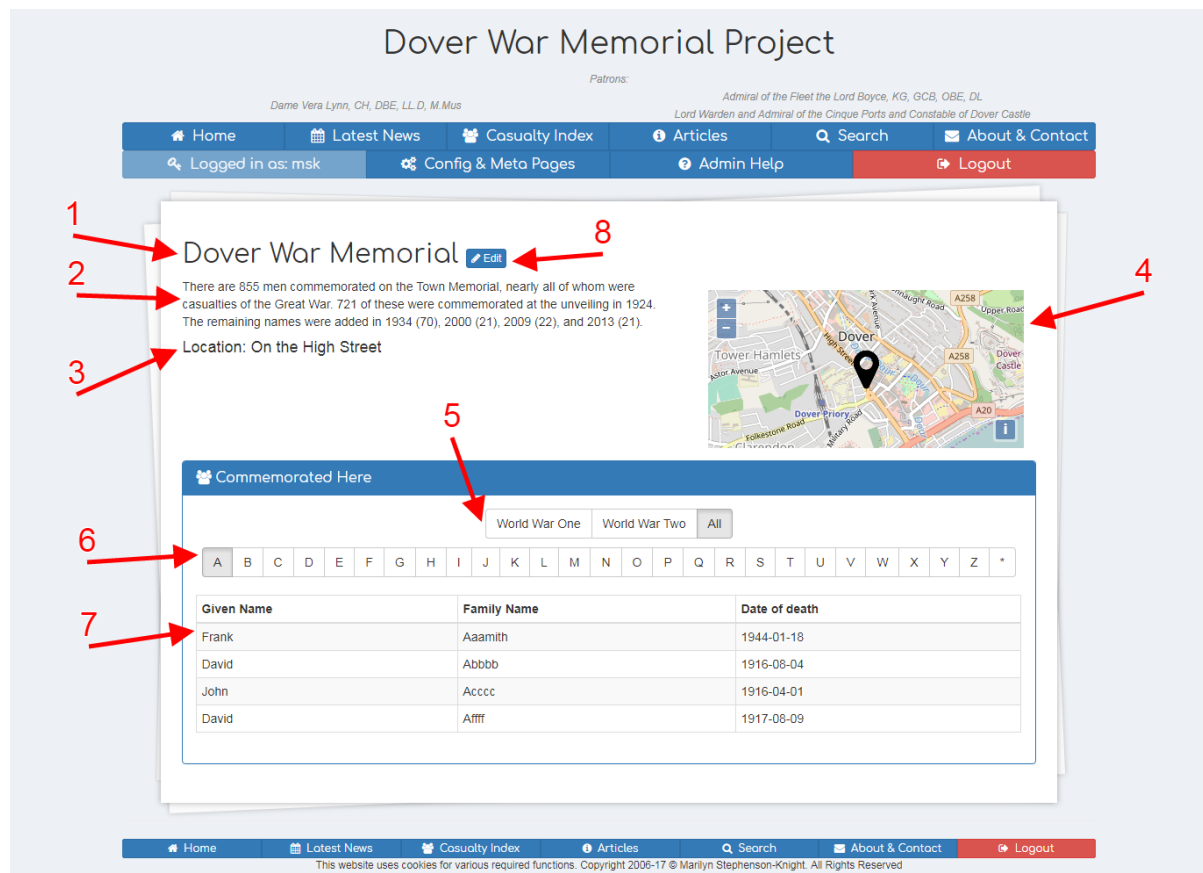

Figure 12: View a particular memorial

1 gives the title of the memorial, while **2** displays the narrative content, editable using the button indicated by **8**. A text description of the location is shown by **3** (for example, if the memorial is a book, or perhaps a grave reference number), with a map shown by **4**. **5** allows the user to filter casualties by the two World Wars, or by all wars, while **6** allows the filtering by surname. The list of filtered casualties is indicated by **7**and navigates to that casualty's particular page.

✓ **Note**

If no latitude or longitude has been set then the map is not displayed.

4.4 How do I Add or Edit a Memorial?

To create a new memorial, use the *New Memorial* button on the list of memorials (**6** of Figure 10 (Page 12)). To edit an update, click the *Edit* button next to the title of the memorial on the page of a particular memorial (**8** on Figure 12 (Page 14)). Both methods will load a similar page, with the difference being that an Edit page will have boxes filled with data, as can be seen in Figure 13 (Page 15).

Figure 13: Editing a Memorial

1 indicates the name of the memorial, with **2** indicating the narrative content. An explanation of the buttons around this area is described in Section 8.1 (Page 30). **4** indicates the text description of the location of the memorial, while **4** and **5** contain the latitude and longitude (as decimal numbers).

✓ Note

On Google Maps, right click and select *What's here?*. At the bottom of the screen, the latitude and longitude of the clicked location is shown.

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6 indicates the order in which this memorial should appear in the main list of memorials. If this memorial should not appear in the main list, then leave this blank. The lower a number, the higher it will be displayed on the list. **7** allows this edit to be recorded in the Change Log, if completed. Creating a new update, or substantially editing one, may be of interest so this field can be completed. For fixing a small typo, it is probably not worth it. **8** saves this memorial, while **9** returns to view this memorial, discarding any changes. **10** allows the deletion of an update and is described in Section 4.5 (Page 16). The *View* and *Delete* buttons are not shown if this is a new memorial.

✓ Note

The `name` and `content` fields must all be complete before the site update can be saved

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4.5   How do I delete a Memorial?

To delete a memorial, navigate to its edit page, as described in Section 4.4 (Page 15). Using the *Delete Memorial* button (**10** in Figure 13 (Page 15)), will display a warning message similar to Figure 14 (Page 16). Clicking on *Cancel* (**1**) will ignore this message, while **2** will delete the memorial.

⚡ Warning!

Any casualties with this memorial will have it removed. This may mean some casualties have no memorial and therefore will be displayed in a list as described in Section 7.1 (Page 30). Deletions cannot be undone
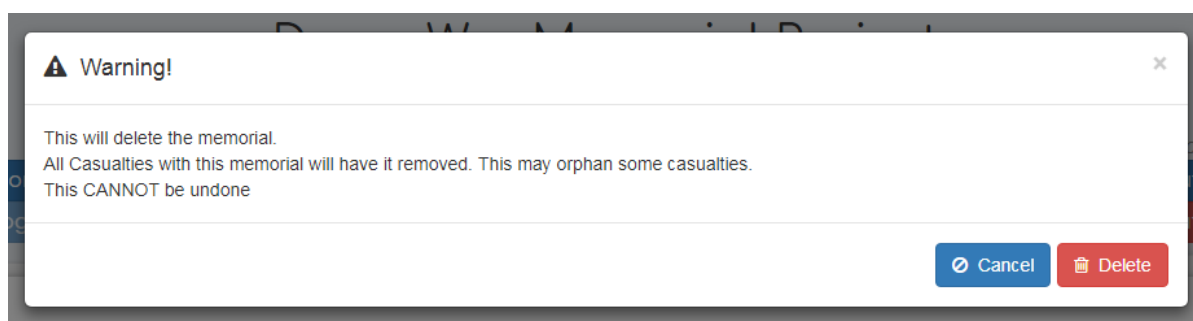

Figure 14: Deleting a Memorial

4.6   How do I view a Casualty?

To navigate to a particular casualty, navigate to a particular memorial and choose the casualty from the list (**7** from Figure 12 (Page 14)). It is also possible to arrive at a casualty from the home page if they are commemorated on this particular date. A page should load similar to Figure 15 (Page 17).
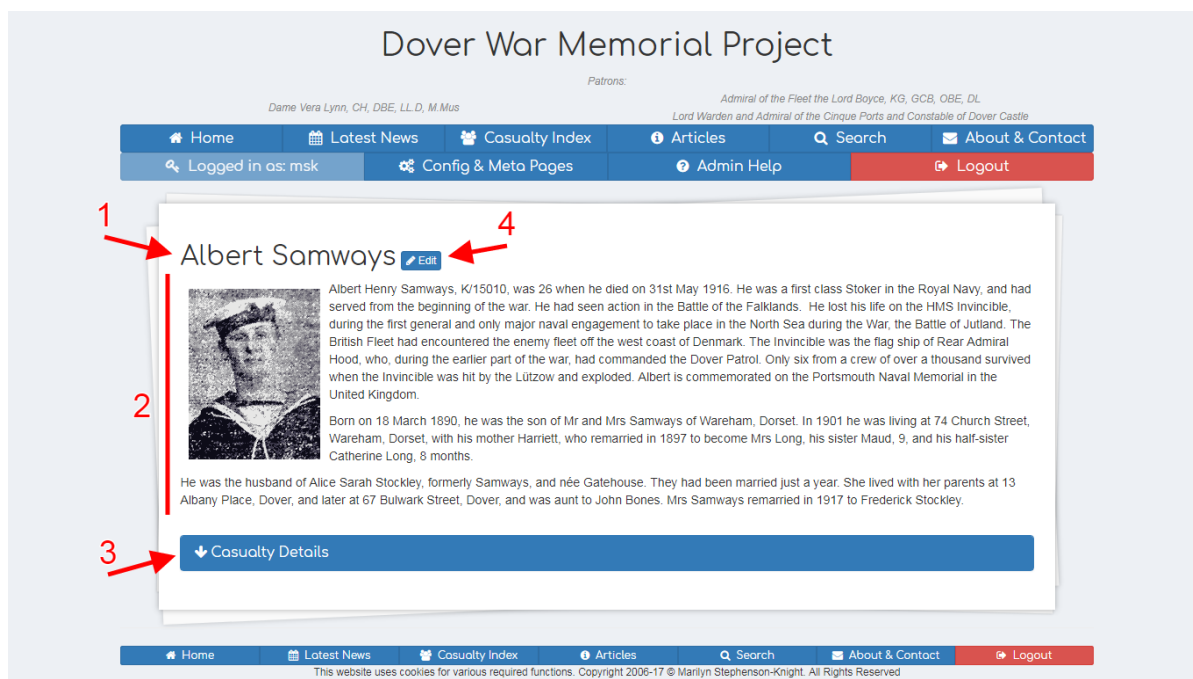

Figure 15: Viewing a Casualty

1 indicates the name of this casualty (their given name and family name). **2** indicates the main narrative section of the casualty, including any pictures. **3** shows the data for the particular casualty, while **4** indicates a button that allows the editing of this casualty (see Section 4.8 (Page 19)).

4.7   How do I view a Casualty's Data?

Clicking on **3** on Figure 15 (Page 17) will adjust the page to show the full data of this casualty, as shown in Figure 16 (Page 18).

Figure 16: Viewing a Casualty

1, **2** and **3** all indicate the full name of the given casualty, while **4** indicates if they are a civilian. **5** indicates their gender and **6** and **7** indicate the casualty's date of birth and death respectively. **8** indicates their rank at death, while **9** indicates the particular war they died in. **10** indicates the country for which they served, while **11** shows any commemoration locations (in this example, there are two). **12** indicates the Regiment or Service, while **13** indicates any service numbers the casualty may have had. Any relations would be displayed below, although this casualty has none.

✓ **Note**

If a particular piece of data is not available, then the row will be missing.
Clicking on a piece of data will create a search based around it.

4.8 How do I Add or Edit a Casualty?

To create a new casualty, use the *Add* button on the list of memorials (**7** of Figure 10 (Page 12)). To edit a casualty, click the *Edit* button next to the name of the casualty on the page of a particular casualty (**4** on Figure 15 (Page 17)). Both methods will load a similar page, with the differences being that an Edit page will have boxes filled with data and will not have a *View* or *Delete* button, as can be seen in Figures 17 (Page 19) and 18 (Page 20).

> ✓ **Note**
>
> The Add page will also only display the first section until the casualty is saved.

Figure 17: Example of Editing a Casualty (1)

Figure 18: Example of Editing a Casualty (2)

1, **2** and **3** all indicate the full name of the given casualty, while **4** contains the narrative content for this casualty. An explanation of the buttons around this area is described in Section 8.1 (Page 30). **5** identifies a dropdown box that allows the selection of the casualty's civilian status, while **6** determines their gender. **7** and **8** indicate the casualty's date of birth and death. When hovering over these fields, a dropdown is possible that displays a calendar - this may not be too useful for the dates that are likely to be in these fields, however. Next, **9** provides a dropdown with a list of potential wars this casualty may have died in, while **10** allows the selection of their final resting place. **12** provides another dropdown, this time for the service country, with **13** allows for the selection of the casualty's place of birth. **14** and **15** allow for the selection of the Last Known Address and the year that it was known. **16** indicates if this casualty was recently imported - if so, a message is displayed to the user informing that the data may not be complete. **17** indicates if some details are unknown, and if so, a message is displayed to the user. This replaces the previous method of placing an asterisk next to a casualty's name. **18** saves the current casualty and returns to this edit page (this must be completed when creating a new casualty for the other sections to appear), while **19** returns to the casualty's page. **34** returns to the casualty page without saving while **35** deletes this casualty (as shown in Section 4.9 (Page 21)).

✓ **Note**

The `name` and `content` fields must all be complete before the site update can be saved.

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20 allows the user to select or deselect a number of commemoration locations for this casualty, and **21** saves this section.

22 allows the user to select or deselect a number of Regiments (use this section for regiments, services (Army, Navy etc), ships and so on) for this casualty, and **23** saves this section.

20

24 allows the user to select or deselect a number of existing service numbers for this casualty. To add a new number to list list, type in the empty box. **25** allows extra boxes to be added if needed. **26** saves this section.

The next section allows relation data to be added. This indicates that casualties were family members. Select a casualty using the dropdown indicated by **27** and the relation type indicated by **28**. To remove a relation, simply set both boxes to be empty. **29** allows more relations to be added and **30** saves this section.

31 allows this edit to be recorded in the Change Log, if completed. Creating a new update, or substantially editing one, may be of interest so this field can be completed. For fixing a small typo, it is probably not worth it.

33 saves all the sections on this page.

✓ **Note**

Many dropdowns allow searching. Type to limit the results shown.
Clicking on a selected choice will deselect it.

4.9 How do I delete a Casualty?

To delete a casualty, navigate to its edit page, as described in Section 4.8 (Page 19). Using the *Delete Casualty* button (**35** in Figure 17 (Page 19)), will display a warning message similar to Figure 19 (Page 21). Clicking on *Cancel* (**1**) will ignore this message, while **2** will delete the casualty.
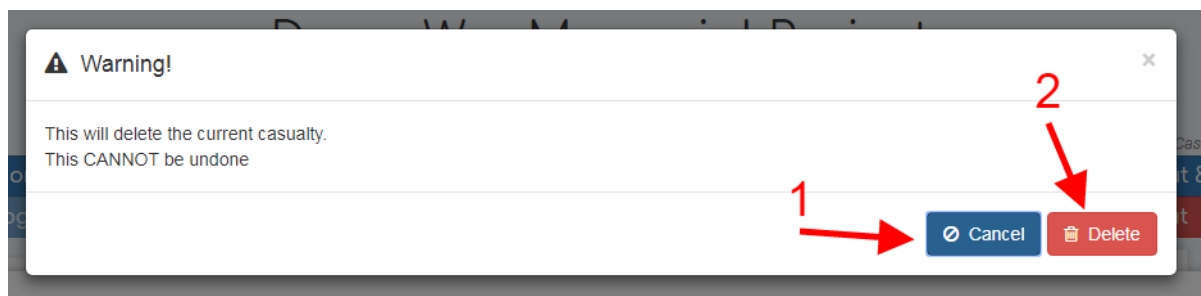

⚡ **Warning!**

Deletions cannot be undone

Figure 19: Deleting a Casualty

5 Articles

The articles section is the same as the Information Index on the old site. The renaming is mainly because "Information Index" doesn't fit into the menu bars, and is a bit snappier.

Information that was on other areas of the site (e.g. the article about the Dover War Memorial, Donate, etc) should be classed as an article, but won't belong in one of the groups that existed on the previous site, and therefore won't be listed on the main Articles page. There is a separate list (see Section 7.1) of Articles which do not belong in any category.

5.1 How do I view the list of Articles?

Navigate to the list of articles by clicking the *Articles* button on the top or bottom menu bar. A page should load similar to Figure 20 .
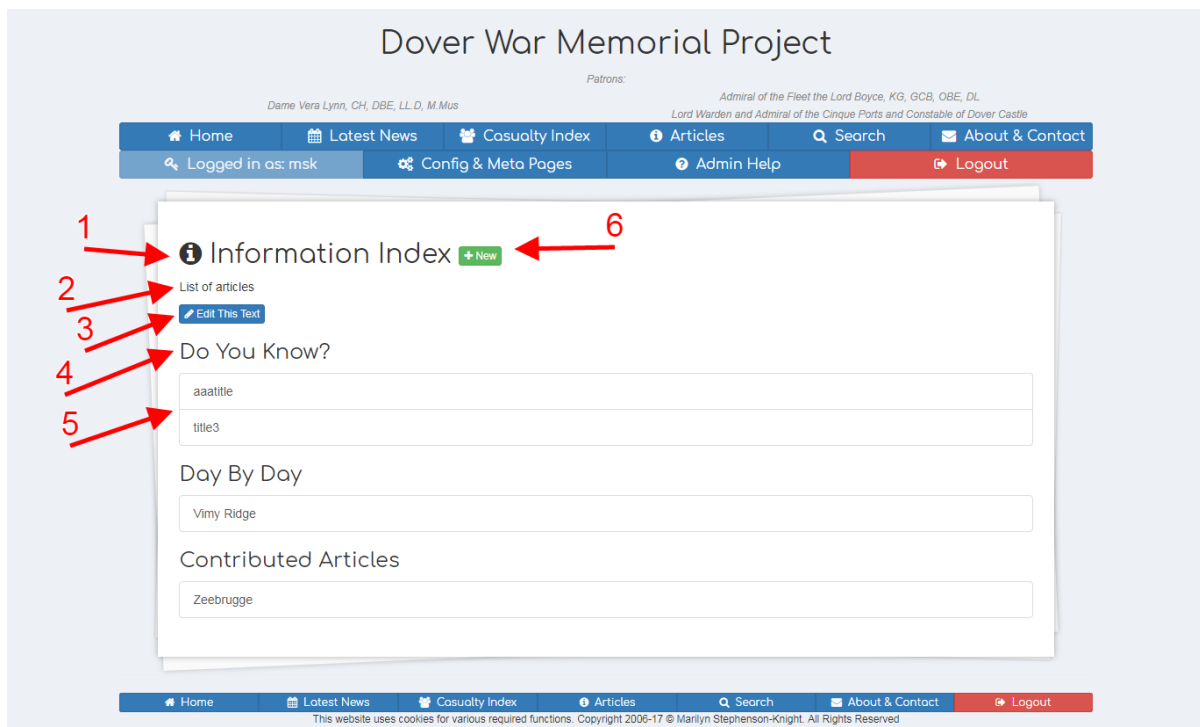

Figure 20: View List of Articles

1 is the title of the page - this one says Information Index. **2** contains some narrative about the list of articles, while **3** allows the user to edit this text. **4** indicates the title of each category, while **5** shows the list of articles in each category.

✓ **Note**

If there are no articles in a category, it is not shown.

5.2 How do I view a particular Article?

To view a particular article, click on the title of that article in the list of articles (see Section 5.1 (Page 22)). A page will load similar to Figure 21 (Page 23).
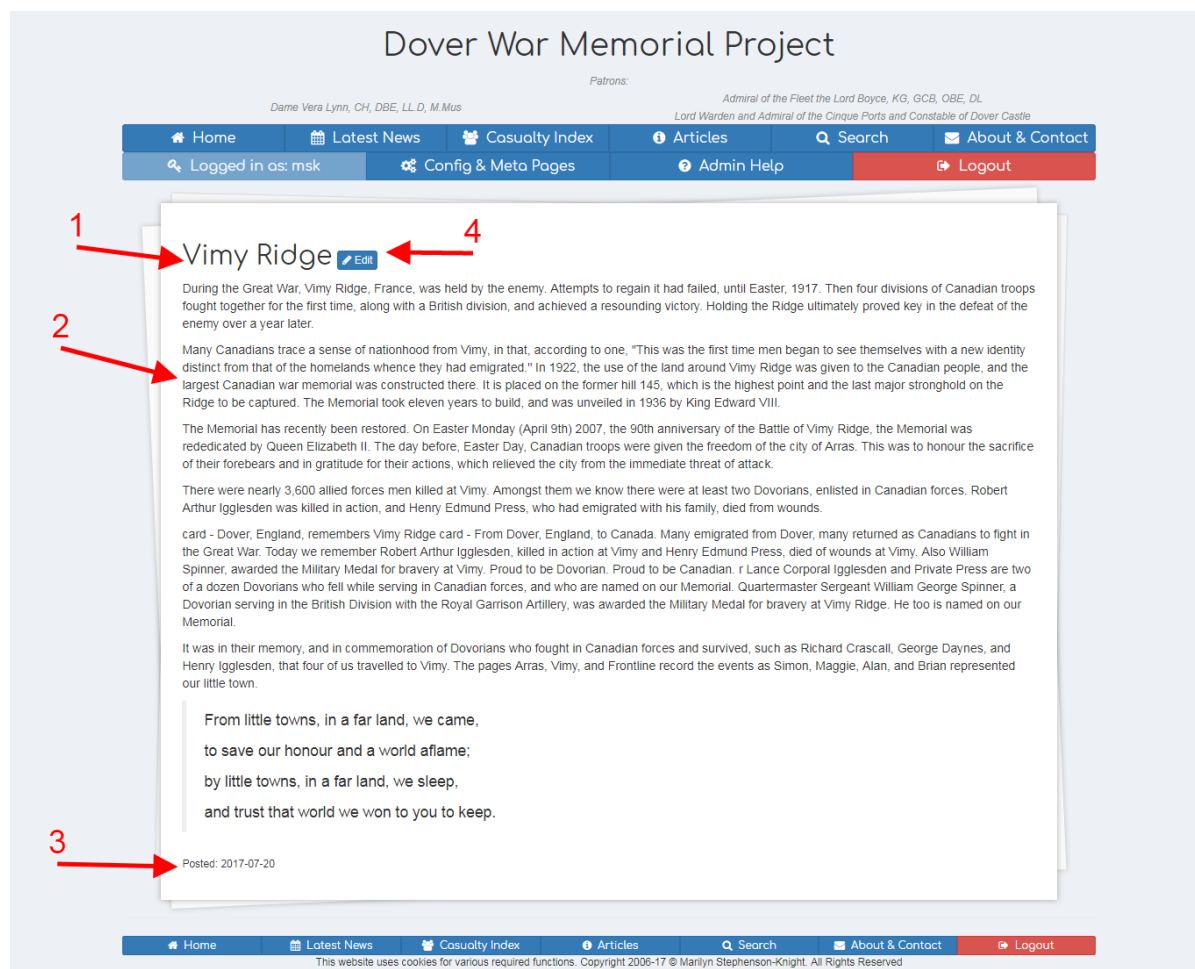

Figure 21: View a particular Article

1 indicates the title of the article, while **2** indicates the narrative content. **3** shows the date the article was posted, while **4** indicates a button to edit the article (see Section 5.3 (Page 24)).

5.3 How do I Add or Edit an Article?

To create a new article, use the *Add* button on the list of articles (**6** of Figure 20 (Page 22)). To edit an article, click the *Edit* button next to the title of the article (**4** on Figure 21 (Page 23)). Both methods will load a similar page, with the differences being that an Edit page will have boxes filled with data and will not have a *View* or *Delete* button, as can be seen in Figure 22 (Page 24).

Figure 22: Example of Editing an Article

1 indicates the title of the article, while **2** contains the narrative content for this article. An explanation of the buttons around this area is described in Section 8.1 (Page 30). The date the article was posted is shown by **3** and the category by **4**. If no category is specified, the article will not appear on the Information Index, but may be linked to from elsewhere. **5** allows this edit to be recorded in the Change Log, if completed. Creating a new update, or substantially editing one, may be of interest so this field can be completed. For fixing a small typo, it is probably not worth it. **6** saves the changes to

the article, while **7** returns to view the article with the changes unsaved. **8**allows the deletion of this article, as described in Section 5.4 (Page 25).

5.4   How do I delete an Article?

To delete an article, navigate to its edit page, as described in Section 5.3 (Page 24). Using the *Delete Article* button (**8** in Figure 22 (Page 24)), will display a warning message similar to Figure 23 (Page 25). Clicking on *Cancel* (**1**) will ignore this message, while **2** will delete the article.
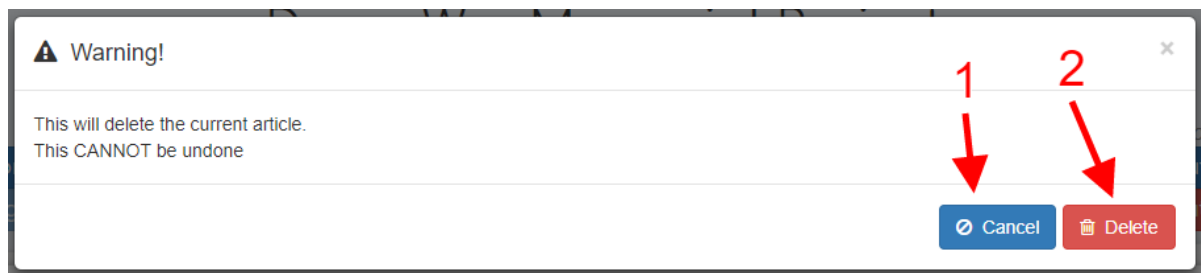
⚡ **Warning!**

Deletions cannot be undone

Figure 23: Deleting an Article

6   Search

Searching is one of the big new features of the site. By having data stored and connected in a database, searching because easy, efficient and powerful. There are two main ways of searching: text and data.

Text searches will find pieces of text within the narrative section of a casualty, article, site update, or memorial. Narratives are ranked according to some notion of usefulness.

Data searches allow casualties to be filtered by various pieces of data, for example, all those born on a certain date. Only casualties can be searched by data. The results of this will be much improved once all casualties have had their data added.

6.1   How do I perform a Text Search?

Text searches are similar to the search already available on the site. Navigate to the Search area by clicking the *Search* button on either menu bar.
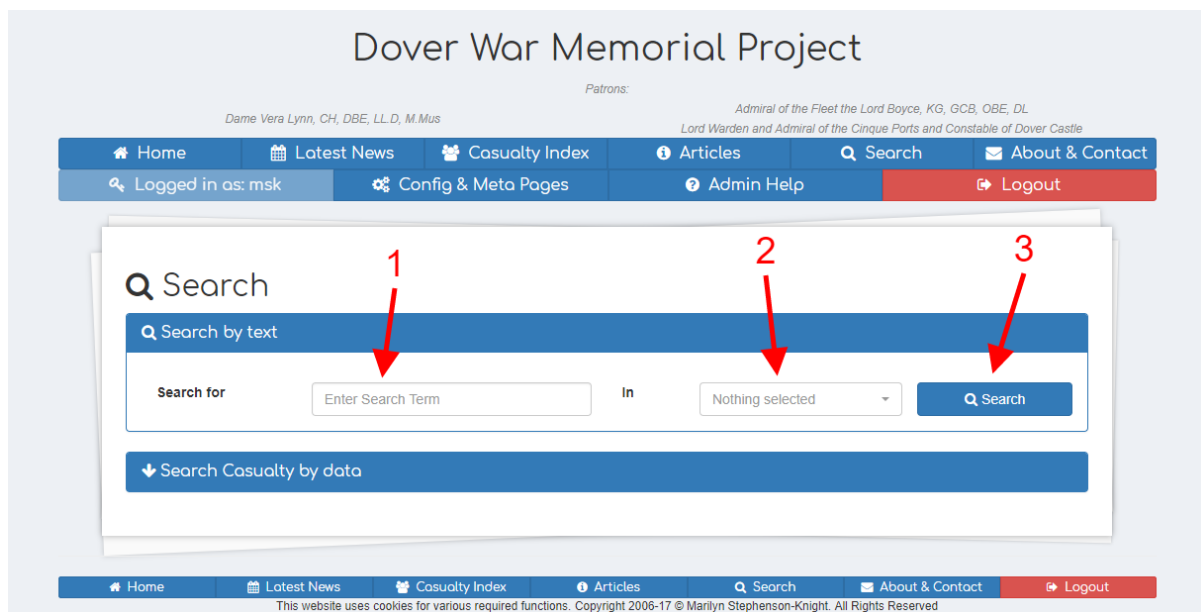

Figure 24: Performing a Text Search

1 indicates the area to enter the search term, **2** allows the user to select which areas of the site to search, and **3** performs the search. The text based search is very powerful and can perform more than simple searches. Some main tips for use are displayed below [1]:

- Search terms are case insensitive.

- Multiples words are treated as an "or" search - i.e. `dover war` will return all narratives containing `dover` or `war` or both.

- Placing text within quote marks will search for those terms exactly.

- Place a + in front of a word to ensure that word must be in results.

- Place a − in front of a word to ensure that word must not be in results.

- Place a > in front of a word to increase the relevance of that word.

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[1] More examples are here: `https://dev.mysql.com/doc/refman/5.7/en/fulltext-boolean.html`, although the ranking is modified to boost casualties whose names contain any of the search terms

- Place a < in front of a word to decrease the relevance of that word.

- Place a * to perform a wildcard search. For example Brit* would return results for Britain, British, and so on.

- Common words (called "stop words", for example the, at) are ignored from the search.

Details of results are displayed in Section 6.3 .

6.2 How do I perform a Data Search?

The main new feature of the search page, is the data search. This allows a user to search for all casualties who have a particular piece of data, for example, all those born on the same date, or all those who served in the Royal Navy. To view the full list of data items, click on **1** in Figure 25 (Page 28).

Figure 25: Performing a Data Search

2, **3**, and **4** allow the user to specify the name for the desired casualties. **5** allows the specification of whether the casualties are civilians, while **6** specifies their gender. **7** and **8** allow the user to specify the dates of birth and death respectively, while **9** specifies the War. The final resting place for the casualties is shown by **10**, with the rank at death being identified by **11**. **12** indicates the service country to be search, while **13** shows the place of birth. The Last Known Address and the year of that address can be specified in **14** and **15**. **16** allows the specification of any memorials the casualties may be commemorated on, with **17** indicating the regiment / service and **18** the service number. The search can be completed by clicking **19**. Details of results are displayed in Section 6.3 (Page 29).

6.3 How do I view the Search Results?

Completing the either the text search (see Section 6.1 (Page 26)) or data search (see Section 6.2 (Page 28)) will display the results further down the page, as can be seen in Figure 26 (Page 29).
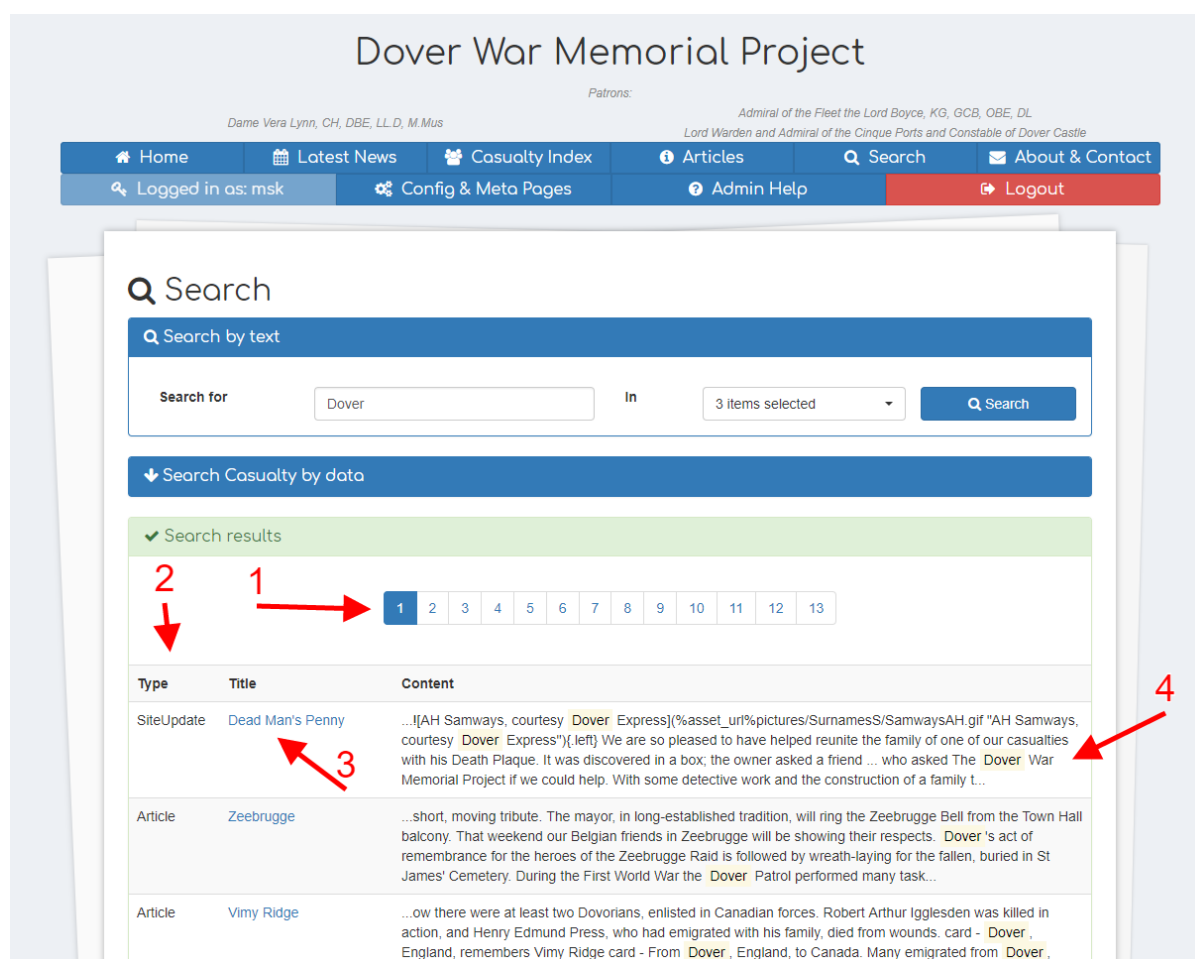

Figure 26: Viewing Search Results

The list of numbers indicated by **1** shows how many pages of results have been found, and which page is currently being viewed. **2** indicates the type of result found, with **3** showing the title of that result. Clicking this will navigate to the relevant article, memorial, casualty or site update. **4** shows a preview of the results, with the search term highlighted.

If no search results can be found, the list of results will be displayed in a similar manner to Figure 27 (Page 29).

Figure 27: Viewing No Search Results

7 Config & Meta Pages

Config

7.1 How do I view the config page?

7.2 How do I view a list of Places?

7.3 How do I Add, Edit or Delete a Place?

7.4 How do I view a list of Ranks?

7.5 How do I Add, Edit or Delete a Rank?

7.6 How do I view a list of Regiment / Service?

7.7 How do I Add, Edit or Delete a Regiment / Service?

7.8 How do I view a list of Relation Types?

7.9 How do I Add, Edit or Delete a Relation Type?

7.10 How do I view a list of Service Country?

7.11 How do I Add, Edit or Delete a Service Country?

7.12 How do I view a list of Wars?

7.13 How do I Add, Edit or Delete a War?

7.14 How do I view a List of Recently Uploaded Casualties?

8 Others

Others

8.1 How do I use the Narrative Buttons?

8.2 How does it look on mobile?