Welcome to Horsley Parish

The community website for Horsley Parish, Gloucestershire

HorsleyParish.co.uk Support Guide
Administration and Development

This document is intended to provide all the information required by developers and administrators to manage the HorsleyParish.co.uk website.

1 Administration

1.1 Overview:

Mr. Jon Stride (of Box Cottage, Downend, Horsley) was commissioned by Horsley Parish Council in October 2016 to develop and implement a website on behalf of the council. The principal objective of the new site was to meet the PC's legal obligations to publish administrative documents on-line. A new site was required since the previous version crashed in 2015 and was no longer recoverable.

1.2 Website Domain Name

HorsleyParish.co.uk

This domain is currently registered through 123-reg.co.uk to Mr. Stride (since 27/2/2009), on behalf of the Parish Council.
Formal ownership of the domain is due to be transferred to the PC before the next renewal, which is due on the 27 Feb 2019.

1.3 Hosting Service

The website is hosted by **Heroku**, on what is known as a 'Hobby Dyno' package. This provides a virtual server with 512MB memory and a share of 1 CPU.
A 'Hobby Dev' (a.k.a. free) Postgres database is configured and connected to the server.

The admin dashboard URL is:
https://dashboard.heroku.com/orgs/horsley-parish/overview

1.3.1 Running Costs

Hosting costs are currently $7.00 per month.
Jon Stride is currently paying for these charges, which will be invoiced back to the PC. An arrangement will be made in due course for these charges to be billed directly to the PC.

1.3.2 Administration Access

The website is deployed to Heroku as an 'app' under the name '*HorsleyParish'*. Any member of the Heroku '*horsley-parish'* development team can manage the application. Currently, Jon Stride is the only member of this team, but contact Jon directly (horsleyparish@jonstride.uk) if you need to be added.

1.4 Adding and Updating Parish Council documents

The 'meetings' tab on the Parish Council page provides links to PC meeting minutes and agendas. It also provides a list of planned meeting dates.

The meeting dates are saved to an iDoc document (in a dedicated Horsley iDrive folder) called 'HPC Meeting dates 2017', which is automatically published to the website whenever it's updated.

Meeting documents are simply saved to an iDrive folder. New documents automatically appear in the list of links on the website.

These documents can be managed from any networked PC, using Google's iDrive plugin, which can be downloaded at https://www.google.com/drive/download/.

Please contact Jon Stride for read/write access to the HorsleyVillage/Parish Council folder.

2 Source Code

2.1 GitHub Master Repository

GIT: https://github.com/stridders/horsleyparish

The website source code is currently stored on a publically accessible *GitHub* repository (see link above). This will be moved (a.k.a. cloned) into a dedicated Parish Council GitHub account in the near future.

2.1.1 User Access:

Any member of the public can view the code, but only authorised GitHub users can add or update source code.

Jon Stride is currently the only registered administrator, but admin access can be easily arranged by contacting Jon directly

(horsleyparish@jonstride.uk). A valid GitHub user name will be required, along with approval from a Parish Councilor.

2.2 Downloading the Source Code

There are many methods you can use to download (a.k.a. clone) and manage this source code, so for the sake of brevity we recommend using Atlassian SourceTree.

If you're unfamiliar with Git and/or SourceTree, then you may find this brief tutorial helpful. Please feel free to contact Jon directly if you have any problems.

3 Development

3.1 Pre-requisites:

The following tools are recommended for the development and support of this site, which can be downloaded and used for free:

Git
Atlassian SourceTree
Jetbrains Intellij IDE
Heroku Command Line Interface

3.2 Source Code

3.2.1 Git Master Repository

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3.4 Service Architecture / Framework

The website is built on the Play 2.5 Framework. Although a simpler architecture could have been used (e.g. Apache Web server, using PHP and HTML), the chosen framework enables us to integrate with external services in the future, such as Facebook and other social media. This is seen as vital if web site content is to be kept fresh.

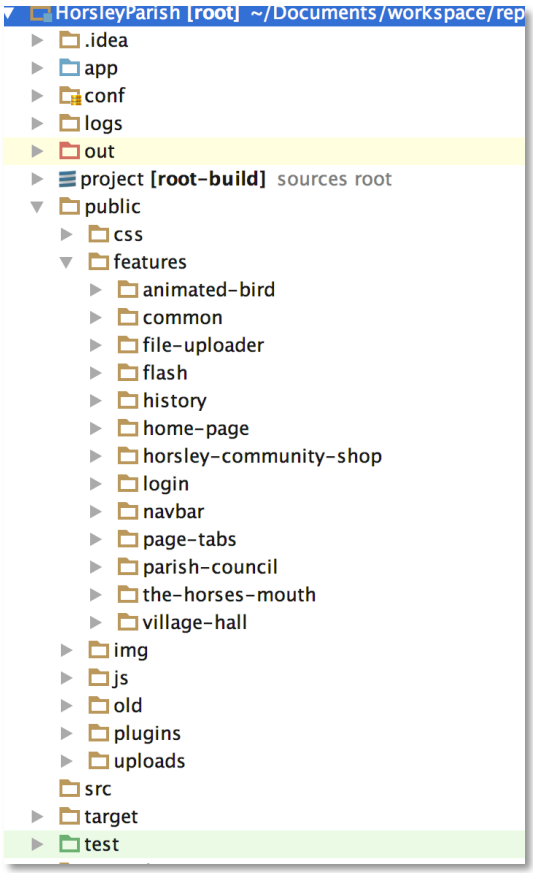
Please contact Jon if you'd like a little help getting started with this technology.

3.5 Overview of the Folder Structure

Server-side code (Java) is contained in the 'app' folder, while client-side code (Javascript and HTML) is contained in the 'public' folder.

The main navigation menu is controlled by the *public/features/navbar/navbar.directive.js*. New features can be added to the website by adding a new entry to the *nbc.links* array in this directive, and then adding Javascript and HTML pages to a new *features* folder.

If a feature page contains multiple sub-pages, then use the *public/features/page-tabs/page-tabs.directive.js* to add a tab menu to your main feature page (e.g. see features/*history*).



4 Testing (Running a local instance of the website)

The following steps will start an instance of the website on your PC, using the same start-up commands that will be used in the live environment:

1. Install the Heroku Command Line Interface (CLI) on your PC.
2. Clone an instance of the Horsley repository into a local folder.
3. Open a command window and navigate to the repository folder
4. Run the command: `heroku local web`
5. Open a web browser and open the URL: *http://localhost:5000/*

5 Deploying changes to the live site

To deploy updates to the live service, follow these steps to compile the code and push the changes to GIT. Heroku will automatically deploy the changes within a few minutes of GIT being updated.

1. Open a command window and navigate to the repository folder
2. Run the command: `sbt compile stage`
3. Open SourecTree
4. Commit the changes and push them up to the master repository.
5. Log onto the Heroku application dashboard and confirm the automated build and deployment stages complete without errors.