# 1. Pluck Administration

## 1.1 Community Workbench (CMW) for Site Managers

Every person managing the website will need to setup a Pluck Persona. Send your username and Pluck display name to Mark Warrick. He will login to the CMW as an administrator to promote your user account to a Site Manager account.

To login to the CMW first you need to login to MyOCHigh.com to set your Pluck cookie. Then go to the following link: http://sitelife.myochigh.com/ver1.0/CMW/Overview/

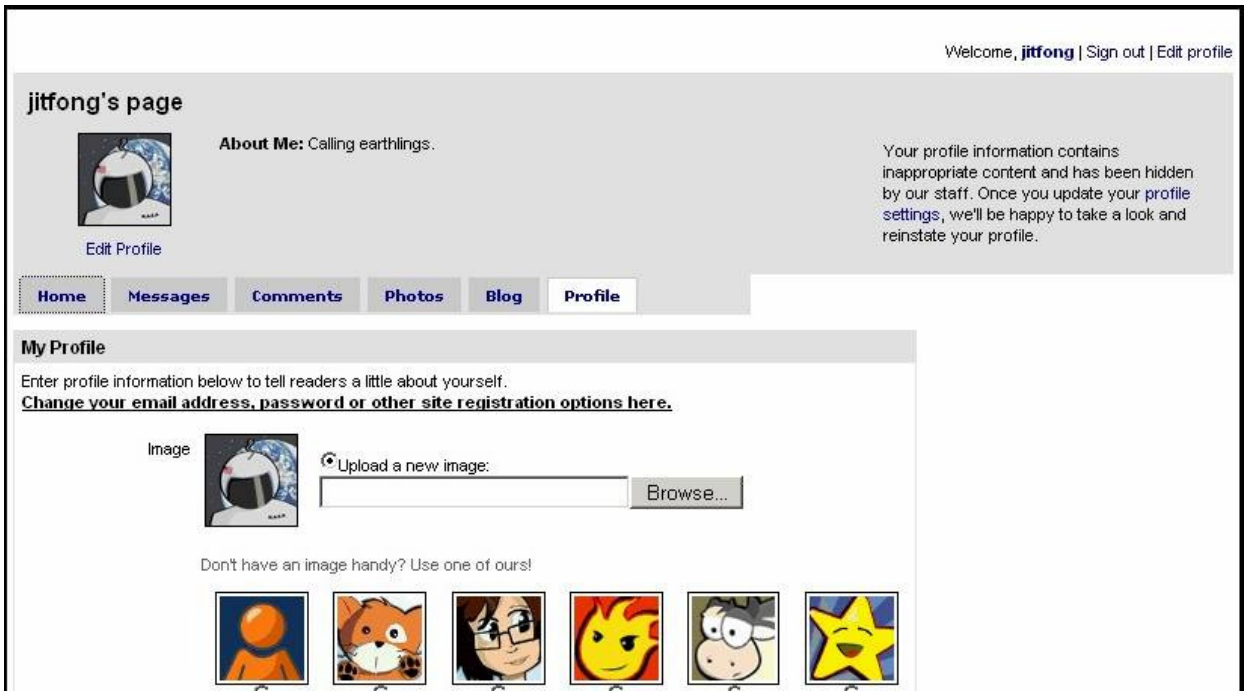
## 1.2 Abuse Reports

Be careful when doing batch changes (i.e. Accept all Checked and Delete All Checked).

Clicking on the green check mark means that you are ignoring the abuse report.
Clicking on the red check mark removes the abuse report from the system.

## 1.3 How to Unremove a User

If a user's Persona has been shut off due to abuse reports, the user will see a message in their profile details when logged in as shown below.



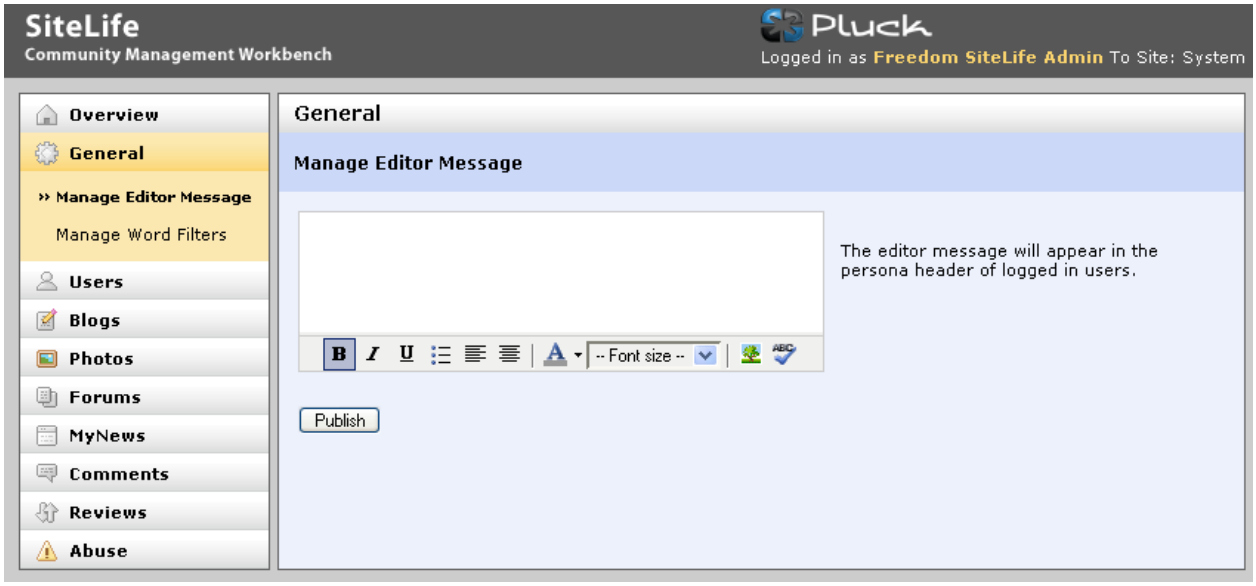

To get this profile back online, the user has to follow the instructions noted in the top right corner of their Persona. Once they edit their profile, an entry is made into the Abuse reports as shown below for jitfong's Persona.

To put the Personal back online, check the box next to UserProfile and click Accept All Checked.

## 1.4 General Settings

### 1.4.1 Manage Editor Message

If used, this message would appear on every website on the instance.

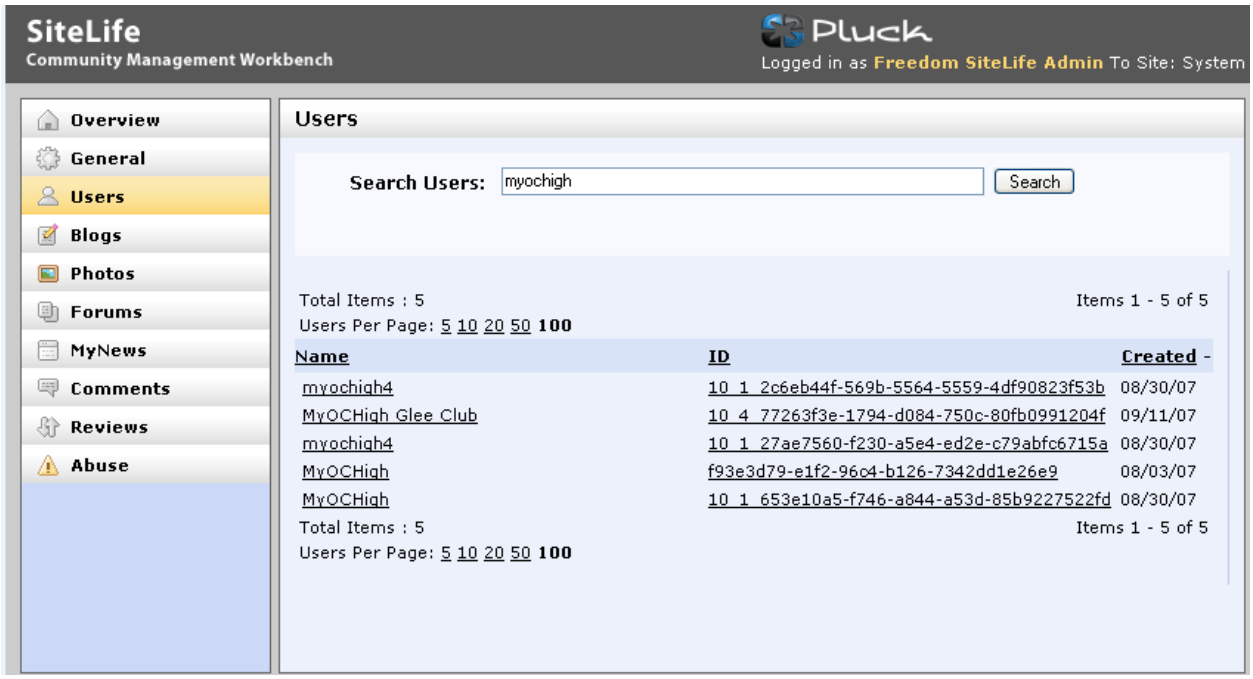



### 1.4.2 Manage Word Filters

The word filters are instance wide, meaning that they apply to ALL websites. Please use caution when editing the list.

## 1.5 User Administration

To find a user, type the first few letters of their Pluck Persona display name. Within the user details, you can view the person's history of comments posted and see their galleries. You can also take actions such as contacting a user, blocking a user, and changing their user role.




## 1.6 Blogs

### 1.6.1 User Blogs

Persona Blogs are "classic" single-author blogs that are accessible through a user's persona page. To read a user's persona blog, you would navigate to their persona page and click the Blog link. To post to your own blog, you would navigate to your own persona page and click the Blog link.

### 1.6.2 Group Blogs (Not currently in use on MyOCHigh.com)

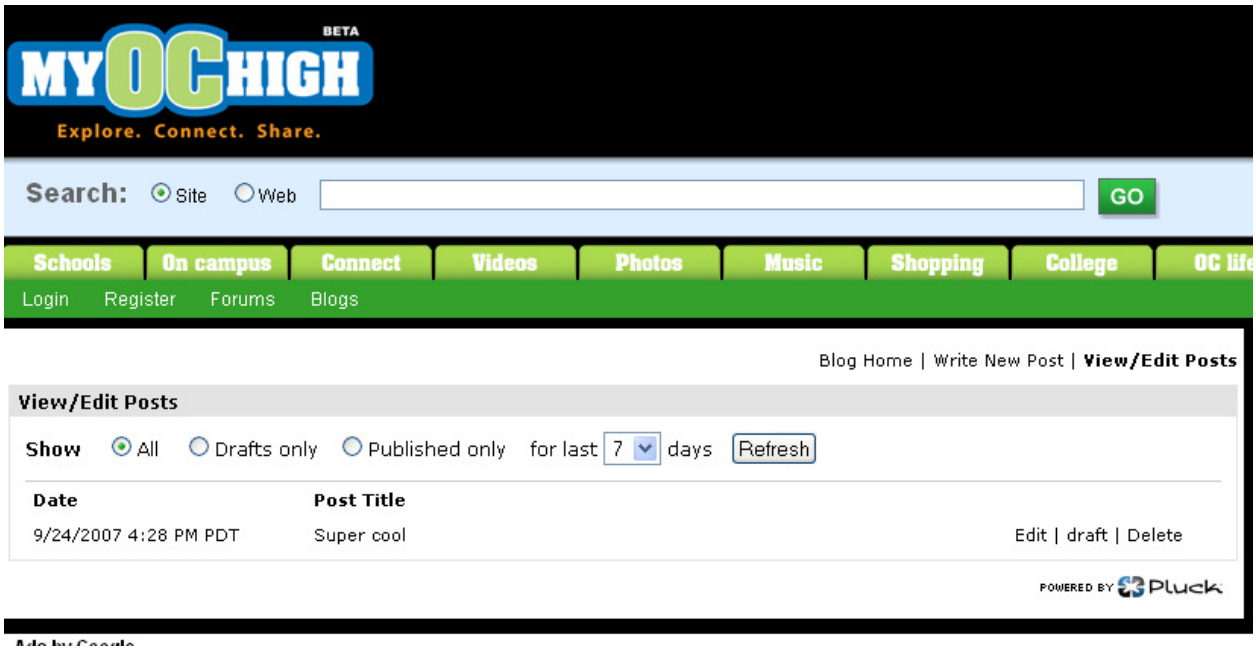
Group blogs, also known as multi-author blogs, are blogs that allow multiple individuals to contribute blog entries. Group blog contributors must be designated as members of the group in order to post content. This is done through the Community Management Workbench (CMW). **We are currently not using the Group Blogs functionality in the site.**

### 1.6.3 Public Blogs (Not currently in use on MyOCHigh.com)

Public blogs are similar to Group blogs, but they allow any SiteLife user to contribute a post. Depending on configuration settings, public blog entries may or may not require approval before being publicly viewable. Approvals are done through the CMW.

Public blogs appear in the main blog directory. http://stage.myochigh.com/blogs

Anyone with a valid Pluck account may post messages to the blog. However every message posted is moderated. To moderate the messages themselves, you would go to the public blogs section of the website and then click on View/Edit Posts.




1.7 How to remove Blog post from the site.

1) Access the community workbench
2) Click Blogs section
3) On the Search Blogs input field, put a couple words related to the title then click the search button (see example below):

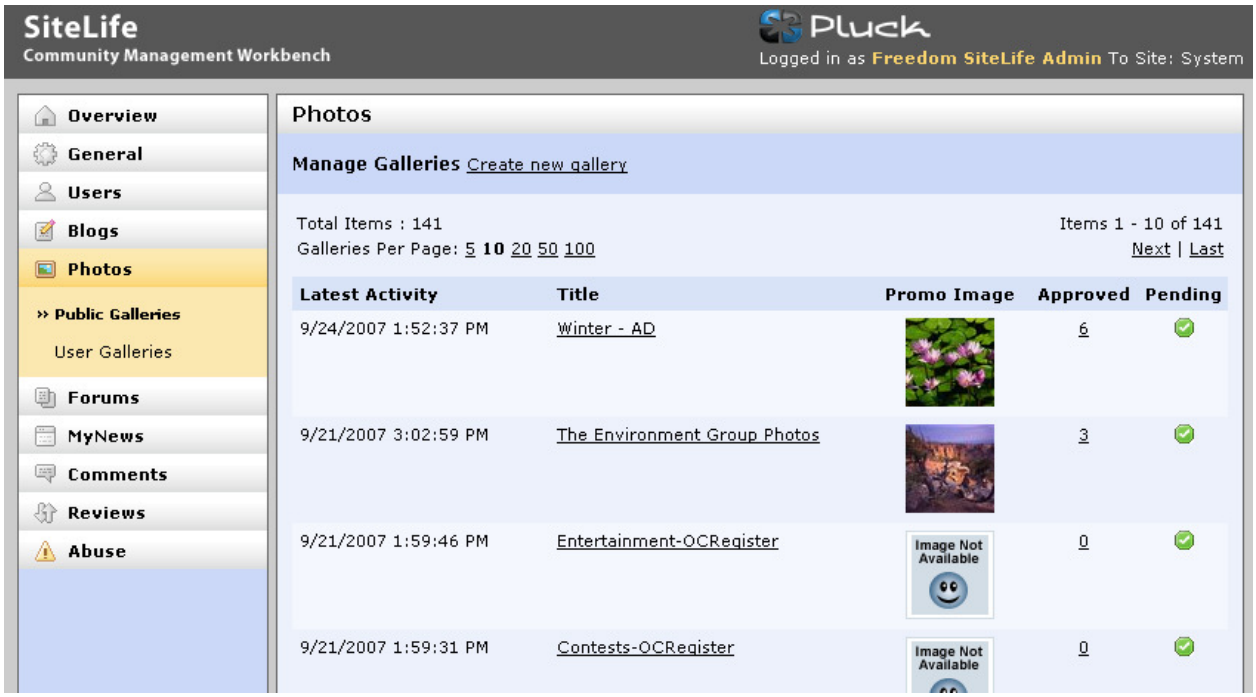
4) All the Blog Posts related to Housing as per the example will appear.
5) Click the blog that you would like removed
6) When the blog appears, click the “Delete” Button and that should remove the blog from the site.

Please remember that you have to wait at least 10-15 minutes before that blog gets removed from the system.

## 1.8 Photos

### 1.8.1 Public Galleries

Public Galleries have been created for every school and interest group. They are associated with particular Pesonas in a database outside of the Pluck environment. Therefore, take care to not delete any of the public galleries. You'll be visiting this area often to approve or reject photos posted to public galleries.




### 1.8.2 User Galleries

Also accessible via the user details described above, you can use this area to manage photos posted by users in their personal galleries.

### 1.8.3 Forums

Forums have been created for every school and interest group. They are associated with particular Pesonas in a database outside of the Pluck environment. Therefore, take care to not delete any of the public galleries. Also, please do not add any new forums until Pluck resolves the 200 max forums issue.

### 1.8.4 MyNews

This admin area does nothing as we did not license the MyNews technology.

### 1.8.5 Comments

In this admin area you can review, approve or reject comments posted about articles and media.

### 1.8.6 Reviews

In this admin area see reviews that people have posted about articles and media.

## 2. Editorial Content

### 2.1 CAT Sections

Note that once a story is submitted to the CAT system, it can take up to 30 minutes for the story to go live.

#### 2.1.1 Public Article Content

Homepage

- Top stories
- OCVarsity
- Entertainment
- Hot Stuff

School Personas
College
OC Life

- Active
- Food
- Gaming/Tech
- Movies
- News
- Rants & Raves
- Shopping
- Theater/Cappies

#### 2.1.2 "Hidden" Content

We setup a couple CAT sections that can be used for special promotions. These stories will not appear within the navigation of the website. Rather, you would have to link to the via other article postings. They are:

Scavenger Hunt
Promos

For example, you could have a scavenger hunt where you would leave clues in certain articles. If the public found the correct article there would be a link within it to a special "hidden" article perhaps containing the prize.

#### 2.1.3 Administrative Content

To give you control over your sites's contact and About Us information, we setup a couple CAT sections for your administratove content. Links to these articles appear in the footer of the site. They are:

Contact Us
About MyOCHigh

## 3. Media Files

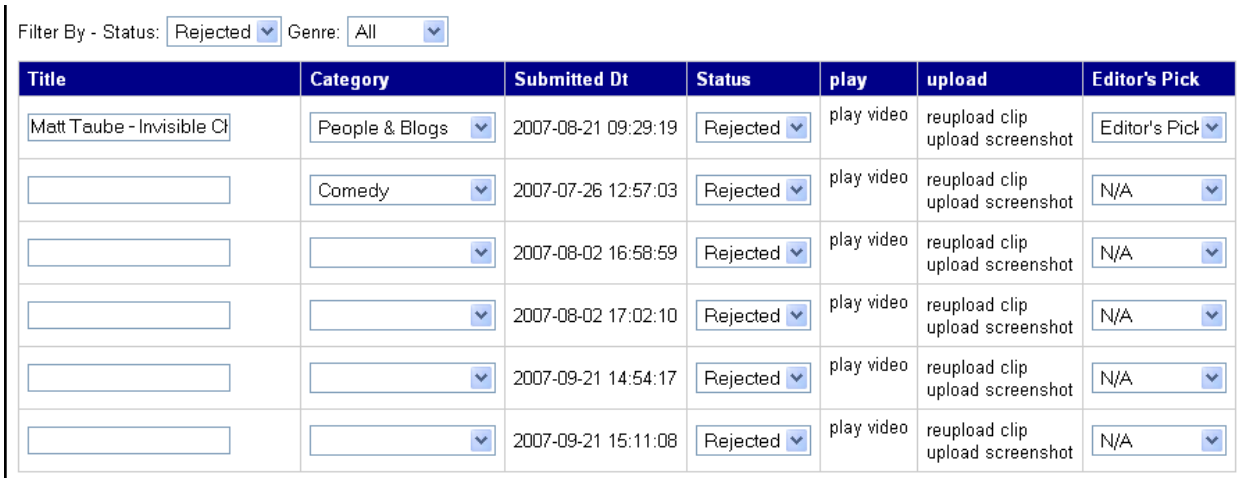
### 3.1 Videos

http://stage.myochigh.com/admin/music/videos

Changes to the video files happen without refreshing your browser. You'll notice a green checkmark next content you've modified indicating that the change has been saved.

Media files loaded to the server are stored in raw format. There is no image processor like Brightcove. Consequently, there's a little more work involved to have a good looking video archive.

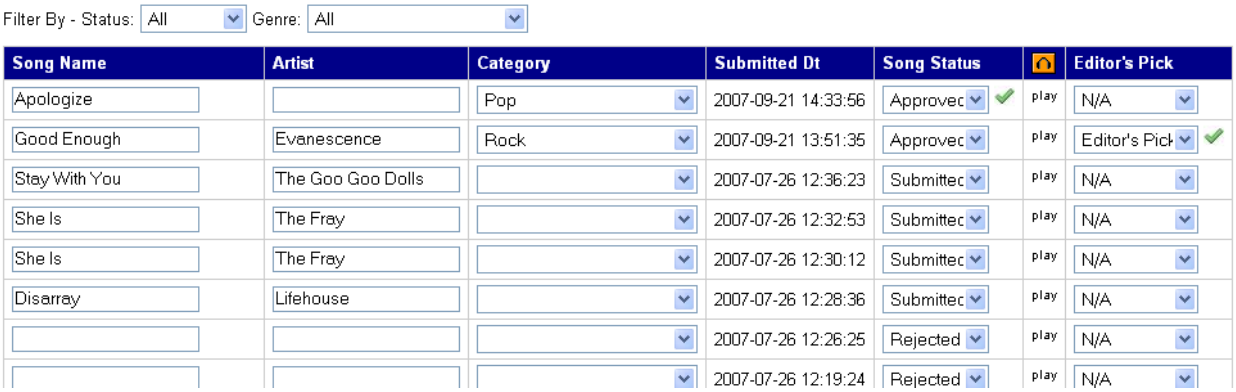
There are many video thumbnail creator packages available. (Do a google search). Whatever tool you decide to use, you can upload the thumbnail image with the Upload Screenshot functionality.




## 3.2 Music

http://stage.myochigh.com/admin/music

Changes to the audio files happen without refreshing your browser. You'll notice a green checkmark next content you've modified indicating that the change has been saved.




## 4. Flash Rotators

http://stage.myochigh.com/flashimagerotator

The online admin form enables you to upload images and change the XML for the Flash rotator. The six rotating image files must be 500x345 pixels. Simply browse to the image file on your computer for each rotation spot and enter a valid web address. To upload all the images and write out the HTML, click Upload and Update at the bottom of the page.

## Administer Flash Image Rotator: Home Page

Welcome to the Flash Rotator Image/Link administration page. Please upload your images using the submiss
**NOTE:** Remember, your images must be 500px X 345px (width X height).

**Flash Rotator Image *1***

http://expn.go.com/expn/story?pageName=xg13_results_motoxFreestyle

Browse...