CP

Community Portal Manager Report 7-18-2008 -Roy Degler

Web Hosting

- Configure and manage web hosting server for the MPLA website and Community Portal.
  - Setup account at HostGator at 9.95/month.
  - Configured hosting in preparation for MPLA website.
    - Uploaded all files for testing.
    - Backed-up site then deleted all MPLA files.
    - Uploaded newest version of MPLA files.
  - Have created back-ups of site at each of the above steps.
  - Troubleshoot server problems and resolve issues utilizing the web-host's support system.
    - Contacted support and resolved initial configuration of server: support login, directory permission changes.
    - Currently resolving CGI configuration problems- may be based on use of IP to access site- will resolve upon DNS changes at NetWork Solutions.

Portal Applications

- Design and modify templates for each of the Community Portal applications consistent with the MPLA web site's style and layout. Integrated with new template design.
  - Templates designed and created based on working with Dan Chaney, webmaster.
- Install, maintain, and configure all Community Portal applications.
  - Installed and configured the following Community Portal components:
    - Blog using WordPress installed and configured at http://74.54.252.178/~mpla/wp
    - Forum using punBB installed and configured at http://74.54.252.178/~mpla/bb
  - Plan and implement tasks required for data and application backups.
    - Currently using cpanel manual back-ups.
    - Back-up zip files saved on local hard drive.
  - Manage database/user accounts and link each component to a MySQL database.
    - Created accounts for President, President-Elect, WebMaster, and Admin.
    - Need to create accounts for all MPLA board members, state reps, and other officers.
      - Please send your desired email address for account creation to roy.degler@okstate.edu.
  - Create user role settings for Content Managers.
    - Currently using default user permission role settings.
    - Changes based on usage will be implemented.
  - Create user accounts for each Content Manager.
    - See above section on user accounts

- o Troubleshoot application problems and implement needed adjustments to components.
  - ▪ Matched template designs in both applications. Still need small refinements for identical appearance. Will finalize when the MPLA website switches design.
- o Plan and implement Security configuration for each Component.
  - ▪ Currently using manual account creation by admin to limit access to applications.

Application Management

- Provide ongoing support for Content Managers including training, troubleshooting, and configuration changes.
  - o Worked with Dan, Eileen and Rob getting access to accounts.
- Provide ongoing support for each Component including upgrade patches, weekly backup, and troubleshooting.
  - o Will upgrade WordPress to version 2.6 next week.
- Evaluation of Community Portal and components
  - o Establishing accounts for MPLA officers and respond to suggestions and implement appropriate suggested changes.
- Select, test and implement new applications for the MPLA Community Portal.
  - o Recommend:
    - ▪ FormTools- (behind scenes admin tool)
      - ▪ Eliminate current cfm files for processing forms.
      - ▪ Centralized form handler with a wide range of features
        - ▪ Stores all emails in a DB with excel compatible format.
        - ▪ Spam processing and added security.
    - ▪ Survey tool – LimeSurvey or AskPeople (for Public Viewing)
      - ▪ Similar to Survey Monkey
      - ▪ Used for surveys, polls, and officer voting.
    - ▪ Image Gallery Tool and Document Archive Tool
      - ▪ Reduce load on Webmaster when managing pictures
      - ▪ Improve access and searchable.

Next Steps

- Complete Converting Form Pages for new Server (7-25-08)
- Develop new Form processing tool (7-25-08)
- Change DNS configuration to propagate to the new server (7-28-08)
- Create Accounts and email accounts (xxx@mpla.us) for MPLA officers (7-30-08)
- Get Feedback from Officers use (8-15-08)
- Create MPLA Member Accounts (8-15-08 to 9-15-08)
- Complete modifications based on trial(9-1-08)
- MPLA Officers enter first round of content (9-15-08)

- Go Live between 9-15-08 to 9-30-08 by adding links to Blog and Forum on MPLA site.