

Servant Site User's Manual

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Overview

Servant site software was specifically designed for missionaries. It will allow you to create and maintain a website with Microsoft's Internet Explorer from any computer connected to the Internet. You will be able to choose from a few different templates to customize the look of your site and there are numerous places where you can add your text and photographs or logos for your ministry. This software is still evolving, and there will hopefully be new features added in the near future.

The first section on Page Overviews will discuss what each page of your site will look like and the last page, the Admin page, will have all the features that will allow you to customize your site. Only people that you give the login information to will have access to this area.

Page Overviews

1 Home page

The home page (index.php) displays the header on the top. The header contains your site logo, site name and site slogan. The header also displays the time and date. This header is shown on all of your site's pages. You can change this information on the Admin page (admin.php) using the Site Configuration link. Below the header is the top navigation bar, which contains the site navigational links. On some templates, the site navigational links appear on one side or the other. These links will take you to the other pages of the site. The top navigation bar is displayed on your entire site's pages as well. You can change the names of the Navigational links on the Admin page (admin.php) using the Site Configuration link. The middle of the Home page has three key elements that are presented to the any visitor to your site.

Greeting Box

This box contains the greeting headline and greeting text. Use this area to greet your visitors and give a brief summary of who you are, what you do and where you do it. This information can be changed on the Admin page (admin.php) using the Site Configuration link.

Recent News Box

This box contains the two most recent news article headlines, text and photos. If you update or write news articles often, your Home page will constantly be changing. This

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invites visitors to return to your page frequently to see what's new and happening. You may add news articles on the Admin page (admin.php) using the News Management link. Photos can be in jpg, jpeg, gif or png format. I recommend resizing your news photos so they are 200X200 or less in size. Image files must be 200 KB or less.

Family Photo

The family photo on the Home page gives your site a "face." Your visitors will see you first. This photo can be changed on the Admin page (admin.php) using the Site Configuration link. The photo may be in jpg, jpeg, gif, or png format. I recommend resizing your family photo so it between 200X200 and 350X350 in size. Image files must be 200 KB or less.

Displayed on the bottom of the home page, and every page, is the site footer. The footer can contain any information you desire but most will choose to display a copyright notice so others can't legally steal any information you present on your site.

2 News page

The news page (news.php) displays your entire site's news. It is laid out so that the newest, or most updated, news article is shown first, down to the oldest article. The articles are shown with their headlines and photos. You may select a group for your news articles. This would limit who could view your article. You can have articles for the public (every body) or a specific group of people (e.g. Family, Pastors, etc). You can also choose a category for your news article. You may add, delete or update any one of these news articles on the Admin page (admin.php) using the News Management link, Group Management link, and Category Management link.

3 Prayer Request page

The Prayer Request page (prayer.php) will display your prayer requests. We understand that you don't always want to share a prayer request with the whole world but with only a few selected intercessors. That is why ServantSite is built with editable groups of viewers. You create/add/edit/delete groups on the Admin page (admin.php) using the Group Management link.

You can also set what category the prayer request falls into. Category Management is located on the Admin page (admin.php).

For a user to see the prayer requests in any group other than public they must login with their login name and password. You can create users and edit their Group Membership on the Admin page (admin.php) using the User Management link and the Group Management link.

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The Prayer Request page has two display modes: public and authenticated. The default mode is public.

- **Public mode** In public mode, the Prayer Request page displays all your prayer request which have an Intercessor level of Public (also called level 0.)
- **Authenticated mode** The Prayer Request page only enters authenticated mode when a user provides a valid login name and password and clicks the Login button. The user will then see all the prayer requests available to their group.

You can add, delete, or update prayer requests on the Admin page (admin.php) using the Prayer Request Management link. When you add or update a prayer request, you determine its group by selecting the group in the group dropdown.

4 About page

The About page is meant to display more detailed information about you and your mission. Be aware, though, that this information can be viewed by the public. The About page has two modes: Personal and Mission. The default is personal mode. You can change modes by clicking on the appropriate link in the left navigational box.

- **Personal mode** The visitor will see your Personal About Headline, Personal About Information, your Personal Picture, and your Personal Contact Information. You can write a little about yourself, how long you've been on the field, where you went to school, how many children you have, etc. The Personal Picture can be in jpg, jpeg, gif, or png format and should probably not be any larger than 300X300. Image files must be 200 KB or less.
- **Mission mode** The visitor will see the Mission About Headline, Mission About Information, the Mission Logo or Picture and the Mission Contact Information. You may want to copy/paste a blurb directly from your mission statement or, if you're an independent, write about your own organization. The Mission Logo or Picture can be in jpg, jpeg, gif, or png format and should also probably not be any larger than 300X300. Image files must be 200 KB or less.

All the personal and mission information presented on this page, including the photos and/or logos, can be changed on the Admin page (admin.php) using the About Information link.

5 About Team page

The About Team page is meant to display more detailed information about you team. Be aware, though, that this information can be viewed by the public. The About Team page picture can be in jpg, jpeg, gif, or png format and should probably not be any larger than 300X300. Image files must be 200 KB or less. All the team information presented on this

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page, including the photos and/or logos, can be changed on the Admin page (admin.php) using the Team Information link.

6 Projects page

The projects page displays all Active Projects from newest (added or updated) to oldest. Each project box displays the Project Headline, Project Summary, and Project Photo. You can add individual "Donate" buttons and links to the PayPal service, project goal, project deadline, project current amount, and it automatically calculates the percentage of the goal that has been met.

Projects can be added, updated, or deleted on the Admin page (admin.php) using the Project Management link. Project photos can be in jpg, jpeg, gif, or png format and should be 400X400 or smaller in size. Image files must be 200 KB or less. The PayPal service offers an easy way for anyone to donate to your projects online. See the PayPal link for more information.

7 Downloads page

The Downloads page displays the Titles of downloads and Descriptions of downloads. Download files are downloaded by clicking on the Title with the RIGHT button (PC) and selecting "save target as...". Downloads are loaded on the Admin page (admin.php) using the Downloads Management link

8 Videos page

The videos page displays the Titles of videos and Descriptions of videos. Video files are automatically separated into two groups: Flash (swf and flv), and all others. Display (stream) the flash pictures by clicking on the title of the video. All others, download by clicking on the Title with the RIGHT button (PC) and selecting "save target as...". Videos are loaded on the Admin page (admin.php) using the Videos Management link

9 Blog page

The blog page is not really in the ServantSite web site. This menu choice will take you to the external blog that you have, no matter where it is located. The Blog URL is entered in the Admin page (admin.php) using the Blog Management link

10 Links page

The Links page (links.php) allows you to share links to other websites from your site. You may want to link to your mission's website, your co-laborer's website and/or the ServantSite website for starters.

Each link can display a link logo. This logo can be in jpg, jpeg, gif, or png format and should be less than 100X100 in size. Image files must be 200 KB or less. You can add, edit or delete links from the Admin page (admin.php) using the External Links link. Please use the complete URL when adding links. Example URL:

<http://www.webmissions.org>

11 Audio Page

The Audios page displays the Titles of Audio files and Descriptions of the Audios. To be displayed on the Audio page, the files must be in the MP3 format. Play (stream) the audio files by clicking on the play button of the player (like a tape player). Download the audio files, by clicking on the Title with the RIGHT button (PC) and selecting "save target as...". Audios are loaded on the Admin page (admin.php) using the Audios (MP3) Management link

12 Admin page

The Admin page (admin.php) is where you change things on your site. When you first try to enter the Admin page, you will see the Site Administration Login page. The default login is "admin" with "admin" as the password unless you are given a unique password. After you login for the first time, you should either create a new user with Site Administration privileges or change the "admin" user's password. If you have admin as your password, your site can be accessed by anyone who reads this manual! You can add users and change passwords using the User Management link on the left. If you don't type a valid username or the correct password for that user, or if the user doesn't have Site Administrator privileges, you will be returned to the Site Administration Login page with the big red error message "Failed to Login." After successfully logging in, you will be directed to the News Management page with the Admin navigation links on the left (in some themes, across the top). By default, you are taken to the Add News Article form of the News Management section.

News Management

Here you can add a news article with or without a news photo. Near the bottom of the page, you can see a browsing list of old news articles. This list will display up to 7 of the latest news articles and links to all the others with the newest or most recently updated article on the top.

To edit or delete a news article, click on the article's headline and the Edit News Article page will appear with the current article information being displayed. Edit the article and

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click on the "Edit This News Article" button to update it. Click on the "Delete This News Article" button to delete it forever. There will be no confirmation dialog. The article will be gone... wiped out forever.

Site Configuration

The Site Configuration link on the left will display all the current site settings:

- Site Name. This text will be displayed boldly on the top of every page and used in the intercessors email notifications.
- Site Slogan is optional. It's shown on every page just under the site name.
- Site Logo is shown in the top left corner of every page. A logo or small photo will work well here. Images may be in jpg, jpeg, gif, or png format and should be 200X200 or smaller in size. Image files must be 200 KB or less.
- Administrator's Email Address should be your email address. It is currently used as the reply address to intercessor email notices and will be used in the future for sending you logs and reports of your site's activity.
- Site Theme will allow you to choose from several template designs.
- Family Photo is how you upload your larger photo of yourself or your family. Images may be in jpg, jpeg, gif, or png format and should be 400X400 or smaller in size. Image files must be 200 KB or less.
- Greeting Headline is the bolder text on the index.php page. It is only used on the Home page.
- Greeting Text will show up under the greeting headline on the Home page.
- Number of articles on the home page is currently not being used but will hopefully be implemented soon to allow you to show the number of articles you want on the home page.
- Top Navigational Links Text is used in the Top Navigational Links bar. Change this text to change the link's names.
- Click on the "enable/disable" radio buttons to "add" or "remove" the button.
- Page Titles are shown on the blue title bar in Internet Explorer. This text will appear at the very top of your screen when looking at your website.
- Footer text will appear at the bottom of every page. Most often this will be a simple copyright notice. If you would like to use a copyright symbol © you can create one on a PC with Alt+0169 (Opt+g on a Mac).

Prayer Request Management

The Prayer Request Management link will display the Add Prayer Request form as well as a browsing list of current prayer requests. Checking the box to the right of "Send email notice to Intercessors?" will send all registered users with an intercessor level on or above the prayer request level an email notifying them of the addition or update to your site. The prayer request text will not appear in the email. Only a notice will appear, stating that they may visit your site to see the changes. Clicking on a prayer request's headline in the browsing list will display the Edit Prayer Request form that will allow you to edit or delete that prayer request.

Project Management

The Project Management link on the left will display the Add Active Project form as well as a browsing list of active and inactive projects. You can edit an active project by clicking on its headline. If you make a project inactive, the project will not be shown on the Donate Online page but all that's project's data will remain in the database. Be sure to visit the PayPal link to understand and "create" a "Donate Online" button for each active project.

User Management

The User Management link will display the Add New User form as well as a browsing list of current users. To edit a current user, click on the username. Each user has specific privileges for various features on your site, depending upon Group Membership.

Site Administrator will allow this user to login and change or add anything to your site. Click on the "admin" line to get to the page where you can change the password. This will change the password you would use to log in to the admin area from your site. Intercessory Level will determine the level of prayer request this user will be allowed to view.

Category Management

The Category Management link will display the Add Category form. Here you can add/edit/delete categories. The default categories are "Personal" and "Church". Categories are used on the News, Prayer, and Project pages.

Group Management

The Group Management link will display the Add Group form. Here you can add/edit/delete groups. Groups are used on the News, Prayer, and Project pages.

About Info

Team Info

The About Info and Team Info links on the left will display forms with all your current information that is shown on either the About Us page or the Team page. On the About Us Info, this information is broken into two sections: Personal Info and Mission Info. The Team only has one section.

Personal Info This will be, well... your personal information. Here you let people who you are and what you do. Upload a personal photo and leave some contact information including an email where you can be reached.

Mission Info A plug about the organization(s) you work for or under should go here. Be sure to put in a URL for your mission's website and other contact information.

Downloads Management

Video Management

Audio Management

The Downloads and Videos and Audios management look the same. This is where you enter the Title, Description text and the file name (browse you local machine). Clicking the button will upload the file to the proper directory, and add it to the database. After you have at least one file uploaded, the list of the uploaded files (either video, audio or "download") will appear at the bottom, allowing you to select and edit/delete the file.

Blog Management

Here you enter the Blog URL, the Internet address of the Blog

External Links

The External Links link will display the Add External Link form and a browsing table of current links. You may edit or delete a current link by clicking on its name. If you have permission from the site owner, be sure to upload a small logo from the site you're linking to.