Asset Editor How To

January 3, 2019

Thank you for being a Great Lakes Fisheries Heritage Trail asset editor! This document presents procedures for updating the *Great Lakes Fisheries Heritage Trail* website currently at http://www.greatlakesfisheriestrail.org. It assumes that you already have an account on the website. If you have technical problems, or any questions regarding these procedures, please call LIAA support at 231-929-3696 or email support@liaa.org.

Table of Contents

NOTE: Although the website can be viewed from any browser-enabled device, we strongly recommend that you only edit the website from a desktop computer.

Log In

You will need to log in to make changes to the asset inventory.

1. Hover over the Participate main menu item, then select Participant Login from the menu that appears. The *Log In* page appears.
2. Enter your **Email Address** and **Password** in the appropriate boxes, then press **Enter** or click the **Log In** button. The page will refresh with a greeting message.

Note: The first time you log in, the website will ask you to update your User Profile. Please fill it out as completely as possible with information you would like other editors to know. Especially make sure you supply a new password. Click **Submit** to complete your login.

Visit the Asset Editors Home Page

Most editing operations for the Asset Inventory are best done from your *Editor Profile* page.

1. **Log in** to the website (see above).
2. From the main menu, select **Editor** > **My Places & Info**. Your *Editor Profile* page appears, showing your Organization(s), Assets, Collections, and Events.

Note: If no Organization appears on your Editor Profile page, please contact a Site Manager by visiting **Editor** > **My Profile**, then clicking **Contact** a Site Manager in the left column.

Edit Your Organization

Use this to start or update your Organization information.

1. On your *Editor Profile* page, click one of the Organizations shown. The *Organization* edit page appears.
2. Fill out the form (see below). When done, click **Save Organization**.

Except for Organization Name and Organization Type, all information on the Organization edit form is optional.

Home / Asset Editors / Test Organization
Test Organization
Home
Current News
All News
Current Events
Asset Map
Asset Search
Information Item Search
Asset Statistics

Add News Article
Add Event
Add Asset
Add Information Item
Tour Manager
Add Tour

Preview This Page

Jump to:
General Info | Contact Info | Organization Profile | Media | Events | News | Assets | Collections | Partnerships

General Information

Organization Name
What is the commonly used name for this organization?
Test Organization

Summary Statement
Enter a short summary or description of this organization.

Organization Type
Choose a type that best represents this organization.
Organization

☑ Save as Draft
Uncheck this box when your this organization is **complete**.

Contact Information
Address
Enter the street or mailing address for this organization, if possible.

City: State: MI   Zip:

Map Location
☐ Use the Address above to determine the map location
- OR -
Click here to choose the location from a map
Latitude: Longitude:

Phone
Enter the general information phone number for this organization.

Fax
Enter the general fax number for this organization.

Email
Enter the general information email address for this organization.

Web Site
Enter this organization's web site address, starting with "http://".

Social Media
Provide web links to any of the following social media that you would like end users to reference.
[f]

Staff Contacts
Add a new contact:
Title:
First Name: Last Name:
Phone: Email:

Organization Profile
Mission Statement
Paste (use the Paste from Word button) or type this organization's mission statement.

Description Text
Paste (use the Paste from Word button) or type a detailed description of this organization. Include history, expertise and accomplishments.

Media
Logo Image
Upload a single JPG, PNG or GIF version of this organization's logo. Image will be cropped to 160x160 pixels or smaller. Please upload an image close to that aspect ratio.
Add New

Pictures & Sounds
Add JPG, PNG or GIF files to illustrate this organization's description text. MP3 files added here will appear with a Flash player (if the 'Automatically play...' box is checked.)
Add New | ☑ Automatically play pictures in text, OR Show pictures as ○ Gallery or ○ Slideshow

Documents
Upload documents for viewers to download. If Description text is provided, that text will be used as link text for the document when this organization is displayed.
Add New

Events
Provide information about events hosted by, about, or near this organization.
Click an event name to view, modify or delete that event.
Add a New Event

News
Provide news about this organization.
Click an article title to view, modify or delete that article.
Add a New Article

Assets and Collections
Assets and Collections affiliated with this organization.
☐ Show Map
Check this box to show a map of these assets and collection on your Organization's page.

Affiliated Assets
Create a New Asset
To affiliate an existing asset, start typing the name of the asset in the box below, then select its name from the list.

Affiliated Collections
Create a New Collection
To affiliate an existing collection, start typing the name of the collection in the box below, then select its name from the list.

Partnerships
Use this area to describe partnerships with other Great Lakes Fisheries Heritage Trail organizations.
Click an organization name to edit that organization, notes to add additional information about that organization.
Add or Remove Great Lakes Fisheries Heritage Trail Partners

Describe any other organizations with which this organization partners.

Save Organization

Summary Statement: Provide a short sentence about your organization.

Organization Type: Choose the best option from the list.

Save as Draft: Check to hide this organization from website viewers.

Address: Provide the street address of your organization.

Map Location: If you provided a complete street address, check the Use the Address box, otherwise click the link to select a map location (see *Choose a Map Location* below).

Contact Information: Provide as much contact information as possible.

Social Media: Paste the URL of your social media page from the requested providers.

Staff Contacts: List contact information for any staff members that could be contacted by the public.

Mission Statement: Provide your organization's mission.

Description Text: Describe what your organization does, who it works with and skills offered by your staff. Some history may be appropriate, too.

Logo: If possible, provide a logo image. Use a smaller, web-scaled (instead of print) digital file.

Pictures: Though not necessary, a picture or two of your organization at work would be helpful.

Documents: PDF files of brochures or other general documents about your organization can be uploaded here.

Events and News: Add specific up to date information about your organization here.

Assets: Add Assets (see below) for which your organization has responsibility or interest. Check the **Show Map** box to display the assets on a map.

Partnerships: List the other organizations you work with.

Add an Asset

Use this to add a brand new asset that has not yet been added to the inventory.

> **What is an asset?**
>
> An asset is a place you can stand (or float). It is a dot on the map. For this project, it is a place related to Great Lakes Fisheries Heritage that people can visit, for any reason. Some examples of assets may include a museum, the location of an event, a place to purchase fisheries products, or the location of a fisheries landmark.
>
> Note that soon there will be a similar type of entity in the system to allow us to add Information, geographic or otherwise, for people, places or things that people cannot visit.

1. Click **Add Asset** in the left column of the *Asset Editors* home page. The *New Asset* form appears.
2. Type the **Asset Name**. As you type, similarly named assets may appear in a grey box below the Asset Name box. This is to ensure that duplicate asset records are not entered. If the name of the asset you would like to add appears in this list, click the name to view or edit that asset.
3. Ensure the asset has a **map location**. Choose *one*:
   a. If this asset has a street address, then enter it into the **Address** boxes.
   b. If you know this asset's GPS coordinates (Latitude and Longitude, in decimal degrees), enter those in the **Latitude** and **Longitude** boxes.
   c. If this asset does **not** have a street address, go to the **Map Location** area and click the **click here to choose the location from a map** link. Follow the **Choose a Map Location** procedure below.
4. Click the **Save Asset** button at the bottom of the page (you may also press Enter if you are not in one of the text edit boxes where you can add formatting). The *Asset* form reappears. The Asset is now saved, and cannot be deleted by anyone except you or an Asset Manager. Continue editing.

Find an Asset to Edit

If you wish to edit an existing Asset, or check to see if an Asset you are interested already appears in the system, then use this procedure to find an asset.

1. Click **Asset Search** in the left column of the *Asset Editors* home page. The *Asset Search* page appears.

   > **Note:** There are two Asset Search interfaces. Basic Search is a single text box that allows you to quickly search by the Asset name. Advanced Search gives you many options for filtering Assets.
   >
   > **Note:** As you type a name in the Asset Name box, similar names will appear below the box. Click a name to go directly to that Asset form.

2. Enter search criteria, then click **Submit Search**. A list of Assets meeting the criteria you supplied will appear.

Completing the Asset Form

There is a lot of information you can provide on the asset form, but it is all optional. Here are the other sections of the Asset form that you should consider completing:

Save as Draft: Leave this box checked while you are working on the form. When you are completely done, uncheck it and submit the form for a last time.

Map Location: If you supply an address, it will be used to automatically geocode the Asset location. For other options, see *Select a Map Location* below.

Summary Statement: A single sentence summarizing this location. Appears below the location name to end users. This is optional, but if provided for some Assets, you should try to provide it for all.

Attraction: This is the primary category for the Asset and is **required**. Choose the one **best** option for the Asset, even if it doesn't completely describe everything about the Asset.

Description Text: Add as much information as you can! Assume the audience knows nothing about the area and wants to know what you know.

Activities: These describe things that can be done at this location. Click the **Add or Remove Activities** link, then check all boxes that apply. Click the **Save and Return to Asset** button (or press Enter) when done. On the Asset form, you can click any of the Activities listed to add notes for that item.

Amenities: These vary with the Attraction of the Asset and provide detailed information about specific aspects of the Asset. Provide as much information as you can. Note: Amenities are configured by the Site Manager, so if you need something added, let them know.

Pictures: See Add a Picture below.

Collections: Check ALL boxes that apply.

Public Contact Information: If the Asset is a business or organization, enter as much of this contact information as you know.

Edit an Asset

Use this whenever you want to modify an Asset that you have already created.

1. Click **Asset Search** in the left column of the *Asset Editors* page. The *Asset Search* page appears.
2. In the **Asset Name** box, type the first two or three characters of the Asset's name. Then, click **Submit Search**. The *Search Results* page appears.
3. Look through the list until you find the Asset you are looking for. Then, click the **Asset** name. The *Asset* form appears.
4. Change the Asset as necessary. Then, click **Save Asset** at the bottom of the form. The *Asset* form re-appears, showing your changes.

Choose a Map Location

Use this procedure if the asset does not have a mailing address, you don't have the GPS coordinates for the asset, if the map location chosen for the address you supplied is not in the right spot, or if you are working on a collection.

1. Edit the Asset you wish to locate (see *Edit an Asset* above).
2. In the **Map Location** section of the *Asset* form, click the **click here to choose the location from a map** link. The *Edit Map Location* window appears.
3. In the **Type an Address** box, type the city and state the asset is closest to. For example, type **Alpena, MI**. Then, click **Submit Address**. The map regenerates with a target dot in the middle of the town or city you provided.
4. Click the minus (**–**) button on the map to zoom out. Click the arrow buttons on the map to move around (you can also click and drag the map). **Do this until you can see the location of the Asset** on the map. Then, click that location once. The map will regenerate with the location you selected in the middle.
5. Click **Done**. The *Edit Map Location* window disappears and the **Latitude** and **Longitude** boxes now show the coordinates for your selected location.

Edit a Collection

Use this whenever you want to modify a Collection that was already created.

> **What is a Collection?**
> On this website, a Collection is a grouping of Assets for a specific purpose. They can be used for geographic groupings (like regions), interest groupings (like eras), or other categories.
>
> Generally, Collections will be created by a Site Manager, but can be edited, and Assets added, by an authorized Editor. If you cannot edit a Collection, please contact a Site Manager.

1. Click **Collection Manager** in the left column of the *Asset Editors* page. The *Collection Manager* page appears.
2. Expand a **Collection Type** name. Collections appear below.
3. Click a **Collection Name**. The *Collection* edit form appears.

Completing the Collection Form

There is a lot of information you can provide on the Collection form, but it is all optional. Here are the other sections of the Collection form that you should consider completing:

- **Save as Draft**: Leave this box checked while you are working on the form. When you are completely done, uncheck it and submit the form for a last time.
- **Summary Statement:** Add a short sentence here quickly describing the Collection. This will be the users' first impression of the Collection.
- **Description Text:** Add as much information as you can! Assume the audience knows nothing about the area and wants to know what you know.
- **Pictures:** Make sure to add at least one picture to each Collection. Check the **Primary Picture for this Collection** box for one picture…that picture will be displayed in lists of Collections.
- **Activities**: These describe things that can be done *as the primary purpose of this Collection*. For example, if this collection is a water trail, then select the most appropriate types of watercraft

for this trail. Leave services and specific activities for the Assets in the Collection. Click the **Add or Remove Activities** link, then check all boxes that apply. Click the **Save and Return to Collection** button (or press Enter) when done. On the Collection form, you can click any of the Activities listed to add notes for that item.

- **Map Location:** If the Map Location area is present, please choose the *one best location* to represent this Collection when the map is zoomed out to a regional view.
- **Assets:** You must choose which Assets will show when users view this Collection. The easiest way to add assets is to pan and zoom the map to display an appropriate area for the Collection, then open the **Show in Map View** list and select **ALL Assets**. All Assets located on the map will appear. For each Asset you wish to add to add to the collection, click the Asset icon. A balloon will appear. Then, click the **Add to {Collection Name}** link in the balloon. Continue until all the Assets you wish to add are added.

Add an Information Item

Use this to add a brand new information item that has not yet been added to the inventory.

What is an information item?

Information items are used to store background details that may be of interest to website users. Some examples of information items may include a description of some artifacts held by a museum, a description of a collection of notes or papers or photographs maintained by a library, a website link (with a detailed description of what can be found there), a book reference, or a narrative about a specific topic. Information items can either be references to other sources of information, or can house primary information. Information items should not be places that can be visited (use Assets for those).

Information items can be linked to Assets, Collections, Tours and other Information Items in the inventory. Information items can be owned by Organizations and have News Articles written about them.

This procedure describes one way to add an Information Item. Information Items may also be added from Asset, Collection or Tour edit forms as well as from an Information Item Category edit form.

---

1. Click **Add Information Item** in the left column of the *Asset Editors* home page. The *New Information Item* form appears.
2. Type the **Item Name**. As you type, similarly named information items may appear in a grey box below the Item Name box. This is to ensure that duplicate information item records are not entered. If the name of the information item you would like to add appears in this list, click the name to view or edit that information item.
3. Click the **Save Information Item** button at the bottom of the screen (you may also press Enter if you are not in one of the text edit boxes where you can add formatting). The *Information Item* form reappears. The Information Item is now saved, and cannot be deleted by anyone except you or an Asset Manager. Continue editing.

Completing the Information Item Form

All fields on the Information Item form are optional. Here are the other sections of the form that you should consider completing:

Save as Draft: Leave this box checked while you are working on the form. When you are completely done, uncheck it and submit the form for a last time.

Summary Statement: A single sentence summarizing this item. Appears below the item name to end users. This is optional, but if provided for some Information Items, you should try to provide it for all.

Categories: Choose one or more categories for this Information Item if applicable. If a category you need is missing, contact a Site Manager to have it added.

Description Text: Add as much information as you can! Assume the audience knows nothing about the area and wants to know what you know.

Pictures: See Add a Picture below.

References: To link this Information Item to an Asset, Collection, Tour, or other Information Item, select the type of entity from the list, then start typing the name of the entity into the box. A list of matches will appear below the box. Click the name of the entity to which you want to link the Information Item. The name of the linked entity will appear below the box.

Public Contact Information: If appropriate, you may enter as much of this contact information as you know.

Project Contact Information: If appropriate, add one or more individual contacts that may be relevant for this Information Item. Currently, this contact information is not displayed to end users.

Link to an Existing Information Item

When editing an Asset, Collection or Tour entity, you can link that entity to an existing Information Item.

1. Edit the entity (Asset, Collection or Tour) to which you wish to link an Information Item.
2. Click **Information Items** at the top of the form, or scroll to the **Information Items** section of the form.
3. Under **Add or Remove Information Items**, choose one of two options:
   a. Type part of an Information Item name into the **Name Search** box and click **Go**.
   b. **Choose a Category** from the category list.
   A list of matching Information Items will appear below.
4. Check a plus sign icon to link that Information Item to the current entity. The icon changes to an orange check mark when added . Add as many Information Items as you wish.

Find an Information Item to Edit

If you wish to edit an existing Information Item, use this procedure:

1. From the *Asset Editors Home Page*, click **Information Item Search** in the left menu. The *Information Item Search* page appears.
2. Type text in the **Search For** box. Less text will find more results. Then, click **Submit Search** at the bottom of the screen, or press Enter. Search results (if any) will appear below the search box.
3. Click any Information Item title to edit or view.

Create a Link in the Text Edit Box

All entities use a common text edit box for Description Text. You can insert links into this text using this procedure.

First, you must know the URL of the page you want to link to (the destination page). If you can't just type it from memory:

- Open a new browser window, navigate to the page you want to link to, then Right-click (or Ctrl-Click on an Apple computer) the URL in the Location or Address box and select **Copy**.

Or:

- Right-click (or Ctrl-Click on an Apple computer) any existing link on any web page and select **Copy Shortcut** or **Copy Link Location**.

Next, return to or open the text edit box where you want the link to appear.

1. Type the text users will click on to go to the link. The text should be descriptive, like "visit our information page", rather than just "click here".
2. Highlight the link text, then click the **Insert/edit link** button in the toolbar. The *Insert/edit link* window appears.
3. In the **Link URL** box, type or paste the URL of the destination page.
4. In the Target list, choose **Open link in a new window**.
5. You only need to provide a Title if the link text you chose does NOT describe the destination page well. If that's true, then type a clear description in the **Title** box.
6. Click **Insert**. The *Insert/edit link* window disappears, and the link text is now underlined.

Finally, when you submit the form you are working on, and display the text in the browser, the link will be active (it is not active while editing).

Add a Picture

You can attach as many pictures to an entity as you wish. Repeat this procedure for each picture.

1. **Edit** the Asset or Collection you want to add the picture to.
2. In the **Pictures & Sounds** area, click **Add New**. The *File Upload* window appears.
3. Click the **Browse** button. A file selection window appears.
4. Find the picture you want to add and select it using the file selection window. The picture's file name should now appear in the box on the *File Upload* window.
5. Click **Submit**. Please wait while the file is uploaded and the form is re-loaded. The *File Upload* window should report that the file was uploaded successfully.
6. Click **Close** This Window in the left column of the *File Upload* window. The *File Upload* window disappears.
7. In the **Pictures & Sounds** area of the *Asset* form, a thumbnail of the picture will be visible. Provide a **Caption** or other information about the picture and click the **Save** button at the bottom of the form.

Picture Options

Once you have pictures uploaded to the entity, you have three options for displaying those pictures:

- **Automatically place pictures in text** – When this box is checked, the system will try to place one picture per paragraph of text, floated to the left or right as specified with the picture information. If there are more pictures than text, then the pictures will be stacked vertically in the right column.
- **Gallery** – When this box is checked, pictures are displayed as a series of thumbnails below the Description Text. The Caption (if provided) is displayed below each picture. Users can click each picture for a lightbox view.

- **Slideshow** – When this box is checked, pictures are displayed as a self-running slideshow below the Description Text. The Caption (if provided) is displayed on the picture. Users can click each picture for a lightbox view.

Add an Event

You can add an Event that is associated with an entity or an Event that is independent. Events appear on an Event Calendar page, and on the page of the entity they are associated with.

To add an independent Event:
1. Click **Add Event** in the left column of the *Asset Editors* page. The *New Event* form appears.
2. Fill out the *Event* form. Then, click **Save Event**. The *Edit Event* form appears, showing your changes.

To add an Event that is associated with an Asset or Collection:
1. **Edit** the Asset or Collection you want the Event associated with.
2. In the **Events** area of the *Asset* form (toward the bottom), click **Add a New Event**. The *New Event* form appears.
3. Fill out the *Event* form. Then, click **Save Event**. The *Edit Event* form appears, showing your changes.
4. When done, click **Return to Asset** in the left column to display the *Asset* form again.

Add a News Article

News can be up to date information about an entity or just general information.

To add a News Article:
1. Click **Add News Article** in the left column of the *Asset Editors* page. The *New Article* form appears.
2. Fill out the *Article* form. Then, click **Save Article**. The *Edit News Article* form appears, showing your changes.
3. To associate this Article with a particular location, scroll to the bottom of the Article form and find the References section.
   a. From the **Link to the** list, select **Asset**.
   b. In the **named** box, start typing the name of the location. A list of names including what you have typed will appear.
   c. Click on the location name in that list. The location name appears in the References section.

> **Note:** You can also add an Article associated with an endity by creating the Article from the entity edit form.

Preview an Event or News Article

While you are editing, you can view what your Event or Article will look like to an end user by clicking the **Preview This Page** link at the top of the edit form. Click **Return to Edit View** to return to the edit form.

Delete an Event or News Article

You can delete an Event or Article by visiting that Event or Article while logged in. Click the **Delete This Event/Article** link at the top of the edit form.

Embed Video in the Text Edit Box

You can embed video from common hosting sites such as YouTube and Vimeo in any Text Edit Box. There is a video of this procedure at http://help.liaa.org.

Get Embed Code

First, you must copy embed code for the video from the host site. For YouTube:
1. Visit the video's page on YouTube.
2. Click **Share** on the page. The sharing window appears.
3. Click **Embed**. The *Embed Video* window appears.
4. Click **Copy**. The embed code is copied to your clipboard.
5. Close YouTube.

Add Embed Code to Page

Next, you must add the embed code to the page using the Text Edit Box.
1. Edit the text where the video will appear. Position the cursor on a line by itself in the text.
2. Click the **Insert predefined template content** button. The *Insert predefined template content* window appears.
3. From the **Template** list, choose **Add Video**. The words *Replace This Text With Video* appear in the preview window.
4. Click **Insert**. The words *Replace This Text With Video* appear in the Text Edit Box.
5. Highlight all 5 words in *Replace This Text With Video*, then click the **Insert/Edit Embedded Media** button. The *Insert/Edit Embedded Media* window appears.
6. Click the **Source** tab. Then, paste the embed code copied earlier into the **Source** box. Then click **Insert**. A yellow box appears in the Text Edit Box.
7. Save or Preview the text. The embedded video should appear, and it will scale with the width of the device viewing it.