www.USPSd5.org

District 5 WEB Site Features

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EXECUTIVE OVERVIEW:

The District 5 WEB Site is an effective communication tool to provide information to members and the public on D5 and squadron events. Obtaining accurate data on events throughout the district and then tracking changes that naturally occur is often problematic when attempted by a central team.

District 5 WEB Site Tools are now available to allow responsible members to directly change data the WEB Site displays. A hierarchical system with controls is established and being enhanced to place the authority for specifying WEB Site data with the most responsible member. It was introduced in 2011.

INTRODUCTION

The USPS District 5 (D5) WEB Site (www.uspsd5.org) is a focal point for communications among our members. It provides members and the general public information on USPS Squadrons in the Middle Atlantic States of Pennsylvania, New Jersey, Delaware, Maryland, Virginia and the District Of Columbia. It lists the District's 31 active squadrons and identifies their officers. It identifies the district's organization and lists the officers and key committee members. And, of primary focus, it lists our activities including squadron and district meetings, and the ongoing training classes and seminars we conduct for our members and the general public.

WEB Site tools are provided to identify and maintain the WEB site data. They establish a system that allows the district or squadron officer to directly manage the data. As an example the officer responsible for scheduling an event will have the authority to directly post data on that event to the WEB Site. Corresponding controls are implemented to restrict the permission to make changes to the responsible officers and limit interference from others.

This paper describes these new tools and also the WEB Site area established to control and monitor their use. It's divided into the following sections:

- Introduction – this section.
- Members Only Section – User Control, Organization, and Security
- Roster Functions - Membership Data and Controls
- Jobs Roster, Booklet and Newsletter Management
- District and Squadron Events – Display and Management

These tools implicitly establish procedures on how they can be used. They distribute authority and empower officers throughout the district to establish and maintain accurate information that will be shared with others throughout the district. We ask that you encourage their use with the agreement that we will work to support you and your team as they learn these new procedures.

Thank you in advance for your support.

MEMBERS ONLY SECTION

USER CONTROL, ORGANIZATION and SECURITY

The menu system for the USPSd5.org public pages now includes a 'Members Only' entry that links the user to a new web site area. This restricted area contains the tools available to members to manage WEB Site information.

User Control

Entry is restricted! On first visit the member is presented the following form requiring they prove USPS D5 membership.

D5 Members Only Page

Please enter your USPS Certificate Number and District 5 password to access the member only pages of this site.

USPS Certificate: [   ]
Password: [   ]
[Log In]

Upon validation we will return you to the Members Only home page where you may select private functions.

All district personnel have been sent an initial password via e-mail. On first contact you may be asked to change that password to a private value. Remember, passwords are case sensitive. Should any difficulties arise please contact the webmaster.

[Cancel]

Passwords were sent via email to all D5 members who have email addresses on file. Members who did not receive that mailing or members who have forgotten their password can request a new password through the following procedure:

1. Attempt to login with a known bad password.
2. Note the additional instructions that will be displayed, then
3. Enter your certificate and select "**Generate New**"
4. An email will be sent to your email address in USPS records with instructions and a link to create a new password.

Once successfully validated a member may automatically be recognized, depending upon their local computer settings, on their next visit. This implicit identification system stores an encrypted string in the users PC that's tested on every visit. Our goal is to minimize obstacles as a member's WEB site use flows between public and Members Only pages, while maintaining control of who may view or change USPS D5 records.

Once validated and remembered each visit to the Members Only page is recorded in system logs. Also some tools the member may use will be recorded. Should a members status change they may be blocked from access or their permissions restricted on their next visit. Members may change the provided 'randomly generated' password to one they can more easily remember. The member may choose any sequence of letters and numbers with no space. A more strict password format may be needed in the future. The member may also 'Log Off' to terminate the session and thus not be recognized on their next visit.

Organization

There's a drastic difference in page displays between the USPSd5 public and Members Only pages. Our public pages present a graphically pleasing and very consistent presentation. All pages present a menu list for navigation within the public pages.

Here's the current main Members Only Page listing the commands available within each of these page sections:

You are recognized as a D5 Member.

- Roster Functions:
  - **Update Your Roster Data**
  - **Full D5 Roster**
  - **Download Current Roster Booklet** - (Response will be slow. Expect ~ 1 minute.
  - **Your Squadron Roster**
  - **Download Your Squadron Roster Roster Booklet** - (Response will be slow. Expect ~ 1 minute.
- D5 Officer Tools:
  - **D5 Library**
- Event Management (Conference, Meeting and Class Schedules):
  - **Add a D5 Event**
  - **Change a D5 Event**
  - **Update a D5 Event Location**
  - **Add a Squadron Event**
  - **Change a Squadron Event**
  - **Update a Squadron Event Location**
- Education Department Tools:
  - **USPS Course Data.**
- Ships Store Tools
  - **Setup D5 Ship's Store Items**
  - **Setup Squadron Ship's Store Items**
  - **Setup Uniform Exchange Item**
- Roster, Booklet and Newsletter Management:
  - **Update District Job & Committee Assignments** - (Available to EXCOM members.)
  - **Upload District Roster Booklet Elements** - (Available to D5 Secretary Department Personnel)
  - **Upload Mark 5 Newsletter** - (Available to D5 Newsletter Editor and D5 Officers)
  - **Update Squadron Job & Committee Assignments** - (Available to Squadron Commanders.)
  - **Setup Squadron Roster Booklet Pages** - (Available to your squadron officers)
  - **Upload Squadron Newsletter** - (Available to Officers and Newsletter Editor.)
  - **Import DB2k Roster** ('D5 Roster Chairman Only')
  - **Manage Associate Members.** (Available to Squadron Commander or Treasure.)
- User Control:
  - **Log-Out**
  - **Password Update**
  - **Switch to a Different Squadron**
- Member Communications:
  - **Create Mailing List**
  - **Create D5 Newsletter Mail List**
  - **Create Squadron Newsletter Mail List**
  - **All Member List**
- Web Site Maintenance (Webmaster Only):

As you see, little effort is expended on the graphical presentation of Members Only pages. Generally they present the text needed to explain a tool's function and then to execute the tool. This main Members Only page is organized in the following sections:

- **Roster Functions** – Tools that allow a member to view and change their personal information or to obtain information about other members. A section below describes the Roster Functions.
- **Officer Tools** – Tools restricted to D5 officers. The "D5 Library" tool allows officers to upload files to either the public library or one restricted to D5 Members.
- **Event Management** (Conference, Meeting and Class Schedules): - Tools that allow officers to post or modify data about squadron events. A section below describes the Event Management functions.
- **Education Department Tools** – Allows D5 officers to assist in the management and display of course schedules and data. Information on this page section is included within the Event Management section.

- **D5 Ship's Store Tools** – Allows D5 officers to manage the presentation of Items' that D5 sells. Use is restricted to specific individuals. Pages provide guidelines on tool use.
- **Job Assignments, Booklet and Newsletter Management** – Allows D5 and Squadron officers to specify and manage job assignments, upload newsletter issues, or control data appearing in roster booklets. Additional details on tools are provided below.
- **User Control** – Pages where members may disconnect from a Members Only session or change their password. Operation instructions are included above.
- **Member Communications** – Allows officers to obtain email or other contact data on groups of members. Operation instructions are included within each tool.
- **Website Maintenance** – Tools for the exclusive use of Web Site Managers.

These tools (or functions) manage data in the central D5 database which consists of several data tables that identify and support a specific set of D5 information. Most data tables are utilized throughout the USPSd5 site. As an example the membership roster is a data table containing contact and other information on all members of D5 squadrons. Each display of a members name and grade on both the public and private USPSd5.org pages obtains member data from the database.

This database centric WEB Site design eliminates data entry errors throughout the many public and private www.USPSd5.org pages:

- It significantly reduces the man hours needed to maintain web site pages,
- Allows data changes to be completely separated from the coding needed to present a graphical display.
- Provides the foundation for allowing distributed maintenance of the data. Examples:
  - The job assignments displayed for a squadron can be managed by the officers of the squadron
  - A new newsletter issue can be immediately uploaded and linked as the current issue by the newsletter editor eliminating the need for attention by web site maintenance personnel.

Throughout the remaining document sections there are examples of distributed data management.

Security

The Members Only pages are protected from view by others utilizing two systems. First the member login described above establishes a session identity unique to a D5 member. No Members Only page will be downloaded without an established session identity. PC browsers or other types of programs that attempt to bypass the log-in page and directly access a Members Only tool are rejected.

The second protection system utilizes encrypted communications to ensure a third party monitoring traffic on communications circuits cannot view message contents. This feature, know in the industry as 'Secure HTTP', protects the communications between the members PC and the www.USPSd5.org server.

The two techniques together establish a level of security more than adequate to protect member information and passwords being transmitted through the internet. They also establish a foundation for higher levels of security if needed in the future.

ROSTER FUNCTIONS

MEMBERSHIP DATA AND BOOKLETS

The roster functions section of the members only main page provide tools where a member can find information about our organization or about their data on file in USPS. It currently consists of the following 5 statements which provide a link to a specific tool:

- **Update Your Roster Data** – Displays a form showing the members contact data and listing the jobs held by the member. Form allows the member to change contact data in the on-line database.
- **Full D5 Roster** – Displays a list of D5 members from all squadrons. The initial list displays email and telephone contact data for the members. Each displayed name also includes a link to the members contact data form as above showing that members home address and jobs held. Other member's data is only displayed. It cannot be modified.
- **Download Current Roster Booklet** - (Response will be slow. Expect ~ 1 minute. Tool generates and displays a D5 Roster Booklet file containing the same sections as the yearly D5 Roster.
- **Your Squadron Roster** - Similar to the Full D5 Roster above. Displays the roster of the requesting member's squadron.
- **Download Your Squadron Roster Booklet** - (Response will be slow. Expect ~ 1 minute. May not be available to all squadrons depending upon Executive Committee decisions.

Membership Data

The on-line roster provides information on our members. It allows a member to obtain contact data on other members and to view the jobs they perform for USPS.

It also allows a member to change their own contact data. Our members can now be responsible to connect to the WEB Site and enter any data change when that change occurs. Data changes are recorded in the WEB Site system log and are immediately available for display when needed by a web page. Also, an email message is sent to the member's squadron commander and squadron roster chairperson to initiate the change in DB2000 records.

Booklets

The USPS D5 Roster Booklet distributed to some officers during the annual officer training conference each year is now created using the '**Download Current Roster Booklet'** tool. Other members who desire a printed D5 or squadron roster booklet may either purchase the extra copies available during the conference or use the tool to create the booklet file and print it locally. The file will be created using the latest available member and job data providing a completely up to date booklet.

Booklets may easily be created locally using personal printers that have the ability to automatically print to both sides of a sheet of paper. Other those without the personal equipment, services are commercially available to create a booklet. As examples, both 'Staples' and 'Office Depot' can immediately use the file provided to print booklets.

Booklet Files contents were established based on the content of the 2011/2012 booklet. Most content is now directly obtained from WEB Site databases, including all member names and job assignments. Other data must be identified to the booklet each year. Two WEB Site tools are provided to upload this

information each Bridge year. They are located under the Roster and Booklet Management section of the Members Only main page.

- **Upload District Roster Booklet Elements** - (Available to D5 Secretary Department Personnel) Each year the following new pages should be uploaded:
  - o Cover Page Graphic
  - o Inside Page Graphic
  - o Commanders Message
  - o Membership Statistics
- **Setup Squadron Roster Booklet Pages** - (Available to your squadron officers). Each year the following pages should be uploaded
  - o Cover Page Graphic
  - o Inside Page Graphic
  - o Commanders Messages
  - o Custom Pages as Needed
  - o Advertising Pages

Event Management

Consolidated Events Database & Locations Database

Two data tables are available to enter and maintain data on district and squadron events. The tables and associated tools are structured to expedite data entry and minimize the need to type new information. The following tools are listed:

- Add a D5 Event
- Change a D5 Event
- Update a D5 Event Location
- Add a Squadron Event
- Change a Squadron Event
- Update a Squadron Event Location

In practice there are only three tools as follows:

- This **Add an Event** form is called from the Add D5 Event or Add Squadron Event links:

Create a New Event

We are creating a Meeting event. You may switch to create a [Training]

First select a location from the following list of previously used locations. [Select from list.   ▼]

As an alternative you may select [New Location] to provide information on another location and add it to this list.

Event:

Event Name: [-- Enter the new event name here --]

Event Type: [General Meeting   ▼]
   (Choose from list.)

Event URL: [   ]

Start Date & Time: [2012/03/13] [19:00:00]
   (Start Time of Event - "yyyy/mm/dd")

End Date & Time: [2012/03/13] [19:00:00]
   (Finish Time of Event - "yyyy/mm/dd")

Point of Contact:

EXCOM Members or   [P/C Joseph P. Gibson, AP   ▼]
Committee Heads:

[Add] [Reset] [Cancel]

- o A control is provided (Training at top of form) to switch the form to create a training event where instead of typing an event name the member will select a training course name from a provided list.
- o Note that the organization the form is called for is displayed. Once called, only events for that organization will be created. You must exit and then recall the form to enter events for a different organization.
- o A drop down list of officers is available to specify the event coordinator.
- o A drop down list of previously used locations allows easy selection. Only locations associated with the squadron or district are displayed. A link is provided to a screen to enter data for a new location.
- o A district or squadron officer entering event data will be able to immediately view the new event on a USPSd5.org public page to ensure all spelling, location and contact information is correct, and that the display fits the available space.
- o Note the drop down box to select an event type. Current event types are: "Training Class", "Seminar", "EXCOM Meeting", "On the Water Event", "General Meeting", "Conference", and "Other". Additional types will be added if needed.
- o You may include an internet web page link (URL) if a detailed page describing the event is available.
- **Change an Event** - As event details change, the officer will use this tool to update event records.
  - o The event data page above will be displayed with the current event data shown.
  - o Changes will immediately appear on public pages.

Meetings Events

D5 WEB Site pages provide a central listing of district and squadron events being conducted throughout the year. Future events from the consolidated event database will be listed. As described above the displayed event details are controlled by district or squadron officers. There are two lists:

- Squadron Activities – This consolidated list displays information on meetings, water and land rendezvous, and conferences.
    - o The list is organized to provide:
        - Date & Time of Event
        - Name of Event with an optional link to a WEB Page providing additional detail of the event
        - Location of Event with an optional link to a WEB Page providing background on the business or government facility.
        - Name of the member coordinating the event including an email address link when available
        - Coordinators telephone number
    - o The tools available to manage event entries are described below.
- District and National Events
    - o Page provided for quick reference

Training Events

Course Schedules for standard USPS training classes or seminars are typically managed through the USPS HQ-800 tools. Squadron Educational Officers have permissions to create and manage course schedules.

Course Schedules for unique training classes such as the state sponsored boating safety classes cannot be scheduled through the HQ-800 system. The D5 Event system provides a method of scheduling these non-standard training courses.

The USPS D5 events database stores both HQ-800 and D5 training events. Each morning an automatic routine downloads a copy of HQ-800 schedules and merges them with D5 defined classes for display on USPSd5.org pages.

- Course Schedules – This consolidated list displays information on training classes being conducted by D5 squadrons.
    - o Currently a list similar to the meeting described above is provided. There are differences in the data displayed:
        - Name of course being taught instead of event name. USPS courses listed will often include a link to a detailed course description page or a course syllabus.
    - o Training class entries are created from two sources
        - The Tools Described Above
        - The USPS HQ-800 System Database managed on the USPS WEB Site

Jobs Roster, Booklet and Newsletter Management –

District and Squadron Jobs

Each year USPS Districts and Squadrons submit formal notices to USPS Headquarters in Raleigh NC identifying new squadron officers. Districts use the OD-1 Form. Squadrons use the OD-2 Form. Each

form lists organization jobs of interest to USPS, but our organizations, especially District 5, has other job assignments that must be formally recorded and tracked. Also, the OD forms are only interested in major jobs such as committee chairs and do not provide the ability to track committee members.

The WEB Site provides data structures to identify and record all District and Squadron jobs, and the tools to allow officers to make job assignments. These tools are listed in under the **Roster and Booklet Management** section of the Members Only page. They are:

- **Update District Job & Committee Assignments** - (Available to EXCOM members) Allows district bridge officers to directly control committee assignments within their department.
    o Job descriptions for all traditional USPS committees are pre defined for each department.
    o A tool is available where an officer may create additional job descriptions as needed.
    o A member list from all district squadrons is provided to the officer where he may easily select a member name to be assigned to a job.
    o The officer may make job assignment changes at any time. Changes made immediately appear where job assignments are displayed on public pages
- **Update Squadron Job & Committee Assignments** - (Available to Squadron Commanders.) Allows a squadron commander to control display of committee assignments that will appear on the D5 WEB Site public pages. The tool provides:
    o Job descriptions for all traditional squadron jobs.
    o A squadron member list where commander may easily select a member name to be assigned to a job.
    o The commander may make assignments at any time.
    o During the OD-2 development period the tool is available to all squadron officers.

These tools manage the Jobs data table content where a jobcode is associated with a member certificate for each bridge-year. The system allows jobs to be assigned for the next bridge-year without effecting the display of jobs for the current bridge-year.

Newsletter Management

Tools to allow D5 and squadron newsletter editors to upload a new newsletter issue and manage an archive of previous issues. Issues uploaded are named and cataloged for long term storage. Links are automatically created to the current issue and placed in pages dedicated to a squadron. All uploaded issues are archived for permanent storage.