

How To

June 17, 2009 – DRAFT

This document presents Asset Editor procedures for the Michigan Upper Peninsula Regional Tourism Asset Inventory site at <http://www.miup.info>. It assumes that you already have an Editor account on the website. If you don't have an account, please contact Chris Rector at Northern Initiatives, 906-226-1680. If you have technical problems, or any questions regarding these procedures, please call Jim Muratzki at LIAA, 231-929-3696.

Table of Contents

Log In	1
Add an Asset	2
Choose a Map Location	2
Edit an Asset	3
Create a Link in the Text Edit Box.....	3
Add a Picture to an Asset	4
Add an Event.....	4

Log In

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

1. Click the **Log In** link on the home page of your Community Center. The *Login* window appears.
2. Enter your **Email Address** and **Password** in the appropriate boxes, then press **Enter** or click the **Log In** button. The *Login* window will disappear and the main Community Center window will refresh showing a welcome message somewhere on the screen.

Note: The first time you log in, your user profile will appear. Please fill it out as completely as possible. Especially make sure you supply a new password. Click Submit to continue with your login.

Note: If you click Log In and nothing happens, you may need to enable JavaScript in your browser or configure your popup blocking software to allow popup windows for your Community Center web site.

Add an Asset

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

1. **Log in** to the Asset Inventory website (see above).
2. Click **Add Asset** in the left column of the home page. The *New Asset* form appears.
3. Type the **Asset Name**.
4. Choose **one**:
 - a. If this asset has a mailing address, then enter it into the **Address** boxes.
 - b. If this asset does **not** have a mailing 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.
5. Click the **Save Asset** button at the very bottom of the form. The *Asset* form appears. The Asset is now saved, and cannot be deleted by anyone except you or an Asset Manager. Continue editing.

Choose a Map Location

Use this procedure if the asset does not have a mailing address, or if the map location chosen for the address you supplied is not in the right spot.

1. Edit the Asset you wish to locate (see Edit an Asset below).
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 **Munising, 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 an Asset

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

1. **Log in** to the Asset Inventory website (see above).
2. Click **Asset Search** in the left column. The *Asset Search* page appears.
3. 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.
4. Look through the list until you find the Asset you are looking for. Then, click the **Asset** name. The *Asset* form appears.
5. Change the Asset as necessary. Then, click **Save Asset** at the bottom of the form. The *Asset* form re-appears, showing your changes.

Create a Link in the Text Edit Box

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 to an Asset

You can attach as many pictures to an Asset as you wish. Repeat this procedure for each picture. Please upload high-resolution pictures (suitable for printing).

1. **Edit** the Asset 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 *Asset* 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 Asset** button at the bottom of the form.

Add an Event

You can add an Event that is associated with an Asset, or an Event that is independent.

To add an independent Event:

1. **Log in** to the Asset Inventory website.
2. Click **Add Event** in the left column. The *New Event* form appears.
3. 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:

1. **Edit** the Asset 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.