

The OR Society – Editing Website Content Guide

Umbraco is the Content Management System that we use to edit The OR Society website. It allows you to quickly and easily publish information onto the website without the need for any prior knowledge of web page editing. It is designed to be simple to use yet powerful and flexible enough to enable users full control of their website content.

No special skills are required in order to create, publish and manage web pages and related content with Umbraco. Any prior web page editing experience you may have will of course prove useful in terms of understanding what you want the website to do, and there is the option to edit some sections using HTML if you are able to.

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Your Homepage

North West

Operational Research within the Northern Powerhouse

The NWORG is your regional society – our aim is to provide a focus for operational researchers and to reach out to anyone interested in finding out about operational research here in the North West. The NWORG is run by OR Society members, encompassing both OR practitioners and academics alike, who share a passion for the practice and application of OR. We take our inspiration from the OR community in the region and put on a selection of events throughout the year to support OR activities. Our meetings provide opportunities to expand your network and engage with organisations utilising OR with impact.

Since the re-launch of the NWORG our meetings have covered a range of topical areas including pro bono OR, emergency planning, logistics, OR in government and a special joint meeting with the Simulation Special Interest Group (SIG).

Invited speakers to our meetings include OR experts from IBM, HMRC, The OR Society, Lancaster University, Sellafield Ltd and United Utilities.

Our events are held across the North West to create more opportunities for people to get involved, with meetings held in Manchester, Liverpool and Warrington.

The NWORG is looking to expand the type of meetings held in the future, in addition to our topical meetings we are looking to include networking events, socials and company visits.



What do you want from the NWORG?

We work best with ideas from the OR community and we take our lead from you. Attending meetings shows fantastic support for the regional society. But what activities would you like the NWORG to put on? We welcome any contribution from topics for meetings, contributing or speaking at meetings or even getting on board with the NWORG committee itself – we are a diverse group that are looking to expand!

Committee Details

Tony Hines	Chair
Debra Charnley	Secretary
Rebecca Wilson	Treasurer
Chris Kirkbride	Regional Representative on General Council

Future Events

15/05/2019 Visit To Hartree 15 May 2019 →

Past Events

06/03/2019 Amazon Visit 06-03-2019 →

Past events archive →

Related Documents

TITLE	AUTHOR	PUBLISHED	REV
NWORG Slides OR Health Pro Bono	Tony Hines	21/09/2016	1.0

Get in touch

Name *

Email *

Telephone

Message *

Recaptcha * I'm not a robot

Submit →

Join this Regional Society

Sign in to receive North West news.

If you would like your colleagues or clients to sign-up for this group, you can email them an invite.

Sign in →

[Do not have a login? sign-up now](#)

Blog

Read More →

Past Events

Past meetings archive →

Editable content

Automatically displays all document repository items with this group as a category

Automatically displays events listed in EventsForce with this group as a category

Join form for the group. This will allow people to sign up as a non-member user, or if they are logged in they can join with one click

If this form is completed it will send an email to the group chair (or alternative contact), and The ORS contact (Amy Hughes).

Links to child pages

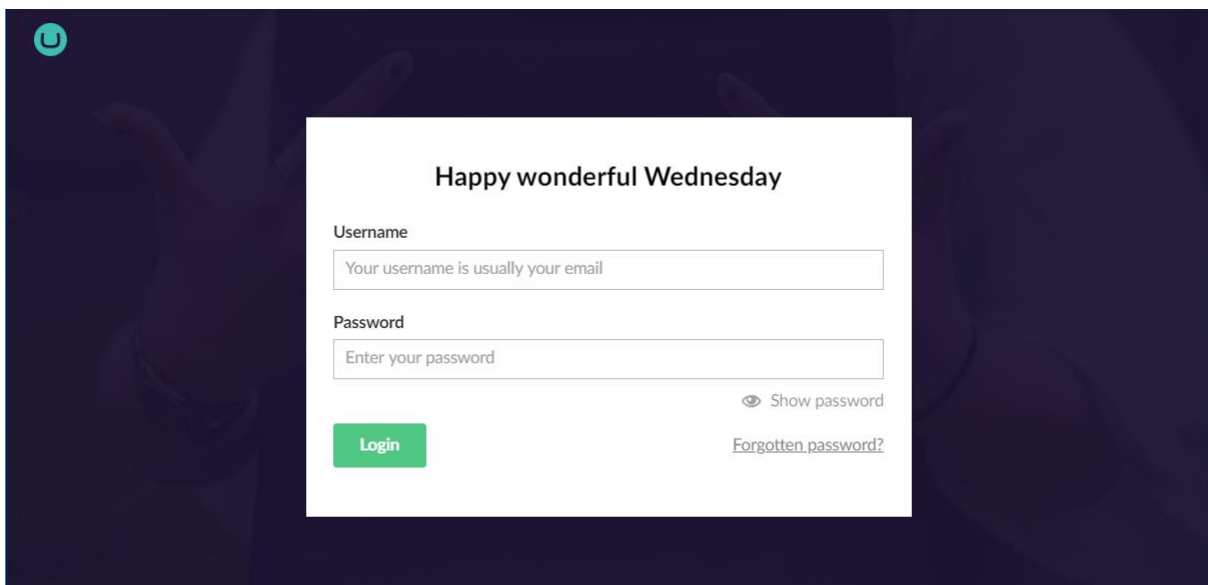
Getting started with Umbraco

Logging in and out

Logging in

To access Umbraco you simply need to open your web browser and enter <https://cms.theorsociety.com/umbraco>

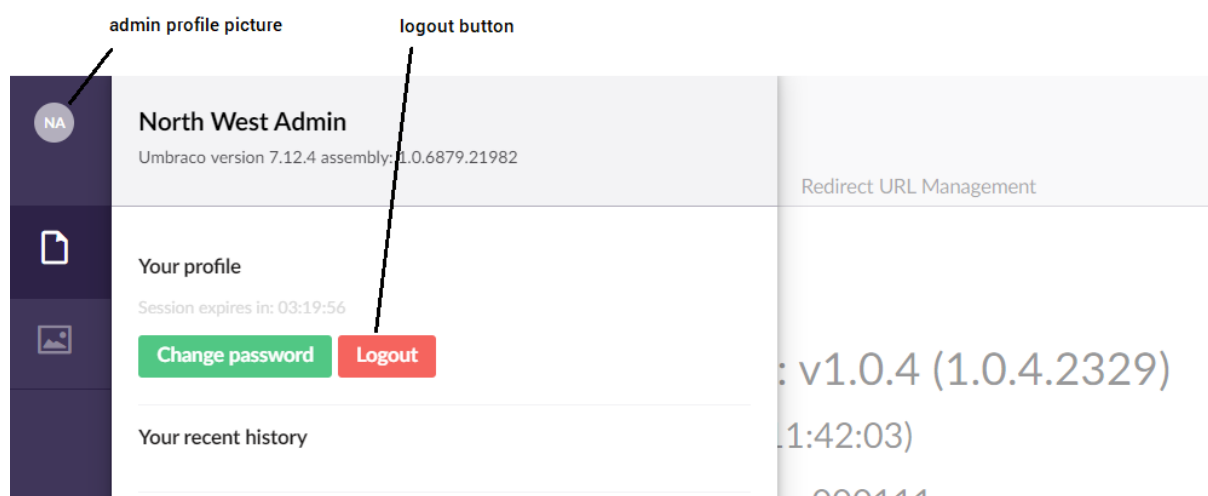
You will be presented with the login form into which you need to enter your username or email address and the password provided by The OR Society administrator.



Login screen

Logging out

To logout of the admin panel click the admin profile picture in the top left of the screen which will reveal a slide out menu. Then simply click the logout button in the top right of the menu.



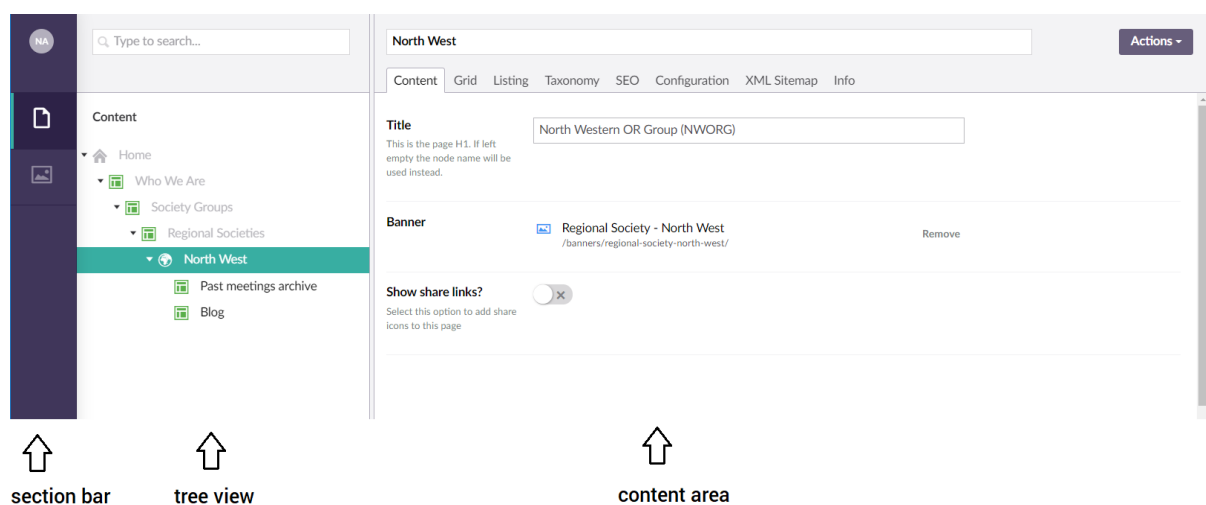
Logout screen

Umbraco Interface

Initial View

Once you have logged in you will enter the Content section of Umbraco. There are several sections within Umbraco that allow you to manage different aspects of the site. The Content section allows you to manage the web pages of your site. Sections vary from user to user based on their role, and as a group administrator you will have access to both the Content section and the Media section. You can navigate between sections using the black section bar on the left-hand side of the screen. As you rollover one of the sections the name of the section will be revealed. Click a section to navigate to it.

To the right of the section bar is the tree view which shows the structure of your website. To navigate the tree you can click on the black arrows to the left of tree items which will reveal any sub-pages. Clicking on the page name will load that page's content into the large content area on the right of the tree view.



Initial login landing page

Behaviour at smaller screen sizes

By default, on a desktop with a large screen size, the tree view is always visible giving you quick access to select and navigate website content. On smaller devices such as laptops and tablets, the tree view will be closed and only opens after you click on one of the navigation icons in the section bar on the left of the screen.

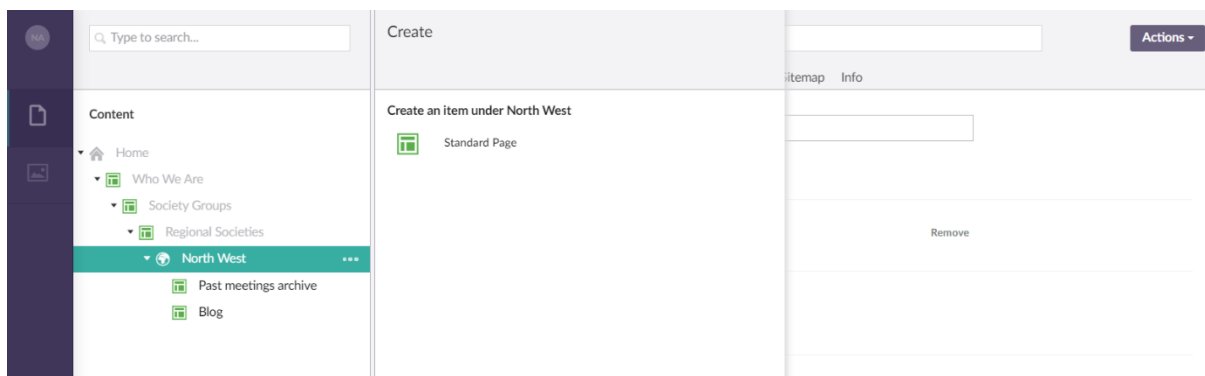
After selecting an item within the tree view on a smaller device, it will automatically close to save screen space. If you wish to close the tree view without selecting a page, you can move your mouse out of the tree view, or alternatively on a touch device you can swipe left over the tree view.

Creating, Saving and Publishing Content

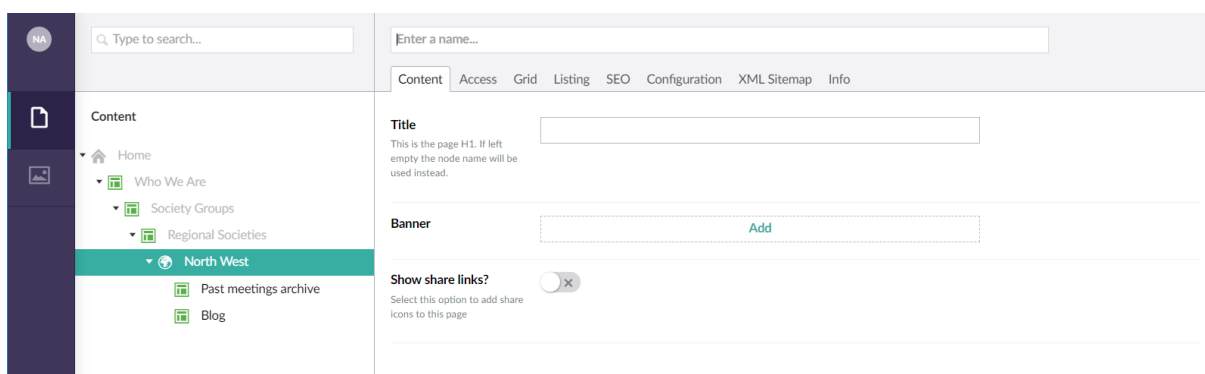
Creating a New Page

Firstly you will need to select the parent page for your new page. This could be the main group page or any of the sub-pages. The following process can be followed:

1. Hover over the name of the parent page and then click on the options icon (⋮) to reveal the types of pages you can create.
2. Click on "Standard Page" which will then load the new page into the content area on the right-hand side.
3. Enter a name for the page in the text field at the top of the content area.



Page creation slide out menu



New blank page

As you will see some sub-pages have already been set up, so you may never need to create a new page. You can use or rename the 'Past meetings archive' and 'Blog' pages, or create new pages.

Saving and Publishing Options

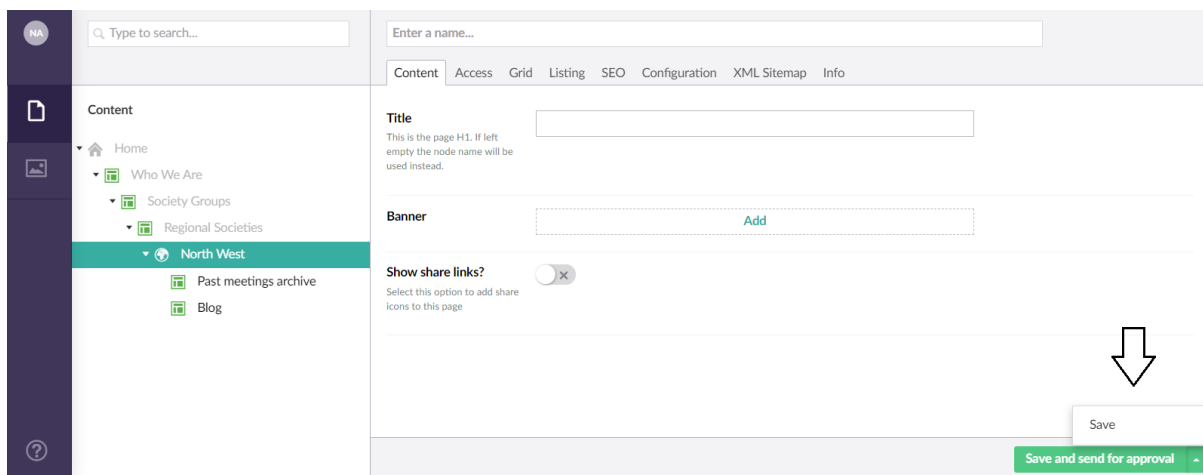
There are two different options you have for saving and publishing pages. Each have their own benefits for different occasions depending on whether you're still in the process of editing the page or have completed and wish to publish your changes.

Save

The Save option (found by clicking the arrow on the Save and send for approval button) is used for saving the page without publishing the changes to the live site. This is especially useful if you are working on changes over a period of time as you can save frequently to prevent losing any data or if you wish to save the current state and return to edit the page at a later date. Using the Preview button will show you how the page will look once published.

Save and send for approval

The Save and send for approval button is used when you want to publish a saved page to the live website. This will save the page and send a notice to a website administrator at The OR Society, who will check your page before publishing it to the live website.

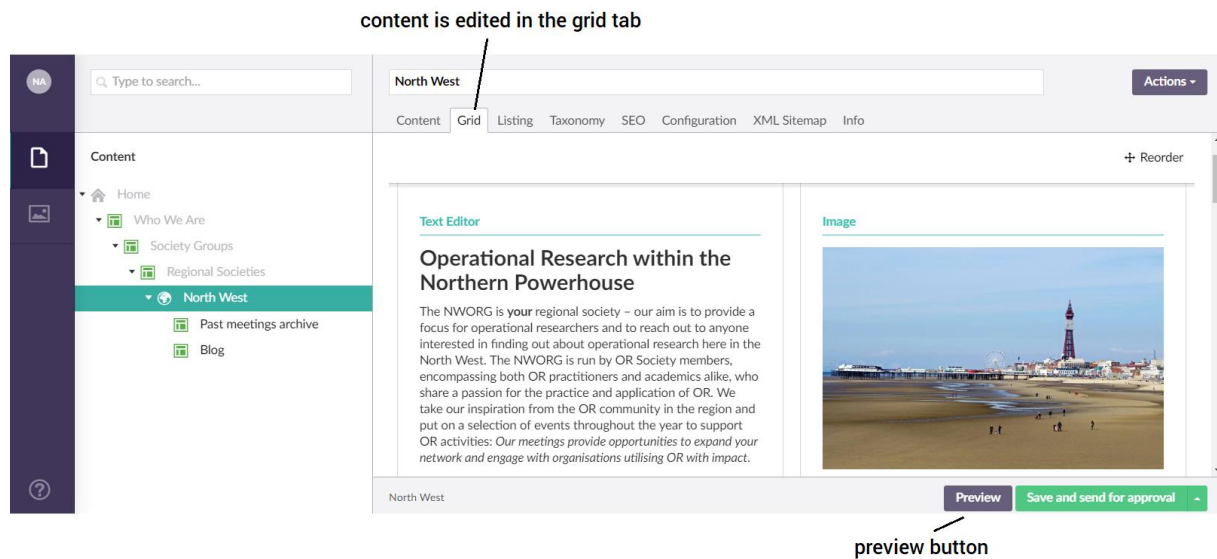


Location of save buttons

Editing Existing Content

When you want to edit content on an existing page you can follow this process:

1. Find and select the page you want to edit.
2. Edit the pages content within the content 'Grid' tab. Each different type of page will have different content fields for you to populate such as simple text boxes, images and possibly links to YouTube embedded videos. More information on this in the next section.
3. Click the Preview button to preview how the page will look once published to the live website.
4. If you are happy with the changes you can now click Save and send for approval.

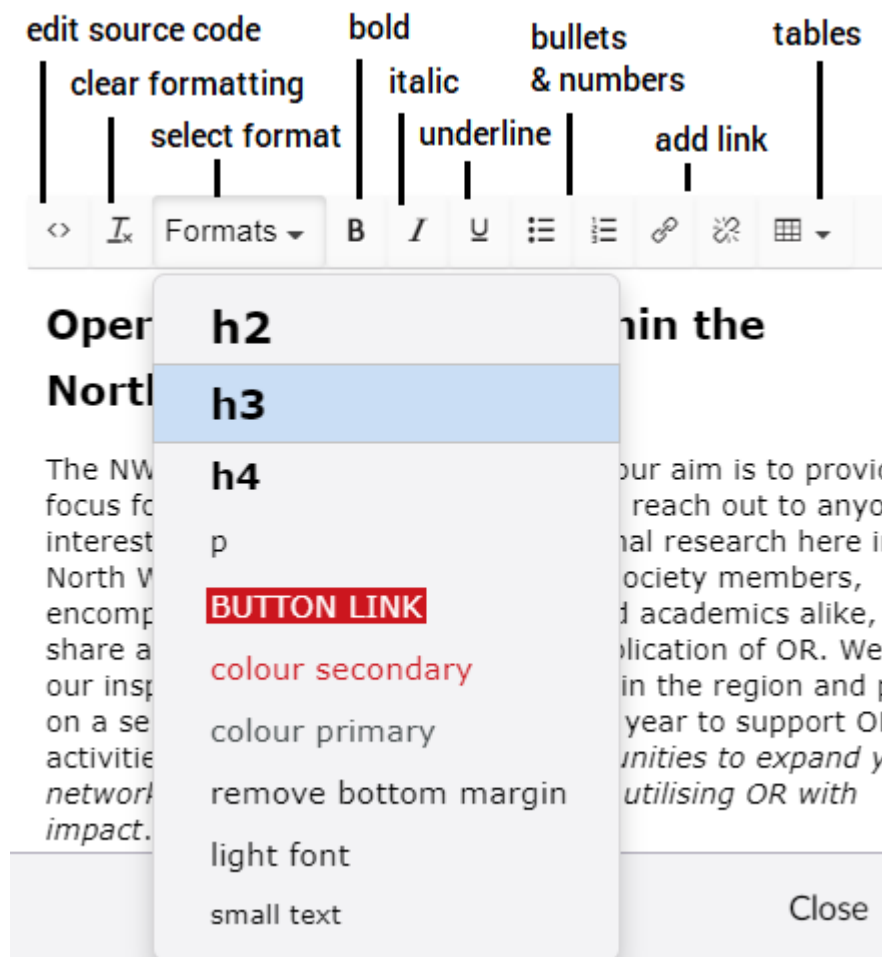


View of Grid tab

Working with Content

Text Editor

The Text Editor is the field where most of the content will be created and edited. You can add and format text, links and tables using the Rich Text Editor, or even by editing the HTML source code.



Text editor toolbar

It is important to note that when you pre-write content to later be copied into a rich text editor you may encounter style issues on the website. When pasting content, the original text styles will be preserved which can lead to different sizes and colours from what is expected when the website is viewed. To prevent this from happening it is advisable that you paste the content into a markdown editor first such as notepad, then copy and paste it from there into your rich text editor.

Using HTML code

Only use this if you are proficient in the use of HTML. You can check the code and make minor adjustments here to get the page exactly as you want it. Certain elements such as scripts will not be allowed and will be filtered out of code pasted into the text editor.

Use of links

The insert link button is used to create links to internal and external pages, media files and email addresses. The process of inserting a hyperlink differs depending on the type of hyperlink you wish to create.

Link to a page on another website

1. Select the text that will form the hyperlink.
2. Click the Insert Link button which will reveal the link properties slide out menu.
3. In the Link field, enter the URL of the web page you wish to link to.
4. In the Link Title field, enter the text that will be shown as a pointer to the link.
5. Click Submit. Your text will now contain the link as requested.

Select link

Link	Anchor / querystring
<input type="text" value="Url"/>	<input type="text" value="#value or ?key=value"/>
Link title	
<input type="text" value="Enter a name..."/>	
Target	
<input type="checkbox"/> Opens the linked document in a new window or tab	

Close







Linking to an external page

Link to a page within this website

1. Select the text that will form the hyperlink.
2. Click the Insert Link button which will reveal the link properties slide out menu.
3. Scroll down to the Link to Page section and click on the page that you wish to link to.
4. Click Submit.

Select link

Link to page

- ▼  Home
 - ▼  Who We Are
 - ▼  Society Groups
 - ▼  Regional Societies
 - ▼  North West
 - Past meetings archive
 -  Blog

Link to media

Linking to an internal page

Linking to a media file

To link to a media file the process is the same as above, but instead of clicking on a page you will click "select media" which will show all the uploaded media. More on this in the later Media section.

Images

To display images on a page they must be uploaded to the Umbraco media library. This can either be in the Media section, or uploaded to the library from your computer while you are picking an image.

Inserting an image

Click on "add content" in the grid, and select "image". This will bring up the list of folders that we have uploaded images to in the Media section. You can either select an image from there, or upload one directly here. Locate your group folder and click "Upload", which will allow you to upload directly to the folder.

Select media

🔍 Type to search... **Upload**

Images / Regional Societies / +

You can drag files here to upload

- East Midlands OR Group
- London & South East ...
- Midlands OR Society
- North East OR Group ...

Close **Submit**

Selecting an image

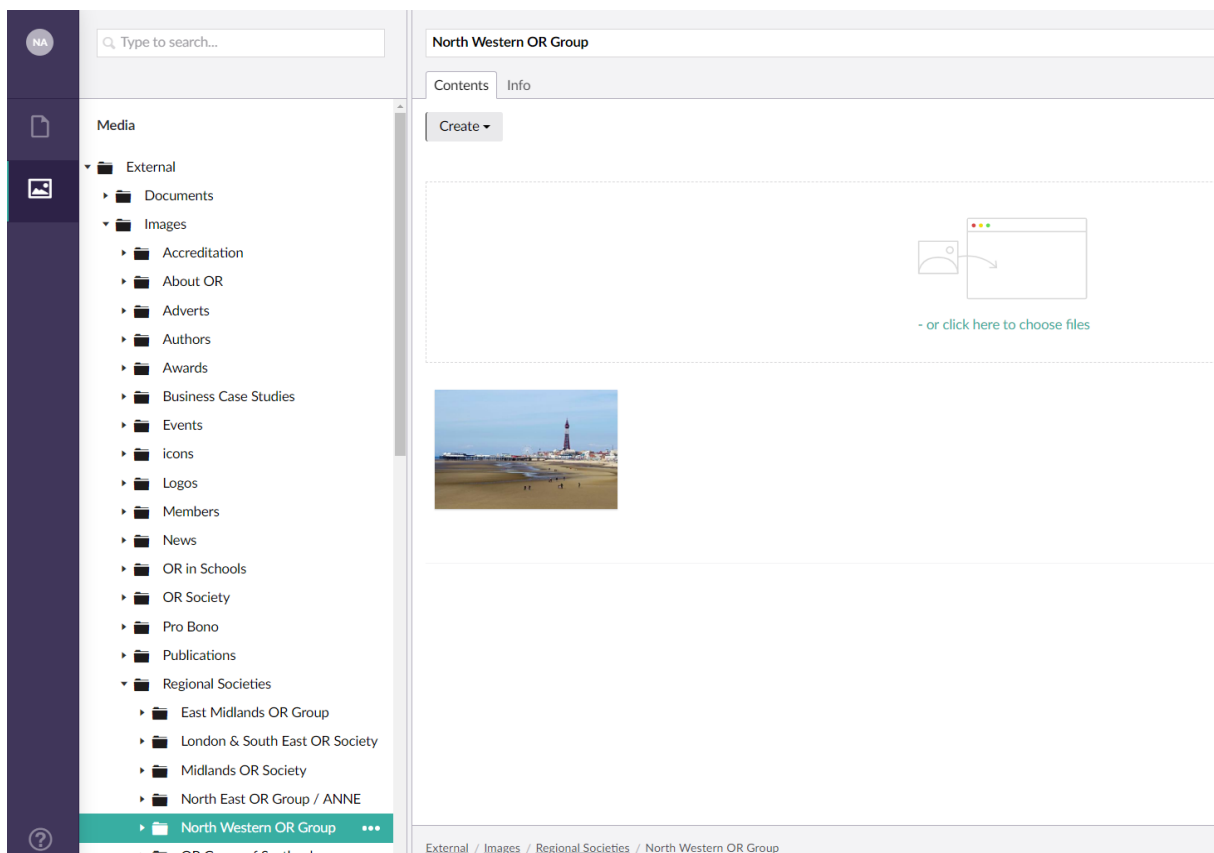
Media Management

This is the second tab down in the section bar. All media within the site first needs to be loaded into the Media section. The Media section is basically a media library for the site.

Use of Folders

Access to the media section will give you access to all of our media folders, so please only use your group's folder for images, and for documents. These are located under the "Regional Societies" or "Special Interest Groups" folders.

Please be careful with the documents in this section because it will give access to all of the images and documents on the website, so please try to only use your groups' folders.



Selecting the media folder