

Webminister Round Table

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Website Quality & Usability
Deputy

- **Introduction**
- **Handbook changes**
 - **QA policy and what it means**
 - **Tools to use**
- **osTicket**
 - **login**
 - **use**
- **Email**
 - **setup**
 - **extensions**
- **Wordpress**
 - **Install (if needed)**
 - **Plugins**
- **Questions**

Handbook Changes:

Audits will be performed Quarterly in the following manner to cover a once a year reviews & grading cycle:

- (1) 1st Quarter – Kingdom Greater Offices & Tir Mara
- (2) 2nd Quarter – Kingdom Lesser Offices & Northern Region
- (3) 3rd Quarter – Central Region & Royal Guilds
- (4) 4th Quarter – Southern Region, Western Region & Specialty Websites

b) If a website receives a grade of D or lower, the Webminister will be contacted (emailed through a Support Ticket that was opened) with the results and given 30 days to update the website to fix the issues discovered during the review. The Website Quality & Usability Deputy will then check that website again to re-grade the site.

c) A second grade of D or lower will be reviewed by the East Kingdom Webminister.

d) The Website Quality & Usability Deputy reports to the East Kingdom Webminister the results of the audits and website grading after each Quarter review is completed on the 15th of the month following the end of the Quarter: (1) 1 st - April 15 (2) 2 nd - July 15 (3) 3 rd - November 15 (4) 4 th - January 15

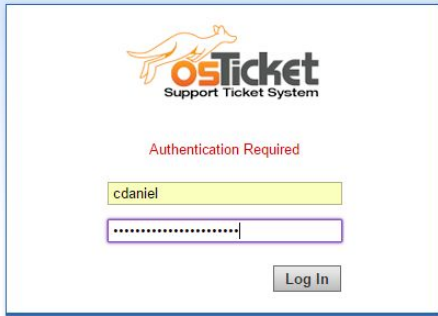
What this means for WAL's, Group, and Branch Webministers

- Each website will be tested from the ground up.
- Testing is unbiased and done exactly the same for each site.
- Errors will be included in the support ticket sent to the webminister of the site with the grading.
- If errors are something that you cannot fix please respond via support ticket for additional help.

Tools: See *attached pages*.

osTicket:

All webministers are given a login to osTicket, our help desk software. When possible, encourage the local populace to use this method to log issues, help requests, etc. so that the web ministry can track trouble spots.



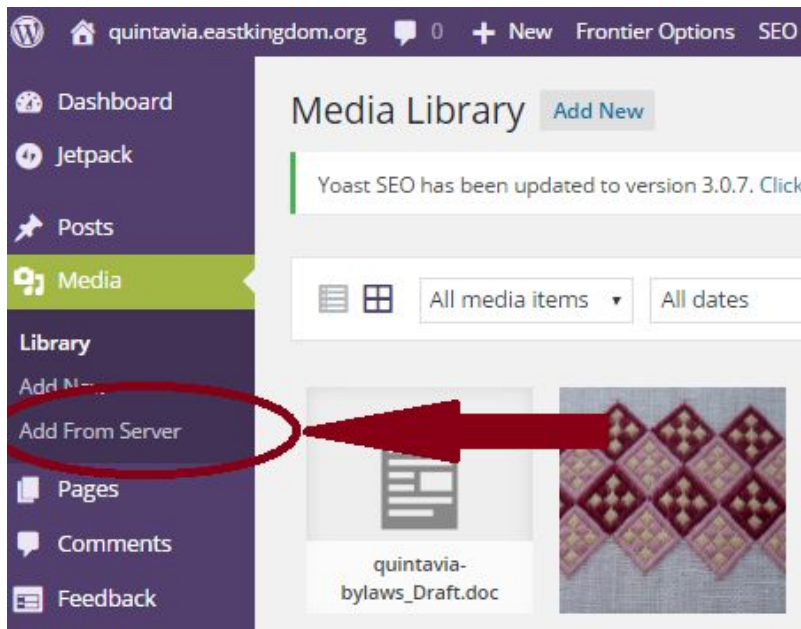
Copyright © osTicket.com

Login site:

<http://helpdesk.eastkingdom.org/scp/login.php>

Your login is: first initial, last name (mundane)
password: ???

PLUGINS:



Add From Server

Plugin to allow the Media Manager to add files from the webservers file system. Note: All files are copied to the uploads directory.

bbPress

bbPress is forum software with a twist from the creators of WordPress.

Disable Comments

Allows administrators to globally disable comments on their site. Comments can be disabled according to post type.

Publications Archive

[Edit](#)

Publications Archive

The Publications Archive is dedicated to maintaining a complete history (or as complete as we can make it) of newsletters and publications for the Shire.

2015

Quintavian Milestone

[Second Winter](#)

[Summer](#)

Quintavian Waypost

[January](#)

[February](#)

[April](#)

[May](#)

2014

Quintavian Milestone

[Spring](#)

[Summer](#)

[Fall](#)

[Winter](#)

Quintavian Waypost

[October](#)

[November](#)

Bamboo Columns

This plugin provides several shortcodes for organising your content into multi-column layouts. It supports two, three and four column layouts and allows for content to span multiple columns if required.

Exclude Pages from Navigation

Provides a checkbox on the editing page which you can check to exclude pages from the primary navigation. **IMPORTANT NOTE:** This will remove the pages from any "consumer" side page listings, which may not be limited to your page navigation listings.

Google Analytics Dashboard for WP

Displays Google Analytics Reports and Real-Time Statistics in your Dashboard. Automatically inserts the tracking code in every page of your website.

Google Doc Embedder

Lets you embed PDF, MS Office, TIFF, and many other file types in a web page using the Google Docs Viewer (no Flash or PDF browser plug-ins required).

Inline Google Spreadsheet Viewer

Retrieves data from a public Google Spreadsheet or CSV file and displays it as an HTML table or interactive chart.

Jetpack by WordPress.com

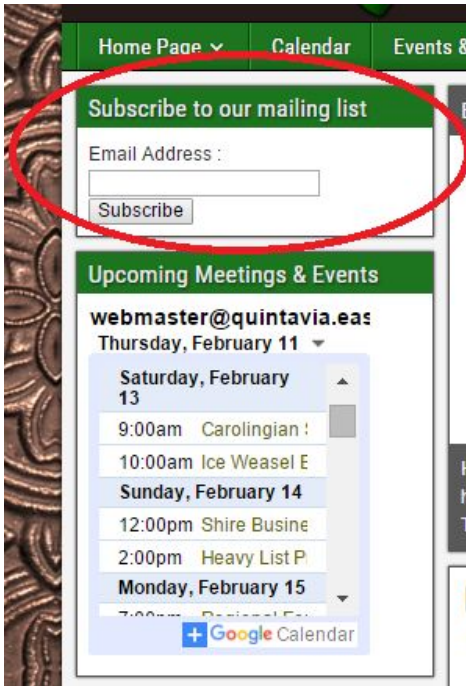
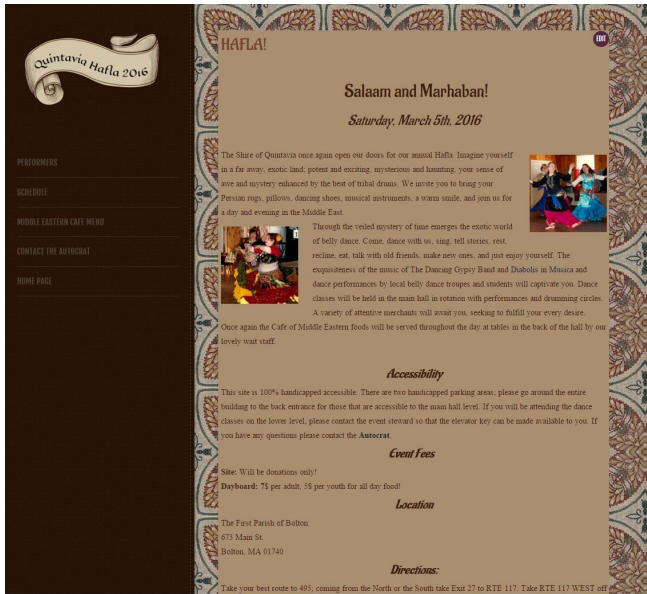
Bring the power of the WordPress.com cloud to your self-hosted WordPress. Jetpack enables you to connect your blog to a WordPress.com account to use the powerful features normally only available to WordPress.com users.

NextScripts: Social Networks Auto-Poster

This plugin automatically publishes posts from your blog to multiple accounts on Facebook, Twitter, and Google+ profiles and/or pages.

jonradio Multiple Themes **

Select different Themes for one or more WordPress Pages, Posts or other non-Admin pages. Or Site Home.



MailMan Widget

Uses php-mailman to integrate the GNU Mailman mailing list manager with Wordpress.

Redirection

Manage all your 301 redirects and monitor 404 errors

List category posts

List Category Posts allows you to list posts by category in a post/page using the [catlist] shortcode. This shortcode accepts a category name or id, the order in which you want the posts to display, the number of posts to display and many more parameters. You can use [catlist] as many times as needed with different arguments. Usage: [catlist argument1=value1 argument2=value2].

P3 (Plugin Performance Profiler)

See which plugins are slowing down your site. Create a profile of your WordPress site's plugins' performance by measuring their impact on your site's load time.



Role Scoper

CMS-like permissions for reading and editing. Content-specific restrictions and roles supplement/override WordPress roles. User groups optional.

The Role Scoper interface includes a sidebar menu with the following items:

- Appearance
- Plugins (2)
- Users
- Restrictions
- Roles (selected)
- Options
- General
- Categories
- Topic Tags
- Navigation Menus
- Link Categories
- Posts
- Pages
- Forums
- Topics
- Replies
- About
- Tools
- Settings
- WPB2D

The main content area shows role assignment for three pages:

- Home Page (id 5):

+	Role	Current Users or Groups
<input type="checkbox"/>	Page Reader	
<input type="checkbox"/>	Page Contributor	
<input type="checkbox"/>	Page Editor	sveale
<input type="checkbox"/>	Page Associate	

- Home Page / About Us (id 228):

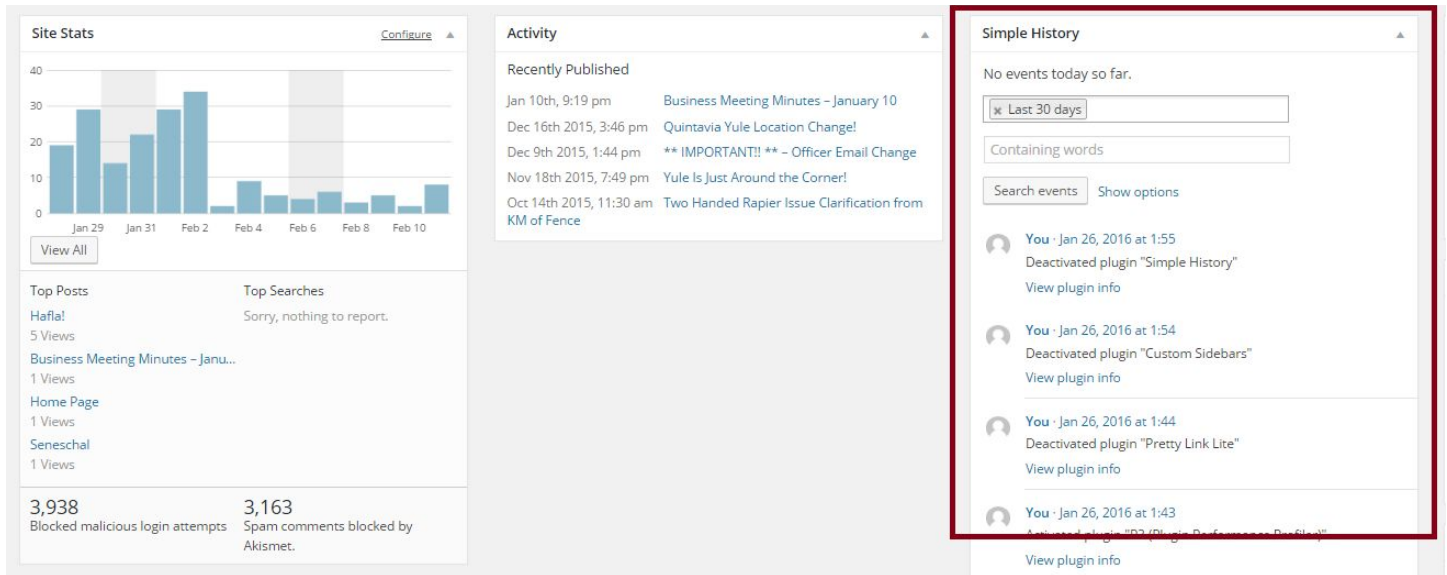
+	Role	Current Users or Groups
<input type="checkbox"/>	Page Reader	
<input type="checkbox"/>	Page Contributor	
<input type="checkbox"/>	Page Editor	
<input type="checkbox"/>	Page Associate	

- Home Page / About Us / A History of the Founding of Quintavia (id 617):

+	Role	Current Users or Groups
<input type="checkbox"/>	Page Reader	
<input type="checkbox"/>	Page Contributor	
<input type="checkbox"/>	Page Editor	
<input type="checkbox"/>	Page Associate	

Simple History

Plugin that logs various things that occur in WordPress and then presents those events in a very nice GUI.



The screenshot displays the WordPress dashboard with three main sections:

- Site Stats:** A bar chart showing views over time from Jan 29 to Feb 10. Below the chart are 'Top Posts' (Hafial, Business Meeting Minutes - Janu..., Home Page, Seneschal) and 'Top Searches' (Sorry, nothing to report). At the bottom, it shows 3,938 blocked malicious login attempts and 3,163 spam comments blocked by Akismet.
- Activity:** A 'Recently Published' section listing posts from Jan 10th to Oct 14th, 2015.
- Simple History:** A section with a red border showing a list of events. It starts with 'No events today so far.' and includes a 'Last 30 days' filter. The events listed are:
 - You - Jan 26, 2016 at 1:55: Deactivated plugin "Simple History"
 - You - Jan 26, 2016 at 1:54: Deactivated plugin "Custom Sidebars"
 - You - Jan 26, 2016 at 1:44: Deactivated plugin "Pretty Link Lite"
 - You - Jan 26, 2016 at 1:43: Deactivated plugin "WP-File-Deletion-Prevention-Plugin"

Theme Test Drive **

Safely test drive any theme while visitors are using the default one. Includes instant theme preview via thumbnail.

WordPress Backup to Dropbox

Keep your valuable WordPress website, its media and database backed up in Dropbox!

Yoast SEO

The first true all-in-one SEO solution for WordPress, including on-page content analysis, XML sitemaps and much more.