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Background

What is the Pinellas County Adopt-A-Pond Administration Site?

The Adopt-A-Pond site is a tool that supports Pinellas County’s stormwater pond program. Citizen volunteers (pond coordinators) have access to pond reports, make announcements and upload photos. A web-based administration site was built to enable updates to be made to the Adopt-A-Pond information accessed through the Pinellas County Water Atlas.

The following sections are utilized on this site:

- **Home** – Pending reports and photos needing approval are announced here.
- **Programs** – Allows the user to add or delete text from the Adopt-A-Pond program page (home page to the Adopt-A-Pond program.
- **Ponds** – Changes or updates to individual pond descriptions can be made.
- **Reports** – Wildlife, Workday and Pond Watch reports are reviewed and approved here.
- **Announcements** – Administrators can write, edit and delete event postings for the Program page, all ponds or to an individual pond page.
- **Photos** – Photos can be added, deleted or approved for placement on the site through this tool. Description text for the photos may be edited as well.
- **Logout** – Signs user out of the administration site.
**How to get to the Adopt-A-Pond Administration Site?**

Log into the excursion administration site through the following steps:

1. Open the Pinellas County Water Atlas at [www.pinellas.wateratlas.usf.edu](http://www.pinellas.wateratlas.usf.edu).
2. Type “aap” after the / in the URL address.
   - This opens the home page to the Adopt-A-Pond program.
3. Type admin after “aap” in the URL address ([http://www.pinellas.wateratlas.usf.edu/aap/admin](http://www.pinellas.wateratlas.usf.edu/aap/admin)) and press Enter on the keyboard.
   - *Note: If URL address has “default.aspx” after “wse”, type “admin” over “default.aspx”.
   - Type in the User Name and Password provided by the system administrator or principle investigator at the Florida Center.

Once logged in, edit options appear along the top of the page. Click on the edit option for the task needing to be accomplished.

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**Home – Welcome Page**

The Home page provides the status of the current number of ponds within Pinellas County as well as the number of ponds with active Adopt-A-Pond groups. The home page also informs the user if there are any wildlife or workday reports and/or any photos waiting for approval. Click the highlight text in each line in order to view the pending reports or photos waiting for approval. The page will move to the Reports or Photos page. See the Reports section on page 8 and the Photos section on page 12 for instructions on how to review and approve all types of reports and photos. See Figure 1 for an example.

**Figure 1 – Home Page View**

<table>
<thead>
<tr>
<th>Adopt-A-Pond Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total number of ponds:</strong> 23</td>
</tr>
<tr>
<td>AAP 23</td>
</tr>
<tr>
<td>Active: 0</td>
</tr>
<tr>
<td>Pond Watch: 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pond Watch Samplings:</strong> 0 ponds have a total of 0 pond watch samplings that require approval.</td>
</tr>
<tr>
<td><strong>Wildlife Reports:</strong> 0 ponds have a total of 0 wildlife reports that require approval.</td>
</tr>
<tr>
<td><strong>Workday Reports:</strong> 0 ponds have a total of 0 workday reports that require approval.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Photo Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under construction. Please check the individual Photo pages.</td>
</tr>
</tbody>
</table>
**Programs**

The Programs section allows the user to change or update text that describes the content on the home page of the Adopt-A-Pond site.

**Figure 2 – Adopt-A-Pond Program Page**

![Pull down menu]

**Updating or Editing Text**

If content in the watershed overview section needs to be updated or changed, use the following steps:
Adding new text

1. Type content in the Program Overview section.
2. If content contains a new Header, type the header, press enter to leave a space between the header and first line of the text.
   a. Highlight the header, click on the pull down menu as shown in Figure 2. Choose the type of header: Heading 2, 3, 4, 5 or 6.
3. Text options: for emphasis, text may be bolded, italicized or underlined by clicking on the B, I, or U on the tool bar.
   a. There are also other basic tool options that are similar to window programs (cut, copy, paste, delete). Icons are in the same line as bold, italics and underline
   b. To delete any text format changes within the Program Overview section, click on the Remove All Formatting tool button.
   c. Highlight each paragraph and choose “Paragraph” in the pull down menu.
4. Hyperlinks can also be added in this section. Type the name of a website to be linked in the Program Overview, highlight the name with the cursor, click on the Create Link on the tool bar.
   a. The Link Editor will open.
   b. Type or copy the URL address in the “Link Editor”, type the name of the website.
   c. The Target pull-down in the Link Editor provides the user with the option to open the website as a new page. The default is “none”.
      1. Click on New Window in the pull-down menu.
   d. Click Okay.
5. Contact Information can be edited in this section as well. If the contact person’s name, address, email or telephone number change this is where it can be updated.
   a. Type over the current information with the new information.
6. Once all changes/updates have been made, click on Update.
   a. A prompt will appear: “Please confirm that you wish to update your AAP program content changes”.
   b. Click OK.
   c. Page will refresh with the changes made.
7. Click on View Live Page on the upper right corner of the page to review changes made to the Live version of the site.

Inserting text from another program (Microsoft Word, Adobe Acrobat, etc.)

1. Open the Microsoft Word or Adobe Acrobat file that contains the text needing to be copied into the Program Overview.
2. Copy content from a saved file (MSWord document, PDF file, etc.) and paste it to the section of the Program Overview the text needs to appear.
3. Highlight all of the content that was copied and pasted and click the Microsoft Word icon in the toolbar: [ ]. This clears the HTML formatting that is part of a software program’s code. **This is important to clear in order to keep the integrity of the Adopt-A-Pond program website.**
4. Follow steps two (2.) through four (4) from previous section if needed.
5. Click **Update** after all changes have been made.
   a. Page will refresh with the changes.
6. Click on **View Live Page** to review changes made to the Live version of the site.
7. Click on **Manage Program Photos** to view the photos that appear on the main Program page on the Live site. For details on managing photos, see the Photos section on page 12.

**Ponds**

This section of the administration site allows the user to update, delete or edit individual pond information.

*Figure 3 – Pond Information*

**Updating or Editing Text**

Select the pond needing to be updated or edited by scrolling through the pull-down menu in the Pond section and click on the pond number. All ponds are listed by pond number in numerical order. The page will refresh and the text showing in the Pond Overview window and the Pond Name field should reflect the pond selected. See *Figure 3* for an example.
Adding new text directly to Pond Overview window

1. Type content in the paragraph or proper section of the Pond Overview section.
2. If content contains a new Header, type the header, press enter to leave a space between the header and first line of the text.
   a. Highlight the header, click on the pull down menu as shown in Figure 2. Choose the type of header: Heading 2, 3, 4, 5 or 6.
3. Text options: for emphasis, text may be bolded, italicized or underlined by clicking on the $B$, $I$, or $U$ on the tool bar.
   a. There are also other basic tool options that are similar to window programs (cut, copy, paste, delete). Icons are in the same line as bold, italics and underline.
   b. To delete any text format changes within the Pond Overview section, click on the Remove All Formatting tool button 
   c. Highlight each paragraph and choose “Paragraph” in the pull down menu.
4. Hyperlinks can also be added in this section. Type the name of a website to be linked, highlight the name with the cursor, click on the Create Link on the tool bar 
   a. The Link Editor will open.
   b. Type or copy the URL address in the “Link Editor”, type the name of the website.
   c. The Target pull-down in the Link Editor provides the user with the option to open the website as a new page. The default is “none”.
      1. Click on New Window in the pull-down menu.
   d. Click Okay.
5. Once all changes/updates have been made, click on Update.
   a. A prompt will appear: “Please confirm that you wish to update your Pond content changes”.
   b. Click OK.
   c. Page will refresh with the changes made.
6. Click on View Live Page to review changes made to the Live version of the site.

Inserting text from another program (Microsoft Word, Adobe Acrobat, etc.)

1. Open the Microsoft Word or Adobe Acrobat file that contains the text needing to be copied into the Pond Overview.
2. Copy content from a saved file (MSWord document, PDF file, etc.) and paste it to the section of the Pond Overview the text needs to appear.
3. Highlight all of the content that was copied and pasted and click the Microsoft Word icon in the toolbar: 
   a. This clears the HTML formatting that is part of a software program’s code. **This is important to clear in order to keep the integrity of the Adopt-A-Pond program website.**
4. Follow steps two (2.) through four (4) from previous section if needed.
5. Click Update after all changes have been made.
   a. Page will refresh with the changes.
6. Click on View Live Page to review changes made to the Live version of the site.
7. Click on Manage Pond Photos to view the photos that appear on the selected Pond number on the Live site. For details on managing photos, see the Photos section on page 12.

**Note:** Always verify any links to external web sites work properly on the Live version of the site.

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## Reports

This section of the administration site allows the user to update, delete or edit reports that are submitted by pond coordinators. The types of reports found here are wildlife, workday and Pond Watch.

**Figure 4 – Workday Reports**

The reports screen is used to edit and approve Wildlife and/or Workday Reports. When you click on any of these areas, a message will be posted announcing whether there are any reports needing approval. See Figure 4 for an example. These new reports are held in a buffer until approved. The manager is notified of new reports on the Home page. When a new report arrives, the manager should go to the reports section to review the report data and text by selecting Edit on the record to be edited and then edit as needed. When edit is complete, approve the report. The site manager may also elect to “Cancel” the report which removes it from the database.

Locate the report needing approval by clicking on the down arrow on the pull down menu in the Pond window and click on the pond number once with the left mouse button.

1. To edit a report, click on Edit in the left hand column.
2. Fields that allow edits will appear to be “open” boxes. Fields that do not allow edits will be “closed” boxes as the Site field in Figure 5 shows.
### Figure 5 – Report Edit Options

<table>
<thead>
<tr>
<th>Approved</th>
<th>Sampling Date</th>
<th>Site</th>
<th>Pond Location</th>
<th>Air Temp (°C)</th>
<th>Weather Conds</th>
<th>H₂O Temp (°C)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4/2/2007 10:00:00</td>
<td>Inflow</td>
<td></td>
<td>55</td>
<td>fair</td>
<td>24</td>
</tr>
</tbody>
</table>

#### Open Box

3. If any reports need to be deleted, scroll over to the far right column of the page and click Delete.
   a. A message will appear, “Are you certain you want to delete this Report?”
   b. If yes, click Yes.
   c. If this button was clicked by mistake, click No and the report will remain.

4. If this report meets approval, click the box in the Approved column.

5. After all the Edits have been performed, click **Update** in the first column.
   a. The page will refresh and a statement will appear: **The report was successfully updated.**

6. Click **View Live Page** to review the report online.

Any photos that were submitted with a report will be on the Photos page in the Report Photos section. These photos will need to be approved by the manager approving the reports. See the Approving Photos Submitted with Reports section on page 15 for instructions.
**Announcements**

Pond Coordinators of Pinellas County Adopt-A-Pond program can post announcements regarding pond news, clean-ups, etc. that will appear on individual pond pages. Program wide announcements can also be made by the Pinellas County Adopt-A-Pond program managers.

**Figure 6 – Adopt-A-Pond Program Announcements**

**Adding Announcements**

Announcements can be either news or event items posted on the Adopt-A-Pond Program page or on individual pond pages. To add an Announcement:

1. Chose either Program Announcements or Pond Announcements in the gray bar at the top of the screen. See **Figure 6** for example.
   a. **Program Announcements can only be made by Pinellas County Adopt-A-Pond Program managers.**
   b. **Pond Coordinators, choose the pond number in the pull-down menu.**
2. Type a Headline.
   a. No more than **40 characters** are allowed in the Headline field.
3. Choose type of announcement (news, event).
4. The visibility differs based on user.
   a. Pinellas County Adopt-A-Pond Program managers can post announcements to AAP Program Page and to All Pond Pages.
   b. Pond Coordinators can only post announcements to their individual pond number.
5. Type name (person or organization) in Author Name section.
6. Type the text of the news or event item.
   a. No more than **150 characters** are allowed in the Summary field
7. Click on Add Announcement to move the announcement to the live site.
**Dispilier:** The content in the announcement section should be non-objectionable and is the responsibility of the Pond Group Representative (pond coordinator). Please ensure content is appropriate and please report any abuse to the website administrator.

**Editing Announcements**

If an announcement needs to be deleted or edited from the live site, locate the announcement in the Current Announcements section on the corresponding Announcements page (Program or Pond specific).

To edit the announcement:

1. Click on **Edit** in the Current Announcements section.
2. The fields that can be edited will appear as “open” boxes. See **Figure 5** for an example of an open box.
3. Once the edits have been completed, click **Update** to make the change appear on the Live site.
4. If the announcement needs to be deleted, click on **Delete** in the far right column.
   a. A message will appear, “Are you certain you want to delete this announcement?”
   b. If yes, click Okay.
   c. **If this button was clicked by mistake, click No and the announcement will remain.**
5. Click **View Live Page** to review the announcement online.
Photos

The photos section allows the user to both add new photos as well as edit current photos on the site. Click on the Photos tab at the top of the screen. There are three sections on the Adopt-A-Pond site where photos can be displayed: Adopt-A-Pond home page, individual pond pages and photos can be submitted with reports as well. All photos currently displayed in a section will appear in a list or a message saying “This program currently has no photos” will appear.

Add Photos

1. Click the Browse button in the Add A Photo box. An Image Upload Tool will appear.
2. Click Browse next to the “Image to upload” field.
3. Locate the picture needing to be added and click open.
   a. The picture chosen will appear in the Image Upload Tool.
4. Click Next to load the file.
5. If photo needs to be resized, this upload tool enables the user to crop and adjust the zoom.
   a. This photo tool will automatically show the user where the picture will be cropped if picture is larger than size allowed.
   b. Click on “Show me how…” tab to watch a quick tutorial on editing functions.
   c. For more Editing features, please see Editing Photos section below.
6. Once photo is the size and zoom needed, click on Finish.
7. The Edit Photos page will refresh showing the photo that was added in the Add Photo window. See Figure 7 below.

Figure 7 – Add Photo window

8. Place the cursor in the Title field box.
9. Type in a title for the picture.
   a. If a Title is not typed, an error message will populate, “*You must provide a Photo Title”.
10. Click Add Photo.
11. The page will refresh again
12. The photo just added will appear in the Program Photos window.
13. Click View Live Page to review the photos added to appear on the Adopt-A-Pond home page.

The same steps are used to add a photo in the Pond and Report section. The only difference is a pond number on the Pond Photos page and a pond number and report type on the Report Photos page need to be chosen by scrolling through the pull-down menus at the top of the respective page.
Edit Photos (Program, Pond, Reports)

The edit photos options allows for the title, photo size and zoom to be modified.

Figure 8 – Pond Photos window

<table>
<thead>
<tr>
<th>Pond Photos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pond:</td>
</tr>
<tr>
<td>10-06</td>
</tr>
</tbody>
</table>

Add A Photo

Title: 

Add Photo

<table>
<thead>
<tr>
<th>Pond Photos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Edit</td>
</tr>
<tr>
<td>Edit</td>
</tr>
<tr>
<td>Edit</td>
</tr>
</tbody>
</table>

Editing the Title

1. Click on the Edit button.
   a. The page will refresh showing the title in an open window in the Photo Details column.
2. Place the cursor in the Title window.
3. Make necessary changes to title.
2. When finished editing the title and no other changes need to be made, click Update.
3. The page will refresh showing the changes made to the title in the Photo Details column.

Editing the Photo

To edit a photo on the Program, Pond or Report page:

1. Click on the Edit button in the second column from the left for the appropriate photo.
   a. Page will refresh.
2. Click on the Edit button in the Photo Details column.
   a. This opens the Image Upload Tool.
3. Click on “Show me how…” for a quick tutorial on how to use this feature.
4. To resize the image, place the cursor over the blue bar in the Resize image field and hold down the left mouse button.
   a. A message populates stating, “Dragging the cursor, the image will be resized, while the dimensions will stay intact”.
   b. Move the cursor (blue bar) to the picture size desired and release the mouse button.
      i. If no more changes need to be made, click Save.
5. To change the zoom, place the cursor over the blue bar in the Zoom view field and hold down the left mouse button.
   a. A message populates stating, “Dragging the cursor, the view will change (without changing any of the original parameters)”.
   b. Move the cursor (blue bar) to the zoom level desired and release the mouse button.
   c. Click Save.
6. Click **Update** to accept changes that have been made.
   a. Page will refresh.
7. Click **View Live Page** to see the changes.

**Note:** Pressing the **Clear** button in the Photo Details column will delete the photo. This option allows for a better quality photo to be added or if the wrong photo was uploaded but all of the rest of the information is correct, this option allows for just the photo to be replaced instead of having to delete and reenter all of the photo information.

After the photo is deleted, the browse option appears. Follow steps in Add Photos.
**Approving Photos Submitted with Reports**

If there were photos submitted during a wildlife or workday report, the photo column in the report summary will have a number greater than zero (0). In order to view those photos, click on the Photos tab in the header at the top of the screen. Choose either Workday Report Photos or Wildlife Report Photos.

*Still being developed – will add instructions when section is complete.*

**Deleting a Photo**

1. To delete a photo that no longer is needed on a page, click **Delete** in the Program, Pond or Report Photos window. See **Figure 8**.
   
   a. A message will appear asking, “Are you certain you want to DELETE this photo?”

2. Click OK. Page will refresh and the picture should no longer be listed.

3. **If this button was clicked by mistake, click No and the announcement will remain.**

**Logout**

To logout of the system, click on the Logout button in the tool bar.