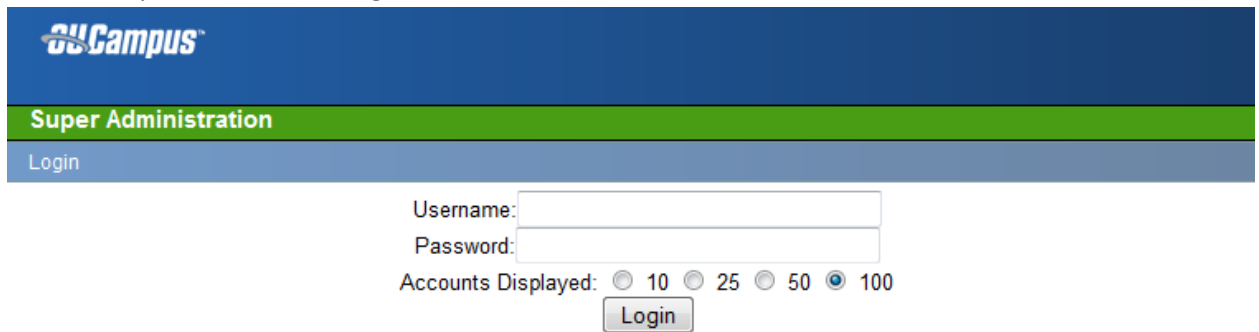


# Appliance Super Admin

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## Creating an Account

1. Enter the following URL for your super admin account into your preferred web browser:  
<https://sdc-webapp-demo2.umd.edu/oucampus/admin/>
2. You will be presented with a login screen.



The screenshot shows the OUCampus Super Administration login interface. At the top, there is a dark blue header with the OUCampus logo. Below this is a green bar with the text "Super Administration". Underneath is a light blue bar with the word "Login". The main content area contains a "Username:" label followed by a text input field, a "Password:" label followed by a text input field, and a "Accounts Displayed:" label followed by four radio button options: 10, 25, 50, and 100. The 100 option is selected. A "Login" button is positioned below the radio buttons.

3. After logging in, you will see a list where your account will appear. Click **New**.
4. You will see the information regarding your account.

5. First, fill in the basic information.

[Back to Account List](#)

### General Settings

Account Name:

First Name:

Last Name:

Organization:

Street:

City:

State:

Zip:

Country:

Phone:

Email:  *Messages sent by the system will come from this address, or OmniUpdate Support if left blank.*

Editor:  *Default editor for the account. Can be overridden per user and per page.*

XHTML:

Time Zone:  *Leave blank for server default ("America/Los\_Angeles" for hosted customers).*

Locale:  *Leave blank for server default ("en\_US" for hosted customers).*

Help URL:  *Leave blank for standard OmniUpdate-provided help.*

Logo URL:  *Replaces logo in top left of system.*

Lockdown:

Note, checking Lockdown will prevent anyone from logging into your account.

6. At this point, the account could be created by clicking **Update** at the bottom of the page. The rest of the information is optional.

7. Next, input the URLs for the alternate login page and the announcement box.

### Login Page

CAS URL:  *Replaces the OU login page with a CAS page for the **entire account**.*

Announcement URL:  *Replaces the info box on the right-hand side of the login page with the chosen URL.*

8. Lastly, enable or disable the optional features of Omniupdate.

### Optional Features

JustEdit:  *Enable Just-Edit for administrators to activate on a per-user basis, or allow users to enable themselves.*

Add-Ons:

Multi-Browser

Preview:

DocuComp:












RSS:

Blog:


9. Click **Update**.

10. After creating your account, click **New Site** in the frame below the account info.

11. First, input the name and FTP information for your site.

Site Information	
Site Name:	<input type="text"/> 
Recycle Bin:	<input type="text"/>  <i>Name for recycle bin directory must begin with a slash (e.g., /trash).</i>
Production Server	
Server:	<input type="text"/>  <i>Prepend with "p:" for passive FTP, or "s:" for SFTP</i>
Username:	<input type="text"/> 
Password:	<input type="text"/> 
FTP Root:	<input type="text"/> 
HTTP Root:	<input type="text"/>  <i>Same location as FTP Root, accessed through HTTP.</i>
FTP Home:	<input type="text"/>  <i>Optional; a subdirectory of FTP Root where users may edit content.</i>
FTP Directory:	<input type="text"/>  <i>Optional; a subdirectory of FTP Home where users are placed by default.</i>
Image Directory:	<input type="text"/>  <i>Optional; a subdirectory of FTP Root where images are stored.</i>
Template Directory:	<input type="text"/>  <i>Templates reside on staging by default; optionally define a path on production server.</i>

12. Next, input the info for the direct-edit button and the locale of the account.

Direct-Edit Button	
Button Type:	<input type="text" value="Standard"/>  <i>"None" disables ALL buttons, including button code.</i>
Button Code:	<input type="text"/> <i>Optional; used to override standard button. <a href="#">more</a></i>
Location Preferences	
Time Zone:	<input type="text"/> <i>Optional; overrides account setting, but can be overridden by individual users.</i>
Locale:	<input type="text"/> <i>Optional; overrides account setting, but can be overridden by individual users.</i>

13. Finally, select the options for the WYSIWYG Editor and for file names.

### WYSIWYG Editor

Short URL:  *Enabling will prevent OU from prepending the server name to URLs in the WYSIWYG editors.*

ASCII Only:  *Use only ASCII in WYSIWYG editors.*

Toolbar:

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### File Naming

Default Extension:

Filename Regex:  *Help on regular expressions in the [documentation](#)*

Filename Must  *Allows a list of invalid characters*  
**NOT Match**  
Regex:

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14. Repeat this process for any more sites that need to be created.
15. The last task is to create users for the new site.
16. Click **New User** in the frame below the list of sites.
17. To start with, input the personal information about this new user.

### OmniUpdate User Information

Username:  *Use only letters, numbers, and underscores.*

Password:


First Name:

Last Name:


E-Mail:  *Approval messages, reminders, etc. will be sent here.*

Phone:

18. To continue, fill in this user's editing privileges.

<b>User Preferences</b>	
JustEdit: <input type="checkbox"/>	<i>Works in Firefox only, and may be disabled by an administrator.</i>
<b>User Restrictions</b>	
User Level: 0-Reviewer	
Approver: None	<i>Approver can be overridden per page.</i>
Toolbar: Default	<i>Toolbar can be overridden per page.</i>

19. To finish, input his/her login type and welcome message.

<b>LDAP Login Information</b>	
Auth Type: Simple	<i>SSL requires certificate installation.</i>
Hostname:	<i>Hostname or IP address of your server.</i>
DN:	<i>User's unique identifier.</i>
<b>Welcome Message</b>	
<input type="checkbox"/> Send Welcome Message	
<input type="checkbox"/> Send Password in Message	<i>Not applicable for LDAP or CAS users.</i>
Additional Message to User:	<i>In addition to the system-provided text, which includes username and login URL.</i>
<input type="button" value="Submit"/>	
 For help with this screen, see <a href="#">the user setup documentation</a> .	

20. Repeat this for any more users that need to be created.

21. Now, you are ready to use your new site.

At any future time, you can use the same steps shown in this document to change account, site, or user information if needed.