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CWCB SharePoint 2007 Initial Design Document

Access Data Consulting Corporation

Contents

| | |
|--|----|
| CWCB SharePoint 2007 Initial Design Document..... | I |
| Overview | 3 |
| Workflow | 3 |
| BASE CSS..... | 3 |
| Fonts..... | 3 |
| Colors | 5 |
| Master Pages | 5 |
| Home Master Page..... | 5 |
| Internal Master Page | 6 |
| Page Layouts | 7 |
| Content Type..... | 7 |
| Page Layouts Edit area | 7 |
| Home Page Layout..... | 8 |
| Application Page Layouts..... | 9 |
| Section/Program Home Page Layout..... | 9 |
| Calendar Page Layout..... | 10 |
| Calendar Web Part – User Control | 10 |
| Quick Search Page Layout | 11 |
| Library Search Layout for Laser Fiche | 12 |
| Media Page Layout | 14 |
| Generic Page Layout | 15 |
| Columnar/Newspaper Page Layout..... | 16 |
| Search Results Page Layout | 17 |
| Site Map Page Layout | 18 |
| Feedback Page..... | 19 |
| Web Parts / User Controls..... | 19 |
| Microsoft Provided..... | 21 |
| Additional Free Web Parts | 21 |
| AMREIN ENGINEERING Free SharePoint Web Parts Software License Agreement..... | 21 |
| Some additional free web parts from AMREIN ENGINEERING AG | 22 |
| Conclusion..... | 23 |

Overview

This initial design document provides mock ups of the master pages, page layouts and design keys that will be used in the development of the Colorado Water Conservation Board (CWCB) SharePoint Office (MOSS) 2007 Content Management site. The document will also provide a listing and basic definition of applications and web parts that will be created, modified or provided.

This document will also serve as the Interbasin Compact Committee (IBCC) design document, since the recommendation has been made to combine the two sites. The organizational structure and navigation recommendations for the IBCC site have been included in the CWCB Web Site Evaluation Document.

There will be two master pages used, a number of web parts that will either be created or made available and 10 identified page layouts, with 2 other page layouts that will be created, if needed, during Phase 2's usability testing period. Web parts will be used throughout the page layouts whenever possible.

Third party Telerik controls will be used throughout development, and all content editing controls will be replaced with the Telerik Moss Editor. For additional information on the Telerik Rad Editor, see <http://www.telerik.com/products/aspnet-ajax/editor.aspx>

Workflow

- Approval workflow provided with publishing sites will be utilized.
- Content will need to be approved by an approver before it is published.
- Content authors must submit content for approval before it can be published.
- Drafts can be saved prior to submittal.
- Drafts can be made public or private.
- Dates can be set for release and expiration of content.

Base Cascading Style Sheet (CSS)

Fonts (*Colors are likely to change/adjust as they did not get much attention during Phase 1)

| Page Area | Font-Family | Text Size | Color | Other Attributes |
|-----------|---------------------------|-----------|--------|------------------|
| Body | Tahoma, Geneva, San-serif | 10pt | 444444 | 996633 (Links) |
| Title | Tahoma, Geneva, San-serif | 14pt Bold | 2F9652 | |
| Headline | Tahoma, Geneva, | 12pt Bold | 2F9652 | |

| Page Area | Font-Family | Text Size | Color | Other Attributes |
|---|------------------------------|-----------|--------|--|
| San-serif | | | | |
| Menu Top Level Header home Page | Tahoma, Geneva, San-serif | 12pt Bold | FFFFFF | Background: 356686 Hover (Links): Underline |
| Menu Body Home Page | Tahoma, Geneva, San-serif | 10pt | 000000 | Background: D4F5F8 Hover (Links): Underline |
| Top Menu Inside Pages | Tahoma, Geneva, San-serif | 10pt | 000000 | Background: D4F5F8 Hover (Links): 356686 Selected (Links): 356686 |
| Left Menu Top Level Inside Pages | Tahoma, Geneva, San-serif | 10pt Bold | 000000 | Background: D7C895 Hover (Links): 8B8758 Selected (Links): 8B8758 |
| Left Menu Sub Menus* Inside Pages | Tahoma, Geneva, San-serif | 8pt | 000000 | *Anything below the current site or pages. |

Figure 1: Base CSS, including body, font and menu/navigation classes.

Colors

356686 D4F5F8 E7E7C7 D2CDAB D7C895 8B8758 996633 2F9652 03551F 444444 000000 FFFFFFFF



Figure 2: Color palette

These colors will be the color palette used throughout the site.

Master Pages

Home Master Page

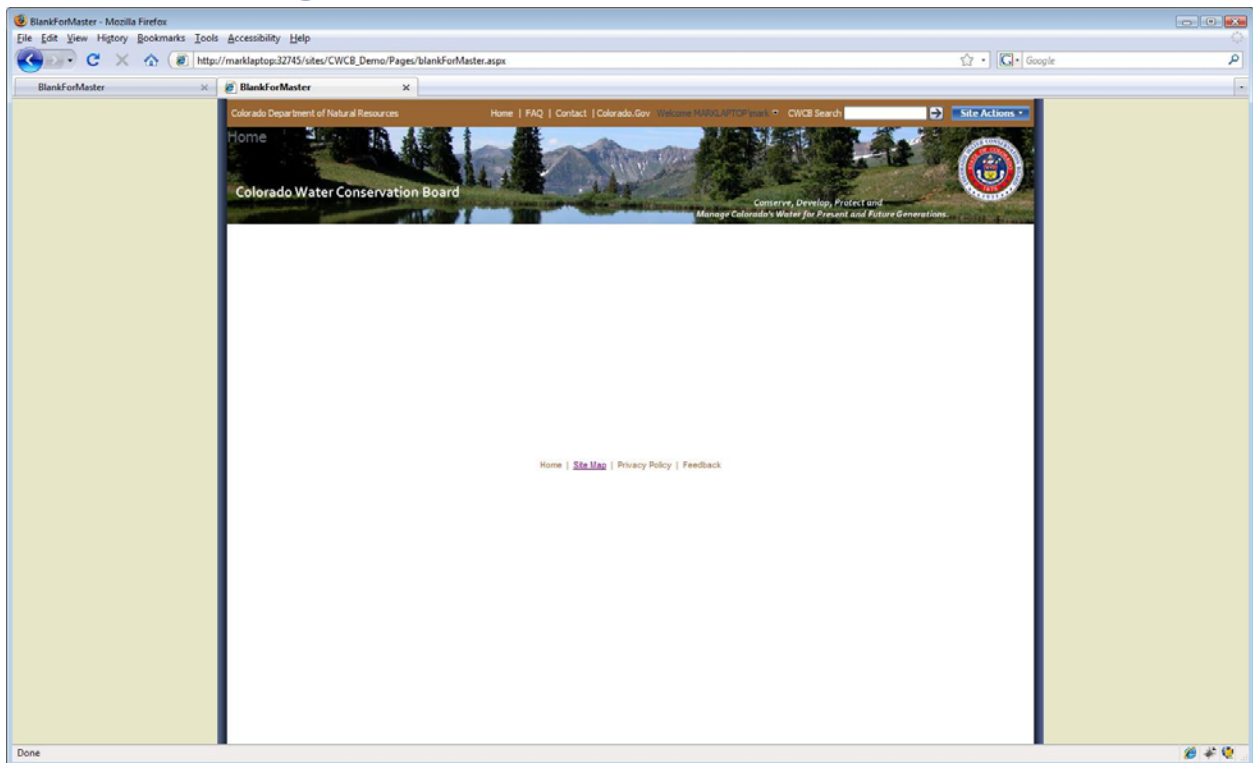


Figure 3: Home master page

The home master page will be used to host the home page layout. The home page layout will hold the unique menu structure required by the website. Links on the page will be consistent on all master pages. The banner image will be shown on all master pages. A new banner image will be necessary (image shown in Figure 3 is not available).

Bottom Links

1. Home
2. Site Map
3. Privacy Policy
4. Feedback
5. History & Mission or About Us

Top Links

1. Colorado Department of Natural Resources
2. Home
3. FAQ's
4. Contact Us
5. Calendar
6. Colorado.gov

Internal Master Page

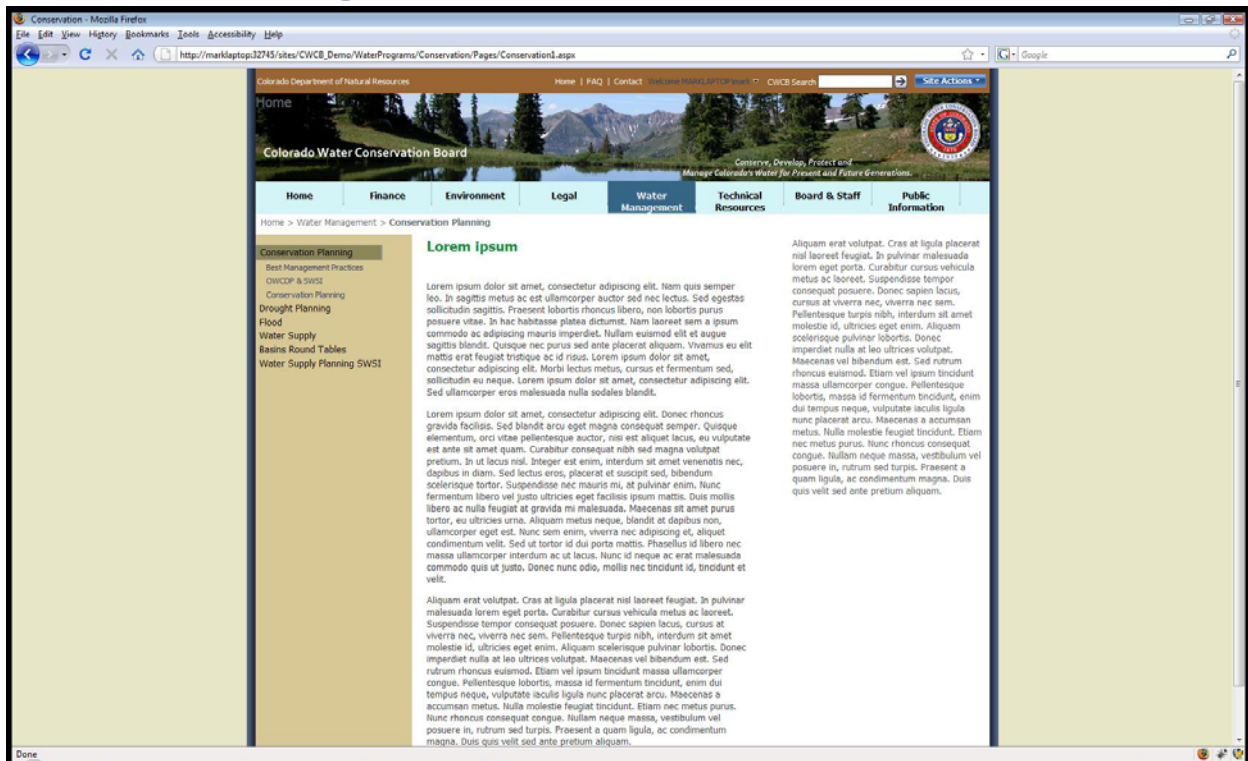


Figure 4: Internal master page

The internal master page will be used by all pages except the home page. The links on the page will be consistent with the home master page. The page will have dynamic menus on the top and left side, which utilizes the navigation settings provided by MOSS 2007.

Page Layouts

The following page layouts will be provided.

1. Home Page Layout
2. Applications Page Layout
3. Section/Program Home Page Layout
4. Calendar Page Layout
5. Quick Search Page Layout for Laserfiche
6. Library Search Layout for Laserfiche
7. Media Page Layout
8. Generic Page Layout
9. Columnar/Newspaper Page Layout
10. Search Results Page Layout
11. Site Map Page Layout
12. 2 other page layouts to be determined during the usability testing and development phase, if necessary.

Content Type

A content type will be created specifically for the CWCB page layouts. All page layouts will use a single content type. This will enable the authors of the website to change page layouts without losing any content.

Page Layouts Edit area

The screenshot displays a web form for editing page layout properties. It includes the following sections:

- Contact Name:** A text input field.
- Byline:** A text input field.
- Description:** A large text area for a detailed description.
- Scheduling Start Date:** A section with two options:
 - ☒ **Immediately**
 - ☐ **On the following date:** A date and time selector showing 12 AM and 00.
- Scheduling End Date:** A section with two options:
 - ☒ **Immediately**
 - ☐ **On the following date:** A date and time selector showing 12 AM and 00.

Figure 5: Page layout properties, showing editable fields

All page layouts will have the fields shown in Figure 5. When in edit mode, the fields will be editable. The fields will be saved when the content area is published or saved as a draft. This part of the page will only be viewable in edit mode. Schedule start date and end date will cause the page to be published on the start date and retracted on the end date. The default value will be to publish immediately without a retraction date.

Home Page Layout

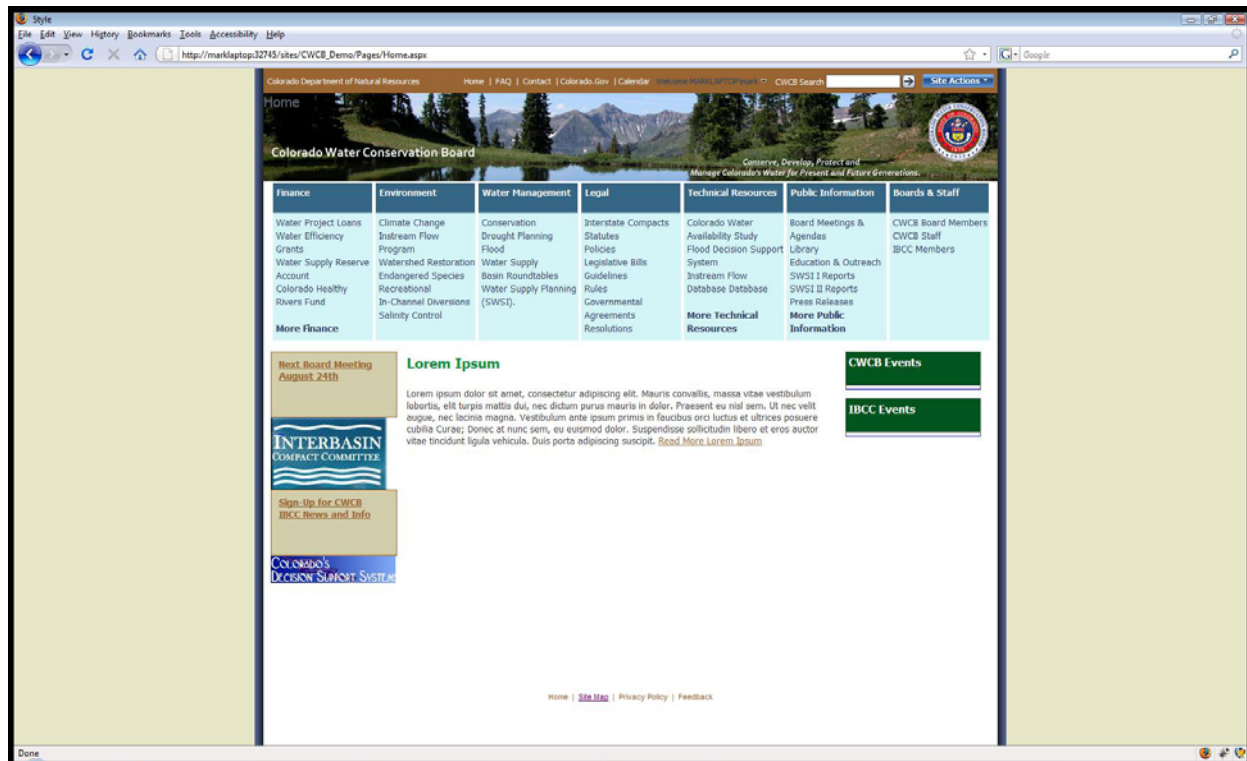


Figure 6: Preliminary home page layout

The home page layout will create a unique content organization structure by grouping and exposing the user to all major areas of the website by category (subject). As shown in Figure 6, the menu exposes seven categories (menu items), each of which contains sub menu items. CWCB and IBCC events will be displayed on the right column of the content section of the page. If possible, the existing user controls will be converted to web parts so they can be used throughout the website. If this is not possible, user controls that provide the same functionality will be used in the page. The buttons on the left will be CSS buttons and the links will be editable.

The page layout above will only be used for the home page. All other pages in the site will use the internal master page described above. The menu on the internal master page could be included in the home master page, which will be a decision made during development.

Application Page Layouts

There will be two page layouts for applications. The first will be a full page layout that eliminates the left side menu and the second will be a full page layout that displays the left menu. These layouts will allow applications to run in an IFrame that takes up the whole page layout area.

Section/Program Home Page Layout

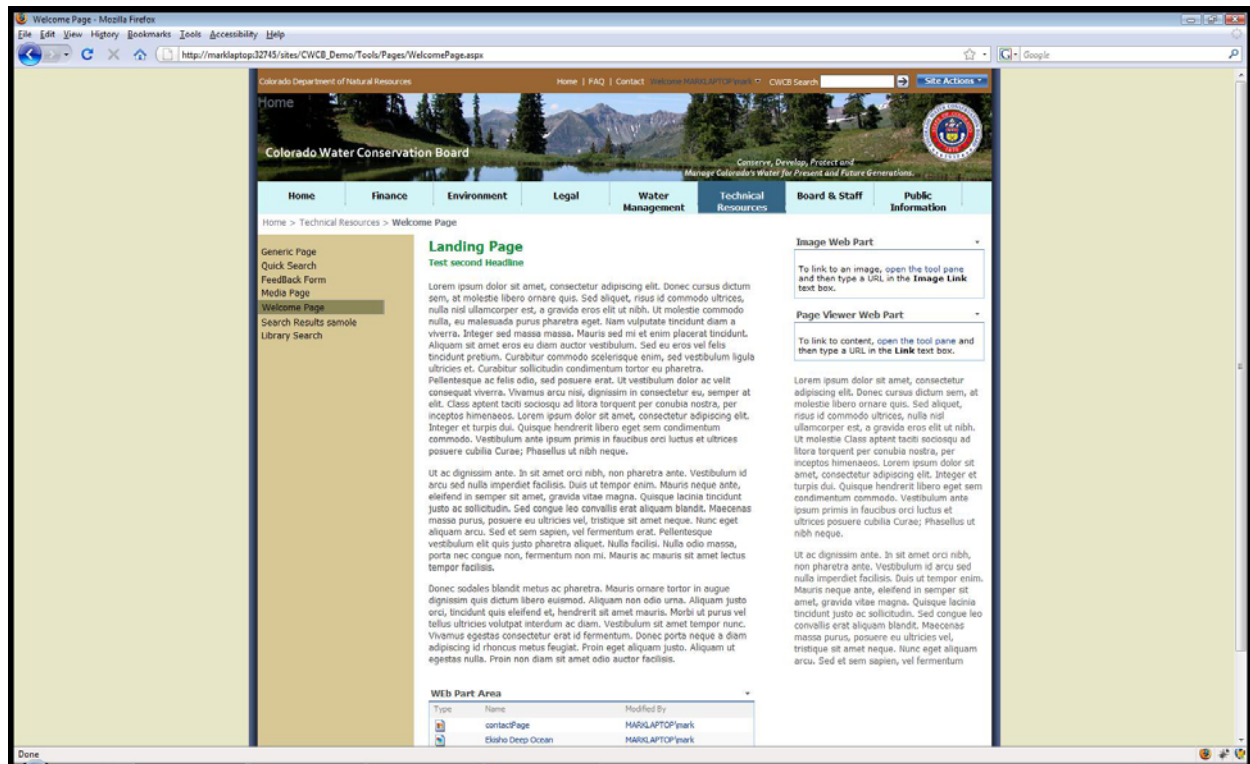


Figure 7: Section/Program home page layout

This layout will be used as the landing page for all sites listed on the home page. The layout consists of two columns, which allows the use of web parts in each column. The web parts are optional and will not take up any additional space on the page if they are not used.

Calendar Page Layout

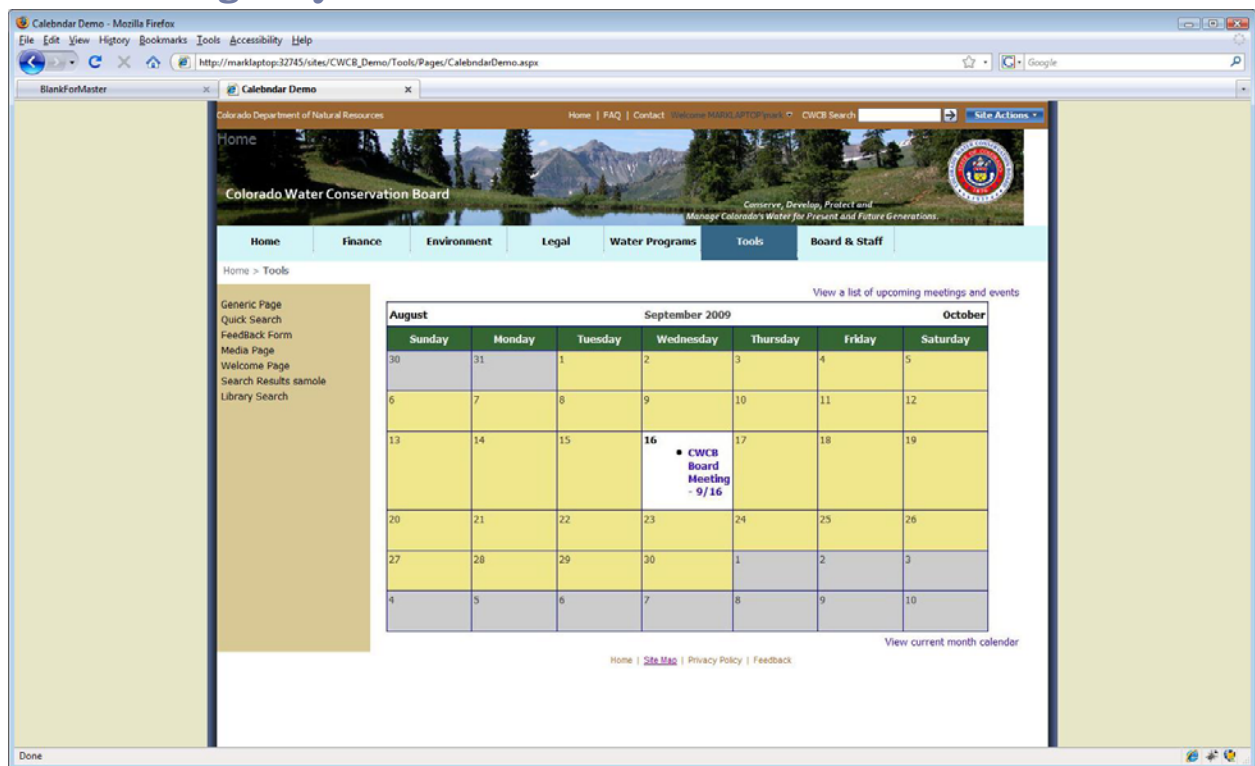


Figure 8: Calendar page layout

The existing calendar page will be migrated from the current CWCB site. The calendar will maintain the existing functionality and, if possible, be converted to a web part or parts. Functionality of the calendar page will at least match that of the existing site. This will include a view of the upcoming events.

Calendar Web Part – User Control

The user control below will be converted to work in the MOSS 2007 environment and maintain existing functionality. If possible, the control will be converted to a web part. Clicking on the event will give an expanded view of the event or go to the link that is specified. If the control cannot be made into a web part and used throughout the site, it will be included in page layouts.

In the Spotlight...

- ▶ [CWCB Board Meeting - 11/17](#)
- ▶ [CWCB Board Meeting - 11/18](#)
- ▶ [Board Member Work Plan](#)
- ▶ [Strategic Plan](#)
- ▶ [Governor's Boards & Commissions Office](#)

Figure 9: Calendar web part

Quick Search Page Layout

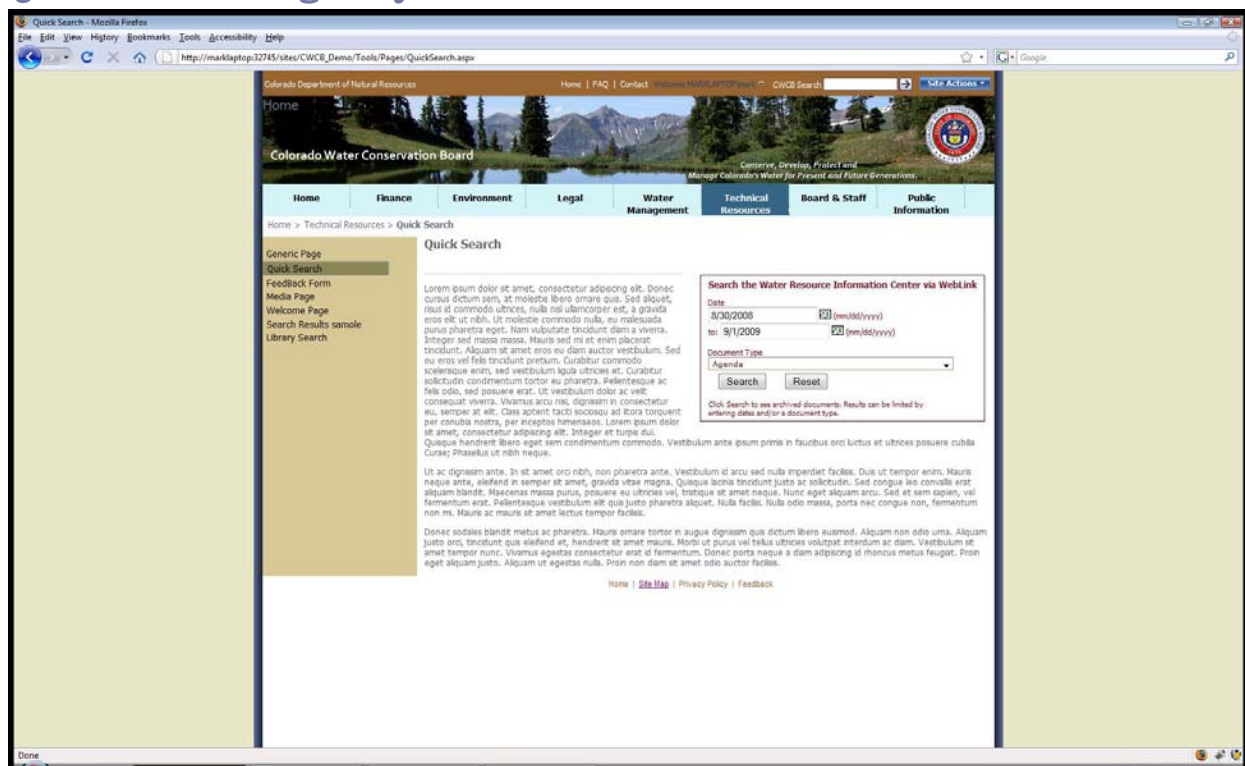


Figure 10: Quick search page layout

The quick search layout page will give the user the ability to search the CWCB's Laserfiche library. The latest version of Laserfiche (version 8) has an updated API available and additional capabilities may be able to be incorporated into the Laserfiche search. The new API will be implemented, if possible, or any web part that is available in the new MOSS site, which will enhance the search capabilities that are provided in the existing application.

Library Search Layout for Laserfiche



Figure 11: Library search layout for Laserfiche

This page is set up so the image centered at the top is editable, as is the text below. The boxed, multiple column area contains editable links. The images, titles, descriptions and number of columns are all customizable. Any number of links can be displayed.

****This layout will likely need to be updated. The latest version of Laserfiche, to be installed October 2009, may offer some better searching capabilities than what is currently integrated into the CWCB website. Further discussion will need to occur between CWCB, the Laserfiche vendor and the MOSS contractor.**

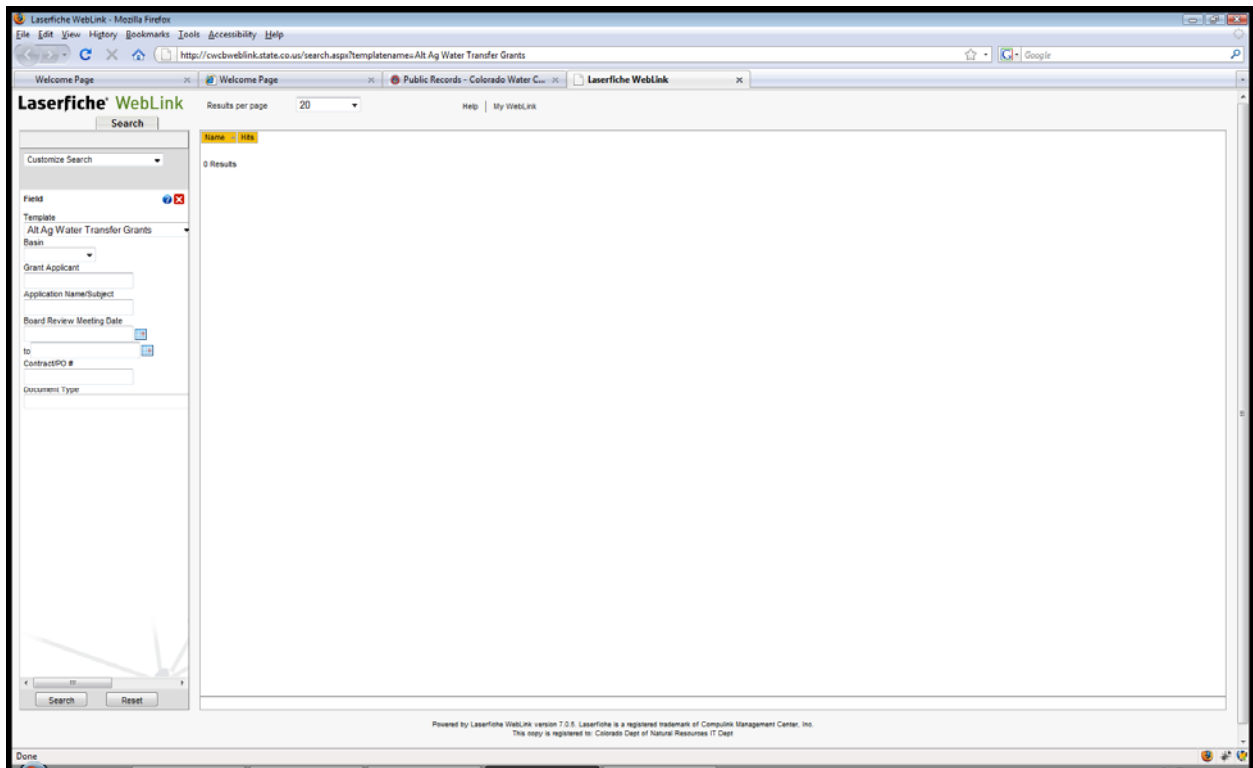


Figure 12: WebLink search and results screen

Sample search screen from existing CWCB website. This screen is shown when links are clicked in the current website's Public Records page. This will be dependent on the new WebLink capabilities.

Media Page Layout

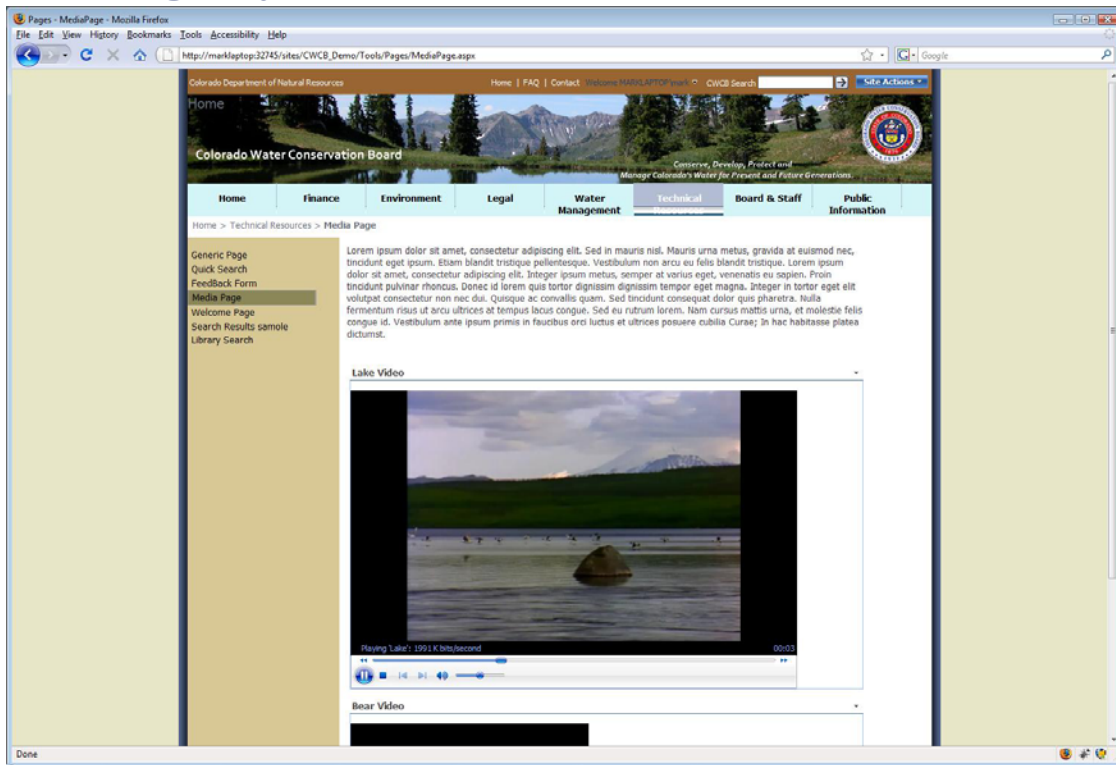


Figure 13: Media page layout

The media page will allow inserting of video, flash and other media through either the Telerik edit control or through web parts, which are described later in this document. There will be numerous web parts on the page, which will allow multiple configurations.

Generic Page Layout

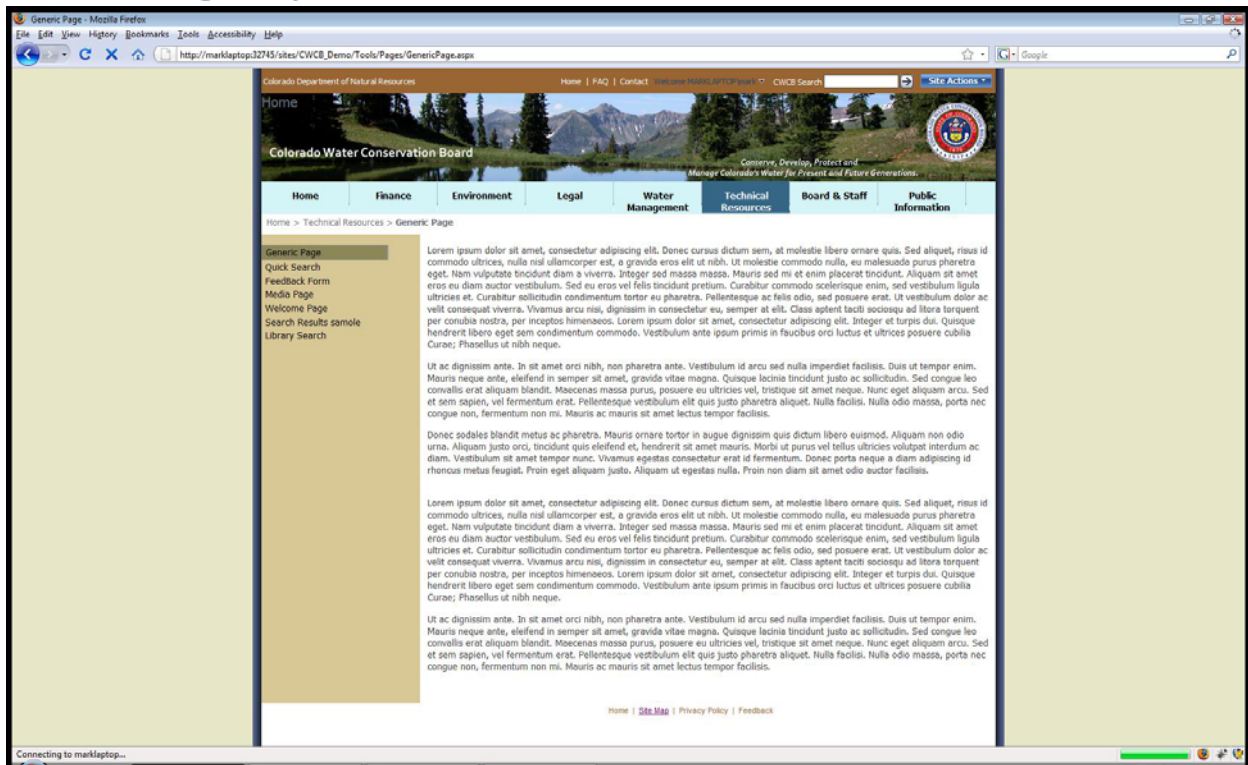


Figure 14: Generic page layout

This page layout will allow a single large block that can be edited through the Telerik edit control. A web part area will be provided below the main content block.

Columnar/Newspaper Page Layout



Figure 15: Columnar/newspaper page layout

The newspaper layout allows for two equal columns of editable content with a title area. Web part areas are provided at the bottom of the first column and the top of the second column. Web parts are optional.

Search Results sample - Mozilla Firefox

File Edit View History Bookmarks Tools Accessibility Help

http://markleptor32745/sites/CWCB_Demo/Tools/Pages/SearchResultsSample.aspx

Colorado Department of Natural Resources

Home | FAQ | Contact | Welcome MARKLEPTOR32745 | CWCB Search

Site Actions

Home

Colorado Water Conservation Board

Conserve, Develop, Protect and Manage Colorado's Water for Present and Future Generations

Home Finance Environment Legal Water Management Technical Resources Board & Staff Public Information

Home > Technical Resources > Search Results sample

This Site Home

Results by relevance View by Modified Date | Refresh

Results 1-6 of about 6. Your search term is: water.

1. **CWCB Request for Proposals**
 City of Colorado - Colorado State Board of Land Commissioners - Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/Proposals/RequestforProposals.aspx> - 10/1 - 10/1/2010

2. **Commissioners**
 Approved by the Colorado State Board members are five state senators, with one more from their district - Association of Colorado's State School, Colorado Springs Public Schools, the Denver Foundation, and 1 - After another business school took over Colorado for almost 10 years.
<http://coloradodnr.state.co.us/landcom/Commissioners> - 10/1/2010 - 10/1/2010

3. **Bill**
 Welcome to the Colorado State Board of Land Commissioners Home - Benefit of Colorado's Public Schools and Public Policy - 302-866-5100 Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom> - 10/1/2010 - 10/1/2010

4. **Public Policy**
 Welcome to the Colorado State Board of Land Commissioners Home for the public - Not with the Colorado State Board of Land Commissioners, we need and may be more accessible to the - Neither the Colorado State Board of Land Commissioners nor the Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/Policy> - 10/1 - 10/1/2010

5. **Plans & Data**
 Plans and Data - Colorado State Board of Land Commissioners - Colorado State Board of Land Commissioners - Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/PlansData> - 10/1/2010 - 10/1/2010

6. **News**
 News - 302-866-5100 Colorado State Board of Land Commissioners - Colorado Department of Natural Resources - 302-866-5100 Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/News> - 10/1/2010 - 10/1/2010

7. **History**
 History - 302-866-5100 Colorado State Board of Land Commissioners - Colorado Department of Natural Resources - 302-866-5100 Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/History> - 10/1/2010 - 10/1/2010

8. **Proposals**
 Proposals - 302-866-5100 Colorado State Board of Land Commissioners - Colorado Department of Natural Resources - 302-866-5100 Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/Proposals> - 10/1/2010 - 10/1/2010

9. **News & Media**
 News & Media - 302-866-5100 Colorado State Board of Land Commissioners - Colorado Department of Natural Resources - 302-866-5100 Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/NewsMedia> - 10/1/2010 - 10/1/2010

10. **Public Access Program**
 Colorado Department of Natural Resources - The Public Access Program is a cooperative arrangement with the Colorado Division of Wildlife (CDOW) - 302-866-5100 Colorado State Board of Land Commissioners
<http://coloradodnr.state.co.us/landcom/Programs/Pages/PublicAccessProgram.aspx> - 10/1 - 10/1/2010

2 of 6 (1/2) Next

Home | Site Map | Privacy Policy | Feedback

The search results page reflects the search made from search area at the top right corner of each master page. The search is configured through the administration tools of MOSS 2007 and is a network, administrative task. The search screen display is formatted with xsl.

Site Map Page Layout

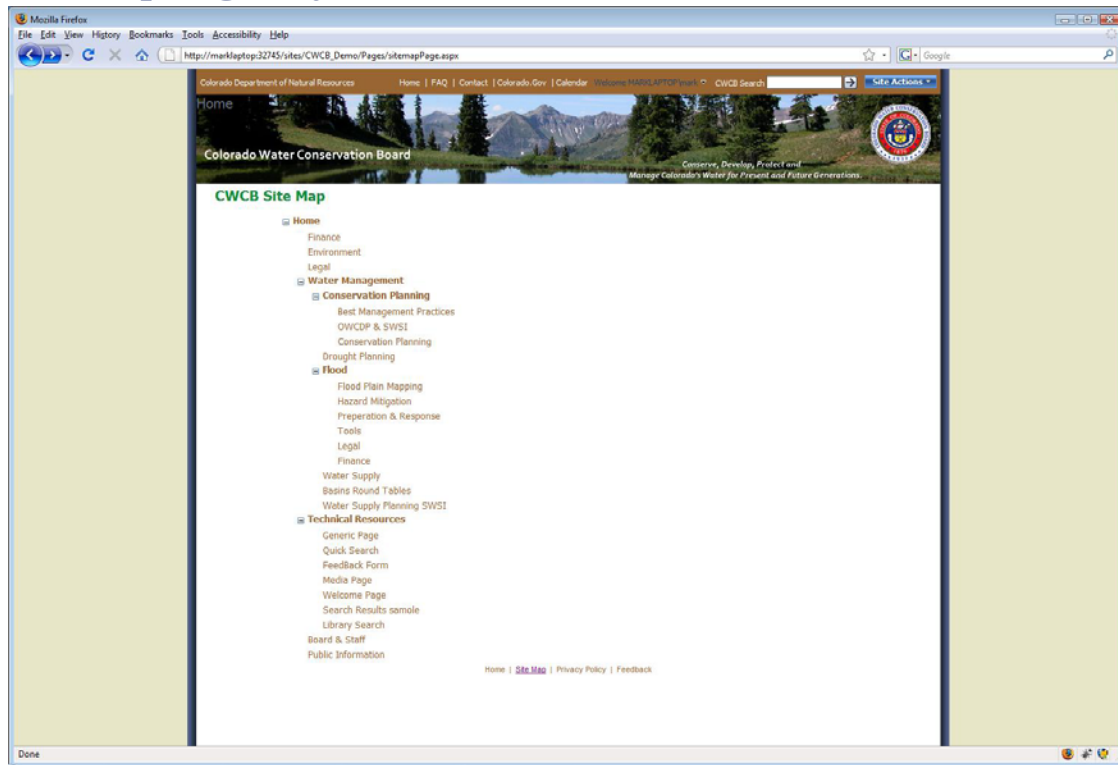


Figure 17: Site map page layout

The site map page layout will show the structure and links of the web site. Clicking on a node will bring you to that page of the site.

Feedback Page/Form

The screenshot shows a web browser window displaying the 'Feedback Form' page of the Colorado Water Conservation Board. The page has a header with the board's name and a navigation menu. A sidebar on the left contains links to various site sections. The main content area is titled 'Contact The Colorado Water Conservation Board' and includes a 'Privacy Policy' section. Below this, there is a form with several input fields: 'Subject', 'Name', 'Email', 'Question', 'Topic' (a dropdown menu), and 'Sub-topic' (a dropdown menu). A 'Graphic Text' section features a CAPTCHA image with the text 'nEN88+' and a 'Generate New Display Number' button. At the bottom of the form is a 'Click to Submit' button.

Figure 18: Feedback page/form

The feedback page will allow the user to fill out the form and submit it via email to a specific email address, which will be listed in the site's web.config file. A captcha will be included on the form to help eliminate spamming of the site.

Web Parts / User Controls

Web parts will be used wherever possible, rather than user controls. The web parts and user controls that have already been described are not included here.

Contact Us Web Part

A contact web part will be created that will display an email address image, title, description and phone number.

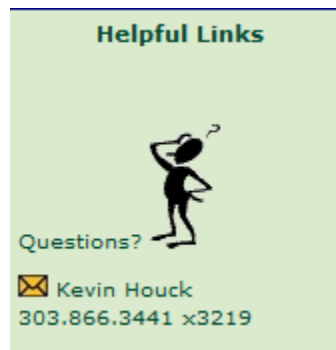


Figure 19: Contact us web part

Multiple Column and Single Column Web Part or Page Layout

A page layout or web part will be created to allow what is shown in Figure 20. Ideally a web part will be created that allows one or two column display and n number of rows. The web part will have the following options: a title, subscript text, a line, body text, an image and links within the text. If a page layout or layouts are used there will be a specific number of rows available. Items such as subscript or images are optional.

Small Game

2009-2010

Dates & Fees

Seasons dates for 2009-2010 have been finalized. Small game hunting, small game and fishing combination and furbearer licenses are available by Internet and phone. Purchase [online](#) or call the toll free TELEPHONE SALES number, 1(800) 244-5613.



Turkey

2009

Dates & Fees

The deadline for applying for limited fall turkey licenses has passed. The fall season begins September 1st. Licenses and refunds will be mailed by July 30. Check out the [2009 Turkey Regulations Brochure](#) for more details.



Mountain Lion

2008-2009

Dates & Fees

Lion licenses are available for sale [online](#) or by calling the toll free TELEPHONE SALES number, 1(800) 244-5613.



Waterfowl

2009-2010

Dates & Fees

Season dates for 2009-2010 have been finalized. Check out the [2009-2010 Waterfowl Regulations Brochure](#) (pdf).



Figure 20: Multiple column and single column web part or page layout

Additional

The following are an initial list of possible web parts. Additional web parts can be added at anytime without affecting the existing application.

Microsoft Provided

This is partial List see Microsoft Documentation for a complete list.

- Content Query – Allows you to display filter and group list information from other sites in the site collection.
- Summary Link – Allows displaying groups of URL's. The presentation of the list can be customized using grouping or styling.
- RSS Viewer – Allows viewing RSS data sources. This includes RSS from SharePoint lists.
- Image – Allows displaying a single image on the site.
- Page Viewer – Allows viewing a web page within the web part area.

Additional Free Web Parts

The following web parts are free and can be installed for use. They were developed and are owned by AMREIN ENGINEERING AG the following license is included with the media player web part which is shown in the media page layout.

The Media Player Rotator Web Part selects a random media file from the specified Sharepoint Picture or Document Library. The Microsoft Media Player plug-in is used to play back the media files.
Supported file formats are MP3, SWF (Flash), AVI, WMV, MP4, MPG, MPEG and MOV (QuickTime)


The Web Part can also be used to display a single static Flash movie by specifying a filename in the "Flash Movie Name" parameter field.

The Web Part also allows to play back YouTube videos.

The Web Part can be used both with Windows Sharepoint Services V3 and MOSS.

The following parameters can be configured:

- Sharepoint Library containing the media file(s)
- single movie or movie rotation mode
- Media Player dimensions
- Display of Title and Description information taken from the Sharepoint Library



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If you do not agree with any of the terms, do not use this product.

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Some additional free web parts from AMREIN ENGINEERING AG

Link to web parts - <http://www.amrein.com/apps/page.asp?Q=5728>

Random Quote of the Day Web Part

The "Random Quote of the Day" Web Part randomly selects a quote from the specified Sharepoint list. A "Starter" Excel list containing quotes for a quick start is supplied with the download package.

The Web Part can be used both with Windows Sharepoint Services V3 and MOSS.

You can configure the following web part properties:

- the Sharepoint list
- the Sharepoint list column
- to enable or suppress the daily calendar display.

Random Quote of the Day

August

18

"A fool always finds a greater fool to admire him."

"Spotlight On..." Web Part

The "Spotlight On..." Web Part selects a random entry from the specified Sharepoint list and displays a picture, a title and an abstract of the selected person. The original picture is automatically scaled as a thumbnail.

The Web Part can be used both with Windows Sharepoint Services V3 and MOSS.

You can configure the following web part properties:

- the Sharepoint list
- the Sharepoint list column
- the List fields corresponding to the picture, title, abstract and detail link
- enable or suppress the "Details..." URL.

This allows you to display random data contained in any Sharepoint List by specifying the desired Sharepoint List name and the desired list column names.

Spotlight On



Fred Miller

Fred joined our company 2 years ago as a technical assistant. In the meantime, he successfully passed several Microsoft exams and is well on his way towards becoming a Microsoft Certified Systems Engineer. Fred specializes in Microsoft Exchange.

[» Details..](#)

"Tip of the Day" Web Part

The "Tip of the Day" Web Part selects a random entry from the specified Sharepoint list and displays a picture, a title and a tip. The Web Part can be used both with Windows Sharepoint Services V3 and MOSS.

You can configure the following web part properties:

- the Sharepoint list containing the tips
- the List fields corresponding to the picture, title and tip
- an optional picture (contained in a Sharepoint picture library)

This allows you to display random data contained in any Sharepoint List by specifying the desired Sharepoint List name and the desired list column names.

Tip Of The Day



Organise your SharePoint workspace.

Select Modify this Workspace > Design this Page to reduce clutter and organise folders and files in a logical way.

The RSS Ticker Web Part displays either an external RSS Feed or the content of a local Sharepoint list. It shows the feed either as a Marquee ticker or a static vertical list.

The Web Part can be used both with Windows Sharepoint Services V3 and MOSS.

The following parameters can be configured:

- external RSS Feed URL or Sharepoint List containing the data to be visualized
- The maximum number of items to be displayed
- The display option (ticker or regular list)

Download:

➔ [RSS Feed Ticker Web Part Details & Download](#)

MSNBC Headline News

Pakistan's wavering worries U.S.

Fri, 24 Apr 2009 04:34:37 GMT

The White House reacts with increasing alarm to ongoing Taliban advances in Pakistan, warning the government there that failure to take action could endanger its partnership with the U.S.

GM halt to impact more than workers

Fri, 24 Apr 2009 00:02:25 GMT

General Motors' decision to shut down 13 assembly plants for up to 11 weeks this summer will disrupt far more than the lives of nearly 24,000 workers.

Jazz play a different tune at home vs. Lakers

Fri, 24 Apr 2009 07:03:44 GMT



Carlos Boozer and Deron Williams help Utah avoid a deep hole with an 88-86 victory over Los Angeles on Thursday night.

MSNBC Headline News

worries U.S. +++ GM halt to impact more than workers +++

There are many additional web parts available. They can be added and removed at anytime.

Conclusion

The CWCB MOSS 2007 site should be designed and implemented to be as modular as possible. Web parts will be developed and used throughout the site, reducing the need for custom layout and user controls. A single content type will be utilized on all page layouts, which will allow authors to change page layouts without losing information.