



# Website Instructional Manual

<https://amplab.cs.berkeley.edu>

Edited 7/30/15

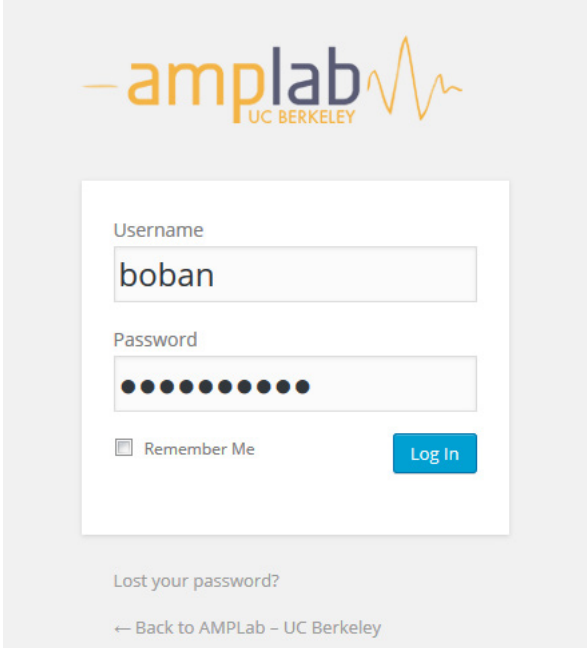


## GETTING STARTED

To create and manage pages on the AMPLab website, you must first log into your account.

Choose “login” from the top navigation bar on any page at <https://amplab.cs.berkeley.edu>, then enter your username and password.

Please note: if you do not see any of the features shown on the following pages, or if you do not yet have an account, please contact [amp-admin@eecs.berkeley.edu](mailto:amp-admin@eecs.berkeley.edu) to have your account set up/permissions upgraded.



— amplab  
UC BERKELEY

Username  
boban

Password  
●●●●●●●●

Remember Me

[Lost your password?](#)

[← Back to AMPLab - UC Berkeley](#)

# PROJECTS

Projects are featured on the Projects Menu page of the AMPLab site. In addition, each project has its own web page with additional text and graphics.

You'll need to prepare a few items before you can add your project to the site:

- A title
- A graphic (logo?) representing your project
- A descriptive paragraph of any length

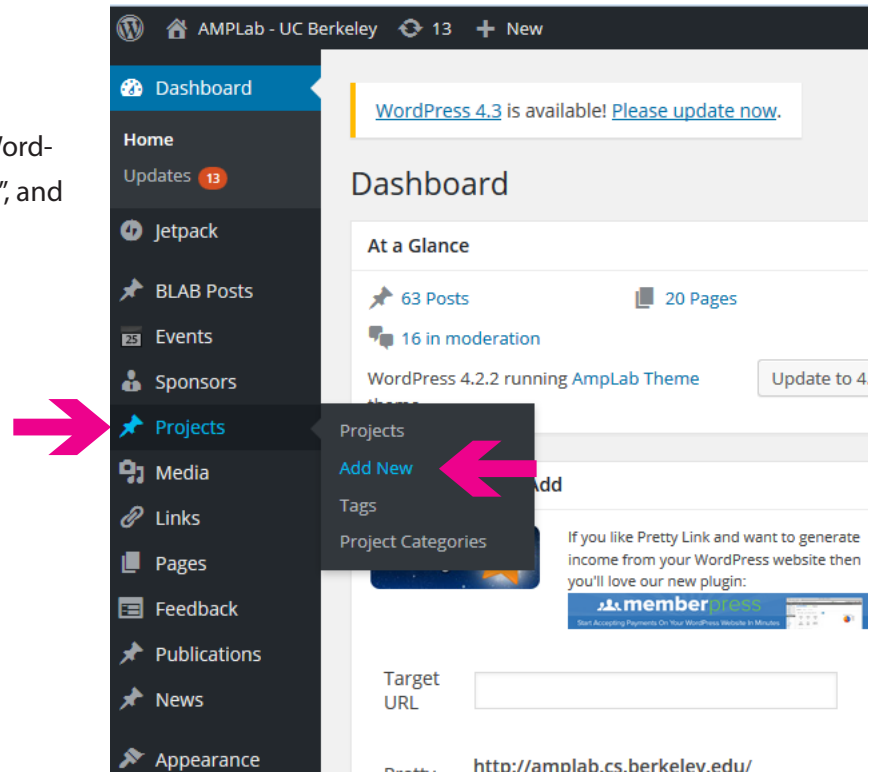
Please note: you ONLY need to deal with features discussed in the following pages; any additional features on the Add/Edit Project page that are not described in this document do NOT need to be addressed while adding projects to the site.

## PROJECTS TAB/MENU PAGE

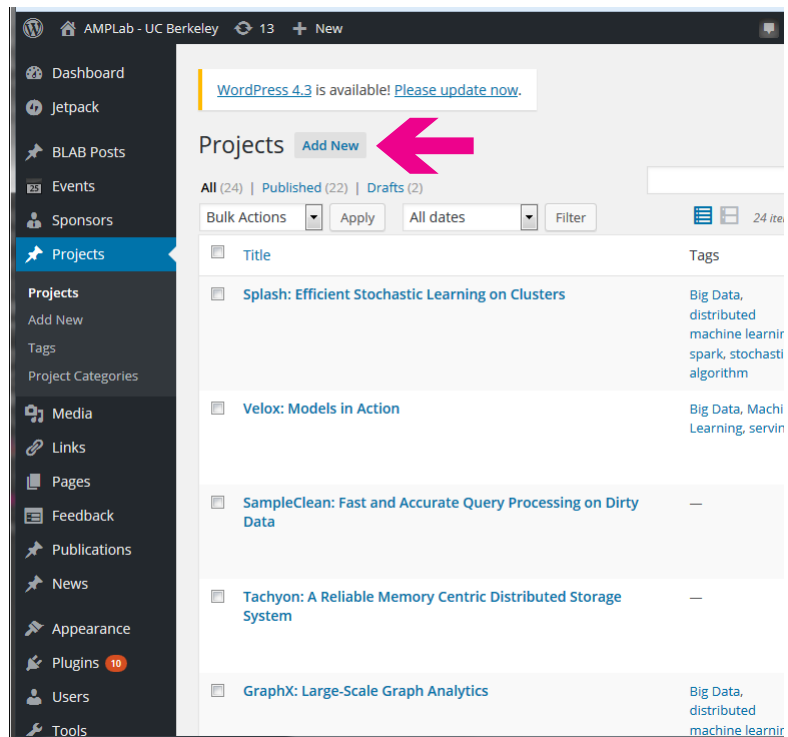
## PROJECT DETAIL PAGE

To Get Started:

Upon successful login, you will be directed to the WordPress Dashboard. From the left menu, find "Projects", and then choose "Add New" from the flyout menu.



Alternatively, you can click the "Add New" button on the top of the Projects menu page. These features perform the same task.



## 7 KEY FEATURES FOR NEW PROJECTS

The screenshot displays the 'Add New Project Item' interface. It features a main text editor area with a toolbar containing options like 'Add Media', 'b', 'i', 'link', 'b-quote', 'del', 'ins', 'img', 'ul', 'ol', 'li', 'code', 'more', 'close tags', and 'Video'. The right sidebar contains several sections: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish Immediately', 'Move to Trash', and 'Publish' buttons), 'Tags' (with an 'Add' button and a link to 'Choose from the most used tags'), 'Project Categories' (with 'All Project Categories' and 'Most Used' tabs, and checkboxes for 'Archived' and 'Current'), and 'Featured Image' (with a 'Set featured image' link). The bottom section is 'NextScripts: Social Networks Auto Poster - Post Options', which includes checkboxes for 'Shorten URL' and 'Auto - Post URL will be used', a 'Message Format' field, and checkboxes for 'Attach Image to Twitter Post' and 'Image(s) to use: Auto'. Seven red circles with white numbers (1-7) are overlaid on the interface to highlight specific features: 1 points to the title field, 2 to the text editor toolbar, 3 to the 'Choose from the most used tags' link, 4 to the 'Archived' checkbox, 5 to the 'Set featured image' link, 6 to the 'Attach Image to Twitter Post' checkbox, and 7 to the 'Visibility: Public' text.

1

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### 1. Title

Required.

Recommend <80 characters (including spaces); mixed case. No HTML markup.

### 2. Description

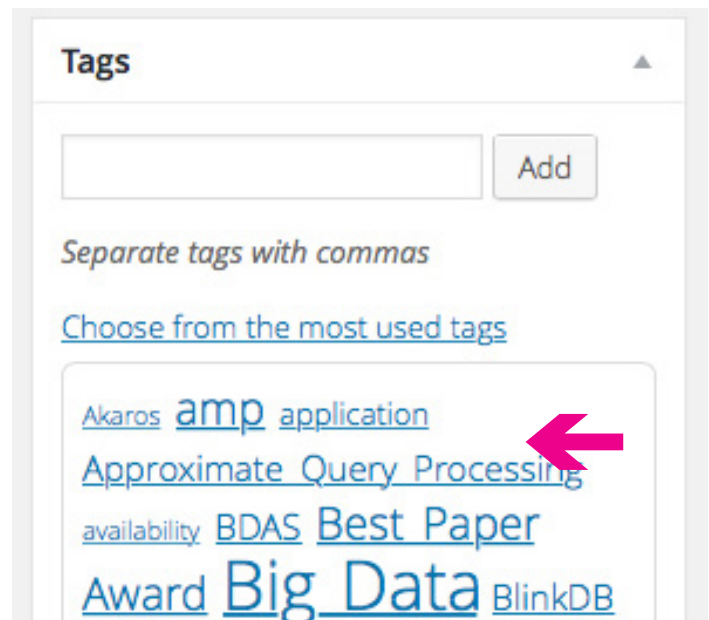
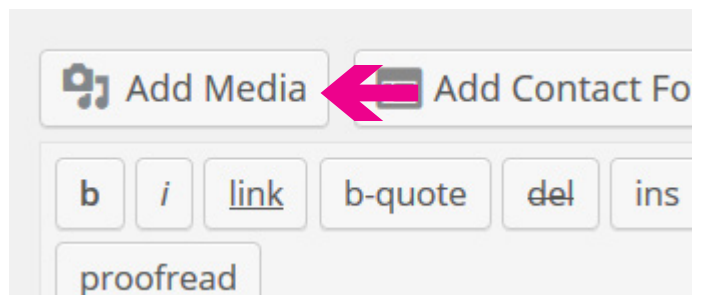
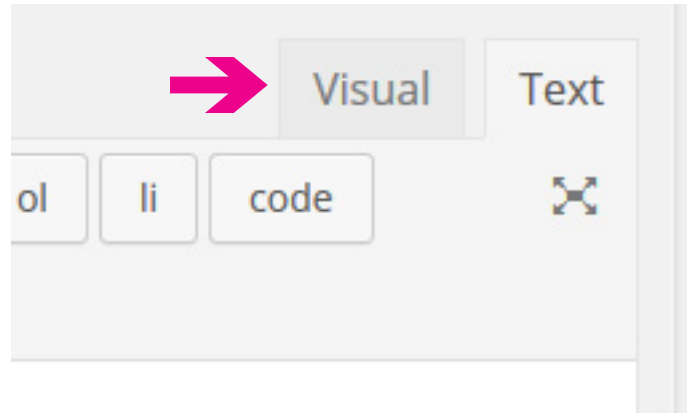
Required.

Basic HTML markup. If you are unfamiliar with HTML, click the “Visual” tab at the top right of the entry box to use the WYSIWYG editor; the “text” tab toggles this input box back to the code entry view. Warning: the Wordpress WYSIWYG editor may choose to edit your formatting, so be cautious when toggling back and forth. If you need to add supporting visuals to describe your project, click the “Add Media” link above the input box. This will open Wordpress’s media explorer, which allows you to choose from the global asset library or to add new elements to the library.

### 3. Tags

Recommended.

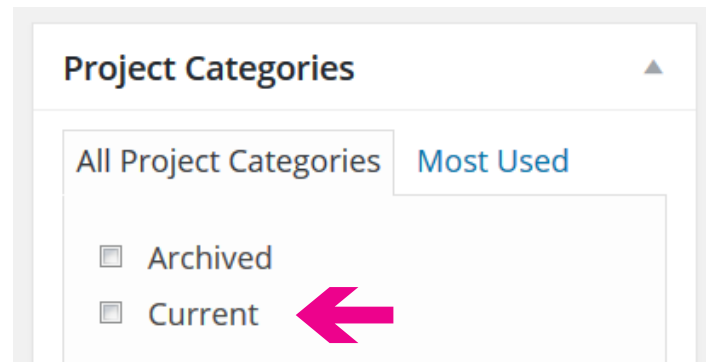
Tags help some users locate relevant content. It’s best to use existing tags, and it’s likely that the ones that are relevant to your project already exist. The input box supports type-ahead, finding existing tags; alternatively you can click “Choose from the most used tags” to expose a tag cloud of tags in use on the site. Larger tags indicate more results in that category, and may also indicate more popular searches.



#### 4. Archived or Current

Required.

Click “Current”. If at some point your project becomes no longer active, please contact your AMPLab administrators (amp-admin@eecs.berkeley.edu) to have this feature toggled to “Archive”. It will still be visible on the site, but moved to the inactive projects section.



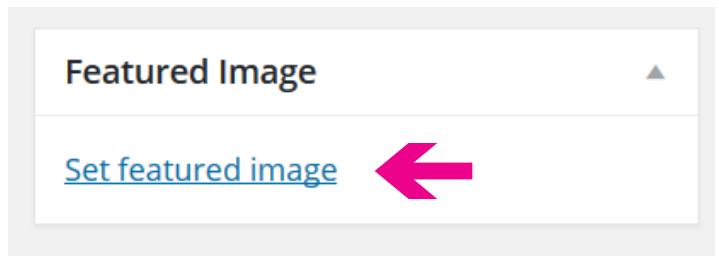
#### 5. Featured Image

Required.

Please locate and upload a SQUARE (1:1 ratio) image, at a minimum of 300x300 pixels. It's best to upload something at a higher resolution in the event that future creative opportunities arise, we can help to best represent your project. Choose something that's simple, impactful and representative of your project. When you click the “Set featured image” link, the Wordpress media library interface will open, where you can either upload a new graphic, or choose an existing one from the library.

The MLbase logo shown on the right is a great example of an effective image. (nb:

The gradient effect is not part of the image).






## NextScripts: Social Networks Auto Poster - Post Options

URL to use for links, attachments and %MYURL%:  Shorten URL  Auto - Post URL will be used

[Reset all SNAP data](#)

[Check All](#) [Uncheck All](#)

 Facebook - publish to (**FB: AMP Lab Auto Poster**)


Post Type:  Text Post - just text message  
([What's the difference?](#))  Image Post - big image with text message  
 Text Post with "attached" blogpost <-- ([What's the difference?](#))  
Link attachment type:  Share a link to your blogpost .. or ..  Attach your blogpost

Message Format: %TITLE% / %SITENAME%  
%URL%



Image(s) to use:  Auto

URL to use:  Auto - Post URL or globally defined URL will be used

 Twitter - autopost to (**@amplab auto poster**)

Message Format: %TITLE% - %URL%



Attach Image to Twitter Post

Image(s) to use:  Auto

### 6. Social Post

Required.

Important! When you click the "Publish" button, your post will be pushed to social media pages owned by AMPLab. You can see from this panel that Facebook and Twitter are supported. Please note: your post will ONLY go out when you click "Publish" (further updates or edits of the article will not generate additional posts).


The plugin that drives this feature includes a set of short codes that allow you to customize your message, or you may write a message to your liking directly into the box. Careful! There is no "test" for this feature, so check spelling and intent carefully before clicking "Publish". Please note: if you are OK with the default settings, you actually don't even need to edit this area.


### 7. Publish


Required.

You may choose "Save Draft" if you need to delay your publish time, to get facts right. Please do not change the "Status" or "Visibility" options. We strongly recommend that you leave "Publish" as "Immediately", and only manually publish your article when ready.

### Publish


 Status: **Draft** [Edit](#)

 Visibility: **Public** [Edit](#)

 Publish **immediately** [Edit](#)

## SampleClean: Fast and Accurate Query Processing on Dirty Data

Permalink: <http://amplab.cs.berkeley.edu/projects/sampleclean-fa...-on-dirty-data/>

 [View Project Item](#)

Once you have published your article, it will appear on the Projects menu page and your article will be assigned a Permalink. In the admin system, your unique page identifier is highlighted in yellow. Your page link will be created based on your article title. Even if you change your article title down the road, your link will remain the same. We strongly recommend that you do not change this once published. It's best to get all your information together so you can be sure that the content entered into the system is as complete and final as possible.

```
</div>
<div style="float:left; width="200px"><a href="http://amplab.cs.berkeley.edu/wp-content/uploads/
class="alignnone size-medium wp-image-1338" ← "nanwan was here" src="http://amplab.cs.berkeley
content/uploads/2012/01/nanwan.png" alt="" width="100%" /></a>
</div>
<div style="float:left;">
<br><br>
<br><br>
<br><br>
Primary goals:
```

If you choose to enter images into the body of your article, you will see that Wordpress automatically enters some styling information. It's best to leave this as-is, unless you have advanced HTML skills and can address issues that may arise.

# PUBLICATIONS

Before you can add projects to the AMPLab site, you'll need to prepare a few items:

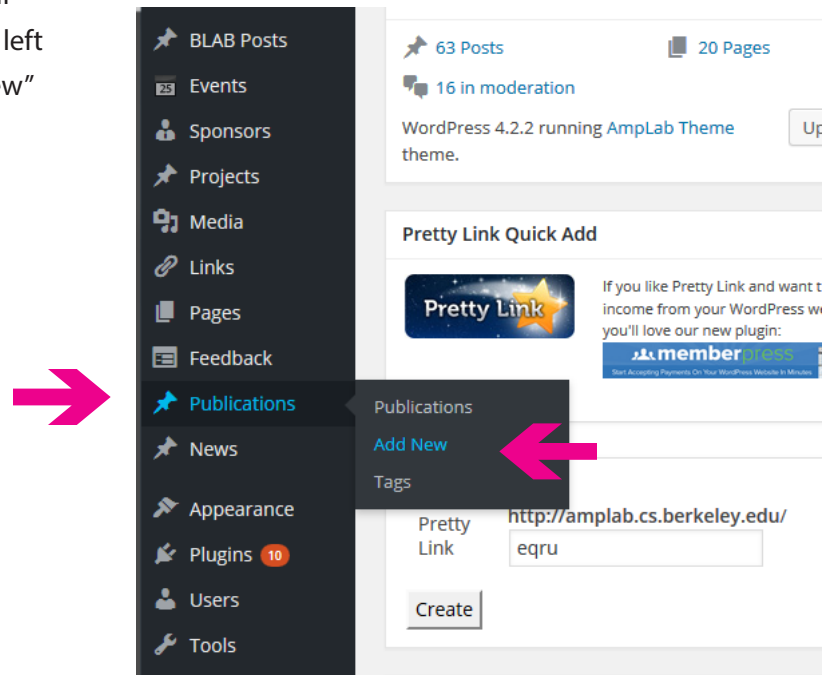
- A title
- A descriptive paragraph of any length
- The names of all authors to be named
- A publication date

Please note: you ONLY need to deal with features discussed in the following pages; any additional features on the Add/Edit Publications page that are not described in this document do NOT need to be addressed while adding publications to the site.

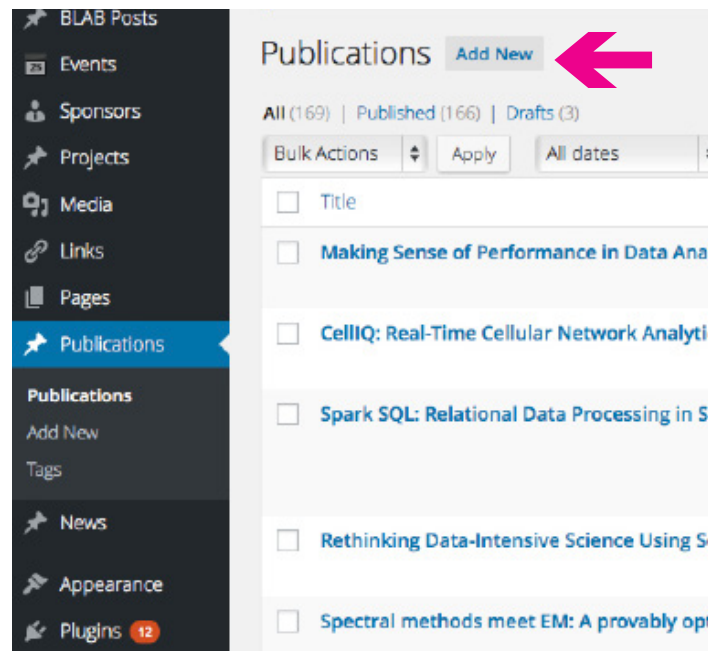
## PUBLICATIONS TAB / MENU PAGE

## PUBLICATION DETAIL PAGE

To add a Publication: upon successful login, you will be directed to the Wordpress Dashboard. From the left menu, find “Publications”; and then choose “Add New” from the flyout menu.



Alternatively, you can click the “Add New” button on the top of the Publications menu page. These features perform the same task.



# 7 KEY FEATURES FOR NEW PUBLICATIONS

**1** Title input field

**2** Main content area

**3** Publication Date selection (Year: 2015, Month: Aug, Day: 1)

**4** NextScripts: Social Networks Auto Poster - Post Options (Facebook - publish to (FB: AMP Lab Auto Poster) checked)

**5** Tags input field

**6** Featured Image input field

**7** Publish button

**Publication Options**

**Publication Date**

Year: 2015 | Month: Aug | Day: 1

**Conference or Journal Name**

**Authors**

Author 1: None |

Author 2: None |

Author 3: None |

Author 4: None |

Author 5: None |

Author 6: None |

Author 7: None |

Author 8: None |

Author 9: None |

Author 10: None |

**Media**

[Upload New Media](#)

**Like and Shares**

**NextScripts: Social Networks Auto Poster - Post Options**

URL to use for links, attachments and %MYURL%:  Shorten URL  Auto - Post URL will be [Reset all SNAP data used](#)

Facebook - publish to (FB: AMP Lab Auto Poster) [Check All](#) [Uncheck All](#)

**Publication Summary**

**Publish**

**Custom Fields**

**ADD NEW CUSTOM FIELD:**

Name	Value
<input type="text" value="Name"/>	<input type="text" value="Value"/>

[Screen name](#)

**Tags**

Separate tags with commas

[Google Analytics: www.amp.com](#)

**Featured Image**

## 1. Title

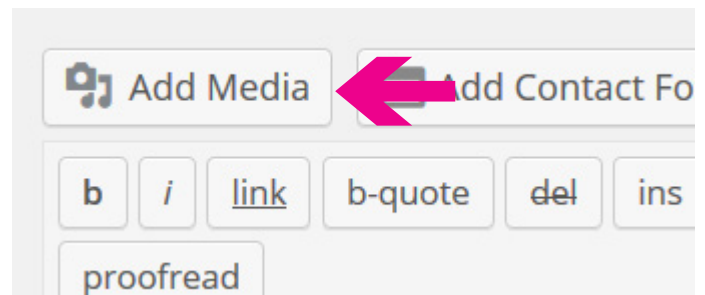
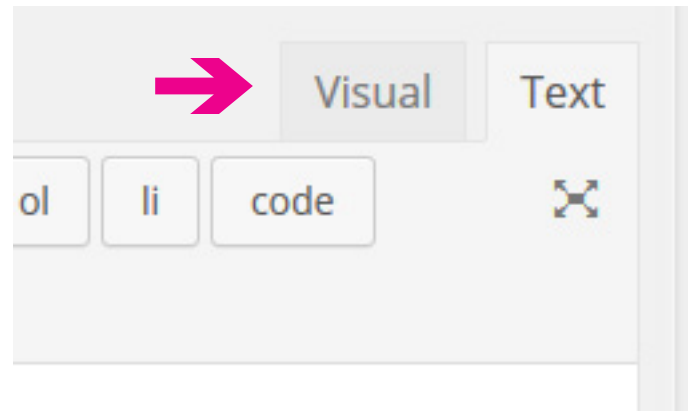
Required.

Recommend <80 characters (including spaces); mixed case. No HTML markup.

## 2. Description

Required.

Basic HTML markup. If you are unfamiliar with HTML, click the “Visual” tab at the top right of the entry box to use the WYSIWYG editor; the “text” tab toggles this input box back to the code entry view. Warning: the Wordpress WYSIWYG editor may choose to edit your formatting, so be cautious when toggling back and forth. If you need to add supporting visuals to describe your project, click the “Add Media” link above the input box. This will open Wordpress’s media explorer, which allows you to choose from the global asset library or to add new elements to the library.



### 3. Publication Options

Required.

Use the dropdowns to choose a publication date.

The Conference or Journal Name will help users identify your paper.

Choose up to 10 authors, using the dropdowns provided. If an author is not listed

in the dropdown, or if you are unsure of a selection, please contact

amp-admin@eecs.berkeley.edu to assist in identifying and adding your team member.

The "Media" feature can be used to upload a pdf of your document. For your users' convenience, be sure to minimize your PDF file size prior to uploading.

<10MB is ideal.

#### Publication Options

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**Publication Date**

Year: 2015  Month: Aug  Day: 1

**Conference or Journal Name**

**Authors**

Author 1:	None <input type="text"/>	<input type="text"/>
Author 2:	None <input type="text"/>	<input type="text"/>
Author 3:	None <input type="text"/>	<input type="text"/>
Author 4:	None <input type="text"/>	<input type="text"/>
Author 5:	None <input type="text"/>	<input type="text"/>
Author 6:	None <input type="text"/>	<input type="text"/>
Author 7:	None <input type="text"/>	<input type="text"/>
Author 8:	None <input type="text"/>	<input type="text"/>
Author 9:	None <input type="text"/>	<input type="text"/>
Author 10:	None <input type="text"/>	<input type="text"/>

**Media**

[Upload New Media](#)

**NextScripts: Social Networks Auto Poster - Post Options**

URL to use for links, attachments and %MYURL%:  Shorten URL  Auto - Post URL will be used [Reset all SNAP data](#)

**Facebook - publish to (FB: AMP Lab Auto Poster)** [Check All](#) [Uncheck All](#)

**Post Type:**  Text Post - just text message  
 (What's the difference?)  Image Post - big Image with text message  
 Text Post with "attached" blogpost <-- (What's the difference?)  
**Link attachment type:**  Share a link to your blogpost .. or ..  Attach your blogpost

**Message Format:**

**Image(s) to use:**  Auto

**URL to use:**  Auto - Post URL or globally defined URL will be used

**Twitter - autopost to (@amplab auto poster)**

**Message Format:**

Attach Image to Twitter Post

**Image(s) to use:**  Auto

#### 4. Social Post

Required.

Important! When you click the "Publish" button, your post will be pushed to social media pages owned by AMPLab. You can see from this panel that Facebook and Twitter are supported. Please note: your post will ONLY go out when you click "Publish" (further updates or edits of the article will not generate additional posts).

#### 5. Tags

Recommended.

Tags help some users locate relevant content. It's best to use existing tags, and it's likely that the ones that are relevant to your project already exist. The input box supports type-ahead, finding existing tags; alternatively you can click "Choose from the most used tags" to expose a tag cloud of tags in use on the site. Larger tags indicate more results in that category, and may also indicate more popular searches.

**Tags**

*Separate tags with commas*

[Choose from the most used tags](#)

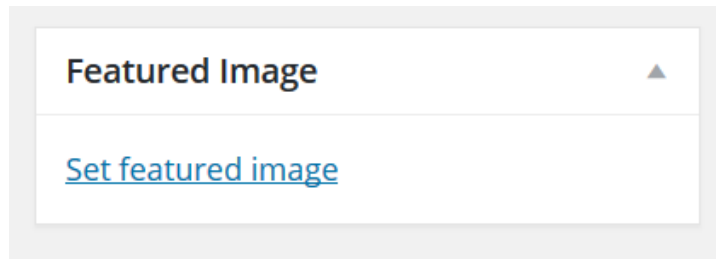
Akaros [amp](#) [application](#)  
[Approximate Query Processing](#)  
[availability](#) [BDAS](#) [Best Paper](#)  
[Award](#) [Big Data](#)



## 6. Featured Image

Optional.

PLEASE NOTE: Publications do not currently use this feature. You may upload an image if you have one, in the event that future page layouts make use of it. Please use a square image.



## 7. Publish

Required.

You may choose "Save Draft" if you need to delay your publish time, to get facts right. Please do not change the "Status" or "Visibility" options. We strongly recommend that you leave "Publish" as "Immediately", and only manually publish your article when ready.

