



American Daffodil Society



Daffnet.org User Guide

Chapter 3 – Manage your Account

Internet Services Committee

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Introduction

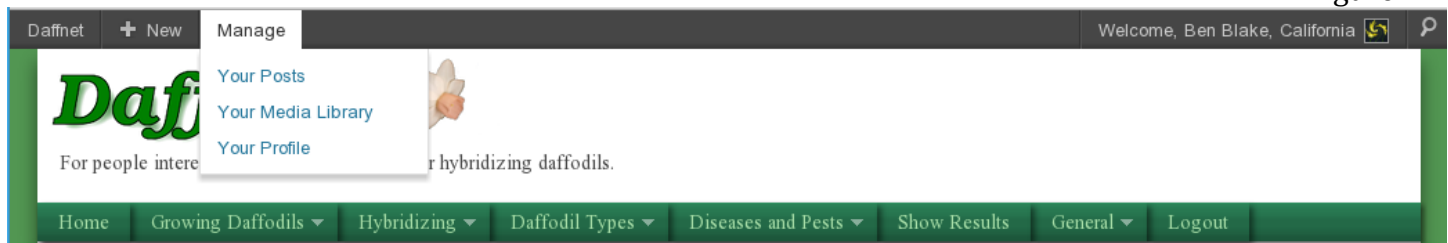
The American Daffodil Society has a long standing history of maximizing the use of the Internet for the purpose of researching, educating and promoting daffodils. A natural step was to move the long-time email discussion list to a web-based forum which can be found at <http://daffnet.org>.

This chapter will describe a set of tools available for you to use to view or update your Daffnet account. Your account has three areas, specifically your posts, your media and your profile. You will be able to search your posts much like you would your “sent” folder in your email. Also, this area contains your draft posts for you to either remove or finish and publish online. The second area is your media library where you will be able to view, add or delete photos, PDF documents, and videos. Lastly, is your profile where you can change your password or give yourself a fun avatar.

Manage Your Account

To access your management tools, hover your mouse over the word “Manage” on the top black menu bar above the Daffnet logo, as displayed in Figure 1. You will see three options, “Your Posts”, “Your Media”, and “Your Profile”. A description of each of these can be found below.

Figure 1



Your Posts

When you hover your mouse over Posts, you will have two options in the left column, “All Posts” and “Add New.” Clicking on the “Add New” will automatically display the “Add New Post” screen described earlier in the Chapter 2 User guide about making comments and posts.

“All Posts” enables you to see all of your draft messages and published posts in reverse chronological order as shown in Figure 2. By hovering your mouse over the title of a post, a small menu will appear. You have the option of a full edit, a quick edit, trash or view the post. The Quick Edit is handy if you would like to just change the title, date, or categories. Trash will delete your message along with all associated comments.

Figure 2

The screenshot shows the 'Posts' page in Daffnet. The top navigation bar includes 'Daffnet', '+ New', and 'Manage'. A user greeting 'Welcome, Nancy Tackett, California' is visible. The main content area is titled 'Posts' and includes an 'Add New' button. Below this, there are filters for 'Mine (223)', 'All (18,144)', 'Published (18,143)', 'Draft (1)', and 'Trash (18)'. A search bar is present. The table below shows a list of posts with columns for Title, Author, Categories, Tags, Date, and Thumbnail. The posts are sorted in reverse chronological order.

Title	Author	Categories	Tags	Date	Thumbnail
Bulbs of 'Ruth Haller'	Nancy Tackett, California	Bulb Information, Bulbs, club, Growing Daffodils, Societies and groups, ~	Bulb, DaffSeek, Photo	2012/05/22 Published	None
Daffodil Show on Internet!	Nancy Tackett, California	Daffodil Enthusiasts, General, Show Results, Societies and groups	Photo, show	2012/03/25 Published	None
Thera Lou's fields – part 2	Nancy Tackett, California	General	Photo	2012/03/13 Published	None

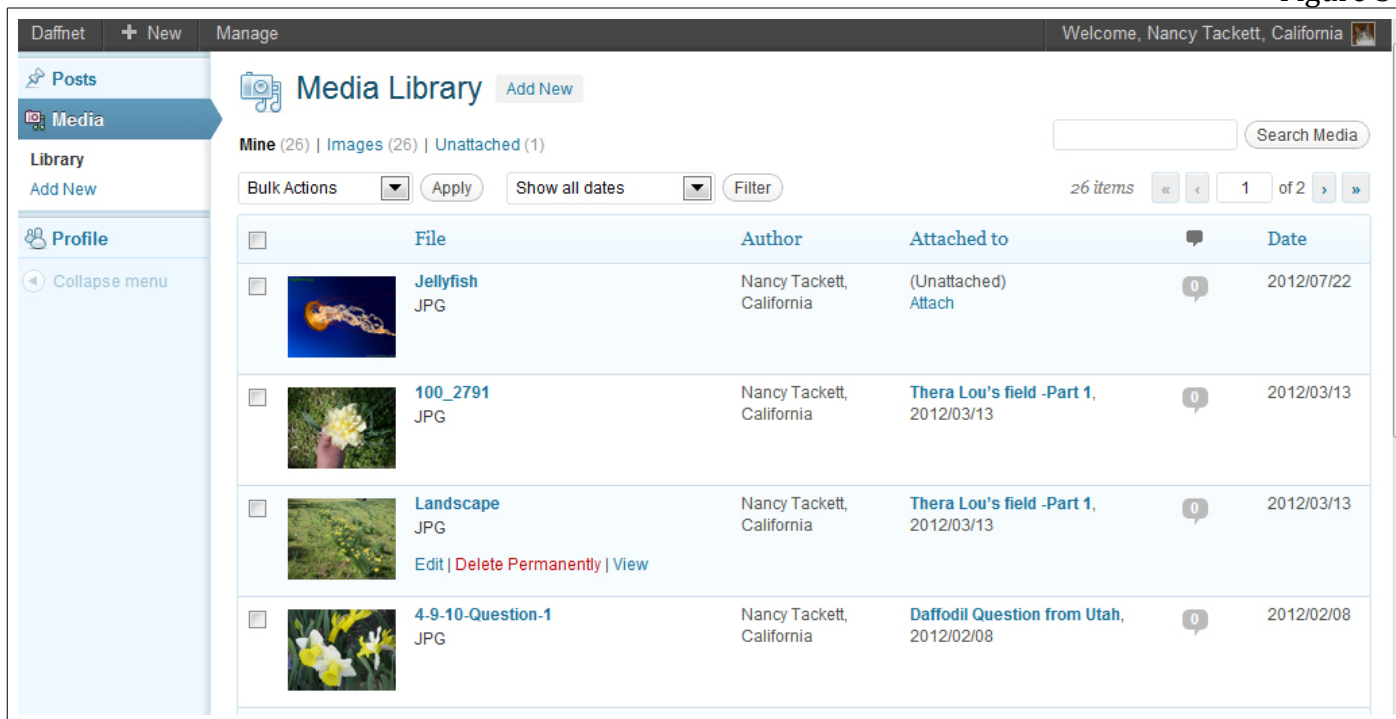
To see the complete list of posts in Daffnet, click on “All” located on the top line after the word “**Mine**” under the pin icon and the large word “Posts”. The complete list of all Daffnet posts will appear in reverse chronological order.

There are two sort features you can use while in Posts. The first method is to use the “Heading” line located just above the listed posts. The posts will sort all contents when you click on the headings Title or Author it will sort all posts in alphabetical order. When you click on the heading “Date”, all posts will be sorted in the opposite chronological order that was displayed. The second method to sort posts is to click on any blue word on the post line such as an author’s name or one of the words in Categories or Tags. The result will be a selection of all posts that contain the name or word you clicked. Click on “Mine” or “All” to return all posts to your view.

Your Media

When you hover your mouse over Media, you will have two options, “Library” and “Add New.” Clicking on the “Add New” will automatically display the “Upload New Media” screen discussed in a User Guide titled “Media Library.”

Figure 3



When you click on “Library” you will see all of your media, be it photos, documents, or videos, in reverse chronological order as show in Figure 3. By hovering your mouse over the photo name, a small menu will appear. You have the option to edit, to delete permanently, or view. If you select edit, a thumbnail of your photo will be displayed along with the information about your photo. On this page you can add or change the title of your photo to something meaningful. If you would like to rotate, crop, or flip the orientation of your photo, click on the “Edit Image” button located by the photo.

When you have finished editing the image, click on “Update Media”. This will update the image with your changes and return you to the Media Library.

Your Profile

There are two ways to access your Daffnet Profile. One way to access it is to hover your mouse over the word “Manage” in the upper left corner and click on “My Profile”. The other way is to hover your mouse over your name in the right corner and click on “Edit my Profile”.

Figure 4

The screenshot shows the 'Profile' page with the following sections:

- Name:**
 - Username: My Username (Note: *Username cannot be changed.*)
 - First Name: My First Name
 - Last Name: My Last Name
- E-mail (required):** MyEmail@someplace.com
- Website:** (Empty field)
- Password:**
 - New Password: Two masked input fields. The first has a hint: *If you would like to change the password type a new one. Otherwise leave this blank.* The second has a hint: *Type your new password again.*
 - Strength indicator: **Strong** (green bar). Hint: *The password should be at least ten characters and include upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).*
- Avatar:**
 - Upload Avatar: A red and white geometric pattern image.
 - Text: *Avatars are small square images up to 96 pixels square and are typically png's or jpeg's. You can upload a large image which will be automatically downsized to avatar size.*
 - Buttons: **Choose File** and **No file chosen**.
 - Text: *No local avatar is set. Use the upload field to add a local avatar.*

At the bottom left is a blue **Update Profile** button.

This screen, as displayed in Figure 4, contains your User Information. On this page you can your name and email information. You can change your password using the rules below:

- ✓ Your password must be at least **ten** characters long, and a combination of upper and lower case letters, numbers, and symbols (i.e. \$, %, &) with minimal repetition.
- ✓ Do not use the same password as your email password. This is a prudent rule to protect your email and Daffnet from being compromised.
- ✓ There is a list of words, such as “password” and “daffodil”, which will not be accepted if used in any part of your new password.

Your Profile (continued)

If you are concerned about remembering this long password, keep in mind that many web browsers normally offer to save your Daffnet password.

As you type each letter, the cumulative password is evaluated for its strength. Your password needs to be able to turn the indicator color to green for “Strong”, therefore you should keep entering characters until the password is evaluated as strong as shown in Figure 4.

Repeat your password on the second line. The Strength Indicator color **will remain red until** this password matches the password above.

A fun thing you can do is add an Avatar which is a small photo or icon to represent yourself on your posts and comments. Choose a photo for your avatar using the Choose File function by the image box. This is similar to loading a photo into your post. You were given a graphic Avatar at the beginning of Daffnet much like the red one displayed at the bottom of Figure 4.

Be sure and click on the blue “*Update Profile*” button to save all changes to your Profile before leaving this page. To return to the Daffnet Home page, hover your mouse on the top left black bar and click on “Daffnet”.

Ideas and Suggestions

We welcome your suggestions and ideas. Please send these to us by clicking on “[Contact Us](#)” in the “American Daffodil Society” Box.

Questions

If you have any questions, please feel free to either make a post on the forum or send us your question using the “[Contact Us](#)” form inside the “American Daffodil Society” box.