QUICK START GUIDE

E-Mail

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Passwort

········

login

Forgot Password?

No account yet?
Sign up here

This Alumni website enables you to keep contact with your university and fellow students

Features include:

+++ Alumni of this university can create an account and log on to this website

+++ Profile page - users can update their personal data and upload a picture

+++ Newsletter - users can receive a newsletter from the university

+++ Messages - users can contact each other and write messages

+++ Forum

+++ Job market

Imprint   Data privacy   AlumniServer project

OVERVIEW

- Download
- Set up MySQL database
- Edit the config file
- Copy all files to the server
- Log in as user "admin"
- Admin pages, customize settings
- Support

DOWNLOAD

The Software can be downloaded from http://sourceforge.net/projects/alumniserver/
You can unpack the zip-file in a local folder.

SET UP THE MYSQL DATABASE

The file "src/db_alumni.sql" contains the database structure in SQL format. This file can be imported into an existing database (for example "db_alumni") with a database administration tool like phpMyAdmin.

EDIT THE CONFIG FILE

The config file for the AlumniServer website is located at "data/config.php". This file can be edited with any text editor. The following settings can be defined:

- Domain of the server. The website cannot work without correct domain.

  ```
  $config['domain']='http://www.dummy-university.edu/alumni/';
  ```

- Title of the Alumni website. It will be shown in the title bar of the web browser and as subject in emails that will be sent by the website (notifications, newsletter etc.).

  ```
  $config['pageTitleOrDomain']='Alumni Dummy University';
  ```

- Sender email address for emails, that will be sent by the website. This address should really exist and it should match to the servers domain. Otherwise there could be problems with spam filters.

  ```
  $config['systemEmail']='john.doe@dummy-university.edu';
  ```

- Email address of the administrator. If a user logs in with this email address, he or she has access to the administration pages. There can be more than one admin user:

  ```
  $config['adminEmailAddress'][0]='john.doe@dummy-university.edu';

  $config['adminEmailAddress'][1]='john.doe.junior@dummy-university.edu';
  ```

- Access data for the MySQL database. The database can be created for example with phpMyAdmin.

  ```
  $config['db_host']='127.0.0.1';        // host of database server
  $config['db_db']='db_alumni';          // database name
  $config['db_user']='db_alumni';        // database user
  $config['db_pwd']='x2zT4d6jkU80';      // password
  ```

- Setting up access control: Either anyone can register for using the site, or an administrator has to confirm the membership. "true" as value of the following variable means, that new users need to be confirmed by an administrator after registration, "false" means there is no access control:

  ```
  $config['registrationControl']=true;
  ```

- Job market from www.alumniserver.net: additionally to the local job market page, where users can post job offers, a job market page from www.alumniserver.net can be shown directly in your alumni website. This provides interesting job offers for your alumni or students.
  This job market can be activated (true) or deactivated (false):

  ```
  $config['enableJobSiteAlumniServer']=true;
  ```

- Terms of use: if you want to set terms of use that need to be accepted by users when they register, you can activate this feature by setting this variable to "true":

  ```
  $config['enableTermsofuse']=false;
  ```

  The content of the terms of use can be set on one of the admin pages.

Copy all files to the server

Copy all files from your local folder to the webserver with an FTP program (for example FileZilla, http://filezilla-project.org/).
The Alumni website can be installed in an own domain or subdomain, or in a directory (for example "alumni") under an existing domain (www.dummy-university.edu/alumni).
Make sure that php scripts have write permissions for the "src" and "data" directory. This can be done with the FTP program.

Log in as user "admin"

With the email address specified under `$config['adminEmailAddress'][0]`, you can now log in on the start page (with password "install").
As admin user, you are a normal user on the alumni website, and additionally you have access to the admin-pages (additional section in the navigation menu).
After login, you can set your name etc. under "Settings".

Admin pages, customize settings

As admin user, you have access to the admin pages (additional navigation menu appears). Most of the pages are self-explaining, but here is additional information for some of them.

Admin page "Settings"

Here you can choose the page language, upload a logo image file that will appear in the header section of the page, and other general page settings.

Admin page "Newsletter"

Newsletters can be sent to the users via email. All newsletters are also accessible through the alumni website. Attachments are possible as pdf file.

Admin page "Users"

On this page, a list of all users is provided. Users can be deactivated or deleted here.

Admin page "Registrations"

If there are new registrations of users that are not confirmed yet, they are listed on this page. As administrator you can check now if the new users are really alumni or students of your school or university, and accept or reject the requests.

Admin page "Allowed to register"

Here you can keep a list of persons (given name, surname, birthday), that are allowed to register directly. If a new user registers and his or her data matches with one of the allowed list, the registration is confirmed automatically.

Admin page "Event history"

Events like confirming a new user or deleting a user are logged in the database. On the page "Event history", these events are listed, and in case of an undoable event, a link for that action is provided.

Admin page "Start page outside"

Here you can edit the content of the outside start page with a rich text editor

Warning: the password should be changed, it is not recommended to keep the default value. Additionally, as admin it is recommended to use a strong password, because someone might know your login.

Content of the start page (outside):

Text Editing Tools

Font Name and Size   Font Style   Undo/Redo

Arial   13   **B**   *I*   U   A_x   A^x   ¶

Alignment   Paragraph Style   Indenting and Lists   Insert Item

Normal

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Features include:
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body

Cancel   Proceed to preview

Imprint   Data privacy

Navigation (left sidebar):
Start
Fellow Students
Pictures
Forum
Newsletter
Jobs

My Page
Messages
My Pictures
Settings

Logout

Administration:
Update
Newsletter
Users
Registrations
Allowed to register
Event history
Settings
Start page outside
Start page inside
Imprint
Data privacy

Admin page "Start page inside"
Here you can edit the content of the start page that is shown after login with a rich text editor

Admin page "Imprint"
Here you can edit the content of the imprint with a rich text editor

Admin page "Data privacy"
Here you can edit the content of the data privacy statement with a rich text editor

Add a new language

To integrate a new language into AlumniServer, just copy the english language file under src/lang/en.php
and rename it to xx.php, where xx is the usual language code ("en" for english, "de" for german…). Then translate
the strings enclosed by colons (not the array keys) in the new file.

Support for the AlumniServer Software

Because the AlumniServer software is open source and free, no free support can be provided. If you need help
with the installation of the website or with import of existing user data, you can utilize support provided by
AlumniServer (see www.alumniserver.net/support.php)