



APPLICATION NOTE SERIES

Information Technology Group
Computer Software & Systems
U.S Coast Guard Auxiliary

WOW II Pushbutton Website Platform: Using Role-based Pages

Introduction to Role-based Pages

In typical use, WOW webmasters normally create three types of pages in WOW: “unprotected”, “protected”, and “hidden”. The characteristics of these three types of pages are as follows:

- Unprotected pages are those which are visible to all viewers,
- Protected pages are only visible in the “Member Zone”, that is, to Auxiliary users who have “logged on”.
- Hidden Pages are unprotected pages that *do not appear in the left navigation menu*.

Unprotected and protected pages are automatically shown in the left navigation menu, with protected pages identified with a special “Do Not Enter” icon “⊘”. As mentioned above, hidden pages do not appear in the left navigation menu.

Role-based Pages allow webmasters to create protected pages that only appear in the left navigation menu when a user is both “logged on” and *has either a specific qualification (INT, AIROBS, etc.) and/or a specific office (FSO-CS, DSO-CS, etc.)*. This information is captured when the Auxiliary user logs on. Like other protected pages, role-based pages are identified with a special “Do Not Enter” icon “⊘”.

Uses for Role-based Pages

Role-based pages can be used whenever you want to share information with only a select group of individuals or if you need to share sensitive¹ information with a select group. Some examples might include:

- A page about auxiliary patrols that you want to share only with boat crew.
- Team creating a training session for FSO’s in a division.
- Pages for special interest groups, or
- Leadership group such as EXCOM that needs to limit access to certain material.

Creating a Role-based Page

The “visibility” of a WOW page (protected or unprotected) is controlled by radio buttons in the MENU AREA of the WOW Dashboard. Any page can be turned into a role-based page simply by clicking a new fourth radio button captioned “Role”.

Add Custom Menu Item

— MENU AREA —

Menu Name: (Required; keep short; Title Case)

Page Title: (Doubles as Menu Tip)

Menu Order: Menu Level: 1 2 3 Protected: No Yes Hidden Role

Once you select the Role radio button, a new field will appear labeled “Offices/Quals” (see below). The Offices/Quals field is used to enter a list of offices and/or qualifications that are required to view this page.

Add Custom Menu Item

MENU AREA

Menu Name: (Required; keep short; Title Case)

Page Title: (Doubles as Menu Tip)

Menu Order: Menu Level: 1 2 3 Protected: No Yes Hidden Role

Simply type one or more official codes for the offices and/or qualifications into the field provided, separated by commas, spaces – or any other delimiter except the dash (-) – as shown below. Also, the entries may be in upper or lower case and any mixture of either.

Add Custom Menu Item

MENU AREA

Menu Name: (Required; keep short; Title Case)

Page Title: (Doubles as Menu Tip)

Menu Order: Menu Level: 1 2 3 Protected: No Yes Hidden Role

Click on after you have completed your entry. The program will check to ensure that all qualifications and offices that were entered are valid and if so, the list will be alphabetized and cleaned up when the page is refreshed (see example below).

1 2 3 Protected: No Yes Hidden Role

If you enter an office or a qualification that does not exist, the menu will still be saved. However, the entry or entries that were in error (in this case, YSO-MT) will not be included in the list of roles, and an error message will appear at the top of the Dashboard. To correct the error, simply re-enter the correct code and click on

Custom menu saved
Error: Office/Quals not found: YSO-MT

Edit/Update Custom Page

MENU AREA

Menu Name: (Required; keep short; Title Case)

Page Title: (Doubles as Menu Tip)

Menu Order: Menu Level: 1 2 3 Protected: No Yes Hidden Role

Note that the sense of codes in the Offices/Quals list is “or”; a member who matches any code in the list will be able to see the menu entry and display the page.

Office and Qualification Codes

Office and qualification (competency) codes are defined in AuxData, the Auxiliary’s database of record, and appear in AuxDirectory/AuxOfficer, in individual member records. In addition, most *office* codes are defined in the Auxiliary Manual.

The easiest way to find the official code for any qualification is to visit AuxDirectory at:

<http://auxofficer.cgaux.org>

and find the qualification of interest under “Qualifications” in the Power Search panel on the right side of the home page. Then, simply hover your mouse over the qualification, and the code will pop up in a “tool tip”.

Pseudo Office Codes USCG and NAVY

To accommodate building pages that are viewable by active duty Coast Guard and Navy personnel, you may insert the pseudo Office codes “USCG” and/or “NAVY” in your list. Any active duty USCG or US Navy member who has Auxiliary Member Zone credentials will be able to view the page. Finer discrimination (i.e., to specific roles or ranks in the Coast Guard) is not possible.

Such active-duty individuals can obtain Member Zone credentials by visiting AuxDirectory/AuxOfficer, as above, and following the “Obtain or Change Password” link.

Conclusion

Role-based pages should be used whenever you want to limit the viewing to “Member Zone” individuals with a specific qualification(s) or office(s). They will be particularly useful when you need to share sensitive information with a select group. Do not forget however, that any sensitive information must actually be on the WOW page (that is, entered into an announcement), and not simply uploaded documents “linked” from that page. Documents uploaded to the Internet in general, and WOW specifically, are both discoverable and visible to the entire world.

1 - Role based pages, like any collaboration space hosted outside a certified Coast Guard system may not contain OPSEC information. Examples include patrol schedules, mission details, location of Coast Guard assets, or discussions of details about Coast Guard Support activities. These pages are also not to be used for Sensitive Personal Information.

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