

ACM Web Toolkit  
Composition  
Usage Guide

by Matthew Cleveland  
November 12, 2008

## **Introduction**

The Composition Toolkit manages the membership of a body. It allows the user to create and modify body positions, add and modify member information, and view members throughout the body's history. This guide will detail how to accomplish the aforementioned functionality.

To access the Composition Toolkit, click the designated "Composition" link. The resulting page is the default view, as described below. Notice there are two default views: External and Internal. The "external" view is that which users without administrative access will see. This view restricts all update functionality and only allows navigation. The "internal" view is for those with administrative credentials and allows the user all functionality included in Composition toolkit.

## **Setup**

In order to activate the ACM Web Toolkit for a body, one of the volunteers of your body should simply email the webmaster ([webmaster@history.acm.org](mailto:webmaster@history.acm.org)) with your request. In their response, the webmaster will request a body name, which will be used to uniquely identify your organization. After some initial server setup, you will then be provided with two URLs, one linking to your internal site and one to your external site. These URLs will be embedded in your own site (note the site is designed to make use of CSS files, if desired), dynamically populating it with the appropriate content, which will be stored in the central ACM History database. The pages in which you embed the provided links should be formatted using a specified layout in order to take full advantage of the functions, such as the top links, provided by the toolkit (this layout is described on the ACM History committee website).

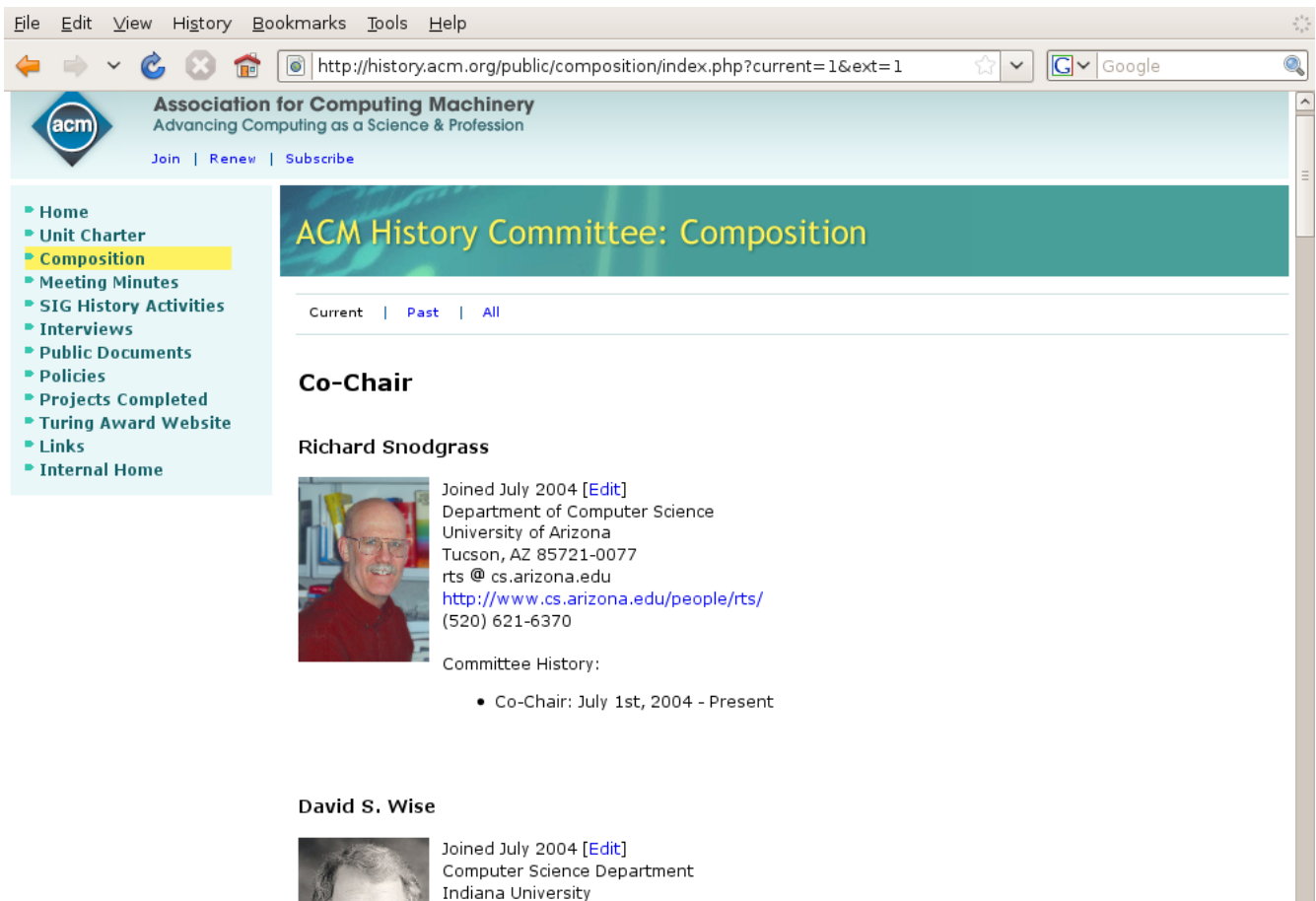
As previously stated, your site will be divided into two sections, an internal one and an external one. The external site will allow users read only access to the desired functions, whereas the internal site should only be accessed by administrators, as it allows read/write access to your organization's data.

Once activated, the webmaster will contact your organization's liaison and then you are ready to start populating your site! First, add your organization's Positions by following the steps described by the corresponding section in this guide. Now you're ready to add volunteer information to your site. For the initial volunteer data population, adding each person's data individually can be infeasible. Therefore, this initial step can be done by the webmaster automatically. If you wish to do this, please inform the webmaster and he will give you further information on how this is done.

## Default view (external):

From the external user's standpoint, the Composition page shows current and past members, their contact information, and details regarding their affiliation with the corresponding body. This particular example (from which all the example pages are drawn) is for the ACM History Committee. The user clicked “Composition” on the top left of the History Committee public home page to get here. (you can view this page here: <http://history.acm.org/content.php?do=composition>)

This page displays volunteer information, ordered by position, alphabetically within like positions. You will specify this ordering in the Internal site, under “Add Position”



The screenshot shows a web browser window displaying the ACM History Committee Composition page. The browser's address bar shows the URL <http://history.acm.org/public/composition/index.php?current=1&ext=1>. The page header features the ACM logo and the text "Association for Computing Machinery Advancing Computing as a Science & Profession" with links for "Join", "Renew", and "Subscribe". A navigation menu on the left lists various sections, with "Composition" highlighted. The main content area has a green header "ACM History Committee: Composition" and sub-navigation for "Current", "Past", and "All". Under the "Co-Chair" section, two members are listed: Richard Snodgrass and David S. Wise. Each entry includes a small portrait photo, their name, and their contact information.

File Edit View History Bookmarks Tools Help

http://history.acm.org/public/composition/index.php?current=1&ext=1

Google

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Advancing Computing as a Science & Profession  
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Home  
Unit Charter  
**Composition**  
Meeting Minutes  
SIG History Activities  
Interviews  
Public Documents  
Policies  
Projects Completed  
Turing Award Website  
Links  
Internal Home

ACM History Committee: Composition

Current | Past | All

**Co-Chair**

**Richard Snodgrass**

Joined July 2004 [Edit]  
Department of Computer Science  
University of Arizona  
Tucson, AZ 85721-0077  
rts@cs.arizona.edu  
<http://www.cs.arizona.edu/people/rts/>  
(520) 621-6370

Committee History:

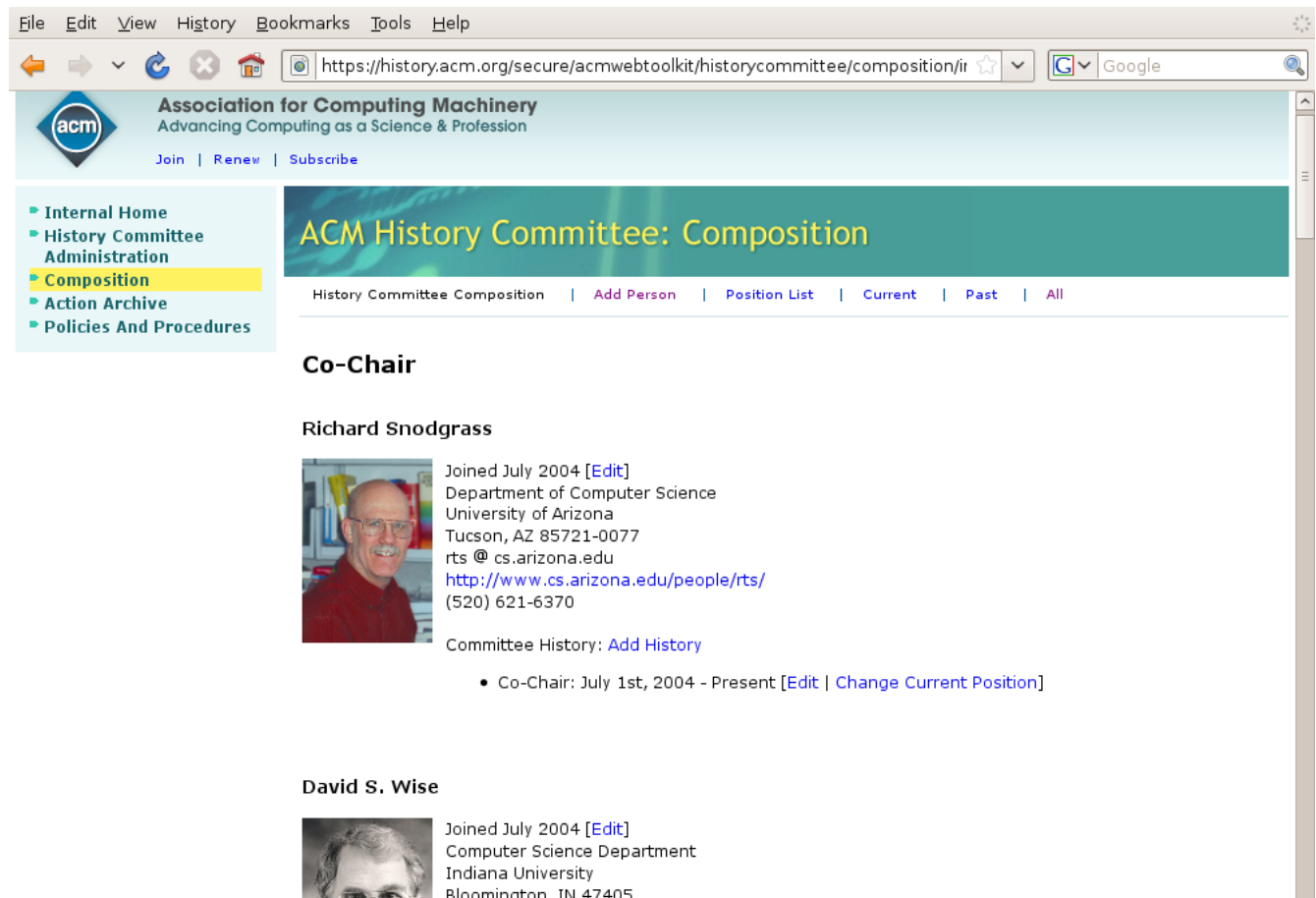
- Co-Chair: July 1st, 2004 - Present

**David S. Wise**

Joined July 2004 [Edit]  
Computer Science Department  
Indiana University

## Default view (internal):

The internal user will be presented with the same information as the external user, however some functions have been enabled. To access this page, we clicked the “Composition” link on the side menu seen in the screen-shot (note the text of your links may vary). When viewing a current position, the “Edit” person, “Edit” position, and “Change Current Position” functions have been enabled. When viewing a past position, the “Edit” position and “Remove” position functions are available for use.



The screenshot shows a web browser window displaying the ACM History Committee Composition page. The browser's address bar shows the URL: <https://history.acm.org/secure/acmwebtoolkit/historycommittee/composition/ir>. The page header includes the ACM logo and the text "Association for Computing Machinery Advancing Computing as a Science & Profession". A navigation menu on the left lists: Internal Home, History Committee Administration, Composition (highlighted), Action Archive, and Policies And Procedures. The main content area is titled "ACM History Committee: Composition" and includes a breadcrumb trail: History Committee Composition | Add Person | Position List | Current | Past | All. The "Co-Chair" section lists two members: Richard Snodgrass and David S. Wise. Each member's entry includes a profile picture, a "Joined July 2004 [Edit]" link, their affiliation, contact information, and a "Committee History: Add History" link. Below the "Add History" link, a list of positions is shown, such as "Co-Chair: July 1st, 2004 - Present [Edit | Change Current Position]".

File Edit View History Bookmarks Tools Help

https://history.acm.org/secure/acmwebtoolkit/historycommittee/composition/ir Google

acm Association for Computing Machinery  
Advancing Computing as a Science & Profession  
Join | Renew | Subscribe

- Internal Home
- History Committee Administration
- Composition**
- Action Archive
- Policies And Procedures

## ACM History Committee: Composition

History Committee Composition | Add Person | Position List | Current | Past | All

### Co-Chair

**Richard Snodgrass**

Joined July 2004 [Edit]  
Department of Computer Science  
University of Arizona  
Tucson, AZ 85721-0077  
rts@cs.arizona.edu  
<http://www.cs.arizona.edu/people/rts/>  
(520) 621-6370

Committee History: [Add History](#)

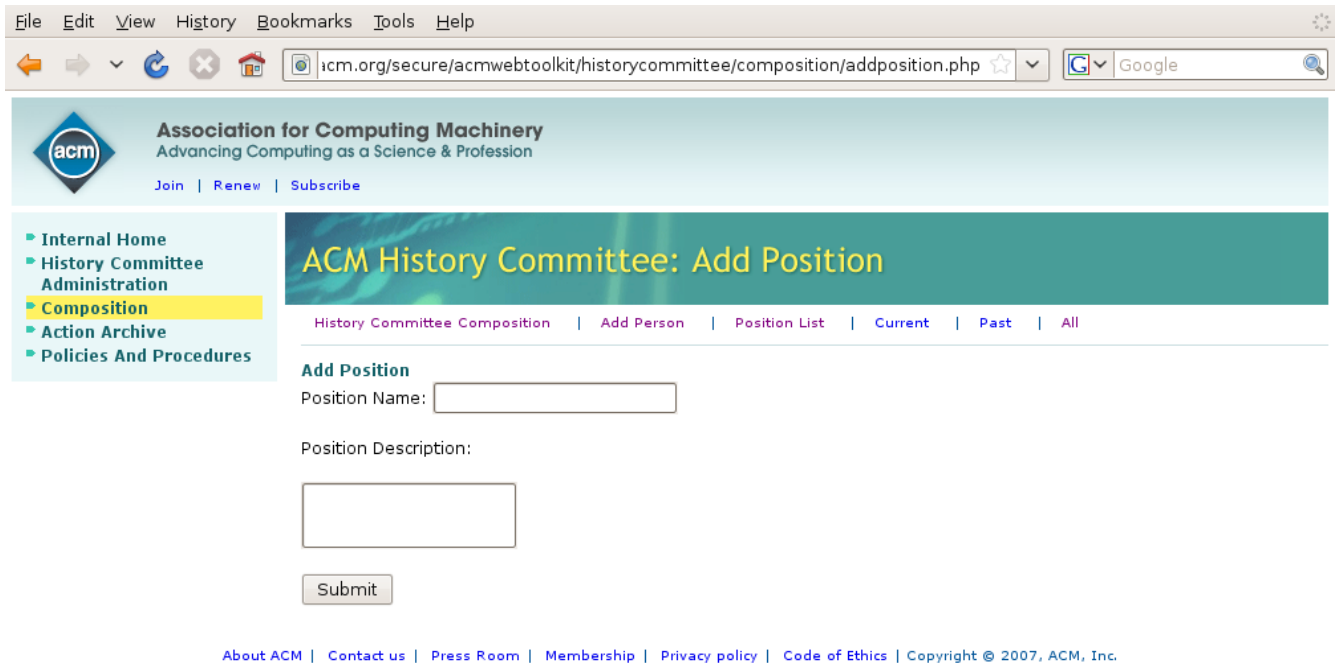
- Co-Chair: July 1st, 2004 - Present [Edit | [Change Current Position](#)]

**David S. Wise**

Joined July 2004 [Edit]  
Computer Science Department  
Indiana University  
Bloomington, IN 47405

## Add Position

As stated in the Setup section of the guide, the first thing an administrator must do to set up the Composition section of the site is to add volunteer positions to the database. To do this, click on the “Position List” top link. This page will be blank at first, as no positions have yet been added. To remedy this, click the “Add Position” link to be taken to the Add Position page, as seen below. Simply input the position's name and a description of the position and click submit. Please note that all positions are of highest precedence by default. These precedences can be modified using the “Edit Position” function described later in this guide.

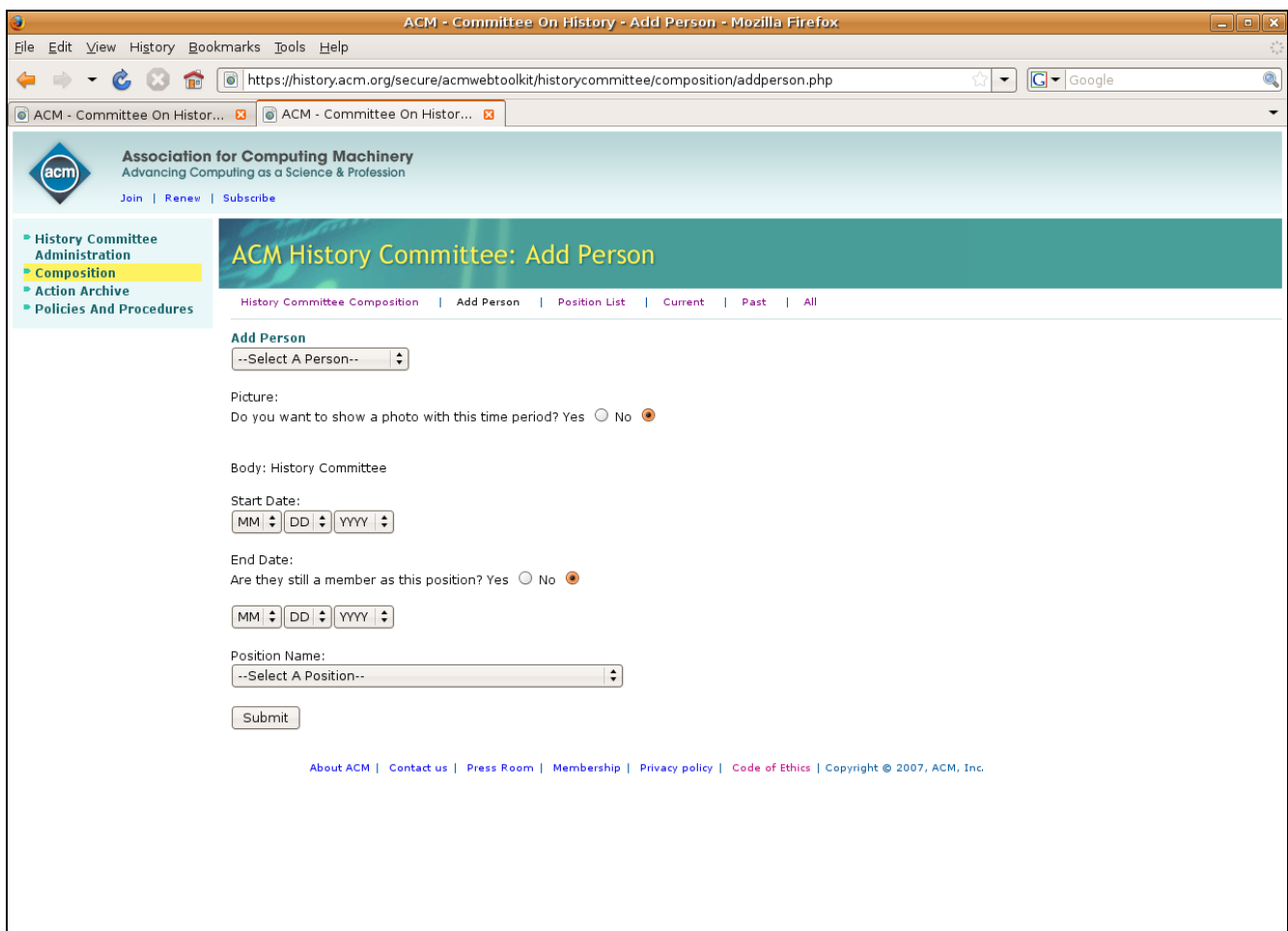


The screenshot shows a web browser window with the URL `icm.org/secure/acmwebtoolkit/historycommittee/composition/addposition.php`. The page header features the ACM logo and the text "Association for Computing Machinery Advancing Computing as a Science & Profession" with links for "Join", "Renew", and "Subscribe". A navigation menu on the left includes "Internal Home", "History Committee Administration", "Composition" (highlighted), "Action Archive", and "Policies And Procedures". The main content area has a teal header "ACM History Committee: Add Position" and a breadcrumb trail: "History Committee Composition | Add Person | Position List | Current | Past | All". Below this, the "Add Position" form includes a "Position Name:" label with a text input field, a "Position Description:" label with a larger text area, and a "Submit" button. At the bottom, a footer contains links for "About ACM", "Contact us", "Press Room", "Membership", "Privacy policy", "Code of Ethics", and "Copyright © 2007, ACM, Inc."

## Adding a person:

To add a person to the position list, click the “Add Person” link from the Internal Composition page. This links to the “Add Person” form shown below. Simply input the pertinent information and submit. To upload a picture, indicate that you do want a picture to be displayed with this time period and then specify that the picture is not already uploaded. If the picture has already been uploaded, indicate this, and select the image file from the drop down menu. Also, when adding a person and their position isn't listed, you can add the position in this form by selecting “Add New Position” from the drop down menu and inputting the appropriate information. Finally, submit the form.

The person will now be displayed along with the existing members. Keep in mind that when adding a person who held a position in the past to switch the “End Date” radio button to “No” and input the end date of their tenure. “Yes” indicates that the newly added person currently holds the inputted position.

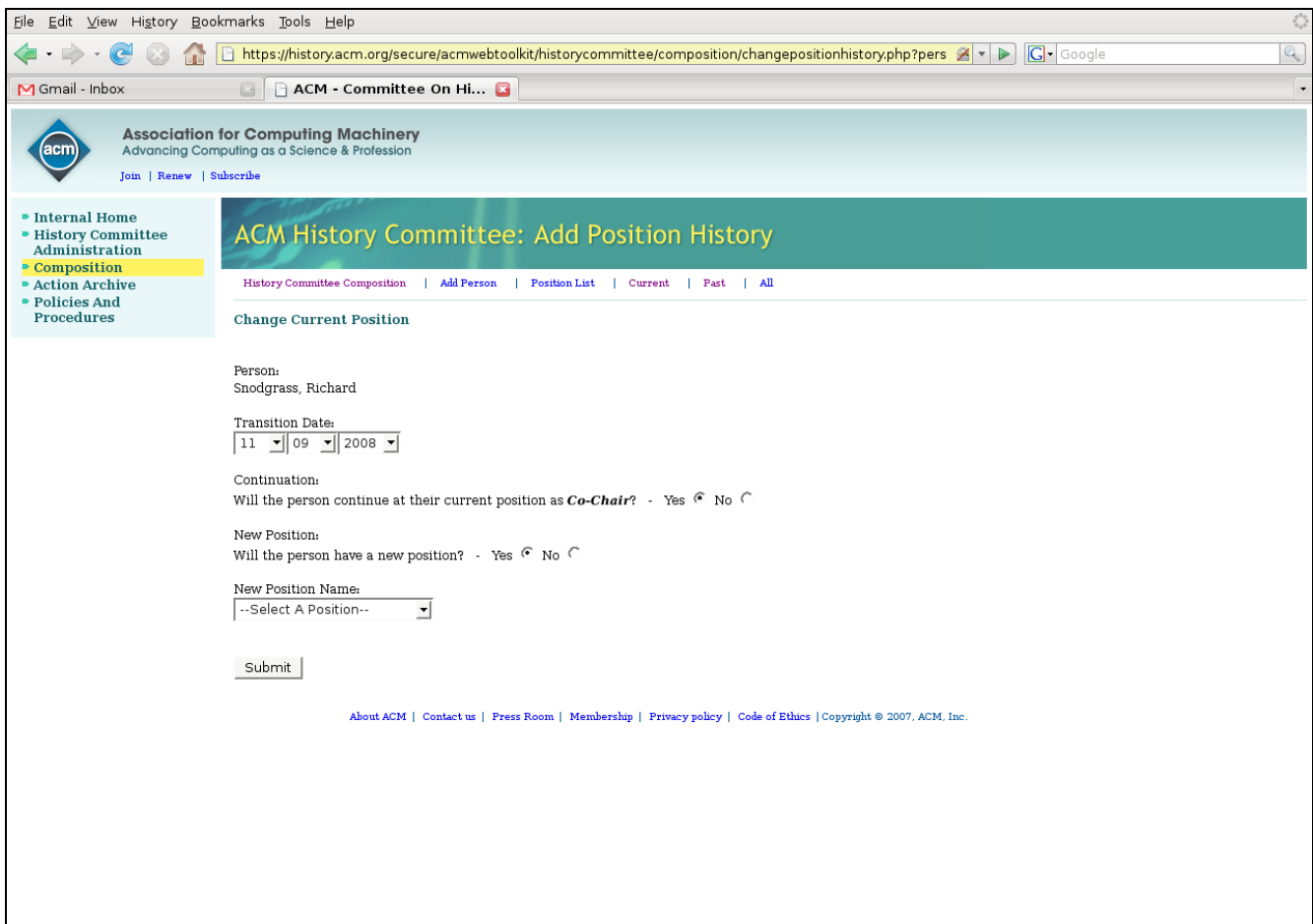


The screenshot shows a web browser window titled "ACM - Committee On History - Add Person - Mozilla Firefox". The address bar shows the URL: <https://history.acm.org/secure/acmwebtoolkit/historycommittee/composition/addperson.php>. The page header includes the ACM logo and the text "Association for Computing Machinery Advancing Computing as a Science & Profession". A navigation menu on the left lists "History Committee Administration", "Composition", "Action Archive", and "Policies And Procedures". The main content area is titled "ACM History Committee: Add Person" and contains a breadcrumb trail: "History Committee Composition | Add Person | Position List | Current | Past | All". The form itself is titled "Add Person" and includes a dropdown menu for selecting a person, a "Picture:" section with radio buttons for "Do you want to show a photo with this time period? Yes" and "No", a "Body:" field set to "History Committee", "Start Date:" and "End Date:" fields with MM/DD/YYYY dropdowns, and a radio button for "Are they still a member as this position? Yes" and "No". A "Position Name:" dropdown menu is also present. A "Submit" button is at the bottom of the form. The footer contains links for "About ACM", "Contact us", "Press Room", "Membership", "Privacy policy", "Code of Ethics", and "Copyright © 2007, ACM, Inc."

## Removing and Changing Positions:

To remove someone from a position, simply click the “Remove” link next to their position listing (this can only be done to past positions). To change positions, which can only be applied to a current position, click the “Change Current Position” link next to the corresponding position listing. You will be taken to the Change Current Position page.

On this page, there are up to four transition details you can specify. First, the “Transition Date” indicates the date on which the new position is activated, and, if specified, the current position is deactivated. (Note that if the Transition Date is set to a date before the start date of the current position, that position will be removed.) The next item to specify regards the current position. If the “Yes” radio button is specified under “Continuation”, the person's current position will remain active; “No” will set the end date of the current position to “Transition Date”. The following radio button, “New Position”, allows the user to indicate whether the person will start at a new position by specifying “Yes” or “No”. If “Yes” is selected, a drop-down menu with available positions is presented. Select the person's new position from the list and click submit to finalize the Change Current Position process. If specified, the new position's start date will be set to “Transition Date”.



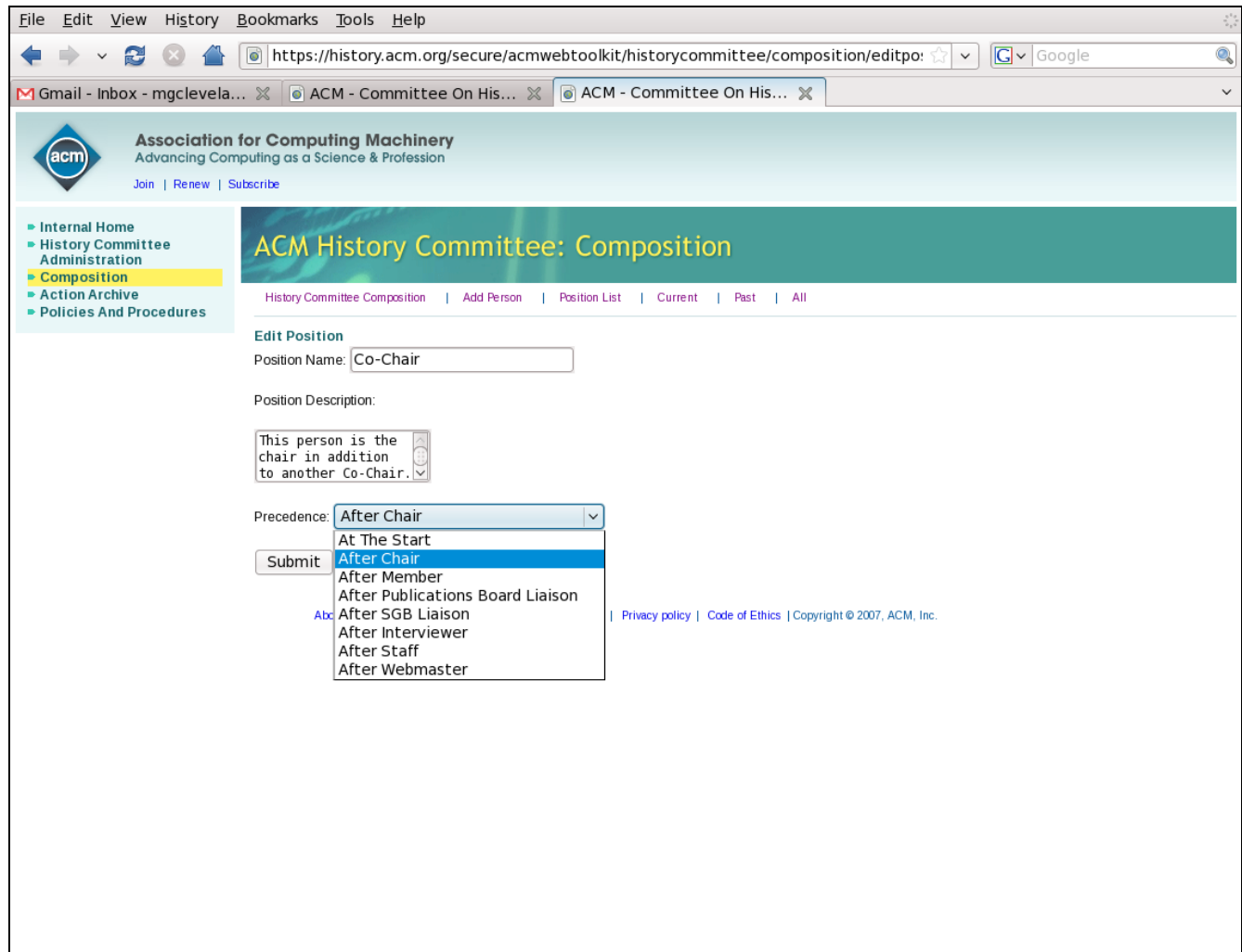
The screenshot shows a web browser window with the URL <https://history.acm.org/secure/acmwebtoolkit/historycommittee/composition/changepositionhistory.php?pers>. The page is titled "ACM History Committee: Add Position History" and is part of the "Composition" section. The form is titled "Change Current Position" and contains the following fields and options:

- Person: Snodgrass, Richard
- Transition Date: 11 / 09 / 2008
- Continuation: Will the person continue at their current position as *Co-Chair*? - Yes  No
- New Position: Will the person have a new position? - Yes  No
- New Position Name: --Select A Position--
- Submit button

At the bottom of the page, there is a footer with links: [About ACM](#) | [Contact us](#) | [Press Room](#) | [Membership](#) | [Privacy policy](#) | [Code of Ethics](#) | Copyright © 2007, ACM, Inc.

## Position precedence:

On the composition pages, “Current”, “Past”, and “All”, people are listed in decreasing order of position precedence. Therefore, the highest precedence position is shown at the top of the page, and the lowest precedence position is shown at the bottom. Position precedences can be set from the “Position List” page. This page lists all current positions with an “Edit” link. Click the “Edit” link to be taken to the edit position page, where you can change the precedence of the selected position using the drop-down menu.



The screenshot shows a web browser window displaying the ACM History Committee: Composition page. The browser's address bar shows the URL: <https://history.acm.org/secure/acmwebtoolkit/historycommittee/composition/editpo>. The page header includes the ACM logo and the text "Association for Computing Machinery Advancing Computing as a Science & Profession". A navigation menu on the left lists: Internal Home, History Committee Administration, Composition (highlighted), Action Archive, and Policies And Procedures. The main content area is titled "ACM History Committee: Composition" and includes a breadcrumb trail: History Committee Composition | Add Person | Position List | Current | Past | All. The "Edit Position" form is visible, with the following fields and options:

- Position Name:
- Position Description:
- Precedence:  (dropdown menu open showing options: At The Start, After Chair, After Member, After Publications Board Liaison, After SGB Liaison, After Interviewer, After Staff, After Webmaster)
- Submit button

At the bottom right of the page, there are links for [Privacy policy](#), [Code of Ethics](#), and [Copyright © 2007, ACM, Inc.](#)