Website Manual

Version:
2.0

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OpenID®

CHAPTERS

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1 SYSTEM

HOSTING

https://openid.net is hosted with the Oregon State University Open Source Lab based on Linux with an Apache Server, currently running on PHP 7.4.33. Following hosting configurations are set:

PHP Memory Limit:	1GB
PHP Max Inputs Vars:	1000
PHP Max Post size:	65M

CMS

https://openid.net is based on the latest version of WordPress (currently Version 6.2.2)

THEME

The theme was developed based on a jointly developed visual design (currently Version 1.0.1). Its core features are maintained through the “Hello Elementor” base theme (currently Version 2.7.1).

VISUAL COMPOSER

Based on the jointly developed visual design, “ELEMENTOR PRO” was proposed and chosen to be the most suitable and user-friendly composer onwards (currently Version 3.14.0).

ACTIVE PLUGINS

The following Plugins are installed and in active use by the website:

Admin Menu Editor - 1.11	Cleaning-up the visual appearance of the backend
All in One SEO - 4.4.0.1	Search Engine Optimization Tool
Breadcrumb NavXT - 7.2.0	Custom Breadcrumb Links above all contents
Broken Link Checker - 2.2.0	Searching for non-working internal + external links
Categories Images - 3.0.1	Adds custom diagrams to News, Events, Papers
Classic Editor - 1.6.3	Deactivates non-conformant Gutenberg Editor
Complianz - 6.4.7	Adds Cookie Consent function
Duplicate Page - 4.5.2	Allows to easily duplicate pages and posts
Elementor - 3.14.0	Visual Editor for WordPress
Elementor Pro - 3.14.0	Adds Additional Features to visual editor
Media Replace - 4.1.2	Allows for fast and proper image replacement
Addons Elementor - 5.8.0	Adds Additional Features to visual editor
FileBird Lite - 5.3.2	Allows structuring (folders) for Media Library
File Manager Pro - 1.7.7	Allows to see and edit all WP system folders
OptinMonster - 2.13.4	Used for Phase 2 Member-Process integration
Redirection - 5.3.10	Used to maintain historic linking
Simple Calendar - 3.2.0	Used to integrate the OpenID Google Calendar
Simple Post Redirect - 1.6.5	Additional Redirection Option for historic links
Site Kit by Google - 1.103.0	Used for Performance, Analytics and Statistics
UpdraftPlus - 1.23.6	Allows Backup/Restore before critical system changes
Wordfence Security - 7.10.0	System-Internal Firewall
wpDataTables - 5.6.1	Used to create Certification Tables
WP Super Cache - 1.9.4	Page Caching System for better Site Performance

2 DASHBOARD

To access to WordPress dashboard: openid.net/wp-admin

ELEMENTS

The dashboard is the entry point after logging-into the WordPress system. It can be configured individually using the "Screen Options" tab top-right. Useful elements are the "Site Kit Summary" for the most significant website statistics, the "Site Health Status" to identify any issues with the website, and the "Broken Link Checker" to maintain the health of referring site URLs.

DELETE CACHE

The "Delete Cache" button in the top bar helps to clear the sites internal cache after making modifications to page content so that it will be visible instantly to any public visitor, rather than showing a speed optimized cached version of it. If not done manually, the cache renews itself every 4 hours.

NOTE: Logged-in users do not see the cached version of the website, thus the load-speed is slightly slower than for public viewers.

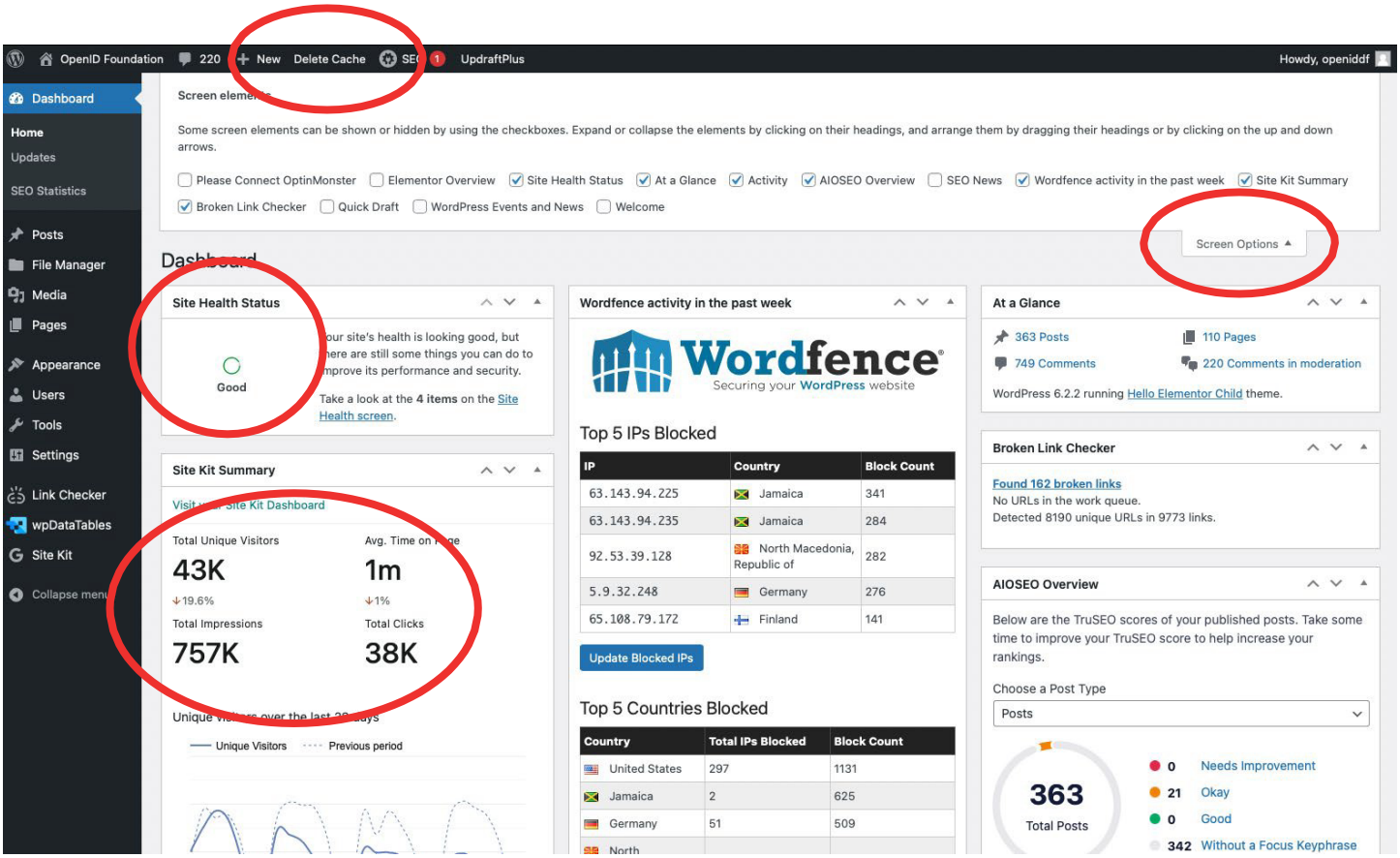

Fig. 1: Customized WordPress dashboard

3 BLOG POSTS

The website is using three types of blog posts: News, Events, and Papers.

All three blog post types have custom-templates that create the matching look and feel for client and mobile browser views. The quickest method to create and publish a new blog post is to use the "duplicate this" feature from a pre-existing blog post of the same type (ALT: Hover over the post-title, click "Duplicate This").

The built-in SEO tool automatically fills in meta-tags based on the title and content. Changes can be made in the post overview in the last column. Tags can be added to increase the SEO rankings and to find blog posts with related topics. Tags appear in the at the bottom of each blog post and are visible to the public.

NOTE: If a new blog post is created from scratch, make sure to add one of the three post types: News, Events, or Papers to select the correct layout template. Within a blog post, NEVER change to "Edit with Elementor", but just use the core WordPress editing method.

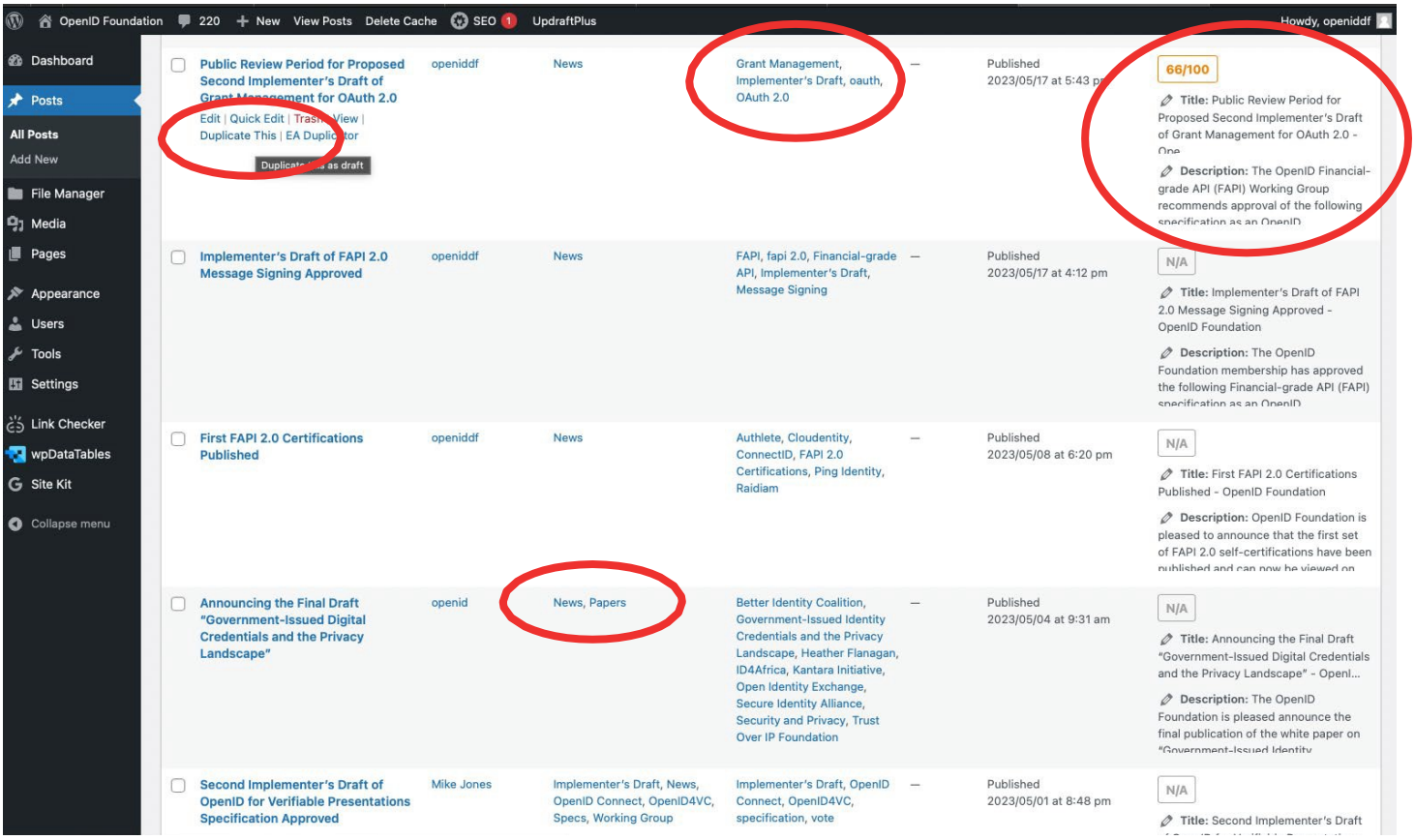

Fig. 2: Post list with title, category, tags, publish-date and meta-data for SEO

The latest blog post of each category is previewed on the start page at the bottom. All blog posts are listed in the categories overview pages.

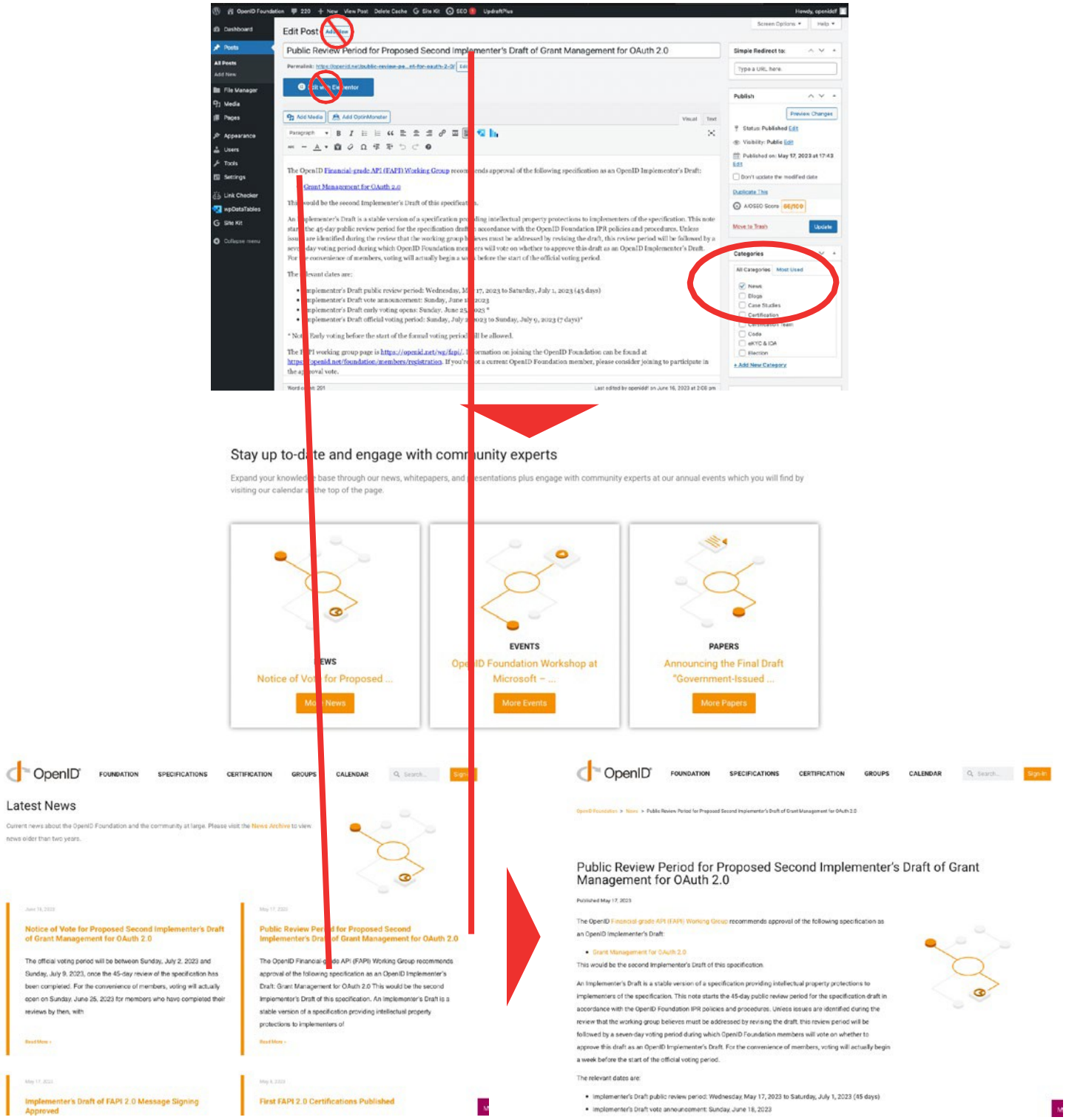

Fig. 3: Relations of post-content to published information in front-end

4 FILE MANAGER

The File Manager contains folders to store and locate files that have been uploaded such as the "specs" folder and PDFs within "wordpress-content/uploads/":

NOTE: Please do not change, delete, or move any files here. Be aware that all system files of the current website are accessible from here too.

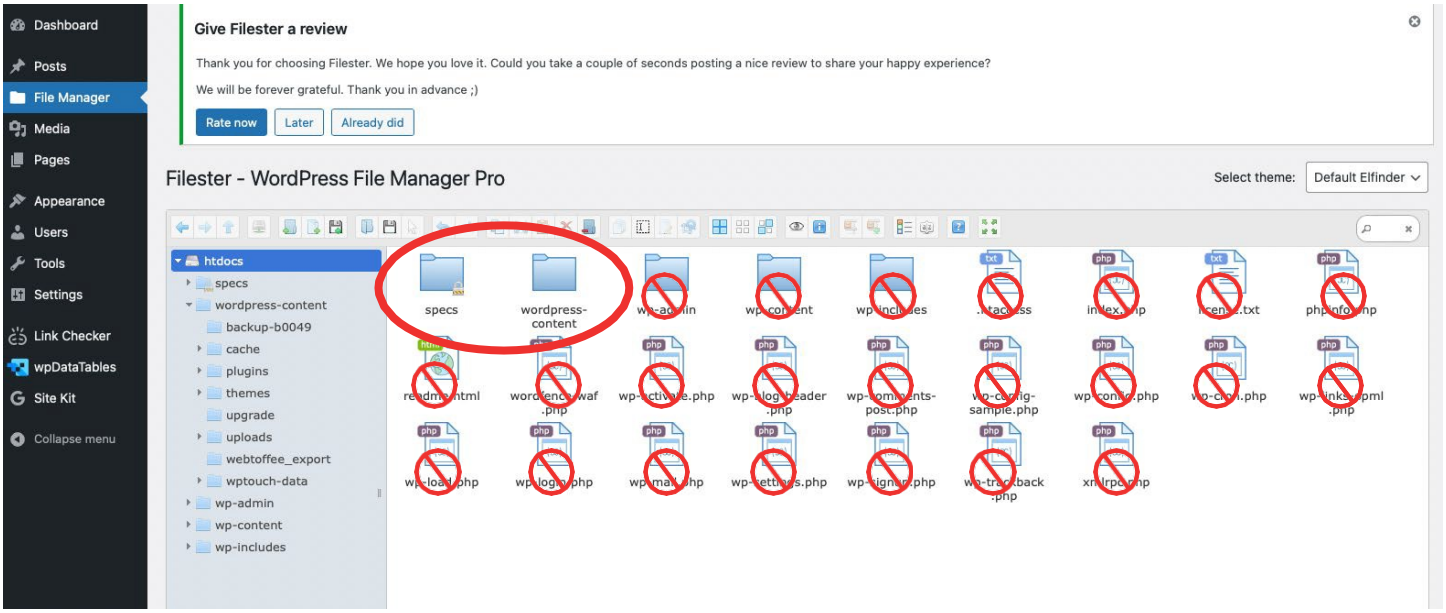

Fig. 4: File manager view of system folder on server

To search the File Manager for prior files such as Contribution Agreements, go to "File Manager" -> "wordpress-content" -> "uploads". Then use the search feature top-right as noted below in Fig. 5. For example, you can enter ".pdf" and then select "All" and you will get a result of 1,158 ".pdf" files with a total size of 706 MB. Additionally, you can search by any company name or other terms that may be part of the filename.

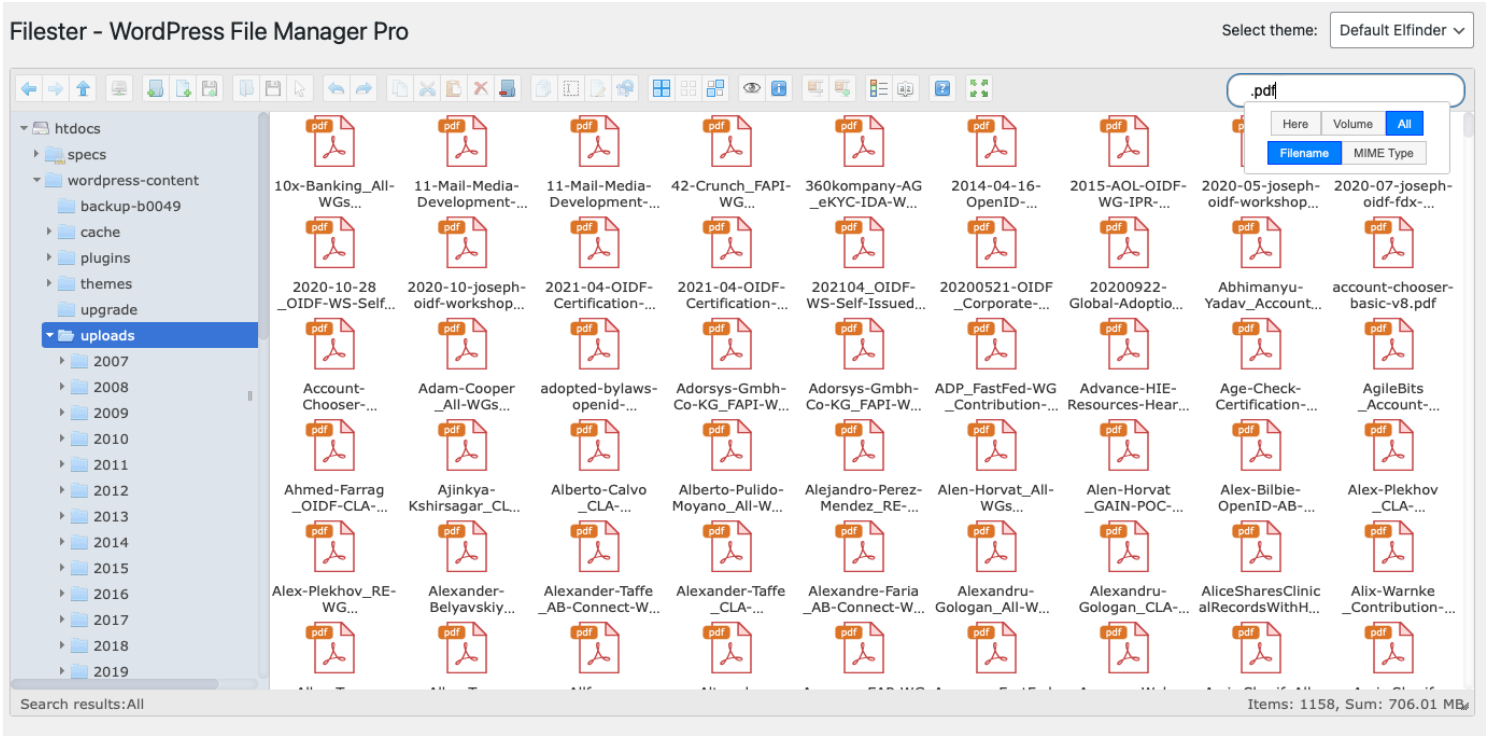

Fig. 5: File manager view of uploads folder on server highlighting search function

5 MEDIA

The Media Library contains assets that were uploaded to the website. The files are organized in descriptive folders. Media files can be easily replaced through the "Replace Media" function.

NOTE: If a file is replaced through the Media Library, it will replace that asset in every location on the website where it is being used.

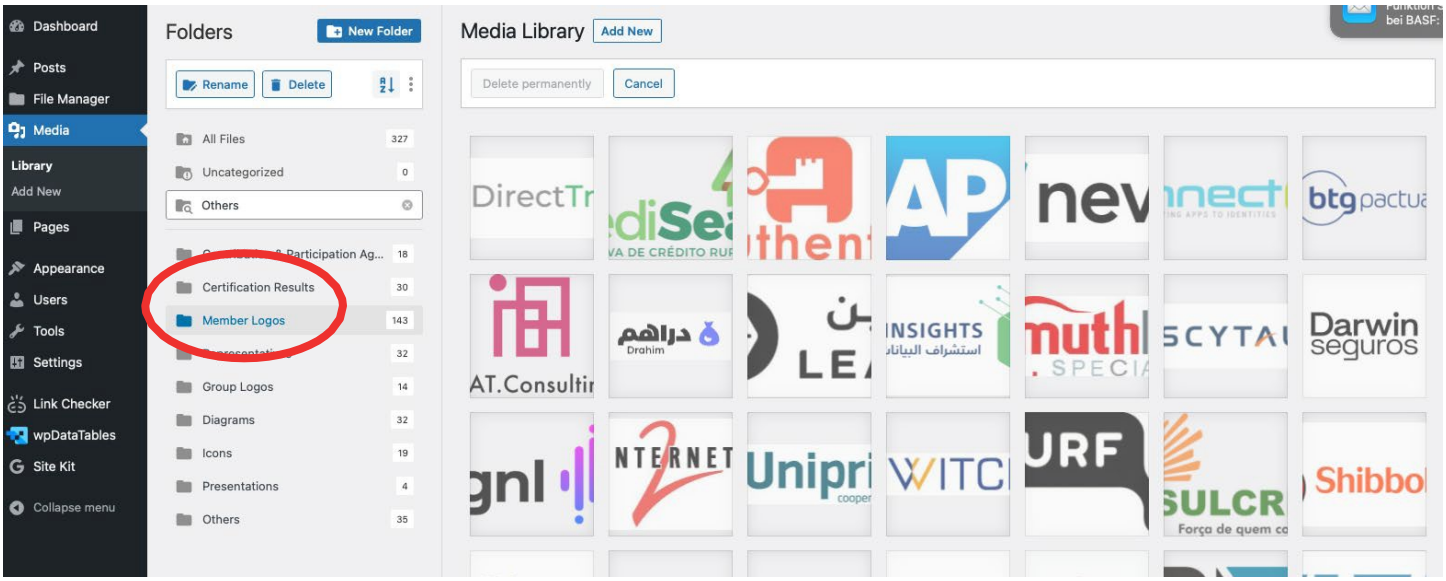

Fig. 6: Media library with newly introduced folder structure

Fig. 7: Media library file detail with newly available media replace feature.

6 PAGES

Aside from the News, Events, and Paper blog posts, all other content is managed through more than 110 individual pages. These pages are all maintained through the Elementor visual composer. Elementor allows more structuring options, better mobile integration, and simplified content editing by drag & drop.

To edit existing pages, you can either find the corresponding page through the "All pages" list in the backend, or when logged-in, move to that page and click "Edit with Elementor" in the top-bar.

NOTE: Do not hit "Back to WordPress Editor" when working on existing pages as this will damage the layout of the actual page. Always use "Edit with Elementor" to make any changes.

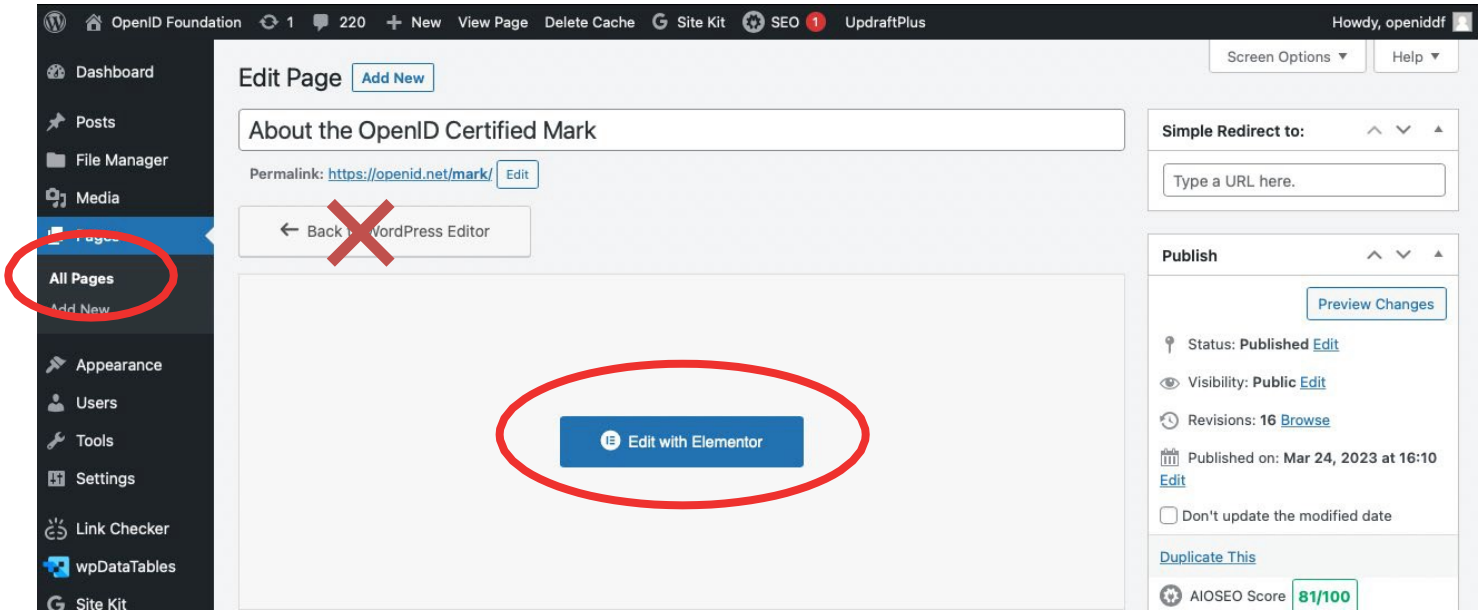

Fig. 8: Single page with "Edit with Elementor" button

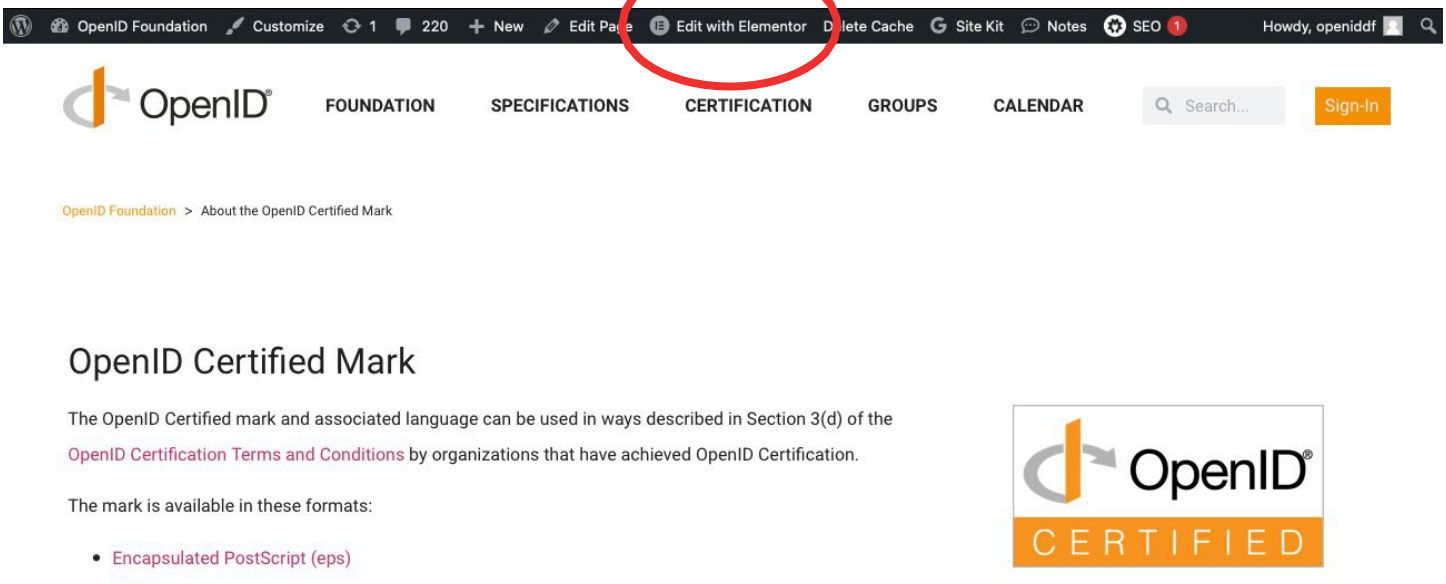

Fig. 9: "Edit with Elementor" button on front-end in top-bar

To create new pages, the most efficient approach is to use the "Duplicate This" function within the page list. It is best to copy a page of a similar category to ensure the color concept is matching correctly. If you prefer to build a new page from scratch, use library elements to ensure matching colors, spaces, and font sizes.

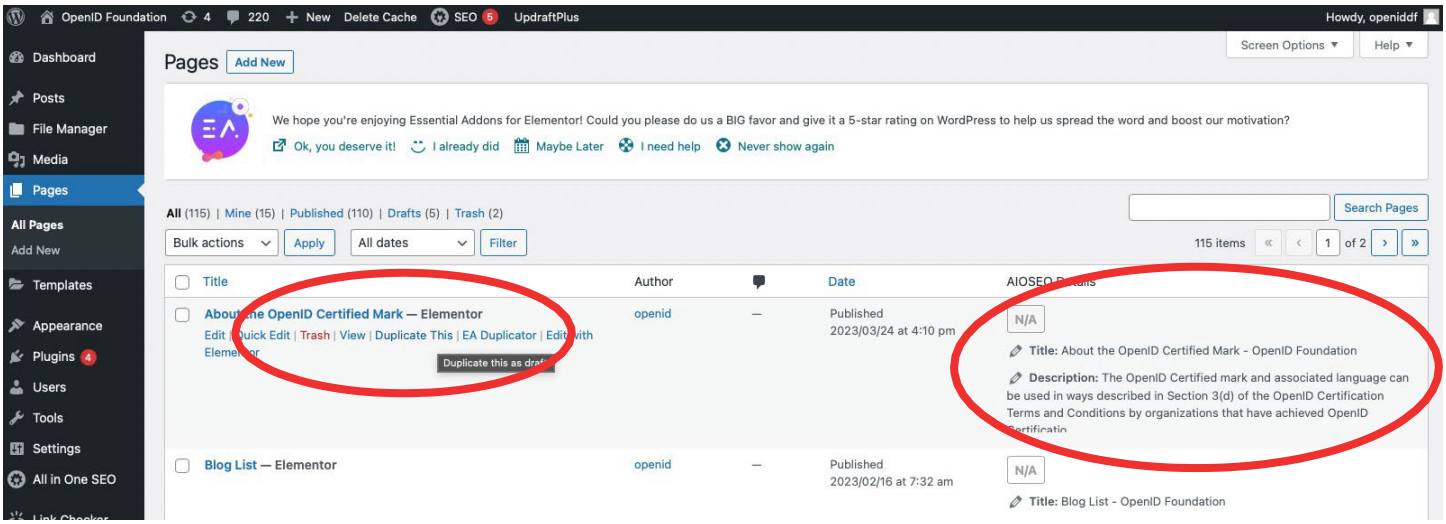

Fig. 10: Pages list with "Duplicate This" link and meta-data for SEO

As with blog posts, SEO related meta information (Title, Description) in case the automatically generated in Pages and can be modified.

EDITING WITH ELEMENTOR

The Elementor visual composer is helping to structure the page layout, ensuring consistency, and simplifying the editing process. The user sees the page as its displayed online; elements can be shifted using drag & drop. Clicking an element opens up the various editing features on the left-hand side with the main text content field working the same way as on the previous website.

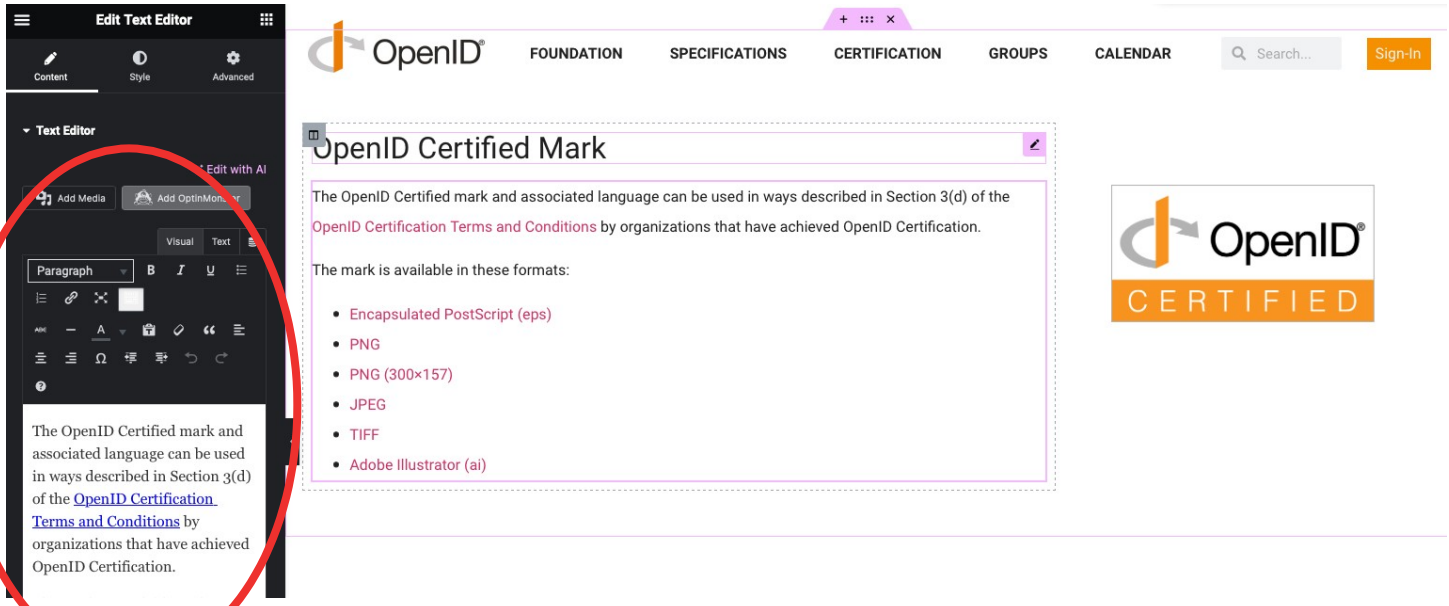

Fig. 11: "Elementor" editor with standard content field for editing

SECTIONS, COLUMNS, ELEMENTS

The section builds the frame for a chapter within a specific page. A section can be structured into various combinations of columns and filled with elements such as titles, paragraphs, images, and buttons, etc. Adding a new section can be done using the "+" button at the bottom of each page.

Fig. 12: "Elementor" editor, add section button

In the next step, the structure (columns) is being defined:

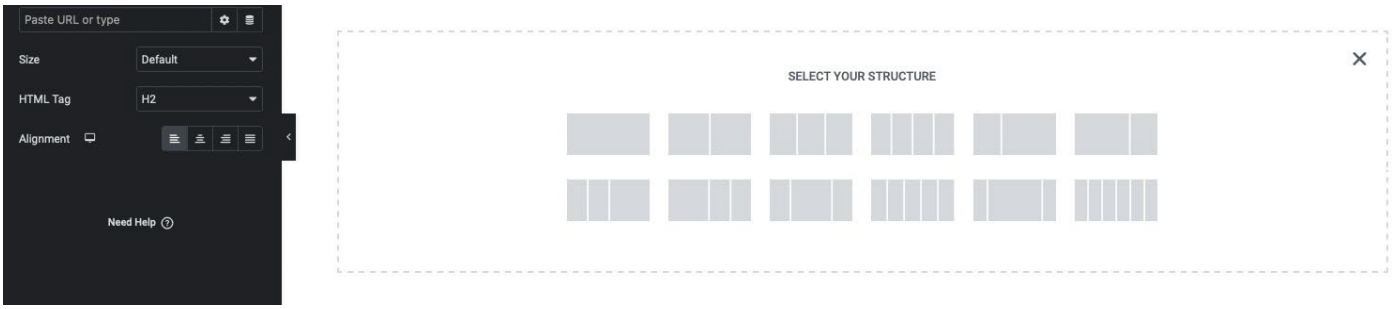

Fig. 13: "Elementor" editor, choose structure / columns area

The newly created section can now be filled with elements using the "+" symbol. A series of elements appears on the left side, ready to be added by drag & drop:

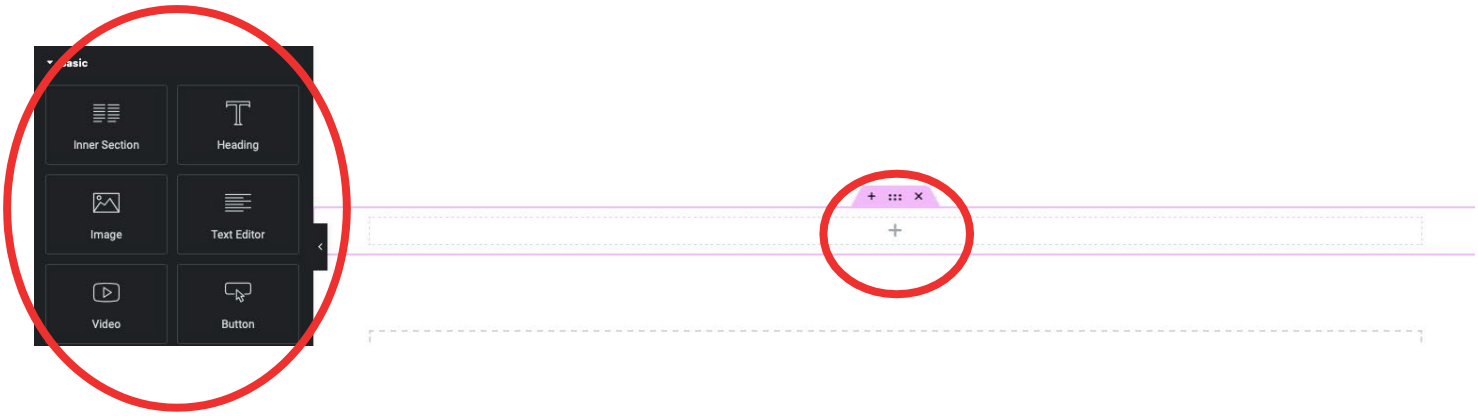

Fig. 14: "Elementor" editor, add element button

LIBRARY ELEMENTS

While building sections, columns and elements from scratch may be good to understand how the website's layouts are built and can be useful to create totally new layouts, it is highly recommended to make use of the predefined library elements. Instead of using the "+" symbol at the bottom of the page, hit the "folder" button and change to "My Templates" to open a list with pre-created sections:

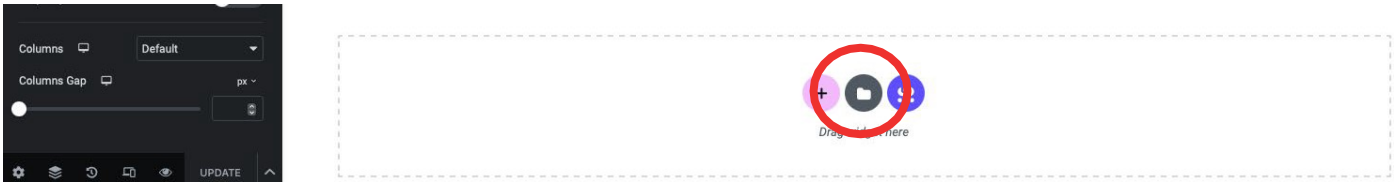

Fig. 15: "Elementor" editor, add library element button

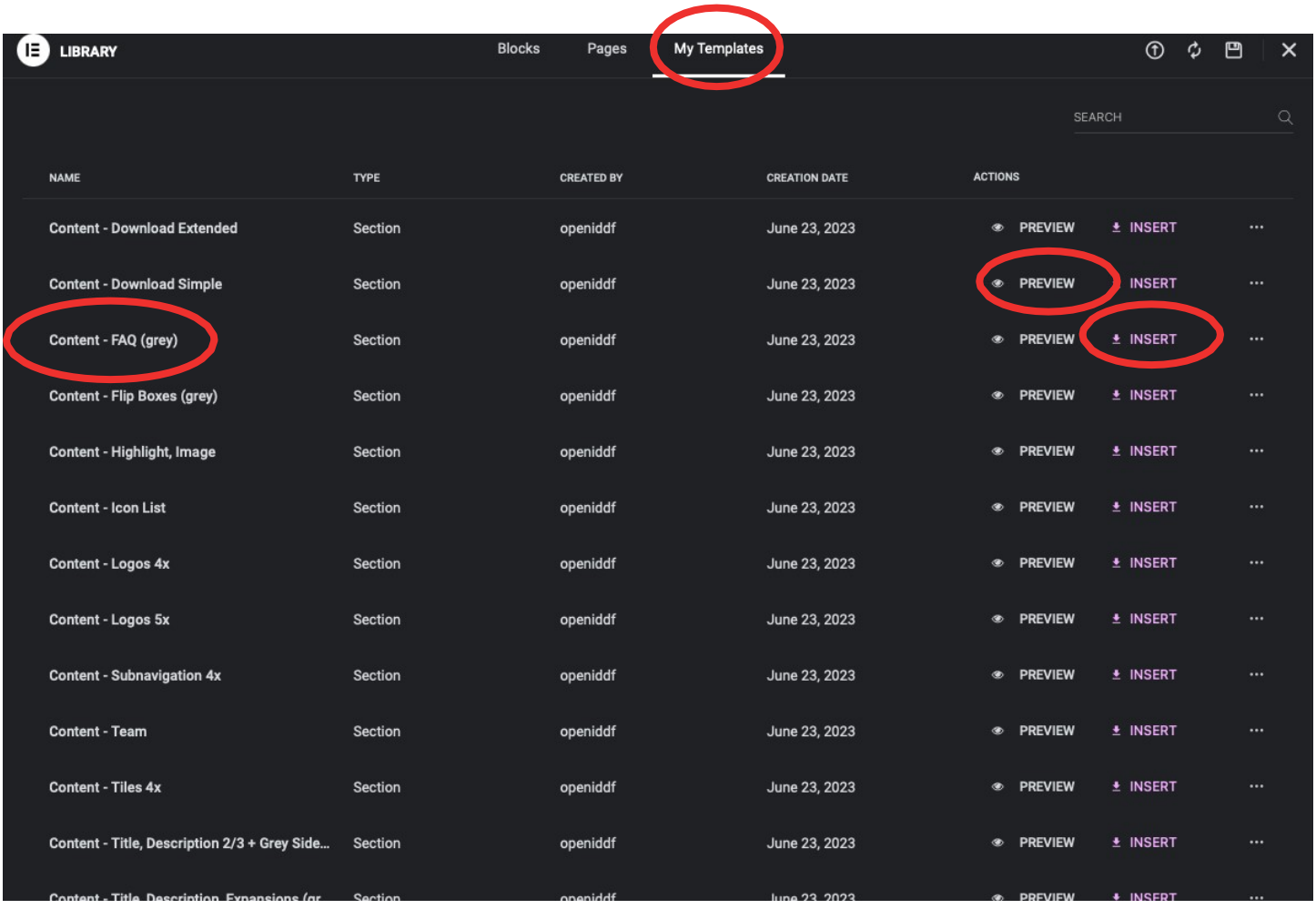

Fig. 16: "Elementor" editor, library elements list

The name of each library section gives a description; the preview button opens a new tab to view exactly what the section looks like. When you have made your choice, click the "Insert" link to add the section to the page you are currently editing.

SPECIAL CASE: SPONSORING MEMBERS

The Sponsoring Members page consists of three logo sections (Sustaining Corporate Members - 4 columns on grey background, Corporate Members - 5 columns on white background, Non-profit Members - 5 columns grey background).

Adding a new, or removing an unused logo requires some drag & drop shifting. When adding a new logo, its best to start from the bottom by moving the last logo (just the logo, not the cell) of the corresponding section one cell forward, repeating the process until the position for the new logo is reached. Then the previous logo can be duplicated and replaced accordingly. Once done, the target link of the logo needs to be changed/added.

Removing a logo is best done vice-versa of the process outlined above. Delete the corresponding logo (just the logo, not the cell) and move the following logos one cell backward one after the other.

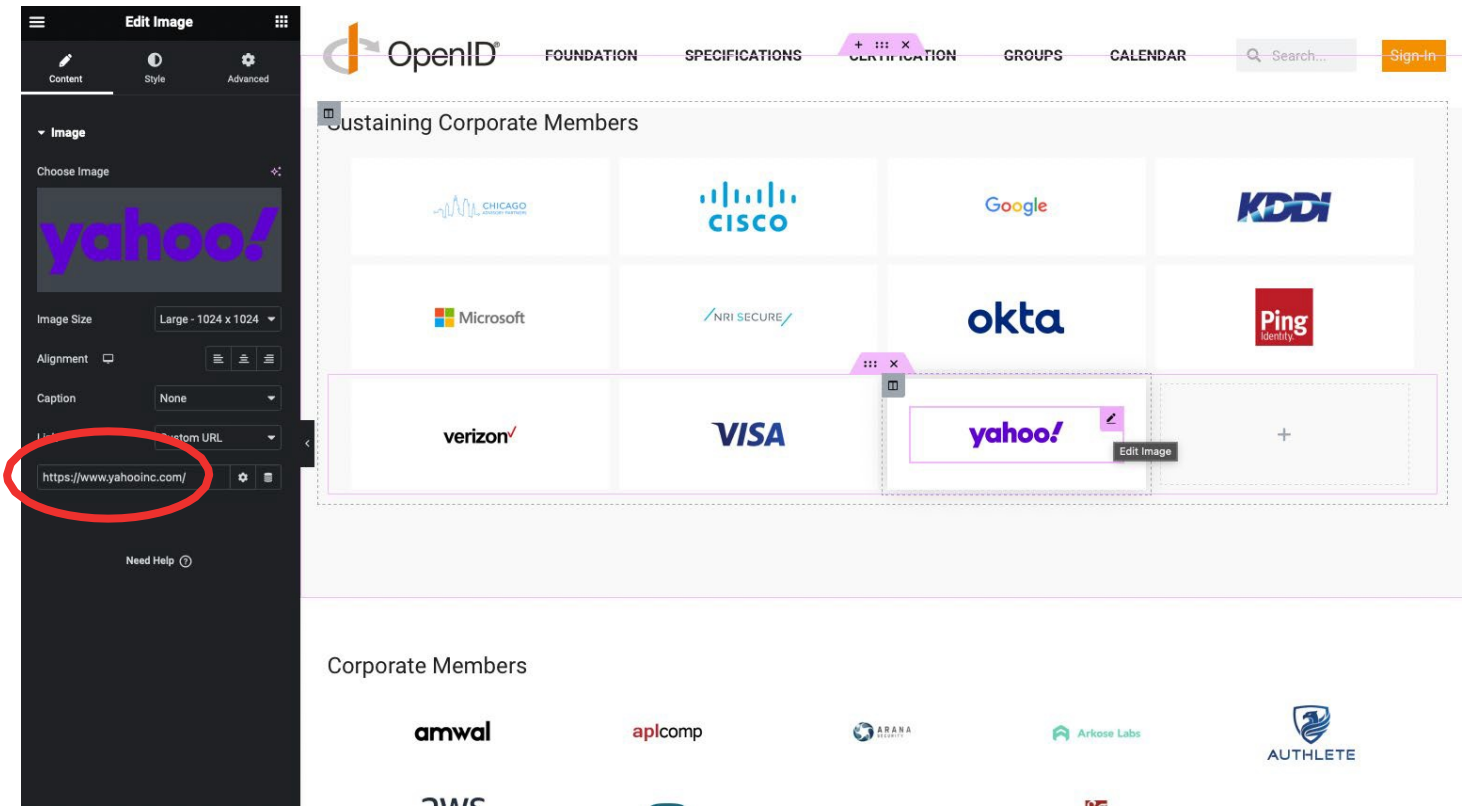

Fig. 17: "Elementor" editor, logo list with logo-link section

NOTE: A video with a short step-by-step tutorial can be found using the following QR-code or at qrco.de/sponsoring-members.

SPECIAL CASE: CERTIFICATION

Similar to the page on the old site, the certified implementations are managed through a third-party plugin called "WPDataTables" and inserted as short codes on the actual certification page within chapterized toggles:

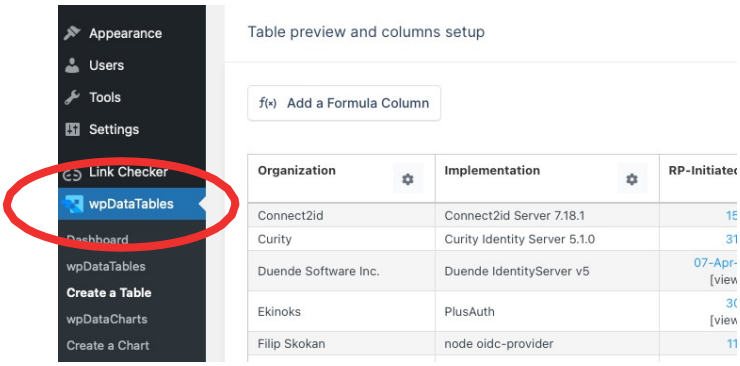

Fig. 18: "WPDataTables" with sample table

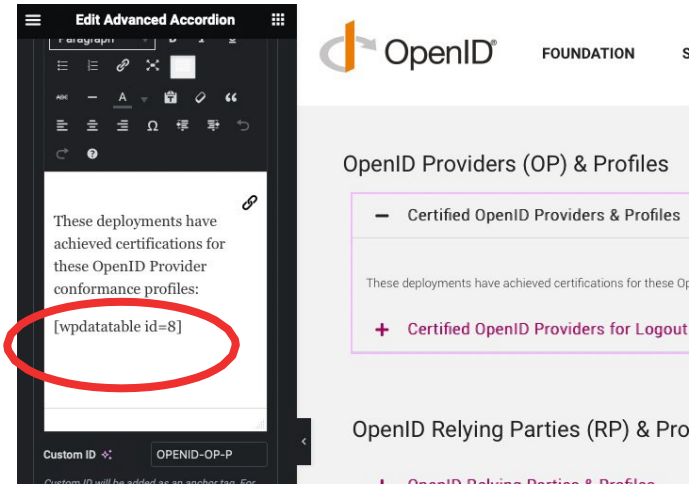

Fig. 19: "WPDataTables" embedding short code

NOTE: There are shortcut links to every profile section as well as each of the headings that can be copied through a right-click on the live page for sharing:

Profile Chapter Shortcuts

https://openid.net/certification/#OPENID-OP-P
https://openid.net/certification/#OPENID-OP-LP
https://openid.net/certification/#OPENID-RP-P
https://openid.net/certification/#OPENID-RP-L
https://openid.net/certification/#FAPI-OP-P
https://openid.net/certification/#FAPI-OP-UK
https://openid.net/certification/#FAPI-OP-AUS
https://openid.net/certification/#FAPI-OP-BRAB
https://openid.net/certification/#FAPI-OP-BRAI
https://openid.net/certification/#FAPI-OP-KSA
https://openid.net/certification/#FAPI-OP-SI
https://openid.net/certification/#FAPI-CIBA
https://openid.net/certification/#FAPI-RP
https://openid.net/certification/#FAPI-RP-BRAB
https://openid.net/certification/#FAPI-RP-BRAI
https://openid.net/certification/#FAPI-RP-KSA
https://openid.net/certification/#FAPI-RP-SI
https://openid.net/certification/#FAPI2-SECURITY
https://openid.net/certification/#FAPI2-CONNECTID-AUS

Headline Shortcuts

https://openid.net/certification/#OPENID-OP
https://openid.net/certification/#OPENID-RP
https://openid.net/certification/#FAPI-OP
https://openid.net/certification/#FAPI-CIBA-OP
https://openid.net/certification/#FAPI-RP
https://openid.net/certification/#FAPI2-OP
https://openid.net/certification/#FAPI2-RP

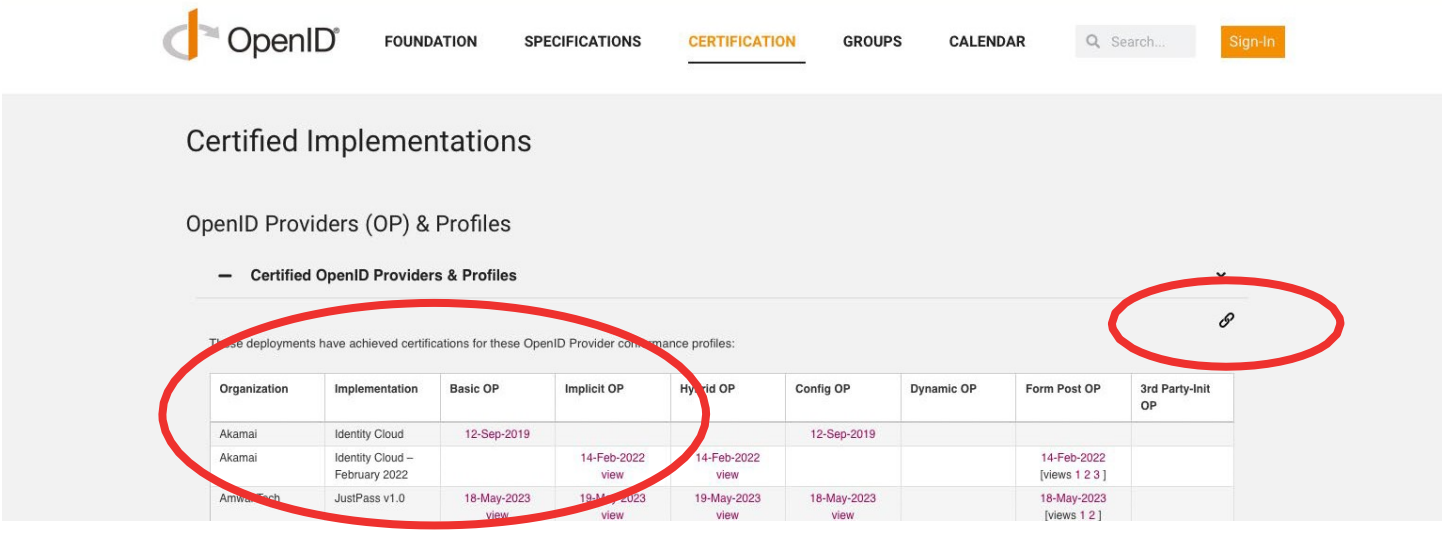

Fig. 20: "WPDataTables" front-end display and short code copy option

SPECIAL CASE: BOARD OF DIRECTORS / FOUNDATION LEADERSHIP

Both pages are built with 4 columns, column 1 and 3 consist of profile pictures (pre-created in round shape using the psd-template from the old website) and title, name, company, socials links, short & long bio text in columns 2 and 4. There are two members per section / line, the sections can be moved by drag & drop. If single members need to be shifted, the individual columns or elements need to be moved by drag & drop.

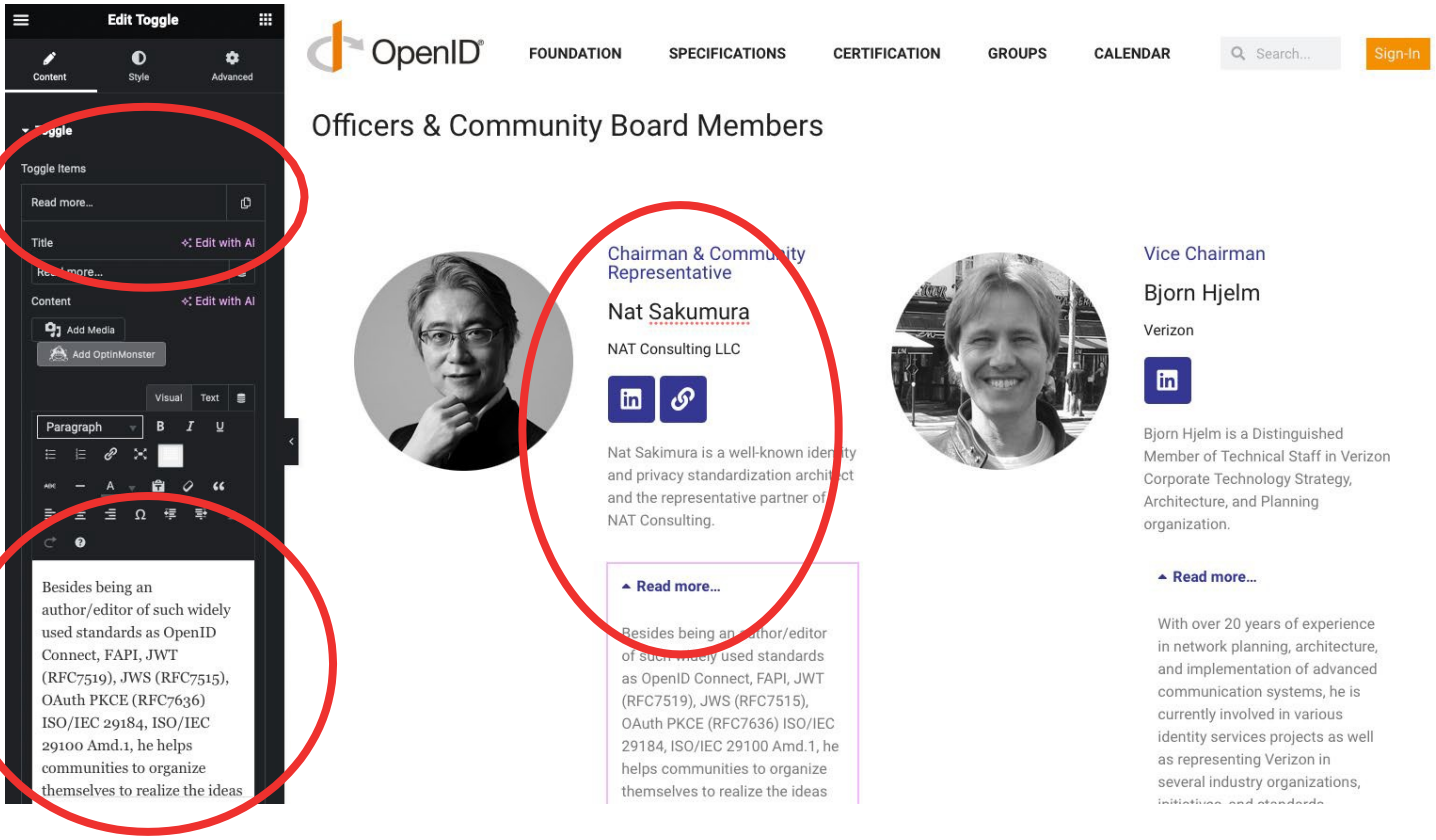

Fig. 21: Editing of board members and foundation leadership elements

7 MAIN NAVIGATION

The main navigation is managed through “Appearance” -> “Menu”, the same way as on the legacy site by drag & drop. The “Main Menu” is also used for the mobile version of the website.

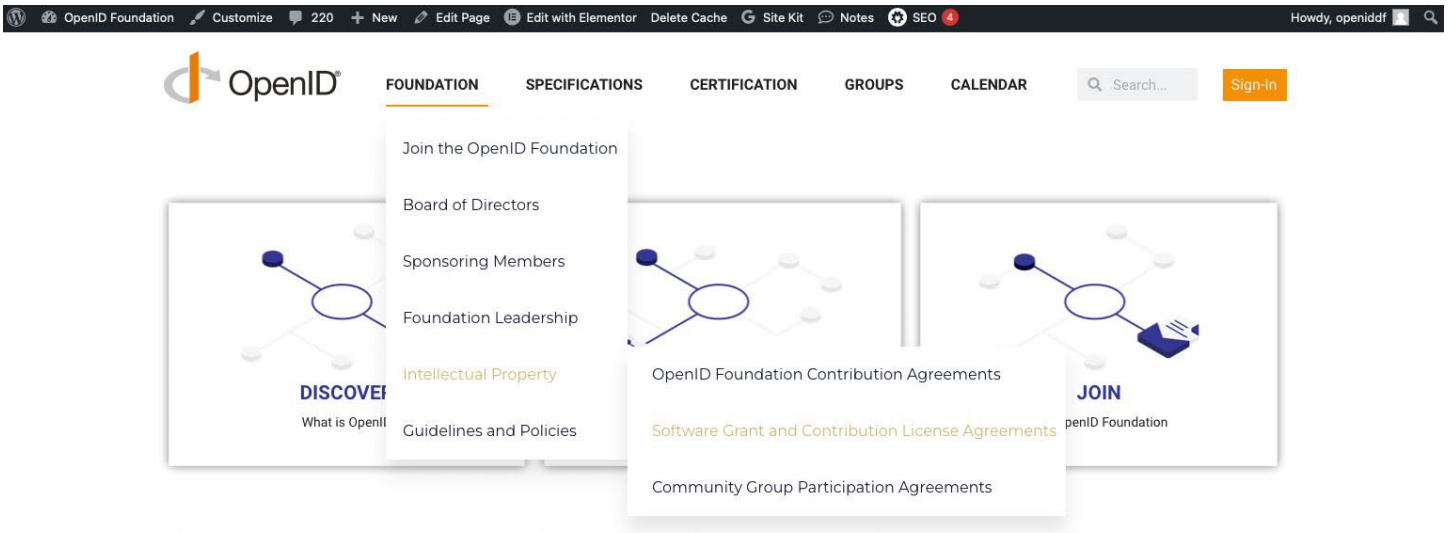

Fig. 22: Front-end main navigation view (expanded)

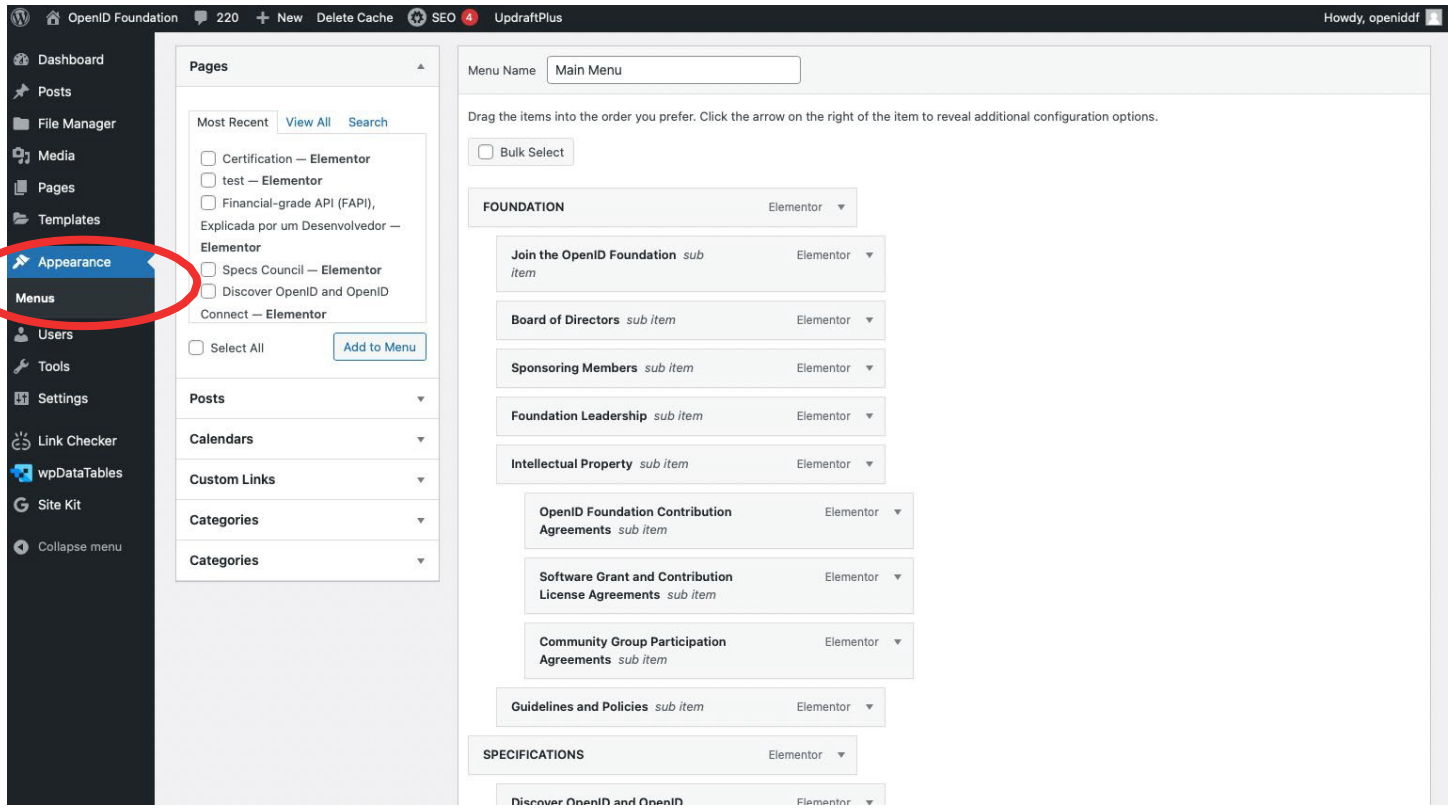

Fig. 23: Back-end main navigation edit view

8 TOOLS

The "Redirection" feature is to ensure maintaining historic hyperlinks from previous website generations to remain active. Any broken links can be redirected to its new URL using the "Add new" button by adding the broken "Source URL" and the new working "Target URL" accordingly.

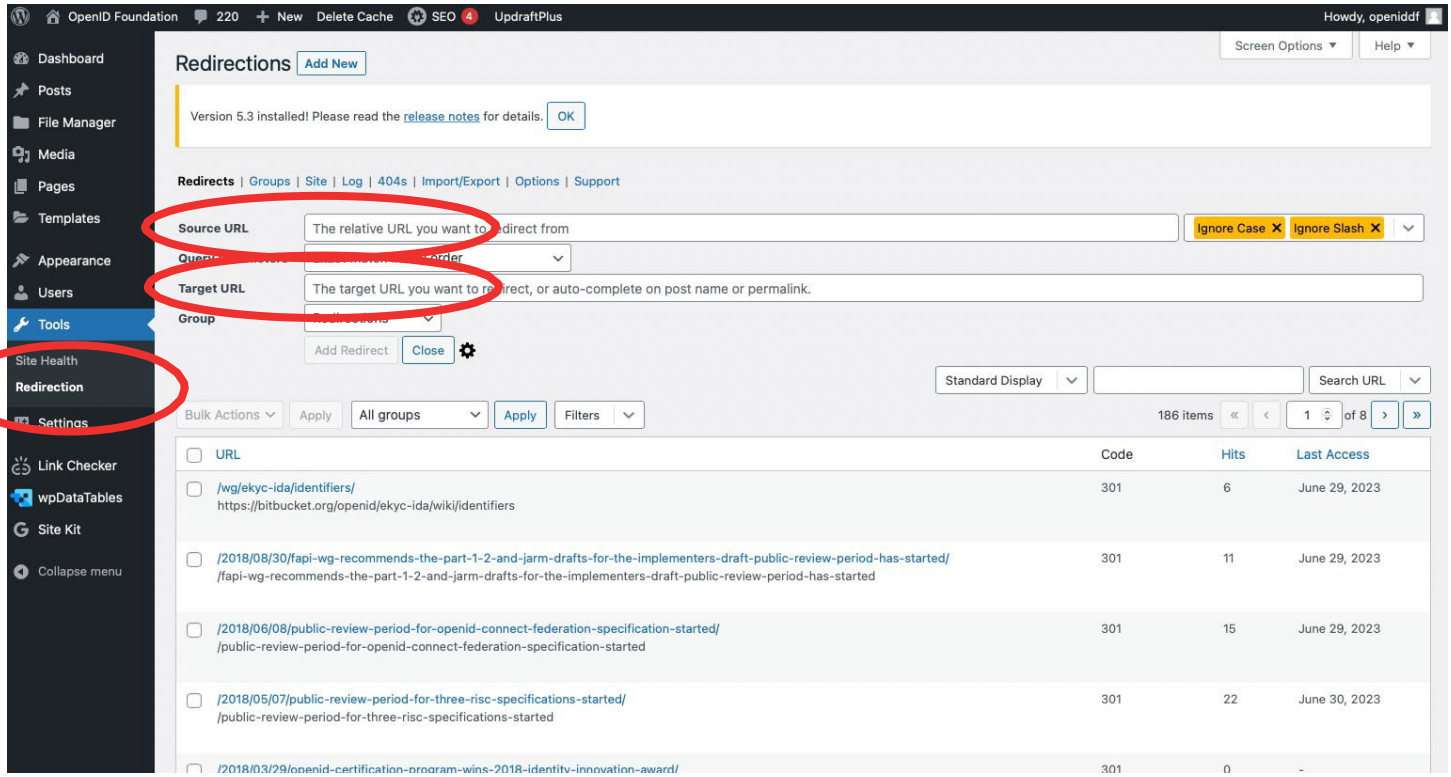

Fig. 24: Back-end view of redirection section

9 SITE KIT

Google "Site Kit" is connecting the website with Google Analytics and provides insights about access statistics, user behavior on the website as well as search term related information.

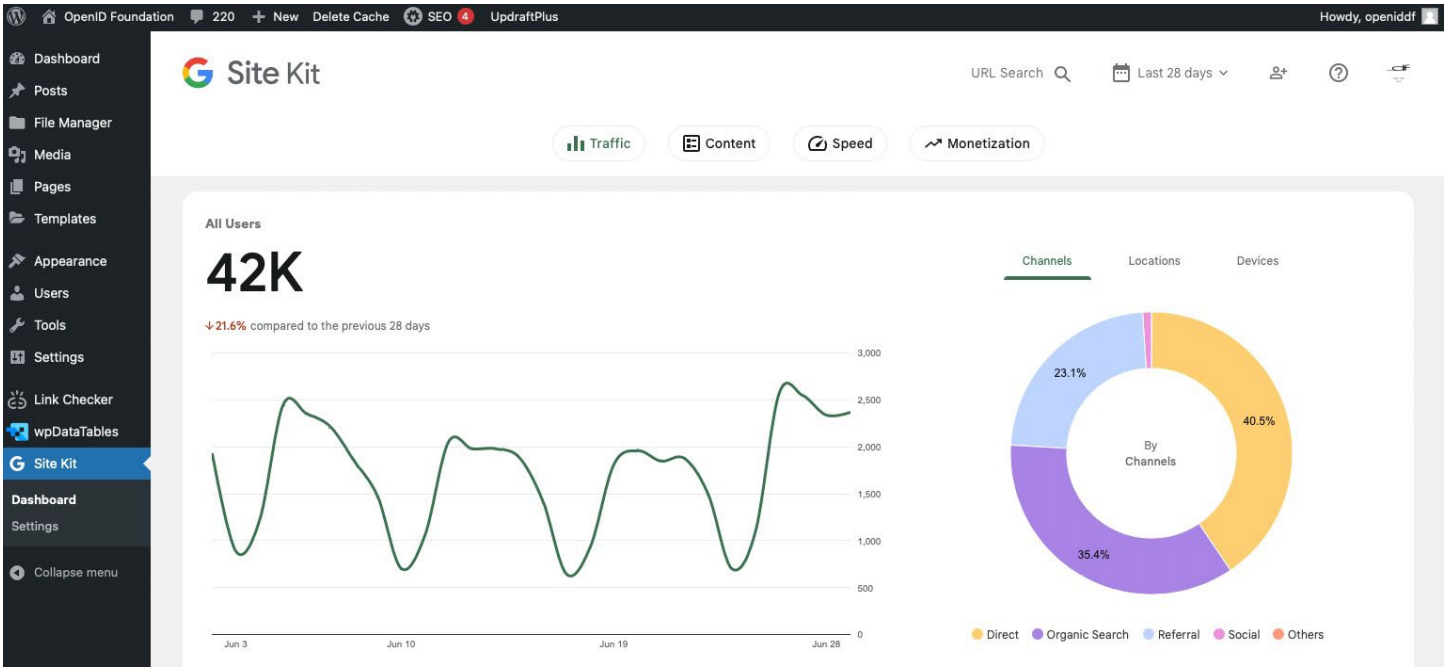

Fig. 25: Site Kit visitor traffic statistics overview

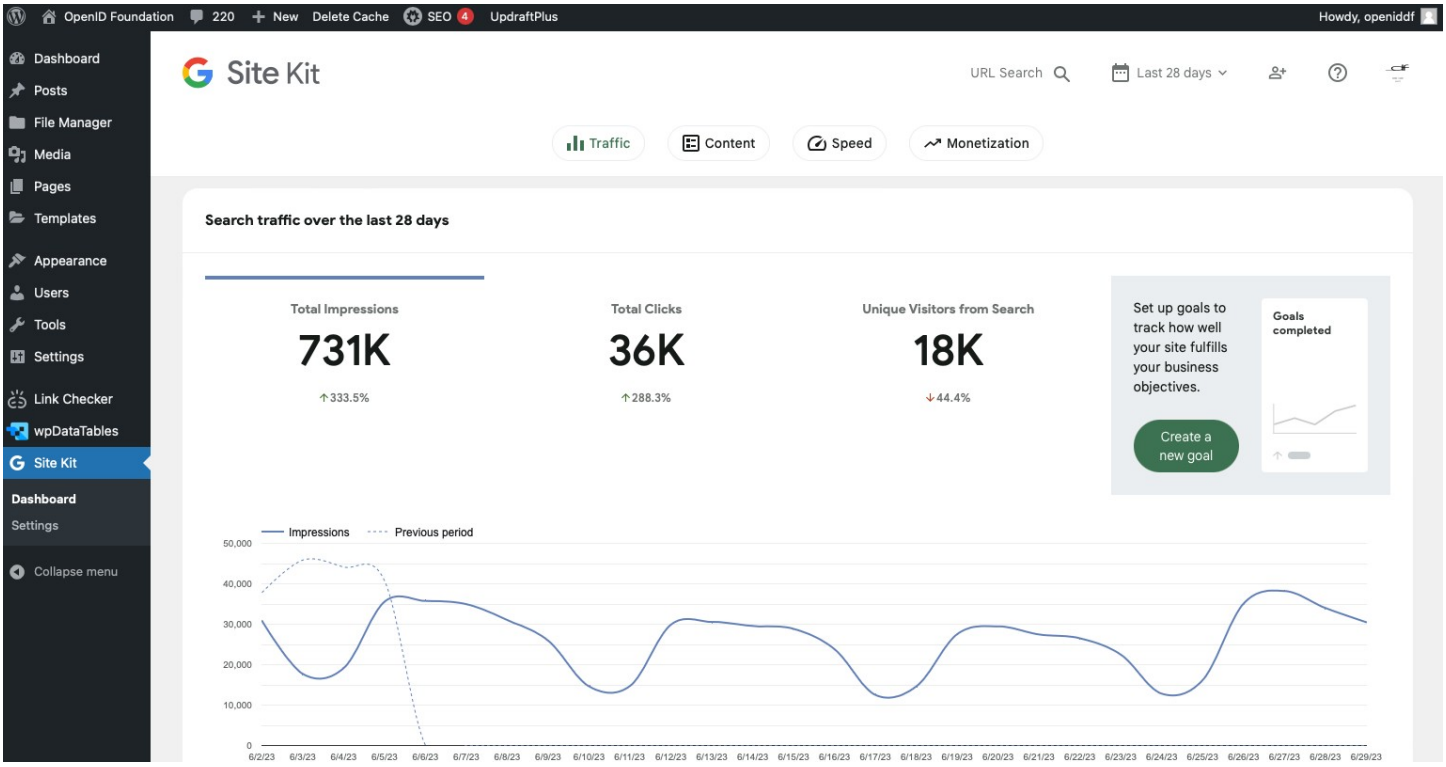

Fig. 26: Site Kit search traffic statistics overview

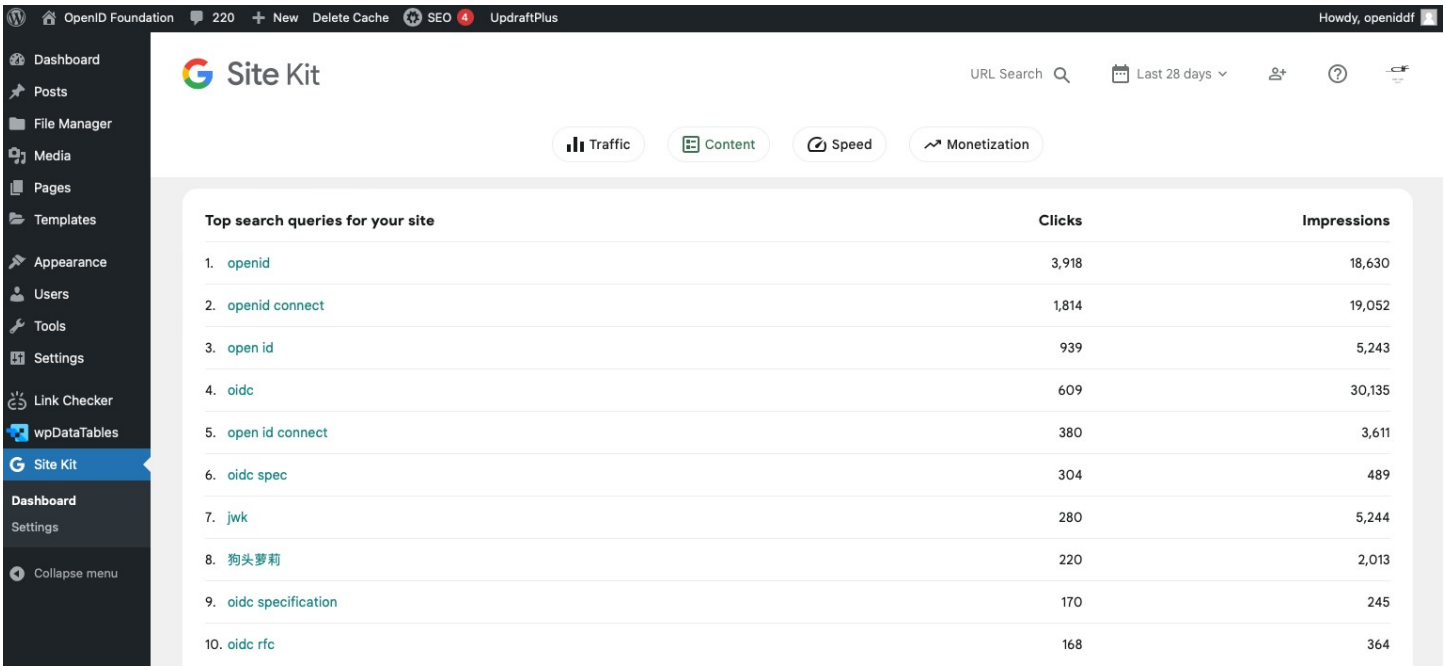

Fig. 27: Site Kit search queries ranking

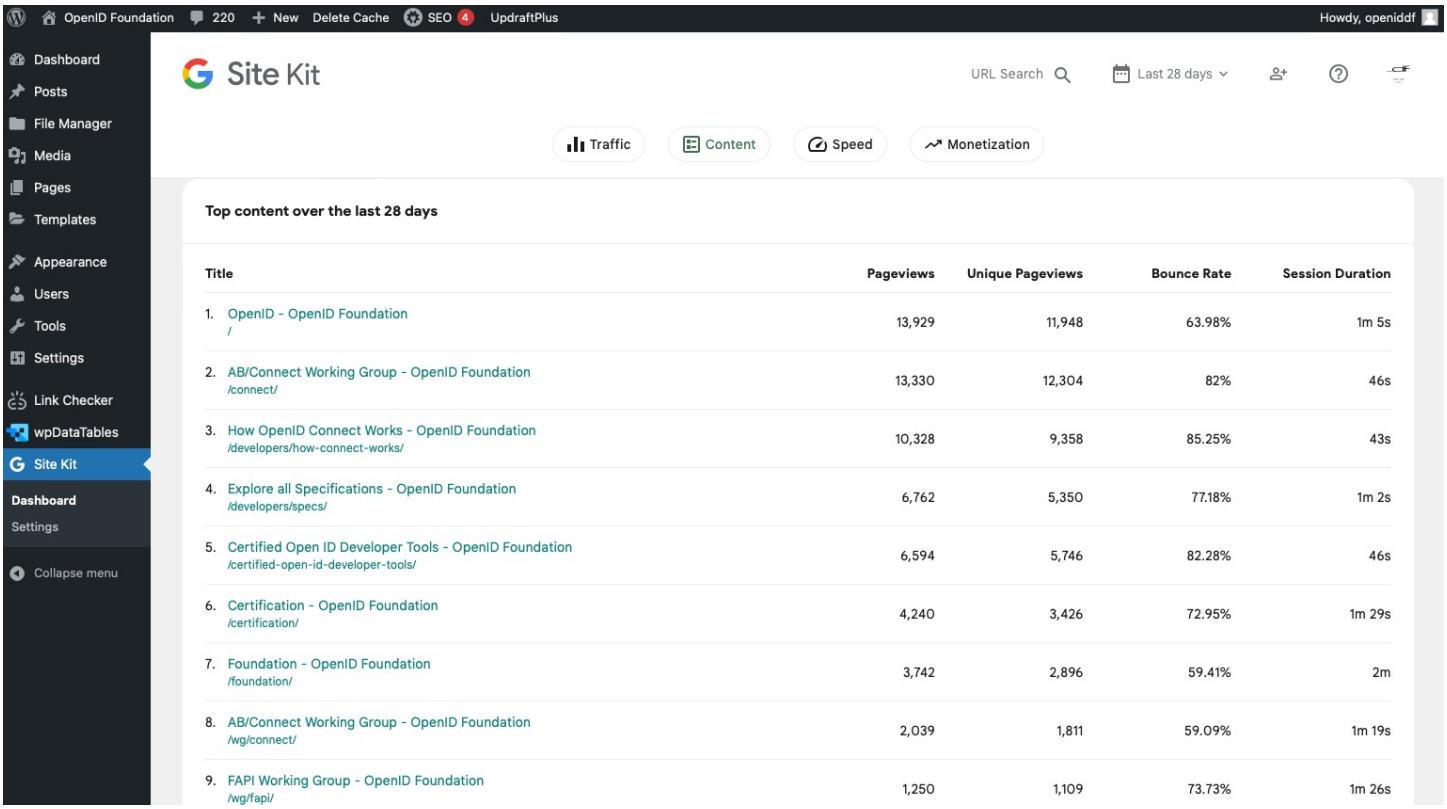

Fig. 28: Site Kit content visitors ranking

10 SUPPORT

HOSTING

Oregon State University l Open Source Lab
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WORDPRESS / CMS

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CONTENT

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