MAiNZiFiC RiM

SKiLLDiSPLAY Adventure 9 LTS

Advance through the story to acquire TYPO3 CMS editor skills

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THE TUTORIAL

Welcome to the CMS

Chapter I - Mission 01

Background

It's your first day at the Crisis Management Squad and the job seems to be the way you imagined it. Boring. Contrary to what the flyer on your table claims, the Crisis Management Squad doesn't seem to manage any interesting Crisis at the moment, other than the occasional "oh my god—we ran out of coffee" alert. At least the working hours are ok and getting into this content management based early warning system for citizens seems to be a piece of cake...

Mission Objectives

- Check out the website of the Crisis Management Service (make sure your setup is ready, according to the „What do I need to start" section in the Introduction.pdf)
- Find out what a Content Management System is
- Find out which Content Management System the Crisis Management Service is using

Resources

📓 Crisis Management Service Flyer

Skills

About a CMS	

About TYPO3	

After you complete this mission

Continue with Chapter I - Mission 02

You have ONE job

Chapter I - Mission 02

Background

So far so good – apparently your job is that of an Editor and you are responsible to "Get the info out there". The question from some joker beside you if "the info" includes this week's lottery numbers cracked up the room. For a second. Then the instructor showed you an image of a 6.8-ton saurus, having his way with the home of some local residents - the "Schmiedingers" family. The reassurance, that 80 % of the family are still save to this day only cheered up some of the participants who aren't very quick with doing the math and drawing according conclusions. This is serious business. More serious than you initially thought…

Mission Objectives

- Find out about your personal role (Editor) and those of your colleagues (Integrator, Developer) – every second might count when to decide whom to contact
- Make sure you are up to date with your tools for fulfilling your role as Editor

Resources

- 📖 Crisis Management Service Flyer

Skills

Roles in TYPO3	

Basic Usage of a Browser	

After you complete this mission

Continue with Chapter I - Mission 03

Man your stations

Chapter I - Mission 03

Background

The knowledge of your fellow participants has varied a bit, but eventually everyone got up to speed.
The instructor assigns you workstations and explains,: "You'll be working with the real system, but for training purposes nothing you publish will be going live for now." Everyone is responsible for a certain district, as the threat level in case of a crisis varies geographically.

Mission Objectives

Set up your personal account and find your bearings in the System:

- You need to understand what a "Front End" and what a "Back End" is

- Set a secure password for your account

Resources

📖 Crisis Management Service Website

Skills

Front End and Back End	

Choosing a secure Password	

Back End Account	

After you complete this mission

Raise the alarm

Chapter I - Mission 04

Background

It's a disaster. Your ears still ring from the unbearable noise of falling rubble. Still, you are one of the lucky ones. What started as a regular coffee break in the training centre, right next to the Crisis Management Service main facilities, turned out to be a real emergency. Shortly after some hushed comments between your instructor and a female official you hadn't seen before, rumours started spreading: A saurus has been sighted near the city borders. As in all documented cases of previous monster attacks, it appeared out of nowhere – only this time it wasn't alone: – The second Saurus is right on top of the Crisis Management Service main facilities…

The main operation building has been destroyed and the saurus moves on to other parts of the city. The status of every person in charge except for your instructor is unknown, and it is unlikely that any established member of the Crisis Management Service will be able to respond to the threat. Everybody is used to checking the Crisis Management Service website in case of emergency as main source of reliable information. You must act – now!

Mission Objectives

- Change the "Crisis status" text from: "Everything is well" to "Saurus attack"

Resources

- 📖 Crisis Management Service Website

Skills

Back End Structure	▓ QR
Rich Text Editor	▓ QR

After you complete this mission

▓ QR 🔘 Self Verification

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The real crisis

Face the ugly truth

Chapter II - Mission 01

Background

By responding quickly to the threat, you managed to raise awareness. Not only for the attack, but also for the Crisis Management Website as main source of important - and especially reliable - information. According to your latest information a third saurus has been spotted and your agency has received several photos showing the monster. The textual warning has been put on the website, but the according image still shows a photo related to the "Everything is well" status.

Mission Objectives

- Change the "Everything is well" photo on the website to the photo of the saurus attack

Resources

- 📖 Crisis Management Service Website
- 📖 Photo of the saurus attack

Skills

Media Formats	
Working with Files	
Naming Files	

After you complete this mission

Continue with Chapter II - Mission 02

Support the blind

Chapter II - Mission 02

Background

While most of the citizens respond well to the information on the Crisis Management Services website, it is hard for people with special needs to filter the necessary information. It has been brought to our knowledge, that screen readers of blind persons checking our website inform the user of a „Saurus attack“, but they have a hard time judging the threat level, that people with eyesight gain from the photo. (like the size of the saurus)

Mission Objectives

- Update the existing warning information by introducing support or people with special needs

Resources

- 📖 Crisis Management Service Website
- 📖 Photo of the saurus attack

Skills

Web Accessibility	

Working with Files	

After you complete this mission

Continue with Chapter II - Mission 03

Inform the ignorant

Chapter II - Mission 03

Background

The media channels are buzzing with information – false information.
The Crisis Management Service got a good head start on releasing the first details about the attack.
However, people who are not specifically looking up the Crisis Management Service site and using search engines often hit other news before the vital information.

Mission Objectives

- Optimize the alarm page to be found for search engines. (within your possibilities as Editor)

Resources

- Crisis Management Service Website

Skills

SEO (On-page)	

Page Properties	

After you complete this mission

Continue with Chapter II - Mission 04

Don't panic

Chapter II - Mission 04

Background

The publics current information status on the threat is good – however we do need to inform them of evacuati-on and emergency aid destinations. Best practices are known and are to be included on the website. In addition the local medical services have provided us with a PDF on first aid to be distributed.

Mission Objectives

Inform the public about evacuation possibilities and first aid measures:

- Publish all available means of evacuation

- Publish the first aid measures PDF

Resources

- Crisis Management Service Website

- Evacuation Folder

Skills

Page	
Page Properties	
Content Elements	

| Media Formats | |
| Working with Files | |

After you complete this mission

Continue with Chapter II - Mission 05

Inform the very ignorant

Chapter II - Mission 05

Background

Search machine indexes are picking up on the changes we made to the page and our site increases in rank - being listed more promintently. Nevertheless - there are people who seldomly frequent classic websites. We also need to reach people who get their news from social media and place informative links to our alert site.

Mission Objectives

- Enhance the home page with a preview image and text for sharing on Twitter

- Enhance the home page with a preview image and text for sharing on Facebook. You can find the text/images to use in the resources.

Resources

- 📄 PDF with text for Twitter/Facebook

- 📄 mr_saurusalert_twitter.jpg

- 📄 mr_saurusalert_facebook.jpg

Skills

Social Media	

After you complete this mission

Inform the bots

Chapter II - Mission 06

Background

We should help search engines to understand the severity of the situation. Just in case someone googles about that... Our first action towards better search engine optimization were successful, but there is room for improvement. We need to enhance the title for search engines and give their crawler bots a quick and comprehensive overview of our site.

Mission Objectives

- Enhance the home page with the title „Saurus alert in Mainz!" for search engines

- Instruct robots to index the home page

- Instruct robots to follow this page

- Inform yourself what a XML sitemap is and check out what it looks like (append „?type=1533906435" to the url on the homepage of the website and hit the „Enter" key)

- Get informed about the „duplicate content" concept and canonical links

Skills

SEO (technical)

After you complete this mission

Continue with Chapter II - Mission 07

Cease & Desist

Chapter II - Mission 07

Background

Given the circumstances and the amount of training you and the other people who are currently handling the Crisis Management System received – you are doing a great job. And you are saving a lot of lives.

A member of your team hands you a small note and you can't believe your eyes.

Even in the face of an attack by giant monsters - someone threatens to sue you for using one of their photos without proper permission. You can't afford to lose time with more of these incidents.

Mission Objectives

- Remove the image for which you have no usage rights from the evacuation guide (family.jpg)

- Find a replacement which is free to use from a public source and include it on your page instead

Resources

- 📖 Crisis Management Service Website

Skills

Copyright and Data Protection	

After you complete this mission

 Self Verification

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PREPARE THE RESCUE

Surf & Protect

Chapter III - Mission 01

Background

In the last few hours, the Crisis Management Service has presented itself as reliable information hub. The military is already involved and establishing command points and information relays. Given the witty performance of your agency they want you to create a secure and secret page on which privileged information can be posted and viewed. This is needed to give various news stations a head start for preparing vital broadcasts. **Notice! You must be logged in as an admin to create users. Otherwise you do not have the necessary privileges.**

Mission Objectives

Create a protected page only available after a login for publishing pre-release information.

- Create frontend users for the news reporters

- Assign them the user group "TrustedNewsReporters"

- Create a login possibility on the main page

- Create a new site which is only visible to users of the "TrustedNewsReporters" group

- Create a temporary content element with the information: "Under construction"

Resources

- Crisis Management Service Website

- List of trusted news reporters for account creation

Skills

Working with Data Records	

About Back End Users and Back End User Groups	

Access Restrictions Basics	

After you complete this mission

Continue with Chapter III - Mission 02

Front Line Reports

Chapter III - Mission 02

Background

We need to embed a form to collect reports from the front lines. In addition we have to consider that the people trying to find this form will be under extreme stress. The page with the form should therefore also be reachable via a „shortcut" (/flr).

Mission Objectives

Add a prepared front-line report form which is sent to the military news division after submission and make sure it can be reached quickly via a short URI

- Create an additional page „Front Line Reports" for trusted reporters and add the form „frontlinereports" on said page

- Create a permanent redirect to the page created in the above step for the URL slug „/flr" (A slug is the part after the domain. (You do not need to respect or keep GET parameters, do not need a regular expression and do not have to force a SSL redirect)

Resources

📖   Crisis Management Service Website

Skills

| Page Cache | |
| URL Redirect Basics | |

| TYPO3 URL Redirects | |

After you complete this mission

Continue with Chapter III - Mission 03

Report Publication

Chapter III - Mission 03

Background

The report form is working as intended and reports keep coming in. The Crisis Management Service has been asked to filter the information and publish the most important ones as news stream.

Mission Objectives

- Create a new news entry which informs the public of a private shelter in a rural area which is prepared for up to 100 people.

Resources

📖 News report list

Skills

Working with Data Records	[QR code]

Using Extensions in TYPO3	[QR code]

After you complete this mission

Continue with Chapter III - Mission 04

A Matter of Time

Chapter III - Mission 04

Background

Remember the news about the private shelter? That's only supposed to go online in one hour from now! Civilians are arriving at the location and it is not yet fully operational. Thankfully the people organizing the shelter can cope with the demand at this point in time - we need to fix this immediately however.

Mission Objectives

- Make the page for „TrustedNewsReporters" accessible +1 hour from now (e.g.: if today is 2019-06-20 14:00, make it available starting 2019-06-20 15:00)

- Open the page via the „View webpage" button in the backend and enable the admin panel in the frontend view

- Make sure the page is accessible for the frontend usergroup „TrustedNewsReporters" by simulating said usergroup and setting the date to the day after today

- Make sure the page is inaccessible for other users by simulating a non-logged in frontend user

- Make sure the page is inaccessible for other users by setting the date to today

Skills

Admin Panel Basics	

After you complete this mission

Continue with Chapter III - Mission 05

Spreadsheet the News

Chapter III - Mission 05

Background

As the situation and defense stabilizes we can now tackle statistics and internal reporting. To optimize our reports we will evaluate statistical news data in third party spreadsheet software. We need the the raw data behind the news stream. Create a CSV file from our current information and provide it as download.

Mission Objectives

- Download a CSV representation of all news entries located in the „News" system folder

- Open the CSV in a spreadsheet application (like Excel or LibreOffice Calc) or text editor and check the contents

- Make this file available as a download for visitors of the news page

Skills

| CSV | |

After you complete this mission

 Self Verification

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THE SECRET MISSIONS

Someone lost it

Chapter IV - Mission 01

Background

Bob – a trusted reporter – has vital information and he needs to post it. But he has lost his credentials… again.

Mission Objectives

Help the reporter out and set a new password for his account

- Look up the record for "Bob Bernsteiner" in the system and set his password to a new value (You do not need to send it, an army envoy will use a secure line for that)

Resources

📖 Crisis Management Service Website

Skills

Searching in the Back End

After you complete this mission

Continue with Chapter IV - Mission 02

Outsourced intel

Chapter IV - Mission 02

Background

The attack is not repelled yet, but the main concerns are covered for now. Nevertheless, evaluating the information and writing the articles within the Crisis Management Service takes too long. We need to involve more reporters in the workflow and let them write articles themselves.
They must not be published before a review though.

Mission Objectives

Enable external reporters to create articles on the website which can be reviewed before release

- Create users for the news reporters on the list and assign them the "News publication" Usergroup

- Inform yourself about the publishing workflow. Another colleague will set it up and give the reporters an introduction – but you are to tell them about the basic concept beforehand.

Resources

📖 Crisis Management Service Website

Skills

About Back End Users and Back End User Groups	[QR code]
Info about Workspaces	[QR code]

After you complete this mission

[Continue with Chapter IV - Mission 03]

Big trouble for little Japan

Chapter IV – Mission 03

Background

Some citizens of the elderly community of little Japan and some of the tourists cannot fully understand the evacuation instructions, as they are not fluent in English. Translate the most important information to Japanese with the help of the transcription of our expert.

Mission Objectives

Translate the evacuation guide to Japanese

- Use translation mode for translating the content elements from the evacuation page

- Check out what happens when you call a translated page for which no translated content exists and take according measures to prevent the „duplicate content" problem.

Resources

- 📓 Crisis Management Service Website

- 📓 Translation Guide

Skills

Working with Translations	

Info about Workspaces	

Working with translations	

After you complete this mission

◯	Self Verification