

**Adding News Items, Data Alerts, and Other
Announcements to the HRS Web Site**

The Health and Retirement Study

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May 2008

News, Conference, and Event Items

Step 0: Gather information for announcement, event, conference or whatever

Step 1: Create the News/Event/Conference File¹

Create a new text file (with an extension of .html) to hold the announcement. This can have any name that does not duplicate an existing file. The following naming standards have evolved over time:

- Events (e.g., HRS Exhibits) events###.html²
- Conferences (e.g. Family Conference) conf###.html
- News items and announcement news###.html

The file should be created in [\\linux-src\www\htdocs\hrs\news\items](http://linux-src/www/htdocs/hrs/news/items), using an ASCII text editor such as TextPad. Do **not** use an HTML editor such as Microsoft Word/FrontPage or Dreamweaver, since these tools will add extraneous content that will not be used.

The HTML file should look something like this

```
+-----+
| <p>Text of announcement, including
| <a href="anotherfile.html">link(s) to additional information</a>
| as necessary. More information in the form of:</p>
| <ul>
|   <li>paragraphs, </li>
|   <li>links, </li>
|   <li>tables, </li>
|   <li>lists</li>
| </ul>
| <p>can be added, but try to keep things simple.</p>
+-----+
```

An actual example: [\\linux-src\www\htdocs\hrs\news\items\events011.html](http://linux-src/www/htdocs/hrs/news/items/events011.html)

```
+-----+
| <p>The Health and Retirement Study will be an exhibitor
| at the annual meetings of the
| <a href="http://www.vanderbilt.edu/AEA/anmt.htm"
| target="_blank">Allied Social Sciences Association (ASSA)</a>,
| January 7-9, 2005, in Philadelphia, PA.</p>
|
| <p>Please visit us at Booth 121, Philadelphia Marriott
| Downtown.</p>
+-----+
```

It is not necessary to put `<html>...</html>`, `<head>...</head>`, `<title>...</title>` and `<body>...</body>` tags in the file that you create. They will be added by the PHP program that displays your content.

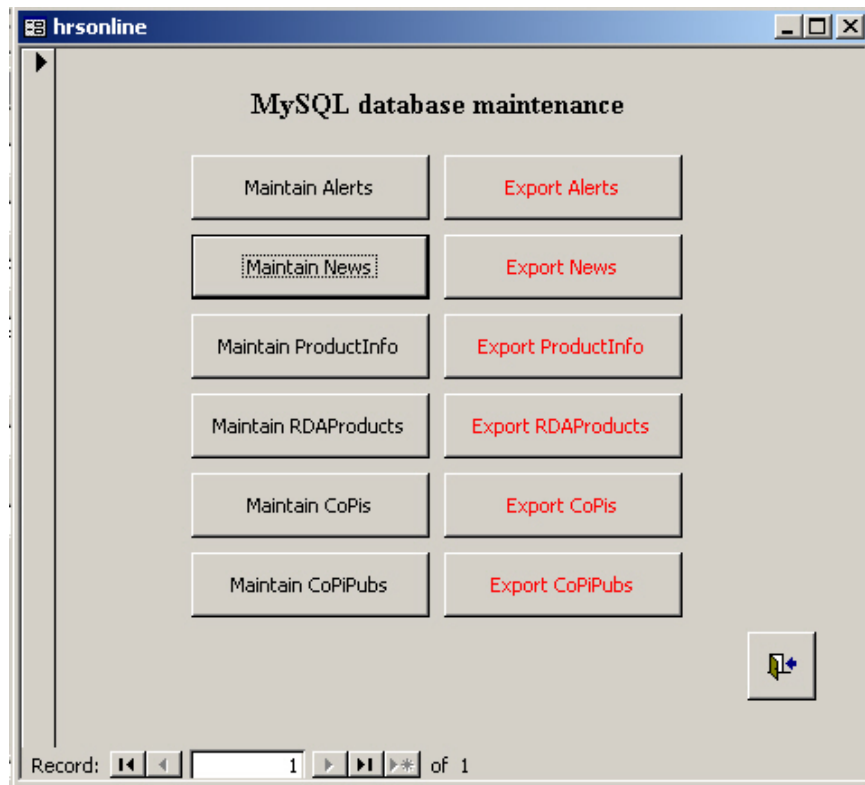
¹ Data alerts are handled in a separate sub-directory, (`\\src-linux\hrs\meta>alerts`) using an alternative system. See below for the alert procedures; DO NOT treat data alerts as news items.

² ### represents a number between 001 and 999

Step 2: Update the Off-Line Version of the News Table

Next you'll need to connect to the **HRS Online Content**³ database. From the Main screen, navigate to form *Maintain_News_Table* to do any of the following:

- add a new announcement
- modify the metadata of an existing announcement
- change an existing announcement to superseded or retired status



³ See <\\src-hrs\hrs\WebWork\content.mdb>

Adding a new record:

The screenshot shows a window titled "Maintain_News_Table" with the following fields and values:

- NewsID: 179
- ProdID: ZZ
- filename: event011
- Issue Date: 12/15/2004
- Pull Date: (empty)
- subject: HRS at Allied Social Sciences Association Meetings, Jan 7-9, 2005
- News Type: 2
- Front Page Display: 0

Legend for News Type: 0=Newsletter; 1=Product News; 2=Event; 3=Publication Notice; 4=Proposal Notice; 9=Web Site and Other

Status bar: Record: 173 of 173

Since this announcement does not apply to a specific data product, insert a *product identifier* of ZZ. Then add the *filename* (e.g. event011), *Issue date*, *Pull Date*, *Subject*, and *News type*⁴. If you do wish the alert to be displayed on the front page, immediately, set *front page display* to 0; otherwise set this field to 1.

Changing an existing record:

When this announcement you have created is out of date, it should be retired. This can be done by simply setting *front page display* to 1. This will result in the announcement link being dropped from the active alerts listings and appearing in the retired list.

You may also wish to change the Subject field if you are adding information about the announcement, news, or event file in question. Note: it's probably better to retire the existing announcement, news, or event file and to create a new one whenever there is a major content change. This ensures that a complete history of announcement, news, or event file changes is maintained in the database.

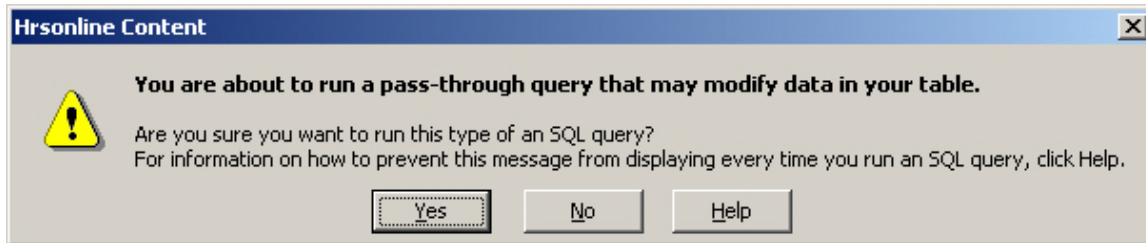
Step 3: Export the Updated News Table

Assuming that you have a working ODBC link between your workstation and the MySQL database, you now need to export the table you just updated to the actual database that is used by the HRS Web site. Just select the Export News option from the main screen. You should see the following:

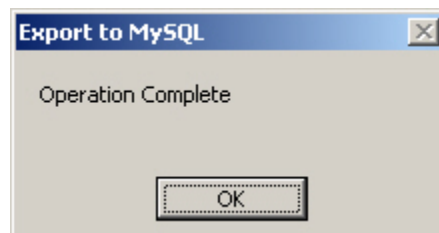
⁴ 0=Newsletter; 1=Product News; 2=Event; 3=Publication Notice; 4=Proposal Notice; 9=Web Site and Other



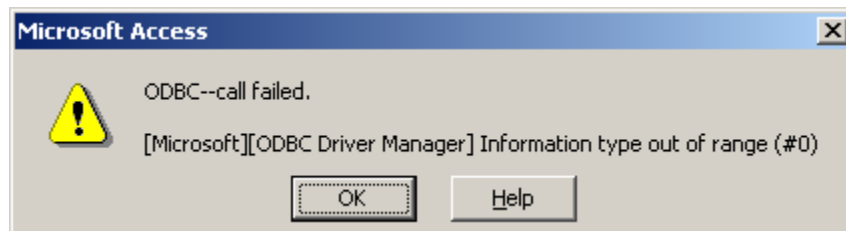
Click the OK button; next you'll see:



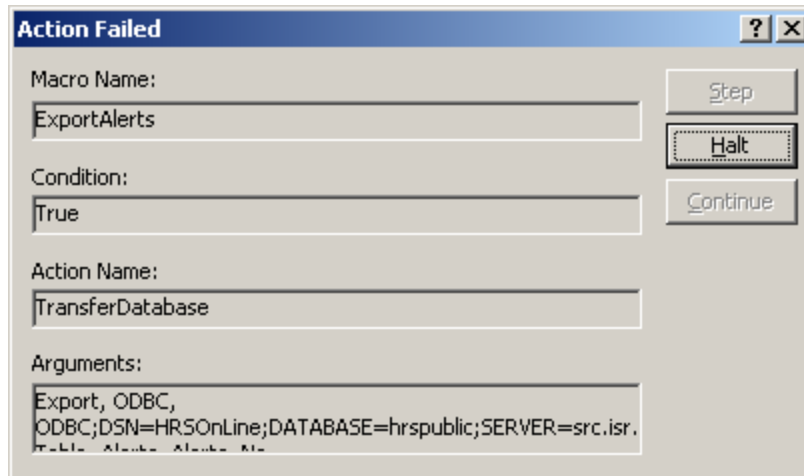
Click on Yes. After a short pause, you'll be informed that the operation was successful:



If the operation fails, you may need to set up your ODBC link to the MySQL server. Contact Michael Nolte or Janet Keller for advice on how to do this. Typical failure messages look like this:



or this...



Don't panic, just ask for help.

Step 4: Review Web Site Content and Update Front Page

Once you have completed the news announcement add/change process, you should review the content of the Web site tables that are built from the MySQL database. If these are correct, you may complete the process by updating the front page:

- Check the News and Events page; a cumulative listing of news items, announcements, and events (http://hrsonline.isr.umich.edu/news/sho_news2.php)
- Check the actual news item to make sure that it is correct. See for example, (http://hrsonline.isr.umich.edu/news/sho_news.php?hfyle=events011&xtyp=1)
- If everything is correct, update the front page:
 - Open `http://hrsonline.isr.umich.edu/index2.php` in your browser
 - View and copy the source of the resulting page
 - Paste the clipboard contents into `\\src\hrs\index.html`.

Adding Data Alerts to the HRS Web Site

Step 0: Gather information for the data alert

The data alert should have been prepared, reviewed, and approved by the Dataout team. If you have any questions, check with Theresa Norgard.

Step 1: Create the data alert File

Begin by building an HTML file containing the following:

- Subject of the Data Alert
- Date of the Alert
- The data alert text

The file should be created in [\\src\hrs\meta>alerts](#), using an ASCII text editor such as TextPad. Do **not** use an HTML editor such as Microsoft Word/FrontPage or Dreamweaver, since these tools will add extraneous content that will not be used.

The HTML file should have the following general format:

```
<h3>Summary of Alert Content</h3>
<h4>Product Name</h4>
<p>Date of alert</p>
<p>Text of alert, including
<a href="anotherfile.html">link(s) to additional information</a>
as necessary. More information in the form of:</p>
<ul>
  <li>paragraphs, </li>
  <li>links, </li>
  <li>tables, </li>
  <li>lists</li>
</ul>
<p>can be added, but try to keep things simple.</p>
```

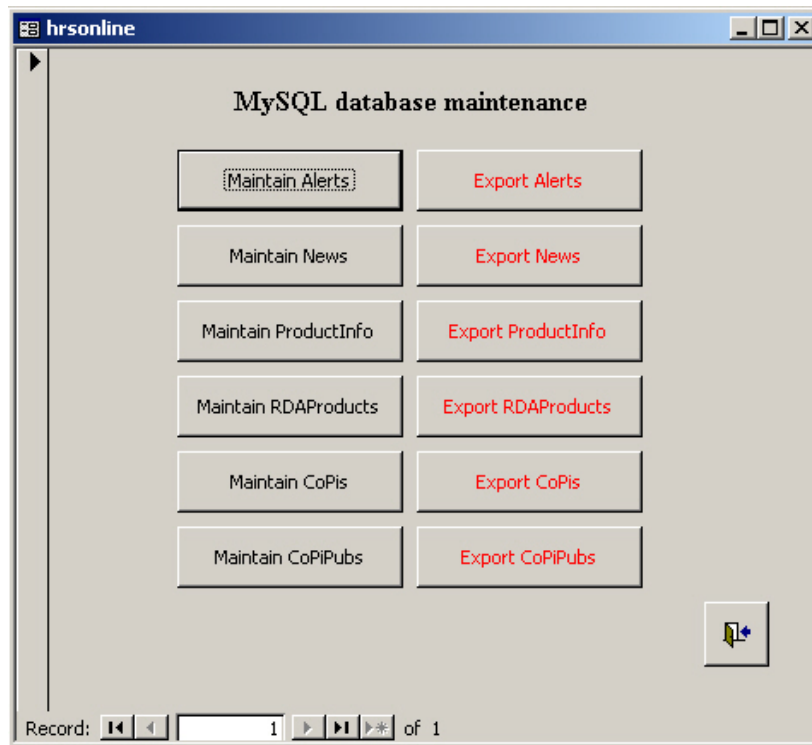
Note that <html>, <head>, <title> and <body> tags are unnecessary; they will be added by the PHP program that displays the alert file.

You can use any filename for an alert, since the metadata stored in the content database (see below) will link the alert file to the appropriate product. Nonetheless, past practice has been to assign a name that is composed of alphabetic characters that correspond to a particular product, followed by a sequence number. For example, gpub010.html refers to the HRS 2000 Core dataset.

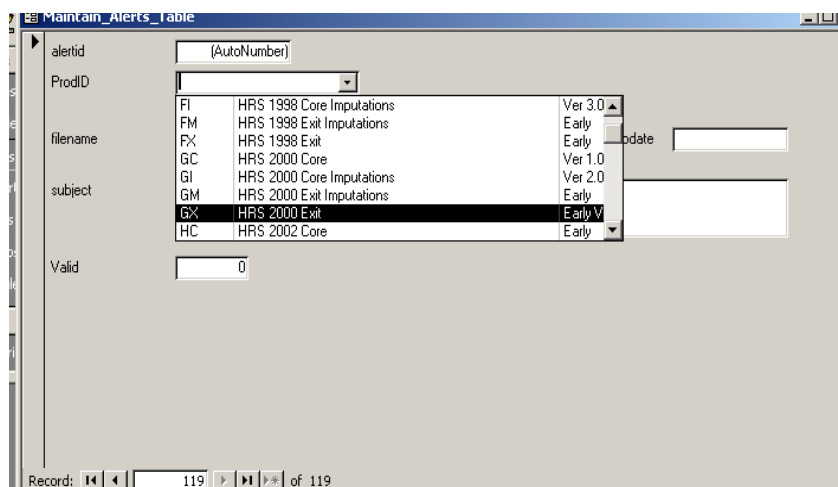
Step 2: Update the Off-Line Version of the Alerts Table

Next you'll need to connect to the [HRS Online Content](#) database. From the Main screen, navigate to form *Maintain_Alerts_Table* to do any of the following:

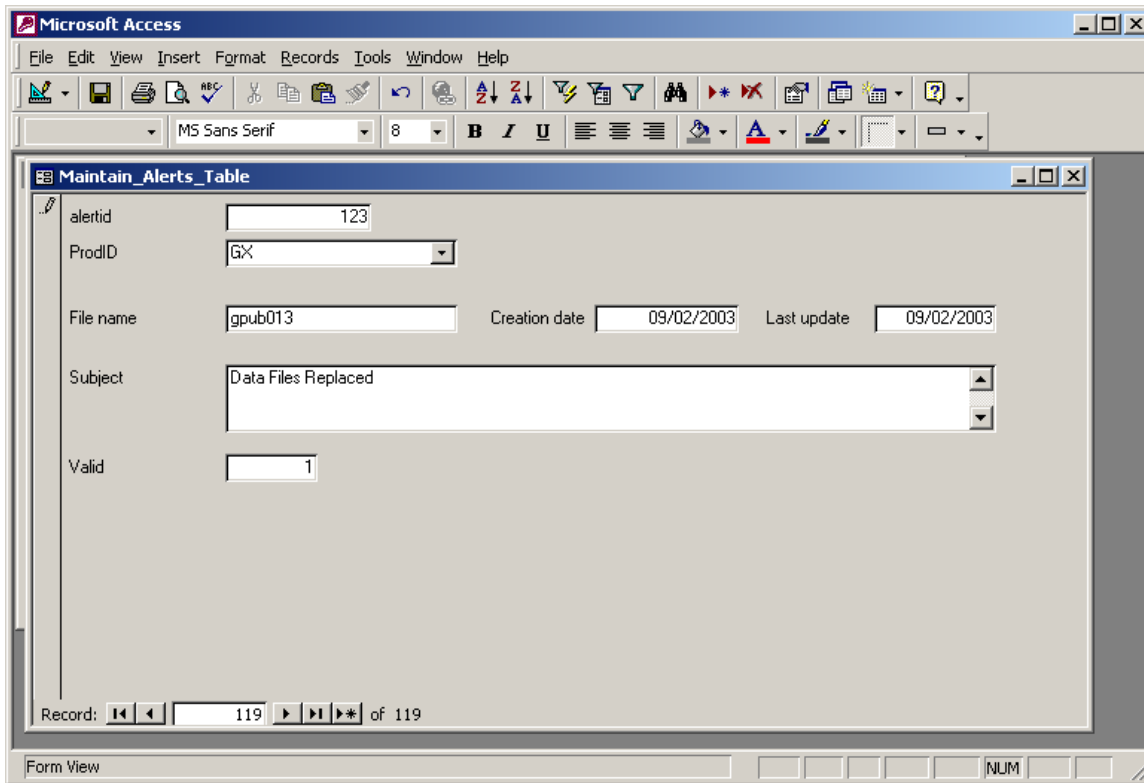
- add a new alert
- modify the metadata of an existing alert
- change an existing alert to superceded or retired status



Adding a new record:



Select the product to which this alert applies^{*}; then add the filename (e.g. gpub013)⁵, Creation date, Last Update, and Subject. If you do not wish the alert to be displayed immediately, set valid to 2; otherwise set valid to 1. The final result should look something like this:



Changing an existing record:

When a new version of a data product is introduced, the data alerts that applied to the old version should be retired. This can be done by simply setting valid to 0. This will result in the alert link being dropped from the active alerts listings and appearing in the superceded/deleted list.

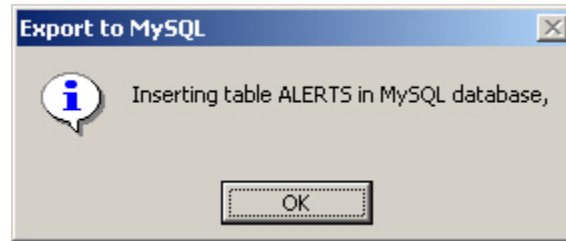
You may also wish to change the Subject field in order to add information about the alert file in question. Note: it’s probably better retire the existing alert file and to create a new alert file (and *Alert* table row) whenever you change the contents of an alert. This ensures that a complete history of changes to a given product is maintained in the database.

^{*} If a product record is not available for a new alert **or** if an alert refers to a product version that has changed, then the *ProductInfo* table must be updated and exported in addition to the *Alerts* table.

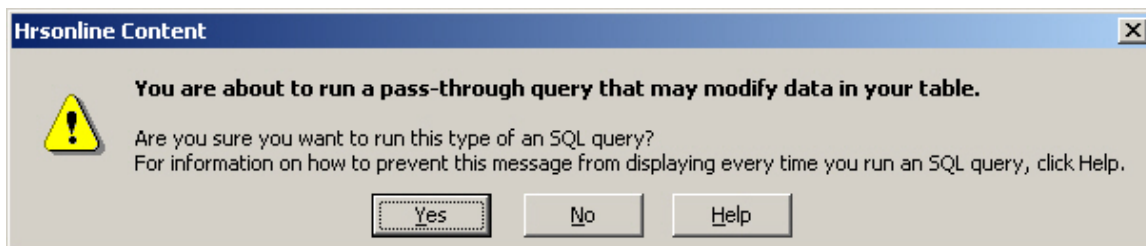
⁵ All files names are assumed to end in .html, so it is not necessary to add a file suffix.

Step 3: Export the Updated Alerts Table

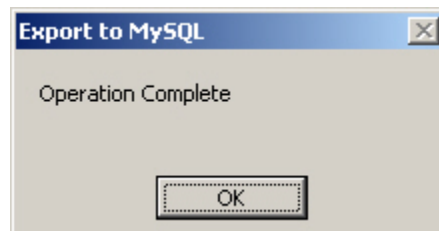
Assuming that you have a working ODBC link between your workstation and the MySQL database, you now need to export the table you just updated to the actual database that is used by the HRS Web site. Just select the Export Alerts option from the main screen. You should see the following:



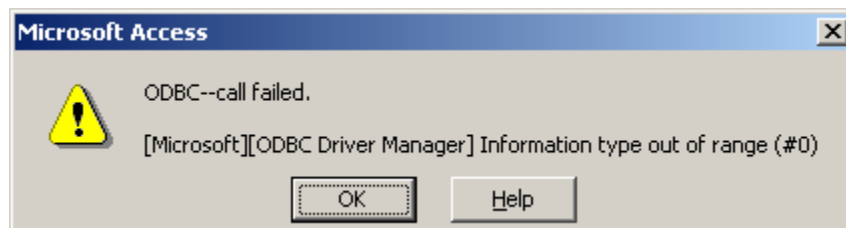
Click the OK button; next you'll see:



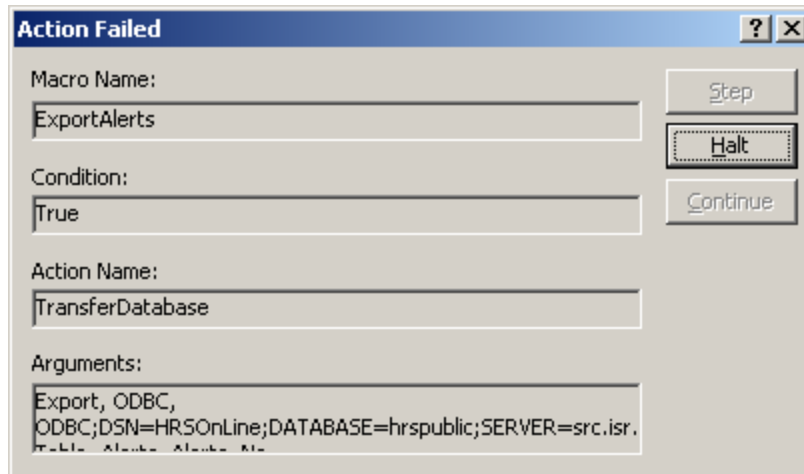
Click on Yes. After a short pause, you'll be informed that the operation was successful:



If the operation fails, you may need to set up your ODBC link to the MySQL server. Contact Michael Nolte or Janet Keller for advice on how to do this. Typical failure messages look like this:



or this...



Don't panic, just ask for help.

Step 4: Review Web Site Content and Update Front Page

Once you have completed the alert add/change process, you should review the content of the Web site tables that are built from the MySQL database. If these are correct, you may complete the process by updating the front page:

- Cumulative listing of active alerts (<http://hrsonline.isr.umich.edu/meta/years/iy4.php>)
- Data Alerts (http://hrsonline.isr.umich.edu/meta/sho_meta.php?hfyle=alerts/index)
- Superseded or Retired Data Alerts
(http://hrsonline.isr.umich.edu/meta/sho_meta.php?hfyle=alerts/indexsup)
- Alerts displayed on a "Data Flow" detail screen
(<http://hrsonline.isr.umich.edu/meta/years/iy3.php?iyear=EC>)
- Alerts displayed on a "What's Available" detail screen
(<http://hrsonline.isr.umich.edu/meta/years/iy2.php?iyear=FC>)
- If everything is correct, update the front page:
 - Open `http://hrsonline.isr.umich.edu/index2.php` in your browser
 - View and copy the source of the resulting page
 - Paste the clipboard contents into `\\src\hrs\index.html`.