

WEB ADMINISTRATOR INSTRUCTIONS

The subdirectory to be uploaded to your site will be named xxx-cem where xxx is the name of the cemetery file. That name will be given to you by the database maintainer.

You must tell the maintainer where to put it and then add a menu/link to your home page which will point to "xxx-cem/index.htm". You must also give the maintainer the required host name, user id and password required to do the FTP

WEB PUBLISHING OVERVIEW

Web publishing is accomplished in two steps.

BUILD

First, you build a single subdirectory which contains all of the files required. This is accomplished by going to the main report page "File menu" then the "Export Database" submenu and, finally selecting the "Publish to Web" submenu. This takes you to the Web Publishing Form (See page on building the web) which directs you on how to build that subdirectory.

UPLOAD

Before doing the upload your web site administrator must do the following things.

Determine where you are to upload your subdirectory which will have a name of xxx-cem where xxx is the name of your cemetery file.

Add a menu/link to your home page which will point to "xxx-cem/index.htm"

Give you the domain name, userid and password required to do the upload.

Then, you must upload your subdirectory to the home site. This is normally done by pushing the "Upload to Web Button which appears when the build is done (See the Upload to web page). This can take minutes to hours depending on how big your upload directory becomes.

There some instances where you may not want to do the upload from the program.

You may not have access to the web with your computer.

Your web site may not support passive FTP transfers (Godaddy is one of them)

Your upload speed to the web may be so slow that you do not want to use it.

The administrator may not want to give you the use rid/password required for security reasons.

In this case, you must get the directory to a computer that you or the administrator can use to upload.

One way is to copy the entire directory to an usb chip and send it to the proper computer user.

The person can then use several methods for transferring that directory to the web.

There are several tools for doing that (Internet Explorer, FileZilla and CuteFTP are some examples). If you have your own, that is fine. You can find and download any of these files by searching the web.

If you do not use the program upload be careful with partial builds. They only have updated files in them. If doing a full download, you should delete the entire directory structure with its files before uploading. If it is a partial update, do not delete anything before starting the upload. Any updated files will be overlaid and new ones will be added. Note that partial uploads will not delete files. This may cause some unused files on your web. Unless you have done a ton of deletes do not worry. If you are concerned about too much of this deadwood do a full build.

WEB DIRECTORY STRUCTURE

The subdirectory generated will be named xxxx-cem where xxxx is the name of your cemetery file. It will contain four subdirectories and the following files.

Cemmap.jpg and htm is the same picture that appears on your opening cemetery form showing the lots.

Names-n multiple files of this format are created depending on how many names are in the database. These files display the cemetery names much as they appear on the report form. They are broken up to make displays faster. Each file starts displaying names that start with the "n" letter.

Names-all displays all of the last names followed by first names to make name searches easier.

Index is used in place of Names-a and is the opening page of names.

Lotidx which is a list of all lots used for convenience in finding lots.

Subdirectories

Misc which contains several miscellaneous support pictures and help files.

Lots which contain all of the individual lot displays.

Pics which contain all of the required lot, marker and burial id pictures.

Dspics which contains the html files required to display the pictures.

A full build builds all required files. A partial build builds all of the files in the top directory but none of those in the misc directory and all others are only built if they have changed since the last build.

WEB BUILD

This is accomplished by opening your database in buuthill, going to the Main report page “File” menu”, then the “Export Database” submenu and, finally selecting the “Publish to Web” submenu.

You may see a message box when you open this window that warns you that the last upload did not complete. This happens if there are any files in the current build directory. If the previous load was from that directory, it means that all files did not transfer. Those that are left may be retried now by hitting the upload to web button which now appears.

You should read the overview page on web publishing.

The opening page displays a command button labeled “Build Web Directory. Pushing this button will cause the desired subdirectory to be built.

The parameters you are concerned with and you should check for correctness before the build are:

Build Directory defines the directory in that will contain the directory being built. You can change where you want your subdirectory to by hitting the “Browse button. I recommend that you use the C directory. This directory will be remembered when you run the next time. See the web directory structure page for contents do this subdirectory

Last Upload time This is the time of the last upload. It is the time .of the last upload and is only used if you do not check the “Build total web: checkbox. It can be changed by going to the Files menu.

Build Total Web If unchecked, the total web is generated. If not, only changes since the Last Upload Time are generated. This reduces the size of the total directory and the resultant download time. Note that even on partial builds all of the index files will still be generated regardless.

Build Lot Pictures Lot pictures will not be uploaded unless this checkbox is set.

Include Funl Director The funeral director field will not be shown unless you check this checkbox.

Include Memo The memo field will not be shown unless you check this checkbox.

Compression Set this to non 0 to enable compression of pictures. The lower the value the more compression and loss of picture quality. Experiment to find a value that suits you.

Cemetery width defines the width of the cemetery layout page in pixels. Most screens nowadays are over 960 pixels so I would start with that. You may have to make it bigger if the lot ids do not show up well.

During the build a build progress message is displayed to keep you apprised of the progress.

While the build is going on, a textbox appears that shows the progress of the build. It also tells you how many files were generated and the total size of them when the build is complete.

A subdirectory called “xxx-cem” where xxx is the name of your cemetery will now exist in the build directory specified above. This is the subdirectory that will be uploaded to your web site later.

If you go to the file menu after doing the build, you will see a submenu called “Preview in Browser: It will start your local web browser with your local directory on display. You can then check out your build. This browser is internet explorer by default. If you wish to change it go to the File menu and press the “Change Web Browser” submenu.

WEB UPLOAD

You are now ready to do the upload to the web. If you have made other arrangements for uploading to the web ignore the following.

You should read the overview page on web publishing.

The parameters you are concerned with and you should check for correctness before proceeding.

Host, User id & Password is the host name that the administrator of the web site must supply you along with the User id and password. If these are not correct, the upload will fail.

Note The user id and password will give you visibility to a starting directory. If you need to have visibility to a directory under that one append to the host a “/” followed by the next level directory. If you need to move down another level append another “/” followed by the next subdirectory name. Example: buuthill.com/stjohns would put you in the directory stjohns which is a subdirectory to the default directory.

Show Password unless you check this box, the password will not be shown. Only “x”es will be shown for each character

Do passive transfers Some hosting sites do not allow active FTP transfers. If you find that the transfer is not working, try setting this. Most levels of windows do not work when you set this. If neither way works, you will have to use an alternative upload program like Filezilla or WS-FTP

You may now hit the “Upload to Web” button. Two more textboxes will appear. The big one at the bottom will be a log of what is going on while the program uploads the directory. It is not important that you know what it means but it tends to give you a warm feeling that something is going on. It will be a handy tool for communicating with buuthill support if there are problems. The text box only contains the last so many lines of progress. When the upload is done, you may look at the whole log by going to the “File” menu and hitting the “View Update Log” button. It will display the file using notepad.

The second textbox will display the current file no and running total of how many megabytes have been downloaded. As each file is uploaded, it is deleted from the directory structure you built. If any files fail to transfer they remain.

When the upload process has tried to upload all of the files it checks to see if any are left. If not, it displays a “Transfer complete” message. If not, it displays a message to rerun the upload. If you do, it will retry the remaining files. You should do this until all files transfer successfully.