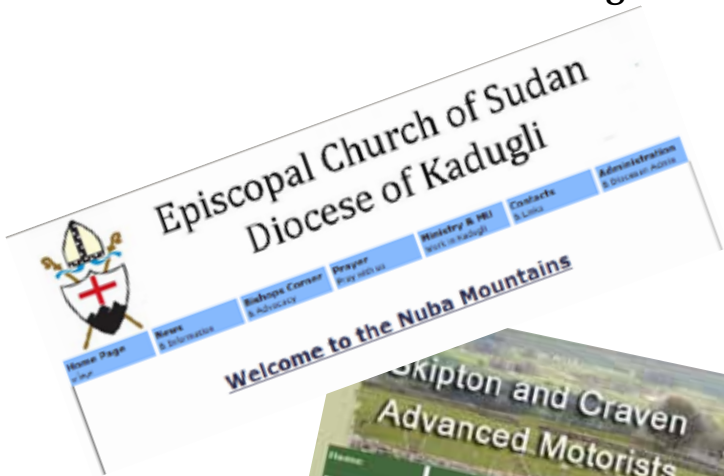




Woodchip Computers

Web Hosting and the "PCC" system



April 2015

The “PCC” (it stands for “Page Content Control”) web hosting system is designed to be a simple, few-frills content management system for the faint hearted. It offers:

- ✓ Affordable hosting
- ✓ Personal care and support
- ✓ Flexibility of design

The key to **PCC** is that it is a simple **Content Management System**. That means your site can be maintained:

- ✓ ...without expensive software
- ✓ ...by a collaborative team
- ✓ ...without detailed web-editing skills

What you get...

Access

With your log-in details you can add and edit pages, using standard word processing skills. Pages can be set to arrive and depart on given dates so your site remains up to date.

Privacy

Keep your email address private while allowing visitors to contact you. Mark some pages as private for members’ eyes only.

Emails

Create (and delete) email boxes on the server. Alter your password, set up an automatic reply and arrange forwarding to other addresses. Add a multi-user email list for group collaboration.

Interaction

The key to engaging your audience is to allow them to interact with your site. You can, of course add links to your Twitter and Facebook places – but you can also invite comment directly onto your website.

Security

Make online backup copies of your pages as you work. All of the pages on the server are backed up every night onto another machine.



In a little more detail

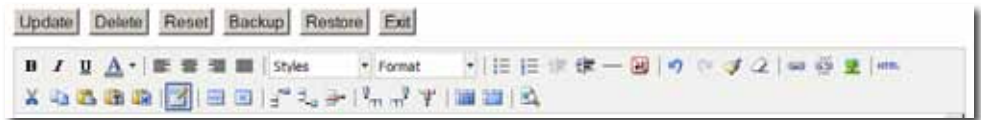
A few of the features of the PCC website:



Please log in here:
User ID Password
Please remember me! Do not tick this box unless you are con

✓ Easy log in for unlimited numbers of members. Each member has an access level appropriate to his/her needs

- ✓ Uploading and management of photos, logos and documents
- ✓ Photo album pages (*still under development and not yet available*)
- ✓ Embedding of videos, sound tracks, maps, calendars – and more
- ✓ Drop-down menus allow one-click access to hundreds of pages
- ✓ Editable menus
- ✓ Unlimited** email addresses (*which can be hidden in web page links*)
- ✓ Controllable mailboxes with forwarding and automatic responses
- ✓ Virus and Spam filtering on all mailboxes
- ✓ Email discussion lists
- ✓ Editors have a word processor-like interface to edit pages



- ✓ Interactive “Comment” facility to allow your readers to interact with your site
- ✓ Private pages for logged-in members only
- ✓ Daily backup to a remote host
- ✓ Your domain name registered, hosted and managed for you – **or**
- ✓ Free church subdomain at <[yourchurch].localchurch.org.uk>
- ✓ Detailed site statistics to log visitors
- ✓ On-line help – as well as a Real Person!
- ✓ Free set-up for your new site
- ✓ Optional Forms pages for bookings etc
- ✓ A record of who last edited each page
- ✓ The software is constantly being updated and new features may be provided on request

** The number is not capped but this is not a suitable place to offer addresses to your whole congregation! A good deal of your use of this site depends on reasonable collaboration rather than strict regulation.

Space Allocation

A frequently-asked question is ***How much space am I allowed?***

There is no set limit for any site - but your usage is monitored. You can always rent extra space if you need it. Most sites (and associated email boxes) fit well below a 250Mb norm. If you want more, it can be arranged. The usual culprit is not the website itself, but old and undeleted mails with big attachments. You are asked not to store emails on the server – please download them onto your computer where you have plenty of space! It is possible to impose a cap on any mailbox. Users will receive a warning when they approach 75% of their quota.

Prices for 2014 – 2015

Prices for a church or charity website:

Domain Registration and management (.org.uk or .co.uk) *	£20.00
Web hosting per annum	£35.00
Web Hosting with PCC or WordPress Software per annum	£55.00
Mailing lists per list per annum	£5.00
Mailbox only (no domain)	£10.00
500Mb extra storage space	£25.00

** A domain is normally registered for two years. You are committed to pay half of this sum (£10.00) in each of those two years.*

Payment is due on invoice annually on the anniversary of the domain registration.

Your initial site will be set up for you with some functioning pages. Prices for commercial sites differ and all are revised annually.

A significant part of the hosting on the server “Gabriel” is used by the Episcopal Church in Sudan. The PCC system was developed for use by the Dioceses of Sudan and South Sudan and every diocese in the ECS has a free website. Part of the fees above subsidise this free provision for our fellow Christians in the Sudan and South Sudan.

Access statistics The nature of the management system in use means that the raw statistics gathered records all pages visited as “index.php”. Which is not very useful when you want to know which of your pages was most popular. All of the normal details are available at

www.your.domain.name/stats

The details of each page are available directly on the administration site beside the rest of the details of that page.

Under development: There will shortly be a rolling count, showing the current and previous months with the previous quarter and yearly totals.

Going Vertical. There is now an option for a vertical menu on the left of your page, rather than the horizontal one I prefer the horizontal one – but ask if you want a change.

Contacting Woodchip Computers

Email

This is my preferred means of contact:

chris@woodchipcomputers.co.uk

When you write, please make it clear in the subject line which domain you are writing about. You don't need to quote the whole address, just make it obvious!

Phone

My work mobile is **07971 670730** *This is my preferred option*

My home number is **01535 634526**

Please keep your calls to “social hours”. Not before 8.00am nor after about 8.30pm. If I am in the office when you call, I should be able to deal with most things there and then. If I am out, then we may need to arrange another time to ring.

Remote Help

If you need remote help on your machine, then visit the website: www.woodchipcomputers.co.uk. Click “Remote Access”.

Website

There is a slowly increasing collection of support documentation on

www.woodchipcomputers.co.uk

New for 2014

There are a few new facilities on the Gabriel server for 2014:

The Mail system

This is administered on gabriel.woodchipcomputers.co.uk and changes here do not affect your website at all.

Logging in. You no longer need a separate code to log into Gabriel. Your full email address and password will work.

Lost password. If you lose your password or forget how to set up your email software, there is now a recovery routine available.

Email administration. For greater security, this is now restricted to one designated address per domain. Every administrator is also connected to an information system that will allow periodic (but infrequent) updates. You can set up more than one person to share the administrator tasks on any domain.

The Websites

Almost all of these enhancements require individual changes you your website setup. If you do not see them on your site, please contact Chris Wright so that they can be implemented

Rotating Headers. A number of folk have been frustrated because the image upload process shrinks files so that they are too small to use in the “masthead” of your website. Site administrators can now upload their own header image. More than that! They can really go to town and load as many of these as they like. The software will then select one of these files and display it whenever a page is loaded (or refreshed).

An editorial note: I have sometimes been asked to provide a utility that will constantly scroll through a variety of images on the page. I'm sure that you have all seen the sort of thing. The people who have asked have not been very insistent - and I have been resistant! If you are providing a page where all you want is for your visitor to gaze at some photos, scrolling past their eyes, that's fine. But if you want people to read the text that you have so carefully crafted, why on earth do you want to distract their attention with all that movement around the periphery?

Moving Home

During 2014/5 all of the “Woodchip Hosted” websites will be moving. They'll still be hosted on the excellent servers provided by Bytemark Hosting in York but the three new servers are being set up with a greater emphasis on security. In addition, by spreading the load over three separate servers, this will minimise the risk that any one site will be affected by a problem on another.

This migration is taking place slowly, one domain at a time. That means I can help to make the change as painfree as possible. The moving of the domain itself should cause little problem. The extra security measures, however, mean that most email users will need to change the settings in their mail program. Online mail readers will be unaffected.

The new servers are:

Raziel The main server for most of the standard “PCC” sites

Chamuel Will also host “PCC” sites but also sites with significant tweaks and other technologies. All of the mailing lists will be served from here.

Jophiel Will host all the sites for the ECS Dioceses in Sudan.

Gabriel Will eventually be closed down, when all of the domains are finally transferred.

Developments in the pipeline

I am in the final stage of some significant changes (I hope you'll find them to be improvements!) to the administration section of the PCC system:

Page Administration

There is an improved **"hits count"**. A rolling monthly total will be recorded. In the current draft, this will be shown as the current calendar month, the previous month total, the quarter and the year to date. There may be developments of this, but I think there are more urgent things to do first.

Bulk actions. There is now a facility to manipulate some of the settings of the pages in bulk, so you no longer have to open each page individually in order to change things like the title, the menu, the dates and so on – including a bulk delete facility.

File Administration

This has been given some similar treatment. You can now view your files in groups, either in "details" view or as icons. You can select several files in order to bulk delete or to change settings such as the folder in which they are stored. Those with multiple images and files will find this a major enhancement.

Galleries

This is a little further down the line, but at least the prototype is up and running! By arranging your images into folders (and, optionally, giving them a caption), you can easily produce a page of thumbnails. Click on any one of them to scroll through the images.

(See www.skiptonmusicfest.co.uk/2015.php for a look at a prototype.)

Timing

I'm wary of advertising "vapourware" – stuff that is no more substantial than a dream in my eye. All of these are in action on a test site! The file and page administration enhancements are due to be published by the end of April 2015. The Gallery should be in place by the end of May, but it may be delayed till the end of June.