

# ts broadcast

Guidance for use

<b>1. INTRODUCTION</b> .....	<b>3</b>
1.1. BACKGROUND.....	3
1.2. FURTHER ASSISTANCE.....	3
<b>2. GENERAL FEATURES</b> .....	<b>3</b>
2.1. SECURITY.....	3
2.1.1. <i>User authentication: logging in</i> .....	3
2.1.2. <i>Logging out</i> .....	4
2.1.3. <i>Password security</i> .....	4
<b>3. USING ts broadcast</b> .....	<b>4</b>
3.1. ACCESSING THE ADMINISTRATION SYSTEM.....	4
3.1.1. <i>Site options menu</i> .....	4
3.2. THE ADMINISTRATION SYSTEM.....	5
3.2.1. <i>Managing local content</i> .....	5
3.2.2. <i>Managing shared content</i> .....	6
3.2.3. <i>Local content only</i> .....	6
3.3. SETTING UP YOUR CORPORATE WEBSITE.....	7
3.3.1. <i>Adding a channel listing</i> .....	7
3.3.2. <i>Creating a template page</i> .....	7
3.3.3. <i>Embedded styles</i> .....	8
3.3.4. <i>Document bookmark/anchor links</i> .....	8

## 1. INTRODUCTION

### 1.1. Background

Welcome to one of itsa Ltd's many information services – one that combines TSI's citizen and business advice and information with technology to deliver quality-controlled trading standards information via your own corporate website.

Entitled '**ts broadcast**', the system allows you to pick-and-choose information destined for your website, supplement it with your own local content, or simply sit back and take the credit for keeping the citizen and business advice section of your website up to date.

ts broadcast is administered via ts interlink (another of itsa Ltd's information services products), and as such, this document assumes familiarity with the relevant sections of the ts interlink guide.

We all hope you enjoy using the system to deliver maximum effect to your corporate website with the minimum of effort!

### 1.2. Further assistance

We recommend that you read the contents of this guide before using ts broadcast, and that you're familiar with the ts interlink website.

If, after having read the relevant sections of this guide, you require technical support, please contact the helpdesk at [helpdesk@tsi.org.uk](mailto:helpdesk@tsi.org.uk) or on 01268 582207.

For enquiries relating to the content of the information included in ts broadcast, please contact the editorial team at [editorial@tsi.org.uk](mailto:editorial@tsi.org.uk) or on 01268 582215.

## 2. GENERAL FEATURES

### 2.1. Security

#### 2.1.1. User authentication: logging in

If your organisation already subscribes to itsa Ltd's 'ts interlink' system, you'll be pleased to know that you don't need to remember a new user name and password to access the ts broadcast administration area – it's included as an optional 'extra' to ts interlink.

If your organisation doesn't subscribe, use the organisation identity, user name and password details sent to you in your joining instructions.

You can now access the ts interlink with these three pieces of information. Try it now by pointing your web browser to <https://secure.tslinkonline.co.uk/> where you'll see a login page.

Your organisation's TSL number should be entered in the organisation box. Your username and password should be entered at this stage as well. When complete, tick the 'I agree...' checkbox and click the 'Log in' button to proceed.



Enter an incorrect combination of organisation, user name or password, and the system will display a warning message.

The details you have entered are incorrect. Please try again.

If you've forgotten your personal login details, speak to your local ts interlink system administrator who'll be able to assign you a new password.

### 2.1.2. Logging out

It is **important** that you **always** log out of ts interlink when you've finished using the system, or if you are going to be away from your desk for a period of time. This helps to ensure that no unauthorised access to the system is granted via your own account. You may also consider adding a password-protected screensaver to your terminal to cover this eventuality. Remember to use the function on your web browser to remove temporary Internet files that accrued on your computer during your browsing session. This prevents anyone from viewing information after you've finished browsing.

Each ts interlink area has a 'Logout' option at the top of the page that you must select to leave the system.

### 2.1.3. Password security

It is important that you commit your account details to memory. Never record your account details anywhere, tell any of your colleagues or share a single account across several users. All of these actions are contrary to ts interlink's terms and conditions of use. Remember that any number of staff at your site can access ts interlink – if staff require access, they should ask to be set up as authorised users.

A good password should be long and use a range of characters in an unpredictable order. You should also be able to remember it easily and type it in quickly so that anyone looking over your shoulder will not be able to see what you are typing. The most practical (and effective) passwords are those that combine two words and a number, or, perhaps, the first letters of the words in a verse or song. The system requires passwords of at least ten characters.

If you suspect that the security of your account details has been compromised, contact the helpdesk **immediately**.

## 3. USING ts broadcast

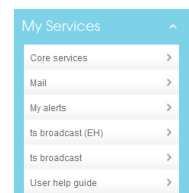
### 3.1. Accessing the administration system

After logging in successfully, the ts interlink home page will be displayed.

#### 3.1.1. Site options menu

The ever-present 'my services' menu on the left contains a link to the ts broadcast administration system. The options you see depend on what your organisation has subscribed to. The image to the right shows links to both the trading standards and environmental health versions of the broadcast system.

Click the 'ts broadcast' link to access the administration system.

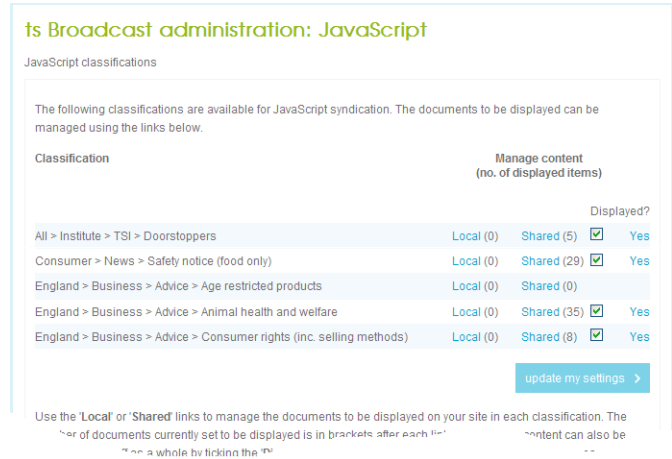


### 3.2. The administration system

Having entered the administration area, you'll see a page with a dialogue similar to that shown on the right.

Again, the contents of the list depend on your organisation's subscription.

In our example, we've subscribed to four different broadcast channels – 'Doorstoppers', 'Safety notice (food only)', 'Animal health and welfare and 'Consumer rights (inc. selling methods)'.



The dialogue is divided into five columns, containing:

- the channel ('classification') name;
- a link to your local content and an indication of the number of local items you've included in the channel;
- a link to TSI's content and an indication of the number of items you've chosen to include in the channel;
- a tickbox to control whether TSI's content should be included in the broadcast; and
- a link to the code to include on your corporate website to display the channel listing and content.

#### 3.2.1. Managing local content

ts broadcast allows you to supplement TSI's 'shared' news feed with your own local content. Click the 'Local' link on the broadcast administration home page, and you'll be able to manage your own local information.

Doing so will display the local content page that lists all of the local items you've added to the channel.

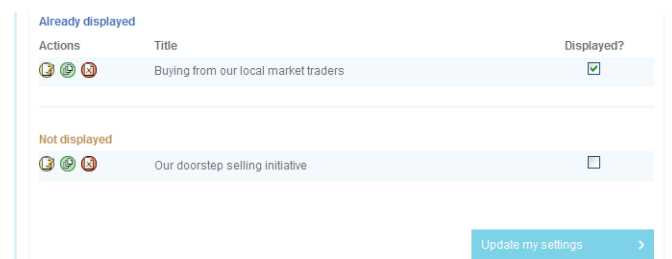
Click the 'add a new local document' button to add new local content, and you'll be presented with a blank form containing two fields.

Type the title of the local item in the top field, and the text of the item in the second field. You should enclose paragraphs within <p> and </p> tags to ensure that, when displayed on your organisation's website, text appears according to how it has been

specified in your organisation's website stylesheet. Avoid using the <font> tags because this will override your organisation's website stylesheet settings.

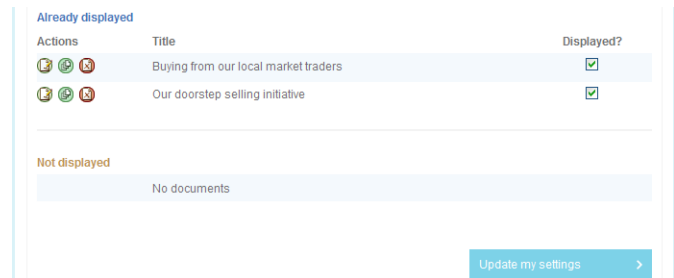
When you've completed the item, click the 'add document' button to store the item, and you'll be returned to the local content listing page.

The new leaflet isn't currently being displayed – it's being stored ready for inclusion. If we wanted to add it to the channel, we need to tick its checkbox, and click the 'update my settings' button.



Once we've done this, the leaflet will move to the 'Already displayed' list.

To remove a local item from the channel, simply untick its checkbox and click the 'update my settings' button. It won't be deleted, but will go back into storage.



Clicking the buttons next to each title allow you to edit (📄), view (👁️) or permanently delete (🗑️) the local item. Clicking the delete button will display a dialogue asking you to confirm the deletion – you can cancel the removal at this stage if you've made a mistake.

### 3.2.2. Managing shared content

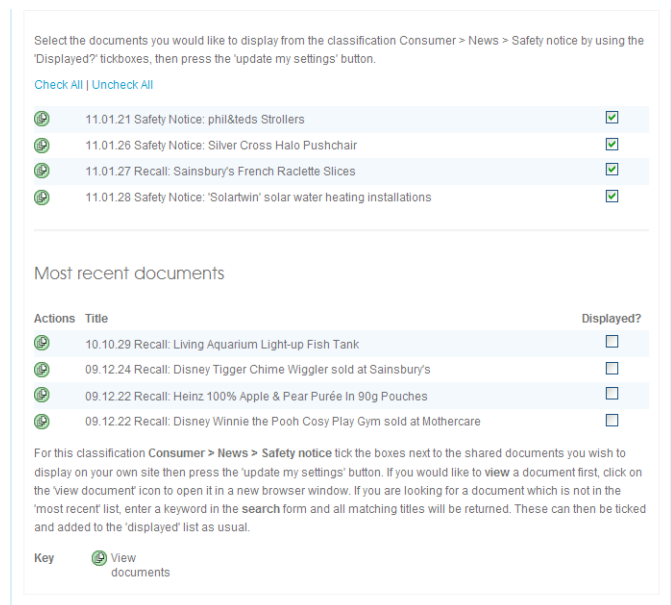
ts broadcast allows you to display content from our comprehensive database on your corporate website with very little effort. Click the 'Shared' link on the broadcast administration home page, and you'll be able to choose which of our items you want to include in your channel. Remember that you don't need to do this – you only need to use this screen if you want to tailor the 'feed'.

The resulting page works in the same way as the local content page, but you can't edit or permanently delete items.

Those items you've chosen to include in the channel are listed in the 'Already displayed' section – in our example, there's four such items.

Immediately below is a list of the items added by us here at TSI but not included in your selection.

New items added by us automatically appear in your channel, unless you use this screen to individually opt-out of certain items. Accepting the default automated feed means that the listing that appears on your website is always up-to-date.



If the document you're looking for doesn't appear in the 'Most recent documents' list, enter a word from its title in the search term box at the bottom of the page and click the 'search' button. The 'Most recent' list will be replaced by a list of documents whose title contains that word.

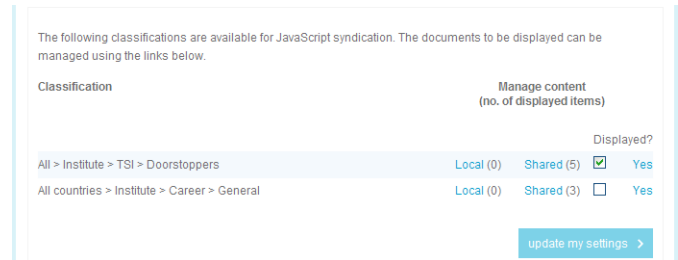
Tick the 'Displayed?' checkbox and click the 'update my settings' button to include an item from the search results in your channel.

### 3.2.3. Local content only

There may be occasion where the content on our database isn't suitable for your corporate website. If this is the case, you can still add your own content via the local content system but opt out of receiving our information in your channel.

To do this, return to the ts broadcast administration system home page by clicking the 'ts broadcast' link in the site options menu.

Simply untick the 'Displayed?' checkbox next to the channel you don't want our information from, and click the 'update my settings' button.



### 3.3. Setting up your corporate website

Once you've decided what content to include on your website, you need to create or modify the relevant pages that host it. You'll need set up a page (or pages) to host a channel listing of clickable document titles, and another page to display the documents themselves.

Click the 'Link' link next to the channel whose contents you want to list on your web page, and you'll see a page containing the instructions and the code necessary to display the channel listing and the required documents on your website.

#### 3.3.1. Adding a channel listing

As you'll see from the display script page, you need to include script one's JavaScript code in the web page that you want the listing to appear. Copy script one's code and paste it into the relevant place in the code underlying your channel-listing web page.

As the page suggests, there are only two parts of the script you can alter. One is the parameter dictating how many items you want to display on

```
var vardisplayitem="show-item.htm";
var vardocuments=30;
```

the page, the second specifies which template page to display the document in when its title has been clicked on. The path to the template page is specified relative to the listing web page. In the example, the page 'show-item.htm' is in the same folder as the listing page.

When browsing to the channel listing web page, the listing will appear like this:

```
<li class="tscsNewsIndex">Example Document Title 1</li>
<li class="tscsNewsIndex">Example Document Title 2</li>
<li class="tscsNewsIndex">Example Document Title 3</li>
```

Setting a .tscsNewsIndex class in your website's stylesheet allows you to control the appearance of the listing.

#### 3.3.2. Creating a template page

The next step is to create a template web page to display the required document in. Copy script two's code and paste it into the relevant place in the code underlying your second template web page.

The template web page needs to be named and saved in the location you specified in script one.

Clicking a document title in the channel listing web page will display the document in the template web page.

### 3.3.3. Embedded styles

At the time of writing, ts broadcast content is syndicated to over 100 websites. It is impossible for our editorial team to match the look and feel of every subscriber's website so we employ a small number of classes within the content to allow you to paint the material as you see fit.

Class name	Location
tscsNewsTitle	Document title in article display, subscriber-controlled title style.
tsi-table-100	Table contained in document content, recommended 100% content width.
tsi-table-75	Table contained in document content, recommended 75% content width.
tsi-table-50	Table contained in document content, recommended 50% content width.
tsi-table-25	Table contained in document content, recommended 25% content width.

### 3.3.4. Document bookmark/anchor links

ts broadcast content may contain bookmark links to paragraphs further down in the document being viewed.

These links will not work if your corporate website includes a `base` tag as bookmark links within the page will become relative to the address specified in the tag. This will corrupt the content page's URL containing your client reference, document ID and so on and simply push the visitor to the specified address rather than further down the page they're looking at.

There are a number of online solutions that correct this issue, the simplest of which is to programmatically remove the base tag just before the JavaScript content display script runs. For example:

```
<script>$("base").remove();</script>
```



## DOCUMENT CONTROL

<b>Issue</b>	D	<b>Revision</b>	
<b>No. Of pages</b>	9	<b>Status</b>	Definitive

## AMENDMENT SUMMARY

<b>Date</b>	<b>Version</b>	<b>Comment / Remarks</b>
28/04/2003	A(1)	First draft for comment
08/05/2003	A	Definitive
02/07/2003	B(1)	Second draft incorporating revised local item HTML tags
03/07/2003	B	Definitive
22/03/2011	C(1)	Draft with revised ts interlink screenshots
22/03/2011	C	Definitive
24/04/2015	D(1)	Draft with updated contact detail, CSS and anchor tag
24/04/2015	D	Definitive