

(P1 in English P2 auf Deutsch P3 en français P4 &more in English)

Report of the status of the UNICA-WEB.ONE internet website setup.

A more extensive technical report in English available from page 4 on.

Target: refresh the already existing pages (mainly current and administrative information) of the .com website and add new technology possibilities such as bi-directional administration between members, individuals and committee.

The primary concern was to ensure that the management of the website becomes easily transferable and user-friendly for future webmasters without any programming language knowledge.

Based on years of my experience with the products offered by the internet provider ONE.COM was chosen. The whole setup works mainly like desktop publishing program with click, drag and drop functions.

State of affairs now:

- All current information pages are realized in a 3-language matrix.
- All interactive pages in model format to set up a UNICA conference / film are written, tested and saved.
- Pages with movie links (Vimeo and Youtube) are partially set up
- Information pages of the .com website have been downloaded in html format and will gradually be added to the .one website in PDF format.
- One of the one.com services is an extensive e-mail service that is used in committee communication and interactive web pages.

Because the technology in digital communication equipment is constantly evolving, it was also necessary to make website pages compatible for smartphone use. This was also already applied to the current website.

The statistics for all visits to the website: from 09/07/2019 to 09/07/2020, Europe 9023 visits of which approximately 900 are more than 1 minute long (Bots use only a few seconds).

A completely new service from UNICA for smooth conference card, film and author registrations, sending film productions, etc. was set up to offer every UNICA conference organizer the annually identically recurring task.

On January 2020, all web pages, entry forms and distribution for UNICA2020 were fully ready and thoroughly tested for their use. The entire design and testing of this service took approximately 350 man hours.

All pages and forms are stored in template form, copies of which can be edited in text every year to match that year's data.

The following main benefits of this service are:

- The registration procedure can always be available on time every year.
- The UNICA congress organizer is taken out of a very time-consuming task and can fully focus on the essentials.
- Every year the layout of all the forms is identical, which means ease of use for the users.
- All forms are tested for errors and can be used flexibly.

UNICA 2020 was canceled due to the Covid-19 lockdown. All relevant visible and invisible pages have been removed from the public section of the website.

In order to support a one-time initiative UNICA FILM SHOW 2020 of NSFF (Norwegian photo and film association), a film party via the internet, similar registration forms and web pages were urgently drawn up.

10/10/2020 Webmaster Eugy Van Gool

Bericht über den Status der Einrichtung der UNICA-WEB.ONE-Internet-Website.

Ein ausführlicherer technischer Bericht in englischer Sprache ist ab Seite 4 verfügbar.

Ziel: Aktualisieren Sie die bereits vorhandenen Seiten (hauptsächlich aktuelle und administrative Informationen) der .com-Website und fügen Sie neue technologische Möglichkeiten hinzu, z. B. die bidirektionale Verwaltung zwischen Mitgliedern, Einzelpersonen und Ausschuss.

Das Hauptanliegen war es sicherzustellen, dass die Verwaltung der Website für zukünftige Webmaster ohne Programmiersprachenkenntnisse leicht übertragbar und benutzerfreundlich wird.

Aufgrund meiner jahrelangen Erfahrung mit den vom Internetprovider ONE.COM angebotenen Produkten wurde ausgewählt. Das gesamte Setup funktioniert hauptsächlich wie ein Desktop-Veröffentlichungsprogramm mit Klick-, Drag & Drop-Funktionen.

Stand der Dinge jetzt:

- Alle aktuellen Informationsseiten werden in einer 3-sprachigen Matrix realisiert.
- Alle interaktiven Seiten im Modellformat zum Einrichten einer UNICA-Konferenz / eines UNICA-Films werden geschrieben, getestet und gespeichert.
- Seiten mit Filmlinks (Vimeo und Youtube) sind teilweise eingerichtet.
- Die Informationsseiten der .com-Website wurden im HTML-Format heruntergeladen und werden der .one-Website schrittweise im PDF-Format hinzugefügt.
- Einer der one.com-Dienste ist ein umfangreicher E-Mail-Dienst, der in der Ausschusskommunikation und auf interaktiven Webseiten verwendet wird.

Da sich die Technologie in digitalen Kommunikationsgeräten ständig weiterentwickelt, war es auch erforderlich, Webseiten für die Verwendung mit Smartphones kompatibel zu machen. Dies wurde auch bereits auf die aktuelle Website angewendet.

Die Statistik für alle Besuche auf der Website: vom 07.09.2019 bis 07.09.2020, Europa 9023 Besuche, von denen ungefähr 900 länger als 1 Minute sind (Bots verwenden nur wenige Sekunden).

Ein völlig neuer Service von UNICA für die reibungslose Registrierung von Konferenzkarten, Filmen und Autoren, das Versenden von Filmproduktionen usw. wurde eingerichtet, um jedem UNICA-Konferenzorganisator die jährlich identisch wiederkehrende Aufgabe zu bieten.

Im Januar 2020 waren alle Webseiten, Anmeldeformulare und die Verteilung für UNICA2020 vollständig fertig und wurden gründlich auf ihre Verwendung getestet. Das gesamte Design und Testen dieses Dienstes dauerte ungefähr 350 Mannstunden.

Alle Seiten und Formulare werden in Vorlagenform gespeichert, deren Kopien jedes Jahr im Text bearbeitet werden können, um den Daten des Jahres zu entsprechen.

Die folgenden Hauptvorteile dieses Dienstes sind:

- Das Registrierungsverfahren kann jedes Jahr pünktlich verfügbar sein.
- Der Organisator des UNICA-Kongresses hat keine sehr zeitaufwändige Aufgabe mehr und kann sich voll und ganz auf das Wesentliche konzentrieren.
- Jedes Jahr ist das Layout aller Formulare identisch, was für die Benutzer eine einfache Bedienung bedeutet.
- Alle Formulare werden auf Fehler geprüft und können flexibel eingesetzt werden.

UNICA 2020 wurde aufgrund der Sperrung von Covid-19 abgesagt. Alle relevanten sichtbaren und unsichtbaren Seiten wurden aus dem öffentlichen Bereich der Website entfernt.

Um eine einmalige Initiative der **UNICA FILM SHOW 2020** des NSFF (norwegischer Foto- und Filmverband), einer Filmparty über das Internet, zu unterstützen, wurden dringend ähnliche Anmeldeformulare und Webseiten erstellt.

10/10/2020 Webmaster Eugy Van Gool

Rapport sur l'état de la configuration du site Internet UNICA-WEB.ONE.

Un rapport technique plus complet en anglais disponible à partir de la page 4.

Objectif: actualiser les pages déjà existantes (principalement les informations actuelles et administratives) du site Web .com et ajouter de nouvelles possibilités technologiques telles que l'administration bidirectionnelle entre les membres, les individus et le comité.

La principale préoccupation était de garantir que la gestion du site Web devienne facilement transférable et conviviale pour les futurs webmasters sans aucune connaissance du langage de programmation.

Basé sur les années de mon expérience avec les produits proposés par le fournisseur d'accès Internet ONE.COM a été choisi. L'ensemble de l'installation fonctionne principalement comme un programme de publication de bureau avec des fonctions de clic, de glisser-déposer.

Situation actuelle:

- Toutes les pages d'informations actuelles sont réalisées dans une matrice en 3 langues.
- Toutes les pages interactives au format modèle pour organiser une conférence/film UNICA sont écrites, testées et enregistrées.
- Pages avec des liens de films (Vimeo et Youtube) sont partiellement mis en place.
- Les pages d'informations du site .com ont été téléchargées au format html et seront progressivement ajoutées au site .one au format PDF.
- L'un des services one.com est un service de courrier électronique complet utilisé dans la communication des comités et les pages Web interactives.

Étant donné que la technologie des équipements de communication numérique est en constante évolution, il était également nécessaire de rendre les pages du site Web compatibles avec un smartphone. Cela était également déjà appliqué au site Web actuel.

Les statistiques de toutes les visites sur le site: du 09/07/2019 au 09/07/2020, Europe 9023 visites dont environ 900 durent plus d'une minute (les bots n'utilisent que quelques secondes).

Un tout nouveau service de l'UNICA pour une carte de conférence, des inscriptions de films et d'auteurs, l'envoi de productions cinématographiques, etc. fluide, a été mis en place pour offrir à chaque organisateur de conférence UNICA la tâche récurrente à l'identique chaque année.

En janvier 2020, toutes les pages Web, les formulaires d'inscription et la distribution pour UNICA2020 étaient entièrement prêts et soigneusement testés pour leur utilisation. Toute la conception et l'essai de ce service ont pris environ 350 heures de travail.

Toutes les pages et tous les formulaires sont stockés sous forme de modèle, dont des copies peuvent être modifiées dans le texte chaque année pour correspondre aux données de cette année.

Les principaux avantages de ce service sont:

- La procédure d'enregistrement peut toujours être disponible à temps chaque année.
- L'organisateur du congrès de l'UNICA est sorti d'une tâche très longue et peut se concentrer pleinement sur l'essentiel.
- Chaque année, la présentation de tous les formulaires est identique, ce qui signifie une facilité d'utilisation pour les utilisateurs.
- Toutes les formes sont testées pour les erreurs et peuvent être utilisés flexiblement.

UNICA 2020 a été annulé en raison du COVID-19. Toutes les pages visibles et invisibles pertinentes ont été supprimées de la section publique du site Web.

Afin de soutenir une initiative unique, une fête de film via Internet UNICA FILM SHOW 2020, de la NSFF (d'association norvégienne de la photo et du film), les formulaires d'inscription similaires et les pages Web ont été établis de toute urgence.

10/10/2020 Webmaster Eugy Van Gool



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Addendum: Overview website visitors nbrs from 10/07/2019 until 10/07/2020.



1. Purpose of the UNICA website migration.

The digital world is evolving very quickly. New communication interfaces and software applications are becoming increasingly popular. Social networks have boomed. Where the just an established app is almost immediately supplanted by the next one.

In this rapidly changing environment, the existing unica-web.com website was very difficult to keep pace without the need for heavy programming.

That is why it was decided to migrate to a website system that meets current and future requirements.

2. User requirements when selecting an internet provider.

The new website environment has to meet at least the following requirements:

- The website pages must be able to be managed by people with a profile without (computer) programming skills. A basic knowledge of using a word processor or desktop publishing program should already be sufficient.
- Enough space to hold a large number of pages and documents.
- The user interface should be configured in as many languages as possible so that the webmaster may be able to manage the pages in his / her native language.
- Excellent protection for website attacks.
- Sufficient backup versions to return to previous page layouts if necessary.
- Online assistance if help is needed.
- Ability to create fill-in forms.
- Ability to include non-publicly visible interactive pages.
- Ability to contain unpublished pages.
- Smartphone friendly pages
- Reasonable prices for the services offered, preference for a modular pricing system.
- Keep up with the evolution of future internet opportunities.
- Offering an e-mail system that can at least be addressed by the input forms.
- Offering a password-protected locked blog system as the committee's internal communication system.
- Easy system transfer from one webmaster to the next.



3. The ONE.COM work environment.

The choice for this project fell on the services offered by the website provider ONE.COM.

At the time of the decision, I had already worked as a webmaster for two different film associations during four years, having with this website provider excellent results.

At that time, this provider offered all required services and much more. Some additional services are paid ones others completely free.

However, there were some points that deserved close attention.

– Because the already existing website www.unica-web.com has a completely different code structure than the chosen <https://unica-web.one>, it was not possible to move the original pages to the new environment

Because the .one environment allows to easily create a new page structure with many more options, it was decided to move the necessary no longer to be needed update html pages of the .com version, graphically at a later stage.

– Because the already existing website www.unica-web.com had to remain up and running during the foreseeable years of the migration, the new website could not bear the same name.

That's why <https://unica-web.one> was chosen, a name that was close to the already existing one.

– The website pages must be able to be managed by people with a profile without (computer) programming skills. A basic knowledge of using a word processor or desktop publishing program should already be sufficient.

*The one.com **Website Builder Premium** is a full-fledged desktop publishing system. With pre-formed web page functions that can be easily clicked on and placed on page. Each function always contains a menu in which properties (shape, color, font, etc.) can be adjusted to your own taste.*

– Enough space to hold a large number of pages and documents.
250 GB available, more can be purchased.

– The user interface should be configured in as many languages as possible so that the webmaster may be able to manage the pages in his / her native language.

Available languages that are easy to select:

Čeština – Danish – Deutsch – English – Español – français – Italiano – Nederlands – Norwegian – Polski - Português (Brasil) – Português – Suomi - Svenska

– Excellent protection for website attacks.

SiteLock- Find: automatically scans your site every day to keep it malware free (this option for 2€/month is selected).

An immediate cleaning version is available on demand for 6€/month (this option is not selected).

– Sufficient backup versions to return to previous page layouts if necessary.

Backup & Restore automatically makes a backup each time you save your website in Website Builder.

You can access the last 500 saved versions directly from Website Builder.

– Online assistance if help is needed.

Yes, a chat version button is available.

A lot of detailed help pages in your selected language available.

– Ability to create fill-in forms.

Yes, connected to an e-mail account that has to be created in the unica-web.one context.

– Ability to include non-publicly visible interactive pages.

Yes, to be set by the individual page properties option set.

– Ability to contain unpublished pages.

Yes, to be set by the individual page properties option set.

– Smartphone friendly pages.

Yes. After creating a web page, you can build a smartphone version of this page and test it offline.

– Reasonable prices for the services offered, preference for a modular pricing system.

Yes, many free services included and modular selectable payable extras.

– Keep up with the evolution of future internet opportunities.

New options are added to the Website Builder Premium at regular intervals.

– Offering an e-mail system that can at least be addressed by the input forms.

Yes. 500 possible addresses can be created, if not enough more can be bought.

– Offering a password-protected locked blog system as the committee's internal communication system.

This part was no longer available in the original form available at the time of order. One.com has switched it to a WordPress version on already existing accounts. It took about a year before the converted existing accounts to become usable again. A Wordpress version is still not offered for new accounts.

– Easy system transfer from one webmaster to the next.

Yes. The administration system contains a series of pages where website administrators can easily edit their payment card details and webmaster details, including the passing of the website management.



4. The layout of <https://www.unica-web.one> website.

a. The language change matrix of the information pages.

Identical pages are drawn up in English, German and French. Each sheet contains a navigator menu, usually consisting of four options. Two of those options always refer to the same page but in one of the other two languages. These are the horizontal links. This makes it easy for the user immediately to swap to the same information in another language. This option is primarily intended for readers who do not fully master any of the three languages, but who can still help themselves through combination.

In the same language area, the pages are linked vertically in a tree pattern.

Some pages are practically languageless and are not repeated horizontally reachable from any language tree.

b. The input form pages.

Pages may contain data-entry-windows. When sending data, the entered information is sent in ascii format as an e-mail to a designated mailbox. The receiver of this data may further process the received information. e.g. Execute string manipulation in a database or spreadsheet program. The design of these input forms is also supported by ready-made specific data entry type models.

c. The movie pages.

It is also possible to integrate movie images from youtube or vimeo and such external services. It is good practice to offer only images linked to such web sites, the basic reason is that you do not have to worry about copyrights.

A disadvantage is that when the film is removed or blocked from these web sites for whatever reason, they can no longer be called up. A phenomenon that does occasionally occur.

d. The PDF pages.

The use of PDF pages is a very important technique in this environment. The main reason for this is technical and sparing the nerves of the webmaster.

Because we work in a desktop publishing environment where one is not aware of very cumbersome html programming needed to make those pages really nice and dynamic working on the net.

When publishing the created pages, the internet provider's server runs a gigantic program (interpreter) that converts the web master's artwork into the required html code.

The time required to do this conversion depends greatly on the number of pages and the network of links applied.

The UNICA website already contains a few hundred pages, with the publication time currently easily increasing to ten minutes.

The use of PDF pages has that disadvantage much less. All the pdfs are stored in a library on the server and are accessed by the reader of that page, with a short link on the website. This is therefore ideally suited to store immutable information on the server without burdening the website update time.

e. The invisible active pages.

Pages and input forms intended for representatives of the member countries are stored invisibly with a key-bearing html. Those pages are not visible to the public. The encrypted html links are sent to the representatives by e-mail at the appropriate time by the secretary general.

f. The invisible and inactive model pages.

Pages that serve as templates to create others operative ones, are also stored on the server with blocking flags on discoverable, visible and publishing possibilities set.

g. The invisible design and in test pages.

In this area, pages are designed, tested for their robustness on correct linking, it's the workshop of the webmaster.



5. The unica-web.one e-mail service.

The unica-web.one account has the option to create up to 500 e-mails by default. Different application areas have been drawn up.

- a.- UNICA committee function addresses e.g. president@unica-web.one
- b.- UNICA committee member and collaborating persons addresses for internal communication e.g. name@unica-web.one
- c.- UNICA service addresses, e.g. patronage@unica-web.one
- d.- Technical addresses of the UNICA website, e.g. vault-films@unica-web.one

The corresponding e-mail box is password protected accessible in several ways:

- a.- Directly by <https://login.one.com/mail>
- b.- Forward to a specified email address of the user
- c.- POP method to be set by the user in their own email browser.

6. Webmaster task transfer procedure.

All pages, text and photo libraries are located on the one.com server, so nothing on the administrator's PC. The website Builder Premium interpreter interface also runs virtually. That is why a transfer can be realized carefree and fast.

The portability of the website management is a simple procedure. The system contains some account management pages in which the new details of the next administrator can be entered with the necessary security in terms of administrator e-mail address, password, debit card and so on.

Multiple administrators are also an option, but clear agreements are required about who does what and what can be done. With this configuration, one administrator remains in full control.

7. Epilogue

UNICA now owns a website that grew out of the pioneering work of Arie de Jong and was further developed by Dave Watterson. Internet technology is still rapidly evolving and is no longer a completely mysterious world made for technicians. Creating and maintaining the UNICA website has now become accessible to everyone through the new available application software

This website migration project would not have been possible without the input of some people. Special thanks to Dave, Franka and Emile (NOVA NL), they helped to make this whole setup a success.

10/10/2020 Webmaster Eugy Van Gool



ADDENDUM: Website visitors from 10/07/2019 until 10/07/2020
Overview Europe and Asia

EUROPE

	Location	Visits	% Visits
1.	Ukraine	1,943	21.45%
2.	Germany	1,250	13.80%
3.	France	917	10.12%
4.	United Kingdom	724	7.99%
5.	Netherlands	602	6.65%
6.	Belgium	461	5.09%
7.	Switzerland	389	4.29%
8.	Austria	351	3.87%
9.	Czechia	322	3.55%
10.	Romania	283	3.12%
11.	Sweden	220	2.43%
12.	Ireland	210	2.32%
13.	Norway	182	2.01%
14.	Finland	175	1.93%
15.	Spain	169	1.87%
16.	Luxembourg	160	1.77%
17.	Italy	134	1.48%
18.	Poland	99	1.09%
19.	Croatia	59	0.65%
20.	Estonia	57	0.63%
21.	Slovakia	55	0.61%
22.	Bulgaria	52	0.57%
23.	Macedonia	41	0.45%
24.	Serbia	33	0.36%
25.	Hungary	28	0.31%
26.	Lithuania	25	0.28%
27.	Denmark	24	0.26%
28.	Portugal	24	0.26%
29.	Greece	16	0.18%
30.	Albania	11	0.12%
31.	Latvia	11	0.12%
32.	Slovenia	7	0.08%
33.	Belarus	5	0.06%
34.	Liechtenstein	5	0.06%
35.	Bosnia & Herzegovina	3	0.03%

36.	Iceland	3	0.03%
37.	Moldova	3	0.03%
38.	Malta	2	0.02%
39.	Guernsey	1	0.01%
40.	Kosovo	1	0.01%

RUSIA

	Location	Visits	% Visits
1.	Russia	395	100.00%

WESTERN ASIA

	Location	Visits	% Visits
1.	Israel	243	67.31%
2.	Turkey	46	12.74%
3.	Georgia	20	5.54%
4.	Saudi Arabia	16	4.43%
5.	United Arab Emirates	9	2.49%
6.	Armenia	8	2.22%
7.	Qatar	5	1.39%
8.	Kuwait	3	0.83%
9.	Lebanon	3	0.83%
10.	Iraq	2	0.55%
11.	Azerbaijan	1	0.28%
12.	Bahrain	1	0.28%
13.	Cyprus	1	0.28%
14.	Jordan	1	0.28%
15.	Palestinian Territories	1	0.28%
16.	Syria	1	0.28%

South KOREA and JAPAN

	Location	Visits	% Visits
1.	South Korea	199	80.24%
2.	Japan	49	19.76%