

The Galactic Empire: Administration I

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Introduction

For the greatest part of its history, The Galactic Empire has used some form of automated system to perform some of the basic functions of the organization. Such operations span the simple (updating one's AIM screen name) to the complex (processing a flight performance report). The common ground is that each has been done through GE Administration, perhaps one of the most important and useful facilities an officer will use.

The basic concept of Administration is to allow officers of all levels the ability to handle their routine functions and paperwork easily and quickly. This course will serve as an introduction to the administrative system, and thus will only cover the basic features available to all officers. A complete list of all modules taught herein is viewable under Modules.

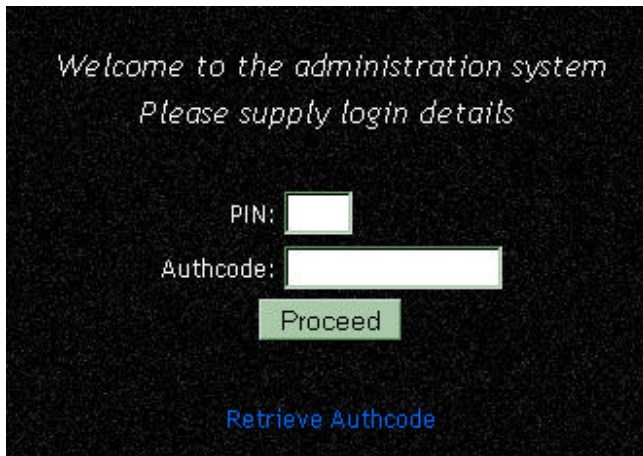
For those interested, GE Administration currently uses PHP as the server side scripting with MySQL as the database backend. Administration is set up using the module system, as previously mentioned. This allows for the easy access of all function to the proper personnel, the creation of new functions quickly and easily, and general flexibility all around. Those further interested in the technical details of Administration should view PHP.net for an overview of the PHP scripting language, and MySQL.com for information regarding the database system.

Getting Started

Right, so you want to use GE Administration. As the system is web-based, you'll need to load up your favorite browser. As of this writing and for the foreseeable future, Administration is located at the following link:

<http://admin.empirereborn.net/>

Follow the link and -- viola! -- Administration appears. You'll be presented with the following page (or something similar, in the event the login script undergoes revision). The part we're interested is right here:



The login page

"Please supply login details." If you know what to enter here, nice work. If not, pay attention closely, as you will need to remember this information for future use.

First, your PIN. Your PIN is your unique identification number throughout the Empire. For example, Fleet Admiral Polanski's PIN is 46. Your PIN can be found by accessing the email you were sent on stationing to an active unit of the Empire. You should see a web address similar to the following:

<http://www.empirereborn.net/profile.php?pin=wxyz>

"WXYZ" will be a number; this number is your PIN. Enter it into the field labeled PIN.

The only other piece of information you'll need to supply is your AuthCode. This is your unique password within the Empire's database, and it is used to access all administrative functions (as well as other facilities). To retrieve your AuthCode, follow the link on the bottom of the page. Enter in your PIN and check your email; your AuthCode should arrive!

Now to put it all together. Enter in both your PIN and your AuthCode, then push Proceed. Administration will evaluate your AuthCode and PIN, and if the information is correct, you will be logged in. An index page will appear, giving general security notices, a brief overview of Administration, and other information depending on your clearance level.

Access Level

Your personal information can be found on the header of the page, similar to the following.

Logged in as: Wing Commander La Forge | Access level: N4L (30) | Remote IP: 24.167.200.70
Administration access information

Note that your rank, name, access level, and IP address are shown. Your access level simply determines what you may and may not access. For instance, in the example shown above, Wing Commander La Forge has an access level of N4L (30). What does this mean? The first set of letters and numbers is your access echelon. Within this string of characters, the first letter is your divisional designator, and the subsequent characters are your echelon designator. Use the following key to determine what **N4L** means.

Divisional Designator	Echelon Designator
N ==> Imperial Navy	0 ==> Cadet / Reservist / Inactive
A ==> Imperial Army	1 ==> Task Unit Member
I ==> Imperial Security Bureau	2 ==> Task Element Leader
C ==> Civil Sector	3 ==> Task Unit Leader
AC ==> Imperial Academy	4 ==> Task Group Command
R ==> Reserves	5 ==> Task Force Command
	6 ==> Divisional Command
	7 ==> Supreme Commander

Access echelon key

As we can see, Wing Commander La Forge is in the Imperial Navy (**N**), and has an access level in the fourth echelon (**4L**). He also has an access level of 30, which simply is a numeric way of letting Administration itself know what officer La Forge is entitled to access and what he is not. Access levels range from 0 to 100.

Note that echelons 4 and 5 come in a lower (4L, 5L) and upper (4U, 5U) variants due to the nature of task group and task force command. Please refer to the Officers Manual for more information regarding task groups and forces.

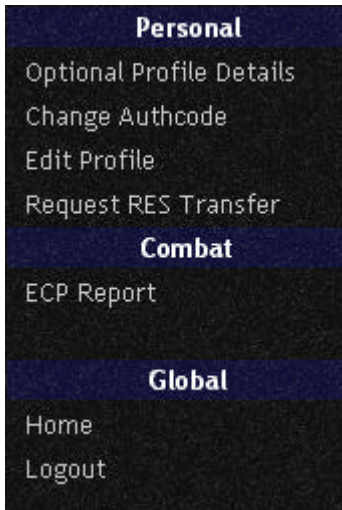
Finally, also note that within each division certain special access codes exist. For instance, the Commander of the Army has an access of A6/D, and the Senior Fleet Officer might have N6/SFO. The following special codes exist.

Special Administration Access Codes
Senior Fleet Officer ==> N6/SFO
GE Tactical Coordinator ==> N6/TC
Master-at-Arms ==> A6/MAA
Commander of the Navy ==> N6/D
Commander of the Army ==> A6/D
Civil Sector Director ==> C6/D

Academy Commandant ==> AC6/D Academy Prefect ==> AC6/PRE

Menu

On the left of the administrative page is a menu of basic functions, which can be accessed. The contents vary from officer to officer, as certain functions are assigned only to those of a certain rank and higher; officers additionally may be granted special or additional access when the need arises.



Administration menu

To access a module, simply click on the name and the requested form will appear. As you progress through the ranks, the amount of modules you can access will increase.

Ensure that when you are done with your Administration session, you log out by using the link on the bottom. This will ensure that your session data is properly destroyed so it can not be accessed again until your next login.

And that's all there is to it! You should now be able to find your PIN, retrieve your AuthCode, and log into Administration. Next, we'll take a look at those five modules listed above. These are the basic, core modules which everyone has access to. They are:

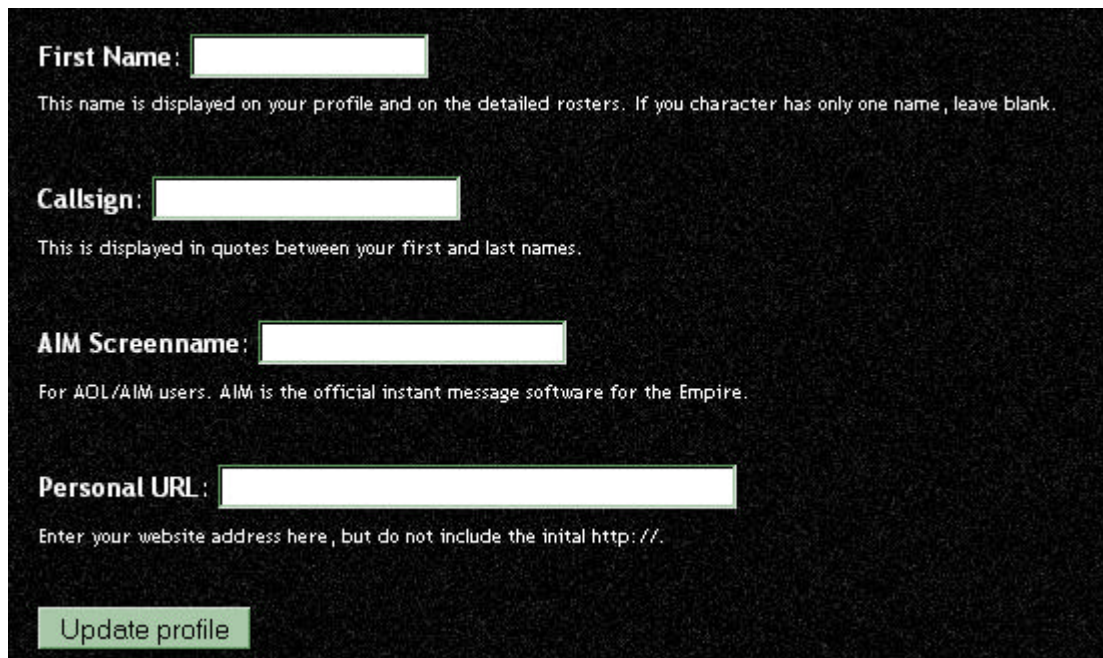
- Edit Profile
- Change AuthCode
- Optional Profile Details
- Request Reserve Transfer
- External Competition Participation (ECP) Report

Modules

Modules make up the core of Administration. The following will provide you with a basic understanding of how to use those features that are accessible to all.

Edit Profile

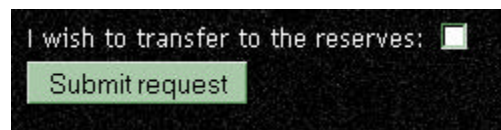
Use this module to update the more basic of options on your personal profile. Your character's first name may be entered if one exists. If not, then simply leave blank. Your "callsign" is your character's "nickname", displayed on your profile. The other information can be added or removed as appropriate. Note that **all** information uploaded is subject to review by the Supreme Commander, and any officer found in violation of Imperial Law will be subject to court-martial.

The image shows a web form titled "Edit profile module form" with a dark background. It contains four input fields, each with a label and a text box. The first field is labeled "First Name:" and has a small text box below it that says "This name is displayed on your profile and on the detailed rosters. If you character has only one name, leave blank." The second field is labeled "Callsign:" and has a small text box below it that says "This is displayed in quotes between your first and last names." The third field is labeled "AIM Screenname:" and has a small text box below it that says "For AOL/AIM users. AIM is the official instant message software for the Empire." The fourth field is labeled "Personal URL:" and has a small text box below it that says "Enter your website address here, but do not include the initial http://." At the bottom of the form is a green button labeled "Update profile".

Edit profile module form

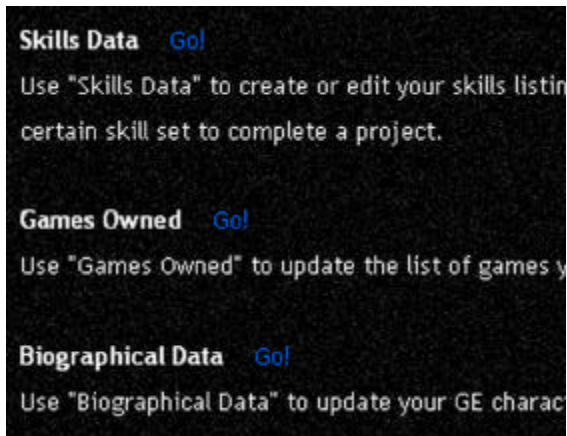
Request RES Transfer

This module is to be used to formally request to be sent to the Galactic Empire Reserves. You must check the box, showing an understanding of a reserve transfer, then push the button.

The image shows a web form titled "Request RES transfer module form" with a dark background. It contains a single line of text: "I wish to transfer to the reserves:" followed by a small square checkbox. Below this is a green button labeled "Submit request".

Request RES transfer module form

Optional Profile Details



Optional profile details module menu

Perhaps the most complicated of all the modules accessible, Optional Profile Details is also one of the most powerful. It is split into multiple sub-sections, into which one can enter the relevant data.

A complete reference for these sections will not be provided here, with the exception of those modules of which special mention is required.

Optional Profile Details -- Biographical Data

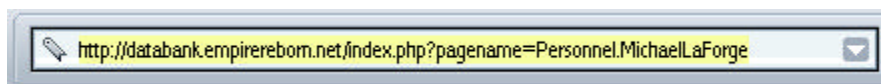
Please note that all information entered into this form should be relevant to your *character*, and not your "real-life" persona. Of course, if these two entities share traits then it is unavoidable, but one should strive to differentiate wherever possible. Not only does this protect your "real-life" self, but helps to add flavor and interest to your personal profile.

The "Biography" input form should be the completion of the URL to the left of the box, as in the following example.



Full biography input box

To retrieve this, one would go to their Archives biography, copy from the address bar (as shown), and paste in the address in the box shown, cutting out the initial **http://databank.empirereborn.net/**.



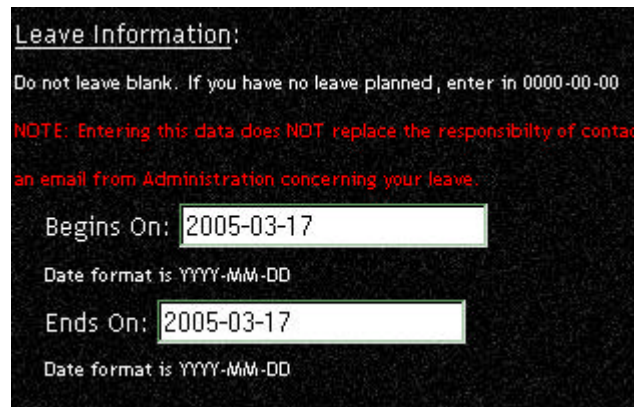
Full address of biography shown in address bar

Optional Profile Details -- Other Personal Information

This section can be used to let the rest of The Galactic Empire know what time zone you reside in (useful for multiplayer events or certain competitions), as well as a

general idea of where in the world you are located. Note, however, that this information does not need to be filled in, and may be left blank.

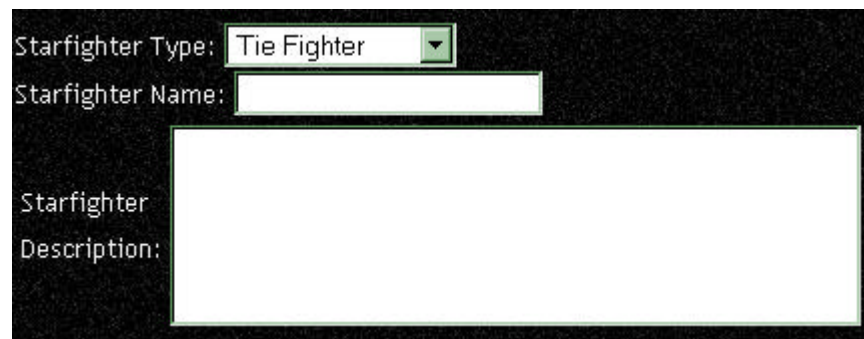
Furthermore, it is important to note the section on Leave Information. If you are planning on taking a leave of absence (generally due to extended "real-life" obligations of some sort), you should fill out this form and submit. Note, however, that this information will not be sent to your commanding officers, and **you must notify them yourself** via email.

A screenshot of a web form titled "Leave Information:". Below the title, it says "Do not leave blank. If you have no leave planned, enter in 0000-00-00". A red note states: "NOTE: Entering this data does NOT replace the responsibility of contacting an email from Administration concerning your leave." There are two date input fields. The first is labeled "Begins On:" and contains the text "2005-03-17". Below it, it says "Date format is YYYY-MM-DD". The second is labeled "Ends On:" and also contains "2005-03-17", with "Date format is YYYY-MM-DD" written below it.

Leave Information form

Optional Profile Details -- Personal Starfighter Data

Imperial Navy officers will be presented with the opportunity to specify the details of their own personal starfighter.

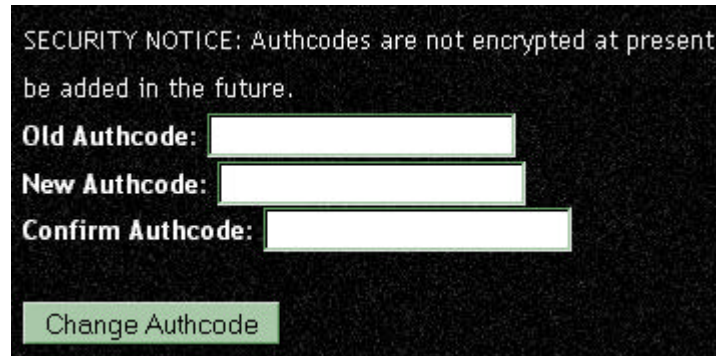
A screenshot of a web form titled "Personal Starfighter Information form". It contains three main input areas. The first is "Starfighter Type:" with a dropdown menu showing "Tie Fighter". The second is "Starfighter Name:" with a text input field. The third is "Starfighter Description:" with a larger text area.

Personal Starfighter Information form

Officers located in a squadron will be able to select only the type of fighter their squadron uses, but higher-ranking officers may select from the full complement of the Imperial Navy. Do not include quotes in the starfighters name, as they will be provided on the page. Descriptions should be realistic, though an artistic license is generally granted to the more unique descriptions.

Change AuthCode

As stated above, your AuthCode is your personal password to the Galactic Empire's database. Certain times may arise when you wish to change your AuthCode, or the Supreme Commander may require that AuthCodes be reset to random values for security reasons and you need to change it to a more recallable value. This module is used for this purpose. Simply fill out the form and submit your old and new AuthCodes.

A screenshot of a web form titled "Change AuthCode". At the top, it says "SECURITY NOTICE: Authcodes are not encrypted at present. be added in the future." Below this, there are three input fields: "Old Authcode:", "New Authcode:", and "Confirm Authcode:". Each field is followed by a white rectangular input box. At the bottom of the form is a green button with the text "Change Authcode".

Change AuthCode module form

ECP Report

The Galactic Empire will occasionally participate in official multi-organizational events which include combat against the members of these organizations. GE officers who take the time to participate may fill out an "External Competition Participation Report" via Administration.

A screenshot of a web form titled "ECP Report". It has a label "Event Partipated In:" followed by a dropdown menu showing "=Select Competition=" with a downward arrow. Below this is the text "If other, please enter below:" followed by a white rectangular input box. At the bottom is the label "Enter Participation Log:".

ECP report module form

Be sure that you submit definitive proof of participation along with the rest of the form. An IRC log, AIM log, or text from another organization's combat submission generator will generally suffice.

Error Reporting

While those who wrote Administration have strived to test all the various features and functions to the best of their knowledge, it is still possible for errors to occur. When this happens, please email the Supreme Commander, Fleet Admiral Polanski, with a detailed report of which module you were using and what you were doing when the error occurred. This procedure holds true for both minor and serious errors. The information given can be used to track down the source of the error and correct the problem before it occurs again.

The developers of GE Administration are:

- **Fleet Admiral Polanski (PIN 46)**
- **Imperial Officer La Forge (PIN 394)**

Use the PINs provided to access contact information on the personal profiles of these officers in the event of an error.