

# Minnesota Newspaper Association

## NEWSPAPER GUIDE

**For Support Please Contact  
Minnesota Technology Manager:  
admin@Mnpublicnotice.com**

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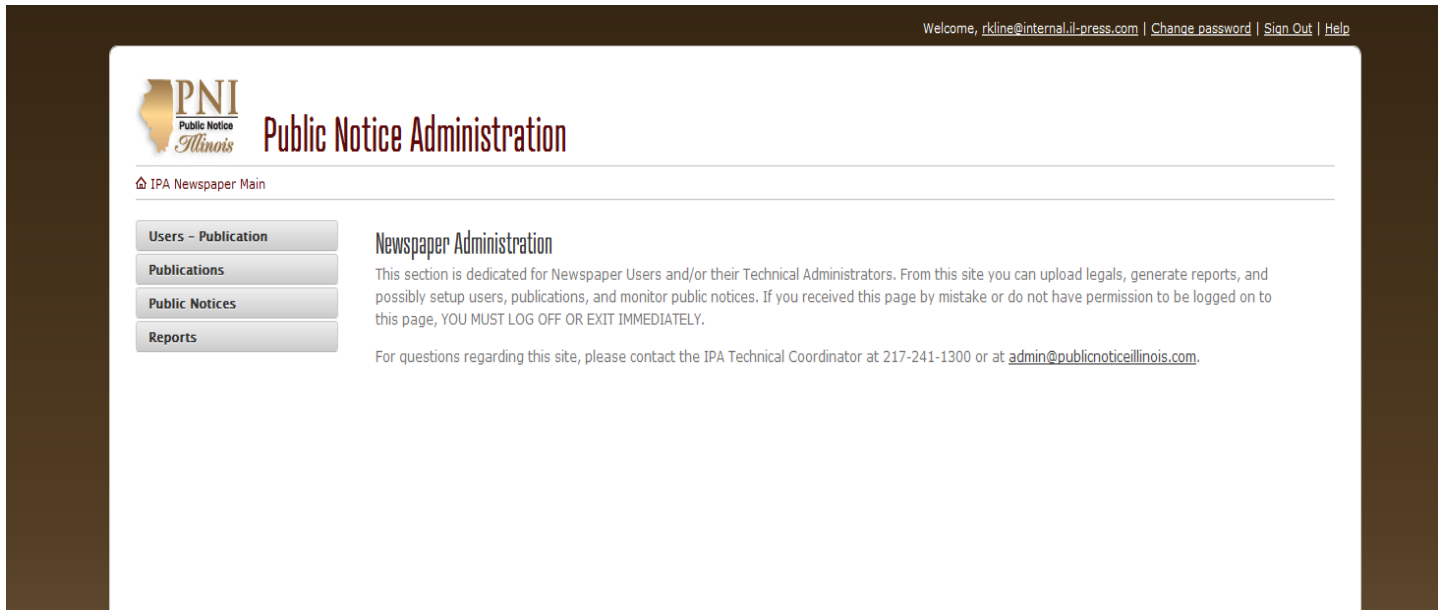
**For our Quick Learners...**

**Videos** (High Speed Internet Recommended)

[How to Manually Upload](#)

[Managing Your Control Panel](#)

Welcome to the *new* Mnpublicnotice.com!



The Minnesota Newspaper Association developed this site, with newspapers in mind....

Newspapers now have more control over their public notices as they are posted online.

This document will give a brief overview of the features and functions throughout the site. This document is not intended to replace training for users. The MNA strongly suggests all users attend a training session before using this website.

If you ever have a question, please do not hesitate to call the MNA at 612-332-8844.

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## Accessing the Control Panel.



# Public Notice Administration

[IPA Newspaper Main](#)

Please Login to continue...

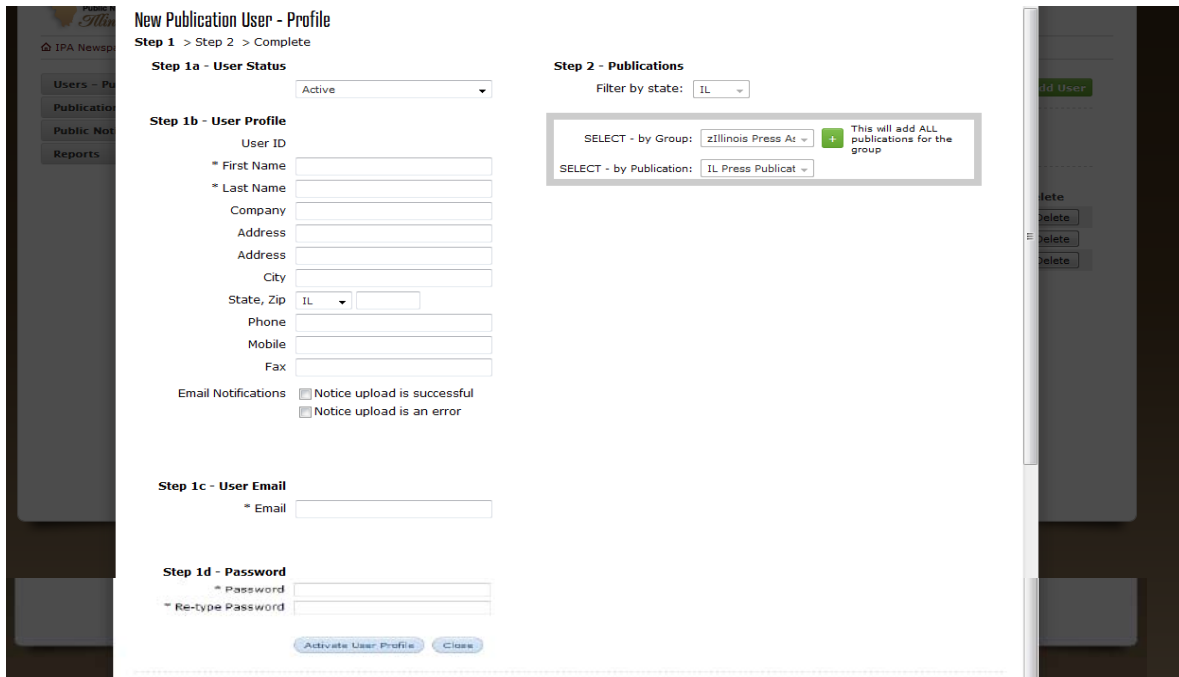
Email Address:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/> <a href="#">Forgot Password?</a>

**To Access the Control Panel visit <http://mnnewspaper.mnpublicnotice.com>.**

Login with your email address and password.

If you do not have a login PLEASE STOP HERE and contact the Minnesota Newspaper Association at 612-332-8844.

## Managing Users



**New Publication User - Profile**  
 Step 1 > Step 2 > Complete

**Step 1a - User Status**  
 Active

**Step 1b - User Profile**  
 User ID  
 \* First Name  
 \* Last Name  
 Company  
 Address  
 Address  
 City  
 State, Zip IL  
 Phone  
 Mobile  
 Fax  
 Email Notifications  
 Notice upload is successful  
 Notice upload is an error

**Step 1c - User Email**  
 \* Email

**Step 1d - Password**  
 \* Password  
 \* Re-type Password

Activate User Profile Close

**Step 2 - Publications**  
 Filter by state: IL  
 SELECT - by Group: zillinois Press At + This will add ALL publications for the group  
 SELECT - by Publication: IL Press Publicat

### Creating a New User

#### --Definitions--

**Status:** *Active* allows user access to the PNI System.  
*Inactive* turns off user access to the system.

**User ID:** Field is auto-populated by the system. Value is assigned to filename for automatic uploads.

**\*First Name:** First name of user.

**\*Last Name:** Last name of user.

**Company / Address / City / State / Zip / Mobile / Fax:** Information regarding user.

**Email Notifications:** Specify if the user would like to receive reports regarding Auto-Upload notifications; when Auto-Upload options are used he/she will receive daily reports via email regarding the uploaded status.

**\*User Email:** User's email account; also used to login to the PNI system.

**\*Password:** Password for new user.

**\* = Required Fields**

**Note:** You *MUST* Activate a user *BEFORE* assigning Group and Publication Access.

### Creating a New User continued...

<p><b>Step 1a - User Status</b></p> <p>Active <input type="button" value="v"/></p> <p><b>Step 1b - User Profile</b></p> <p>User ID: USR307</p> <p>* First Name: <input type="text" value="Ron"/></p> <p>* Last Name: <input type="text" value="Kline Newspaper Login"/></p> <p>Company: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Address: <input type="text"/></p>	<p><b>Step 2 - Publications</b></p> <p>Filter by state: <input type="text" value="IL"/> <input type="button" value="v"/></p> <div style="border: 1px solid gray; padding: 5px; margin: 5px;"> <p>SELECT - by Group: <input type="text" value="zIllinois Press At"/> <input type="button" value="+"/> This will add ALL publications for the group</p> <p>SELECT - by Publication: <input type="text" value="IL Press Publicat"/> <input type="button" value="v"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Group</th> <th style="text-align: left;">Publication</th> <th style="text-align: left;">Access</th> <th style="width: 20px;"></th> </tr> </thead> <tbody> <tr> <td>zIllinois Press Association</td> <td>IL Press Publication</td> <td><input type="text" value="Super"/> <input type="button" value="v"/></td> <td><input type="button" value="x"/></td> </tr> </tbody> </table>	Group	Publication	Access		zIllinois Press Association	IL Press Publication	<input type="text" value="Super"/> <input type="button" value="v"/>	<input type="button" value="x"/>
Group	Publication	Access							
zIllinois Press Association	IL Press Publication	<input type="text" value="Super"/> <input type="button" value="v"/>	<input type="button" value="x"/>						

**Publications:** After a user is activated, you must give the user permission to their publication(s). Simply click the Green box to add publication access, then assign the access appropriately. By default the system will give each user created regular user rights to all of your assigned publications.

#### Access Rights

**Super User:** A super user is the newspaper's administrator to the PNI website. This user will have access to create new users, update publication information, upload public notices and pull reports from the system.

**Regular User:** Access is limited to uploading public notices and pulling reports.

## Managing Publications

Welcome, rkline@internal.il-press.com | [Change password](#) | [Sign Out](#) | [Help](#)

IPA Newspaper Main » Publications

**Users - Publication**  
Publications  
Public Notices  
Reports

### Manage Publications

**Publication Quick Search**  
Search:

**Group Search**  
zIllinois Press Association

**State Search**  
IL

**Type Search**  
Unassigned

Sort by: Publication Name: A to Z

View 25 Per Page

View	Upload ID	Publication	City	State	Type
<input type="button" value="View"/>	ILPRESS	IL Press Publication	Springfield	IL	U

IPA Newspaper Main » Publications » Edit Publication

**Users - Publication**  
Publications  
Public Notices  
Reports

### Publication Information

**Step 1 - Profile**

Type: Unassigned

Group Name: zIllinois Press Association

Publication ID: 205

Upload ID: ILPRESS

Name: IL Press Publication

Address: 900 Community Drive

City: Springfield

County:

State, Zip: IL 62703

Publication URL: www.illinoispress.org

Contact Name:

Contact Phone:


Contact Fax:

Contact Email:

Legal Rate:

Description:

**Step 2a - Logo**



**Step 2b - Users**

Add from existing: IL Press Publicat

User Name	Access	
Kline Newspaper Login, Ron	Super	<input type="button" value="x"/>
z, z	Regular	<input type="button" value="x"/>
Kline, Ron - Newspaper Normal User	Regular	<input type="button" value="x"/>

**Step 2c - Cities**

State: IL

County: Adams

City: Camp Point

City	County	State	
Clayton	Adams	IL	<input type="button" value="x"/>

Created on: 8/31/2011 9:44:40 AM | Created by: admin@illinoispress.org

Modified on: 9/9/2011 12:59:33 PM | Modified by: rkline@internal.il-press.com

**Publication:** Publications are created by the Minnesota Newspaper Association. If you are an administrator for a publication that is not listed, please let the Minnesota Newspaper Association know and we will be glad to create any publication needed for proper uploading. Multiple publications can be handled by one user; so only one login is required for multiple publication management.

**--Definitions--**

**Type:** Assign a publication frequency to your publication including; Daily, Bi-Weekly, Weekly, etc.

**Group Name:** Predefined by the Minnesota Newspaper Association; if your newspaper is part of a larger organization, or group, we assign your group here.

***Managing Publications Continued...***

**Publication ID:** A system generated ID for proper database structure.

**Upload ID:** ID used to recognize notices assigned to your newspaper. On auto uploads this ID must be used in your filename.

**Name / Address / City / County / State, Zip / URL:** Information regarding publication.

**Contact Name / Phone / Fax / Email:** Information regarding the primary contact at newspaper.

**Legal Rate:** For informational purposes only. Rate used by newspaper regarding charges used by advertising department to run notices in the newspaper.

**Description:** Informational field only.

**Logo:** Please upload your newspaper logo. This logo will be used on the Public Notice Minnesota website anytime a notice is displayed.

**Cities (\*\*\*\*Required\*\*\*\*) (\*\*\*\*Very Important\*\*\*\*):** This area defines your Publication's LEGAL County and City. The Minnesota Newspaper Association will predefine this field for you; if it must be changed please do so, but if you have any questions regarding your newspaper's legally defined County and City, please contact the MNA at 612-332-8844.

## Managing Public Notices

- Users - Publication
- Publications
- Public Notices**
- Reports

+ Add Public Notice
Print

---

**Quick Search**

Search  Go

State Search  Go

Group  Go

Sort By:

Uploaded
  Posted
  Published

to  Go
Clear

Publication  Go

Status Search  Go

Advanced Search ▼

View  per page

Page 1 of 2

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	ID	Publications	Status	Uploaded On	Posted On	User	Upload Mode
<a href="#">View</a>	2201	IL Press Publication Sodium test 5 - Should get 2 4 and 5	Uploaded	9/9/2011 12:07 PM		admin@illinoispress.org	Manual
<a href="#">View</a>	2200	IL Press Publication Sodium test 4	Uploaded	9/9/2011 12:07 PM		admin@illinoispress.org	Manual
<a href="#">View</a>	2199	IL Press Publication this is a sodium test 3	Uploaded	9/9/2011 12:07 PM		admin@illinoispress.org	Manual
<a href="#">View</a>	2198	IL Press Publication Sodium test this legal 2	Uploaded	9/9/2011 12:07 PM		admin@illinoispress.org	Manual
<a href="#">View</a>	2197	IL Press Publication sodium test this legal	Uploaded	9/9/2011 12:07 PM		admin@illinoispress.org	Manual
<a href="#">View</a>	2196	IL Press Publication Sodium test 5 - Should get 2 4 and 5	Posted	9/9/2011 11:12 AM	9/9/2011 11:12 AM	rkline@internal.il-press.com	Manual
<a href="#">View</a>	2195	IL Press Publication	Posted	9/9/2011 11:12 AM	9/9/2011 11:12 AM	rkline@internal.il-press.com	Manual

### --Definitions--

**ID:** System Generated ID for notice.

**Publications:** Publication(s) assigned to notice.

#### Status:

- A.** Uploaded - Notice has been uploaded to the website, notice will remain in this state until midnight processing and/ or until the file's publish date is current. *Notices will not be available to the public until after the publication date.*
- B.** Posted - Notice has been posted and is now available for public view. Notice can no longer be edited by user.
- C.** Deleted - Notice has been deleted from the system. During midnight processing, file will be removed from website.
- D.** Cancelled - Notice has been set to a cancelled state, notice will remain on the system but will no longer be available for public view.

**Uploaded On:** Date notice was uploaded to website.

**Posted On:** Date notice is available for public view.

**User:** Username responsible for uploaded file.

**Upload Mode:** The process used to upload the notice.



## Editing A Notice

- Users - Publication
- Publications
- Public Notices**
- Reports

Print

### Public Notice Information

Status:

Status Date: 9/9/2011 12:07 PM

Upload Type: Manual

Days Posted:

Please note: By default, all public notices are automatically setup to be expired after 365 days of being posted. This can be manually overridden by changing the Days Posted field above for each Public Notice.

### Publications & Dates:

Add Publication:  + Add Publication

URL:

Publication	Pub Date	Notice URL
IL Press Publication	<input type="text" value="9/14/2011"/> <span style="color: green;">+ Add Date</span>	<input type="text"/>

### Notice Detail

**B** *I* U

Sodium test 5 - Should get 2 4 and 5

### Admin Notes

Close Save Notice

### --Definitions--

**Status:** Ability to manually edit a public notice status. *Example: If you change the status of a notice from Uploaded to Posted, the notice will immediately be available for public use.*

**Status Date:** Last time a status was applied to this particular notice.

**Upload Type:** The process used to upload the notice.

**Days Posted:** Manual override for days posted online. *Example: If you would like for this notice to only display online for 60 days, simply type 60 in this field.*

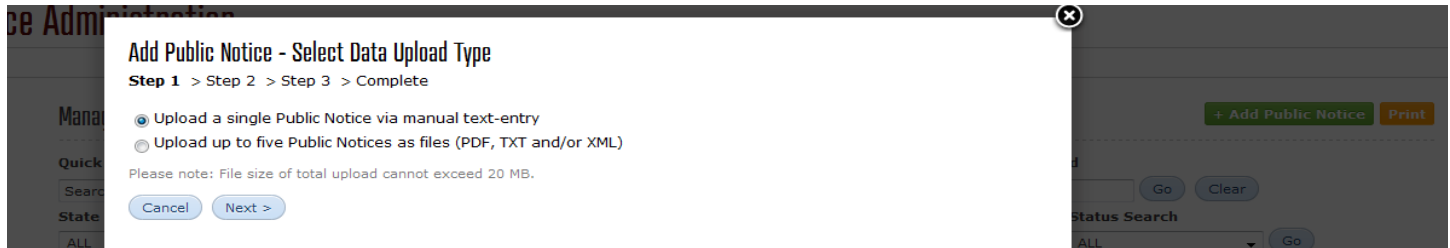
**Publication & Dates:** A manual way to add an additional publication or run date.

**Notice Detail:** A manual way to simply edit the text for a notice. (Note: Once a notice has been "Posted" this field is no longer editable by a newspaper user)

**Admin Notes:** A simple way for administrators to write a note about this particular notice. This information is not available to the public.

## Add Public Notice (Manual Text Entry)

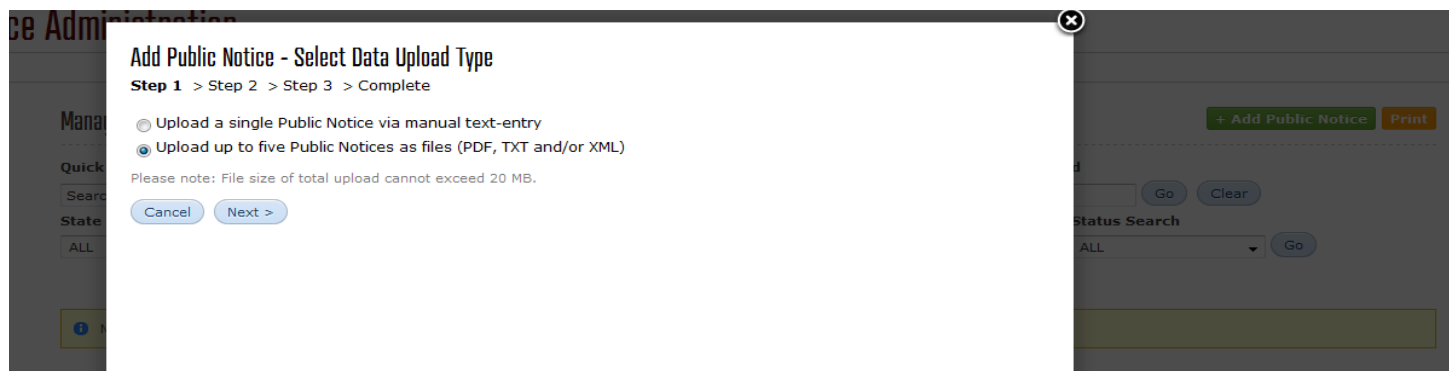
Note: Filetype information can be found on page 13 of this document.



**Upload a single Public Notice via manual text-entry:** When clicking this option; you may manually type a notice for upload to the Public Notice Minnesota website.

Or...

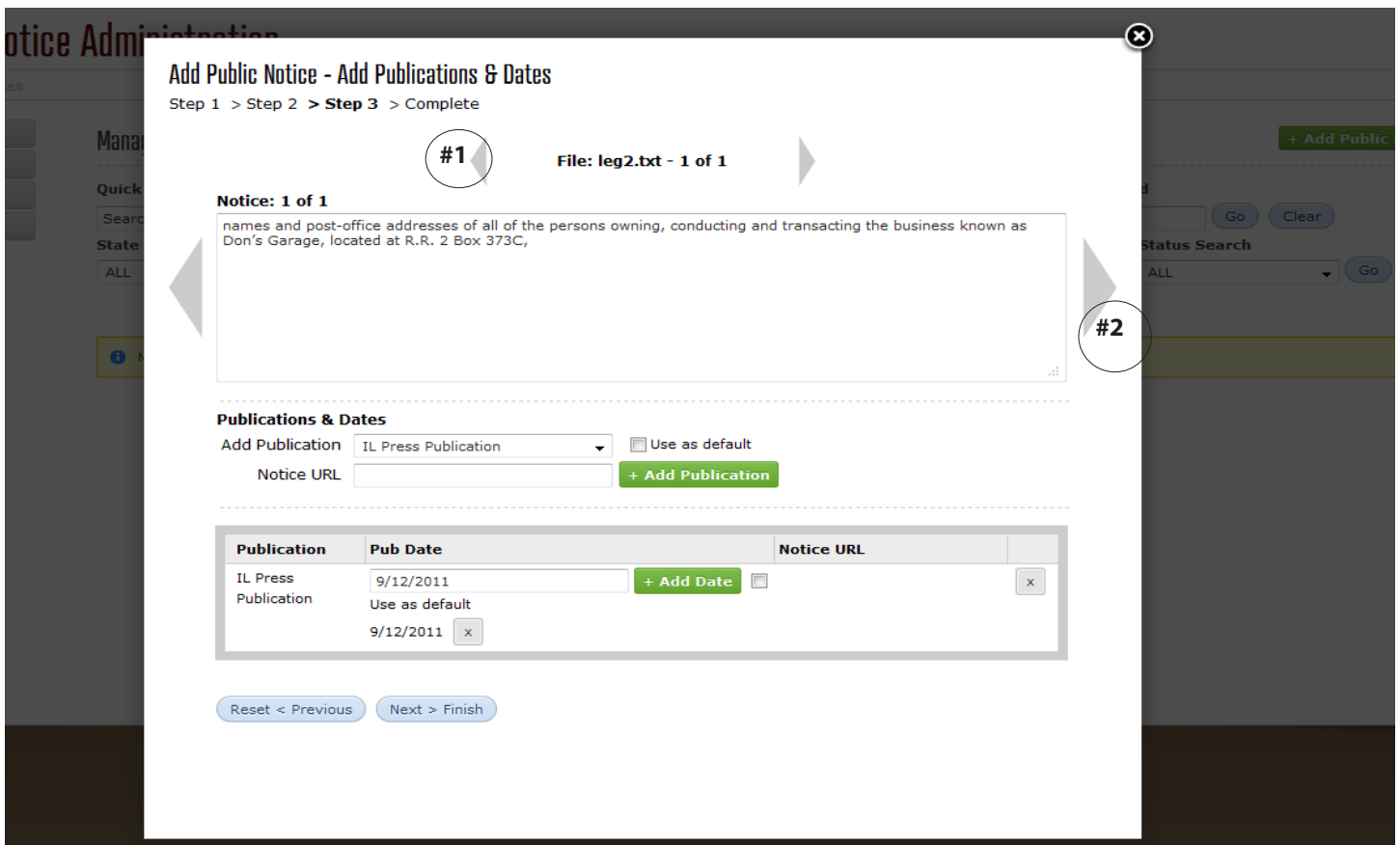
## Add Public Notice (Manual Upload of File)



**Upload up to five Public Notices as files (PDF, TXT and/or XML):** Click this option to manually upload a PDF / TXT / or XML file.



**Browse:** Browse to your local computer to upload a file; you may select up to five individual files on this screen.



**Add Public Notice - Add Publications & Dates**  
 Step 1 > Step 2 > **Step 3** > Complete

**#1** File: leg2.txt - 1 of 1

**Notice: 1 of 1**  
 names and post-office addresses of all of the persons owning, conducting and transacting the business known as Don's Garage, located at R.R. 2 Box 373C,

**Publications & Dates**  
 Add Publication: IL Press Publication  Use as default  
 Notice URL:  **+ Add Publication**

Publication	Pub Date	Notice URL
IL Press Publication	9/12/2011 <b>+ Add Date</b> <input type="checkbox"/>	<input type="text"/>
	Use as default	
	9/12/2011 <input type="text"/>	

**Reset < Previous** **Next > Finish**

**#2**

**#1:** When uploading multiple files, these arrows will allow you to browse the different files to preview individually. (Note: a publication and run-date must be assigned to the shown notice before arrows will allow you to change properly.)

**#2:** When uploading multiple notices, these arrows will allow you to browse individual notices. (Note: a publication and run-date must be assigned to the shown notice before arrows will allow you to change properly.)

**Add Publication:** Select the Publication for the notice(s) being uploaded, then click "Add Publication". Multiple Publications can be assigned per notice. The "use as default" checkbox will default all the notices uploaded to the first selected publication.

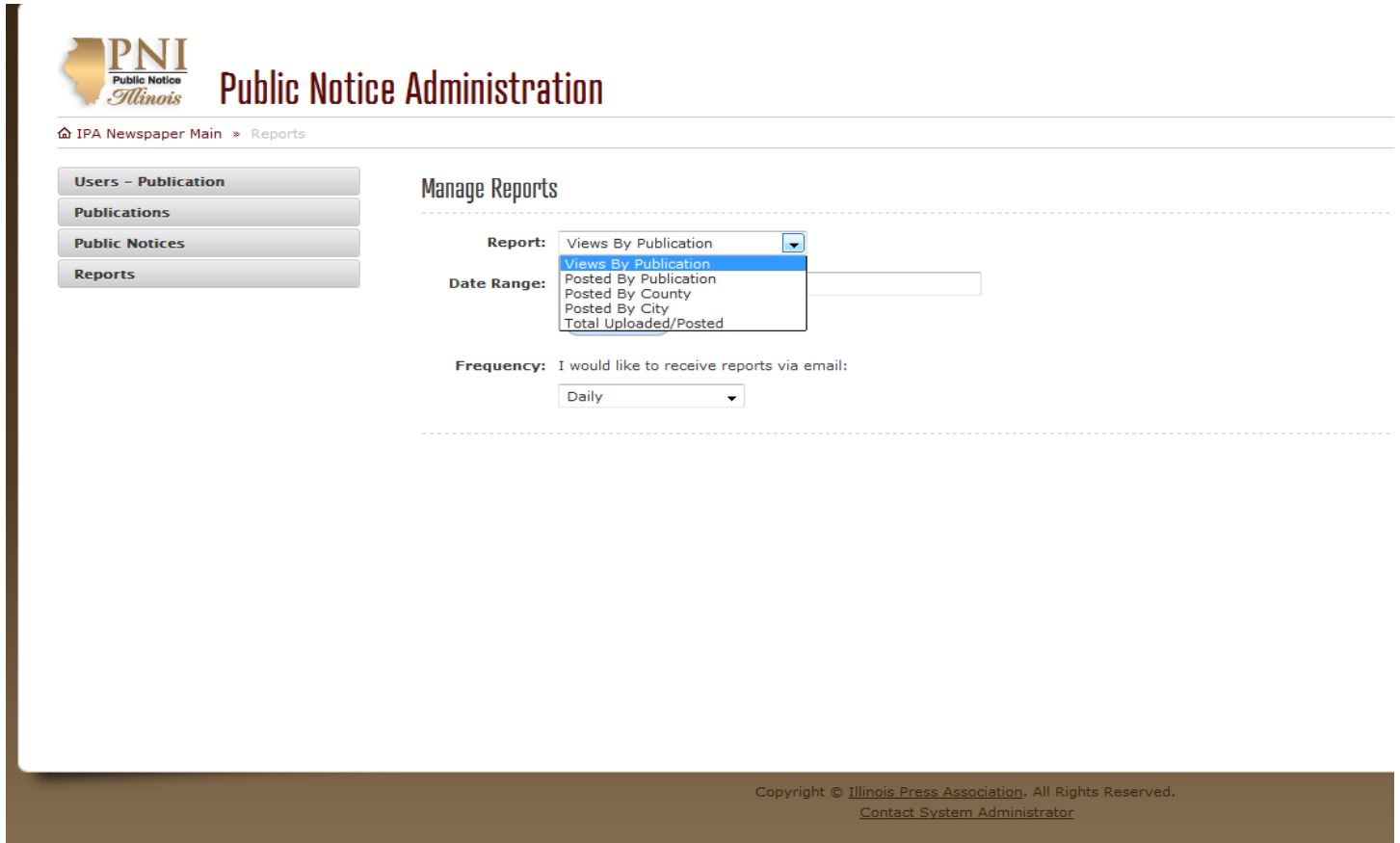
**Notice URL:** (Not Required) Use this field if you would like to assign a special url to this particular notice. Not commonly used.

**Pub Date:** Select the Run-Date for the notice(s) being uploaded, then click "Add Date". Multiple dates can be assigned per notice. The "use as default" checkbox will default all the notices uploaded to the first selected date.

**Reset - Previous:** To start your upload process from the beginning, click this button. All data imported will be lost and will need re-uploaded.

**Next - Finish:** Finish your upload process.

## Reports



The screenshot shows the 'Public Notice Administration' interface. On the left is a navigation menu with buttons for 'Users - Publication', 'Publications', 'Public Notices', and 'Reports'. The main content area is titled 'Manage Reports' and contains three form fields: 'Report:' with a dropdown menu showing 'Views By Publication' (selected), 'Date Range:' with an empty text input field, and 'Frequency:' with a dropdown menu set to 'Daily'. The text 'I would like to receive reports via email:' is positioned above the frequency dropdown. At the bottom of the page, there is a copyright notice: 'Copyright © Illinois Press Association. All Rights Reserved. Contact System Administrator'.

**Reports:** The reports screen allows you to pull a report of notices posted and uploaded by your publication(s). You may specify if you would like to receive an email of the reports; daily, weekly or monthly.

## Upload File Types

Mnpublicnotice.com can accept three different file formats, including XML, TXT and PDF. The following guide will help you understand the schematics needed for each upload type.

### File Naming Convention for Auto Uploads

USERUPLOADID\_PUBUPLOADID\_MMDDYYYY\_HHMM\_XXX.TXT for Text Files  
 USERUPLOADID\_PUBUPLOADID\_MMDDYYYY\_HHMM\_XXX.AUP for XML Files

Example Filenames: "USR166\_Mnnewspaper\_08172011\_\_.aup" "USR166\_Mnnewspaper\_08172011\_0120\_SchoolBudget.aup"

Note: The UserUploadID\_PubUploadID\_MMDDYYYY\_\_ part is mandatory, the rest is optional.

No Spaces allowed in naming convention. (NOTE: If you do not use HHMM or XXX fields, please continue to place underscores after Date)

## XML

The following examples show different variances of XML structures accepted by the Mnpublicnotice.com website:

(Note: If publication information is not assigned in the XML data, the system will use filename for the default publication, user name and date)

### 1. Simple Example

```
<autoUpload>
  <notices user="xxx" newspaper="###" publicationDate="08/18/2011">
    <notice>Notice Text </notice>
  </notices>
  <notices user="xxx" newspaper="###" publicationDate="08/18/2011">
    <notice>Notice Text </notice>
  </notices>
</autoUpload>
```

### 2. Standard XML using Date and Publication from filename

```
<autoUpload>
<notices>
  <notice>
    Notice Text for the default pub on the default date.
  </notice>
</notices>
</autoUpload>
```

### 3. Assigning Publication Information, URL, and Multiple Run Dates

```
<autoUpload>
<notices>
  <notice>
    <publicationData>
      <newspaper>PUB1</newspaper>
      <publicationDate>DD/MM/YYYY</publicationDate>
      <publicationDate> DD/MM/YYYY </publicationDate>
      <url><![CDATA[http://Notice URL]]></url>
      <![CDATA[Notice Text]]>
    </publicationData>
  </notice>
</notices>
</autoUpload>
```

## Section 4 - Upload FileTypes Continued...

### 4. PDF Document assigned in XML

```
<autoUpload>
<notices>
  <notice file="PDF file name to be uploaded must exist in the hot folder.pdf" />
</notices>
</autoUpload>
```

## TXT

### Text File Syntax

#### 1. Simple Text File Example

Notice Text, Notice text, Notice Text, Notice, Text

|

Notice 2 Text, Notice 2 Text, Notice 2 Text, Notice 2 Text

|

Notice 3 Text, Notice 3 Text, Notice 3 Text, Notice 3 Text

#### 2. Complex Text File Example (Assigning Dates and Pubs in the Text)

```
MMDDYYYY,MMDDYYYY,MMDDYYYY,...>PUBID01;MMDDYYYY,MMDDYYYY,...>PUBID02}Notice Text A|
```

Note: Only notice text is mandatory, publication dates and publication ids are optional and may come from the auto upload file name or manually selected on the upload steps. A pipe | delimits multiple notices, a comma , delimits multiple publication DATES, and a semicolon ; delimits multiple publications for a notice. Using a greater than > symbol allows you to assign multiple dates AND publications in different segments to an individual notice.

```
01/10/2013,01/15/2013>2222;01/15/2013>4850} LEGAL NOTICE Text
```

The above example assigns LEGAL NOTICE text to publication 2222 and 4850, with two publication dates for 2222 and one publication date for 4850.

## PDF

**PDF Files:** PDF documents may be uploaded manually or automatic (see XML syntax for auto uploads). PDF files should contain proper text and formatting. If your PDF has images only, the PNI system will automatically run an OCR (Optimal Character Recognition). Due to OCR limitations your notice may display improper text on the website, requiring the public user to open the PDF for proper display.

## FTP Information

Please contact the Minnesota Newspaper Association for further information regarding FTP site information; including address, login and password.