The Great Reading Adventure Documentation

Release 4.4.1

Maricopa County Library District

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The Great Reading Adventure is a robust, open source software designed to manage library reading programs. The GRA is free to use, modify, and share. We hope you like it and will consider becoming a part of the community.

The code is open source, and is available on GitHub.

Note: This documentation is currently very incomplete. If you need help, please don't hesitate to contact developers and users in The Great Reading Adventure discussions.

This manual is split into several main sections:

- *Introduction* - What is The Great Reading Adventure? How does it work?
- *Installation* - installing and configuring The Great Reading Adventure software
- *Setup* - setting the software up to work with your reading program(s)
- *Technical Documentation* - technical documentation

CHAPTER

ONE

OVERVIEW

The Great Reading Adventure (GRA) is a robust, open source software designed to manage library reading programs. The GRA is free to use, modify, and share!

The GRA functions on computers, tablets, and mobile phones.

Features include:

1.1 Avatars

Engage participants by letting them put together a customized avatar that they can share via social media. The GRA includes almost 4,500 avatar image assets provided under a Creative Commons CC0 1.0 Universal License which can be interchanged to create billions of avatar combinations.

1.2 Badges

> "Digital Badges are an assessment and credentialing mechanism that is housed and managed online. Badges are designed to make visible and validate learning in both formal and informal settings and hold the potential to help transform where and how learning is valued." – MacArthur Foundation

Digital badges are an easy way to enhance your reading program. They can be used in addition to (or as a replacement for) physical incentive prizes. Digital badges go beyond the momentary happiness that a toy incentive provides, as they carry with them recognition of achievement, engagement, and personal identity. The Great Reading Adventure makes it easy to create badges for those who participate in library and other community experiences.

Here's an example of how it can work:

- A participant attends a program at your library.
- At the end of the program, you give the participant a secret code for attending.
- The participant enters the secret code into their online reading log.
- The participant receives the badge. The integrated badge wizard makes the process simple: create an event, upload or design a badge, and assign a secret code. It's a great new way to tie the online summer reading program to the events in your bricks-and-mortar locations.

1.3 Carousels

Create carousels of materials or electronic resources which are shown when participants log in. Carousels can be scheduled so the items shown can change as frequently as you like.

1.4 Challenges

Participants can perform a number of tasks in order to complete challenges. Tasks are very flexible and participants can complete them away from the computer, by completing activities online, or by reading books. The system awards points and a badge when they complete a number of tasks in a challenge.

1.5 Drawings

Prize drawings can occur from a pool of all participants or from a specific set of participants based on drawing criteria (such as everyone who earned a certain amount of points over a certain date range or participants registered at a specific location). The system saves criteria for easy reuse.

1.6 E-mail

Send periodic emails to participants who have opted in or interested parties who have provided an email address during your "pre-open" or "post-close" periods. You can send email directly from Mission Control and participants can unsubscribe from their profile or with a single click in any email. Email addresses can be imported and exported to streamline transitioning from last year's program to this year's program.

1.7 Events

The built-in event system allows entering all events that occur during the program that helps publicize your events and possibly supplement an existing event management system. Events easily link to challenges or secret codes to relate them back to earning points and badges.

1.8 Families and Groups

Groups of participants can represent families, communities, or local organizations who are working with the program. Codes and activities can be entered in bulk for groups. Groups can be imported from a spreadsheet to simplify initial setup.

1.9 Mail

The GRA's built-in mail facilities allows direct engagement with participants without requiring them to provide an email address or leave the system. Any number of back-office staff can handle incoming messages from the threaded administration interface. The system also sends broadcast messages to all participants if desired.

1.10 Pages

Create as many informational pages as necessary to add to the site. Pages are edited in Mission Control using CommonMark mark-up or HTML.

1.11 Participant management

Participant management has different configurable permissions so that volunteers access a subset of features and access is restricted from personally identifiable information (if desired).

1.12 Performer management

The built-in performer scheduling system allows performers to register themselves along with their availability (indicating calendar dates and times throughout the program when they are or are not available). Staff can then go and select specific performers and schedule them during their availability.

1.13 Triggers

Want to award a special badge when participants earn a certain amount of points? Configure a mega-badge when participants earn a set of several other badges or complete a number of challenges? *Triggers* are the answer! Triggers can award badges or prizes based on the criteria you configure.

1.14 Questionnaires

You put a lot of time and effort into your summer reading program- it is important to know that what you are doing has an impact. The GRA's comprehensive evaluation tools will help you do just that.

With our pre- and post-testing modules, you can deliver an assessment to participants and compare their scores to their activity during the program. The system auto-scores the multiple-choice assessments, which gives you all the data with none of the hassles.

The assessment module doubles as a survey tool, so you can simultaneously gather qualitative and quantitative data to tell a more impactful summer reading story.

1.15 Reporting

With The Great Reading Adventure, immediate access to your program's vital statistics is just a click away! At-a-glance stats give you a quick breakdown of registrations and completions and in-depth reporting allows you to drill down into the details.

All reports are exportable to HTML and Excel, putting all the summer reading data you need right at your fingertips.

CHAPTER

TWO

PLANNING FOR INITIAL CONFIGURATION

2.1 Hosting

As a Web application, the first decision that will need to be made is about hosting. Hosting requirements can be found in the *system requirements* section of this manual.

2.1.1 Self-hosting

If your organization has the proper Linux, macOS, or Windows server environment that is accessible from the Internet, hosting on your own systems can be an option. You can host the application on an existing Web server or host the application in a container using Docker.

2.1.2 Paid hosting

Various providers are available which can host the GRA for a monthly fee.

2.2 Application configuration

2.2.1 Programs

Setting up multiple programs gives the flexibility to deliver targeted content to varying audiences keeping key elements unified for reporting and statistics. You have the freedom to customize the content of each program so that participants can access audience-appropriate activities, badges, and events. Users can self-select which program to enroll in or the system can automatically place them into an age-appropriate program, based on age or school grade.

Setting up multiple programs adds flexibility but increases complexity.

The default installation of the GRA sets up four programs defined by age:

- Prereaders (ages 4 and below)
- Kids (ages 5 to 11)
- Teens (ages 12 to 17)
- Adults (ages 18 and up)

These default programs are configured for participants to enter a number of minutes that they read every day with each minute equating to one point in the program. The translation of activity (minutes read) to points earned can be modified once installed, however at this time there is one translation for all programs.

If you would prefer the initial setup to be a single program which is configured to earn a single point for each book read you can set the `GraInitialProgramSetup` configuration value to "single".

Creating a **single reading program** is good if you:

- Are targeting a single age group
- Intend to have the same experience for all participants
- Aren't intending to require a literacy test for only some participants

Several age-specific reading programs are better if you:

- Want to report on age groups differently
- Intend to have Badges, Challenges, and Events specific to age groups

CHAPTER

THREE

SYSTEM REQUIREMENTS

The GRA requires the following services to run. These services may all be hosted on the same machine or may be hosted on separate machines if desired. As an alternative to installing the GRA directly in a Web server environment, the GRA can be run from a Docker container using our official Docker images (also available from the GitHub Container Registry).

3.1 Web site

3.1.1 Web server requirements

Version 4 of the GRA runs in the Microsoft .NET runtime environment. Downloads of the runtime environment are available from Microsoft for the following operating systems:

- macOS
- Linux
- Windows

To host in a Windows environment you'll need the ASP.NET Core Hosting Bundle, for other environments you will need to install the appropriate runtime.

ASP.NET Core applications can be run behind a reverse proxy or directly connected to the Internet using the built-in ASP.NET Core Kestrel Web server.

- To host with IIS, Windows Server 2012 R2 or later is supported. Note that currently GRA reporting utilizes Web Sockets and in a Windows environment that requires IIS 8 and Windows Server 2012. To host with Apache or Nginx, a version of Linux which supports .NET 7.0 should be selected.

3.1.2 Docker server requirements

Once Docker is installed in your environment (configured for Linux containers) you are good to go!

3.2 Database server requirements

The GRA version 4 supports the following database environments:

- Microsoft SQL Server 2012 or later using SQL Server authentication mode.

3.3 Mail server requirements

The ability to send Internet email, such as a service which accepts email via SMTP.

- The GRA sends mail in certain instances (such as helping users recover their lost passwords) and requires the ability to connect to an SMTP server.

CHAPTER

FOUR

REQUIREMENTS CHECKLIST

4.1 Configuration information you'll need

4.1.1 Configuration step 1: database configuration

- Database server name or IP address
- Database/catalog name
- Database owner user login (the user in the `db_owner` role)
- Database owner user password

4.1.2 Configuration step 2: mail server configuration

- The administrator's email address - you may want to set up a role address ahead of time so that system emails don't appear to come from your personal address
- Mail server - SMTP server to handle emails
- Mail server port (optional) - by default 25 will be used
- Mail server login (optional) - if you need to authenticate to send email
- Mail server password (optional)

4.1.3 Configuration step 3: select an initial program configuration

Your final decision is which initial program configuration to choose:

- You can opt to set up with a single reading program that **tracks by books read**
- You can opt to set up with four age-specific reading programs that **track by minutes read**

Once you set up in either configuration you can add or remove programs as you see fit.

For more information on these options, please review the *planning section* of this manual.

4.2 Hosting in a Docker environment

Setting up to run the Web site using Docker is much simpler as the environment is entirely contained in the Docker image.

- Ensure you have Docker installed properly using Linux containers. You can verify your install with:
  - The Docker Hello World sample (`docker run --rm hello-world`)
  - The Microsoft ASP.NET Core sample (`docker run --rm microsoft/dotnet-samples`)
- Ensure you have access to a **Microsoft SQL Server version 2012 or newer**
- Ensure that you'll be able to authenticate in **SQL Server authentication mode**
- Confirm that you'll be able to **create a database**
- Ensure that you have a **mail server with an accessible SMTP port or the ability to deliver mail from a service running on the Web server**

4.3 Hosting in a Windows environment

- Ensure you have a Windows server running **Windows Server 2012 or newer**
- Note that for reporting to work you must be running **Windows Server 2012/IIS 8 or later with Web Sockets enabled**
- Ensure your server has the **ASP.NET Core Hosting Bundle** installed
- Confirm that you can **create a new Web site in IIS** on this server
- Confirm that you will be permitted to configure it so that **Web site files can be writable by the Windows user who owns the IIS process (typically the `IIS_IUSRS` group or `DefaultAppPool` user)**.
- Ensure you have access to a **Microsoft SQL Server version 2012 or newer**
- Ensure that you'll be able to authenticate in **SQL Server authentication mode**
- Confirm that you'll be able to **create a database**
- Ensure that you have a **mail server with an accessible SMTP port or the ability to deliver mail from a service running on the Web server**
- The **latest release of the GRA software** downloaded from GitHub.

CHAPTER

FIVE

CREATE THE DATABASE

The GRA uses its own database to store reading program data. This database can be completely segregated from any other databases on the same SQL Server.

There are two options when creating the database: you can execute a script or manually create the database and users using SQL Server Management Studio (SSMS).

5.1 From a script

1. Connect to the database server to run a query (this can be done with SQL Server Management Studio by right-clicking on the server in the Object Explorer on the left and choosing **New Query**).
2. Copy the text from the database create script and paste it into the query window.
3. Click the **Execute** button in the toolbar.

5.2 From the user interface

5.2.1 Create the database

1. Launch SQL Server Management Studio and connect to the database server.
2. Double-click the server name to show the **Databases** folder.
3. Right-click on the **Databases** folder and select the **New Database...** option.
4. In the New Database window, enter a database name, for example: `SRP`.
5. If you wish to have the database files stored in a different location than the default, scroll the **Database files** list to the right and change the presented **Path** to where you'd like to store the database files.
6. Select **Options** from the page list on the left.
7. For the **Recovery model** drop-down, change the selection from `Full` to `Simple`.
8. Select **OK** to create the database.

5.2.2 Create the logins and users

1. Right-click the **Security** folder and select **New -> Login...**.
2. Enter the **Login name** for the database owner user, for example: `srp_owner`.
3. Select `SQL Server authentication`.
4. Enter a secure password for this user in the **Password** and **Confirm password** fields. Make a note of this password.
5. You can uncheck `Enforce password policy` so that the password for this account will not expire.
6. Select `User mapping` from the **Select a page** list on the left.
7. Locate the name of the database (this tutorial used `SRP` in *Create the database* step 4 above) in the **Users mapped to this login** list on the left.
8. Check the appropriate box in the `Map` column to map this login to a user in the database.
9. In the **Database role membership for:** list, select `db_owner`.
10. Select **OK** to create the login and user.

CHAPTER

SIX

CONFIGURATION

Initial configuration for version 4 of The Great Reading Adventure involves setting up database connection information and the initial signup authorization code. There are additional configuration settings but they are optional.

To customize settings in The Great Reading Adventure, create a file named `appsettings.json` and place it in the `shared` directory under your GRA installation. Ideally customization happens in this directory so that changes are not overwritten when updating the site with newer versions of the software. For a starting point, the `appsettings.json` file can be copied from the installation directory into the `shared` directory to provide a starting point. Alternately, a new text file can bre created as long as the extension of the file is `.json` and not `.txt` (be aware that by some operating systems (like Windows Server) tend to hide file extensions by default).

The critical settings to provide are the "SqlServer" setting under "ConnectionStrings" and the "GraInitialAuthCode" setting. Most of the other settings *can be customized* once you authenticate with an administrator-level account.

Please note: Application settings are configured in a JSON or "JavaScript Object Notation" file. This file can be edited with any text editor (such as notepad.exe) but must be in a specific format. You can find validators online which will help you ensure that the syntax of the file is correct. Also note that when a backslash (\) or double quote (") appears within quotes (for example in the database password) it must be escaped, meaning a backslash should appear prior to the escaped character (e.g. \\ or \").

6.1 Connection string

```
"ConnectionStrings": {
  "SqlServer": "Server=<servername>;Database=<databasename>;user id=<username>;password=
↪<password>;MultipleActiveResultSets=true;Encrypt=false"
},
```

In the above example you'd replace the following:

- <servername> - Hostname or IP address of your SQL Server
- <databasename> - Name of the SQL Server database
- <username> - SQL Server login to use
- <password> - SQL Server password to use

For password generation, please consider using a utility like pwgen in a Linux environment or something similar to the online Diceware password generator. If you can create a long and complex password without backslash (\) or double quote (") in it you will not have to worry about escaping those characters in the configuration file.

6.2 Authorization code

```
  "GraInitialAuthCode": "<authorizationcode>"
```

This is the code that you will use when you set up your administrator account to grant you full access to Mission Control (the administrative interface) of the software. Please change this value to ensure that people who come across your site cannot grant themselves full administrator access! This code accepts letters, numbers, and special characters - do not use emoji. Any trailing whitespace will be ignored and it is case-insensitive (i.e. upper and lower case is ignored).

Please note: You must escape special characters as above, consider avoiding backslash (\) and double quote (") characters.

6.2.1 Sample configuration file

Here's what your `appsettings.json` file in your `shared` directory might look like if you are changing those two required configuration settings:

```
{
  "ConnectionStrings": {
    "SqlServer": "Server=<servername>;Database=<databasename>;user id=<username>;
↪password=<password>;MultipleActiveResultSets=true;Encrypt=false"
  },
  "GraInitialAuthCode": "<authorizationcode>"
}
```

6.3 More configuration options

The *Application Settings* section of the manual provides a comprehensive list of settings that can be configured in the `appsettings.json` file.

CHAPTER

SEVEN

INSTALL THE SOFTWARE

The final installation step is to install and run the GRA software. We recommend deploying the GRA in Docker.

7.1 Install and run the GRA in Docker

The GRA Docker image requires a Linux container, if you are running Docker on a platform other than Linux please ensure that you have Linux containers selected. If you don't currently have a Web site running on your Docker server you can forward port 80 from the server directly into the Docker container.

1. Create a directory on the Web server to contain the shared GRA files, for example `/gra/shared` in Linux or `c:\gra\shared\` in Windows.
2. Place your `appsettings.json` file into the shared directory that you just created.
3. From a prompt (a `bash` shell, `command prompt` or `PowerShell` window) start the Docker image with a command similar to `docker run -d -p 80:80 --name gra --restart unless-stopped -v /gra/shared:/app/shared mcld/gra` - details of that command:
    - `-d` tells Docker to run the container in the background
    - `-p 80:80` says to forward port 80 from the local server to port 80 in the container
    - `--name gra` provides a name for the container to make it easier to reference while it's running (e.g. if you have to stop the container you can with `docker stop gra`)
    - `--restart unless-stopped` will restart the container if it should stop unless you explicitly stop it
    - `-v /gra/shared:/app/shared` tells Docker to share the `/gra/shared` directory on the local server with the `/app/shared` directory inside the container
    - `mcld/gra` is the image to run - this will download and run the `mcld/gra:latest` image from Docker Hub
4. Launch a Web browser on the server and navigate to the URL you defined for this install of the GRA (for the above example, `http://localhost/` will work).
5. At this point you should see the initial GRA setup screen.
6. You can continue the GRA setup process either directly in this Web browser or you can navigate to the Web server using the URL you defined for this install of the GRA.

In the case that there is already a Web site running on your server you will need to forward a different port into the Docker container. If you chose to forward port 2001 from your server into the GRA container you'd use `-p 2001:80` in step 3 above and then in step 4 you'd access the site by navigating to `http://localhost:2001/`.

The software should create a "logs" directory inside the `shared` directory which you can review to see if there are any errors written out to the log file.

Note: if you see this message in the logs: "A connection was successfully established with the server, but then an error occurred during the pre-login handshake." you may need to add `Encrypt=false;` to the end of your SQL Server connection string.

7.2 Install and run the GRA on a Windows Server

The GRA is an ASP.NET Core application so review the Host ASP.NET Core on Windows with IIS instructions from Microsoft and ensure that IIS is installed with the Web Sockets feature enabled and the appropriate ASP.NET Core hosting bundle is installed.

7.2.1 Set up the GRA as the only site on the server

If this Web server is configured solely for the Great Reading Adventure, you can utilize the default Web site for your GRA installation.

1. Delete existing default files placed in `c:\inetpub\wwwroot\` such as `iisstart.htm` and `welcome.png`.
2. Unzip the GRA files into `c:\inetpub\wwwroot\`. Ensure that the files are placed in that directory directly and not in a subdirectory (you should see files such as `appsettings.json` and `GRA.dll` in `c:\inetpub\wwwroot\`).
3. Create a new folder named `shared` in `c:\inetpub\wwwroot`.
4. Right-click on the `c:\inetpub\wwwroot\shared` directory and select **Properties**.
5. Choose the **Security** tab and then click the **Edit** button next to *To change permissions, click Edit*.
6. If you are using IIS 7.5 or later (it shipped starting with Windows 7 and Windows Server 2008 R2), select **Add** in the **Permissions for wwwroot** window and in the **Enter the object names to select** box, enter in `IIS AppPool\DefaultAppPool` and click **OK** (the `IIS AppPool\DefaultAppPool` user is a local user on this machine, so ensure that the **From this location** box has the name of the Web server and not your domain - you can change this by clicking **Locations...** and select the server). You may also potentially use the `IIS_IUSRS` group if you prefer.
7. Ensure all the checkboxes (including Modify) are selected except **Full control** and **Special permissions** in the **Allow** column.
8. Select **OK** to close this window and **OK** to close the **wwwroot Properties** window.
9. Ensure you have updated the configuration in the `appsettings.json` file - or if you are using a configuration override file, ensure it's named `appsettings.json` and placed into the `shared` folder. See *the configuration section of this document* for more details.
10. Launch a Web browser on the server and navigate to the URL `http://localhost/`.
11. At this point you should see the initial GRA setup screen.
12. You can continue the GRA setup process either directly in this Web browser or you can navigate to the Web server name or IP address in a browser on another system to continue.

7.2.2 Set up the GRA as an additional site on the server

If you are deploying the Great Reading Adventure to a Web server which is already hosting one or more Web sites, you must create a new Web Site specifically for the GRA.

Because this Web server is already serving out files through the default Web Site, you must differentiate your GRA Web site somehow. Methods for doing so include:

- Setting up a separate host name for your GRA Web site (for example: `http://gra.<your domain>`. This method utilizes the HTTP Host Header Field.
- Setting up a separate IP address on the Web server and putting your GRA site there.
- Setting up the GRA on a different port number so that you'll access it via `http://<your Web server>:<GRA port>/`.

Your system administrator can help you select the correct approach.

1. Create a directory on the Web server to contain the GRA files. For example, `c:\inetpub\gra\`.
2. Unzip the GRA files into that directory. Ensure that the files are placed in that directory directly and not in a subdirectory (you should see files such as `appsettings.json` and `GRA.dll` in `c:\inetpub\gra\`).
3. Create a new folder named `shared` in the directory you created above.
4. Right-click on the `shared` directory and select **Properties**.
5. Choose the **Security** tab and then click the **Edit** button next to *To change permissions, click Edit*.
6. If you are using IIS 7.5 or later (it shipped starting with Windows 7 and Windows Server 2008 R2), select **Add** in the **Permissions for wwwroot** window and in the **Enter the object names to select** box, enter in `IIS AppPool\DefaultAppPool` (or the name of the App Pool into which you are deploying) and click **OK** (the `IIS AppPool\DefaultAppPool` user is a local user on this machine, so ensure that the **From this location** box has the name of the Web server and not your domain - you can change this by clicking **Locations...** and select the server). You may also potentially use the `IIS_IUSRS` group if you prefer.
7. Ensure all the checkboxes (including Modify) are selected except **Full control** and **Special permissions** in the **Allow** column.
8. Select **OK** to close this window and **OK** to close the **Properties** window.
9. Ensure you have updated the configuration in the `appsettings.json` file - or if you are using a configuration override file, ensure it's named `appsettings.json` and placed into the `shared` folder. See *the configuration section of this document* for more details.
10. Open up the **Internet Information Services Manager** on the Web server.
11. Expand the Server under **Connections**.
12. Right-click on **Sites** and choose **Add Web Site...**.
13. Enter an appropriate site name such as `SummerReading`.
14. Enter the physical path where you put the GRA files under **Physical path** (we used `c:\inetpub\gra` above).
15. In the **Binding** section you will either need to assign an IP address, a host name, or select a different port as defined above.
16. Select **OK** to close the **Add Web Site** window.
17. Launch a Web browser on the server and navigate to the URL you defined for this install of the GRA.
18. At this point you should see the initial GRA setup screen.
19. You can continue the GRA setup process either directly in this Web browser or you can navigate to the Web server using the URL you defined for this install of the GRA.

7.2.3 Troubleshooting a Windows installation

1. Did you modify the `appsettings.json` or provide an override file in the `settings` directory to configure the database connection and authorization code?
2. Did you install the ASP.NET Core Hosting Bundle?
3. Did you restart IIS after installing it?
4. Are you sure the `shared` directory has write permissions for the process running IIS? Once the application starts, it will create a "logs" directory there so you will know if the Web server can write to this directory once you see the "logs" directory present. Check that "logs" directory to see if there are any errors written out to the log file.
5. Do you see something in the logs about "A connection was successfully established with the server, but then an error occurred during the pre-login handshake"? Try adding `Encrypt=false;` to the end of your SQL Server connection string.
6. If the Web process can write to the `shared` directory, you can edit the `Web.config` file `aspNetCore` tag to set `stdoutLogEnabled="true"` and `stdoutLogFile=".\shared\stdout"`. When you restart IIS it should write a log file starting with "stdout" that you can examine to see if any errors are being written to it.
7. Microsoft's Troubleshoot ASP.NET Core on IIS page will walk you through some typical troubleshooting steps.

CHAPTER

EIGHT

UPGRADING

There is no upgrade path from versions 2 or 3 to this release due to significant architectural changes. Follow these instructions to upgrade from a previous release of version 4. When upgrading from version to 4.4 note that you'll need to ensure you have the appropriate version of the ASP.NET Core Hosting Bundle on the server.

Note that during the upgrade there will be an interruption in service so it may be ideal to schedule this upgrade in off hours.

8.1 Upgrading a docker instance

1. Get the name of the current Docker container (`docker ps -a`). We'll assume it's named `gra` for this example.
2. Stop the current Docker container (`docker stop gra`).
3. Remove the current Docker container (`docker rm gra`). Data will be saved in your database and any uploaded files are contained in your `shared` directory.
4. Look for any GRA docker images you have on your system (`docker image ls`).
5. Remove any GRA docker images on your system (`docker rmi mcld/gra:latest`).
6. Use the command that you initially used to run the Docker container to download the latest container and run it (for example `docker run -d -p 80:80 --name gra --restart unless-stopped -v /gra/shared:/app/shared mcld/gra`, see the *Install the Software* section of this manual for more information).
7. Load the site in your browser. It will take longer than normal as the database is upgraded (you can see evidence of the database upgrade in the log file in `shared/logs`).

8.2 Upgrading a Web server

1. Back up the database and the files that comprise the Web site.
2. If you have modified any files in the application (such as `.cshtml` Razor template files), please make a note of which changes you have made, these changes will have to be performed again. Changes to the `shared` directory (such as to `style.css` or uploaded files) will be maintained.
3. Replace the application files with the files from this release. **Ensure that your `shared` directory is not overwritten when replacing application files**.
4. The `appsettings.json` file in the application folder will be replaced when you copy in files from the release. If you modified this file please compare to the file you backed up in the first step above to ensure any configuration changes you made initially are set in the new file. If you added an `appsettings.json` file in the `shared` directory with your settings it will **not be overwritten** and you shouldn't need to change any settings.

5. Load the site in your browser. It will take longer than normal as the database is upgraded (you can see evidence of the database upgrade in the log file in `shared/logs`).

CHAPTER

NINE

SETTING UP YOUR ADMINISTRATOR ACCOUNT

Once you can access your installation of the software, it's time to set up the initial administrator account. To do this, you'll need the initial Authorization Code (configured as `GraInitialAuthCode`) that you put into the `appsettings.json` file.

9.1 Joining with an Authorization Code

The easiest approach is to join and grant yourself administrative rights at the same time.

1. Visit `/Join/AuthorizationCode/` in your installation
2. Supply the Authorization Code specified as `GraInitialAuthCode` in your configuration file
3. Once you've completed the process you'll be able to click the rocket in the navigation bar at the top to access Mission Control

9.2 Joining with a regular account

1. Select the "Join" link or visit `/Join/` in your installation.
2. Complete the process to create your account.
3. Visit `/MissionControl/` in your installation
4. Supply the Authorization Code specified as `GraInitialAuthCode` in your configuration file
5. The system will grant you full rights and place you in Mission Control

CHAPTER

TEN

PERMISSIONS AND ROLES

The GRA software is managed in Mission Control. Access to Mission Control and the ability to add content as well as change settings is provided via permissions and roles.

- A **permission** is an asserted right to see data or perform an action in the software.
- A **role** is a collection of permissions which can be granted to a user of the software.

10.1 Permissions

These are the permissions available in the GRA:

- AccessFlightController - access to developer functions, for testing only - not to be given to users. . . here there be dragons
- AccessMissionControl - access to Mission Control, where all administration occurs
- AccessPerformerRegistration - access to Performer Scheduling administration in Mission Control
- ActivateAllChallenges - activate any challenge that is created
- ActivateSystemChallenges - activate challenges that are created in that user's system
- AddChallenges - add Challenges
- AddChallengeGroups - add Challenge Groups
- DeleteAnyMail - delete any Mail message in the software, even if it's not in their account
- DeleteParticipants - delete any Participant in the software
- EditChallenges - edit Challenges
- EditChallengeGroups - edit Challenge Groups
- EditParticipants - edit most information about a Participant but not their username
- EditParticipantUsernames - edit a Participant's username
- IgnorePointLimits - assign any amount of points to a Challenge or Trigger even if there's a limit set in the software
- ImportHouseholdMembers - import additional members into a Participant's household with an Excel file
- LogActivityForAny - log activity for any Participant in the program
- MailParticipants - send Mail to any Participant in the program from Mission Control
- ManageAvatars - import, create, delete, and make unlockable packages of Avatars
- ManageCarousels - manage Carousels of content to show on the Participant Dashboard

- ManageCategories - manage Categories and their colors (to be assigned to Challenges)
- ManageBulkEmails - manage and send emails to Participants who have registered with an email address and opted in
- ManageDailyLiteracyTips - manage and import Daily Literacy Tip images for prereader programs
- ManageDashboardContent - manage scheduled content to be displayed on the Participant Dashboard
- ManageEvents - manage Events
- ManageFeaturedChallengeGroups - manage Featured Challenge Groups: the ability to highlight Challenge Groups on the Challenges page
- ManageGroupTypes - manage types of groups - collections of participants that are larger than a family
- ManageLocations - manage physical locations referenced in Events and shown in the Participating Libraries view
- ManageNews - mange news postings in the Mission Control News Stand
- ManagePages - manage individual Pages of content (e.g. FAQ or Thanks content)
- ManagePointTranslations - *unused* - will be for configuring how Participant entries translate to points earned
- ManagePerformers - manage Performer Scheduling sign-up and assignment to libraries
- ManagePrograms - manage Programs as listed in the software (e.g. Prereaders, Kids, Teens, Adults)
- ManageQuestionnaires - manage Questionnaires
- ManageRoles - manage Roles in the application
- ManageSchools - manage the list of Schools which can be requested upon sign-up
- ManageSites - manage Site configuration and settings
- ManageSocial - manage Social settings (e.g. OpenGraph)
- ManageSystems - manage Systems and Branches
- ManageTriggers - manage Triggers
- ManageTriggerMail - manage Trigger mail sending and content of the mails
- ManageVendorCodes - manage generation and administration of Vendor Codes
- NewsAutoSubscribe - set user to automatically receive emails about News Stand posts in Mission Control
- PerformDrawing - perform a Drawing based on a Drawing Criteria
- ReadAllMail - read all Mail in the software whether it is associated with their account or not
- ReceivePackingSlips - receive a packing slip and change the status of Vendor Code items based upon it
- RedeemBulkVendorCodes - can redeem Vendor Codes in bulk via upload
- RemoveChallenges - can remove Challenges from the software
- SchedulePerformers - is allowed to make selections in Performer Scheduling
- SendBroadcastMail - can send a mail to all (or a subset of) Participants
- SendBulkEmails - is permitted to send emails to all (or a subset) of Participants or subscribers
- TriggerAttachments - can add file attachments to Triggers (e.g. a certificate)
- UnDonateVendorCode - can undo a Participant's selection to donate their Vendor Code
- ViewAllChallenges - can view all Challenges in the software
- ViewAllReporting - can view all Reports in the software

- ViewGroupList - can view a list of all Groups in Mission Control
- ViewParticipantList - can view the list of all Participants
- ViewParticipantDetails - can see details about individual Participants
- ViewPerformerDetails - can view details of performers in Performer Scheduling
- ViewUnpublishedPages - can review Pages which have not yet been published
- ViewUserPrizes - can view Prizes associated with a Participant in Mission Control

10.2 Roles

Roles are configured in Misson Control and allow the assignment of groups of permissions to Participants. The **System Administrator** role is a special role that has all permissions and cannot be deleted. This role should be utilized by a minimum number of staff and all staff accounts with it should have a strong password. In the roles area of Mission Control you can create new roles and add permissions to them.

Roles can be assigned to Participants manually from Mission Control or by an Authorization Code that Participants can enter when they Join the site or after joining by attempting to access Mission Control.

CHAPTER

ELEVEN

SITE SETTINGS

By default site settings coded into the software or provided in the configuration file are used to define things like the name of the site and the page footer. Once you can access Mission Control (using the rocket icon in the navigation bar), these can all be customized by selecting the wrench icon on the right side of the navigation bar and choosing "Site management" from the drop-down menu.

11.1 Details

Please customize these public-facing details to be relevant to your program.

- **Name** - How the site will be referred to when it's referenced in text in the templates. For example "Authorization code for `name`" or "Thanks for participating in `name`".
- **Path** - Planned for use with multitenancy. Isn't displayed and doesn't need to be changed.
- **Page Title** - Used throughout the site in the `<title>` tag of the page which is seen by both participants and search engines.
- **Meta Description** - The contents of the `<meta description="...">` tag on the front page of the site for users who are not logged in. This often what is displayed as a description for your site on search engines.
- **Footer** - Footer shown on every page of the site. Unlike the other options on this page you can enter the footer using the CommonMark text markup language (which the editor buttons above the field can assist with if you're not familiar with CommonMark). If you need more flexability you can enter HTML directly into this field. The CommonMark and/or HTML will be rendered below the box in the **Footer Preview** area in real time with the selected paragraph highlighted with a light grey background.

Ensure you click **Save** after making changes on this page!

11.2 Configuration

This tab contains settings necessary for the system to run properly.

- **Site Logo URL** - An image shown on administration screens, generally not viewable by the public. It is okay to leave this with the system default.
- **External Event List URL** - Configuring a URL here will link to that site rather than use the built-in event system.
- **Max Points Per Challenge Task** - The maximum number of points that should be allowed to be configured for each Challenge task.
- **Single Page Sign Up** - Allow users to sign up on a single page rather than stepping through several pages. If you only require a few bits of information for a participant to sign up you may prefer the simpler single-page process.

If you are prompting for a lot of sign-up information (such as schools) it may be overwhelming to have all of the sign up fields on a single page.

- **Require Postal Code** - Require a postal code for participants to sign up.
- **Google Analytics Tracking Id** - The GRA includes the Google Tag Manager include file on every page of the site if this field is configured with a Google tracking id (which is usually similar to `UA-########-#`). Please note: if you are using Google Analytics, see below for configuring the two additional dimensions which are sent as events.
- **Is HTTPS Forced** - If you are operating behind a TLS termiantion proxy, set this to `Yes` so that the site can construct proper Web Socket URLs.
- **From Email Name** - The name that system-generated emails appear to originate from.
- **From Email Address** - The email address that system-generated emails originate from.
- **Outgoing Mail Host** - A server which will accept emails from the server running the GRA.
- **Outgoing Mail Port** - Which port to use for submitting emails. Typically 587 or 25.
- **Outgoing Mail Login** - If your mail server requires authentication, the username goes here.
- **Outgoing Mail Password** - If your mail server requires authentication, the password goes here.

You can use the **Send test email to:** facility to verify your email configuration is set correctly.

Ensure you click **Save** after making changes on this page!

11.3 Schedule

The GRA can operate in two different modes:

- If no dates are set on this screen the program is always in an open state.
- When dates are set, the site behaves differently depending on which stage it is in.

The stages are:

1. Prior to registration opening: the site displays a splash page and optionally collects email addresses. Only those with Mission Control access can authenticate.
2. After the **Registration Opens** date: participants can register and browse but not log activities.
3. After the **Program Starts** date: participants can perform activities. If no dates are specified the site is perpetually in this mode.
4. After the **Program Ends** date: participants can still authenticate and see their achievements and earnings but cannot log activities.
5. After the **Access Closed** date: the site displays a splash page and optionally collects email addresses. Only those with Mission Control access can authenticate.

Ensure you click **Save** after making changes on this page!

11.4 Social Media

This page can be used to provide Open Graph and Twitter Card markup on the front page of the Web site as well as the avatar sharing page.

Ensure you click **Save** after making changes on this page!

11.5 Settings

This page allows modifying settings about how the site operates during programs. Hover over the question mark icon for a more detailed description of what each setting means.

Ensure you click **Save** after making changes on this page!

CHAPTER

TWELVE

GOOGLE ANALYTICS DIMENSIONS

The software is configured by default to push two additional dimensions back into Google Analytics. While you can perform reports in the software to view this information, Google Analytics will allow you to discern more information about the source of those users (i.e. what links/sites lead them to your program).

1. The first dimension is named "Program Name" and will push the program name into analytics.
2. The second dimension is named "First Time Participant" and will push that information into analytics if the **Ask if first time** setting is turned on (see the *Settings* section above).

To be able to report on these dimensions please examine the Google support document Create and edit custom dimensions and metrics to add these two items to the "Custom Dimensions" area. They should be added in the order presented above with a scope of "User" selected.

CHAPTER

THIRTEEN

ADDING AVATARS

Artwork from the game Glitch was made freely available under a Creative Commons CC0 1.0 Universal License license (essentially a "no rights reserved" license). The artwork used to create in-game characters has been adapted to work with The Great Reading Adventure as the participant's avatar.

13.1 Loading the avatars

You must load the avatars into the software before they can be used.

1. Access **Mission Control** on your installation.
2. Choose the **picture frame icon** from the navigation menu and select "**Avatars**".
3. Click the "**Add default avatars**" button.
4. Wait. **This takes a while**. Make some tea.
5. Navigate through the avatar section of the software and ensure that all of the available assets are agreeable for your program(s) and audience.
6. The `assets` directory can be removed (if desired) once avatars are loaded.
7. Optional: when participants share their avatars via Open Graph markup or Twitter Cards their avatar is placed upon a stage to make it better fit into the image sizes necessary for Open Graph and Twitter: the file named `background.png` in the `assets` directory will be loaded into the GRA as that stage. There are other options in the `backgrounds` folder - if you would like to use one of those just rename the one you select `background.png` and overwrite the current `background.png` file.

CHAPTER

FOURTEEN

CUSTOMIZING THE LOOK AND FEEL

The participant-facing pages can be fully customized to support your specific needs.

14.1 Custom landing pages and dashboard

The GRA has two operating modes, either without schedule or with scheduled dates.

1. The default operation of the GRA means that as soon as you install the software the program is open and running for registration and for participants to log activities. In this instance the software considers the program to always be in the "open" state and uses that template for the landing page.
2. Through "Site management" in Mission Control a schedule can be configured dividing the program up into the following stages:
    1. Before registration opens
    2. Registration open
    3. Program starts
    4. Program ends (but accounts are still accessible)
    5. Access closed

14.1.1 Templates

When the GRA starts up, it will create a `templates/Home` directory in the `shared` directory containing template files which are used for displaying the landing page(s) and dashboard. If you want to customize these pages you can copy the files from `templates/Home` into `views/Home` and then modify them.

- `IndexBeforeRegistration.cshtml` is shown during stage 1 above, before registration has opened.
- `IndexRegistrationOpen.cshtml` is shown during stage 2 above, once registration is opened but before participants can log activity.
- `IndexProgramOpen.cshtml` is shown during stage 3 when the program is open for participants.
- `IndexProgramEnded.cshtml` is shown during stage 4 when the program has closed, however participants may need to access the site to retreive prize codes or review their mail.
- `IndexAccessClosed.cshtml` is shown during stage 5 when participants may no longer sign in.
- `Dashboard.cshtml` is shown when a participant logs in.

14.2 Global styles and scripts

Starting with version 4.1.1, custom styles and scripts can be configured which will be added to every page site-wide. Note that the GRA will only check if these files have been changed every 60 minutes by default. The site setting "Check for site.css and site.js changes on disk" under Web in Site management can be changed to a number (in minutes) that you'd like to check for these files to have changed. Set the value to 0 while editing the files to see them refresh every time you hit reload.

14.2.1 Styles

Additional CSS styling can be added in the `shared` directory: create a subdirectory called `styles` and place a `site.css` file in it. This CSS file is loaded last so any changes provided in it should take precedence over built-in CSS styles. As an example: if you'd like to make the background of the navigation bar light blue, place the following in `shared/styles/site.css`:

```
.gra-navbar {
  background-color: Azure;
}
```

14.2.2 Scripts

Custom JavaScript that you'd like injected into the site can be added in the file: `shared/scripts/site.js`. This file is loaded after all of the other JavaScript so elements should be available for you to access or modify.

14.3 Home screen icons and favicon.ico

When accessing your site, participants will see the Great Reading Adventure logo in their URL bar (often referred to as a 'favicon'). They'll also see the GRA logo if they add your site to their home screen. If you'd like to customize this, you can place files in `shared/content/wwwroot/` to replace the default images. Files which are present in the GRA that you can replace:

- 192.png
- 512.png
- apple-touch-icon.png
- favicon.ico
- icon.svg
- manifest.webmanifest

Any files in `shared/content/wwwroot/` will be copied into the Web root directory upon application startup.

For more information on creating these files, see How to Favicon in 2021: Six files that fit most needs.

CHAPTER

FIFTEEN

PERFORMER REGISTRATION

Added in version 4.1.2, the performer registration system provides management of:

- Performers register themselves with performer and program information
- Staff can review available programs during a preview period
- At a specific date and time, staff can make selections as to which performers they'd like to schedule at what time
- Administrators verify that performers are available and that there are no scheduling conflicts
- Finalized scheduling information can be provided to performers and staff

15.1 Enable performer registration

To start using the performer registration functionality, an administrator must do the initial setup by accessing the **Performer management** menu item in the wrench menu of Mission Control.

15.1.1 Initial Settings

On the initial page the following must be configured:

- A contact email for performers or staff who have questions
- The number of program selections available for each branch
- Registration open and close dates and times for performers to register with the software
- A scheduling preview date and time when staff can review the available performers
- Scheduling open and close dates and times for staff to make their selection(s)
- The schedule posted date and time when staff will be able to review if their selections were successful and performer appointments have been verified
- The Schedule Start and Schedule End Dates which represent the start and end dates for when programs can be scheduled (there are typically the start and end date of the reading program but could be different if necessary).

Once these items are entered, they can be updated in the **Settings** tab (which will be visible once you initially configure them).

15.1.2 Age Groups

One or more age groups must be configured under the **Age Groups** tab in order for performers to register. Age groups can be used so that multiple programs may be scheduled with a limitation of only one program per age group per branch. Age groups must have a name and a color (in hexadecimal, Web color format) associated with them.

15.1.3 Blackout Dates

If there are dates for which you do not want to allow program scheduling, add those dates in the **Blackout Dates** area. For example, you may wish to disallow programs on July 4th during a summer reading program if your branches are closed on Independence Day.

15.1.4 Excluded Branches

If there are any branches in the system that you wish to exclude from selection for a program, select them here.

15.2 Configure a performer role

Performers must have a role granting them access to the performer registration functionality. When an administrator selects the wrench icon, they can choose **Role management** in order to create the role. Ensure the role has the **AccessPerformerRegistration** permission.

The easiest method for conferring this role to the performers is to create an **Authorization Code** to add it to their account. This would be a multiple-use code granting the role that was created above. Performers can then be guided to the url `/Join/AuthorizationCode/` on the site to register as a performer, even if the registration date configured in the software has not happened yet.

CHAPTER

SIXTEEN

EMAIL

16.1 Setup

Ensure that the **From Email Name**, **From Email Address**, and **Outgoing Mail Host** are configured in *Site Settings*. You can verify the configuration is working by using the "Send test email" field and button.

16.1.1 Base Templates

In the **Email Management** area of Mission Control you can create Base Templates. The system comes with a default template that is functional but it can be customized. The recommended basis for a Base Template is to use MJML to generate HTML that is compatible with the widest number of email clients. The Base Template configuration provides a field where you can save your MJML to make it easier to find and customize further later but the software does not use the MJML that is saved. The following macro replacements can be used in a Base Template:

- `{{BodyHtml}}`
- `{{BodyText}}`
- `{{Footer}}`
- `{{Preview}}`
- `{{Title}}`

Base Templates can be imported and exported using the buttons on the bottom of the edit screen.

16.1.2 Templates

Actual emails that are sent are configured as an Email Template. The system comes with the following built-in templates (which can be customized):

- Mission Control news post
- Password recovery
- System Configuration Test Message
- Username recovery

The system sends these email templates at the appropriate times.

Templates can be added for sending to lists (if you have lists configured with the **Collect emails after access has closed** and **Collect emails before registration has opened** in *Site Settings*) or for configuring a welcome email.

16.2 Welcome email

A Template can be configured to be sent as a welcome email to participants once they sign up. Here are the details:

- Email system must be configured and functional.
- Job tasks must be configured using the `GraJobSleepSeconds` *Application Setting*.
- The program must be in the **Program Open** stage as configured in scheduling.
- In the **Email** section of *Site Settings*, the setting **Welcome email delay hours** can be set if you'd like the software to wait a period of time after the participant signs up before sending the email (i.e. if all above criteria is met, the system can still delay a number of hours before emailing new participants).

Once the setup above is complete you can create a template containing the text for the welcome email. From the **Email Management** screen in Mission Control select teh **Set Special Emails** button. In the list of emails that is displayed, click the **Set as Welcome Email** button next to the email you wish to be used as the welcome email.

CHAPTER

SEVENTEEN

TRIGGERS

Triggers allow one action (such as entering a secret code, reaching a certain number of points, or completing a set of challenges or other triggers) to *trigger* another award with a badge and optionally other items (a vendor code, an avatar bundle, a prize, or a certificate).

17.1 Certificates

You can attach a PDF certificate to a Trigger if you have the Trigger Attachment permission in Mission Control. When the customer achieves the necessary criteria to activate the Trigger, they will see a link to the certificate in:

- the pop-up that appears for the user when they activate the Trigger
- their achievement history (shown in the History tab of their My Profile page)
- the Certificates section on their My Profile page

CHAPTER

EIGHTEEN

VENDOR CODES

18.1 About vendor codes

Vendor codes are generated in the GRA software and can then be provided to outside vendors for redemption. The typical vendor code approach would look something like this:

1. At the start of the program, staff generate vendor codes.
2. Codes are sent to an outside vendor.
3. The vendor enters those codes into their system as valid for redemption.
4. Staff configure a trigger with the vendor code selected in "Award vendor code".
5. When a participant activates the trigger they are given their unique vendor code.
6. The participant can redeem that vendor code through the outside vendor.
7. Optionally, the vendor can send back status reports which can be uploaded into the software.

In addition, the software can be configured to offer participants options when they've activated the trigger associated with the vendor code:

- Participants can choose to "donate" their prize - this will cause the code to not reveal to them so that the program administrators can redirect their prize as a donation
- Participants can opt for an email award which allows the prize to be delivered to them via email rather than through the vendor code approach

18.1.1 Accepting participant codes

Codes default to the format of three sets of five alphanumeric characters separated by hyphens (e.g. `X123X-456YY-ZZ789`). The party administering the GRA software generates a set of codes prior to the start of the program and exports the codes to a text file to provide to the vendor.

When participants unlock the vendor code, the software informs them in an in-software mail message that includes a link. The GRA can include the code in the link provided to the customer. For example, a template URL of:

```
https://vendor/?Code={{Code}}
```

Would expand (using the sample code from above) to:

```
https://vendor/?Code=X123X-456YY-ZZ789
```

This is a convenience for participants. Ideally the vendor Web site will capture any query string code when the customer arrives on the site and save it until the vendor gets to the shopping cart/check-out area so that it can be prepopulated. Note that it's ideal to allow the customer to enter a code as well in case the code does not come through the link properly.

18.1.2 Reporting status

The GRA is configured to accept invoice updates. The format for reporting order and ship dates is an Excel `.xls` file. There can be as many columns as needed in the spreadsheet, the software looks for the following:

- "Free Book Code" (required) - used to map to a participant (this is referred to as "code" above, e.g. `X123X-456YY-ZZ789`)
- "Branch Id" (optional) - the branch ID in the GRA software that the shipment is associated with
- "Creation Date" (optional) - the date that the outside item was placed in an "ordered" status
- "Ship Date" (optional) - the date that the outside item was placed in a "shipped" status
- "Title" (optional) - details about the item that was selected
- "Pickpack Number" (optional) - a packing slip number for the shipment of the item
- "UPS Tracking Number" (optional) - comma-separated tracking numbers with a shipper

Those titles should appear exactly as shown here in the first row of the spreadsheet. The columns may be in any order in the sheet.

If all fields except coupon are blank there's no reason to include the coupon code in the sheet.

An administrator of the reading program can import these spreadsheets periodically as needed so that participants can see their order status. The software shows progression from order placed (where "Creation Date" is populated but "Ship Date" is not), shipped ("Ship Date" is set), to ready for pick up (the packing slip number represented by the "Pickpack Number" column is entered in the packing slip interface of the software).

18.2 Vendor code setup

Vendor code configuration can be found in Mission Control: under the Setup menu you'll find "Vendor code management".

18.2.1 Initial endor code configuration

Required fields:

- **Description** - the kind of vendor code, will be shown to staff and participants (e.g. "Free Book Code")
- **Url** - *optional* - a URL template (e.g. "https://vendor/?Code={{Code}}") to redeem a prize, replaces the following token:
  - `{{Code}}` - the participant's code (e.g. `X123X-456YY-ZZ789` from above)
- **Expiration date** - *optional* - a cut-off date after which the codes shouldn't be assigned
- **Award prize on ship date** - *optional* - add a prize to the participant's profile when an Excel file is imported with the "Ship Date" column set for the code
- **Award prize on received packing slip** - *optional* - add a prize to the participant's profile when:
  1. An Excel file is imported with a "Packing Slip" number set

2. Also, the packing slip is entered as received through the packing slip interface and the prize is not marked as damaged or missing

Once a packing slip is marked as received any further invoice updates with the same packing number will award the prize as soon as they're imported.

18.2.2 Subsequent configuration options

Once you click "Save vendor code" the initial vendor code record is created with default mail messages. You can then continue to configure the vendor code as follows:

Beneath the **Description** field buttons are shown for the mail message that is sent when a participant earns the code. Once you select a language button you can customize:

- **Message with code**
  - **Mail subject** - the subject of the in-software mail to send when a participant is assigned a code
  - **Mail** - the text of the in-software mail to send when a participant is assigned a code, replaces the following tokens:
    - `{{Code}}` - the participant's code (e.g. `X123X-456YY-ZZ789` from above)
    - `{{Link}}` - the link (as defined in **Url** above)

Further down, there are additional configuration options:

- **Option message** - If you wish to allow the participant to make a choice you can configure the Option message. By selecting a language button you can customize:
  - **OptionSubject** - The subject of the in-software mail sent letting the participant know they need to choose an option for the code
  - **OptionMail** - The text of the in-software mail sent letting the participant know they need to choose an option for the code, the following token is replaced:
    - `{{Link}}` - the link (as defined in **Url** above) with no code in it so the participant can browse the available options
- **Ready for pickup email template** - *optional* - You may select a configured email (not in- application mail) template to send to the participant when their item is ready for pick up. That email tempalte will have the following fields replaced if they are present:
  - `{{Details}}` - details of the item requested, typically the title that comes in from an invoice
  - `{{LocationName}}` - the location where the item is ready for pick up
  - `{{LocationTelephone}}` - the telephone number of the location
  - `{{LocationLink}}` - a Web link to the location
  - `{{LocationAddress}}` - the physical address of the location

Once you activate the option functionality by configuring the **Option message** above, you must enable either donations and/or email rewards:

- **Donation pop-up message** - a short message shown on the users profile letting them know the reward has been donated.
- **Donation message** - an in-software mail letting the participant know their reward has been donated.
- **Email award pop-up message** - a short message shown on the users profile letting the participant know their reward will arrive via email.
- **Email award message** - an in-software mail sent letting the participant know their reward will arrive via email.

Vendor codes that require an option be selected can have an **ExpirationDate** set. If set the date the reward expires will be shown to participants and after the date has passed the buttons to select a redemption option will be hidden.

18.2.3 Generating vendor codes

Once you've configured how vendor codes should operate, you must then generate vendor codes. Ensure that you generate enough codes to last for your entire program!

18.2.4 Download vendor codes

You must send vendor codes to your outside vendor. To download a list of all valid, generated vendor codes, under the "Configuration" drop-down, choose "Dowanlod Codes".

Note that if you generate more codes during the program you will have to download them and ensure your vendor has them imported into their system!

CHAPTER

NINETEEN

APPLICATION SETTINGS

The GRA checks several locations for configuration settings:

1. First the `appsettings.json` file in the deployed application directory (where the `GRA.dll` and `GRA.Web.dll` files are (**we recommend that you don't edit this file as it may be overwritten during software upgrades**)
2. Next, the `shared/appsettings.json` in the deployed application directory - settings in this file override any settings in the top level `appsettings.json` file
3. Finally the GRA checks environment variables - any configured environment variables are passed into the software. If you don't wish to put sensitive information (such as your configuration string) into a file in the application directory you can configure those items via environment settings.

Environment settings can be passed in via Docker using the `-e` commandline option or an environment file passed in with the `--env-file` parameter. Here's an example of what might be found in an environment file:

```
TZ=US/Arizona
ConnectionStrings:SqlServer=Server=dbserver;Database=catalog;user id=user;
↪password=password;MultipleActiveResultSets=true;Encrypt=false
GraInitialAuthCode=secretAdminCode
GraDefaultSiteName=Awesome Reading Program
GraDefaultPageTitle=Awesome Reading Program - Our Library
GraInitialProgramSetup=single
GraDefaultFooter=This Awesome Reading Program was brought to you by <a href="https://
↪library/" target="_blank">Our Library</a>.
```

Please note: Application settings are configured in a JSON or "JavaScript Object Notation" file. This file can be edited with any text editor (such as notepad.exe) but must be in a specific format. You can find validators online which will help you ensure that the syntax of the file is correct. Also note that when a backslash (\) or double quote (") appears within quotes (for example in the database password) it must be escaped, meaning a backslash should appear prior to the escaped character (e.g. \\ or \").

Any settings below not marked with a version number were added in v4.0.

19.1 Connection strings

One connection string is required (either `SqlServer` or `SQLite`).

- `SqlServer` - A SQL Server connection string
- `SQLite` - SQLite connection information (typically the path to the SQLite database file)
- `SqlServerSessions` - *optional* - A SQL Server connection string for storing session data in a SQL Server database (necessary for multiple Web servers answering requests for the same site)

- `SqlServerSerilog` - *optional* - A SQL Server connection string used for storing SQL Server application logs; the user should have database owner access (at least initially) so that it can create the proper table for logging

19.2 General settings

- `GraConnectionStringName` - which connection string to use (either `SqlServer` or `SQLite`)
- `GraInitialAuthCode` - the Authorization Code entered to grant users full access to the site - **it's important that you change this!**
- `GraInitialProgramSetup` - *optional* - defaults to "multiple" which creates four age-based programs and sets up a point translation of one minute read equals one point, can also be set to "single" which creates one program and sets up a point translation of one book read equals one point
- `GraReverseProxyAddress` - *optional* - if provided, internally the software will disregard proxy IP addresses
- `GraRollingLogPath` - *optional* - a path to save a daily-rotating log file inside the "shared" directory, typical would be "logs" - if `GraInstanceName` is specified in `appsettings.json` it will be included in the log file name
- `GraRollingLogHttp` - *optional* - prefix for a filename of a rolling log of 404 errors
- `GraSeqAPIKey` - *optional* - an API key to use when logging to Seq (requires `GraSeqEndpoint`)
- `GraSeqEndpoint` - *optional* - an endpoint for pushing log messages into an instance of Seq
- `GraSqlServer2008` - *optional* - if you are using SQL Server 2008, put text into this setting (any text will do)

19.3 Default settings

These settings are used when the program runs for the first time to insert some reasonable defaults into the database. All of these settings are optional. All of these settings can be configured in the Site Settings area of Mission Control.

- `GraDefaultSiteName` - defaults to "The Great Reading Adventure", what the site refers to itself as
- `GraDefaultPageTitle` - defaults to "Great Reading Adventure", set in many page titles
- `GraDefaultSitePath` - defaults to "gra", this is used for tenancy (which is not implemented yet)
- `GraDefaultFooter` - the footer output on every web page
- `GraDefaultOutgoingMailHost` - the hostname or IP address of the outgoing mail server
- `GraDefaultOutgoingMailLogin` - login name for the mail server (if needed)
- `GraDefaultOutgoingMailPassword` - password for the mail server (if needed)
- `GraDefaultOutgoingMailPort` - defaults to "25", port to connect to for relaying SMTP emails

19.4 Static file settings

- `GraContentDirectory` - defaults to "shared/content", the path to the shared content files for this instance of the application
- `GraContentPath` - defaults to "content", the URL path to the files in the `GraContentDirectory` (e.g. by default accessing /content/ with your Web browser serves files off the disk from the content/shared directory)

19.5 Distributed cache and multiple front-end settings

When operating in a load-balanced environment these settings are used to configure instances to keep settings and data shared or unique as necessary.

- `GraApplicationDescriminator` - defaults to "gra", application discriminator to use for caching (for running multiple instances in the same distributed cache)
- `GraDistributedCache` - *optional* - select a system to use for distributed cache: "Redis" or "SqlServer", anything else uses an in-memory distributed cache
- `GraInstanceName` - the name of this deployed instance (each instance of the same site should have this configured to a different name)
- `GraRedisConfiguration` - *optional* - address of a Redis server for distributed cache, only used if `GraDistributedCache` is set to "Redis"
- `GraSiteIdentifier` - *optional* - defaults to "gra", a name to indicate this deployment of the application in logs, with the concept that this 'site' might have multiple instances
- `GraSqlSessionSchemaName` - *optional* - the schema to use for the SQL Server distributed cache table, defaults to "dbo"
- `GraSqlSessionTable` - *optional* - the table to use for the SQL Server distributed cache, defaults to "Sessions"

19.6 Job settings

- `GraJobSleepSeconds` - *optional* - number of seconds to sleep between running background job tests like sending the welcome email ***Note*: You must only set this on one instance connected to the same database so that jobs don't collide and run at the same time**.

19.7 Developer settings

These settings are primarily of interest to developers working on The Great Reading Adventure source code.

- `GraEmailOverride` - *optional* - override any emails and send them to this address
- `GraEnableRequestLogging` - *optional* - allow logging of all Web requests

19.8 Platform settings

These may need changing if you are scaling up to tens of thousands of participants. For more information about these settings, review Microsoft documentation.

- `GraCompletionPortThreads` - *optional* - override the default minimum number of worker threads that the thread pool creates on demand
- `GraWorkerThreads` - *optional* - override the default minimum number of asynchronous I/O threads that the thread pool creates on demand

19.9 Logging with Serilog

Customization can be done to the way Serilog works by adding a "Serilog" section to the log file. For example, logging to Slack can be added by putting the following configuration section in (and replacing `<webhook URI>` with the actual Slack incoming webhook URI):

```
"Serilog": {
  "MinimumLevel": "Debug",
  "Enrich": [ "FromLogContext" ],
  "WriteTo": [
    {
      "Name": "Slack",
      "Args": {
        "webhookUri": "<webhook URI>",
        "restrictedToMinimumLevel": "Warning"
      }
    }
  ]
}
```

More information about customizing Serilog in `appsettings.json` can be found in the serilog-settings-configuration project on GitHub.

CHAPTER

TWENTY

ABOUT THE GRA AND MANUAL

20.1 The Great Reading Adventure

The Great Reading Adventure was initially developed by the Maricopa County Library District with support by the Arizona State Library, Archives and Public Records, a division of the Secretary of State, with federal funds from the Institute of Museum and Library Services.

The Great Reading Adventure source code is distributed under The MIT License.

20.2 Colophon

The content of this manual is part of the open-source project on GitHub. It is generated using the following tools and technologies:

- reStructuredText and CommonMark (a fork of Markdown) text markup languages.
- Sphinx generates the manual from source files.
- GitHub provides version control and source code management.
- Read The Docs generates and hosts the online manual in PDF and HTML formats.