

Content Management System User Manual

Group 3

9352B 5:30-7:00 WS

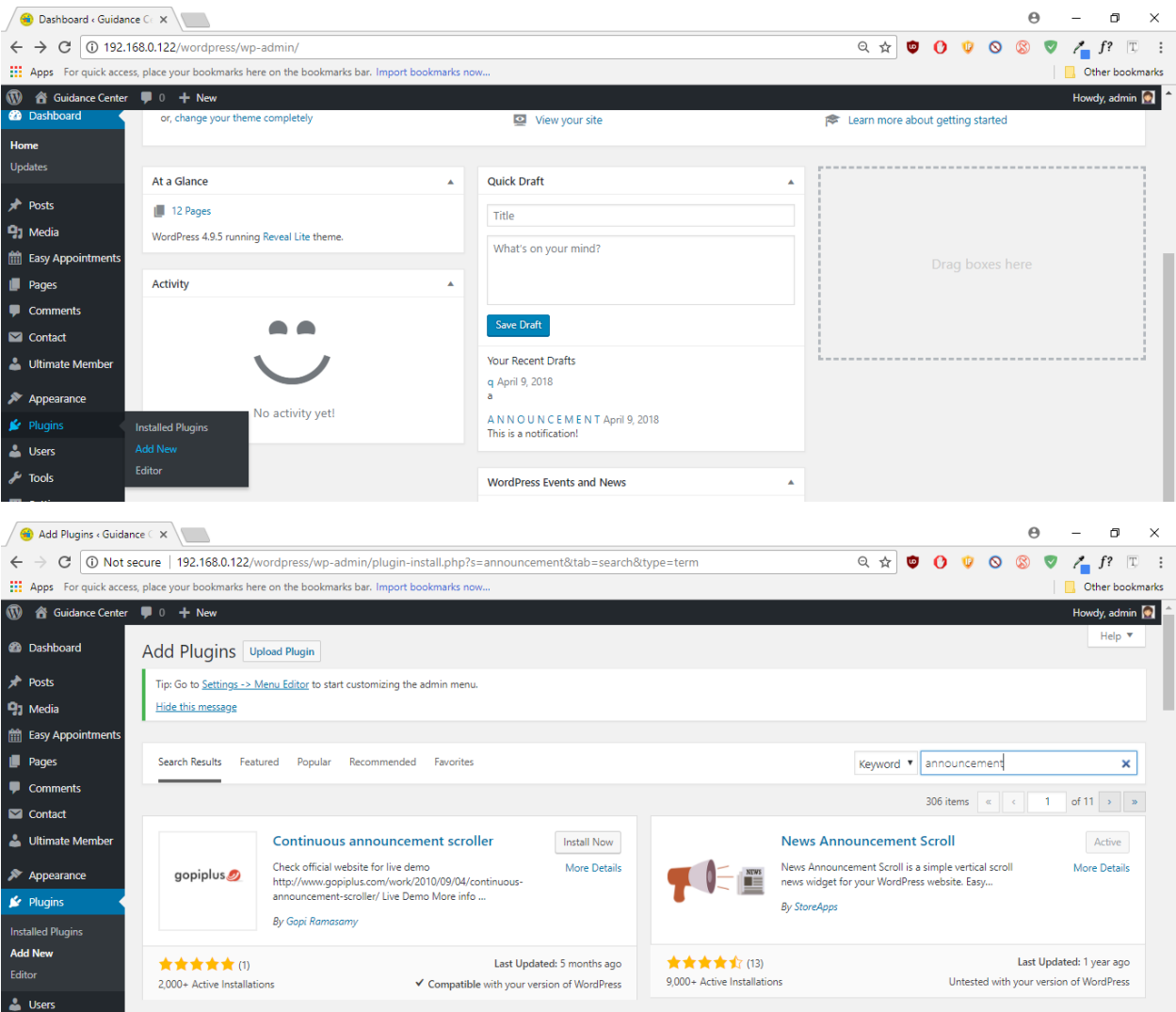
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Contents

1. INSTALLATION OF PLUGINS

For the installation of the plug-ins go to the directory of yoursitename.com/wordpress/wp-admin in your browser and go to the dashboard and click the **plugins > add new** and type the keyword of the plugin that you need.



You can also upload your plugins by simply clicking the **Upload Plugin**.

2. CUSTOMIZING THE PLUGINS

Contact Form 7 – this can manage multiple contact forms, plus you can customize the form and the mail contents flexibly with simple markup. The form supports Ajax-powered submitting, CAPTCHA, Akismet spam filtering and so on.

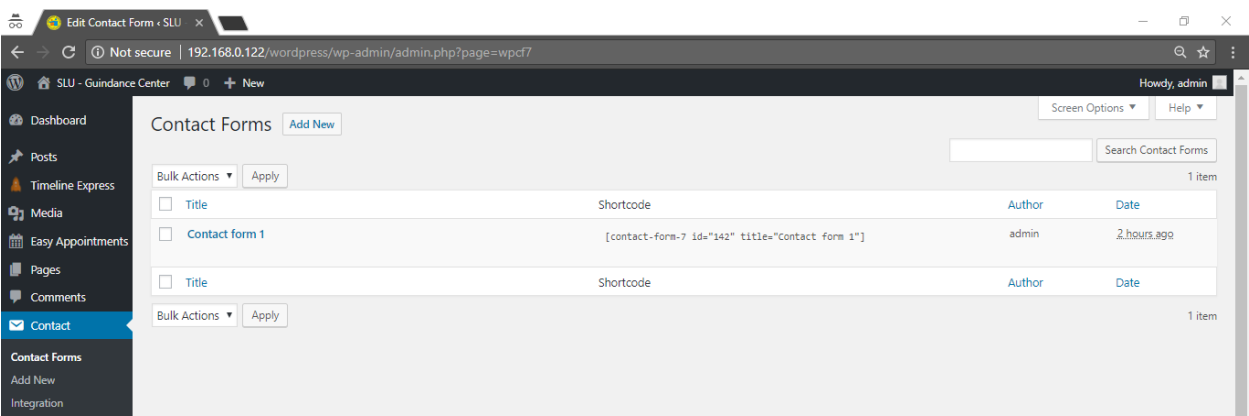
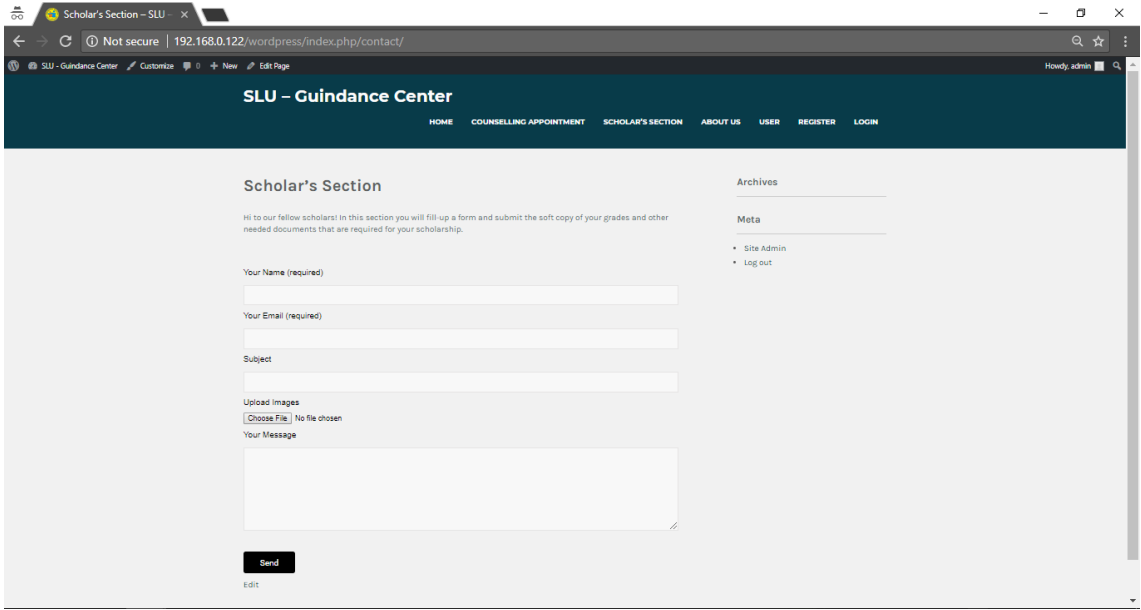


Image 1.1: In the left side menu bar click “Contact” of the customizing website. This where you can manage, create, customize or edit contact forms.

When you are already done with the CONTACT FORMS and link it to your website you will going to have this kind of output (*refer to image below*)



Easy Appointments – is an Add Booking Appointments system to your WordPress site and manage Appointments with ease. Extremely flexible time management. Multiple location, services and workers. Email notifications.

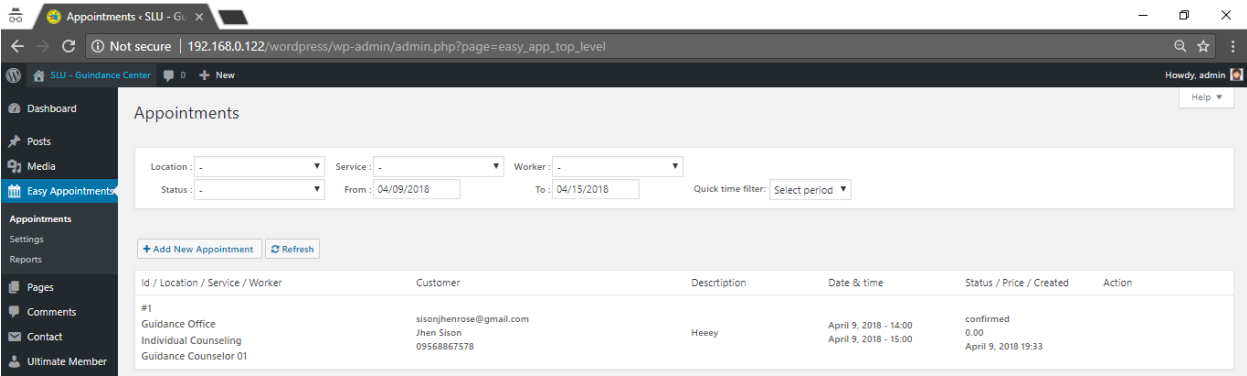


Image 2.1: At the left side menu bar click “Easy Appointments” of the customizing website. Where you can manage people, who are requesting for appointments or sending appointments schedules.

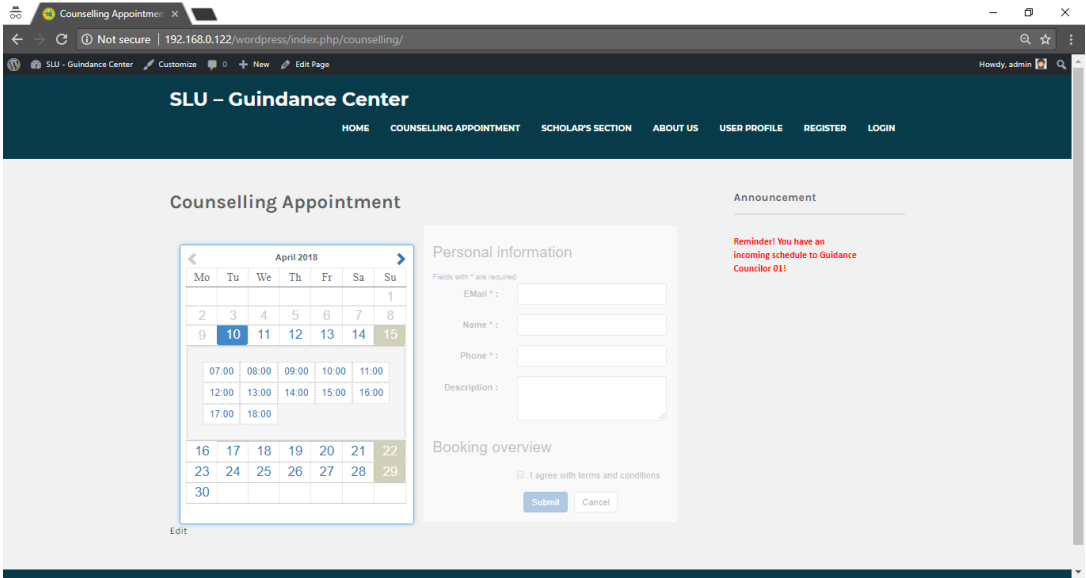


Image 2.2: In the website, shows requesting appointment forms for users.

MetaSlider – can be used for creating your own unique, SEO-optimized slideshow in a matter of seconds. With WordPress’ most popular slider plugin, enhancing your blog or website couldn’t be easier: simply select images from your WordPress Media Library, drag and drop them into place, and then set the slide captions, links and SEO fields all from one page.

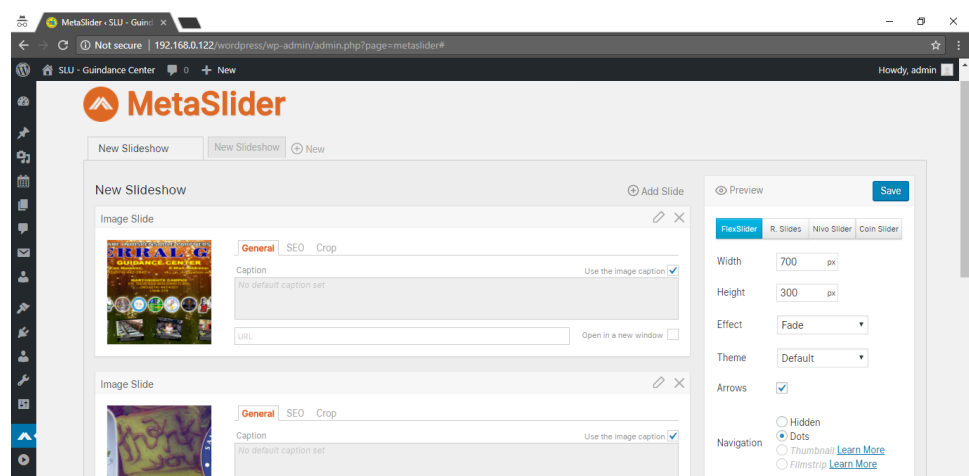


Image 3.1: At the left side menu bar click “Easy Appointments” of the customizing website. You can customize the slide that you are going to show to your slide show.

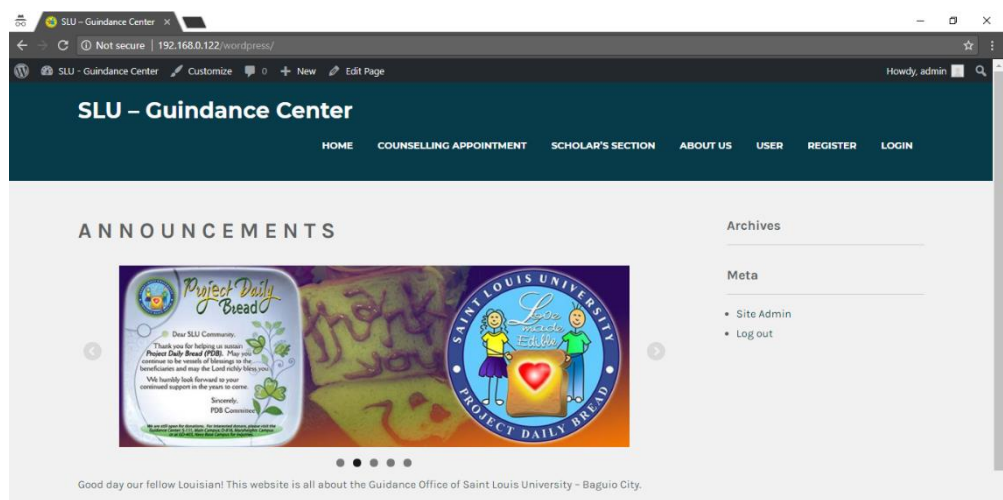
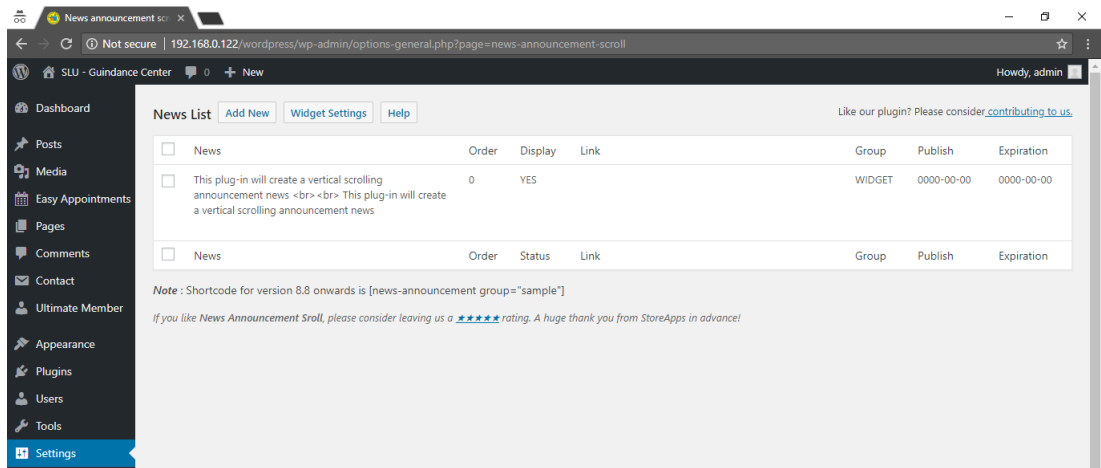
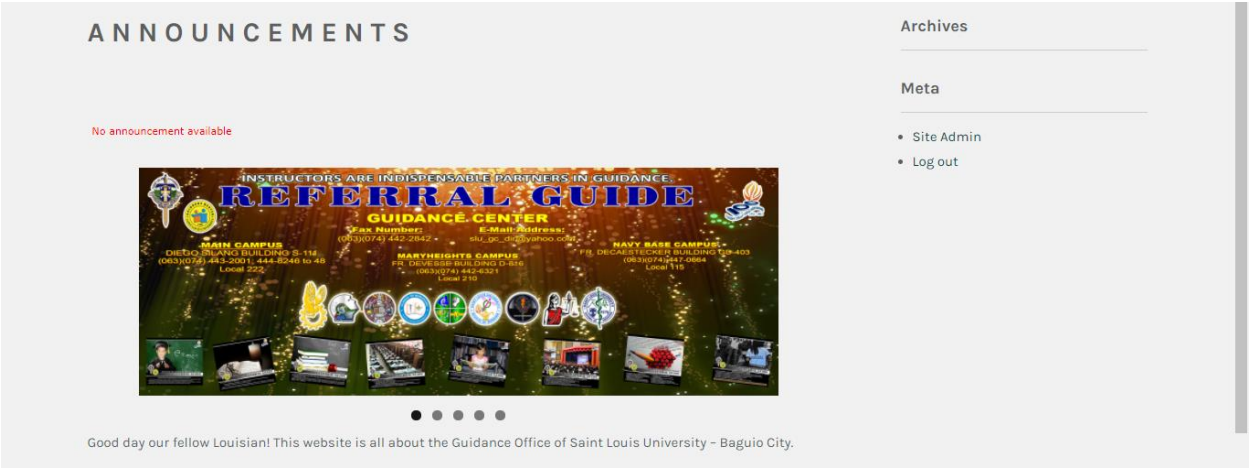


Image 3.2: In the website, you can see the slide show that shows the slide that you edit and entered.

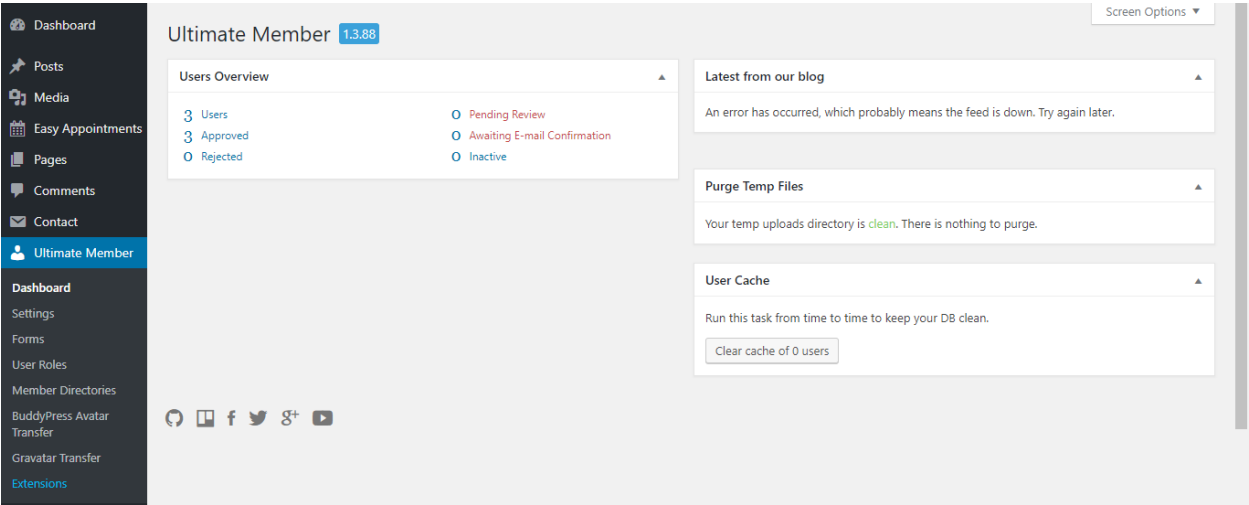
News Announcement Scroll – used for creating a display important announcements/upcoming events to their audiences. The news scroller keep your audience updated about the latest and the most important happenings on your website while giving you the option of adding link to the news. Using the News Scroller you can share offer updates, new blog updates, sale announcements, contest announcements, latest happenings etc. all in one place so that the visitors can find it easily.



Referring at the image above: the left side menu bar click “**Settings > News Announcement Scroll**” of the customizing website. You can add, edit, and delete announcement and any updates of the website. After customizing it, you will going to have an slider (refer to the image below).

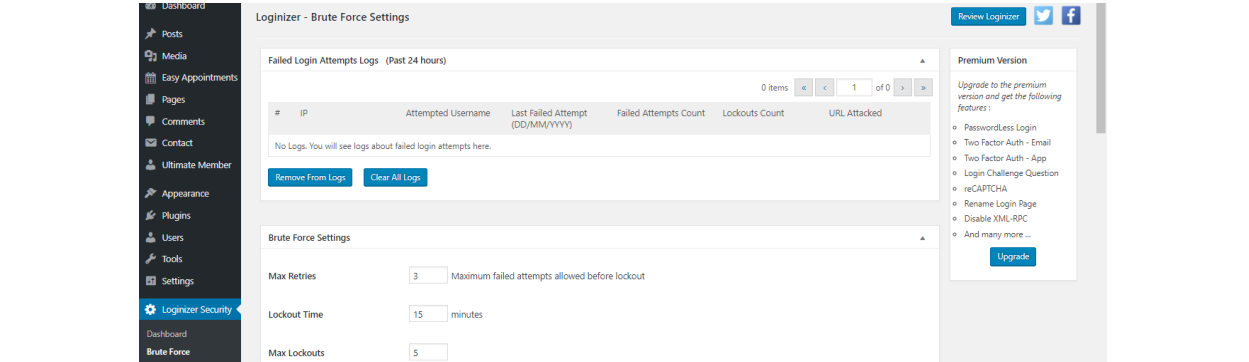


Ultimate Member – is a user profile & membership plugin for WordPress. The plugin makes it a breeze for users to sign-up and become members of your website. The plugin allows you to add beautiful user profiles to your site and is perfect for creating advanced online communities and membership sites. Lightweight and highly extendible, Ultimate Member will enable you to create almost any type of site where users can join and become members with absolute ease.



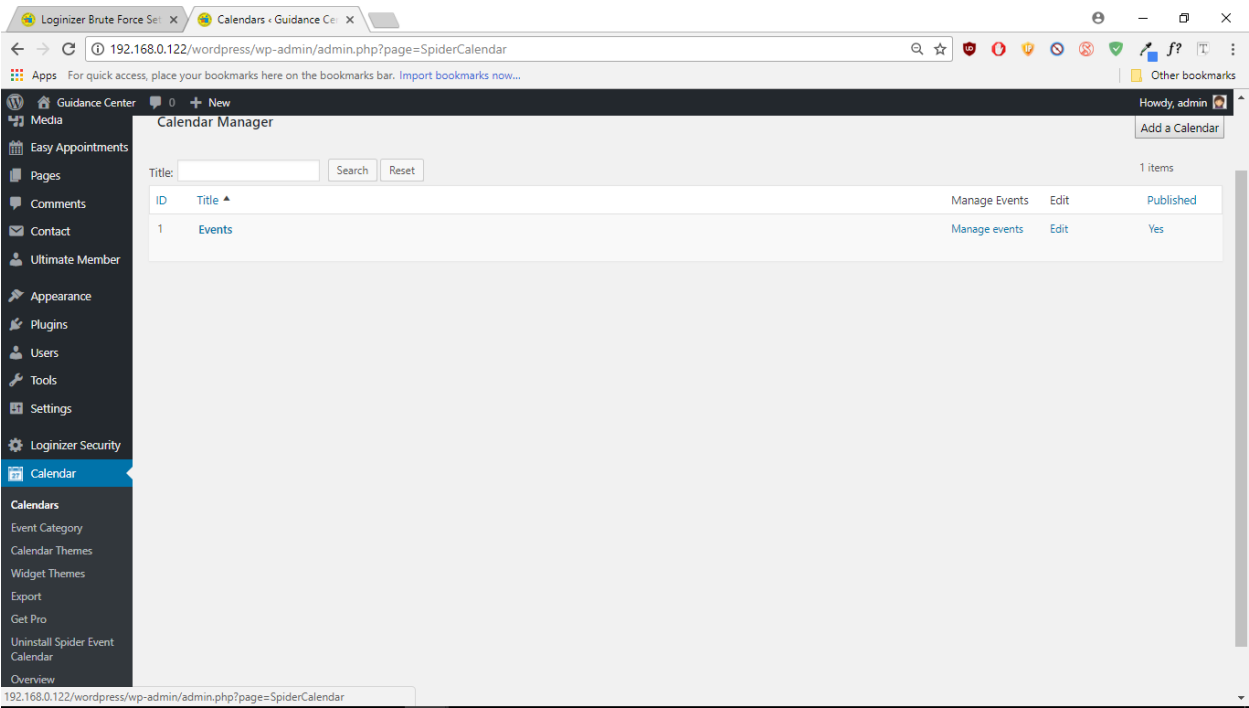
(Refer to the image below) At the left side menu bar click “**Ultimate Member**” of the customizing website. This plugin you can manage users that are registered to the website. You can also add new roles by clicking the **User Roles** and make a different kinds of forms by clicking the **Forms** section.

Loginizer – is a WordPress plugin which helps you fight against brute force attack by blocking login for the IP after it reaches maximum retries allowed. You can blacklist or whitelist IPs for login using Loginizer.



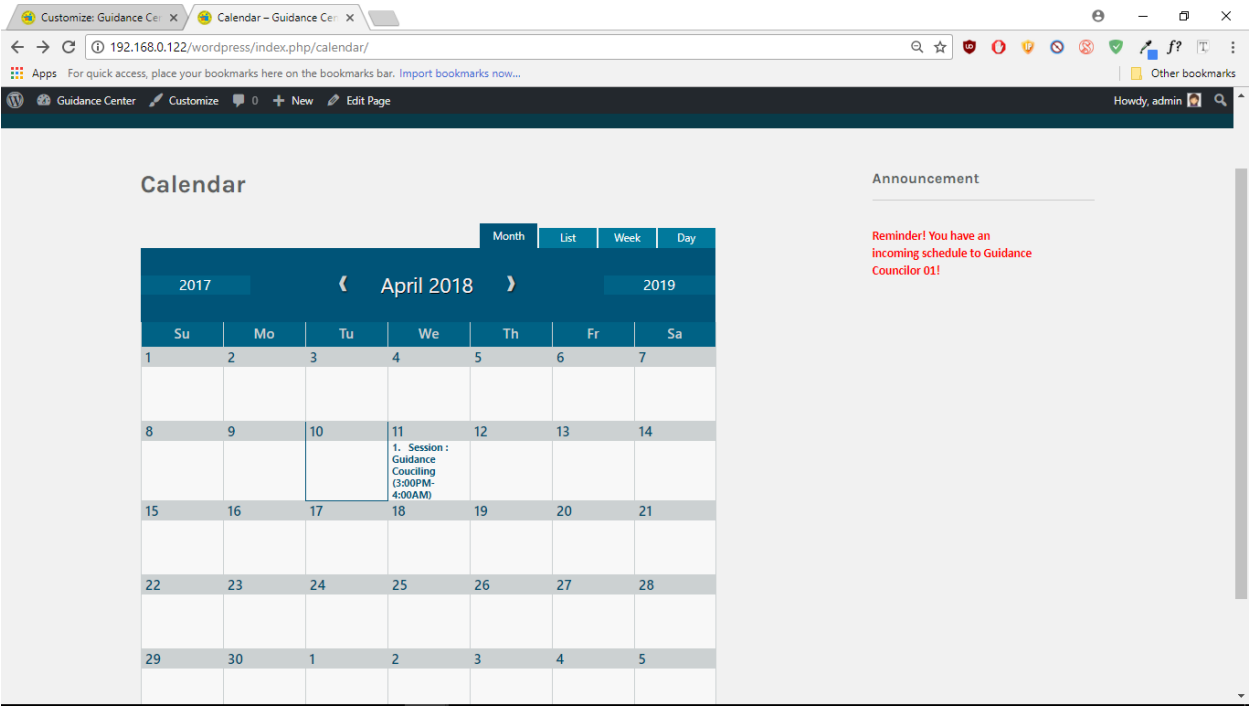
Referring at the image above: go to the **Loginizer Security > Dashboard** or **Loginizer Security > Brute Force** where you can configure it for the safety of your website. An example for this plugin is that you can see the Failed **Login Attempts Log** where you can see the *Attempted Username*, Last Failed Attempt, *Failed Attempts Count*, etc.

Spider Event Calendar – is a highly configurable product which allows you to have multiple organized events. Spider Event Calendar is an extraordinary user friendly extension.



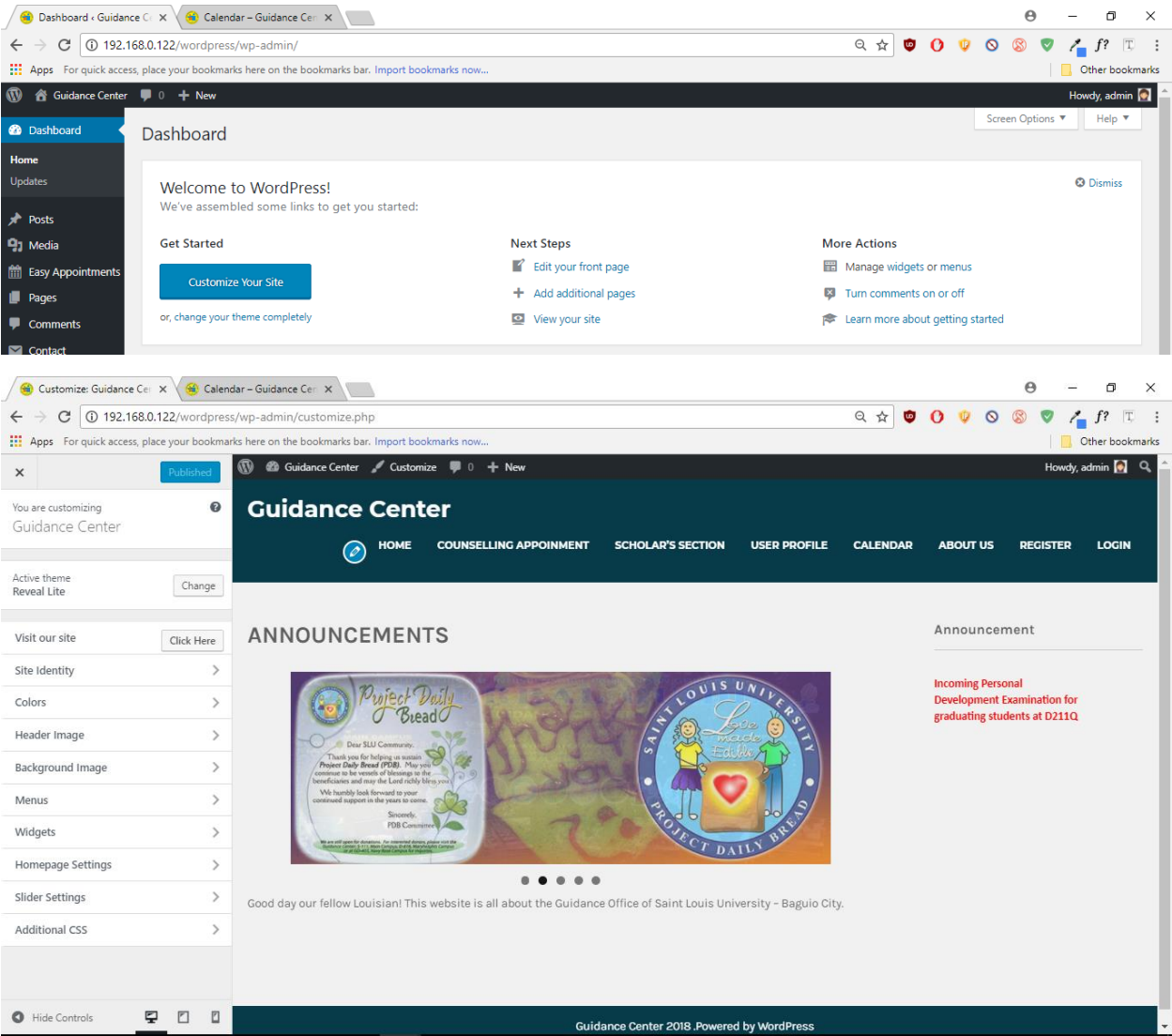
Go to the **Calendar > Calendar**, **Calendar > Event Category**, or simply go the sub-menu that you want to configure.

This extension is use for an event, appointment, etc. that you can used for your Calendar. Referred to the picture below where it is an output from the **Spider Event Calendar**.

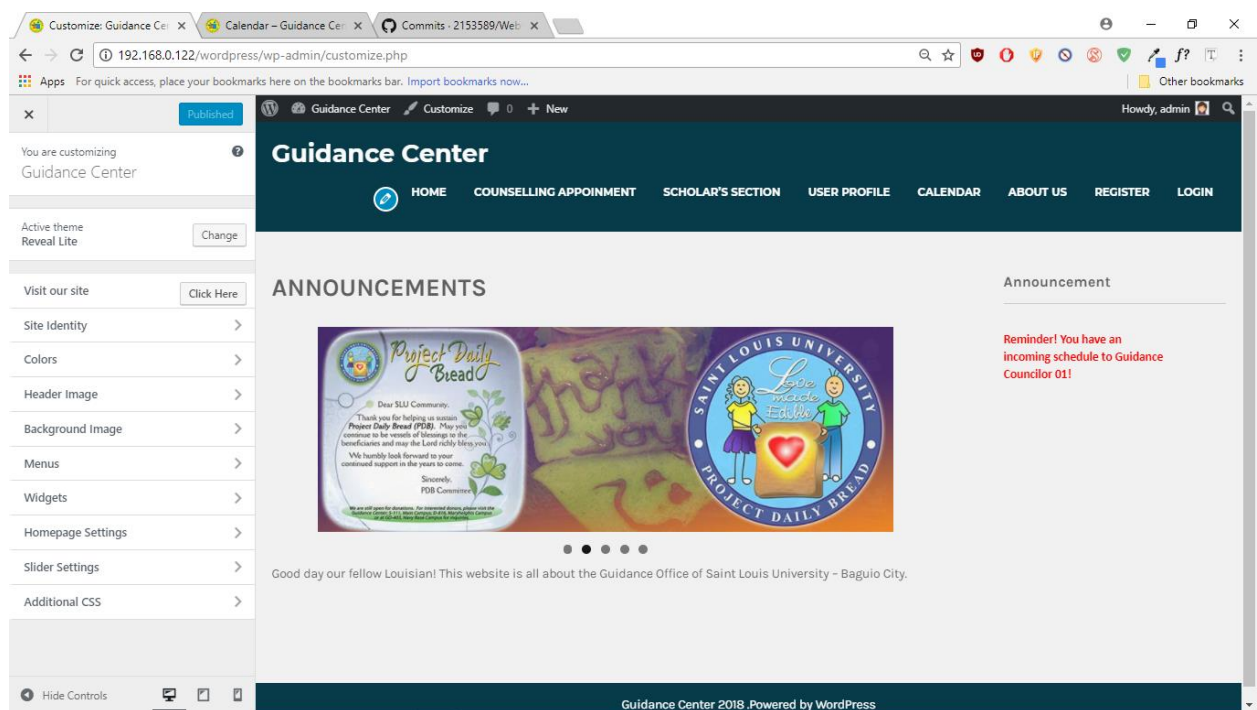


3. CUSTOMIZING PAGES

Before you can customize your website, go first to the **dashboard** and **customize your site** (refer to the image below).

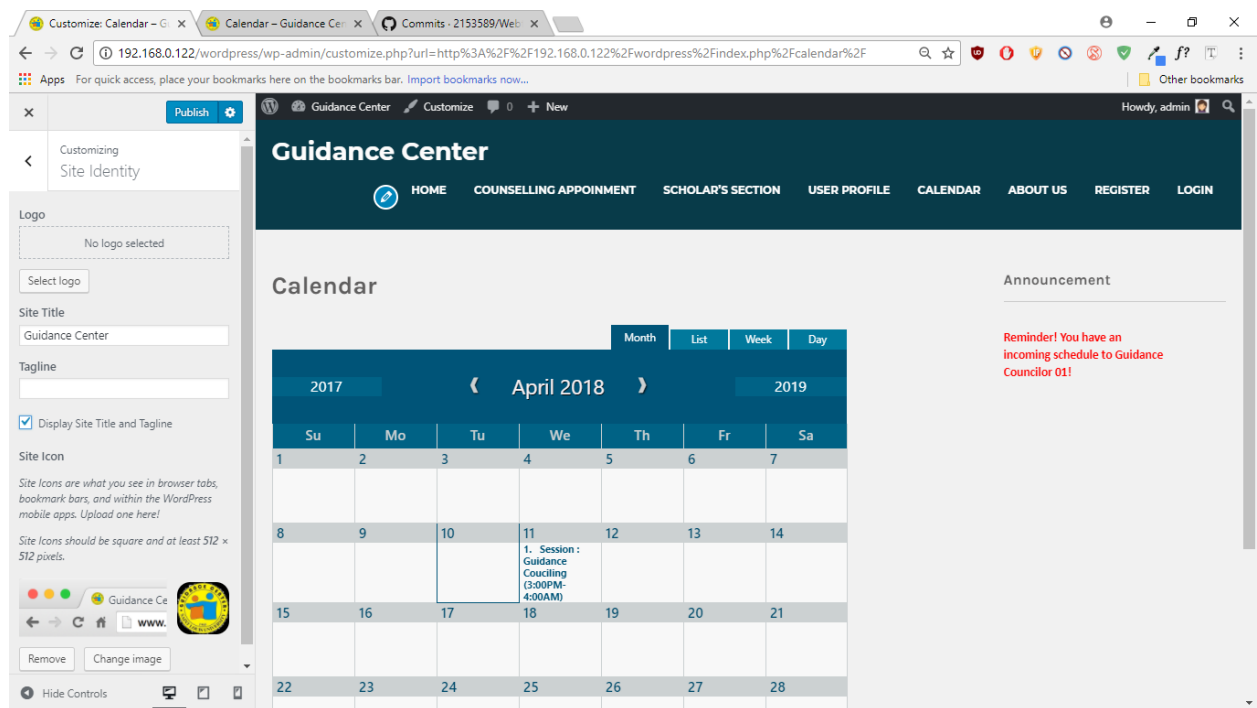


(Referring in the image below) after clicking the **customize your site** you can now select what part of the content are you going to edit such as changing the **active theme, site identity, colors, header image, background image, menus, widgets, homepage settings, slider settings**, and even put your own CSS in the **additional CSS section**.



You can also edit the part of the website by clicking the *pencil-like icon* which is a shortcut for customizing the site. It means that after you click the icon, it will going to link you to the directly on editing that section.

After configuring the website, you can save your work by clicking the **PUBLISHED** button that you can see in the upper right of the menu in the website.



And you are done now with the configuration of your site.