|  |  |
| --- | --- |
|  | WEB Admin CMS USER Manual |
| 5/7/2013 | Graduate Capstone |

Table of Contents

[1 Introduction 3](#_Toc363992123)

[1.1 Intended Audience 3](#_Toc363992124)

[1.2 References 3](#_Toc363992125)

[1.3 Revision History 3](#_Toc363992126)

[2 Company Perspective 4](#_Toc363992127)

[2.1 Goals as a Business 4](#_Toc363992128)

[2.2 Analytics 4](#_Toc363992129)

[2.2.1 Surveys 5](#_Toc363992130)

[2.2.2 Transactions 5](#_Toc363992131)

[3 Satisfaction Surveys 6](#_Toc363992132)

[3.1 Websites 6](#_Toc363992133)

[3.2 Types of Questions 6](#_Toc363992134)

[3.2.1 Demographics 6](#_Toc363992135)

[3.2.2 Ratings 7](#_Toc363992136)

[3.2.3 Categorical 7](#_Toc363992137)

[3.2.4 Locational and Time 7](#_Toc363992138)

[3.2.5 Contact 7](#_Toc363992139)

[3.3 Flows 8](#_Toc363992140)

[3.3.1 Static 8](#_Toc363992141)

[3.3.2 Dynamic 8](#_Toc363992142)

[4 Managing the Data 9](#_Toc363992143)

[4.1 The Goal 9](#_Toc363992144)

[4.2 Reverse Engineering 10](#_Toc363992145)

[5 Receipt Reward Surveys 10](#_Toc363992146)

[5.1 Surveys 10](#_Toc363992147)

[5.2 Revisions 10](#_Toc363992148)

[5.3 Questions 12](#_Toc363992149)

[5.4 Forms and Automations 14](#_Toc363992150)

[5.5 Form Flows and Automation Flows 14](#_Toc363992151)

# 1 Introduction

The purpose of this document is to explain and give an in depth analysis on the structure, design and make up of Company Survey Websites. By doing so, this will give a great understanding to the complexity involved with having to re-create these surveys in the system.

## 1.1 Intended Audience

This document is intended for persons trying to understand the fundamental business side of how survey work for this project. The goal is for those individuals to learn about the surveys and learn what is involved to recreate the surveys in the system.

## 1.2 References

No references were used.

## 1.3 Revision History

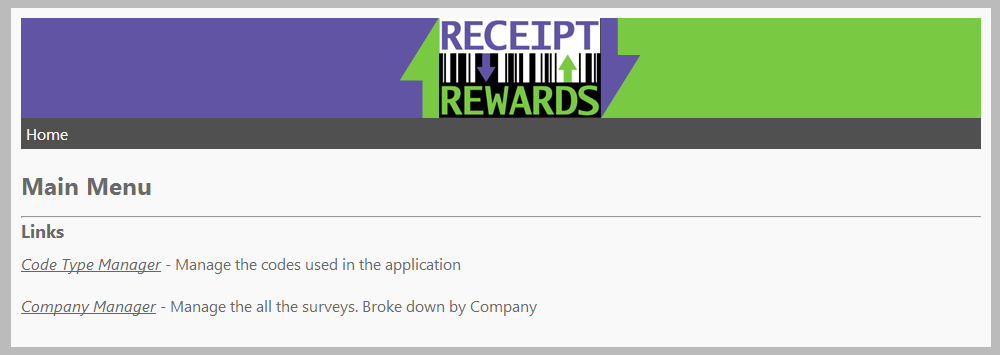
|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date | Reason For Change | Version |
| Andy Bottom | 08/08/2013 | Created the introduction and parts of the document. | 0.1 |

# 2 Set Up

The Web Admin requires a server running .Net 4.0 and up in order to run. The project can be supplied upon request.

# 3 Main Menu

The main menu contains the links to the major sections of the application. All the administrator functionality can be linked to from this page.

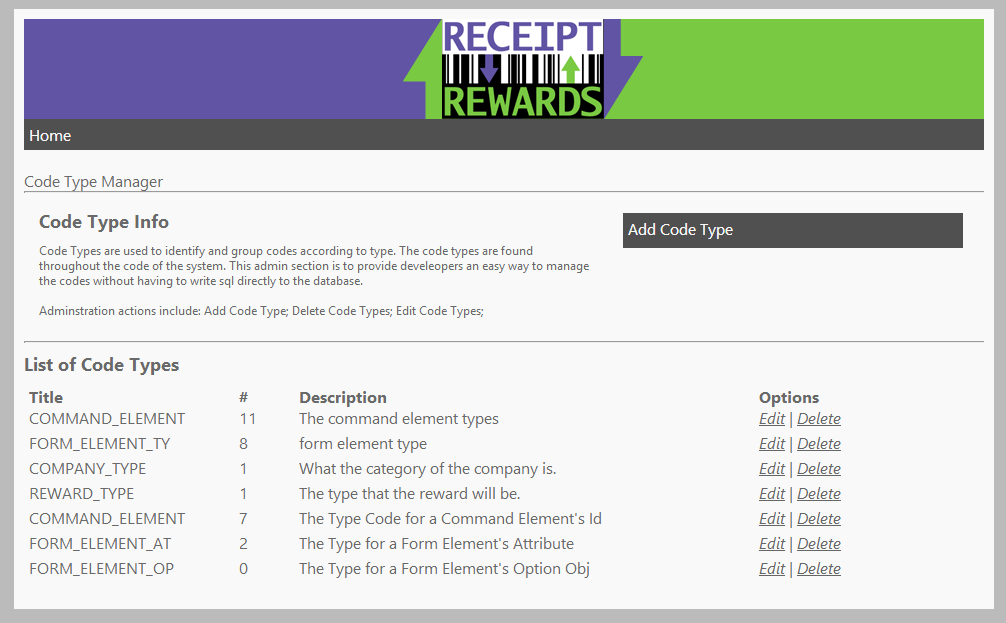


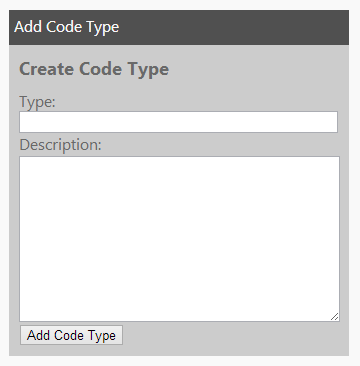
# 4 Code Administration

Codes will be updated infrequently and most always be updated by developer because that is when most codes will ever need to be added anyways. Also, it is very important to be diligent when deleting a code or code type because there may be references associated to those.

It is best practice that you should never need to use this aspect of the application aside from developers.

## 4.1 Code Type Manager





## 4.2 Code Type Page

## 

### 4.2.1 Add Code

## 

### 4.2.2 Delete Code

## 

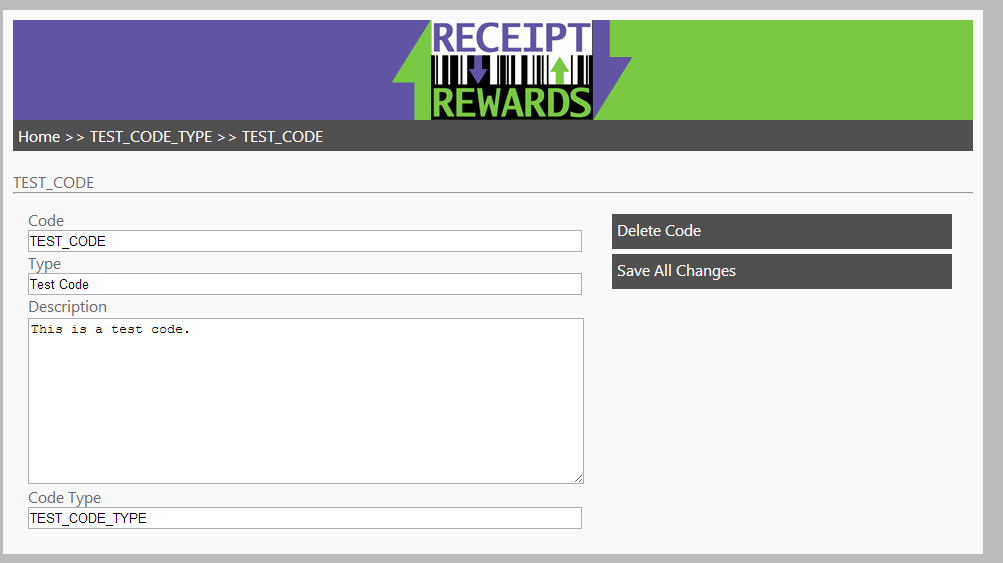
### 4.2.3 Save Code Type Changes



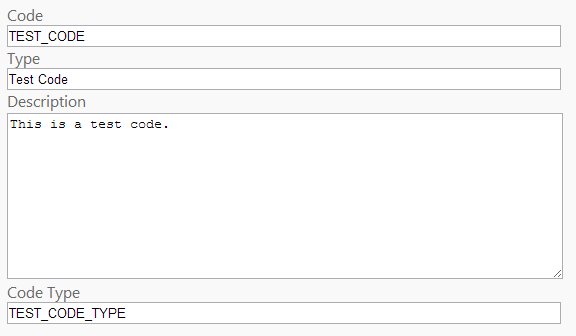
### 4.2.4 Code Entry (Edit and Delete)



## 4.3 Code Page



### 4.3.1 Edit Code



### 4.3.2 Delete Code

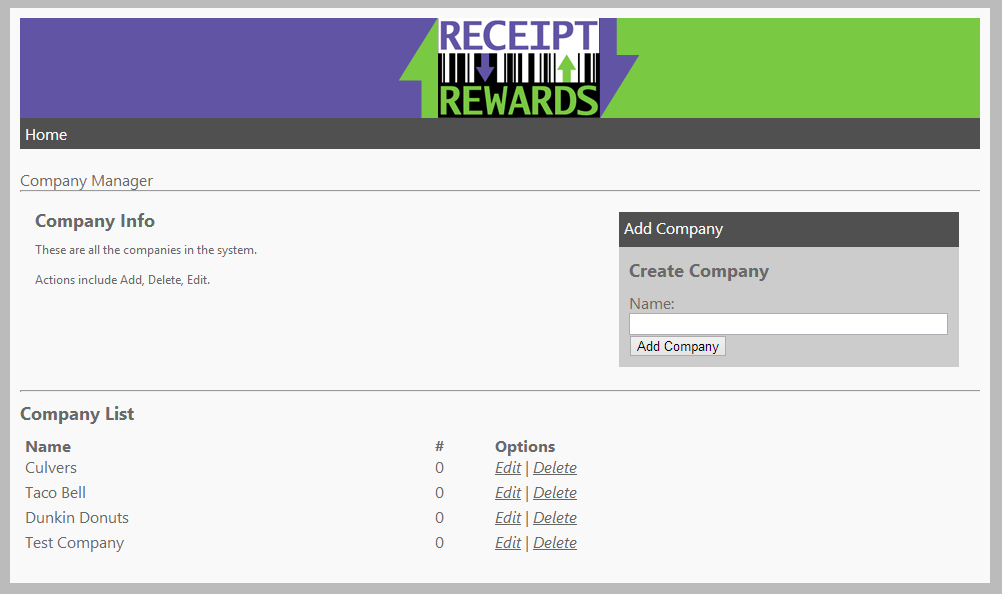


### 4.3.3 Save Code Changes

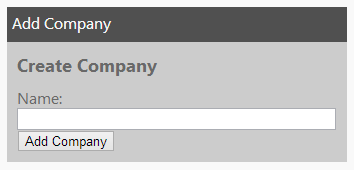


# 5 Company and Survey Administration

## 5.1 Company Manager



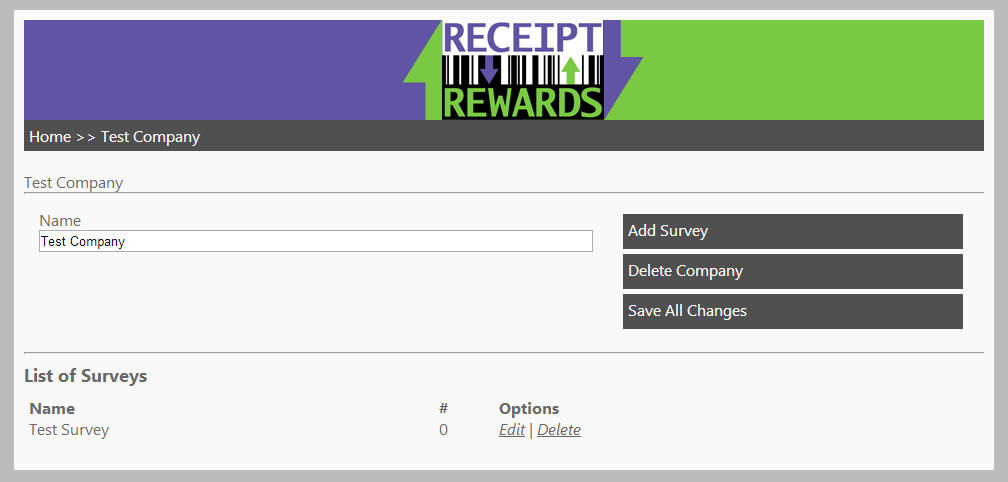
### 5.1.1 Add Company



### 5.1.2 Company List



## 5.2 Company Page



### 5.2.1 Edit Company

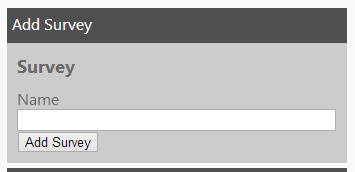




### 5.2.2 Delete Company



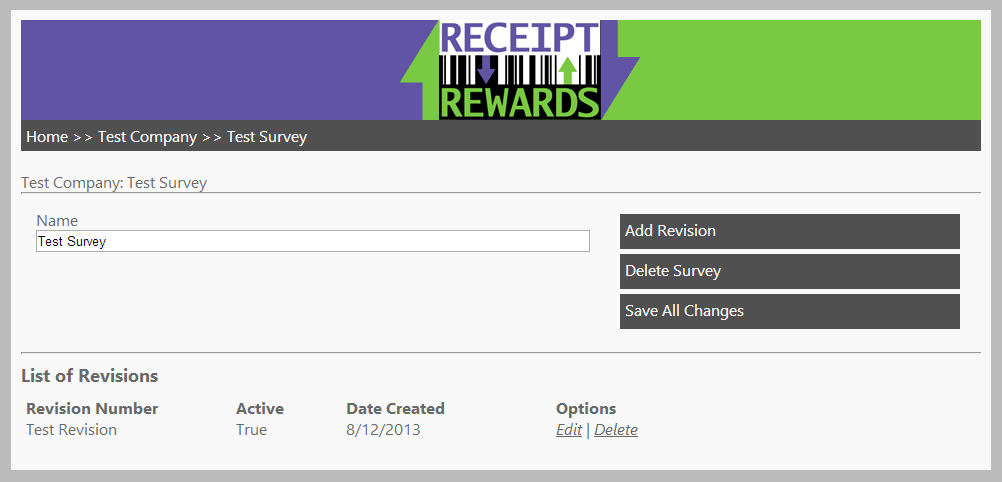
### 5.2.3 Add Survey



### 5.2.4 Survey List



## 5.3 Survey Page



### 5.3.1 Edit Survey

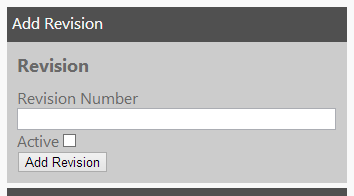




### 5.3.2 Delete Survey



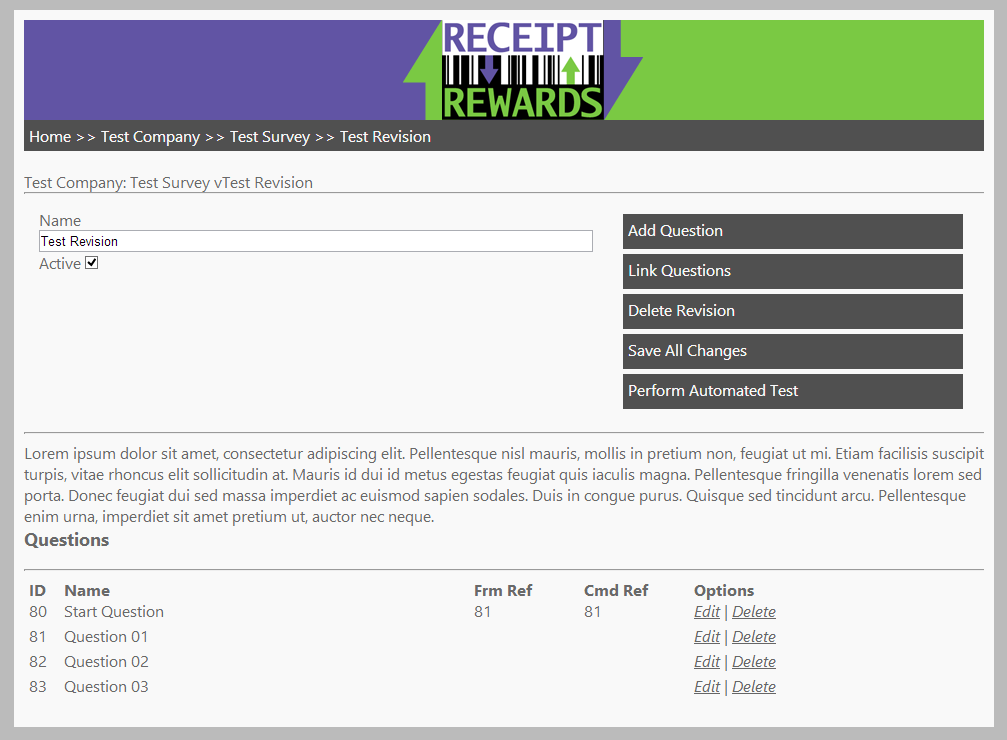
### 5.3.3. Add Revision



### 5.3.4 Revision List



## 5.4 Revision Page



### 5.4.1 Edit Revision

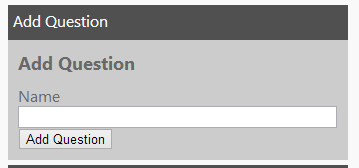




### 5.4.2 Delete Revision



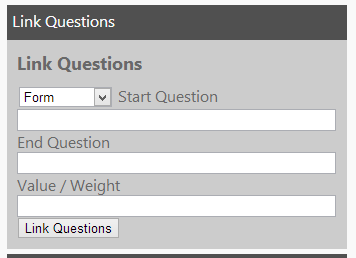
### 5.4.3 Add Question



### 5.4.4 Question List



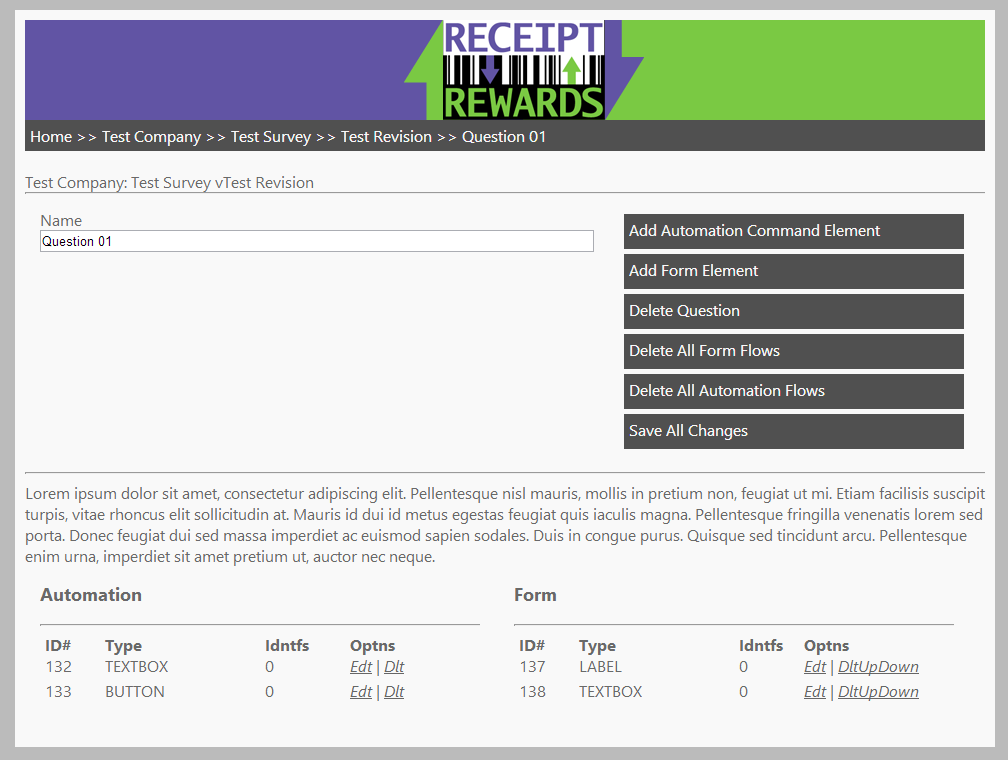
### 5.4.5 Link Questions



### 5.4.6 Perform Automated Test



## 5.5 Question Page



### 5.5.1 Edit Question

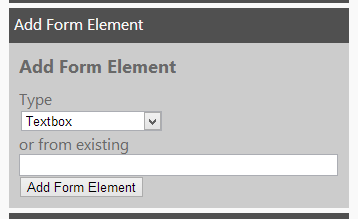




### 5.5.2 Delete Question



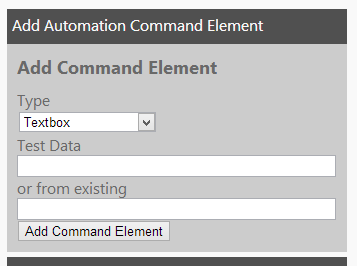
### 5.5.3 Add Form Element



### 5.5.4 List of Form Elements



### 5.5.5 Add Automation Element



### 5.5.6 List of Automation Elements



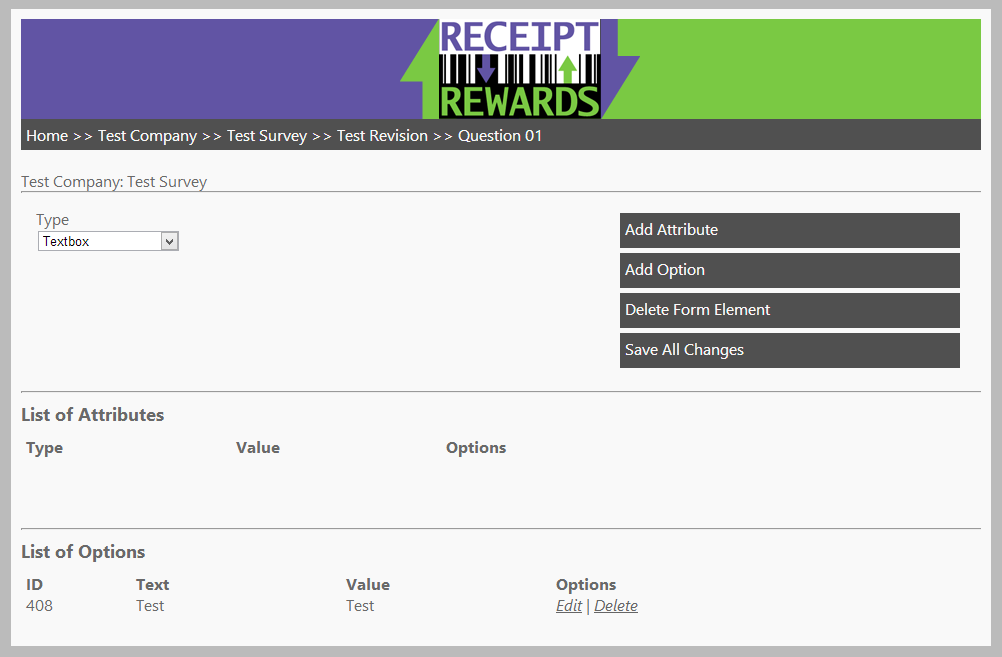
### 5.5.7 Delete All Form Flows



### 5.5.8 Delete All Automation Flows



## 5.6 Form Element Page



### 5.6.1 Edit Form Element

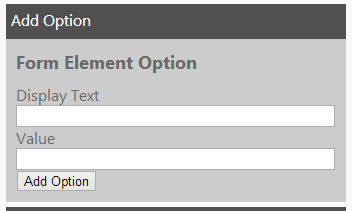




### 5.6.2 Delete Form Element



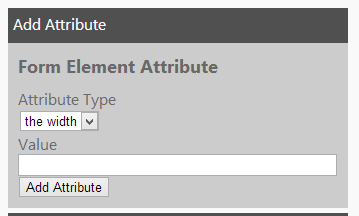
### 5.6.3 Add Form Element Option



### 5.6.4 List Form Element Options



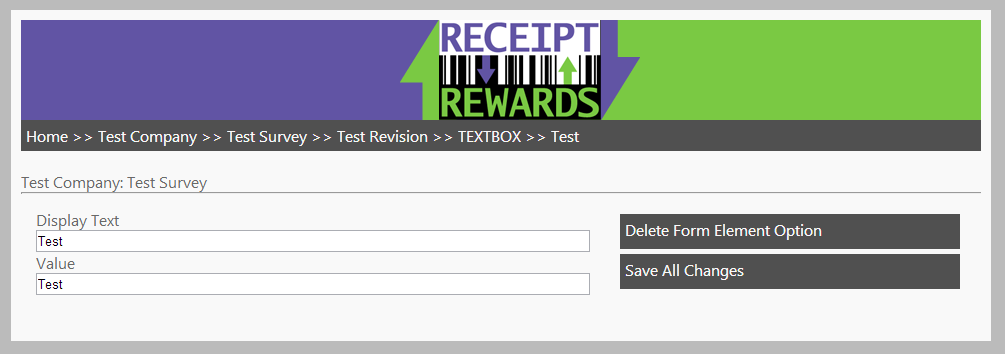
### 5.6.5 Add Form Element Attribute



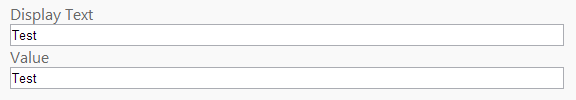
### 5.6.6 List Form Element Attribute



## 5.7 Form Element Option Page



### 5.7.1 Edit Form Element Option

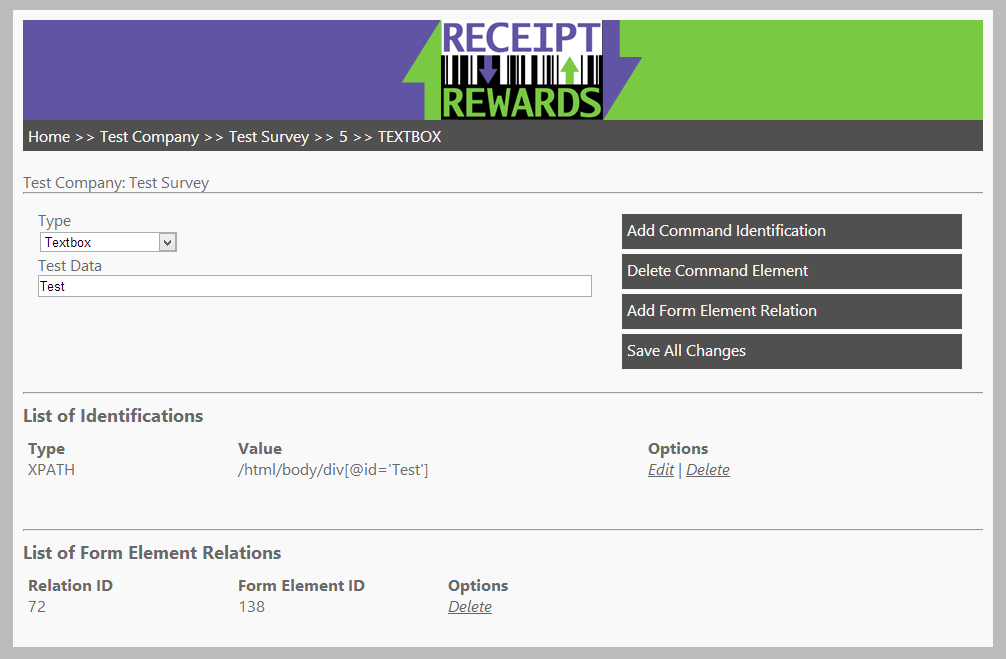




### 5.7.2 Delete Form Element Option



## 5.8 Command Element Page



### 5.8.1 Edit Command Element

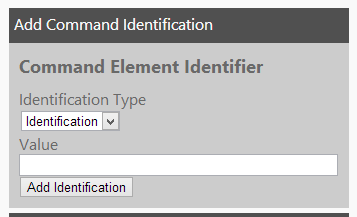




### 5.8.2 Delete Command Element



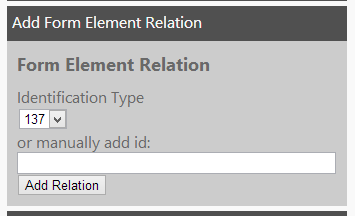
### 5.8.3 Add Command Element Identifier



### 5.8.4 List Command Element Identifier



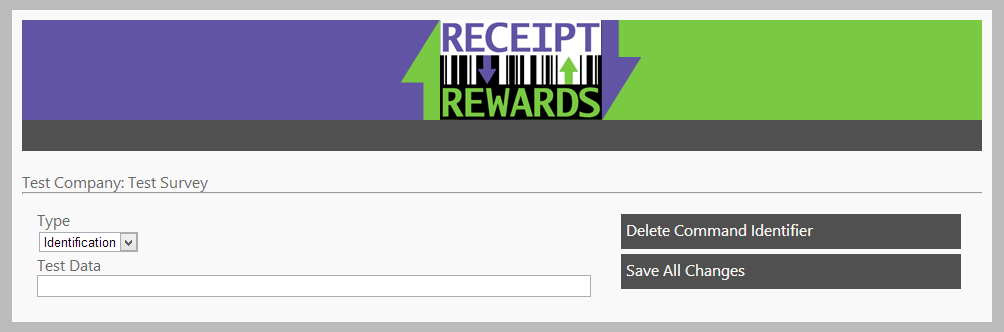
### 5.8.5 Add Command Form Element Relation



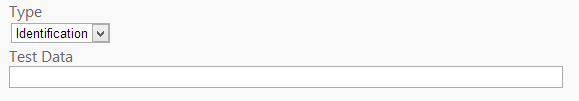
### 5.8.6 List Command Form Element Relation



## 5.9 Command Element Identifier Page



### 5.9.1 Edit Command Element Identifier





### 5.9.2 Delete Command Element Identifier



# 7 Frequently Asked Questions

## 7.1 I made a change, but the webpage didn’t update?

Sometimes after performing an insert, update or delete, the screen doesn’t refresh the content and just displays what was cached.

If this happens, simply perform click on the breadcrumb navigation of the current page, and it will perform a hard refresh of the content. Your changes should now be displayed correctly.

## 7.2 Are there any credentials need to use the Admin Site

Currently there are no credentials because the website is only hosted on local computers of the Administrators computers. However, if in the future the administrator site is put up on a public server, then yes, credentials will need to be added for security of the data.