

# System1: Content Management System

# User Manual



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## Version History

Date	Author	Version	Changes made	Rationale
11/19/18	JB	1.0	Document skeleton	First cut at user manual outline
12/01/18	ST,JH	1.1	Documentation increments	Added more content
12/03/18	XD,JB	1.2	Documentation increments	Added workflow screenshots, and filled out some information for each section

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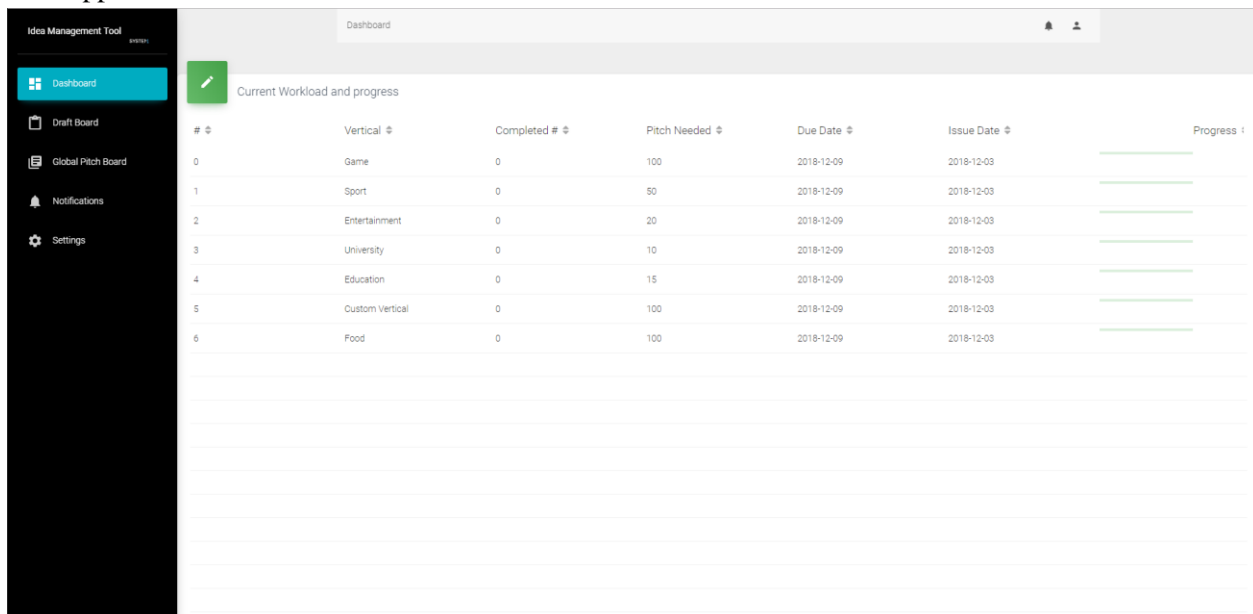
## Introduction

This tool was developed by Team 3 of USC's CSCI 577a Fall 2018 course for System1. The purpose of this internal tool is to provide a web-based idea management system that streamlines the idea generation and management process. This document aims to identify the tool's core capabilities and provide instruction on how to use the tool for all potential users. [Using the Tool: Content Contributor](#) describes features that are associated with content creation, and are available to all users of the tool. [Using the Tool: Content Admin](#) describes aspects of the tool that are limited to administrators, such as approving pitches. [Using the Tool: Super Admin](#) describes features with the highest access limitations such as overriding content and creating administrator accounts. [Developer Notes](#) highlights aspects of the tool that are of importance to a maintainer of the software system.

## Using the Tool: Content Contributor

### Dashboard and Overview

The dashboard is intended to be a quick stop to view your weekly assigned goals. The goals will be broken down by verticals and track your progress based on the number of submitted pitches that have been approved.



The screenshot shows the 'Dashboard' view of the 'Ideas Management Tool'. A sidebar on the left contains navigation links: Dashboard (selected), Draft Board, Global Pitch Board, Notifications, and Settings. The main content area is titled 'Current Workload and progress' and displays a table with the following data:

#	Vertical	Completed #	Pitch Needed	Due Date	Issue Date	Progress
0	Game	0	100	2018-12-09	2018-12-03	<div></div>
1	Sport	0	50	2018-12-09	2018-12-03	<div></div>
2	Entertainment	0	20	2018-12-09	2018-12-03	<div></div>
3	University	0	10	2018-12-09	2018-12-03	<div></div>
4	Education	0	15	2018-12-09	2018-12-03	<div></div>
5	Custom Vertical	0	100	2018-12-09	2018-12-03	<div></div>
6	Food	0	100	2018-12-09	2018-12-03	<div></div>

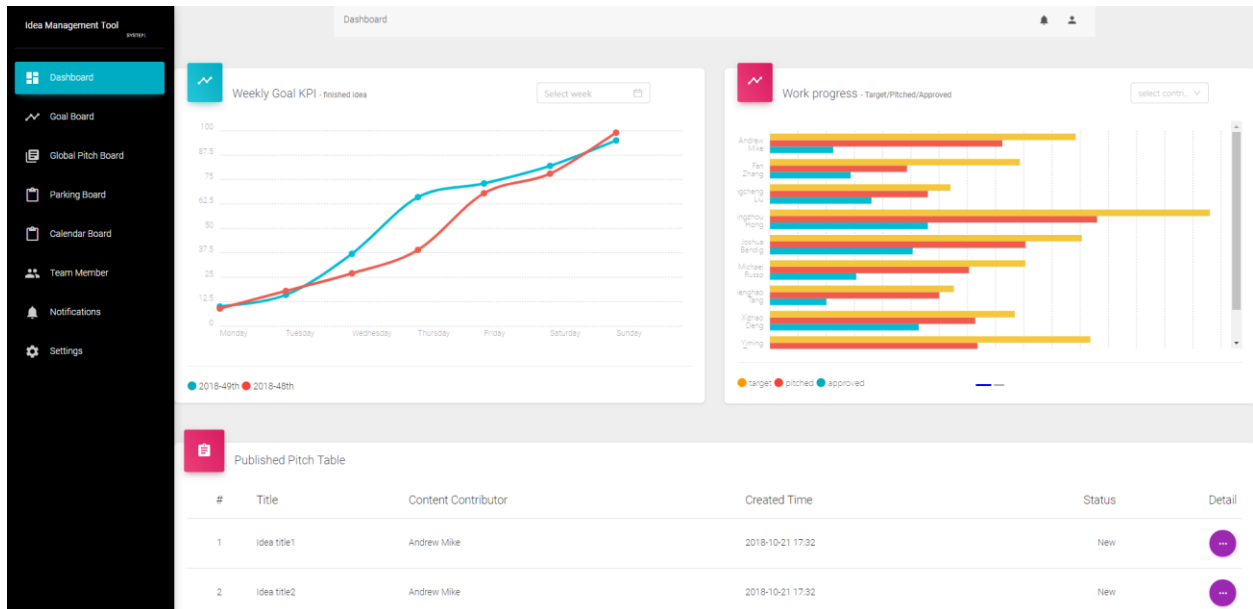
## Drafting and Submitting a Pitch

The screenshot shows the 'Draft Board' interface of the 'Idea Management Tool'. On the left is a dark sidebar with navigation links: Dashboard, Draft Board (highlighted), Global Pitch Board, Notifications, and Settings. The main area has a header 'Draft Board' with a bell and user icon. Below the header is a pink 'Pitch Draft' button. The form contains several sections: '\* Required Info:' with fields for '\* Title' and '\* Vertical' (a dropdown); 'Details:' with fields for 'URL', 'Buy-side Network', 'Target Info', and 'Quiz Type'; 'Inspiration' with a text area; and 'Description' with a text area. At the bottom left of the form is a pink 'PITCH IT!' button.

In order to pitch an idea, navigate to the 'Draft Board'. From there, enter the fields of your pitch. Note that only the Title and Vertical are required. Lastly, simply press 'Pitch It!'. From there, the pitch will be moved into the 'Global Pitch Board' to be reviewed by administrators.

# Using the Tool: Content Admin

## Dashboard and Overview



As a content admin, the dashboard provides views of searchable weekly metrics for how many pitches have been approved for a given week and its prior. Also, the dashboard provides views of the content contributor's target, approved, and pitched submissions.

## Creating, Deleting, and Changing Active Status for Users

The Team Member List page displays a table of team members with columns for #, Username, Active status, and Enrolled Date. A 'New Member' modal form is open, allowing for the creation of a new team member.

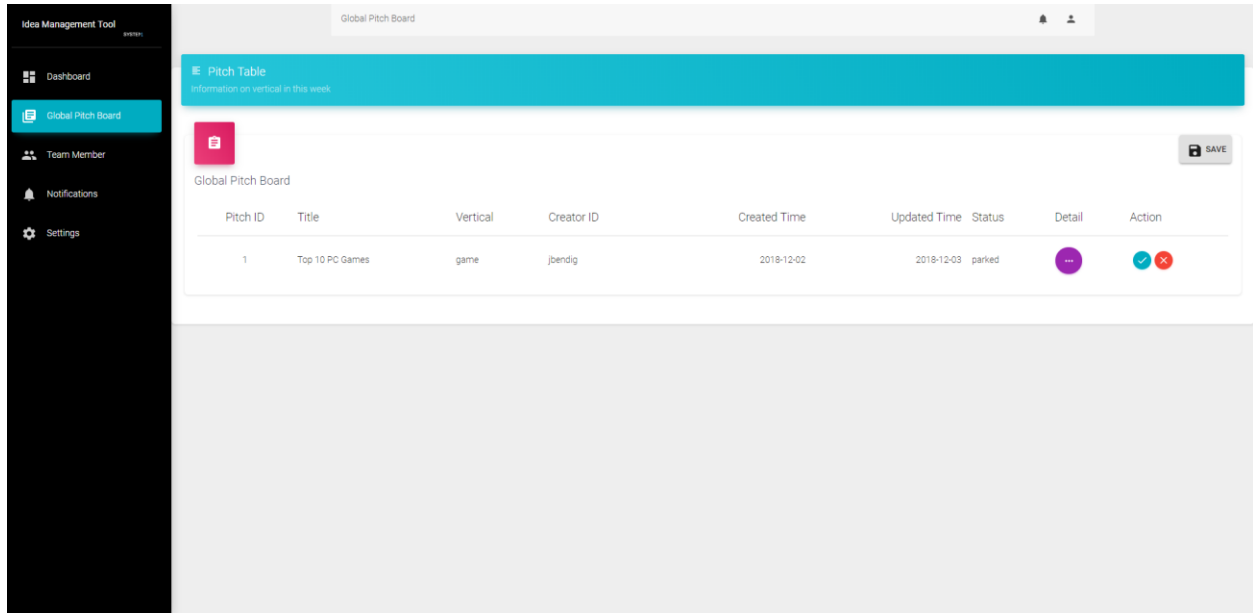
**New Member Form Fields:**

- Username: \* (Required field)
- Password: \* (Required field)
- Confirm Password: \* (Required field)
- Role: Admin (Dropdown menu)
- First Name: \* (Required field)
- Last name: \* (Required field)



The modal form includes a 'CANCEL' button at the bottom right.

As an admin, in the ‘Team Member’ board, by clicking the ‘+’ button in the top right, a new user can be created that may either be an ‘Admin’ or ‘Writer’. To toggle a user’s activity, under ‘Active status’ simply press the box associated with the target user. Additionally, to remove a user, simply press the trash icon on the right of the screen.

## Approving/Rejecting a Pitch

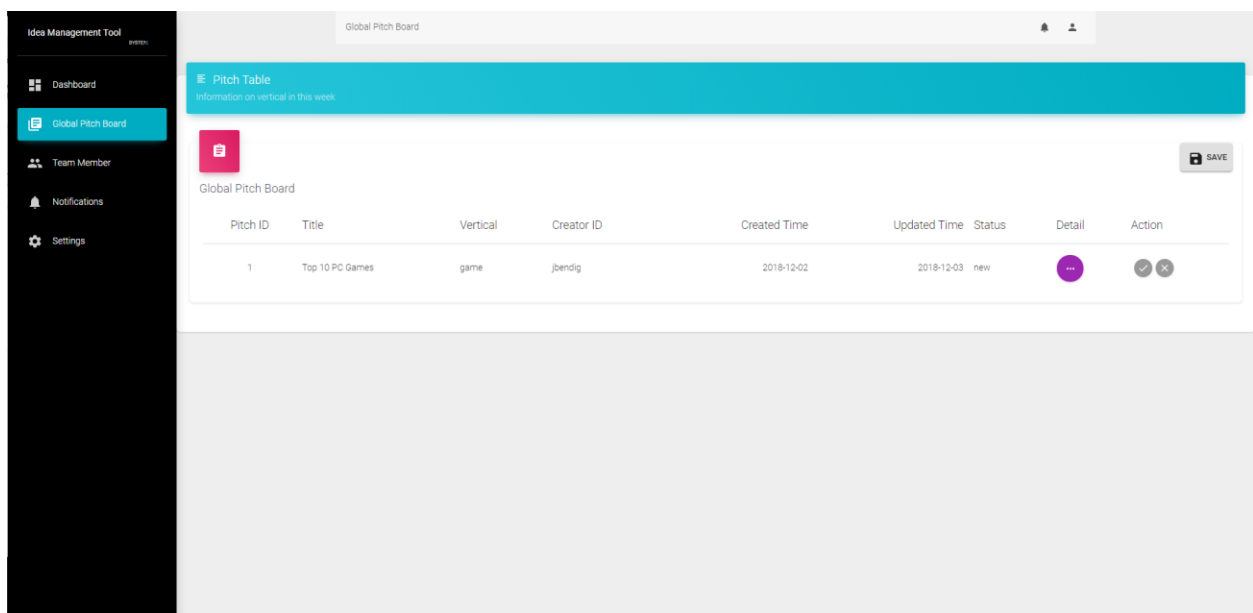


The screenshot shows the 'Global Pitch Board' interface. On the left is a dark sidebar with navigation options: Dashboard, Global Pitch Board (selected), Team Member, Notifications, and Settings. The main content area has a header 'Global Pitch Board' and a 'Pitch Table' section with the subtitle 'Information on vertical in this week'. Below this is a table with the following data:



Pitch ID	Title	Vertical	Creator ID	Created Time	Updated Time	Status	Detail	Action
1	Top 10 PC Games	game	jpendig	2018-12-02	2018-12-03	parked	...	 

Below the table is a large grey rectangular area.

When navigating to the ‘Global Pitch Board’, each pitch will be listed that is new and pending approval. As an admin, the ‘Action’ buttons will be available, and you can select the blue check to approve the pitch, and the red ‘X’ to reject it. Note that once a review option is selected, the action button will be greyed out, as shown below.

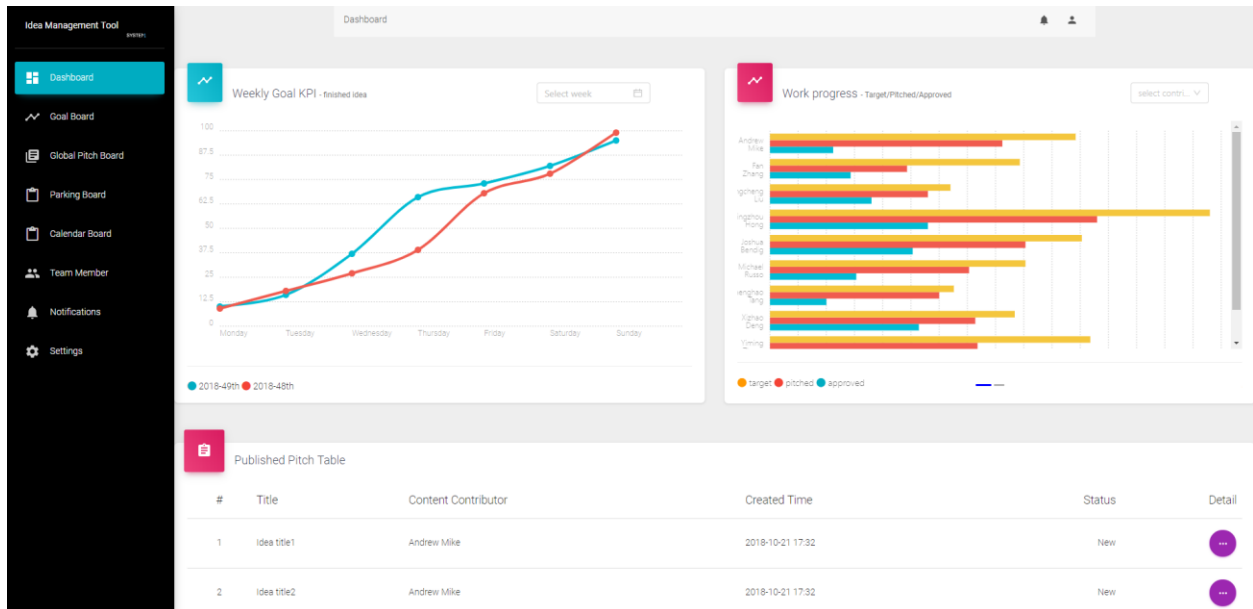


This screenshot shows the same 'Global Pitch Board' interface, but the pitch entry now has a status of 'new' instead of 'parked'. The action buttons (blue checkmark and red X) are now greyed out, indicating that a review option has been selected.

Pitch ID	Title	Vertical	Creator ID	Created Time	Updated Time	Status	Detail	Action
1	Top 10 PC Games	game	jpendig	2018-12-02	2018-12-03	new	...	 

# Using the Tool: Super Admin

## Dashboard and Overview

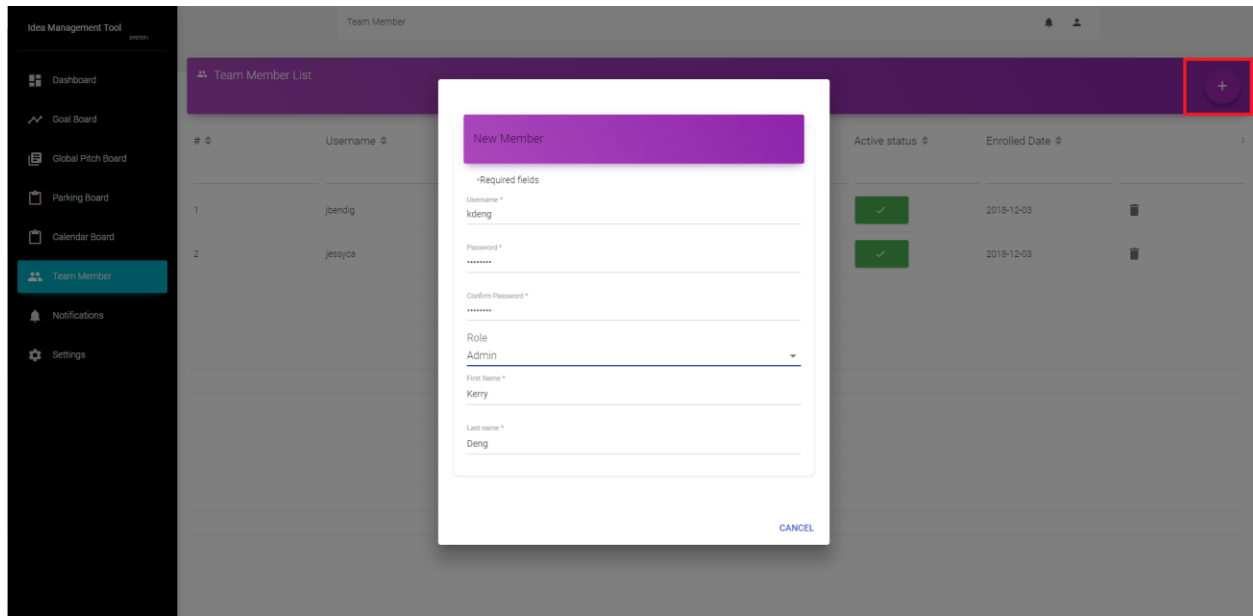


As a admin, the dashboard provides views of searchable weekly metrics for how many pitches have been approved for a given week and its prior. Also, the dashboard provides views of the content contributor's target, approved, and pitched submissions.



## Updating the Team

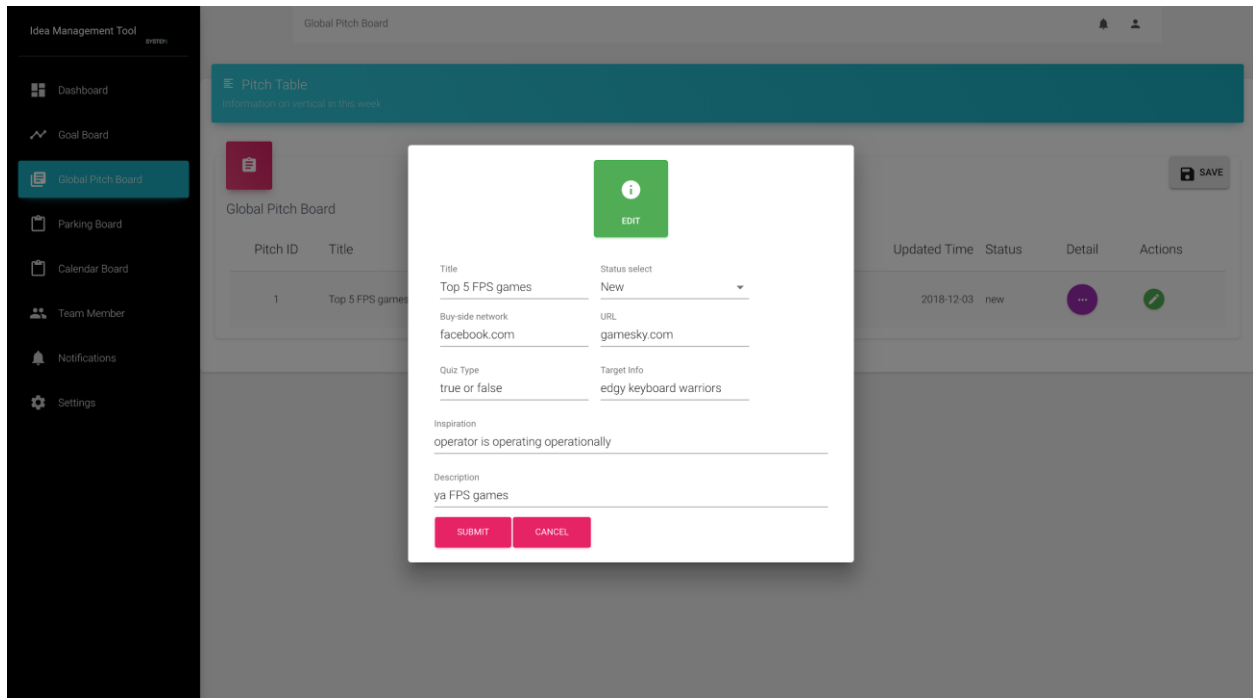
### Creating, Deleting, and Changing Active Status for Users



As an admin, in the 'Team Member' board, by clicking the '+' button in the top right, a new user can be created that may either be an 'Admin' or 'Writer'. To toggle a user's activity, under 'Active status' simply press the box associated with the target user. Additionally, to remove a user, simply press the trash icon on the right of the screen.

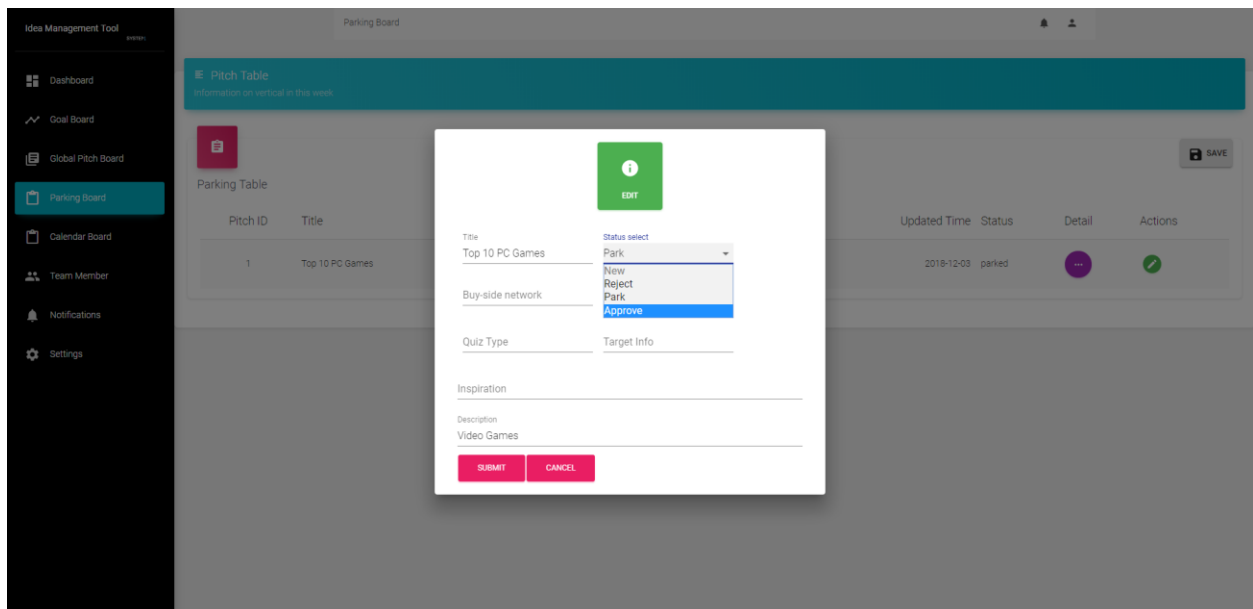
## Managing Pitches

### Updating the Global Pitch Board



A super admin has full control over pitches. In the detailed information under ‘Actions’, a super admin can change any of the information within a pitch, as well as overriding approval. A super admin can select to move the pitch ‘Approved’, ‘Rejected’, or ‘Parked’.

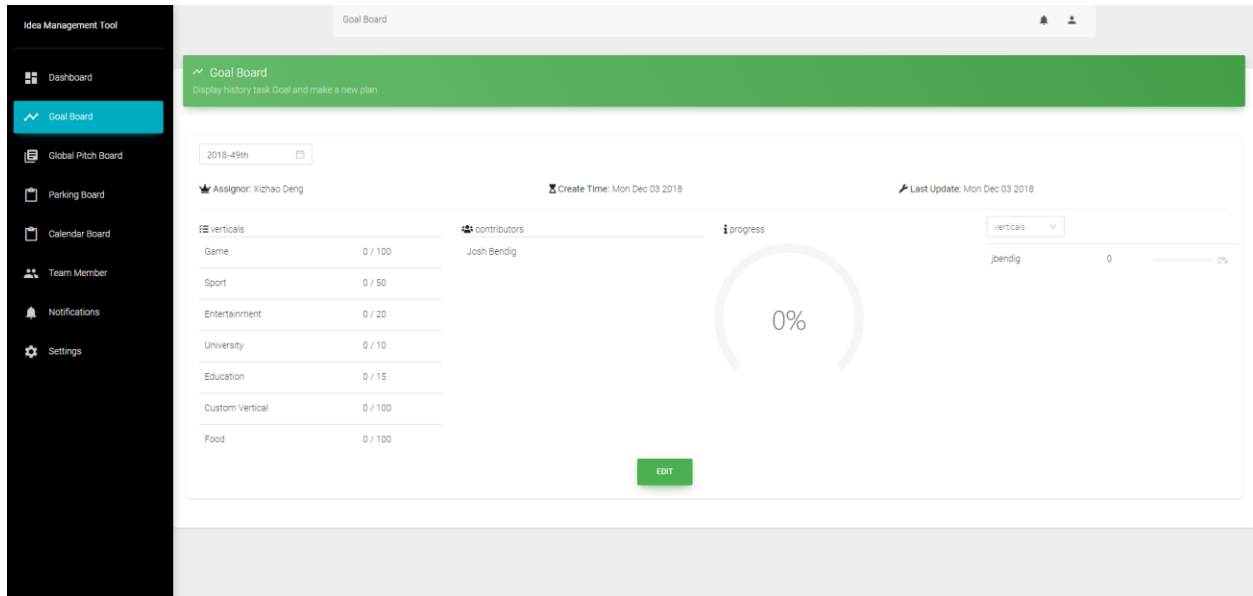
### Updating the Parking Board



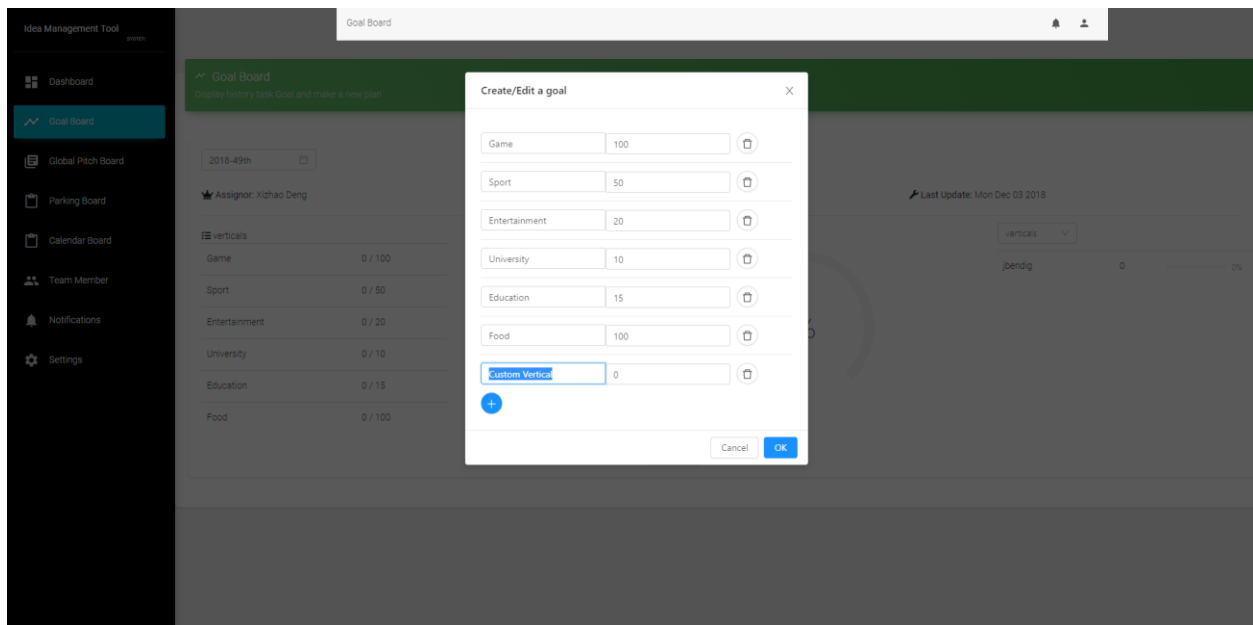
In the parking board, similar to the functionality allocated to the super admin in the ‘Global Pitch Board’,

a super admin can edit all of the fields of a pitch, including moving it to ‘Approved’ to add it to the publishing calendar.

## Setting Goals



When viewing the goals board, the super admin is shown a view of the latest week’s goals as well as the current progress. The super admin can edit these goals, and add custom verticals as desired (shown below). When updating the goal for a selected vertical, the system will automatically distribute the goals to active content creators for the week.



## Developer Notes

The latest iteration of the system's software can be found at <https://github.com/russomp/t3-discovery-tool>. Additional information about the conceptual and software design can be found at <https://greenbay.usc.edu/csci577/fall2018/projects/team03/>.

## Appendix A: High Level Business Workflow

**Idea Management Workflow with New Idea Management System**

