**Software User Manual**

Version 1.0, 1 May 2015

**The Film Club Content Management System**

**Project Leader:** Chad Golden

**Project Team:** O’Neal Jones

Patrick Meehan

Lamar Sims

Matthew Stratton

**Customer:** Georgia Southern Film Club

Darrel Fulmer, Film Club President.

**Group 5**, Software Engineering CSCI5530 Section A, Georgia Southern University

# **Abstract**

This document is the Software User Manual (SUM) document for the Georgia Southern Film Club Web Content Management System (CMS). The Software User Manual (SUM) instructs how to use the Content Management System software. This project is part of the Software Engineering Project Course (CSCI 5530) at Georgia Southern University (GSU) taught by Dr. Andrew Allen.

# **Document Status Sheet**

|  |  |
| --- | --- |
| **Document Title** | Software User Manual |
| **Author(s)** | O’Neal Jones |
| **Version** | 0.0.1 |
| **Document Status** | Draft / Internally Accepted/ Approved |

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Summary** |
| 1.0 | 13/4/2015 | O’Neal Jones | Document creation |

**Contents**

[Abstract 2](#_Toc418160140)

[Document Status Sheet 3](#_Toc418160141)

[Chapter 1 6](#_Toc418160142)

[Introduction 6](#_Toc418160143)

[1.1 Intended readership 6](#_Toc418160144)

[Applicability 6](#_Toc418160145)

[1.2 Purpose 6](#_Toc418160146)

[1.3 How to use this document 6](#_Toc418160147)

[1.4 Problem Reporting 6](#_Toc418160148)

[Chapter 2 7](#_Toc418160149)

[Overview 7](#_Toc418160150)

[Chapter 3 8](#_Toc418160151)

[Tutorial 8](#_Toc418160152)

[3.1 Getting started 8](#_Toc418160153)

[3.2 The Home Page 9](#_Toc418160154)

[3.3 The About Drop down Menu 11](#_Toc418160155)

[3.4 The Discussions Page 12](#_Toc418160156)

[3.5 The Events Page 12](#_Toc418160157)

[3.6 The Images Page 13](#_Toc418160158)

[3.7 The Videos Page 13](#_Toc418160159)

[3.8 The Site Pages Page 13](#_Toc418160160)

[3.9 Searching the site 14](#_Toc418160161)

[3.10 Viewing the users profile 14](#_Toc418160162)

[3.11 Editing users profile 14](#_Toc418160163)

[3.12 Becoming an administrator 14](#_Toc418160164)

[3.13 The Dashboard 14](#_Toc418160165)

[Chapter 4 17](#_Toc418160166)

[References 17](#_Toc418160167)

[Appendix A 18](#_Toc418160168)

[Error Messages 18](#_Toc418160169)

[Appendix B 19](#_Toc418160170)

[Glossary 19](#_Toc418160171)

# **Chapter 1**

## **Introduction**

### **1.1 Intended readership**

This document covers the use for the following users of the Film Club Web system:

* The system administrator
* The Film Club administrators
* The Film Club members

## **Applicability**

This Software User Manual (SUM) applies to the Film Club Web Content Management System, version 0.1.

### **1.2 Purpose**

The purpose of the SUM is to assist the user in using the Web Content Management System.

### **1.3 How to use this document**

* Chapter 2 gives an overview of the Content Management System software.
* Chapter 3 contains tutorials for common tasks that allows the users to get started quickly
* Chapter 4 gives a reference of the complete Content Management System software.
* Appendix A includes a list of all error messages and recovery procedures
* Appendix B contains the glossary.

### **1.4 Problem Reporting**

Since the Film Club Web Management System developer team will dissolve after completion of the Film Club Web Management System project, the issue of problem reporting is left to the Georgia Southern Film Club.

# **Chapter 2**

## **Overview**

This software creates a website for the Georgia Southern Film Club. The website will allow the film club and its members a place to store and update information, pictures, videos, and events. It will also allow the users to discuss topics of their choice. After reading this document the user will have an understanding of how the website works whether the user is an administrator or just a regular member. This document uses a hierarchy format and will get the user where they want to go if all the steps are completed correctly.

# **Chapter 3**

## Tutorial

### 3.1 Getting started

#### **3.1.1 Getting to the website**

For the user to be able to get to the user must have connection to the internet. And have Mozilla Firefox or Google Chrome installed on the system being used. Once the user has obtained access to the internet on one of these applications than the user can go to the link <http://www.chadgolden.com/se/test>. After the user has gotten to this URL then he or she will be at the beginning of software created for Georgia Southern Film Club.

#### **3.1.2 Getting to YouTube.**

If the user wants to get to the Georgia Southern’s Film Club YouTube than the user should complete section 3.1.1 and then the user will just need to click on the YouTube picture and he or she will be taken to Film Clubs website on YouTube.

#### **3.1.3 Getting to Facebook.**

If the user wants to get to the Georgia Southern’s Film Club Facebook than the user should complete section 3.1.1 and then the user will just need to click on the Facebook picture and he or she will be taken to Film Clubs website on Facebook.

#### **3.1.4 Getting to Twitter.**

If the user wants to get to the Georgia Southern’s Film Club Twitter than the user should complete section 3.1.1 and then the user will just need to click on the Twitter picture and he or she will be taken to Film Clubs website on Twitter.

#### **3.1.5 Getting to Google Plus.**

If the user wants to get to the Georgia Southern’s Film Club Google Plus than the user should complete section 3.1.1 and then the user will just need to click on the Google Plus picture and he or she will be taken to Film Clubs website on Google Plus.

#### **3.1.6 Getting to the beginning of the website.**

If the user wants to get to the Georgia Southern’s Film Club actual website than the user should complete section 3.1.1 and then the user will just need to click on the Enter button and he or she will be taken to Film Clubs website.

### **3.2 The Home Page**

Once the user has completed 3.1.6 the user now has the chance to begin exploring Georgia Southern’s Film Club website. The user will have a chance to become a member, sign in, visit different parts of the website, add and comment to discussions, and most importantly find out information about Film Club.

#### **3.2.0.1 Becoming a member of the website**

When the user has completed 3.2 then the user will have a chance to become a member of the website. The user would have to scroll to the top of the web page and click the Register button in the top right hand corner. Once he or she has clicked the Register button then the user will be prompted to enter a username, email, first and last name, and password. Once the user has completed these fields then he or she will have to click the register button to become a member of the film club’s website.

#### **3.2.0.2 Logging into the website**

When the user has completed 3.2.1 then he or she will need to scroll to the top of the page and enter his or her username and password. After completing these fields the user will need to click the sign in button to sign into the website.

#### **3.2.0.3 Getting to the About page**

When the user has completed at least 3.1.6 the user will then have the chance to explore the about page. The user will have to scroll to the top of any page and click the about button. Upon clicking the about button a drop down menu will appear for the user to select where he or she would like to go. The user will have the option to visit the Our Members, About Us, Contact or Suggestions page.

#### **3.2.0.4 Getting to the Discussion page**

When the user has completed at least 3.1.6 the user will then have the chance to explore the discussion page. The user will have to scroll to the top of any page and click the discussion button.

#### **3.2.0.5 Getting to the Events page**

When the user has completed at least 3.1.6 the user will then have the chance to explore the Events page. The user will have to scroll to the top of any page and click the Events button.

#### **3.2.0.6 Getting to the Media page**

When the user has completed at least 3.1.6 the user will then have the chance to explore the Media page. The user will have to scroll to the top of any page and click the media button. Once the user has clicked the media button then the user will be given a chance to visit the Pictures, Videos, or Site pages.

#### **3.2.0.7 Getting to MyGeorgiaSouthern Website**

When the user has completed at least 3.1.6 the user will then have the chance to go directly to my.georgiasouthern.edu. The user will have to scroll to the bottom of any page and click the MyGeorgiaSouthern link under the Links section. Once the user has clicked this link then the user will be taken to the login page for my.georgiasouthern.edu.

#### **3.2.0.8 Getting to George-Anne Website**

When the user has completed at least 3.1.6 the user will then have the chance to go directly to the George-Anne. The user will have to scroll to the bottom of any page and click the George-Anne link under the Links section. Once the user has clicked this link then the user will be taken to the home page of the George-Anne.

#### **3.2.0.9 Getting to weather of Statesboro, GA**

When the user has completed at least 3.1.6 the user will then have the chance to go directly to a weather station for Statesboro, GA. The user will have to scroll to the bottom of any page and click the weather link under the Links section. Once the user has clicked this link then the user will be taken to the wunder ground weather station for Statesboro, GA.

#### **3.2.1.0 Getting to Film Club’s YouTube.**

When the user has completed at least 3.1.6 the user will then have the chance to go directly to the Film Club’s YouTube. The user will have to scroll to the bottom of any page and click the YouTube picture under the Follow Us section. Once the user has clicked this picture then the Film Club’s YouTube.

#### **3.2.1.1 Getting to Film Club’s Twitter.**

When the user has completed at least 3.1.6 the user will then have the chance to go directly to the Film Club’s Twitter. The user will have to scroll to the bottom of any page and click the Twitter picture under the Follow Us section. Once the user has clicked this picture then the Film Club’s Twitter.

#### **3.2.1.2 Getting to Film Club’s Facebook.**

When the user has completed at least 3.1.6 the user will then have the chance to go directly to the Film Club’s Facebook. The user will have to scroll to the bottom of any page and click the Facebook picture under the Follow Us section. Once the user has clicked this picture then the Film Club’s Facebook.

#### **3.2.1.3 Getting to Film Club’s Google Plus.**

When the user has completed at least 3.1.6 the user will then have the chance to go directly to the Film Club’s Google Plus. The user will have to scroll to the bottom of any page and click the Google Plus picture under the Follow Us section. Once the user has clicked this picture then the Film Club’s Google Plus.

#### **3.2.1.4 Getting to the Users Profile.**

When the user has completed at least 3.2.2 the user will then have the chance to go directly to his or her profile on the Film Club’s website. The user will have to scroll to the top of any page and click the Logged In as button. Once the user has clicked this button a drop down menu will appear and the user will have to click the Profile button.

#### **3.2.1.5 Signing out.**

When the user has completed at least 3.2.2 the user will then have the chance to sign out of his or her account on the Film Club’s website. The user will have to scroll to the top of any page and click the Sign out button. Once the user has clicked this button they will be signed out of his or her account.

### **3.3 The About Drop down Menu**

The drop down menu allows the user to explore different pages about the film club.

#### **3.3.1 The Our Members Page**

Once the user has completed 3.2.0.3 than no matter the status of the user, he or she can view the current member of the Georgia Southern Film Club by clicking on our members link. The member’s page will show the user the member’s picture, name, date joined, and their position inside the film club.

#### **3.3.2 The About us Page**

Once the user has completed 3.2.0.3 than no matter the status of the user, he or she can view the about us page by clicking on the about us button. The about us page will display mission of the film club. Depending on your position with in the film club the user may be able to change this mission statement.

#### **3.3.3 The Contact page**

Once the user has completed 3.2.0.3 than no matter the status of the user, he or she can view the contact page by clicking the Contact button. This page displays the address for the film club and a member to contact for information about the film club.

#### **3.3.4 The Suggestions Page**

Once the user has completed 3.2.0.3 than no matter the status of the user, he or she can view the suggestions page by clicking the suggestions button. Once the user has navigated to the suggestions page he or she can leave a suggestion by entering required information.

### **3.4 The Discussions Page**

Once the user has completed 3.2.0.2 than no matter the status of the user, he or she can view the discussions page by clicking the discussions button. Once the user has navigated to the discussions page he or she can create, view, and reply discussions by clicking the respective buttons.

### **3.5 The Events Page**

Once the user has completed 3.2.0.2 than no matter the status of the user, he or she can view the events page by clicking the events button. Once the user has navigated to the events page he or she can view the calendar month for the film club, or create events for anyone to see.

#### **3.5.1 Adding an event**

To add an event the user must be an administrator would have to click the Event Submission. Upon clicking this button the user will be taken to a form that needs to be filled out to add the event. Once the form has been filled out and the submit button has been pressed than the user will be able to view his or her event on the calendar. To view the event the user has to click on the link in the calendar.

#### **3.5.1 Deleting an event**

To delete an event the user must be an administrator would have to click the event in the calendar. Upon clicking the event the user will be shown the information about the event and in the top right hand side a delete button. Once the user has clicked the delete button a message will appear to ask if the event should be deleted. After the user clicks delete again the event will be deleted.

### **3.6 The Images Page**

Once the user has completed 3.2.0.6 than no matter the status of the user, he or she can view the images page by clicking the media drop down button than going to the images link. Once the user has navigated to the images page he or she can view the images for the film club, or add images for anyone to see. To add an image the user would have to click the add photos button. Upon clicking this button the user will be taken to a page where the user browses for the photo to upload. Once the upload has been completed and the submit button has been pressed than the user will be able to view his or her photos that have been added to images page.

### **3.7 The Videos Page**

Once the user has completed 3.2.0.6 than no matter the status of the user, he or she can view the videos page by clicking the media drop down button than going to the videos link. Once the user has navigated to the videos page he or she can view the videos for the film club, or add images for anyone to see. To view certain categories of the videos that are posted on the videos page than the user would have to select the categories drop down button and selected the preferred category.

If you’re an administrator for the Film Club than you have the option to add videos by clicking the add button. Upon clicking the button the user will be redirected to an administrative dashboard to add videos.

### **3.8 The Site Pages Page**

Once the user has completed 3.2.0.6 than no matter the status of the user, he or she can view the site pages page by clicking the media drop down button than going to the site pages link. Once the user has navigated to the site pages page he or she can view the site pages for the film club.

### **3.9 Searching the site**

Once the user has completed 3.1.6 than no matter the status of the user, he or she can search the entire site by scrolling to the bottom of the page and typing in the search text field than pressing enter.

### **3.10 Viewing the users profile**

Once the user has completed 3.2.0.2 than the user has the opportunity to view his or her profile by clicking on the logged in as user drop down button. Upon clicking this button the user would click on the profile button to view his or her profile.

### **3.11 Editing users profile**

Upon completing 3.10 the user has the ability to add a profile image or delete his or her account. To add an image the user would simple click the choose file button then upload his or her image to the profile. To delete the profile the user would simply press the delete button.

### **3.12 Becoming an administrator**

Once the user has completed 3.2.02 the user will have the chance to become an administrator to the Georgia Southern Film Club website. To become an administrator the user would have to speak with another administrator about being promoted within the website. Once the user has been promoted he or she will than have access to the dashboard feature.

### **3.13 The Dashboard**

Upon completion of 3.12 the user will have access to the dashboard page. The dashboard page can be found by clicking the logged in as button and selecting the dashboard link. The dashboard allows the user to control most of the website, along with promoting and demoting users.

#### **3.13.1 Viewing messages**

Once the user has finished 3.13 than the user will have the ability to view and delete messages posted by regular user of the website by scrolling down on the dashboard page.

#### **3.13.2 Videos**

Once the user has completed 3.13 than the user will have the opportunity to add videos to the Film Club website. To do this the user would select the videos link in the panel on the left side. Upon click this link the user will be presented with a form that contains the YouTube Id, tags, and description of the video. After finishing the required fields the user will be able to click the submit button to upload the video to the website.

#### **3.13.3 Managing the users**

Upon completing 3.13 the use will have the chance to manage the users of the website by selecting the manage users link in the panel on the left side of the webpage. Once the user is at the manage user page he or she will have the ability to suspend, demote, or promote any user that is currently part of the Film Club website by pressing the respective buttons.

#### **3.13.3 Custom pages**

Once the user has completed 3.13 than user will have the option to create pages for the website. The user would need to select the Custom Pages link in the panel on the left side of the webpage. Once the user has navigated to the custom pages the user can delete, edit, or create new webpage by clicking the respective buttons. If the user clicks the create webpage button than the user will need to complete the form than click the submit button for the webpage to appear on the website.

#### **3.13.3 Site information**

Once the user has completed 3.13 than user will have the opportunity to edit the site information which includes the about us and contact us pages of the website. The user would need to select the Site Information link in the panel on the left side of the webpage. After the user edits either text field and selects the submit button the website will be updated to match the user’s corrections.

#### **3.13.3 Managing tags**

Once the user has completed 3.13 than user will have the option to manage tags for the website. The user would need to select the Manage tags link in the panel on the left side of the webpage. After the user has selected this link than he or she will be able to view the already existing tags on the website or to add tags. To add tags the user would need to insert a tag name and a description of the tag to be able to submit it for the website.

#### **3.13.3 Managing user roles**

Once the user has completed 3.13 than user will have the option to manage the user’s roles for the website. The user would need to select the Manage user’s roles link in the panel on the left side of the webpage. When the user has selected this link than he or she will be able to view the already existing roles on the website, change current user’s roles or to add roles.

#### **3.13.1 Adding a role**

To add roles the user would need to insert a role name and a description of the role to be able to add it to the website. Upon completion of the form the user would need to click submit the form for it to become part of the website.

#### **3.13.2 Changing a user’s role**

To change a user’s role the administrator would need to choose a role from the drop down menu in the Mange Roles of Current Members. After the administrator has chosen a role then he or she must hit the set button to change the user’s role.

# **Chapter 4**

## References

[1] Chadgolden.com, 'Home', 2015. [Online].Available: http://www.chadgolden.com/se/test/home. [Accessed: 23- Apr- 2015].

# **Appendix A**

## Error Messages

Generic Error an error was encountered.

Error 403 means the user is not authorized to view the page.

Error 404 means that the page cannot be found.

# **Appendix B**

## Glossary

CMS – Content Management System.

GSU – Georgia Southern University.

SUM – Software User Manuel

User – Anyone currently using the Georgia Southern Film Club website.