Content Management System
(Wordpress)
User Manual

9352B

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I.   Login

When the server is finally running and once the website is already hosted, the user can now access the website. To view the website type the following URL (security.slu.edu.ph or www.security.slu.edu.ph) into the browser bar :

Image1.1 *URL of the website*

To access the website for the administrative side, type the following URL (security.slu.edu.ph/wp-admin) into the browser bar :
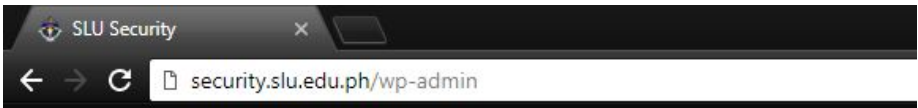

Image 1.2 *URL of the website for the admin page*

After accessing the URL for administrative side, the site will be redirected to a login page. Type your username or email address and your password to login to your account.
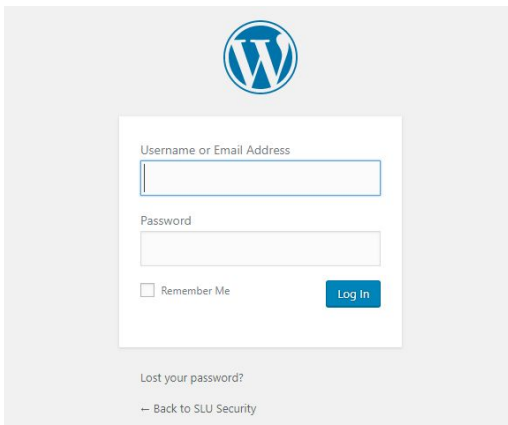

Image 1.3 *Wordpress Login page*

II.   Roles

In wordpress, there are various roles that a user can have. In this case, we have three roles for the users a.k.a the guards to partake in.

a. Administer
The first is the administrative role, wherein he/she has the advanced knowledge in using wordpress. He/she can add, delete and modify plugins, themes, pages, posts and users' information and roles. Once the administrative admin logins he/she will be redirected to his/her dashboard.
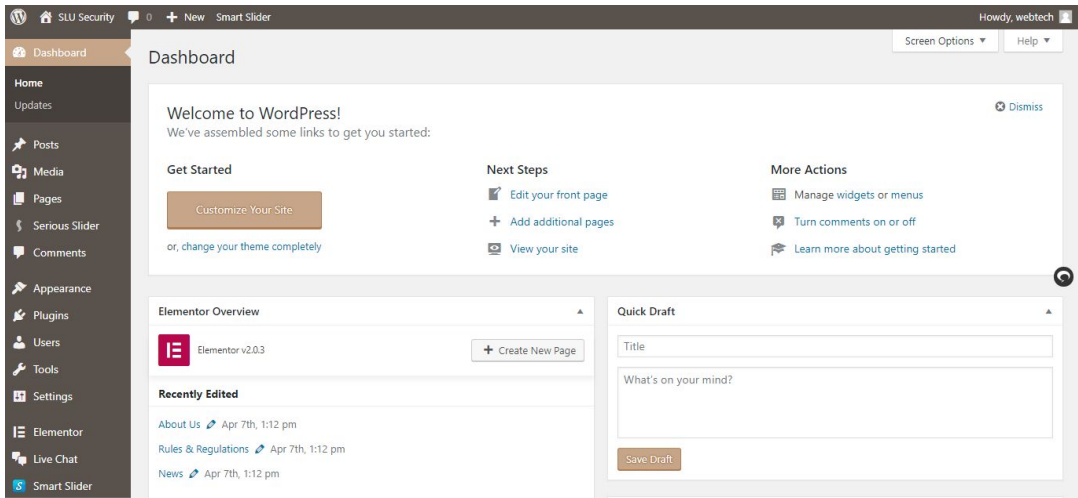
Image 2.1 administrative admin

b. Author

One of the roles for the guards who can only create, delete and modify pages and posts are the authors. However, they cannot customize the theme of the website and cannot add, activate, disable, delete, or modify plugins since they were limited only for managing contents of the website. In this case, author guards can modify the not only Rules and Regulations but also News and About Us.
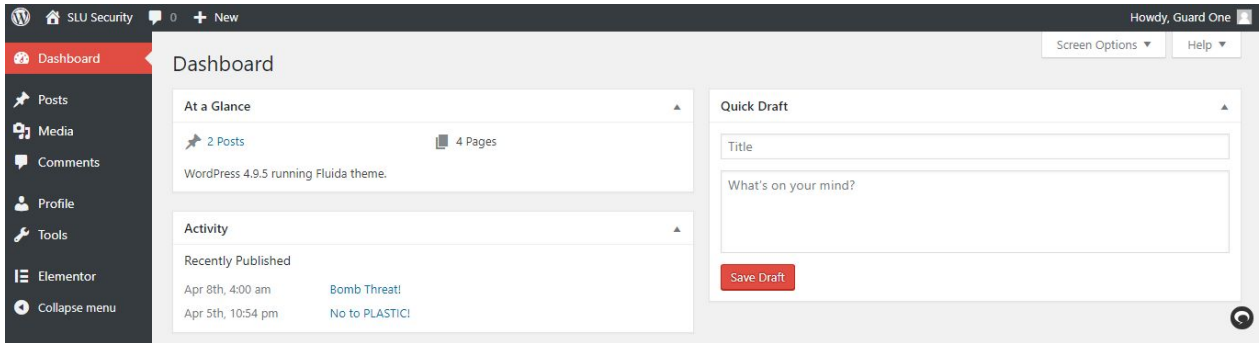

Image 2.2 Author & Live Agent admin dashboard

c. Live Agent

The live agent admin has the same privileges as the the guard admin the only difference is that this admin is the only one who can reply to all the messages send by users using the live chat in the website. He or she can also makes some changes on the setting on the live chat plug in. The dashboard of the this admin is the same as the author admin.

III. Author & Admin Privileges

The list below are the activities that an author and admin can do.

a. Creating a Post

To create a post, go to the posts section and *click the **Posts*** in the Dashboard and the admin will be redirected to the Posts page. *Click* **"Add New" button** in the upper left section of the page beside the Edit Post text.
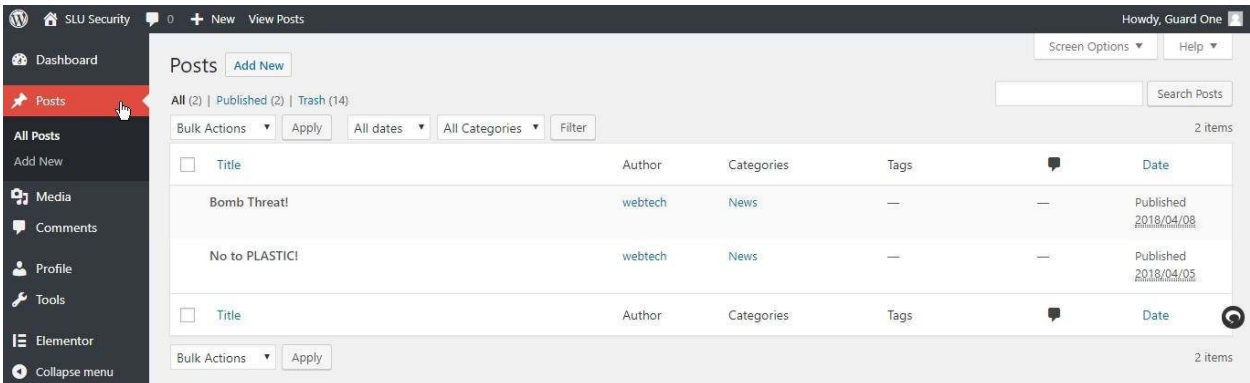
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Image 3.1 Post Page

You can set the title of the page, add contents like creating a document in Microsoft Word with help of the *TinyMCE plugin* to edit the font style and font size. You can insert images by uploading images in the Media section and images that will be added can be chosen there. Click the **Publish** button in the bottom of the Publish Side Menu in the upper right section of the page.
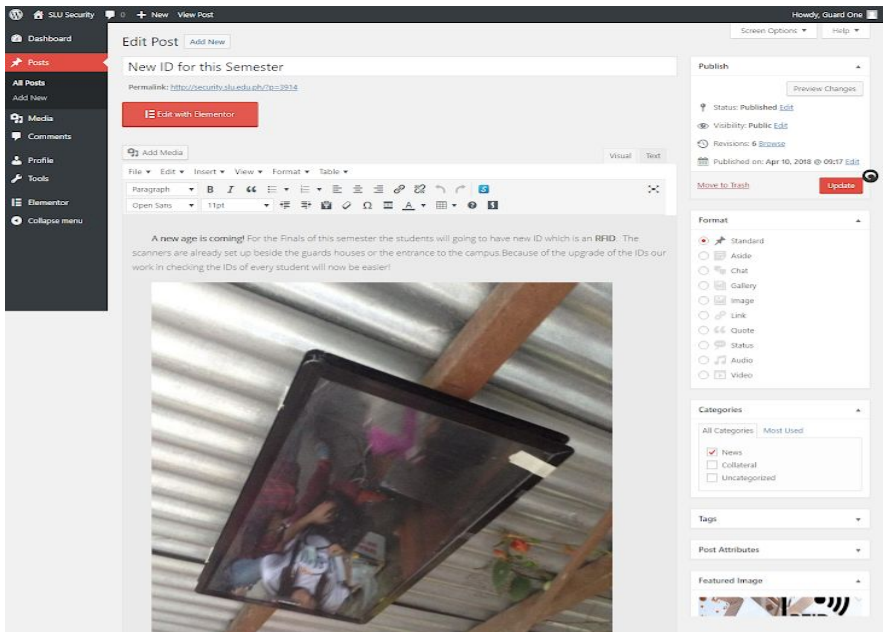

Image 3.2 Create a post page

The admin can have an alternative way to create a post with a help of another plugin called "*elementor*". The guards can create a easily when they want to create their own layout design of the post and can add amazing elements for also design or feature improvement of the post. The guards can drag and drop elements from the elementor panel to add the desired element.

b. Modify the Posts

To see all the created post and modify or apply changes from them all at once, just click the Post from the side menu. You can know edit, quick edit, delete and preview all your post all at once by hovering over the titles of the posts.
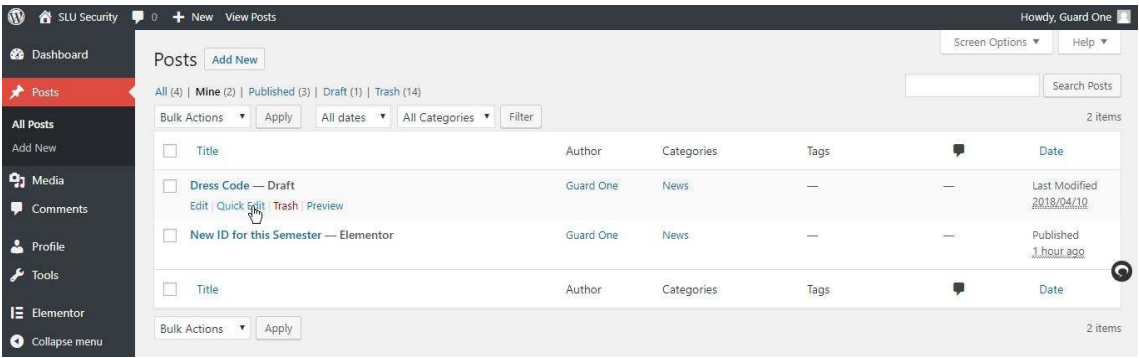
Image 3.3 *Post page*

*All the roles for the admin have the same way for creating and modify a post.

c. Profile Editing

Guards can customize the dashboard's theme by simply choosing an admin color scheme they prefer. They can also edit their account information like username, true name, email, and password just by clicking on the boxes and providing asked information. After providing the needed/changed information click on the **update profile** button.
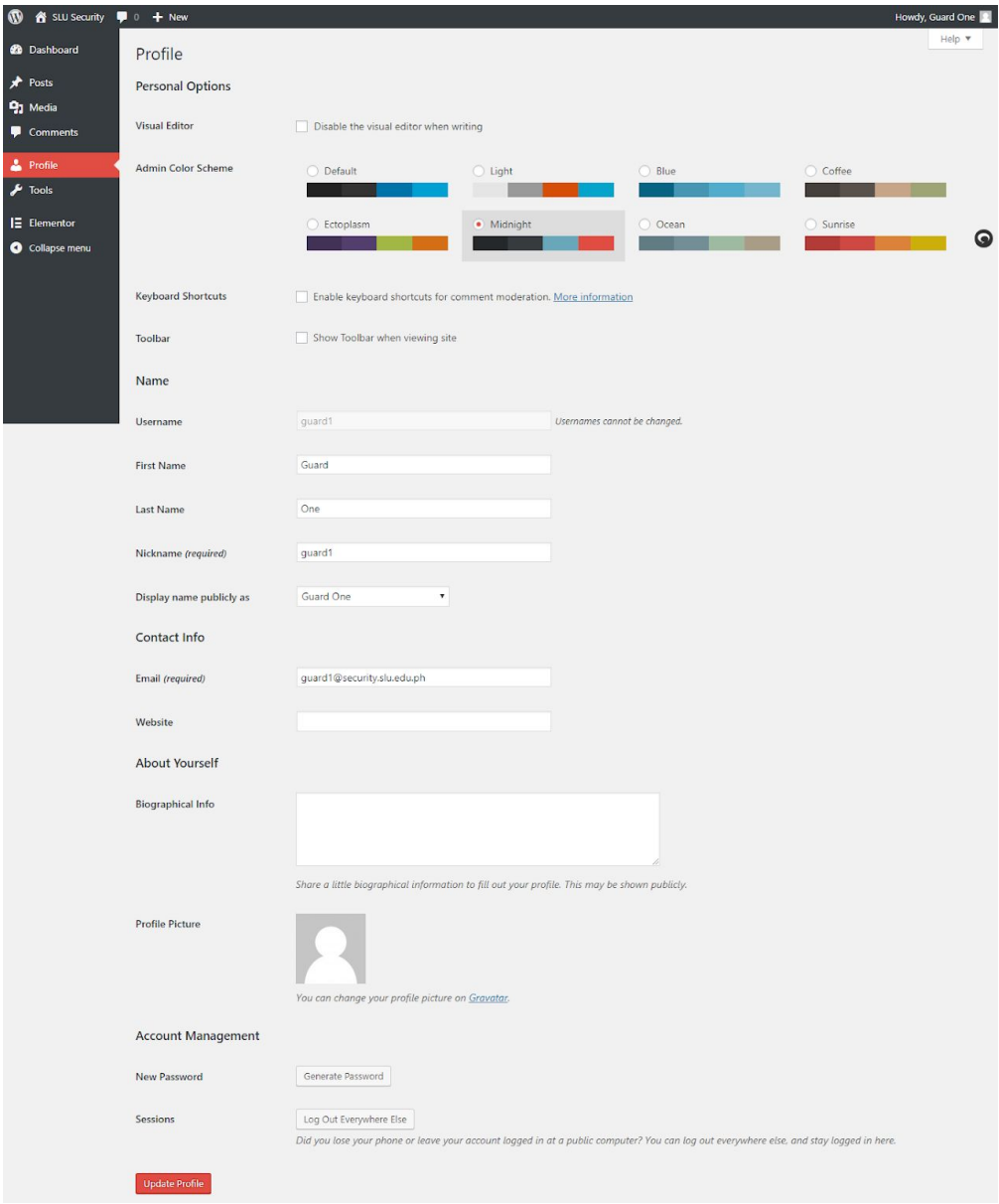

Image 3.4 *Profile Setting Page*

*All roles can modify their accounts

IV. Live Agent Admin

The images shown below is the admin side of the live chat plugin wherein the admin/editor can see the visitors of the chat and communicate with them if there are problems and clarifications. The admin will know if someone wants to talk with him or her by the sound notification feature of the used plugin, the sound will only stop once the admin clicked the **open chat** button.
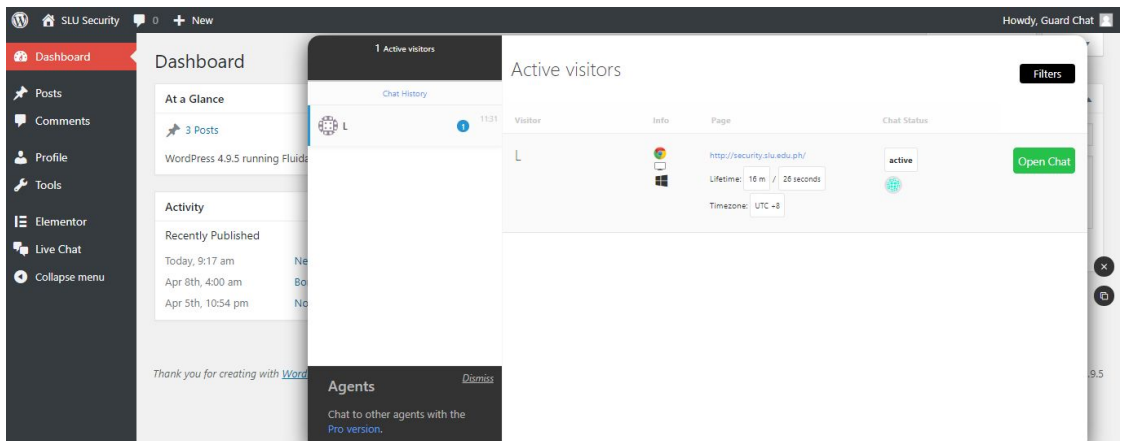

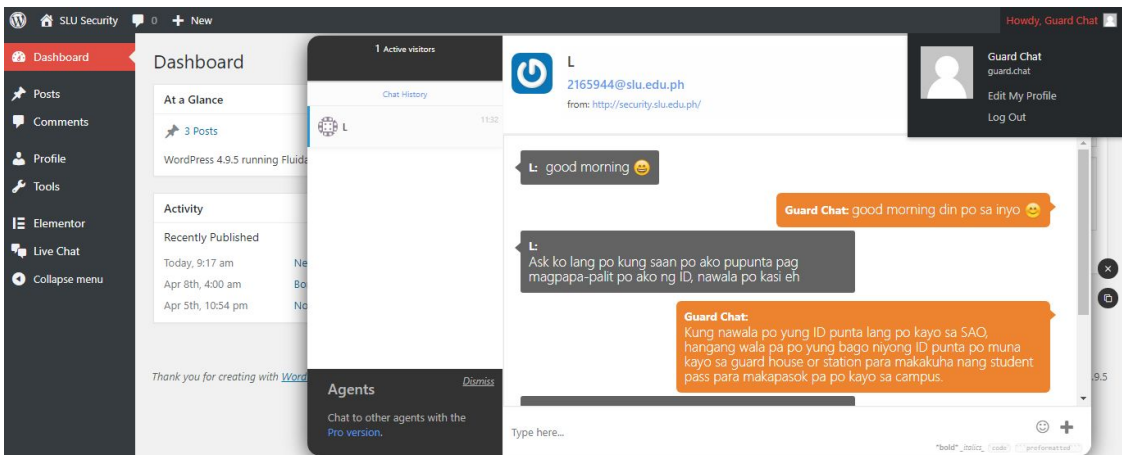***Image 4.1*** *Active Visitor Notification*

Image 4.2 *Server side live chat session*

When the user accessed the live chat in the website and when the live chat support/editor is online, then they can now communicate with each other.
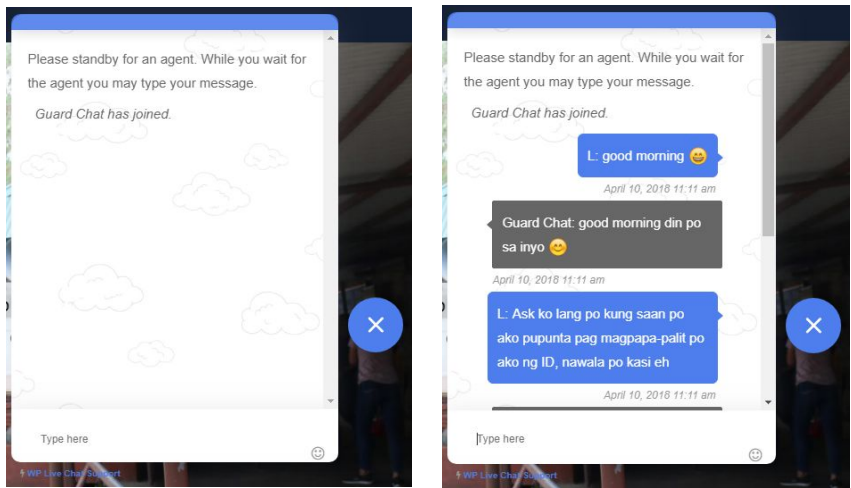

Image 4.3 *User side live chat session*

To change or modify the settings of the Live Chat plugin just click the **Live Chat** in the side menu. In this page you will see a lot of options to tweak for example is the agents option,

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in this section you can add other admin that can be a live agent too. Since the plugin was downloaded free, full features of the plugin will not be experienced unless if the website has a funding, then it would be great. The image shown above indicates that only one user can access the plugin.
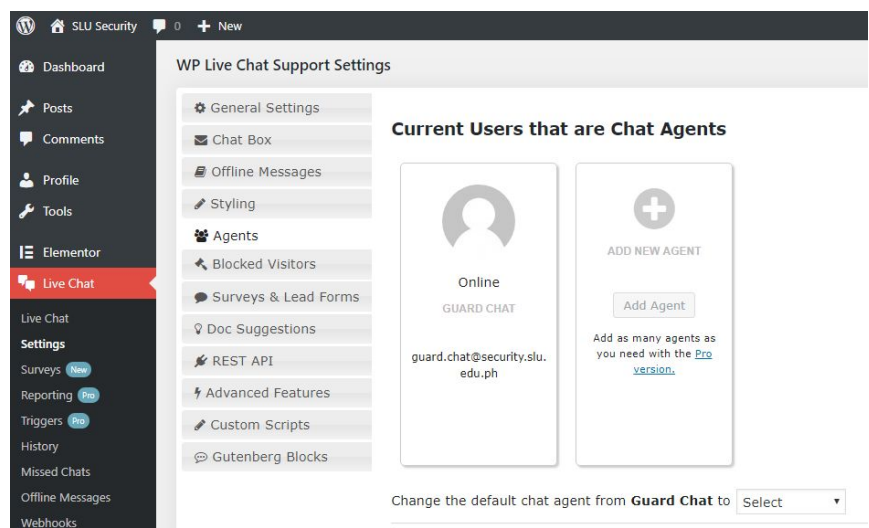

Image 4.3 *Live Chat Setting*

IV.   Administrative Privileges

The list below are the activities that the administrative admin can only do.

a. Appearance of the website

The administrative admin has the power to either change the whole theme of the website or just customize it. The customization process or the way the admin can customize the webpage will vary on the used theme and plugins.
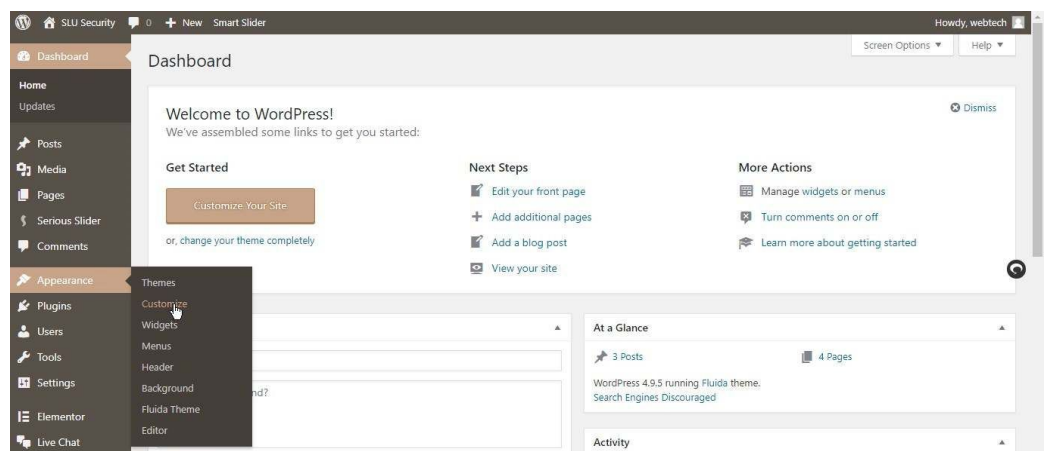

Image 5.1 *Appearance Setting Option*

b. Plugins

The admin can also view installed plugins; due to that, the admin can add new, customize settings, deactivate, and delete plugins.
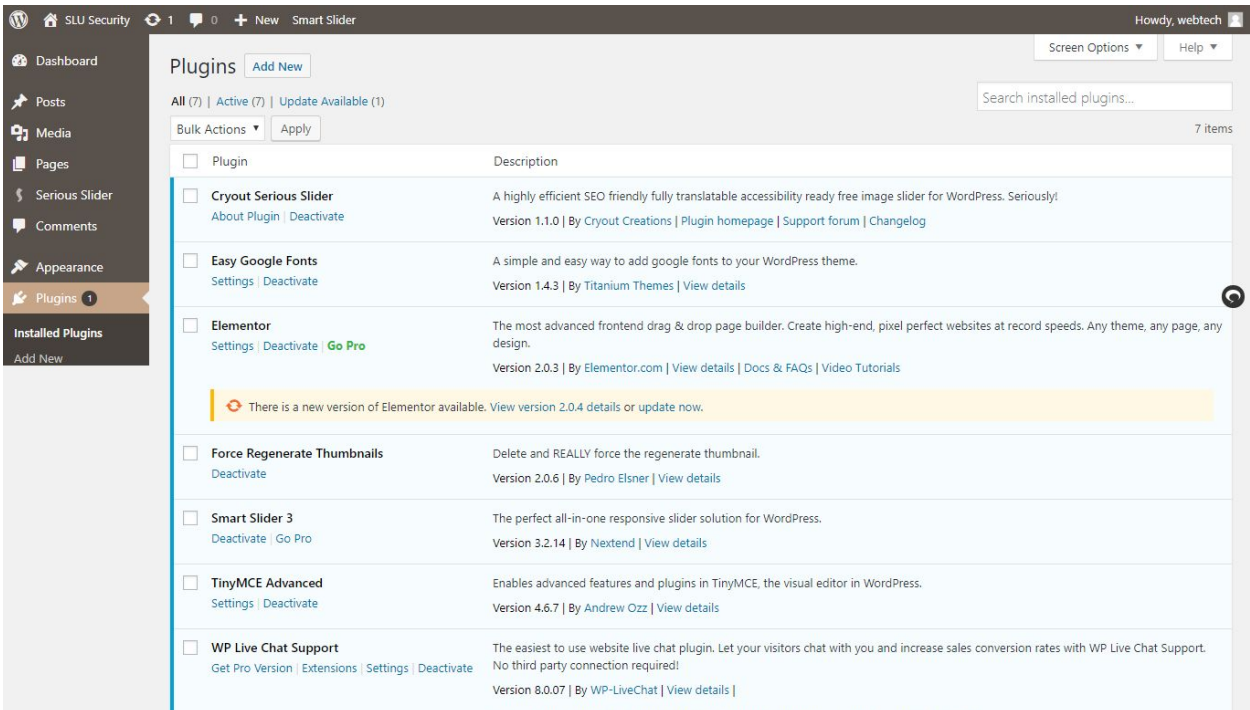
Image 5.2 *Plugin Page*

c. Users

Users are managed by the administrative admin. He/she can add, delete and modify users' information or roles.
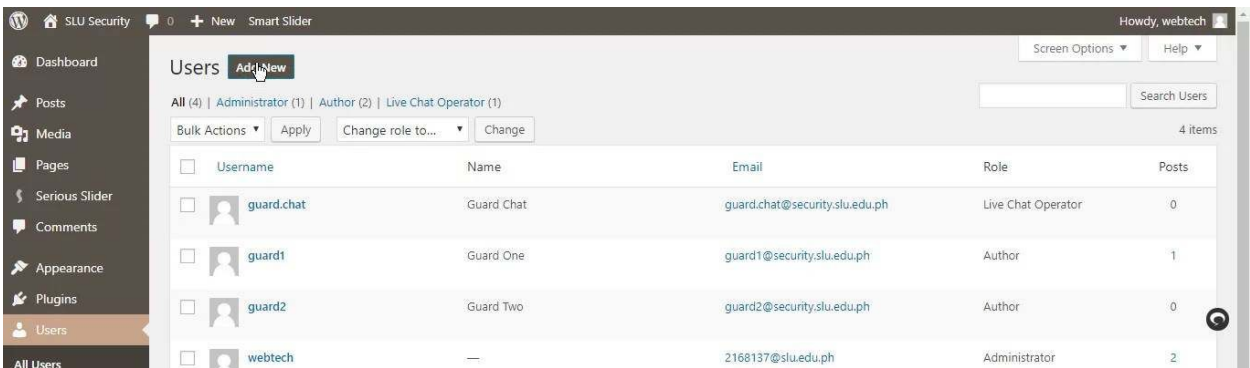

Image 5.3 *User Page*

d. Web Pages

The administrative admin is the only one who can create, edit, and manage all the web pages seen in the website.
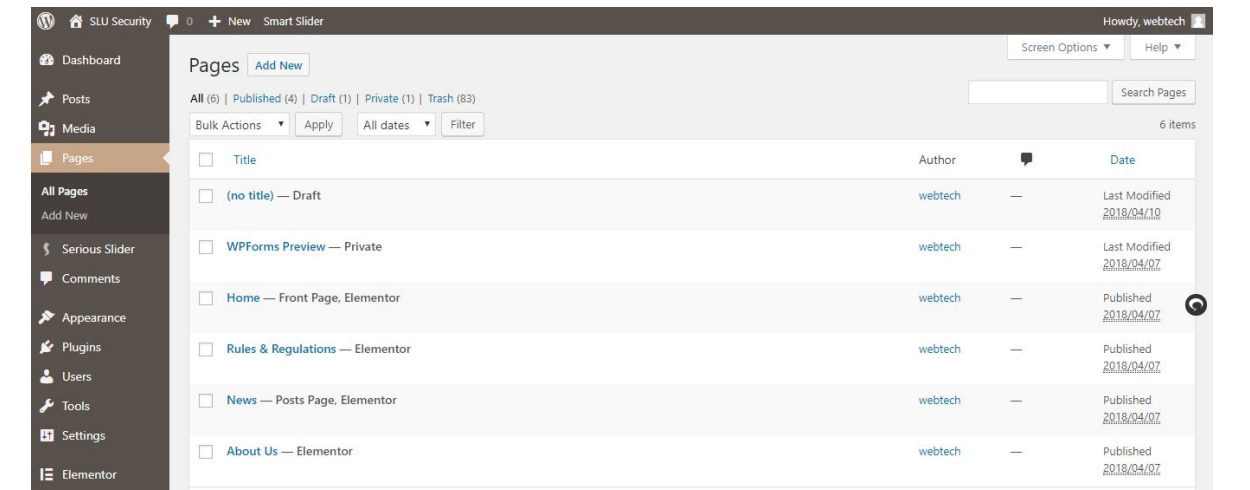

Image 5.4 *Pages Page*

e. Serious Slider

Serious Slider is one of the plugins installed and used by this website. This plugin will allow you to create various style of image slider that you can add anywhere in the webpage. To use this plugin just click the **Serious Slider** in the side menu. You will see all the previous created image slider. To create a new slider click on the **Add New Slider** in the upper left section of the page, beside the Slides text.
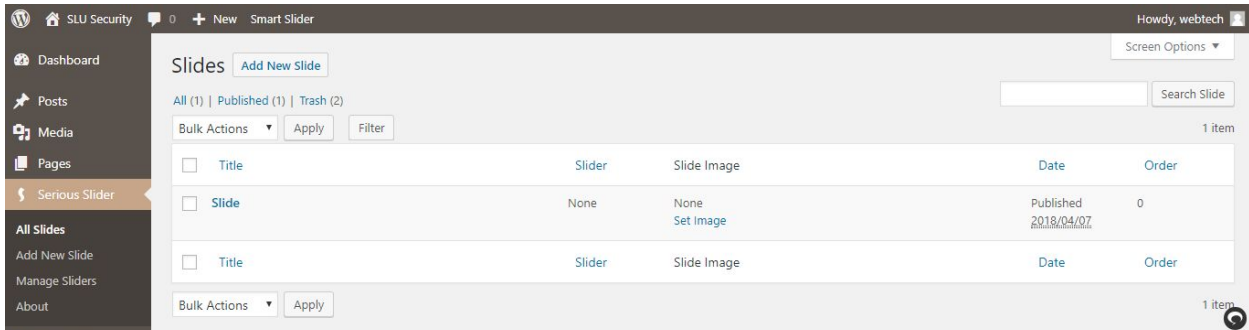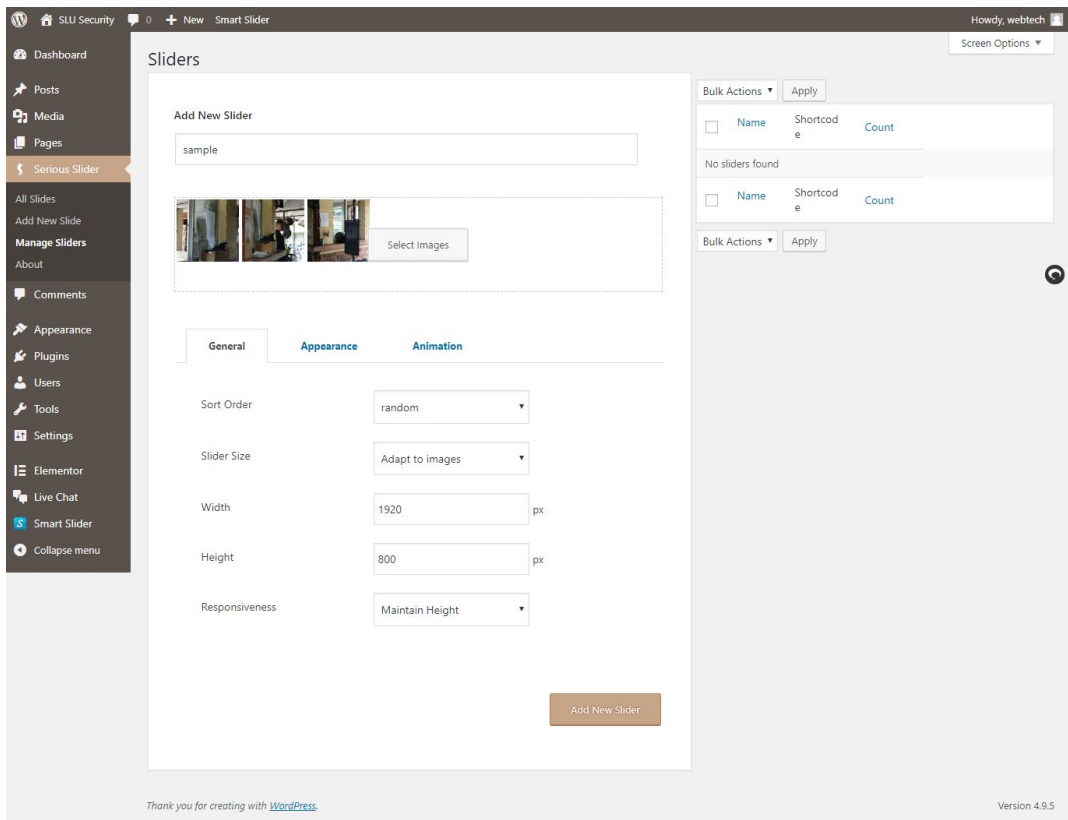

Image 5.5 *Serious Slider Page*

Image 5.6 *Serious SLider's Manage Slider Page*