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Logging In

When you first go to the new HCOW website you probably want to login. You can find the login page by going to the button that looks like a person at the top right of the page:

Click this button and it should bring you to a page that looks like this:

All you must do is input your username and password to the boxes that are shown:

After you've done that, click enter on your keyboard or click the button on the webpage that says, "login to your account" and you should be sent back to the homepage with a message at the top saying that you're logged in:

Signing Out

If you're signed in as someone who can change content, then you should see your email where the person icon used to be:

Click that button and two links should pop out below it:
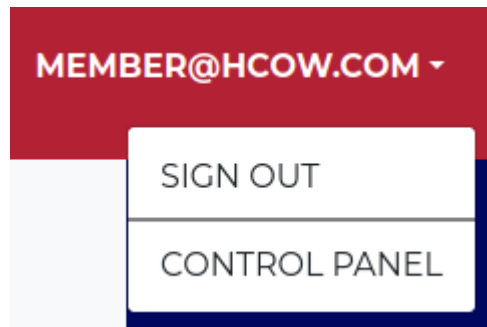
Click the sign out link and it should send you back to the homepage with a message at the top telling you that you've signed out:
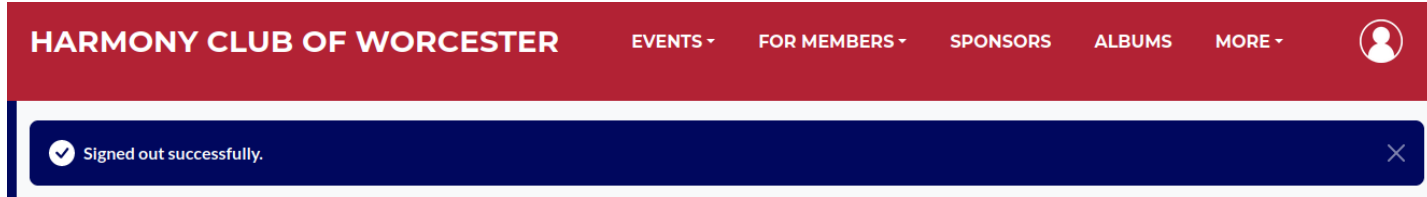
If you can't change content on the website, the icon in the top right should look like this:

Click it and you should be sent back to the home page with a message at the top saying that you've signed out.
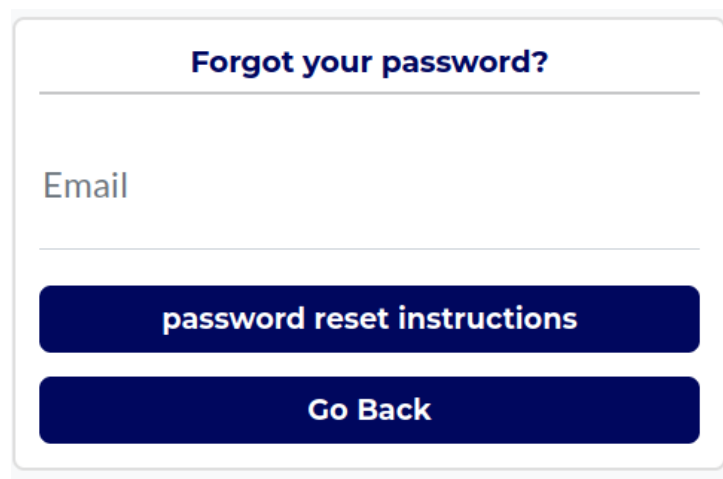
Forgot Password

To reset your password, navigate to login page and click on the "forgot password" button:

Once you've clicked the "forgot password" button you will be brought to a page that looks like this:

Type in your email where it says "email" and then click the "password reset instructions" button.

You will be sent back to the login page with a message that says you will receive an email at the top:
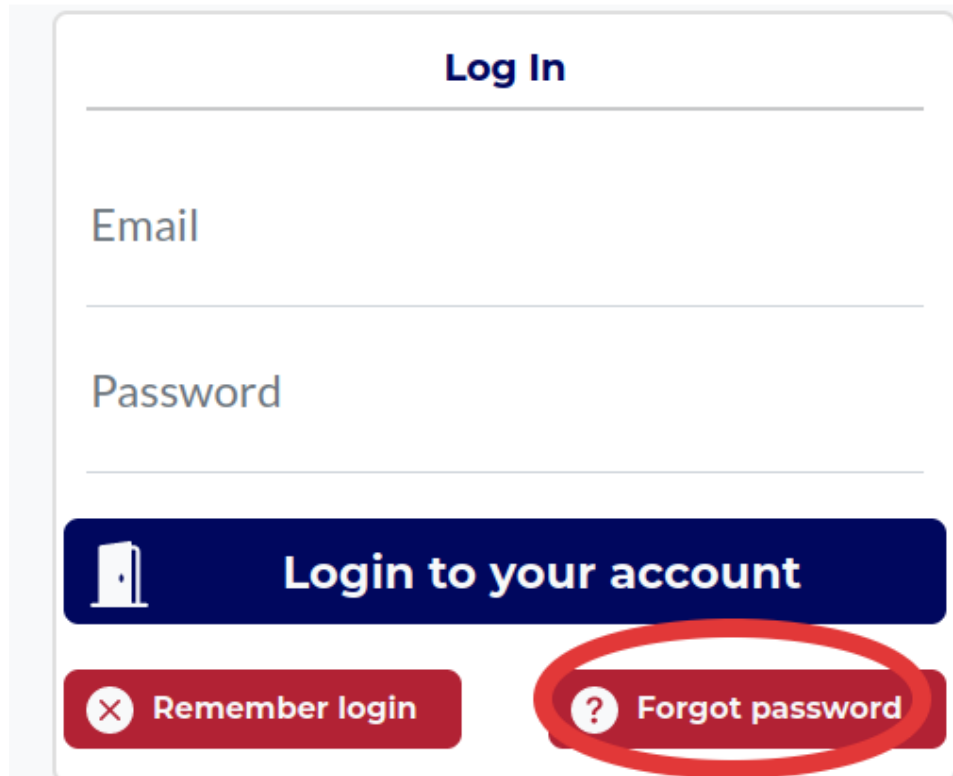

You should then get an email that reads:

"Hello **your email here**
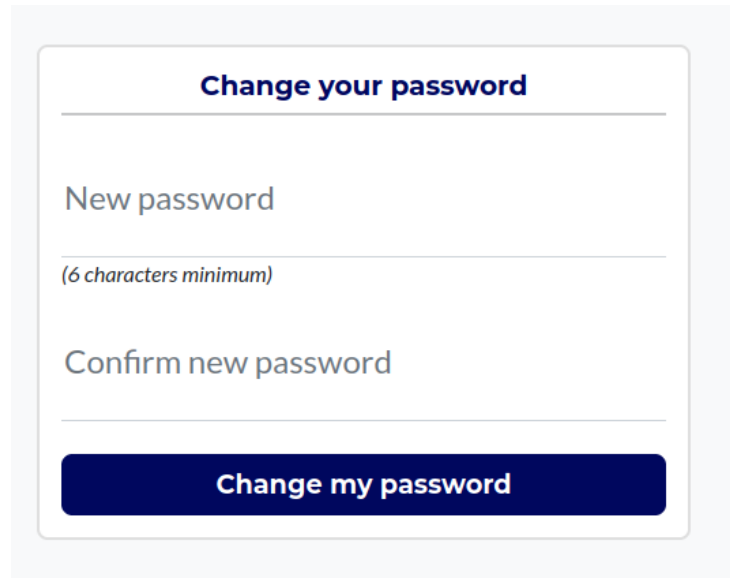
Someone has requested a link to change your password. You can do this through the link below.

Change my password

If you didn't request this, please ignore this email.
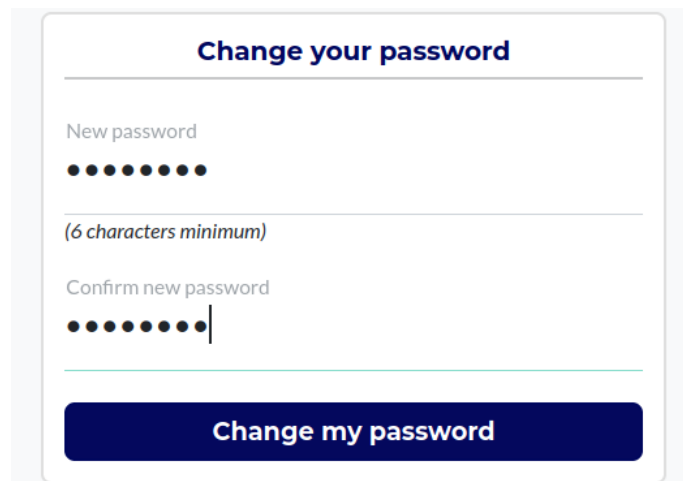
Your password won't change until you access the link above and create a new one."

Click on the link that says Change my password in the email and you should be brought to a page that looks like this:

Input your new password into the first field and type it again in the second field. After that click on the change my password button:

If you were successful, then you should be sent back to the homepage with a message at the top saying that you've changed your password successfully and that you're signed in:

Accessing the control panel

To access the control panel, you first need to be signed into an account that has permission to access it. If you're signed in as someone who has permission to access the control panel, then you can access it by clicking on the button that says "Account" at the top right of the page. A menu you should pop up and you can click the control panel link to get to the control panel.
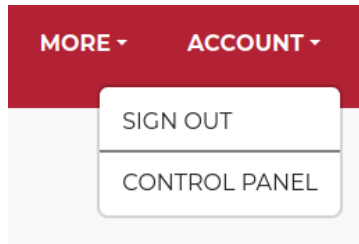
Once you click on the link that says control panel you will be brought to a page that looks like this:
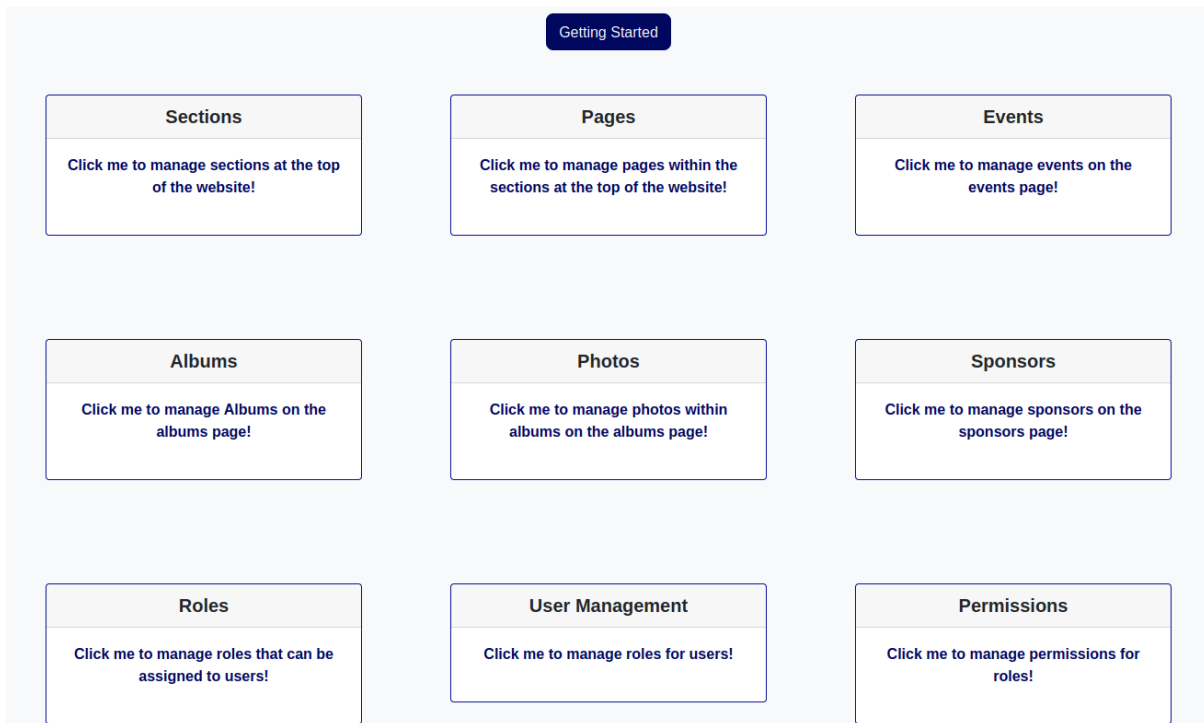
Be aware that you may see fewer boxes than in the picture above. You can only see boxes that you have permission to access.

How to view, create, edit and delete records

Throughout this example I will be showing you how to find, create, edit and delete records. Know that some record pages are different from others, and I will be using sections in my example. If you would like to follow along you can, but most of the things I will be covering apply to all the things you can change on the website. Once you click the Sections box you will be brought to a page that has more buttons:
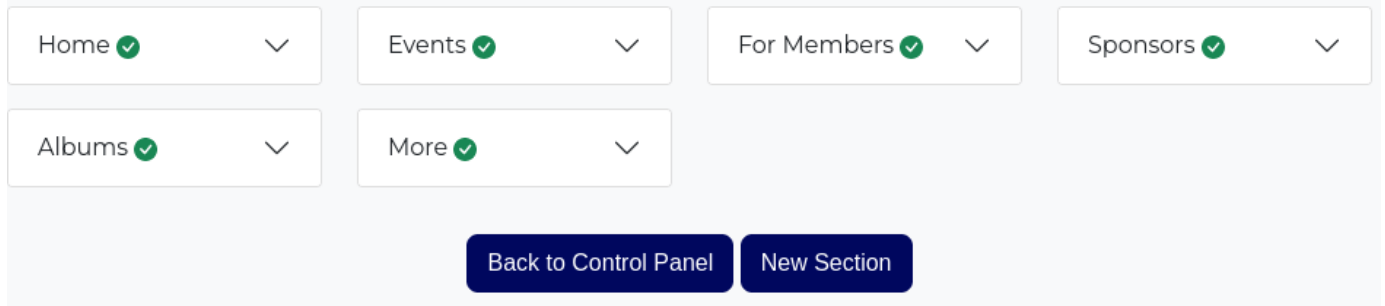
Or if there are no sections, you will be brought to an empty page with just the two blue buttons. The Buttons with the arrows will dropdown to show their details:
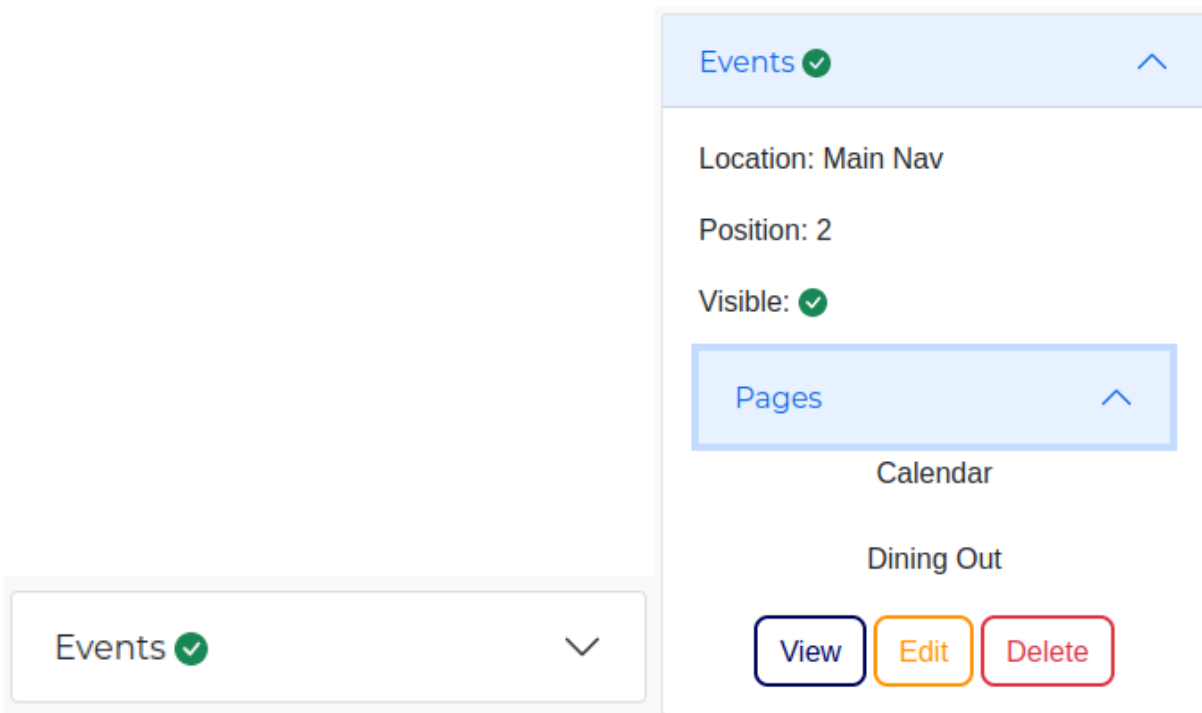
Like I said, not all record pages are the same. For instance, if instead you clicked on pages, you would see this:

Events ∧	For Members ∨	Sponsors ∨	Albums ∨

Calendar

Permalink: Events

Position: 1

Visible: ✓

[View] [Edit] [Delete]

Dining Out

Permalink: Dining Out

Position: 2

Visible: ✓

[View] [Edit] [Delete]

All of them except roles and user management have a button that says view edit and delete and I will be explaining what those buttons do.

View

View is the button that shows you all the properties of a record. For instance, when I click the view button on the About Us record, it brings me to a page that looks like this:

About Us
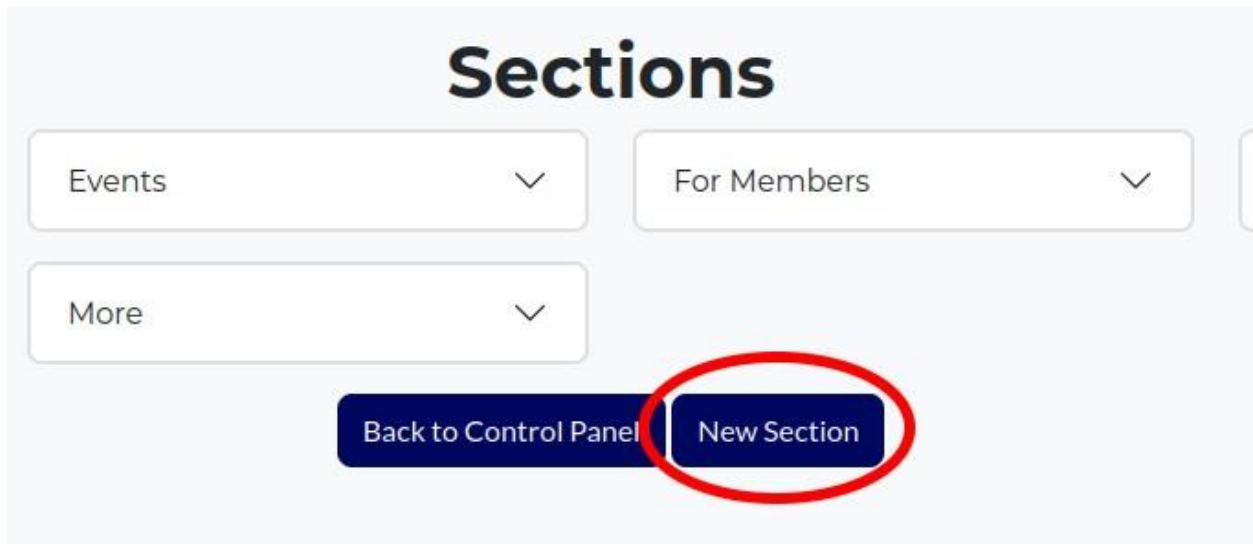
Title:
About Us

Location:
Main Nav

Position:
1

Visible:
false

Edit   Back

Here we can see that the section has the title "About Us", it's found in the main navigation at the top, it's the first section in the list and it's not visible.
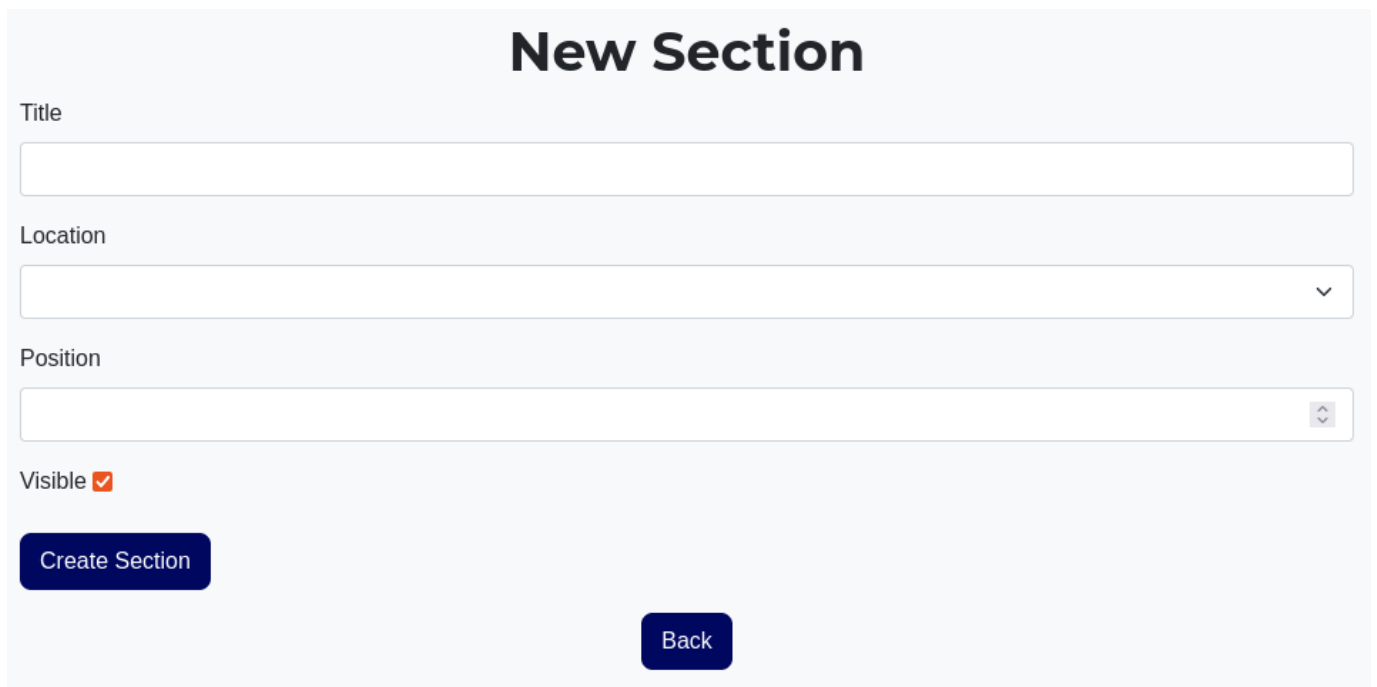
New

The new page allows you to make a new record. You can find it at the bottom of every record page except user management.

When you click on the button it will bring you to a page that looks something like this:

In this example there are two fields that we can edit and one checkbox we can edit. To create a section, we must fill out those fields and decide whether we want the section to be visible or not. I'm going to make a new section called Contact Us, I want it to be the second section in the navigation, I want it to appear in only the main navigation at the top and I also want it to be visible, so I fill out the fields like this:

After that, you can click the create button and you should be brought to the view record page with a message at the top saying that you've successfully created a new record:

Edit

The edit page allows you to edit the values of the record. For example, if we click on the edit button for the Contact Us section, we will be brought to a page that looks like this:

As you can see all the values that we saw on the view page we can now change. I'm going to change the location of the section to be in the main navigation at the top and the footer:

Now I'm going to click the "Update Section" button and I will be brought back to the view page for that record, and it will have the values that I just input:

✓ Section was successfully updated.   ✕

Contact Us

Title:
Contact Us

Location:
Main Nav & Footer

Position:
2

Visible:
true

Edit   Back

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Contact Us

Delete

To delete a record all you must do is press the delete button on the control panel page:
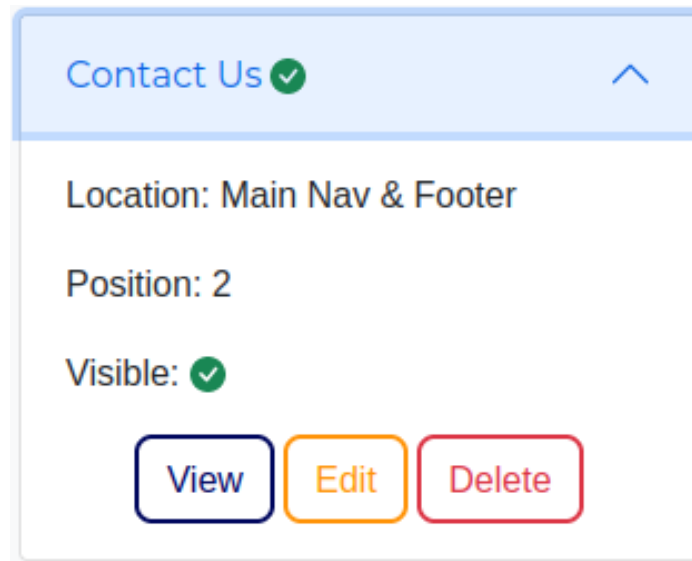
Once you press the button it will pop up with a message asking if you're sure:
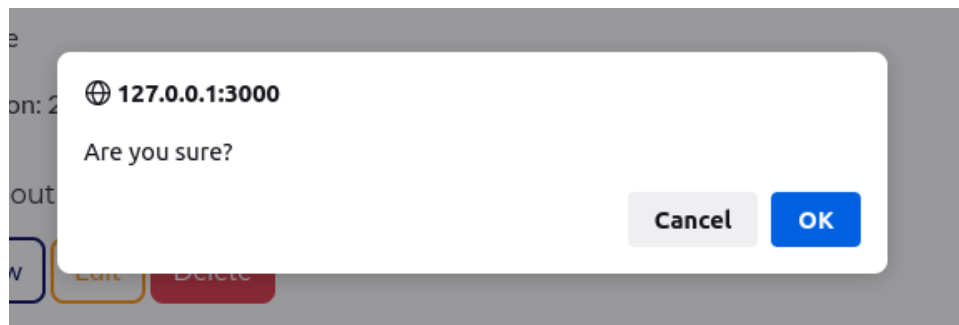
Finally press ok and the record will be deleted:
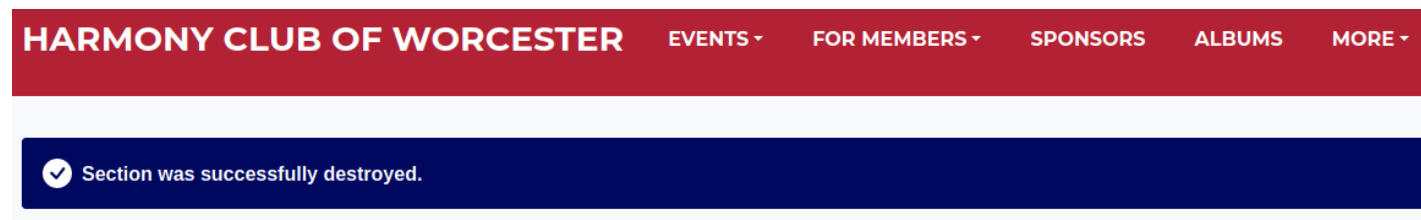
Sections

Sections are the links and dropdowns in the navigation at the top of the page:
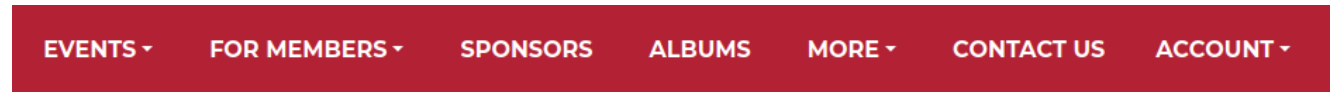
They have four properties:

- Title- This property is the name of the section.
- Location- This property dictates where the section will go. It can be only in the main navigation at the top, only in the footer at the bottom or in both.
- Position- This property takes a number. The number that you input is where the section will show up in order.
- Visible- This property can either be toggled on or off. If the checkbox is checked then the section can be seen. If the checkbox isn't checked then it will not be visible to users.

Pages

Pages can either be linked or created. They are found under the sections in the navigation or if there is only one page under a section then the section will link directly to the page.
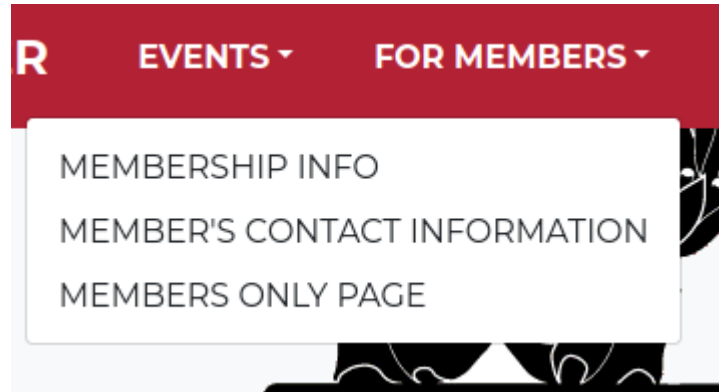
They have eight properties:

- Title- This property is the name of the page.
- Section- This property dictates what section the page is under.
- Page Type- This property dictates whether the page will be a basic page or an external page. The basic page is a page type that allows you to create your own page using tools on the website, it is worth to note that the tools are like Microsoft Word. If you pick an external page, it will ask you for a destination, this choice is if you want to make a link to another website like google.com
- Permalink- This property is what you want the URL to say at the top of the screen.
- Visible- This property can either be toggled on or off. If the checkbox is checked then the page can be seen. If the checkbox isn't checked then it will not be visible to users.
- Position- This property takes a number. The number that you input is where the page will show up in order.
- Destination (only shows up if you picked external page)- This property is the URL of the website you would like to link to.
- Content (only shows up if you picked basic page)- This property can be changed using the editor. Whatever you write in the editor is what will be displayed on the page.
- Authenticate- This property is a checkbox, and it controls whether pages can have permissions or not. If the checkbox is checked then users who aren't signed in will not be able to access the page and you can control who can access the page. If it isn't checked then anyone will be able to access the page.

Events

Events are found on the calendar page.

They have five properties:

- Title- This property is the name of the Event.
- Event start- This property dictates when the event will start.
- Event end- This property dictates when the event will end
- Photo- This property takes an image file and is displayed when you click on an event.
- Details- This property can be changed using the editor. Whatever you write in the editor is what will be displayed when you view an event.

Albums

Albums are photo albums that are displayed on the website. Each album contains photos you upload and displays them in a slideshow.
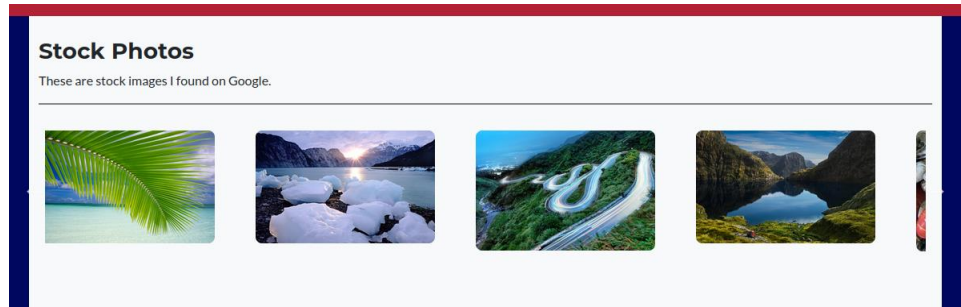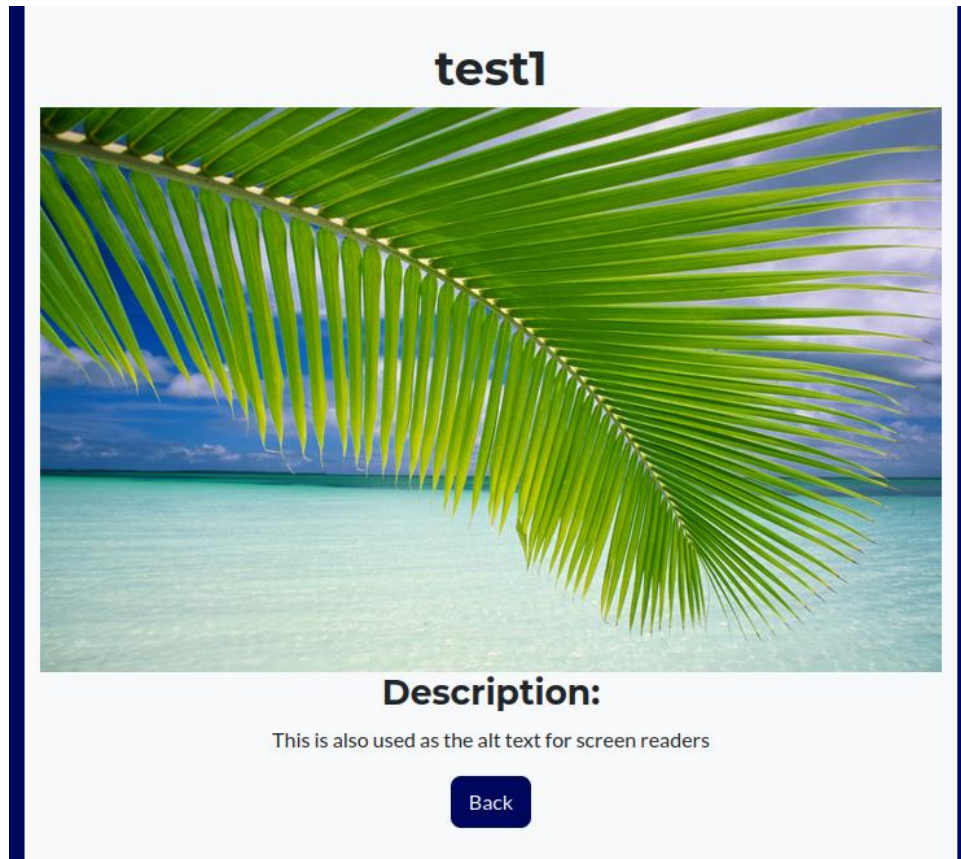

They have two properties:

- Title- the title of the Album (displayed in example as "Stock Photos"
- Description- the description of the album (displayed in example as "These are stock images I found on Google.)

Photos

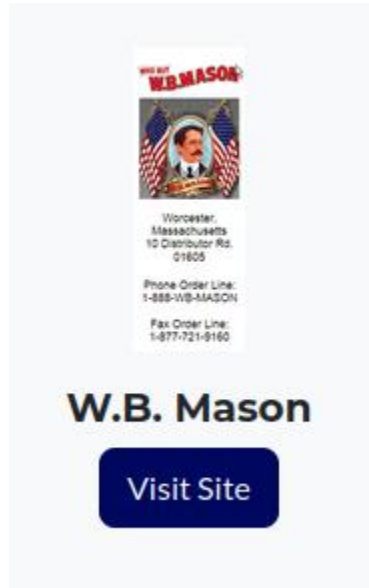Photos are images that you upload to be included in an album.

They have four properties:

- Title- the title of the photo
- Location- which album the photo belongs in
- Description- a description of the photo, this is also used for the text for screen readers to read
- Image- the image you want to upload

Sponsors

Sponsors can be found on the sponsors' page:

They have three properties:

- Title- This property is the name of the Event.
- Website- This property is the URL to the website of the sponsor.
- Image- This property is a file that you upload, and it will display on the sponsors page

Roles

Roles are titles you can assign to users that will limit what aspects of the website they can access or change:

Roles only have one property:

- Title- This property is the name of the Role.

User Management

User management isn't a part of the website, and you can't create new users or delete users from the manage page. Its purpose is to easily access and assign a user's roles:

To assign a user a role you can check the role. To remove a user's role, you can uncheck a checked box and it will remove the role.

Permissions

Permissions will manage the access that users have on the website based on the role or roles that the user is assigned.

A permission has the following eight properties:

- Role – The role that the permission will apply to
- Record Type – The aspect of the website that you would like to apply the permission to
- All Records – Determines whether the permission will apply to all of the selected record
- Record – If the permission does not apply to all records, this is the specific record the permission will apply to
- Can make new records – If the permission applies to all records, this will determine if the role will be able to make new records of the selected type
- Can see this record – If the role has access to see the details of the specified record or records
- Can edit and update this record – If the role has access to change the details of the specified record or records
- Can delete this record – If the role has access to delete the specified record or records