|  |
| --- |
| Saskatchewan Polytechnic |
| User Manual |
| CWEB280A CST211 & CST226 Post Board |
|  |
| **Product Developer: Andrew and Christian Corp.**  **Document Version Number V.1**  **Document Release Date Dec 6th, 2020**  **Team Members: Andrew Edwards, Christian Potts** |
|  |

|  |
| --- |
|  |

**Table of Contents**

[Overview 2](#__RefHeading___Toc235_681520138)

[*S*ample Accounts 2](#__RefHeading___Toc237_681520138)

[Additional Help 3](#__RefHeading___Toc239_681520138)

[*Creating a Registered Account:* 3](#__RefHeading___Toc241_681520138)

[*Log in* *to a* *Registered Account:* 3](#__RefHeading___Toc243_681520138)

[Navigating to the Article Creator: 3](#__RefHeading___Toc245_681520138)

[Using the Article Creator: 4](#__RefHeading___Toc247_681520138)

[Commenting on Other’s Work: 4](#__RefHeading___Toc249_681520138)

[Editing Your Past Comments: 4](#__RefHeading___Toc251_681520138)

[Changing and Deleting Registered Account Info: 5](#__RefHeading___Toc253_681520138)

[Glossary 6](#__RefHeading___Toc336_2522195577)

# Overview

*The Post Board is designed to feed news/announcement content to users. Users may create their own Articles after creating an account on the system.*

*Published articles will appear in the “Main Board” where other clients may read them. Registered users have the additional ability to comment on the Articles.*

*An article must have the following components: Title, Subtitle, Body. Articles may have the following optional contents: Banner Image URL, Article Tags. Additionally, the user who created the Article will be listed on the posted article along with the time of creation.*

*Users can be created, deleted, updated and loaded.*

*User comments can be created, deleted, updated and read.*

# *S*ample Accounts

Username: LineAdmin Password: password

Username: Spiderman Password: password

Username: DocOc Password: password

# Additional Help

*If you have any questions or comments regarding the Posting system, please contact our help team Potts7755@saskpolytech.ca* *or Edwards4398@saskpolytech.ca*

# *Creating a Registered Account:*

*Creating a registered account is needed if you wish to post an article or comment on other peoples articles. To create a registered account* *on Desktop click the profile tab at the top right-hand side of the screen. If you are on mobile, click the hamburger menu and locate the profile tab at the bottom of the menu. Click the Register Option- you will now be presented with an account creation page. Type in a unique Username, email and a secure password with at least 6 characters. Click Register- Your account is now created and you will be logged in.*

# ***Log in*** ***to a*** *Registered Account:*

*Logging into an existing registered account is needed if you wish to post an article or comment on other peoples articles. To log into a registered account* *on Desktop click the profile tab at the top right-hand side of the screen. If you are on mobile, click the hamburger menu and locate the profile tab at the bottom of the menu. Click the Sign In Option- you will now be presented with an account login page. Type in the username and password you registered the account with. Click login- You are now logged in to your account.*

# *Navigating to the Article Creator:*

*Creating an article is the main function of the Post board. To create an article you need a registered account. Please refer to the “Creating a Registered Account” section if you do not have a registered* *account. To create an article on Desktop click the profile tab at the top right-hand side of the screen. If you are on mobile, click the hamburger menu and locate the profile tab at the bottom of the menu. Click publish new article.*

# *Using the Article Creator:*

*The article creator is the means by which a registered user can post articles and the Post Board. The Article has five components, but only three are mandatory. You will be given helpful alerts throughout the article creation process if there are invalid fields.*

*Main Title: A mandatory Field that will be the main descriptor of your article. This will be the first thing the reader sees when reading your content.*

*Secondary Title: A mandatory* *field that appears under your title. This is meant to further pull in a user and elaborate on what the article contains.*

*Banner Image: A banner image can be selected by pasting a valid image URL into the field. The field must start with http:// or https:// and will be displayed on both the Post Board and the article page.*

*Content Body: The most important part of your article, this is the meat of your content and allows you to write and express views on a topic of your choice.*

*Tags: Gives a brief overview of some key concepts that you will be present in the article. These are manually set by the author. New tags can be created by adding spaces between your desired tags. Tags can not be phrases with spaces in between multiple words.*

*Pressing Create will generate a new article and provide a helpful alert that the article has been successfully created. You may now choose to create a new article or go to the home page with the Home link in the navigation bar.*

# *Commenting on Other’s Work:*

*Commenting on an article is a great way to show your support and encourage the author to create more content you love. To Comment on an article you need to be logged in with a registered account. To Login or Register an account, please refer to the “Login a Registered Account” or “Create a Registered Account” Section’s above. Once you are logged in with a registered account you can click on an article that you would like to comment on. At the bottom of the article body will be a comment section, you are able to post comments on the article by typing in your message and clicking, Post Comment.*

# *Editing Your Past Comments:*

*Everybody makes mistakes, and if you notice that something is incorrect* *in your comment you are able to edit it with the edit functionality. To edit a comment you must be logged in to the registered account that originally made the comment. Navigate to an article of your choice by clicking on its tile. Once you are in the article you can scroll to the bottom of the Article to the comment you wish to change. Select “Edit Comment” to change the comments contents. You will be presented with three options, “Delete”, “Cancel” and “Edit”. By modifying the contents in the of the window and selecting “Edit” you can change your comment in the article. If you feel like the comment is no longer relevant you can select the “Delete” option to remove it from the Article permanently. Clicking Cancel will redirect you back to the Article page.*

# Changing and Deleting Registered Account Info:

*Sometimes you* *may need to change the information in your registered account. The system allow for the changing of passwords and the complete deletion of your account. Deleting your account does not delete any comments you may have posted on previous articles. To modify your account to ensure you are first logged in. If you are not logged in, refer to the “Log in* *to a* *Registered Account” section of this document. To change your password, navigate to the profile tab at the top right-hand side of the screen and click “Change Password” you will then be prompted to set your password to something new. Changing your password will require you to log back in. You can also delete your account in the profile tab as well. Click the delete account option to begin the process. You will be prompted to confirm your selection.*

# Glossary

*Article: A piece of media that contains text and other graphical elements. Articles are created by registered users**.*