# User Manual

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**4F00 CMS Analysis & Design**

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# 1. Introduction

The purpose of this document is to provide system users with a resource that will help them in the use and operation of the website editor provided with this document. This user manual will proceed as follows:

- First, there will be an explanation on how to use the software provided;

- Second, a guide through the editor's interface;

- Third, a look at the answers to some frequently asked questions;

- Lastly, an introduction to the online support system for this software.

The instructions for each topic listed above can be found under related sub-headings found throughout the remainder of this document. They are not required to be read in any specific order.
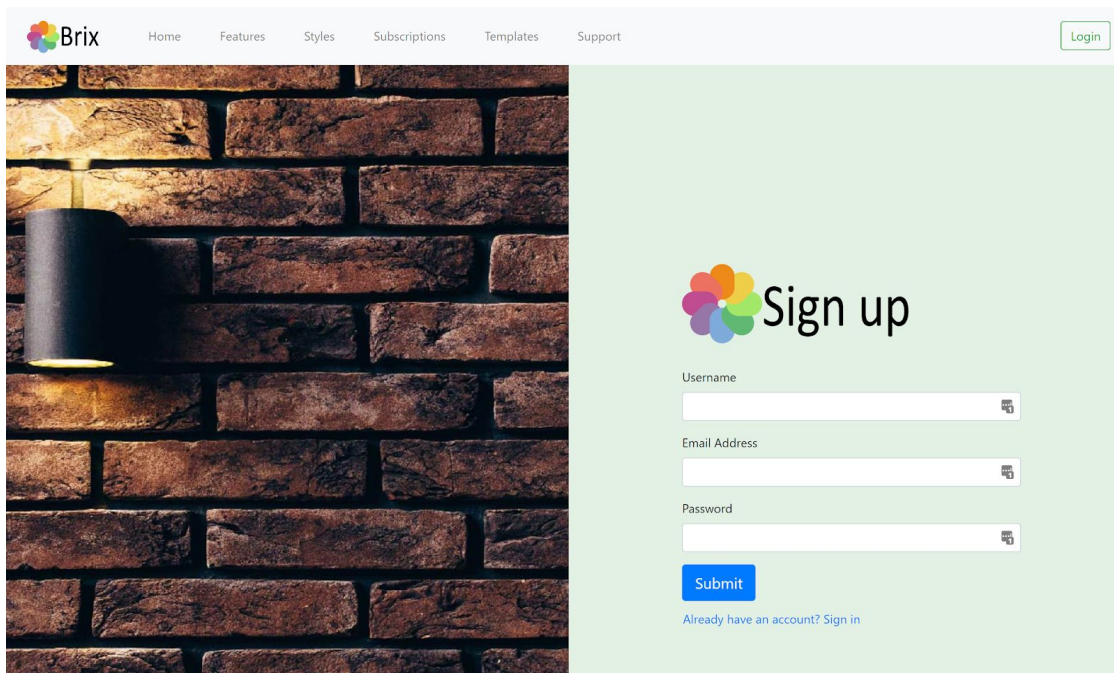
# 2.    How to Use the Software

## 2.1.    Creating an account

To use the CMS software, a user has to first create an account. This can be done by browsing to the following url:

https://www.cosc.brocku.ca/~c4f00g05/people/HectorAnthony/view/signup.php.

Afterwards, the user has to enter a username, email address and password. The username and password will be used for signing in, and the email address will be used for account verification purposes (e.g. when changing the password).
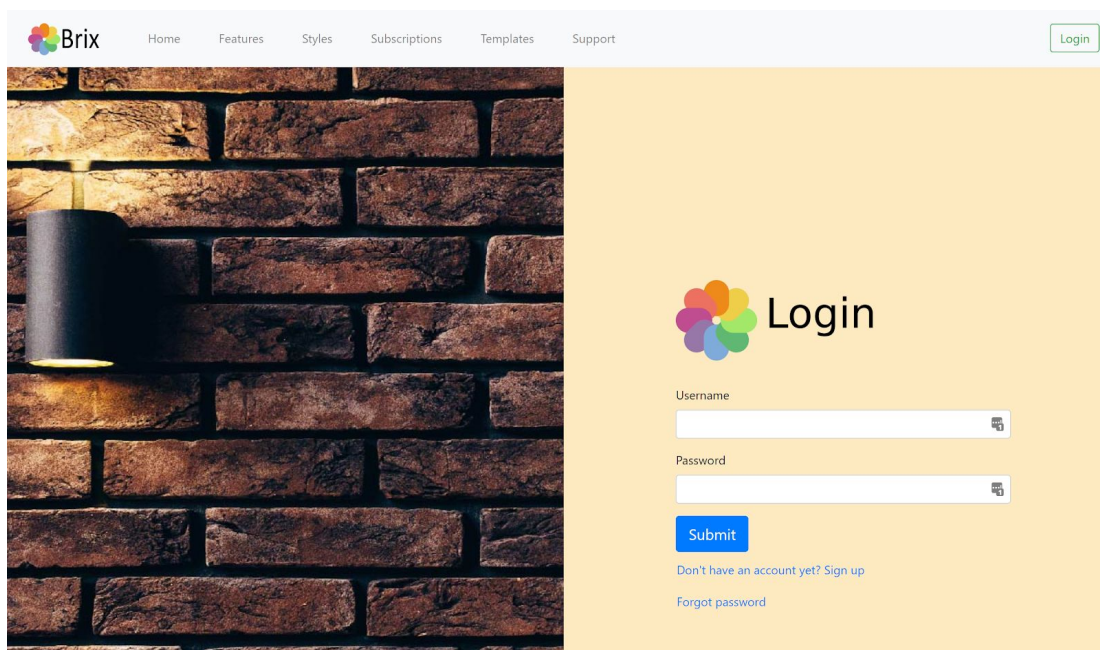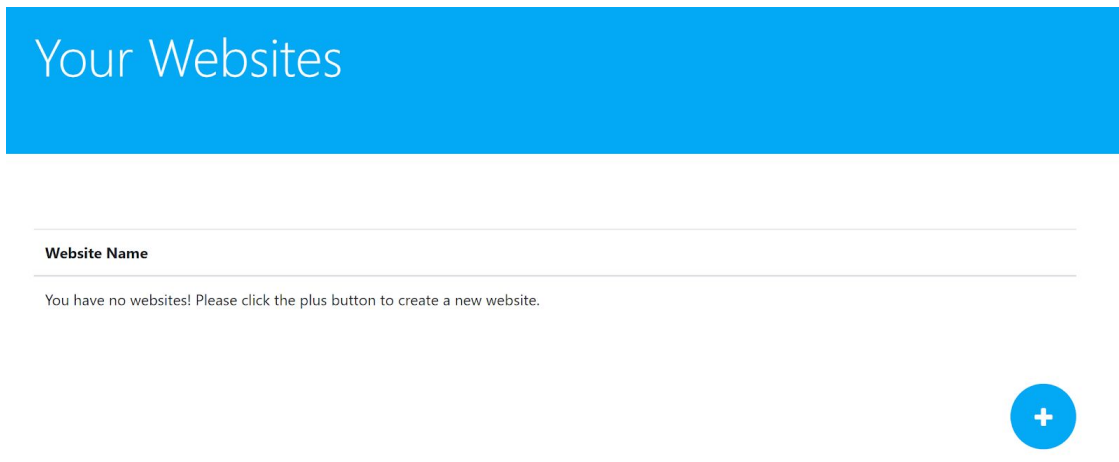
**2.2.** Signing In

Once an account has been created, the next step is to sign in to the CMS using your

login information. This can be achieved by going to the following url link:

https://www.cosc.brocku.ca/~c4f00g05/people/HectorAnthony/view/login.php.



**2.3.** Creating a website

The next step is to create a website. This is the website that the user will be able to edit

through the editor and then publish. Once a user signs in, they will automatically be

redirected to the 'My Websites' page. In this page the user can see all the websites they

created, and they can also create new websites by clicking the plus icon in the

bottom-right corner of the page.

**Your Websites**

**Website Name**

You have no websites! Please click the plus button to create a new website.

+

**2.4.**   Accessing the Editor

When a website has been created, the user is automatically redirected to the editor.

Alternatively, a user can click 'My Webpages' on the navbar and then select the website

they wish to then be redirected to the editor. The editor interface is described in detail in

section 3.

**2.5.**   Account Settings

A user can click the 'Account' button on the navbar to navigate the accounts page. On

this page, they can edit various account settings such as email, payment information,

subscription plan, and account deletion.

# egekaya's Account

Update your information here.

| Profile | Privacy | Payment Method | Subscriptions | Settings |

First Name:    Enter first name

Last Name:    Enter last name

Date Of Birth*:    mm/dd/yyyy

Phone Number:    xxx-xxx-xxxx

Email*:    ek16lg@brocku.ca

Update

**2.6.** Static Pages

Several static pages exist for the user to view. The main purpose of these static pages is to provide information to the users about the features of the CMS. All of the static pages can be accessed through the nav bar.

# 3.  Interface Explanation

**3.1.**  Adding and deleting pages to the website

The 'Webpages' navbar in the editor lists all the webpages that are part of the current website selected. Each website can contain multiple webpages. To add a new webpage, a user can click the plus icon, then type the name of the new webpage, and then click the 'Add' button in the pop-up. To navigate to another webpage, a user can click on that webpage's name in the 'Webpages' navbar. To delete a webpage, the user can navigate to that webpage and click the 'Delete webpage' button.
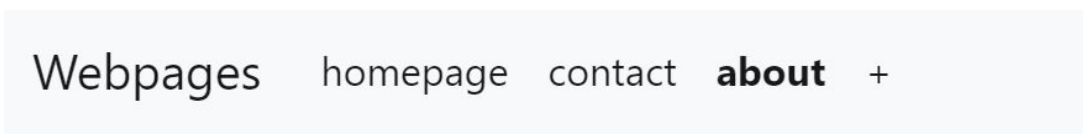


**3.2.**  Adding and deleting widgets to the website

Users can drag and drop widget items to the grey areas of the editor. The grey area on the top stands for the main body of the webpage, and the grey area on the bottom stands for the footer of the webpage. The widgets can be accessed from the widget sidebar on the left side of the editor page. The widgets include text, image, grid, video and several other widget items. Users can also edit widget items by clicking on them, and the order of widgets can be changed by dragging and dropping them.
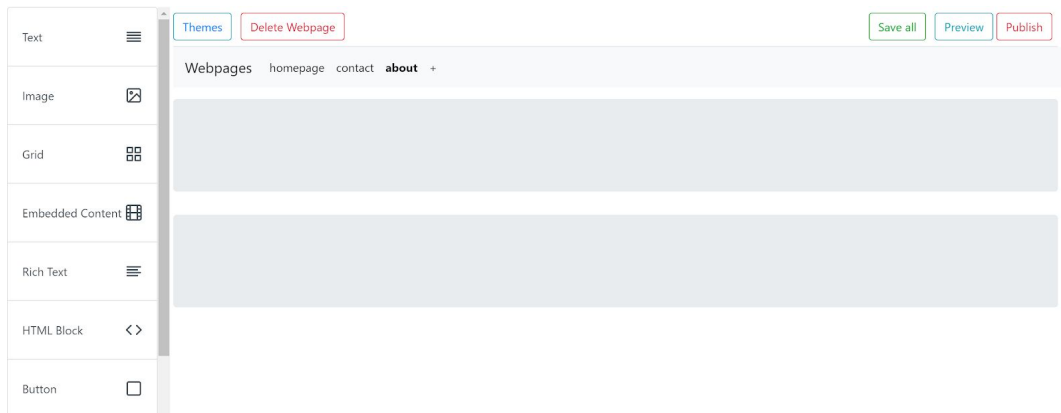
## 3.3.  Saving changes

Once a user is happy with the widgets they've added to a website, they can click the

'Save all' button to save their changes. Note that this will save all the changes in all the

webpages, so it is not necessary to switch to another webpage to save the changes

there as well. All saved changes are persisted to the database and will be available the

next time the user accesses their website.

## 3.4.  Previewing changes

To see how the website will look, the user can click the 'Preview' button and preview the

current state of the website. Note that the preview page will only show changes that

have been saved.

**3.5.** Publishing changes

All websites are unpublished by default, meaning that the public will not see anything when they browse to that url. When a user clicks the 'Publish' button, the website is published and becomes public, and all website content can be seen by people who browse to that url.

# 4.   Frequently Asked Questions

### 4.1.   How do I get started?

Getting started is easy. Navigate to the home page by clicking on the Brix logo in the top right of the screen and click on the big blue button in the middle of it labelled, "Build Your Website Today." This will bring you to sign up page where you can create your account. Once your account has been created just click on the big blue circular + button to create your very first website.

### 4.2.   How do I use the editor?

For instructions on the operation of our website editor, please see section 2 of this document. If your questions are in regard to the editor's interface, please see section 3.

### 4.3.   Is there a limit to the number of websites I can create?

The number of websites you can create directly corresponds to the plan chosen when your account was created. A starter plan will allow you to create one website, a basic plan 3, and a pro plan 5.

### 4.4.   How do I change my plan?

To change your account's plan, first login to your account. On the navigation bar select the Account option to navigate to your account. Once you have arrived at your account page select the subscription option and then select from the drop down menu your desired plan change.

**4.5.**   **How do I publish my website?**

To publish your website navigate to the website editor by selecting your website from the 'My Websites' page. Once you have arrived at the editor, there is a button labelled publish located on the top right of your browser window.

**4.6.**   **How do I delete my website(s)?**

To delete a website, login to your account and navigate to 'My Webpages,' then simply select the delete option next to the website you desire to remove. You will be prompted to make sure this deletion is what you want to do.

**4.7.**   **How do I contact customer services?**

To contact customer services call 1-800-555-5555 or send them a message through the support tab on our website Brix.ca.

*See section 5 for more information.

# 5.    Online Help System

This section will explain the online help system provided to each user. Furthermore, this section will proceed by explaining where users can find and access the online help system, how a user can submit a ticket, and then how that ticket will be processed. Images will be used to assist in navigation.

The online help system is available 24/7 directly from the Brix.ca support page.  The support page can be found from any web page through the use of the navigation bar on the top of the screen (see figure 5.1). It should be noted that if navigating to the support page from the editor, users should first save any changes they have made before navigating away from it.



(Figure 5.1)

Once a user has arrived at the support page, they will see a list of frequently asked questions similar to that found in section 4 of this user manual. To navigate quickly to the answer to a specific FAQ, users simply have to select their question from the list presented (see figure 5.2). If a user cannot find their question, or are not satisfied by the answer given, users are encouraged to navigate to the bottom of the support page by either clicking on 'How do I contact support?' from the navigation options presented previously (see figure 5.3) or by scrolling to the bottom of the support page manually.
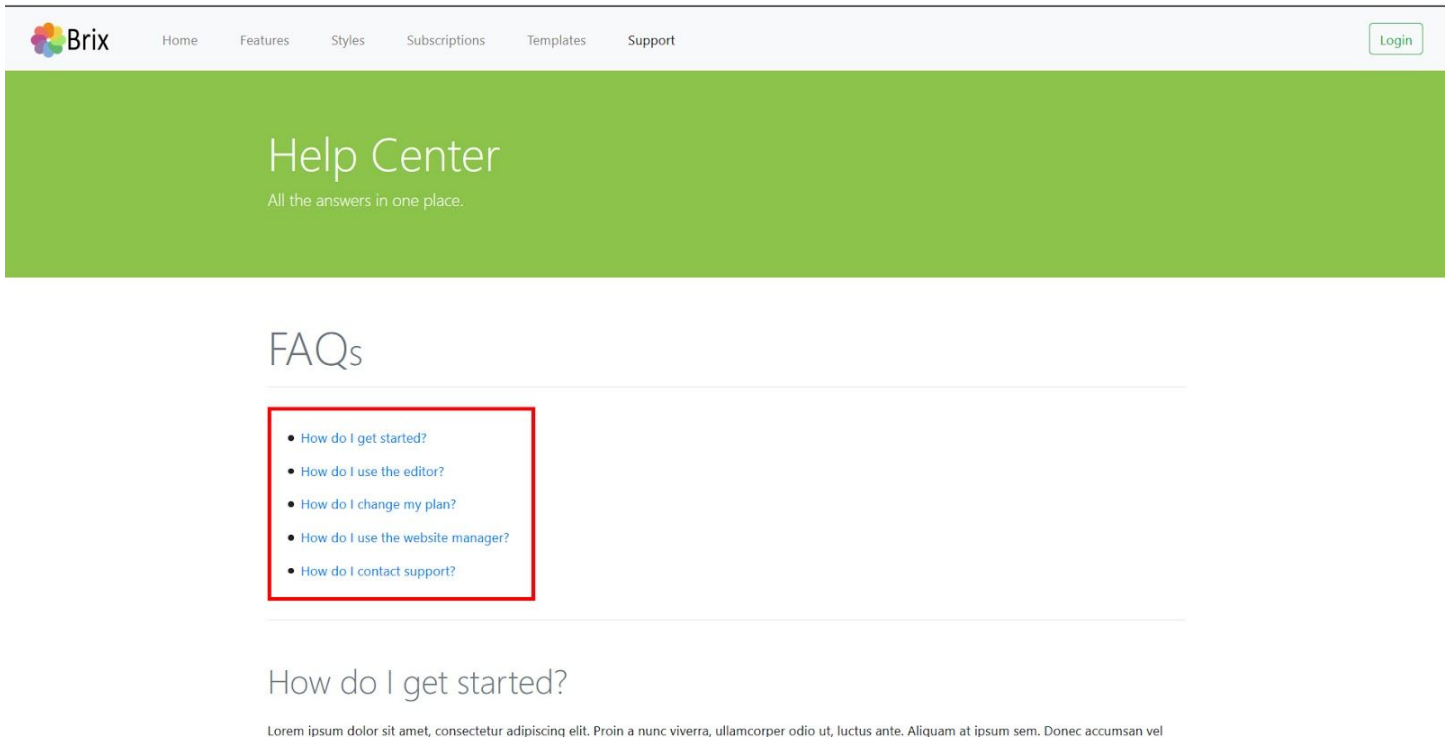
(Figure 5.2)
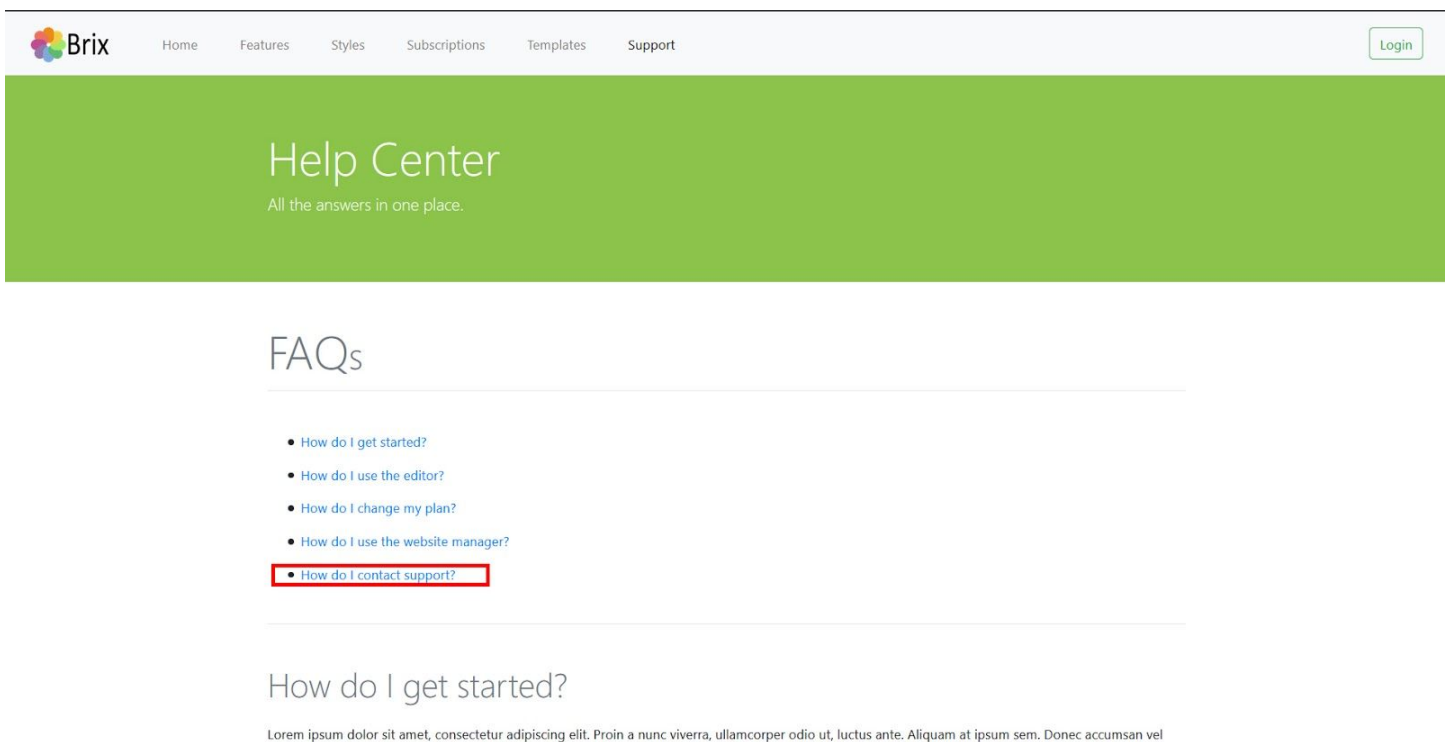


(Figure 5.3)

Once at the bottom of the support screen users are presented with information as seen in figure 5.4. By

clicking on the link 'Click here to send message', users will be prompted to submit their questions and provide

their own email in order to receive a response from our expert customer service staff. All messages received are

directly stored in our admin portal and checked regularly to ensure that all questions are answered in a timely

fashion.



(Figure 5.4)