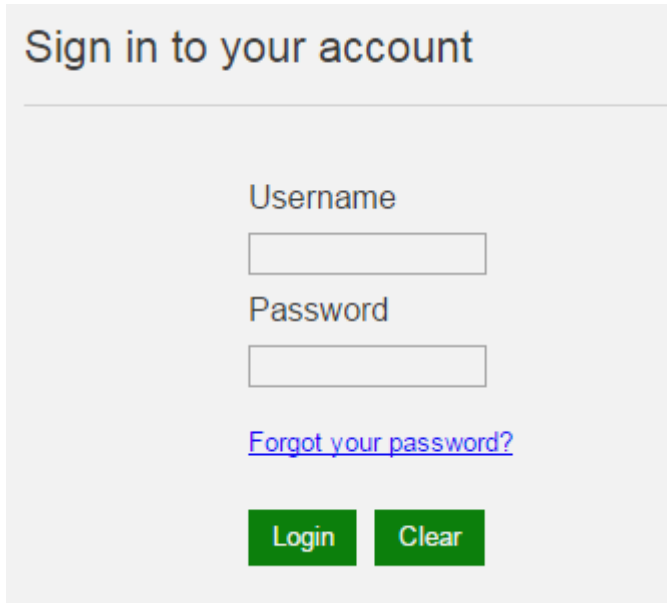## 1. Login with the system

1. Go to Menu -> Login.
2. Enter valid Username and password
3. Dashbord screen will display with user ID.

Sign in to your account

Username

Password

Forgot your password?

Login   Clear

2. User Registration.

1. Log in as an Administrator.
2. From dashboard Click **Manage Staff**.
3. Then system will disply user registration form.

Manage Staff

Add View Back

User ID

First Name

Last Name

Role

○ Guest

○ Marketing Manager

○ Marketing Coordinator

Faculty

--Select-- ▼

email

Password

Confirm Password

Save   Update

4. Please enter a unique User ID as Username.
5. Select user role and fill in the other fields respectively.
6. Finally click the Save button at the bottom.

3. Upload Article.

1. Log in as a Student.
2. From dashboard Click **Upload Article**.
3. Then system will disply article upload form.

4. After select Academic Year system will display final closure date of submission.
5. Then enter article title
6. Then Click "chosose file" and select your attachment.
7. Then click Attach
   (To upload multiple attachment follow above step 5,6)

8. Then checked Terms & Conditions.
9. Click submit.

4. Approve a contributions.

1. Log in as a Marketing Coordinator.
2. From dashboard Click **Manage Article**.

3. Then system will disply article list page.
4. Find a Article that needs to be approved.
5. Select "Click" link.

Article List

Article Code	Title	Student ID	Add Date Time	Approval	View
AT-0000003	Food additives and unhealthiness	ST10	11/3/2016 4:10:30 AM	True	Click
AT-0000004	Traditional books or eBooks	ST10	11/4/2016 12:20:05 AM	True	Click
AT-0000005	Human Rights In South Africa	ST01	11/6/2016 9:26:02 AM	False	Click

6. Then system will disply article all details of you selected article.

View Article Details

Academic Year	: 2016
Article Code	: AT-0000005
Title	: Human Rights In South Africa
Student ID	: ST01
Student Name	: Ray Merrill
Add Date Time	: 2016-11-06
Closure Date	: 2016-12-25
Status	: Unapproved
Edit Faculty	: Editable

File Name	File Size (KB)	Download
Human rights.docx	15.00	Click
main image.jpg	13.00	Click

Make a comment

Edit   Approve

7. To priview attachment click "download" lonk in the data grid.

8. At the bottom there's an area where you can enter comment, before approve the article.
9. Click Approve.

5. Edit a contributions. (Marketing Coordinator)

(To edit Article follow above 1 to 7 steps.)

1. At the bottom there's an area where you can enter comment, before Edit the article.
2. Click Edit.
3. Then system will disply Edit Article page.

4. You can edit title, delete or add new attachment.
5. Click Update

6. Password change

1. Log in with the system.
2. From dashboard Click **Change Password**.
3. The following Screen will appear.
4. Enter old password and new password twice.
5. Then click on the "Update" button.

Password Change

Old Password

New Password

Confirm password

Update

6. Password recovery

1. Click "Forgot your password?" link on the login page.

Password Change

Please enter your registered email address.
You will receive a Password in your mail box.

Continue

2. Enter your registered email address.
3. Then click "Continue"
4. You will receive a password in your email inbox.

Password Recovery   Inbox   x

winsly.magazine@gmail.com
to me

Hi Merrill,

Your password is 1234.

Thank You.
System Administrator.

Click here to Reply or Forward

7. Download all the selected contributions.

1. Log in as a Marketing Manager.
2. From dashboard Click **Download Selected Article**.
3. Then system will disply selected article list page.
4. Select Academic Year and Click View.
5. Then system will disply approved article list of selected Academic Year.
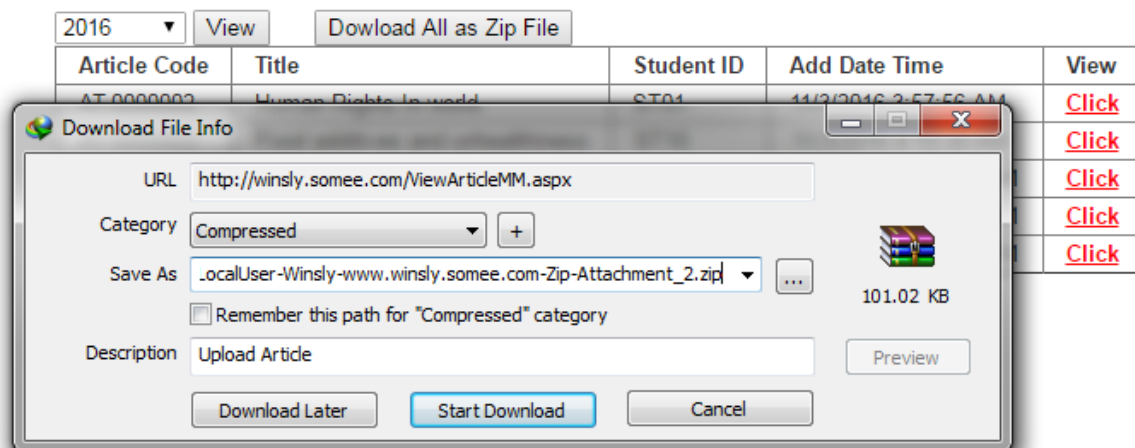

6.
7. Find a Article that needs to be approved.
8. Select "Dowload All as Zip File" link.

8. View Reports

Thewre number seven of reports available in the system.

For example :- View Contributions without a comment.

1. Log in as a Marketing Coordinator.
2. From dashboard Click **Contributions without a comment.**.
3. Report will be displayed.

Contributions without a comment.

Article Code	Title	StudentID	Add Date and Time
AT-0000002	Human Rights In world	ST01	11/3/2016 3:57:56 AM
AT-0000004	Traditional books or eBooks	ST10	11/4/2016 12:20:05 AM

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