User Guide

MUSICIFY

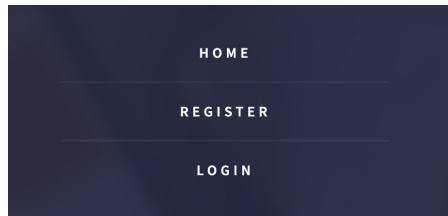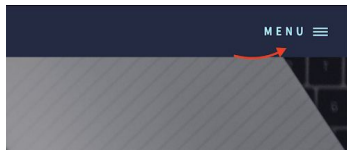**AUDIO'S NEW HOME**

December, 2020

Version 1

Getting started

As a new user, you would first have to register which will create a new account. Follow the steps to navigate to the registry

1. ## Click on menu and select Register

   Navigate to menu in the home page of MUSICIFY and click register

2. ## Click register once your information has been entered.

   Enter all information that is presented on screen and click **Register**

How to add to your music library

Your music library will contain all your Song Titles, Artist, Album, Length and Genre. You can add to your music library by clicking the "MENU" tab. From the list of options click "CREATE"
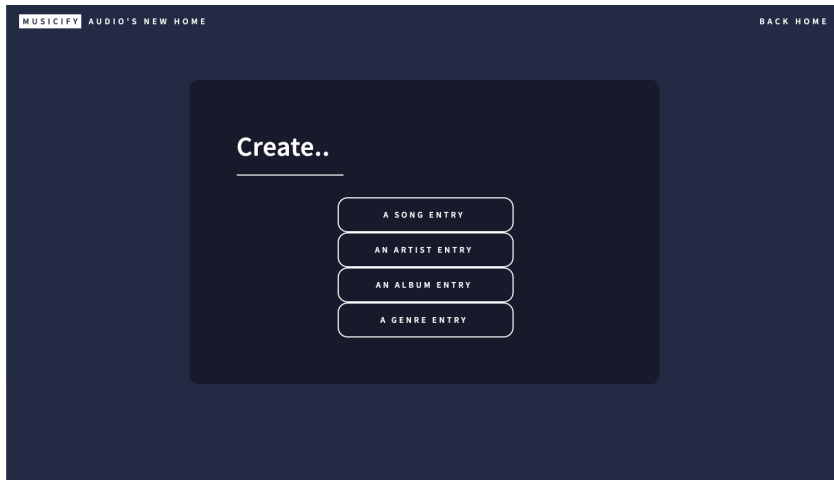
Create a Song entry

When adding a new song to your music library all the fields are required and will automatically add it to your list of songs in your library. Select from the list of options for the name of the artist, album, and genre you would like the song to have.

A unique "TITLE ID" is required as well and the length of the song in seconds.

Create an Artist entry

When creating an artist enter the full name and a unique artist ID

Create an Album entry

When creating an album the full name of the album is required as well as its release date mm/dd/yyyy and a unique album ID

Create an Genre entry

When creating an artist enter the full name and a unique genre ID

How to Update your Music Library

Your music library can be updated such as if you were adding music to your library. You can update an entry of song, artist, album, and genre by navigating to the "MENU" tab and select "UPDATE AN ENTRY"
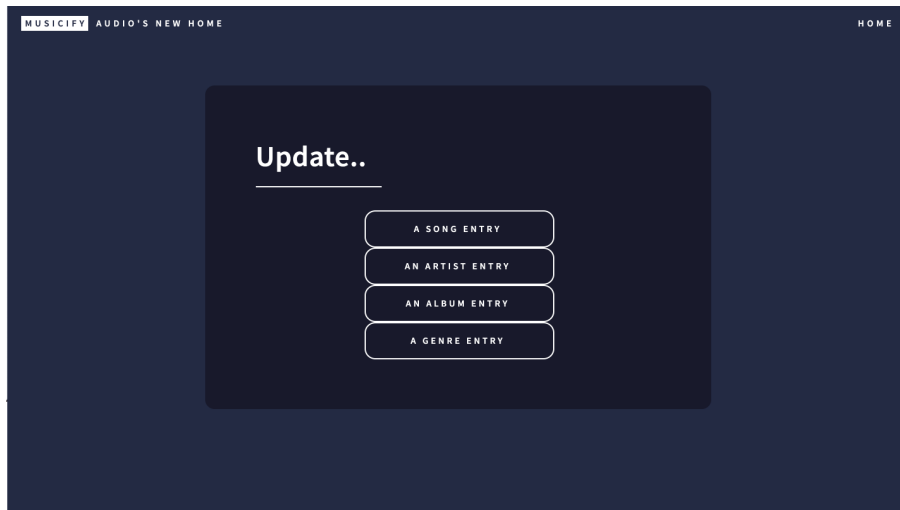
# How to Delete an entry from your Music Library

You can delete an entry by navigating to the "MENU" tab and select "DELETE AN ENTRY" from there, you can select if you wish to delete a song, artist, album, or genre. Select from the list of entries that are shown.
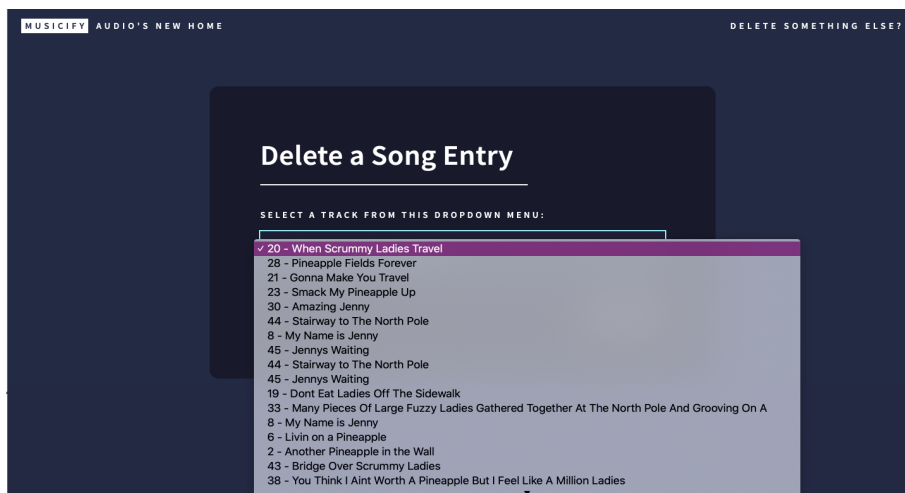
NOTE: The most recent songs added will be listed in the bottom of the list

Managing Musicify as an Administrator

If you are an Administrator you can access the tools that Musicify provides such as, viewing, creating, updating, and deleting information from Musicify. Navigate to the "MENU" tab and click "ADMIN TOOLS"
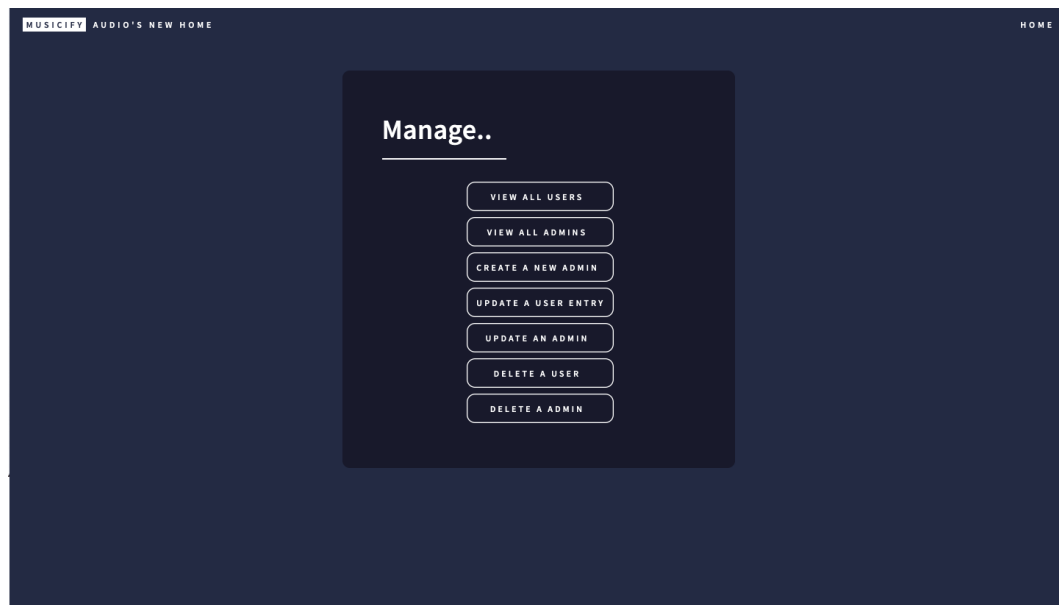
View all users

You will be able to see all the users that have accounts associated with Musicify with their corresponding account information.
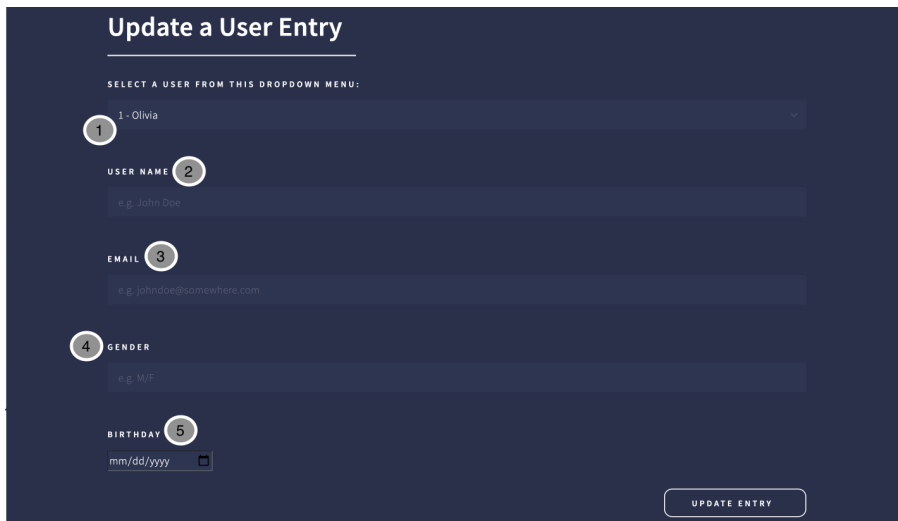
View all Admins

You will be able to see all the admins that are administrating Musicify.

Create a new Admin

As an administered user you are able to add new admin users to Musicify. Information needed is Name, Genger, UID, Email, Birthday.

Update a User Entry

You are able to update a user's account information if needed.

1. Choose **User** from the drop down list
2. New **user name** associated with the user selected if needed
3. Update **email** if needed
4. Choose a new **Gender** if needed
5. **Birthday** can also change

Update an Admin Entry

You can update an admin user's information if needed. Similar to updating a user entry, for reference look into Updating a User Entry

Delete a User Entry

Selecting a user and deleting them will remove them from Musicfy.

Delete an Admin Entry

Selecting an admin user and deleting them will remove them from Musicfy.