



User Guide

MUSICIFY

AUDIO'S NEW HOME

December, 2020

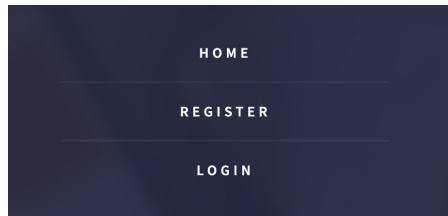
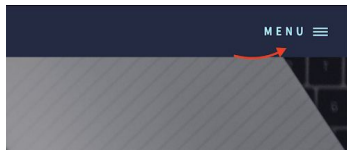
Version 1

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



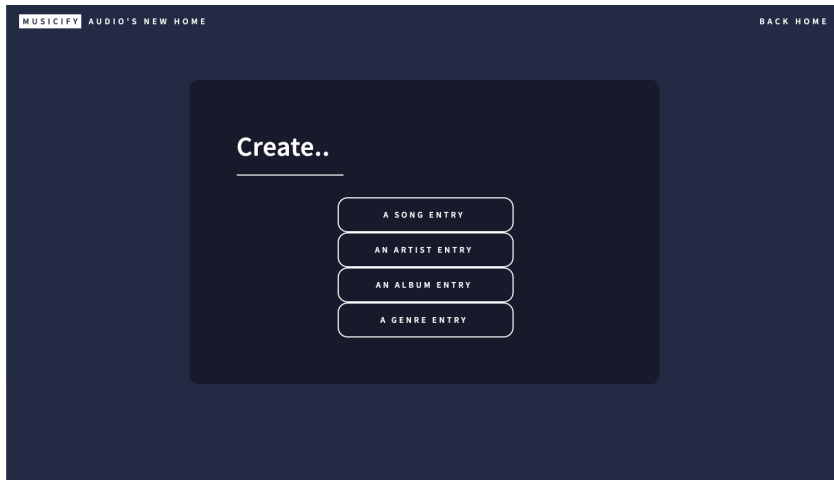
2. Click register once your information has been entered.

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

A screenshot of the registration form on the MUSICIFY website. The form is a dark grey rectangle centered on a dark blue background. It contains two input fields: the first is labeled 'EMAIL' in white and contains the placeholder text 'you@example.com'; the second is labeled 'PHONE NUMBER' in white and contains the placeholder text '(xxx)-xxx-xxxx'. Below these fields is a white rounded rectangular button with the word 'REGISTER' in dark blue capital letters.

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

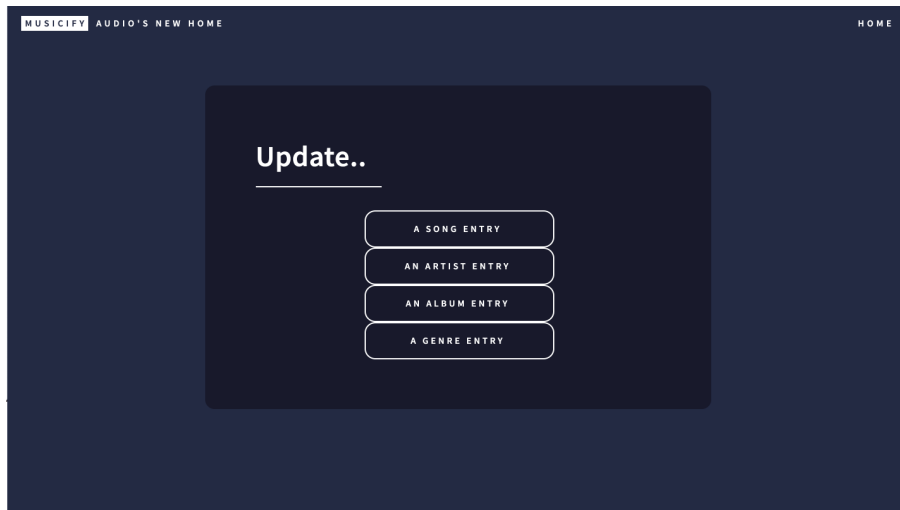
When creating an album the full name of the album is required as well as its release date mm/dd/yyyy and a unique album ID

Create an Genre entry

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

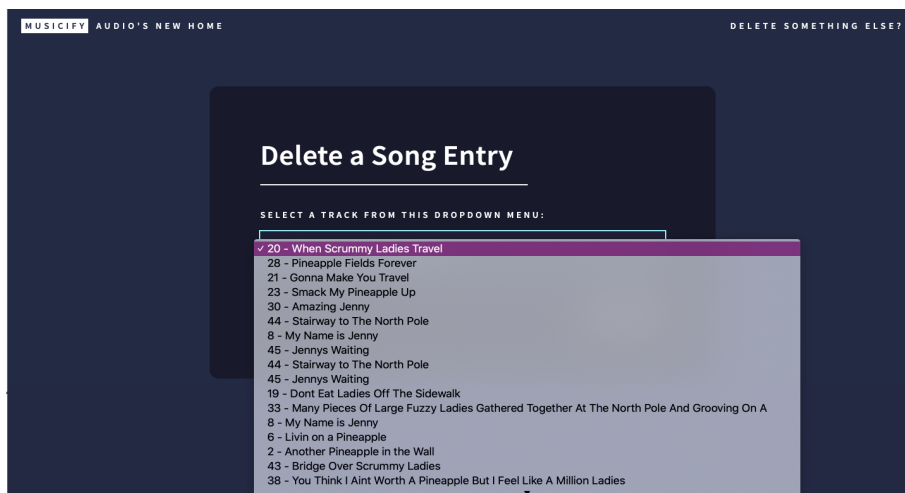
How to Update your Music Library

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

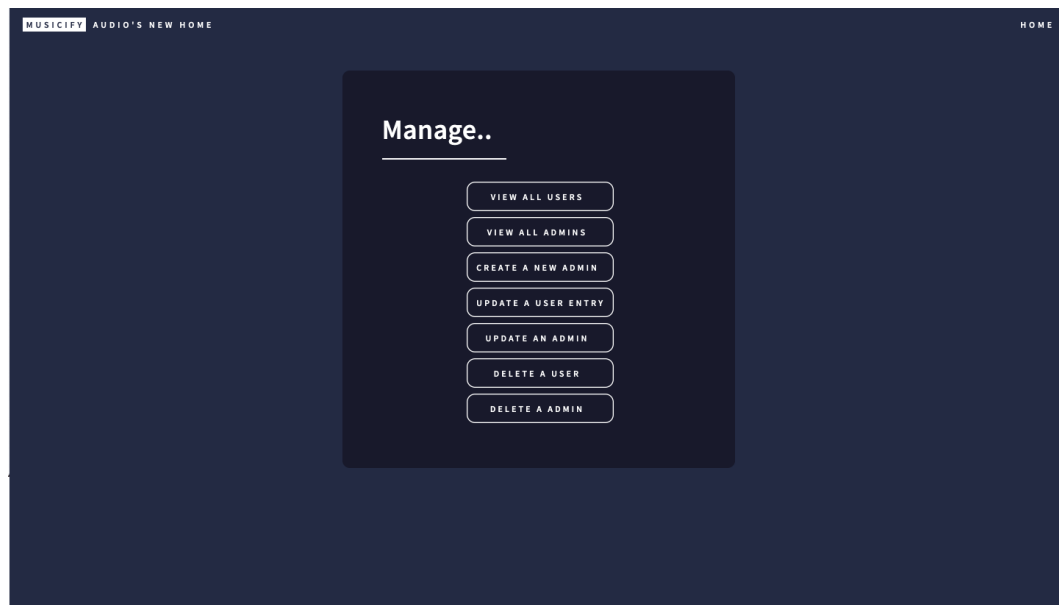
You can delete an entry by navigating to the “MENU” tab and select “DELETE AN ENTRY” from there, you can select if you wish to delete a song, artist, album, or genre. Select from the list of entries that are shown.



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

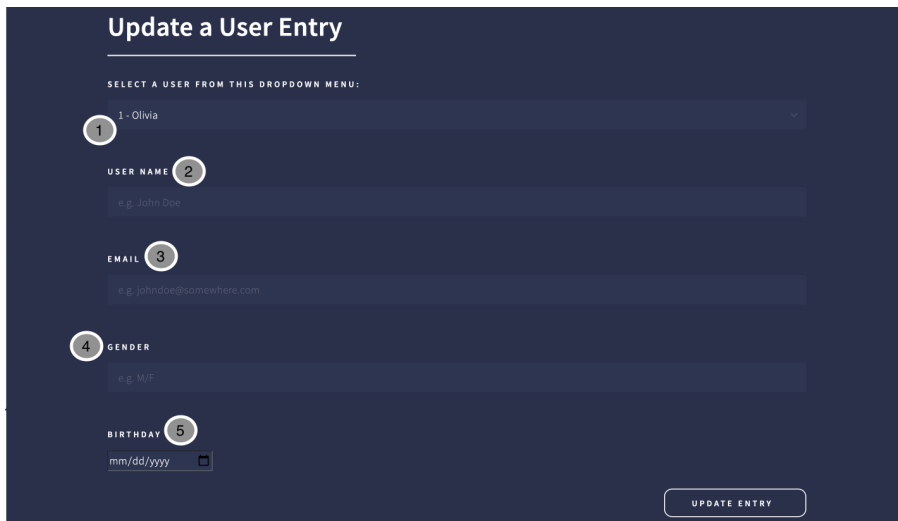
You will be able to see all the admins that are administering Musicify.

Create a new Admin

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

Update a User Entry

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



The screenshot shows a dark-themed web form titled "Update a User Entry". At the top, it says "SELECT A USER FROM THIS DROPDOWN MENU:". Below this is a dropdown menu with "1 - Olivia" selected, marked with a circled "1". Underneath is a "USER NAME" field with a circled "2", containing the placeholder text "e.g. John Doe". This is followed by an "EMAIL" field with a circled "3", containing the placeholder text "e.g. johndoe@somewhere.com". Then is a "GENDER" field with a circled "4", containing the placeholder text "e.g. M/F". Finally, there is a "BIRTHDAY" field with a circled "5", containing the placeholder text "mm/dd/yyyy" and a calendar icon. An "UPDATE ENTRY" button is located at the bottom right of the form.

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.

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