

# **Content Management System**

## **User Manual**

**9346B**

### **Group 2**

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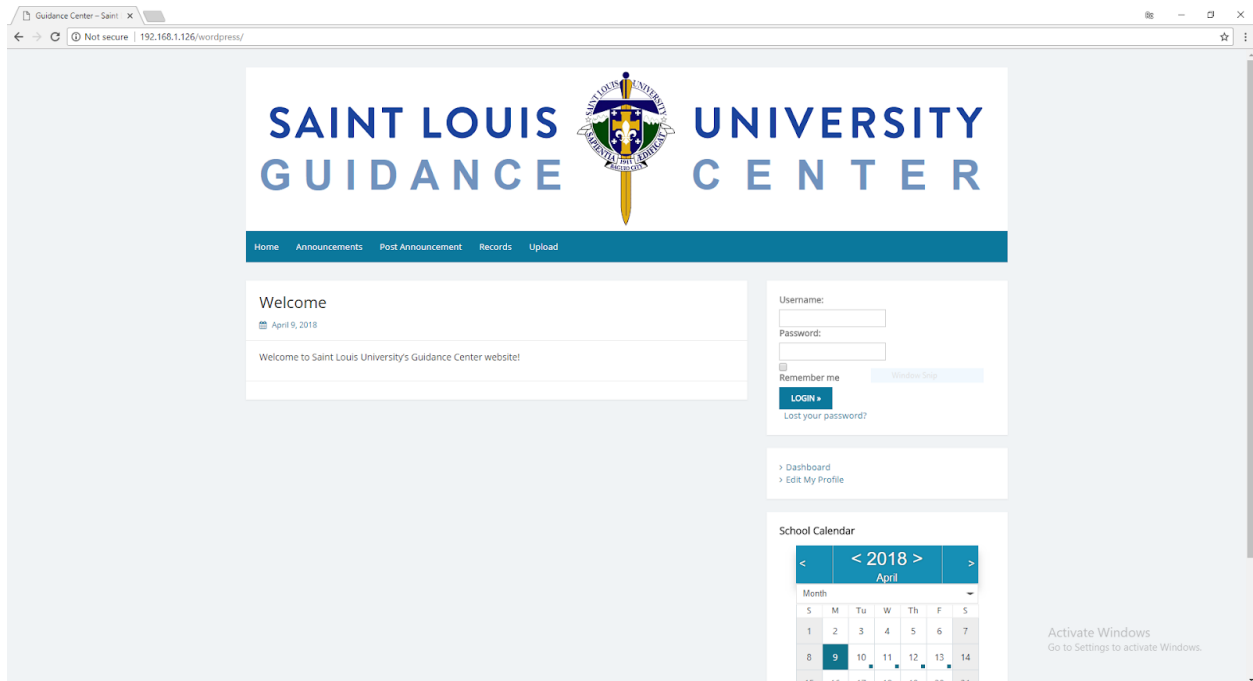
ANDRES, GEOVELLE JHOYCE D.

LANSANGAN, PATRISHIA ANNE M.

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## Home Page



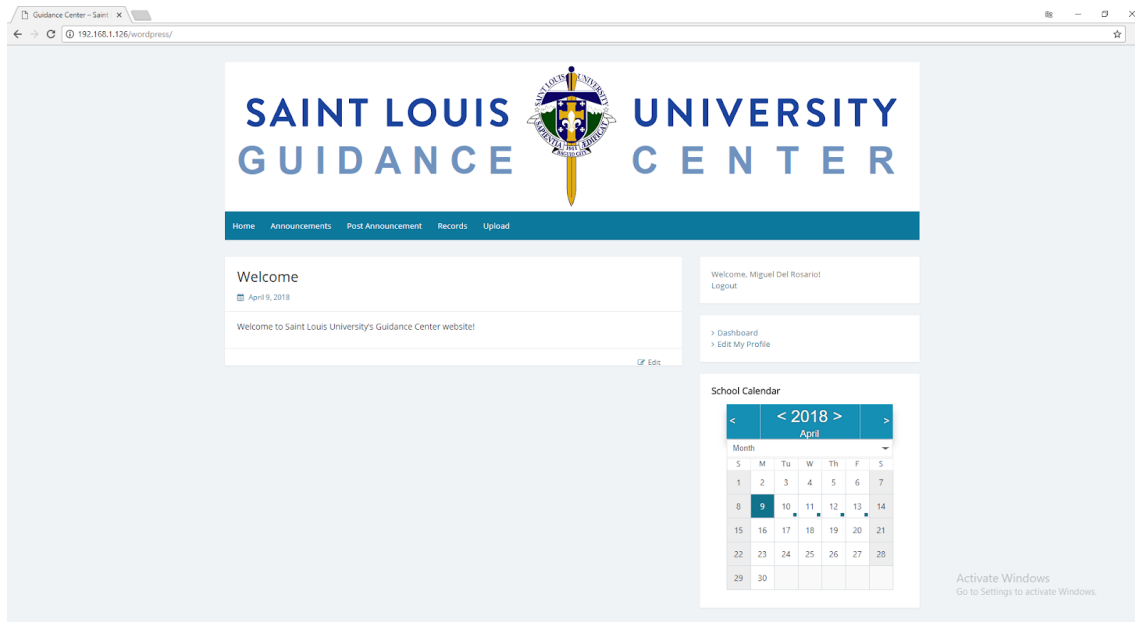
Home page for users not logged in. Log in form can be found on the right part where counselors can log in.

Note: Users that are not logged in can view the "Home" page and the "Announcements" page, but they are not able to access the "Post Announcement" page, "Records" page, and the "Upload" page since those pages can only be viewed by registered users.

## Log-in process of a user.

A close-up of the login form from the previous image. It shows the Username field with the text "counselor1", the Password field with masked characters "....", a Remember me checkbox, a LOGIN button with a right arrow, and a link for Lost your password?.

Home page for users that are already logged in.



## School Calendar

School Calendar

< 2018 >  
April

Month

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*Mid-Term Exams*

🕒 All day  
📅 2018.04.10  
*No additional details for this event.*

A school calendar is located at the right side of the web page. Users, both registered and unregistered, can view the school calendar and upcoming events.

## Announcements Page

The screenshot shows a web browser window displaying the 'Announcements - Guid' page. The URL bar shows '192.168.1.126/wordpress/index.php/display-announcements-2/'. The page header features the Saint Louis University logo and the text 'GUIDANCE CENTER'. Below the header is a navigation menu with links: Home, Announcements, Post Announcement, Records, and Upload. The main content area is titled 'Announcements' and includes a 'Sort by' dropdown menu. Below this, there are three announcement entries, each with fields for Title, Author, Date, Description, and Attached File. The first entry is 'Title Announcement' by 'Author Announcement' dated 4/8/2018, with a description 'Lorem ipsum dolor sit amet' and an attached file 'Activity1\_Midterm (1).pdf'. The second entry is 'Title Second Announcement' by 'Author Rey' dated 4/8/2018, with a description 'Lorem ipsum dolor sit amet' and an attached file 'aui.txt'. The third entry is 'Title third announcement' by 'Author' dated 4/8/2018, with a description 'hello world' and an attached file. To the right of the announcements, there is a 'Welcome, Miguel Del Rosario' section with a 'Logout' link, and a 'School Calendar' section showing a calendar for April 2018. The bottom of the page includes a 'Cloud Database by Caspio' disclaimer and an 'Activate Windows' watermark.

Announcements - Guid

192.168.1.126/wordpress/index.php/display-announcements-2/

GUIDANCE CENTER

Home Announcements Post Announcement Records Upload

Announcements

Sort by

Title Announcement  
Author Announcement  
Date 4/8/2018  
Description Lorem ipsum dolor sit amet  
Attached File Activity1\_Midterm (1).pdf

Title Second Announcement  
Author Rey  
Date 4/8/2018  
Description Lorem ipsum dolor sit amet  
Attached File aui.txt

Title third announcement  
Author  
Date 4/8/2018  
Description hello world  
Attached File

Records 1-3 of 3

Cloud Database by Caspio  
Disclaimer: This is a Caspio trial app. Do not submit passwords or other sensitive data. Report Abuse

QF Edit

Welcome, Miguel Del Rosario  
Logout

> Dashboard  
> Edit My Profile

School Calendar

< < 2018 > >  
April

Month						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30					

Activate Windows  
Go to Settings to activate Windows.


Users, both registered and unregistered, can view this page to see announcements that are posted by the counselors of Saint Louis University. The announcements can also be sorted according to the date uploaded, author, post title, and etc. by clicking the drop-down menu beside the "Sort by:" label and choosing which category to sort the posts to.

## Post Announcement Page

Post Announcement - C x

192.168.1.126/wordpress/index.php/create-announcement/

# SAINT LOUIS GUIDANCE



# UNIVERSITY CENTER

[Home](#) [Announcements](#) [Post Announcement](#) [Records](#) [Upload](#)

### Post Announcement[L]

Title \*

Author

Description \*

Attached File

Choose File | No file chosen

SUBMIT

Cloud Database by Caspio

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[Edit](#) | Assigned groups: Guidance Counselors

Welcome, Miguel Del Rosario  
[Logout](#)

[Dashboard](#)  
[Edit My Profile](#)

#### School Calendar

< < 2018 > >

April

Month

S	M	Tu	W	Th	F	S
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29	30					

Activate Windows  
Go to Settings to activate Windows.

This page can only be accessed by registered users. Counselors can enter the announcement details in this page and once the announcement is uploaded, it will appear in the "Announcements" page.

## Records Page

**SAINT LOUIS UNIVERSITY GUIDANCE CENTER**

Home Announcements Post Announcement Records Upload

### Records[L]

STUDENT ID	COUNSELOR ID	AGENDA	DOCUMENT	DATE
2102354	10088EVE	asdf	ew ftd	4/8/2018 <a href="#">Edit</a>
2162354	10088EVE	wala lang	Middle Project Flash Drive Submission.pdf	4/8/2018 <a href="#">Edit</a>
2166355	FE2198355	Multiple absences	OJT schedule sheet for IT 412a.docx	4/8/2018 <a href="#">Edit</a>
2166351	FE2198342	Something	Report.docx	4/8/2018 <a href="#">Edit</a>
2166355	FE2198963	ewan		4/9/2018 <a href="#">Edit</a>
2102593	2455889	lgbsdfh		4/9/2018 <a href="#">Edit</a>
2019374	7301u383	Wow magic		4/9/2018 <a href="#">Edit</a>

Records 1-7 of 7

Cloud Database by Caspio

Disclaimer: This is a Caspio trial app. Do not submit passwords or other sensitive data. [Report Abuse](#)

[Edit](#) | Assigned groups: Guidance Counselors

Welcome, Miguel Del Rosario!  
[Logout](#)

[Dashboard](#)  
[Edit My Profile](#)

### School Calendar

< 2018 >

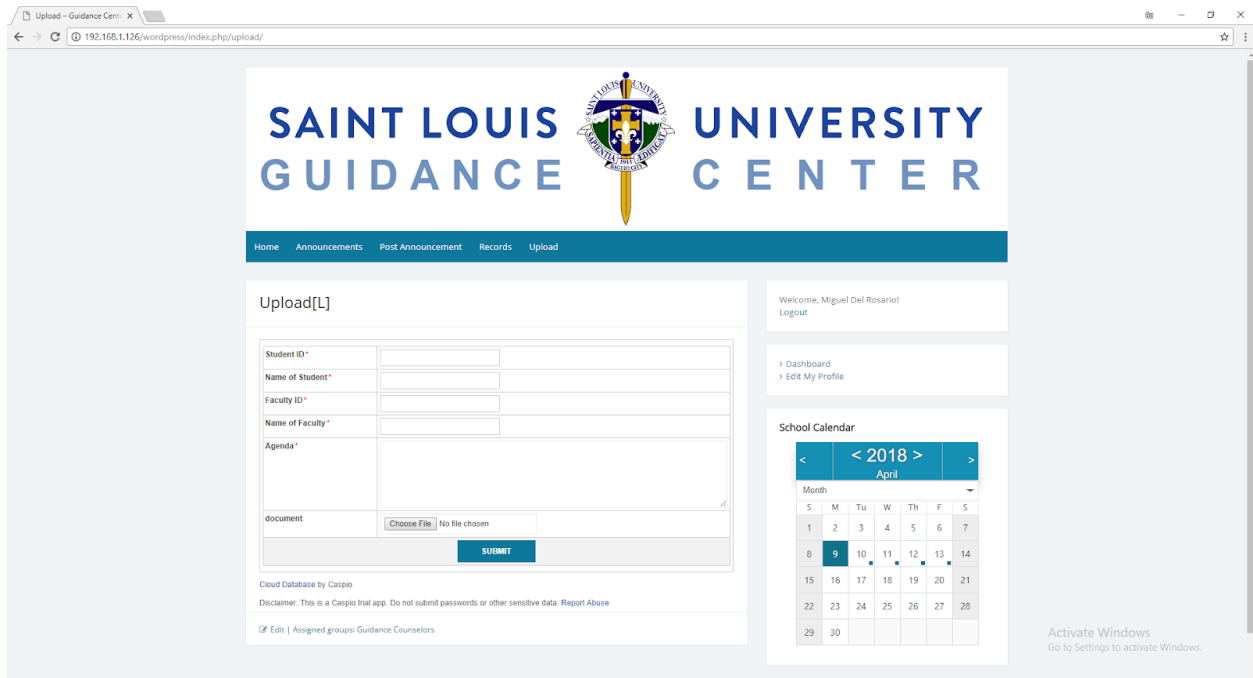
April

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Activate Windows  
Go to Settings to activate Windows.

This page can only be accessed by registered users. In this page, counselors can view their own log reports that they have previously uploaded, as well as other counselors' reports. The records can be sorted according to a category by clicking on the table headings.

## Upload Page



The screenshot shows the 'Upload' page of the Saint Louis University Guidance Center. The page has a header with the university's logo and name. Below the header is a navigation bar with links: Home, Announcements, Post Announcement, Records, and Upload. The main content area is titled 'Upload[L]' and contains a form for uploading a report. The form has fields for Student ID, Name of Student, Faculty ID, Name of Faculty, and Agenda. There is also a 'document' field with a 'Choose File' button and a 'No file chosen' message. A 'SUBMIT' button is at the bottom of the form. To the right of the form, there is a sidebar with a welcome message for Miguel Del Rosario, a 'Logout' link, and links to the 'Dashboard' and 'Edit My Profile'. Below the sidebar is a 'School Calendar' for April 2018. The calendar shows the days of the week and the dates. The date 9th is highlighted. At the bottom right, there is a message to 'Activate Windows'.

SAINT LOUIS UNIVERSITY  
GUIDANCE CENTER

Home Announcements Post Announcement Records Upload

Upload[L]

Student ID\*  
Name of Student\*  
Faculty ID\*  
Name of Faculty\*  
Agenda\*

document Choose File No file chosen

SUBMIT

Cloud Database by Cargilo  
Disclaimer: This is a Cargilo trial app. Do not submit passwords or other sensitive data. Report Abuse  
Edit | Assigned groups: Guidance Counselors

Welcome, Miguel Del Rosario  
Logout

> Dashboard  
> Edit My Profile

School Calendar

< < 2018 > >  
April

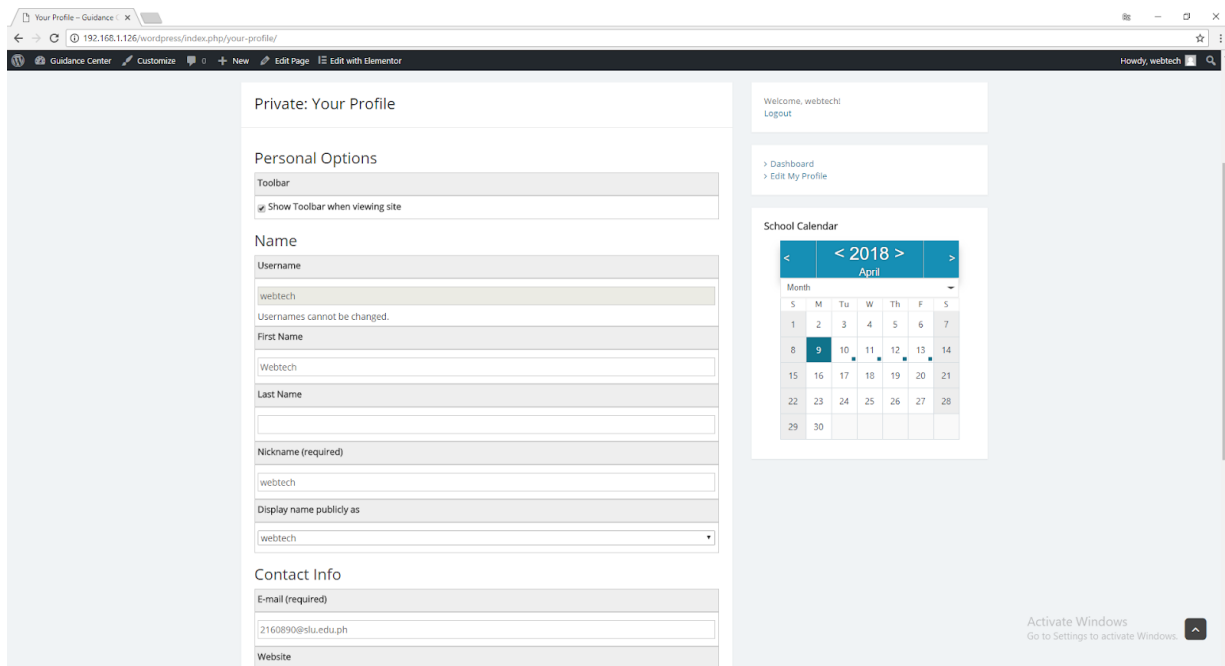
Month

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Activate Windows  
Go to Settings to activate Windows.

This page can only be accessed by registered users. Counselors can upload their log reports in this page. Fields regarding the report are required to be filled in by the counselor. Reports that are uploaded will appear in the "Records" page.

## Profile Page



The screenshot shows the 'Your Profile' page of the Saint Louis University Guidance Center. The page has a header with the university's logo and name. Below the header is a navigation bar with links: Home, Announcements, Post Announcement, Records, and Upload. The main content area is titled 'Private: Your Profile' and contains a form for editing the user's profile. The form has sections for 'Personal Options', 'Name', and 'Contact Info'. The 'Personal Options' section has a 'Toolbar' with a 'Show Toolbar when viewing site' checkbox. The 'Name' section has fields for 'Username', 'First Name', 'Last Name', 'Nickname (required)', and 'Display name publicly as'. The 'Contact Info' section has fields for 'E-mail (required)' and 'Website'. To the right of the form, there is a sidebar with a welcome message for webtech, a 'Logout' link, and links to the 'Dashboard' and 'Edit My Profile'. Below the sidebar is a 'School Calendar' for April 2018. The calendar shows the days of the week and the dates. The date 9th is highlighted. At the bottom right, there is a message to 'Activate Windows'.

Private: Your Profile

Personal Options

Toolbar

☒ Show Toolbar when viewing site

Name

Username

webtech

Username cannot be changed.

First Name

Webtech

Last Name

Nickname (required)

webtech

Display name publicly as

webtech

Contact Info

E-mail (required)

2160890@slu.edu.ph

Website

Welcome, webtech  
Logout

> Dashboard  
> Edit My Profile

School Calendar

< < 2018 > >  
April

Month

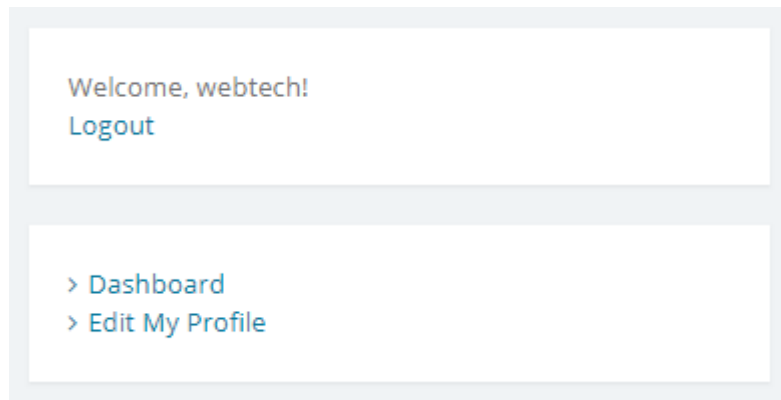
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30					

Activate Windows  
Go to Settings to activate Windows.



This page can be viewed by clicking on the "Edit My Profile" option located at the right part of the web page. Users can edit their details and also change their password.

## Logout



If a user wishes to end their session and logout of their account, they can do so by clicking the "Logout" option at the right, below their name.