User Guide

Admin

The Vanguard Academy

WebFocus Solutions, Inc.

THE VANGUARD ACADEMY

RESPECT | INTEGRITY | COURAGE | HUMILITY

Your Solution in Innovative Digital Transformation

October 2021

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Getting Started

Introduction

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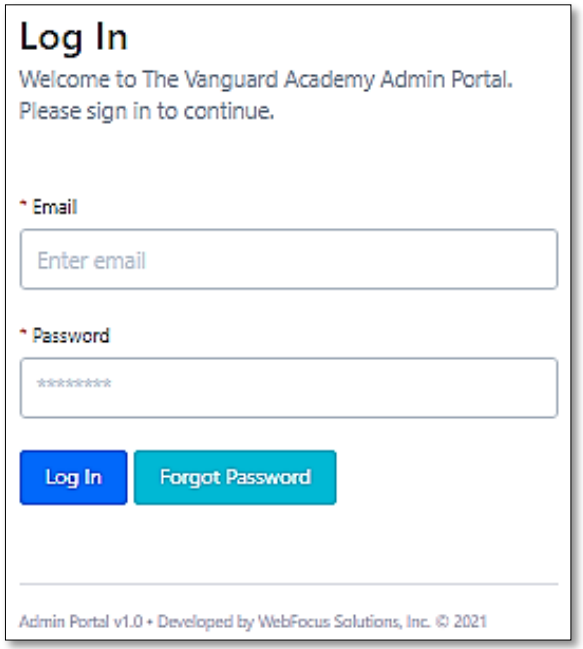
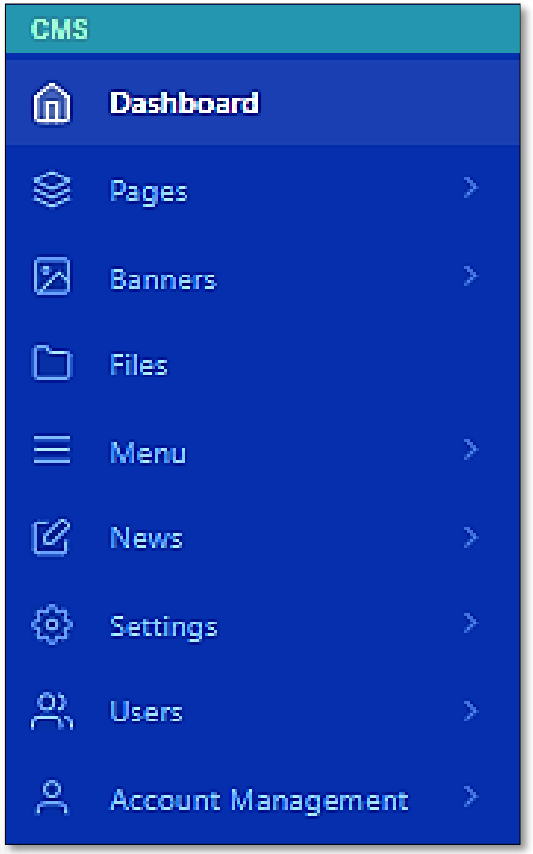


Introduction



This user guide was produced with the intention to provide a valuable service to our valued client – **The Vanguard Academy**. Being a customized and easy-to-navigate user guide, we are giving our customers the chance to exercise their independence in improving their website and implement the preferences that are appropriate to their business requirements.

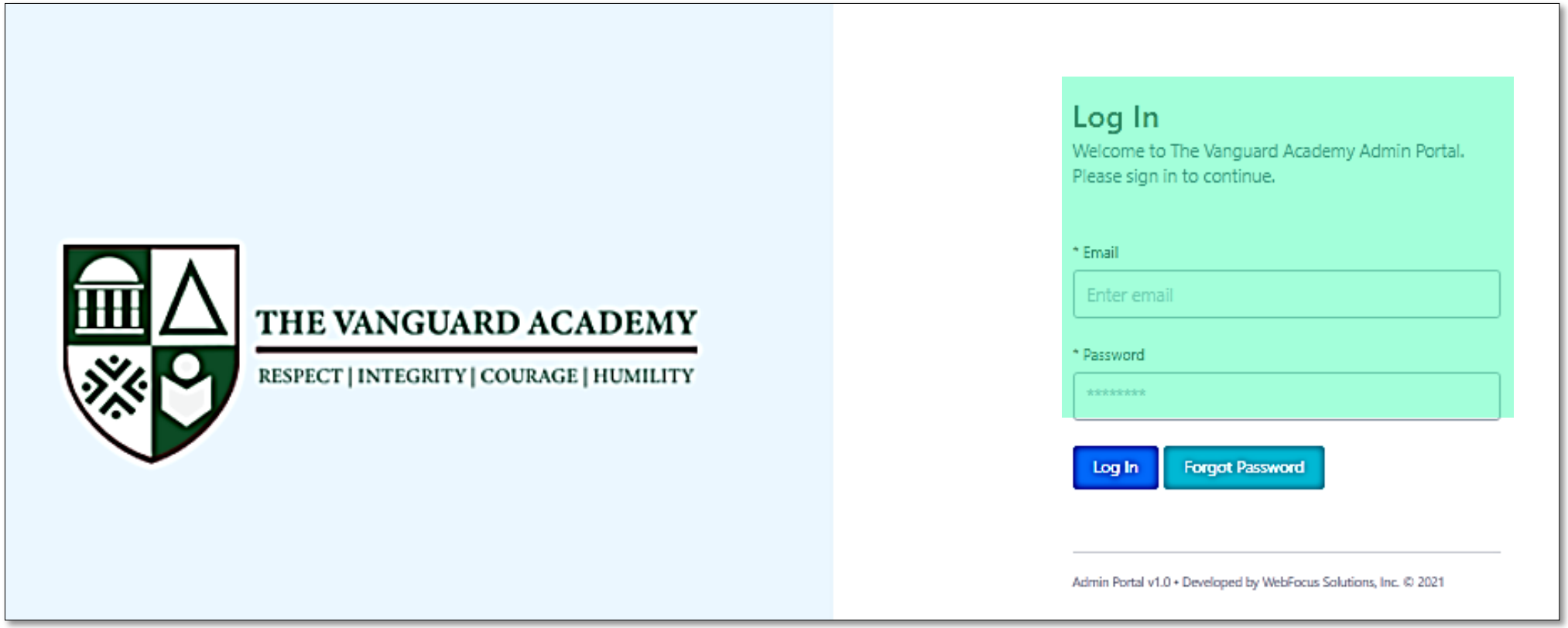
This document contains all the essential information for the user to fully utilize the features and functions of CMS Modules that includes descriptions, capabilities and set of instructions associated with each CMS Modules.

The Vanguard Academy– *Admin Portal*

It is a **Content Management System (CMS)** that has the capability to be customized in accordance to the business requirement of **The Vanguard Academy**. This admin portal allows a user to create, manage and modify the digital content intended for the development of **The Vanguard Academy**.

Log-in Page

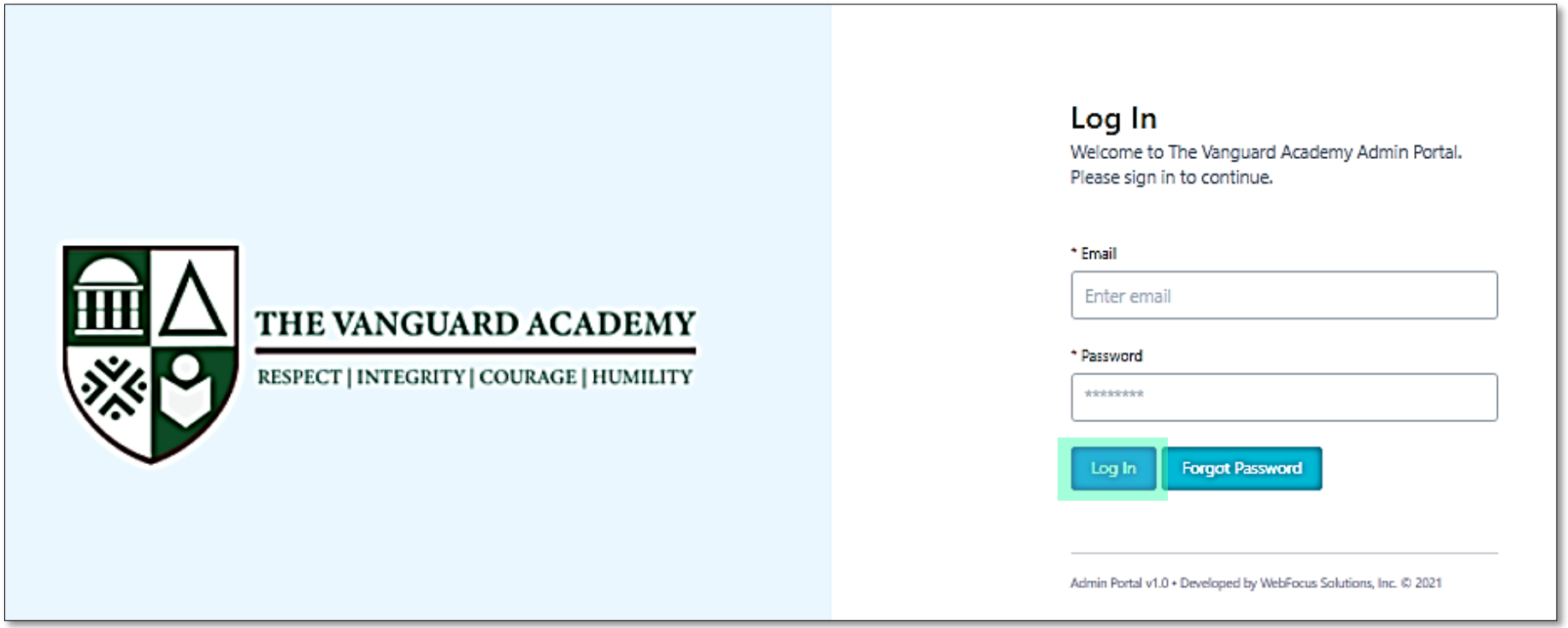
- It is the point of entry of **The Vanguard Academy's** Admin Portal. A user needs to provide the correct credentials to gain access to the Admin Portal.



LOG-IN

1. Go to the web address of the CMS Admin Portal.
2. Enter the following information:
   - **Email**
   - **Password**
3. Click on **Log In** button to complete the process.

Admin Log-in Page



RESET PASSWORD

Reset Password

- It is the feature that allows user to reset password in the following circumstances:
  - The user has forgotten the password.
  - The user wants to change the password for security purposes.

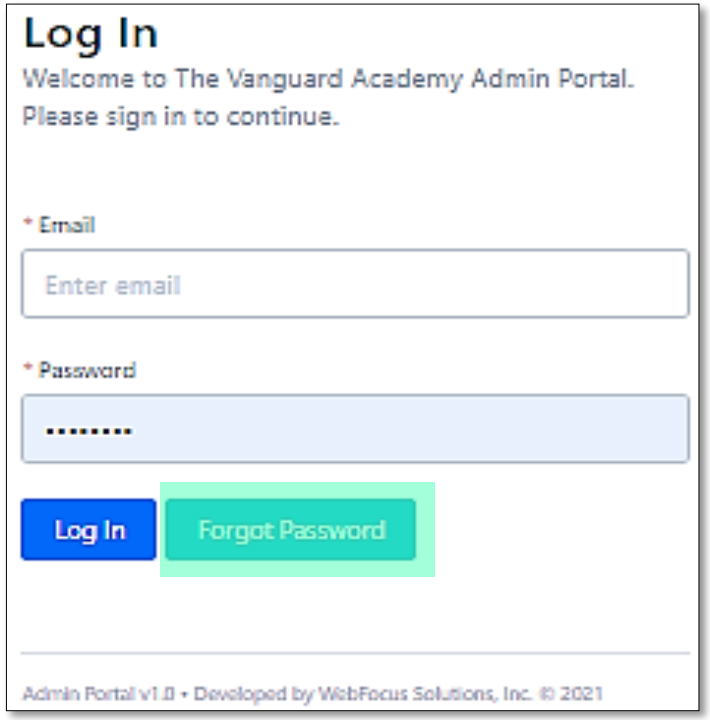
- There are two (2) ways to reset the password:
  - Forgot Password link
  - Account Settings Module (please refer to Chapter 8: Account Tab – Change Password)

RESET PASSWORD

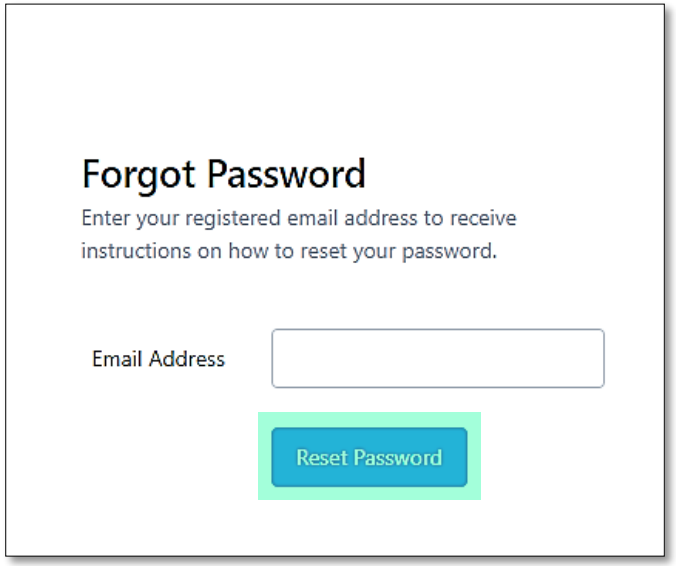
1. Go to **Admin Portal Sign-in** page and click on **Forgot Password.** **Forgot Password** page will appear.
2. Enter the email address being provided by the admin.
3. Click on **Reset Password** button.

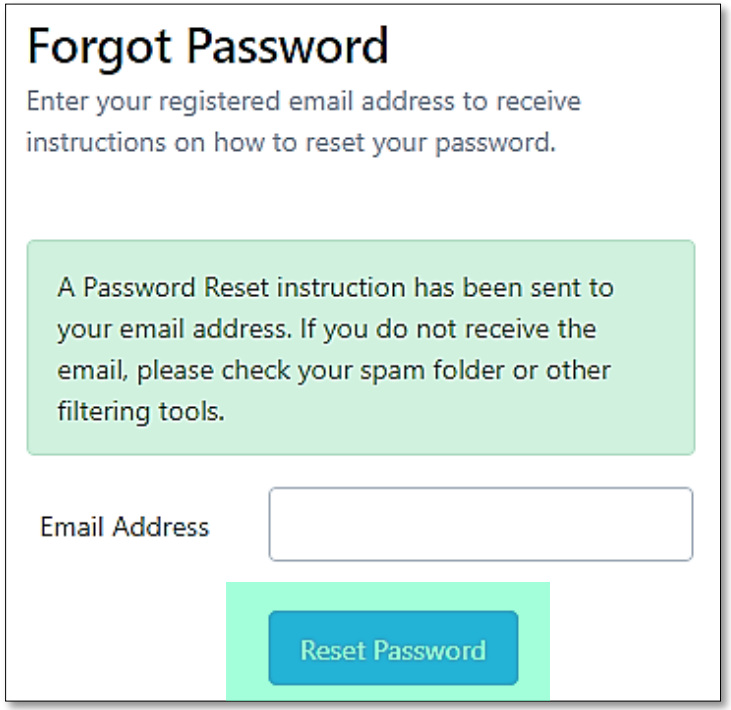
-An instruction on how to reset password will be sent to the email address provided.

Admin Sign-in Page



Forgot Password Page

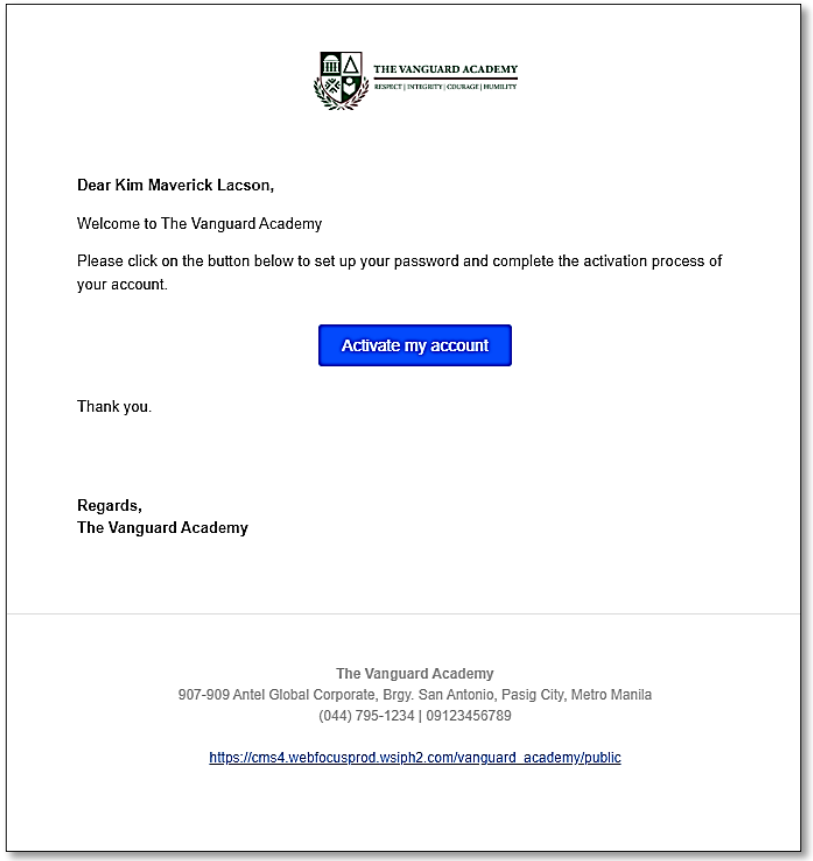




RESET PASSWORD

4. Open the email and click on the **Reset my password** link.
5. Provide all the information needed once the **Reset Password** page opens.
6. Click on **Reset Password** button to complete the process.

Email Notification



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Dear Kim Maverick Lacson,

Welcome to The Vanguard Academy

Please click on the button below to set up your password and complete the activation process of your account.

Activate my account

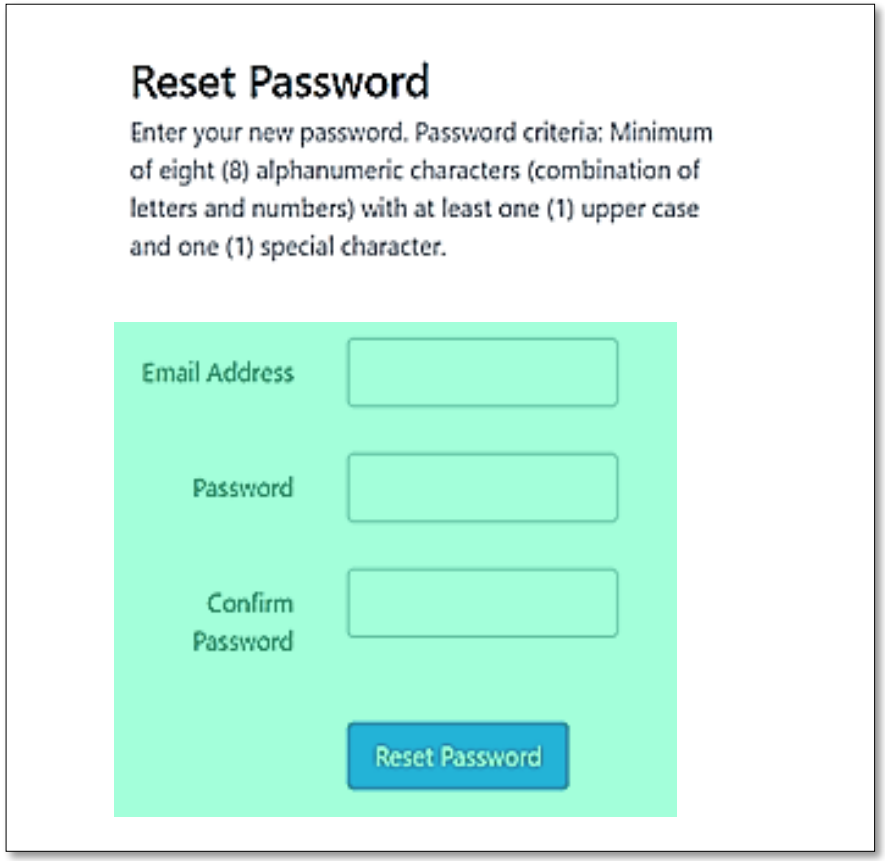
Thank you.

Regards,
The Vanguard Academy

The Vanguard Academy
907-909 Antel Global Corporate, Brgy. San Antonio, Pasig City, Metro Manila
(044) 795-1234 | 09123456789

https://cms4.webfocusprod.wsiph2.com/vanguard_academy/public

Reset Password Page



Reset Password

Enter your new password. Password criteria: Minimum of eight (8) alphanumeric characters (combination of letters and numbers) with at least one (1) upper case and one (1) special character.

Email Address

Password

Confirm Password

Reset Password

RESET PASSWORD

Email Confirmation that you have successfully reset your password

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Dear Maverick Lacson,

You have successfully reset your password.

Please be reminded to always secure your password to prevent any unauthorized access.

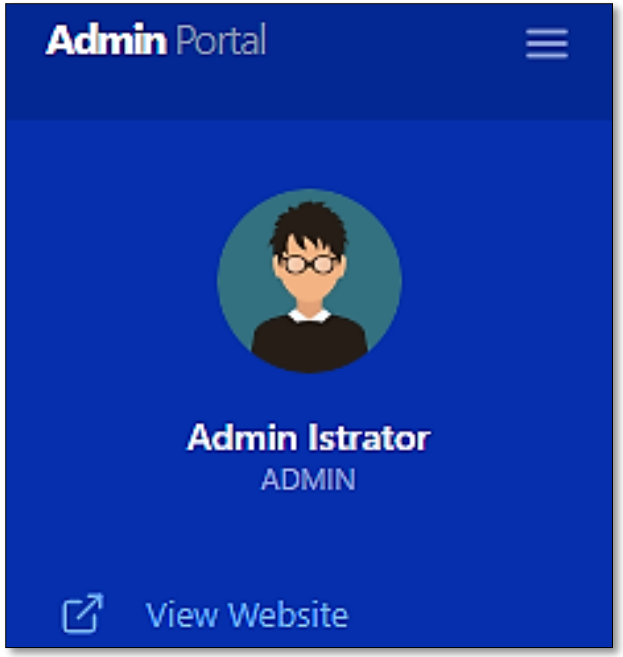
For any inquiry or comments, please contact us at support@webfocus.ph. Thank you.

Regards,
The Vanguard Academy

The Vanguard Academy
907-909 Antel Global Corporate, Brgy. San Antonio, Pasig City, Metro Manila
(044) 795-1234 | 09123456789

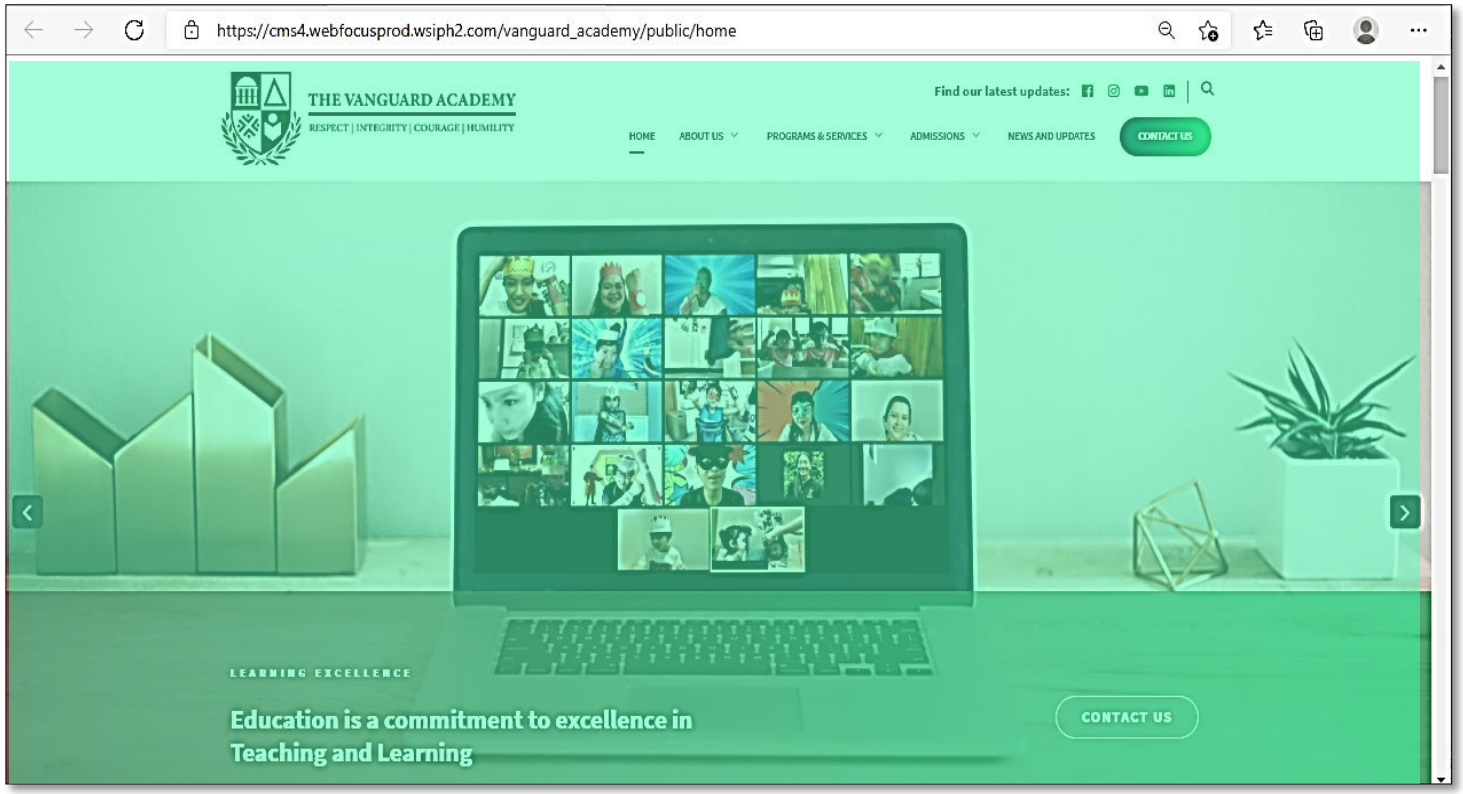
https://cms4.webfocusprod.wsiph2.com/vanguard_academy/public

VIEW WEBSITE



View Website

- It is the function that allows you to view the website you are trying to build.
- This gives you an idea on what the website looks like, and you can assess if the modification you are implementing gives a good user experience to your visitors.



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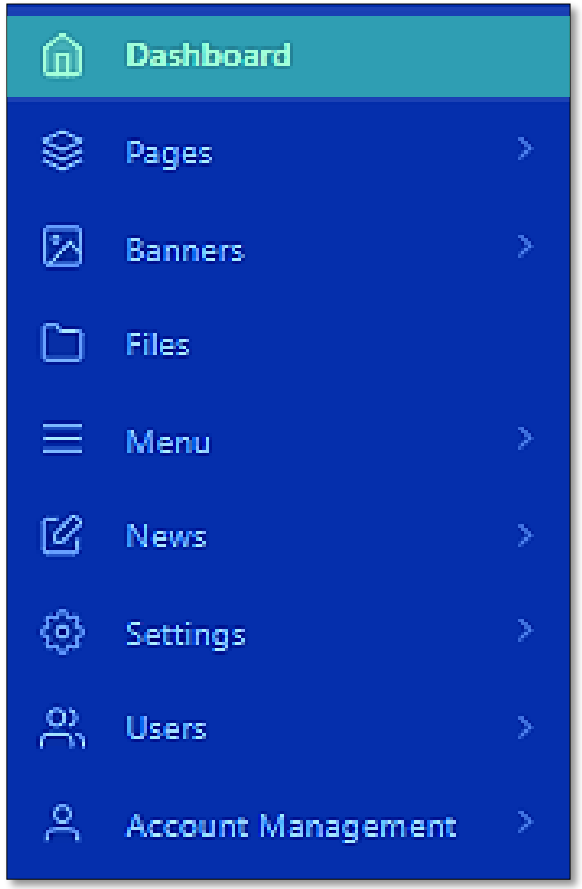
DASHBOARD



DASHBOARD

Dashboard

- A CMS Standard Module that displays information about the current status of the website and its activities.
- The information displayed in the dashboard depends on the role of the user.
  NOTE: Only Admin Role can view all the data.
- The Dashboard consists of three (3) sections namely: Summary, User Activity & Shortcuts.

Sections	Functions
Summary	It displays the summary or total count of the pages, albums and articles.
User Activity	It shows the log of all the activities made by all the users.
Shortcuts	It contains shortcuts for creation of pages, news and albums.

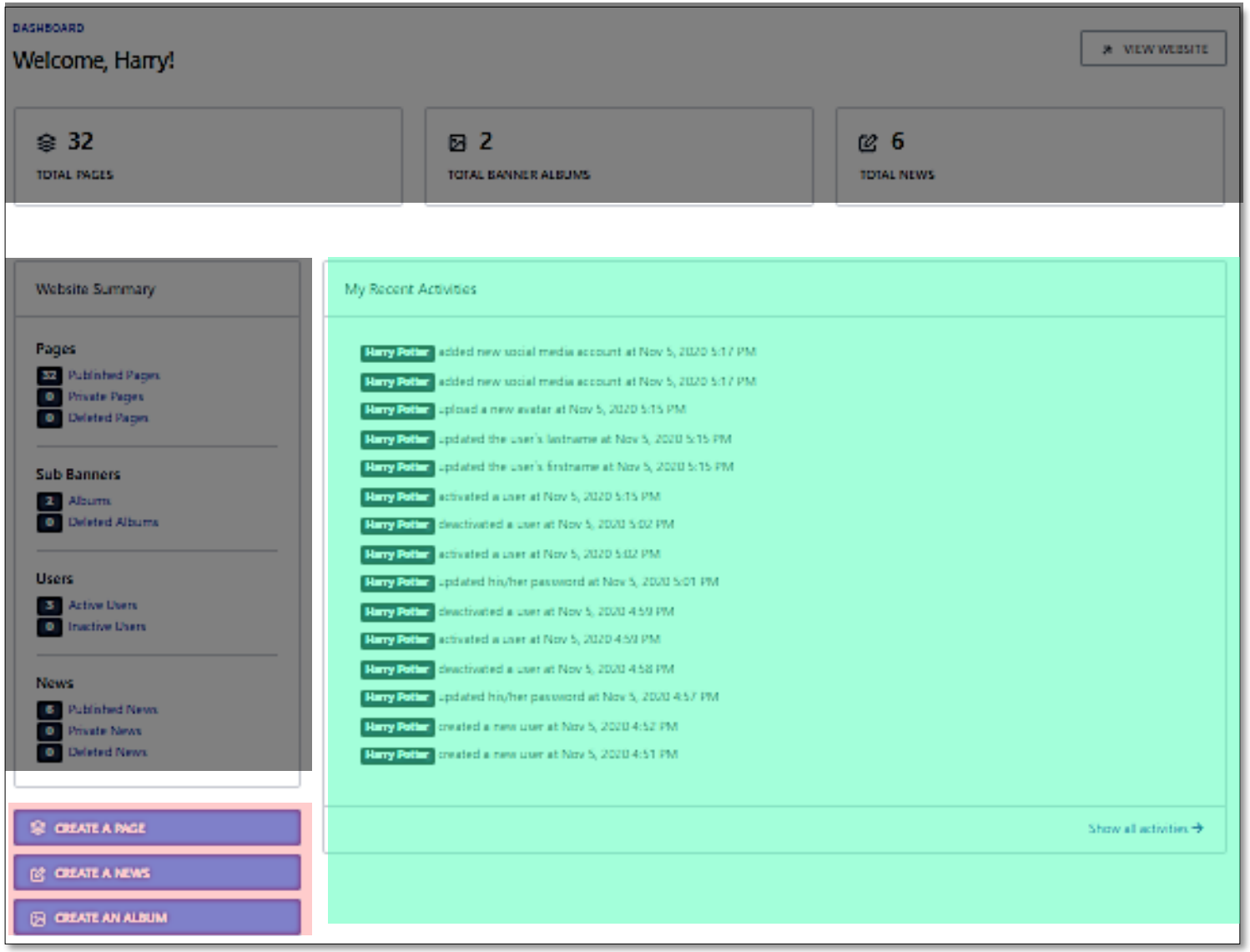
DASHBOARD

Dashboard Sections

Summary

User Activity

Shortcuts



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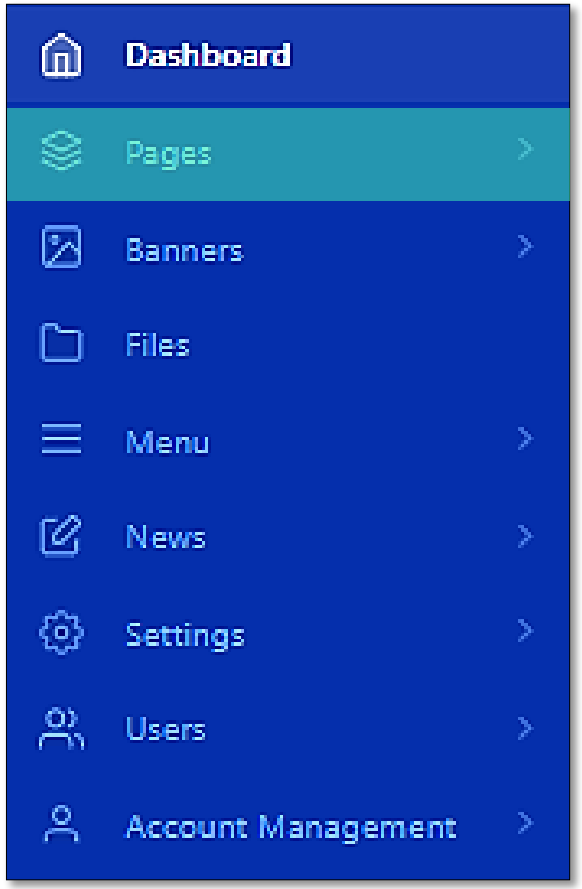
Chapter 3

PAGES



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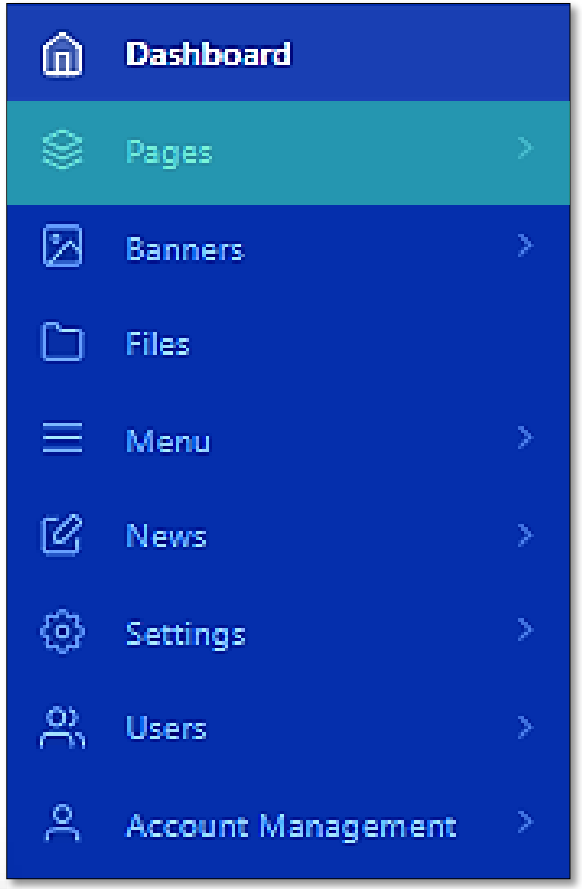
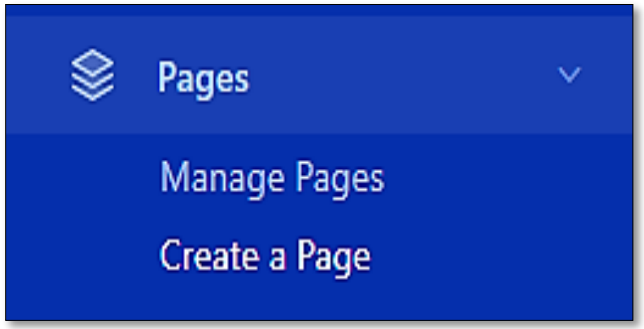


Pages

- A CMS Standard Module which allows you to build up your site by creating beautiful and interactive pages that will surely capture the attention of your visitors.
- You may also edit, view, delete, restore and change the page visibility (private or publish) of your existing pages



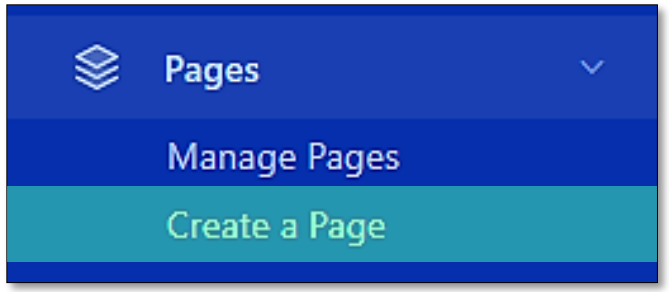


Figure 3.1: Create a Page

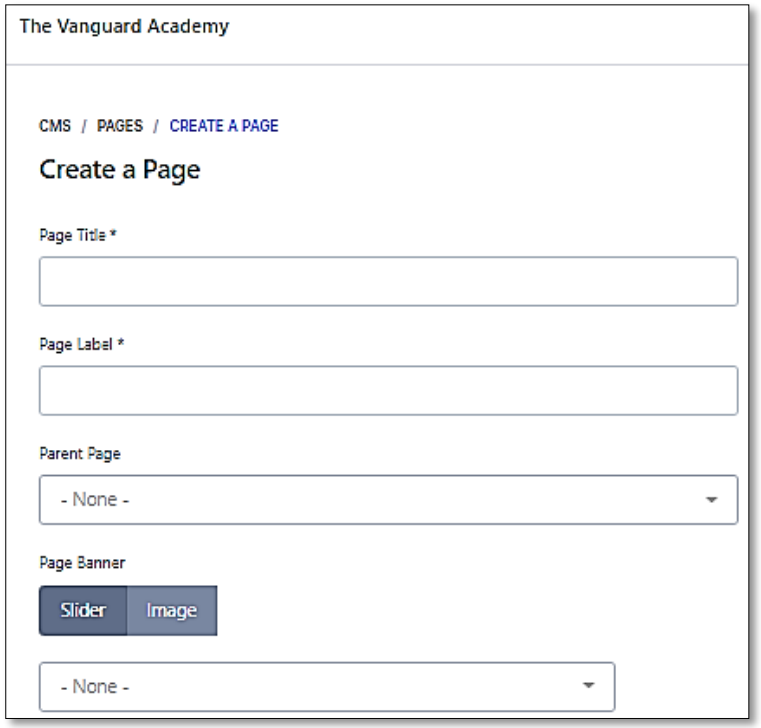
Create a Page

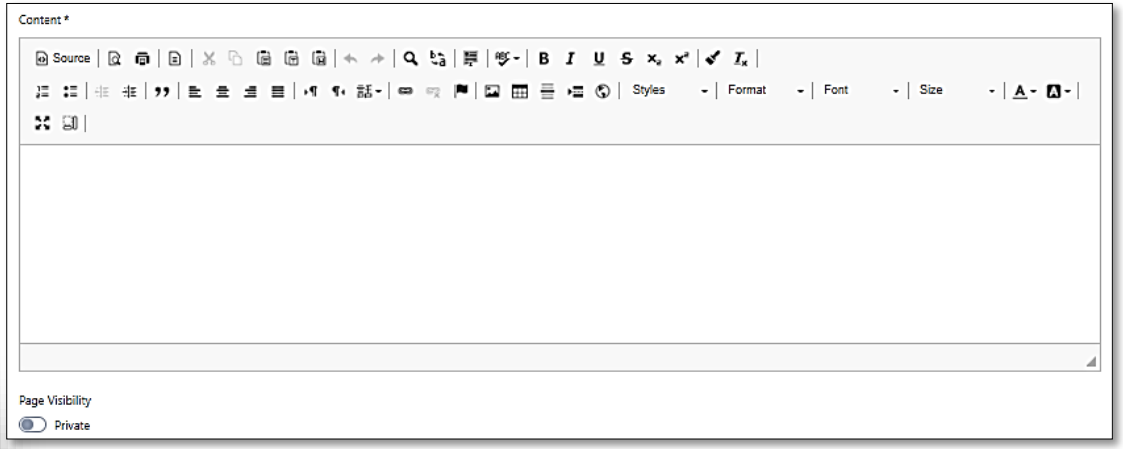
1. Go to **Pages** and choose the **Create a Page** option, as shown in figure 3.1.
2. Enter all the necessary information.
3. Click on the **Save Page** to complete the process.

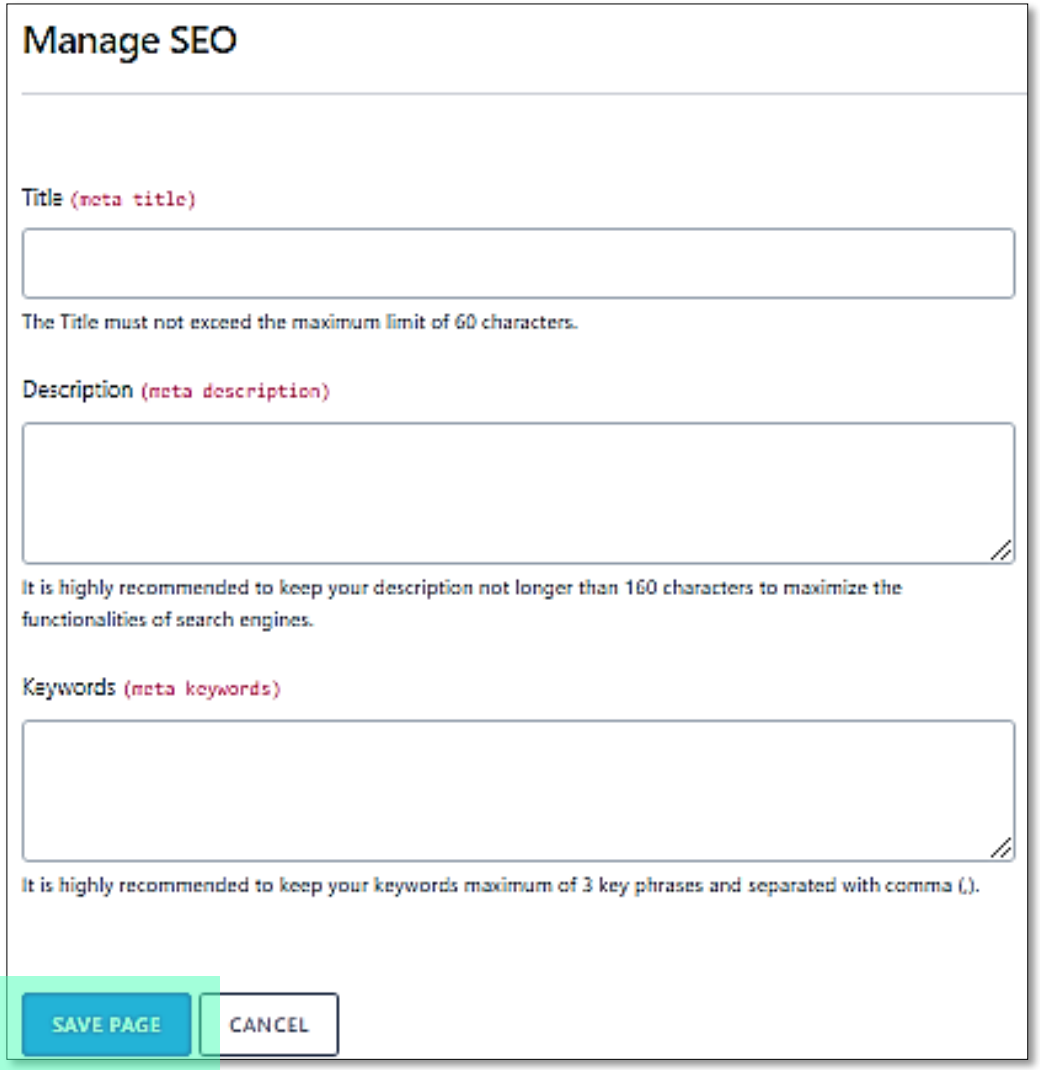
Page Title	It is the name of the page placed in the Web Address.
Page Label	It is the name of the page shown in the navigation menu.
Parent Page	It is the function that allows you to link the page you are creating to an existing page.
Page Banner	It is the function that allows you to place single or multiple photos. If you want to upload single photo, you may use the Image option. If you want to upload multiple photos, you may use the Slider option that contains the banners you have created.
Content	It is where you can write something about the page you are creating.
Page Visibility	It is where you can set your page as private or publish. Private – it means the page is not yet shown or posted in the website. Publish – it means the page is already displayed in the website.
Manage SEO	It is where you can manage the Search Engine Optimization (SEO) of your site. This helps the ranking of your site in search engine results. • Title • Description • Key Words

PAGES

Essential information in creating a page







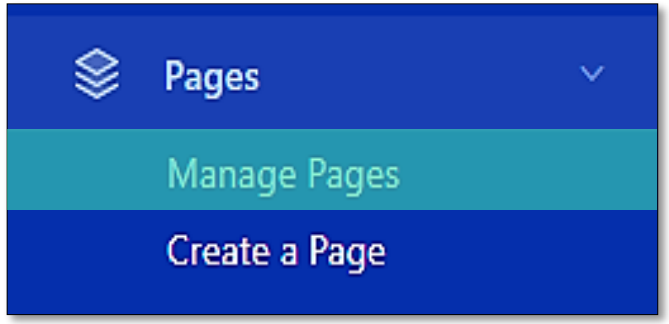
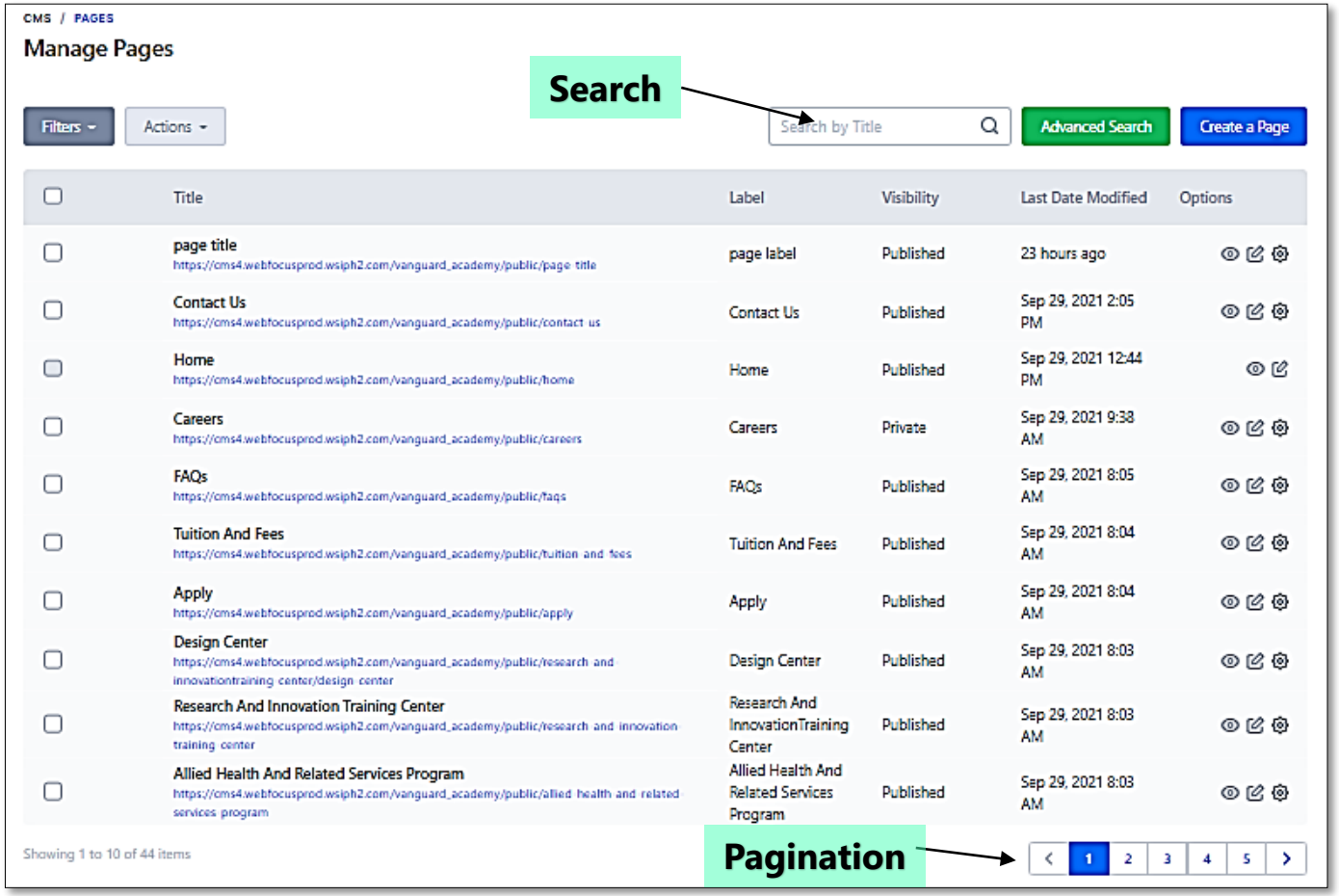


Figure 3.2: Manage Pages

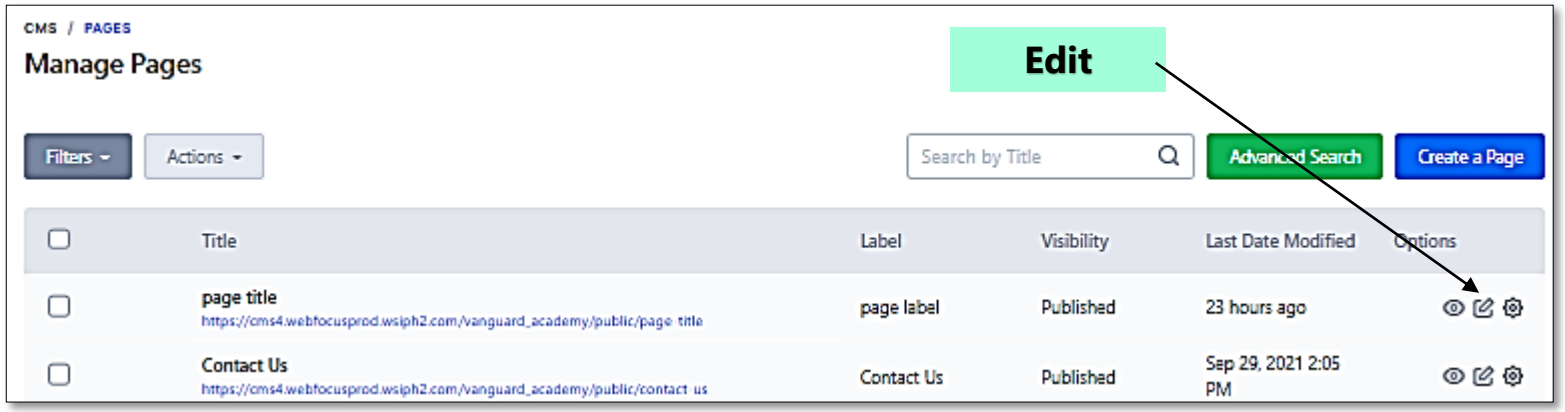
Edit a Page

1. Go to **Pages** and choose the **Manage Pages** option, as shown in figure 3.2.
2. View the **Manage Pages** screen. You may use either the **search** or **pagination** functions to look for the page you want to edit.

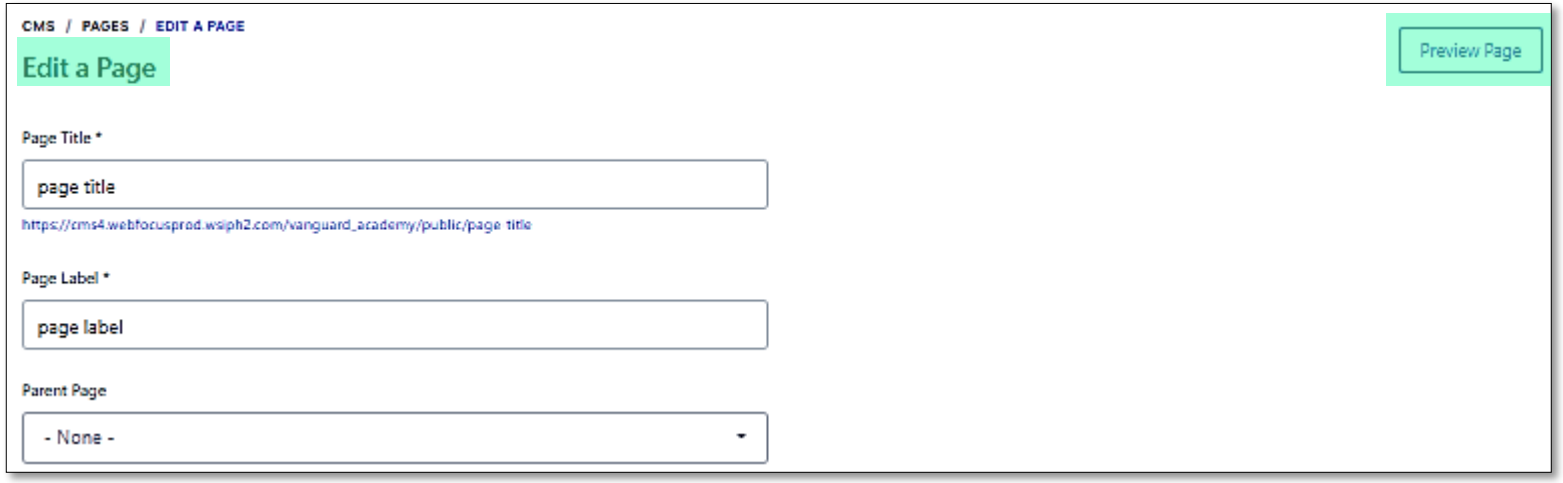


PAGES

3. Choose the **Edit** icon and change the information accordingly once the **Edit a page** screen appears.



4. Click on the **Preview Page** button if you want to view the page.



5. Click on the **Update Page** button to save the changes made.

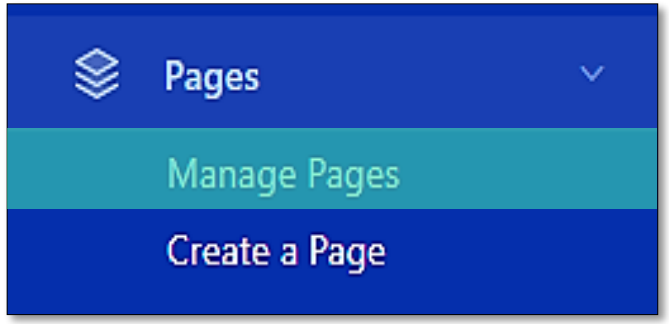
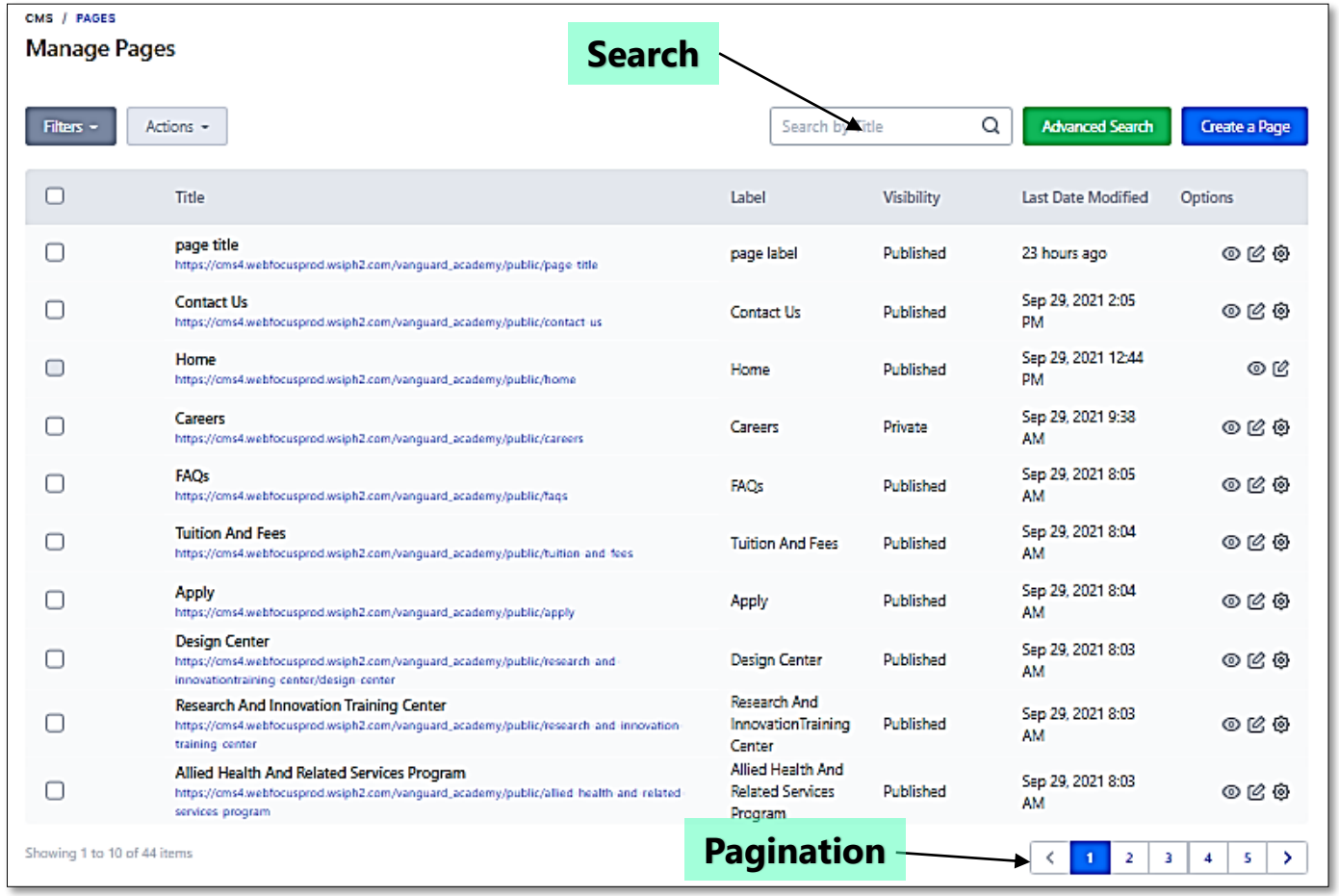


Figure 3.3: Manage Pages

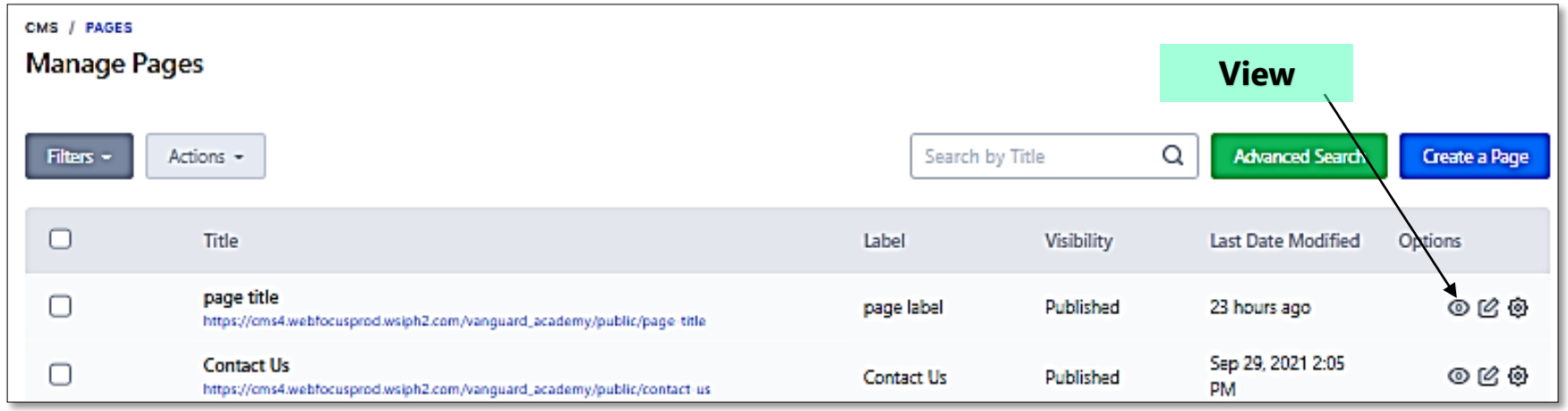
View a Page

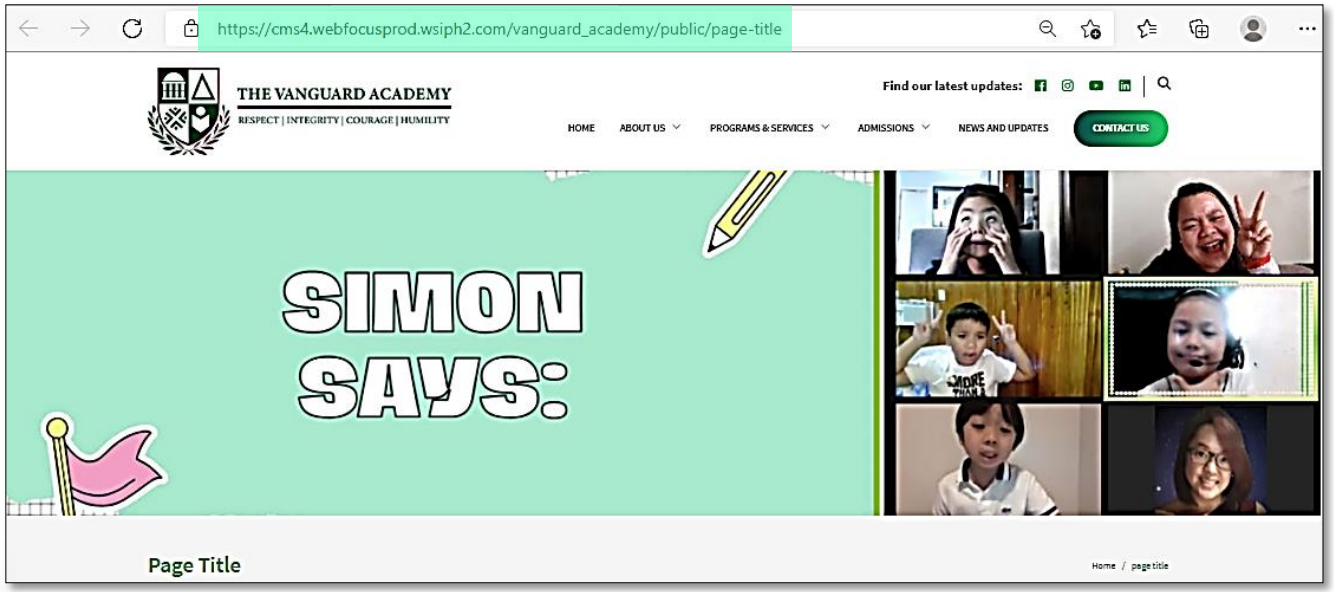
1. Go to **Pages** and choose the **Manage Pages** option, as shown in figure 3.3.
2. View the **Manage Pages** screen. You may use either the **search** or **pagination** functions to look for the page you want to view.



PAGES

4. Choose the **View** icon and a new browser tab will open displaying the page you want to view. Alternately, you may also view the site thru the edit page.





Note: If pages are set to Private, it can only be viewed when you are logged in into the Admin Portal.

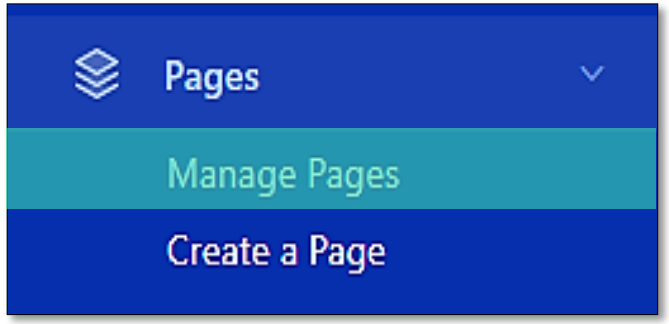
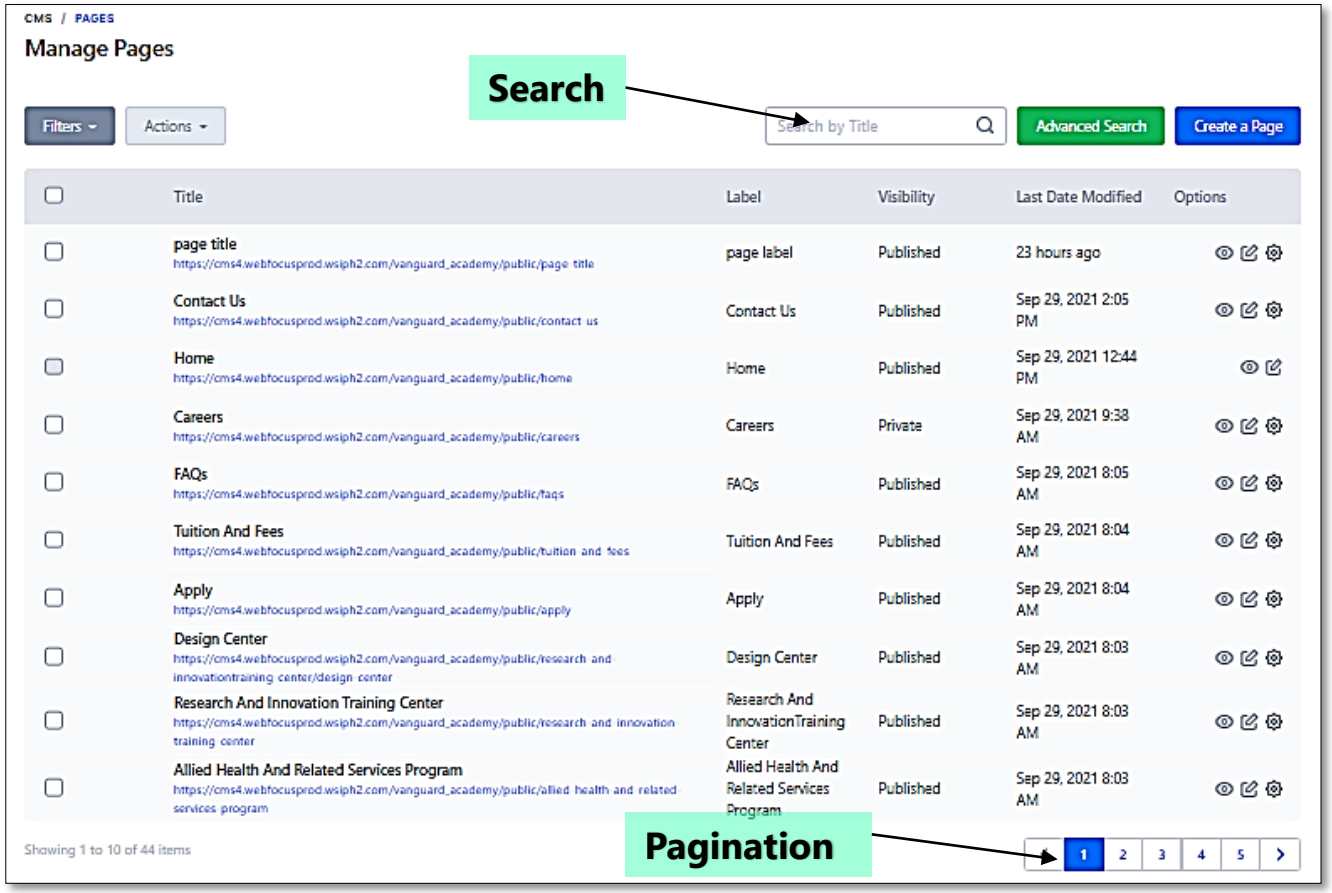


Figure 3.4: Manage Pages

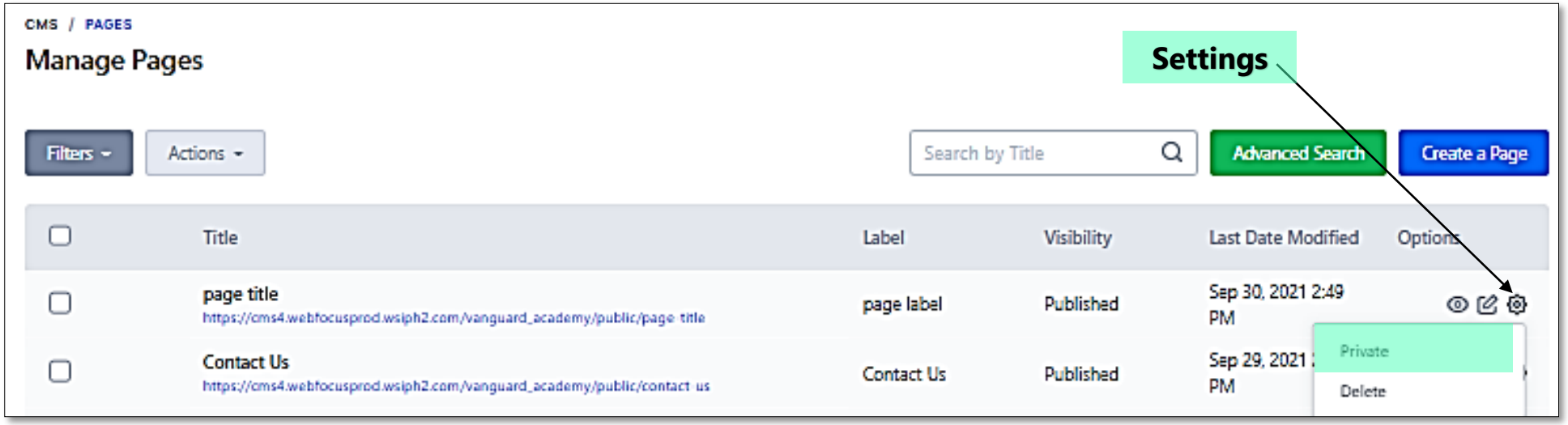
Change the visibility status of a Page

1. Go to **Pages** and choose the **Manage Pages** option, as shown in figure 3.4.
2. View the **Manage Pages** screen. You may use either the **search** or **pagination** functions to look for the page you want to change the visibility status.



PAGES

3. Click on the **Settings** icon, then choose the appropriate visibility status you want to apply. Automatically, the status of the page will be changed.



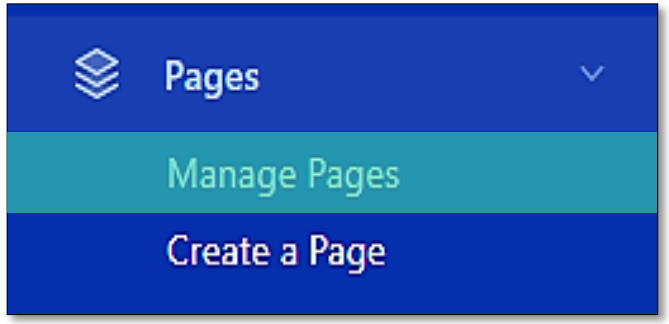
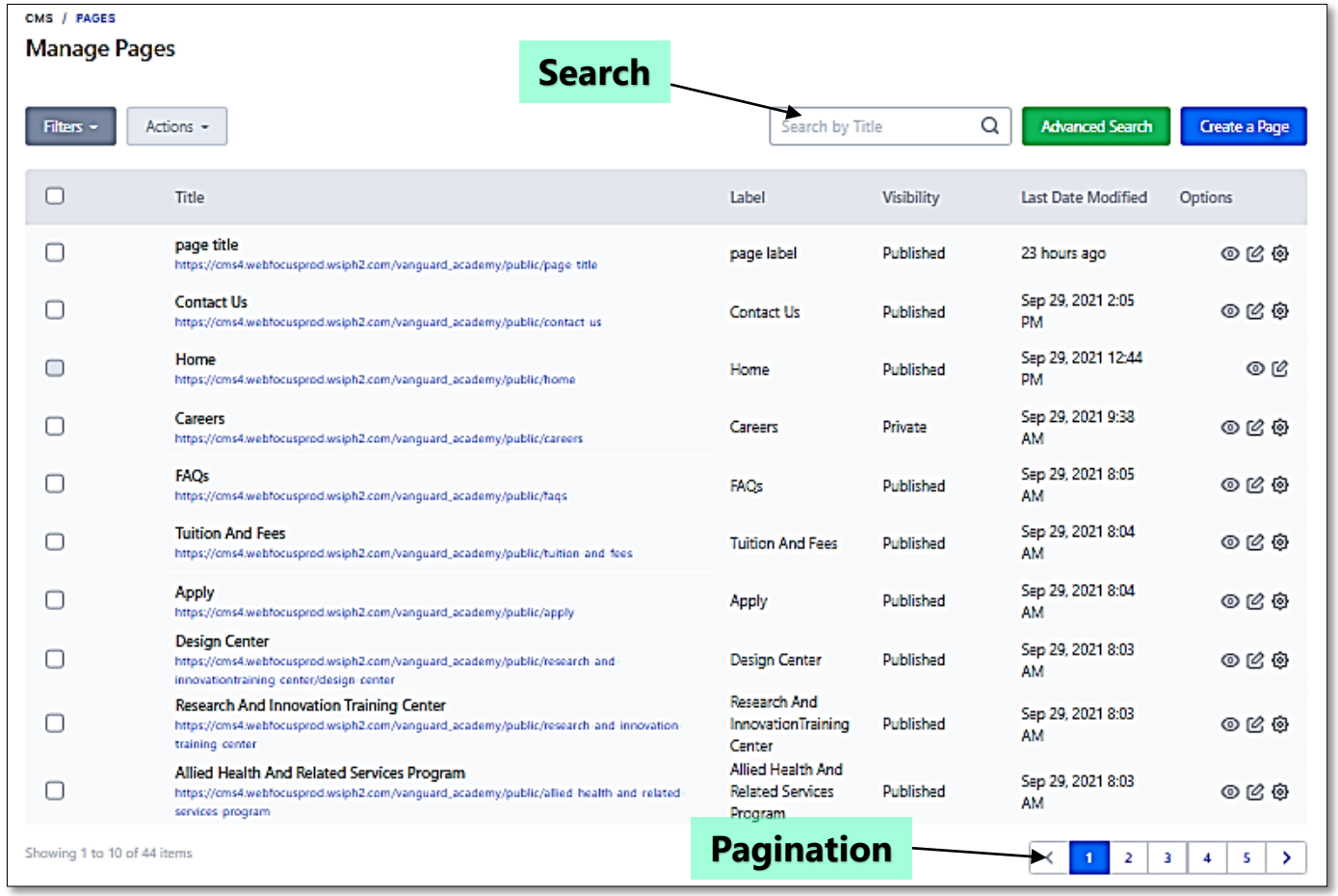


Figure 3.5: Manage Pages

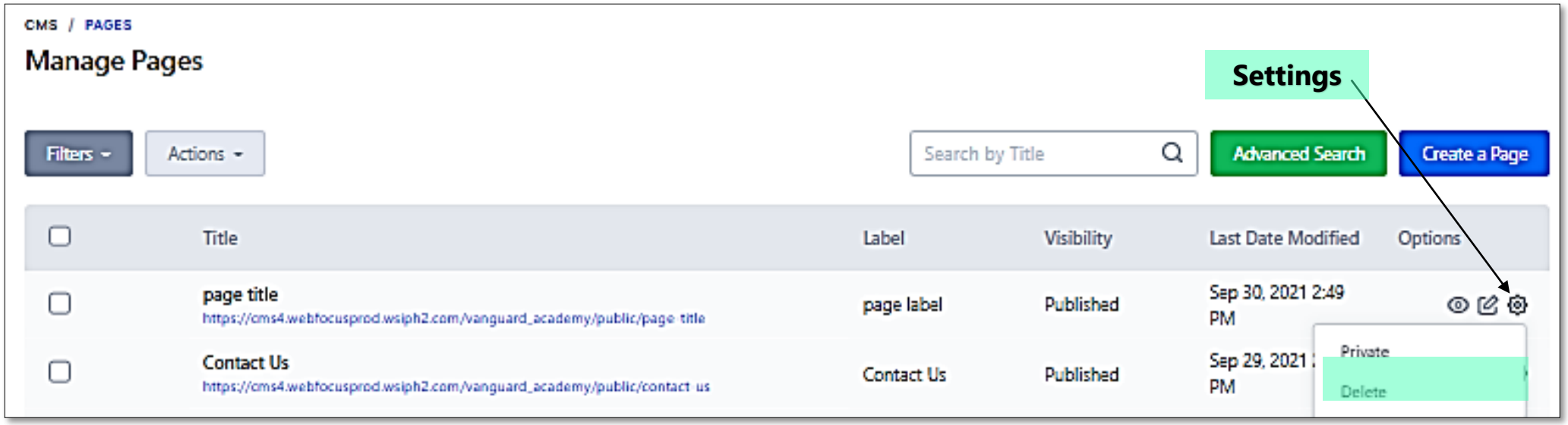
Delete a Page

1. Go to **Pages** and choose the **Manage Pages** option, as shown in figure 3.5.
2. View the **Manage Pages** screen. You may use either the **search** or **pagination** functions to look for the page you want to delete.

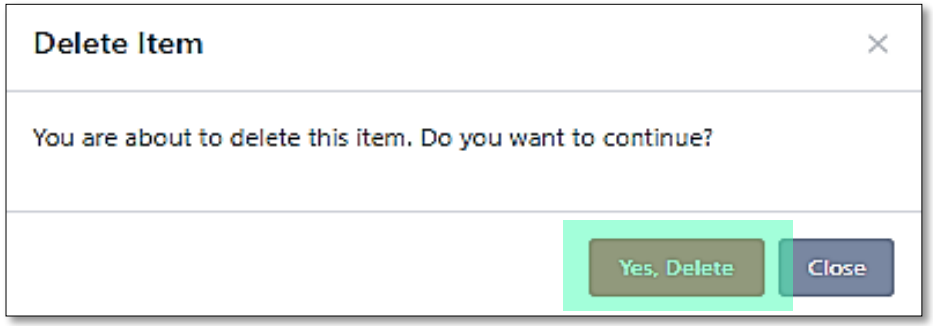


PAGES

3. Click on the **Settings** icon, then choose the **Delete** option. A pop-up box will appear asking if you want to continue the deletion process.



4. Click on the **Yes, Delete** button to confirm.



Note: Deletion process can only be possible if the page has "**Private**" visibility status.

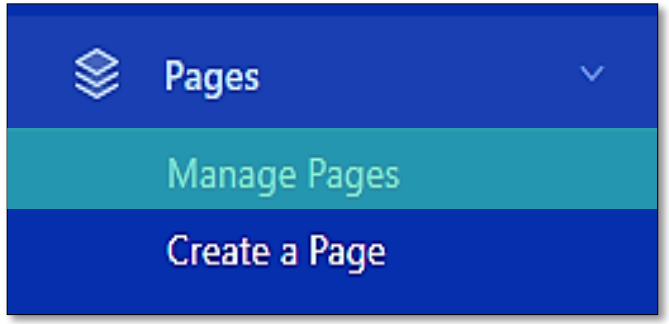
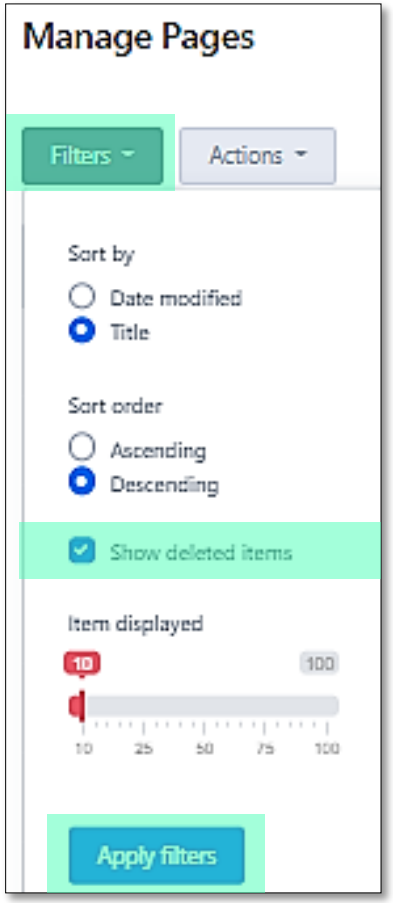


Figure 3.6: Manage Pages

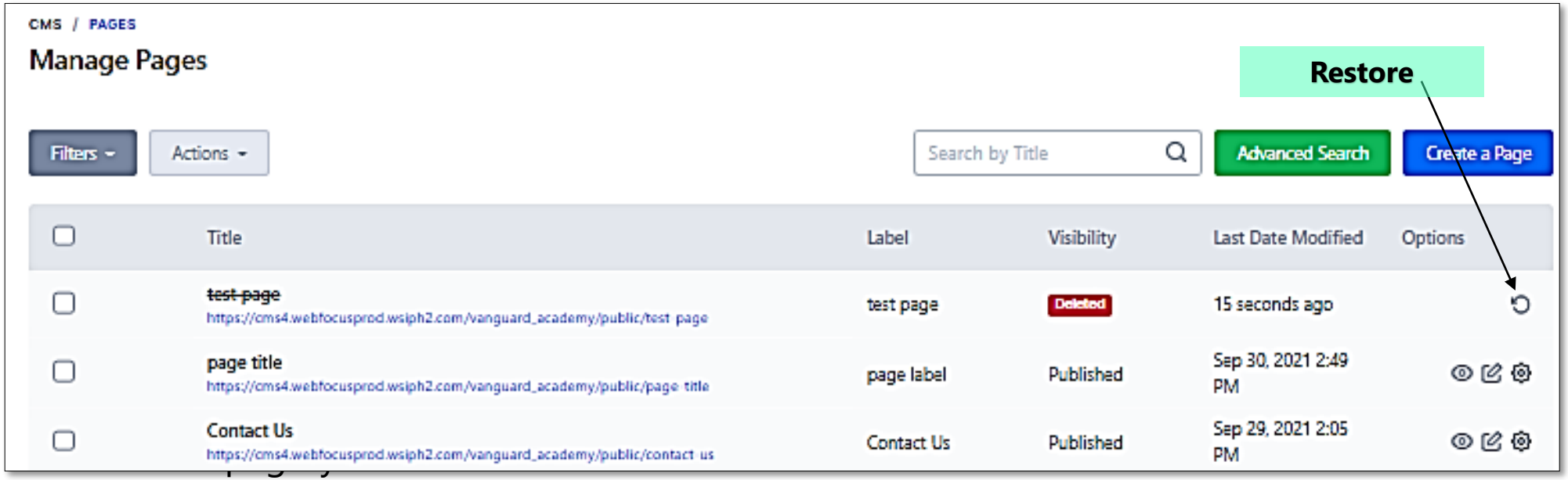
Restore Deleted Pages

1. Go to **Pages** and choose the **Manage Pages** option, as shown in figure 3.6.
2. Click on **Filters** drop-down box and tick the **Show Deleted Items** checkbox.
3. Click on **Apply Filters** button to show the deleted pages.



PAGES

4. On the **Manage Pages** screen, you will see the list of the pages, including the deleted ones.



5. process.

PAGES

Other features:

Filters drop-down box

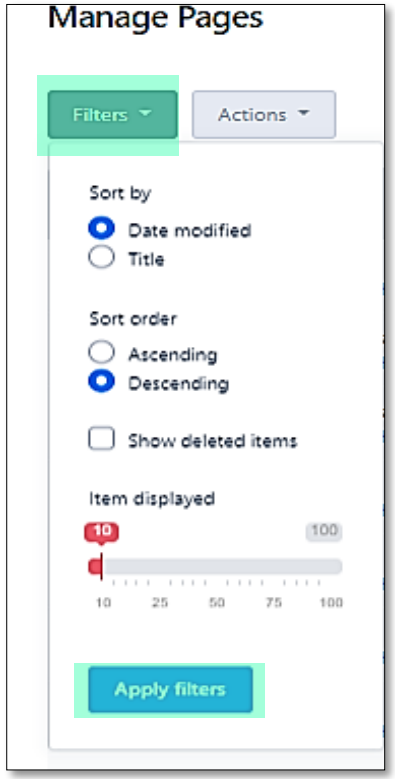
- Allows you to sort the items and arrange the sort order.

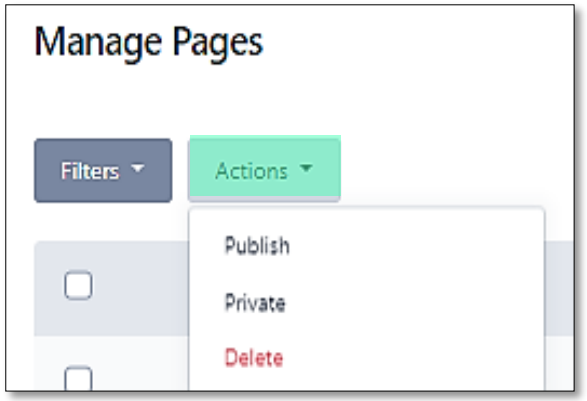
Actions drop-down box

- Allows you to do multiple deletion of items and changing the visibility setting of a page.

Advanced Search button

- Allows you to do search in a more detailed way.





THE VANGUARD ACADEMY

RESPECT | INTEGRITY | COURAGE | HUMILITY

Chapter 4

BANNERS

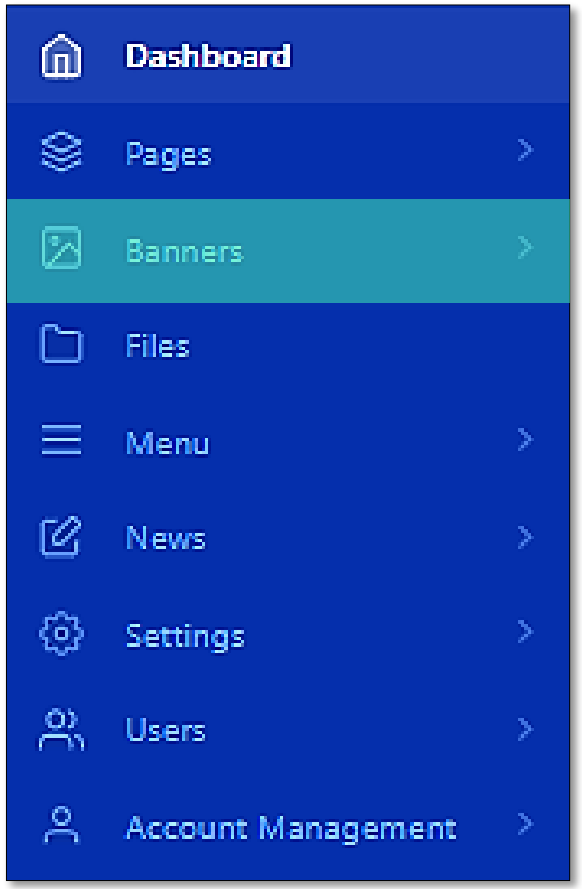
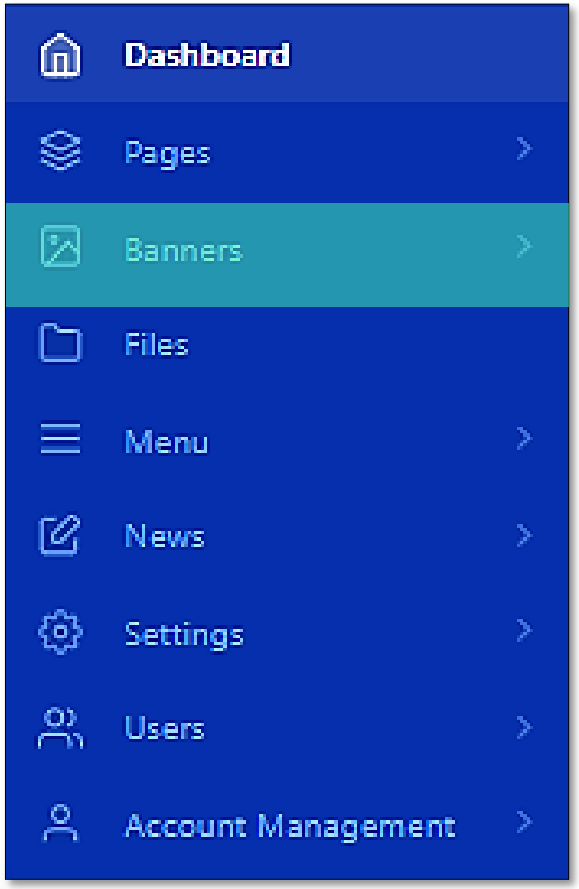


Table of Contents

BANNERS



Banners

A CMS Standard Module wherein you can post relevant photos in your pages and apply transitions on a specified duration.

Banners are often used to advertise as it is an effective way to catch the attention of your visitors. Displaying photos with vibrant colors and vivid details will certainly encourage people to explore your site and be interested in learning more about your business.

Home Banners

- The photos displayed in the Home Page of the site.

Sub-page Banners

- The photos displayed in other pages of the site.

BANNERS

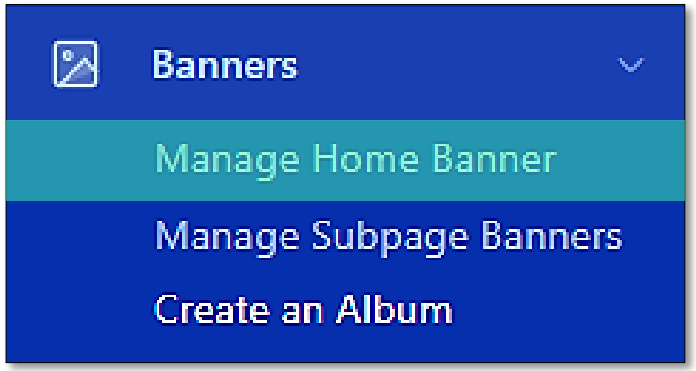
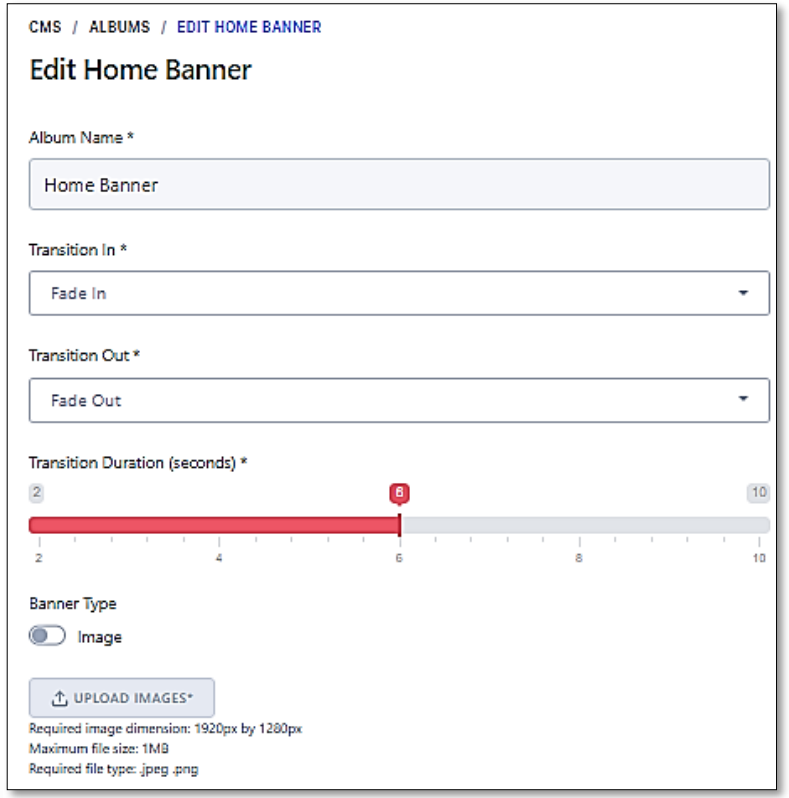
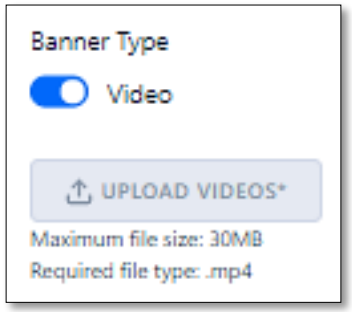


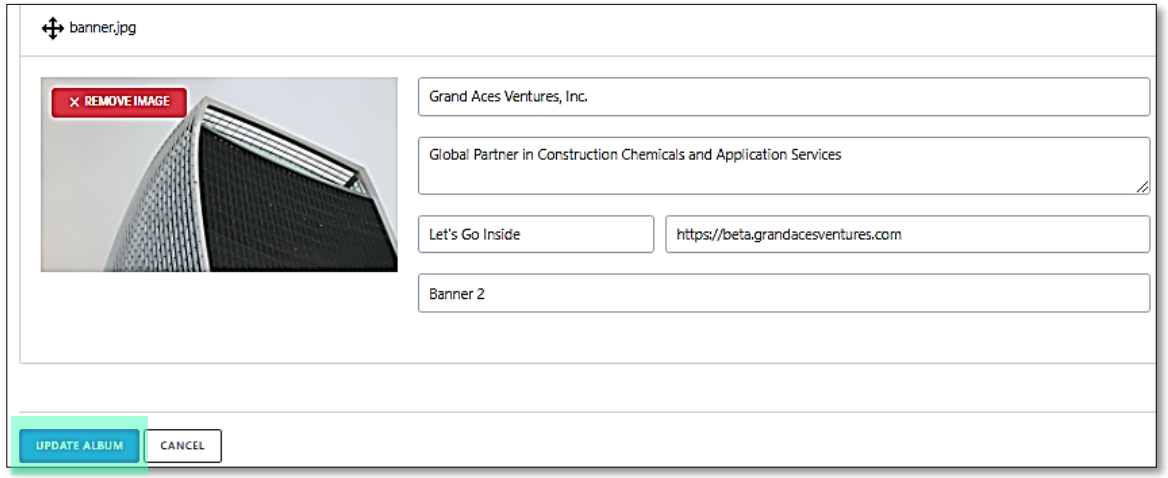
Figure 4.1: Manage Home Banner

Edit Home Banner

1. Go to **Banners** and choose the **Manage Home Banner** option, as shown in figure 4.1.
2. Edit all the necessary information once the **Edit Home Banner** screen appears. You may edit the details of each banners – these are the words flashing together with the banner.
3. Click on the **Update Album** to complete the process.







BANNERS

Album Name	It is the name of the album you are creating.
Transition In	It is the motion effects that you can apply in your photo. This occurs at the onset of the transition.
Transition Out	It is the motion effects that you can apply in your photo. This occurs at the ending of the transition.
Transition Duration	It is where you can set the length of time the motion effects occur.
Banner Type	It is a slider button that enables you to choose either photo or video to set as a banner.
Upload Banner Button	It is where you can upload the photo you want to set as banner. **Image:** Required image dimension: 1920px by 1280px Maximum file size: 1MB Required file type: .jpeg .png **Video:** Maximum file size: 30MB Required file type: .mp4

BANNERS

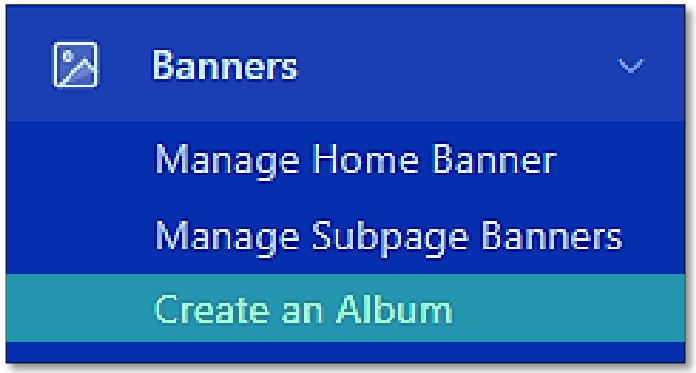
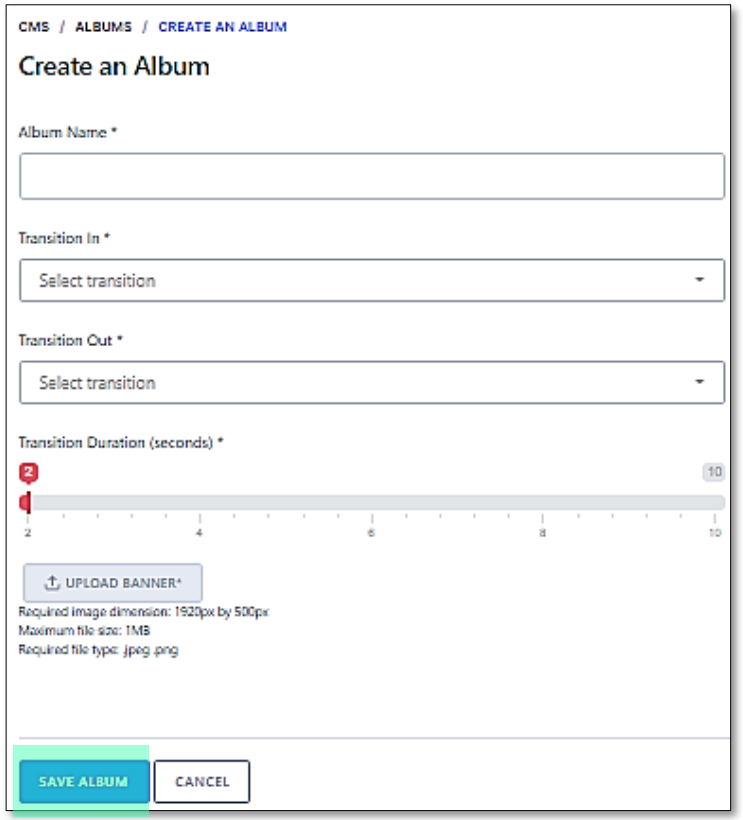


Figure 4.2: Create an Album

Create an Album

1. Go to **Banners** and choose the **Create an Album** option, as shown in figure 4.2.
2. Enter all the necessary information and do the required actions.
3. Click on **Save Album** to complete the process.



Album Name	It is the name of the album you are creating.
Transition In	It is the motion effects that you can apply in your photo. This occurs at the onset of the transition.
Transition Out	It is the motion effects that you can apply in your photo. This occurs at the ending of the transition.
Transition Duration	It is where you can set the length of time the motion effects occur.
Upload Banner Button	It is where you can upload the photo you want to set as banner. **Image:** Required image dimension: 1920px by 500px Maximum file size: 1MB Required file type: .jpeg .png

BANNERS

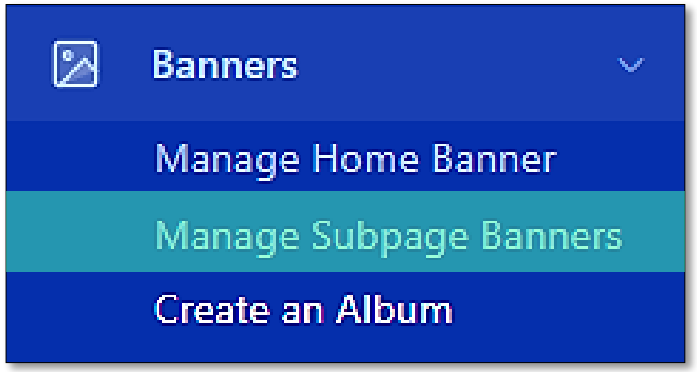
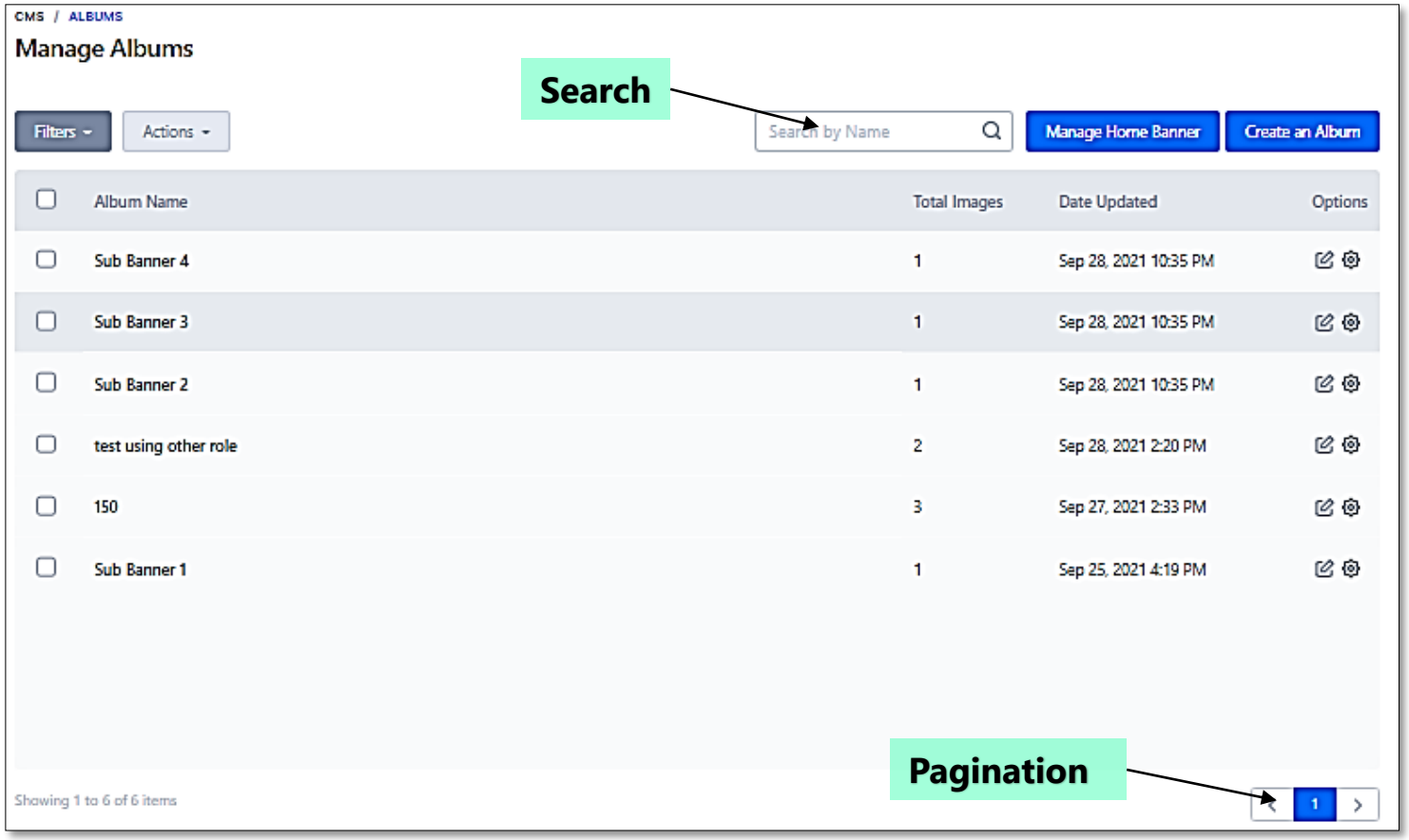


Figure 4.3: Manage Subpage Banners

Edit a Sub-page Banner

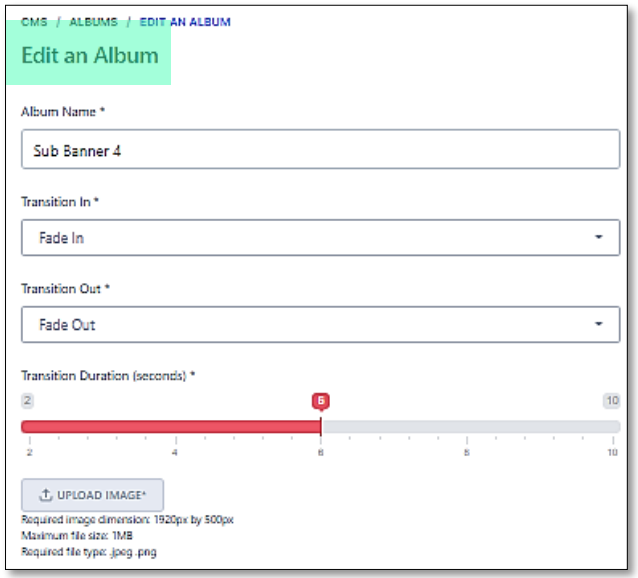
1. Go to **Banners** and choose the **Manage Sub-page Banners** option, as shown in figure 4.3.
2. View the **Manage Albums** screen. You may use either the **search** or **pagination** functions to look for the sub banner you want to edit.



BANNERS

3. Choose the **Edit** icon and change the information accordingly once the **Edit an Album** screen appears.

4. Click on **Update Album** button to save the changes made.



BANNERS

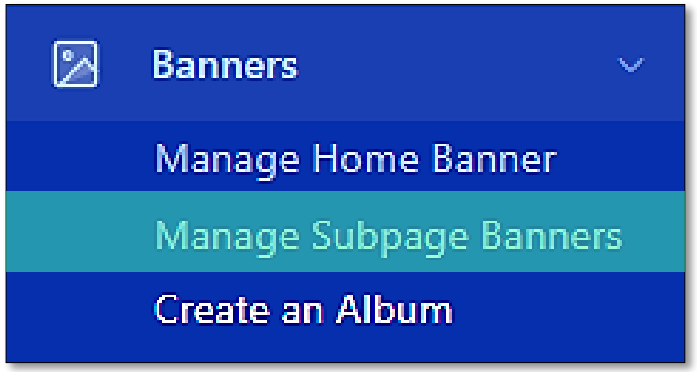
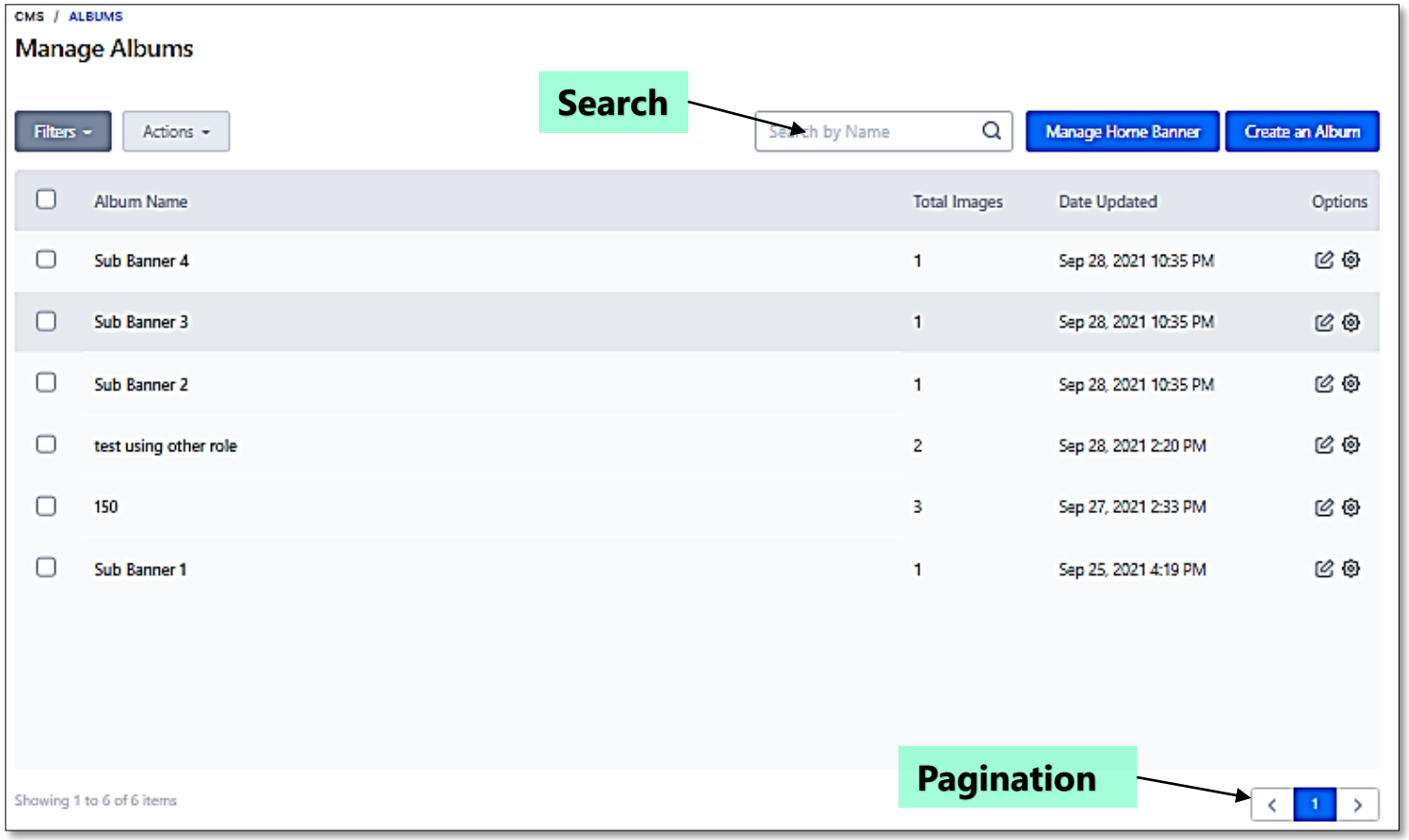


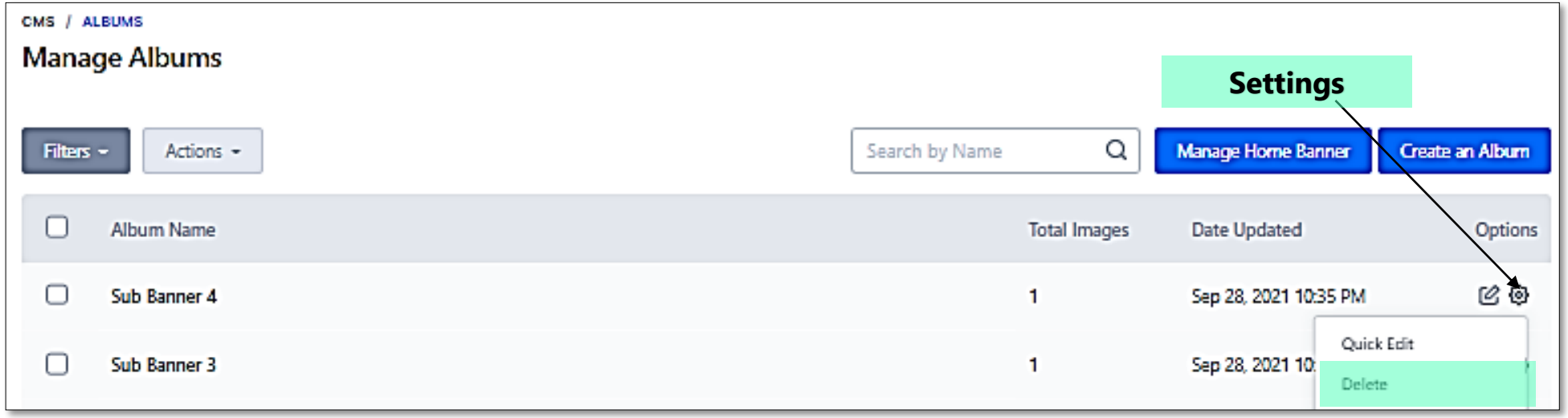
Figure 4.4: Manage Subpage Banners

Delete a Sub-page Banner

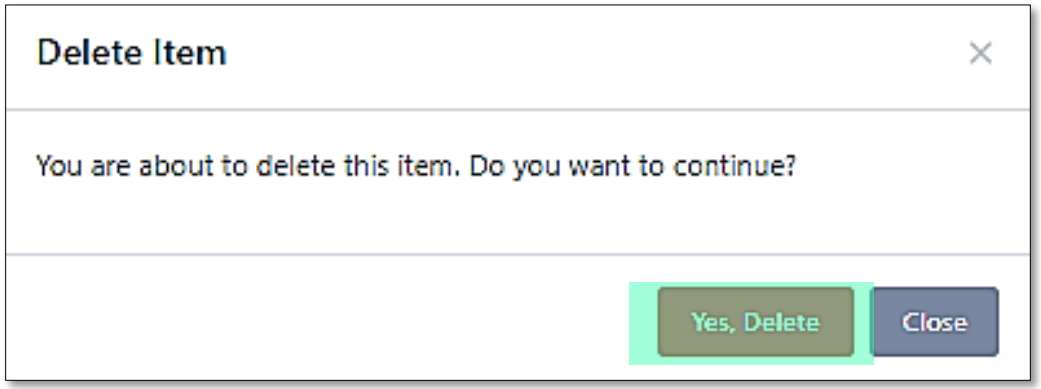
1. Go to **Banners** and choose **Manage Sub-page Banners** option, as shown in figure 4.4.
2. View the **Manage Albums** screen. You may use either the **search** or **pagination** functions to look for the sub banner you want to delete.



BANNERS



3. Click on the **Settings** icon, then choose the **Delete** option. A pop-up box will appear asking if you want to continue the deletion process.
4. Click on the **Yes, Delete** button to confirm.



BANNERS

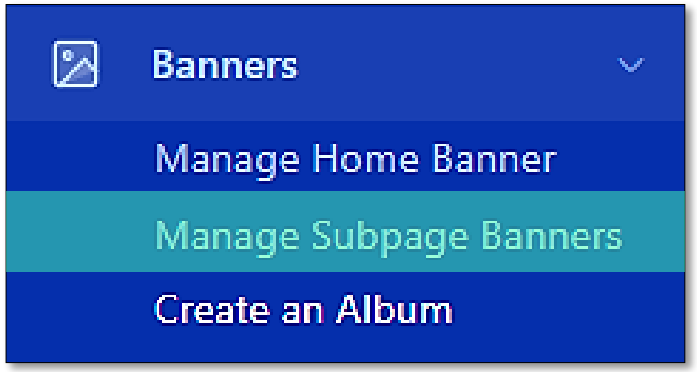
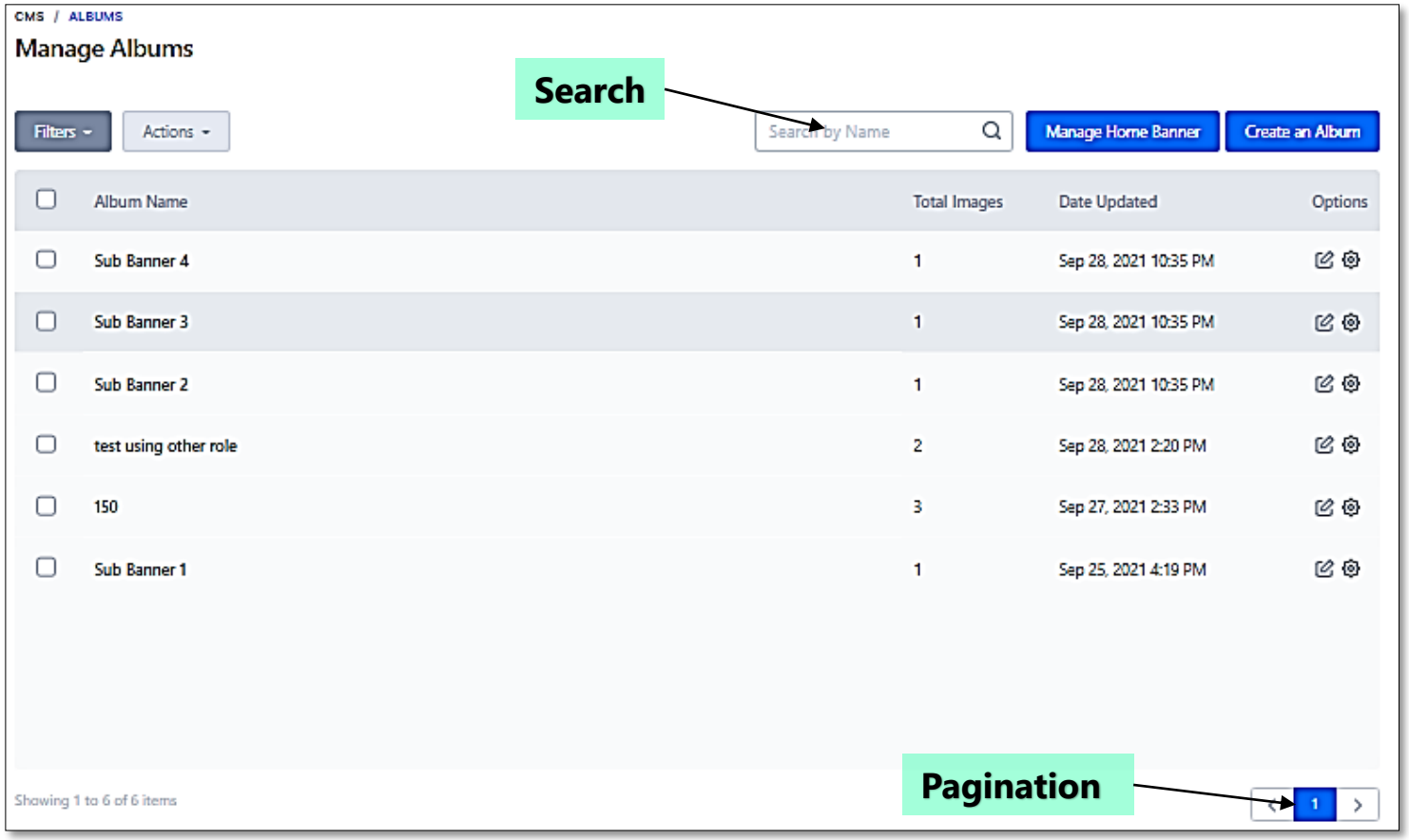


Figure 4.5: Manage Subpage Banners

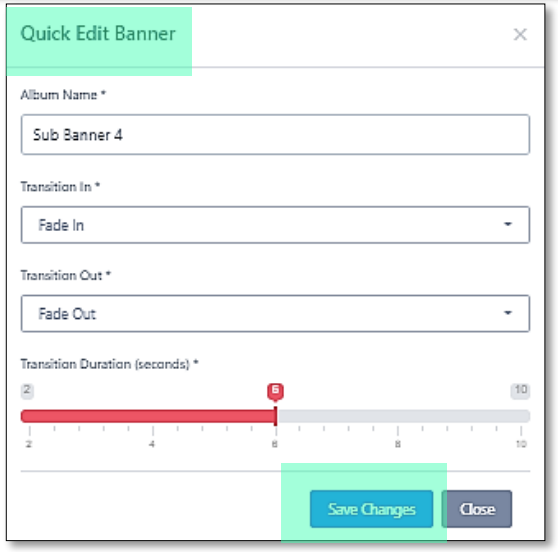
Use Quick Edit feature

1. Go to **Banners** and choose **Manage Sub-page Banners** option, as shown in figure 4.5.
2. View the **Manage Albums** screen. You may use either the search or pagination functions to look for the page you want to edit.



BANNERS

3. Click on the **Settings** icon, then choose **Quick Edit** button. The **Quick Edit Banner** pop-up window will appear. You may do a quick edit on the following fields: Album Name, Transition in, Transition out and Transition Duration. Click on the **Save Changes** button to confirm the changes.



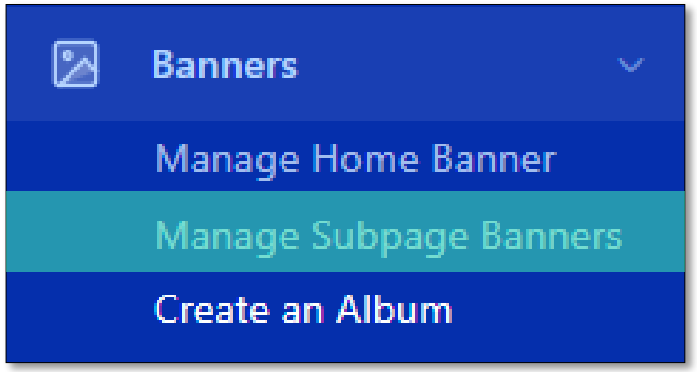
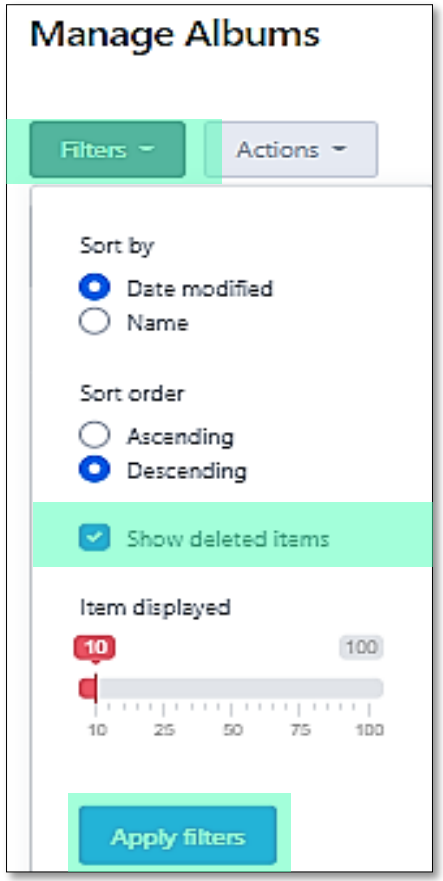


Figure 4.6: Manage Subpage Banners

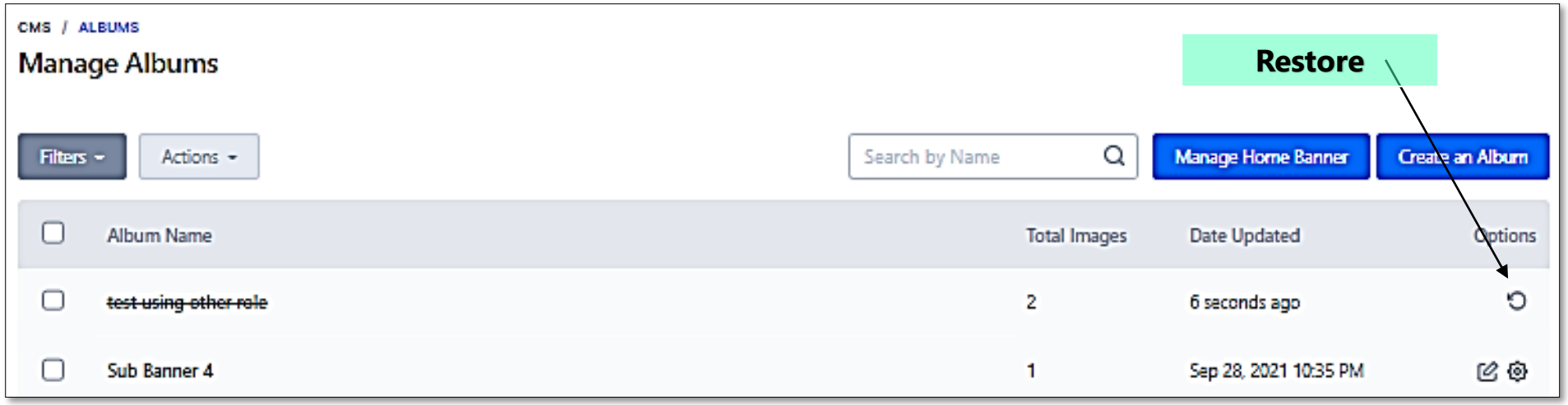
Restore Deleted Subpage Banners

1. Go to **Banners** and choose the **Manage Subpages Banners** option, as shown in figure 4.6.
2. Click on **Filters** drop-down box and tick the **Show Deleted Items** checkbox.
3. Click on **Apply Filters** button to display the deleted banners.



BANNERS

4. On the **Manage Albums** screen, you will see the list of banners, including the deleted ones.



5. Choose the banner you want to recover and click on the **Restore** icon to revert the deletion process.

BANNERS

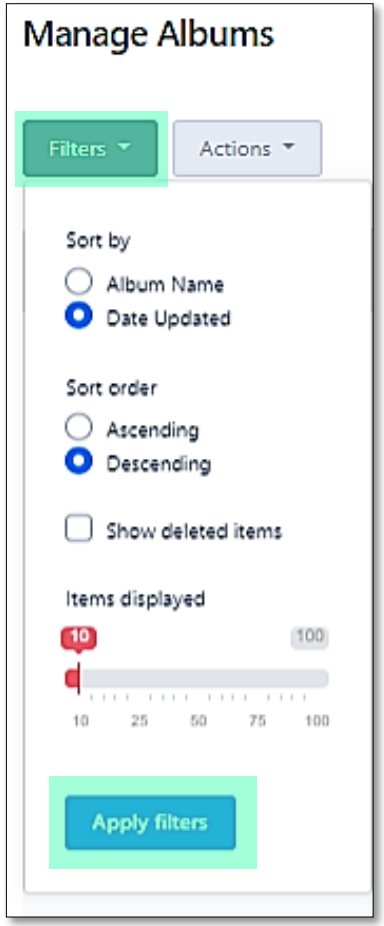
Other features:

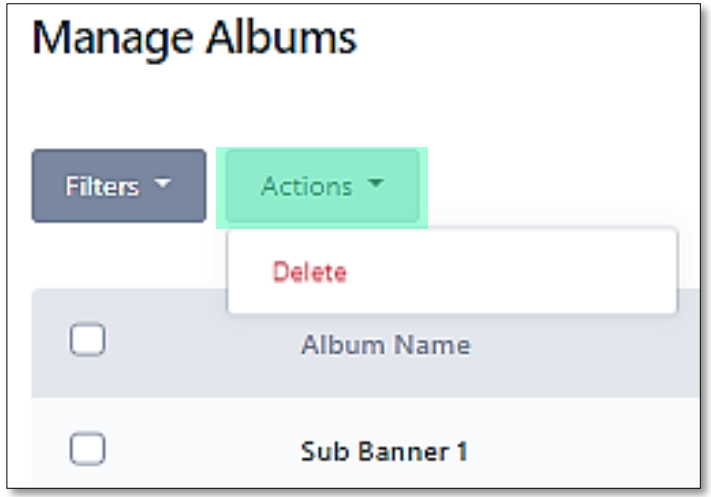
Filters drop-down box

- Allows you to sort the items and arrange the sort order.

Actions drop-down box

- Allows you to do multiple deletion of items.





THE VANGUARD ACADEMY

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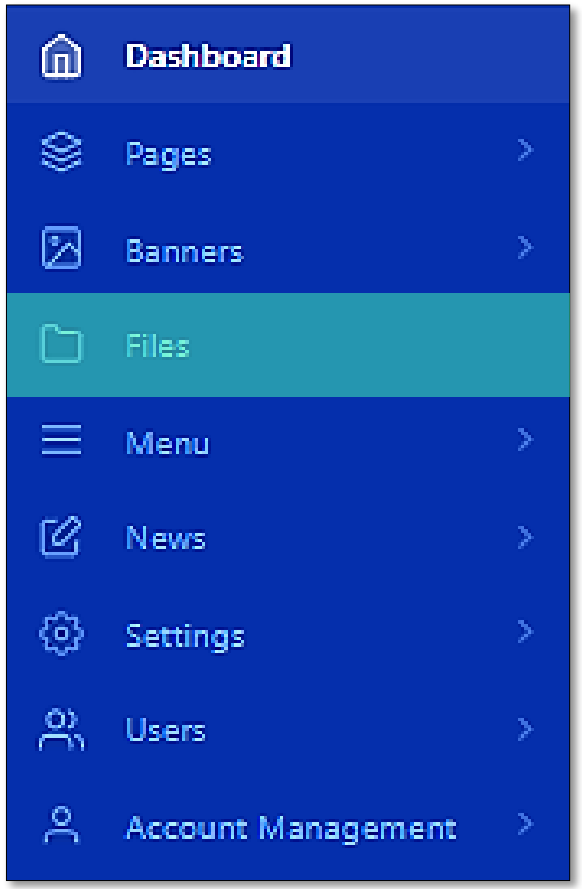
Chapter 5

FILES



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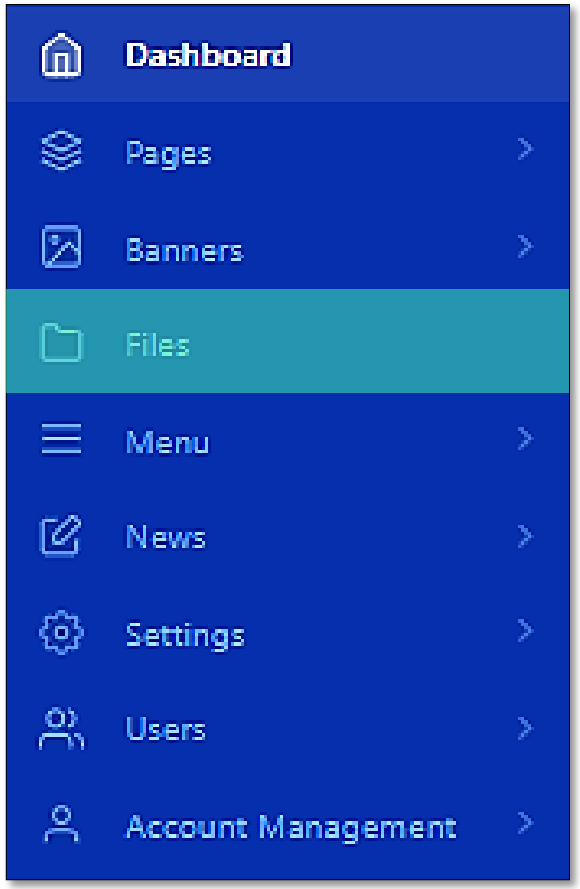
FILES



Files

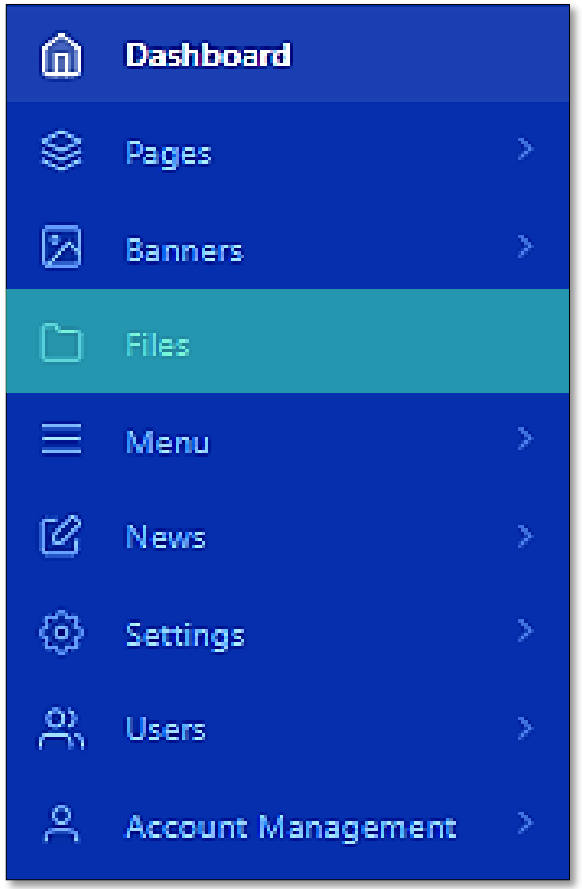
A CMS Standard Module used as repository for all the documents and photos that you want to use in the site.
Capabilities:

- Upload and download documents and photos
  - ✓ Acceptable file types

.jfif;.pjpeg;*.jpeg;*.pjp;*.jpg;*.jpg;*.png;*.gif;*.svgz;*.svg;*.pdf;*.text;*.txt

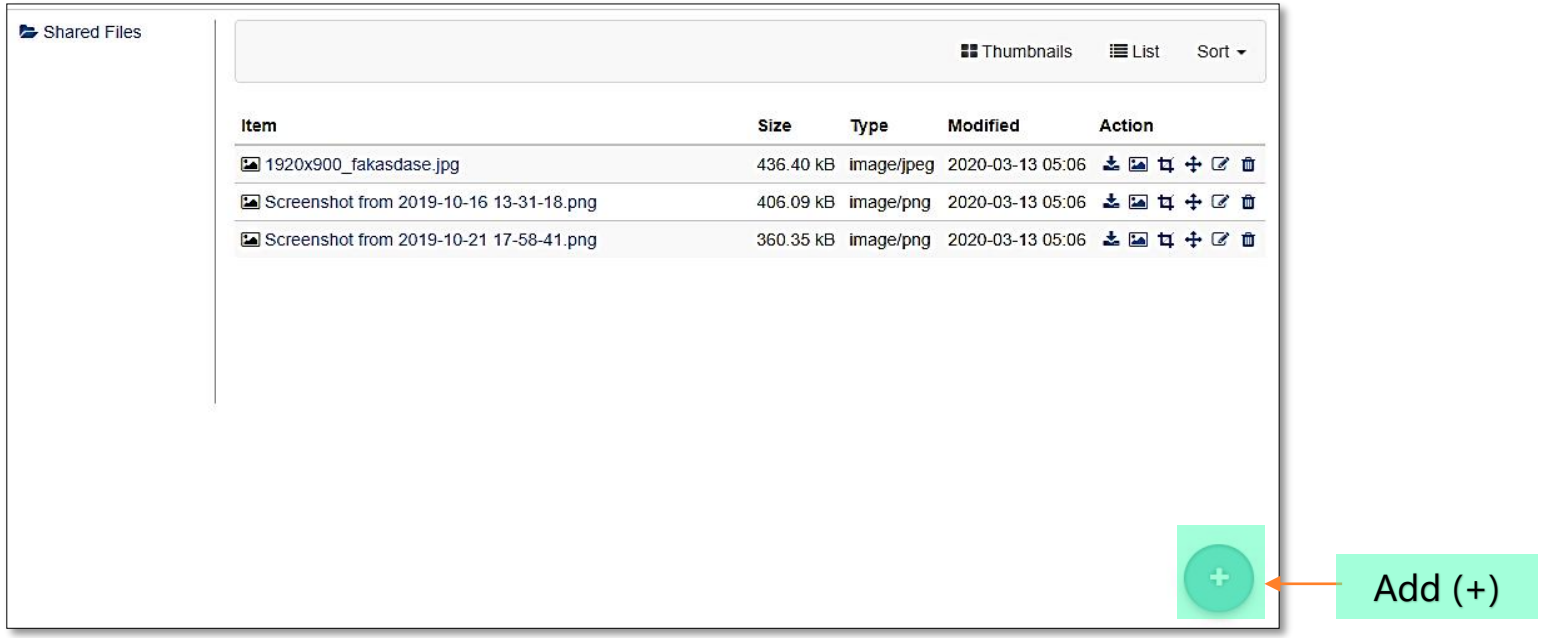
- Create folders to organize the documents and photos
- Display files and photos either by list or thumbnail
- Sort files by name or date
- Edit photos (crop, copy & crop and resize)

FILES

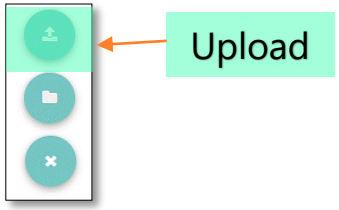


Upload a document or photo

1. Go to **Files**, the **Manage Files** screen will appear showing all the files in the file manager.
2. Click on the **Add (+)** button located at the bottom right of the screen.



3. Click on **Upload** button once it appeared on the screen.



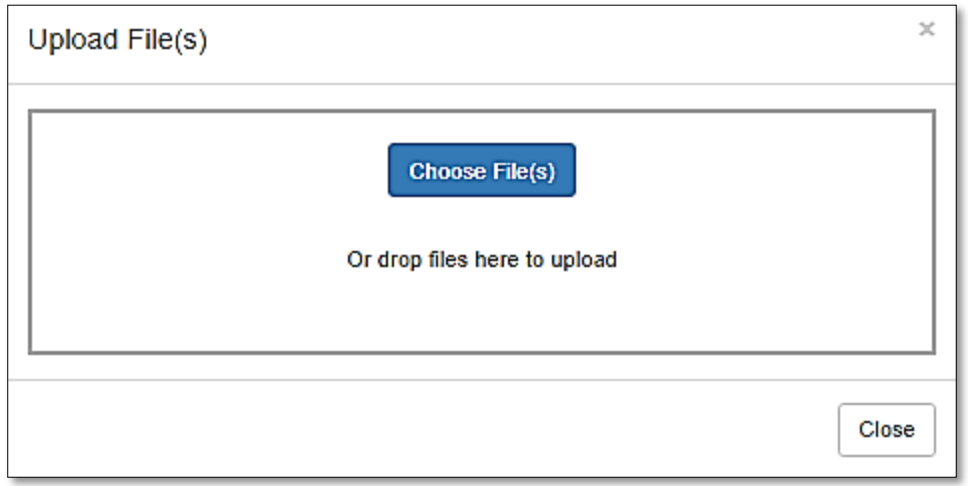
FILES

4. Upload a document or photo by simply using the following functions.

✓ Click on **Choose File** button to select the document or photo you want to upload.

✓ Drag and drop the file.

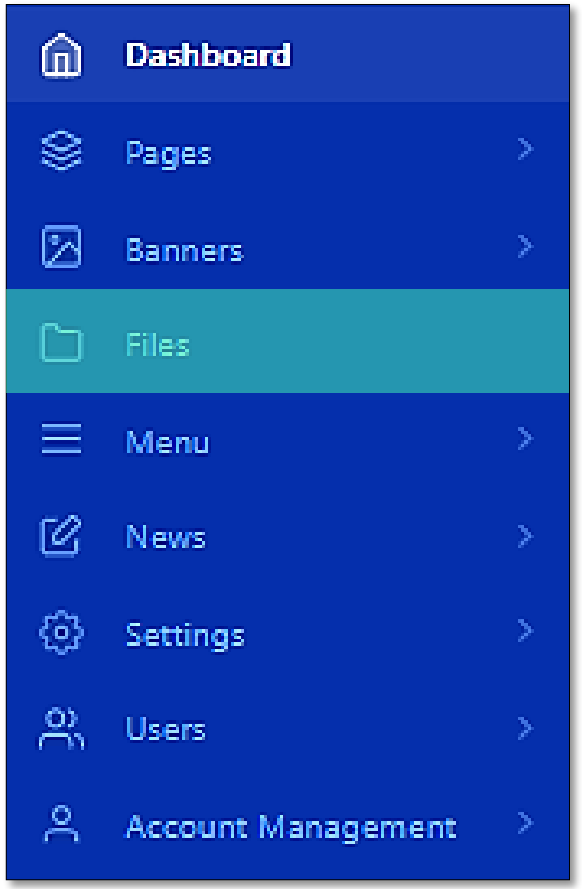
Note: Please be reminded of the acceptable file types that can be uploaded.



Custom Files (*.jfif;*.pjpeg;*.jpeg;*.pjp;*.jpg;*.jpg;*.png;*.gif;*.svgz;*.svg;*.pdf;*.text;*.txt)

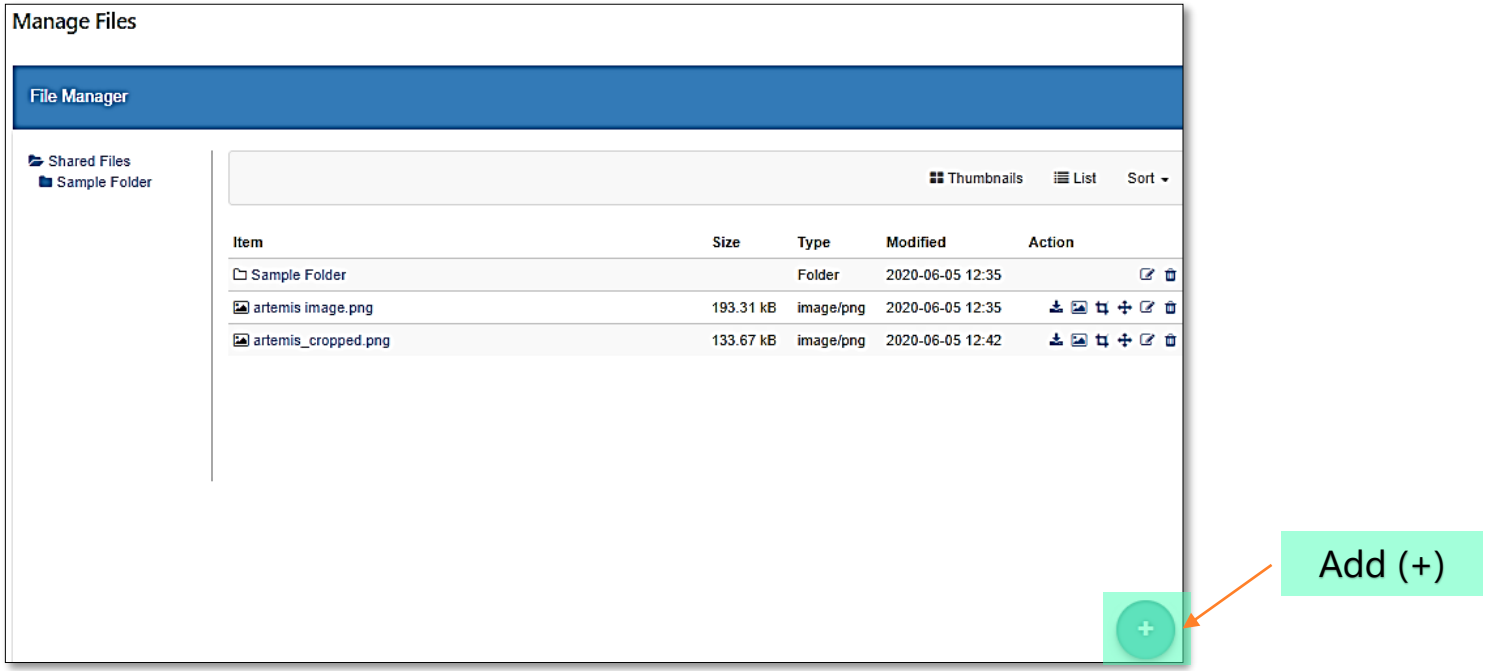
Acceptable file types that can be uploaded

FILES

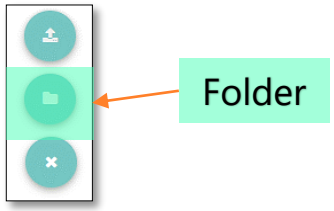


Add a new folder

1. Go to **Files**, then **Manage Files** screen will appear, showing all the files in the file manager.
2. Click on the **Add (+)** button located at the bottom right of the screen.

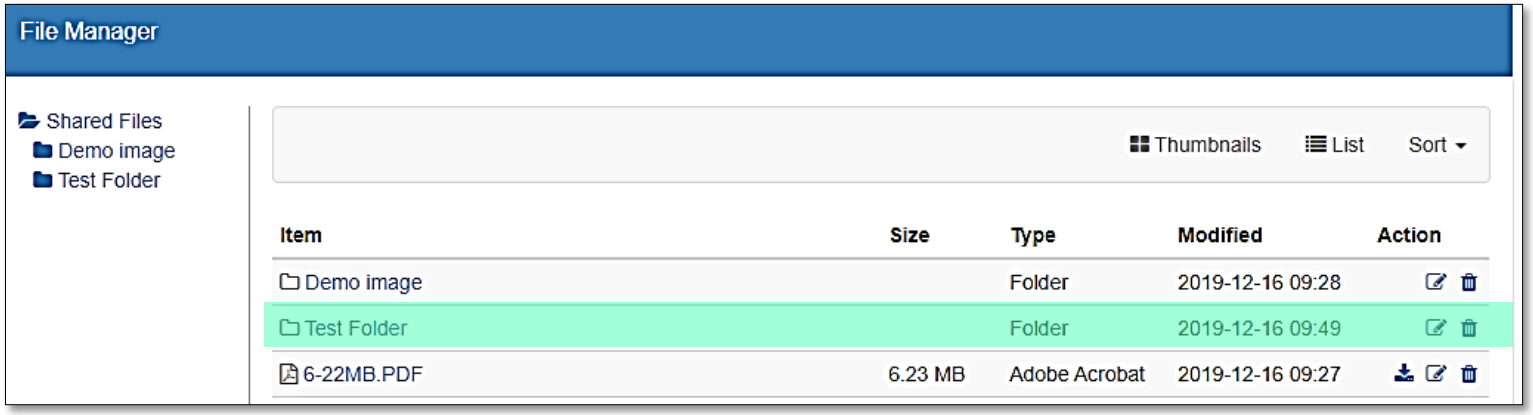


3. Click on **Folder** button once it appeared on the screen.



4. Enter the name of the folder you want to add once the **Folder Name** pop-up box appeared.

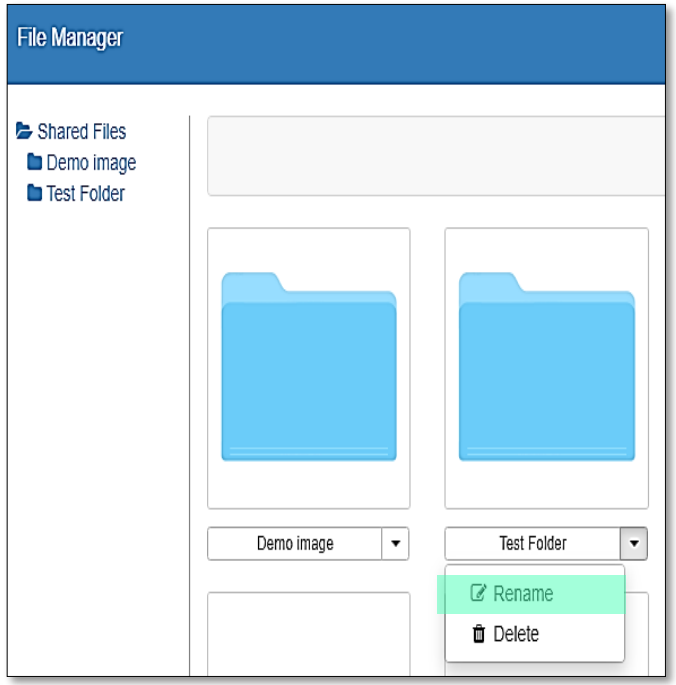
5. Click on the **OK** button to complete the process. The new folder will now appear in the **File Manager** page.



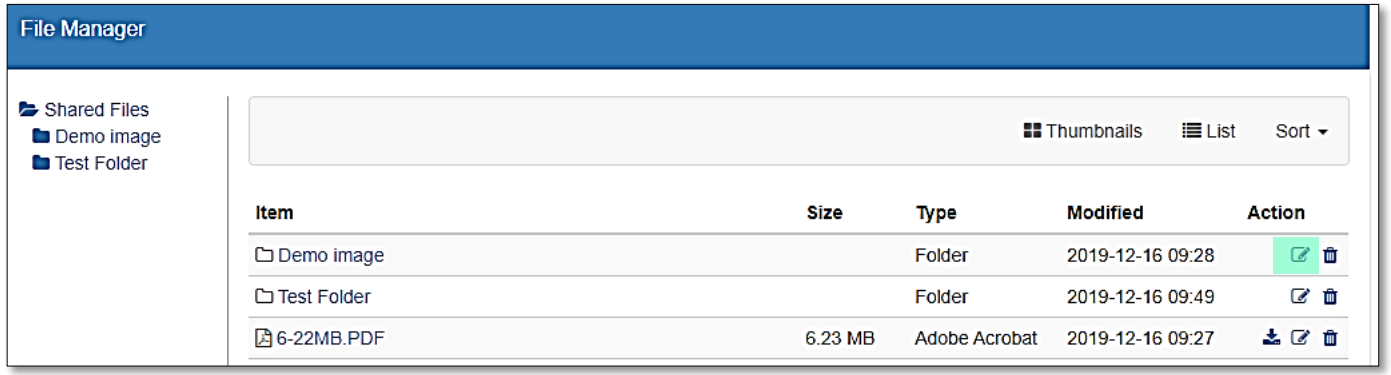
Functions applicable for Folders

Rename

- **Thumbnails Type Display** - Click on the drop-down box of the folder you want to rename then choose **Rename** (Figure A). Change the name of the folder once the **Rename To** pop-up box appeared. Click on **OK** to confirm (Figure C).
- **List Type Display** - Click on the **Edit** icon of the folder you want to rename (Figure B) then change the name once the **Rename To** pop-up box appeared. Click on the **OK** button to confirm (Figure C).



A. Thumbnail Type Display



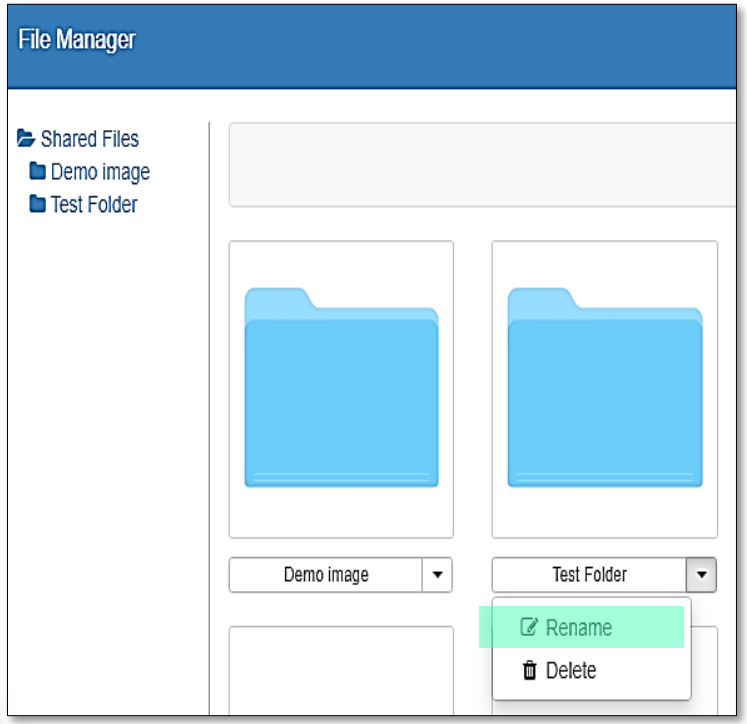
B. List Type Display

C. Rename To pop-up box

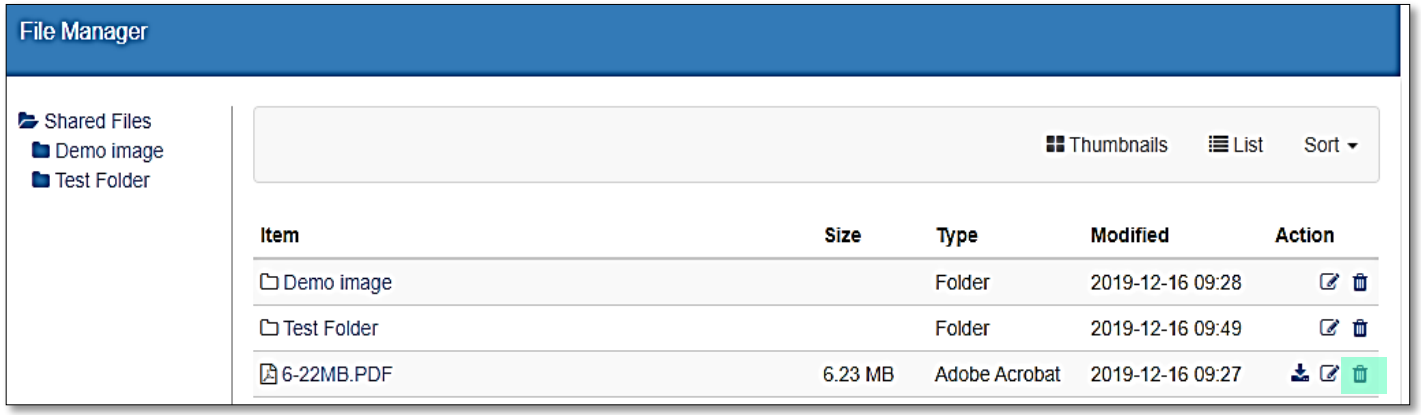
Functions applicable for Folders

Delete

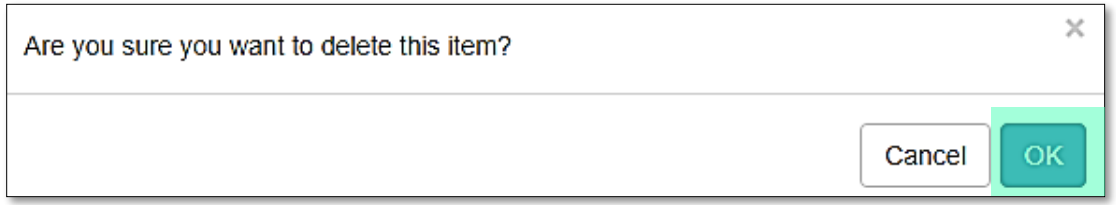
- **Thumbnails Type Display** - Click on the drop-down box of the folder you want to delete then choose the **Delete** option (Figure A). Click on the **OK** button to confirm (Figure C).
- **List Type Display** - Click on the **Delete** icon of the folder you want to delete (Figure B) then click on the **OK** button once the confirmation page appeared (Figure C).



A. Thumbnail Type Display



B. List Type Display

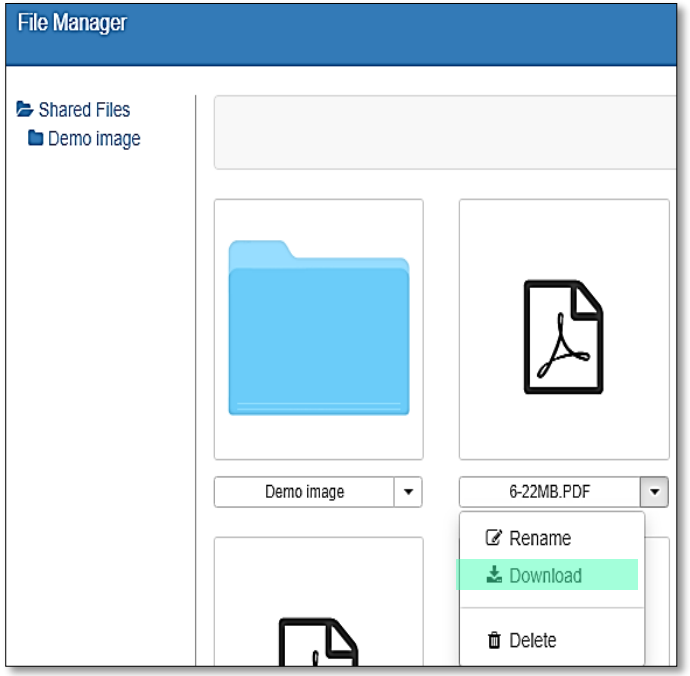


C. Confirmation pop-up box

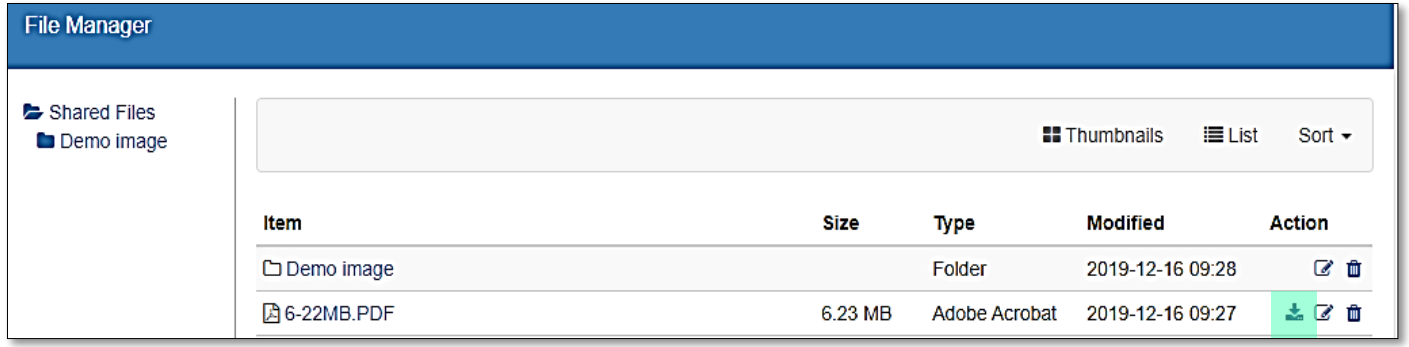
Functions applicable for Documents

Download

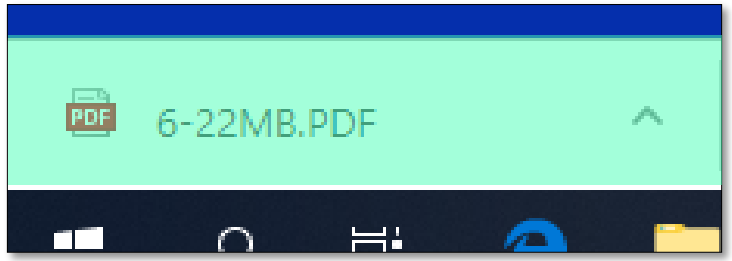
- **Thumbnails Type Display** - Click on the drop-down box of the document you want to download then choose the **Download** option (Figure A). The document will be available for viewing once the download process is done (Figure C).
- **List Type Display** - Click on the **Download** icon of the document you want to download (Figure B). The document will be available for viewing once the download process is done (Figure C).



A. Thumbnail Type Display



B. List Type Display

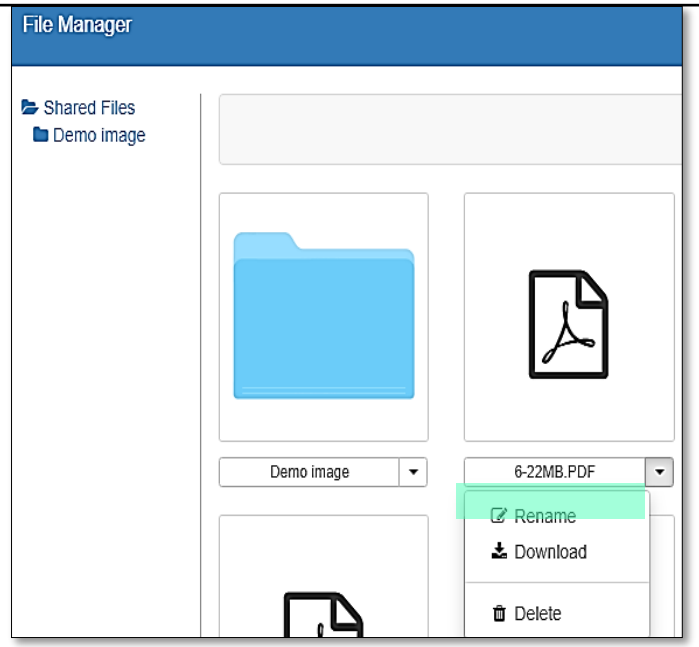


C. Downloaded Document

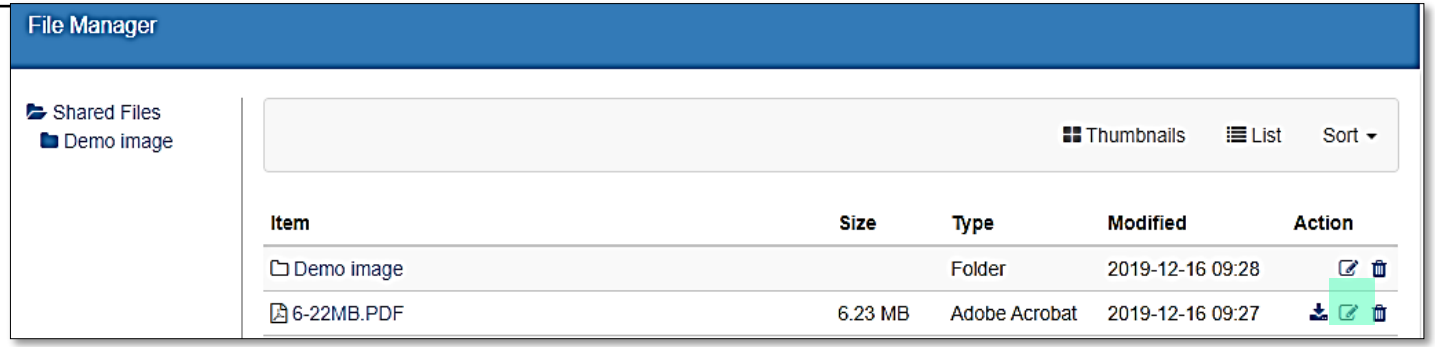
Functions applicable for Documents

Rename

- **Thumbnails Type Display** - Click on the drop-down box of the document you want to rename then choose the **Rename** option (Figure A). Change the name of the document once the **Rename To** pop-up box appeared. Click on the **OK** button to confirm (Figure C).
- **List Type Display** - Click on the **Edit** icon of the document you want to rename (Figure B) then change the name once the **Rename To** pop-up box appeared. Click on the **OK** button to confirm (Figure C).



A. Thumbnail Type Display



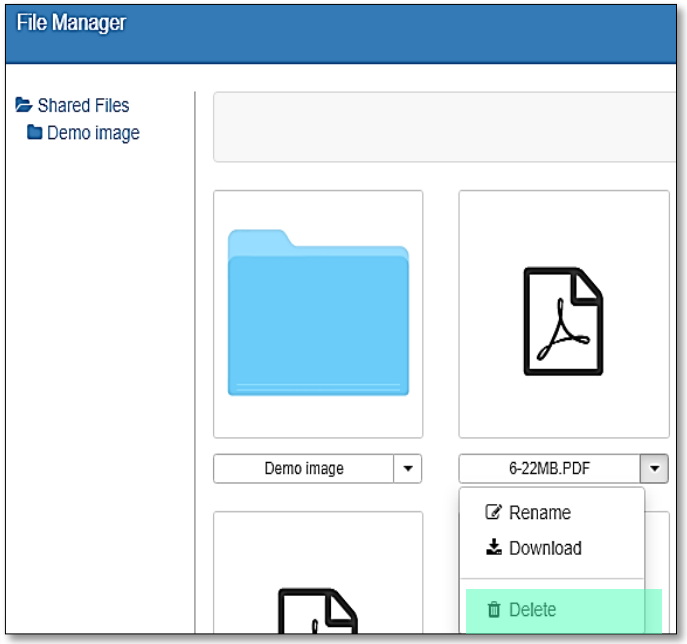
B. List Type Display

C. Rename To pop-up box

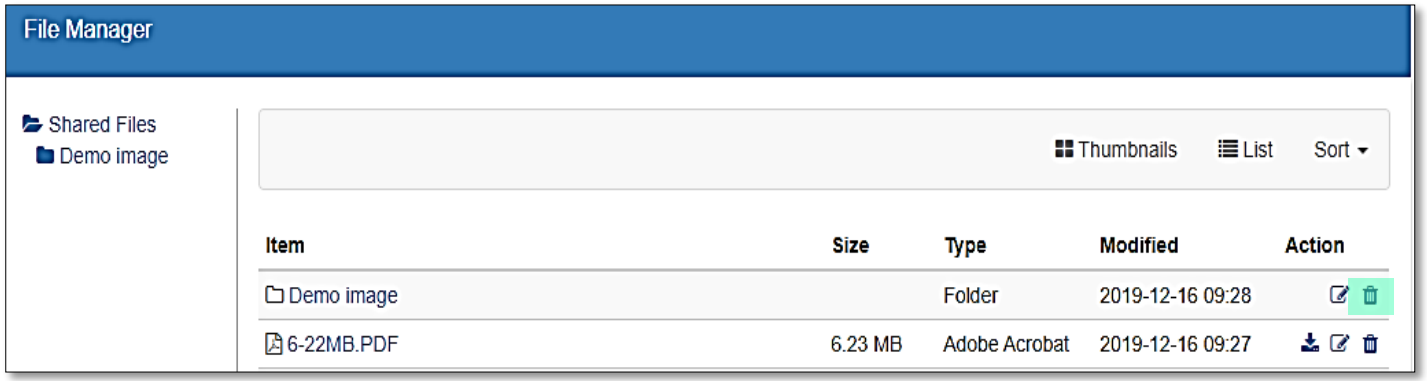
Functions applicable for Documents

Delete

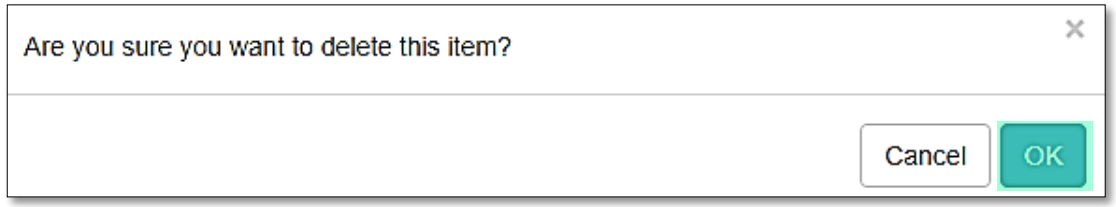
- **Thumbnails Type Display** - Click on the drop-down box of the document you want to delete then choose the **Delete** option (Figure A). Click on the **OK** button to confirm (Figure C).
- **List Type Display** - Click on the **Delete** icon of the document you want to delete (Figure B), then click on the **OK** button once the confirmation page appears (Figure C).



A. Thumbnail Type Display



B. List Type Display

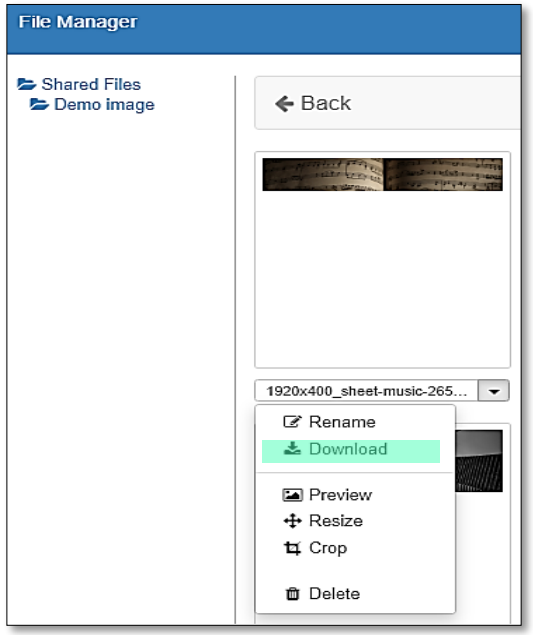


C. Confirmation pop-up box

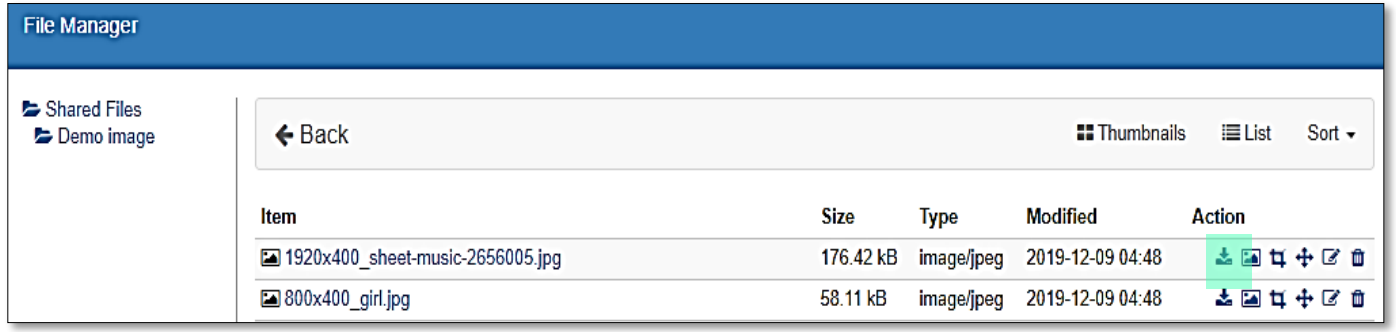
Functions applicable for Photos

Download

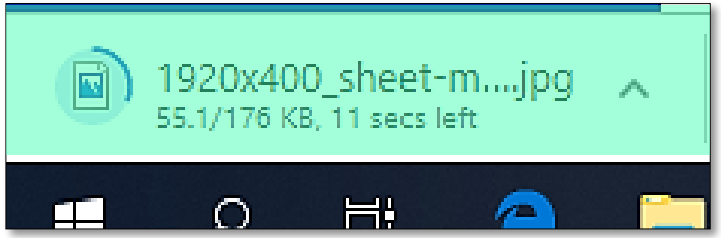
- **Thumbnails Type Display** - Click on the drop-down box of the photo you want to download then choose **Download** (Figure A). The photo will appear at the bottom of the page and can be viewed once the download process is done (Figure C).
- **List Type Display** - Click on the **Download** icon of the photo you want to download (Figure B). The photo will appear at the bottom of the page and can be viewed once the download process is done (Figure C).



A. Thumbnail Type Display



B. List Type Display

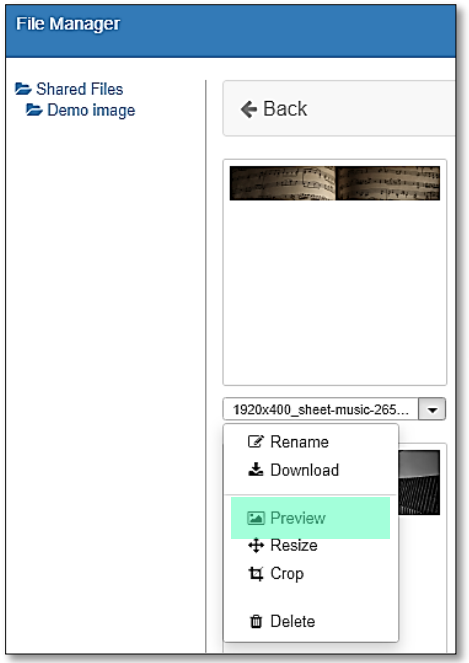


C. Downloaded Document

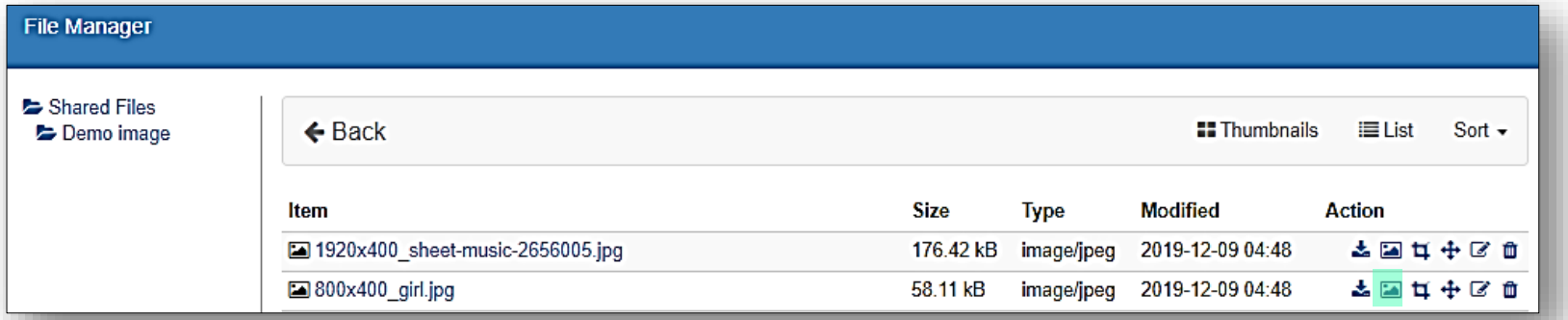
Functions applicable for Photos

Preview

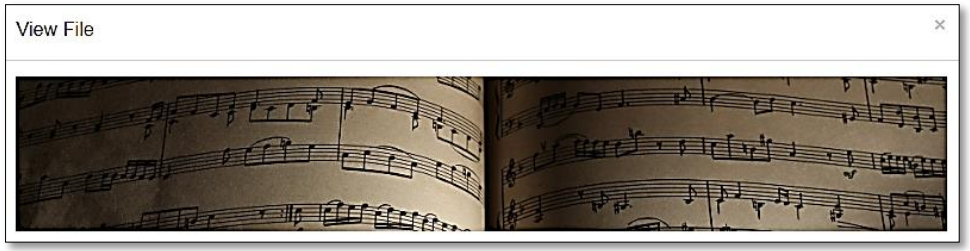
- **Thumbnails Type Display** - Click on the drop-down box of the photo you want to view then choose **Preview** (Figure A). The **View File** pop-up box will appear displaying the photo you have selected (Figure C).
- **List Type Display** - Click on the **Preview** icon of the photo you want to view (Figure B). The **View File** pop-up box will appear displaying the photo you have selected (Figure C).



A. Thumbnail Type Display



B. List Type Display



C. Downloaded Photo

Functions applicable for Photos

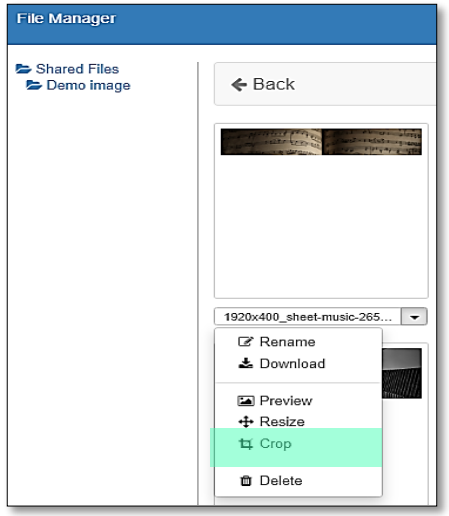
Crop

- **Thumbnails Type Display** - Click on the drop-down box of the photo you want to crop then choose the **Crop** option (Figure A). Crop the photo according to your preference using the cropping tool provided (Figure B).

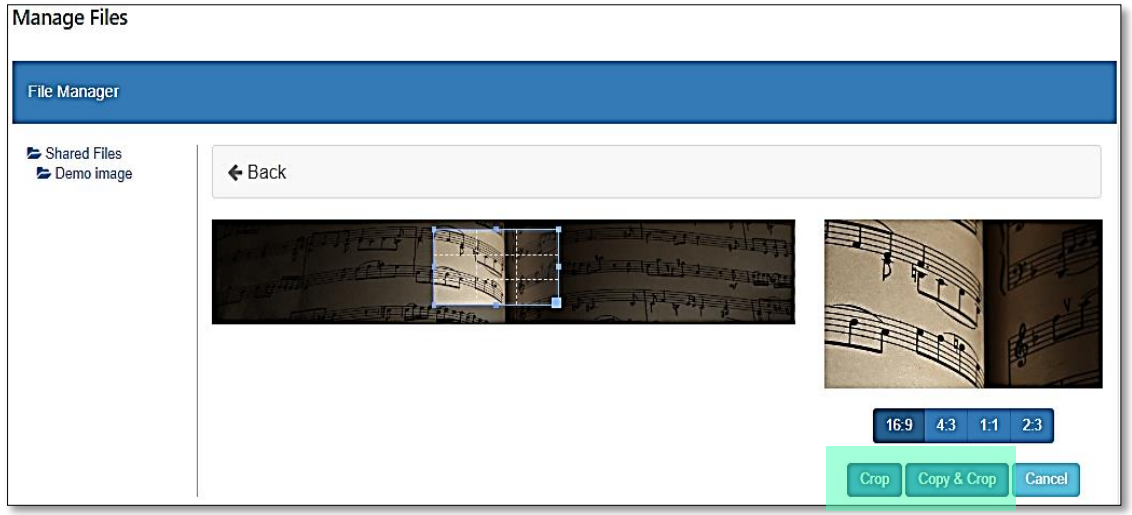
Note:

✓ Use **Crop** if you want to capture a smaller section of the photo and save it as a new file without saving the original photo.

✓ Use **Copy and Crop** if you want to capture a smaller section of the photo, saving it as a new file and saving the original photo as well.



A. Thumbnail Type Display



B. Crop and Copy & Crop Buttons

Functions applicable for Photos

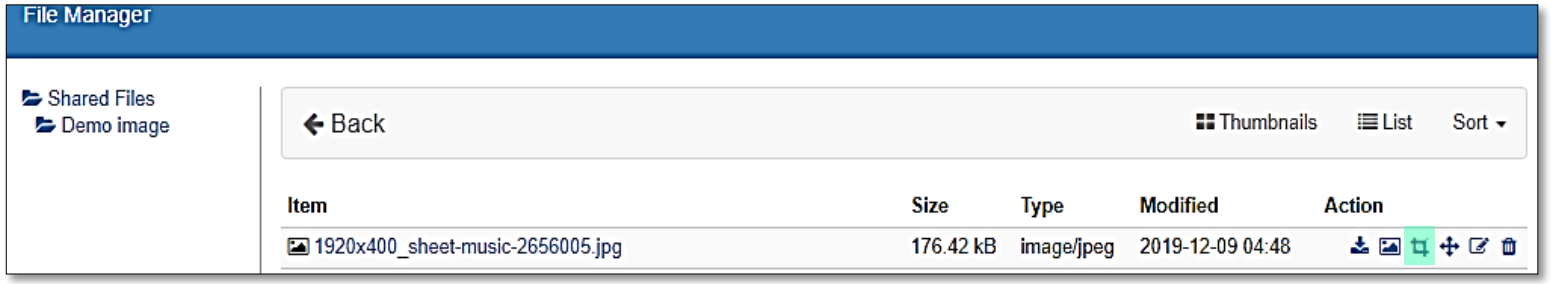
Crop

- **List Type Display** - Click on the **Crop** icon of the photo you want to crop (Figure A). Crop the photo according to your preference using the cropping tool provided (Figure B).

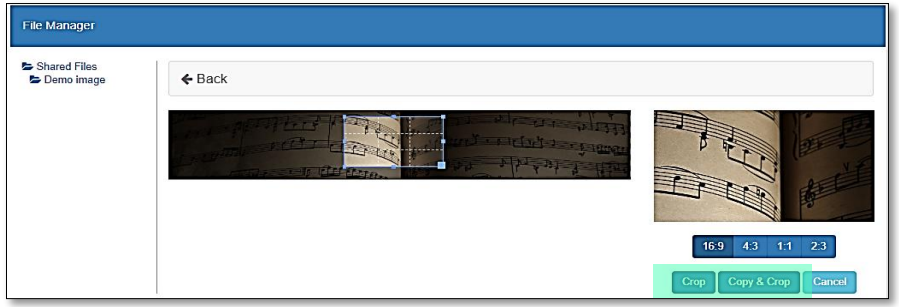
Note:

✓ Use Crop if you want to capture a smaller section of the photo and save it as a new file without saving the original photo.

✓ Use Copy and Crop if you want to capture a smaller section of the photo, saving it as a new file and saving the original photo as well.



A. List Type Display

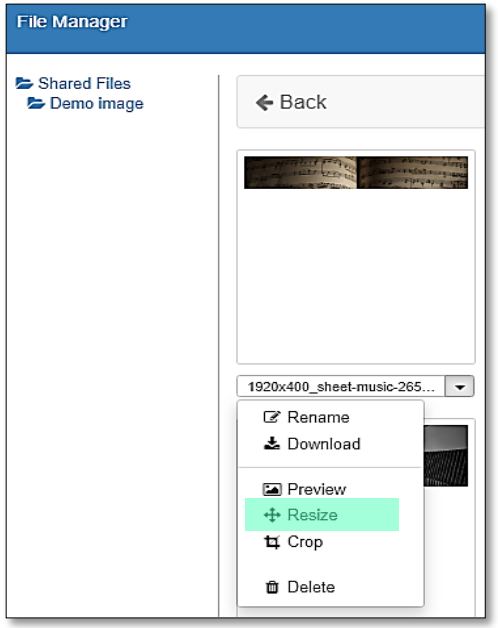


B. Crop and Copy & Crop Buttons

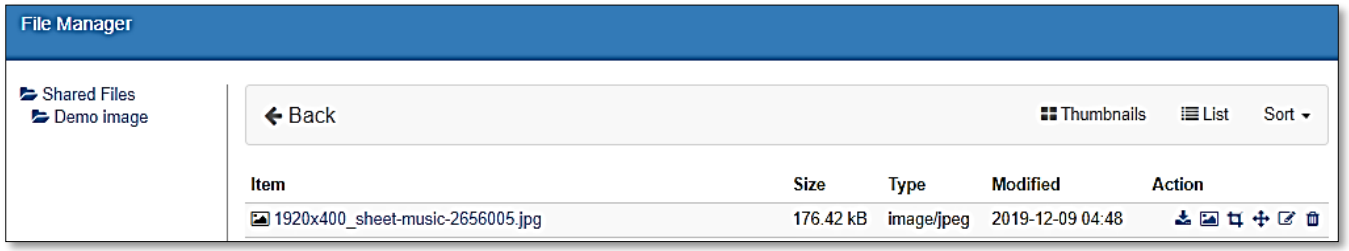
Functions applicable for Photos

Resize

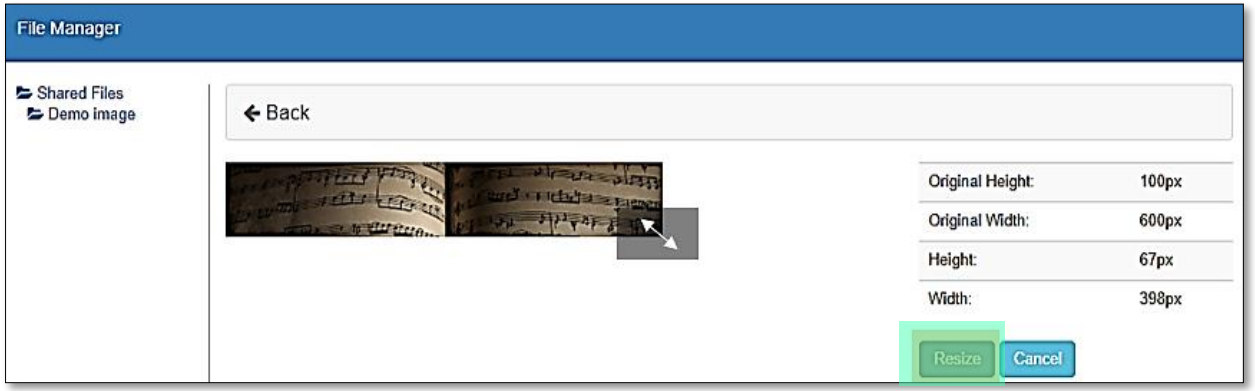
- **Thumbnails Type Display** - Click on the drop-down box of the photo you want to resize then choose **Resize** (Figure A). Resize the photo according to your preference using the resizing tool provided. Click on the **Resize** button to confirm (Figure C).
- **List Type Display** - Click on the **Resize** icon of the photo you want to resize (Figure B). Resize the photo according to your preference using the resizing tool provided. Click on the **Resize** button to confirm (Figure C).



A. Thumbnail Type Display



B. List Type Display

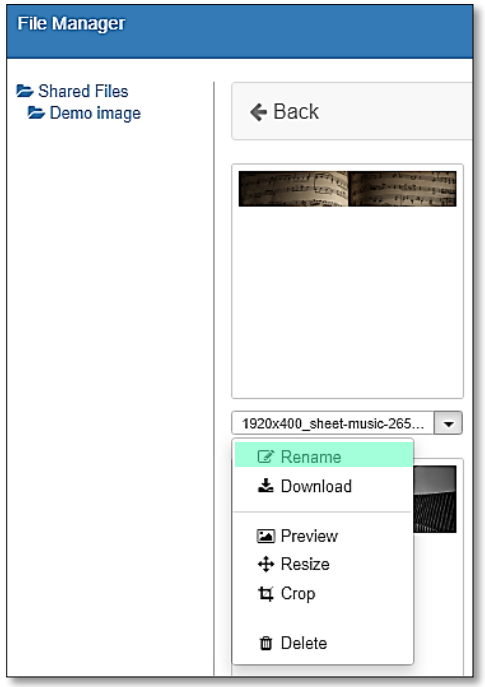


C. Resize Button

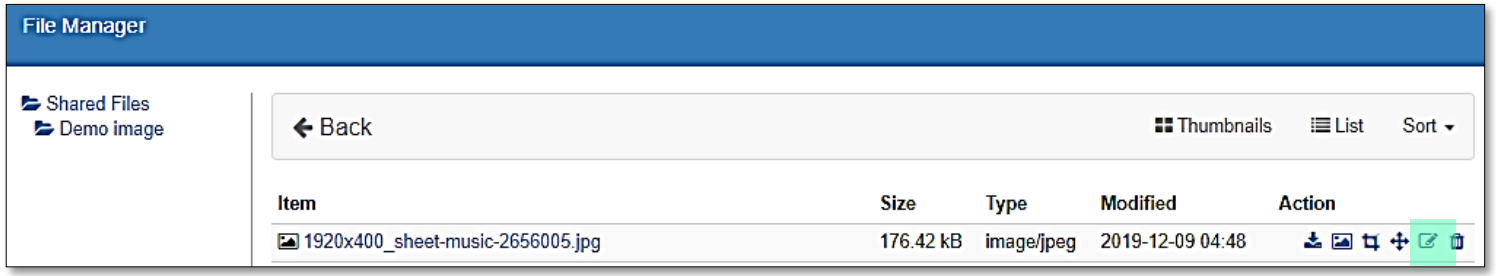
Functions applicable for Photos

Rename

- **Thumbnails Type Display** - Click on the drop-down box of the photo you want to rename then choose the **Rename** option (Figure A). Change the name of the photo once the **Rename To** pop-up box appeared. Click on the **OK** button to confirm (Figure C).
- **List Type Display** - Click on the **Edit** icon of the photo you want to rename (Figure B) then change the name once the **Rename To** pop-up box appeared. Click on the **OK** button to confirm (Figure C).



A. Thumbnail Type Display



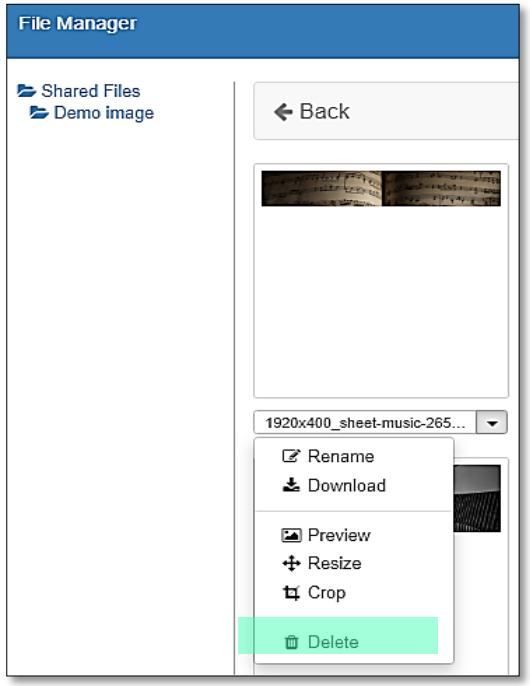
B. List Type Display

C. Rename To pop-up box

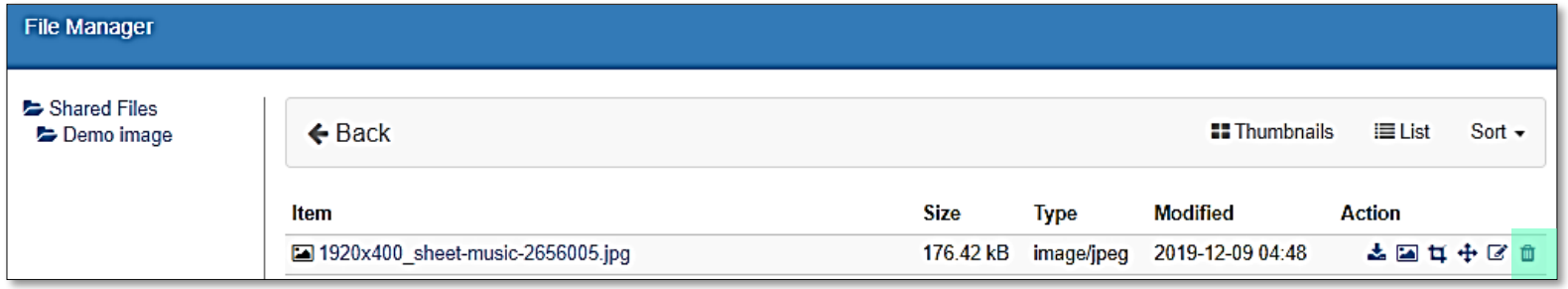
Functions applicable for Photos

Delete

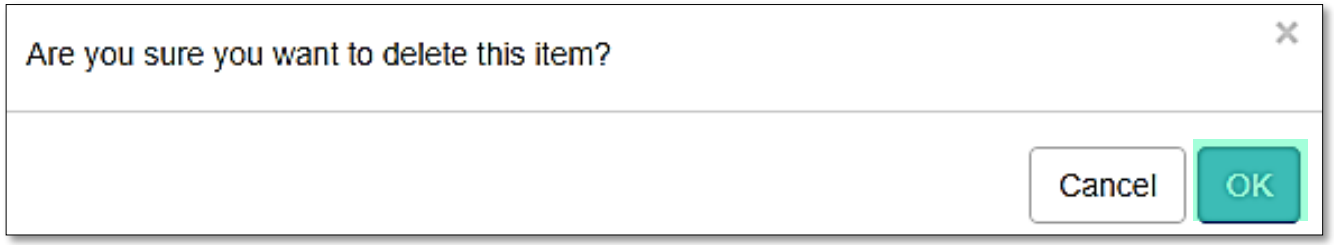
- **Thumbnails Type Display** - Click on the drop-down box of the document you want to delete then choose the **Delete** option (Figure A). Click on the **OK** button to confirm (Figure C).
- **List Type Display** - Click on the **Delete** icon (Figure A) then click on the **OK** button once the confirmation page appears (Figure C).



A. Thumbnail Type Display



B. List Type Display



C. Confirmation pop-up box

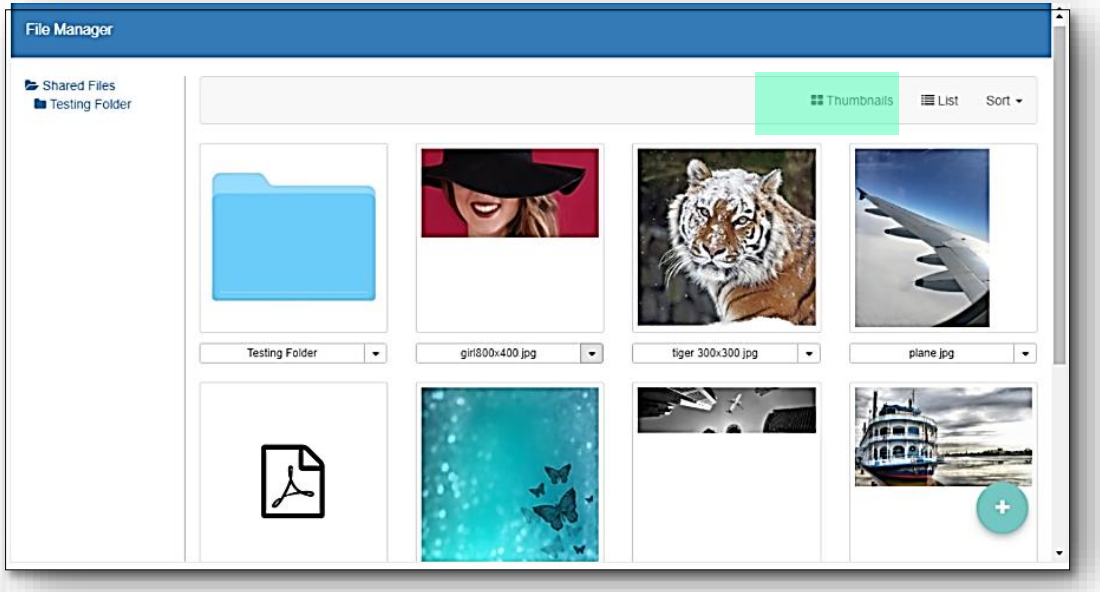
Displaying of files

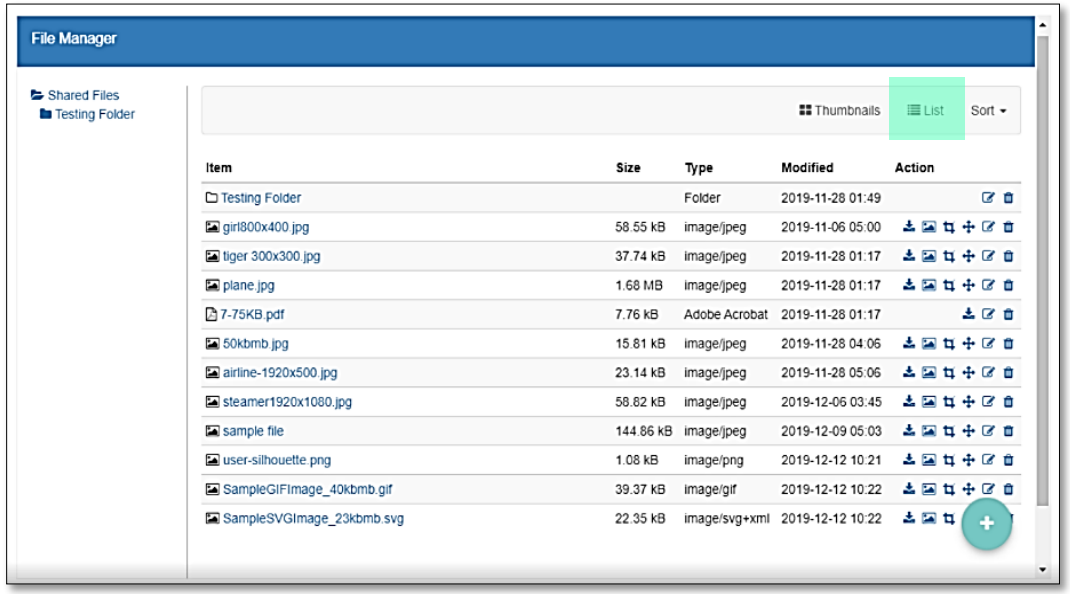
Thumbnails

- Files can be displayed using thumbnails to help users to easily recognize files in the file manager.

List

- Files can be displayed using list to simplify the viewing feature of all the files in the file manager.





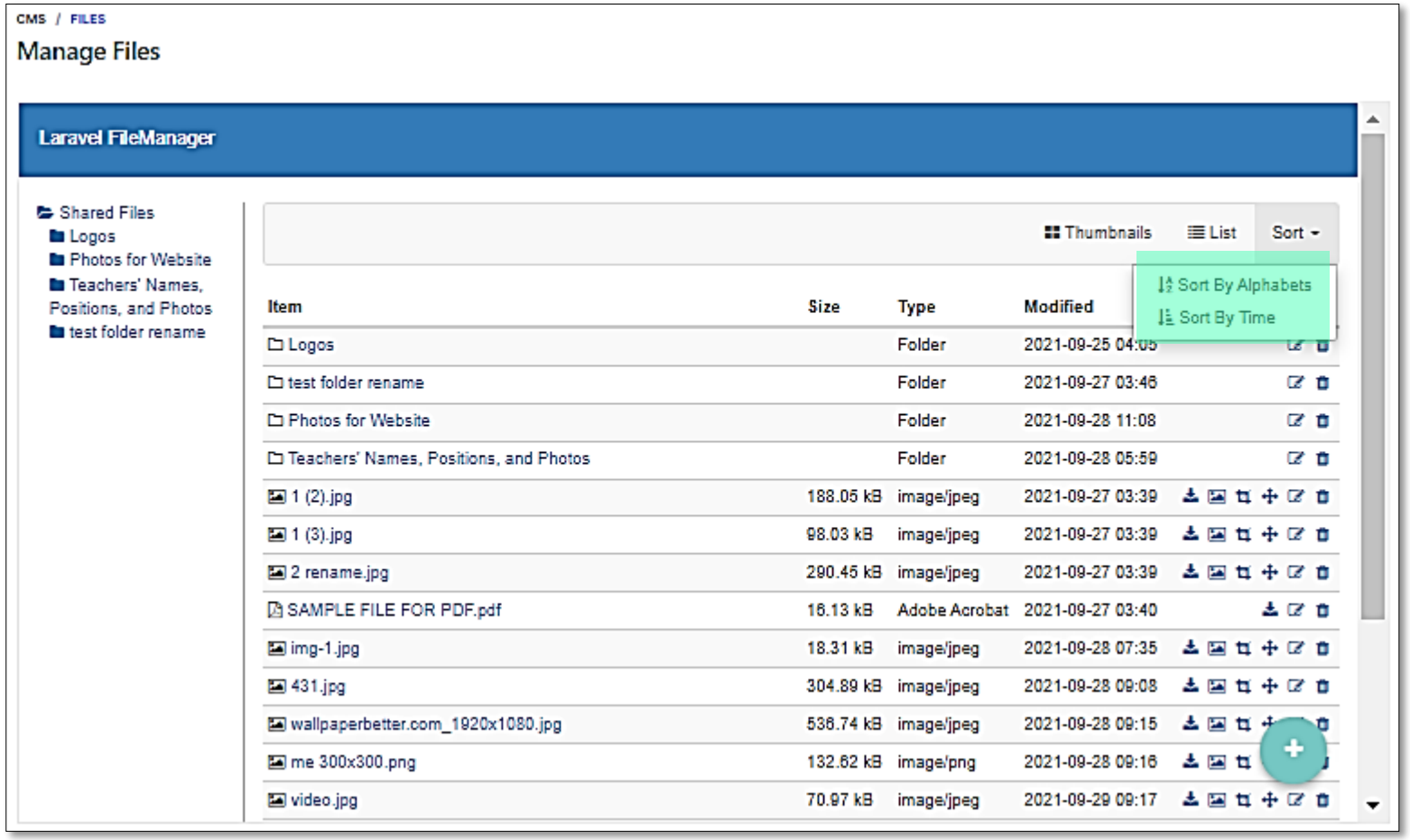
Sorting of files

Sort by Name

- Files can be sorted by name (alphabetically arranged)

Sort by Date

- Files can be sorted by time (oldest to newest)



THE VANGUARD ACADEMY

RESPECT | INTEGRITY | COURAGE | HUMILITY

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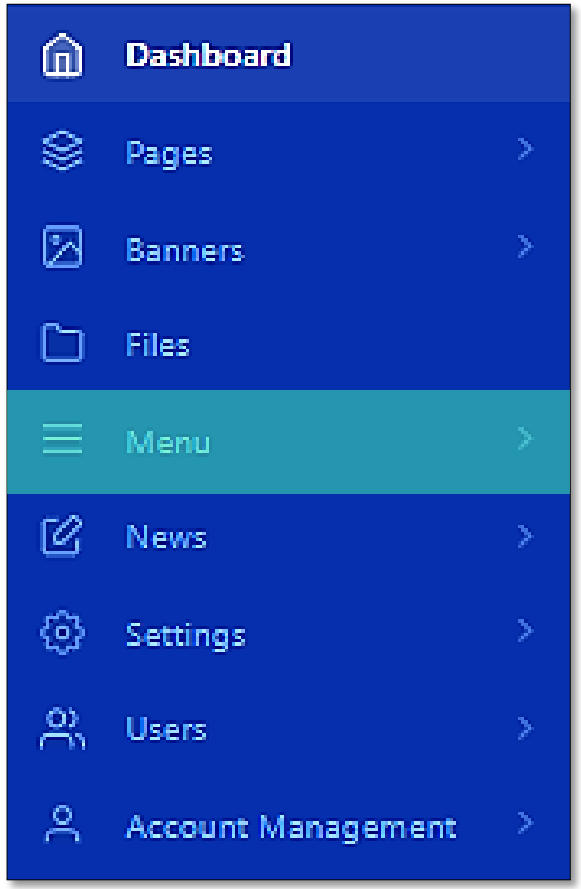
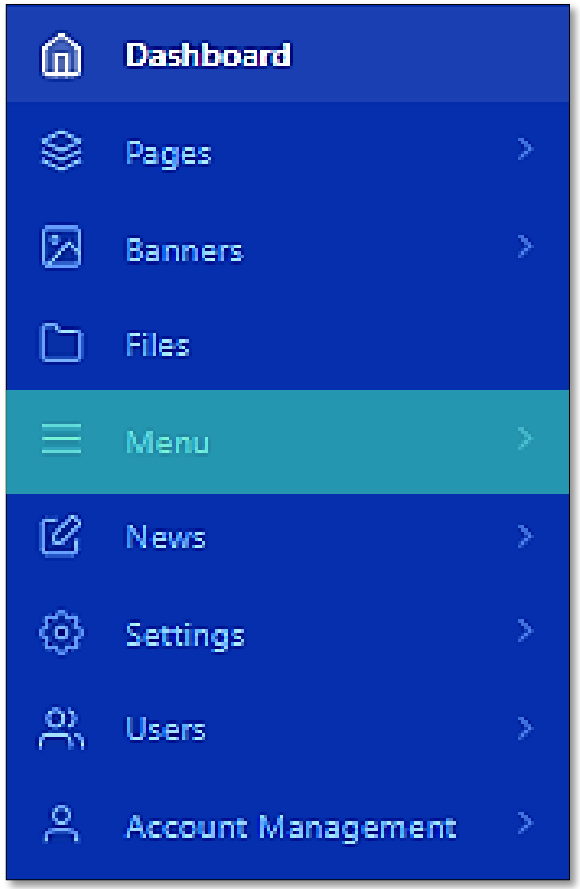
Chapter 6

MENU



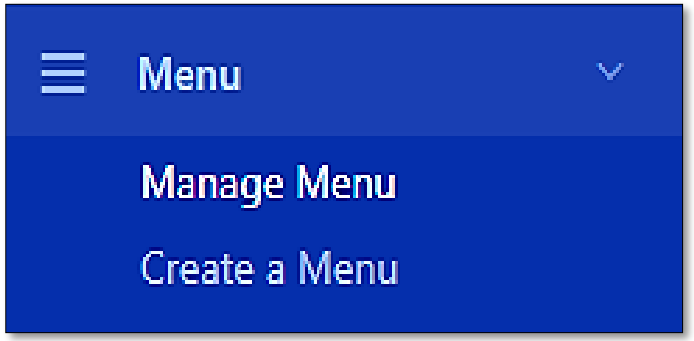
MENU



Menu

A CMS Standard Module wherein you can organize and consolidate your pages accordingly. This feature allows you to make your site presentable and easy to navigate.

You may create, edit, delete and restore a menu as well as quickly change the name of an existing menu.



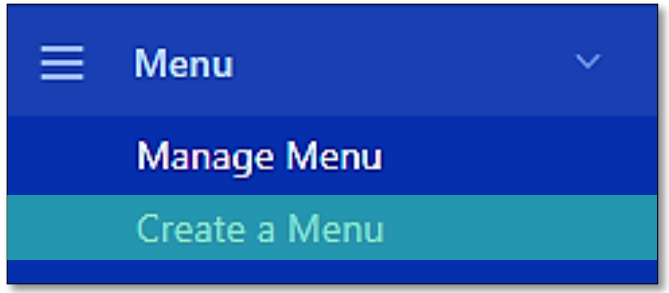
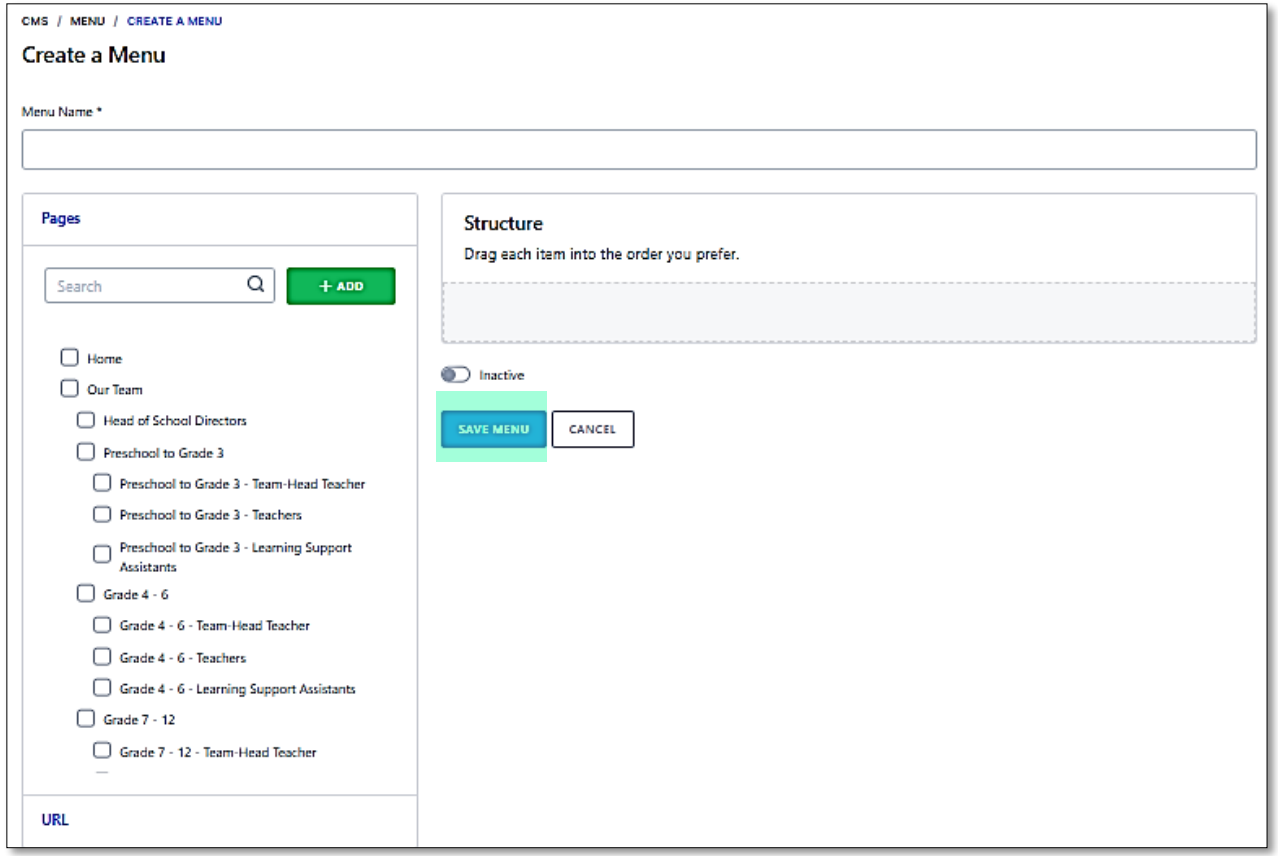


Figure 6.1 Create a Menu

Create a Menu

1. Go to **Menu** and choose the **Create a Menu** option, as shown in figure 6.1.
2. Enter all the necessary information and do the required actions.



3. Click on the **Save Menu** to complete the process.

MENU

Menu Name	It is the name of the menu to be created.
Pages Section	It is where you can select the pages you want to include in the menu.
Add button	It is the function that allows you to add the selected pages in the menu.
Structure Section	It is where you can arrange the order of pages in the menu.
Slide button	It is where you can set your menu as Active or Inactive.

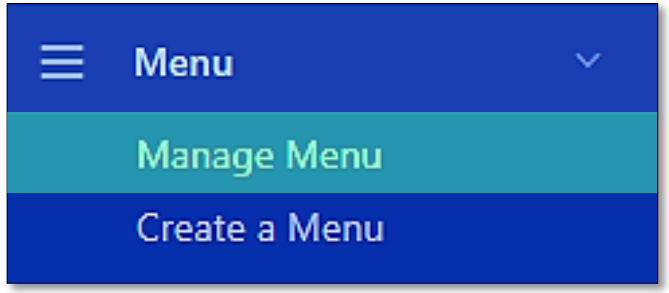
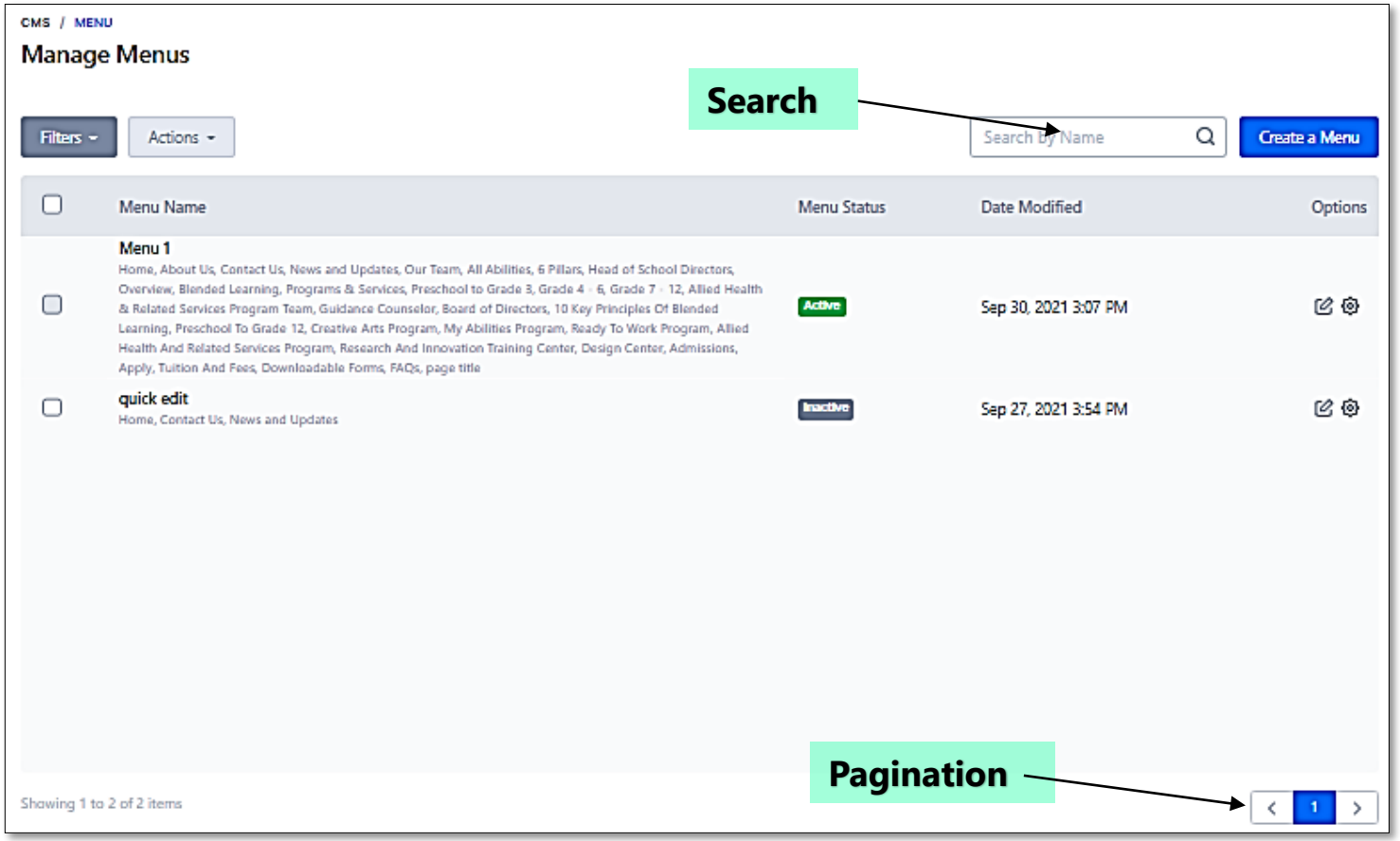


Figure 6.2 Manage Menu

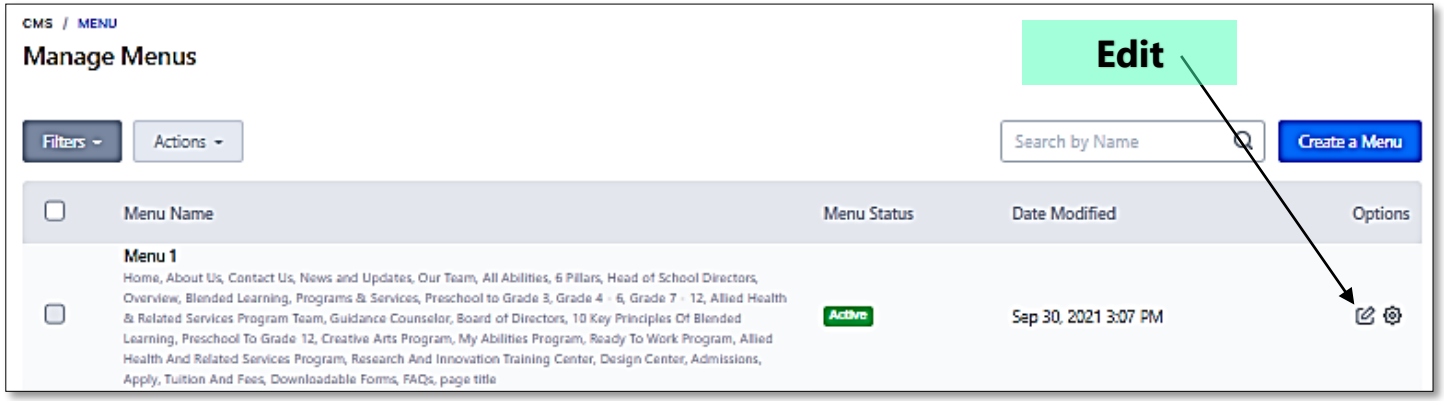
Edit a Menu

1. Go to **Menu** and choose **Manage Menu** option, as shown in figure 6.2.
2. View the **Manage Menu** screen. You may use either the **search** or **pagination** functions to look for the menu you want to edit.

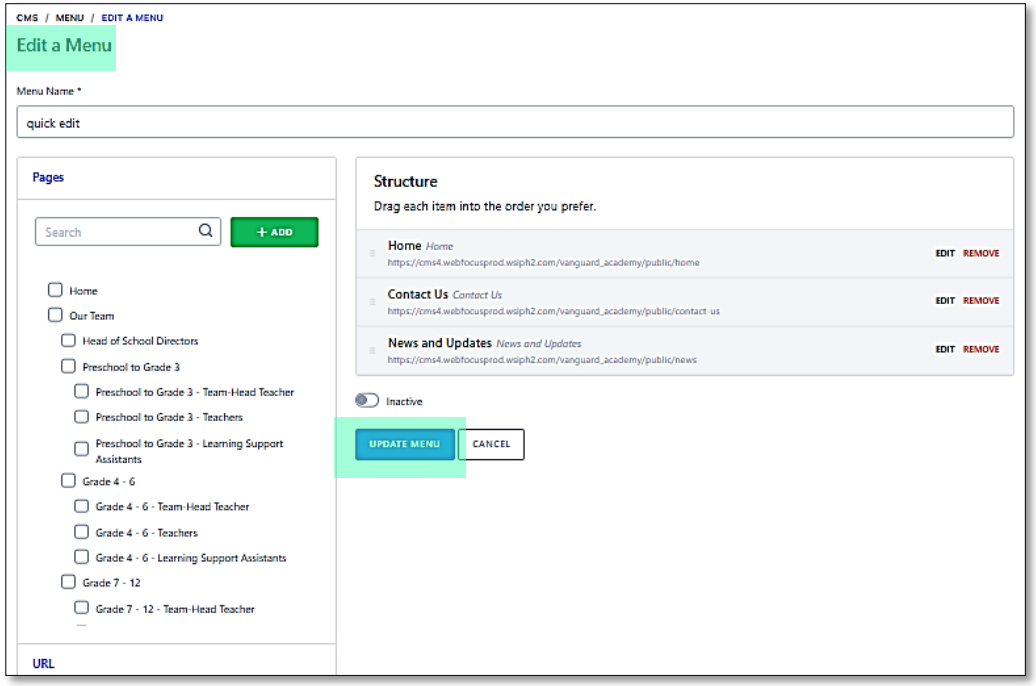


MENU

3. Choose the **Edit** icon and change the information accordingly once the **Edit a Menu** screen appears.



4. Click on the **Update Menu** button to save the changes made.



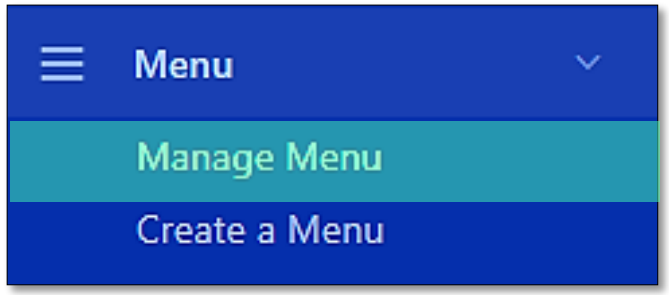
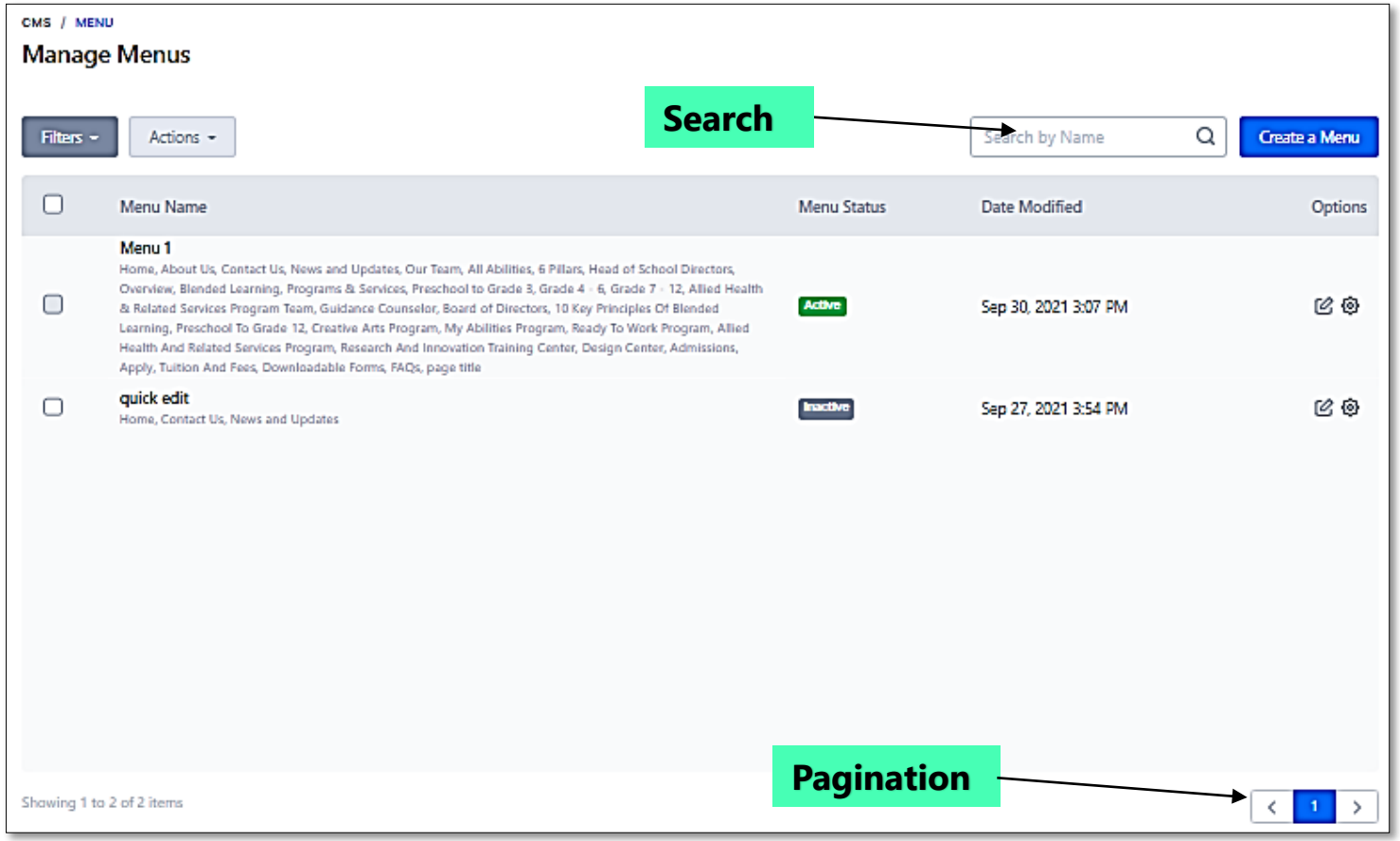


Figure 6.3 Manage Menu

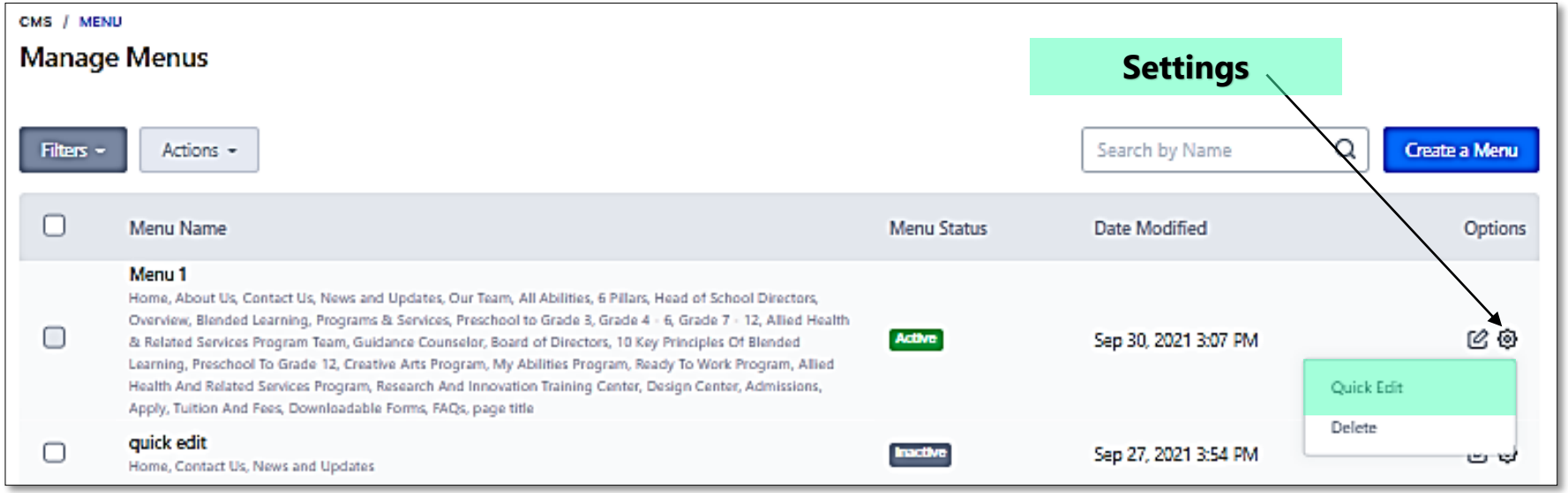
Use the Quick Edit feature

1. Go to **Menu** and choose the **Manage Menu** option, as shown in figure 6.3.
2. View the **Manage Menu** screen. You may use either the **search** or **pagination** functions to look for the menu you want to use the "quick edit" feature.

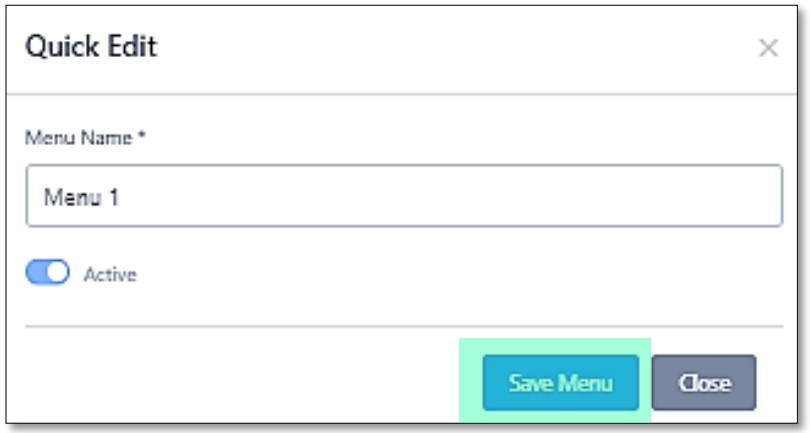


MENU

3. Click on the **Settings** icon and choose the **Quick Edit** option.
4. The **Quick Edit** feature allows you to easily change the **Menu Name** and adjust the Slide Button (Active/Inactive).



5. Click on **Save Menu** button to save the changes made.



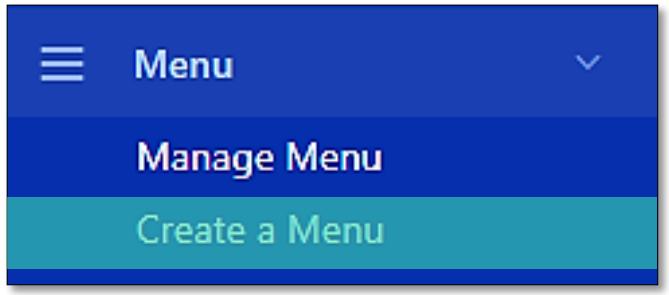
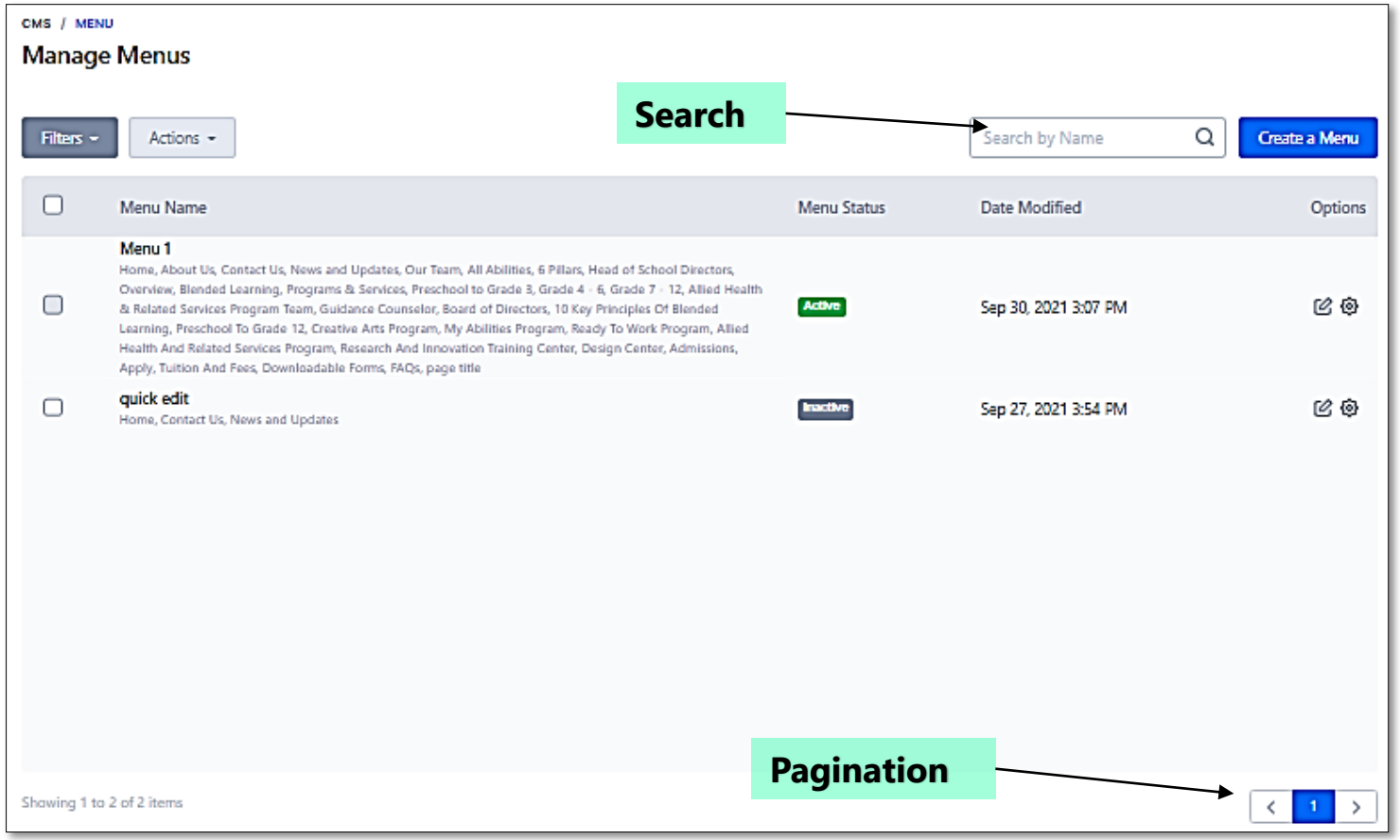


Figure 6.4 Create Menu

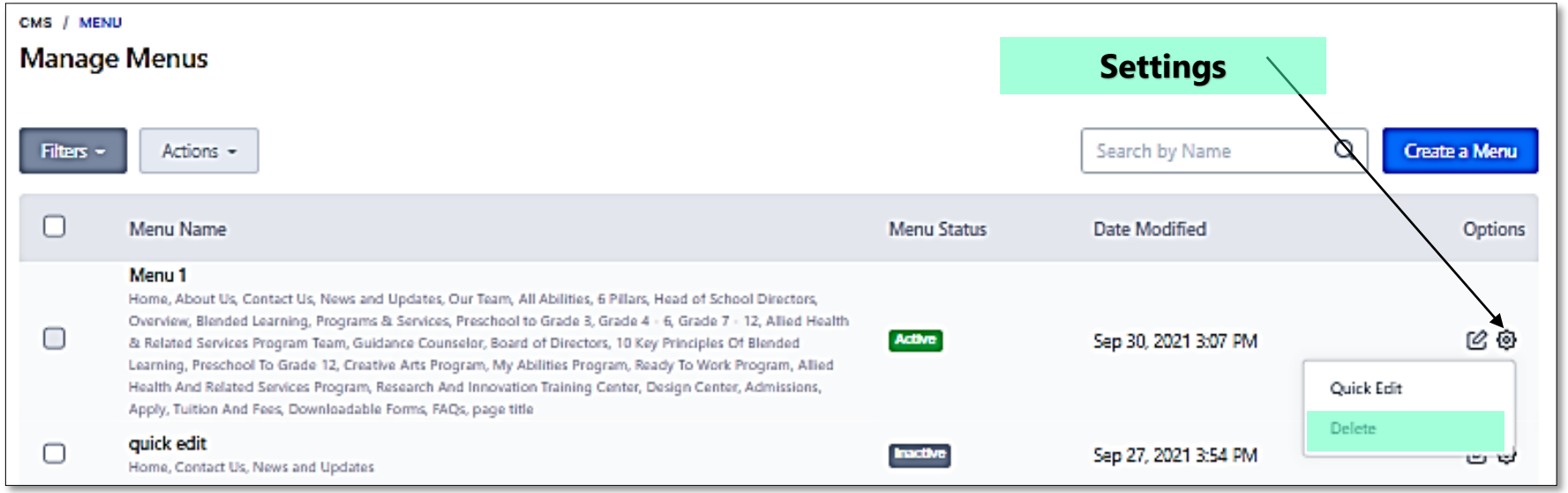
Delete a Menu

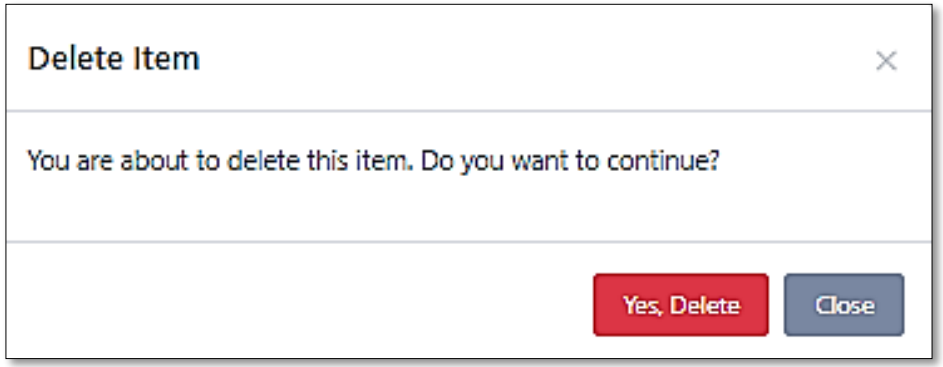
1. Go to **Menu** and choose the **Manage Menu** option, as shown on figure 6.4.
2. View the **Manage Menu** screen. You may use either the **search** or **pagination** functions to look for the menu you want to delete.



MENU

3. Click on the **Settings** icon and choose the **Delete** option.
4. Click on the **Yes, Delete** button to confirm the action.





Note:

✓ You cannot delete a menu if the status is Active.

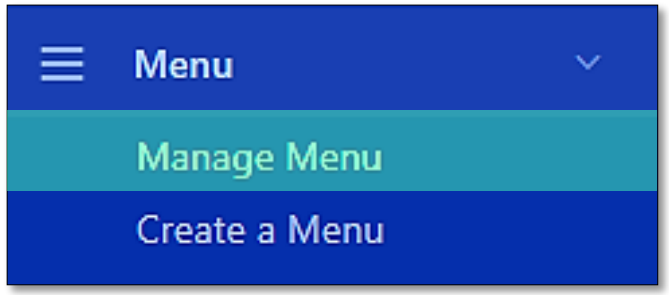
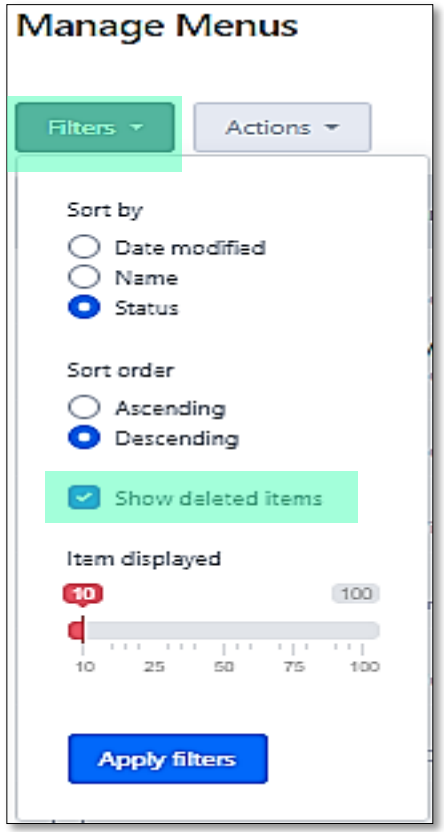


Figure 6.5 Mange Menu

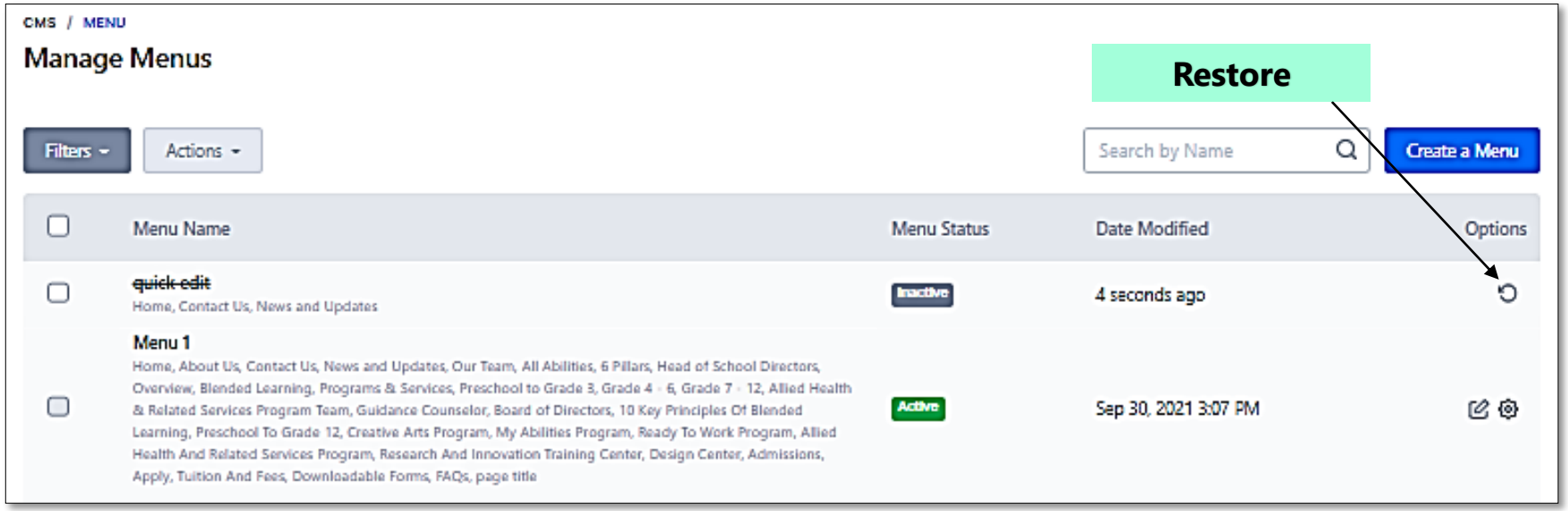
Restore Deleted Menu

1. Go to **Menu** and choose the **Manage Menu** option, as shown in figure 6.5.
2. Click on **Filters** drop-down box and tick the **Show Deleted Items** checkbox.
3. Click on the **Apply Filters** button to display the deleted menu.



MENU

4. On the **Manage Menu** screen, you will see the list of the menu, including the deleted ones.



5. Choose the menu you want to recover and click on the **Restore** icon to revert the deletion process.

MENU

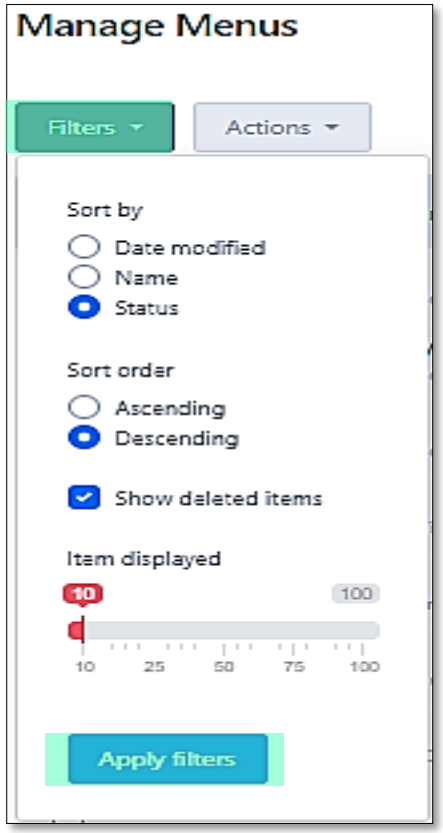
Other features:

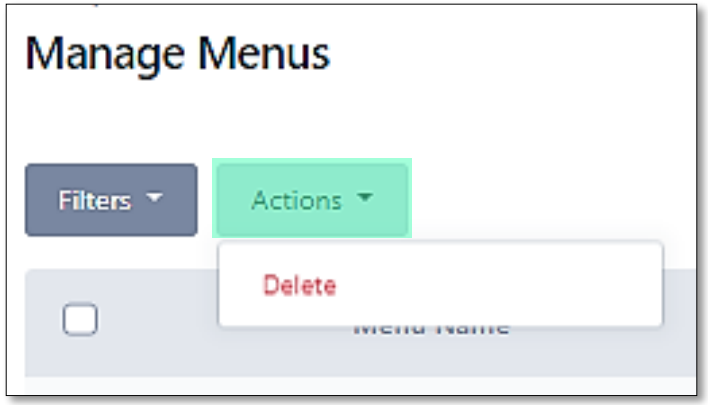
Filters drop-down box

- Allows you to sort the items and arrange the sort order.

Actions drop-down box

- Allows you to do multiple deletion of items.



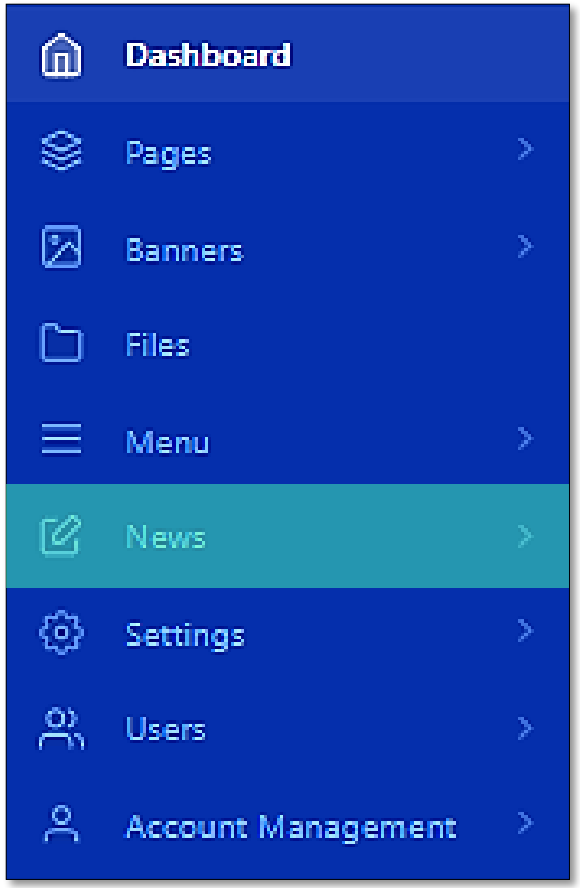


THE VANGUARD ACADEMY

RESPECT | INTEGRITY | COURAGE | HUMILITY

Chapter 7

NEWS



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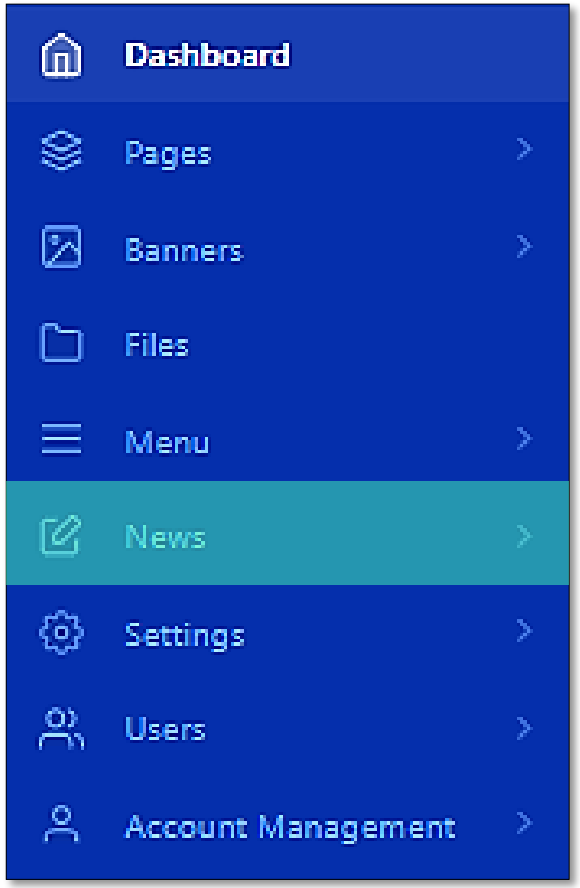
NEWS



News

A CMS Standard Module wherein you can advertise some relevant articles, news and updates in your site. This is one way to inform your visitors about your company's events, product release, new services and any articles that will give a boost to your site's popularity or ranking.

NOTE: It is important to create your categories first because it is one of the fields you need to satisfy when creating an article.

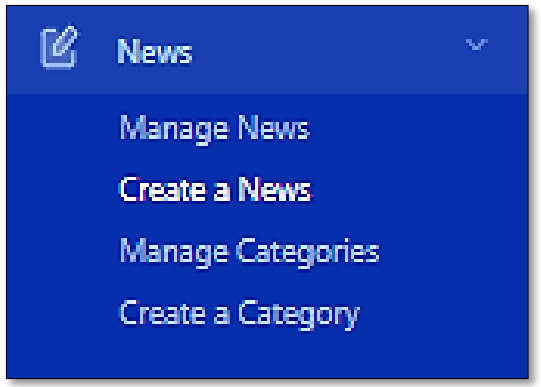


Figure 7.1 Create a News

Create a News

1. Go to **News** and choose the **Create a News** option, as shown in figure 7.1.
2. Enter all the necessary information.
3. Click on the **Save News** button to complete the process.

Title	It is the name of the news that you want to create.
Date	It is the date your article is created.
Category	It is the field that allows you to consolidate your articles accordingly.
Article Banner	It is the function that allows you to place single photo to be posted with the article.
Article Thumbnail	It is the function that allows you to place a photo that represents the news to make it easier for the viewers to look at the posted news.
Content	It is where you can write your article.
Teaser	It is where you can write short but interesting phrase that can stimulate the curiosity of the readers.
Page Visibility	It is where you can set your news page as private or publish.
Display	It is where you can set the article as “Featured” and will be posted in your Home Page.
Manage SEO	It is where you can manage the Search Engine Optimization (SEO) of your site. This helps the ranking of your site in search engine results. • Title • Description • Key Words

NEWS

CMS / NEWS / CREATE A NEWS

Create a News

Title *

Date *

01/10/2021

Category

- None -

Article banner

Choose file | Browse

Required image dimension: 1920px by 500px
Maximum file size: 1MB
Required file type: .jpeg .png

Article thumbnail

Choose file | Browse

Required image dimension: 800px by 450px
Maximum file size: 1MB
Required file type: .jpeg .png

Content *

Source | Styles | Format | Font | Size

Teaser *

Page Visibility

Private

Display (Max Featured: 4)

Featured

Manage SEO

Title (meta title)

The Title must not exceed the maximum limit of 60 characters.

Description (meta description)

It is highly recommended to keep your description not longer than 160 characters to maximize the functionalities of search engines.

Keywords (meta keywords)

It is highly recommended to keep your keywords maximum of 3 key phrases and separated with comma (,).

SAVE NEWS | CANCEL

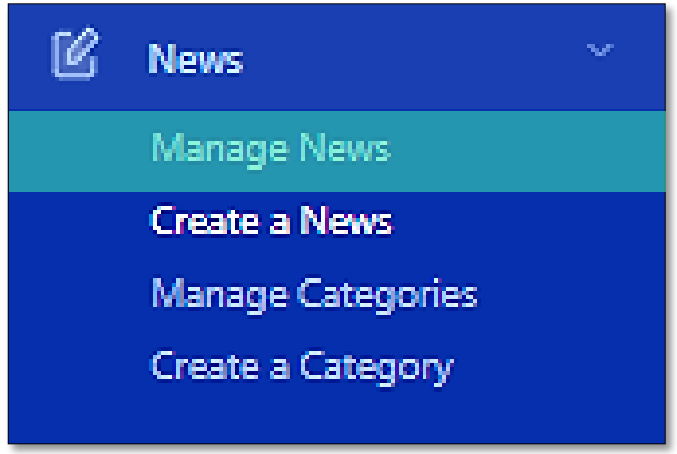
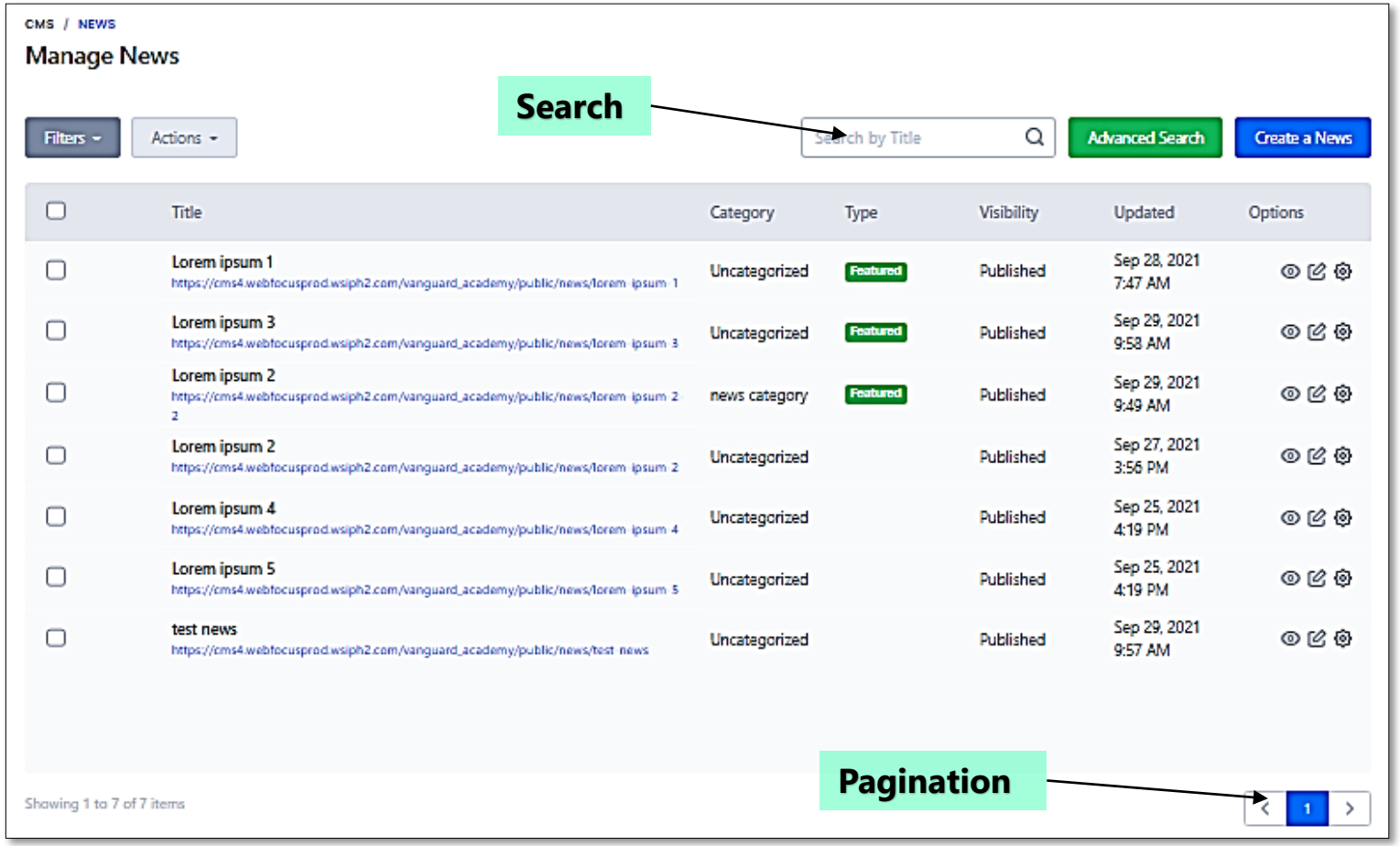


Figure 7.2 Mange News

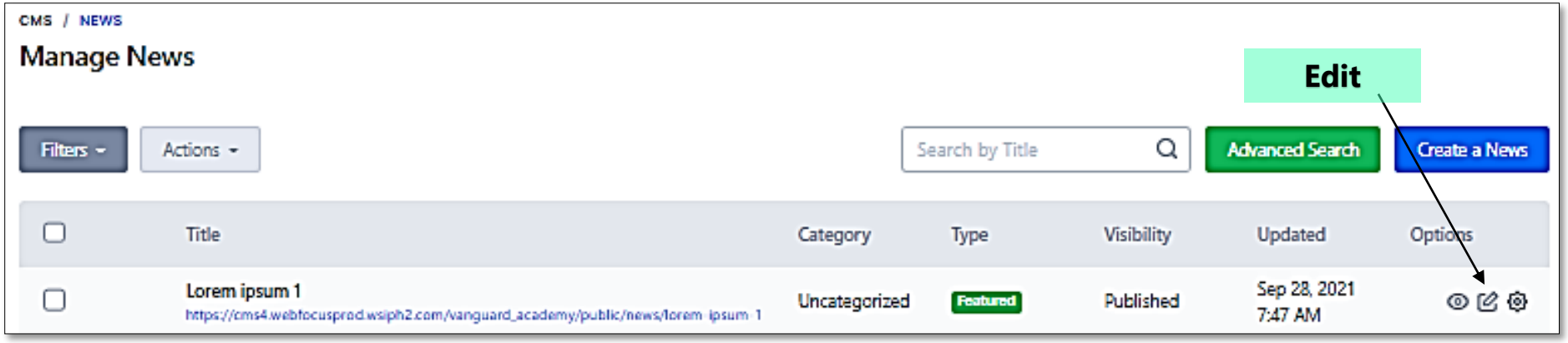
Edit News

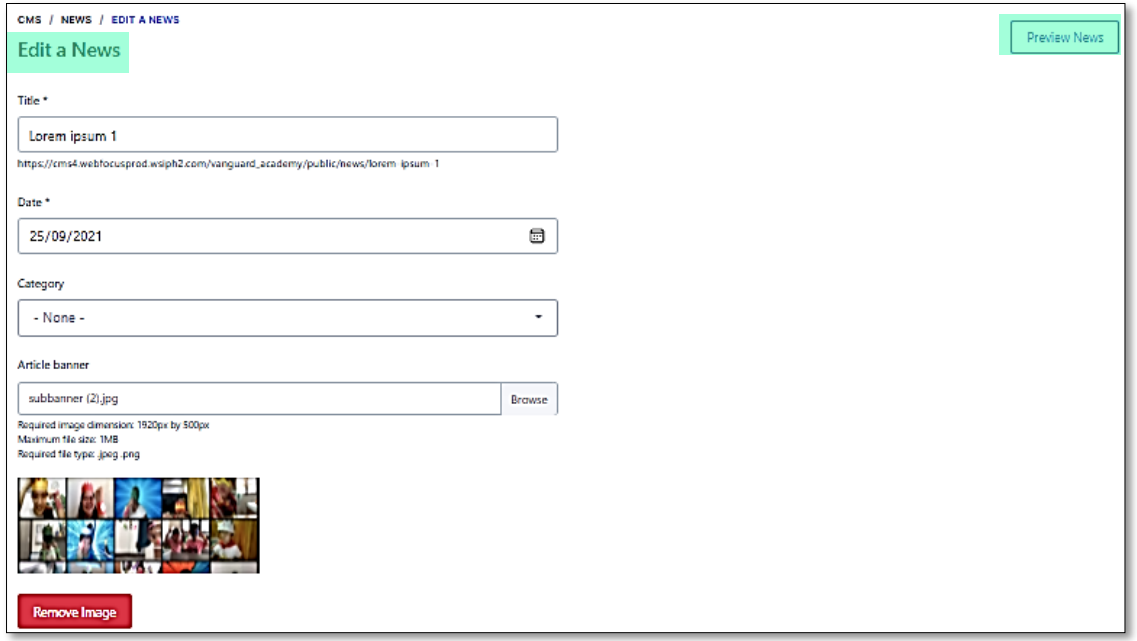
1. Go to **News** and choose the **Manage News** option, as shown in figure 7.2.
2. View the **Manage News** screen. You may use either the **search** or **pagination** functions to look for the news you want to edit.



NEWS

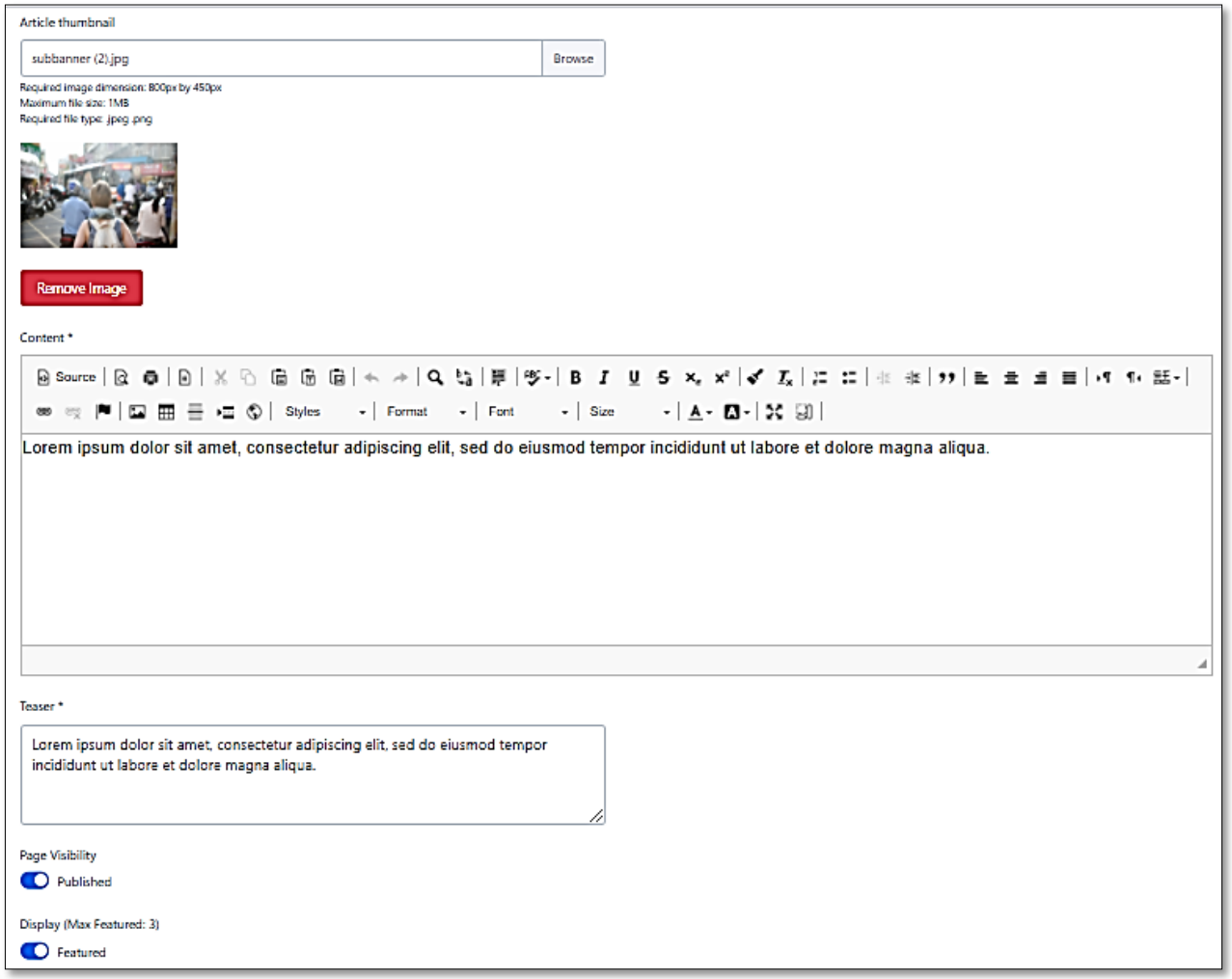
3. Choose the **Edit** icon and change the information accordingly once the **Edit a News** screen appears. Click on the **Preview News** button if you want to see the news.

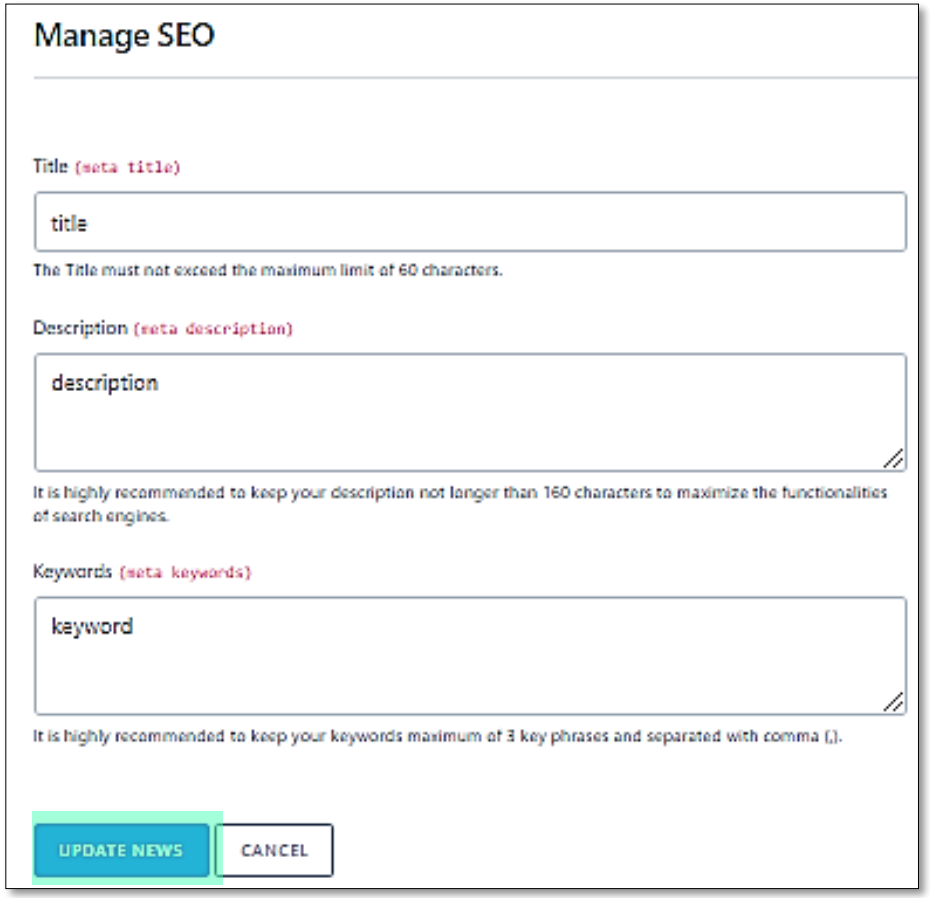




NEWS

4. Click on the **Update News** button to save the changes made.





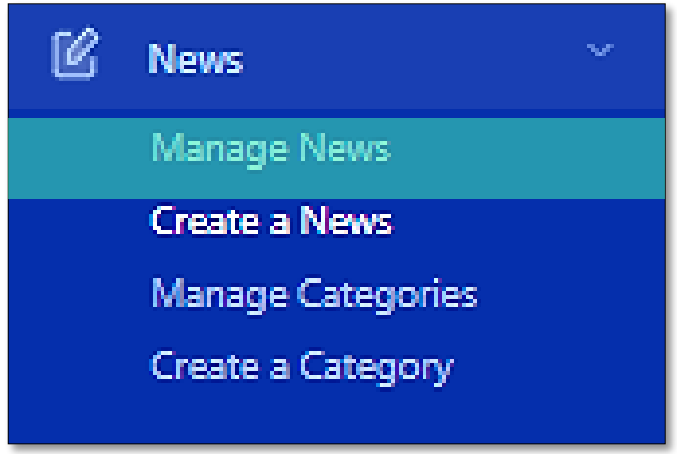
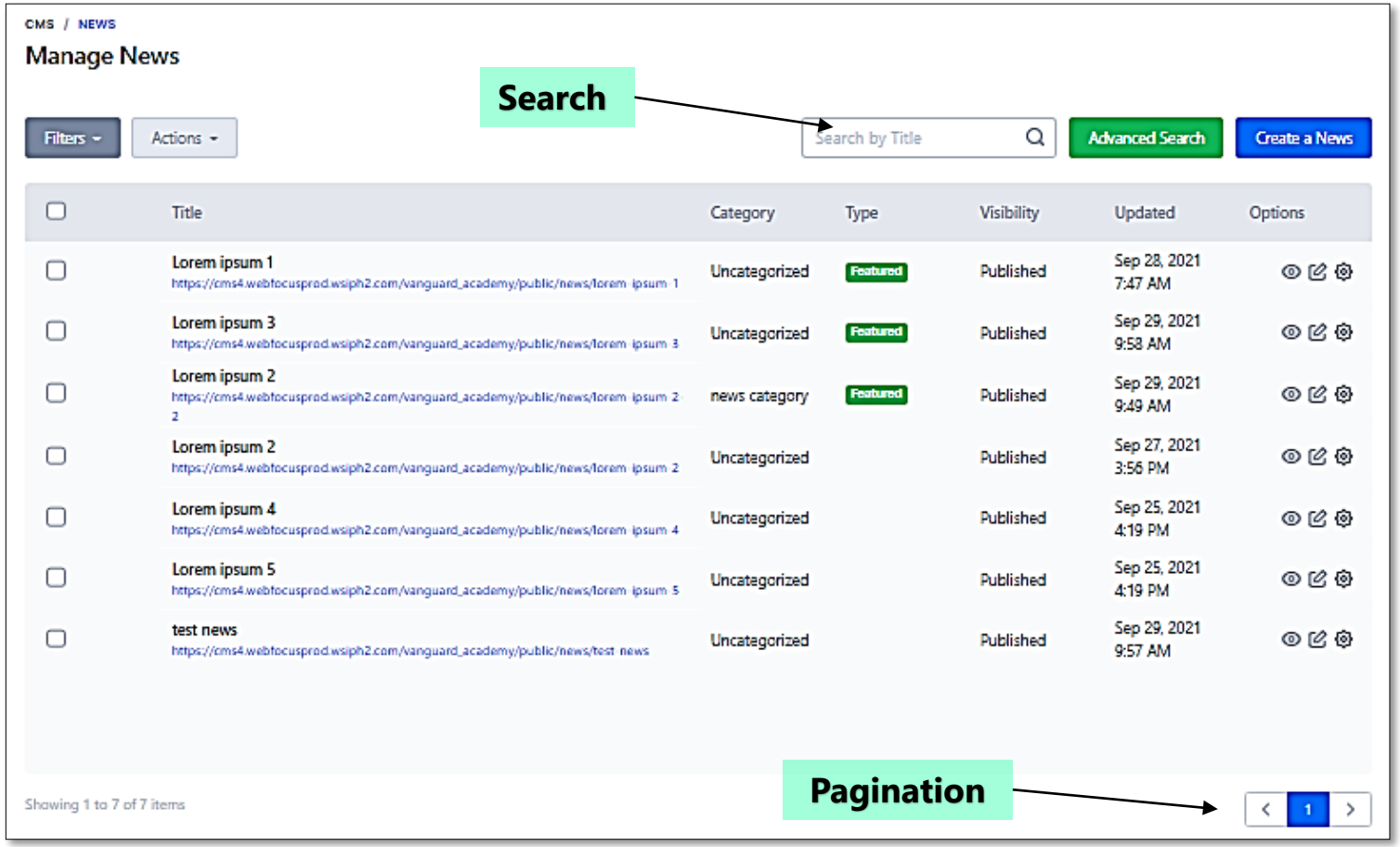


Figure 7.3 Mange News

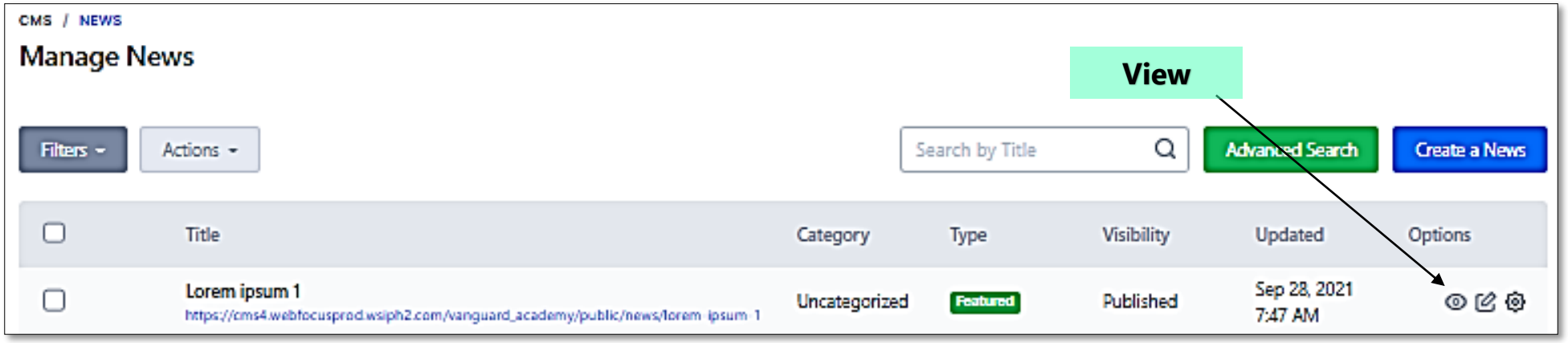
View a News

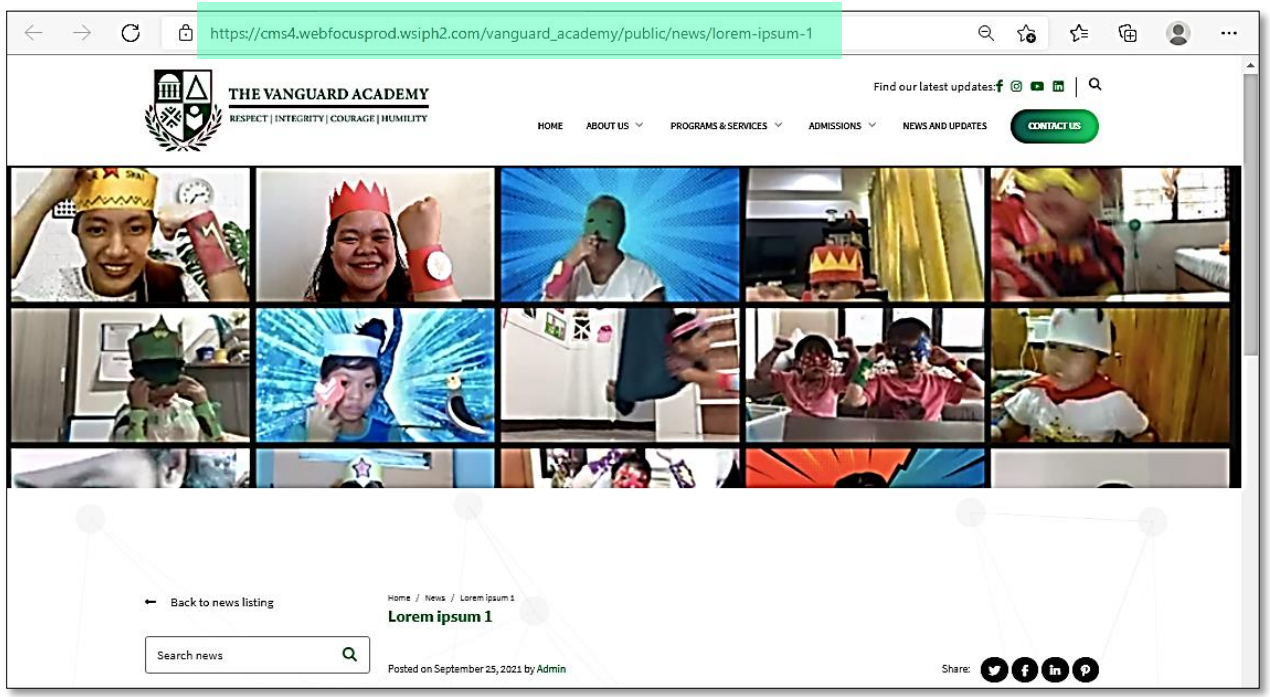
1. Go to **News** and choose the **Manage News** option, as shown in figure 7.3.
2. View the **Manage News** screen. You may use either the **search** or **pagination** functions to look for the news you want to view.



NEWS

3. Choose the **View** icon, and a new browser tab will open, displaying the news you want to view.





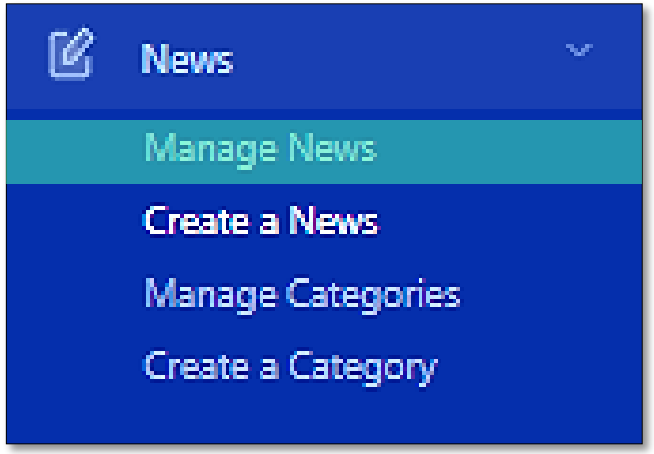
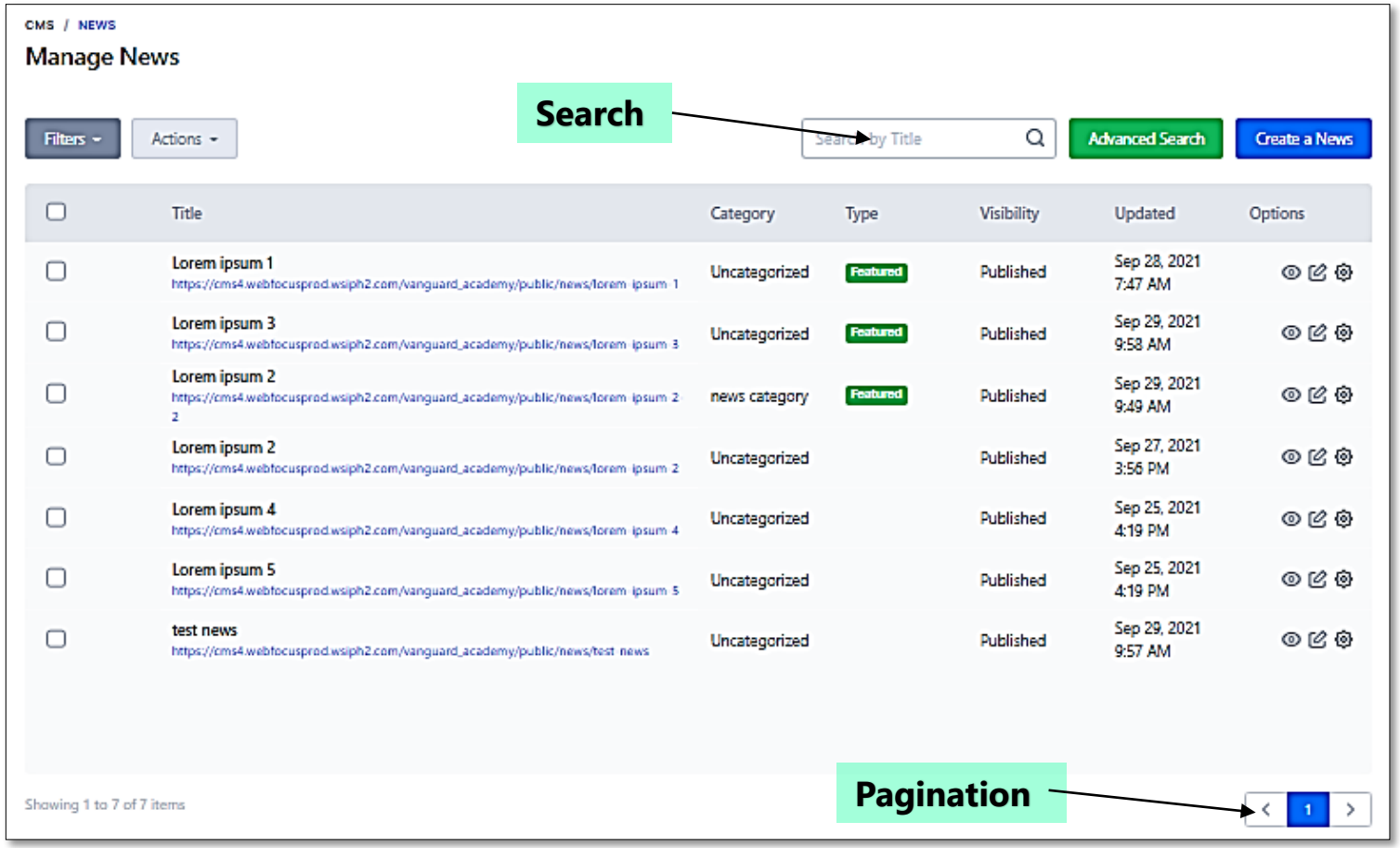


Figure 7.4 Mange News

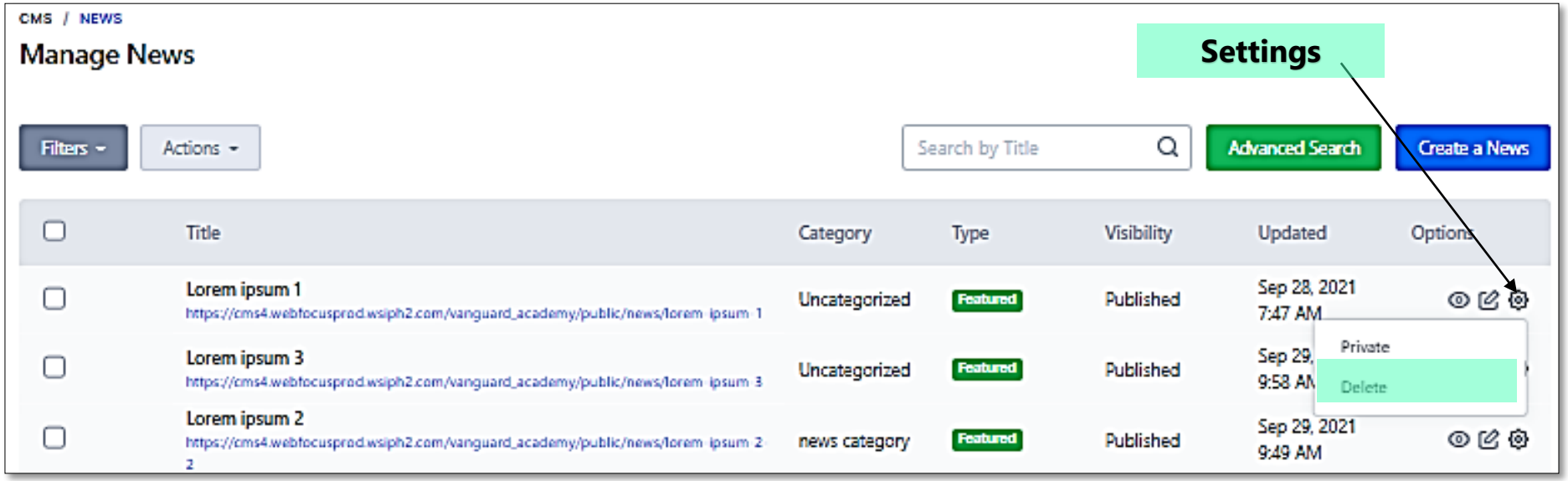
Delete a News

1. Go to **News** and choose the **Manage News** option, as shown in figure 7.4.
2. View the **Manage News** screen. You may use either the **search** or **pagination** functions to look for the news you want to delete.

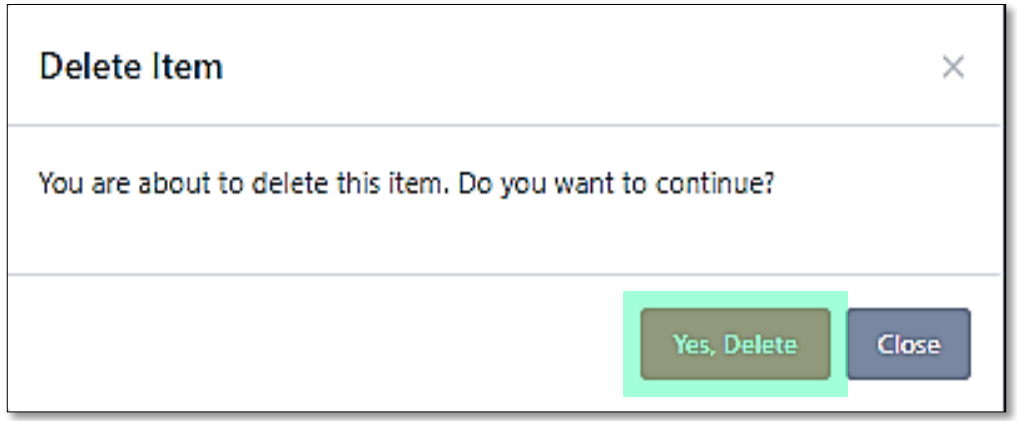


NEWS

3. Click on the **Settings** icon, then choose the **Delete** button. A pop-up box will appear asking if you want to continue the deletion process.



4. Click on the **Yes, Delete** button to confirm.



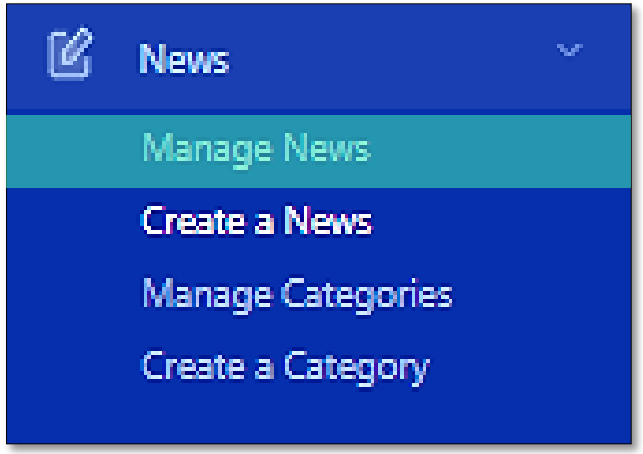
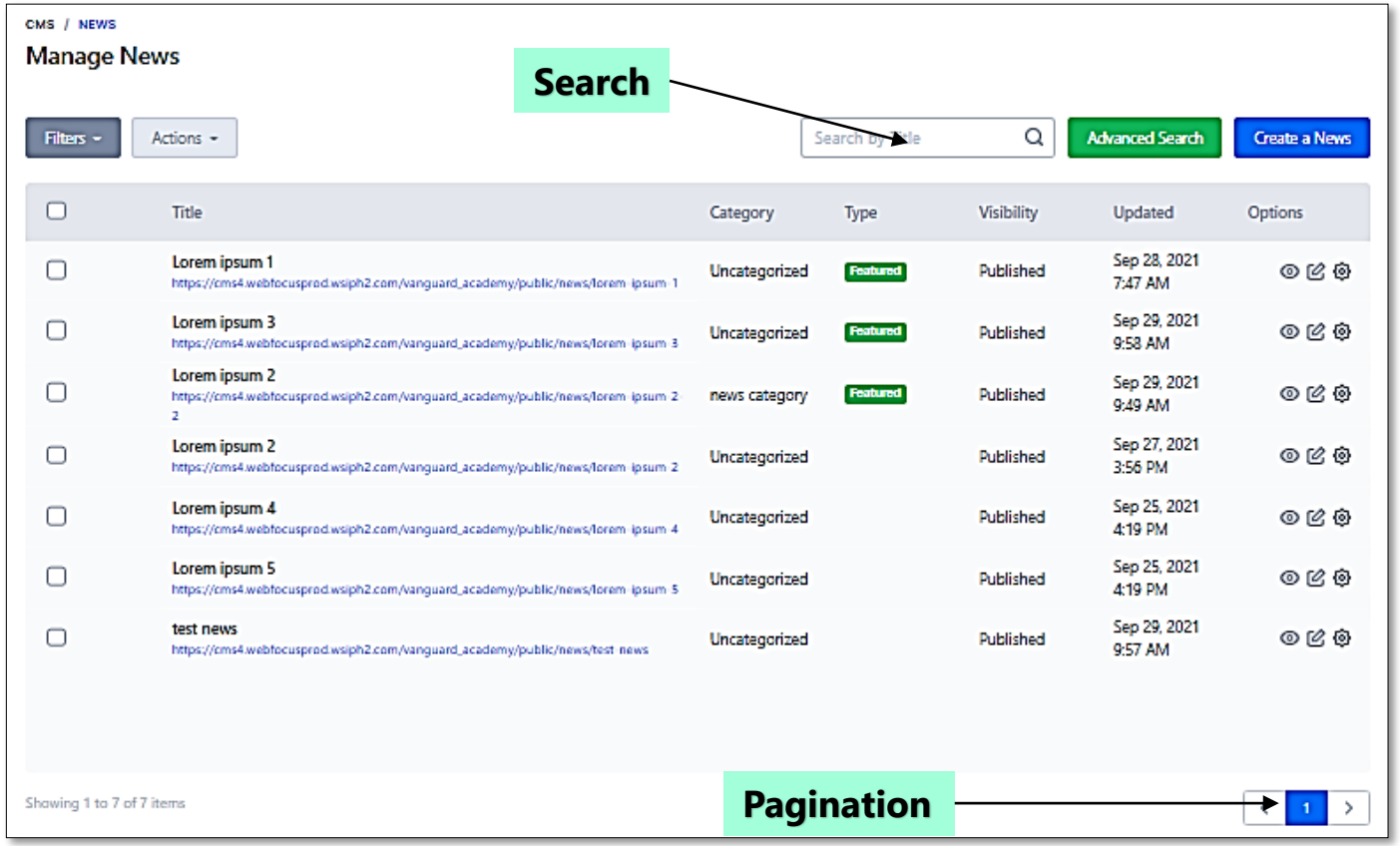


Figure 7.5 Mange News

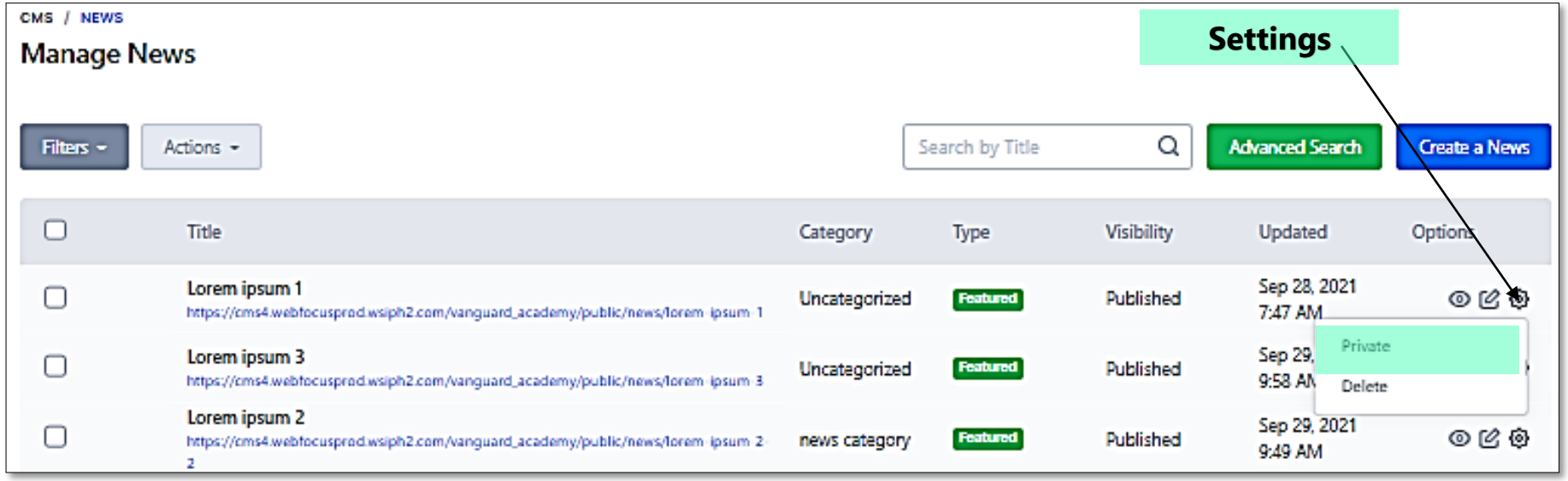
Change Visibility of the News

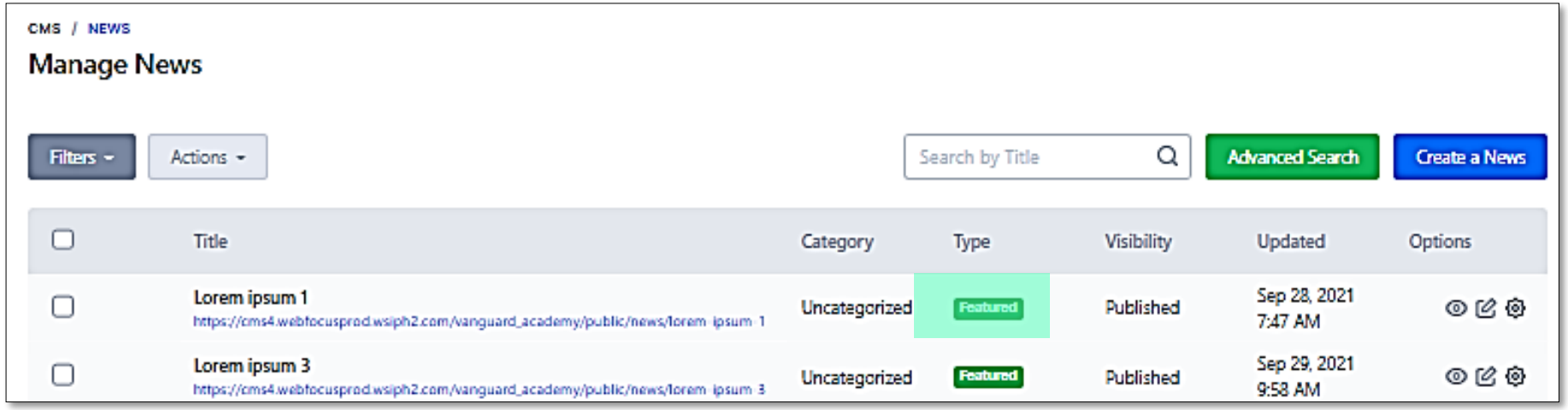
1. Go to **News** and choose the **Manage News** option, as shown in figure 7.5.
2. View the **Manage News** screen. You may use either the **search** or **pagination** functions to look for the news you want to change the visibility settings (Private or Publish).



NEWS

3. Click on the **Settings** icon then choose **Publish** if you want your news to be published, **Private** if you do not want your news to be seen. Automatically, the visibility settings will be changed.





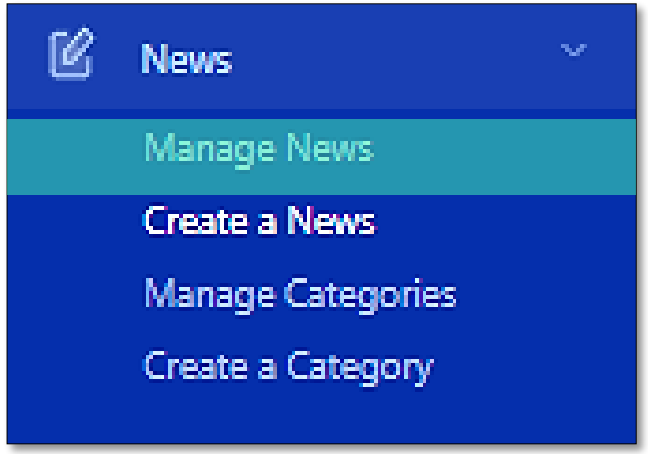
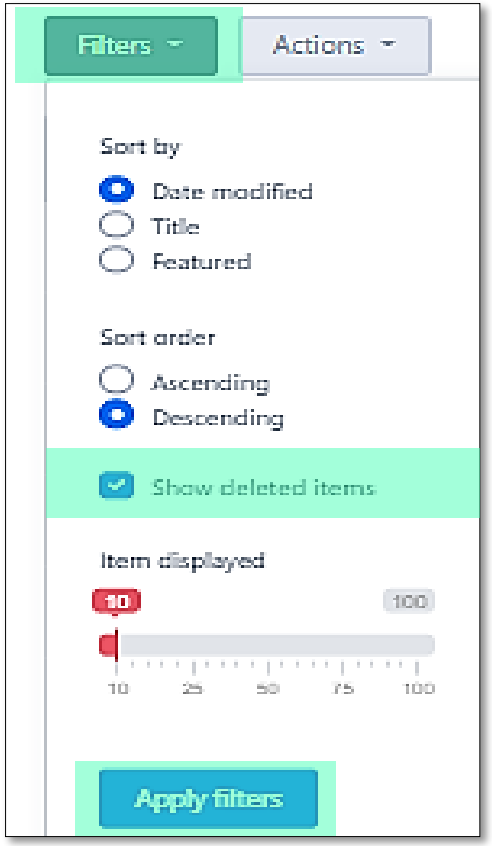


Figure 7.6 Mange News

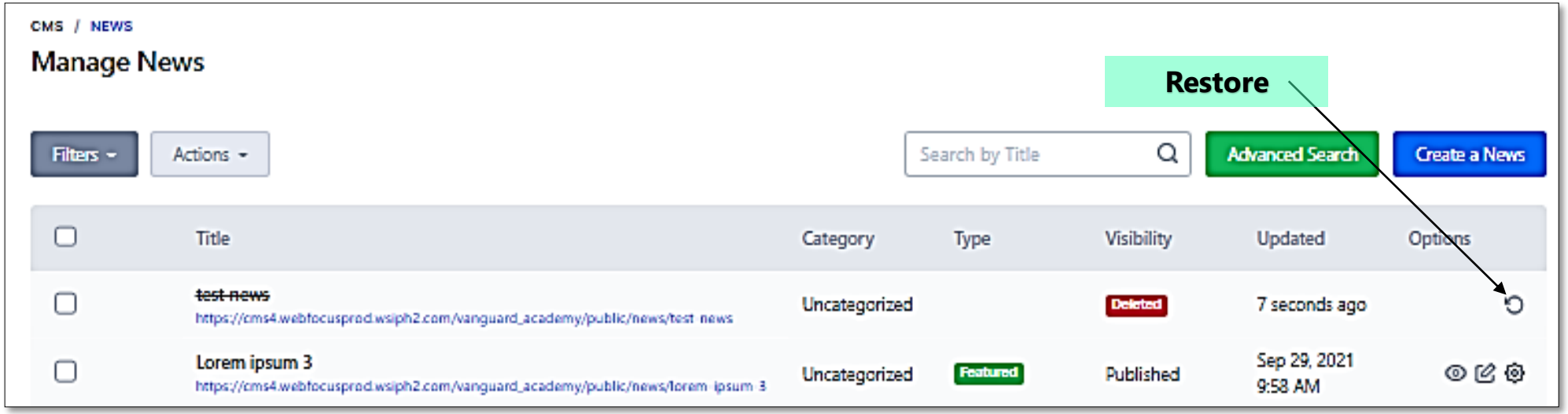
Restore Deleted News

1. Go to **News** and choose the **Manage News** option, as shown in figure 7.6.
2. Click on **Filters** drop-down box and tick the **Show Deleted Items** checkbox.
3. Click on the **Apply Filters** button to display the deleted news.



NEWS

4. On the **Manage News** screen, you will see the list of news, including the deleted ones.
5. Choose the news you want to recover and click on the **Restore** icon to revert the deletion process.



Other features:

Filters drop-down box

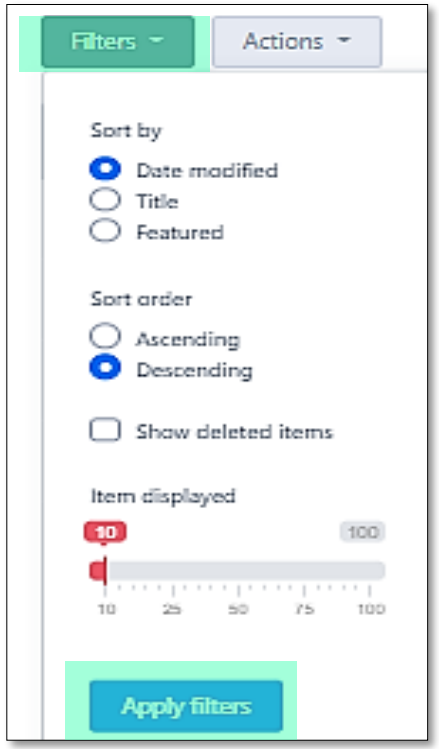
- Allows you to sort the items and arrange the sort order.

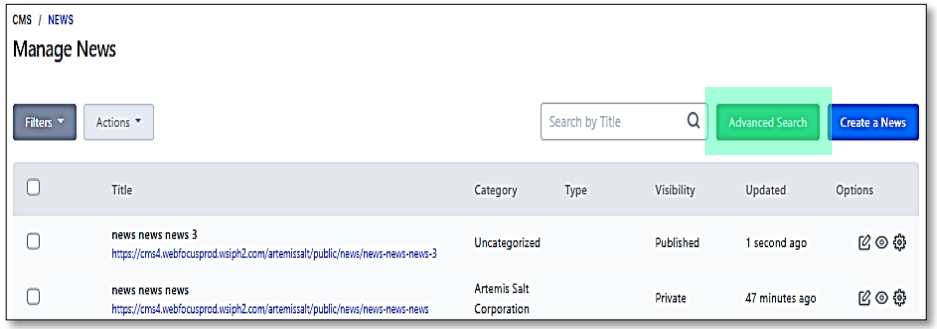
Actions drop-down box

- Allows you to do multiple deletion of items and changing the visibility setting of a news.

Advanced Search button

- Allows you to do search in a more detailed way.





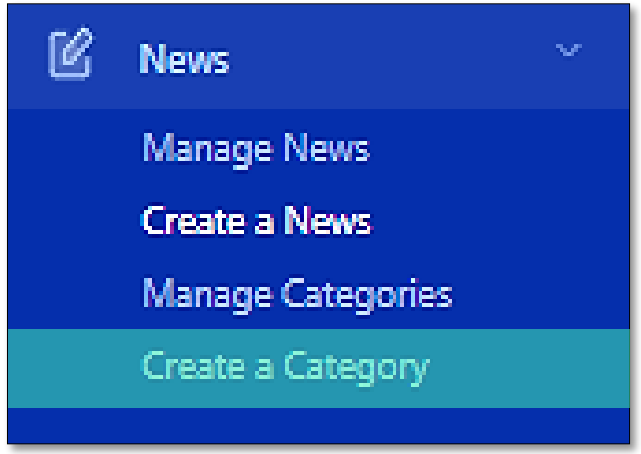


Figure 7.7 Create a Category

Create a Category

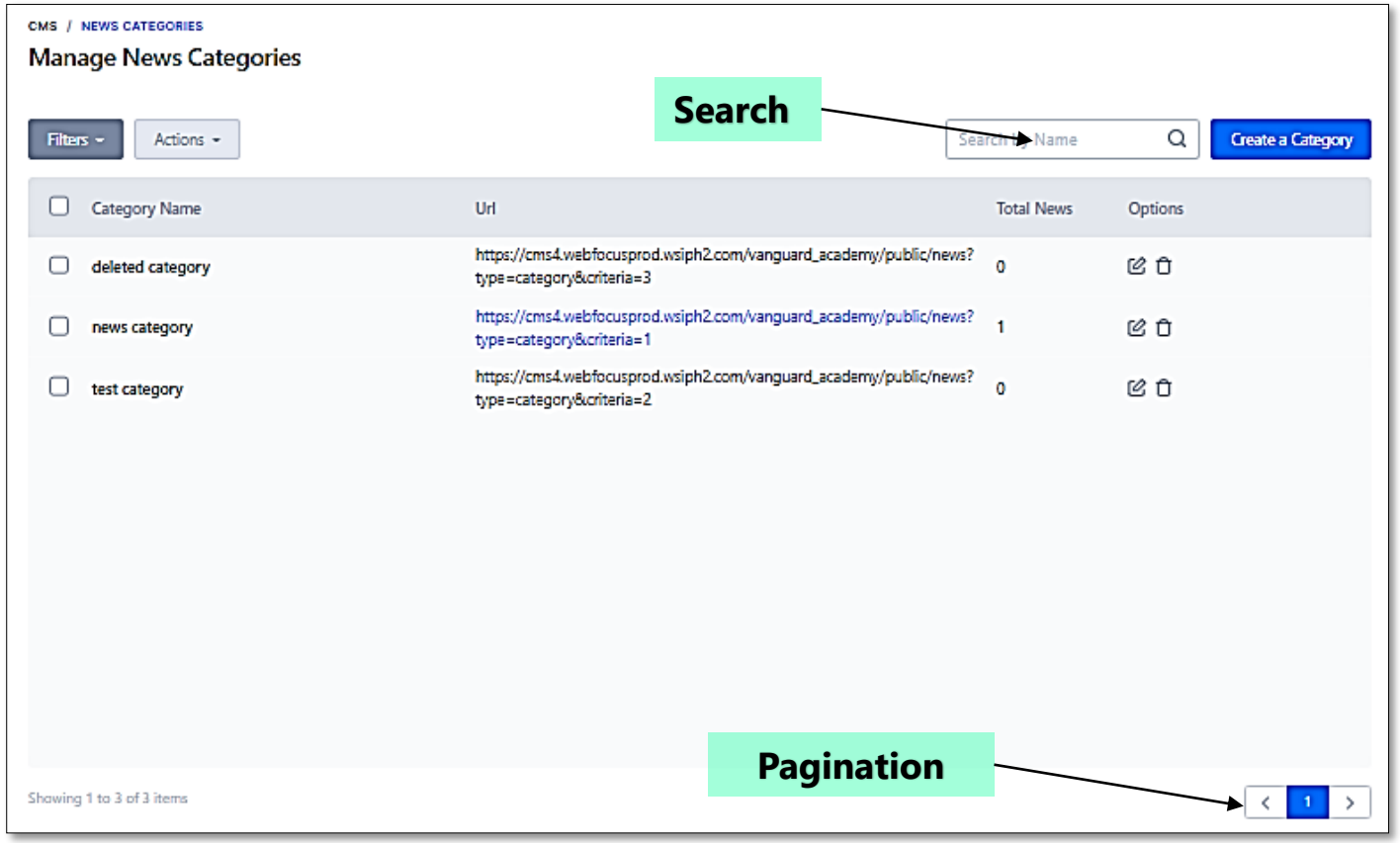
1. Go to **News** and choose the **Create a Category** option, as shown in figure 7.7.
2. Enter the Category Name you want to add.

3. Click on the **Save Category** button to complete the process.

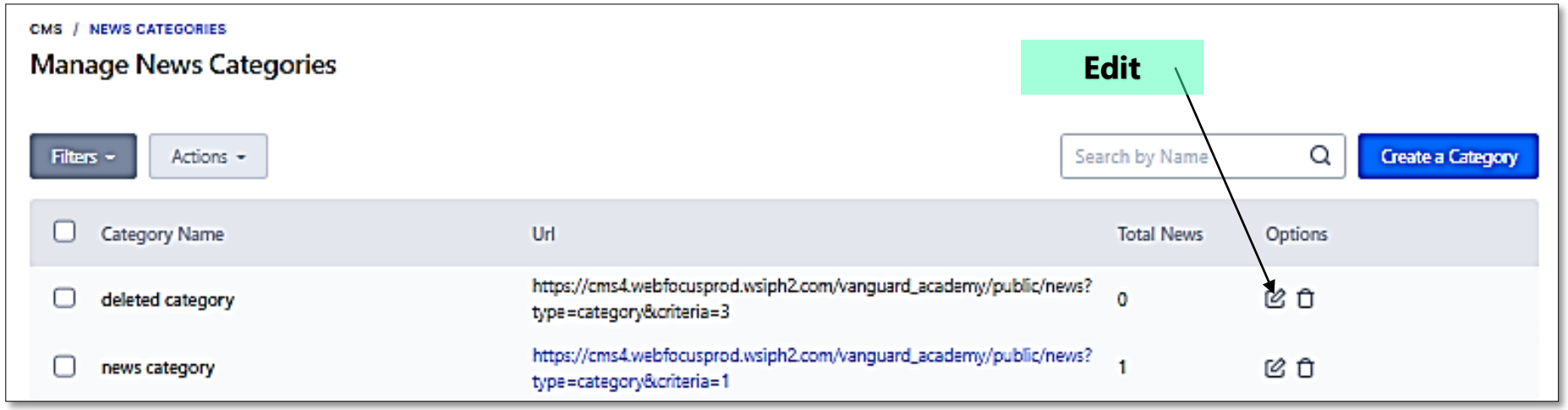
Figure 7.8 Manage Categories

Edit a Category

1. Go to **News** and choose the **Manage Categories** option, as shown in figure 7.8.
2. View the **Manage News Categories** screen. You may use either the **search** or **pagination** functions to look for the categories you want to edit.



3. Choose the **Edit** icon and change the information accordingly once the **Edit News Category Update** screen appears.



4. Click on the **Update Category** button to save the changes made.

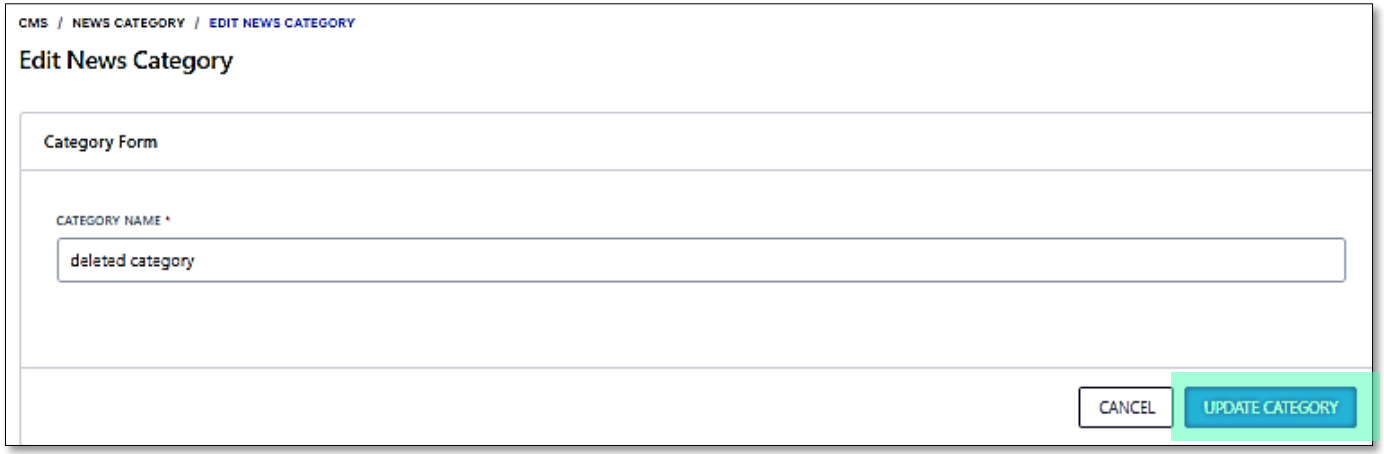
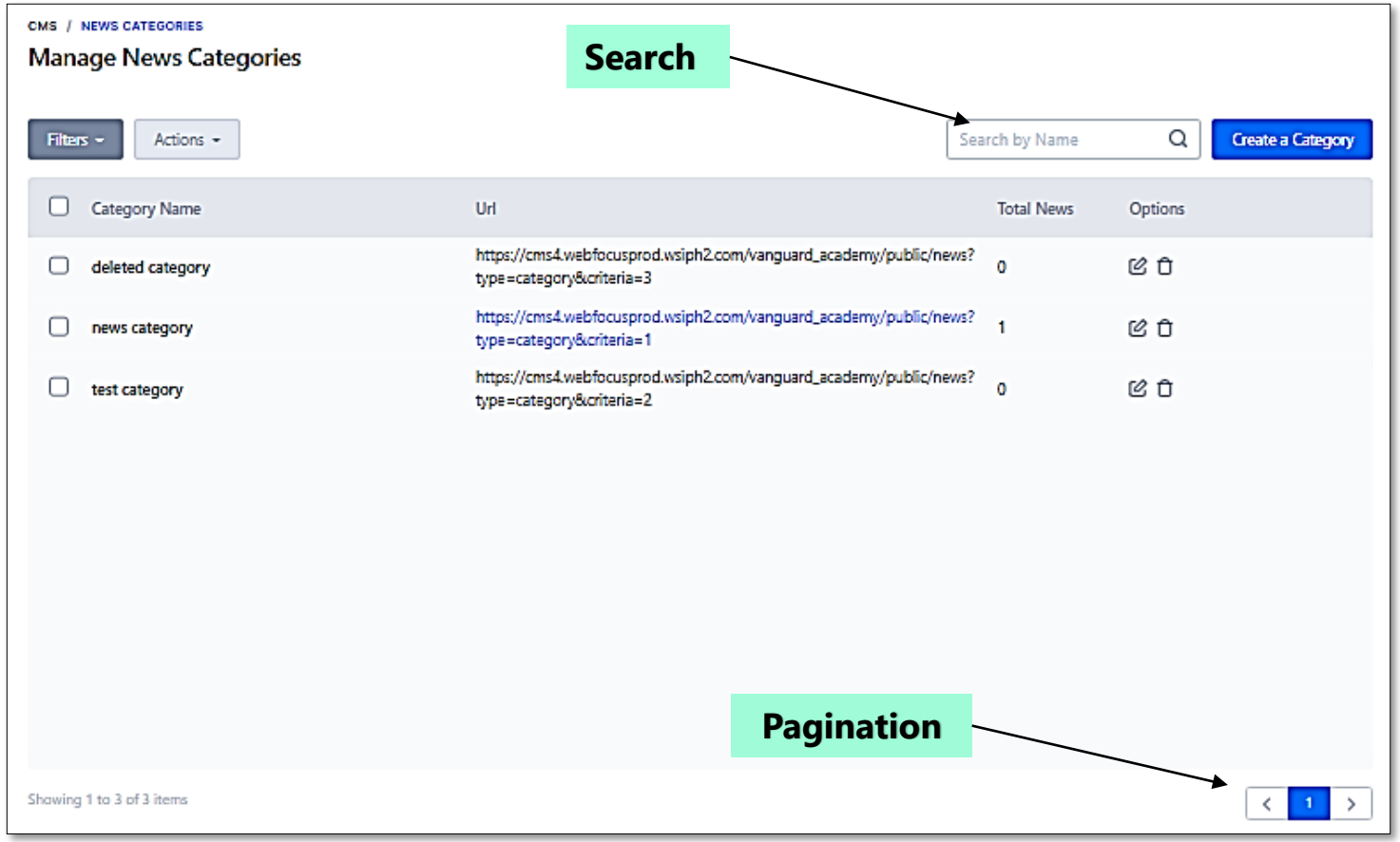


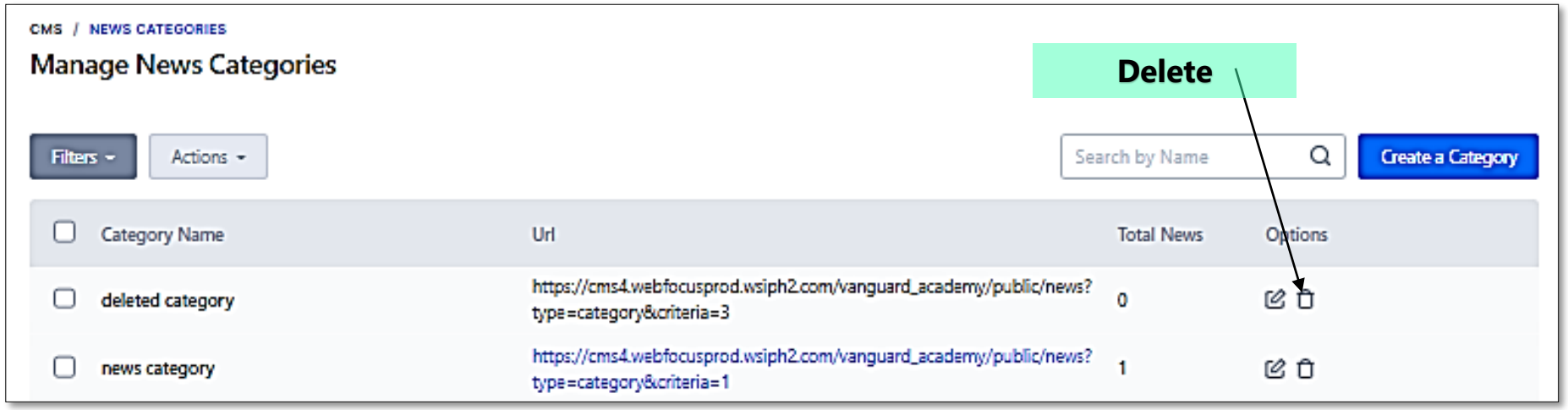
Figure 7.9 Manage Categories

Delete a Category

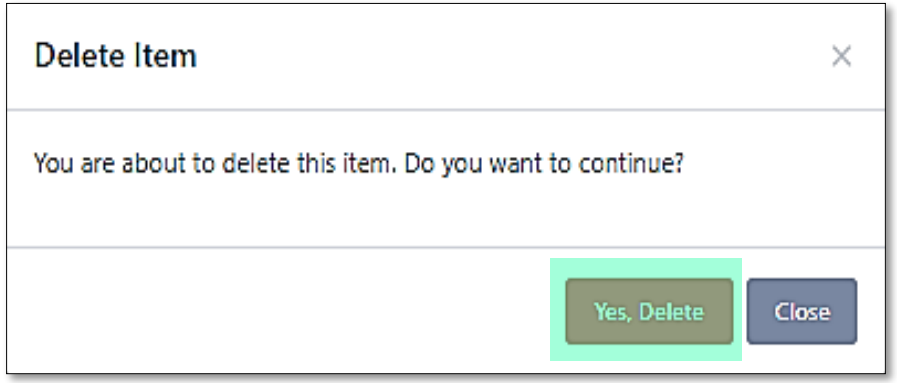
1. Go to **News** and choose the **Manage Categories** option, as shown in figure 7.9.
2. View the **Manage News Categories** screen. You may use either the **search** or **pagination** functions to look for the news you want to delete.



3. Click on the **Delete** icon and a pop-up box will appear asking if you want to continue the deletion process.



4 Click on the **Yes, Delete** button to confirm.



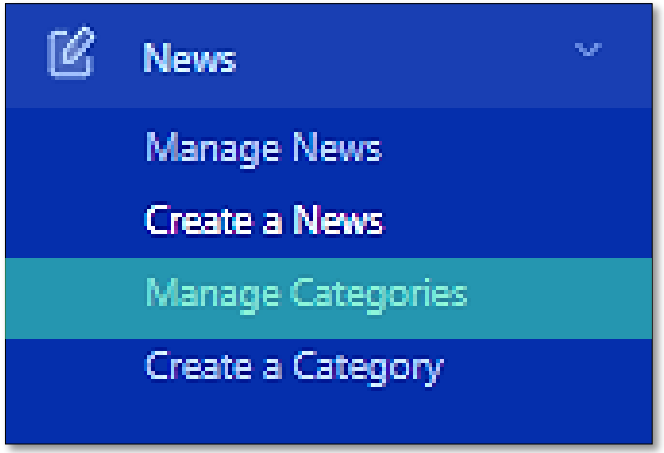
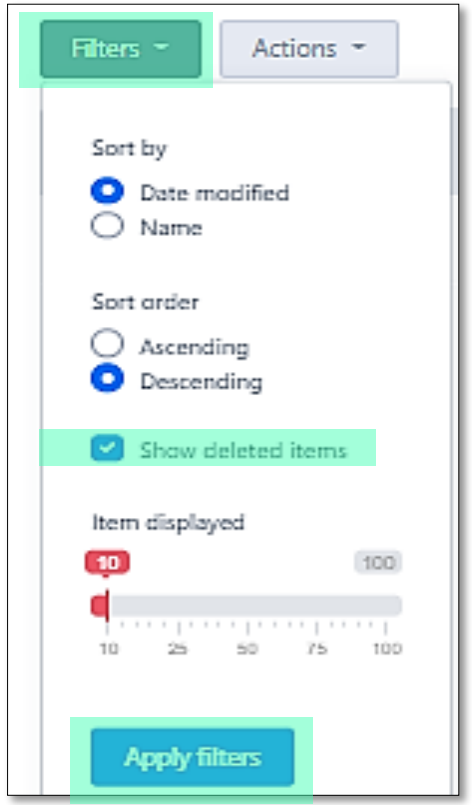


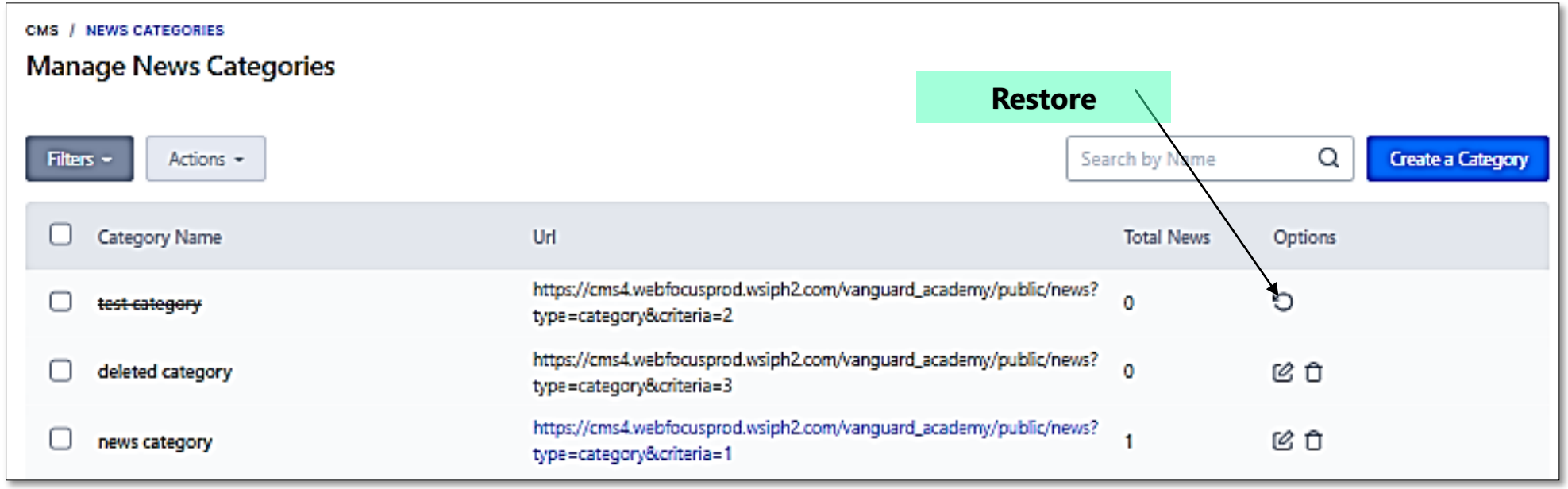
Figure 7.10 Manage Categories

Restore Deleted Categories

1. Go to **News** and choose the **Manage Categories** option, as shown in figure 7.10.
2. Click on **Filters** drop-down box and tick the **Show Deleted Items** checkbox.
3. Click on **Apply Filters** button to display the deleted news categories.



4. On the **Manage News Categories** screen, you will see the list of the news category, including the deleted ones.
5. Choose the news category you want to recover and click on the **Restore** icon to revert the deletion process.



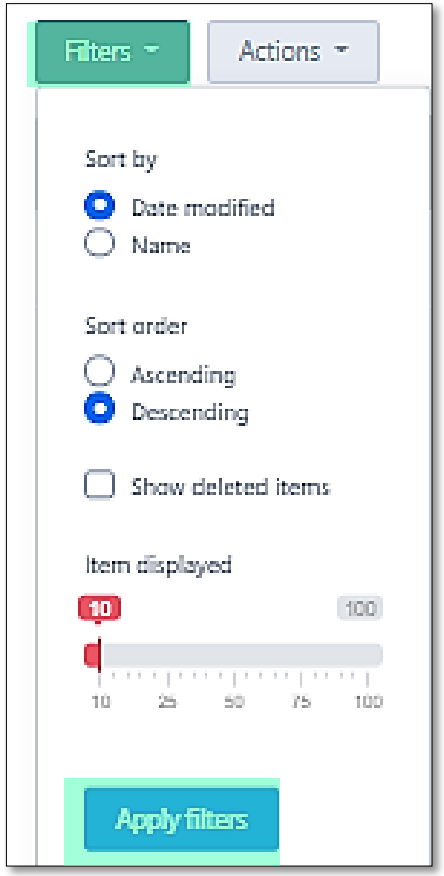
Other features:

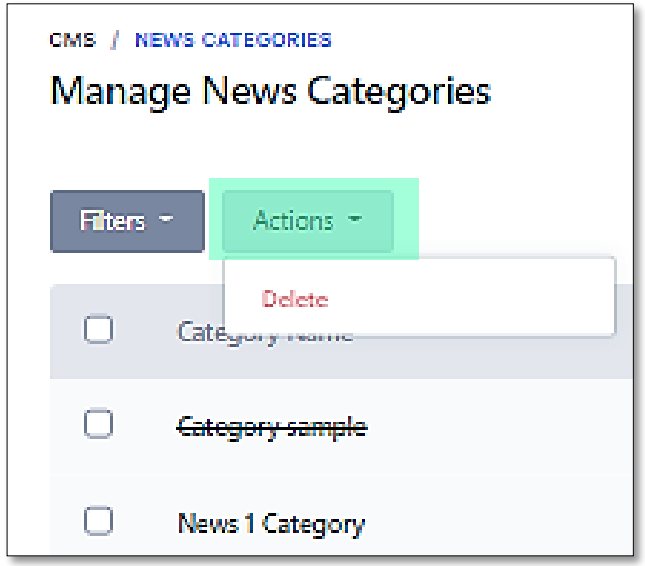
Filters drop-down box

- Allows you to sort the items and arrange the sort order.

Actions drop-down box

- Allows you to do multiple deletion of items.





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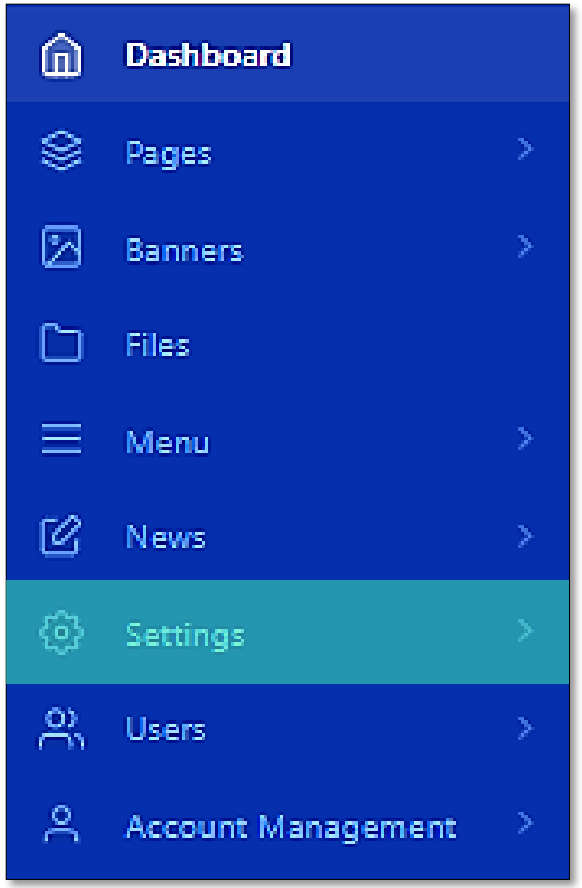
Chapter 8

SETTINGS



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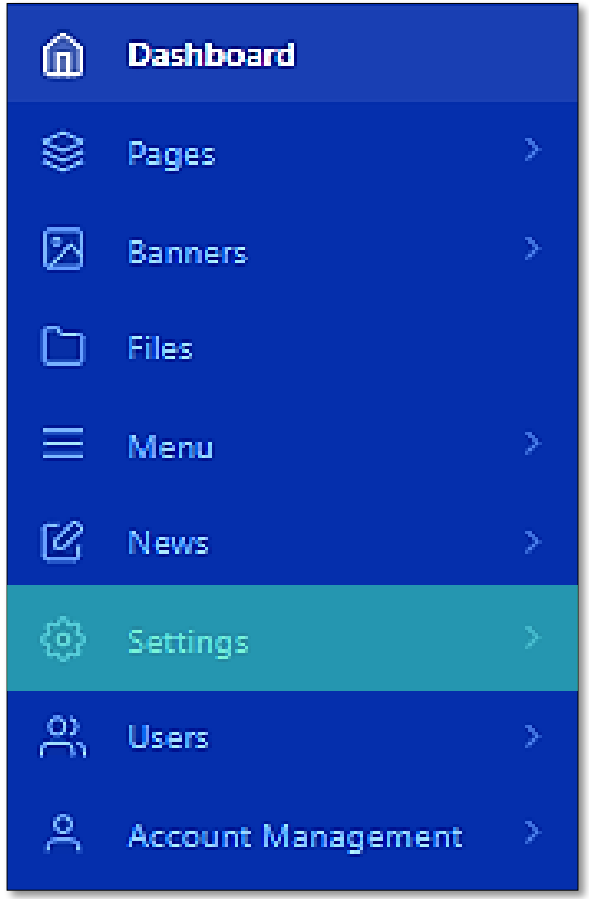
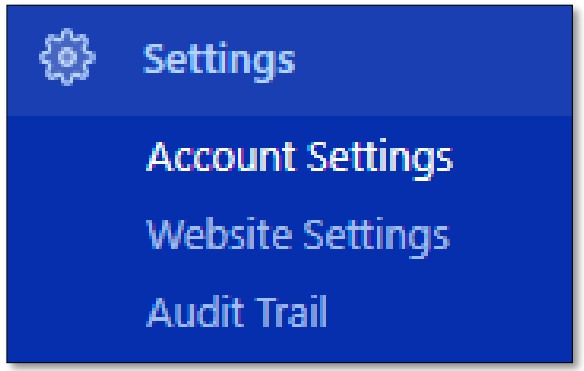


Settings

It is a CMS Standard Module that allows you to do the following actions:

- Configure the account and website settings.
- Enter the contact information to be posted in your website.
- Monitor the modifications made in the website.



Account Settings	It is the section where the Admin can modify the account's information which includes the admin's name, email address and password.
Website Settings	It is the section where the Admin can view and modify the settings that are reflected in the website (e.g. Company information and contact details)
Audit Trail	It is the section where the Admin can monitor the modifications made in the website.

SETTINGS

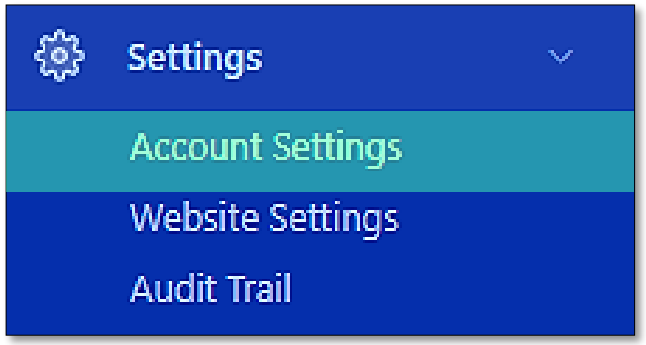
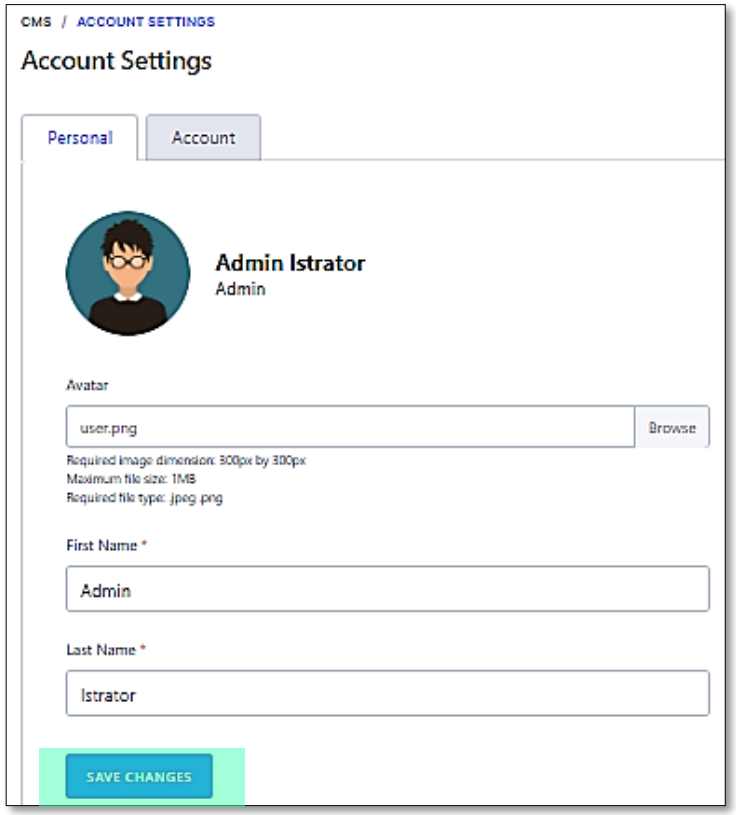


Figure 8.1 Account Settings

Personal Tab – Changing of Personal Details

1. Go to **Settings**.
2. Click on the **Account Settings** option, shown in figure 8.1.
3. Choose the **Personal Tab**, and Upload your photo to be used as your **Avatar**.
4. Enter your **first** and **last names**.
5. Click on the **Save Changes** button to confirm.



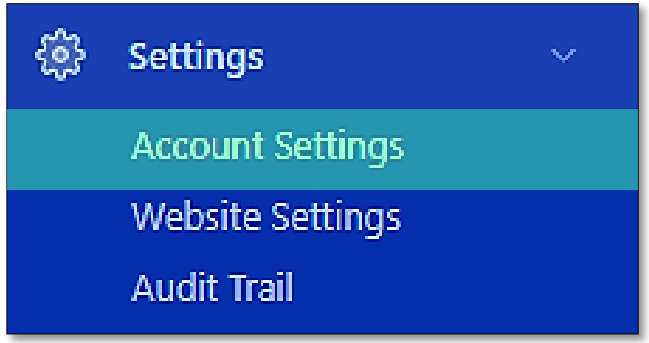
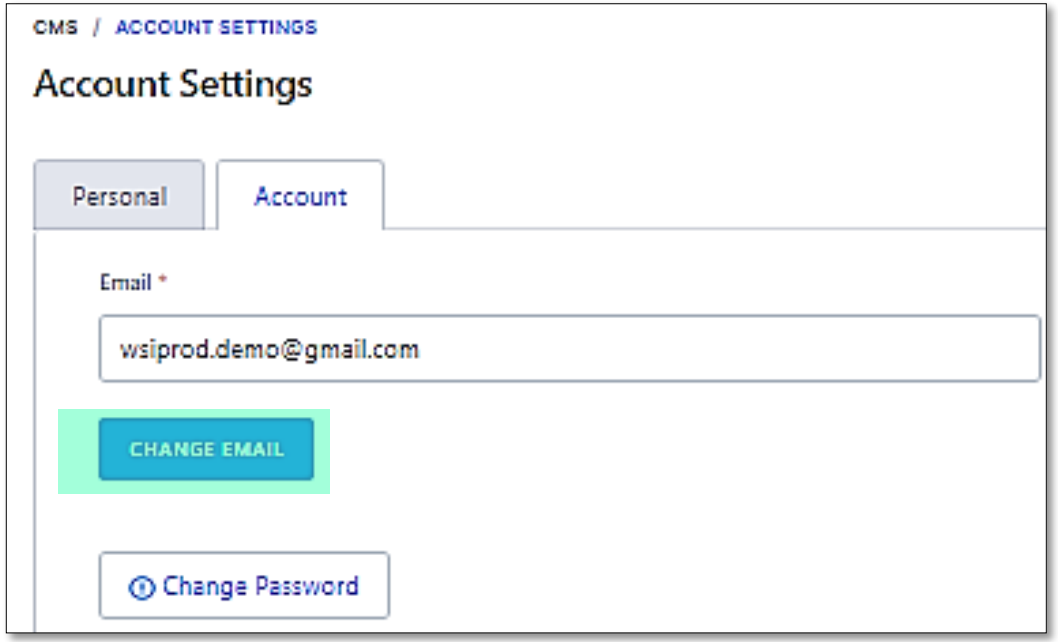


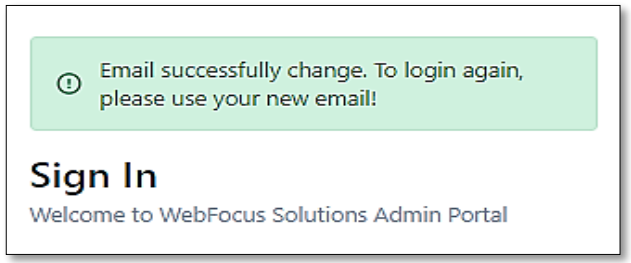
Figure 8.2 Account Settings

Account Tab – Change of Email

1. Go to **Settings**.
2. Click on the **Account Settings** option, as shown in figure 8.2.
3. Choose the **Account** tab and enter your preferred email address.
4. Click on the **Change Email** button to confirm.

NOTE: You will receive a notification that your email has successfully changed, and you need to log in again using the new email address.





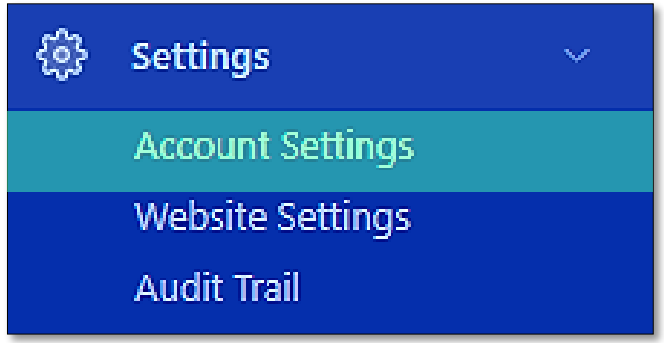
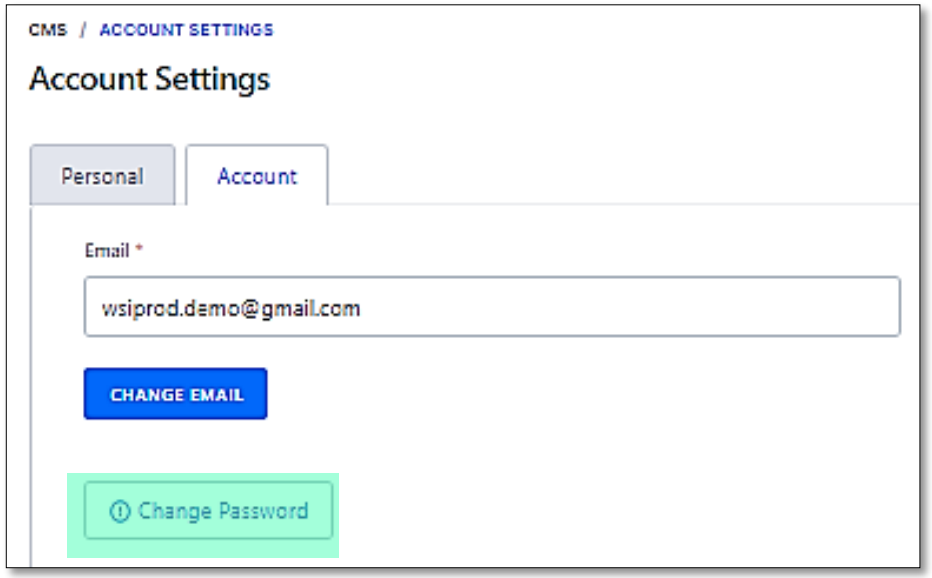
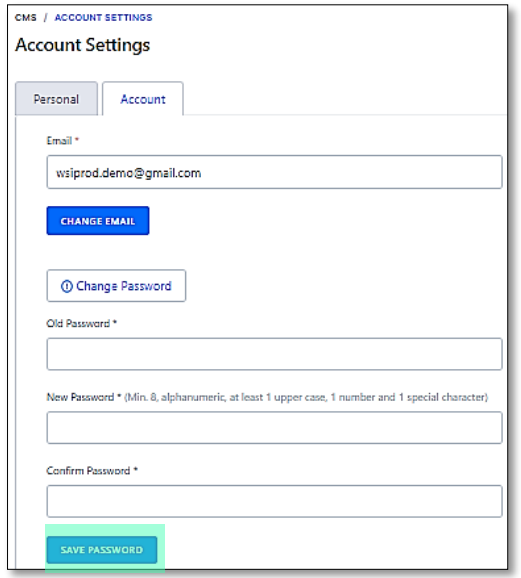


Figure 8.3 Account Settings

Account Tab – Change of Password

1. Go to **Settings,** as shown in figure 8.3.
2. Click on the **Account Settings,** then choose the **Account** tab.
3. Click on the **Change Password** button to show the fields related to the password.

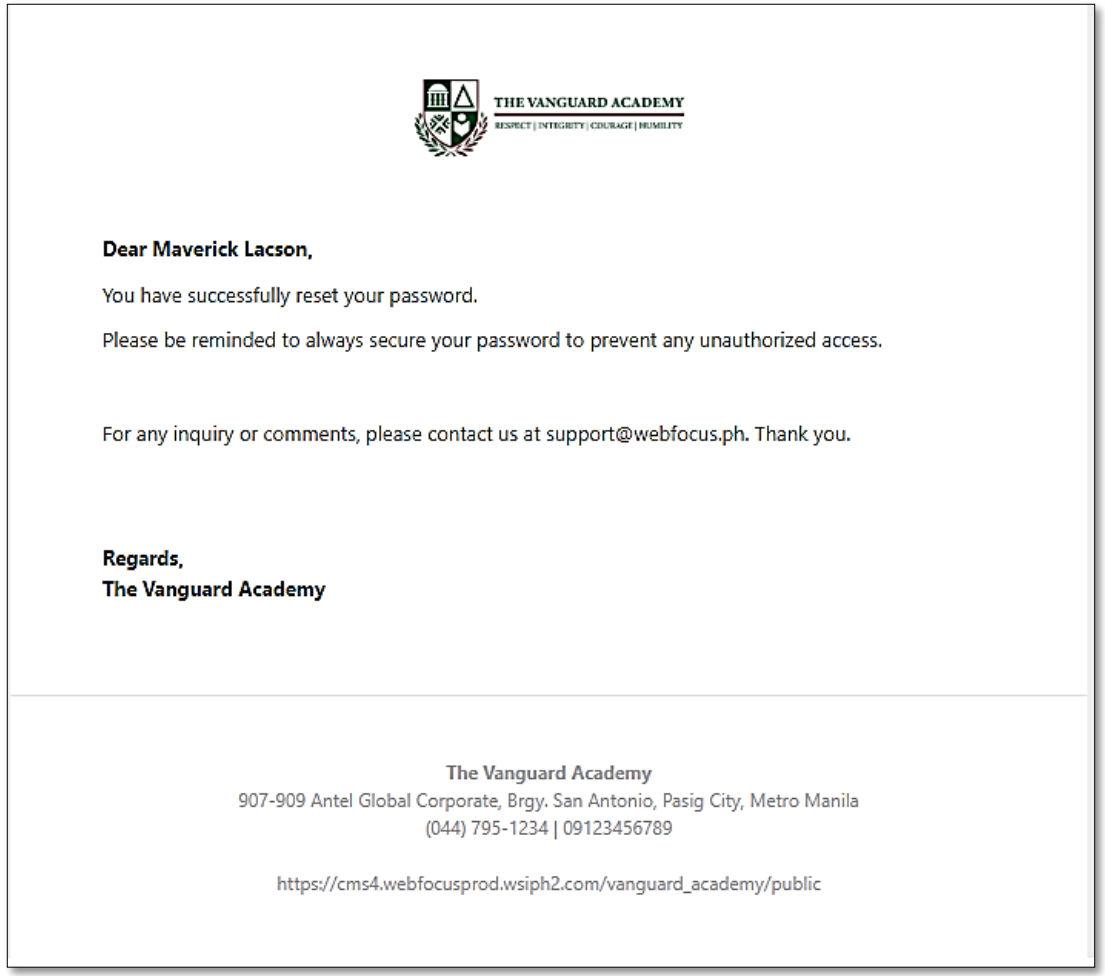




4. Enter your **Old**, **New,** and **Confirm** passwords.
5. Click on the **Save Password** button to confirm the changes.

SETTINGS

Email Notification



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Dear Maverick Lacson,

You have successfully reset your password.

Please be reminded to always secure your password to prevent any unauthorized access.

For any inquiry or comments, please contact us at support@webfocus.ph. Thank you.

Regards,
The Vanguard Academy

The Vanguard Academy
907-909 Antel Global Corporate, Brgy. San Antonio, Pasig City, Metro Manila
(044) 795-1234 | 09123456789

https://cms4.webfocusprod.wsiph2.com/vanguard_academy/public

Note: An email will be sent to your email as a confirmation of the password reset.

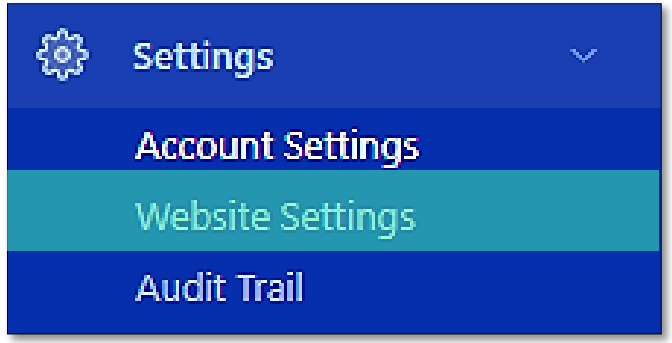
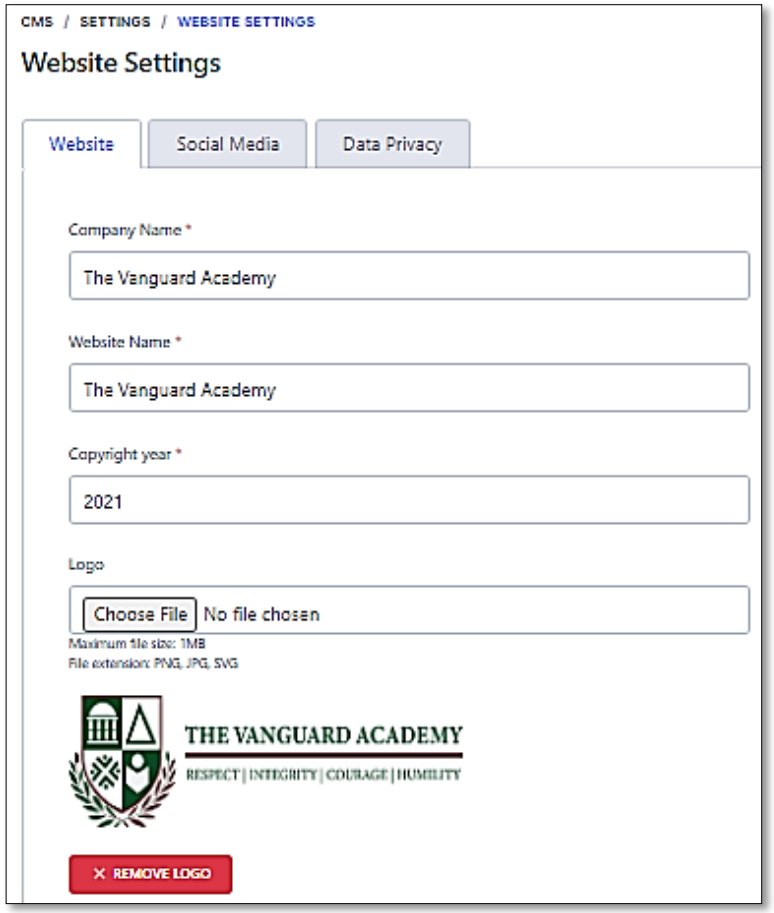
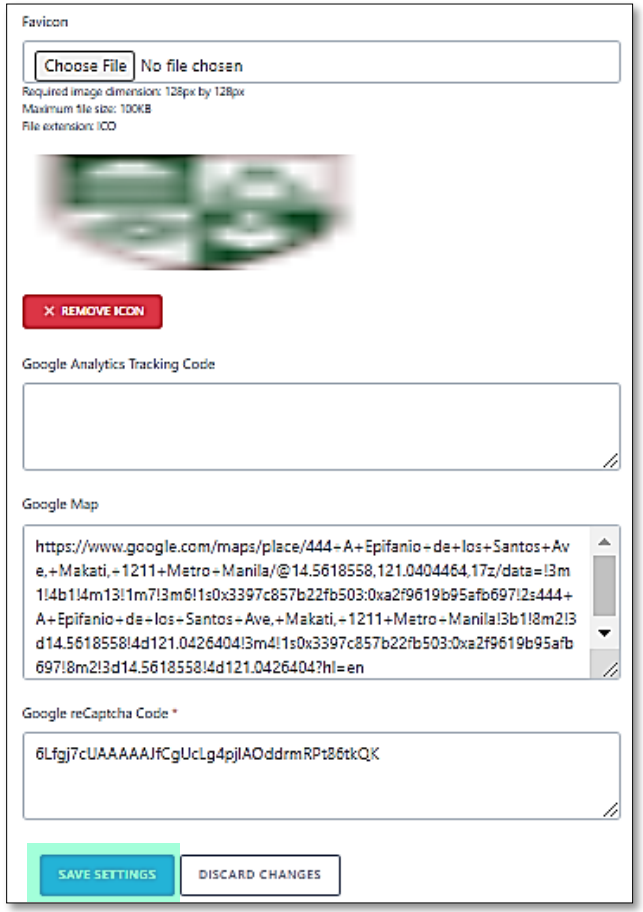


Figure 8.4 Website Settings

View and Edit Website Details

1. Go to **Settings** and choose the **Website Settings,** as shown in figure 8.4.
2. Choose the **Website** tab.
3. View the Website details and make the necessary changes.
4. Click on the **Save Settings** button to confirm the changes.





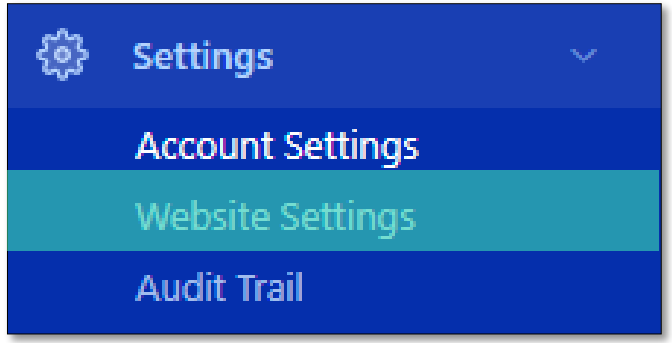
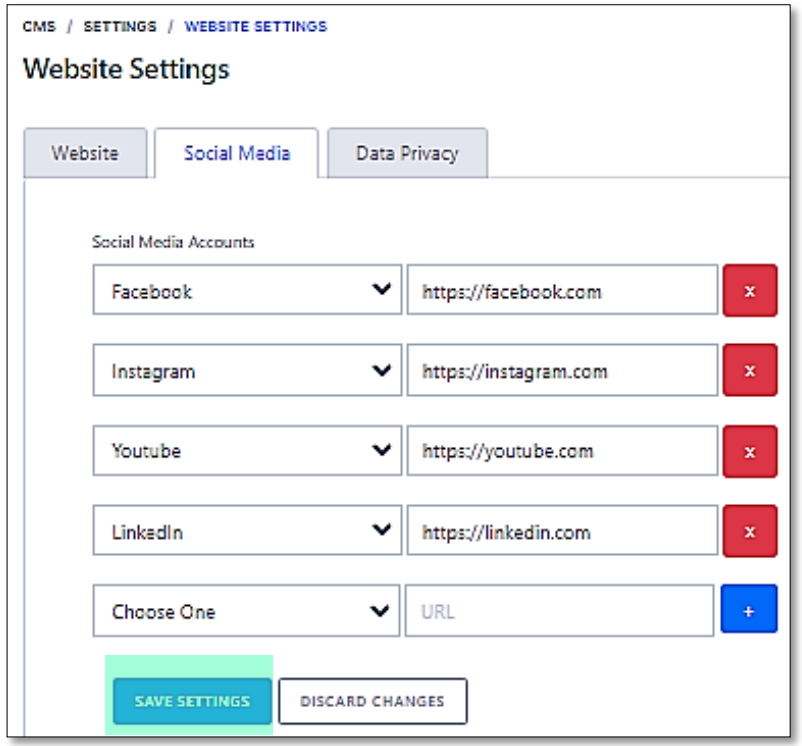


Figure 8.5 Website Settings

View and Edit Social Media Details

1. Go to **Settings,** as shown in figure 8.5.
2. Click on the **Website Settings,** then choose the **Social Media** tab.
3. Click the drop-down arrow and choose your preferred social media channel together with the corresponding URL. You may add more than one (1) social media channel by clicking the add (+) button.
4. Click on the **Save Settings** button to confirm the changes.



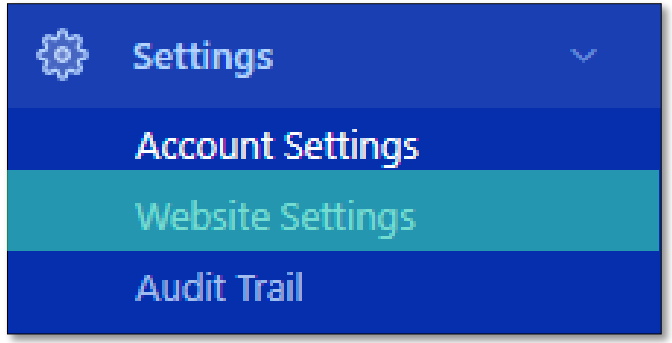
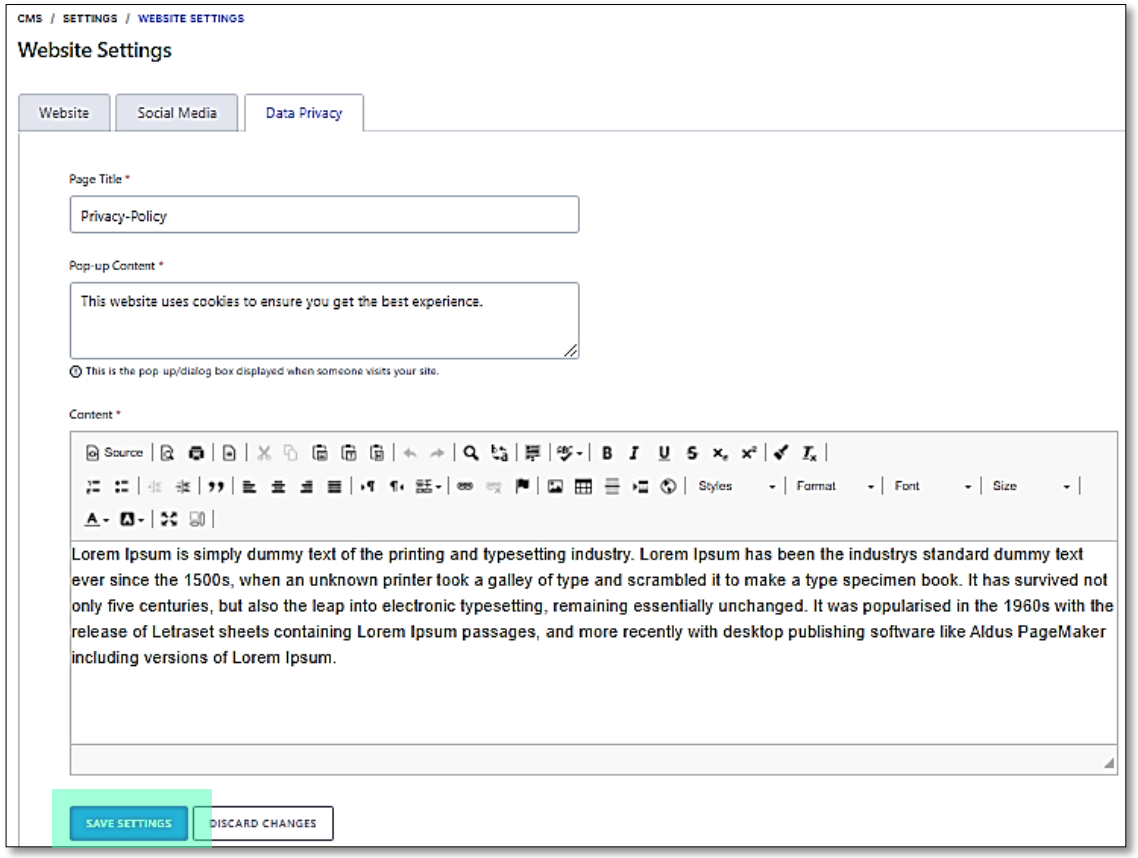


Figure 8.6 Website Settings

View and Edit Data Privacy Details

1. Go to **Settings**, as shown in figure 8.6.
2. Click on **Website Settings** then choose **Data Privacy** tab.
3. View the Data Privacy details and make the necessary changes.
4. Click on **Save Settings** button to confirm the changes.



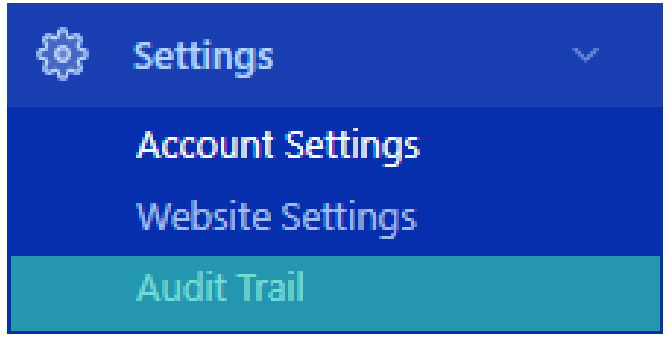


Figure 8.7 Audit Trail

View Audit Trail

1. Go to **Settings,** then choose the **Audit Trail** option to view the activity log, shown in figure 8.7. You may also view the audit trail in the Dashboard – My Recent Activity.

Name	It is the name of the user involved in the activity/change in the site.
Role	It is the role of the user involved in the activity/change in the site.
Type	It is the type of activity/change made in the site.
Description	It is the description of the activity/change in the site.
Old Value	It is the old/previous value set in the site.
New Value	It is the new/current value set in the site.
Module	It is the module involved in the activity/change in the site.
Activity Date	It is the date and the exact time of the activity/change in the site.

Note: The **Audit Trail** is the record of the changes made to the site. It is of good use for the admin to monitor the changes and activities happening on the site.

SETTINGS

Activity Logs

Filters –

Search

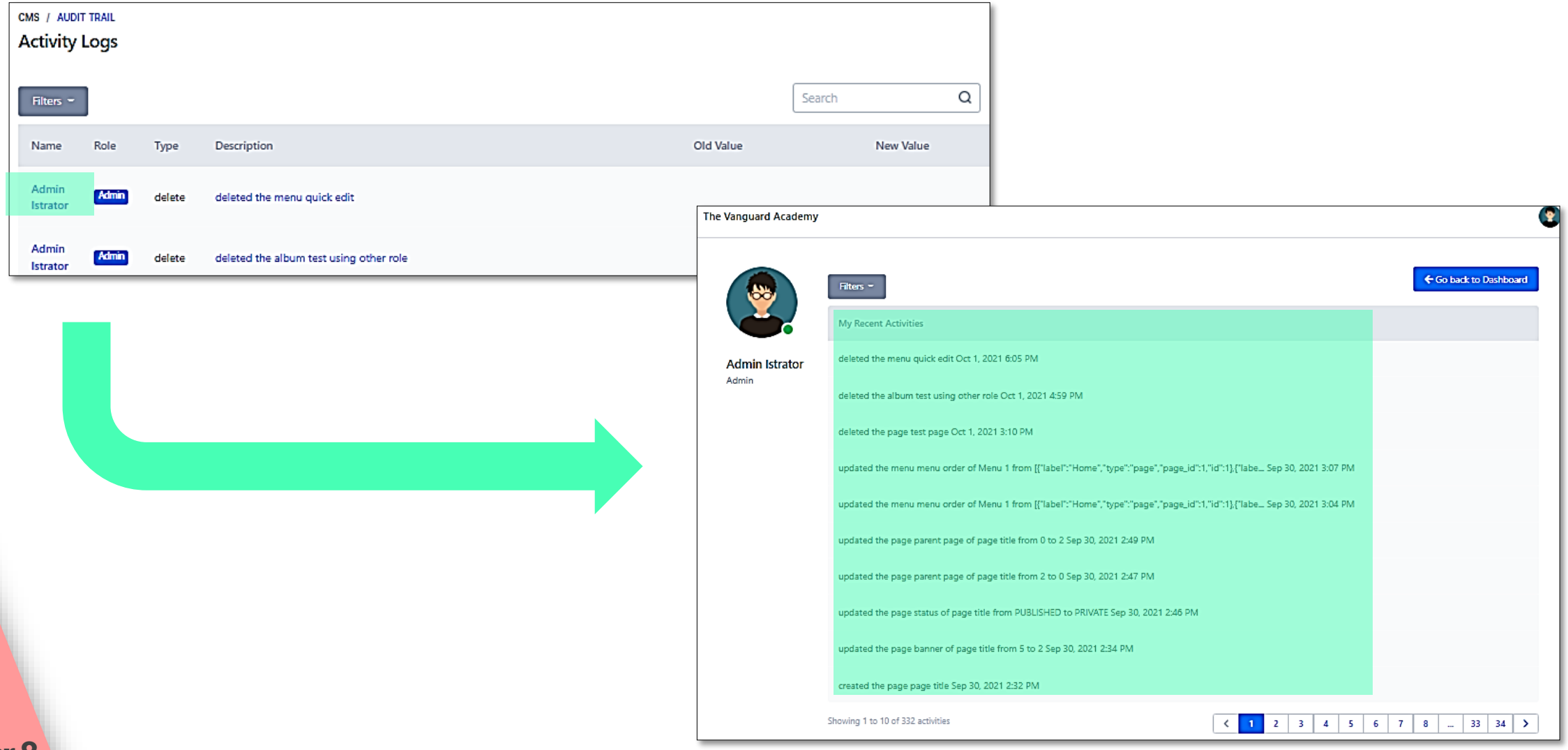
Name	Role	Type	Description	Old Value	New Value	Module	Activity Date
Admin Istrator	Admin	insert	created the album 150		150	Albums	2021 09 27 14:33:24
Maverick Lacson		insert	created the album test using other role		test using other role	Albums	2021 09 28 14:20:21
Admin Istrator	Admin	insert	created the album Sub Banner 2		Sub Banner 2	Albums	2021 09 28 22:35:15
Admin Istrator	Admin	insert	created the album Sub Banner 3		Sub Banner 3	Albums	2021 09 28 22:35:34
Admin Istrator	Admin	insert	created the album Sub Banner 4		Sub Banner 4	Albums	2021 09 28 22:35:55
Admin Istrator	Admin	delete	deleted the album test using other role			Albums	2021 10 01 16:59:24
Admin Istrator	Admin	insert	created the article category Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, q		Lorem ipsum dolor sit amet, co...	Article_categories	2021 09 27 15:55:07
Admin Istrator	Admin	insert	created the article category test category		test category	Article_categories	2021 09 27 15:55:16
Admin Istrator	Admin	update	updated the article category name of news category from news category to Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, q	news category	Lorem ipsum dolor sit amet, co...	Article_categories	2021 09 27 15:55:31
Admin Istrator	Admin	insert	created the article category deleted category		deleted category	Article_categories	2021 09 27 15:55:41

Showing 1 to 10 of 334 activities

< 1 2 3 4 5 6 7 8 ... 33 34 >

SETTINGS

Alternatively, you can view the activity log of a specific person by clicking on the name of the user in the Audit trail.



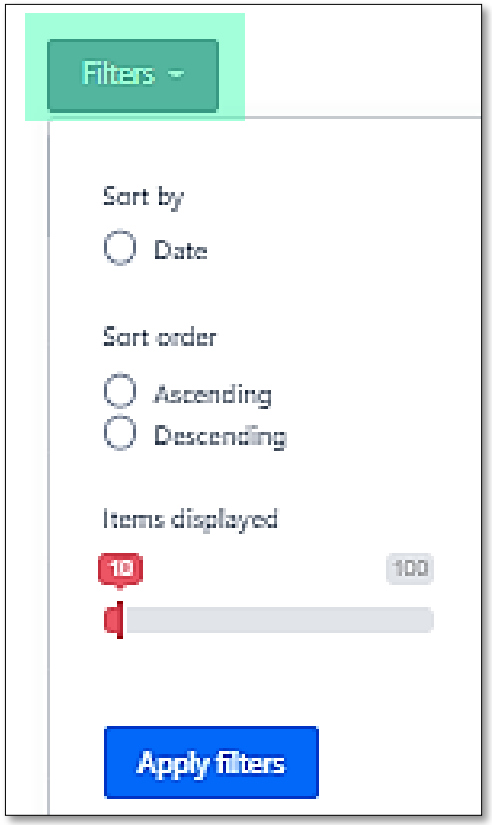
Other features:

Filters drop-down box

- Allows you to sort the items and arrange the sort order.

Search field

- Allows you to enter text in order to look up something for related information.



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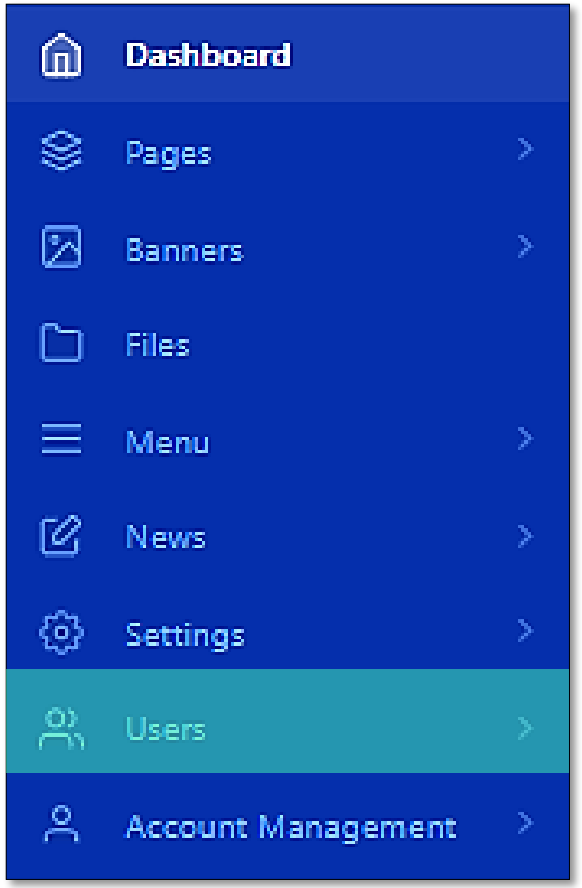
Chapter 9

USERS



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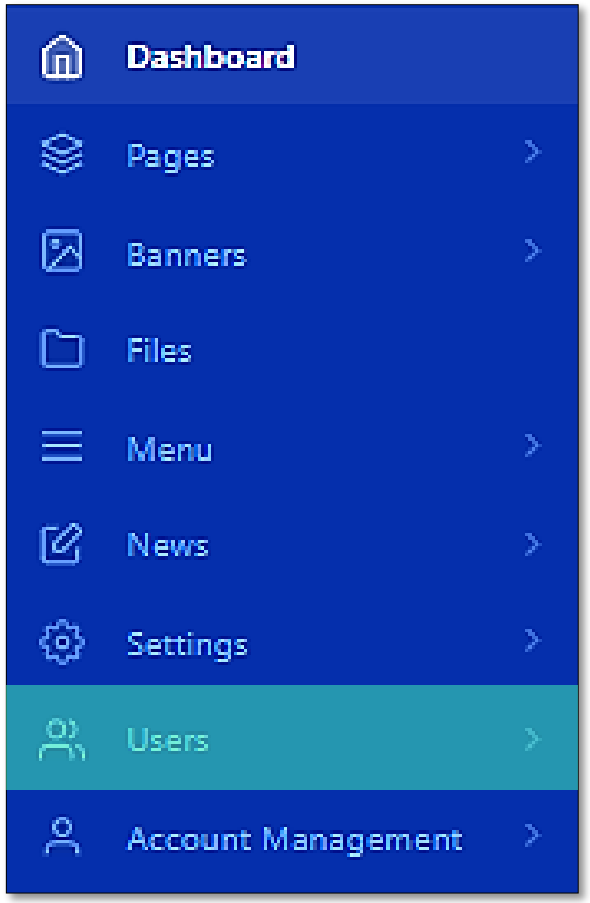
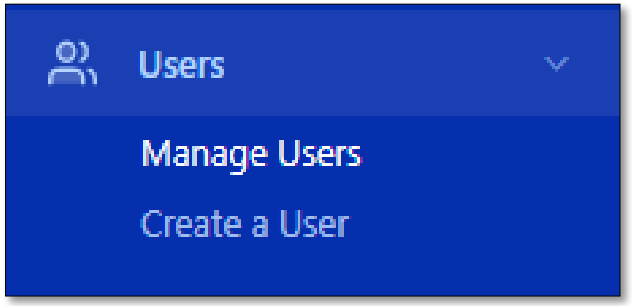


Users

A CMS Standard Module wherein you can create users with a corresponding role assignment. It also allows you to easily view and manage your existing users of the admin portal.



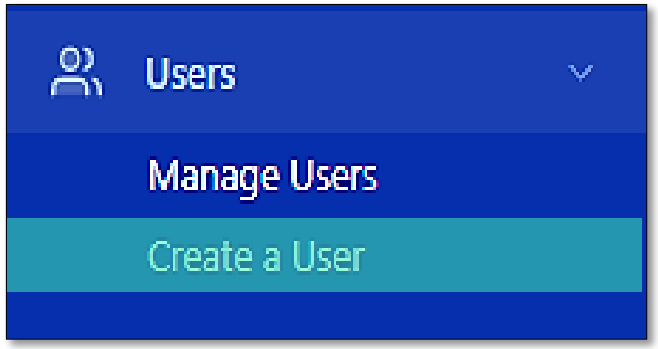


Figure 9.1 Create User

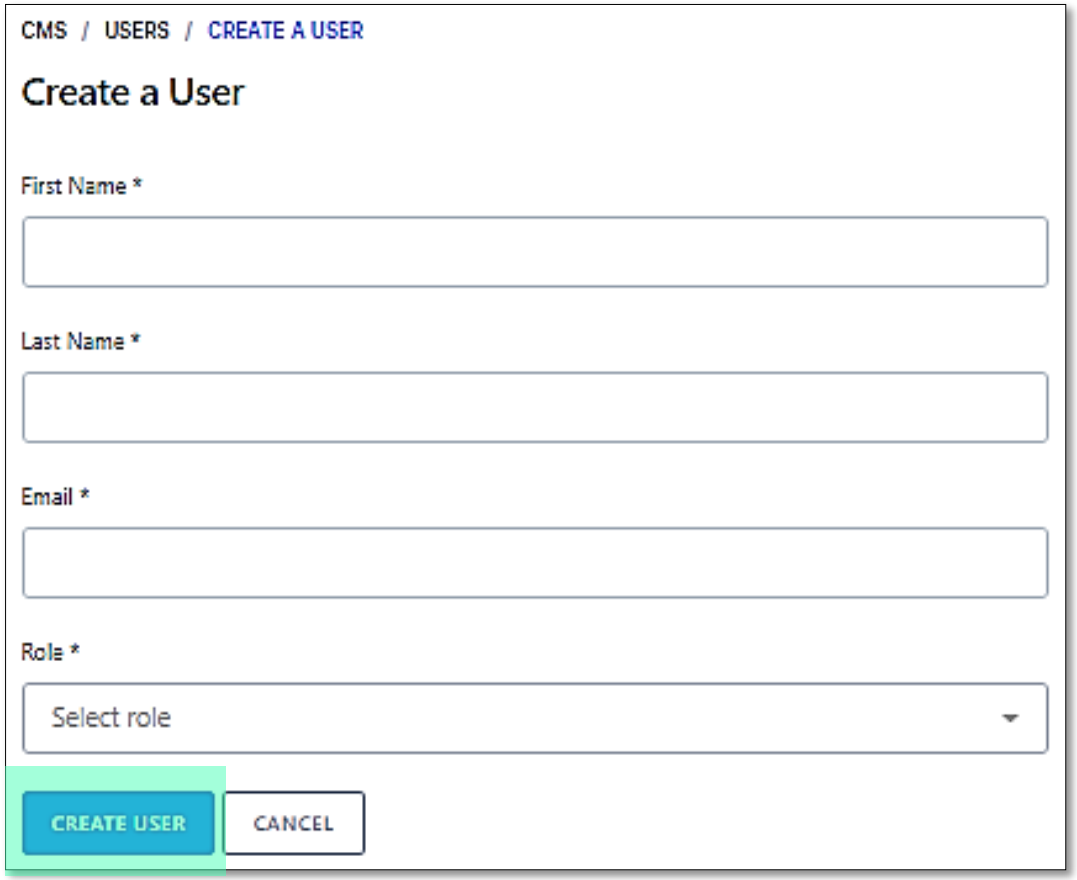
Create a User

1. Go to **User** and choose the **Create a User** option, as shown in figure 9.1.
2. Enter all the necessary information.

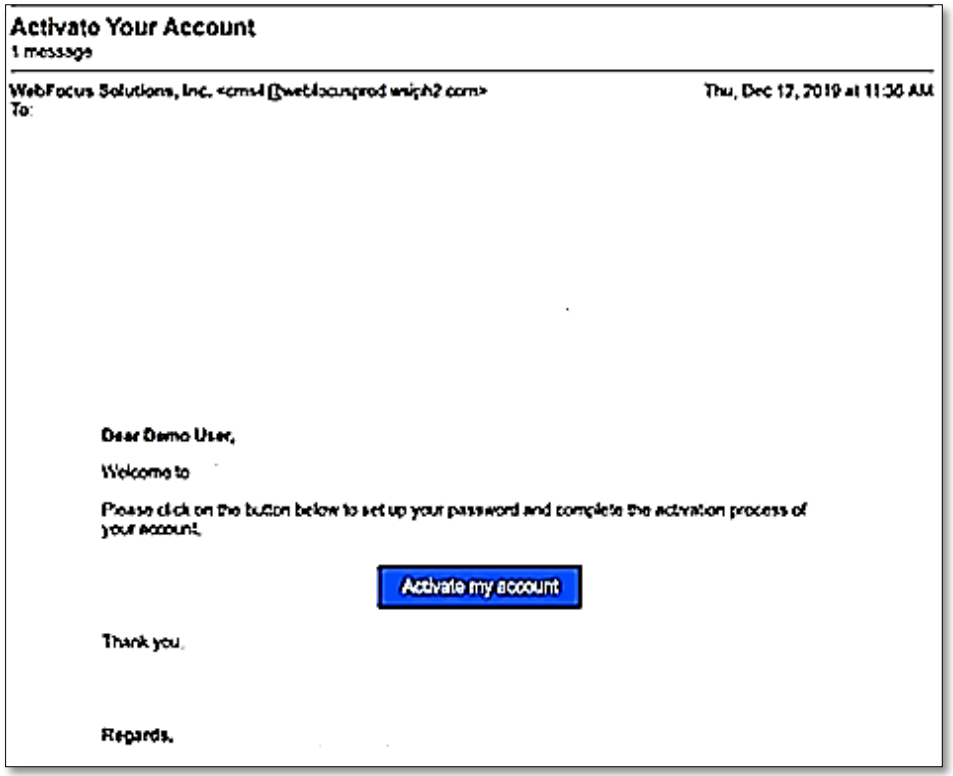
First Name	It is the first name of the new user.
Last Name	It is the last name of the new user.
Email	It is the email address of the new user.
Role	It is where you can set the role for the user you want to add (Admin) Admin

3. Click on the **Create User** button to complete the process.
4. An email will be sent to the email of the user containing the procedure on how to activate the account.

USERS



Create a user screen



Email Notification – Activate your account

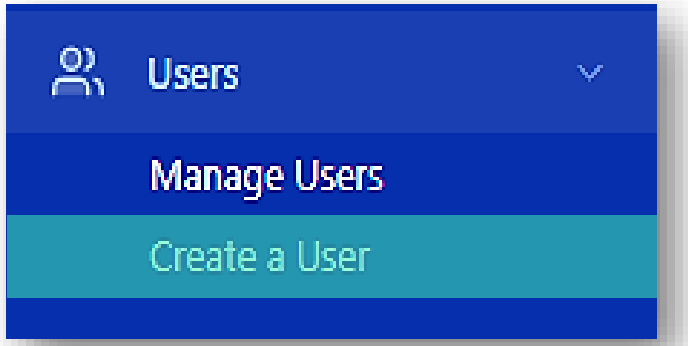
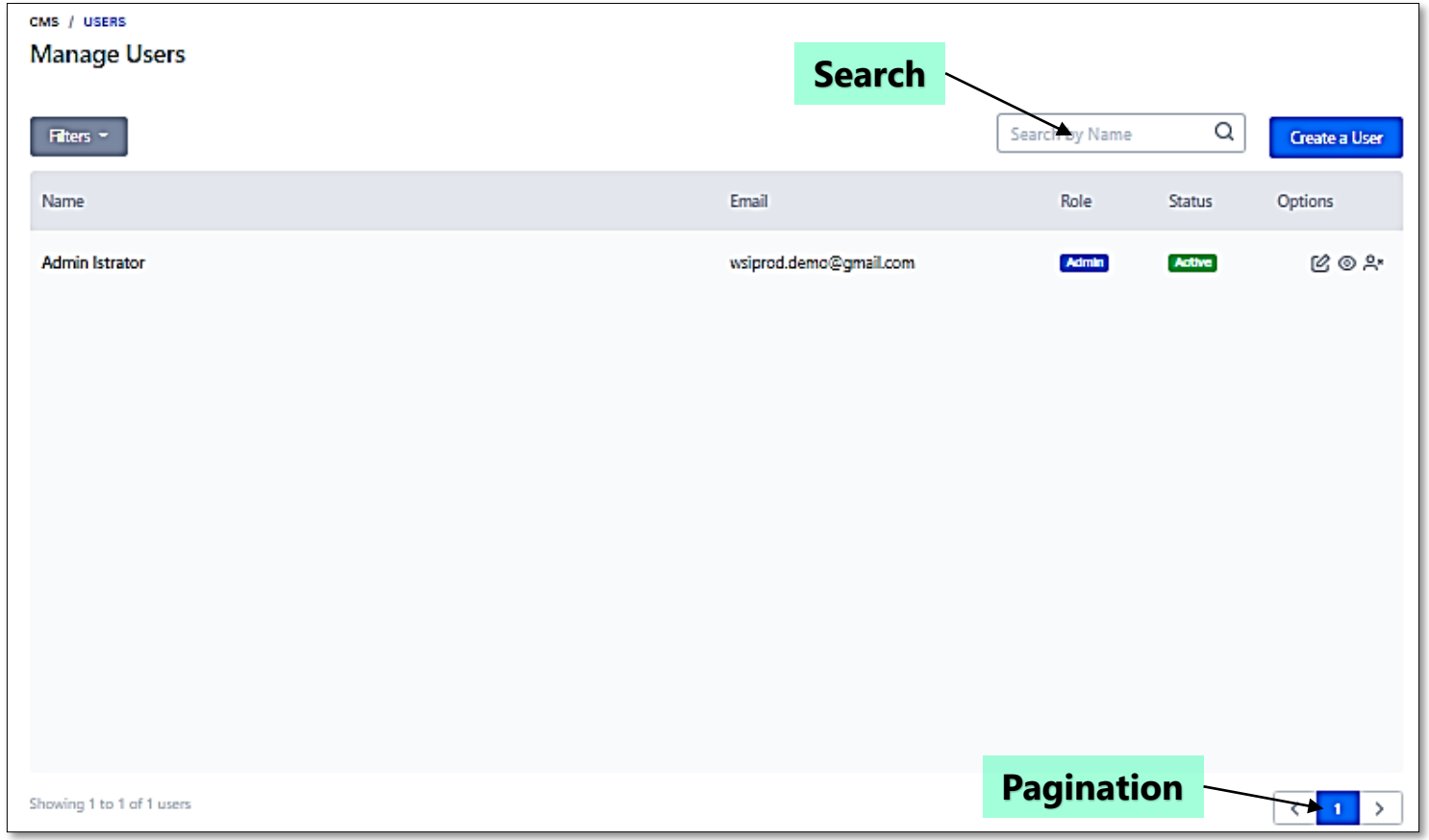


Figure 9.2 Manage Users

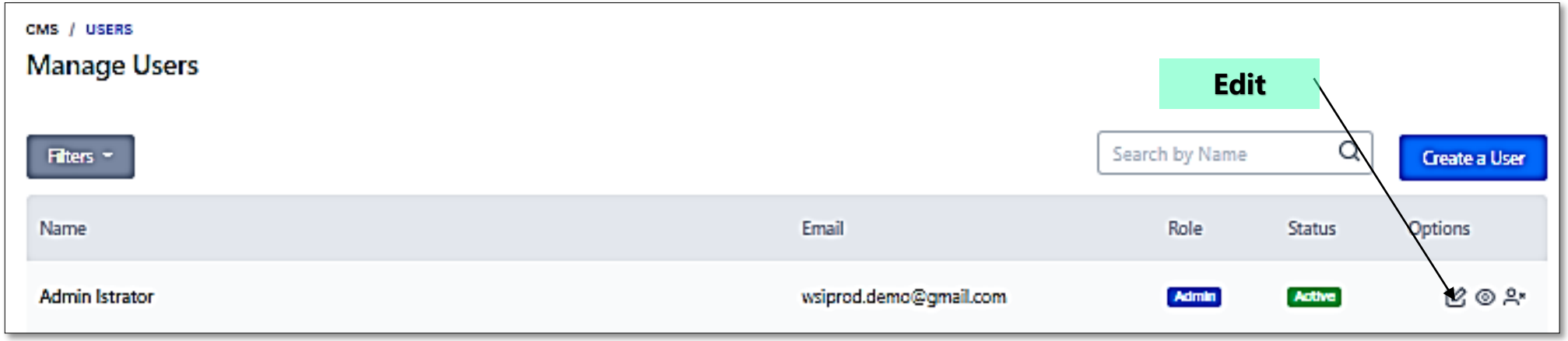
Edit User Details

1. Go to **Users** and choose the **Manage Users** option, as shown in figure 9.2.
2. View the **Manage Users** screen. You may use either the **search** or **pagination** functions to look for the user you want to edit.

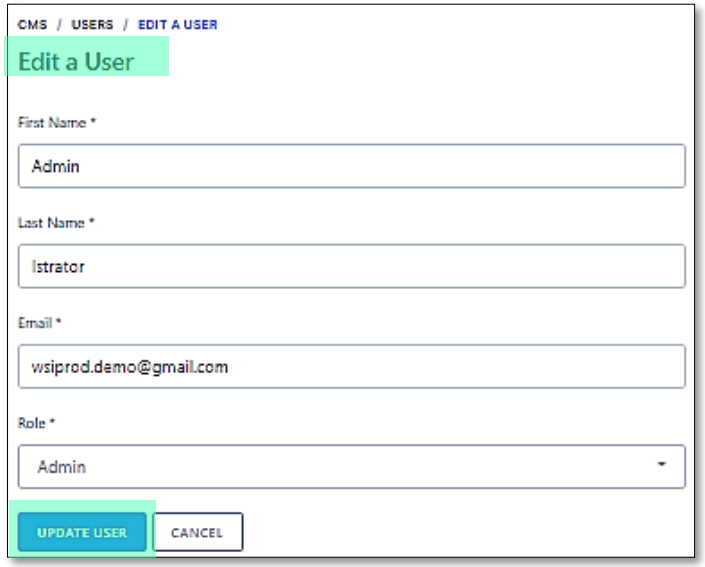


USERS

3. Choose the **Edit** icon and change the information accordingly once the **Edit a User** screen appears.



4. Click on the **Update** button to save the changes made.



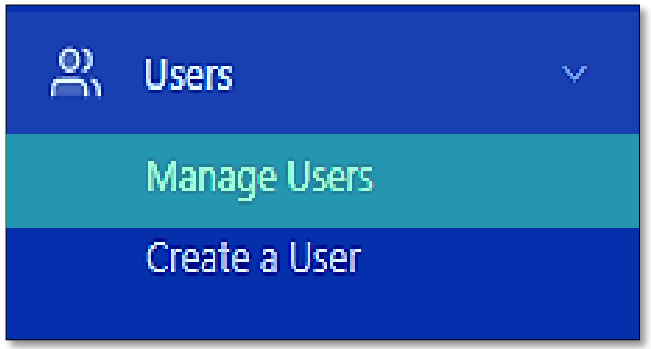
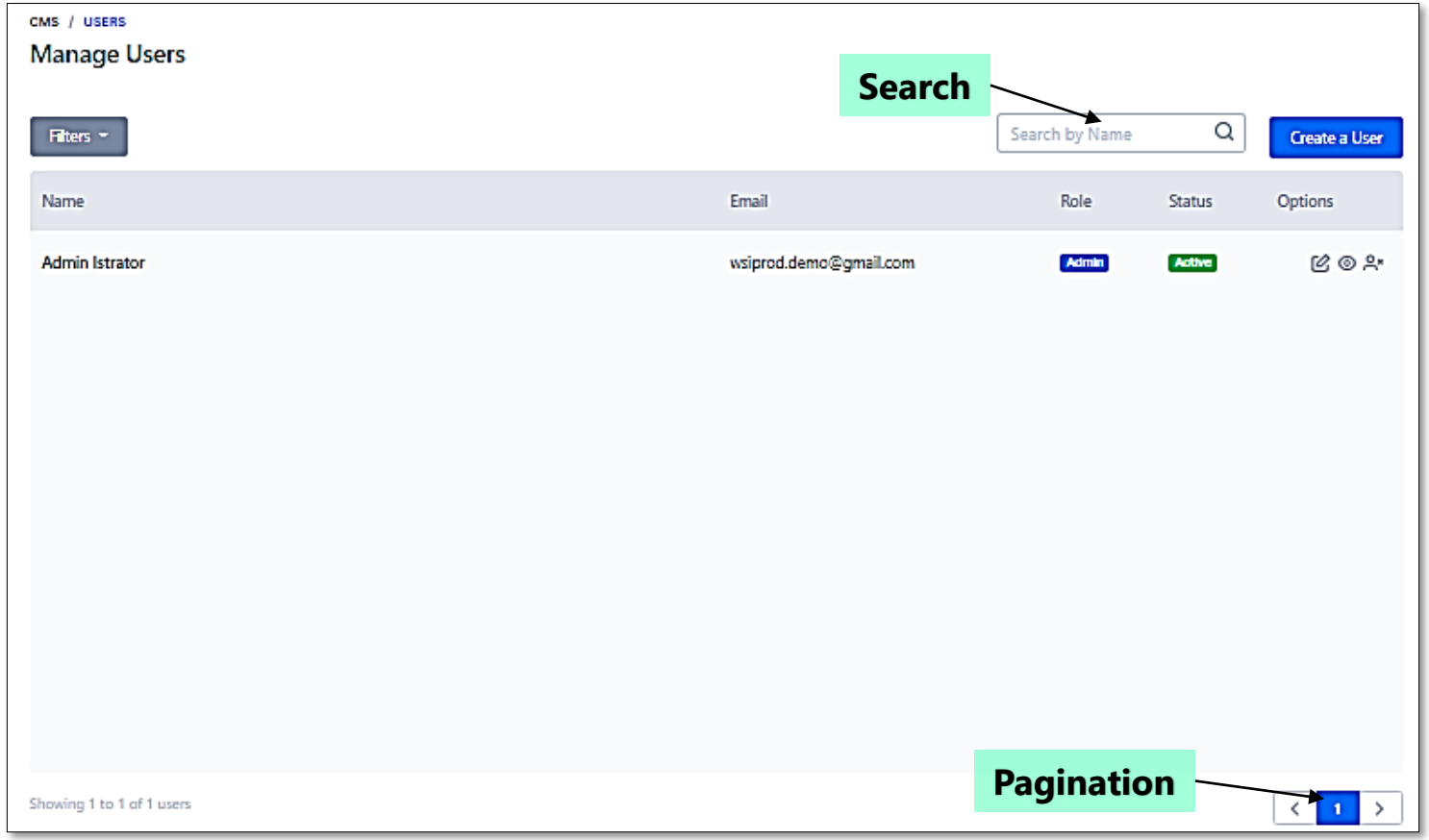


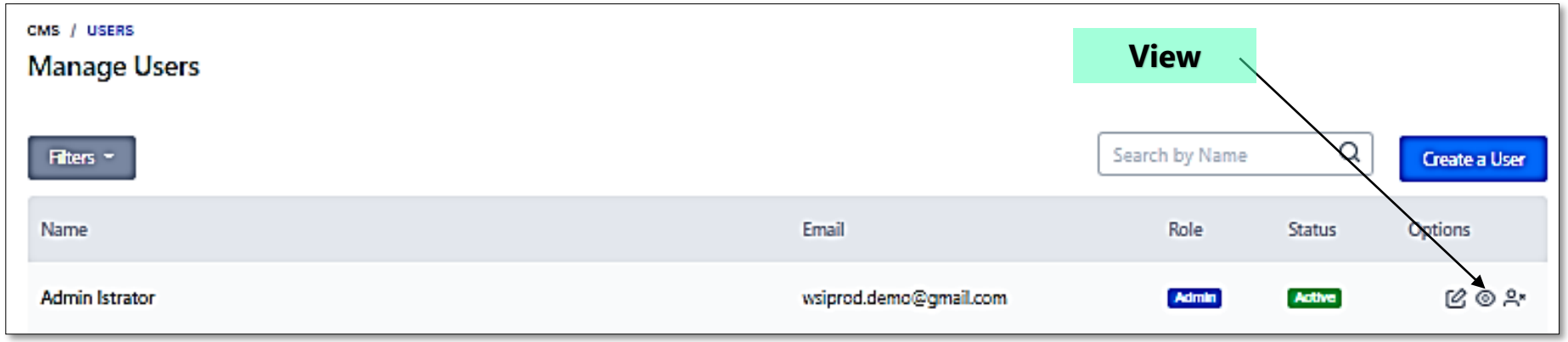
Figure 9.3 Manage Users

View a User

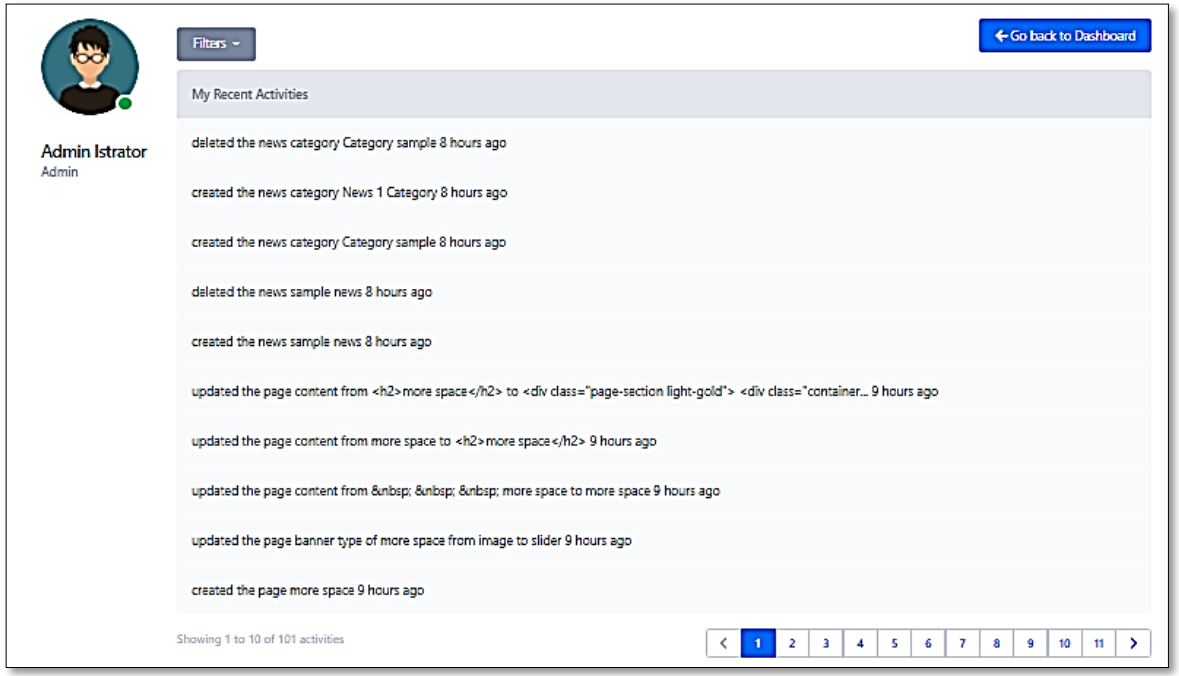
1. Go to **Users** and choose the **Manage Users** option, as shown in figure 9.3.
2. View the **Manage Users** screen. You may use either the **search** or **pagination** functions to look for the user you want to view.



USERS



3. Choose the **View** icon and a new browser tab will open displaying the user's activity log.



New Browser Tab to view the user's activity log

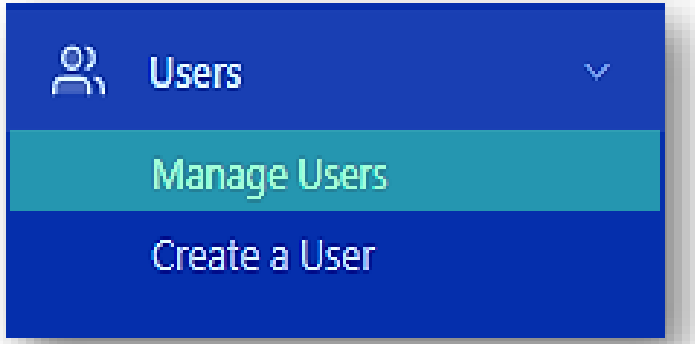
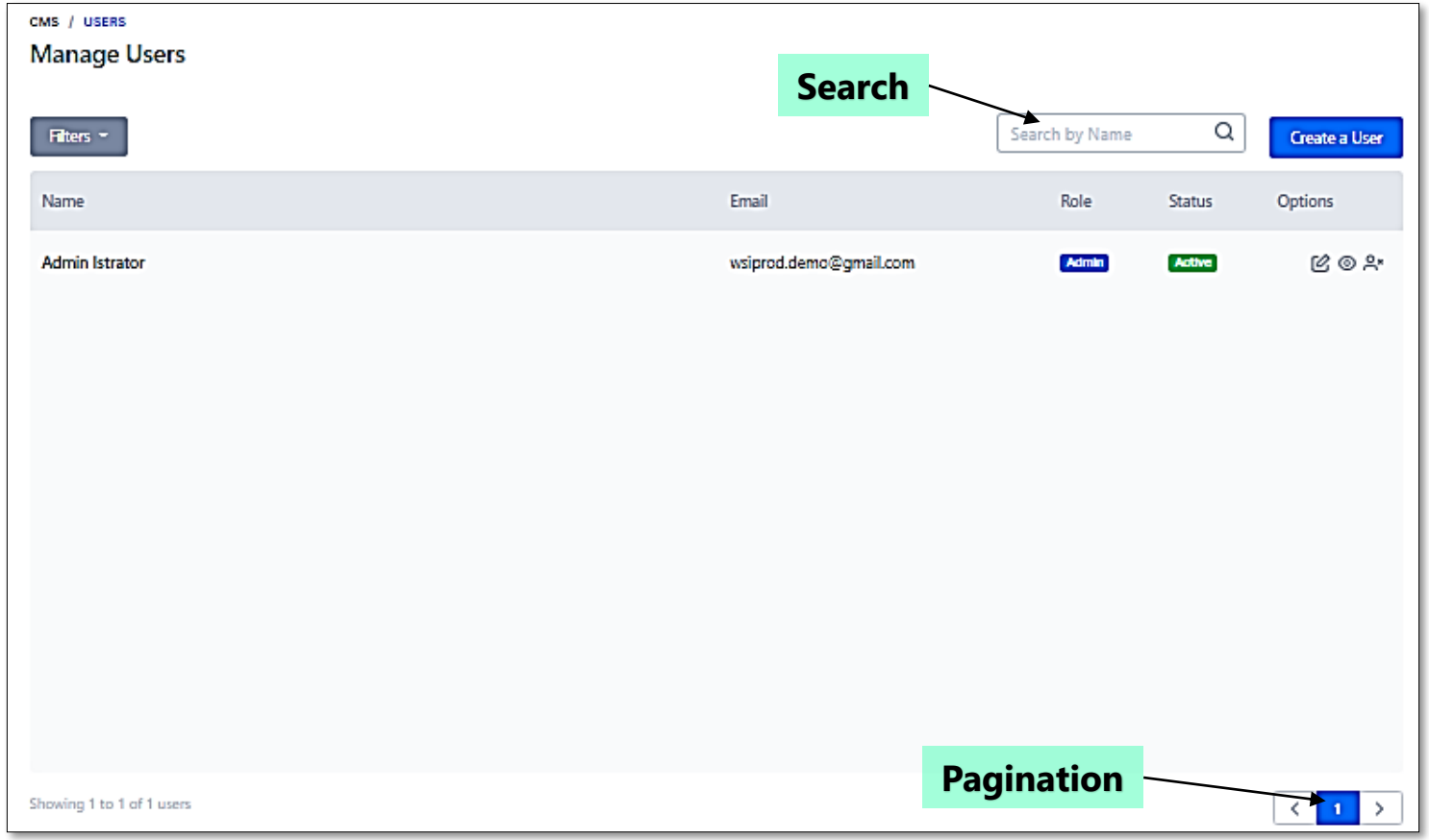


Figure 9.4 Manage Users

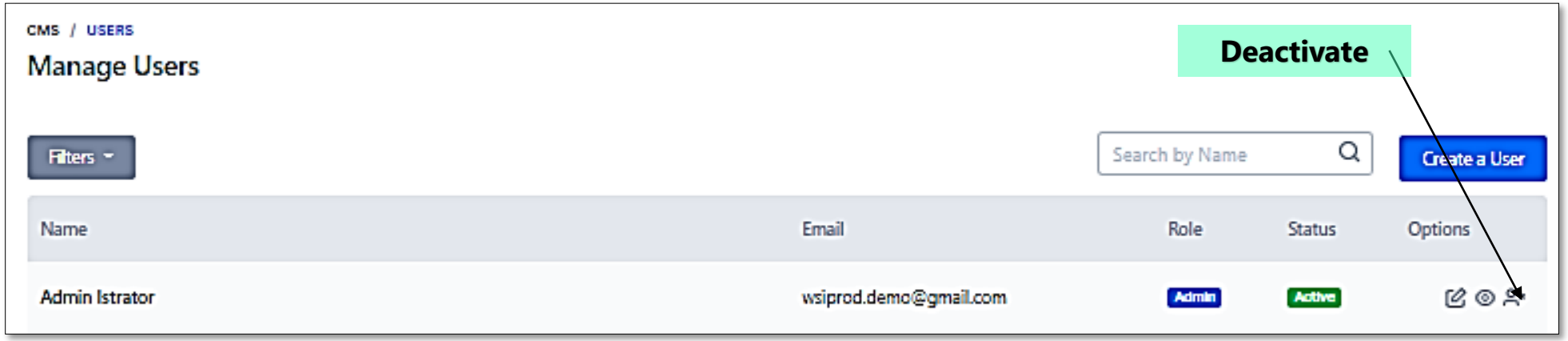
Deactivate a user

1. Go to **Users** and choose the **Manage Users** option, as shown in figure 9.4.
2. View the **Manage Users** screen. You may use either the **search** or **pagination** functions to look for the user you want to deactivate.

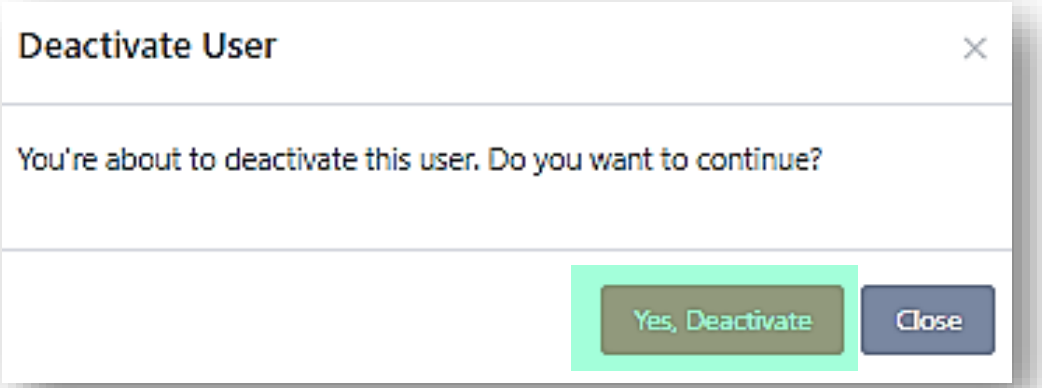


USERS

3. Click on the **Deactivate** icon, then a pop-up box will appear asking if you want to continue the deactivation process.



4. Click on the **Yes, Deactivate** button to confirm.



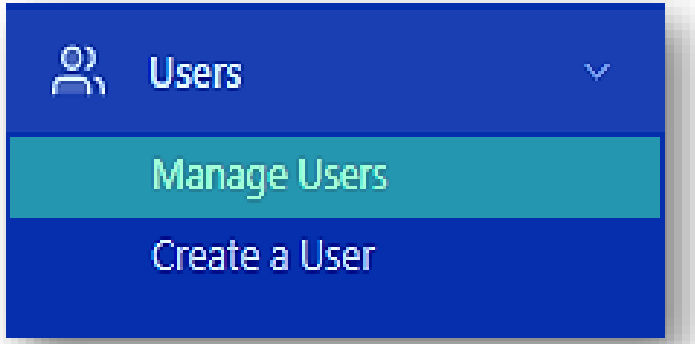
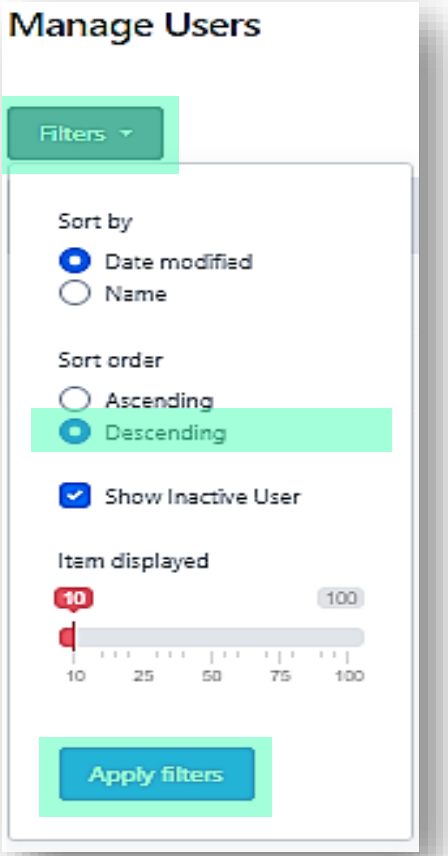


Figure 9.5 Manage Users

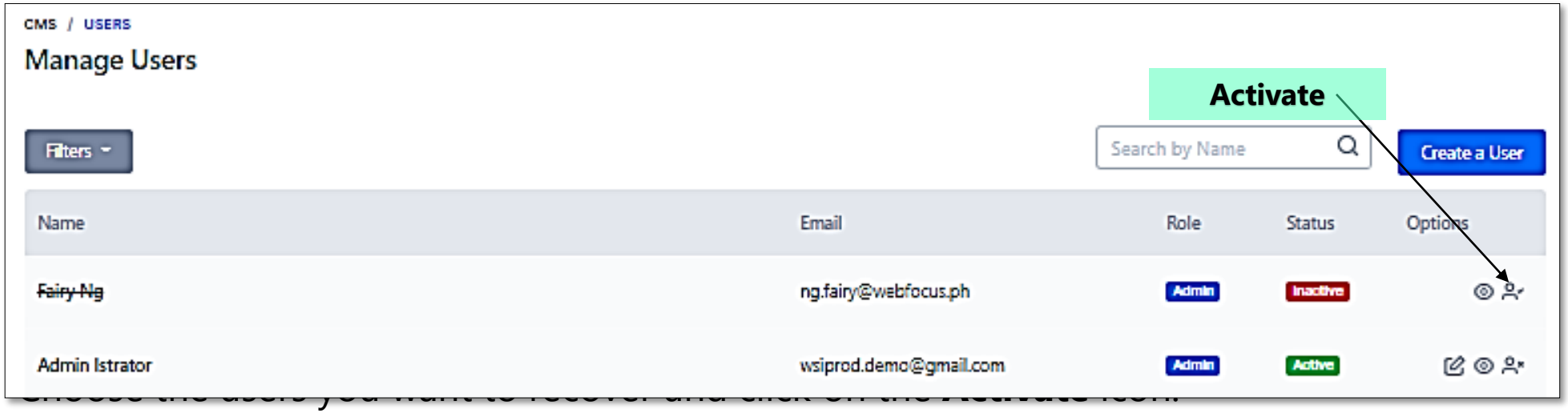
Restore Deactivated Users

1. Go to **Users** and choose the **Manage Users** option, as shown in figure 9.5.
2. Click on **Filters** drop-down box and tick the **Show Inactive Items** checkbox.
3. Click on **Apply Filters** button to display the deactivated users.

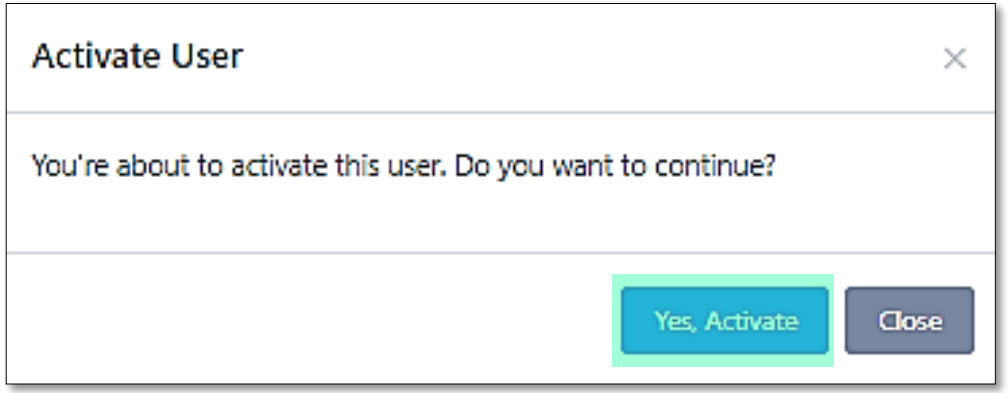


USERS

4. On the **Manage Users** screen, you will see the list of the users, including the deleted ones.



5. Choose the users you want to recover and click on the Activate icon.



USERS

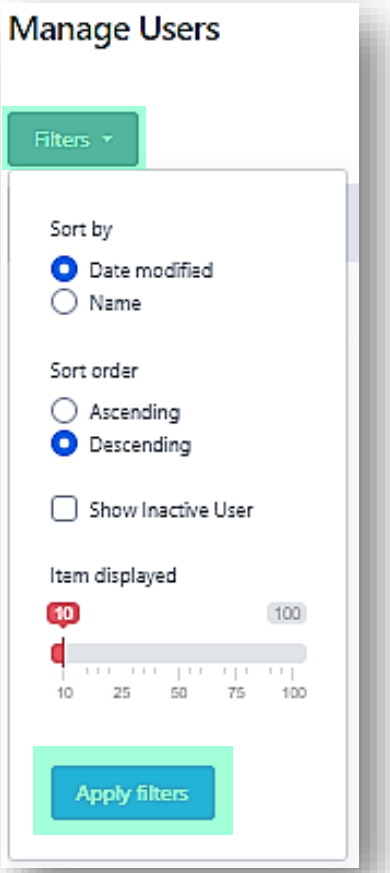
Other features:

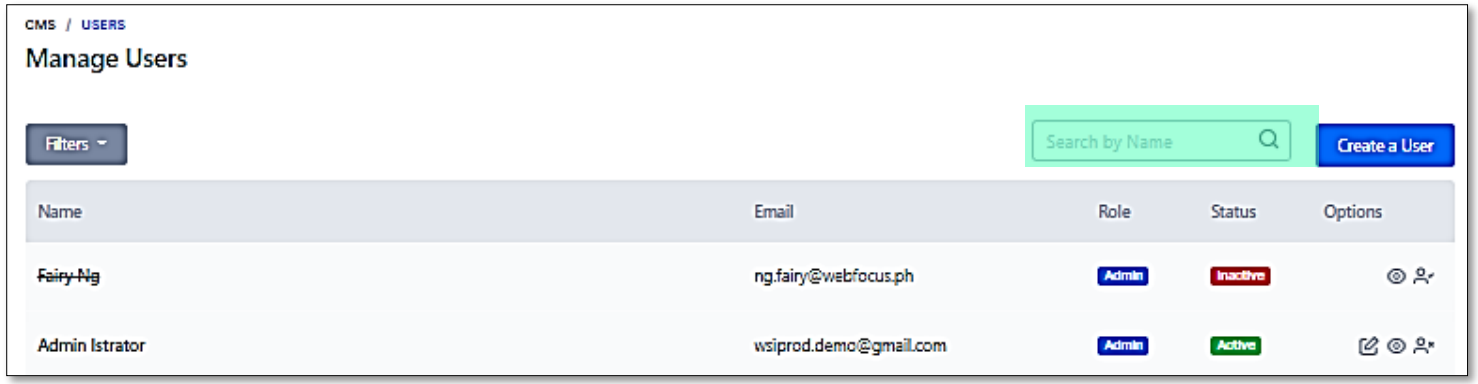
Filters drop-down box

- Allows you to sort the items and arrange the sort order.

Search field

- Allows you to enter text in order to look up something for related information.



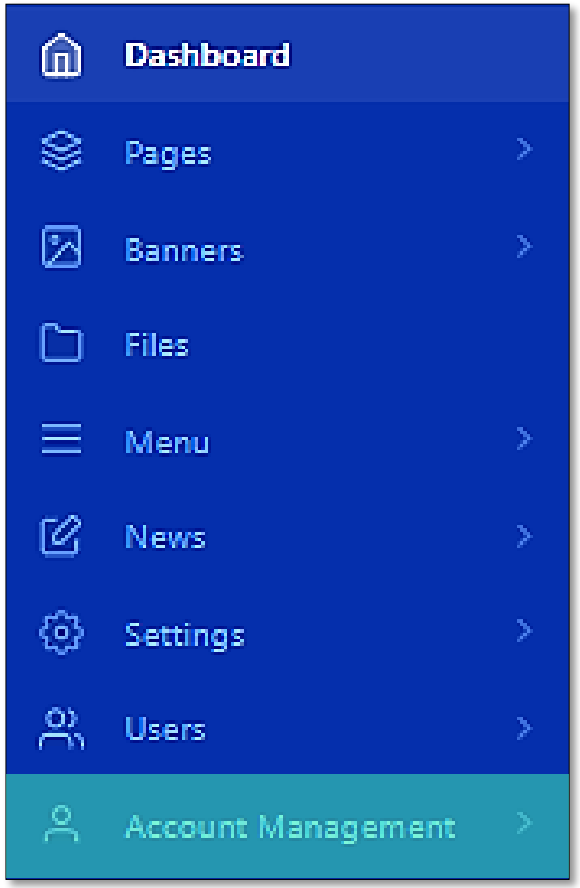


THE VANGUARD ACADEMY

RESPECT | INTEGRITY | COURAGE | HUMILITY

Chapter 10

ACCOUNT MANAGEMENT



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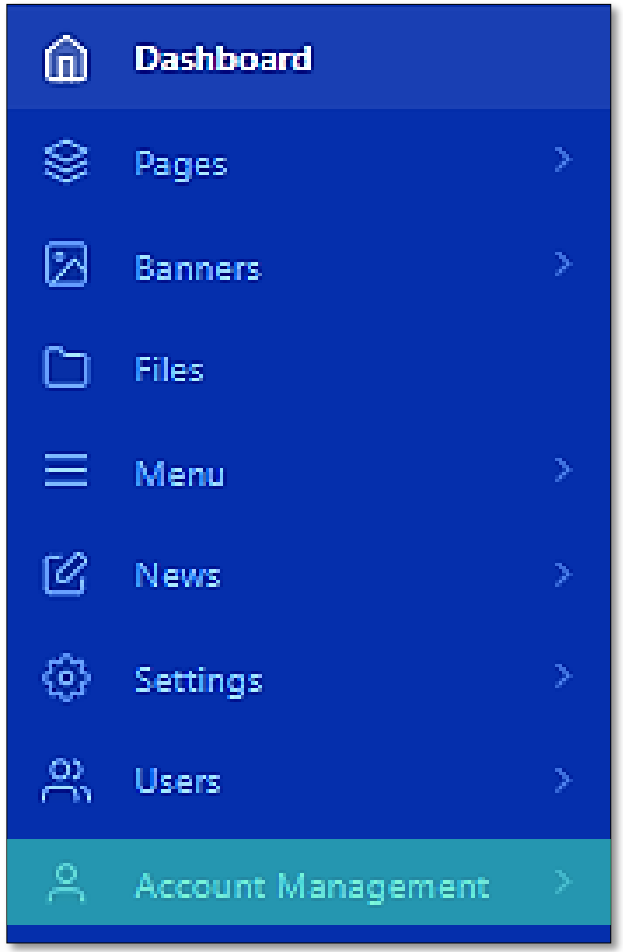
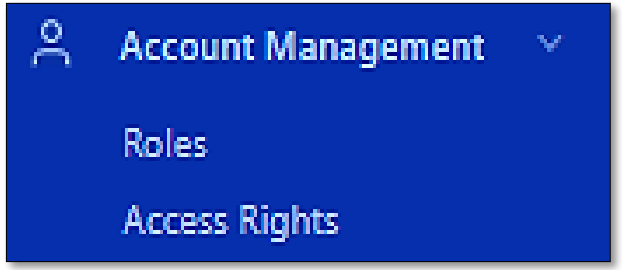


Account Management

A CMS Standard Module wherein you can create and manage the following account related functions:

Management	Functions
Roles	• It is the function assumed by the user in the site.
Access Rights	• These are the permissions assigned or granted to different roles.



ACCOUNT MANAGEMENT

Figure 10.1 Roles

Create a Role

1. Go to **Account Management** then choose Roles. (see figure 10.1)
2. Under **Manage Roles,** click on **Create a Role** button.

3. Enter all the necessary information once the **Create a Role** screen appears.

Role Name	It is the name of the role you want to create.
Role Description	It is the description of the role you want to create.

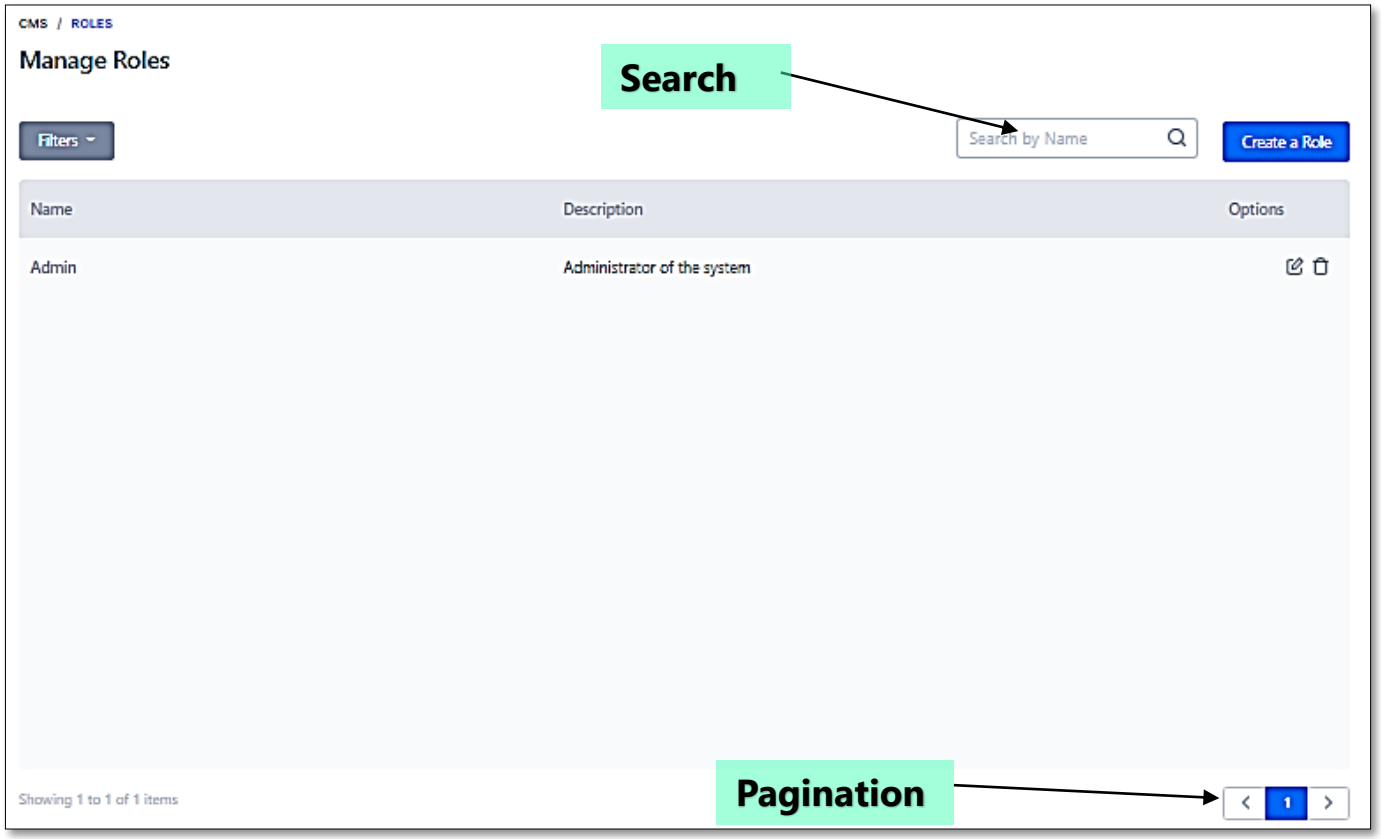
4. Click on **Save Role** button to complete the process.

ACCOUNT MANAGEMENT

Figure 10.2 Roles

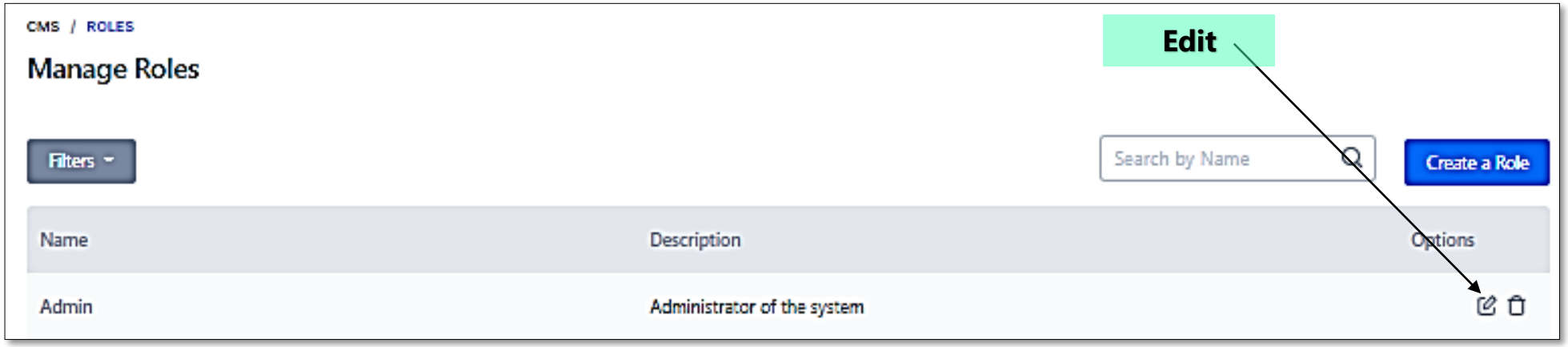
Edit Roles

1. Go to **Account Management** and choose the **Roles** option, as shown in figure 10.2.
2. View the **Manage Role** screen. You may use the **search** or **pagination** functions to look for the role you want to edit.

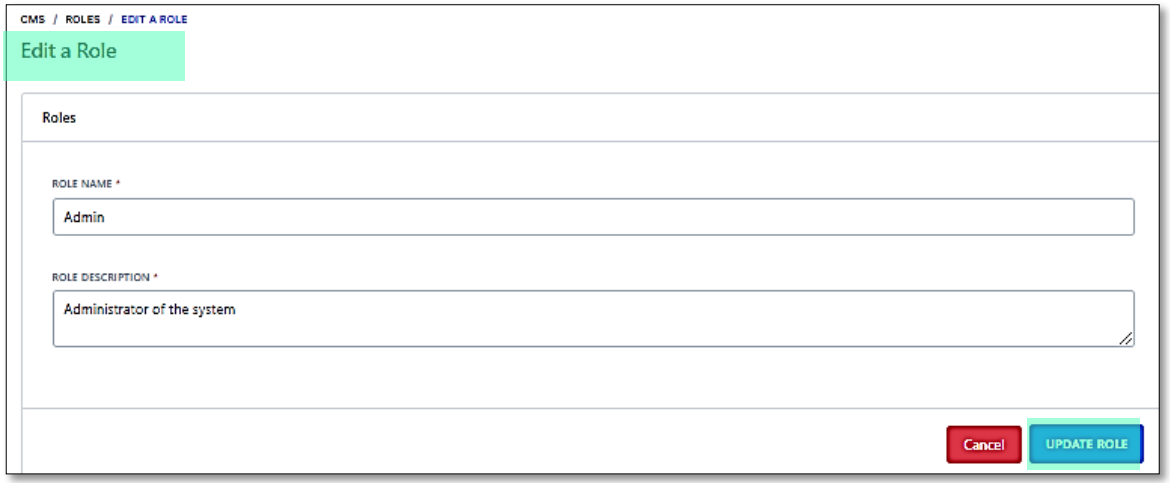


ACCOUNT MANAGEMENT

3. Choose the **Edit** icon and change the information accordingly once the **Role Management** screen appears.



4. Click on the **Update Role** button to save the changes made.

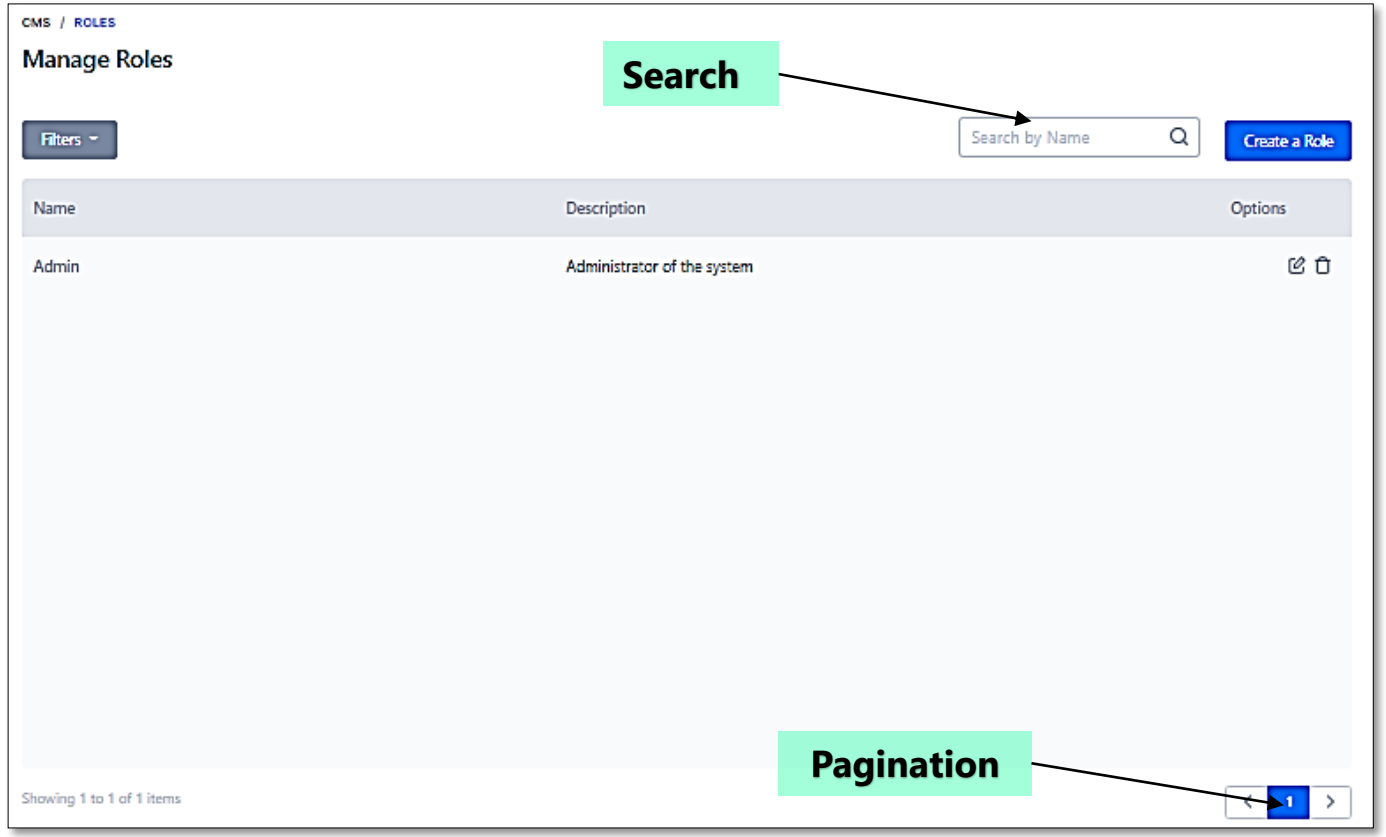


ACCOUNT MANAGEMENT

Figure 10.3 Roles

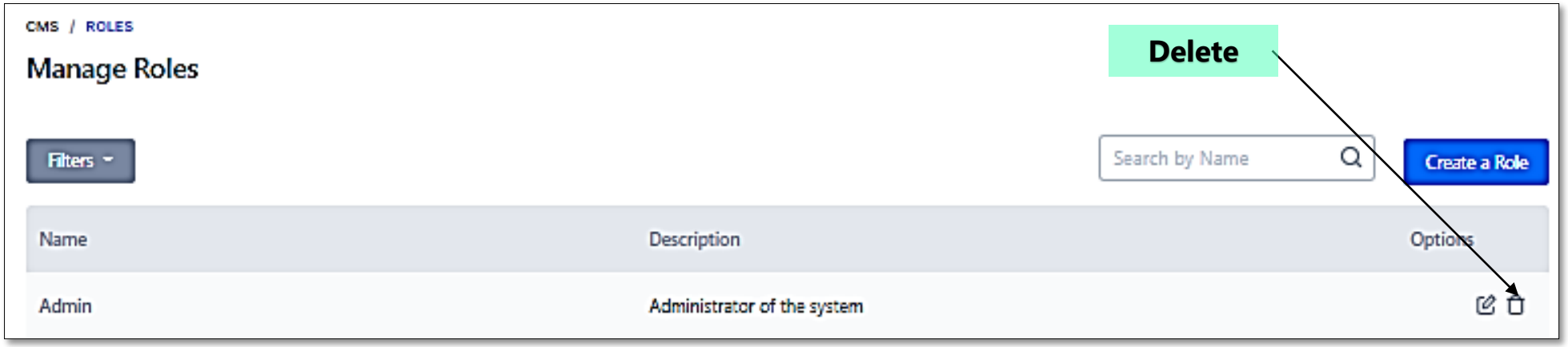
Delete a Role

1. Go to **Account Management** and choose the **Roles** option, as shown in figure 10.3
2. View the **Manage Role** screen. You may use the pagination function to look for the role you want to delete.

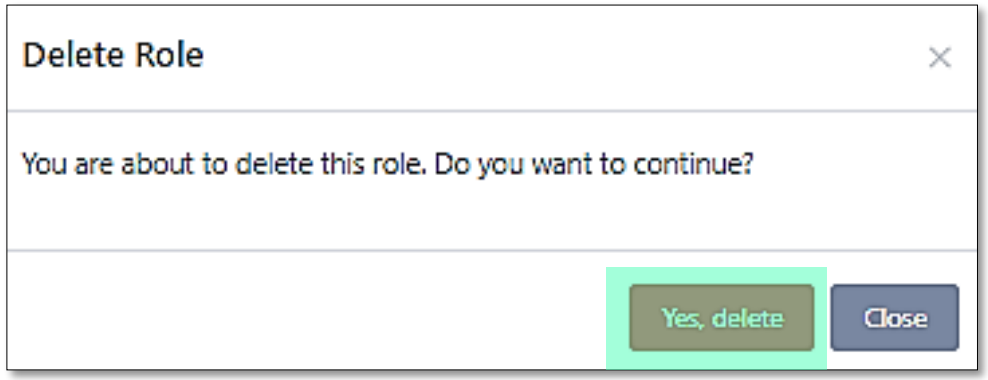


ACCOUNT MANAGEMENT

3. Click on the **Delete** icon and a pop-up box will appear asking if you want to continue the deletion process.



4. Click on the **Yes, Delete** button to confirm.

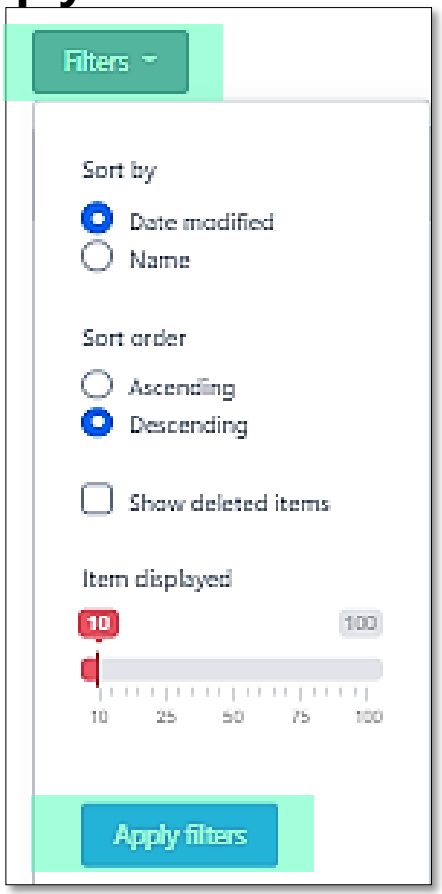


ACCOUNT MANAGEMENT

Figure 10.4 Roles

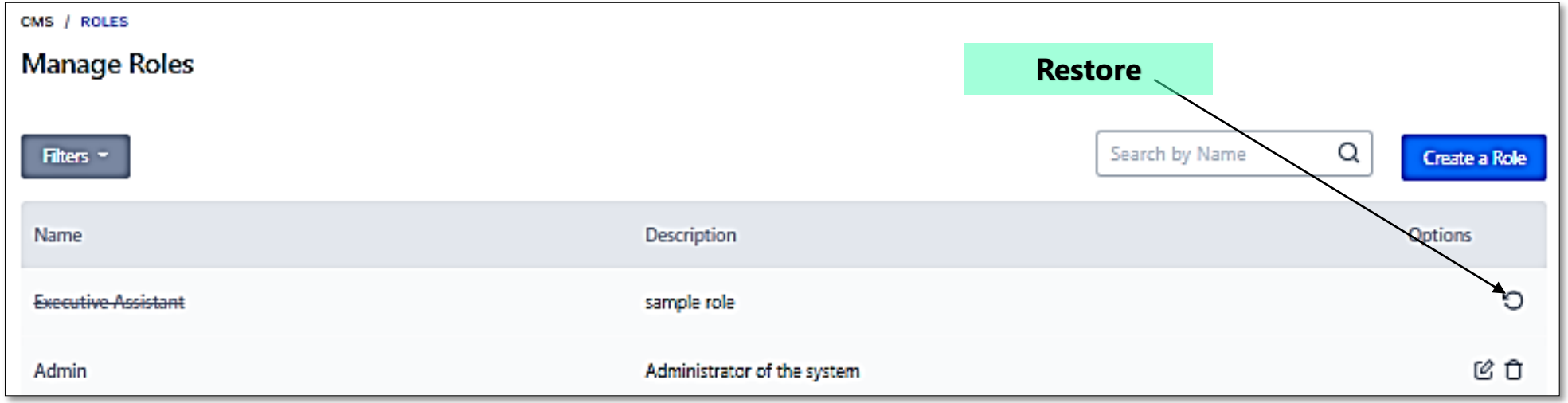
Restore Deleted Roles

1. Go to **Account Management** and choose the **Roles** option, as shown in figure 10.4.
2. Click on **Filters** drop-down box and tick the **Show Deleted Items** checkbox.
3. Click on the **Apply Filters** button to show the deleted roles.



ACCOUNT MANAGEMENT

4. Check on the **Manage Roles** screen, and you will see the list of the list of roles, including the deleted ones.
5. Choose the page you want to recover and click on the **Restore** icon to revert the deletion process.



ACCOUNT MANAGEMENT

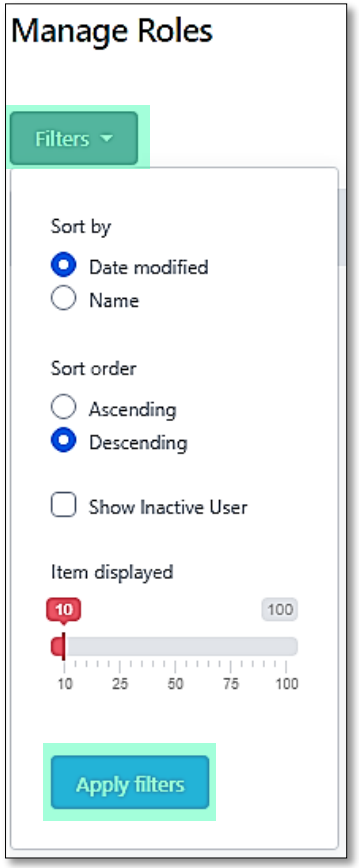
Other features:

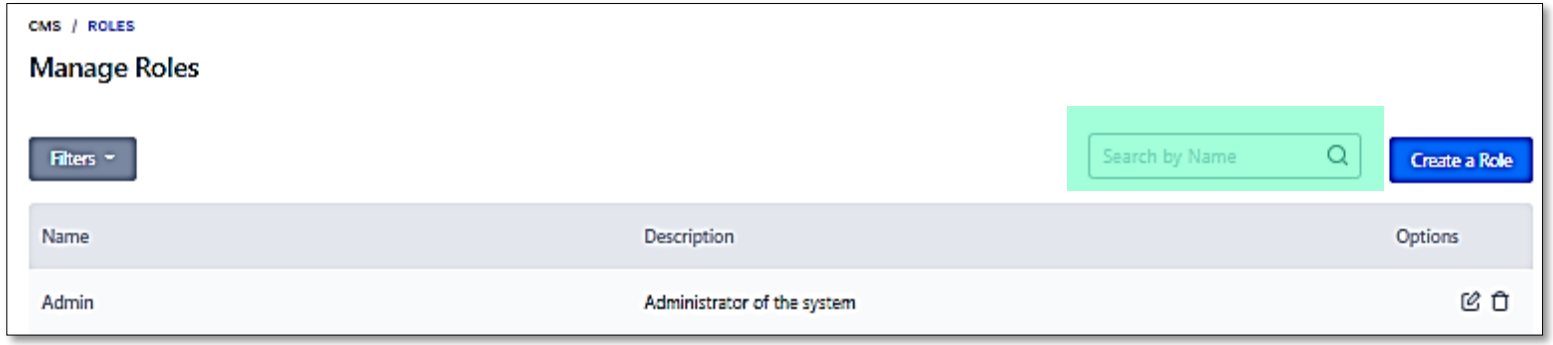
Filters drop-down box

- Allows you to sort the items and arrange the sort order.

Search field

- Allows you to enter text in order to look up something for related information.



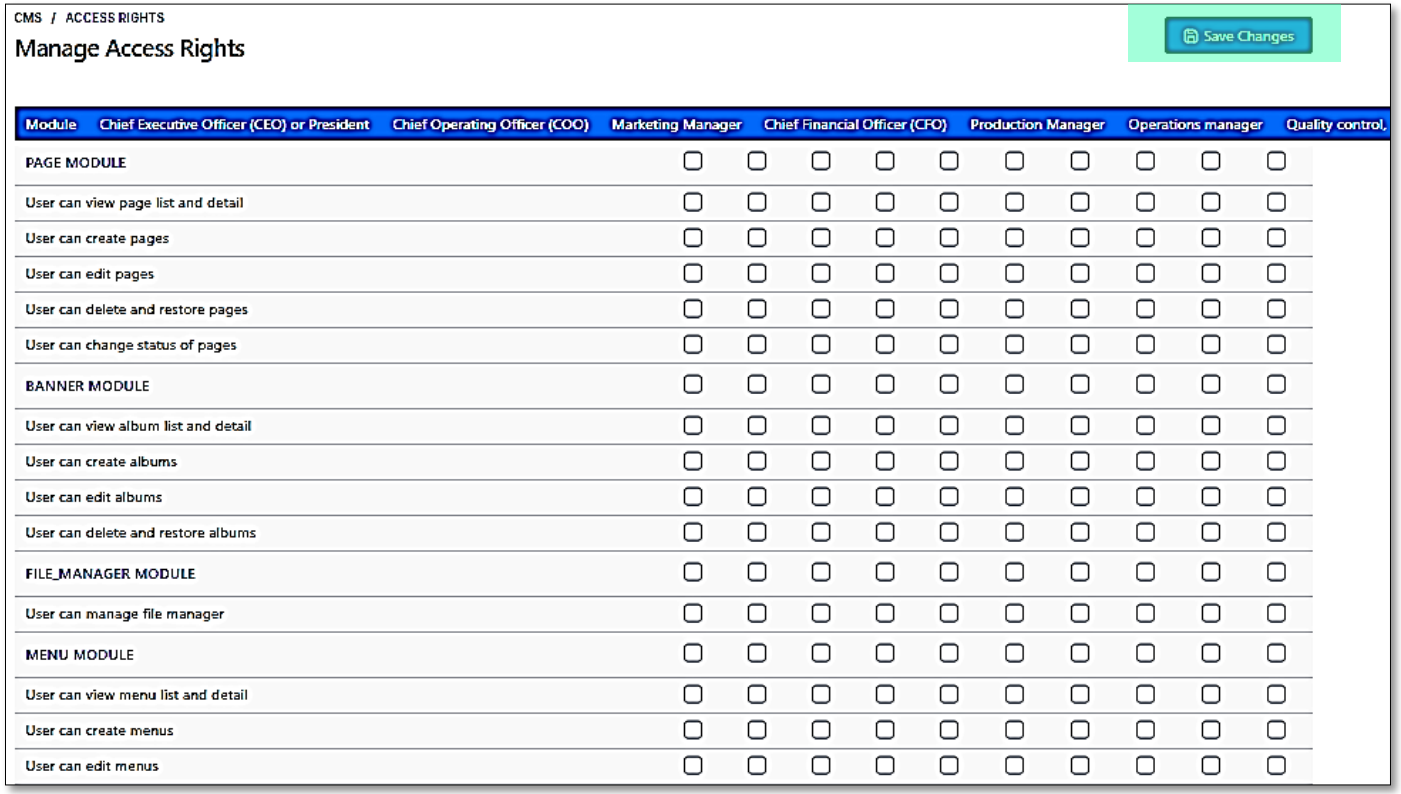


ACCOUNT MANAGEMENT

Figure 10.5 Access Rights

Manage Access Rights

1. Go to **Account Management** and choose the **Access Rights** option, as shown in figure 10.5.
2. View the **Manage Access Rights** screen, and select the Access Rights you want to apply per role by ticking the checkbox.
3. Click on the **Save Changes** button to confirm the changes.



Module	Chief Executive Officer (CEO) or President	Chief Operating Officer (COO)	Marketing Manager	Chief Financial Officer (CFO)	Production Manager	Operations manager	Quality control,
PAGE MODULE	☐	☐	☐	☐	☐	☐	☐
User can view page list and detail	☐	☐	☐	☐	☐	☐	☐
User can create pages	☐	☐	☐	☐	☐	☐	☐
User can edit pages	☐	☐	☐	☐	☐	☐	☐
User can delete and restore pages	☐	☐	☐	☐	☐	☐	☐
User can change status of pages	☐	☐	☐	☐	☐	☐	☐
BANNER MODULE	☐	☐	☐	☐	☐	☐	☐
User can view album list and detail	☐	☐	☐	☐	☐	☐	☐
User can create albums	☐	☐	☐	☐	☐	☐	☐
User can edit albums	☐	☐	☐	☐	☐	☐	☐
User can delete and restore albums	☐	☐	☐	☐	☐	☐	☐
FILE_MANAGER MODULE	☐	☐	☐	☐	☐	☐	☐
User can manage file manager	☐	☐	☐	☐	☐	☐	☐
MENU MODULE	☐	☐	☐	☐	☐	☐	☐
User can view menu list and detail	☐	☐	☐	☐	☐	☐	☐
User can create menus	☐	☐	☐	☐	☐	☐	☐
User can edit menus	☐	☐	☐	☐	☐	☐	☐

Thank you!

Created by: Fairy Gaille Ng