

boxProjex CMS

User Manual

V0.1

1.0 Access Details

URL: <http://oconnorsbar.ie/admin>

Username: admin

Password: celtic456

1.1 Login

Insert the username and password provided and press the **Login** button to get started.

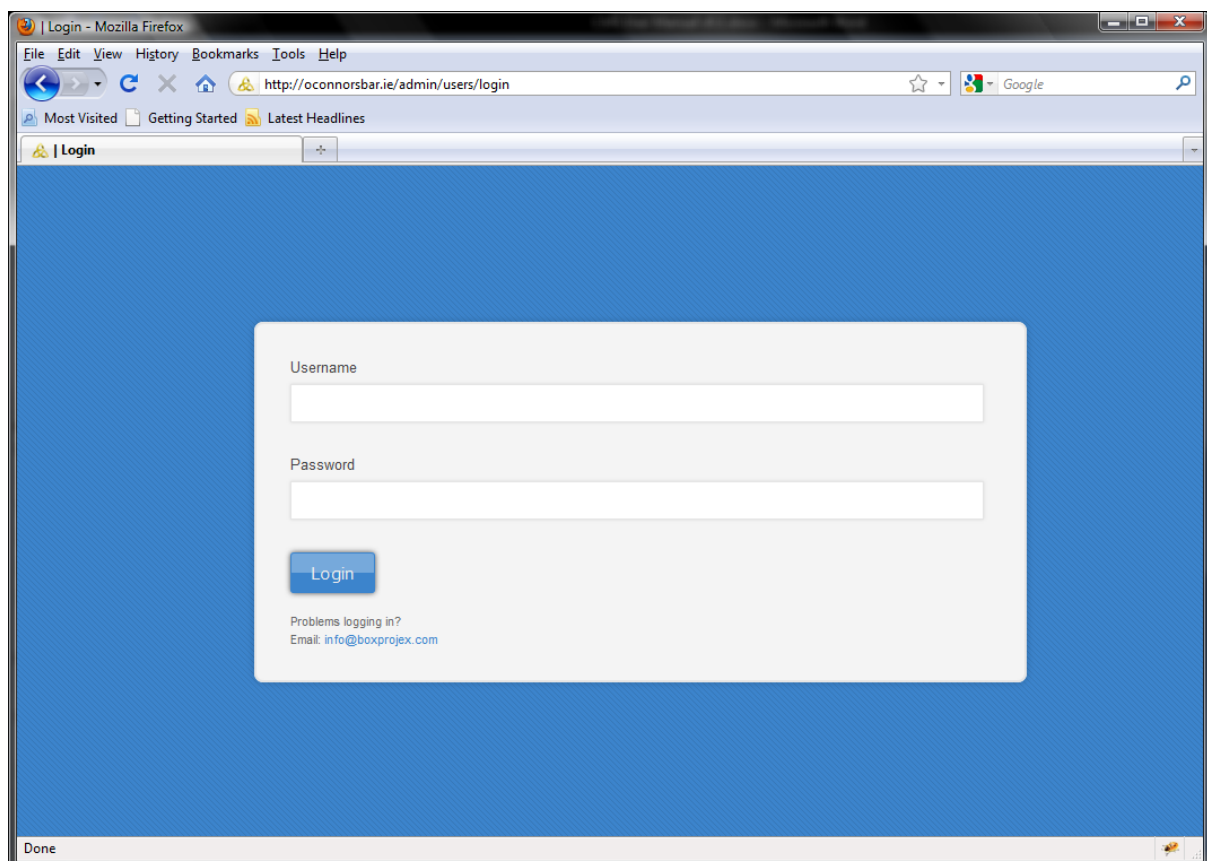


Figure 1 Login Screen

2.0 User Management

2.1 View System Users

Select **User Management** from the horizontal menu at the top of the page to see a list of current system users.

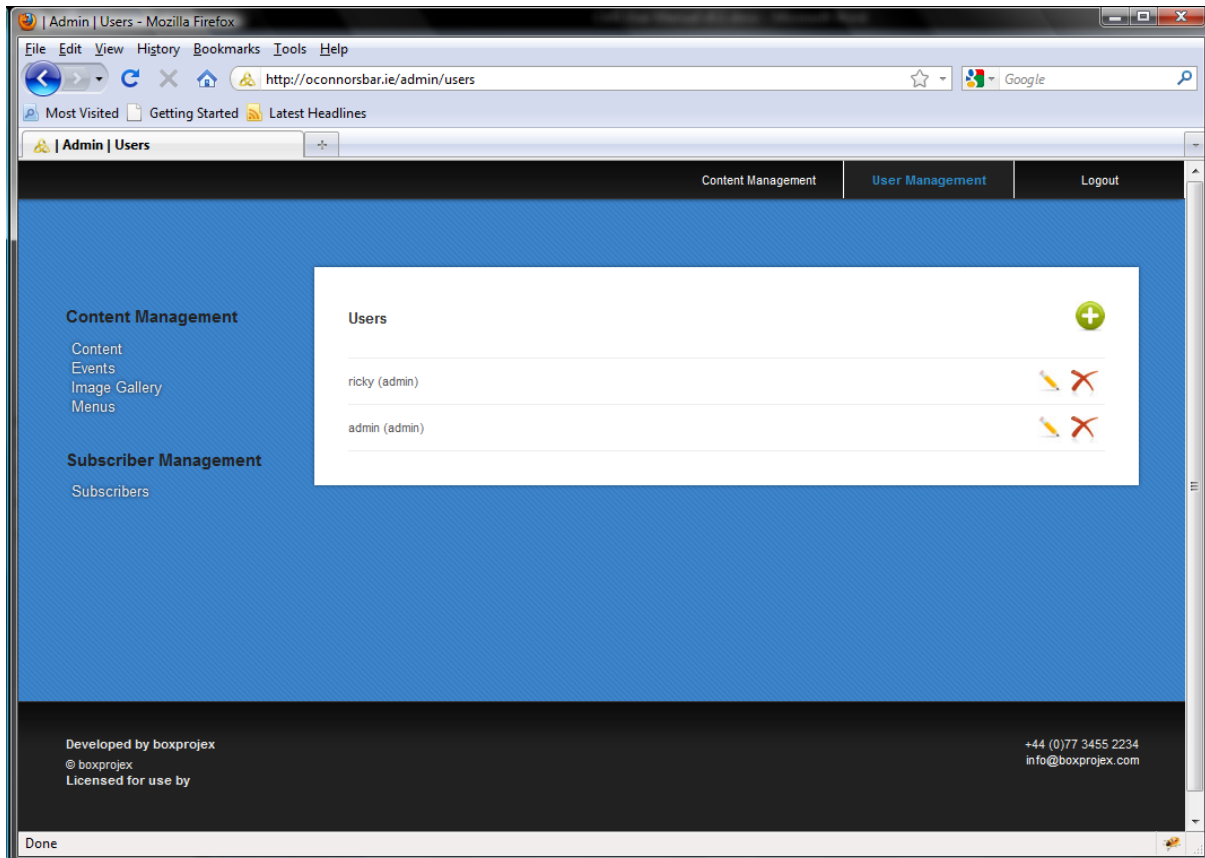


Figure 2 User Management View

2.2 Add a System User

To add a system user, press the **add button**  at the top right of the User Management View.

Complete the form by specifying a **Username**, **Password** and **Email**, then press the **Submit** button.

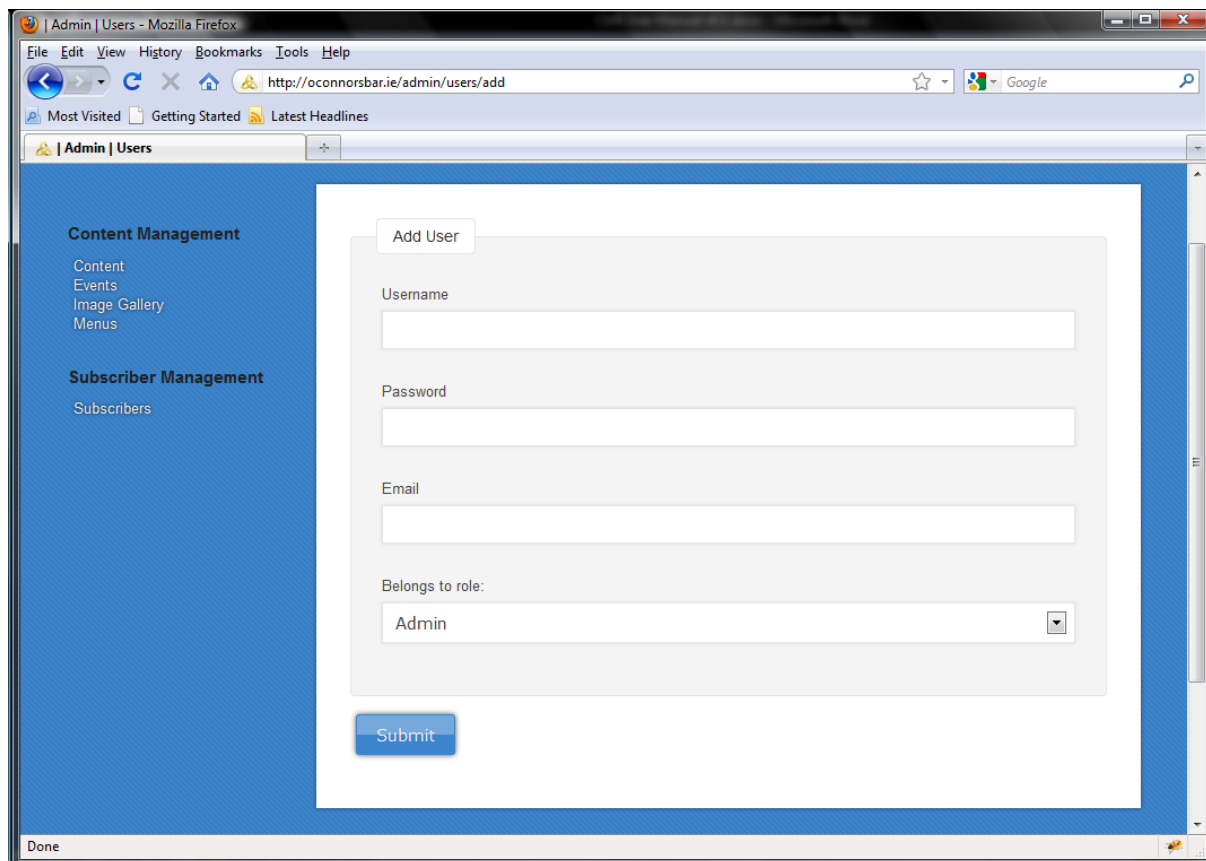




Figure 3 Add System User

2.3 Edit System User

On the **User Management View** select the user to be edited by pressing the corresponding **edit user button** 

Edit the required details and press the **Submit** button to complete.

2.4 Remove System User

On the **User Management View** select the user to be removed by pressing the corresponding **delete user button** 

Please note that once the record has been removed, there is no way to retrieve the deleted data.

3.0 Content Management

3.1 View Content Managed Pages

Select **Content** from the left hand **Content Management** menu.

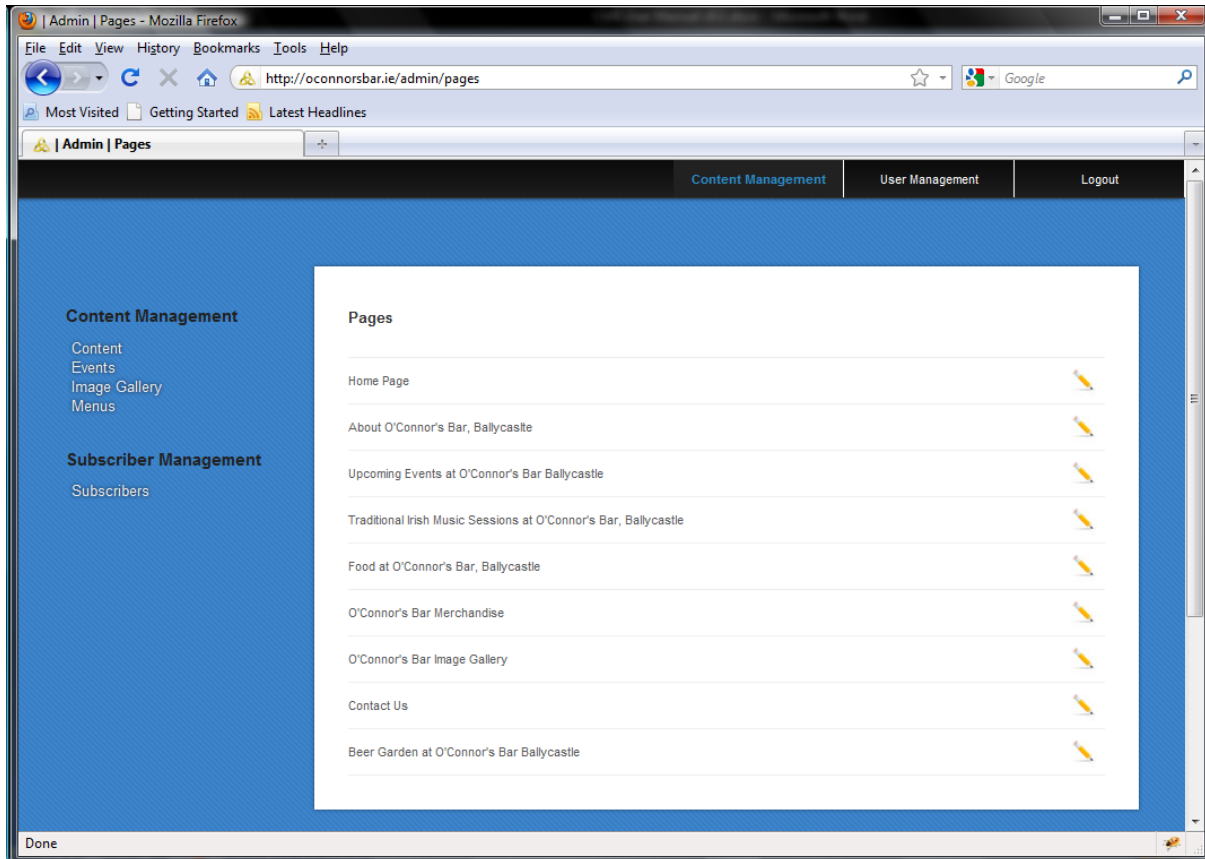
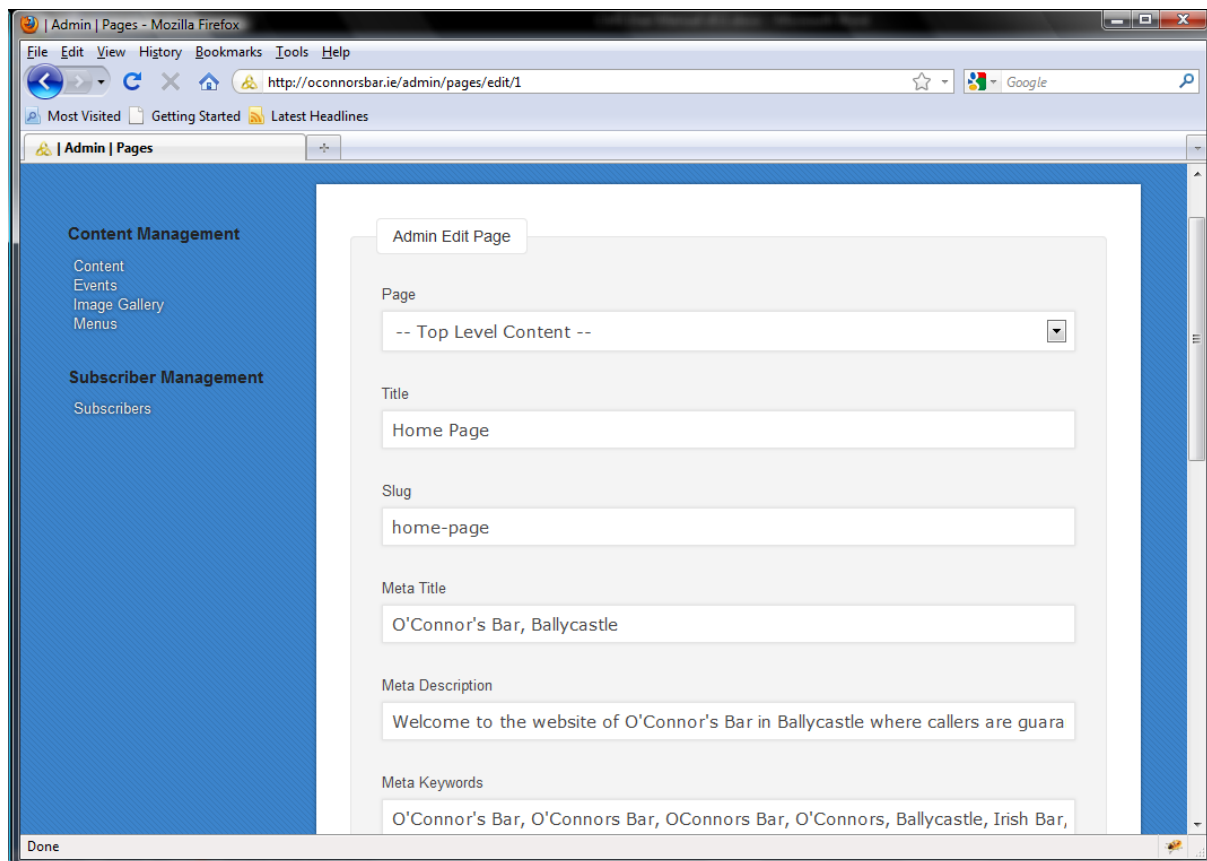


Figure 4 Content Managed Pages View

3.2 Edit Content Managed Pages

Select the page to be edited from the **Content Managed Pages View** by pressing the corresponding **edit page button** 

From the edit content page it is possible to manage the page heading, page content, meta title, meta description and keywords. Meta data is used by search engines to help define the important content on the page.



4.0 Events Management

4.1 View Events

Select **Events** from the left hand **Content Management Menu**.

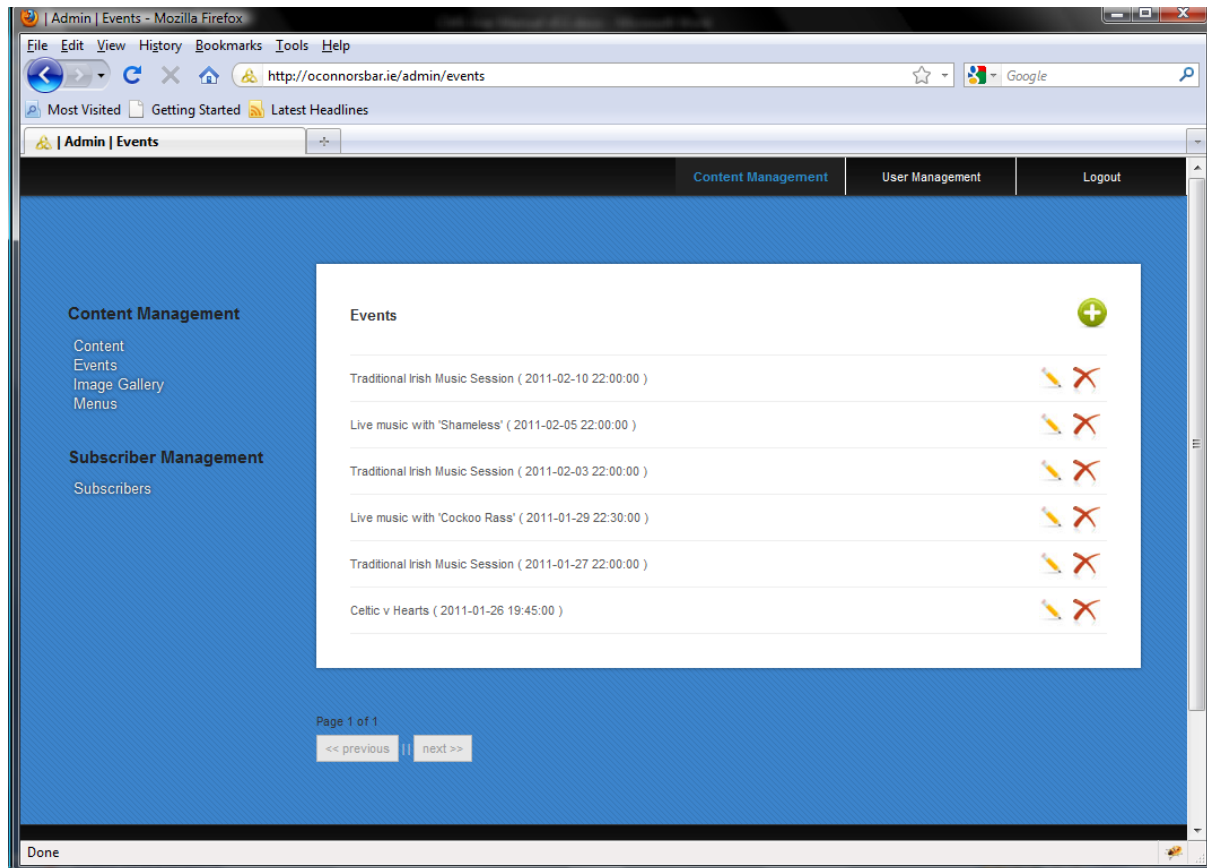


Figure 5 View Events

4.2 Add Event

To add an event, press the **add button**  at the top right of the Event Management View.

Set a **Title** and **Description** for the event, then click on the **Start Date / End Date** to select the date from the calendar tool. The End Date is an optional field and does not need to be set. When selecting a date, the time will also be set automatically (defaults to 15:00).

***NB:** The time is specified in 24 hr format

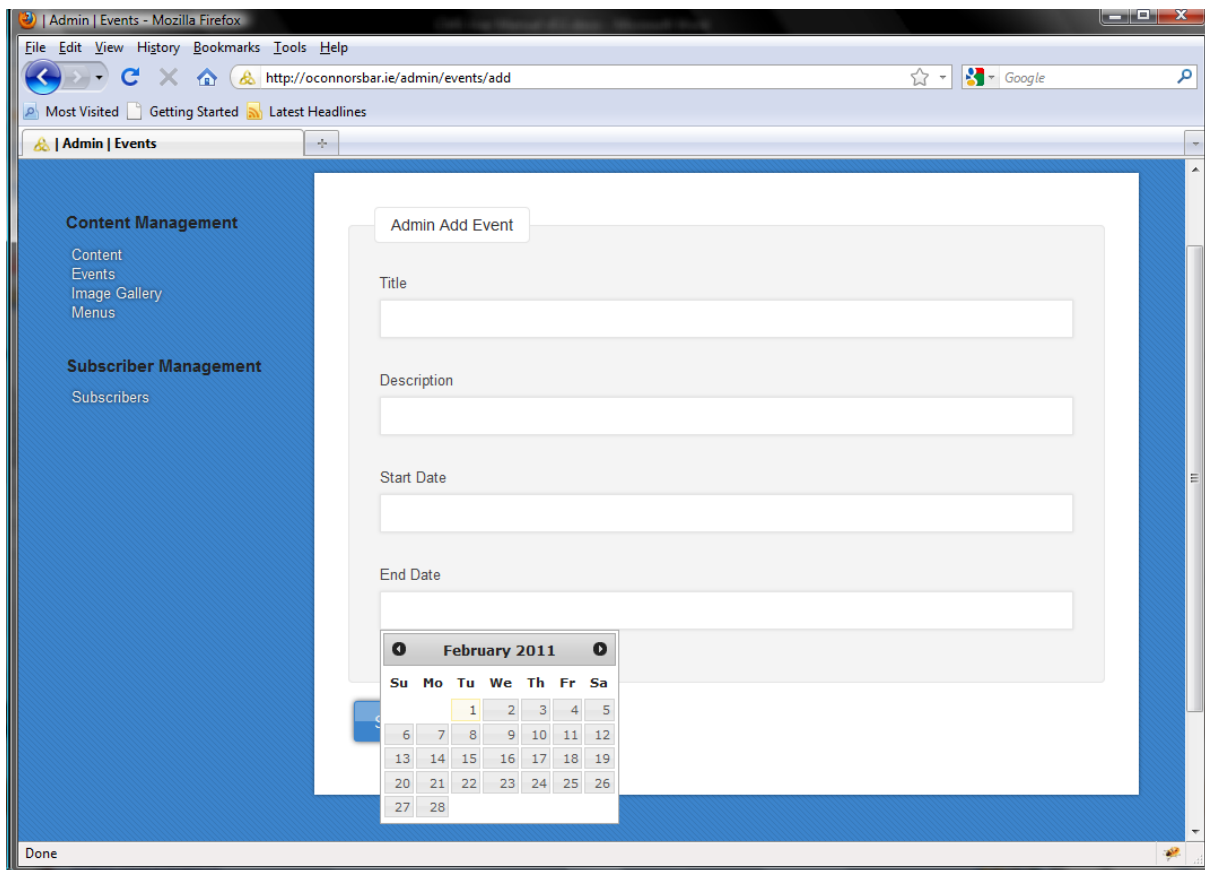



Figure 6 Add Event View

4.3 Edit Event

Select the event to be edited from the **Event Management View** by pressing the corresponding **edit page button** 

4.4 Remove Event

On the **Event Management View** select the event to be removed by pressing the corresponding **delete event button** 

Please note that once the record has been removed, there is no way to retrieve the deleted data.

5.0 Image Gallery Management

5.1 View Albums

Select **Image Gallery** from the left hand **Content Management Menu**.

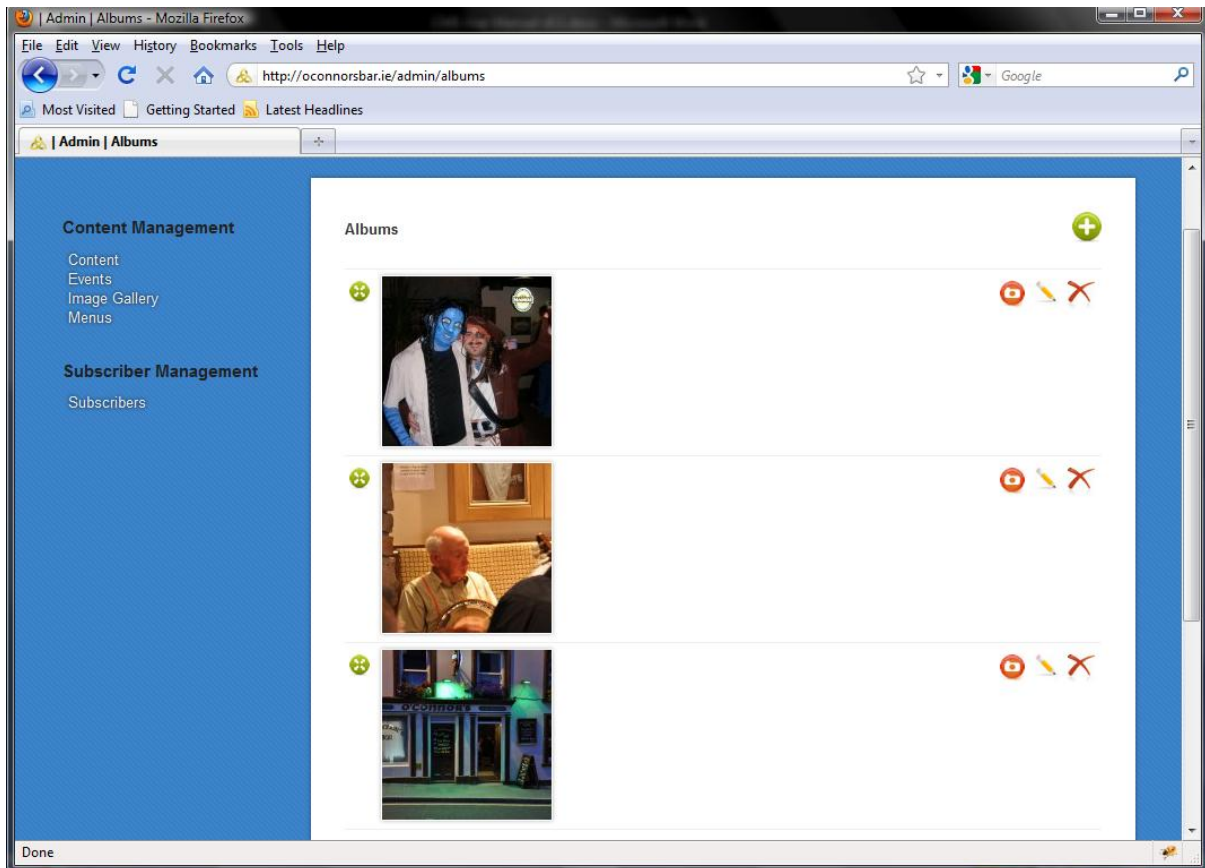



Figure 7 View Albums

5.2 Add Album

Gallery Images are organised into **Albums**. To add an album, press the **add button**  at the top right of the Album Management View.

Enter a title for the album, click the **Browse** button to select an image and a thumbnail image for the album. The selected thumbnail should be the same as the selected image. Press the **Submit** button to save and upload the album image.

The CMS will automatically crop and resize the images supplied, but it is recommended that images with a **file size of no more than 2MB** are uploaded.

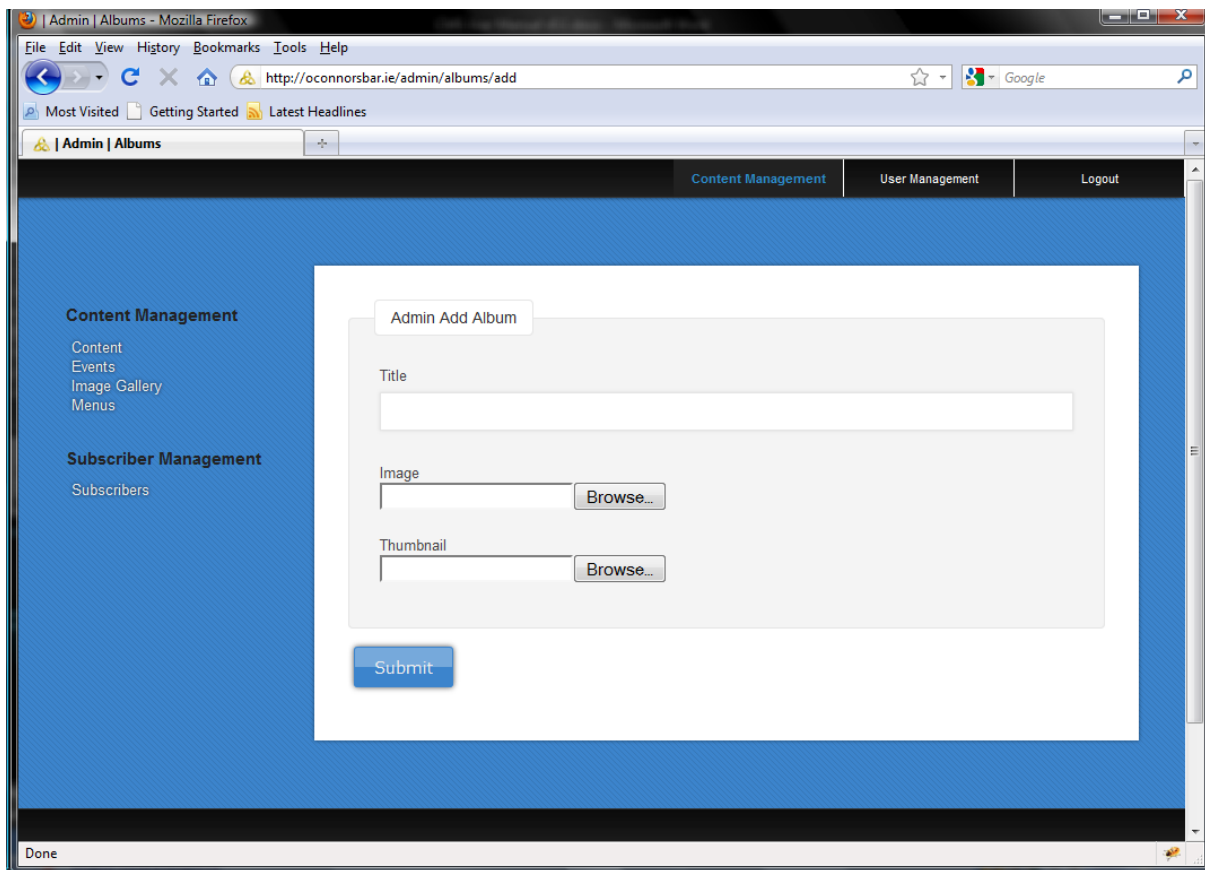


Figure 8 Add Album

5.3 Edit Album

Select the album to be edited from the **Album Management View** by pressing the corresponding **edit album button** .

From here, you can edit the album title and upload a different image / thumbnail. In order to upload a new image or thumbnail, it is necessary to select the **Upload new image** radio button before pressing the **Submit** button.

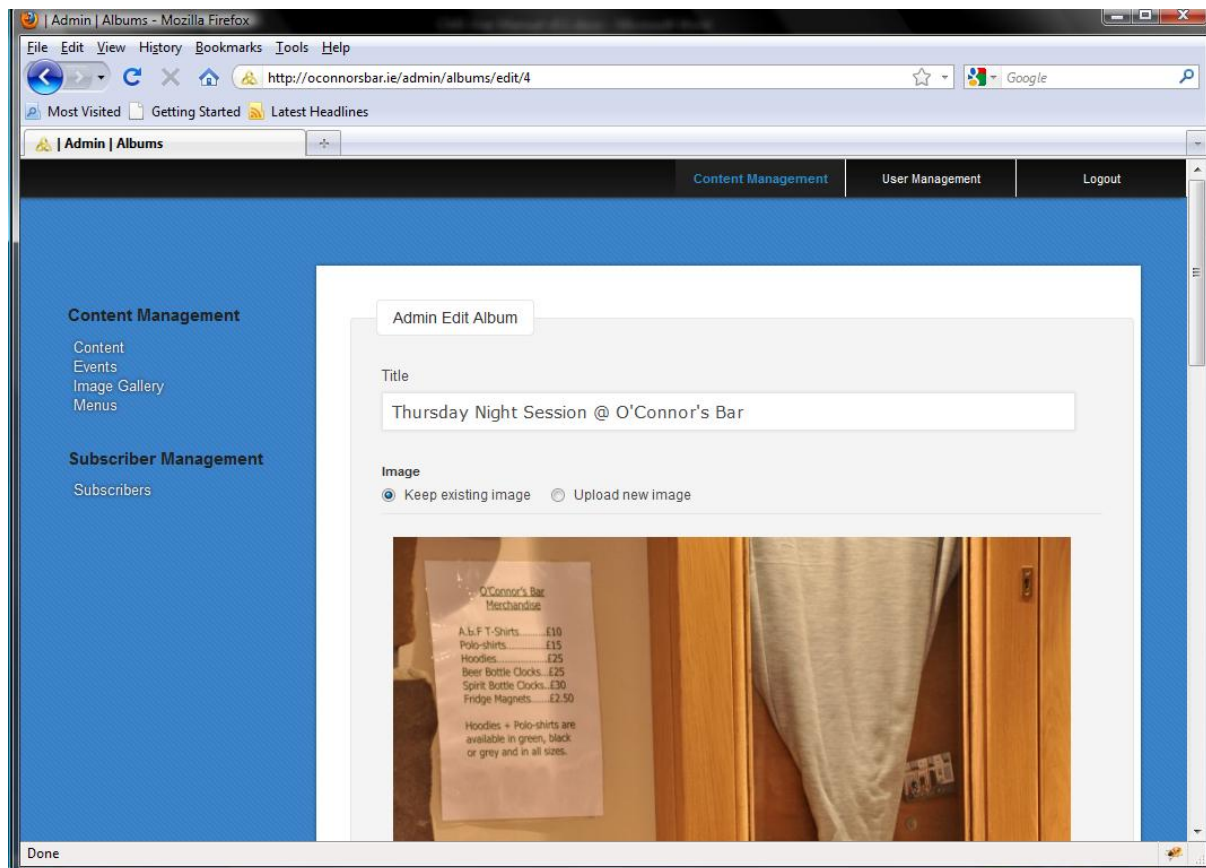



Figure 9 Edit Album View


5.4 Remove Album

On the **Album Management View** select the album to be removed by pressing the corresponding **delete album button** 


Please note that once the record has been removed, there is no way to retrieve the deleted data.

***NB:** All related images will also be deleted.

5.5 Re-Order Albums

The order that the albums are displayed on the website can be defined by setting the order in the CMS Album Management View. Simply click the corresponding handle  and drag the album to the desired location. The album at the top of the list will be the first album to be displayed on the website front end.

5.6 View Album Images

To view the images that have been added to a specific album click the **media** button  for the corresponding album.

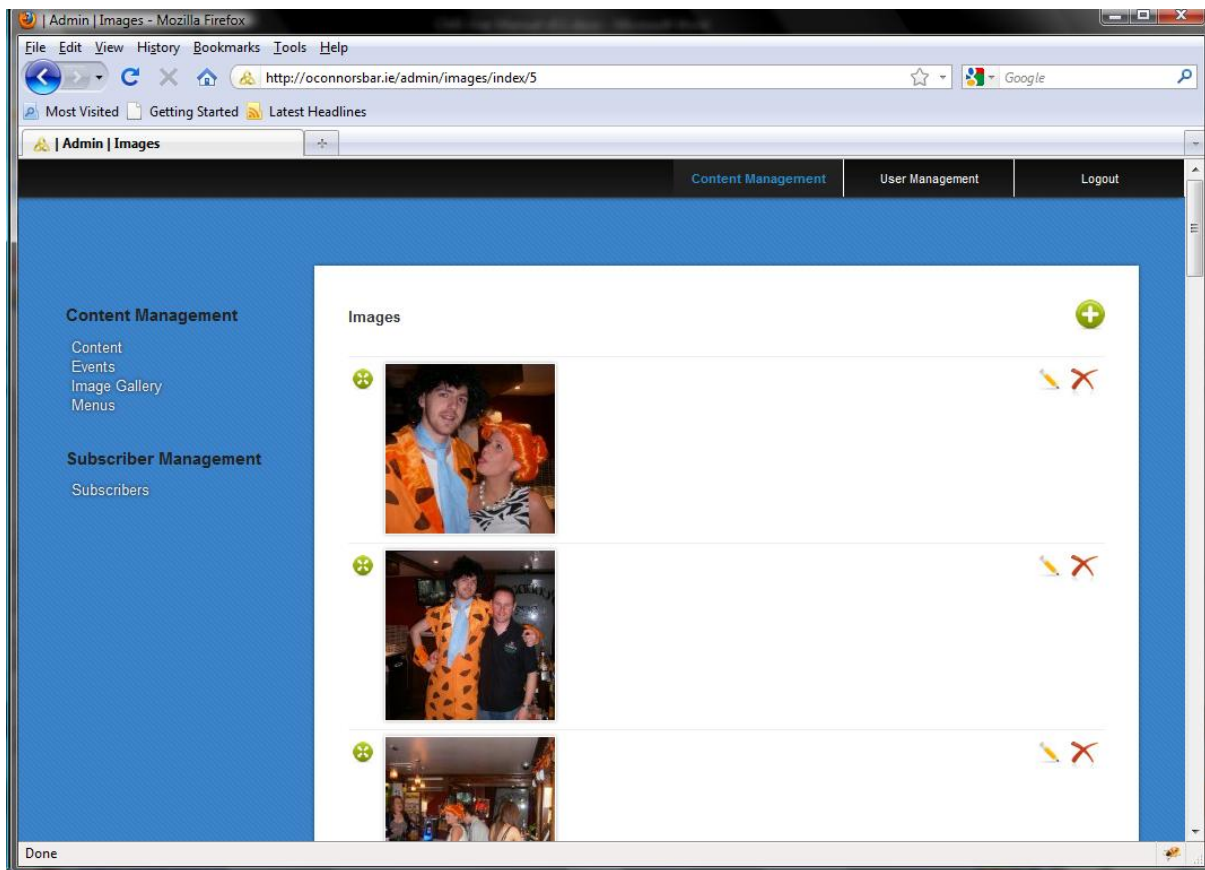


Figure 10 View Album Images

5.7 Add Image to Album

To add an image to the album, press the **add button**  at the top right of the Image Management View.

Enter a title / caption for the image, click the **Browse** button to select an image and a thumbnail image. The selected thumbnail should be the same source file as the selected image. Press the **Submit** button to save and upload the image.

The CMS will automatically crop and resize the images supplied, but it is recommended that images with a **file size of no more than 2MB** are uploaded.

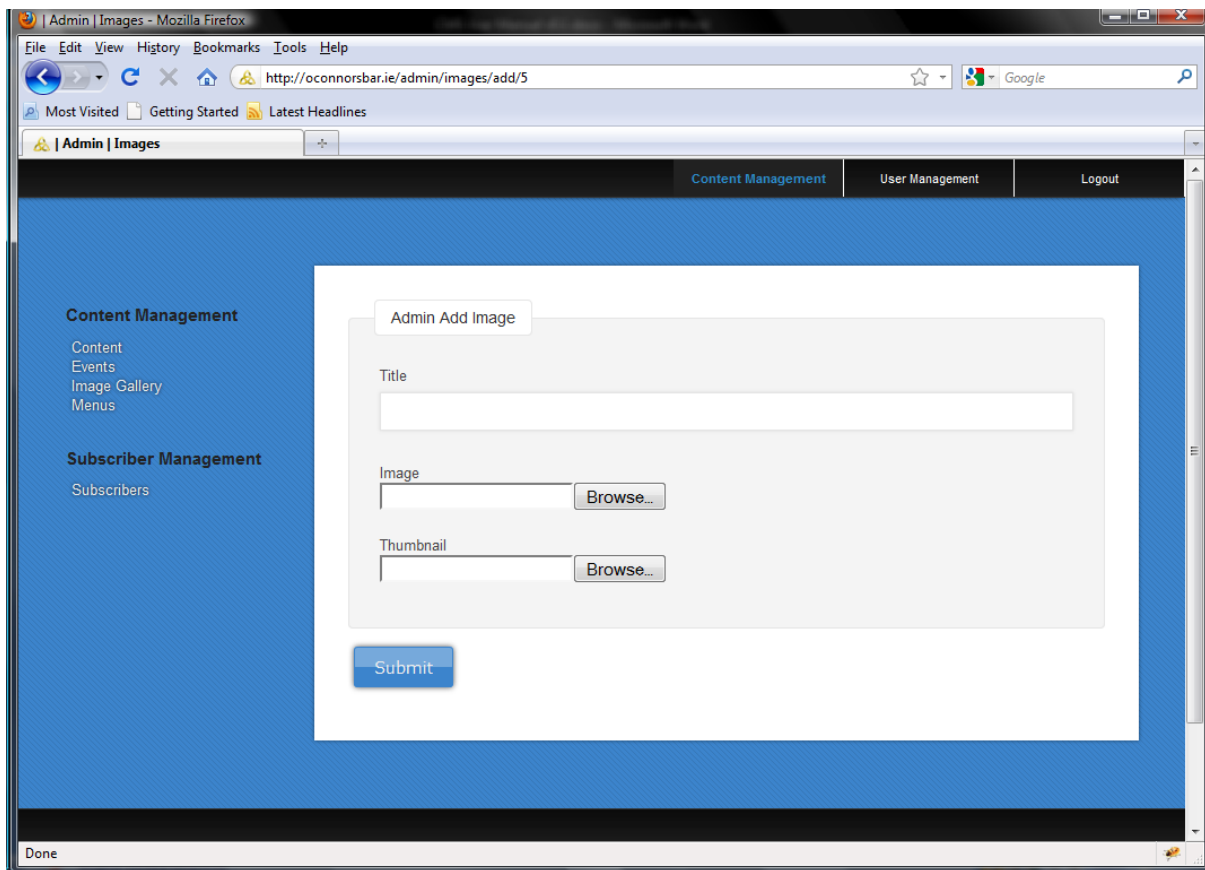


Figure 11 Add Image View

5.8 Edit Image

Select the image to be edited from the **Image Management View** by pressing the corresponding **edit image button** 

From here, you can edit the image title / caption and upload a different image / thumbnail. In order to upload a new image or thumbnail, it is necessary to select the **Upload new image** radio button before pressing the **Submit** button.

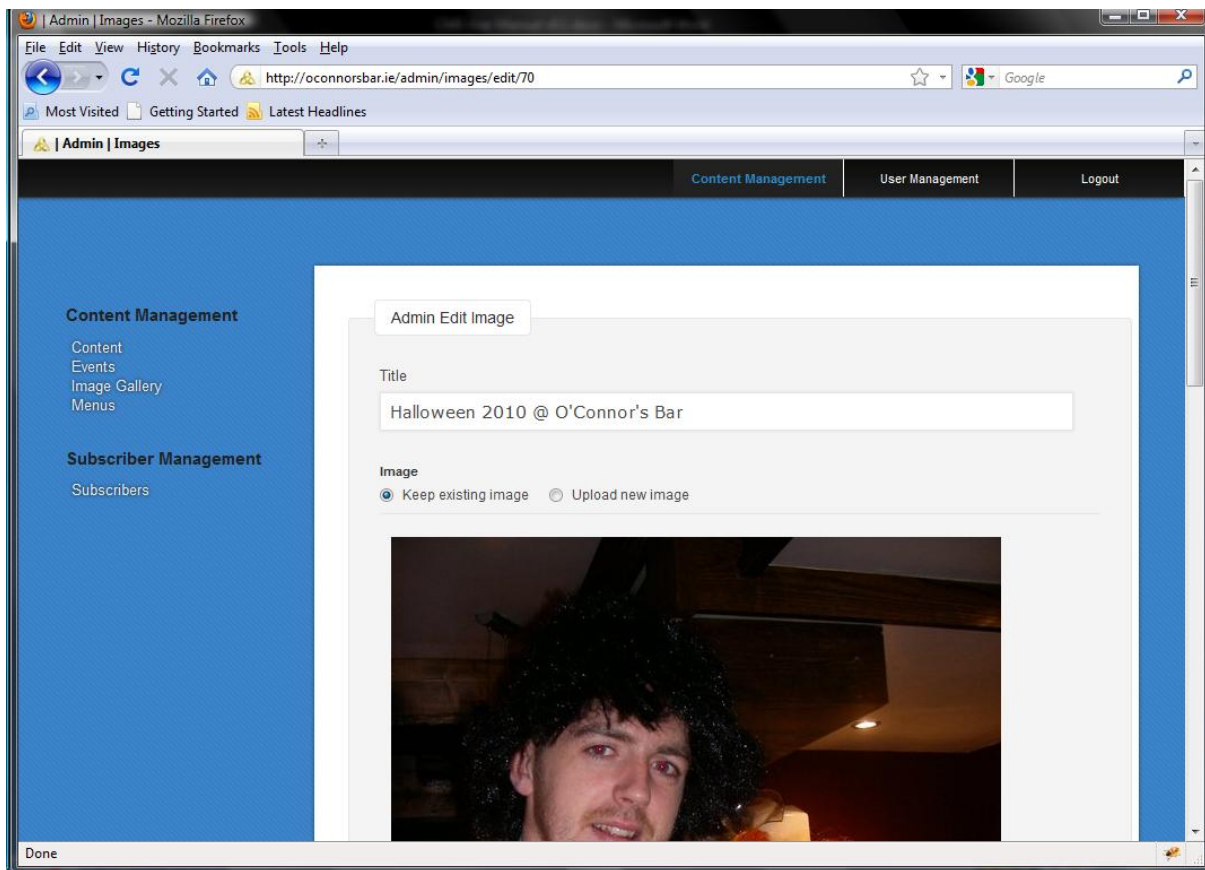


Figure 12 Edit Image View

5.9 Remove Image

On the **Image Management View** select the image to be removed by pressing the corresponding **delete image button** ✖

Please note that once the record has been removed, there is no way to retrieve the deleted data.

5.10 Re-Order Images

The order that the images are displayed on the website can be defined by setting the order in the CMS Image Management View. Simply click the corresponding handle 🌀 and drag the image to the desired location. The image at the top of the list will be the first to be displayed on the website front end.

6.0 Menu Management

6.1 View Existing Menus

Select **Menus** from the left hand **Content Management Menu**. The menu at the top of this list will be the menu that is currently displayed on the website.

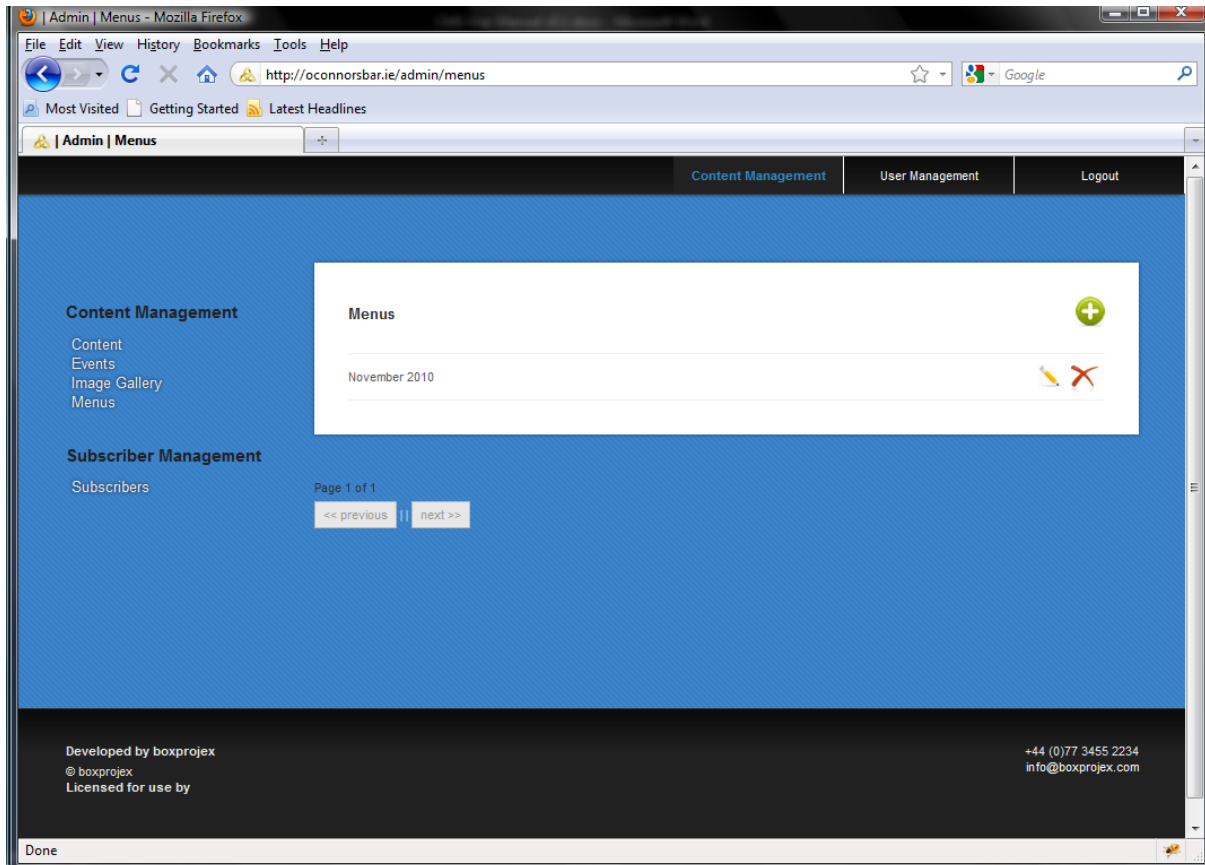


Figure 13 Manage Menus View

6.2 Add New Menu

To add a new menu, press the **add button**  at the top right of the Menu Management View.

Enter a descriptive Title for the Menu and press the **Browse** button to select the required PDF menu. The menu must be in PDF format. Press the **Submit** button to save and upload the menu.

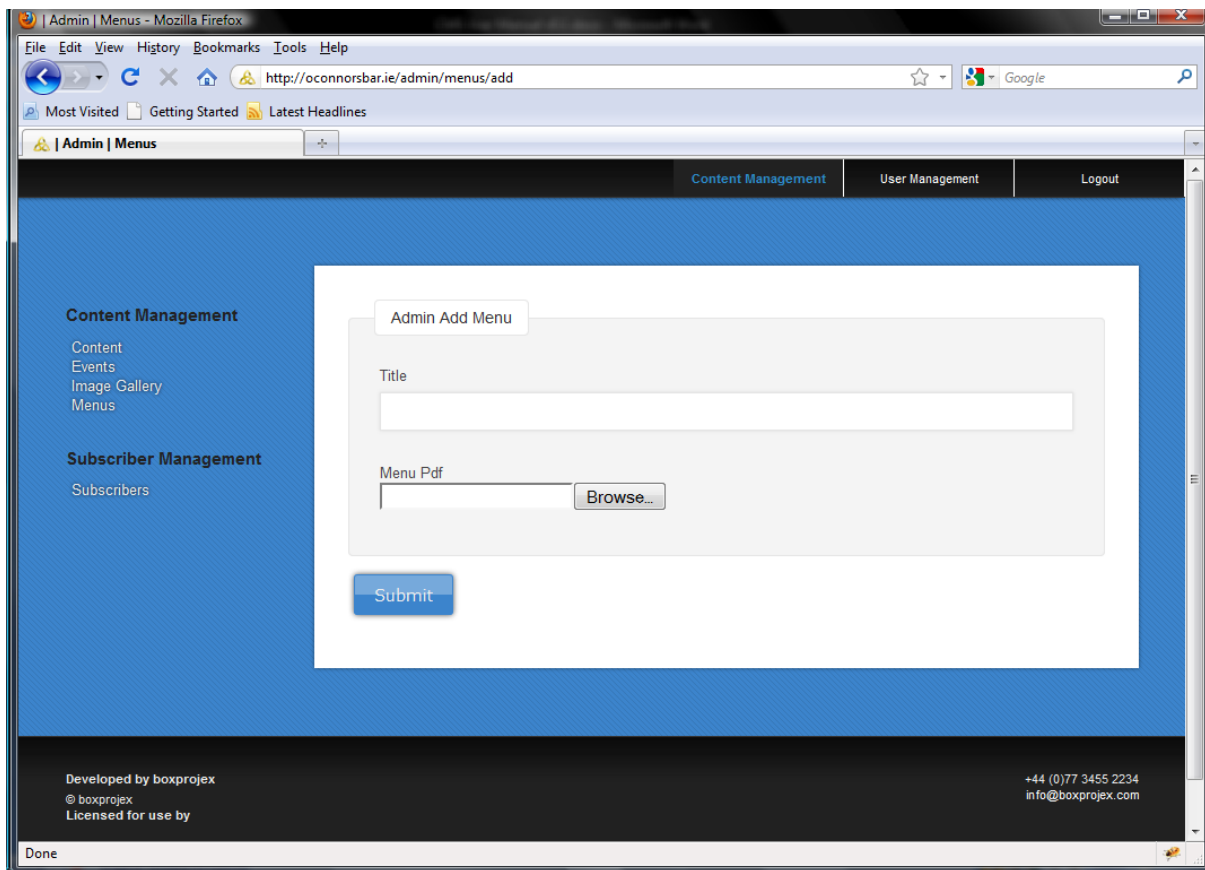



Figure 14 Add Menu View

6.3 Edit Existing Menu

Select the menu to be edited from the **Menu Management View** by pressing the corresponding **edit menu button** 

From here you can modify the title of the menu and upload a new PDF. In order to upload a new menu, it is necessary to select the **Upload new file** radio button before pressing the **Submit** button.

6.4 Remove Menu

On the **Menu Management View** select the menu to be removed by pressing the corresponding **delete menu button** 

Please note that once the record has been removed, there is no way to retrieve the deleted data.

7.0 Subscriber Management

7.1 View Subscribers

Select **Subscribers** from the left hand **Subscriber Management Menu**.

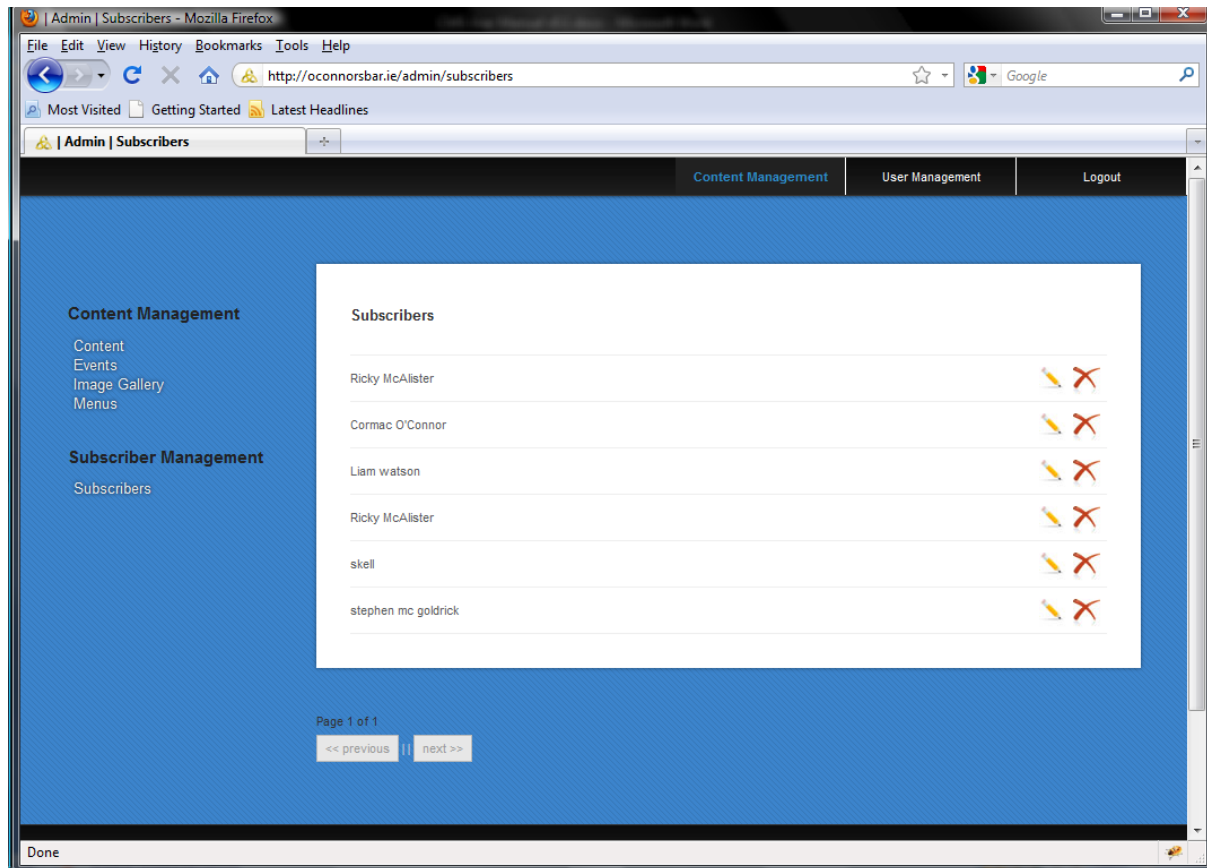


Figure 15 Manage Subscribers View

7.2 Edit Subscribers

It is possible to view and change a subscriber's details, but this is not advised unless the purpose is to **unsubscribe** the subscriber from the mailing list.

7.3 Remove Subscribers

On the **Subscriber Management View** select the subscriber to be removed by pressing the corresponding **delete subscriber button** 

Please note that once the record has been removed, there is no way to retrieve the deleted data.