



# MINDFULNESS AT MONASH

User Documentation

## ABSTRACT

This document serves to educate the handover team on who the appropriate users of the system are, how those users can use the system to carry out day-to-day operations.

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## Introduction

This report details to the user how to correctly carry out advanced functions that might be essential to the system's operations (e.g. publishing articles on the Mindfulness at Monash website). These include but are not limited to:

- changing home page information,
- making the choice to either publish, hide or archive articles, or;
- changing the SMTP server used by the web application.

Steps to carry out these functions will be supplemented with annotated screenshots that show how certain actions will affect content displayed on the website.

## Audience

This documentation is meant for the client, Dr Richard Chambers, and any employees of Mindfulness at Monash.

Readers of this documentation do not necessarily need experience in programming.

## Purpose

The Mindfulness at Monash CMS is meant to abstract the technical aspect of writing and posting articles on a website, making it easy for technically-illiterate users to write articles without having to adhere to the syntax and post them without having to make changes to the source code.

## Scope

This documentation covers the surface level of the Mindfulness at Monash website and not the underlying source code. Both the front end website and back end administrator operations will be covered.

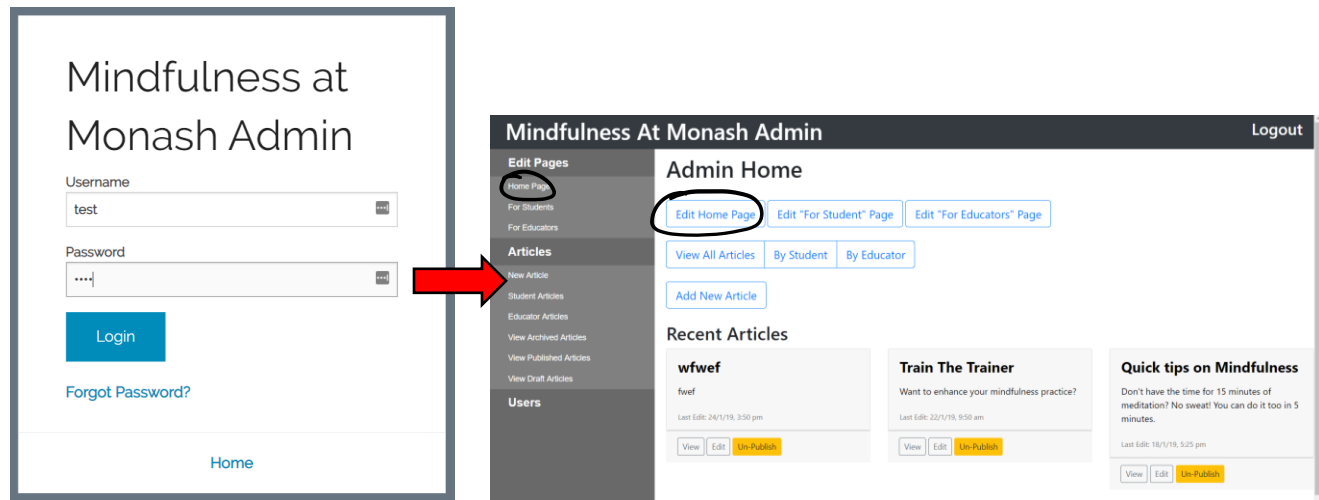
## Functions (Home Page)

### Changing Home Page

Note that while you edit the majority of Home Page content in the admin side, you may have to edit code files manually in a text editor (see Page 7).

### Changing Text Information

1. Log in as an admin by entering login details and pressing Enter or clicking Login:



You will be taken to an admin dashboard (above, right).

2. Go to the Edit Home Page page. (link circled above)
3. Edit the Home Page by editing the corresponding text boxes below.

**Welcome Section Title**

**Welcome Section Subtitle**

## Who Are We Section Title

Who Are We?

## Who Are We Section Subtitle

We are a professionally and academically-experienced team of Mindfulness experts & researchers willing to help you understand better how your brain works.<br><br>Give us a call or send us an email if you have any queries about Mindfulness at Monash.

## *Who Are We?*

We are a professionally and academically-experienced team of Mindfulness experts & researchers willing to help you understand better how your brain works.

Give us a call or send us an email if you have any queries about Mindfulness at Monash.

### Who Are We Section Staff(1) Name

Dr. Richard Chambers (Facilitator)

### Who Are We Section Staff(1) Email

richard.chambers@monash.edu

### Who Are We Section Staff(1) Description

Richard is a clinical psychologist specialising in mindfulness-based therapies. He is involved in mindfulness research, has published peer-reviewed journal articles and is co-author of Mindful Learning along with Dr Craig Hassed. Also, Richard was involved in the development of Smiling Mind, a free mindfulness app and not-for-profit aiming to get mindfulness into the Australian school curriculum by 2020. He works with a number of educational institutions and businesses interested in using mindfulness to improve wellbeing and performance.

Dr. Richard Chambers (Facilitator)

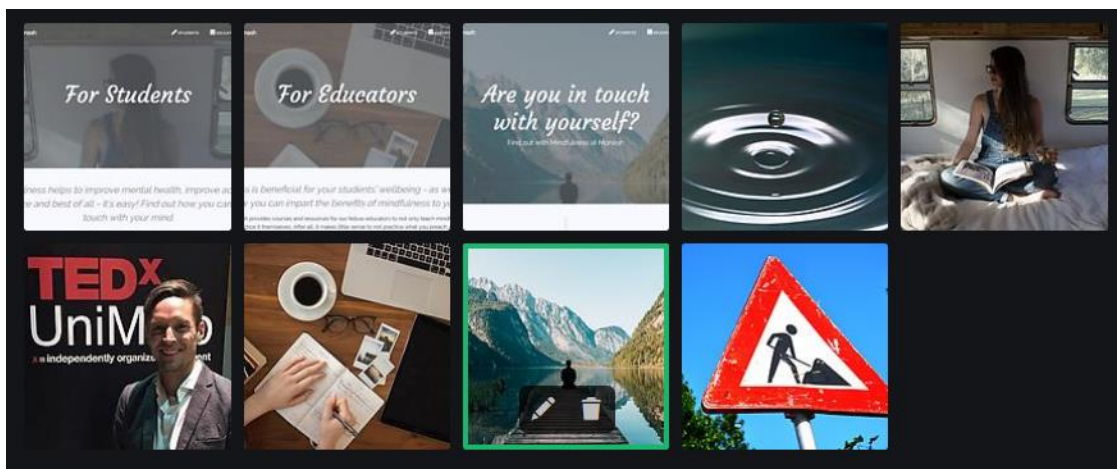
Email: [richard.chambers@monash.edu](mailto:richard.chambers@monash.edu)

Richard is a clinical psychologist specialising in mindfulness-based therapies. He is involved in mindfulness research, has published peer-reviewed journal articles and is co-author of Mindful Learning along with Dr Craig Hassed. Also, Richard was involved in the development of Smiling Mind, a free mindfulness app and not-for-profit aiming to get mindfulness into the Australian school curriculum by 2020. He works with a number of educational institutions and businesses interested in using mindfulness to improve wellbeing and performance.

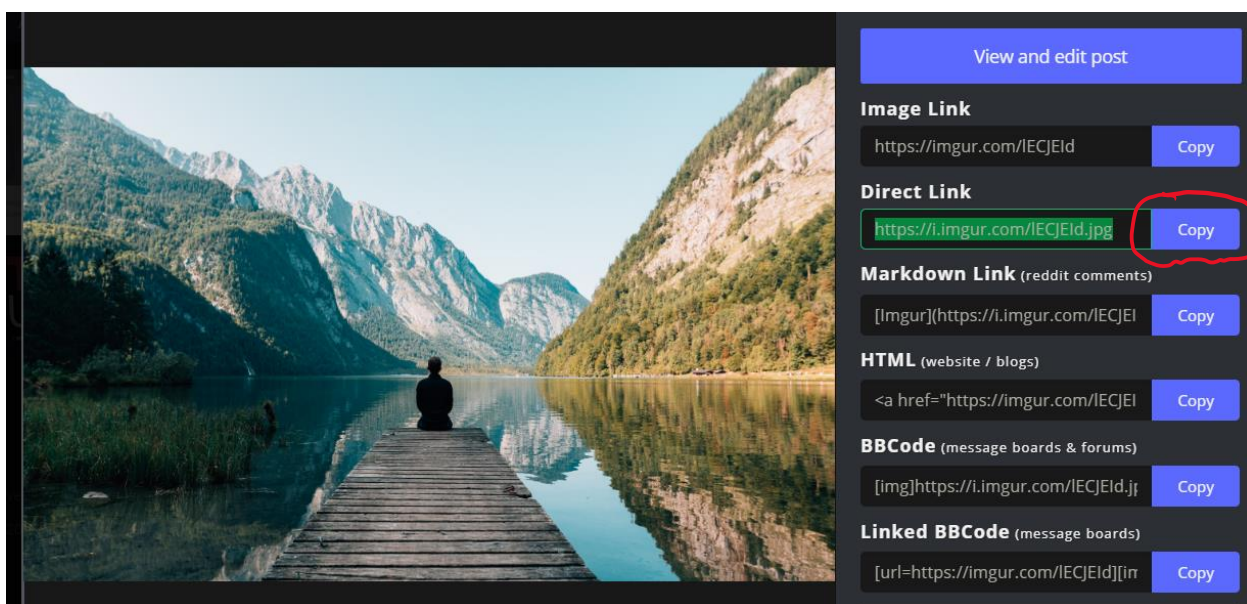
### Changing Background Images

Images are uploaded onto an Imgur account <https://mindfulnessatmonash.imgur.com/>. This makes migration between servers easier.

1. Upload a new image to the Imgur account: <https://mindfulnessatmonash.imgur.com/all>  
**NOTE: Background images should ideally be at or over 1920px x 1080px (L x H) in resolution.**
2. After uploading the image, click on the same image's gallery thumbnail.



Out of the links on the right, copy the Direct Link (by highlighting & copying or clicking Copy).



- Copy and paste the **direct link** into any of these input boxes:

#### Welcome Section Masthead

<https://i.imgur.com/IECJEld.jpg>

[View Image](#)

#### Who Are We Section Masthead

<https://i.imgur.com/5JENWA.jpg>

[View Image](#)

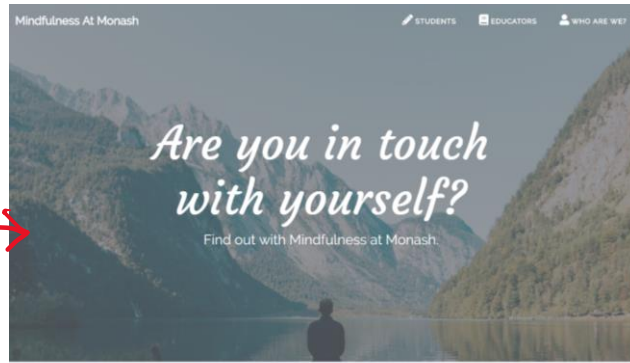
The section that the image will be displayed in depends on which input box the link was entered in. For example:



### Welcome Section Masthead

<https://i.imgur.com/IECJEld.jpg>

[View Image](#)

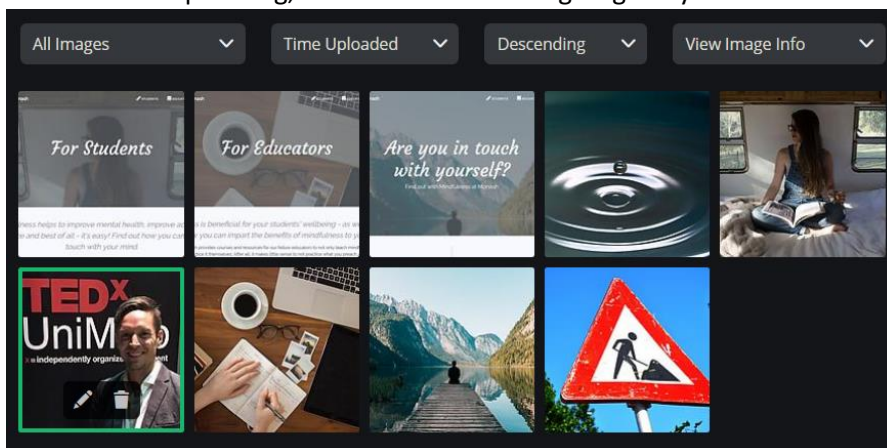


To see the image in its entirety, click View Image (opens a new tab).

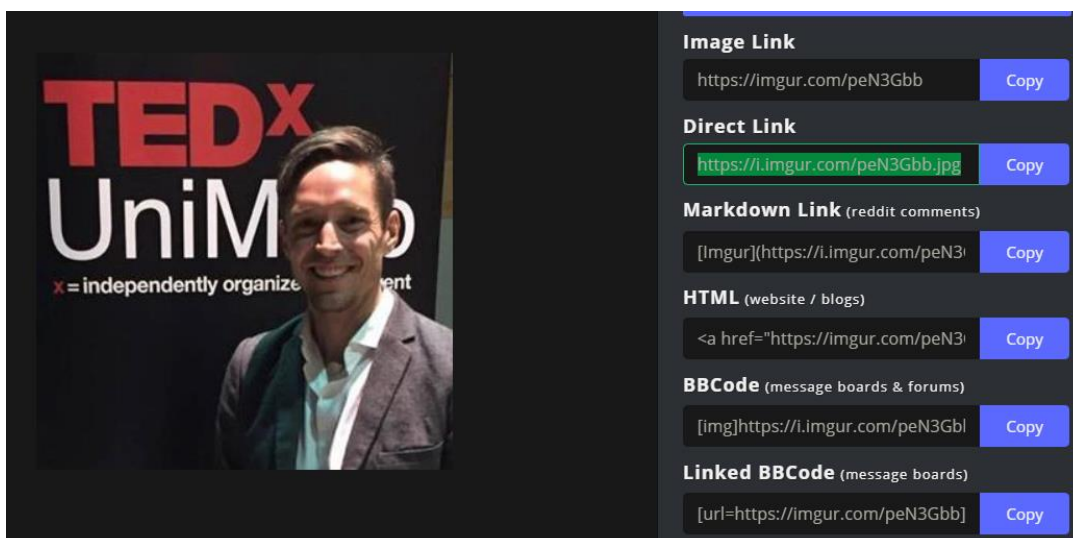
4. Click on Submit at the bottom to save the changes.

### Changing the Who Are We Contact Image

1. Upload a new image to the Imgur account: <https://mindfulnessatmonash.imgur.com/all>  
**NOTE: Background images should ideally be at 320px x 320px (L x H) in resolution.**
2. After uploading, click on the same image's gallery thumbnail:



Out of the links on the right, copy the Direct Link (by highlighting & copying or clicking Copy).





- Copy and paste the **direct link** into the input box below:

### Who Are We Section Staff(1) Photo

<https://i.imgur.com/peN3Gbb.jpg>

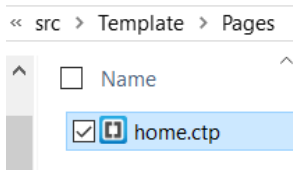


- Click on Submit at the bottom to save the changes.

### Changing the Student / Educator Article Index Link Text

**This function requires you to edit .ctp files in a text editor like PHPStorm or Brackets.**

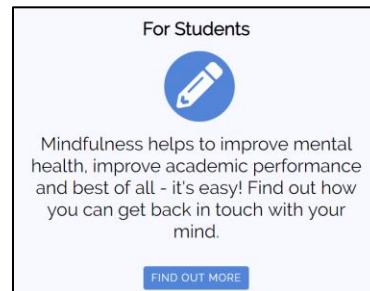
- Go to the folder ...\\Final\\team121\_final\\src\\Template\\Pages and open the file **home.ctp**



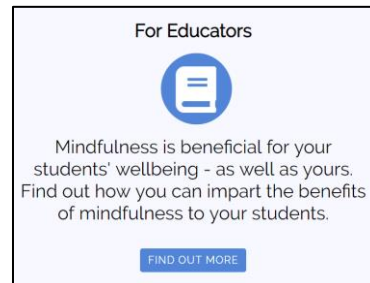
- In the file, there are 2 different parts of the code that represent the Student & Educator Article Index links on the website.

```
<!-- Student Article Index -->
<div class="col-6 mx-auto" id="home">
  <div class="post-preview">
    <a href="post.html">
      <h2 class="post-title">
        <?= $this->Html->get('action' => 'view')
      </h2>
```

==



```
<!-- Educator Article Index -->
<div class="col-6 mx-auto" id="home">
  <div class="post-preview">
    <a href="post.html">
      <h2 class="post-title">
        <?= $this->Html->get('action' => 'view')
      </h2>
```



To edit the text elements of any of the 2 Article Index links, in the **home.ctp** file edit the highlighted text elements (highlighted on the left & right).

```
<!-- Student Article Index -->
```

```

<div class="col-6 mx-auto" id="homepage_col" style="border-right: 1px solid gray">
  <div class="post-preview">
    <a href="post.html">
      <h2 class="post-title">
        <?=$this->Html->link('For Students',
['controller' => 'Article', 'action' =>
'viewArticleIndex', '1'], ['id'=>'title_home']) ?>
      </h2>
      <span class="fa-stack fa-lg">
        <?=$this->Html->link('<i class="fas
fa-circle fa-stack-2x"></i>'.<i class="fas fa-
pencil-alt fa-stack-1x fa-inverse"></i>',
['controller' => 'Article', 'action' =>
'viewArticleIndex', '1'],
['id'=>'title_home', 'escape'=>false]) ?>
      </span>
      <h3 class="post-subtitle">
        <?=$this->Html->link('Mindfulness helps to improve mental health, improve
academic performance and best of all - it\'s easy! Find out how you can get back in touch
with your mind.', ['controller' => 'Article', 'action' => 'viewArticleIndex', '1'],
['id'=>'subtitle_home']) ?>
      </h3>
    </a>
  </div>
  <br>
  <!-- Pager -->
  <div class="clearfix">
    <?=$this->Html->link('Find out more', ['controller' => 'Article', 'action' =>
'viewArticleIndex', '1'], ['class'=>'btn btn-primary']) ?>
  </div>
</div>

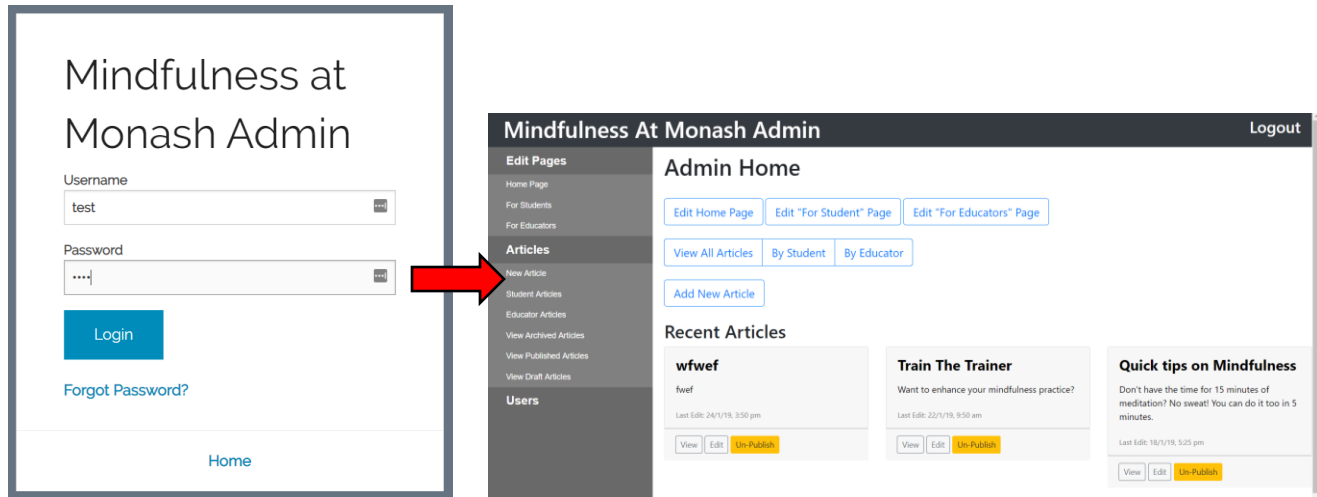
```



## Functions (Admin)

First, log in as an admin. Go to the login screen by going to the url

<http://ie.infotech.monash.edu/team121/Final/users/login>. Enter the login details and press Enter or click Login.



You will be taken to an admin dashboard (above, right) where you can select the function you wish to perform.

## Articles

An article can either be in the Student or Educator category, or both.

You can search your article more easily by narrowing down the displayed articles by category (Student, Educator) or status (Archived, Published, Draft) by clicking their respective left sidebar links.



## Change Article Status

In an Article Index page, a Published article will be available to the public as a link.

## More Articles

### Benefits of Mindfulness

How does mindfulness benefit your study life and beyond?

Posted: 8/12/18, 5:04 pm

### Quick tips on Mindfulness

Don't have the time for 15 minutes of meditation? No sweat! You can do it too in 5 minutes.

Posted: 8/12/18, 5:04 pm

### wfwef

fweef

Posted: 24/1/19, 3:47 pm

To remove it from public access, change its status by clicking Un-Publish.

Id	Title	Created	Modified	Category Name	Status	Actions		
						View	Edit	Un-Publish
43	wfwef	24/1/19, 3:47 pm	24/1/19, 3:50 pm	Student	published			

The article has been saved as a draft.

## Articles

New Article

Id	Title	Created	Modified	Category Name	Status	Actions			
						View	Edit	Publish	Archive
43	wfwef	24/1/19, 3:47 pm	28/1/19, 7:47 pm	Student	draft				

Articles that are of Draft or Archived status are unavailable to the public.

## More Articles

### Benefits of Mindfulness

How does mindfulness benefit your study life and beyond?

Posted: 8/12/18, 5:04 pm

### Quick tips on Mindfulness

Don't have the time for 15 minutes of meditation? No sweat! You can do it too in 5 minutes.

Posted: 8/12/18, 5:04 pm

To make articles public again, click Publish

## Delete Article

To delete an article permanently, click Archive and then click Delete.

The article has been archived.

## Articles

New Article

Id	Title	Created	Modified	Category Name	Status	Actions			
43	wfwef	24/1/19, 3:47 pm	28/1/19, 7:50 pm	Student	archived	View	Edit	Un-Archive	Delete