

A thick dark blue vertical bar runs down the left side of the page. A medium blue arrow points to the right from the bar, containing the date.

4/22/2016

# User Manual

KTF UI's Website

Several thin, dark blue curved lines originate from the bottom left corner and sweep upwards and to the right, creating a sense of movement.

User Manual //By BigBang

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# 1. Introduction

This document will provide manual guide or how to use KTF (Kelompok Tari Fisip) UI properly. In this websites there are consists 2 website, first one is KTF UI websites, in this website users can see every information about KTF UI such as their project, achievement, how to contact, and gallery. And the other one is websites for the administrator, this website only can be accessed by administrator and to open this website password and username is needed. In this website administrator can add, delete, and change very item in user (KTF UI) website.

## 1.1 KTF UI Website

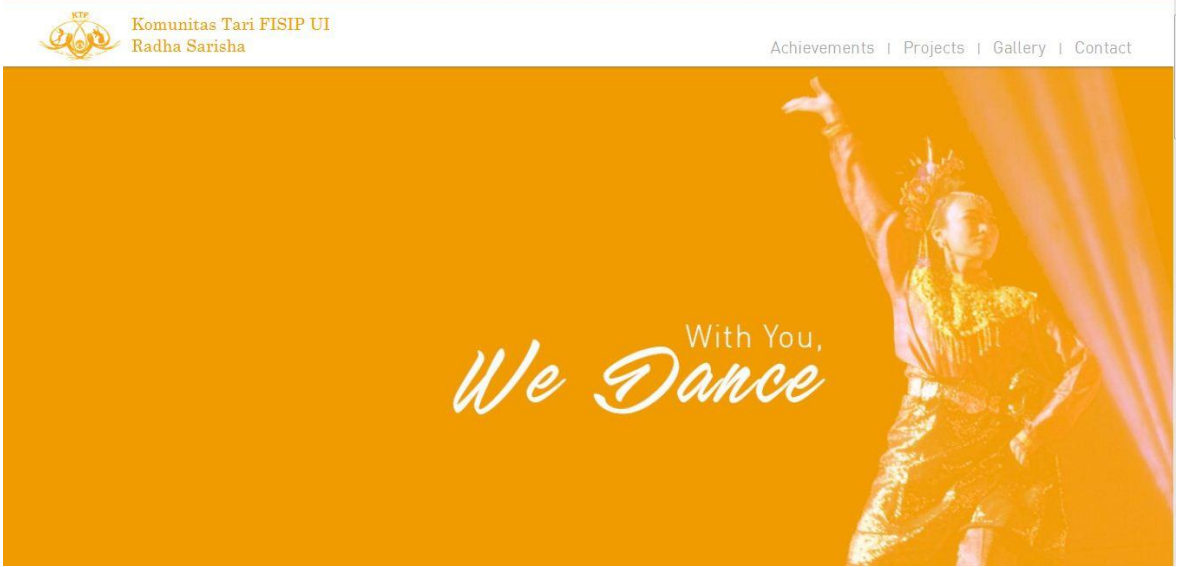
1. View information about KTF UI such as project, gallery, etc
2. Link to their social media (Facebook, Twitter, Youtube, and Instagram
3. Subscribe newsletter

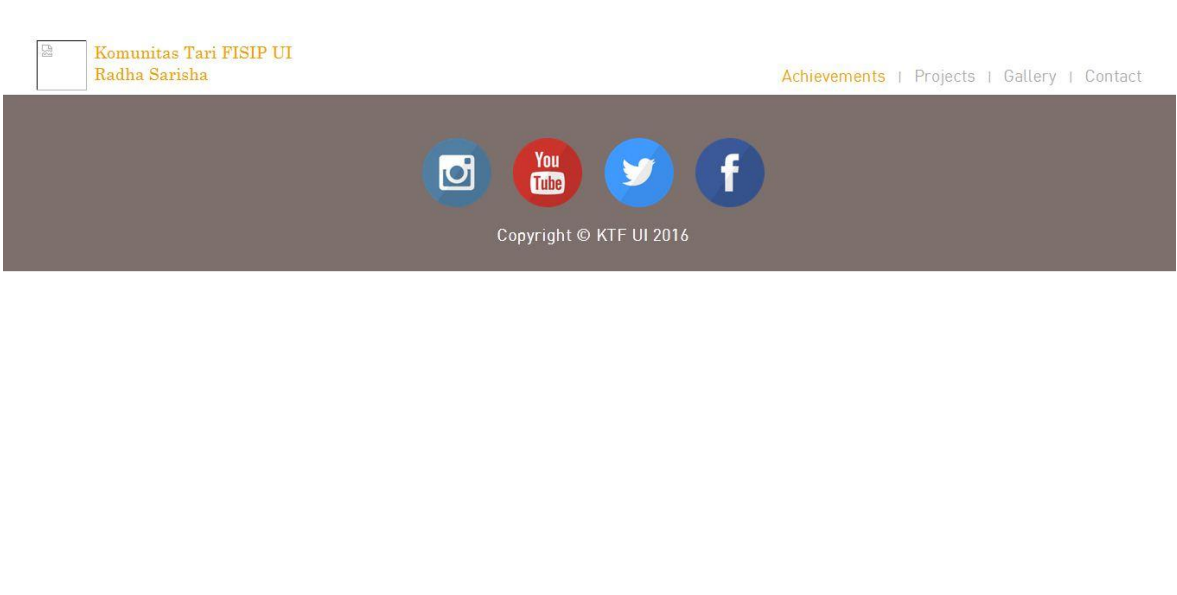
## 1.2 Administrator Website

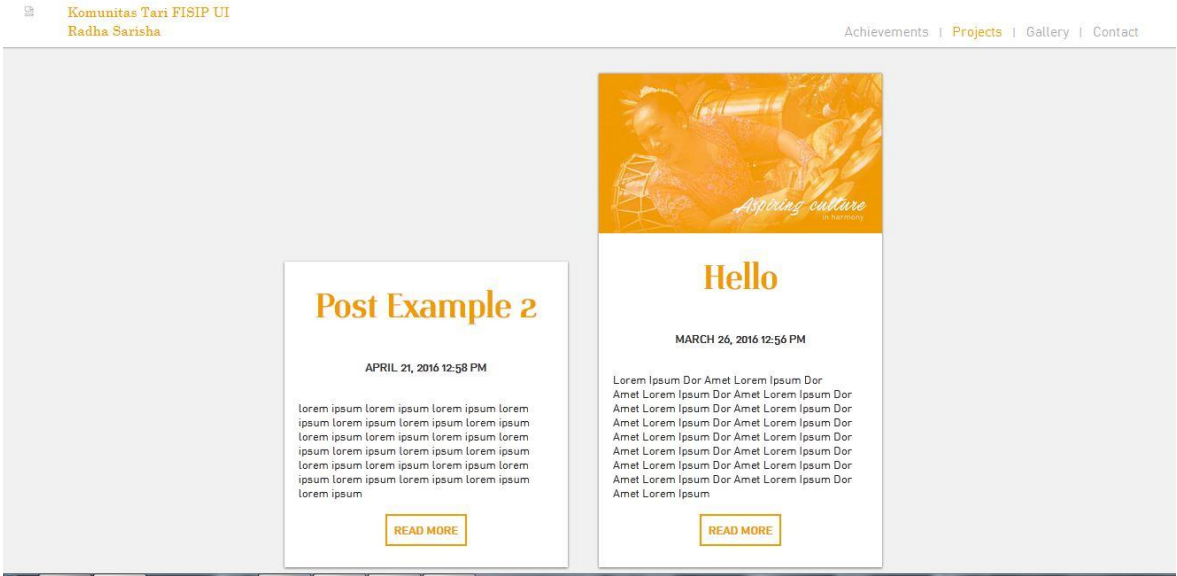
1. Administrator login
2. Make new post
3. Delete/ edit post
4. Insert media
5. Add new page
6. Delete/edit page
7. Install plugin
8. Customize website theme
9. Add new user

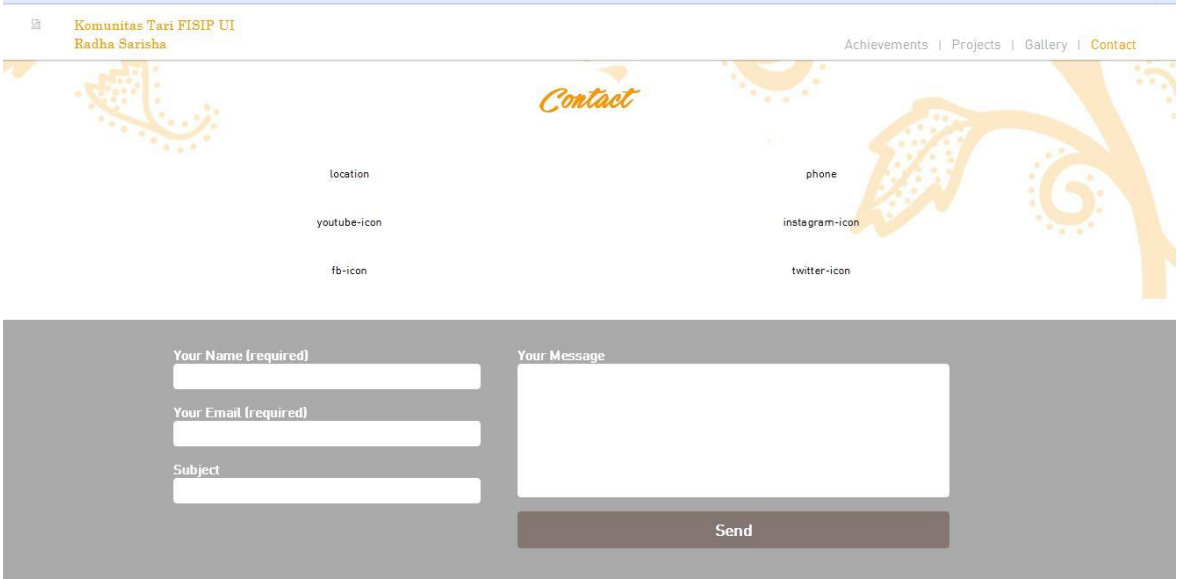
## 2. Website


### 2.2 KTF UI Website

Homepage	
	
<b>Description :</b>	This homepage from KTF (Kelompok Tari Fisip) UI
<b>Policy :</b>	This is first page user will see every visiting KTF UI website
<b>Manual Instruction :</b>	<ol style="list-style-type: none"><li>1. In the browser go to <a href="http://ktfui.esy.es/">http://ktfui.esy.es/</a></li><li>2. If want back to homepage click the KTF UI logo</li></ol>

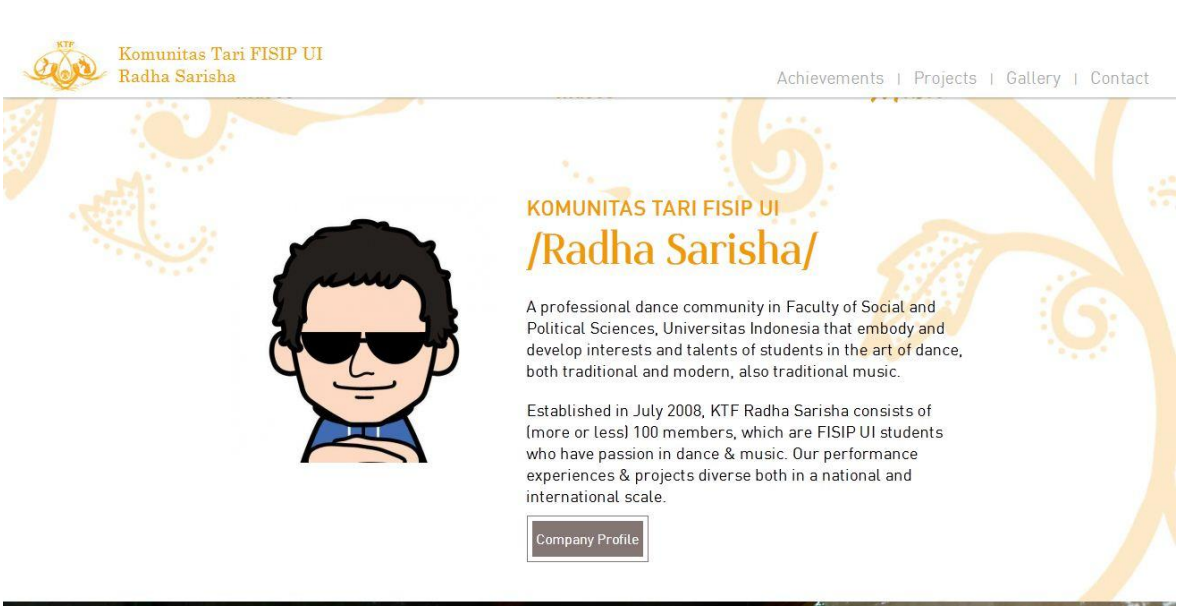
Achievement Page	
 <p>The screenshot shows the 'Achievement Page' of the KTF UI website. At the top, there is a header with the text 'Komunitas Tari FISIP UI Radha Sarisha' and a navigation menu with links: 'Achievements', 'Projects', 'Gallery', and 'Contact'. Below the header is a dark blue banner featuring four social media icons: Instagram, YouTube, Twitter, and Facebook. Underneath the banner, the text 'Copyright © KTF UI 2016' is visible. The main content area of the page is currently empty.</p>	
<b>Description :</b> This page show the achievements of KTF UI	
<b>Policy :</b> User have visit the homepage first	
<b>Manual Instruction :</b> <ol style="list-style-type: none"><li>1. In the browser go to <a href="http://ktfui.esy.es/">http://ktfui.esy.es/</a></li><li>2. Then click “achievements” in the right-top of homepage</li></ol>	

Project Page	
	
<b>Description :</b> This page show the projects of KTF UI	
<b>Policy :</b> User have visit the homepage first	
<b>Manual Instruction :</b> <ol style="list-style-type: none"><li>1. In the browser go to <a href="http://ktfui.esy.es/">http://ktfui.esy.es/</a></li><li>2. Then click “projects” in the right-top of homepage</li></ol>	

Contact Page	
	
<b>Description :</b> This page show the projects of KTF UI	
<b>Policy :</b> User have visit the homepage first	
<b>Manual Instruction :</b> <ol style="list-style-type: none"><li>1. In the browser go to <a href="http://ktfui.esy.es/">http://ktfui.esy.es/</a></li><li>2. Then click “Contact” in the right-top of homepage</li></ol>	

What we Offer	
	
<b>Description :</b> To see what offering from KTF UI	
<b>Policy :</b> User have to visit the homepage first	
<b>Manual Instruction :</b> <ol style="list-style-type: none"><li>1. In the browser go to <a href="http://ktfui.esy.es/">http://ktfui.esy.es/</a></li><li>2. After opening the homepage look down/scroll down to the bottom of page</li><li>3. Find the text “We aspire passion through”</li><li>4. Select 1 from 3 offering from KTF UI (Traditional dance, Modern dance, and Traditional music)</li></ol>	



About

<b>Description :</b> To see profile from KTF UI
<b>Policy :</b> User have to visit the homepage first
<b>Manual Instruction :</b> <ol style="list-style-type: none"> <li>1. In the browser go to <a href="http://ktfui.esy.es/">http://ktfui.esy.es/</a></li> <li>2. Then after opening the homepage, look down/scroll down to the bottom of page</li> <li>3. After find the text “Komunitas Tari Fisiip UI”</li> <li>4. Read profile/description about KTF UI</li> <li>5. IF want to download profile about KTF UI, press the “Download Profile” from the page</li> </ol>

## Subscribe Newsletter




**Description :** Feature to subscribe newsletter from KTF UI


**Policy :** User have to visit the homepage first

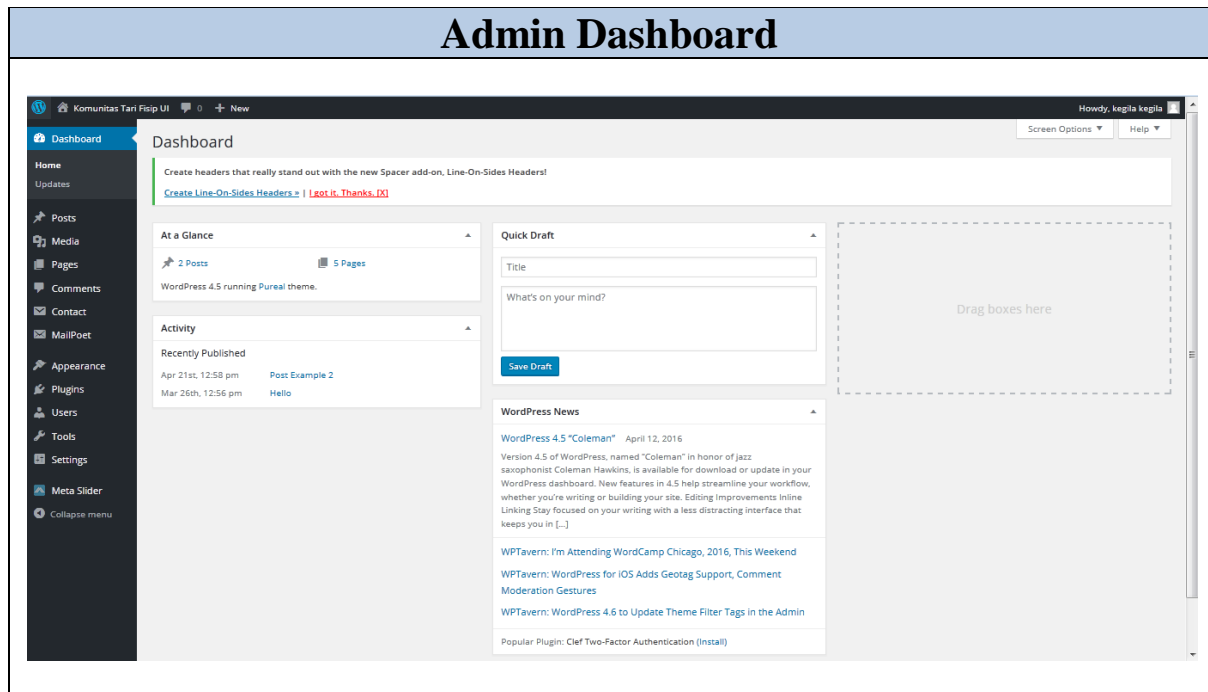
**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/>
2. After opening the homepage look down/scroll down to the bottom of page
3. After found the textfield “email” type your email and press “subscribe!”

Social Media Link	
	
<b>Description :</b> To link to KTF UI social media	
<b>Policy :</b> User have to visit the homepage first	
<b>Manual Instruction :</b> <ol style="list-style-type: none"><li>1. In the browser go to <a href="http://ktfui.esy.es/">http://ktfui.esy.es/</a></li><li>2. After opening the homepage look down/scroll down to the bottom of page</li><li>3. Afterfind social media icon/button in the bottom of page</li><li>4. You can click one of the button (Instagram, Youtube, Twitter, Facebook) to link to KTF UI social media</li></ol>	

## 2.2 Administrator website

Log-in
 <div> <p>Username or Email</p> <input type="text"/> <p>Password</p> <input type="password"/> <p><input type="checkbox"/> Remember Me <input type="button" value="Log In"/></p> <p><a href="#">Lost your password?</a></p> <p><a href="#">← Back to Komunitas Tari Fisip UI</a></p> </div>
<p><b>Description :</b> To link to KTF UI social media</p>
<p><b>Policy :</b> Visit the login page first</p>
<p><b>Manual Instruction :</b></p> <ol style="list-style-type: none"> <li>1. In the browser go to <a href="http://ktfui.esy.es/wp-login.php">http://ktfui.esy.es/wp-login.php</a></li> <li>2. Then enter username and password with correctly</li> <li>3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard</li> <li>4. If login success you will directed to admin dashboard, and if login is failed login page will show again.</li> </ol>

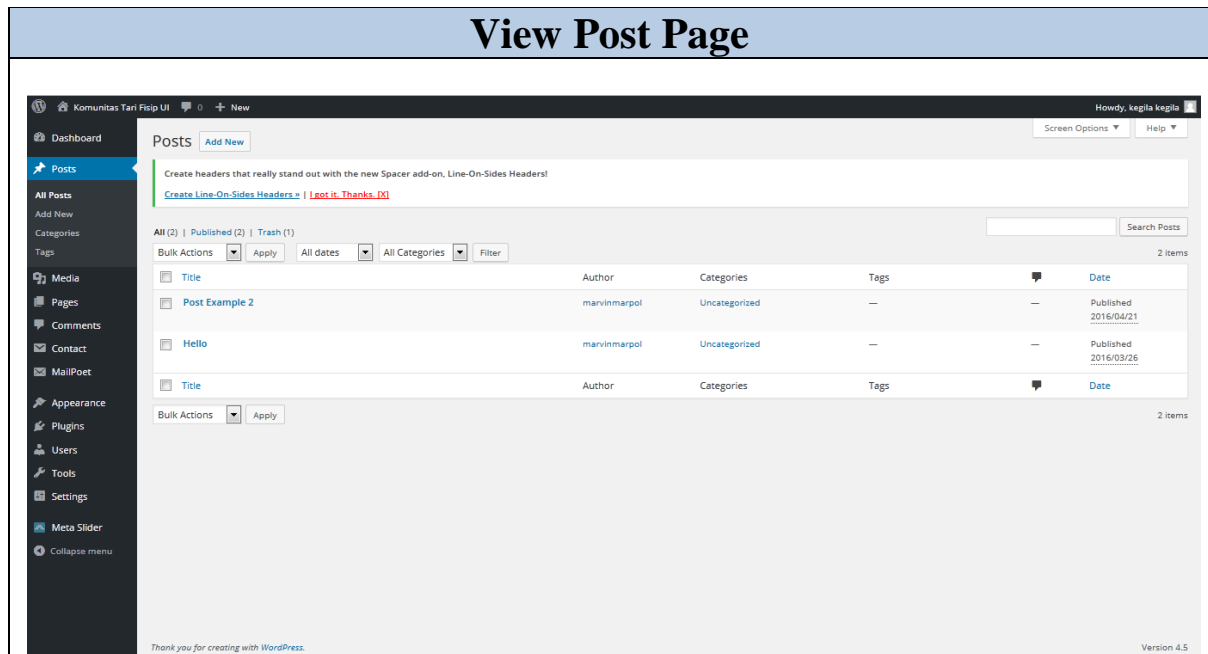


**Description :** This page is admin dashboard, in this page admin can choose what they want to do to website such as make a post, update, etc

**Policy :** User have to login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed user will see login page again.
5. After that admin dashboard is show up.

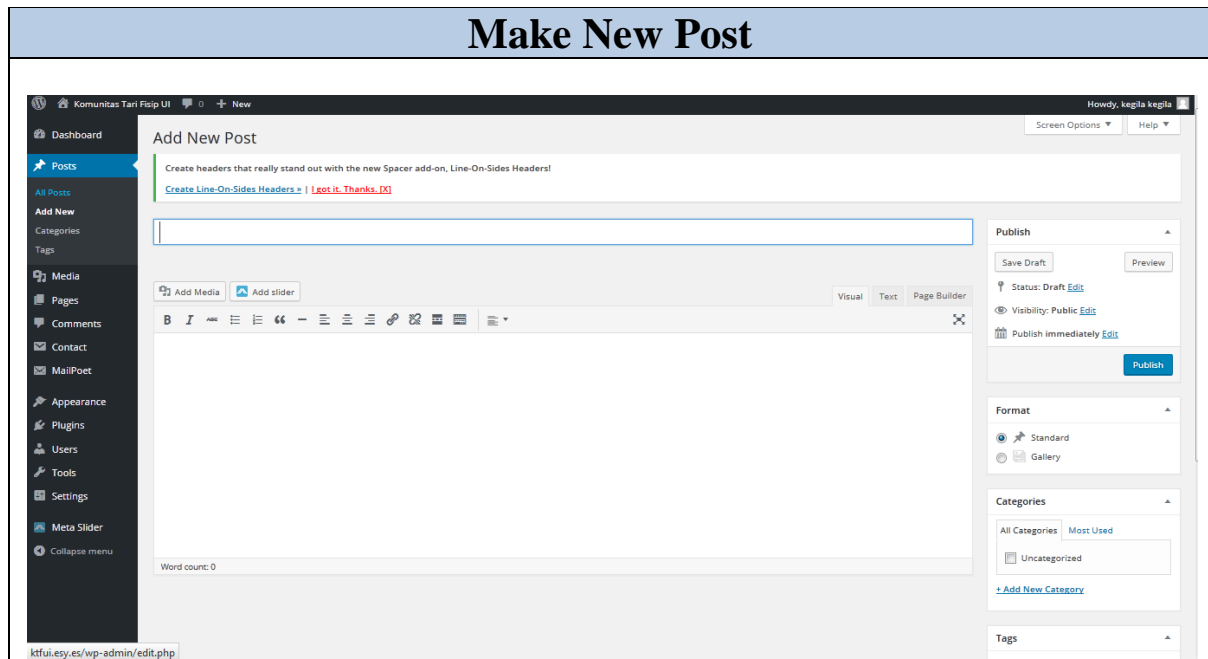


**Description :** In this page admin can manage post in the website

**Policy :** User have to login first

**Manual Instruction :**

1. In the browser user have to go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, user can click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “post” in the left-top of admin dashbard
6. Post page will show up

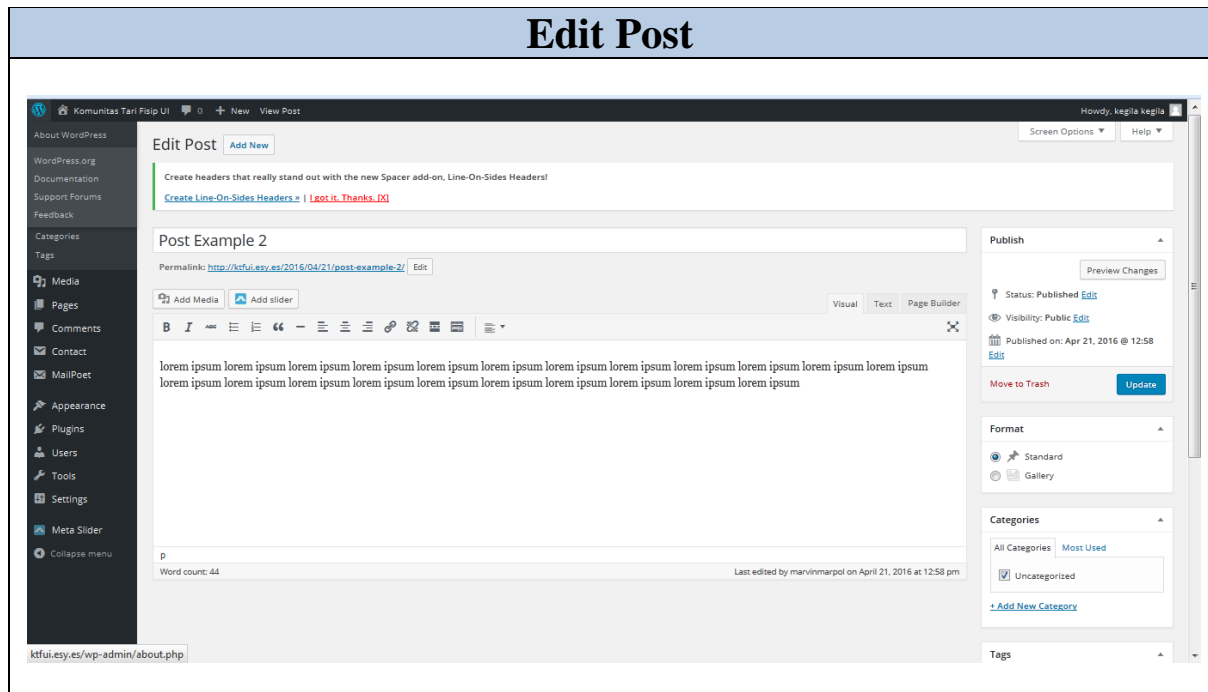


**Description :** To make a new post to the website

**Policy :** User have to login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “post” in the left-top of admin dashbard
6. Post page will show up
7. To make a new post, click to “add new” button in the left-top of page right next to “post” word
8. After new post page show up, enter post title in Title textfield and enter the post content in content field, right below the title textfield
9. After finish filling post content, you can add tag, categorize, format and featured images to his post
10. And to posting content to the website click “publish” button
11. To preview the post click “preview” button, or to save the post before it's published, click “save draft” button



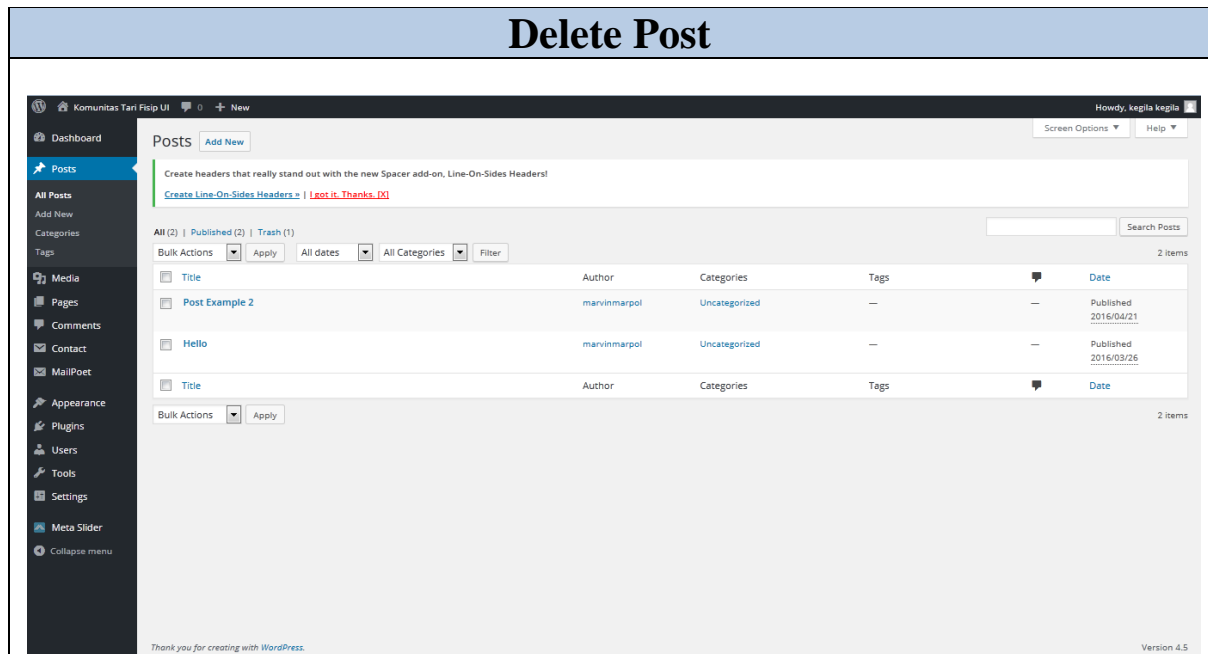
**Description :** How to update post in the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “post” in the left-top of admin dashbard
6. Post page and every post has been made will show up
7. Point to the one of post want to edit and choose “edit”
8. After finish editing click “update” button to posting the post already edit or update



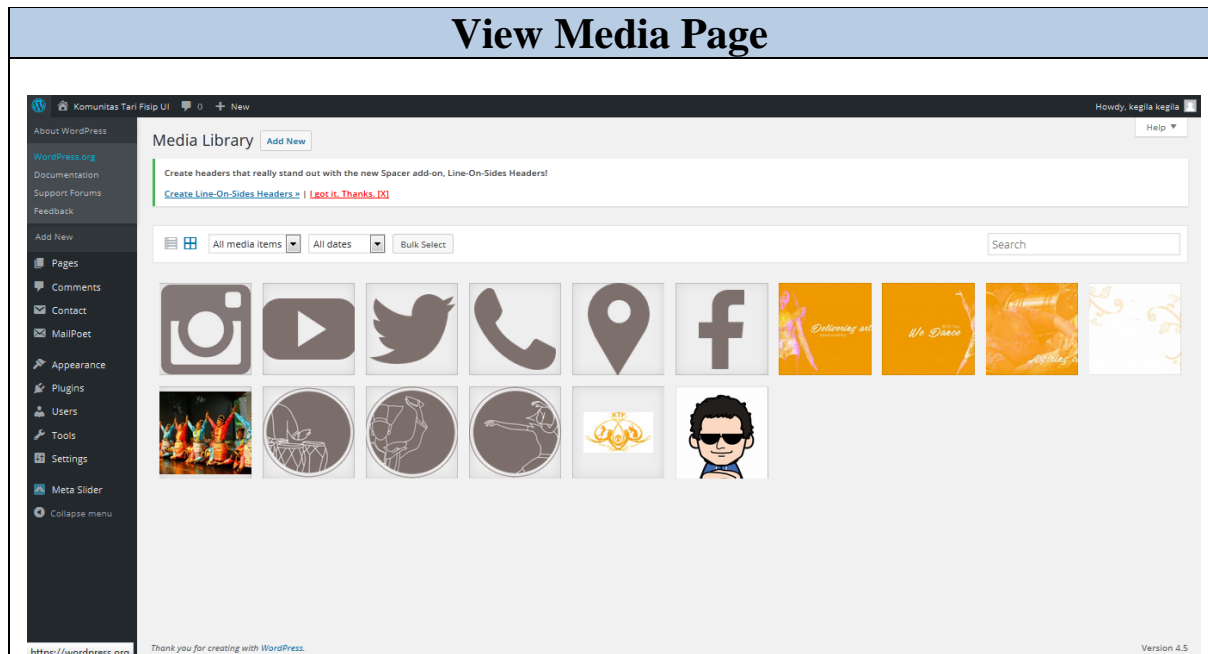


**Description :** How to delete post in website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “post” in the left-top of admin dashbard
6. Post page and every post has been made will show up
7. Point to the one of post want to delete and choose “thrash”
8. Post already move to trash and can delete permanently from “thrash”

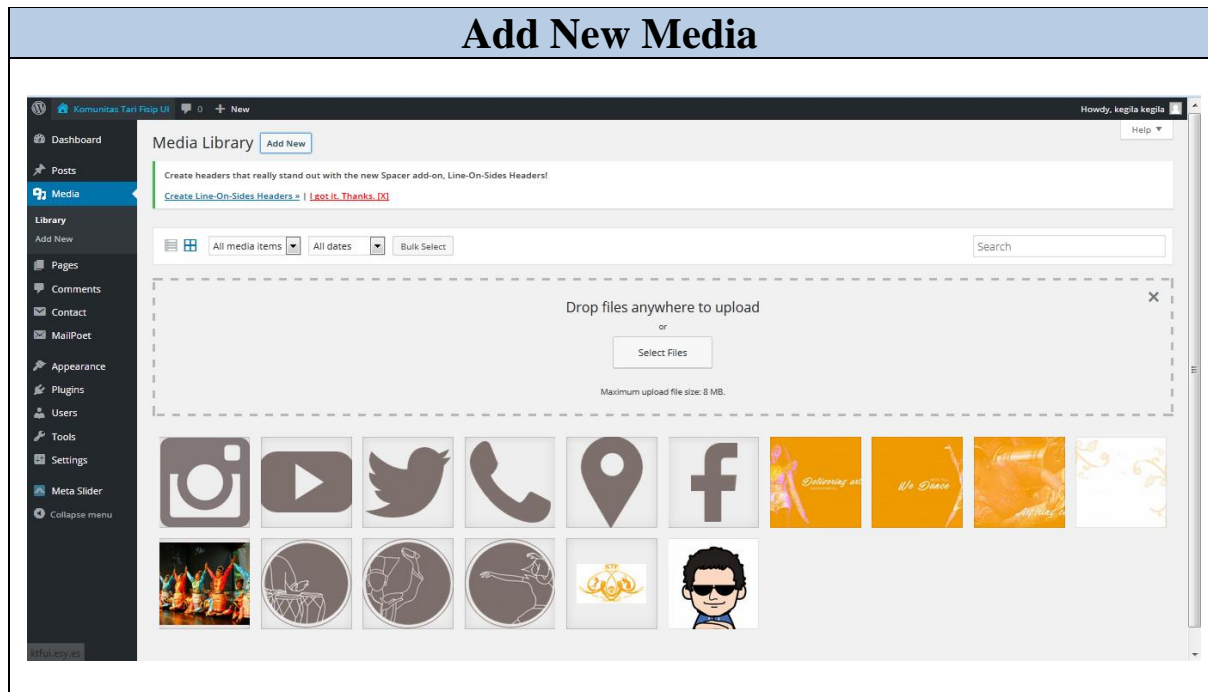


**Description :** This page is admin can manage media in the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “media” in the left-top of admin dashbard right under the “post”
6. Media page and every media has been upload to the website will show up



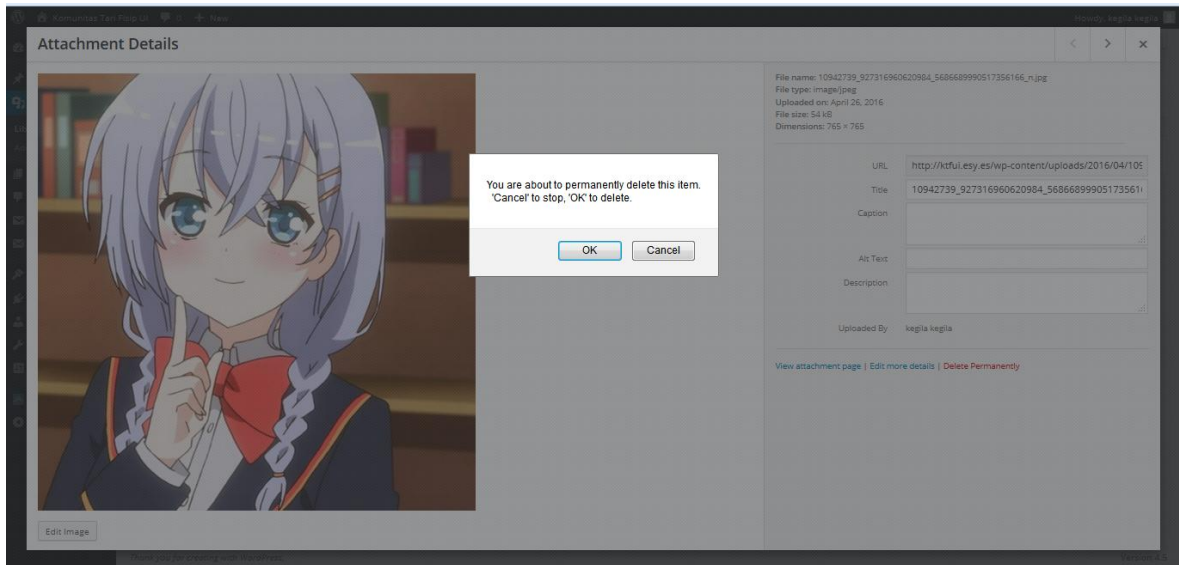
**Description :** Add new media to the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “media” in the left-top of admin dashbard right under the “post”
6. Media page and every media has been upload to the website will show up
7. Click “add new” button in the left-top of page
8. Drag the file from the computer to anywhere of the page, or click “select files” button
9. After finish upload media close the box “Drag files anywhere to upload”
10. Only 8 MB size media file allowed to upload

## Delete Media

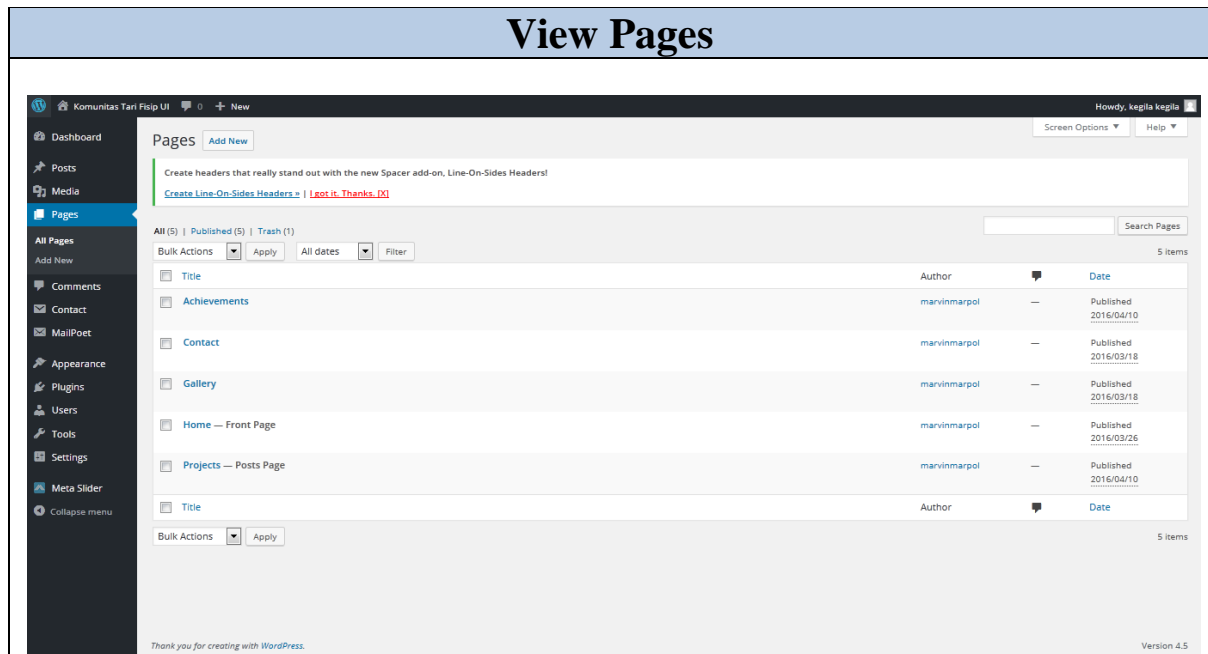


**Description :** Delete media file from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “media” in the left-top of admin dashbard right under the “post”
6. Media page and every media has been upload to the website will show up
7. Click one of media file want to delete
8. And click “Delete permanently” and choose “ok”
9. Media file has been deleted

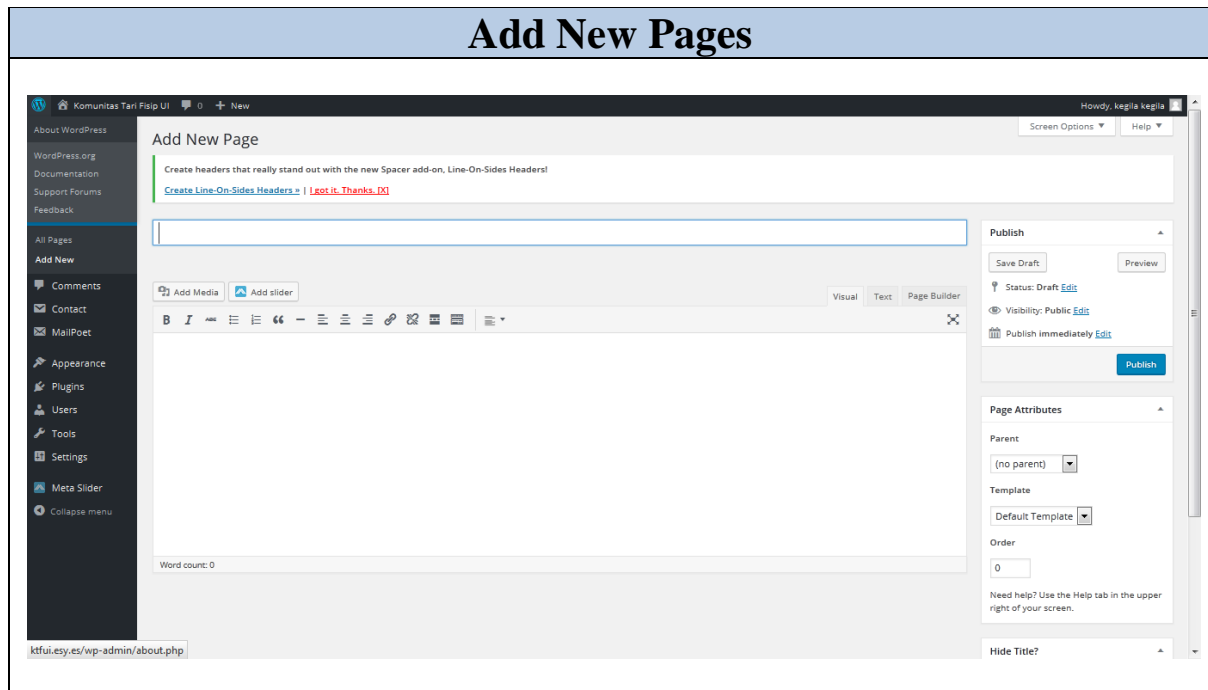


**Description :** In this page user can add, edit and delete page in the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “pages” in the left-top of admin dashbard right under the “media”
6. In this page, every page of the website has been made will be show

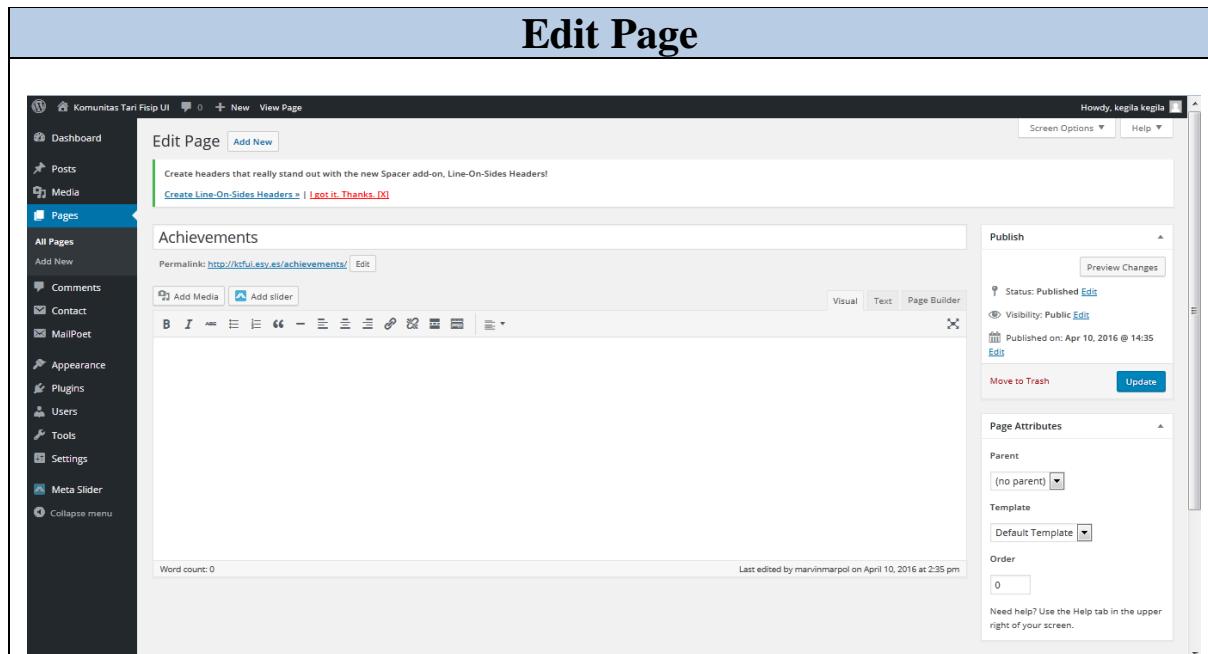


**Description :** Add new page to the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “pages” in the left-top of admin dashbard right under the “media”
6. Click “add new” button in the left-top page
7. Enter/fill “Page Title” textfill
8. Click “publish” to add new page to the website

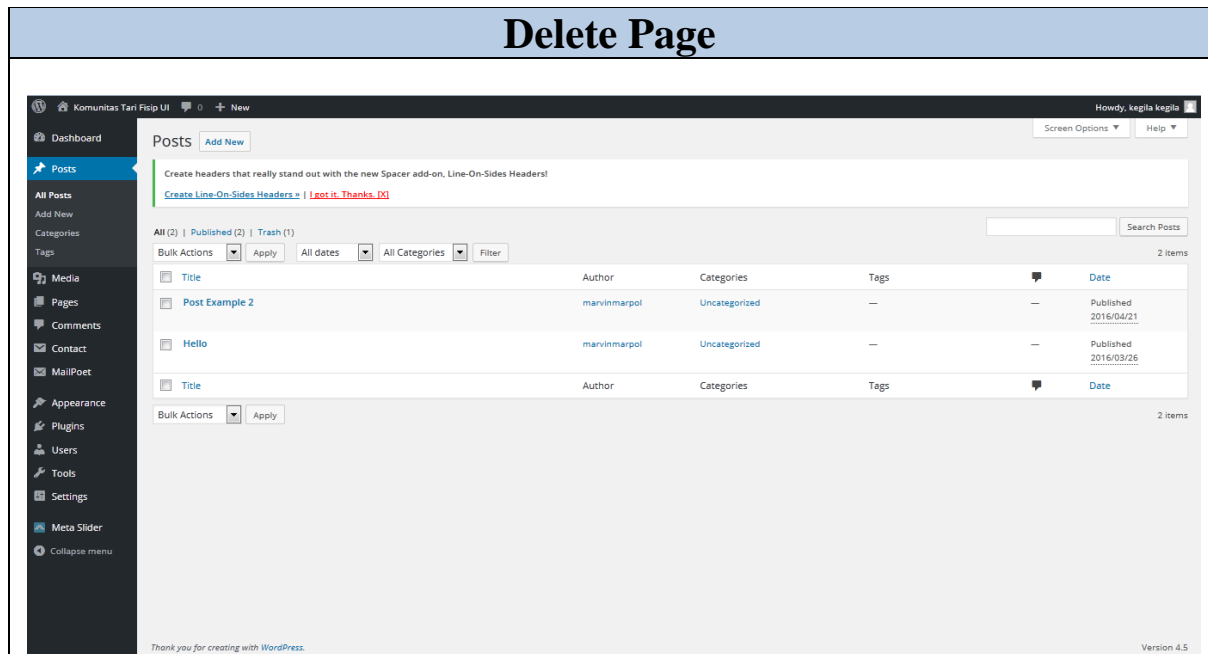


**Description :** How to update page in the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “page” in the left-top of admin dashbard
6. Pages page and every page has been made will show up
7. Point to the one of page want to edit and choose “edit”
8. After finish editing click “update” button to posting the page already edit or update



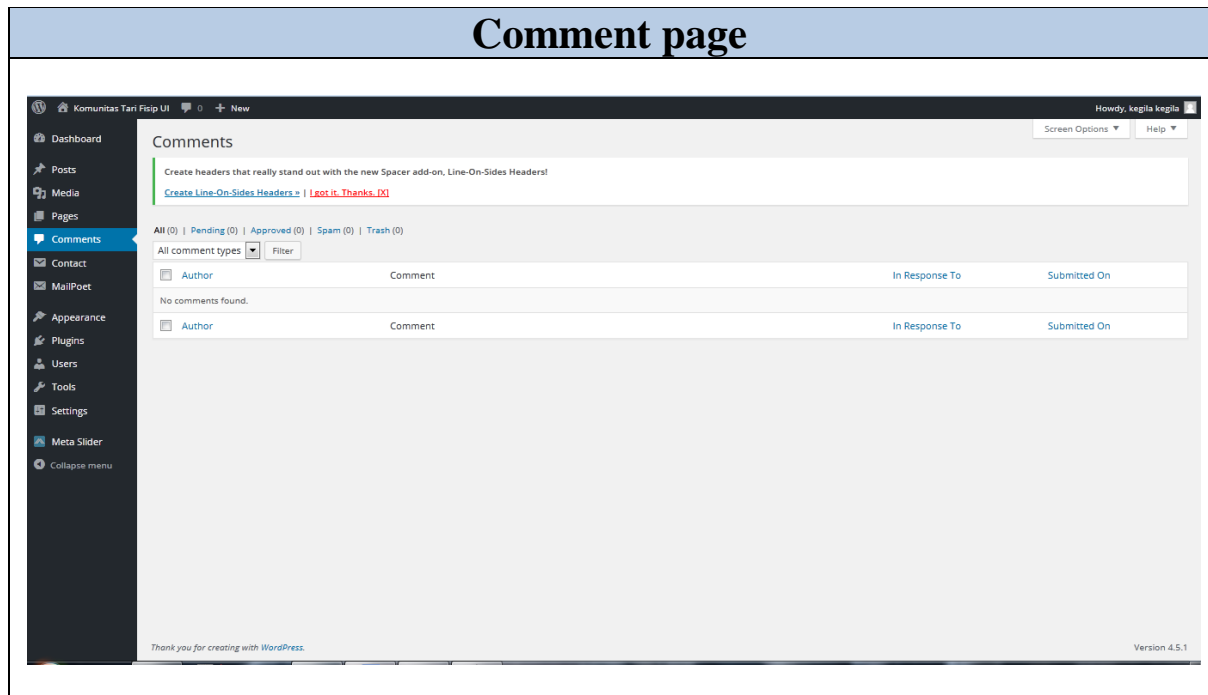
**Description :** How to delete page in website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “page” in the left-top of admin dashbard
6. Pages page and every page has been made will show up
7. Point to the one of page want to delete and choose “trash”
8. Page already move to trash and can delete permanently from “thrash”



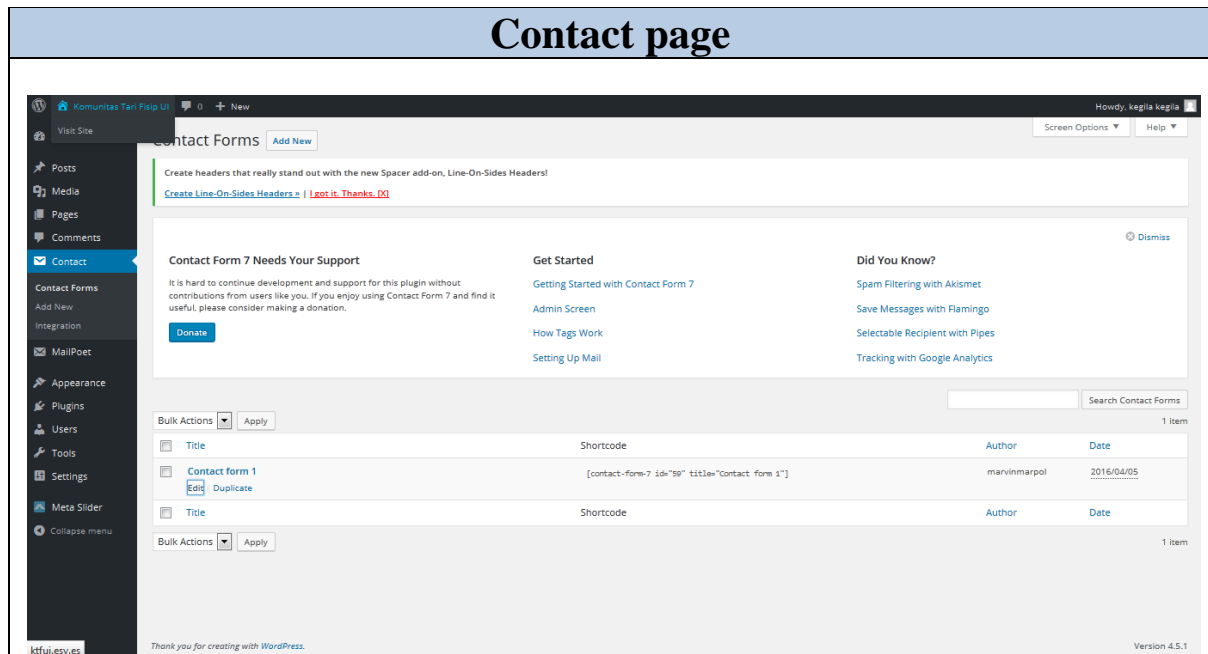


**Description :** In this page user can manage comment in the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “comments” in the left of admin dashbard right under the “pages”
6. In this page, every comment submitted to the website from the users can be seen

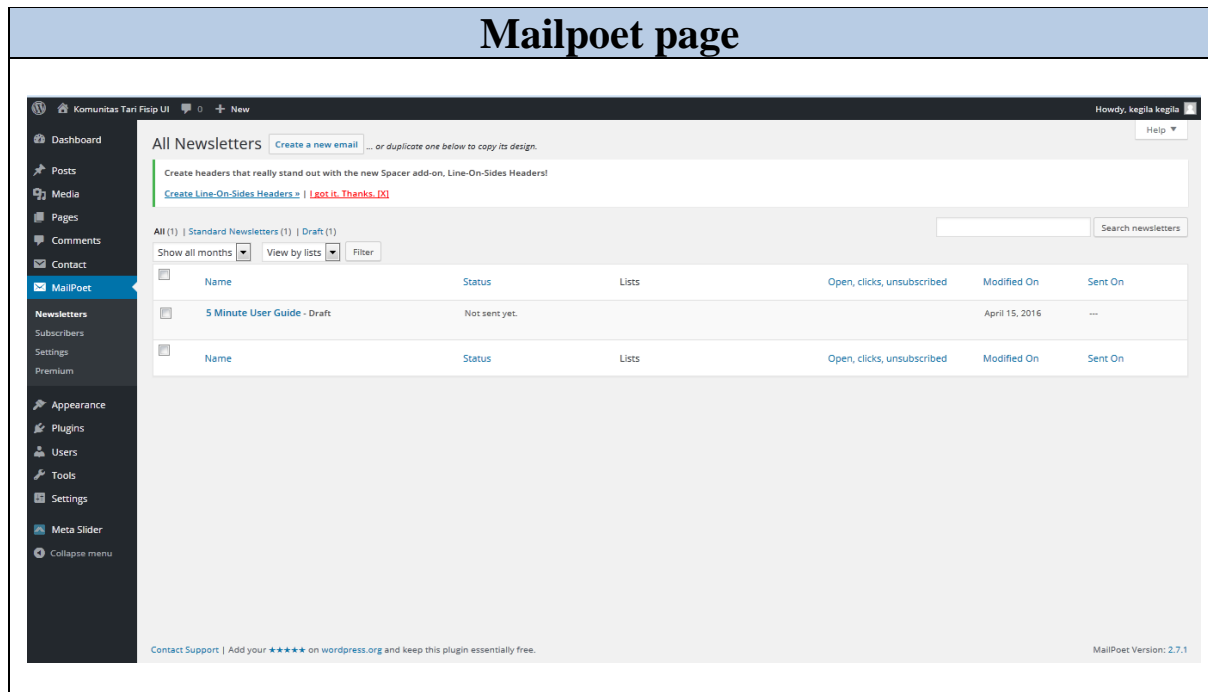


**Description :** In this page user can make and manage contact form in the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “contact” in the left of admin dashbard right under the “comments”
6. To make a new contact form click “add new” and click “save” to save it

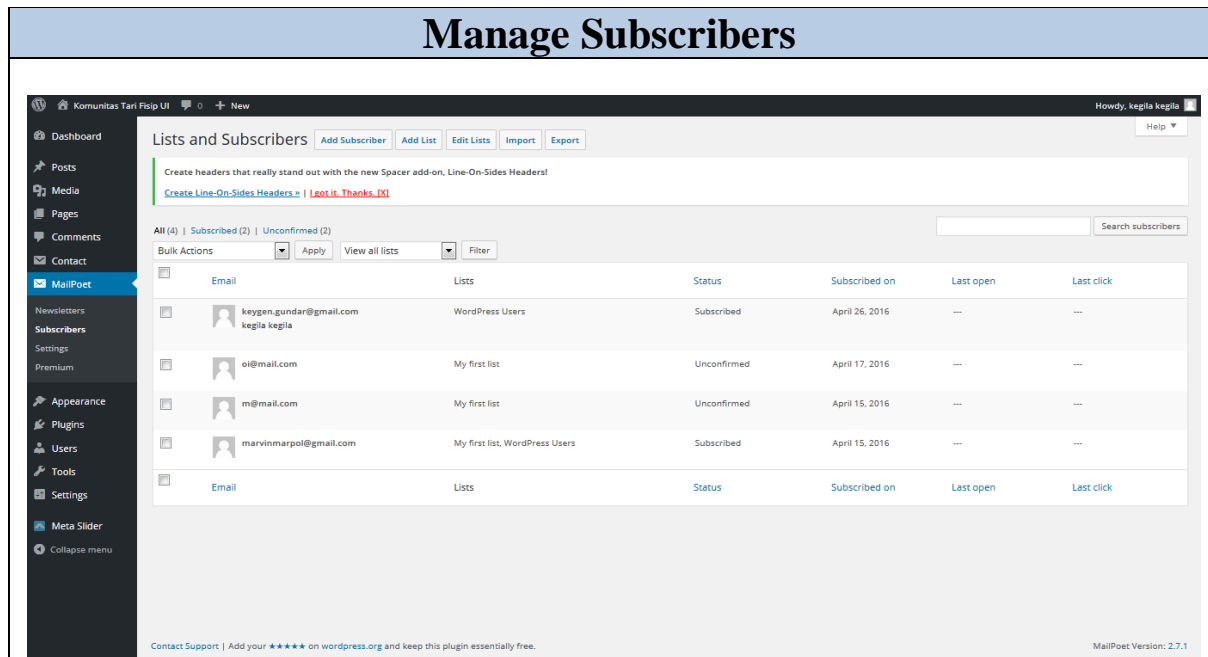


**Description :** In this page user can make newsletter from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “mailpoet” in the left of admin dashbard right under the “Contact”
6. To make a new newsletter click “create a new email” and follow the steps

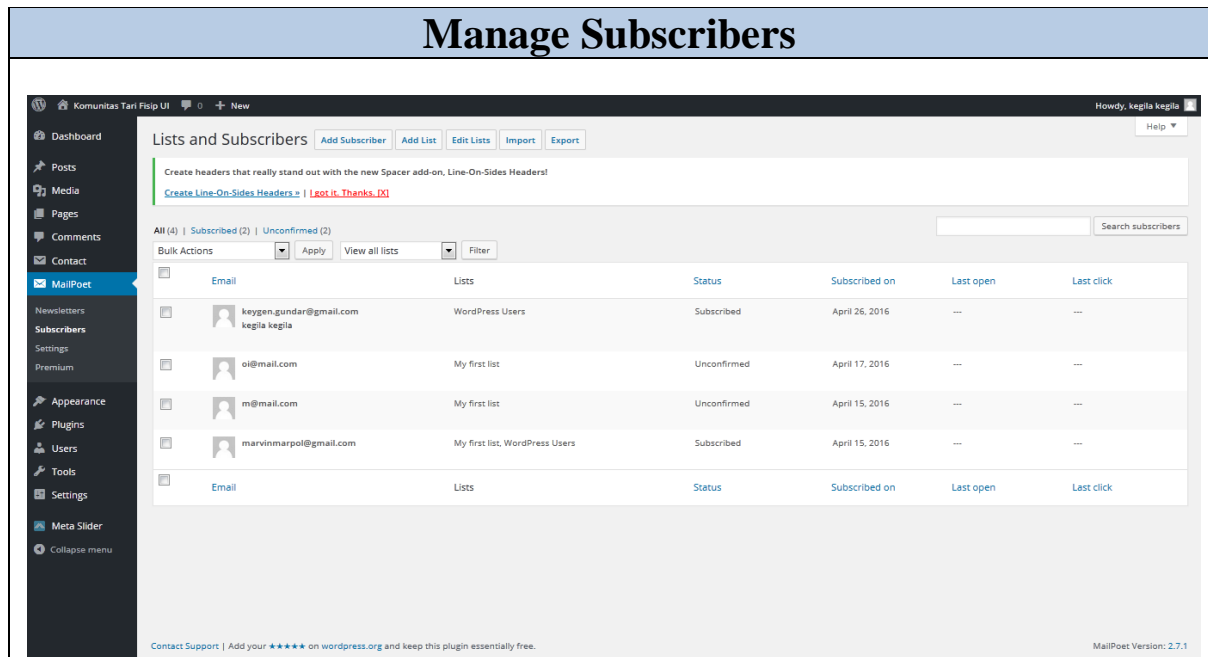


**Description :** In this page user can manage the subscribers from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “mailpoet” in the left of admin dashbard right under the “Contact” and click “Subscribers” right under “Newsletters”
6. To view stat and edit information the subscriber, point the mouse to the one of subscribers, and click “view stats or edit”
7. After editing information the subcriber click “save” to save the update

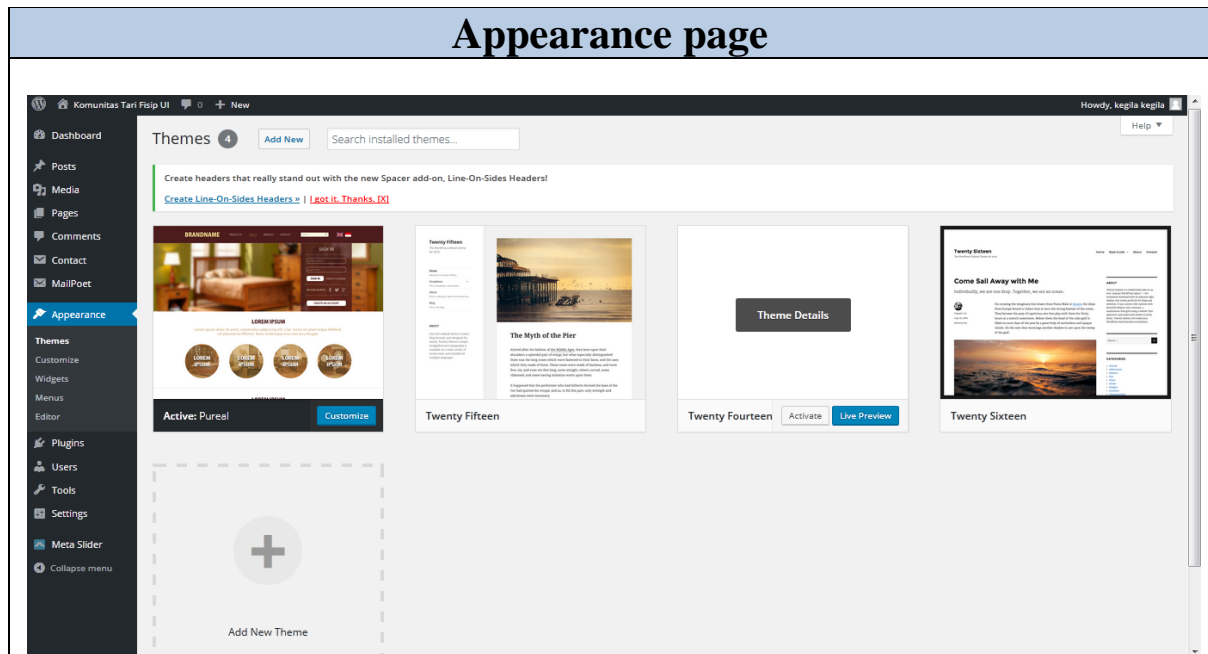


**Description :** In this page user can manage the subscribers from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “mailpoet” in the left of admin dashbard right under the “Contact” and click “Subscribers” right under “Newsletters”
6. To view stat and edit information the subscriber, point the mouse to the one of subscribers, and click “view stats or edit”
7. After editing information the subcriber click “save” to save the update

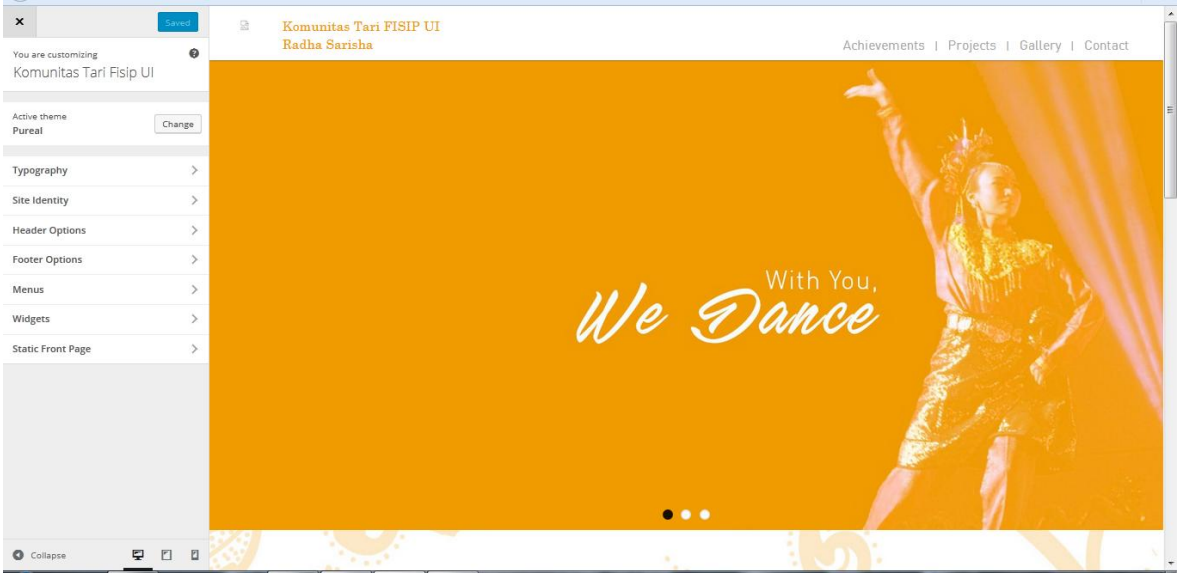


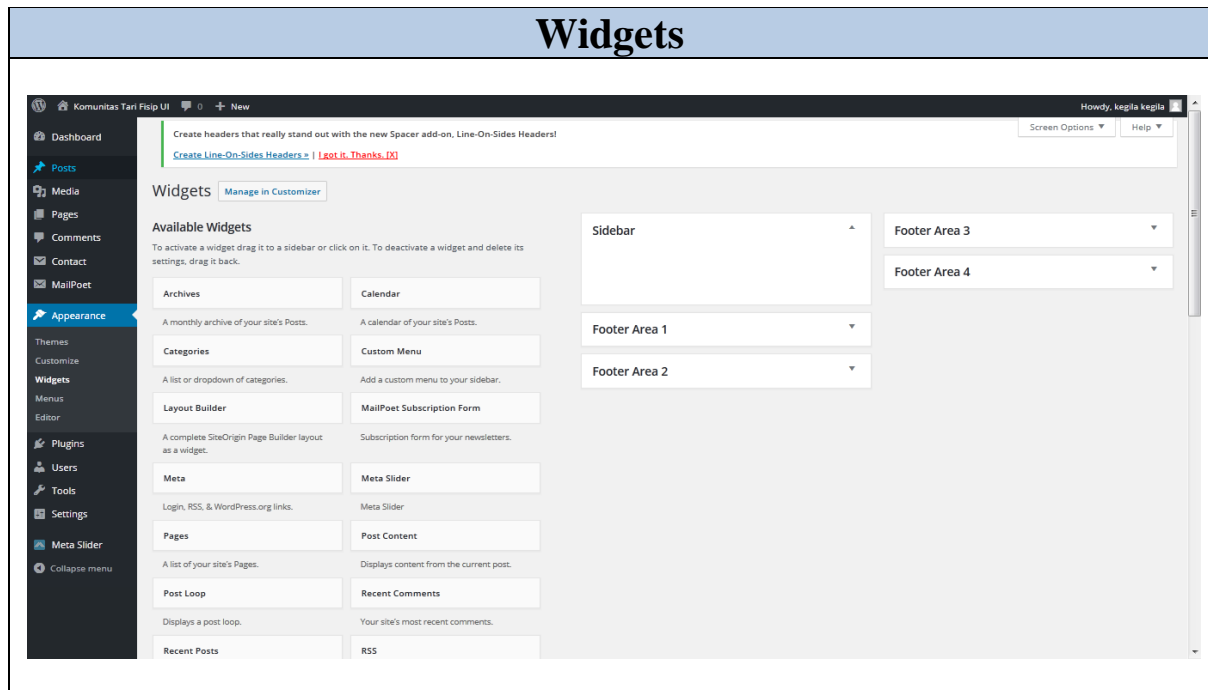
**Description :** In this page user can add themes from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Themes” in the left of admin dashbard right under the “Mailpoet”
6. To add new themes click “add new” click one of themes already show up and click “update theme”
7. To change the theme, click one of the themes already upload in page

Costumize Themes	
	
<b>Description :</b> In this page user can costumize themes from the website	
<b>Policy :</b> User have to visit the login first	
<b>Manual Instruction :</b> <ol style="list-style-type: none"><li>1. In the browser go to <a href="http://ktfui.esy.es/wp-login.php">http://ktfui.esy.es/wp-login.php</a></li><li>2. Then enter username and password with correctly</li><li>3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard</li><li>4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.</li><li>5. After that admin dashboard is show up, click to “Costumize” in the left of admin dashbard right under the “Themes”</li><li>6. Every change or custumize user already made, it will save automatically</li></ol>	



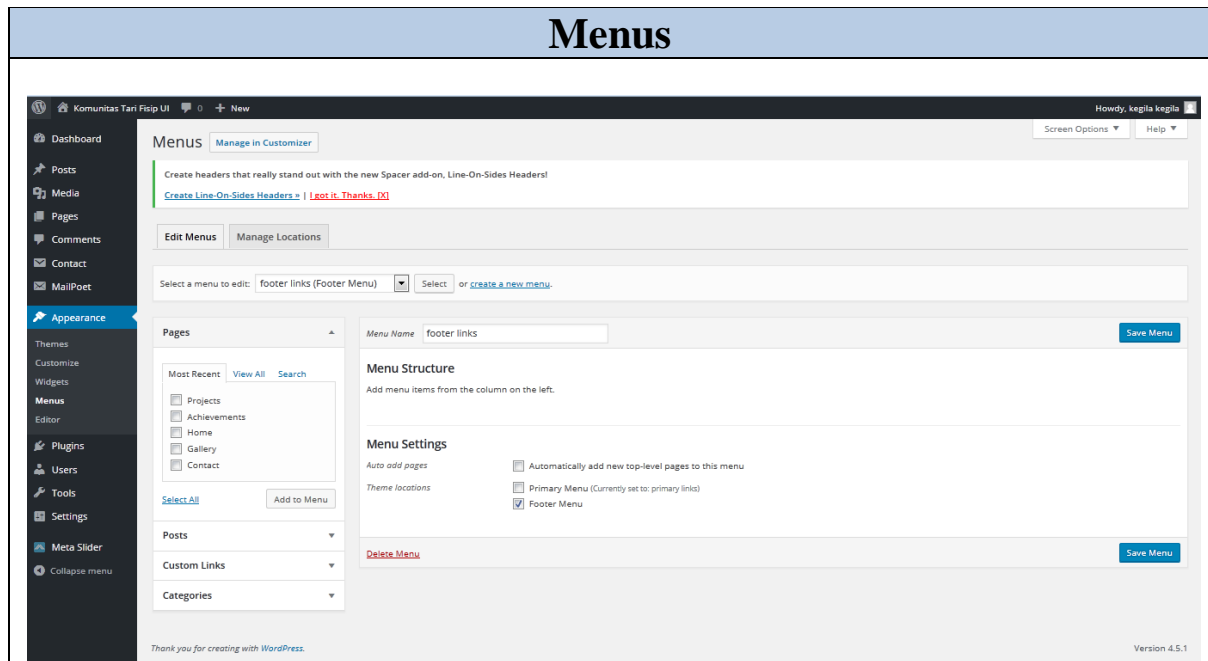
**Description :** In this page user can manage widgets from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Widgets” in the left of admin dashbard right under the “Costumize”
6. User can add widgets such as calender etc



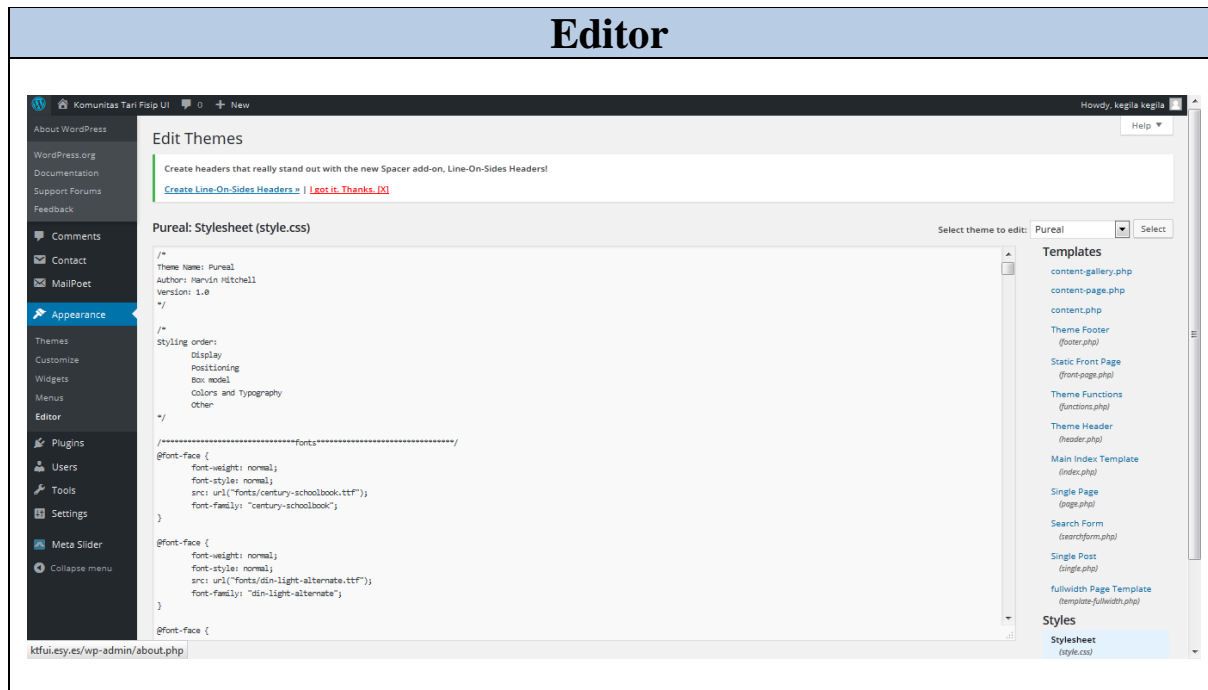


**Description :** In this page user can manage menus from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Menus” in the left of admin dashbard right under the “Widgets”
6. User can manage menus from the website

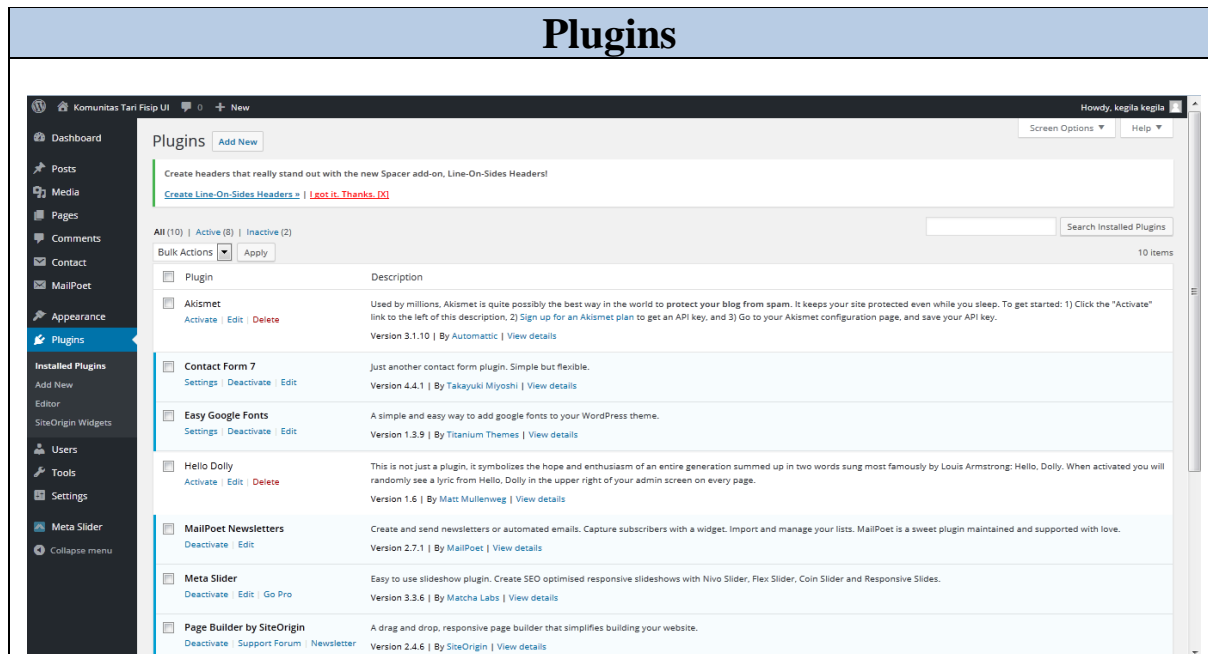


**Description :** In this page user can edit the css file from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Editor” in the left of admin dashbard right under the “Menus”
6. User can edit css file of the website from here

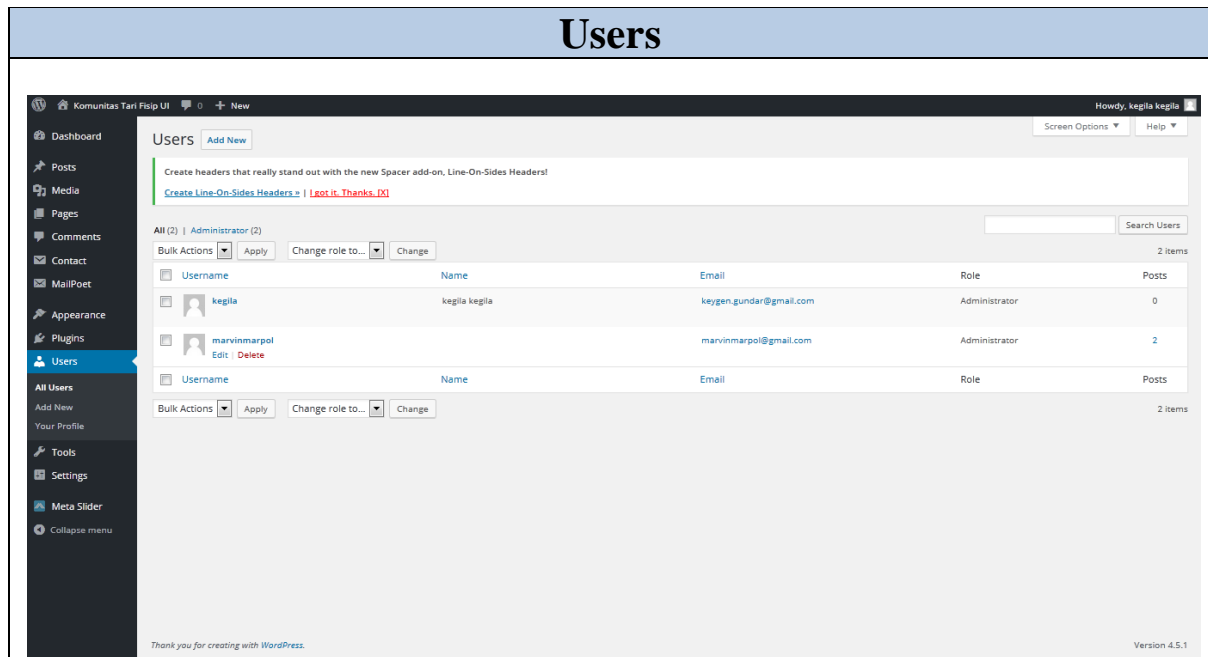


**Description :** In this page user can add and manage plugins from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Plugins” in the left of admin dashbard right under the “Appearance”
6. To add new plugin click “add new” button, choose of the the plugin and click “upload plugin”
7. To deactive plugin, point to one of the plugins and click “Deactive”
8. To edit plugin, point to one of the plugins and click “Edit”
9. To setting plugin, point to one of the plugins and click “Settings”
10. To delete plugin, point to one of the plugins and click “Delete”



**Description :** In this page user can add and manage user from the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Users” in the left of admin dashbard right under the “Plugins”
6. To add new user click “add new” button
7. To edit user, point to one of the users and click “Edit”, After edit or update user info click “Update profile” button in the bottom page
8. To delete user, point to one of the users and click “Delete”

## Add New Users

The screenshot shows the 'Add New User' form in the WordPress admin dashboard. The form is titled 'Add New User' and includes a sidebar with various menu items. The main content area contains the following fields and options:

- Username (required)**: Text input field.
- Email (required)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Website**: Text input field.
- Password**: Text input field with a 'Show password' toggle.
- Send User Notification**: A checked checkbox with the label 'Send the new user an email about their account.'
- Role**: A dropdown menu with 'Subscriber' selected.
- Add New User**: A blue button at the bottom.

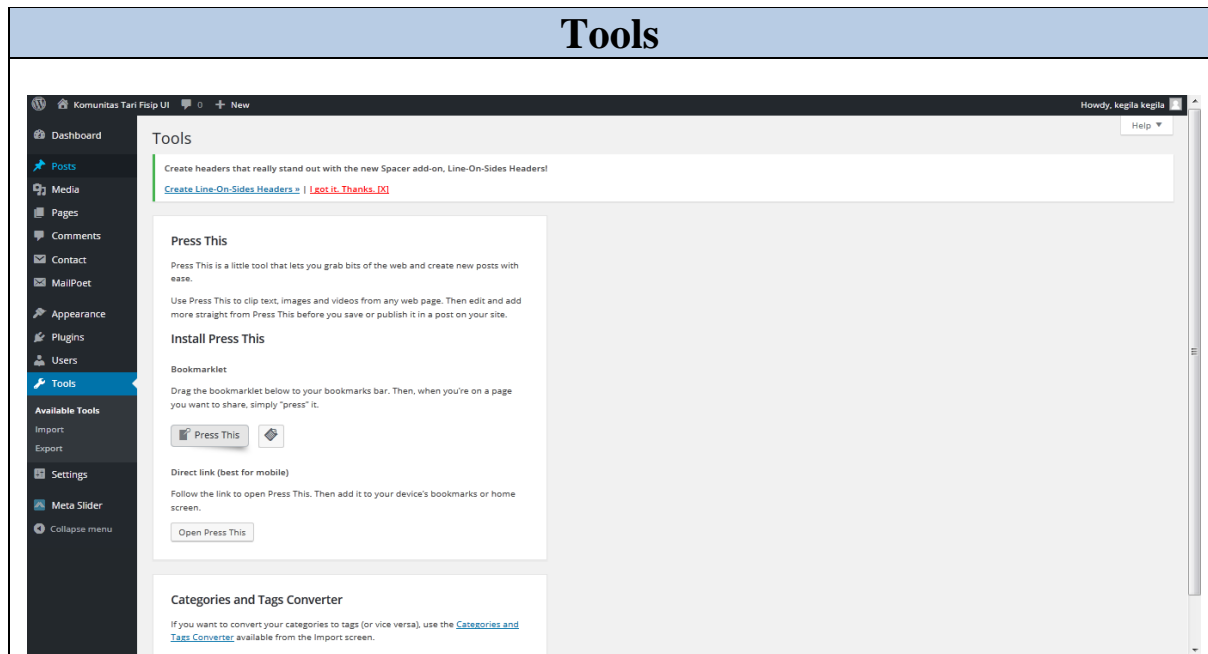
The sidebar on the left includes links to Dashboard, Posts, Media, Pages, Comments, Contact, MailPoet, Appearance, Plugins, Users (highlighted), All Users, Add New, Your Profile, Tools, Settings, Meta Slider, and Collapse menu. The top of the dashboard shows the site name 'Komunitas Tari Fisip UI' and a 'New' button. The bottom right corner indicates 'Version 4.5.1'.

**Description :** In this page user can add new user to the admin website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Users” in the left of admin dashbard right under the “Plugins”
6. Click “add new” button
7. Fill the username, email, first name, last name, website (if user already have a website before), password, and set the user role (Subscriber, Contributor, Author, Editor, or Administrator)
8. Click “Add New User” to add new user



**Description :** In this page user can import or export tools to the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Tools” in the left of admin dashbard right under the “Users”
6. To Import the tool click “Import” right under “Available Tools”
7. To Export the tool click “Export” right under “Available Tools”

## Settings

**General Settings**

Create headers that really stand out with the new Spacer add-on, Line-On-Sides Headers!

[Create Line-On-Sides Headers](#) | [Leot it, Thanks, D!](#)

Site Title:

Tagline:   
In a few words, explain what this site is about.

WordPress Address (URL):

Site Address (URL):   
Enter the address here if you want your site home page to be different from your WordPress installation directory.

Email Address:   
This address is used for admin purposes, like new user notification.

Membership: ☐ Anyone can register

New User Default Role:

Timezone:   
Choose a city in the same timezone as you.  
Universal time (UTC) is: 2016-04-27 05:45:14.

**Description :** In this page user can setting the website

**Policy :** User have to visit the login first

**Manual Instruction :**

1. In the browser go to <http://ktfui.esy.es/wp-login.php>
2. Then enter username and password with correctly
3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard
4. If login success you will directed to admin dashboard, and if login is failed you will see login page again.
5. After that admin dashboard is show up, click to “Settings” in the left of admin dashbard right under the “Tools”
6. In this page you can set “General” setting from website (Site Title, URL, Time Data, etc), Writing, Reading, Media, etc