

A thick dark blue vertical bar runs down the left side of the page. A medium blue arrow points to the right, overlapping the bar, with the date '4/22/2016' written inside it in white.

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 or a stylized 'grass' effect.

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

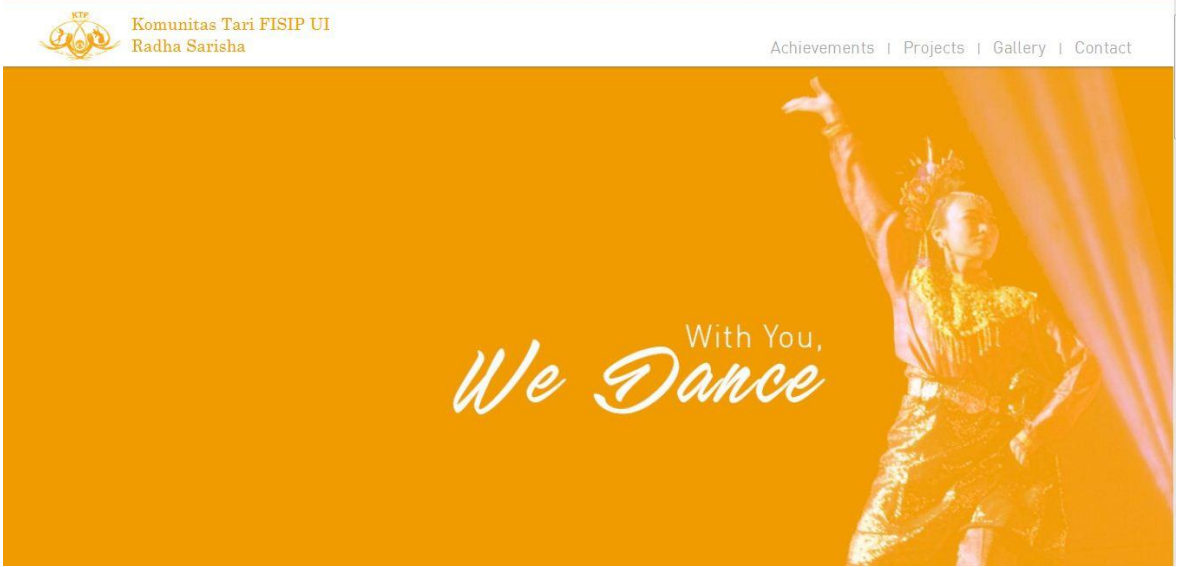
1. View information about KTF UI such as project, gallery, etc
2. Link to their social media (Facebook, Twitter, Youtube, and Instagram)
3. Subscribe newsletter

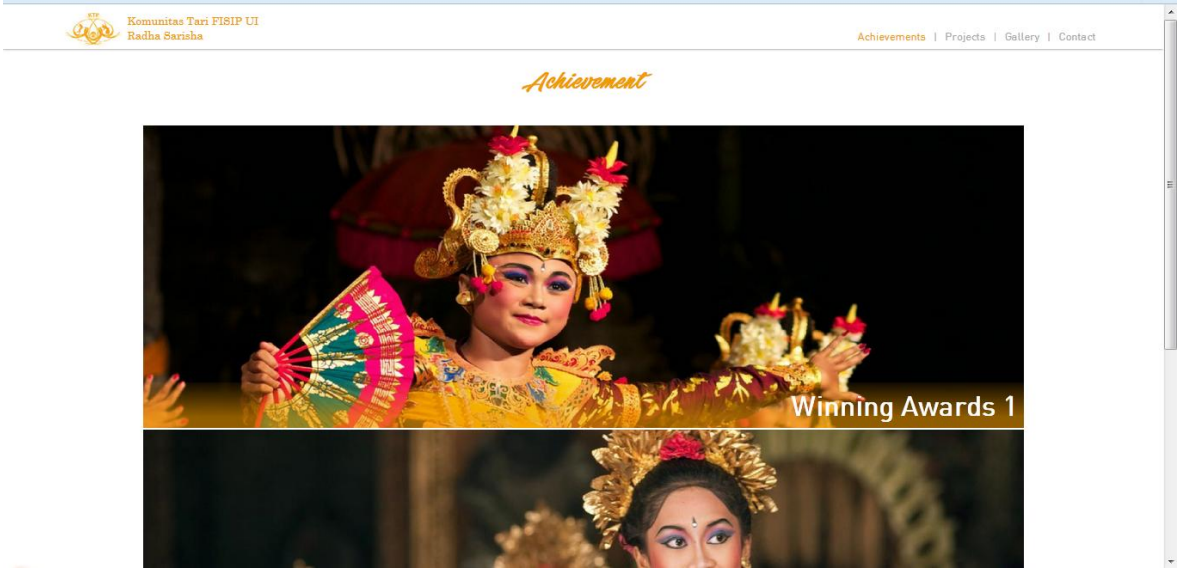
1.2 Administrator Website

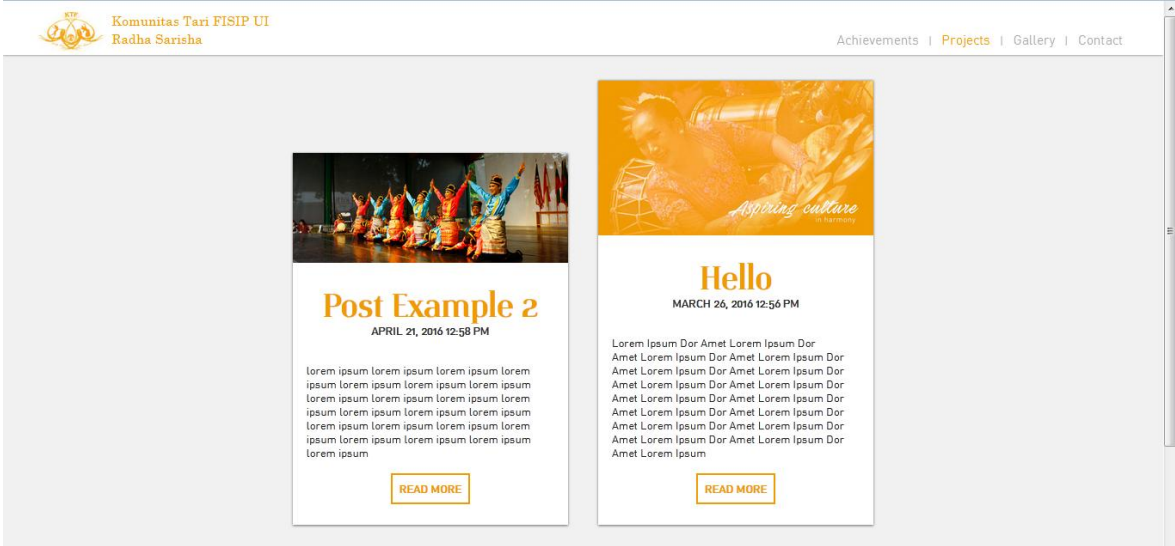
1. Administrator login
2. Make new post
3. Delete/ edit post
4. Insert media
5. Add new page
6. Delete/edit page
7. Install plugin
8. Customize website theme
9. Add new user

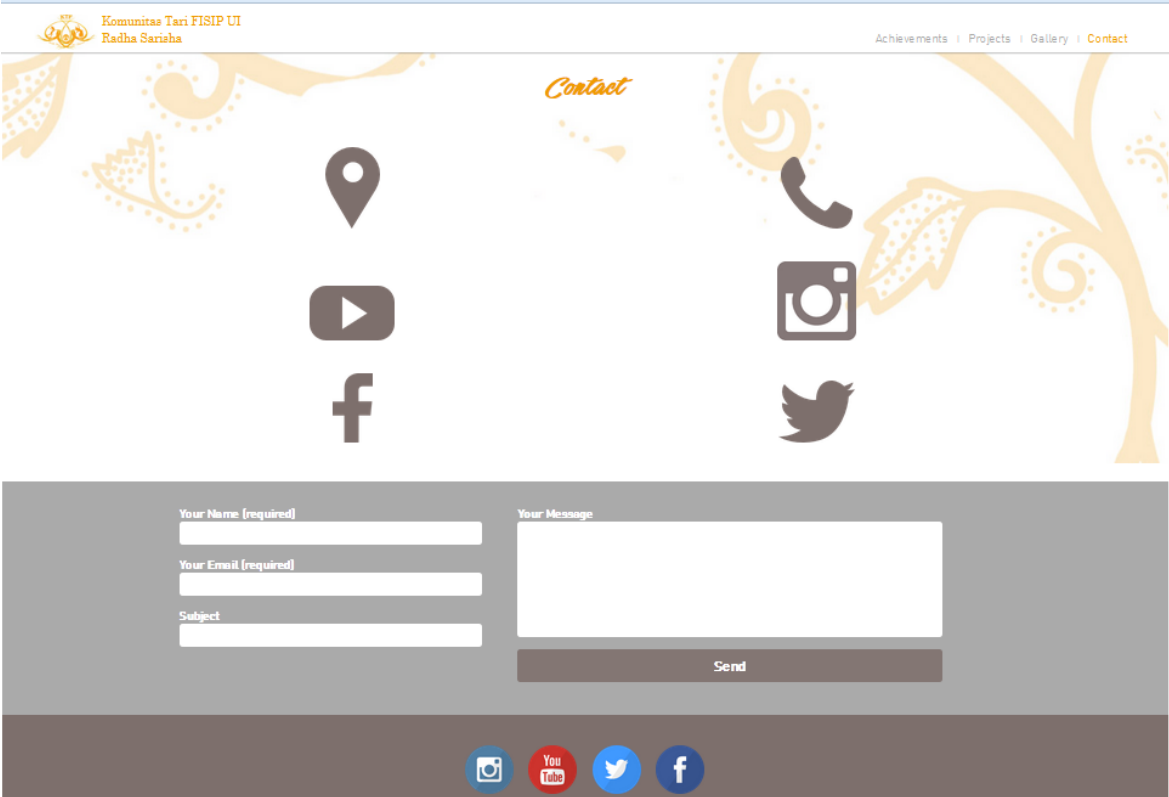
2. Website


2.2 KTF UI Website

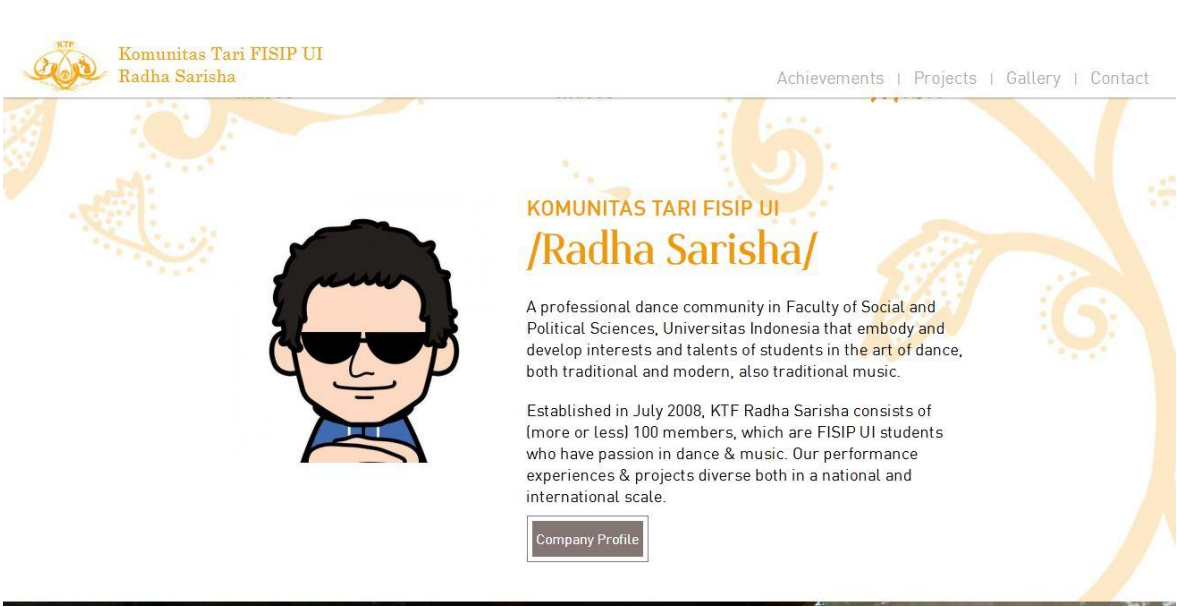
Homepage	
	
Description :	This homepage from KTF (Kelompok Tari Fisip) UI
Policy :	This is first page user will see every visiting KTF UI website
Manual Instruction :	<ol style="list-style-type: none">1. In the browser go to http://ktfui.esy.es/2. If want back to homepage click the KTF UI logo

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

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

Contact Page

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

What we Offer	
	
Description : To see what offering from KTF UI	
Policy : User have to visit the homepage first	
Manual Instruction : <ol style="list-style-type: none">1. In the browser go to http://ktfui.esy.es/2. After opening the homepage look down/scroll down to the bottom of page3. Find the text “We aspire passion through”4. Select 1 from 3 offering from KTF UI (Traditional dance, Modern dance, and Traditional music)	

About

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

Subscribe Newsletter




Description : Feature to subscribe newsletter from KTF UI


Policy : User have to visit the homepage first

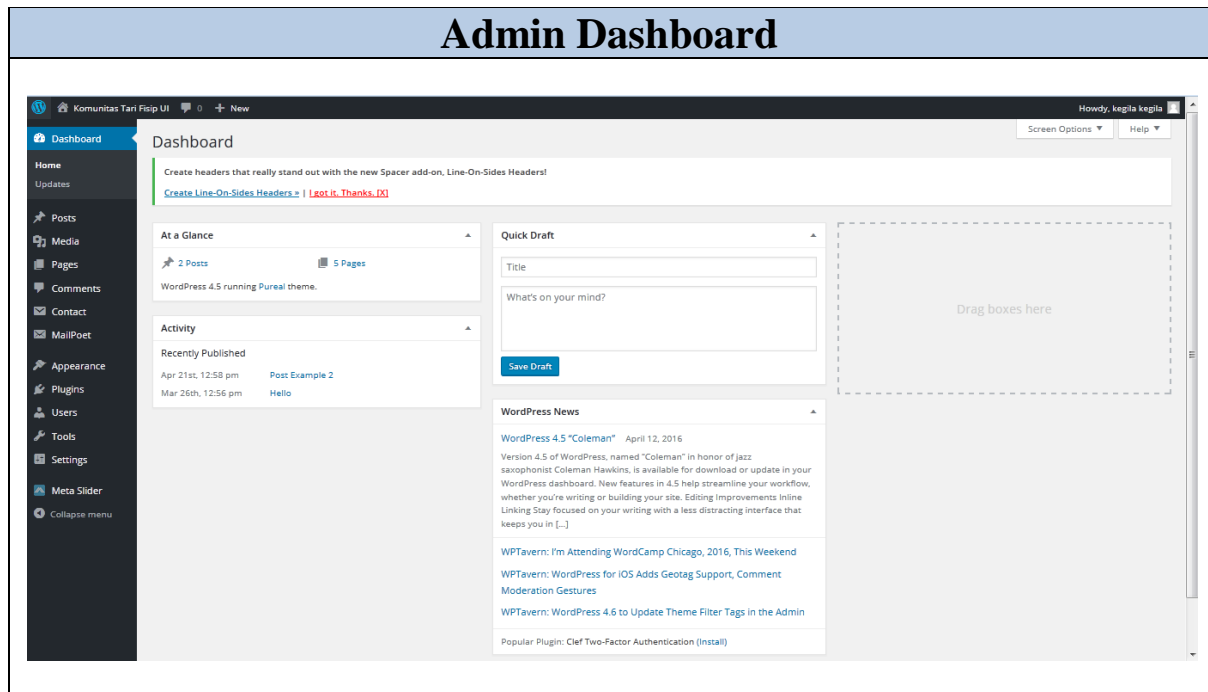
Manual Instruction :

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	
	
Description : To link to KTF UI social media	
Policy : User have to visit the homepage first	
Manual Instruction : <ol style="list-style-type: none">1. In the browser go to http://ktfui.esy.es/2. After opening the homepage look down/scroll down to the bottom of page3. Afterfind social media icon/button in the bottom of page4. You can click one of the button (Instagram, Youtube, Twitter, Facebook) to link to KTF UI social media	

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>Lost your password?</p> <p>← Back to Komunitas Tari Fisip UI</p> </div>
<p>Description : To link to KTF UI social media</p>
<p>Policy : Visit the login page first</p>
<p>Manual Instruction :</p> <ol style="list-style-type: none"> 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 login page will show again.

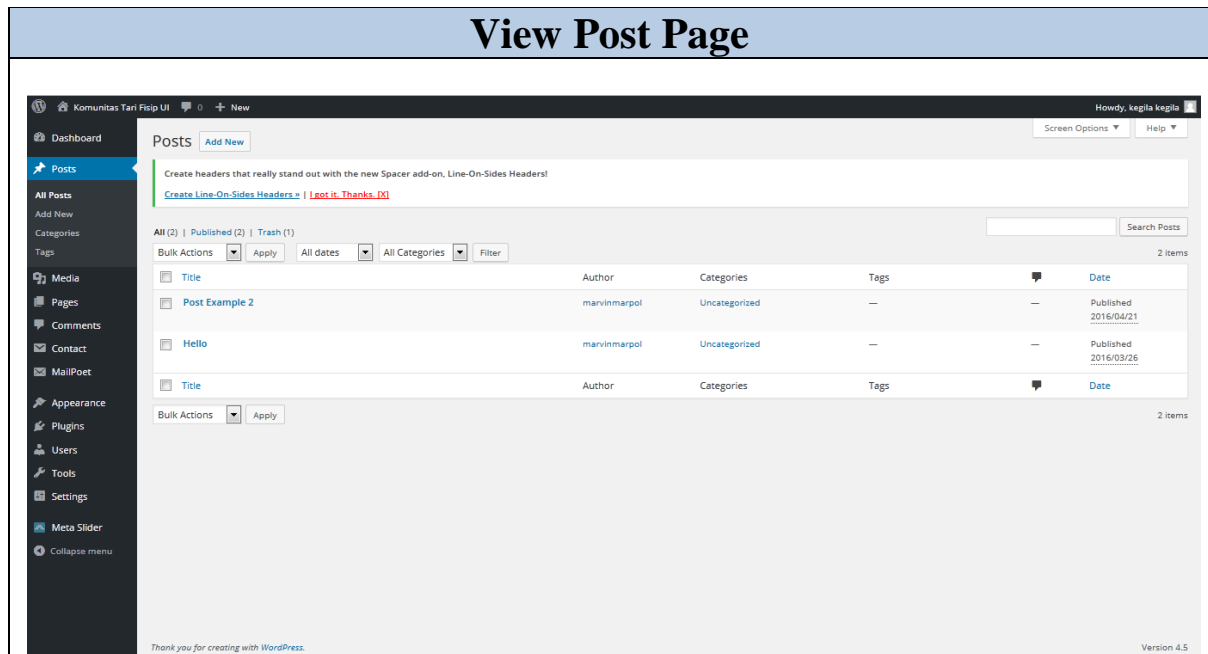


Description : This page is admin dashboard, in this page admin can choose what they want to do to website such as make a post, update, etc

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.

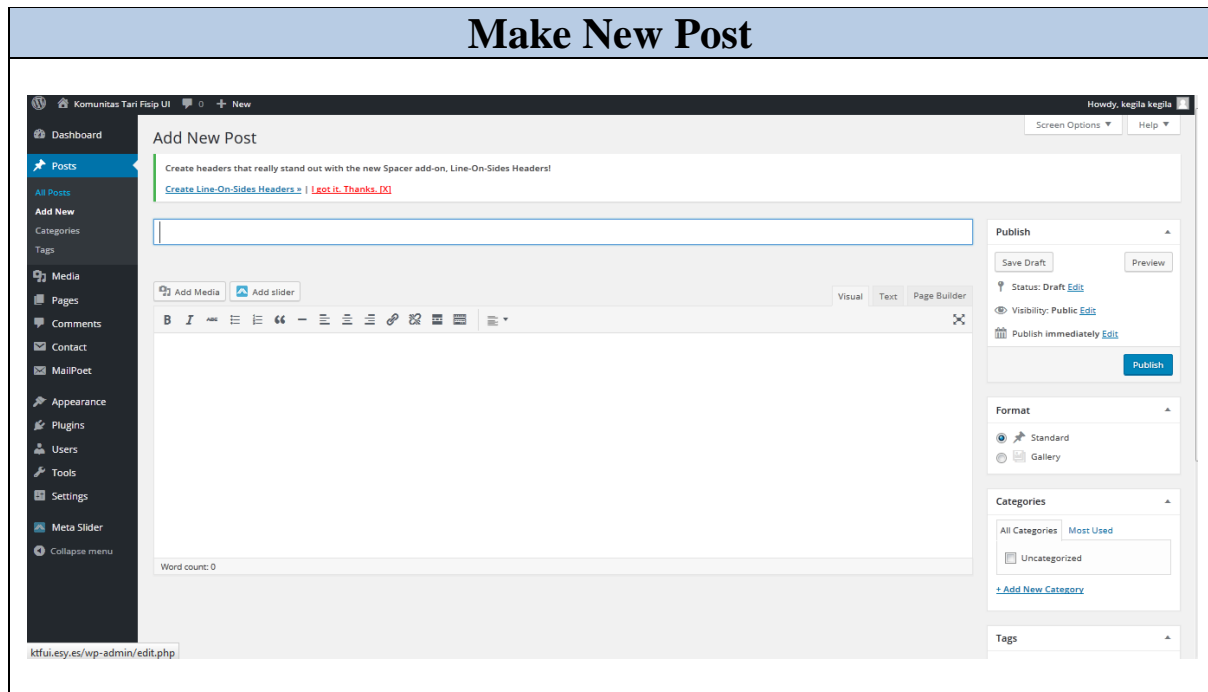


Description : In this page admin can manage post in the website

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

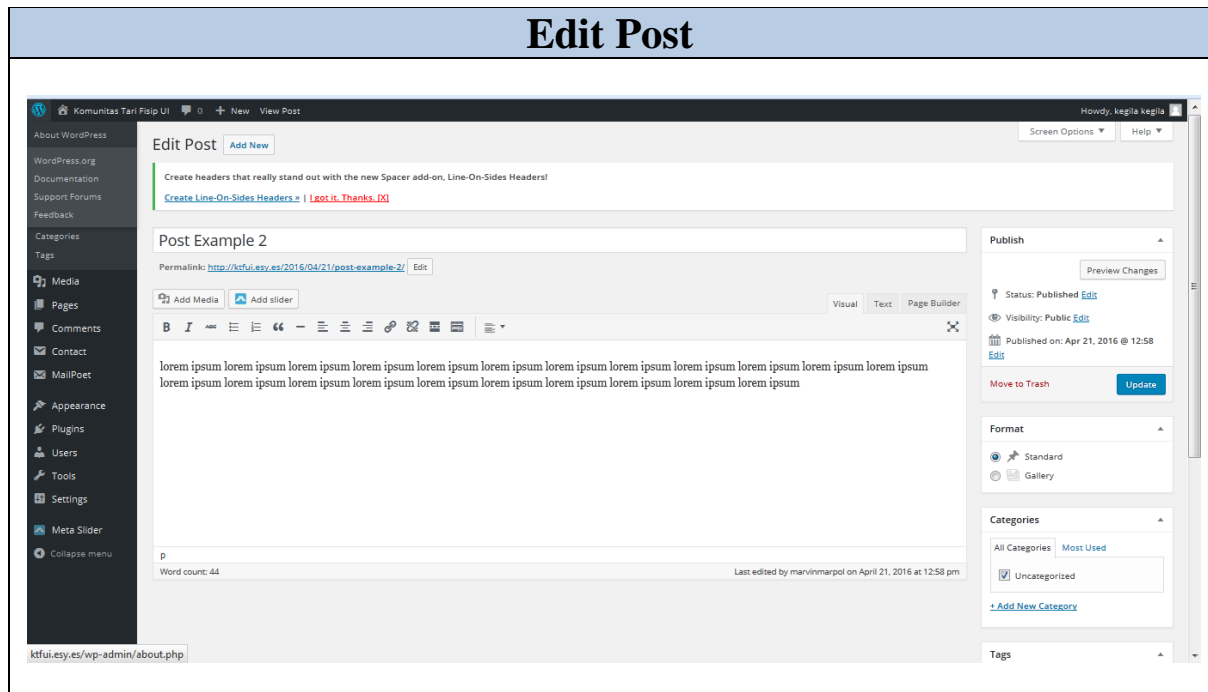


Description : To make a new post to the website

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

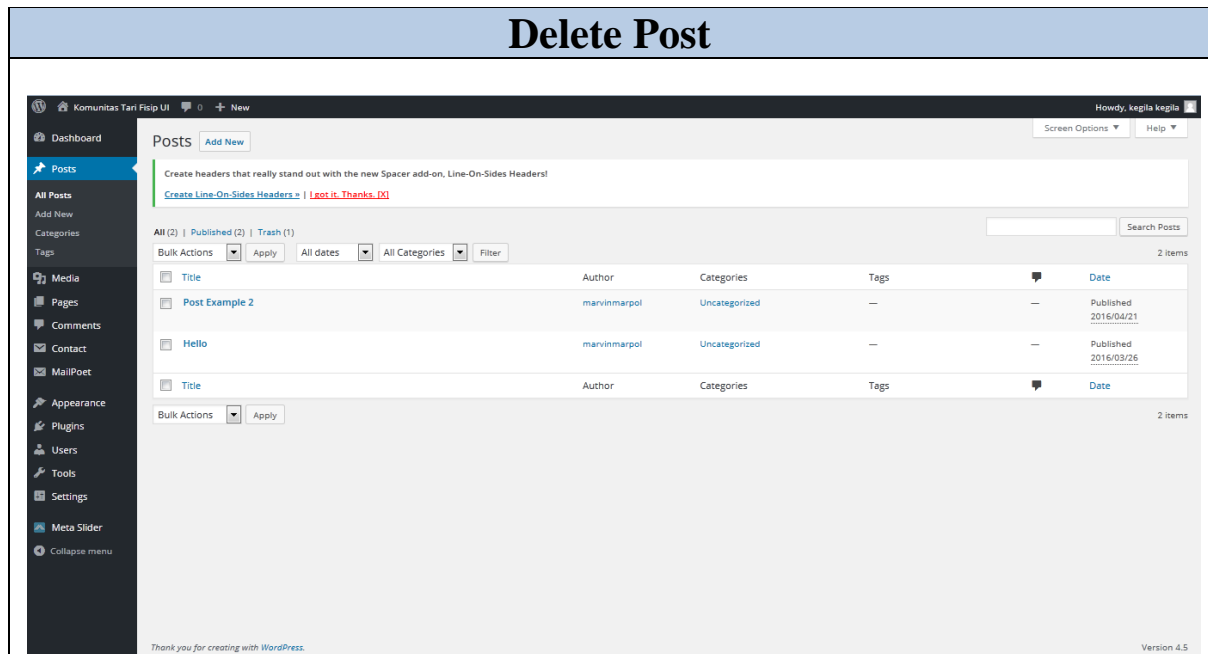


Description : How to update post in the website

Policy : User have to 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

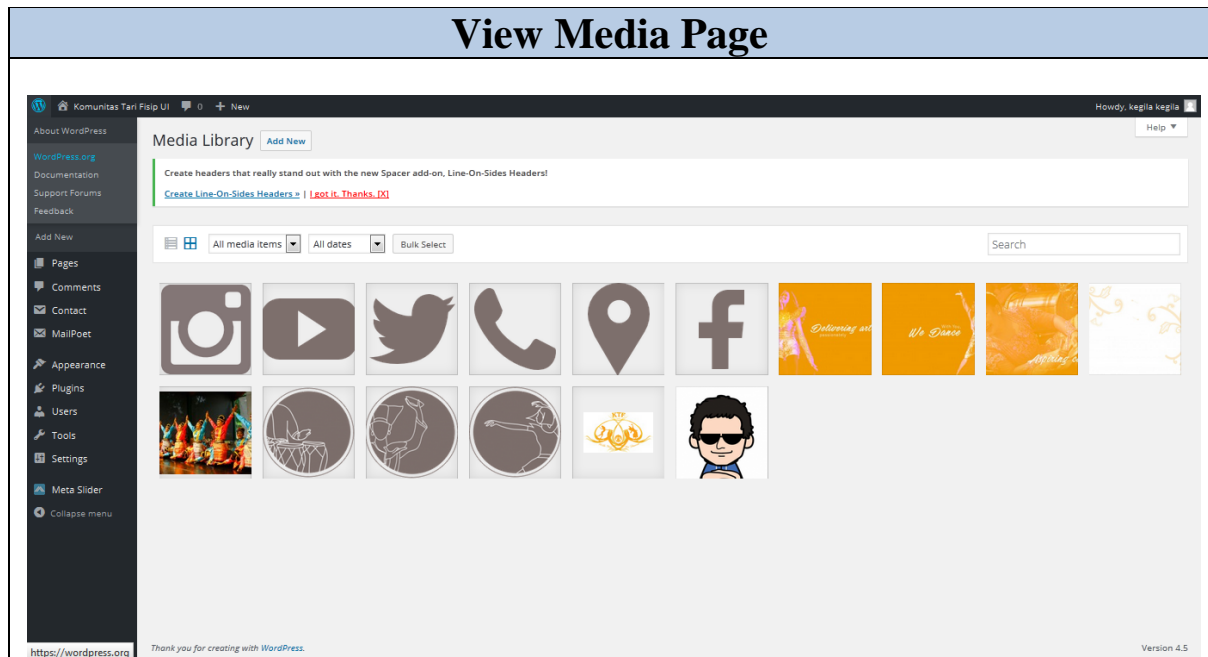


Description : How to delete post in website

Policy : User have to 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”

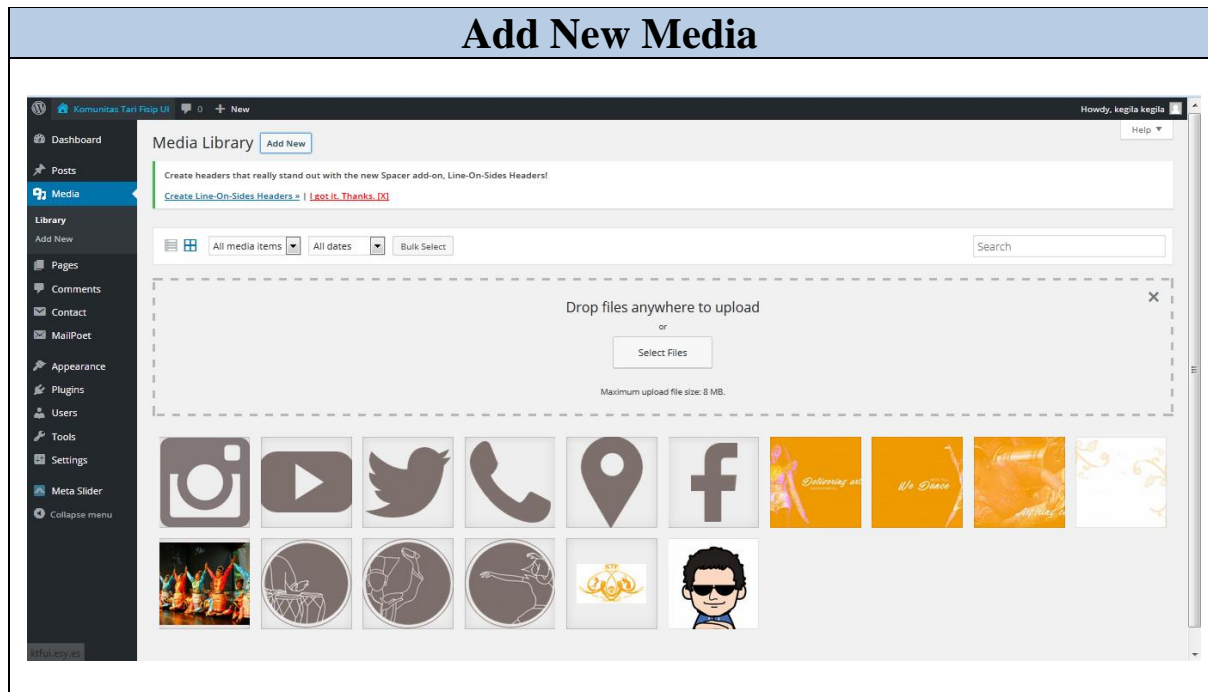


Description : This page is admin can manage media in the website

Policy : User have to 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



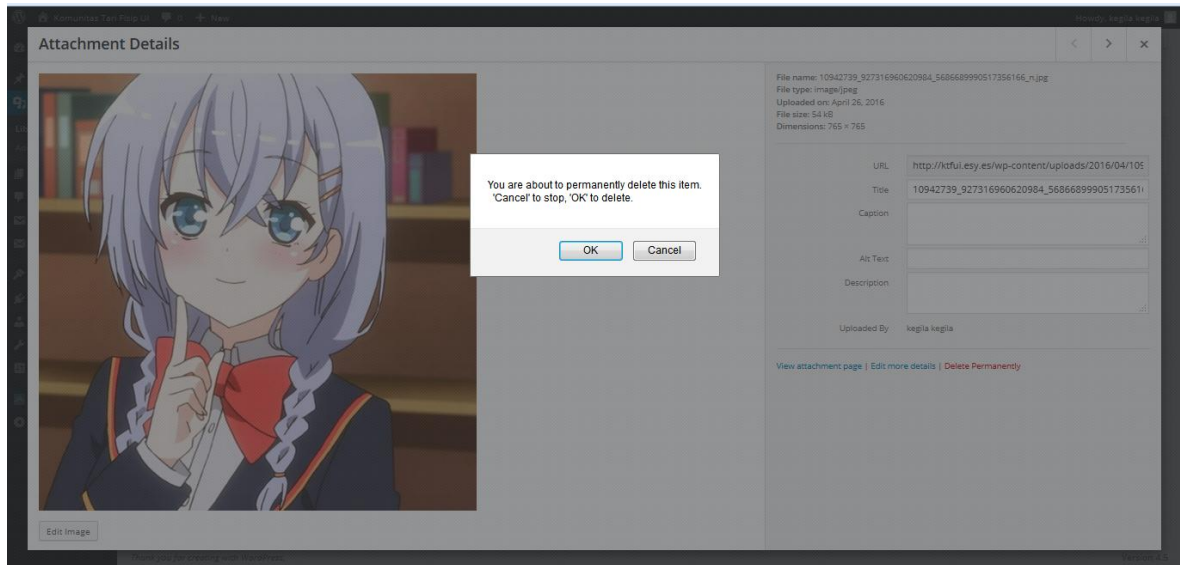
Description : Add new media to the website

Policy : User have to 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

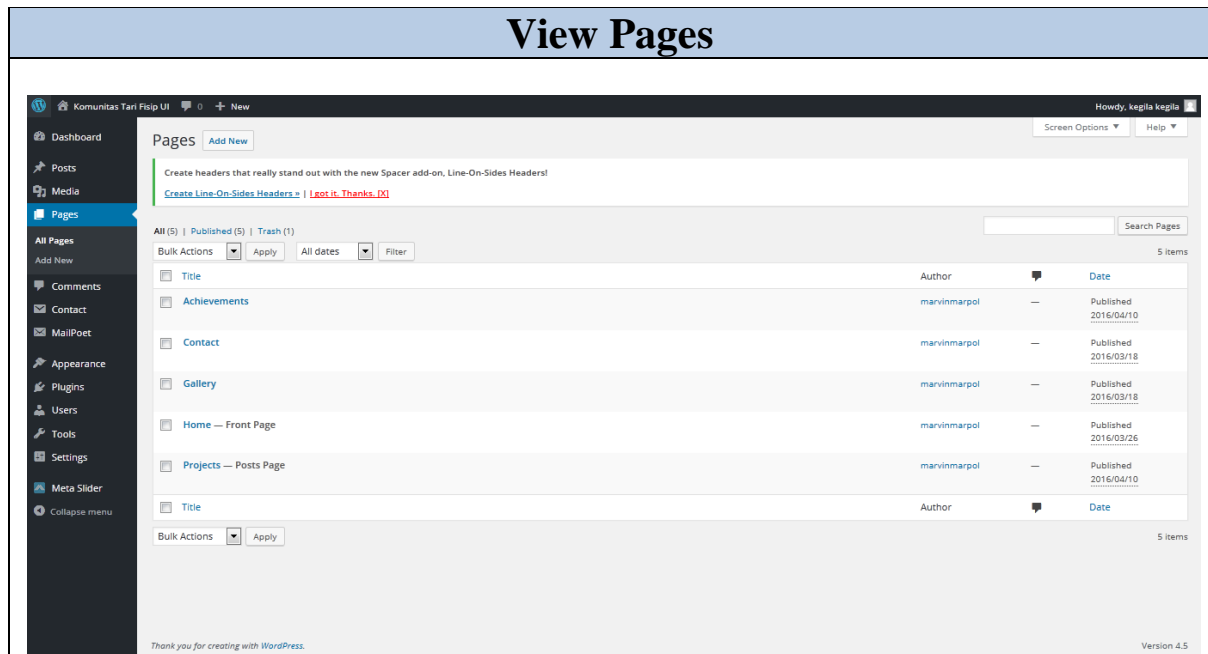


Description : Delete media file from the website

Policy : User have to 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

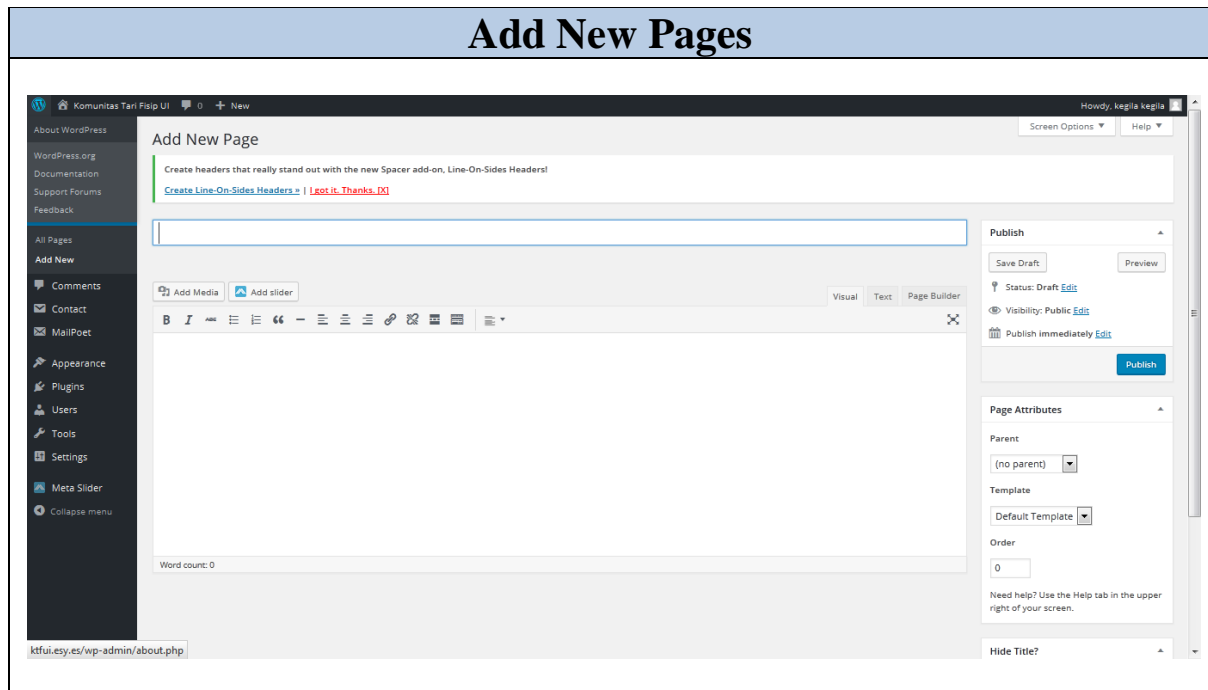


Description : In this page user can add, edit and delete page in the website

Policy : User have to 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

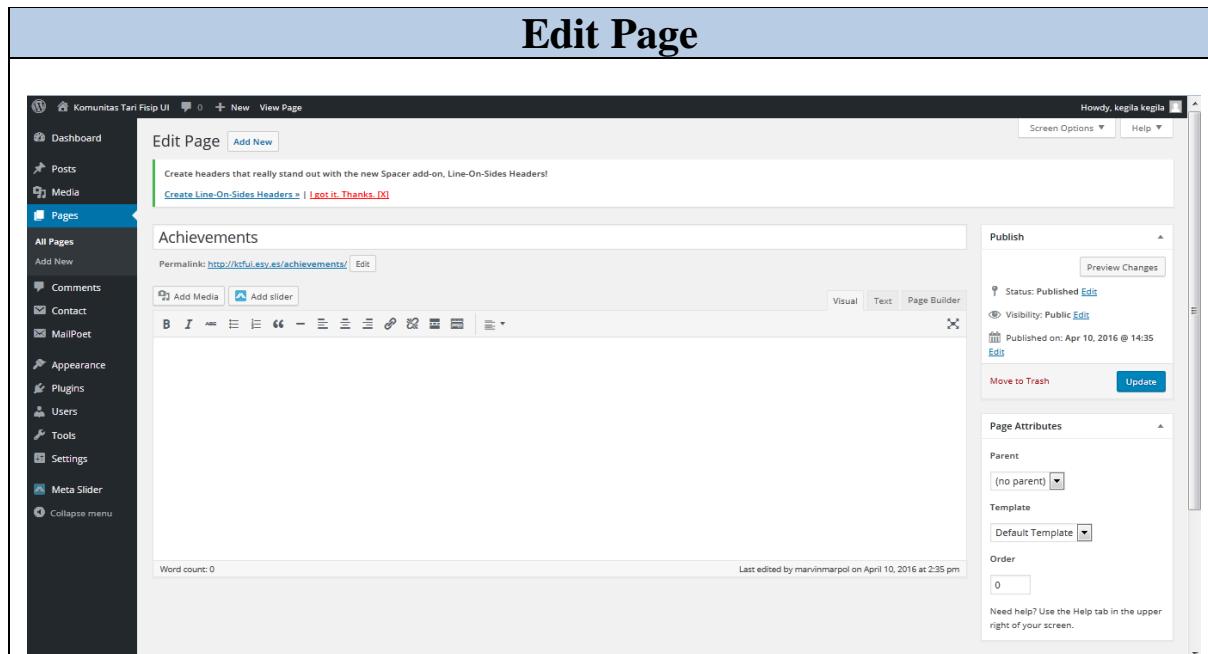


Description : Add new page to the website

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

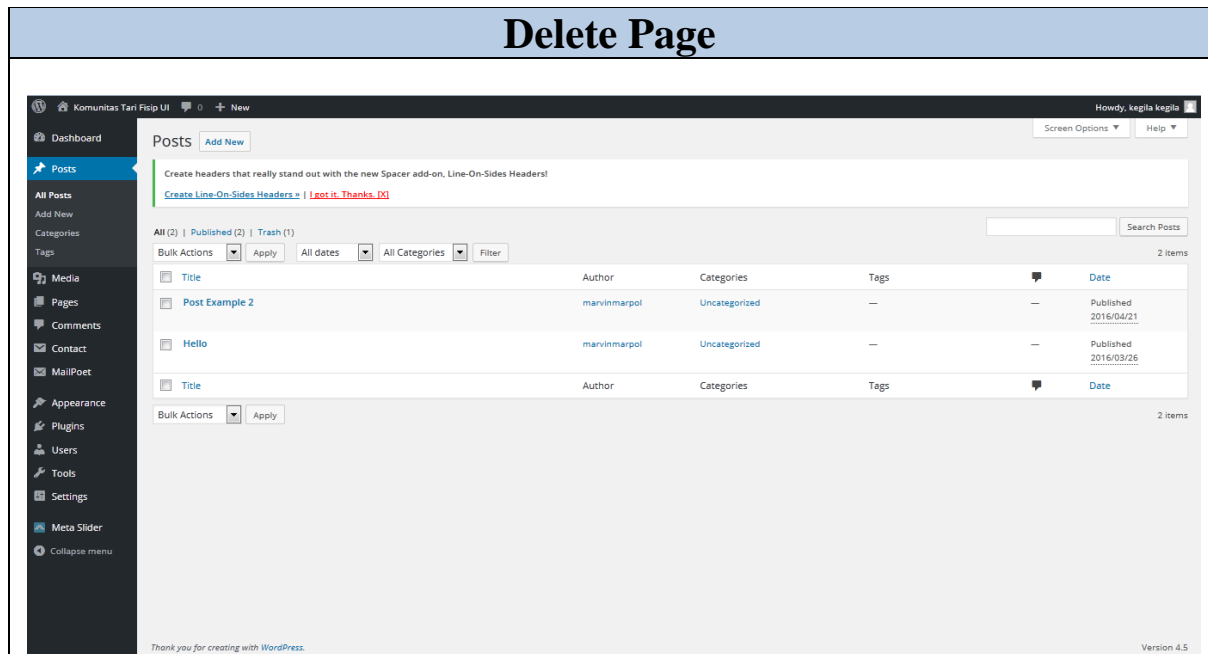


Description : How to update page in the website

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

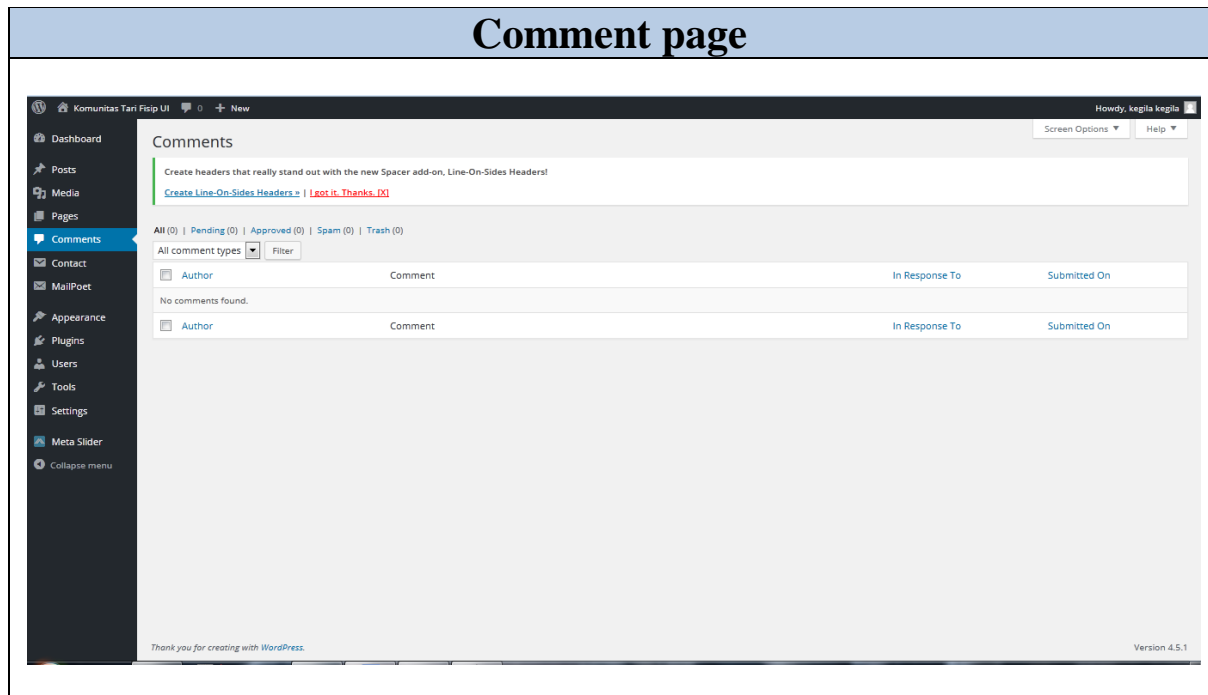


Description : How to delete page in website

Policy : User have to 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”

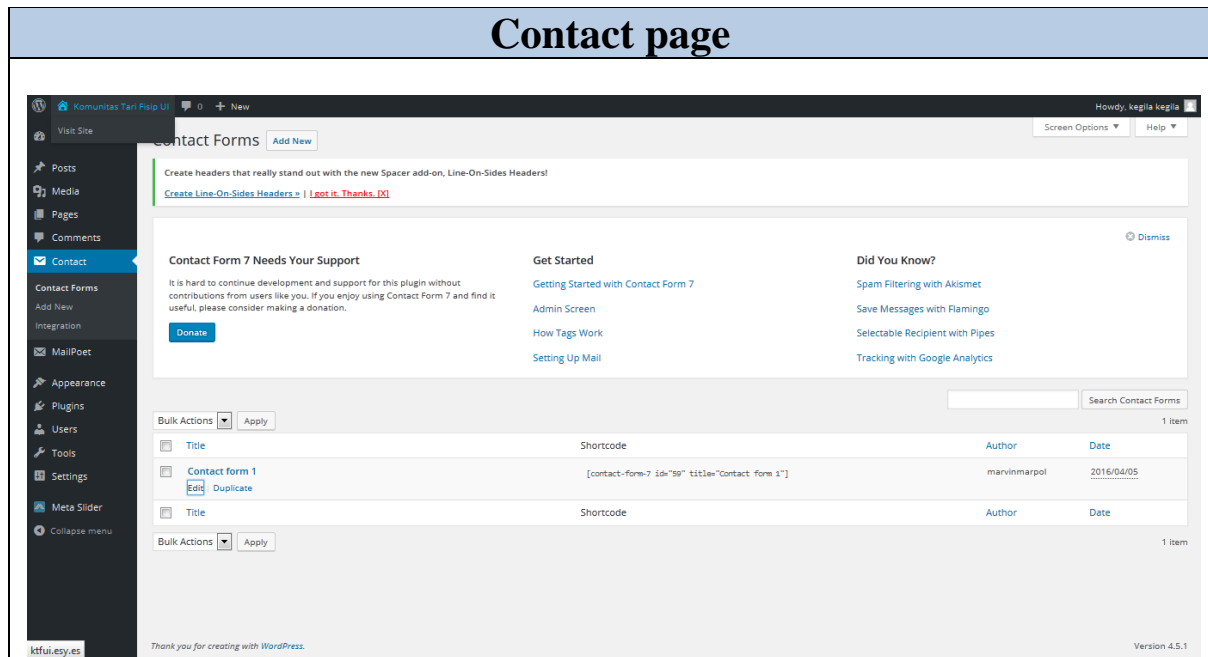


Description : In this page user can manage comment in the website

Policy : User have to 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

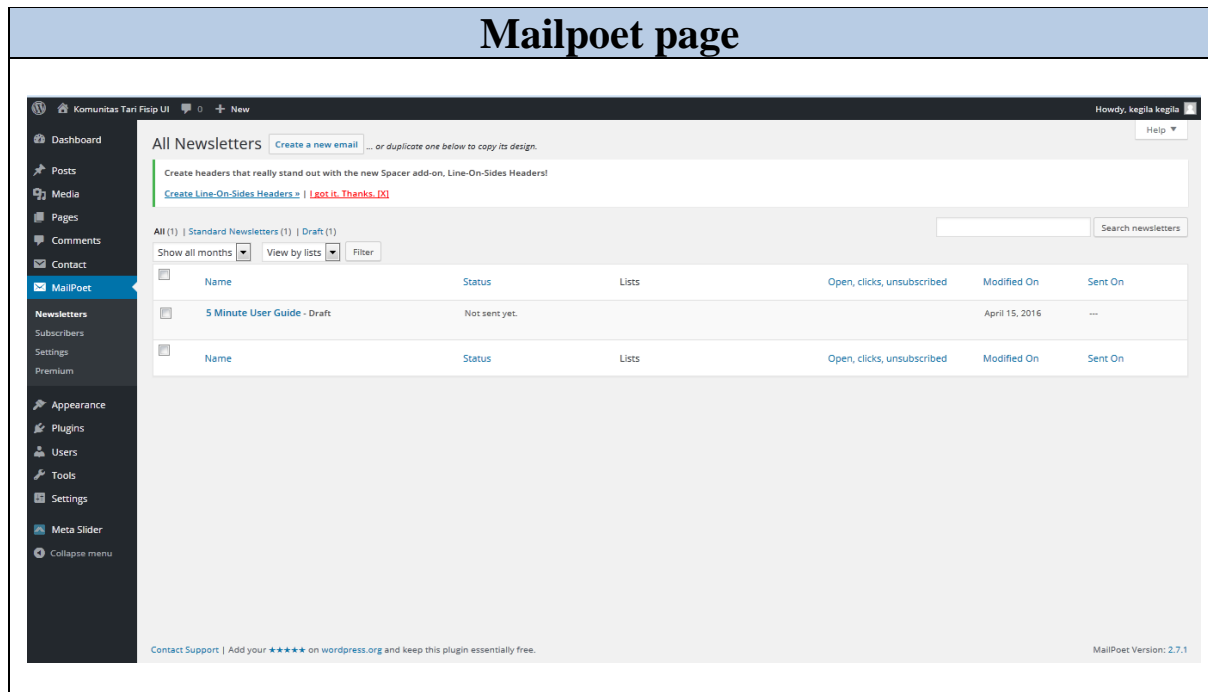


Description : In this page user can make and manage contact form in the website

Policy : User have to 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

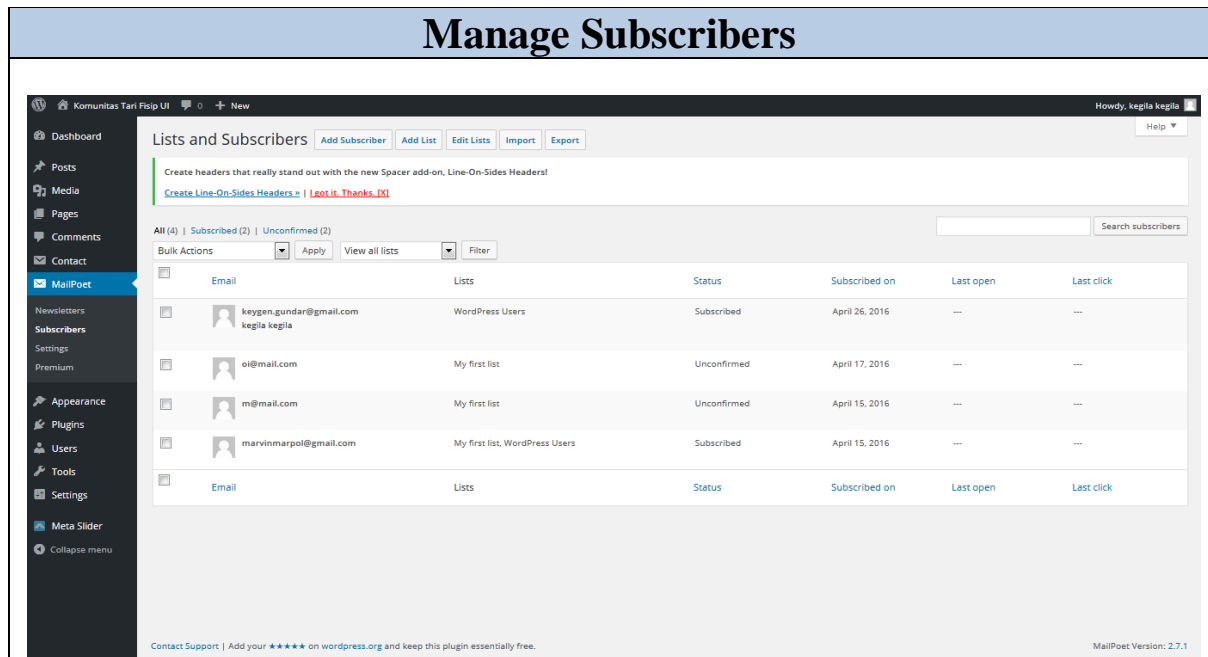


Description : In this page user can make newsletter from the website

Policy : User have to 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

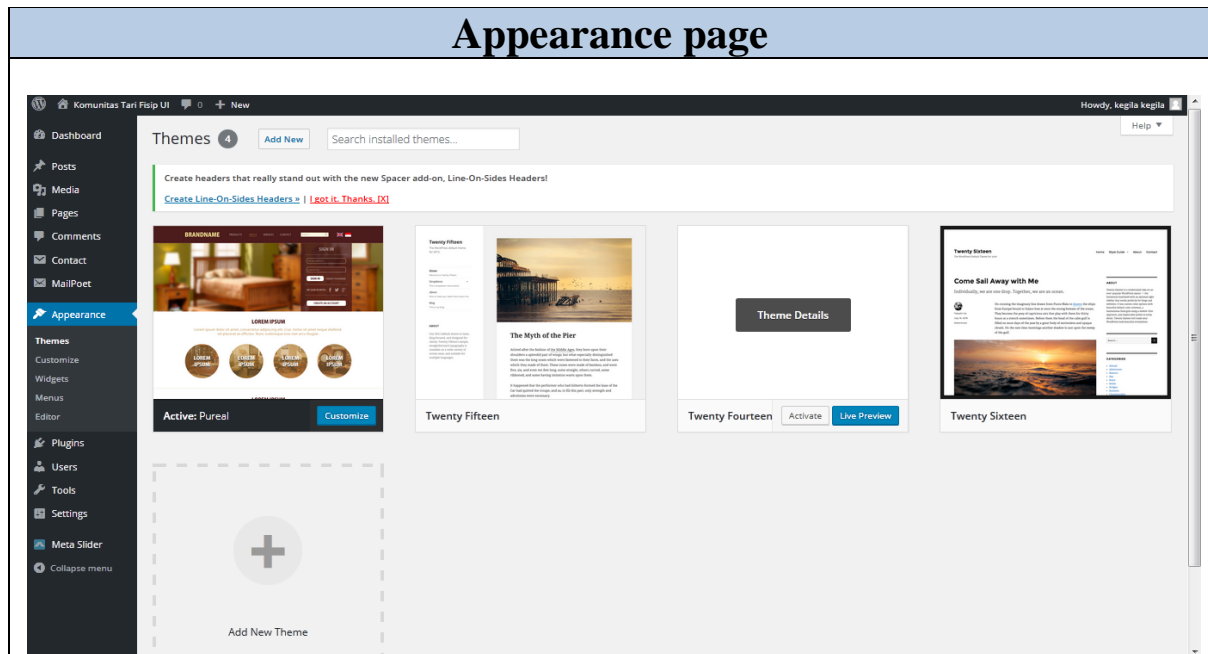


Description : In this page user can manage the subscribers from the website

Policy : User have to 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

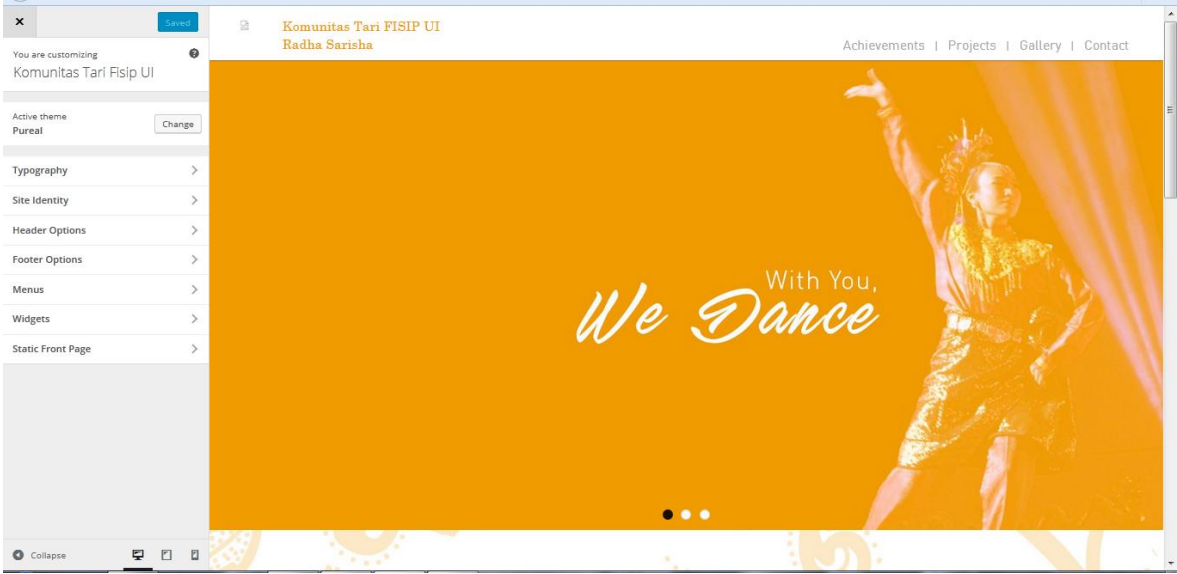


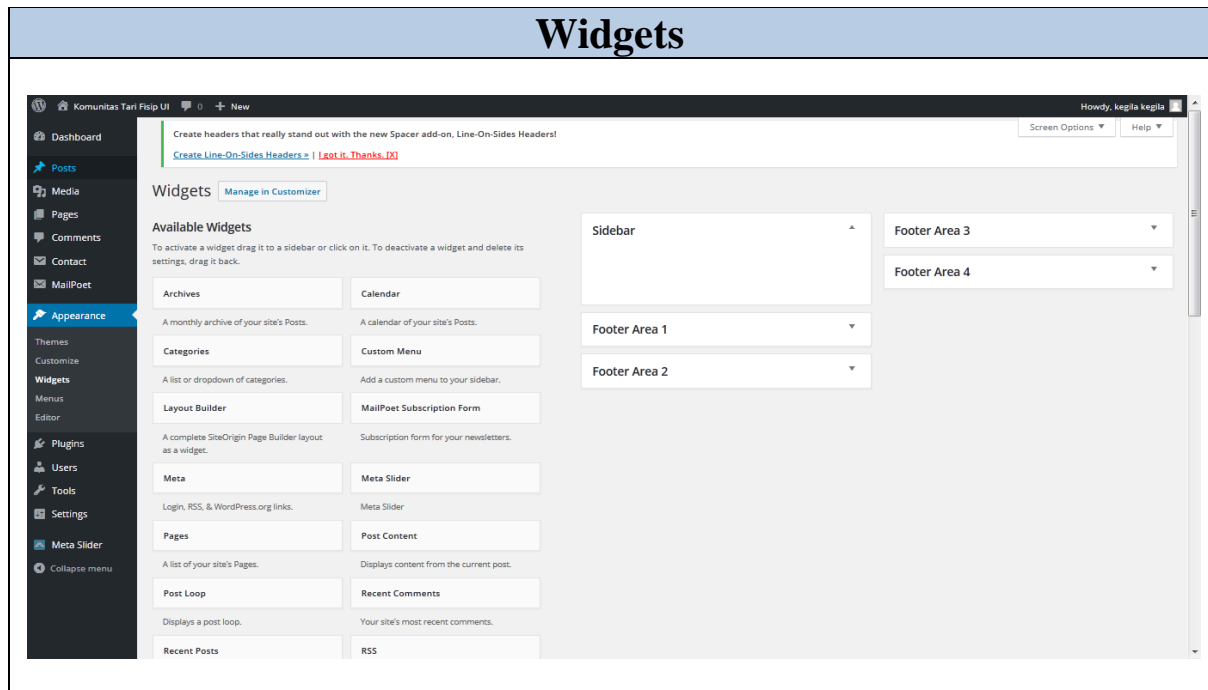
Description : In this page user can add themes from the website

Policy : User have to 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	
	
Description : In this page user can costumize themes from the website	
Policy : User have to login first	
Manual Instruction : <ol style="list-style-type: none">1. In the browser go to http://ktfui.esy.es/wp-login.php2. Then enter username and password with correctly3. After fill the username and password, click “log in” button or simply press “Enter” on the keyboard4. 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 “Costumize” in the left of admin dashbard right under the “Themes”6. Every change or custumize user already made, it will save automatically	

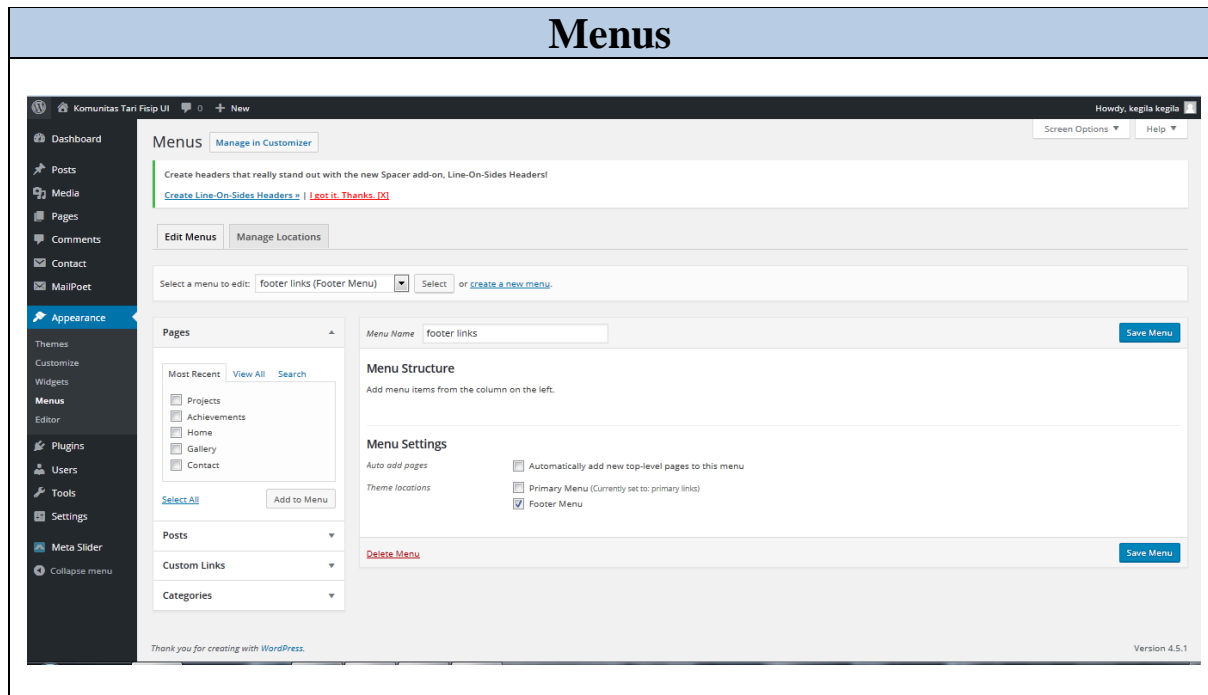


Description : In this page user can manage widgets from the website

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 “Widgets” in the left of admin dashbard right under the “Costumize”
6. User can add widgets such as calender etc

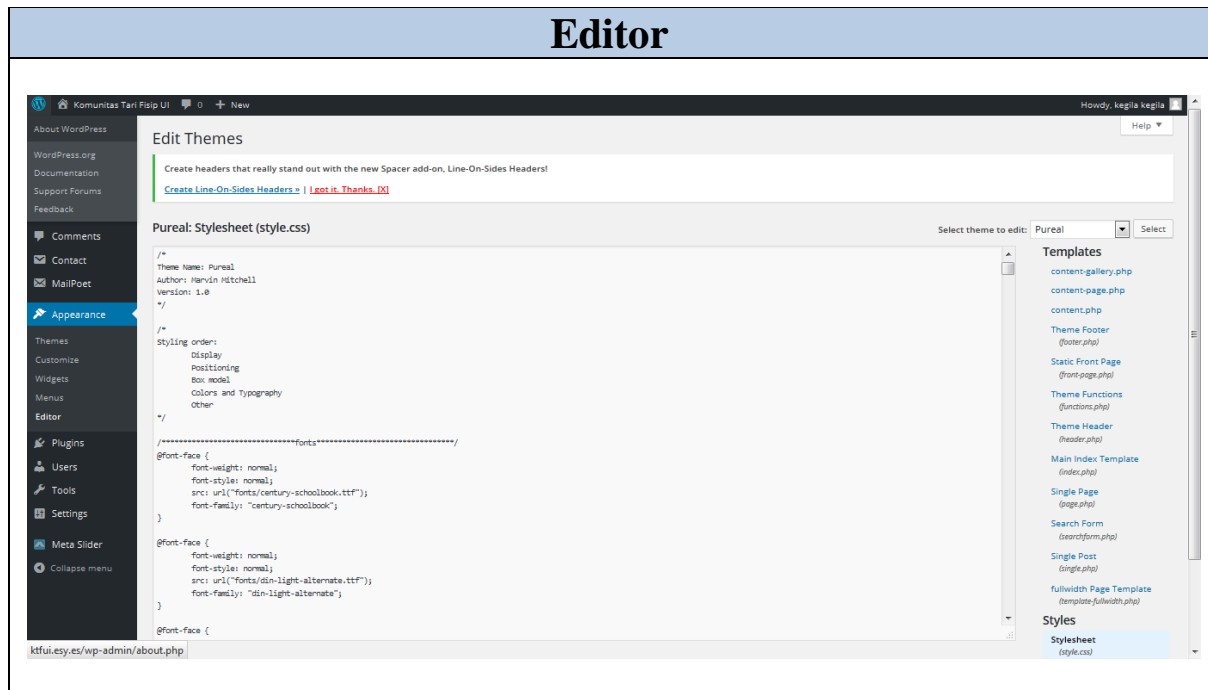


Description : In this page user can manage menus from the website

Policy : User have to 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

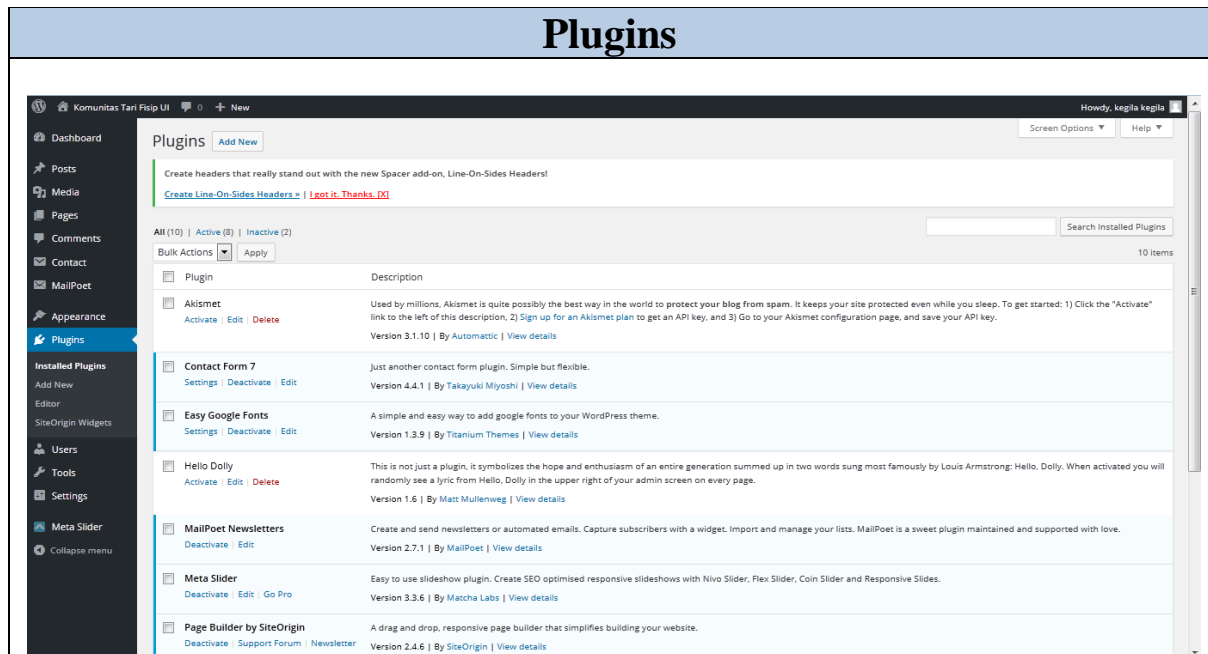


Description : In this page user can edit the css file from the website

Policy : User have to 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

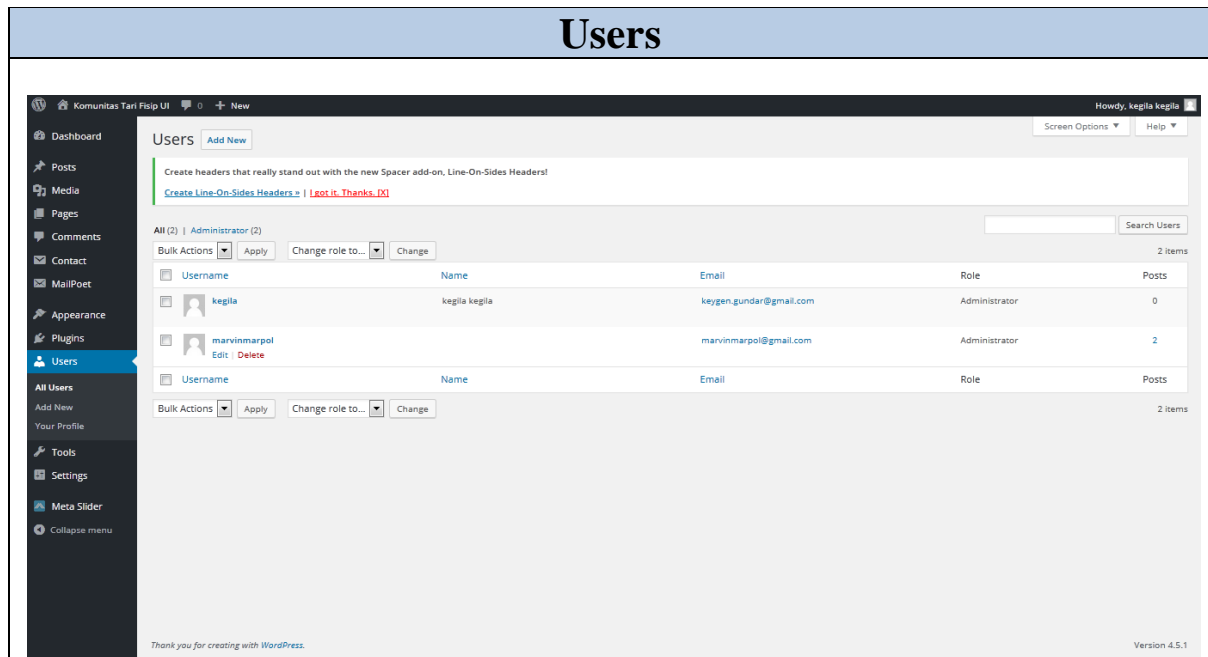


Description : In this page user can add and manage plugins from the website

Policy : User have to 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 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

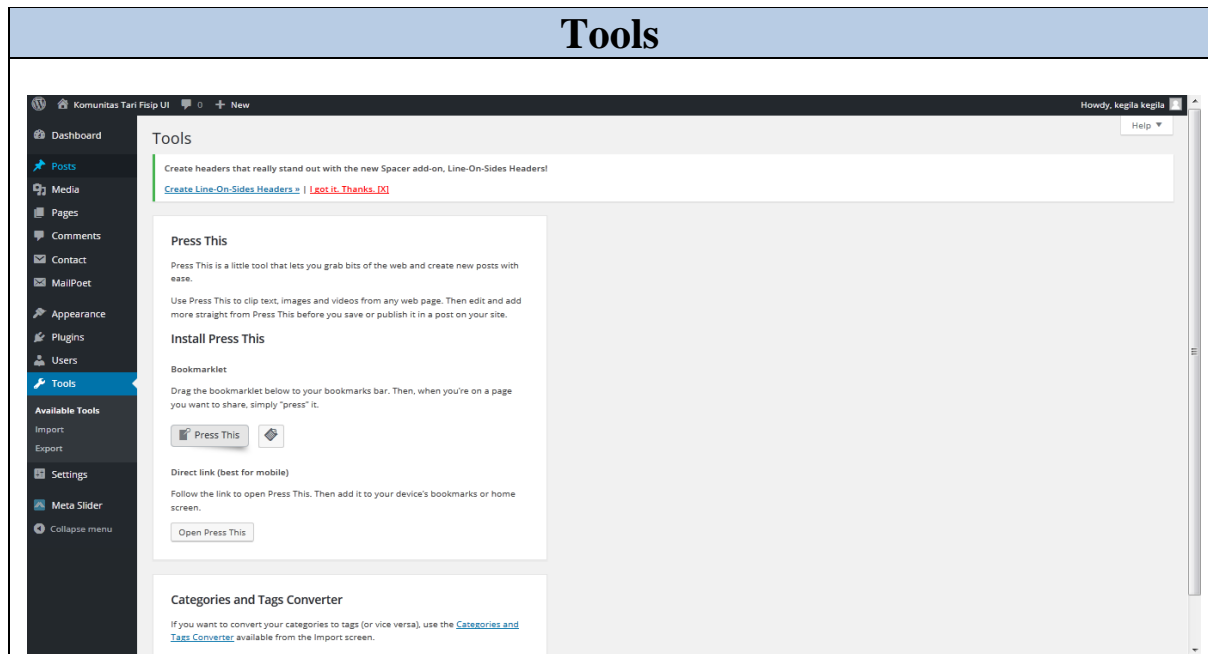
The screenshot shows the 'Add New User' form in the WordPress admin dashboard. The form is titled 'Add New User' and includes a sidebar with navigation links: Dashboard, Posts, Media, Pages, Comments, Contact, MailPoet, Appearance, Plugins, Users, All Users, Add New, Your Profile, Tools, Settings, Meta Slider, and Collapse menu. The 'Users' menu item is selected. The form fields are: Username (required), Email (required), First Name, Last Name, Website, Password (with a 'Show password' toggle), Send User Notification (checked), and Role (Subscriber). A blue 'Add New User' button is at the bottom. The footer of the form says 'Thank you for creating with WordPress.' and 'Version 4.5.1'.

Description : In this page user can add new user to the admin 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 “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 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](#) | [Look 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 05:14:14.

Description : In this page user can setting 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 “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