

2021

UBEC-CMS MANUAL

[COMPANY NAME] | [Company address]

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1. Authentication

Authentication is the process of allowing a user to log in to a system, in this case, a content management system (CMS) with a username and password. The user accesses the login page from the home page as seen in figure 1.1 by clicking the login button on the right-hand side.

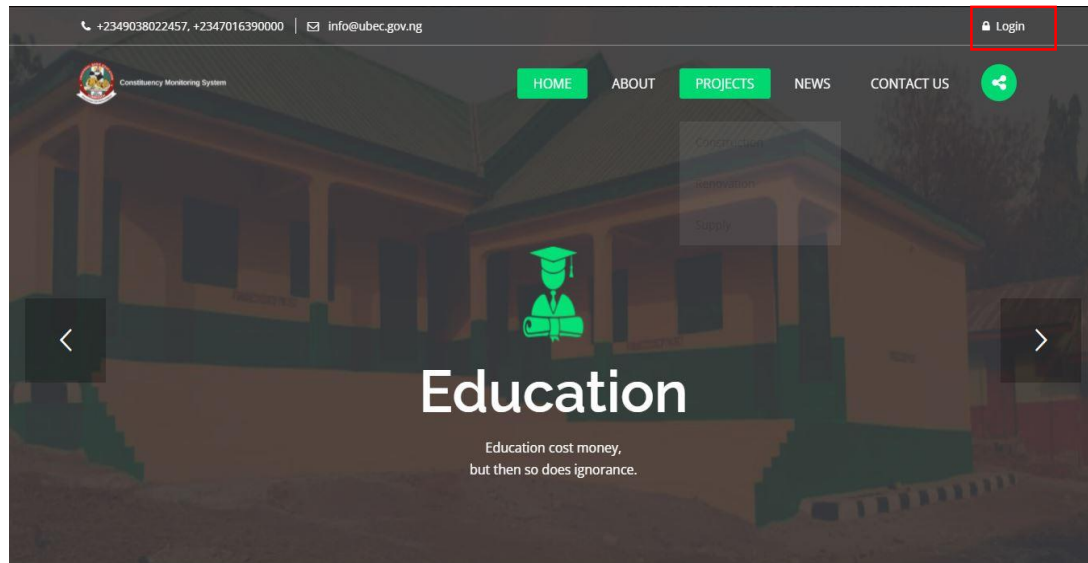


Fig 1.1.

On clicking the button, the user is redirected to the login page as shown in the picture below:

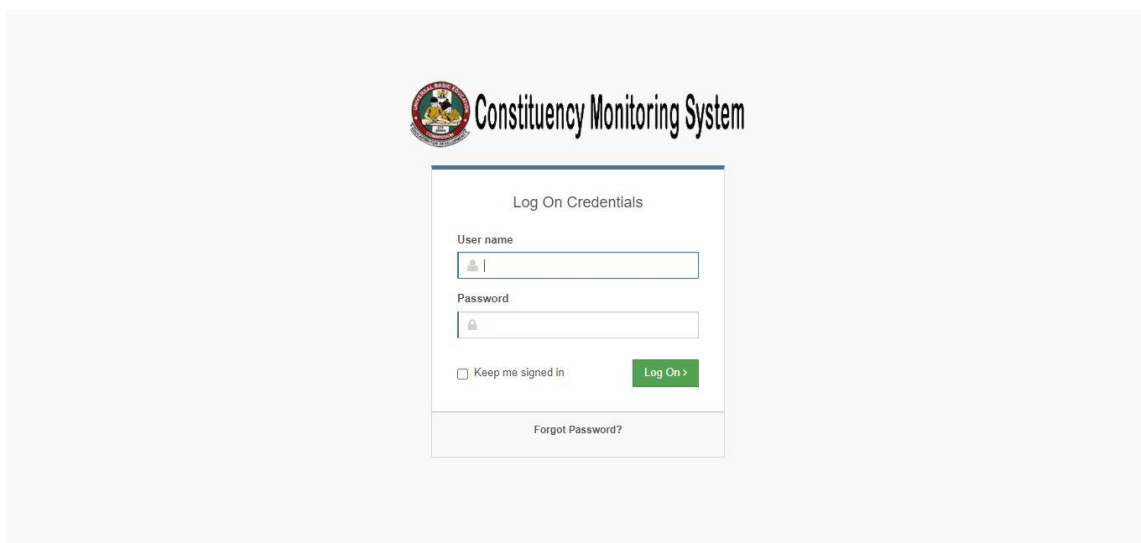


Fig 1.2.

The user keys in their username and password which will redirect the user to the backend. Since the user is an admin, in this case, the dashboard of the back end will be different from the backend of the manager. Below are figure 1.3 and 1.4 which shows the dashboard of both admin and managers of the site.

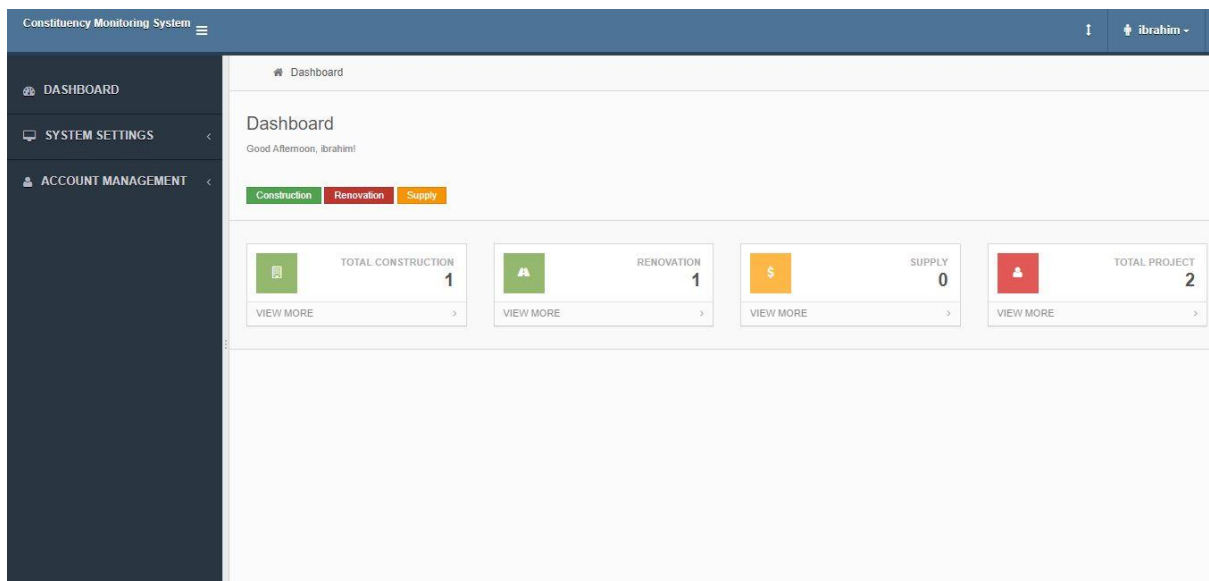


Fig 1.3

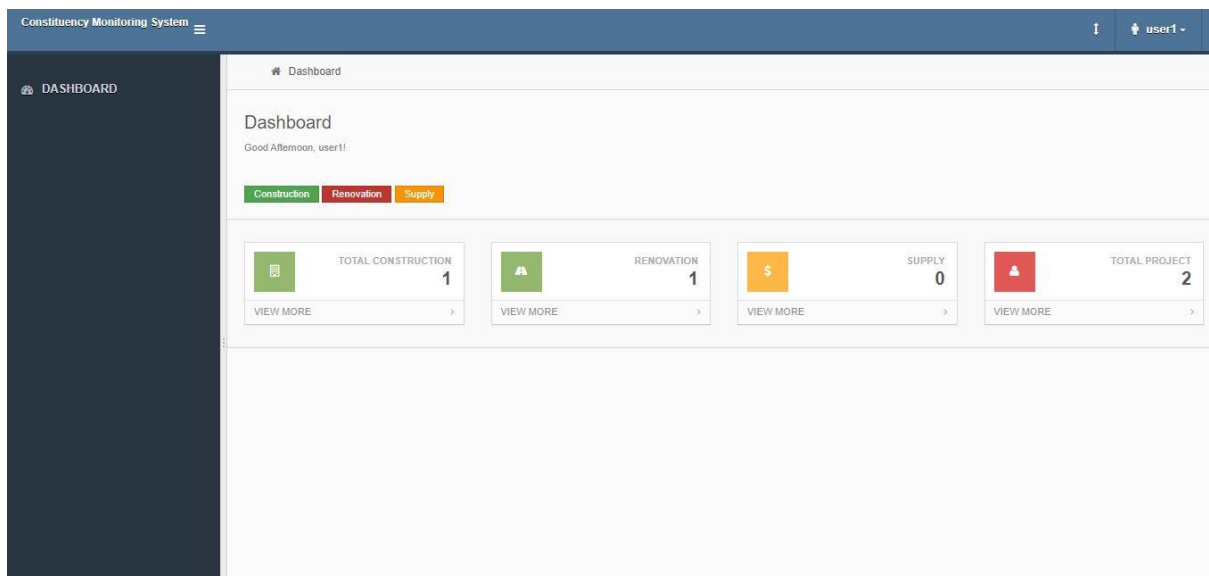


Fig 1.4

2. Admin Dashboard

The admin dashboard as shown in figure 1.3 above shows the user interface of an admin user after accessing the dashboard. The dashboard entails different submenu's which will be talked about in detail below.

2.1. Dashboard

The picture below illustrates the menu's the admin will have access to after logging in. Below is a picture that shows the interface of the user.

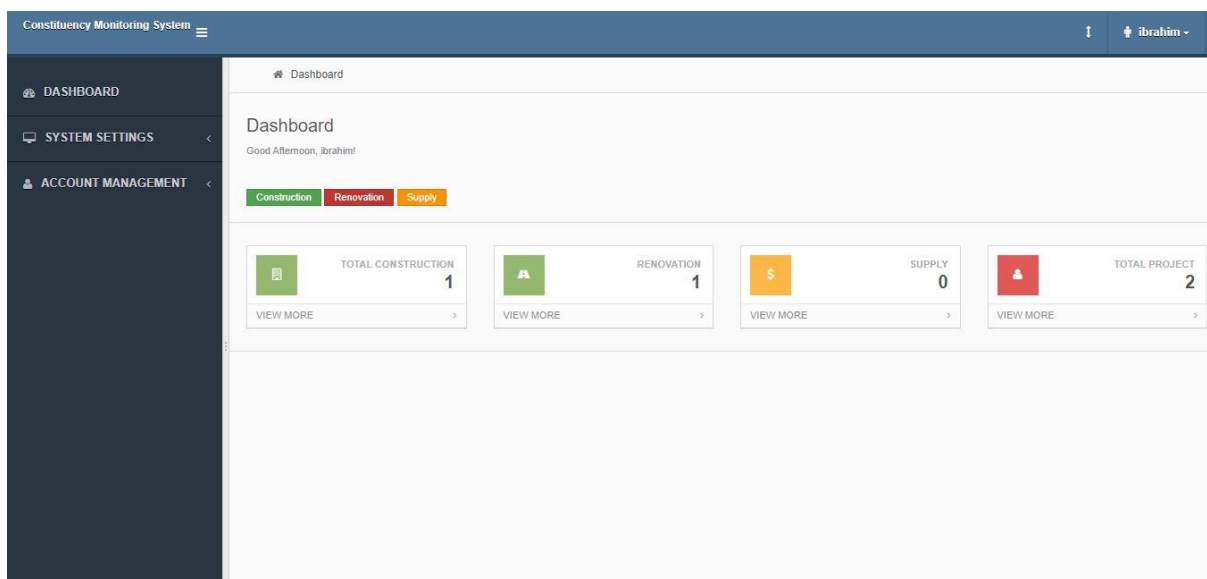


Fig 2.0

From the picture, the admin UI entails a dashboard button, system settings and account management on the left-hand side of the screen. The dashboard shows a summary of the projects executed and entered on the site. From figure 2.0, the projects are grouped into three which are:

- Construction
- Renovation
- Supplies

2.1.1. Construction/Renovation

The construction button shows projects which are entered into the system as construction projects. The button shows the summary of the project and who entered the project into the system. Below is a picture that shows how to access the projects classified under construction by clicking the view more which is highlighted in the picture below:

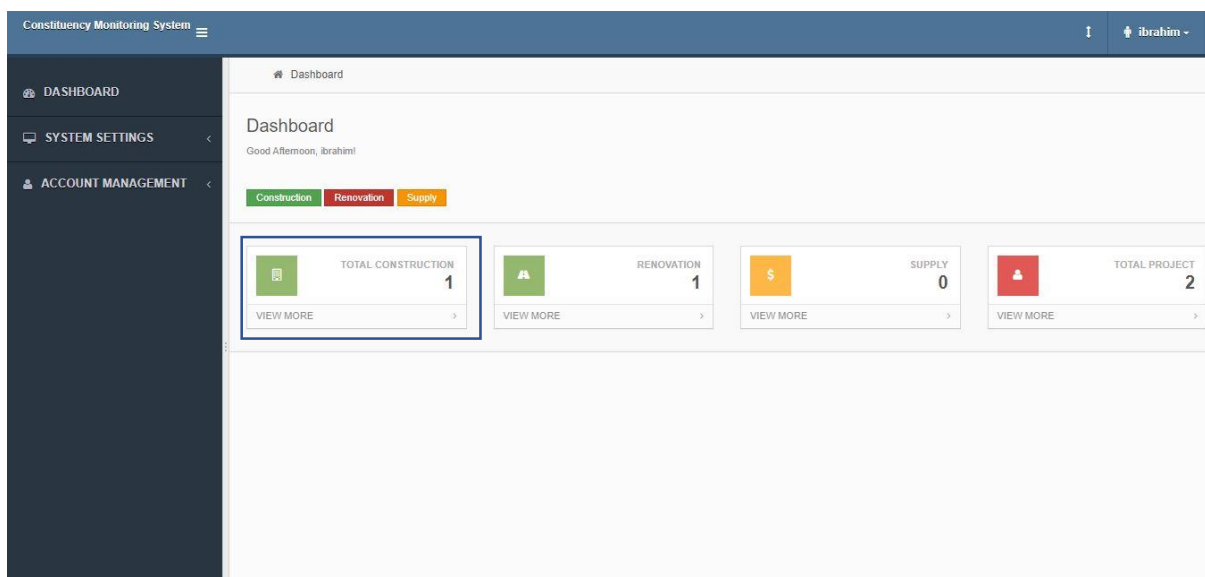
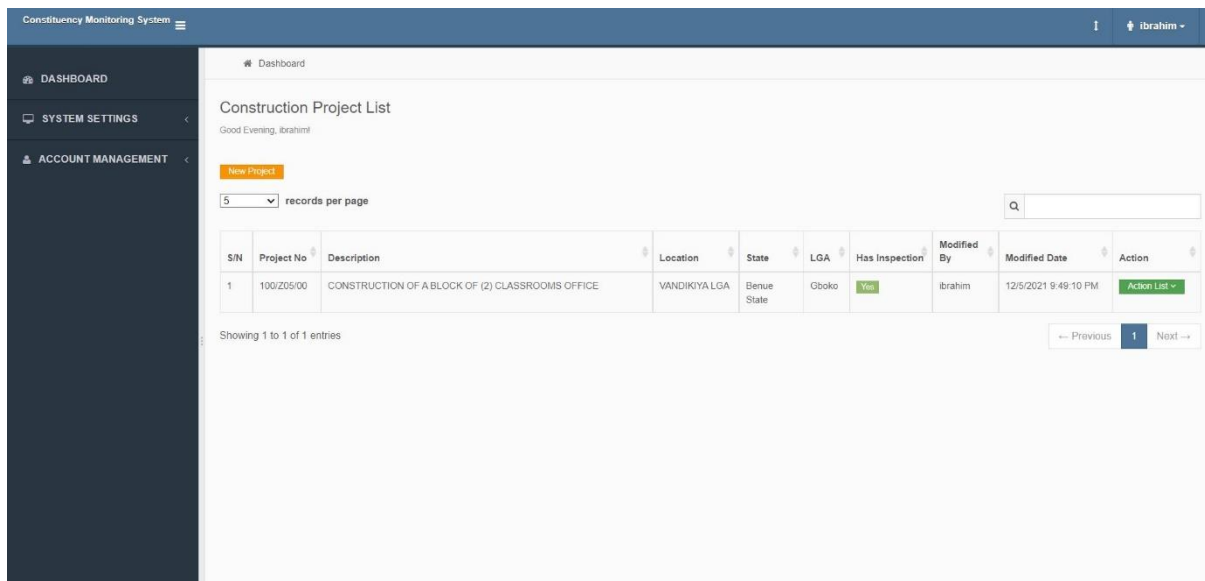


Fig 2.1

Upon clicking the view more, the admin is redirected to a page that shows the construction projects entered into the system.



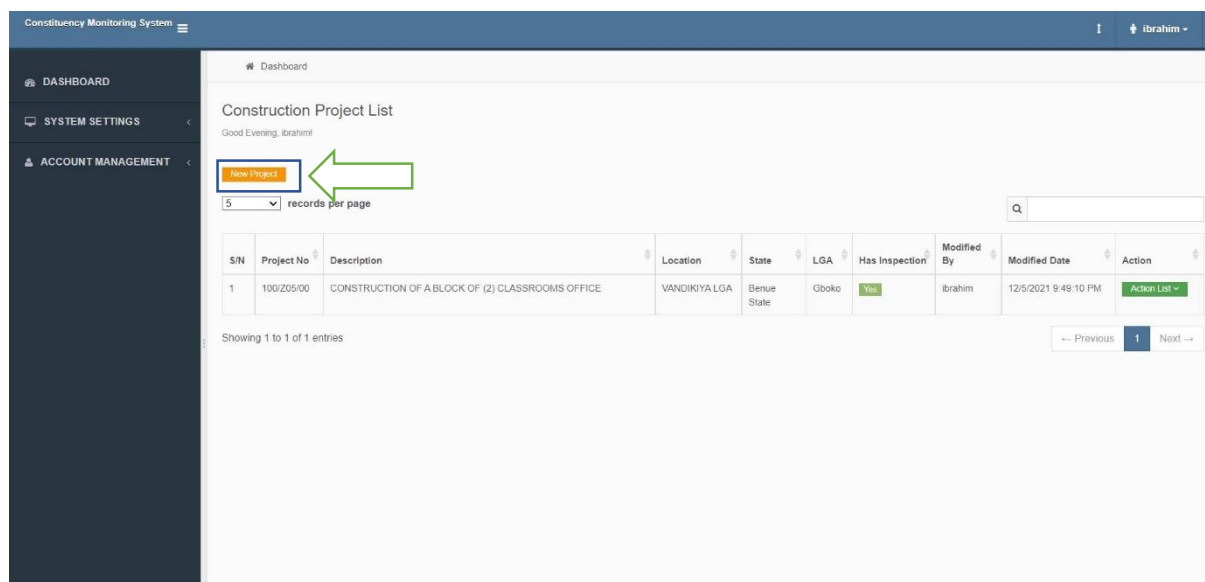
The screenshot shows the 'Constituency Monitoring System' dashboard. The left sidebar contains 'DASHBOARD', 'SYSTEM SETTINGS', and 'ACCOUNT MANAGEMENT'. The main content area is titled 'Construction Project List' with a subtitle 'Good Evening, Ibrahim!'. It features a 'New Project' button, a 'records per page' dropdown set to 5, and a search bar. Below is a table with columns: S/N, Project No, Description, Location, State, LGA, Has Inspection, Modified By, Modified Date, and Action. The table contains one entry for a classroom office construction project in VANDIKIYA LGA, Benue State, with a 'Yes' status for inspection. The footer shows 'Showing 1 to 1 of 1 entries' and pagination controls.

S/N	Project No	Description	Location	State	LGA	Has Inspection	Modified By	Modified Date	Action
1	100/205/00	CONSTRUCTION OF A BLOCK OF (2) CLASSROOMS OFFICE	VANDIKIYA LGA	Benue State	Gboko	Yes	Ibrahim	12/5/2021 9:49:10 PM	Action List

Fig 2.2

This shows the summary of the project, i.e., the project number, description, location, state, local government area, inspection, modified by, modification date and lastly the action which captures the next cause of action.

A new project can be created by clicking the new project button highlighted in the figure below:



This screenshot is identical to Fig 2.2, but with a green arrow pointing to the 'New Project' button, which is highlighted with a blue border. The rest of the interface, including the table and pagination, remains the same.

Fig 2.3

This redirects the user to a page that will aid the user to create a new project:

Constituency Monitoring System

Dashboard > Project Details

Construction - Project Details

Good Evening, Ibrahim!

Serial No.:

Location:

Description:

Coordinate:

State:

Contractor:

LGA:

Contract Sum:

Project Type:

Show Contract Sum:

Start Date:

End Date:

[Back to List](#) [Submit](#)

Fig 2.4

On this page, the admin has all that's required to create a new project which will be categorised using the project type field. Contractors are also selected based on already created contractors by the admin user. After all the fields are filled, the user clicks on submit to create the user.

2.1.2. Supplies

The supplied page captures the supplies entered into the system. It keeps track of the contractors who supplied the goods, the verification date, verification officer, location, status of the supplies etc. Below is a picture that shows the interface of the supply page:

Constituency Monitoring System

Dashboard > Supply List

Supply List

Good Evening, Ibrahim!

[+ New Supply](#)

10 records per page

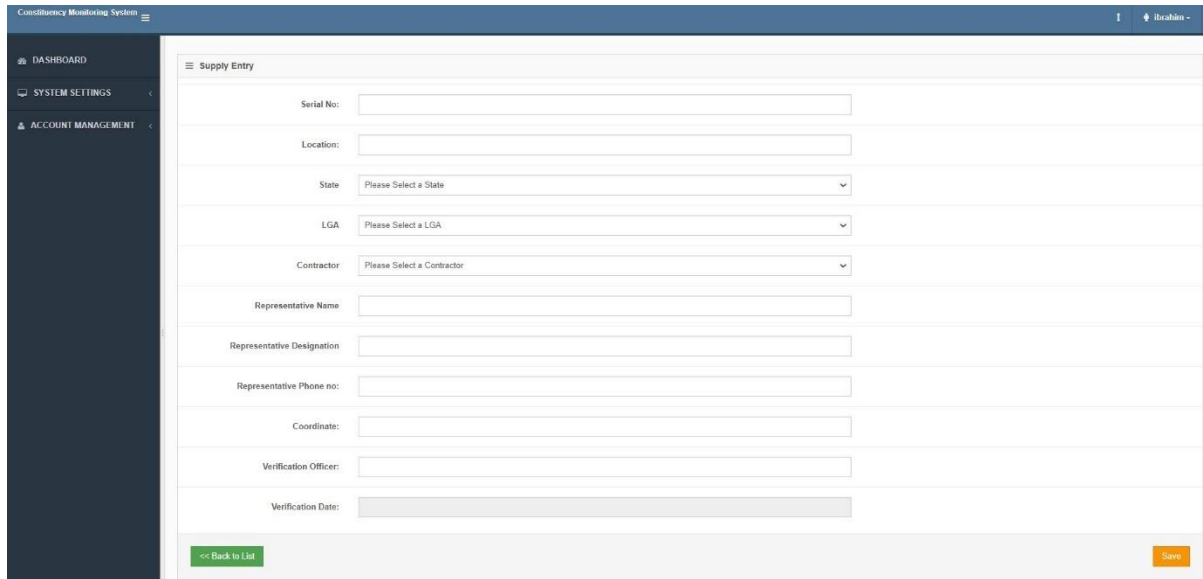
SN	Location	State	LGA	Contractor	Verification Date	Verification Officer	Status	Action
1	akure	Ondo State	Ilaje	Puranova Nig Ltd	11/26/2021 3:51:56 AM	user1	Submitted	Action List
2	akure	Ondo State	Ilaje	Puranova Nig Ltd	11/26/2021 3:51:56 AM	user1	Submitted	Action List
3	test	Delta State	Oshimili north	Puranova Nig Ltd	12/6/2021 5:34:04 AM	user1	Submitted	Action List
4	test	Delta State	Oshimili north	Puranova Nig Ltd	12/6/2021 5:34:04 AM	user1	Submitted	Action List
5	test	Anambra State	Onitsha South	Kurra Greenfield Marchants Ltd	12/6/2021 3:02:49 AM	user1	Approved	Action List
6	test	Anambra State	Onitsha South	Kurra Greenfield Marchants Ltd	12/6/2021 3:02:49 AM	user1	Submitted	Action List
7	test	Anambra State	Onitsha South	Kurra Greenfield Marchants Ltd	12/6/2021 3:02:49 AM	user1	Submitted	Action List
8	test	Anambra State	Onitsha South	Kurra Greenfield Marchants Ltd	12/6/2021 3:02:49 AM	user1	Submitted	Action List
9	test	Anambra State	Onitsha South	Kurra Greenfield Marchants Ltd	12/6/2021 3:02:49 AM	user1	Submitted	Action List
10	zaria	Kaduna State	Sabon Gari	Puranova Nig Ltd	12/6/2021 8:51:04 AM	user1	Approved	Action List

Showing 1 to 10 of 10 entries

[Previous](#) [1](#) [Next](#)

Fig 2.5

The highlighted portion in figure 2.5 shows how a new supply can be created by the admin. Upon clicking the button, the user is redirected to a page where a series of information is required to create a new supplier on the system.



The screenshot shows the 'Supply Entry' form within the 'Consistency Monitoring System' interface. The left sidebar contains navigation links for 'DASHBOARD', 'SYSTEM SETTINGS', and 'ACCOUNT MANAGEMENT'. The main content area is titled 'Supply Entry' and contains the following fields:

- Serial No:
- Location:
- State:
- LGA:
- Contractor:
- Representative Name:
- Representative Designation:
- Representative Phone no:
- Coordinate:
- Verification Officer:
- Verification Date:

At the bottom of the form, there is a green button labeled '<< Back to List' and an orange button labeled 'Save'.

Fig 2.6

2.2. System Settings

2.2.1. Alert Management

As alerts generate, you can view more information about them, acknowledge them, and take action to resolve them. You can also manually create alerts to track issues that did not generate an event or alert. You can respond to an alert in the following ways:

- Resolve the alarm manually.
- Recognize an alert that necessitates your attention.
- Make a security incident or an incident.
- Make a persuasive argument.
- Close the alert window.
- Resolve any incidents that may have occurred as a result of the warning.
- Reactivate the alert.

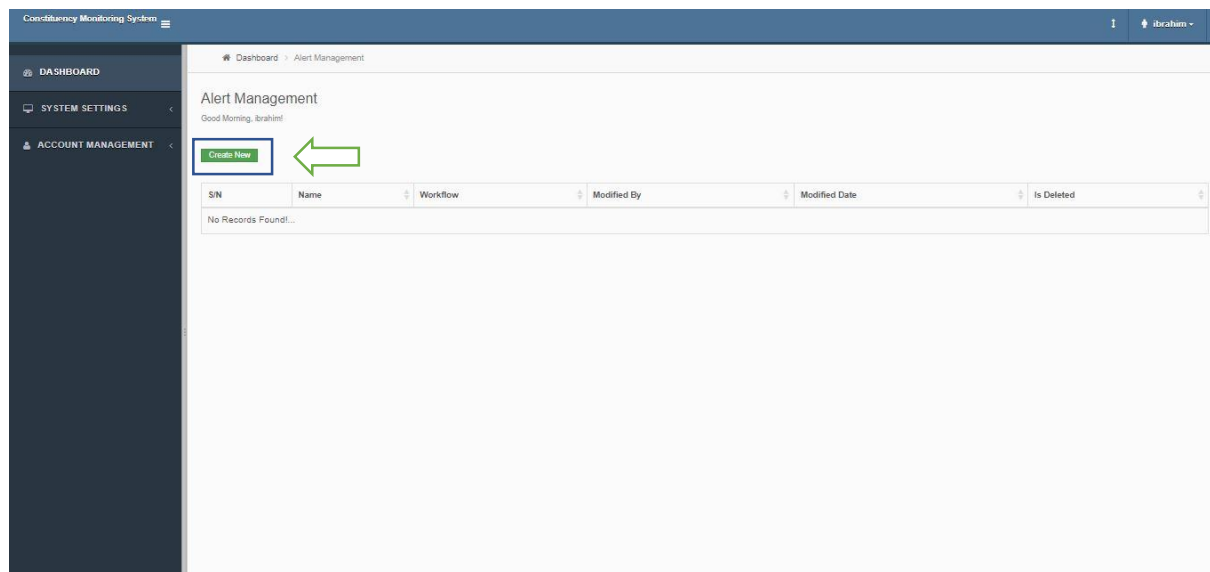


Fig 2.7

To create a new alert, the button highlighted in figure 2.7 will be clicked which will redirect the user to figure 2.8 below.

CoordiQuency Monitoring System

Dashboard > New Alert Entry

New Alert Entry

Good Morning, Ibrahim!

Alert Entry

Title

Workflow: Please select workflow

Subject Sms

Sms

Subject Email

Email

File Edit Insert View Format Table Tools

Format Bold Italic Underline Link Image

Words: 0

Is Deleted? ☐

<< Back to List Save

Fig 2.8

2.2.2. Contractor Management

This feature on the system is used to manage contracted staffs that are assigned to different projects. Below is a walkthrough for creating a new contractor on the system.

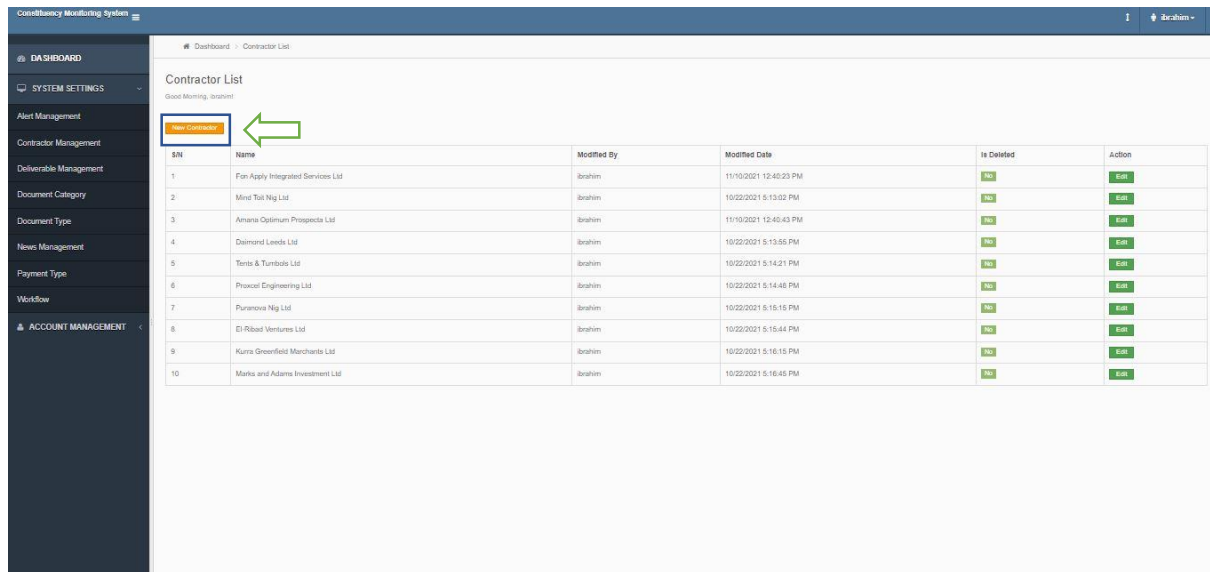


Fig 2.9

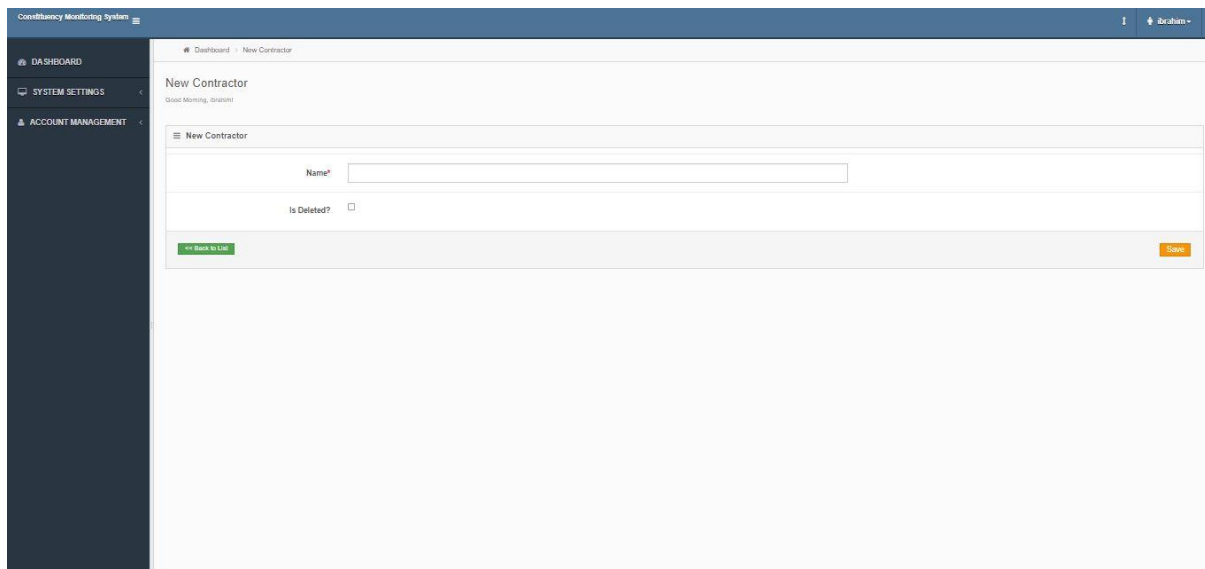
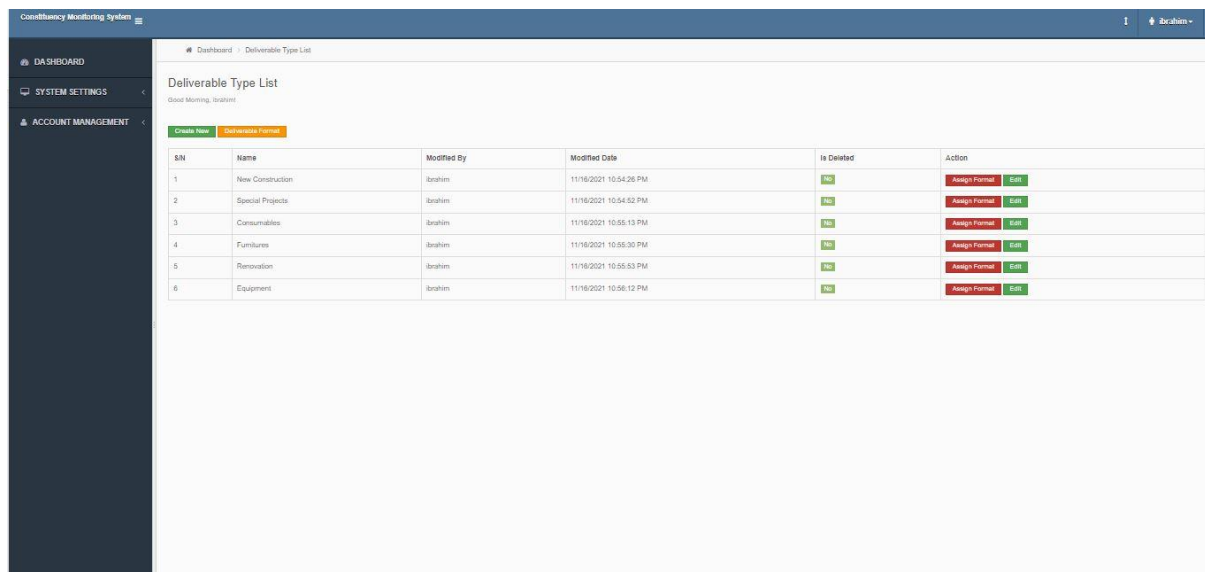


Fig 3.0

2.2.3. Deliverable Management

The delivery management feature entails how a document will be submitted, reviewed, approved and logged.



Constituency Monitoring System

Dashboard > Deliverable Type List

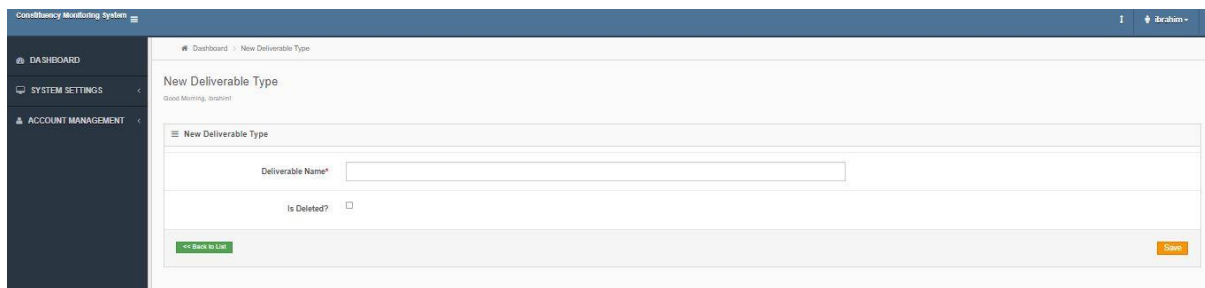
Deliverable Type List

Good Morning, Ibrahim!

Create New New Deliverable Format

S/N	Name	Modified By	Modified Date	Is Deleted	Action
1	New Construction	Ibrahim	11/16/2021 10:54:26 PM	No	Assign Format Edit
2	Special Projects	Ibrahim	11/16/2021 10:54:52 PM	No	Assign Format Edit
3	Consumables	Ibrahim	11/16/2021 10:55:13 PM	No	Assign Format Edit
4	Furnitures	Ibrahim	11/16/2021 10:55:30 PM	No	Assign Format Edit
5	Renovation	Ibrahim	11/16/2021 10:55:53 PM	No	Assign Format Edit
6	Equipment	Ibrahim	11/16/2021 10:56:12 PM	No	Assign Format Edit

Fig 3.1



Constituency Monitoring System

Dashboard > New Deliverable Type

New Deliverable Type

Good Morning, Ibrahim!

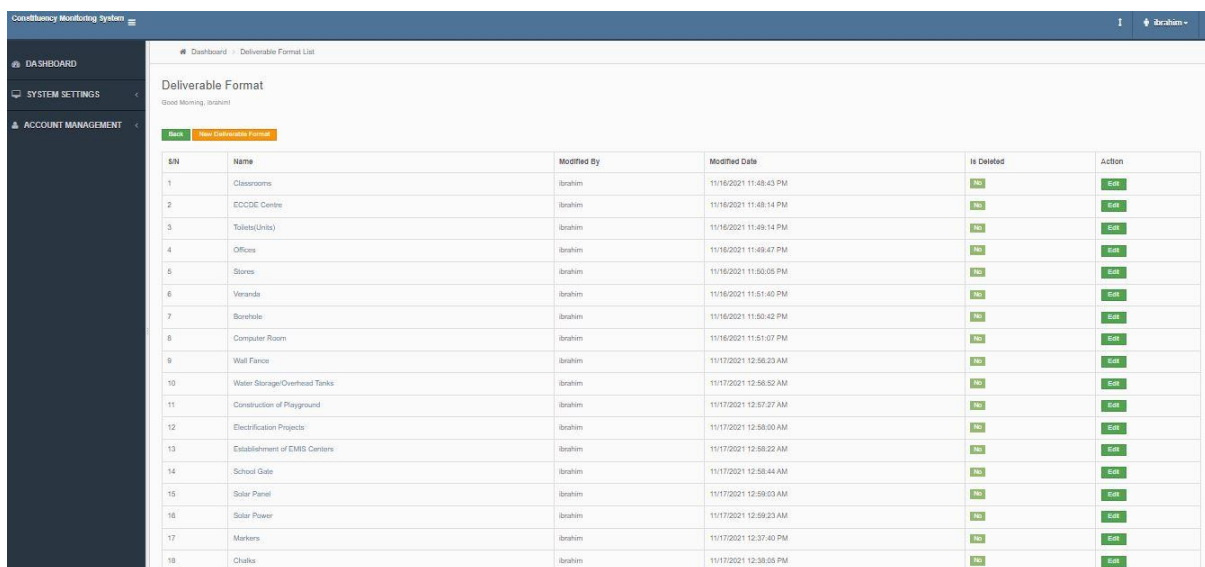
New Deliverable Type

Deliverable Name*

Is Deleted? ☐

[Back to List](#) [Submit](#)

Fig 3.1



Constituency Monitoring System

Dashboard > Deliverable Format List

Deliverable Format

Good Morning, Ibrahim!

Back New Deliverable Format

S/N	Name	Modified By	Modified Date	Is Deleted	Action
1	Classrooms	Ibrahim	11/16/2021 11:48:43 PM	No	Edit
2	ECCDE Centre	Ibrahim	11/16/2021 11:48:14 PM	No	Edit
3	Toilets(Units)	Ibrahim	11/16/2021 11:49:14 PM	No	Edit
4	Offices	Ibrahim	11/16/2021 11:49:47 PM	No	Edit
5	Stores	Ibrahim	11/16/2021 11:50:05 PM	No	Edit
6	Verande	Ibrahim	11/16/2021 11:51:40 PM	No	Edit
7	Borehole	Ibrahim	11/16/2021 11:50:42 PM	No	Edit
8	Computer Room	Ibrahim	11/16/2021 11:51:07 PM	No	Edit
9	Wall Fence	Ibrahim	11/17/2021 12:56:23 AM	No	Edit
10	Water Storage/Overhead Tanks	Ibrahim	11/17/2021 12:56:52 AM	No	Edit
11	Construction of Playground	Ibrahim	11/17/2021 12:57:27 AM	No	Edit
12	Electrification Projects	Ibrahim	11/17/2021 12:58:00 AM	No	Edit
13	Establishment of EMS Centers	Ibrahim	11/17/2021 12:58:22 AM	No	Edit
14	School Gate	Ibrahim	11/17/2021 12:58:44 AM	No	Edit
15	Solar Panel	Ibrahim	11/17/2021 12:59:03 AM	No	Edit
16	Solar Power	Ibrahim	11/17/2021 12:59:23 AM	No	Edit
17	Markers	Ibrahim	11/17/2021 12:37:40 PM	No	Edit
18	Chalks	Ibrahim	11/17/2021 12:38:05 PM	No	Edit

Fig 3.2

2.2.4. Document Category

This document category identifies the database table that stores documents resulting from transactions. The diagrams below show how a new document category is created:

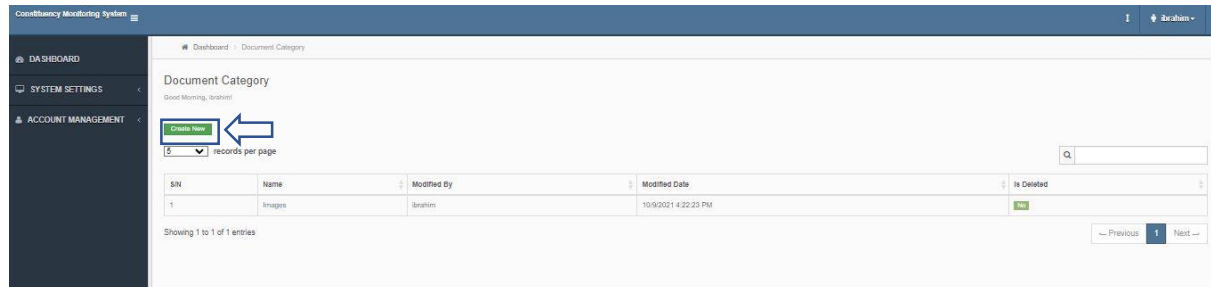


Fig 3.3

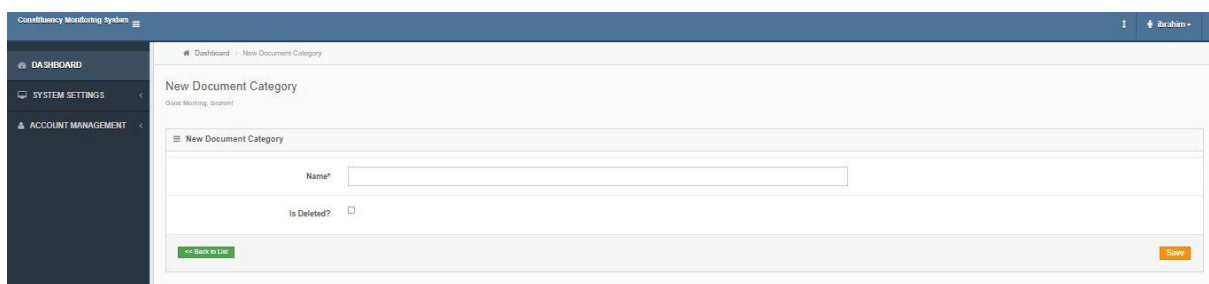


Fig 3.4

2.2.5. Document Type

This feature entails how documents are grouped in the system based on the document category created earlier. Figures 3.5 and 3.6 shows how a new document type is created and attached to the document category.

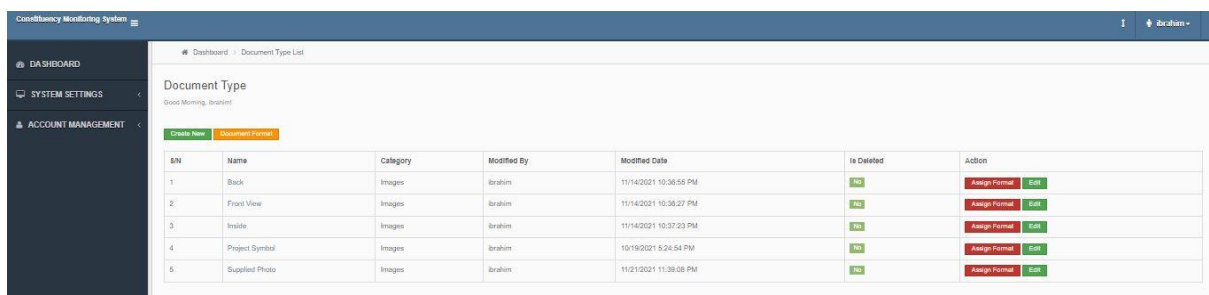


Fig 3.5



Fig 3.6

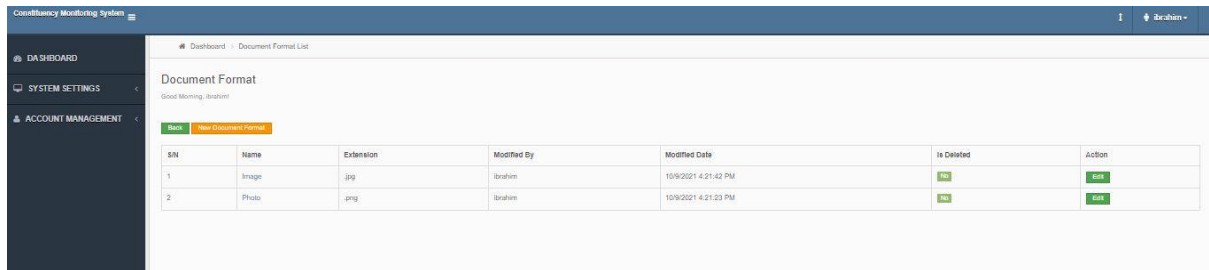


Fig 3.7

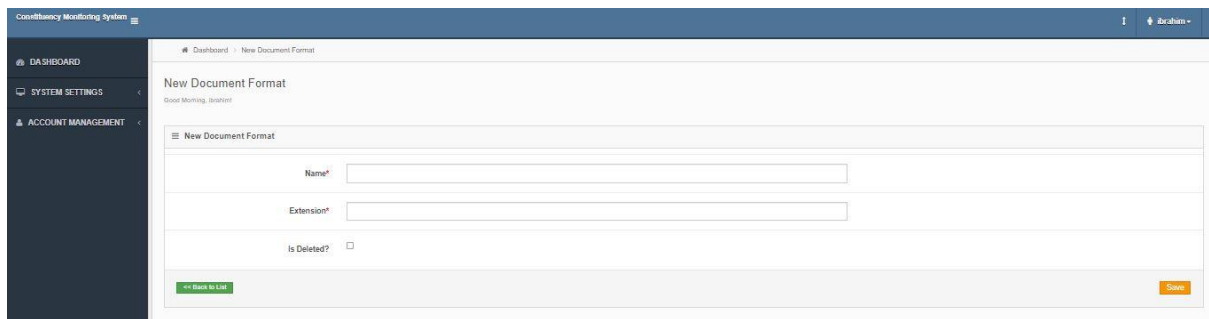


Fig 3.8

2.2.6. News Management

The news management system is created using the highlighted part in figure 3.9 below.

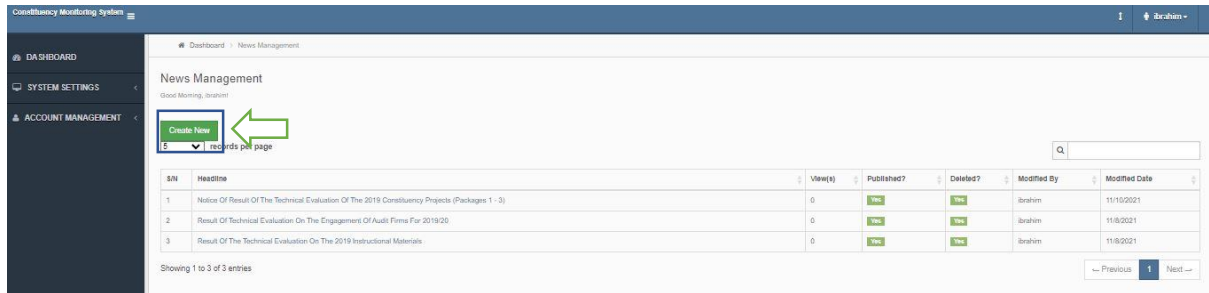


Fig 3.9

Constituency Monitoring System

Dashboard > News Management > New News

News Entry

Good Morning, Ibrahim!

News Entry

Headline:

News Content:

File Edit Insert View Format Table Tools
Formats B / [Rich Text Editor Icons]
p Words: 0

Is Published: ☐

Is Deleted: ☐

Photo: No file chosen

Fig 4.0

2.2.7. Payment Type

This feature entails payment options that can be created by the user. The figures below show how the admin creates and manages the payment type lists.

Constituency Monitoring System

Dashboard > Payment Type List

Payment Type List

Good Morning, Ibrahim!

S/N	Name	Modified By	Modified Date	Is Deleted	Action
1	1st Payment	Ibrahim	10/22/2021 7:10:37 PM	<input type="checkbox"/>	<input type="button" value="Edit"/>
2	2nd Payment	Ibrahim	10/22/2021 7:10:49 PM	<input type="checkbox"/>	<input type="button" value="Edit"/>
3	3rd Payment	Ibrahim	10/22/2021 7:10:59 PM	<input type="checkbox"/>	<input type="button" value="Edit"/>
4	Retainer Payment	Ibrahim	10/22/2021 7:11:21 PM	<input type="checkbox"/>	<input type="button" value="Edit"/>

Fig 4.1

Constituency Monitoring System

Dashboard > New Payment Type

New Payment Type

Good Morning, Ibrahim!

New Payment Type

Name*:

Is Deleted?: ☐

Fig 4.2

2.2.8. Workflow

This feature is used to define, automate and improve an organisation's business processes to improve efficiency, reduce errors and increase productivity.

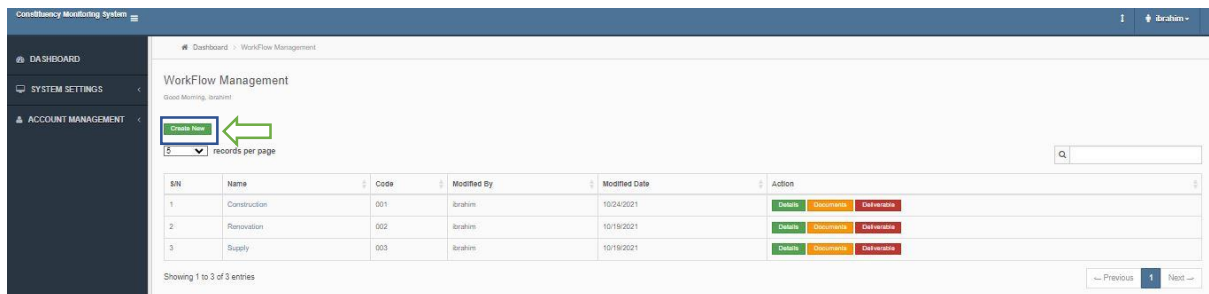


Fig 4.3

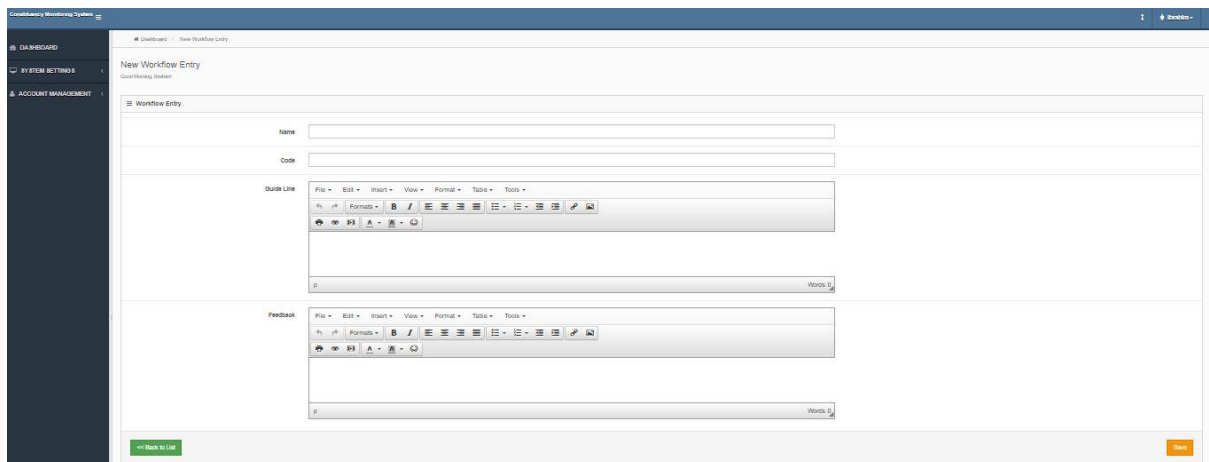


Fig 4.4

2.3. Account Management

2.3.1. Resource

This page takes the user to the resource page where the user keys create resources for a user. Below are figures which shows the walkthrough on how to create a resource.

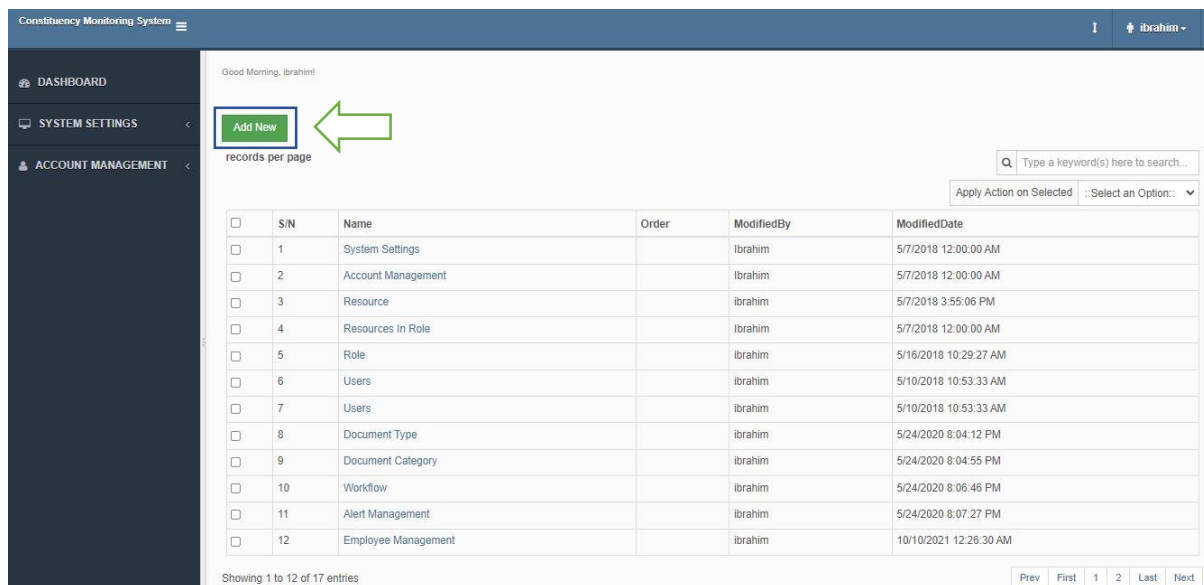


Fig4.5

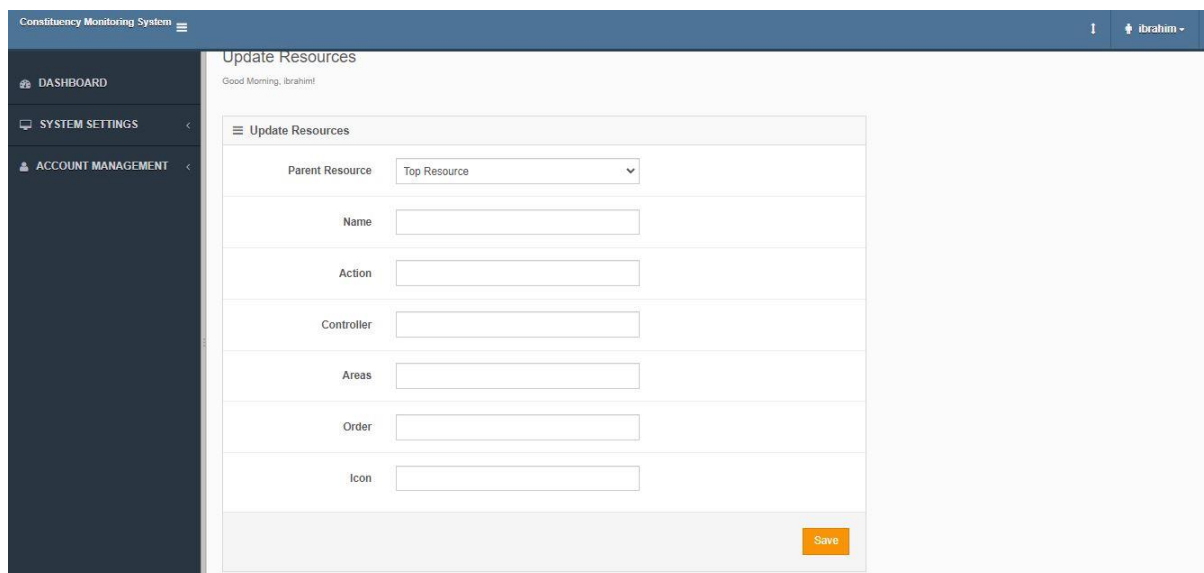


Fig 4.6

2.3.2. Resources in Role

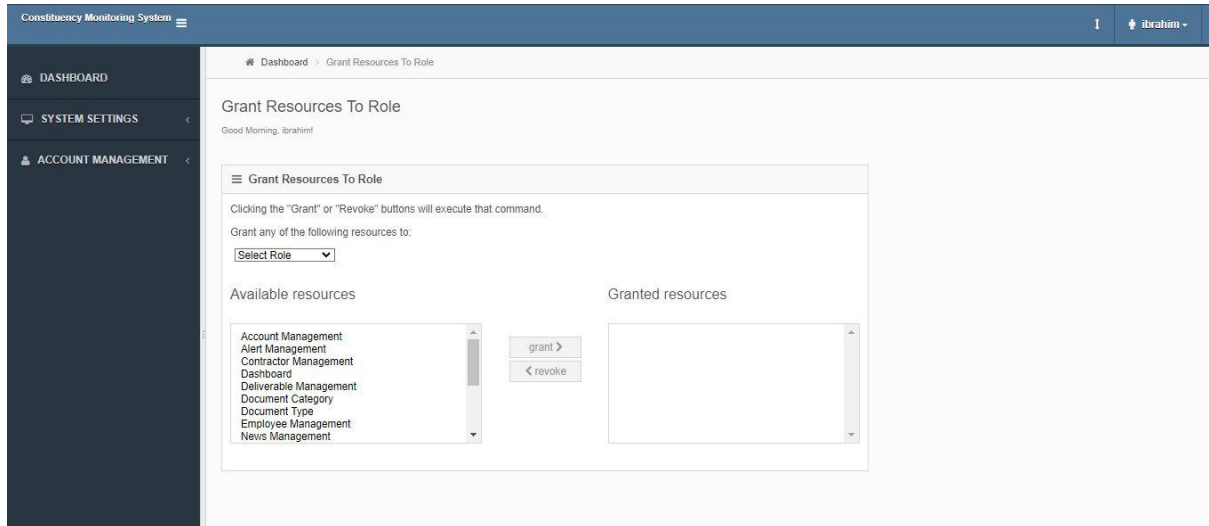


Fig4.7

2.3.3. Role

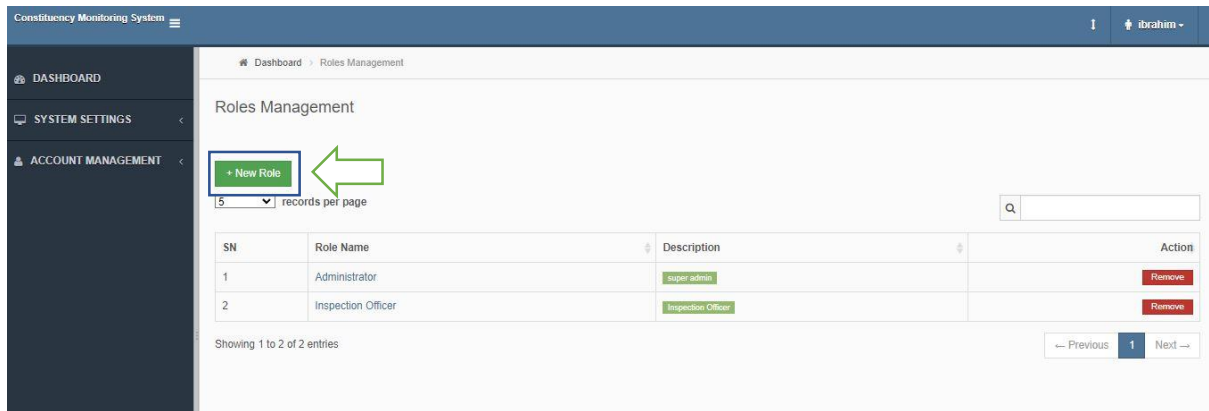


Fig 4.8

Constituency Monitoring System

1 | itbrahim

Dashboard > New Role

Create Role

Good Morning, Ibrahim!

Role Entry

Role Name

Description

Save

Fig 4.9

2.3.4. Users

Constituency Monitoring System

1 | itbrahim

Dashboard > Manage Users

Manage Users

Create User

View All

Records: 2 records per page 12

	S/N	UserName	Is Approved?	Status	Email	Last Activity	Action
<input type="radio"/>	1	user1	✓ Approved	✓ Unlocked	user@yahoo.com	5/10/2018 11:16 AM	Action List
<input type="radio"/>	2	ibrahim	✓ Approved	✓ Unlocked	ibcent2003@yahoo.com	5/5/2018 11:25 PM	Action List

Showing 1 to 2 of 2 entries

Fig 5.0