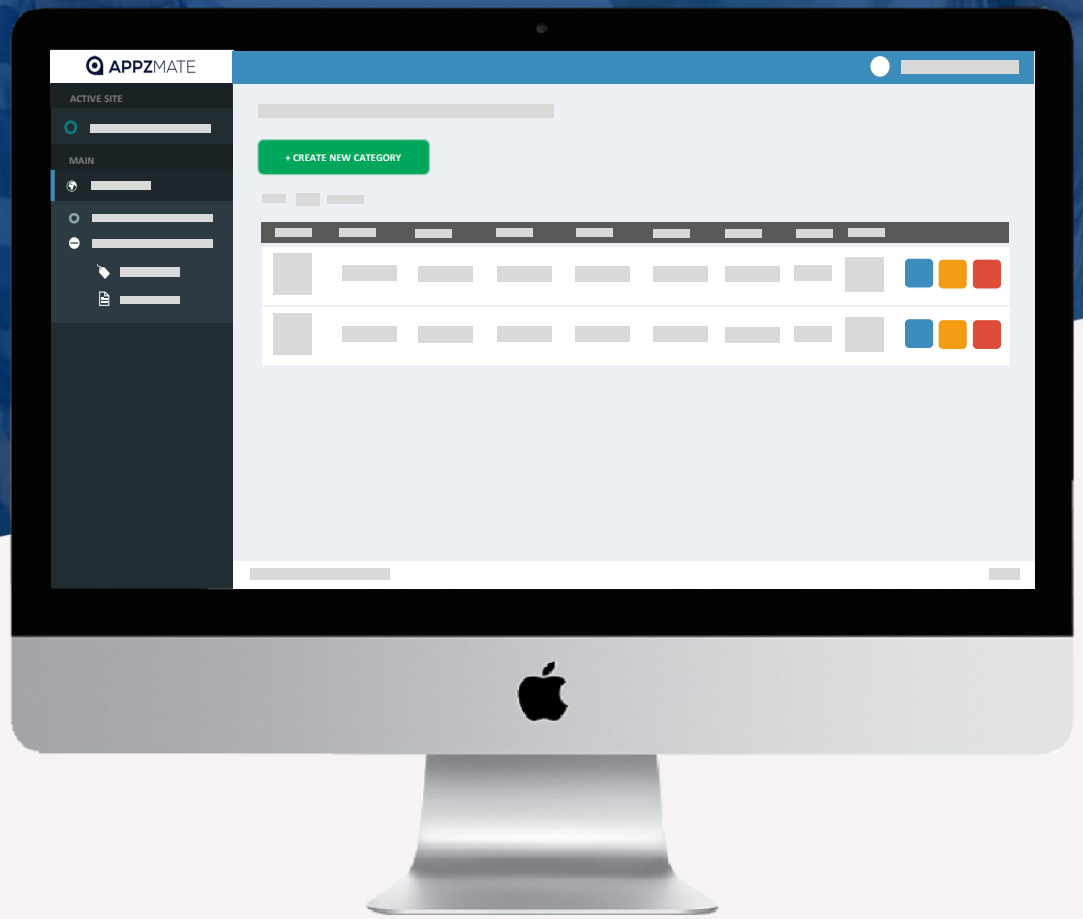
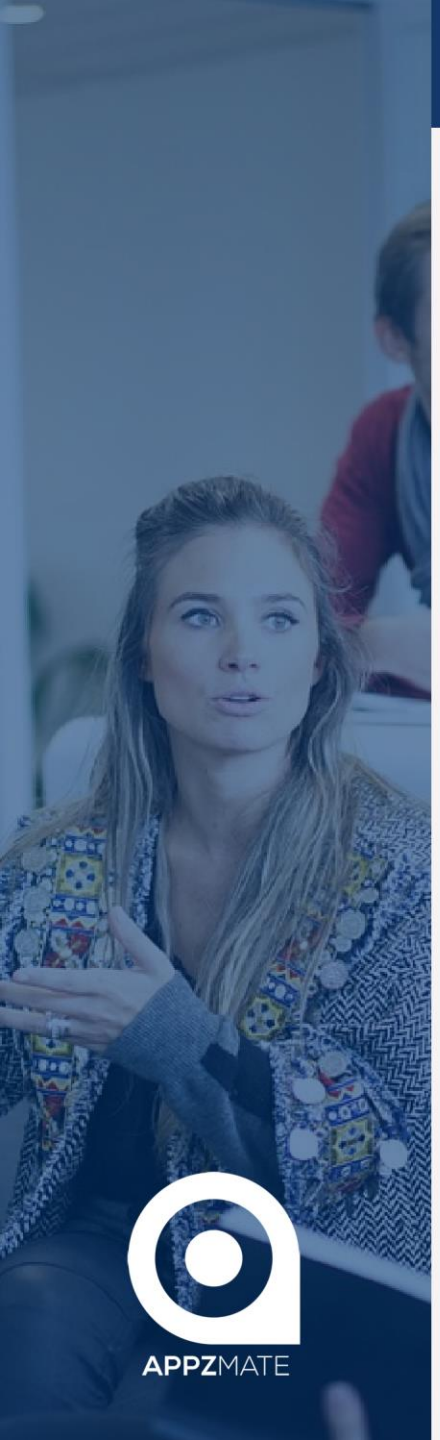
APPZMATE



CMS USER GUIDE



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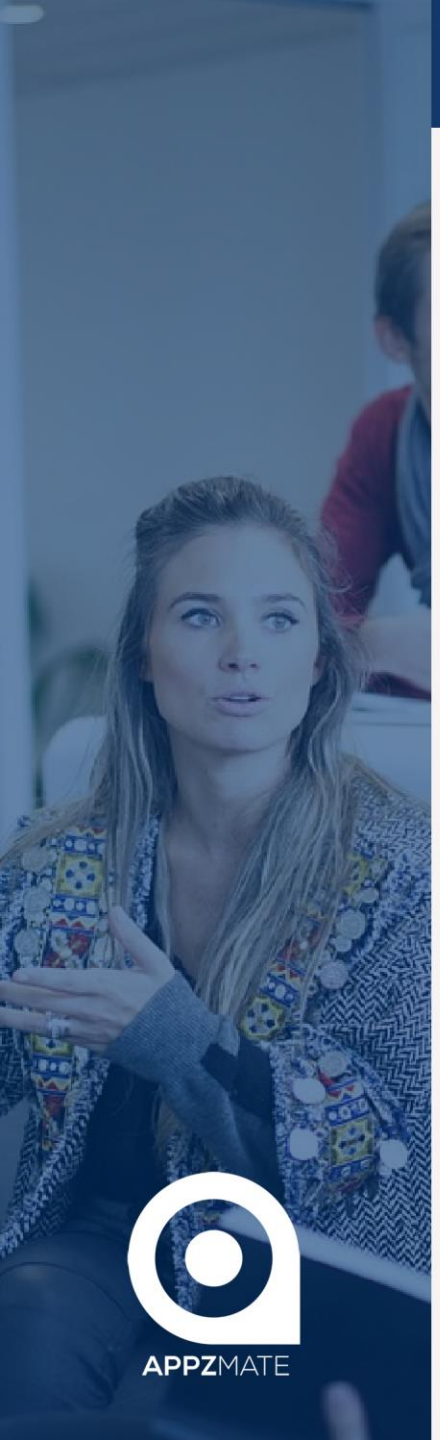

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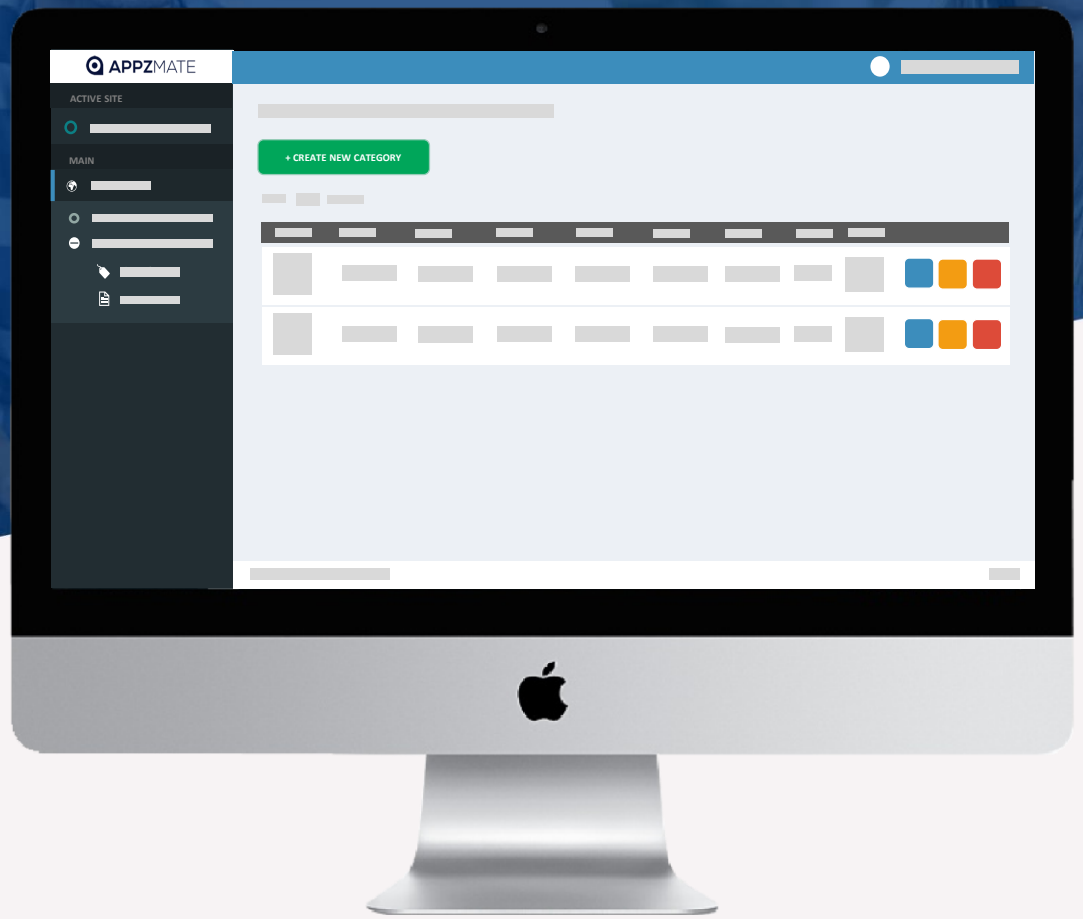
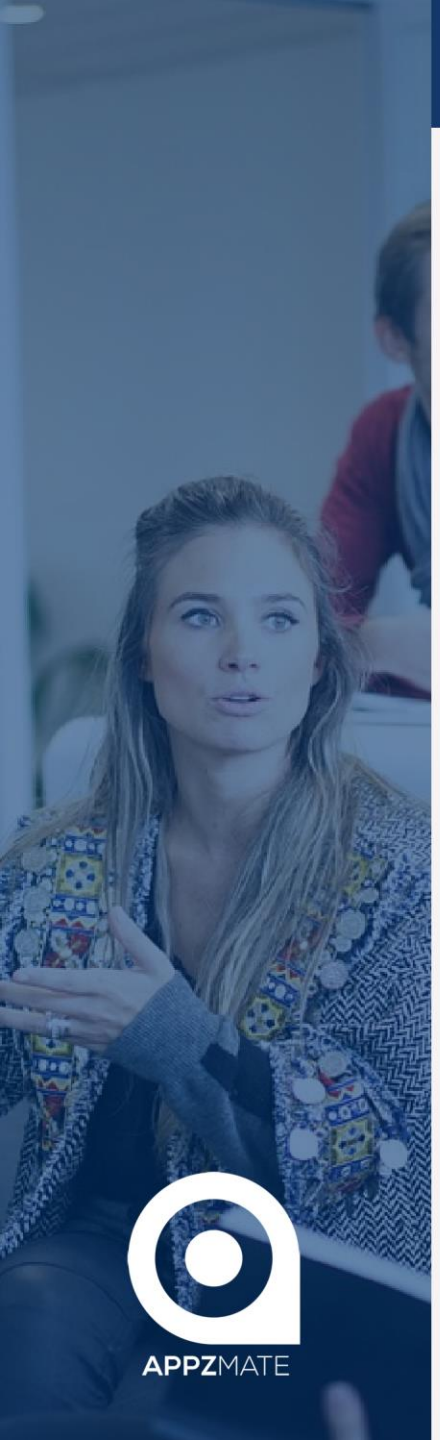
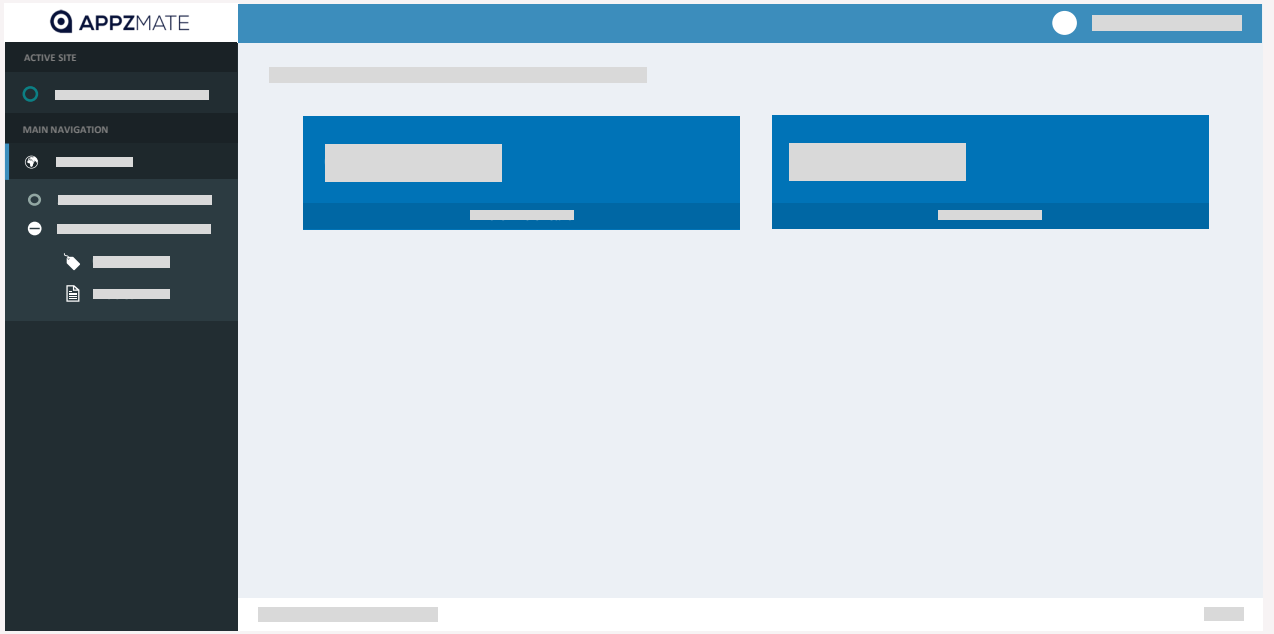


ABOUT OUR CMS SERVICE

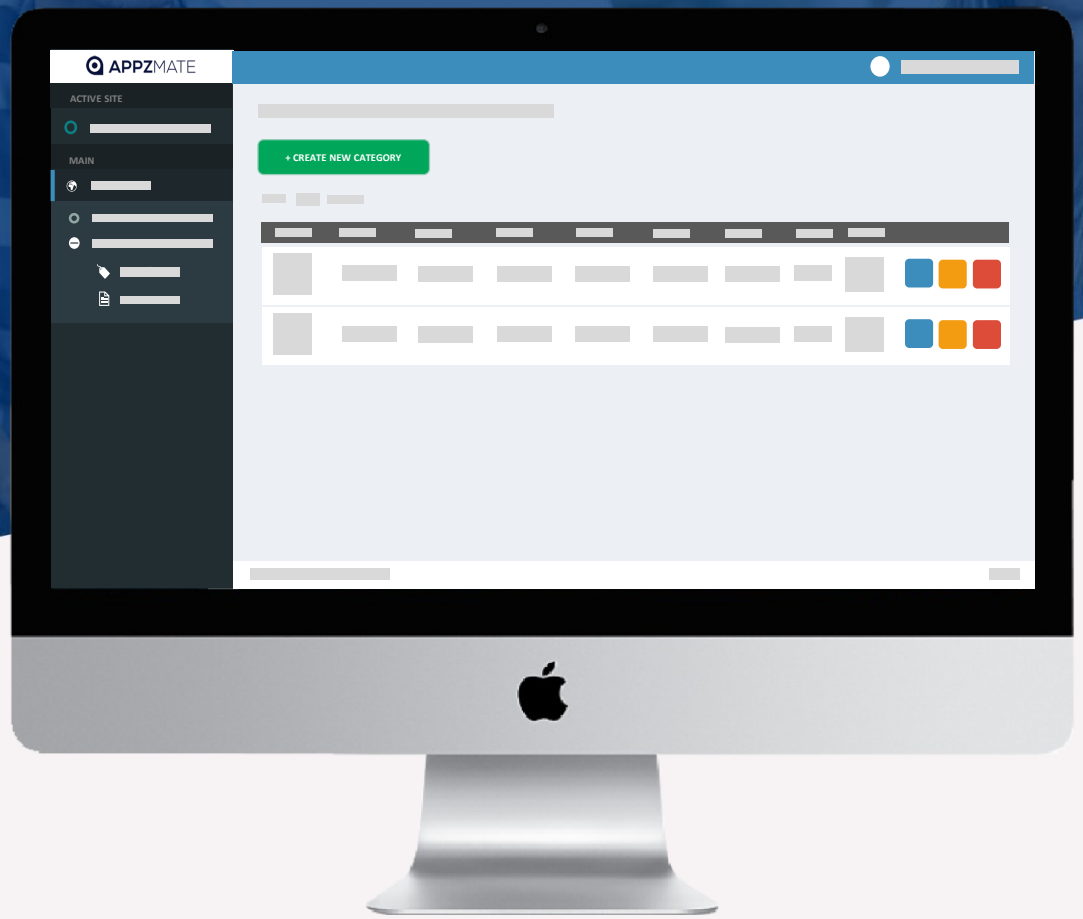


ABOUT OUR CMS SERVICE

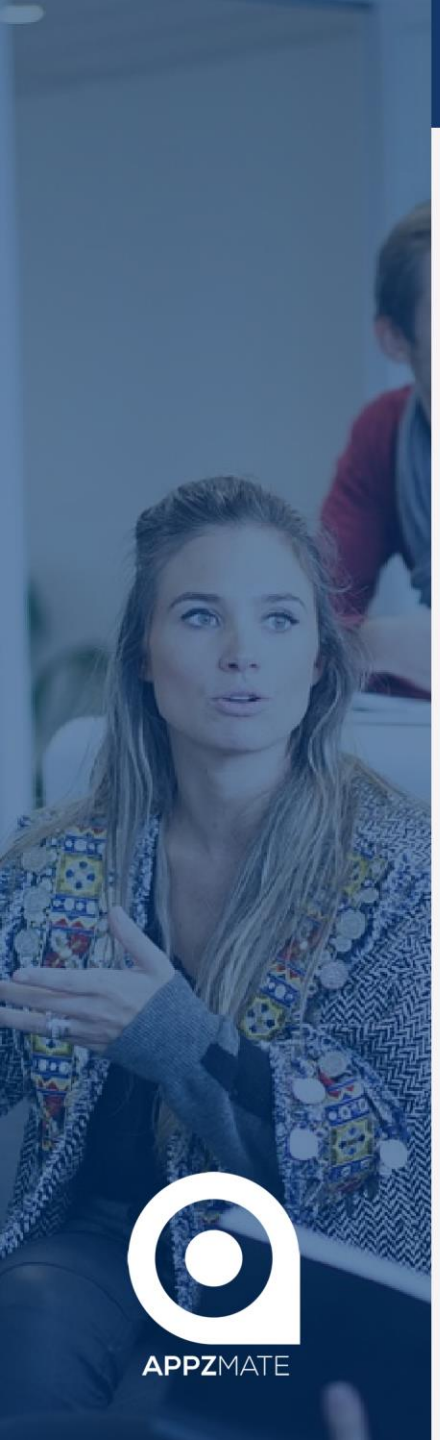


- Appzmate provides a hosted content management system (CMS).
- It is easy to use, centrally supported with different functions and features that help users to manage their app contents on the go.
- At its simplest, CMS is an acronym for a “Content Management System”.

APPZMATE



GETTING AN ACCOUNT



GETTING AN ACCOUNT

- As part of promotional period for this new exciting app offering, we provide a community app to all interested companies and organizations which will allow you to share your information to public and maintain your mobile app presence.
- Other features will be explained when one of our customer support contacts you. If you are interested to have your own App in Appstore please inform us by filling up the form from the link below.
- It will only take within 24 hours to make your app in our community version to become available, after we verified and confirm your details submitted we will send you your account details as soon as your app is ready.

To get an account with appzmate simple Visit

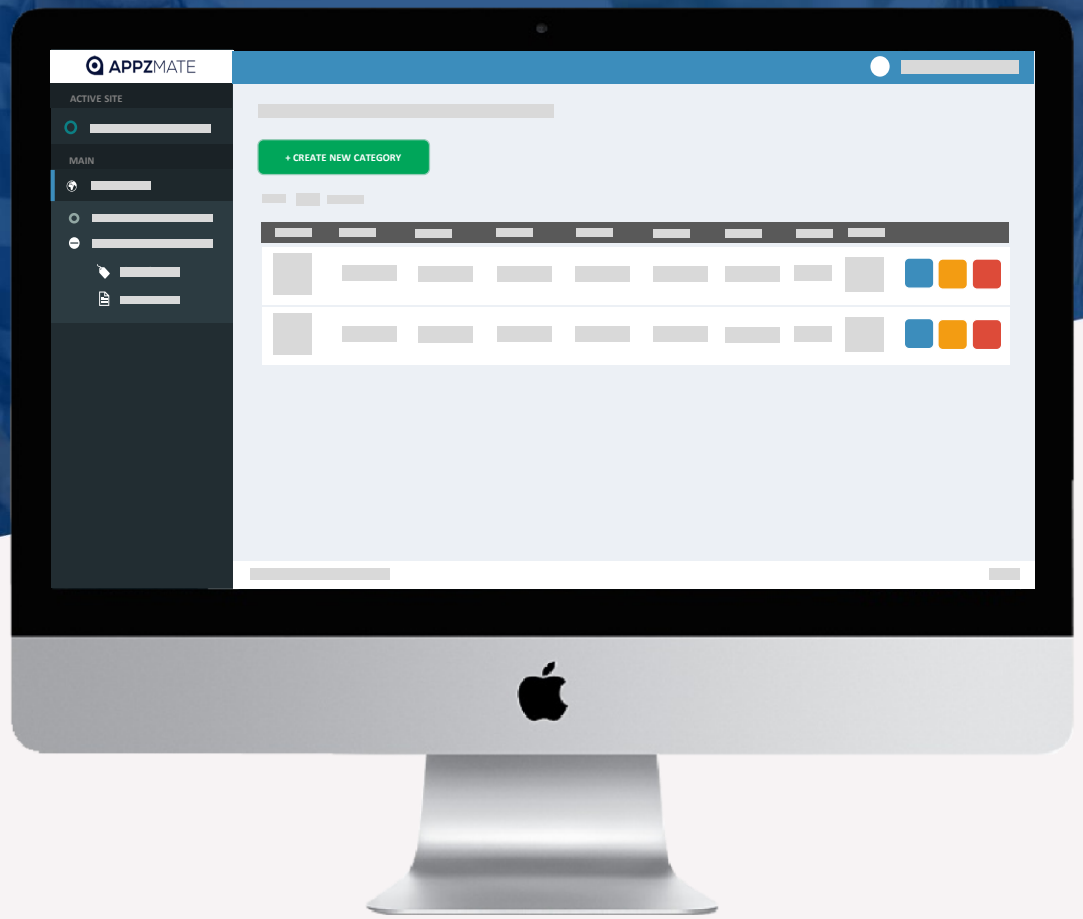
http://www.sysdatahub.com/customer-registration-for-new-app/

Or visit

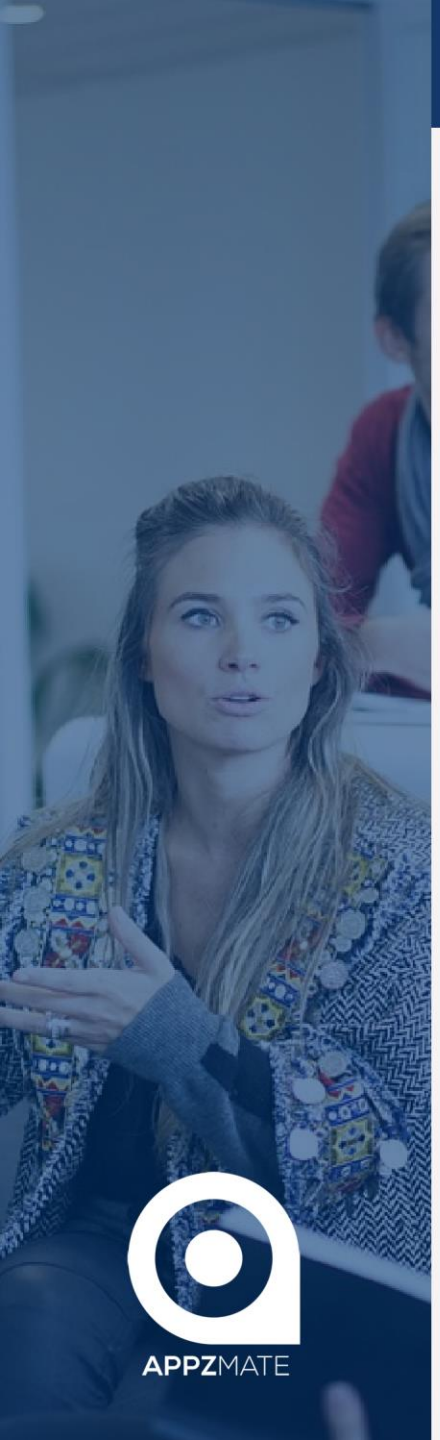
www.appzmate.com

And fill up the Customer Registration Form.

APPZMATE



ACCESS TO CMS

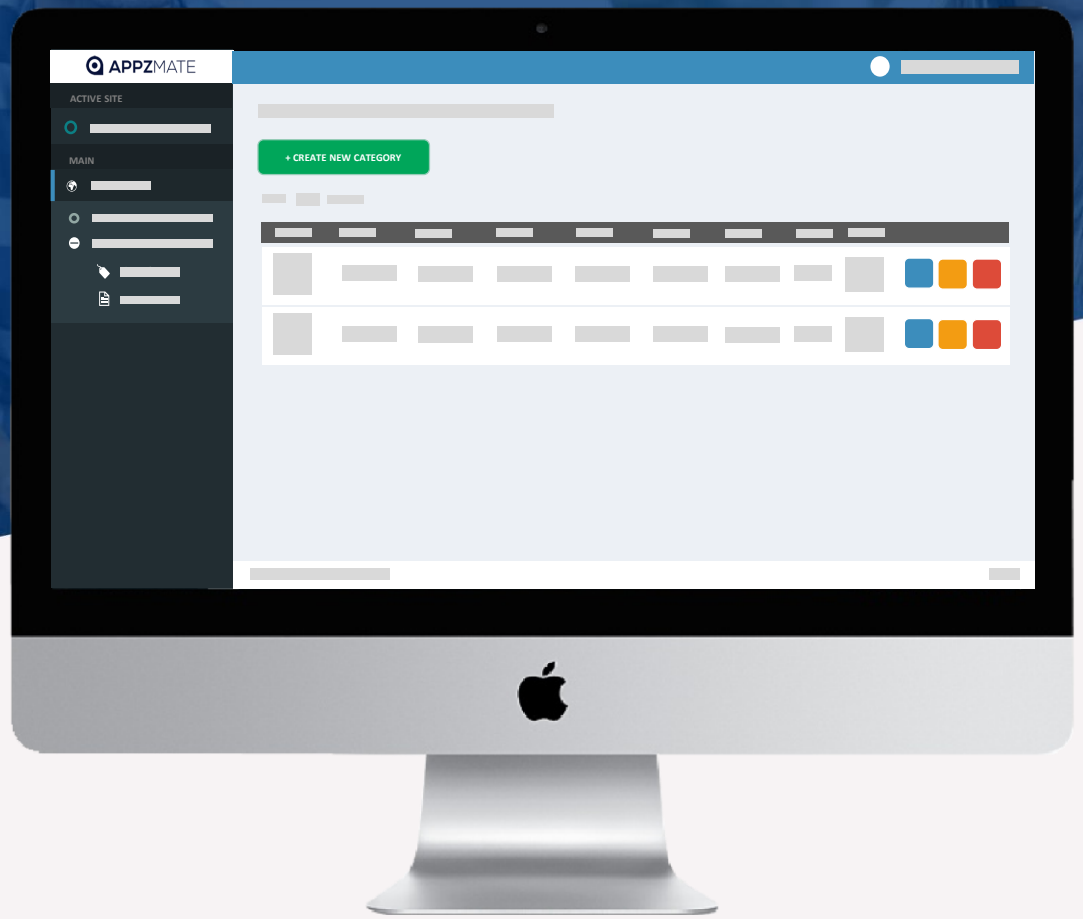


ACCESS TO CMS

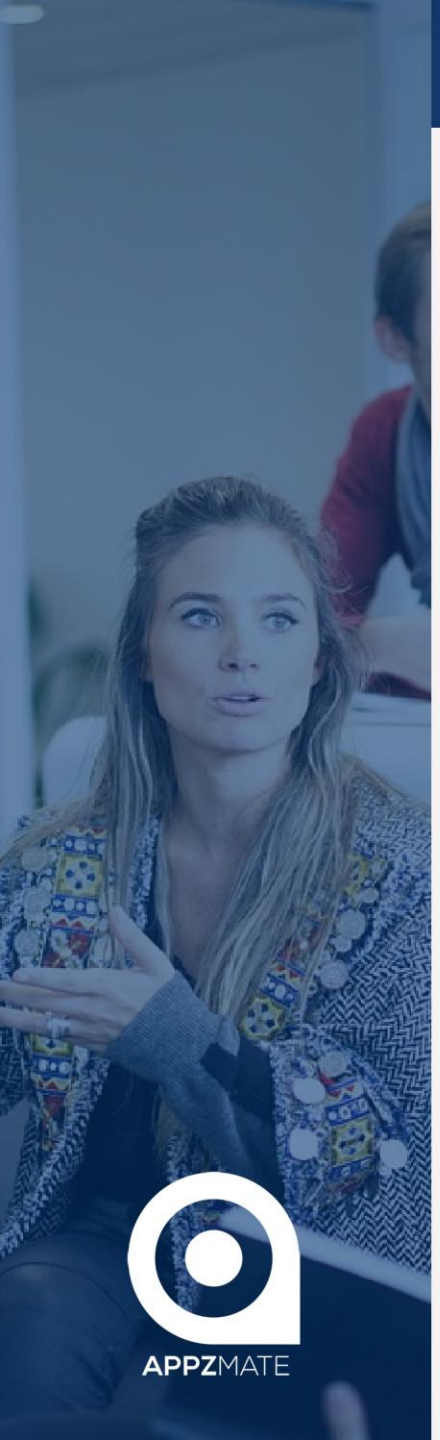
CMS LINK: http://cms.emobishare.com:842

Use the link above in order to access the appzmate cms

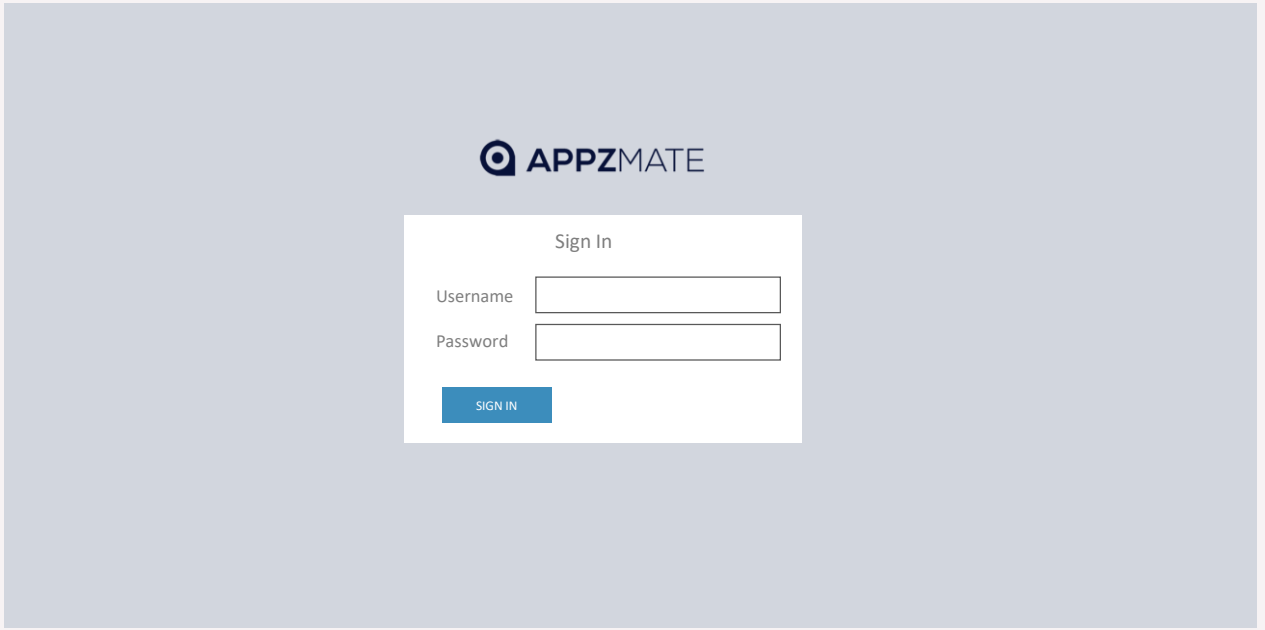
APPZMATE



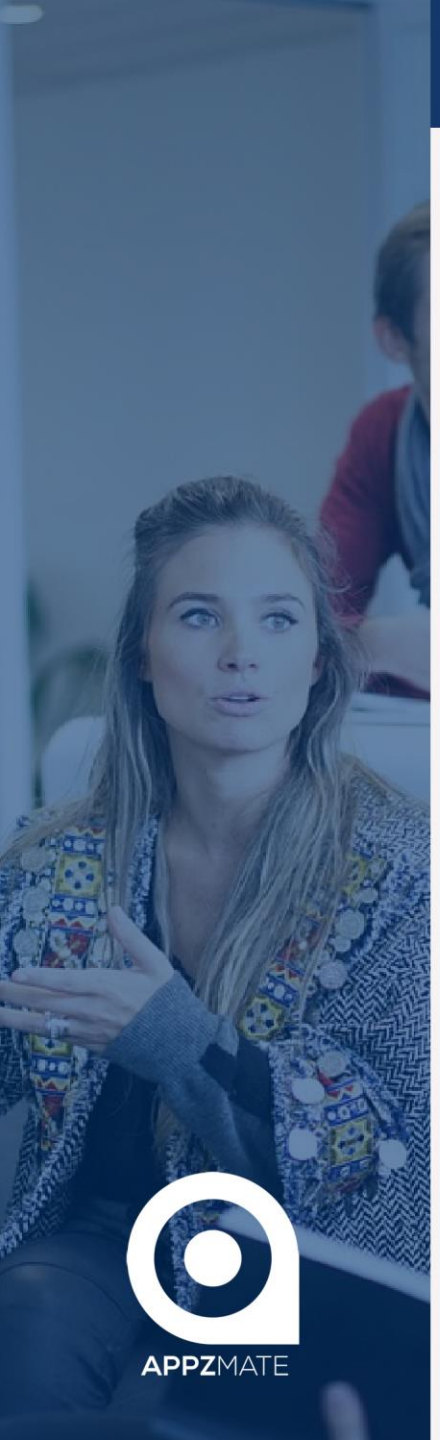
CMS PAGES



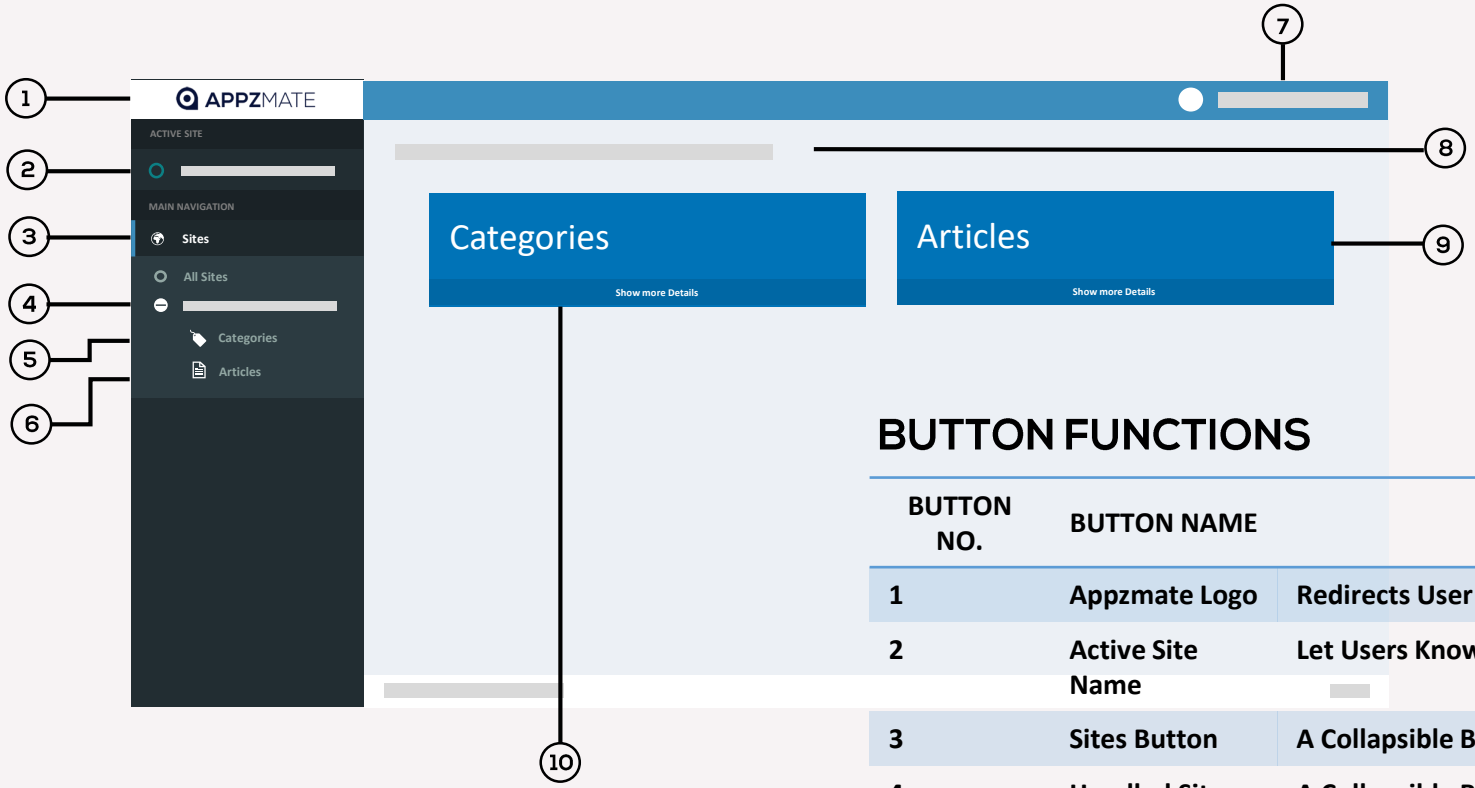
CMS LOGIN



- Appzmate CMS requires User credentials. Only those who has Valid Username and Password can access the CMS.
- After successful Login user will be redirected to CMS Homepage where user can see his/her handled site/s and allow user to configure app contents like categories and articles.

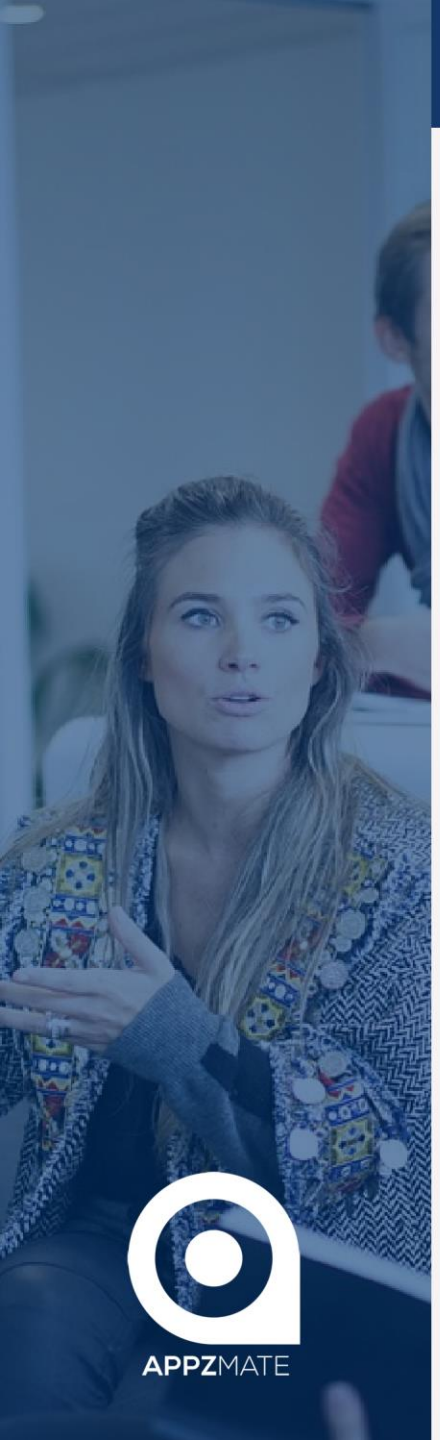


CMS HOMEPAGE

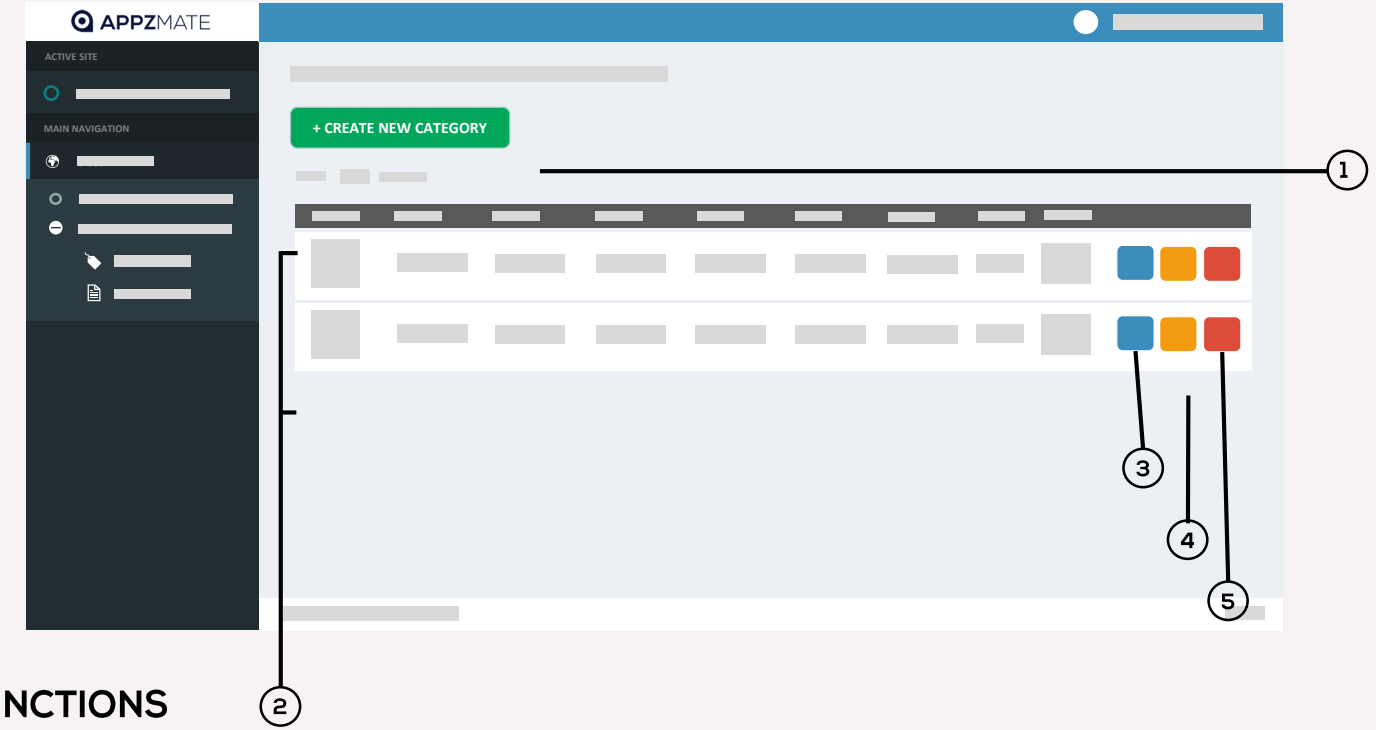


BUTTON FUNCTIONS

BUTTON NO.	BUTTON NAME	BUTTON FUNCTIONS
1	Appzmate Logo	Redirects User To Home Page
2	Active Site Name	Let Users Know What Site Is Being Configured
3	Sites Button	A Collapsible Button That Shows Users List Of Site Handled.
4	Handled Site Name	A Collapsible Button That Show Site Settings Like Category And Article.
5	Categories Button	Redirects User To Category Page
6	Articles Button	Redirects User To Articles Page
7	Profile Dropdown	A Drop Down Button That Shows The Logout Button
8	Site Name	Shows The Active Site Name
9	Article Panel	Another Way Of Accessing The Site Articles Page
10	Category Panel	Another Way Of Accessing The Site Category Page

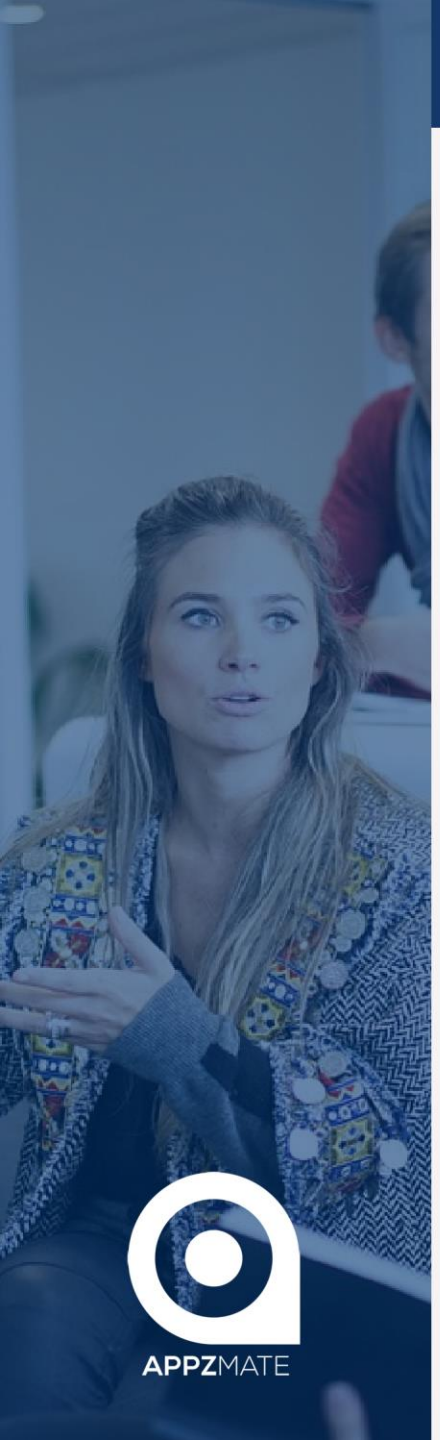


CMS CATEGORY PAGE

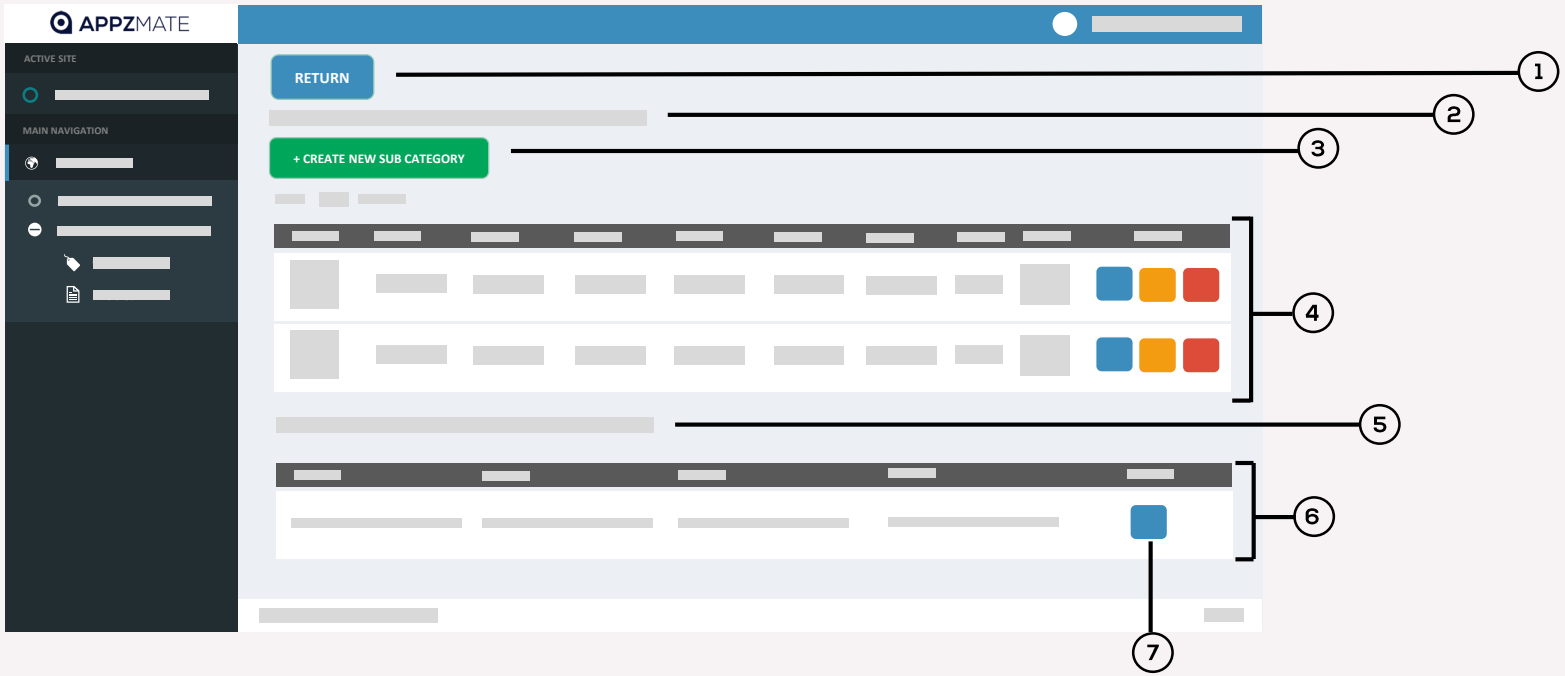


BUTTON FUNCTIONS

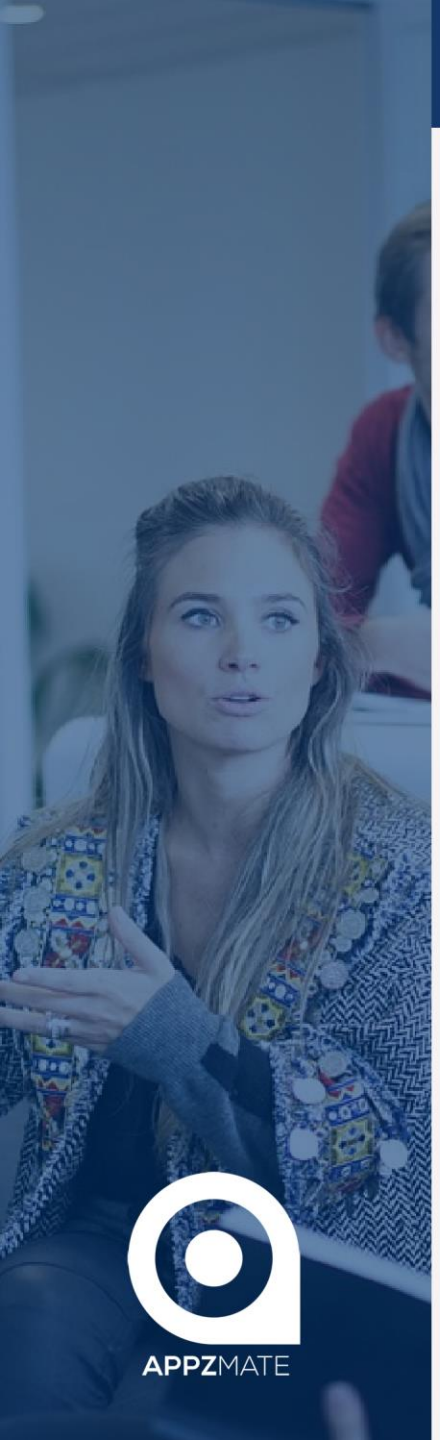
BUTTON NO.	BUTTON NAME	BUTTON FUNCTIONS
1	CREATE NEW CATEGORY BUTTON	Redirects To Create New Category Form Page
2	CATEGORY LIST TABLE	Show Category List And Information
3	BLUE BUTTON	Show Sub Categories Inside The Category.
4	YELLOW BUTTON	Used To Edit The Category.
5	RED BUTTON	Used To Delete Category



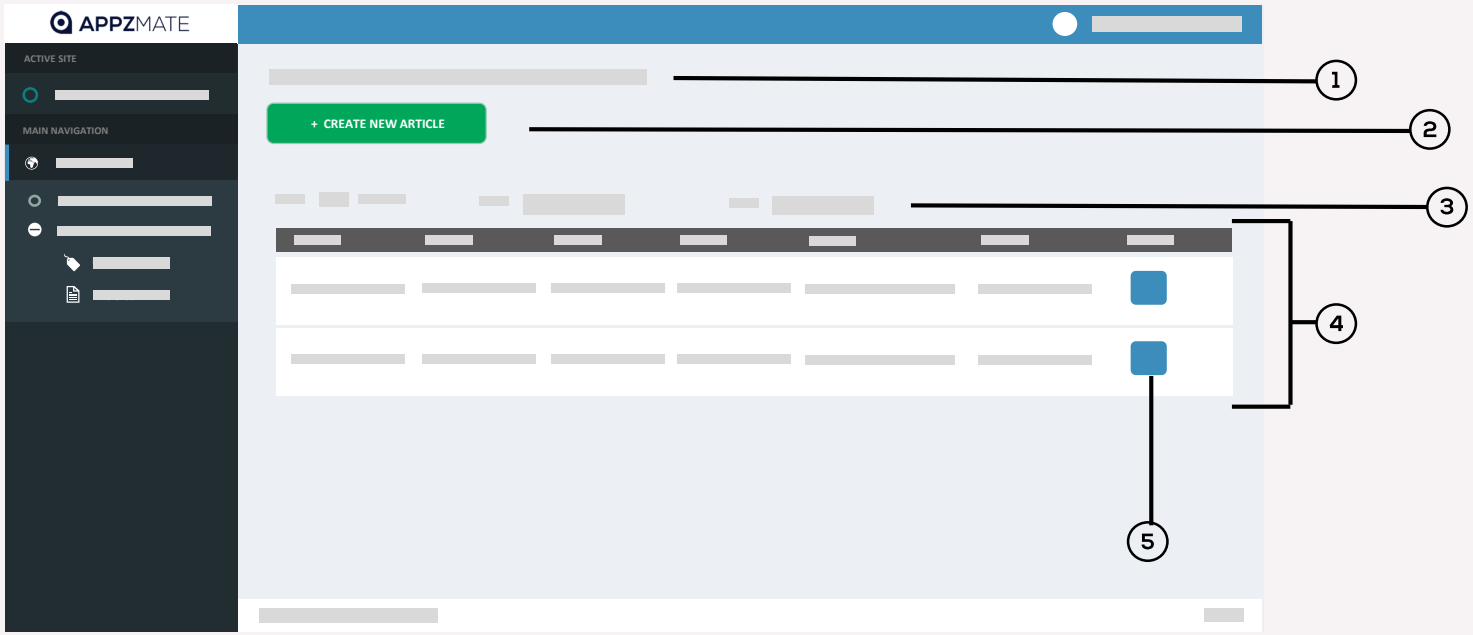
CMS SUB CATEGORY PAGE



BUTTON NO.	BUTTON NAME	BUTTON FUNCTIONS
1	RETURN BUTTON	Return Users To Main Category Page
2	CATEGORY NAME	Shows What Category Is Being Configured
3	CREATE NEW SUB CATEGORY CONTENT	Redirects To New Sub Category Form Page.
4	CATEGORY SUBCATEGORY TABLE	Shows List Of Category Subcategories
5	CATEGORY ARTICLES NAME	Show Category Articles Title
6	CATEGORY ARTICLES TABLE	Show List Of Article Inside The Category.

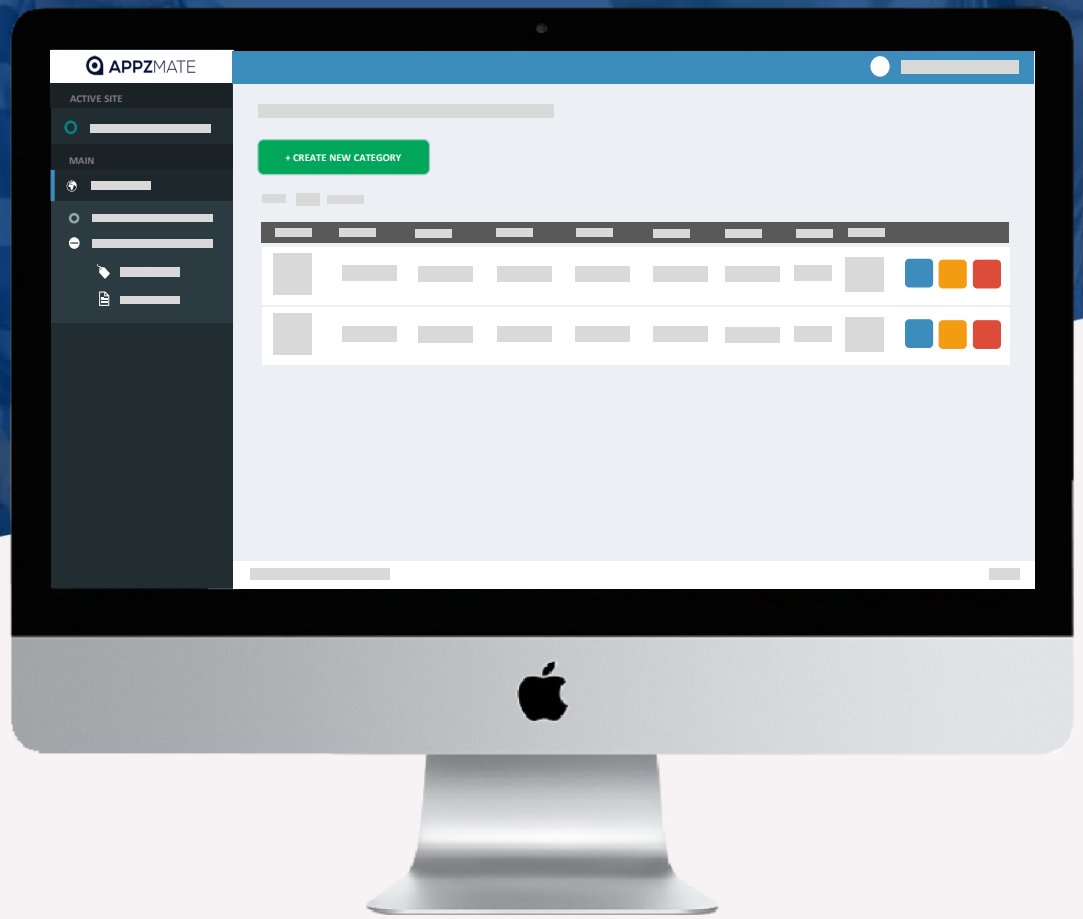


CMS ARTICLES PAGE



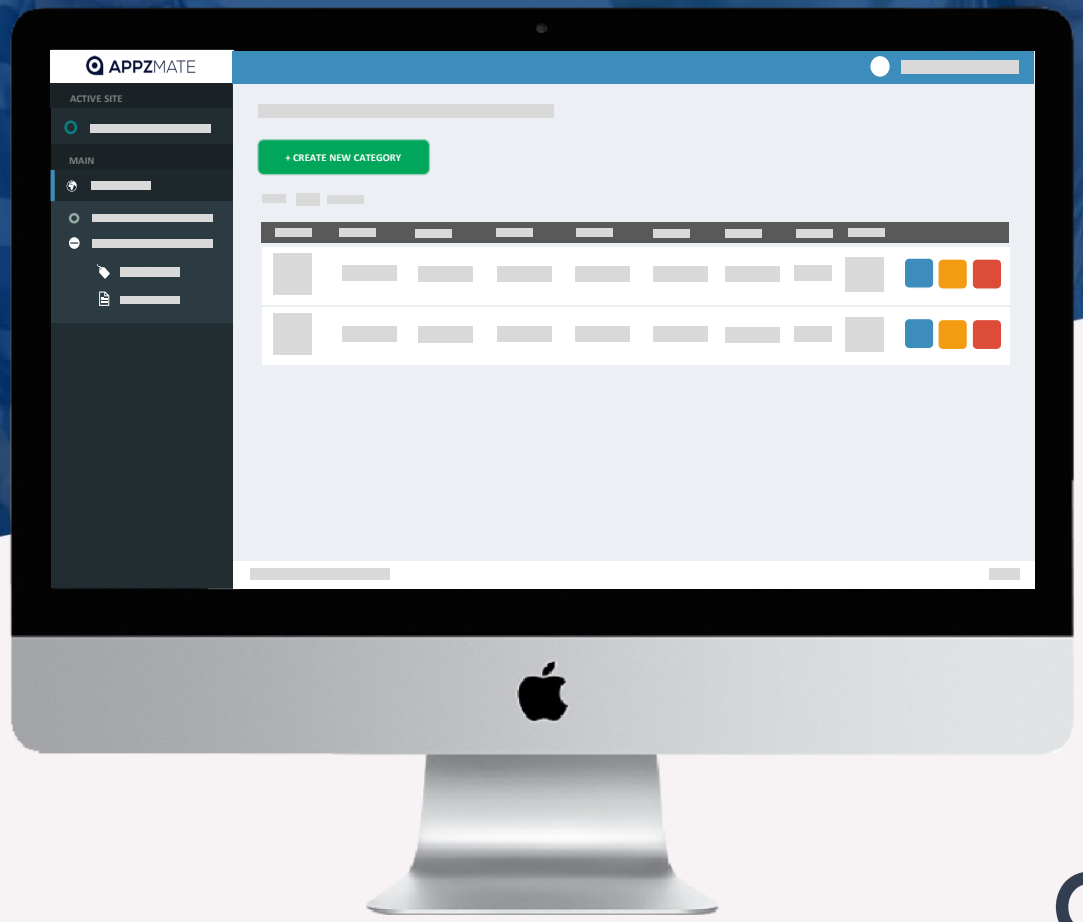
BUTTON NO.	BUTTON NAME	BUTTON FUNCTIONS
1	SITE ARTICLE NAME	show what site articles are being previewed.
2	CREATE NEW ARTICLE BUTTON	redirects user to new article page
3	FILTER DROPDOWNS	help users to locate articles easily
4	ARTCILES TABLE	show list of site articles
5	PREVIEW BUTTON	show article details preview

APPZMATE

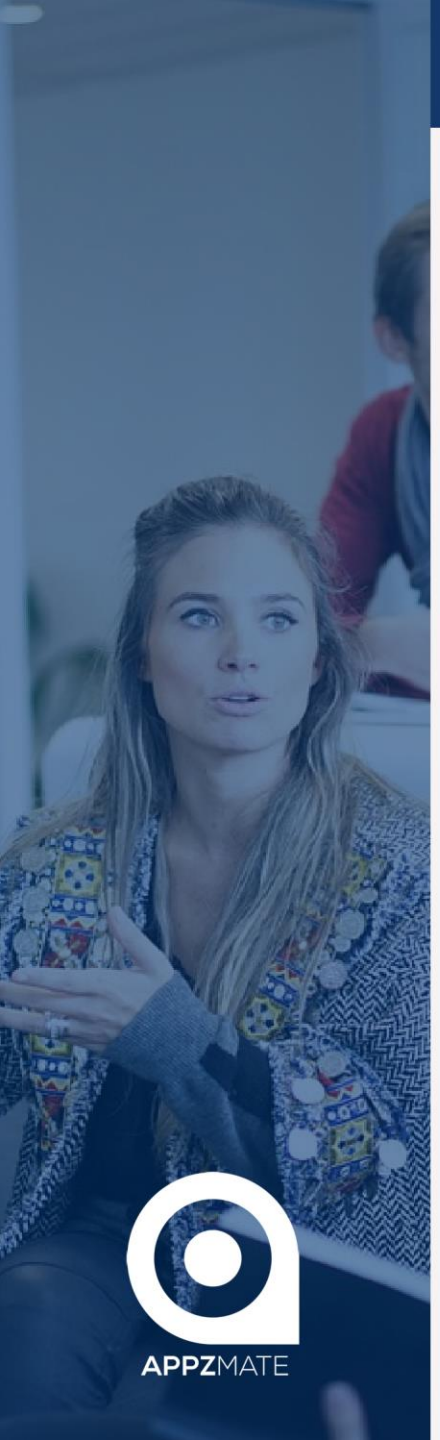


CATEGORIES

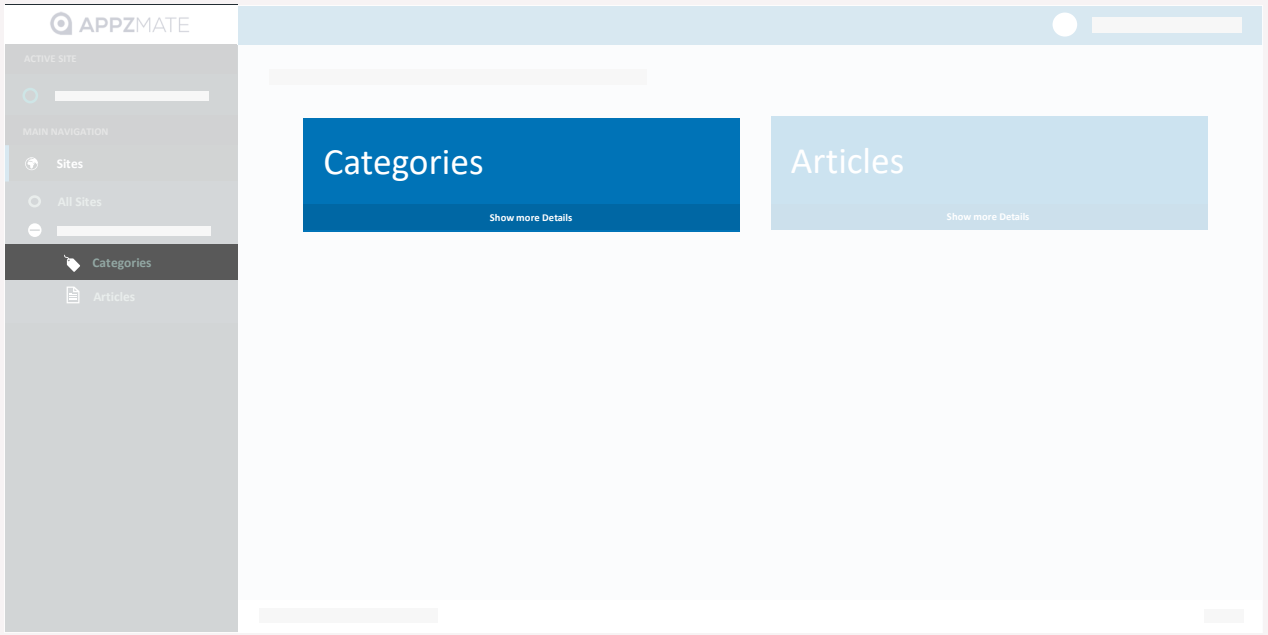
APPZMATE



CREATING CATEGORIES



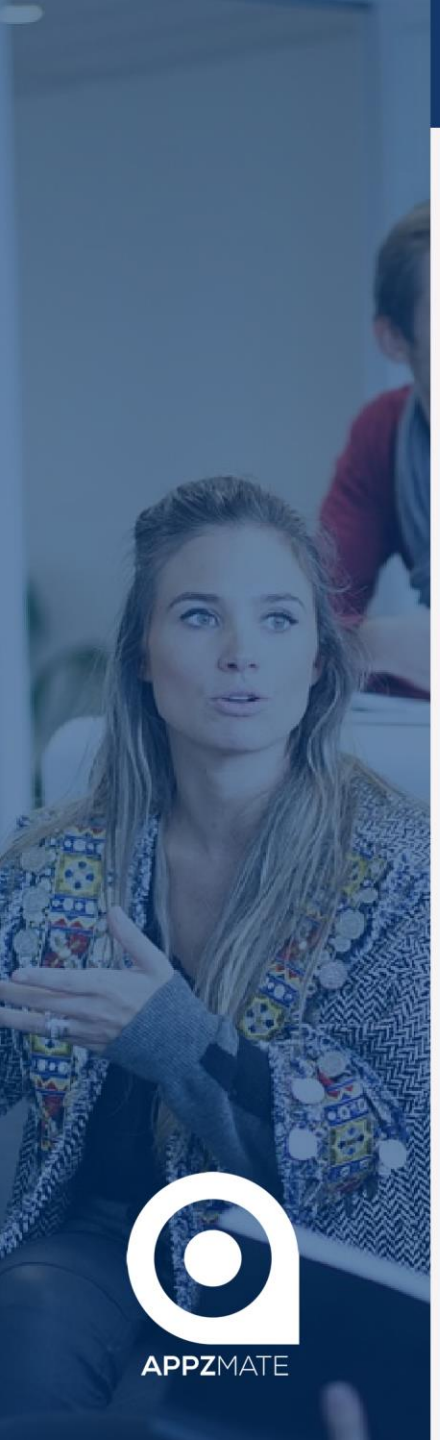
CREATING NEW CATEGORY | STEP 1



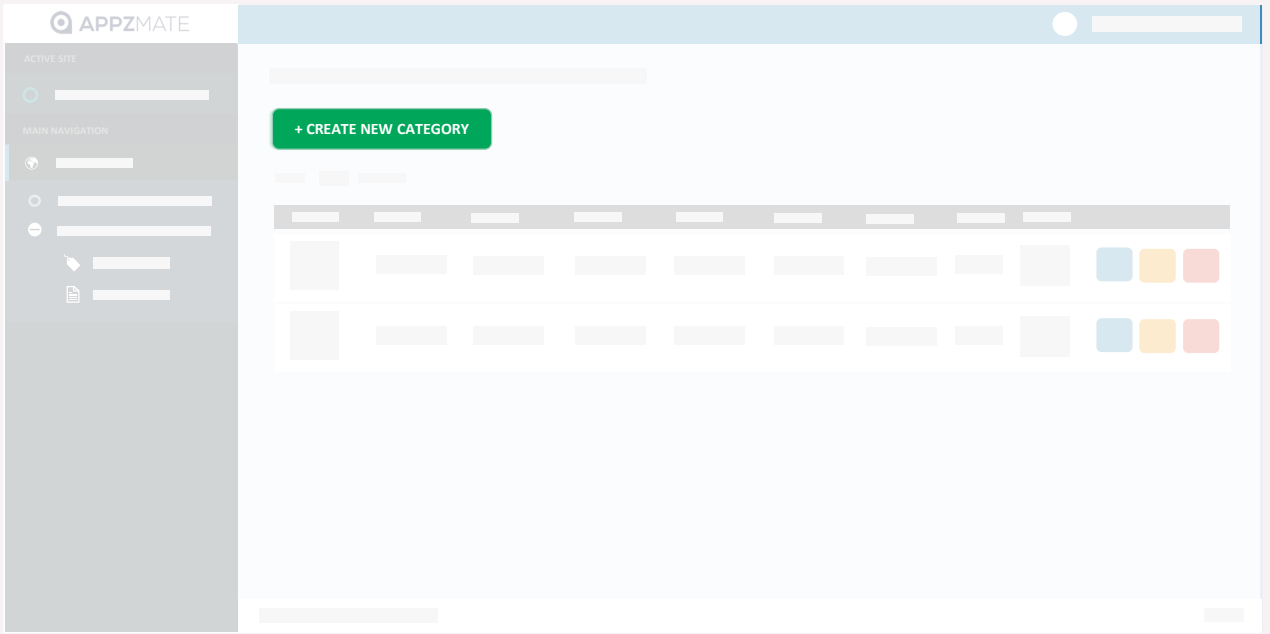
STEP 1

Click The **CATEGORY PANEL** or the **CATEGORIES** in the left main navigation.

User will be redirected to the **CATEGORY PAGE**



CREATING NEW CATEGORY | STEP 2

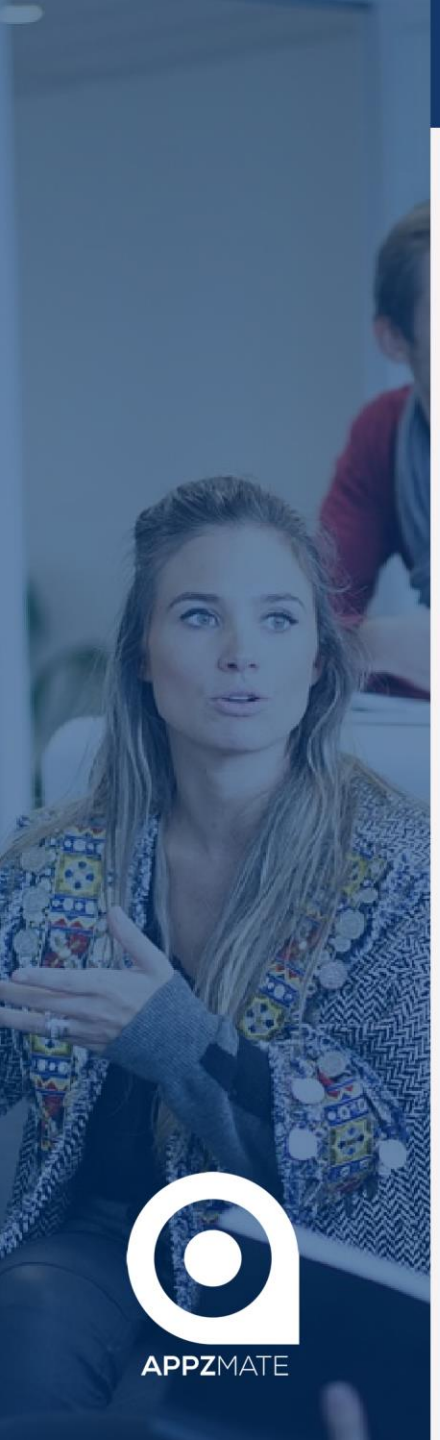


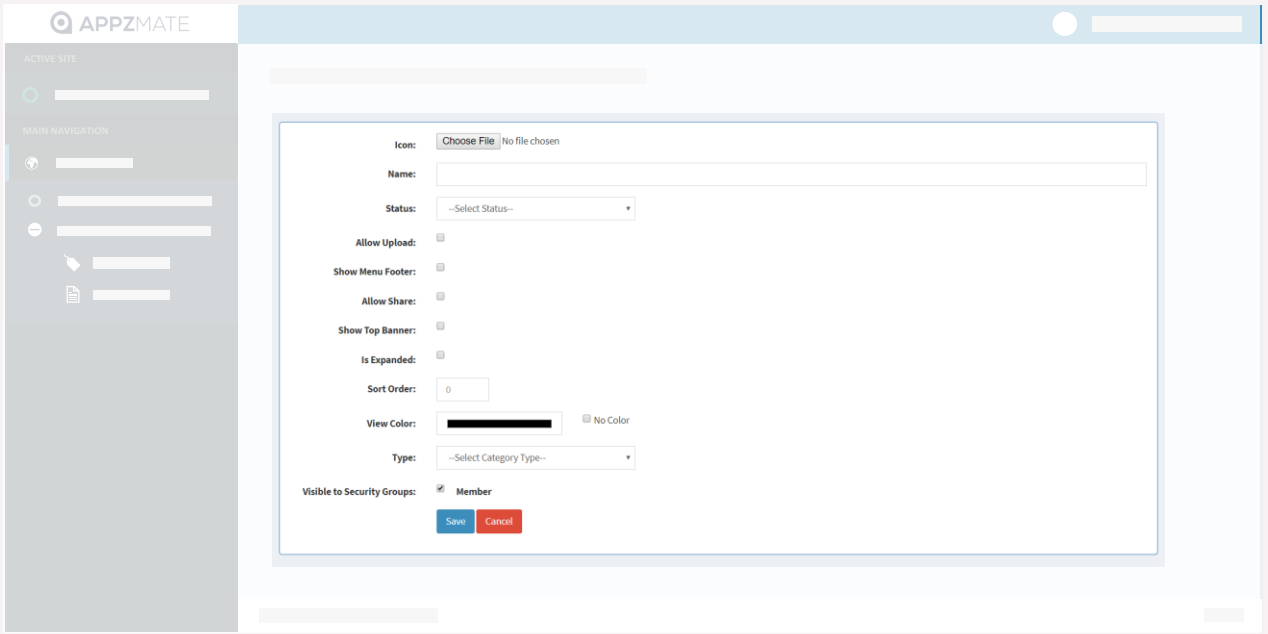
STEPS 2

Click The **NEW CATEGORY BUTTON**.

User will be redirected to **NEW CATEGORY PAGE**

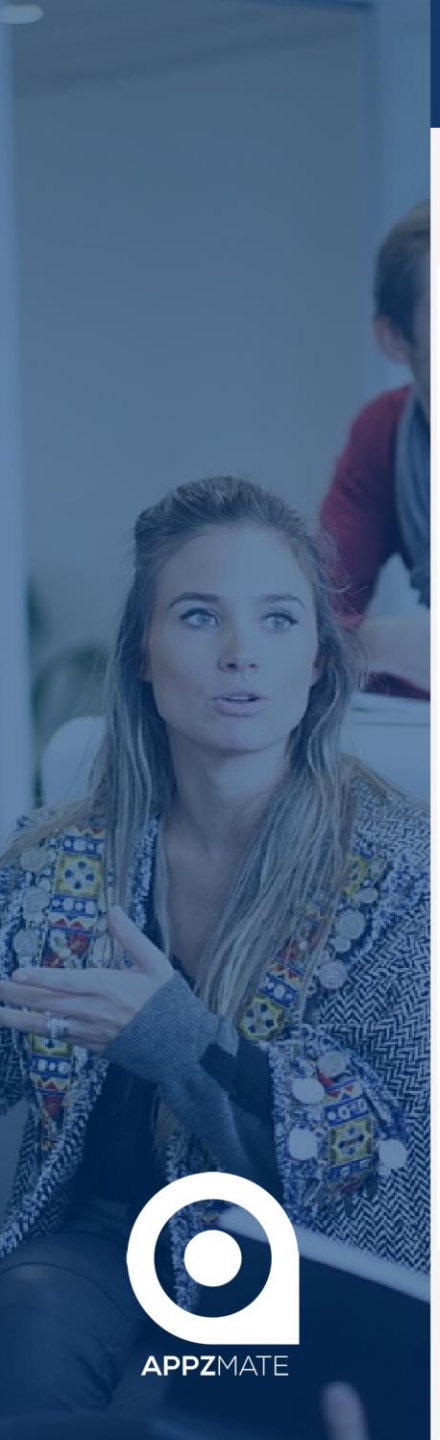
CREATING NEW CATEGORY | STEP 3





STEPS 3

Fill up the NEW CATEGORY FORM.



CREATING NEW CATEGORY | STEP 3

Icon: Choose File No file chosen

Name:

Status: --Select Status--

Allow Upload:

Show Menu Footer:

Allow Share:

Show Top Banner:

Is Expanded:

Sort Order: 0

View Color: No Color

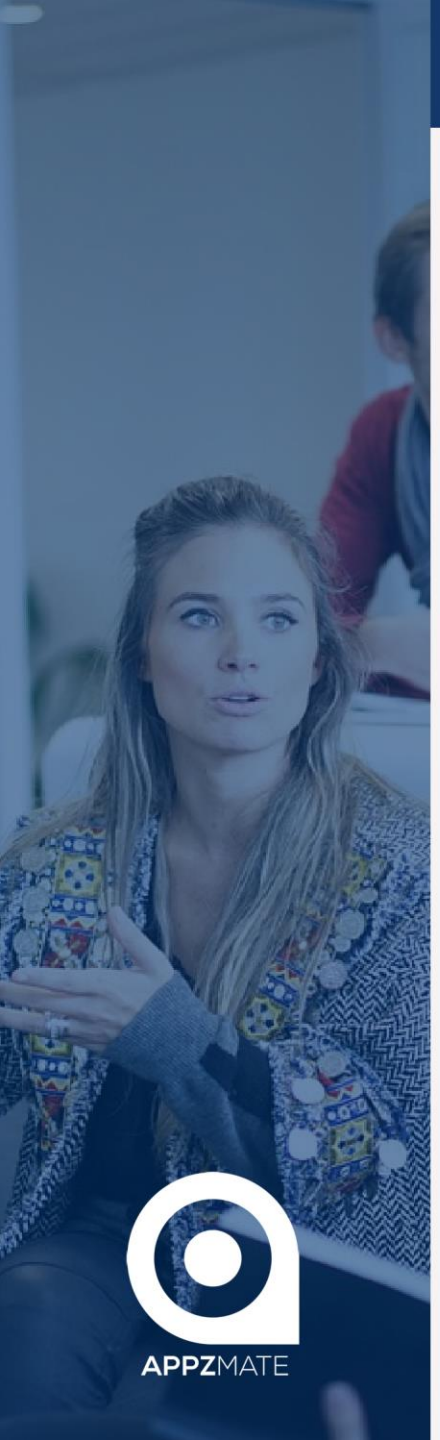
Type: --Select Category Type--

Visible to Security Groups: Member

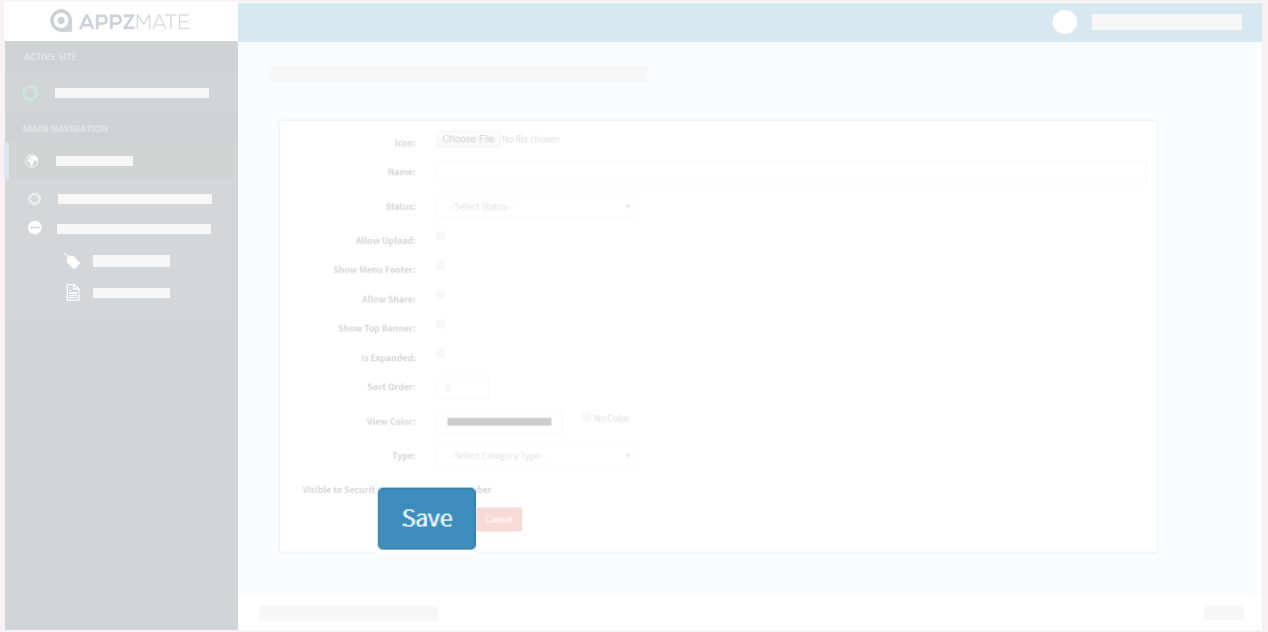
Save Cancel

FORM DESCRIPTION

ICON	Upload Category Icon
NAME	Category Name
STATUS	Category Status LIVE - Visible TEST - Not Visible On The App NEW – Not Visible On The App TURN OFF - Not Visible On The App
ALLOW UPLOAD	Allow Users In The App To Upload Files Inside The Category.
SHOW MENU FOOTER	Hide/Show Menu Footer
ALLOW SHARE	Allow Users To Share The Articles Inside The Category
SHOW TOP BANNER	Hide/Show Top Banner
IS EXPANDED	Auto Expand Folders Inside The Category
SORT ORDER	Used To Order Categories In The App Main Screen
VIEW COLOR	Used To Change The Category Inpage Screen Color
TYPE	Used To Specify If Category Is Going To Be A Folder Or An Article. Folder Type – Category As Folder ARTICLE – Automatically Open Article After Clicking The Category.
VISIBLE TO SECURITY GROUP	Enable Admin To Hide / Show Category By Security Group.



CREATING NEW CATEGORY | STEP 4

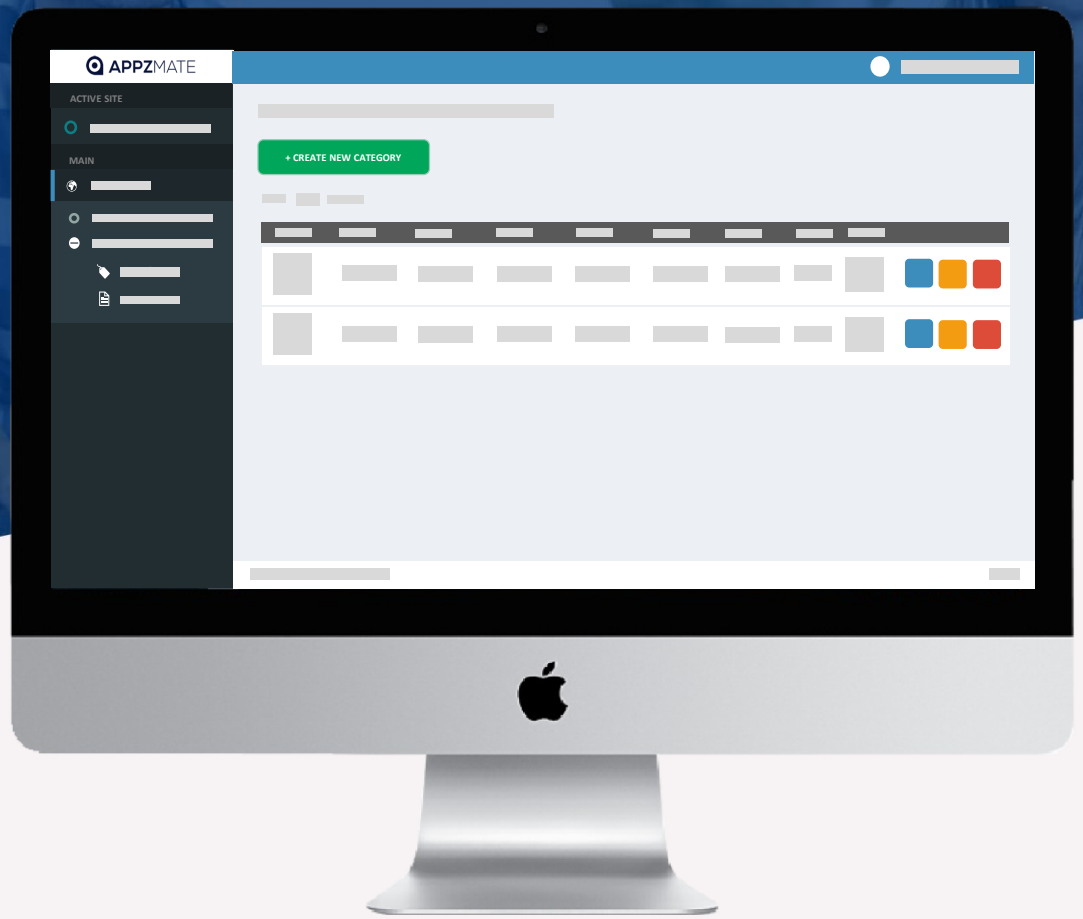


STEPS 4

Click the **SAVE BUTTON**.

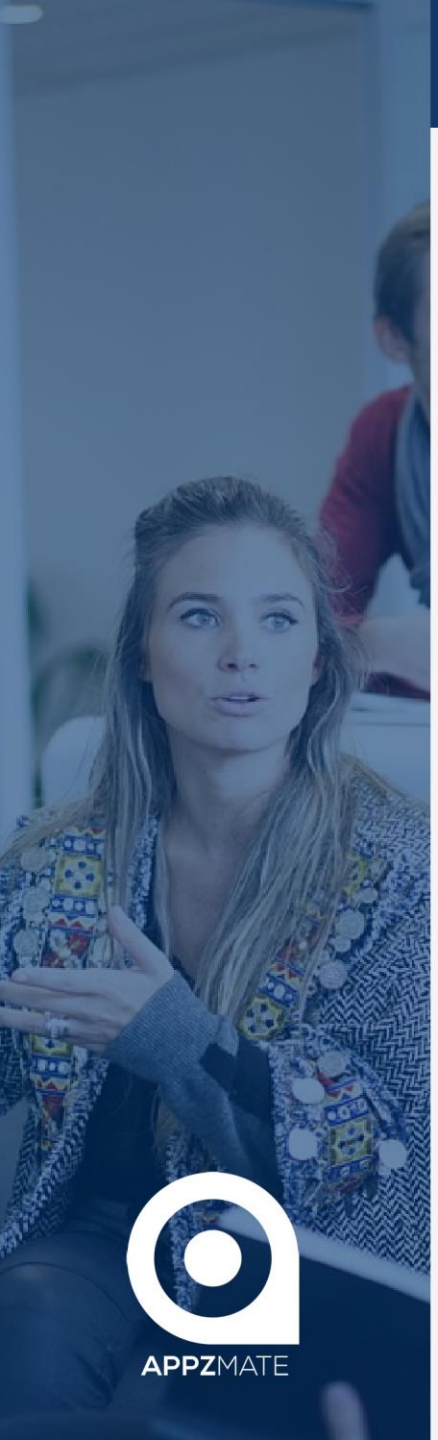
Category will be added in the category list table and user will be redirected to category page.

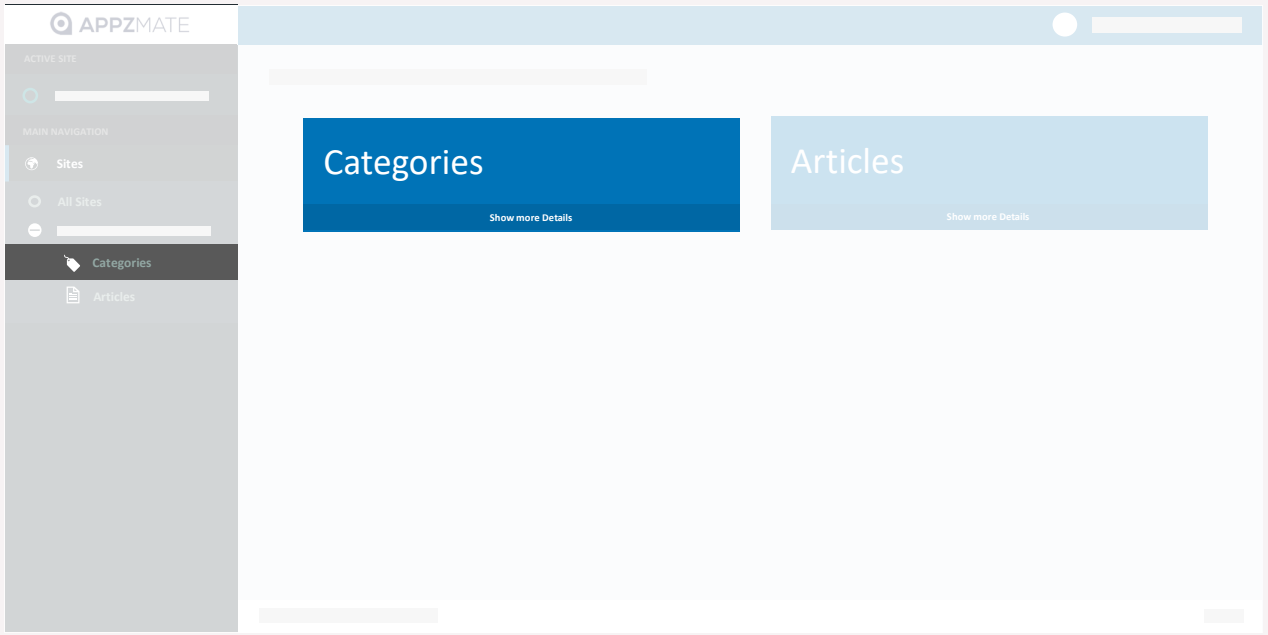
APPZMATE



EDITING CATEGORIES

EDITING CATEGORY | STEP 1

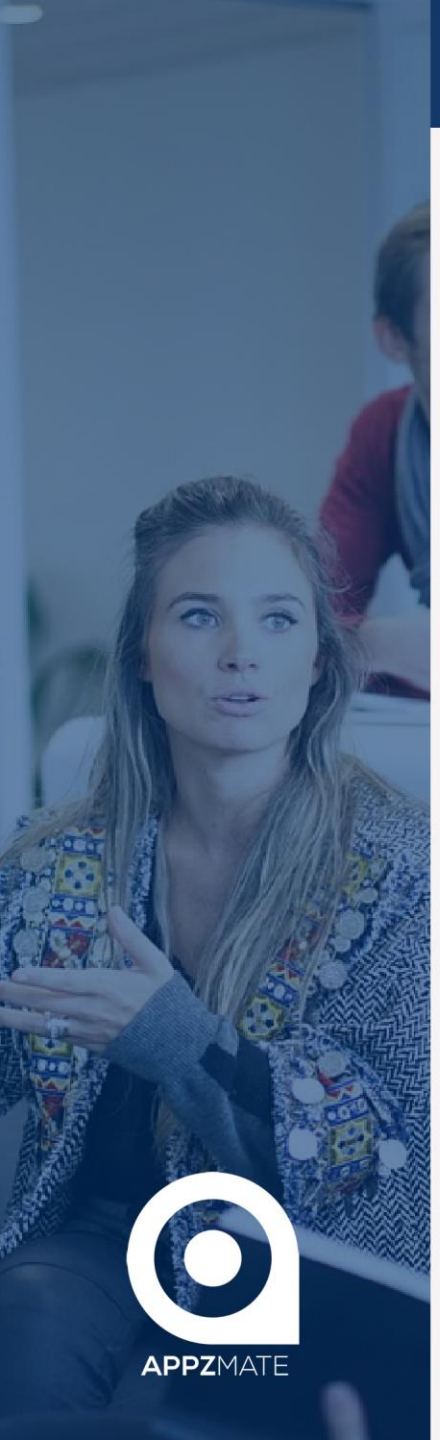




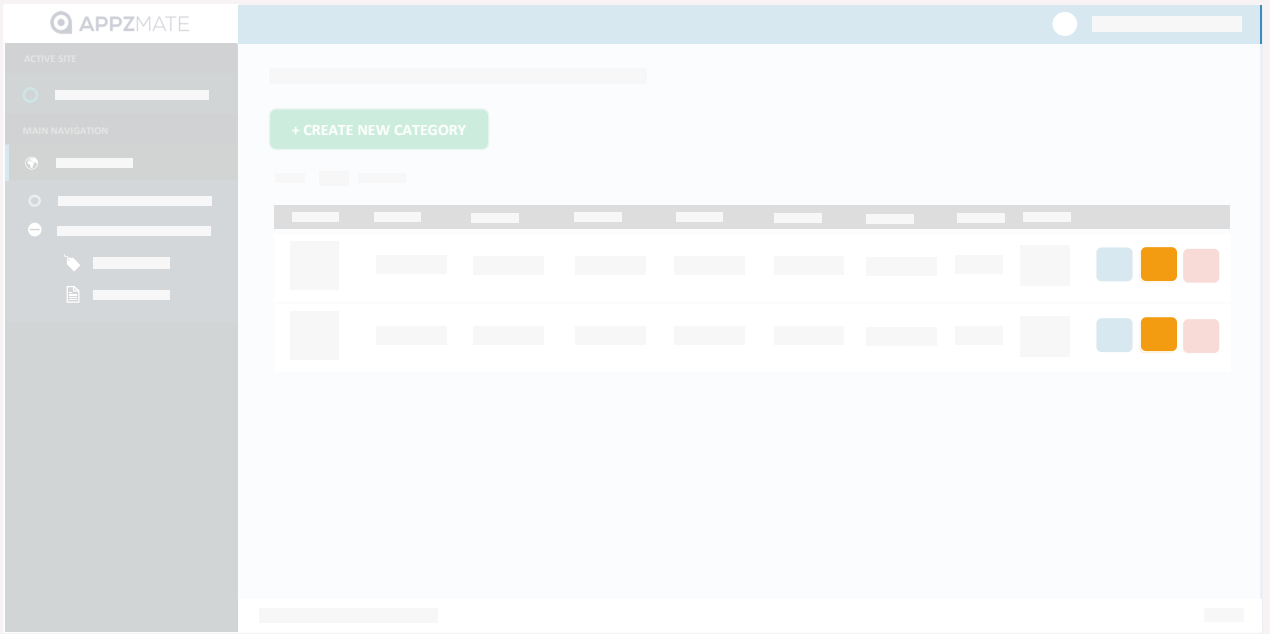
STEP 1

Click The **CATEGORY PANEL** or the **CATEGORIES** in the left main navigation.

User will be redirected to the **CATEGORY PAGE**



EDITING CATEGORY | STEP 2

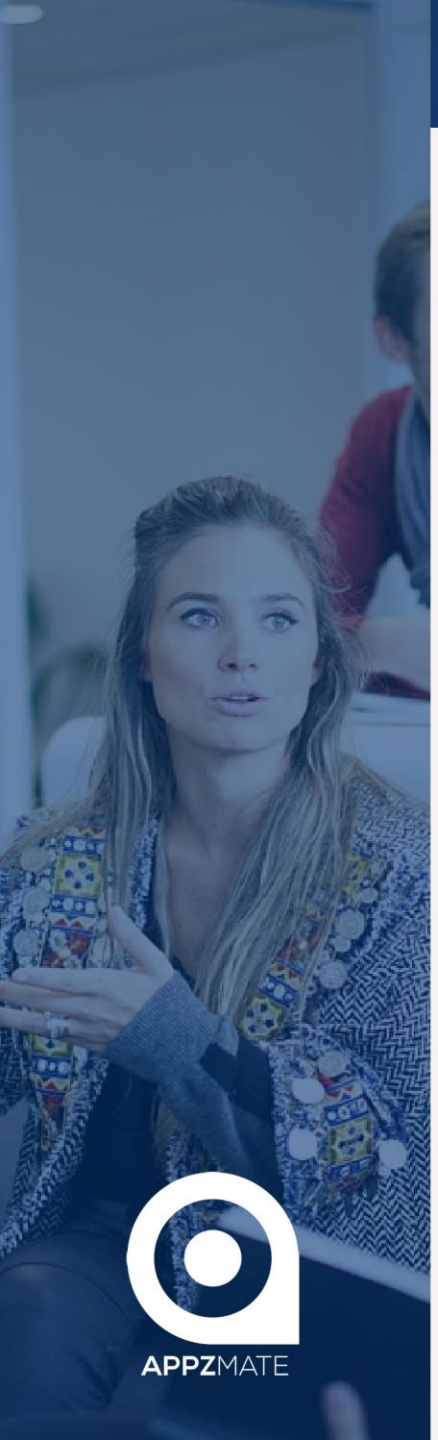


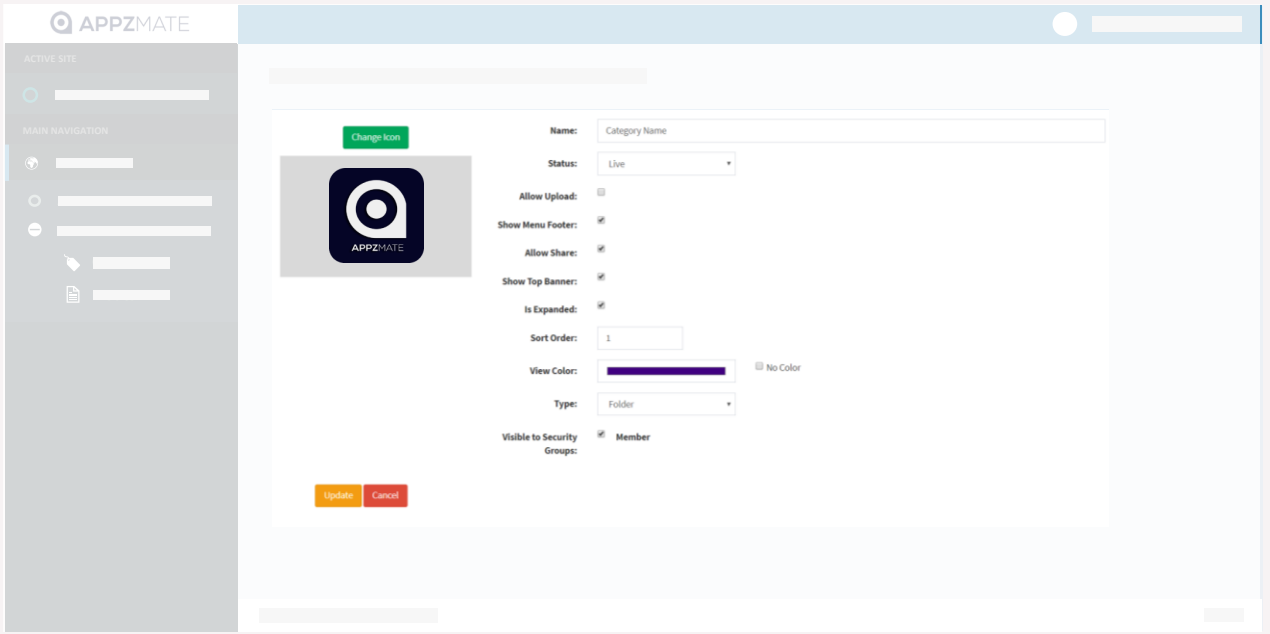
STEPS 2

Click The **ORANGE BUTTON** beside the category to be configured.

User will be redirected to **EDIT CATEGORY PAGE**

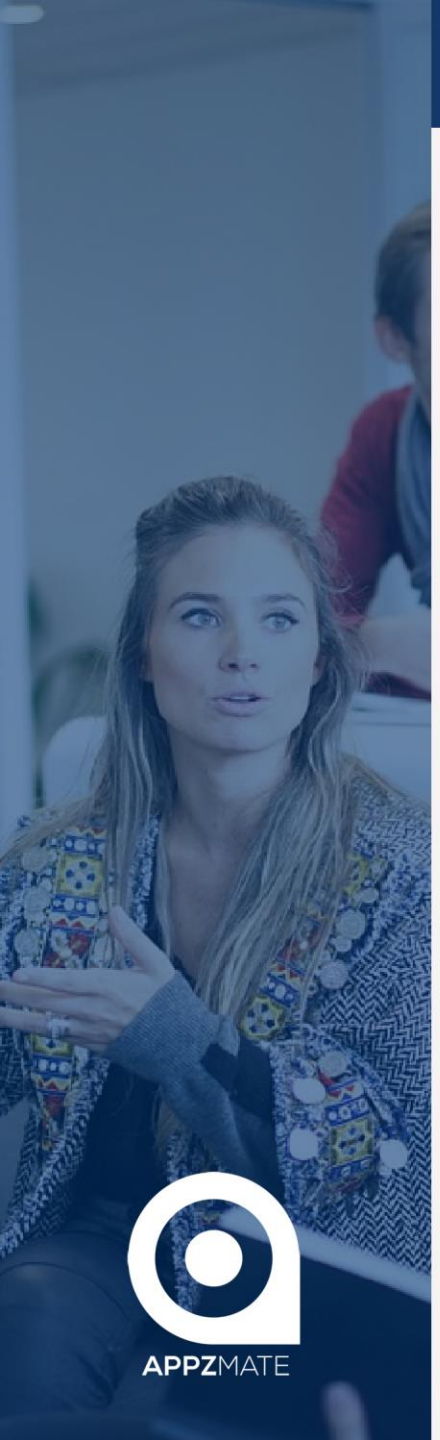
EDITING CATEGORY | STEP 3



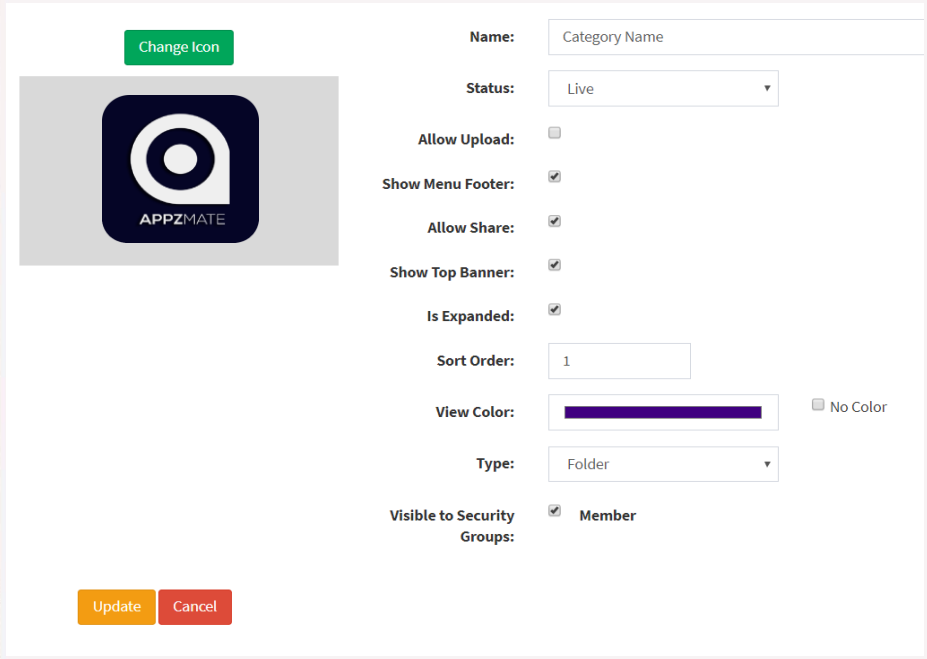


STEPS 3

Edit The CATEGORY FORM.

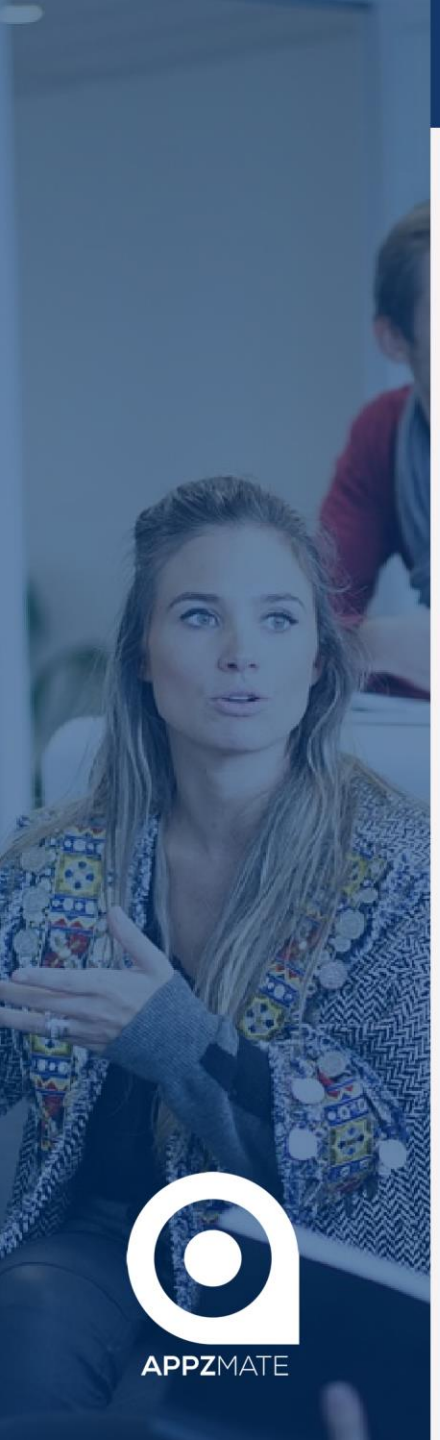


EDITNG CATEGORY | STEP 3

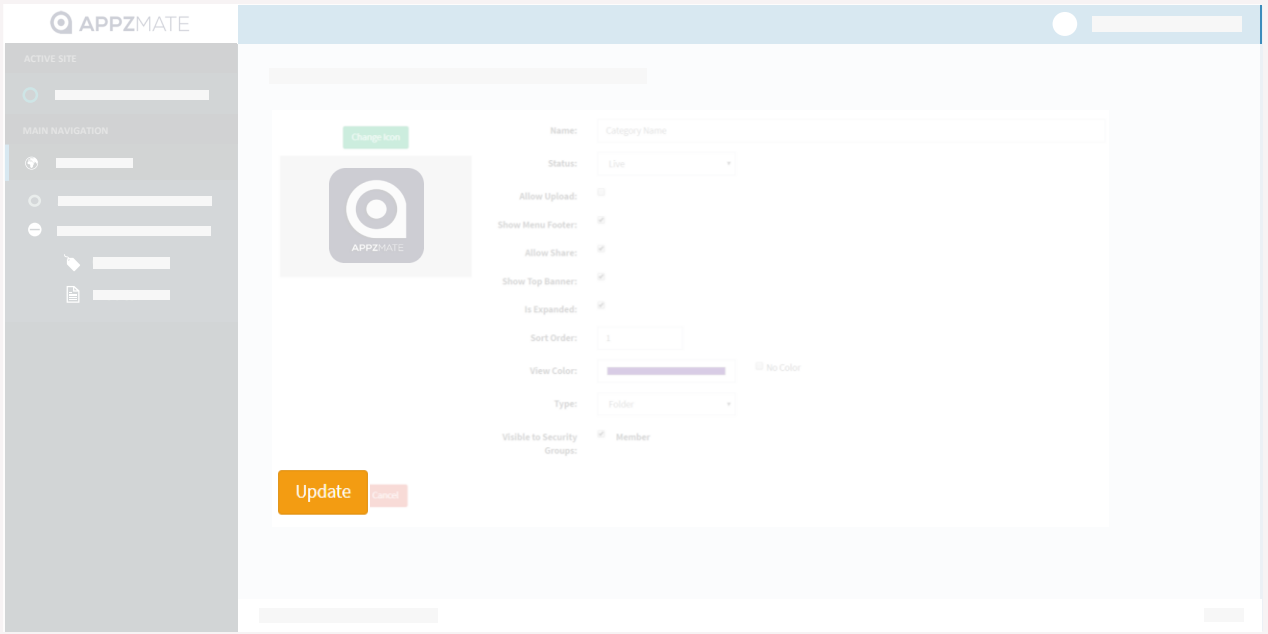


FORM DESCRIPTIONS

CHANGE ICON BUTTON	Used To Change The Category Icon
NAME	Used To Change The Category Name
STATUS	Used To Change The Category Status.
ALLOW UPLOAD	Used To Change The Upload Enabling/Disabling.
SHOW MENU FOOTER	Used To Hide/Show Menu Footer
ALLOW SHARE	Allow Users To Share The Articles Inside The Category
SHOW TOP BANNER	Hide/Show Top Banner
IS EXPANDED	Used To Enable/Disable Auto Collapse/Expand Of Folder Files Inside The Category.
SORT ORDER	Used To Change The Category Order In The Main Page Screen.
VIEW COLOR	Used To Change The Category Inpage Background Color.
TYPE	Used To Change The Category Type.
VISIBLE TO SECURITY GROUP	Used To Change The Category Visibility Depending On Their Security Group.



EDITING CATEGORY | STEP 4

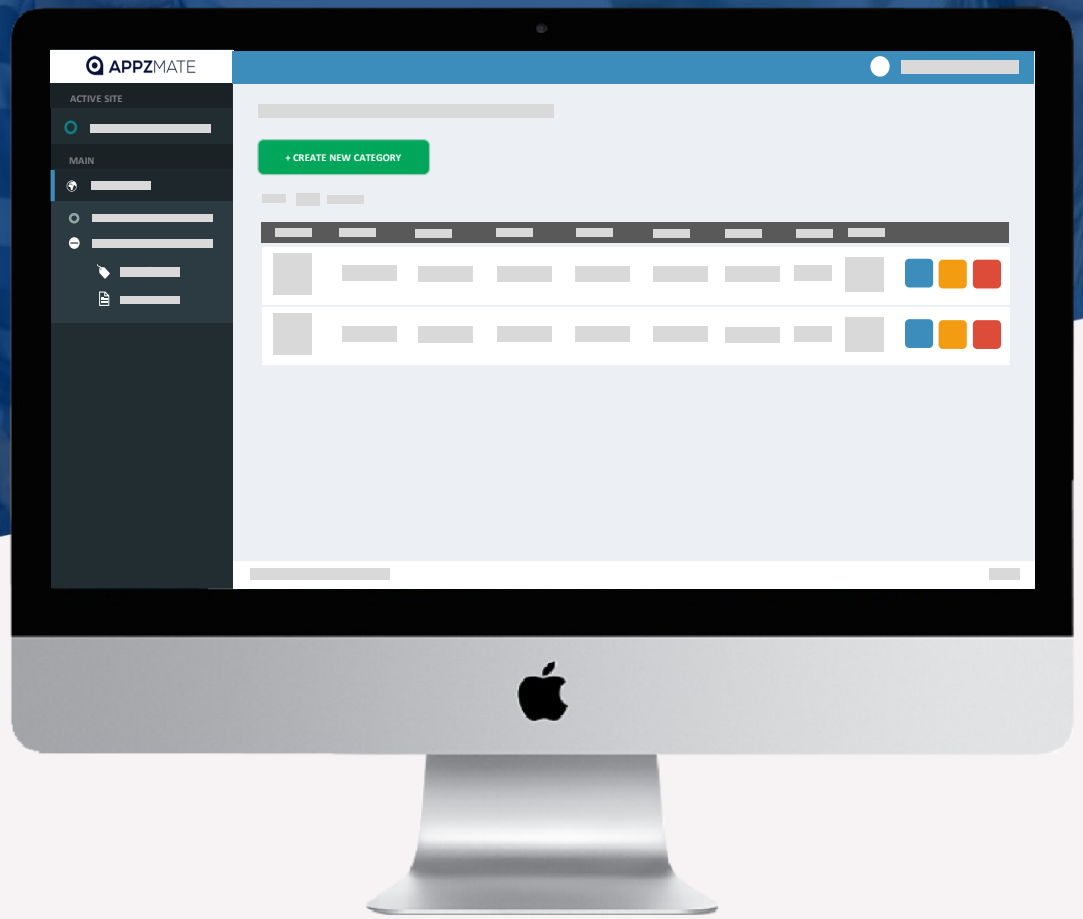


STEPS 4

Click The **UPDATE BUTTON**

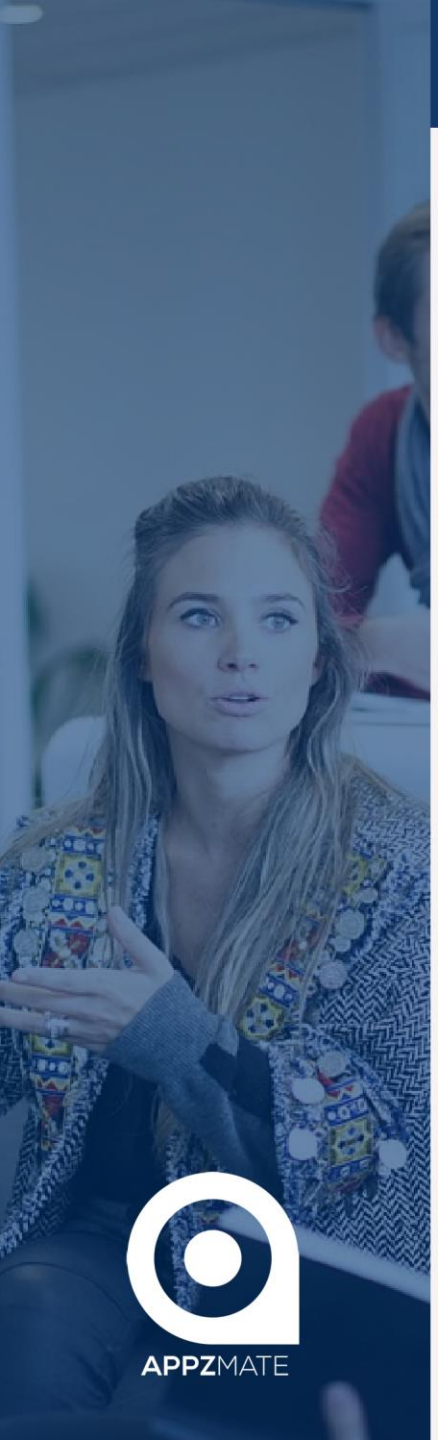
Category will be update and user will be redirected to category page.

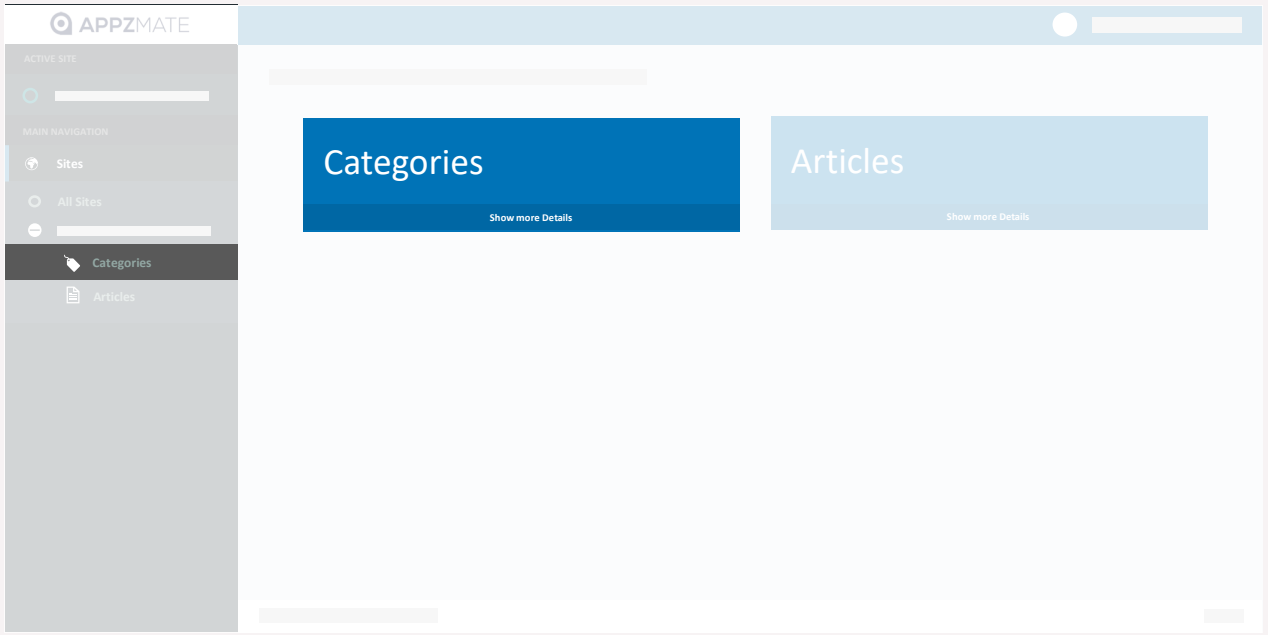
APPZMATE



DELETING CATEGORIES

DELETING CATEGORY | STEP 1

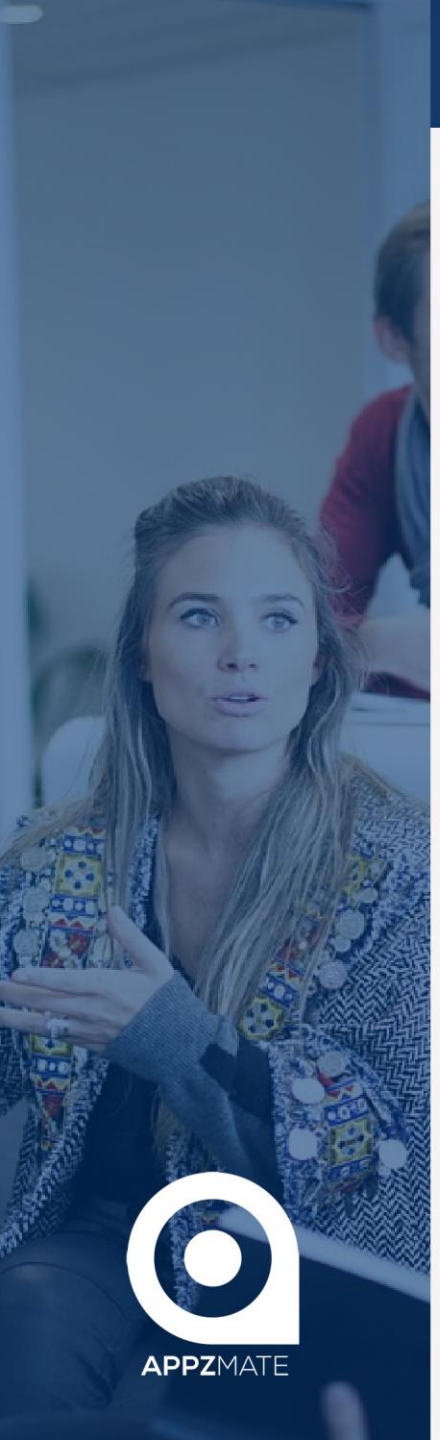




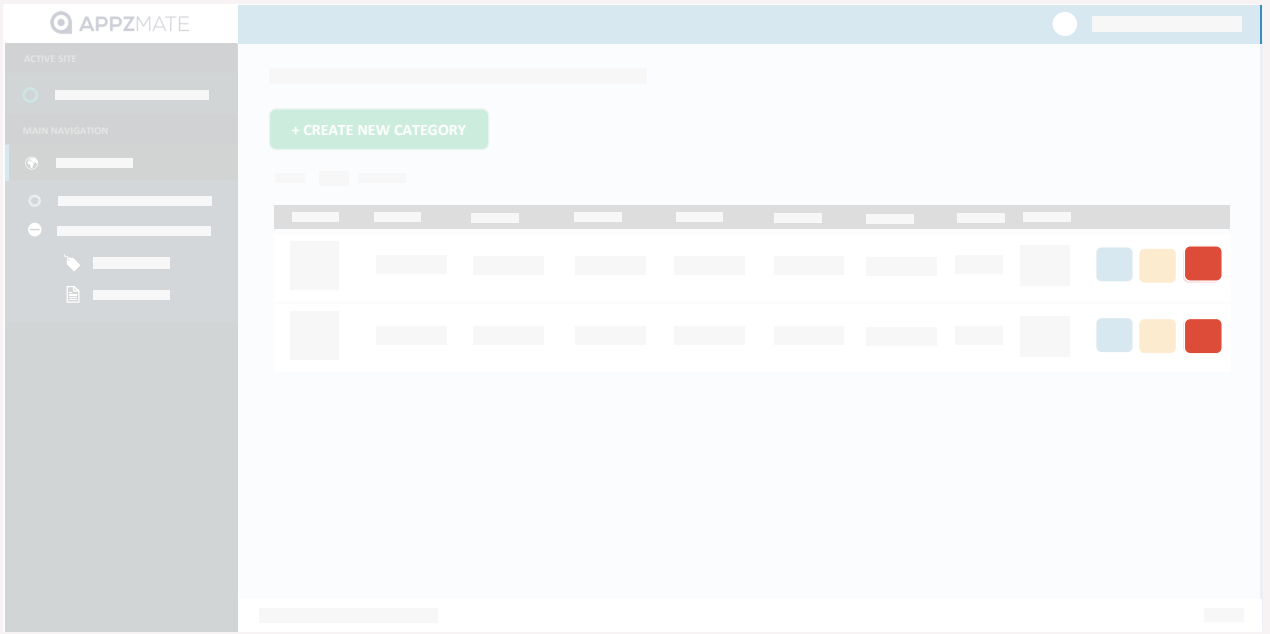
STEP 1

Click The **CATEGORY PANEL** or the **CATEGORIES** in the left main navigation.

User will be redirected to the **CATEGORY PAGE**



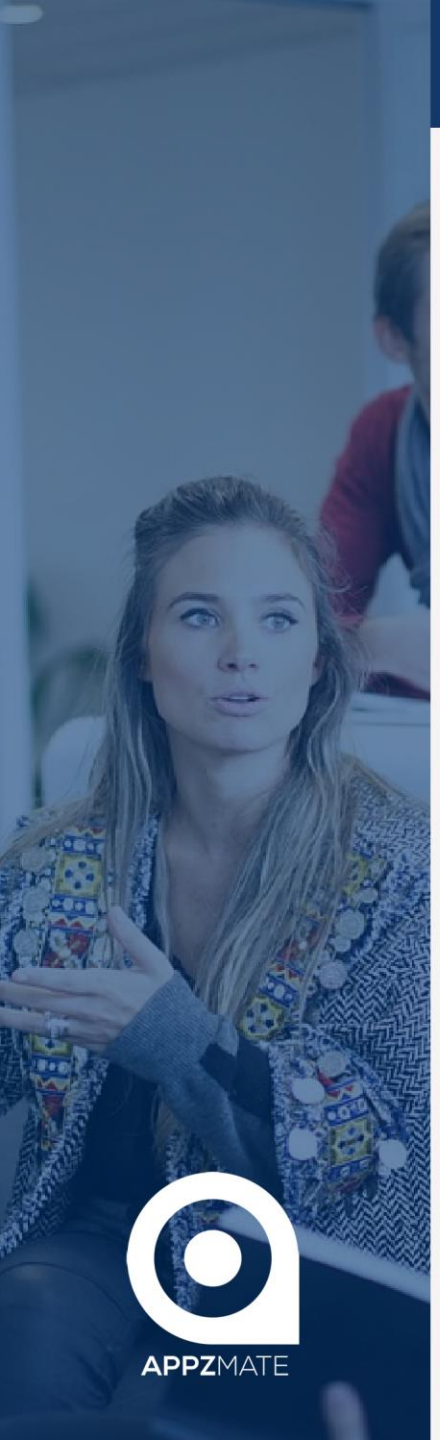
DELETING CATEGORY | STEP 2



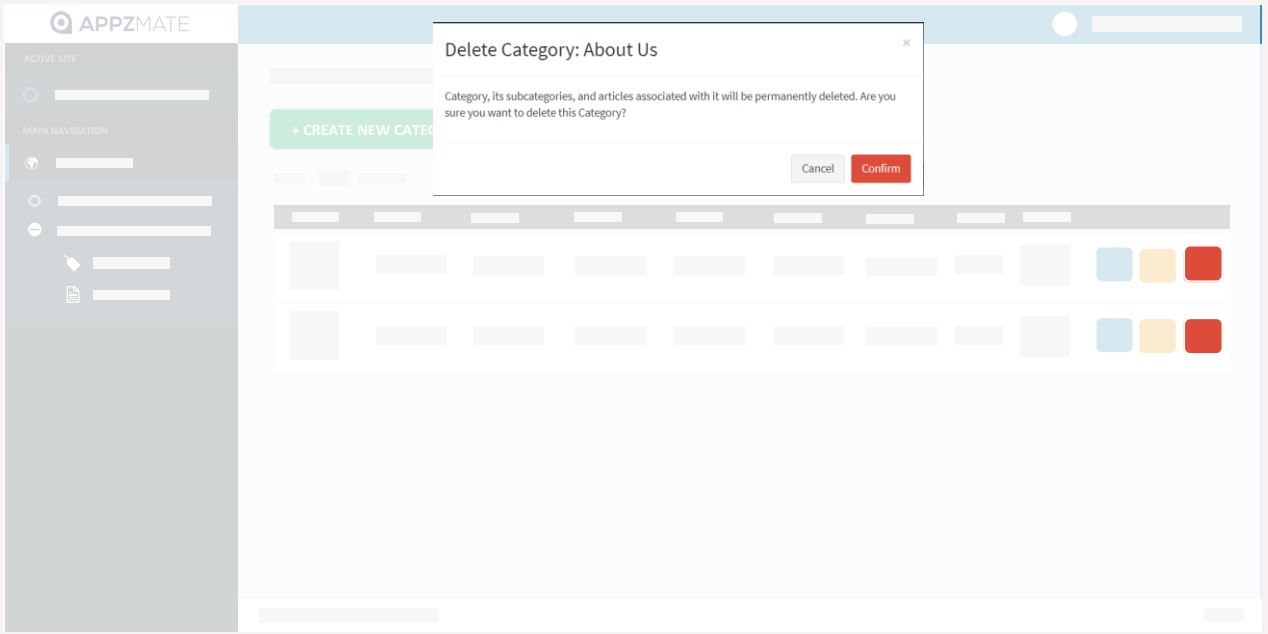
STEPS 2

Click The **RED BUTTON** beside the category to be configured.

A CONFIRMATION MODAL will appear over the screen



DELETING CATEGORY | STEP 3



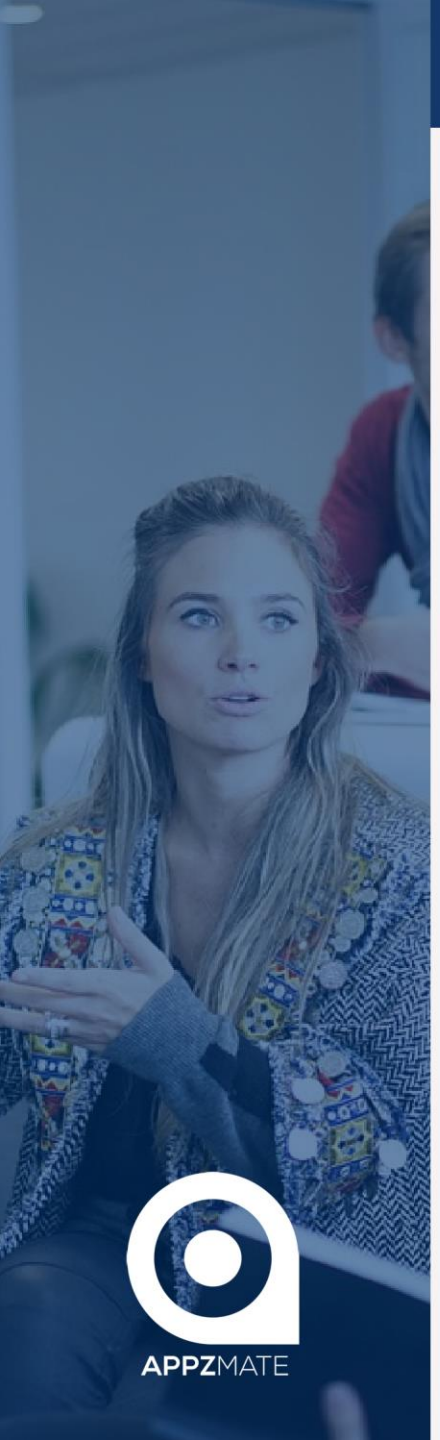
STEPS 3

Confirm Category deletion by clicking the **CONFIRM BUTTON.**

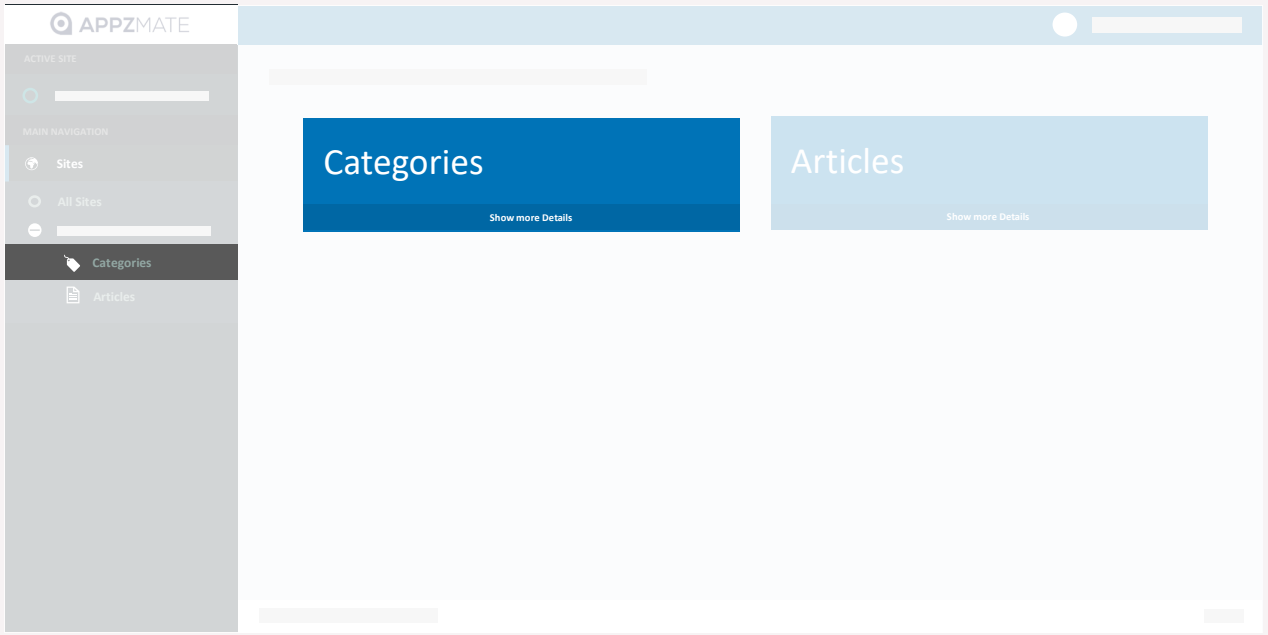
Category will be removed from the category table list.

APPZMATE

CREATING SUB CATEGORIES



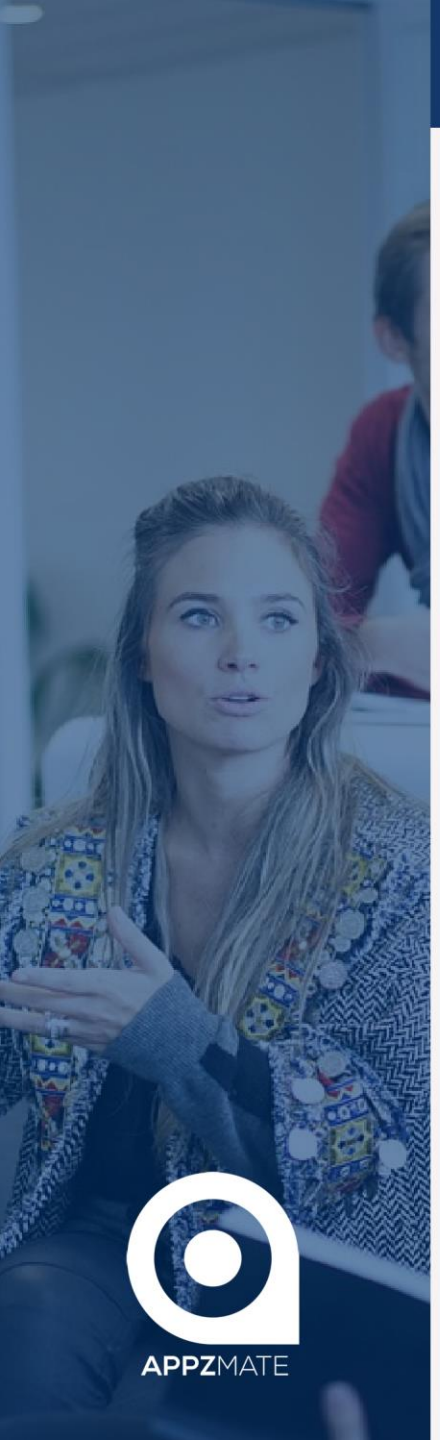
CREATING SUB CATEGORY | STEP 1



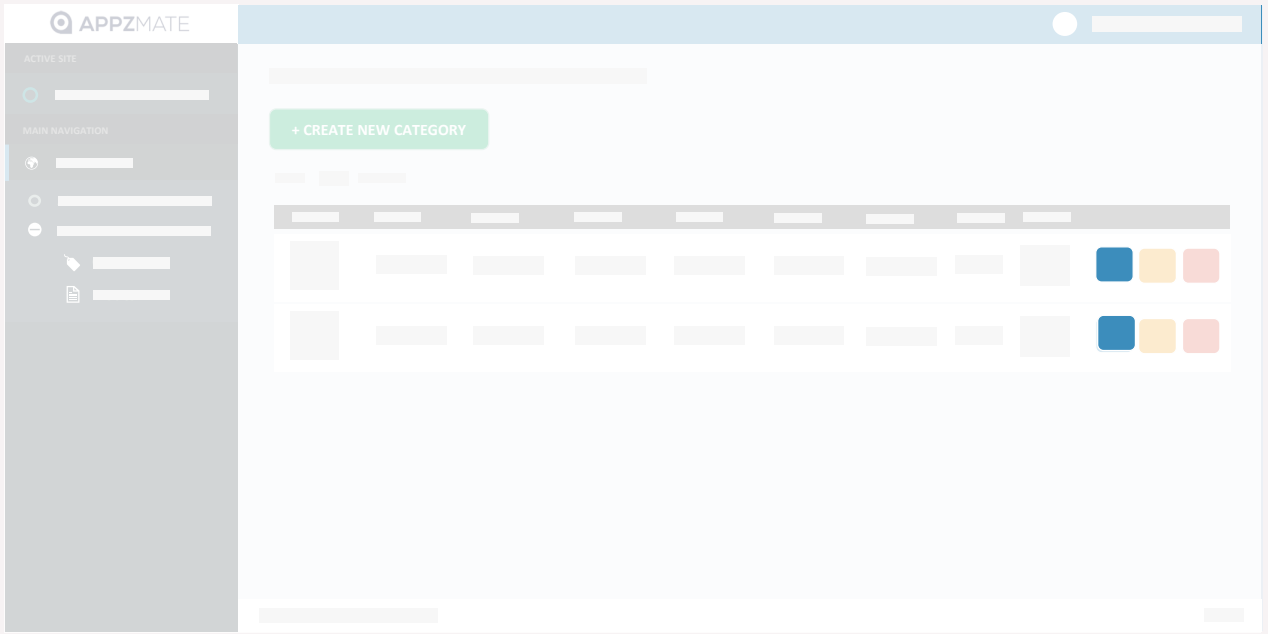
STEP 1

Click The **CATEGORY PANEL** or the **CATEGORIES** in the left main navigation.

User will be redirected to the **CATEGORY PAGE**



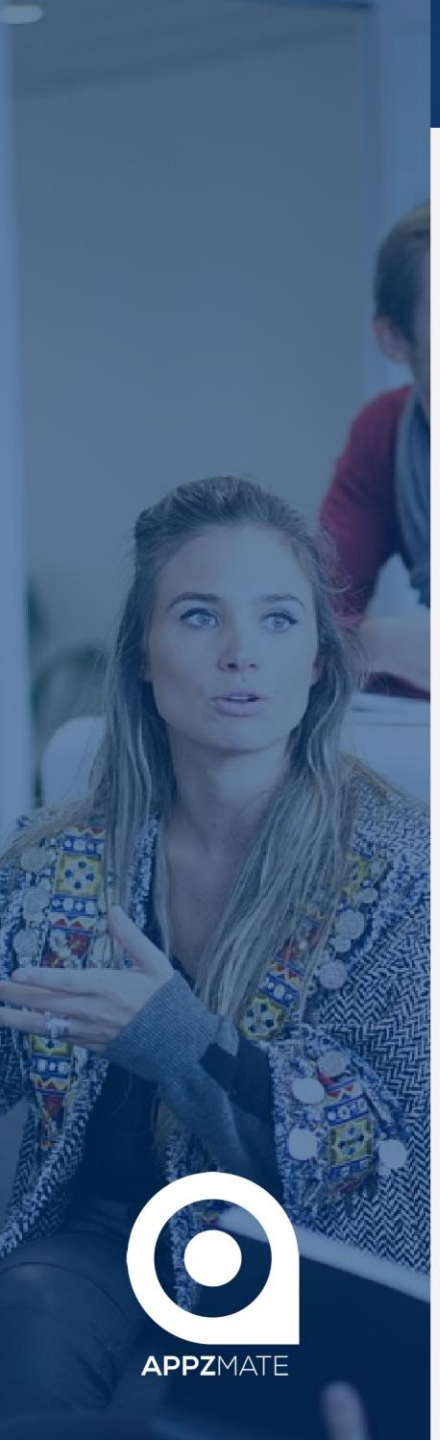
CREATING SUB CATEGORY | STEP 2



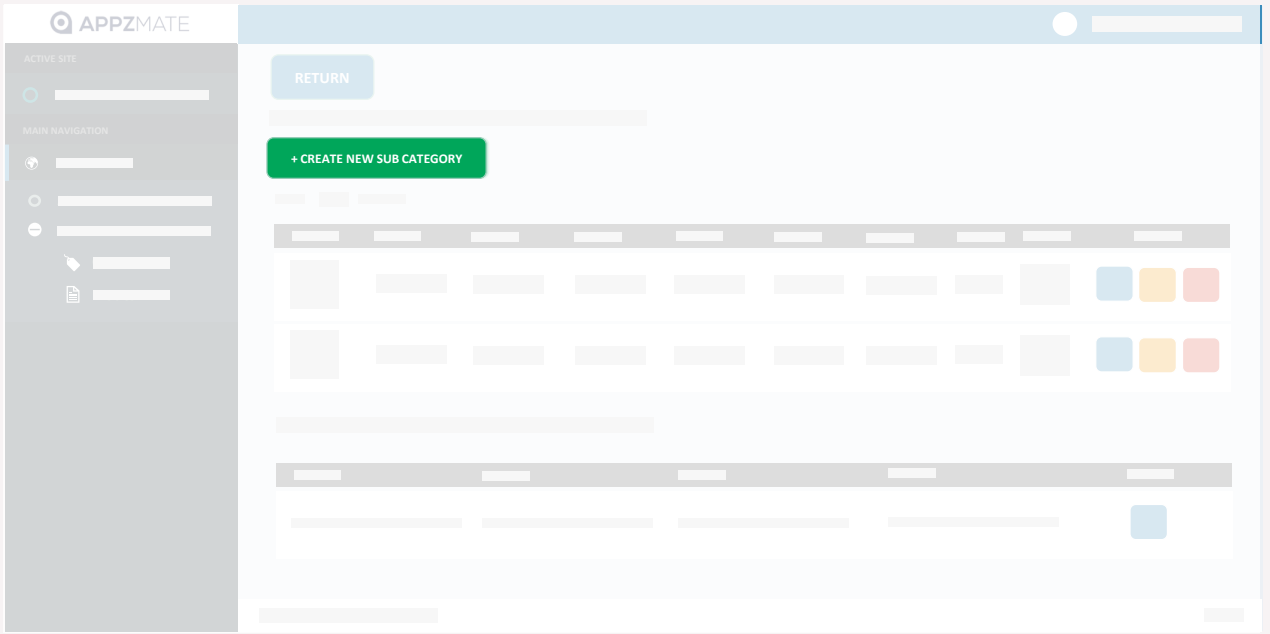
STEPS 2

Click The **BLUE BUTTON** beside the category to have a sub category inside.

User will be redirected to subcategory page.



CREATING SUB CATEGORY | STEP 3

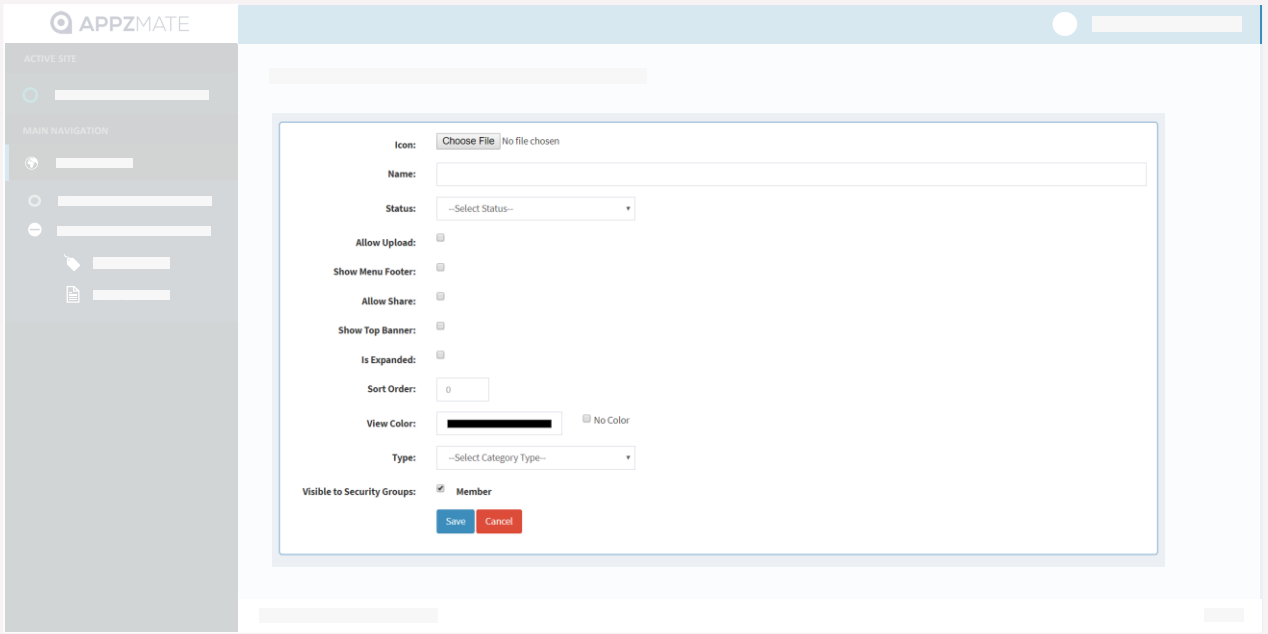


STEPS 2

Click The **CREATE NEW SUB CATEGORY BUTTON..**

User will be redirected to new subcategory page.

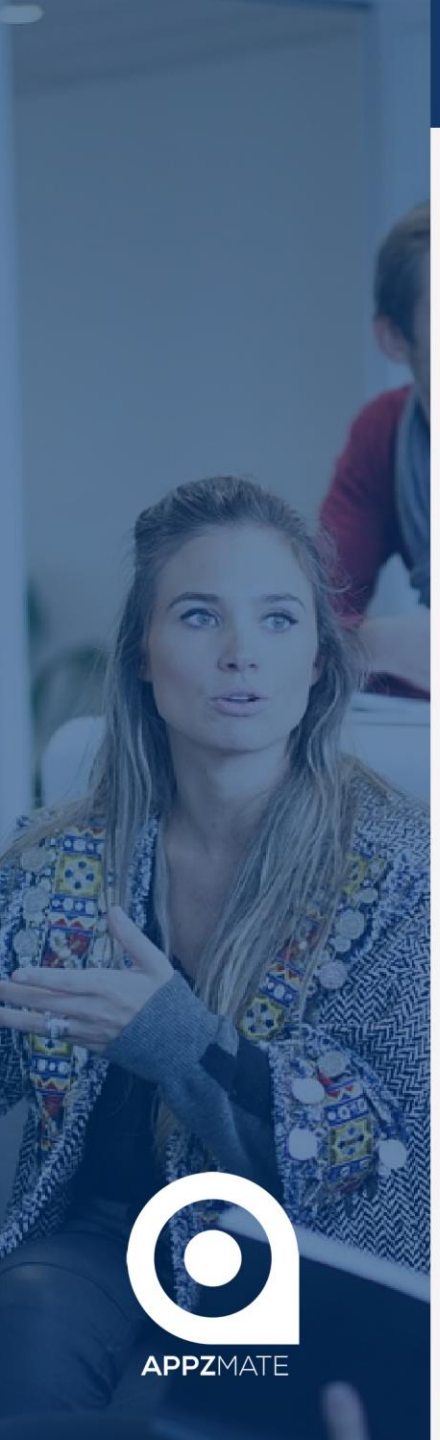
CREATING NEW CATEGORY | STEP 4



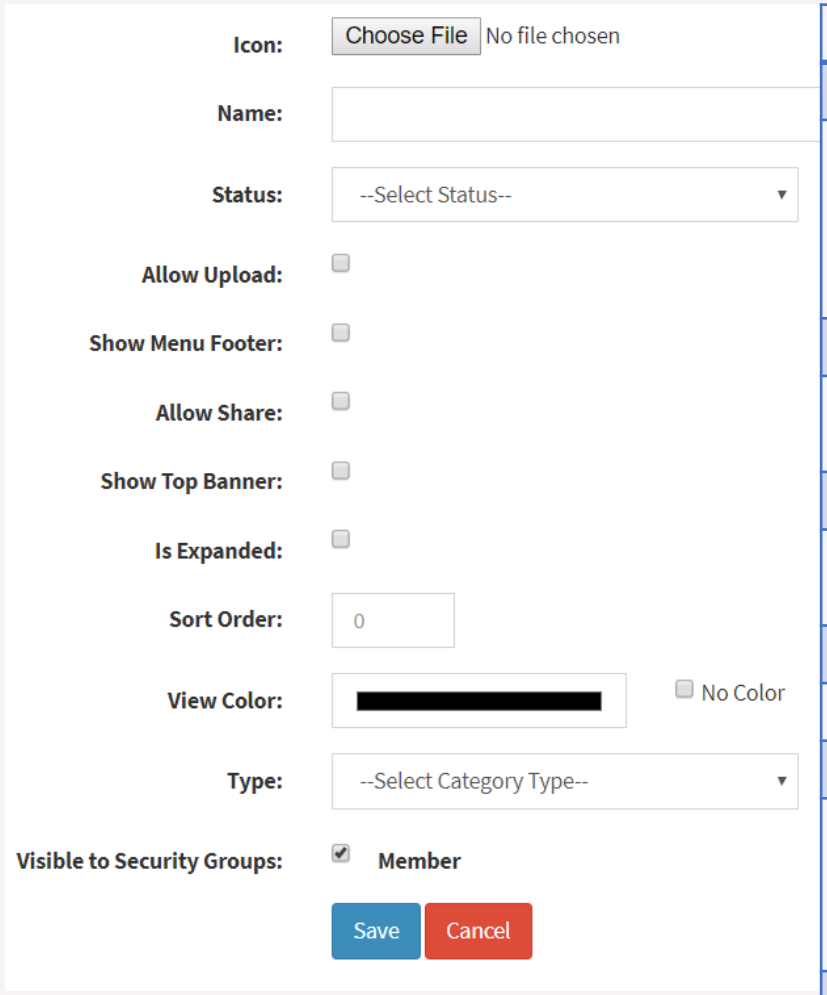
STEPS 4

Fill up the NEW SUB CATEGORY FORM.

APPZMATE

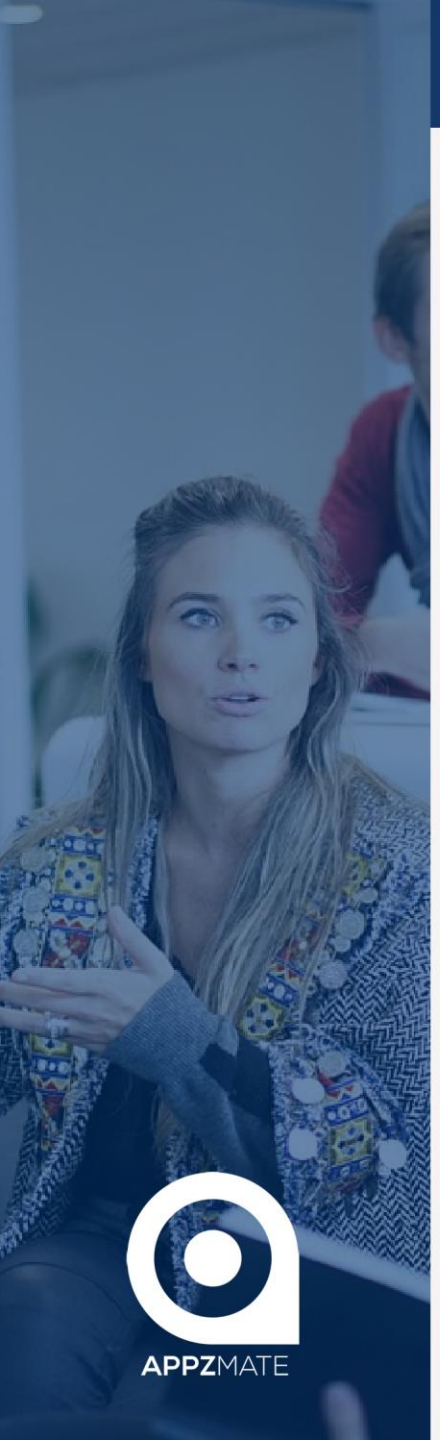


CREATING NEW CATEGORY | STEP 5

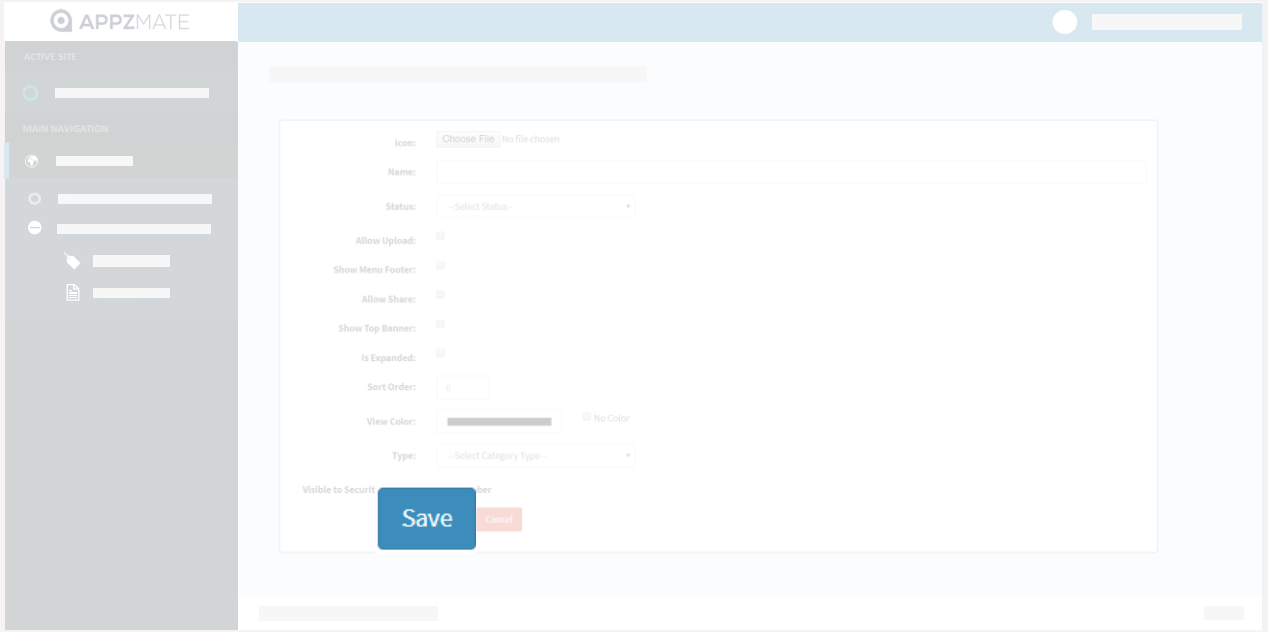


FORM DESCRIPTION

ICON	Upload Category Icon
NAME	Category Name
STATUS	Category Status LIVE - Visible TEST - Not Visible On The App NEW – Not Visible On The App TURN OFF - Not Visible On The App
ALLOW UPLOAD	Allow Users In The App To Upload Files Inside The Category.
SHOW MENU FOOTER	Hide/Show Menu Footer
ALLOW SHARE	Allow Users To Share The Articles Inside The Category
SHOW TOP BANNER	Hide/Show Top Banner
IS EXPANDED	Auto Expand Folders Inside The Category
SORT ORDER	Used To Order Categories In The App Main Screen
VIEW COLOR	Used To Change The Category Inpage Screen Color
TYPE	Used To Specify If Category Is Going To Be A Folder Or An Article. Folder Type – Category As Folder ARTICLE – Automatically Open Article After Clicking The Category.
VISIBLE TO SECURITY GROUP	Enable Admin To Hide / Show Category By Security Group.



CREATING NEW CATEGORY | STEP 6

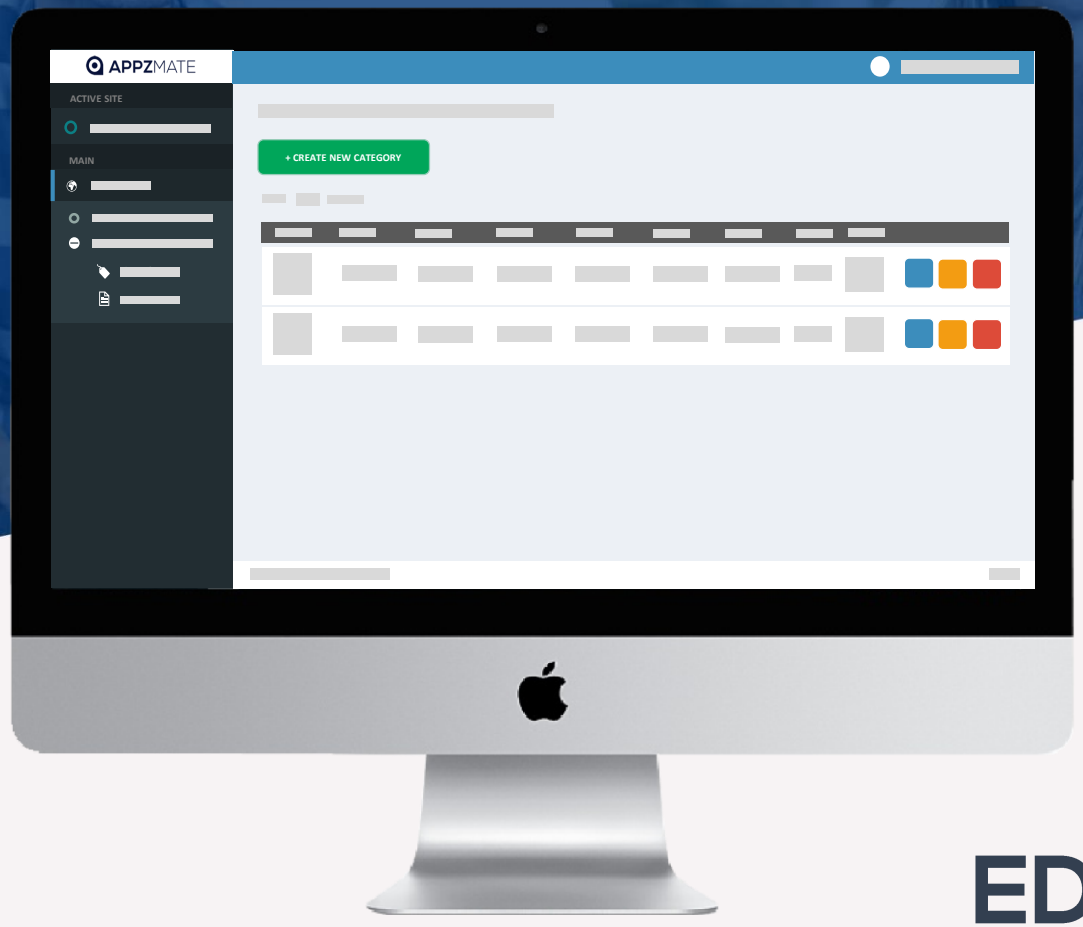


STEPS 6

Click the **SAVE BUTTON**.

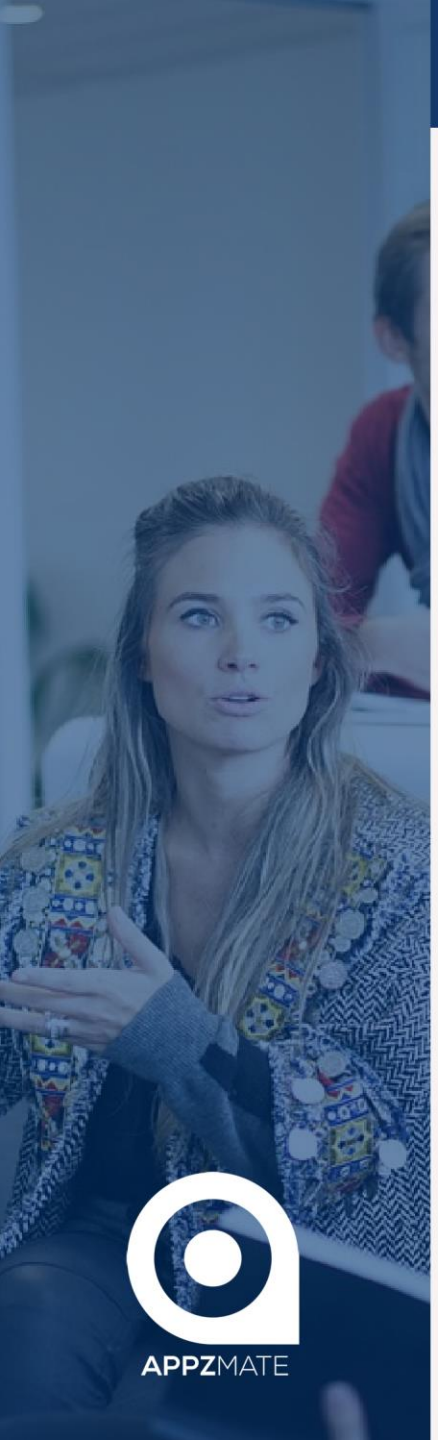
Sub Category will be added in the sub category list table and user will be redirected to sub category page.

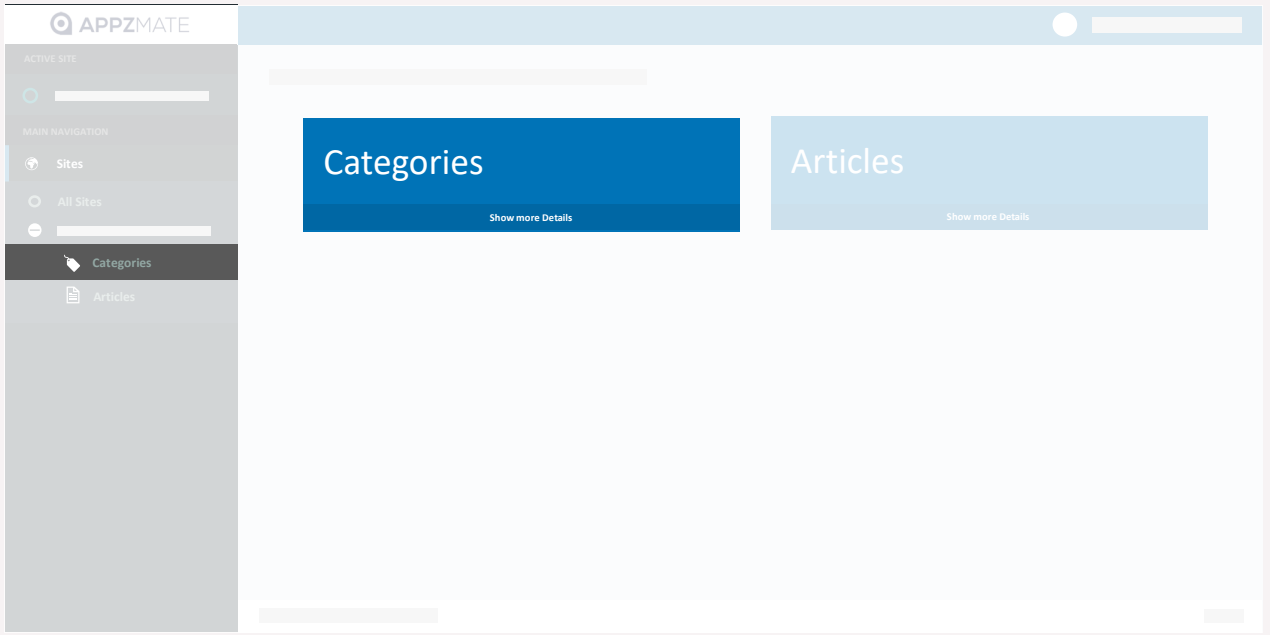
APPZMATE



EDITING SUB CATEGORIES

EDITING SUB CATEGORY | STEP 1

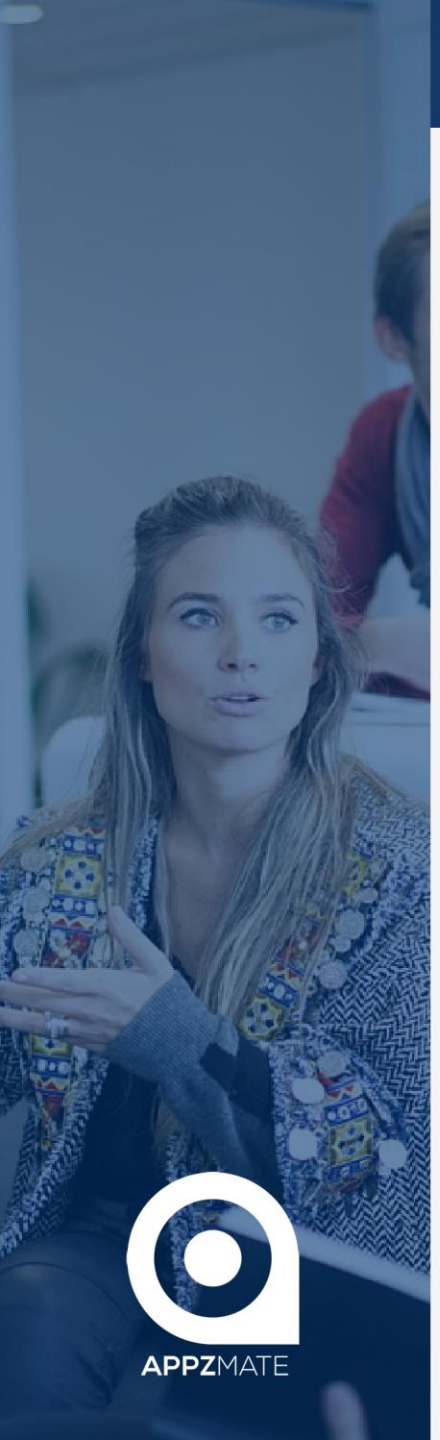




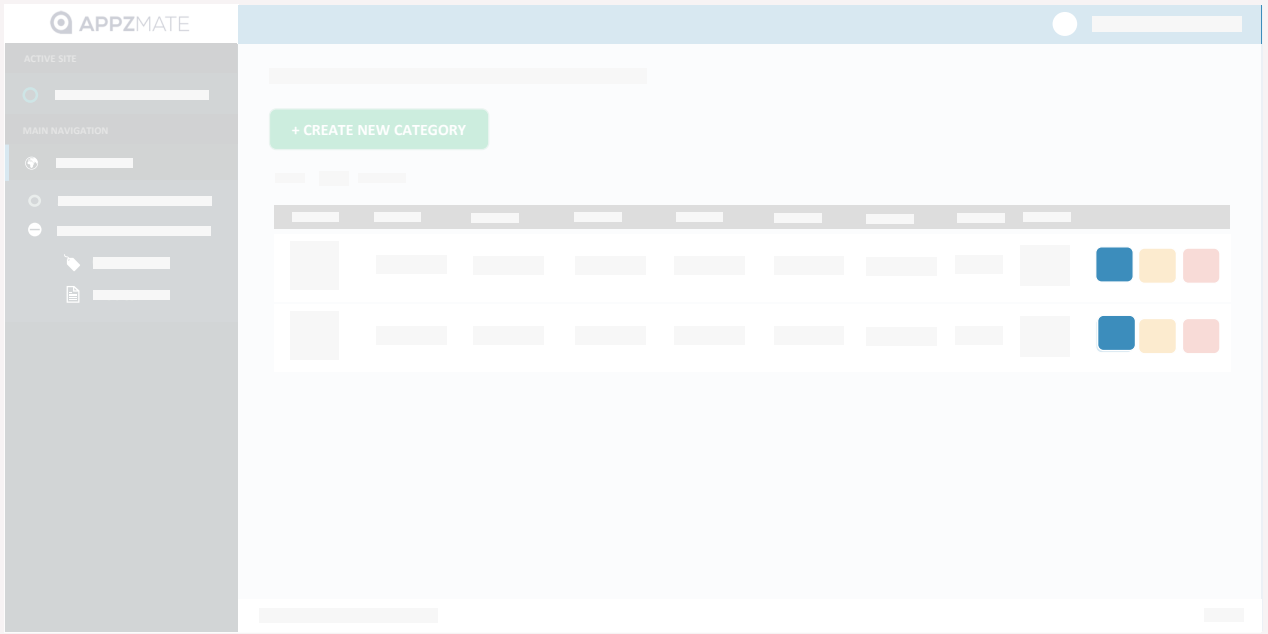
STEP 1

Click The **CATEGORY PANEL** or the **CATEGORIES** in the left main navigation.

User will be redirected to the **CATEGORY PAGE**



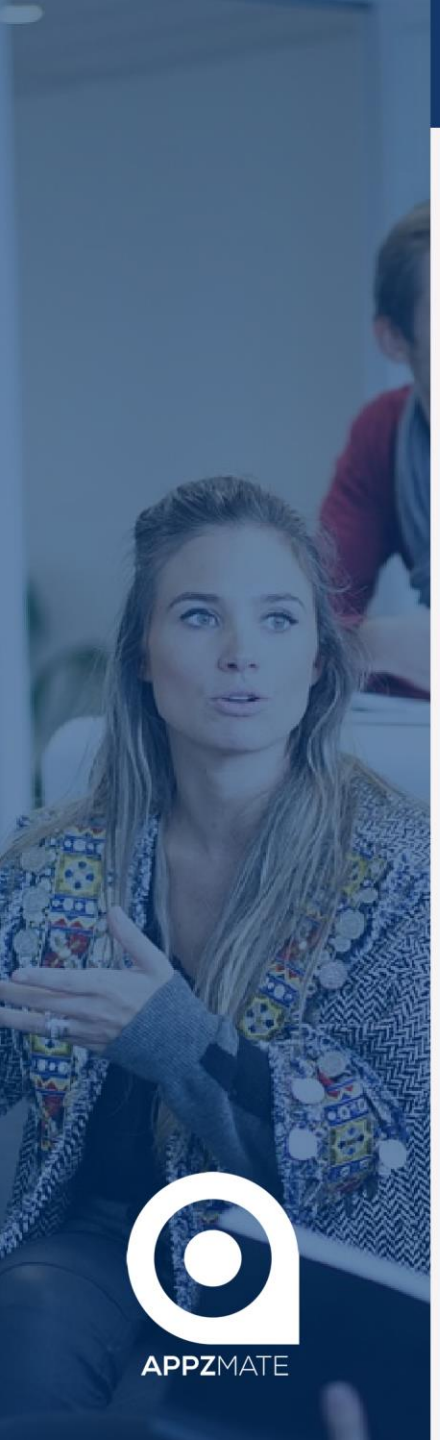
EDITING SUB CATEGORY | STEP 2



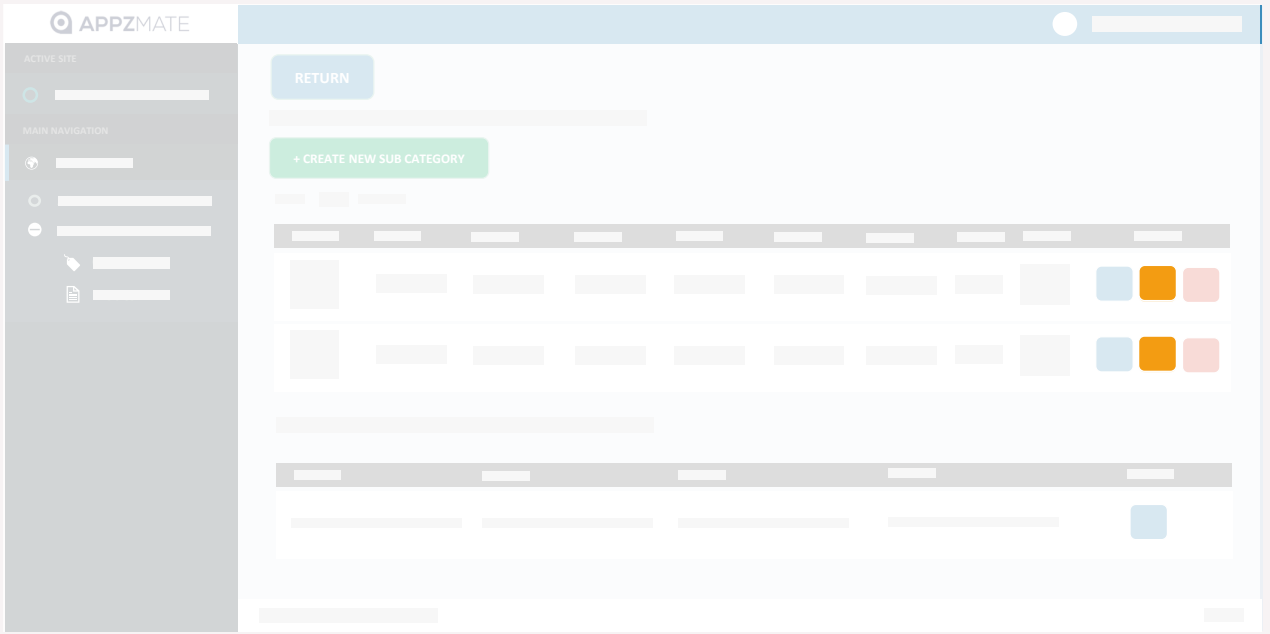
STEPS 2

Click The **BLUE BUTTON** beside the category to have a sub category inside.

User will be redirected to subcategory page.



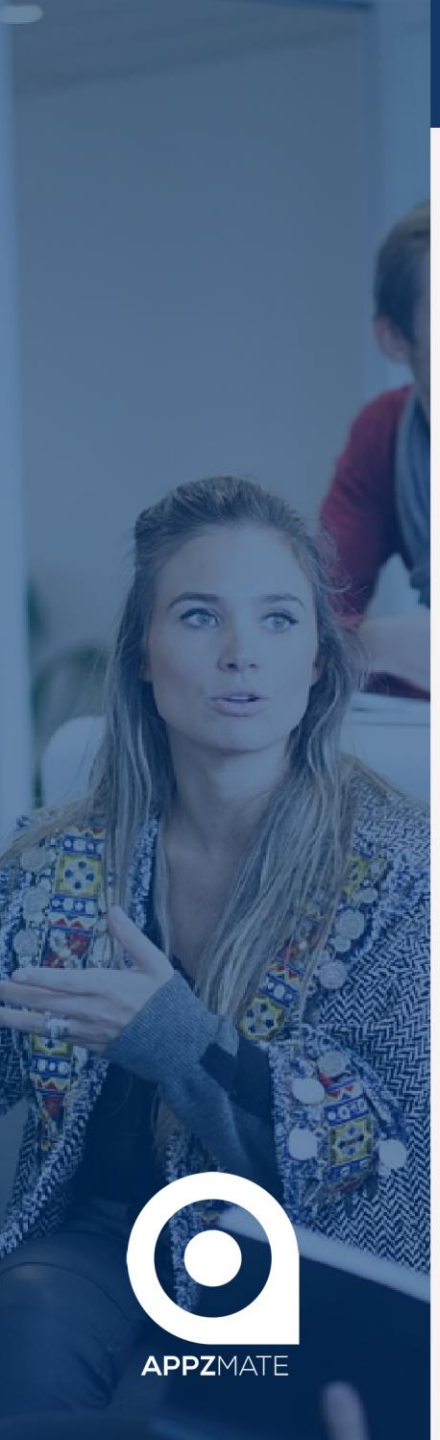
EDITING SUB CATEGORY | STEP 3



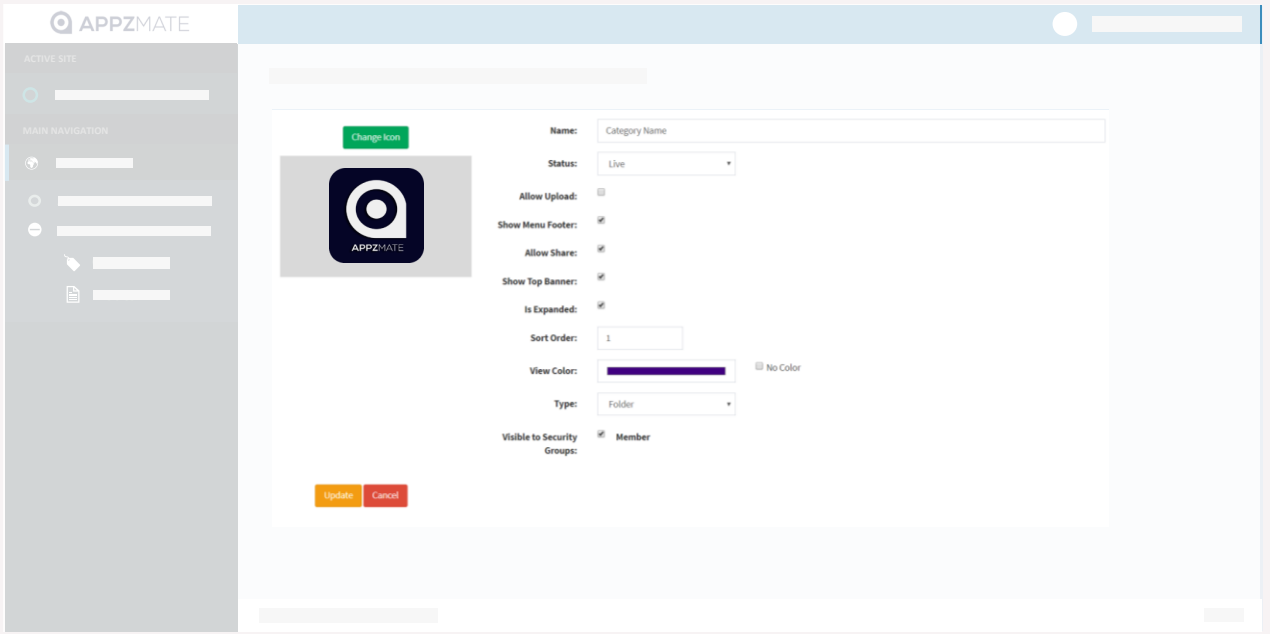
STEPS 2

Click The **ORANGE BUTTON.**.

User will be redirected to Edit Subcategory Page.

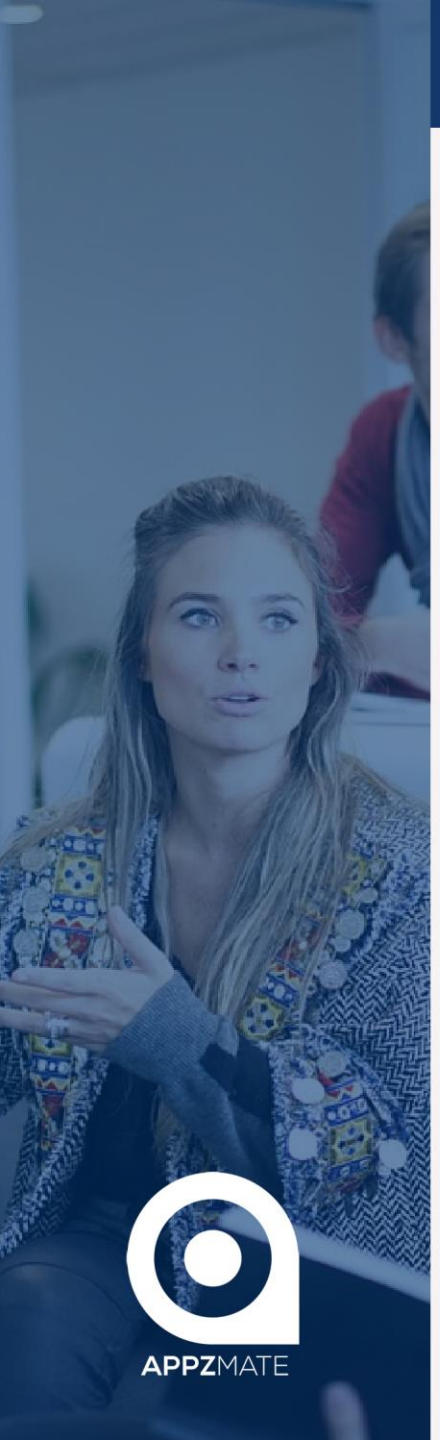


EDITING CATEGORY | STEP 4

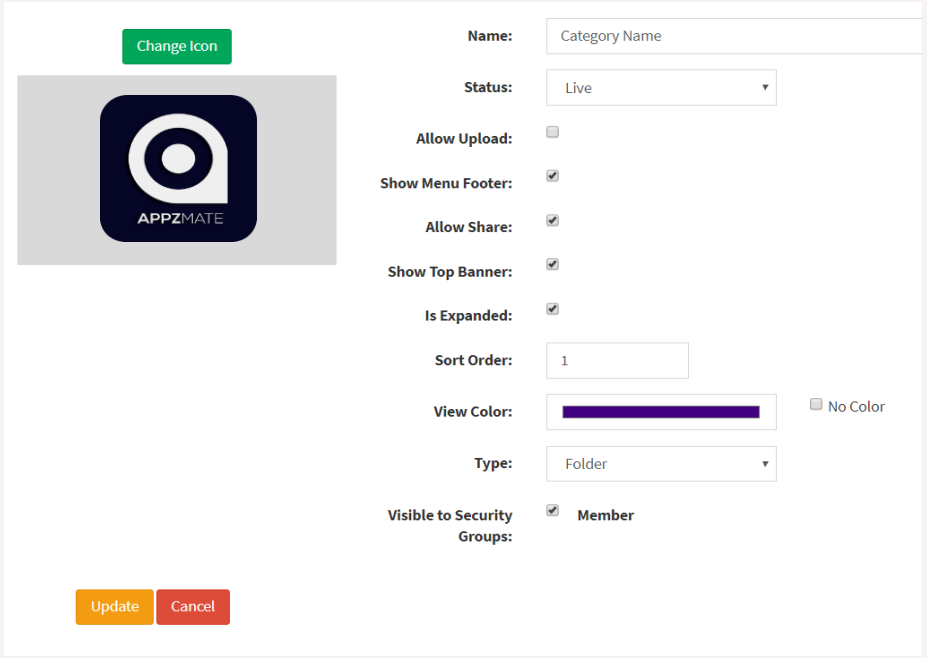


STEPS 4

Edit The SUB CATEGORY FORM.

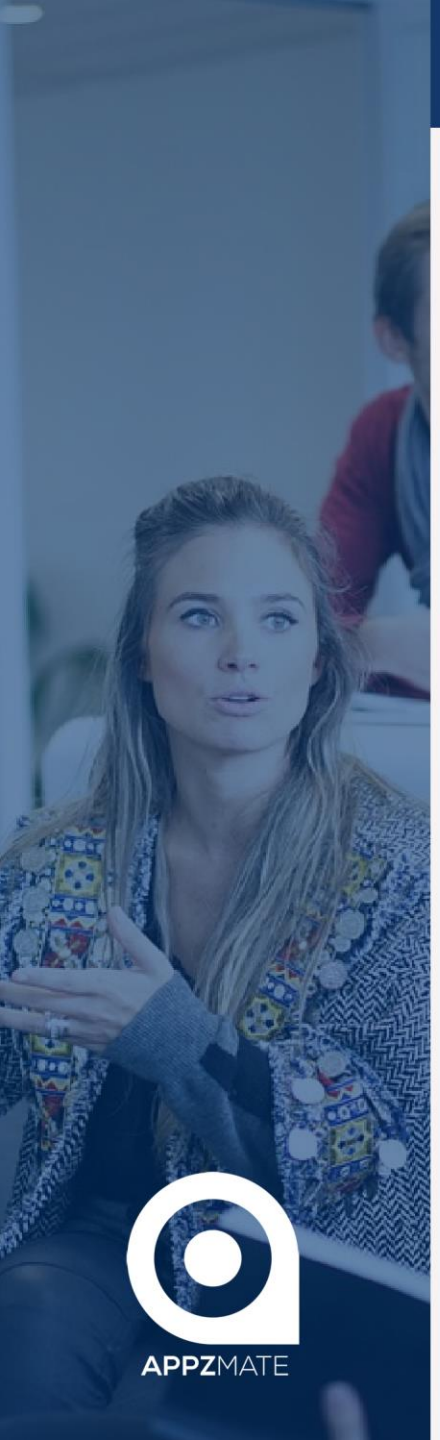


EDITNG SUB CATEGORY | STEP 4

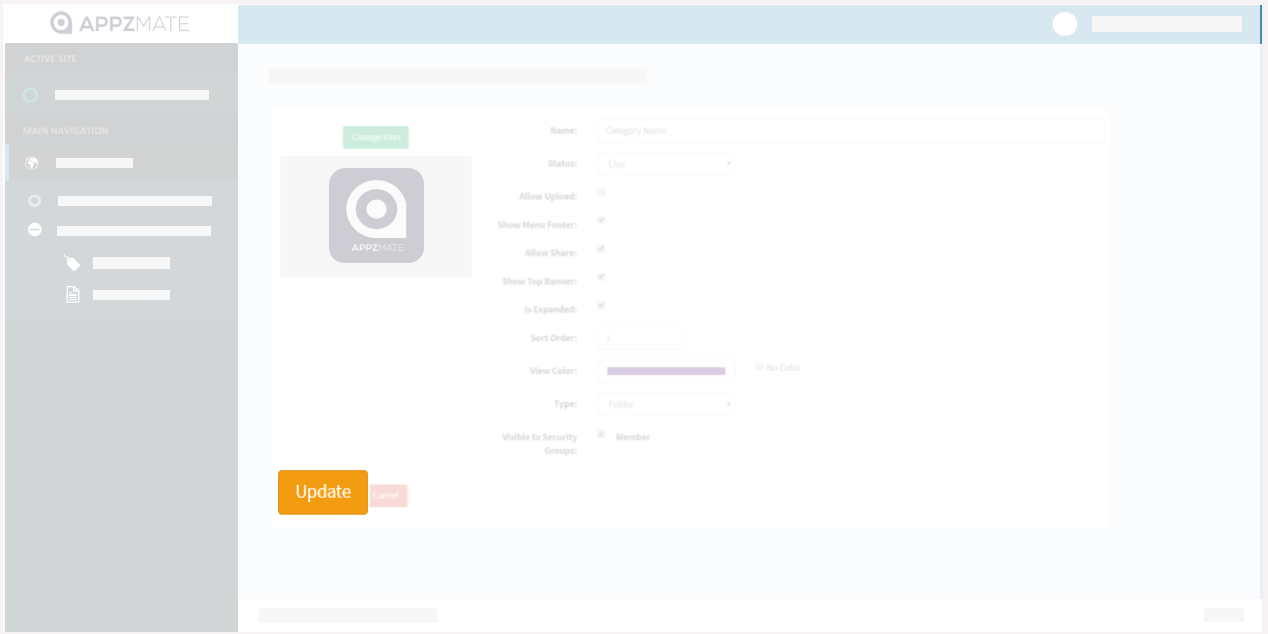


FORM DESCRIPTIONS

CHANGE ICON BUTTON	Used To Change The Category Icon
NAME	Used To Change The Category Name
STATUS	Used To Change The Category Status.
ALLOW UPLOAD	Used To Change The Upload Enabling/Disabling.
SHOW MENU FOOTER	Used To Hide/Show Menu Footer
ALLOW SHARE	Allow Users To Share The Articles Inside The Category
SHOW TOP BANNER	Hide/Show Top Banner
IS EXPANDED	Used To Enable/Disable Auto Collapse/Expand Of Folder Files Inside The Category.
SORT ORDER	Used To Change The Category Order In The Main Page Screen.
VIEW COLOR	Used To Change The Category Inpage Background Color.
TYPE	Used To Change The Category Type.
VISIBLE TO SECURITY GROUP	Used To Change The Category Visibility Depending On Their Security Group.



EDITING SUB CATEGORY | STEP 5

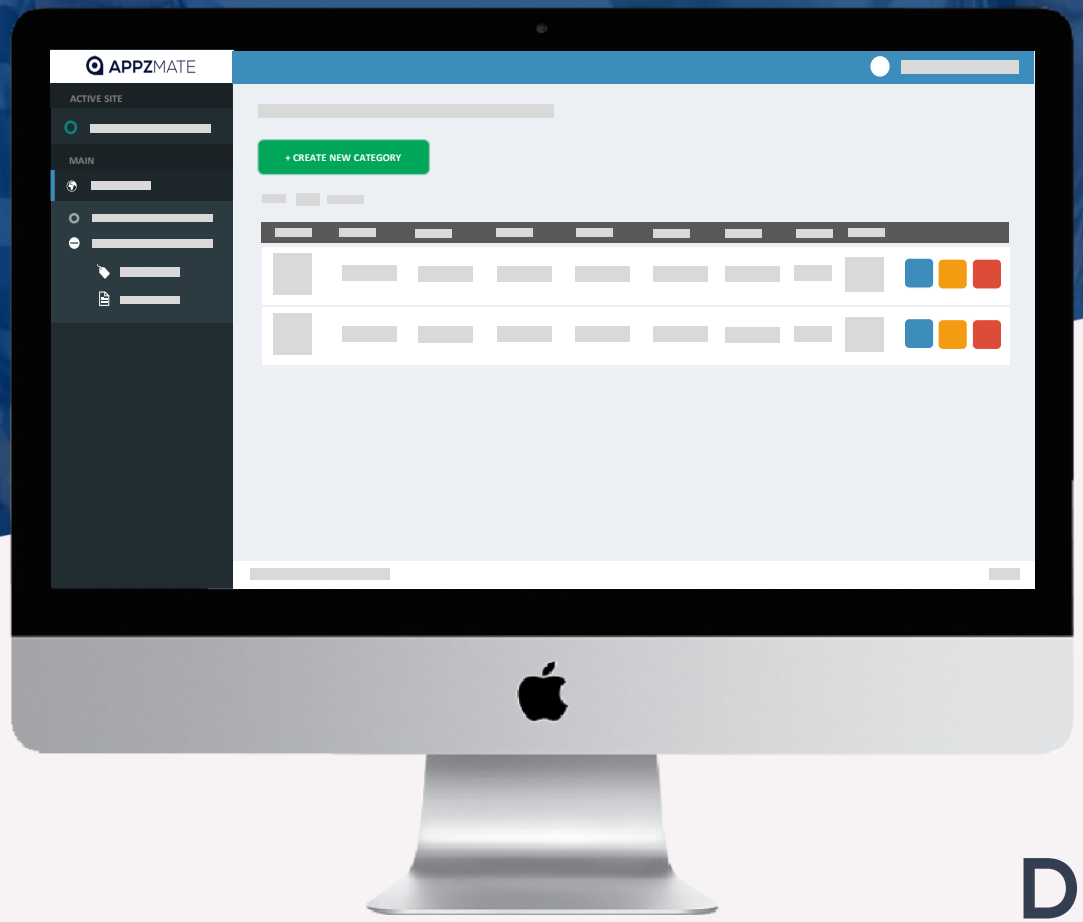


STEPS 5

Click The **UPDATE BUTTON**

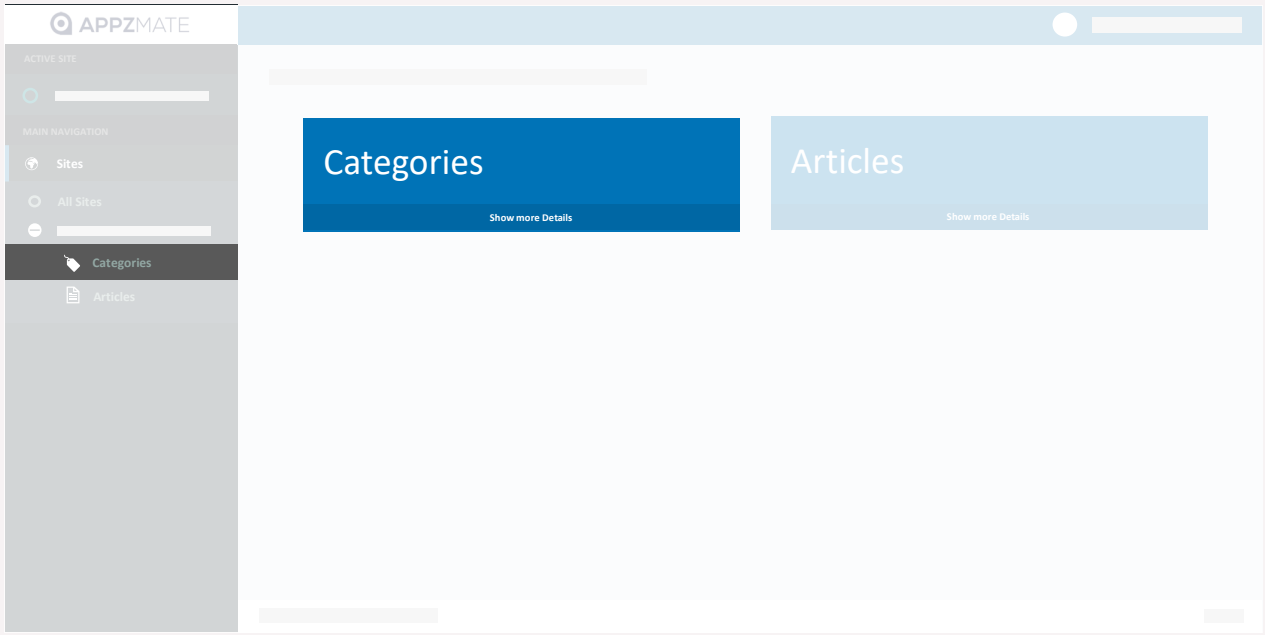
Sub Category will be update and user will be redirected to sub category page.

APPZMATE



DELETING SUB CATEGORIES

DELETING SUB CATEGORY | STEP 1

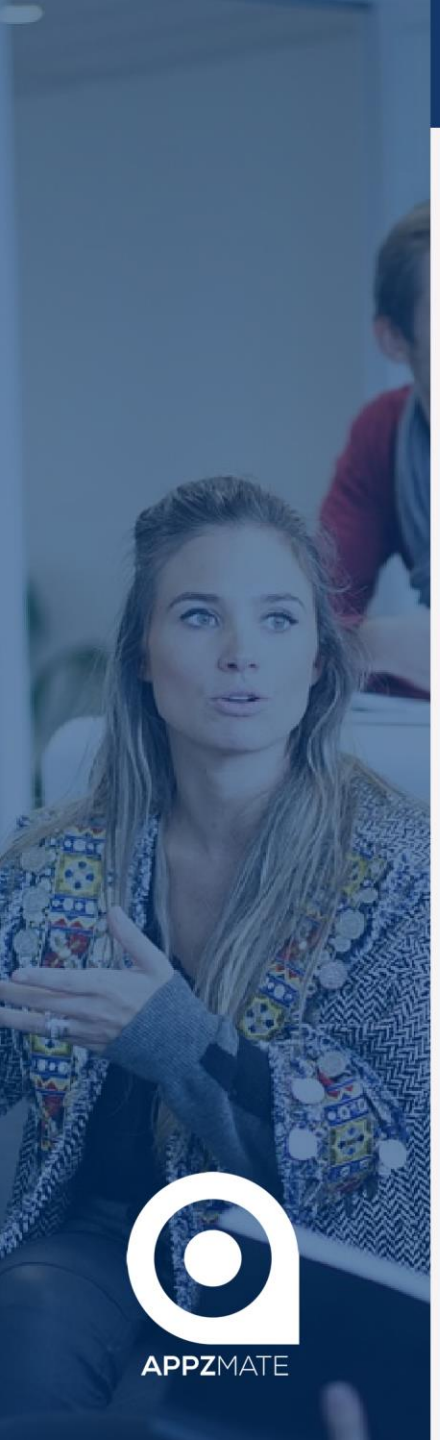


STEP 1

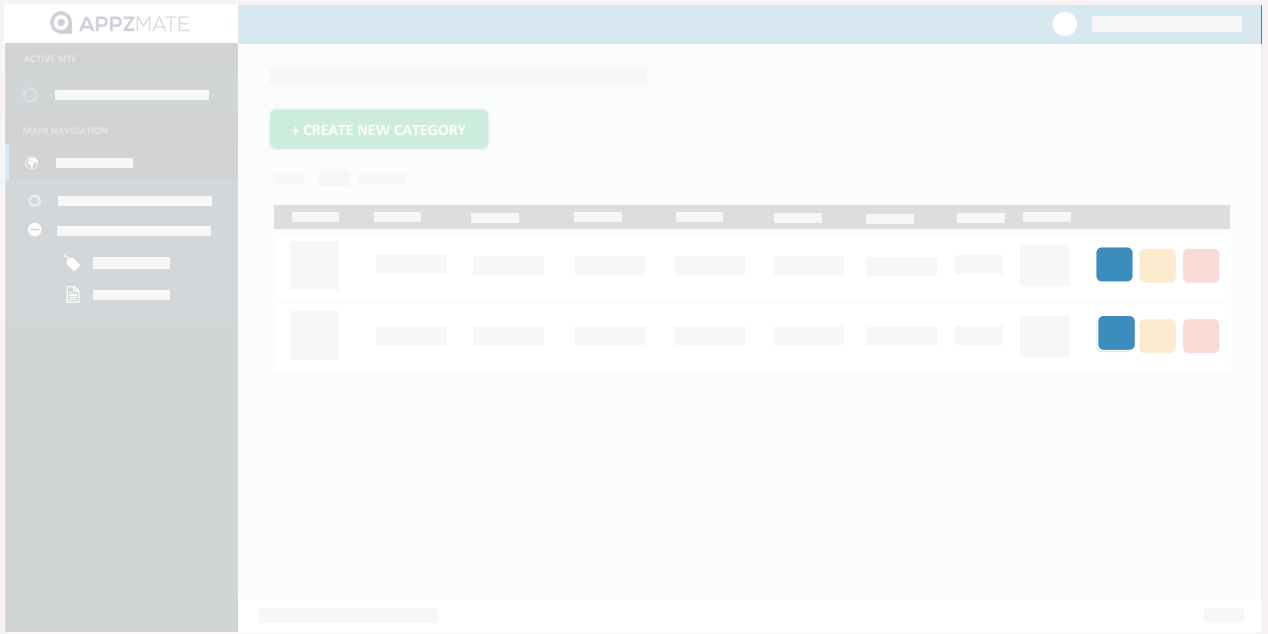
Click The **CATEGORY PANEL** or the **CATEGORIES** in the left main navigation.

User will be redirected to the **CATEGORY PAGE**

APPZMATE



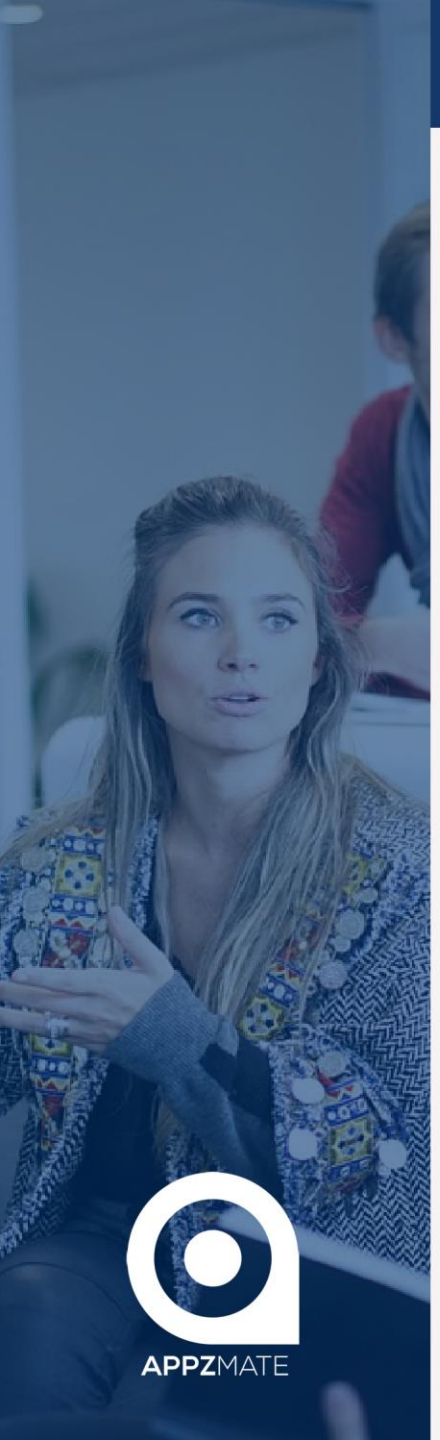
DELETING SUB CATEGORY | STEP 2



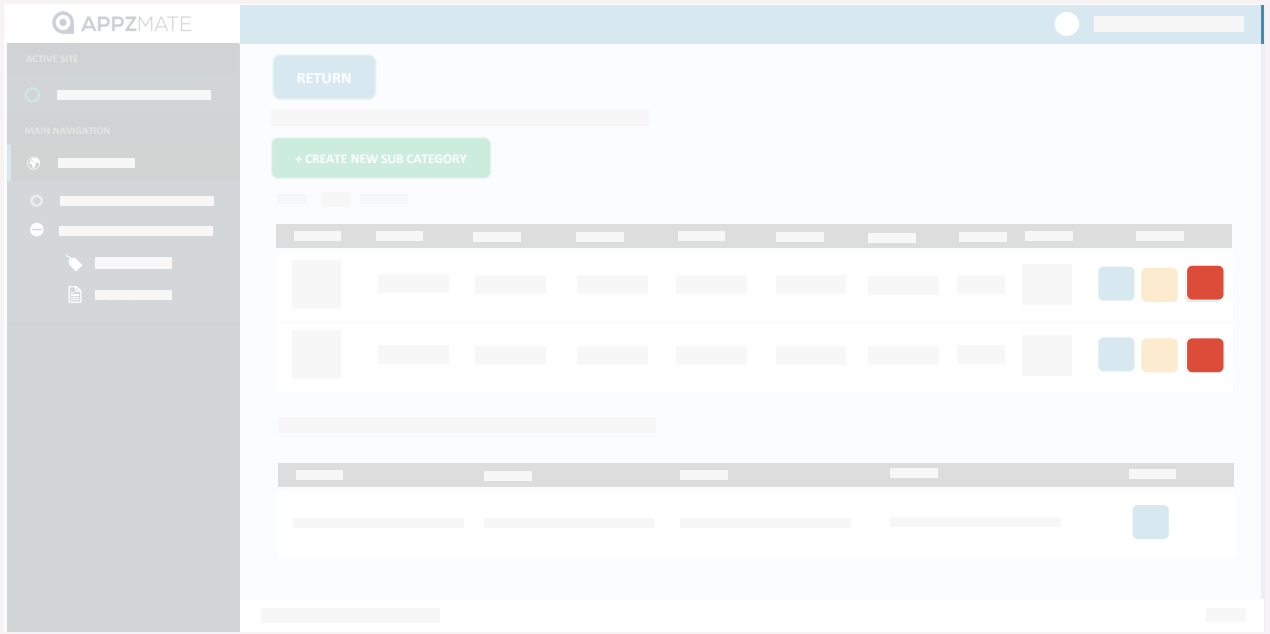
STEPS 2

Click The **BLUE BUTTON** beside the category to have a sub category inside.

User will be redirected to subcategory page.



DELETING SUB CATEGORY | STEP 3

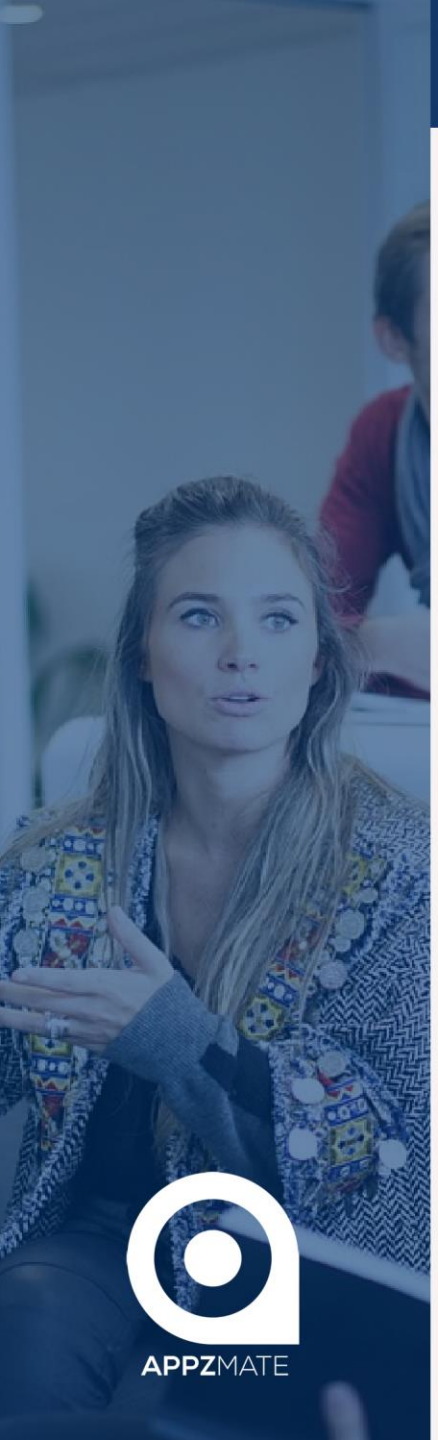


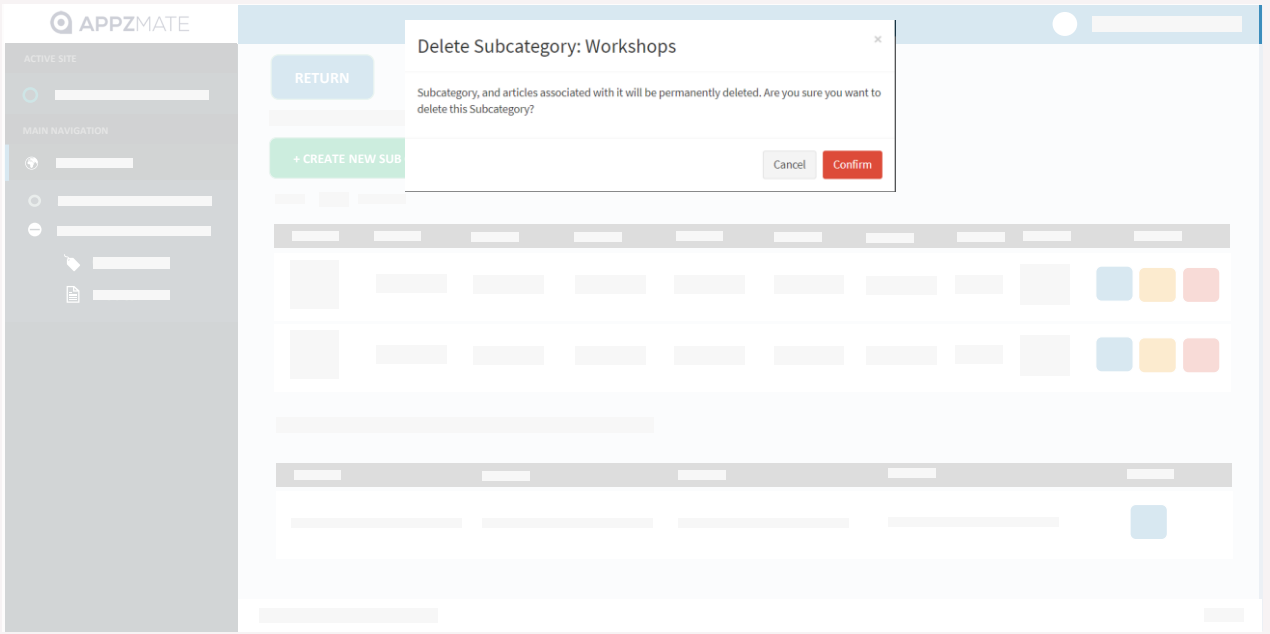
STEPS 3

Click The **RED BUTTON beside the subcategory to be deleted..**

A confirmation modal wil appear in the screen..

DELETING SUB CATEGORY | STEP 4



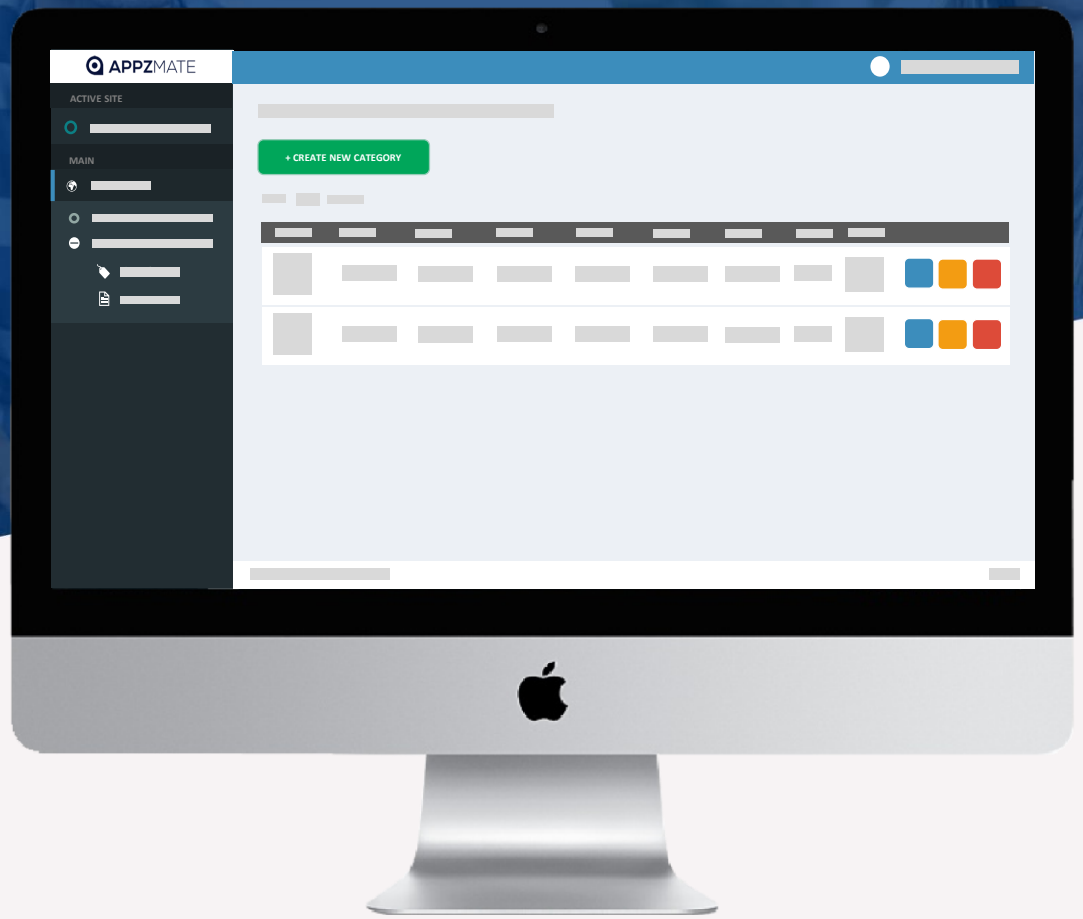


STEPS 4

Click The **CONFIRM BUTTON**.

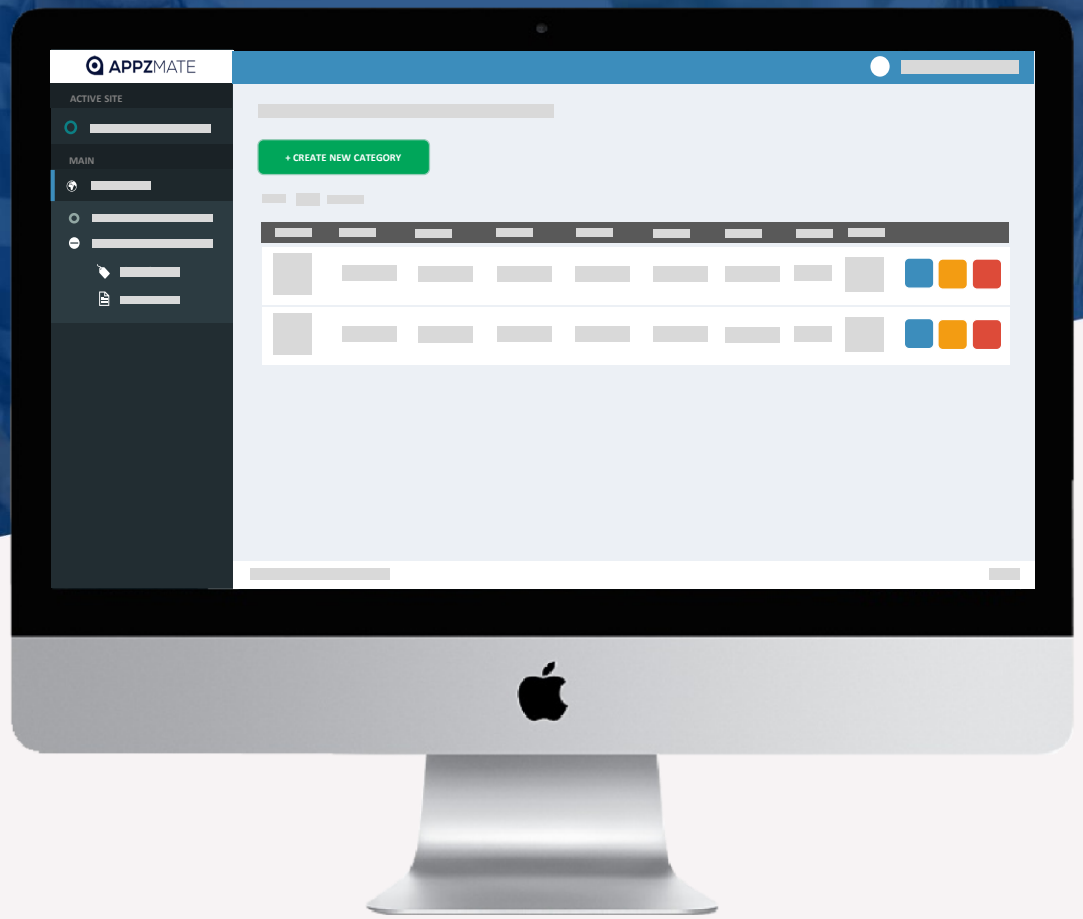
Subcategory and other files connected to the subcategory will be deleted.

APPZMATE

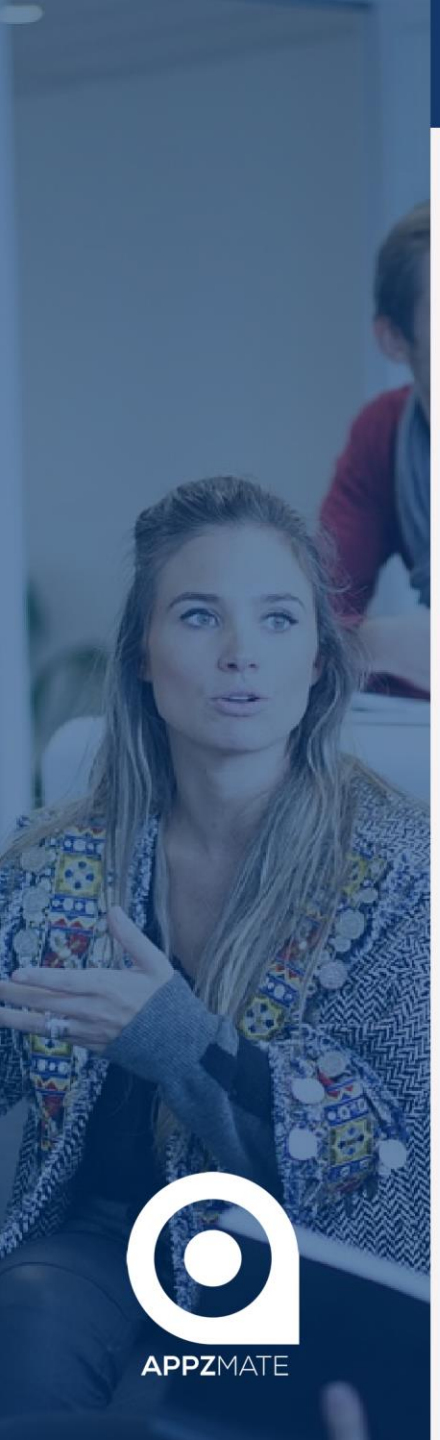


ARTICLES

APPZMATE



ARTICLES TYPES



ARTICLE TYPES

TEXT FILE

- used if the file to be uploaded is a .TXT file extension

FILE BROWSE

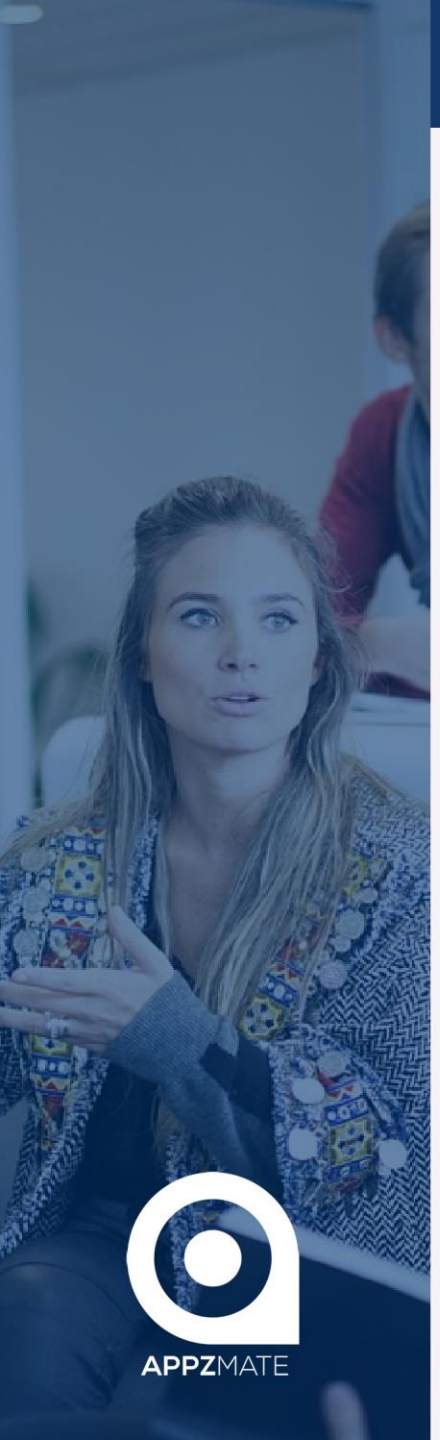
- used if the file to be uploaded is a multimedia files / Office files or PDF Files.

DIRECT TEXT

- used if the article to be created will use a WYSIWYG Editor. (HTML CODES / Customized Text and images)
- this file type only preview a short description of the article inside the category/subcategory on the app.

DIRECT TEXT FULL

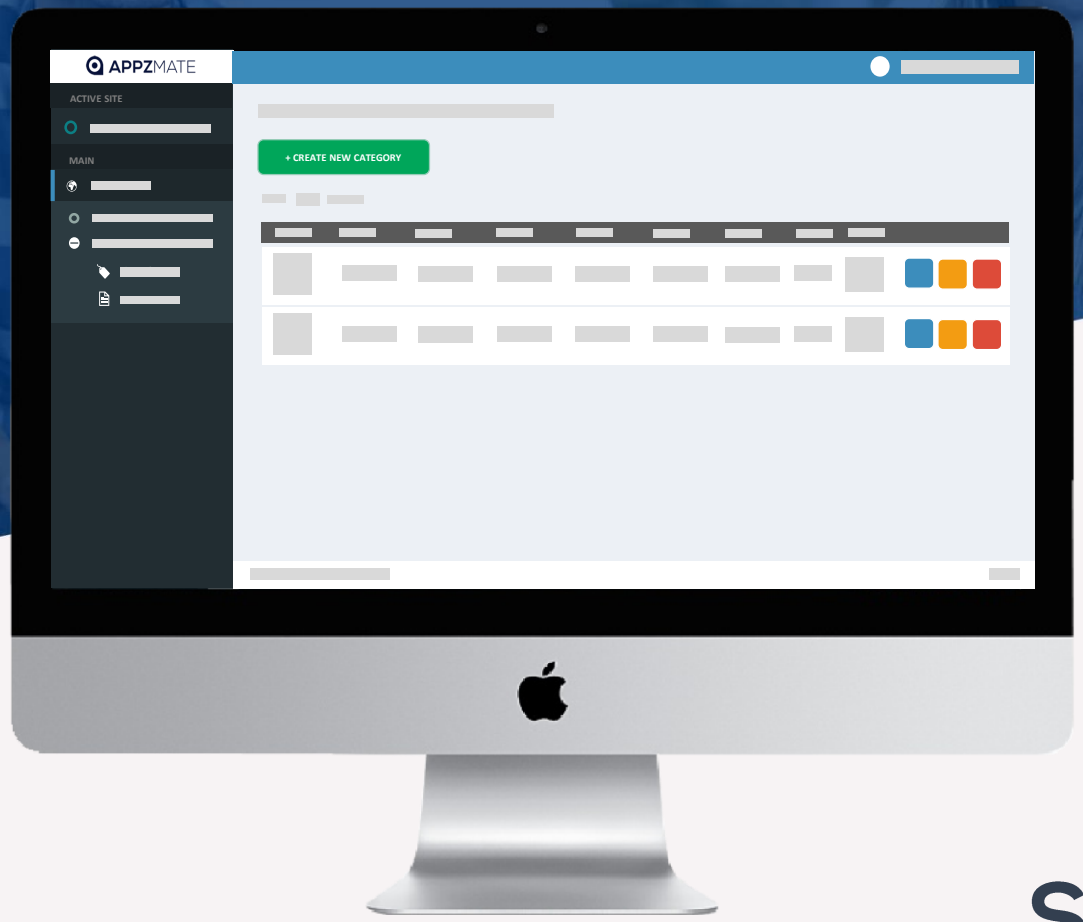
- used if the article to be created will use a WYSIWYG Editor. (HTML CODES / Customized Text and images)
- this file type preview a full description of the article inside the category/subcategory on the app.



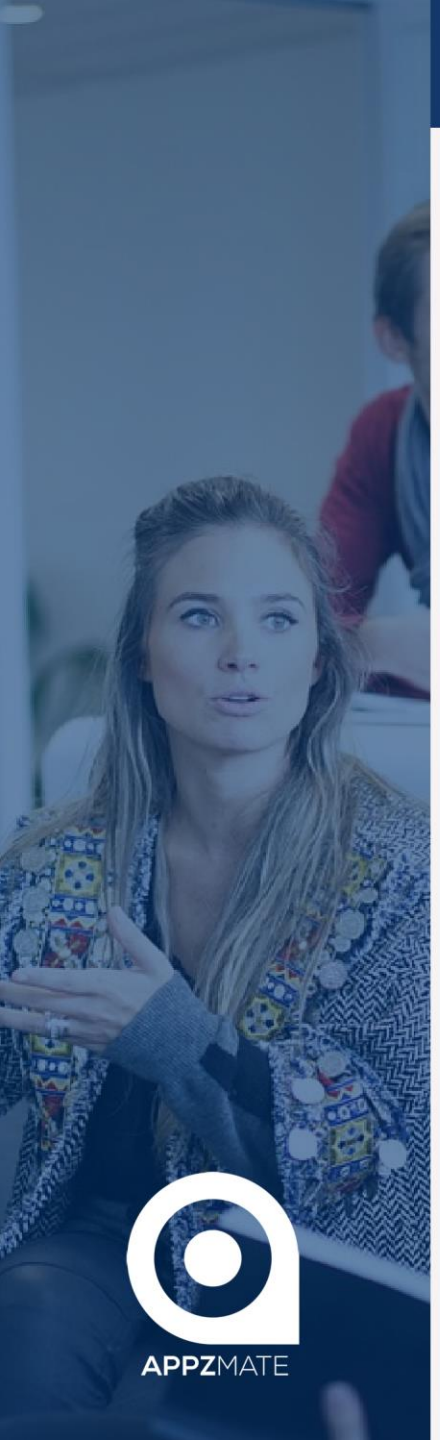
ARTICLE TYPES

LINK–	• used if the article to be created is an existing URL page or Website.
EXTERNAL LINK	• used if you want to load the LINK ARTICLE outside the App (Browser).
LOGIN LINK	• used if the Link Article you want to create requires a user login after loading the page.
GEO LOCATION	• used if you want to create a GEO MAP Article.
CALENDAR EVENT	• used if you want to create a Calendar article File.
LINKED ARTICLE	• used if you want to create a new article and link it to an existing article.

APPZMATE



SUPPORTED FILE TYPES

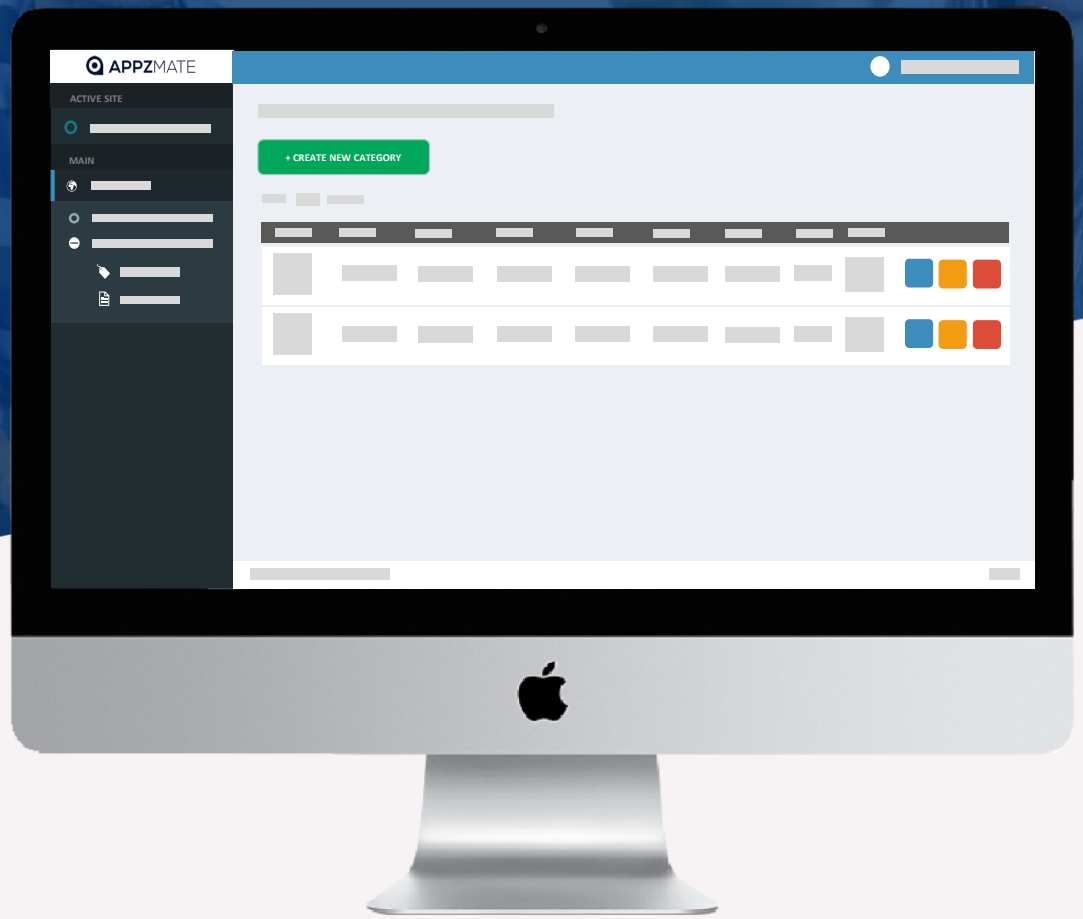


SUPPORTED FILE TYPES

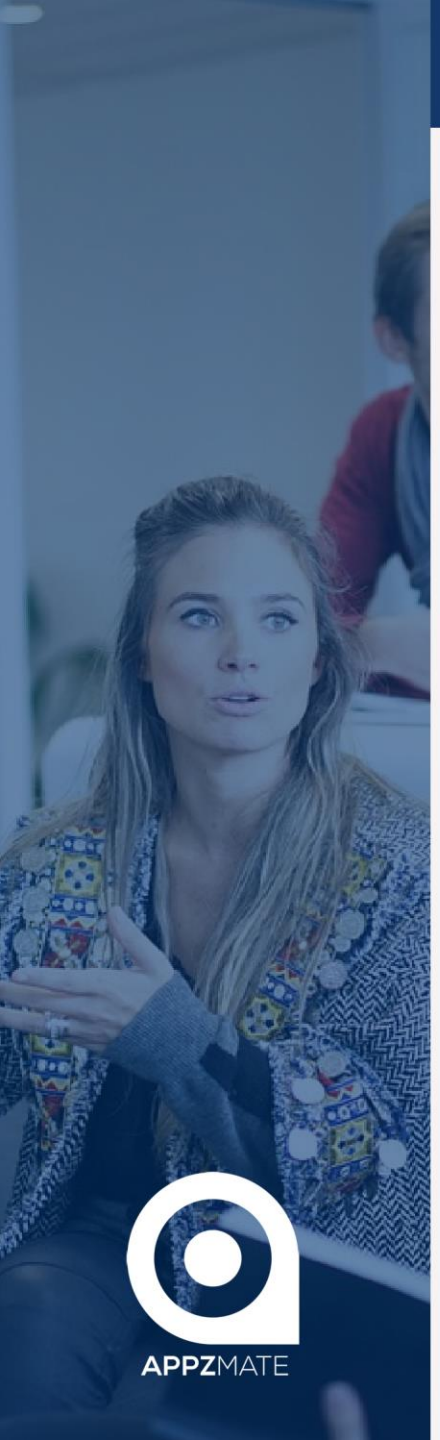
IMAGE FILES	VIDEO FILES	OFFICE FILES	DOCUMENT FILES	LINKS	WYSIWYG EDITOR
• .PNG Files • .JPEG FILES • . JPG Files • . PNG Files	• .MP4 Files	• .dotx Files • .ppt Files • .xlsx Files	• .PDF Files • .TXT Files	• Website Url Links • Customized Links	• Custom texts • Embedded Images • HTML Codes

APPZMATE

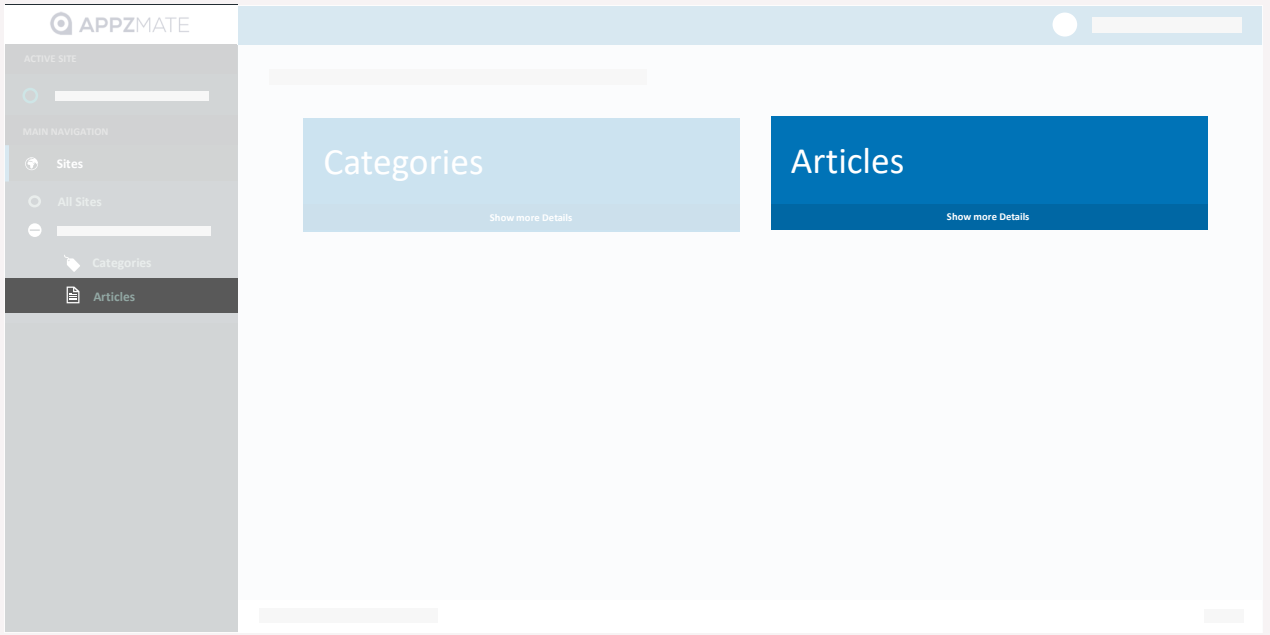
APPZMATE



CREATING ARTICLES



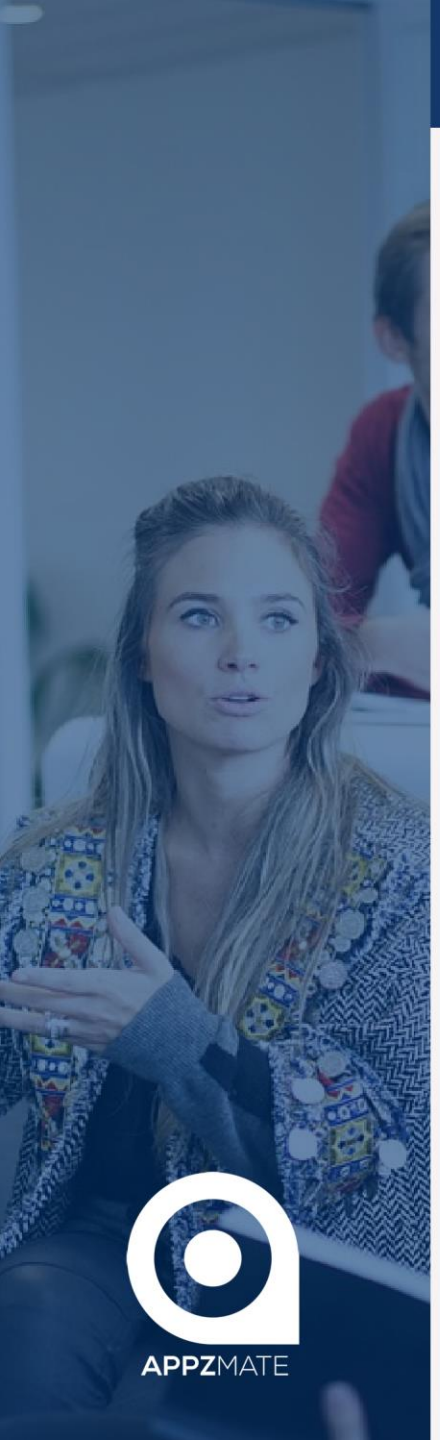
CREATING NEW ARTICLE | STEP 1



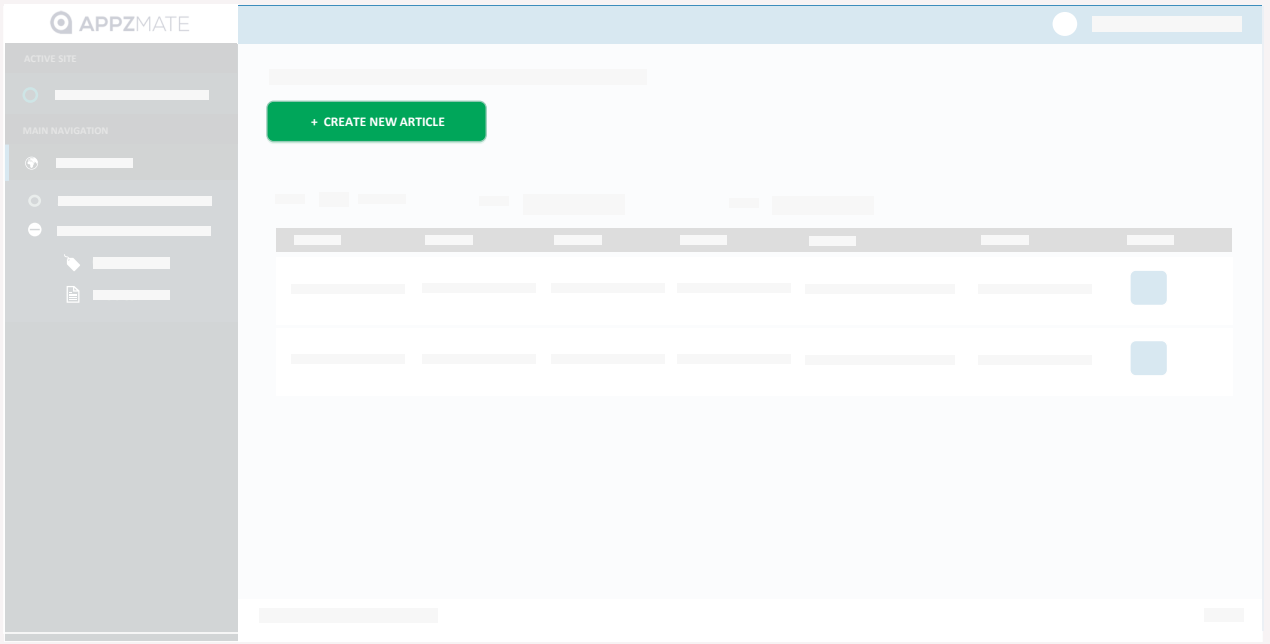
STEP 1

Click The **ARTICLES PANEL** or the **ARTICLES** in the left main navigation.

User will be redirected to the **ARTICLES PAGE**



CREATING NEW ARTICLE | STEP 2

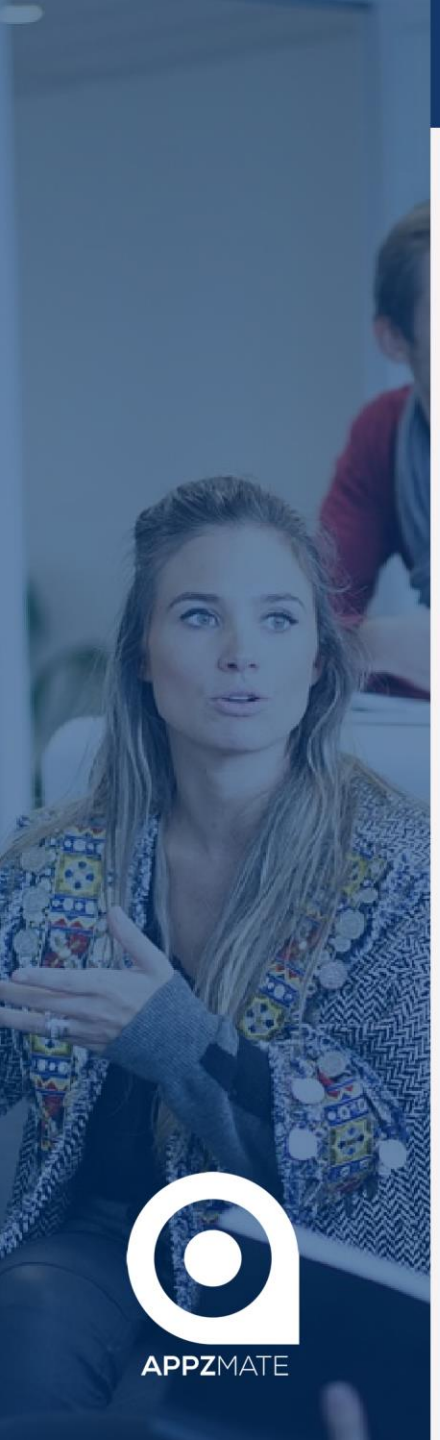


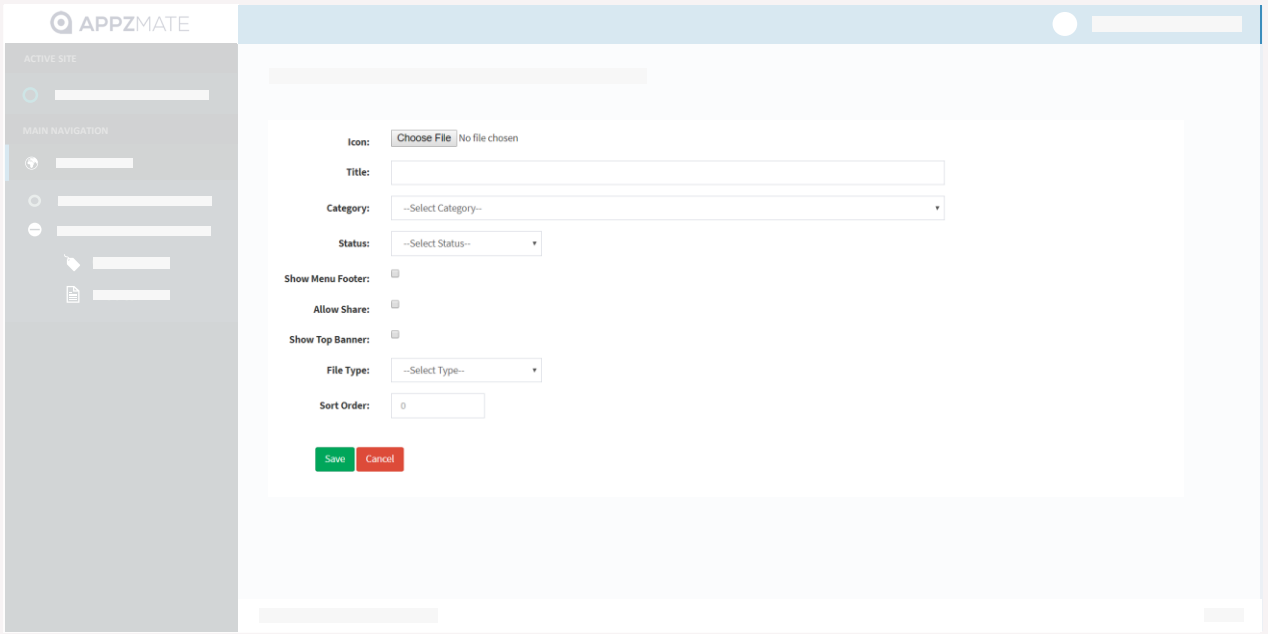
STEP 2

Click The **CREATE NEW ARTICLE BUTTON.**.

User will be redirected to the **NEW ARTICLE PAGE**

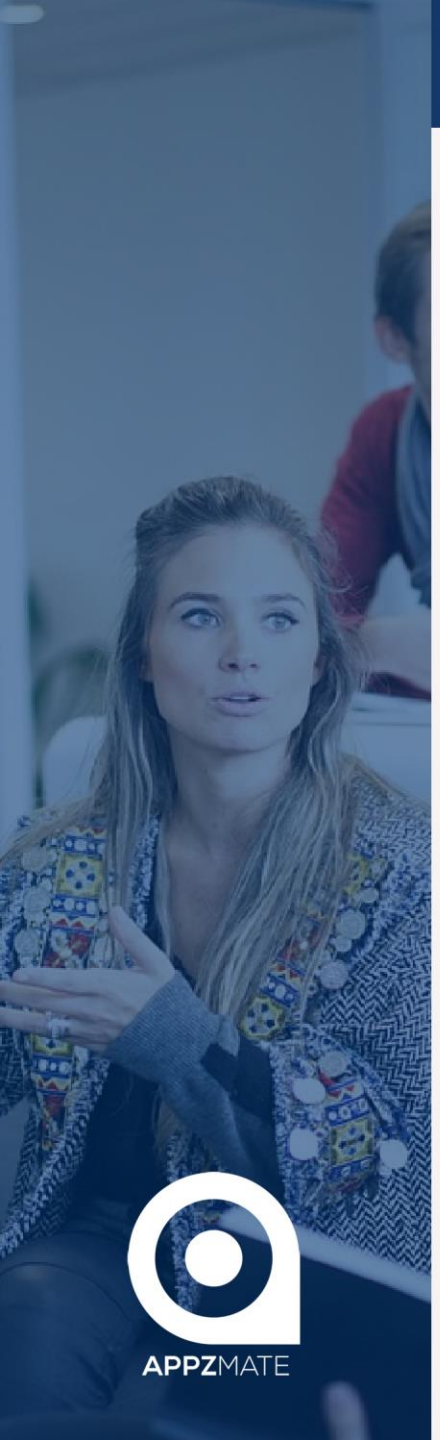
CREATING NEW ARTICLE | STEP 3



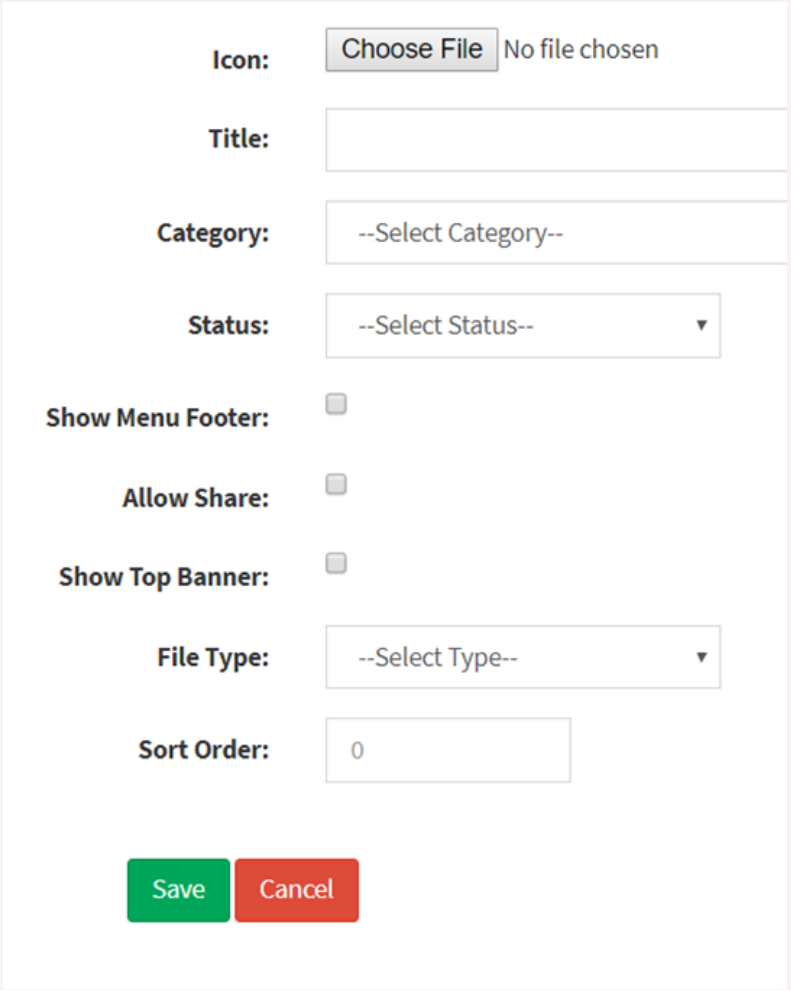


STEPS 3

Fill up the NEW ARTICLE FORM.

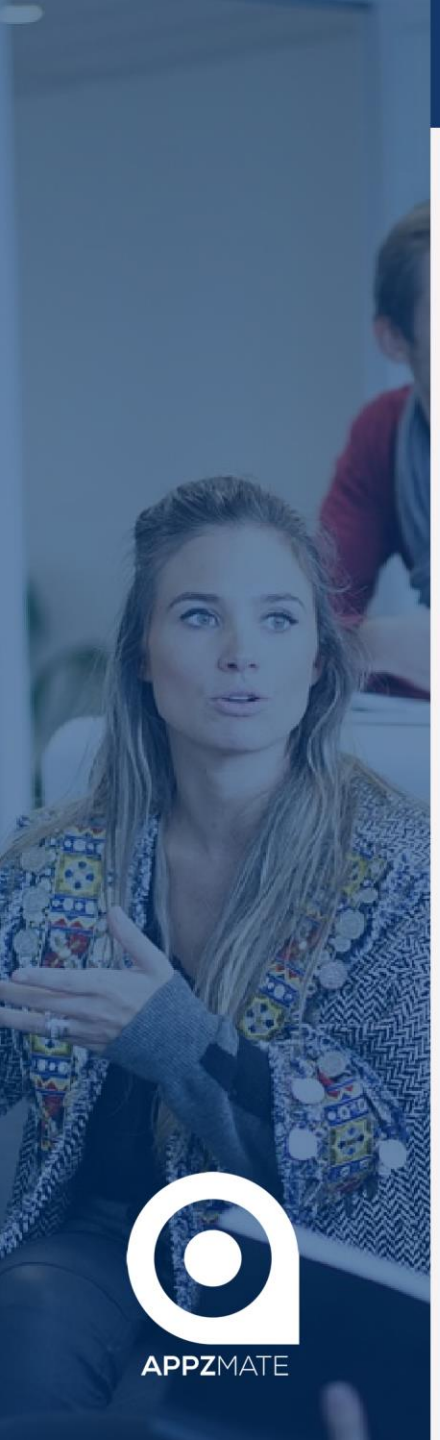


CREATING NEW ARTICLE | STEP 3

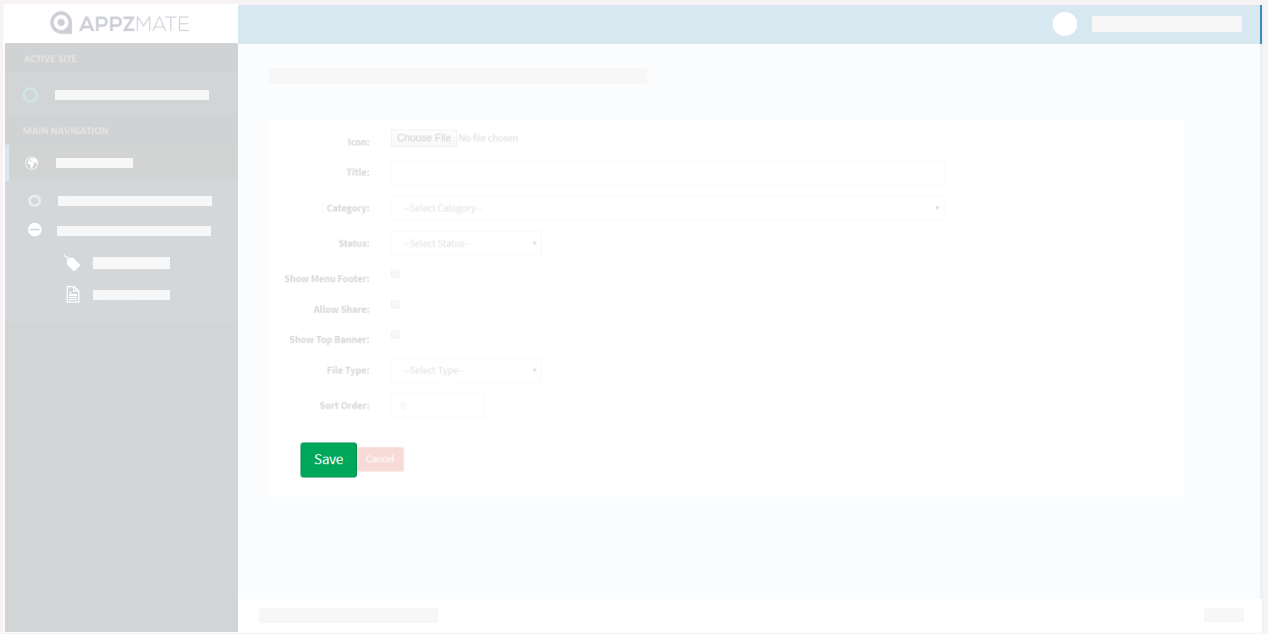


FORM DESCRIPTION

ICON	Upload Article Icon
TITLE	Article Name
CATEGORY	Location Where Article Will Be Grouped
STATUS	Article Status LIVE - Visible TEST - Not Visible On The App NEW – Not Visible On The App TURN OFF - Not Visible On The App
SHOW MENU FOOTER	Hide/Show Menu Footer In The Article Page
ALLOW SHARE	Used To Allow/Disable Users To Share The Articles
SHOW TOP BANNER	Hide/Show Top Banner In The Article Page
FILE TYPE	Used To Choose What File Type Will Be Uploaded.
SORT ORDER	Used To Order Articles In The App Inside The Category Or Sub Category.



CREATING NEW ARTICLE | STEP 4

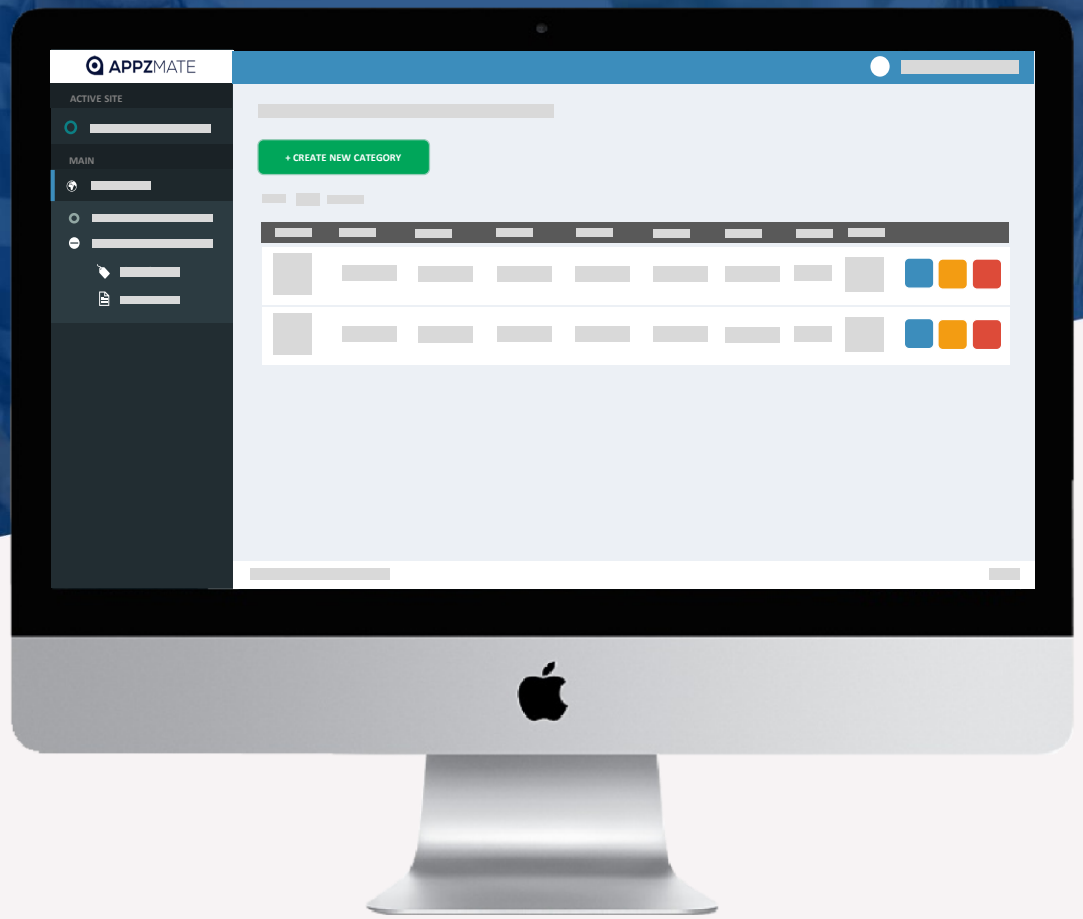


STEPS 4

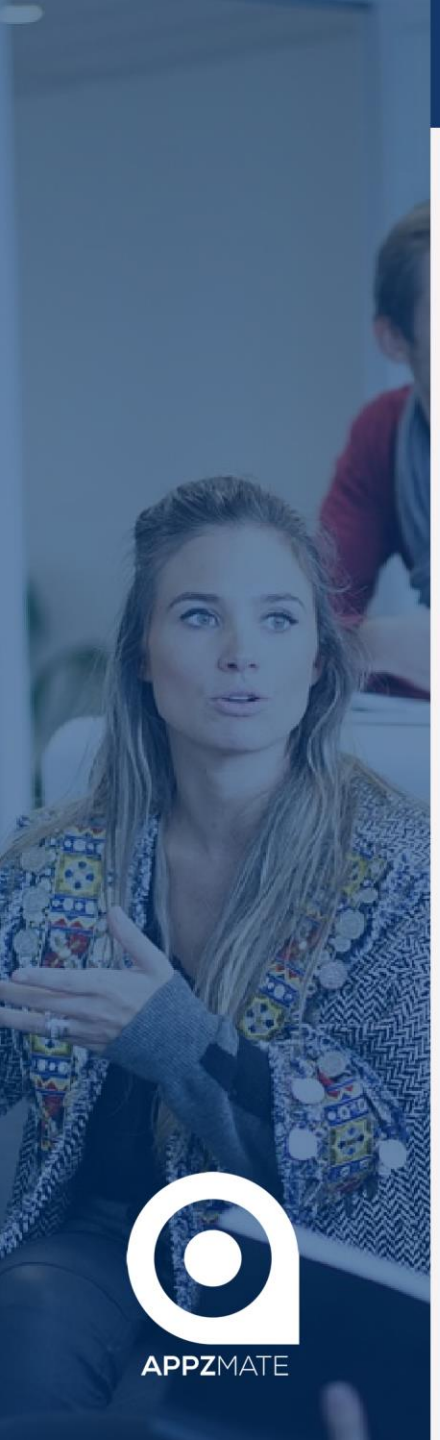
Click the **SAVE BUTTON.**

Article will be added to the Article table list and user will be redirected to Articles Pa

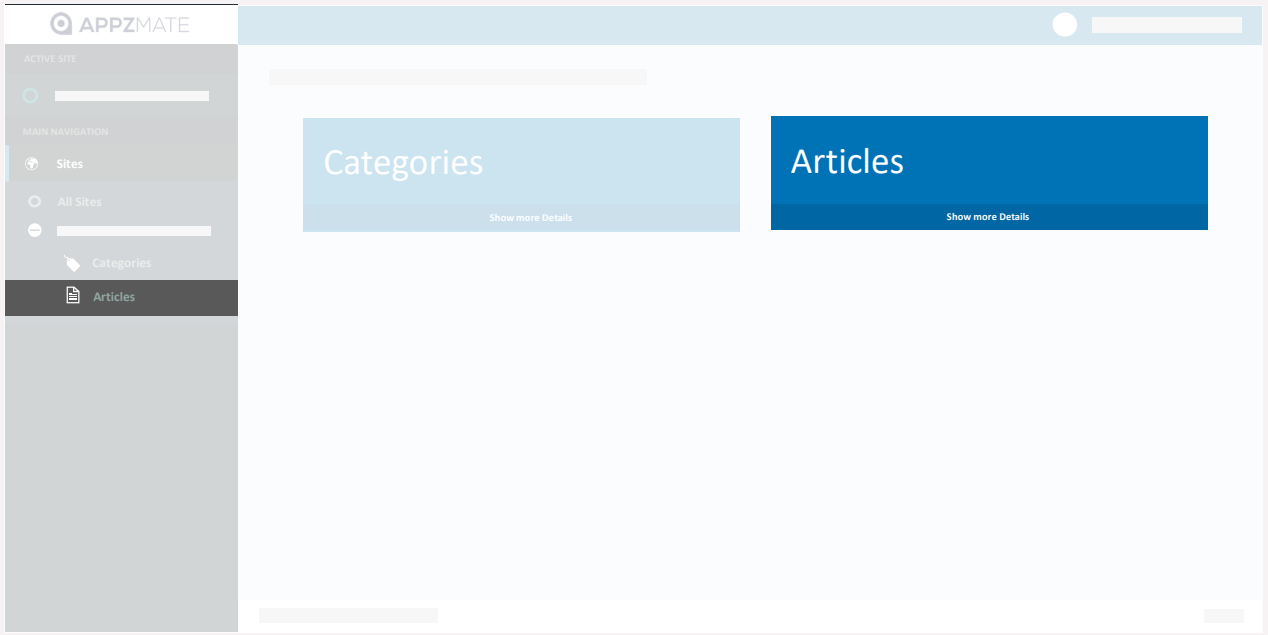
APPZMATE



EDITING ARTICLES



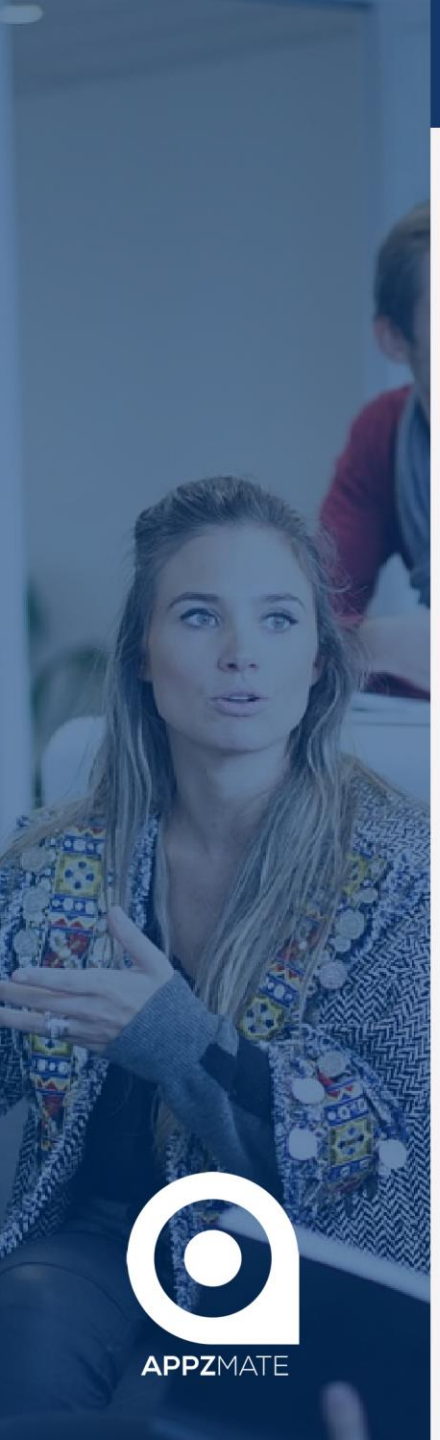
EDITING ARTICLE | STEP 1



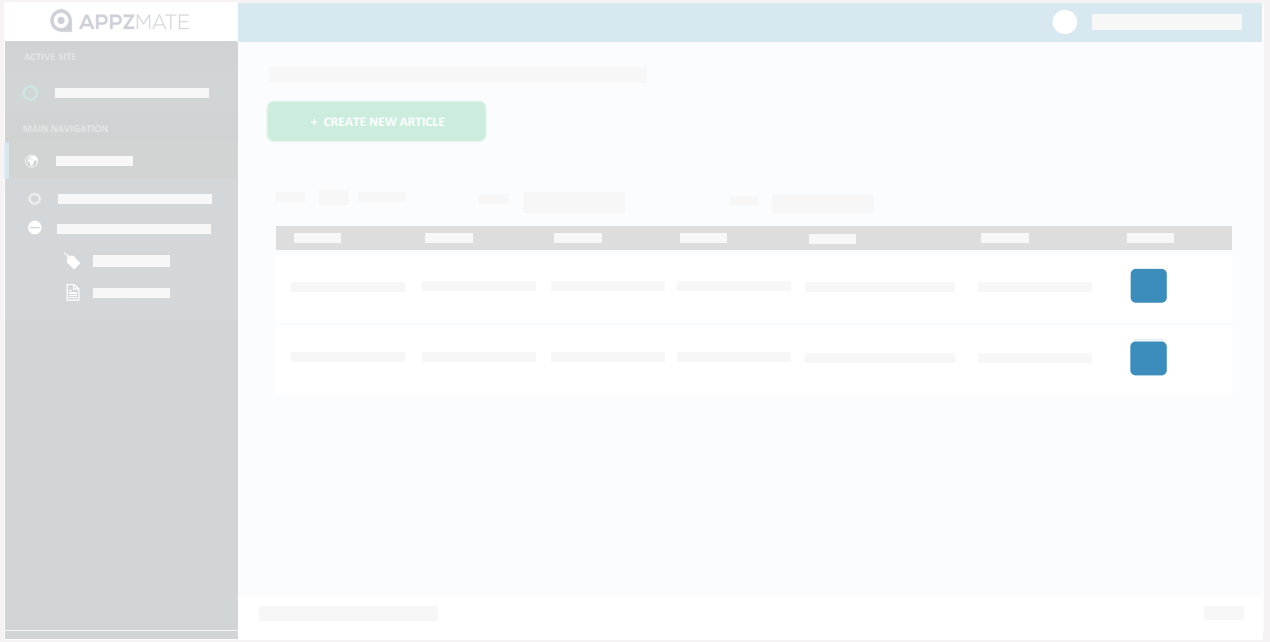
STEP 1

Click The **ARTICLES PANEL** or the **ARTICLES** in the left main navigation.

User will be redirected to the **ARTICLES PAGE**



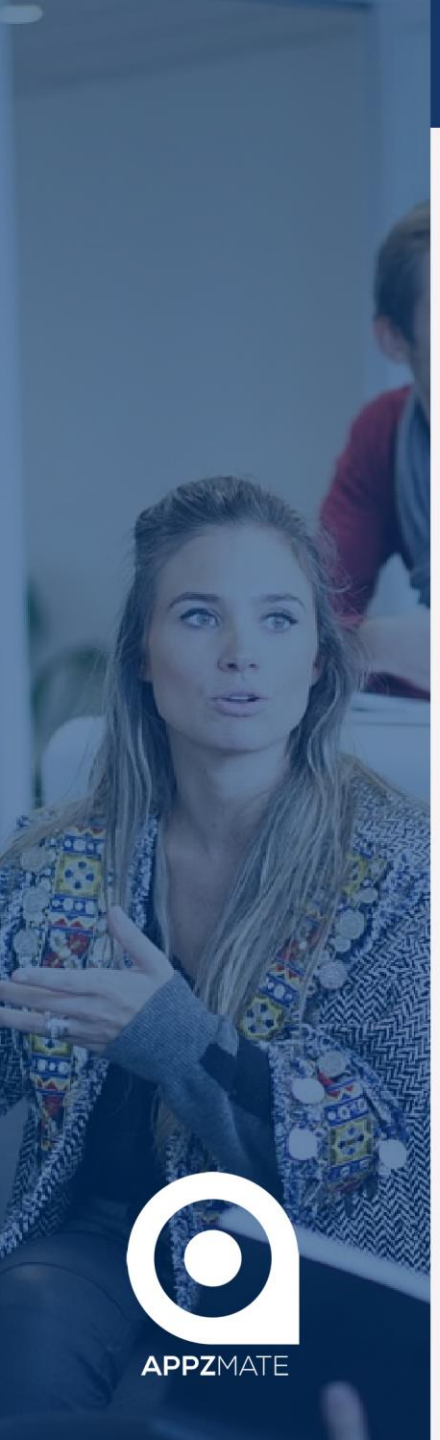
EDITING ARTICLE | STEP 2



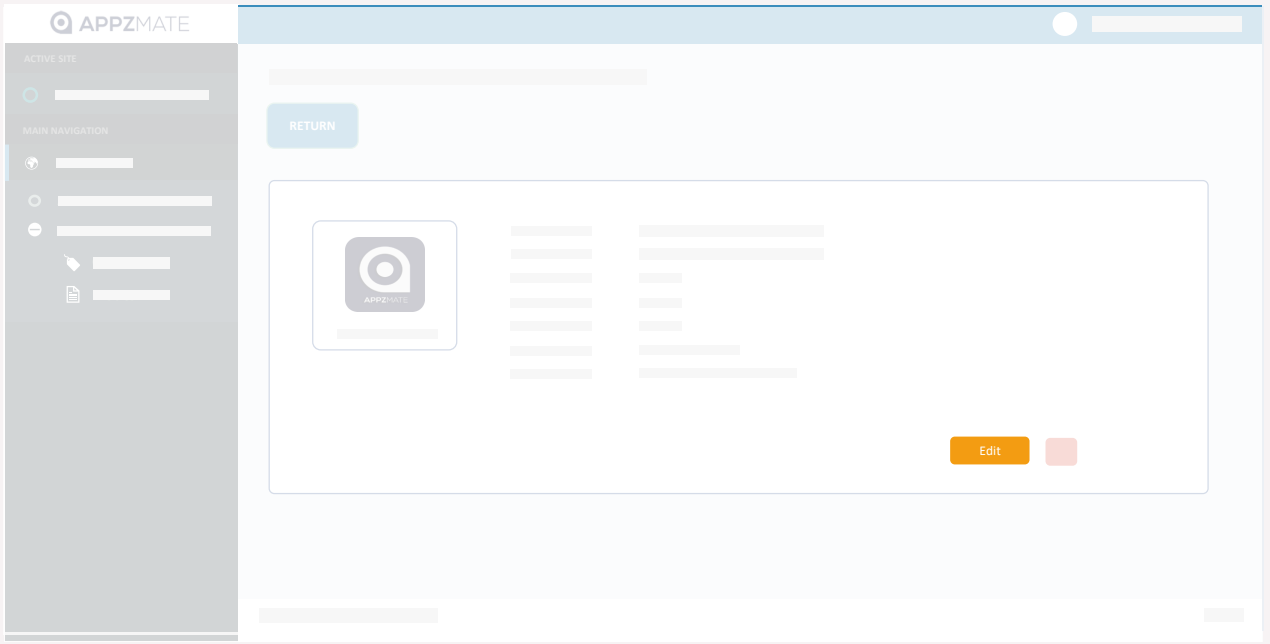
STEP 2

Click The **BLUE BUTTON.**.

User will be redirected to the **ARTICLE DETAILS PAGE**



EDITING ARTICLE | STEP 3

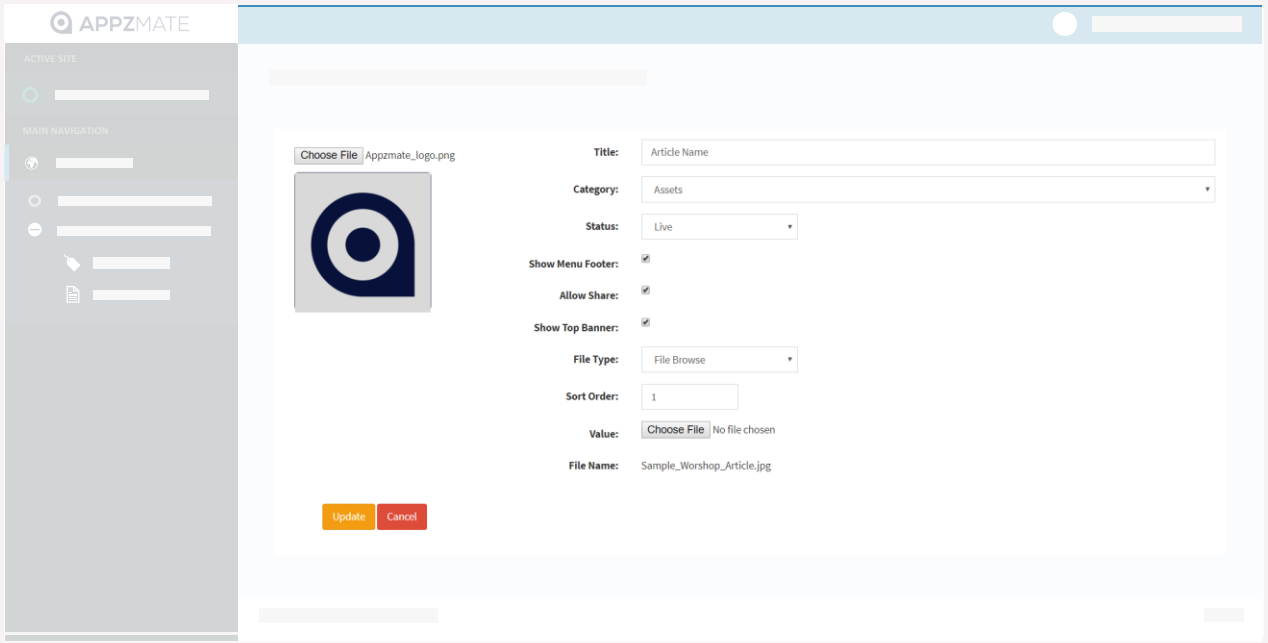


STEP 3

Click The **EDIT BUTTON.**.

User will be redirected to the **EDIT ARTICLE PAGE**

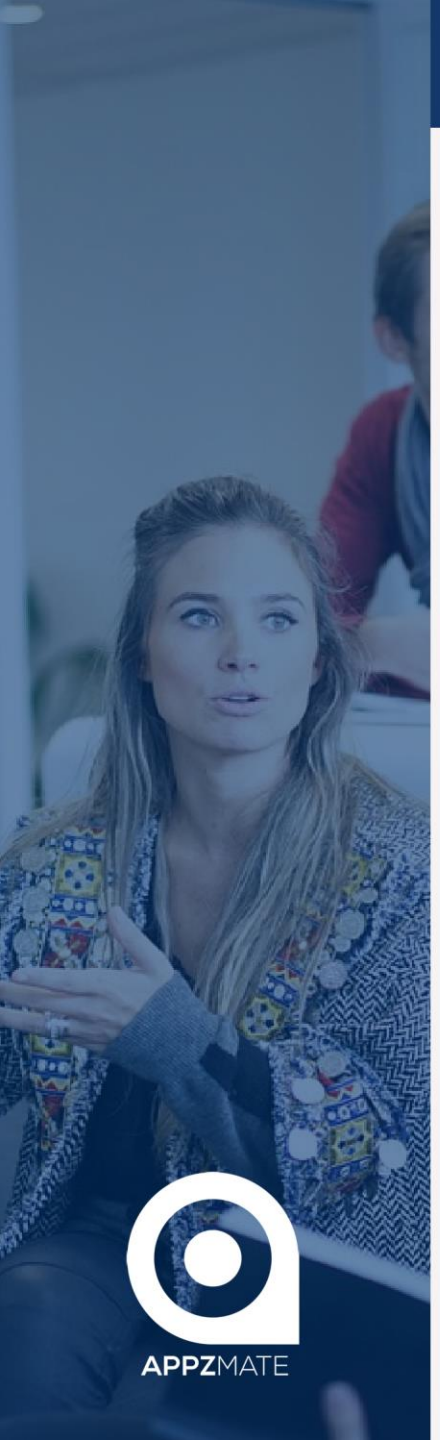
EDITING ARTICLE | STEP 4



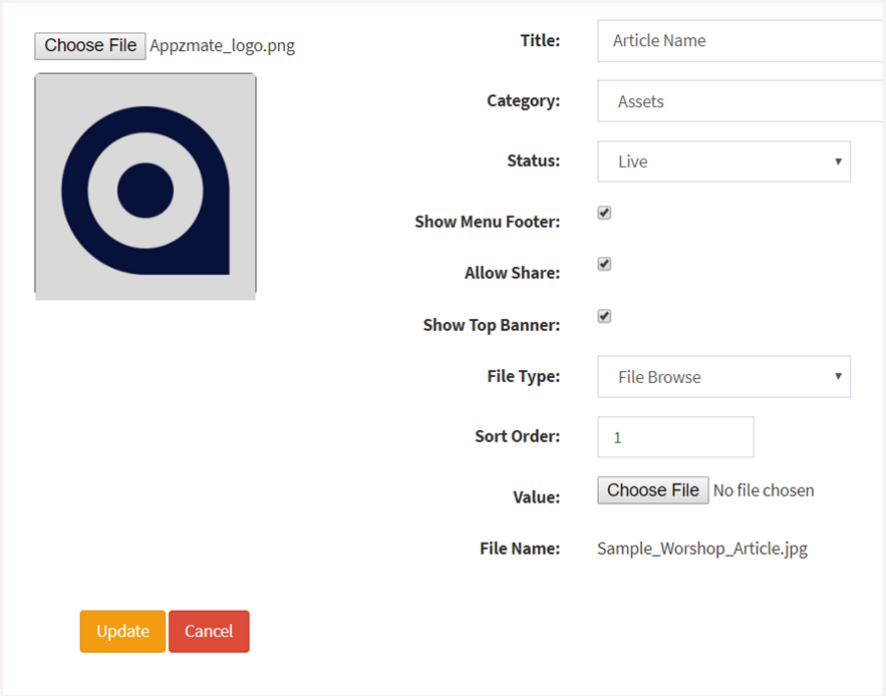
STEP 4

EDIT Article Details.

APPZMATE

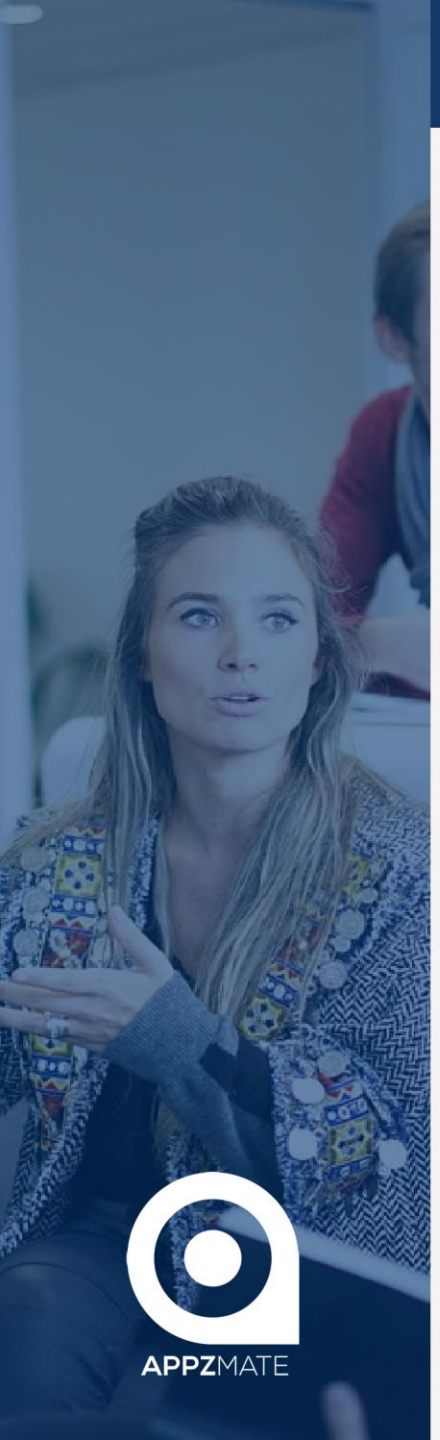


EDITING ARTICLE | STEP 4

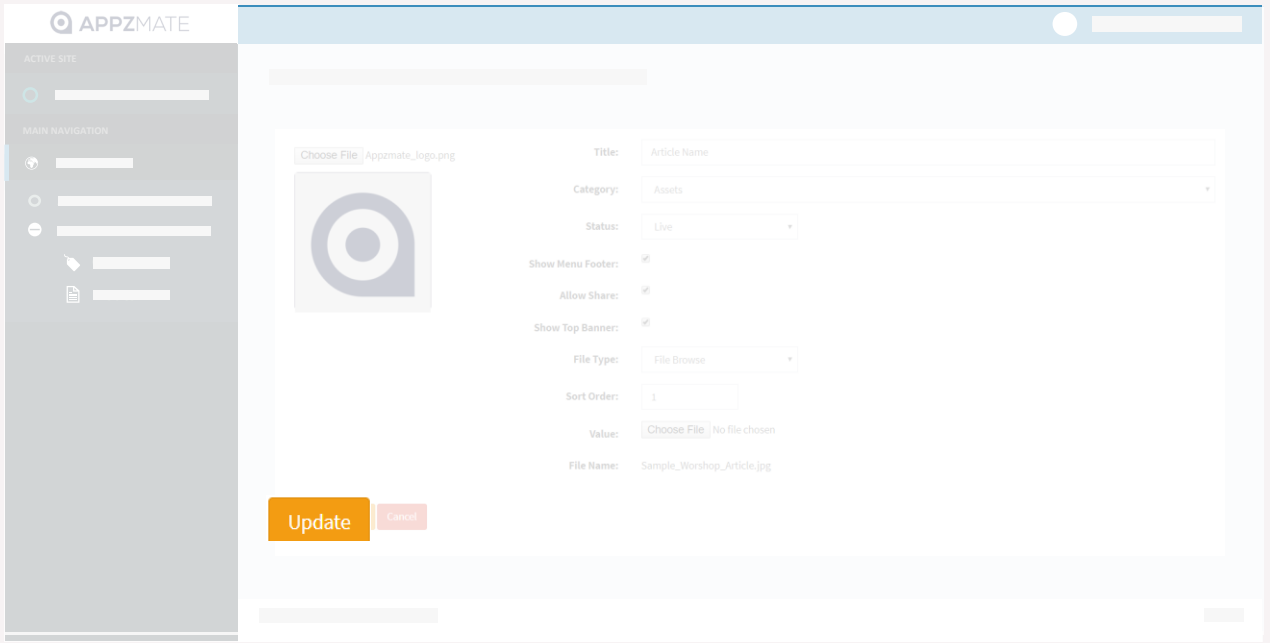


FORM DESCRIPTION

CHOOSE ICON	Upload Article Icon
TITLE	Article Name
CATEGORY	Location Where Article Will Be Grouped
STATUS	Article Status LIVE - Visible TEST - Not Visible On The App NEW – Not Visible On The App TURN OFF - Not Visible On The App
SHOW MENU FOOTER	Hide/Show Menu Footer In The Article Page
ALLOW SHARE	Used To Allow/Disable Users To Share The Articles
SHOW TOP BANNER	Hide/Show Top Banner In The Article Page
FILE TYPE	Used To Choose What File Type Will Be Uploaded.
SORT ORDER	Used To Order Articles In The App Inside The Category Or Sub Category. VALUE – used to change the file Uploaded. FILE NAME – name of existing article File



EDITING ARTICLE | STEP 5

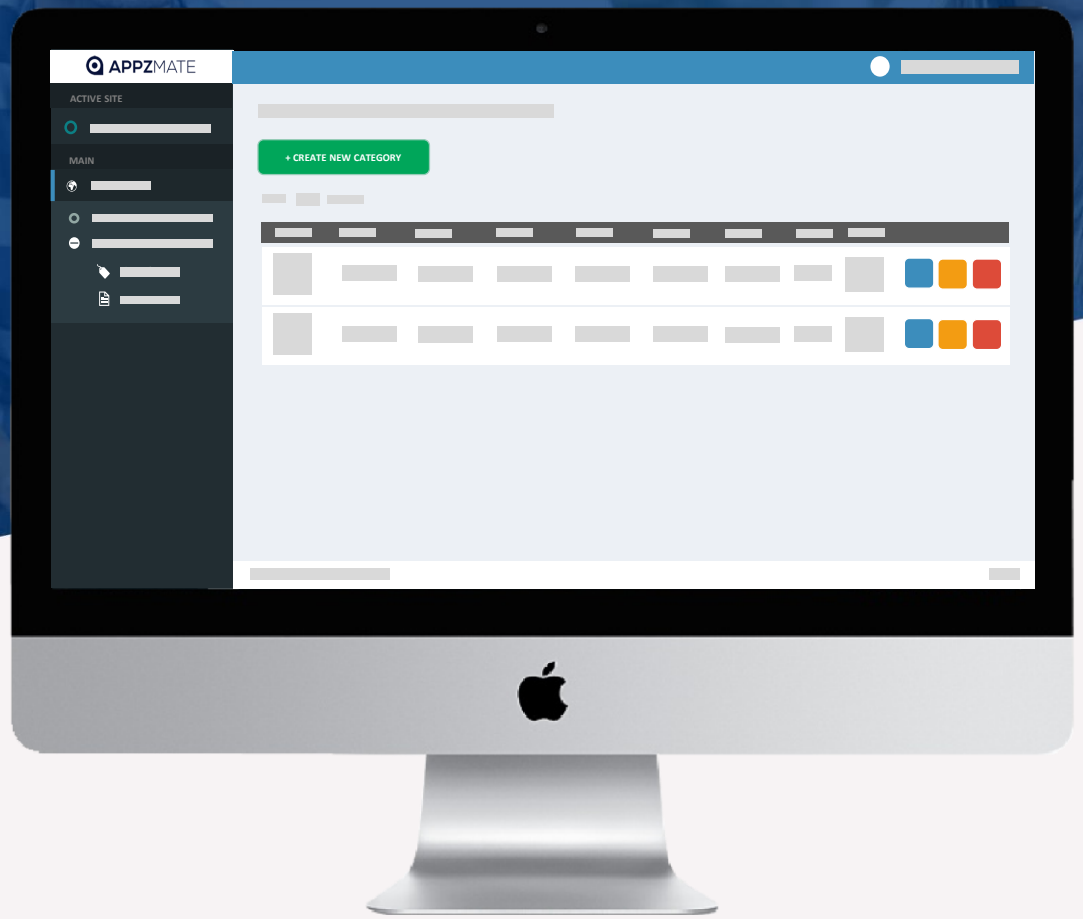


STEP 5

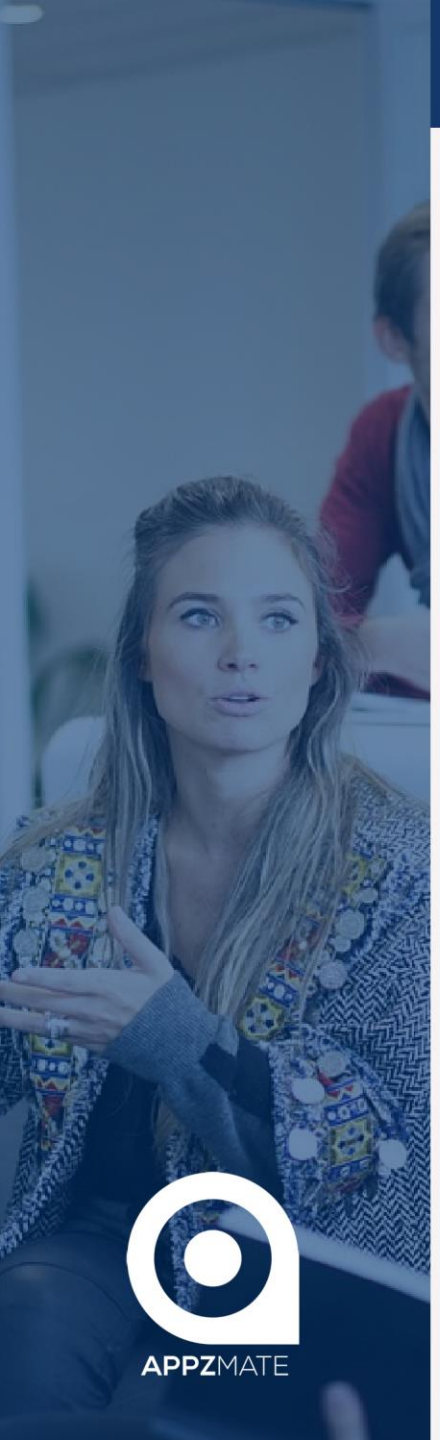
Click The **UPDATE BUTTON**.

Changes in the article will be updated and user will be redirected to the Articles page..

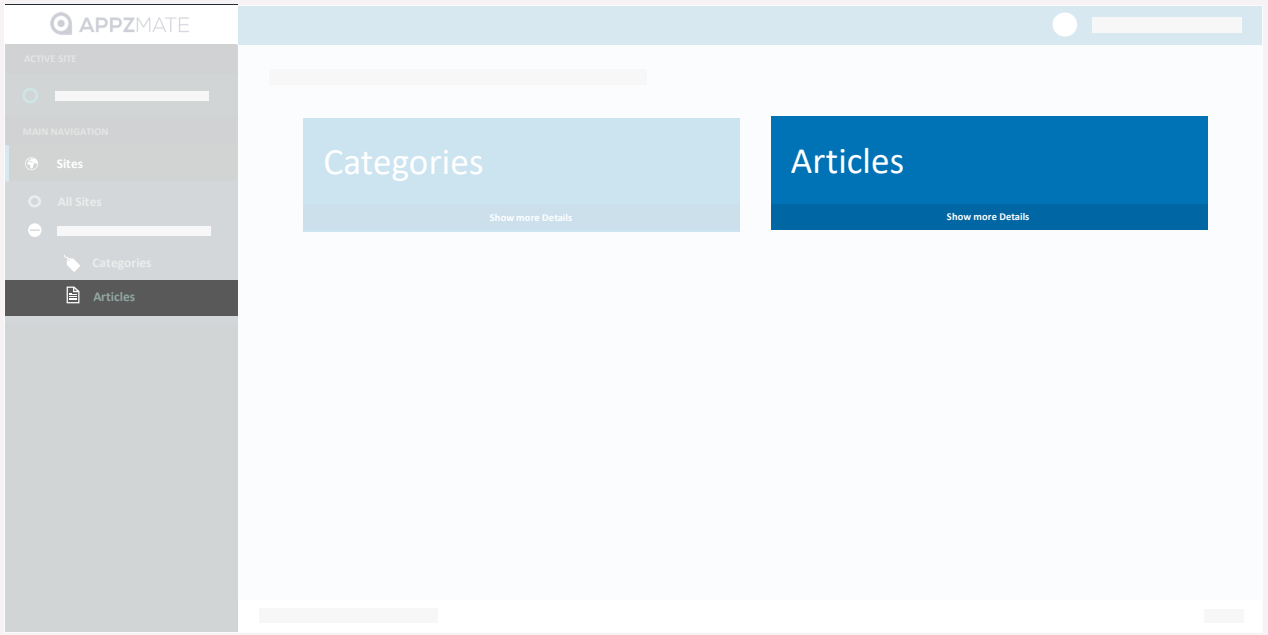
APPZMATE



DELETING ARTICLES



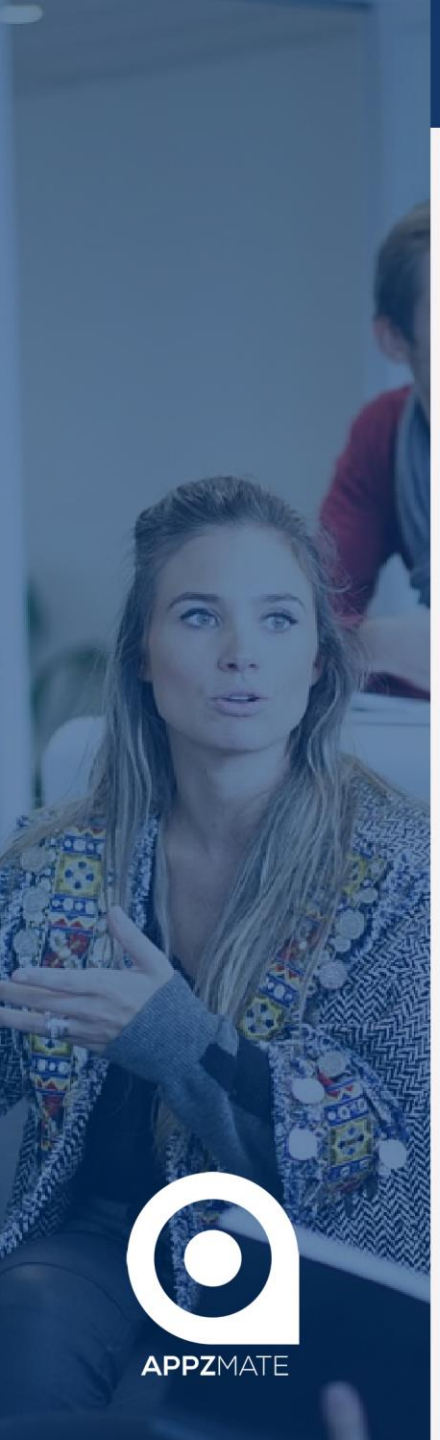
EDITING ARTICLE | STEP 1



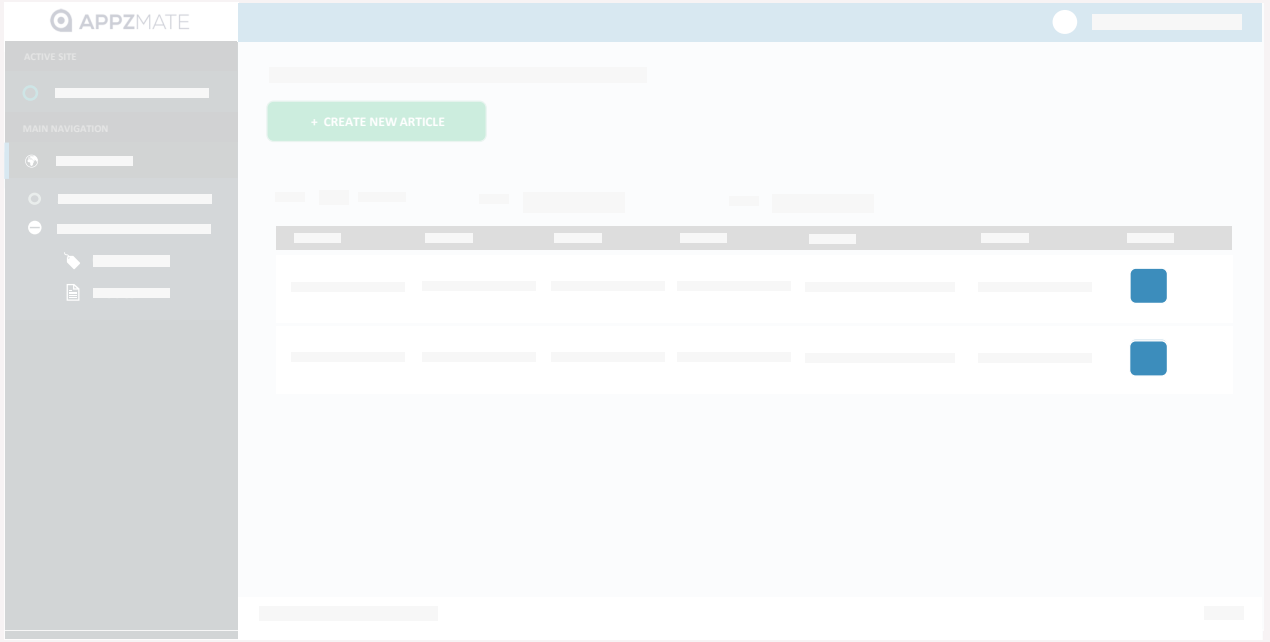
STEP 1

Click The **ARTICLES PANEL** or the **ARTICLES** in the left main navigation.

User will be redirected to the **ARTICLES PAGE**



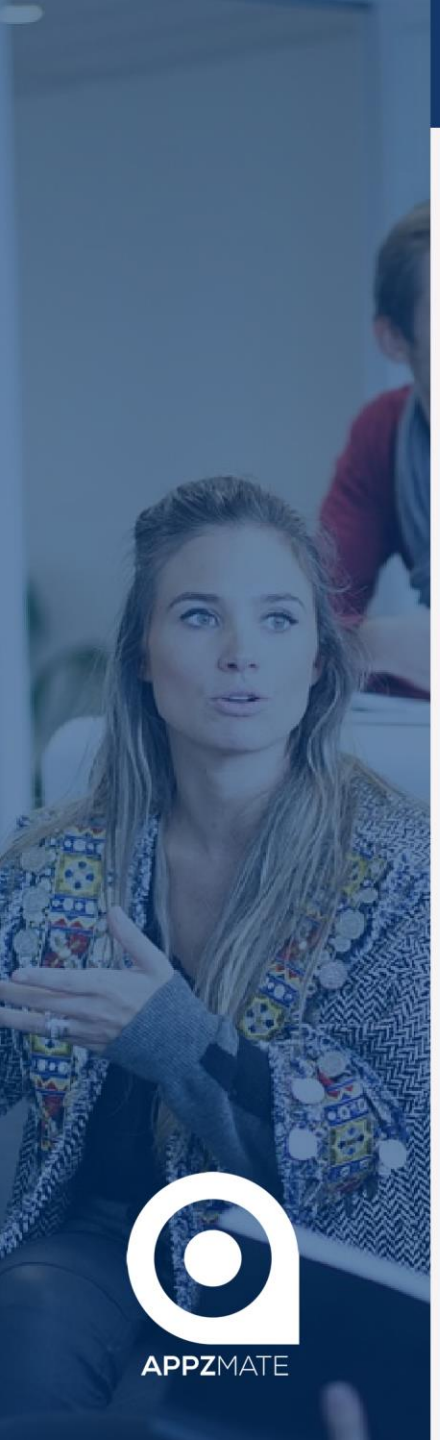
EDITING ARTICLE | STEP 2



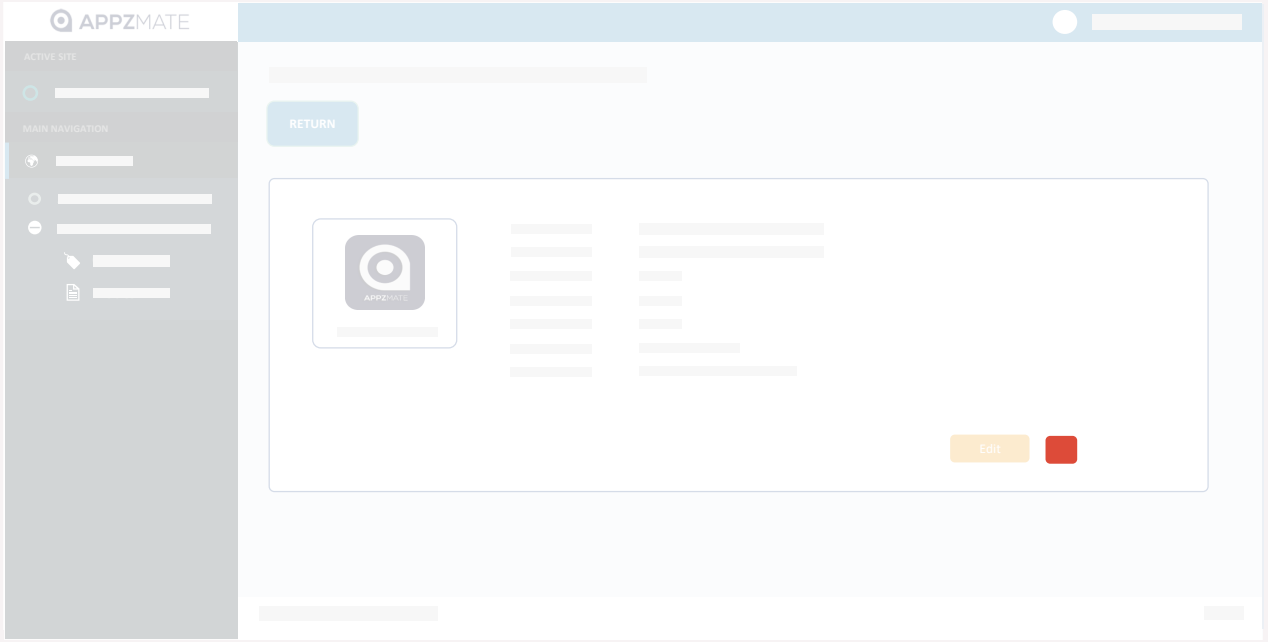
STEP 2

Click The **BLUE BUTTON.**.

User will be redirected to the **ARTICLE DETAILS PAGE**



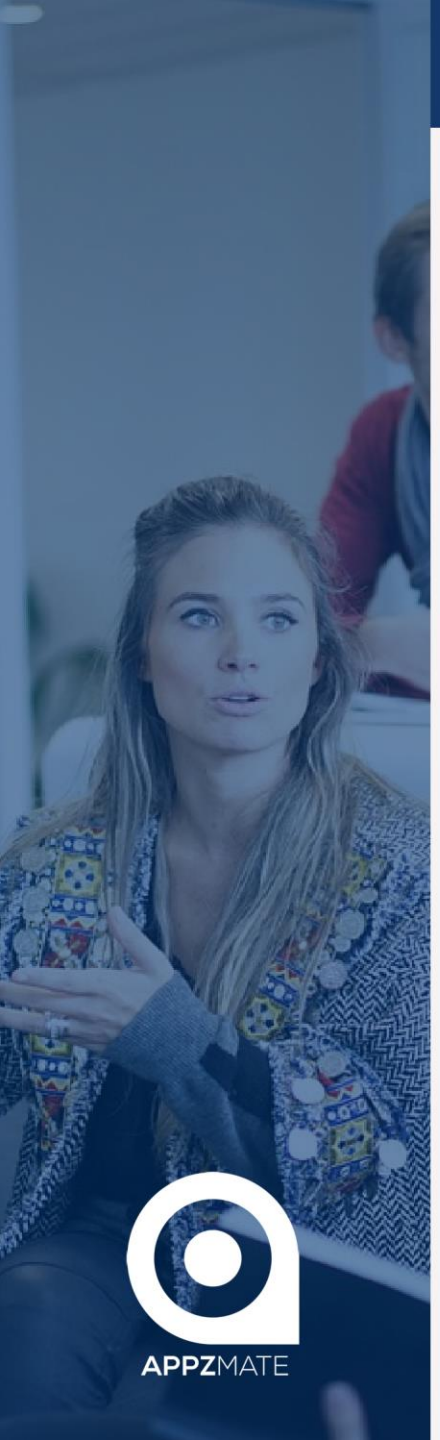
EDITING ARTICLE | STEP 3



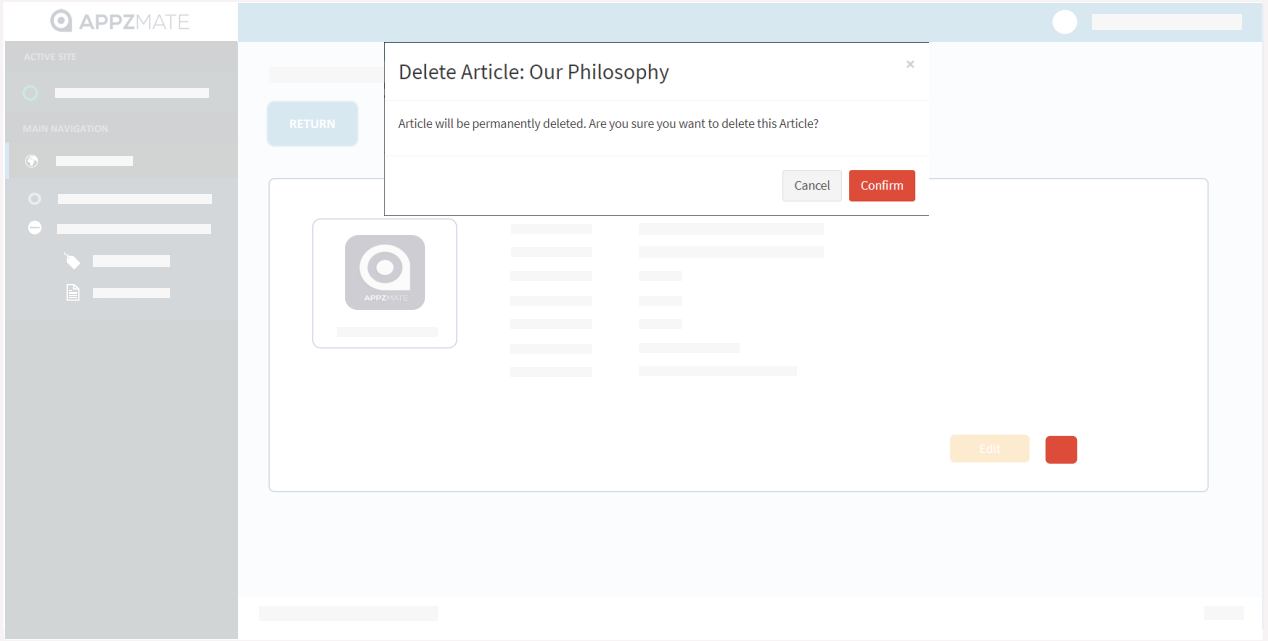
STEP 3

Click The **RED BUTTON.**.

A confirmation modal will appear in the Screen.



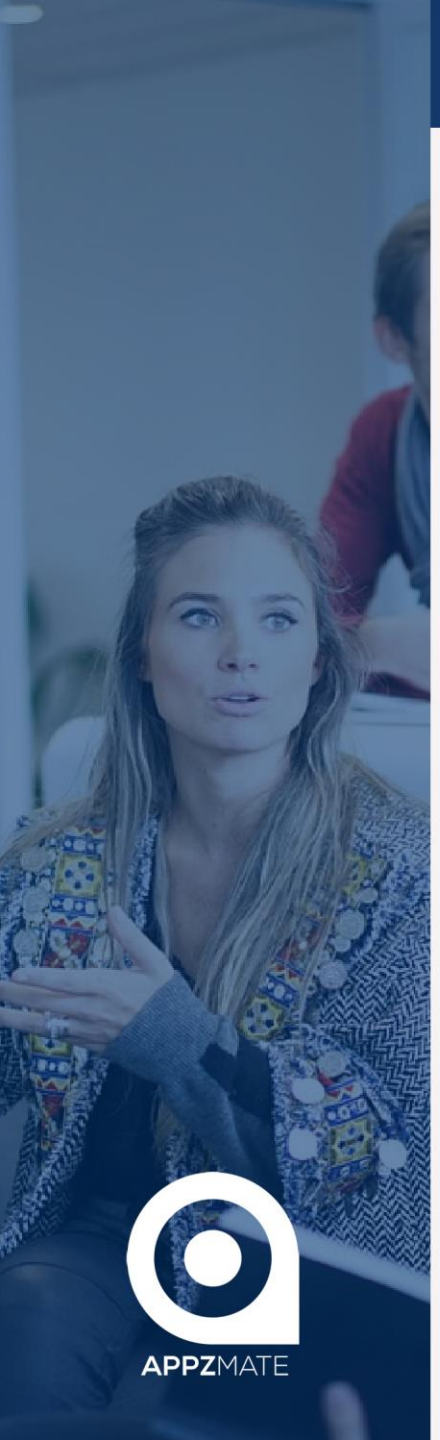
EDITING ARTICLE | STEP 3



STEP 3

Click The **CONFIRM BUTTON.**.

Article will be deleted and user will be redirected to the articles page..



The End

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