



Content Hub

User Manual

April 6, 2020

Version 1.0
Team Galvatron

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Revision History

Date	Version	Status	Prepared by	Comments
Apr 6, 2020	1.0	Final	Team Galvatron	Final submission

Overview

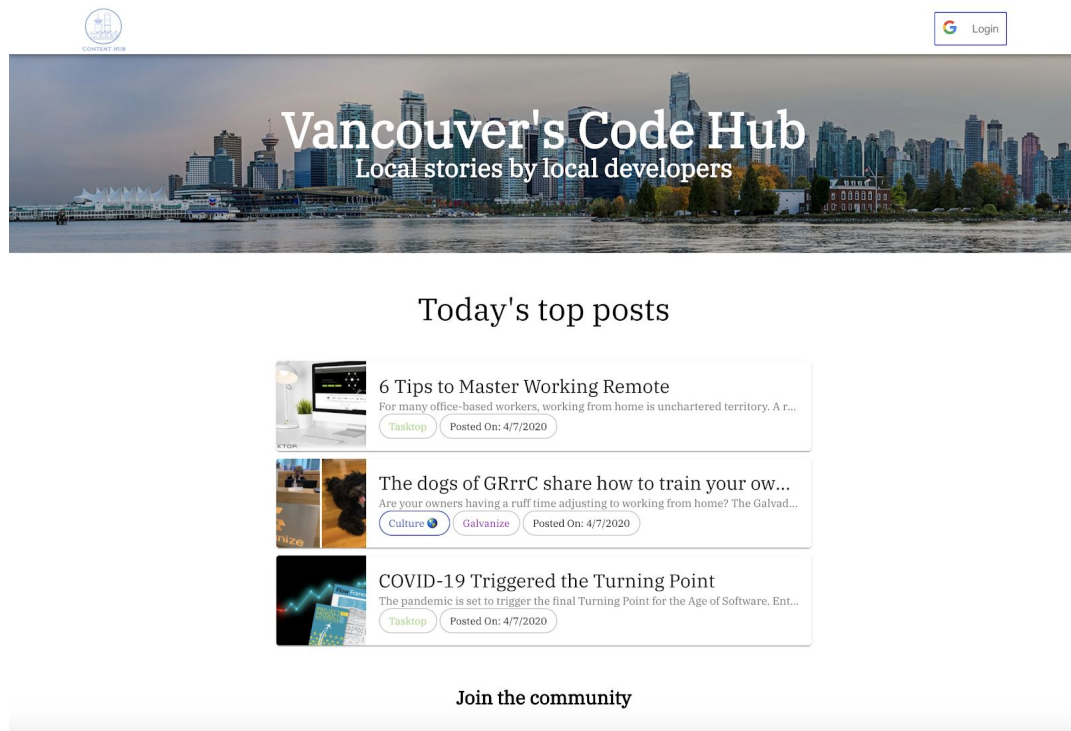
The Galvanize Content Hub is a platform that allows users to read content and submit content from local Vancouver software development companies. The site will have admins from contributing organizations monitoring content published to the site via an admin approval system. The main interface of the website will contain a portal to access linked articles. Any individual will be able to create an account and submit content to the site subject to admin approval.

Authorized Use Permission

The Galvanize Content Aggregator is available to the general public. Users do not need to register to our platform. Instead, we accept login with Google OAuth 2.0.. There are 3 roles in our platform. Roles are as follows - user, approver and admin. A user can only update their profile, read published posts and post new content. An approver has user authorization, as well as the authority to approve unpublished posts. An admin has user and approver authorization, and they have edit and delete categories, companies, settings, posts, blog streams and users..

System Features

1. Coverpage

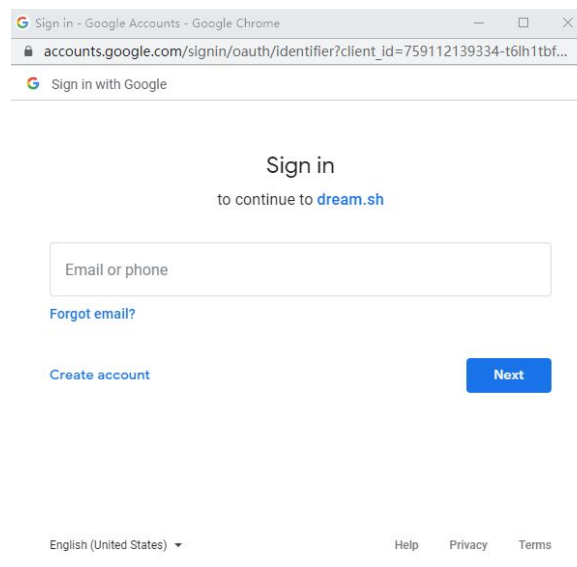


2. Login

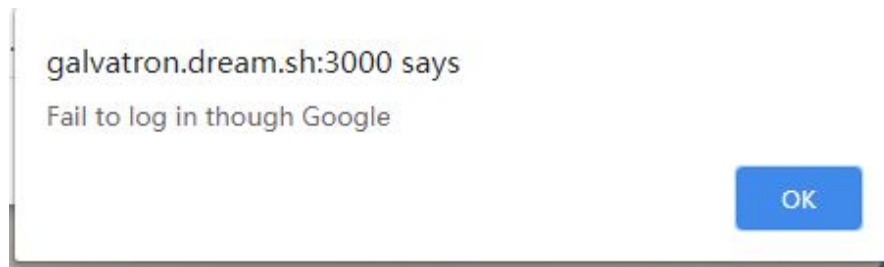
- Login via the login button on the top right of the Nav bar



- Google login popup displays as shown below



c. If login fails, alert displays as follows



d. If login succeeds, redirects to the home page (see next)

3. Home Page

The screenshot shows the home page of a web application. At the top left is a circular logo with a star and the text "CONTENT AGGREGATOR". To the right are three icons: a person, a hamburger menu, and a share icon. Below the header is a large banner image of a city skyline at dusk with the text "Latest News" overlaid in white. Under the banner is a search bar with a magnifying glass icon and the word "Search". To the right of the search bar is a RSS icon. Below the search bar are two dropdown menus labeled "Filter by Category" and "Filter by Company", followed by a button with a plus sign and the text "NEW CONTENT". The main content area is a list of articles, each with a thumbnail image, a title, a short description, and a category tag. The articles are: "6 Tips to Master Working Remote" (Tasktop, 4/7/2020), "The dogs of GRrrC share how to train your owners" (Culture, Galvanize, 4/7/2020), "COVID-19 Triggered the Turning Point" (Tasktop, 4/7/2020), "Announcing the Flow Framework™ Catalyst" (Visier, 2/17/2020), "How to Make Data Meaningful During a Crisis" (Visier, 2/16/2020), "How the Gig Economy Will Impact HR in 2020 and Beyond" (Visier, 2/15/2020), "5 Workforce Questions that Put Your People First" (Culture, Visier, 2/14/2020), and "Why Its Time to Add Organizational Network Analysis to Your Strategy" (Culture, Visier, 2/13/2020). At the bottom right of the article list is a pagination bar with the numbers 1, 2, 3, 4, 5, and a right arrow. The number 1 is highlighted in a blue box. At the very bottom is a grey footer bar with the text "Contact Us at help@contentaggregator.com".


a. Read Blog

i. Click on blog picture or title

Filter by Category

Filter by Company

+ NEW CONTENT




6 Tips to Master Working Remote

For many office-based workers, working from home is uncharted territory. A remote-working stalwart shares their top tips to mitigate the disruption.

News

Tasktop

Posted On: 4/7/2020



Developing Reusable Components for iOS


Save time developing and testing your apps by writing reusable code. iOS streamlines the process for you with Frameworks built right into Xcode. Framework

Development

Hootsuite

Posted On: 2/18/2020


ii. Redirects to blog post on a new tab



FacebookTwitterLinkedInRSS

Tasktop Blog

All PostsAgileDevOpsValue StreamProject to ProductEngineeringToolsTasktop News



b. Search Blog

i. Enter keyword (e.g. Galvanize) on search box

 Search


ii. Automatically retrieves all content with relevant title

Galvanize

Filter by Category

Filter by Company

+ NEW CONTENT




Galvanize Named One of Canadas Best Managed Companies for Second Consecutive Year

Galvanize, the global leader in SaaS GRC software, has been awarded the Canada's Best Managed Companies designation for the second year in a row.

News

Galvanize

Posted On: 2/2/2020




Galvanize expands business in Australia

Galvanize has announced a significant expansion of its operations and strategic initiatives with the opening of a new regional headquarters in Sydney.

News

Galvanize

Posted On: 1/29/2020



Galvanize Named One of BCs Top Employers for Seventh Consecutive Year

The award is given in recognition of Galvanize's commitment to providing an exceptional work environment and employee-first culture.

Culture

Galvanize

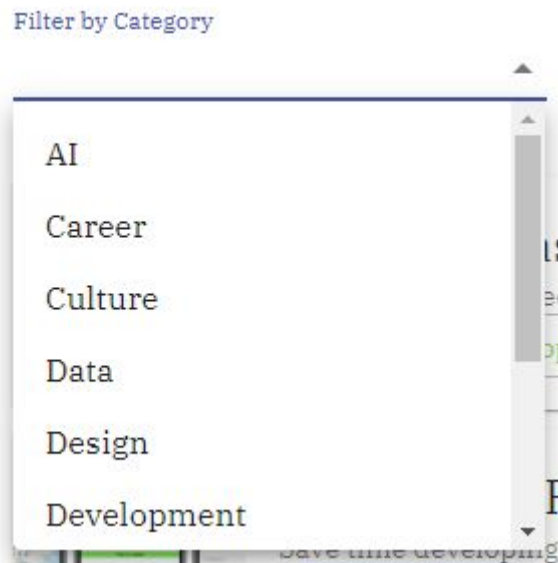
Posted On: 1/24/2020

c. Filter based on category

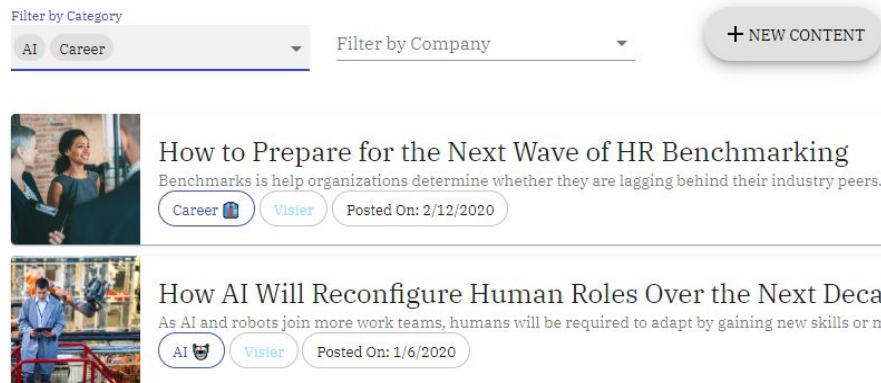
- i. Click “Filter by Category” box



- ii. Display drop-down menu



- iii. Select 1 or more categories and all content of selected category automatically displays



- d. Filter based on company

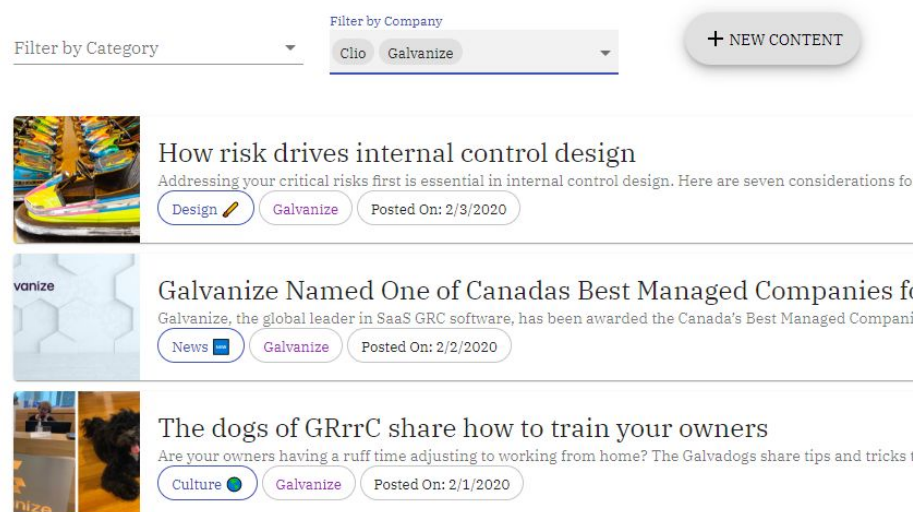
- i. Click “Filter by Company” box



ii. Display drop-down menu

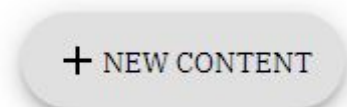


iii. Select 1 or more elements and all content of selected company automatically displays

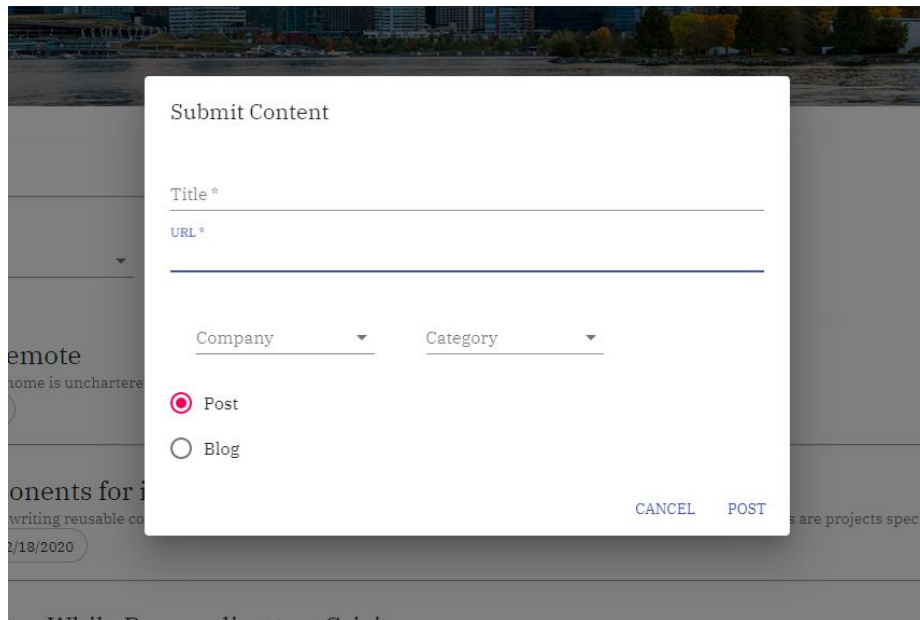


e. Submit content

i. Click “+ NEW CONTENT” button



- ii. Submit Content table is displayed as shown



Submit Content

Title *

URL *

Company Category

☒ Post

☐ Blog

CANCEL POST

- iii. Field title is required, otherwise error is displayed as shown

galvatron.dream.sh:3000 says

Error: Invalid website url

OK

- iv. URL must be valid, otherwise error is displayed as shown

galvatron.dream.sh:3000 says

Error: Invalid website url

OK

- v. Click Post and display “Posted successfully”

The screenshot shows a web application interface. At the top, a notification box displays the message: "galvatron.dream.sh:3000 says Submitted successfully!" with an "OK" button. Below this, a "Submit Content" form is visible. The form has a title field with the text "The dogs of GRrrC share how to train your owners", a URL field with the text "https://www.wegalvanize.com/culture/how-to-train-your-owners/", and two dropdown menus for "Company" (set to "Galvanize") and "Category" (set to "News"). At the bottom of the form, there are two radio buttons: "Post" (which is selected) and "Blog". To the right of the form are "CANCEL" and "POST" buttons. The background of the page shows a city skyline and the text "Latest News".

- vi. Submitted post will be found under approvals page and pending for approval (when logged in as an admin or approver)


Title	Company	Category	Elog_Stream	Approvers	Approvals_Needed	Actions
The dogs of GRrrC share how to train your owners	Galvanize	News	false		2	✓ ✎ 🗑



4. Profile page

- a. Click the profile icon on the navbar



b. Display profile page as follow





Name: Pengwei Zhou

Email: Pengweizhou6@gmail.com

Role: ADMIN

Registered On: 1/6/2020

Company: None ▾

Subscription: None ▾

c. Click company and display drop-down menu

Name: Pengwei Zhou

Email: Pengweizhou6@gmail.com

Role: ADMIN

Registered On: 1/6/2020

Company:

None

Subscription:

Clio

d. After selecting a company, profile will be updated

Name: Pengwei Zhou

Email: Pengweizhou6@gmail.com

Role: ADMIN

Registered On: 1/6/2020

Company: Galvanize ▾

Subscription: None ▾

- e. Click subscription and display drop-down menu

Name:	Pengwei Zhou
Email:	Pengweizhou6@gmail.com
Role:	ADMIN
Registered On:	1/6/2020
Company:	Galvanize ▾
Subscription:	<div>None Daily Weekly</div>

- f. Select 1 option and subscription will be updated

Name:	Pengwei Zhou
Email:	Pengweizhou6@gmail.com
Role:	ADMIN
Registered On:	1/6/2020
Company:	Galvanize ▾
Subscription:	Daily ▾

5. Administrative Menus

The administrative menus are not accessible for users. It is only accessible by approvers and admins.

- a. Menu view with an user (no menus)















- b. Menu view with an approver (has access to Approvals panel)



- c. Menu view with an admin (full access)



6. Posts Panel

Posts				
Search				
Title	Company	Category	Date_Posted	Actions
Developing Reusable Components for iOS	Hootsuite	Development	2/18/2020	 
Key People Metrics to Monitor While Responding to a Crisis	Visier		2/17/2020	 
How to Make Data Meaningful During a Crisis	Visier		2/16/2020	 
How the Gig Economy Will Impact HR in 2020 and Beyond	Visier		2/18/2020	 
5 Workforce Questions that Put Your People First	Visier	Culture	2/14/2020	 
Why Its Time to Add Organizational Network Analysis to Your Strategy	Visier	Culture	2/13/2020	 

a. Search post

- Click the search bar and type in post

- Posts matching search display



Posts				
Search dog				
Title	Company	Category	Date_Posted	Actions
The dogs of GRrrC share how to train your owners	Galvanize	Culture	2/1/2020	 

b. Edit post

- Click on edit button of the post to edit




- Display of edit mode

Title	Company	Category	Date_Posted	Actions	
Developing Reusable Comp	Hootsuite	Development	2/18/2020		
Key People Metrics to Monitor					

- Admin can edit title, company and category

Title	Company	Category	Date_Posted	Actions	
Developing Reusable Comp	Other	Design	2/18/2020		

- Click the check mark to save change

Title	Company	Category	Date_Posted	Actions	
Developing Reusable Comp	Other	Design	2/18/2020		
Key People Metrics to Monitor					

- Click the X to cancel changes

Title	Company	Category	Date_Posted	Actions
Developing Reusable Compc	Other ▾	Design ▾	2/18/2020	✓ ✕
Key People Metrics to Monitor				Cancel

c. Delete posts

- i. click delete button of the post to delete



- ii. Display delete warning

Are you sure you want to delete this Post? ✓ ✕

- iii. Click check to confirm delete and content is deleted

Title	Company	Category	Date_Posted	Actions
Are you sure you want to delete this Post?				✓ ✕
Key People Metrics to Monitor	Visier	News	2/17/2020	Save

7. Blogs Panel

Blogs				Search
Blog Stream	Company	Category	Actions	
Visier Blog Stream	Visier		✎ ✕	
Tasktop Blog Stream	Tasktop		✎ ✕	
Galvanize Blog Stream	Galvanize		✎ ✕	

a. Search blog stream

- i. Click the search bar and type in the blog stream

- ii. Blog streams matching search display

Blogs				Search Visi
Blog Stream	Company	Category	Actions	
Visier Blog Stream	Visier		✎ ✕	

b. Edit blog stream

- i. Click the edit button on the row of the blog stream to edit



- ii. Edit mode is displayed. Blog stream title, company and category are modifiable

Blog Stream	Company	Category	Actions	
Visier Blog Stream	Visier ▾	▾	✓	✕

- iii. Make changes and click check mark to save changes



- iv. Click X to discard changes



c. Delete blog stream

- i. Click the delete icon in the row of the blog stream to delete



- ii. Confirmation of deletion message shows

Blog Stream	Company	Category	Actions	
Are you sure you want to delete this Blog?			✓	✕


- iii. Make changes and click check mark to delete






- iv. Click X to cancel




8. Approvals Panel
















CONTENT HUB



Approvals

 Search



Title	Company	Category	Blog_Stream	Approvers	Approvals_Needed	Actions
Amazon's COVID-19 blog: daily updates on how we're responding to the crisis		News	false	Pengwei Zhou	3	<div><div></div><div></div><div></div></div>
Clio Blog Stream	Clio		true	Pengwei Zhou	1	<div><div></div><div></div><div></div></div>
HootSuite Blog Stream	Hootsuite		true	Tony Kong	1	<div><div></div><div></div><div></div></div>
Handling asynchronous errors in Scala at Hootsuite	Hootsuite	Development	false	Katie Stewart	3	<div><div></div><div></div><div></div></div>

a. Search for a post to approve

- i. Click the search bar and type in the post name to search



ii. Posts matching search display

Approvals							Q how we double X	
Title	Company	Category	Blog_Stream	Approvers	Approvals_Needed	Actions		
How we doubled the representation of women in Engineering at Clio	Clio	Diversity	false	Eva Brown	3	✓ ✎ 🗑		

b. Approve a post

- i. Click check mark corresponding to post to approve (each admin/approver can only approve each post once)

1. If user has already approved the content, checkmark will be greyed out

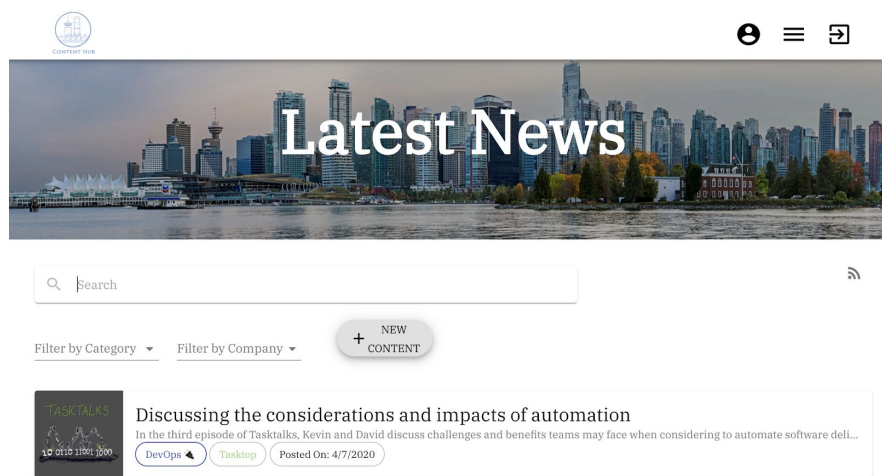
How we doubled the representation of women in Engineering at Clio	Clio	Diversity	false	Vickie Yen, Eva Brown	2	✓ ✎ 🗑
Discussing the considerations and impacts of automation	Tasktop	DevOps	false	Alan Wu	1	✓ ✎ 🗑

2. Approve a post that only required 1 more approval. If a post gains enough approvals it becomes published and is removed from the approvals panel.

Discussing the considerations and impacts of automation	Tasktop	DevOps	false	Alan Wu	1	✓ ✎ 🗑
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Approve this Post

3. Published post will be displayed on the home page



c. Edit an approval

- i. Click the edit button on the row of the approval to edit



- ii. Edit mode is displayed. Post to approve title, company and category are modifiable

Handling asynchro: Hootsuite Development false Katie Stewart 3 ✓ ✕

- iii. Make changes and click check mark to save changes



- iv. Click X to discard changes



- d. Delete an approval post

- i. Click the delete icon in the row of the approval post to delete



- ii. Confirmation of deletion message shows

Are you sure you want to delete this unpublished content? ✓ ✕

Chaharissa Namad o

























- iii. Make changes and click check mark to delete



- iv. Click X to cancel



9. Users

Users						
Search						
Name ↑	Email	Company	Role	Created	Subscription	Actions
Aaron Browns	user194@gmail.com	Procurify	Approver	2020-01-17	none	 
Aaron Smith	user184@gmail.com	Visier	Admin	2020-01-16	none	 
Alan Wu	user122@gmail.com	Tasktop	Approver	2020-01-11	none	 
Alex King	user69@gmail.com	Procurify	Approver	2020-01-06	none	 
Alexis Smith	user69@gmail.com	Radical IO	User	2020-01-06	none	 
Alice Cooper	user135@gmail.com	Visier	User	2020-01-12	none	 
Alice Johnson	user139@gmail.com	Radical IO	Admin	2020-01-12	none	 
Allison Smith	user174@gmail.com	Radical IO	User	2020-01-15	none	 
Amelia Bee	user16@gmail.com	Visier	Admin	2020-01-02	none	 
Angel Bernard	user70@gmail.com		Admin	2020-01-07	none	 
Ann Chevron	user154@gmail.com		Admin	2020-01-14	none	 
Annie Brown	user96@gmail.com	Procurify	User	2020-01-09	none	 

a. Search for a user

- Click the search bar and type in the user

 Search 

- Users matching search display

Users						
Search jim						
Name	Email	Company	Role	Created	Subscription	Actions
Jimmy Jon	heymjimmyforpal@gmail.com		User	2020-04-07	none	 

b. Edit user

- Click the edit button on the row of the user to edit



- Edit mode is displayed. User company, role, and subscription can be edited.

Users						
Search						
Name	Email	Company	Role	Created	Subscription	Actions
Yuting Wen	blackalkane@gmail.com	Visier	Admin	2020-01-02	none	 

- Make changes and click check mark to save changes



- Click X to discard changes



c. Delete a user

- i. Click the delete icon in the row of the user to delete



- ii. Confirmation of deletion message shows

Users							Search	×
Name	Email	Company	Role	Created	Subscription	Actions		
Are you sure you want to delete this row?							✓	×















- iii. Make changes and click check mark to delete



- iv. Click X to cancel



10. Categories

 CONTENT HUB		  	
Categories		Search	+
Name	Actions		
AI			
Career			
Culture			
Data			
Design			
Development			
DevOps			
Diversity			
Engineering			
News			
10 rows		< 1-10 of 10 >	

a. Search for a category

- i. Click the search bar and type in the category



ii. Categories matching search display

Categories	
Search AI	X +
Name	Actions
AI	

b. Delete category

- i. Click the delete icon in the row of the category to delete



ii. Confirmation of deletion message shows

Name	Actions
Are you sure you want to delete this Category?	
	✓ X





iii. Make changes and click check mark to delete



iv. Click X to cancel



11. Companies

 CONTENT HUB		  	
Companies		Search	X +
Name	Actions		
Clio			
Galvanize			
Hootsuite			
Other			
Procurify			
Radical IO			
Tasktop			
Visier			

a. Search for a company

- i. Click the search bar and type in the company



ii. Companies matching search display

Companies		Q Clio	X	+
Name	Actions			
Clio				

b. Delete company

- i. Click the delete icon in the row of the company to delete



ii. Confirmation of deletion message shows

Name	Actions
Are you sure you want to delete this Company?	
	 

iii. Make changes and click check mark to delete



iv. Click X to cancel

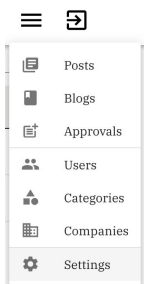


12. Setting

Settings			Q Search	X
Parameter	Threshold	Actions		
Admin	1			
Approver/User	2			

a. Navigate to setting page

- i. Click the menu in the navbar



ii. Settings page is displayed

Settings Search ×		
Parameter	Threshold	Actions
Admin	2	
Approver/User	4	


b. Search setting

- i. Click the search bar and type in the setting



×

- ii. Settings matching search display

Settings Admin ×		
Parameter	Threshold ↑	Actions
Admin	2	

c. Edit setting



- i. Click the edit button on the row of the setting to edit



- ii. Edit mode is displayed. Threshold of setting is modifiable.

Settings Search ×		
Parameter	Threshold	Actions
Admin	<input type="text" value="2"/>	 
Approver/User	4	

- iii. Make changes and click check mark to save changes

Parameter	Threshold	Actions
Admin	<input type="text" value="3"/>	 



- iv. Click X to discard changes



- v. Number of approvals required on approval page will be changed accordingly

Approvals						Search	×
Title	Company	Category	Blog_Stream	Approvers	Approvals_Needed	Actions	
Amazon's COVID-19 blog: daily updates on how we're responding to the crisis		News	false	Vickie Yen, Pengwei Zhou	2	✓	✎
Handling asynchronous errors in Scala at Hootsuite	Hootsuite	Development	false	Katie Stewart	3	✓	✎
Galvanize Named a Leader in Governance, Risk, and Compliance Software by Independent Research Firm	Galvanize	News	false	Martin Lee	3	✓	✎
How we doubled the representation of women in Engineering at Clio	Clio	Diversity	false	Vickie Yen, Eva Brown	2	✓	✎

13. Logout

- Click logout button on the NavBar



- User is logged out and redirected back to cover page

