

# Dover War Memorial Project - User Guide

This document acts as a user guide for someone who will be also performing administration functions (i.e. it's not for the general public). It will identify features of each page, and how to perform all the actions required to maintain and update the website.

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# 1 Notes

Buttons on screen are labelled in *italics*, with text to be entered or displayed in monospace. Any *Edit*, *Add* or *Delete* buttons in screenshots are not displayed if the user is not logged in.

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## ✓ Note

Some information may be of interest and is displayed in this type of box.

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## ⚡ Warning!

More serious information may be displayed in a box similar to this.

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## 2 Navigation & Login

There are two main menu bars on the site. These are displayed on every single page, with the top bar gaining an extra row when logged in. The text disappears when viewed on mobile, for space reasons. The home page contains the same content as before, along with some dynamic data: a summary of the most recent news article and the names of any casualties that died on this day.

### 2.1 What does the Home Page do?

Figure 1 shows the home page as viewed when not logged in. Marker **1** links back to the home page, Marker **2** navigates to the Latest News area (Section 3), Marker **3** to the Casualty Index (Section 4), Marker **4** to the Articles area (Section 5), Marker **5** the Search area (Section 6) and Marker **6** to the Contact Us page. At the bottom of the page, these links are reproduced, with the addition of Marker **7**, which navigates to the Login page (Section 2.2). Other areas on the page are the latest news article (Marker **8**), the list of casualties who died today (Marker **9**) and the main narrative (Marker **10**).

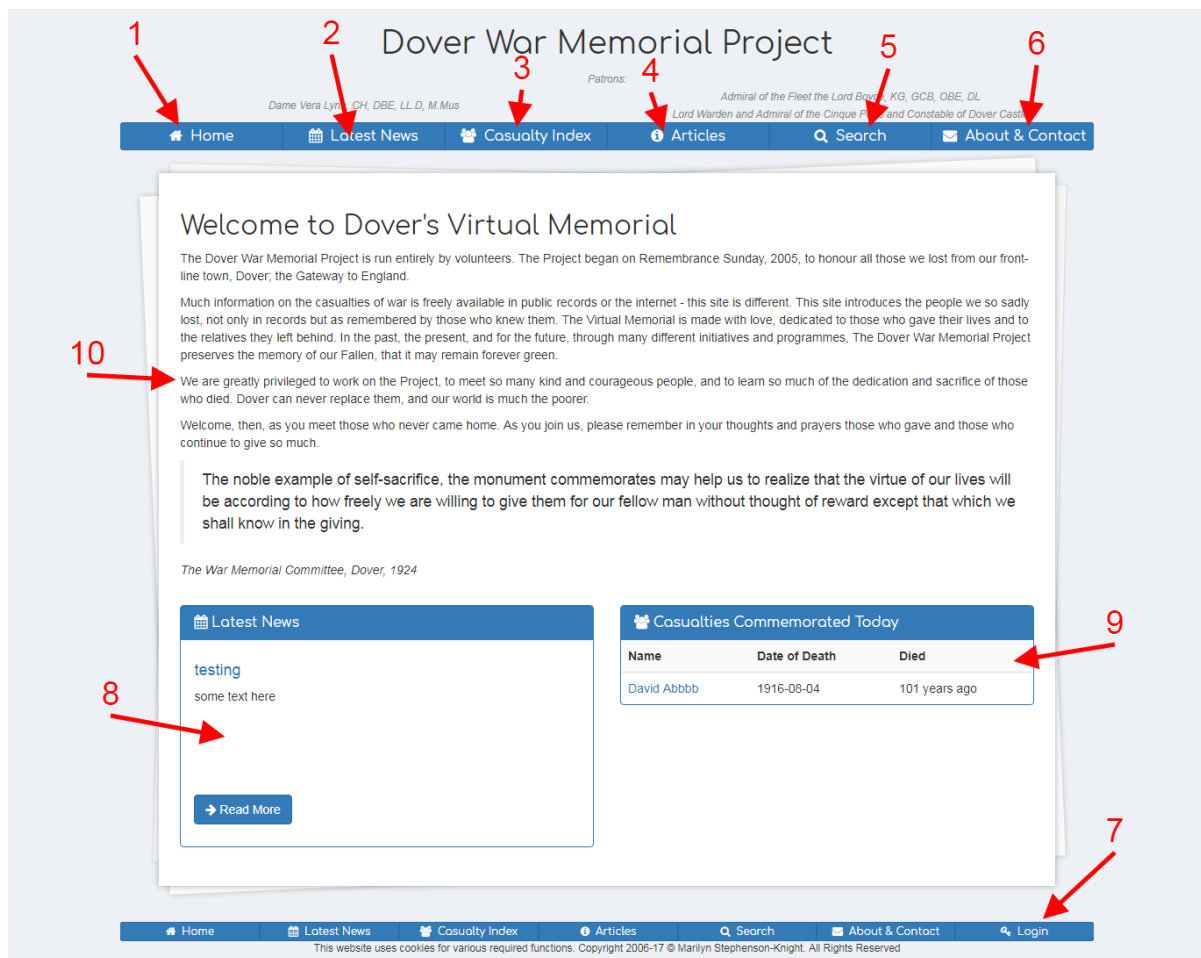


Figure 1: Home Page

## 2.2 How do I login?

To login, click the *Login* button on the bottom menu bar (see Marker 7 on Figure 1). The login page is then loaded (Figure 2), which allows the user to login to the site to make various changes. Marker 1 is where the username must be entered with Marker 2 being the password field. Marker 3 submits this information.

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### ⚡ Warning!

There is no way of resetting your username or password, so ensure that you remember it

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The screenshot shows the 'Dover War Memorial Project' website. At the top, there is a blue navigation bar with links: Home, Latest News, Casualty Index, Articles, Search, and About & Contact. Below the navigation bar, there is a 'Login' form. The form has two input fields: 'Username:' and 'Password:'. A blue 'Submit' button is located below the password field. Three red arrows with numbers 1, 2, and 3 point to the Username field, Password field, and Submit button respectively. The footer of the page contains a copyright notice: 'This website uses cookies for various required functions. Copyright 2006-17 © Marilyn Stephenson-Knight. All Rights Reserved'.

Figure 2: Login Page

## 2.3 How does the Home Page look after Login?

Once a user has logged in, menu bars change. The top menu bar gains another row, with the login button on the bottom bar being replaced with a logout button, as can be seen in Figure 3. Marker **1** shows the currently logged in user, Marker **2** navigates to the config page (Section 7) and Marker **3** the admin help page (where this document is stored). Marker **4** and Marker **5** allow the user to logout. Marker **6** allows the user to edit the narrative text. These appear in numerous places across the site.

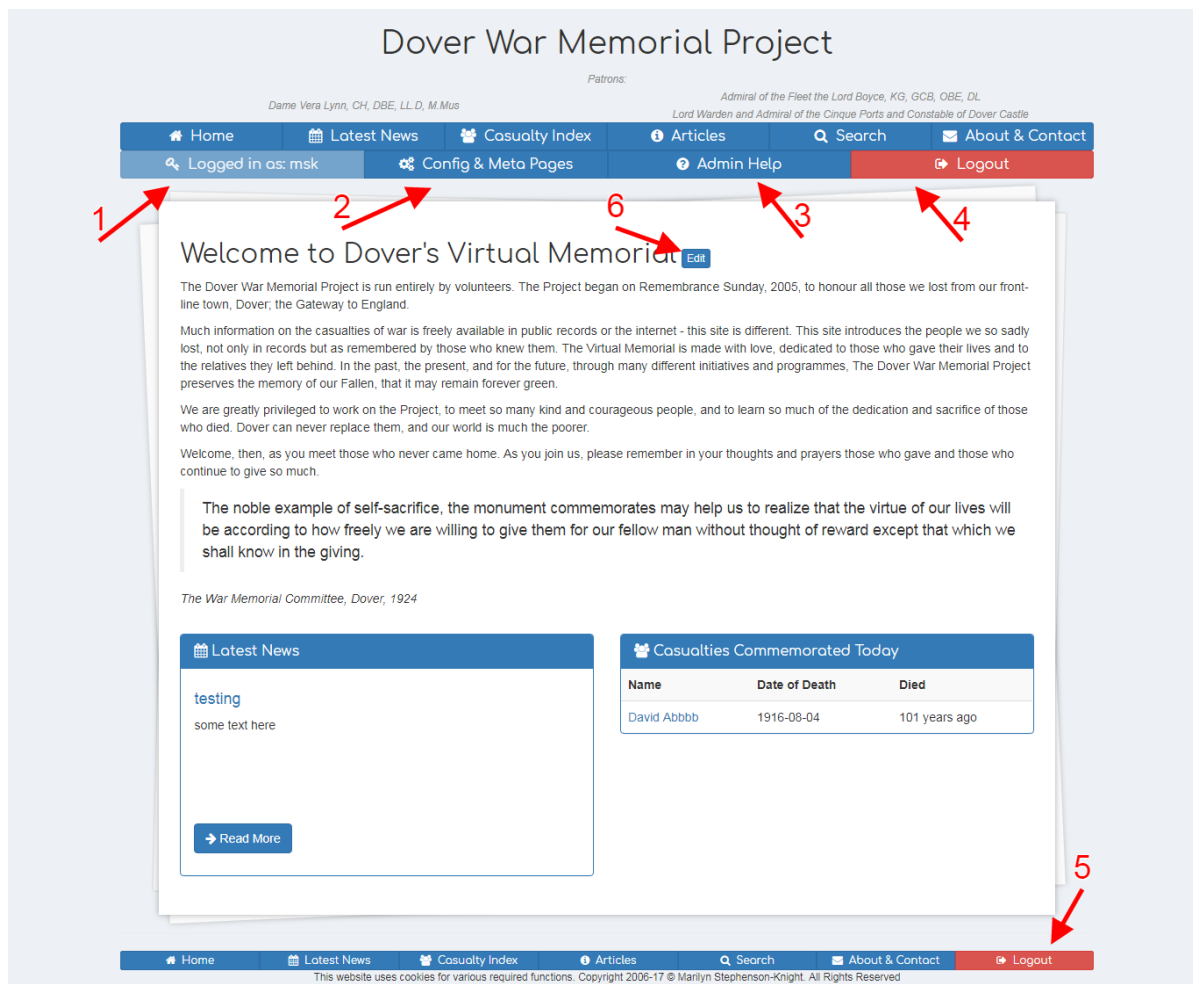


Figure 3: Home Page after Login

### 3 Site Updates

This section of the site contains two areas: Latest News, and a Change Log. The latest news section is for interesting updates and events that you may wish to bring attention to, in a similar way to the current latest news page. The most recent news article is also displayed on the home page.

The Change Log is a list of all the changes on the site (or rather, all the changes when you have entered a description of the change). This allows those visitors who wish to know what exactly is changing and when the ability to do so. It's also quite useful to show that the site is “fresh” and being regularly updates.

#### 3.1 How do I view a List of Updates?

Navigate to Site Update section, by clicking the *Latest News* link in either menu bar. A list of this year's updates will show, in a similar fashion to Figure 4.

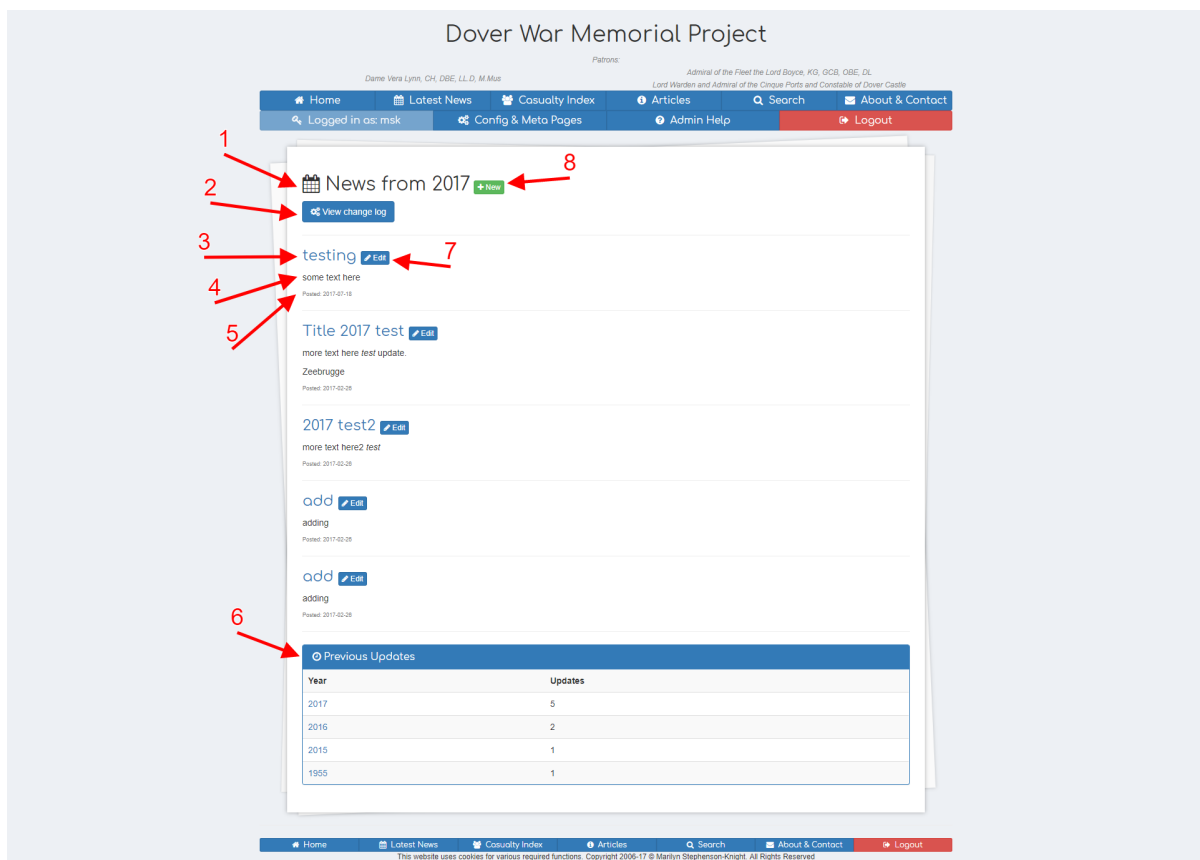


Figure 4: List of Site Updates

Marker **1** indicates which year's updates are being shown, with Marker **2** providing a link to the change log, described in Section 3.5. Each update is displayed below that, with Marker **3** showing the title (and allowing the user to view an individual update, as in Section 3.2), Marker **4** the content of that update and Marker **5** the date the site update was posted. Marker **6** shows a list of previous years and the number of site updates from those years. Clicking on a year will load the updates from the respective year. Marker **7** and Marker **8** allow the creation and editing of a site update, which is described in Section 3.3.

## 3.2 How do I view a particular Update?

To view a particular update, click on the title of any update on the list of updates (Marker **3** in Figure 4). A page will load similar to Figure 5. Marker **1** shows the title, Marker **2** the content of the update and Marker **3** the date the site update was posted. Marker **4** allows the user to return to the list of site updates for that year, while Marker **5** allows the user to edit this update, as described in Section 3.3.

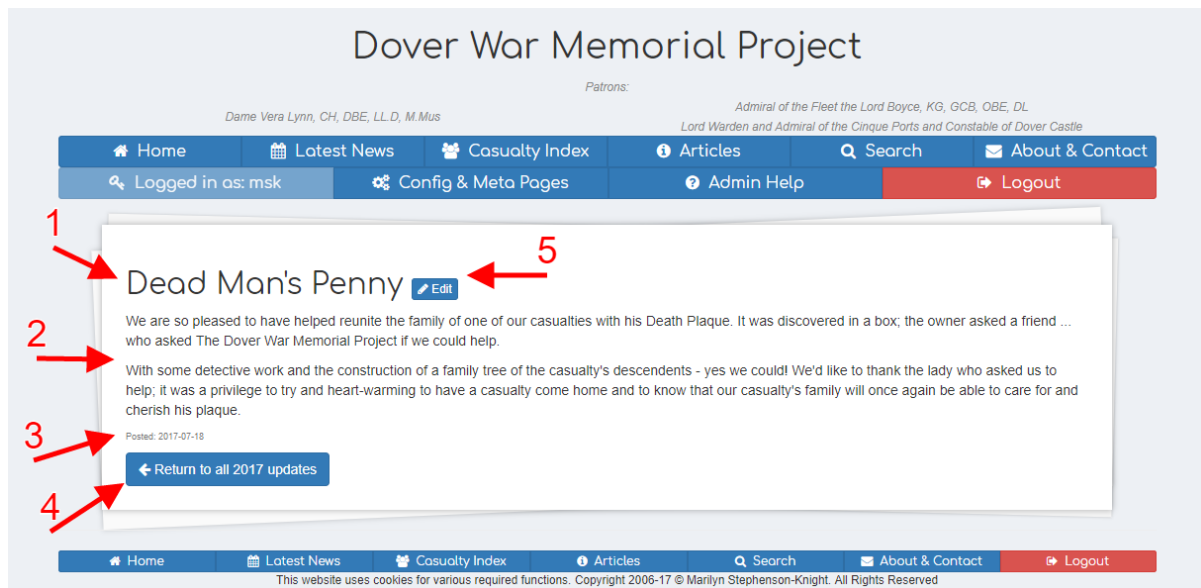


Figure 5: Example of a Site Update

### 3.3 How do I Add or Edit an Update?

To create a new site update, use the *Add* button on the list of updates (Marker 8 of Figure 4). To edit an update, click the *Edit* button next to the title of the update, either on the list of updates (Marker 7 on Figure 4) or the page of a particular update (Marker 5 on Figure 5). Both methods will load a similar page, with the difference being that an Edit page will have boxes filled with data, as can be seen in Figure 6.

Figure 6: Example of Editing a Site Update

Marker 1 allows the editing of the title of the site update, while Marker 2 allows the editing of the main content of the update. An explanation of the buttons around this area is described in Section 8.1. Marker 3 shows the date this update was posted on. It is possible to set this in the future - if this is done, the update will not appear in list of updates until this date (for example, you could create a Christmas message that appears on the 25th December, without needing to log on then). A list of future updates is described in Section 7.1. Marker 4 will show a slightly different background if this is a “family update” in a similar manner to the existing site. Marker 5 allows this edit to be recorded in the Change Log, if completed. Creating a new update, or substantially editing one, may be of interest so this field can be completed. For fixing a small typo, it is probably not worth it. Marker 6 saves this update, while Marker 7 returns to view this update, discarding any changes. Marker 8 allows the deletion of an update and is described in Section 3.4.



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### ✓ Note

The title, content and date posted fields must all be complete before the site update can be saved

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## 3.4 How do I delete an Update?

To delete an update, navigate to its edit page, as described in Section 6. Using the *Delete Site Update* button (Marker **8** in Figure 6), will display a warning message similar to Figure 7. Clicking on *Cancel* (Marker **1**) will ignore this message, while Marker **2** will delete the site update.

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### ⚡ Warning!

Deletions cannot be undone

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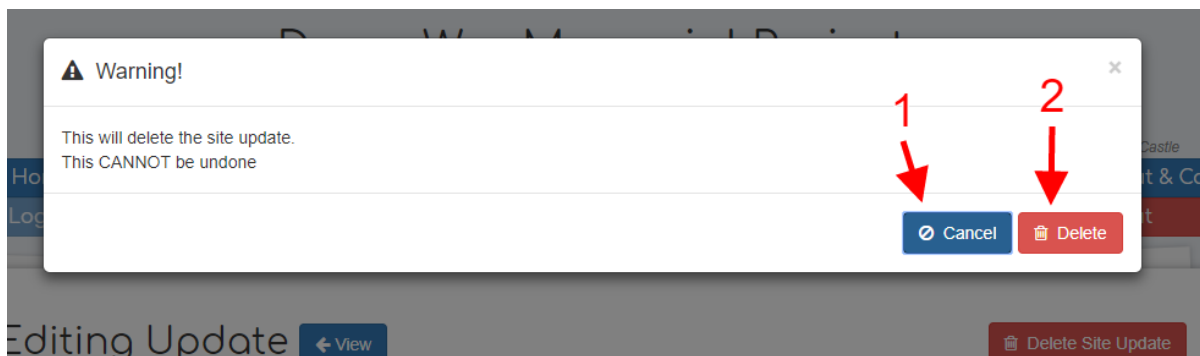


Figure 7: Deleting a Site Update

### 3.5 How do I view a List of Changes?

To view the change log, navigate to the list of site updates (see Section 3.1) and click on the *View change log* button, as shown by Marker 2 in Figure 4. A page should load similar to Figure 8.

**Dover War Memorial Project**

Patrons: Dame Vera Lynn, CH, DBE, LL.D, M.Mus; Admiral of the Fleet the Lord Boyce, KG, GCB, OBE, DL; Lord Warden and Admiral of the Cinque Ports and Constable of Dover Castle

Home | Latest News | Casualty Index | Articles | Search | About & Contact

Logged in as: msk | Config & Meta Pages | Admin Help | Logout

### Changes from 2017

[View site updates](#)

Id	Date	Type	Description	View	Delete
13	2017-07-18 19:00:56	Memorial	More details on Dover War Memorial	<a href="#">View</a>	<a href="#">Delete</a>
11	2017-05-19 10:57:53	Meta	Memorial narrative added	<a href="#">View</a>	<a href="#">Delete</a>
10	2017-05-18 20:44:23	Meta	testing 6	<a href="#">View</a>	<a href="#">Delete</a>
9	2017-05-18 20:36:00	SiteUpdate	testing 4	<a href="#">View</a>	<a href="#">Delete</a>
8	2017-05-18 20:34:46	SiteUpdate	testing site updates!	<a href="#">View</a>	<a href="#">Delete</a>
7	2017-05-18 20:31:09	Article	Log long description about this article	<a href="#">View</a>	<a href="#">Delete</a>
3	2017-05-18 19:49:55	Casualty	testing 3	<a href="#">View</a>	<a href="#">Delete</a>
2	2017-05-18 19:47:51	Casualty	testing 2	<a href="#">View</a>	<a href="#">Delete</a>
1	2017-05-18 19:37:28	Casualty	testing	<a href="#">View</a>	<a href="#">Delete</a>

#### Previous Changes

Year	Updates
2017	9

Home | Latest News | Casualty Index | Articles | Search | About & Contact | Logout

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Figure 8: View the Change Log

Marker 1 allows the user to return to the list of site updates (see Section 3.1). The table shown by Marker 2 lists the date of the change, the type of change, and the description entered. Marker 3 allows the quick navigation to the item changed, while Marker 4 allows the deletion of a change log item (see Section 3.6). Marker 5 indicates a summary of previous years' change log items, allowing a user to view a list of changes in the past.

### 3.6 How do I delete an Change Log item?

Navigate to the change log as described in Section 3.5. Next to the item in question, press the delete button (Marker **4** in Figure 8). A panel should appear similar to Figure 9. Clicking on *Cancel* (Marker **1**) will ignore this message, while Marker **2** will delete the change log entry.

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#### ⚡ Warning!

Deletions cannot be undone

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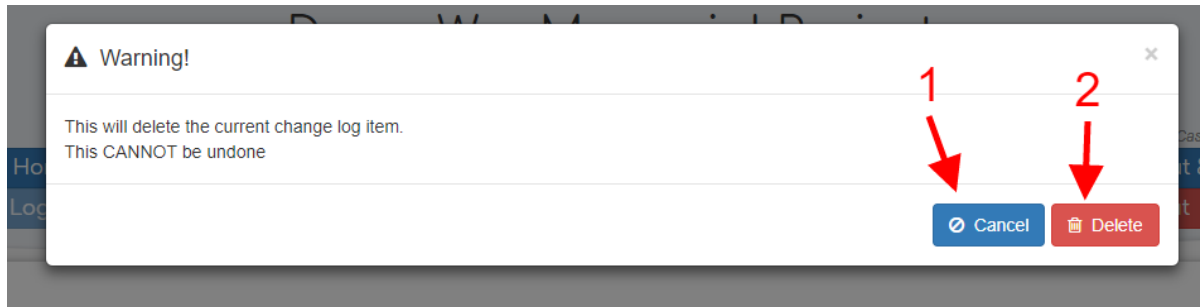


Figure 9: Deleting a Change Log Entry

## **4 Casualty Index**

casualties

**4.1 How do I view a List of all Memorials?**

**4.2 How do I view the Memorial Map?**

**4.3 How do I view a particular Memorial?**

**4.4 How do I Add or Edit a Memorial?**

**4.5 How do I delete a Memorial?**

**4.6 How do I view a Casualty?**

**4.7 How do I view a Casualty's Data?**

**4.8 How do I Add or Edit a Casualty?**

**4.9 How do I delete a Casualty?**

## **5 Articles**

articles

**5.1 How do I view the list of Articles?**

**5.2 How do I view a particular Article?**

**5.3 How do I Add or Edit an Article?**

**5.4 How do I delete an Article?**

## **6 Search**

Search

**6.1 How do I perform a Text Search?**

**6.2 How do I perform a Data Search?**

**6.3 How do I view the Search Results?**

## **7 Config & Meta Pages**

Config

- 7.1 How do I view the config page?**
- 7.2 How do I view a list of Places?**
- 7.3 How do I Add, Edit or Delete a Place?**
- 7.4 How do I view a list of Ranks?**
- 7.5 How do I Add, Edit or Delete a Rank?**
- 7.6 How do I view a list of Regiment / Service?**
- 7.7 How do I Add, Edit or Delete a Regiment / Service?**
- 7.8 How do I view a list of Relation Types?**
- 7.9 How do I Add, Edit or Delete a Relation Type?**
- 7.10 How do I view a list of Service Country?**
- 7.11 How do I Add, Edit or Delete a Service Country?**
- 7.12 How do I view a list of Wars?**
- 7.13 How do I Add, Edit or Delete a War?**
- 7.14 How do I view a List of Recently Uploaded Casualties?**

## **8 Others**

Others

- 8.1 How do I use the Narrative Buttons?**