

Trafalgar Travel Ltd

# Guinep CMS

Quick Reference

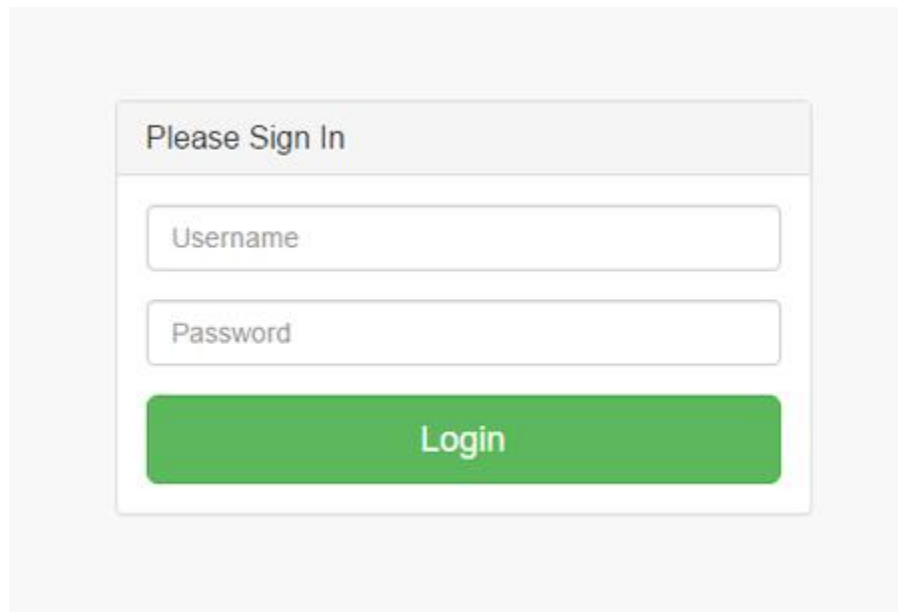
The Guinep CMS is for adding and removing content that the mobile APP will display to users.

## **Access the CMS**

To access the Guinep CMS you can use the url below:

<http://208.163.52.249/guinep-cms/>

You will be presented with the login screen where you can enter the login information that was provided.

A screenshot of a login interface. It features a light gray background. In the center, there is a white rectangular box with a thin gray border. At the top of this box, the text "Please Sign In" is displayed in a dark gray font. Below this text are two input fields: the first is labeled "Username" and the second is labeled "Password", both in a light gray font. At the bottom of the box is a prominent green button with the word "Login" written in white text.

## The Home Page

The Home page or dashboard will display large icons that will give you quick access to the various sections where you can add your their content.

## Notification Form

The form titled "**Send notification to device**" will allow you send notification to mobile devices with Guinep app installed, Try not to spam the users.

### Dashboard

Dashboard overview showing four main sections:

- News Articles** (0 items): View List
- Featured Destinations** (0 items): View List
- Specials/Discount** (0 items): View List
- Ads** (0 items): View List

Below the sections is a form titled "Send notification to device":

**Subject**  
(Optional)

**Message**  
Enter message here

**Send Message**

## View Content

Selecting any of the colored sections will give you the content listing, to delete items, click the red **X** then select the confirmation dialog, you can edit an item by selecting the edit icon.

### News Articles

[Add new](#)

Articles			
Show	10	entries	Search: <input type="text"/>
Title	Date added	Enabled	
10 of the best Irish bars in New York	2017-05-16 19:42:24	Yes	<b>X</b>
Showing 1 to 1 of 1 entries			
Previous 1 Next			

## Adding Content

To add a new content item, click the green **Add new** button from the listing page or use the menu on the left and click Add for the required section.

Fill in all the necessary information and note the **Publish** select box, content will only be submitted to the app if the publish box is checked.

### News Article

[List news](#)

Update

Title

10 of the best Irish bars in New York

Content

In some New York neighborhood every other bar seems to be either Irish-themed or Irish-owned. In a city that remains the spiritual home of the Great Irish Bar, the challenge becomes how to sort the genuine from the fake. There are plenty of shamrock-ed bars to drink in, with all kinds of Blarney-died names, but links to the "old country" are often flimsy.

It's partly for this reason that the Irish bar in New York is in decline, a social staple being squeezed out as Guinness sales fall in favor of American craft beers and diners move away from traditional bar grub to more gastropod food, along with the usual cycle of rent increases and gentrification. Some say the traditional Irish New York pub is simply

Photo

Browse...

No file selected.

Publish ☒

Update



## Adding Image Content

Each section has its own photo select box where you can select the image to upload.

When choosing an image, make sure it is of high quality and formatted for web meaning that the file size is small, **.JPEG** format is usually a good type, and the files size should be less than 1MB, file sizes of 2MB or more will not be uploaded.

The minimum width of the image should be 1024PX (pixels), this should be good enough to cover most device screen size.

## Sign out

To sign out click the icon at the top far right to display the sign out option.

