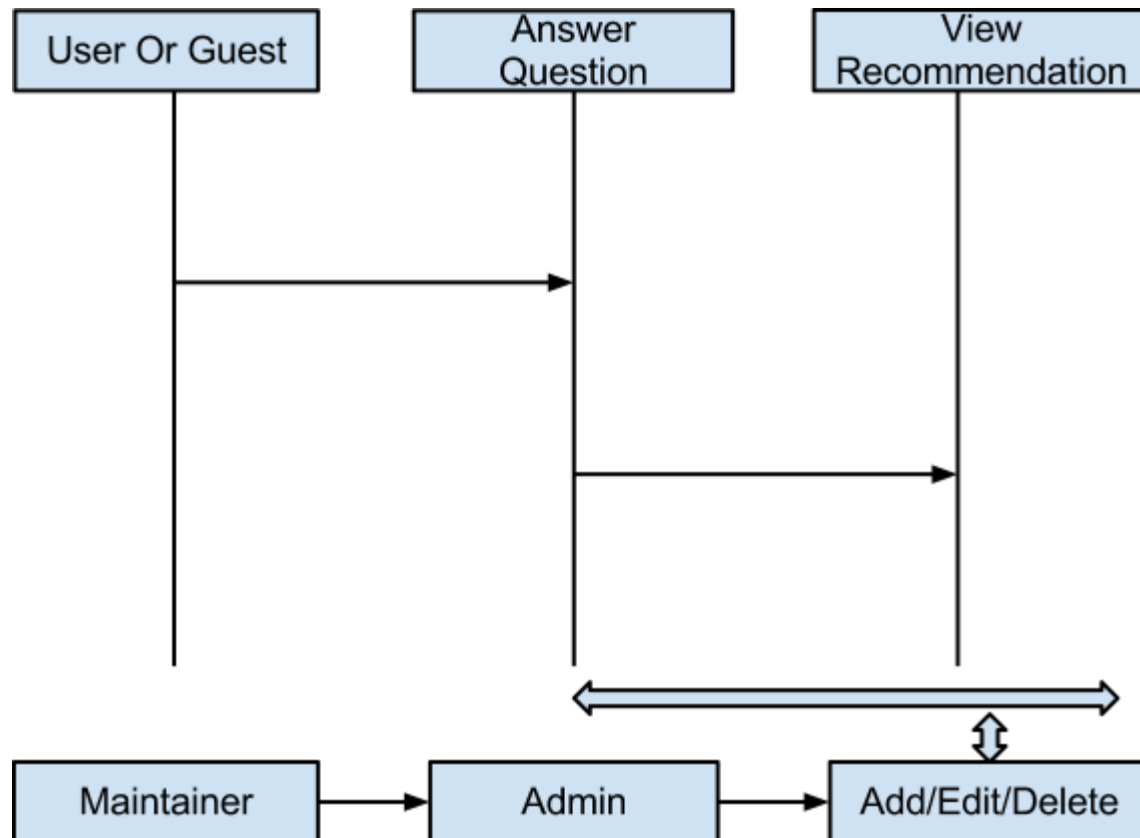


Maintainer Guide 101

The site Maintainer logs in via the admin interface. During maintenance, it is recommended that database tables are optimized for performance enhancement. This guide supports the maintainer's work and points them to common site functionality.

1. Site Map indicating user Actions



Once logged into the site administration page, the maintainer can;

- Add Questions, Edit Questions, and Delete Questions from the database
- Add Answers, Edit Answers, and Delete Answers from the database
- Add Recommendations, Edit Recommendations, and Delete Recommendations from the database
- Add Profiles, Edit Profiles, Delete desired Profiles
- Add Users, Edit / change Users, and Delete desired Users
- Add Groups, Edit groups, and Delete desired groups

2. Database maintenance

2.1 Adding Questions to the database

- 2.1.1 Click "Add Questions" once logged into admin panel
- 2.1.2 Enter/Add Questions
- 2.1.3 Click "Add another Answer"
- 2.1.4 Enter/Add Answers
- 2.1.5 Repeat 2.1.3 for multiple Answers

- 2.1.6 Click "Add another RecAnswer Link"
- 2.1.7 Select desired Recommendation on left hand side panel
- 2.1.8 Select desired Answer on right hand panel
- 2.1.9 Repeat 2.1.6 for multiple Recommendation--->Answer Links

2.2 Editing Questions and Answers

- 2.2.1 Once in admin panel, Click "Change" to the right hand side of the Questions tab
- 2.2.2 Or Click "Save and continue editing" if already within the Add Questions form
- 2.2.3 Click "Save and Add another" if 2.2.2
- 2.2.4 Click "Save and Exit" if 2.2.2 and 2.2.3

2.3 Deleting Questions and Answers (Deleting a Question deletes it's associated Answers)

- 2.3.1 Once logged in to the questions form
- 2.3.2 Select desired Question to be deleted by checking it
- 2.3.3 Scroll through the InLine tab on the Questions panel
- 2.3.4 Select Delete question
- 2.3.5 Follow steps 2.3.1-2.3.4 with the Answers form to delete Answers

2.4 Adding Recommendations

- 2.4.1 Click "Add recommendations" once logged into the admin panel
- 2.4.2 Enter Recommendation in text field area
- 2.4.3 Click "Add another Recommendation Profile"
- 2.4.4 Selected desired profile to assign to the recommendation
- 2.4.5 Repeat 2.3.1 for more recommendations

2.5 Editing Recommendations

- 2.5.1 Once in admin panel, Click "Change" to the right hand side of Recommendations
- 2.5.2 Or Click "Save and continue editing" if already within the Recommendations form
- 2.5.3 Click "Save and Add another" if 2.5.2
- 2.5.4 Click "Save and Exit" if 2.5.2 and 2.5.3

2.6 Deleting Recommendations

- 2.6.1 Once logged in to admin panel, point to the Recommendations form
- 2.6.2 Select desired Recommendation to be deleted by checking it
- 2.6.3 Scroll through the InLine tab on the Recommendations panel
- 2.6.4 Select Delete Recommendation
- 2.6.5 Follow steps 2.6.1-2.6.4 to delete more recommendations

Final version of draft to include adding Groups, adding users and Adding profiles...Still in progress