

IT314 Software Engineering Team 7

User Manual

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Winter 2012-13
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Overview

This is the user manual for the website of DA-IICT's online college magazine 'Entelechy'. The first part gives a brief description of this document. The second part is the overview of the website. The third part is the system overview which covers information regarding the application environment and the hardware and software requirements. The fourth part contains comprehensive guidelines for using the website.

Target Audience

This user manual is intended for our client Press club as well as the users (DA-IICT students, faculty, and alumni) for whom this website is being developed which would help them get acquainted to it.

Document Revision History

Version	Primary Author(s)	Description	Reviewer(s)	Date Completed
1.0	Abhishek, Manjeet, Swena	v1.0	Akash , Sandeep	19 February, 2013
2.0	Nitish	Added UI specific guidelines and other details	Sandeep	06 April, 2013

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1. Introduction

1.1 Purpose

The purpose of this document is to provide the Press Club, Students, Faculty and Alumni of DA-IICT with a comprehensive guide to access Entelechy's website in an organised manner.

In other words, this document will –

- Provide the client - Press Club with a guideline for managing the website in an efficient way.
- Provide the users (Students, Faculty and Alumni) of the website with comprehensive guidelines for accessing it.

It has been written in an easy-to-read language which will make the task of understanding the application easy and the experience enjoyable.

1.2 Document Overview

This document is organized into the following sections:

- Introduction – Provides information related to this document.
- Product Description – This section will give a brief description of the various functionalities of the website.
- System Specifications – Provides a detailed overview of the system specification and the operating environment.
- Accessing the website – This section will give the client and the users a step by step guideline on using this website.
- FAQs – Frequently Asked Questions

1.3 Scope

The user manual contains all the essential information which would help the client and the users to access the site efficiently. This manual includes a description of the system functions and capabilities and step-by-step procedures for system access and use.

1.4 Authorized Use Permissions

Usage of this software is limited to its owner, Press Club, DA-IICT; Team 7, IT314 Software Engineering Winter 2012-13 DA-IICT; students, faculty and alumni of DA-IICT.

1.5 Contact Information

For additional information and any queries, the software engineering team can be contacted at sen-group-7@googlegroups.com.

2. Product Description

2.1. Product Perspective

Our Project aims to develop a new website for 'Entelechy' which satisfies various requirements of our clients and the end users – readers of Entelechy, i.e., the website solves the problems faced by the editors and provides new desired features. The Product aims at improving and developing features related to Information Architecture, Web Design, Interaction Design, etc.

2.2. Product Functions

The product will provide all the existing functions to the users (all editors, authors and readers) of Entelechy and all the new desired requirements set out by the clients. It being the website of DA-IICT's campus magazine would have to deliver as a robust technical platform which provides all the necessary services and functions for the campus magazine to pursue its mission and objectives, and work and operate smoothly; which includes removing technical glitches and shortcomings, ensuring the writers do not have to engage too much in 'managing' the website and can focus on the content related aspects of the magazine, enhancing the readers' experience of using the website, etc.

2.3 User Classes of the Product

Users can be broadly categorized on the basis of:

- a) Place of access:
 - 1) Intranet – users accessing the site from the DA-IICT campus.
 - 2) Internet – Users will need their webmail id and password to access the site.
- b) Privileges:
 - 1) Administrator - Somebody who has access to all the administration features.
 - 2) Editor - Somebody who can publish and manage posts and pages as well as manage other users' posts, etc.
 - 3) Author - Somebody who can publish and manage their own posts.
 - 4) Contributor - Somebody who can write and manage their posts but not publish them.
 - 5) Subscriber - Somebody who can only manage their profiles

3. System Specifications

3.1 Operating Environment

We will work on the WordPress platform. We will use HTML, Java Script and CSS for the generic website development and front end coding. The back end coding of the server side information management system will be done in PHP. The main database creation will be done on MySQL and querying will be executed through PHP.

3.2.1 For Website Admin

Registration: Registration using DA-IICT webmail id.

Login: Entelechy admin can login using her/his username and password.

View/Update Profiles: Admin can view and update her/his profile. And can view others profiles as well.

Create/Update Editions and Categories: Admin can create/update new editions and can also add additional categories per edition if needed.

Upload and approve articles: Admin can upload her/his articles. She/he also has the right to reject or approve a pending article uploaded by an author or contributor.

Comment and Like: Admin can comment and like any article on the website.

3.2.2 For Editors (also known as Section Heads)

Registration: Registration using DA-IICT webmail id.

Login: Editor can login using her/his username and password.

View/Update profile: Editor can view and update her/his profile.

Upload and approve articles: Editor can upload her/his articles. She/he also has the right to reject or approve a pending article uploaded by an author or contributor.

Comment and Like: Editors can comment and like any article on the website.

3.2.3 For Students, Faculty and Alumni

Registration: Registration using DA-IICT webmail id.

Login: User can login using her/his username and password.

View/Update profile: User can view and update her/his profile.

Upload articles: User can only upload articles (as drafts) for approval by either section-heads or admin.

Comment and Like: Users can comment and like any article on the website.

3.3 System Requirements

3.3.1 Hardware Interface

Any computing machine – PC, tablet, smart-phone, etc. with internet access is the only hardware requirement from the user side to access the website. The website will be hosted on DA-IICT's servers.

3.3.2 Software Interface

Software	For
WordPress	To code, implement and deploy the website
XAMPP	Testing and Implementing
Google Groups	Team Coordination
Google Drive and Dropbox	Document sharing
Adobe Photoshop, Flash, Dreamweaver	UI design

3.3.3 Communication Interface

Internet browsers on any computing device.

3.4 Safety and Security Requirements

- The end users and administrators will be given 'unique' user-name to access the user account.
- If any user logs out, then the session is said to be closed and he has to login again to use the software i.e. he cannot get back with simply using 'Back' button of the web-based interface or application.

- Different levels of authority and permission is allotted to different category of users to prevent any ambiguity in uploading an article.
- The computer must be well protected from viruses and other Internet-based threats in order to avoid crashing of server system, as it is the most crucial of all the components.
- Database should be secured with appropriate passwords and data backup options.
- Any change in the information of the registered user in the module shall be immediately reflected in the database.

4. Getting Started

4.1 Requirements

- Web Server
- Web Browser (e.g. Firefox)
- Adobe Flash player for browser

4.2 Installation

4.2.1 Web Server

Client need not buy a web server as DA-IICT provides its own server to host the website of college magazine “Entelechy”.

4.2.2 Web Browser

1. Visit the Firefox download page <http://www.mozilla.org/en-US/firefox/new/?from=getfirefox> in any browser (e.g. Microsoft Internet Explorer).

PTO



2. Click on the green download link to download the Firefox installer. Depending on your connection speed, the download may take up to a few minutes. Thanks for your patience... it'll be worth the wait!
3. Double click on the file that has been downloaded.
4. Start the process by clicking Run.



5. Then, just follow the steps by clicking "Next >" button by default for every window till the end and at the end click "Finish" button.

Congratulations, you are done installing Firefox!

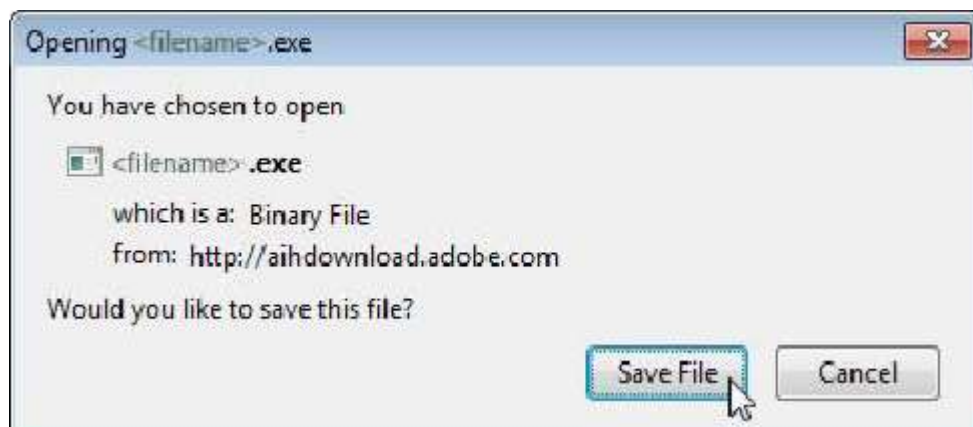
6. Double-click on the Firefox icon whenever you want to go online.



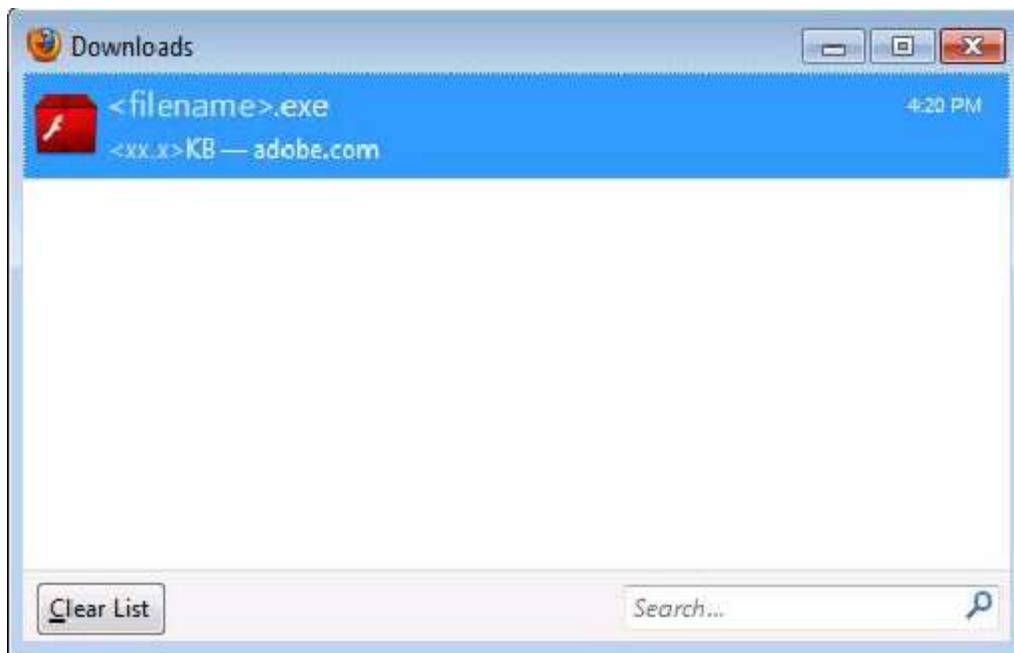
4.2.3 Adobe Flash Player Plug-in for Firefox (Internet Browser)

To start the manual installation of the Adobe Flash Player Plug-in in Firefox:

1. Firstly click the Firefox icon on the Desktop to start Firefox browser and make sure the internet connection is working.
2. Then go to the link http://get.adobe.com/flashplayer/download/?installer=Flash_Player_11_for_Other_Browsers_%2832_bit%29&os=Windows%207&browser_type=Gecko&browser_dist=Firefox and continue with the following instructions.
3. When Opening dialog box appears, click **Save File**.



4. When Downloads window appears, **double-click** the file.



Before proceeding ahead close the Firefox application.

5. When Security Warning dialog box appears, click **Run**.



6. Click on the next button when the next dialogue box comes and it will start downloading and installing the adobe flash player.
7. Click on the Finish button at the end of the installation.

Adobe Flash Player Plug-in has been installed.

4.3 Using Entelechy Website

4.3.1 Login View

Each user can login with his/her username and password. Upon validation, the user will move on to the Dashboard, otherwise he/she will have to enter the correct username and password.



The image shows the standard WordPress login interface. At the top is the WordPress logo. Below it is a white rounded rectangle containing the login fields. There are two text input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button. At the bottom of the form are two links: 'Register' and 'Lost your password?'.

In case of incorrect password/username, the following window appears



The image shows the WordPress login interface with an error message. At the top is the WordPress logo. Below it is a red-bordered box containing the following text: **ERROR:** The password you entered for the username **201001108** is incorrect. [Lost your password?](#) Below this box is the login form. The 'Username' field now contains the text '201001108'. The 'Password' field is empty. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button. At the bottom of the form are two links: 'Register' and 'Lost your password?'.

If the user has lost his/her password then he/she can click on the link “Lost your password?” which would take him/her to the following page



The image shows the WordPress registration form. At the top is the WordPress logo. Below it is a yellow box with the text "Register For This Site". The form itself is a white box with several input fields: "Username", "E-mail", "First Name:", "Last Name:", "Website:", "Password:", and "Confirm Password:". Below the "Password:" field, there is a red error message "Too Short" and a hint: "Hint: Use upper and lower case characters, numbers and symbols like !\"'?\$%^&() in your password." At the bottom right of the form is a blue "Register" button. At the bottom of the page are links for "Log in" and "Lost your password?".

If the user is not a registered user then he/she can register by clicking on the link “Register” which would take him/her to the following page

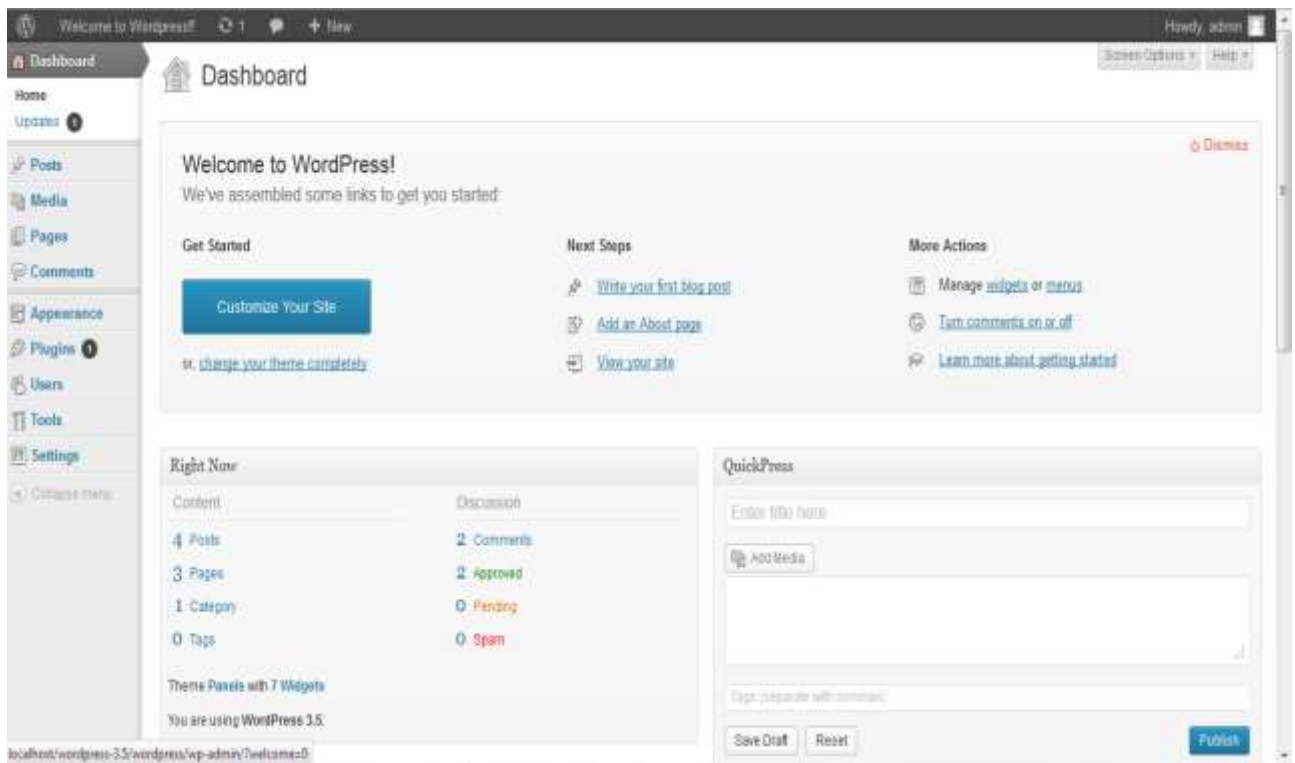


The image shows the WordPress password reset form. At the top is the WordPress logo. Below it is a yellow box with the text "Please enter your username or email address. You will receive a link to create a new password via email." This box is circled in red. Below this is a white box with a label "Username or E-mail:" and a text input field. At the bottom right of the white box is a blue "Get New Password" button. At the bottom of the page are links for "Log in" and "Register".

4.3.2 Following are the classes of users:

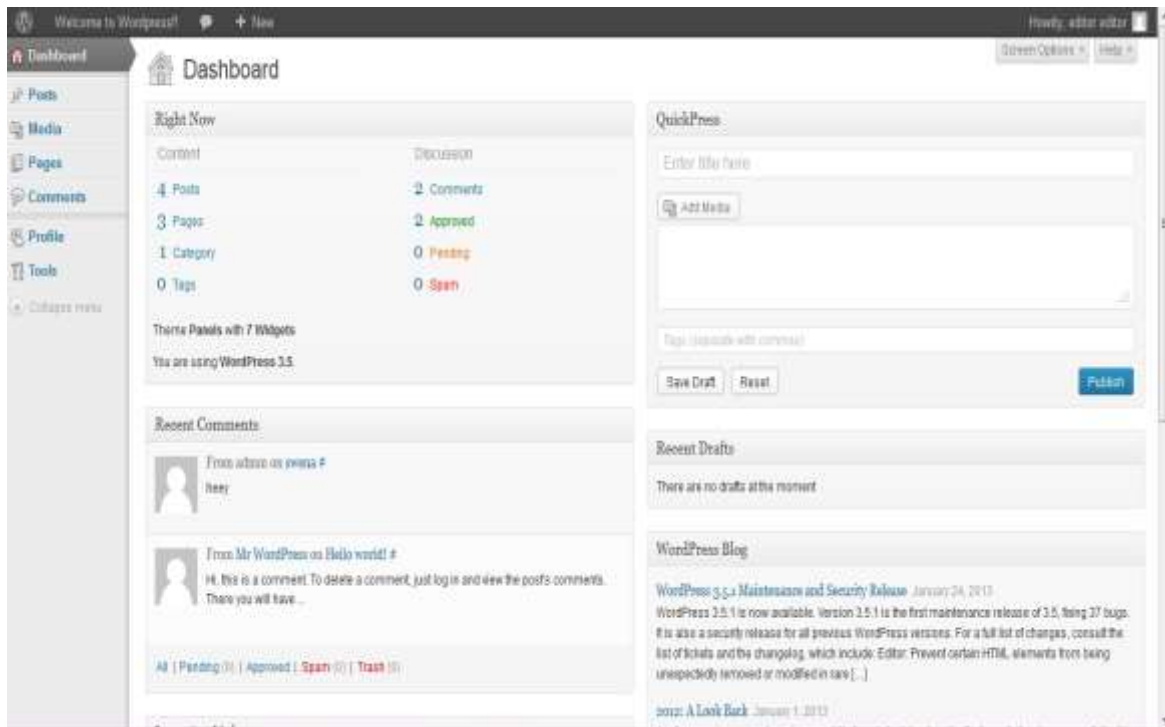
a) Administrator

The administrator will have access to all the features such as managing the posts, media, pages, comments. It can also change the appearance of the website and insert plugins. It also reserves the right to manage the user's access levels. All this can be done by clicking on the options given in the vertical navigation bar as shown below.



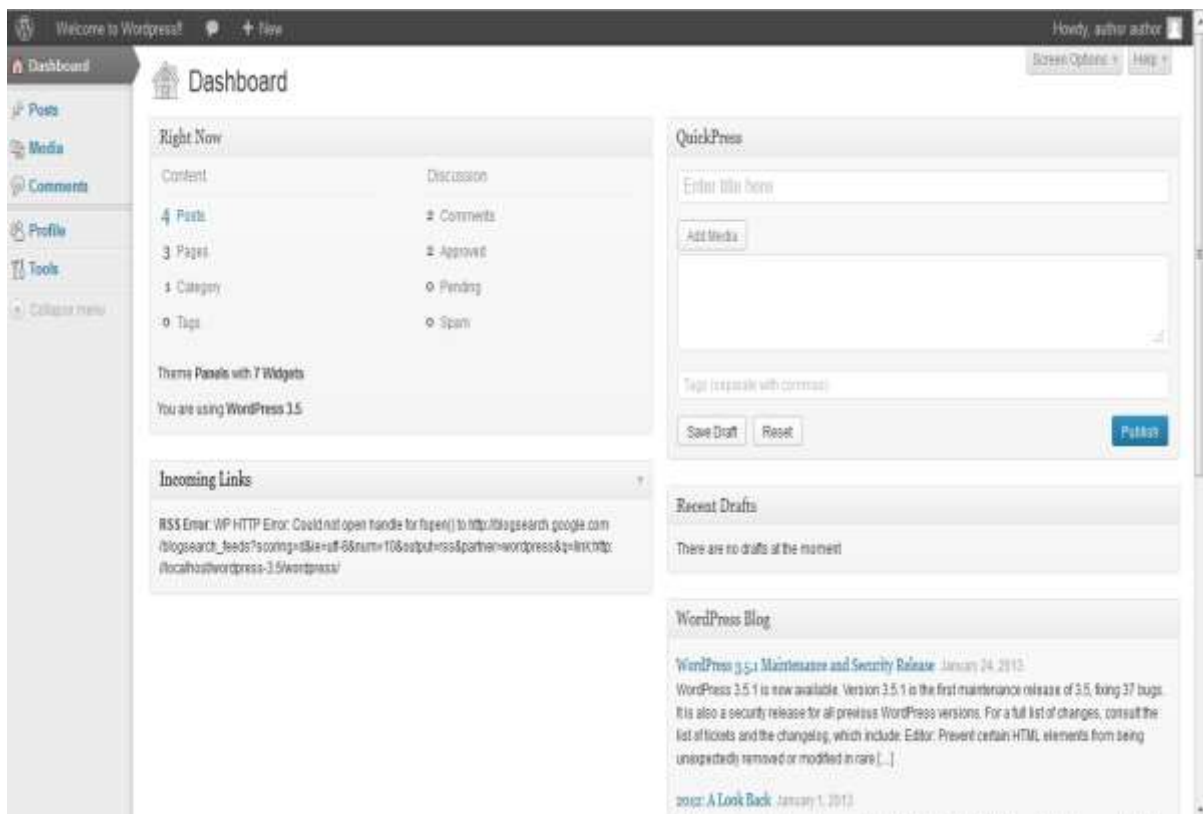
b) Editor

The editor can publish and manage the posts, pages, media and comments of all the users. He can also manage his own profile.



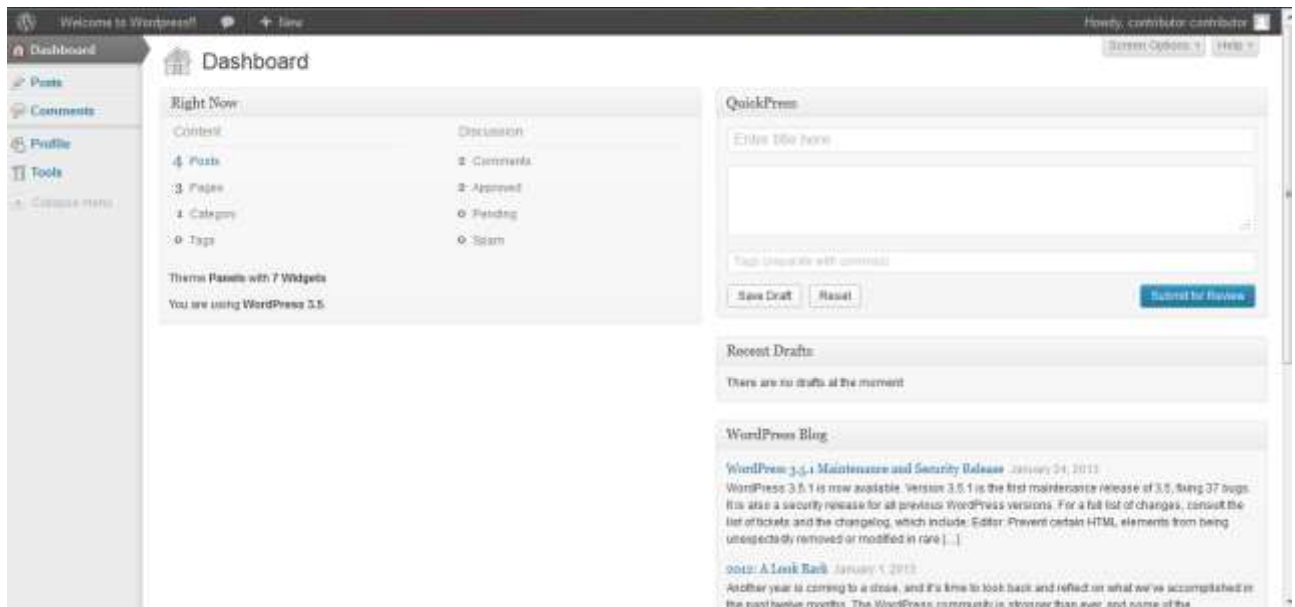
c) Author

The author can publish and manage his/her posts, media and comments. He can also manage his own profile.



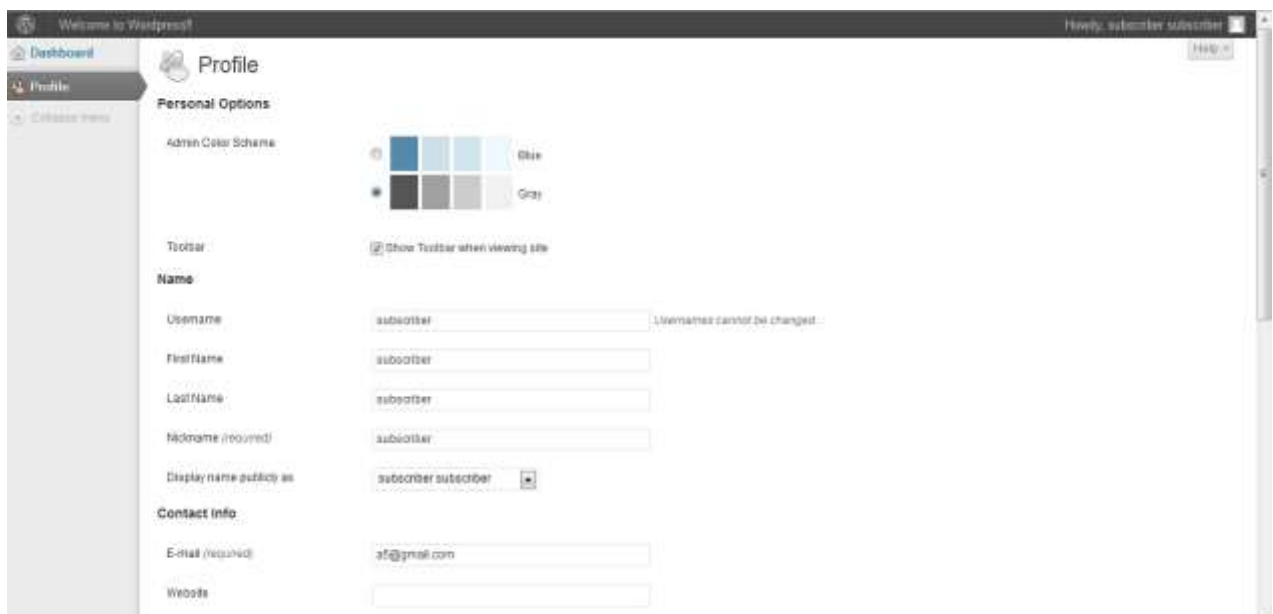
d) Contributor

The contributor can write and manage their posts but cannot publish them. The posts made by the contributor would be published only after the approval of either the editor or the admin. He can also delete his comments and edit his profile.

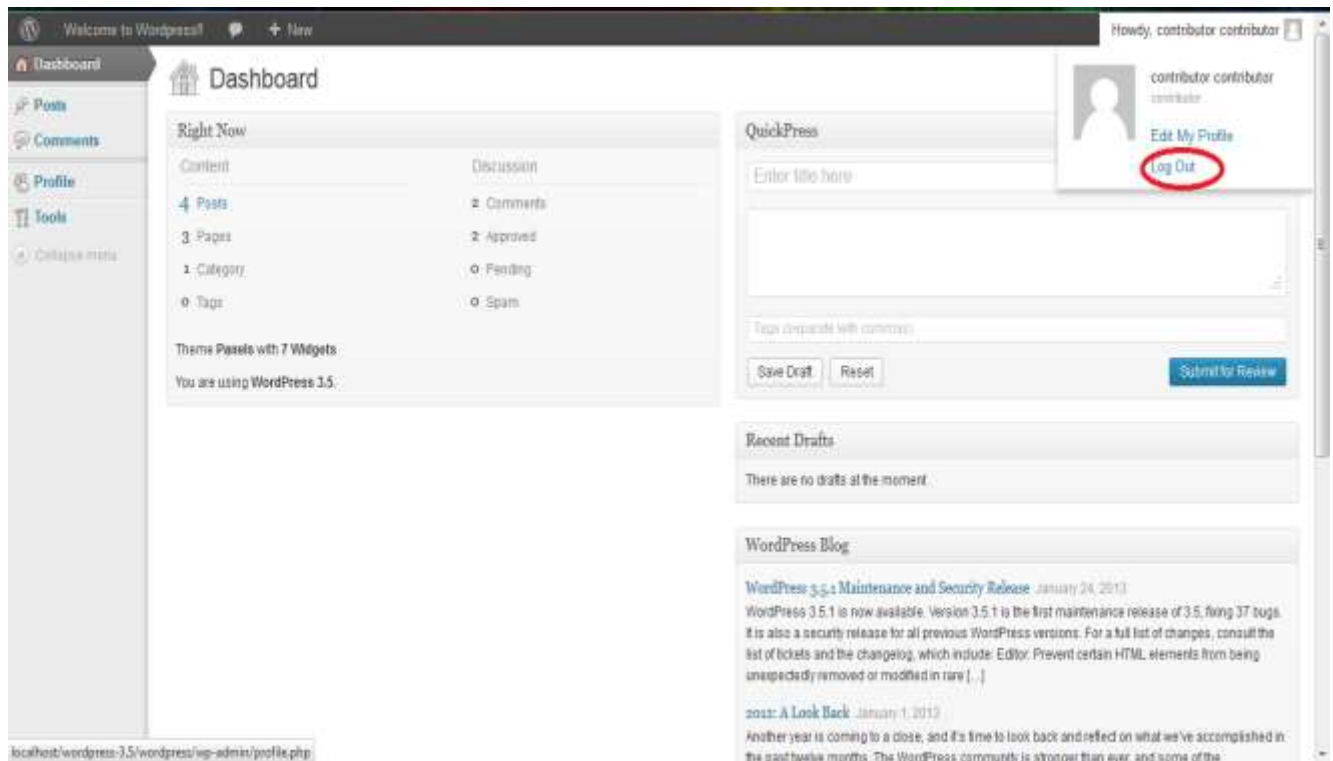


e) Subscriber

The subscriber who will be using this web application can only manage his own profile.



Every user can logout from their respective profile by clicking the 'logout' option on the drop down menu present at the top right corner of the Dashboard.



4.3.3 Homepage View



- Menu Bars
 - The top most menu bar will have fixed position on top. It's provided by WordPress and give options of navigation to dashboard, profile, adding new post and logging out.
 - The second menu bar from top is also having the shown fixed position, i.e., it will stay on top when one scrolls down the screen. It has the option of navigation to Editorial page, Table of Contents page, Editorial Policy page and About Us page.
 - The third menu bar, which is below the Entelechy logo is the menu of sections/categories
- Log Out, Search box are positioned parallel to the Entelechy logo
- In the left-centre area is the 'Editorial' post and below it is the brief profile of the author and comments section

- In the right sidebar we have -
 - Bulletin Board – small posts and news snippets about the campus
 - Recent Comments section
 - Popular Posts section
 - Twitter feed section – it displays tweets with hashtags, keywords and handle of 'DA-IICT' and 'DAIICT'.

4.3.4 Category/Section View

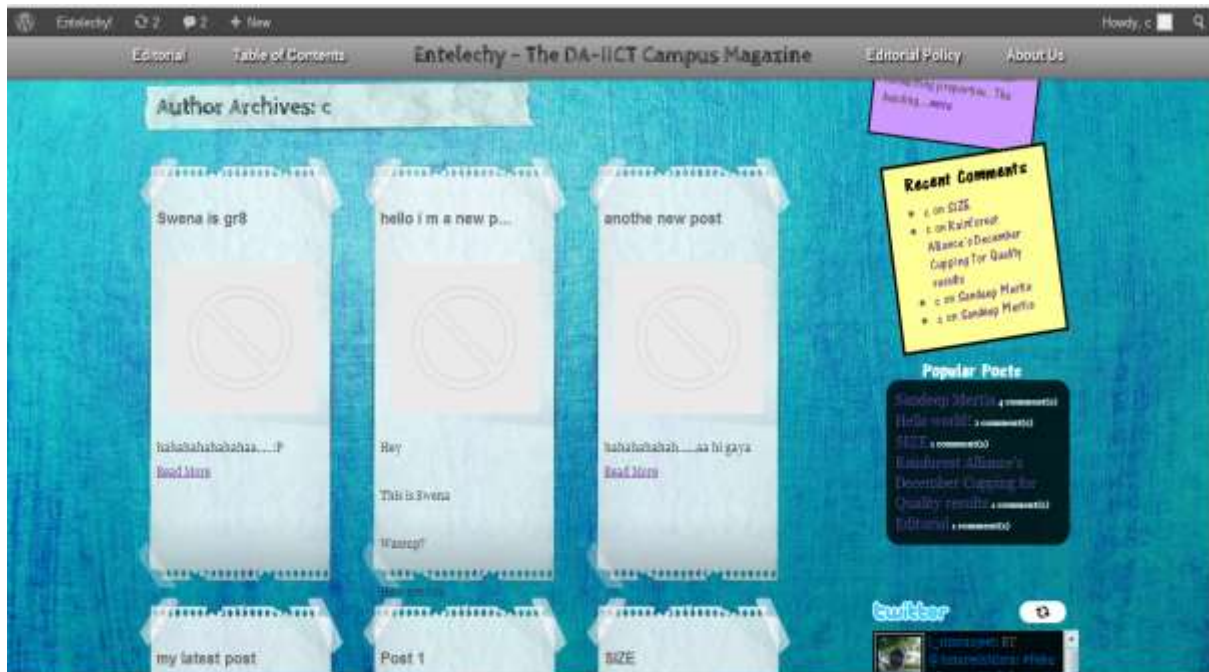


The image above shows, 'Campus Clamour' section with 3 posts/articles in it. One can click on any article to go to its full post.

4.3.5 User Profile View



Here you can see the top-half of a user's profile displaying her bio & other details.



Here you can see the bottom half of the user profile page which is showing the articles written by that particular user.

4.3.6 'Freeze Frame' Section's View



This particular layout of posts is for 'Freeze Frame' section – the section for Pictures in Entelechy. One can click on any picture for its full post to open up.

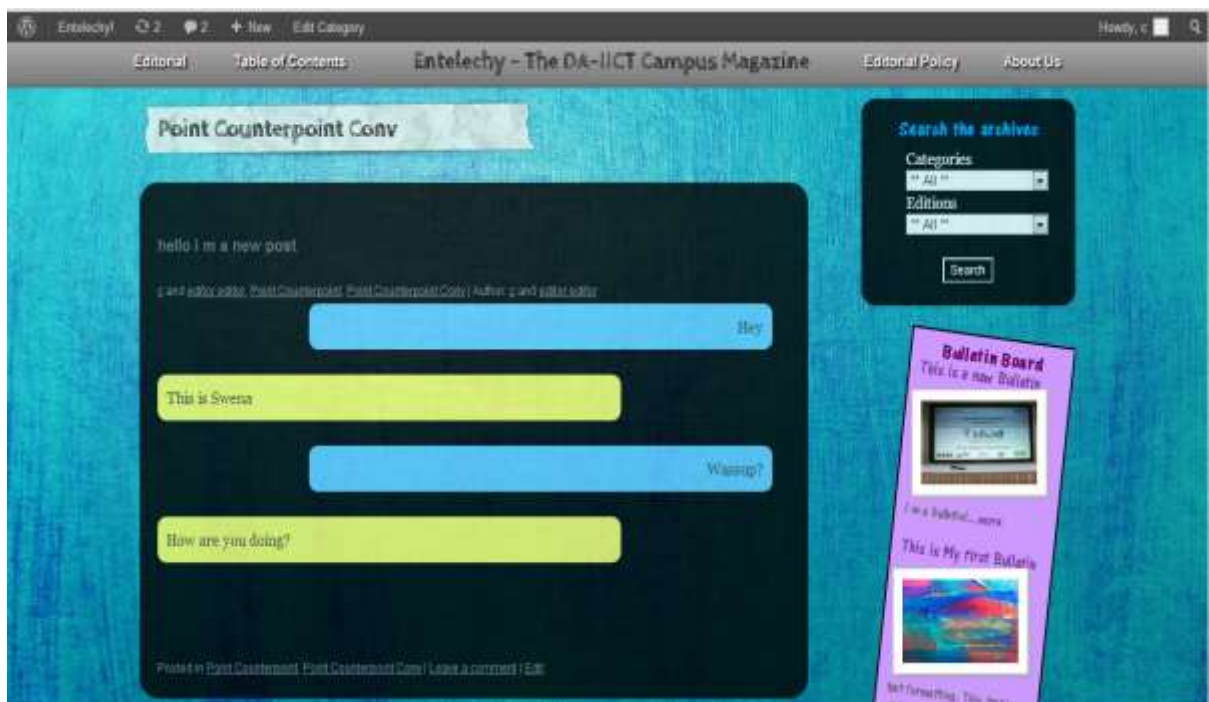
4.3.7 'Point Counterpoint' Section View

As the name suggests, this is the section for articles where authors debate with each other, taking two stands on a given issue. There are two different forms/layouts of this section –

- Layout 1 – When there are 2 individual posts/articles in the section



- Layout 2 – When the authors debate in a conversational style



4.3.8 Table of Contents View



The 'Table of Contents' is the page where all the posts/articles of an edition are listed section/category wise. The link to this page is on the top menu bar, so one can easily navigate to another section/category without returning to home page or scrolling up for sections' menu bar.

5. Frequently Asked Questions

5.1 What is WordPress?

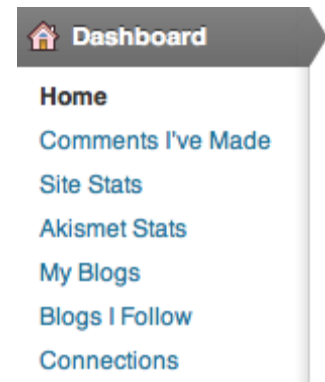
WordPress is a free, open-source personal publishing system that allows you to easily create a complex blog, or web log, on your site. Written in PHP and supported by a MySQL database, WordPress offers intuitive administrative tools and sophisticated design features that make it easy to develop and integrate a personal or professional blog on your site.

5.2 What is Dashboard?

The **Dashboard** is the first screen you see when you log into the administration area of your blog. The main idea of the dashboard is to give you a place where you can get an at-a-glance overview of what's happening with your blog. You can catch up on news, view your draft posts, see who's linking to you or how popular your content's been, quickly put out a no-frills post, or check out and moderate your latest comments. It's like a bird's eye view of operations, from which you can swoop down into the particular details.

The Dashboard contains the following modules:

- Right Now
- QuickPress
- Recent Comments
- Recent Drafts
- Your Stuff
- What's Hot
- Stats



5.3 How can I directly contribute to the magazine?

On the top most menu bar you can find the '+New' button. Please click on it, it'll take you to the dashboard page where you will have to choose the type of your post – bulletin or post. You can select one, write the matter, select the section which you think it should go in and submit. It'll be uploaded as draft on the website and will be published after review from an editor.

5.4 Can I register from my gmail or yahoo email id?

No, we're sorry but one can only register through one's DA-IICT webmail ID.

5.5 How can I request to add a new feature to the website "Entelechy"?

Send us an email requesting the feature at sen-group-7@googlegroups.com and we might consider adding it.

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6. References

- Solanki, Aakash et. al., Team 16 - NGO Information Management Suite 1.0 – User Manual IT314 Software Engineering, Winter 2011-12, DA-IICT.
- Sandeep Mertia, et.al, Software Requirements Specification Document, Team 7, IT314 Software Engineering, Winter 2012-13.