

## **CONTENT MANAGEMENT SYSTEMS**

*Student Affairs Office*

**User Manual**

### **Members:**

**05** CARABIT, JECO ALBERTO

**06** CEA, KENAN DULNUAN

**09** DELA CRUZ, OJOJ YNEL CASUGA

**15** MANAOIS, VON EZEKIEL DELA CRUZ

**16** MANGATI, STEVEN MARK GERALD BARRY

**20** PALPALLATOC, WINDEE IGNACIO

**21** PIMENTEL, JEREMIAH MIKAIL BALUSA

**25** SARMIENTO, JEREMIAH JUARIZO

**33** DE LA ROSA MA. JASMIN ZYRIEH SOLIVEN

### **Class Code:**

9340B

### **Schedule:**

TF 5:30 - 7:00

## Table of Contents

I.	Introduction .....	3
II.	User Manual .....	4
III.	Plugins .....	9

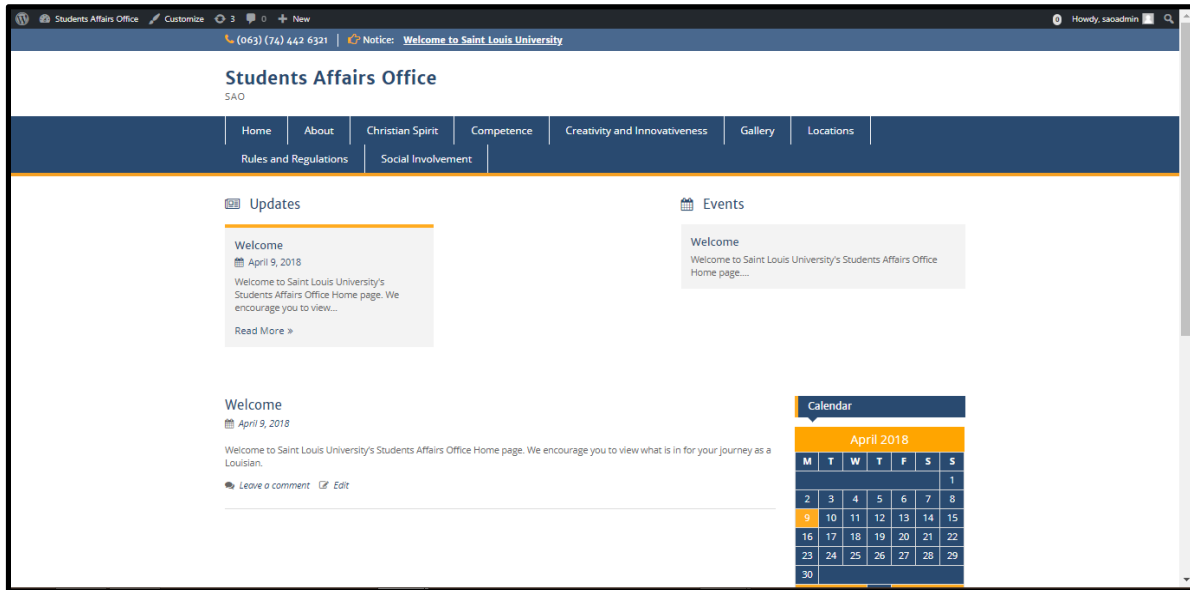
## **I. Introduction**

Saint Louis University's Student Affairs Office (SAO) is a centralized department wherein it functions as the main information distributor, responsible of marketing the University to neighboring cities and even countries, keeping track of students' behavior and records, and keeping the rules and policies of the institution as strict as possible. So to be able to reach the extent of relaying information through having own websites where students and inquirers can easily check on the University's background and information regarding academic matters and also the facilities that the institution has to offer, the content management systems (CMS) will surely help a lot. For the specific needs of the SAO, we decided to make use of WordPress as the content management system application to be used to create an easy-to-manage website where even non-technical people will have the ability to manage content updates about the institution's website.

The content of the proposed website is a mixture of collective data that is necessary as it is referred to as the main information distributor, where it includes information about student record, mission and vision of the university, facilities, courses offered, campus locations, registrars, academic calendars, memos, and announcements

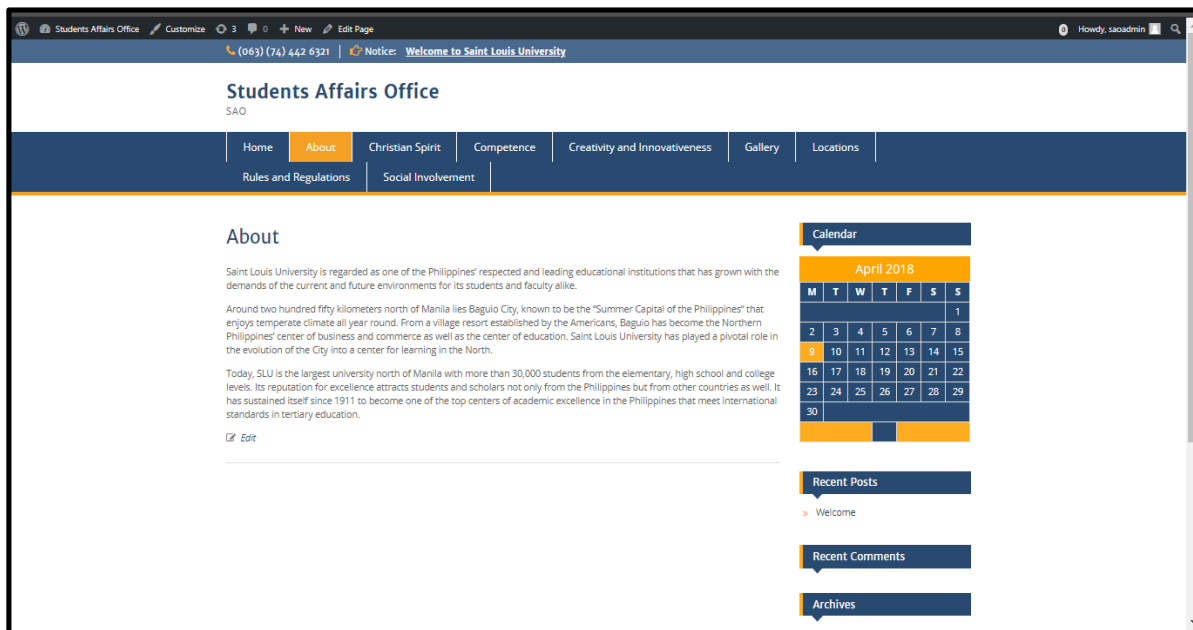
The goal of this proposal is to create a user-friendly and hassle-free website for SAO, that will benefit the students, staffs, the university and the people who are pinning an eye on SLU as a hot pick for their academe choice, implementing the features that the WordPress has to offer.

## II. CMS (User Manual)



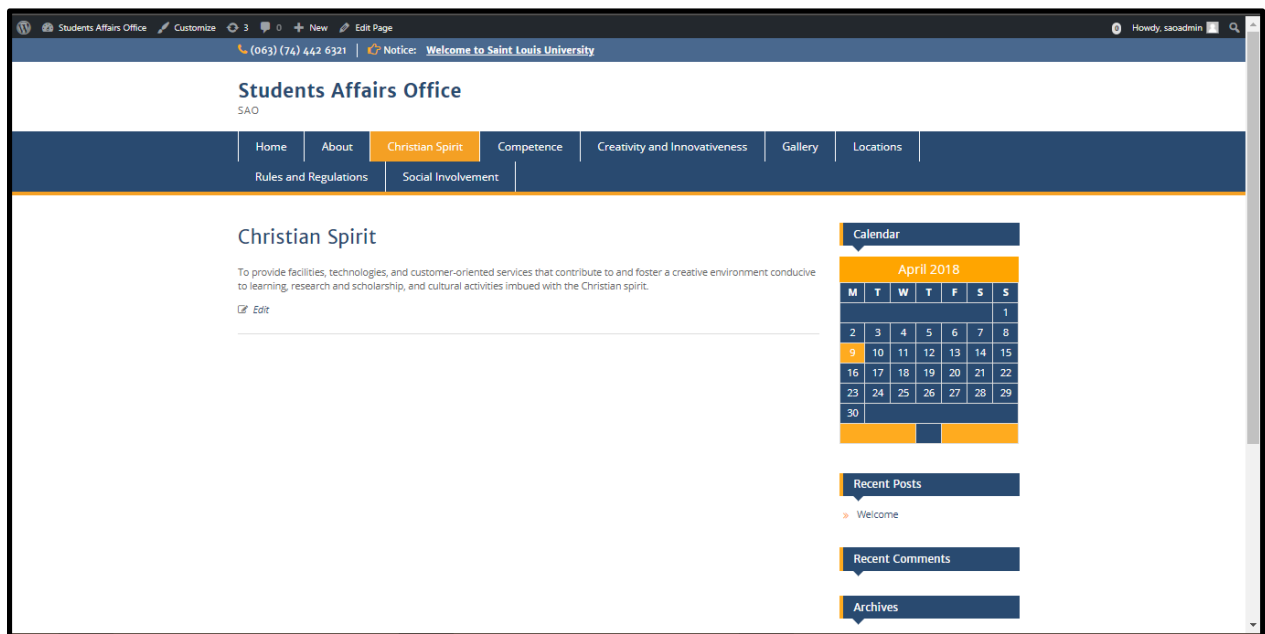
**Figure 1. Home page**

This is the homepage of the website. When you access the website, you will see the navigation bar (ex. Home, About, Christian Spirit etc.) it serves as a control point to link you (user) to a sections of the website. There are other information available in the homepage, like the “Update” section, “Events” section and the calendar.



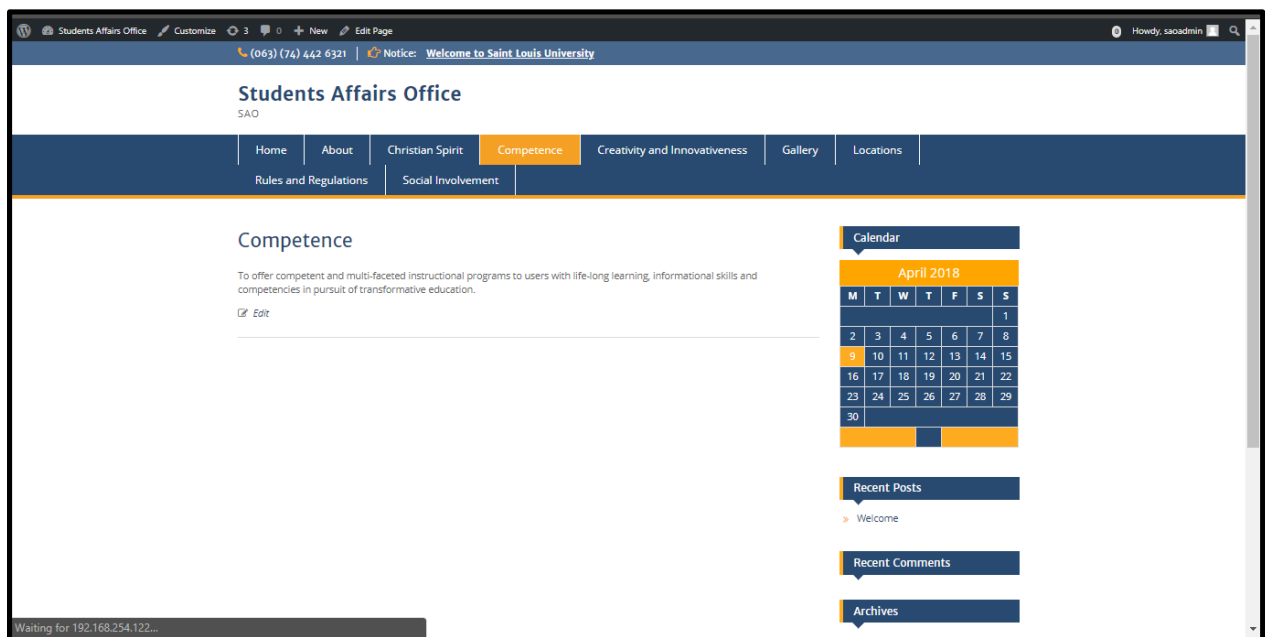
**Figure 2. About section**

This is usually the first destination of the online audience. This is the information of the university. The website will give you a brief background to have an idea of the website



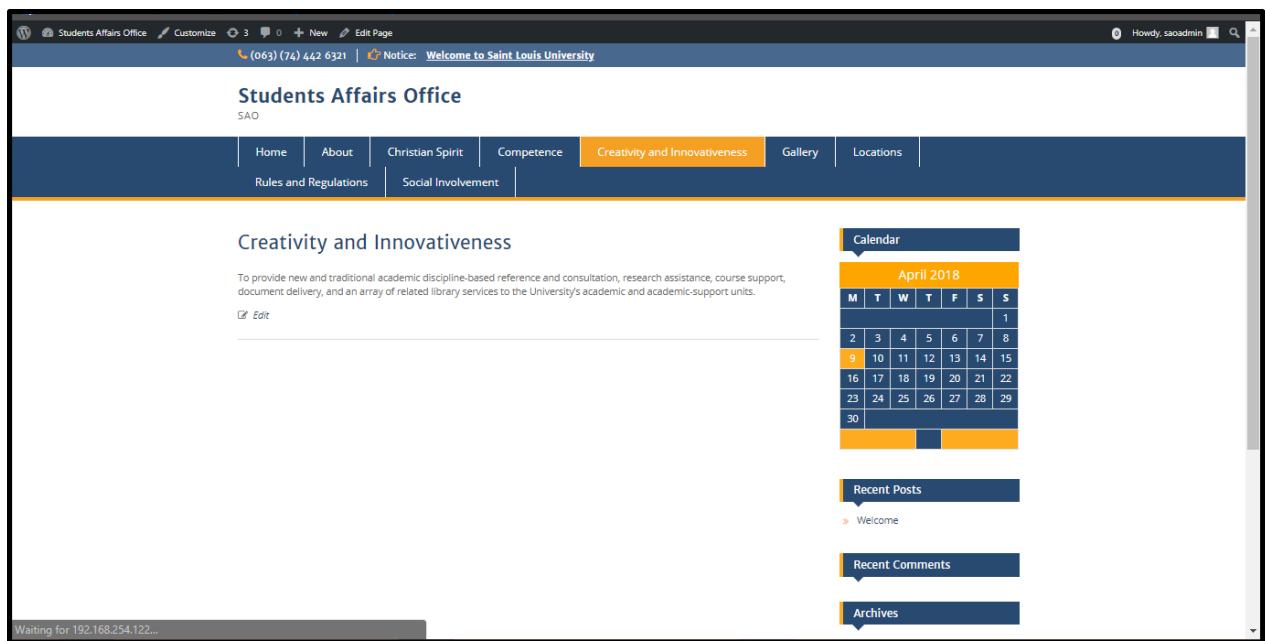
**Figure 3. Christian Spirit section**

In this page, it will show you the information about the Christian Spirit of the university.



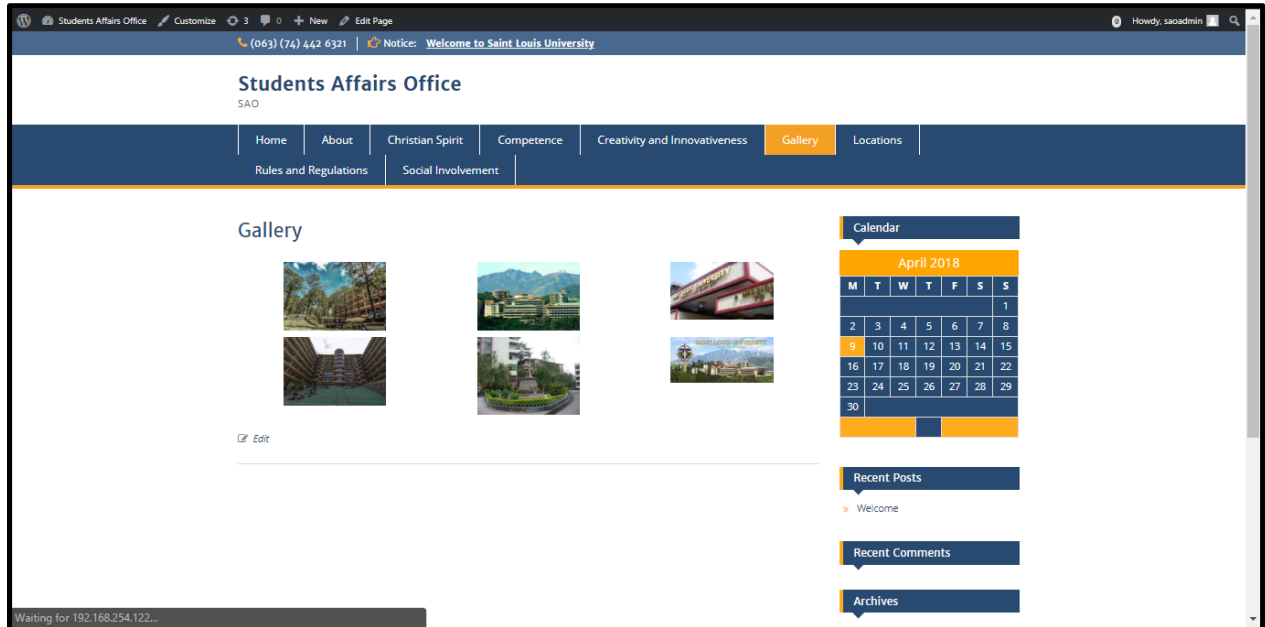
**Figure 4. Competence section**

For the competency-based learning page, this page refers to the assessment of the students.



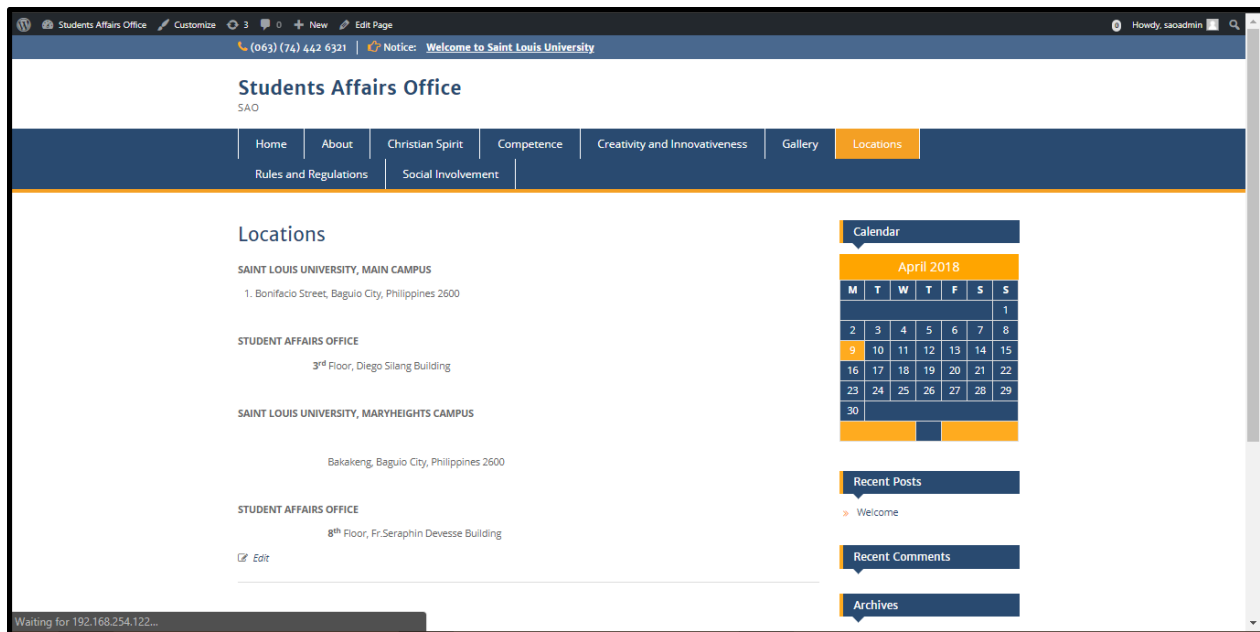
**Figure 5. Creativity and Innovativeness section**

This is the information of the creativity and innovation in education. It will help the students to discover their creativity and to also find innovative solution to their problems.



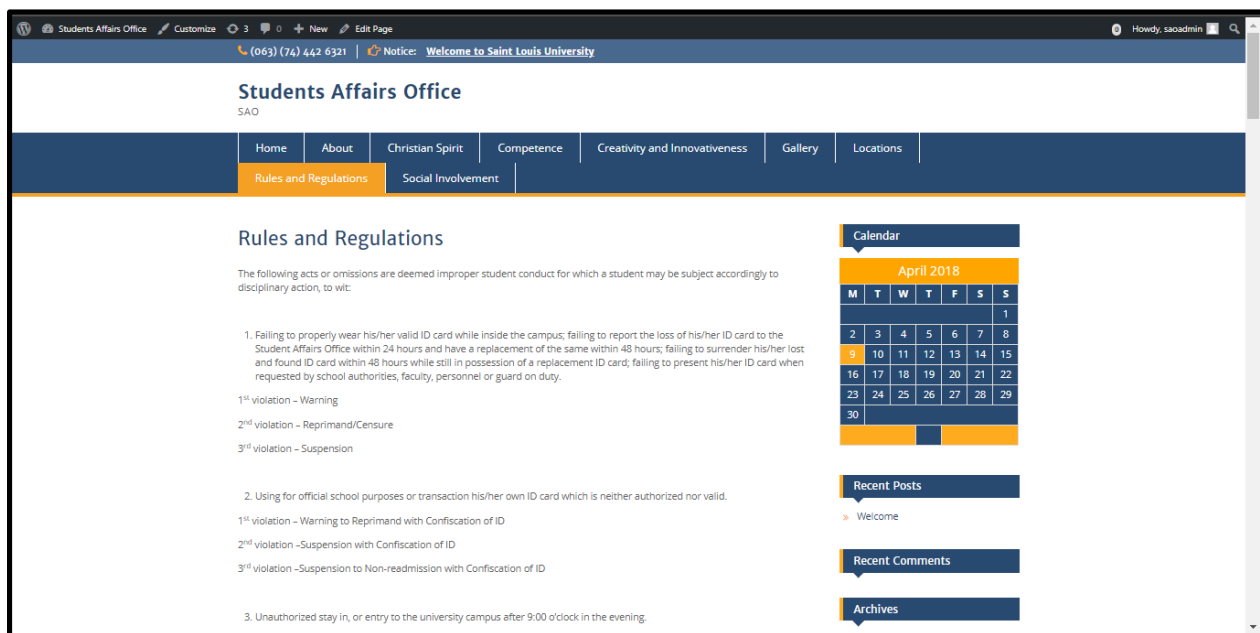
**Figure 6. Gallery section**

In the gallery page, the website will give you a sneak preview of images of the university.



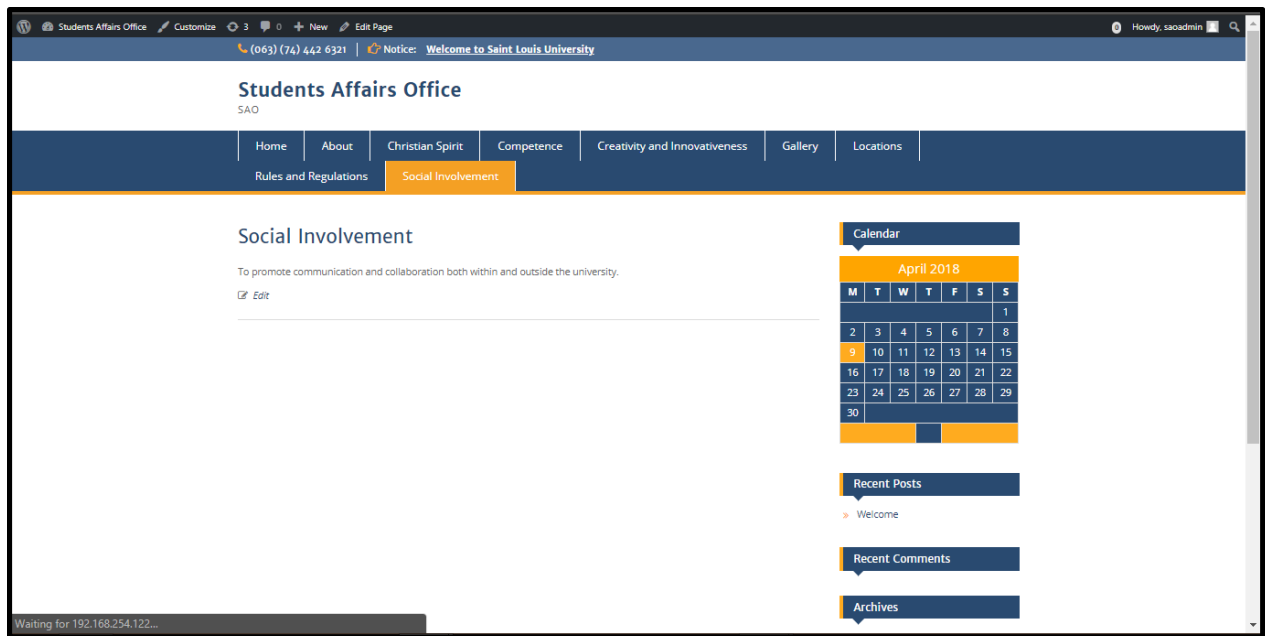
**Figure 7. Location section**

In the location page, here the information of the university, where the university located and also the location of the Student Affairs Office (SAO).



**Figure 8. Rules and Regulations**

In this page, it will give you the information of do's and dont's of the university.



**Figure 9. Social Involvement**

In this page, the university wants you to engage not only inside the campus community but also to the outside community.



### III. Plugins

#### Buddy Press

**Profile:** The plugin enables the users of SAO to create a user profile to store personal data.

**Transmission:** The plugin works as a medium in order for the SAO in the main campus to communicate with the SAO of Maryheights.

**Collaboration:** The plugin helps users relay messages to other users for collaboration.

#### Limit Login Attempts

**Access:** This works for the SAO admin login, to limit attempts in trying to access the website and make changes into it.

**Security:** Ensures that the person logged in inside the website is authenticated and that no malicious content would be spread. It will also give notice to one who is trying to attempt, about his/her remaining attempt count until he/she reach the maximum attempt where his/her username and password will not be invalidated to enter for a span of time.

#### CMS Dashboard

**Ease-of-use:** Since the website are to be managed by people who are not that familiar into technical terminologies and processes, it is a good choice to apply a plugin that would allow these people to interact with the interface easily, by having dashboard that is clearly and completely labeled with functions they want to use in managing their website.

#### BackUpWordPress

**Database:** The plugin archives all data for the entire website for SAO. It uses zip and mysqldump for faster backup.

**Data Recovery:** The plugin restores data in case of data loss

**User-friendly:** The plugin is easy to use for users and there are no setup needed

**Catalogue:** The plugin excludes files and folders from your backup to let the users of SAO organize schedules and isolate files that is not part of the category