



ACTIVE NEWSPAPER CMS
PREMIUM ADVERTISEMENT · NEWSPAPER · MAGAZINE

USER MANUAL GUIDE

Author : Active IT zone

Software Framework : CodeIgniter

Software Version : PHP 5.4, PHP 5.5, PHP 5.6, MySQL 5.x

Provided by : codecanon



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1. News

1.1 Category : Admin can create news category from here which will be available on news upload and also the viewers will view the news according to this admin created categories.

- To create a new category click on the **Create Category** button.
- In the **Category** section admin will get the option to his/her created category list in a table. Categories name and options like **Edit** and **Delete** are available to Edit and Delete existing created categories.
- Admin will get the smart **ajax based search** option on the top-right part of the category list table.
- Admin will get the **download** and **print** the Category list in **pdf, csv** and **.xls** format options on the top-right part of the category list table.

1.2 Sub-Category

- In the **Sub-Category** section admin can see the list of subcategories under selected category in a table.
- Admin can create a subcategory of the existing categories by clicking **Create Sub-Category** button. Click on the **Save** button to save the changes, otherwise click on the **Cancel** button.
- Admin will get the smart **ajax based search** option on the top-right part of the sub-category list table.
- Admin can **download** and **print** the Sub-Category list in **pdf, csv** and **.xls** format using the options available on the top-right part of the sub-category list table.

1.3 News Speciality

- From here admin can create special news section such as details news, top news, breaking news etc by clicking on **Create News Speciality** with options **save & cancel**. For editing & deleting the specific special section the two options are available **edit & delete**.
- Admin will get the smart **ajax based search** option on the top-right part of the special news list table.
- Admin can **download** and **print** the Sub-Category list in **pdf, csv** and **.xls** format using the options available on the top-right part of the sub-category list table.

1.4 All News

1.4.1 Create News :

Admin/news uploader can add a news by clicking on the **Create News** button.

Create news Section

- **News Title:** Requires title of the news
- **Summary:** Short description of the news details.
- **Description:** Admin/news uploader can provide detailed description of a news. Here he/she can change the text format, add an image or video, provide a link to the description etc. using the **Summernote**.

- **Image:** Admin/news uploader can select an image of the news.
- **News Category:** After selecting a **Category** for a product the **Sub-category** under the selected category will be added.
- **Date:** Admin/news uploader can pick a date by click on the calendar icon and news creating time will be automatically added.
- **Tags:** He/she can provide different **tags** for the news.
- **News Speciality:** From this section admin/news uploader can select the publishing place in the homepage for any special news.
- **News Reporter:** In this portion Reporters name will be shown in a dropdown menu.
- **Publish Button:** Here is the switch for selecting the news publish or unpublish.
- Then click **upload** for publish the news in the home page and **reset** for clear the news create area.

1.4.2 Manage News

After creating a news it will be available in the news table. All the existing news will be managed from here.

News Table

- **News Info:** Admin can see the news date, uploaded date, uploaded by, update history, category, viewers amount etc from here.
- **Edit:** Admin can edit the specifications of an existing news from here.
- **Archive:** By clicking this button the news can be move to the archive section.
- **Delete:** Admin can delete a news.

1.5 Archive

- In the **Archive** section admin can **view** the news info in the table. Admin will get the smart **ajax based search** option on the top-right part of the archive table. Admin can **download** and **print** the archived news list in **json, xml, txt, csv, sql** and **.xls** format using the options available on the top-right part of the archive table.
- **Move to Newslist** button available for moving the news from archive to all news page.
- **Delete** button for deleting the news from archive.

News Serial

Admin can rearrange the serial of any news at some sections such as **Breaking news, Top news, Top sliding news, Details news, None**. Any news can be move up or down for that

2. Media

2.1 Photo Gallery

In this gallery only uploaded images are available with the title in photo list. Admin will get the smart **ajax based search** option on the top-right part of the table.

- **Status:** The switch is for showing the image in frontend .
- **Edit:** Admin can edit the title, description can add more images by **edit** option.
- **Delete:** Admin can delete the photo.
- **Upload Photo:** By click on **Upload Photo** admin get some fields image selection ,title, description, add more images with **upload** button.

2.2 Video Gallery

Video list are available in the video gallery. Admin will get the smart **ajax based search** option on the top-right part of the video list table.

- **Video Source:** Selected video source icon is available here.
- **Status:** The switch is for showing the video in frontend.
- **Edit:** Admin can edit the title, description, can change video by **edit** option.
- **Delete:** Admin can delete the video.
- **Create Video:** By click on **Create Video** admin get some fields ,title, description, video options with **upload** button.

2.3 Audio Storage

All audio clips will be stored in the audio storage page. Admin will get the smart **ajax based search** option on the top-right part of the video list table.

- **Edit:** Admin can edit the audio clip file, description by **edit** option.
- **Delete:** Admin can delete the video.

Create Audio: By click on **Create Audio** admin get some fields upload audio, audio preview, description with **upload** button.

3. Poll

Created polls are listed here with some options such as Question, status, preview, edit and delete.

- **Create Poll:** From here admin can create a poll with fulfill the field poll question and poll options by clicking **Add Options**.
- **Status:** Publish or unpublish option in the home page.
- **Preview:** This is the preview of the poll.
- **Edit:** For editing the existed poll.
- **Delete:** Admin can delete the poll.

4. Reports

4.1 Category Wise News Report

Admin can view a bar diagram of the amount of all posted news in different categories.

4.2 Most Viewed News Report

It shows the number of views of all posted news along with news title.

4.3 Date Wise News Report

Admin can view the amount of news posted on the current date according to different categories.

4.4 Last 30 days News Report

Admin can view the amount of news posted within last 30 days according to different categories.

5. News Reporter

All registered reporter's profile will be listed here in a table with few options that make admin, profile, edit, delete. Admin will get the smart **ajax based search** option on the top-right part of the reporter list table.

- ➔ **Make Admin:** Admin can make other reporter as any specific role which can be chosen from a pop-up window by clicking this button.
- ➔ **Profile:** Reporter's details summary are available in this button.
- ➔ **Edit:** Details info of a reporter which are editable in this button.
- ➔ **Delete:** Admin can delete any reporter by this button.

6. Manage User

List: All the customers registered from the front-end will be listed in the **user list**.

Profile: Admin can view the user's profile by clicking **Profile** button.

Delete: Admin can delete any user if he/she wants to.

7. Support Ticket

List: Admin can see the list of created support ticket from all the users with subject of the ticket and creation date and time.

View Ticket: Admin can view all message associated with that ticket, he/she can also reply specific message of any ticket.

Delete: Admin can delete any support ticket if he/she wants to.

8. Messaging

8.1 Newsletters

The Admin can send a newsletter from this section. He/she'll see all the users email address in the **E-mails(users)** text box. He/she can remove an email address if he wants to. He/she'll also get the list of subscribers' email addresses from which he/she can remove. He'll provide the '**form**' to the Email Address. Subject of the newsletter and the HTML of the newsletter in the SummerNote Editor will be given. For providing raw html code to the newsletter, the Admin can go to the code view of the editor and then paste the code there. The Admin shall get confirmation once the newsletter is sent.

8.2 Contact Messages

The Admin can read and reply the messages sent from the home contact page. The Admin will see a list of latest messages. The reply will sent as an email to the message sender.

9. Staffs Panel

Admin can manage all his staffs those will have access to the admin panel.

9.1 All Staffs

Create Admin: The Admin can create other admin for the admin panel, who will be the staffs of his/her newspaper. The Admin will provide the staff's name, email etc. and also provide the **Role** the staff is going to accomplish as an admin. Role means the set of permissions to make changes in the admin panel. After creating a new admin, he/she'll get confirmation email with an auto-generated password, which can be changed later.

Edit: The admin can **Edit** staff's details except his/her email because email address is already registered.

Delete: Admin can delete all admins except the master admin.

9.2 Manage Roles

Admin can manage Role (set of account permissions) for the staff.

Create Role: The Admin can create role by providing the name of admin name, description & will get the option to enable/disable the administrative access. For example, an admin can set permission for 'News Managing Staff' to change news details. If any staff has been given this role by master admin, he/she'll only get the access for news.

Edit: The Admin can edit the created roles.

Delete: The Admin can delete the roles he/she things not needed. But, if any admin is already added to the role and it's deleted, it'll make fatal errors.

10. Advertisement

10.1 Ad Payment List : Admin can see the informations of all advertisers such as user name, ad position, ad package's amount, payment gateway, payment status, validity of ad. Also admin can approve or disapprove any advertise by one switch from here.

10.2 Ads Settings : From here admin can set up his/her advertisement packages for different sections with different package name, price, seal with existed default packages (weekly, monthly, half yearly, yearly). Admin also can manage the package activation by one tick mark or can publish/unpublish any specific ad section by a single click.

10.3 Ads Payment Settings : Here admin can set the payment gateway & configure these to receive advertisement payment from advertiser/user.

10 Frontend Settings

10.1 Display Settings

- Theme Selection
- Theme Settings
- Others Appearance

10.1.1 Theme Selection :

Admin can choose a theme for homepage from given themes by one click.

10.1.2 Theme Settings : From admin navigation admin will get 3 steps for setting up his/her frontend theme. Here it is :

- Header
- Pages
- Footer

10.1.2.1 Header :

There are four fields such as **menu links position, search bar position, drop down effects, sticky header** to decorate the header section in frontend. Admin will get the various options in dropdown menu by click on each fields to rearrange his/her newspaper header part.

10.1.2.2 Pages :

Admin will get the options for editing all the fronted pages. He will get the page's name on sub-navigation section for editing each page. Now follow the below steps to build your newspaper with your own choice :

- **Home:** We designed the home page with an exclusive way that admin can easily decorate his/her Newspaper home in an unique way excepting any kind of code base knowledge. Total home page has been divided into several parts which can be arranged in most easiest way. Here we described elaborately.

Sections name : Breaking News, Top news, Top stories, Detail news, Photo gallery, Special category with sidebar, video gallery, Category wise news

Now follow the below article for how to decorate your sections :

Breaking News Option :

Display status : With a single click on switch admin can **show/hide** this section on home page.

Title : Admin can change the title "**Breaking News**" which will be affected both on home page and admin.

Number of News : Admin can settle the quantity of breaking news from here.

Top News :

Display status : With a single click on switch admin can **show/hide** this section on home page.

Choose style : We developed two more designs for this section. admin can choose any of them for decorate his/her top news section on homepage.

Top Stories :

Top stories news has been viewed on a smooth carousal slider which makes your homepage lucrative. Follow the below steps to config this section.

Display status : With a single click on switch admin can **show/hide** this section on home page.

Title : Admin can change the title, "**Top Stories**" which will be affected both on home page and admin.

Number of News : Admin can settle the quantity of top stories from here.

Detail News :

Display status : With a single click on switch admin can **show/hide** this section on home page.

Number of News : Admin can settle the quantity of breaking news from here.

Sidebar position : Admin can settle the sidebar position (Left/Right) from here.

Choose widgets : In this section admin has option to choose widgets which are available on sidebar position on this section.

Photo Gallery : Admin uploaded photos has been displayed in this section with a smooth carousel Slider. Viewers will get the option to view the image on attractive pop-up and also get the photo description link on hover.

Display status : With a single click on switch admin can **show/hide** this section on home page.

Title : Admin can change the title, "**Photo Gallery**" which will be affected both on home page and admin.

Number of News : Admin can settle the quantity of photos from here.

Special Category with Sidebar :

Display status : With a single click on switch admin can **show/hide** this section on home page.

Choose category(Left) :

Choose category(Right)

Number of News : Admin can settle the quantity of breaking news from here.

Sidebar position : Admin can settle the sidebar position (Left/Right) from here.

Choose widgets : In this section admin has option to choose widgets which are available on sidebar position on this section.

Video Gallery : Admin uploaded video will be showcased in here.

Display status : With a single click on switch admin can **show/hide** this section on home page.

Title : Admin can change the title, "**Video Gallery**" which will be affected both on home page and admin.

Choose style : We developed two more designs for this section.admin can choose any of them for decorate his/her video gallery section on homepage.

Category Wise News :

Display status : With a single click on switch admin can **show/hide** this section on home page.

Choose outlook : Admin can choose any outlook for this portion.

Choose categories : For showing different categories on homepage here is the field to choose categories from dropdown which will appear by clicking on the field.Admin can select the categories to display the specific categories news.

Choose style : We developed many more designs for this section.admin can choose any of them for decorate his/her category wise news section on homepage.

➔ **News Description :** In frontend any news description page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

➔ **Category news :** In frontend any category news description page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

➔ **News Listing :** In frontend any news listing page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

➔ **Photo Gallery :** Photo gallery page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

→ **Photo Description** : In frontend any photo description page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

→ **Video Gallery** : Any video gallery page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

→ **Video Description** : In frontend any video description page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

→ **All Reporters** : All reporters page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

→ **Reporter Details** : Reporter details page in frontend has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

→ **Archive News** : In frontend Archive news page has some different portion.

Sidebar position : Admin can select the position of the sidebar **left** or **right**.

Choose widgets : From this section admin can choose the different widgets which will be available in sidebar.

Choose bottom section : From this section admin can choose the different widgets which will be available in bottom section.

→ **Contact** : Contact page is used to allow the visitors to contact the website owner or people who are responsible for the maintenance of the site. Admin can provide **Contact Address, contact phone, contact email, contact website** and a description about the owner in the **contact about** section.

10.1.2.3 Footer Settings

Admin can customize the information of the footer from here. He/she can give category list of the product with link and footer text.

10.1.3 Others Appearance

- Color
- Favicon
- Logo
- Preloader
- Fonts

Color : Admin can set theme color scheme for front-end from different color sets in here.

Favicon : Admin can select a **favicon** to change the defaults **tab icon** of the browser.

Logo : Admin can set website logo from here as you need. After uploading a logo it will be saved in the **All Logos** section as an album.

From **Select Logo** section admin can select admin logo and homepage (header and footer logo) separately by clicking respectively on the **Change** button.

Preloader : Preloaders are the custom-built indicators that inform the viewer that content has been loaded in his/her browser. Admin can set any of the 30 preloaders as front-end preloader and also can change it's color as well as it's background color.

Fonts : Admin can set a front-end fonts from different fonts in here.

10.2. Site Settings

- General Settings
- Email Templates
- Third Party Settings
- FAQ

10.2.1 General Settings :

General Settings

System details : Admin can set the **System Name** (which is usually company name), **System Email**, **System Title** (for both admin panel and front end) from here.

Homepage Cache time : Homepage caching can improve performance by using less resources to load homepages. Admin can set the **Homepage Cache Time** (in Minutes) from here.

Language : In this section admin can see a number of languages in dropdown menu which are added from **Language section** of the **Admin panel**. Admin can set a particular language for his system from here.

Notification Sound : Admin can control notification sound(on/off) and volume for both admin panel and homepage from here.

Smtip Settings :

Social Links : Admin can provide all social media links (Facebook, Google-plus, twitter, Skype, Pinterest, YouTube), which will be used in the front site.

Terms & Condition : Admin can set the Terms and Condition here which will be displayed in the front-end.

Privacy Policy : Admin can set the Privacy Policy here which will be displayed in the front-end.

10.2.2 Email Templates

- **Password Reset Email:** For “password reset email” to the users admin can set the subject & text of the email from here.
- **Account Approval Email:** For “account approval email” to the users admin can set the subject & text of the email from here.
- **Account Opening Email:** Admin can set the subject & mail text of the “account opening email”.

10.2.3 Third Party Settings

- **Captcha Setting:** Admin Can provide Captcha Settings from here.
- **Social Login Configuration:** Admin can set up Facebook and Google+ Login Settings from here.
- **News Comment Settings:** Admin can select the Comment type i.e. Facebook or Google+ or Disqus comment from here.
- **Google Map:** Admin can set up google map configuration here by providing the Api Key.

10.2.4 FAQ

Admin can set all frequently asked questions & answers from here using **summernote**. He/she can change the text format, add an image or video, provide a link to the description etc. **Add More FAQs** button for more FAQ fields.

10.3 Build Responsive Pages :

- Click the Create Page button.
- Select Page Title, Permalink and Tags.
- After that Admin has to Click Lets Start to Create Your Page.
- Then Admin has to select column width and set the components i.e. Content/Widget.
- Admin can add more than one column in the Responsive Page.

To build

10.4 Default Images

- **News Images:** Admin can setup the default image for a News if there is no image uploaded with published news.

- **Gallery Photos:** Admin can setup the default Gallery image for Photo Gallery if there is no image uploaded with the post.
- **User Profile Picture:** Admin can select a default image for those users who has no profile images.
- **News Reporter Image:** Admin can select a default image for those Reporters who has no profile images in their Reporter Profile.
- **Logos:** Here Admin can set a Default Logo for the website.
- **Others:** Admin can set a default image for the Others section of the website.

11. SEO Report

SEO Settings : Admin can input Meta tag, Meta content, Meta Description, Revisit After & keywords from here. The **Sitemap link for SEO** is here. Admin can get the sitemap form this link.

Social Network Reach: Admin will get to have a look on how the website is shared and interacted in the most popular social media (i.e. Facebook, Google Plus etc.).

Alexa Traffic Metrics: Admin can see global and country specific Alexa Traffic Rank here.

Alexa Traffic Graphs: Admin can see Daily Traffic Trends, clients' Time on Site, Bounce Rate etc. in Alexa graphs here.

Search Index: You'll have a look over Google Web search Index, backlink numbers and other graphs here.

12. Language

Add language: Admin can add multiple language for the system. Once he/she added a new language, he/she has to put all the translations of the word to that language on the table.

Set Translation: The Admin, from the list, will get an input box and a save button for each word. The admin shall give the translation of the word on the input box and press save button. This will save the translation of that word only.

Edit: Admin can change language name or icon from here.

Delete Language: Once a language is selected, the admin can delete that language.

13. Manage Admin Profile

Admin can manage his profile details from here. Admin can change the details of his own profile and can change the password.

14. RSS

Admin can get the Permalink for selecting **Categories** and the Limit of Feeds. Permalink is the link from where the feeds will be shown. Then Click on the Save button to save your configurations.

15. Blog's subscription packages

Admin can edit Subscription Packages from admin panel. Admin has the access to Edit any desired Package by clicking the Edit button. Admin will get the options for arranging his/her Subscription packages under this attributes

Name, Amount (USD), Amount of Posts, Amount of Videos and Amount of Images.

Then upload a Subscription Image for the package, and then click the Upload button.

16. Blog in admin panel

From Admin Panel go to Navigation, click **Blog**. Blogs where admin can see a table of Blog List which are created before by a Blogger.

Here an Admin can see the Blog Info, View it from the Frontend, Edit or Delete any Blog posted by a Blogger.

Admin can also hide a Blog by changing the Publish Status of any Blog from Published to Unpublished.

Admin can also manage Blog Gallery or Blog Videos from the Navigation Blog Gallery or Blog Videos depending on what he/she wants to manage.

17. Blog post from admin panel

From Admin Panel go to Navigation, click **Blog**. From blog post admin can post blogs. Admin will get three options for blog posting.

- Blog Post- In this section admin will get required fields such as Title, Summary, Description, time and date setting, Multiple image upload option etc.
- Blog image post - Here admin can post a single main image with its description and title.
- Blog video post- Admin will get an option to choose between upload or share video links from here.

Admin can view the blog preview, Blog information along with blog edit & delete option.

18. Blog category and sub category

From Admin Panel, go to Navigation and then go to Blog.

Blog Category here blogger can see a table of existing Blog category List which are created before by an Admin.

Create Blog Category: New Categories can be added by clicking the Create Blog Category button on top right side of the page. Now click Save to save the new category.

Admin can also edit any existing categories by clicking the Edit option beside each category. After editing a category click Save button to save the newly edited category.

Create Sub-Category: To add a Sub-Category under any existing category go to Blog. Blog Sub-Category. Click the Create Blog Subcategory button. Now select the sub-category name and the category under which it will be placed and click Save button to add the new Sub-Category. If the category doesn't exist then simply follow the steps 2-4 and then Add the sub-category under that category.

19. Purchase packages for blog post

To purchase **Premium Packages** have make sure user registered as a Blogger first. For that go to. Active Newspaper Home Page and register as a blogger

Now Sign In to User account. From Profile select the **Premium Blog Packages** option. There are five premium packages excluding the default one in total i.e.

- a) **Bronze**
- b) **Silver**
- c) **Gold**
- d) **Platinum**
- e) **Diamond**

According to the amounts of Blogs, Photos & Videos a Blogger can purchase an additional Package which will add the amounts of Blogs, Photos & Videos posts with the remaining amounts from previously purchased Package.

Select desired Package and click on the **Next** button.

From there blogger will be taken to the payment option page. Select desired payment option i.e. **PayPal or Stripe**

20. Blog

After sign in to Blogger account , from Profile select the **Blog Post** option.

In BLOG POST a blogger can fill up the Title, Summary, Description, can choose Category & Subcategory, Tags & Dates.

Blogger can select multiple images for a blog by clicking **Select multiple Image** if he wants to.

For posting an image blog, go to **BLOG IMAGE POST** option; fill up the form with Title, Description and upload Image.

For video blog post, go to **BLOG VIDEO POST** option; fill up the form with Title, Description, from Video option choose the option for uploading or sharing video. Choose option from sharing site or Choose file and select video and click Submit.

By clicking **Submit** button, for every Blog, Image, & Video posting a confirm notification will be pop-up to notify the blogger that it will cost from his/her purchase package. Click Confirm to post the blog.