Duck's Dockside Bar & Grill

1090 Shady Cove Rd E.
Haines City, FL 33844
(863)353-5295

User Manual

Instructions how to access administration functions.

Last updated on May 1, 2022 by Yves Hoebeke

Administration

The website data can be manipulated by the administrator.

For security reasons there are no administration links provided on the website itself. This will prevent users accidentally (or intensionally) select this link and be directed to the administration functions.

In order to enter the administration area enter the following URL:

https://duckysdockside.com/admin

You will be prompted for a password (see passwords document).

You will now be presented with a selection of the data that can be manipulated by you:

Currently you can add/change events (see below), and in the future you will be able to upload photos and make changes on the menu.

Add event:

Select the date and time of the event.
Enter the NAME (band, DJ etc..).
Enter the GENRE (type of music or activity) (optional).
Indicate this to be Active (or not).
Click the SUBMIT button.

The event will now be in the events data file.

Events on the website are shown from current date to the last one entered, but the first 4 only will be initially visible to the user, however the can scroll down to see all the others.

Events are displayed in order by date.

Events that are indicated to be Not Active, will be omitted.

Manage Events:

Initial display will show all the events you previously have entered.

Here you can change all the data elements (Date, Time, Name, Genre and Active Status) of each event.

After you have changed an event you need to click the *Submit* button related to this event.

Remember: there is no delete button. For an event to be omitted from display you need to select the *Not Active* selection.

Events Lifespan:

The system will purge all events that are one week old. This allows me not to have to engage with an additional data storage facility, thus keeping costs down.

Data will automatically be sorted by Date so it will show in the correct order.

Navigation:

While in the administration section, you can always click on the title ("Ducky's Dockside Bar & Girls") to exit and return to the front page.

Additions in the works, todos for Yves:

1. *1.* Allow upload and display of a picture for each event. This will be optional.
2. *2.* Access to the menu data that will allow you to add/remove menu items and change the prices. In the mean time, you can contact me with changes and I can place those in the menu data file.
3. *3.* Upload images to be used in the image carousel. The image carousel are the images displayed below the logo row.
4. *4.* Activate the image carousel to periodically change/rotate through these images.