

# User Manual

Team: The Outsiders

Kirk Montour (montour)

Syed Gardezi (gardezsh)

April 8, 2017

# Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	Purpose . . . . .	3
1.2	Scope . . . . .	3
1.3	Background . . . . .	3
1.4	Roadmap . . . . .	3
<b>2</b>	<b>Tasks</b>	<b>3</b>
2.1	Logging into the administration area . . . . .	3
2.2	Create basic user . . . . .	5
2.3	Edit User . . . . .	9
2.4	Delete User . . . . .	12
2.5	Add a page through Page editor . . . . .	15
2.6	Add main page through page tree "add main page" button . .	18
2.7	Edit Page . . . . .	20
2.8	Add child page with context menu . . . . .	24

# **1 Introduction**

## **1.1 Purpose**

To train a user to be able to administrate their website by doing common web administration tasks after minimal training with the assistance of this User Manual.

## **1.2 Scope**

The scope of the user manual is to provide step by step instructions to execute the "common cases" pertaining to web administration and to lay a solid foundation for learning intuitively.

## **1.3 Background**

Our Content Management System is a web application for non-technical users to manage and maintain their own website, which reduces web maintenance costs. Our User Manual will be very clear and concise, and should need to be consulted only a few times for mastery of web administration common cases.

## **1.4 Roadmap**

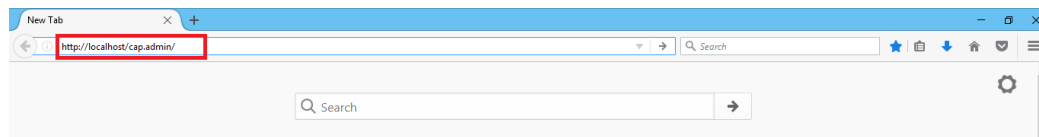
1. User instructions for logging into the administration site, through the login system
2. User instructions for common User Management tasks
3. User instructions for common Page Management tasks
4. User instructions for setting the theme of the website

# **2 Tasks**

## **2.1 Logging into the administration area**

1. Enter the URL of the Administration site into the address bar of the browser. The URL of the Administration site is the name of the site

plus the cap.admin directory appended to the name of the site. In this instance, the site is http://localhost/ for an http://localhost/cap.admin administration site. Navigate to the Administration site login page by entering the Administration site URL and pressing enter.



2. This takes you to the Administration site login page.

---

A screenshot of the CMS Administration login page. The page has a header 'CMS Administration' and a navigation bar with links 'Pages', 'Users', 'Themes', and 'Log Out'. The main content area contains a login form with two tabs: 'Login' and 'Forgotten Password'. The 'Login' tab is active, showing input fields for 'email' and 'password', and a 'login' button.

3. On the Administration site login page, type in a valid user email and password into the email input box and the password input box, and press enter.

---

**CMS Administration**

Pages Users Themes Log Out

Login Forgotten Password

email montour@hotmail.com

password ••••••

login

4. This action will take us to the CMS Administration site, which by default takes us to the Page Management Administration page, and we are successfully logged into the CMS Administration site.

---

**CMS Administration**

Pages Users Themes Log Out

**Page Administration**

Common Details Advanced Options

name title

type normal parent -- none -- Associated Date 2017-03-25

body

Insert Page Details

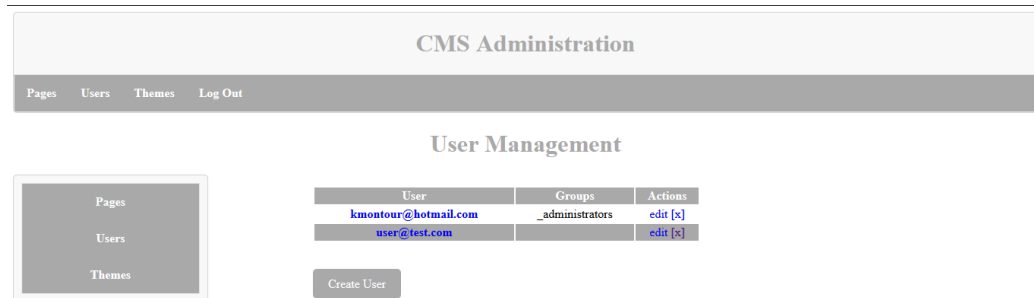
Home  
main page  
my page  
right-click for options  
add main page

## 2.2 Create basic user

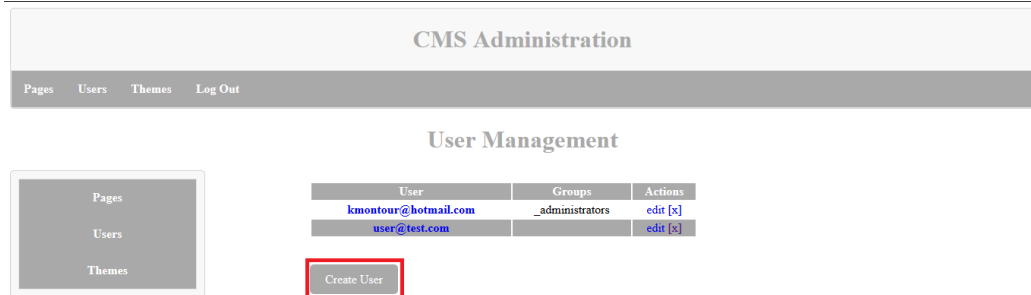
1. Login to the administration web site (see above Login instructions). This brings you by default to the Page Management system.



3. This takes you to the User Management Page.



4. Click the "Create User" button.



5. Clicking the "Create User" button reveals a form for creating new users.

CMS Administration

PagesUsersThemesLog Out

User Management

PagesUsersThemes

Email	<input type="text"/>
Password	<input type="password"/>
(repeat)	<input type="password"/>
Groups	<input type="checkbox"/> _administrators
Active	<input type="checkbox"/> No

Save

User	Groups	Actions
<a href="#">kmontour@hotmail.com</a>	_administrators	<a href="#">edit [x]</a>
<a href="#">user@test.com</a>		<a href="#">edit [x]</a>

Create User

6. Enter an email address and password into the Email input box, Password input box, and Password Confirmation input box, and click the "Save" button.

CMS Administration

PagesUsersThemesLog Out

User Management

PagesUsersThemes

Email	<input type="text" value="new-user@test.com"/>
Password	<input type="password" value="*****"/>
(repeat)	<input type="password" value="*****"/>
Groups	<input type="checkbox"/> _administrators
Active	<input type="checkbox"/> No

Save

User	Groups	Actions
<a href="#">kmontour@hotmail.com</a>	_administrators	<a href="#">edit [x]</a>
<a href="#">user@test.com</a>		<a href="#">edit [x]</a>

Create User



7. The newly created user now shows up in the list of user accounts.

CMS Administration

Pages
Users
Themes
Log Out

Pages

Users

Themes

users updated

User Management

Email
new-user@test.com

Password
(repeat)

Groups
☐ \_administrators

Active
No

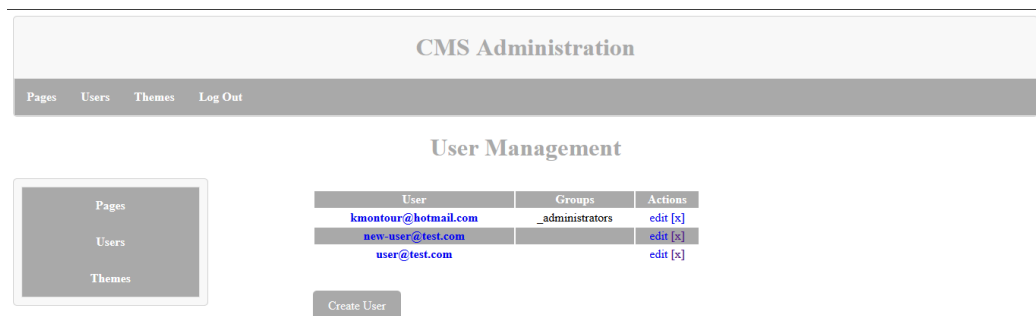
Save

User	Groups	Actions
kmastone@hotmail.com	_administrators	edit [x]
new-user@test.com		edit [x]
user@test.com		edit [x]

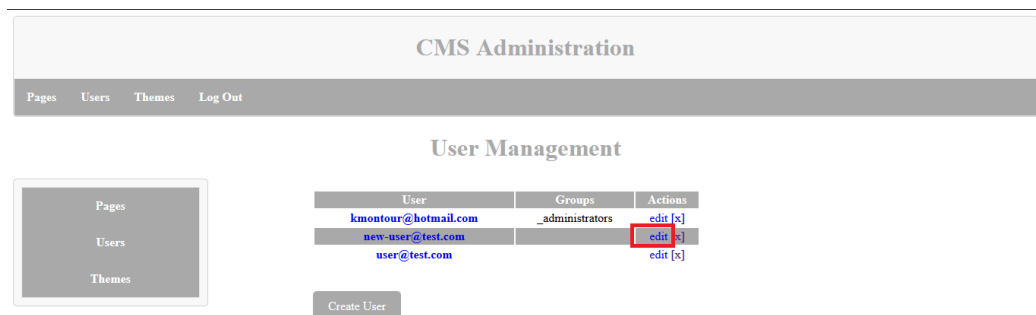
Create User

## 2.3 Edit User

1. To edit user accounts, navigate to the User Management page (see instructions for creating a basic user). This brings you to the User Management page.



2. To edit a user account, click the edit link pertaining to the user account that you want to edit.



3. Clicking the edit link for a user account brings up a form for editing the selected user account.

CMS Administration

Pages Users Themes Log Out

User Management

Pages

Users

Themes

Email

new-user@test.com

Password

(repeat)

Groups

☐ \_administrators

Active

No

Save

User	Groups	Actions
<a href="#">kmontour@hotmail.com</a>	_administrators	<a href="#">edit [x]</a>
<a href="#">new-user@test.com</a>		<a href="#">edit [x]</a>
<a href="#">user@test.com</a>		<a href="#">edit [x]</a>

Create User

- Once the user account data has been loaded into the form, it can be edited. In this example, we will add a user to the administrators group, and make the account active. Once these two options have been selected, click the "Save" button.

CMS Administration

Pages Users Themes Log Out

User Management

Pages

Users

Themes

Email

new-user@test.com

Password

(repeat)

Groups

☒ \_administrators

Active

Yes

Save

User	Groups	Actions
<a href="#">kmontour@hotmail.com</a>	_administrators	<a href="#">edit [x]</a>
<a href="#">new-user@test.com</a>		<a href="#">edit [x]</a>
<a href="#">user@test.com</a>		<a href="#">edit [x]</a>

Create User

- The user account data will be updated, and the new selections will be

reflected in the user account list, and the edit user form.

CMS Administration

PagesUsersThemesLog Out

User Management

Pages

Users

Themes

users updated

Emailnew-user@test.com

Password

(repeat)

Groups☒\_administrators

ActiveYes ▾

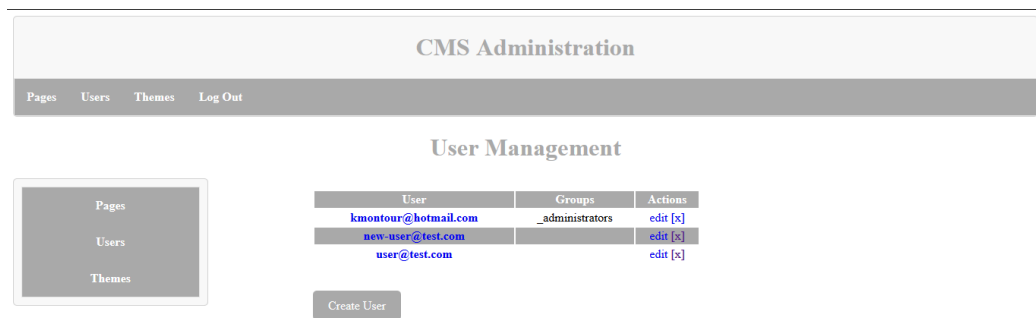
Save

User	Groups	Actions
kmontour@hotmail.com	administrators	edit [x]
new-user@test.com	administrators	edit [x]
user@test.com		edit [x]

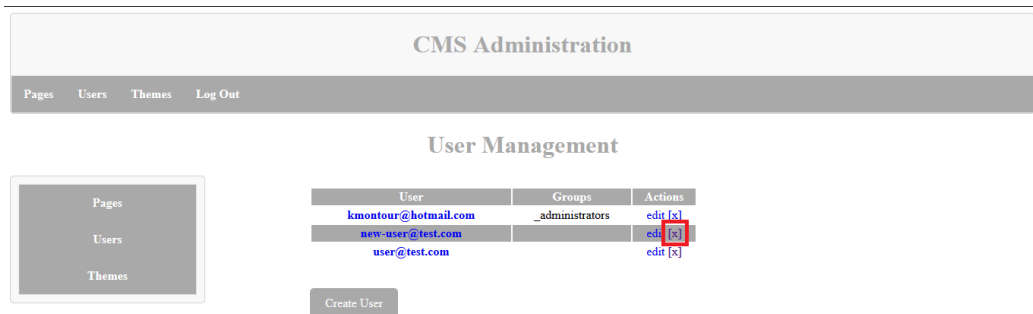
Create User

## 2.4 Delete User

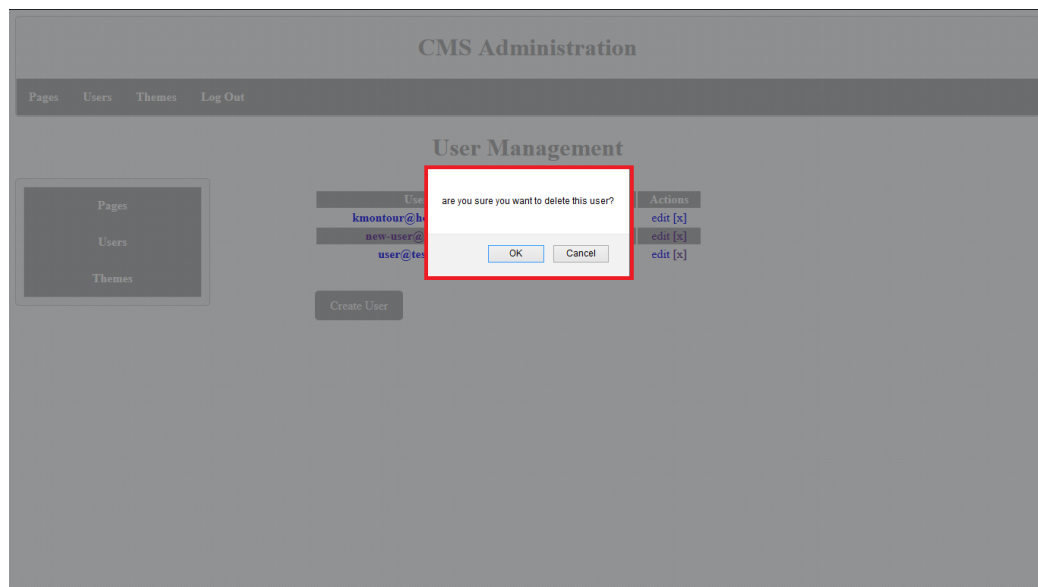
1. To delete user accounts, navigate to the User Management page (see instructions for creating a basic user). This brings you to the User Management page.



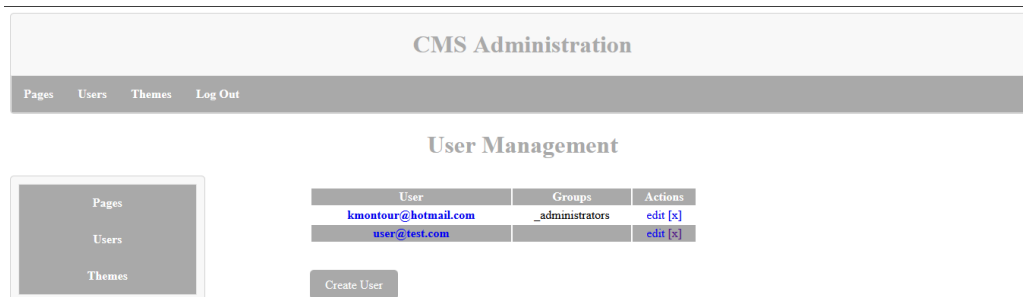
2. Click the [x] button pertaining to the user account that you would like to delete.



3. This brings up a Delete confirmation dialog box. Click ok to confirm the user account deletion.



4. A list of user accounts is displayed with the deleted user account not in the list.



## 2.5 Add a page through Page editor

1. Login to the administration web site (see above Login instructions). This brings you by default to the Page Management system.

The screenshot displays the 'CMS Administration' interface. At the top, a navigation bar includes links for 'Pages', 'Users', 'Themes', and 'Log Out'. Below this, the 'Page Administration' section is active. On the left, a sidebar shows a tree view with 'Home', 'main page', and 'my page', with a note 'right-click for options' and an 'add main page' button. The main content area features two tabs: 'Common Details' (selected) and 'Advanced Options'. The 'Common Details' tab contains form fields for 'name', 'title', 'type' (set to 'normal'), 'parent' (set to '-- none --'), and 'Associated Date' (set to '2017-03-25'). Below these fields is a rich text editor with a toolbar and a large 'body' text area. At the bottom left of the main area is an 'Insert Page Details' button.

2. To create a new page, enter a page name into the name text box; enter a title for the page into the title text box; select a parent for the page, for this example "none" will be selected; enter a date into the Associated Date text box; enter web page content into the body text area. Finally, click the Insert Page Details to create the new page.

## CMS Administration

---

[Pages](#)
[Users](#)
[Themes](#)
[Log Out](#)

### Page Administration

- Home
- main page
- my page

*right-click for options*

[add main page](#)

Common Details

Advanced Options

**name**


**title**

**Associated Date**

**type**

**parent**

ac sapien. Aenean pharetra vulputate orci tempor feugiat. Mauris augue risus, elementum sit amet nibh a, tempor bibendum uma. Donec pellentesque ut sapien id hendrerit.



[Insert Page Details](#)

- The page now shows up in the right page menu tree, with the page editor loaded with the inserted page data, and with a "page saved" message.

## CMS Administration

---

[Pages](#)
[Users](#)
[Themes](#)
[Log Out](#)

### Page Administration

- Home
- main page
- my page
- test page**

*right-click for options*

[add main page](#)

Common Details

Advanced Options

**name**

**title**


**VIEW PAGE**

**type**

**parent**

**Associated Date**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan, eros vitae maximus fermentum, dolor uma ullamcorper turpis, quis dapibus metus dolor et nibh. Suspendisse maximus felis at nunc pretium, quis mattis arcu euismod. Curabitur a ante luctus, accumsan quam sit amet, suscipit nisi. Mauris et lectus at justo maximus malesuada. Phasellus id dapibus tellus. Vivamus a commodo magna. Vestibulum et facilisis nunc. Sed venenatis augue ut augue ultrices, sit amet aliquet enim efficitur. Vivamus ut arcu massa. Ut aliquet, dolor non auctor porta, nisi felis dapibus justo, eu laoreet massa tortor ac sapien. Aenean pharetra vulputate orci tempor feugiat. Mauris augue risus, elementum sit amet nibh a, tempor bibendum uma. Donec pellentesque ut sapien id hendrerit.



[Update Page Details](#)

- To view the newly inserted page on the front end, click the "VIEW PAGE" link.

16



CMS Administration

[Pages](#) [Users](#) [Themes](#) [Log Out](#)

Page Administration

- Home
- main page
- my page
- test page

right-click for options

add main page

Common Details Advanced Options

**name** test page

**type** normal

**title** test page

**parent** -- none --


**Associated Date** 2017-04-01

**VIEW PAGE**

**body**

Source | Undo | Redo | Bold | Italic | Underline | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Outdent | Link | Unlink | Image | Table | Styles | Format

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan, eros vitae maximus fermentum, dolor urna ullamcorper turpis, quis dapibus metus dolor et nibh. Suspendisse maximus felis at nunc pretium, quis mattis arcu euismod. Curabitur a ante luctus, accumsan quam sit amet, suscipit nisi. Mauris et lectus at justo maximus malesuada. Phasellus id dapibus tellus. Vivamus a commodo magna. Vestibulum et facilisis nunc. Sed venenatis augue ut augue ultrices, sit amet aliquet enim efficitur. Vivamus ut arcu massa. Ut aliquet, dolor non auctor porta, nisi felis dapibus justo, eu laoreet massa tortor ac sapien. Aenean pharetra vulputate orci tempor feugiat. Mauris augue risus, elementum sit amet nibh a, tempor bibendum urna. Donec pellentesque ut sapien id hendrerit.



5. Clicking the "VIEW PAGE" button opens a new tab with the newly created page content displayed in the currently selected template.


Hi, I'm Draco the Dragon

Avatar

## I LIVE IN

Draco is a constellation in the far northern sky. Its name is Latin for dragon. Draco is circumpolar (that is, never setting) for many observers in the northern hemisphere. It was one of the 48 constellations listed by the 2nd century astronomer Ptolemy.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan, eros vitae maximus fermentum, dolor urna ullamcorper turpis, quis dapibus metus dolor et nibh. Suspendisse maximus felis at nunc pretium, quis mattis arcu euismod. Curabitur a ante luctus, accumsan quam sit amet, suscipit nisi. Mauris et lectus at justo maximus malesuada. Phasellus id dapibus tellus. Vivamus a commodo magna. Vestibulum et facilisis nunc. Sed venenatis augue ut augue ultrices, sit amet aliquet enim efficitur. Vivamus ut arcu massa. Ut aliquet, dolor non auctor porta, nisi felis dapibus justo, eu laoreet massa tortor ac sapien. Aenean pharetra vulputate orci tempor feugiat. Mauris augue risus, elementum sit amet nibh a, tempor bibendum urna. Donec pellentesque ut sapien id hendrerit.



17

## 2.6 Add main page through page tree "add main page" button

1. Login to the administration web site (see above Login instructions). This brings you by default to the Page Management system.

The screenshot displays the CMS Administration interface. At the top, a header bar contains the text "CMS Administration" and a navigation menu with links for "Pages", "Users", "Themes", and "Log Out". Below this, the "Page Administration" section is visible. On the left, a page tree menu shows a hierarchy: "Home" (with a folder icon), "main page" (with a folder icon), and "my page" (with a folder icon). Below the tree, there is a text prompt "right-click for options" and a button labeled "add main page". The main content area on the right is titled "Page Administration" and features two tabs: "Common Details" (selected) and "Advanced Options". The "Common Details" tab contains several form fields: "name" (text input), "title" (text input), "type" (dropdown menu set to "normal"), "parent" (dropdown menu set to "-- none --"), and "Associated Date" (text input set to "2017-03-25"). Below these fields is a rich text editor with a toolbar containing icons for source code, undo, redo, bold, italic, underline, link, unlink, list, and other formatting options. The editor area is labeled "body". At the bottom of the page, there is a small button labeled "Insert Page Details".

2. To create a top level page with the "add main page" button, click the "add main page" button in the page tree menu on the left.

CMS Administration

[Pages](#) [Users](#) [Themes](#) [Log Out](#)

Page Administration

- Home
- main page
- my page

right-click for options

add main page

Common Details    Advanced Options

name   
type normal

title   
parent -- none --

Associated Date 2017-03-25

Source
Undo
Redo

I B I U X X

Insert Page Details

3. Clicking the "add main page" button brings up a page creation dialog box. Enter a page name in the Name input text box; Select a page type from the Page Type drop down list; Select a date from the date picker for the Associated input box. Then click the "Create Page" button to create the page.

CMS Administration

[Pages](#) [Users](#) [Themes](#) [Log Out](#)

Page Administration

- Home
- main page
- my page

right-click for options

add main page

Common Details    Advanced Options

name   
type normal

title   
parent -- none --

Associated Date 2017-04-01

Source
Undo
Redo

I B I U X X

Insert Page Details

✕

Name

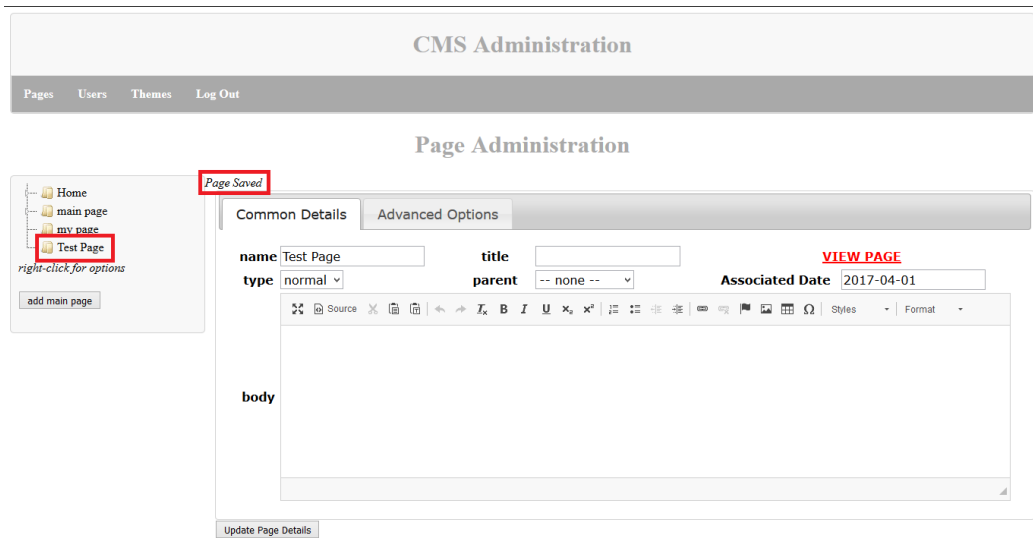
Page Type normal

Associated 2017-04-01

Create Page

Cancel

- Clicking the "Create Page" button creates the unfinished page, displays a "Page Saved" message, displays the unfinished newly created page in the page tree menu on the left, and loads the newly created page data into the page editor.



- To see the incomplete "Test Page" completed, see the instructions for editing a page.

## 2.7 Edit Page

- Login to the administration web site (see above Login instructions). This brings you by default to the Page Management system.



CMS Administration

[Pages](#) [Users](#) [Themes](#) [Log Out](#)

### Page Administration

- Home
- main page
- my page
- Test Page

right-click for options

add main page

Common Details
Advanced Options

**name**

**type**

**title**

**parent**

[VIEW PAGE](#)

**Associated Date**

**body**

Update Page Details

- Edit the "Test Page" by entering a page title into the title input box and entering some web page content into the body text area, and click the "Update Page Details" button.

CMS Administration

[Pages](#) [Users](#) [Themes](#) [Log Out](#)

### Page Administration

- Home
- main page
- my page
- Test Page

right-click for options

add main page

Common Details
Advanced Options

**name**

**type**


**title**

**parent**

[VIEW PAGE](#)

**Associated Date**

**body**



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan, eros vitae maximus fermentum, dolor uma ullamcorper turpis, quis dapibus metus dolor et nibh. Suspendisse maximus felis at nunc pretium, quis mattis arcu euismod. Curabitur a ante luctus, accumsan quam sit amet, suscipit nisi. Mauris et lectus at justo maximus malesuada. Phasellus id dapibus tellus. Vivamus a commodo magna. Vestibulum et facilisis nunc. Sed venenatis augue ut augue ultrices, sit amet aliquet enim efficitur. Vivamus ut arcu massa. Ut aliquet, dolor non auctor porta, nisi felis dapibus justo, eu laoreet massa tortor ac sapien. Aenean pharetra vulputate orci tempor feugiat. Mauris augue risus, elementum sit amet nibh a, tempor bibendum uma. Donec pellentesque ut sapien id hendrerit.

Update Page Details

- Clicking the "Update Page Details" updates the Test Page with the new data, displays a "Page Saved" message, and reloads the page editor

# CMS Administration

---

[Pages](#)   [Users](#)   [Themes](#)   [Log Out](#)

## Page Administration

- Home
- main page
- my page
- Test Page

*right-click-for options*

add main page

Page Saved

Common Details		Advanced Options	
<b>name</b>	<input type="text" value="Test Page"/>	<b>title</b>	<input type="text" value="Test Page Title"/>
<b>type</b>	normal ▾	<b>parent</b>	-- none -- ▾
		<b>Associated Date</b>	<input type="text" value="2017-04-01"/>
<a href="#" style="color: red; text-decoration: underline;">VIEW PAGE</a>			
<div style="display: flex; justify-content: space-between;"> <div>body</div> <div> </div> </div> <div style="margin-top: 10px;"> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan, eros vitae maximus fermentum, dolor una ullamcorper turpis, quis dapibus metus dolor et nibh. Suspendisse maximus felis at nunc pretium, quis mattis arcu </p> </div>			

Update Page Details
[Add New Page](#)

- # CMS Administration

---

[Pages](#)   [Users](#)   [Themes](#)   [Log Out](#)

## Page Administration

- Home
  - main page
  - my page
  - Test Page


*right-click for options*

[add main page](#)

*Page Saved*

Common Details		Advanced Options	
<b>name</b>	<input type="text" value="Test Page"/>	<b>title</b>	<input type="text" value="Test Page Title"/>
<b>type</b>	<input type="text" value="normal"/>	<b>parent</b>	<input type="text" value="-- none --"/>
		<b>Associated Date</b>	<input type="text" value="2017-04-01"/>
<a href="#" style="color: red; border: 1px solid red; padding: 2px;">VIEW PAGE</a>			

**body**

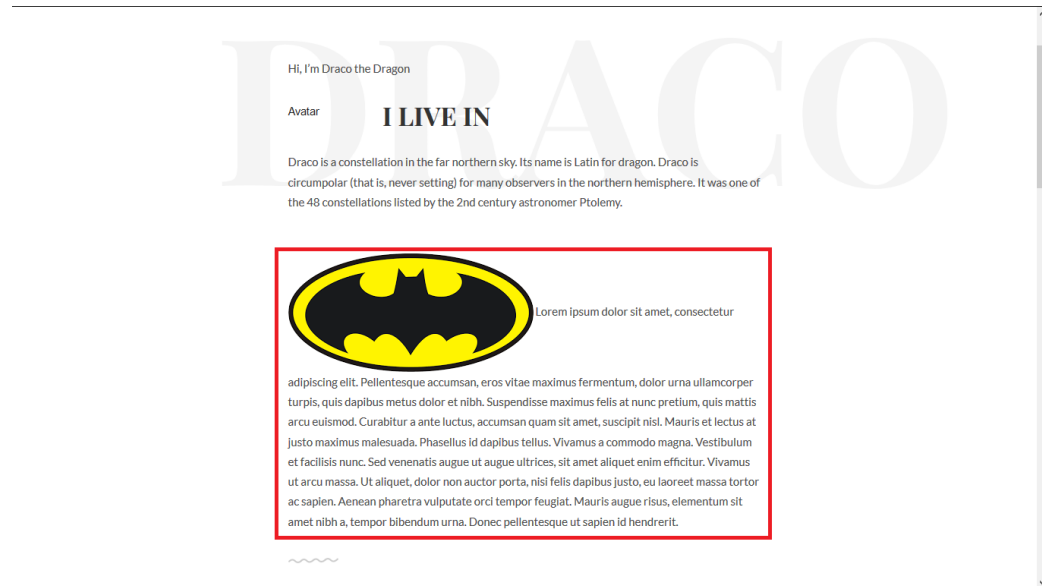


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan, eros vitae maximus fermentum, dolor urna ullamcorper turpis, quis dapibus metus dolor et nibh. Suspendisse maximus felis at nunc pretium, quis mattis arcu

[Update Page Details](#)

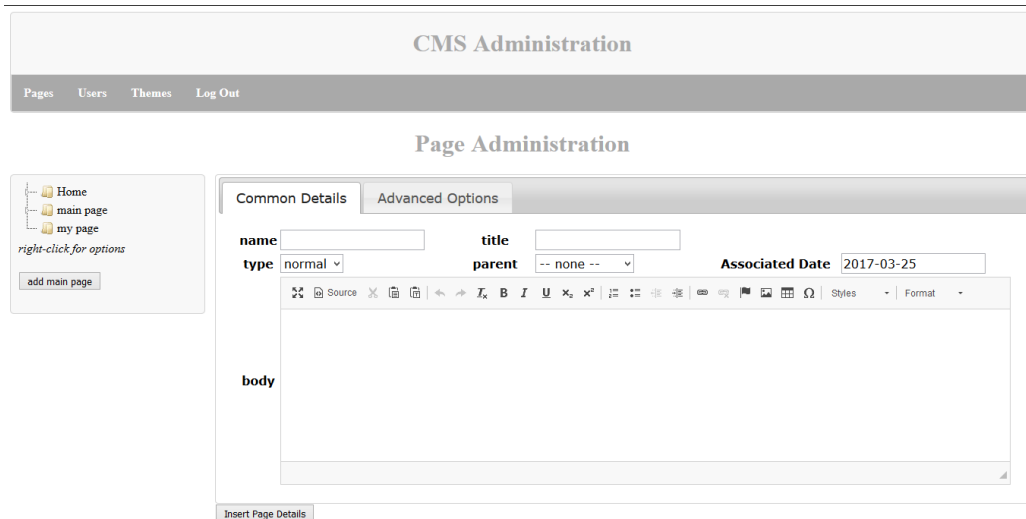
- 23

in the browser.



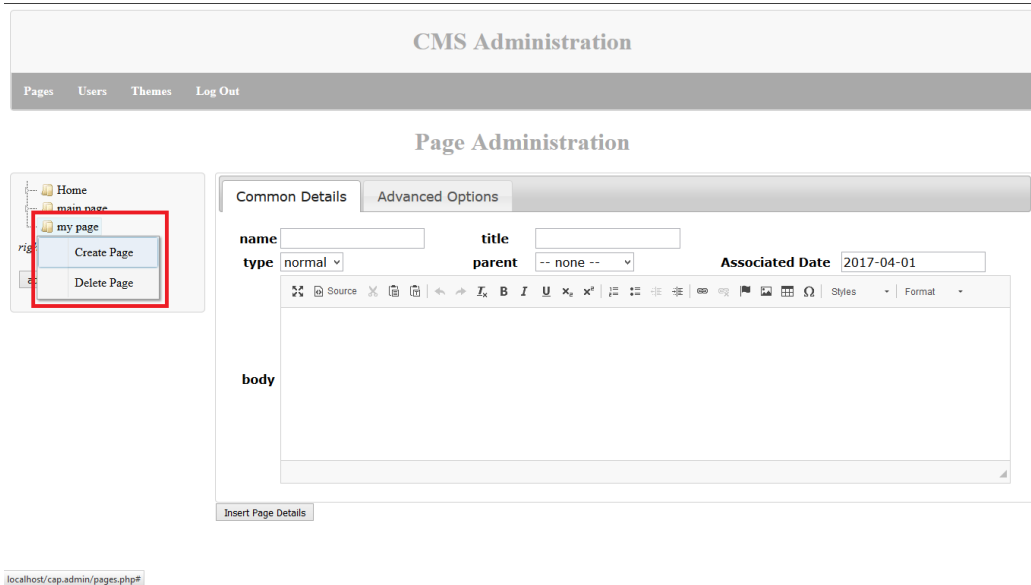
## 2.8 Add child page with context menu

1. Login to the administration web site (see above Login instructions). This brings you by default to the Page Management system.

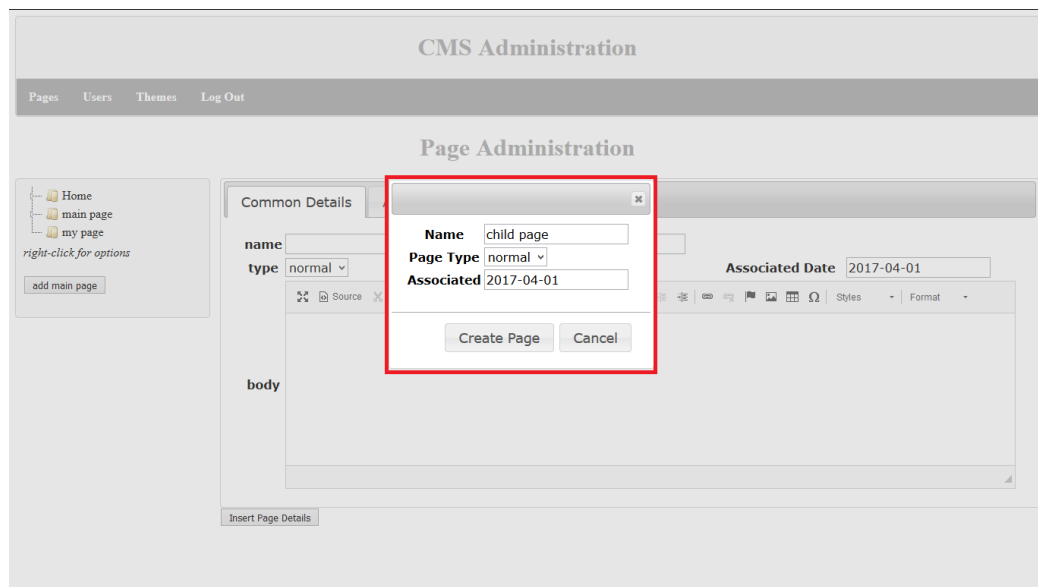




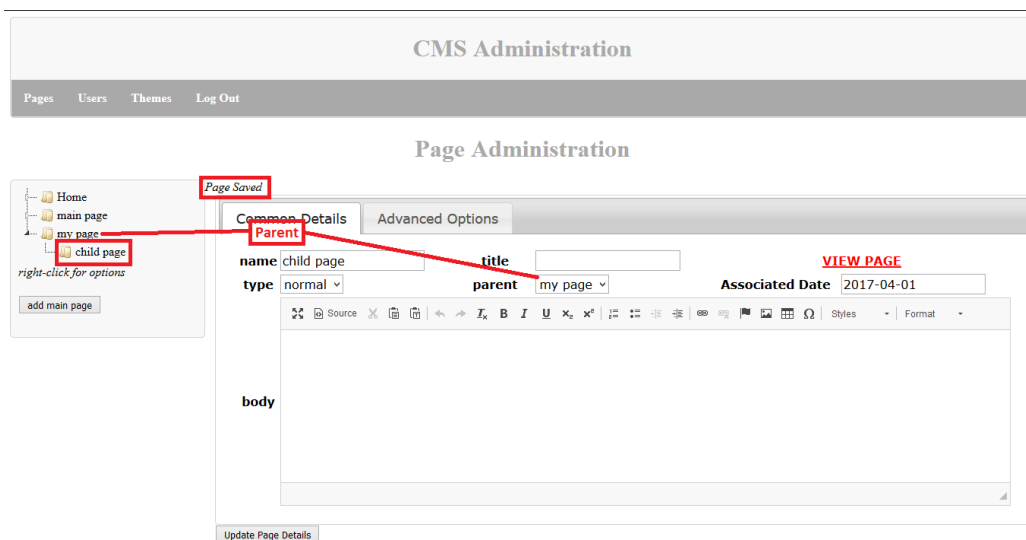
2. To create a child page, right click the page you have selected to be the parent and, select the "Create Page" menu option.



3. Selecting "Create Page" from the context menu of a parent page brings up a Create Page dialog for creating a new child page. Enter a page name in the Name input text box; Select a page type from the Page Type drop down list; Select a date from the date picker for the Associated input box. Then click the "Create Page" button to create the page.



- Clicking the "Create Page" button creates the unfinished child page, displays a "Page Saved" message, displays the unfinished newly created child page in the page tree menu on the left under the selected parent page, and loads the newly created page data into the page editor.



- To finish the partially completed child page see above instructions on

editing pages.