

# User Manual for Content Management System

Team: The Outsiders

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# **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**

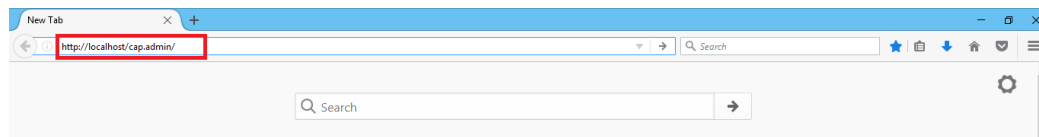
1. User instructions for logging into the administration site, through the login system
2. User instructions for common User Management tasks
3. User instructions for common Page Management tasks
4. User instructions for setting the theme of the website

# **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.



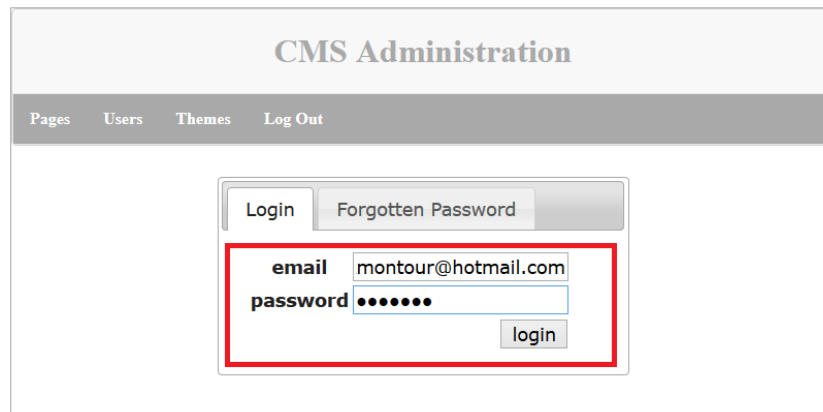
2. This takes you to the Administration site login page.

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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.

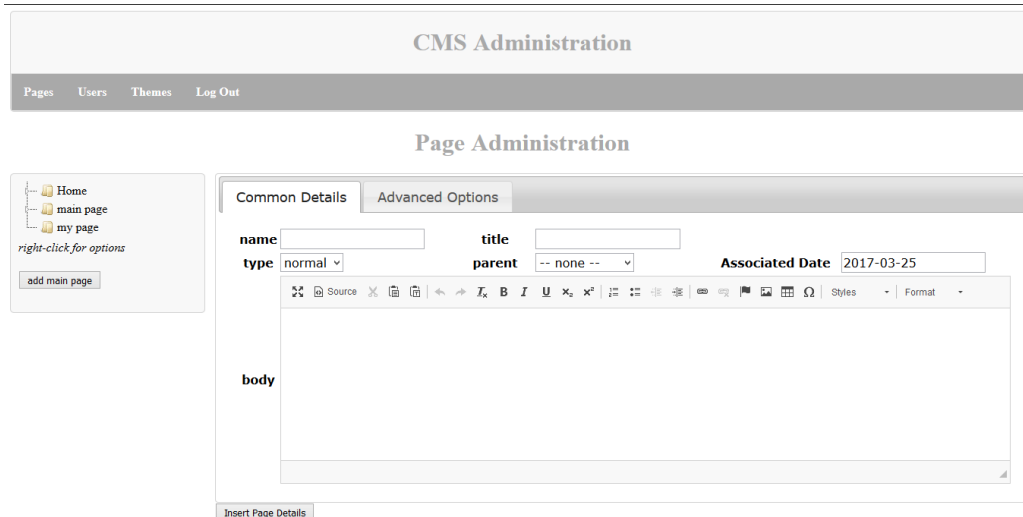
3. On the Administration site login page, type in a valid user email and password into the email input box and the password input box, and press enter.

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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.

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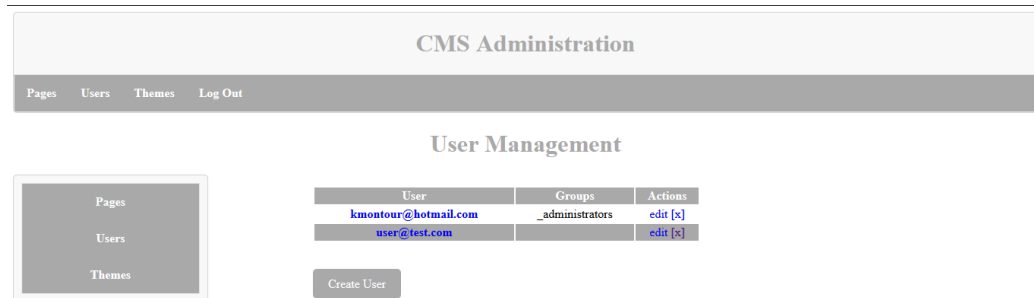


## 2.2 Create basic user

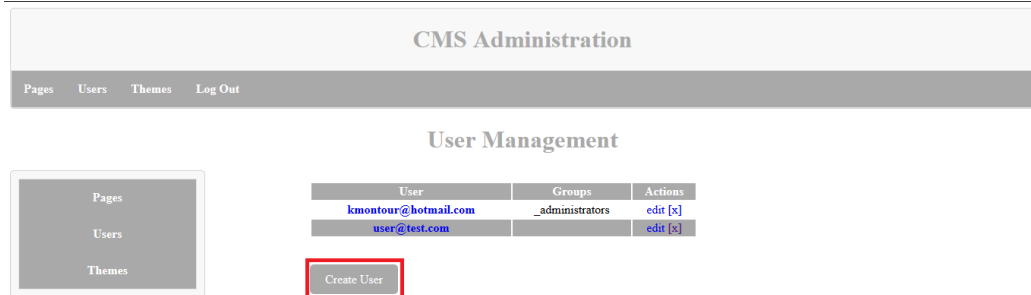
1. Login to the administration web site (see above Login instructions). This brings you by default to the Page Management system.



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	
Password	
(repeat)	
Groups	<input type="checkbox"/> _administrators
Active	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	new-user@test.com
Password	*****
(repeat)	*****
Groups	<input type="checkbox"/> _administrators
Active	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

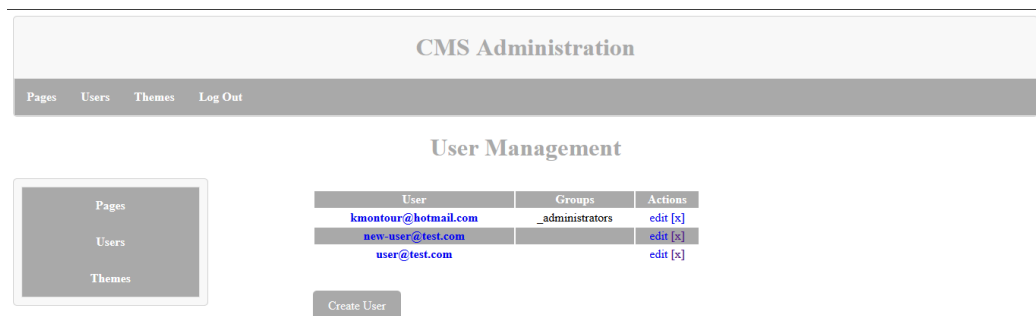
Save

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

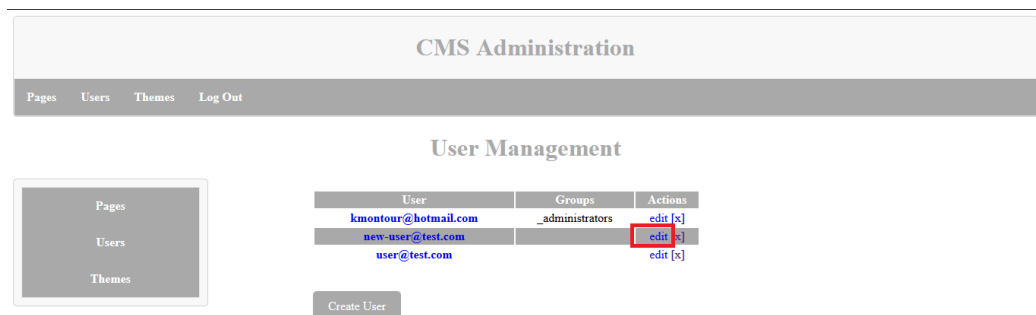
Create User

## 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

Email

new-user@test.com

Password

(repeat)

Groups

☒\_administrators

Active

Yes ▾

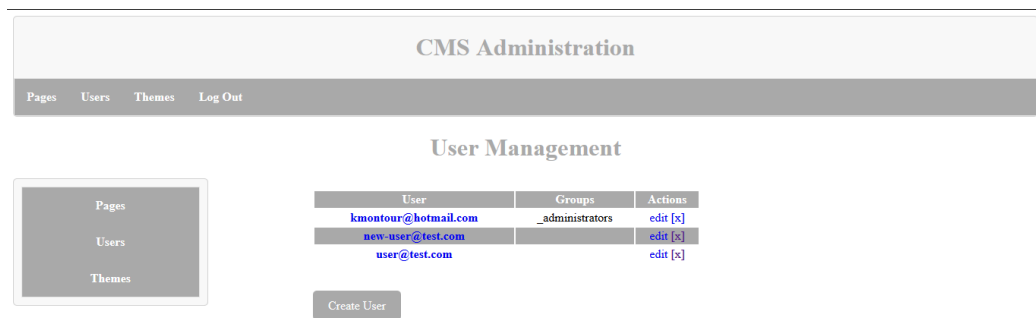
Save

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

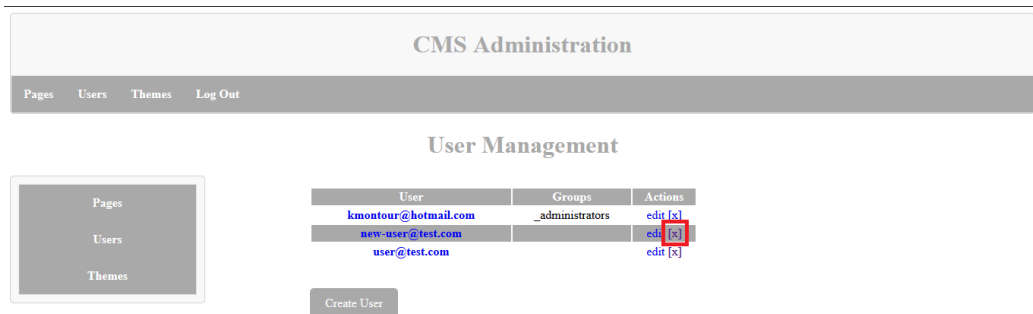
Create User

## 2.4 Delete User

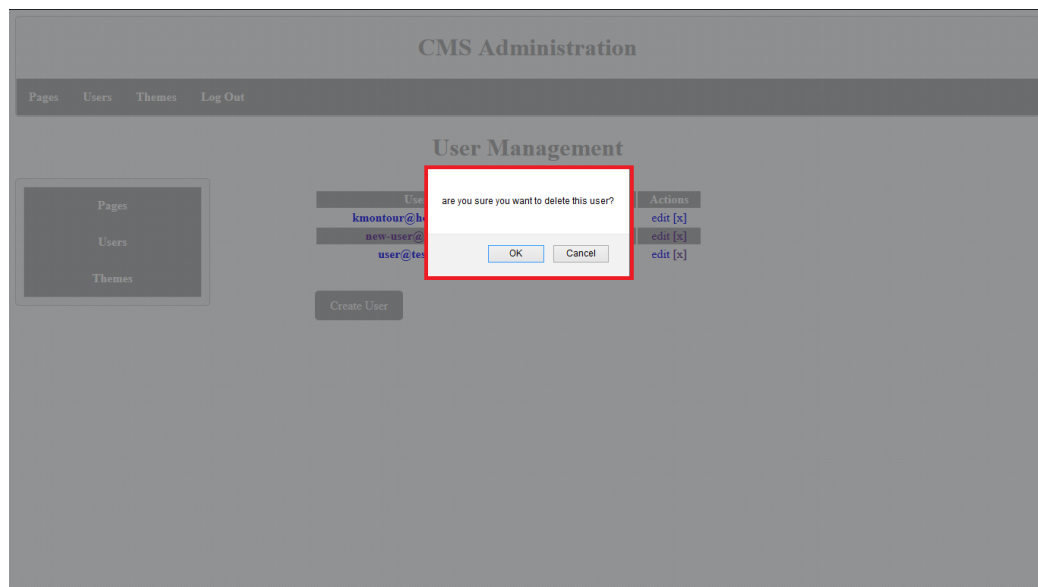
1. To delete user accounts, navigate to the User Management page (see instructions for creating a basic user). This brings you to the User Management page.



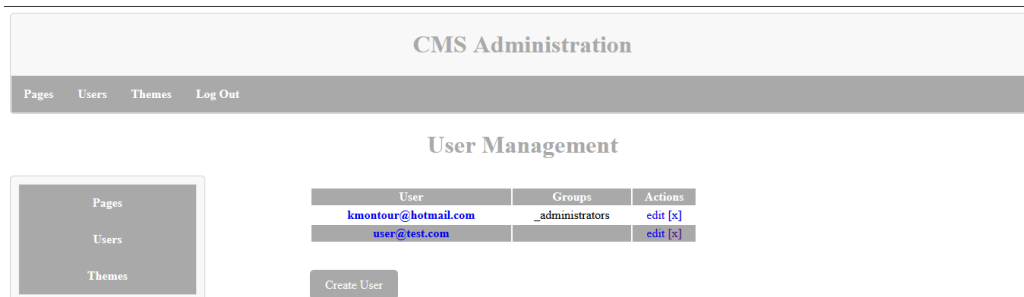
2. Click the [x] button pertaining to the user account that you would like to delete.



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 is divided into 'Common Details' and 'Advanced Options' tabs. 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 text area labeled 'body'. At the bottom of the main content 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	
<b>name</b>	test page	<b>title</b>	test page
<b>type</b>	normal ▼	<b>parent</b>	-- none -- ▼
		<b>Associated Date</b>	2017-04-01
<b>body</b>	<div style="border: 1px solid red; height: 150px; position: relative;"> <!-- This area contains the rich text editor interface --> </div>		

3. 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.

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



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

**name** 
**type**


**title** 
**parent**

**Associated Date** 

VIEW PAGE

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 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.



Update Page Details

- 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


DRACO

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" (indicated as the current page), "main page", and "my page". A note "right-click for options" is present, and a button labeled "add main page" is located at the bottom of the tree. The main content area is titled "Page Administration" and 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 text area labeled "body". At the bottom of the page, there is a 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       B   I                   Styles   Format

body

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

**Associated Date** 2017-04-01

Source       B   I                   Styles   Format

body

Insert Page Details

✕

**Name**

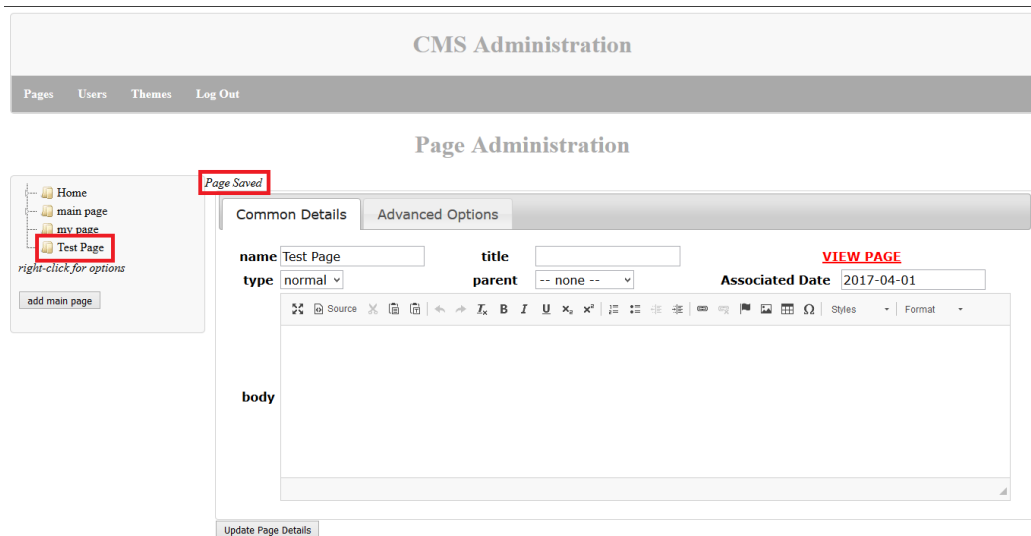
**Page Type** normal

**Associated** 2017-04-01

Create Page

Cancel

4. 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.



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

## 2.7 Edit Page

1. 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

Common Details
Advanced Options

**name**   
**type** normal

**title**   
**parent** -- none --

**Associated Date** 2017-04-01

Source       B   I

**body**

2. Click the "Test Page" link in the page tree menu on the left.

CMS Administration

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

### Page Administration

Home  
 main page  
 my page  
 Test Page

right-click for options

Common Details
Advanced Options

**name**   
**type** normal

**title**   
**parent** -- none --

**Associated Date** 2017-04-01

Source       B   I

**body**

3. Clicking the "Test Page" link loads the page editor with the "Test Page" data ready for editing.

## 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**

**Associated Date**

[VIEW PAGE](#)

**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**

**Associated Date**

[VIEW PAGE](#)



**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

Page Saved

Common Details

Advanced Options

name

Test Page

title

Test Page Title

type

normal

parent


-- none --

Associated Date

2017-04-01

VIEW PAGE

body

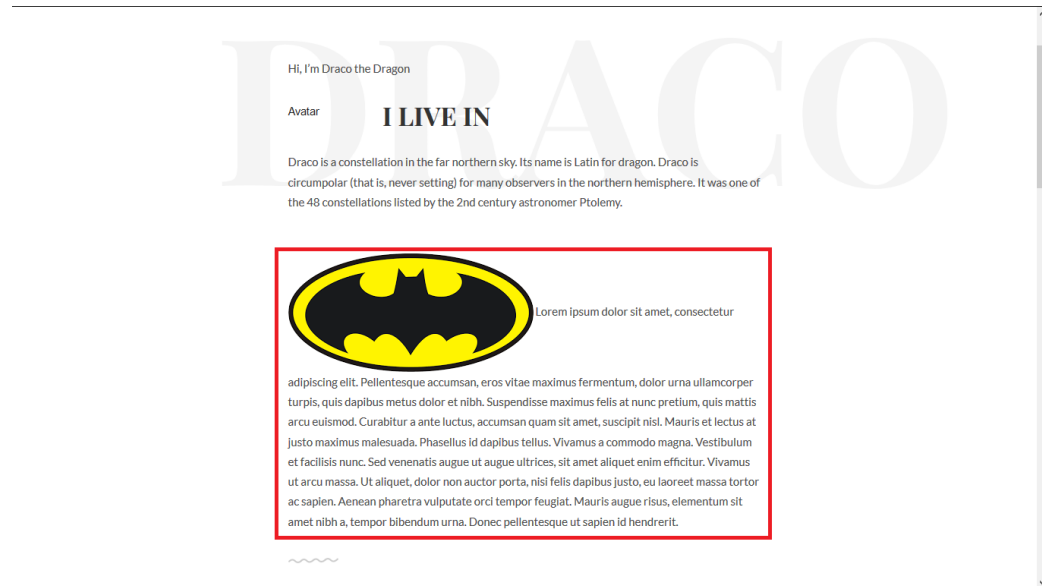


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan, eros vitae maximus fermentum, dolor uia ullamcorper turpis, quis dapibus metus dolor et nibh. Suspendisse maximus felis at nunc pretium, quis mattis arcu

Update Page Details

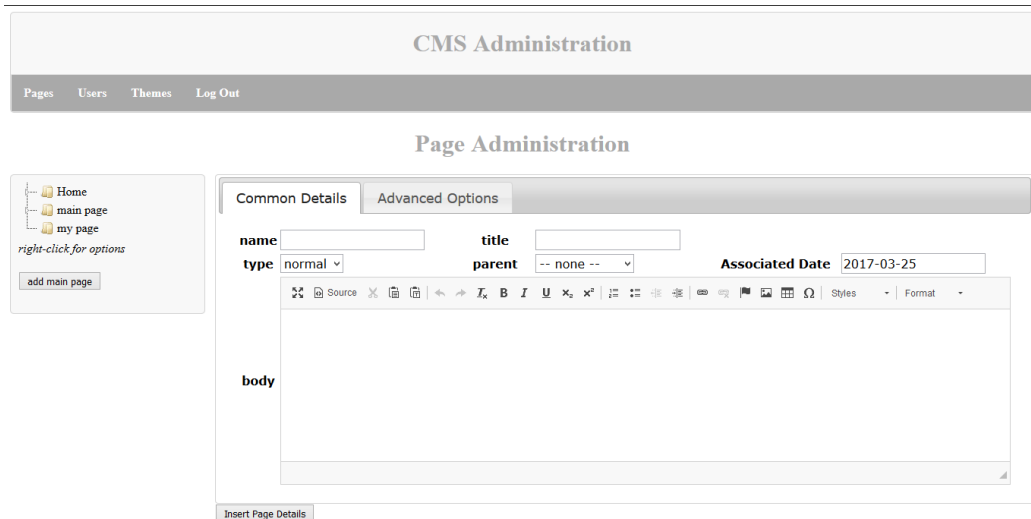
- The screenshot displays the CMS Administration interface. At the top, there's a navigation bar with links: Pages, Users, Themes, and Log Out. Below this, the main heading is "Page Administration". On the left sidebar, there's a tree view showing the site structure: Home, main page, my page, and Test Page. The "Test Page" is selected, and a message "right-click-for options" is shown below it. A button "add main page" is also visible. The main content area shows the "Page Saved" notification. Below this, there are two tabs: "Common Details" and "Advanced Options". The "Common Details" tab is active, displaying form fields for "name" (Test Page), "title" (Test Page Title), "type" (normal), and "parent" (-- none --). There's also an "Associated Date" field set to "2017-04-01" and a red "VIEW PAGE" button. Below the form fields is a rich text editor toolbar with various icons for source, undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, table, media, link, unlink, and styles. The editor body contains a large yellow Batman logo and a paragraph of Lorem ipsum text.

in the browser.



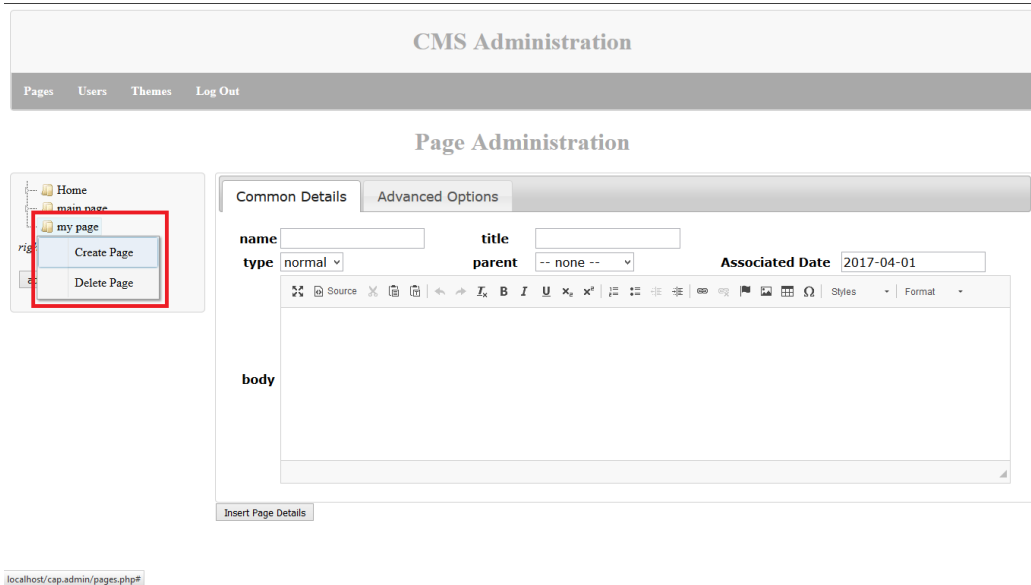
## 2.8 Add child page with context menu

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

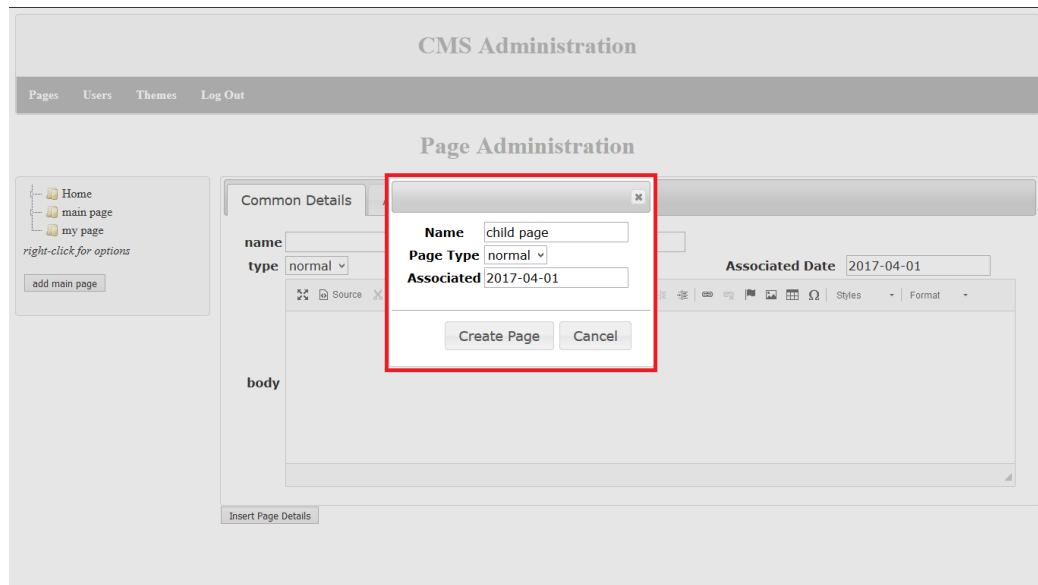




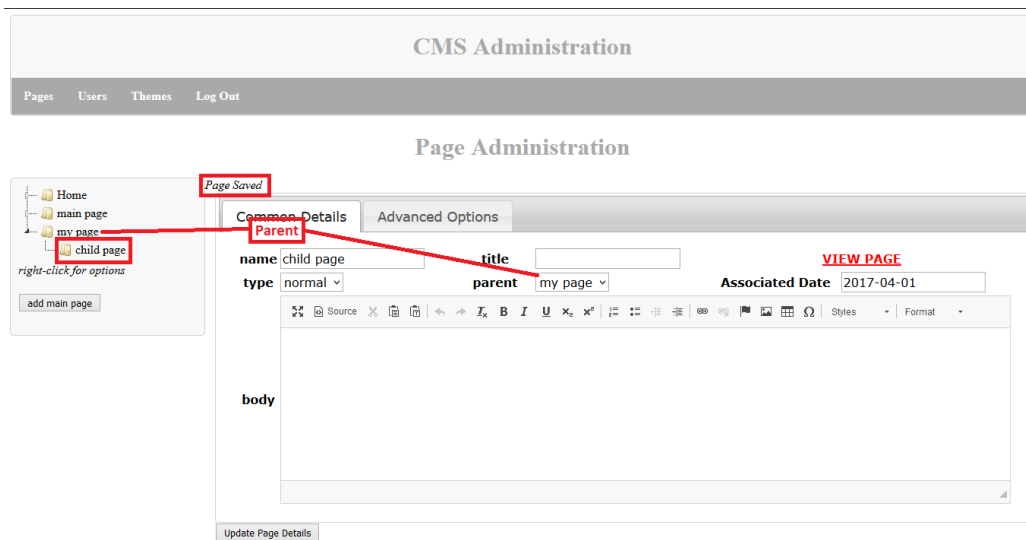
2. To create a child page, right click the page you have selected to be the parent and, select the "Create Page" menu option.



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.