Generation 2 User Manual 1.1

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The sponsor-ed Group highly recommends using the Firefox browser when editing your new Generation 2 website

Firefox is a trademark of the Mozilla Corporation
650 Castro Street, Suite 300
Mountain View, CA 94041

Your new sponsor-ed Generation 2 website structure

Administration panel user manual

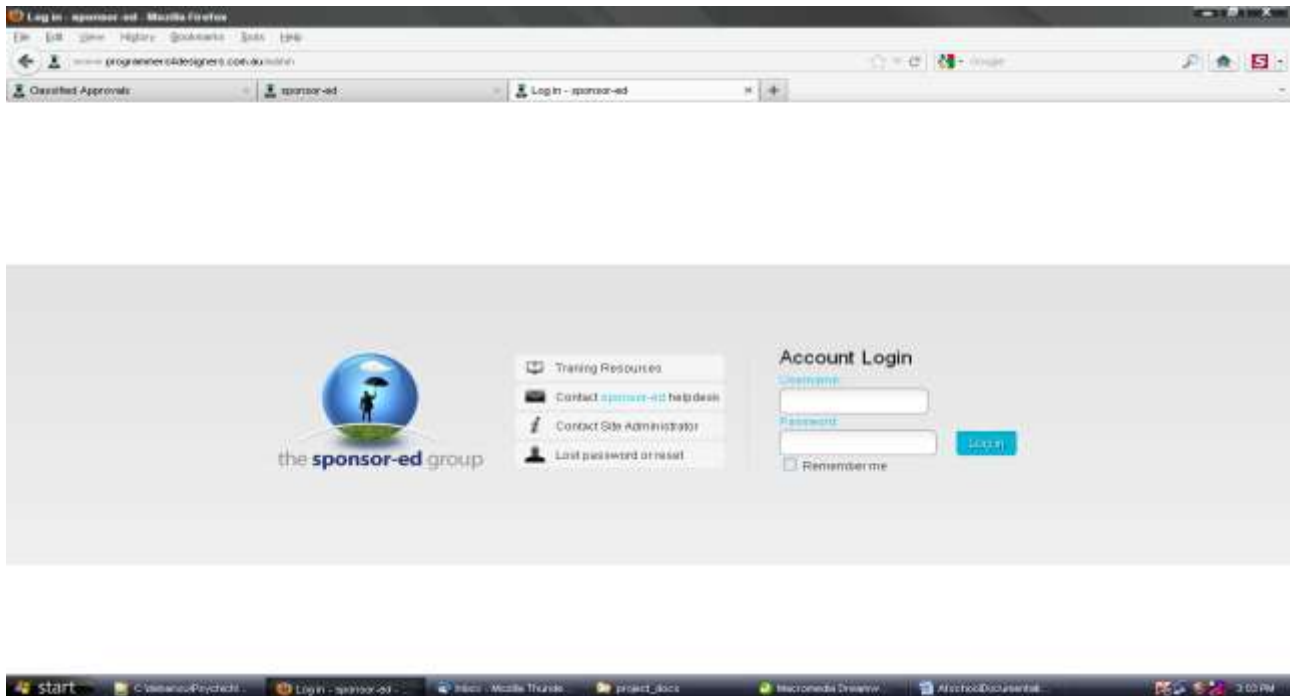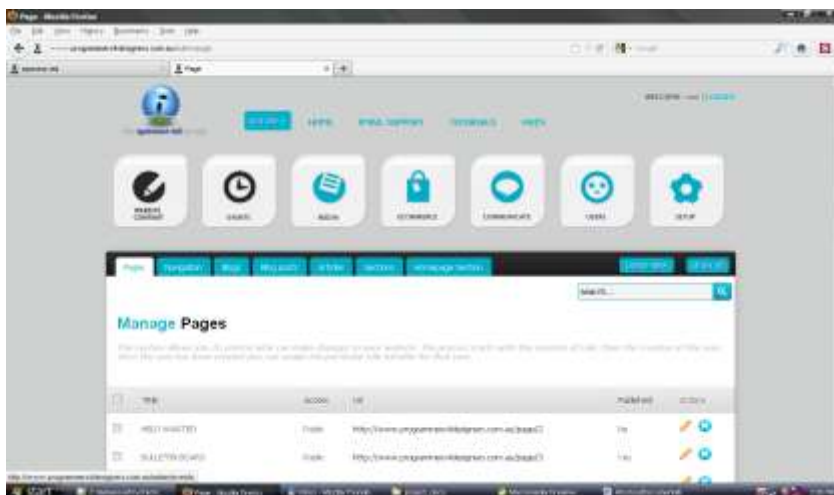## 1.0 Logging In

The purpose of this manual is to act as a guide to the functionality of the sponsor-ed Generation 2 content management system Admin Panel.

1. Go to this URL → http://<domain_name>/admin to find the following admin login page:

Picture-1

2. Type in your username and password and click **login**. After you have successfully logged in, you will see the **Administration Area**:

Picture-2

2.0 The Administration area

Seven main sections are accessible through the following tabs. One can view all of them.

2.1 WEBSITE CONTENT : The first admin tab have the following sub-navigation(s):

a. Pages: Pages for the site front can be Managed (Create New / Update / Delete) in this section. This is a listing page of all pages and the admin landing page as well. Refer to **1.a** for the functionalities available.

b. Navigations : Navigations for the site front can be managed in this section. Refer to **1.b** for the functionalities available.

c. Blogs: Blogs for the site front can be managed in this section. Refer to **1.c** for the functionalities available.

d. Blog Posts: Blog Posts for the site front can be managed in this section. Refer to **1.d** for the functionalities available.

e. Articles: Articles for the site front can be managed in this section. Refer to **1.e** for the functionalities available.

f. Sections: Any page of the site front may or may not have Section(s) to appear in the right column. Such Sections can be managed in this section. Refer to **1.f** for the functionalities available.

g. Homepage Section(s): Section(s) to appear on the home page of the site front can be managed in this section. Refer to **1.g** for the functionalities available.

2.2   Manage Pages

Website Pages for frontend can be managed in this admin section. The landing page shows a list of previously created pages.

Manage Pages

This section allows you to control who can make changes to your website. The process starts with the creation of role, then the creation of the user. Once the user has been created you can assign the particular role suitable for that user.

	Title	Access	Url	Published	Actions
☐	HELP WANTED	Public	http://lanecove/page/2	Yes	✏ ✖
☐	BULLETIN BOARD	Public	http://lanecove/page/3	Yes	✏ ✖
☐	LAPATHON	Public	http://lanecove/page/4	Yes	✏ ✖
☐	PLAYGROUND PICTURES	Public	http://lanecove/page/5	Yes	✏ ✖
☐	TRIVIA NIGHT	Public	http://lanecove/page/6	Yes	✏ ✖
☐	FATHERS DAY BREAKFAST	Public	http://lanecove/page/7	Yes	✏ ✖
☐	HALLOWEEN NIGHT	Public	http://lanecove/page/8	Yes	✏ ✖
☐	COMMUNITY FUND RAISING	Public	http://lanecove/page/9	Yes	✏ ✖

Picture-3

The **Manage Pages** landing page have the following available options:

a) Click on a particular URL for a preview of that page in a new browser window.

b) Click the **Create New** Button to create a new Page.

c) Click the **Edit** Button to update contents for the corresponding page.

d) Click the **Delete** Button to remove the corresponding page.

e) Search by title is available on the listing page
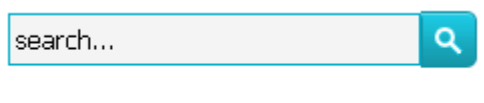
2.3 Page Types

Pages are of two types: I) External Link, and II) Normal Page.
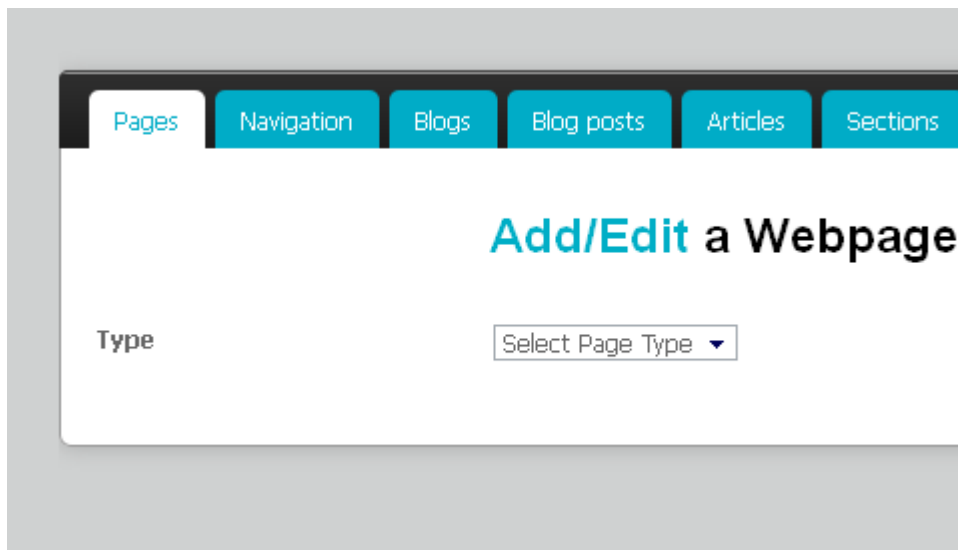
Picture-4

I)   External Link: An External Link opens a page of an external website, in a new browser Tab or Window. Create New / Update / Delete Options are available for an external link page.

Picture-5

II)   Normal Page: A Normal Page is responsible for generating internal site front pages. Create New / Update / Delete Options are available for a Normal Page.

Picture-6

Illustration for Picture-6

Ref#1 Using the text editor, ad content to the webpage.

Ref#2 → Toggle to appear in the manage navigation add/edit dropdown.

Ref#3 → Toggle to save page as published or draft.

Ref#4 → Select among galleries created in admin→MEDIA→Photo Gallery Module.

Ref#5 → Select Sections to appear in the right column of the page being created or updated. Sections are those that were created in admin→WEBSITE CONTENT→Sections Module.

Ref#6 → Select the access type of the page (Public or Private). If, 'Private' type is selected, it will not be displayed before a site member logs in, in the frontend. While a 'Public' page will be displayed, irrespective of whether a site member is logged in or not.

2.4   Manage Navigations

The Navigations for frontend can be managed in this admin section. The landing page displays the current Front Navigation Tree as shown:

Picture-7

The **Manage Navigation** landing page displays the following available options**:**

a) Click on the **Add** button to insert a new navigation, below the current navigation.

Next step: select a link from the right side dropdown; give a proper label for the link in the left side text box; then confirm by clicking the **Accept** button or cancel with clicking **Decline** button.

b) Click the **Edit** button to make any change to a particular navigation.

c) Click the **Delete** button to remove a particular navigation.

d) Click the **Up** button to move a particular navigation upwards.

e) Click the **Down** button to move a particular navigation downwards.

f) Click the **Outdent** button to outdent a particular navigation.

g) Click the **Indent** button to indent a particular navigation.

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3.0   Upload and Manage Files and Photos

Files, Photos, External Links and Embedded Code can be managed in this admin section. The landing page displays a list of previously uploaded Files, Photos, External Links and Embedded Codes
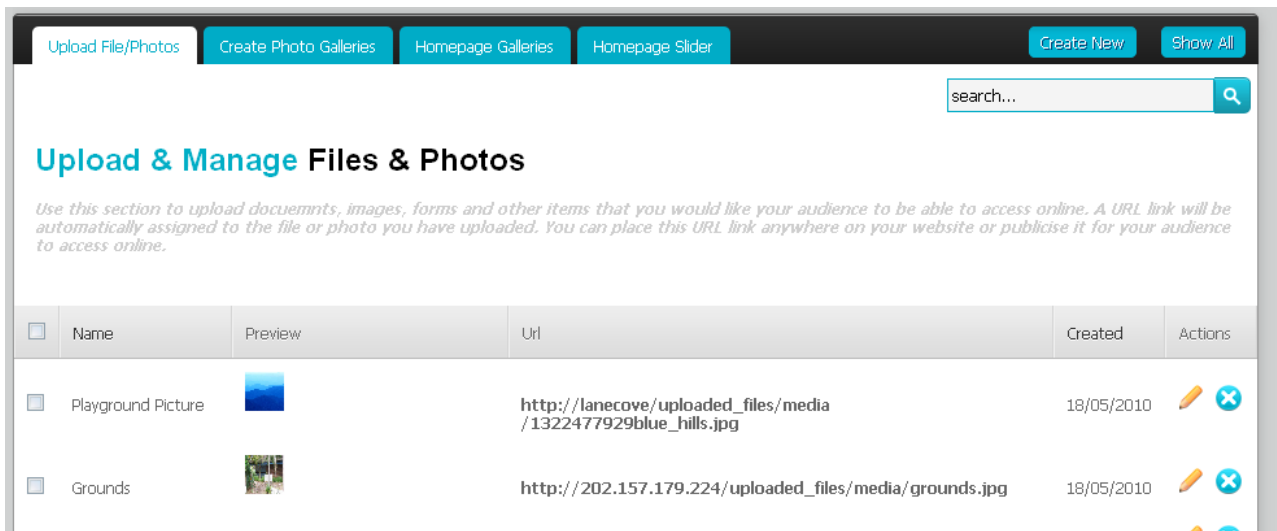
Picture-22

The **Upload Files/Photos** landing page displays the following options

a) Click the **Create New** [Create New] Button to Upload or add a new File / Photo / External Link / Embedded Code to the Media Library.

b) Click the **Edit**   Button to update details for a particular File / Photo / External Link / Embedded Code.

c) Click the **Delete**   Button to remove a particular File / Photo / External Link / Embedded Code.

d) Search by Media name is available on the listing page

3.1   Manage Photo Galleries

Photo Galleries can be managed in this admin section. The landing page displays a list of previously Created
Photo Galleries
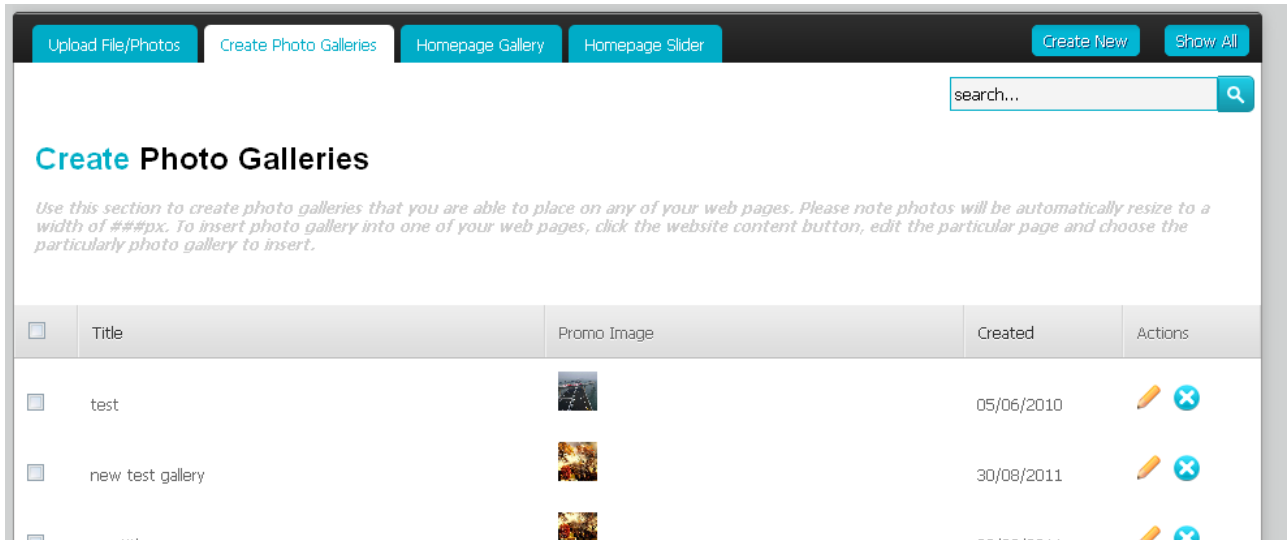
Picture-23

The **Manage Photo Galleries** landing page (Picture-23) displays the following options

a) Click the **Create New** ![Create New] Button to open the form to create a new Photo
    Gallery.

b) Click the **Edit** ![Edit] Button to modify a particular Photo Gallery.

Picture-24

Illustration for Picture-24

Picture-24:: Ref#1 → Description to appear with the image in slide show (if any content is entered).

Ref#2 → Click this Button to remove an image from the gallery.

Ref#3 → OnClick Link for an image of the gallery, when the gallery is in action in the frontend

Ref#4 → Upload an Image. The steps are as follows:

a. Click the **Browse** Button to browse and select images (.jpg, .gif … etc.) from your local computer.
b. After selecting an image with recommended dimension, the selected image will appear on your screen along with cropping water mark.

c. After you place the watermark to a desired place on the image, click the **Crop** Button.

The **Manage Photo Galleries** landing page (Picture-23) also displays the following options

c) Click the **Delete** ⊗ Button to remove a particular Photo Gallery.

d) **Search by Gallery Title** is available on the listing page

3.2   Homepage Photo Gallery

The Site *Homepage Photo Gallery is managed separately in this admin section. The landing page displays a list of previously Added Photo(s) to the Homepage Gallery

Picture-25

The **Homepage Photo Gallery** landing page (Picture-25) displays the following options:

Click the **Edit Gallery** Button on the top bar, to 1) update details of the existing Photos, 2) Add new Photos or 3) remove Photo(s) from the site Homepage Photo Gallery.

Gallery Title	Homepage Gallery Final

Images

65_crop.jpg   *Remove* ❌

On Click Link : http://google.co.in

Description : Welcome to the Lane Cove West P&C Website

1314622797131408364457390_1310387929_crop.jpg   *Remove* ❌

On Click Link : http://lanecove/page/2

Description : New Crop Image

a) Click the **Delete** ❌ Button to remove a particular Photo from the Homepage Photo Gallery.

3.3 Manage Homepage Slider Gallery

The Site Homepage Slider Gallery

*Homepage Photo Gallery (Front End)

Homepage Slider Gallery (Front End)

is managed in this admin section. The landing page shows a list of previously Added Photo(s) to the Homepage Slider Gallery as follows

Picture-26

The **Manage Homepage Slider Gallery** landing page (Picture-26) displays the following options:

a) Click the **Create New** [Create New] Button to open the form to add a new Photo to the Homepage Slider Gallery.

b) Click the **Edit** 🖉 Button to modify details of a particular Photo in Homepage Slider Gallery.

c) Click the **Delete** ✖ Button to remove a particular photo from the Homepage Slider Gallery.

d) Search by Image name is available on the listing page

4.0   Manage Articles

Articles can be managed from this admin section. The landing page displays a list of previously created Articles.
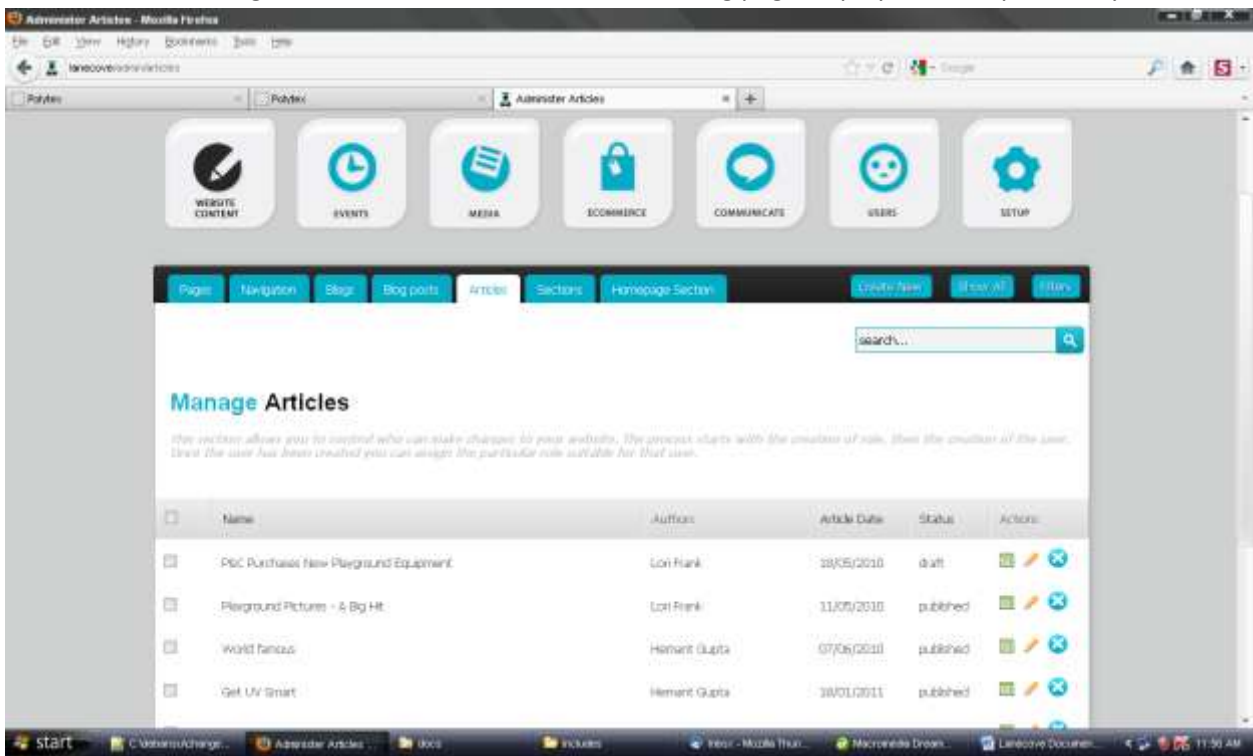
Picture-13

The **Manage Articles** landing page displays the following available options:

Click the **Create New** [Create New] Button to open the form to create a new Article.

Add an Article

Watch Video Tutorial

Title

Article Date

Authors
Select ▼ ✚

1

Insert Image For This Article
(Home Page : Small Pic Style)   [Browse...]
Minimum Recommended Dimension (W x H) : 100px x 70px

2

Insert Image For This Article
(Home Page : Big Pic Style)   [Browse...]
Minimum Recommended Dimension (W x H) : 600px x 300px

Summary

B I U ABC | ≡ ≡ ≡ ≡ | Styles ▼ Format ▼ Font Family ▼ Font Size ▼
✗ ⎘ 📋 | ≔ ≣ | ⇥ ⇤ | ↻ ↺ | ∞ ⚓ ↓ ⬆ ✂ ⊘ ᴴᵀᴹ | A ▾ ✎ ▾
— ⊘ 🖽 | 🖼 🖼 🖽 | 🎞

3

Keyword

Comma separated list of keywords (highly recommended)

Content

B I U ABC | ≡ ≡ ≡ ≡ | Styles ▼ Format ▼ Font Family ▼ Font Size ▼
✗ ⎘ 📋 | ≔ ≣ | ⇥ ⇤ | ↻ ↺ | ∞ ⚓ ↓ ⬆ ✂ ⊘ ᴴᵀᴹ | A ▾ ✎ ▾
— ⊘ 🖽 | 🖼 🖼 🖽 | 🎞

4

5

Section   [Select Section ▼]   Choose the sections you would like to appear in the side navigational structure.

Audio   **6**   [Select ▼]   Preview

Video   [Select ▼]

Image   [Select ▼]

Save As **7** [Draft ▼]

[Submit] [Cancel]

Picture-14

Illustration for Picture-14

Picture-14 : Ref#1 → Image upload for site **home page Article listing section**. This image will appear when '**Small Pic**' Option is set as home page article listing style, from **admin→SETUP→Site Layout** tab.

Picture-14 : Ref#2 → Image upload for site **home page Article listing section**. This image will appear when '**Big Pic**' Option is set as home page article listing style, from **admin→SETUP→Site Layout** tab.

Picture-14 : Ref#3 → Begin typing the content you wish to appear on your homepage. Only write a headline and a few short sentences to keep it short and sharp. The system will create an automatic 'read more' that will take homepage readers to a linked page (see below)

Picture-14 : Ref#4 → Type the remainder of your article here. This content will be the content viewed when the user clicks on 'read more' on the homepage

Picture-14 : Ref#5 → Option to select '**Section**'(s) to appear at the right column, on the detail page of the Article.

Picture-14 : Ref#6 → Elements to display on the Detail page of the Article. The Dropdown(s) is populated by Audio/Video/Images which are previously uploaded from: **admin→MEDIA→Upload File/Photos.**

Picture-14: Ref#7 → This is an option for whether to save this Article as draft or it is to be published.

a) Click the **View** Button to view an Article.

b) Click the **Edit** Button, to update contents for a particular Article.

c) Click the **Delete** Button, to remove a particular Article.

d) Search by Article title is available on the listing page

e) Click the **Filters** Button for Advance Filtering Options

5.0 Manage Sections

Sections to appear on the right column of the site front can be managed from this admin section. The landing page displays a list of previously created Sections.
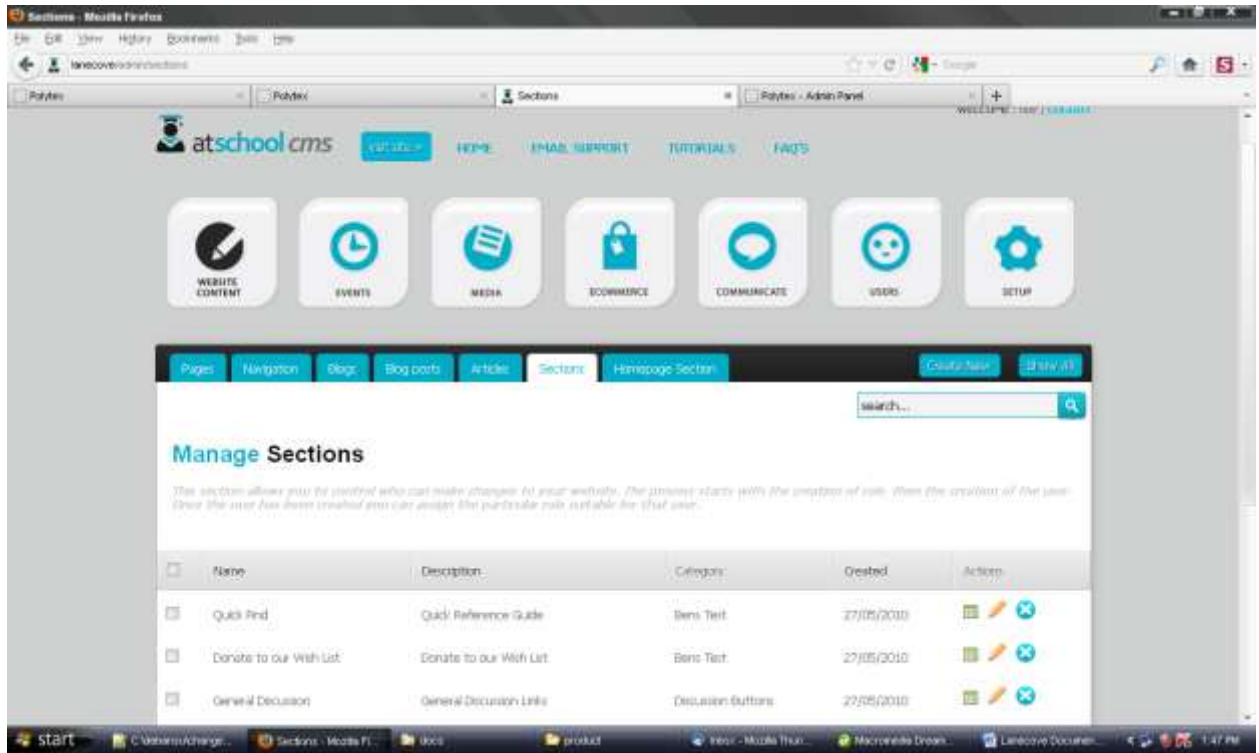
Picture-15

The **Manage Sections** landing page displays the following options:

a) Click the **Create New** Button to open the form to create a new Section.
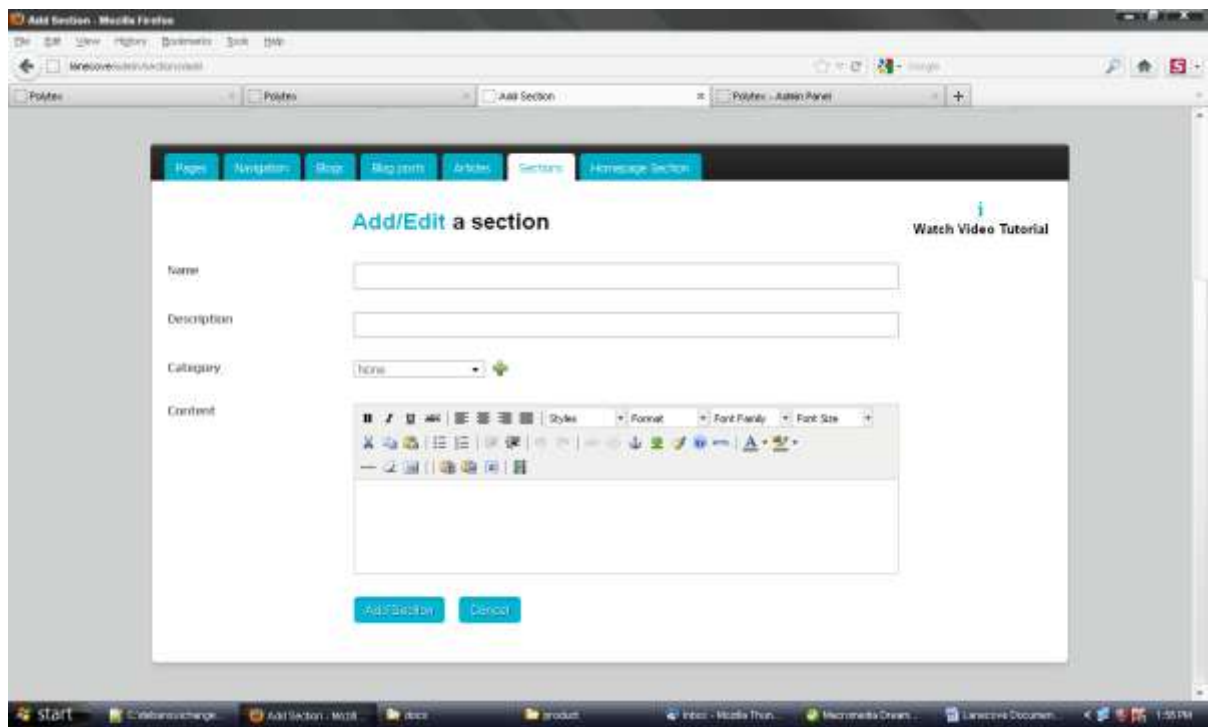
b) Click the **View** 🔲 Button to view a Section.

c) Click the **Edit** ✏️ Button, to update contents for a particular Section.

d) Click the **Delete** ❌ Button, to remove a particular Section.

e) Search by Section name is available on the listing page

5.1 Manage Homepage Sections

Sections to appear on the right column of the site front homepage can be managed from this admin section.

The landing page displays the list of previously attached Sections on the homepage
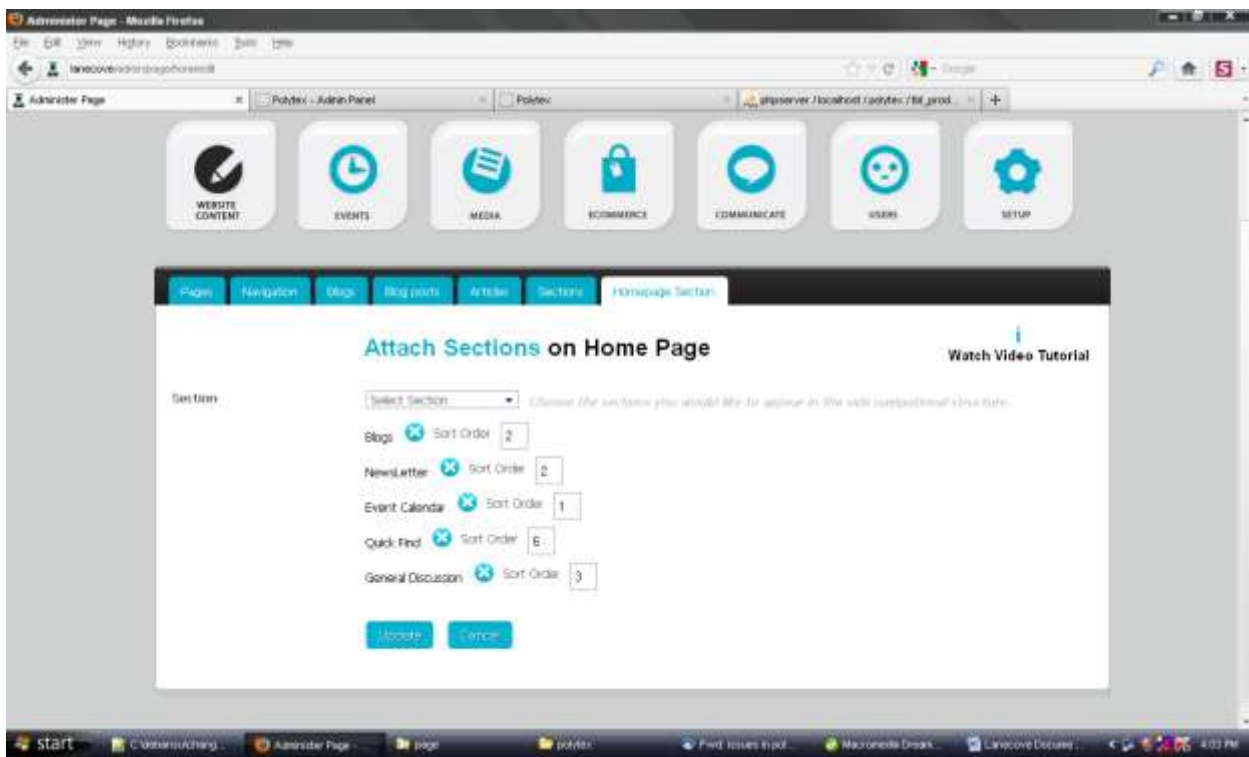
Picture-16

The **Homepage Sections** landing page displays the following options

a) Select Section from the dropdown to attach a section on the site front homepage.

b) Click the **Delete** Button, to detach a previously attached Section from the site front homepage.

1. **EVENTS** : The second admin tab have the following sub-navigations(s)

   a. Events: Events can be Managed (Create New / Update / Delete) in this section. This is a listing page of all pages and the admin landing page as well. Refer to **2.a** for the functionalities available.
   b. Calendar: This section shows the Event Calendar. Refer to **2.b** for the functionalities available.
   c. Locations: Locations for Events can be managed in this section. Refer to **2.c** for the functionalities available.
   d. Coordinators: Coordinators for Events can be managed in this section. Refer to **2.d** for the functionalities available.

6.0   Manage Events

Events can be managed in this admin section. The landing page displays a list of previously created Events

Picture-17

The **Manage Events** landing page displays the following optionsClick the **Create New**

Create New Button to open the form to create a new Event.

Picture-18

Illustration for Picture-18

Picture-18: Ref#1 → If the Event is a repetitive one, this tick box should be checked. Once checked, a number of options will appear

Choose to Repeat Events   ☑ Select ▼ *Tick t*

The next step is to select one from the repetition type dropdown. There are four kinds of repetition types available in the dropdown. After selecting one, the system will query for more details about the repetition nature of the Event.

Daily Events
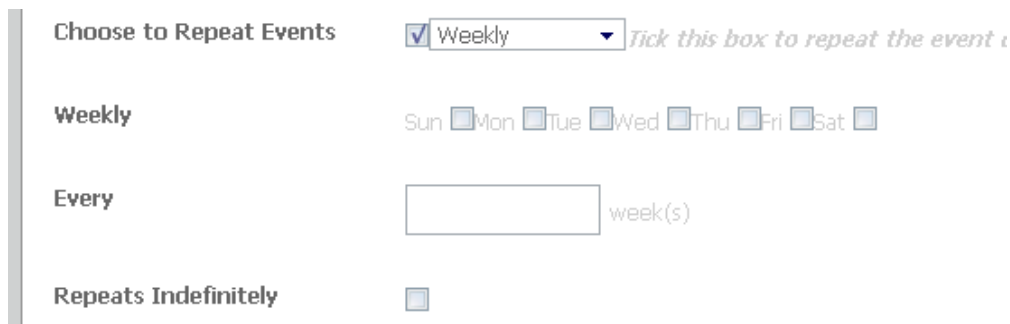
Choose to Repeat Events   ☑ Daily ▼ *Tick this b*

Every   [   ] Day(s)

Repeats Indefinitely   ☐

Weekly Event
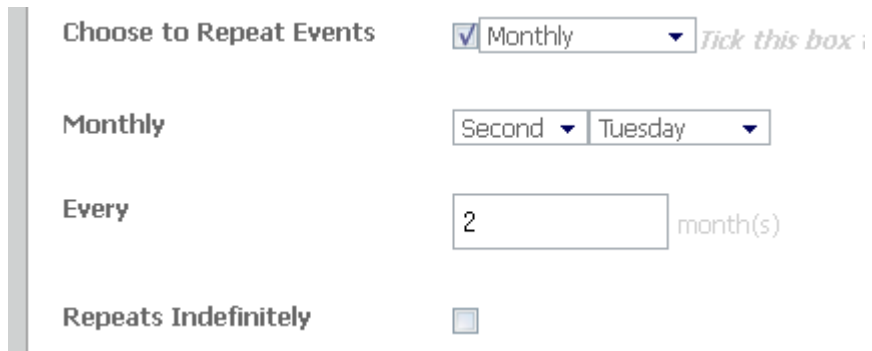
Choose to Repeat Events   ☑ Weekly ▼ *Tick this box to repeat the event* ɩ

Weekly   Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐

Every   [   ] week(s)

Repeats Indefinitely   ☐

Monthly Event

Choose to Repeat Events   ☑ Monthly ▼ *Tick this box* ɪ

Monthly   Second ▼ | Tuesday ▼

Every   [2] month(s)

Repeats Indefinitely   ☐

Twice in a month

Choose to Repeat Events	☑ Twice A Month ▼	*Tick this box t*
First	First ▼	Tuesday ▼
Second	Third ▼	Wednesday ▼
Every	1	month(s)
Repeats Indefinitely	☐	

Picture-18: Ref#2 → Click this button to Enter Pricing (if any) for the Event. Clicking on this button opens up the pricing detail input fields

Picture-18: Ref#3 → This field enquires about the price of the online ticket booking fee, apart from ticket price.

Picture-18 : Ref#4 →This is an option for whether the ticket booking fees will be a lump sum or it will be calculated on a per ticket booked basis.

Picture-18   :: Ref#5 → Selecting an Extra Data Collection Form (created from `admin` → `SETUP` → `Customized Forms`), will attach the one to the event ticket booking form, which appears while booking a ticket from the site front.

b) Click the **View** 🖼 Button to View Event Content.

c) Click the **Edit** 🖊 Button to update contents for a particular Event.

d) Click the **Delete** ❌ Button to remove a particular Event.

e) Search by Event title is available on the listing page

6.1   Events Calendar

Events can be partly managed in this admin section. The landing page displays a tabular display of Events (Month wise).
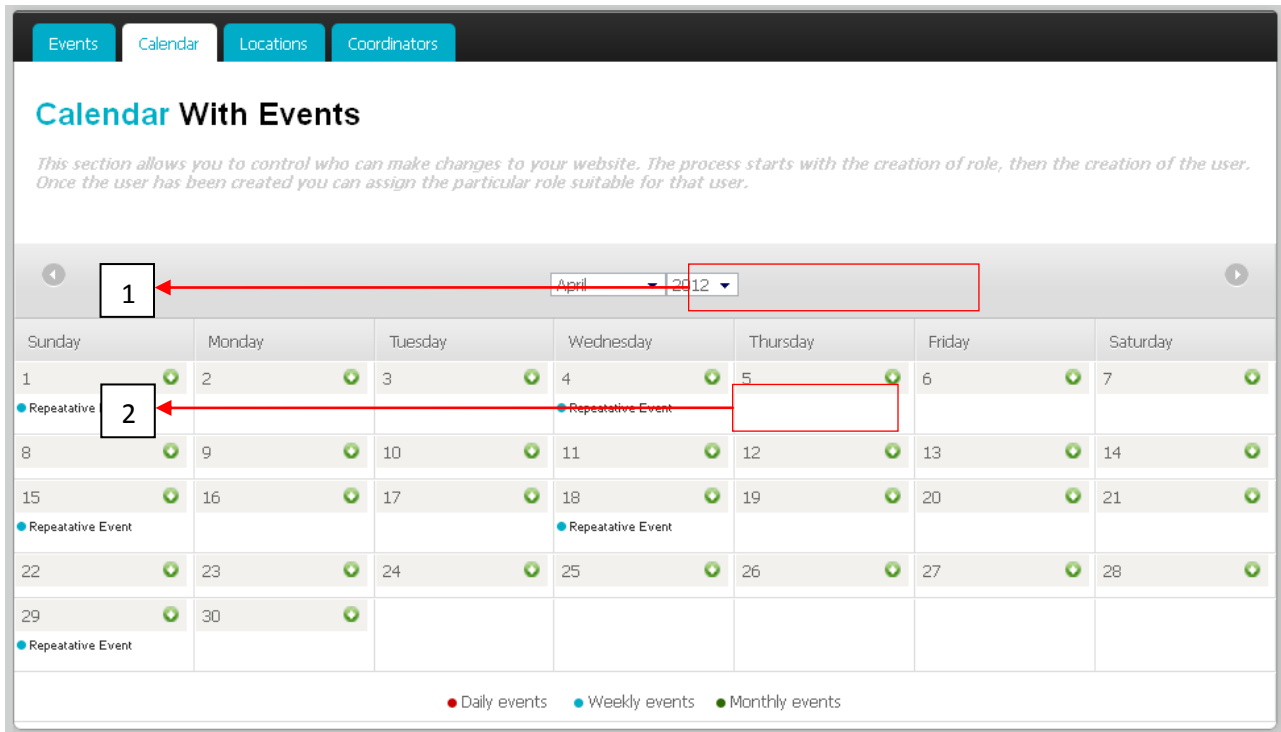
Picture-19

Picture-19   : Ref# 1 → Month and year dropdown to select a particular month.

:: Ref# 2 → Clicking on a particular event opens up the following window:
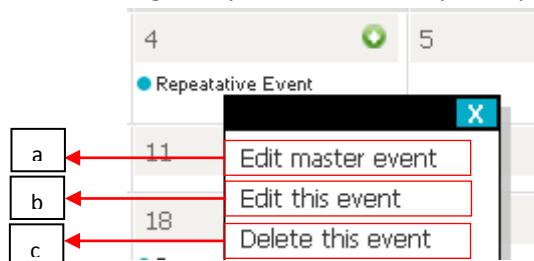
a. Link to edit The Master Event (if the event is a Repetitive One)
b. Link to edit The Event which was clicked. For a repetitive event, this link is for editing the particular child event only and siblings remain unchanged.
c. Delete The Event that was clicked.

6.2 Manage Event Locations

Event Locations can be managed in this admin section. The landing page displays a list of previously created Event Locations
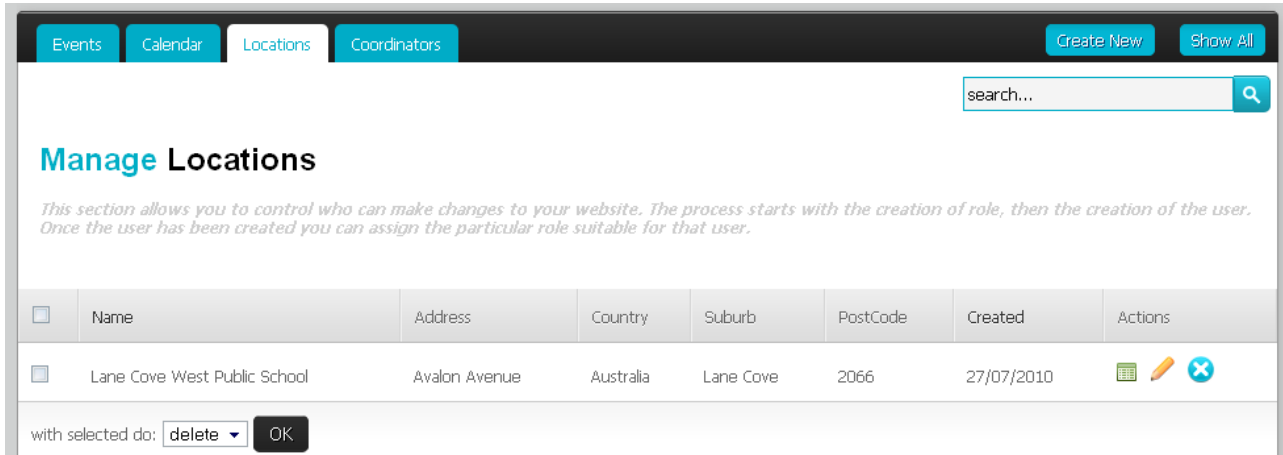
Picture-20

The **Manage Event Locations** landing page displays the following options

a) Click the **Create New** Button to open the form to create a new Event Location.

b) Click the **View** Button to view an Event Location.

c) Click the **Edit** Button, to update a particular Event Location.

d) Click the **Delete** Button, to remove a particular Event Location.

e) Search by Event Location name is available on the listing page

6.3   Manage Event Coordinators

Event Coordinators can be managed in this admin section. The landing page displays a list of previously created Event Coordinators
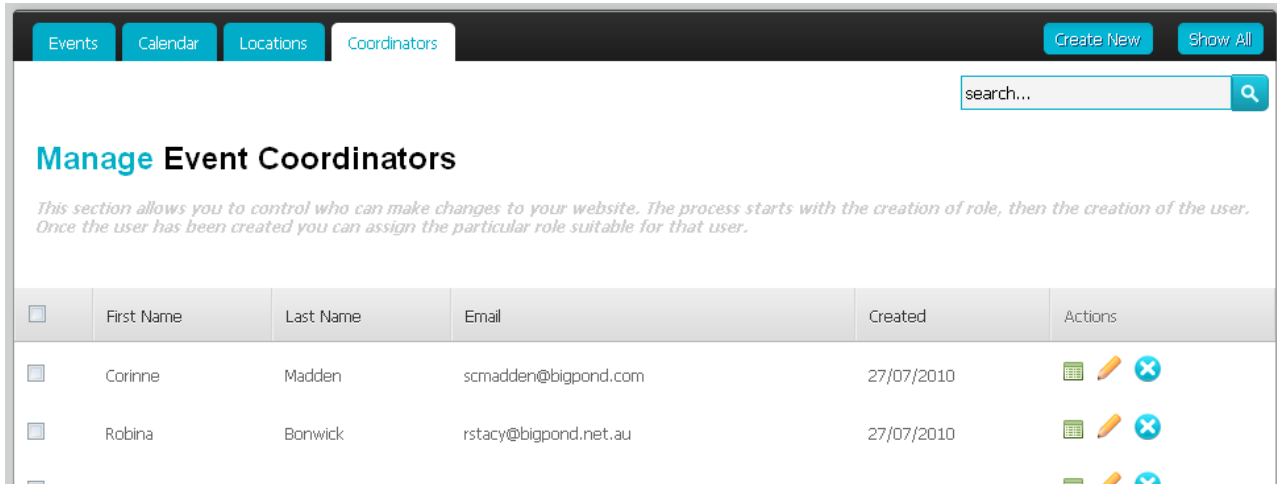
Picture-21

The **Manage Event Coordinators** landing page displays the following options

     a) Click the **Create New** ![Create New] Button to open the form to create a new Event Coordinator.

     b) Click the **View** ![icon] Button to View details of an Event Coordinator.

     c) Click the **Edit** ![icon] Button, to update details of a particular Event Coordinator.

     d) Click the Delete ![icon] Button, to remove a particular Event Coordinator.

     e) Search by Event Coordinator name is available on the listing page
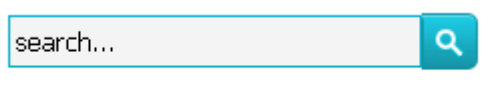
2. **MEDIA** : The third admin tab have the following sub-navigation(s)

    a. Upload File/Photos: Files, Photos, External Links and Embedded Code can be uploaded and managed in this admin section. Refer to **3.a** for the functionalities available.

    b. Create Photo Galleries: Photo Galleries can be managed in this admin section. Refer to **3.b** for the functionalities available.

    c. Homepage Galleries: Homepage Galleries can be managed in this admin section. Refer to **3.c** for the functionalities available.

    d. Homepage Slider: Homepage Slider can be managed in this admin section. Refer to **3.d** for the functionalities available.

7.0   Manage Blogs

Blogs for frontend can be managed in this admin section. The landing page displays a list of previously created blogs:

Picture-8

The **Manage Blogs** landing page displays the following available options:

a) Click the **Create New** Button to open the form to create a new blog topic.
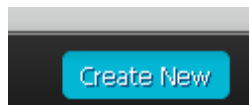
b) Click the **Edit** 🖉 Button to update contents for a particular blog topic.
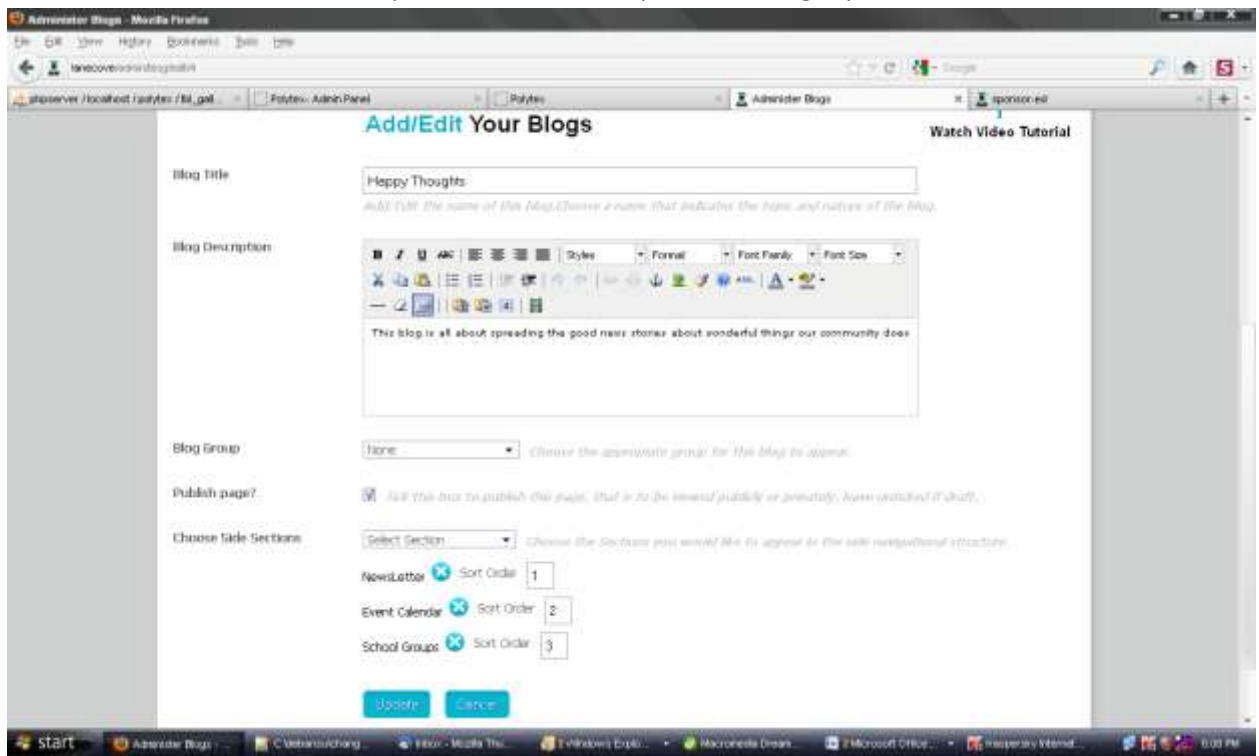
Picture-9

c) Click the **Delete** ❌ Button to remove a particular blog topic.

d) Search by Blog title is available on the listing page
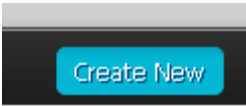
7.1 Manage Blog Posts

Blog Posts for frontend can be managed in this admin section. The landing page displays a list of previously created blog posts:
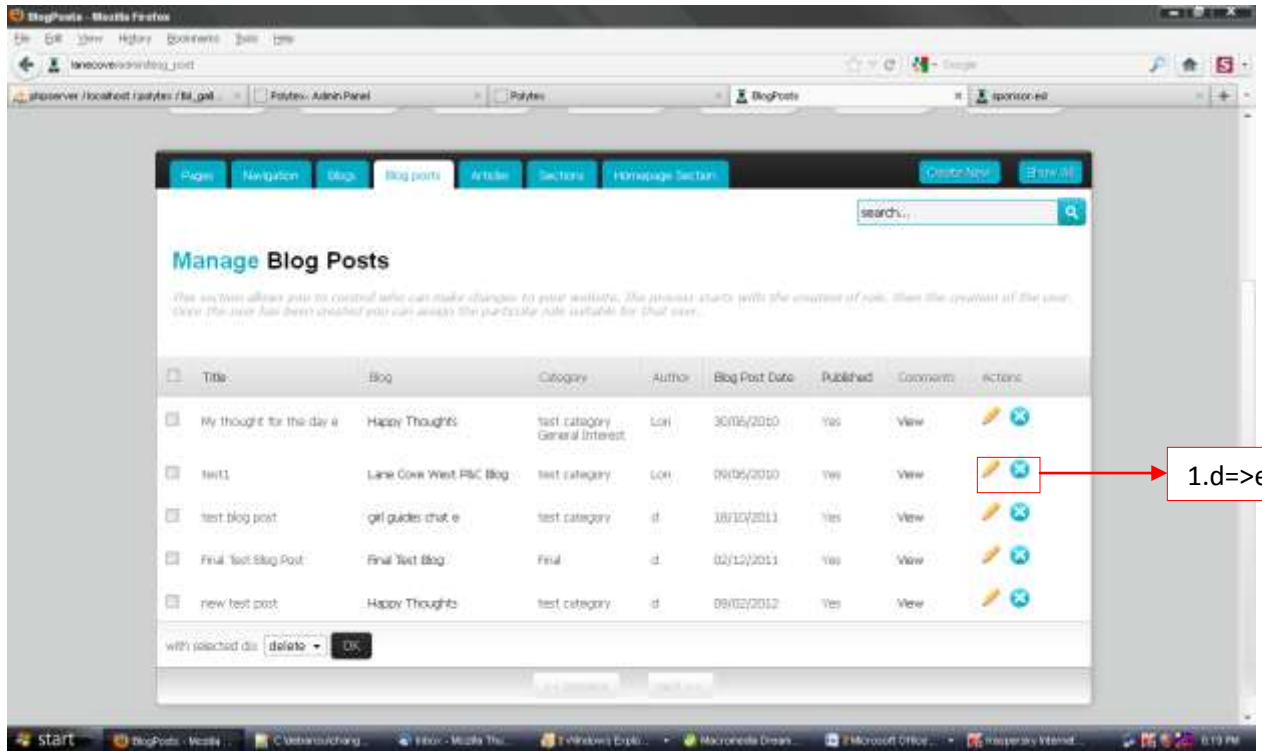
Picture-10

The **Manage Blogs** landing page displays the following available options:

a) Click the **Create New** [Create New] Button to open the form to create a new blog topic.

b) Click the **Edit** Button to update contents for a particular blog topic.

Add/Edit Your Blog Posts

Blog post Title

My thought for the day

Add/Edit the name of this blog post.Choose a name that indicates the topic and nature of the post.

Insert to Blog

Happy Thoughts   *Allocate this blog post to a particular blog.*

Choose a Blog Category

Add Another Category

test category   ✖

General Interest   ✖

Blog Post Author

Choose Another Author

Lori Frank   ✖

Date of Blog Post

30/06/2010

Add Post Content

i think this is where the blog post gos

Meta Keywords

No Meta

Keywords are used for search engine optimisation, please enter keywords separated by a comma.

Publish Post?

☑ *Tick this box to publish this post, that is to be viewed publicly or privately, leave unticked if draft.*

Existing Image Uploaded

Remove

Insert Photo Gallery

Browse...   *Images will be Resized to a width of 690 px.*

Update   Cancel

Picture-11

c) Click the **Delete** ✖ Button to remove a particular blog topic.

d) Search by Blog title is available on the listing page

search...   🔍

e) To go to the Comment Listing page for a particular blog post, click the **View** Link that appears in the **Comment** column

35

Picture-12

The following options are available in the **Comment listing** page

a) Click on **View** Button to view the Comment

b) Click the **Approve** Button (Either on the listing page or on the View page) to approve a particular Comment.

c) Click the **Deny** button (Either on the listing page or on the View page) to disapprove a particular Comment.

d) Click the **Delete** Button (Either on the listing page or on the View page) to remove a particular Comment.

e) Search by Blog title is available on the listing page

8.0   Edit Template

Templates for various automated email's contents can be managed in this admin section. The landing page displays a Dropdown of the saved templates
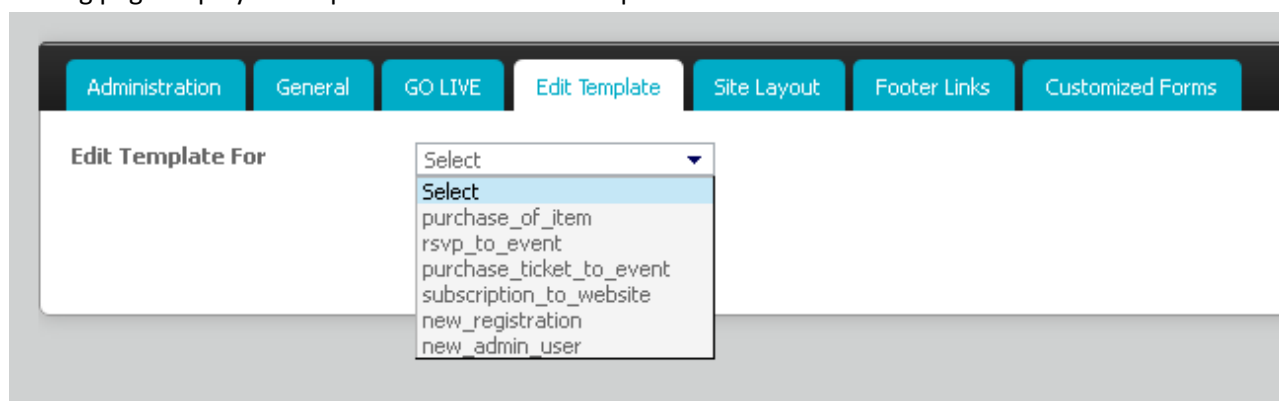
Picture-55

Selecting any of the templates in the above (Picture-55) dropdown opens up the form to edit that particular template.

8.1 Site Layout

Appearance of the frontend can be managed in this admin section. The landing page is a form shows the Current Setting(s) of the site front layout as well offers to manage/update any element in the form

Manage Background Color

Select Color for Site Background :

ffffff

Manage Site Header

Ref#1 →

Header Style :   ● Narrow   ○ Wallpaper

Current Image For Site Logo

Insert Image For Site Logo

Brow se...

Required .PNG with Dimention (W x H) :
1. 525 x 122 = > when Main & sub Title are Embedded in the Image
2. 100 x 122 = > when Main & sub Title are NOT Embedded in the Image

Main Title For Site :

Darlingtonville Public School

Leave Blank If Embedded in The Image Uploaded for Site LOGO

Select Color for Main Title :

000000

No effect If Main Title is Embedded in The Image Uploaded for Site LOGO

Sub Title For Site :

loving learning

Leave Blank If Embedded in The Image Uploaded for Site LOGO

Select Color for Sub Title :

000000

No effect If Sub Title is Embedded in The Image Uploaded for Site LOGO

Current Image For Sponsor Banner

Currently There Is No Image For Sponsor Banner

Insert Image For Sponsor Banner

Brow se...

Required Dimention (W x H) : 232 x 50

External Link For Sponsor :

http://w w w . angleyarrow smith.com

Please To Start with 'http: / /' / Leave Blank If not required

Picture-56 (Part-1)

Manage Home Page Gallery

Gallery Style : ● Panorama ○ Window

Ref#2

Manage Site Footer

Current Image For Footer Background

Remove

Insert Image For Footer Background

Brow se...

MAX width : 1264 Pix [Any Smaller Dimension is acceptable]

Current Image For Footer Logo

Insert Image For Footer Logo

Brow se...

Required Dimention (W x H) : 238 x 28

Logo Caption

Welcome to Darlingtonville Public

Display Footer Logo ? ○ Yes ● No

Ref#3

Copyright Caption

© Copyright 200 Darlingtonville Public

Display Copyright Caption ? ● Yes ○ No

Ref#4

Manage Homepage Article Display Style

Select Article Style ○ Words ● Small Pic ○ Big Pic

Update   Cancel

Picture-56 (Part-2)

Picture-56 → Ref#1   : The Site front Header is of two types: 1. Narrow 2. Wallpaper

1. Narrow Style : Standard Style

The Background Image Header is non-changeable for this style

2. Wallpaper : Customized Style

Picture-57

If changed to this style, Images for Site Front Header Background can either be uploaded directly from any local machine (Picture-57 :: Ref#1) or be selected from the dropdown (Picture-57 :: Ref#2), which is populated from Image Library (admin→MEDIA→Upload File/Photos).

Picture-56 → Ref#2   : The Site Homepage Gallery is of two types: 1. Panorama 2. Window

1. Panorama : The Full Width Homepage Gallery

2. Window: Gallery Width is equal to the site front Left Column. Window
    Style is again of two types – A. **Only Picture** B. **Picture with Text**

A. Only Picture : The Picture acquires the whole dimension of the
    Homepage Gallery

B. Picture With Text : The Picture acquires 60% height of the Home Page Gallery and the rest is filled with the description of the corresponding Image

Picture-56 → Ref#3   : Deciding Field for whether to display Footer Logo and Footer Logo Caption in the site front.

Picture-56 → Ref#4   : Deciding Field for whether to display Copy Right Caption in the site front footer section.

8.2   Footer Links

Footer Links of the Site Front can be managed in this admin section. The landing page displays the list of saved footer links of the site front
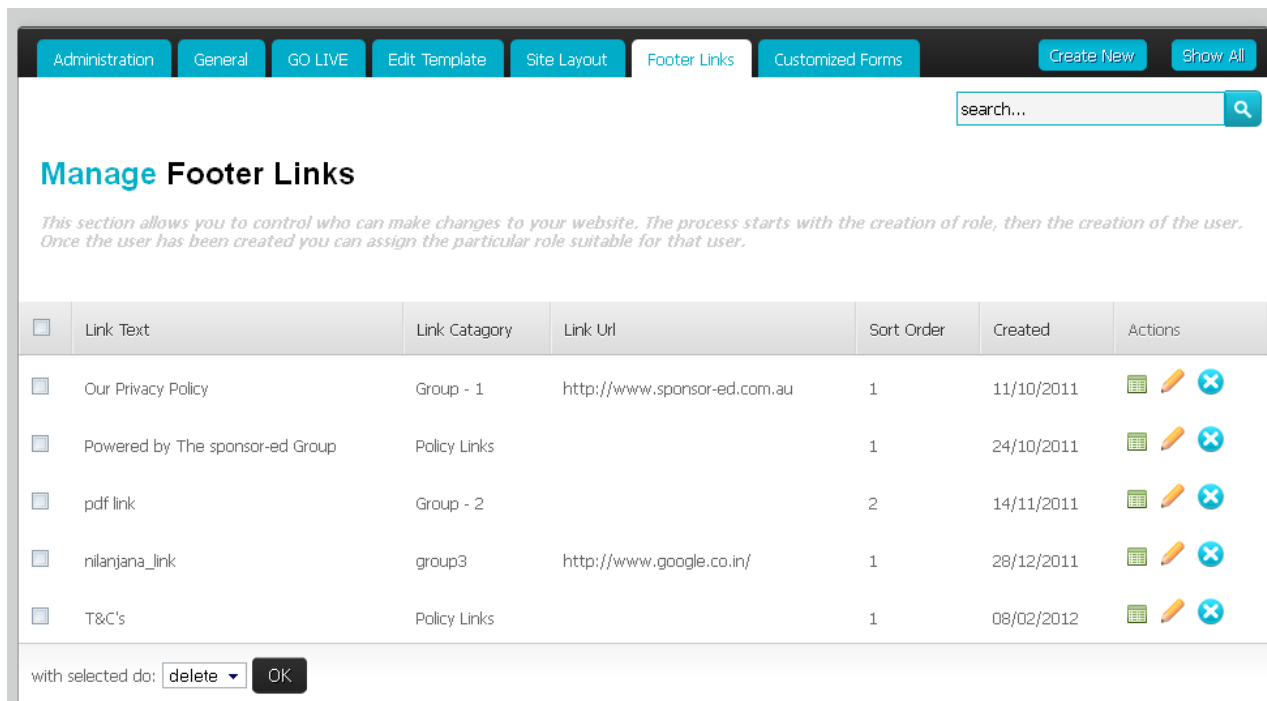
Picture-58

The Following options are available

1. **Create a New Footer Link** ![Create New] .
2. **Edit** an **Existing Footer Link** ✎ .
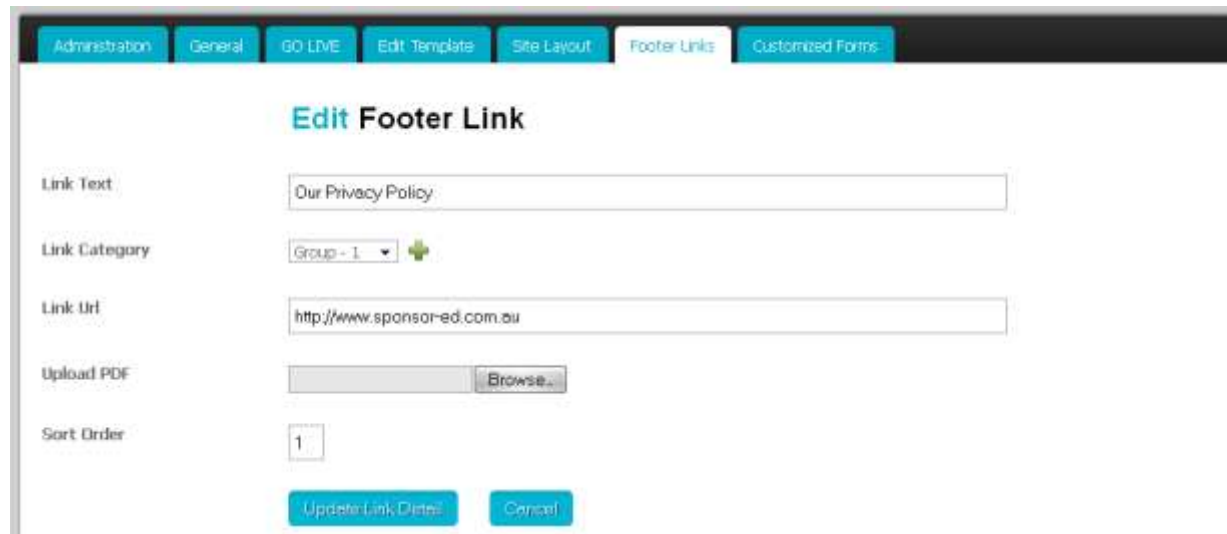
3. **View** a particular **Footer Link Details** ▦ .

4. **Remove** an **Existing Footer Link** ✕ .

5. Click table Header(s) to sort the Footer Link list. This Sort By feature is available for: 1. Link Text, 2. Link Category, 3. Link URL, 4. Sort Order, 5. Date Created.

6. Search by Link Text is available on the listing page

9.0 E-COMMERCE : the fourth admin tab have the following sub-navigation(s)

a. Products   : Products for the front Online Shop can be managed in this admin section. Refer to **4.a** for the functionalities available.
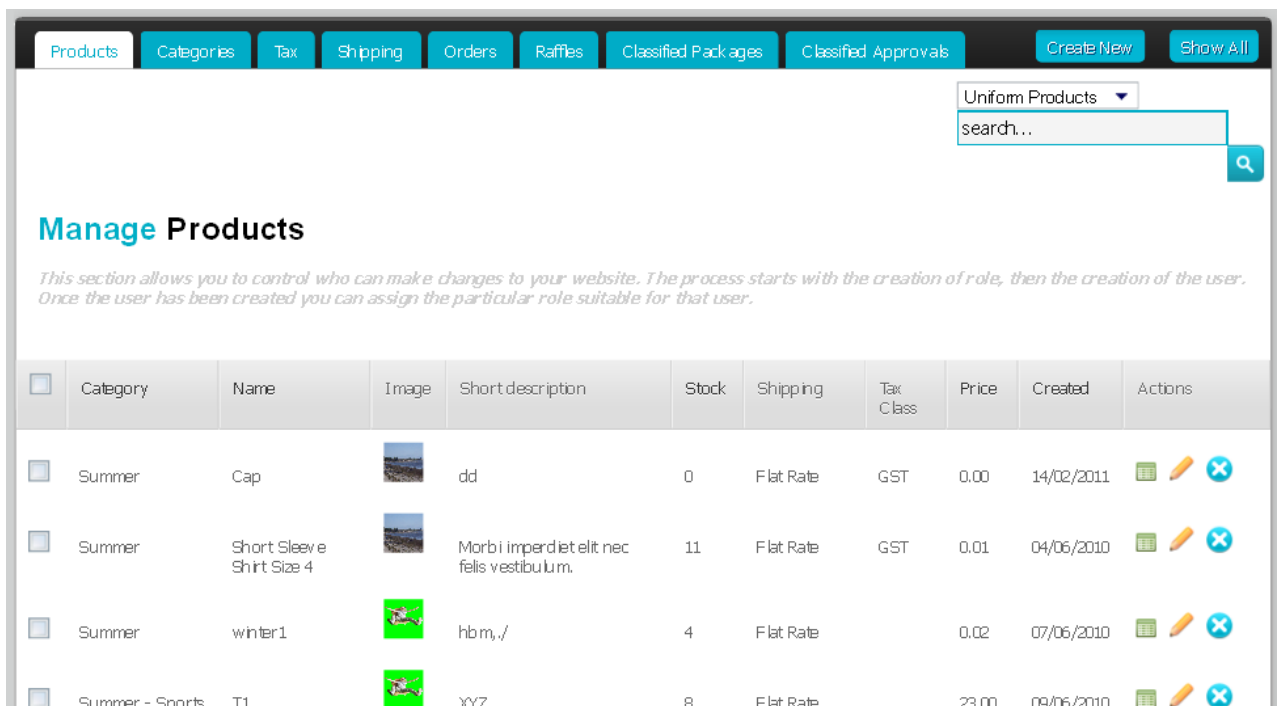
b. Categories   : Product Categories can be managed in this admin section. Refer to **4.b** for the functionalities available.

c. Tax   : Tax(es) can be managed in this admin section. Refer to **4.c** for the functionalities available.

d. Shipping   : Shipping Types can be managed in this admin section. Refer to **4.d** for the functionalities available.

e. Orders   : Order(s) can be managed in this admin section. Refer to **4.e** for the functionalities available.

f. Raffles   : Online Raffles can be managed in this admin section. Refer to **4.f** for the functionalities available.

g. Classified Packages   : Charges for Posting Classifieds can be managed in this admin section. Refer to **4.g** for the functionalities available.

h. Classified Approvals : Classifieds Posted From The Frontend can be moderated in this admin section. Refer to **4.h** for the functionalities available.
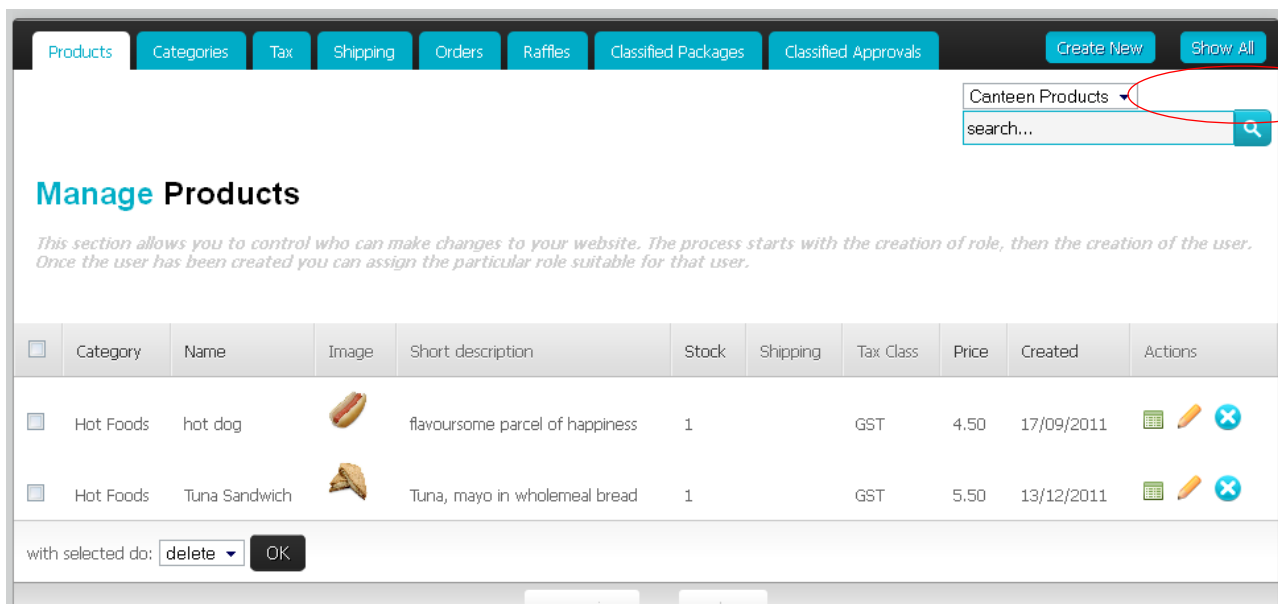
9.1 Manage Products

Products for the front Online Shop can be managed in this admin section. Products are of two types – 1) Uniform Products and 2) Canteen Products. The landing page displays a list of previously Created Products

Picture-27

Picture-28

The Following options are available:

1. Create **New Product** ![Create New] .
2. View **Product Details** 🔳 .
3. **Edit** an **Existing Product** ✏️ .
4. **Remove** an **Existing Product** ✖️ .
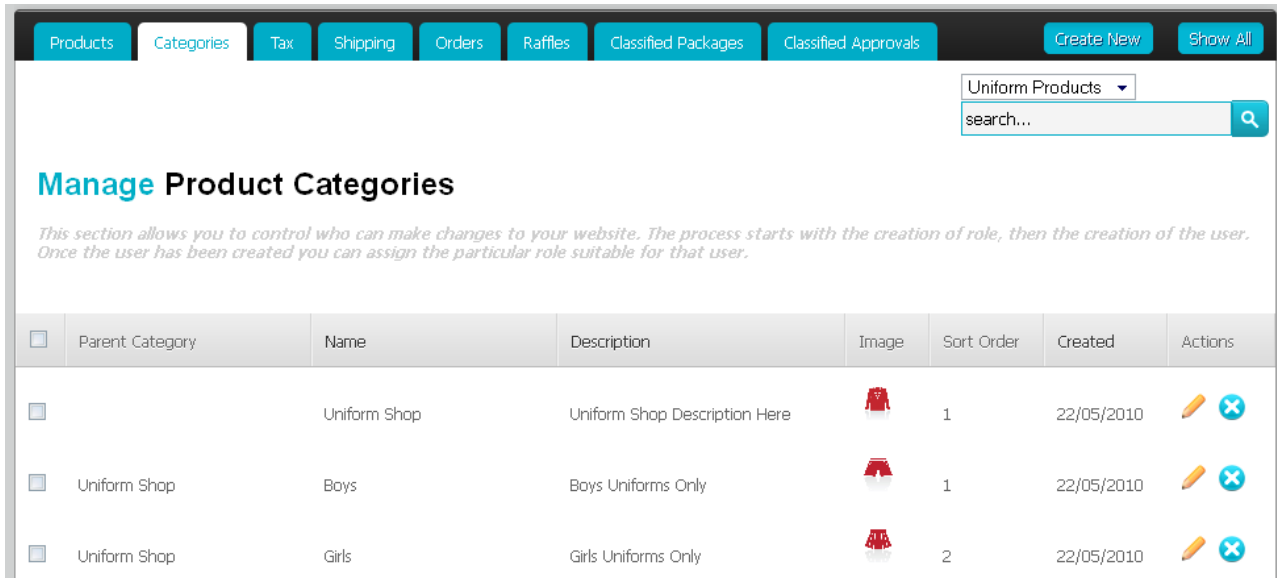5. Click Table Header(s) to sort the product list. This Sort By feature is available for:

1. Category, 2. Product Name, 3. Stock, 4. Price 5. Date Created.
6. Search by Product name is available on the listing page

9.2   Manage Product Categories

Product Categories for the front Online Shop can be managed in this admin section. Product Categories are of two types – 1) Uniform Products and 2) Canteen Products. The landing page displays a list of previously Created Product Categories

Picture-29

The Following options are available

1. Create **New Product** Category.
2. View **Product Category**   Details.

3. **Edit** an **Existing Product**   Category.

4. Remove an **Existing Product** Category.
5. Click Table Header(s) to sort the Product Category list. This Sort By feature is available for: 1. Category Name, 2. Category Description, 3. Date Created.
6. Search by Product name is available on the listing page

9.3   Manage Taxes

Taxes that are charged in Billing for Online Shop can be managed in this admin section. The landing page displays a list of previously Created Product Categories
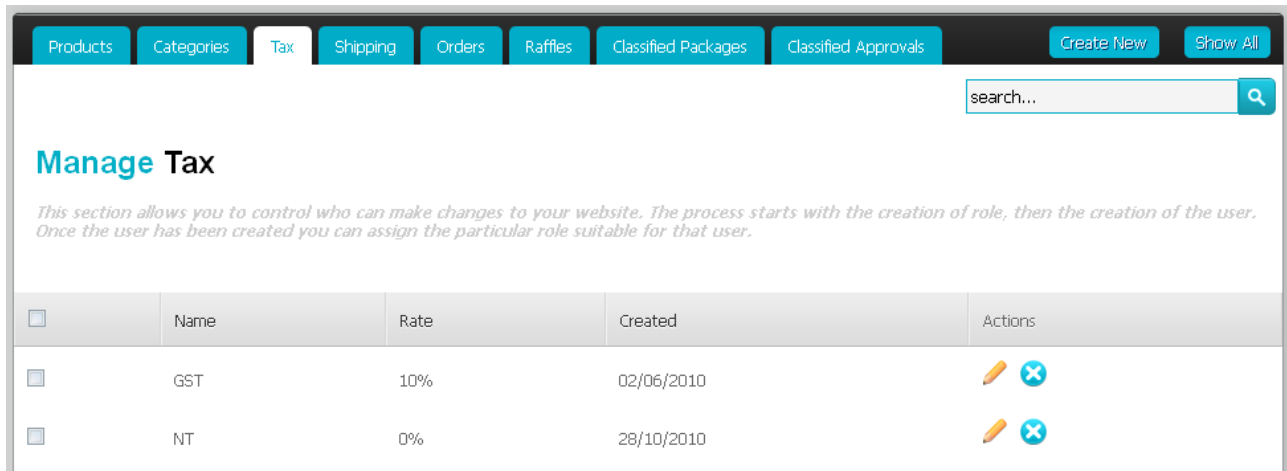
Picture-30

The Following options are available

1. Create **New Tax** .

2. View **Tax Details**. .

3. **Edit** an **Existing Tax** .

4. **Remove** an **Existing Tax** **.**

5. Click Table Header(s) to sort the Tax list. This Sort By feature is available for: 1. Tax Name, 2. Tax Rate, 3. Date Created.

6. Search by Tax name is available on the listing page

9.4 Manage Shipping Methods

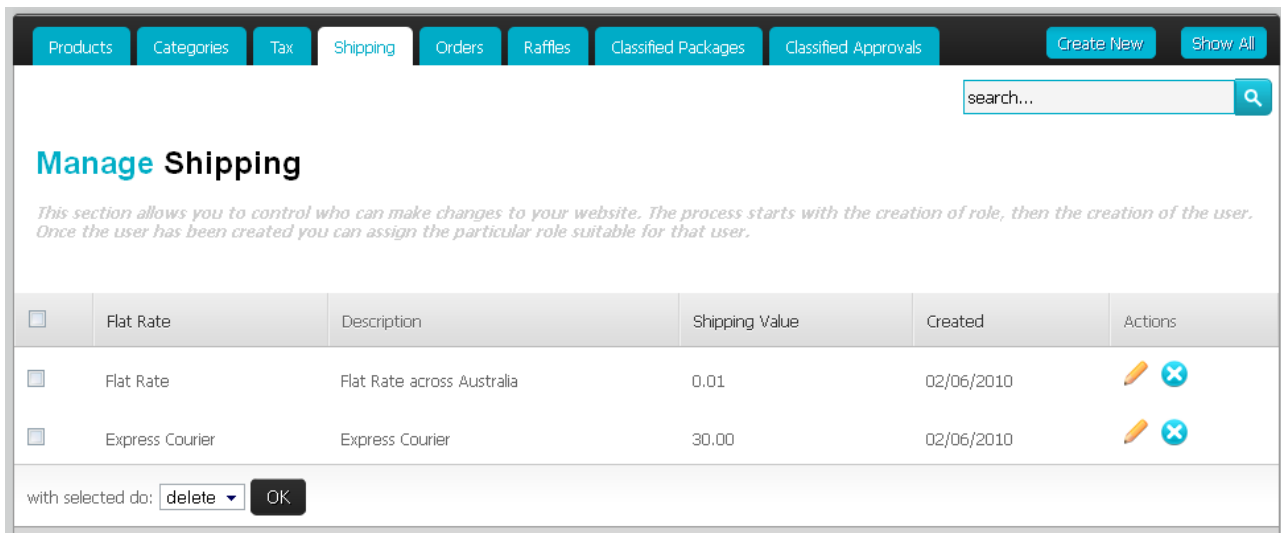Shipping Methods for Online Shop can be managed in this admin section. The landing page displays a list of previously Created Shipping Methods

Picture-31

The Following options are available

1. Create a **New Shipping Method** .

2. **Edit** an **Existing Shipping Method** .

3. **Remove** an **Existing Shipping Method** .

4. Click table Header(s) to sort the Shipping Method list. This Sort By feature is available for: 1. Shipping Method Name, 2. Shipping Method Value 3. Date Created.

5. Search by Tax name is available on the listing page

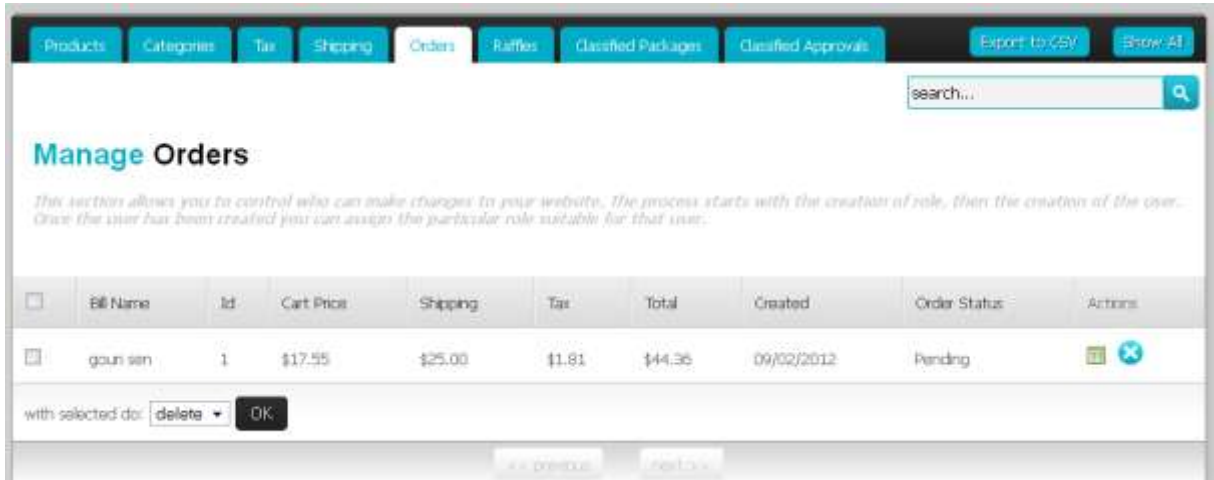## 9.5 Manage Orders

Orders that are placed via frontend Online Shop can be managed in this admin section. The landing page displays a list of Orders
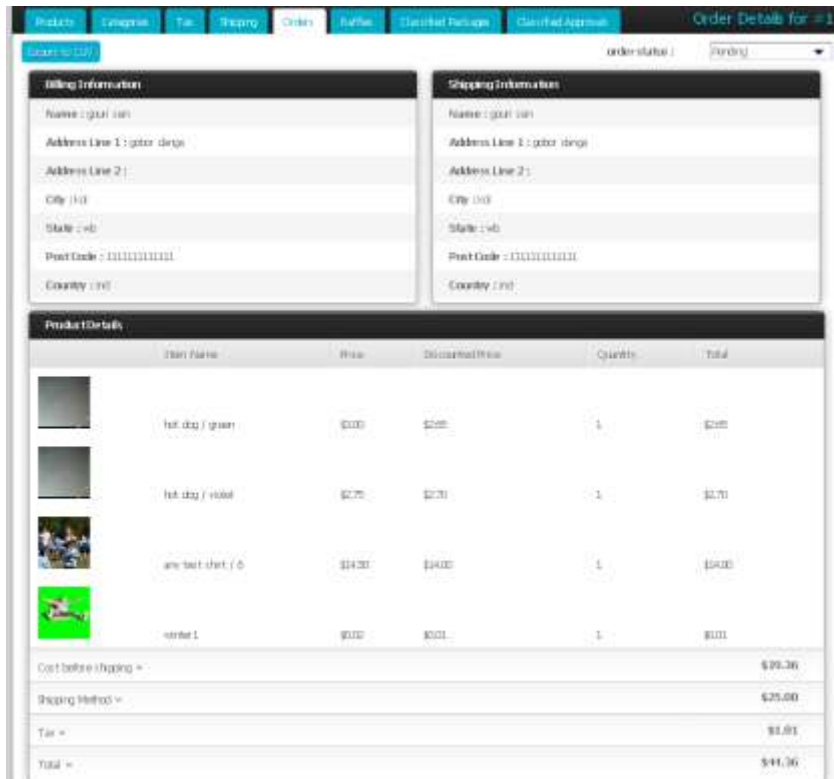

Picture-32

The following options are available:

1. **Export Orders to CSV** Export to CSV .

2. **View** a particular **Order Details** .

Picture-33

3. **Remove an Order** .

4. Click on table Header(s) to sort the Tax list. This Sort By feature is available for every column of the list.

5. Search by Bill name is available on the listing page

10.0 Manage Online Raffles

Online Raffles can be managed in this admin section. The landing page shows a list of Previously Created Online Raffles as follows
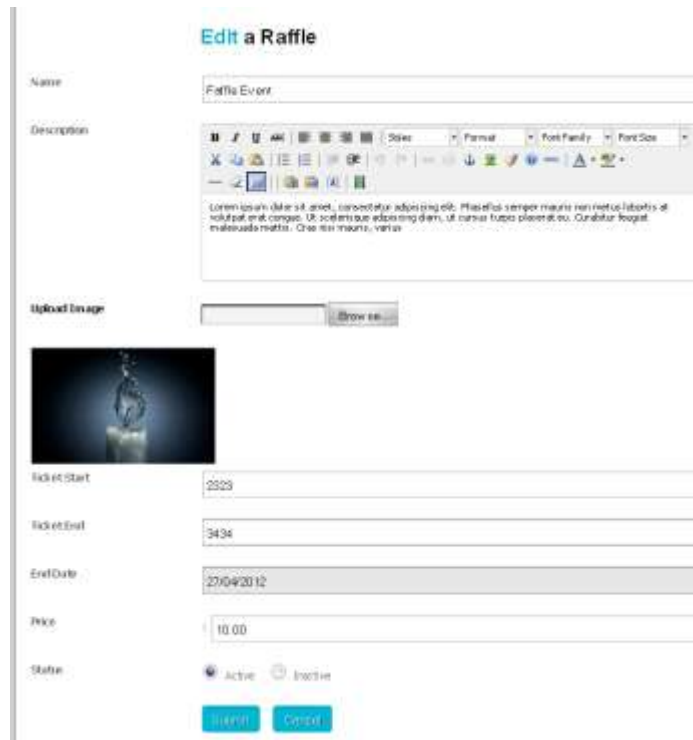
Picture-34

The Following options are available

1. **Create a New Raffle Event** [Create New] .

2. **Edit** an **Existing Raffle Event** ✏ .

3. **View** a particular **Raffle Details** ▦ .

4. **Remove** an **Existing Raffle Event** ✖ .

5. Click table Header(s) to sort the Raffle list. This Sort By feature is available for 1. Raffle Name 2. Raffle Price 3. Raffle End Date.

6. Search by Raffle name is available on the listing page
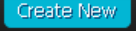
10.1   Manage Classified Packages

Classified Packages can be managed in this admin section. The landing page displays a list of previously added Classified Packages
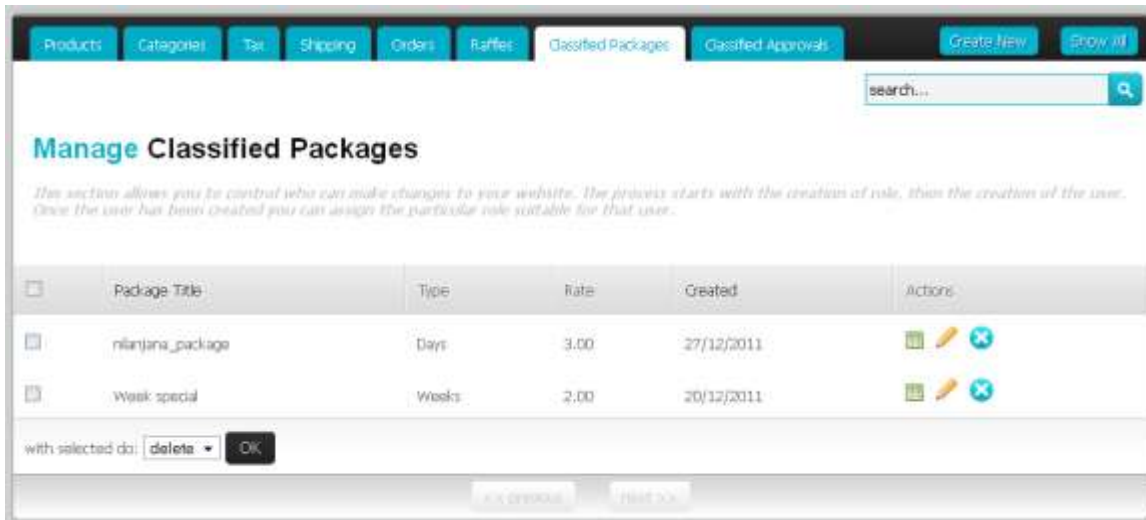
Picture-35

The following options are available

1. **Create a New Classified Package** Create New .
2. **Edit** an **Existing Classified Package** .

3. **View** a particular **Classified Package Details** .
4. **Remove** an **Existing Classified Package** .
5. Click table Header(s) to sort the Classified Package list. This Sort By feature is available for 1. Package Title 2. Date Created.

6. Search by Package Title is available on the listing page

10.2   Classified Approvals

Approvals for the Classifieds, Posted from the frontend, can be managed in this admin section. The landing page displays a list of Classifieds, Posted from the frontend
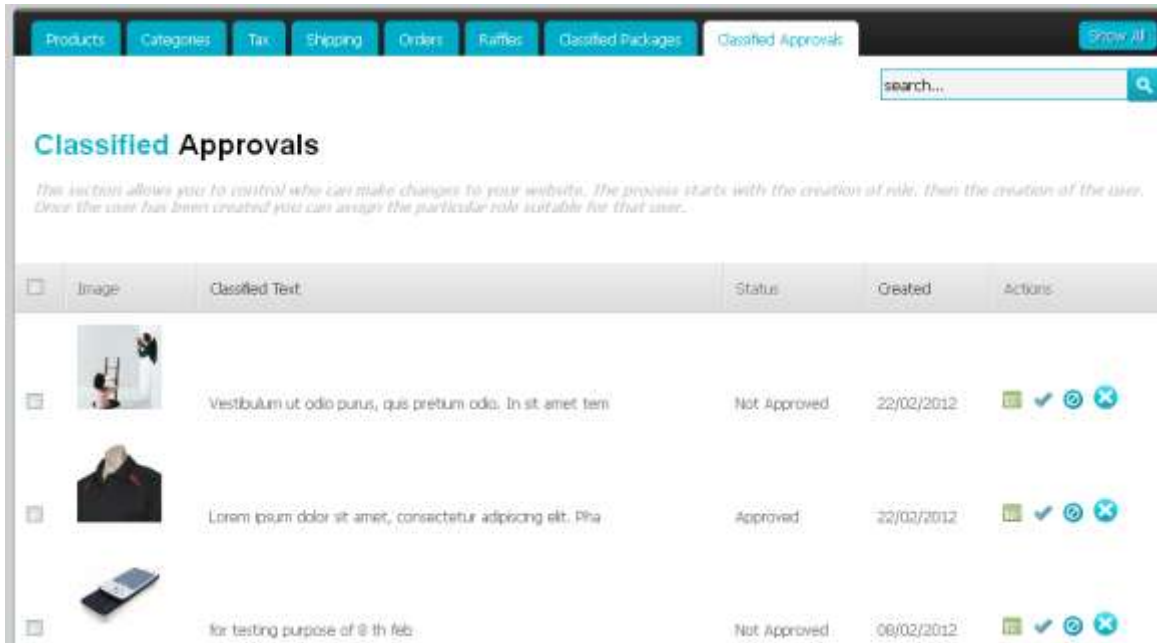
 Picture-36

The following options are available

1. **View** the **content of a particular Classified**, Posted from the frontend
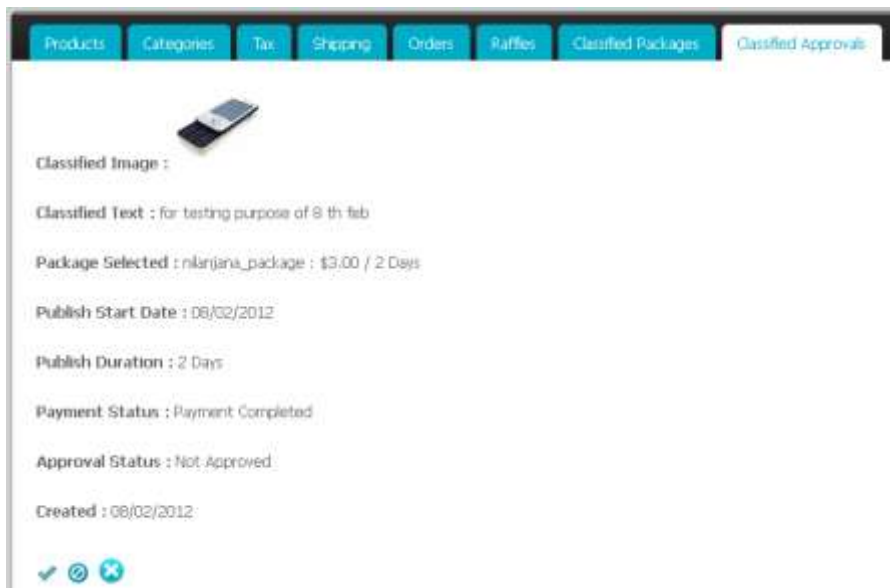
2. **Remove** a **Classified,** Posted from frontend
3. **Approve** a **Classified** Posted from frontend
4. **Disapprove** a **Classified** Posted from frontend
5. Click table Header(s) to sort the Classified Package list. This Sort By feature is available for - 1. Classified Text 2. Date Created.

6. **Search** by **Classified Text** is available on the listing page

11. COMMUNICATE : The fifth admin tab have the following sub-navigation(s)

    a. Rostering   : Roster Events (canteen) can be managed in this admin section. Refer to **5.a** for the functionalities available.

    b. Roster Calendar   : This section shows the Roster Event Calendar. Refer to **5.b** for the functionalities available.

    c. Roster Applicants : Roster Applicants can be managed in this admin section. Refer to **5.c** for the functionalities available.

    d. Subscribers   : Subscribers for Newsletter(s) can be managed in this admin section. Refer to **5.d** for the functionalities available.

    e. Subscriber Groups : Subscriber Groups can be managed in this admin section. Refer to **5.e** for the functionalities available.

    f. Newsletters   : Newsletters can be managed in this admin section. Refer to **5.f** for the functionalities available.

11.1 Manage Rosters

Roster Events (canteen) can be managed in this admin section. The landing page displays a list of previously Created Canteen Rosters
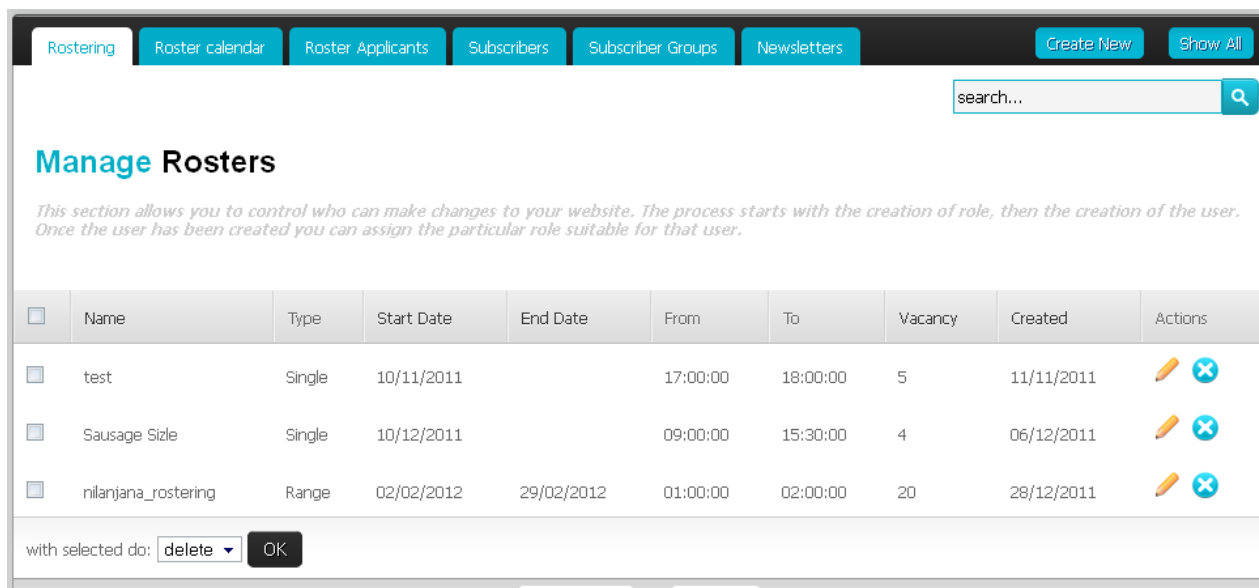
Picture-37

The Following options are available

1. **Create** a **New Roster Event** [Create New] .
2. **Edit** an **Existing Roster Event** 🖊 .
3. **Remove** an **Existing Roster Event** ⊗ .
4. Click table Header(s) to sort the Roster Event list. This Sort By feature is available for: 1. Roster Event Name, 2. Roster Event Start Date, 3. Roster Event End Date, 4. Roster Event Vacancy, 5. Date Created.

5. **Search** by **Roster Event name** is available on the listing page

Roster Event Illustration

Roster Events are of two types: 1. Single Date Roster (Picture-38)
2. Roster for a Range Of Dates (Picture-39)

55

Picture-38

Picture-39

11.2 Roster Calendar

Rosters can be partly managed in this admin section. The landing page displays a tabular display of Rosters (Month wise)

Version 1.   For support contact helpdesk@sponsor-ed.com.au or call 1300 755 010
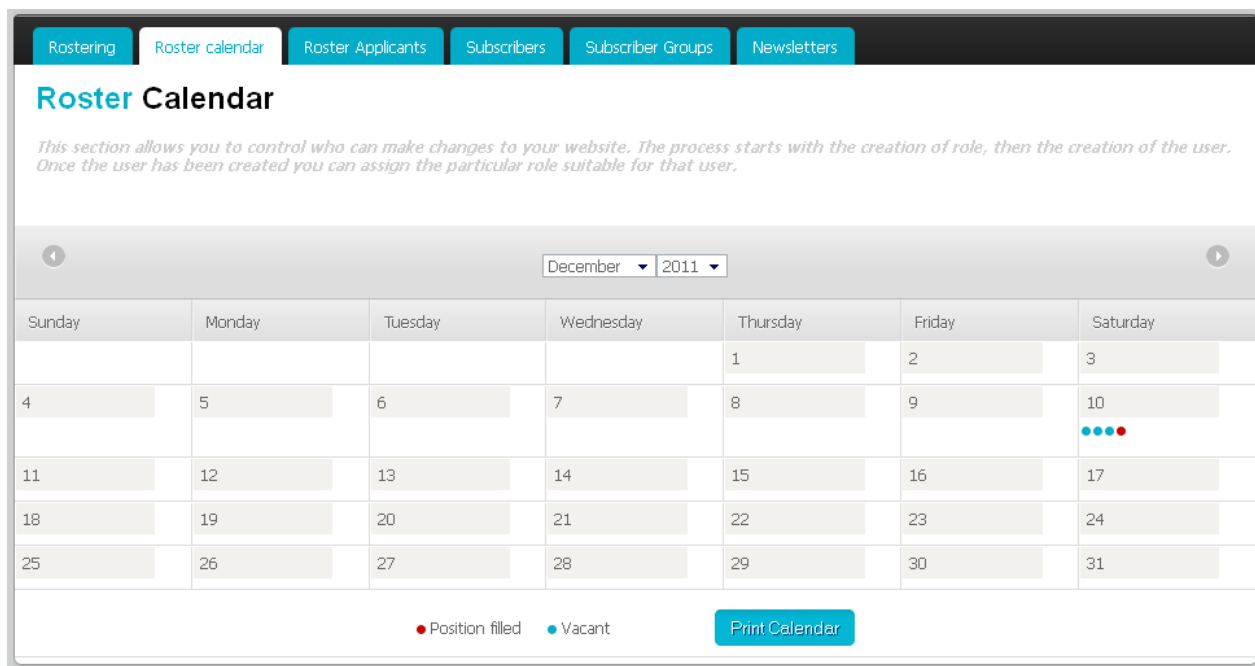
Picture-40

Picture-40   : Ref# 1 → Month and year dropdown to select a particular month.
                :: Ref# 2 → Clicking On a particular Roster event opens up the following
window:
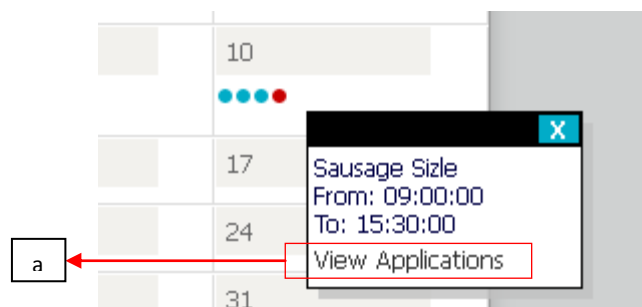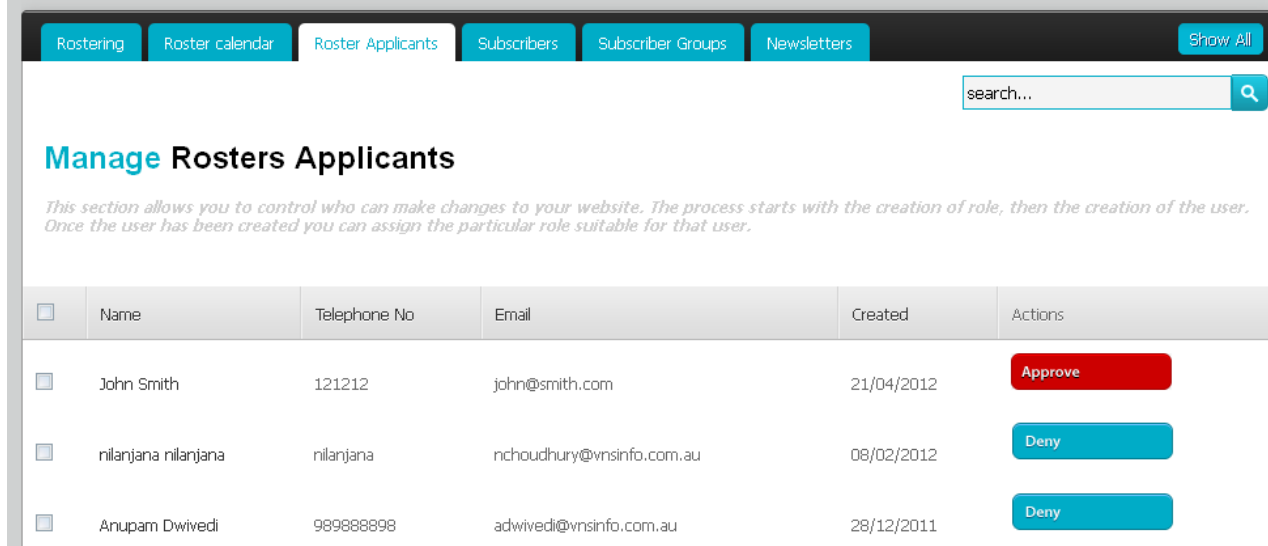
a.   Link to View The List of Applicant(s) for the Roster Event On that particular
     date

11.3 Manage Rosters Applicants

Rosters Applicants can be managed in this admin section. The landing page displays a list of previously Registered (From the Frontend) Rosters Applicants

Picture-41

The Following options are available

1. Click table Header(s) to sort the Roster Event list. This Sort By feature is available for all column(s) of the tabular list.

2. Search by Roster Applicants name is available on the listing page

3. Click on [Approve] or [Deny] button to approve or reject Applicant's Registration.

11.4 Manage Subscribers

Newsletter Subscribers can be managed in this admin section. The landing page displays a list of previously Registered (From the Frontend) Newsletter Subscribers

Picture-42

The Following options are available:

1. **Register a New Newsletter Subscriber**.

2. **Edit** an **Existing Newsletter Subscriber** .

3. **Remove** an **Existing Newsletter Subscriber** .
4. Click table Header(s) to sort the Newsletter Subscriber list. This Sort By feature is available for all column(s) of the tabular list.
5. Search by Newsletter Subscriber name is available on the listing page

11.5 Manage Subscriber Groups

Subscriber Groups can be managed in this admin section. The landing page displays a list of previously Created Subscriber Groups
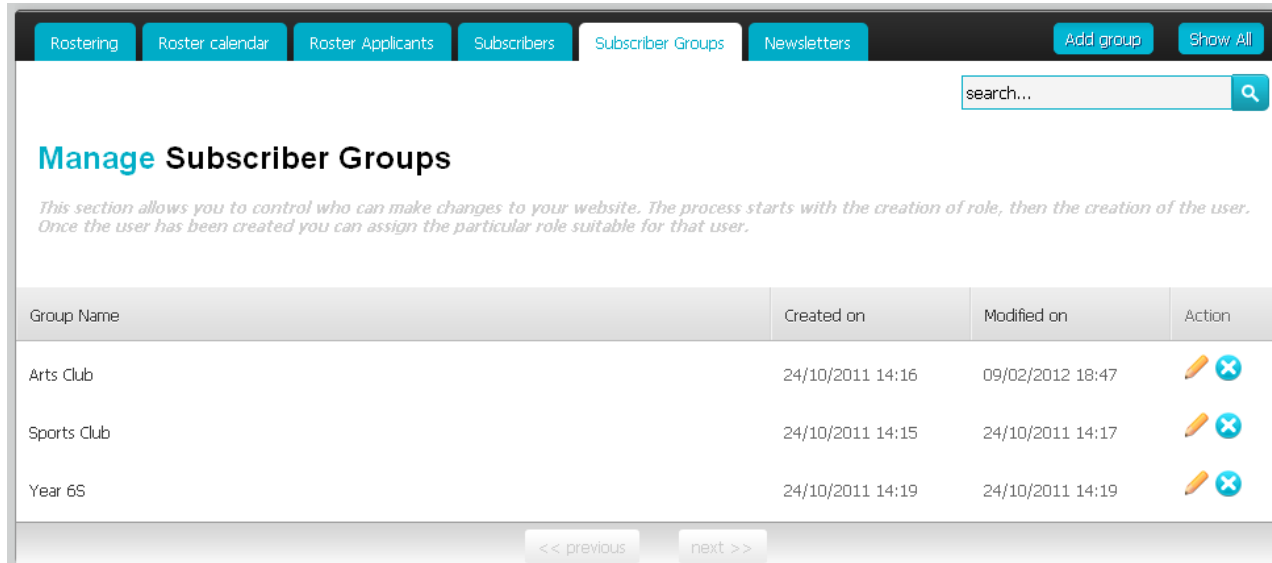
Picture-43

The Following options are available –

1. Create a New Subscriber Group.
2. Edit an Existing Subscriber Group.
3. Remove an Existing Subscriber Group.
4. Click on table Header(s) to sort the Subscriber Groups list. This Sort By feature is available for all column(s) of the tabular list.
5. Search by Subscriber Group name is available on the listing page

11.6 Manage Newsletters

Newsletters can be managed in this admin section. The landing page shows a list of previously Created Newsletters as follows
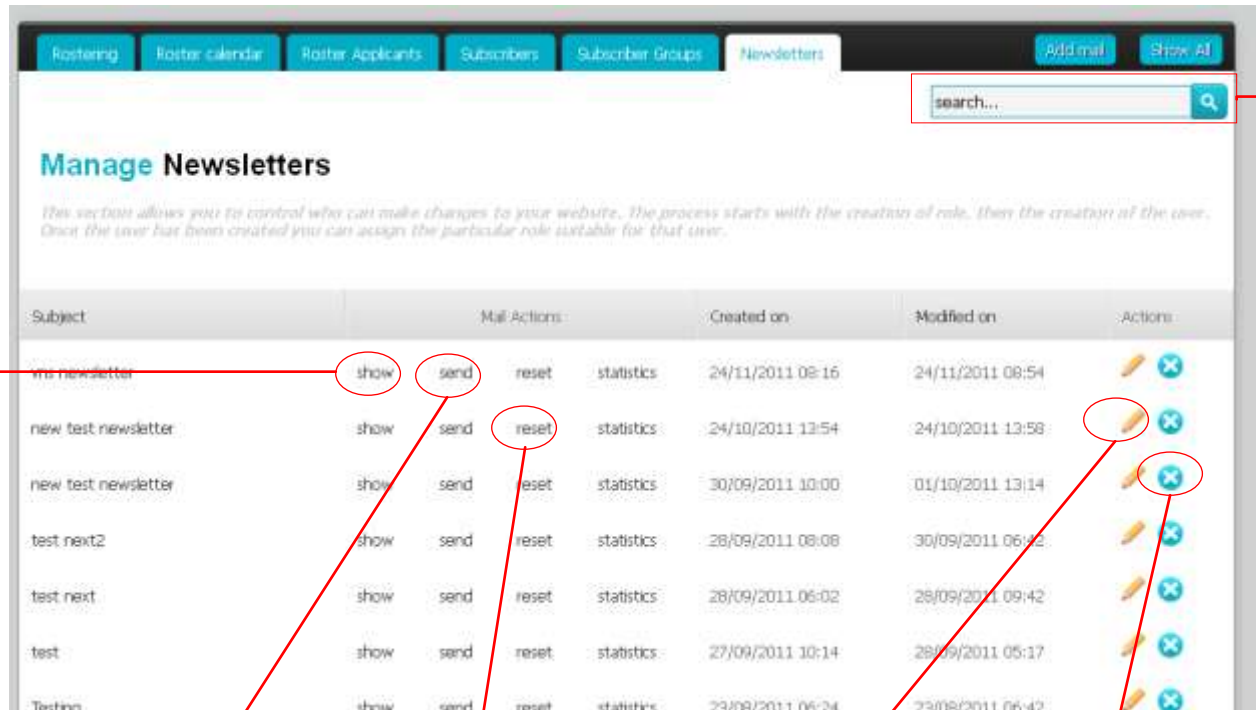
Picture-44

Click to have a preview of the newsletter

Click to send the newsletter

Click to reset sending of the newsletter

Click to edit the newsletter

Click to delete the newsletter

Search newsletter(s) by subject

11.7 Creating/Updating a Newsletter

Click the [Add mail] button to create a Newsletter / Click on ✏ to Update

Pic-45

Version 1.0   For support contact helpdesk@sponsor-ed.com.au or call 1300 755 010

Picture-45: ref#1   List of constant(s) usable in newsletter content. If used in any place of the content of a newsletter, it will be replaced by the corresponding dynamic content while sending.

Picture-45: ref#2   Multiple selection of articles to be attached with the newsletter.

Picture-45: ref#3   Multiple selection of pages to be attached with the newsletter.

Picture-45: ref#4   Assign the newsletter to be sent to the subscriber group(s).

USERS : The sixth admin tab having the following sub-navigation(s)

a. Admin Users   : Admin Users can be managed in this admin section.
                               Refer to **6.a** for the functionalities available.

b. Roles   : User Roles can be managed in this section. Refer to **6.b** for the
                               functionalities available.

c. Site Members   : Site Members (Frontend) can be managed in this admin section.
                               Refer to **6.c** for the functionalities available.

d. Site Member Groups: Site Member Groups (Frontend) can be managed in this admin section.
                               Refer to **6.d** for the functionalities available.

e. Change Password   : Password of the currently logged in admin user can be maintained in this
                               admin section.
                               Refer to **6.e** for the functionalities available.

12.0 Manage Admin Users

Admin Users can be managed in this admin section. The landing page displays a list of previously Created Admin Users

Picture-46

The Following options are available –

1. **Create a New Admin User** [Create New] .
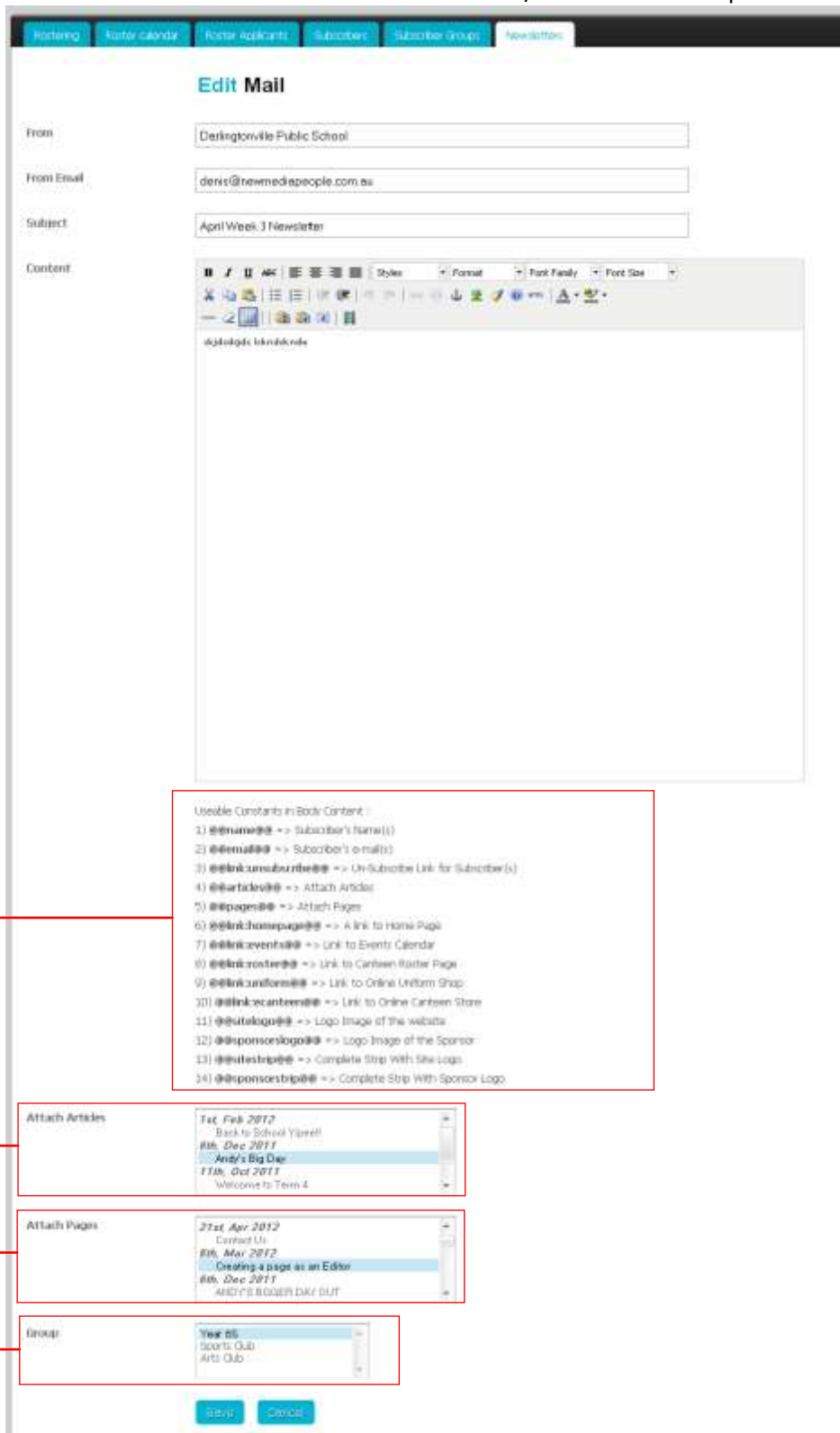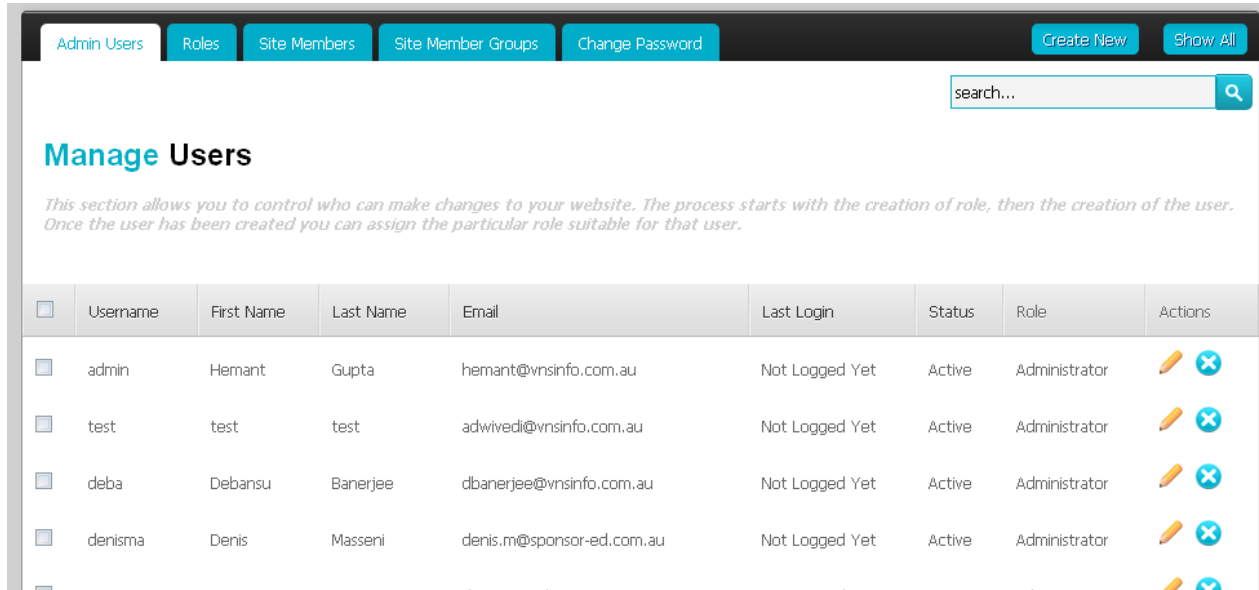2. **Edit** an **Existing Admin User** .
3. **Remove** an **Existing Admin User** .
4. Click table Header(s) to sort the Admin Users list. This Sort By feature is available for: 1. Username, 2. First Name, 3. Last Name, 4. Email, 5. Last Login and 6. Status.
5. Search by Admin User name is available on the listing page [search...]

12.1 Manage Admin User Roles

Admin User Roles can be managed in this admin section. The landing page displays a list of previously Created Admin User Roles

 Picture-47

The Following options are available:

1. **Create a New Admin User Role** Create New .
2. **Edit** an **Existing Admin User Role** .
3. **Remove** an **Existing Admin User Role** .
4. Click table Header(s) to sort the Admin User Roles list. This Sort By feature is available for 1. Role Name, 2. Date Created, 3. Date Modified.

5. Search by Admin User Role name is available on the listing page

12.2 Manage Site Members

Site Members (Users of Frontend) can be managed in this admin section. The landing page displays a list of previously Created / Registered - Site Members
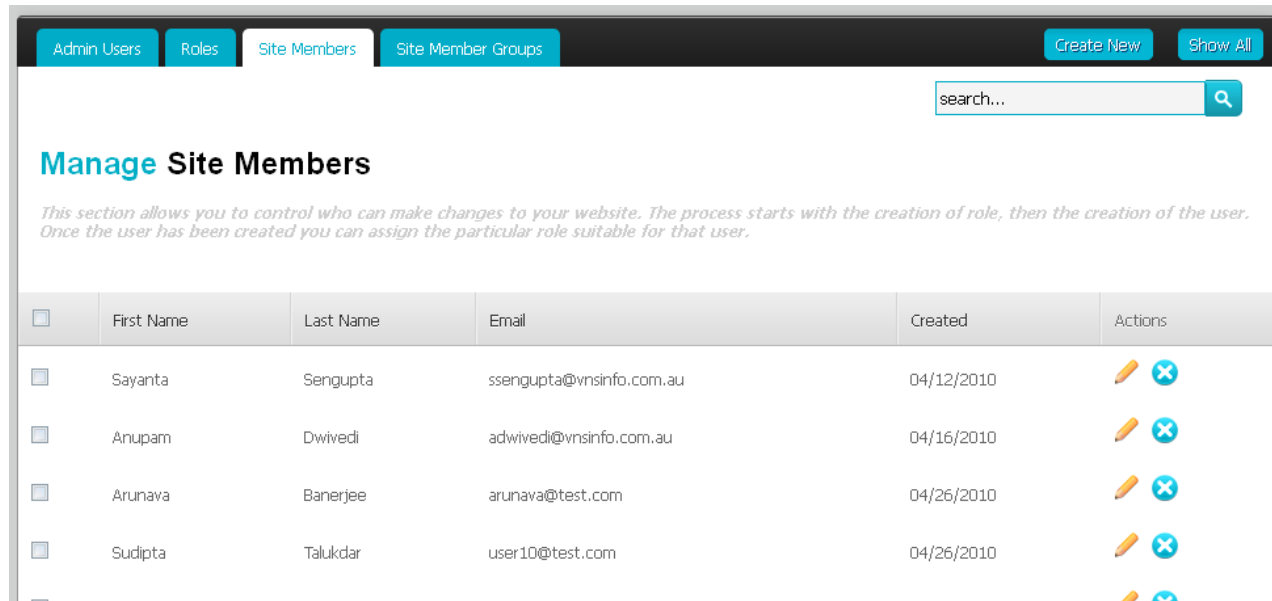
Picture-48

The Following options are available

1. **Create a New Site Member from admin side** [Create New] .

2. **Edit** an **Existing Site Member's detail** .

3. **Remove** an **Existing Site Member** .

4. Click table Header(s) to sort the Site Members list. This Sort By feature is available for 1. First Name, 2. Last Name, 3. Email 4. Date Created.

5. Search by Site Member name is available on the listing page

12.3 Manage Site Member Groups

Site Member Groups (Users of Frontend) can be managed in this admin section. The landing page displays a list of previously Created Site Member Groups

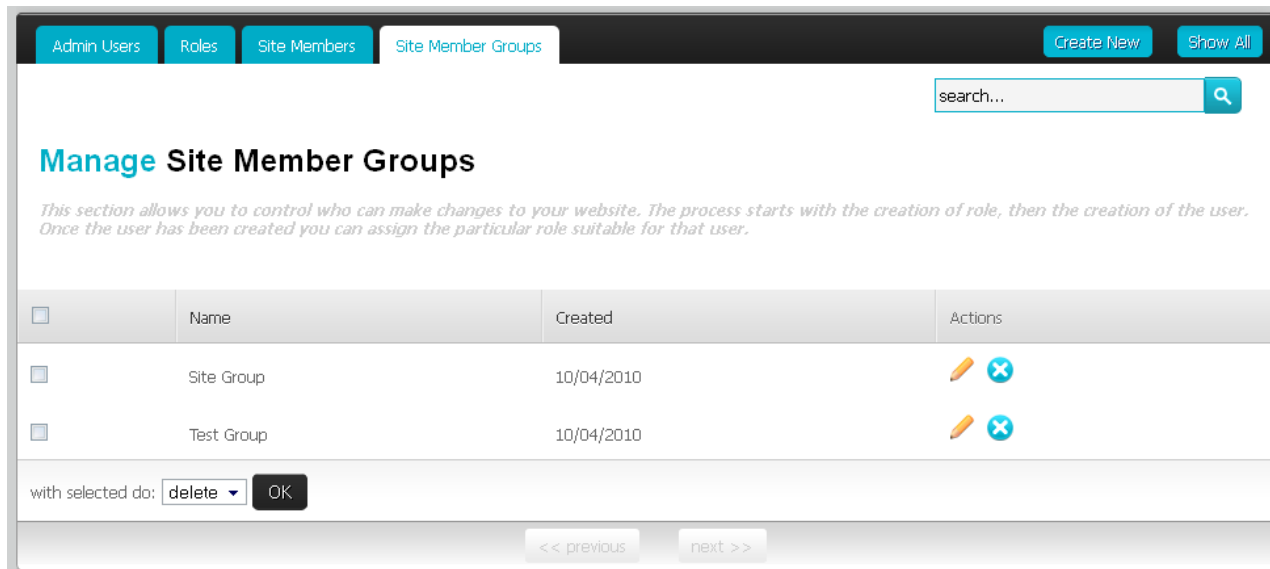 Picture-49

The Following options are available

1. **Create a New Site Member Group** .
2. **Edit** an **Existing Site Member Group** .
3. **Remove** an **Existing Site Member Group** .
4. Click table Header(s) to sort the Site Member Group list. This Sort By feature is available for - 1. Group Name, 2. Date Created.
5. Search by Site Member Group name is available on the listing page

12.4 Manage Site Member Groups

Password of the currently logged in admin user can be maintained in this admin section. The landing page displays the form to update password form

Picture-50

3. **SETUP** : The seventh admin tab having the following sub-navigation(s)

   a. Administration   : Administration Settings can be managed in this admin section.
   Refer to **7.a** for the functionalities available.

   b. General   : General Admin Information can be managed in this section.
   Refer to **7.b** for the functionalities available.

   c. Go Live   : Notify the Sponsored Group prior to Go Live of the Site.

   d. Edit Template   : Templates for automated email's contents are maintained in this admin
   section. Refer to **7.d** for the functionalities available.

   e. Site Layout   : Appearance of the frontend can be managed in this admin section.
   Refer to **7.e** for the functionalities available.

   f. Footer Links   : The Site Front footer elements can be managed in this admin section.
   Refer to **7.f** for the functionalities available.

   g. Customized Forms   : Customized form(s) to be linked with Event(s) as Extra Data Collection
   Fields are managed in this admin section.
   Refer to **7.g** for the functionalities available.

12.5 Administration

Administration Settings can be managed in this admin section. The landing page displays the Current Settings

Picture-51

Pic-51 → Ref# 1 :: Click **Edit** Button to change any of the current setting(s)

| Administration | General | GO LIVE | Edit Template | Site Layout | Footer Links | Customized Forms |

Edit Administration Details

Site Name	Atschool Website
Site Website Address/es	http://www.programmers4designers.com.au
Paypal Account Email	wpadmin_1326885905_biz@vnsinfo.com.au
Google Analytics Account	
Verification Code	
Gmap API Key	ABQIAAAAVUwdnfbKL8uehPdYy502vRSRzEiyPOSFaaYrlqib8nqb7-cvXRSx9GtAZovOBWmQ.
Excursions Levy	● Annual ○ Event Wise
GST Setting	○ Inclusive ● Exclusive
Shipping Settings	○ On Each Item ● On Total Order
Shipping Charge	10.00
Number of Articles On Homepage	4 Please mention the number of articles to be displayed on Home Page
Classified Reminder Period	10 Please enter days in number to send Reminder e-mail to the advertisers, prior to Classifieds expiration.

Update   Cancel

Picture-52

12.6 General

General Admin Information(s) can be managed in this section. The landing page displays the Currently Entered information(s)

Picture-53

Pic-53 → Ref# 1 :: Click **Edit** Button to change any of the current Admin Information(s)

Picture-54

12.7 Customized Forms

Customized form(s) to be linked with Event(s) as Extra Data Collection Fields can be managed in this admin section. The landing page displays the list of saved Customized forms of the site front

Picture-59

The Following options are available:

1. **Create a New Customized form** [Create New] .
2. **Edit** an **Existing Customized form** .

3. **Remove** an **Existing Customized form** .
4. Click table Header(s) to sort the Customized form list. This Sort By feature is available for:
   1. Form Group Title 2. Date Created.
5. Search by Form Group Title is available on the listing page