



# 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

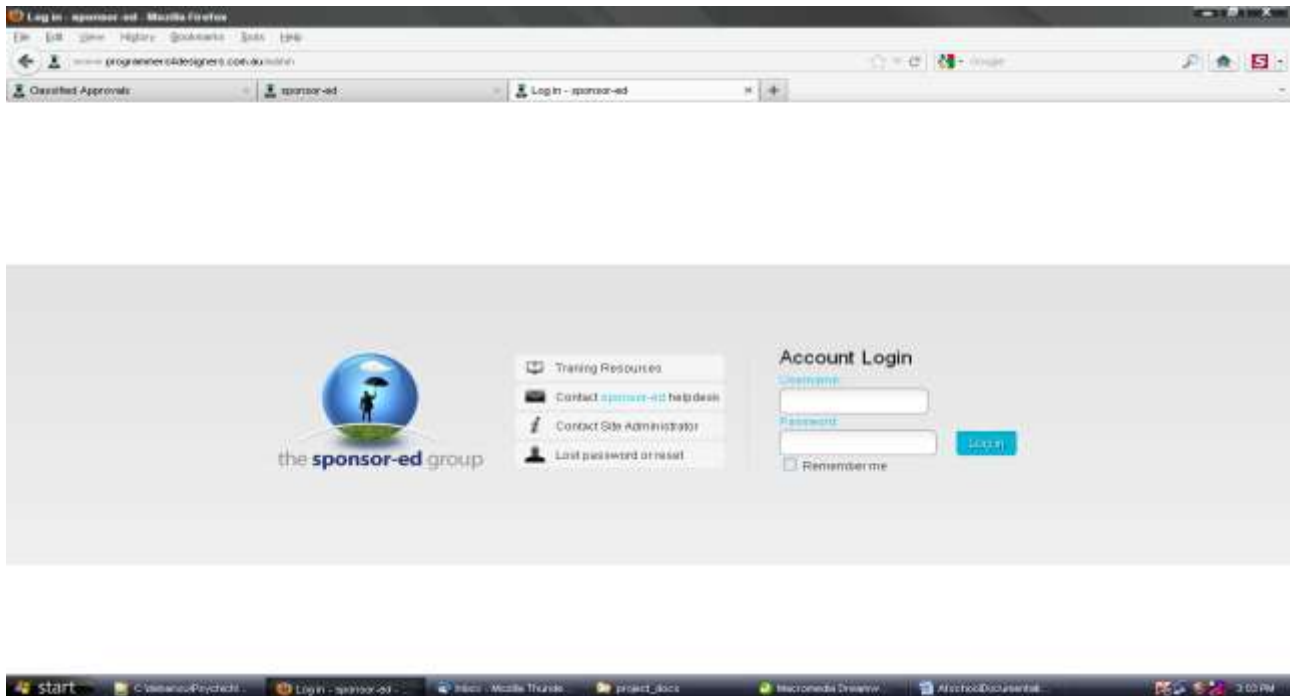


# Administration panel user manual

## 1.0 Logging In

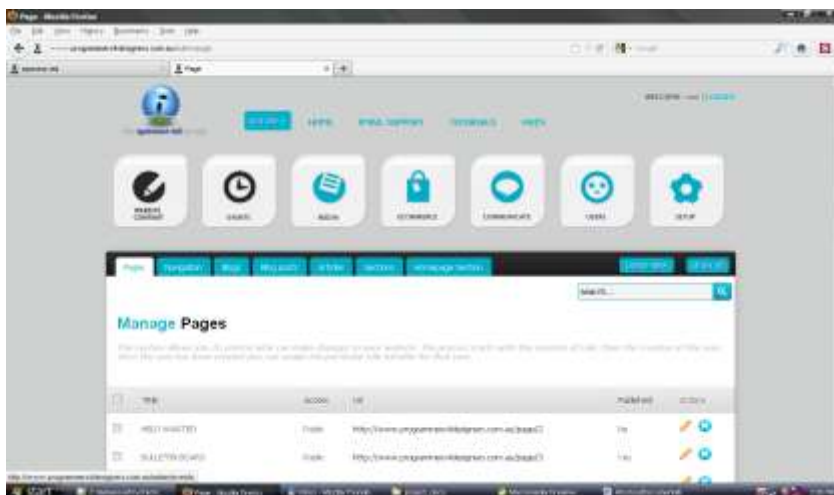
The purpose of this manual is to act as a guide to the functionality of the sponsor-ed Generation 2 content management system Admin Panel.

1. Go to this URL → [http://<domain\\_name>/admin](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**:



## 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.*

<input type="checkbox"/>	Title	Access	Url	Published	Actions
<input type="checkbox"/>	HELP WANTED	Public	http://lanecove/page/2	Yes	 
<input type="checkbox"/>	BULLETIN BOARD	Public	http://lanecove/page/3	Yes	 
<input type="checkbox"/>	LAPATHON	Public	http://lanecove/page/4	Yes	 
<input type="checkbox"/>	PLAYGROUND PICTURES	Public	http://lanecove/page/5	Yes	 
<input type="checkbox"/>	TRIVIA NIGHT	Public	http://lanecove/page/6	Yes	 
<input type="checkbox"/>	FATHERS DAY BREAKFAST	Public	http://lanecove/page/7	Yes	 
<input type="checkbox"/>	HALLOWEEN NIGHT	Public	http://lanecove/page/8	Yes	 
<input type="checkbox"/>	COMMUNITY FUND RAISING	Public	http://lanecove/page/9	Yes	 
<input type="checkbox"/>	...	...	...	...	 


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.

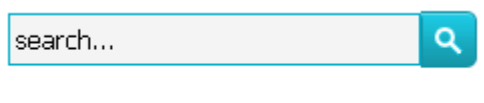


- b) Click the **Create New** Button to create a new Page.

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

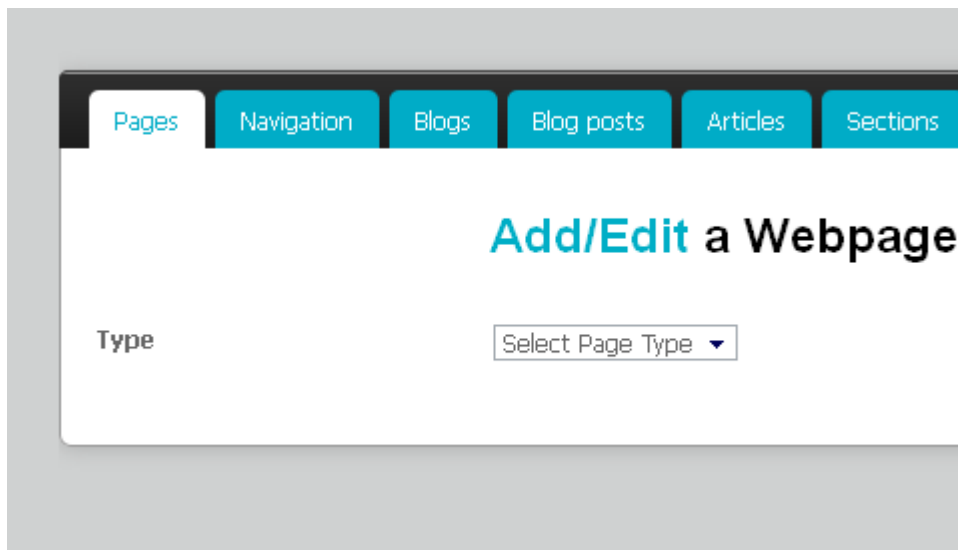
- d) Click the **Delete**  Button to remove the corresponding page.

- 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.

The screenshot shows the 'Add/Edit a Webpage' form with the 'Type' dropdown set to 'External Link'. The form includes fields for 'Page Title' (with a hint 'Type the name of the Webpage here.'), 'External Link', 'Show in navigation?' (checkbox), and 'Publish Page?' (checkbox with a hint 'Tick this box to publish this page, that is to be viewed publicly or privately, leave unticked if draft.'). There are 'Submit' and 'Cancel' buttons at the bottom. The top navigation bar includes 'Pages', 'Navigation', 'Blogs', 'Blog posts', 'Articles', 'Sections', and 'Homepage Section'. A 'Watch Video' link is in the top right corner.

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.

The screenshot shows the 'Add/Edit a Webpage' form with the 'Type' dropdown set to 'Normal Page'. The form includes fields for 'Page Title' (with a hint 'Type the name of the Webpage here.'), 'Meta Description', 'Meta Keywords' (with a hint 'Keywords are used for search engine optimisation, please enter keywords separated by a comma.'), and 'Content'. The 'Content' field has a rich text editor toolbar with various icons for text formatting, alignment, and linking. A red box highlights the 'Content' field and the toolbar. A red arrow points from a box containing the number '1' to the 'Content' field. The top navigation bar and 'Watch Video' link are also present.



The image shows a web page configuration form with several fields and checkboxes. Red boxes and arrows on the left side of the form are numbered 2 through 6, corresponding to the callout text on the right.

- 2** points to the **Show in navigation?** checkbox. The text to the right says: "Tick this box if you would like this page to appear in your website navigational menu."
- 3** points to the **Publish Page?** checkbox. The text to the right says: "Tick this box to publish this page, that is to be viewed publicly or privately, leave unticked if draft."
- 4** points to the **Insert Photo Gallery** dropdown menu. The text to the right says: "Insert a photo gallery with the page if applicable. Galleries created in Media".
- 5** points to the **Section** dropdown menu. The text to the right says: "Choose the sections you would like to appear in the side navigational structure."
- 6** points to the **Access Type** dropdown menu. The text to the right says: "Choose public or private and select the group that can view if private."

Below the **Access Type** dropdown, there is a section for **Administrative Access** with three checkboxes: **Blog Moderator**, **Fund Raising Page Administrator**, and **test**. The text below these checkboxes says: "Choose the Role that can edit this page besides your own."

Below the **Administrative Access** section, there are two more dropdown menus: **Insert Audio file?** and **insert Video file?**. The text to the right of the **Insert Audio file?** dropdown says: "Include an audio file if you have previously updated one in media." The text to the right of the **insert Video file?** dropdown says: "Include an video file if you have previously updated one in media."

At the bottom of the form, there are two buttons: **Submit** and **Cancel**.

Picture-6

### Illustration for Picture-6

Ref#1 Using the text editor, add 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:

Pages

Navigation

Blogs

Blog posts

Articles

Sections

Homepage Section

Manage navigation

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.

Position	Navigation Label	Page Name	Controls	Operations
1	HOME	Homepage	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
2	P&C INFO	Page : P&C INFORMATION	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
3	HELP WANTED	Page : HELP WANTED	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
4	BULLETIN BOARD	Page : BULLETIN BOARD	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
5	Girl Guide Test Page	Page : Girl Guides Test Page	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
6	EVENTS	Events	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
7	TRIVIA NIGHT	Page : TRIVIA NIGHT	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
8	PLAYGROUND PICS	Page : PLAYGROUND PICTURES	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
9	FATHERS DAY BREAKFAST	Page : FATHERS DAY BREAKFAST	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
10	HALLOWEEN NIGHT	Page : HALLOWEEN NIGHT	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>
11	LABATURN	Page : LABATURN	<div>+</div> <div>↑</div> <div>↓</div> <div>←</div> <div>→</div>	<div></div> <div></div>

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.

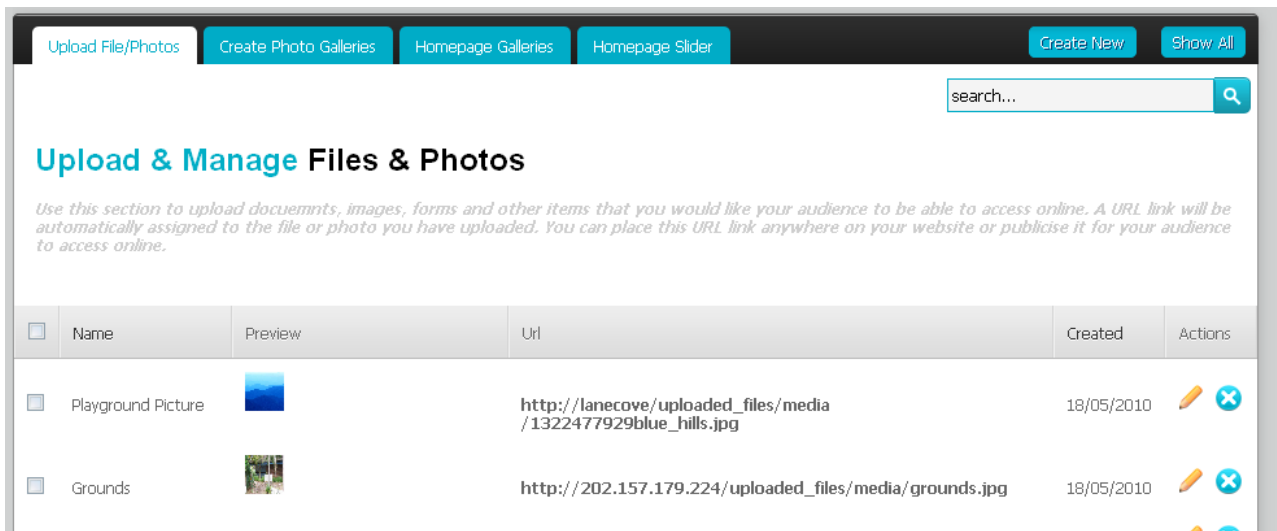
HELP WANTED	Page:HELP WANTED	
<input type="text" value="New"/>	<input type="text" value="Homepage"/>	
BULLETIN BOARD	Page:BULLETIN BOARD	

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.




### 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

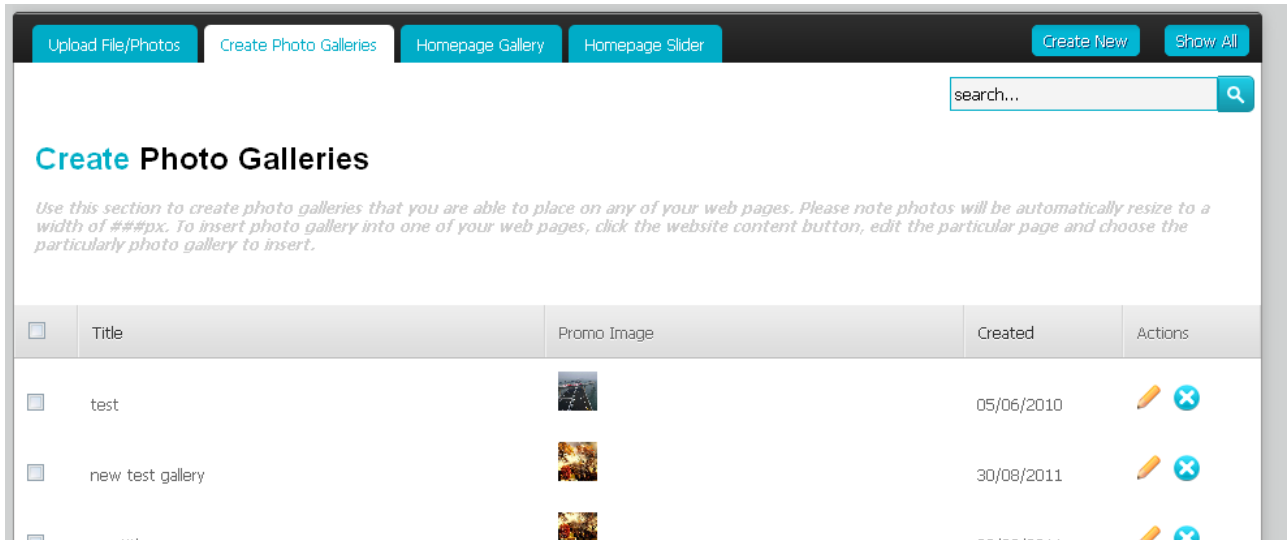
- a) Click the **Create New**  Button to Upload or add a new File / Photo / External Link / Embedded Code to the Media Library.
- b) Click the **Edit**  Button to update details for a particular File / Photo / External Link / Embedded Code.
- c) Click the **Delete**  Button to remove a particular File / 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**  Button to open the form to create a new Photo Gallery.
- b) Click the **Edit**  Button to modify a particular Photo 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:

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




- 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

- 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

[Upload File/Photos](#) [Create Photo Galleries](#) [Homepage Gallery](#) [Homepage Slider](#) [Edit Gallery](#)

## Homepage Photo Galleries

*Use this section to create photo galleries that you are able to place on any of your web pages. Please note photos will be automatically resize to a width of ###px. To insert photo gallery into one of your web pages, click the website content button, edit the particular page and choose the particularly photo gallery to insert.*

<input type="checkbox"/>	Image	Promo	Link	Created	Actions
<input type="checkbox"/>		No	<a href="http://google.co.in">http://google.co.in</a>	30/08/2011	
<input type="checkbox"/>		No	<a href="http://lanecove/page/2">http://lanecove/page/2</a>	29/08/2011	

with selected do: [delete](#) [OK](#)

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

131462279713140836457390\_1310387929\_crop.jpg

Remove




On Click Link :

<http://lanecove/page/2>

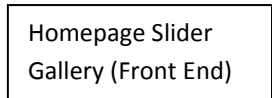
Description :

New Crop Image

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



## The Site Homepage Slider Gallery



Upload File/Photos

Create Photo Galleries

Homepage Galleries

Homepage Slider













Create New

Show All

search...



## Manage Homepage slider

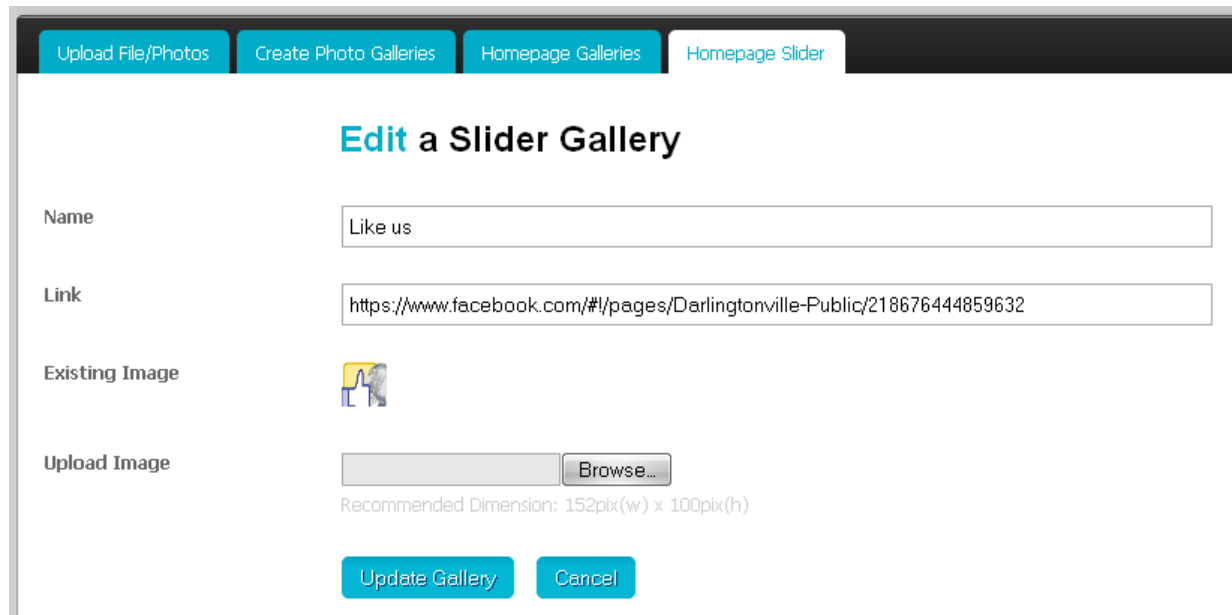
Your homepage features a sliding menu option with large button images that you can change at your discretion. Use this section to upload the appropriate images to the homepage slider. Make sure that you upload your image in the correct size and set the correct hyperlink for that image in order to direct someone clicking it to the right webpage. Image uploaded to this gallery should be ###px wide by ###px high, you can use the image resize/crop function when uploaded..

<input type="checkbox"/>	Name	Image	Link	Actions
<input type="checkbox"/>	Like us		<a href="https://www.facebook.com/#!/pages/Darlingtonville-Public/218676444859632">https://www.facebook.com/#!/pages/Darlingtonville-Public/218676444859632</a>	 
<input type="checkbox"/>	Photo Gallery		<a href="http://www.abc.net.au">www.abc.net.au</a>	 
<input type="checkbox"/>	Footy Tipping		<a href="http://www.afl.com.au">www.afl.com.au</a>	 
<input type="checkbox"/>				 

17

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

- a) Click the **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.




Upload File/Photos   Create Photo Galleries   Homepage Galleries   Homepage Slider

### Edit a Slider Gallery


Name

Link

Existing Image 

Upload Image

Recommended Dimension: 152pix(w) x 100pix(h)

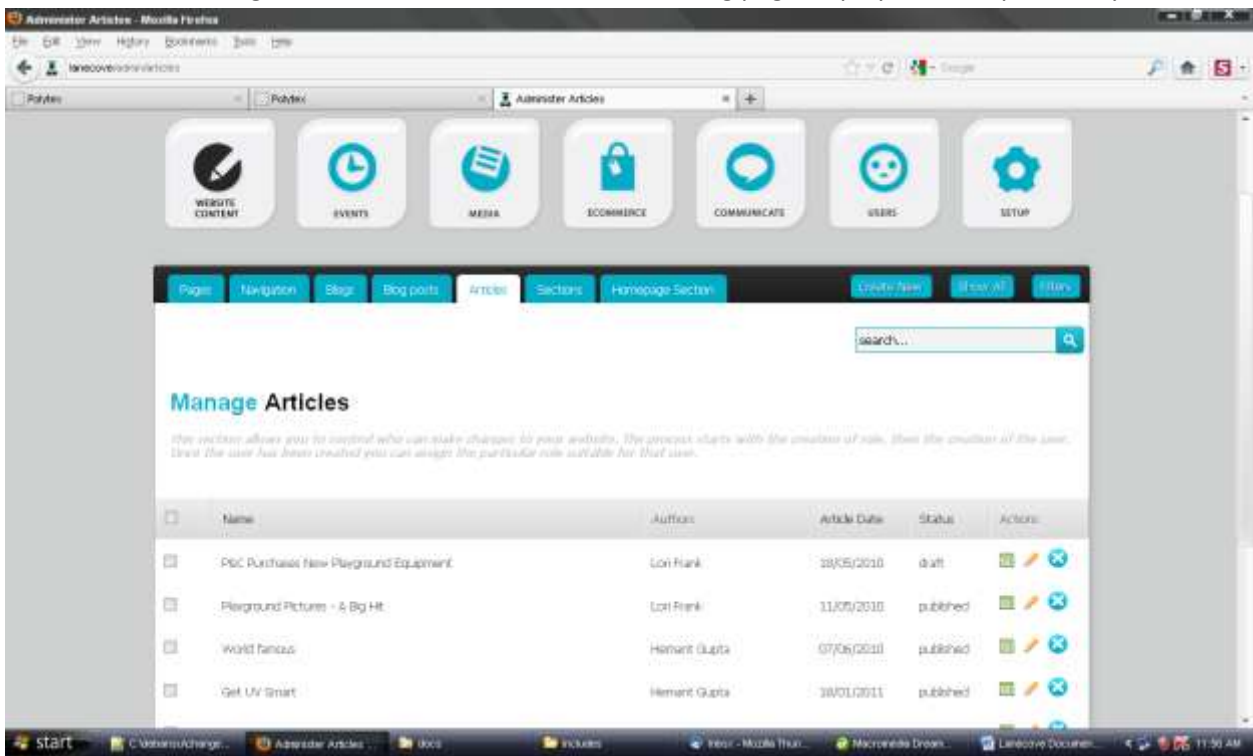
- c) Click the **Delete**  Button to remove a particular photo from the Homepage Slider Gallery.
- d) Search by Image name is available on the listing page



search...

# 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:

Create New

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

The screenshot shows the 'Add an Article' form with the following fields and callouts:

- 1** points to the 'Insert Image For This Article (Home Page : Small Pic Style)' field.
- 2** points to the 'Insert Image For This Article (Home Page : Big Pic Style)' field.
- 3** points to the 'Summary' field.
- 4** points to the 'Content' field.
- 5** points to the 'Section' dropdown menu.
- 6** points to the 'Audio' dropdown menu.
- 7** points to the 'Save As' dropdown menu.

The form includes a navigation bar at the top with links: Pages, Navigation, Blogs, Blog posts, Articles, Sections, and Homepage Section. The 'Articles' link is currently selected. The form title is 'Add an Article', and there is a 'Watch Video Tutorial' link. The form fields are: Title, Article Date, Authors (with a 'Select' dropdown and a plus icon), Insert Image For This Article (Home Page : Small Pic Style), Insert Image For This Article (Home Page : Big Pic Style), Summary, Keyword, Content, Section (with a hint: 'Choose the sections you would like to appear in the side navigational structure.'), Audio, Video, Image, and Save As (with a 'Draft' option). The form ends with 'Submit' and 'Cancel' buttons.

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

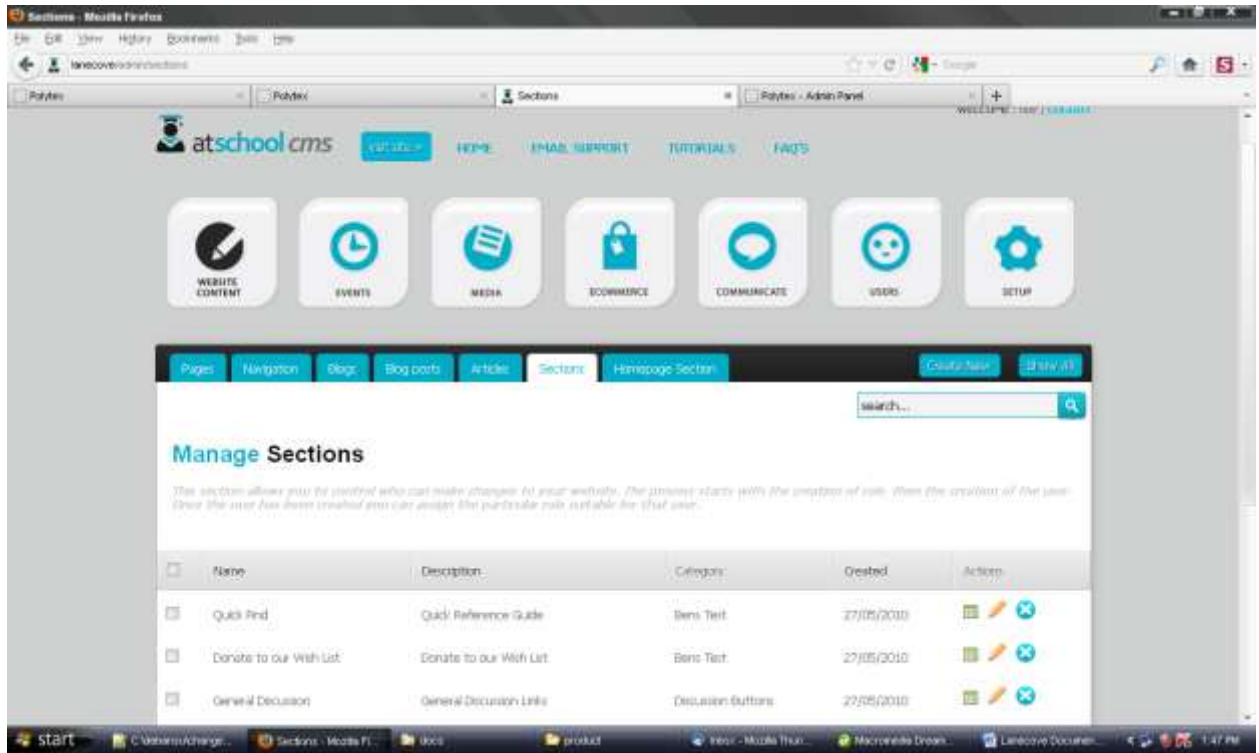
 

- e) Click the **Filters**  Button for Advance Filtering Options



## 5.0 Manage Sections

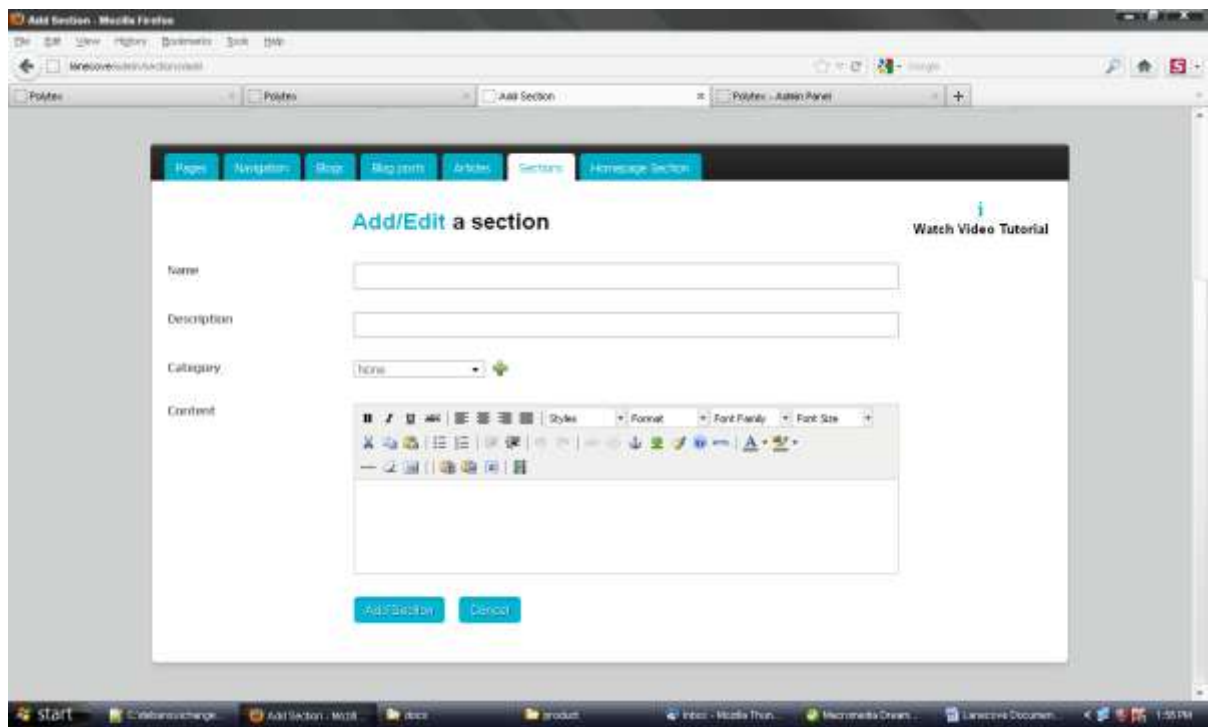
Sections to appear on the right column of the site front can be managed from this admin section. The landing page displays a list of previously created Sections.







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.



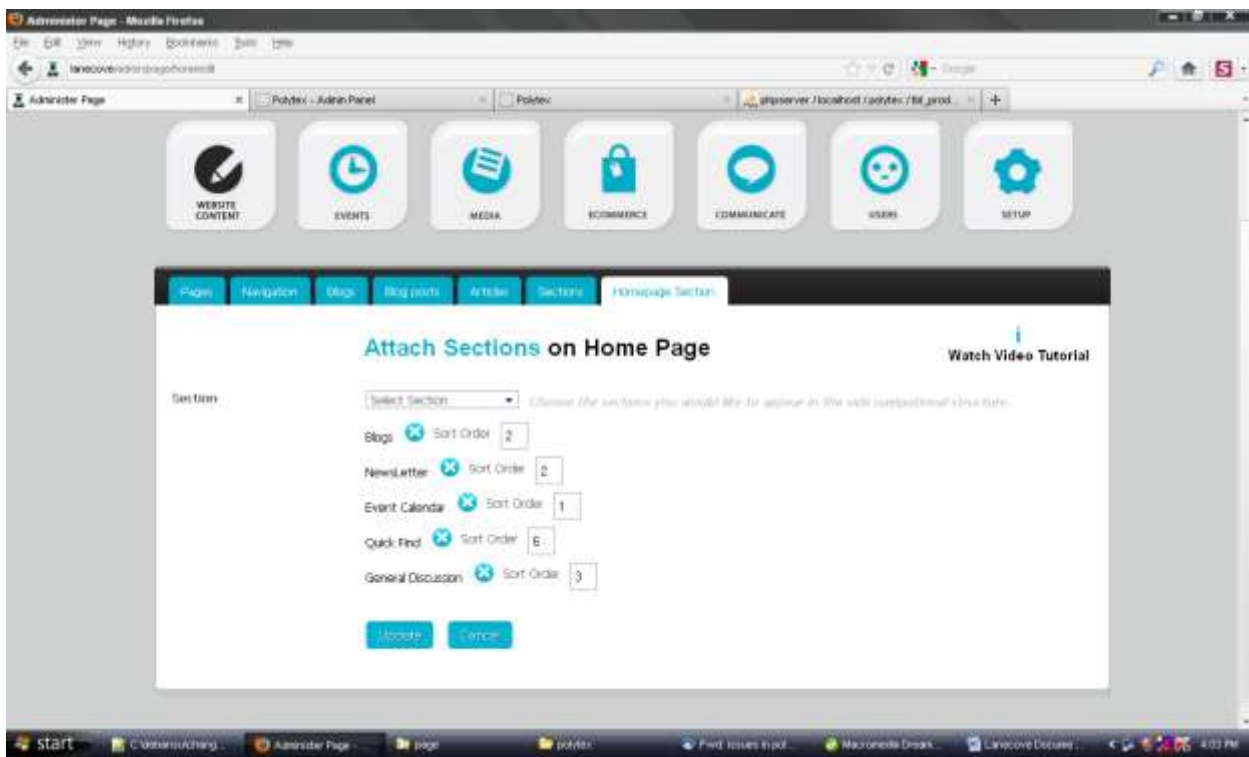
- b) Click the **View**  Button to view a Section.
- c) Click the **Edit**  Button, to update contents for a particular Section.
- d) Click the **Delete**  Button, to remove a particular Section.
- e) Search by Section name is available on the listing page

## 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.

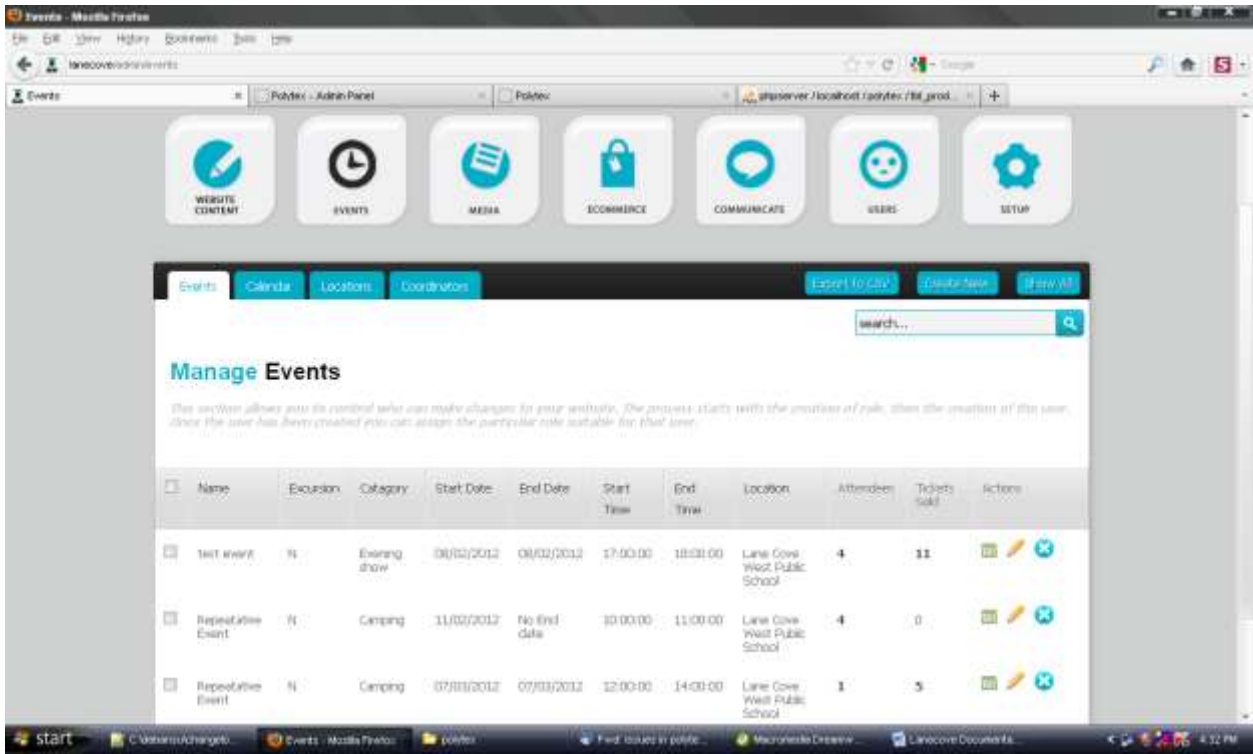
1. **EVENTS** : The second admin tab have the following sub-navigations(s)

- 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.

The screenshot shows the 'Add/Edit Your Events' form. At the top, there are tabs for 'Events', 'Calendar', 'Locations', and 'Coordinators'. The 'Events' tab is active. The form title is 'Add/Edit Your Events' with a 'Watch Video Tutorial' link. Below the title, there is a section 'Create an Excursion Event?' with radio buttons for 'Yes' and 'No'. The 'Name of Event' field is followed by a description: 'Add full the name of the Event. Choose a name that indicates the topic and nature of the event.' The 'Describe the Event' section has a rich text editor with various formatting options. Below this are date and time pickers for 'Start Date', 'End Date', 'Start Time', and 'End Time'. A red box with the number '1' points to the 'Check to Repeat Events' checkbox, which is labeled 'Click this box to repeat the event date weekly or monthly.' Below this is the 'Website' field with a description: 'Please to start with "http://". If you have created another webpage all about the event, enter the website address here.' There are dropdown menus for 'Choose Location', 'Choose Coordinator', and 'Select Event Category'. A red box with the number '2' points to the 'Click Add Ticket Details' button, which is labeled 'Clicking here will go forward with creating a new Section of Attendees. If Ticketing is not required, ignore this.' Below this are fields for 'Ticket Booking Fees' and 'Booking Fees / Per Ticket?'. There is a 'Ticket Note' field with a description: 'Make a note for the Event, (to be printed on ticket)'. The 'Seating Type?' section has radio buttons for 'Table' and 'Rows'. Below this are input fields for 'Number of Rows/Tables' and 'Number of Seats Per Row/Table'. The 'RSVP Required?' section has a checkbox with a description: 'Click this box to collect rsvp information of persons that will attend the event.' The 'Allow Notes?' section has a checkbox with a description: 'Click this box to add notes to the event.' The 'Request Payment?' section has a checkbox with a description: 'Click this box to request payment and and the purchase of tickets to the event.' The 'Insert Photo Image' section has a 'Browse...' button with a description: 'Images will be resized to a width of 400px.' The 'Additional Data Collection Form' section has a dropdown menu. At the bottom, there are 'Submit' and 'Cancel' buttons.

1 Click to Repeat Events Click this box to repeat the event date weekly or monthly.

2 Clicking Click Add Ticket Details Clicking here will go forward with creating a new Section of Attendees. If Ticketing is not required, ignore this.

Picture-18

## Illustration for Picture-18

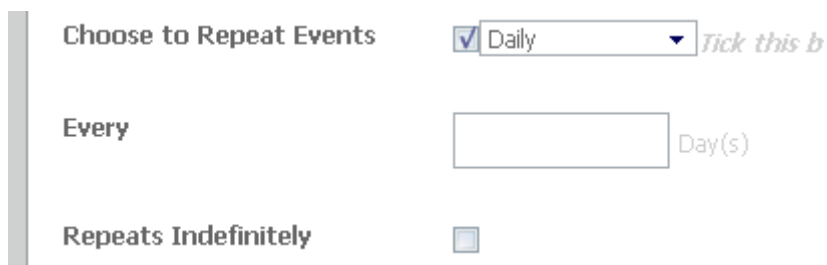
Picture-18: Ref#1 → If the Event is a repetitive one, this tick box should be checked. Once checked, a number of options will appear



**Choose to Repeat Events** ☒ Select ▼ *Tick this box*

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

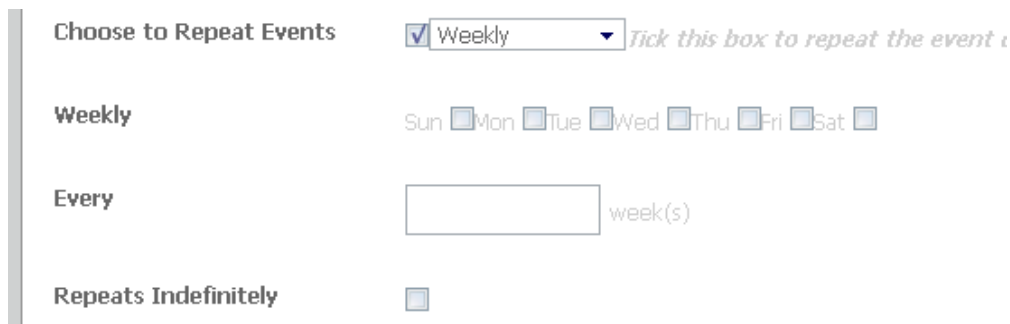


**Choose to Repeat Events** ☒ Daily ▼ *Tick this box*

**Every**  Day(s)

**Repeats Indefinitely** ☐

### Weekly Event



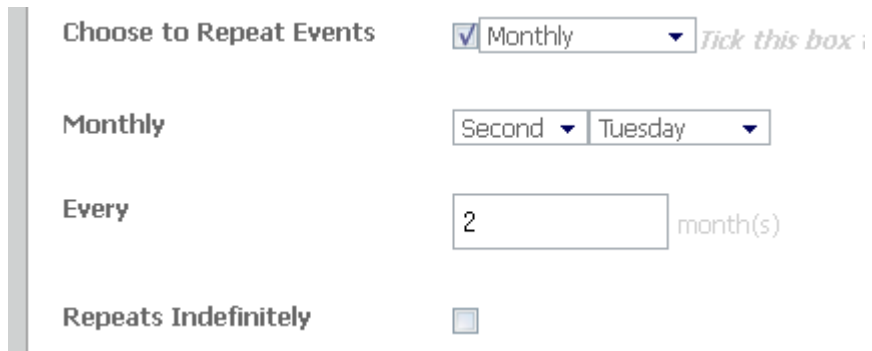
**Choose to Repeat Events** ☒ Weekly ▼ *Tick this box to repeat the event*

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

**Every**  week(s)

**Repeats Indefinitely** ☐

### Monthly Event



**Choose to Repeat Events** ☒ Monthly ▼ *Tick this box*

**Monthly** Second ▼ Tuesday ▼

**Every**  month(s)

**Repeats Indefinitely** ☐

### Twice in a month

**Choose to Repeat Events** ☒ Twice A Month Tick this box if

**First**

**Second**

**Every**  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

**Enter Pricing** [Click to Add Ticket Details](#)

Multiple Ticket Can be Created, with different Label, Price & max Number of Attendees  
If Ticketing is not required, Ignore This.

Ticket Label	<input type="text"/>	<small>Provide a name to the type of ticket for sale, ie adult, children etc.</small>
Ticket Prefix	<input type="text"/>	<small>Provide a prefix for ticket number</small>
Ticket Price	<input type="text"/>	<small>Enter the price you require for this type of ticket (Please enter 0.00-2 decimal points, no \$ signs).</small>
Max Attendees	<input type="text"/>	<small>Enter the maximum quantity of tickets of this type for the event (please enter no decimal points).</small>

[X](#)




[Add More Ticket Details](#)

Multiple Ticket Can be Created, with different Label, Price & max Number of Attendees  
If Ticketing is not required, Ignore This.

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

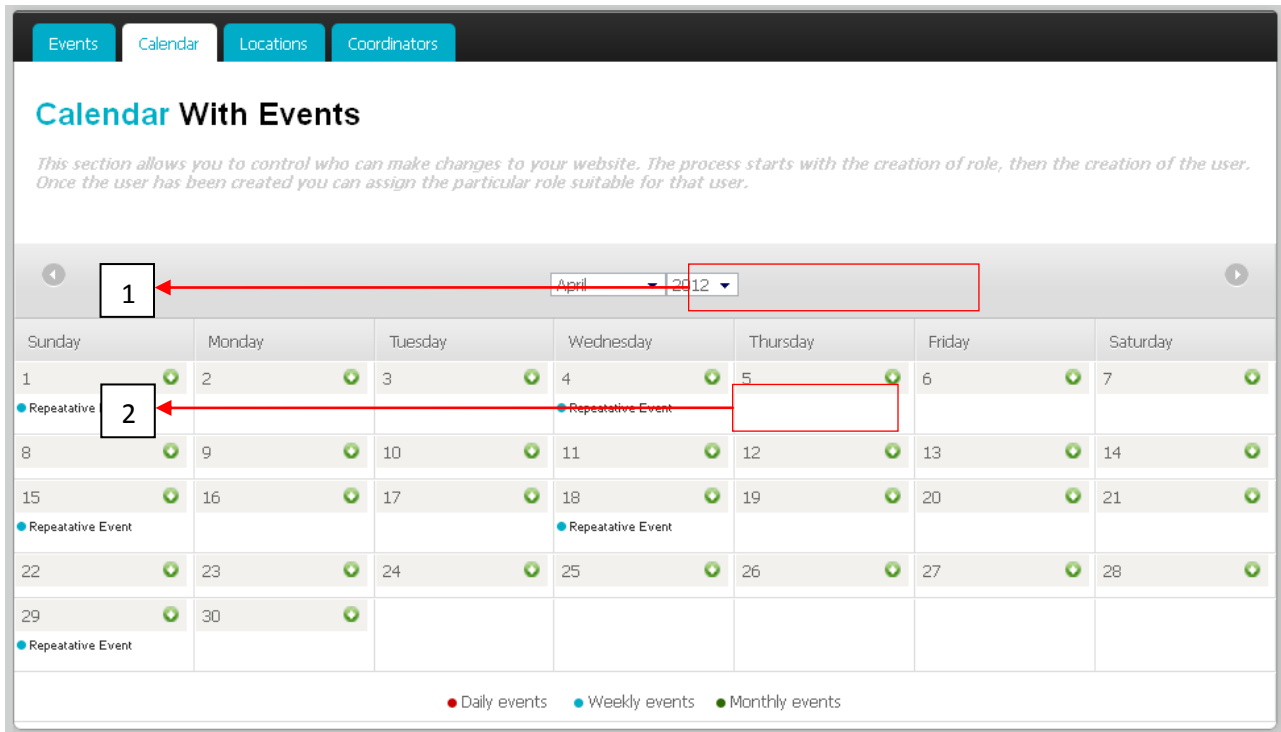
Picture-18 : Ref#4 → This is an option for whether the ticket booking fees will be a lump sum or it will be calculated on a per ticket booked basis.

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

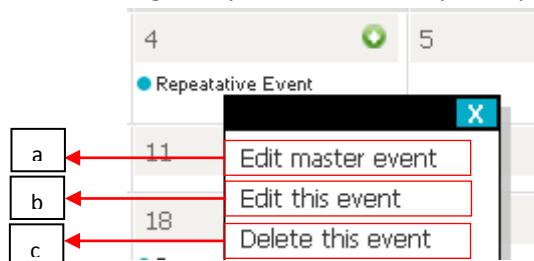
Events can be partly managed in this admin section. The landing page displays a tabular display of Events (Month wise).



Picture-19

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

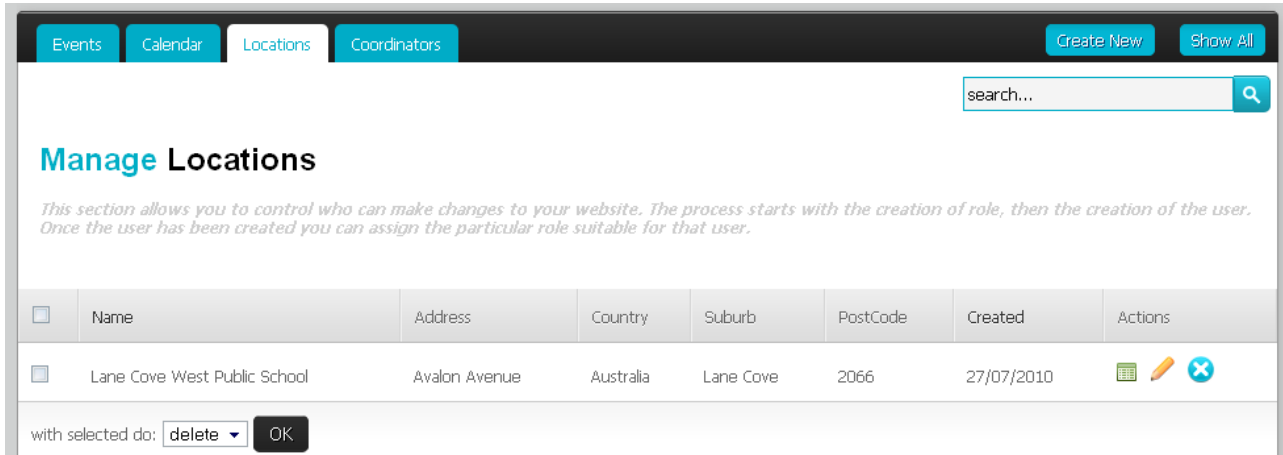
:: Ref# 2 → Clicking on a particular event opens up the following window:



- Link to edit The Master Event (if the event is a Repetitive One)
- 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.
- 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

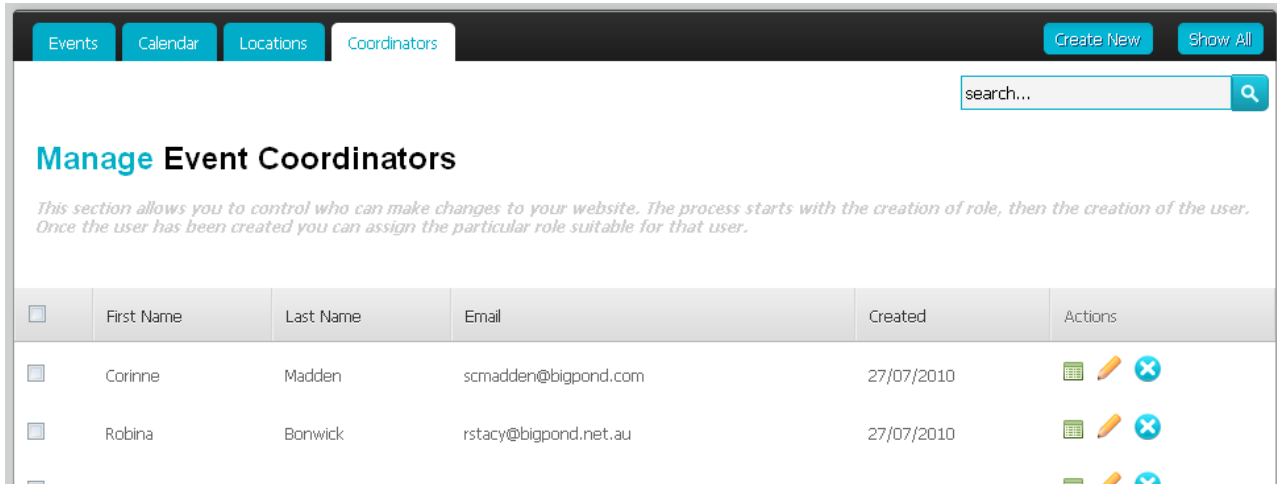
The **Manage Event Locations** landing page displays the following options

- 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

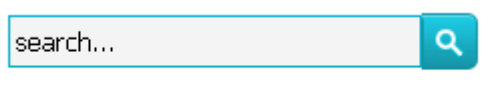
Event Coordinators can be managed in this admin section. The landing page displays a list of previously created Event Coordinators



Picture-21

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

- Click the **Create New**  Button to open the form to create a new Event Coordinator.
- Click the **View**  Button to View details of an Event Coordinator.
- Click the **Edit**  Button, to update details of a particular Event Coordinator.
- Click the **Delete**  Button, to remove a particular Event Coordinator.
- Search by Event Coordinator name is available on the listing page



### 2. **MEDIA** : The third admin tab have the following sub-navigation(s)

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

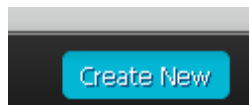
<input type="checkbox"/>	Title	URL	Last Post	Groups	Created	Published	Actions
<input type="checkbox"/>	Lane Cove West P&C Blog	http://lanecove/blog/2	gdfhgdfhg...		01/06/2010	Yes	
<input type="checkbox"/>	Happy Thoughts	http://lanecove/blog/4	i think this is where the blog post gos...		18/01/2011	Yes	
<input type="checkbox"/>	girl guides chat e	http://lanecove/blog/5	test blog post...		23/03/2011	Yes	
<input type="checkbox"/>	Final Test Blog	http://lanecove/blog/6	this is a final test: Final Test Blog...		02/12/2011	Yes	

with selected do: delete OK

Picture-8


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

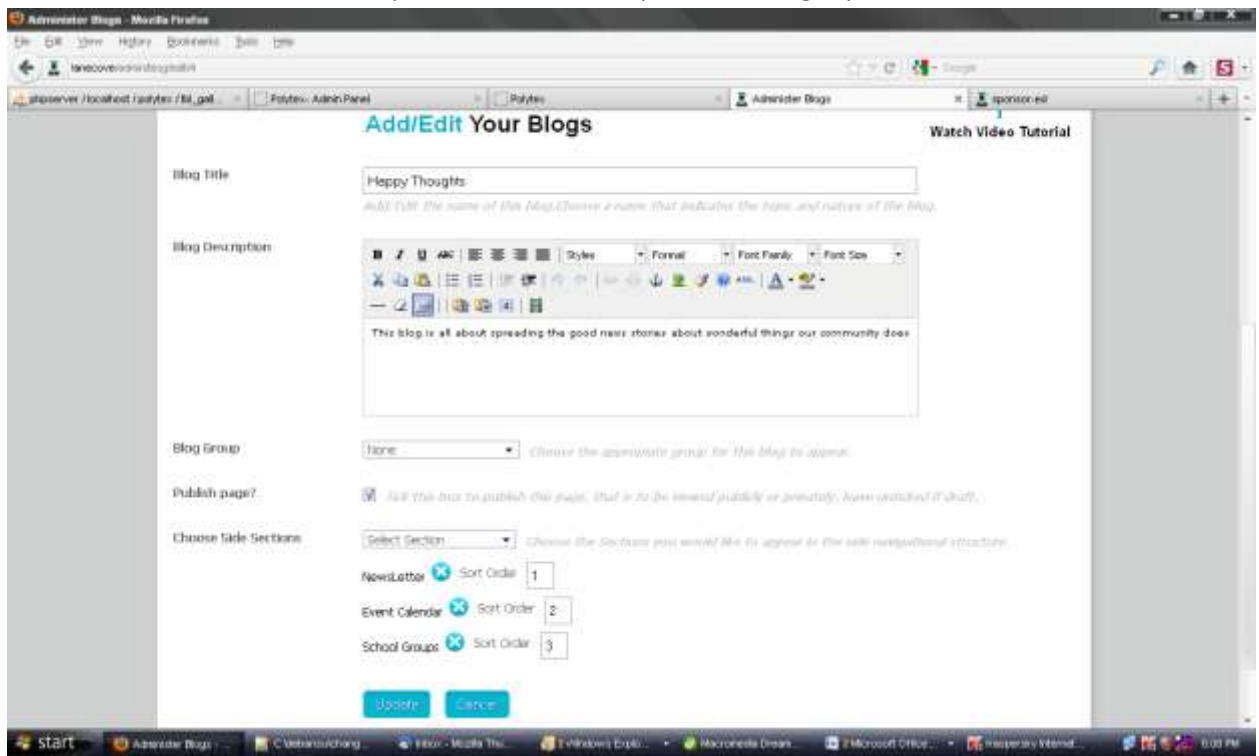
a) Click the **Create New**




Button to open the form to create a new blog topic.



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



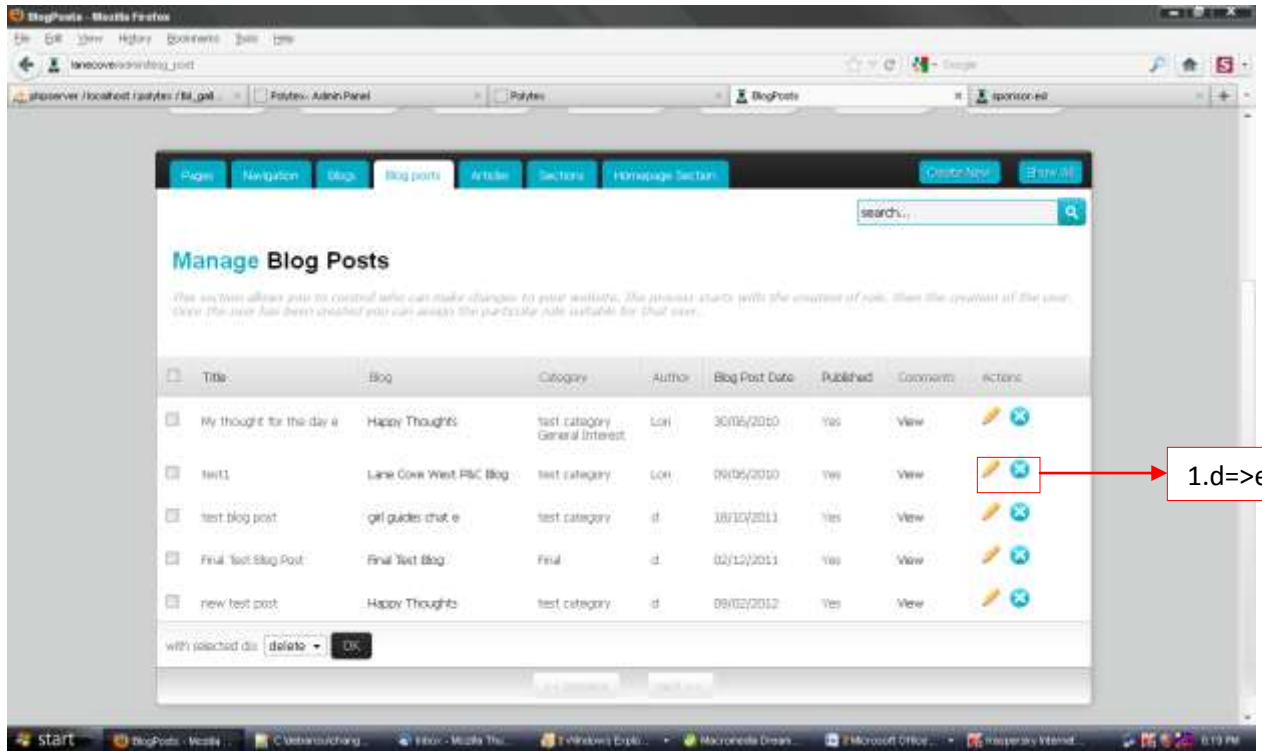
Picture-9

- c) Click the **Delete**  Button to remove a particular blog topic.
- d) Search by Blog title is available on the listing page

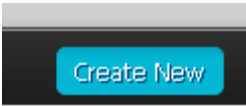

## 7.1 Manage Blog Posts

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:

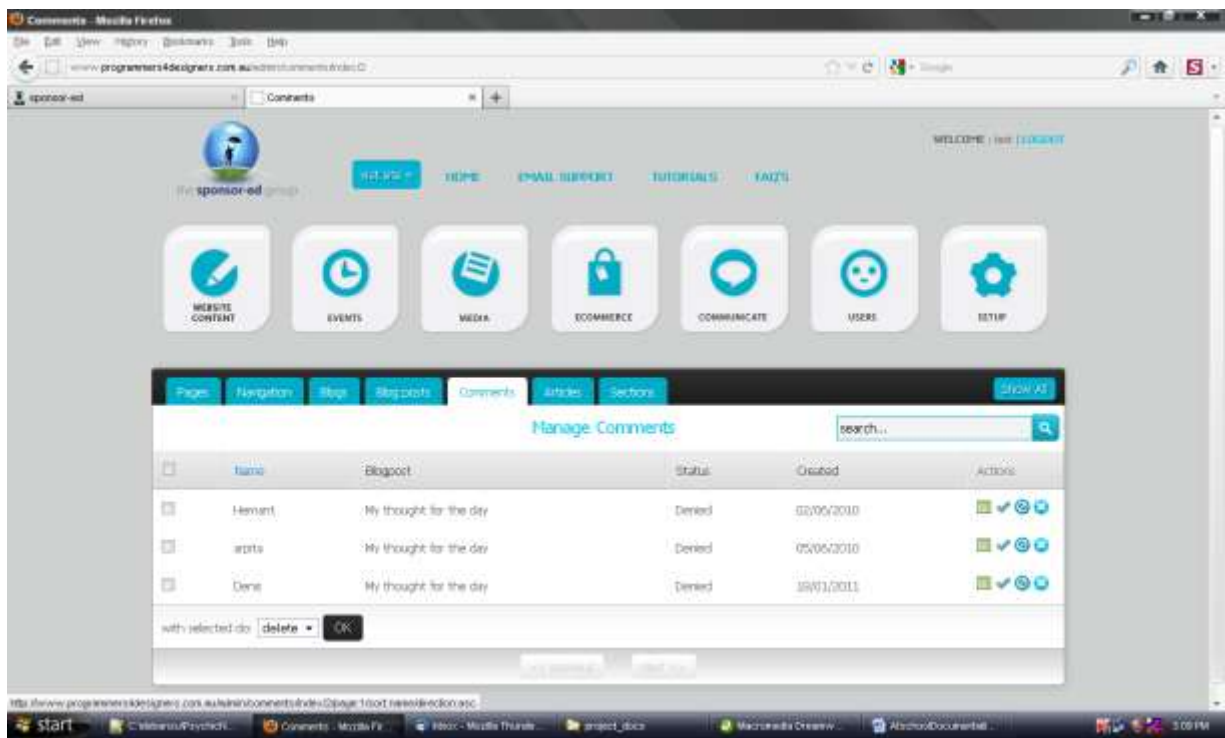
- a) Click the **Create New**  Button to open the form to create a new blog topic.
- b) Click the **Edit**  Button to update contents for a particular blog topic.

## Watch

Picture-11


- search...

- 35






Picture-12

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

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

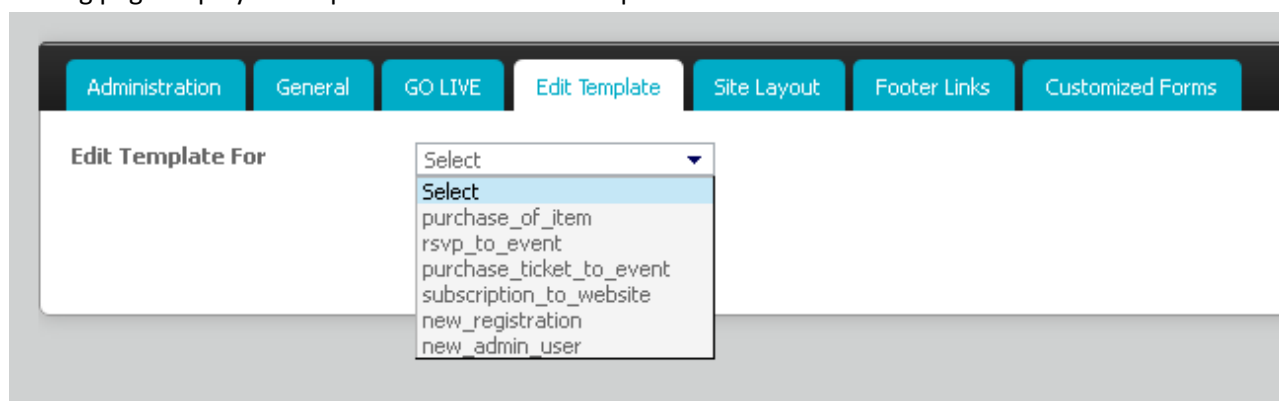


- b) Click the **Approve**  Button (Either on the listing page or on the View page) to approve a particular Comment.
- c) Click the **Deny**  button (Either on the listing page or on the View page) to disapprove a particular Comment.
- d) Click the **Delete**  Button (Either on the listing page or on 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

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


## Manage Background Color

Select Color for Site Background :

## Manage Site Header

Header Style : ☒ Narrow ☐ Wallpaper

Current Image For Site Logo



Insert Image For Site Logo

Required .PNG with Dimention (W x H) :

- 525 x 122 => when Main & sub Title are Embedded in the Image
- 100 x 122 => when Main & sub Title are NOT Embedded in the Image

Main Title For Site :

Leave Blank If Embedded in The Image Uploaded for Site LOGO

Select Color for Main Title :

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

Sub Title For Site :

Leave Blank If Embedded in The Image Uploaded for Site LOGO

Select Color for Sub Title :

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

Required Dimention (W x H) : 232 x 50

External Link For Sponsor :

Please To Start with 'http:/' / Leave Blank If notrequired

Ref#1

Picture-56 (Part-1)

Ref#2

Manage Home Page Gallery

Gallery Style :

☒ Panorama
☐ Window

Manage Site Footer

Current Image For Footer Background

Remove

Insert Image For Footer Background

Browse...

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

Current Image For Footer Logo

Insert Image For Footer Logo

Browse...

Required Dimension (W x H) : 238 x 28

Logo Caption

Welcome to Darlingtonville Public

Ref#3

Display Footer Logo ?

☐ Yes
☒ No

Copyright Caption

© Copyright 200 Darlingtonville Public

Ref#4

Display Copyright Caption ?

☒ Yes
☐ No

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

Version 1.0

For support contact [helpdesk@sponsor-ed.com.au](mailto:helpdesk@sponsor-ed.com.au) or call 1300 755 010

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1. Narrow Style : Standard Style



The Background Image Header is non-changeable for this style

2. Wallpaper : Customized Style

The screenshot shows the 'Manage Site Header' form. At the top, it says 'Manage Site Header' in blue. Below this, 'Header Style :' is followed by two radio buttons: 'Narrow' (unselected) and 'Wallpaper' (selected). A red box labeled 'Ref#1' points to the 'Current Image For Background' section, which contains a preview of a colorful summer-themed image and a 'Remove' button. Below this is the 'Upload Image For Background' section, which has a text input field and a 'Browse...' button. A note below the input field states 'MIN Dimention (W x H) : 1264 x 159 [Any Larger Dimention is acceptable]'. A separator '-- OR --' is below the upload section. A red box labeled 'Ref#2' points to the 'Select From Image Library' section, which includes a dropdown menu currently showing 'test index page'.

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

The image shows a form titled 'Manage Home Page Gallery'. The form has two main sections. The first section is 'Gallery Style' with two radio buttons: 'Panorama' and 'Window'. The 'Window' radio button is selected. The second section is 'Window Style' with two radio buttons: 'Only Picture' and 'Pic With Text'. The 'Only Picture' radio button is selected. The form is set against a light blue background with a vertical grey bar on the left.

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

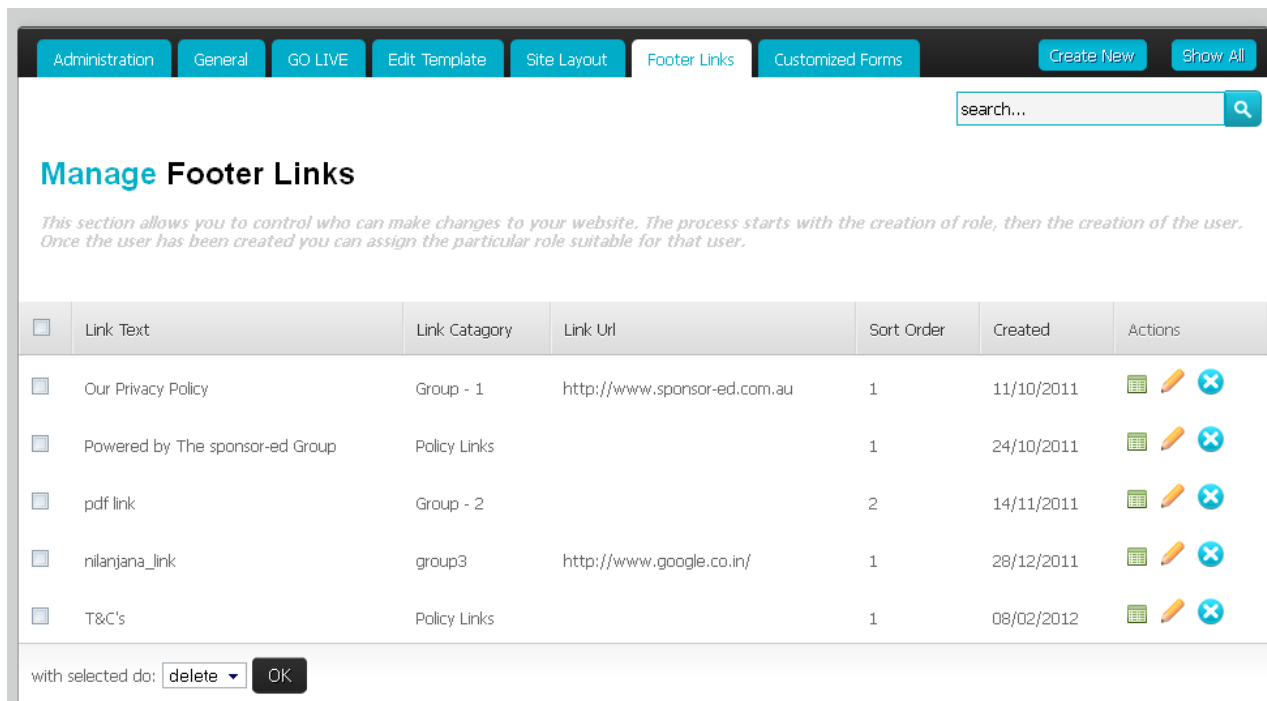


Picture-56 → Ref#3 : Deciding Field for whether to display Footer Logo and Footer Logo Caption in the site front.

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

## 8.2 Footer Links

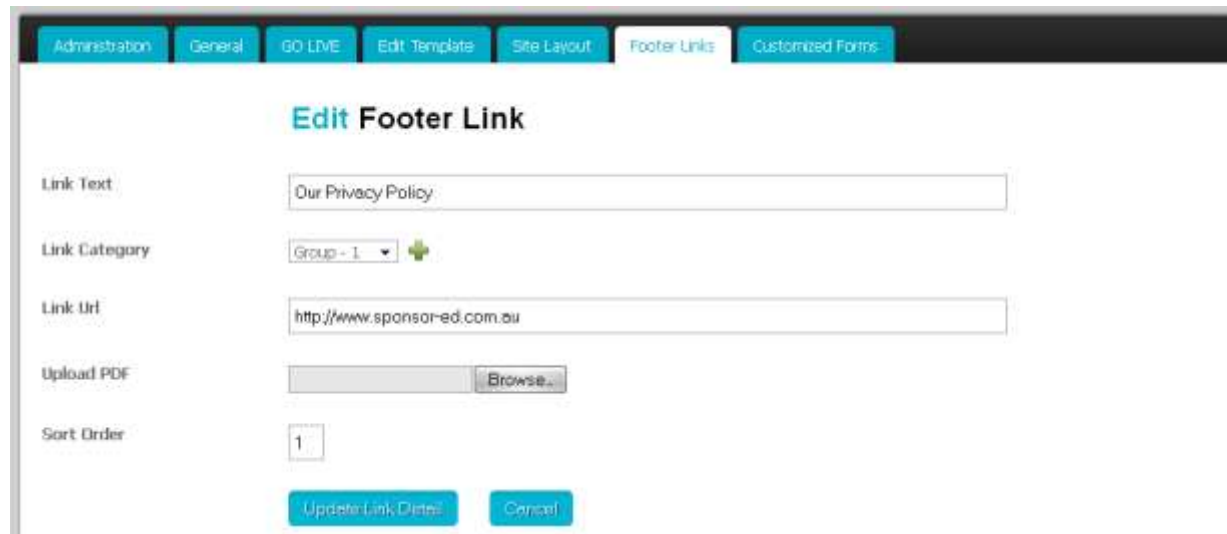
Footer Links of the Site Front can be managed in this admin section. The landing page displays the list of saved footer links of the site front



Picture-58

The Following options are available

1. **Create a New Footer Link**
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.

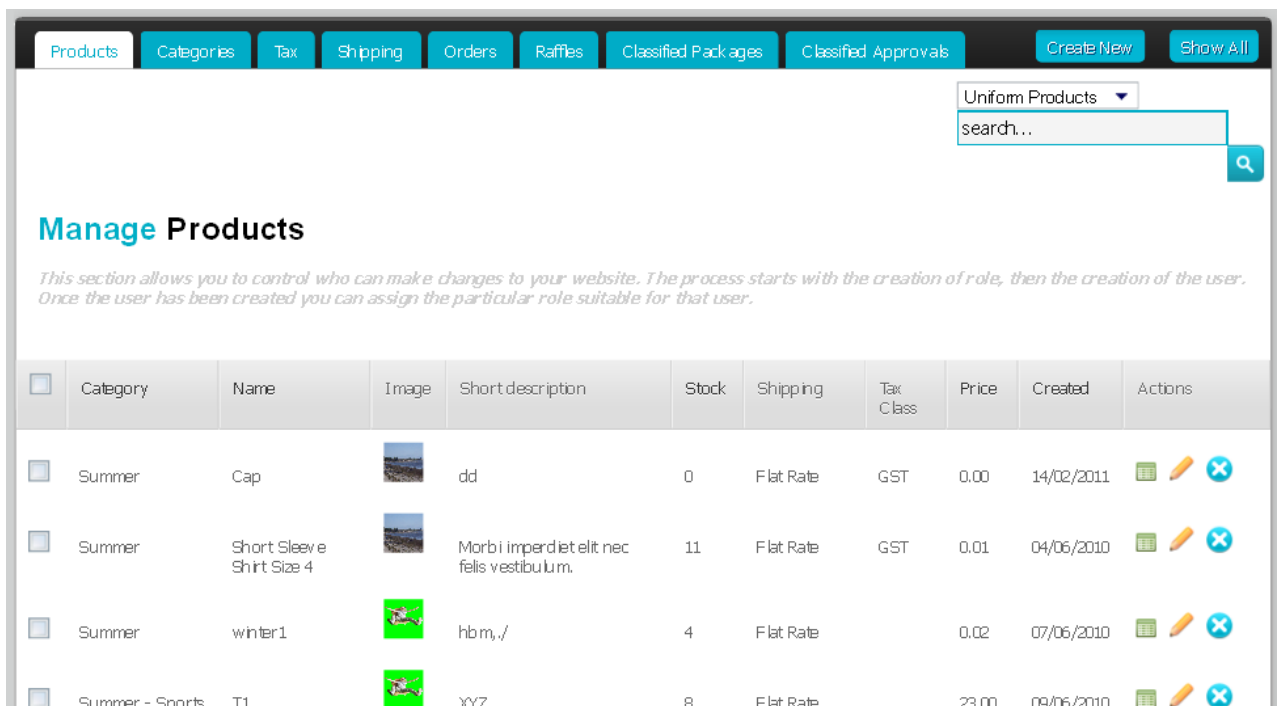
## 9.0 E-COMMERCE : the fourth admin tab have the following sub-navigation(s)

- 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.

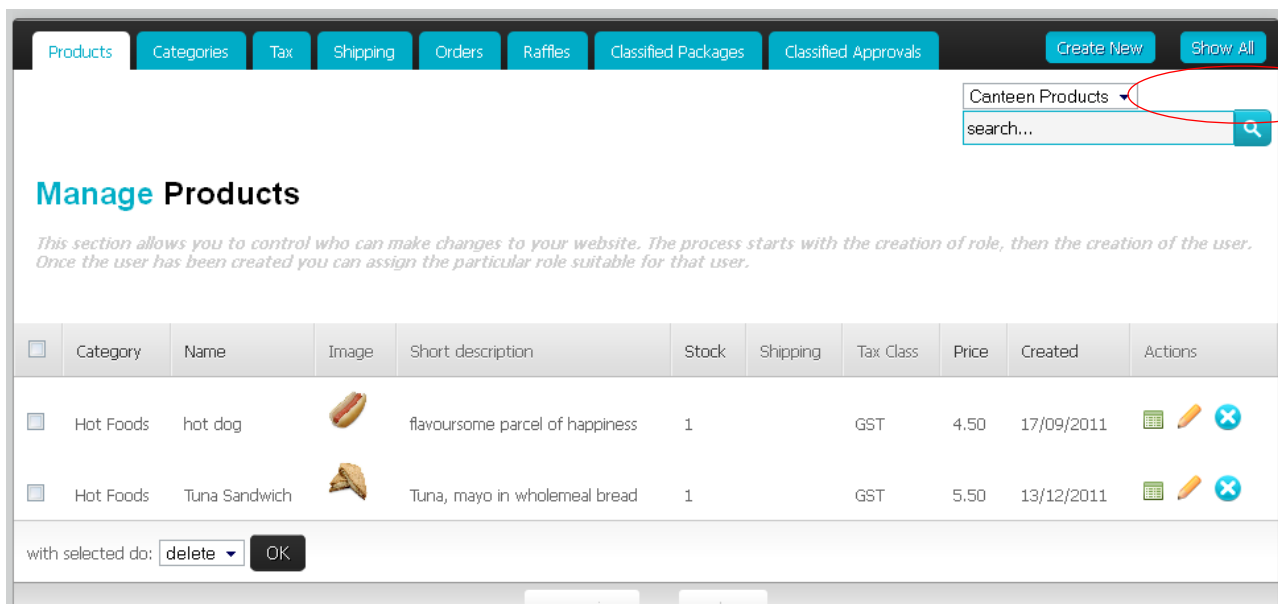
### 9.1 Manage Products

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
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:

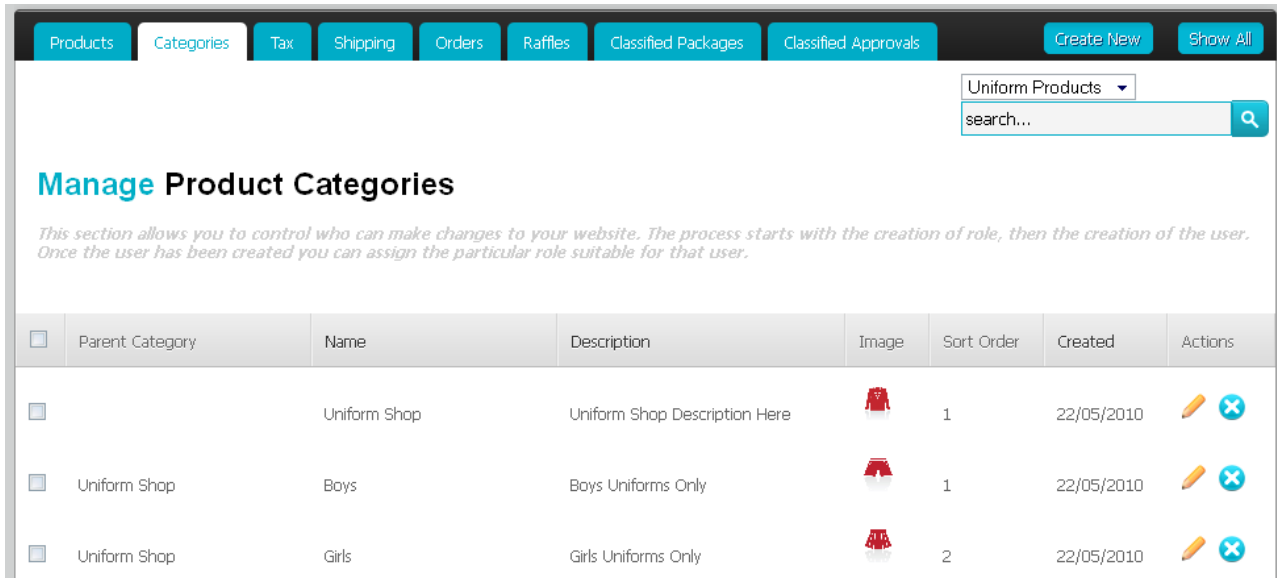
1. Category, 2. Product Name, 3. Stock, 4. Price 5. Date Created.










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



<input type="checkbox"/>	Parent Category	Name	Description	Image	Sort Order	Created	Actions
<input type="checkbox"/>		Uniform Shop	Uniform Shop Description Here		1	22/05/2010	 
<input type="checkbox"/>	Uniform Shop	Boys	Boys Uniforms Only		1	22/05/2010	 
<input type="checkbox"/>	Uniform Shop	Girls	Girls Uniforms Only		2	22/05/2010	 

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.

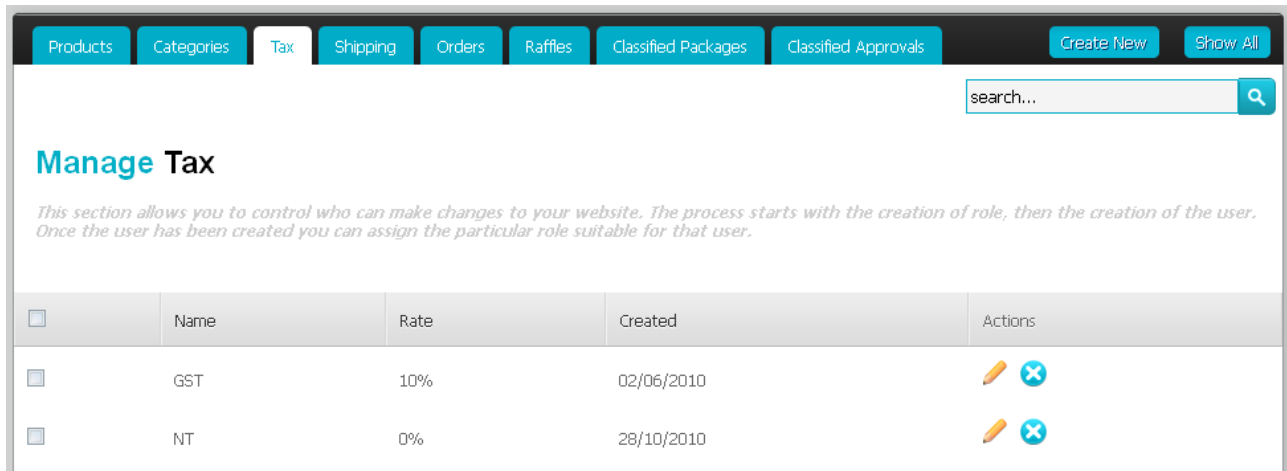
5. Click Table Header(s) to sort the Product Category list. This Sort By feature is available for: 1. Category Name, 2. Category Description, 3. Date Created.

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

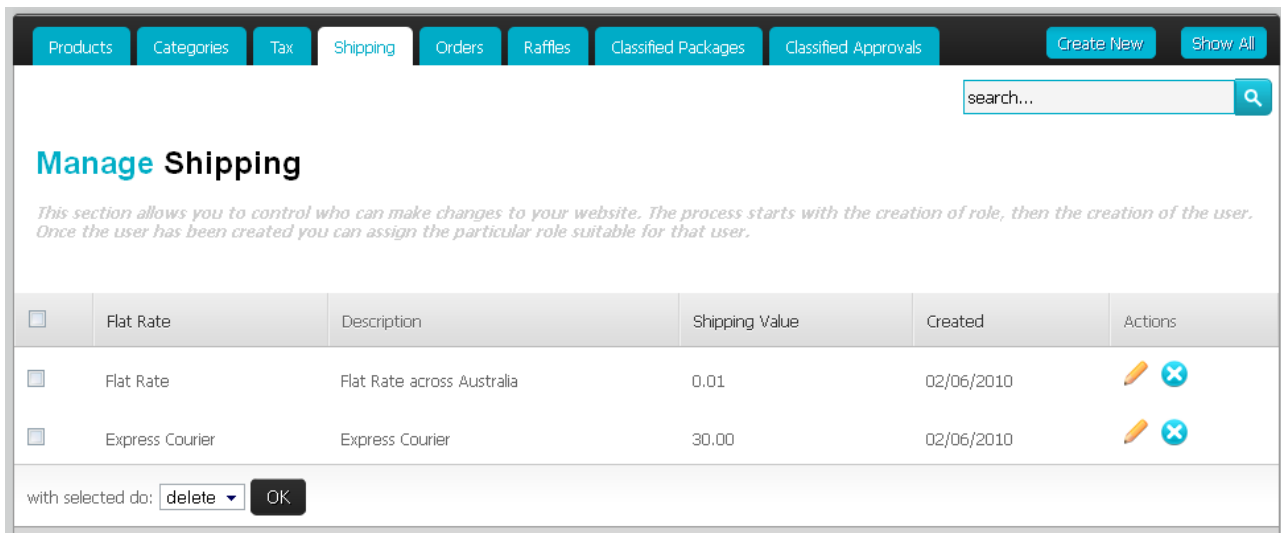
The Following options are available

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**

Create New

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

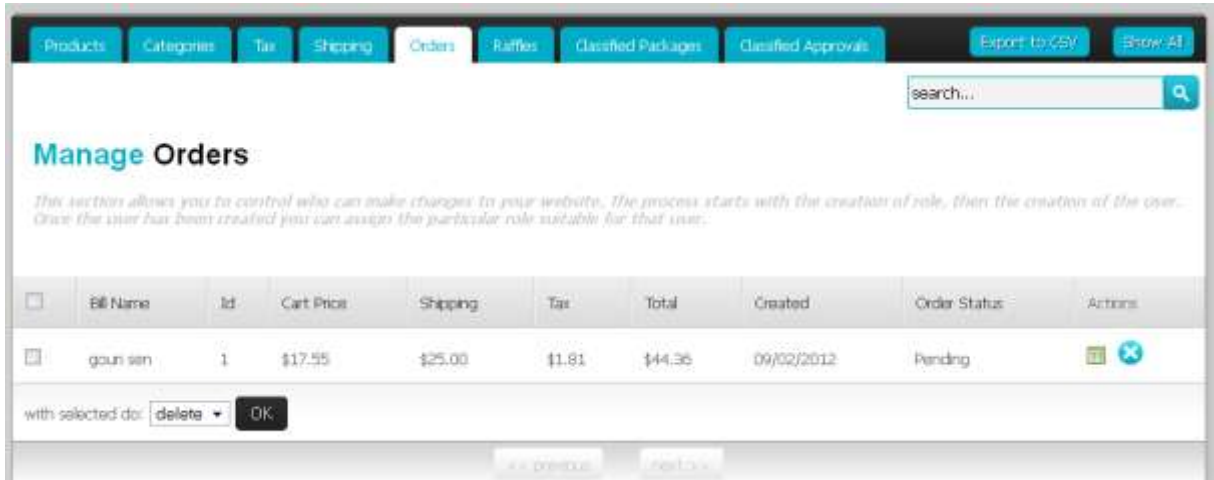
search...





### 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

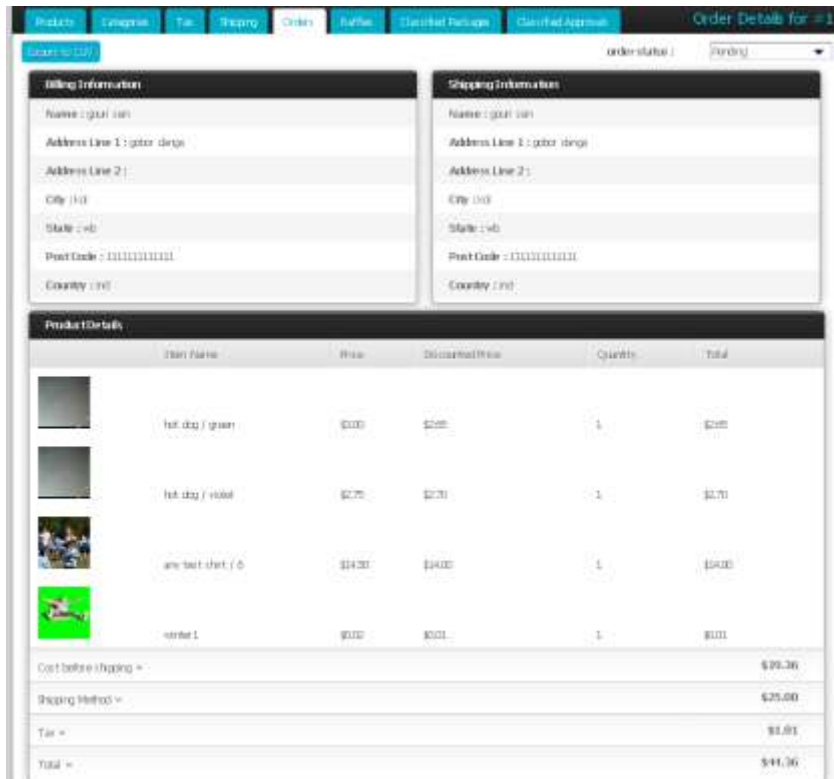


Picture-32

The following options are available:

1. **Export Orders to CSV** 

## 2. View a particular Order Details .



Order Details for #1

order status: Pending





**Billing Information**

Name: gator van  
 Address Line 1: gator design  
 Address Line 2:  
 City: dli  
 State: wv  
 Post Code: 261111111111  
 Country: us


**Shipping Information**


Name: gator van  
 Address Line 1: gator design  
 Address Line 2:  
 City: dli  
 State: wv  
 Post Code: 261111111111  
 Country: us

**Product Details**

Item Name	Price	Discounted Price	Quantity	Total
 hot dog / green	\$2.00	\$2.00	1	\$2.00
 hot dog / violet	\$2.70	\$2.70	1	\$2.70
 amr test shirt / 0	\$14.00	\$14.00	1	\$14.00
 shirt L	\$8.66	\$8.66	1	\$8.66
Cost before shipping =				\$27.36
Shipping Method =				\$25.00
Tax =				\$1.91
Total =				\$44.36

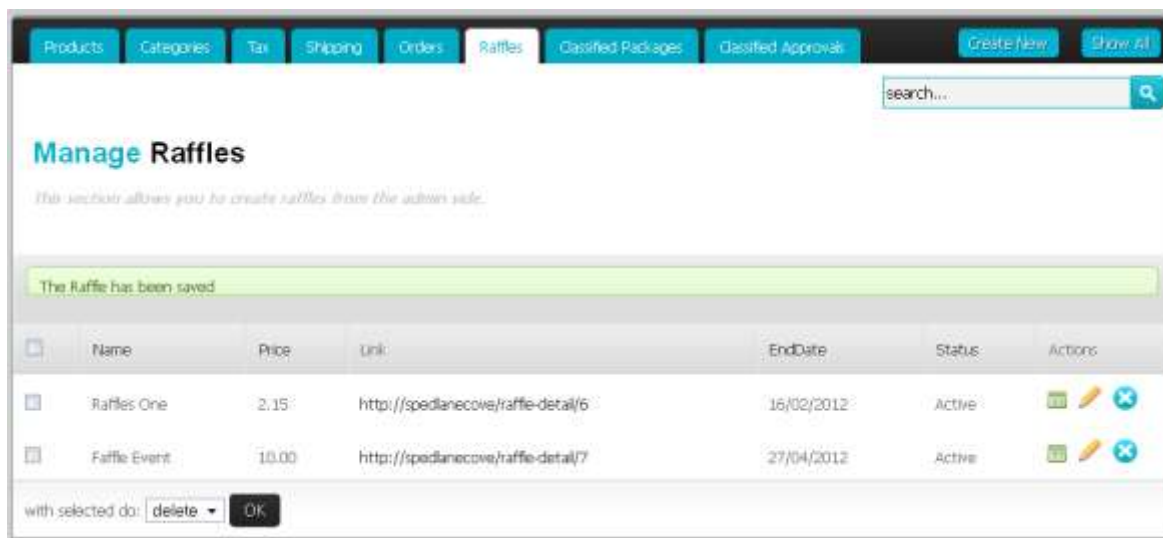
Picture-33

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

search... 

## 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



Manage Raffles

This section allows you to create raffles from the admin side.

The Raffle has been saved

Name	Price	Link	EndDate	Status	Actions
Raffles One	2.15	http://spedlanecove/raffle-detail/6	16/02/2012	Active	  
Raffle Event	10.00	http://spedlanecove/raffle-detail/7	27/04/2012	Active	  

with selected do: delete OK

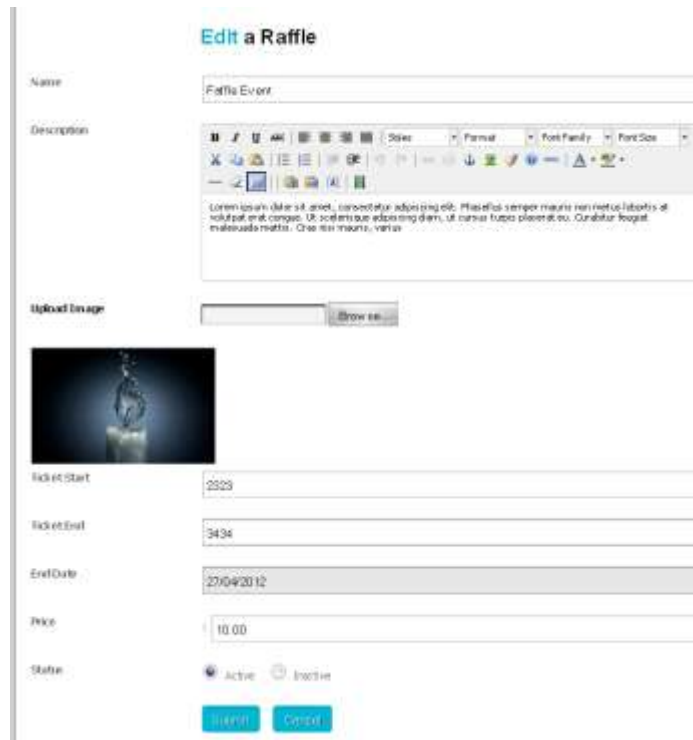
Picture-34


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** 

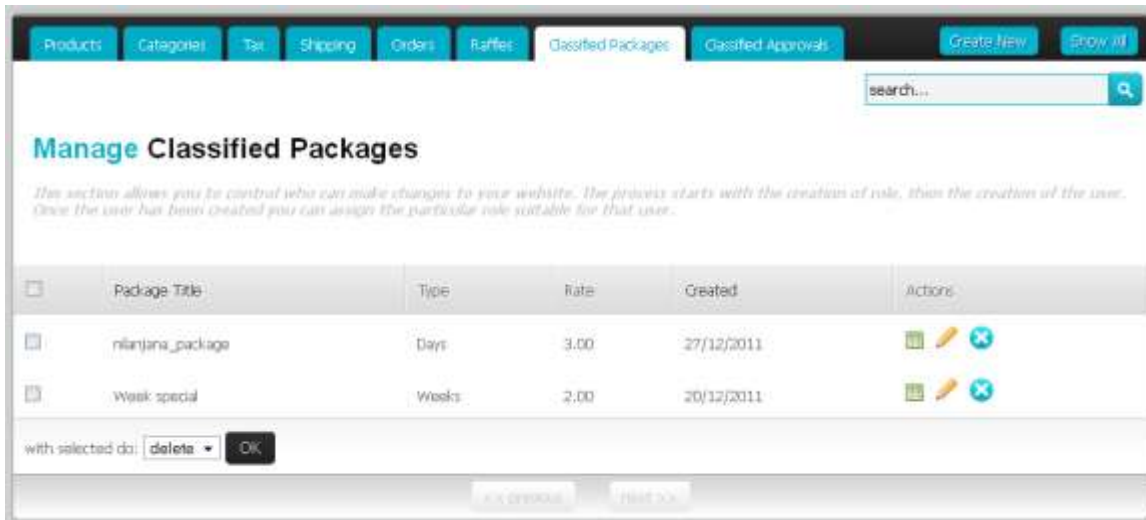
5. Click table Header(s) to sort the Raffle list. This Sort By feature is available for 1. Raffle Name 2. Raffle Price 3. Raffle End Date.

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



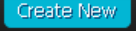

## 10.1 Manage Classified Packages




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



Picture-35

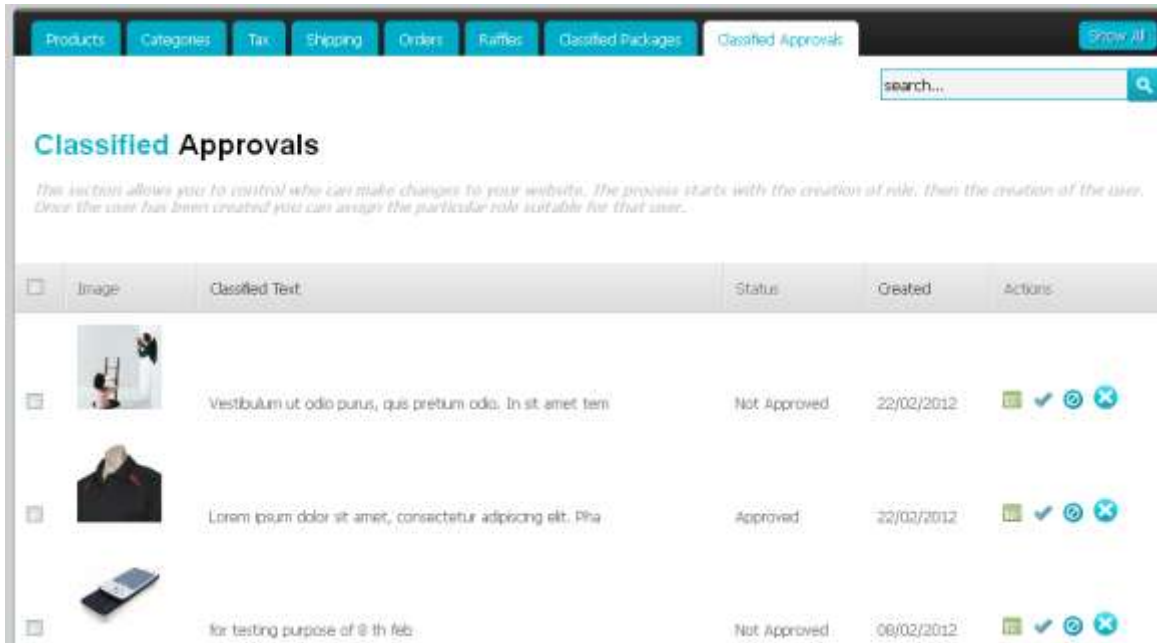
The following options are available

1. **Create a New Classified Package** 
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

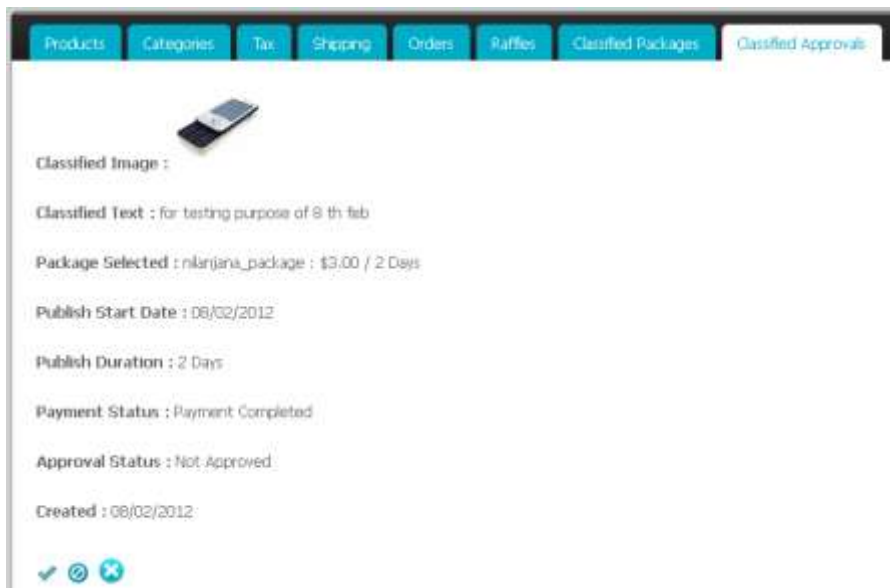
Approvals for the Classifieds, Posted from the frontend, can be managed in this admin section. The landing page displays a list of Classifieds, Posted from the frontend



Picture-36

The following options are available

1. **View the content of a particular Classified**, Posted from the frontend



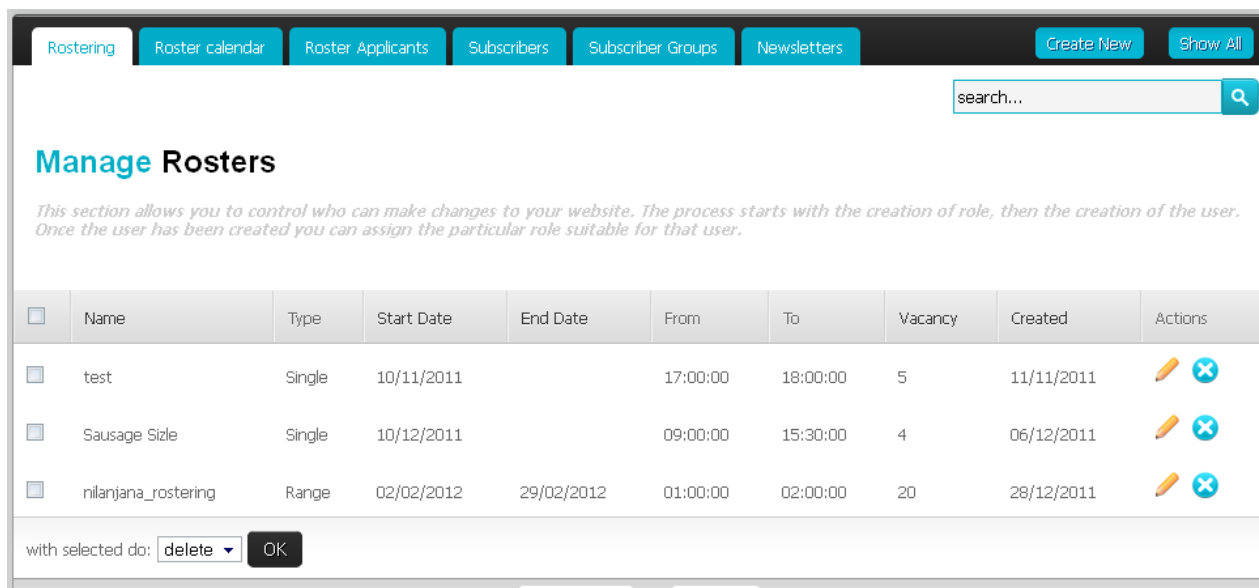
2. **Remove a Classified**, Posted from frontend
3. **Approve a Classified** Posted from frontend
4. **Disapprove a Classified** Posted from frontend
5. Click table Header(s) to sort the Classified Package list. This Sort By feature is available for - 1. Classified Text 2. Date Created.

## 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**
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)

### Add/Edit Roster

Name	<input type="text" value="Sausage Sizle"/>
Date Type	<input type="text" value="Single"/>
Start Date	<input type="text" value="10/12/2011"/>
Time From	<input type="text" value="9"/> <input type="text" value="00"/>
Time To	<input type="text" value="15"/> <input type="text" value="30"/>
Vacancy	<input type="text" value="4"/>
<input type="button" value="Update Roster"/> <input type="button" value="Cancel"/>	

Picture-38

### Add/Edit Roster

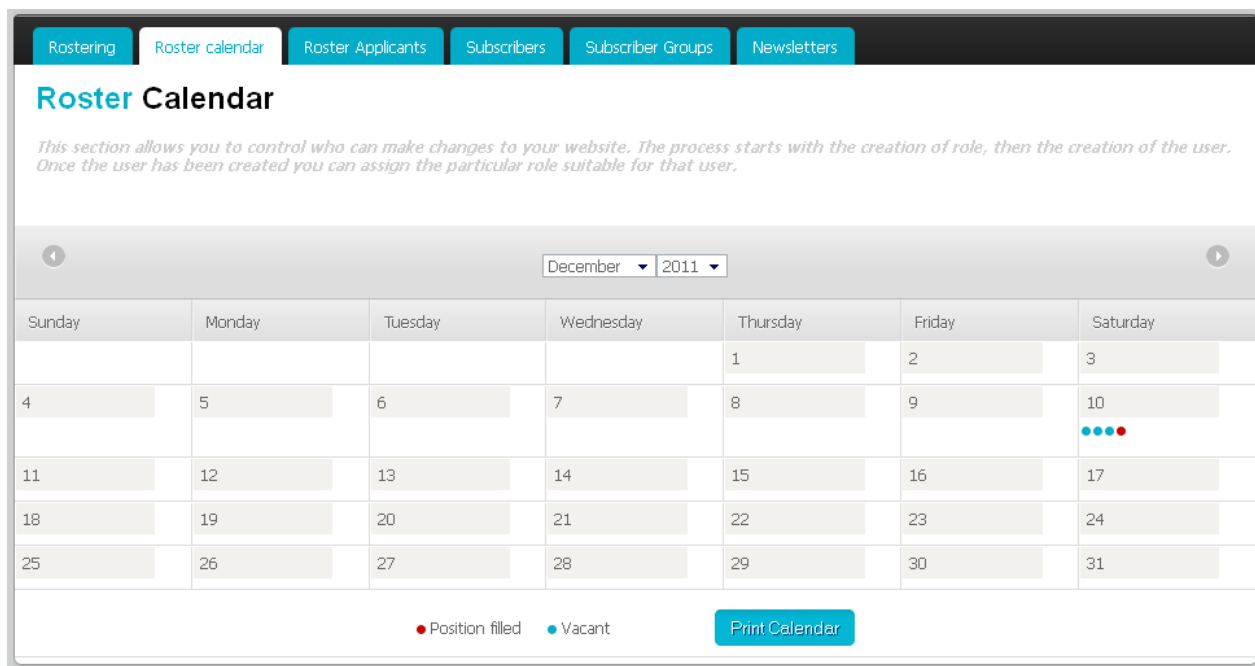
Name	<input type="text" value="Sausage Sizle"/>
Date Type	<input type="text" value="Range Of Dates"/>
Start Date	<input type="text" value="10/12/2011"/>
End Date	<input type="text" value=""/>
Weekdays	<input type="text" value="Sunday"/> <input type="text" value="Monday"/> <input type="text" value="Tuesday"/> <input type="text" value="Wednesday"/>
Time From	<input type="text" value="9"/> <input type="text" value="00"/>
Time To	<input type="text" value="15"/> <input type="text" value="30"/>
Vacancy	<input type="text" value="4"/>
<input type="button" value="Update Roster"/> <input type="button" value="Cancel"/>	

Picture-39

## 11.2 Roster Calendar

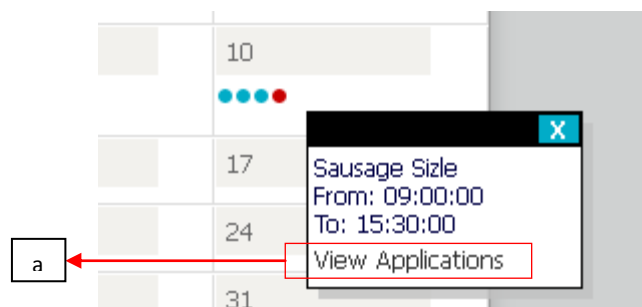
Rosters can be partly managed in this admin section. The landing page displays a tabular display of Rosters (Month wise)





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:

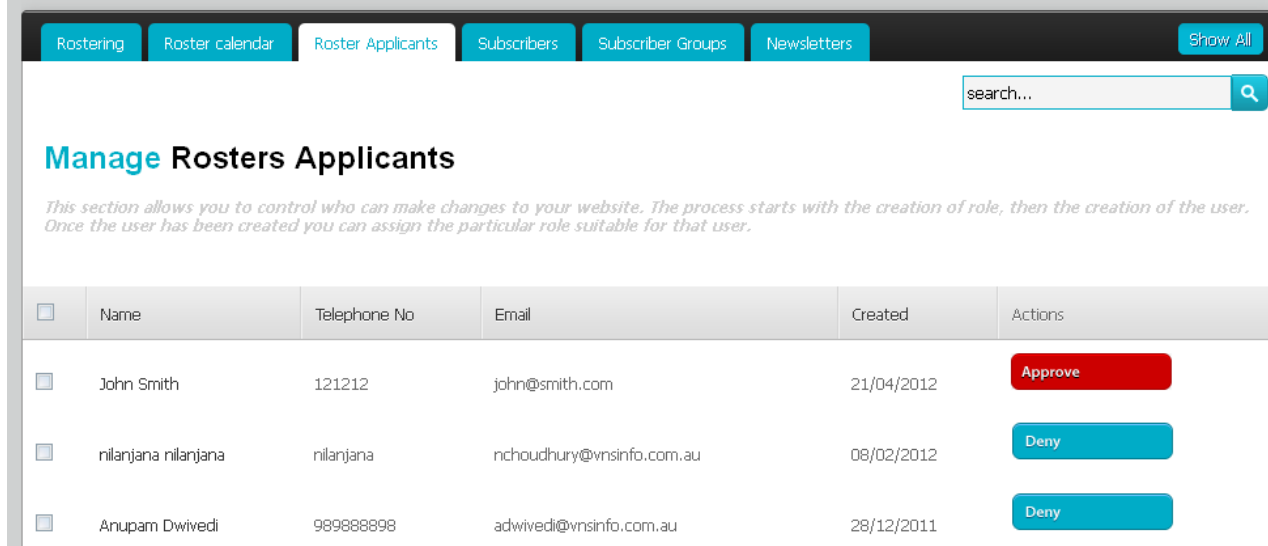


- a. Link to View The List of Applicant(s) for the Roster Event On that particular date



## 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



<input type="checkbox"/>	Name	Telephone No	Email	Created	Actions
<input type="checkbox"/>	John Smith	121212	john@smith.com	21/04/2012	<button>Approve</button>
<input type="checkbox"/>	nilanjana nilanjana	nilanjana	nchoudhury@vnsinfo.com.au	08/02/2012	<button>Deny</button>
<input type="checkbox"/>	Anupam Dwivedi	98988898	adwivedi@vnsinfo.com.au	28/12/2011	<button>Deny</button>

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  or  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

Rostering	Roster calendar	Roster Applicants	Subscribers	Subscriber Groups	Newsletters	Add subscription	Show All
-----------	-----------------	-------------------	-------------	-------------------	-------------	------------------	----------

search...

### Manage Subscribers

*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.*

Email	Name	Created on	Modified on	Action
dbanerjee@vnsinfo.com.au	debansu	07/04/2012 00:09	07/04/2012 00:09	
denis@newmediapeople.com.au	Denis Masseni	13/01/2011 14:00	21/04/2012 19:55	

<< previous    next >>

Picture-42

The Following options are available:

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

Create New

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

### Edit Subscriber

First Name

Last Name

Email

Group 

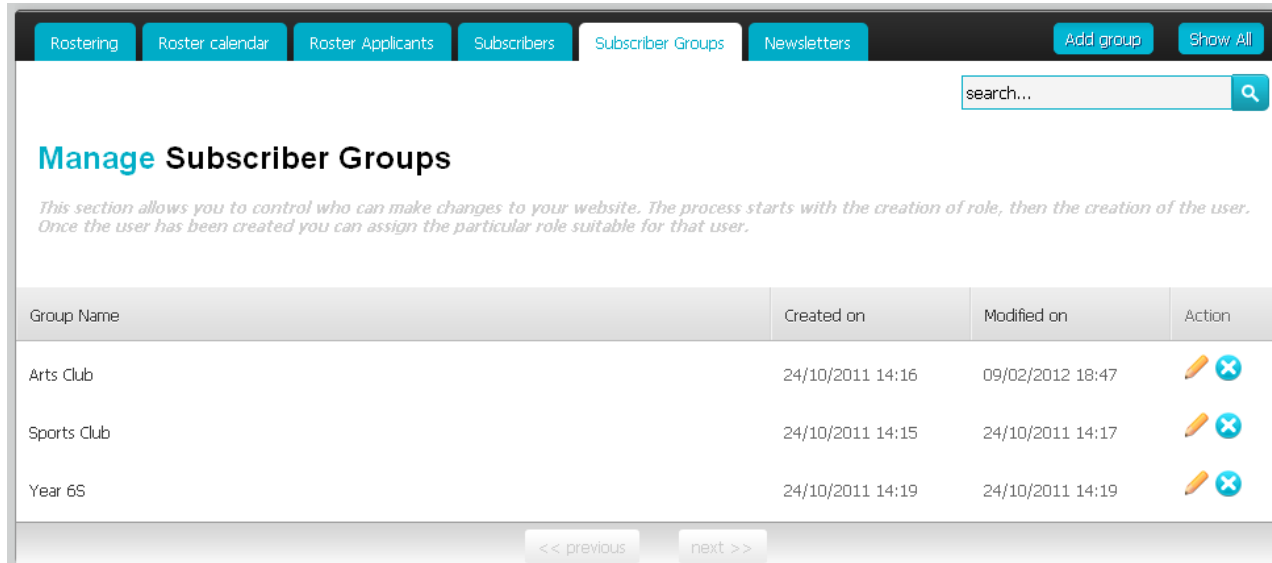
Year 6S  
Sports Club  
Arts Club

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

search...

## 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.

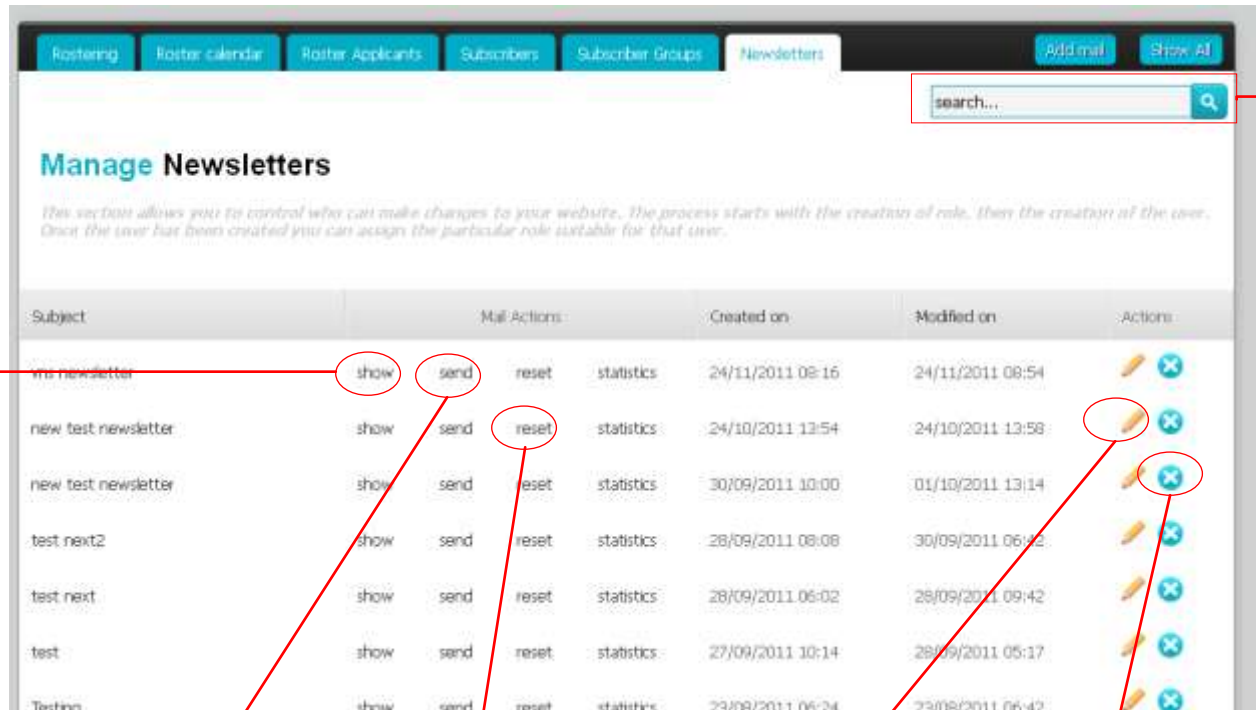


4. Click on table Header(s) to sort the Subscriber Groups list. This Sort By feature is available for all column(s) of the tabular list.
5. Search by Subscriber Group name is available on the listing page



## 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

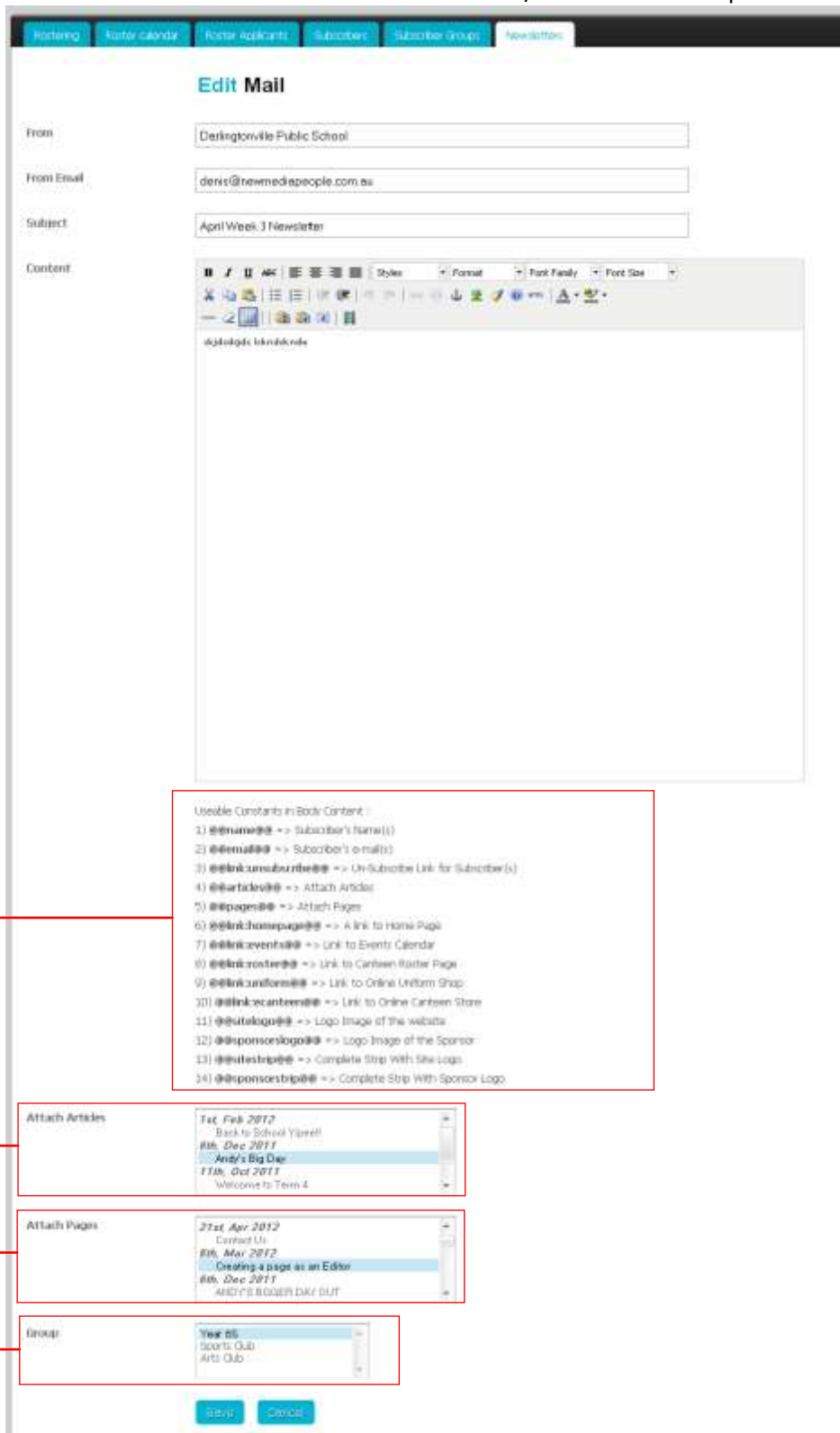
Click to edit the newsletter

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



**Edit Mail**

From: Derlingtonville Public School

From Email: denis@newmediapeople.com.au

Subject: April Week 3 Newsletter

Content:

Useable Constants in Body Content :

- 1) @@name@@ => Subscriber's Name(s)
- 2) @@email@@ => Subscriber's e-mail(s)
- 3) @@linkunsubscribe@@ => Un-Subscribe Link for Subscriber(s)
- 4) @@article@@ => Attach Article
- 5) @@pages@@ => Attach Pages
- 6) @@linkhomepage@@ => A link to Home Page
- 7) @@linkcalendar@@ => Link to Events Calendar
- 8) @@linkroster@@ => Link to Canteen Roster Page
- 9) @@linkuniform@@ => Link to Online Uniform Shop
- 10) @@linkcanteen@@ => Link to Online Canteen Store
- 11) @@sitelogo@@ => Logo Image of the website
- 12) @@sponsorelogo@@ => Logo Image of the Sponsor
- 13) @@sitetrip@@ => Complete Strip With Site Logo
- 14) @@sponsortrip@@ => Complete Strip With Sponsor Logo

Attach Articles: Text Feb 2012, Back to School Yippee!, 8th Dec 2011, Andy's Big Day, 17th Oct 2011, Welcome to Term 4

Attach Pages: 271st Apr 2012, Contact Us, 8th Mar 2012, Creating a page as an Editor, 8th Dec 2011, ANDY'S BIGGER DAY OUT

Group: Year 6B, Sports Club, Arts Club

Save Cancel

Pic-45

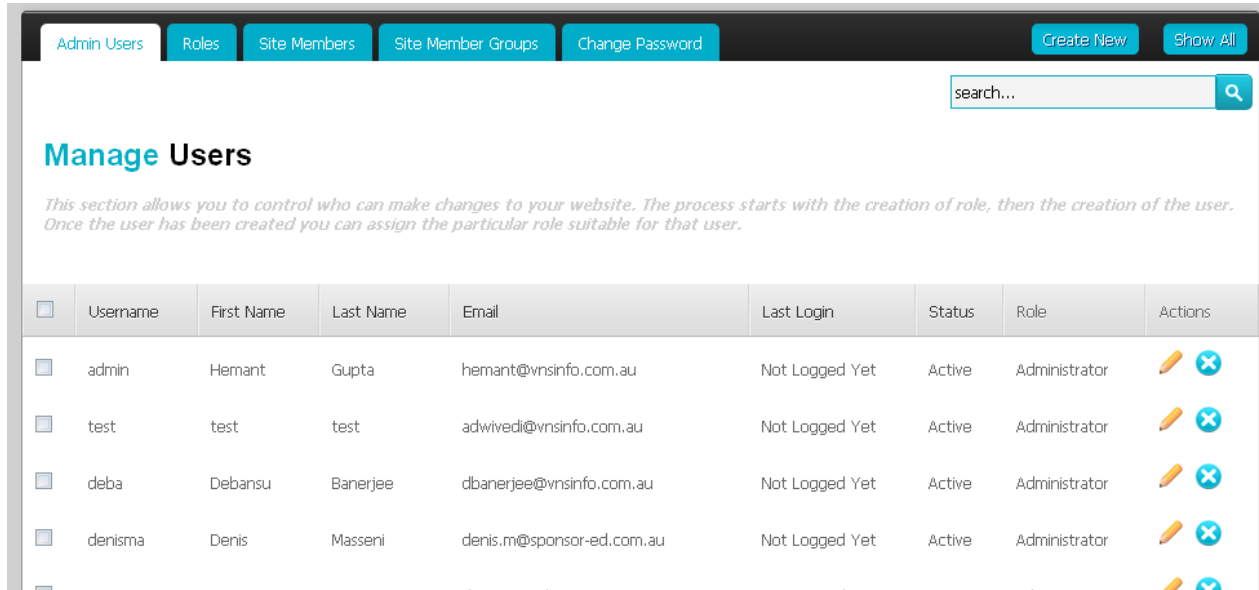
- Picture-45: ref#1      List of constant(s) usable in newsletter content. If used in any place of the content of a newsletter, it will be replaced by the corresponding dynamic content while sending.
- Picture-45: ref#2      Multiple selection of articles to be attached with the newsletter.
- Picture-45: 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** .
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 .

### 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



Admin Users
Roles
Site Members
Site Member Groups
Create New

## Manage Roles

*This section allows you to roles to apply to unique users. The process starts with the creation of a role, then the creation of the user. To apply this role to a user go to the Users tab apply the role you created.*

<input type="checkbox"/>	Name	Created	Modified	Actions
<input type="checkbox"/>	Administrator	26/04/2010	26/04/2010	
<input type="checkbox"/>	Blog Moderator	26/04/2010	26/04/2010	
<input type="checkbox"/>	Fund Raising Page Administrator	27/05/2010	27/05/2010	
<input type="checkbox"/>	test	25/08/2011	25/08/2011	
<input type="checkbox"/>	role	26/09/2011	26/09/2011	
<input type="checkbox"/>	for_testing_purpose	28/12/2011	28/12/2011	
<input type="checkbox"/>	Editor	06/03/2012	06/03/2012	

with selected do:
delete
OK

Picture-47

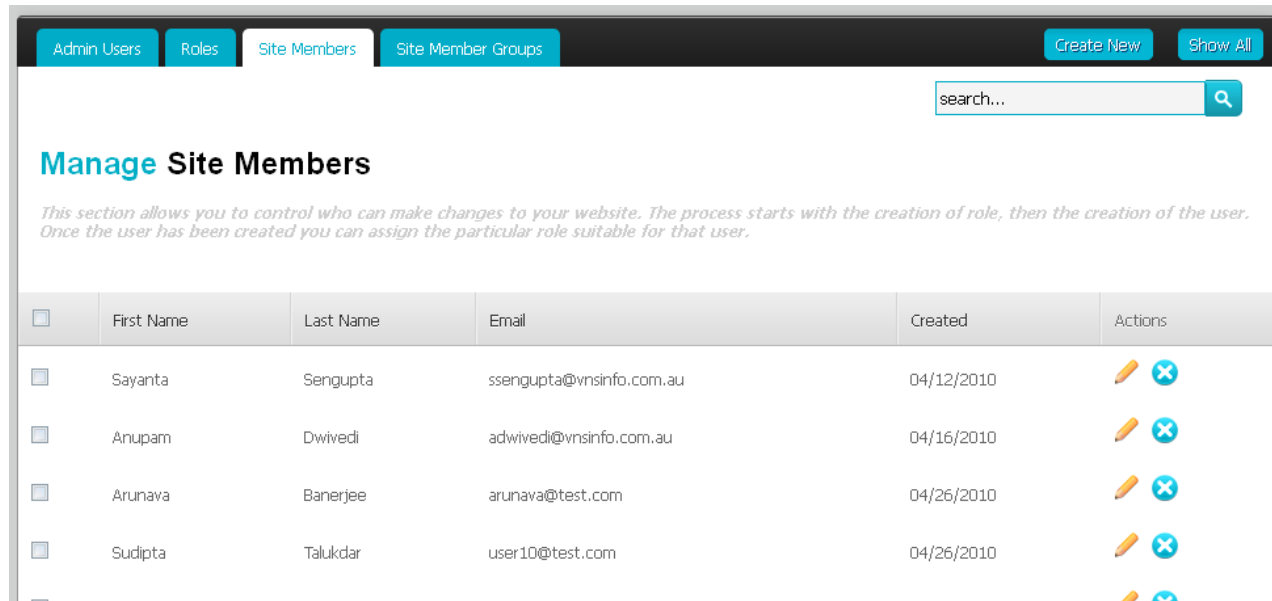
The Following options are available:

- Create a New Admin User Role**
- Edit an Existing Admin User Role**
- Remove an Existing Admin User Role**
- 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.
- Search by Admin User Role name is available on the listing page

search...





## 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



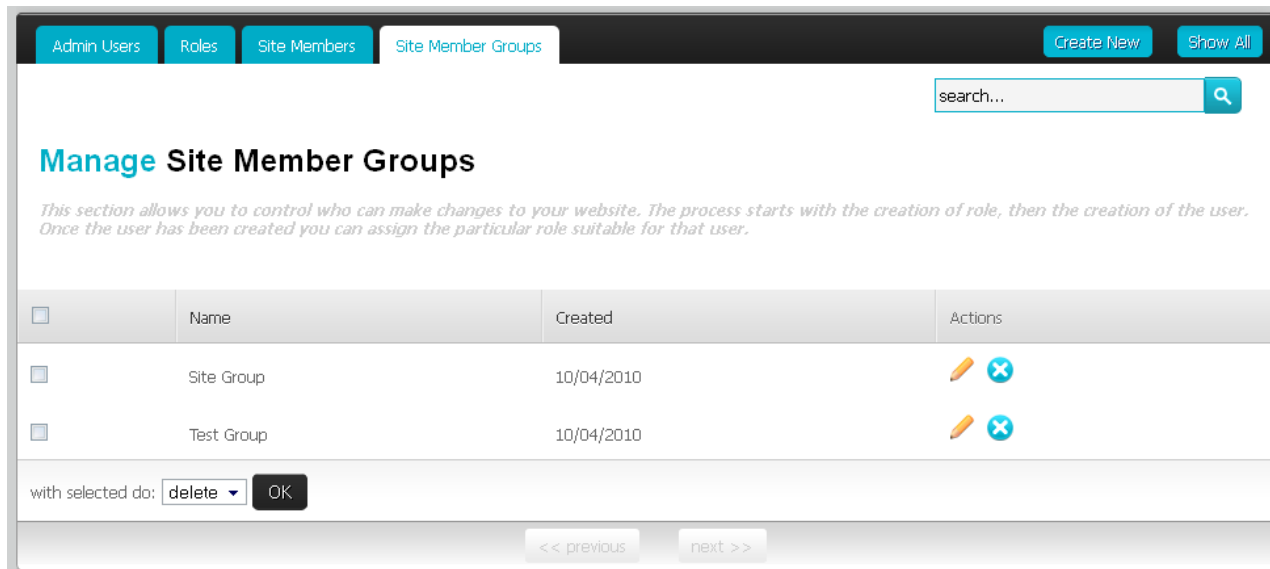
Picture-48

The Following options are available

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

Admin UsersRolesSite MembersSite Member GroupsChange Password

Add/Edit Users

Old Password

Password

Retype Password

Update User

Cancel

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

Ref#1

AdministrationGeneralGO LIVEEdit TemplateSite LayoutFooter LinksCustomized FormsEdit

### Administration Settings

*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.*

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	ABQIAAAAVUwdnfbKL8uehPdYy502yRSRzEiyPOSFaaYrIgiB8nqb7-cvXRSx9GtAZovOBWmQZNLLGN4yTt0eCA
Excursions Levy	Annual Levy taken to cover all Excursions
GST Setting	Display Product Rates are Exclusive of GST
Shipping Setting	On Total Order :: \$ 10.00
Number of Articles On Homepage	4
Classified Reminder Period	10 Days prior to Expiration

Picture-51

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

**Edit Administration Details**

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

Site Name:

Site Website Address/es:

Paypal Account Email:

Google Analytics Account:

Verification Code:

Gmap API Key:

Excursions Levy: ☒ Annual ☐ Event Wise

GST Setting: ☐ Inclusive ☒ Exclusive

Shipping Settings: ☐ On Each Item ☒ On Total Order

Shipping Charge:

Number of Articles On Homepage:   
Please mention the number of articles to be displayed on Home Page.

Classified Reminder Period:   
Please enter days in number to send reminder email to the advertisers, prior to Classifieds expiration.

Picture-52

## 12.6 General

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

Administration	
<i>Unless you are the primary Administrator of the Website you are unable to give instructions to At School for changes to your site. Therefore, Atschool requests that keep this detail up to date so that At School is aware of who has authority over your website to discuss important issues.</i>	
Primary Contact Persons Name	denis
Primary Contact Email	denis.m@sponsor-ed.com.au
Primary Contact Office Telephone	1300755010
Primary Contact Mobile Telephone	1300755010
Primary Contact Home Telephone	1300755010
Role	Web master

Picture-53

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

### Edit General Information

Primary Contact Persons Name	<input type="text" value="denis"/>
Primary Contact Email	<input type="text" value="denis.m@sponsor-ed.com.au"/>
Primary Contact Office Telephone	<input type="text" value="1300755010"/>
Primary Contact Mobile Telephone	<input type="text" value="1300755010"/>
Primary Contact Home Telephone	<input type="text" value="1300755010"/>
Role	<input type="text" value="Web master"/>

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

<input type="checkbox"/>	Group Title	Created	Actions
<input type="checkbox"/>	for testing	28/12/2011	
<input type="checkbox"/>	zooo	06/12/2011	
<input type="checkbox"/>	Form One	24/11/2011	
<input type="checkbox"/>		01/01/1970	

with selected do: delete OK

Picture-59

The Following options are available:

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

Title	Hint Text	Type	Values	Required	Sort Order	Delete
what is one	pl. enter one	Input		<input checked="" type="checkbox"/>	3	
what is two	pl. enter two	Select	three,four,five	<input checked="" type="checkbox"/>	2	

Update Cancel Add a Field

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