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Getting Started

To access the admin section of the TMP site you need to login at the following link with a verified username and password.

<http://www.mm03.artdesignhull.ac.uk/bridge.php>

This section has been protected with verification, using an invalid username and password will prevent a user from accessing the CMS and flash up an error warning them of the problem.

This will be done through a header redirect that reloads the page.

Successful login will redirect the user into the CMS and create an individual session for that user.

Welcome Screen

The first page the user will see is the welcome page, this page has branding visuals in a theme matching the front end of the site.

Navigation

The main navigation is at the top, this reflects the links seen at the top of the front end. To the top right is the user login information, here you can find links to your profile, a link to logout, ending your session in the CMS and a text box confirming you have logged in correctly and who you are.

As a small visual aide, there is a JavaScript clock on the right side to help users with their time management.

Navigation Position

Below this header is the content section you can; as a user, control certain aspects of the site.

The main navigation positioning order i.e. you can change the order the links line up in, in a series of 1,2,3,4,5 etcetera. This is controlled by the blue up and down arrows to the right of each link.

Navigation Add, Edit & Delete

Furthermore, on this section is the ability to add a new link and also edit and/or delete an existing one. (This will be discussed further on in the guide.

User Admin

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Below this section is the user profile admin, here a specific user with the correct permissions can view all users including themselves and edit, allow block or delete all information pertaining to that user.

Message of the Day

Here as a user you will be able to write a message that is concurrent throughout the site; it can be read by all valid **Message of the Day (Cont)**

CMS users and edited by a Super Admin user. The purpose of this section is there to give Super Admin users a section that they can leave important notes to all CMS users if any work needs to be done or any warning need to be made.

Users

There are 2 levels of user for this CMS, Admin and Super Admin. This system is to allow for a more structured way of managing the CMS and making sure the security of very important data is not too easily removed.

Admin

Basic CMS user level, able to,

- Add new links
- Add sub links
- Edit links
- Delete links
- Re-position the order of the links.
- Upload images

Super Admin

Highest level of user for the CMS, this user can run all the same aspects offered to the Admin user level plus the addition of,

- Adding new users
- Editing users
- Deleting users
- Blocking users
- Viewing more detailed information from the user profiles
- Adding new MotD's
- Editing the MotD
- Editing images

Add/Edit Links

This section works for adding and editing new links and also adding and editing new users, all being defined below.

Adding new link

Once you click on the "Add" link on the navigation order section you will be red-directed to a new page, in this page are several options you have to input too, to get a valid result once you submit your data.

Link Href

This is the local link data for the link on the public side, simply put, if you where to add a link in a static HTML page you would have to the following code.

```
"<a href="www.enter_web_address_here.com">
```

So this section automatically reads the sever host path, i.e. the name of the website and input that to the box for you, you simply need to just add the relative path from the root of the website to where the link will be accessed from the front end by users.

Link Name

This box asks for the user to input the display name of the link, again an example of it in HTML follows.

```
"<a>text_in_this_area_shows_on_screen</a>"
```

So simply, this is the text that a user clicks on to access the link.

Link Target

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This box allows the user to control what the link will do once clicked by a user, example below.

```
"<a target="_blank">"
```

Options `_self`, `_parent` and `_top` are also available to use.

Link Title

Similar to Link Name, this option allows the user to input what text is shown when the link is hovered over, example follows.

```
"<a title="enter_text_here">"
```

Link Visible

This option gives the user the chance to either show or hide this new link from general viewing on the front end of the site.

It adds an entry of 3 options to the database and dependant on that when the data is called back it will to strict upon that value if you can see the link or not.

- 0 = Hidden on public side
- 1 = Visible on public side
- 2 = Hidden on CMS side

Admin Link Href

Very similar to the Link Href option, the difference being that this link is relative to the location of the CMS, in this case it should be situated in the folder "backdoor" that link is inputted automatically for the user, they then have to add the name of the folder the link is placed in, example follows

```
"If Link Href is http://www.google.com/teabags/" Then  
"Link Admin Href would be  
http://www.google.com/backdoor/teabags/"
```

Parent

This option allows the user to choose if the link is a top level link, this will be show on the navigation as a main choice

Child

This option allows the user to define that the new link is a sub link that relates to a link in the parent tier.

After this checkbox is clicked, a bit of JQuery code runs and adds a new option called Parent Relation.

Parent Relation

This option as stated above only is accessible if the Child checkbox has been checked. It will display a drop down box with the option to pick one of any of the parent links, as too relate this new sub link to that parent.

Editing Section

As a side note this feature is accessible via clicking the “edit & delete” link in the navigation position section. This will red-direct you to a new page which looks identical to the add link page but will be relevant to the link you clicked on and have all that data pertaining to it loaded into the boxes for editing.

Deleting Links

On the same page as Editing at the bottom is a button called “Delete” once clicked a pop up box will appear asking if you are sure you want to delete that link, also calling back the name of that link for verification and giving the user two options, “Ok & Cancel”

Pressing cancel will stop the function and go back to the editing screen; pressing OK will connect to the database and delete the correct link.

Add/Edit Users

Here a user can add and edit all information needed to create a new user.

Username

The name the user will use to log into the CMS if given those privileges.

Password

The password used to login to the CMS.

Password Confirm

This simply checks that the user has inputted the password they wanted correctly, by asking twice any mistakes can be averted.

User Level

This will choose if the user has access to the CMS, options are;

- None
- Admin
- Super Admin

Date of Birth

Entering in the full birth date, in DD/MM/YYYY, Example is 01/01/2001

First Name

The user's real first name.

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Surname

The user's real surname.

Gender

The users Gender, options being,

- Male
- Female

Own Telephone Number

The users own telephone number, this can be landline or mobile.

Position

The users position in the company.

Work Number

The users work telephone and/or extension to their office.

Email

The users email that they choose for displaying on the company website.

Email Confirm

A confirm option so the user can make sure they input the correct details, just like the password confirm.

Skype

If the user uses Skype and wants to display their username, they can do so here.

Adding Content to Pages

For each page of the site (related to the individual links and sub-links) you can add content specific to the site. Below is a break down of what you can add.

Individual Pages

Each link will have a page and in this the content can be changed, via textboxes for long text, input boxes for titles and names/tags etcetera. And drop down boxes for choices.

All this information is sent to the database and stored. It is called back on the front end of the site and can be edited in the CMS.

The CMS will allow a set amount of tags to be included with the text that is submitted, as list of these tags is below.

- `<p>`
- `<a>`
- ``
- `
`
- ``
- ``
- ``
- ``

This allows formatting to be done in the CMS keeping the front end perfectly dynamic.

Validation is throughout the CMS and any submitted work will be checked upon to make sure it.

- Has allowed tags
- Is not SQL scripts
- Protects against injections
- Conforms to set character lengths
- That there is content being submitted

Image Upload

In the CMS you can upload pictures, of all formats to the website, this data is stored within a database, and the image is checked upon, validated to make sure it isn't too large and then stored in the "uploaded_files" path.

The image upload section is found in the Portfolio section of the CMS.

The images can be limited to a set file size; this code can be found in the "upload.form.php" file on line #9

```
"$max_file_size = 400000;"
```

The number is in Bytes so 400000 is equal to 400k in size.

The script is short and easy to use but below is a break down of its few parts.

File to Upload

Clicking the "Browse" button will load up a window so you can search for the file you would like to upload.

Once selected, the absolute path will be placed into the input box.

Title for Image

Here the user can choose the name of the image as a title, this wont effect the filename of the image but offer a shorthand version for it that will be unique, for search reasons.



Tags

A user can add a tag that will also in ways work like the title, a user can add 2 and in doing so can detail the image in greater detail.

JQuery Functions

Show & Hide

Throughout the site there are snippets of JQuery used to give either a visual aide or in some cases a functional aide in others.

Two main parts are the “[X]” parts you might have seen to the right of the sections title bars, this option will allow the user to hide or show any of the sections, this element became necessary when some pages started growing in height meaning to get to a part of a page the user would have to scroll to view it, now the user can simply hide elements they are not currently working on to lower the height of the page.

Parent Relation

This JQuery allows the editing user to choose which parent a child link is related too, once the “Child” checkbox is clicked the box is drawn giving the user that option.

Help

On the CMS the users have the option to call up an online version of this document that will detail the sections of the site and how to use them.

It will be search functional and upon submitting a search query it will go to the relevant section if a result is valid.

This section will be found to the very top right of the page.