



Content Management System User Guide

Prepared for: [Client]

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v 1.0

Introduction

The content management system for [Client site URL] runs on [ExpressionEngine](#), a PHP/MySQL framework. The core functions of the system are publishing and editing content, and it stores the site's page templates and other administrative functions.

This document serves as a reference for usernames and passwords upon transfer to the client, and details specifically how to post new content and edit or delete existing content.

URLs and Credentials

CMS Administrator Interface

URL: [Client site URL]

username: superadmin

password: *****

Database

Name: [Client database name]

server address: [Client site URL]

username: dbadmin

password: *****

Content Overview

Essentially, the admin can publish new content to the site, edit existing content, or delete existing content. All the website's content is contained in "channels," which ExpressionEngine maps to database tables or resources. Some channels allow content to be published or edited, but others only allow editing.

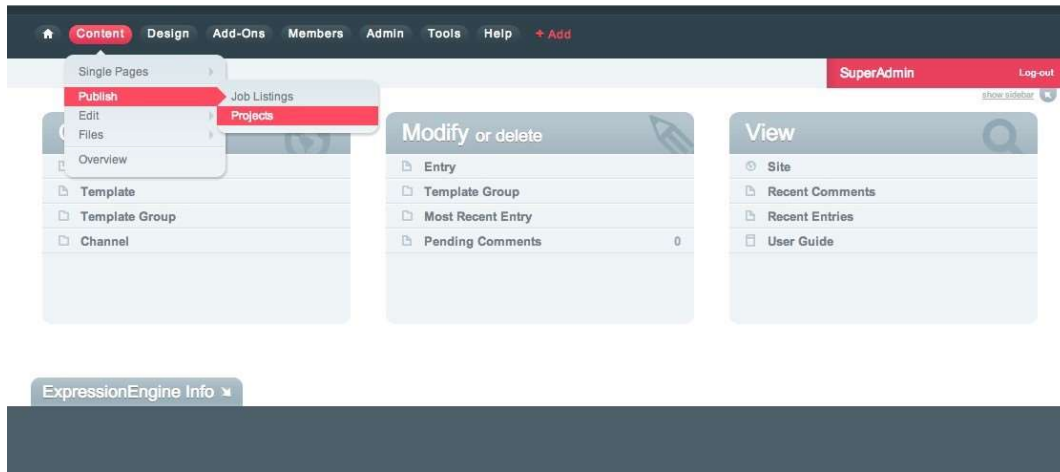
Channel and Content Restrictions

Allowed	Prevented
Publish Projects or Job Listings	Delete the About page, Expertise page, or list of Featured Clients
Edit existing Projects or Job Listings	Publish a new About page, Expertise page, or list of Featured Clients
Delete existing Projects or Job Listings	
Edit the About page, the Expertise page, or the list of Featured Clients	

Content Management Directions

Publish Projects or Job Listings

1. From the main screen, click Content and navigate in the popup menu to Publish, then go to Projects or Job Listings.



Main screen: Publishing content

2. A form will be generated with fields for your content under the Publish tab. Enter your content and follow any instructions provided with each field.

The screenshot shows the 'New Entry: Projects' form. The top navigation bar is the same as the previous screenshot. Below it, the breadcrumb trail is 'CP Home > Publish > New Entry: Projects'. The 'Publish' tab is selected and highlighted in red. The form has four tabs: Publish, Date, Categories, and Options. The 'Publish' tab is active. The form contains several sections: 'Title' with a text input field; 'URL Title' with a text input field; 'Hero?' with a dropdown menu set to 'No' and a red box containing instructions: 'Instructions: Do you want this project to be featured on the home page? If so, select Yes and put a hero image in the next field. [NOTE: Mark exactly four projects to be featured on the home page, as there are five total hero features on the home page including the static hero for ECH.]'; 'Hero image' with instructions: 'Instructions: 1750 px wide x 1175 px tall. This image is displayed in the carousel on the home page. [NOTE: only four projects can be featured on the home page.]' and an 'Add File' button; 'Thumbnail image' with instructions: 'Instructions: 187 px wide x 136 px tall. This image is used in the thumbnail scrollers on the Projects landing page and the project type landing pages.' and an 'Add File' button; 'Regular image 1' with instructions: 'Instructions: 840 px wide x 495 px tall. "Regular images" are the images that appear at the top of project type landing pages (like "Aviation") and the specific project's page ("Alaska Airlines Maintenance Facility Renovations"). The image put into this field, Regular image 1, will be the image used when a project is selected as Featured for the project type landing page, and will appear first in the gallery/carousel for the project's specific page. You can enter up to five regular size images to be used in the gallery/carousel. You must enter at least two regular size images so that there can be a gallery/carousel effect on the project's specific page.' and an 'Add File' button; and 'Regular image 2' with instructions: 'Instructions: 840 px wide x 495 px tall.' and an 'Add File' button.

Content Entry form

3. A content entry form has three other tabs: Date, Categories, and Options. You can ignore the Date, and Options tabs, as they are just for system use. For Projects, you must select at least one category or the entry you are publishing will not appear on the site. If you are entering a Job Listing, selecting a category is not required.

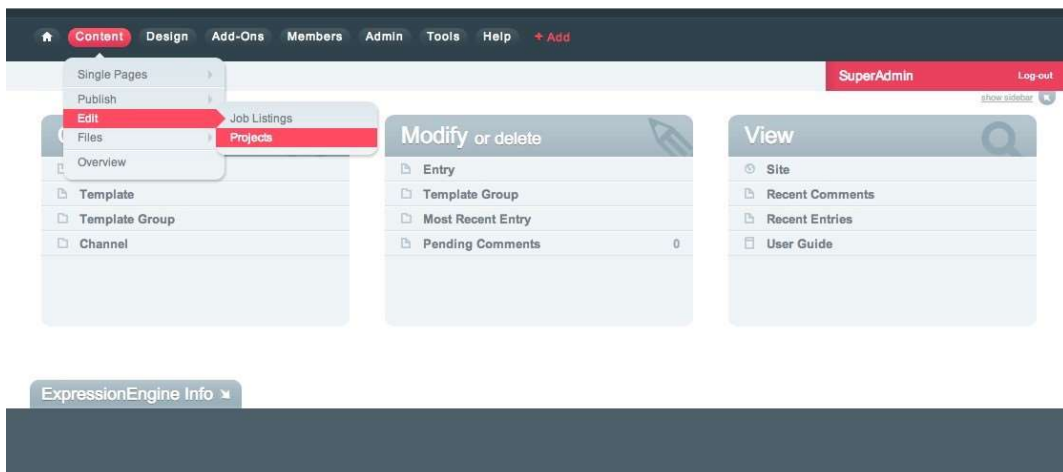
The screenshot shows the 'New Entry: Projects' form with the 'Categories' tab selected. The form has a dark header with navigation links: Home, Content, Design, Add-Ons, Members, Admin, Tools, Help, and Add. Below the header is a breadcrumb trail: CP Home > Publish > New Entry: Projects. On the right, there's a 'SuperAdmin' user indicator and a 'Log-out' link. The form itself has tabs for 'Publish', 'Data', 'Categories', and 'Options'. Under the 'Categories' tab, there's a list of categories with checkboxes: Aviation, Government, Retail, and Food and Beverage. A link 'Edit Categories' is below the list. A 'Submit' button is at the bottom right. At the bottom of the page, there's an 'ExpressionEngine Info' link.

Content Entry form: Categories tab

4. Once you've entered the necessary information, scroll to the bottom of the page and click Submit.

Edit Projects or Job Listings

1. From the main screen, click Content and navigate in the popup menu to Edit, then go to Projects or Job Listings.



Main screen: Editing Projects

- A list of all the editable content entries will appear. In the list, click the entry's title that you want to edit.

CP Home > Edit SuperAdmin Log-out

Edit Channel Entries

Search Entries

Projects Filter by Category Filter by Status Date Range 50 results

Keywords

☐ Exact Match Search titles only Search

#	Title	View	Comments	Author	Date	Channel	Status	
20	US Coast Guard Building 3 Galley Renovation	—	(0) View	SuperAdmin	06/07/21 11:18 pm	Projects	Open	<input type="checkbox"/>
18	Hudson News	—	(0) View	SuperAdmin	03/28/21 08:26 pm	Projects	Open	<input type="checkbox"/>
17	Travellex Kiosk Installation	—	(0) View	SuperAdmin	03/28/21 08:22 pm	Projects	Open	<input type="checkbox"/>
16	Message Bar	—	(0) View	SuperAdmin	03/28/21 08:17 pm	Projects	Open	<input type="checkbox"/>
15	US Coast Guard Sector Honolulu Building	—	(0) View	SuperAdmin	03/28/21 08:14 pm	Projects	Open	<input type="checkbox"/>
14	US Coast Guard Shore Operations Building	—	(0) View	SuperAdmin	03/28/21 08:05 pm	Projects	Open	<input type="checkbox"/>
12	Kobo	—	(0) View	SuperAdmin	03/28/21 07:46 pm	Projects	Open	<input type="checkbox"/>
8	Seattle's Best Coffee	—	(0) View	SuperAdmin	03/28/21 02:56 pm	Projects	Open	<input type="checkbox"/>
19	Life Is Good	—	(0) View	SuperAdmin	03/26/21 12:10 pm	Projects	Open	<input type="checkbox"/>
9	Hudson Euro Cafe	—	(0) View	SuperAdmin	03/23/21 03:21 pm	Projects	Open	<input type="checkbox"/>
7	Quiznos	—	(0) View	SuperAdmin	03/23/21 02:43 pm	Projects	Open	<input type="checkbox"/>
6	Delta Air Lines "Crown Room Club" Members Lounge	—	(0) View	SuperAdmin	03/23/21 02:20 pm	Projects	Open	<input type="checkbox"/>
5	Alaska Airlines Hangar 6 Renovation	—	(0) View	SuperAdmin	03/23/21 02:13 pm	Projects	Open	<input type="checkbox"/>
4	Delta Air Lines Ticketing Level Reconfiguration	—	(0) View	SuperAdmin	03/23/21 02:04 pm	Projects	Open	<input type="checkbox"/>
3	Alaska Airlines 2-Step Concourse Remodel	—	(0) View	SuperAdmin	03/23/21 12:21 pm	Projects	Open	<input type="checkbox"/>

Edit Channel Entries screen: Finding a piece of content to edit

- A form titled "Edit Entry" will be generated with fields for your content. Edit the content and follow any instructions provided with each field.

CP Home > Publish > Edit Entry SuperAdmin Log-out

Edit Entry

Publish Date Categories Options

show toolbar

▼ * Title

About page

▼ URL Title

about-page

▼ * About Image 1

Instructions: 840 px wide x 495 px tall. Two images are required for a carousel/gallery effect at the top of the page.

about_1.jpg

Remove File Add File

▼ * About Image 2

Instructions: 840 px wide x 495 px tall. Two images are required for a carousel/gallery effect at the top of the page.

about_2.jpg

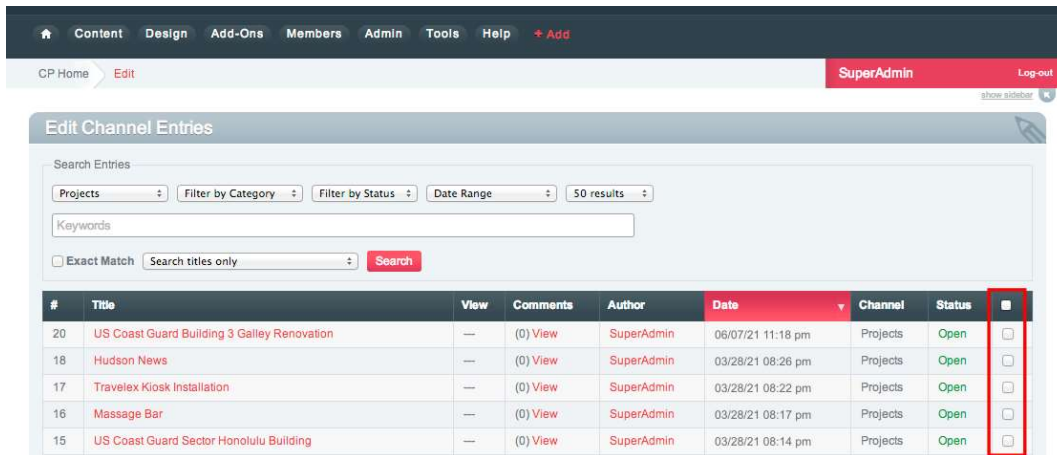
Remove File Add File

Edit Entry screen

- Once you've edited the necessary information, scroll back to the bottom of the page and click Submit. Go to the Categories tab first if you need to make a category change, and only select one.

Delete Projects or Job Listings

- Follow the same directions as you do to generate the list of Projects or Job Listings to edit.
- On the resulting list of entries, click the check box in the last column of the entry you want to delete.

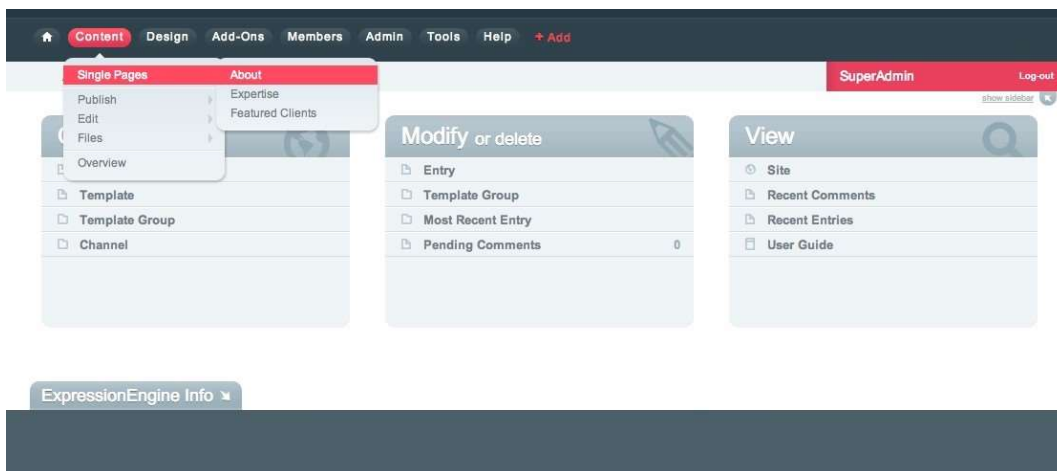


Main screen: Editing Projects

- Scroll down and on the Edit Selected dropdown menu, change it to Delete Selected, and click the Submit button.

Edit the About Page

- From the main navigation, click Content, go to Single Pages, and navigate to the popup menu to About.



Main screen: Editing the About page

2. A form will be generated with fields for the About page. Edit the content in the fields. Follow any Instructions provided in the above fields. You can ignore the tabs Date, Categories, and Options.

The screenshot shows the 'Edit Entry' interface for a CMS. At the top is a navigation bar with links: Content, Design, Add-Ons, Members, Admin, Tools, Help, and a red '+ Add' button. Below this is a breadcrumb trail: CP Home > Publish > Edit Entry. On the right, a red bar displays 'SuperAdmin' and a 'Log-out' link. The main content area is titled 'Edit Entry' and has tabs for 'Publish', 'Date', 'Categories', and 'Options'. The 'Publish' tab is active. It contains three main sections: 1. 'Title' with a text input field containing 'About page'. 2. 'URL Title' with a text input field containing 'about-page'. 3. 'About Image 1' which includes instructions: '840 px wide x 495 px tall. Two images are required for a carousel/gallery effect at the top of the page.' Below the instructions is a thumbnail of a building, the filename 'about_1.jpg', and links for 'Remove File' and 'Add File'. A similar section for 'About Image 2' follows, with a thumbnail of an interior scene, the filename 'about_2.jpg', and 'Remove File'/'Add File' links. A 'show toolbar' link is visible on the right side of the form.

Editing About page content

3. Once you've edited the necessary information, scroll back to the bottom of the page and click Submit.

Edit the Expertise Page or Featured Clients List

Follow the same directions as for the About page above, but do not use the Categories tab when editing these pages, and do not delete them if presented with the opportunity to do so.