

# Content Management System Manual

~: Developed By :~  
ASR TECHNOLOGIES



## INDEX

<b>1.Admin</b>		
1.1	Login	3
1.2	Forgot Password	3
<b>2. Manage Menus</b>		
2.1	View	3
2.2	Sub Menus	3
2.3	Add Menu	3
2.4	Modify Menu	3
2.5	Delete Menu	3
2.6	Manage Content	4
<b>3. Manage Images</b>		
3.1	View	4
3.2	Add Image	4
3.3	Delete Image	4
<b>4. Change Password</b>		4
<b>5. Logoff</b>		4

## 1. Admin

Sr No	Description
1.1	<p><b>Login</b></p> <p>Admin has to login with valid USERNAME and PASSWORD to</p> <ul style="list-style-type: none"> <li>a. Manage Menus</li> <li>b. Manage Content</li> </ul> <p>after login Admin also can change his/her login Password using Change Password Option</p>
1.2	<p><b>Forgot Password</b></p> <p>If Admin forgot his/her login PASSWORD he/she can request for Password using Forgot Password Function.</p> <p>Using this Option he/she will get his/her password by mail</p>

## 2. Manage Menus

Sr No	Description
2.1	<p><b>View</b></p> <p>After login Admin can view all menus added to database before</p> <ul style="list-style-type: none"> <li> Shows that this menu has submenu</li> <li> Shows that this menu is not a submenu</li> </ul> <p>[5] Show Number of Submenus under selected menu e.g. About Us [4], means About Us has 4 Submenus</p>
2.2	<p><b>Add Menu</b></p> <p>Click on [Add Menu] to Add Menu or Submenu under selected Submenu</p> <p>In this form you have to specify <b>Menu Title</b> and this menu has <b>Submenu</b> or not</p>
2.3	<p><b>Modify Menu</b></p> <p>Click on [Edit] to Modify Submenu title and/or Submenu Position</p>
2.4	<p><b>Delete Menu</b></p> <p>Click on [Delete] to Delete selected Menu with <b>Submenus</b> and <b>Content</b></p>

## 2.5 Manage Content

Click on **[Content]** to manage Content of selected Menu.

After clicking new popup window will open, where u can manage your content

Add content in the blank area bellow toolbar

Use Tool Bar to Modify Content Style, Font, Font Size, Font Color, Cut, Copy Past, Undo, Font Color, to manage Alignments, Bold, Italic, Under Line, Bullets and Numbering, Insert Image, Hyper Link, Draw Table etc ...

Click on **Edit HTML** to Edit in HTML Source Code

## 2. Manage Files

Sr No	Description
3.1	<b>View</b> After clicking on <b>Manage Files</b> you will see list of files Uploaded on Server. User this Option to Upload Images for your Content
3.2	<b>Add File</b> Click on <b>[Add]</b> to Add New Image/File
3.3	<b>Delete File</b> Click on <b>[x]</b> to Delete selected Image/File

## 4. Change Password

Sr No	Description
4.1	<b>Change Password</b> Click on Change Password to Change Login Password, by Providing Old Password, New Password and Confirm New Password

## 5. Logoff

Sr No	Description
5.1	<b>Logoff</b> Click on Logoff to Exit from CMS Application

