



Essay Mantra

Work Sample

An excerpt from a comprehensive user guide introducing internal users to a proprietary CMS application. The excerpt covers navigation, dashboard functions, and core webpage management tasks.

CMS Application – User Guide (Excerpt)

App Overview	3
Accessing the CMS Application	3
The Dashboard and ‘Breadcrumbs’	5
Functions of the CMS Application	11

The CMS application allows users to add, edit, and remove webpages displayed on the company website.

App Overview

The CMS application displays data about every webpage on the company website, and allows users to control the information displayed on each webpage.

The CMS dashboard contains three separate sections: the Catalog Tree, the Feature Menu, and the Field Page.

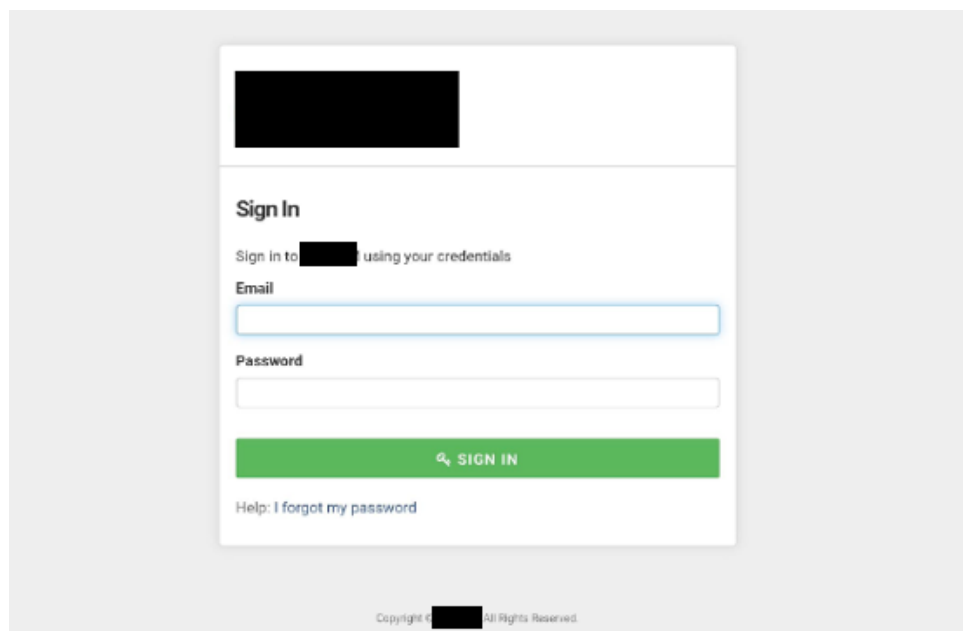
These sections enable users to add, edit, view, and delete webpages. In addition:

1. Users can alter the information displayed on existing webpages using the application.
2. Users can add new folders and subfolders of pages using the 'Catalog Tree'.
3. Users can add information about the page using the 'Feature Menu'.
4. Users can add attributes to the page using the 'Field Page' that corresponds with the selected feature.

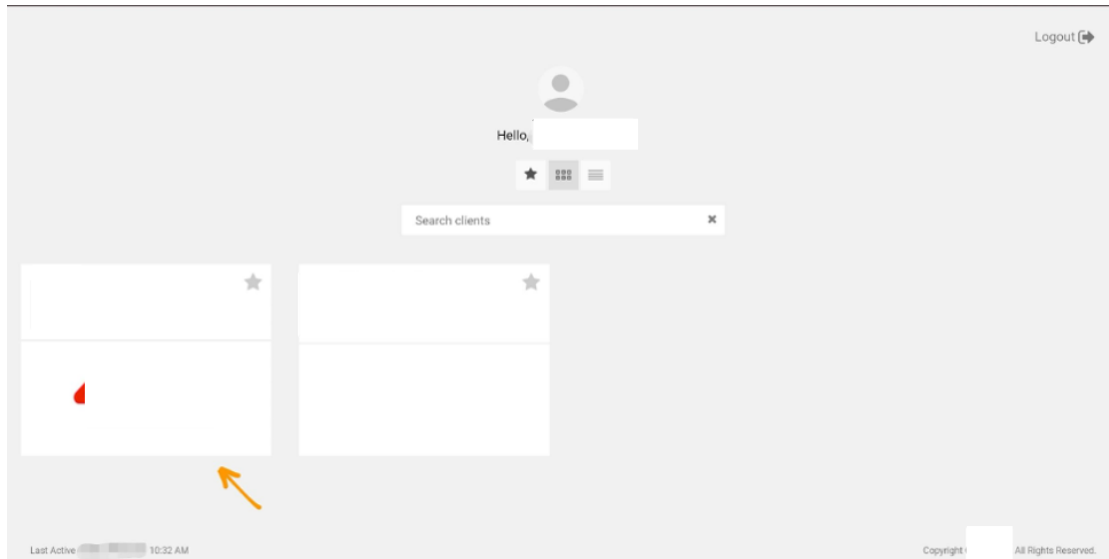
Features provide users with the ability to add related pages, blog subscriptions, general attributes, metadata, products, content blocks, videos, files, and images.

Accessing the CMS Application

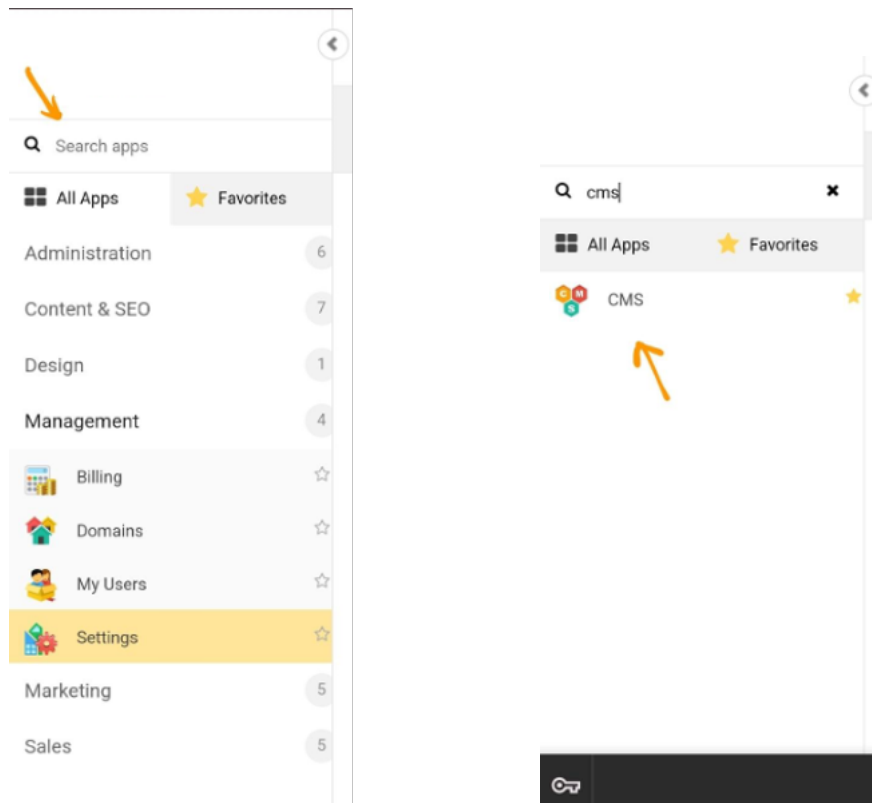
1. Log in to the CMS and open the dashboard.

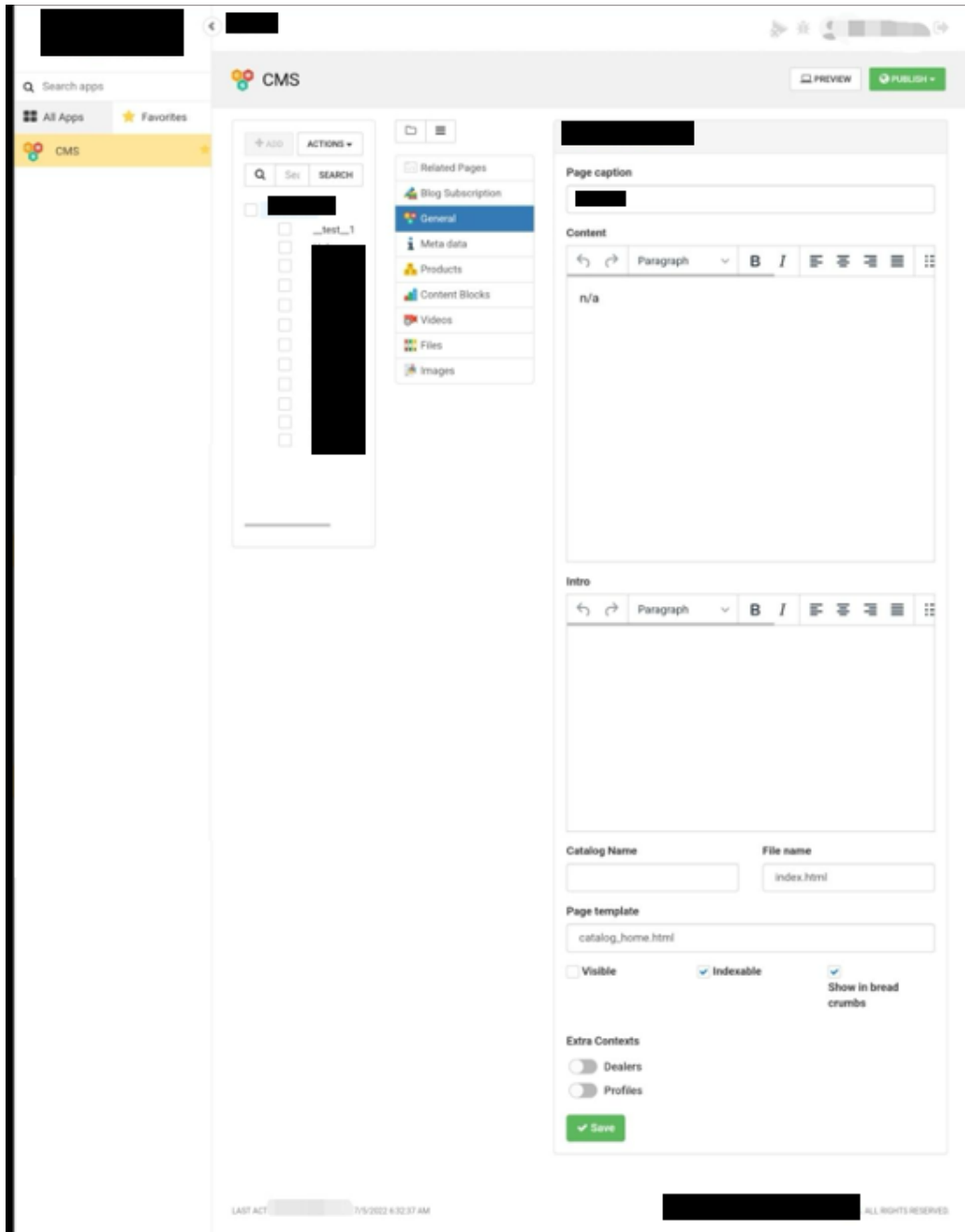


The screenshot shows a 'Sign In' form on a light gray background. At the top left of the form is a black rectangular placeholder. Below it, the text 'Sign In' is displayed in bold. Underneath, a smaller line of text says 'Sign in to [redacted] using your credentials'. The form contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a green button with a magnifying glass icon and the text 'SIGN IN'. At the bottom of the form, there is a link that says 'Help: I forgot my password'. At the very bottom of the page, below the form, is a small copyright notice: 'Copyright © [redacted] All Rights Reserved.'



2. Use the search bar to search for 'CMS' and click on the application from the search results.
3. Users can also access the application from the 'All Apps' menu.

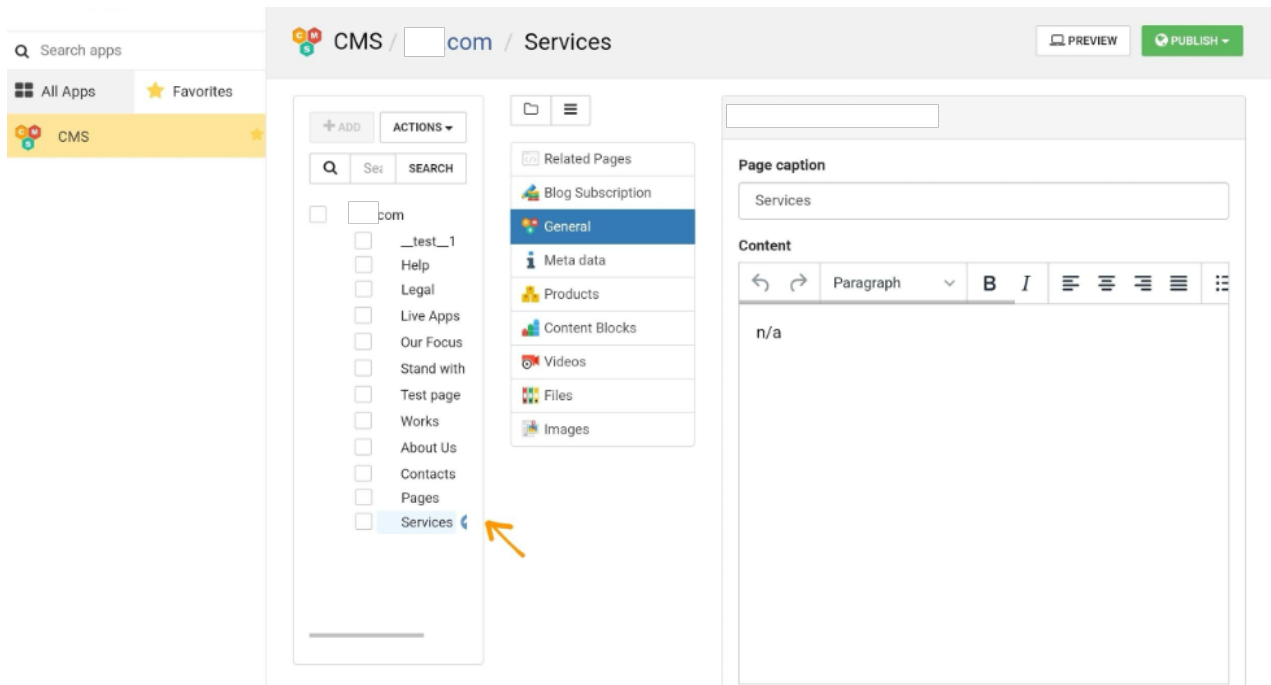




The Dashboard and 'Breadcrumbs'

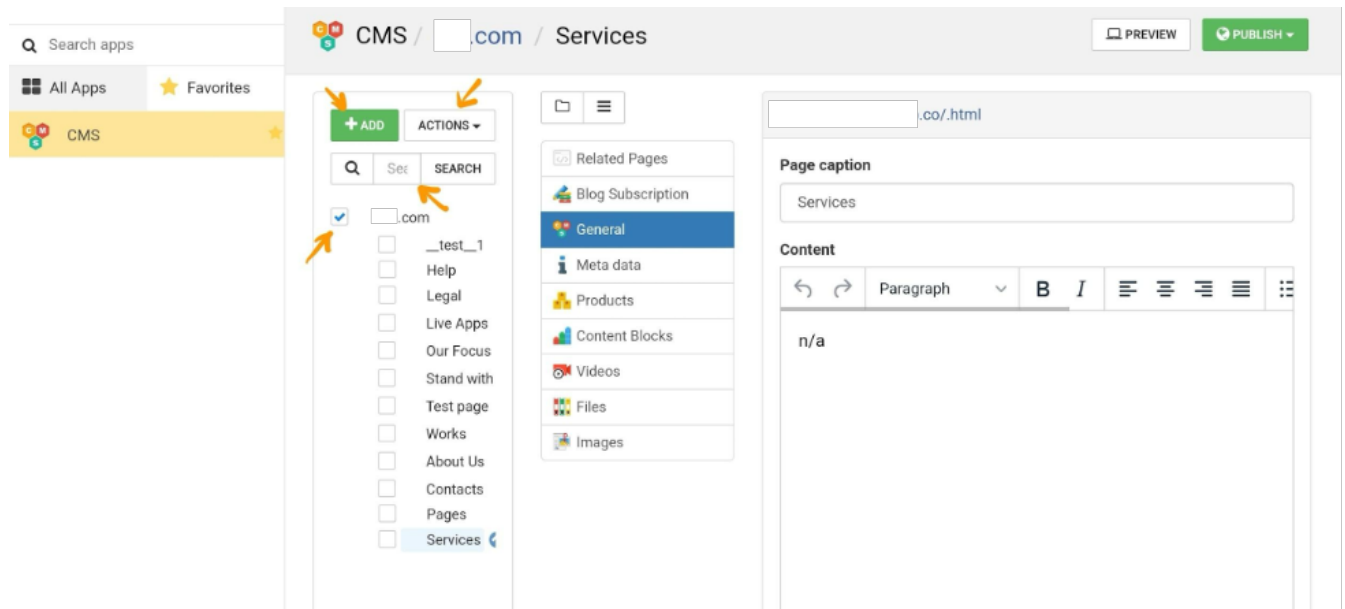
The CMS dashboard is split into three separate sections. Users can add, edit, and remove webpages using these sections. They are:

1. **The Catalog Tree:** On the left side of the CMS dashboard, the 'Catalog Tree' contains a detailed map of all the webpage folders and subfolders on the website.

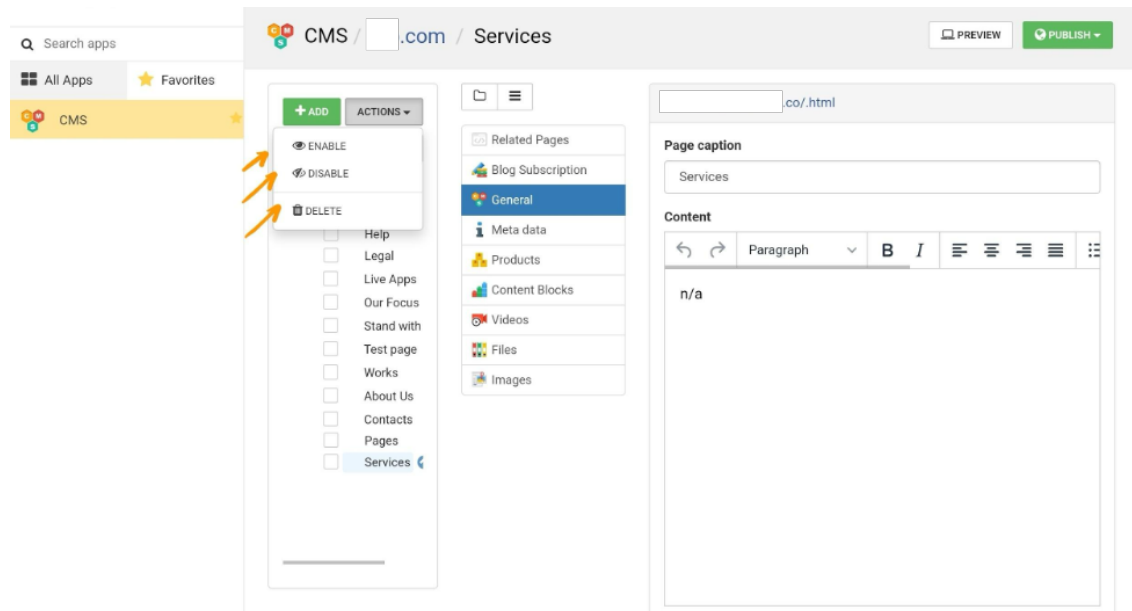


The components of the 'Catalog Tree' are:

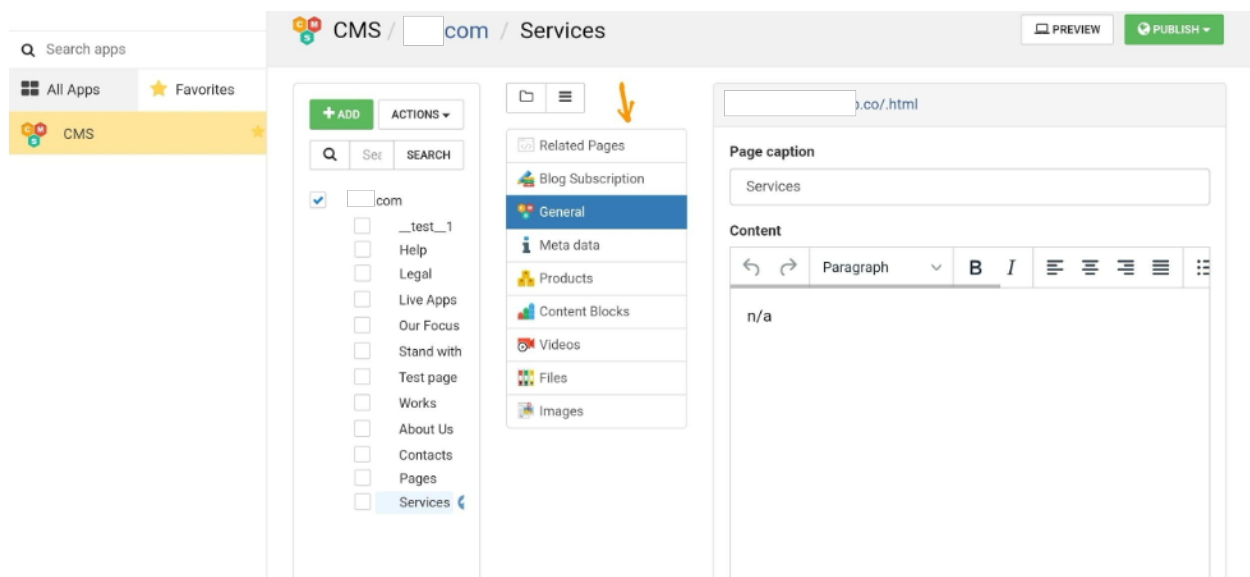
- a) **The Search Bar:** The search bar allows users to open their desired webpage folder by entering the name of the webpage and clicking on the 'Search' button.
- b) **The Add Button:** This button is at the top left corner of the 'Catalog Tree' section. It allows users to add new webpages to the 'Catalog Tree', which are then added to the website. Users can add various attributes to the newly added webpage in its 'Field Page'.



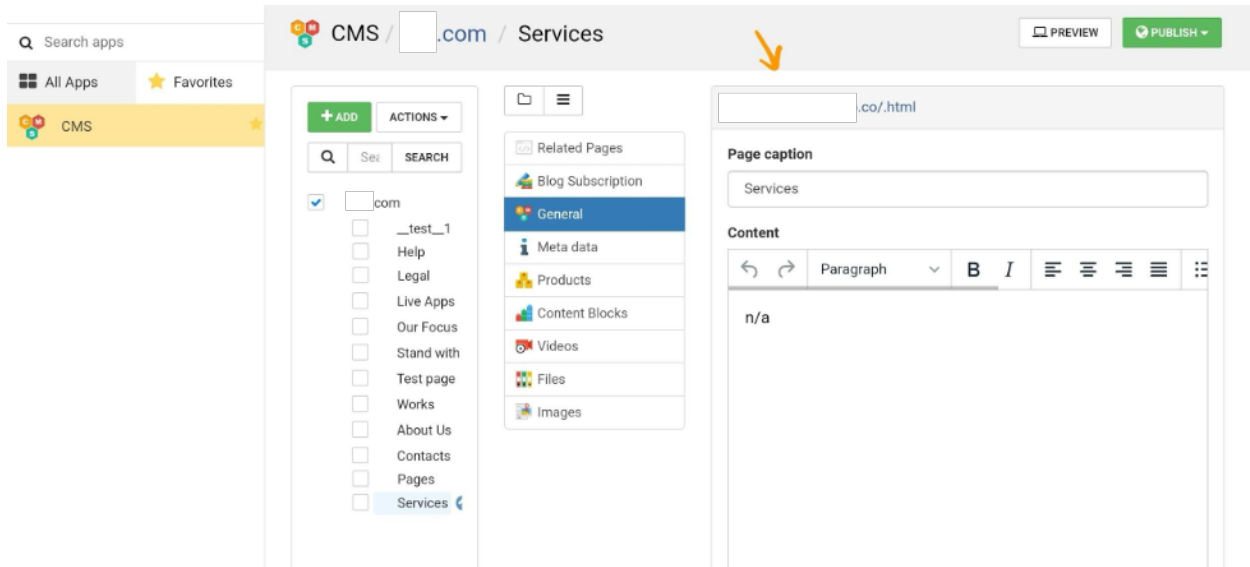
- c) **The Action Menu:** The 'Action Menu' is a dropdown menu on the top right corner of the 'Catalog Tree' section. It allows users to choose from several actions that can be performed within the 'Catalog Tree'. To perform an action using the 'Action Menu', users must first select the webpage of their choice by checking the box next to the name of the webpage. The actions that can be performed using this menu are as follows:
- i. **Enable:** This action makes the selected webpage(s) visible on the website.
 - ii. **Disable:** This action makes the selected webpage(s) invisible on the website. Once disabled, the webpage's icon and name in the 'Catalog Tree' will be grayed out.
 - iii. **Delete:** This action removes the selected webpage(s) from the 'Catalog Tree' and the website. Clicking on the 'Delete' button opens a confirmation dialog box. Users can either click 'Yes' to confirm their choice or click on 'Cancel' to cancel the operation.



2. **The Feature Menu:** The 'Feature Menu' displays the features of the selected webpage. This section is between the 'Catalog Tree' section and the 'Field Page' section. All features are under a single menu and clicking on each reveals the fields corresponding to the feature on the 'Field Page'.

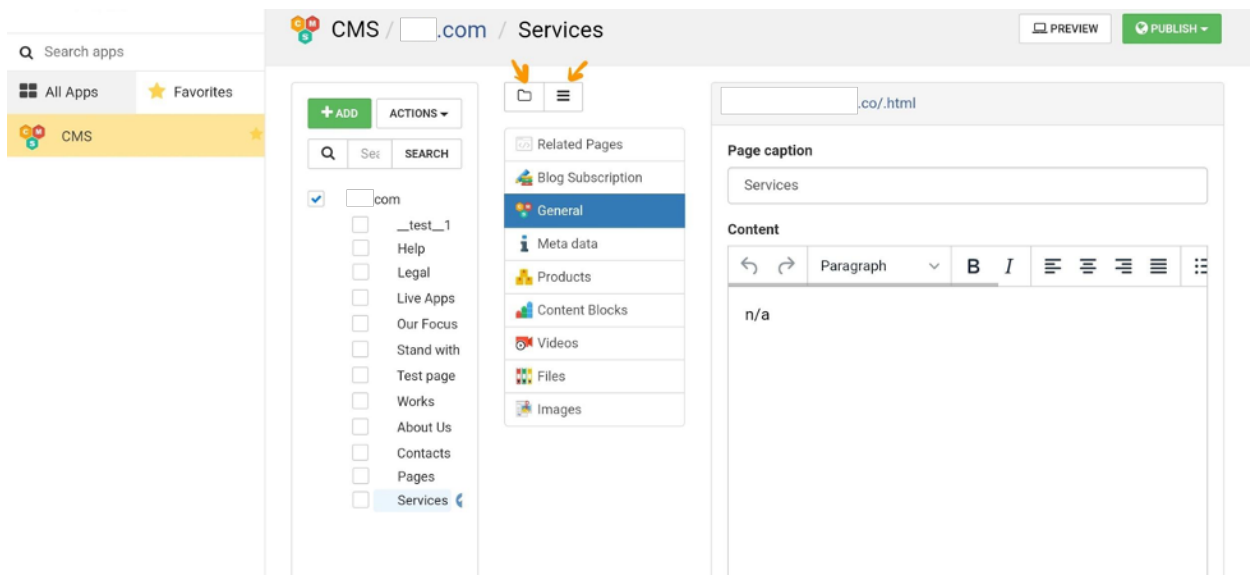


3. **The Field Page:** The 'Field Page' is on the right side of the dashboard. It displays the fields of the selected feature from the 'Feature Menu' section. Users can edit these fields to change or set the attributes of the selected webpage.

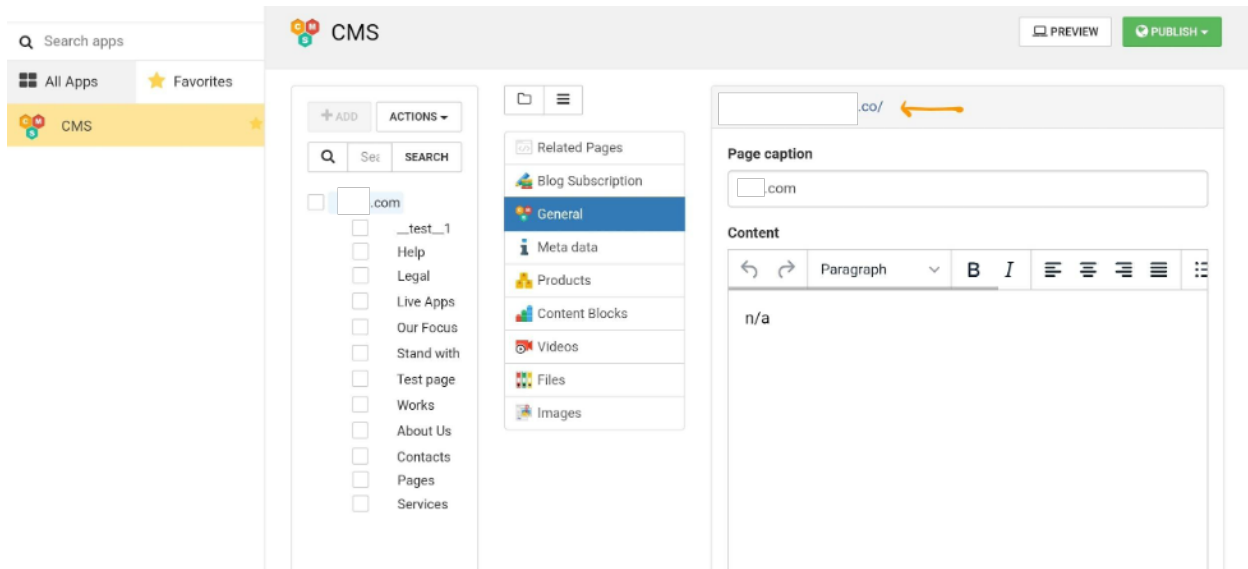


Other Elements

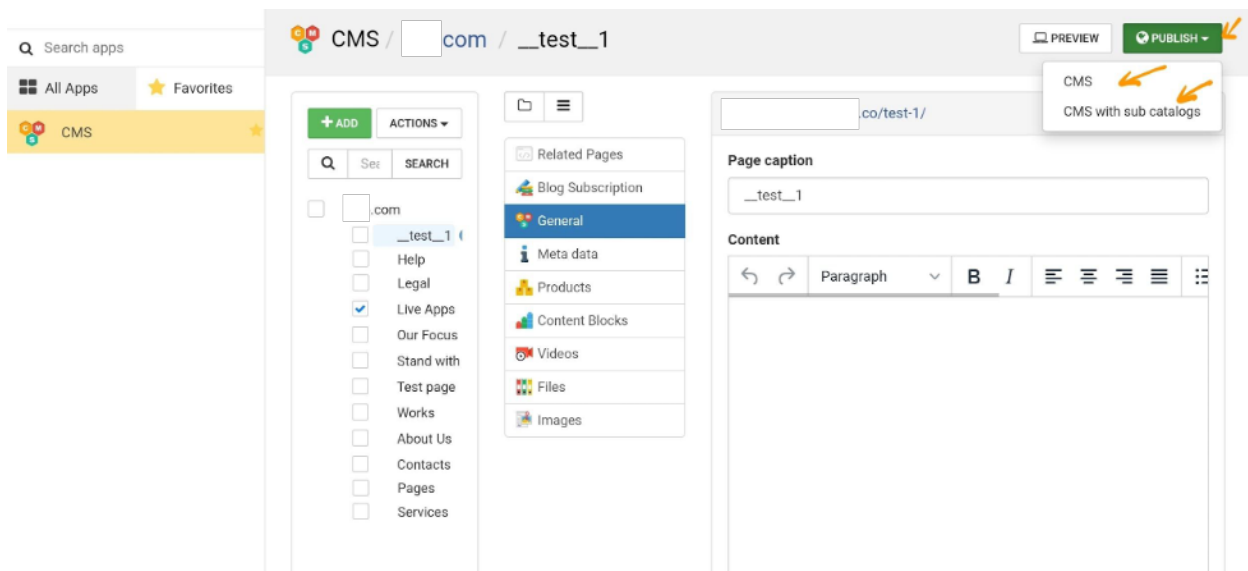
1. **Toggle Buttons:** The two toggle buttons above the 'Feature Menu' are:
 - a) **Toggle Catalog Tree:** This is the folder icon button above the 'Feature Menu'. Users can click on the button to display or hide the 'Catalog Tree' section of the dashboard.
 - b) **Toggle Menu:** Next to the 'Toggle Catalog Tree' button, this button is represented by three horizontal lines. Users can click on the button to display or hide the 'Feature Menu' section of the dashboard.



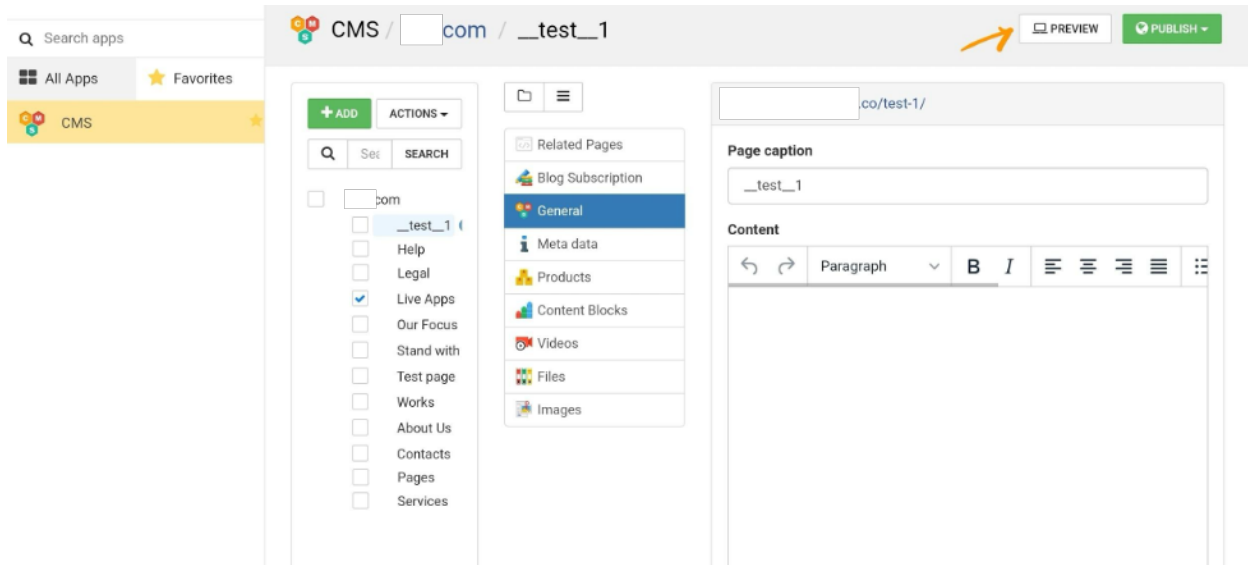
2. Webpage URL: The 'Field Page' section displays the selected webpage's URL.



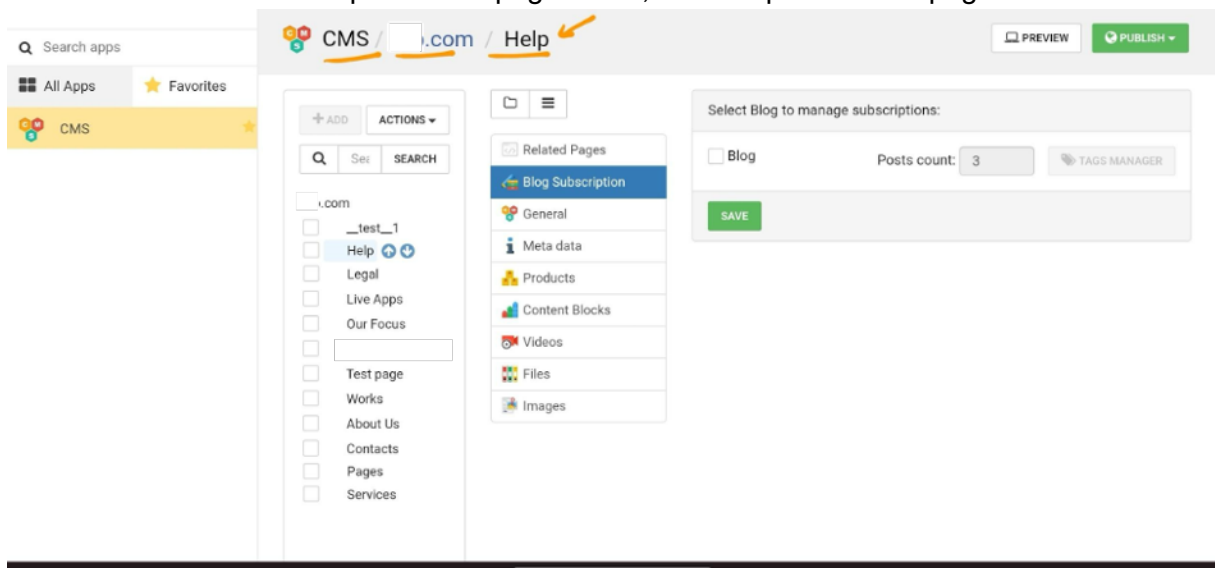
- 3. Publish Button:** Users can publish webpages after saving their changes by clicking on the 'Publish' button at the top right side of the dashboard. The publish button offers two dropdown options:
- a) **'CMS':** This button publishes changes that were made to the parent webpage folder only.
 - b) **'CMS with subcatalogs':** This button publishes changes that were made to both the parent webpage folder and its subfolders.



- 4. Preview Button:** Before publishing a webpage, users can preview the changes made to it by clicking on the 'Preview' button on the top right side of the dashboard.



5. **Breadcrumbs:** The dashboard shows the pathway of the selected webpage folder or the selected subfolder in **breadcrumbs**. Breadcrumbs enable users to navigate the application through easily clickable buttons. For example, if users have selected the 'Help' webpage subfolder, the application displays the breadcrumbs path as '**CMS/<company name>.com/Help**', where 'CMS' is the application, '<company name>.com' is the parent webpage folder, and 'Help' is the webpage subfolder.

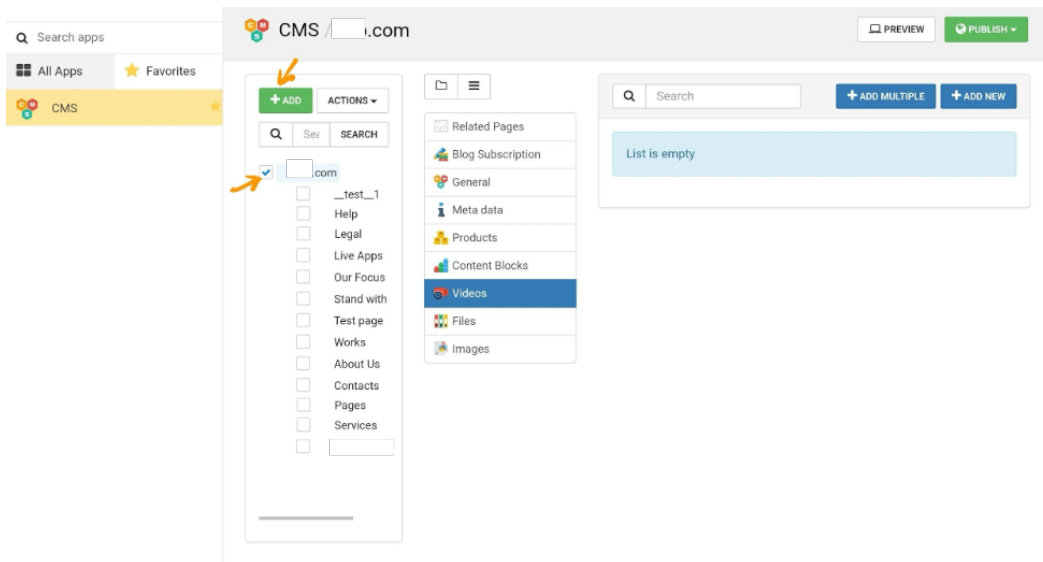


Functions of the CMS Application

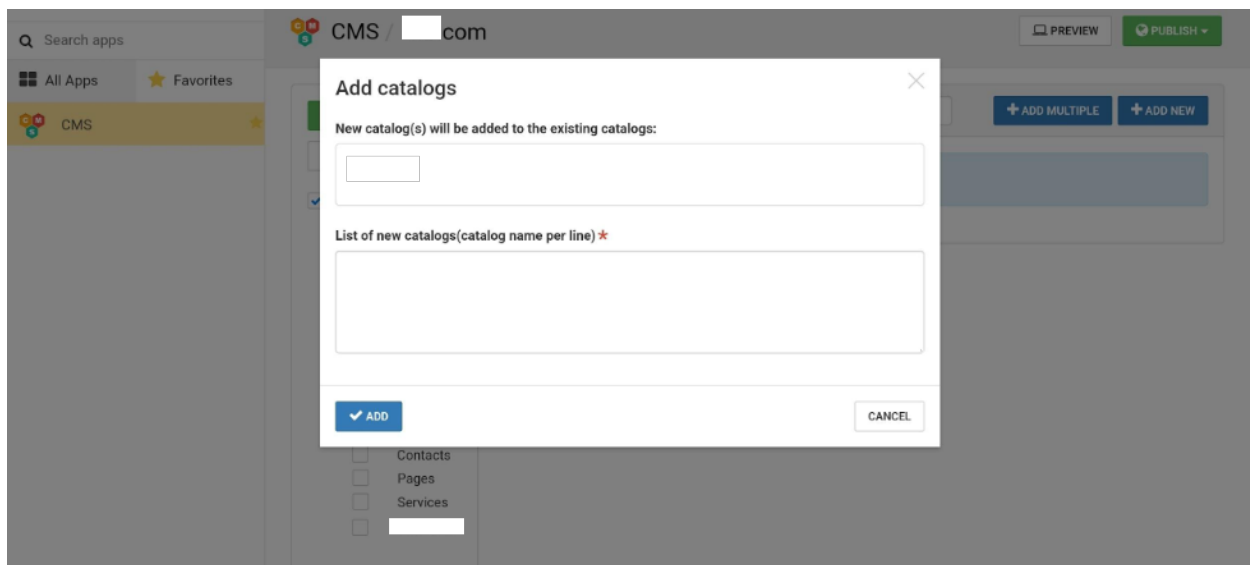
1. Add new webpages:

- a) To add a new webpage, users must navigate to the 'Catalog Tree'. Then, they must check the box next to the folder to which they wish to add a new webpage.

If users do not check the box of the corresponding folder, the 'Add' button will be grayed out and inaccessible.



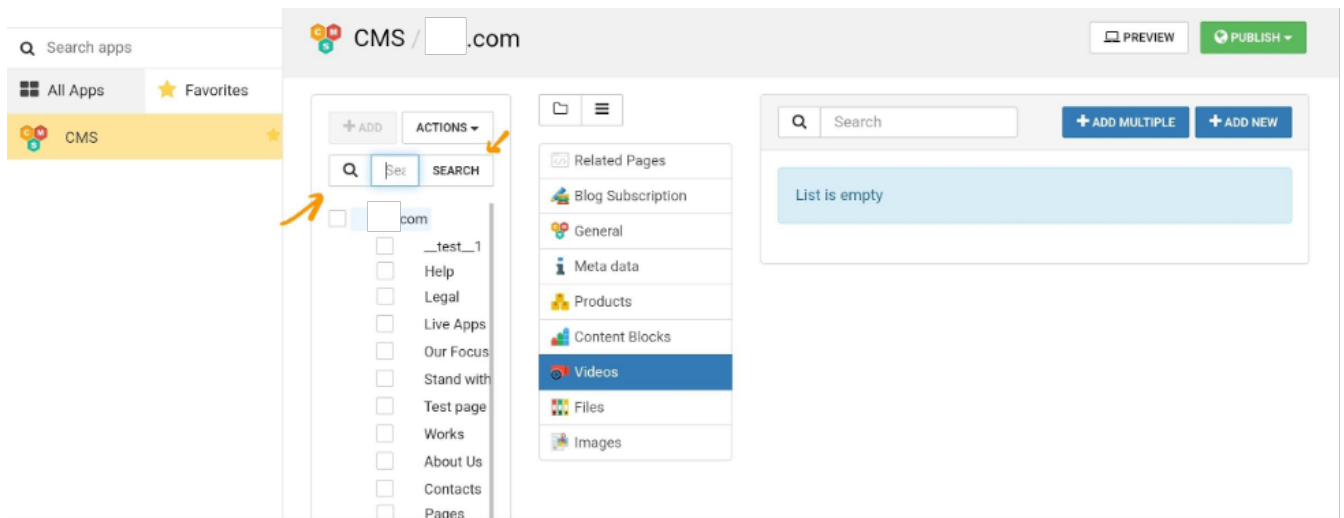
- b) Users must then click on the 'Add' button. This opens the 'Add Catalogs' dialog box, which includes the following fields:
- 'New catalog(s) will be added to the existing catalogs':** This field displays the name of the folder to which the new webpage will be added. This field is not editable.
 - List of new catalogs (catalog name per line):** Users can enter the name of the new webpage here. If users want to add multiple webpages, they must enter each name on a separate line.



- c) Then, users must click on the 'Add' button in the dialog box to add the new webpages or click on 'Cancel' to cancel the process.
- d) Once added, the new webpages will appear in the 'Catalog Tree' under the selected folder.

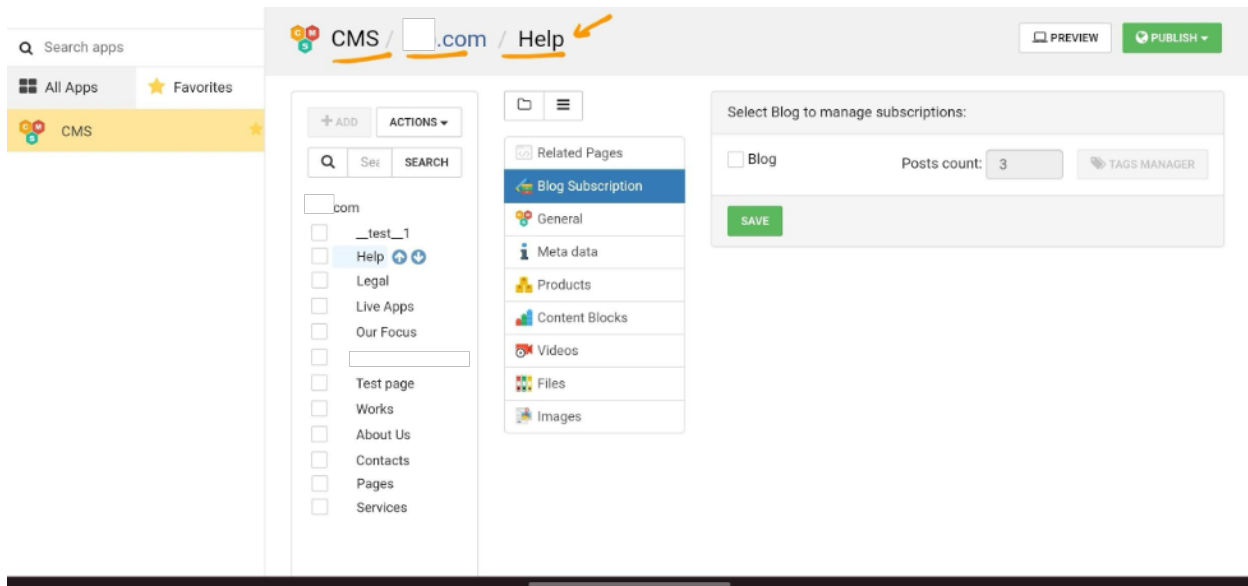
2. Browse and search for existing webpages:

- a) Users can browse existing webpages in the CMS application by navigating through the Catalog Tree's various folders and subfolders to find the webpage of their choice.
- b) Users can also enter a webpage's name and click on 'Search' beside the search bar to find a webpage.



3. Edit existing webpages:

- a) To edit an existing webpage, users must find the desired webpage by using the browse and search methods mentioned in the previous step.
- b) They must then click on the webpage in the 'Catalog Tree'. The name of the webpage will appear in the breadcrumbs at the top of the dashboard. For example, if users are looking to edit a webpage called 'Help', the breadcrumbs path will be **CMS/<company name>.com/Help**.
- c) Users must then navigate to the 'Feature Menu' section to edit the fields under the features of their choice.



4. Delete webpages:

- To delete webpages within the CMS application, users must first browse and search for the webpage to be deleted and then click on the name of the webpage folder in the 'Catalog Tree'.
- Users must then choose the 'Delete' option from the dropdown list in the 'Action Menu' on the top right corner of the 'Catalog Tree'.
- This will open a window that asks users to confirm their choice. Users must click on 'Yes' to confirm their choice or click on 'Cancel' to cancel the operation.

