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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)

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

App Overview

The CMS application on the CRM displays data about every webpage on the website. The CMS homepage contains three separate sections:

1. The Catalog Tree
2. The Feature Menu
3. The Field Page

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

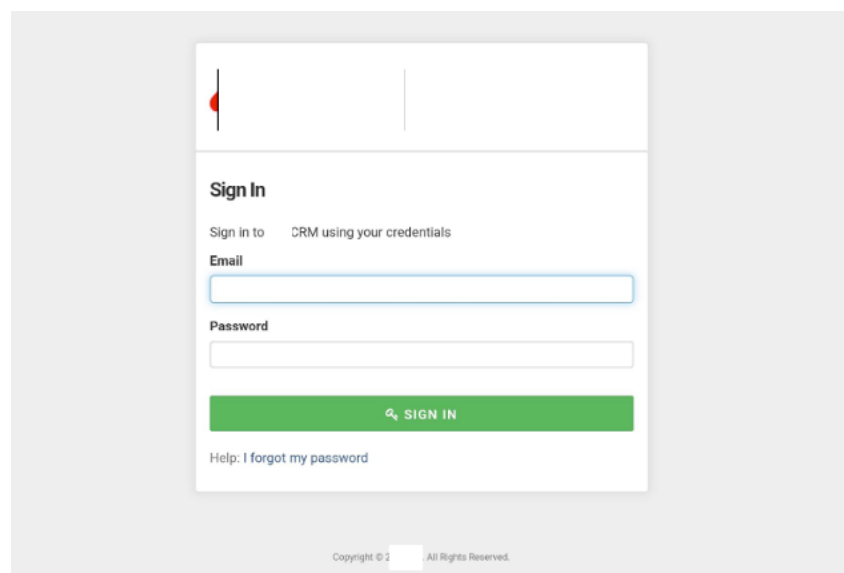
1. Users can alter the information displayed on existing webpages using the application.
2. Users can add new folders and subfolders of pages using the 'Catalog Tree'.
3. Users can add information about the page using the 'Feature Menu'.
4. Users can add attributes to the page using the 'Field Page'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

Note: Features include the ability to add related pages, blog subscriptions, general attributes, metadata, products, content blocks, videos, files, and images.

Every page displayed on the website is accessible on the CMS application, and users can modify any page using the various features and fields on the CMS application.

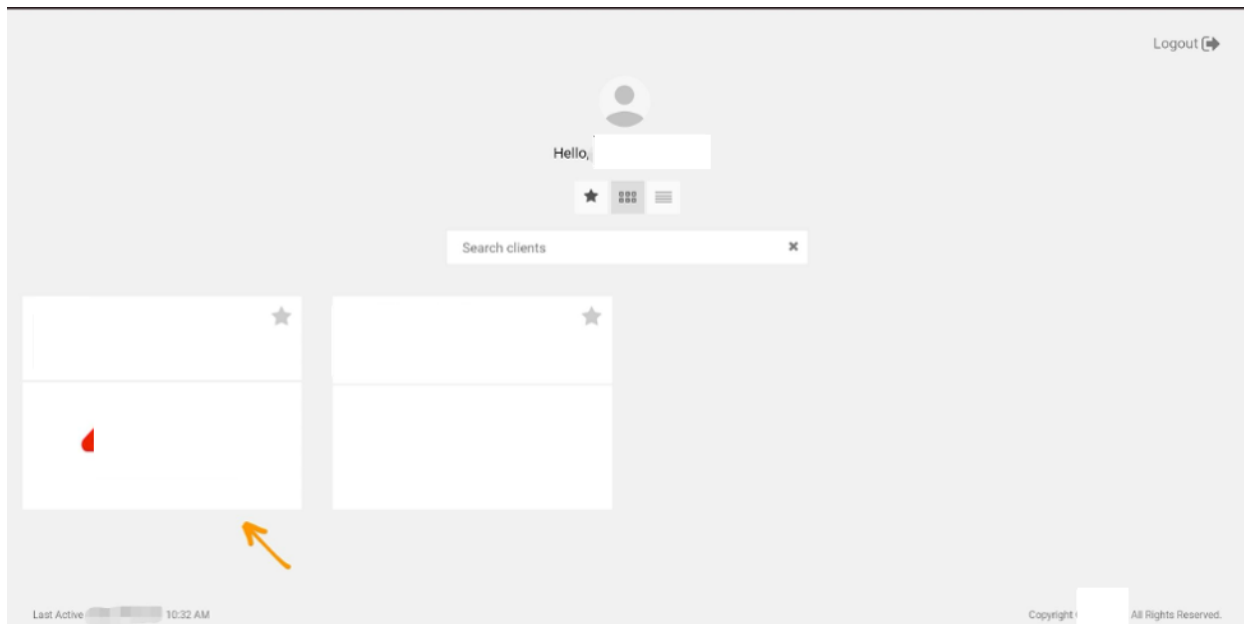
Accessing the Application

1. Users log into the CRM using their credentials and are redirected to the dashboard.

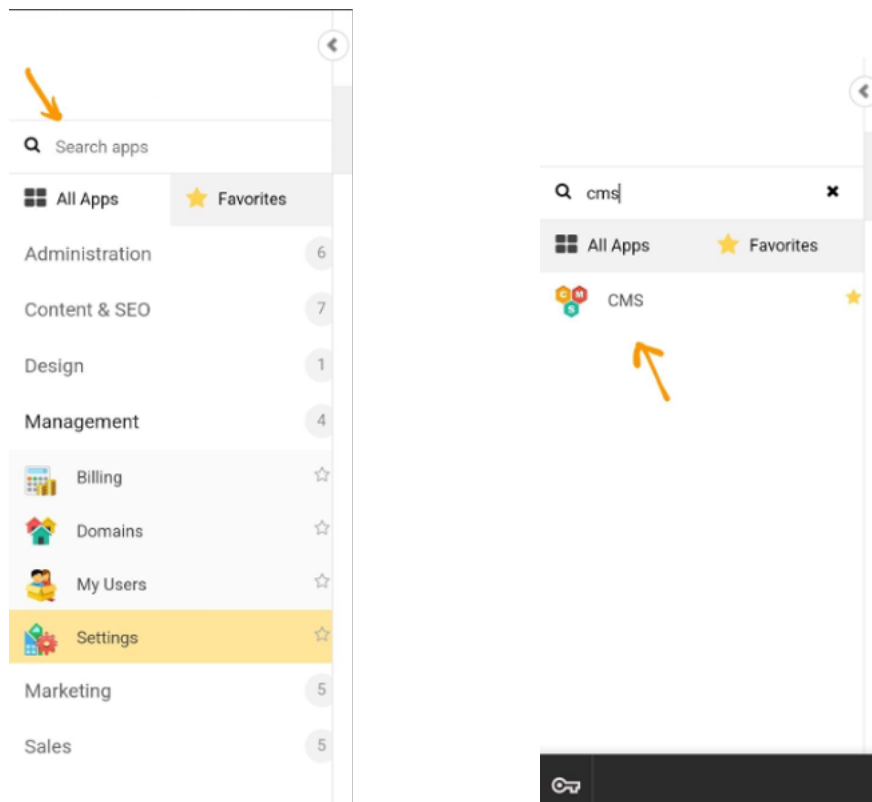


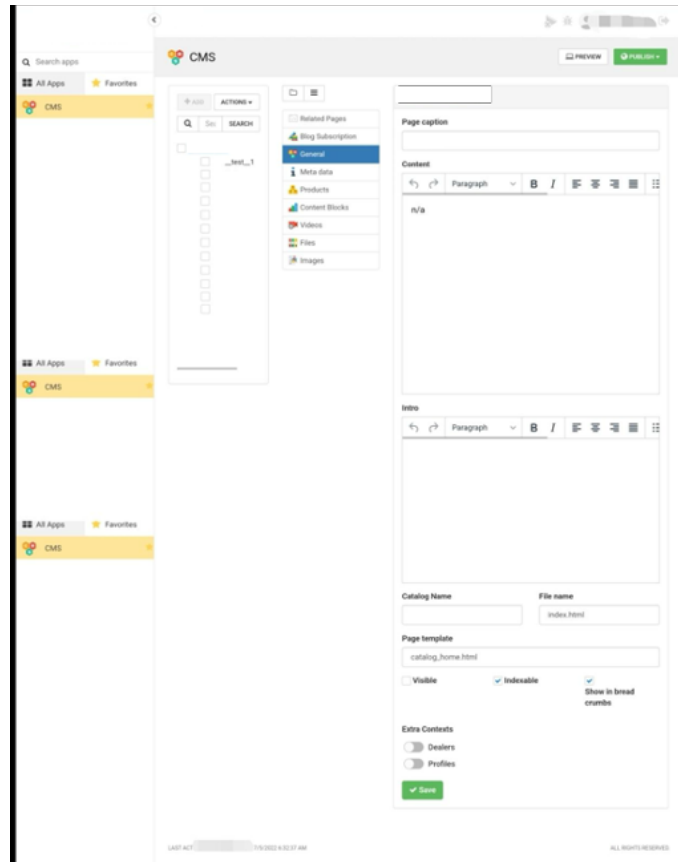
The screenshot shows a 'Sign In' form on a light gray background. The form is white with a red vertical bar on the left side. It contains the following elements:

- Sign In** (Section Header)
- Sign in to CRM using your credentials
- Email** (Label) above a text input field.
- Password** (Label) above a text input field.
- A green button with a magnifying glass icon and the text **SIGN IN**.
- A link: [Help: I forgot my password](#)
- At the bottom, a small copyright notice: Copyright © 2020 All Rights Reserved.



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

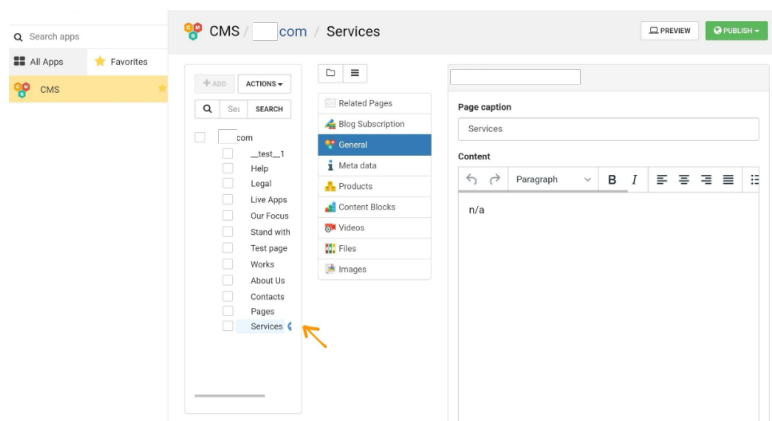




The Dashboard & 'Breadcrumbs'

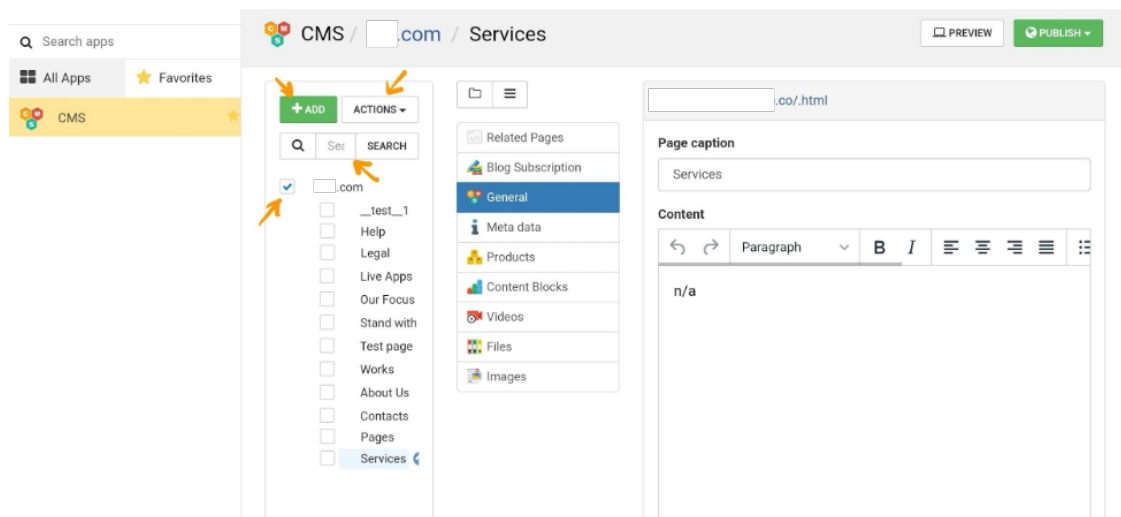
The CMS dashboard is split into 3 separate sections. Users can add, edit, and remove webpages using these sections. They are:

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 CRM.

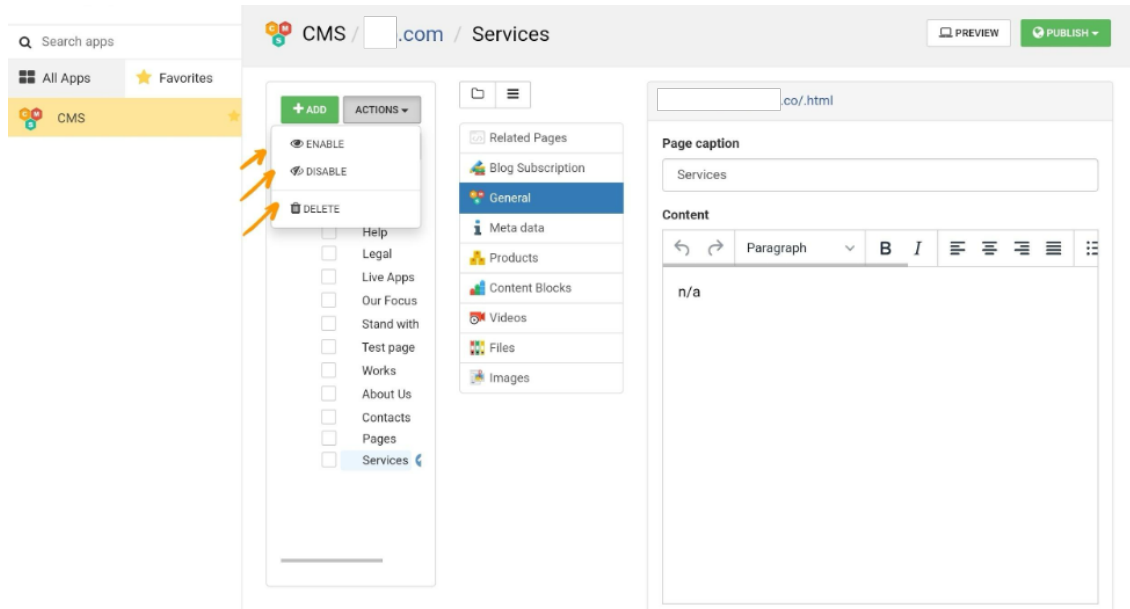


The components of the 'Catalog Tree' are:

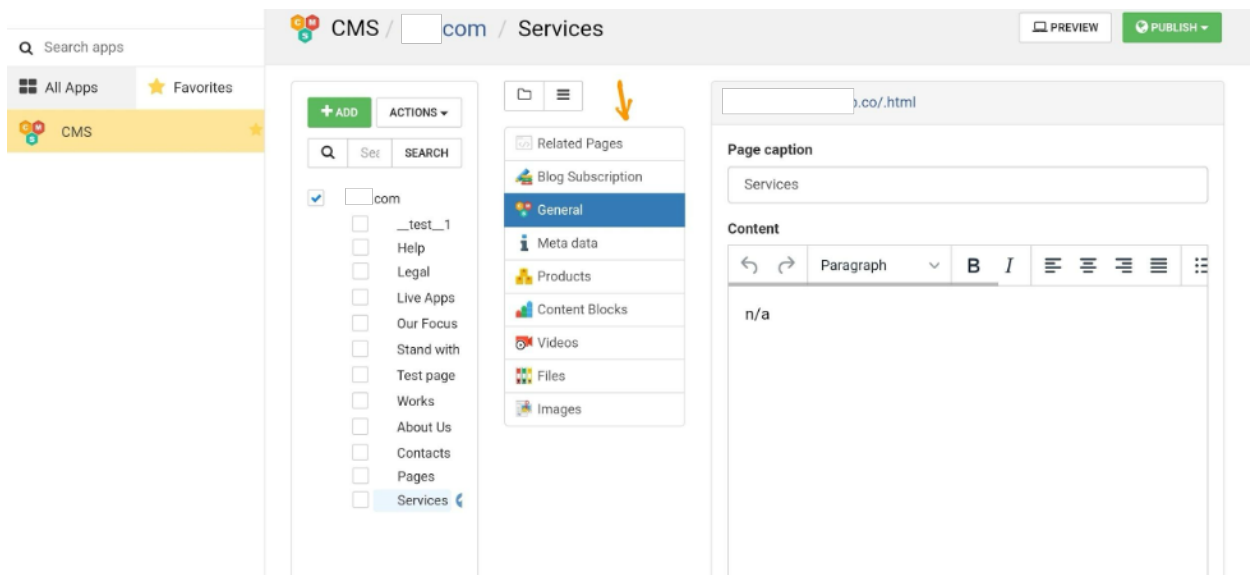
- a) **The Search Bar:** The search bar allows users to open their desired webpage folder by entering the name of the webpage and clicking on the 'Search' button.
- b) **The Add Button:** This button is at the top left corner of the 'Catalog Tree' section. It allows users to add new webpages to the 'Catalog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



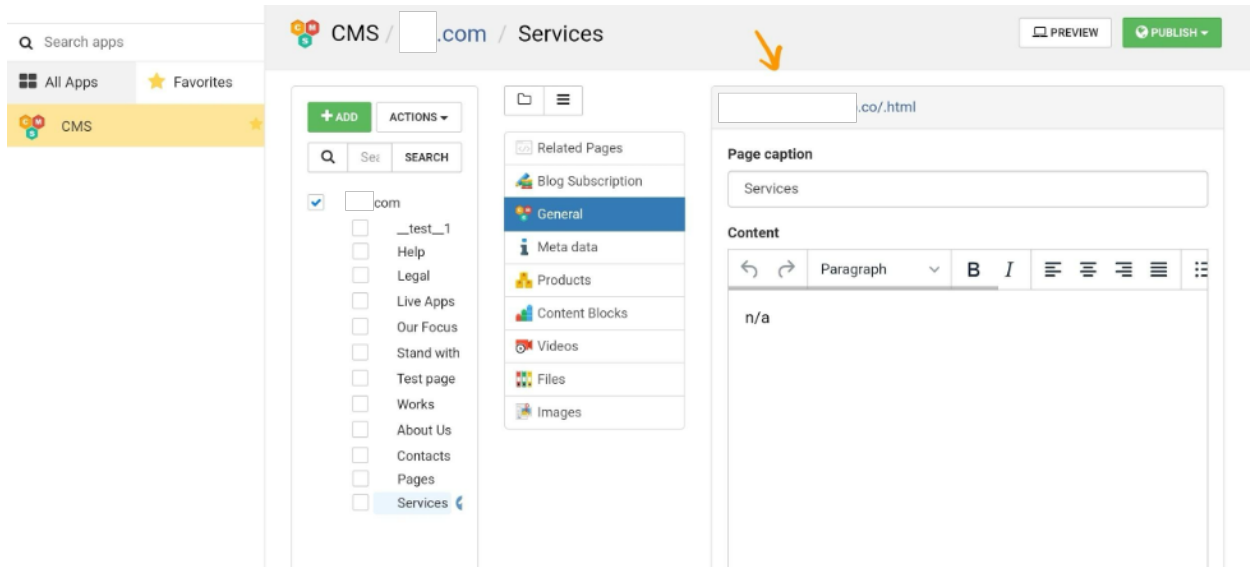
- c) **The Action Menu:** The action menu is a dropdown menu on the top right corner of the 'Catalog Tree' section. It allows users to choose from several actions that can be performed within the 'Catalog Tree'. To perform an action using the 'Action Menu', users must first select the webpage of their 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 enables the chosen webpage on the CMS application. Enabling a webpage makes it visible on the website.
 - ii. **Disable:** This action disables the webpage on the CMS application. Disabled webpages are invisible on the website. Once disabled, the webpage's icon and name in the 'Catalog Tree' will be grayed out.
 - iii. **Delete:** This action allows users to delete a webpage. 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'.

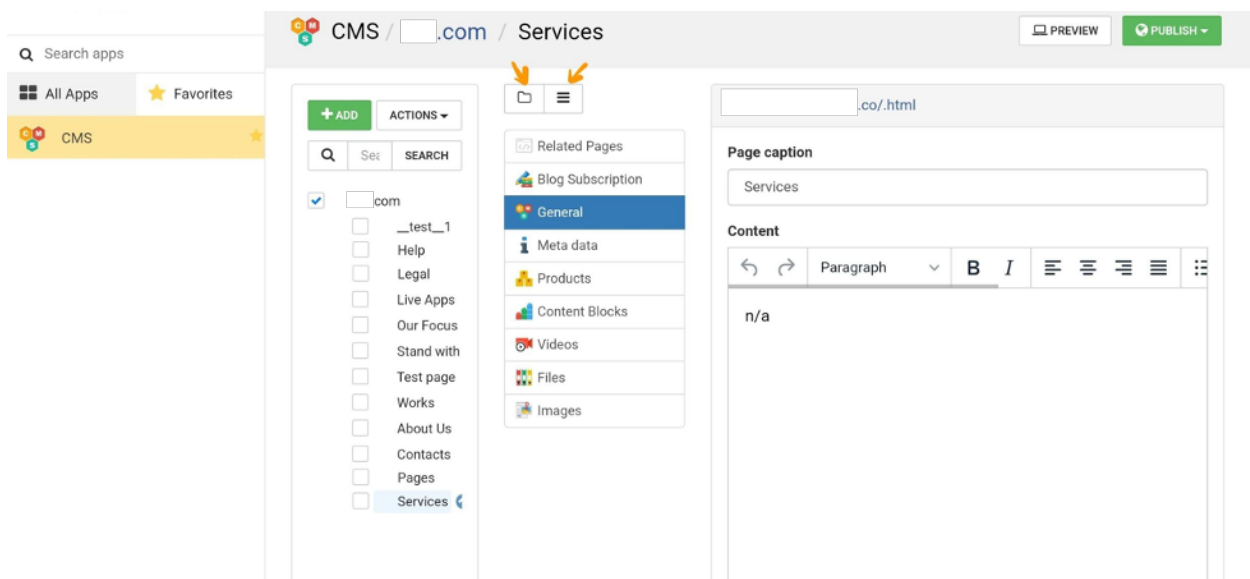


3. **The Field Page:** The field page is on the right side of the dashboard. It displays the fields of the selected feature from the 'Feature Menu' section. Users can edit these fields to change or set the attributes of the selected webpage.

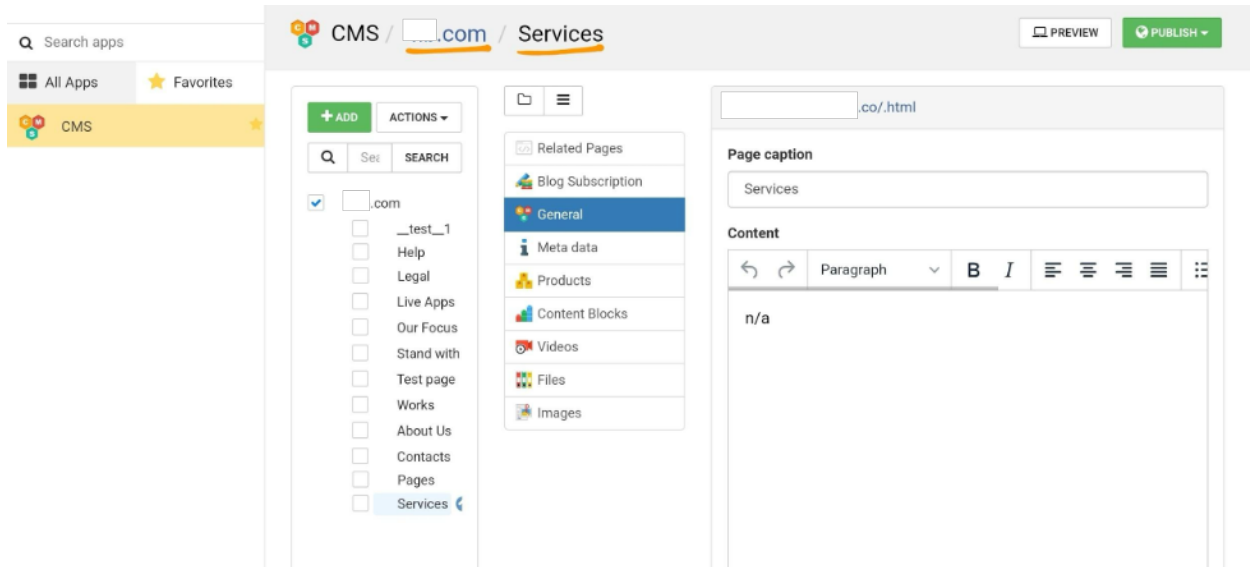


Other Elements:

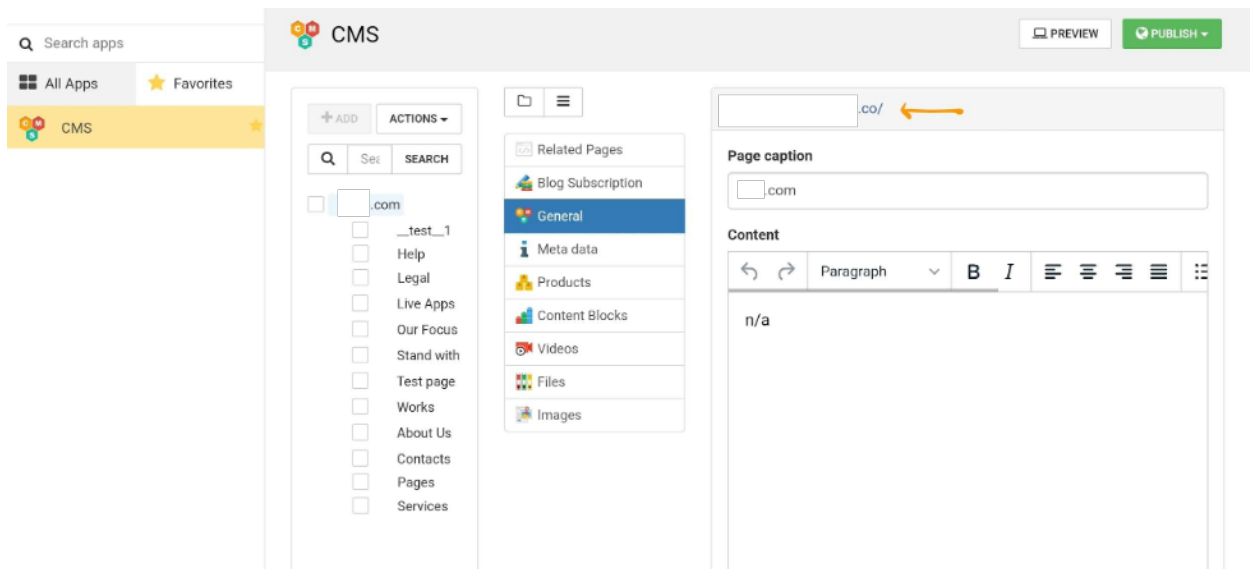
1. **Toggle Buttons:** The two toggle buttons next to the 'Catalog Tree' section on the dashboard are:
 - a) **Toggle Catalog Tree:** This is the folder icon button on the top left of the 'Feature Menu'. Users can click on the button to either display or hide the 'Catalog Tree' section of the dashboard.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



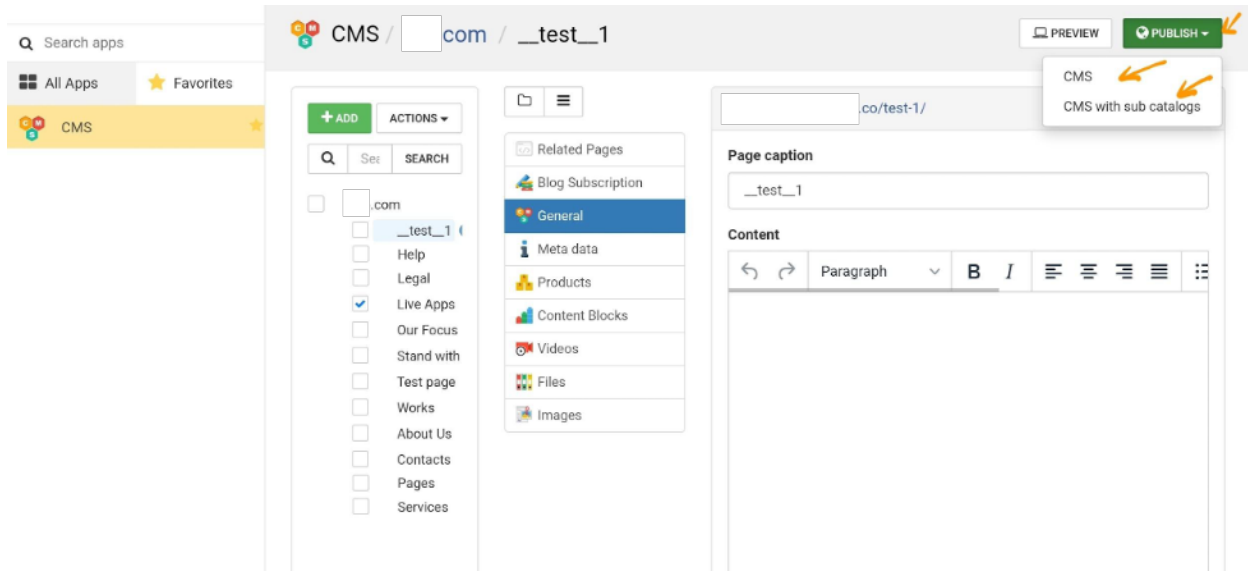
2. **Webpage Name:** The 'Feature Menu' and 'Field Page' sections display the name of the selected webpage above them.



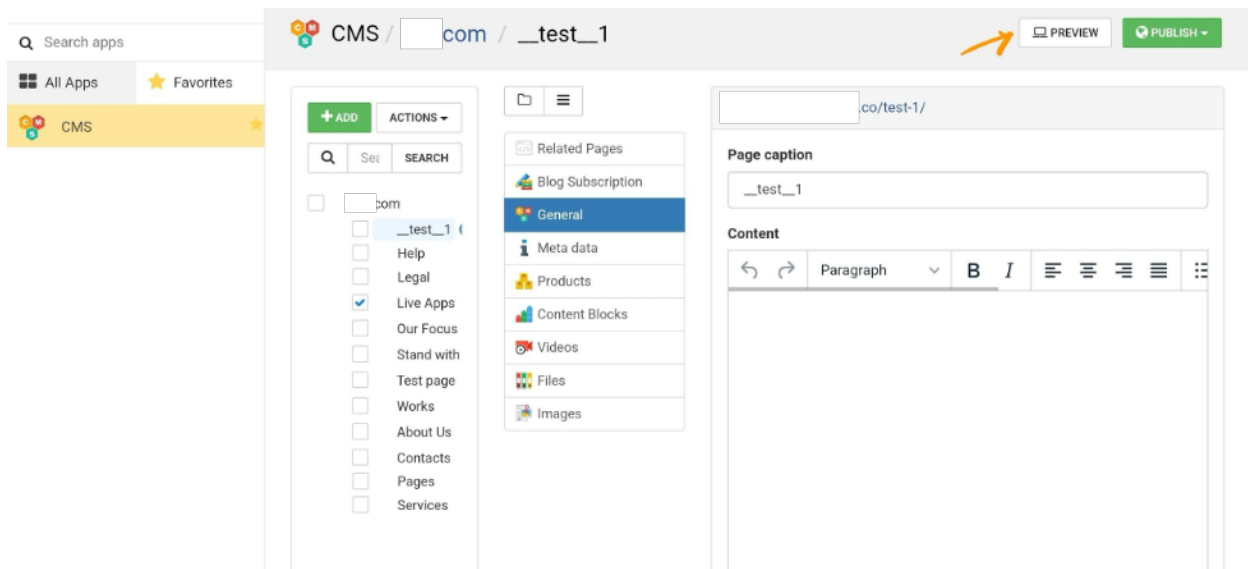
3. **Webpage URL:** The 'Field Page' section displays the selected webpage's URL.



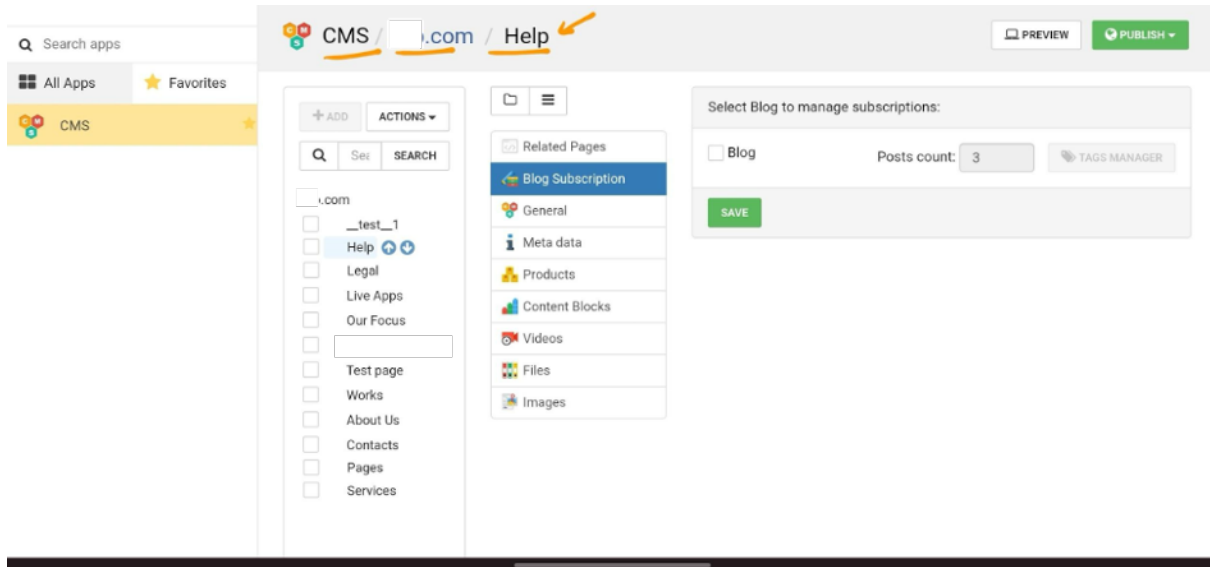
4. **Publish Button:** Users can publish webpages after saving their changes by clicking on the 'Publish' button at the top right side of the dashboard. The publish button offers two dropdown options:
- a) **CMS:** This button publishes changes that were made to the parent webpage folder on the CMS application.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



5. **Preview Button:** Users can preview the changes made to the webpage by clicking on the 'Preview' button on the top right side of the dashboard.



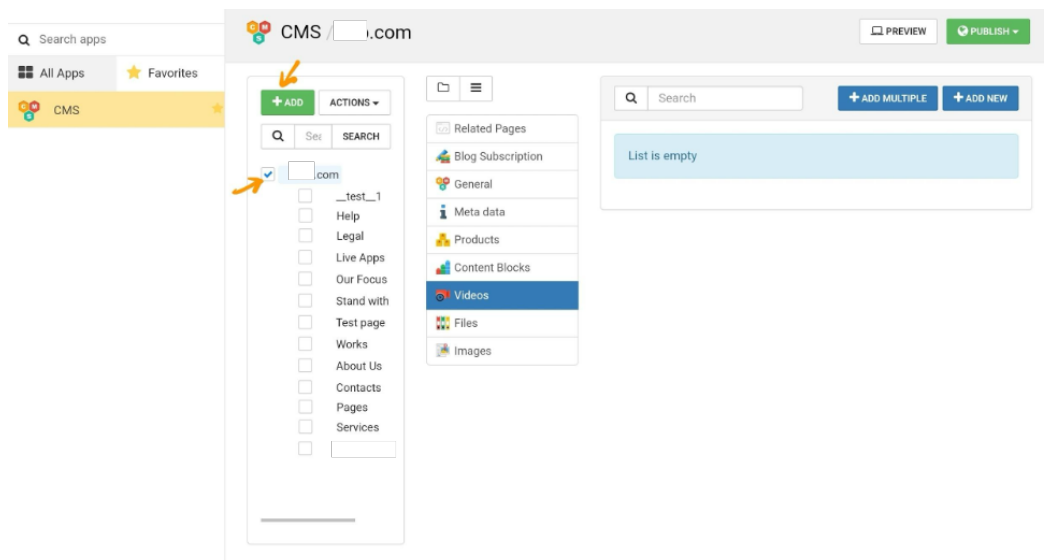
6. **Breadcrumbs:** The dashboard also shows the pathway of the selected webpage folder or the selected subfolder in **breadcrumbs**. Breadcrumbs enable users to navigate the application through easily clickable buttons. For example, if users have selected the 'Help' webpage subfolder, the application 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

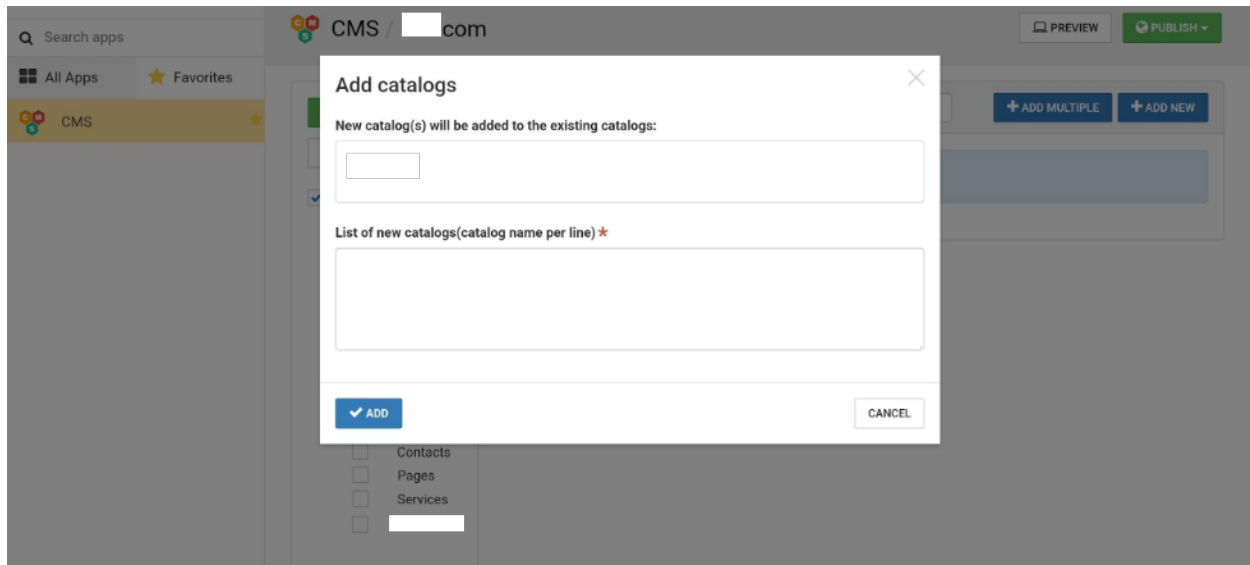
1. Add new webpages:

- 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:

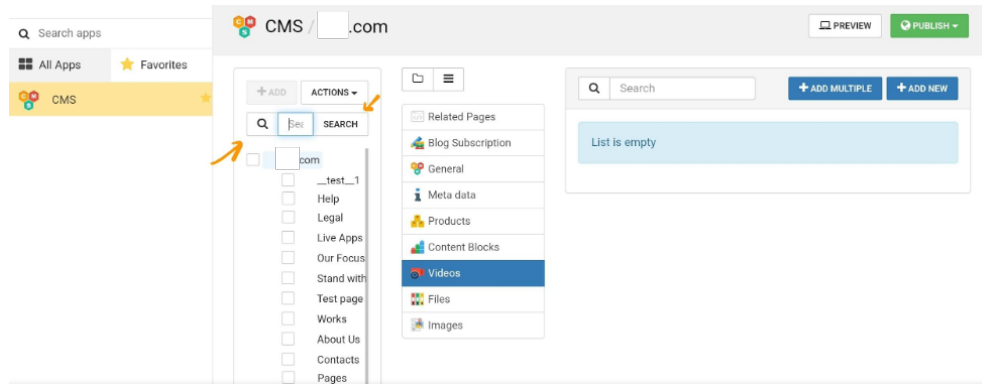
- i. **'New catalog(s) will be added to the existing catalogs':** This field specifies the name of the folder to which the new webpage will be added. This field is not editable.
- ii. **List of new catalogs (catalog name per line):** Users can enter the name of the new webpage here. If users want to 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.

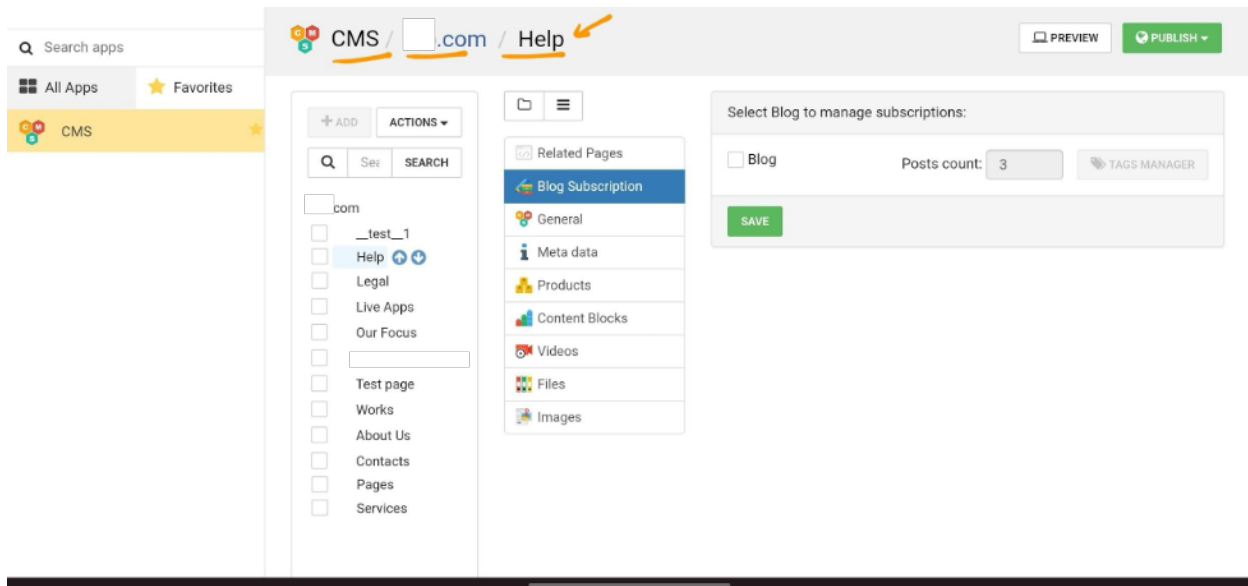
2. Browse & search for existing webpages:

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



3. Edit existing webpages:

- To edit an existing webpage, users must find the desired webpage by using the browse & search methods mentioned in the previous step.
- They can 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**.
- Users can then navigate to the 'Feature Menu' section to edit the fields under the features of their choice.



4. Delete webpages:

- To delete webpages with 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'.

- b) Users must then navigate to the 'Action Menu' on the top right corner of the 'Catalog Tree'.
- c) Users must then choose the 'Delete' option from the dropdown list. 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.

