CONTENT MANAGEMENT SYSTEM

User Guide

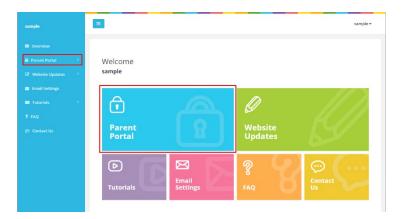


Your Account Information

STEP 1: Go to Admin Login website Admin Login: https://privateaccess.nurseryweb.co.uk/

STEP 2: Type in Your Nursery ID and Password as stated below Nursery ID: yourusername Password: yourpassword

STEP 3: After confirm your Nursery ID and Password, Click **[Login]** button.



NurseryWeb 🙀

Welcome to Private Access

Forgot password?

Secured Access. Maintained by www.nurseryweb.co.uk

Nurserv ID

Password

Parent Portal

Is a private area allow you to post message, photos, or documents with your parents. There have 4 categories which are Bulletin Board, Photo Gallery, Download & Parent Accounts.

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	Parent Portal				
A Parent Portal ~	Overview / Parent Portal / Bulletin Board				
Builetin Board Photo Gallery	🕼 Bulletin Board 📓 Photo Gallery 📥 Downloads 👹 Pare	ents Account			
	+ Create Board			< 1 - 15 of	16 >
	Status Title & Description	Posted By	Date Modified		
	Test long attachment names 2 files are attached here	sample	03 Jun 2020 04:43 PM	Preview Ed	t 8
	Putstand asd	sample	29 May 2020 04:16 PM	Preview Ed	t B
	Published last one	sample	28 May 2020 10:53 AM	Preview Ed	t B
	Published qwertyulop	sample	28 May 2020 10:43 AM	Preview Ed	t B
	Published another one	sample	28 May 2020 10:42 AM	Preview Ed	t 8
	Published another sample entry zcobim	sample	28 May 2020 10:42 AM	Preview Ed	8
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a.(Bulletin Board)

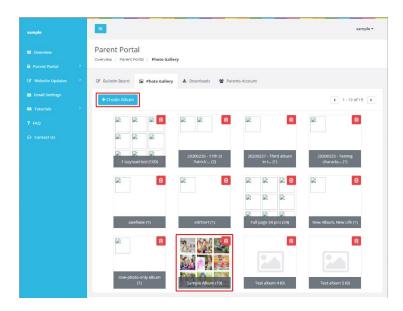
News for parents:

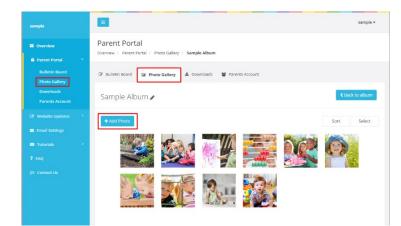
STEP 1: click on the [Parent Portal] tab.

STEP 2: click **[Bulletin Board]** and click on **[+Create Board]** button to insert your content.

STEP 3: To edit a message, click on the **[Edit]** button. To delete messages, click on the trash bin icon after you've ticked the message that you wish to delete.







b. (Photo Gallery)

Parents love to watch photo galleries! Upload photos in one go.

• Create Album

STEP 1: click on the [Parent Portal] tab.

STEP 2: Go to [**Photo Gallery**] tab, click [+**Create Album**] button and upload your single or multiple pictures that you want.

You may delete the album by clicking trash bin icon.

• Add Photo to exiting album

STEP 1: click on the [Parent Portal] tab.

STEP 2: Go to [**Photo Gallery**] tab, click [**+Add Photo**] button and upload your single or multiple pictures that you want.

You may also add the photo caption for each photo and delete it by click the [Delete] button.



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c. (Downloads)

Share the privacy Documents; for example like Nursery policies & procedures, terms and conditions and etc for parents to view or to download.

STEP 1: click on the **[Parent Portal]** tab.

STEP 2: click [Downloads] tab, click
[+Upload Files] to upload your
document.

STEP 3: After finished, click on the **[Submit]** button.

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	Parent Portal						
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	🕼 Bulletin Board 🛛 📓 Photo	Gailery 🛓 Downloads	열 Parents Account]			
Photo Gallery Downloads				-			
Parents Account	+ Register New Parent				٢	1 · 6 of 6	>
	Parent Name	Username	Password	Email	Date Created		
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	testing	test	test123	support@nurseryweb.co.uk	04 Mar 2020	Edit	8
	Syed Abu Bakar Al-Jama	ilu uniqueusernamelmao	securepassword	testing@domain.co.uk	18 Feb 2020	Edit	8
	Tester 1	testing	testing123	testing@test.com	04 Feb 2020	Edit	8
	wow	WOW	wowwow	wow@wow.co.uk	04 Feb 2020	Edit	8
	sample	sample	sample123	support@nurseryweb.co.uk	09 Oct 2019	Edit	8

d. (Parent Account)

You can create unique username and password for all parents to access.

STEP 1: To create a new parent account, click on the **[Parent Portal]** tab.

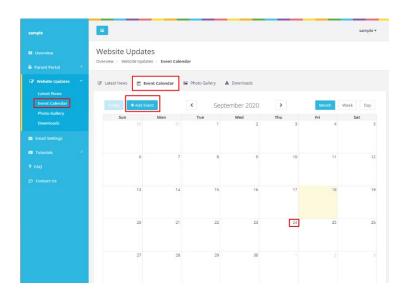
STEP 2: click **[Parents Account]** tab, click **[+Register New Parent]** button to add a new parent account.

STEP 3: To edit an account, click on **[Edit]** button. To delete parent account, click on the trash bin icon after you've ticked the parent that you wish to delete.





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Website Updates * Latest News Event Calendar	Latest News + Create News	🛱 Event Calendar 🛛 Photo Gallery 📥 Downloads			¢ 1-	10 of 10	
	Status	Title & Description	Posted By	Date Modified			_
	Published	4 documents and 2 images pdf, word, excel, and powerpoint, 2 jpgs	sample	10 Jun 2020 12:07 PM	Preview	Edit	1
	Published	single attachment test	sample	10 Jun 2020 10:58 AM	Preview	Edit	1
	Patient	3 attachments test	sample	10 Jun 2020 10:25 AM	Preview	Edit	1
	Published	mangadex wowza	sample	27 May 2020 05:37 PM	Preview	Edit	1
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	Published	hey	sample	05 Feb 2020 12:51 PM	Preview	Edit	1
	Published	testwww besterwen	sample	05 Feb 2020 12:51 PM	Preview	Edit	1
	Robert	sample	sample	04 Dec 2019 10:23 AM	Preview	Edit	6



Website Updates

Widgets on website, upload the information here will also show to the website. There have four categories which are Latest News, Calendar, Photo Gallery and Downloads.

a. (Latest News)

STEP 1: To create a new post, click on the

[Website Updates] tab.

STEP 2: click **[Latest News]** tab, and click on **[+Create News]** to insert your content.

STEP 3: To edit a message, click on the **[Edit]** button. To delete messages, click on the trash bin icon after you've ticked the news that you wish to delete.

b. (Calendar)

STEP 1: To create a new event, click on the

[Website Updates] tab.

STEP 2: Click on the **[Event Calendar]** tab, click **[+Add Event]** to add a new event.

STEP 3: Insert the event title, event date, event time and description, then click **[Submit]** button when finished.



- c. (Photo Gallery)
 - Create Album

< 1-6 of 6 >

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 STEP 1: click on the **[Website Updates]** tab.

STEP 2: Go to [**Photo Gallery**] tab, click [+**Create Album**] button and upload your single or multiple pictures that you want.

You may delete the album by clicking trash bin icon.

• Add Photo to exiting album

STEP 1: click on the **[Website Updates]** tab.

STEP 2: Go to [**Photo Gallery**] tab, click the album that you would like to add photo.

STEP 2: Click **[+Add Photo]** button and upload your single or multiple pictures that you want.

You may also add the photo caption for each photo and delete it by click the [Delete] button.

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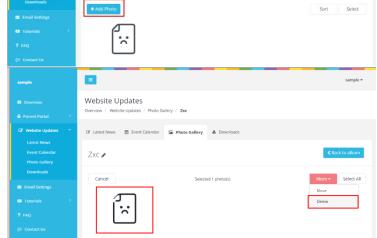
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Website Updates

/ Photo Gallery

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	Website Updates Overview / Website Updates / Downloads				
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	+ Upload Files			٢	1 - 3 of 3 🕨
	Upload Files Title	File Size	Date Modified	¢	1 - 3 of 3 🕻
Event Calendar Photo Gallery		File Size 35 KB	Date Modified	C Download All	1 - 3 of 3 > Edit
Event Calendar Photo Gallery Downloads	Title				

d. (Downloads)

STEP 1: click on the **[Website Updates]** tab.

STEP 2: click **[Downloads]** tab, click **[+Upload Files]** to upload your document.

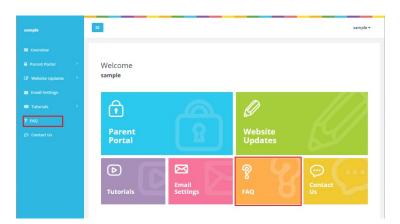
STEP 3: After finished, click on the **[Submit]** button.

Email Settings

Coming Soon...

Tutorials

Coming Soon...

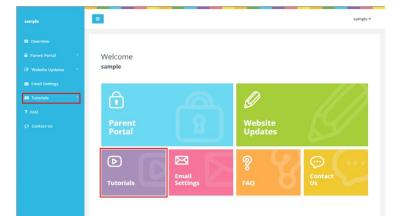


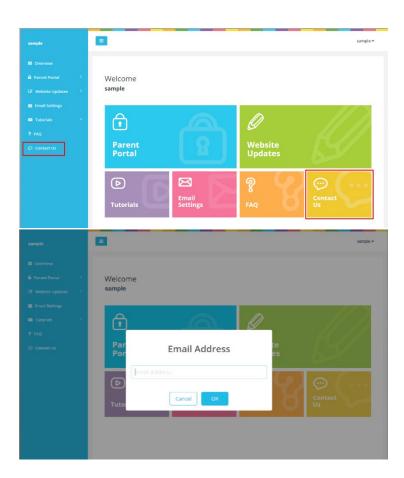
FAQ

If you want have another query, you can launch our NurseryWeb website by clicking the **[FAQ]** tab and it will redirect you to <u>https://www.nurseryweb.co.uk/faqs/</u>









Contact Us

STEP 1: If you have any question or request for your website, you can raise a support ticket by clicking the **[Contact Us]** tab.

STEP 2: If you are first time to raise ticket, you will need to fill in your email address.

STEP 3: After finished, click on the **[OK]** button, it will redirect you to our Support Portal.

