Auscomp WISE
Web Solution
by Auscomp

St Mary’s College

JUN 2014

Anticipated launch date 11th September 2014
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Website

Owner, Administrator & Maintainer: St Mary’s College: www.smc.tas.edu.au
Solution Developer: Auscomp.com

Hosting Company

TBA
Administration / Maintenance / Support / Service

Site Administration

Administration: Menu > My SMC > Website Admin
SMC Administrator: smc-admin
Password: smc3+4=seven

SMC Super Administrator: smc-super
Password: smc3+4=seven!

💡 NOTE: The SMC Super Administrator has FULL control over the site. Experience is recommended as some actions (e.g., updating or installing plug-ins) could potentially render the site unusable. Auscomp cannot take responsibility for any action taken by any other party.

Maintenance & Support

For all documentation on administering & maintaining a WordPress site:
http://codex.wordpress.org/Getting_Started_with_WordPress

Currently no maintenance or support service agreement from Auscomp is in place — first port of call should be the hosting company (for contact details see above).*

Service “Check-up, Tune-up & Optimisation” or “Feature Requests, Tweaks & Modifications”

*Auscomp offers the following optional services:

1. **Check-up, Tune-up & Optimisation**
   A periodical optimisation & security check service of the entire website
   a. Update WordPress & all plugins
   b. Review & optimisation of the site for speed enhancement, security & responsiveness
      (i.e. that it works on mobile devices such as smartphones & tablets)

   Service Period options:
   c. Terms 1,2,3 & 4 (1/2 day each)
   d. 6 monthly (1 day each)
   e. Annually (2 days each)

2. **Feature Requests, Tweaks & Modifications**
   to the site are done on an “as requested & needed” basis & are charged either on an hourly rate, or negotiated fixed rate for larger changes.

   http://www.auscomp.com / contact-us@auscomp.com
Stop Press

Updating the announcement

1. Login using Website Administrator details.
2. Use Menu > Pages > All Pages.
3. Select “Stop Press” from the “View all categories” dropdown box and click the “Filter” button.
4. Move the mouse over the “St Mary's College” title and then click the “Edit” link.

5. Update the announcement text (eg: link to a new page or just change the announcement text).
6. Click the “Update” button.
7. You can Preview your work at any time by clicking on the Preview button in the top right hand corner.
News: Latest, Featured & Timeline

Adding a Latest News post

1. Login using Website Administrator details
2. Use Menu > Posts
3. Click the “Add new” button
4. Update the title under “Enter title here” (Do this first - otherwise the page will allocate a number for the page instead of your title when it’s published)
5. Under the Visual tab, write the news text in the body of the page. Several editing and formatting items are available at the top.
6. Under Categories on the right hand side of the page select where you want it “News, Featured News, Timeline etc...” (see note below)
7. Click the “Publish” button
8. You can Preview your work at any time by clicking on the Preview button in the top right hand corner

![Image](image_url)

**NOTE:**
The post will show up if you marked Category:
- **Featured News** - on the frontpage “Featured News” section
- **News** - on the frontpage “Latest News” section & page “Latest News”
- **Timeline** - on the “Timeline” page
- **Leadership Staff Blog** - on the “Leadership Staff Blog” page

Updating a News post

1. Follow steps 1 & 2 above.
2. Move the mouse over the title/post you want to edit and then click the “Edit” link. For minor changes you could use the “Quick Edit” button instead.
3. Update the title and page body.
4. Click the “Update” button to save the changes.
In The Schoolbag - Latest Notice/Forms

Adding a Latest Notice or Form

1. Login using Website Administrator details.
2. Use Menu > Posts.
3. Click the “Add new” button.
4. Update the title under “Enter title here” (Do this first - otherwise the page will allocate a number for the page instead of your title when it’s published).
5. Under the “Visual” tab, write the news text in the body of the page. Several editing and formatting items are available at the top.
6. Under “Categories” on the right hand side of the page click “Latest Notice”.
7. Now set the expiry date.
8. Click the “Publish” button.
9. You can Preview your work at any time by clicking on the Preview button in the top right hand corner.

NOTE: The post will show up in the “Latest Notice / Form” page under tab “Latest”. After the “expire” date, the post will be under the “Archive” tab.
Newsletters & Other Publication Documents

Adding a Newsletter (The Bulletin) & other documents (PDFs)

1. Login using Website Administrator details.
2. Use Menu > WP-Filebase Pro > Files.
3. Click “Add New” button at the top.
4. In the “Add File” section, click “Select Files” then browse on your hard disk for the newsletter or other document, (usually PDFs “Portable Document Format” are best) and complete the following fields:
   a. Title
   b. Version
   c. Category - Select the appropriate category like Newsletter, Attachment or Document from the drop down list.
5. Click “Add File” to save the document to the system.
6. The newsletter will now show up in the Newsletters section of the frontpage, and also under Menu > News > News & Publications.
7. All publications are fully indexed for the real-time search.

![Add File Interface](image)

- **4a** Title
- **4b** Version
- **4c** Category
- **5** Add File
Updating a Newsletter or Document

1. Follow Steps 1 & 2 above.
2. Move the mouse over the title/post and then click on the selected document.
3. Update the title, version & category and/or any other field that needs modifying.
4. Click the Update button to save the changes.
5. To update the uploaded document (e.g. a newer version of the same document), click “Select Files” then browse on your hard disk for the new document version and select it (a green tick will appear on the selected file).
6. Then click the Open button.
7. Finally, click the “Update” button to save all changes.

Deleting a Newsletter or Document

1. Follow Steps 1 & 2 above.
2. Use the Delete message underneath the title.
3. Alternatively;
   a. you can mark the checkbox to the left of the item(s) you wish to delete (especially for multiple deletions).
   b. then under the Bulk Actions drop down box, select Delete.
   c. then the Apply button.
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Category</th>
<th>Access</th>
<th>Permission</th>
<th>Owner</th>
<th>Date</th>
<th>MBS</th>
<th>Last Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Attendance Amendment</td>
<td>Assessment prepared for 2015-2016 release.pdf</td>
<td>Document</td>
<td>Everyone</td>
<td>as admin</td>
<td>May 1, 2014</td>
<td>2 May 16, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication Administration</td>
<td>Identification.pdf</td>
<td>Document</td>
<td>everyone</td>
<td>as admin</td>
<td>May 1, 2014</td>
<td>2 May 16, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Discount Information</td>
<td>2015 Family Discount Information.pdf</td>
<td>Document</td>
<td>Everyone</td>
<td>as admin</td>
<td>May 1, 2014</td>
<td>2 May 16, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Debit Request</td>
<td>mcsdirectdebit_details.pdf</td>
<td>Document</td>
<td>Everyone</td>
<td>as admin</td>
<td>May 1, 2014</td>
<td>2 May 17, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card Direct Debit</td>
<td>Direct Debit Post-Credit Card 2014.pdf</td>
<td>Document</td>
<td>Everyone</td>
<td>as admin</td>
<td>May 1, 2014</td>
<td>2 May 17, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firearm, Selection &amp;</td>
<td>Security/other /pamphlet.pdf</td>
<td>Document</td>
<td>Everyone</td>
<td>as admin</td>
<td>May 6, 2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Events (Calendar)

Adding a New Event

1. Login using Website Administrator details & use Menu > Events.
2. To add a once off, or recurring, event click the “Add New” button & then fill in the following fields:
   a. Title
   b. Event date & time
   c. Event location details (optional – venue name, Google map location & coordinates can also be added here).
   d. Event cost & tickets (optional – price & buy ticket links can be added here).
   e. Event organizer details (optional – name, phone email & links can be added here).
   f. Events message body (images can be added here if you wish by using the “Add Media” button).
3. Select the “Event Category” on the right hand side:
   a. Junior School events (light brown).
   b. Senior School events (dark brown).
   c. Major College Event (green).
   d. Sporting Event (aqua)

4. Click the “Publish” button to save.
5. The event will now show up in the “Upcoming Events” section of the frontpage, the calendar & under Menu > News > Events.
6. All Events are also fully indexed for the real-time search.
Updating an Event

1. Follow Steps 1 & 2 above.
2. Go to “All Events”.
3. Move the mouse over the title/event you want to edit and then click the “Edit” link.
4. Then modify the information you want to change.
5. Click the “Update” button to save the changes.
Photo Gallery

Adding a new Photo Gallery & Images

1. Login using Website Administrator details
2. Use Menu > Gallery > Add Gallery/Images.
3. Type in the name of your new Gallery in the field next to “Create a new Gallery”.
4. Click on Add Files & locate them on your hard disc or drag & drop them onto the field.
5. Click “Start Upload”

[Add Gallery / Images screenshot]

Updating Photo Medley’s On Pages & Galleries

1. Login using Website Administrator details
2. Use Menu > Gallery > Manage Galleries
3. Select the gallery (eg: “Photos for frontpage”)
   a. Using the Bulk Actions dropdown box you can now “delete, copy, resize…” photos in the selected gallery.
   b. Using the “Sort Gallery” button you can also re-order the photos.
   c. Please visit the documentation below for more detailed instructions.
Manage Albums & Galleries & Photos

Detailed documentation is available at:


💡 **NOTE:**

**For optimum viewing & loading speed** - please follow the rules below for uploading. This will ensure that the photos look good but load fast. High resolution images are only required for printing & graphic work. The resolution differences will not be evident on a photo album screen.

- Resize photos to **max 1024 x 768 pixels**
- Upload only **jpg**
- Photos should be < **1 MB**

**Use a tool to batch re-size the photos like:**

**Outlook.**
Simply select the photos in a folder then right mouse click “**Send to > Mail recipient**”. The images will now be automatically re-sized down & attached to an email. You can then save the attached (minimised size) photos into a new folder & then upload.

There are many other photo manipulation software tools available. Search the internet for other options.

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**Video Management / Video Channel**

**Adding new Videos to your Channel**

Every video uploaded to your “**Vimeo Channel**” will show up under the video page.

For how to upload & manage videos to vimeo please visit [http://vimeo.com](http://vimeo.com)
Staff Directory

Modify or Add a new staff

1. Login using Website Administrator details
2. Use Menu > Team
3. Either click the “Add New Member” button or select a staff member from the list to modify.
4. then fill or update the following fields:
   a. Name
   b. Job Title
   c. Email
   d. Then select the “Group” on the right hand side.
   e. And use the featured image section to add the staff photo.
Sport/Activity Hub

Cancellations

Adding or updating a cancellation

1. Login using Website Administrator details.
2. Use Menu > Sport or Activity ON/OFF.
3. To add or update an activity modify the following “Activity” fields:
   a. Name
   b. Status (On, Off or Unknown)
   c. Page/Post Link (This can be any page, post, document or external link eg: http://www.satis.com.au/crosscountry ..)
   d. Show (Yes or No)
4. Click the “Save Changes” button to save.
Adding a Featured post

1. Login using Website Administrator details
2. Use Menu > Posts
3. Click the “Add new” button
4. Update the title under “Enter title here” (Do this first - otherwise the page will allocate a number for the page instead of your title when it’s published)
5. Under the Visual tab, write the news text in the body of the page. Several editing and formatting items are available at the top.
6. Under Categories on the right hand side of the page click “Sport/Activity Featured”
7. Click the “Publish” button
8. Now use the Set featured image link.
   Note: This is the image which will show on the News Slider.
   Please also read the IMAGE NOTE regarding images & media manager.
9. You can Preview your work at any time by clicking on the Preview button in the top right hand corner.

⚠️ NOTE: The post will show up the “Sport/Activity Hub” featured news slider on top of the page.
Adding News, Results, Reports & Notices

1. Login using Website Administrator details
2. Use Menu > Posts
3. Click the “Add new” button
4. Update the title under “Enter title here” (Do this first - otherwise the page will allocate a number for the page instead of your title when it’s published)
5. Under the Visual tab, write the news text in the body of the page. Several editing and formatting items are available at the top.
6. Under Categories on the right hand side of the page click “Sport/Activity News”
7. Click the “Publish” button
8. You can Preview your work at any time by clicking on the Preview button in the top right hand corner

💡 NOTE: The post will show up in the “Sport/Activity Hub” under the “New, Results, Reports & Notices” section.

You can also mark both categories “Sport/Activity Featured” & “Sport/Activity News” to show up in both sections of the “Sport/Activity Hub”.

Turning Sign up forms ON or OFF each Term

1. Use Menu > Forms
   Move the mouse over the green/grey slider button & click to turn that form
   - ON (green - Active) or
   - OFF (grey - Inactive)

Note: In the example below, the forms which are “ON” are ID: 6, 10, 7 & 1

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Views</th>
<th>Entries</th>
<th>Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Consent Menu</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>6</td>
<td>Contact the Sports Administration Officer</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>10</td>
<td>SMC Activity Selection Form</td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>6</td>
<td>SMC Sport Selection Form - Term 1</td>
<td>4</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>5</td>
<td>SMC Sport Selection Form - Term 2</td>
<td>5</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>7</td>
<td>SMC Sport Selection Form - Term 3</td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>8</td>
<td>SMC Sport Selection Form - Term 4</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>1</td>
<td>St Mary’s College Online Enrolment Application Form</td>
<td>52</td>
<td>4</td>
<td>7.7%</td>
</tr>
<tr>
<td>3</td>
<td>St Mary’s College Online Uniform Ordering</td>
<td>23</td>
<td>3</td>
<td>13%</td>
</tr>
</tbody>
</table>
Review Sport Signups Entries

2. Use Menu > Forms
3. Move the mouse over the title/form you want to review and then click the "Entries" link.

4. Move the mouse over the Entry Date and "View, Mark unread or Trash" will show. Click on which ever you want to use.
Enrolment & Order Forms

Reviewing Enrolment, Uniform & Canteen order submission data records

1. Use Menu > Forms
2. Move the mouse over the Title or Form you wish to review & click the “Entries” link.
3. Move the mouse over the Surname (for Enrolment entries) or Entry Date (for Uniform order entries) & select “View”, “Mark unread” or “Trash” according to what you want.

Adding or modifying forms

1. Use Menu > Forms
2. For more information on how to add / modify a form use the following documentation:
   - http://www.gravityhelp.com
Contact Forms

Maintaining Contact us, Absent Report, Getting Involved & Request a Tour Forms

1. Use Menu > Contact
2. For more information on how to add / modify a form use the following documentation:
   - http://contactform7.com/docs

IMPORTANT NOTES

- Any plugins used on smc.tas.edu.au.com are either free to use, or Auscomp owns a developer license for their use.
- All images, graphics and videos used on smc.tas.edu.au.com have been purchased by Auscomp, re-used from old website, or provided by St Mary’s College for use on the site.
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