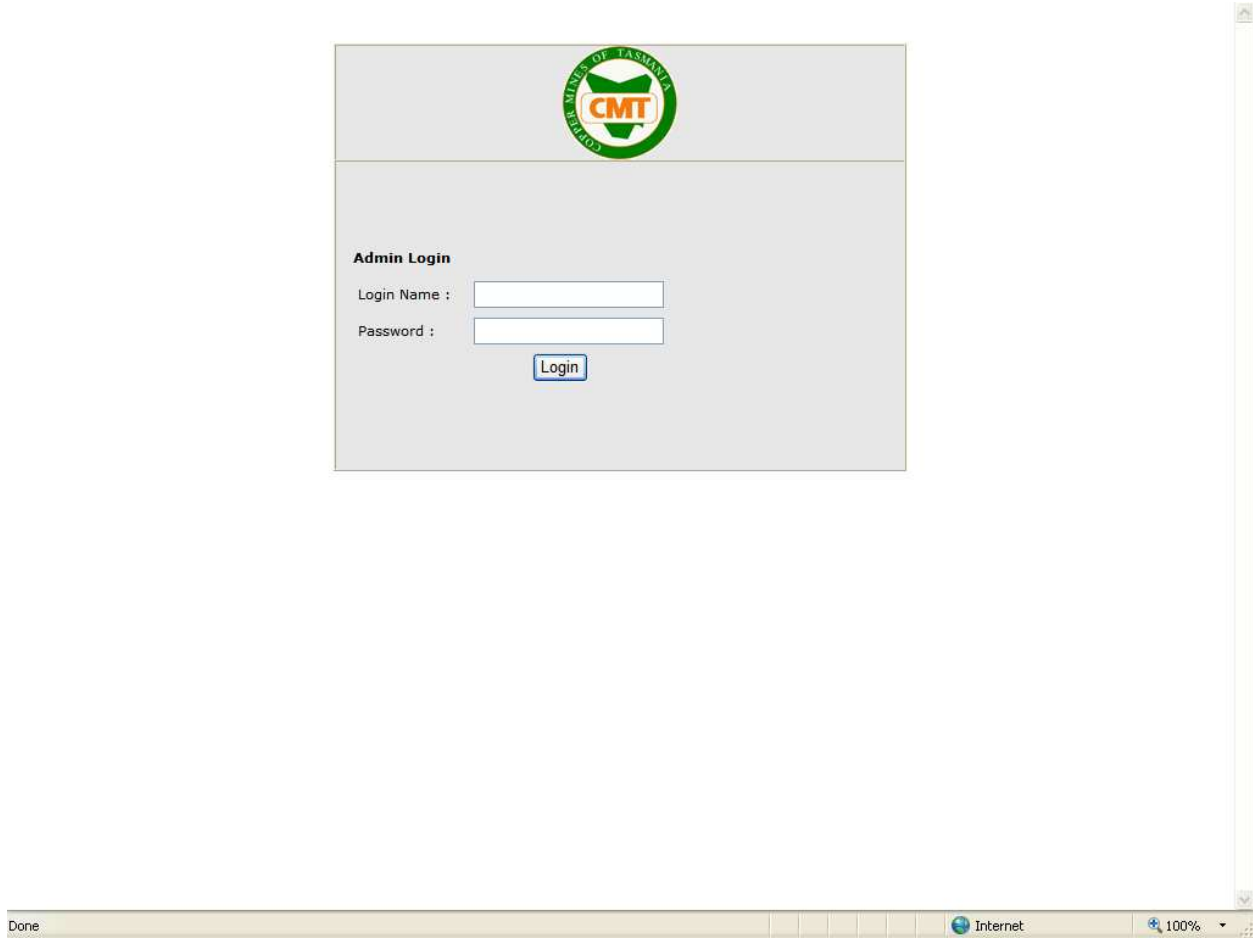


CMT ADMIN INDEX

1. Admin Link and login details	2
2. Admin Home page	3
3. Menu creation	4
4. Create Header/ footer Menu	5
5. CMS Templates selection	6
6. Content Template	8
7. DMS Template	9
8. Blank Template	10
9. Form Template	10
10. Header page content	11
11. Footer Page Content	12
12. Tender Module	13
13. Career Module	15
14. View Complaints Modules	17

CMT Admin Section Flow Document

- Admin Home Link - http://www.cmt.com.au/Admin_Login.aspx
 - User Name – As provided in mail
 - Password – xxxxxxxx (As provided in mail)



- User to enter his user Name and Password and click Login.

- http://www.cmt.com.au/Admin_Home.aspx
 - On login as super admin the user will see the admin functionality links on the left.

Home Logout

WELCOME TO COPPER MINES OF TASMANIA [CMT]

CMS

- ✦ Create Menu
- ✦ CMS Template
- ✦ HOME Template

CMS (Header/Footer)

- ✦ Create Link (Header-Footer)
- ✦ Header Page Content
- ✦ Footer Page Content

General

- ✦ Tender
- ✦ Post Career Job
- ✦ Career Function
- ✦ View Complaints

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Done Internet 100%

- **Create Menu**

- Admin has the right to create menu and submenu links.
- No links can be added for Menu level 1 (links appearing on the blue band) as the design will get disturbed. Admin also has the facility to edit the links and change their priority.
- Admin can create submenu up to 4 levels and assign the priority for each submenu.
- He can choose any template for the list of templates available and create that new page. He can edit / delete that template at any time. The page will be visible when the template is mapped to the menu. And on delete of the template the link will not be visible in the front end.
- If the menu is deleted then the pages under the menu will not be visible in the front end.

The screenshot displays the 'Create Menu' page within the Copper Mines of Tasmania (CMT) CMS. At the top, there is a blue header with the CMT logo on the left and 'Home Logout' on the right. Below the header, a light blue banner reads 'WELCOME TO COPPER MINES OF TASMANIA [CMT]'. The main content area is divided into a left sidebar and a central form. The sidebar contains three sections: 'CMS' with links for 'Create Menu', 'CMS Template', and 'HOME Template'; 'CMS (Header/Footer)' with links for 'Create Link (Header-Footer)', 'Header Page Content', and 'Footer Page Content'; and 'General' with links for 'Tender', 'Post Career Job', 'Career Function', and 'View Complaints'. The central form, titled 'Create Menu', includes a 'View / Edit / Delete Menu' link and four green buttons labeled 'Add Menu Level 1' through 'Add Menu Level 4'. Below these are input fields for 'Menu Level 1 Name' and 'Priority', followed by 'Submit' and 'Reset' buttons. A copyright notice 'CopyRights © By Copper Mines of Tasmania 2010-2011' is located at the bottom of the form area. The browser's status bar at the very bottom shows 'Done', 'Internet', and '100%' zoom.

- Create Link (Header - Footer)

- Admin will select type if header link or Footer link from drop down.
- On selection of type, he will give the Link Name in the Text box and give the priority.
- Admin can edit/ delete the header footer links like all other menu links created.
- The link will be visible in the front end only when it has a template mapped to it which will be done from the Header / Footer Page Content.

Home Logout

WELCOME TO COPPER MINES OF TASMANIA [CMT]

Create Link (Header - Footer)

Type *

Link Name *

Priority *

Link Name	Priority	Type	Edit	Delete
Home	1	Header Link	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Contact Us	2	Header Link	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Sitemap	3	Header Link	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Privacy Policy	1	Footer Link	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Disclaimer	2	Footer Link	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Glossary	3	Footer Link	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Done Internet 100%

start 4 Microsoft Office O... 3 Microsoft Office ... 2 Internet Explorer 3:24 PM

CMS

- HOME Template

The screenshot shows the CMS interface for the Home Page Template. At the top, there is a navigation bar with 'Home' and 'Logout' links. Below this is a header section with the CMT logo on the left and the text 'WELCOME TO COPPER MINES OF TASMANIA [CMT]' in the center. The main content area is titled 'Home Page Template' and contains several configuration fields:

- Main Flash ***: A text input field with a 'Browse...' button and a 'View Image' link. Below the field, the dimensions are specified as 'width=875px; height=298px;'. There is also a 'Remove' button.
- LeftContent Title ***: A text input field containing 'Welcome to Copper Mines of Tasn'.
- LeftContent Text ***: A text input field containing 'Mount Lyell Mine, located in'.
- LeftContent Button Url ***: A text input field containing 'http://cmt.com.au/Content.aspx?M'.
- Open link in new window**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- RightContent Title ***: A text input field containing 'Work with Us'.
- RightContent Text ***: A text input field containing 'We owe our success to our people. The'.
- RightContent Button Url ***: A text input field containing 'http://cmt.com.au/Content.aspx?M'.
- Open link in new window**: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Center Image ***: A text input field with a 'Browse...' button and a 'View Image' link. Below the field, the dimensions are specified as 'width=199px; height=96px;'. There is also a 'Remove' button.

The left sidebar contains a navigation menu with the following items:

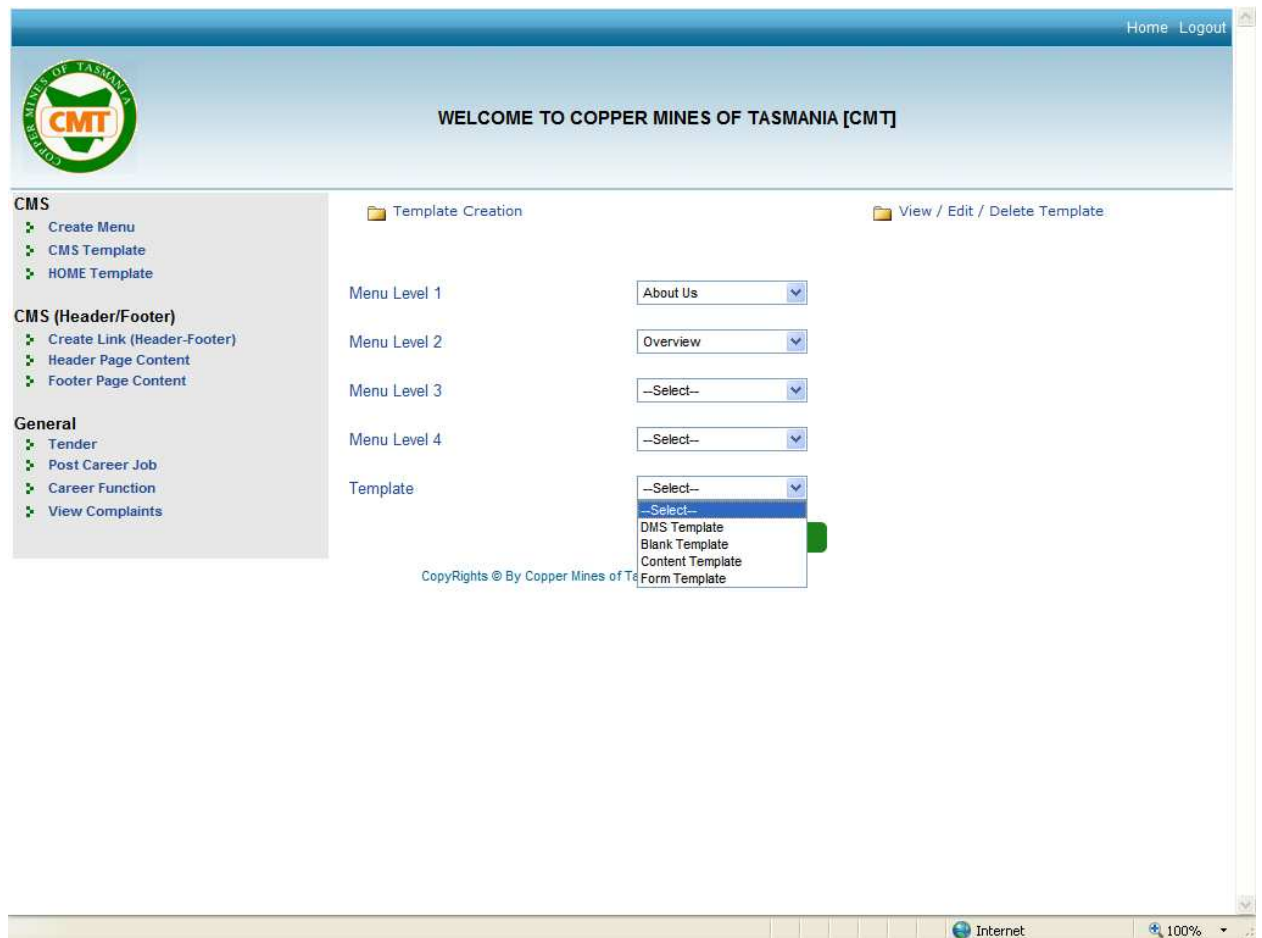
- CMS
 - Create Menu
 - CMS Template
 - HOME Template
- CMS (Header/Footer)
 - Create Link (Header-Footer)
 - Header Page Content
 - Footer Page Content
- General
 - Tender
 - Post Career Job
 - Career Function
 - View Complaints

The user can do the following on the home template

- Main Flash – The top main flash banner can be changed from here. User will browse and call for the new file. Admin can upload following formats “flv|swf|jpeg|png|bmp|jpg|gif”
- Left Content Title - The title for Welcome can be added in this text box.
- Left Content Text - The Welcome text can be added in this text box.
- Left Button URL - The URL can be provided to redirect to the related text added in Left Content Title and Left Content Text.
- Open Link in new window – This can open the page (URL provided in Left Button URL) in the same window or new window.
- Right Content Title - The title for Work with Us can be added in this text box.
- Right Content Text - The Work with Us text can be added in this text box.
- Right Button URL - The URL can be provided to redirect to the related text added in Right Content Title and Right Content Text.

- Open Link in new window – This can open the page (URL provided in Right Button URL) in the same window or new window.
- Center Image - The center “Work with Us” banner can be edited and changed by admin at any time.
- Center Banner URL – A hyperlink to the right banner can be provided using this section which can open in new window or same browser by the radio button option provided.
- Add Dropdown Link – The Link Name and URL can be added/ edited / deleted for the Group Companies, provided in the grid below.
- SEO SECTION – Meta Keywords and Meta Description can be added here for this page of the website.

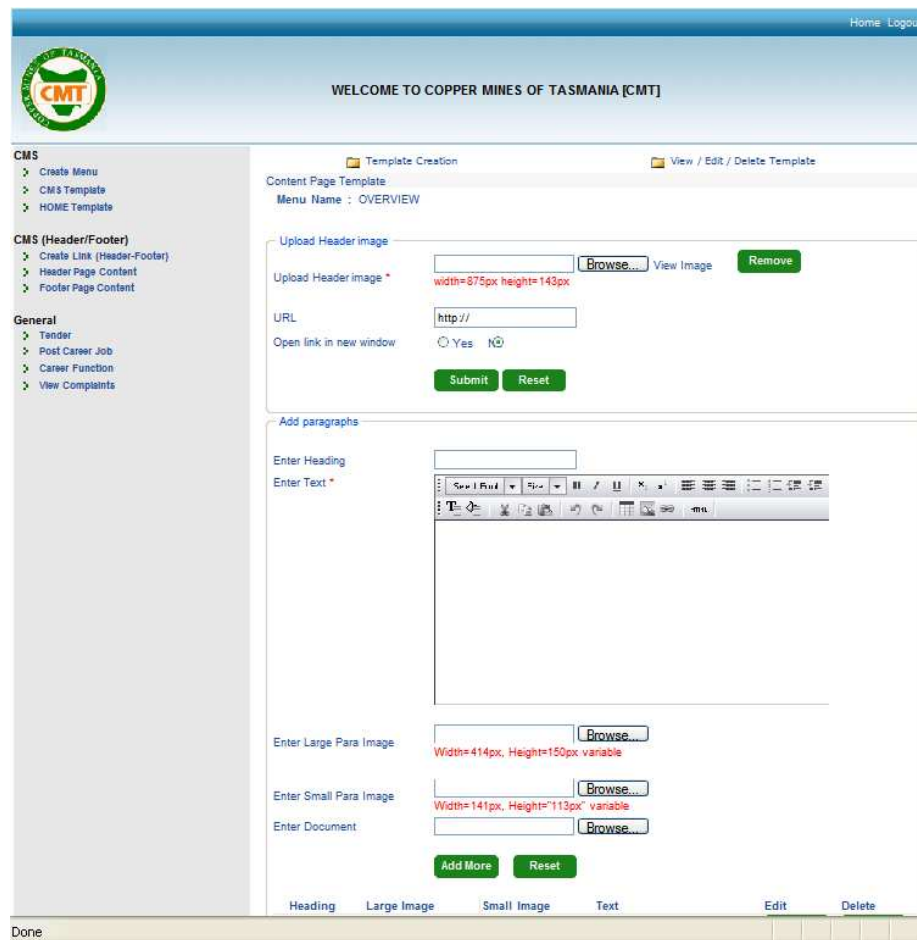
- CMS Template



- Admin will select the menu for which ever level he wants to add or edit the template and then select template from the drop down options given.

- **Content Template**

If admin selects Content Template he will see the below template.



- Admin can upload Header Image and provide hyperlink to the same which can open in new window or same browser. He will click on submit to save the header image.
- Provision to upload Heading for each paragraph is given.
- The text can be added in the editor tool provided. It is best to copy the text on a note pad before pasting it in the editor too, to avoid junk characters from appearing if copied directly from word.
- By using the editor the text can be made bold colour can be provided, bullets etc.
- A large paragraph image and a small paragraph image can be uploaded using the provision given. This is not mandatory.
- Also, a document can be uploaded using the provision given. This is not mandatory.
- After filling the detail for one paragraph the admin will click on Add More to save the details.
- Each paragraph upload will appear in a grid below and with a provision to edit or delete the details.
- Add banner – In the content template there is a provision to add a banner on the page. This is not mandatory and if added it will appear in the front end on the space

allotted in the design. Hyper link can be provided to the banner to open in same window or new browser.

- Add Related Downloads – In the content template on any page if admin wishes to upload file related to that page he can do so using the upload related link facility provided. Multiple files can be uploaded. Admin will add the text heading and the text and upload the relevant file. This will be visible in front end in the provision made. If no file is uploaded this is not visible in front end. The following formats can be uploaded “zip|xls|xlsx|ppt|pptx|doc|docx|pdf”
- Finally admin will upload the relevant keywords and description of that page and submit the page. This can be edited at any time.

- **DMS Template**

If the user selects the DMS template he will get the below page

The screenshot shows the administration interface for the DMS Template. The page is titled "WELCOME TO COPPER MINES OF TASMANIA [CMT]". The left sidebar contains the following navigation options:

- CMS**
 - Create Menu
 - CMS Template
 - HOME Template
- CMS (Header/Footer)**
 - Create Link (Header-Footer)
 - Header Page Content
 - Footer Page Content
- General**
 - Tender
 - Post Career Job
 - Career Function
 - View Complaints

The main content area is titled "Menu : FINANCIALS" and includes the following options:

- Add DMS
- View/Edit DMS

Below this is a section for "Add Publications" with the following fields:

- Date
- Title *
- Description
- Source: http:// ex. http://www.Google.com
- Upload File: Browse...
- Archive Date
- Department

At the bottom of the "Add Publications" section are "Save" and "Reset" buttons.

Below this is a section for "Add Keyword Descriptions" with the following fields:

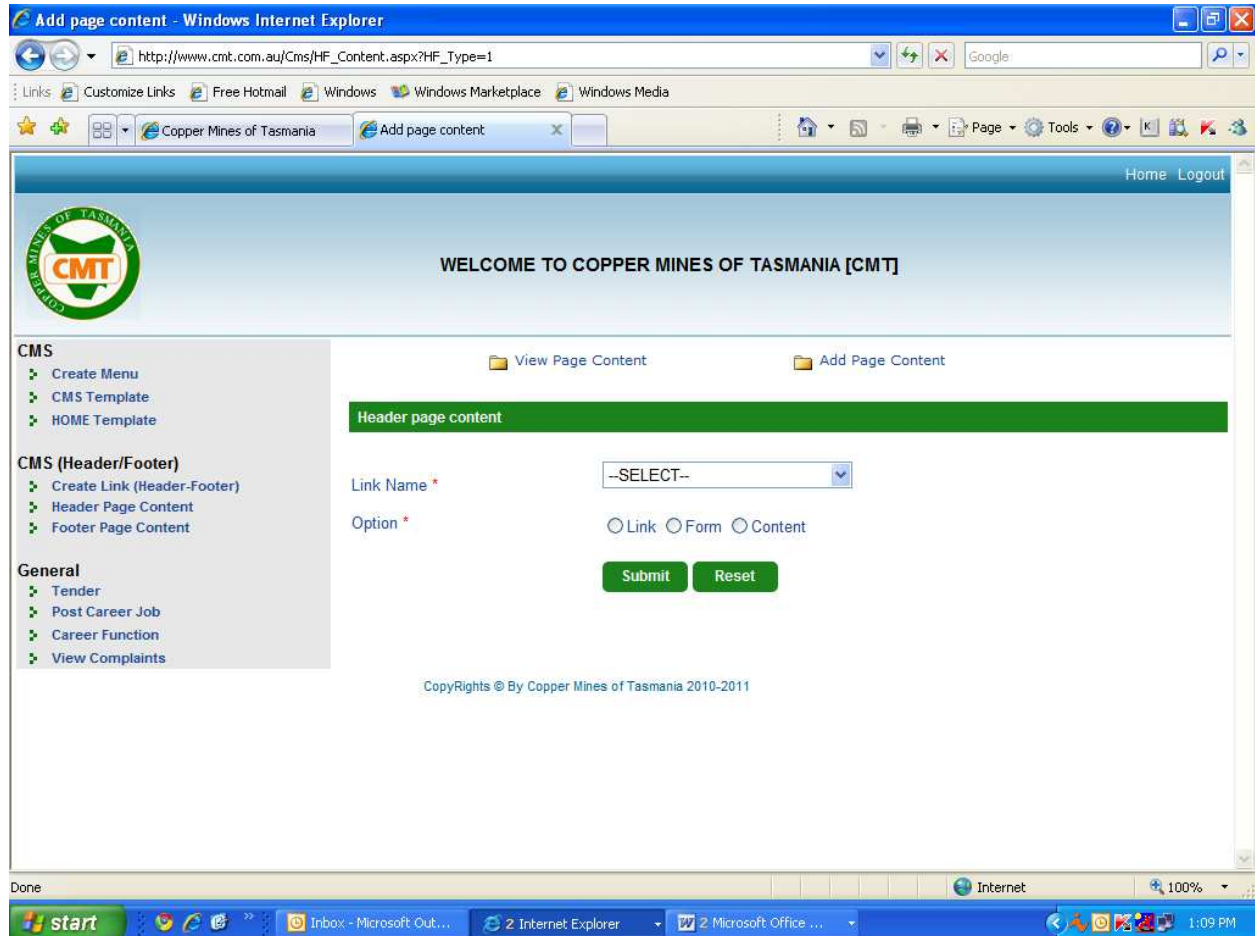
- Upload Header Image: Browse... View Image Remove
- Site KeyWords*: Reports, Financials, Copper Mines of
- Meta Description*: Financial reports of Copper Mines of

The browser status bar at the bottom shows "Done, but with errors on page." and "Internet" with a 100% zoom level.

- Admin will fill in the fields as listed for the header. Fields marked with * are compulsory fields.
- He will then add the date, title, and description if required.

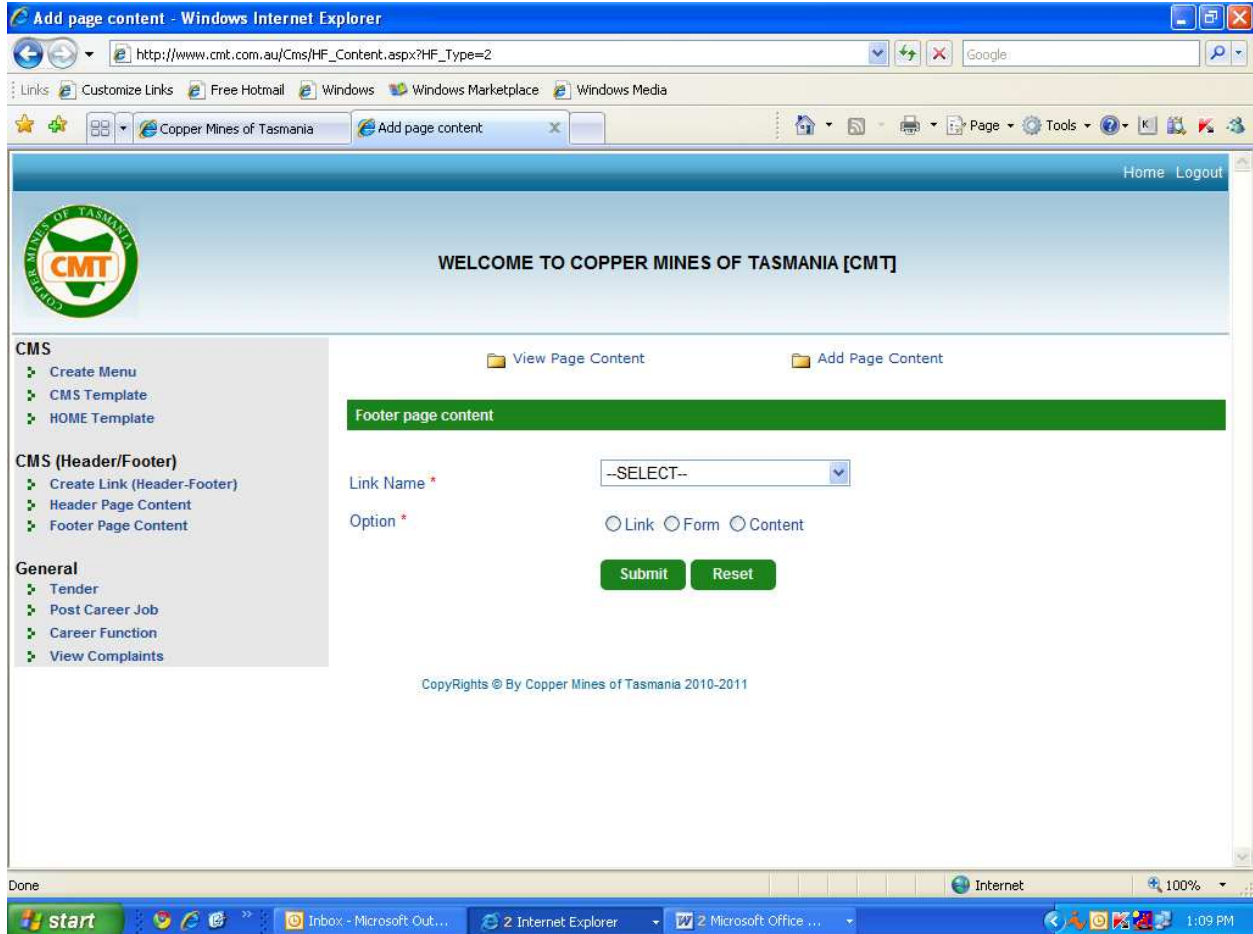
- Source – URL of the website can be given in this field.
 - Upload file – Admin can upload the relevant document to the text.
 - Archive Date – In case of Financials, the admin can add the financials of the years and then give an Archives date. For eg: If only 2 years financial reports are to be given on the page. Then just an archive date can be provided. After the Archive date, the financial will be visible only in the Archives section of Financials.
 - Provision to upload header image given. This is not compulsory.
 - On the top is the option for the admin to select if he wants to add DMS or edit / delete.
-
- **Blank Template** – This template is used when the admin wants to skip a link and jump to the next level in the site structure. This can be done only up to one level. Eg. In top navigation when you click on About Us the user is taken to Overview page directly cause a blank template is selected for link About Us.
 - **Form Template** – while mapping the template if the user selects form template he will get a drop down list besides for mapping the form he want to select.
Eg.
 - Tender is a form template which is mapped form the drop down list on selection. When the tender is added from the Tender section in the Admin and then the Form Template > Tender is to be mapped to the Menu, only after which the Tender added from the admin will be visible in the front end under the Tenders section.
 - In Careers > Current Openings, feedback is a form template which is mapped form the drop down list on selection. These forms are already coded and only provision to map then is given in admin. All forms are available in the forms drop down mapping sections.

- **Header Page Content** – The already created menu form the create link for header and footer provision can be mapped from this link. The option to select if Link , form or content is provided

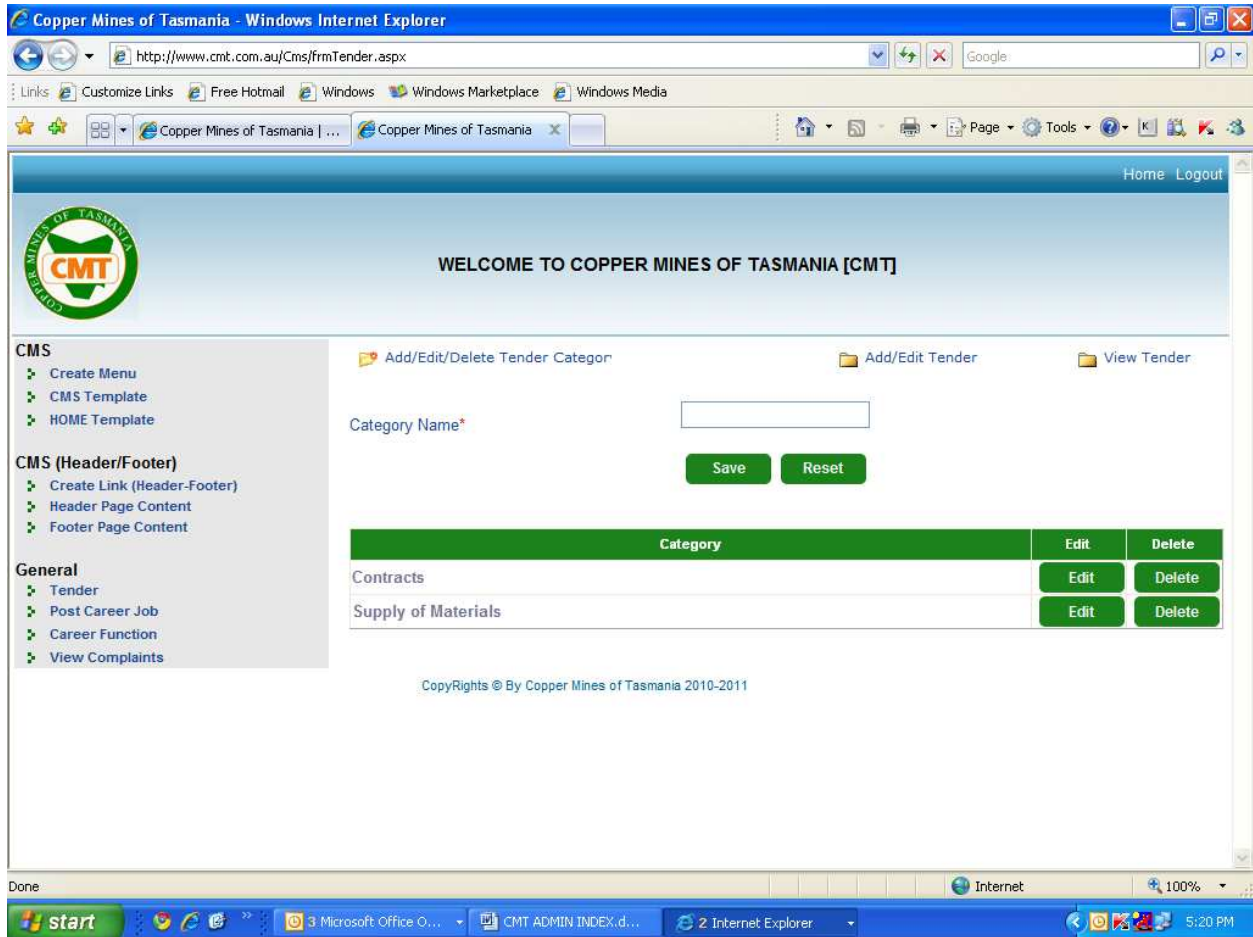


- Admin will select the name of the page which is already created and then select from the option Link, Form or content.
- The rest of the process is the same as done on selection of any of the template options.

- **Footer page Content** – admin will select the footer link and follow the same process followed for the header page content.



- **Tender** – On clicking the tender link user will see the below page.



- From the top navigation he can navigate and select Add/ edit/ delete tender category and he can add the category in the text box and submit. Admin can edit delete the category.
- The category will be displayed in the front view of the website only if Tender is uploaded for that category.

- **Add /Edit Tender** - When admin clicks on add tender he will get the below form where in the required fields will have to be filled. Fields marked with * are compulsory and need to be entered by admin.

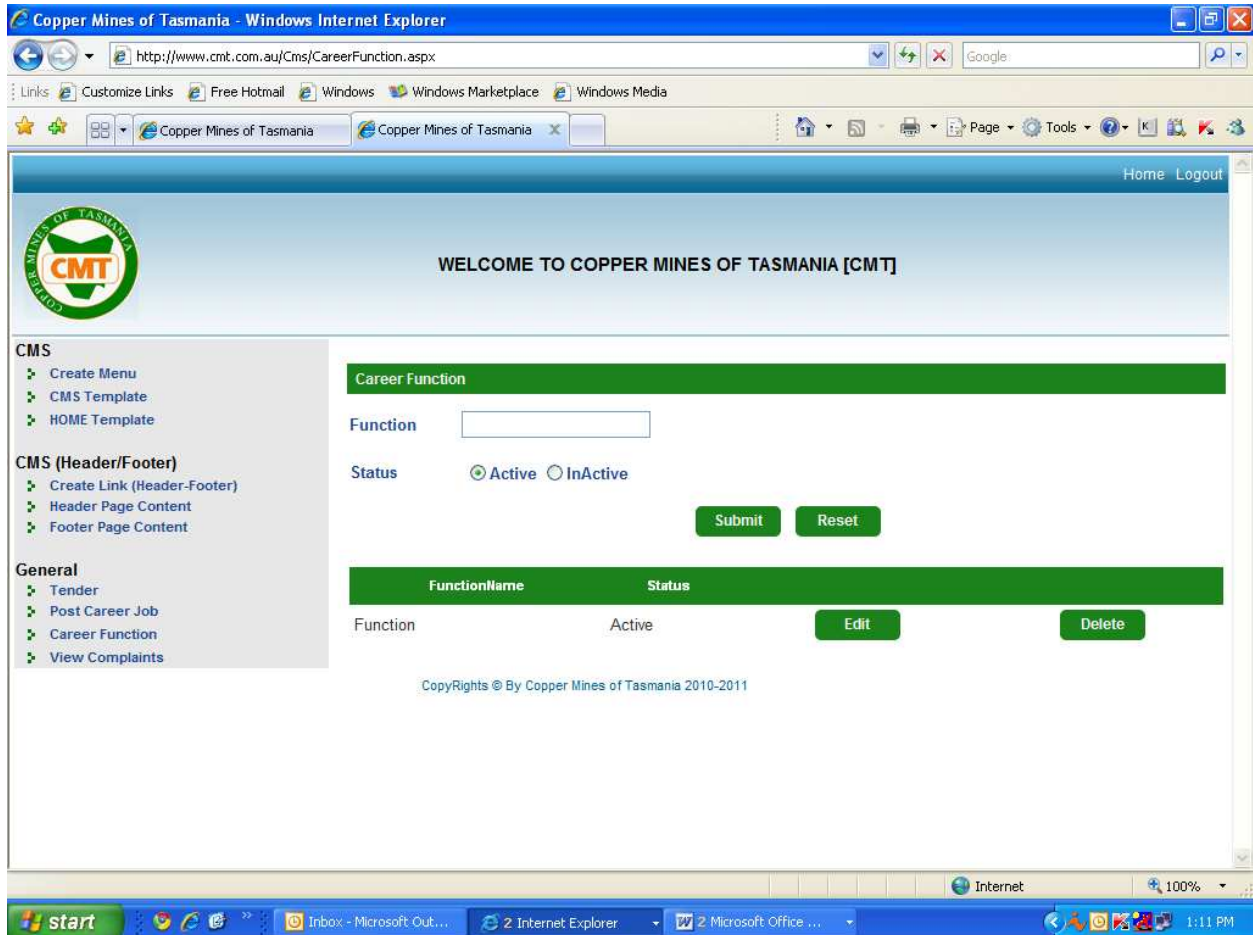
The screenshot shows a web application interface for managing tenders. On the left is a navigation menu with categories like CMS, CMS (Header/Footer), and General. The main area is titled 'Add/Edit/Delete Tender Category' and 'Add/Edit Tender'. The form contains the following fields:

- Category * (Dropdown menu with "--Select--")
- Tender Ref No * (Text input)
- Tender Name * (Text input)
- Department floating the tender (Text input)
- Date floated on (Date picker)
- Date opening on (Date picker)
- Submission date (Date picker)
- Description (Text area)
- Date to Archive * (Date picker)
- Upload Tender Document in PDF format (Upto 10 MB) (Text input with "Browse..." button)
- Upload Tender Document 2 in PDF format (Upto 10 MB) (Text input with "Browse..." button)
- Upload Tender Document (Upto 10 MB) (Text input with "Browse..." button)
- Printed Document Available AT, (Address) (Text area)
- From : (Date picker) To: (Date picker)
- Date (Text input)
- Timings (Text input) AM (Dropdown) To : (Text input) AM (Dropdown)
- Closing Date Time (Text input) AM (Dropdown)

At the bottom of the form are two green buttons: "Submit" and "Reset". A red note below the timings field reads: "Please provide time format as - 01:00 AM/01:00 PM". The footer of the page says "CopyRights © By Copper Mines of Tasmania 2010-2011".

- On submit the data will get stored in database and will be reflected in the front end.
- Admin can view the tenders submitted and search by category and tender no and can edit/ delete the same.

- **Careers** – Job posting can be done using this interface. Admin will first create the function master and then add the job posting
 - **Add Career Function**



- Admin will add the function name in the text box provided and then select the status of that function if active or inactive. Only if active that function will be visible in the front view of the website.
- The function name can be edited or deleted at any time by the admin.
- The status of each function can be modified by admin at any time.

○ Add / Edit Job post

The screenshot shows a web application interface for managing job posts. On the left is a navigation menu with categories: CMS (Create Menu, CMS Template, HOME Template), CMS (Header/Footer) (Create Link (Header-Footer), Header Page Content, Footer Page Content), and General (Tender, Post Career Job, Career Function, View Complaints). The main content area is titled 'Career Job Post' and contains the following fields:

- *Function**: A dropdown menu with '--Select--' selected.
- *Position**: A text input field.
- Report To**: A text input field.
- *Location**: A text input field.
- Total Vacant Position**: A dropdown menu with '1' selected.
- Total Experience Required**: Two dropdown menus for 'Min' (0) and 'Max' (0).
- Position Responsibilities**: A section header.
- *Key Role & Responsibilities**: A text input field with up/down arrows.
- Professional Requirement**: A text input field with up/down arrows.
- Applicants Profile**: A section header.
- *Education Qualification**: A text input field with up/down arrows.
- Personality Traits**: A text input field with up/down arrows.
- Competency**: A text input field with up/down arrows.
- *Upload Application Form**: A text input field with a 'Browse...' button.
- *Post Expires on**: A text input field with a calendar icon.
- Salary**: A text input field.
- Application to be submitted at**: A text input field with up/down arrows.

At the bottom of the form are 'Submit' and 'Reset' buttons. The footer of the page reads 'Copyrights © By Copper Mines of Tasmania 2010-2011'. The browser's taskbar at the bottom shows 'Done', 'Internet', and '100%' zoom level.

- Once the admin has created the function name he can now add jobs.
- Admin will click on Post career Job and on that page he has an option on the top to search Job posted or Add/ edit Job.
- To add a new posting admin will click on add job and fill the form fields. The one marked with an * are mandatory and the rest optional.
- Based on the requirement admin will enter the details and on submit this record will be visible in the front end of the site.
- Admin can set the date of the expiry until when that job should be visible in the front end of the site for the users to apply. Post expiry that job should not be visible on the website.
- Admin can search by function and edit / delete the job postings at any time.
- In the front end the job posting will be visible with the recent record on the top and view the job posting and the career form available for download in the front end. Post expiry that job will not be visible for the user to. But it will be visible in admin.

- **View Complaints** – The Complaints submitted by the User from the front end will be visible in the admin in the View Complaints section and a mail will go to the following mail id: Pushpender@cmt.com.au notifying that a User has filled in a complaint.

The screenshot shows the 'View Complaints' section of the CMT admin interface. The page has a header with the CMT logo and the text 'WELCOME TO COPPER MINES OF TASMANIA [CMT]'. On the left, there is a CMS navigation menu with options like 'Create Menu', 'CMS Template', 'HOME Template', 'CMS (Header/Footer)', and 'General'. The main content area contains a search form with the following fields:

- Ticket No:
- Company Name:
- Status:

Below the search form are 'Submit' and 'Reset' buttons. A table displays the following data:

Submit date	Ticket no	Total Invoices	Closed	Pending	Company Name	Status	Final Closed Date
22-Oct-2010	S000006	1	0	1	EVision1	New	-
22-Oct-2010	S000005	0	0	0	EVision	New	-
22-Oct-2010	S000004	0	0	0	EV	New	-
20-Aug-2010	S000003	0	0	0	Strahan and West Coast Taxis	Close	-
26-May-2010	S000002	0	0	0	Robbies Computers & Security Pty Ltd	Close	-
25-Nov-2008	S000001	1	1	0	Combined Resource Engineering	Close	13-Feb-2009

The table also shows a page number '1' at the bottom left.

On clicking of the Ticket Number, the admin can respond to the complaints sent by the User.

Once, the admin has replied to the User. A mail will be sent to the User with the Admin's reply.

Then the Status of the Complaint will be closed.