



myV&A+

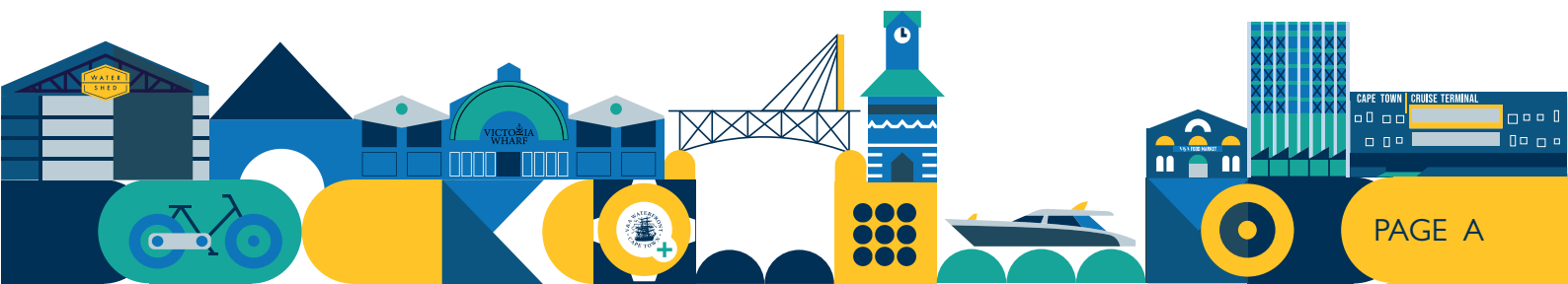
# USER GUIDE

HOW TO LOAD DEALS  
TENANT MANAGER ROLE



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# General

To understand what you will be working with, you need to understand how content is saved on the website. There are a number of entities that capture and store content:

- Content Types
- Taxonomy
- Media
- Users

## Accessing the MyV&A+ Backend

### Navigation

Navigate to /user on the MyV&A+ website. ie. <https://content.myvna.waterfront.co.za/user>. Log in with your Username and Password to access the backend. Once logged in, navigate to “Dashboard” in the administration menu to gain access to the overview page.



### Log in

Login by username/email address \*

You can use your username or email address to login.

Password \*

Enter the password that accompanies your email address.

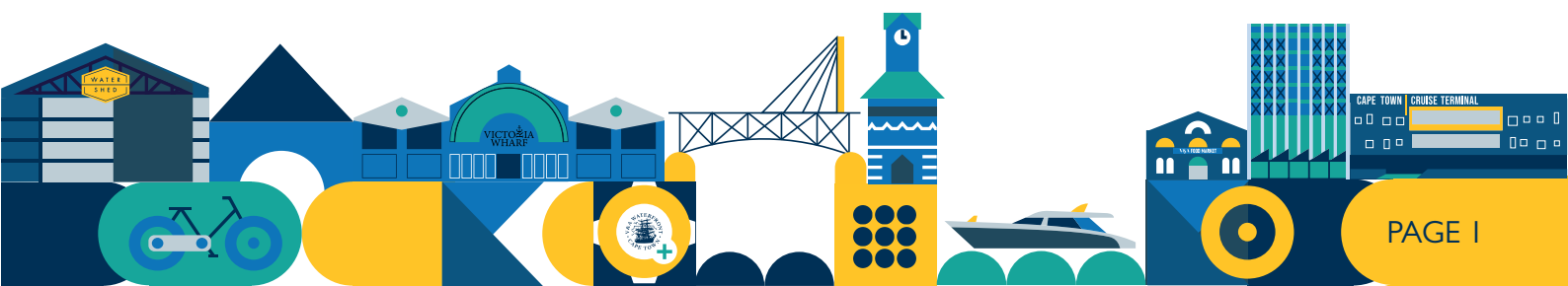
Log in

Create new account

[Forgot your password?](#)



Log-in page



# Users (People Content type)

## Access Overview Page

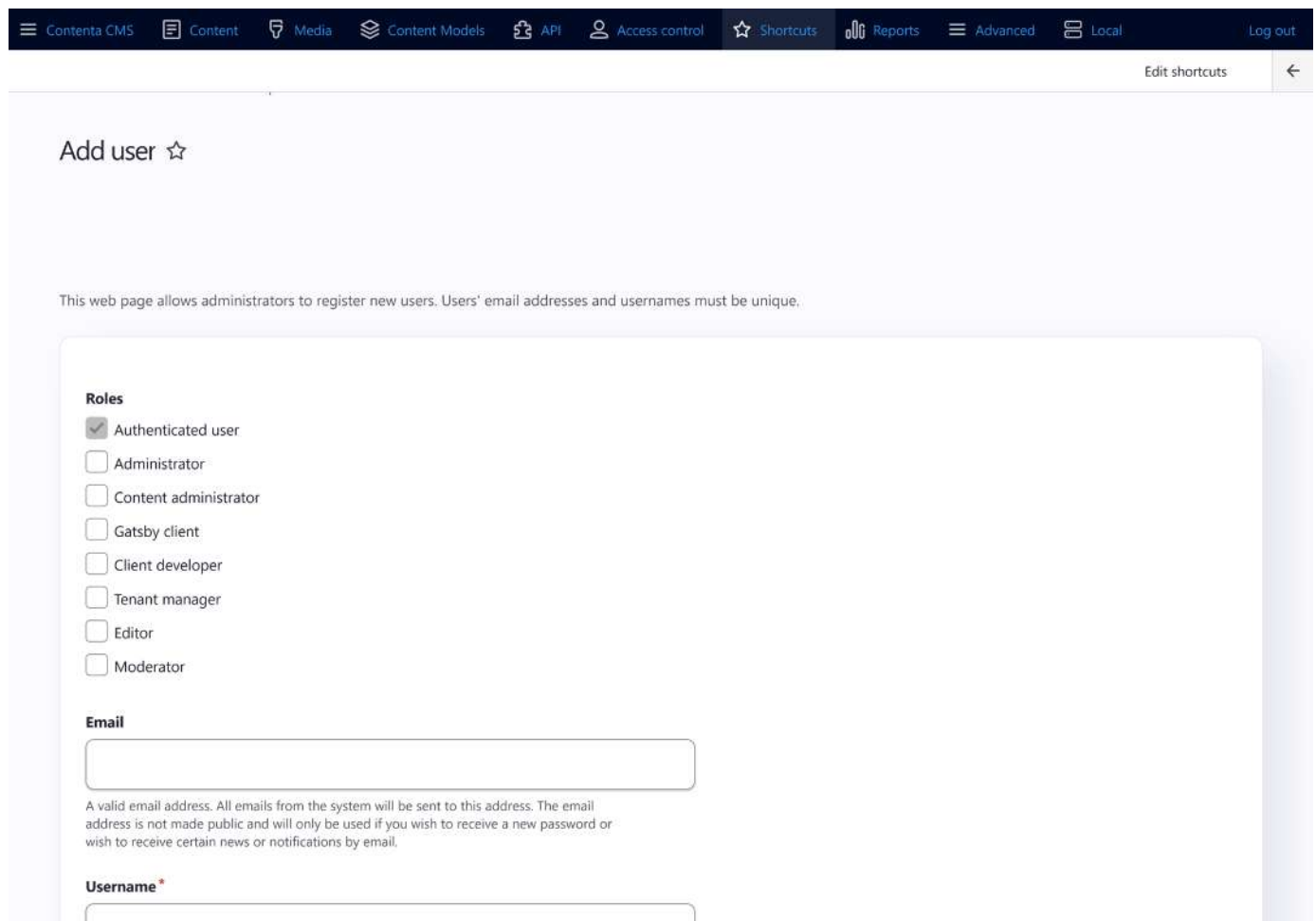
### Navigation

Navigate to People (<https://content.myvna.waterfront.co.za/admin/people/create>).

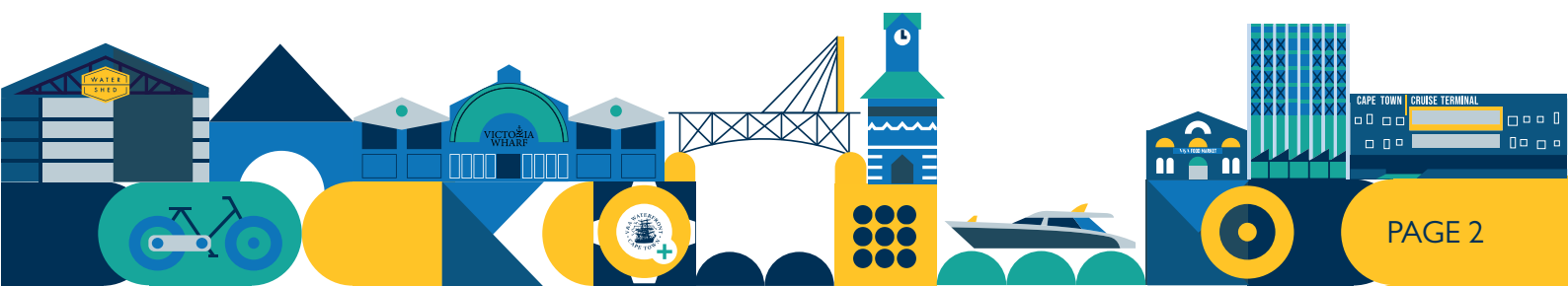
## Registering New Users from the Backend

### Navigation

Log into the site and hover click on the “Advanced tab”, then hover over “people” and then click on “Add user”. Register the user by filling in the user’s relevant information. The administrators will receive an email to be notified of the new user registration.



*Add user page. Create a new user with defined roles.*

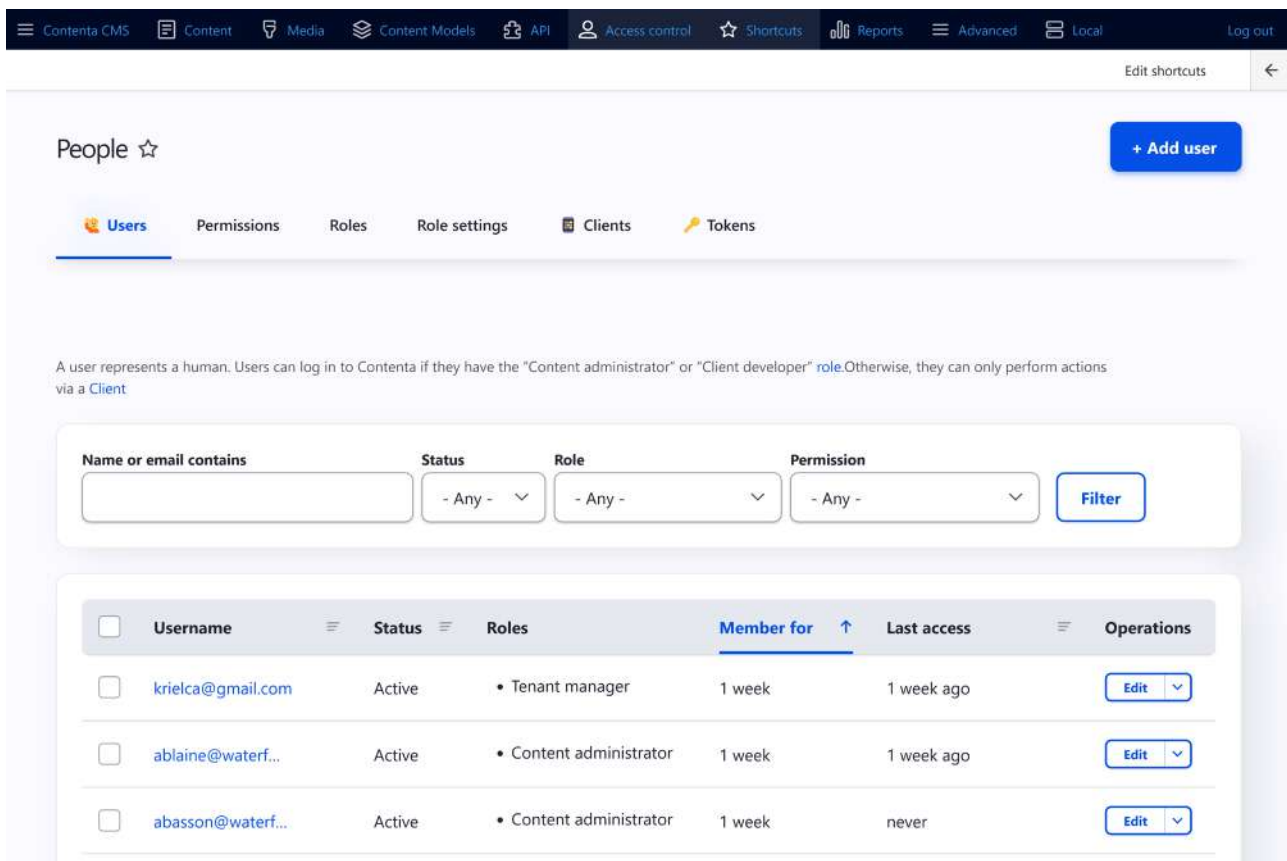


## Implementation

Fill out the relevant information for the user. Please keep in mind that the user will use their username and password to log in, therefore it is advisable to give the username and email fields the same value. Select the role(s) relevant to the user being created. If needed, check the “Notify user of new account” checkbox to send the user an email with instructions on how to proceed and log in with their new user account.

## Approving the User (Done by Super Editor)

1. Click on “Advanced” in the administration menu.
2. Navigate to “People”.
3. Search for the relevant user to approve or filter for “Blocked” users based on the “Status” of users and search for the relevant user.
4. Click on “Edit” next to the relevant user under “Operations”.
5. Set the user’s status to “Active”.
6. Assign the user the permissions relevant to their role on the MyV&A+ website.
7. Click “Save”.
8. The user will receive an email with further instructions on how to proceed with their registration which is also where they will set a password for their account.



Contenta CMS Content Media Content Models API Access control Shortcuts Reports Advanced Local Log out

People ☆ + Add user

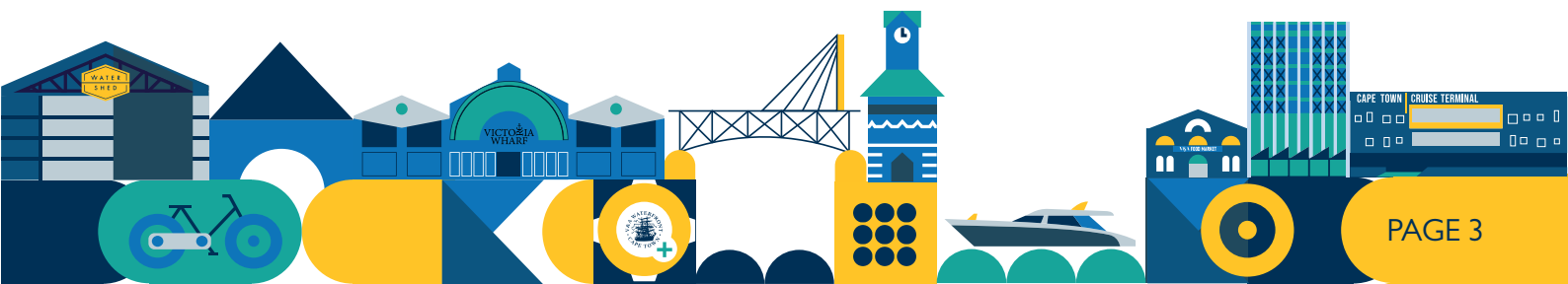
Users Permissions Roles Role settings Clients Tokens

A user represents a human. Users can log in to Contenta if they have the “Content administrator” or “Client developer” role. Otherwise, they can only perform actions via a Client

Name or email contains Status Role Permission Filter

<input type="checkbox"/>	Username	Status	Roles	Member for	Last access	Operations
<input type="checkbox"/>	krielca@gmail.com	Active	• Tenant manager	1 week	1 week ago	Edit
<input type="checkbox"/>	ablaine@waterf...	Active	• Content administrator	1 week	1 week ago	Edit
<input type="checkbox"/>	abasson@waterf...	Active	• Content administrator	1 week	never	Edit

*People page. Used as an overview page to manage users.*



# Loading Deals

## Deals

The deal content type has only one content landing page. Deals would be loaded by users with the Tenant Manager role. They would complete all fields and submit their deals for review. The V&A moderators would receive a notification via email that content is ready for review. Once they are happy with the content, a Moderator will be able to publish or schedule when the Deal should be published.

