PARTNER UPLOAD MODULE

Requirements specification

Demands and ideas for a future module for customers/partners at TechMedia's online websites.

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WEBSITE PLATFORM

WordPress 4.0 with Thesis 1.6.8 theme and MailPoet newsletter plugin.

MAIN IDEA

The purpose of the “Partner Upload Module” is to enable our customers/partners to create and upload posts (articles/press releases and alike) themselves, via their own unique login. The posts are to be shown in a predefined area of our website together with other partners own articles, but not mixed with our own (TechMedia produced) posts from the WordPress editor. The content of the articles will be strictly text (including hyperlinks) and photos.

Besides ordinary articles the partner must have access to upload pdf files which can be accessed from another predefined area of the website.

Each partner needs access to maintain their own info page with general information about their company.

Areas

The module will have 2 main areas with 2 sub areas each:

1. <u>ADMIN AREA</u>
   The Admin Area is split into two:
   1) Super Admin Area: User administration for handling users.
   2) Partner Area: Where users maintain their own content.

2. <u>PUBLIC AREA</u>
   The public area is the content published which is visible for all visitors.
   This area is also split into two:
   1) Website.
   2) Newsletter.

TECHNICAL SPECIFICATIONS

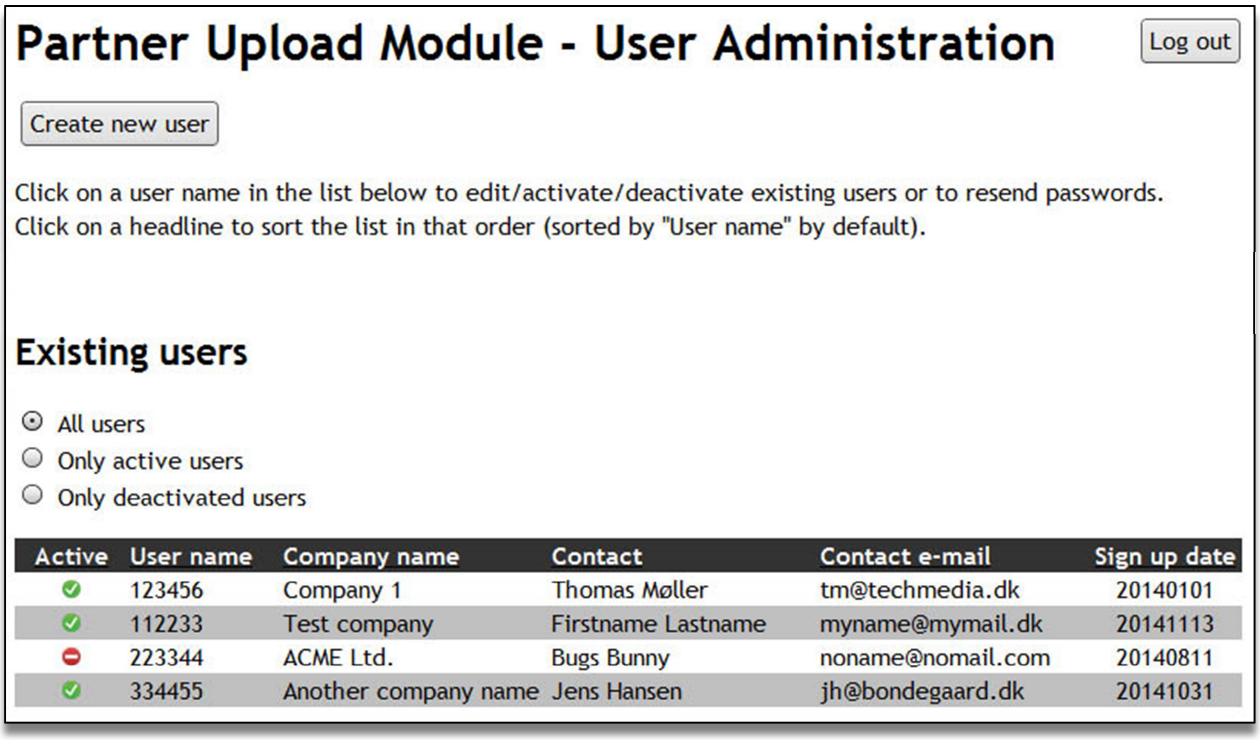
Admin Area

User administration

The users can not register and create a user profile themselves – only TechMedia as super admin can register new users.

The user administration doesn't need to be very advanced – all we need is a simple way to create new users + the opportunity to edit user information, deactivate/activate existing users and resend passwords.
Besides this there should be a main page with a list of all the existing users from where we can choose a user to edit.

The main page for the user administration could look something like this:



Main page for user administration.

Create new users

We need the following fields for creating new users:

- User name (numeric 6 digit field for manual input)
- Password (automatically generated)
- Company name (alphanumeric field for manual input)
- Contact (text field for manual input)
- Contact e-mail (alphanumeric field for manual input)
- Language (radio buttons)

When a new user is created the user name and password should be sent automatically to the e-mail address listed in the "Contact e-mail" field. After successful creation the system must give the admin a visual feedback onscreen i.e. "User created… Username and password send to contact e-mail address!".

The “Create new user” page could look something like this:

“Create new user” page.

Edit existing user

The “Edit existing user” page could look something like this:

“Edit existing user” page.

When “Save user data” is clicked, the system must give a visual feedback onscreen i.e. “User data saved!”. When “Resend password” is clicked the system should also give a visual feedback onscreen i.e. “User name and password send to contact e-mail address!”.

Partner Area

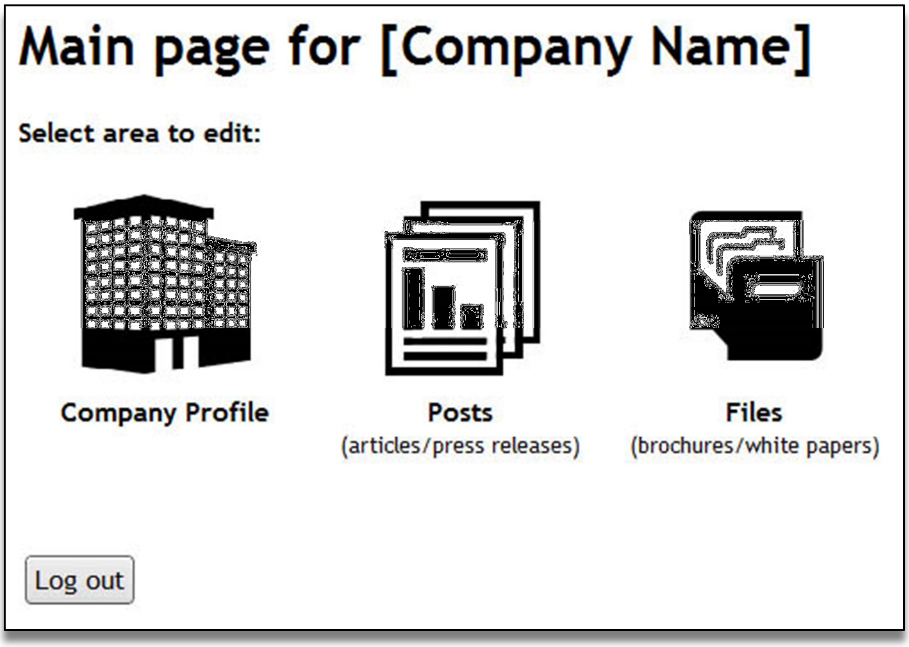
The login for each partner is unique and the same company has only one login which can be used by all their employees.

Main Page

When logged in the user has access to 3 areas from the main page:

1. Company Profile
2. Posts
3. Files

The main page could look something like this:



Main page for logged in user.

Company Profile

The partner can fill out different kinds of information about the company to be shown on our their own page of our website. The information filled out by the partner should *not* automatically be replicated to the user information in TechMedia’s Admin Area.

The following fields should be available (* marks required fields):

<u>General information:</u>

- *Company Name
- *Street Address
- *Phone no.
- *E-mail address
- *Homepage address
- LinkedIn address
- Facebook address

<u>Additional information:</u>

- Company logo
- Short description of the company
- Fields of competence

<u>Contacts (up to 5 persons):</u>

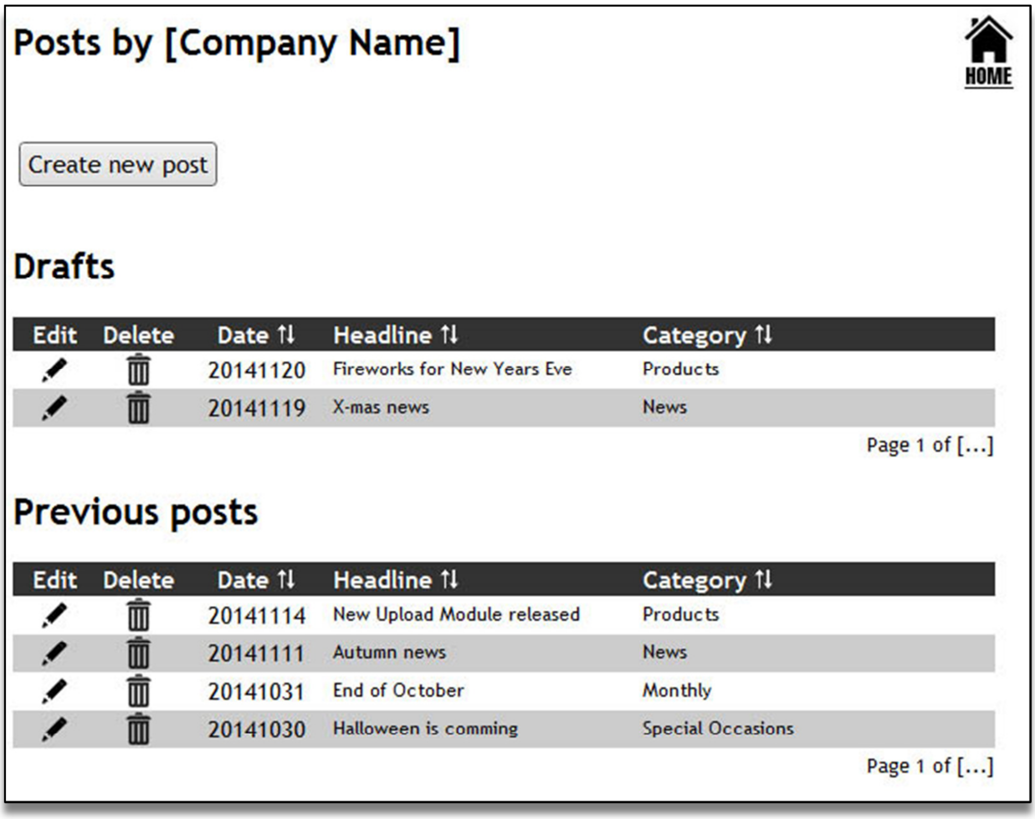
- Work area
- *Job title
- *Contact name
- Phone no. (direct)
- Cell phone no.
- *E-mail address

Posts

In this area the partner has access to view and edit their own previous posts and to create new posts.

The main window shows the list of all the partners previous posts sorted by date (newest in top), but with an opportunity to sort by headline. Next to each line in the list of existing posts it should be possible to choose to edit or delete each post.

The “Partner Posts” page could look something like this:



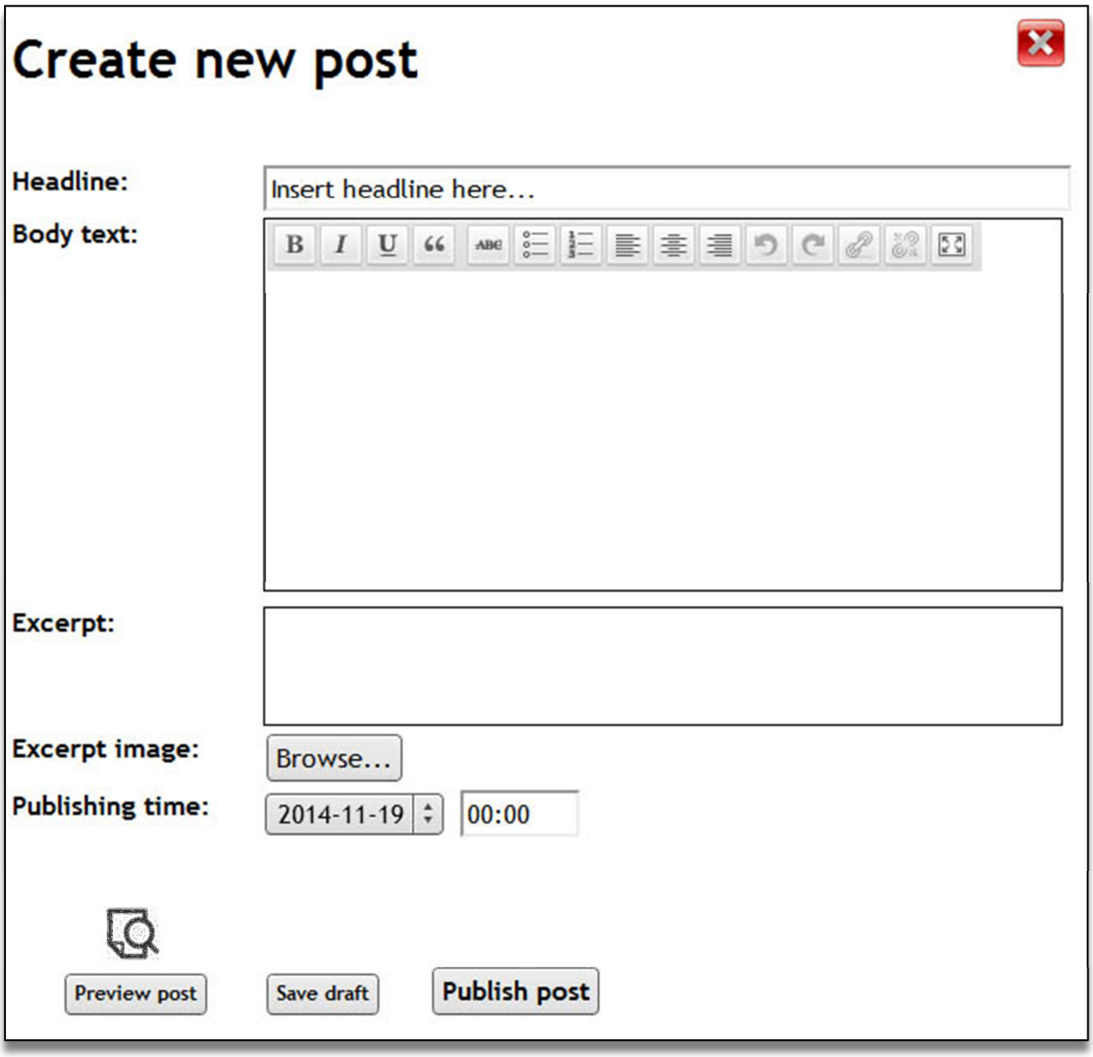
“Partner Posts” page for logged in user.

Create new post

To create a new post the user needs to fill in the following field:

- **Category** (required field) – choose category from predefined list via drop down menu (only one category can be selected
- **Headline** (required text field – max size: 50 characters)
- **Body text** including pictures (required field - some kind of WYSIWYG online text editor)
- **Excerpt** (text field – max size: 200 characters) – if empty the system automatically uses the first 200 characters of the body text.
- **Excerpt image** (file browser) – choose image to use with excerpt and crop image to a given predefined size
- **Publishing time** (date and time field) – if empty then publish upon "Save"

The "Create new post" page could look something like this:



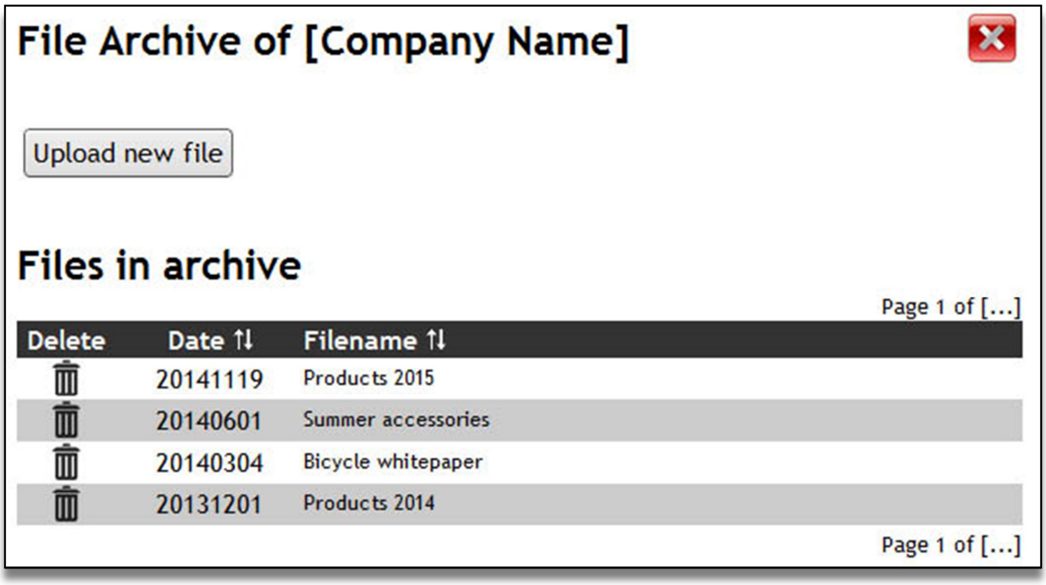
"Create new post" page for logged in user.

When the "Preview post" button is clicked, the user is given a visual presentation of how the post will look if saved now. "Save draft" saves the post as it is now, but doesn't publish it on the website. "Publish post" publishes the post on the website when the publishing time set is reached.

Files

A file archive of the partners uploaded brochures/white papers.

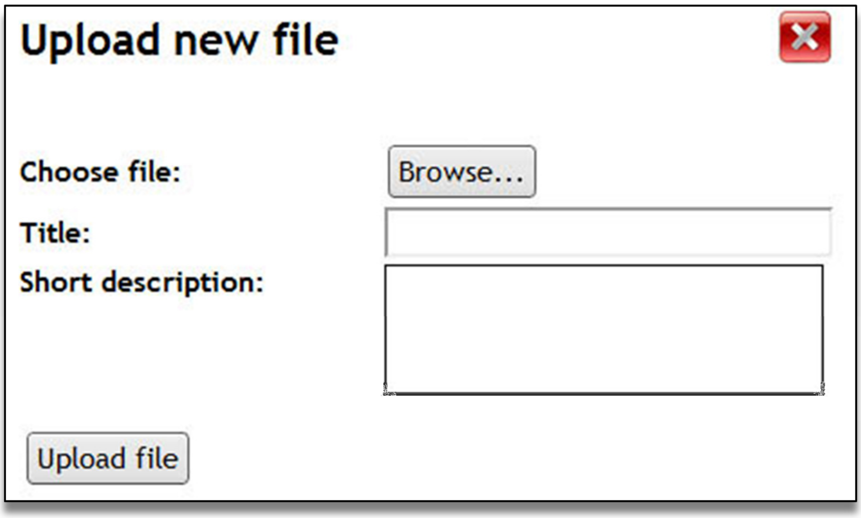
The main page of the file archive could look something like this:



Main page of the file archive for logged in user.

When the “Upload new file” button is pressed a window opens containing a file browser from where the user can choose a file to upload. The user also needs to enter a file title (required) and a short description of the file (not required) (i.e. “Product Catalog 2015” and “Our new catalog for 2015 with all available products listed.”.

The “Upload new file” page could look something like this:



“Upload new file” page.

After a successful upload a message should return the text “File uploaded!”.

Presentation of partner content on the website

The content published by our partners is to be shown in predefined areas of our WordPress website.
We need the placement of the content to be as flexible as possible so that we can use the content in more than one area and place the content in our own designed layout. Maybe this can be done with the use of some kind of variable which we can implement on the website using a unique variable shortcode?!

Partner Profiles

Each partner is to have their own page on our website with a complete company profile (called partner profile). All the filled fields from the partner's company profile in the administration module should be visible on the "Partner Profile" page for each partner.
The "Partner Profile" page is available via hyperlink from each post the partner publishes (see "Partner Post" page). A page with all the partners Company names listed alphabetically should also be available where each company name in the list is a hyperlink to the given partner's profile page.

The following fields should be available for the partner to fill in (* required field):

General information:

- *Company Name
- *Street Address
- *Phone no.
- *E-mail address
- *Homepage address

Additional information:

- Company logo
- Short description of the company
- Fields of competence

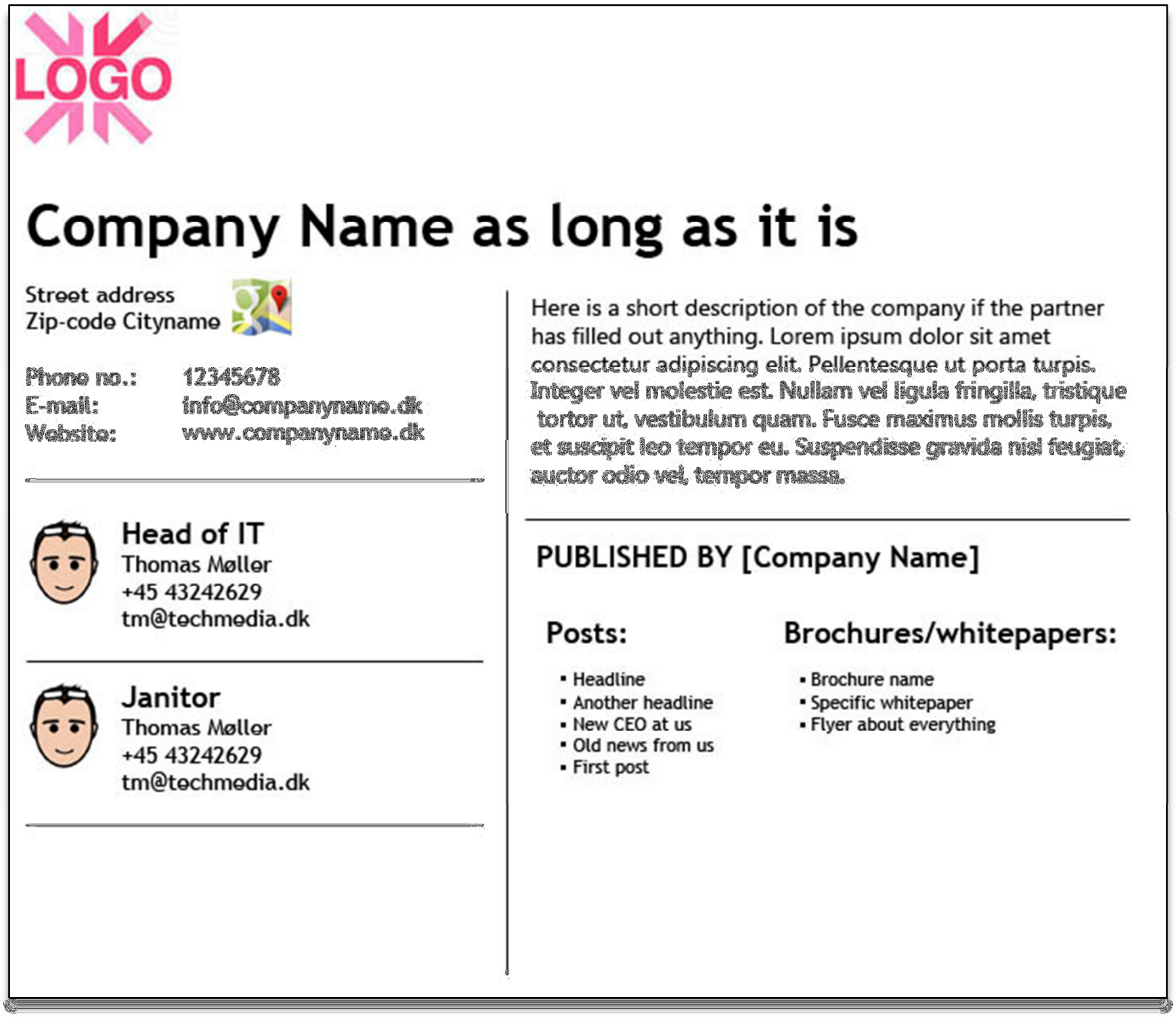
Contacts (up to 5 persons):

- Job title/work area
- Contact name
- Phone no.
- E-mail address

Besides this information typed in by the partner, the following should also be visible on the same page:

- A list containing all the partners published posts
- A list containing all the partners brochures/white papers

A “Partner Profile” page could look something like this:



“Partner Profile” page.

Partner Posts

The posts from our partners must be presented in a predefined layout, containing the following elements:

- Company logo (if any – resized to a height of 50 px.)
- Company name (fetched from user profile)
- Headline (typed in by the user)
- Excerpt image (preset sized thumbnail of uploaded image - if any)
- Excerpt (written by user or auto excerpt from the first 200 characters of the post)
- Read more (link to the full article)

It could be presented something like this:

Partner post excerpt.

We must be able to choose how many partner post excerpt we want to include on our website.
The size of the partner post excerpt box should be with a fixed width (i.e. 200 px.), but the height can vary depending on the length of the text excerpt (image should be cropped to a predefined size at all times).

When "Read entire post" is clicked, the complete published post must be opened.
The complete post contains the following elements:

- Company logo (if any)
- Company name (fetched from user profile)
- Headline (typed in by the user)
- Body text (including images etc.)

On the same page of the complete post there should be a link to the partner's company profile. Besides this we must have a list of the partners other published posts + a list of the partners uploaded brochures/white papers.

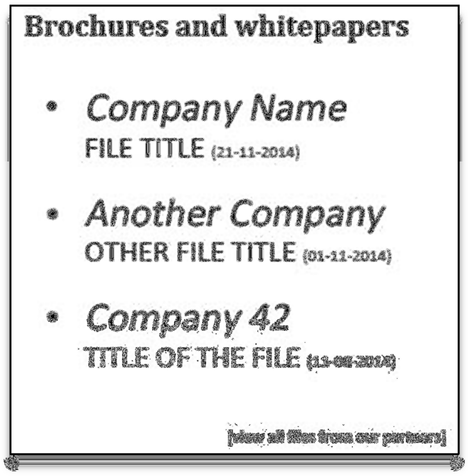
It could be presented something like this:

"Partner post" page.

Brochures/White papers

On our website we want to list a given amount of the newest uploaded files together with the possibility to view the entire list of uploaded files.
Both lists must contain the file title and the company name of the partner that has uploaded the file + date of upload.

Something like this:



Partner files.

A click on the file title will open/download the given file and a click on a company name from the list will open a page with all the chosen company's uploaded files listed.
When "view all files from our partners" is clicked a page containing a list showing all the uploaded files from all our partners should be opened. The list must be sorted by date/time showing the newest file in top of the list. The visitors on the homepage must have access to sorting the list by "file title", "company name" or "date/time" (as default).

Partner contents in newsletter

We must also be able to include the partner content in our newsletters which is automatically created and sent via the MailPoet plugin for WordPress.
The items/elements to include in the newsletter must be adaptive so we can place them separately according to our design.

Partner Posts in newsletter

In our automatically generated digest newsletter an excerpt of the 5 newest posts from our partners should be included. The number of included excerpt posts needs to be variable so we can define how many we want to include.

What to include in the newsletter from our partners posts:

- Partner logo (resized to a height of 50 px.)
- Company name
- Excerpt image
- Excerpt

Partner Profiles in newsletter

In each digest newsletter a randomly selected partner should be shown.
The information about the partner includes:

- Logo
- Company name
- Short description
- Website address