



The following instructions cover typical usage of the **NewsPro Basic** system on your server.

Log In- System access requires secure login as shown below.

Password:
Email:

[online help](#)

Main Menu- You can access all main functions of the NewsPro System via the main menu shown below,

Welcome to NewsPro, test1! Choose one of the options below to begin.
Submit News: Add a new news item to the database.
Build News: Use the information in the database to generate the HTML news and archive files.
Modify News: Remove or edit previously submitted news items. You may edit any news item, including those that others have posted.
User Info: Change your password or e-mail address.
Users Guide: NewsPro users manual and reference.
Full System Backup: Backup all files in your NewsPro directory to a backup directory on your Web space.
Data File BackUp: Emails you a backup copy of your main data file in an e-mail message.
Log Out: Logs you out of the system, so that you can no longer access this script until you enter your username and password.
Your version: 3.7.5 (Build 31) Current version: **3.7.5**
[online help](#)

and also the footer menu at the bottom of all administrative screens shown below.

[Main Page](#) | [Submit News](#) | [Build News](#) | [Modify News](#) | [User Info](#)
[Users Guide](#) | [Full System Backup](#) | [Data File BackUp](#) | [Log Out](#)

Submit News- To submit news/events:

- 1) Click "Submit News" on the main menu or footer menu.
- 2) Enter the data for your news/event.
- 3) Click "Submit" to enter the item or "Preview" to preview your new posting prior to saving it to the database.
(see illustration on next page)

Name: test1
Date: Wednesday, March 7, 2001
E-mail:
Subject:
Change date? (Leave blank for current date) (DD-MM-YYYY):

News Text

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Build News- Rebuilds the News/Events database.
Click "Build News" to rebuild the database with the latest data.

The news HTML has been built from the database. The latest news should now be visible on your page.

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Modify News- To modify news:

- 1) Click "Modify News" on the main menu or footer menu.
- 2) Search for the news/event item by scrolling for the item. If you don't see the item on the page, you may have to click the "show next 10 items" button to view more listings.
- 3) Enter the desired changes.
(please note: once entered, the date cannot be changed for a news item, it must be re-entered)
- 4) Click the "Save changes" button.

Posted on Wednesday, March 7, 2001 by test1.

E-mail:

Subject: test

test

Keep: Remove:

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User Info- To edit your user info, click “User Info”, and enter a new login password or e-mail address.



The screenshot shows a user information form on an orange background. It contains two text input fields: one for 'Password' and one for 'Email'. Below the 'Email' field is a 'Submit' button. At the bottom left of the form area, there is a link labeled 'online help'.

Users Guide- This file you're viewing.

Full System Backup- Backs up all news data files and all news scripts to a backup directory on your web space.

- 1) Click “Make Backup” to back up files.
- 2) Click “Restore Backup” to restore all backup files. (requires resetting of file permissions by administrator to restore files to original settings)

From this page, you can either backup or restore your NewsPro files. You MUST backup your files first, however. Choose from the following options:

Make Backup: Backup all files in your NewsPro directory.

Restore Backup: Restore all files from your backup copies. **Requires resetting of file permissions by system administrator. Resetting of file permissions by system administrator will incur service fees unless a maintenance contract has been arranged.**

[online help](#)

Data File Backup- Emails you a backup copy of your main data file in an e-mail message.

Log Out- Logs you out of the system so that no one else can access news administration on your computer without logging back in.