



# OfficeCRAFT

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COMPUTER CONSULTANCY

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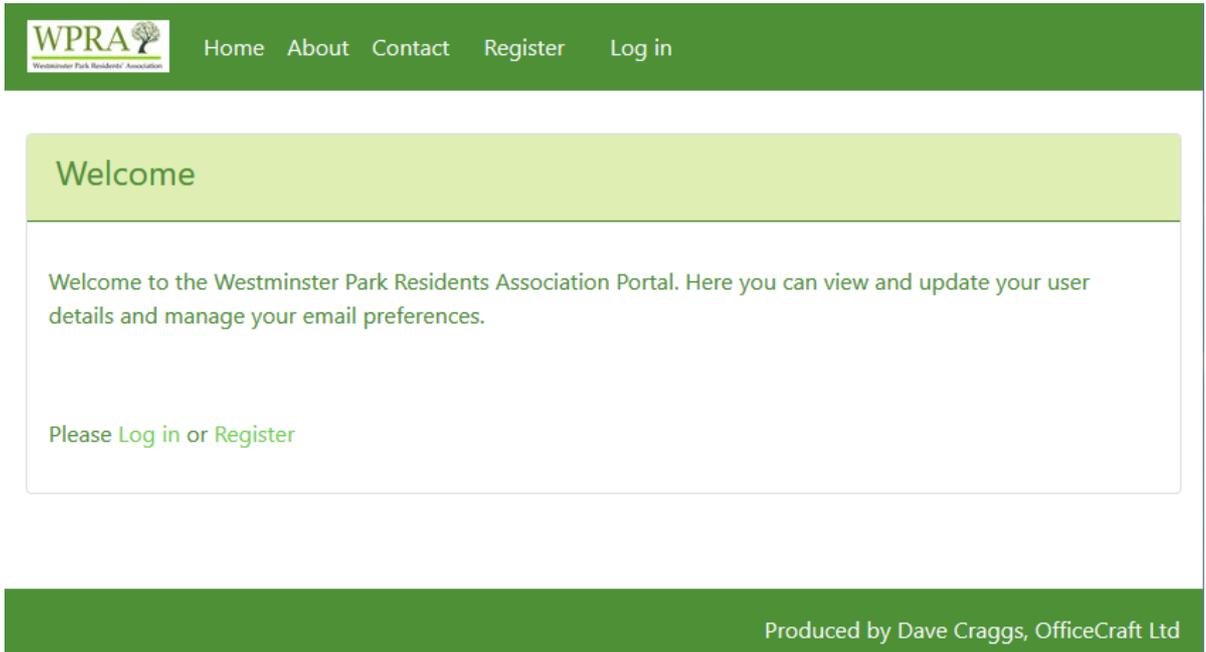
# 1 Introduction

This Westminster Park Portal (<http://portal.wp-ra.org.uk>) is for anyone who lives in and around Westminster Park, Chester, or is interested in news about the area. You can use this website to update your user details that are held by the residents association and update your email preferences.

When you join the residents association you are automatically added to the portal.

You can also register for the portal yourself.

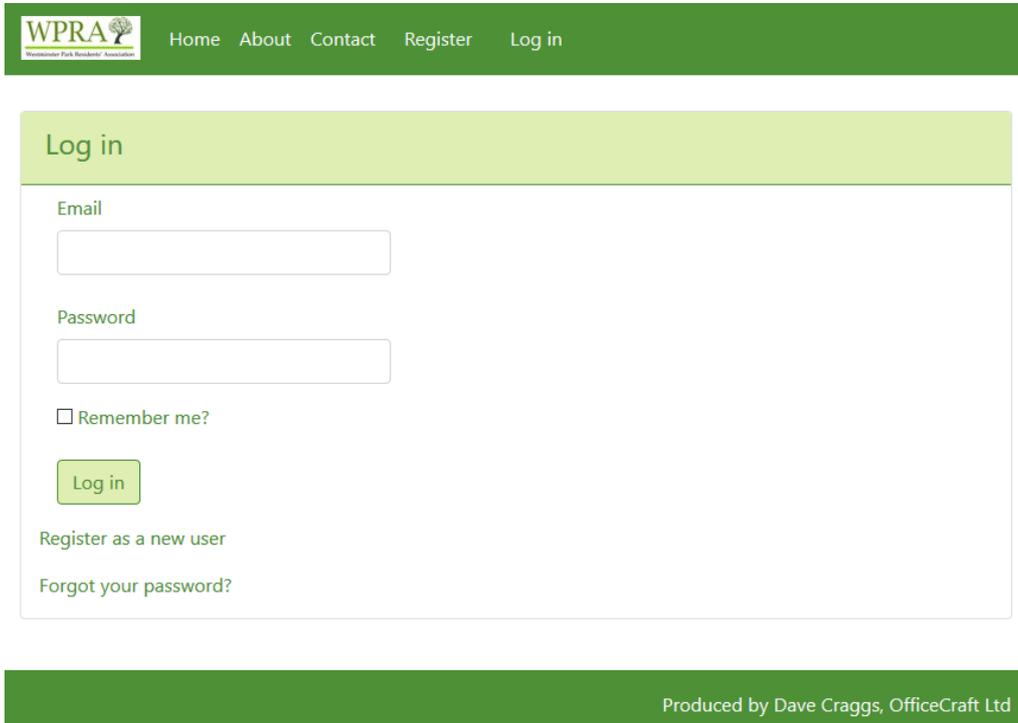
On first joining you will be sent a confirmation email to verify your email address. **Until you activate the link, you won't be able to log in or change your password.**



The screenshot shows the homepage of the Westminster Park Residents Association Portal. At the top, there is a green navigation bar with the WPRRA logo on the left and links for Home, About, Contact, Register, and Log in. Below the navigation bar is a light green header with the word "Welcome". The main content area is white and contains a welcome message: "Welcome to the Westminster Park Residents Association Portal. Here you can view and update your user details and manage your email preferences." Below this message is a link that says "Please Log in or Register". At the bottom of the page, there is a green footer bar with the text "Produced by Dave Craggs, OfficeCraft Ltd".

## 1.1 Logging In

To login, select the login link



WPRA  
Westminster Park Residents' Association

Home About Contact Register Log in

### Log in

Email

Password

Remember me?

Log in

[Register as a new user](#)

[Forgot your password?](#)

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Just enter your email address and password.

If you are not registered you can use the [register](#)<sup>3</sup> link.

If you don't know your password you can reset it using the [Forgot your password?](#)<sup>4</sup> link.

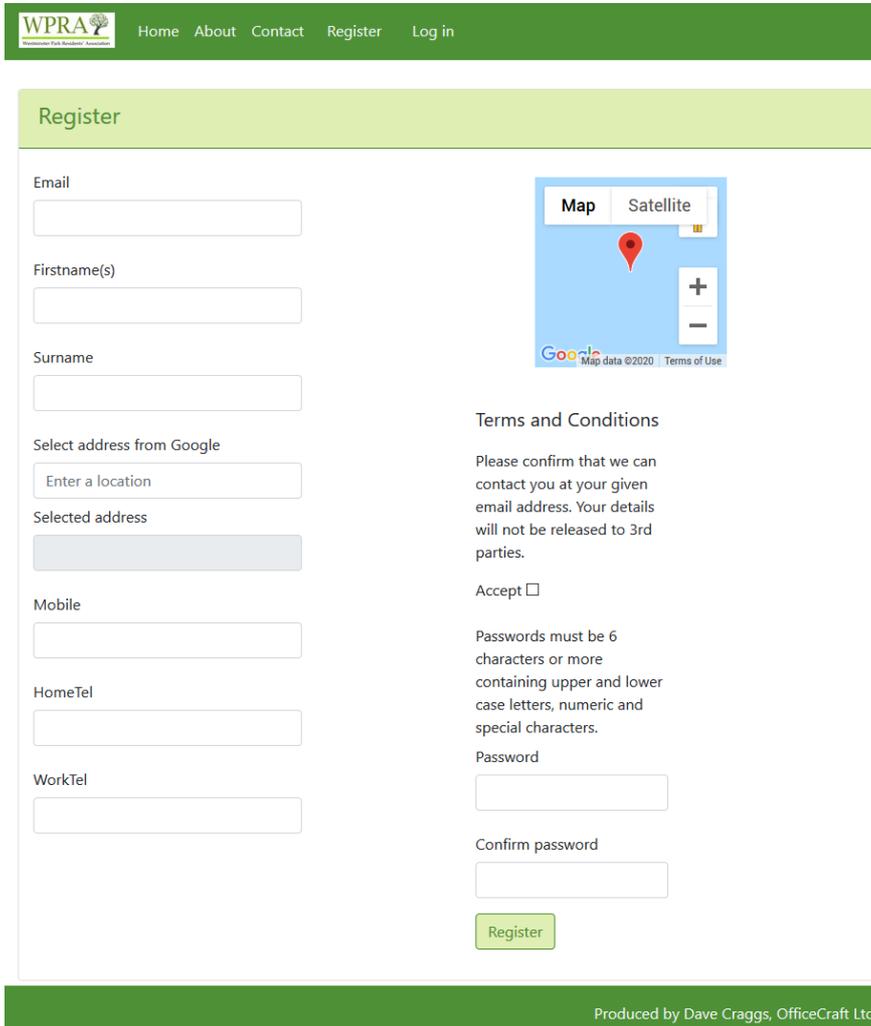
After logging in you can [check the details](#)<sup>6</sup> we hold on you.

You can select which [emails](#)<sup>8</sup> you receive

You can use our chat facility.

## 1.1.1 Register

Select register to add yourself to the portal.



The screenshot shows the 'Register' page of the WPRPA portal. At the top, there is a green navigation bar with the WPRPA logo and links for Home, About, Contact, Register, and Log in. The main content area has a light green header with the word 'Register'. Below this, there are several input fields: Email, Firstname(s), Surname, a 'Select address from Google' section with an 'Enter a location' field and a 'Selected address' dropdown, Mobile, HomeTel, and WorkTel. To the right of these fields is a Google Maps widget with 'Map' and 'Satellite' tabs, a red location pin, and zoom controls. Below the map is a 'Terms and Conditions' section with a paragraph of text and an 'Accept' checkbox. Further down are 'Password' and 'Confirm password' fields, followed by a green 'Register' button. At the bottom of the page, a green footer bar contains the text 'Produced by Dave Craggs, OfficeCraft Ltd'.

You need to add you email address, name and address.

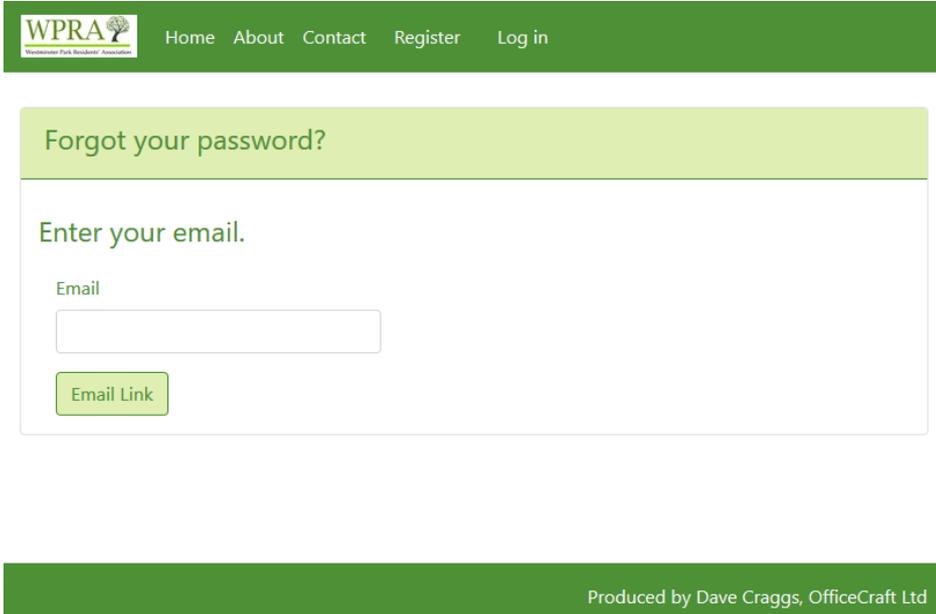
Please Accept the terms and conditions and then add your chosen password.

Note:

**Passwords must be 6 characters or more containing upper and lower case letters, numeric and special characters.**

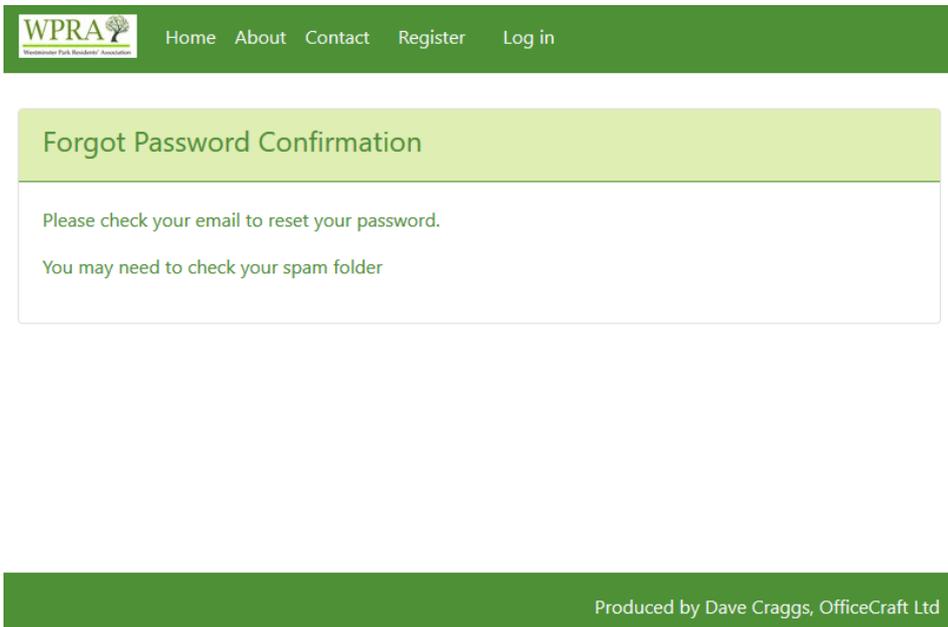
## 1.1.2 Changing your password

Use the Forgot your password? option to send an email to the will give you a link to change your password.



The screenshot shows the top navigation bar of the WPRPA website with links for Home, About, Contact, Register, and Log in. Below the navigation bar is a light green header with the text "Forgot your password?". The main content area contains the instruction "Enter your email." followed by a text input field labeled "Email" and a green button labeled "Email Link". At the bottom of the page is a green footer with the text "Produced by Dave Craggs, OfficeCraft Ltd".

On receiving the link (always check your spam folder if you can't find it)



The screenshot shows the top navigation bar of the WPRPA website with links for Home, About, Contact, Register, and Log in. Below the navigation bar is a light green header with the text "Forgot Password Confirmation". The main content area contains the instructions "Please check your email to reset your password." and "You may need to check your spam folder". At the bottom of the page is a green footer with the text "Produced by Dave Craggs, OfficeCraft Ltd".

On receiving the email you can the set your password using the page below.



## Reset password

Reset your password.

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Email

Passwords must be 6 characters or more containing upper and lower case letters, numeric and special characters.

Password

Confirm password

Reset

## 1.2 Check your details

To check or update your details, please click on your name in the menu bar.

### Manage

<b>Email</b> Manage Subscriptions	<b>Change your account settings</b> Update Details Change your password	Your Membership expired in 2018 To rejoin the WestminsterPark Residents Association <a href="#">click here:</a> <b>WPRA membership history</b>  2018
--------------------------------------	---	---

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Here you can see your membership history.

Clicking on update details gives you the following page:



## Update Details

First Names

Surname

Select address from Google



Mobile

HomeTel

WorkTel

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## 1.3 Configuring Emails

Selecting Manage Subscriptions from the home page or user details give you the following:

Email Subscriptions			
Name	Description		
<b>Gardening Club</b>	Westminster Park Gardening Club	<a href="#">Show History</a>	<a href="#">Unsubscribe</a>
<b>Test</b>	Testing only	<a href="#">Show History</a>	<a href="#">Unsubscribe</a>
<b>WP-RA News</b>	News and information from the Westminster Park Residents Association	<a href="#">Show History</a>	<a href="#">Unsubscribe</a>
<b>Wrexham Road Development</b>	For news and updates about the Wrexham Road Development	<a href="#">Show History</a>	<a href="#">Unsubscribe</a>

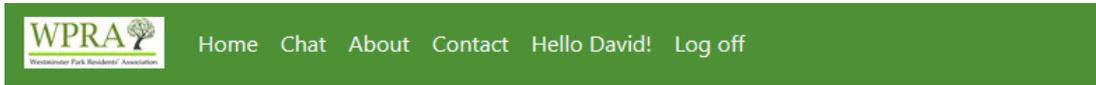
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Here you can select the lists you are interested in or unsubscribe.

You can also view all emails send previously from the lists.

## 1.4 Chat

We also now have a chat facility.



### Chat Items

[Create New](#)

[Rss Feed](#)

Subject	Author	Date Posted	Replies
<a href="#">Test</a>	Dave Craggs	17/03/2020 14:57:53	14
<a href="#">Another new chat</a>	Dave Craggs	18/03/2020 16:16:59	0
<a href="#">New chat topic</a>	Dave Craggs	18/03/2020 15:15:35	2

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From this page, you can [start a new chat](#)<sup>[11]</sup>, or view an existing chat. You can [reply](#)<sup>[12]</sup> to any message on the chats.



## Test

**Dave Craggs 17/03/20 02:03**

[Back to List](#)

this is a test post

[Reply](#)

---

**Dave Craggs 17/03/20 03:03**

Reply to item

[Reply](#)

---

**Dave Craggs 17/03/20 04:03**

Another comment

[Reply](#)

---

**Dave Craggs 17/03/20 05:03**

sdfasdASD ASD Asd

[Reply](#)

### 1.4.1 New Chat

Use Create new from the main chat page to start a new thread.

Home Chat About Contact Hello David! Log off

### ChatItem

---

Enter Subject

Enter Content

Create

[Back to List](#)

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## 1.4.2 Reply to a chat message

 Home Chat About Contact Hello David! Log off

### ChatItem

Enter Content

Create

[Back to List](#)

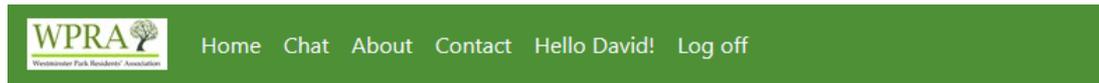
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### 1.4.3 RSS Feed

For the more technical Chat has a RSS (Really Simple Syndication) feed. There is a link on the main chat page.

Rss feeds are widely used on websites, and are used to keep track of changes and updates to a website.

A RSS feed is simply a list of the latest items on the the website, and are used by programs such as [Feedly](#).



## Chat Items

[Create New](#)

[Rss Feed](#)

Subject	Author	Date Posted	Replies
<a href="#">Test</a>	Dave Craggs	17/03/2020 14:57:53	14
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<a href="#">New chat topic</a>	Dave Craggs	18/03/2020 15:15:35	2

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## 1.5 Volunteer Programme

We are now running a Volunteer programme

If you have time we can add you to our list of people who are prepared to help the local community.

And if you are in need of any assistance you can also register. This could be shopping, picking up prescriptions, or even just having someone to talk to.

If you go to the home page you can see the following options:

### Volunteer Programme

We have a volunteer programme so we can assist people in the community that could do with some help. If you wish to join as a volunteer please [click here](#).

### Help Needs

If you are in need of any assistance, you can add yourself to our list and our volunteers can provide help. [Sign Up](#)

---

You can select the option to be put on our volunteers list.

Or you can register [for assistance by pressing the sign up button](#).<sup>14</sup>

### 1.5.1 Joining the help programme

You can be put on the list for help by contacting any of the Resident Association committee members or online using the Portal.

If you select the option on the home page

You will see this

## Add Person in Need Portal User Craggs

### Services Needed

### Notes

### Active



### Person in need details

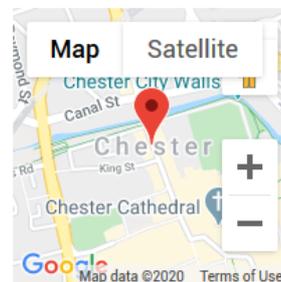
#### Firstname(s)

#### Surname

#### Select address from Google

#### Selected address

#### PhoneNumber



Here you can give us any information that you think we need to know,

Services needed could be anything like shopping, pick up prescription or just someone to talk to.

Notes are just for anything else we should know.

### 1.5.2 Asking for Help

Once you are in the System, you can ask for help by contacting any of the Resident Association committee members or online using the Portal.

Selecting edit help requirements from the home screen brings you here:

## Person In Need Portal User Craggs

**Name**

Portal User Craggs

**Services Needed**
**Notes**
**LinkedUser**

Portal User Craggs

## Help Required

Needs a beer delivery	Awaiting Volunteer	<a href="#">Edit</a>
		<a href="#">Remove</a>

Using the Add help button allows you to request help

## Help for Portal User Craggs

**Help Needed**

**Preferred**
**Date**

**Notes**


[Home](#)

A request will be sent to the Volunteer team and someone will be assigned to assist you.

## 1.6 Registering for Emails

We have a number of email lists we use to keep you up to date.

To receive emails you need to add yourself to any of the email subscriptions listed. The lists will change over time.

Click on manage subscriptions on the home page.

Email Subscriptions			
Name	Description		
<b>Auto</b>	Auto Register	<a href="#">Show History</a>	<a href="#">Subscribe</a>
<b>Gardening Club</b>		<a href="#">Show History</a>	<a href="#">Subscribe</a>
<b>Test 2</b>	Another test	<a href="#">Show History</a>	<a href="#">Subscribe</a>

You can use the links to subscribe or unsubscribe from any list

You can also view the history of previous emails sent