

CMS MANUAL

Explaining the workings of your CMS website.



Subject: CMS manual.

For: CMS 5.6

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Introduction

This manual is meant to describe the workings of the CMS. This manual relates to CMS 5.6 only.

Not all default features of CMS will be explained, but it will hopefully provide you with an insight on how to make changes to your website.

About this Manual and Issues with CMS

This manual has been produced to give you a insight in to your website, if you have any problems please contact CGC Design.

Is something not working in the interface? Are you using an old version of Microsoft Internet Explorer lower than version 8? We recommend using Chrome or Firefox.

Internet Explorer has never actually followed the guidelines of HTML, CSS, JavaScript and other languages. This is why some applications, where developers are following the W3C <http://w3.org> guidelines, don't work like they were intended. This software works fine with later versions and will look correct on older versions.

Terminology

CMS has some terms that aren't familiar to everyone. Therefore all the terms that are used in the CMS website are explained below. This is useful when you run into one or more of these terms as they are used throughout the manual.

Read and edit pages

❖ View mode

- Reading pages when the user is not logged in, doesn't have rights to edit the page or when the page is not open in edit mode.

❖ Edit mode

- When a user is logged in, and has rights to edit a page, they can open the page in edit mode. The page will reload and edit functions will be available.
- In edit mode it's possible to change the content of a page using block editors.

❖ Editor

- An editor is a window that opens when a block in a page is opened for editing. In this editor the contents of a block can be changed.

❖ Publishing

- Publishing is a term used for approving the page to go live. Making it visible for visitors.
- Pages that are edited don't necessarily have to be published;

they can also be saved as a preview version. This is useful when more than one person is working on a page or when the new version of the page shouldn't go live yet.

❖ Versions

- When a page is edited and saved a new version is created. The old version is saved so you can always return the page to a previous version. When a page is saved for preview a new version is also created. This new version will be visible for everyone that is allowed to edit that page. When a version is ready to be published the person that is able to publish pages should be informed so he or she can publish the page. This depends on your local permissions scheme.

❖ Design

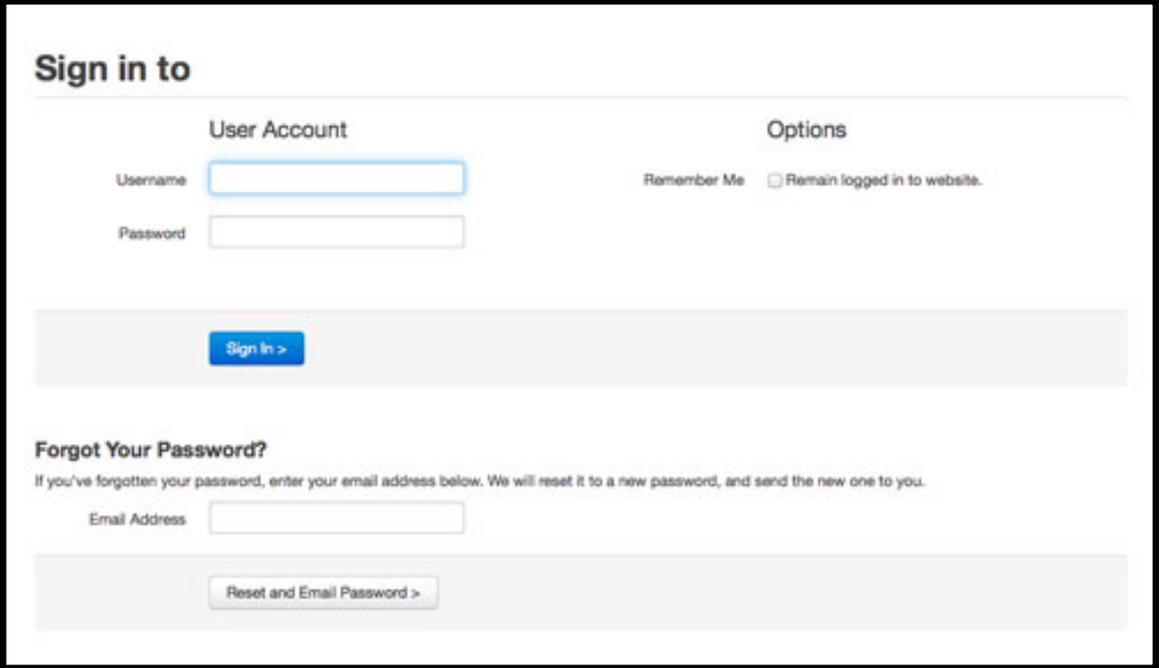
- A design is a sub-theme that you can select for a page. This design is then used to create the basic layout of the page. It gives you more or less areas to place blocks and some other default layout styles.

❖ Blocks

- Standard installed or additional plug-ins that contain and show your page's actual content. Without blocks your page wouldn't have content.

Login and forgot password

When you visit a page that you can only read when you are logged in or when you are trying to reach the Dashboard you will get this login screen.



The screenshot shows a login interface with the following elements:

- Sign in to** header.
- User Account** section with:
 - Username input field.
 - Password input field.
- Options** section with:
 - Remember Me checkbox.
 - Remain logged in to website checkbox.
- Sign in >** button.
- Forgot Your Password?** section with:
 - Text: "If you've forgotten your password, enter your email address below. We will reset it to a new password, and send the new one to you."
 - Email Address input field.
 - Reset and Email Password >** button.

The login screen also features a couple of options. The default option is to login and that's just why you get this screen. Enter your username and password and then press "sign in". When ticking the "Remember me" checkbox CMS will remember your login for the next time you need to login. Your sign in page will look different because of your website but the boxes should be the same.

Forgot password?

Forgot your password? Can't login? Enter your (registered) email address in the email address form field below the login form. Press the button "Reset and Email Password" and you will get an email send to your address containing your new password.

Editing pages

Through the website links navigate to the page that needs editing, and then click on the Edit tab. When a user, has the permission to edit the page, views the page the “Edit bar” will be visible on top of the page.

When a user is in view mode the bar will look like this:

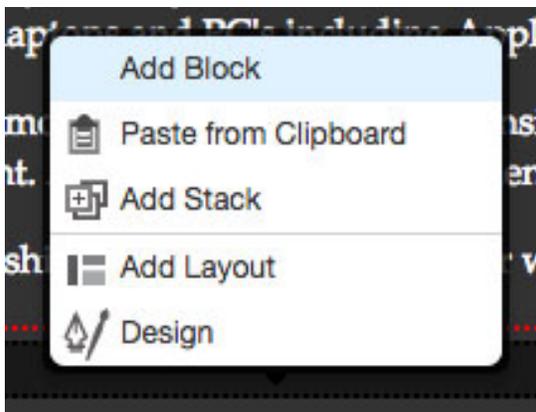


Adding blocks

Add a new block to a page by clicking on a link similar to the image below. The “Add to [Area]” links give the option to add blocks to that area.



After clicking on the link similar to the one in the image above, the “Add Block” window will open. It’s now possible to add new blocks to the area.

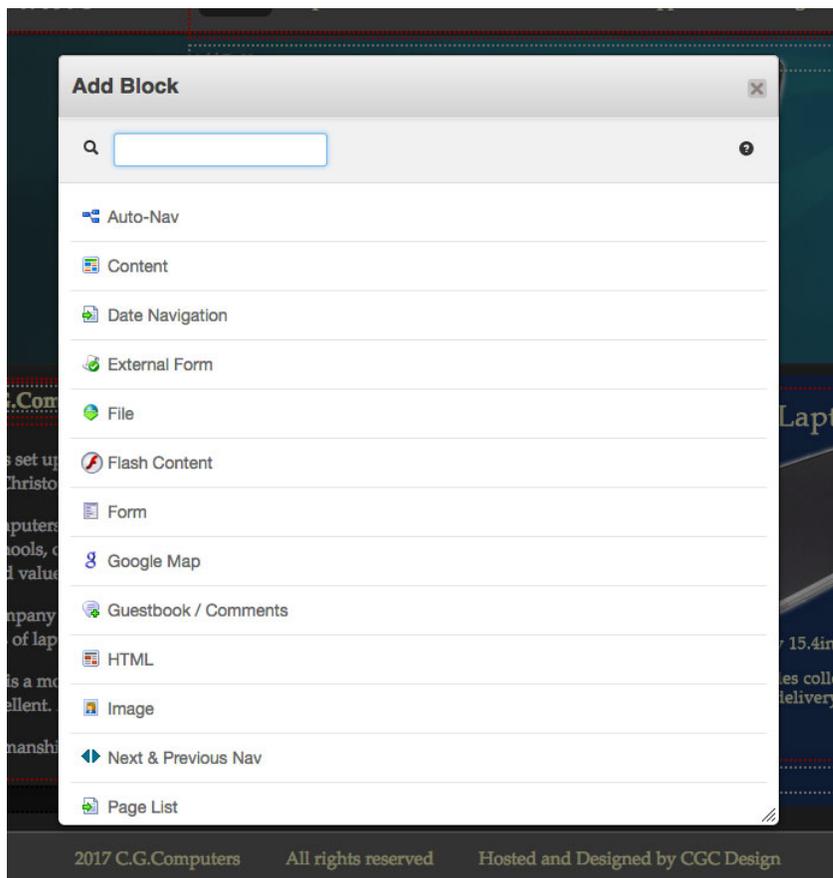


Then you need to choose the block you want to add.

- Content is the most used block as this can be used for text,

images and tables.

- Form is used for creating a form that will send information in an email to an address of your choice.
- Google Map is good for showing a location.
- Guestbook allows visitors to leave reviews or comments on your website.
- Image and slideshow can be used for putting images on your website



Editing blocks

In edit mode all blocks, that are added, will have a border, which is a

red dotted line. When you move your mouse over the block it will highlight, even though the color of the highlight is darker.



Normal (inactive) Active (highlighted)

After opening the block, the block editor will appear.

Saving pages

When you hover over Edit / Editing a box will appear that asks you to discard changes, preview or publish (save) the changes.

❖ Discard My Edits

- Undo all changes and return to the latest saved version.

❖ Preview My Edits

- Save all changes, but don't publish the page yet.
- When a page is opened in view mode, by a user that can edit the page, the latest saved version, and also and preview versions, is displayed. The link "This version is waiting approval. Approve this version." will be shown to quickly publish the page.
- When another user edits the page he/she will continue in the latest saved version, even when it has been saved by another user.

❖ Publish My Edits

- Save all changes and publish the page on the website. This option is not available when you have no rights to publish the page.

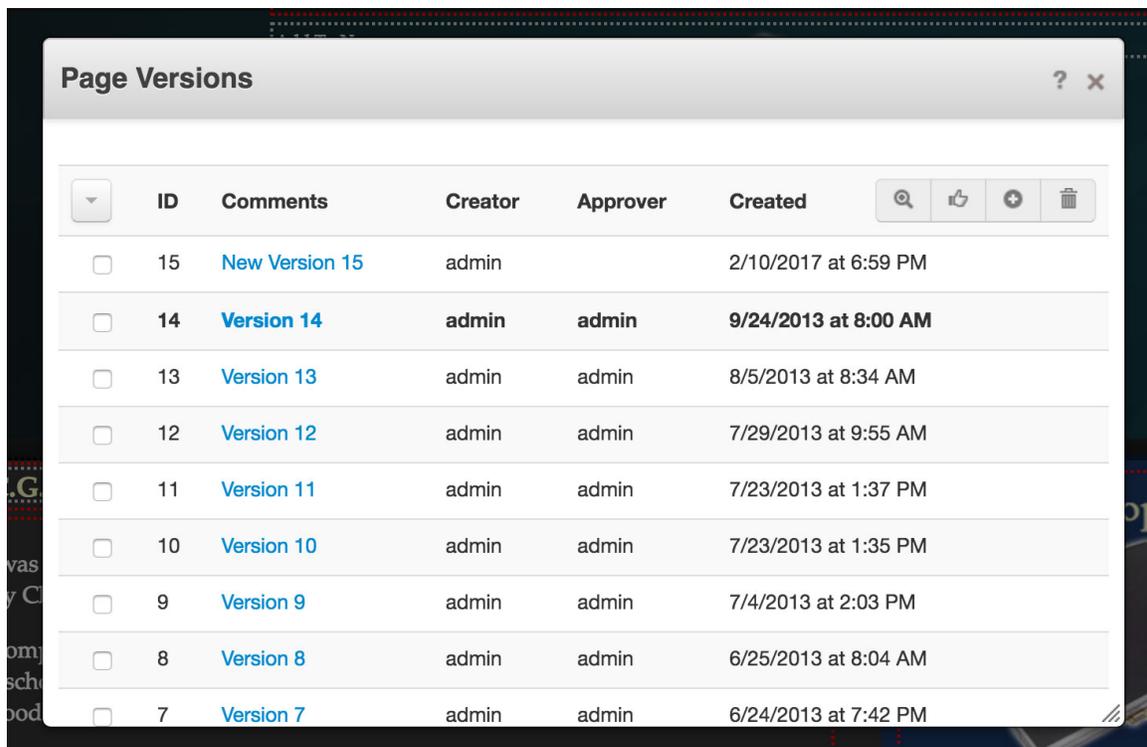
- When a page is published you only publish that page and not its subpages.

Versions

Every time you save a page a new version is created. This is useful, because you can always return to an earlier state of the page.

The button “versions” in the edit bar (when available) and will show a list with all the versions of the page and options to compare, delete and publish versions.

To return to an earlier version, tick the box of the version you want to use and click Approve (thumb up) and then delete the newer versions by clicking on the version and clicking the bin.



	ID	Comments	Creator	Approver	Created
<input type="checkbox"/>	15	New Version 15	admin		2/10/2017 at 6:59 PM
<input type="checkbox"/>	14	Version 14	admin	admin	9/24/2013 at 8:00 AM
<input type="checkbox"/>	13	Version 13	admin	admin	8/5/2013 at 8:34 AM
<input type="checkbox"/>	12	Version 12	admin	admin	7/29/2013 at 9:55 AM
<input type="checkbox"/>	11	Version 11	admin	admin	7/23/2013 at 1:37 PM
<input type="checkbox"/>	10	Version 10	admin	admin	7/23/2013 at 1:35 PM
<input type="checkbox"/>	9	Version 9	admin	admin	7/4/2013 at 2:03 PM
<input type="checkbox"/>	8	Version 8	admin	admin	6/25/2013 at 8:04 AM
<input type="checkbox"/>	7	Version 7	admin	admin	6/24/2013 at 7:42 PM

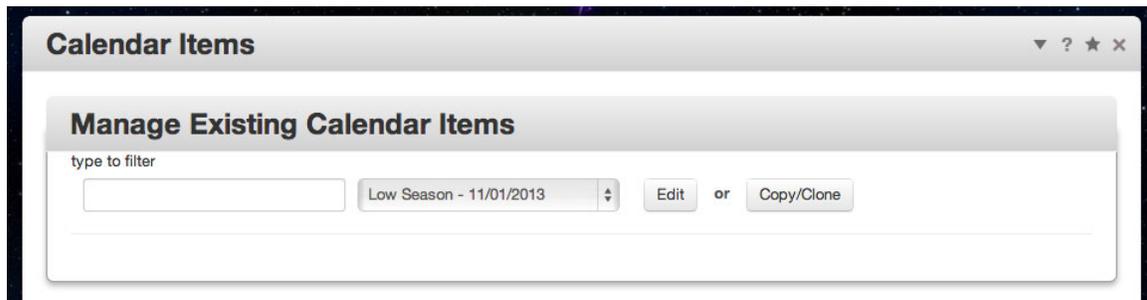
Calendar

Editing the calendar can be done from the database or from the calendar direct. Adding or editing an item should be done through the database only.

To get to the database you need to login to your website and double click on Dashboard. At the bottom of your dashboard you will have ITEMS CALENDAR with four options. Calendars and Setting should be already setup for you by CGC Design so these should not need changing.

Adding a item

Click on Add/Edit calendar item and this opens up a new screen. If you already have pre-setup items then you need to click the item from the top drop down box and then click Copy/Clone.



This will customize the options to your choice so you only need to add the start and end dates and then click save.

Adding an item without a pre-setup item means you have to fill the form out in full, but the image below should help. You need to fill out the dates and times if it is not a full day item. The item needs a name to display but a description is optional. You need to tick the calendar you want the item to be displayed on, you may have more than one. If your items are a whole day the all day event needs to be ticked. You then need to decide on the colours for the item and text. Finally if the item is a regular recurring event you can fill out how often, etc then click save.

Add Calendar Item

Start and End Date

Start

6/6/2013 11 : 13 AM

End

6/6/2013 11 : 13 AM

Details

Name

Your item name here.

Description

B *I* U ABC | [List Icon] [List Icon]

[Image Icon] [Image Icon]

Description isn't needed.

[Show/Hide Internal Notes](#)**Related Image**

+ Choose Image

Click on your calendar

Show on which calendars?

 Availability CalendarTime Details **Tick if all day event.**

All Day Event?

Don't Show Start and End Hours/Minutes

Color For Item Background?

 Colour for your item.

Or

 Use Calendar Color **Un-tick**

Color For Item Text?

 Colour of your text.

Or

 Use Calendar Text Color **Un-tick**

Associated Page?

 Select Page

Or

Set External Url

Recurring?

Non-Recurring

Or Custom Amount

Amount of times to repeat event?

Only use if you have a regular recurring item.**Click save to make it live.**

Save

Cancel

Editing and Deleting Events

On the Dashboard click on Manage Calendar Items and then find the date that needs editing or deleting. If you press the delete button the item will be deleted and the edit button will take you the edit screen, which is similar to above.