

CONTENT MANAGEMENT SYSTEM INSTRUCTIONS

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LOGGING IN

Your CMS website address is:

Username: admin

Password:



CHANGE PASSWORD

- On the left side of your screen click onto Change Password.
- Type in your new password in both fields – New Password & Confirm Password.
- Click SUBMIT and your new password will be active next time you log in.

USERS ADMIN

Use the form to update your admin login password:

Username	admin
New password	<input type="text"/>
Confirm password	<input type="text"/>
<input type="button" value="Submit"/>	

SITE CONTENT

Basic Content Update

- On the left side of the screen click onto Site Content.
- Where it appears Names and Description you will find a list of the page names currently appearing on your website. Once you have found the page you would like to update, click onto the EDIT icon (picture of a white page) situated on the right side of the page name.

- This will open up the Page Editor.
- On this Page you can change the Page Name which is at the top left hand corner of the screen, and you can also change your Meta-Title/Description/Keywords. The words you choose need to be relative to the information on the current page you are in, and this will help you with your search engine ranking.
- As you will notice a lot of the tools are similar to Microsoft Word.

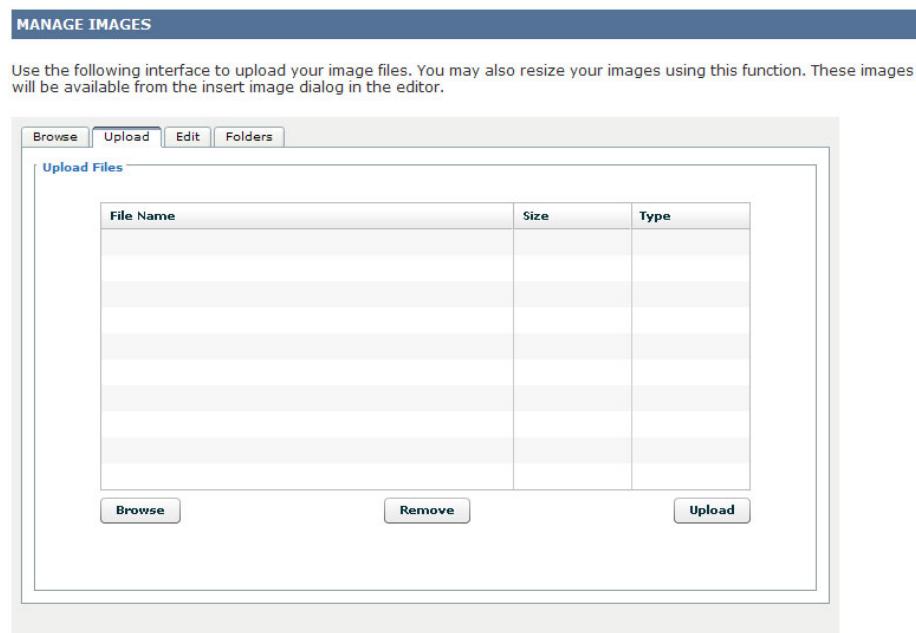
Hint: For one single return you press 'Shift & Enter' at the same time on your keyboard and for a double return you press 'Enter' on your keyboard.

Once you have completed updating your Page, scroll to the bottom of the screen and click SUBMIT.

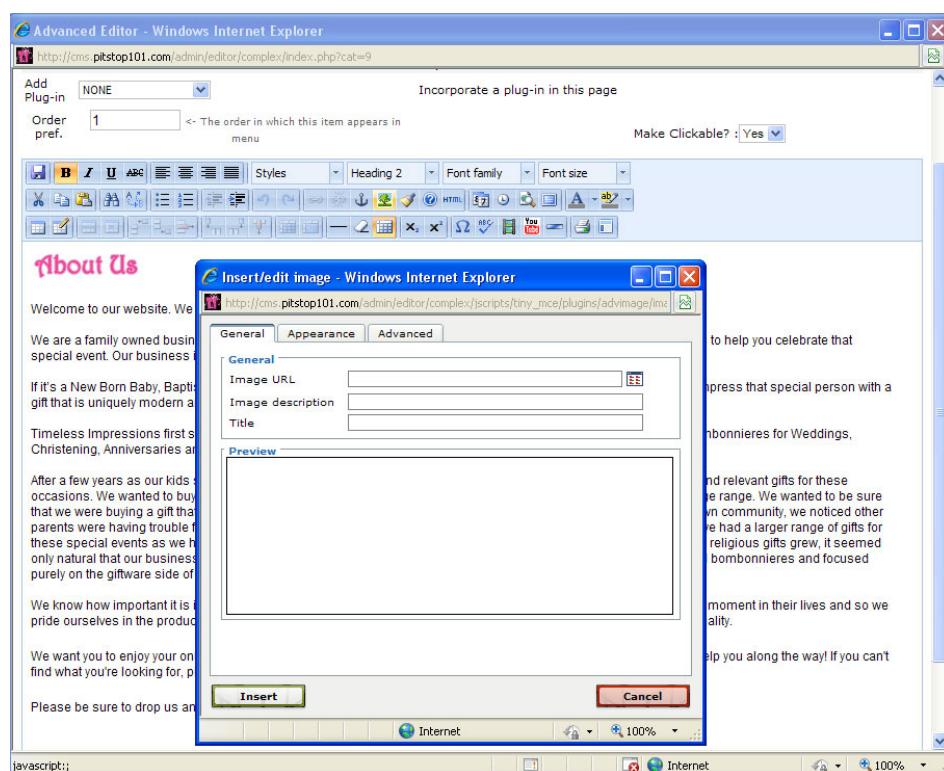
MANAGE IMAGES

Adding Images onto a Page

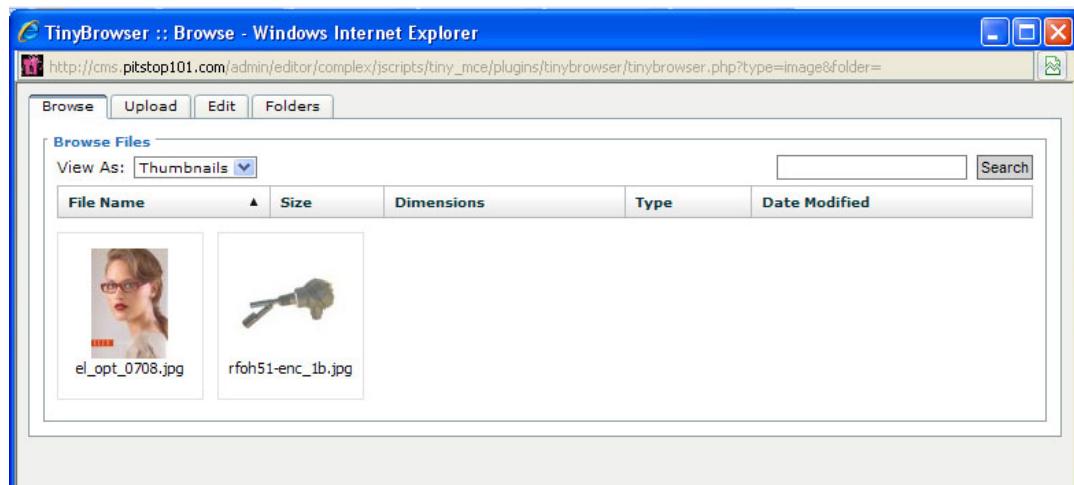
- On the left side of the screen click onto Manage Images.
- Click the Browse icon next to Select Image File. This will open up your File Browser.
- Double click onto the file you would like to upload, or if you have more than one file you want to upload, select them by pressing down on the 'Ctrl' key on the keyboard while clicking the desired files with your mouse. Then press enter.
- Click UPLOAD.



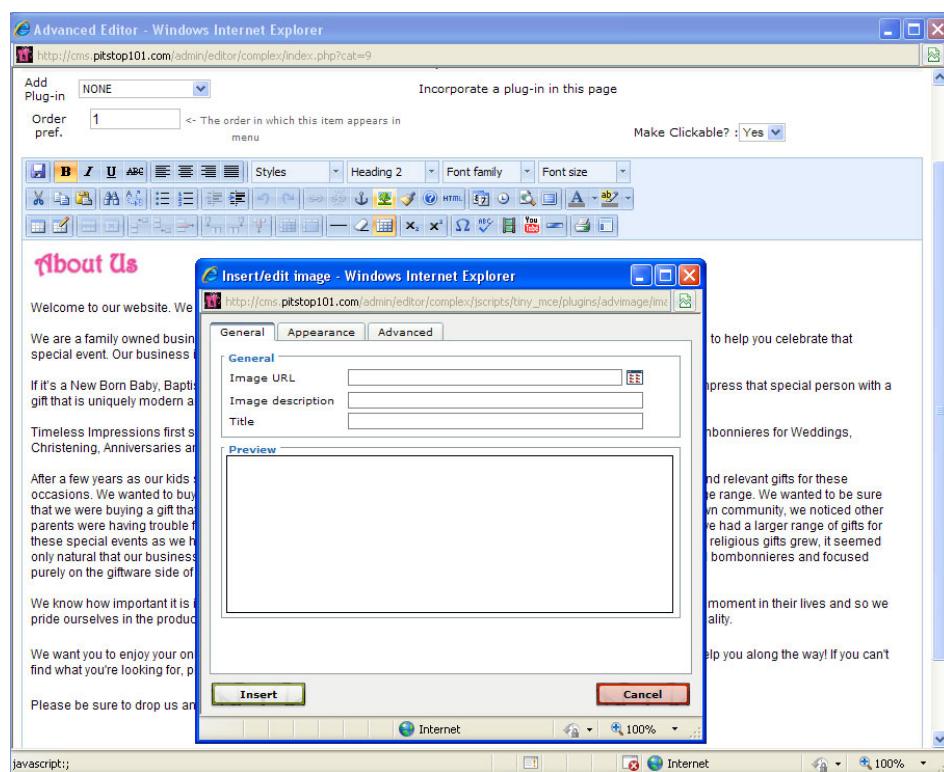
- On the left side of the screen click onto Site Content.
- Where it appears Names and Description you will find a list of the page names currently on your website. Once you have found the page you would like the image to go, click onto the EDIT icon (picture of a white page) situated alongside the page name.
- This will open up the Page Editor.
- Click onto 'insert/edit image' icon  situated in the middle row of icons. A popup box will appear.



- Inside the 'insert/edit image' popup box, click onto the browse icon  and the manage images box will popup, it's the same box that appears when you go through the other menu called 'Manage Images' – so in future you can actually upload and manage images this way as well. It usually opens up with the 'browse' menu first which allows you to view the images you have uploaded, from here you can upload images and edit images (resize, delete etc), you can also create folders to separate your images, there is also a search function if you end up having a lot of images and folders.



- Click onto the image you would like to insert into your page editor, this will bring you back to this popup window. Type in your description of the image, this will help search engines (eg Google) to recognize the image. Then click 'Insert'



- Once the image has been placed in your page editor, you can move it accordingly by clicking onto the image and dragging it or by selecting your alignment icons such as right align, left align or centre. Or you can create a table and insert the image in the table, this will help you to position your images better.
- Once you have completed updating your Page, scroll to the bottom of the screen and click SUBMIT.

Adding Enlarged Images onto a Thumbnail Image

- While in Page Editor, click onto the image you want to add the enlarged image too.
- Click the 'Insert/Edit Link' icon, this will bring up a box.
- To the right hand side of the 'Link URL' field, (being the 1st field) click onto the 'browse' icon, this will bring up another box called 'FCK Editor'.
- Choose 'Image' from the drop down box situated on the top left hand corner.
- Then click onto 'browse' at the bottom right hand corner.
- Select your larger image from your Documents, click 'Open' and then click onto 'Upload'.
- Once uploaded, the image file will appear above, click onto that file once only.
- This will bring you back to the 'Insert/Edit Link' box with the 'Link URL' you have chosen.
- Click onto the 'Advanced' tab at the top.
- Go down to the name 'Relationship page to target', and choose 'Lightbox' from the drop down box.
- Click 'Insert' and this completes the process.

DELETING A PAGE

- On the left side of the screen click onto Site Content.
- Where it appears Names and Description you will find a list of the page names currently on your website. Once you have found the page you would like to delete, click onto the rubbish bin situated alongside the page name.
- At the top of the screen it will ask you '**Are you sure you want to delete the category? YES/NO**'. Click 'Yes' and this will delete the page selected.

ADDING PAGES

Add a New Menu Item – A: Level 1 (Main Heading)

FOR EXAMPLE:

- **Packages** (A: Create a Level 1 Menu Item)
- On the left side of the screen click onto Site Content.
- In the middle of the screen, under 'A: Create a Level 1 Menu Item', type in the new name of your menu in the Menu Name field.
- Just underneath that click the ADD icon.
- The new menu name will immediately appear under the 'Name' and 'Description' listing.
- If you have made an error and you would like to delete it, refer to Deleting a Page.

Add a New Page to the Main Item – B: Level 2 (Sub Heading ONLY)

FOR EXAMPLE:

- **Packages** (A: Create a Level 1 Menu Item - Main Heading)
 - **Accommodation** (B: Add Normal Level 2 Page – Sub Heading with **NO** further pages attached to it)
- On the right side of the screen, under 'B: Add Normal Level 2 Page', there is a drop down box with all of your Main Headings, click onto the drop down arrow and select the Menu Item which you want your Sub Heading to appear.
- Next you need to type in the 'Page Name' which is the next field down.
- Next field down choose 'Yes' from the drop down box to 'Make this a Shop Category'.
- Just underneath that click the ADD icon.

Add a New Page to a Sub Heading – C: Level 2 & D: Level 3

- FOR EXAMPLE:
 - **Packages** (A: Create a Level 1 Menu Item - Main Heading)
 - **Accommodation** (C: Create a Level 2 Entry Menu Item - Sub Heading with further pages attached to it)
 - **Family Rooms** (D: Add a Page to 3rd Level – These are extra pages attached to the Sub Heading)
 - On the right side of the screen, under 'C: Create a Level 2 Entry Menu Item', there is a drop down box with all of your Main Headings, click onto the drop down arrow and select the Menu Item which you want your Sub Heading to appear.
 - Next you need to type in the 'Category Name' which is the next field down.
 - Just underneath that click the ADD icon.
 - Now go to the next section which is 'D: Add a Page to 3rd Level', there is a drop down box with all of your Sub Headings, click onto the drop down arrow and select the Sub Heading which you want your extra pages to appear.

GALLERY

Adding Images to a Gallery Page

- On the left side of the screen click onto Gallery.
- In the middle of the screen, under 'Upload New Photo' go to 'select a category' and click onto the drop down box which will give you a list of your gallery pages.
- Click onto the gallery page you want to upload your images to.
- Then a bit further down where it shows 'select image', click onto the 'browse' button and this will open up your documents.
- Double click onto the image from your documents.
- Click onto 'Upload'
- Once it has uploaded, it will show you towards the top of the screen the name of the image you have just uploaded.
- Repeat these steps for each image you want to upload

GALLERY MANAGER

Upload your gallery photos with this tool. Hit browse and locate the image file. Hit submit to upload. Please be patient while the file uploads. You will be prompted once the upload is complete.

To add a gallery to a page on your website, select the gallery name from the plugin drop-down list in the [content manager](#).

Step 1: Create a new Gallery Category
 Step 2: Upload photos to the new gallery category
 Step 3: Go into the site [content manager](#), open up the editor for the page you want to display the gallery on
 Step 4: Select the new gallery category from the plugins drop down list. The gallery name will appear in that list.
 Step 5: Save page. Gallery is now active on that page on the website.

Upload New Photo

Title/Description of Photo

Select Category

Enter width to resize image to for large view: 400

Enter width to resize image to for thumbnail: 150

Add New Category

Category Name

Category Description

Delete Category

Select category to delete

Caution! This will delete all images in the selected category.

Gallery Settings

Select Image File You cannot upload yet, create a category first

No of photo to display per page: 4

No of images across to display: 3

Gallery display style: Style A (Lightbox)

Thumbnail border style: White border with shadow

Current Images Online - Click on category to view images

Select a category to view current images.

File ID	Date Added	Filename	Description	Action	Thumb
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Add a New Gallery Page

- On the right side of the screen is 'Add a New Category'
- Type in the new name in the 'Category Name', which will be the name of your new page.
- Upload your images on the new page. Follow steps above 'Adding Images to a Gallery Page'.
- You need to activate the Gallery page by selecting 'site content' located in the menu on the left hand side of the screen.
- Where it appears Names and Description you will find a list of the page names currently appearing on your website. Find the new page you created, click onto the EDIT icon (picture of a white page) situated alongside the page name, this will open up the page. **If it doesn't show in your list of page names, then you also need to create a new page here as well – please refer to Adding Pages, pg 5 of the instructions.**
- Once you have opened up your new page, select the new gallery page from the 'add plugin' drop down list. The gallery name will appear in that list.
- Submit page, located at the bottom. Gallery is now active on that page on the website..

FILES / DOCUMENTS

This page will be used to add (upload) and delete files and documents that are on the server. To upload a file, first press the "Browse..." button at the bottom.

This will open up your documents where you can select the image you wish to store on your server. Double click onto the file and it will be placed in the body of the table, you can upload multiple files at a time.

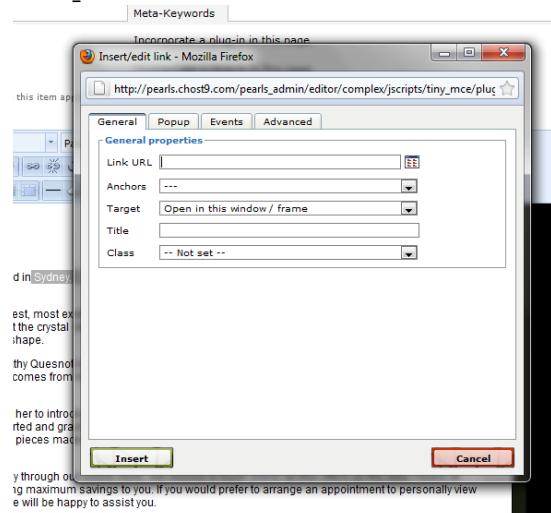
To send the file/s to the server just press the "Upload" button below.

To delete a file, click onto the 'Edit' tab and select the file to delete, then press delete at the bottom.

The screenshot shows a file upload interface within a CMS. At the top, there are navigation links: Browse, Upload, Edit, and Folders. Below this is a section titled 'Upload Files' containing a table with three columns: 'File Name', 'Size', and 'Type'. The table has several empty rows. At the bottom of the interface are three buttons: 'Browse', 'Remove', and 'Upload'.

Adding Files/Documents

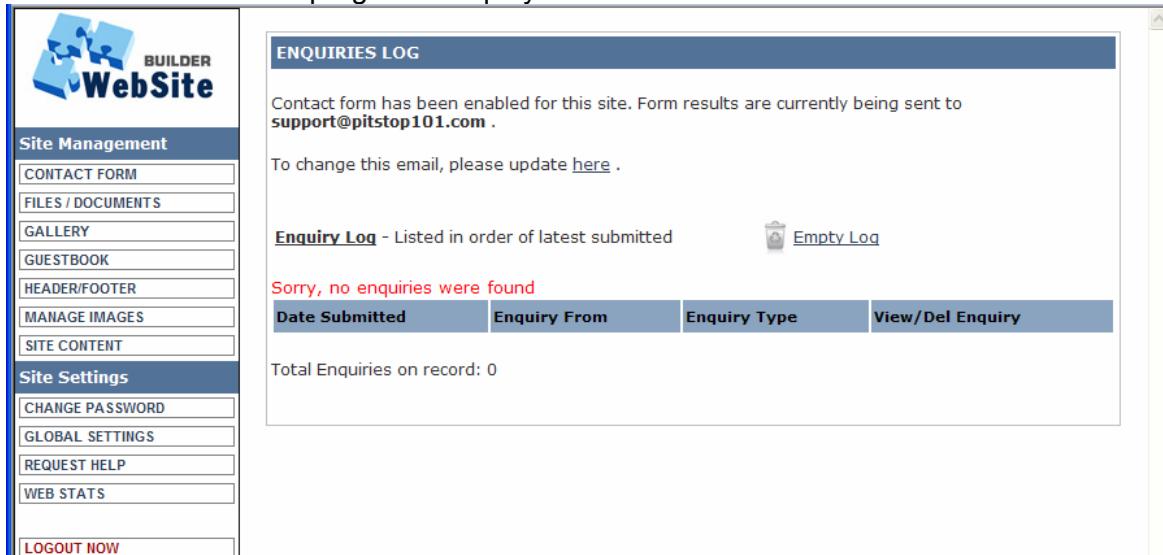
- Open up the page (Page Editor) you want this document to be used in e.g. About Us page.
- In your Page Editor you can type in a few words to show viewers that this is where you click to access the uploaded file OR you can insert an image and when clicked it will access the file as well.
- Either highlight the text or image. Now we need to link the file. Click onto the link icon  this will open up the following window.



- Click onto the browse icon on the right hand side of the 'Image URL', this will open up the 'Tiny Browser window'.
- Click onto your document and it will take you to the first window again (as shown above).
- Click onto the drop down arrow on the right side of 'Target' and select 'open in new window frame' .
- Click 'Insert' and this will close off the box,
- Click 'Submit' at the bottom of the page editor. This completes your link. You can now view your website, and check the link you have just created by clicking onto the highlighted & sometimes underlined text and your document will open up.

CONTACT FORM LOG

- Any enquiries sent through the form on your site are stored in a database.
- To view these click CONTACT FORM in the admin menu on the left hand side.
- You will see a list of the latest enquiries. Click the small magnify icon to view the enquiry.
- Click the delete icon to purge the enquiry from the database.



The screenshot shows the 'ENQUIRIES LOG' page. At the top, a message states: 'Contact form has been enabled for this site. Form results are currently being sent to support@pitstop101.com.' Below this, a note says: 'To change this email, please update [here](#).' A 'Sorry, no enquiries were found' message is displayed. A table header for 'Enquiry Log' includes columns for 'Date Submitted', 'Enquiry From', 'Enquiry Type', and 'View/Del Enquiry'. The table body shows 'Total Enquiries on record: 0'. The left sidebar, titled 'Site Management', contains links for 'CONTACT FORM', 'FILES / DOCUMENTS', 'GALLERY', 'GUESTBOOK', 'HEADER/FOOTER', 'MANAGE IMAGES', 'SITE CONTENT', and 'Site Settings'. The 'Site Settings' section includes links for 'CHANGE PASSWORD', 'GLOBAL SETTINGS', 'REQUEST HELP', 'WEB STATS', and 'LOGOUT NOW'.

ONLINE SHOP - PRODUCTS

Adding Products

- On the left side of the screen click onto Products.
- On the right side of the screen there is a column called 'Add New Product', directly underneath is a list of categories, which currently appears on your website.
- Click onto the category you wish to add the product to.
- Underneath your list of categories, there are about 10 different sections available for you to type in relative information regarding your new product. This information will appear next to your product on your website, the more information you have, the more helpful your site will be. Some of the following sections are: 'Product Code', 'Brief Product Description Name', 'Product Detail Description', 'Stock Availability', 'Item Price', 'Upload Product Image' etc
- You need to click onto the BROWSE icon to upload your image.
- Your document files will appear, double click onto the file you wish to extract the image from.
- Then click onto ADD which is at the bottom of the column.

Editing Products

- In the middle of the screen there is a column called 'Edit/Manage Products'.
- Then further down there is a list of Names of all your products.
- If you would like to change the Name, click onto the EDIT icon (picture of a white page) situated alongside the page name.
- Once you have changed the name, click onto the EDIT button.
- If you would like to edit or view the images you have added to that specific category, click onto the VIEW CATEGORY icon (picture of a magnifying glass) alongside the page name.
- To change the 'Item Name' or 'Item Description' or 'Price' etc, click onto the EDIT via basic Editor ICON (picture of a grey page) situated under 'Action/Order' column. Clicking onto the blue page will allow you to do the same thing as well as add in more options for that particular product.
- Once you have changed the relevant sections, click onto EDIT further down the page.

Deleting Products

- In the middle of the screen there is a column called 'Edit/Manage Products'.
- Then further down there is a list of Names of all your products.
- To delete an image, click onto the VIEW CATEGORY icon (picture of a magnifying glass) alongside the page name.
- Once you click onto the DELETE icon (picture of rubbish bin) situated under the 'Action/Order' column, this will delete the image and all the information associated with it.
- When you have finished, click onto EDIT further down the page.

GLOBAL SETTINGS

This page should not be touched by anyone except a system administrator.