



**New Zealand
Instrument Builders**

User Manual

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1 Introduction

New Zealand Instrument Builders website was built in the Silverstripe CMS. Silverstripe is a free and open-source content management system (CMS). In this User Manual steps to produced and edit web pages, forms, testimonials, blogs and configure access levels are going to be explained using tables and screenshots from the Silverstripe account of New Zealand Instrument Builders.

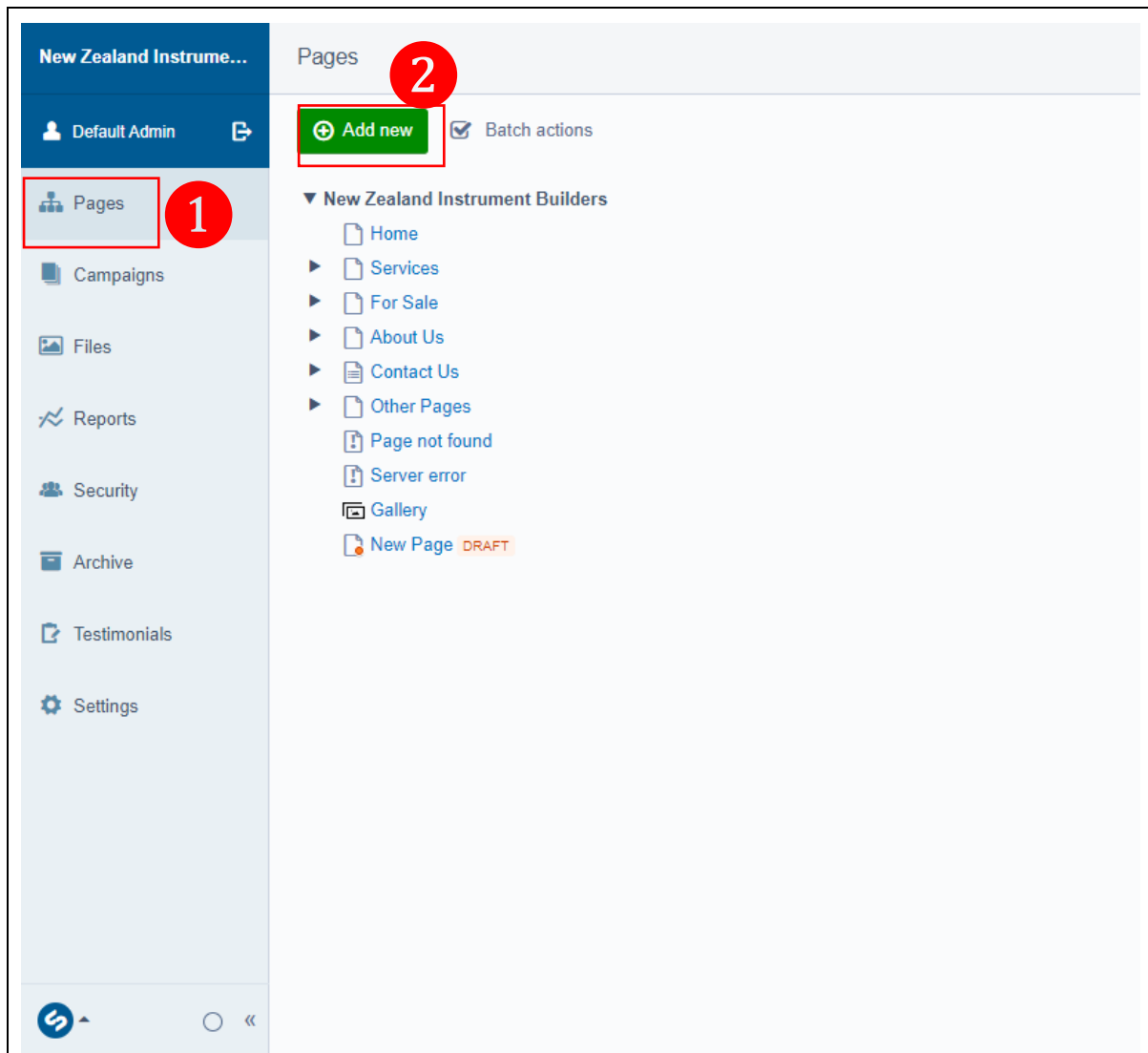
Each part of this manual have its own colours demarcated in the top of the page.

① Extra information will be indicated in this format box

2 Working with Web Pages

In this section steps to create, modify and understand web pages types will be explained.

2.1 Creating a Web Page



Step	What to do
1	Select Pages section in the sidebar
2	Click in Add new

Pages / Add page

STEP 1.
Choose where to create this page

☒ Top level
☐ Under another page

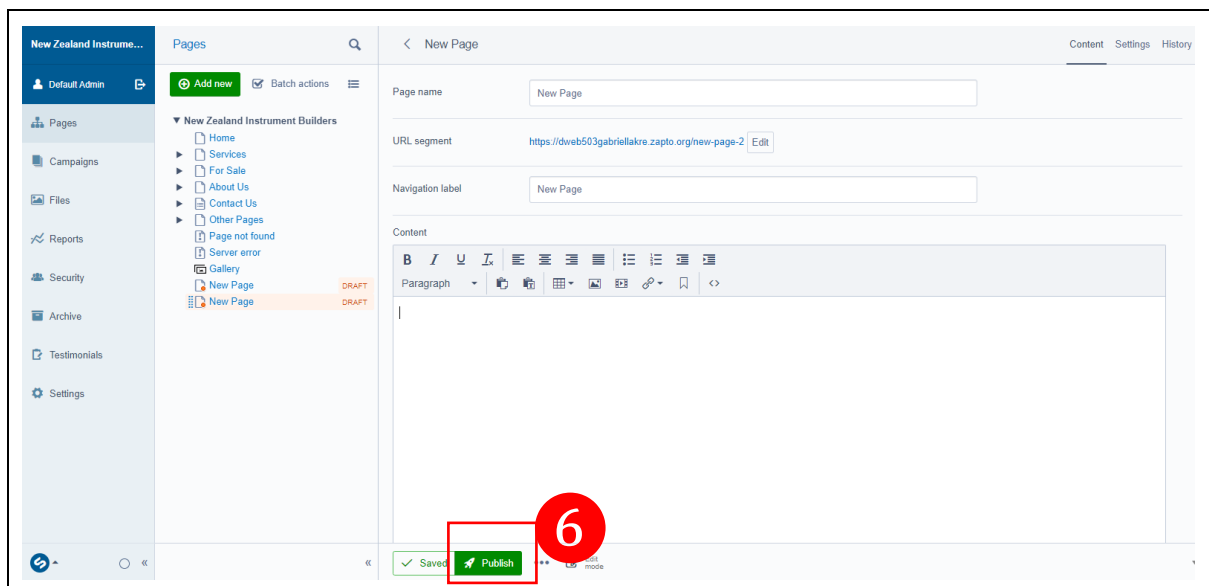
Note: Some page types are not allowed for this selection

STEP 2.
Choose page type

☒ Page *Generic content page*
☐ Blog *Adds a blog to your website.*
☐ Blog Post
☐ Error Page *Custom content for different error cases (e.g. "Page not found")*
☐ For Sale Child Page
☐ For Sale Page
☐ Gallery Page *An image gallery.*
☐ Home Page
☐ Redirector Page *Redirects to an internal page or an external URL*
☐ Services Child Page

5 **Create** Cancel

Step	What to do
3	In Step 1 choose and select between a Top-Level Page or a Sub Level Page (in this case choose also under which parent page this Sub-Level page will belong to)
4	In Step 2 choose the page type
5	Click in Create



Step	What to do
6	Enter the content you want and select Publish to save the changes into the CMS and website

2.2 Example of Creating a Services Child Page

The screenshot shows the 'Add page' interface. On the left is a sidebar with navigation links: Pages, Campaigns, Files, Reports, Security, Archive, Testimonials, and Settings. The main area is titled 'STEP 1. Choose where to create this page'. It has two radio buttons: 'Top level' and 'Under another page' (selected). Below the radio buttons is a dropdown menu showing 'Instruments'. To the right of the dropdown is a red box with the number 1. Below this is 'STEP 2. Choose page type'. It lists several page types with radio buttons: 'Page Generic content page', 'Blog Adds a blog to your website.', 'Blog Post', 'Error Page Custom content for different error cases (e.g. "Page not found")', 'For Sale Child Page', 'For Sale Page', 'Gallery Page An image gallery.', 'Home Page', and 'Redirector Page Redirects to an internal page or an external URL'. Below these is a red box with the number 2 containing the 'Services Child Page' option, which is selected. At the bottom left is a green 'Create' button with a plus icon, highlighted by a red box with the number 3. A 'Cancel' button is next to it. A red box is also visible in the top right corner of the interface.

Step	What to do
1	Create a page under Instruments page following the steps in the item 2.1 Creating a Web Page
2	Select the Page type Services Child Page
3	Click in Create

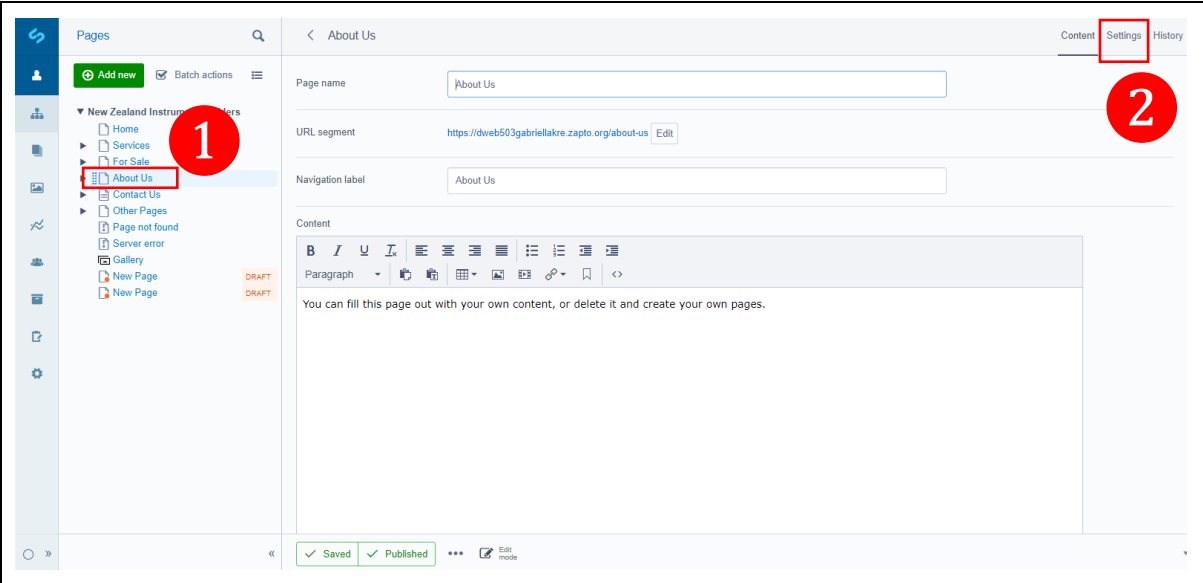
The screenshot shows a CMS interface for creating a new service page. The sidebar on the left contains a tree view of pages, including 'New Zealand Instrument Builders', 'Services', 'Instruments', and 'New Services Child Page'. The main form is titled 'New Services Child Page' and contains the following fields:

- Page name:** A text input field containing 'New Services Child Page'.
- URL segment:** A text input field containing '...to.org/services-5/instruments/new-services-child-page-2'.
- Navigation label:** A text input field containing 'New Services Child Page'.
- Instrument Name:** A text input field.
- Instrument Description:** A large text area.
- Photo:** A dashed box with a placeholder image and the text 'Upload new or Choose existing'.

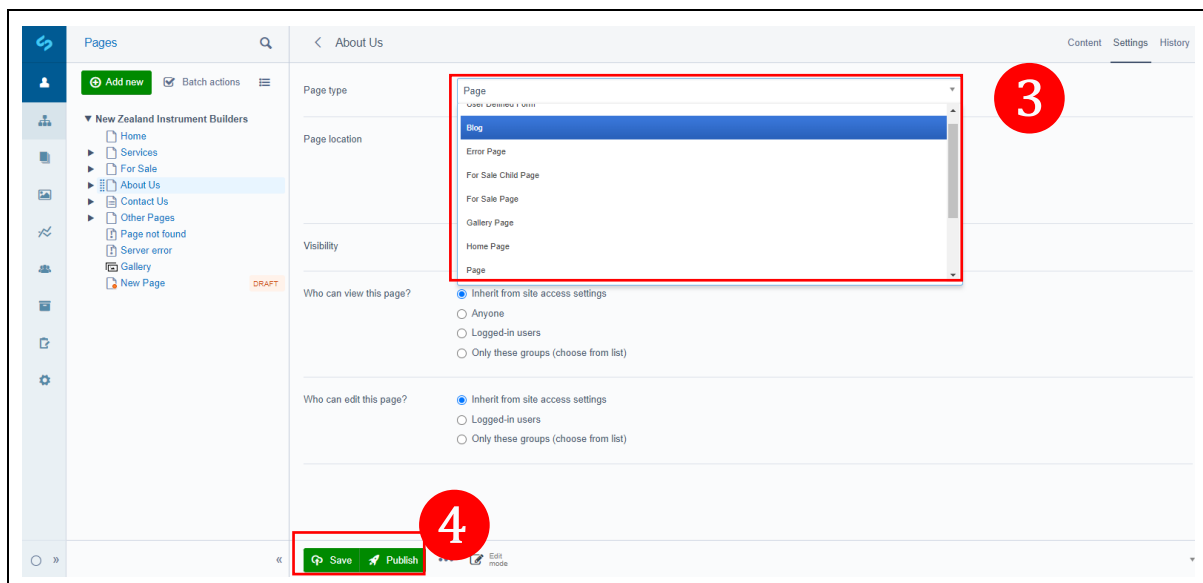
At the bottom of the form, there is a toolbar with a 'Paragraph' dropdown and a 'Save' button (with a green checkmark) and a 'Publish' button (with a green arrow). Red boxes and numbers 4, 5, and 6 highlight these specific areas.

Step	What to do
4	Insert Page name
5	Insert Instrument Name, Instrument Description and Photo
6	Click in Save to save the changes into the CMS or Publish to save the changes into the CMS and website. The page type Services Page – Instruments will do a loop in all Services Child Pages and display the content in Instruments page

2.3 Modifying a Web Page

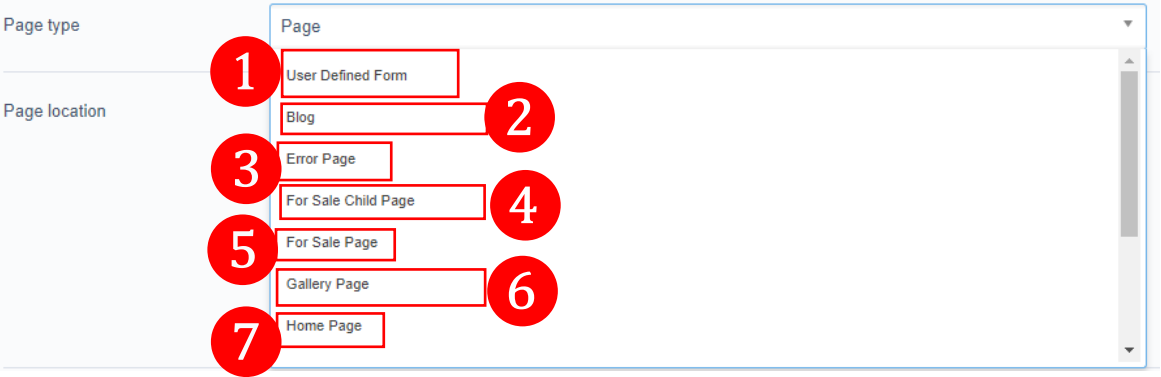


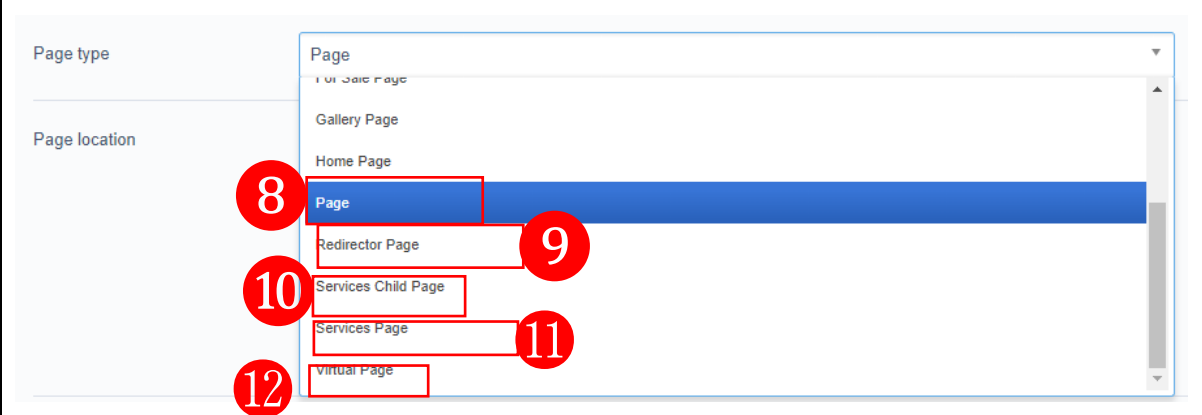
Step	What to do
1	Select the Page you want to change
2	Select the Settings Tab



Step	What to do
3	Select the Page type you want
4	Click in Save to save the changes into the CMS or Publish to save the changes into the CMS and website

2.4 Page Types Available

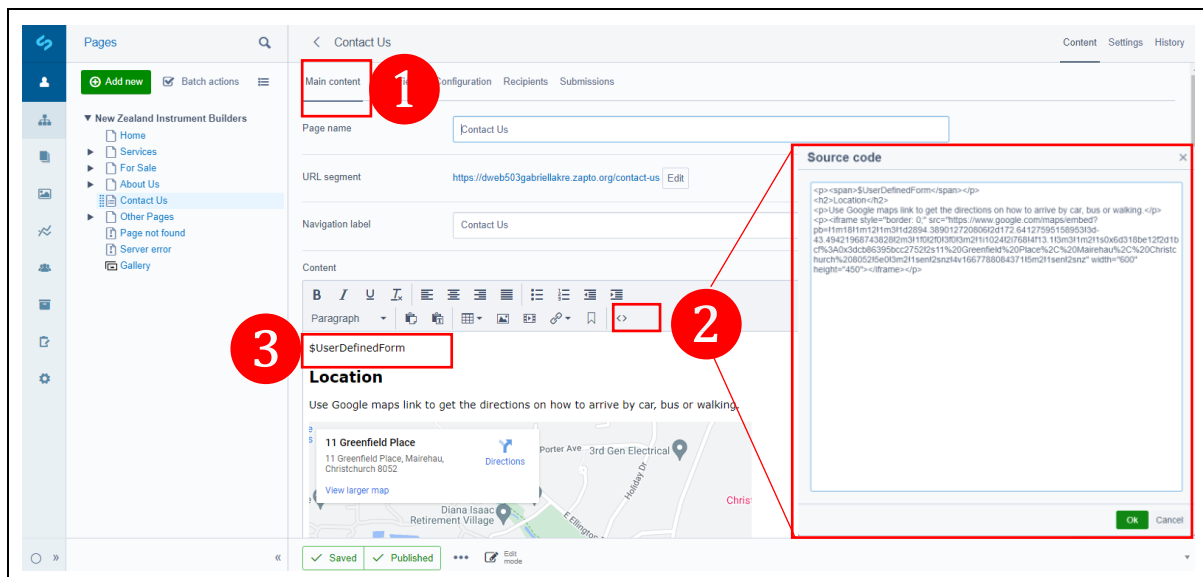
	
Step	What to do
1	User Defined Form Page allows the creation of form fields, validation messages, and configuration of autocompletion fields
2	Blog/News Page is a page meant to display articles produced by the client
3	Error Page is a page that will display an error message when produced by the website
4	For Sale Child Page contains instruments or CD description, instrument or CD name, price, and picture. It is meant to show the instruments or Cd's available for sale
5	For Sale Page will use a loop to display all the For Sale Child Pages
6	Gallery Page allows the user to upload pictures
7	Home Page has a square menu layout and displays the client's testimonials through a data model

	
Step	What to do
8	Page type Page is a default Silverstripe page with generic content
9	Redirector Page is a page that redirects the user for an internal or external page
10	Services Child Page contains instrument name, instrument description, and picture
11	Services Page will use a loop to display all the Services Child Pages
12	Virtual Page is a page that copies the content of another page, any changes made in this page will edit the copied virtual page

3 Creating forms

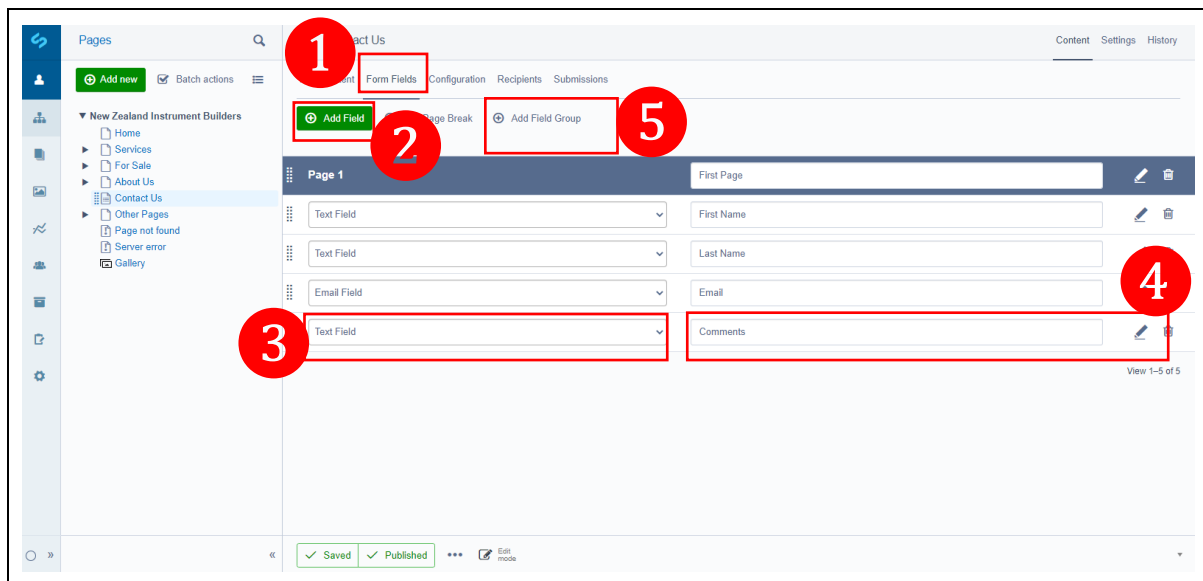
The User Defined form is designed to be a top-level page. It will have the page name **Contact Us** and it will display information about how the users can contact the client, by phone or in the physical store.

3.1 Adding Main Content to User Defined Forms



Step	What to do
1	Select Contact Us page (page type User Defined Forms). In the Main Content tab text and/or images can be added
2	After adding the context, to display the Google map image link go to the address in the Google Map website, click into the Share button and select Copy Link. Then in the CMS, select Source and paste the link in the Source Code box where you want it to be inside a paragraph tag (<p>paste link here</p>)
3	To choose where the Form will be in the page use the code "\$UserDefinedForm"

3.2 Adding or Editing Form Fields in a User Defined Forms



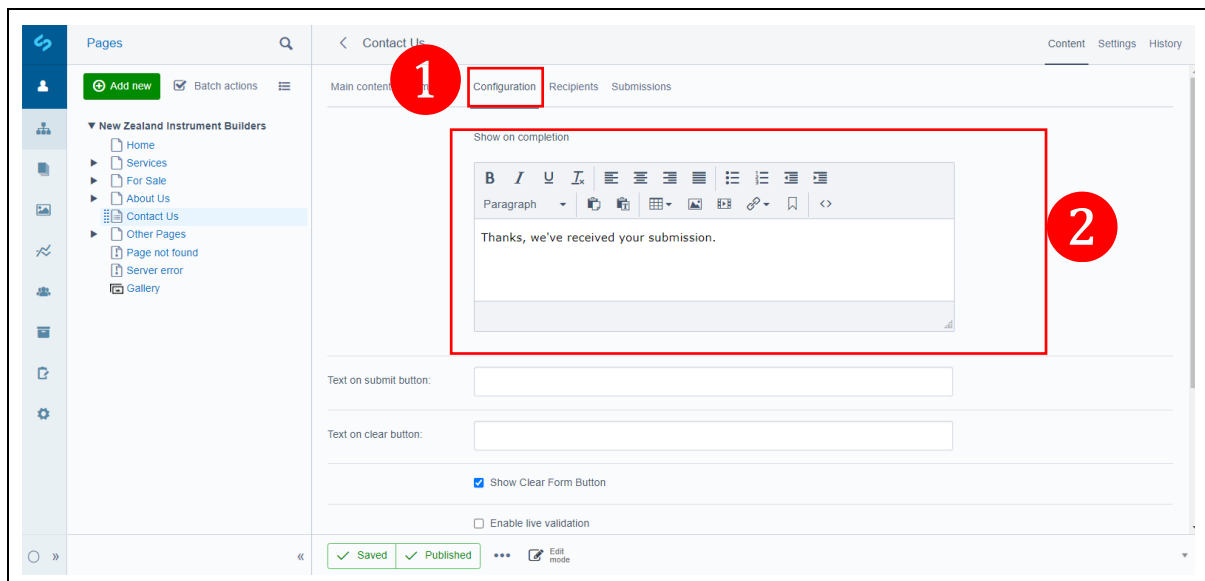
Step	What to do
1	To add or edit form fields click in the tab Form Fields
2	Click the Add Field to add a field into the form
3	Select the type of field in the dropdown list
4	Give a name for the field. Select edit field name to see advanced options (see steps in next table)
5	Click in Add Field Group to add a group to the form. Two markers will be created and anything inside these two markers will belong to the group. Also, a group name field will be created for the client give a name to the group

3.2.1 Configuring advanced option in the Form Field Name

The screenshot shows the 'Form Field Name' configuration page. The 'Main' tab is selected, indicated by a red circle with the number 1. The 'Placeholder' field is highlighted with a red circle and the number 2, showing the text 'Your First Name'. The 'Autocomplete' field is highlighted with a red circle and the number 3, showing a dropdown menu with 'First name' selected. The interface includes a sidebar with navigation options like Pages, Campaigns, Files, Reports, Security, Archive, Testimonials, and Settings. The bottom of the page has 'Save' and 'Publish' buttons.

Step	What to do
1	Select edit field name to see advanced options (Step 4 of heading 3.2 Adding or Editing Form Fields). The advanced option to the name field more important are the Placeholder and the Autocomplete field located in the Main tab
2	The Placeholder field represents the text that will appear in the field box explaining what the user needs to type in this field
3	The Autocomplete field has a dropdown list to choose what information the browser will automatically populate in this field

3.3 Configuring a User Defined Forms



Step	What to do
1	In the Configuration tab there are fields to customize messages in the form's behaviour and appearance
2	The message in the Show on completion section will display a message after the user click in the submit form if all fields have been filled correctly

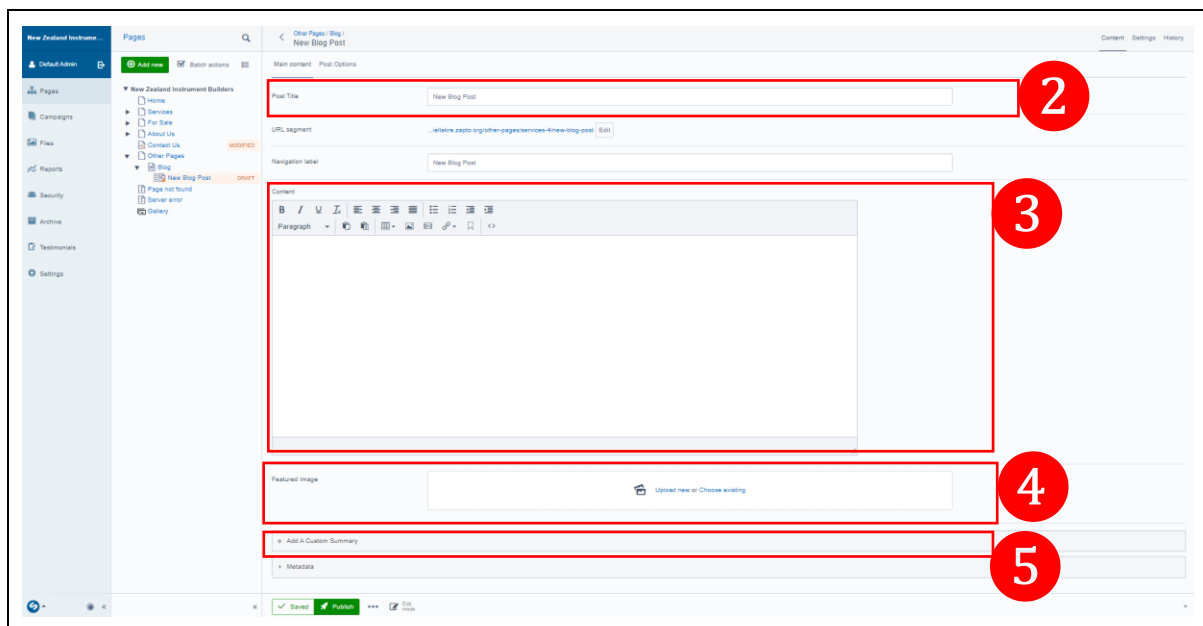
4 Creating News/Blog Articles

News/Blog Articles are meant to the client communicate with their customers about what is happening in the company. The articles can be added choosing future dates, for automatically future posts, or past dates to add the content from the old websites.

4.1 Adding a News/Blog Post – Main Content

The screenshot shows the admin interface for 'New Zealand Instruments'. On the left is a sidebar with navigation links like Pages, Campaigns, Files, Reports, Security, Archive, Testimonials, and Settings. The main area is titled 'Pages' and shows a list of pages under 'New Zealand Instrument Builders'. A red circle with the number '1' highlights the 'Add new Blog Post' button. Below this, there is a table of blog posts with columns for 'POST TITLE' and 'STATE'. The first row shows 'Website revised - at last!' with a state of 'Published on Sep 1, 2008 9:39:00 AM'. A red box highlights the 'Blog Post' title in the list, and a callout bubble says 'Click in the Blog Post Title to edit'.

Step	What to do
1	To create a new Blog/News Post select Add new Post



Step	What to do
2	Type the Post Title . It will be automatically copied in the navigation label field
3	Type the content in the Content box
4	In the Featured Image field, you can add images to your post
5	Below Feature Image there is bottom that says Add a Custom Summary . If you click in this field a content box will open and you can add a summary description of the post. If you do not type anything the first 30 words typed in the context box will be used as a summary

4.2 Adding a News/Blog Post – Post Options

Step	What to do
1	In the Post Options tab there are option fields to: publish date, categories, tags, authors and additional credits
2	Select the date and time of the new Blog/News Post you would like to add. If you choose a date and time in the future, the blog/News will be automatically posted
3	Click in Save to save the changes into the CMS or Publish to save the changes into the CMS and website

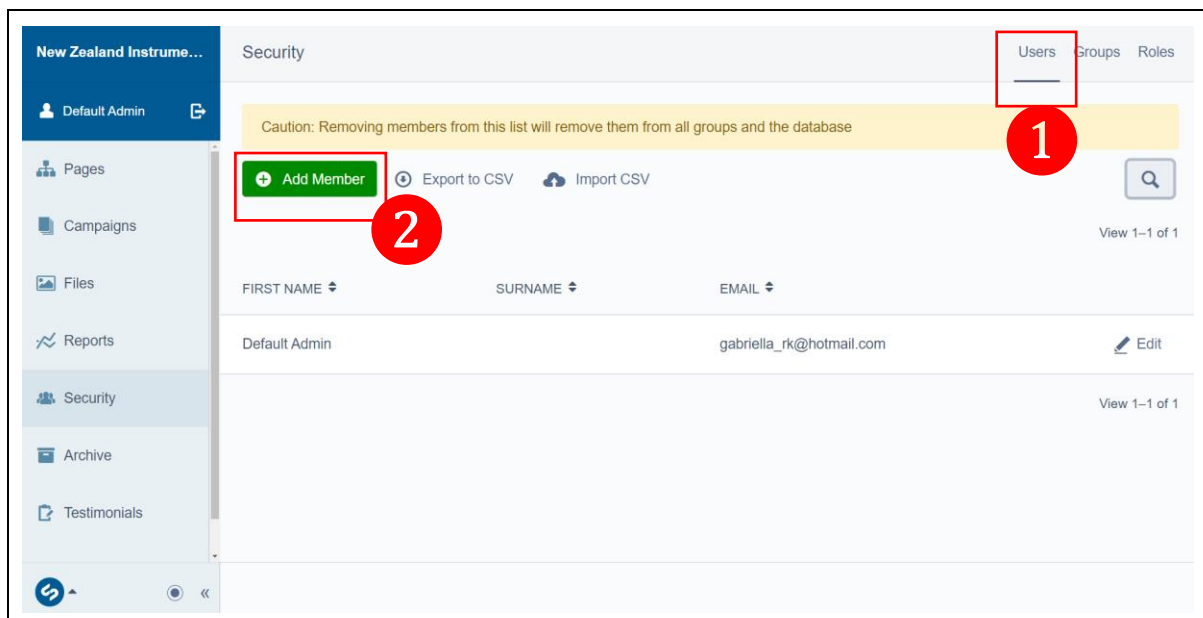
5 Configuring Access

This section contains the steps necessary to configure different access levels in the CMS.

The creation of roles can be used to assign a collection of permissions. The creation of security groups will give access to specific pages to a collection of users.

The recommended way to use roles and security groups is to assign similar roles to different groups. For example, you can define an “author” role once and then you can apply the author role to different groups with different page accesses. Each user inside the group will be able to create and edit content for the specific pages they have access to.

5.1 Adding a New Member

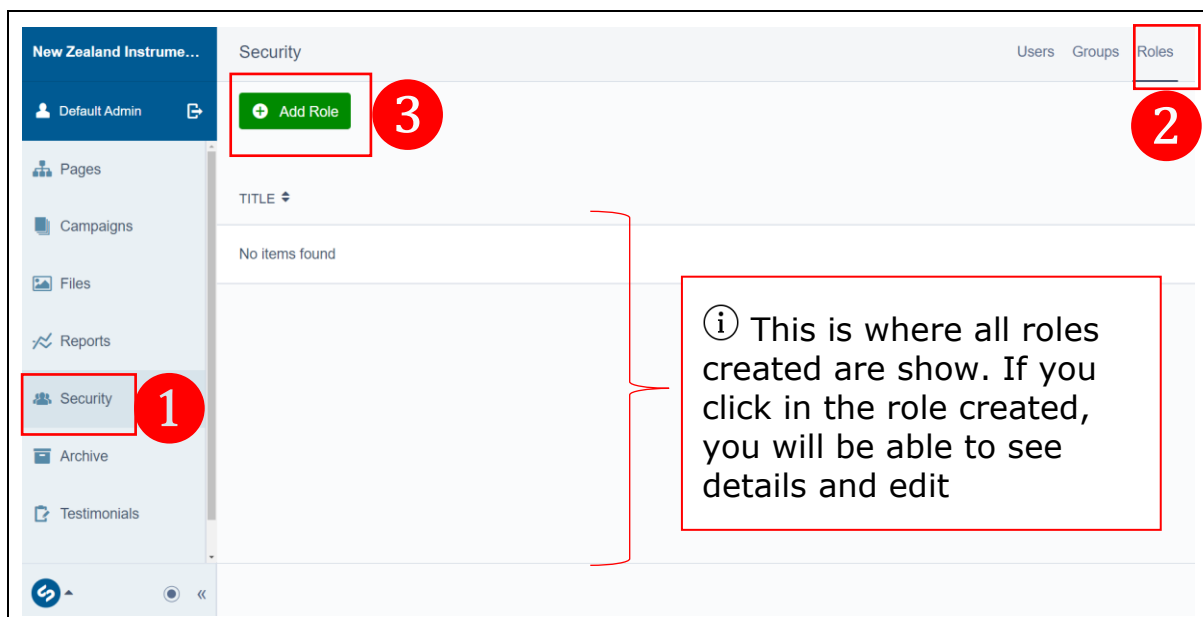


Step	What to do
1	Members can also be created selecting Security section in the sidebar and the Users tab
2	Click in Add Member to add a new member

The screenshot shows the 'New Member' form in a Joomla! administrator interface. The form includes fields for First Name, Surname, Email, Password, Confirm Password, Interface Language, Failed login count, Blog profile summary, and Blog profile image. A red box highlights the Email, Password, and Confirm Password fields, labeled with a red circle containing the number 3. Another red box highlights the Groups field, labeled with a red circle containing the number 4. A third red box highlights the '+ Create' button at the bottom left, labeled with a red circle containing the number 5.

Step	What to do
3	You need to know the e-mail and password of the member you want to add
4	Apart from inserting member name and picture you have the option to add the member to a group
5	Click in Create to create the member

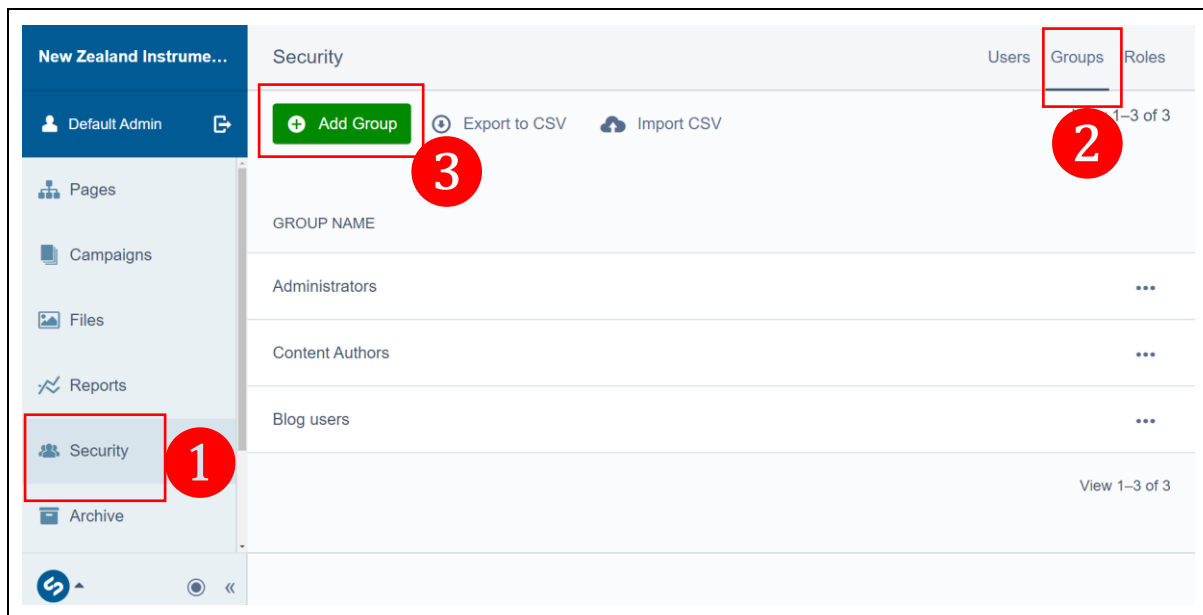
5.2 Creating a New Role



Step	What to do
1	To give access to a new user as a content author first create a role. Select Security section in the sidebar
2	Select the Roles tab
3	Click in the Add Role button

Step	What to do
4	In the Title section enter the role title, in this case "Author"
5	In the Permissions section tick which permissions do you want the new role to have, in this case "Manage users for individual blogs"
6	To save click in the button Create

5.3 Creating a New Security Group



Step	What to do
1	To create a new group Select Security section in the sidebar
2	Select the Groups tab
3	Click in Add Group

New Zealand Instrume...

Default Admin

Pages

Campaigns

Files

Reports

Security

Archive

Testimonials

Settings

< Security / Groups / New Group

Members Permissions Roles

Group name

Parent Group

Select an Option

If you choose a parent group, this group will take all it's roles

Description

+ Create

Cancel

4

5

Step	What to do
4	In the Members tab type the Group name
5	Select Create . After that a box to add members will appear

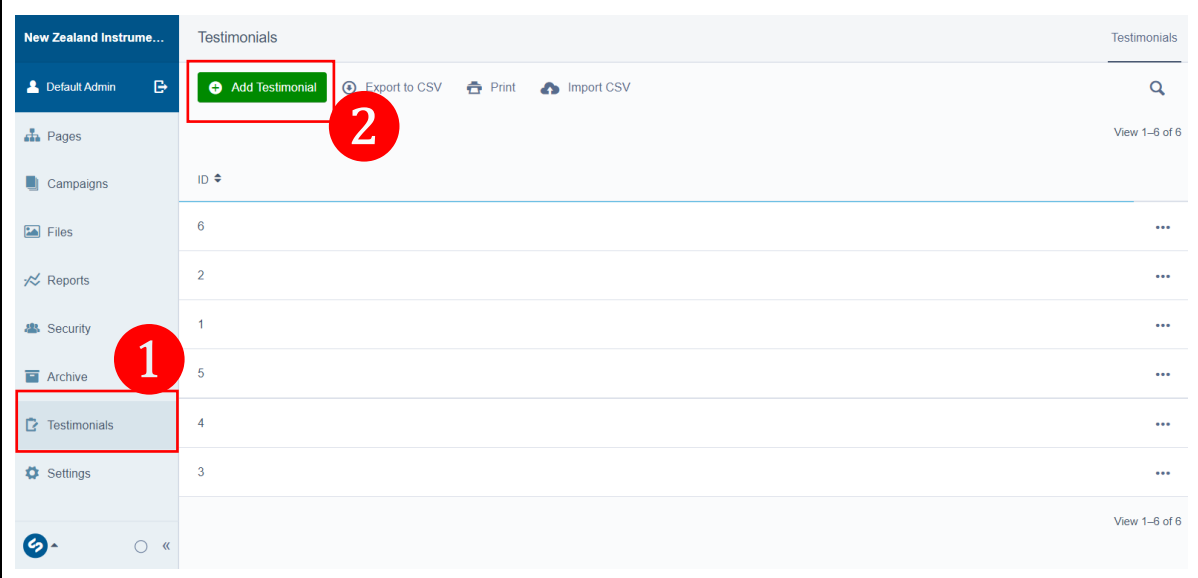
5.4 Adding Members/Role to a Security Group

Step	What to do
1	To add members to a group Select Security section in the sidebar, and go to Groups tab. Select the group you want
2	Now you are in the same page when you finished the creation of a group. You have the option to add an existing member
3	Or add a New Member to the group
4	To add a Role to the group go to the Roles tab and select the role in the dropdown list

6 Dealing with Testimonials

The testimonials section was build using Silverstripe data model. They are displayed in the home page using a slideshow. The client can add testimonials, edit and choose which testimonial he would like to feature in the home page.

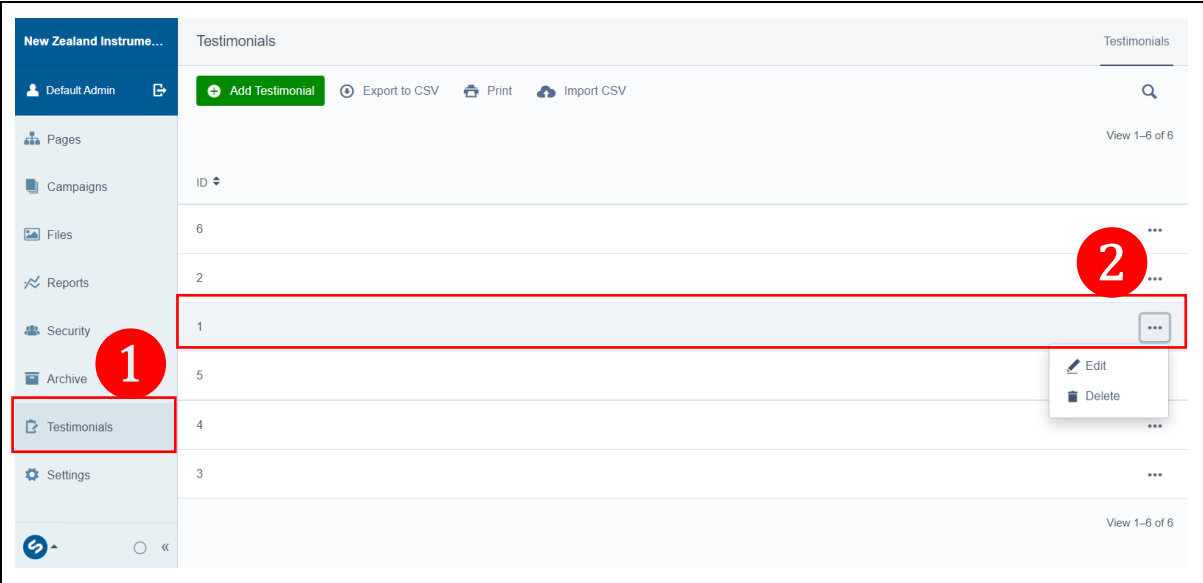
6.1 Adding a New Testimonial



Step	What to do
1	To insert a testimonial select Testimonials section in the sidebar
2	Click in Add Testimonial

Step	What to do
3	Type the customer's name
4	Insert the customer's testimonial
5	Tick Feature on homepage to display the testimonial in the homepage slideshow
6	Click in Create to add the testimonial. An ID number will be assign to the new testimonial

6.2 Editing a testimonial



Step	What to do
1	To edit a testimonial, select Testimonials section in the sidebar
2	Click in the testimonial ID number or in the three dots to Edit or Delete the testimonial

New Zealand Instrume... < Testimonials / #6 Main

Default Admin

Pages

Campaigns

Files

Reports

Security

Archive

Testimonials

Settings

Customer name Weissenborn owner Peter from Los Angeles.

Testimonial Paddy thank you, I am overwhelmed with the guitar. It is just too beautiful to describe. So subdued yet spectacular in

☒ Feature on homepage

3 4

Save Delete

Step	What to do
3	Make any changes you want and click in Save to save the changes
4	Or select Delete to delete the testimonial