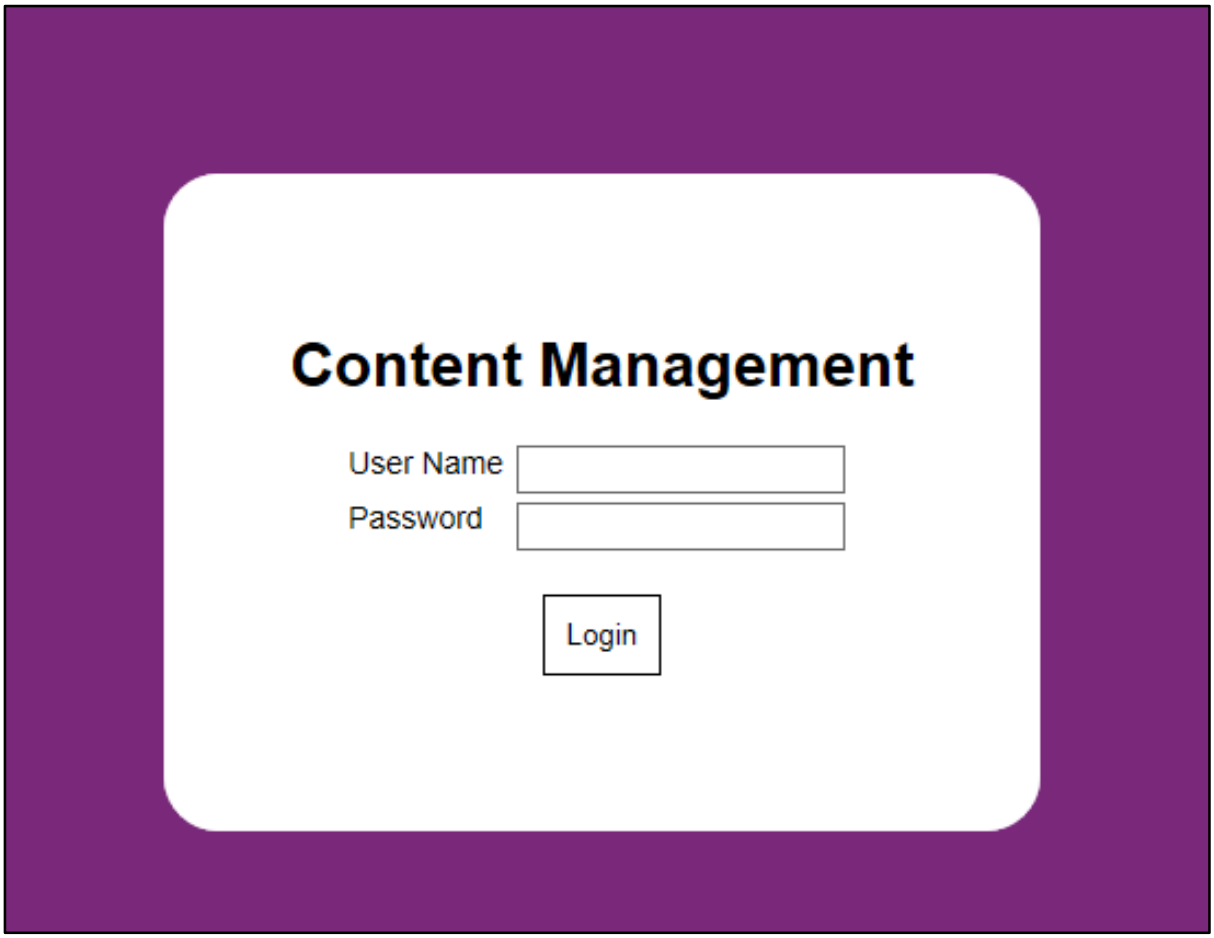
Content Management System – User Guide

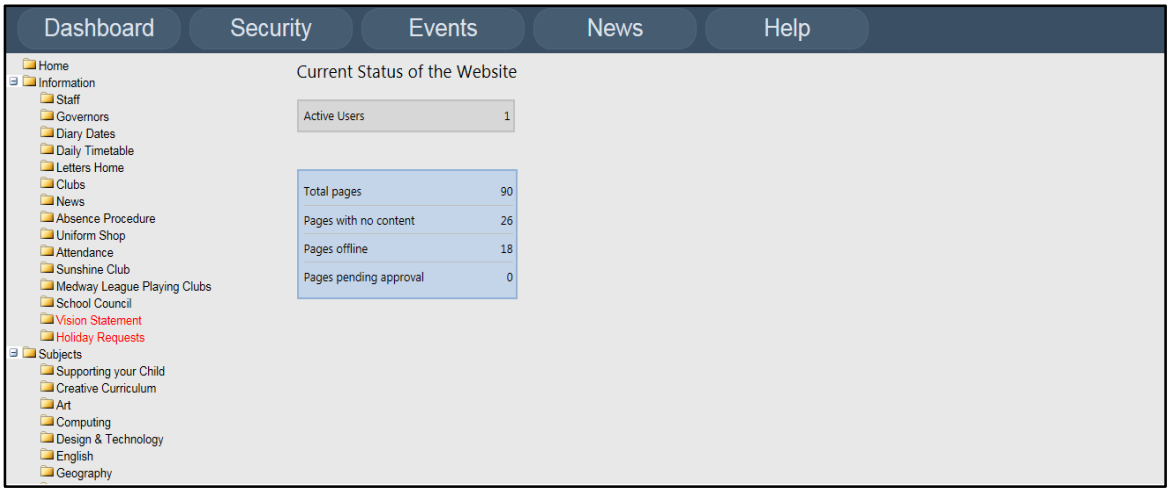
1 Login Page



Whenever you visit the CMS from the Admin link on your main site or by visiting e.g. www.exampledomain.com/Admin, you will be asked to login. You should already have details for your user name and password, so enter these to be directed towards the Dashboard.

In addition, you will be redirected to this page whenever you click the ‘Logout’ button at the top-right of the screen on the CMS.

2 DASHBOARD



The Dashboard is the main hub where you can see useful statistics for your CMS. The 'Current Status of the Website' section shows you how many active CMS users there are at any time, as well as the different page types. Total pages counts how many pages there are on the site regardless of page status; pages with no content shows you how many empty pages you have; pages offline tells you how many pages are unpublished (not shown on the main site), and; pages pending approval tells you how many pages have been saved by someone in the 'Editor' role and are awaiting confirmation from a user in the 'Approver' role.

The folder tree-view can be used to select individual pages or to change the main site's navigation menu. To access a page, simply click on it and you will be redirected to the 'Pages' screen, where you can edit, save, and delete the page.

To change the navigation menu on the main site, you can drag-and-drop each of the folders, changing the order and hierarchy to match how you would like the navigation to be.

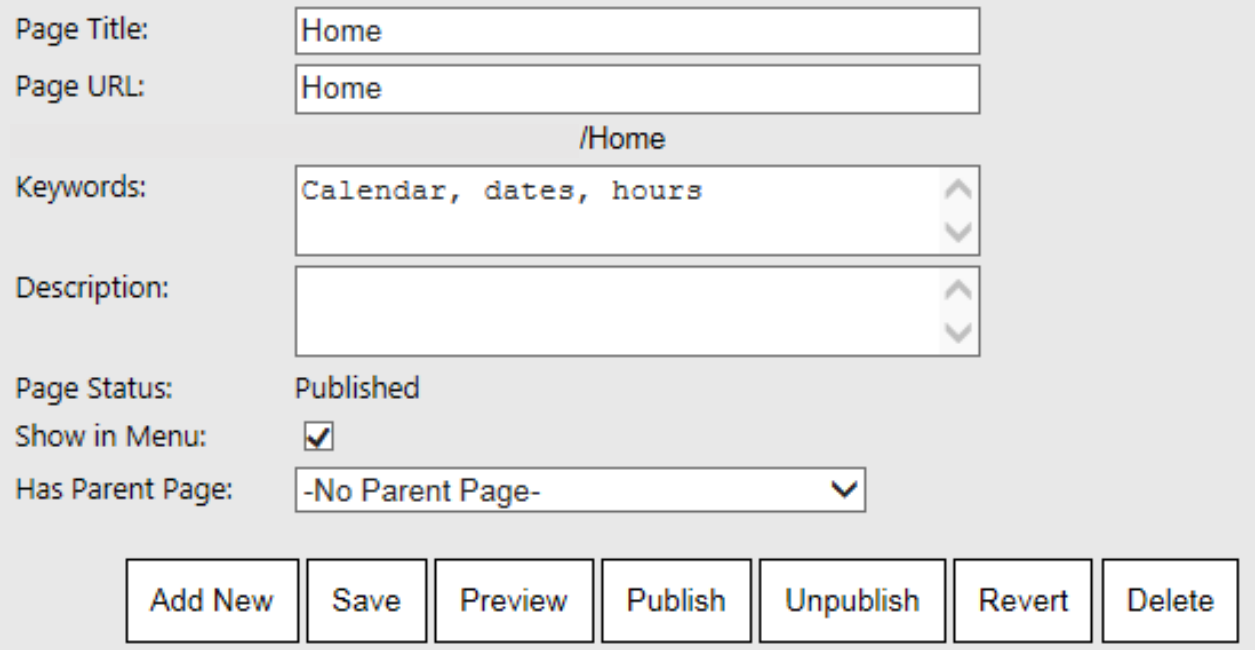
For example, if you drag-and-drop the 'Clubs' folder (6th item under 'Information') on to the 'Subjects' folder, then the 'Clubs' page will be located under 'Subjects' and will also be within the 'Subjects' section of the navigation menu on the main site.

Once you are happy with the order of your pages, make sure that you click the 'Save Order' button at the bottom of the folder view to save your changes.

3 PAGES SCREEN

After clicking on a folder in the folder view, you will be shown a screen that allows you to edit, add, save and delete pages, as well as publish/unpublish them to the main website.

3.1 PAGES SCREEN – OPTIONS



At the top of the page, you will be able to configure a variety of options. These are:

- **Page Title** – This is effectively the name of the page and will be shown on the tab of a browser. It is also shown in the folder view on the left-hand side of the page.

- **Page URL** – Shown in the extension of the URL of the main website i.e. the address. N.B. This section cannot contain spaces or special characters such as \ (backslash), / (forward slash), & (ampersand), and it is recommended you use _ (underscore) or – (hyphen) to separate two or more words.

- **Keywords and Description** – These are completely optional, but will help when it comes to getting your site noticed on Google. Keywords are collections of single words that can be used to describe the content of the page, whereas the Description is a more in-depth overview of the content of the page.

- **Page Status** – This can either be 'Published' (shown on the main website) or 'Unpublished' (not shown on the main website, but still available for editing etc.).

- **Show in Menu** – If you would like this page to be shown in the main site's navigation menu, then make sure it is ticked, as in the example above. If you don't plan on the page being shown in the navigation, then leave the checkbox unticked.

- **Has Parent Page** – This can be used to quickly move a page from one folder hierarchy to another, instead of dragging-and-dropping the folder.

There are also 7 buttons which allow you to perform different actions regarding the page:

- **Add New** – Clicking this button will show a pop-up on the screen asking for a name for the page. Upon entering a name and clicking ‘Save’, you will be redirected to the Page screen for the new page, with the ‘Page Title’ and ‘Page URL’ options already filled in based on your inputted page name.

- **Save** – If you have added content to a page, clicking this will save the newly-added content and change the ‘Page Status’ to “Published – Saved changes pending publish”. This means your content will be saved and can be re-accessed at any point, but will not actually be seen on the main website until they are published.

- **Preview** – This will open a new window showing you a basic preview of the page you are editing.

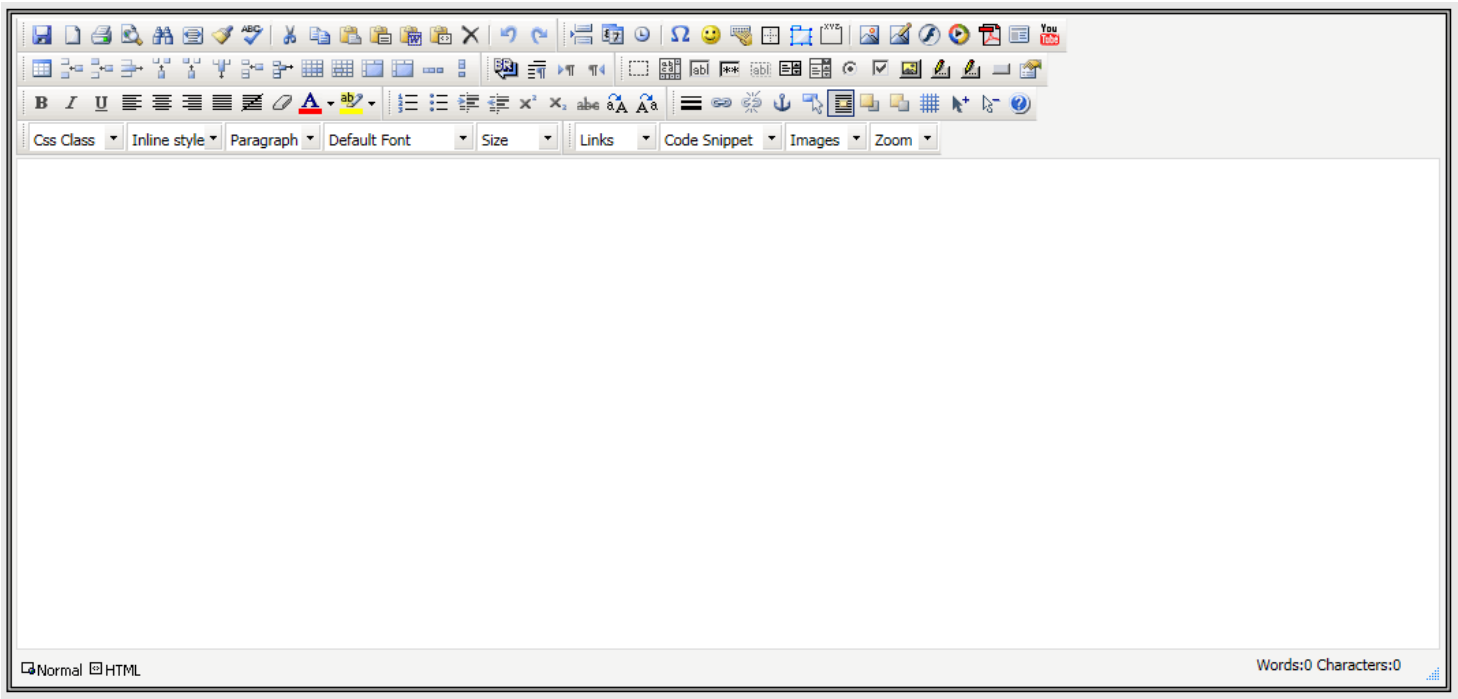
- **Publish** – Once you have pressed ‘Save’, you can publish your changes to the main site using this button. The ‘Page Status’ will change to “Published” and your changes will be live on the main website.

- **Unpublish** – If a page’s ‘Page Status’ is “Published” and you wish for it to not be shown on the main site, you can use this button to change its status to “Unpublished”, removing it from the main site but still giving you access for editing etc.

- **Revert** – This will revert any saved changes to the page back to the point when they were last published. *N.B. This will only have an effect when the ‘Page Status’ is “Published – Saved changes pending publish”.*

- **Delete** – Clicking this will completely remove the page from the system, meaning it cannot be recovered, so make sure you want to actually fully delete the page before pressing this button.

3.2 PAGES SCREEN – EDITOR



The editor is where you can add content to your pages, whether it be images, files or just plain text. There are two toolbars – the main toolbar and the bottom bar – with the bottom bar showing you how many words you have written and how many characters this results in (similarly to Microsoft Word), as well as switch between 'Normal' and 'HTML' views. The view in the above image is the 'Normal' view, whereas the 'HTML' view is just a plaintext editor that allows you to input HTML code for a bit more customisability.

The main toolbar contains many different buttons that will help you in creating your pages. The purpose of each one is as follows (Left to Right, Top to Bottom):

Save – Saves the active content in the editor's content area

New Document – Creates a new document

Print – Prints the current page.

Preview – Previews the current page.

Find and Replace – Finds and allows replacements of text in the editor's content area.

Fit to Window – Edits in full screen mode, maximizing your available space.

Clean-Up HTML – Cleans up all "garbage" HTML-tags.

Spell Check – Launches the spell checker.

Cut – Cuts the current selection and stores it in the clipboard.

Copy – Copies the current selection and stores it in the clipboard.

Paste – Inserts content from the clipboard into the editor at the selected position.

Paste Plaintext – Pastes plain text (no formatting) into the editor.

Paste from Word – Pastes the content copied form the Microsoft Word and removes any web-unfriendly tags.

Paste as HTML – The content will be inserted into Cute Editor as HTML source.

Delete – Deletes the current selection.

Undo – Undoes the last operation in the editor.

Redo – Redoes the previously undone action.

Insert Page Break – Inserts a print page break.

Insert Today's Date – Inserts the current date. The date format used is the date format configured on the client's machine.

Insert Current Time – Inserts the current time. The time format used is the time format configured on the client's machine.

Special Characters – Inserts a special character at the selected position in the editor.

Emoticons – Inserts an emotion image at the selected position in the editor.

Universal Keyboard – Universal Online Keyboard.

Box Formatting – Enables Box Formatting on the page (i.e. content fits to box).

Insert Layer – Allows you to insert a layer (absolutely-positioned div).

Insert Groupbox – Allows you to a group box (FieldSet) at the selected position in the editor.

Image Gallery – Allows you to insert an image from already uploaded images at the selected position in the editor.

Insert Image – Inserts an image at the selected position in the editor and allows you to set its properties.

Insert Flash – Inserts a Flash Animation at the selected position and allows you to set it's properties.

Insert Media – Inserts a Windows Media object at the selected position and allows you to set its properties.

Downloadable Files – Inserts a link to a document on the server (PDF, DOC, ZIP, etc.) at the selected position.

Insert Template – Loads the predefined templates into the current selection.

Embed YouTube Video – Embed a YouTube video.

Insert Table – Inserts a table into your web page.

Insert Row Above – Inserts a row above the selected row in a table.

Insert Row Below – Inserts a row below the selected row in a table.

Delete Rows – Deletes the selected row in a table.

Insert Column Left – Inserts a column to the left of the selected cell in a table.

Insert Column Right – Inserts a column to the right of the selected cell in a table.

Delete Columns – Deletes the selected column in a table.

Insert Cells – Inserts cells into the selected row in a table.

Delete Cells – Deletes the selected cell in a table.

Row Properties – Edits row properties of a table.

Cell Properties – Edits cell properties of a table.

Merge Cells Right – Merges the current cell with the cell to its right.

Merge Cells Down – Merges the current cell with the cell below it.

Split Cells Right – Splits a cell into columns.

Split Cells Down – Splits a cell into rows.

Insert Break – Inserts a line break.

Insert Paragraph – Inserts a paragraph.

Direction Left to Right – Direction of text is left to right.

Direction Right to Left – Direction of text is right to left.

Form – Inserts a form at the selected position.

Textarea – Inserts a textarea at the selected position.

Textbox – Inserts a textbox at the selected position.

Password Field – Inserts a password field at the selected position.

Hidden – Inserts a hidden field at the selected position.

Listbox – Inserts a listbox at the selected position.

Drop-down Textbox – Inserts a drop-down box at the selected position.

Radio Button – Inserts a radio button at the selected position.

Checkbox – Inserts a checkbox at the selected position.

Image Button – Inserts an image button at the selected position.

Submit Button – Inserts a submit button at the selected position.

Reset Button – Inserts a reset button at the selected position.

Button – Inserts an input button at the selected position.

Page Properties – Allows you modify the page properties.

Bold – Bolds the selected text.

Italic – Italicizes the selected text.

Underline – Underlines the selected text.

Left Justify – Left-aligns the selected text.

Center – Centre-aligns the selected text.

Right Justify – Right-aligns the selected text.

Justify Full – Justify Full.

Justify None – Justify None.

Remove Format – Removes formatting from the selected text.

Font Colour – Changes the color of the selected text to desired color.

Highlight – Highlights the selected text.

Numbered Points – Inserts an ordered list.

Bullet Points – Inserts an unordered list.

Increase Indent – Indents the selected content.

Decrease Indent – Decreases the indent of the selected content.

Superscript – Changes the selected text to superscript.

Subscript – Changes the selected text to subscript.

Strikethrough – Strikes through the selected text.

Uppercase – Converts the selected text to upper case lettering.

Lowercase – Converts the selected text to lower case lettering.

Insert Horizontal Line – Inserts a horizontal rule at the selected position in the editor.

Insert Link – Adds a link to the text on your page.

Remove Link – Removes the hyperlink from the selected content.

Insert Anchor – Adds an anchor to the text on your page.

Add Image Map – Adds an image map.

Position Absolutely – Fly text, pictures, tables... allows you to position any element anywhere on your page.

Bring Forward – Brings an item one position forward at a time.

Send Backward – Sends an item one position backwards at a time.

Visible Borders – Toggles the visibility of borders.

Select All – Selects all content.

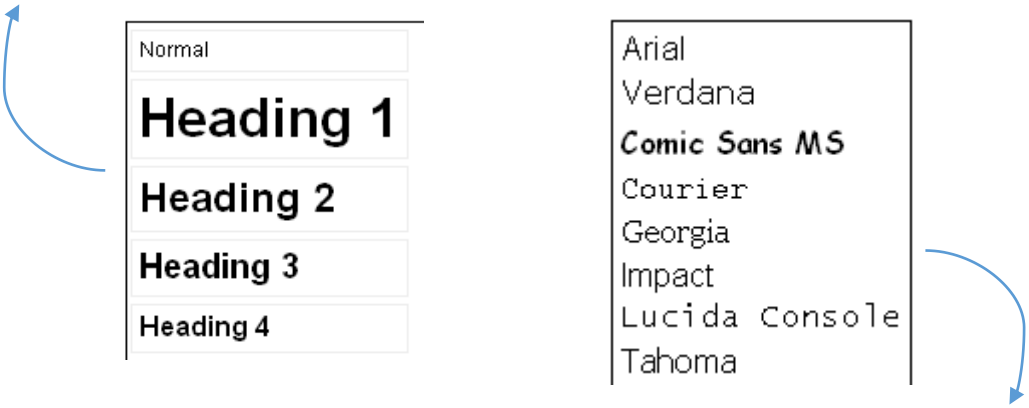
Select None – Selects no content.

There are also 9 drop-down lists with different purposes (Left to Right):

CSS Class – Class drop-down menu changes the CSS class of the selected text.

Inline Style – Inline Style drop-down menu changes the CSS style of the selected text.

Paragraph – Paragraph drop-down menu changes the paragraph style of the selected text.



Default Font – Font drop-down menu sets the font face. If a selection is active, the font formatting will be applied to it.

Size – Size drop-down menu sets the font size. If a selection is active, the font size formatting will be applied to it.

Links – Inserts predefined links in the current selection.

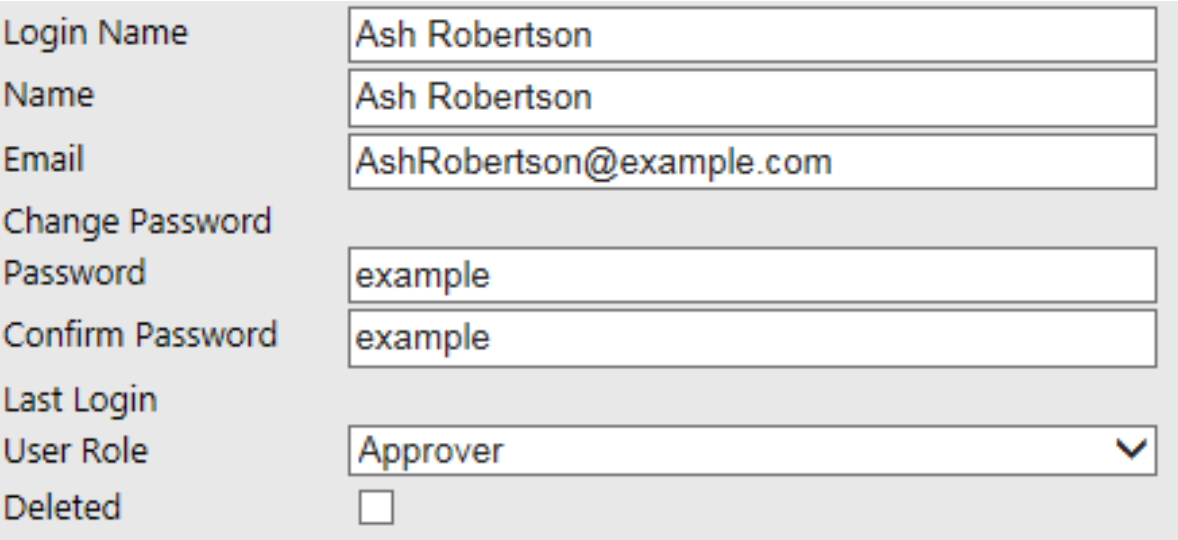
Code Snippet – Inserts predefined HTML code snippets in the current selection.

Images – Inserts predefined images in the current selection.

Zoom – Drop-down menu allows selection of zoom-factor on your workspace.

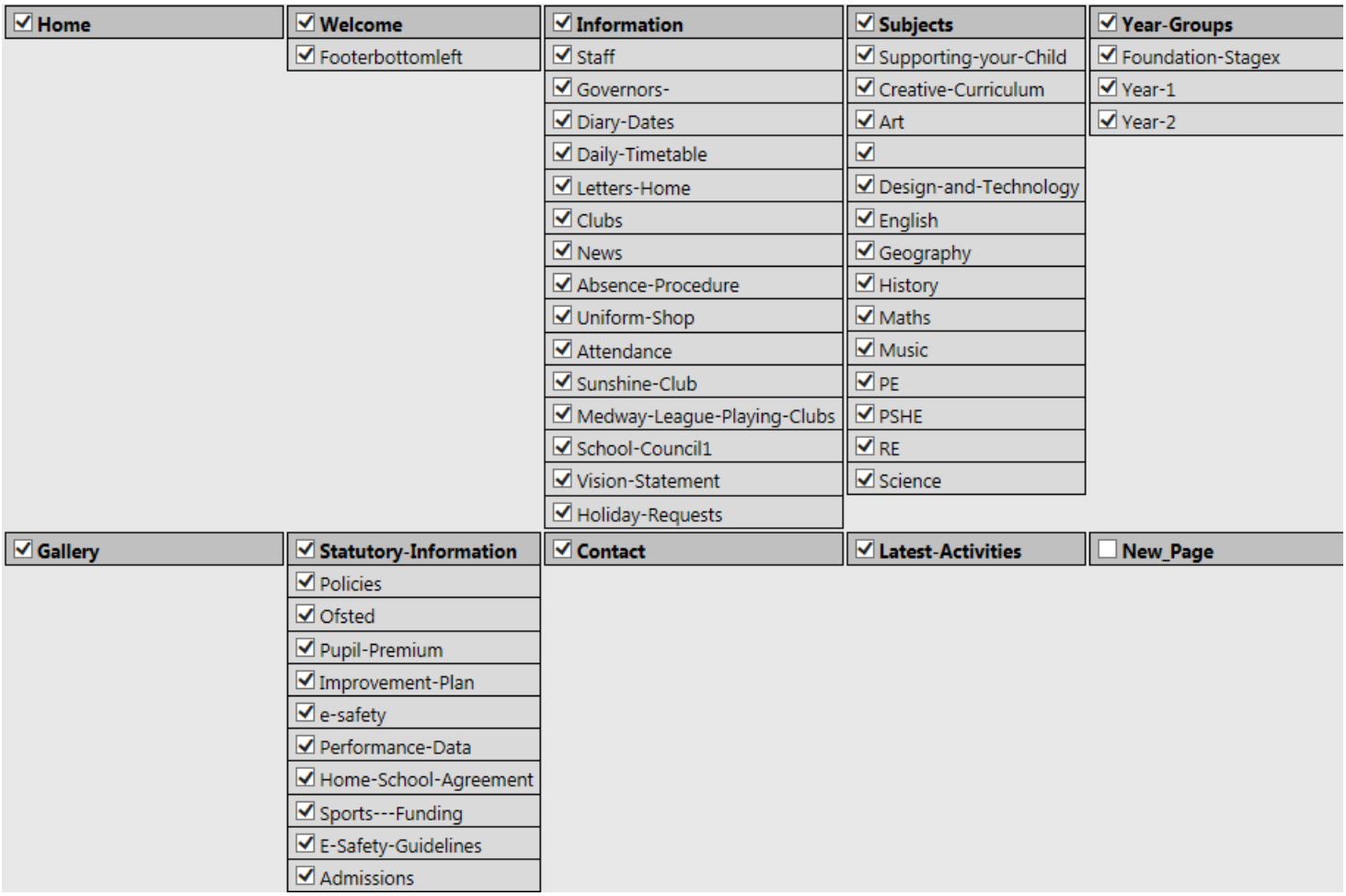
4 SECURITY PAGE

On this page, you can create, edit and delete users on the Content Management System. To create a new user, click the ‘Add New’ button and enter a name for the new user. When you click ‘Save’, you will then be presented with different options for the user.



- **Login Name** – Otherwise known as user name, this will be used to log into the CMS.
- **Name** – Actual name i.e. forename and surname of the user. In most cases, this will be the same as the ‘Login Name’.
- **Email** – This is the contact email for the user, which will be displayed if someone clicks on this user on the CMS.
- **Change Password** – Password and Confirm Password – Fill in these boxes to set a password for the user if you’ve just created it, or to change the password for the user in any case e.g. forgotten password.
- **Last Login** – If the user has logged in to the CMS at all, this will display their last login date and time.
- **User Role** – Can be either ‘Approver’ or ‘Editor’. An ‘Approver’ can do anything on the CMS, whereas an ‘Editor’ has to wait for approval before pages and events can be published to the main site, and cannot delete pages from the system. In addition, selecting ‘Approver’ as a role for a user automatically grants permissions for all pages in the CMS.
- **Deleted** – If you tick this box and then click the ‘Save’ button, the user will be deleted entirely from the system.

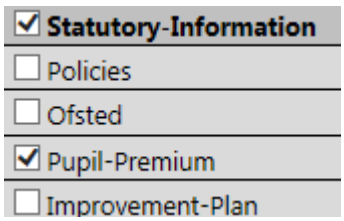
The other part to modifying users is changing their page permissions, so they can edit certain pages and not others. By default, the ‘Approver’ role has all permissions selected and the ‘Editor’ role has none selected. However, you can pick and choose from the various pages to create a page permissions list for each user that is suited for purpose.



Each of these pages can be selected individually or altogether, and once you are happy with the permissions for the user, you can click the same ‘Save’ button that saves the previous options for the user to save your changes.

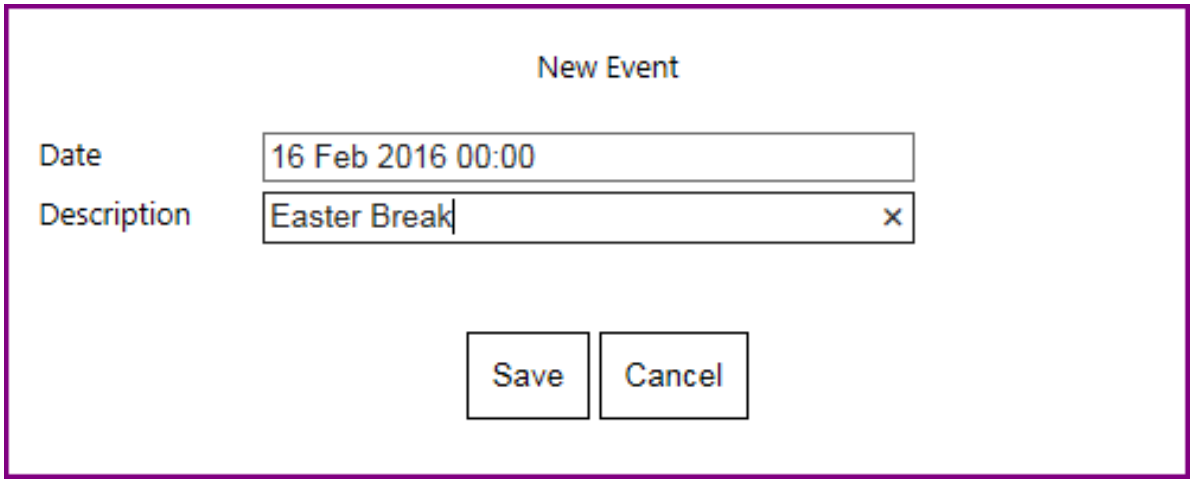
Whenever the user logs in to CMS, they will only see the pages you have selected in the ‘Page Permissions’ section in their folder view, meaning they have no access at all to any other page.

N.B. For example you want a user to have access to ‘Pupil Premium’ underneath ‘Statutory Information’ and none of the other pages, you will also have to select the parent page (i.e. ‘Statutory Information’), otherwise their folder view will not display properly.

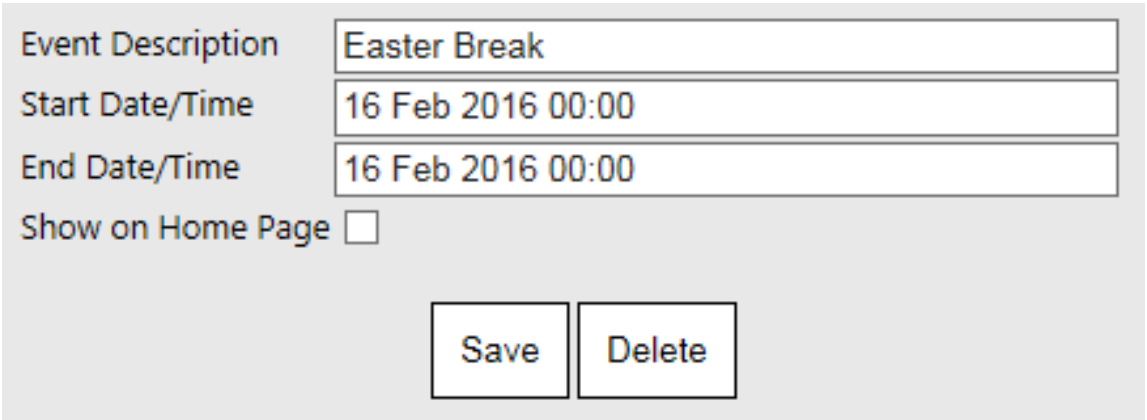


5 EVENTS PAGE

If your site is configured to have an implementation of events, then this page will allow you to create, edit and delete the events that will be seen. Click the ‘Add New’ button and you will be asked to select a date (by either clicking the date on the calendar or by typing it yourself) and a description for the event.



Once you have clicked the ‘Save’ button, you can select the event from the list to start modifying its options.



In this editing mode, you can change the event description and start date and time again if you picked the wrong ones in the creation instance for some reason. You can also specify an end date and time for the event and whether you would like the event to be shown on the main website.

Once you’re happy with all of your changes, click the ‘Save’ button to implement your changes to the events list. Alternatively, you can click the ‘Delete’ button to entirely delete the event from the list and the main site.

6 NEWS PAGE

The News Page has nearly the exact same format and functionality as the main Pages screen. The only difference is that when you click the ‘Add New’ button, it will create a new News page, which will displayed in the ‘News’ section of your main site (if it has one).

The News page itself is normally defaulted to a single example page, but clicking the ‘Add New’ button from this page will always result in a new News page being created.

Once the page has been saved, it can be found below the folder view, under the heading ‘News Pages: ’. You can then click on each individual News page to change its content.