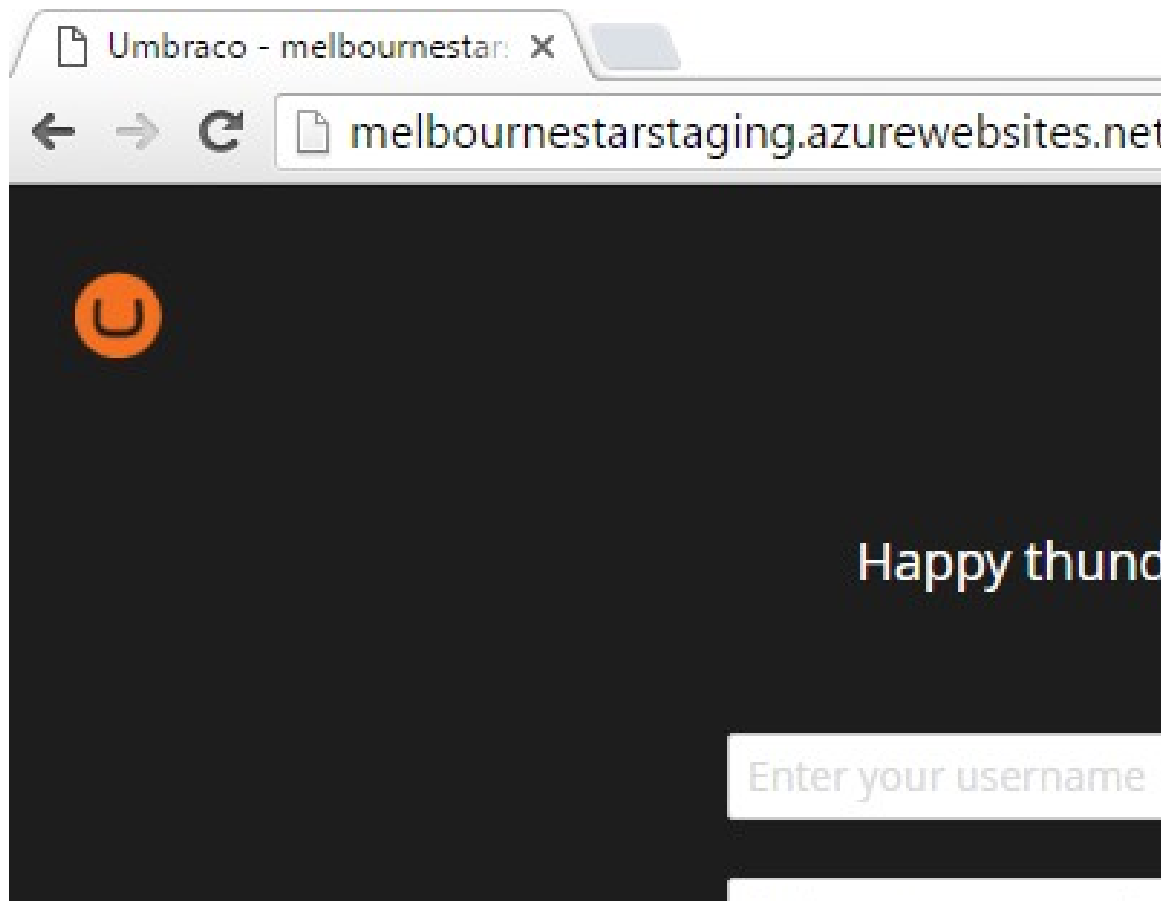


Melbourne Star Umbraco User Manual

Author: Nathan Zhang @HBT

How Do I Access Umbraco

By adding "/umbraco/" in URL and you will be redirected to a login page.

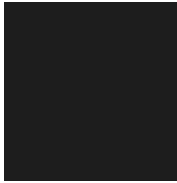


Username: nathan.z@hbtagency.com.au

Password: hbt1234567

Create Users

After you logged in. You are suggested to create your own access by clicking "User"



and create users by choosing from "User types"



User typ

You are also allowed to define permissions for each particular user type.

USERS

Users

Luke

Nathan Zhang

User types

Writer

Editors

Translator

User permissions

Luke

User type Name

User type Alias

Default Permissions

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Start the Tour

The foundation of Umbraco CMS is XML and it constructs site pages/nodes like a tree.

For Melbourne Star site, the root level is home page and correspondingly you could edit this page by click "EN", which is the english version of "Home" page. Likewise, "ZH" will be chinese home page.



There are multiple tabs under "En" and each one allows client to customize content for corresponding section on home page.

A screenshot of the Umbraco CMS editor interface. At the top, there is a horizontal tab bar with the following tabs: "Content" (selected), "Main nav", "Featured area", "Info area", "Headings", "Subscribe", and "Social Links". Below the tabs, the "Content" section is visible. It contains two main input fields: "Page Title" with the value "Melbourne Star Home" and "Sub title" which is currently empty. Below the "Sub title" field, there is a small text note: "A second line of description or title appears on banner sections. (Not for home page and sub category page.)".

From the above editor page you can find a few different field types, this document will brief most common ones on the way we walk you through Umbraco CMS.

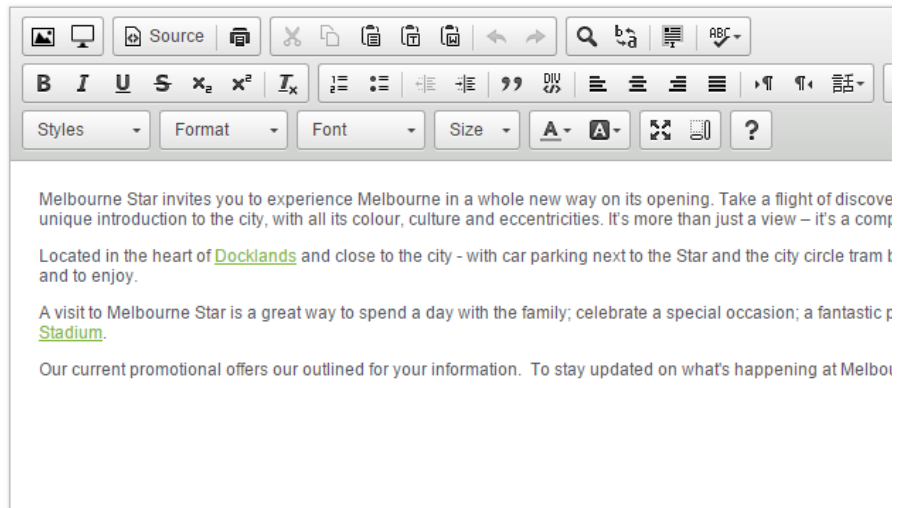
Text type field: for example, **page title**, it appears at the base of banner(Not home page), also it is a reference to current page which tells google search engine directly what this page is about.

Media picker field: for example, **banner image**, it appears on banner area and it is stretched as 100% container width, which means banner image is responsive to mobile, tablet and desktop views. If you found banner image you uploaded is short, you will probably find a taller image as the web page can only be responsive horizontally but not vertically.

Edit Page Content

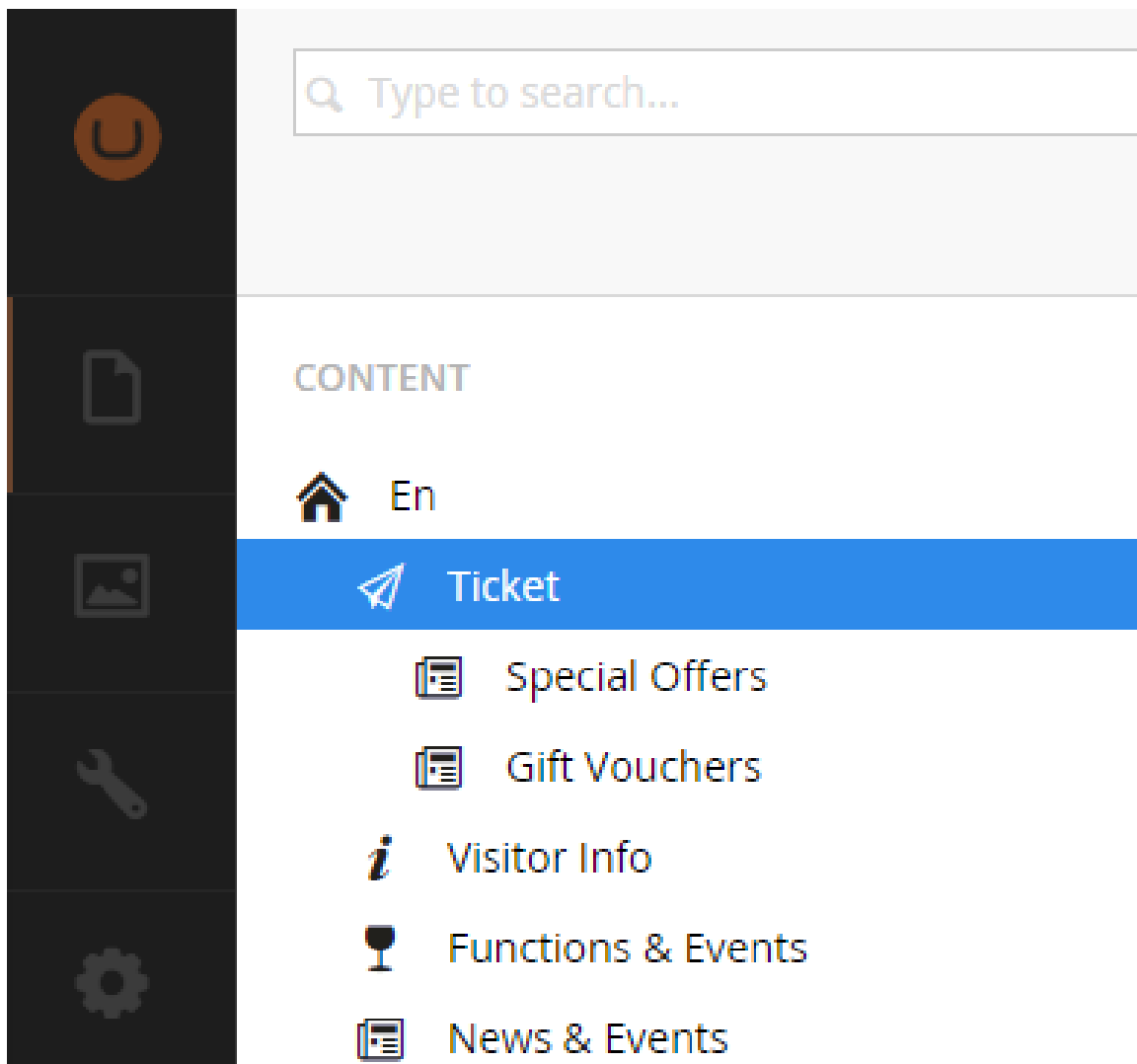
Editing site content is an simple job in Umbraco, **UKEditor** allows users to copy and paste content straight from other website with basic styles, insert images , list and tables which has already been properly styled. Also, you are allowed to put raw html in this field, for example: Google Map Embedded Code, which is handy.

Main Editor



Create Sub Pages/Nodes

By right clicking any node eg, "Ticket" and click "Create", you will find what you are allowed to created under each level, our program has restricted the content type that users can create with, and the newly created pages will automatically find its corresponding page template for instance, one column or two column ... to present on the front website.



Also, you will see a whole bunch of options how you can manipulate each node. This document will not go through every details in this manual and we suggest you create some testing nodes and play around with.

Note: In case you removed any node by accident, it can be recovered from **Recycle Bin**.

Regarding Each Menu Items

Ticket

Ticket is a parent node but also an existing page, all sub pages created under Ticket will be listed out at the bottom of "Ticket" page.

OPENING HOURS


- Mon: 9am - 9pm
- Tue: 9am - 9pm
- Wed: 9am - 9pm
- Thu: 9am - 9pm
- Fir 9am - 9pm





SPECIAL OFFERS

GIFT VOUCHERS

To update each individual item you will go to corresponding sub page

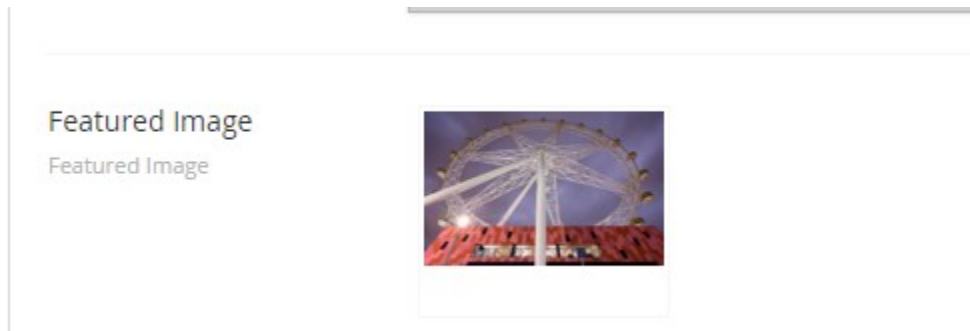
 Ticket

 Special Offers

 Gift Vouchers

and change corresponding fields. Probably the only confusing one is featured image

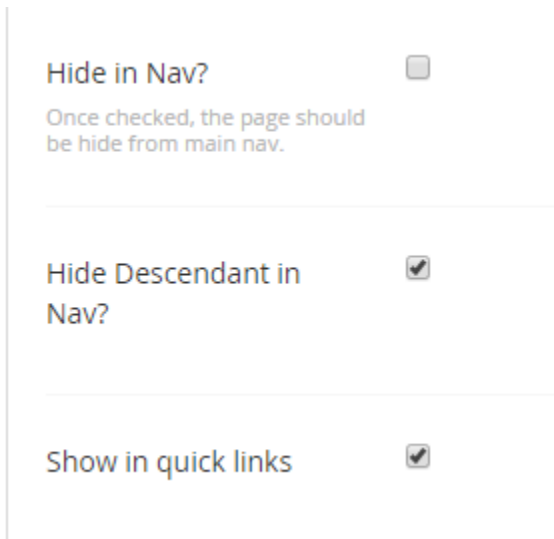
field.



Featured image only appears on list view, but to add image on sub page, eg, Special Offers, you will insert it from "Main Editor" by clicking "Media Picker":



Also, please note that sub pages under ticket node is not listed under main navigation. To set hide descendants from navigation you will go to the page node, eg, "Ticket", find "Properties" tab and check "Hide Descendant in Nav?" field.



From the above image you will find three check box settings:

Hide in Nav: Whether hide this page in nav

Show in quick links: If this is checked, the system will add a link at footer "QUICK LINKS" section.

Visitor Info

Visitor Info is a parent node but not a page itself. For now user can only create one column sub pages. Also, you can find Visitor Info page from hidden nav by clicking



from left top conner.

OPENING TIMES

GETTING HERE

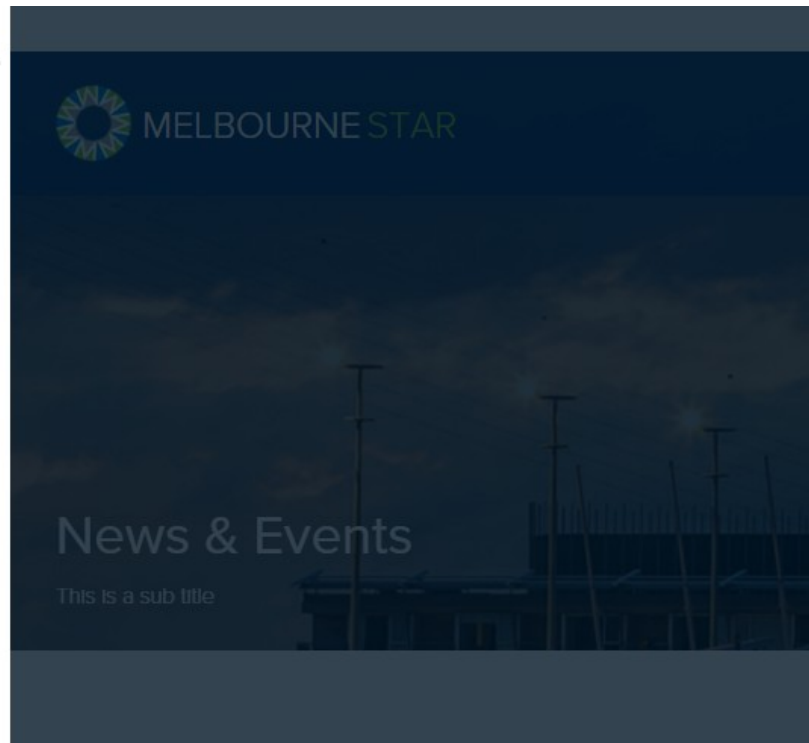
SOUVENIR PHOTOS

FLIGHT RULES

FACILITIES

MOBILITY & SPECIAL NEEDS

FAQ



Funfions & Events

Functions and Events is a parent node but not a page. Users can create either Venues or Events under this node. And on any sub page(either a Venues or Functions page) under Functions&Events, a second navigation can be found at the base of banner, which listed out all "Functions", and VENUES page items can be found under "VENUES" section at page bottom.

READ MORE

READ MORE

VENUES



STAR ROOM

asdf asdf asdf asdf

[LEARN MORE](#)



STAR BOARDROOM

This corporate space, featuring the latest in audio visual technology is perfect for your next boardroom meeting.

[LEARN MORE](#)



CONSTELLATION ROOM

For an intimate gathering or board meeting, the Constellation Room is the perfect solution.

[LEARN MORE](#)

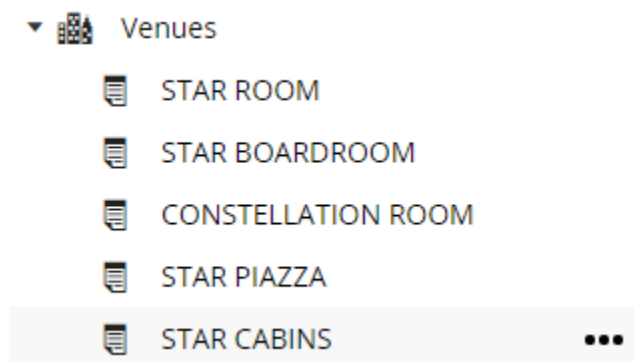


STAR PIAZZA



STAR CABINS

Correspondingly, each VENUE can be edited in CMS under "VENUES" node.



Users are not allowed to create sub nodes under Venue page(eg, STAR ROOM), program forbids this from happening as there is no need to handle sub pages under Venue pages or functions pages, they should be the lowest level already.

Education

Similar to current Melbourne star site, education should have TEACHERS and KIDS and corresponding pages, which are pretty similar to the rest sections.

News & Events

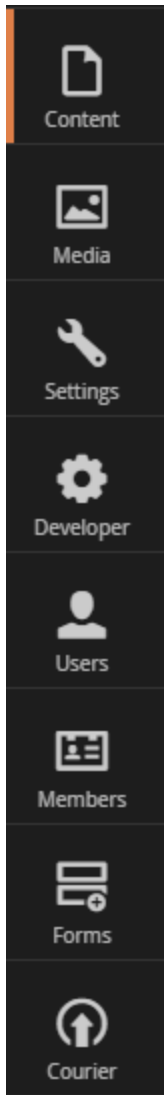
Multiple sub folders can be found under "News and Events" in CMS, and this is how the program organises news or posts.

Each sub category you created will appear in News & Events page heading list area **if this category has sub pages**:

ALL | WHAT'S ON | WHAT'S NEW | DEMO CATEGORY

Dos and Don'ts

It is **suggested** that normal users should just work on "Content" and "Media" and "Users" section, but **don't** touch the rest.



Of course administrators **can** define permissions for each user, and it is quite straightforward to restrict user activities from user settings.

Error Message

Umbraco is a smooth and light CMS and "mostly" it is stable. But if you do see error panel pops in, close and ignore it. This is very similar to windows system error message which gives users some hints but there is nothing wrong with your systems.

However, if you see crashes or errors when you are on the front site, please let us know. Most errors are happening because of a missing field or page publish status ... and we will quickly fix them.

