



SIMIAN systems

Sitellite 5 User Manual

Sitellite Professional Edition

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Introduction

The Sitellite Content Management System (CMS) offers a complete set of out-of-the-box features for web developers, designers and website editors.

This manual covers the use of Sitellite from the perspective of a site editor. Installation, configuration, design and customization are covered in separate manuals. The Sitellite Desktop and other modules are also covered separately.

Logging into Sitellite

Sitellite is a web-based software application which is installed on your web server, so there is no need to install desktop software to use the system. To log into Sitellite, simply point your web browser to:

`http://www.yourwebsite.com/sitellite`

This should load a screen that looks like the following:

Figure 1 – Login screen

To begin using Sitellite to update your website, simply enter your username and password here and click the Login button.

Please note: Make sure to change `www.yourwebsite.com` to your actual website domain name for all of the examples in this manual.

Supported web browsers

When using Sitellite, make sure your browser is one of the following:

- Microsoft Internet Explorer 6 or 7 (Windows only)
- Firefox 2 or 3 (Windows, Mac, Linux)
- Safari 3 (Windows, Mac)

View modes

The Sitellite user interface consists of a top control bar and a view mode underneath.



Figure 2 – View modes

The top control bar has the following options:

- Web View
- Control Panel
- Preferences
- Help
- Log Out

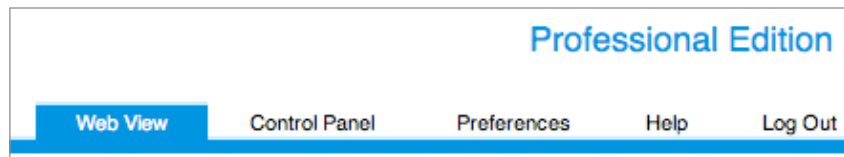


Figure 3 – Top control bar

The default view mode when you first log into Sitelite is called the Web View. The **Web View** shows you your website itself, with the addition of editing buttons wherever content on the site can be edited. This makes it very easy to use, since you can simply browse your site for the page you want to edit and then click on the edit button for that page.

The **Control Panel** offers additional ways of accessing content and other Sitelite features, which we'll explore later on in the manual.

Preferences allows you to customize your Sitelite experience a little bit, and also to change your password.

Help provides access to the help pages installed in the system, and **Log Out** ends your Sitelite editing session.

Web View

The Web View is the standard way of editing your website in Sitelite, and also the easiest to use. Simply surf to the web page you want to modify and click the appropriate editing button.

You can edit many types of content in the Web View, including web pages, sidebar content, news, blog posts and more. Each of these types of content can contain text, images, dynamic content, and multimedia files as well.

Editing buttons

When you're logged into Sitellite and viewing your website through the Web View, you'll notice editing buttons wherever there is content that can be edited. Hovering your mouse over a button will tell you what that button does, so you can always see at a glance.

Here is a description of all of the different types of buttons in the Web View:



Add – Adds a new item to the site, such as a new page, sidebar or news story.



Edit – Modifies the current item.



Duplicate – Creates a new item using the contents of the old one, useful for replicating similar pages such as employee profiles or job postings.



Change history – Allows you to view the history of changes for an item. In the change history you can also compare and restore previous revisions to the website.



Delete – Deletes the associated content item from the site.



Locked – Shows that the associated content cannot be edited, usually because of editing privileges or because another editor is currently editing that content.



Move up – Moves the associated content up in the list of content shown.



Move down – Moves the associated content down in the list of content shown.

Editing a web page

To edit a web page, browse to the page you want to edit and click the edit button. This will open up the web page edit form.

Editing Page: What Comes Next? Mode: [Easy](#) | [Advanced](#)

Edit Properties State

Page Title What Comes Next?

Page ID next

Title in Navigation

Window Title

Content Guides: - SELECT -

Elements: Normal

Now that you've successfully installed the Sitellite CMS, and had a chance to play with it a little, you're probably wondering: Where do I go from here?

Don't worry. We've prepared a short list for you, which should help you get started as fast as possible.

[Visit Sitellite.org](#)

This is the official home of Sitellite, where you can find such resources as:

- The complete Sitellite User Manual, containing many pages of professional end-user documentation and step-by-step introductory examples.
- Tutorials, courses, and more for designers and developers build great websites using Sitellite. Experience levels for tutorials range from beginner to expert.
- Product news & announcements, so you'll know exactly when new releases and new Sitellite developments happen.
- Discussion forums, where you can join in active conversation with other Sitellite users, to get answers fast or just to share ideas.

Figure 4 – Web page edit form

Edit, Properties and State tabs

The web page edit form is split up into three tabs found on the top-right of the form: Edit, Properties and State. The main page content is all in the Edit tab, with additional properties such as metadata in the Properties tab, and status and access control settings in the State tab.

Edit Properties State

Figure 5 – Edit, Properties and State tabs

Easy and Advanced modes

The edit form can also be viewed in Easy or Advanced modes. The Advanced mode simply shows all available fields, while Easy mode hides the fields that are non-essential. You can switch modes at any time by clicking on the mode links in the top-right of the page. Sitellite

remembers your mode preference on subsequent page edits as well, so if you prefer one mode over another you only have to choose it once.



Mode: Easy | Advanced

Figure 6 – Easy and Advanced modes

Edit tab

Page Title

The Edit tab begins with the Page Title. This would correspond to the top-level heading of the page (in HTML, the `<h1>` tag).

Page ID

This is followed by the Page ID. The page ID is used to look up the page by site visitors in the link to that page. When a visitor goes to `http://www.example.com/your-page`, Sitelite uses the page ID “your-page” to look up the appropriate page.

By default, page IDs are automatically filled out based on the page title, however you can edit the page ID to be anything you want. You can even include keywords for search engines in your page ID to help search engines better index your pages.

Page IDs must be unique for the entire site, and Sitelite will warn you if yours isn’t so you can fix it. Page IDs must also only contain lowercase letters, numbers and dashes instead of spaces.

Title in Navigation and Window Title

The Title in Navigation is visible in Advanced mode. It allows you to specify an alternate page title for use in the site navigation. If this is left blank, the main page title is used instead. This is useful for example when you want a title like “Welcome to our site” for your homepage, but in the navigation you would prefer the link to say “Home”.

The Window Title is also only visible in Advanced mode. It allows you to specify an alternate title for use in the browser window’s top bar. If this is left blank, the main title will be used instead. This is useful for being more descriptive in your window title, which is often used by search engines, without affecting the title shown in the text of the page itself.

Page body

The page body contains HTML markup, which means it can have lots of content with different styles applied to it, such as subheadings, lists and links. But in Sitellite, you don't have to know HTML. Sitelite provides a built-in editor that functions similarly to a standard word processor, sometimes called a WYSIWYG editor (What You See Is What You Get).

The word processor consists of a toolbar of editing buttons, the content area, and a footer.

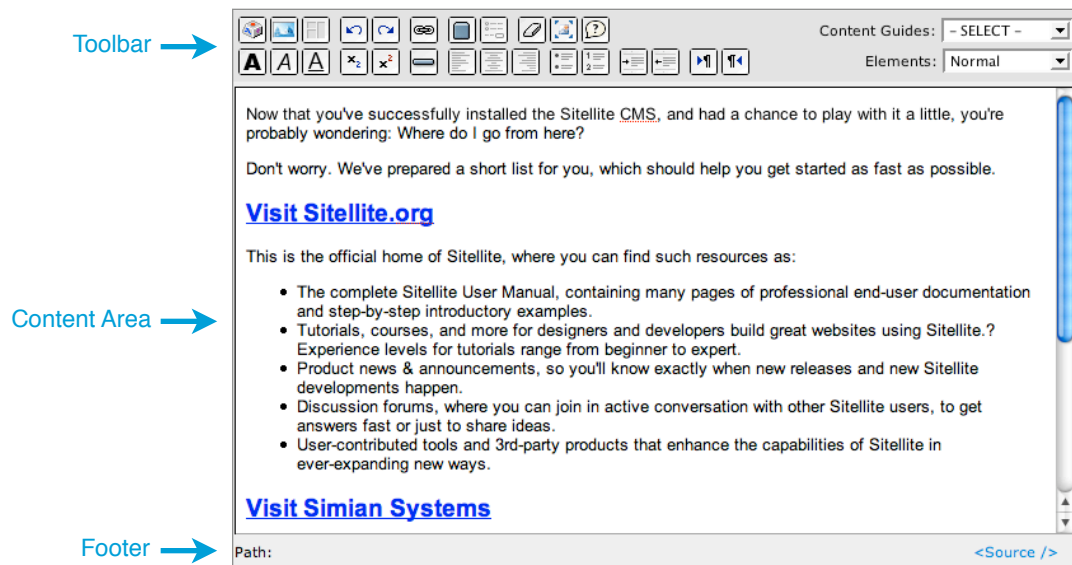


Figure 7 – Sitelite's word processor

The toolbar contains all of the editing features of the word processor (e.g., bold, italics, etc.).

The content area contains the page body text to be edited.





















The footer contains the HTML "tag path" of the currently highlighted element in the content area.

Toolbar

The toolbar contains two rows of editing buttons for editing the page body contents. The list of buttons from top left to bottom right area:



Character Map

	Add Image
	Add Table
	Undo
	Redo
	Add/Remove Link
	Add Box
	Add Form
	Clean Document
	Word Importer (requires extra server configuration, so this is not present on all sites)
	Full Screen Mode
	Help
	Bold
	Italic
	Underline
	Subscript
	Superscript
	Horizontal Rule
	Align Left
	Align Center
	Align Right



Bulleted List



Numbered List



Indent



Outdent



Left-to-Right



Right-to-Left orients the text from right to left for languages such as Hebrew and Arabic.

Content Guides

Content Guides allow you to save the contents of the editor into the Content Guides drop down list, so they can be reused as a guide on subsequent pages. This is useful for adding consistency across multiple pages of the site. Simply create an outline of the format for the first page, then select “Save as Guide” from the list. You’ll be asked to give your guide a name, which can then be selected on subsequent pages to replicate the exact contents of the original.

Elements

The Elements drop down allows you to specify whether a block of text is a paragraph, heading, subheading (H1 through H6), address, or preformatted text. Simply move your cursor into that text block and select the appropriate element from the list.

Footer

The footer contains the HTML “tag path”, which shows which HTML tags are surrounding the element your cursor is placed on in the content area. Clicking on any of the tags in the path selects it in the content area, and you can then edit the properties of that tag such as its CSS style, or remove the tag from the content area.

In the right side of the footer, there is also a link to edit the raw HTML source behind the content area. This will open a new window with Sitellite’s HTML source editor.

Toolbar functions

Character Map

The Character Map allows you to insert special characters such as a copyright or trademark symbol into the content area. Simply move the cursor to where you want the character to be inserted, click the Character Map button and select the character you wish to insert. The character will be inserted into your web page where your text cursor was located.

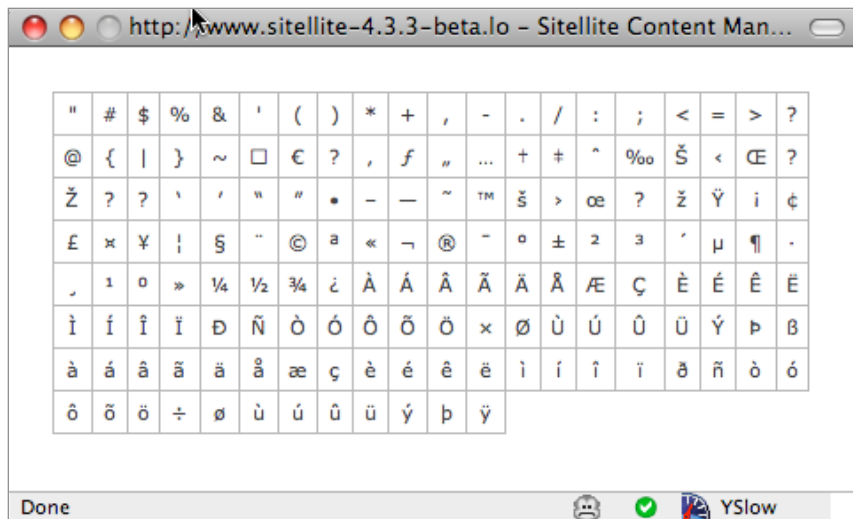


Figure 8 – Character map

Images

The Add Image button opens an image browser that lets you insert images into your page from the Sitelite Image Manager. In the image browser, you can preview and select images, and also upload new ones from your desktop computer as well. Simply click the 'New Image' link then browse for the image you want to add to the site.

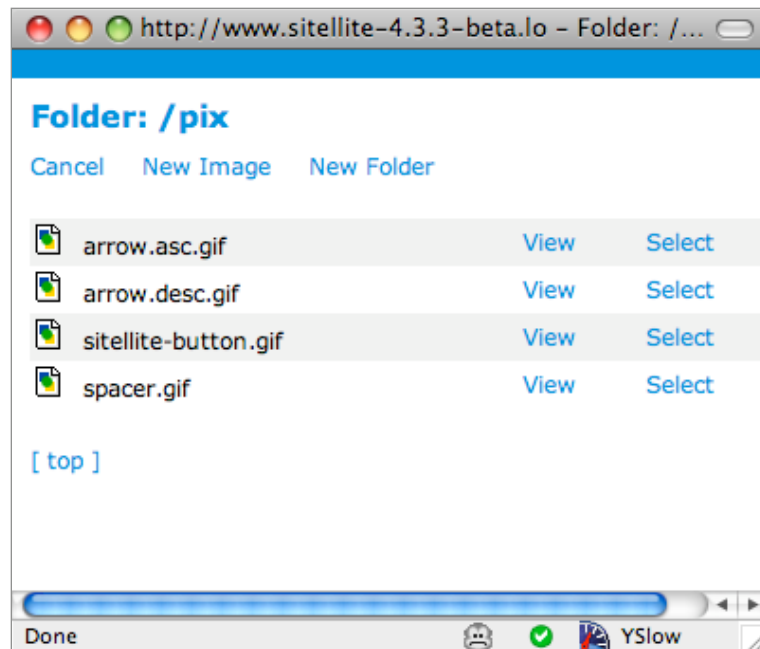


Figure 9 – Image browser

Once you've selected an image to add to the current page, you can then add a description (also called "alt text") and choose whether to align the image right or left and have the text flow around it. When you click the 'Done' button, the image will be inserted into the current page contents wherever your cursor was in the content.

Tables

To create a table, click on the Add Table button. This will open a dialog that will let you select the number of columns and rows to start with for your table. You can always add or remove columns and rows after as well.

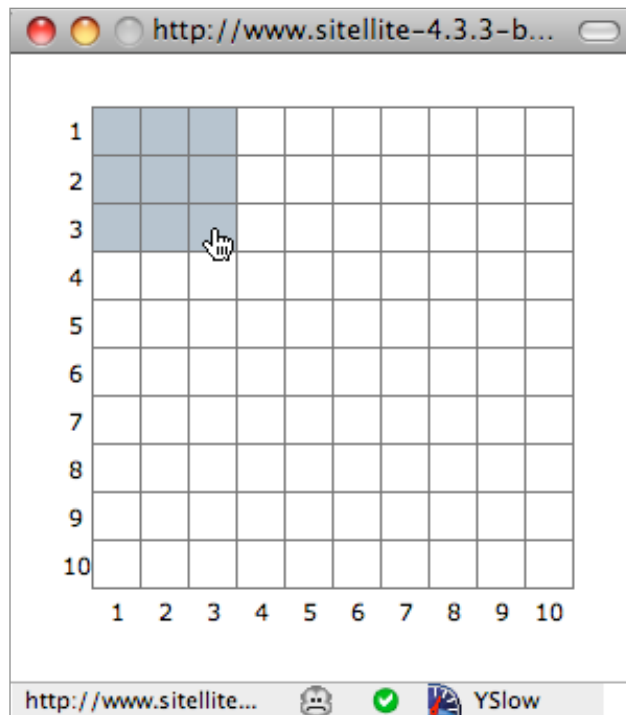










Figure 10 – Add table dialog

When your cursor is inside the table in the body content, you'll see that a third row of buttons appears under the first two rows in the editor toolbar. The editor knows you're in the table, and so it shows some additional buttons that allow you to manipulate the table itself. These buttons, from left to right, include:

-  Insert row before
-  Insert row after
-  Delete row
-  Insert column before
-  Insert column after
-  Delete column
-  Merge cells
-  Split merged cells

Links

Sitellite supports a number of different types of links, including internal links to other pages in the site, external links to other sites, links to files for download, email links, and anchor links that send users to a specific subsection of the current page.

To make a link, select the link text in the content area then click on the Add Link button to open the link dialog.



Figure 11 – Link dialog

From there, you can click Browse to browse for a page within the website itself, paste an external link into the text box, or click on one of the other link type buttons. From left to right, these include:

- *Files* – To link to a file, click on the file icon and a file browser will pop up for you.
- *Email* – To make an email link, click on the email icon then paste in the email address after the “mailto:” text that’s inserted into the text box.
- *Bookmark* – Bookmarks can be used to manage external links that you use frequently on your site, such as a partner company’s site.
- *Anchor* – The anchor button will pop up a list of all of the headings and subheadings in the current page. Select a heading to make a link to it.

You can also select whether you want the link to open in the current window, the top frame (if your site uses frames), or in a new window. To finish making the link, click OK and it will be inserted into your page.

Boxes and Forms

Boxes are one of the most powerful features of Sitellite, because they put so much capability into the hands of ordinary site editors without requiring any technical knowledge to use them.

Boxes enable you to embed dynamic elements into ordinary pages, such as contact forms, blogs, videos, event lists or calendars, and more. Each module or application in Sitellite can publish any number of boxes for site editors to use, and Sitellite developers can also add custom boxes for your specific site using standard PHP code.

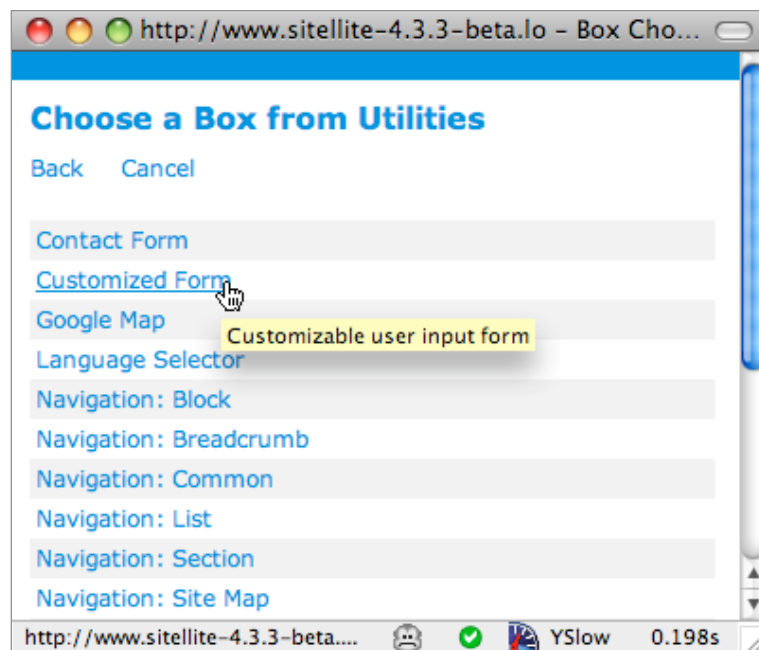


Figure 12 – Box Chooser

The steps to add a box to a page are as follows:

1. Click on the Add Box button, which will open the Box Chooser dialog.
2. Select the application (aka module) that has the appropriate box.
3. Select the box from the list of boxes available from that application.
4. Some boxes provide options for customizing their behaviour for your particular page. If the box you choose has options, the Box Chooser will present them as a form to fill out before including the box in your

page. If not, then the box will be embedded immediately in the page and this step will be skipped.

Let's go through a real example by embedding a contact form into the contact page of our site:

1. Click on the Add Box button.
2. Select "Utilities" from the list of applications.
3. Select "Contact Form" from the list of available boxes.
4. The contact form will ask you to enter an email address to send the contact form to. Enter your email address and click "Done" when you're finished.

You should now see a box placeholder in your page content area that looks like this:

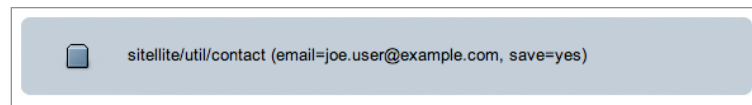


Figure 13 – Box placeholder

When the box is rendered into the page, which you can see by saving or previewing the page, it will look like this:

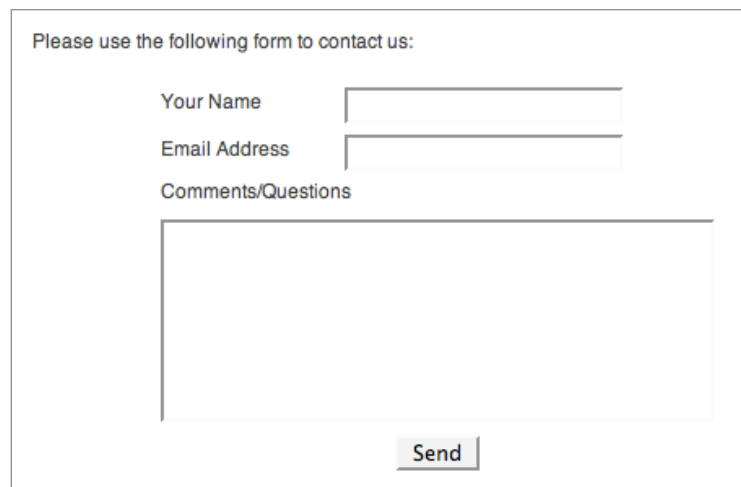
A contact form rendered within a box. At the top, it says "Please use the following form to contact us:". Below this are three input fields: "Your Name" with a text input, "Email Address" with a text input, and "Comments/Questions" with a larger text area. At the bottom right of the form is a "Send" button.

Figure 14 – Rendered contact form box

If you need to modify the settings for an embedded box at some point in the future, simply put your cursor in the box itself in the content area then click the Edit Properties icon in the footer of the editor.

As you can see, boxes are a powerful way to create dynamic websites in Sitellite with no programming skills or technical knowledge required.

Clean Document

When you click on the Clean Document button, the contents of the page are sent to the server where a series of cleanup routines are performed on the underlying HTML to ensure it contains clean and correct markup. Often when content is pasted in from external sources such as Microsoft Word, extra codes that can cause rendering issues may be present in the pasted content.

The cleaning process takes only seconds, and a notice pops up to let you know that it's done.

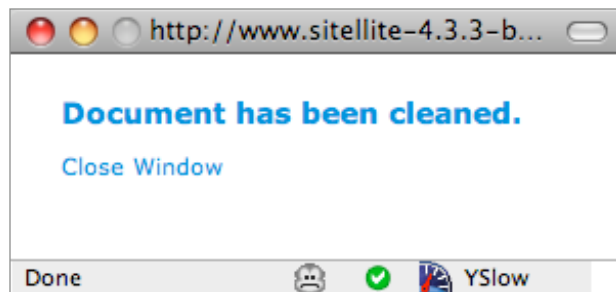


Figure 15 – Cleaned document notice

Word Importer

The Word Importer opens a dialog window that allows you to upload a Microsoft Word file which it will then extract the contents of in HTML format and place them into the content area.

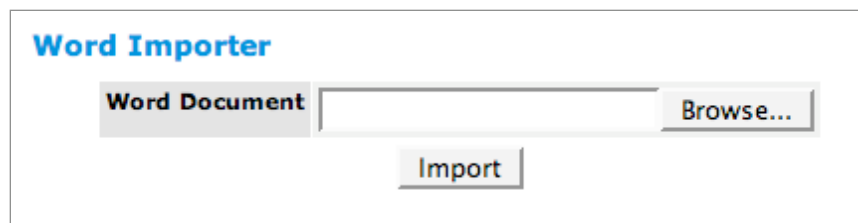


Figure 16 – Word Importer dialog

The Word Importer is useful because copying and pasting from Microsoft Word produces notoriously poor quality HTML output which can easily cause issues with rendering on a website.

Please note that the Word Importer may not be activated for all sites, since it requires an extra software application to be installed on the website that may not be available on all systems. For more information, go to the Control Panel > Admin > Applications > Xed Editor screen in Sitellite.

Full Screen Mode

Click the Full Screen Mode button to open the content editor in an expanded window, giving you more room to see and edit your content. The full screen window automatically sizes to the height and width of your screen, with a maximum width of 1050 pixels for readability.

When you are finished editing, simply click the “Exit Full Screen Mode” button at the bottom of the window and the original form window will be updated with your changes.

Help

The Help button opens a help page about the WYSIWYG editor, including its browser requirements and also its technical usage for custom Sitellite module developers.

Properties tab

The Properties tab contains additional web page properties such as metadata and other page behaviour options. Here is a description of each of the Properties tab fields:

Location in Web Site

This field positions the page within the site hierarchy. Sites with properly structured hierarchies benefit from better organization, which eases the implementation of access controls as a site grows, and also helps with dynamic navigation by ensuring pages are placed where they should be within the site.

Display with Template

This sets which template you want a page to be displayed with. The list of available templates is taken from the default template set as defined in the site settings.

Include in Site Navigation

This determines whether or not you want the page to appear in the web site menus and site maps. Some minor pages may be excluded from site menus to keep them concise and organized.

Include in Search

This determines whether or not you want the page to be indexed to appear in search results.

Sorting Weight

This determines the position of the page within the web site menus and site maps. Pages with a higher value appear closer to the top. Pages with the same value are sorted alphabetically.

Is This a Section Index

Section indexed mark the root of the various sections of your website hierarchy. Pages underneath them in the site tree will automatically inherit the template settings from their section index, creating a consistent design across entire sections of the site, but also allowing custom designs for each section.

Forward to (URL)

If you provide a link to an external web page or file (ie. a PDF or Word document), then the page will act as a placeholder or alias for that link within your web site navigation.

Keywords

Keywords help target pages to their intended audience in search engines and site searches performed by visitors. The keyword list is a comma-separated list and can also be managed at a site-wide level by clicking the “Global Keyword List” link.

Description

A description helps target pages to their intended audience in search engines and site searches performed by visitors.

State tab

The State tab contains the status and access control and related settings of the page. Here is a description of each of the State tab fields:

Status

The status determines what stage of its life cycle a page is in. New pages default to Draft, and pages ready for publishing to the site can be set to Approved to go live immediately, or to Pending which will notify an editor to review the changes first. Only Approved pages can be viewed on the live site. Pages set to Queued will be automatically approved on the specified Publish On date (see below) via the Sitellite task scheduler.

Access Level

The access level of a page determines who is allowed to view it. This allows you to make portions of your site completely private, or only available to specific user roles (ie. members-only).

Publish On

This tells the Sitellite task scheduler that if this document is set to Queued, publish it to the live site on the specified date and time. You can use the publishing queue to publish multiple changes across an entire site at the same date and time, which is useful for example in marketing campaigns.

Please note that the task scheduler must be configured correctly or this will have no effect.

Archive On

This tells the Sitellite task scheduler that if this document is set to Approved, it should be Archived and removed from the live site on the specified date and time.

Created By

This simply shows which Sitellite editor created the current page.

Owned by Team

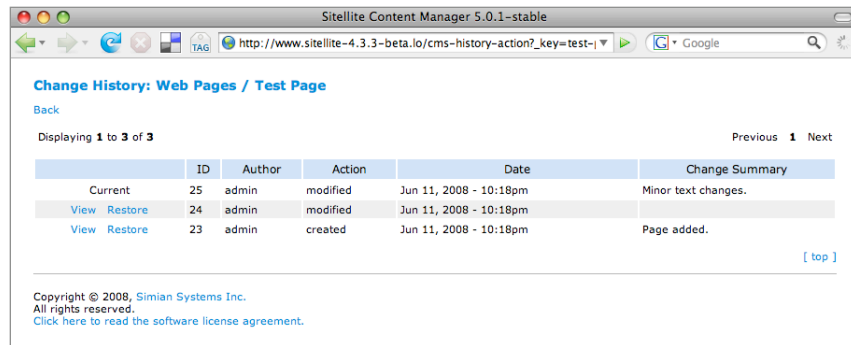
This allows you to specify which Sitellite team of editors controls the current page. Teams can be used to restrict editing access of users to their specific areas of a website.

Change Summary

The change summary helps give other site editors, including yourself, a more complete history of the changes that have been made to a page. The change summary is included in the Change History view of a page.

Change History

The Change History button in the Web View shows you the history of changes for an item. In the change history you can also compare and restore previous revisions to the website.



Change History: Web Pages / Test Page

[Back](#)

Displaying 1 to 3 of 3 Previous 1 Next

	ID	Author	Action	Date	Change Summary
Current	25	admin	modified	Jun 11, 2008 - 10:18pm	Minor text changes.
View Restore	24	admin	modified	Jun 11, 2008 - 10:18pm	
View Restore	23	admin	created	Jun 11, 2008 - 10:18pm	Page added.

[\[top \]](#)

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Figure 17 – Change History

Viewing past revisions

To view the data from a past revision of a page, click the View link next to that revision in the change history.

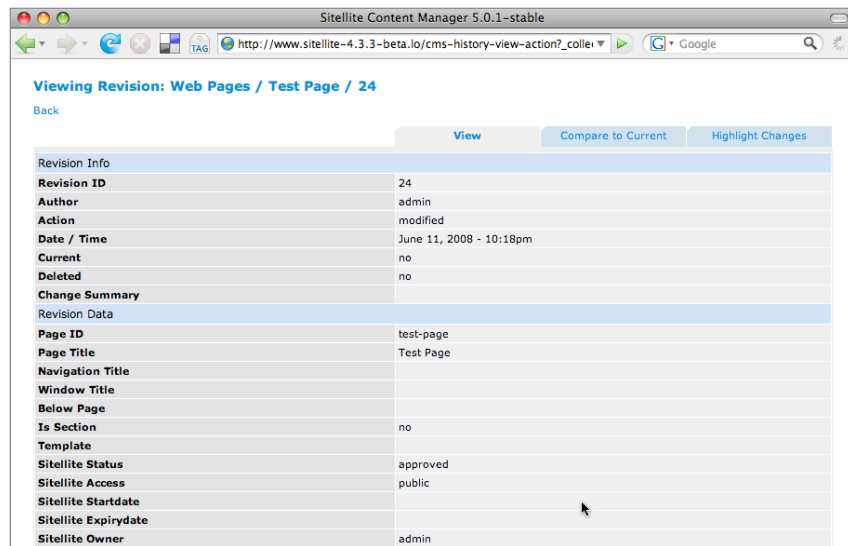


Figure 18 – Viewing past revision

Compare to Current

You can also compare a past revision to the current version of the page by selecting the Compare to Current tab in the top-right while viewing a past revision. The two versions will be shown side-by-side and the fields that have been changed between the two versions will be highlighted for easier comparison.

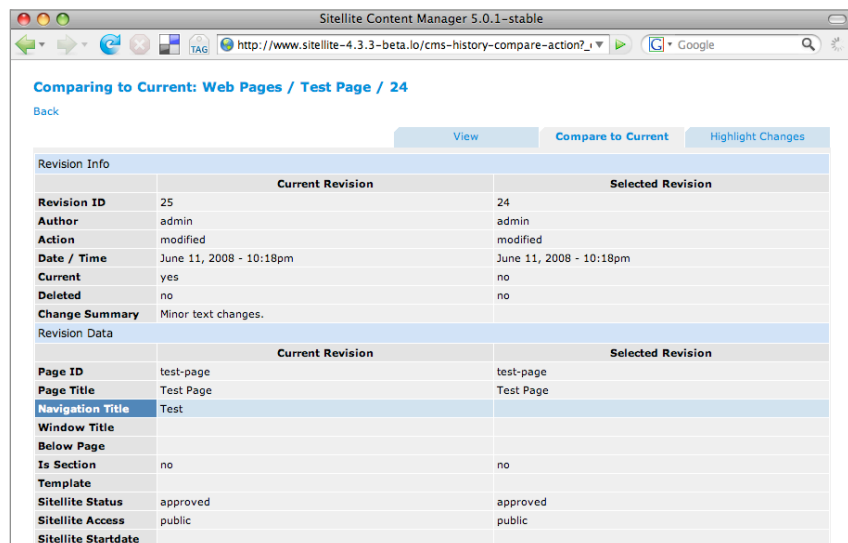
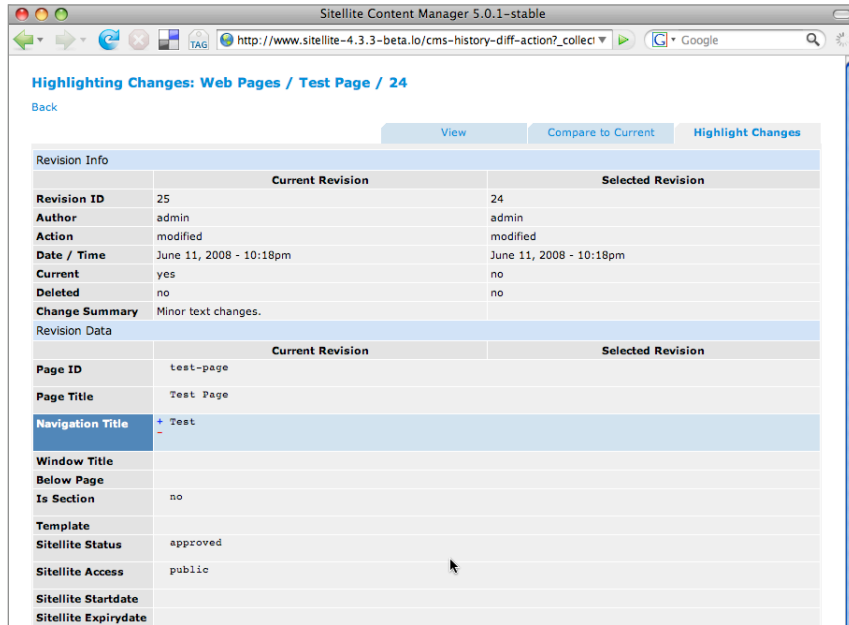


Figure 19 – Comparing to current

Highlight Changes

You can also highlight the changes between the past revision and the current version. Simply click on the Highlight Changes tab in the top-right while viewing a past revision. The fields that have been changed will be highlighted for easier comparison, with added to the current version lines marked with a blue plus sign (+) and lines removed from the current version marked with a red minus sign (–).



Highlighting Changes: Web Pages / Test Page / 24

Back View Compare to Current Highlight Changes

Revision Info	
	Current Revision
Revision ID	25
Author	admin
Action	modified
Date / Time	June 11, 2008 - 10:18pm
Current	yes
Deleted	no
Change Summary	Minor text changes.

Revision Data	
	Current Revision
Page ID	test-page
Page Title	Test Page
Navigation Title	+ Test
Window Title	-
Below Page	
Is Section	no
Template	
Sitellite Status	approved
Sitellite Access	public
Sitellite Startdate	
Sitellite Expirydate	

Figure 20 – Highlighting changes

Restore a past revision

To restore a past revision of a page, click on its Change History button then find the revision you want to restore from the Change History listing page. Click on the Restore link next to the revision to be restored. Sitellite will confirm that you want to restore the selected revision, so click OK to confirm.

Once the revision has been restored you will be taken to the restored page on the website. If you view the Change History again, you'll notice that there is now a new current version in the history and that all of the previous revisions, including the one just overwritten, are still available for viewing and restoration.

Adding a new page

To add a new page to the site, click on the Add Page button in the Web View. This will bring up a form nearly identical to the Edit Page form, just blank. You can enter in all of the data and then click Create at the bottom of the page to create the page.

Note that the page Status must be set to Approved in the State tab before it will be visible on the public website. You'll still be able to see it in the site while logged into Sitellite, but non-site editors will not.

Drafts

Sitellite marks pages that are not approved yet with a "Status: Draft" label in the Web View, so you can see that they still need to be approved before they become live on the site.

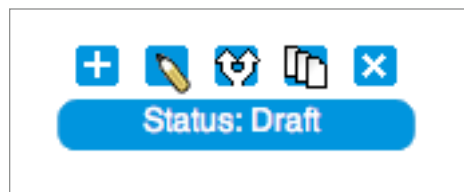


Figure 21 – Status: Draft

Live pages that have new changes which are not yet approved have a different label in the Web View. These are shown with a "Viewing: Approved | Draft" label, which acts as a quick link that allows you to switch between the approved and draft versions of the page contents on the spot without reloading the page. This makes it easier to compare the unapproved changes with the approved version in the context of the actual site.



Figure 22 – Viewing: Approved | Draft

Deleting a page

To delete a page in the Web View, browse to the page you wish to delete and click the Delete Page button. A confirmation box will appear asking you to confirm that you want to delete the page. Click OK to delete the page.

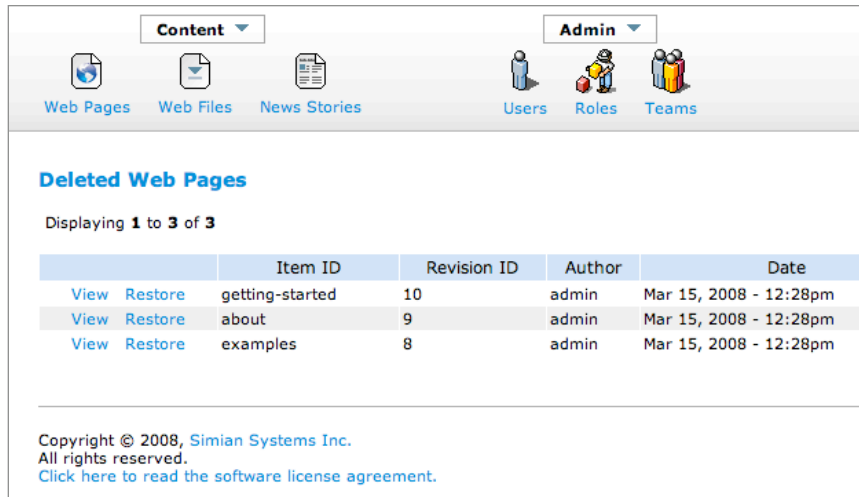
Please note that Sitellite keeps track of all changes to pages, so even your deleted page can be recovered if you mistakenly delete something you want back again afterwards.

Recovering a deleted page

To recover a deleted page, click on the Control Panel in the top control bar then under the Content menu in the top left choose Web Pages. This is the other way of browsing for pages in Sitellite, which we'll cover in more detail in the next section.

From here, click on the Deleted Items link and this will bring up a list of all of the pages that have been deleted from the site. Yours should be at the top of the list if it was just deleted, but you may need to browse for it if the page was deleted some time ago.

To restore a page, click the Restore link next to that page in the list. You will be prompted to confirm the restoration of the deleted page. Click OK to finish.



Deleted Web Pages

Displaying 1 to 3 of 3

		Item ID	Revision ID	Author	Date
View	Restore	getting-started	10	admin	Mar 15, 2008 - 12:28pm
View	Restore	about	9	admin	Mar 15, 2008 - 12:28pm
View	Restore	examples	8	admin	Mar 15, 2008 - 12:28pm

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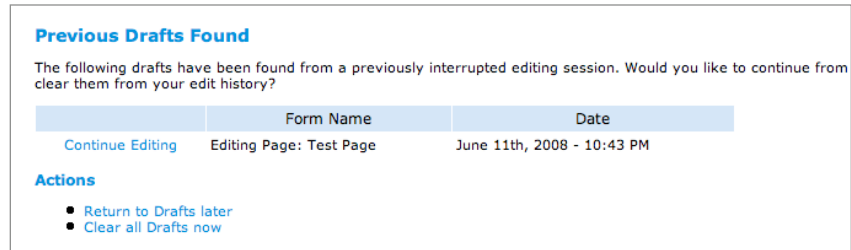
Figure 23 – Deleted web pages

Auto-save

Sitellite automatically saves a working draft of your page while you're editing, so that if your browser crashes or some other interruption occurs, you won't lose all your hard work.

Simply log back into Sitellite as you normally would, and Sitellite will pop up a screen showing any working drafts that it saved from a previous editing session.

Here you have the option to continue editing a draft, ignore the drafts for now and come back to them later, or clear them and start fresh. If you choose to ignore them, they will still appear on the main page of the Control Panel where you can access them at any time.



Previous Drafts Found

The following drafts have been found from a previously interrupted editing session. Would you like to continue from clear them from your edit history?

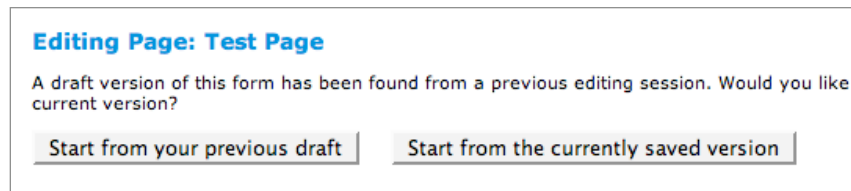
	Form Name	Date
Continue Editing	Editing Page: Test Page	June 11th, 2008 - 10:43 PM

Actions

- [Return to Drafts later](#)
- [Clear all Drafts now](#)

Figure 24 – Working drafts found notice on login

If you continue browsing and then try to edit a page that had a working draft saved of it previously, Sitellite will pop up a notice that there is an existing draft and let you choose whether to start from the draft or from the currently saved version. Please note that if you choose to start from the currently saved version, you will lose any changes from the working draft.



Editing Page: Test Page

A draft version of this form has been found from a previous editing session. Would you like current version?

[Start from your previous draft](#) [Start from the currently saved version](#)

Figure 25 – Working draft found notice on editing a page

Control Panel

The Control Panel offers a more power user-oriented way of accessing content in Sitellite, as well as access to the site administrator functions for managing the site settings, as well as your Sitellite notification inbox and any other tools installed in your site.

The Control Panel consists of the following elements:

- **Top-level menus (Content, Admin, and Tools)** for accessing the different areas of the system. The Content menu contains a list of all content collections available for editing, the Admin menu contains a list of administrative options for configuring the site itself, and the Tools menu contains a list of editor tools provided by the various Sitellite modules.
- **Inbox** for receiving workflow notifications and communicating with other site editors.
- **Drafts** contains a list of auto-save working drafts from previously interrupted editing sessions.
- **Bookmarks** contains a list of bookmarked searches from the Content menu for quicker access to pertinent content.

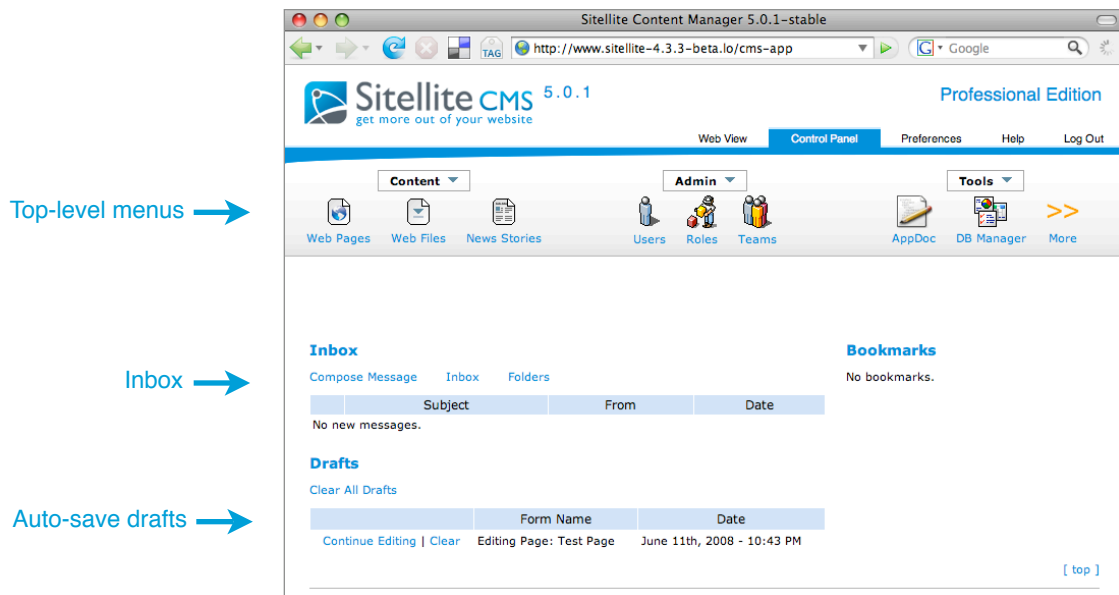


Figure 26 – Control Panel

↑
Bookmarks

Content Types

Under the Content menu in the Control Panel, you'll find a list of all of the editable content types for your site. This includes web pages, sidebars, files, news and more.

Any Sitellite module can define additional content types, so the list can vary depending on the installed modules as well as on the permissions of the current Sitellite user. Sitellite allows you to choose which content types can be edited by the different roles in the system.

To browse a content collection, select the content type from the list. The browse screen shows a list of the items in that content collection, which can be sorted and searched, and modified in the same ways as in the Web View mode.

Browsing: Web Files

[Add File](#) [Deleted Web Files](#)

Search Parameters

Folder: Text:

Status: Access Level:

Displaying 1 to 12 of 12

<input checked="" type="checkbox"/>	<input type="checkbox"/>	File Name	Display Name	Size	Downloads
<input type="checkbox"/>	<input type="checkbox"/>	docs-0.8.0-beta.tar.gz		6 Kb	0

Figure 27 – Browsing Web Files content collection

Search parameters

The search parameters appear at the top of all content collection browsing screens. These allow you to search the content collection based on the various fields in that collection, and to build complex searches based on multiple fields at one time.

Search Parameters [Bookmark](#)

Text:

Keyword: Template: Included in Navigation:

Status: Created By: Owned by Team: Section Index:

Access Level:

You have chosen:

Owned by Team: Development Status: Pending

Figure 28 – Search parameters with several values

Bookmark searches

To bookmark a set of search parameters that you would like to repeat in the future, simply click on the Bookmark icon in the top-right of the search parameters box. Sitellite will prompt you to name your bookmark, which will then appear under the Bookmarks section on the main page of the Control Panel.

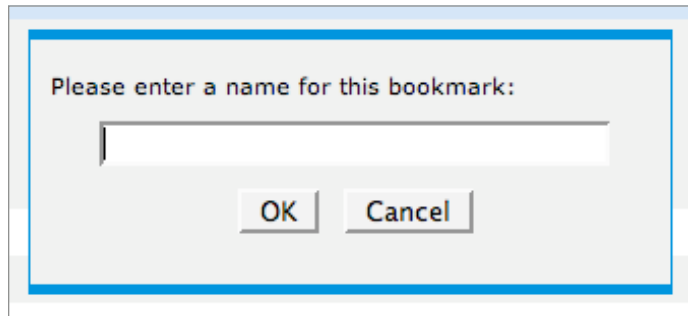


Figure 29 – Naming your bookmark

Sort by columns

To sort the search results, simply click on the header of one of the fields in the results table. To switch the sorting order between ascending and descending, simply click the header again.

An arrow icon tells you which field the results are currently being sorted by, and in which order.

Page Title ▲	Parent	Status
Events Calendar		approved
Example Page		draft

Figure 30 – Sorting the search results

Deleting multiple items at once

In the Control Panel, you can select and delete multiple items at once. Simply click on the checkboxes next to the desired items then click the Delete button above the checkboxes. Sitellite will prompt you to confirm that you want to delete the selected items before deleting them.

To select all of the visible items for deletion, click on the Select All button with the checkmark next to Delete. To deselect all, click on the Select All button again.

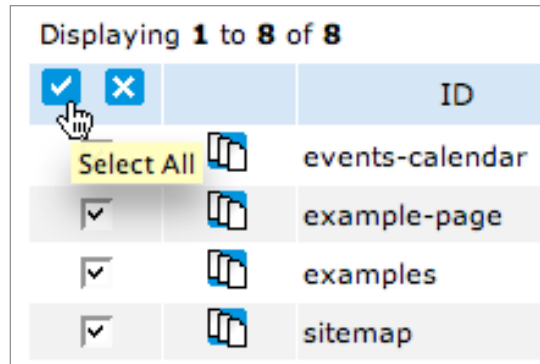


Figure 31 – Select all button

Admin Options

The Admin menu contains a list of administrative options for configuring the site's settings, including the global, cache and workflow settings, individual application settings, user permissions, and the activity log.

Users, roles and teams

Sitellite has a very flexible and highly customizable user authentication and privilege system, however for most websites the default roles found out-of-the-box work well already.

On smaller sites that don't need team-level restrictions, simply making all editors part of the same team is enough to ensure everything will run smoothly.

Sitellite defines several default and example roles. The ones most sites will want to use are:

- *master* – This role has unlimited access to everything. We recommend you have one site admin as a master user who manages the site settings and the other users.
- *writer* – A writer can contribute to the site, but can't publish their own changes without the approval of an editor. When a writer makes a

change and sets its status to Pending, the editor user from their team will get an email asking them to review the change and give their approval, at which point it will become visible on the live site.

- *editor* – An editor can make draft or live changes, and can also approve changes from writers. If you don't need an approval process, making all your content contributors editors works well.
- *member* – Member is a public user role that doesn't have any access to the editing capabilities of Sitellite. Members include general site visitors who register for additional members-only services and content areas you may provide.

To add a user, go to Users under the Admin menu and click on the Add User link. Here you can specify their username and password, their role and team, and numerous fields of personal and contact information.

You can also specify whether a user's account is temporarily disabled, and whether they should be included in any public user listings such as a staff directory listing.

The screenshot shows a web interface for editing a user. The title is 'Editing: User'. There are three tabs: 'Account', 'Contact', and 'Access'. The 'Account' tab is active and contains the following fields:

Username	admin
Password	<input type="password"/>
Verify Password	<input type="password"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	you@example.com
Role	Master
Team	Development
Disabled	No
Public	No
Profile	<input type="text"/>

Figure 32 – Editing a user

In addition to adding, editing and removing user accounts, you can also export users in CSV format for use in third party software such as a newsletter or contact list.

Activity Log

The activity log keeps a historical summary of activities performed on the site, broken down by type of action (e.g., login, error, delete, etc.), user, and date range (day, week, month, or year). You can view previous dates by clicking on the previous date link, and sort the results by date/time, type, user, IP address, or message.

You can also bookmark activity log searches just as you can with content and user searches.

Activity Log

Search Parameters

Type: - ALL -

User: - ALL -

Date Range: Week

Bookmark

You have chosen:

Date Range: Week [Cancel]

Previous: Week of June 6th

Week of June 13th

Next: Week of June 20th

Displaying 1 to 30 of 68

Date/Time	Type	User	IP Address	Previous 1 2 3 Next 30
June 13, 2008 - 3:44 PM	Login	admin	192.168.0.199	User: admin
June 13, 2008 - 3:39 PM	Login	admin	192.168.0.199	User: admin
June 13, 2008 - 3:29 AM	Error	admin	192.168.0.199	404 Not Found
June 13, 2008 - 3:21 AM	Edit	admin	192.168.0.199	Collection: satellite_page, Item: index
June 13, 2008 - 3:20 AM	Edit	admin	192.168.0.199	Collection: satellite_page, Item: index
June 13, 2008 - 3:20 AM	Error	admin	192.168.0.199	404 Not Found

Figure 33 – Activity log

Site Settings

The Site Settings in the Admin menu enable you to change all of the global configuration settings of the site from one place. The settings are broken down into the following sections:

- *Database* – The MySQL database connection info.
- *Site* – These settings pertain to the site itself such as the domain and the path to the document root.
- *Server* – These settings change the way the Sitellite content server behaves, for example the error handler and default template set for rendering the site.
- *Internationalization* – These settings affect the way Sitellite's multilingual capabilities operate.
- *Messaging* – These settings control the integration of Sitellite's messaging system with external messaging services (email and instant messaging).

Each setting also has a help message which explains what it means and what options it has when you click on it.

Site Settings

Database	
Hostname	localhost
Database Name	satellite_4_3_3_beta
Username	USER
Password	****
Connection Persistence	No ▾

Site	
Domain Name	www.satellite-4.3.3-beta.lk
Use Document Root Setting	No ▾
Document Root	
URL Prefix	
Secure Socket Layer (SSL)	No ▾
Remove '/index/' from URLs	Yes ▾
Default parent for new pages (Web View)	Root ▾

Server	
Default Handler	index
Default Handler Type	Web Page ▾

Figure 34 – Site settings form

Cache Settings

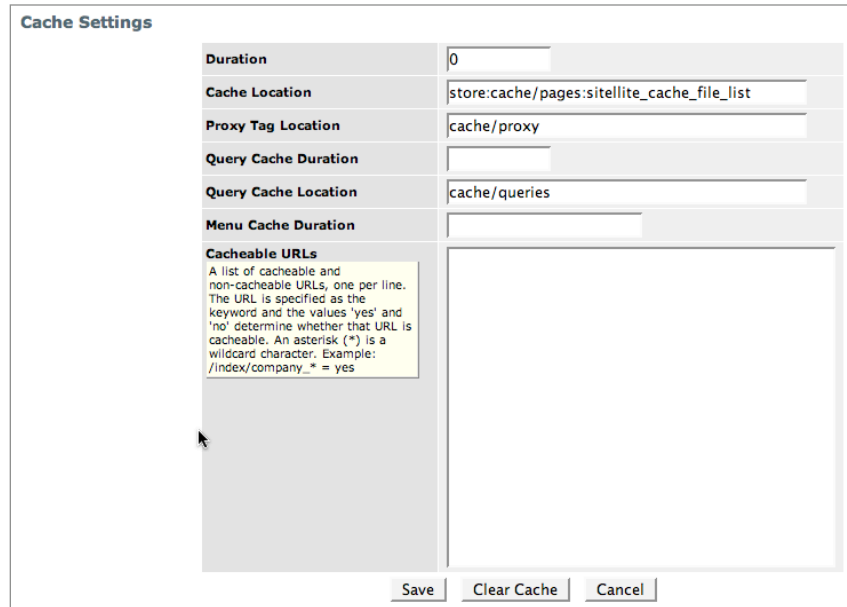
The Cache Settings control how the page, query, and menu caching should work when serving pages. Sitellite can cache pages for the specified duration of time, and coupled with the cache workflow services, can automatically refresh cached pages when they've been updated.

Sitellite can also be configured to simply output the necessary headers for a proxy caching service such as a Content Distribution Network (CDN) to perform the cache for you, or for browser clients to properly store cacheable content.

In addition to page-level caching, Sitellite can also cache the results of individual database queries in custom applications, and can cache the menu containing the tree of pages in the site so that it doesn't need to be regenerated on every request.

Menu caching is probably the first level of caching we recommend sites make when they want to increase the performance of their sites, since it has the biggest immediate benefit and still keeps the site almost completely dynamic.

Page-level caching can also be limited based on matching URLs, so you can specify individually or in groups which pages can safely be cached and which should not be.



Cache Settings

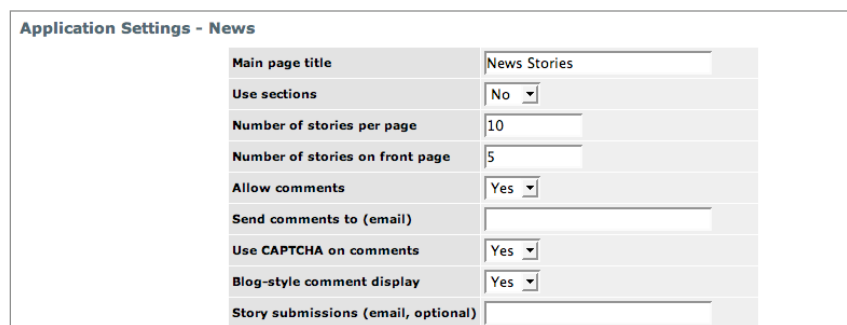
Duration	0
Cache Location	store:cache/pages:sitellite_cache_file_list
Proxy Tag Location	cache/proxy
Query Cache Duration	
Query Cache Location	cache/queries
Menu Cache Duration	
Cacheable URLs A list of cacheable and non-cacheable URLs, one per line. The URL is specified as the keyword and the values 'yes' and 'no' determine whether that URL is cacheable. An asterisk (*) is a wildcard character. Example: /index/company_* = yes	

Save Clear Cache Cancel

Figure 35 – Cache settings form

Applications

In addition to the global site settings, you can also modify the settings for several of the installed applications from the Admin > Applications screen. Simply select the application from the list of configurable apps, and the settings that can be edited for it will be shown.



Application Settings - News

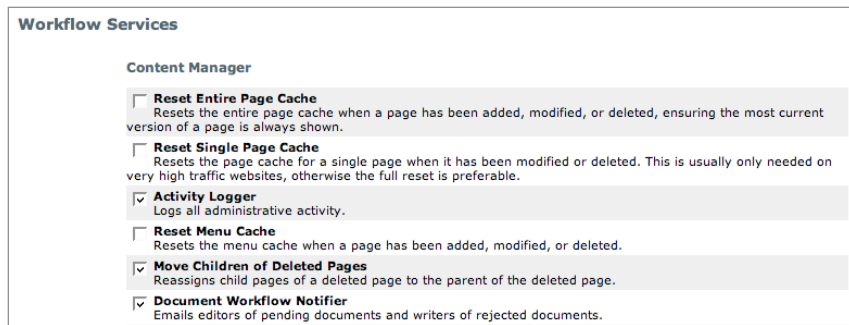
Main page title	News Stories
Use sections	No
Number of stories per page	10
Number of stories on front page	5
Allow comments	Yes
Send comments to (email)	
Use CAPTCHA on comments	Yes
Blog-style comment display	Yes
Story submissions (email, optional)	

Figure 36 – News app settings

Workflow Services

Workflow Services contains a list of services that can be triggered automatically when certain actions occur in Sitellite, such as a user saving an update to a page. Services include the ability to email the appropriate user as part of the site's approval process, resetting the cache when content has been modified, notifying translators of changed content in the original language, and even indexing new and updated pages for the site's search results.

To enable a workflow service, simply check the box next to it in the list then click Save. Each service provides a name and description of itself so you know what it does.



Workflow Services

Content Manager

- ☐ **Reset Entire Page Cache**
Resets the entire page cache when a page has been added, modified, or deleted, ensuring the most current version of a page is always shown.
- ☐ **Reset Single Page Cache**
Resets the page cache for a single page when it has been modified or deleted. This is usually only needed on very high traffic websites, otherwise the full reset is preferable.
- ☒ **Activity Logger**
Logs all administrative activity.
- ☐ **Reset Menu Cache**
Resets the menu cache when a page has been added, modified, or deleted.
- ☒ **Move Children of Deleted Pages**
Reassigns child pages of a deleted page to the parent of the deleted page.
- ☒ **Document Workflow Notifier**
Emails editors of pending documents and writers of rejected documents.

Figure 37 – Workflow service list

Tools

The Tools menu contains a list of editor tools provided by the various Sitellite modules.

Image Manager

The Image Manager provides a way of managing all of the images used on the site. Upload images from your desktop, add folders to organize them, and even edit them through 3rd party image editing service Snipshot.com through the Image Manager.

The Image Browser in the page editor is a stripped down version of the Image Manager, restricted to uploading images and selecting them for use in the current page.

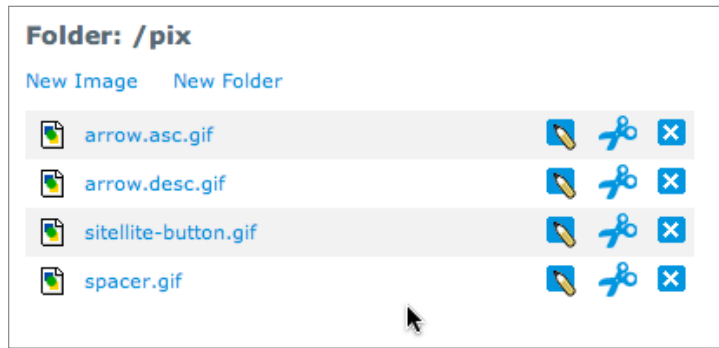


Figure 38 – Image Manager

DB Manager

The DB Manager provides direct access to the underlying MySQL database used by Sitellite to store site data. This is a power-user tool for developers and site administrators, and we usually recommend restricting access to it to ordinary site editors.

Features include an SQL Shell for executing SQL commands and seeing the results, table browsing, inspection and editing, and exporting in CSV or SQL formats for backup or use in external applications.

Database Manager - Tables (48)

[SQL Shell](#) [Database Manager Help](#)

Choose a database table.

<input checked="" type="checkbox"/>	Table Name	Items	Actions
<input type="checkbox"/>	satellite_autosave	0 Info	Indexes Backup CSV
<input type="checkbox"/>	satellite_bookmark	0 Info	Indexes Backup CSV
<input type="checkbox"/>	satellite_cache_file_list	0 Info	Indexes Backup CSV
<input type="checkbox"/>	satellite_category	0 Info	Indexes Backup CSV
<input type="checkbox"/>	satellite_filesystem	0 Info	Indexes Backup CSV
<input type="checkbox"/>	satellite_filesystem_download	0 Info	Indexes Backup CSV
<input type="checkbox"/>	satellite_filesystem_sv	0 Info	Indexes Backup CSV
<input type="checkbox"/>	satellite_form_blacklist	0 Info	Indexes Backup CSV

Figure 39 – DB Manager

Translations

Translations is a complete interface for managing languages and translations of content into those languages. With Translations, you can translate your entire Sitellite website into any number of languages.

Features include indexing text from templates, applications and the database for translating, browsing by translation status, content type and language, and editing side-by-side with a reference copy from the default site language.

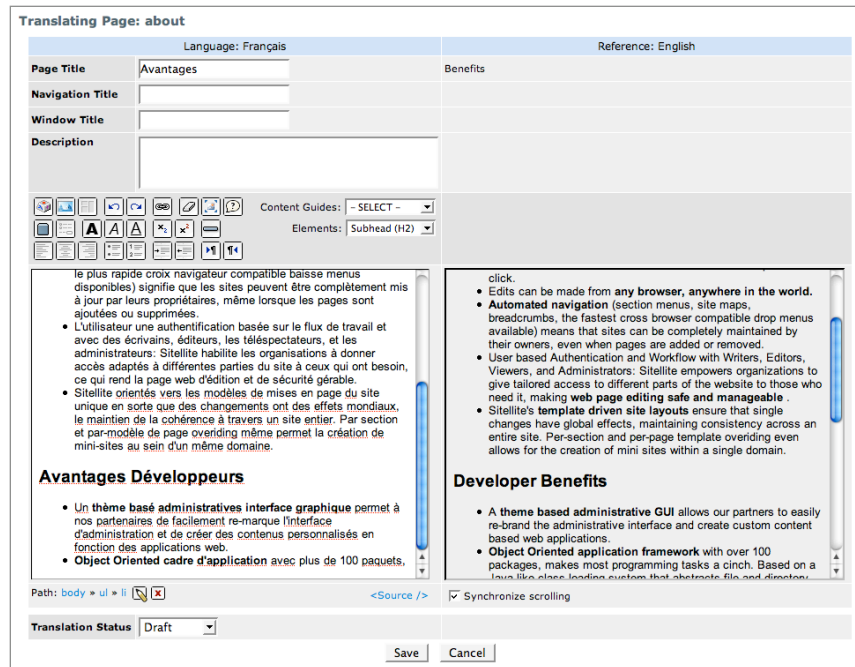


Figure 40 – Editing a page translation

Additional tools

Sitellite currently has dozens of add-on applications, including banner ads, blogs, discussion forum, events, FAQ, glossary, image galleries, link directories, newsletters/email marketing, member logins, news, polls, testimonials, search, shopping cart, streaming audio/video and podcasting, wiki and more.

These add-ons enable feature-rich websites to be built and launched very quickly with Sitellite, while Sitellite's powerful design capabilities means each Sitellite-powered website is still completely unique.

Inbox

The inbox is where you will receive workflow notifications and be able to communicate with other site editors.

Workflow notifications

Workflow notifications arrive in your email inbox as well as in the Sitellite inbox, so they integrate with the way you work, but stay in Sitellite for a reminder and for historical purposes as well.

Reading Message: Pending Document Notice

[Back](#) [Reply](#) [Reply All](#)

From	writer
Date	Today at 3:28am
To	editor
Subject	Pending Document Notice

Message

This is an automatic notice that you have a document pending your approval at the following link:
http://www.sitellite-4.3.5-rc.io/cms-app?forward=%2Findex%2Fcms-edit-form%3F_collection%3Dsitellite_page%26_key%3Dindex

Collection: Web Pages
Document ID: index
Changelog:
 Fixed a spelling mistake.

Figure 41 – A workflow notification

Compose Message

You can also send and reply to messages through Sitellite into their inbox, which will automatically email the recipients as well. Simply click the Compose Message link to send a new message, or Reply or Reply All to reply to an existing message.

When composing a message, select the system user from the list and click the Add button to add them to the recipient list. You can also CC non-Sitellite users by including their email addresses as well.

Enter a subject and message body then click Send when you're ready to send the message.

Composing Message

Subject Re: Pending Document Notice

Send To

writer	User: - SELECT -	Email: <input type="text"/> Add
Remove Selected		

Priority Normal

Content Guides: - SELECT -
 Elements: Normal

Thanks, I've just gone and approved the change. Have a great weekend!

Regards,

John

Figure 42 – Replying to a message

Preferences

To edit your Sitellite preferences and to change your password, click on the Preferences link in the top control bar.

The screenshot shows a web form titled "Preferences". It is divided into two main sections. The first section, "Change Password", has a blue header and contains three input fields: "Current Password", "New Password", and "Verify Password". The second section, "Preferences", also has a blue header and contains five dropdown menus: "Default View" (set to "Web View"), "Browse Level" (set to "Advanced"), "Language" (set to "Français"), "Form Help" (set to "On"), and "Items Per Page" (set to "30"). At the bottom right of the form are "Save" and "Cancel" buttons.

Figure 43 – Preferences form

Changing your password

To change your password, enter your current password in the first field, then enter your desired password in the New Password field and verify it by typing it again in the Verify Password field.

Preference options

The following is a description of each of the preference options:

- *Default View* – Lets you choose whether you want to be taken to the Web View or the Control Panel by default when first logging into Sitellite.
- *Browse Level* – Lets you switch between Easy and Advanced modes. These are the same modes as found in the Edit Page form.
- *Language* – If your site is in multiple languages, you can specify your preference here. Please note that depending on how your multilingual settings are configured, this value may be ignored in some configurations.

- *Form Help* – Whether to show form help tips when a form field is active in the Add and Edit forms.
- *Items Per Page* – Lets you set how many items to show on a single page of search results, used throughout the system wherever lists of items are shown.

Log Out

When you are finished making changes to your website, it's always a good idea to log out of the system. This clears your browser cookie and Sitellite session data, which is a good practice for security.

To log out, simply click on the Log Out link in the top control bar.

Getting help

For further help with Sitellite and its modules, and to learn more about using and customizing the software for your website, visit:

Documentation:

www.simian.ca/documentation

Support:

www.simian.ca/support

Community:

www.sitellite.org

Sitellite School:

simian.dojolearning.com