Nico'sCMS Editors Guide

Step 1 log in to the NicosCMS

Go to:

http://localhost:8080/NicosCMS/homepage/click the login link on the page http://localhost:8080/NicosCMS/user/logon

Use the following credentials:

Name: yourLogonNameGoesHere

Password: YourPasswordGoesHere and type the number on the picture next to it



coCMS | User Logon |

Name:

Password:



Enter the number on the image here:

250

You are not an administrator

You can Click on all the buttons except the Advanced Admin button



To pop-up the NicosCMS home Page



Step 2 Create new Category

Click on the "Category Manager" button





NicoCMS | Category Manager

Administration







Select Category to Edit/Add

DEFAULT | Default Categories | Default Categories

To edit a category

Click the radio button next to the category to edit and then click the edit button

To create a new Category

Click on the Add button to create a new category

fill in the form and click the submit button:

₩ Nico	sas			
NicoCMS Category Editor Operation :ADD				
	Administration			
	Category Id * Description Published Title			
	Submit			

Step 3 Create new Article (Page)

Click on the "Article Manager" button



To edit an Article

Click the radio button next to the article to edit and then click the edit button

To create a new Article

Click on the Add button to create a new article

fill in the form and click the submit button:



Now fill in the following form:



NicoCMS | Article (Page) Details Editor

Administration

Article (Page) Details Editor

Operation :ADD

Page Id *		
Page Url		
Access *	VISITOR loggedin user	▼
Author *	editor editor	•
Template *	DEFAULT_TEMPLATE T	he default template 🔻
Category *	DEFAULT Default Catego	ories Default Categories 🔻
Published	•	
Title		

Step 4 Adding Text Content to the Article

Click on the Content Manager button



To edit the Text Content (of an Article)

Click the radio button next to the text content to edit and then click the edit button

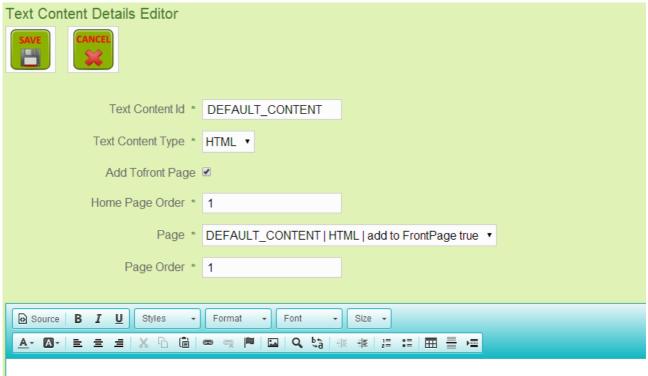
To create new Text Content (for an Article)

Click on the Add button to create a new text content

fill in the form and click the submit button:



fill in the form and type your text content using the WYSIWYG editor and press the save button



This is a **Content Managed Server** (CMS) all the web pages displayed on this website are not hand written by a human but are generated from content stored in the database

News Flash

Step 5 Adding your Article to the Menu

Click on the Menu Manager button



To edit a Menu Item (for an Article)

Click the radio button next to the menu item to edit and then click the edit button

To create new Menu Item (for an Article)

Click on the Add button to create a new menu item

fill in the form and click the submit button:



NicoCMS | Menu Manager v2

Administration







Select a Menu item to Edit/Add

- MENU_ITEM_PAGE1 | Page 1
- MENU_ITEM_PAGE2 | Page 2



NicoCMS | Menu Editor

Administration



At this stage you are ready to 90% of what you need to do creating categories , creating articles and linking them to your c ategories

Creating Text content and linking them to your articles Creating Menu Items and linking them to your articles

After creating content you need to Cache the new content to the servers disk drive

Step 6 Caching the content to the servers disk drive

Click on the "cache Content" button



Step 7 Adding Banners (and linking Images to them)

Click on the Banner Manager button



To edit a Banner Item

Click the radio button next to the banner item to edit and then click the edit button

To create new Banner Item

Click on the Add button to create a new banner item

fill in the form and click the submit button:



NicoCMS | Banner Manager

Administration

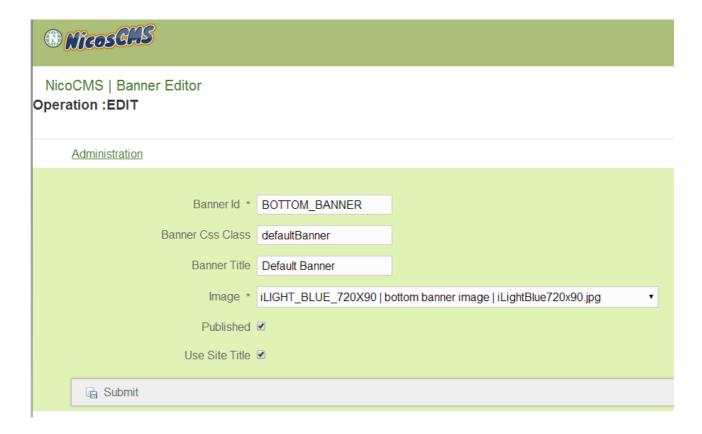






Choose content to add/remove to Frontpage

- BOTTOM_BANNER | Default Banner | iLightBlue720x90.jpg
- TOP BANNER | Default Banner | userbanner3 720x90.jpg
- UNASSIGNED | Default Banner | unassignedBannerImage.jpg



fill in the form and choose the image to link to your banner Item

Step 8 Managing the Home Page

Click on the Front Page Manager button



This is an advanced feature and will allow you to change the template and other functions Under normal circumstances you wont need to change this

Step 9 Adding new Banner Images

Click on the Banner Manager button



Step 10 Usefull on-line services







You may need a logo , a banner or want a complicated for for your website