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Login to the System

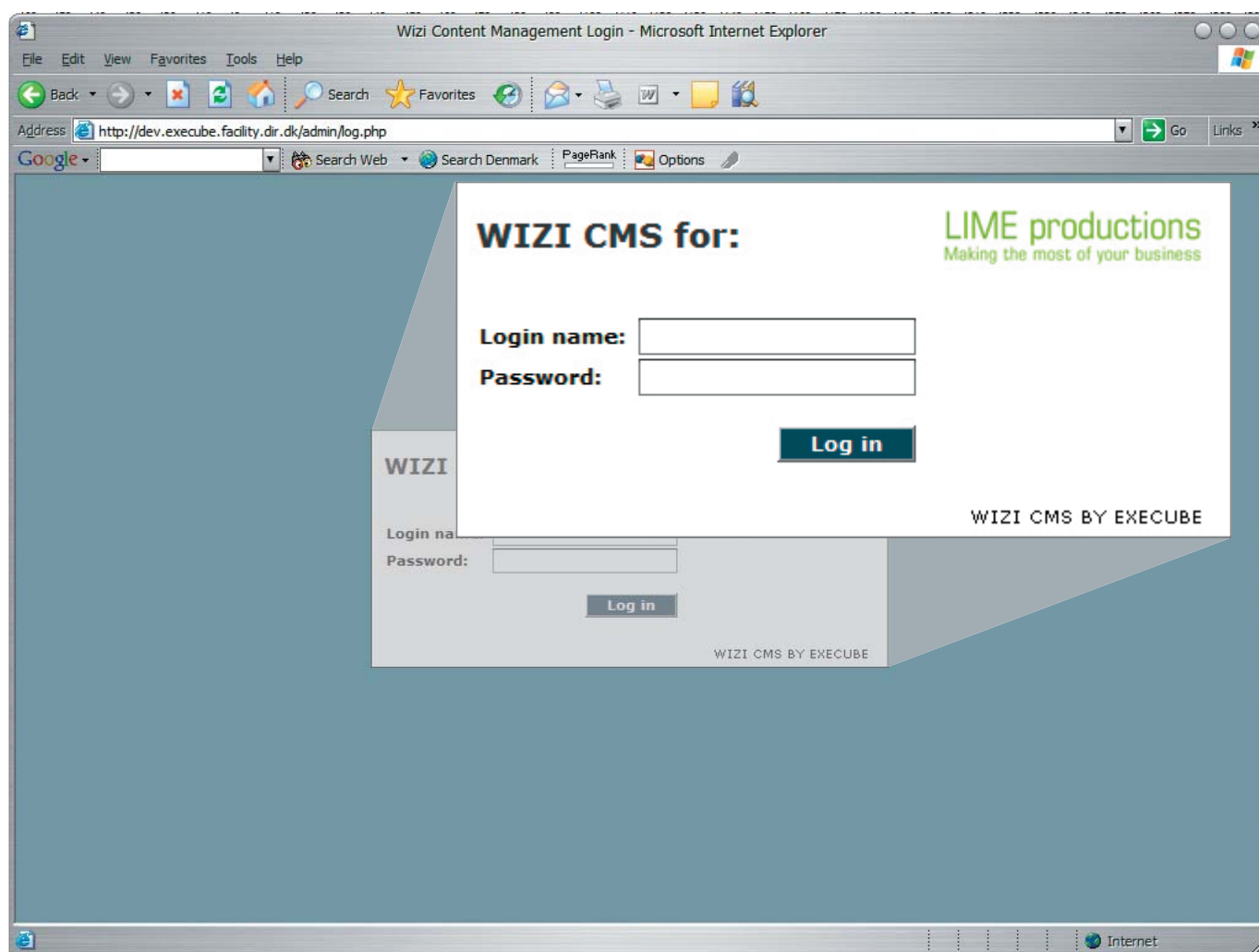
To be able to edit your website you have to log on to WIZI.

In your browser's address field you write your own website address followed by: /admin

For instance: <http://www.mywebsite.dk/admin>

You are now introduced to a page as the one shown below.

Here, you write your user name and password after which you press the 'Login' button.



User Interface

The user interface is divided into three primary areas as illustrated and explained below:

Here, you navigate in and between the document tree, media library and newsletters.

The document tree contains all pages to your website and determines the structure of your website.

This is the main area where you do most of the editing.
The content of this window changes according to the choice of editing.

Here, you navigate between the various tools and options in WIZI.

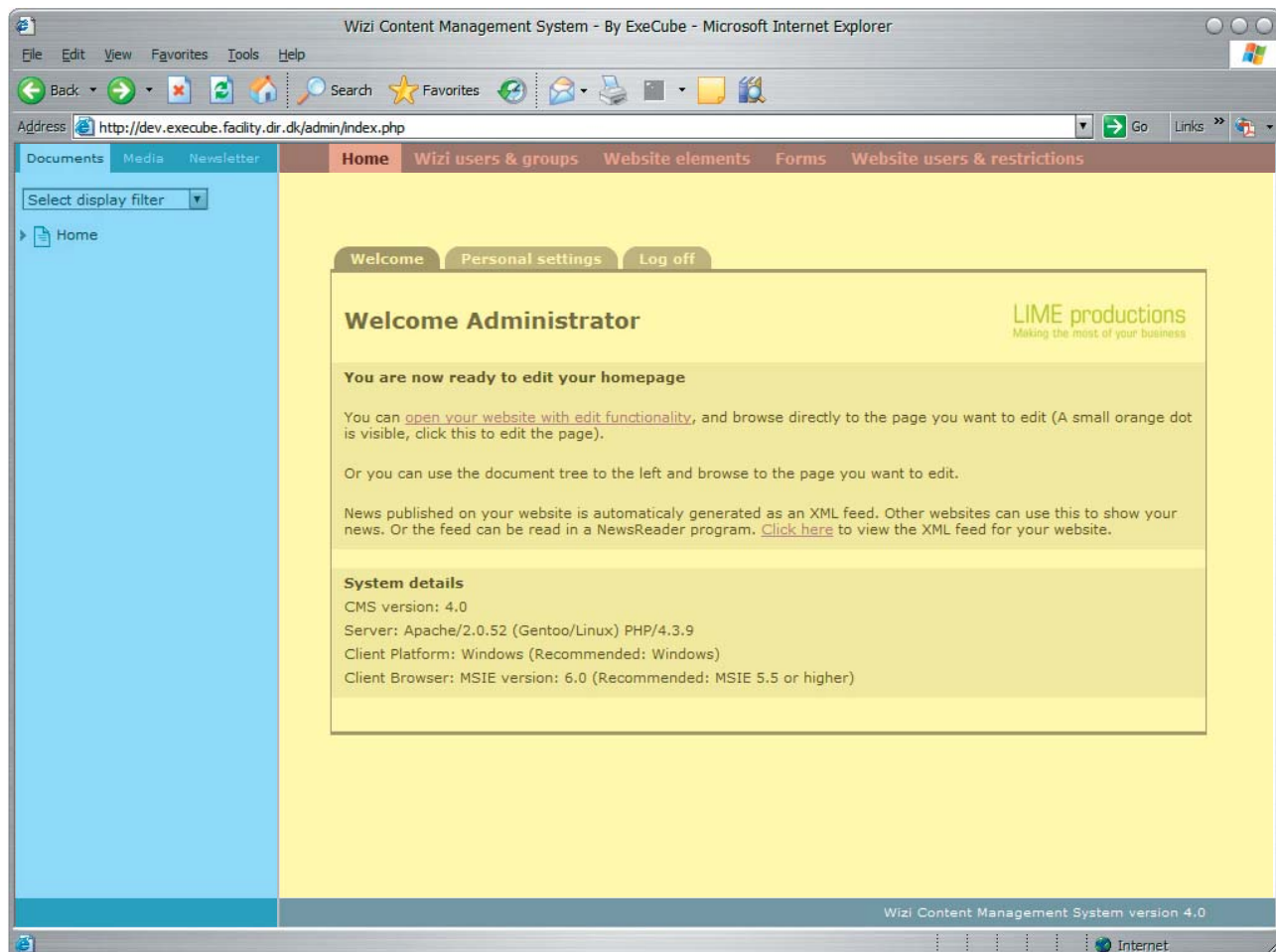
Home: Here, you can change your accounts and log off the system.

WIZI Users & Groups: Administration of user accounts and rights for WIZI.

Website Elements: Control of templates and an overview of your website.

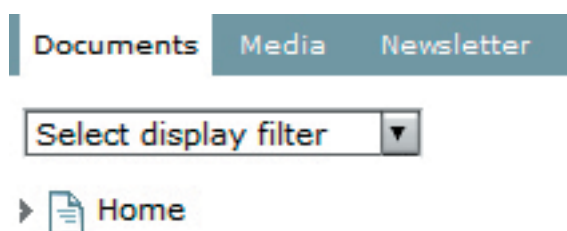
Forms: Creating and editing formulas used in the system.

Website Users & Restrictions: Administration of password protection for your website.



Document tree

The document tree contains the complete document structure for your website. You can create, delete, re-name and change position of documents.



The document tree is based on a one-click navigation, which means that all operations can be done by one click only.

Explanation of functions:



Here, you can place a filter on the document tree to be able to see, which pages have been published and which ones that are set to be published or de-published. Additionally, if the document needs a title or if the page is shown in the website navigation.



The small arrow in front of every page is used to open and close the tree. If the arrow is dark grey as shown, then it means that the document has sub documents. If the arrow is light grey then no sub documents have been created. Clicking the arrow accesses the various levels. To return, click the arrow once more. A level is closed when the arrow is pointing right and open when the arrow is pointing downwards.



The page icon at each document is used to illustrate the status of the individual document when using a filter on the document tree. Furthermore, by clicking this icon you gain access to editing the content and properties of the chosen page.

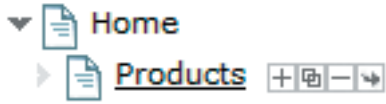
Home

Following is the name of the page. The name is used when the navigation is created and viewed in the index. Clicking this provides the option to change a name.



After having clicked a name, a text box appears in which you can rename a page and following confirm it by clicking the 'save' button or 'enter' on your keyboard.

Document Tree



When the mouse is above a page in the document tree a line of icons appear showing the functions available.



When clicking the 'plus' icon a new sub page is created. This new page is titled 'Untitled' by default.



Clicking the icon for duplicate, a copy of the selected page and possible sub pages is made.



By clicking the 'minus' icon the selected page and possible sub pages are deleted. This however, requires a confirmation before executed.



The swung arrow is used to move a page in the document tree. When clicking this icon the chosen page becomes light grey and is ready to be moved to a new location by clicking a selected document. If you want to move the page to a sub page make sure this particular page is open before commencing the operation by use of the arrows.

Remember, the direction of the arrow determines whether it is open or closed.

Editing a document

When clicking the icon for a document in the document tree the picture in the right side changes. Here, you can access the individual edit options for the chosen document. They consist of a series of menu items each accessing an edit option. The items are:



Edit:

Editing of document title, description, keywords and content.

Properties:

Editing of properties, for instance the document’s visibility in the navigation, if the document is shown as News, publishing options etc.

Includes:

Inclusion of other documents, formulas or pictures to the selected document.

Layout:

Managing the position of the included elements according to the current document.

Dependencies:

An overview of the dependencies connected to the current document in form of other documents, media files and formulas.

History:

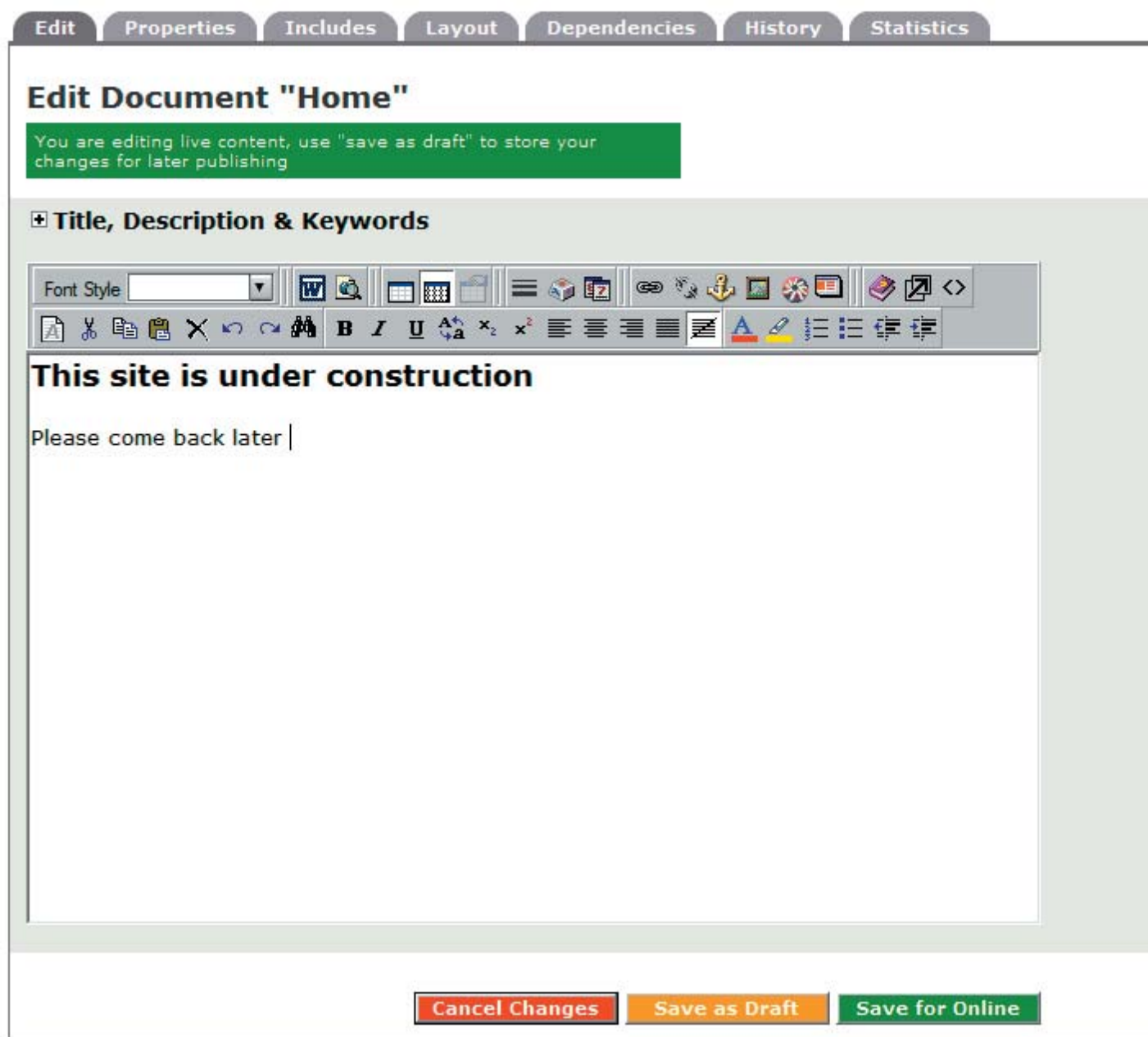
A complete log of the previous document versions makes it possible to revert to a former version of the document.

Statistics:

An overview of the number of hits on the particular page.

Edit

In this menu item you are able to edit the content of a chosen page.



On the following pages the individual elements in this item is described.

Edit

Edit Document "Home"

You are editing live content, use "save as draft" to store your changes for later publishing

Firstly, the name of the document you have chosen to edit is shown. Next is a status showing if the content edited is 'live' or a draft. If the content is a draft version the below status frame is shown. From here, you can see how the online version is and you have the ability to return to edit the online version.

Important

You are editing a draft version of the document, use "save for online" to publish content on website

[View the live content \(Will open in a new window\)](#)
[Restore Live content for editing](#)

+ Title, Description & Keywords

After name and status you have access to editing the page's title, description and keywords. To do this you click the small icon next to the text.

When you have done this, the editing window appears and you are able to update the text.

Title, Description & Keywords

Title

Home

Description (used as short text in search results and on news publish)

Keywords (seperate with space)

Title: The title shown in the browser's title frame, when a user is visiting the particular page. The title is also used in the internal search function.

Description: The text typed here is used as a META description for search engines and used if the page is published as news. This text is also shown in the internal search engine.

Keywords: Words that are typed here are used as META keywords for search engines and to locate the page if a user does a search on one of these descriptive words.

Edit



Finally, you get to the actual editing area. This is where you update the actual content on a chosen page. The editing area is a so-called WYSIWYG - What You See Is What You Get - editor, which very much resembles a standard word processing program.



The font style is used to turn a marked text into a headline or normal text depending on the starting point.



These buttons are used in connection with tables. The first button is used to insert a new table; the next either shows or hides a dotted line to indicate the placing of the table, which is not visible on the webpage. The last button is used to do various operations within an existing table. These operations can be done when the marker is placed within a table cell.



With this button a horizontal line is inserted.



Is used to insert special signs into the text.



A quick shortcut to inserting today's date.



The first button is used to insert a link to a marked element. This can be a link to another page, a media file from the media library or a link to an external website.
The next button removes a link from a marked element.



This is a way to insert a bookmark. This function is useful to create a link to a certain bookmark.

Edit



To insert a picture this button is used.



If a flash element is to be inserted.



When clicking this button it is possible to insert a predefined template in the editing field. Be aware that all existing content is erased and replaced by the content of the template.
This function is not available in all solutions, and it will therefore only be implemented by request



To open up the editing area in a new window use this button. This makes it possible to gain a larger work space. When the planned editing is done the corresponding button pointing downwards is clicked.



Is this button used a shift to code display is done and it is possible to edit directly in the HTML code. To return to normal editing the same button is used once again.



The next buttons are the standard editing tools as mark all, cut, copy, insert, delete, undo, redo and find.



To remove formatting of a marked text used this button.



Following is the buttons to format the text: Bold, italic, underlined, caps/normal, subscript or superscript.

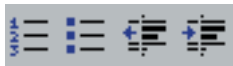
Edit



The next buttons decide the adjustment of the text: Left, centre, right or straight margins.



With these buttons you can colour the text or mark a part of the text. When either of the buttons are clicked a colour palette appears to present the colours to choose from.



The last buttons are used to form lists and increase the indentation.

Tip! To create a new point on a list press Enter. If however, you wish to jump to the next line press Shift+Enter. Does a list consist of more than one sub list, then use the indentation button.



At the bottom of the page you will find three buttons. ‘Cancel Changes’ is used to annul the changes you have done. Clicking away from the editing window can also do this. ‘Save a Draft’ allow you to continue unfinished work at a later time without changing the existing online content.

To save and publish your changes directly to the website use the ‘Save for Online’ button.

Remember to click either ‘Save as Draft’ or ‘Save for Online’ to maintain your changes.

Properties

In this menu item you are able to edit the properties for a particular page.

Properties for document "Products"

☒ **Display document on navigation**

☐ **Show comment field on page** (Edit comments)

☐ **Display document as "News"**

☒ **Publish the document**

☐ **Publish on date [d.m.y]**

28

11

2004

☐ **Unpublish on date [d.m.y]**

28

11

2004

Cancel

Save

☒ **Display document on navigation**

This item decides whether the actual page is displayed in the navigation or in other words if it is a part of the website's navigation.

Important! Depending on the structure and navigation of your website, limitations for the navigation can occur. These will always rule above this property.

This is due to some websites being build with only one level of navigation; others with two or three levels while some have an unlimited number of levels.

☐ **Show comment field on page** (Edit comments)

Here, you choose if a comment field is to be shown on the bottom of the page. Users will then be able to write comments on the content of the page. This function is not available in all WIZI solutions, but can be activated by request.

☐ **Display document as "News"**

If this point is activated the current page will be displayed as news typically on the front page of your website. The page's title and an extract of the content will be shown with a link to the page

☒ **Display document as "News"**

From

16

11

2004

Until

16

11

2004

Is the 'Display document as News' activated two date boxes appear. These two decide the date of beginning and end for the page to be published as 'News'.

Properties

☒ Publish the document

This property decide whether the page is published on the website or not. Is the mark removed the page will no longer be available to the users.

<input type="checkbox"/> Publish on date [d.m.y]	28▼	11▼	2004▼
<input type="checkbox"/> Unpublish on date [d.m.y]	28▼	11▼	2004▼

To plan the publishing and depublishing of a page these last two boxes are used. Here, a period is chosen for the publishing of a page. However, it is also possible to plan only one part of a period. For instance publish a page on a certain date without defining the end date and the page will stay published until again altered.

Cancel	Save
--------	------

Always remember to click the 'Save' button to save the changes you have made.

Includes

On this menu item you are able to include other documents, media files (pictures, Flash, HTML) and templates.

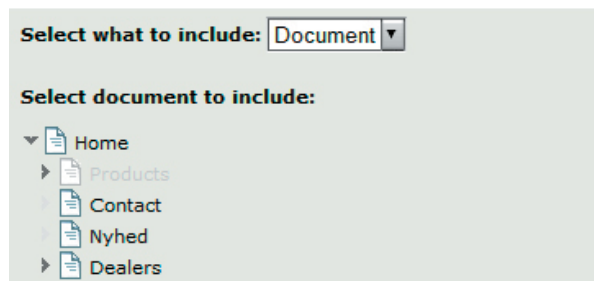
The content of the included file will following be shown on the actual document.



To include an element you click the button 'Add'. 

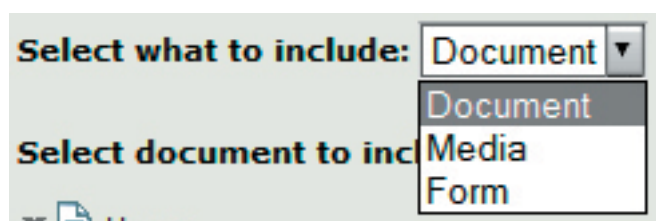
When you do that the image changes.

Includes for document "Products"





By default the document tree is shown can you are able to select a document to include by clicking a particular one.

If you wish to include a media file or a form chose one by use of the drop down box.



From here on just click the media file or template wished included in the actual document.

From here on just click the media file or template wished included in the actual document. When you have included files these are shown in order, which is to be changed by clicking the arrow  and .

Layout

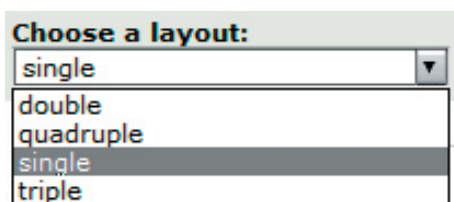
This menu item works in combination with the Includes. The selected layout decides how the included elements are shown on the website.

As a standard there are four options:

1., 2., 3. and 4. column. Several various layouts can be added by request.

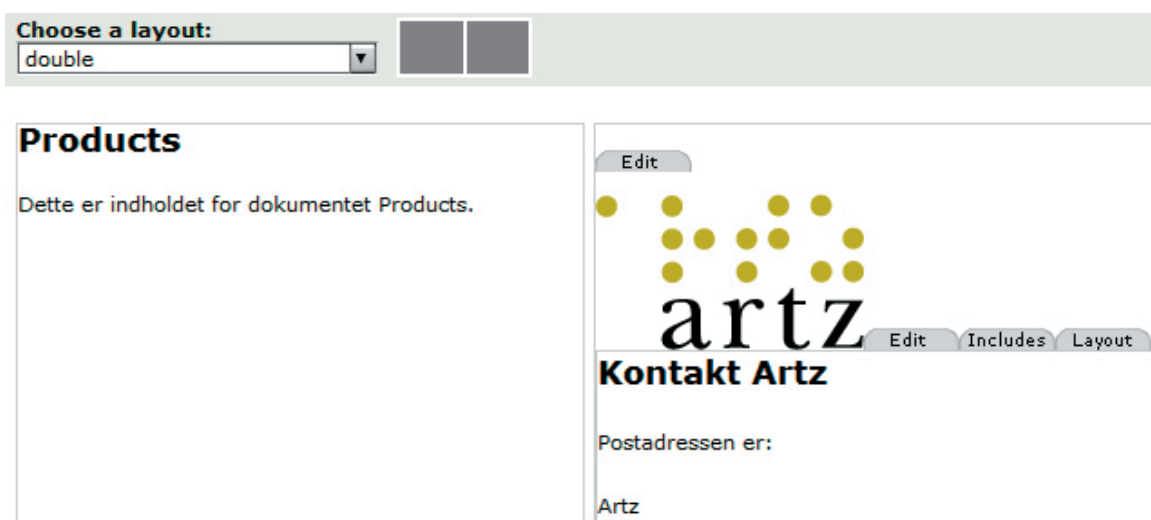


To choose a layout use the drop down menu 'Choose a Layout'



Below is shown a document with a picture and another document included in the order picture and document.

The layout is set to be double, which means that the two included elements appear in a column to the right of the content on the main page.








Dependencies

On these pages you are able to gain an overview of the dependencies of the actual document on the website.

Here, it is shown which elements are included and which other documents have this document included. Furthermore, it shows if the document links to other ones or if other documents links to this.

Edit
Properties
Includes
Layout
Dependencies
History
Statistics

Dependencies for "Products"

➔ Links to document		'Dealers'
← Is linked from document		'Dealers'
➔ Contains media		'Get Adobe Reader'
➔ Includes media		'artz_logo'
➔ Includes document		'Contact'

History

This menu item is connected to Edit.

Every time you click 'Save for Online' the previous version of the document is saved under History. This way it is easy to go back if for instance regretting a change and revert to an earlier version of a document.

Edit	Properties	Includes	Layout	Dependencies	History	Statistics
History for "Products"						
Revision id	Editor	Date				
Rev. 60	admin	2004-11-28 16:43:09		Delete	View	
Rev. 61	Anders	2004-11-29 11:11:59		Delete	View	
Rev. 63	Anders	2004-11-29 13:53:50		Delete	View	

Document revision id: 83

Edited: 2004-12-11 15:04:55
Editor: Administrator
Title: Products
Description:
Keywords:

Products

Dette er indholdet for dokumentet Products.

Cancel

Restore document

If wishing to return to a previous version click 'Restore document' and this document content will now be shown on the website again. However, the content removed from the website is not lost since this is also saved in the history.

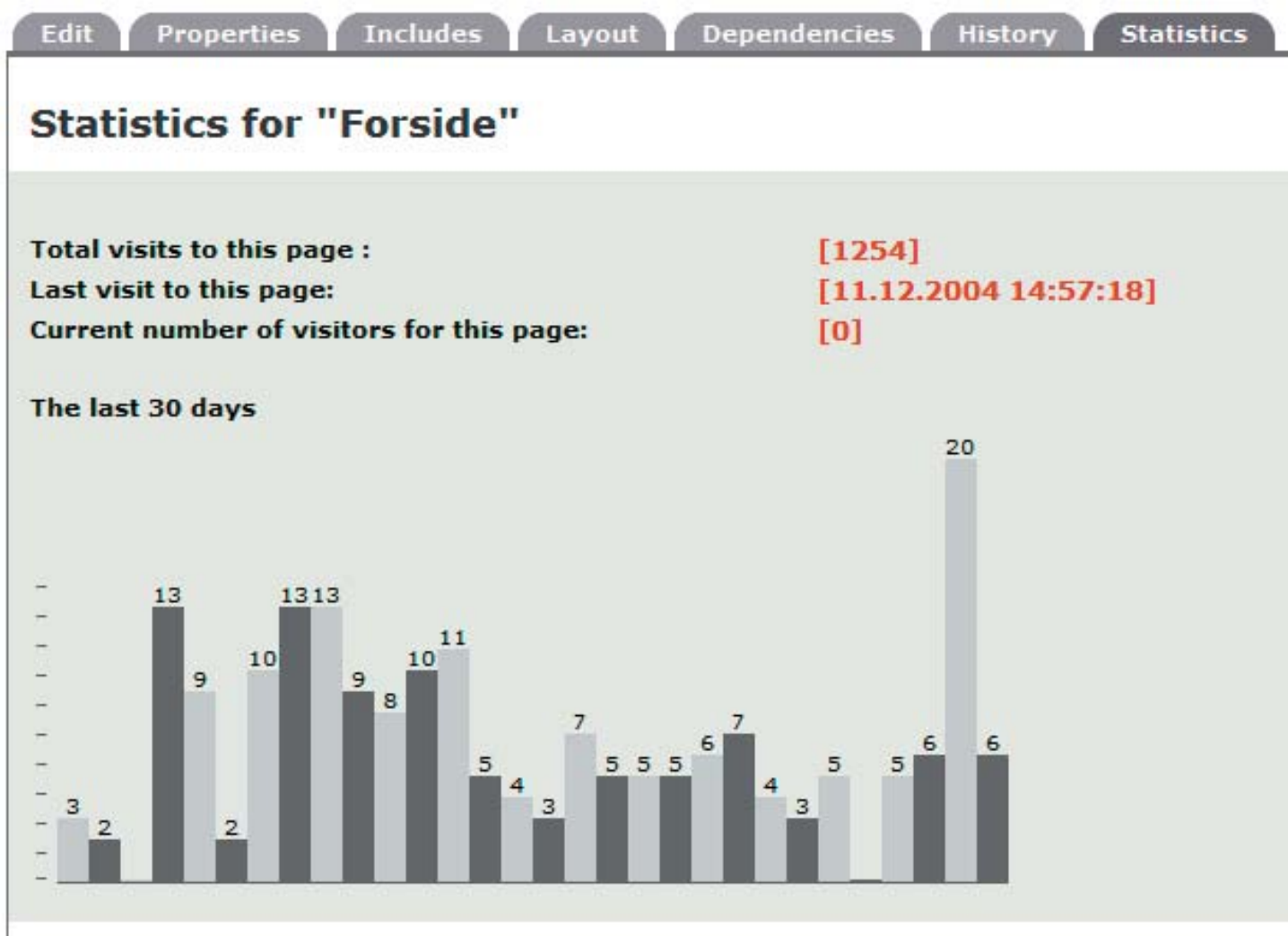
To revert to the starting point again, just repeat the operation.

Statistics

On this page is shown a hit statistics for a particular document page.

A superior meter shows the total amount of times the page have been shown, date and time for the last visit on the particular page and a meter indicating if there is any visitors one the page at the current time.

Furthermore, a column diagram for the amount of visitors the last 30 days. Hold the mouse above a column to show which date the amount is valid for.

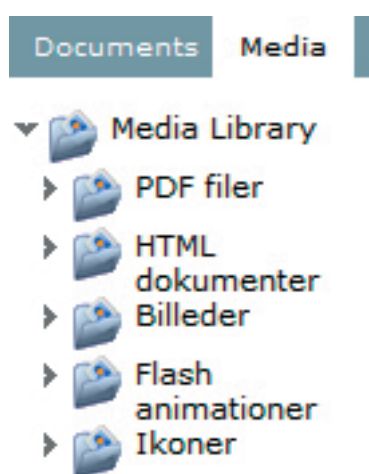


The Media Library

The media library is where you save all the pictures and files that are used on the website.

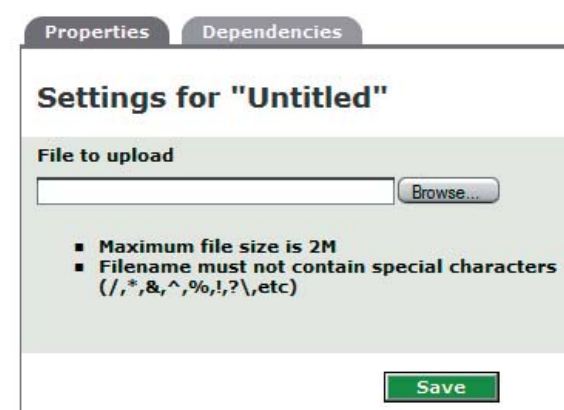
The library is accessed through the top right navigation. It is structured and works the same way as the document tree.

How and where in the library you place your files is unimportant in relation to the website. However, it is important that it is structured to make it easy to locate a specific file among the others.



When adding a new element it is at first shown as a folder icon. This is to use empty elements as folders to structure your media files in.

If you add a new element and wish to attach a media file you simply click the icon of the particular element. The setting window appears to the right.



Click the 'Browse' button and locate the file you wish to add to your computer. Next click the 'Save' button and the file is added to the library. The media is named automatically after the file name of the file attached and it is now shown in the media library with an icon matching its type e.g. Word, Excel, JPG or GIF.

The Media Library

Properties

Dependencies

Settings for "funny face"

Alt text
(Used as default when picture is inserted)

Attach high resolution image
(Automatically linked if media is used as include)

 Choose

File to upload

 Browse...

- Maximum file size is 2M
- Filename must not contain special characters (/ , * , & , ^ , % , ! , ? \ , etc)

Preview



Picture has been downsampled, [Click here](#) to view in full size.

Remove media file

Save

If you have uploaded a picture as by above example a preview is shown along with some extra option settings on the page.

The first setting 'Alt Text' is used if you want the picture to have an alternative text attached, which means the text shown on the website when the mouse is held above the picture.

The 'Attach high resolution image' setting is useful if you want to use the picture as an included one to a document and wish the picture to automatically link to a larger version of the picture.

'File to upload' is uploading a new file from your computer to the element.

Right below the preview picture is a button named 'Remove media file', which is used to remove the file from the element, so it will once again appear as a folder.

Properties

Dependencies

Dependencies for "funny face"

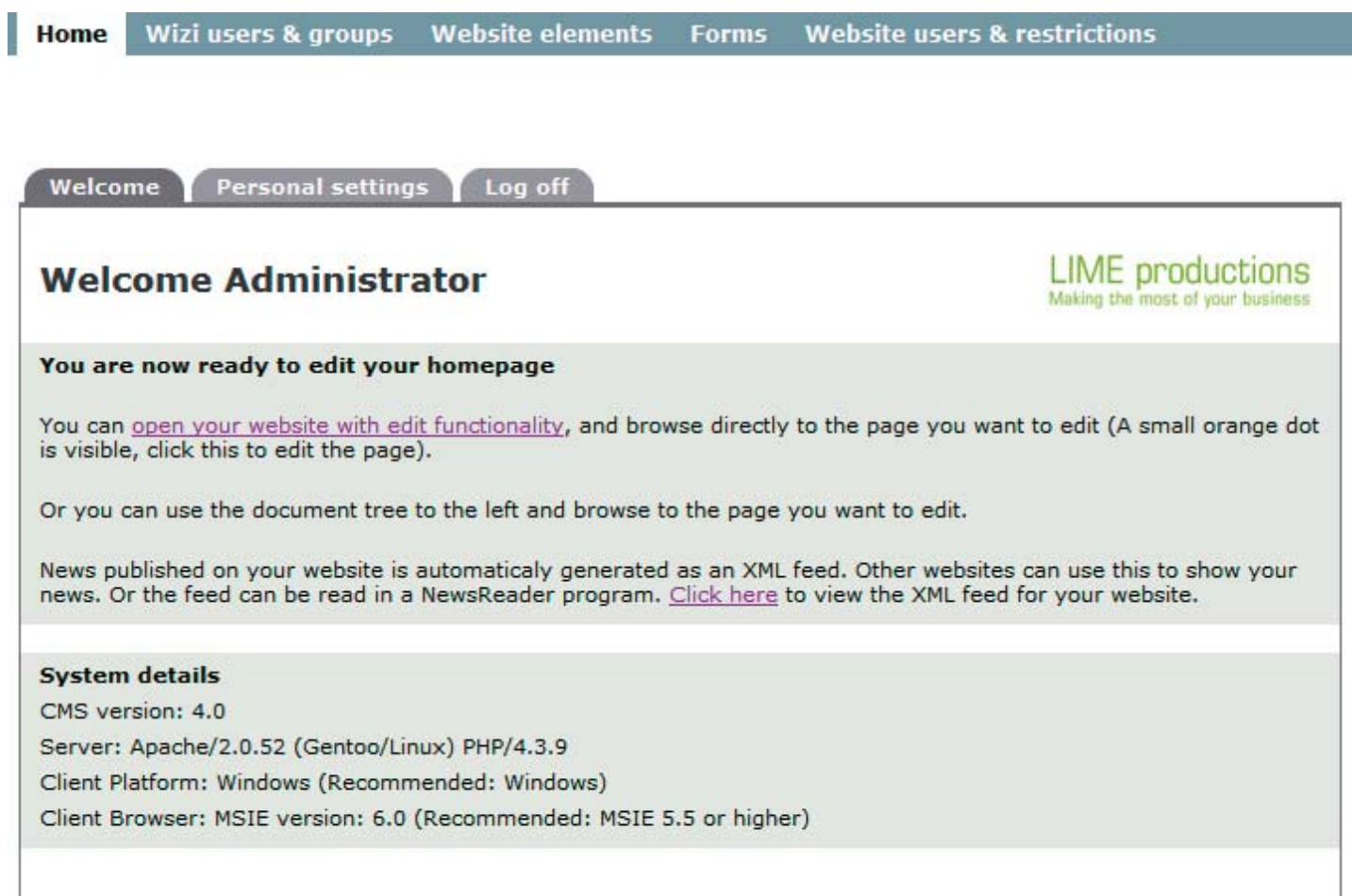
← Is linked from document	 'Nyhed'
---------------------------	---

On the page Dependencies it is possible to gain an overview of the various documents using this particular media.

Home

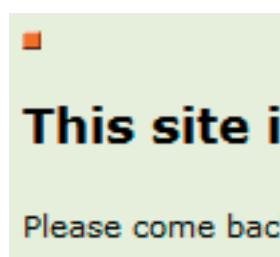
Home is the first webpage you meet, when logging on to WIZI.

The first menu item 'Welcome' is an overview of the system details, a link to this manual, the websites RSS feed of news and a link to open up the edit functions of the website.



The screenshot shows the Wizi Home page. At the top, there is a navigation bar with the following items: Home, Wizi users & groups, Website elements, Forms, and Website users & restrictions. Below this, there is a sub-navigation bar with Welcome, Personal settings, and Log off. The main content area is titled 'Welcome Administrator' and features the LIME productions logo with the tagline 'Making the most of your business'. The page contains several sections: a message about editing the homepage, instructions on how to edit the website, a section for system details (CMS version: 4.0, Server: Apache/2.0.52 (Gentoo/Linux) PHP/4.3.9, Client Platform: Windows (Recommended: Windows), Client Browser: MSIE version: 6.0 (Recommended: MSIE 5.5 or higher)), and a section for system details.

The edit function is reached by browsing through your website as any other normal visitor, but on all pages are shown a small orange dot. When clicking this the editing function is opened for the particular page in the WIZI system. This is an easy and efficient way to start editing a particular page.



Home

The page 'Personal Settings' is used to change the settings for the user account you are logged on to.

Here, you are able to change your user name, password etc.

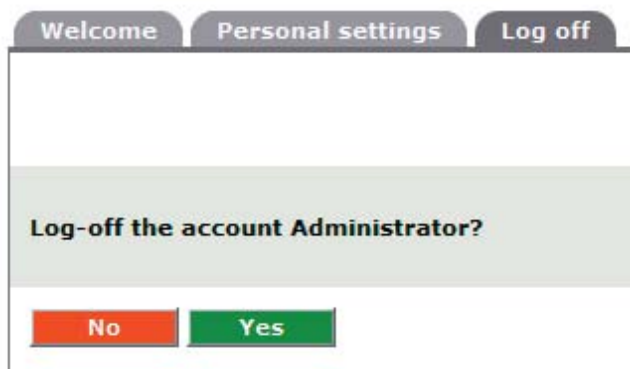


The screenshot shows a web interface with three tabs: 'Welcome', 'Personal settings', and 'Log off'. The 'Personal settings' tab is active. Below the tabs is a form titled 'Edit your personal account settings'. The form contains the following fields:

- Login Name:** A text box containing 'admin'.
- Full Name:** A text box containing 'Administrator'.
- E-mail:** A text box containing 'rasmus@artz.dk'.
- Change password:** A text box.
- Confirm password:** A text box.

At the bottom of the form are two buttons: 'Cancel' (red) and 'Save' (green).

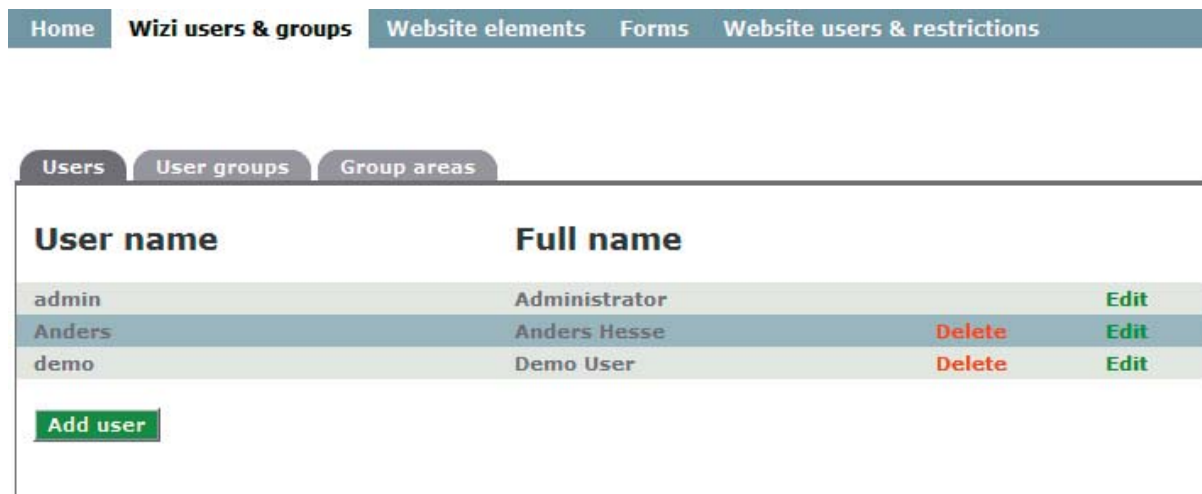
The 'Log off' page provides the possibility to log off the WIZI system.



The screenshot shows a web interface with three tabs: 'Welcome', 'Personal settings', and 'Log off'. The 'Log off' tab is active. Below the tabs is a confirmation dialog box titled 'Log-off the account Administrator?'. At the bottom of the dialog are two buttons: 'No' (red) and 'Yes' (green).

Wizi users & groups

Within the navigation point 'WIZI Users & Groups' the user accounts and rights for the WIZI system is administered.




User name	Full name		
admin	Administrator		Edit
Anders	Anders Hesse	Delete	Edit
demo	Demo User	Delete	Edit

Add user

On the first page is shown the user accounts created in the system and it is possible to edit or delete these.

If a new user account is to be created click the 'Add User' button.



Wizi user

Add user

Name

Full name

Mail

Password

Confirm password


Cancel OK

Then type the information for the new user account and save these.

By default a new user account is created as a member of the administrator group. This can be changed later on.

Wizi users & groups

The next menu item 'User Groups' is used to administrate the group rights.



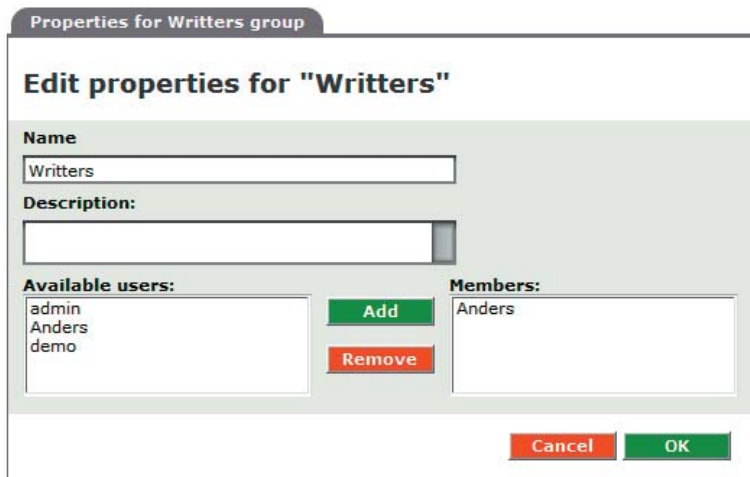
User groups		
Group name		
admin		Edit
Writers	Delete	Edit

Add group

By default there is only one group and this is called 'Admin'. Members of this group have access to all functionalities of the WIZI system.

For more groups you have create new ones yourself. Clicking the button 'Add Group' does this.

Below is shown the settings for the group 'Writers', a group we have just created.



Properties for Writers group

Edit properties for "Writers"

Name
Writers

Description:

Available users:
admin
Anders
demo

Members:
Anders

Add Remove

Cancel OK

The group is given an appropriate name under 'Name' with an optional description to describe to other administrators what this group gain access to.

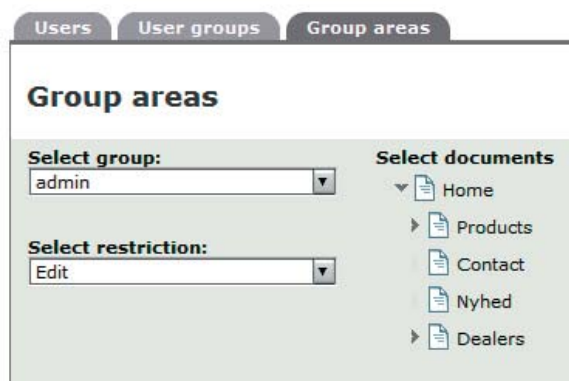
At the bottom there are two fields:

The one to the left shows a list of the user accounts in the system and to the right a list of the members of the actual group. The buttons 'Add' and 'Remove' are used to create or eliminate users from the group.

Remember to always remove a user from the administrator group if this is not to have administrator rights. If a user is a member of several groups the group with the most rights will always rule above the group with less rights.

Wizi users & groups

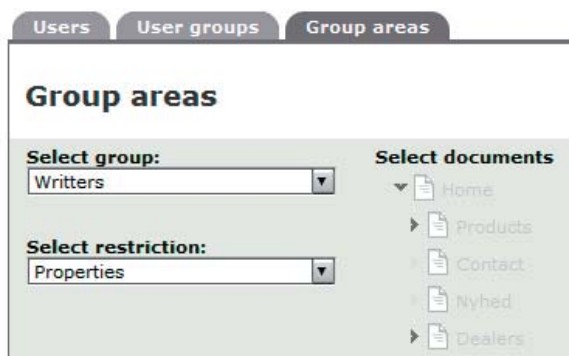
The page 'Group areas' define the individual group's rights down to document level.



Choose under 'Select Group', which group to define. Following choose which restriction to change the setting for under 'Select Restriction'. In the document tree to the right click the documents to select or deselect. The documents emphasised by colour is chosen, the ones in grey have been deselected. Clicking a document with subdocuments ensures that all will inherit the setting.

For instance if the group 'Writers' should be denied the access to change the settings in 'Properties' then choose the group 'Writers' in the drop down list and afterwards the 'Properties' in the restriction drop down list.

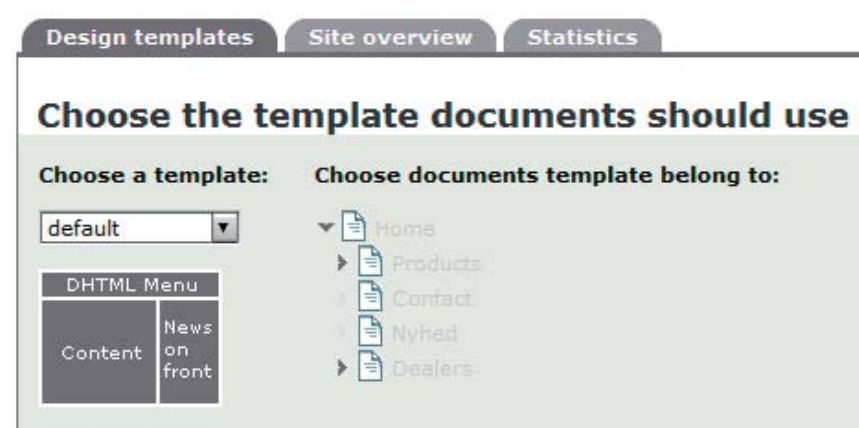
Finally, click once on the top level in the document tree and all documents are now coloured grey, which means that the group 'Writers' have no access to changing the settings in 'Properties'



When new documents are created in the tree these will automatically inherit the setting for the document created under. In this case the group 'Writers' will not be allowed access to editing the properties for any newly created documents.

Website elements

Under 'Website Elements' you are able to change design template for the website, gain an overview of the website and the statistics for the entire website.



On the menu item 'Design Templates' you are able to choose which pages are to use which template. This of course provided that the WIZI system contains more templates.

By use of the drop down list 'Choose Template' choose the template to change setting for. Afterwards click the involved documents. A document is subjected to the particular template when coloured - not grey. If a document with subdocuments is clicked then all levels will automatically inherit the settings.

By default there is only one template in the WIZI system and therefore this function is not available. The templates are made to fit the individual solution.

Website elements

'Site Overview' provides a quick overview of all documents in the system.



A drop down list gives you the opportunity to choose, which part to gain an overview of. Below you see the full document tree in which the icon is used to illustrate the status of the particular view. To the right is a small description with an interpretation of the different icons.

You can choose to gain an overview of:

- Documents with a draft version
- Publishing/depublishing status
- Which documents are visible in the navigation.
- Which documents lack a title.
- Which documents have dependencies and which ones have none.
- Which media files are used in the system and which are not.
- Additionally, you are able to see on which pages there are users online.

Click a document to gain direct access to the setting of the particular overview. Change the property and use the 'Go Back' button to return to the overview.

Website elements

On the menu item 'Statistics' you are able to get an overview of the number of visitors to your website.

A meter shows the number of total visits and another one the current visitors.

Furthermore, a series of columns indicate the number of visitors within the last 30 days. Point the mouse above a column to see the date.

At the bottom a top 10 list of the most visited pages on the website is shown.

