

CMS Quick Start Guide

Getting Started

Log into the Site Administration page at
<http://YOURDOMAIN.Com/SiteAdministration.aspx>

Once logged in you will be presented with the main Administration menu.

The screenshot displays the Site Administration Main Menu. At the top, there are three tabs: System, Content, and Commerce. Below the tabs is a section titled "User Administration" with a light blue header. This section contains three main options:

- Users**: Accompanied by an icon of two people. Description: "View a list of all users. Select a user from the list to view complete details and make changes."
- Add a User**: Accompanied by an icon of a person with a green plus sign. Description: "Create a new user account."
- Search for a User**: Accompanied by an icon of a person with binoculars. Description: "Enter the username, first or last name of a user then click the find button." Below this is a text input field and a "Find User" button with a binoculars icon.

Below the "User Administration" section is another section titled "Role Administration" with a light blue header.

Figure 1: Site Administration Main Menu



The top level menu options represent applications within the CMS.

1. **System** - Also referred to as *The Core* makes up the back-bone of the CMS and manages features such as user accounts, roles and other components.
2. **Content** - Allows you to control page content, news and the menu system.
3. **Commerce** - Manage store front functions for e-commerce.

Beneath each application menu are the modules within the application. When the Site Administration page first loads, you will get a full listing of all application modules along with a short description of each. In Figure 1 above you can see the User management module.

System

The System menu provides access to:

- Add, edit and delete user accounts.
- Manage roles. Roles make up the basis for controlling access to the site. For example, if you only want certain users to have access to some pages, you would create a role, assign users to that role and then edit a page and grant only that role permissions to view it (more on this later).
- Email Templates provides an interface for editing the email messages sent by the system.
-

Content

The Content menu provides links to add a new web page, edit an existing page and manage news story type content. The associated menu items are labeled to indicate their function.

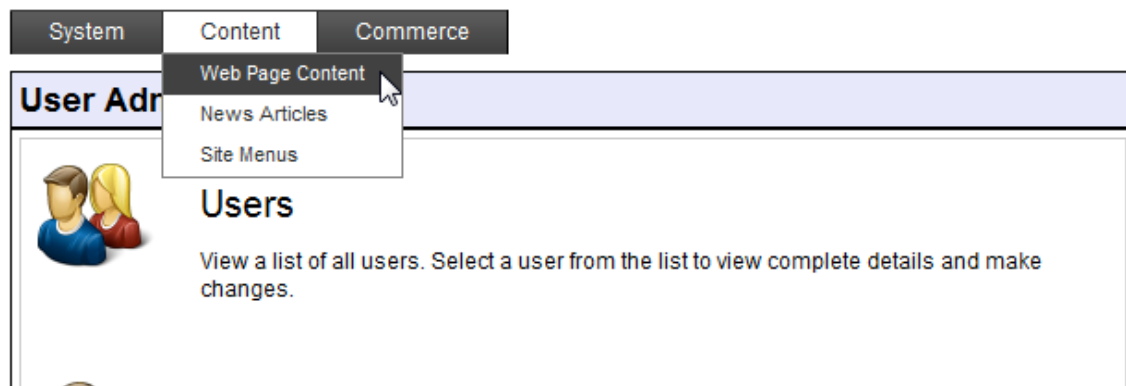


Figure 2: Content Menu Modules

Adding a Web Page

To add a new web page to the site, select *Web Page Content* from the Content menu.

On the Web Content Page Administration module menu, select *Add Page*.

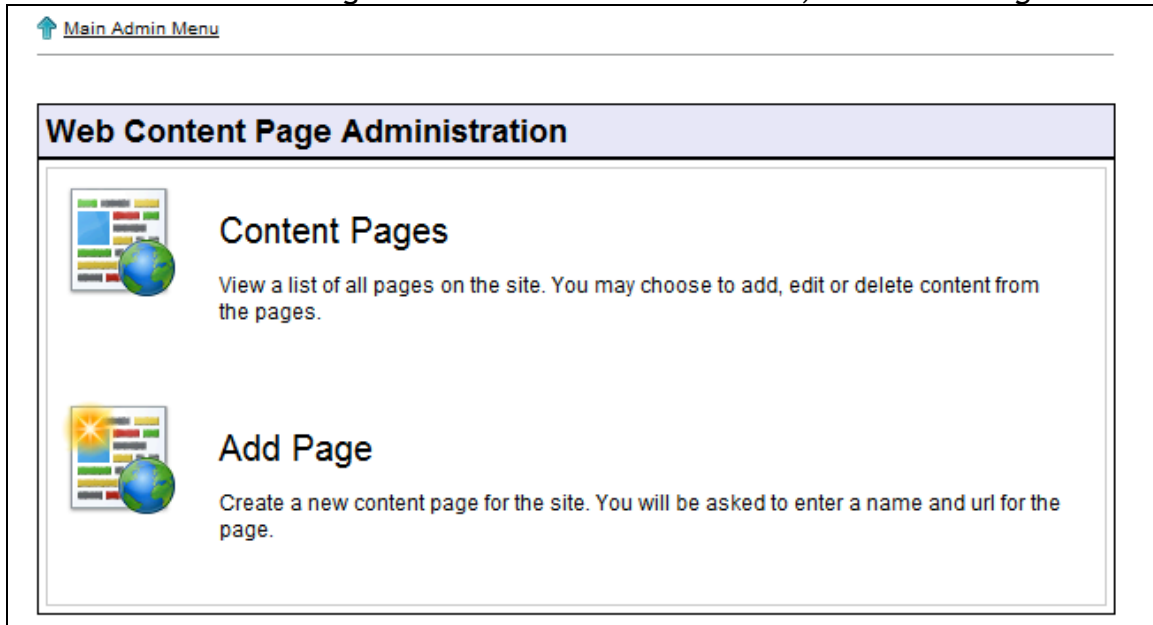


Figure 3: Web Content Page Administration Module Menu

The new page form will then be loaded.

Page Name:

Description:

Url:

Meta Tags

Title:

Description:

Keywords:

Master Page:

Role Permissions

Set who can access the new page and how. If you want the page to be viewable to the general public, be sure to give the Anonymous role read permissions.

Role	Read	Write	Execute	Delete	Download	Publish	Modify
Anonymous Web User	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 4: New Page Fields

Field Summary:

- Page Name - Text identifier to reference the page. This is how the page will be listed when you view it in administration area.
- Description - General text description (optional). Does not appear to the public
- Url - The actual name of the page as you want it to appear in the browser. Please note that subdirectories are not supported for content pages. Also be sure to avoid special characters such as slashes (forward / and back \). Ampersands (&), %, etc. A validation check is made on the field and you will be alerted if the name is invalid.

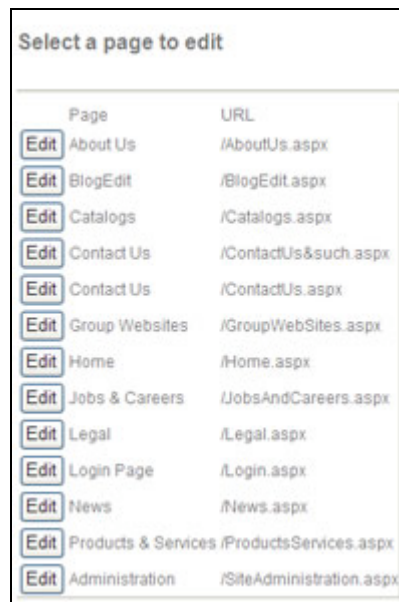


- Meta Tags
 - Title - This is the text that will appear in the title bar of the browser (aka page title)
 - Description - The description used by search engines
 - Keywords - comma separated list of words used by search engines
- Master Page - If your site uses more than one design template this drop down will list each. This allows you to pick the design template used for the new page.
- Role Permissions - By default, all roles will have read permissions. Be sure the Anonymous Web User role has read permissions to make the new page visible to the public. Note that the account you use to log into the Site Administration area will be the owner of the new page and thus will always have full control over the page.

Once you save the page, you will be taken to the edit mode for the newly created page.

Editing a Web Page

To get started editing web pages, click Content Pages from the Web Content Page Administration module menu .You will be presented with a list of pages. Click the Edit button to select a page.



	Page	URL
<input type="button" value="Edit"/>	About Us	/AboutUs.aspx
<input type="button" value="Edit"/>	BlogEdit	/BlogEdit.aspx
<input type="button" value="Edit"/>	Catalogs	/Catalogs.aspx
<input type="button" value="Edit"/>	Contact Us	/ContactUs&such.aspx
<input type="button" value="Edit"/>	Contact Us	/ContactUs.aspx
<input type="button" value="Edit"/>	Group Websites	/GroupWebSites.aspx
<input type="button" value="Edit"/>	Home	/Home.aspx
<input type="button" value="Edit"/>	Jobs & Careers	/JobsAndCareers.aspx
<input type="button" value="Edit"/>	Legal	/Legal.aspx
<input type="button" value="Edit"/>	Login Page	/Login.aspx
<input type="button" value="Edit"/>	News	/News.aspx
<input type="button" value="Edit"/>	Products & Services	/ProductsServices.aspx
<input type="button" value="Edit"/>	Administration	/SiteAdministration.aspx

Figure 5: Page List

Once you select a page, the page will load in Edit View. This provides you with a real time view of the page as you make your edits. Note that the page may look slightly different in order to accommodate the functionality.

At the top of the page will be the *Page Editor Toolbar*.





Figure 6: Editing a page

The *Page Editor Toolbar* provides several functions:

- Save Page - Saves each content module on the page.
- Publish Page - Publishes each content module on the page. Note that only html content sections support save & publish as separate functions.
- Delete Page - Removes the page and all of its content from the site.
- Meta Tags - Allows you to change the meta tags you defined when creating the page.
- Permissions - Presents the same role permissions grid as seen when creating the page. See Figure 7.
- Add Content - Allows you to add additional content modules (news display, contact forms, etc) to the page. See Figure 8.
- Display Mode - Allows you to toggle to the “Normal” view of the page without any of the editing features. Note that once you toggle to Normal mode, you must return to the Site Administration page to resume editing.
- Main Admin Menu returns you to the Site Administration home page.



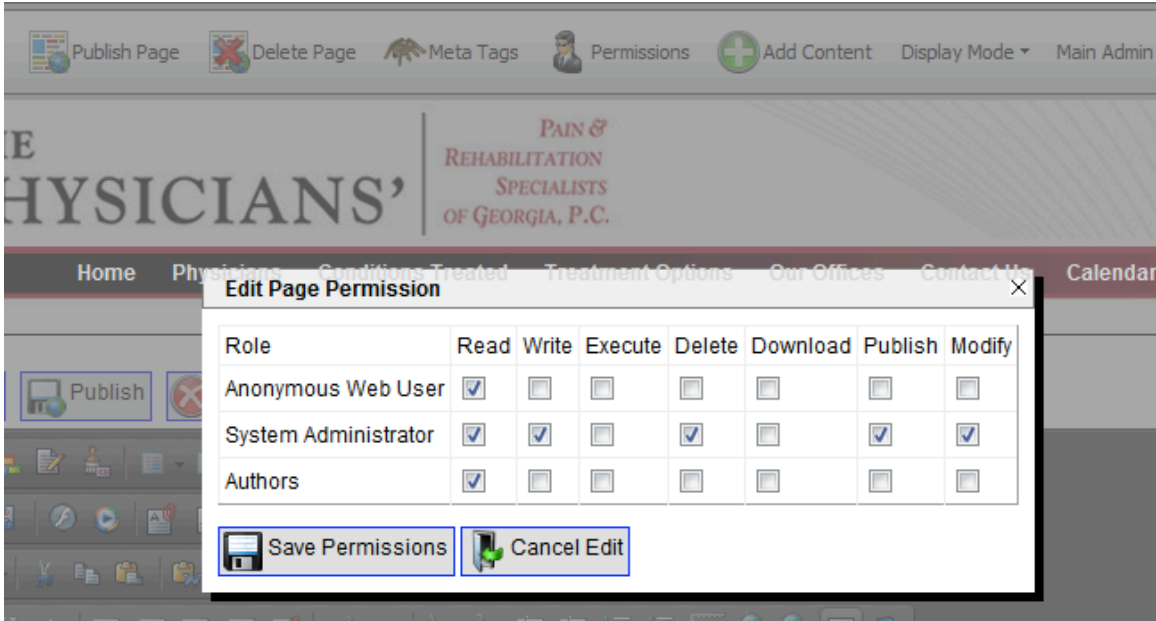


Figure 7: Role Permissions pop up window

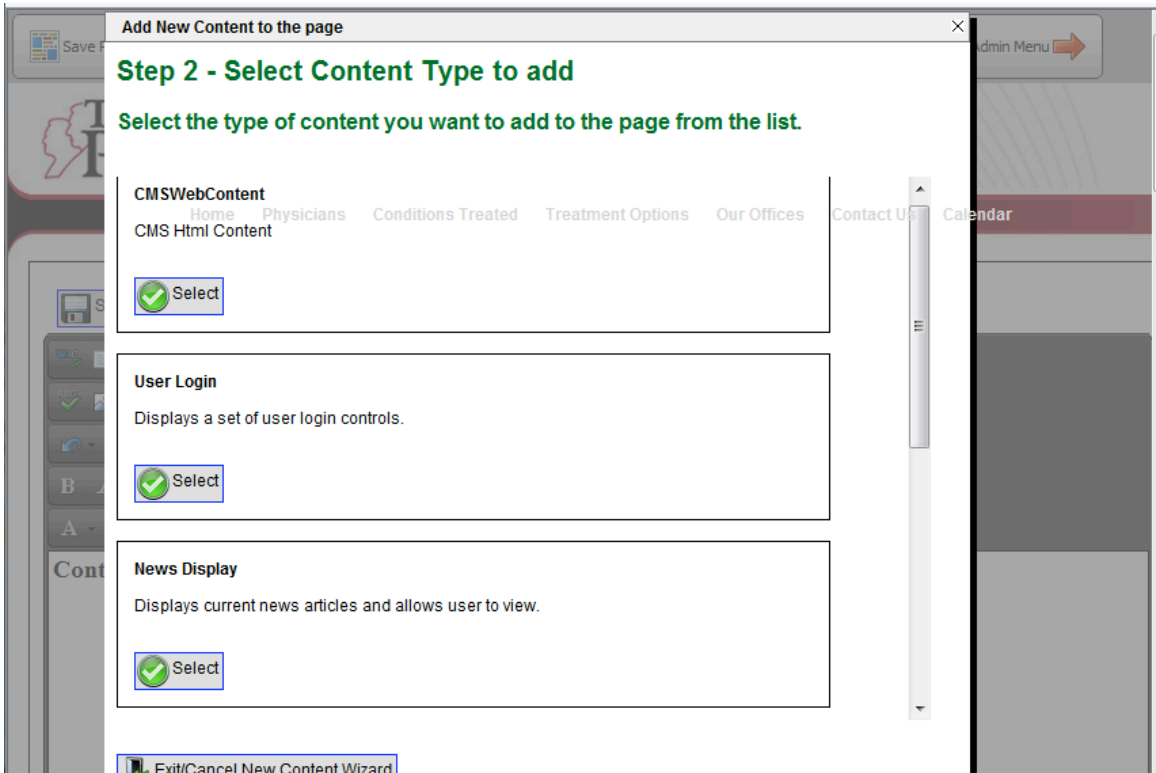


Figure 8: Adding content sections to a page



Html Content

Most of the pages in a site focus on html content so this will be discussed in detail in the following section. In Figure 6 above you can see the html editor. In addition to managing html content, the editor provides managers for uploading and handling images, documents, flash and media files. The html editor current used is the industry recognized RAEditor by Telerik. A full user guide dedicated to just the functions in the html editor can be found at: <http://www.telerik.com/documents/RadEditorAjaxEndUserManual.pdf>

Above the html editor you will see the same three buttons repeated for saving, publishing and deleting content. Note that these apply only to the content section and not the entire page. One scenario would be a page that has multiple content sections (such as static text combined with a contact form). These buttons let you save or publish only the sections you want. A note on saving vs publish.

1. Save - allows you to save your changes with out making them public.
2. Publish - saves your changes and also makes the changes live on the web site.

Site Menu Management

You can edit menus for the web site from the Site Menus module under the Content Application.

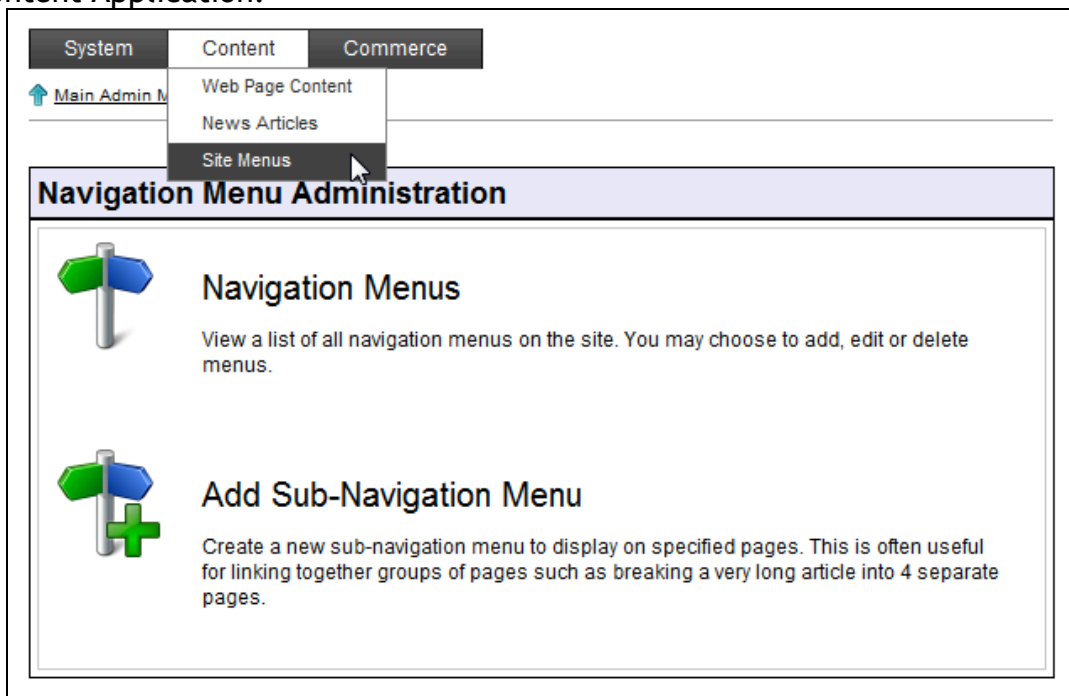



Figure 9: Navigation Menu Administration Module Menu

Next click on Navigation Menus to get a list of menu. Most sites will have at least one main navigation menu for ease of access. Your design may support additional sub Navigation menus that you can define. This is commonly used to link similar pages together in clear fashion.

If your site contains multiple menus, you will be present with a list to choose.

Edit Web Site Menu
Select a menu to edit

	ID	Name	Direction	Menu Type
 Edit	1	Default	Horizontal	Navigation Menu
 Edit	2	SubNav	Vertical	Navigation SubMenu

[Add a new SubNavigation Menu](#)

Figure 10: Navigation Menu List

There are two types of menus.

- Navigation Menu - the primary menu for the site. This menu will usually appear at the top of the site running horizontally or on the left-hand side of the site running vertically.
- Navigation Submenu - A submenu is a context sensitive menu that is typically used to provide quick linkage between related pages within the site.

Both menu types provide a similar editing interface. The notable exception is the SubMenu type provide options that allow you to select which pages the menu will appear.

This menu is a *SubNavigation* menu that appears on the pages indicated below.

Add another page:

Contact Us	<input type="button" value="Remove Menu From Page"/>
Group Websites	<input type="button" value="Remove Menu From Page"/>
Home	<input type="button" value="Remove Menu From Page"/>
Jobs & Careers	<input type="button" value="Remove Menu From Page"/>

Figure 11: Interface for selecting pages for a SubMenu

Once you select a menu to edit, the menu will be displayed. Please note that the menu is presented in the middle of the content area and may not appear



exactly as it does in the site (mainly this only affects the color of the background area).

To add a menu item, click on the “Add new item” link. Hover over an existing menu item and a submenu will appear (if available).

You will also see a series of arrow icons. These allow you to re-order the menu items by clicking them.

Edit Menu Properties

*= Required fields

*Menu Name:

Direction:

Item Separator:

Click an menu item below to edit an item. Use the *Add Menu Item* links to create a new menu item at that location.

Home Physicians Conditions Treated Treatment Options Our Offices Contact Us Calendar

Edit Menu Properties

Menu Name:

Link: Link Type:

Target:

Figure 12: Edit Menu Interface

Clicking an existing menu item will load the menu item edit interface. Clicking *Add a new item* at any level will load the same interface for creating a new item (hover over an existing menu item to get an *Add New Item* menu below that item). Use the right and left arrows to move where items appear in the menu.

Field Summary:

- Menu Name - this is the text that will actually appear on the menu.
- Link
 - Link Type - Can refer to an internal page. This option allows you to select the target url from the list of web pages. The list is the similar as when [Editing a Web page](#). When the link is set as an External Url, you must manually type the fully qualified url (including the protocol such as http://).
- Target - Lets you set where the link opens. The default is `_self` (opens the link in the same window). `_blank` will open a new window. The other options are mainly for use on web sites the utilize frames.

