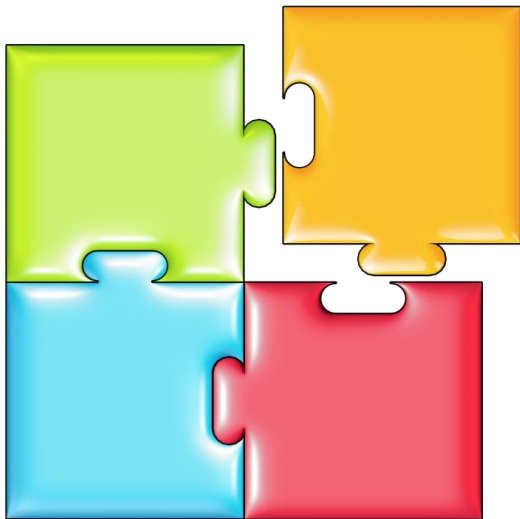


Custom Made Sites

Administration Console

User Manual

Version 1.00





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WELCOME TO THE ADMIN CONSOLE

The Admin Console is an all-in-one product that replaces 10+ separate systems with one fully integrated system giving you the power to easily control your online business from one central interface. This allows you to edit web pages, manage blogs or setup community forms as easily as point and click.

You have immediate access to the contact database, your clients' orders, web form submissions, products and catalogues and email marketing campaigns from one central location. Furthermore, all of those functions are built to work together from the ground up!

The Admin Console allows you to make informed decisions based on real-time reporting and analytics. This allows you to keep a finger on the pulse of your Online Business.

Keep peace of mind, knowing your important data is secure, hosted remotely in data centers in Australia, North America and Europe.



ADMINISTRATION CONSOLE

LOGGING IN

Using a web browser such as *Firefox* or *Internet Explorer* navigate to the admin page of your website (such as www.yoursite.com.au/admin) as shown in figure 1. Type in your email address and password and then click on **LOGIN**.

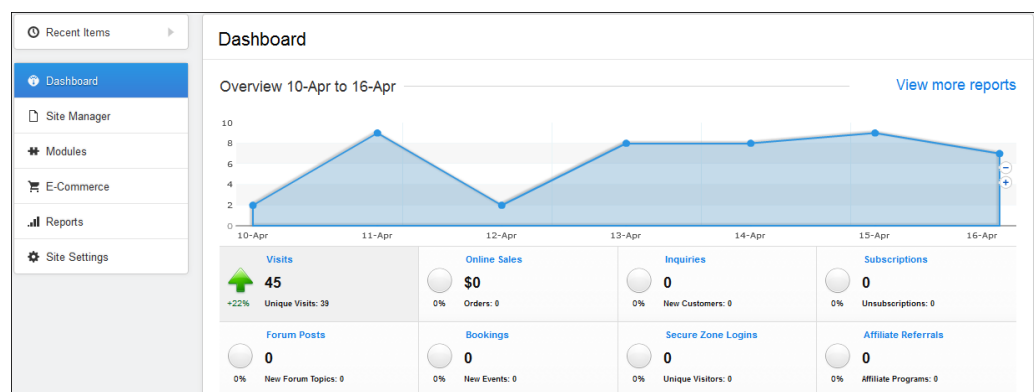
Figure 1

The login form contains the following elements:

- Email Address:
- Password:
- [Lost your password? or Need help?](#)
-

Once logged in you will see the console screen as shown in figure 2 which is split into two sections, with a menu on the left side and the content on the right.

Figure 2



The first menu option is the Dashboard which is made up of a set of key charts giving you a quick overview of how your online business is tracking. The graph shows a visual representation of the currently-selected key piece of information which starts with showing the number of Visitors to your website. Clicking on one of the eight boxes below the graph will refresh the graph to display information relating to the selected key piece of information. Clicking on the plus and minus buttons to the right of the graph will zoom in and out of the graph.

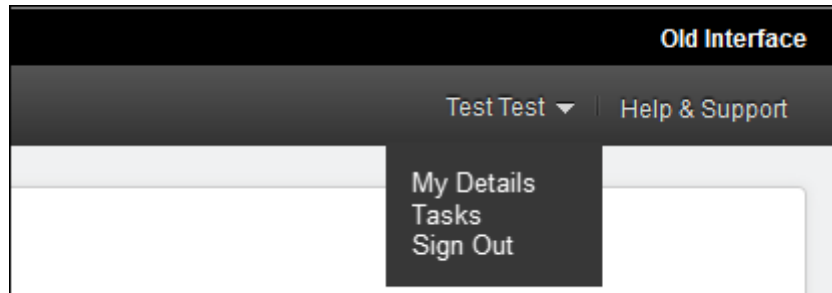
The other menu options will be discussed later in this manual.



LOGGING OUT

Towards the top right corner of the screen you will see your name with a down-arrow next to it. By clicking on your name a small menu will appear with extra options as shown in figure 3.

Figure 3



Click on Sign Out and you will be logged out of the administration console. Figure 4 will be displayed where you can log back in again if needed.

Figure 4

The screenshot shows a login form with a white background. It contains two input fields: 'Email Address:' with the value 'test@dsmttech.com.au' and 'Password:' with a masked password represented by ten dots. Below the password field is a link that reads 'Lost your password? or Need help?'. At the bottom right of the form is a blue button labeled 'Sign In'.



MEDIA DOWNLOADS

TYPES OF MEDIA DOWNLOADS

Media downloads can be documents, audio files or video files which can be loaded onto your web site. These items can be one of the following formats:

- MP3
- MOV
- Adobe Flash
- MS Access
- MS Visio
- Text File
- Archive File
- MP4
- M4V
- Executable File
- MS PowerPoint
- MS Word
- Word Perfect
- Other
- M4A
- Adobe Acrobat
- Help File
- MS Project
- Real Audio
- Windows Media

ADDING A MEDIA DOWNLOAD

1. Ensure you are logged into the administration console.
2. Click on **MODULES** and then click on **MEDIA DOWNLOADS**.
3. A list of current items will be displayed. Click on **NEW LITERATURE**.
4. Type the name of the literature item and select the literature type (such as *Adobe Acrobat* for a PDF document). Then click on **SAVE**.

Media Downloads
New Literature

Literature Details

Literature Name:

Literature Type: MP3 (Streaming) ▾

File Name: Does not exist.
[Upload](#) [Download](#)

▶ More Options

5. Now that the entry has been saved to the database the file can be uploaded. Click on **ACTIONS** and then click on **UPLOAD LITERATURE**.

Actions ▾

Upload Literature

Download Literature

Add Literature to a Web Page

Make Literature Item Secure

Syndicate and Share Using RSS

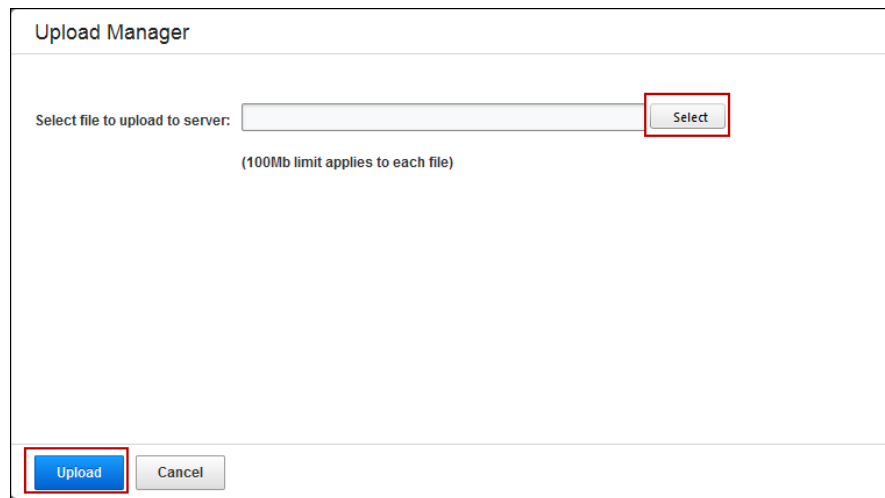
Classify this Literature

View Literature Usage Report

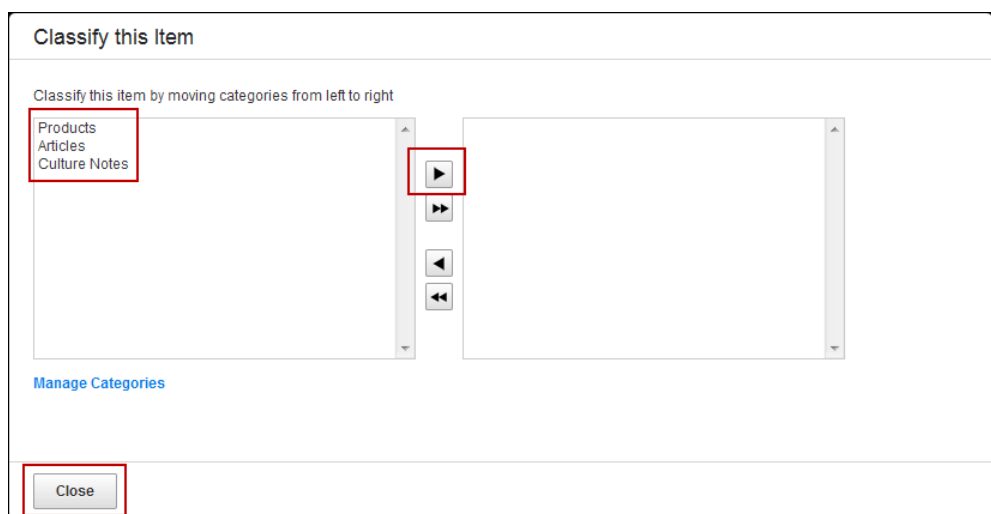
View Audit Log



- The following pop-up window will appear. Click **SELECT** and then find the file you want to upload and click on *Open*. Then click on **UPLOAD**.



- Once the file has been uploaded we need to set its classification by clicking on **ACTIONS** and then **CLASSIFY THIS LITERATURE**.
- The following screen will appear. Select all categories appropriate for this literature item and then click on the single right arrow to move the categories over into the right panel. Then click on **CLOSE**.



The literature item will now be visible on your website via the appropriate menu option or page on the web site.



DISABLING AN ITEM

A Literature item can be marked as disabled so that it will no longer be visible on the website. The benefit of doing this is that you can easily re-enable it again if you want it to become visible again at a later time.

1. From the list of literature items (similar to that shown below) click on the item that you want to disable.

Media Downloads

New Literature

Filters ▾ View Enabled

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALPHABETICAL

Literature	Actions
Coelogyne cristata Culture Notes	View
Masdevallia Culture Notes	View
Naming Your Cymbidium	View
Odontoglossum Culture Notes	View
Orchid Pests, Diseases and Ailments Part 1	View
Phragmipedium Culture Notes	View
Shopping Centre List 2012	View

2. Click on **MORE OPTIONS** and click the **TICK BOX** to remove the tick. Then click **SAVE**.

More Options

Enabled:

Weighting:

Description:

Release Date: 22-Apr-2012

Expiry Date: 01-Jan-9999

Role Responsible: None Specified [Edit](#)

Save Delete

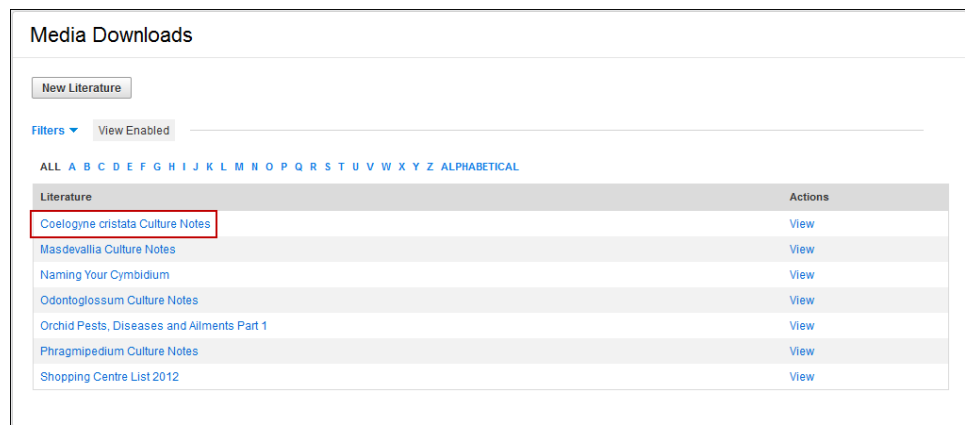
The literature item will now be disabled and will no longer appear on the web site.



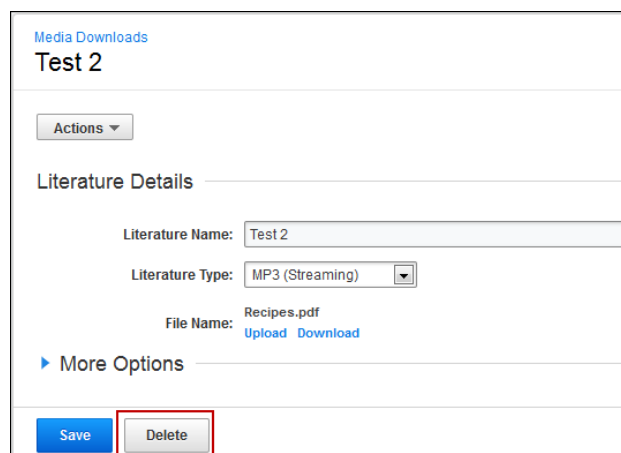
DELETING AN ITEM

A Literature item can be permanently deleted from the web site if it is certain the item will not be needed again.

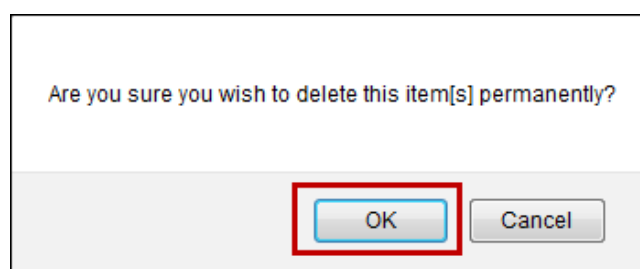
1. From the list of literature items (similar to that shown below) click on the item that you want to delete.



2. Click on **DELETE**.



3. The following screen will appear. Click on **OK**.



The literature item will now be deleted and will no longer be visible on the web site.



PHOTO GALLERIES

The photo galleries module enables you to display a set of images on a web page. It is extremely easy to use. The system will automatically generate thumbnails for every image in the set and creates the navigation from one photo to another.

UPLOADING PHOTOS TO THE SERVER READY FOR A PHOTO GALLERY

1. Ensure you are logged into the administration console.
2. Click on **SITE MANAGER**, and then click on **FILE MANAGER**.
3. Navigate to the folder where you want to store your photos. This will usually be located under /root/photos/.
4. Click **NEW FOLDER**, then type the name of the folder to create for this photo gallery and click on **SAVE**.
5. Now click on **UPLOAD FILES**.
6. Ensure **CHOOSE FOLDER TO UPLOAD TO** is set to the folder created in step 4 above. Then click **SELECT** to select the photos on your hard drive to upload to the server. Locate a photo on your hard drive and click on **OPEN**. This will add the photo to the list of files to upload to the server. If you want to load more click on **ADD** which will add another line where you can then select another photo.
7. Once you have all photos in the list to be uploaded to the server click on **UPLOAD**.

Optional: You can add descriptions to each of the photos by following the directions in a later section.

Mandatory: You must follow the directions in **Generating/Updating the XML feed** shown in a later section if you want the images in this photo gallery to be used in a slideshow.

CREATING A NEW PHOTO GALLERY

Before creating a photo gallery you must have created a folder to store the images for this photo gallery and must have uploaded the images to the folder as described earlier.

1. Ensure you are logged into the administration console.
2. Click on **MODULES**, and then click on **PHOTO GALLERIES**.
3. Click on **ADD PHOTO GALLERY**.
4. Type in an appropriate name for the photo gallery and select the folder where the images are stored. Then click on **SAVE**.



ADDING DESCRIPTIONS TO PHOTOS IN AN EXISTING PHOTO GALLERY

You must have already created a photo gallery and added the photos to the gallery before you can add descriptions to the photos. These steps are described in earlier sections above.

1. Ensure you are logged into the administration console.
2. Click on **MODULES**, and then click on **PHOTO GALLERIES**.
3. Click on the name of the photo gallery you wish to add items to.
4. Click on **MANAGE ITEMS**. A list of all the images in the folder for this photo gallery will be displayed. Click on the name of an item and type an appropriate description for it and then click on **SAVE ITEM**. Repeat for all other items in this photo gallery.

DELETING ITEMS FROM A PHOTO GALLERY

1. Ensure you are logged into the administration console.
2. Click on **SITE MANAGER**, and then click on **FILE MANAGER**.
3. Navigate to the folder where the photos are stored for the specific photo gallery. This will usually be located under `/root/photos/***/gallery-name***`.
4. Click on the file name to be deleted and click on **DELETE**.
5. A confirmation window will appear asking if you are sure you want to delete the file. Click **OK**.

Mandatory: You must follow the directions in **Generating/Updating the XML feed** shown in a later section if you want the file you just deleted to be removed from the photo gallery used in a slideshow.

GENERATING/UPDATING THE XML FEED

The XML feed is a special file that is used by the slideshow module so that it knows the names of the images to be displayed and the descriptions to be shown for each image. You must update the XML feed file after adding/changing photos or descriptions in a photo gallery that is to be used in a slideshow.

1. Ensure you are logged into the administration console.
2. Click on **MODULES**, and then click on **PHOTO GALLERIES**.
3. Click on the name of the appropriate photo gallery.
4. Click on **ACTIONS** and the select **GENERATE XML FEED**.

The file is now ready to be used by the slideshow module.



CREATING A SLIDESHOW OF IMAGES

A slideshow is a series of images that are displayed one after another with different transition effect available including shuffle, zoom and fade. These slideshows are rather complex to create however once they have been created it is easy to add or change the images that are displayed.

The developers at Custom Made Sites will create the slideshow for you then you can take control and simply add the images required for the slideshow.