

allintaCMS 2.3

User Manual

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Installation and use of the software is subject to the terms and conditions of use found at allinta.com.

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Introduction

The **allintaCMS** is an easy way for you to maintain and keep your website up to. It provides numerous features that make it simple and easy to both add and maintain content.

Previous experience with HTML will assist your ability to edit templates for the website, however you can also use the pre-defined templates that come with your allintaCMS to quickly build your website from scratch.

allintaCMS was written in *ASP (Active Server Pages)*, and is designed to run on Microsoft-based web servers (IIS4 or higher).

The system comprises two parts;

- The front-end system displays content to your website visitors.
- The back-end or Administration system allows you or other administrators (referred to throughout this document as Admin Users) to manage and edit the content and settings of your web site.

The **allintaCMS Administration System** contains a number of key areas:

- **Content Manager**
Allows you to create and manage your HTML content
- **FAQs**
Allows you to create and manage your website FAQ section
- **Calendar**
Allows you to enter events for customers to view on your site
- **Forms**
Create and manage personal contact/feedback forms for your website
- **Statistics**
View your website statistics
- **Security**
Configure your allintaCMS website security
- **Settings**
Configure your websites main settings
- **Languages**
Configure available languages for your website content
- **Newsletter**
Allows you to create and manage bulk newsletter mail-out for customers
- **Allinta Website Wizard**
Allows you to setup templates and sample content

Installation

Please refer to the **allintaCMS Installation Guide** for allintaCMS requirements. If you have not yet setup your allintaCMS software, please refer to this guide for detailed instructions.

To set up an allintaCMS based web site

In order to develop your new allintaCMS based web site you will need to:

Install allintaCMS software

1. Install the allintaCMS software on your web site, including setting up required options such as the site URL, administrator log on details, etc.
Refer to the separate allintaCMS Installation Guide.

Important Note: Please ensure you have your website and CMS Admin URL's settings configured prior to using the CMS to create, edit and manage content.

Design templates, styles and menus

2. Prepare a web design that will be used for your site (or modify an existing allintaCMS template design) or use an allintaCMS template.
3. You may also design a variety of styles for formatting text, tables and form elements of your site using cascading style sheets.
4. Insert the code for your design template into the allintaCMS Administration system (you can have as many templates as you like).
5. Insert menu code (used to display your sites content menus to visitors) for each menu level required into the allintaCMS. For example, you can have level 1, 2 and 3 menus that appear in different parts of the template design.

Add, edit and publish content

6. Insert web page content into the allintaCMS, choosing which template the content will be displayed with.
7. Publish some or all of the content so that visitors to your site can see the content you have created.

Designing templates for allintaCMS

A template acts as a 'shell' or 'container' to house the HTML page content you create. You can base multiple content pages on a single template, allowing you to easily re-use existing work, shorten your development time, and maintain visual consistency across all pages on your web site.

Setting up templates does assume some familiarity with HTML and the graphic design process.

You can also use our **Website Wizard** included within allintaCMS. The Website Wizard will add one of a number of pre-existing templates to use as a basis of your website. It can also add some basic content pages ready for you to begin editing and publishing.

Using the Website Wizard

The Website Wizard will allow you to quickly add predefined templates and sample content into allintaCMS, typically when you are setting up a new web site from scratch.

The Website Wizard can be accessed from the allintaCMS Administration system by selecting the **Website Wizard** link (far right) from the top horizontal menu.

On the Website Wizard main screen, you will notice the ability to **select a new template** by clicking one of the corresponding radio buttons. You may also choose not to select a template by clicking on the '*Don't install a template*' option.

In a standard allintaCMS version, you will be able to select from a number of default templates, and select the color scheme you would like the template to appear in.

To select a particular template, click on the radio button corresponding to the style you would like. You can click on the different color selection images of the template to select the *color scheme* you would like for your template.

Now select which template you would like to apply to your **Home page**.

You may select to use the existing template as your home page (Don't change), or alternatively, select a different style of template to use. Your Home page will then appear formatted in the style corresponding to your selection.

You can add **some sample content** by selecting the content you would like to add, as well as a template for the content.

Finally, you can select whether you wish to clear existing content or templates/menu code prior to completing this wizard and adding the new pages.

!!! Important Warning: You cannot retrieve content, templates and/or menu code once you have removed it. If you have published any part of your site you should NOT select these options.

Once you are happy with your selection, click the **Run Wizard** button at the bottom of the screen.

Locking down the Website Wizard

Once you have run the wizard the first time, you should consider locking the wizard down to prevent further use, and possibly accidental erasure of your content. Follow these steps:

1. Click Website Wizard on the Main menu in the allintaCMS admin system
2. Click Lock Down to enter the Lockdown Wizard.
3. Enter a long password (at least 6-8 characters) to lock down the wizard
4. **IMPORTANT:** Write down the password so you can remember it later
5. Confirm the long password to lock down the wizard
6. Click Lock Wizard.

Anyone now selecting Website Wizard from the main menu will be required to enter the password before they can run it.

Manually creating templates

If you are a website designer, or have some more experience with graphics and HTML, it is possible to design your own templates for allintaCMS. While the process is somewhat beyond the scope of this manual, the broad steps involved are:

1. Using Adobe Photoshop or a similar graphic design application, open a new document to start creating your template/design.
2. When designing your template/design pay attention to the placement of logos, images and navigation. You want your site to be easy for people to navigate through, and visually attractive.
3. Once you're happy with your template/design save this as a standalone image ready for production.
4. Using your standalone image, cut up your design so it can be used in HTML. This involves saving small parts of the large image into single images that can be loaded from the web server and sent to people browsing your web site. Programs like Adobe ImageReady can assist in cutting up and compressing images
5. Using Macromedia Dreamweaver or a similar HTML layout program, open a new document and setup tables or other formatting to allow for the placement of your images saved above.
6. Create and insert any Cascading Style Sheet (CSS) references required into your HTML.
7. Once the final HTML source code has been prepared, this will need to be inserted into your allintaCMS – Please see the following section on how to add a template using allintaCMS.

Manually adding CSS styles

allintaCMS uses a cascading style sheet (CSS) file to control the formatting and layout of elements such as fonts, tables, form elements and links.

The CSS file for allintaCMS is called CMS.CSS and is located in \www\inc where you installed allintaCMS.

If you plan to add CSS styles for text and other items to your web site, you should add them in the CMS.CSS file. Doing so will populate the WYSIWYG HTML editor with these styles, so that content editors are able to choose the styles you have created. This helps preserve visual and formatting consistency across your web site.

Style sheet (CSS) editing is somewhat beyond the scope of this manual, but tools and further information about CSS editing can be found at http://www.westciv.com/style_master/ or by searching on Google.

Adding a template

Before adding content to your site you must add a template.

1. Log into the **allintaCMS Admin system**.
2. Click on the **Content Manager** link on the horizontal menu bar.
3. The **Content Manager** page will now appear, presenting you with Content Management options.
4. Click on **Add Template** link on the Content Manager horizontal sub-menu bar in order to add a new template.
5. Enter the template name.
6. Enter your template HTML from the file containing HTML - copy all of the HTML code from the HTML file you wish to base your template from and paste this into the *Template Code* text area.

Warning: Adding body tags into this *Template Code* will cause any HTML before the opening <body> tag and after the closing </body> tag to be excluded. Please remove any <body> tags from your HTML within this text area.

Note: If your template includes the use of tables, you should design the content area to be valid HTML when viewed without the template. For example, the content area should not begin with a <td> or <tr>, it should start with <table>.

7. The following table of Keywords should be used within the HTML code you specify as a template.

Adding these fields into your template HTML code will ensure that the content values you add in allintaCMS will be inserted in place of these fields.

Required fields should always be specified (or allintaCMS won't use the template effectively).

Optional fields are not strictly necessary, but should be included in a template for full functionality of allintaCMS.

Keyword	Required	Description
[content]	Yes	The location to insert the page content into the template.
[title]	Yes	Where the page title is to be inserted (This is the title that appears at the top of your browser window)
[heading]	Yes	Where the heading is to be inserted
[metaKeywords]	Optional	Where the meta keywords are to be inserted
[metaDescription]	Optional	Where the meta description is to be inserted
[publishedDate]	Optional	Automatically insert the pages published date into your content
[submenu]		Where the menu allowing users to select which section they wish to visit is inserted
[menu1]	Yes	Insert the level 1 menu items at this location
[menu2]	Optional	Insert the level 2 menu items at this location
[menu3]	Optional	Insert the level 3 menu items at this location
[heading1]	Optional	Inserts the selected level 1 menu name
[date]	Optional	Inserts the current date. Eg. Wednesday, 14 September 2005
[time]	Optional	Inserts the current time. Eg. 12:19:40 PM
[random(contentID)]	Optional	Inserts random page content, based from the comma separated contentID given. Eg. If you enter [random(1,3,5)], the system will randomly display content with id 1, 3 or 5 each time the page is loaded.
[page(contentID)]	Optional	Inserts page content corresponding to the contentID given. Eg. If you enter [page(1)] the system will insert content from the allintaCMS where the database contentID is 1.
[newsletter]	Optional	Inserts newsletter signup functionality at the point this keyword tag is used.
[search]	Optional	Inserts a search form allowing users to search the website.

Keyword	Required	Description
[languageName]	Optional	Inserts the current language name
[language1]	Optional	Pop up window allowing the user to select their language from a list 
[language2]	Optional	Pop up window allowing the user to select their language from a list (No Flag images) 
[language3]	Optional	List allowing the user to select their language from a list 
[language4]	Optional	List allowing the user to select their language from a list (No Flag images) 
[language5]	Optional	Pull down menu allowing user to select their language 

8. To enter WYSIWYG (*What You See Is What You Get*) mode when adding new or editing your existing templates' HTML, click the **WYSIWYG HTML** editor link below the *Template Code* text area.
(Please see the WYSIWYG Editor section of this manual.)

9. Once you are happy with your template, click **Add**. Changes are effective immediately.
10. To ensure images required for use with this template are in place, please use your FTP program to transfer the images to the correct location of your web server.

Sample Template HTML Code

The following code shows a sample template for use with allintaCMS.

```
<html>
<head>
  <title>[title]</title>
  <META NAME="keywords" CONTENT="[metaKeywords]">
  <META NAME="keywords" CONTENT="[metaDescription]">
</head>
<body>
  <h1> [heading] </h1>
  <table>
  <tr>
    <td>
      <table>
        <tr>
          <td>
            [subMenu]
          </td>
        </tr>
      </table>
    </td>
    <td>
      <p>
        [content]
      </p>
    </td>
    <td>
      <p>
        [random(1,3,5,11)]
      </p>
    </td>
  </tr>
</table>
  [page (21) ]
</body></html>
```

Setting up menu code for templates

The *Menu Code* section allows you to enter HTML code used to create the navigational menus visitors use to browse your web site.

A menu can have an unlimited number of levels, although practically, you would not normally have more than 3 levels of depth. You can have different formatting for each menu depth if you wish.

A menu also belongs to a template, so you can have different styles of menu for each designed template.

You will require menu code to the same depth as your content. For example, if your content in the content manager tree has 3 levels of depth, you will need 3 levels of defined menu code.

As you add deeper levels of content in the content manager you will be able to add deeper levels of menu code to correspond with the depth of the content.

To add menu code

1. Log into the allintaCMS Admin system.
2. Click on the **Content Manager** link located on the main horizontal menu.
3. Click on the **Add Menu Code** link.
4. Select the *Menu Depth* required for the menu, for example, a menu depth of 1 corresponds to the top level menu, and a menu depth of 2 corresponds to a sub-menu.

Example:

Menu Item A *(this is a menu item of Menu Depth 1)*

- **sub-menu item A** *(this is a menu item of Menu Depth 2)*
- **sub-menu item B** *(this is a menu item of Menu Depth 2)*
 - sub sub-menu item A *(this is a menu item of Menu Depth 3)*

Menu Item B *(this is a menu item of Menu Depth 1)*

- **sub-menu item A** *(this is a menu item of Menu Depth 2)*

The only way to access a menu item of depth 2 is to select the depth 1 menu item and drill down through the menu structure.

5. Enter your menu code into the *Menu Code* text area.
You may use the following field values when entering this menu code:

Keyword	Description
[menuLink]	The location/reference of the page the menu will link/direct the user to.
[menuName]	The menu caption displayed to the user (the page name).

Sample Menu Code:

The following code shows a sample of menu code that will produce a menu in allintaCMS.

```
<a href="[menuLink]">[menuName]</a><br>
```

6. You can also use this area to format the look of your menu, for example, you can add images to distinguish the menu items, or add styles from your CSS.

Sample Menu Code:

```
<a href="[menuLink]">[menuName]</a><br>
```

7. Once you are happy with your Menu Code, please select each template you would like to apply this code to, then click **Add Menu Code**.

Creating and managing content

Once templates and menu code have been assembled, you can begin adding content to your website. Less expertise is required to add and edit content than designing templates and adding menu code. If you can format text in Microsoft Word, you can build your website with allintaCMS.

Adding a content page

1. Log into your allintaCMS Admin system.
2. Click on the **Content Manager** link on the main horizontal menu located near the top of your allintaCMS Admin system. The Content Manager section allows you to manage the pages and files within your website.
3. Click on the **Add Content** link to begin adding your page content.
4. Enter the name of the page in the *Page Name* field. This name will also correspond to the name of the menu item linking to your new page.
5. Select the *Page Type* for your new page. There are two types that you can select from:
 - *Link to existing page*

Linking to an existing page will allow you to create a page that will re-direct you to an existing page already present in the system, or another external site.

In order to create a page that will link to an existing page, please select the **Link to existing page** *radio* option, and then select the existing page that you would like your new page to link to.

You are also able to specify another website or page, external to your website, and input this address into the input box to the left of the select box, such as 'http://www.allinta.com'.

Note: It is important to note here that you must specify the "http://" when referring to a link page external to your web server/web site.

e.g.: http://www.google.com
 - *New page with content*

A new page with content will allow you to develop a new page based from a template. Here, you will be able to specify the title, heading, template, content and other features of your new page.
6. Enter your content details into the text areas provided, starting with your **Page Title**. This will allow you to give your page a title, which is displayed in the Titlebar of the web browser viewing the page.
7. Enter in a **Page Heading**, which will correspond to the placement of the *[heading]* field in your template. The Page Heading is the main heading above the content in your page.
8. Select the **Template** that you would like to base this new page from.

9. Now enter the content for your page in the **Content** text area by typing or pasting in your HTML or text. The content that will be displayed in your final page will correspond to the HTML or text you enter into this **Content** text area. **Note:** Your HTML content should be valid HTML code when viewed without the template, otherwise, the WYSIWYG editor may try to 'fix' the invalid HTML, possibly breaking the 'look and feel' of the page.
Thus your content should start with <table> HTML code, rather than <tr> or <td> which is invalid without the preceding <table> code.
10. After entering your HTML content, you can view the formatted content in the WYSIWYG HTML Editor by clicking the WYSIWYG link. The WYSIWYG editor will also provide you with a wide variety of additional HTML tools, and give you the ability to add additional HTML elements.
(Please see the WYSIWYG Editor section of this manual.)
11. Once you are happy with the content you are preparing to add, you will then be able to select the **Visibility** of the page itself. There are four options that can be selected:
- *Online*
Selecting **Online** will ensure that your page is available to users via a browser. If this option is not selected, users or customers of your site will be unable to see this page.
Linked From Menu
Selecting **Linked From Menu** will ensure that the pages you are creating will appear in your site menu, allowing people to access the page by selecting a link.

Of course, you do not always have to link pages in via a menu, as you can refer/link to a page from within the content of a page. This occurs when you add <a href> tags in the actual content of the page itself, and will allow users to journey to the page upon selecting the link.
 - *Linked From Site Map*
Selecting **Linked From Site Map** will ensure that the pages you are creating will appear in your site map when viewed by your customers/users. Any pages you wish to not include in the site map, leave this box unchecked.
 - *Visible Within Search Results*
Selecting **Visible Within Search Results** will ensure that the pages you are creating will appear in the Search Results when viewed by your users. If you wish your page to remain hidden, please ensure this option is unchecked. If you wish to hide a certain page, such as a 'specials' or a development page, check this option.
- Note:** If you have not selected the **Online** option, the page will not appear in a browser and will not be linked from the menu, regardless of having selected the option or not. A page must be Online in order for you to Link it from the menu.
12. In order to determine where you would like your page to appear, the you need to select a **Content Location**.
For example, if you select *Website* as your Content Location (*Website is at the very top of the directory structure displayed in the Content Location section*), this will place your new content page at the root level of your web site.

If you select a pre-existing page as the location, then your users will need to select this pre-existing page from their browser window prior to being able to access the new page.

13. The final step to authoring your new web page is to select and enter your **Meta Tags**.

14. Meta tags are key words or descriptions used to give reference and meaning to your site. For example, if your website is dedicated to automotives part and information, you will need to ensure that your key words and phrases reflect the automotive parts and information that your site contains. When users enter in words using a search engine, the search engine will examine websites for matching keywords, and then rank the sites in order of popularity, based on a certain percentages of the keywords found within the site, etc.

There are two types of meta tags available for your pages indexed by search engines, and while the inclusion of meta tags is optional, it is recommended as it will give you more control over what is displayed on search engine listings

- *Keywords*

You can enter your meta keywords into the **Keywords** text area in the *Meta Tags* section.

Your keywords can be a simple, comma-seperated series of words used to identify the main concepts, products and/or information available on your website.

For example, your automotive parts website would contain a list of keywords relating to the main topics of interest the website focuses on, such as:

Joe's Automotive, engine refurbishment, engine rebuilds

- *Description*

You can enter your meta description into the **Description** text area in the Meta Tags section.

Your description can be a simple overview of the page content, and should address any key points or information contained within the page or website.

For example, your automotive parts website would contain a description similar to:

Automotive specialists offering cheap, yet high quality automotive parts for purchase.

15. Click **Add** to create your new web page. The next step to finalizing your web page is to publish the content (please refer to the **Publishing Content** section in this manual).

Alternatively, you may click **Cancel** to terminate the creation of your new web page content.

Editing content

1. To edit the content of one of your web pages, log into your allintaCMS Admin system.
2. Click on the **Content Manager** link on the main horizontal menu located near the top of the page.

3. On the left of this page you will notice the content pages of your website laid out in vertical file format, this is your website hierarchy tree. The “Website” folder you will notice at the top of the tree is the root level of your web site. The content pages located under the *Website* folder are represented as described in the **Icon Key** section located on this page.
Select the web page you wish to edit by clicking on the corresponding icon in the tree.
4. Click on the **Edit Selected**. You will notice this button enable itself once you have selected one of your web pages located in the tree.
5. You may now begin altering the content of your website. At this stage it may be useful to refer to steps 4 to 14 of the *Adding a content page* section of this manual located above.
6. Once you are happy with your new content, click **Update** to update your web page. Alternatively, you may click **Cancel** to terminate the alteration of your web page content, and leave your web page as it was.

Previewing content

1. At any time you may preview the content you are generating in your HTML web pages.
To preview one of your web pages click on the **Content Manager** link on the main horizontal menu.
2. Select the web page you wish to preview by clicking on the icon in the website tree.
3. Click on the **Preview Selected** button. You will notice this button enable itself once you have selected one of your web pages located in the website hierarchy tree.
You should notice your webpage appear in a “pop-up” browser window.
Note: Please ensure you have enabled “pop-up” windows to appear in your web browser. Many types of 3rd party browser software can disable these additional windows from appearing in your web browser, or you may have security settings also stopping them from appearing. Please consult documentation relating to your web browser, security settings or any possible 3rd party programs running in correlation with your web browser to determine how to enable pop-up windows.
4. Once you have viewed the content of your web page, you may close the preview window and select to further edit the content, or publish your web page - saving all changes and publishing your new/edited web page live on the Internet.

Order menu items

1. At any time you may order the menu item content generated in your HTML web pages.
To modify the menu order click on the **Content Manager** link on the main horizontal menu.
2. Click on the **Order menu items** button.
3. The menu order screen will appear containing the menu items listed in a text area.
Select the menu item you wish to order and click **Move Up** and/or **Move Down** to the order you would like the menu item to appear on your website.

Moving a page to the top of this list will result in the page appearing at the top of the menu.

4. Once you are happy with your selection, click **Save Menu Order**.

Publishing content

1. The **Content Manager** screen will display the number of unpublished web pages. By clicking **View**, a list of unpublished web pages will be displayed.
2. You will now notice a list of the web pages and a small Search form, allowing you to search for a specific web page via two query types:
 - *Page Name*
You may search for web pages whose title contains the value entered into this *Page Name* text input area. Enter in a search value, such as 'My Page' and click **Search**.
 - *Content*
You may search for web pages that contain content matching the value entered into the *Content* text input area. Enter in a search value, such as 'This is some of my page content' and click **Search**.
3. You may Edit, Remove or Publish the web page by clicking the corresponding button.
You may also notice two other values relating to your web page here:
 - *Online*
If your page is online, it will be available for users to view via their Internet browser, once the web page is published. This setting is configured in the *Visibility* settings when your web page was created or edited (see Creating your content, step 12) and can be altered at any time by selecting edit.
 - *Published*
If your page is published and set to *Online*, it will be available for users to view via their Internet browser.
4. Once you are happy with your web page, click **Publish**.
Your page will now be live on the Internet.

Note: At anytime, you may disable a published page by editing the page and updating it with no changes. Even if no changes are made, your page will no longer be published. You may publish a page again at any time by repeating the steps in this section, and further disable the page by following this note.

Removing content

1. Click **Content Manager** on the main horizontal menu.
2. Select the page you wish to remove from the tree and click on the **Remove Selected** button. Click OK to confirm you wish to remove the content.
3. You will now notice the tree has updated itself and no longer contains the webpage you have removed.
IMPORTANT: Once removed, there will be no way to access your content again.

Restoring/Republishing content versions

allintaCMS includes a content versioning system to allow you to track and manage document versions.

1. To view the history of a certain document, you will need to **Edit** the particular page, as outlined in Steps 1 to 4 of Editing content.
2. Scrolling to the bottom of the screen will bring you to the **Document History** section. **Note:** If no previous changes have been made to this webpage, you will not see this section (as a document that has not been changed has no history).
3. Once you are at the **Document History** section, you will notice a list of the changes, including:
 - **Change Date** - date change was made,
 - **Changed By** - the Admin User who made the change,
 - **Published** - true or false flag outlining page publication status,
 - **Published Date** - date of publication,
 - **Published By** - name of Admin User who published the webpage.
4. Next to the specific change details, you will also notice three command links, titled **View**, **Restore**, and **Publish**. These functions are outlined as follows:

View content version

1. You can view a previous content version at any time by selecting the **View** link corresponding to the page version you wish to view.
2. This will result in a pop-up window appearing containing the content for you to review, as it was in that version.

Restore content version

1. You can at any time **restore** the content of your one of the previous content versions of your webpages by clicking the **Restore** link.
2. Restoring a page will make that version of the content editable again.
Note: Restoring the content will in essence replace your current editable copy with this previous content copy. If you restore a previous page, your content will revert back to that selected earlier version..
3. Changes will take effect immediately.
Note: Restoring a content version does not publish the document. You must choose to publish the document before it will be visible on your website again.

Publish content version

1. To publish a previous content version, click **Publish** corresponding to the content version you require.
2. Publishing a content version will in effect make that version of the content visible.

WYSIWYG Editor

At certain points throughout the allintaCMS software, you will be able to access an internal WYSIWYG (What You See Is What You Get) editor, allowing you to create, modify and format your HTML webpages from within the allintaCMS Admin System as they look in your web browser.

To access the WYSIWYG editor, click the **WYSIWYG HTML Editor** link available during the update and creation of content, templates and menu code.

You may also access the WYSIWYG editor from the main Content Manager screen.

*Select the content page you would like preview and click the **WYSIWYG selected** button to instantly view a WYSIWYG version of the page.*

1. Click the **WYSIWYG HTML Editor** link. You will notice a pop-up window load that will allow you to use the editor.
2. You should see your existing HTML content load into the main frame of the WYSIWYG editor. This content will load in 'preview' format, so the way you see this text and image layout will correspond exactly to how your website visitors will see the content.
3. You can directly add text into the main frame by clicking on the content area and typing in additional text. This will then automatically be formatted into valid HTML content without you needing to specifically add in the HTML tags.
4. Alternatively, you can click the **HTML** button, located on the far right of the second horizontal menu (the middle menu row) in this page. This will execute a small pop-up window containing your content in pure HTML format, including all HTML tags, etc.
You can edit this HTML code directly, add in additional HTML into this screen and click **Update** to update the main content window with the new code.
5. You can **add, edit** or **remove** any of the HTML content using the menu's provided in the WYSIWYG editor. For a description of the applicable buttons in the horizontal menus of the editor, located towards the bottom of the screen.
Note: Please see below for a reference table the available buttons.

- **Menu Level/Row One**

B	Bold text style.
<i>I</i>	Italic text style.
<u>U</u>	Underline text style.
ABC	Strikethrough text style.
	Align left.
	Align center.
	Align right.
	Align full.

	The styles drop down box contains a list of all CSS (Cascading Style Sheet) Styles defined. Select some text or an item and choose a style to apply. This box will change the styles shown depending on the template that is loaded.
	The font drop down box allows you to specify the font for any selected text.
	The font size drop down box changes the size of text. Select some text and select a font size from the drop down.

- **Menu Level/Row Two**

	Unordered list/bullet list.
	Ordered list/numbered list
	Outdent/decrease indentation.
	Indent/incread indentation.
	Undo the last operation.
	Redo the last operation.
	Insert a new link – please see the Insert a link section.
	Unlinks the current selection/removes all selected links.
	Insert a new anchor - please see the Insert an anchor section.
	Insert a new image - please see the Insert an image section.
	Cleanup code/Removes unwanted formatting.
	Shows this help window.
	Opens HTML source code editor.

- **Menu Level/Row Three**

	Inserts a new 2x2 table at the current location.
	Adds a row above the current one.
	Adds a row under the current one.
	Removes the row.
	Adds a column before the current one.

	Adds a column after the current one.
	Removes the current column.
	Inserts a new horizontal ruler
	Removes formatting from the selection.
	Makes the selection to be subscript.
	Makes the selection to be superscripted.

Insert a link

You can insert links into your HTML content at anytime using the allintaCMS WYSIWYG Editor.

1. Highlight the text to use as the link text with your mouse and you will notice the link symbol/icon (resembling a chain link) enable itself in the second horizontal menu.
2. Click this **Link Icon** in order to open the link creation window.
3. Manually enter your link URL, or alternatively, click **Select allintaCMS page...** or **Select File...** in order to locate and select the file or page you require.
4. Next, choose your **target window**, where you would like the link to open. If you select 'Open link in the same window', when a user clicks the link, they will be directed to the corresponding page. Alternatively, you can set the target to 'Open link in a new window', in which a pop-up window containing the page content will appear when the user clicks the link.
5. Finally, enter in the link **title**. This title corresponds to the value the user will see when they leave their mouse on the link (similar to a tool text tip).
6. Once you are happy with this link, click **Update**. Alternatively, you may click **Cancel** at any time to terminate the addition of a link.
7. After clicking **Update**, you will return to the main WYSIWYG Editor screen. Click **Update** at the bottom of the screen in order to update your new content.

Insert an anchor

You can insert anchors into your HTML content. An anchor acts similar to a link, and can allow users to jump from one section of a single page to another by clicking the designated anchor text.

1. You can add an anchor to your content by entering the necessary text you require, that is the text a user will click in order to anchor themselves to another certain section. Once you have done so, highlight this text with your mouse.
2. Click the **Anchor Icon** in order to open the small anchor creation window.
3. Enter your anchor name into the text input field.
Note: Your anchor names will need to be unique within the same webpage.
4. Click **Insert** in order to add the anchor into your content.
5. Alternatively, you may **Cancel** at any time.

6. After clicking **Update**, you will return to the main WYSIWYG Editor screen. Click **Update** at the bottom of the WYSIWYG Editor screen in order to update your new content.

Insert an image

You can also insert images into your HTML content.

1. You can add an image to your content by selecting the place where you would like to insert your image by clicking the cursor on this location of the content.
2. Click the **Link Icon** in order to open the link creation window.
3. Select, or enter the URL location of the image you wish to add.
Note: The image you wish to add must be present on your web-server prior to using this editor. Please use the **File Manager** to upload any images you require prior to attempting this step.
4. Insert a description for your image. This will appear as alternative text on the browser in the case that this image cannot load and is a good idea in case a site visitor is using older software.
5. Select the *Alignment* of your image. This will allow you to format the appearance of the image.
6. Enter the necessary dimensions from which you would like your image to appear in the browser. This will allow you to ensure the image is proportionate in regard to other site content.
7. Insert a numeric border value. This border will surround the image on your screen.
You can insert a value of *0 (zero)* for no border, a value of *1 (one)* for a very thin border and a value of *10 (ten)* for a thick line around the image.
8. Enter in the *VSpace* and *HSpace* values as required.
The *VSpace* value refers to the vertical space buffer surrounding the image, and the *HSpace* refers to the horizontal space buffer.
9. When you are happy with your image selections, click **Insert** to insert the image into your HTML content page.
Alternatively, you may **Cancel** at any time.
10. After clicking **Update**, you will return to the main WYSIWYG Editor screen. Click **Update** at the bottom of the WYSIWYG Editor screen in order to update your new content.

Uploading and managing files

1. You can manage the content of your website through the allintaCMS **File Manager**.
Click on the **Content Manager** link on the main horizontal menu located near the top of the page while logged into your allintaCMS Admin system.
From within the **Content Manager**, click the **File Manager** menu item from the horizontal sub menu.
2. You should now notice the **File Manager** screen. To begin the File Manager, click on the **Launch file manager** link.
3. Once you have executed the link, you should notice a pop-up window appear – this is your **allintaCMS File Manager**.
From within this screen, you are able to manage, upload and view all of your web content files and images.
4. You can exit the File Manager screen at anytime by clicking on the **Close Window** button located to the bottom right of the screen.

Navigating the file manager

1. You can view the content stored on your web-server by scrolling through the file list located on the left hand side of the File Manager screen.
This list will outline all files and folders located on your server. Click on one of the folders to proceed through the tree. Clicking on one folder will open the folder and display the contents, including files, folders and images. You may continue down through the file tree until you come to a folder containing no further sub-content, or have reached your specified destination.
2. In order to return back up through the file hierarchy, click the **small folder icon, containing an arrow facing upwards**.
This folder icon is located to the left of the 'File Name:' label in the file list.
3. You may also click on a file icon displayed in the file list and a small preview of this file will appear in the information section of the screen, located to the right of the file list, and in the top right-hand side of this screen.
If the file icon you have selected happens to be an image, you will see a preview of the image appear in this window, as well as the file size and the dimensions of the image.

If the file selected is not an image, then only the file size information will appear.

Creating directories

1. You can create new folders/directories on your web-server using the allintaCMS File Manager.

Navigate through the directory structure until you come to the place you would like to create a new folder.

2. Once you have reached the appropriate directory location, click the **Create Directory** link, located below the File Information section, to the bottom right-hand side of the current screen.
3. This will cause a **Create Directory** pop-up window to appear in your browser. You may enter the name of your new directory into this window and click **Create Directory** in order to create the new directory. Again, you may cancel this action at anytime by clicking **Cancel** on the pop-up window.
4. You will now notice the new directory appearing within the file list.

Uploading files

To upload a file, navigate through the directory structure in the File List until you come to the place you would like to create a new folder.

1. To upload a file, click the **Upload File** link located below the File Information section, to the bottom right-hand side of the current screen.
2. This will result in an **Upload File** pop-up window appearing, allowing you to enter the source of the file located on your local computer, for example 'c:\image1.jpg'.
Alternatively, you can click **Browse**, which will present a file locator dialog, allowing you to locate and select a file on your local machine.
3. Once you have made your selection, click **Upload** to proceed with the file upload.
You may **Cancel** the upload at any time.
4. You will notice your new file appear in the File List immediately after you click **Upload**.

Removing and renaming files

1. You can **remove** and **rename** files on your web-server at anytime within the allintaCMS File Manager.
Navigate to the required file/directory in the File List.
2. You will notice to the right of the corresponding row in the File List, two small icons relating to the selected file, one representing a document with an 'X' on it, and another document icon with the letter 'R'.
3. To **remove** a specific file/folder, click on the 'X' document icon, corresponding to the target file in order to remove the file from your system. You will be presented with a small confirmation window, and can remove your file by acknowledging the confirmation.
4. To **rename** a specific file/folder, click on the 'R' document icon corresponding to the file you wish to rename.
You will be presented with a small pop-up window, containing the existing filename and can edit this in order to update the filename.

Once you are happy, click **Update** to update the filename and return to the File Manager, or **Cancel** to leave the file as it was.

Website FAQ's

allintaCMS includes FAQ management functionality that allows you to add an FAQ section into your website.

1. To access your **FAQ manager**, log into your allintaCMS Admin system.
2. Click on the **FAQ** link on the main horizontal menu located near the top of the page.
3. You will now notice the FAQ section appear on-screen, with a selection of four links in the horizontal Calendar menu.

FAQ Topics

1. The FAQ Topics section allows you to add and update your FAQ Topics.
2. FAQ Topics are ordered in a hierarchical sense, with Root Topics being the main topics options, and sub-topics appearing under corresponding root topics.

For example:

Purchasing FAQ (Root topic)
- Placing online orders (Sub topic)
- Purchasing directly (Sub topic)

3. You are able to assign up to three levels of FAQ Topics to your website.
4. Once you are happy with the Topics available, you will be able to begin adding in your FAQ entries relating to each Topic.

Add FAQ Topic

1. You can add a **FAQ Topic** by clicking on the **Add FAQ Topic** link on the horizontal sub-menu located near the top left of the page.
2. Then, from within the **Add FAQ Topic** screen you will be able to select the Topics preceding your new entry, or if your new Topic will be a root level entry in itself, leave this selection blank.
3. Once you are happy with any preceding Topic selections, you will be able to nominate a name for your FAQ topic and click **Add FAQ Topic**.

FAQ

1. The FAQ is the default page of your **FAQ** section.
If there are no existing FAQ's, this page will appear blank.
Existing FAQ's will appear here, ordered by Topic, and allow you to update or remove a specific entry by clicking the corresponding **Edit** or **Remove** button to the right of the screen matching the FAQ entry.
2. Entries that will appear visible on your website will be marked as approved.
This can be updated by editing a required FAQ question and marking it as approved.

Add FAQ

1. You can add a **FAQ Topic** by clicking on the **Add FAQ Topic** link on the horizontal sub-menu located near the top left of the page
2. From within the **Add FAQ** screen you will be able to select the FAQ Topic structure where this FAQ entry you are adding will sit.

For example, if the new FAQ entry relates to Purchasing directly from the website, you may choose for the FAQ to rest under the main topic of *Purchasing*, and directly under the sub-topic of *Purchasing Online*.

3. After selecting your Topic structure, you will be able to enter the FAQ detail into the system.

The **FAQ Approved** checkbox allows you to choose whether or not the FAQ will appear to users of your website.

If you do not wish to have certain entries appear on the live website, simply leave this unchecked. You are free to update this at any time.

4. Next, enter you FAQ Question into the text area provided. When selecting a FAQ Topic title, customers will be presented with a list of FAQ Questions relating to the Topic selected.
5. Enter your FAQ Answer into the text area provided below the FAQ Question. Customers who select to view an FAQ Question will be presented with the corresponding answer.
6. Finally, you may manually enter a pre-determined view count. Each time a user views a certain FAQ, this view count will dynamically increment to give you an idea of what users of the site may be enquiring in relation to.
7. Once you are happy with your FAQ entry, click **Add FAQ** to add your FAQ into the system.

Calendar events

allintaCMS includes Calendar functionality that allows a list of upcoming events to be displayed.

1. To access your **Calendar**, log into your allintaCMS Admin system.
2. Click on the **Calendar** link on the main horizontal menu located near the top of the page.
3. You will now notice the Calendar section appear on-screen, with a selection of two links in the horizontal Calendar menu.

Calendar

1. The Calendar is the default page of your **Calendar** section. Alternatively, you can access this page by clicking on the **Calendar** link on the main horizontal menu located near the top of the page.
You will notice a large calendar located at the center of the screen, the month and year at the top of this calendar and the days marked below in a standard calendar-style grid format.
The current day should be highlighted in this section.
2. You may maneuver through the various past, current and future months by selecting the appropriate arrow (similar to " \leq " and " \geq ") towards the left (cycle backwards) or right (cycle forwards) of the *year* and *month* row at the top of the calendar.
Alternatively, you can scroll to the bottom of the page and select an appropriate *month* and *year* from the search fields and click **View** to view the corresponding calendar month.
Clicking the **View current month** link at the bottom of the screen will return you to the present calendar month.

Add Calendar Event

1. You can add a **Calendar Event** by either cycling through the Calendar and click on the number corresponding to the day you wish to add an event to, or by clicking on the **Add Calendar Event** link on the main horizontal menu located near the top of the page.
2. Then, from within the **Add Calendar Event** screen you will be able to select the small Calendar icon located at the top of this page, the **Event Date**, in order to select the date of the event from the small pop-up calendar window.
3. Once you are in the **Add Calendar Event** screen you may select the **Start Time** of your event, the particular time your event starts, if any. select the **Start Time** radio button (small circular button on the form allowing you to highlight a certain choice) which will enable the hour and minute selection. Select the appropriate starting *hour* (in 24 hour format) and *minute* from the combo boxes (small text boxes with an arrow to the right side) to the left of the Start Time radio button.
4. Alternatively, you enable the **No Start Time** radio button if your event does not have a starting time.

5. If your event has a certain time-frame, you can enter this in *minute* format in the **Event Duration** text input field after having selected a Start Time.
Enter the **Event Name** in the corresponding input box. This will appear on the calendar corresponding to the event date selected at Step 1 or 2.
6. Finally, you may enter a description of your event in the **Event Description** text area.
Your description should be some meaningful text describing the event. To finalize your Calendar Event and add it to the system, click **Add Calendar Event** located at the bottom of the screen.

Alternatively you may cancel the addition of your Calendar Event at any time by clicking **Cancel**.
7. You may now click **Calendar** to return to the main Calendar screen and view your new Calendar Event.
8. You should notice your event on the corresponding day on the calendar - its name appearing as a link below the numeric date.
Click the link – the *Event Name* – corresponding to your event and you will notice a pop-up window appear on-screen containing information referring to your selected event, including the *description, event duration (if any), start time (if any)*, etc.
9. From within this pop-up screen, you may also **add** additional events, and **edit** or **delete** the current event.
10. Click **Close Window** to close the **Calendar Event** pop-up window and return to the Calendar.

Forms

Website Forms allow you to keep dynamically create your own type of fully functional web forms, that will record any type of customer feedback or response submitted through the store, and email this to a nominated email address as well as store the data separately in the website database.

allintaCMS includes Form management functionality that allows you to add any number of forms to your website.

1. To access your **Form manager**, log into your allintaCMS Admin system.
2. Click on the **Forms** icon on the main horizontal menu located near the top of the page.
3. You will now notice the FAQ section appear on-screen, with a selection of four links in the horizontal Calendar menu.

Forms

1. The Forms section allows you to add and update your web forms.
2. Forms are ordered in a hierarchical sense and outline the number of time the form has been viewed, as well as the number of times the particular form has actually been submitted.
3. Forms can be Edited or removed from this screen by selecting the button corresponding to the particular form.

The **Entries** button on this page also allows you to view all of the submission entries or replies to your forms.

For example, if customers have submitted feedback to your website using a feedback form you have created, you can view all of the submissions by clicking on the **Entries** button relating to the form in question.

The **Entries** screen outlines all submitted form values, and displays them based on the date of entry submission.

You are able to view full details for each entry by clicking **View**.

You can create a new form in one of two ways – by selecting to manually enter form information and elements by clicking **Add Form**, or through the use of the **Form Wizard**.

Add Form

1. After clicking **Add Forms**, you will be able to begin building your form elements and assigning values as required.
2. To add a new HTML form element into your contact form, select the **Add Item** link at the top of the **Form Items** section of the Add Form screen.

3. The *Field Type* select box should now become enabled, and allow you to select the type of field you wish to add to your new form.
For more information relating to HTML form field types and selectable options, please refer to "<http://www.w3.org/TR/html4/>"
4. After selecting the Field Type, you will notice the *Field Name*, *Field Value* and *Field Required* text/check boxes enable, allowing you to specify the form values. Some HTML form values offer the ability to assign multiple selections or names and values to a certain form element. For example, radio buttons can be contained within a group, and selecting one radio button will disable the selection of the subsequent ones.
In this case, you will be able to assign the multiple field values to each radio button instance in the group by entering the Field Values into the input field separate by two pipe (|) symbols.

For example, assigning three values to a Radio Button Group to display sizes is as simple as entering the text **Large|Medium|Small** into the field value area.

If you wish to make the field required, i.e. the user **must** select an option or enter a value prior to submitting the form, simply check the **Field Required** checkbox.

5. Once you are happy with your Item selection, click **Add Item** to add the Form Item to the list.

The list will display all of the items available in your form. They are ordered as they will appear to the user. The order can be updated by highlighting one of the elements and selecting **Move item Up** or **Move item Down**.

6. The current state of the form at anytime will appear in the far right **Form Preview** section and will give you a dynamic idea of exactly what your form will look like to users of your site.
7. Once you are happy with the form elements, you may assign information relating to the form, such as *Form Name*, *Page Title*, *Page Heading*, etc.

The *Form Description* will appear at the top of the form, with the *Thank you message* appearing to the user after the form has been submitted.

You may also assign *Error Text* values to the Field Types that will appear, alerting the customer if any required fields have not had values added. In order to include an identifier relating to the specific field type, you can add TAGNAME tag into your error messages to alert the visitor to the precise problematic field.

For example, you can assign Error Text to a text field, such as:
"Please fill in the required TAGNAME field."

If you a visitor forgets to fill in their first name into a required first name text field, they will be presented with the error message:
"Please fill in the required First Name field."

8. Finally, by entering in a nominated email address, you can ensure that any user submissions are sent to the nominated email address as well as being stored in the system.

This gives you the ability to view submissions to your email address remotely, as well as maintain a historic collection of all website and content submission detail.

9. Once you are happy with your new Form, click **Save Form**.

Forms Wizard

The Forms Wizard allows you to automatically setup a form for use on your website, and simply apply modification and changes without the need to create a form from scratch.

1. After clicking **Forms Wizard**, from within the **Forms** screen, you will be presented with a pop-up window displaying three selectable form-type options.

You can choose from three possible form-types, including:

- Contact Form
A Contact Form allows you to create a form users can use to contact you via your website.
- Enquiry Form
An Enquiry Form allows you to create a form users can use to enquire about your products and services.
- Feedback Form
A Feedback Form allows you to create a form users can use to supply you with feedback regarding your site, products and/or services.

Clicking **Add Form** will add the form to the system and set the default properties on all items.

2. You are now free to begin modifying the form elements and assigning any additional fields or properties as required.

The **Add Form** manual section located immediately before this section provides detail in relation to making these changes as well as outlining what the different options are.

Please refer to this section, located on the previous page.

Statistics

1. **Website Statistics** allows you to keep up to date with your website traffic by viewing organized reports outlining site activity.
Your most recent statistics will be updated as soon as you login to the allintaCMS Admin system.
2. To view the latest or previous statistics, select the time period corresponding to your query by clicking a *shortcut link* to the right of the screen.
These shortcut links, once selected will alter the **Start Date** and **End Date** to the left of the screen corresponding to the link selected.
3. You may also notice the small *calendar* icons located next to the nominated **Start Date** and **End Date**. Clicking on one of the icons will result in a pop-up window containing a small calendar allowing you to manually select a beginning or ending reporting date for your site statistics.
4. Once you are happy with the reporting date range you have selected, click **View Report** to see the corresponding statistical information.
5. The website statistics report will now appear outlining information including:
 - The **Date** range of the report information
 - **Visitor information**, including the total and average number of visitors for the specified period, the total and average number of pages viewed within the time period, etc.
 - The **Most active times** of your website, including most active hour of the day and most active day of the week.
 - A series of graphs outlining the statistical information in graphic format, allowing you to easily compare and review the latest information.

Note: *Top referrer* statistics exclude any internal referrer clicks. The statistics will only increment when a user external to the system visits the site.
6. You may return to the date selection screen to generate a new report by click **Generate a new report** at the top of the page.

Note: It is important to remember to keep your statistics up to date to ensure you are viewing the latest information. Ensure you click **Update statistics now** from the bottom of the main statistics screen before selecting a date range to view your report to ensure the report contains up to date details.

WARNING: Performing maintenance tasks (please see the **Maintenance** section of this manual) will affect some statistics. Clearing out the *Visitors* table will result in the most popular visitors statistics that are IP based essentially being erased, so please remember to be careful.

Security

This section allows you to setup strict rules on who can access the allintaCMS Administration System, including Administrator accounts, as well as IP-based restrictions.

IP Restrictions

This screen allows you to configure your allintaCMS system security based on IP Addresses. An IP address identifies a users computer and appears similar to: 255.255.255.255.

You can use IP address restrictions to help make access to your allintaCMS Administration site more secure.

1. Select the **rule** you would like to apply to your Administration system. The rule you select determines whether the IP Addresses you add to the list will be blocked from accessing your Administration system (*Deny all computers access*), or will be granted access (*Grant all computers access*).
By *granting all computers access*, anyone with a valid username and password may log into the allintaCMS Administration System. By selecting *deny all computers access*, no one may log into the eCart Administration System apart from users who have a valid username and password and come from an IP address added into the IP address list
2. Click update once you have made the appropriate **rule** selections.
3. You may now add IP Addresses to your grant/block list by entering the corresponding IP Address into the **Add more computers** input field located on the bottom of the IP Restrictions page. Enter the IP Address in and click **Add IP Address** to add the IP to the **Except computers listed below** text area. Wild cards may be added to an IP address by adding a *.

A wild card allows you to cover multiple IP addresses with a single entry. Eg. 255.255.255.* would approve 255.255.255.1 , 255.255.255.2 and so on.

To remove an IP address from the list highlight the selected IP address and click Remove.

4. The **Except computers listed below** text area contains a list of all computers (IP Addresses) that are either blocked, or allowed to access your Administration system, depending on the rule selected in correlation to the IP's listed.
For example:

To allow only an Administrator using your PC to access the Admin. system, select the *Deny all computers access* rule, and then add your IP address to the list. This will ensure as per your setup, that only IP's listed will be able to access your Administration system.

Note: If you are connecting to the Internet via a dialup modem, where you have a different IP address each time, IP address restrictions will be less useful. If your IP address is static, for example you have your own IP address at the end of a DSL connection or other router, then you can use IP address restrictions more easily.

WARNING: If you select Deny All Computers access, and do not add an IP address where access is allowed from, ALL access to your admin system will be prevented, including you. If this happens, please contact for further support (*Please note you may be required to purchase a Support Plan for this assistance*).

Admin Users

allintaCMS administration users may have individual security settings allowing one user access to all sections of the allintaCMS Administration System and another user access to one or more sections only.

Add User

1. To **add** a new administrator, click **Add User** from the main **Admin Users** screen.
2. Enter a **username** of up to 15 characters in length, enter a **password** of up to 15 characters in length and verify the password.
3. Now select the sections you would like your new Administrator User to have access to. By selecting a checkbox corresponding to the necessary section name the admin. user requires access to, they will see the selected sections when they log into the allintaCMS Administration system. There are 7 sections within the allintaCMS Administration system accessible via the menus, users that don't have access to a section will not see a link in the menu for the section.
4. When you have entered all your details, click on **Add User** to add the new admin. user. To cancel adding an Admin. User, click **Cancel** button or leave the page by clicking on any of the menu links.

Edit an Admin User

1. To **edit** an Admin User, select the appropriate user account, as listed on the **Admin Users** screen and click **Edit User** from the main **Admin Users** screen, corresponding to the account you wish to edit.
2. From the **Edit User** screen, you may now adjust the Admin User details, in a way similar to setting up the accounts themselves. Modify the **username** and **password** as required.
3. Now modify the sections you would like your Administrator to have access to by selecting or deselecting the checkbox corresponding to the necessary section name the admin. user requires access to.
4. When you are happy with the selections you have made, click **Update User** to update the new details. To cancel making any changes to the Admin. User account, click **Cancel** button or leave the page by clicking on any of the menu links.

Remove an Admin User

1. To **edit** an Admin User, select the appropriate user account, as listed on the **Admin Users** screen and click **Edit User** from the main **Admin Users** screen, corresponding to the account you wish to edit.
2. If no users have been entered you will not see an admin user list.
3. A removal confirmation screen will appear, click **Remove** to remove the selected admin user.
4. To cancel removing a user click the **Cancel** button or leave the page by clicking on a link.

Languages

1. **Languages** allow you to ensure your site content is available in as many different languages as possible.

The entire system is language based, ensuring efficient ability to provide multilingual content, with the user controlling exactly what language the site is presented in at the click of a button.

Click on the **Languages** menu item in the main menu in order to enter the Language management screen.

2. A list of all available languages will appear, with the ability to update current settings as well as remove any languages no longer used on the website.

Add Language

1. After clicking **Add Language**, you will be able to begin adding additional language availability into the system.

The **Auto Language** selection box allows you to populate image, language name, character set and code page attributes prior to you entering in Select Text and other defaults.

You are free to also manually specify these elements if you do not wish to use the defaults provided.

2. After having selected a Auto-Language default, enter the Select Text as required, that will display allowing the user to specify the language they wish to switch to.
3. Click **Add Language** to add the language into the system.
4. Any language marked as **Online** will appear available from the selection window on the site.
5. You will now notice when creating content pages that you are able to select which language the content being entered is classified under. This gives you the ability to offer a full range of content matching the language the customer prefers at the click of a selection box.

Newsletter

1. The **Newsletter** feature allows you to send a bulk newsletter mail-out to all of your site visitors who have signed up to receive your newsletter via email.

The newsletter signup screen will appear at any point you have added the [newsletter] tag to your site content or template.

Click on the **Newsletter** menu item in the main menu in order to enter the Newsletter management screen.

2. A list of all available settings will appear, allowing you to prepare Newsletter content and perform a bulk mailout to subscribers.

To begin, select how the email should be sent. Sending one copy can cause problems in relation to some spam/email filters, so sending out emails in multiples that will be sent to the BCC list can assist in ensuring the email does get through to the recipient.

If customers experience issues receiving your email, ensuring the mails are BCC'd to customers will assist.

3. Next, select how the newsletter email should be sent. You can choose from a *HTML-based email* or *text-based*.
If you have selected HTML, any HTML tags added to the content will format the look of the newsletter.
4. Select who you would like the email to appear from. This is generally a main contact address for your website.
5. Enter the subject, for example January 2006 Newsletter Mail-out.
6. Enter the message you wish to send to your customers in the Message area. Please note, both the subject and message areas contain the ability to use Mail Merge tags, as outlined.

For example, entering in "Hello [firstName]" as the subject will result in the [firstName] field being replaced with each customer first name stored in your database relating to those who have signed up to the newsletter.

7. To preview your Newsletter mail-out, prior to performing a bulk mail-out to your customer base, simply enter your own email address into the *Send test email to* field and click **Send Test**

When you are happy with the result of your test, you may click **Perform Mailout** to send the newsletter to your subscribers.

8. To view a list of all of your current Newsletter subscribers, simply select **Subscribers** from the horizontal sub-menu. From this screen, you are able to update and/or remove subscriber details.

Settings

The following settings are normally configured when installing the allintaCMS. You would not normally need to change these unless modifications have been made.

Encryption

Hash passwords

This performs a one-way hash (encryption) on your allintaCMS Administration passwords, ensuring they are secure – however once the password is hashed there is unfortunately no method of recovering the original passwords.

Once activated all admin passwords will need to be reset if this is deactivated.

Note: This option requires the installation of the PolarCrypto DLL on the web server – you may need to contact your ISP to determine if they will allow this DLL to be installed. Instructions for installation of this component can be found in the *allintaCMS/components/* directory.

This option may only be selected if the DLL is installed.

It is recommended to use this option if possible.

Website Settings

Website URL

Enter the URL of your website to the exact location where the allintaCMS is installed.

For example: <http://www.myWebsite.com/allintaCMS/>

allintaCMS Admin URL

Enter the URL where your allintaCMS Administration System is located.

For example: <http://www.myWebsite.com/allintaCMS/cmsAdmin/>

SSL Settings (Secure Sockets Layer)

SSL allows all traffic between your web browser and the website where the allintaCMS is running to be encrypted prior to being sent across the Internet. This will prevent anyone being able to see the data whilst in transit, and is a good idea if the information is of a sensitive nature. The drawback is that SSL creates a slightly higher overhead both on the server and your web browser client, as each page request and response must be encrypted before transit and decrypted upon receipt.

It is recommended to use the SSL option if possible.

Enable SSL during allintaCMS Admin

Switches the allintaCMS Administration to use SSL whilst you are using the admin system.

Use SSL for all of allintaCMS Administration system

Ensures all communication is in SSL (Secure) mode throughout the whole of the allintaCMS Administration system. This option only applies if Enable SSL during allintaCMS Admin login is selected.

Use SSL for login only

SSL is used for logging in only - all further communication is done via normal unencrypted means. This option only applies if Enable SSL during allintaCMS Admin is selected.

Admin SSL URL

Enter the SSL domain name where the Administration section may load pages securely e.g. <https://www.myWebsite.com/allintaCMS/cmsAdmin/>

Other Settings

Administration system timeout

Entering a numeric value into this field will allow you to alter the system timeout. This will ensure a secure system and can be modified to suit administrator requirements.

Front end menu

Selecting this will keep your front end menu open allowing the user to select any page on your site. When disabled the user must visit the section to see the selected sections sub levels.

Default Page Title

This is the default page title when adding new documents to your site. This will display on the title bar of your web browser.

Default Meta Keywords

These are the default meta-keywords used when adding new documents to your site. They will be included in your web pages in order to make indexing of your pages via search engines more efficient.

Default Meta Description

This is the default meta-description used when adding new documents to your site. This will be used alongside the meta-keywords in order for search engines to rank your pages.

Calendar, Search and Site Map Page Template

The template selected here will be used for the calendar, site map and search page corresponding to the input field selected.

Calendar, Search and Site Map Page Title

This is the page title for the calendar, site map and search page corresponding to the input field selected.

Calendar, Search and Site Map Page Heading

This is the page heading for the calendar, site map and search page corresponding to the input field selected.

Email

Email System

Email System

You can select the email component installed on your server for sending emails from the Email System settings screen. If you are not using CDONTS, please specify your SMTP mail server address for sending mail.

Your hosts will be able to provide you with details in relation to the mail components and services they can offer you, as well as your settings.

If you are using CDOSYS LOCAL, you can specify the pickup directory - if nothing is entered then c:\Inetpub\mailroot\pickup is used (usually correct). If using CDOSYS SMTP you can specify the smart SMTP server to forward mail to e.g. mail.myhost.com - default port is 25, however if you need to specify another use a comma and the port number e.g. mail.myhost.com,9922

Mail Server

Specify the address of your mail server here. Again your hosts will be able to assist you with this address. This will appear similar to ***mailserver.domain.com***.

Email From Address

You can also specify your *Email From Address* globally, ensuring that all emails sent from your site will appear to come from this main address – generally that of the site Administrator or owner.

Newsletter Signup

You can configure all of your Newsletter Signup settings here, including the specific required elements.

Required Fields/Confirmation

Required fields ensure a user must enter/submit certain information such as their *First Name* or *Surname* before they can sign-up to your Newsletter.

You can also configure the whether or not a user must confirm their subscription prior to receiving email by checking the *Require Confirmation* checkbox.

Welcome Email

Selecting the *Welcome Email* checkbox will result in customers receiving a Welcome email message that you can configure (please see next page in relation to setting up this Welcome Email).

Confirmation Email (Newsletter Signup)

The Confirmation Email is what users will receive when they signup to your Newsletter, provided you have selected the *Require Confirmation* setting. This email can be used to confirm a subscription, and prevent unwarranted emails being sent from your site.

Confirmation Email Format

Use the radio buttons to select whether you wish your email to appear in text or HTML format.

Confirmation Subject

The *Confirmation Subject* relates to the text that will appear in the email subject of the Confirmation Email – for example, this could be “Allinta Newsletter Signup Confirmation”.

Confirmation Body

The *Confirmation Body* is the message that will appear to the customer in the email body.

You can also include the listed *Merge Tags* in this Confirmation Body as outlined. These will be dynamically substituted with the real-time information prior to the email being sent.

For example, if someone signs up to your Newsletter named Paul Smith, and you have the *FirstName* Merge Tag in the Confirmation Body such as:

Hello [FirstName], click [confirmLink] to confirm your signup.

This will appear as:

Hello Paul, click here to confirm your signup.

Welcome Email (Newsletter Signup)

The Welcome Email is what users will receive when they signup to your Newsletter.

Settings within this section are the same as those with the Newsletter Confirmation Email, outlined on the previous page.

Utility Languages

The **Utility Languages** section allows you to specify the language settings for your allintaCMS Utility features including the Newsletter, Sitemap, FAQ and Calendar features of your website.

By selecting the corresponding language, you are able to configure all of the page details for your selection, and ensure that you have access to alter the language for all elements of your website, including the page titles, headings, etc. of the standard, non-content pages.

Most of these items are simply generic text statements, such as the word “Go” on the Search Button. You can specifically configure these elements for each language to ensure a consistent look and feel to your website.

Select Language

By selecting the language setting you wish to configure the Utility text for, you will be able to enter corresponding values into the entry fields by clicking the tab corresponding to your desired section, such as *Calendar, Search, Sitemap, etc.*

You can also select the “*On **update**, apply these values to all languages*” option, and any changes you make to each section will be applied globally to the Utility Pages your site users will navigate.

Once you have selected the language you wish to begin configuring the text for, simply select the tab corresponding to the page you wish to alter, i.e. the Calendar tab, and begin entering the text values for the *Calendar Page Title, Calendar Page Heading, etc.* as per your selected language.

For example, selecting the German language option, and then entering “**Kalender**” in the Calendar Page Title will ensure your German site visitors will have no problems navigating and understanding your site.

As soon as a user selects a language other than the default language of the site, all content changes will apply, as well as these new text changes.

Maintenance

As with available updates, administration and database maintenance tasks can be performed from the **main screen** of the allintaCMS Admin system. This allows you to stay on top of the information stored in your database relating to your store visitors and their details. This ensures that your database does not contain any unnecessary, redundant or out of date information, and therefore will always operate as its highest available level of performance.

To perform your database maintenance tasks, select the ***database administration tasks*** link from the main Admin screen.

You will then be able to select the **tables** from your database that you would like to perform maintenance on.

Developer/ASP code integration

Developers who understand Active Server Pages (ASP) are able to build ASP pages, and link these into allintaCMS, ensuring a uniform look and feel to a site, but providing additional functionality.

To begin creating an interactive ASP page, create a copy of the 'blank_dev.asp' from the root level of the allintaCMS installation.

You should also be able to find this on the server where your FTP files have been transferred to, or in the www folder where you installed allintaCMS.

Within this file there variables which must be used and modified to make the new ASP page function with the rest of allintaCMS.

TemplateID assigns a template to your page.

You can use an existing template to ensure your website adheres to a uniform look and feel. Make sure that the **templateID** variable matches the required templateID.

MetaKeywords and **MetaDescription** can be used to add meta tags, being keywords and descriptions to your pages. Assign a comma separated list of keywords or a description to the appropriate **metaKeyword** or **metaDescription** variables.

ContentTitle and **ContentHeading** assigns both a title and heading to the page.

ContentBody is used to assign the page content. Copy all of your HTML content into the **contentBody** variable.

For example:

```
<%
`Start ASP code
templateID = 25
metaKeywords = "allintaCMS, Content Manager, Content Management"
metaDescription = "Easy to use content management software"
contentTitle = "allintaCMS Title Page"
contentHeading = "Welcome to your new allintaCMS"
contentBody = "<table><tr><td>This is some content</td></tr></table>"

`end ASP code
%>
```

Updates

Over time allintaCMS releases newer versions of the software.

You should check with allinta.com periodically to see if there are newer versions available, and make sure you are signed up to the allintaCMS newsletter.