

## Version 1.10 Index

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## CONTENT MANAGER

The Content Manager is the area designated for the management of contents, such as create categories, add new products, preview pages before publishing, etc.

This is the default area you arrive at upon entering a section.

All contents are managed through the use of categories and sub-categories.

Each category can contain multiple items and each item can be associated with multiple attachments such as files (MP3s, PDFs, Word, Real Media, etc.)

Content is managed through a complex hierarchy of sub-categories within categories that forms a tree-like structure.

The top of the tree is referred to as the “top level” and categories that exist on the same plane are referred as being on the “same level”.

The position within the tree is indicated by Present Dir which is displayed on every page.

### Add Category

Basic

Add Category allows users to create a new category.

The name of the category will vary from site to site, and after version 3.00, it is possible to have more than one category type.

The most important field to complete when creating a new category is the “Directory Name”.

Please note that the “**Directory Name**” must contain only characters of the alphabet and/or numbers. The use of spaces and punctuations is not allowed.

After version 3.00, you may also enter Meta information about the category, which is used to tell search engines what information is contained in the category.

“**Meta Title**”– Is the Title of the category and is given the most importance by most search engines. As a rule of thumb, the “Meta Title” should be between 3 – 8 words. The use of punctuation is allowed.

“**Meta Keywords**”– should contain all the keywords that help to describe what the category encompasses. As a rule of thumb, all the keywords/keyphrases should be separated by a comma, and no keyword should be repeated more than 3 times- otherwise it may be marked as being spam by search engines. Creative use of capitalisation and singular/plural of words should be used.

“**Meta Description**”– should contain a brief description of the category. As a rule of thumb, a

sentence or a paragraph should suffice.

For categories that permit the upload of image(s), please ensure that the images are:-

- Jpeg format
- 72 pixels / inch
- RGB Format (not CMYK or Grayscale)

## Edit Category

Basic

Edit Category allows users to edit the details of an existing category.

Please leave the field “**New Directory Name**” blank, if you do not wish to change the “**Directory Name**”.

Please note that the “**New Directory Name**” must contain only characters of the alphabet and/or numbers. The use of the spaces and punctuations is not allowed.

## Remove Category

Basic

Remove Category allows users to remove an existing category.

\*\*\*Particular caution should be taken, because all sub-categories, items and attachments within any sub-categories will also be deleted once removed, it cannot be undone.

## Add Item

Basic

Add Item allows users to create a new item within a category.

Please note that, items can only be added within a category.

The name of the item will vary from site to site, and after version 3.00, it is possible to have more than one item type.

Upon completion, press “Submit”.

After version 3.00, you may also enter Meta information about the category, which is used to tell search engines what information is contained in the category.

“**Meta\_Title**”– Is the Title of the category and is given the most importance by most search engines. As a rule of thumb, the “Meta\_Title” should be between 3 – 8 words. The use of punctuation is allowed.

“**Meta\_Keywords**”– should contain all the keywords that help to describe what the category encompasses. As a rule of thumb, all the keywords/keyphrases should be separated by a comma, and no keyword should be repeated more than 3 times- otherwise it may be marked as being spam by search engines. Creative use of capitalisation and singular/plural of words

should be used.

**“Meta\_Description”**– should contain a description of the category. As a rule of thumb, a sentence or a paragraph should suffice.

For categories that permit the upload of image(s), please ensure that the images are:-

- Jpeg format
- 72 pixels / inch
- RGB Format (not CMYK or Grayscale)

## Edit Item

Basic

Edit Item allows users to edit the details of an existing item.

Please note that it is not necessary to re-upload any associated images, unless the existing one(s) need to be changed.

## Remove Item

Remove Item allows users to remove an existing item.

Particular caution should be taken, because all associated attachments will also be deleted and once removed. This function cannot be undone.

## Publish

Basic

Once all the content management and updates have been complete, Publish will implement those change to be reflected on the site.

Please note that the process may take minutes to complete, so please wait until the page has completely stopped and click “Done” to close the window.

Please note that when users press “Publish”, only the current category and the categories below the current category will be published, but not the categories above or on the “same level”. Hence, to re-publish the entire site, it is necessary to press “Publish” at the “top level”. Refer to above for definition.

## SUPPORT

The Support area allows you to send an email to the Hodfords Support Department, should you require any technical assistance or troubleshooting.

## BILLING

The Billing area allows you to send an email to the Hodfords Billing Department.

## **USERS**

The Users area allows you to manage users and manage access rights for each user. This role is generally carried out by the Administrator.

## **LOGOUT**

Logout allows users to logout from the GUI after use. After each session, it is advisable to logout to avoid any unauthorised access.

## **TEMPLATE EDITOR**

The Template Editor empowers users to manage the templates that govern the display of contents, preview category level pages and edit preferences.

## **SECURITY EDITOR**

The Security Editor allows the authorised users to define which functions are permitted for each access-level.

**- End -**