

## Version 3.10 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.

## Upload CSV

Intermediate

Upload CSV allows users to upload products in batch to a particular category.

First download the database structure by clicking on the item template, to the right of “**Download CSV FORMATTED Template**”. It is advisable to save the file locally first before editing.

The downloaded template can be opened with programs such as MS Excel and subsequently data can be entered onto the template. Once all the necessary data entry have been complete. The file can be uploaded onto AuthorSmith.

Please note that the first row in the original template must not be deleted.

To upload the newly created file, click on “Browse” next to the correct item type.

## 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.

## Move Item

Basic

Move Item allows users to move the selected item into another existing category.

Choose the category where the item should be moved to.

## 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.

## Preview Item

Basic

Preview Item allows users to preview how an item will be appear before being published.

There may be more than one page generated per item and the exact type-setting of the page will be governed by the template of the category in which the item belongs.

The default preview name for displaying the item “page1”.

For more about how to create and manage templates, please visit the Template Editor section.

### **Add Attachment**

Add Attachment allows users to attach an associated file to an existing item.

It is possible to add multiple attachments per item.

When uploading the associated attachment, please note that any file format is acceptable such as PDF, MP3, MPEG or DOC. Please ensure that the file size of the attachment is under the specified “Maximum Upload Size”. The default is 8 MegaBytes.

### **Edit Attachment**

Edit Attachment allows users to edit the details of an attachment.

Please note that it is not necessary to re-upload the actual attachment, if only the associated information needs to be changed.

### **Remove Attachment**

Basic

Remove Attachment allows users to remove an attachment.

Please note with care that once an attachment is removed, it cannot be undone.

### **Publish**

Basic

Once all the content mangement 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.

### Add User

Advanced

To give a new user access to the GUI can be done through this function. "**cmuser**" refers to the login name

"**cmgroup**" refers to the group to which users belongs

"**password**" is the password which the cmuser should enter to login

"**cm\_permission**" can be set either to "No Access" or "Have Access" and refers to whether the cmuser has the privilege to manage users

"**cm\_accounts**" can be set either to "No Access" or "Have Access" and refers to whether the cmuser has the privilege to access the accounts information. For each section of the site, there will be a choice of "No Access" or a pre-defined access level represented by a number. Each number refers to an access-level which may have a different set off privileges within the section. The privileges of each access-level can be defined in "Security Editor" within the section. "0" represents the highest level access to that section.

### Edit User

Advanced

To change the access rights of an existing user can be done through Edit User. Edit User follows all the same protocol as Add User.

### Remove User

Advanced

To completely remove a user from having access to the GUI.

## 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.

## Add Template

Advanced

“Add Template” allows users to create templates within a particular category.

This function should only be used by advanced users who have programming knowledge.

The underlying programming language governing Templates is PHP. For more information about PHP, please visit website (<http://www.php.net/>).

For the pre-defined variables and functions on how to create templates, please refer to the Developers’ Guide.

“**Filename**” refers to the template’s filename, can be arbitrary, but generally should suffixed with .phtml or .php.

“**Output\_filename**” refers the name of the file that would be generated, an example would be : index.html, index.xml or index.wml.

“**Template\_dir\_name**” refers the directory name that would be created within the category to store the output file.

“**Type**” refers to the type of template being created. DIR – refers to templates for category information, PRODUCTS – refers to templates for the display of items, ATTACHMENT – refers to templates for the display of attachments.

“**Multiple**” refers to whether or not multiple pages need to be generated for the template. This option is only applicable to templates for PRODUCTS. When set to “y” - it means that multiple pages would be generated for the display of all the items within the category and when set to “n” – it means that only one page would be generated for the display of all the items within the category.

“**Item\_quantity**” is only valid if the “Multiple” option is set to “y” and refers to how many items would be displayed within each page.

“**Main\_html**” will contain the source codes for template.

## Edit Template

Advanced

Edit Template allows users to make changes to existing templates.

All the rules described in “Add Template” apply.

## Remove Template

Advanced

Remove Template allows users to delete a template within a particular category.

Please note that once removed, it cannot be undone.

## Preview Category

Basic

Preview Category allows users to preview how an item will be appear before being published.

There may be more than one page generated per item and the exact type-setting of the page will be governed by the template of the category in which the item belongs.

The default preview name for displaying the item “**page1**”.

## Global Update Templates

Advanced

Global Update Templates allows users to synchronise all templates to the uploaded template.

This function should not be used under normal circumstances.

## Edit Configuration

Advanced

Edit Configuration allows users to change the configuration and certain preferences of the GUI.

The underlying programming language governing Templates is PHP. For more information about PHP, please visit website (<http://www.php.net/>).

The user using this function should be an advanced user.

## SECURITY EDITOR

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

### Add Security Level

Intermediate

Add Security Level allows authorised users to create a new access-level that defines a set of privileges.

The “top level” is defined as “**level : 0**”and&nbsp;“**level : 1**”refers to all the categories below the “top level”.

Users can define which functions are allowed or not at which level, by selecting “YES” or “NO” next to the particular function.

### Edit Security Level

Intermediate

Add Security Level allows authorised users to edit the privileges of an existing security level.

All the same rules described in “Add Security Level” apply.

### **Remove Security Level**

Remove Security Level allows the a particular Security Level to be removed.

Once a Security Level has been removed, it cannot be undone.

**- End -**