



PageTypes
Content Management System

PageTypes User Guide

System Description

PageTypes Team
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A. Introduction

PageTypes was build and deigned to enable users to easily manage their own websites. PageTypes is easy to use in the design and layout configuration of a custom build website. PageTypes automatically enables the user to concentrate on the most important aspects of website design and that is – the content. PageTypes requires minimal computer skills. The platform is designed for bloggers, publishers, authors and for SME's. PageTypes gives the user the control of his website and does not require HTML specialist or system administrator in order to manage their website content.

However, webmasters and web designers will find it easy to manage and will quickly benefit by the speed that results from the design and building a websites. Web professionals will be able to use already developed functional tools to enable them to focus on the web presentation in order to meet their client requirements.

PageTypes was built to make your life easier. Enjoy.

What is PageTypes?

PageTypes is a Microsoft .NET technology based web platform. We called it PageTypes because it gives you the opportunity and simplicity to create web pages based on predefined page types that we have developed. If you need a News page, Product page, Blog, Image gallery, etc. we have created a selection of templates ready for you to use. All you need then is to start inputting your content.

B. PageTypes subscription – getting started

Q. How can I install PageTypes?

A. Our subscription sign on makes this task simple and is automatically handled by PageTypes.

We have in order to add value to your subscription provided you with a hosted service platform. All you need to do is register and subscribe for a PageTypes package of your choice. The system will install your website and you will be provided with administrative verification.

The PageTypes service offers Web Start, Small Business Web, Professional Web and Advanced Web. Each package contains a variety of page types you can use.

C. PageTypes Architecture

1. Paging structure

The basic unit we use for content presentation is the “page”. Depending on how you wish to input and place your content we provide a selection of distinct page types which determines the functionality of your presentation.

2. Page Elements

URL alias. The URL alias is unique page identifier which is used in URL construction.

Example: If your page alias is “News” then the page URL will be <http://yourdomain.com/News>.

We recommend for SEO purposes that you keep the alias and the page title the same.

Page Content. Page Content takes central place on your website. The administrator creates the content using the HTML editor.

Page Items. Depending on page type you have chosen the page items may represent different predefined structure, logic or workflow. Here is the explanation of the different page types.

Example: If you have news page, every item will represent a news article with title, date, image etc. specific elements; if you have products page, every item will represent a product; gallery page type represents images and so on.

News Item example

News item is presented with image, title, date and description. Using the News page type all the news articles you are writing will have the same style.



The National Insurance Board Press Release on Unemployment Benefit
3/4/2010 7:43:45 AM

Prime Minister the Right Honourable Hubert Ingraham this week approved the request from the National Insurance Board (NIB), to close out the interim phase and begin the next, permanent phase of the Unemployment Benefit with effect from June 1, 2010. His authorization is in accordance with the Unemployment Benefit...

Product Item Example

Product item with image, title, ecommerce (price, in stock info, add to cart, add to favorites) and description etc.

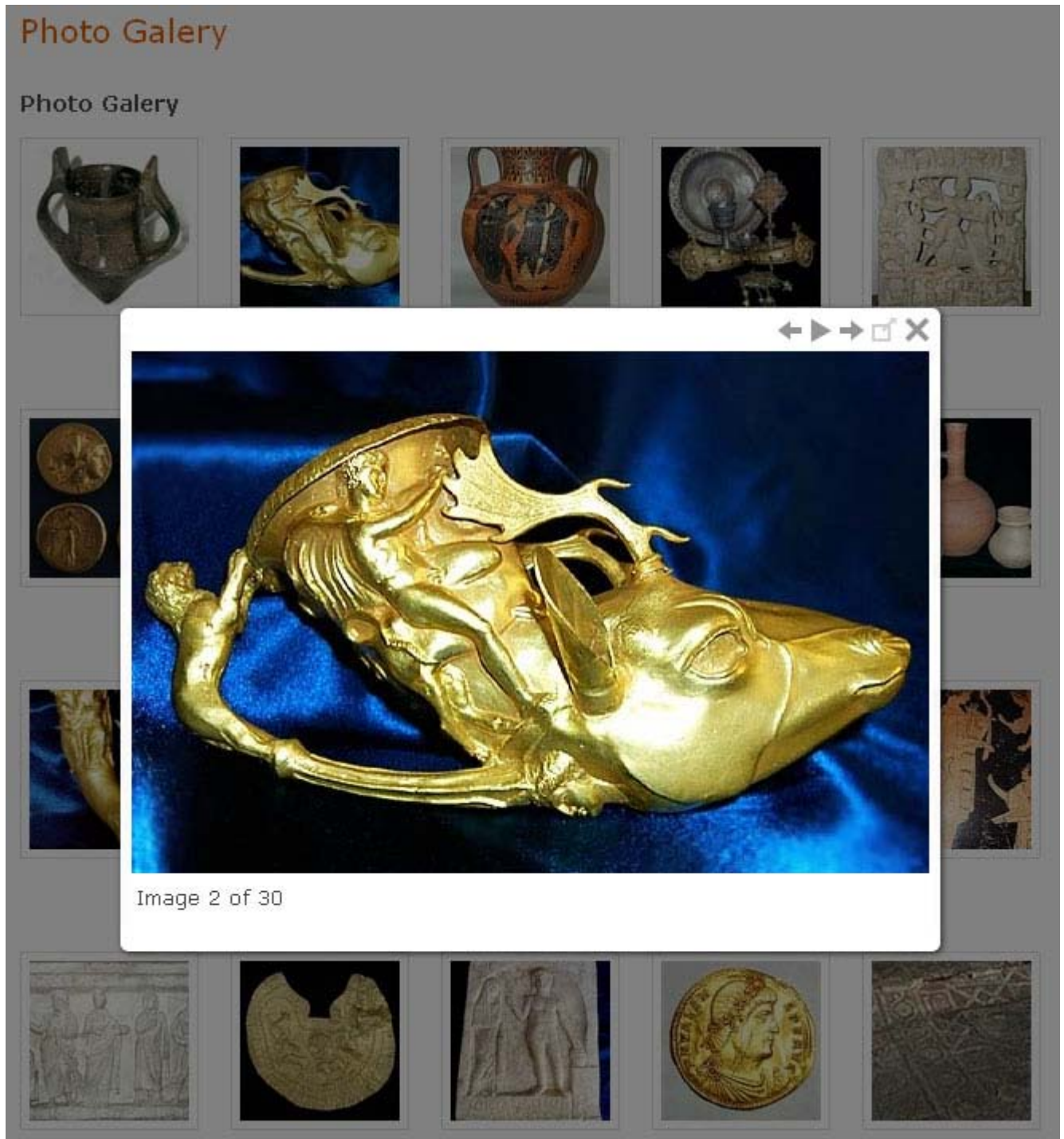


Multicolored Splash Silk Scarf in Green and Blue with Silver Accents
Price: \$65.00
Available for you to buy

Add To Favorites   Add to Cart

100% Crepe de Chine silk scarf featuring a multicolored splash in hues of green and blue, with silver accents. Size: 14"x 72" (35 cm x 183 cm).

Image Galley Item Example



There are 24+ page types available. Depending on what information you need to present you can find the appropriate page type.

- Content
- News
- URL
- Search
- Site Map

- Events
- Contact Form
- Guest Book
- Poll
- Quick Links

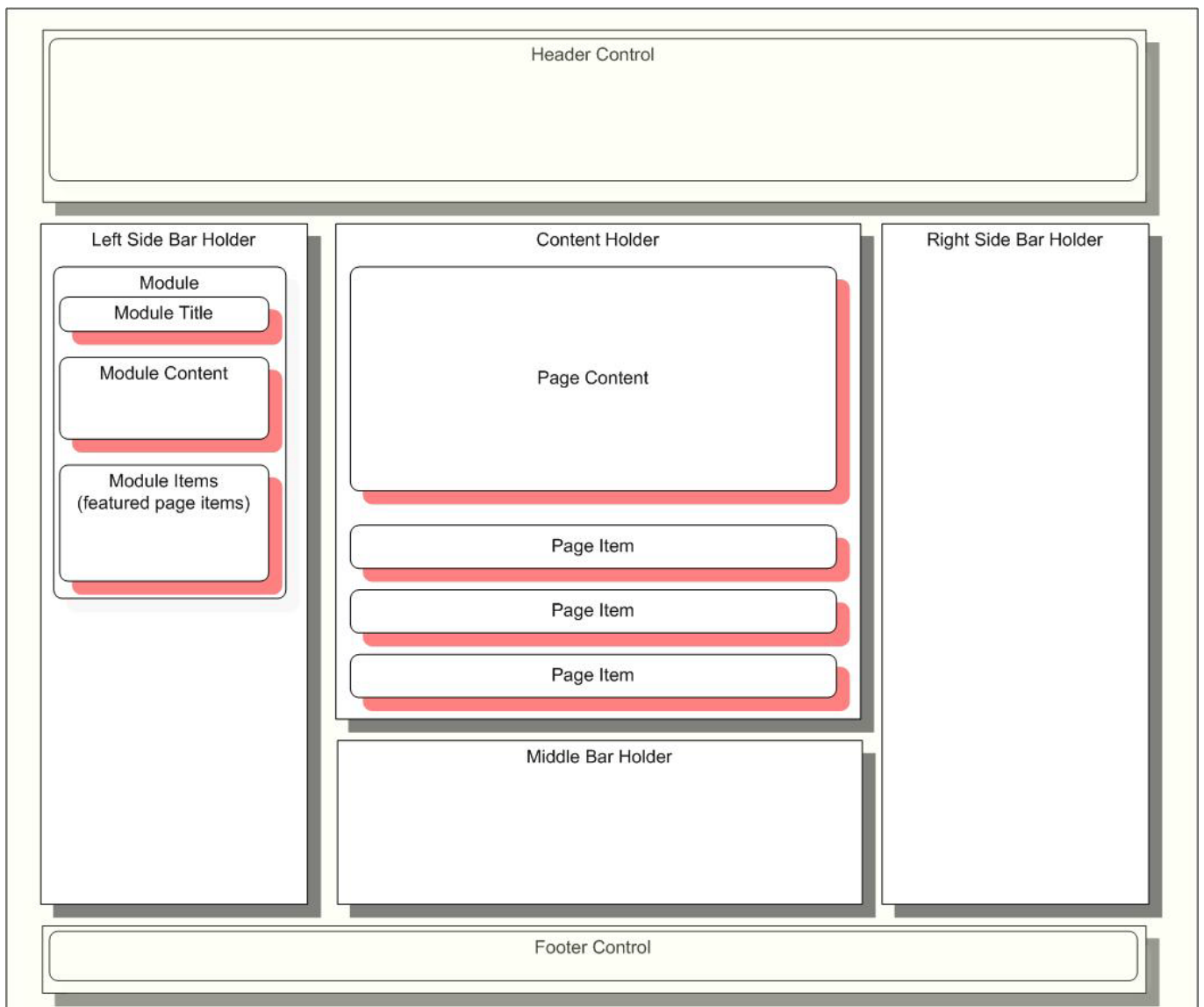
- Form Builder
- Image Gallery
- Products
- Services
- Catalogue

- Blog
- Banners
- Categories
- ecommerce
- Newsletter

For detailed information about each page type functionality and presentation refer to the related page type documentation.

“Quick Access Module” a.k.a. the Module. Each page has a module. The module is designed to represent aspects of the page content and items. The page module can be connected to any other page layout where it will display the featured information allowing fast access to the page.

Example: If you want to display the latest news or most commented news on your home page just attach the news page module to the home page layout.



Layout structure diagram

3. Layout structure:

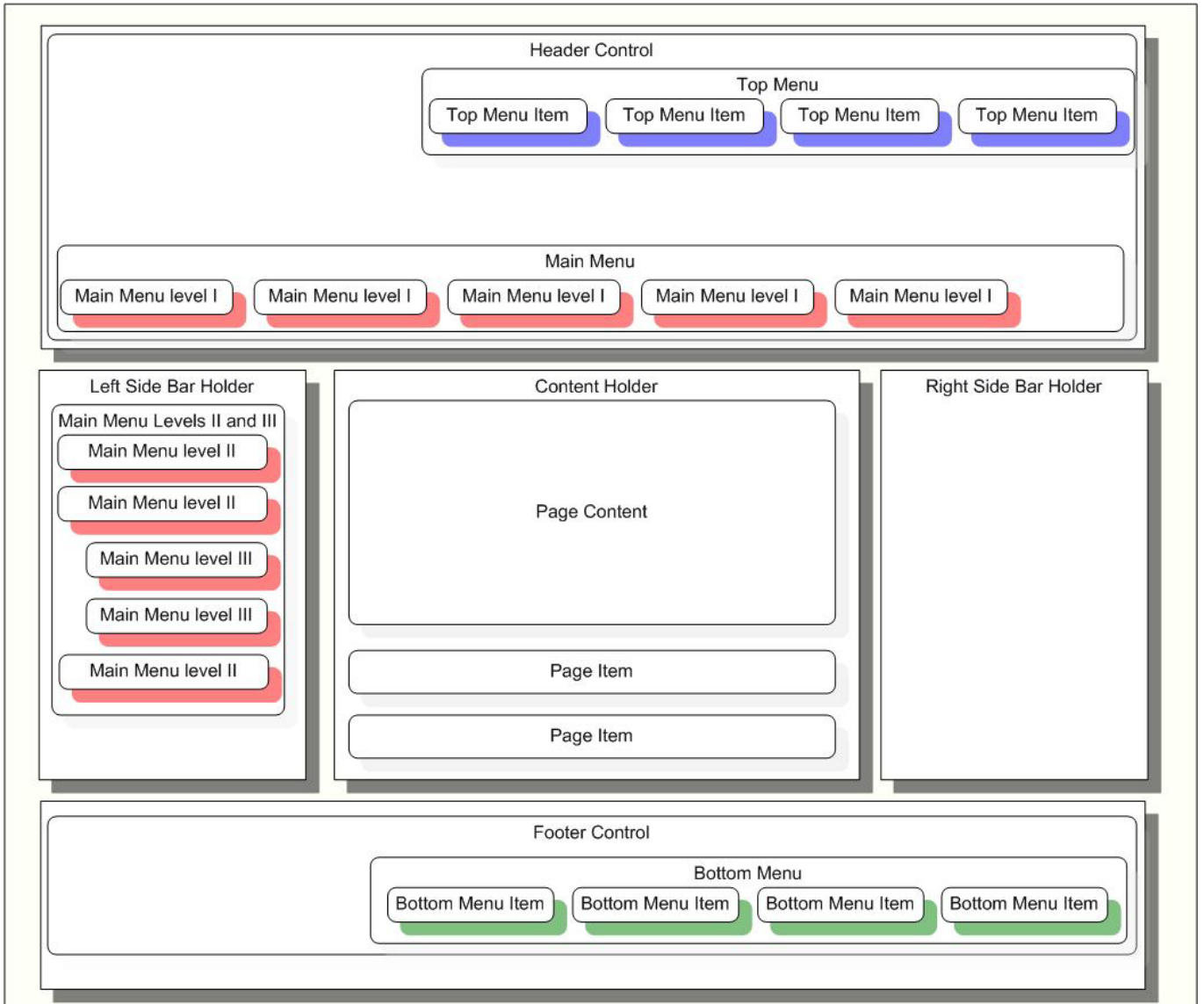
Your PageTypes website may have different layouts of your choice. **Layouts** are based on content and **side bar** combinations. Each **page** can be attached to a **layout** and also each **page type** can be attached to **layout**. Attaching a page type to a layout means all the pages of this type will use the attached layout.

The layout also determines which page **modules** will be displayed in the **middle bar** or **side bars**. You can attach any page module in the middle bar or side bar. You are also able to change the modules position.

Page layout display sequence: If the page does not have layout attached the system will check if the corresponding page type has. If the page type does not have a layout attached, the system will display the page with the website default layout. The website default layout is the home page layout. The default layout can always be changed but it cannot be deleted.

4. Menu structure

Each **page** can be attached to a **menu**. There is no limitation how many times a page will appear on the menu i.e. a page can be attached to the menu several times and in different positions.

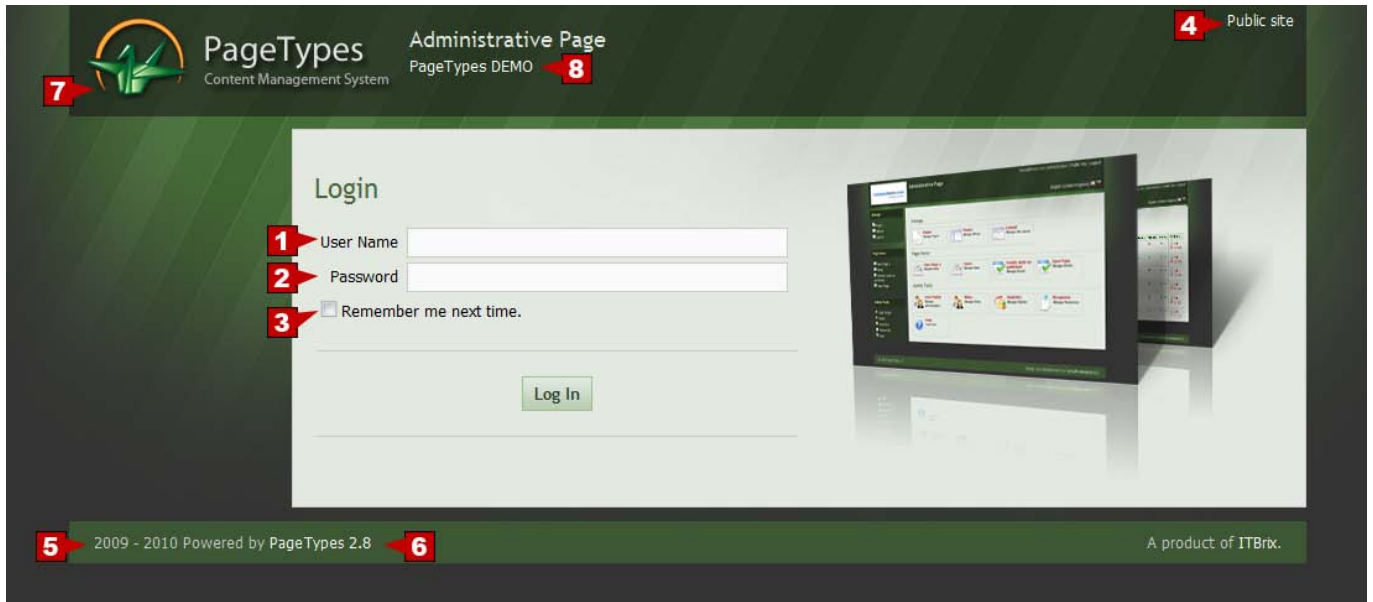


Menu structure diagram

D. PageTypes Administration

1. Login PageTypes administration

PageTypes administrative website is located at www.yourdomain.com/admin. The system will prompt for login credentials.



- 1** → **User Name** - Enter your username.
- 2** → **Password** - Enter your password.
- 3** → **Remember me next time** - If you check this your browser will remember your login verifications.
- 4** → **Public site** – link to the public website.
- 5** → **PageTypes subscription start year – current year**
- 6** → **PageTypes version** – automatically updated.
- 7** → **PageTypes Logo**
- 8** → **Your Client ID** (company name)

2. Dashboard and toolboxes

PageTypes Content Management System

Administrative Page
PageTypes DEMO

svetlio@consultcommerce.com (Administrator) | Public site | Logout

English (United States)

1 Manage

- Pages [Add Page]
- Menus
- Layouts
- Header & Footer
- Themes & CSS

2 Pages, Items & Types

- Banners
- Contact Form
- Blog
- Image Gallery
- Categories
- ecommerce
- Catalogue

3 Admin Tools

- All Comments
- Administrators
- Languages
- Resources
- System settings
- Help

4 Manage

- Pages** Manage Pages
- Menus** Manage Menus
- Layouts** Manage Site Layout
- Header & Footer** Manage logo, header and footer
- Themes & CSS** Manage themes and CSS files

2 Pages, Items & Types

- Banners** PageType 'Banners' - Page, Items & Settings
- Contact Form** PageType 'Contact Form' - Page, Items & Settings
- Blog** PageType 'Blog' - Page, Items & Settings
- Image Gallery** PageType 'Galleries' - Page, Items & Settings
- Categories** PageType 'Categories' - Page, Items & Settings
- ecommerce** PageType 'eCommerce' - Page, Items & Settings
- Catalogue** PageType 'Catalogue' - Page, Items & Settings

3 Admin Tools

- All Comments** Manage All Comments
- Administrators** Manage administrators
- Languages** Manage Cultures
- Resources** Manage Resources
- System settings** Manage System Settings
- Help** View Help

2009 - 2010 Powered by PageTypes 2.8

A product of ITBrix.

1 Manage toolbox

- 1.1. Pages
- 1.2. Menus
- 1.3. Layouts
- 1.4. Header and Footer
- 1.5. Themes and CSS

2 Pages, Items and Types – quick access to page items.

3 Admin tools

4 Active User ID

5 Active Language Selection

6 Logout

1 All Comments

2 Administrators

3 Languages

4 Resources

5 System settings

6 Help

3. Installation Setup

Before you start creating your content we highly recommend that you follow our quick installation setup steps:

Create a new administrative user and delete the service user you have been provided. For details refer to **administrators** section in this document.

Setup your company name (website title). Refer to **system settings** section.

Configure SMTP mail server your website will use to send email notifications. Refer to **system settings** section.

4. Create page [add page]

First step – select page type

The screenshot shows the PageTypes administrative interface. The top navigation bar includes the PageTypes logo, the text 'Administrative Page PageTypes DEMO', and user information 'svetlio@consultcommerce.com (Administrator) | Public site | Logout'. The language is set to 'English (United States)'. The left sidebar contains three main sections: 'Manage' (Pages, Menus, Layouts, Header & Footer, Themes & CSS), 'Pages, Items & Types' (Banners, Contact Form, Blog, Image Gallery, Categories, ecommerce, Catalogue), and 'Admin Tools' (All Comments, Administrators, Languages, Resources, System settings, Help). The main content area is titled 'Pages' and is divided into two panels. The left panel, 'Page Types', shows a tree view of available page types, with 'ContactForm' selected and highlighted by a red arrow labeled '1'. The right panel, 'Description', provides details for the selected page type, including a 'Description' section and a form for creating a page item. The form includes fields for 'Name*', 'E-mail*', 'Subject', and 'Note*', along with a CAPTCHA image and a 'Submit' button. A red arrow labeled '2' points to the 'Description' section.

1 Page types list – displays all available page types.

2 Page type description – when you select a page type from the list a short page type description will appear on the right side.

Second step – create content

The screenshot shows the 'Second step – create content' form in the PageTypes editor. It includes the following fields and controls:

- URL:** Edit-alias-733-en-US
- Alias:** Allowed characters (alphanumeric, '-' and '%')
- Title:** Edit title
- Icon:** A text input field with a 'Browse...' button. Below it, a note states: 'Formats (.jpg, .gif, .png), recommended size (13x13 px)'.
- Content:** A rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color, text color, text size, text style), alignment, and list creation. The editor is currently empty.
- Bottom Bar:** Three tabs: 'Design' (selected), 'HTML', and 'Preview'.

The **URL alias** is unique string used in the page URL construction.

Example: If your page alias is “News” then the page URL will be <http://yourdomain.com/News>.

It is recommended to keep the page title and alias the same. This will benefit your SEO performance and ranking. Each page must have its own unique URL alias. Also the URL alias cannot contain any special symbols, only dash “-” and percentage “%” are permitted.

The browse-upload **Icon** control gives you the ability to create themed icons for your pages (optional). The icon will always be displayed in the menu where the page is attached.

Now create your **content** using the PageTypes HTML editor.

Page **publishing** setup. In order to make your page public you need to publish it first. The publishing control allows several options.

1. By default it takes the current date and time so when you save your page it will be accessible immediately.

Example:

Customer Login | Sitemap

The screenshot shows the 'Publishing' control interface with the following options:

- Publishing:** A section header.
- Not Publish
- Publish
- Start Date:** A text input field containing '2/5/2009 7:30 PM', with a calendar icon and a clock icon to its right.
- End Date

2. However, you can set up a **start date** when you want your page to appear on the website. PageTypes will display the page on the public site based upon the date and time that you entered.
3. You can also specify the **end date** when you wish for the page to be removed.
4. If you save your page in “not published” the page will be treated as a draft document and will not be accessible from the public site.

When your page content is ready click: “save”.

Additionally you may need to create items on your page depending on the page type you are using. How to create these items and what is their functionality; refer to specific page type user guide.

You may also need to show your new page in the website menu structure. Refer to the next chapter **Menus**.

Here we will explain how you can prepare your page **module** so you can feature some content or items from your current page. Each page has a quick access module. The module is designed to represent featured page content and items.

Content

Module Items

	Title	Number of items	Move	Active	Edit
	Featured	3	↓ ○	✓	Edit
	Last Commented	3	↓ ↑	✗	
	Most Commented	3	↓ ↑	✗	
	Max Rated	3	↓ ↑	✗	
	Most Viewed	3	↓ ↑	✓	Edit
	Tag List	3	○ ↑	✗	

The "Edit" button is invisible when there is no corresponding setting assigned for the current page or for the current page type

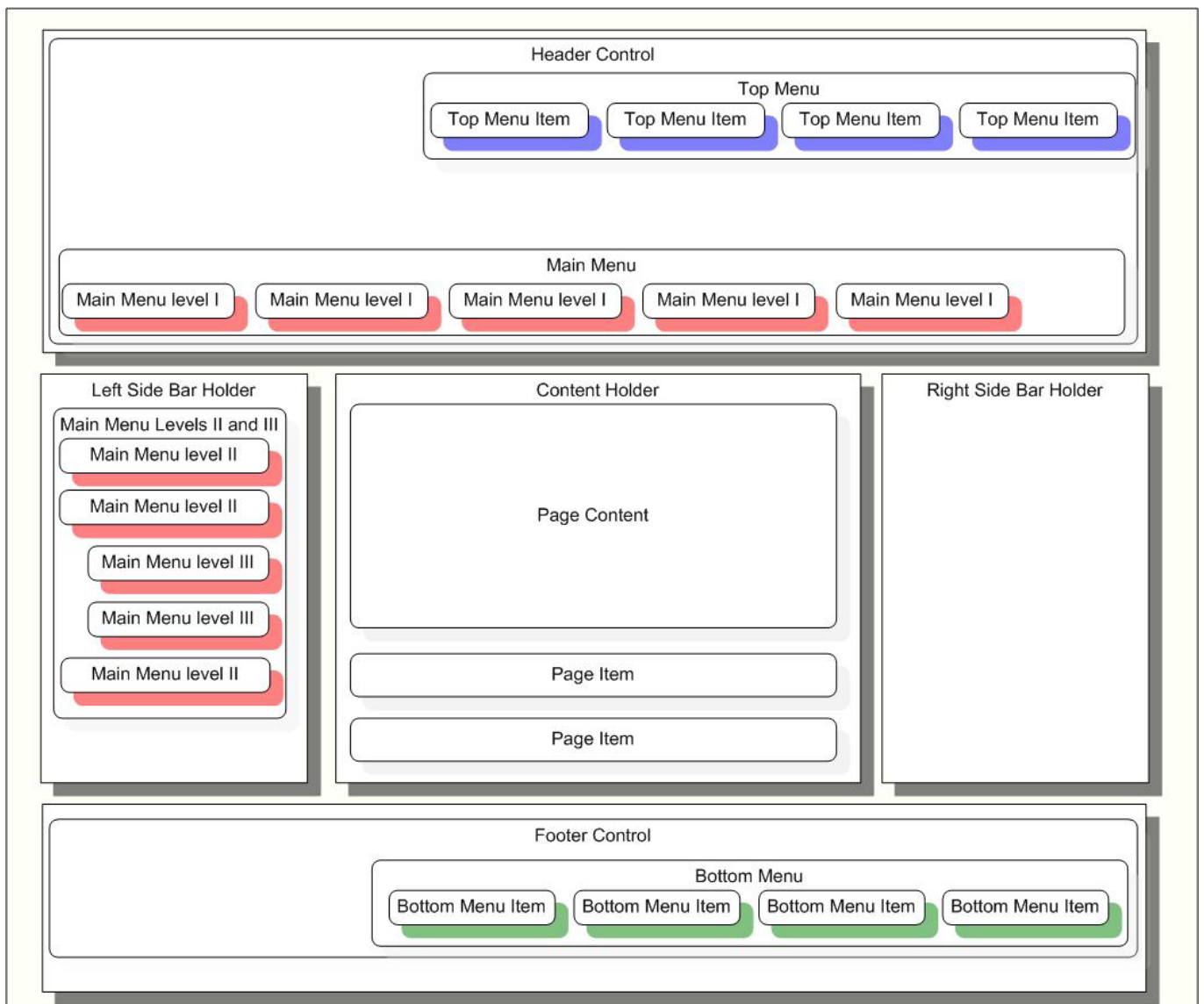
Clicking the module tab you will be presented with the HTML editor where you can write text, insert pictures, create links etc. Also below the HTML editor you will find available the items display methods. Using the methods you may add different items to the module where the items will be extracted automatically from the page.

Example: If you have a News page (page of type News) you may want to display the last three manually featured news items and, let's say, three of the most visited news articles. Then you need to configure your module like it is shown on the picture below.

How and where you attach your module refer to the **layouts** chapter in this document.

5. Menus – attaching pages to the menus

Now you have created your first page. In this section we will describe how you navigate to your pages on the public site. The system has three predefined menu positions Top, Main and Bottom.



Menu positions on the public site.

The top and the main menus have multi level menu trees. The lower levels are displayed in the left side bar. The bottom menu is a single level menu only. If there are more levels attached, they will not be displayed.

If you have published the page it is already accessible from the URL. To improve and provide better navigation to your website, we will show you how you can attach a page to the menu.

When creating or editing your page you will notice a quick Menu access tab. This tab allows you to quickly attach to the menu whilst editing or creating the page content. If you do not plan to attach your page to the menu you are able to do this later from the Menu functionality feature in the **Manage toolbox**.

Attaching page to Menu using Quick Menu access tab

The sub tab level displays available menu positions - Top Menu, Main Menu and Bottom Menu.

Select the menu which shows the menu position your page needs to appear on. The selected Menu Tree will then be displayed.

If you need your page in the first root level just click  **Attach Current Page** button. If you need to add your page in a sub level, select the node your page will attach UNDER and click  **Attach Current Page** button.

You can also organize page position by clicking  **Move Up** or  **Move Down** buttons.

Note: Move Up and Move Down buttons work within the parent element. You can move the selected page within its parent node.

Attaching page to Menu using Manage toolbox / Menus

Sub tab level displays available menu positions - Top Menu, Main Menu and Bottom Menu.



Main Menu

Top Menu Main Menu Bottom Menu Settings

Menu Tree

Action

Move Up Move Down Detach Edit Page

Main Menu

- Content
- Blog
- Catalogue
 - Contact Form
 - Contact Form
 - Image Gallery
 - Sitemap

Pages

	Title	Status	Attach	Edit
	Banners		Attach to Menu	Edit Page
	Blog		Attach to Menu	Edit Page
	Catalogue		Attach to Menu	Edit Page
	Home		Attach to Menu	Edit Page
	Image Gallery		Attach to Menu	Edit Page
	Search		Attach to Menu	Edit Page
	Sitemap		Attach to Menu	Edit Page

Item 1 to 11 of 11

Page: 1 of 1 Go Page size: 11 Change

Legend

Publishing: Published Published from Date to Date Published from Future Date Not Published Publish Expired

Select menu depending on which public website position your page needs to appear. The selected Menu Tree will be displayed along with all available pages on the right hand side.

In order to attach the page to the menu, select the node where you want the page to be attached and click **Attach to menu** link on the particular page row. The page will be attached to the last position in the node selected.

In order to adjust the position inside the node use **Move Up** and **Move Down** links in the action toolbox.

In order to remove page from the menu select the page from the tree and click **Detach** link.

From the **Settings tab** you can control how the menu will display the icons in the front of the page title and also the icons size. In order to display icons the pages must have icons uploaded first.

6. Layouts

PageTypes supports several different layouts based on content and sidebars positions. The system initially starts with one default layout attached to the home page. If you do not specify additional layouts, the system will use this layout for all of your pages.

Crating new layout

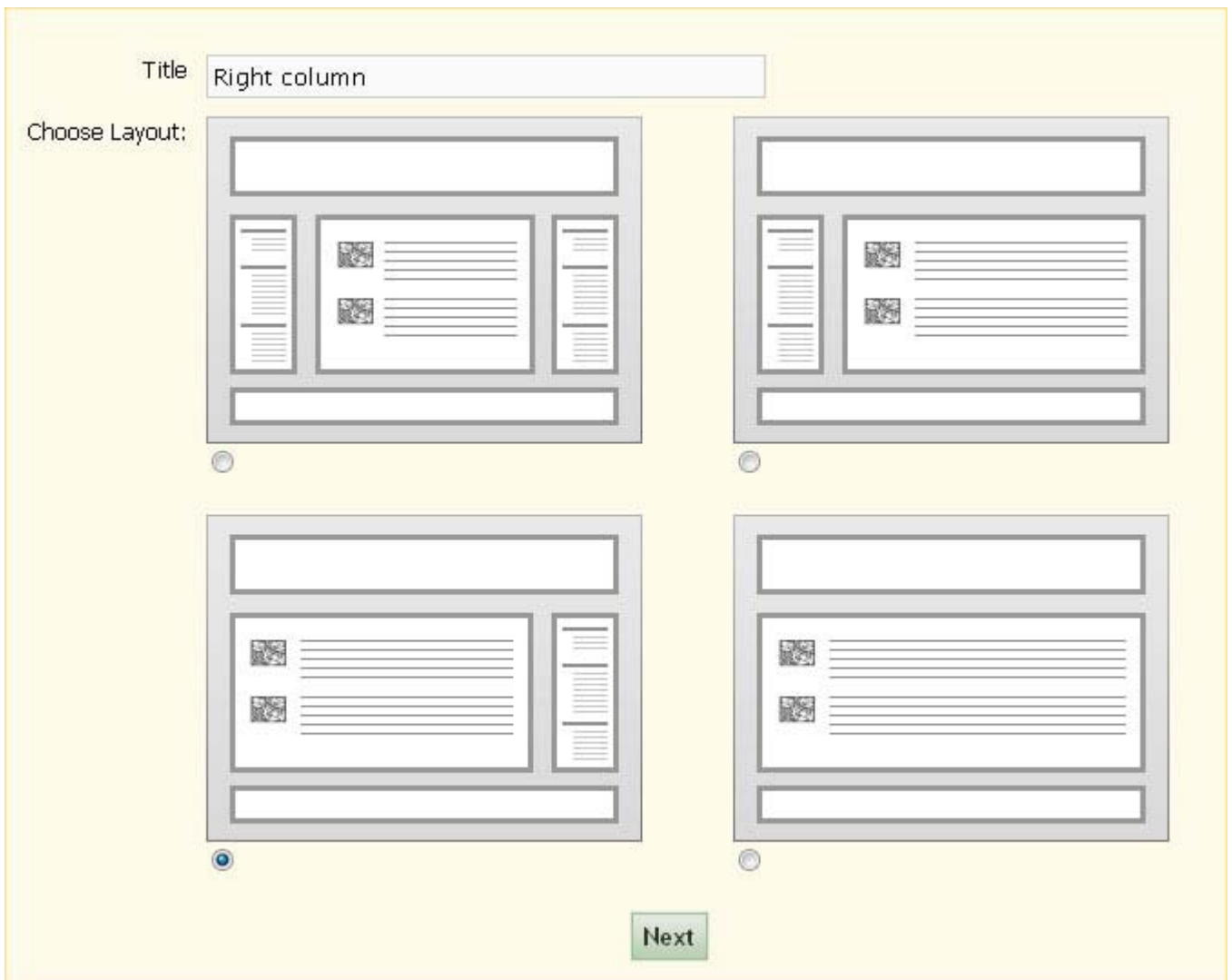
Layouts

[Add New Layout]

Title	Preview	Page Types	Pages	Modules	Edit	Delete
Left column		 Manage 'Page Types'	Home Manage 'Pages'	 Modules		
Right Column		 Manage 'Page Types'	 Manage 'Pages'	 Modules		
Left-Right Columns		 Manage 'Page Types'	 Manage 'Pages'	 Modules		

Click **Layouts** from the Manage toolbox. All existing layouts will be displayed in a grid.

Click [**Add New Layout**] above the layout grid.




First step - Select the layout structure, give it a title and click **Next**.

Second step - Attach the modules. Layout also determines which page **modules** will be displayed in the middle bar or side bars. In this step the system will display a schematic layout structure where you can attach different page modules to the layout you have created. You can attach any page module in the middle bar or side bars. You can also change the modules position.

You can also specify the header and footer for the layout. By clicking [Add header] or [Add footer], the system will display all available headers or footers so you can choose and attach what is required.

How to configure multiple header and footer requirements, refer to **header and footer** chapter below.

If you miss something on this step you can come back later and make the changes by clicking the  **Modules** link in the layout grid.



Layouts

[\[Back\]](#)

Add/Edit Featured Modules for 'Right Column ' layout

You have successfully saved 'Right Column ' layout.

Title	Change	Remove
No records to display.		
[Add Header]		

Page content

Page Items

Title	Move	Remove
No records to display.		
[Add New]		

Title	Move	Remove
No records to display.		
[Add New]		

Title	Change	Remove
No records to display.		
[Add Footer]		

Click **[Back]**.

Attaching page to layout. Attaching page type to layout.

In the main layout grid click “manage pages” or “manage page types” in order to attach page or page types to the layout. “Manage pages” will display all the pages you have created so far, so you can select and attach.

Attaching page type to layout means all the pages of this type will use the layout attached.

The page layout display sequence: If the page does not have a layout attached the system will check if the corresponding page type has. If the page type does not have a

layout attached, the system will display the page with the website default layout. The website default layout is the home page layout. The default layout can be changed but cannot be deleted.

7. Header and footer

Site Logo

The screenshot shows the administrative interface for PageTypes. The top navigation bar includes the PageTypes logo, the text "Administrative Page PageTypes DEMO", the user email "svetlio@consultcommerce.com (Administrator)", and links for "Public site" and "Logout". The language is set to "English (United States)".

The main content area is titled "Site Logo, Page Header and Page Footer" and contains three tabs: "Site Logo", "Page Header", and "Page Footer". The "Site Logo" tab is active and contains the following settings:

- 1** Site Logo tab
- 2** Page Header tab
- 3** Page Footer tab
- 4** Site Logo Alternate Text:
- 5** Site Logo: Browse...
- 6** Delete Image:
- 7** Site Logo Redirect URL:

Informational text below the settings:

- 8** Site logo image will be placed in the top left header corner.
- 9** Tip: If you upload bigger image it can take all the header width and overlay the default header background. Header width depends on the current theme.

Below the settings, there is a section for "Enable Search Bar" and "Enable User Bar".

- 8** Enable Search Bar
- Enable User Bar (Add page from PageType 'User Portal'.)

Below this, there is a section for "Favicon".

- 9** Favicon: Browse...
- File type: *.ico. Recommended size 16x16

Informational text below the Favicon settings:

- 9** This image is displayed in the browser's address bar and next to the page's name in a list of bookmarks. Browsers that support a tabbed document interface typically show a page's favicon next to the page's title on the tab.

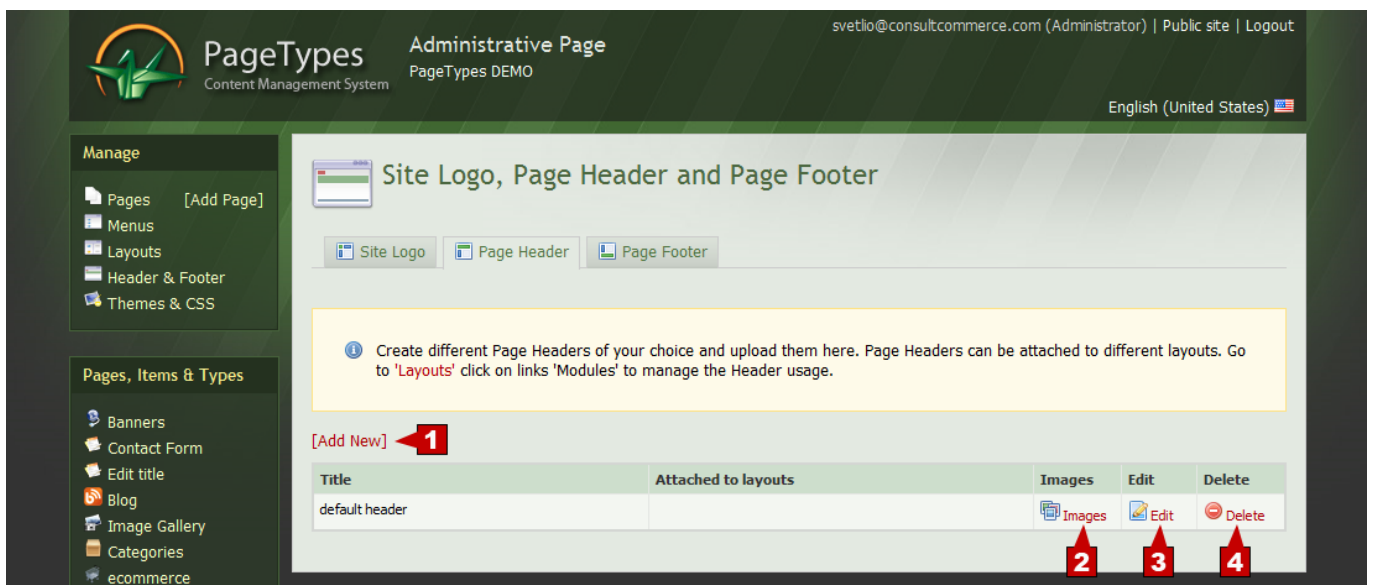
An "Update" button is located at the bottom right of the main content area.

- 1** Site Logo tab
- 2** Page Header tab
- 3** Page Footer tab

- 4 ➔ **Site Logo alternative text** – sets logo image “alt” attribute (alternative text).
- 5 ➔ **Site logo** – browse/upload logo image.
- 6 ➔ **Delete Image button**
- 7 ➔ **Site logo redirect URL** – set up URL where the logo image will link to. It is set to the website home page by default.
- 8 ➔ **Enable Search Bar / Enable User bar** – toggles user and search bars in the website header.
- 9 ➔ **Favicon** – upload favicon.

Page Header

The page header may contain images and or flash media, which will be changed on every page loaded. The header image or flash is displayed below the main menu taking the whole public website width.



You can separate your pages, creating different headers for each category. For example your blog may have more than one header image, whereas your products page may have a completely different one.

How to attach headers to pages or page types refer to the **layouts** section above.

- 1 ➔ **Add new** – creates new header instance.
- 2 ➔ **Images** – upload header images or flash.
- 3 ➔ **Edit** – edit header title.
- 4 ➔ **Delete** – delete header.

Page Footer

The footer content is created in the HTML editor. The footer content takes the whole public website width and it is below the page content and above the bottom menu. Using the footer functionality you can create specific content which can be displayed on more than one page. Also you are able to create additional navigation with useful links which can be attached to your pages.

PageTypes Administrative Page
Content Management System PageTypes DEMO

svetlio@consultcommerce.com (Administrator) | Public site | Logout

English (United States)

Manage

- Pages [Add Page]
- Menus
- Layouts
- Header & Footer
- Themes & CSS

Pages, Items & Types

- Banners
- Contact Form
- Edit title
- Blog
- Image Gallery
- Categories
- ecommerce

Site Logo, Page Header and Page Footer

Site Logo Page Header Page Footer

Create different Page Footer of your choice and upload them here. Page footers can be attached to different layouts. Go to 'Layouts' click on links 'Modules' to manage the Header usage.

[Add New] **1**

Title	Attached to layouts	Edit	Delete
default footer		Edit	Delete

3 **4**

How to attach footer content to pages, refer to **layouts** chapter above.

- 1** **Add new** – creates new footer instance.
- 2** **Edit** – edit footer title and content.
- 3** **Delete** – delete footer instance.

8. Themes and CSS

Themes

PageTypes installations come with a variety predefined design themes you can choose from. Review the themes by clicking the thumbnails.

By clicking “set current” link the system applies the selected design theme to your public website.

The screenshot shows the PageTypes administrative interface. The top header includes the PageTypes logo, the text "Administrative Page PageTypes DEMO", the user email "svetlio@consultcommerce.com (Administrator)", and the site name "Public site | Logout". The language is set to "English (United States)".

The main content area is titled "Themes & CSS" and has two tabs: "Themes" (marked with a red callout box 1) and "User Themes" (marked with a red callout box 2). Below the tabs is a table of themes:

Thumbnail	Title	Description	Current	Download
	PT_basic-blue		✓ Current	Download
	PT_basic-dark		✓ Set Current 3	Download 4
	PT_basic-gray		✓ Set Current	Download
	PT_basic-green		✓ Set Current	Download
	PT_basic-red		✓ Set Current	Download
	PT_rounded-gray-green		✓ Set Current	Download

You may also download the theme and customize it. The downloaded pack will contain all the style sheets and images your theme requires.

- 1 **Themes** – system predefined themes.
- 2 **User Themes** – custom user themes.
- 3 **Set Current** – applies selected theme on the website.
- 4 **Download** – download the theme pack for review/edit.

User Themes

You must be familiar with HTML and CSS so that you can create your own design theme or make changes to the existing theme you are using. When creating a new theme keep the existing folder structure in order to have the core CSS system file active. When adding the new theme, archive your files in ZIP format. Include the folders in the ZIP file. Upload the archive.

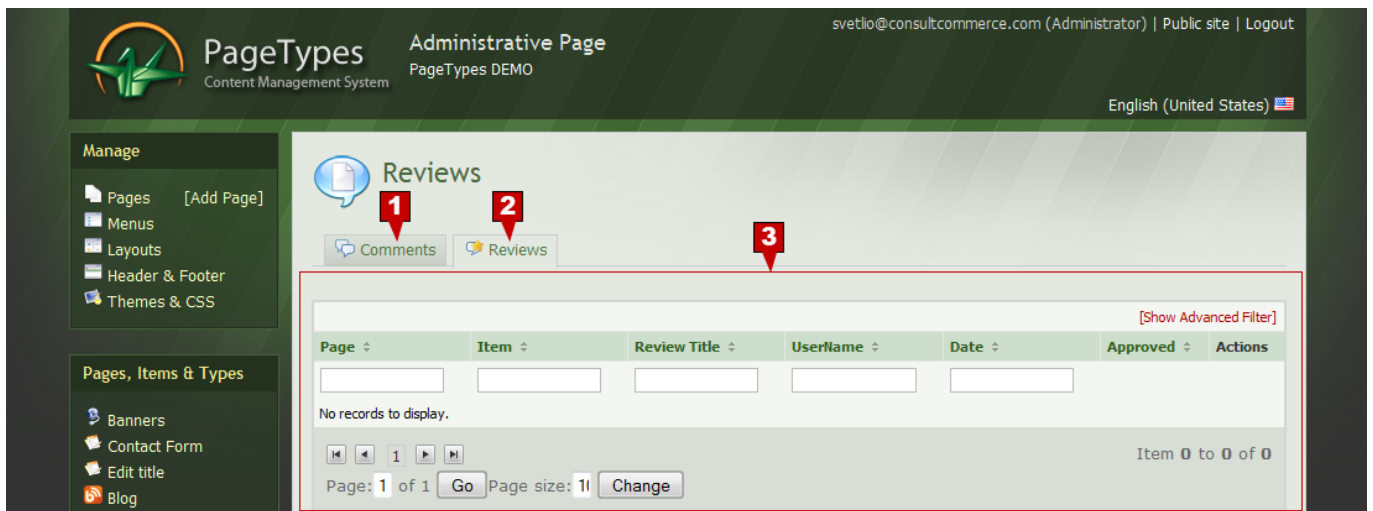
The screenshot shows the 'Themes & CSS' administrative page. At the top, there's a header with the PageTypes logo, 'Administrative Page', and user information. A sidebar on the left contains navigation menus. The main content area has a 'Themes & CSS' title and two tabs: 'Themes' and 'User Themes'. Below the tabs is a yellow information box with three numbered instructions. A table below that lists themes with columns for Thumbnail, Title, Description, Current, Download, Files, Edit, and Delete. Red arrows and numbers 1-6 point to specific elements: 1 points to the '[Add Theme]' link, 2 to the '[Clear CSS Cache]' link, 3 to the 'File Explorer' icon, 4 to the 'Edit' icon, 5 to the 'Delete' icon, and 6 to a 'click here' link in the bottom information box.

Thumbnail	Title	Description	Current	Download	Files	Edit	Delete
	Client Custom Theme		✓ Set Current	Download	File Explorer	Edit	Delete

- 1** ➔ **Add theme** – upload new theme pack.
- 2** ➔ **Clear CSS cache** – clears server's cache.
- 3** ➔ **File Explorer** – preview / edit theme pack file by file.
- 4** ➔ **Edit** – edit theme title and description.
- 5** ➔ **Delete** – deletes the theme.
- 6** ➔ **Review Core CSS** – displays the core CSS. Advanced users will find this helpful in order to define class inheritance.

9. Comments and Reviews

“Comments and reviews” is an administrative page that collects all comments and reviews from the public site. The comments and reviews are separated into two grids which specify, when and who wrote the comment or review.



1 → **Comments tab**

2 → **Reviews tab**

3 → **Reviews grid** - contains all user reviews specifying when and where (which item) the review has been written.

You can filter within the grid by date, user, page or item in order to locate the comments you need. This functionality allows you to view, edit comment and get comment approval. The approved comments and reviews will appear on the public website.

10. Administrators

Administrators

In this chapter you can create and manage administrative accounts. Here you can create roles and access rights.



Administrators

[Administrators](#)[Manage Roles](#)[User Groups](#)

Admin users (5)



Inactive (3)

Admin users

[\[Add New\]](#)[\[Show Advanced Filter\]](#)[Export To Excel](#)

User Name (Email)	Creation Date Last Activity	Roles	Rights	Orders	Edit	Inactivate
<input type="text"/>						
ivan@ivan.com Ivan Stefanov	2/12/2008 1:44 PM GMT 6/15/2010 12:37 PM GMT	Roles	Rights	Orders Favorites	Edit	Inactivate
svetlio@consultcommerce.com Svetoslav Todev	9/19/2008 7:47 AM GMT 4/21/2010 6:46 AM GMT	Roles	Rights	Orders Favorites	Edit	Inactivate
george@consultcommerce.com George Athannassov	3/12/2008 9:36 PM GMT 4/20/2010 1:59 PM GMT	Roles	Rights	Orders Favorites	Edit	Inactivate
dancho@consultcommerce.com Dancho Yordanov	5/3/2010 11:57 AM GMT 6/15/2010 1:00 PM GMT	Roles	Rights	Orders Favorites	Edit	Inactivate
ddyulgierski@consultcommerce.com Dimitar Dyulgierski	9/17/2008 8:35 AM GMT 6/15/2010 12:48 PM GMT	Roles	Rights	Orders Favorites	Edit	Inactivate

The administrators are displayed in a grid where you can filter the username.

Export to Excel spreadsheet.

Edit users.

Adding a new user is a simple process where “Nickname”, “User Name” and “First Name” are the only required fields. The Nickname is also used in the URL alias so that the users can easily navigate to their profile on the public site. As far as the Nickname is concerned within the URL, it cannot contain special characters except for dash “-” or percentage “%”. The User Name should be a valid email address. The system will use this address to send all the communication required. The User name is a login credential.

Additionally you can upload avatar images, join groups or assign another administrative role. If you do not specify the user roles on this step return and click **roles**. If you wish to make changes to the user profile click on **edit**.

Nickname *

Allowed characters: alphanumeric, '-' and '%'

User Name (Email) *

First Name *

Last Name

Avatar

Password

Confirm Password

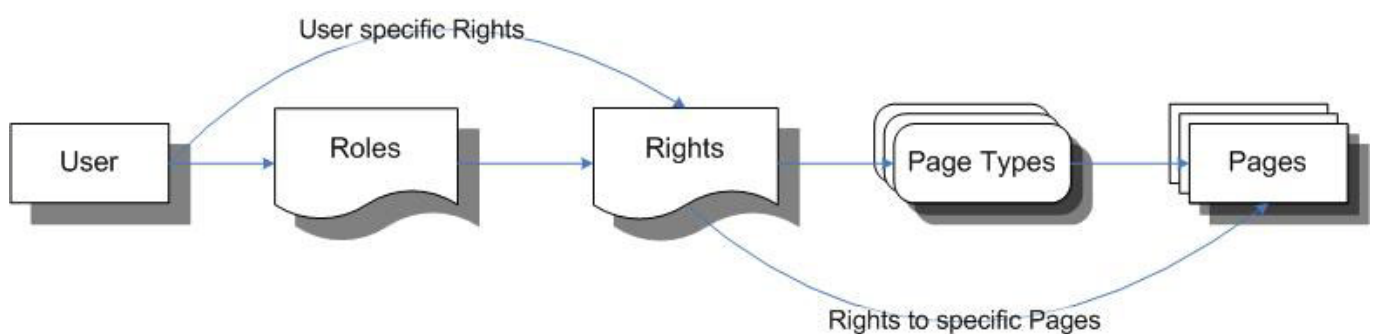
Join Group ▼

Role Assignment Administrator
 test admin

Once the user is created it cannot be deleted, but it can be deactivated by disabling the account and the user will not be able to log onto the system. The system keeps all inactive users in a separate grid where you can find and activate users again.

The importance of the 👤 **User Role** and the 📄 **User Rights**. If you are a sole user of PageTypes you automatically have the status of “administrator” and are able to do whatever you like in designing and building your website. However, PageTypes gives you the ability when designing and building a website within a team of people to assign certain rights and actions. For example, there are four people on the design team. Each person can be allocated a specific role in order to contribute to the overall success of the website.

User access schematic diagram.

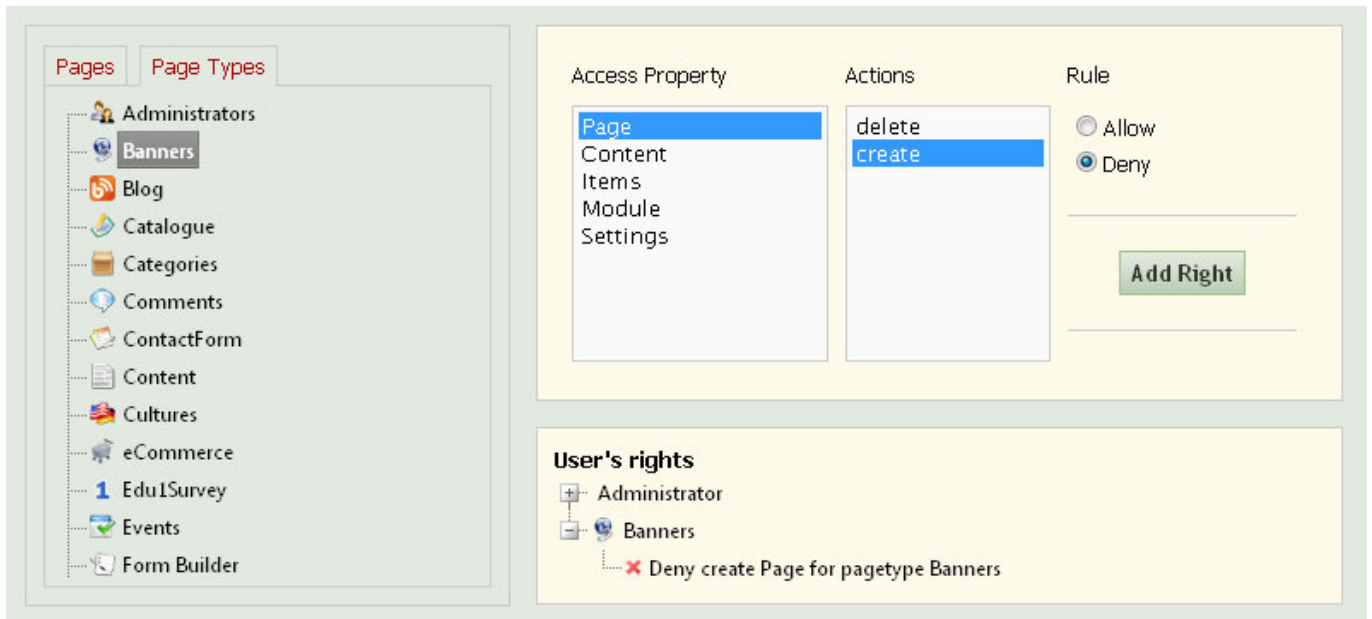


👤 **User roles.** Clicking the “roles” link in the grid you can assign additional roles to the user you have selected. The system will display all the available roles where the administrative and public roles will be separated into different lists. Each role grants different rights to the user. If you need to define additional roles refer to **manage roles** below in this document.

📄 **User rights.** It is always easier to maintain users in roles where you can define the group or rights and apply the role to the users. However, sometimes you will need to write specific rights for one user. We would suggest that you avoid doing this. It is a complicated process and waste of your time. In this way you can quickly create specific rights for the particular user using “user rights”. Click rights link for the particular user and configure required restrictions.

Example: Let's say we have administrative user that has the general "Administrator" role assigned. The Administrator role gives full control to all website functionalities. For instance we want to restrict the user from creating Banner pages. Do the following:

1. Click the Rights link for the particular user. The system will display all the available pages and page types in tabs on the left side and rules creating functionality on the right.



2. Select the Page Types tab we need use to create a rule restricting all the pages of type Banners.
3. Select the Banners page type in the list on the left. By selecting the page type, in this case Banners, the system will display the access properties in a list on the right hand side.
4. Select the access property "page", and again the system will display all available actions.
5. Select rule "deny".
6. Click "Add Right".

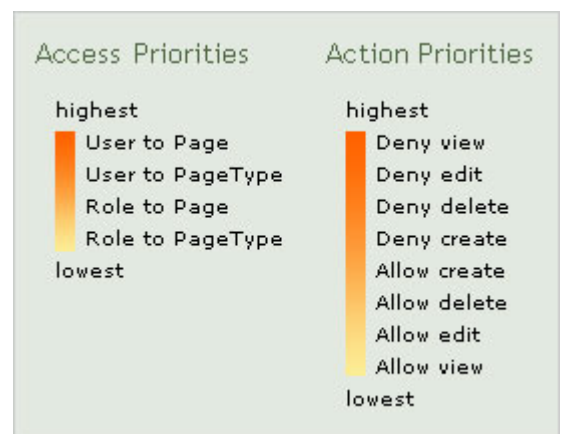
In the example above we have created the rule "Deny create Page of type Banners" for the user. Under access priorities you will see that the "user to page" rule will overwrite the "user to page type" rules. It will allow user to overwrite the administrator role. For rules priorities refer to the schematic.

The system always applies the highest **access priority** rule. If you have identical rules with different actions then the **actions priority** takes effect.

Example: If we have two rules: 1. Allow view for page News; and 2. Deny view for page News.



The system will apply the highest action priority which is the deny rule.

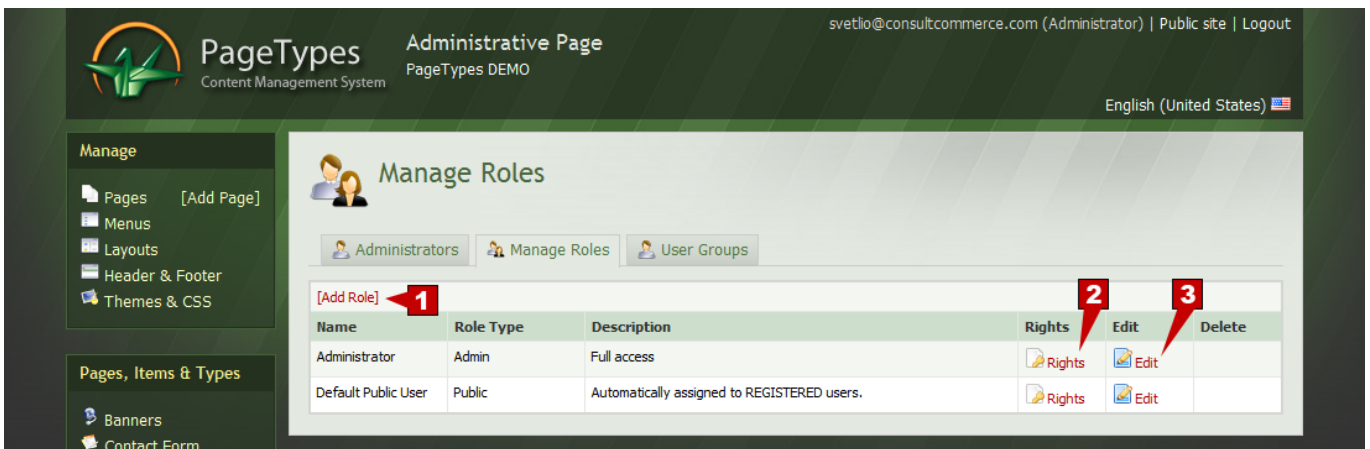
We have reviewed how you can manage user rights creating "user to page type" or "user to page" rules. How you can create "role to page" or "role to page type" rules refer to **manage roles** section below in this document.







Manage roles

In order to maintain group of users having the same level of access you need to create a role then assign the role to the users. The role determines the users access. There are two types of roles in PageTypes – public roles and administrative roles. The public roles determine user access to the public website while the admin roles determine the administrative functions of the user.


PageTypes comes with two predefined roles – Administrator, having the full administrative rights and Default Public User, who is allowed to view all the public pages. The Default Public User role is automatically assigned to all users when they register. You can  edit these system roles but you cannot  delete them.



Name	Role Type	Description	Rights	Edit	Delete
[Add Role]					
Administrator	Admin	Full access			
Default Public User	Public	Automatically assigned to REGISTERED users.			

1  **[Add Role]** – Create new role. Specify role title and description.

2  **Rights** – assign rights to the role. Rights determine what the users belonging to this role can do with the system.

3  **Edit** – edit role title and description.

When you create a new role you give it a title and description then you need to specify is it an administrative or public role by toggling the “admin role” checkbox.

Assign rights to role. Depending on what the role purpose is you have to configure the corresponding user rights.

Example: Creating new administrative role “News Editor” allows access to pages of type news.


1. Click [Add Role] and fill in the fields, select “Admin Role” checkbox.

Role name

Role Description

Admin Role

2. Click Add button.

3. Now we have new role created let's assign rights to it. Locate the role in the grid and click  rights.

4. Select the Page Types tab.

5. Locate and select the News page type in the list.

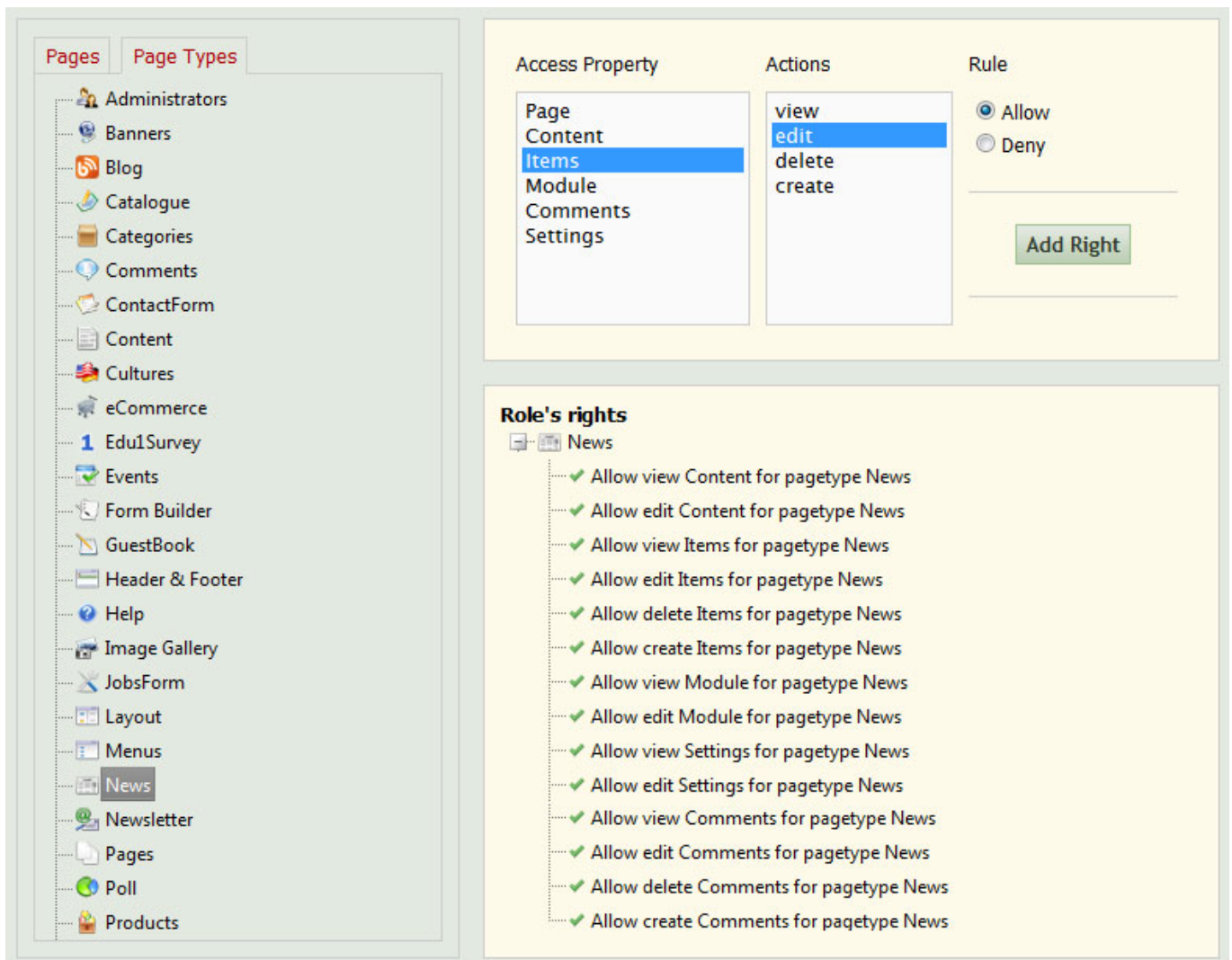
6. Select "content" in the access property list.

7. Select "view" in the actions list.

8. Select "allow" rule.

9. Click Add Right button.

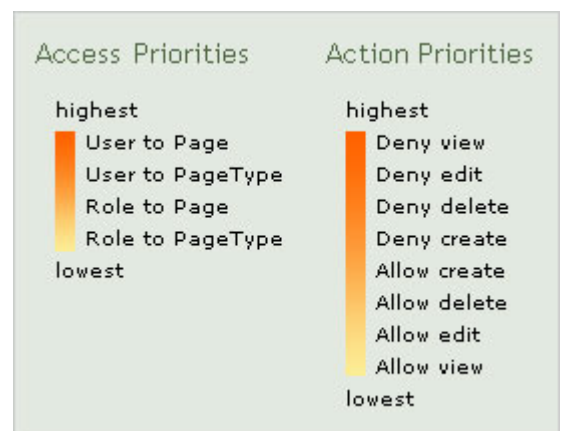
Repeat steps from 6 to 9 in order to create allow rules for the rest of the page elements (access properties) like they are shown on the picture below.



Assign this role to the users who will be responsible for editing your news pages.

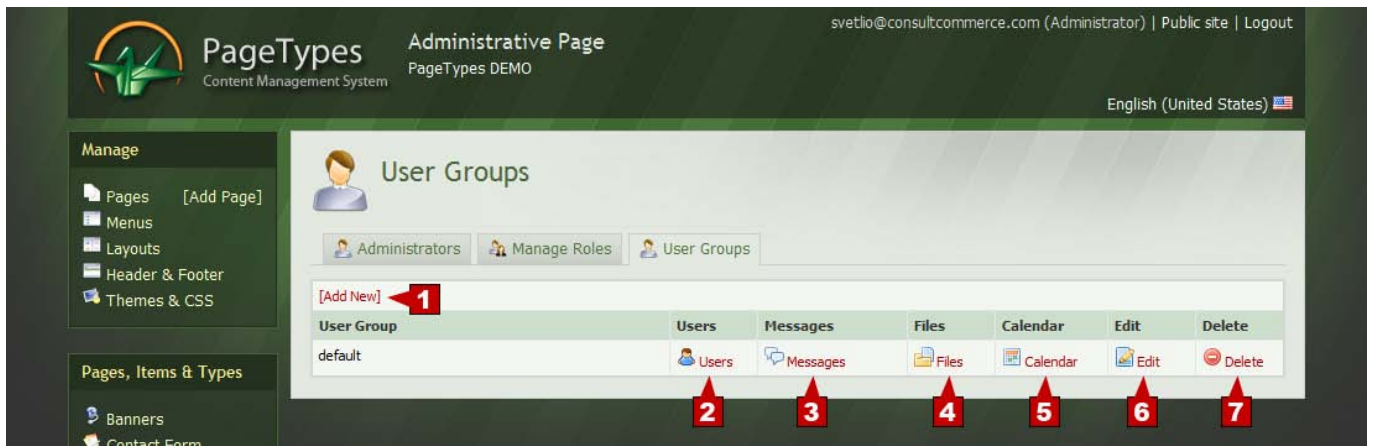
In the example above we have created the role “News Editor”. This role has “role to page type” priority. As far as this is the lowest priority you have to check what other administrative roles your users have that may override the created rules.

The system always applies the highest **access priority** rule. If you have identical rules with different actions then the **actions priority** takes effect.



User groups

The user groups are a functionality that organizes website users' collaboration. The users can share files within the group, leave messages on the message board or participate in the events scheduled in the event calendar.



1 [Add new] – creates new group.

2 Users – review group users.

3 Messages – group messaging. Review and post messages to the group. The messages are posted on the message board which is accessible for the whole group.

4 Files – group file sharing. Download or share files within the group.

5 Calendar – Review or schedule group calendar event.

6 Edit – edit group title and description.

7 Delete – delete group.

11. Cultures

PageTypes is a multilingual platform. You can add as many languages (cultures) as needed then translate your content accordingly.



1 [Add Culture] – creates new culture. Adding new culture will not translate your content automatically. You have to translate the texts on every page and item you are

creating.

2 ➔ **Visible** – culture flag visible status.

3 ➔ **Position** – flag position information.

4 ➔ **Move** – changes culture positions. Except for rearranging the flags the first position will always be the default language displayed when the website was loaded.

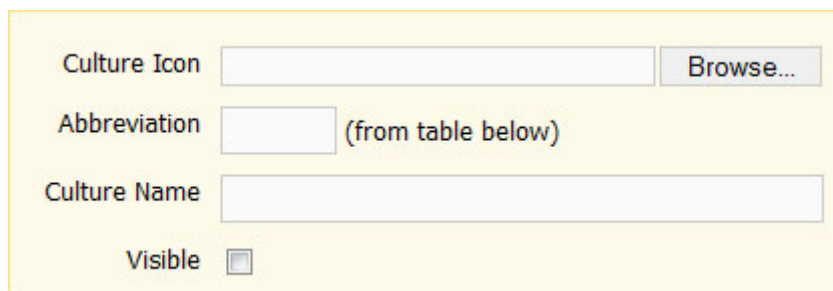
5 ➔ **Edit** – changes culture icon, name and visibility.

6 ➔ **Delete** – removes the culture. The default culture cannot be deleted.

Adding new culture. Click “Cultures” menu in the Admin Tools section. All the cultures already been added will be displayed.

Click **[add culture]** link.

Browse – Upload Culture icon. Usually this is a flag, however you can use any custom image 16x11px.



Culture Icon Browse...

Abbreviation (from table below)

Culture Name

Visible

Culture abbreviations.

Culture abbreviation is unique string which can be found in the quick culture list below the form or the full culture list by clicking **[List of all cultures]** link.

Culture name can be any text describing the culture. You can copy the “Language (Country)” field from the culture list.

“Visible” checkbox determines if the flag will appear on the public website.

Click Save and your new culture has been added.

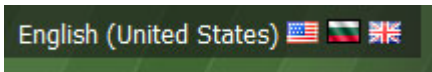
When adding new culture, remember to translate the system resources at the same time. Refer to the **resources** chapter below in this document.

Culture Abbreviation	Language (Country)	Local Language Name
bg-BG	Bulgarian (Bulgaria)	български (България)
en-GB	English (United Kingdom)	English (United Kingdom)
en-US	English (United States)	English (United States)
fr-FR	French (France)	français (France)
de-DE	German (Germany)	Deutsch (Deutschland)
el-GR	Greek (Greece)	ελληνικά (Ελλάδα)
hu-HU	Hungarian (Hungary)	magyar (Magyarország)
it-IT	Italian (Italy)	italiano (Italia)
pl-PL	Polish (Poland)	polski (Polska)
ro-RO	Romanian (Romania)	română (România)
ru-RU	Russian (Russia)	русский (Россия)
es-ES	Spanish (Spain)	español (España)
tr-TR	Turkish (Turkey)	Türkçe (Türkiye)

The culture grid displays all the cultures installed where the top one is the default culture for the website. The default culture means the website will load this language also the administration will load the page/items content in this language. The default content needs to be translated to all other available cultures. If any culture has no content (not

translated) for a particular page or item the system will display the content from the default culture.

Translating page or item content. Navigate to the content you need to translate using the default culture.



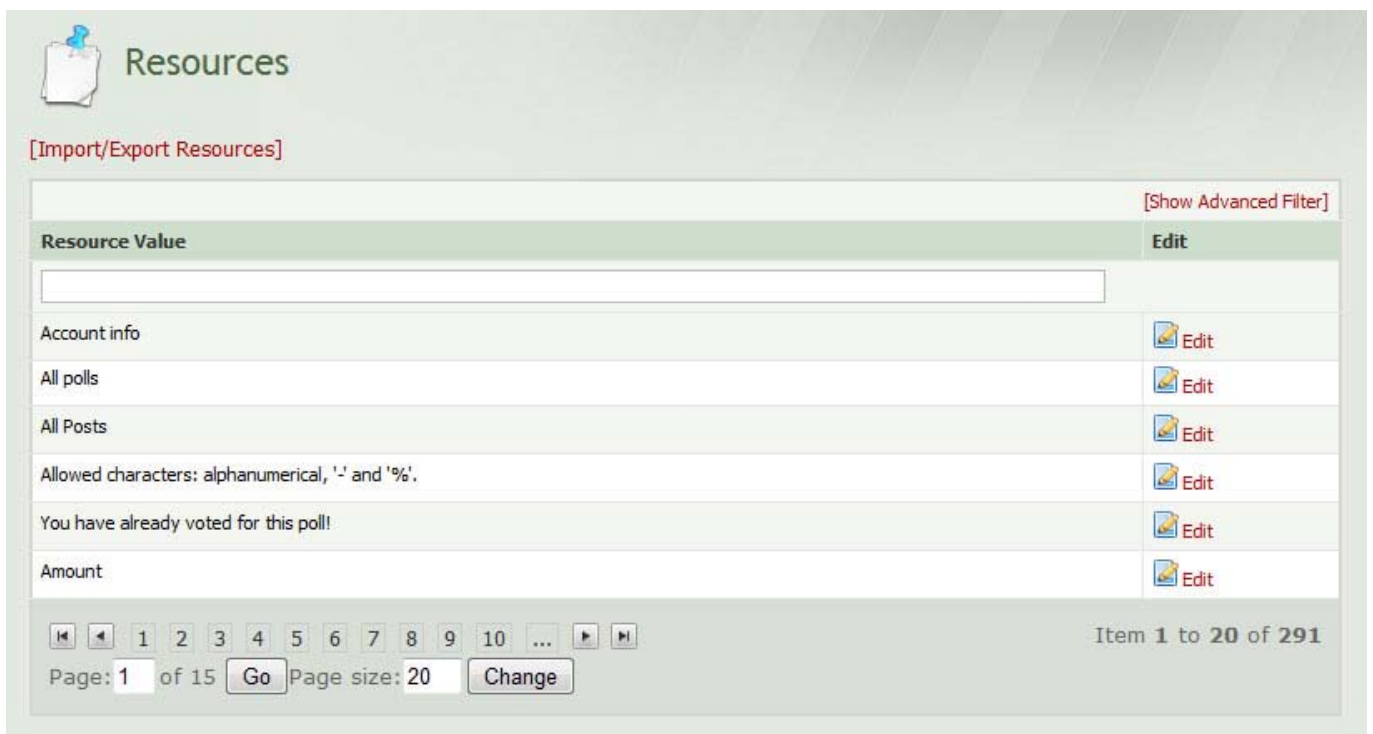
When the system opens the editor, change the culture using the culture flags at the top right corner. Translate the content.

Best practices:

1. Create new page or item using the default culture then translate them in the other languages.
2. When you are translating existing content, open the editor in the default culture then change the language.

12. Resources

All the system messages, buttons, notifications and texts that the system uses, are stored in system resource file. The resources have “key” and “value” – the value is the text that appears on the site where the key is a system tag pointing to the value. The resource table contains just the resource values which you can search and edit accordingly.



When you click “Resources” in the admin tools section the current culture resources will be displayed. Changing the cultures by clicking the flags (top right side of the administration) you can check if the resources have been translated. If the selected culture has no resources specified the system will use the default culture resources.

Translating system resources. You can find and translate the resources one by one in the resources grid. This is useful if you need to translate just a few sentences but if you

need to translate a lot or all of them it is easier to use Import/Export resources functionality.

1. Export the culture resources you want translated. PageTypes default language is English (United States).
2. Open the file in MS Excel or similar program. The file structure will be similar to the structure below.
3. To translate the values it is IMPORTANT to translate just the values and leave the keys as they are. If you change a key the system will not display it.
4. Import the translated file specifying which culture needs to be changed.

Resource Key	Value (en-US)
Account info	Account info
Active	Active
Add Comment	Add Comment
Add New	Add New
.....

13. System settings

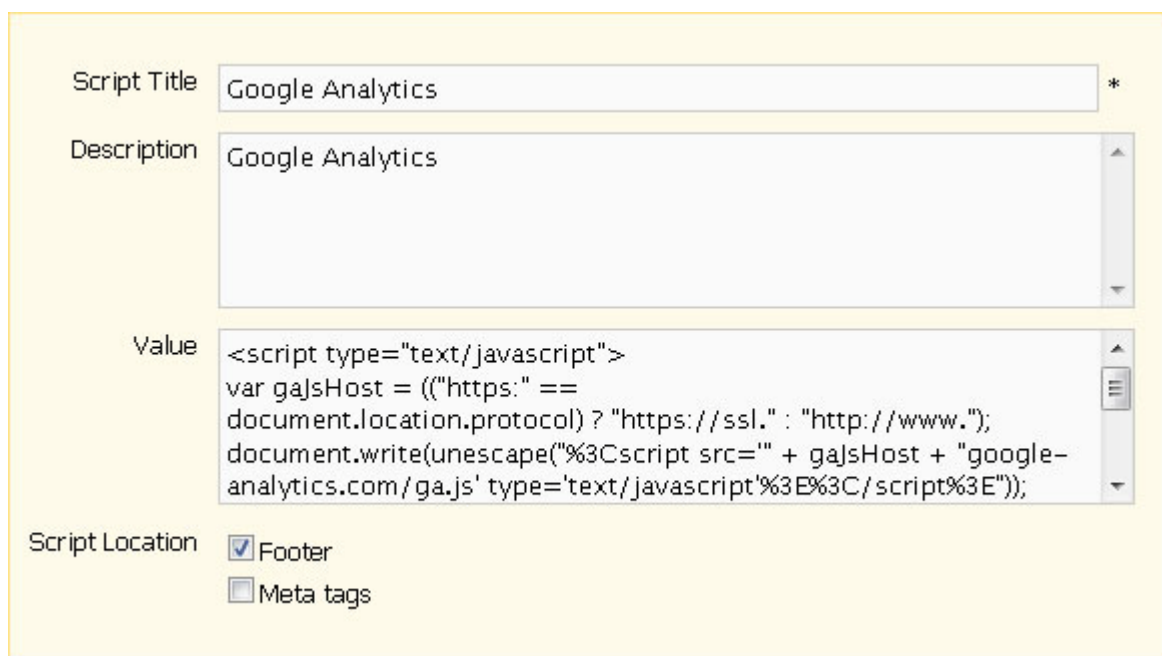
System settings

System settings are options you have to adjust for the entire website installation. Here you can setup your company name which will be used as the website title and displayed in the browsers headline. Also here you can setup your SMTP server for sending emails relating to events occurring with the website (orders, contact request etc).

Title	Value	Edit
Company Name (website title) This text appears in the browser title bar, RSS feeds, newsletter, email notifications and on some other places in the site.	My Website	
SMTP Server This is the outgoing mail server which the system will use for email and notifications sending. It can be an IP address or a hostname such as "mail.domain.com"		
SMTP Username Enter your SMTP Username. This value should only be entered if your server requires Authentication.		
SMTP Password Enter your SMTP Password. This value should only be entered if your server requires Authentication.		
SMTP Port Specify the Port for your Mail Server. (most SMTP Mail Servers run on Port 25)	25	
SMTP over SSL Enable SSL Encrypted connection. This value should only be enabled if your server is running on SSL.	✗	
Enable Page Locking Enable or disable page locking on page edit. If enabled allows page edit one person at a time.	✗	
Enable CSS Cache Enable CSS caching for faster website loading. Disable it when you are working with the design themes.	✗	


Global scripts

Use global scripts functionality to add external services like Google Analytics, Webmaster tools, visit counters etc.



The screenshot shows a form for adding a global script. It has four main sections: 'Script Title' with a text input containing 'Google Analytics' and an asterisk; 'Description' with a text area containing 'Google Analytics'; 'Value' with a text area containing a JavaScript code snippet for Google Analytics; and 'Script Location' with two radio buttons, 'Footer' (checked) and 'Meta tags' (unchecked).

```
Script Title: Google Analytics *
Description: Google Analytics
Value: <script type="text/javascript">
var gaJsHost = (("https:" ==
document.location.protocol) ? "https://ssl." : "http://www.");
document.write(unescape("%3Cscript src=" + gaJsHost + "google-
analytics.com/ga.js' type='text/javascript%3E%3C/script%3E"));
Script Location:  Footer
 Meta tags
```

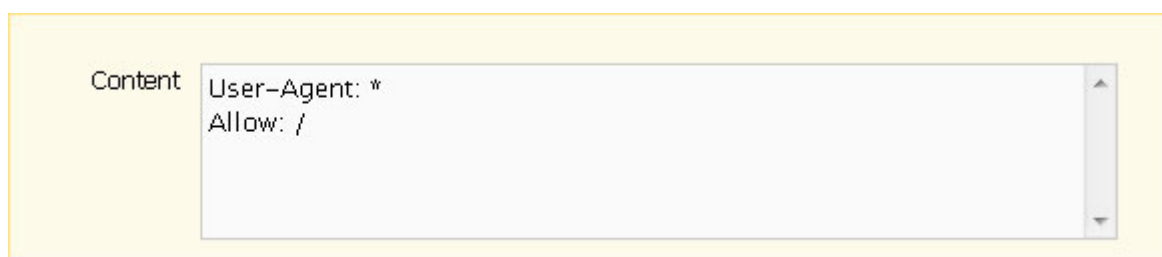
Adding script you have to specify title and description so you can recognize your script later in the list. Paste the script into the “Value” text area. Select the script position on the page and click “add” button. You can always edit your script later from the script list by clicking the  edit link.

Make sure that any scripts that you insert into PageTypes are from trusted providers. Some malicious scripts may or can damage your website.

Robots.txt

Web Robots (also known as Web Wanderers, Crawlers, or Spiders), are programs that crawl the Web automatically. Search engines such as Google use them to index the web content. Use the robots.txt file to give instructions about your site to web robots; this is called The Robots Exclusion Protocol.

It works likes this: a robot wants to visit a Web site URL, say <http://www.example.com>. Before it does so, it firsts checks for <http://www.example.com/robots.txt>, and finds:



The screenshot shows a text area labeled 'Content' containing the following text:

```
User-Agent: *
Allow: /
```

The "User-agent: *" means this section applies to all robots. The "Allow: /" tells the robot that it may visit any pages on the site.

E. Contact details

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