



**Advo SIS Limited
Advo SIS Content
Management System (ASCMS)
Version: 1.5**

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Date	Thursday 25 th August 2011
Version	1.5

Contents

Introduction	2
Logging on	3
Website Content Management	4
Adding a new item	5
Editing an existing Item	7
Deleting an existing Item	9
Website Section Manager (if applicable to your solution)	9
Using the content editor	10
Text	10
Tables	10
Adding	10
Amending	10
Website Links	11
Internal & External Links	11
Document Download Links	11
Images	12
Add an existing	12
Add an New Image	12
Copy and Pasting from Word Processors	14
Toolbar Icons	14
The Home Tab Tools	14
The Insert Tab Tools	15

Introduction

The Advo SIS Content management system has been developed to allow you the client, access to specific content within your website so that you can ensure that your site is always up to date.

ASCMS is split into a number of sections to allow easy user interaction. Your website may include all of the sections or just a couple dependant on your solution.

This document explains the Website Content Management Section

Logging on

ASCMS is available via any web browser and has been tested for use with Internet Explorer 6/7/8 and Firefox 3.5.

To Log on


- Open your preferred browser
- Type the address <http://www.advo-sis.co.uk> in the address bar
- At the top of the page on the right hand side of the home page is an login tab (Figure 1.1)
- Click this and you will be taken to the login screen
- Enter your username (supplied by Advo SIS)
- Enter your password (supplied by Advo SIS)
- Click on the Login button
- You will now be within ASCMS



Figure 1.1








Website Content Management

Once you have logged on you will see a number of icons, to access Website

Content Management click on the database 






The following page will be displayed, which displays both fixed pages and news items.

Advo SIS Client Area - Content Management

Item Date	Title	Type	Fixed	
Fixed Page	Fixed Page	News	Yes	
1 Jun 2008	2nd News item	News	No	  
15 Apr 2008	1st News Item	News	No	  




Note : Fixed pages can be edited but not removed or copied.

Icon Key

-  Edit Page
-  Copy selected page (this will make a copy of the page)
-  Delete Page (this will delete the item)
- Add Page (will add a new item)
-  Move a section item up or down the menu
-  Information icon will show more information

Adding a new item

To add a item

- Click on the add button at the bottom of the page
- The Add New Content Page will be displayed (figure 1.2)
- Choose the **type** of item that this is from the drop down menu
- Enter a **Title** for the content item (e.g a headline)
- Enter a **Summary** for the content item (this will be used as a taster on some solutions)
- A **Summary Image** can be added if it is part of your solution (click on the folder icon and select an image)
- Enter **Content** for the item in the large box (See the section using the content editor)
- Enter the **Item Date**, by either typing in the format dd mmm yy or clicking on the calendar icon  and choosing a date. This date will be displayed alongside the news / event item (dependant n your solution)
- Enter the **Display From** date, by either typing in the format dd mmm yy or clicking on the calendar icon  and choosing a date. This date defines when the news item will be displayed. (only applicable for news items)
- Enter the **Display To** date, by either typing in the format dd mmm yy or clicking on the calendar icon  and choosing a date. This date defines when the news item will be removed from the display. (only applicable for news items)
- Click on the add button to add the item
- The Main page will be displayed with the new content item on it.

Advo SIS Client Area - Add Content

Type:








































Title:


Summary:


Summary Image:

Content:

Home **Insert**

Item Date: * 

Display From: * 





Display to: * 

Figure 1.2

Editing an existing Item

To edit an item

- Click on the edit button next to the item
- The Edit Content Page will be displayed (figure 1.3)
- Edit the **type** of item that this is from the drop down menu
- Edit a **Title** for the content item (e.g a headline)
- Edit a **Summary** for the content item (this will be used as a taster on some solutions)
- A **Summary Image** can be added if it is part of your solution (click on the folder icon and select an image)
- Edit **Content** for the item in the large box (See the section using the content editor)
- Edit the **Item Date**, by either typing in the format dd mmm yy or clicking on the calendar icon  and choosing a date. This date will be displayed alongside the news / event item (dependant n your solution)
- Edit the **Display From** date, by either typing in the format dd mmm yy or clicking on the calendar icon  and choosing a date. This date defines when the news item will be displayed.
- Edit the **Display To** date, by either typing in the format dd mmm yy or clicking on the calendar icon  and choosing a date. This date defines when the news item will be removed from the display.
- Click on the edit button to update the item
- The Main page will be displayed with the edited content item on it.

Advo SIS Client Area - Edit Content

Type:

Title:

Summary:

Summary Image:

Content:

Home **Insert**

Nutus vulpes laoreet refoveo loquor, consequat macto vero ad jugis commoveo adsum. Consequat utrum sed dolor multo tum ventosus, adipiscing laoreet brevitat pagus similis proprius vel minim. Decet nulla, pala, dolus voco appellatio epulae validus qui meus velit, nunc accumsan, nisl.

Vindico bis saepius quis pagus vicis imputo in laoreet proprius nonummy importunus minim neque ratis. Feugiat nimis consequat paratus gilvus autem ut ulcisor capto mara, mos quia dignissim. Veniam exputo vel ad jugis ullamcorper nulla turpis adsum. Duis jumentum, sed, venio et ex. Feugiat qui vel abdo appellatio et dignissim nulla patria at praemitto accumsan hos consequat. Wisi jus quidne valetudo vel vel, probo in, sed jugis paulatim capio vereor. Lucidus te valetudo opes iusto facilisi delenit mara jumentum, feugiat singularis ut vero. Et nimis odio, tristisque in eum tincidunt refero occuro brevitat cui in, humo ut.

Ullamcorper, sudo scisco scisco pala os exputo eros natu. Consequat laoreet esse consectetur regula quia opto, qui, dignissim. Quadrum obruo ne populus nutus lenis capio eu eligo metuo, lobortis caecus, ea vel indoles. Iaceo quidem dignissim typicus consequat, autem paratus typicus verto ut facilisi.

Item Date: *

Display From: *

Display to: *

Figure 1.3

Deleting an existing Item

To delete a news / event item

- Click on the delete button next to the item, No warning message will be given.
- The Main page will refresh with the deleted content item removed from it.

Website Section Manager (if applicable to your solution)

The section manager allows content to be grouped together under section headings.

Each section has a home page which can be edited by clicking on the edit icon next to the section (the details for editing are the same as the website content items) Clicking on the information icon will display the items within the section (the same as the website content items) where they can be edited, added to or reordered.

Using the content editor

The main content editor is based on the generic Microsoft Word 2007 tabbed toolbar and as such most of the icons will be recognisable.

The toolbar is split into 2 tabs



The **Home** tab includes all the formatting tools for the text and the look and feel of the text, where as the **Insert** tab gives you the ability to insert images, links and tables.

Text

General text can be type directly in the content box or copied from another application (ie MS Word or Notepad). Text can be formatted by highlighting the required text and clicking on a formatting button on the toolbar (See Toolbar Icons)

Tables

If you need to lay text out the content editor has the ability to create tables.

Adding

To add a table

- Select where you would like the table be inserted
- Select the insert tab
- Click on the table icon (See Toolbar Icons)
- A grid will be displayed so that you can choose your size
- Drag your mouse over the grid to choose your size and then left click
- Your table will be displayed in the content editor

Amending

To amend the table

- Select a cell within the table
- Click on the edit table icon (See Toolbar Icons)
- Then select the amendment you would like to make (either table size(this will add, remove columns or rows), edit table (this will format the whole table) or edit cells (this will format the selected cell))
- When you have made your amendments click the apply button on the pop up window
- Then the Ok button

Website Links

Website links allow you to jump from one page to the other and also to external websites.

Internal & External Links

To add a link

- Select the item (either text or and image) in the content editor
- Select the Insert tab
- Click on the Link icon (See Toolbar Icons)
- The Hyperlink pop box will be displayed
- Select the type of link from the drop down box (usually http://)
- Enter the full address of the page you want to link to even if the page is on the same site (eg to link to an internal page on the Advo SIS website you would enter www.advosis.co.uk/pagename.htm or if you wanted to link to the BBC website you would enter www.bbc.co.uk)
- Click insert, then apply then ok

Document Download Links

To add a link to download a document the document must first be uploaded to the website then a link added to it.

To upload a document and link to it.

- Type the text you would like to be the link (i.e.My Link)
- Select the Inset tab
- Select the text with the mouse,
- Click on the Hyperlink icon (See Toolbar Icons)
- The formatting pop up will be displayed (this allows you set the properties of the link).
- Click on the folder icon next to the source field
- This will open the Asset Manager Pop up box
- At the bottom of the pop up box is a browse button
- Click on the Browse button, this will then allow you to choose a Document from your local machine (PDF's are the standard)
- Once you have found your document click open
- The address of the new document will be within the upload file field
- Click on the upload button
- Your document will appear in the list on the right hand side and will be selected
- Then click on the OK Button at the bottom of the page
- The formatting pop up will be displayed again with the source location completed.
- If you would like the download to open in a new window (otherwise this download will load in the current window) from the target select "Blank" from the drop down menu.
- Click on Insert

Images

The content editor allows you add images to your pages, these can either be images that are already on your site or you can upload your own images.

Add an existing

To add an existing image

- Select where you would like the image to be inserted (this can be within a table)
- Click on the insert tab
- Click on the image icon (See Toolbar Icons)
- The Image formatting pop up will be displayed (this allows you set the border and spacing around an image).
- Click on the folder icon next to the source field
- This will open the Asset Manager Pop up box
- On the right hand side is a list of available images
- Clicking on one of the images will display it on the left hand side of the page.
- Choose the image you wish to use from the list
- Then click on the OK Button at the bottom of the page
- The Image formatting pop up will be displayed again with the source location completed.
- Click on Insert
- This will close the pop up box and insert the chosen image.
- The image can then be moved, resized or amended.

Add an New Image

To add an New image

- Select where you would like the image to be inserted (this can be within a table)
- Click on the insert tab
- Click on the image icon (See Toolbar Icons)
- The Image formatting pop up will be displayed (this allows you set the border and spacing around an image).
- Click on the folder icon next to the source field
- This will open the Asset Manager Pop up box
- At the bottom of the pop up box is a browse button
- Click on the Browse button, this will then allow you to choose an image from your local machine
- Once you have found your image click open
- The address of the new image will be within the upload file field
- Click on the upload button
- Your image will appear in the list on the right hand side and will be selected
- Then click on the OK Button at the bottom of the page

- The Image formatting pop up will be displayed again with the source location completed.
- Click on Insert
- This will close the pop up box and insert the chosen image.
- The image can then be moved, resized or amended























Copy and Pasting from Word Processors







Content can be written in a word processor, like Microsoft Word then copied across to the ASCMS. As modern word processors now have the ability to create web pages when you cut and paste from them they will include HTML tags which are used for formatting which can have an adverse effect on your website look and feel. We suggest that you copy the content from the word processor then paste it into Notepad (Start > Run > *notepad*), then copy it from notepad into the ASCMS. This will remove all the HTML formatting and will ensure that your website keeps its look and feel.

Toolbar Icons

The Home Tab Tools











The following icons are displayed in the Content Editor HomeTab

	Show HTML
	Show Content Editor full screen
	Search Content
	Remove selected formatting
	Undo last action
	Redo last action
	Cut selected item
	Copy selected item
	Past copied or cut item
	Choose Font
	Choose Font Size
	Strike though selected text
	Superscript selected text
	Bold selected text
	Italic selected text
	Underline selected text
	Change selected foreground colour
	Change selected background colour
	Paragraphs and headings
	Indent
	Outdent
	Style selected (not used)

	Justify Left
	Justify Centre
	Justify Right
	Justify Full
	Numbering
	Bullets

The Insert Tab Tools

The following icons are displayed in the Content Editor Insert Tab

	Insert a hypertext link
	Insert a bookmark
	Insert an Image
	Insert a table
	Edit a table or cell
	How / Hide Table guidelines
	Insert media
	Insert flash
	Insert Special characters
	Insert a line