



# **Content ONE User Manual**

# **Content ONE general user manual**

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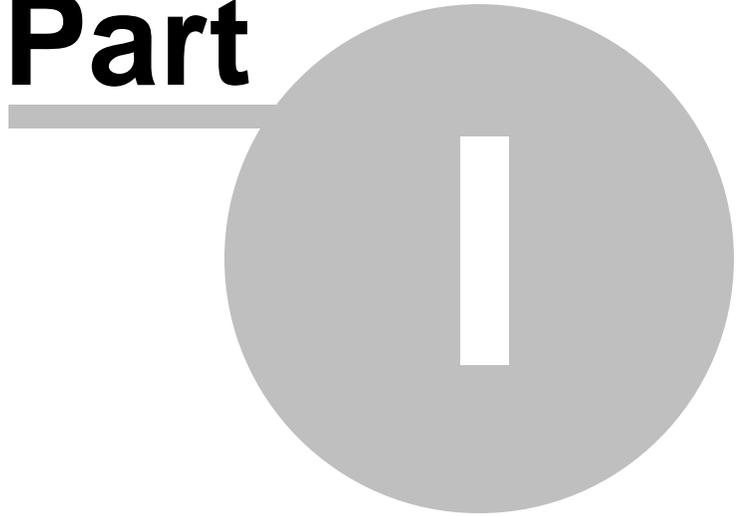
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# Top Level Intro

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top-level chapter starts

# Part



# 1 Introduction

## 1.1 Introducing Content ONE

### **Content ONE** **Powerful Content Management**

**Content ONE** is a content management system installed by WorldWeb as part of your website package. ContentONE enables you to update and manage most parts of your website. We have constructed this manual to assist you with understanding how ContentONE works and how you can use it to keep your website up to date!

Content Management Systems (CMS) have now developed to a point where a website designer or computer programmer is no longer needed to add or edit website content.

However, the use of a content management system could not be described as non-technical, as some knowledge and appreciation of how the web works and the CMS works is still needed.

We know that creating a webpage is not as straight-forward as pasting in text and images from a word document. With this in mind, this manual has been created to provide MMON students and graduates with the knowledge to add and edit their website content themselves.

We suggest you read this document in full as it will give you a good introduction and many important tips you will need to know to effectively manage your website without too much help from WorldWeb or Media Makeup.

As always though, WorldWeb and Media Makeup are ready to help and assist you when and if you need it. The content management system used by MMON to drive your website so you can build your business is called ContentONE. It has been developed by WorldWeb as a software package to drive all the online capabilities for the Media Makeup Online Network.

#### **Content ONE:**

- has a simple, easy to use Administration interface
- makes it easy to add content and images
- is designed with simplicity and flexibility for all users

Site owners do not need to learn any programming languages, such as HTML – **Content ONE** provides an online 'What you see is what you get' (WYSIWYG) editor that makes editing page content as simple as using a word processor.

It empowers you with the ability to publish dynamically formatted pages in your website by clicking a few buttons.

## Content ONE Glossary

### **Admin Bar**

The admin bar is an area of the screen just above your site that lists useful administration screen links such as add a new post or edit your profile.

### **Avatar**

An avatar is a graphic image or picture that represents a user.

### **Blog**

A blog, or weblog, is an online journal, diary, or serial published by a person or group of people.

### **Category**

Each page or post in ContentONE is filed under a category. Thoughtful categorisation allows posts to be grouped with others of similar content and aids in the navigation of a site. The post category should not be confused with the Link Categories used to classify and manage Links.

### **Comments**

Comments are a feature of blogs which allow readers to respond to posts. Typically readers simply provide their own thoughts regarding the content of the post, but users may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post.

### **Content**

Content consists of text, images, or other information shared in posts. A Content Management System changes and updates content, rather than the structural or graphic design of a web site.

### **Content Management System**

ContentONE is Content Management System, or CMS, it is software used for facilitating the maintenance of content, but not design, on a web site.

### **CSS**

CSS, or Cascading Style Sheets, is a W3C open standards programming language for specifying how a web page is presented. It allows web site designers to create formatting and layout for a web site independently of its content.

### **Dashboard**

In ContentONE a Dashboard is the main administration screen for a site or for a network of pages. It summarizes information about the site or pages, and also external information, in one or more widgets that the Dashboard user can enable, disable, and move around.

### **Database**

A database in computing terms is software used to manage information in an organized fashion. ContentONE uses the MySQL relational database management system for storing and retrieving the content of your blog, such as posts, comments, and so on.

### **Default theme**

Every installation of ContentONE has a default theme. The default theme is sometimes called the fallback theme, because if the active theme is for some reason lost or deleted, ContentONE will fall back to using the default theme. Page | 3

**Domain name**

A domain name is a name used for identification purposes on the Internet. In ContentONE a domain name usually identifies a server where ContentONE is installed.

**Feed**

A feed is a function of special software that allows "Feed readers" to access a site automatically looking for new content and then posting the information about new content and updates to another site.

**Footer area**

A footer area is a horizontal area provided by a theme for displaying information other than the main content of the web page. Themes may provide one or more footer areas below the content. Footer areas usually contain widgets that an administrator of the site can customize.

**FTP**

FTP, or File Transfer Protocol, is rather predictably, a client-server protocol for transferring files. It is one way to download files, and the most common way to upload files to a server. An FTP client is a program which can download files from, or upload files to, an FTP server.

**Gallery**

A Gallery is specifically an exposition of images attached to a post. In that same vein, an upload is "attached to a post" when you upload it while editing a post.

**GMT**

GMT ("Greenwich Mean Time", the time at the Royal Observatory in Greenwich, England) is the old name of the time zone from which all other time zones were measured. It has been replaced by UTC ("Universal Time, Coordinated"), but for most practical purposes UTC and GMT are the same, so the term GMT is still commonly used.

**Hacking**

Hacking is the process of writing code for, or contributing code to, a piece of software. There is some controversy surrounding the meaning of this term. It began as a benign term meaning "to exercise proficiency" or "to alter or improve," but the popular media have since construed it to mean "to break into a computer system, usually with malicious intent."

**HTML**

HTML, or Hypertext Markup Language, is the W3C standard language with which all web pages are built. It is the predecessor to XHTML, but HTML is often still used to describe either one. It is often used in conjunction with CSS and/or JavaScript.

**Meta**

Meta has several meanings, but generally means information about. In ContentONE, meta usually refers to administrative type information. As described in Meta Tags in ContentONE, meta is the HTML tag used to describe and define a web page to the outside world (search engines). In the article Post Meta Data, meta refers to information associated with each post, such as the author's name and the date posted. Also, many ContentONE based sites offer a Meta section, usually found in the sidebar, with links to login or register at that site.

**MySQL**

MySQL is a popular open source SQL (Structured Query Language) database implementation. ContentONE requires a MySQL database to store all blog information, including posts, comments, metadata, and other information.

**Navigation**

Navigation is the term used to describe text on a page that, when selected, redirects you to a corresponding page elsewhere on the website. Navigation may sometimes be referred to as the menu, links and hyperlinks.

**Page**

A Page is often used to present "static" information about yourself or your site. A good example of a Page is information you would place on an About Page. A Page should not be confused with the time-oriented objects called posts that you would use the ContentONE blog module to post. Pages are typically "timeless" in nature and live "outside" your blog.

**Permalink**

A permalink is a URL at which a resource or article will be permanently stored. Many pages driven by Content Management Systems contain excerpts of content which is frequently rotated, making linking to bits of information within them a game of chance. Permalinks allow users to bookmark full articles at a URL they know will never change, and will always present the same content.

**PHP**

PHP is a recursive acronym for PHP: Hypertext Preprocessor. It is a popular server-side scripting language designed specifically for integration with HTML, and is used (often in conjunction with MySQL) in Content Management Systems and other web applications.

**RSS**

"Really Simple Syndication": a format for syndicating many types of content, including blog entries, torrent files, video clips on news-like sites; specifically frequently updated content on a Web site, and is also known as a type of "feed" or "aggregator". An RSS feed can contain a summary of content or the full text, and makes it easier for people to keep up to date with sites they like in an automated manner (much like e-mail). The content of the feed can be read by using software called an RSS or Feed reader. Page | 7

**Robots.txt**

Web Robots are programs which traverse the Web automatically. They are also called Web Wanderers, Web Crawlers, and Spiders. Search Engines are the main Web Robots. Some Web Robots look for a file named robots.txt on your web server to see what and where they should look for content and files on your web server.

**Shortcode**

A Shortcode is a technique for embedding a snippet of PHP code into the body of a page or other content item.

**Sidebar**

A sidebar is a vertical column provided by a theme for displaying information other than the main content of the web page. Themes usually provide at least one sidebar at the left or right of the content. Sidebars usually contain widgets that an administrator of the site can customize.

**Spam**

Spam has become synonymous with what is wrong with the internet. Spam, in general terms, is an email or other forms of unsolicited advertising. Common spam these days comes from online gambling sites and those trying to sell drugs for "male enhancement."

**Tag**

A tag is a keyword which describes all or part of a page. Think of it like a Category, but smaller in scope. Many people confuse Tags and Categories, but the difference is easy: Categories generally don't change often, while your Tags usually change with every Page addition.

**Tagline**

A tagline is a catchy phrase that describes the character or the attributes of the page in a brief, concise manner. Think of it as the slogan, or catch line for a web page.

**Template**

In ContentONE a template is a file that defines an area of the web pages generated by a theme. For example, there is typically a template for the header area at the top of the web pages, a template for the content, a template for the sidebars, and so on. The templates are like building blocks that make up the complete web page.

**Text editor**

A text editor is a program which edits files in plain text format, as compared to binary format. Using a non-text based word processing program (e.g. using Microsoft Word to edit PHP scripts) can cause major problems in your code. This is because non-text based word processing programs insert extra formatting into text files, and can corrupt the files when they need to be interpreted by the interpreter. An editor like Notepad does not insert any extra formatting.

**Theme**

A theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a web page. A theme modifies the way the page is displayed, without modifying the underlying software. Essentially, the ContentONE theme system is a way to skin your web pages.

**Toolbar**

The Toolbar is an area of the screen that lists useful administration screen links such as add or edit your profile. It combines the former Admin Bar and admin header. The level of access to the toolbars will be dependent on the user level permissions.

**UTC**

UTC ("Universal Time, Coordinated") is the basis of international time standards from which time zones around the world are calculated. For most purposes it is the same as the older GMT standard.

**Web server**

A web server is a computer containing software for, and connected to infrastructure for, hosting, or serving, web sites written in HTML.

**Widget**

In ContentONE a widget is a self-contained area of a web page that performs a specific function, or the code that generates such a self-contained area. For example, ContentONE has a built-in widget that displays a list of pages that you can browse in the Dashboard. Plugins and themes can provide additional widgets.

## System Requirements

Content ONE only requires a web browser and an Internet connection. No special software needs to be installed.

### Web Browser

Content ONE is compatible with the following web browsers:

Mozilla Firefox    Internet Explorer®    Chrome

### Operating System Platform

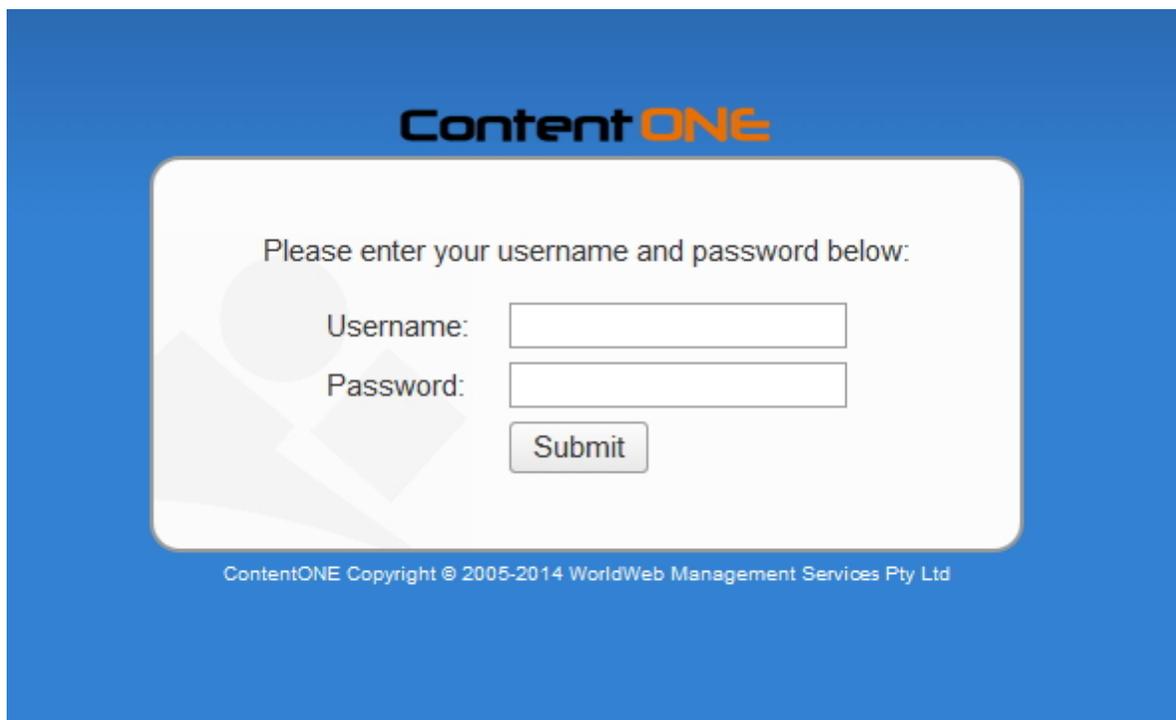
Macintosh OSX+, or Windows XP+

## How to log In

The administration system allows you access to Content ONE control panel. In your web browser enter the following URL to login:

<http://www.yoursiteaddress.com/administration/>

To sign in to ContentONE enter your **username** and **password** as provided.



The image shows a login form for Content ONE. The form is centered on a blue background. At the top, the text "Content ONE" is displayed in a bold, sans-serif font, with "Content" in blue and "ONE" in orange. Below this, the instruction "Please enter your username and password below:" is written in a light gray font. There are two input fields: "Username:" followed by a white rectangular box, and "Password:" followed by a white rectangular box. Below the password field is a "Submit" button with a light gray background and a white border. At the bottom of the form, the text "ContentONE Copyright © 2005-2014 WorldWeb Management Services Pty Ltd" is written in a small, light gray font.

- Enter your ContentONE username in the format provided e.g. 'worldweb' and your password.
- If you are unsure of your username and password please contact WorldWeb.
- Click '**Submit**'.
- You will enter to the home screen and you are signed in.

### The first time you log in to ContentONE

The first time you log in to ContentONE a welcome to Website Station lightbox will appear to provide you access to a quick introduction tour. Please go through this tour to familiarise yourself with the toolbar menu and icons.

### Temporary URL while site is under development:

Note that while your website is being developed, it may be located at a special temporary URL for development and testing. The staging URL will have the following format e.g: *http://staging.yoursite.worldwebms.com/administration/*

During the development phase of your site special login details will be provided to you by WorldWeb.

## Management Systems Levels Access

The management systems levels access is designed to support the needs of multiple users for your site. It supports the full set of administration, editor and user functions.

Depending on your granted access privileges, you will be provided with some of the following access options:

**User** - can edit/create content, but not publish any content to the live site

**Editor** - can publish any content to the live site

**Administrator** - access to all functions, publish content

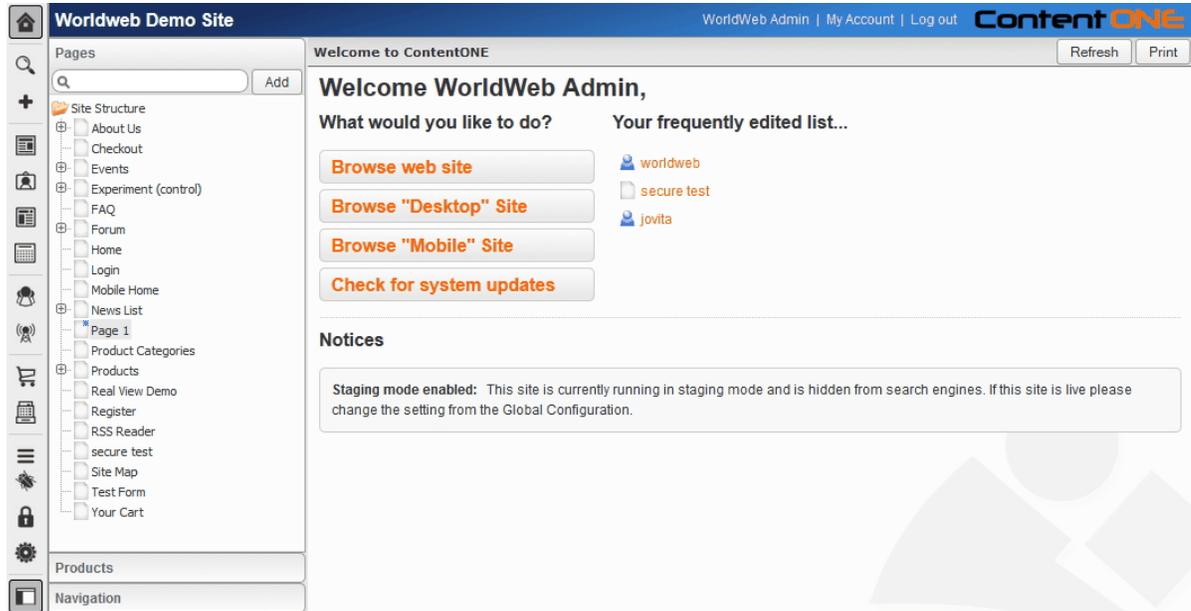
If you have a **User** status, then you can create new pages, add content, manage media and submit pages for publishing.

If you are an **Editor** then you can create new pages, publish them, access pages created by a User, manage media and create system users.

If you are an **Administrator** then you can manage menus, media, system users and customers, create new pages and publish them.

## 1.2 Site Template

### Using ContentONE Admin Area



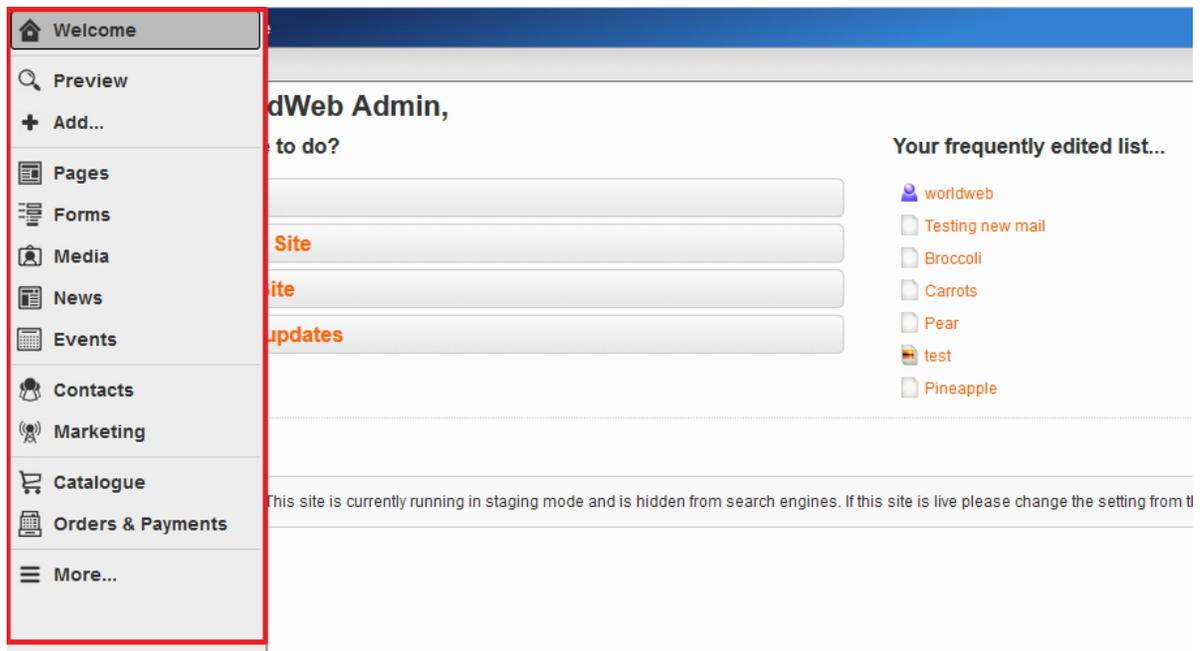
There is a **Title Bar**, known as a bread crumb, located just under the top menubar as circled above in red. It helps you identify the area you are currently in 'Welcome screen' which is also known as the home screen.

When you have logged in the home screen acts as the general administration area and contains 3 following areas:

**Menubar**  
**Workspace**  
**Help Wizard**

#### Menubar

The menubar contains various controls, depending on your permission level it will allow you to navigate within the administration section to perform content changes, updates and publishing. Each Menu section has a drop down menu.



## Workspace

The Workspace is represented in 2 different forms depending on which menu items are selected:

- the area located immediately to the right of the Menubar
- a lightbox

When the following menu items are selected:

- Add
- Pages
- Contacts
- Marketing
- More

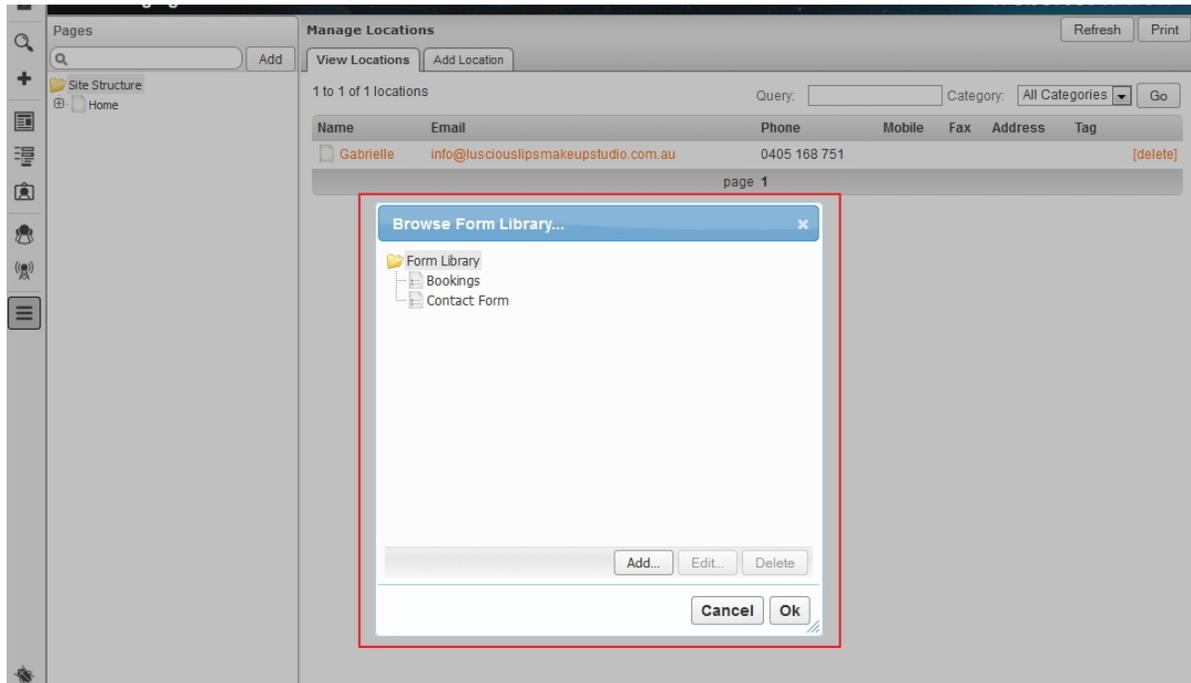
The workspace area will be located immediately to the right of the menubar as per image below when **'Pages'** was selected.

Title	Last Modified	Status	Path	Tag	Secure	Index	
About Us	Nov 29, 2013 by WorldWeb Admin	Published	/about-us/		No	Yes	[delete]
Avi's Test Page	Mar 4, 2014 by WorldWeb Admin	Published	/about-us/avivs-test-page/		No	Yes	[delete]
Checkout	May 2, 2012 by WorldWeb Admin	Published	/checkout/		No	Yes	[delete]
Event Details	May 12, 2011 by WorldWeb Admin	Published	/events/event-details/		No	Yes	[delete]
Events	May 12, 2011 by WorldWeb Admin	Published	/events/		No	Yes	[delete]
Experiment (control)	Jun 6, 2012 by WorldWeb Admin	Published	/experiment/		No	No	[delete]

When the following menu items are selected:

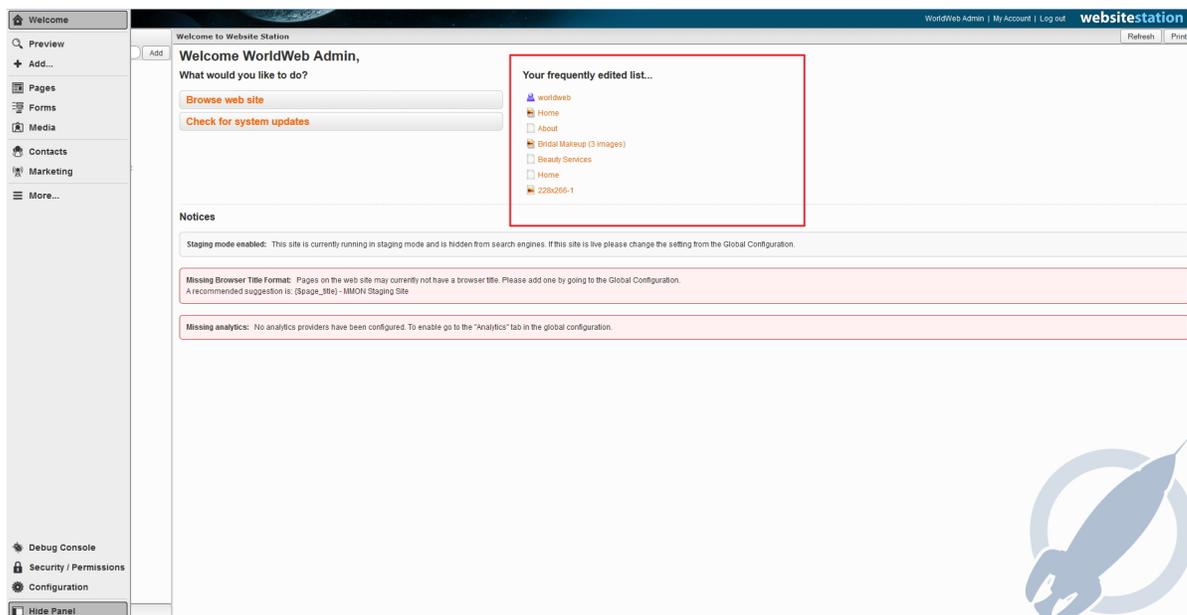
- Forms
- Media

The workspace area will be located in a lightbox as per image below when **'Forms'** was selected.



### Help Wizard

The Help Wizard displays any changes made in orange in the second column of the workspace area to provide a quick overview. Depending on what has just been actioned the content of the summary will change accordingly.



## 1.3 Administration Interface - Overview

### Site Management Menu Overview

The **Menubar** area mainly consists of 8 menu items for this Content ONE installation. Each menu section has a drop down menu.

### System Users

The System User displays all the users of the administrative system. However, depending on your user status you might not be able to see the whole list of users.

For example, if you logged on as an 'editor' and would like to view the list of users and edit / add a new one, you won't be able to see the users with an 'administrator' status.

You will only be able to add a new user with an 'editor' status or lower - 'user' status, and see users with an 'editor' or 'user' status only.

Depending on your granted access privileges, you will be provided with some of the following access options:

- User
- Editor
- Administrator

If you have a **User** status, then you can create new pages, add content, manage media and submit pages for publishing.

If your status is an **Editor** - you can create new pages and publish them, upload media items and edit existing content, access pages created by a User.

If you are an **Administrator** - you can manage menus, media, system users and customers, create new pages and publish them.

### 1.3.1 HTML Editor (WYSIWYG)

#### HTML Editor

The HTML editor will appear in multiple areas when you are in edit mode of formatted content. In the example on the MMON staging site these areas include:

- Home
- About
- Beauty Services
- Contact
- Makeup & Hair Pricelist
- Password Recovery
- Register

Once you are in edit mode and you have clicked inside the editable region the **WYSIWYG editor (What You See Is What You Get)** will launch its toolbar. The WYSIWYG toolbar allows you to add images, draw tables, make Hyperlinks, make pop up images etc and use various formatting options for the text.

To find out which each icon or button does just move your mouse over the toolbar icon and it will automatically highlight what it can be used for. For easy reference please see what each icon refers to below.



 - Cut the highlighted text to the clipboard. The first time you cut or copy in an article you may be asked to allow access. Click **'OK'**.

 - Copy the highlighted text to the clipboard. The first time you copy or cut in an article you may be asked to allow access. Click **'OK'**.

 - Paste the text you copied. Any formatting will be included.

 - Paste the text you copied as plain text. No formatting will be included. For example, if the text you copied was bold this paste will remove the bold.

 - This allows you to select all text on the page.

 - Undo and Redo.

 - Find text in the article.

 - Insert a link and this creates a path to an external, internal or within the current page. The icon saves writing code.

 - Selecting this will remove the HTML link from the selected text.

 - A HTML anchor identifies text within a page which can be referenced by a link. To use the Anchor, highlight the word, then click on the Anchor icon. Give the anchor a name. Anywhere on the page,

highlight the word you would like to link to the Anchor. Use the link icon and the pull down menu to find the correct anchor.



- Insert a picture/image.



- Insert media audio/video.



- Insert a table. Clicking on this icon will bring up a pop-up box that allows you to set the table properties.



- Table row properties - clicking on this icon will bring up a pop-up box that allows you to set up the table row properties.



- Table cell properties - clicking on this icon will bring up a pop-up box that allows you to set up the table cell properties.



- Insert row before the selected row.



- Insert row after the selected row.



- Delete selected row.



- Insert column before the selected column.



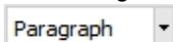
- Insert column after the selected column.



- Split the selected merged table cells.



- Merge tables cells.



- Select one of the standard pre-defined styles.



- Formats the selected text to **Bold**.



- Formats the selected text to *Italic*.



- Formats the selected text to have an Underline.



- Formats the selected text to have a Strike through.



- Add bullet points to the highlighted text.



- Add numbering to the highlighted text.



- Decreases the highlighted text indentation.



- Increases the highlighted text indentation.



- Right alignment of the highlighted text.



- Centre alignment of the highlighted text.



- Left alignment of the highlighted text.



- Full justified alignment of the highlighted text.



- This will make the selected text into a subscript, commonly used in chemical formulations. For example H<sub>2</sub>O.



- This will make the selected text into a superscript, commonly used in dates. For example May 20<sup>th</sup>, 2014.

 - Special characters have been given pronunciations similar to letters and numbers in a radio alphabet.

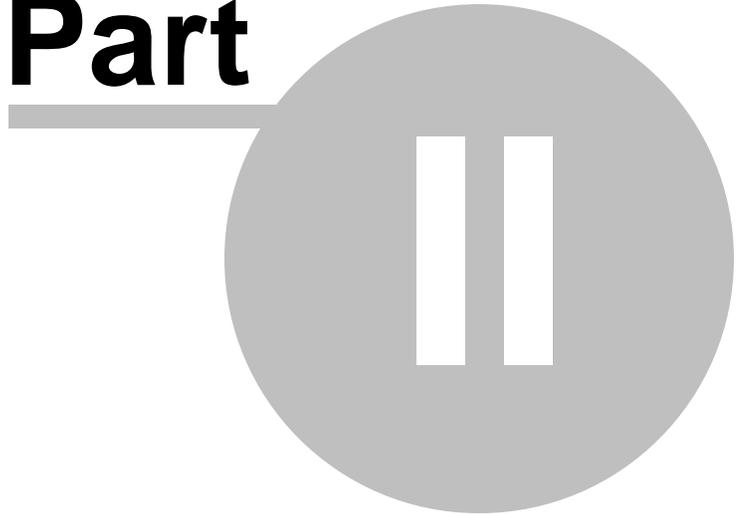
 - Edit CSS Style.

 - Access ONLY if you understand HTML code

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



## 2 Add

### Add

The CMS allows you to add content. The **'Add'** function will provide you access to do this. Depending on your level of access you will be able to use the "Add" function in the following manner:

By clicking the **'Add'** button this gives you the option to add a page, a contact, add a group, import contacts and set up an email campaign.

On the left navigation bar click **'Add'**, a sub menu will open with a list of categories

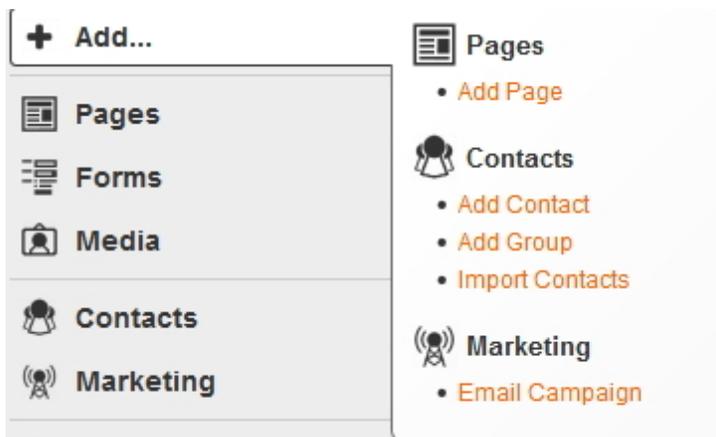
**Add Page:** will allow you to add pages

**Add Contact:** will allow you to add contacts

**Add Group:** will allow you to add groups

**Import Contacts:** will allow you to import contacts

**Email Campaign:** will allow you to set up an email campaign



### 2.1 Add Page

#### How to Add a Page

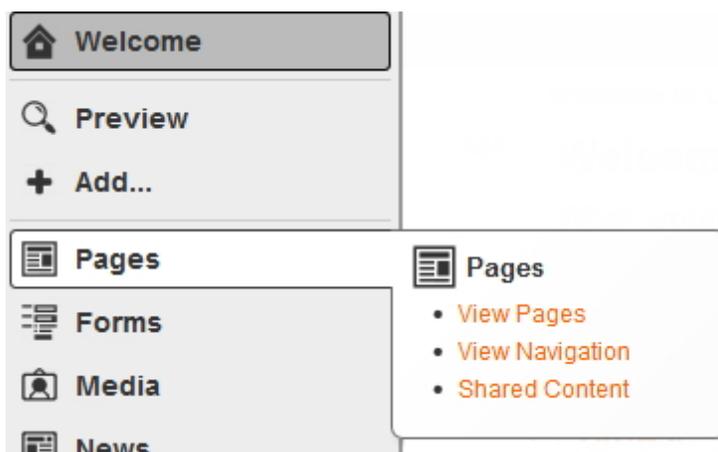
Your Website will need to change based on the feedback you receive from your users, industry or peers. From time to time you will need to add pages.

A website consists of webpages connected by hyperlinks. In ContentONE webpages are assigned a parent page, in that they become a child page of the parent, as shown in the diagram below.

#### Add diagram

The top level in the menu are the parent pages. Each parent page can have children pages, which in turn can be parents to other children. This section provides you with the instructions to create a page and add it to the website.

On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'View Pages'** from the subcategory.



### Select 'Add Page'

View Pages								Refresh	Print
Title	Last Modified	Status	Path	Tag	Secure	Index			
<a href="#">About Us</a>	Nov 29, 2013 by WorldWeb Admin	Published	/about-us/		No	Yes	<a href="#">[delete]</a>		
<a href="#">Aviv's Test Page</a>	Mar 4, 2014 by WorldWeb Admin	Published	/about-us/aviv's-test-page/		No	Yes	<a href="#">[delete]</a>		
<a href="#">Checkout</a>	May 2, 2012 by WorldWeb Admin	Published	/checkout/		No	Yes	<a href="#">[delete]</a>		

When creating a new page you will need to complete the following 5 steps:

1. Page Details - provides information about the page. The information includes, page title, page tag, parent of that page, description, security information for the page and whether the page is a system page or embedded.
2. Template - when adding a page there are a variety of templates that will be available within the system for you to select from.
3. Navigation - the navigation is an important step for you to create the pathway for users to access the page to be created.
4. SEO - search engines will find this page based on the descriptions made on the page to define the content that you put in.
5. Content - this is all the images, videos and text that you put into the selected template that will become a page on the website.

### 1 . Page Details

As shown above, the depth of a web-page in the hierarchy can also be considered. A menu system has been setup on your website, which helps users to navigate between web-pages. This system determines where in the site map a given page appears. When you access the add page screen you can browse

and select within the site structure where the added page will be placed.

You will need to complete all the empty fields to define the details of the page you are about to add.

**Page Title:** This title will appear as the header of your page, detailing the name / natural of your page.

**Page Tag:** The page tag is automatically filled as the page title is typed.

**Parent:** This allows you to choose where the root of this page will be linked.

**Description:** This section allows you to write a brief description of the natural of this page.

**Secure Page:** Tick this box if this page will handle sensitive information such as credit card details, personal details etc.

Once details are filled in click the '**Next**' button at the bottom of the page or alternatively you can click on the tabs in the navigation.

**Add Page**
Refresh Print

1 » Page Details
2 » Template
3 » Navigation
4 » SEO
5 » Content

Page Title \*

Page Tag

Parent Site Structure Browse...

---

Description

---

Secure Page  Page can only be accessed using an SSL encrypted connection

System Page  Page is required by the system

Embeddable Page  Allow this page to be embedded within an IFRAME on external sites (possible security risk)

Next >
Cancel

## 2. Template

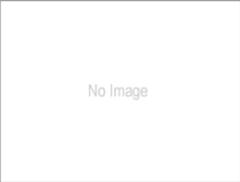
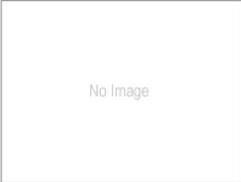
All pages are assigned a template. The template has been created for you by WorldWeb and determines how the given page displays on the webpage (e.g: the number of columns, the graphics used). In some cases, a number of different templates will have been created for you with different properties. A page template may then be selected for a given page in the 'Add Page' section under the options tab (described later in this document).

Once the desired template has been selected you will then need to click 'Next'.

**Add Page: TEST** Refresh Print

1 » Page Details 2 » **Template** 3 » Navigation 4 » SEO 5 » Content

Select the template you would like to use for this page from the list below. The template you select will define how the page looks overall, and how your content will fit into it.



**Template Parameters**

Background

**Main**  
main.tpl.html

subpage one wide column  
subpage\_wide\_col.tpl.html

Home  
home.tpl.html

Next > < Back Cancel

### 3. Navigation

The Navigation provides a pathway for the user to use your page as an access point to the rest of the site.

This is where you will need to make a selection of where or how the page will be found within the site.  
E.g. Home > About Us > Map

Choose a core page where you want your page to be located from, depending on how many subcategories/pages you may have.

You then decide the path where someone can access that particular page. <http://www.websitename.com/about-us/map> <-- This is how it will appear in your URL.

To select no path for page, click '**None**'.

The page URL will appear to be blank next to 'Page URL'

**Add Page: TEST**
Refresh Print

1 » Page Details
2 » Template
3 » Navigation
4 » SEO
5 » Content

If this page should be in the navigation choose the item below. If you wish to add a new item click at the point you want to add the item.

Page URL: 
Select None

<b>Main</b> >>	<input type="button" value="Home"/>	<input type="text" value="TEST PAGE"/>
<b>Mobile</b>	<input type="button" value="Products"/>	
	<input type="button" value="News"/>	
	<b>Test Form</b> >>	
	<input type="button" value="About Us"/>	
	<input type="button" value="Forum"/>	
	<input type="button" value="FAQ"/>	
	<input type="button" value="Events"/>	
	<input type="button" value="RealView"/>	
	<input type="button" value="Site Map"/>	
	<input type="button" value="Register"/>	
	<input type="button" value="Experiment"/>	

Next >
< Back Cancel

## 4. SEO

The way that a page is displayed within the site coupled with its content will determine how Search Engines like Google read it.

As you create the page you will need to be mindful of how the Search Engine Robots see it. Basically when you create the page, add it and its content you will need to make sure how its named and its associated description is friendly for Search Engines, this is what we call Search Engine Optimisation (SEO).

This data is called Meta Data, it is how the search engines index your page. To optimise your website page you will need to complete Meta Data descriptions for the following areas:

**Browser Title:** This is used to generate the URL for the page (the URL is the file name of the web page that is displayed in the browser address bar). When you create the browser title please make sure you do not add .htm ro .html at the end of the the page as this will be automatically added by ContentONE for you. All you need to do is type the Browser Title in plain english.

**Description:** This section allows you to write a brief description of the page

*\*Please note that the description will be used through search engines , therefore using keywords and phrases that relate to your services, image and story line of the page is highly recommended*

**Image:** Upload an image that you want to represent the page - for example in social networking this will be the image icon that represents the page viewers would click on

**Custom URL:** Please do not make changes to this section. It is important that you contact WorldWeb to understand more about Canonical URL's. This tells the search engines about the preferred location of this page's URL. The important thing to remember is that when you create a page, users will go to the page however once you delete that page a user may have bookmarked the page and they may click on their bookmark. In this case they will arrive at an error. This is bad for the search engines. So please be mindful that when you create a page you will need to think about what happens when you delete it, e.g. where will your users be taken to as a replacement page.

**Search Engines:** Tick this box if you would like this page to be found in search engines  
Sometimes you don't want a page to be found by Search Engines e.g. private pages that you only want members to see. If this is the case then you will need to un-tick the box.

1 » Page Details
2 » Template
3 » Navigation
4 » SEO
5 » Content

### Meta Data

Browser Title

Description  
(250 chars max)

Image  Default  Custom

n/a

---

### URLs

Custom URL

As this page is linked to via the navigation the url for the page is based on the navigation structure, therefore a custom url is not recommended.

http://demo.worldwebms.com/

---

### Searching / Indexing

Search Engines  Allow search engines to index this page

Site Search  Allow this page to appear in search results on this site

## 5. Content

The format of the content will be displayed in the template that you have selected in Step 2.

Where formatted content can be added you will see the buttons "Add block to Region (number#)". Select the relevant region that you would like to add content and then click on the "block number #"

This will open a box giving options 'content', 'lists' and 'forms'.

From this tool you will be able to manage formatted content, image rotators, embedded galleries, forms, asset listing, events summary,

events list for category, past events, news article category, and recent news summary.

To add general content click '**formatted content**'.

The page will open with a html editing available.  
Once your finished, click the '**Finish**' button in the bottom left corner.

Page Details Template Navigation SEO Content

HOME ABOUT CHAPTERS MEMBERS EVENTS EDUCATION AWARDS RESOURCES LINKS

+ Add block to Region 3

+ Add block to Region 1

Search...

SELECT CHAPTER

SOUTH AUSTRALIA

+ Add block to Region 2

+ Add block to Region 5

**\*\*Please note\*\***

"We've got a problem" will appear if you have not filled in the required fields marked with an asterix.

**Add Page:** Refresh Print

1 » Page Details 2 » Template 3 » Navigation 4 » SEO 5 » Content

**We've got a problem:**

- Please enter a title for this page

Page Title \*

Page Tag

Parent  Browse...

---

Secure Page  Page can only be accessed using an SSL encrypted connection

System Page  Page is required by the system

Embeddable Page  Allow this page to be embedded within an IFRAME on external sites (possible security risk)

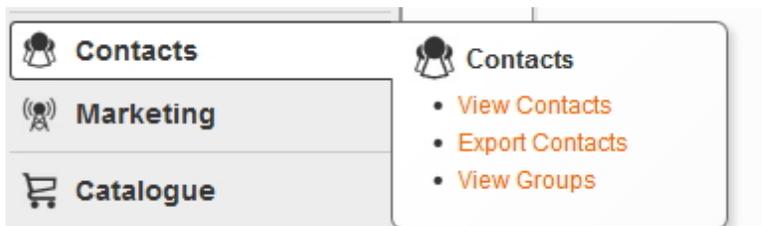
## 2.2 Add Contact

### How to Add a Contact

Contacts are the lifeblood of any email marketing campaign. Without them, there is no point to any campaign. It is, therefore, vital that you build your own list of contacts.

In building your list, you should ensure that you are building a "quality" list. In terms of email marketing, the old cliché holds true, "Quality is better than Quantity." It is better to send to a few contacts who are interested in your product/service/message than to send to random individuals who are not.

On the left navigation bar click **'Add'**, a sub menu will open with a list of categories. Click **'Add Contact'** from the subcategory.



Once **'View Contacts'** is open, click **'Add Contact'** which is located on the navigation bar.

**View Contacts** Refresh Print

List Contacts **Add Contact**

1 to 14 of 14 contacts Query:  Group: NP June 2010 Go

Name	Email	Work	Home	Mobile	
billinger, simone	mo-na@liv.com.au				[delete]
Cid, Daniel	dcid@bgpond.net.au				[delete]
Cooke, Jessica	jessica.cooke1@hotmail.com				[delete]
Diekman, Adam	lisadam02@otmail.com				[delete]

Once you have selected **'Add Contact'** three steps will appear for you to select. The steps will appear in the following order:

1. Basic Details
2. Contact Details
3. Membership groups

## 1. Basic Details

Contacts are the lifeblood of any email marketing campaign. Without them, there is no point to any campaign. It is, therefore, vital that you build your own list of contacts.

In building your list, you should ensure that you are building a "quality" list. In terms of email marketing, the old cliché holds true, "Quality is better than Quantity." It is important that you build a contact list based on contacts who are interested in your product/service/message than random individuals who are not.

When you add a new contact, they will become a member of your website. If you would like them to be able to log in to the member area then you will need to set them up with a password as well.

Once you have the contact you will need to populate the basic information or details for that contact.

**Email Address:** enter the contact email address

**Title:** select a title from the dropdown menu

**Given Name:** enter the first name of contact

**Surname:** enter the surname of contact

**Phone (Work):** enter work phone number

**Phone (Home):** enter home phone number

**Phone (Mobile):** enter mobile number

**Has Password:**

**New Password:** enter new password

**Confirm Password:** confirm new password

**Can log in?** this is pre-ticked to yes, only tick no if you do not wish for the contact to be able to log in

**Add Contact** Refresh Print

**1 » Basic Details** **2 » Contact Details** 3 » Membership Groups

Email Address: \*

---

Title:   Or other title

Given Name:

Surname:

---

Phone (Work):

Phone (Home):

Phone (Mobile):

---

Has Password: No

New Password:

Confirm Password:

---

Can log in?  Yes  No

**Next >** Cancel

## 2. Contact Details

**Address 1:** enter the 1st line of contact address

**Address 2:** enter the 2nd line of contact address

**Suburb:** enter the suburb

**Postcode:** enter postcode

**State:** enter state

**Country:** enter country

**Add Contact** Refresh Print

1 » Basic Details   2 » Contact Details   3 » Membership Groups

Address 1:

Address 2:

Suburb:

Post Code:

State:

Country:

**Next >**   < Back   Cancel

### 3. Membership Groups

It is important that you tick the relevant box so that the contact is included in the correct groups for email/sms campaigns.

Once you have selected the relevant box for the member you will need to click '**Finish**'.

**Add Contact** Refresh Print

1 » Basic Details   2 » Contact Details   3 » Membership Groups

Member of:

Name	Subscribe	Description
<input checked="" type="checkbox"/> Customers	Auto	
<input type="checkbox"/> Offers and Specials	Manual	
<input type="checkbox"/> Restricted	No	

**Finish**   < Back   Cancel

## 2.3 Add Group

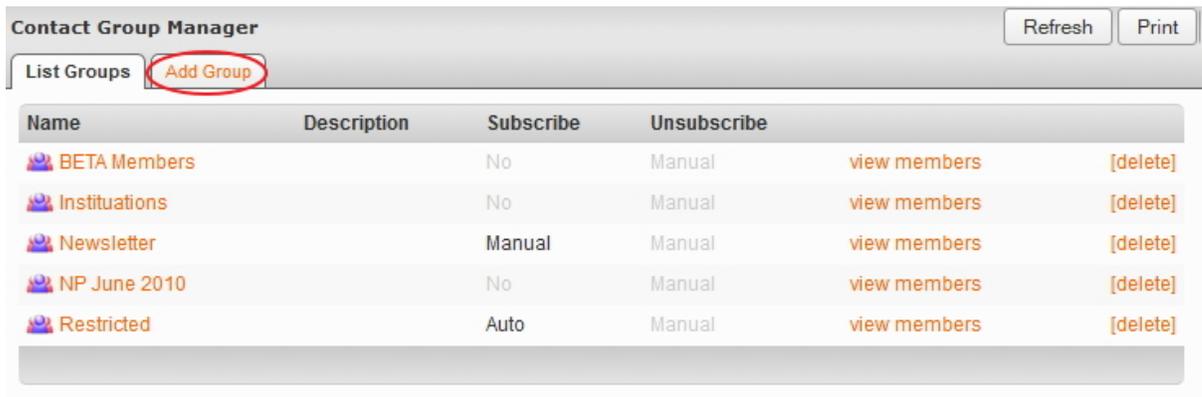
### How to Add Groups

This section is very important for your marketing as it provides you with way to add and assign emails to groups.

On the left navigation bar click '**Contacts**', a sub menu will open with a list of categories. Click '**View Groups**' from the subcategory.



Once 'View Groups' is open, click 'Add Group' which is located on the navigation bar.



'Add Contact Group' will appear.

Once you are in the '**Add Group**' section, you will be prompted to add information for the group of members you are about to create. You will need to complete all the requested information areas.

**Name:** This will appear as the name of your group

**Description:** This section allows you to write a brief description of the nature of this group

**Analytics Custom Variable Name:**

**Subscriptions:**

This section refers to the 'Subscription' permissions for this group. Please select the appropriate permission level to be set for this contact group.

Administrators can only add members to this group

Members can choose to join this group when registering or updating their membership

Members will automatically join this group when registering

**Unsubscriptions**

This section refers to the permissions for this group when it comes to 'Unsubscribing'

Members can manually remove themselves from this group

Members will automatically be removed from this group when they unsubscribe

**Image:** Click the '**browse**' button to upload any additional relevant information

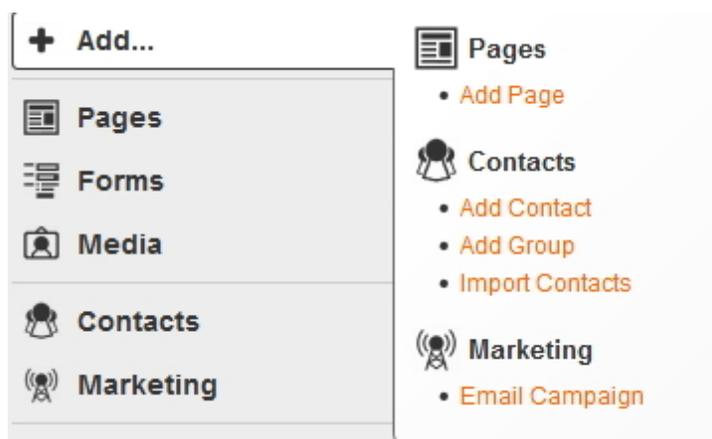
Click '**Ok**' once finished.

## 2.4 Import Contacts

### How to Import Contacts

If you have contacts that have been saved in other systems you can have them imported and market to them. The following section outlines how you can do this.

On the left navigation bar click **'Add'**, a sub menu will open with a list of categories. Click **'Import Contacts'** from the subcategory.



### Step 1 of 3: Upload CSV File

*\*Please note the file MUST be CSV\**

A CSV file is a spreadsheet file format that stands for comma-separated values. Most spreadsheet programs allow you to import and export using this file type.

After your contact's data is in a CSV file, you can easily import your data into the marketing automation tool. The time it takes to upload your data will depend on the size of your database.

When you are uploading your "contacts" data set, the tool will ask you to visually map the data points to your new database.

To upload a CSV file you must carry out the following steps:

Click the **'Browse'** button to search for the file on your computer.  
Click **'Continue'**.

**Import Contacts** Refresh Print

**Step 1 of 3: Upload CSV File**

Please click the "Browse" button and select the CSV file that you wish to import:

CSV File:  Test.csv

**CSV File Format**

- Each contact should be on a separate line.
- Each value should be separated by a comma (,) and optionally be surrounded with double quotation marks ("").
- e.g. "Mr","Joe","Smith","joe.smith@example.org"
- Separate multiple values in a column using the pipe (|) character.
- e.g. "Mr","Joe","Smith","joe.smith@example.org","Group A|Group B"

**Continue**

### Step 2 of 3: Configure Import

We need to provide a description of the csv file format. For example what are the titles on the rows and columns and what do they mean. I would explain it in the following manner:

The CSV file is a spreadsheet with a row at the top that has the name of all the content in the columns. Each row will have the details for the contact to be imported.

Check the CSV file to ensure that there are not empty rows or columns with no headings or titles assigned.

Once you have done that you can start the '**Import Contacts**' section in ContentONE to browse and upload the CSV file. ContentONE will automatically convert the file into your address book contacts for email marketing. To do this you will need to follow these steps:

#### **Import Options:**

*Tick all relevant options*

When importing the CSV file or spreadsheet, it is important that you note the following:

The csv file is a spreadsheet with a row at the top that has the name of all the content in the columns. Each row will have the details for the contact to be imported.

Do not import first row in in CSV (header row) - this is the name of your columns, you do not need to import

Do not update details of existing contacts

Do not import rows with an invalid email address

**Please indicate what columns you want to import:**

You will need to assign each column to the relevant dropdown option.

Please indicate what columns you want to import:

Column	Sample Data	Import to
#1	Title	Title
#2	First Name	
#3	Surname	<b>Account Details</b>
#4	Address 1	Email
#5	Address 2	Password
#6	Suburb	<b>Basic Details</b>
#7	State	Company
#8	Post Code	First Name
#9	Country	Last Name
#10	Phone Number	Title
#11	Mobile Number	<b>Contact Address</b>
#12	Work Number	Country
#13	Email Address	Post Code
		State
		Address #1
		Address #2
		Suburb
		<b>Contact Details</b>
		Email
		Fax
		Home Phone

Click '**Continue**'.

### Step 3 of 3: Confirm Import

Once you click continue, you will arrive at the '**Confirm Import**' screen, where you will be asked to review the details and click '**Start Import**' once you are happy with the details.

If there are skipped rows, it means the CSV has errors. When this occurs you should click the '**upload a revised file**' or '**Back to Step 2**' if you want to repeat the whole process.

To check the contacts that are pending import you can click on '**show**'. If all the new contacts are correct and there are no skipped rows then you can click on '**Start Import**'.

**Import Contacts** Refresh Print

**Import Contacts**

**Step 3 of 3: Confirm Import**

Please review the import details below. To correct errors or notices please **upload a revised file**. If you wish to proceed with the import click the "Start Import" button.

CSV File: Test.csv  
Total Rows: 1  
Skipped Rows: 0

New Contacts: 1 [show]  
Existing Contacts: 0

Membership: Contacts will be added to the following groups:  
• Customers

**Start Import** Back to Step 2

## 2.5 Email Campaign

### How to Add a New Campaign

This section details how you can use email marketing to reinforce your marketing strategy.

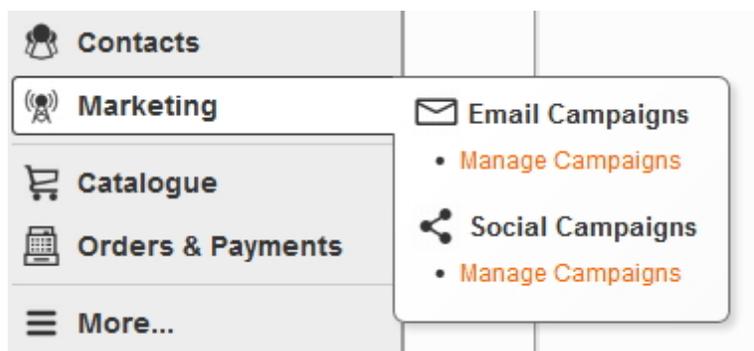
Communicating regularly with clients and prospective clients is crucial to a successful hair and beauty business. E-mail, when used advantageously, helps ensure a steady return of repeat and referral business. Because most of your clients will need your services an average of only once every 3 to 6 months, you need a way to maintain consistent contact during a long period of time. E-mail is your answer.

Once you have all the contacts imported, categorised into groups and saved you can create a marketing campaign. The following section details how you can create a new campaign by adding the campaign to the system. Once the campaign has been added in the system, it will remain there for you to reuse in the future.

The following section details how you can create a new campaign by adding the campaign to the system.

Once the campaign has been added in the system, it will remain there for you to reuse in the future.

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



Select **'New Campaign'** which is located on the navigation bar.



You can use e-mail to provide valuable information, to market yourself and your business to clients and prospects. Every e-mail message you send is an opportunity for marketing your business.

Consider sending an e-mail communication to your client database once per month and on special dates e.g. birthdays, anniversaries, mothers day etc. Remember, sending messages or newsletters too frequently without a reason can make clients tune out your message and can damage your business, however emails timed correctly and with the right content will build a relationship with your audience.

When creating a new campaign you will need click on the **'New Campaign'** tab which is located next to 'View Campaign'. You will then need to complete the following 7 steps:

1. General Settings
2. Change Template
3. Personalise
4. Edit Content
5. Attachments
6. Test Email
7. Recipients

## 1. General Settings

The purpose of the General Settings is to assign the campaign with an internal name, a tag to enable the

tracking of the email statistics and the details of the sender and recipient.

**Internal Name:** This will be the internal name of the email.

**Analytics Tag:** Email campaigns are a cost-effective way of attracting quality return visitors to your site. It's important that you tag your email campaigns with campaign tags so that you can track how well each email performs. You can tag your emails with the name of the email marketing campaign, e.g. Email News, Email Promo 15 May 2014, etc. Campaign tags are also additional information that you apply to links. Once a link is clicked, the tag information is passed to Google Analytics. Tagged links will also allow you to evaluate the performance of individual links within your emails.

**From Address:** Enter the email address of who sent this email.

**From Name:** Enter the name of who sent this email

**Subject:** Enter the title of the email.

**Add Email Campaign** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please enter some campaign details. The internal name is for your own reference, customers will not see it.

Internal Name: \*

Analytics Tag:  *(will appear as campaign name in analytics)*

---

From Address:

From Name:

Subject: \*

Next > Cancel

## 2. Change Template

There will be various templates for you to select. Select the template you would like to use for your email from the list below.

The template you select will define how the email looks overall, and how your content will fit into the template.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content Attachments Test Email Recipients

Select the template you would like to use for this page from the list below. The template you select will define how the page looks overall, and how your content will fit into it.



1  
Newsletter Template  
2  
3  
4  
5

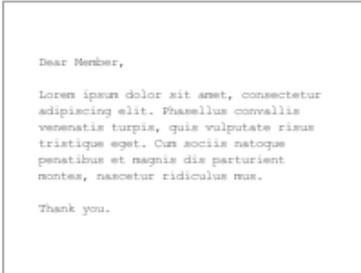
Newsletter



6  
1  
Newsletter Template  
[ editable banner ]  
2  
3  
4  
5

Newsletter advert

Click to select template



Dear Member,  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus convallis venenatis turpis, quis vulputate risus tristique eget. Curs sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.  
Thank you.

Plain Text

### 3. Personalise

Select the type of personalisation you would like to use from the list below:

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template **Personalise** Edit Content Attachments Test Email Recipients

Select the type of personalisation you would like to use.

Format	Example
<input type="radio"/> None	
<input type="radio"/> Dear <First Name> <Last Name>	Dear John Doe
<input type="radio"/> Dear <First Name>	Dear John
<input type="radio"/> Dear <Title> <Last Name>	Dear Mr Doe
<input type="radio"/> Hi <First Name> <Last Name>	Hi John Doe
<input checked="" type="radio"/> Hi <First Name>	Hi John
<input type="radio"/> Hello <First Name> <Last Name>	Hello John Doe
<input type="radio"/> Hello <First Name>	Hello John
<input type="radio"/> Hello <Title> <Last Name>	Hello Mr Doe
<input type="radio"/> <First Name> <Last Name>	John Doe
<input type="radio"/> <First Name>	John
<input type="radio"/> <Title> <Last Name>	Mr Doe

Click to select

#### 4. Edit Content

Depending on which template you select under the 'Change Template' section there will be a number of 'block regions' for you to add formatted content. Some of the templates will have one block region and some may have as many as 6.

In the example below you can edit the content area by clicking into the Region 1 and using the HTML editor (WYSIWYG), just like any other page of your website.

You can insert images, hyperlinks, various text styles and tables to create a unique look for your email.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings | Change Template | Personalise | **Edit Content** | Attachments | Test Email | Recipients

+ Add block to Region 6

Hi (First Name),

**Formatted Content** ✎ - remove

+ Add block to Region 2

+ Add block to Region 3

+ Add block to Region 1

+ Add block to Region 4

+ Add block to Region 5

---

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 Sales 1300 79 78 79 | Service 8215 0020 | Telephone (08) 8215 0020 | Facsimile (08) 8232 6026

Based on the template you selected in point 2 this will reflect the numbers of block regions for you to enter your content.

**Edit Email Campaign: Enews july 2014** Refresh

General Settings | Change Template | Personalise | **Edit Content** | Attachments | Test Email | Recipients

+ Add block to Region 6

Hi (First Name),

content here

+ Add block to Region 2

+ Add block to Region 3

+ Add block to Region 1

+ Add block to Region 4

+ Add block to Region 5

---

WorldWeb MS Pty Ltd | ABN 11 105 289 290 | 2/241 Pirie Street, Adelaide, South Australia 5000  
 Sales 1300 79 78 79 | Service 8215 0020 | Telephone (08) 8215 0020 | Facsimile (08) 8232 6026



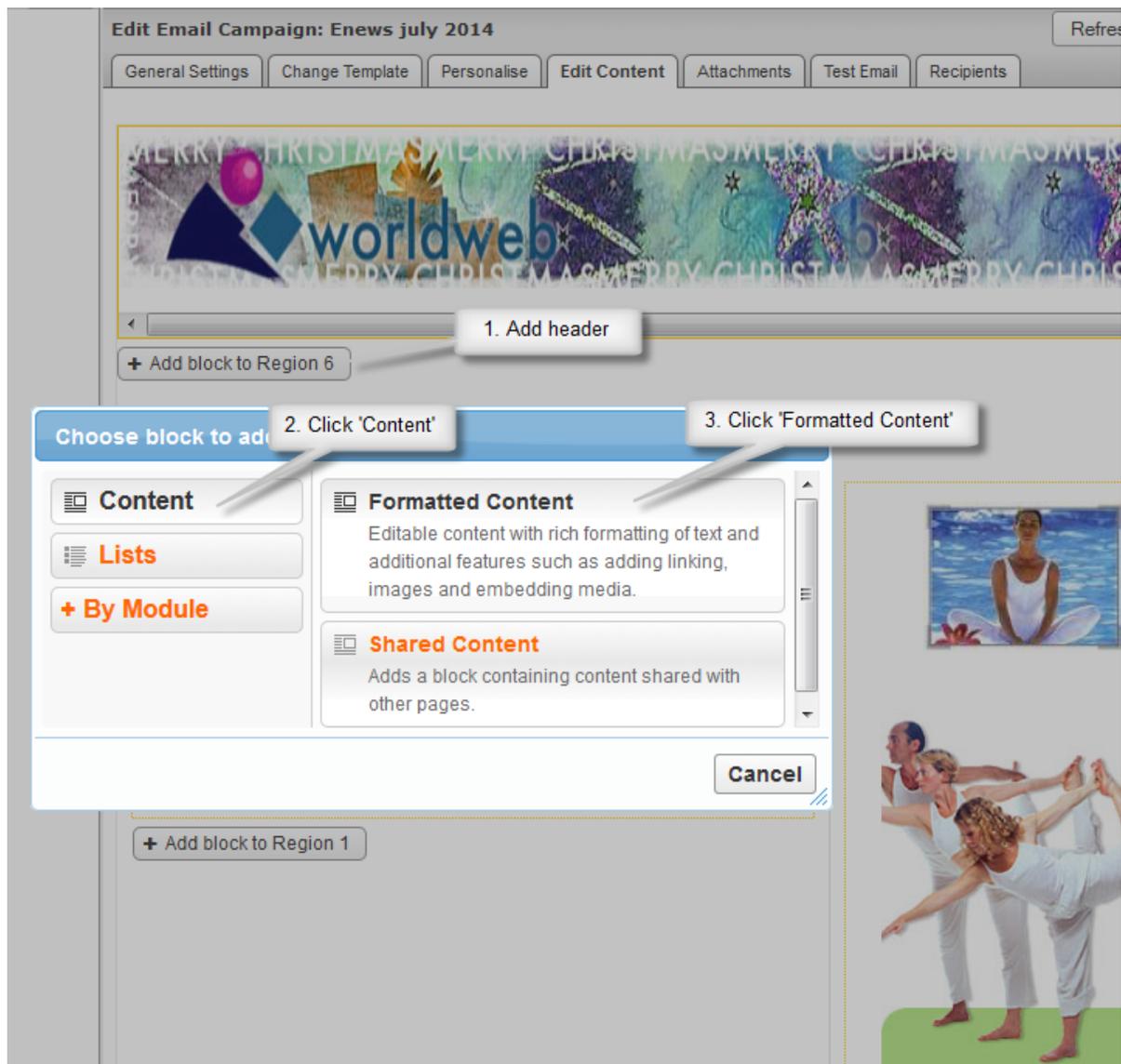
**How to add content and images to email:**

Click the button **' +Add block to Region #'**. In the example below there are 6 block regions which have the following content requirements:

- + Add block to Region 1 = whatever formatted content you would like this to be from images to text
- + Add block to Region 2 = whatever formatted content you would like this to be from images to text
- + Add block to Region 3 = whatever formatted content you would like this to be from images to text
- + Add block to Region 4 = whatever formatted content you would like this to be from images to text
- + Add block to Region 5 = the footer is normally a link back to the website with the contact details of the business
- + Add block to Region 6 = add header, this is the header of the email so it is important that you keep this short

Once you click the **' +Add block to Region #'** button a pop up window will appear.

Click **'Formatted Content'**.



You can add, edit, delete content or images etc by using the HTML editor (WYSIWYG).

You then continue to do the same with the other regions.

If you wish to **'Edit'** the region you can select the icon as shown below or you can place the mouse within the region.

If you wish to **'Delete'** a region you can select the remove button.

The screenshot shows the 'Edit Email Campaign' interface for 'Enews July 2014'. The interface includes a toolbar with various editing tools, a navigation menu with 'Edit Content' selected, and a main content area. The content area displays a banner image with the text 'worldweb' and '6. 'Edit' button' and '7. 'Delete' button' callouts. Below the banner, there is a text input field with 'Test add block to region 6' and a callout '4. Start to add image or content'. At the bottom, there is a button labeled '+ Add block to Region 6'.

An example after adding image and content to email:



+ Add block to Region 6

Hi (First Name),

Lorem ipsum dolor sit amet, consectetur adipiscing.  
 Sed gravida facilisis volutpat. Praesent accumsan dolor ac venenatis faucibus. Fusce ullamcorper, arcu ac placerat scelerisque, sapien odio iaculis est, quis adipiscing metus nulla at felis. Ut vitae pellentesque lectus. Vivamus gravida erat neque, mattis facilisis orci rhoncus sed. Curabitur pretium vel elit quis tincidunt. Integer feugiat  
 Sed gravida facilisis volutpat. Praesent accumsan dolor ac venenatis faucibus. Fusce ullamcorper, arcu ac placerat scelerisque, sapien odio iaculis est, quis adipiscing metus nulla at felis. Ut vitae pellentesque lectus. Vivamus gravida erat neque, mattis facilisis orci rhoncus sed. Curabitur pretium vel elit quis tincidunt. Integer feugiat

+ Add block to Region 1




+ Add block to Region 2

## 5. Attachments

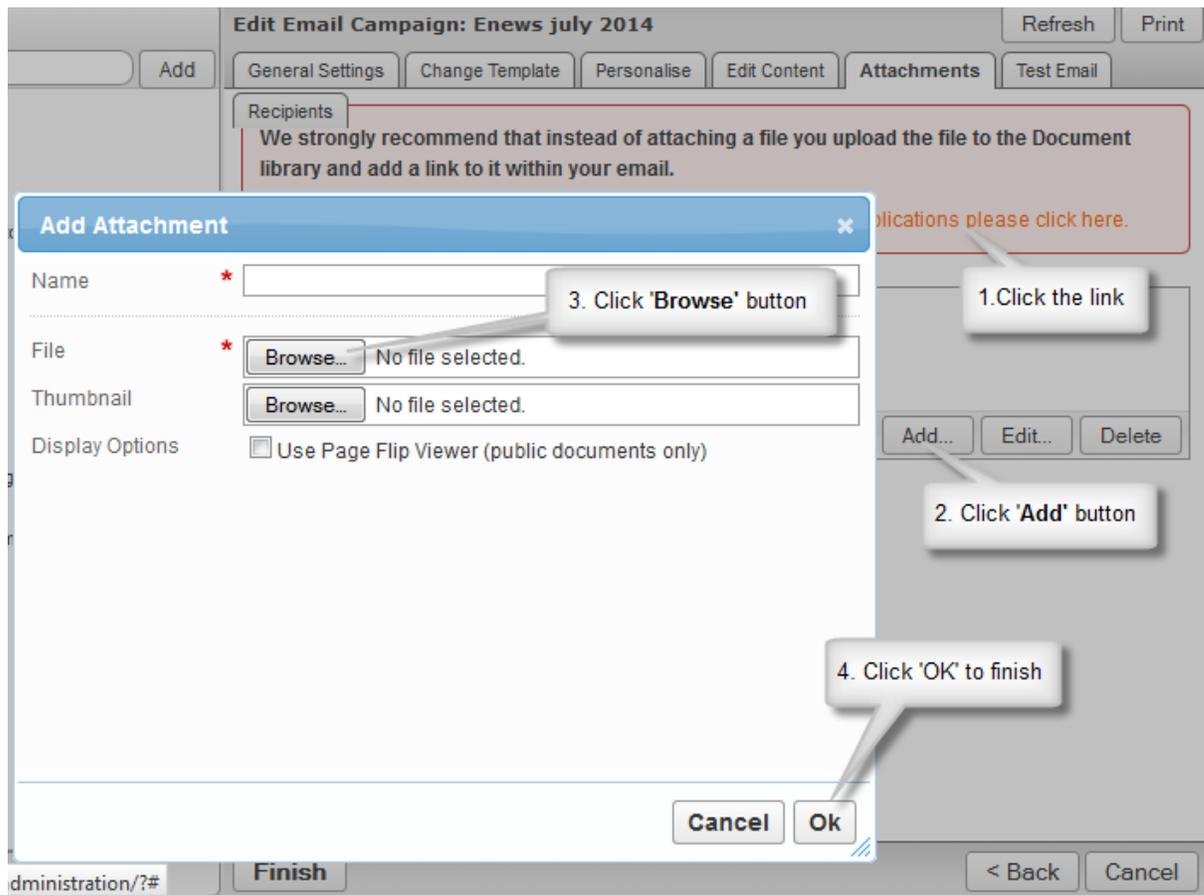
It is important that the emails sent out are small and light weight in size to ensure that it is quick and easy for the intended recipient to download and open the email. To do this we strongly recommend that instead of attaching a file you upload the file to the Document library of your website and add the URL link for the user to access it directly via your email.

Please refer to the '**Media**' section of this manual under the '**Media Manager**' on how to upload a document.

Whilst its not recommended, if you would like to attach the file to send to a small number of recipients via email please continue with instructions below:

1. Click the link to start
2. Click the '**Add**' button to add the attachments
3. Click the '**Browse**' button to find the attachments saved on your computer

4. Click the **'OK'** button to finish



You can attach numerous files to your email.

To add attachments click the **'Add'** button.

To edit attachments click the **'Edit'** button.

To delete attachments click the file name and select the **'Delete'** button.

To sort the attachments click the file name and select either **'Up'** or **'Down'** buttons.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content **Attachments** Test Email Recipients

**We strongly recommend that instead of attaching a file you upload the file to the Document library and add a link to it within your email.**

If you are confident you want to attach a file and understand the implications please [click here](#).

Attachments:

<input type="checkbox"/>	img1	img1.jpg	64KB
<input type="checkbox"/>	Application form	Application form.bmp	1.6MB

Up Down Add... Edit... Delete

## 6. Test Email

Prior to sending the email to all your recipients we recommend that you test the email first to ensure that it is displayed correctly and that all the links and calls to actions work.

You can test your email to see how it will appear by entering your email address and first name in the areas highlighted below.

Once you have done that press the **'Send Test Email'** button. Then check your email to verify the format of what you have just sent.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content Attachments **Test Email** Recipients

To see how your email will appear, enter your email address below and click the *Test* button. You can test the message as many times as you like with as many different email addresses as you like.

**Email Address:**

**Title:**

**First Name:**

**Last Name:**

**Send Test Email**

## 7. Recipients

The following area provides you with instructions of how you can select the recipients that will receive your email. There are two options for you to choose from:

1. Send to existing contacts
2. Send to recipients in CSV

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value
<input type="button" value="Add Criteria"/>	

No recipients found

### Send to recipients in CSV

Send this campaign to recipients in the following file (first line is ignored):

No file selected.

< Back Cancel

## 1. Send to existing contacts:

This section provides instructions of how you can send emails to your existing contacts. In the recipients section there is an **'Add Criteria'** button.

Click **'Add Criteria'**.

From the Criteria dropdown menu select **'Contact Group'**.

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value	
<input type="text"/>	is	<a href="#">[remove]</a>

**Contact Address**  
Contact State  
Contact Postcode  
Contact Country

**Delivery Address**  
Delivery State  
Delivery Postcode  
Delivery Country

**Groups**  
Contact Group

**Personal Details**  
Company  
Email  
First Name  
Last Name  
Mobile Number

From the Value dropdown select the group that you wish to send the email to.

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value	
Cor	is	[remove]

Add Criteria

No recipients found

- Restricted Newsletter
- NP June 2010
- Institutions
- BETA Members**

Contacts

Finish < Back Cancel

To send to multiple groups, you will need to repeat this process by clicking '**Add Criteria**'.

Once finished adding groups click the '**Finish**' button, you will then be presented with 3 options:

- save as draft - the campaign will not be sent and will require you to manually come back and select either of the next 2 options
- send now - the campaign will be sent now
- send at specific time - the campaign will be sent at a time that you program it to be activated

**Add Email Campaign: Test** Refresh Print

When should this campaign be sent?	Campaign Summary	Recipient Summary
<p><input checked="" type="radio"/> <b>Save as draft.</b> This campaign will not be sent.</p> <p><input type="radio"/> <b>Send now.</b> This campaign will be sent as soon as possible.</p> <p><input type="radio"/> <b>Send at specific time:</b> This campaign will be sent at the following time:</p> <p>Activation: <input type="text"/> </p> <p>Date: <input type="text"/> </p>	<p>Name: Test</p> <p>Format: HTML</p>	<p># Existing Contacts: 0 <a href="#">[view list]</a></p> <p># Invalid Addresses: 0</p> <p># Duplicated Addresses: 0</p> <p># Unsubscribed Addresses: 0</p> <p># Actual Recipients: 0</p>

**Finish** < Back Cancel

## 2. Send to recipients in CSV:

This section provides instructions of how you can send emails to your new contacts by importing a CSV.

Click the '**Browse**' button and select the CSV file that you have saved on your computer. Click 'Upload'.

**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

Test Contacts.csv

# Top Level Intro

This page is printed before a new  
top-level chapter starts

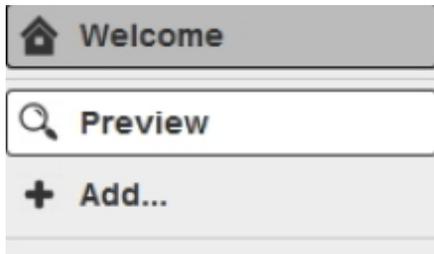
# Part



### 3 Preview

#### Preview

You can preview your website or changes by using the **'Preview'** button in the Navigation Bar. Preview will be used regularly from time to time when you make updates, changes or check the layout of your website.

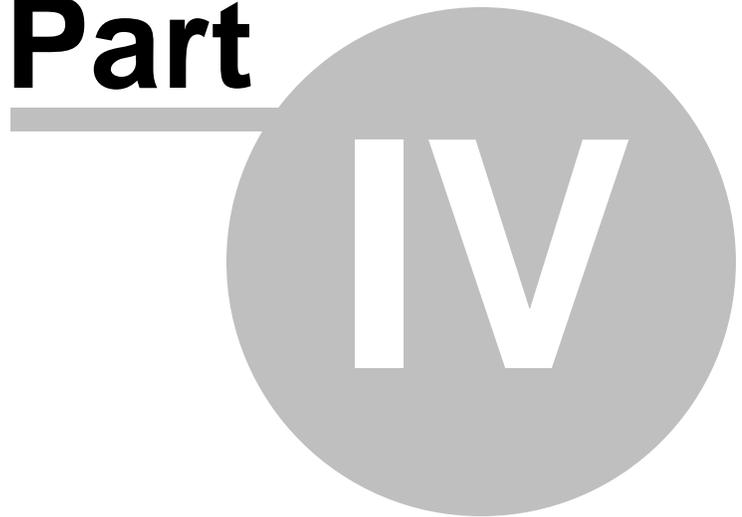


Once you click on preview the system will display your website on new window

# Top Level Intro

This page is printed before a new  
top-level chapter starts

**Part**



## 4 Pages

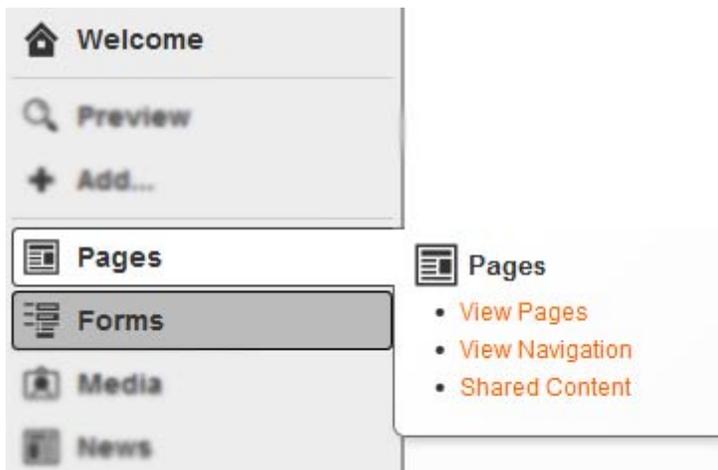
### Pages

By clicking the Pages button, this will allow you to view pages  
On the left navigation bar click '**Pages**', a sub menu will open with a list of categories.

**View Pages:** will open to a list of all pages, which will allow you to manage and maintain pages.

**View Navigation:** will open to a list of pages and sub-pages. This will allow you to rearrange the order of pages.

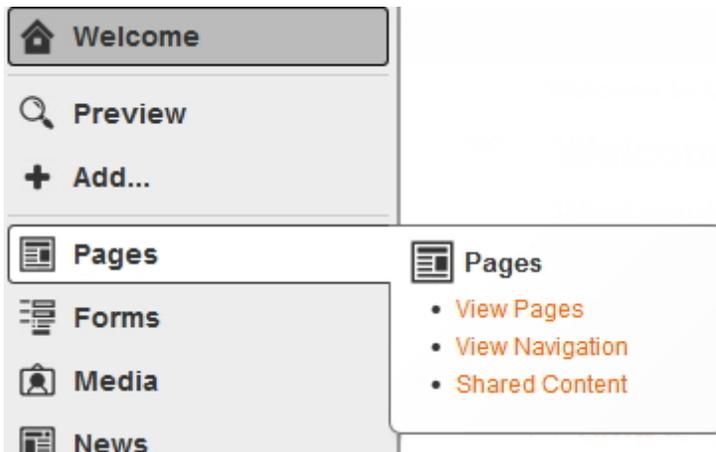
**Shared Content:** allows you to create content that can be assigned to several places rather than re-writing the same content several times.



### 4.1 View Pages

#### View Pages

On the left navigation bar click '**Pages**', a sub menu will open with a list of categories.  
Click '**View Pages**' from the subcategory.



Once 'View Pages' is open you are able to either 'Add', 'Edit' or 'Delete' a page.

To add a page, click 'Add Page' which is located on the top navigation bar.

To edit a page click on the orange 'Title' of the page within the list.

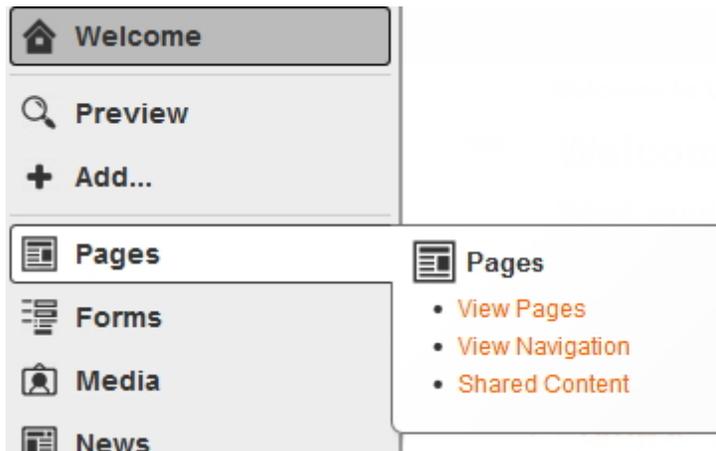
To delete a page, click on the 'delete' button on the right hand side of the page.

List Pages		Add Page		
Title	Last Modified	Status	Path	Tag
<a href="#">2004 Series Papers</a>	Mar 15, 2012 by WorldWeb Admin	Published	/resources/2004-series-papers/	
<a href="#">2006 Series Papers</a>	Apr 24, 2012 by WorldWeb Admin	Published	/resources/2006-series-papers/	
<a href="#">About</a>	Mar 15, 2012 by WorldWeb Admin	Published	/about/	
<a href="#">Advert Payment</a>	Nov 16, 2012 by WorldWeb Admin	Published	/advert-payment/	career-checkout
<a href="#">Application - Indoor</a>	Mar 15, 2012 by WorldWeb Admin	Published	/resources/technical-information/application-indoor/	
<a href="#">Back-Light Victoria / Tasmania</a>	Jul 5, 2012 by WorldWeb Admin	Published	/chapters/Victoria-tasmania/back-light-victoria-tasmania/	
<a href="#">Best Practices in Lighting</a>	Jul 9, 2012 by WorldWeb Admin	Published	/resources/best-practices-in-lighting/	
<a href="#">Board Member Profiles</a>	Dec 5, 2012 by Graeme Foweraker	Published	/about/board-member-profiles/	

## 4.1.1 Add Page

### How to Add a Page

On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'View Pages'** from the subcategory.



### Select 'Add Page'

View Pages Refresh Print

List Pages **Add Page**

Title	Last Modified	Status	Path	Tag	Secure	Index
About Us	Nov 29, 2013 by WorldWeb Admin	Published	/about-us/		No	Yes <a href="#">[delete]</a>
Aviv's Test Page	Mar 4, 2014 by WorldWeb Admin	Published	/about-us/avivs-test-page/		No	Yes <a href="#">[delete]</a>
Checkout	May 2, 2012 by WorldWeb Admin	Published	/checkout/		No	Yes <a href="#">[delete]</a>

When creating a new page you will need to complete the following 5 steps:

1. Page Details - provides information about the page. The information includes, page title, page tag, parent of that page, description, security information for the page and whether the page is a system page or embedded.
2. Template - when adding a page there are a variety of templates that will be available within the system for you to select from.
3. Navigation - the navigation is an important step for you to create the pathway for users to access the page to be created.
4. SEO - search engines will find this page based on the descriptions made on the page to define the content that you put in.
5. Content - this is all the images, videos and text that you put into the selected template that will become a page on the website.

## 1 . Page Details

As shown above, the depth of a web-page in the hierarchy can also be considered. A menu system has been setup on your website, which helps users to navigate between web-pages. This system determines where in the site map a given page appears. When you access the add page screen you can browse and select within the site structure where the added page will be placed.

You will need to complete all the empty fields to define the details of the page you are about to add.

**Page Title:** This title will appear as the header of your page, detailing the name / natural of your page.

**Page Tag:** The page tag is automatically filled as the page title is typed.

**Parent:** This allows you to choose where the root of this page will be linked.

**Description:** This section allows you to write a brief description of the natural of this page.

**Secure Page:** Tick this box if this page will handle sensitive information such as credit card details, personal details etc.

Once details are filled in click the '**Next**' button at the bottom of the page or alternatively you can click on the tabs in the navigation.

**Add Page**
Refresh Print

1 » Page Details
2 » Template
3 » Navigation
4 » SEO
5 » Content

Page Title \*

Page Tag

Parent Site Structure Browse...

---

Description

---

Secure Page  Page can only be accessed using an SSL encrypted connection

System Page  Page is required by the system

Embeddable Page  Allow this page to be embedded within an IFRAME on external sites (possible security risk)

Next >
Cancel

## 2. Template

All pages are assigned a template. The template has been created for you by WorldWeb and determines how the given page displays on the webpage (e.g: the number of columns, the graphics used). In some cases, a number of different templates will have been created for you with different properties. A page template may then be selected for a given page in the 'Add Page' section under the options tab

(described later in this document).

Once the desired template has been selected you will then need to click 'Next'.

The screenshot shows a web interface for adding a page. At the top, it says "Add Page: TEST" with "Refresh" and "Print" buttons. Below this is a breadcrumb trail: "1 » Page Details", "2 » Template", "3 » Navigation", "4 » SEO", and "5 » Content". A instruction reads: "Select the template you would like to use for this page from the list below. The template you select will define how the page looks overall, and how your content will fit into it."

There are three template options shown as thumbnails:

- Main** (selected): main.tpl.html. The thumbnail shows a page layout with five numbered content areas (1-5).
- subpage one wide column**: subpage\_wide\_col.tpl.html. The thumbnail shows a large empty box with "No Image" text.
- Home**: home.tpl.html. The thumbnail shows a large empty box with "No Image" text.

On the right side, there is a "Template Parameters" section with a "Background" dropdown menu.

At the bottom, there are three buttons: "Next >", "< Back", and "Cancel".

### 3. Navigation

The Navigation provides a pathway for the user to use your page as an access point to the rest of the site.

This is where you will need to make a selection of where or how the page will be found within the site. E.g. Home > About Us > Map

Choose a core page where you want your page to be located from, depending on how many subcategories/pages you may have.

You then decide the path where someone can access that particular page. <http://www.websitename.com/about-us/map> <-- This is how it will appear in your URL.

To select no path for page, click '**None**'.

The page URL will appear to be blank next to 'Page URL'

**Add Page: TEST**
Refresh Print

1 » Page Details
2 » Template
3 » Navigation
4 » SEO
5 » Content

If this page should be in the navigation choose the item below. If you wish to add a new item click at the point you want to add the item.

Page URL: 
Select None

<b>Main</b> >>	<input type="button" value="Home"/>	<input type="text" value="TEST PAGE"/>
<input type="button" value="Mobile"/>	<input type="button" value="Products"/>	
	<input type="button" value="News"/>	
	<b>Test Form</b> >>	
	<input type="button" value="About Us"/>	
	<input type="button" value="Forum"/>	
	<input type="button" value="FAQ"/>	
	<input type="button" value="Events"/>	
	<input type="button" value="RealView"/>	
	<input type="button" value="Site Map"/>	
	<input type="button" value="Register"/>	
	<input type="button" value="Experiment"/>	

Next >
< Back Cancel

## 4. SEO

The way that a page is displayed within the site coupled with its content will determine how Search Engines like Google read it.

As you create the page you will need to be mindful of how the Search Engine Robots see it. Basically when you create the page, add it and its content you will need to make sure how its named and its associated description is friendly for Search Engines, this is what we call Search Engine Optimisation (SEO).

This data is called Meta Data, it is how the search engines index your page. To optimise your website page you will need to complete Meta Data descriptions for the following areas:

**Browser Title:** This is used to generate the URL for the page (the URL is the file name of the web page that is displayed in the browser address bar). When you create the browser title please make sure you do not add .htm ro .html at the end of the the page as this will be automatically added by ContentONE for you. All you need to do is type the Browser Title in plain english.

**Description:** This section allows you to write a brief description of the page

*\*Please note that the description will be used through search engines , therefore using keywords and phrases that relate to your services, image and story line of the page is highly recommended*

**Image:** Upload an image that you want to represent the page - for example in social networking this will be the image icon that represents the page viewers would click on

**Custom URL:** Please do not make changes to this section. It is important that you contact WorldWeb to understand more about Canonical URL's. This tells the search engines about the preferred location of this page's URL. The important thing to remember is that when you create a page, users will go to the page however once you delete that page a user may have bookmarked the page and they may click on their bookmark. In this case they will arrive at an error. This is bad for the search engines. So please be mindful that when you create a page you will need to think about what happens when you delete it, e.g. where will your users be taken to as a replacement page.

**Search Engines:** Tick this box if you would like this page to be found in search engines  
Sometimes you don't want a page to be found by Search Engines e.g. private pages that you only want members to see. If this is the case then you will need to un-tick the box.

1 » Page Details
2 » Template
3 » Navigation
4 » SEO
5 » Content

### Meta Data

Browser Title

Description  
(250 chars max)

Image  Default  Custom

*n/a*

---

### URLs

Custom URL

*As this page is linked to via the navigation the url for the page is based on the navigation structure, therefore a custom url is not recommended.*

http://demo.worldwebms.com/

---

### Searching / Indexing

Search Engines  Allow search engines to index this page

Site Search  Allow this page to appear in search results on this site

## 5. Content

The format of the content will be displayed in the template that you have selected in Step 2.

Where formatted content can be added you will see the buttons "Add block to Region (number#)". Select the relevant region that you would like to add content and then click on the "block number #"

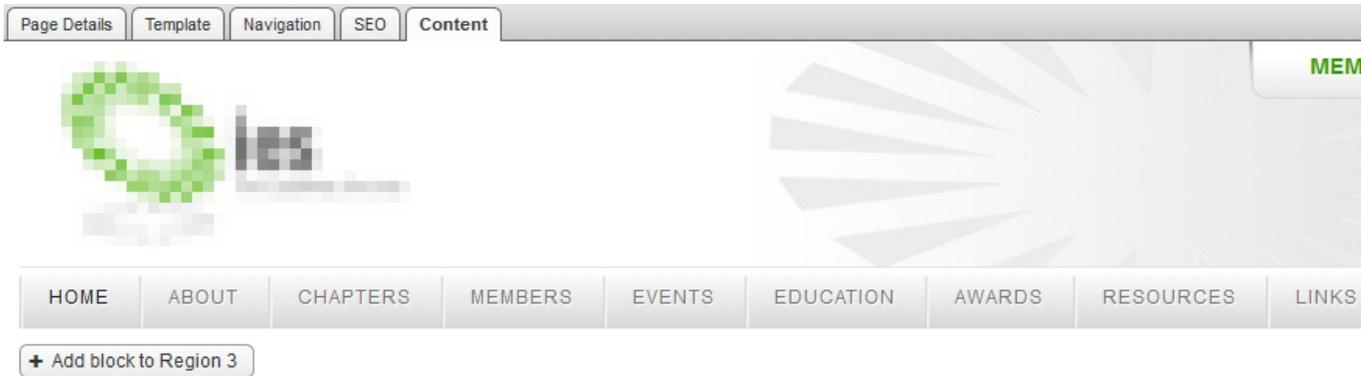
This will open a box giving options 'content', 'lists' and 'forms'.

From this tool you will be able to manage formatted content, image rotators, embedded galleries, forms, asset listing, events summary,

events list for category, past events, news article category, and recent news summary.

To add general content click '**formatted content**'.

The page will open with a html editing available.  
Once your finished, click the **'Finish'** button in the bottom left corner.



**\*\*Please note\*\***

"We've got a problem" will appear if you have not filled in the required fields marked with an asterix.

Add Page: Refresh Print

1 » Page Details 2 » Template 3 » Navigation 4 » SEO 5 » Content

**We've got a problem:**

- Please enter a title for this page

Page Title \*

Page Tag

Parent Site Structure Browse...

---

Secure Page  Page can only be accessed using an SSL encrypted connection

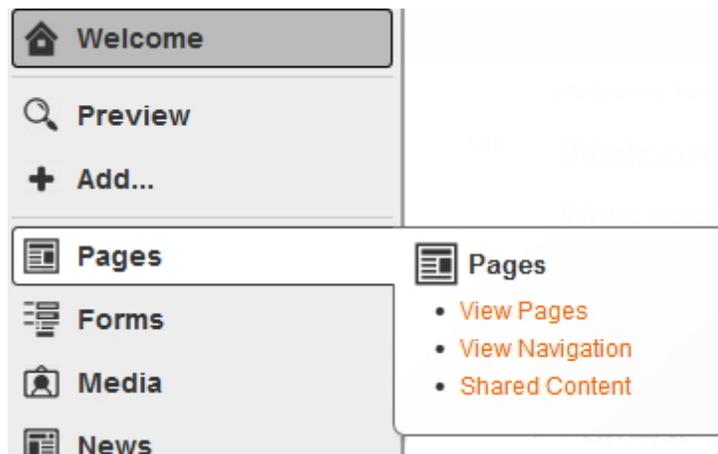
System Page  Page is required by the system

Embeddable Page  Allow this page to be embedded within an IFRAME on external sites (possible security risk)

## 4.1.2 Edit Page

### How to Edit a Page

On the left navigation bar click '**Pages**', a sub menu will open with a list of categories. Click '**View Pages**' from the subcategory.



To edit a page click on the 'Title' of the page within the list. You would follow the same process as '**Add Page**' by editing the details you desire.

## 11 . Page Details

As shown above, the depth of a web-page in the hierarchy can also be considered. A menu system has been setup on your website, which helps users to navigate between web-pages. This system determines where in the site map a given page appears. When you access the add page screen you can browse and select within the site structure where the added page will be placed.

You will need to complete all the empty fields to define the details of the page you are about to add.

**Page Title:** This title will appear as the header of your page, detailing the name / natural of your page.

**Page Tag:** The page tag is automatically filled as the page title is typed.

**Parent:** This allows you to choose where the root of this page will be linked.

**Description:** This section allows you to write a brief description of the natural of this page.

**Secure Page:** Tick this box if this page will handle sensitive information such as credit card details, personal details etc.

Once details are filled in click the '**Next**' button at the bottom of the page or alternatively you can click on the tabs in the navigation.

The screenshot shows the 'Add Page' form with the following elements:

- Navigation Tabs:** 1 » Page Details (selected), 2 » Template, 3 » Navigation, 4 » SEO, 5 » Content.
- Page Title:** A text input field with a red asterisk (\*) indicating it is required.
- Page Tag:** A text input field.
- Parent:** A dropdown menu showing 'Site Structure' and a 'Browse...' button.
- Description:** A large text area for entering a description.
- Secure Page:**  Page can only be accessed using an SSL encrypted connection
- System Page:**  Page is required by the system
- Embeddable Page:**  Allow this page to be embedded within an IFRAME on external sites (possible security risk)
- Buttons:** 'Next >' and 'Cancel' at the bottom.
- Top Right:** 'Refresh' and 'Print' buttons.

## 2. Template

All pages are assigned a template. The template has been created for you by WorldWeb and determines how the given page displays on the webpage (e.g: the number of columns, the graphics used). In some cases, a number of different templates will have been created for you with different properties. A page template may then be selected for a given page in the 'Add Page' section under the options tab (described later in this document).

Once the desired template has been selected you will then need to click 'Next'.

Add Page: TEST Refresh Print

1 » Page Details 2 » **Template** 3 » Navigation 4 » SEO 5 » Content

Select the template you would like to use for this page from the list below. The template you select will define how the page looks overall, and how your content will fit into it.



**Main**  
main.tpl.html

No Image

subpage one wide column  
subpage\_wide\_col.tpl.html

No Image

Home  
home.tpl.html

**Template Parameters**

Background

Next > < Back Cancel

### 3. Navigation

The Navigation provides a pathway for the user to use your page as an access point to the rest of the site.

This is where you will need to make a selection of where or how the page will be found within the site. E.g. Home > About Us > Map

Choose a core page where you want your page to be located from, depending on how many subcategories/pages you may have.

You then decide the path where someone can access that particular page. <http://www.websitename.com/about-us/map> <-- This is how it will appear in your URL.

To select no path for page, click '**None**'.

The page URL will appear to be blank next to 'Page URL'

**Add Page: TEST** Refresh Print

1 » Page Details 2 » Template 3 » Navigation 4 » SEO 5 » Content

If this page should be in the navigation choose the item below. If you wish to add a new item click at the point you want to add the item.

Page URL:  Select None

<b>Main</b> >>	Home	<input type="text" value="TEST PAGE"/>
Mobile	Products	
	News	
	<b>Test Form</b> >>	
	About Us	
	Forum	
	FAQ	
	Events	
	RealView	
	Site Map	
	Register	
	Experiment	

Next > < Back Cancel

## 4. SEO

The way that a page is displayed within the site coupled with its content will determine how Search Engines like Google read it.

As you create the page you will need to be mindful of how the Search Engine Robots see it. Basically when you create the page, add it and its content you will need to make sure how its named and its associated description is friendly for Search Engines, this is what we call Search Engine Optimisation (SEO).

This data is called Meta Data, it is how the search engines index your page. To optimise your website page you will need to complete Meta Data descriptions for the following areas:

**Browser Title:** This is used to generate the URL for the page (the URL is the file name of the web page that is displayed in the browser address bar). When you create the browser title please make sure you do not add .htm ro .html at the end of the the page as this will be automatically added by ContentONE for you. All you need to do is type the Browser Title in plain english.

**Description:** This section allows you to write a brief description of the page

*\*Please note that the description will be used through search engines , therefore using keywords and phrases that relate to your services, image and story line of the page is highly recommended*

**Image:** Upload an image that you want to represent the page - for example in social networking this will be the image icon that represents the page viewers would click on

**Custom URL:** Please do not make changes to this section. It is important that you contact WorldWeb to understand more about Canonical URL's. This tells the search engines about the preferred location of this page's URL. The important thing to remember is that when you create a page, users will go to the page however once you delete that page a user may have bookmarked the page and they may click on their bookmark. In this case they will arrive at an error. This is bad for the search engines. So please be mindful that when you create a page you will need to think about what happens when you delete it, e.g. where will your users be taken to as a replacement page.

**Search Engines:** Tick this box if you would like this page to be found in search engines  
Sometimes you don't want a page to be found by Search Engines e.g. private pages that you only want members to see. If this is the case then you will need to un-tick the box.

1 » Page Details
2 » Template
3 » Navigation
4 » SEO
5 » Content

### Meta Data

Browser Title

Description  
(250 chars max)

Image  Default  Custom

n/a

---

### URLs

Custom URL

As this page is linked to via the navigation the url for the page is based on the navigation structure, therefore a custom url is not recommended.

http://demo.worldwebms.com/

---

### Searching / Indexing

Search Engines  Allow search engines to index this page

Site Search  Allow this page to appear in search results on this site

## 5. Content

The format of the content will be displayed in the template that you have selected in Step 2.

Where formatted content can be added you will see the buttons "Add block to Region (number#)". Select the relevant region that you would like to add content and then click on the "block number #"

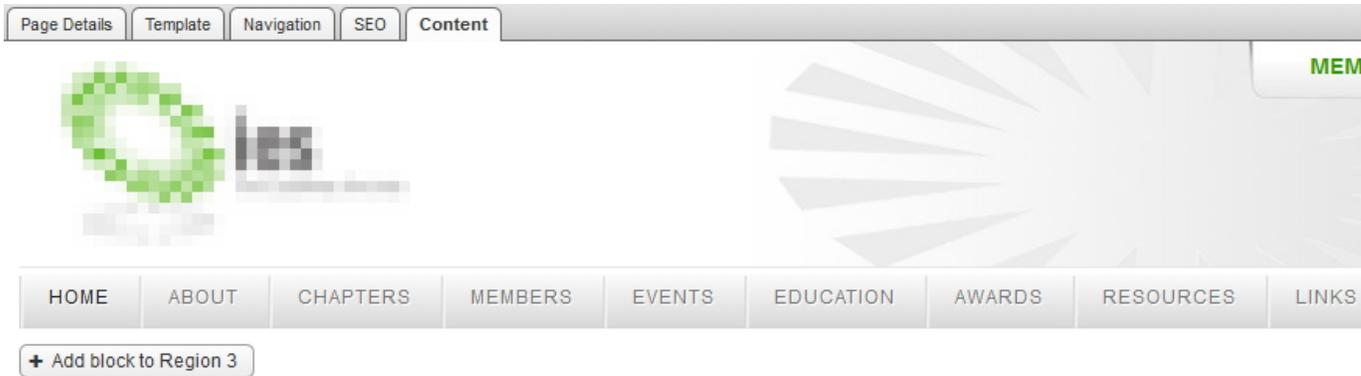
This will open a box giving options 'content', 'lists' and 'forms'.

From this tool you will be able to manage formatted content, image rotators, embedded galleries, forms, asset listing, events summary,

events list for category, past events, news article category, and recent news summary.

To add general content click '**formatted content**'.

The page will open with a html editing available.  
Once your finished, click the '**Finish**' button in the bottom left corner.



**\*\*Please note\*\***

"We've got a problem" will appear if you have not filled in the required fields marked with an asterix.

Add Page: Refresh Print

1 » Page Details 2 » Template 3 » Navigation 4 » SEO 5 » Content

**We've got a problem:**

- Please enter a title for this page

Page Title \*

Page Tag

Parent

---

Secure Page  Page can only be accessed using an SSL encrypted connection

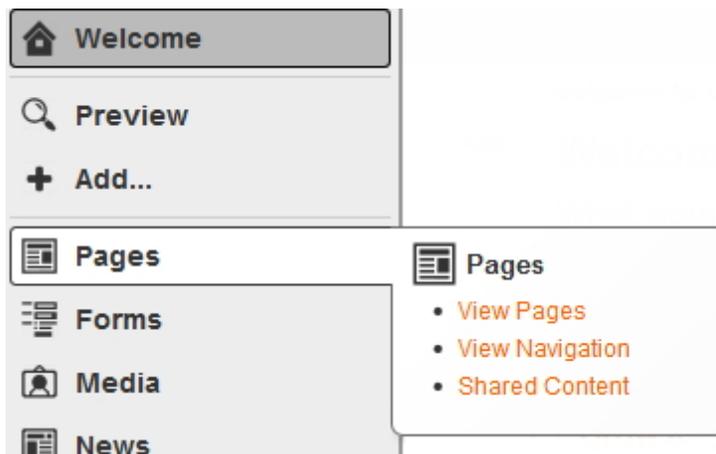
System Page  Page is required by the system

Embeddable Page  Allow this page to be embedded within an IFRAME on external sites (possible security risk)

### 4.1.3 Delete Page

#### How to Delete a Page

On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'View Pages'** from the subcategory.



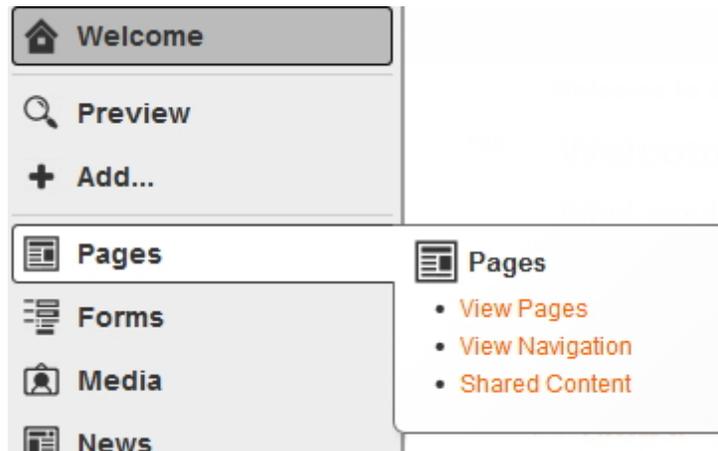
To delete a page click on the 'Title' of the page within the list and select the **'delete'** button on the right hand side.

View Pages							
Title	Last Modified	Status	Path	Tag	Secure	Index	
About Us	Nov 29, 2013 by WorldWeb Admin	Published	/about-us/		No	Yes	[delete]
Aviv's Test Page	Mar 4, 2014 by WorldWeb Admin	Published	/about-us/avivs-test-page/		No	Yes	[delete]
Checkout	May 2, 2012 by WorldWeb Admin	Published	/checkout/		No	Yes	[delete]

## 4.2 View Navigation

### View Navigation

On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'View Navigation'** from the subcategory.



Once **'View Navigation'** is open you are able to reconfigure the navigation of each link within the structure of the website.

To add child click the **'add child'** button on the right hand side of the link you wish to create a sub-link to.

To edit a link click on the title/name of the link.

To delete click the **'delete'** button on the right hand side of the link.

To re-order the navigation click **'re-order'**. You will need to select the image on the right to move up and down to set the new destination of the page.

**Menu Manager** Refresh Print

Menu Items Configuration

Add Top-Level Menu Show Menu Items For: - Any Site -

Title	Link To	
Main		add child
Home	Home	[re-order] add child [delete]
Products	Products	[re-order] add child
Fruit		
Vegetables		
News	News List	[re-order] add child [delete]
Test Form	Test Form	[re-order] add child [delete]
About Us	About Us	[re-order] add child
Avi's Test Page	Avi's Test Page	[re-order] add child [delete]
Forum	Forum	[re-order] add child [delete]
FAQ	FAQ	[re-order] add child [delete]

## 4.2.1 Add Child

### How to Add a Child

On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'View Navigation'** from the subcategory.

The screenshot shows a vertical navigation menu on the left with the following items: Welcome, Preview, Add..., Pages, Forms, Media, and News. The 'Pages' item is highlighted, and a sub-menu is displayed to its right. The sub-menu contains three items: View Pages, View Navigation, and Shared Content.

Click **'add child'** at the right hand side to where you wish to add a sub menu.

**Menu Manager** Refresh Print

Menu Items Configuration

Add Top-Level Menu Show Menu Items For: - Any Site -

Title	Link To	
 Main		add child
 Home	 Home	[re-order] add child [delete]
 Products	 Products	[re-order] add child

Location: Site > Main > New Item

**Name:** This will be the name of the page you intend to add

**Parent:** This allows you to choose where the root of this menu item will be linked to by clicking the 'Browse' button

**Tag:** Please contact your Content One Support if you wish to change

**Link to:** This allows you to choose where you want this menu item to be linked to. Options appear in a pop up for you to select:

**Menu Manager**
Refresh Print

Menu Items
Configuration
Edit Menu Item

Location Site > Main > Home

Name \*

Parent \*

Tag \*

---

Link To

Options:

Do not generate SEO friendly urls for this item and any children

Open link in new window

Open link in lightbox

---

Item Class

Item Custom CSS

Sub-Menu Class

Normal State

Active State

---

Dynamic Mounting

About Us: Locations

Catalogue: Category & Product Tree

Catalogue: Category Tree

Core System: Assets

FAQ Management: Categories

---

Appear on:

All Sites

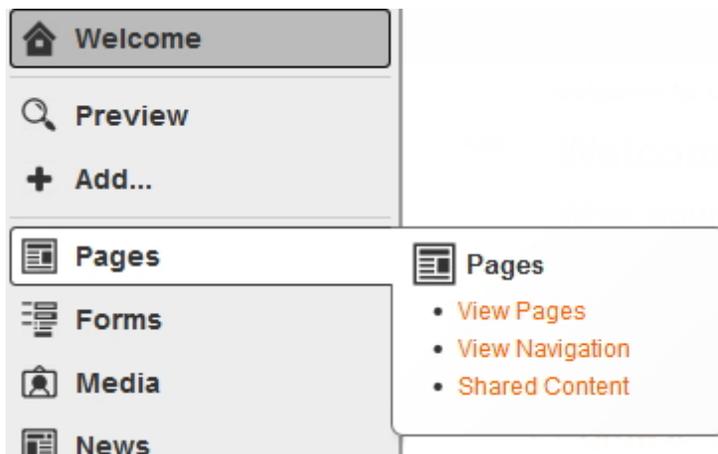
Desktop

Mobile

## 4.2.2 Edit Menu Item

### How to Edit a Menu Item

On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'View Navigation'** from the subcategory.



Click on the title of the menu you wish to edit.

Location: Site > Main > Home

**Name:** This will be the name of the page you intend to edit

**Parent:** This allows you to choose where the root of this menu item will be linked to by clicking the 'Browse' button

**Tag:** Please contact your Content One Support if you wish to change

**Link to:** This allows you to choose where you want this menu item to be linked to. Options appear on in a pop up for you to select:

**Menu Manager**
Refresh Print

Menu Items
Configuration
Edit Menu Item

Location

Site > Main > Home

Name

\* Home

Parent

\*
Main
Browse...

Tag

\* home

---

Link To

Home
Browse...
Clear

Options:

Do not generate SEO friendly urls for this item and any children  
 Open link in new window  
 Open link in lightbox

---

Item Class

Normal State

Active State

Item Custom CSS

Sub-Menu Class

---

Dynamic Mounting

About Us: Locations  
 Catalogue: Category & Product Tree  
 Catalogue: Category Tree  
 Core System: Assets  
 FAQ Management: Categories

---

Appear on:

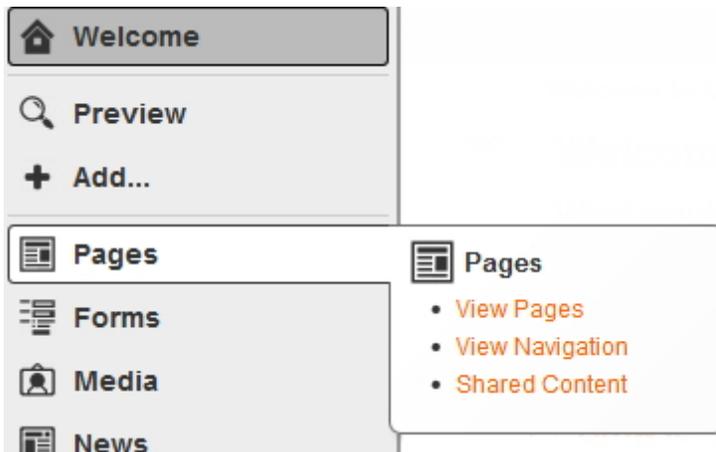
All Sites  
 Desktop  
 Mobile

Save Item

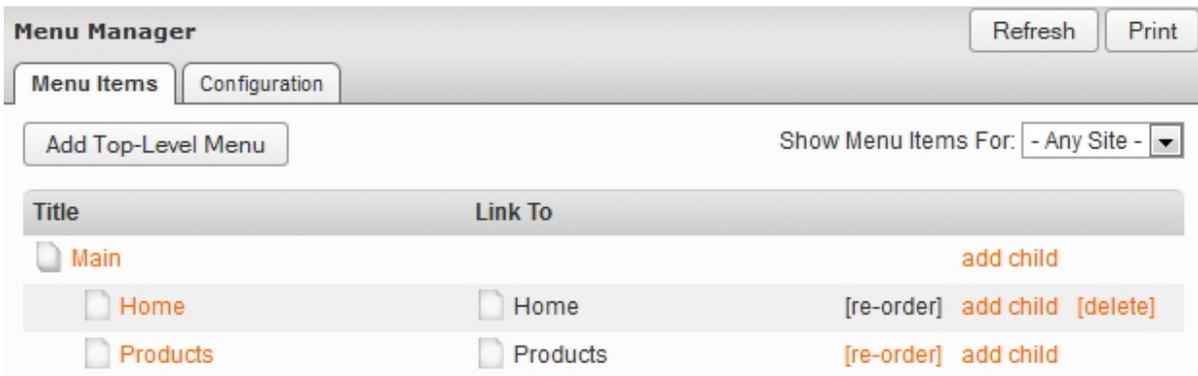
### 4.2.3 Re-order Menu Item

#### How to Re-order a Menu Item

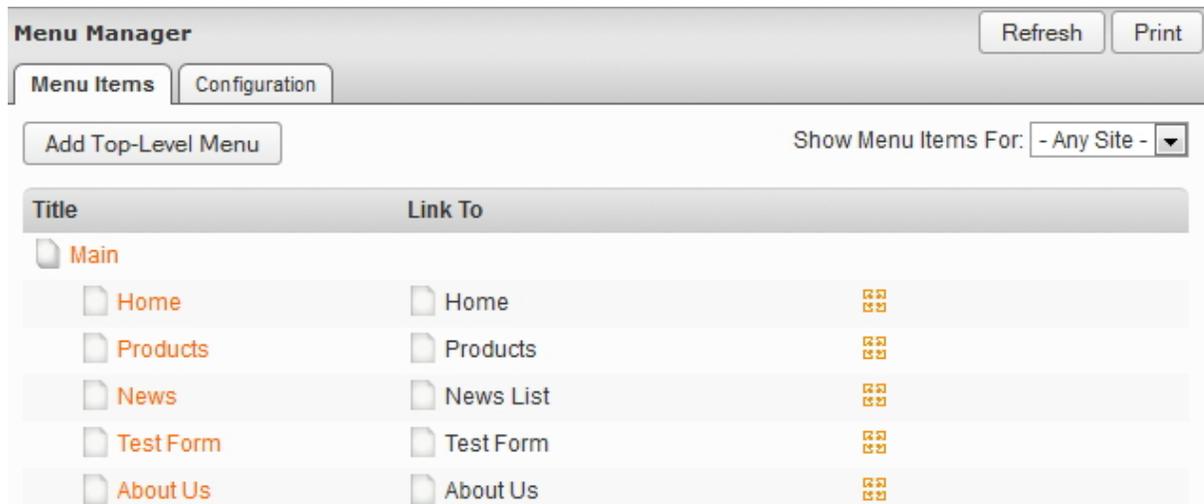
On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'View Navigation'** from the subcategory.



Click 're-order' at the right hand side to re-order menu items.



Select the image on the right as shown below to move up and down to set the new destination of the page.



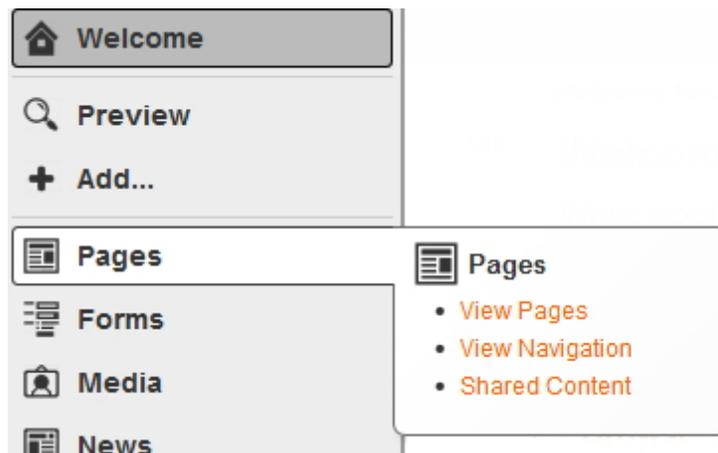
The screenshot shows the 'Menu Manager' interface. At the top right are 'Refresh' and 'Print' buttons. Below the title bar are two tabs: 'Menu Items' (selected) and 'Configuration'. A button 'Add Top-Level Menu' is on the left, and a dropdown menu 'Show Menu Items For: - Any Site -' is on the right. The main area contains a table with two columns: 'Title' and 'Link To'. The table lists five menu items under the 'Main' category.

Title	Link To
Home	Home
Products	Products
News	News List
Test Form	Test Form
About Us	About Us

## 4.2.4 Delete Menu Item

### How to Delete a Menu Item

On the left navigation bar click '**Pages**', a sub menu will open with a list of categories. Click '**View Navigation**' from the subcategory.



The screenshot shows a vertical navigation bar on the left. The items are: 'Welcome' (with a home icon), 'Preview' (with a magnifying glass icon), 'Add...' (with a plus icon), 'Pages' (with a document icon), 'Forms' (with a list icon), 'Media' (with a person icon), and 'News' (with a document icon). The 'Pages' item is highlighted, and a sub-menu is displayed to its right. The sub-menu contains three items: 'View Pages', 'View Navigation', and 'Shared Content', each with a bullet point.

To delete a menu item click '**delete**' at the right hand side.

Title	Link To	
Main		add child
Home	Home	[re-order] add child [delete]
Products	Products	[re-order] add child

## 4.3 Shared Content

### Shared Content

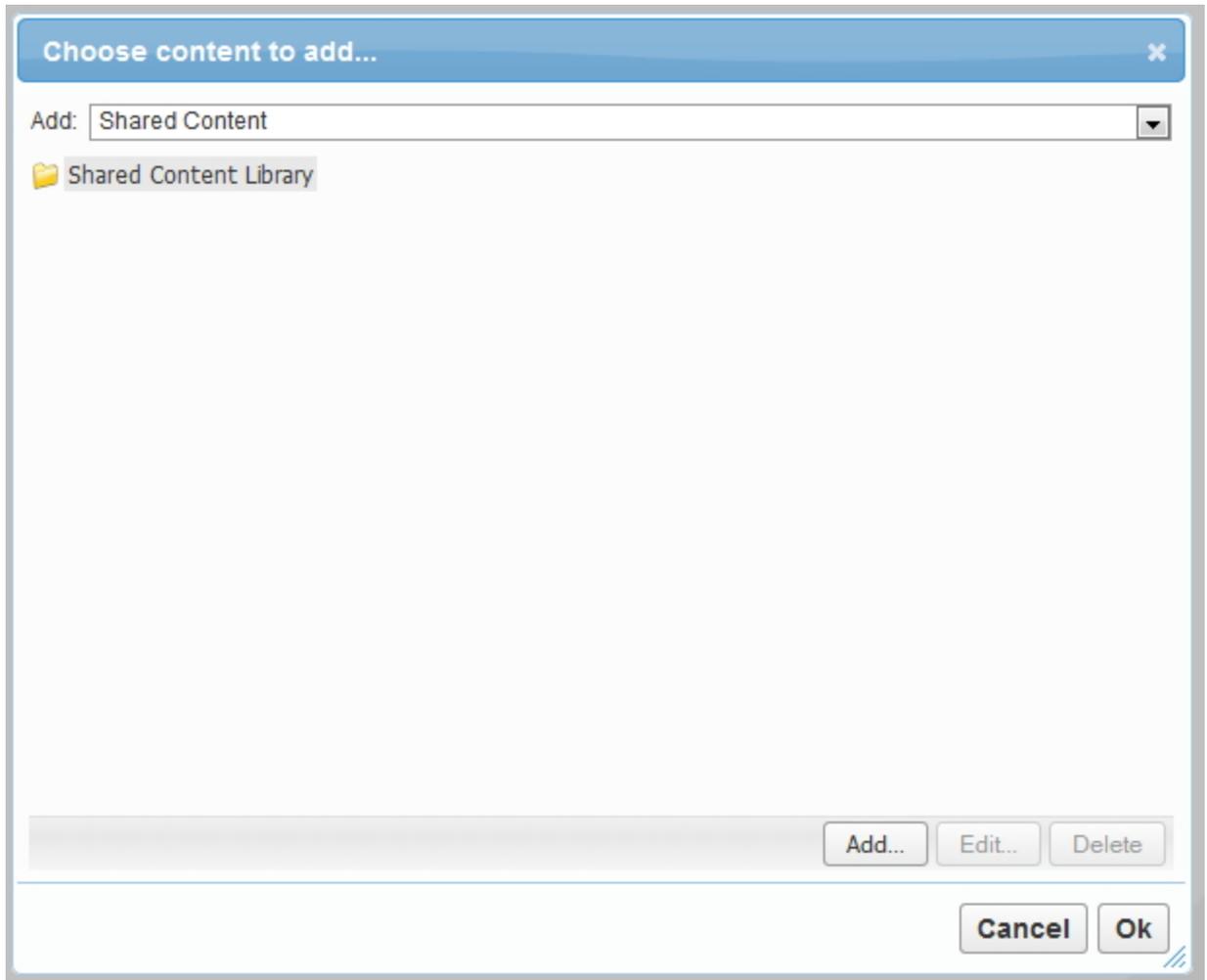
On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'Shared Content'** from the subcategory.

Once **'Shared Content'** is open you are able to 'Add', 'Edit' or 'Delete'. Shared Content is creating content that can be assigned to several places rather than re-writing the same content several times.

To add a new shared content click **'Add'** on the bottom right of the box.

To edit a shared content click on the name of the shared content and on the bottom right of the box click **'Edit'**.

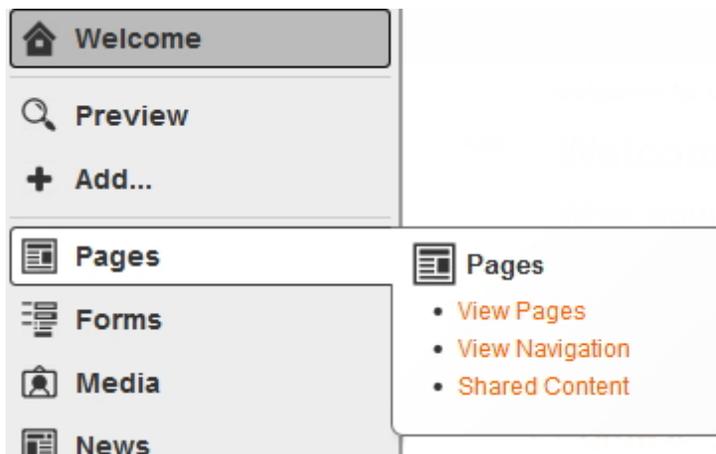
To delete a shared content click on the name of the shared content you wish to delete and on the bottom right of the box click **'Delete'**



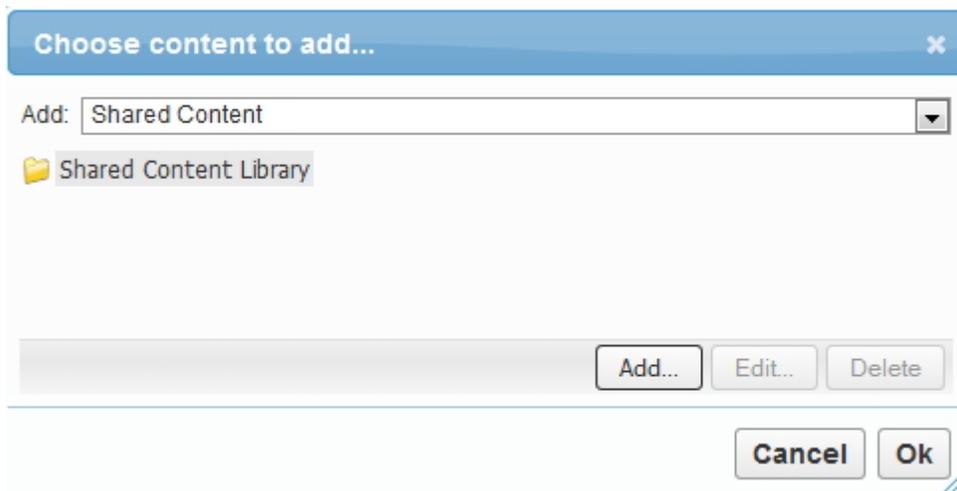
### 4.3.1 Add Shared Content

#### How to Add Shared Content

On the left navigation bar click **'Pages'**, a sub menu will open with a list of categories. Click **'Shared Content'** from the subcategory.



Choose content to add... window will appear.  
Select the 'Add' button at the bottom right hand side.



**Name:** This title will appear as the header of your page, detailing the name / natural of your page.

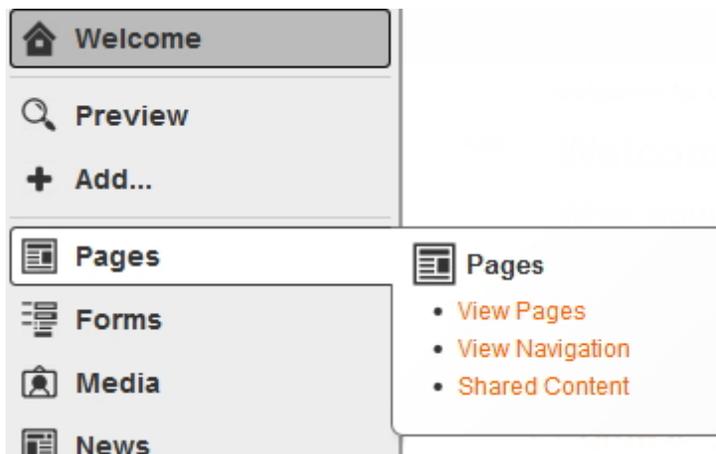
**Parent:** This allows you to choose where the root of this page will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

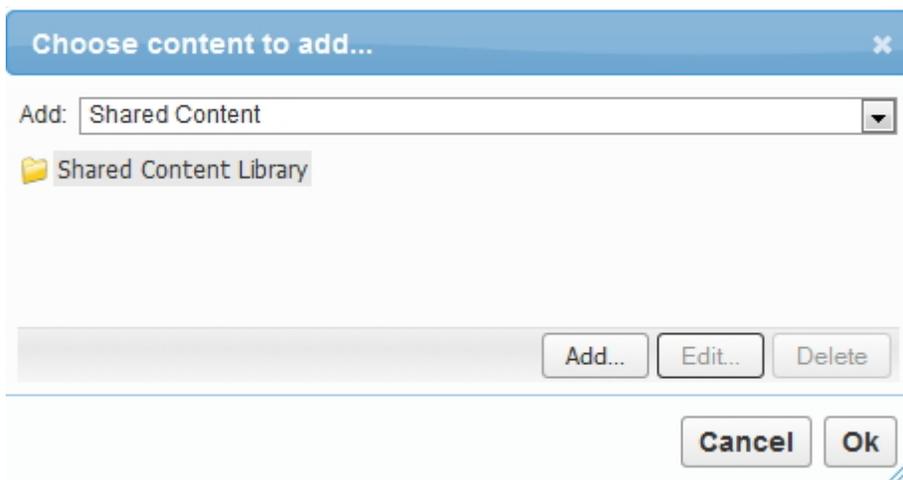
**Description:** This section allows you to write a brief description of the natural of this page.

**Shared Content:** Add the content/information you would like to be shared on different pages.





Choose content to add... window will appear.  
Select the 'Edit' button at the bottom right hand side.



You would follow the same process as '**Add Shared Content**' by editing the details you desire.

**Name:** This title will appear as the header of your page, detailing the name / natural of your page.

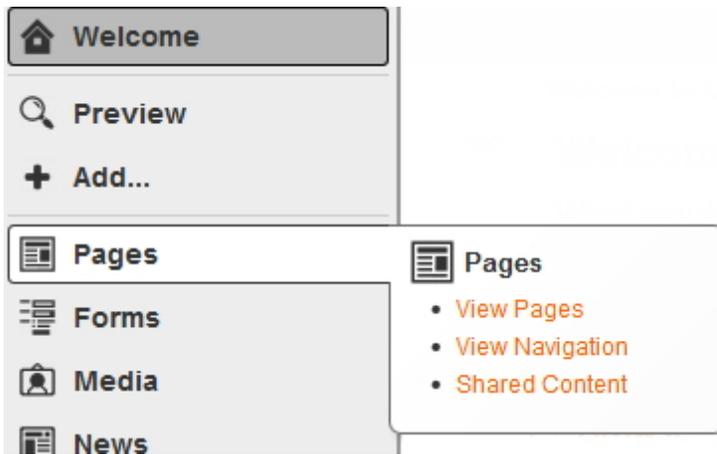
**Parent:** This allows you to choose where the root of this page will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

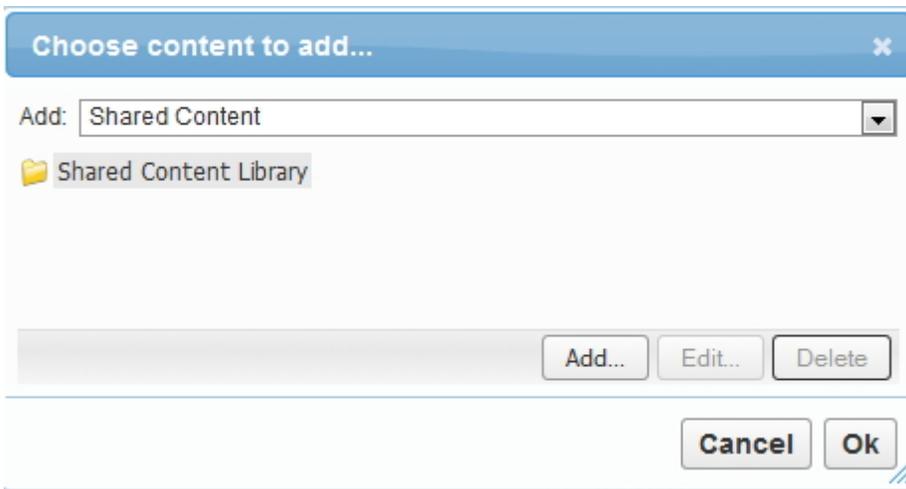
**Description:** This section allows you to write a brief description of the natural of this page.

**Shared Content:** Add the content/information you would like to be shared on different pages.





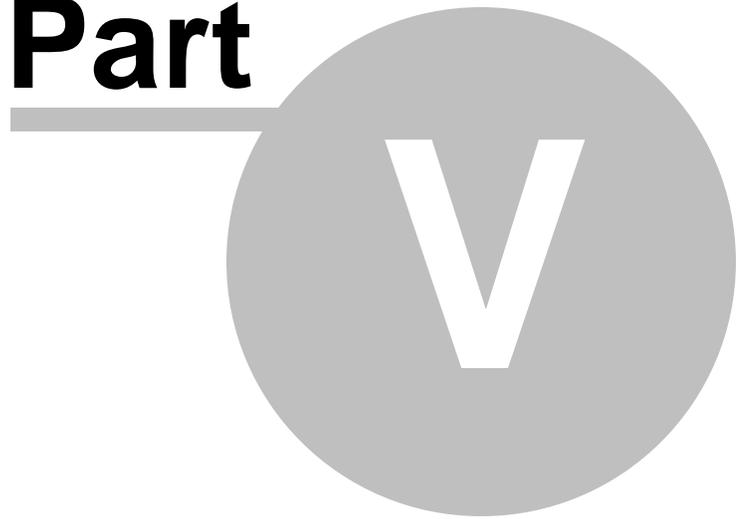
'Choose content to add...' window will appear.  
Select the 'Delete' button at the bottom right hand side.



# Top Level Intro

This page is printed before a new  
top-level chapter starts

**Part**



## 5 Forms

### Forms

On the left navigation bar click **'Forms'**, a sub menu will open with a list of categories.

**View Forms:** will open to a list of forms, which will allow you to add, edit or delete.

**View Submissions:** you can view all submitted entries to the site from clients from the forms used on the website.



### 5.1 View Forms

#### View Forms

On the left navigation bar click **'Forms'**, a sub menu will open with a list of categories.

Click **'View Forms'**.

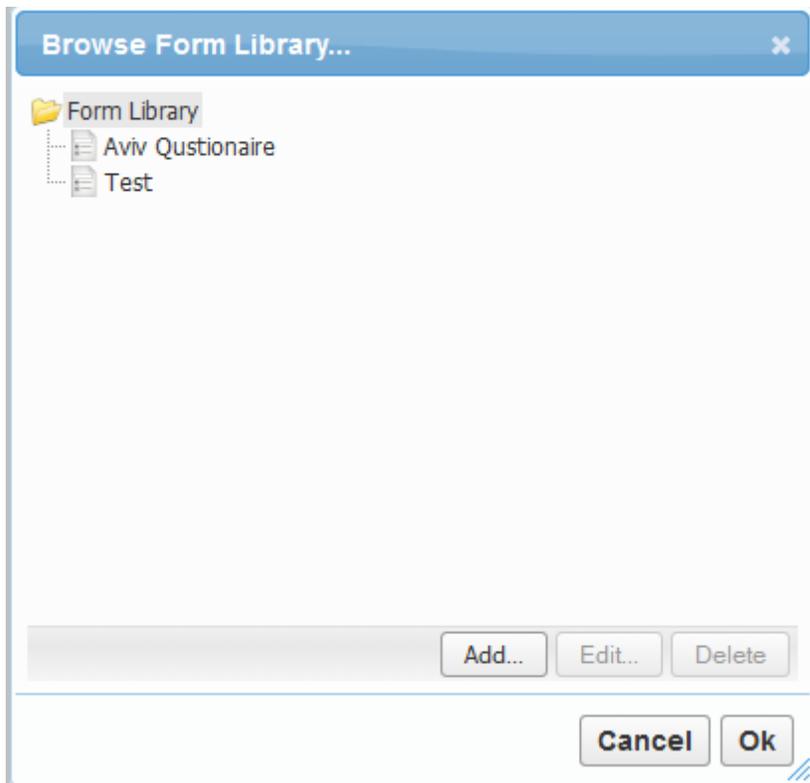


Once **'View Forms'** is open you are able to 'Add', 'Edit' or 'Delete'.

To add a new form click the **'Add'** button on right hand side of the box.

To edit a form click the **'Edit'** button in the middle of the box.

To delete a form click the **'Delete'** button on the left hand side of the box.



### 5.1.1 Add Forms

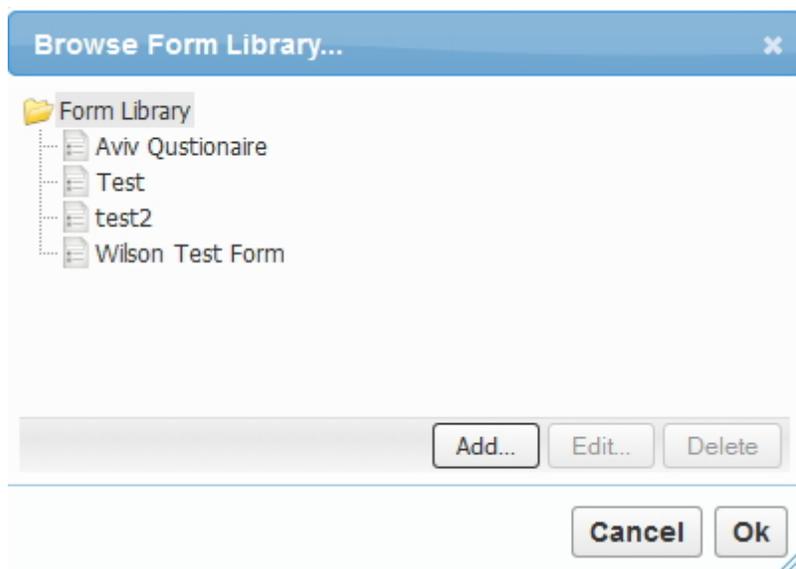
#### How to Add a Form

On the left navigation bar click **'Forms'**, a sub menu will open with a list of categories. Click **'View Forms'**.



**'Browse Form Library...'** will appear.

To add a form click the **'Add'** button at the left hand side of the box.



The page '**Add Form**' will have 4 steps detailing in this order.

1. Form Details
2. Fields
3. Action
4. Result

## 1 . Form Details

**Name:** This will be the title of your form for e.g 'Contact Us'.

**Parent:** This allows you to choose where the root of this form will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Form Type:** You will need to select from the list (Single Step or Multiple Steps).

**Form Structure:** You will need to select from the list (Inline, List and Table). The layout you select will define how the form looks overall and how your content will fit into it.

**Description:** This section allows you to write a brief description of the natural of this form

Click '**Next>**' at the bottom of the box or alternatively you can click on the tabs in the navigation to move to the next step.

## 2. Fields

**Form Title:** This title will be defaulted from step 1.

**Introduction Text:** If you require an introduction to the form please fill in here (Optional).

**Submit Button Text:** The default is 'Send' but you can change here by entering your preferred text.

**What fields should be in the form":** This is the information required to be present on the form.

*Add field*

### *How to add a field*

Click 'Add field'

**Label:** This will be the question/detail you require from the individual filling out this form.

**Field Type:** Select the type of question this is from the dropdown menu (see image below) (e.g. if you placed 'Name' in the 'Label', you will need to select text from the dropdown menu as the customer filling out the form needs to add text)

(e.g. What is your favourite colour, you will need to select radio buttons from the dropdown menu. You will need to supply the list of colours that you intend your client to choose from.)

**Relevance:** Choose whether the answer to this question is optional or required

**Fields | Edit Form: Test**

Form Details
**Fields**
Action
Result

What should the form look like?

Form Title:

Introduction Text:

Submit Button Text:  (default: Send)

---

What fields should be in the form?

**Text: Name (required)**
[hide] [remove]

---

Label: \*

Field Type:

Default Value:

Text

Required

- \* Heading
- \* Static Text
- Date
- Email Address
- Checkboxes
- Drop Down
- File Upload
- Hidden
- Likert Scale
- Number
- Radio Buttons
- Reply-To Email Address
- Text
- Textbox

### 3. Action

**Notify someone via email:** Tick this box if you would like someone to be notified when a person has filled in the form.

**Send to:** Select from the dropdown options '**Send to same recipients**' if you want to send the data to the same email address OR select option '**Send to different email addresses based on form values**' if you want a certain piece of data sent to a different address.

**Recipients:** Nominate the email address(es) that will receive the data.

**Subject:** This will be the title of the email.

**Message:** Enter the text here that you wish to be seen on the email.

**Action | Add Form**

1 » Form Details   2 » Fields   **3 » Action**   4 » Result

What would you like to happen when the form is submitted?

**Notify someone via email**  
 Form values are sent in a single email to one or more email addresses. Email contents can be encrypted (optional).

Send to: \*

Recipients: \*

Subject:

Message:

Encryption:  Encrypt the contents of the email using S/MIME

Options:  Include campaign recipient details if available  
 Include logged in contact details if available  
 Use logged in contact as reply-to address if available

**Save to the database:** This box will be pre-filled, only un-tick this box if you do not wish all data from forms to be saved to your database.

**Action | Add Form**

1 » Form Details   2 » Fields   **3 » Action**   4 » Result

**Save to the database**  
 Form values are saved to the database. Submissions can be downloaded in a tab-separated file at any time.

**Create Contact:** Tick this box if you would like to create a contact in the system and fill in the relevant information.

**Action | Add Form**

**1 » Form Details** | **2 » Fields** | **3 » Action** | **4 » Result**

**Create Contact**  
Creates a new Contact based on the specified field mapping.

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Company	<input type="text"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Address #1	<input type="text"/>
Address #2	<input type="text"/>
Suburb	<input type="text"/>
Post Code	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>

**Send an automatic response via email:** Tick this box if you would like a automatic email to be sent to the person who filled out the form.

**From Name:** Enter the name of who sent this email.

**From Email:** Enter the email address of who sent this email.

**Subject:** Enter the title of the email.

**Message:** Enter the text here that you wish to be seen on the email.

**Options:** Tick this box if you would like to send the form with the email.

**Send an automatic response via email**

When the form is submitted an automatic email is sent to the person who submitted the form.

From Name:

From Email:

Subject: \*

Message:

Options:  Send submitted form with response

#### 4. Result

**Display a message:** By default the 'Display a message' is selected. Enter the message in the field shown below that the client will receive once the form has been submitted.

**Redirect to another page:** Select this option if you want the client to be redirected to another page.

Once the form is complete click the **'Finish'** button at the bottom of the screen to save.

The screenshot shows a web interface titled "Result | Edit Form: Test". It has a blue header bar with a close button. Below the header are four tabs: "Form Details", "Fields", "Action", and "Result", with "Result" being the active tab. The main content area asks, "What would you like to happen after the form is submitted?". There are two radio button options: "Display a message" (selected) and "Redirect to another page". The "Display a message" option includes a description "Shows a designated message where the form was." and a rich text editor with a toolbar containing icons for copy, paste, undo, redo, link, unlink, anchor, image, video, text, table, list, indent, outdent, quote, align, bulleted list, numbered list, link, unlink, and HTML. The text area contains "Thanks for filling in this survey". The "Redirect to another page" option has the description "Redirects the submitter to a designated page." At the bottom right, there are three buttons: "< Back", "Cancel", and "Finish".

## 5.1.2 Edit Forms

### How to Edit a Form

On the left navigation bar click **'Forms'**, a sub menu will open with a list of categories. Click **'View Forms'**.



**'Browse Form Library'** will appear.

Click the **'Edit'** button.

You would follow the same process as **'Add Forms'** by editing the details you desire.

## 1 . Form Details

**Name:** This will be the title of your form for e.g 'Contact Us'.

**Parent:** This allows you to choose where the root of this form will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Form Type:** You will need to select from the list (Single Step or Multiple Steps).

**Form Structure:** You will need to select from the list (Inline, List and Table). The layout you select will define how the form looks overall and how your content will fit into it.

**Description:** This section allows you to write a brief description of the natural of this form

Click '**Next>**' at the bottom of the box or alternatively you can click on the tabs in the navigation to move to the next step.

## 2 . Fields

**Form Title:** This title will be defaulted from step 1.

**Introduction Text:** If you require an introduction to the form please fill in here (Optional).

**Submit Button Text:** The default is 'Send' but you can change here by entering your preferred text.

**What fields should be in the form":** This is the information required to be present on the form.

*Add field*

### *How to add a field*

Click '**Add field**'

**Label:** This will be the question/detail you require from the individual filling out this form.

**Field Type:** Select the type of question this is from the dropdown menu (see image below)  
 (e.g. if you placed 'Name' in the 'Label', you will need to select text from the dropdown menu as the customer filling out the form needs to add text)  
 (e.g. What is your favourite colour, you will need to select radio buttons from the dropdown menu. You will need to supply the list of colours that you intent your client to choose from.)

**Relevance:** Choose whether the answer to this question is optional or required

The screenshot shows the 'Fields | Edit Form: Test' interface. It has four tabs: 'Form Details', 'Fields', 'Action', and 'Result'. The 'Fields' tab is active.

Under the heading 'What should the form look like?', there are three input fields:
 

- Form Title: Test
- Introduction Text: Please fill in all information
- Submit Button Text: (default: Send)

Under the heading 'What fields should be in the form?', there is a field configuration for 'Text: Name (required)'. The configuration includes:
 

- Label: \* Name
- Field Type: Text (dropdown menu is open showing options: \* Heading, \* Static Text, Date, Email Address, Checkboxes, Drop Down, File Upload, Hidden, Likert Scale, Number, Radio Buttons, Reply-To Email Address, Text, Textbox)
- Required: Required (dropdown menu is open showing options: Optional, Required)
- Default Value: (empty input field)

 There is an 'Add field' button on the left and '< Back', 'Cancel', and 'Finish' buttons at the bottom right.

### 3. Action

**Notify someone via email:** Tick this box if you would like someone to be notified when a person has filled in the form.

**Send to:** Select from the dropdown options '**Send to same recipients**' if you want to send the data to

the same email address OR select option '**Send to different email addresses based on form values**' if you want a certain piece of data sent to a different address.

**Recipients:** Nominate the email address(es) that will receive the data.

**Subject:** This will be the title of the email.

**Message:** Enter the text here that you wish to be seen on the email.

**Action | Add Form**

1 » Form Details
2 » Fields
3 » Action
4 » Result

What would you like to happen when the form is submitted?

**Notify someone via email**

Form values are sent in a single email to one or more email addresses. Email contents can be encrypted (optional).

Send to: \*

Recipients: \*

Subject:

Message:

Encryption:  Encrypt the contents of the email using S/MIME

Options:  Include campaign recipient details if available  
 Include logged in contact details if available  
 Use logged in contact as reply-to address if available

**Save to the database:** This box will be pre-filled, only un-tick this box if you do not wish all data from forms to be saved to your database.

**Action | Add Form**

1 » Form Details
2 » Fields
3 » Action
4 » Result

**Save to the database**

Form values are saved to the database. Submissions can be downloaded in a tab-separated file at any time.

**Create Contact:** Tick this box if you would like to create a contact in the system and fill in the relevant information.

Action | Add Form

1 » Form Details   2 » Fields   3 » Action   4 » Result

**Create Contact**

Creates a new Contact based on the specified field mapping.

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Company	<input type="text"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Address #1	<input type="text"/>
Address #2	<input type="text"/>
Suburb	<input type="text"/>
Post Code	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>

**Send an automatic response via email:** Tick this box if you would like a automatic email to be sent to the person who filled out the form.

**From Name:** Enter the name of who sent this email.

**From Email:** Enter the email address of who sent this email.

**Subject:** Enter the title of the email.

**Message:** Enter the text here that you wish to be seen on the email.

**Options:** Tick this box if you would like to send the form with the email.

**Send an automatic response via email**

When the form is submitted an automatic email is sent to the person who submitted the form.

From Name:

From Email:

Subject: \*

Message:

Options:  Send submitted form with response

#### 4 . Result

**Display a message:** By default the 'Display a message' is selected. Enter the message in the field shown below that the client will receive once the form has been submitted.

**Redirect to another page:** Select this option if you want the client to be redirected to another page.

Once the form is complete click the **'Finish'** button at the bottom of the screen to save.

Result | Edit Form: Test

Form Details Fields Action **Result**

What would you like to happen after the form is submitted?

**Display a message**  
Shows a designated message where the form was.

Thanks for filling in this survey

**Redirect to another page**  
Redirects the submitter to a designated page.

< Back Cancel Finish

### 5.1.3 Delete Form

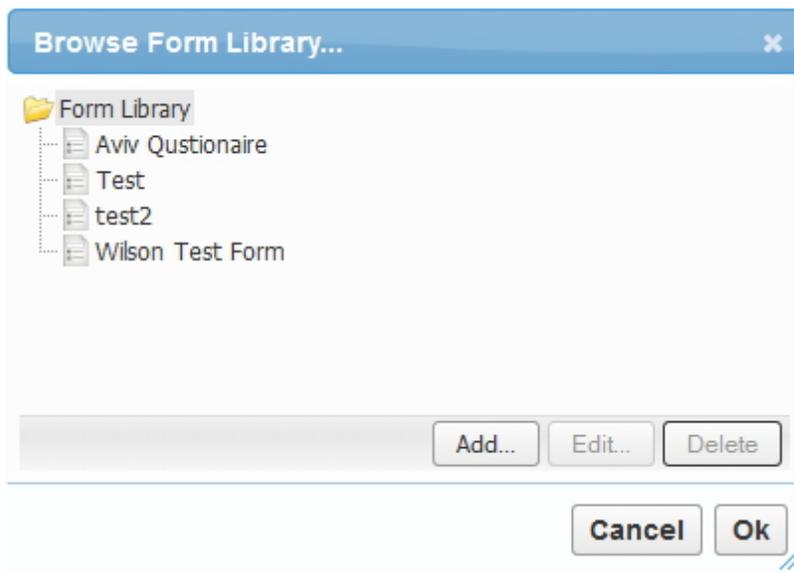
#### How to Delete a Form

On the left navigation bar click **'Forms'**, a sub menu will open with a list of categories. Click **'View Forms'**.



**'Browse Form Library'** will appear.

Select the form you wish to delete and click the **'Delete'** button.



## 5.1.4 Examples of Field Types

### Examples of Field Types

Here are some examples of field types to consider when you are creating a form.

#### \*Heading

This option is the heading on each section of the form.

#### Date

Date: Birthdate (required) [hide] [grid] [remove]

---

Label: \* Birthdate

Field Type: Date ▼ Required ▼

Default Value:

Birthdate ★

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Email Address

**Email Address: What is your Email Address? (required)** [hide] [remove]

---

Label: \*

Field Type:

Default Value:

## Check boxes

**Checkboxes: What is your favourite Drink? (required)** [hide] [remove]

---

Label: \*

Field Type:

Field Options:

Default Value:

What is your favourite Drink? ★

- Soft Drinks
- Coffee
- Tea
- Water
- Beer
- Spirits
- Wine
- Juice

Example: Check boxes

## Drop Down

Drop Down: Title (required) [hide] [remove]

Label: ★ Title

Field Type: Drop Down Required

Field Options:  
(one per line)  
Mr.  
Miss  
Ms.  
Dr.

Default Value:

Title ★

Ms. ▼

- Mr.
- Miss
- Ms.
- Dr.

Example: Drop down

## File Upload

**File Upload: Upload Profile Photo** [hide] [grid] [remove]

Label: \* Upload Profile Photo

Field Type: File Upload [v] Optional [v]

Validation Options:

- Only allow Excel Document
- Only allow JPEG image
- Only allow PNG image
- Only allow PDF document
- Only allow TIFF image
- Only allow Word document

## Likert Scale

**Likert Scale: How is the customer service you have received today? (required)** [hide] [grid] [remove]

Label: \* How is the customer service you have received today?

Field Type: Likert Scale [v] Required [v]

Field Options:  
(one per line)

Scale Options: Strongly Agree to Strongly Disagree (5-1) [v]

## Number

**Number: Phone Number (required)** [hide] [grid] [remove]

Label: \* Phone Number

Field Type: Number [v] Required [v]

Default Value:

## Radio Buttons

**Radio Buttons: Best time to Deliver (required)** [hide]  [remove]

---

Label: \* Best time to Deliver

Field Type: Radio Buttons  Required

Field Options:  
(one per line)  
8:00am - 12:00pm  
12:00pm - 3:00pm  
3:00pm - 5:00pm  
5:00pm - 7:00pm

Default Value:

Best time to Deliver \*

8:00am - 12:00pm

12:00pm - 3:00pm

3:00pm - 5:00pm

5:00pm - 7:00pm

Example: Radio Buttons

## Reply-To Email Address

**Reply-To Email Address: For Enquiries** [hide]  [remove]

---

Label: \* For Enquiries

Field Type: Reply-To Email Address  Optional

Default Value:

## Text

**Text: Name (required)** [hide]  [remove]

---

Label: \* First Name

Field Type: Text  Required

Default Value:

## Textbox

**Textbox: (required)** [hide] [remove]

Label: \* About me

Field Type: Textbox Required

Default Value:

### 5.1.5 Example of Field Types

Home > Test Form

## Test Form

Please fill in all information

\* = required

### Personal Details

Birthdate \*  **Field Type: Date**

What is your Email Address? \*  **Field Type: Email Address**

What is your favourite Drink? \*

Soft Drinks

Coffee

Tea

Water

Beer

Spirits

Wine

Juice

**Field Type: Checkboxes**

Title \*

Upload Profile Photo   No file selected. **Field Type: File Upload**

How is the customer service you have received today? \* Strongly agree Agree Neutral Disagree Strongly disagree **Field Type: Likert Scale**

Phone Number \*  **Field Type: Number**

Best time to Deliver \*

8:00am - 12:00pm

12:00pm - 3:00pm

3:00pm - 5:00pm

5:00pm - 7:00pm **Field Type: Radio Buttons**

For Enquiries  **Field Type: Text**

First Name \*

About me \*

**Field Type: Textbox**

[Testing link to Issuu Document](#)

## 5.2 View Submissions

### View Submissions

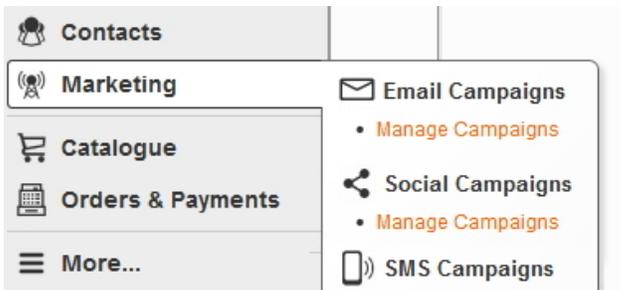
On the left navigation bar click **'Forms'**, a sub menu will open with a list of categories.

Click '**View Submissions**'.



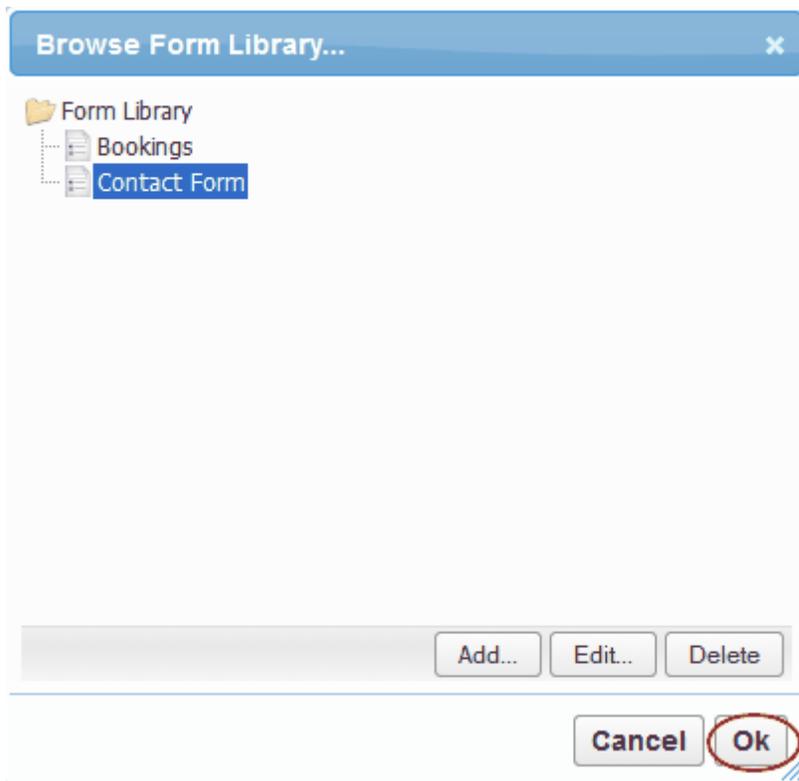
Once '**View Submissions**' is open you are able to view all existing forms submitted by your client/ customers.

You will need to select the 'Browse' button as highlighted below in red to view the list of forms on your website.



'**Browse Form Library**' will appear.

Highlight the form you wish to view and click 'Ok'.



# Top Level Intro

This page is printed before a new  
top-level chapter starts

**Part**



## 6 Media

### Media

On the left navigation bar click 'Media', a sub menu will open with a list of categories.

**Media Manager:** This stores all your documents and videos that are used for your website.

**Gallery Manager:** This stores all your images that you have on your website.

**Image Rotator Manager:** This stores all your images that you use for the rotator on your site.



### 6.1 Media Manager

#### Media Manager

On the left navigation bar click '**Media**', a sub menu will open with a list of categories.

Click '**Media Manager**' from the subcategory.

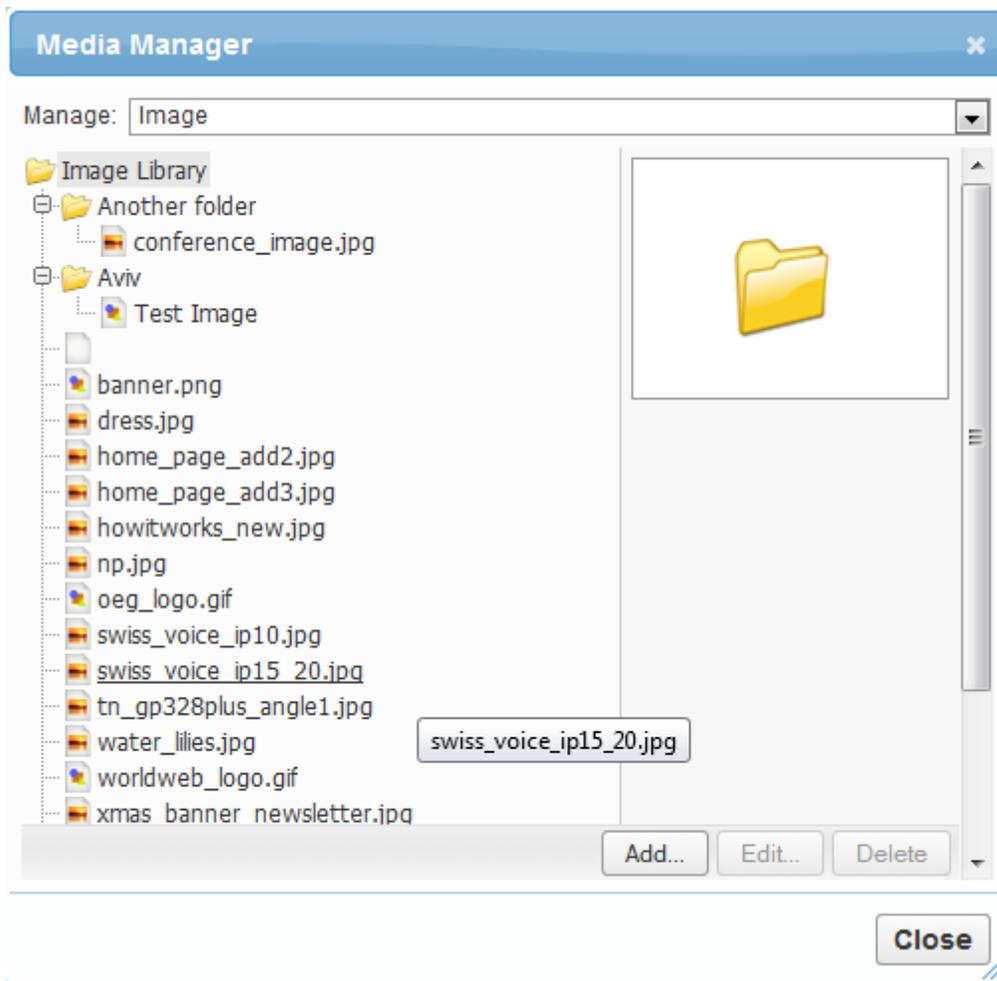


Once '**Media Manager**' is open you are able to 'Add', 'Edit' or 'Delete'.

To add a new file click on the '**Add**' button on right of the box.

To edit a file click on the '**Edit**' button in the middle of the box.

To delete a file click on the '**Delete**' button on the left of the box.



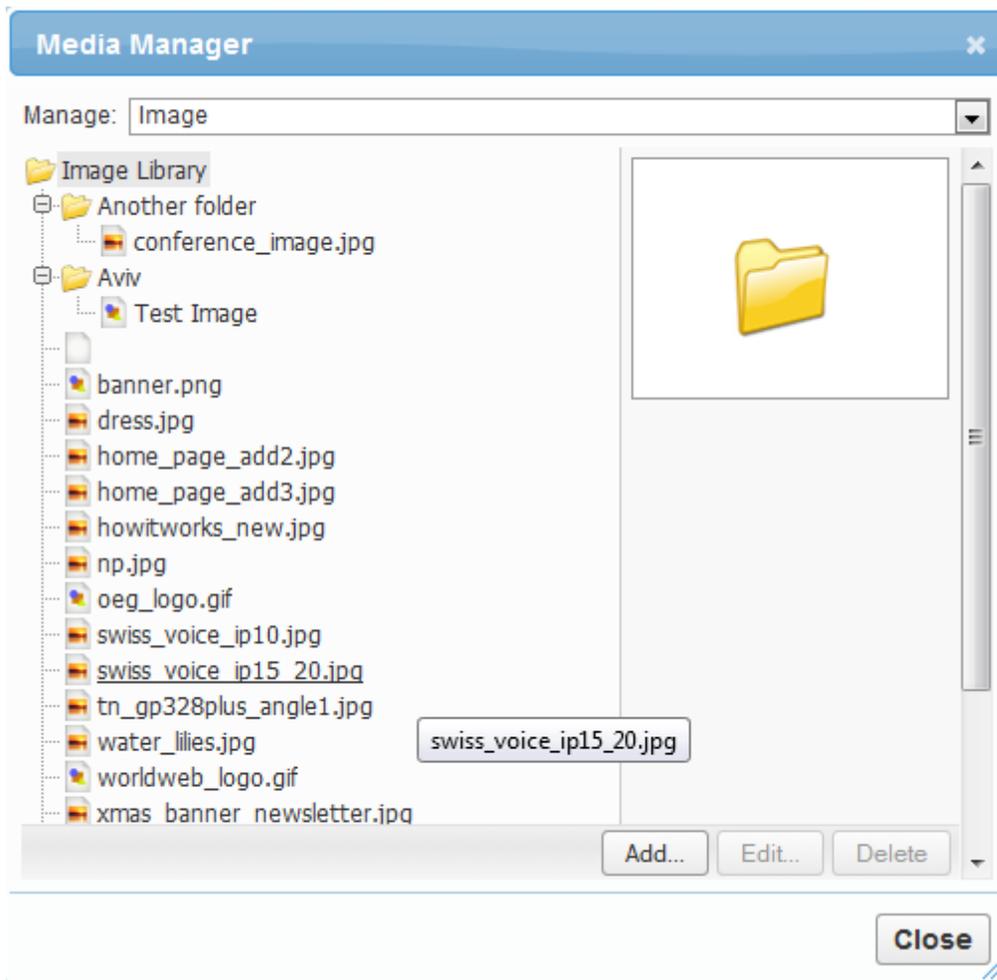
### 6.1.1 Add Image

#### How to Add an Image

On the left navigation bar click **Media**, a sub menu will open with a list of categories. Click **Media Manager** from the subcategory.

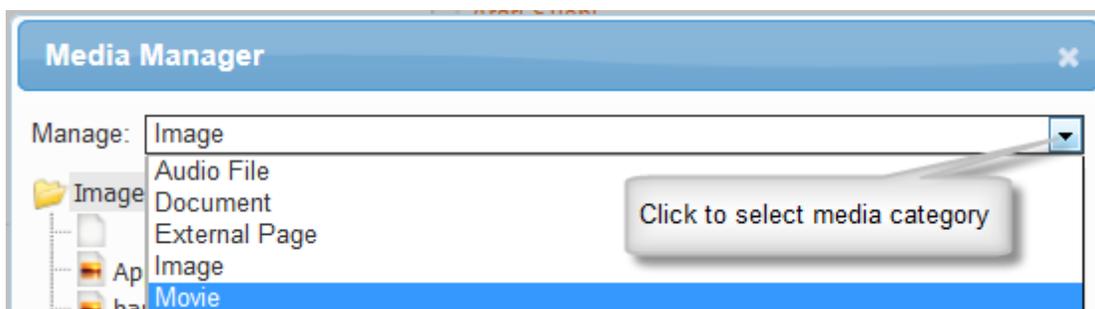


'Media Manager' will appear



The following is a list of items you can add to your site by selecting the dropdown highlighted below:

- Audio File
- Document
- External Page
- Image
- Movie



**Manage:** Select **'Image'** from the dropdown menu.  
Click the **'Add'** button.

**'Add Image'** will appear.

**Name:** You do not need to type anything here. The system will automatically fill in the details for you after you select the file you wish to upload.

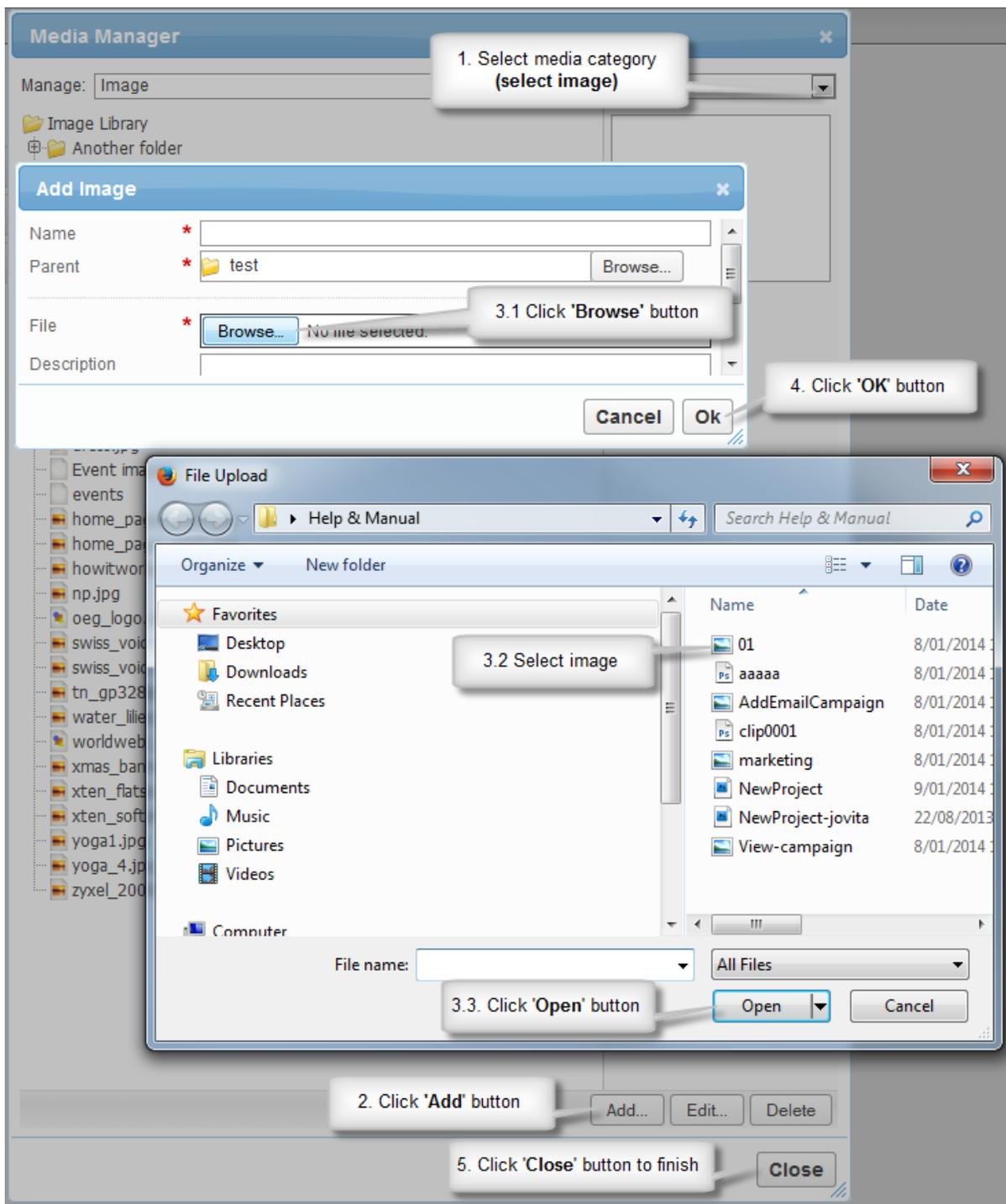
**Parent:** This allows you to choose where the root of this image will be linked.

**File:** Click the **'Browse'** button to find the image you wish to upload.

**Description:** This section allows you to write a brief description of the natural of this form

Click the **'OK'** button

To finish click the **'Close'** button



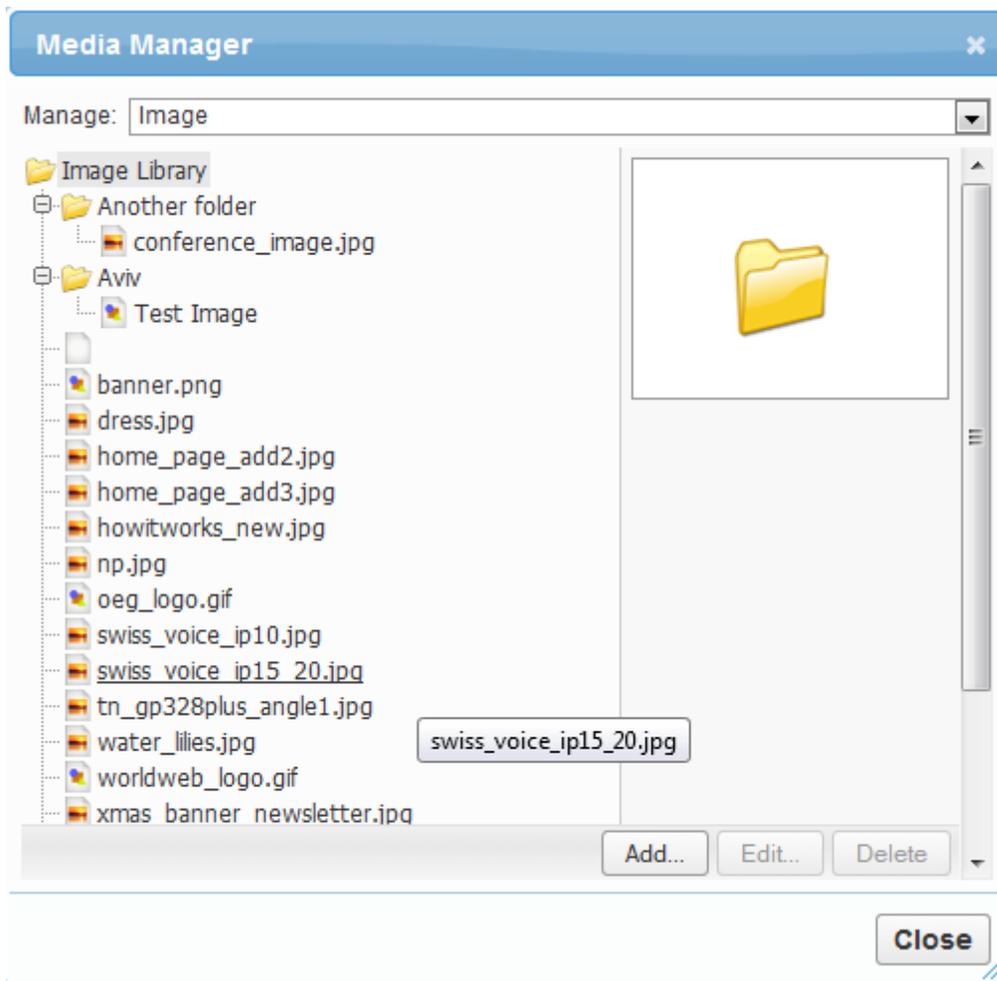
## 6.1.2 Edit Image

### How to Edit an Image

On the left navigation bar click **Media**, a sub menu will open with a list of categories. Click **Media Manager** from the subcategory.



'Media Manager' will appear.



To edit an image click on the 'Title' of the image within the list.  
 You would follow the same process as **'Add Image'** by editing the details you desire.

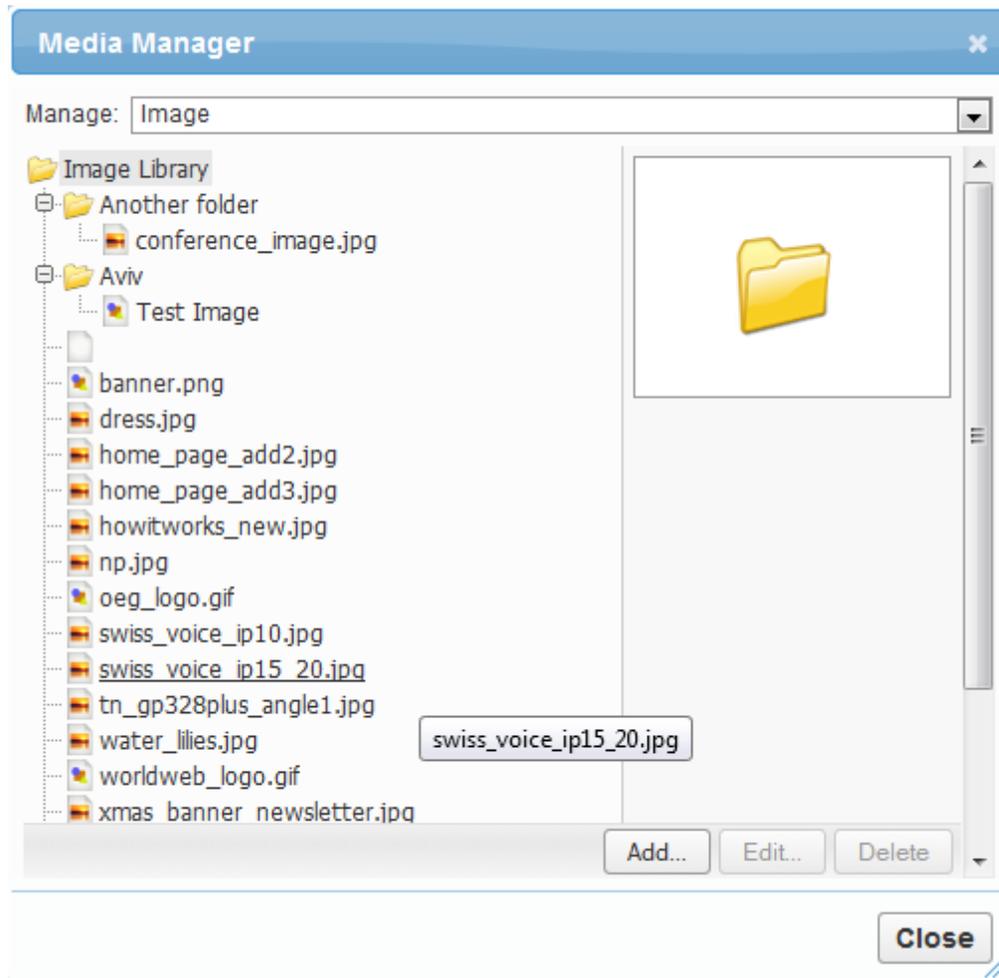
### 6.1.3 Delete Image

#### How to Delete an Image

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories.  
 Click **'Media Manager'** from the subcategory.



'Media Manager' will appear.



**Manage:** Select 'Image' from the dropdown menu

**Image Library** folder: Select the image you wish to delete

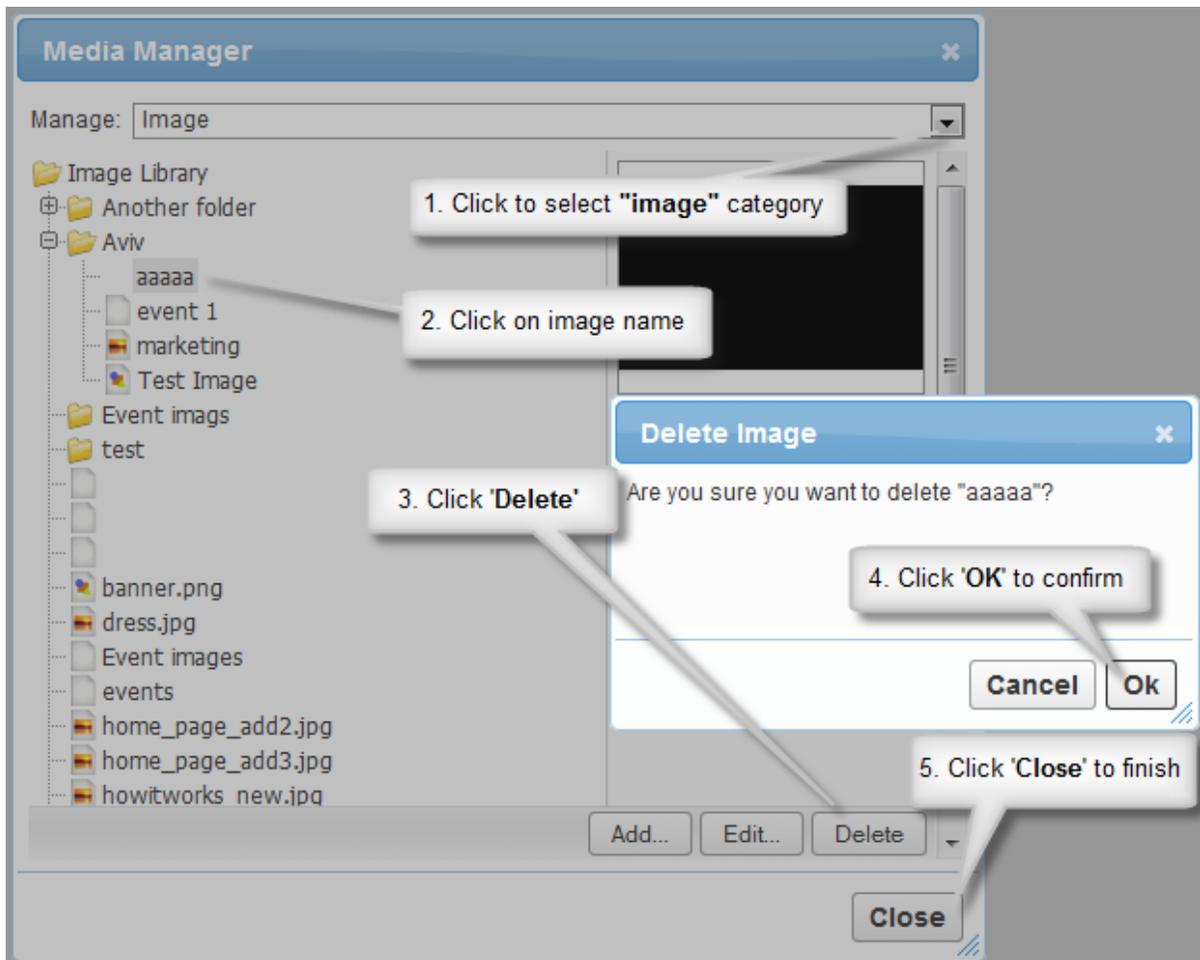
Click the '**Delete**' Button

Click the '**OK**' button in the pop up window to confirm you wish to delete the image selected

Continue to delete images by following the same process.

Please note this function can only delete one by one

Once finished deleting images click the '**Close**' button



## 6.1.4 Manage Folders

### How to Manage Folders

The best way to manage your images, documents, videos etc. is to create a directory.

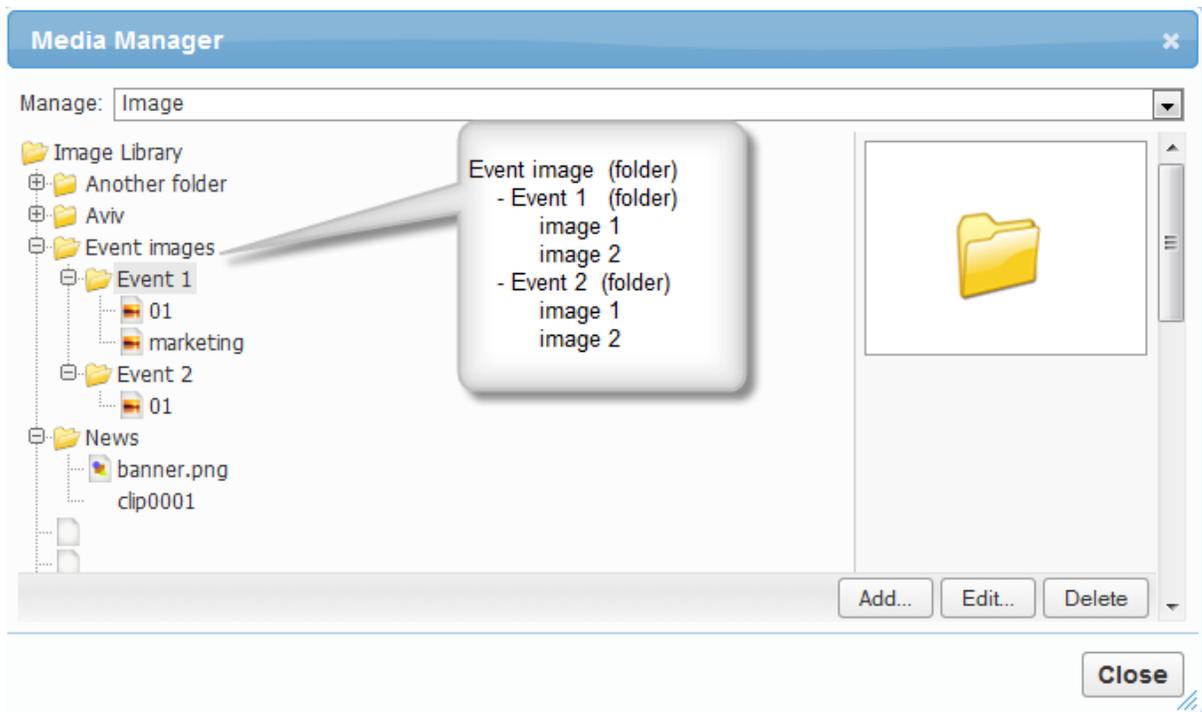
#### Image Library

##### 1. Event images (category)

- Event 1 (Album)
  - image 1
  - image 2
  - image 3
- Event 2 (Album)
  - image 1
  - image 2
  - image 2

##### 2. News images (category)

*All folders can have a directory and a sub directory that can help you manage all of media files.*



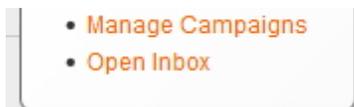
#### 6.1.4.1 Add New Folders

##### How to Add a New Folder

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Select **'Media Manager'** from the subcategory.



Click the **'Add'** Button.  
Click the **'Browse'** button as shown below.

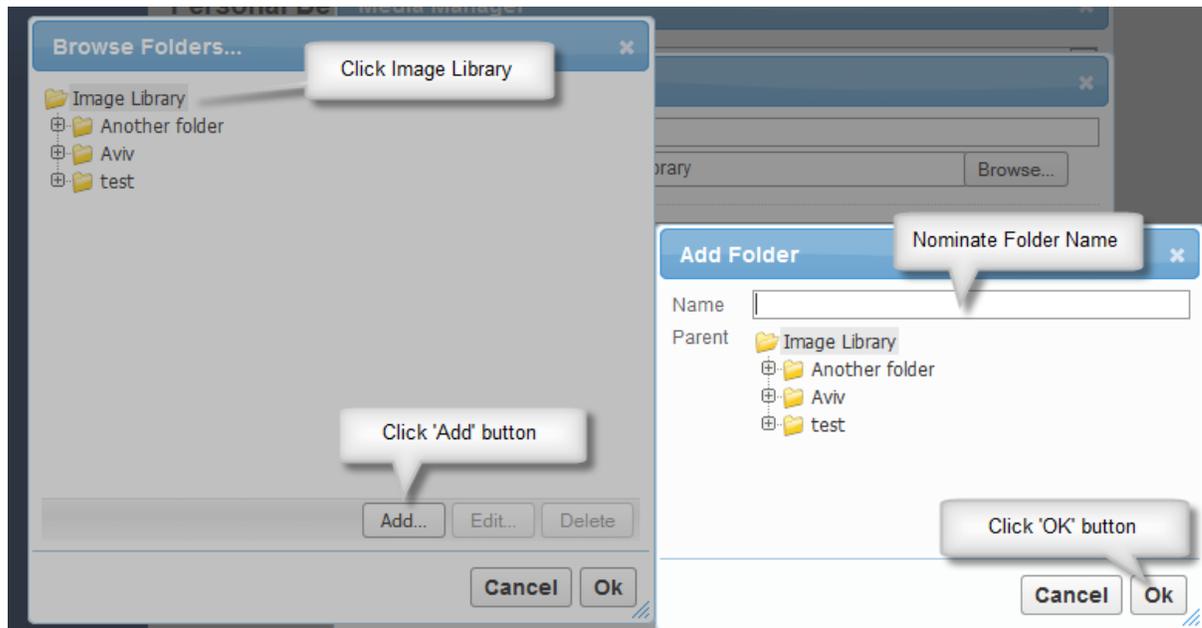


**'Browse Folders'** will appear.

- Select **'Image Library'**
- Click the **'Add'** button

'Add Folder' will appear.

**Name:** Enter folder name  
Click the 'OK' button.



#### 6.1.4.2 Delete Folders/Images

##### How to Delete Folders / Images

On the left navigation bar click '**Media**', a sub menu will open with a list of categories. Select '**Media Manager**' from the subcategory.



**Manage:** Select from the dropdown menu for e.g select '**Image**'.

**Image Library folder:** Select the folder/image you wish to delete.

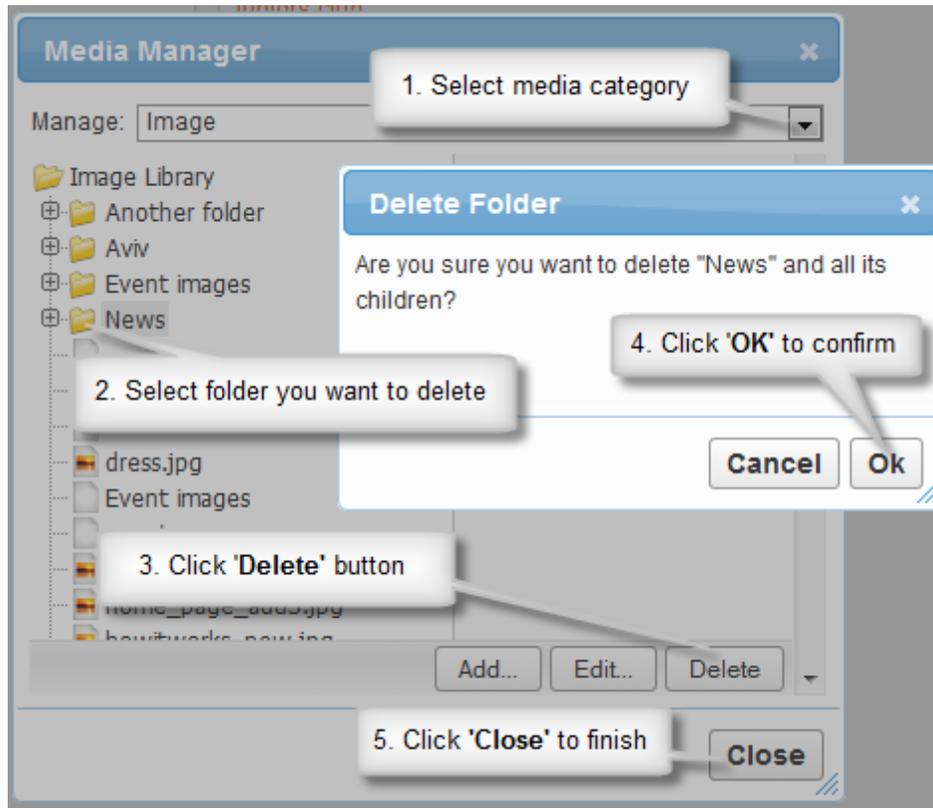
Click the '**Delete**' Button.

Click the '**OK**' button in the pop up window to confirm you wish to delete the image selected.

Continue to delete folders/images by following the same process.

Please note this function can only delete one by one.

Once finished deleting images click the '**Close**' button.



## 6.2 Gallery Manager

### Gallery Manager

On the left navigation bar click '**Media**', a sub menu will open with a list of categories. Click '**Gallery Manager**' from the subcategory.

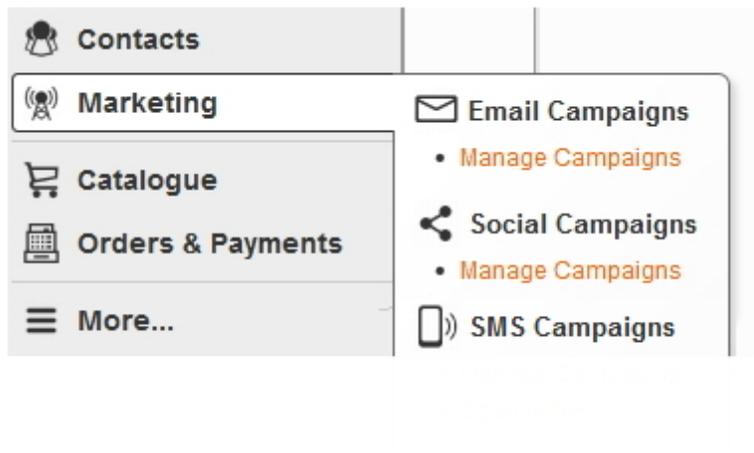


Once '**Gallery Manager**' is open you are able to 'Add', 'Edit' or 'Delete'.

To add a category/image click on the '**Add**' bottom on right of the box.

To edit a category/image click on the '**Edit**' button in the middle of the box.

To delete a category/image click on the '**Delete**' button on the left of the box.



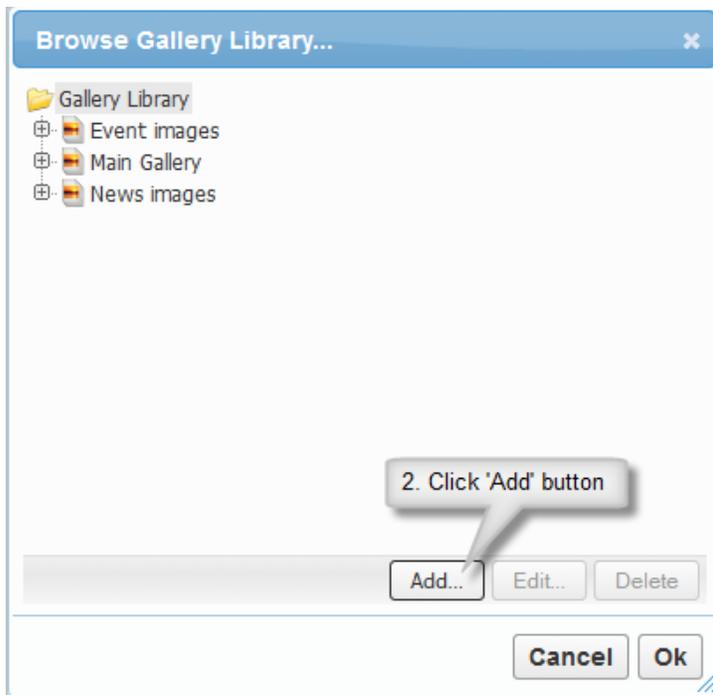
## 6.2.1 Add Gallery Category

### How to Add a Gallery Category

On the left navigation bar click **Media**, a sub menu will open with a list of categories. Click **Gallery Manager** from the subcategory.



'Browse Gallery Library' will appear.  
Click the **'Ok'** button.



**Name:** Select the name for the Gallery Category.

**Parent:** This allows you to choose where the root of the image will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Behaviours:** Allow search engines to index images is pre-ticked for you. Only change this if you require your images to be downloaded in a lightbox (the desired image will display as an overlay on the current page).

Once finished click the '**Ok**' button.

The screenshot shows the 'Add Gallery' dialog box with the following fields and options:

- Name**: A text input field with a red asterisk. Callout: 3. Nominate the name for Gallery
- Parent**: A dropdown menu showing 'Gallery Library' and a 'Browse...' button. Callout: 4. Select parent directory
- Tag**: A text input field.
- Behaviours**:
  - Allow images to be downloaded in lightbox
  - Allow search engines to index images
- Add Images to Gallery**:
  - No files selected.
  -
- Main Gallery Image**:
  - No file selected.
- [\[show more details\]](#)

At the bottom right, there are 'Cancel' and 'Ok' buttons. Callout: 5. Click OK

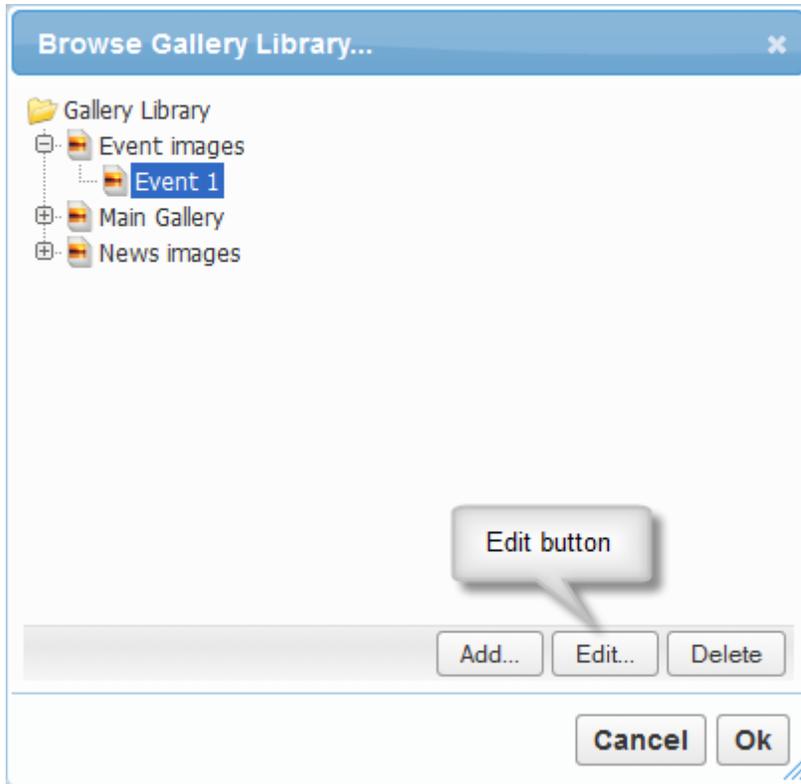
## 6.2.2 Edit Gallery Category

### How to Edit a Gallery Category

On the left navigation bar click **Media**, a sub menu will open with a list of categories. Click **Gallery Manager** from the subcategory.



To edit a category click on the name of the category you wish to edit and select the **'Edit'** button. You would follow the same process as **'Add Gallery Category'** by editing the details you desire.



**Name:** Select the name for the Gallery Category.

**Parent:** This allows you to choose where the root of the image will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Behaviours:** Allow search engines to index images is pre-ticked for you. Only change this if you require your images to be downloaded in a lightbox (the desired image will display as an overlay on the current page).

Once finished click the **'Ok'** button.

The screenshot shows the 'Add Gallery' dialog box with the following fields and options:

- Name**: A text input field with a red asterisk. Callout: 3. Nominate the name for Gallery
- Parent**: A dropdown menu showing 'Gallery Library' and a 'Browse...' button. Callout: 4. Select parent directory
- Tag**: A text input field.
- Behaviours**:
  - Allow images to be downloaded in lightbox
  - Allow search engines to index images
- Add Images to Gallery**:
  - No files selected.
  -
- Main Gallery Image**:
  - No file selected.
- [\[show more details\]](#)
- Buttons:

Callout: 5. Click OK

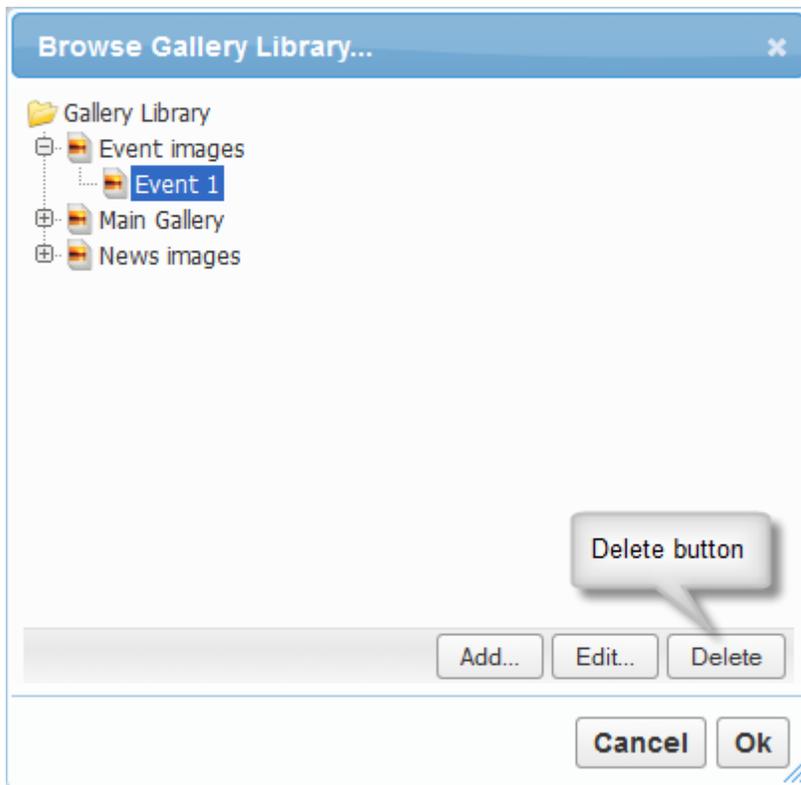
### 6.2.3 Delete Gallery Category

#### How to Delete a Gallery Category

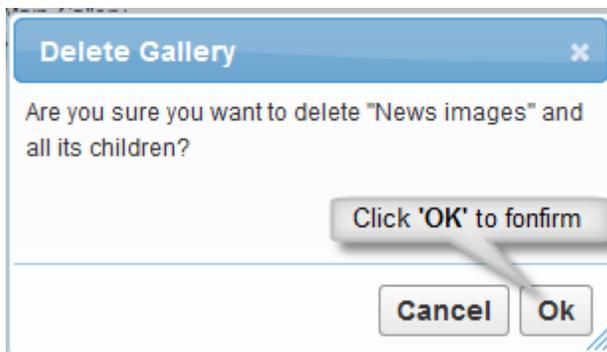
On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Gallery Manager'** from the subcategory.



To delete a category click on the name of the category and select the **'Delete'** button.



Click the '**OK**' button in the pop up window to confirm you wish to delete the image selected. Continue to delete folders/images by following the same process. Please note this function can only delete one by one. Once finished deleting images click the '**Close**' button.



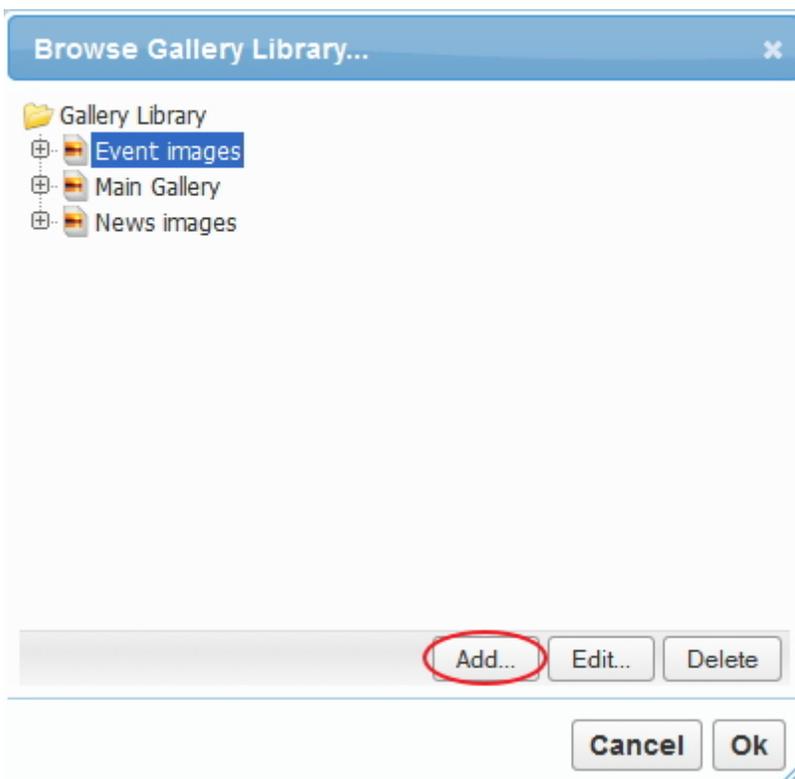
#### 6.2.4 Add Album to Category

##### How to Add an Album to Category

On the left navigation bar click '**Media**', a sub menu will open with a list of categories. Click '**Gallery Manager**' from the subcategory.



Click on the name of the Gallery Category that you wish to add an album to.  
Click the **'Add'** button.



**Name:** Select the name for the Album.

**Parent:** This allows you to choose where the root of the album will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Behaviours:** Allow search engines to index images is pre-ticked for you. Only change this if you require your images to be downloaded in a lightbox (the desired image will display as an overlay on the current page).

Once finished click the **'OK'** button.

Add Gallery
✕

Name \*

Parent \* 📁 Event images Browse...

Tag

---

**Behaviours**

Allow images to be downloaded in lightbox

Allow search engines to index images

---

**Add Images to Gallery**

Browse... No files selected.

Upload

---

**Main Gallery Image**

Browse... No file selected.

---

[\[show more details\]](#)

Cancel Ok

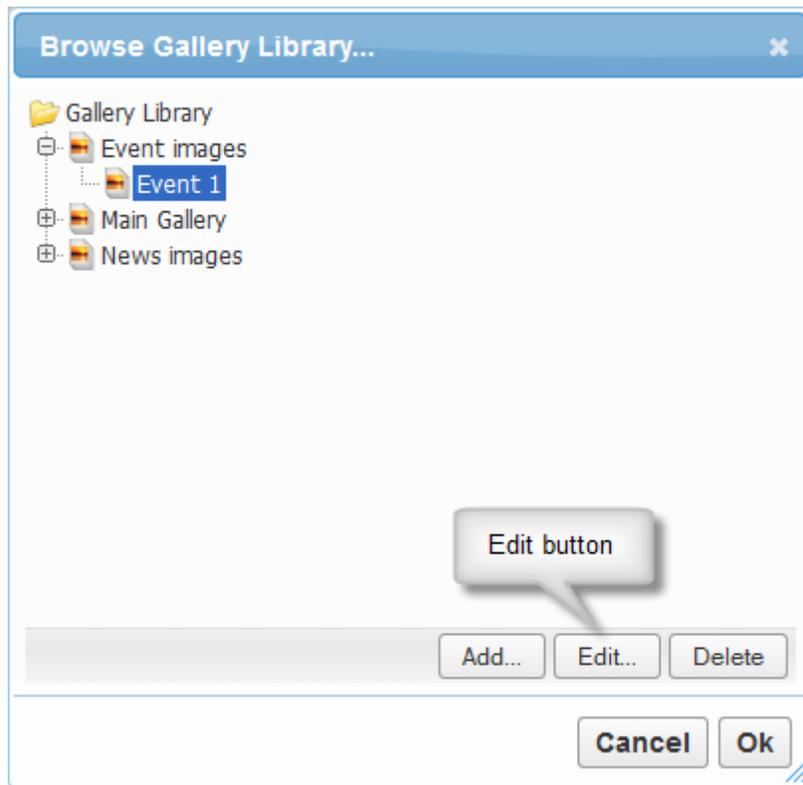
## 6.2.5 Edit Album

### How to Edit an Album

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Gallery Manager'** from the subcategory.



To **Edit** an album click on the name of image/album/category name you wish to edit and click **'Edit'** button.



You would follow the same process as **'Add Album to Category'**, by editing the details you desire.

**Name:** Select the name for the Album.

**Parent:** This allows you to choose where the root of the album will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Behaviours:** Allow search engines to index images is pre-ticked for you. Only change this if you require your images to be downloaded in a lightbox (the desired image will display as an overlay on the current page).

Once finished click the **'Ok'** button.

**Add Gallery**

Name \*

Parent \* Event images

Tag

**Behaviours**

Allow images to be downloaded in lightbox

Allow search engines to index images

**Add Images to Gallery**

No files selected.

**Main Gallery Image**

No file selected.

[\[show more details\]](#)

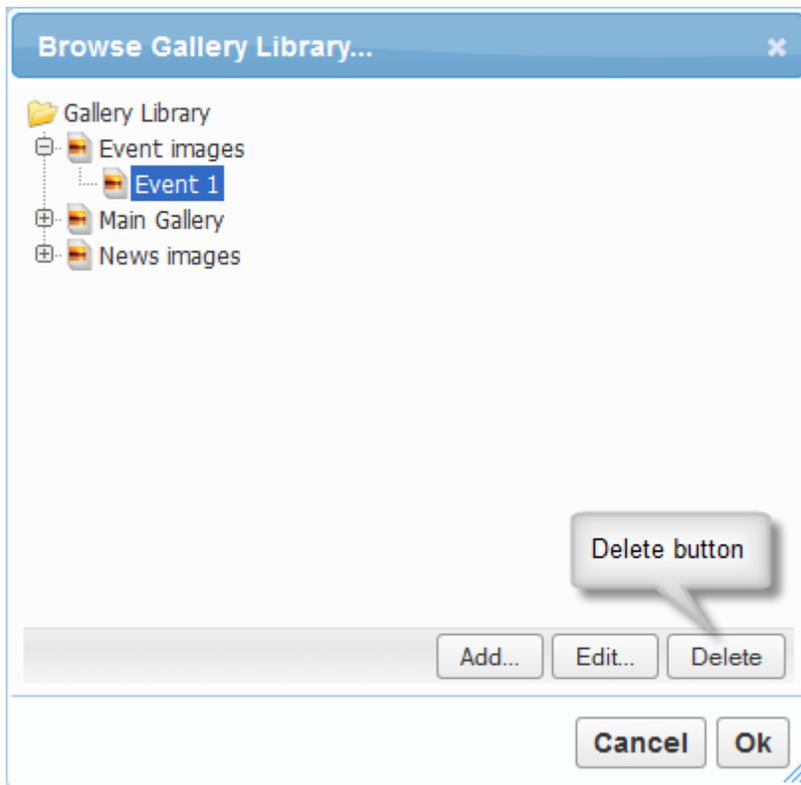
## 6.2.6 Delete Album

### How to Delete an Album

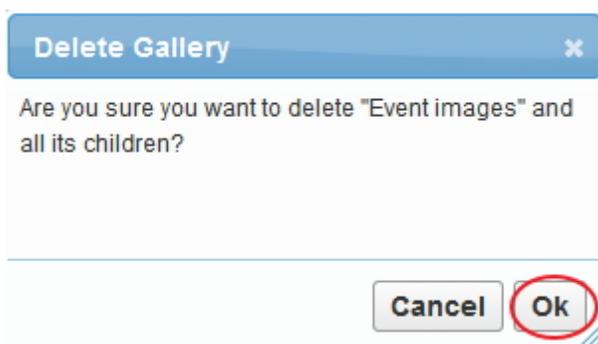
On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Gallery Manager'** from the subcategory.



To delete an album click on the name of the album and click the **'Delete'** button.



Click the **OK** button in the pop up window to confirm you wish to delete the album selected. Continue to delete albums by following the same process. Please note this function can only delete one by one. Once finished deleting albums click the **Close** button.



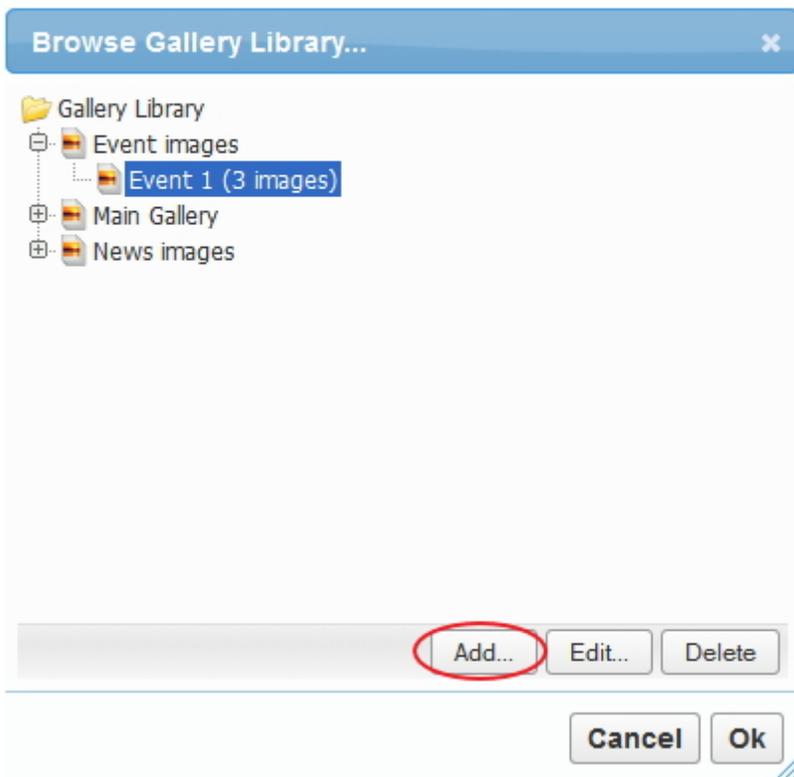
## 6.2.7 Add Images to Album

### How to Add Images to Album

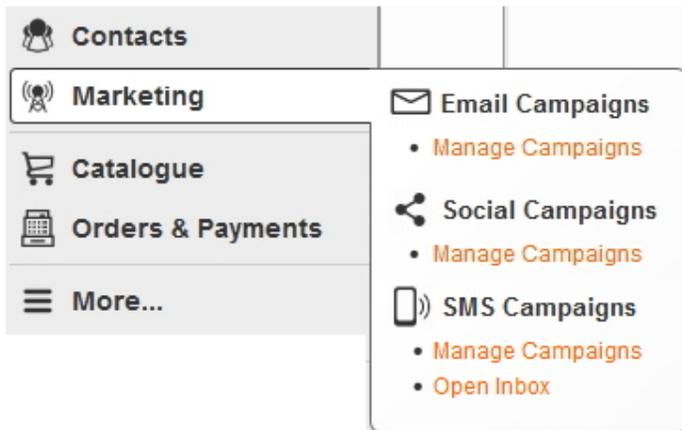
On the left navigation bar click **Media**, a sub menu will open with a list of categories. Click **Gallery Manager** from the subcategory.



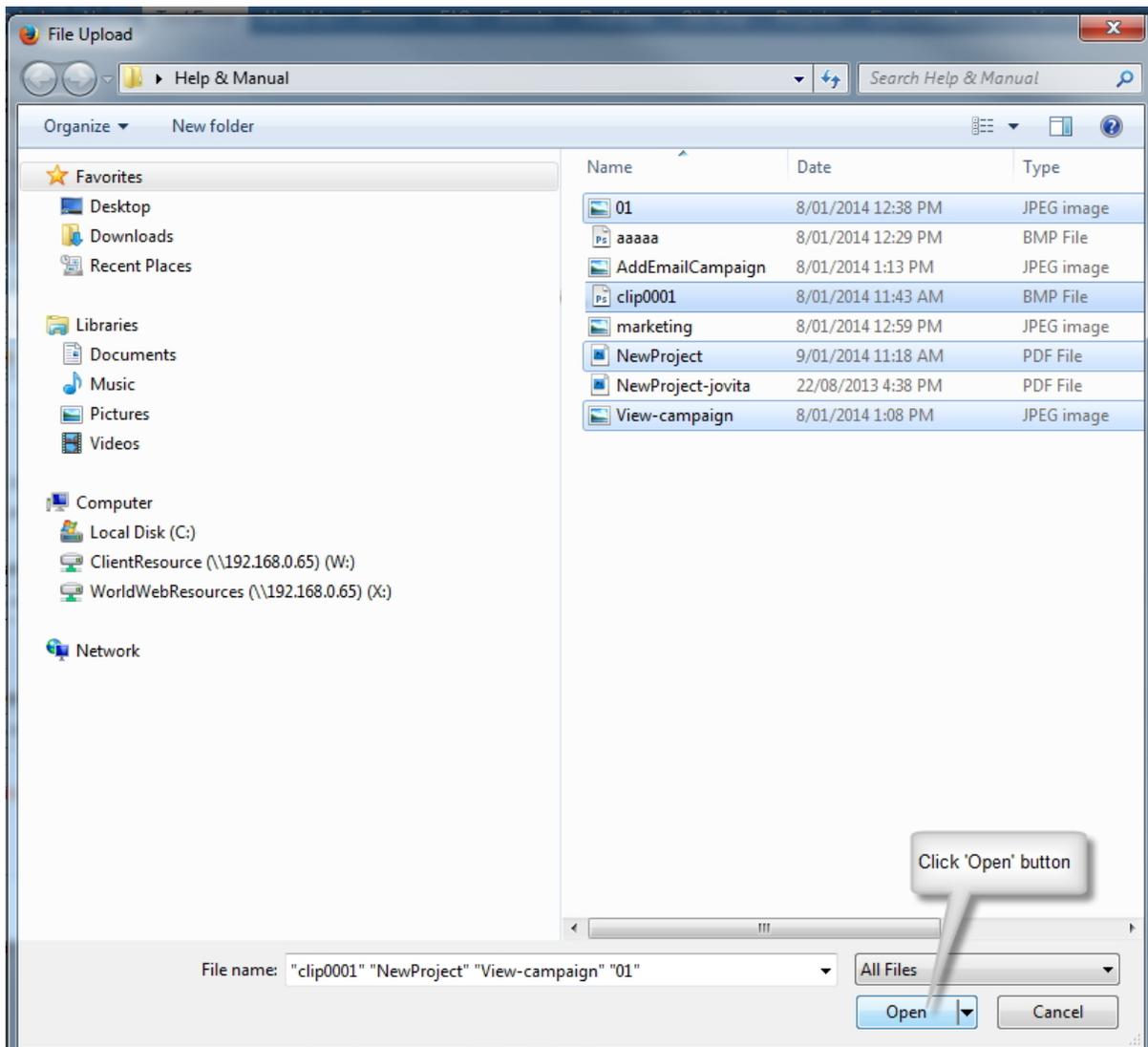
Click on the name of the Album that you wish to add images.  
Click the **'Add'** button.



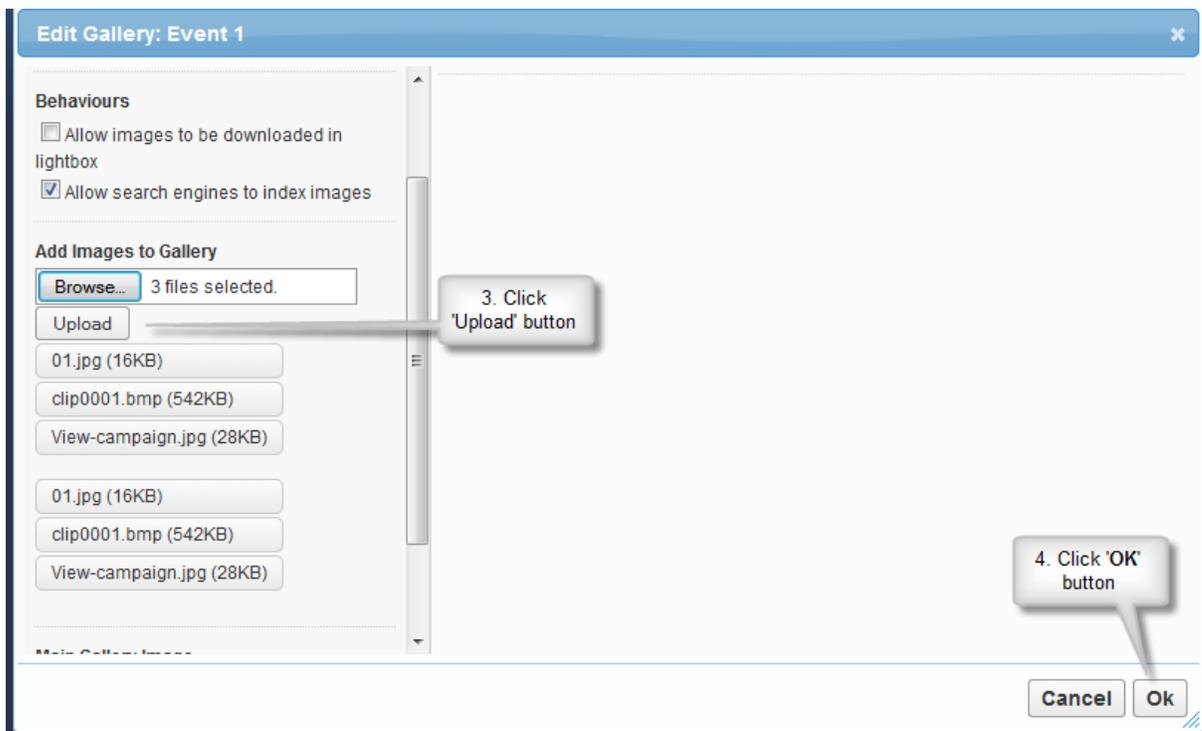
**'Add Gallery'** will appear.  
Click the **'Browse'** button as shown below.



You will need to select the images you wish to upload from your computer.  
Please note you can select multiple images at once by holding the 'Ctrl' and selecting the images.



Click the **'Upload'** button.  
Click the **'Ok'** button.



The images will appear on the right hand side of the box. You can also **Delete / Move or Replace images** here before you click the **'OK'** button.

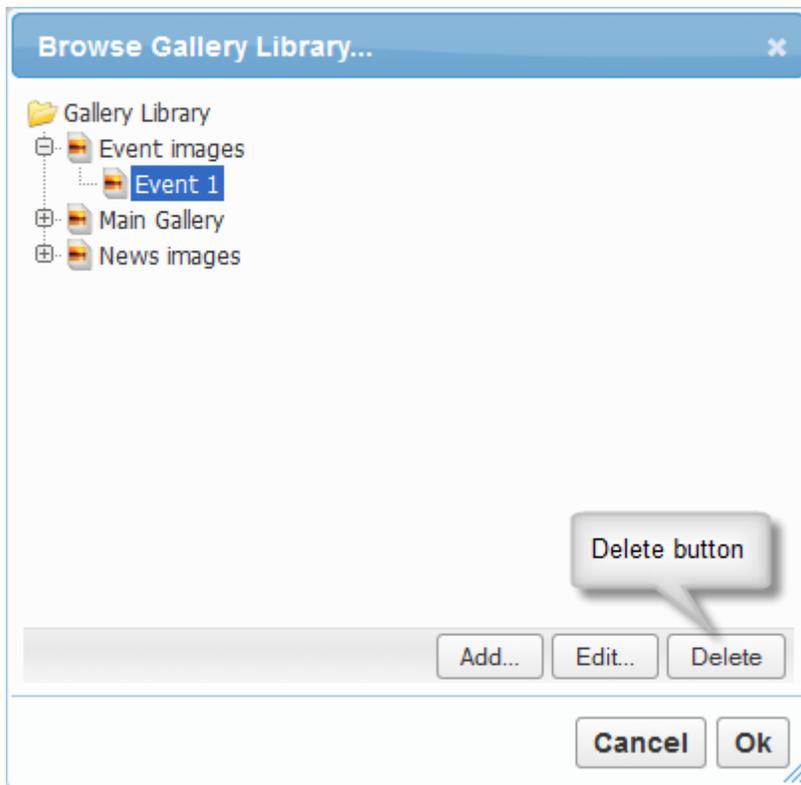
## 6.2.8 Delete Images from Album

### How to Delete Images from Album

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Gallery Manager'** from the subcategory.



Click on the name of the Album that you wish to delete images. Select the image you wish to delete and click the **'Delete'** button.

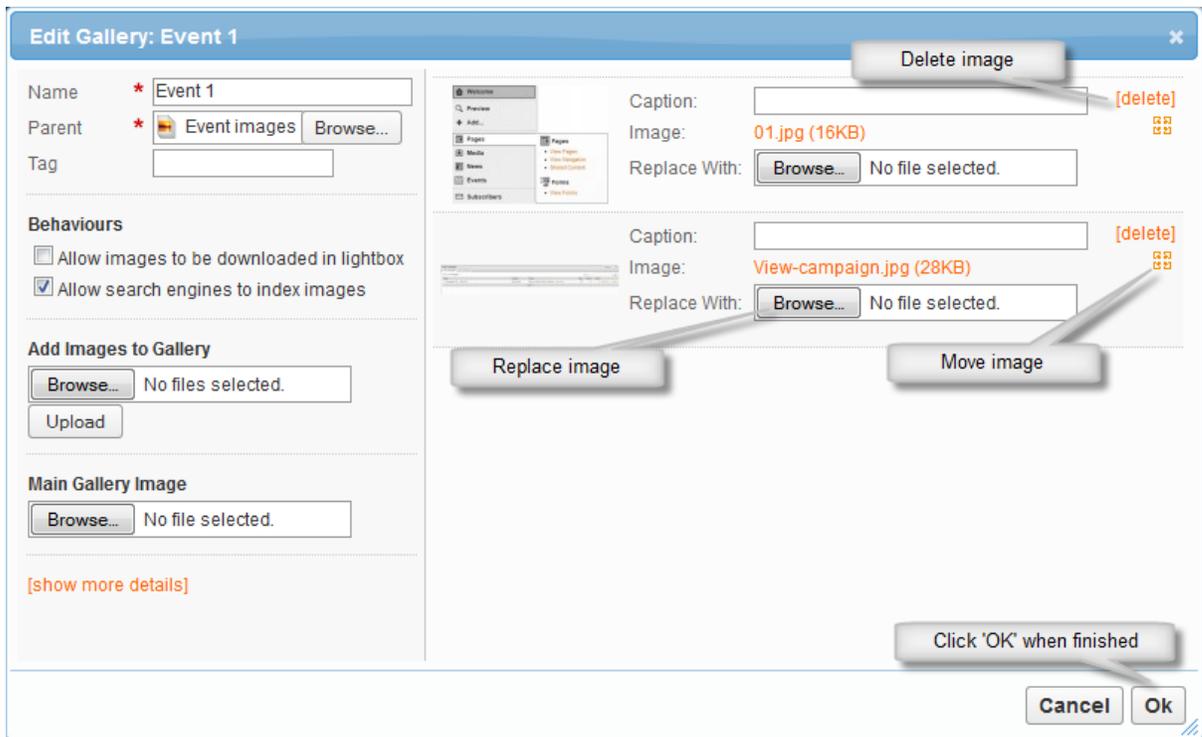


If you have just added an image to an album you can also delete, move and replace images in the album:

**Delete image:** Click the '**Delete**' button.

**Replace image:** Click the '**Browse**' button as shown below. You will need to select the image you wish to upload from your computer.

**Move image:** You can move the images up and down by selecting the icon shown below.



Once finished click **'OK'**.

## 6.3 Image Rotator Manager

### Image Rotator Manager

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Image Rotator Manager'** from the subcategory.

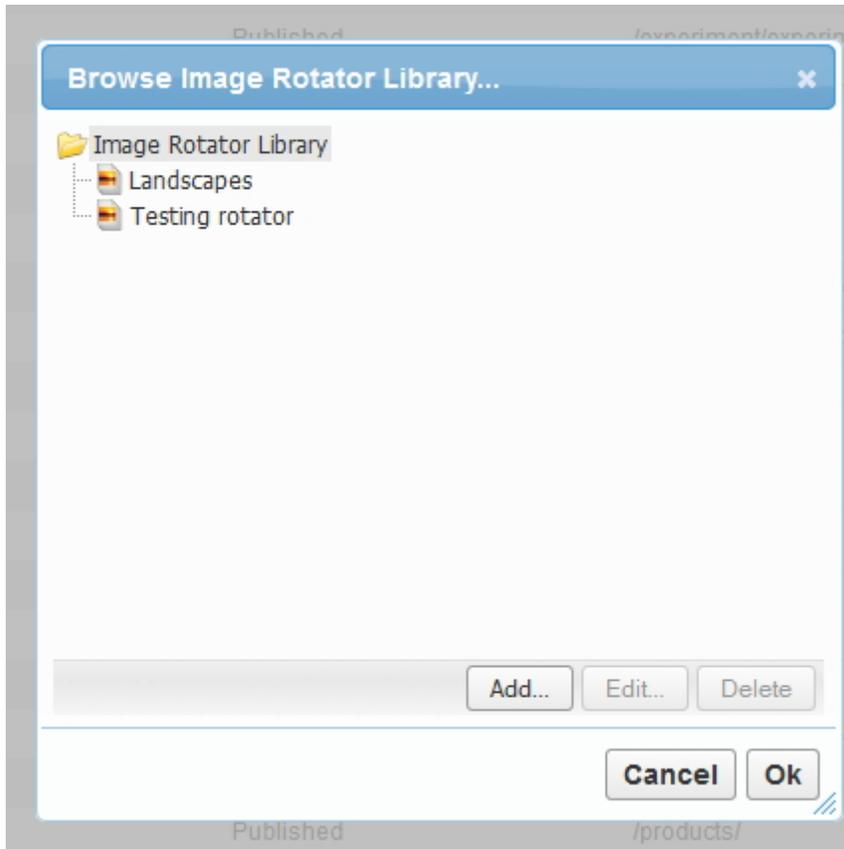


Once **'Image Rotator Manager'** is open you are able to 'Add', 'Edit' or 'Delete'.

To add an image rotator click on the **'Add'** button on right of the box.

To edit an image rotator image click on the **'Edit'** button in the middle of the box.

To delete a image rotator image click on the **'Delete'** button on the left of the box.



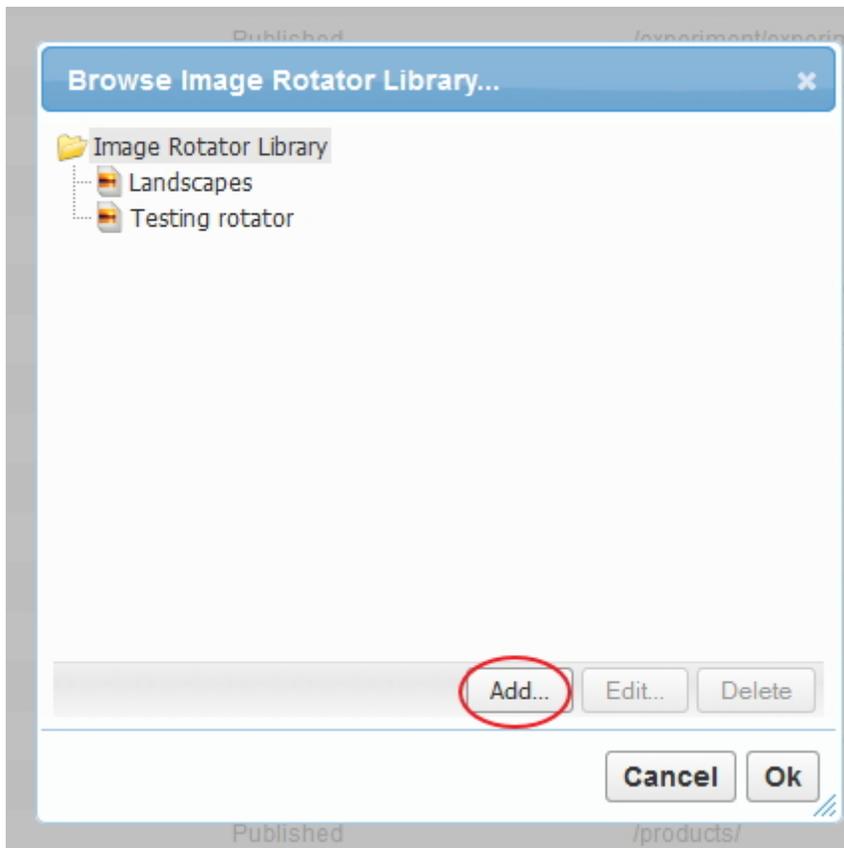
### 6.3.1 Add Image Rotator Album

#### How to Add a Image Rotator Album

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Image Rotator Manager'** from the subcategory.



**'Browse Image Rotator Library'** will appear.  
Click the **'Add'** button.



**Name:** Select the name for the Image Rotator Album.

**Parent:** This allows you to choose where the root of the album will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Behaviours:**

**Rotate Speed:** X seconds - Enter how fast/slow you would like your rotator to be (for e.g. rotate images every 5 seconds)

**Options:**

- Show large image when mouse moves over small image
- Fade out previous image as new image is fading in
- Fade between thumbnail images
- Randomise the order of images

Click '**OK**'.

**Add Image Rotator**

Name \*

Parent \* Image Rotator

Tag

**Dimensions**

Large Image  x  pixels

Thumb Image  x  pixels

Caption  pixels high

**Behaviours**

Rotate Speed:  seconds

Show large image when mouse moves over small image

Fade out previous image as new image is fading in

Fade between thumbnail images

Randomise the order of images

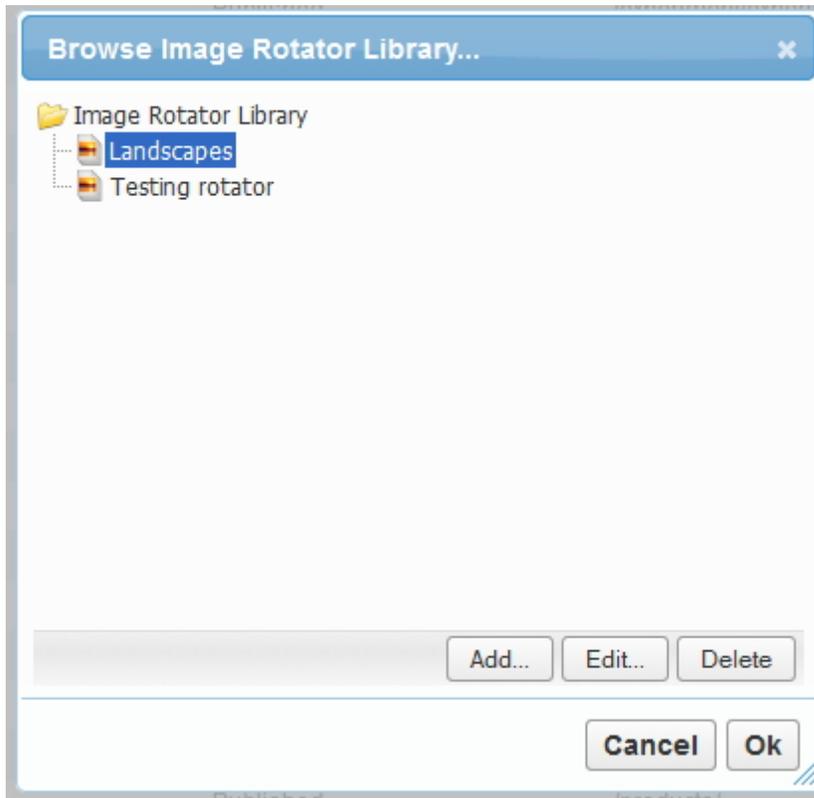
## 6.3.2 Add Image to Image Rotator Album

### How to Add an Image to Image Rotator Album

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Image Rotator Manager'** from the subcategory.



'Browse Image Rotator Library' will appear.  
Select the folder that you wish to add images.



Select '**Add Image**' as shown below.

'Add Rotator Image' will appear.

**Title:** Select the title for the Image Rotator.

**Caption:** If you wish for text to be visible under the image please enter here.

**Description:** Enter the full description for the image.

**Link To:** If a user clicks on the image they can be linked to another page.

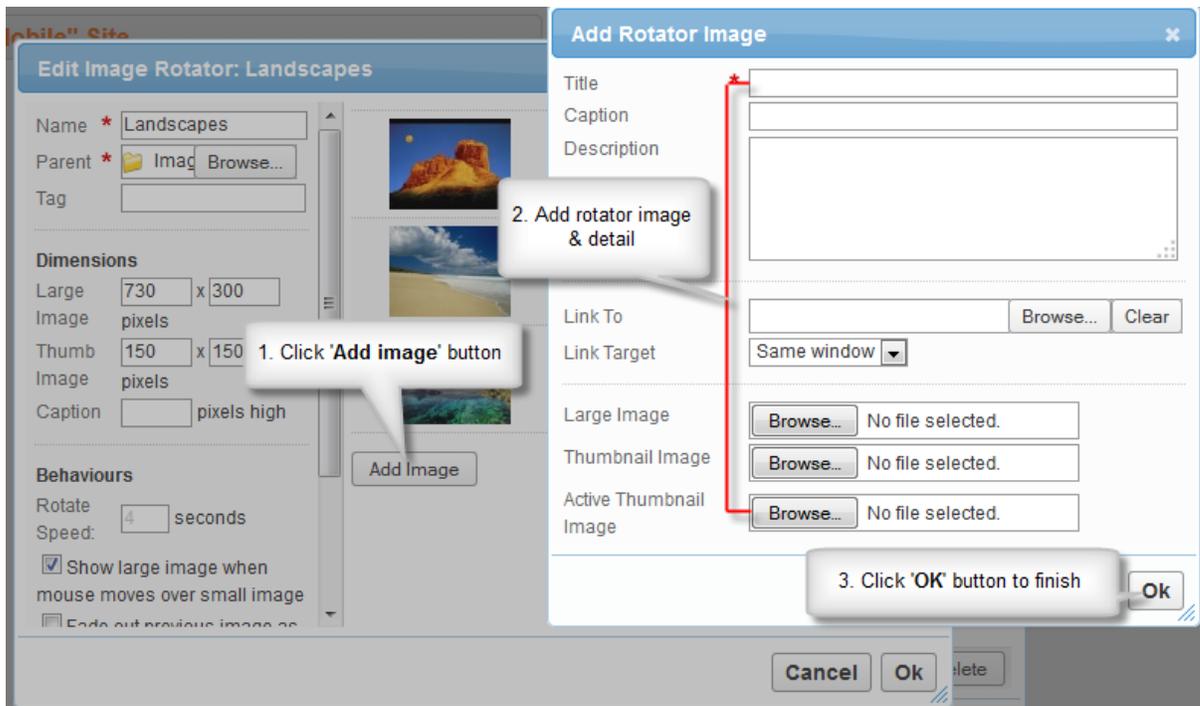
**Link Target:** You can select from the following options of how your image will appear after a user clicks on the image. The image can appear in '**Same window**', '**New window**' or '**Lightbox**'.

**Large Image:** Add the main image to use for the rotator.

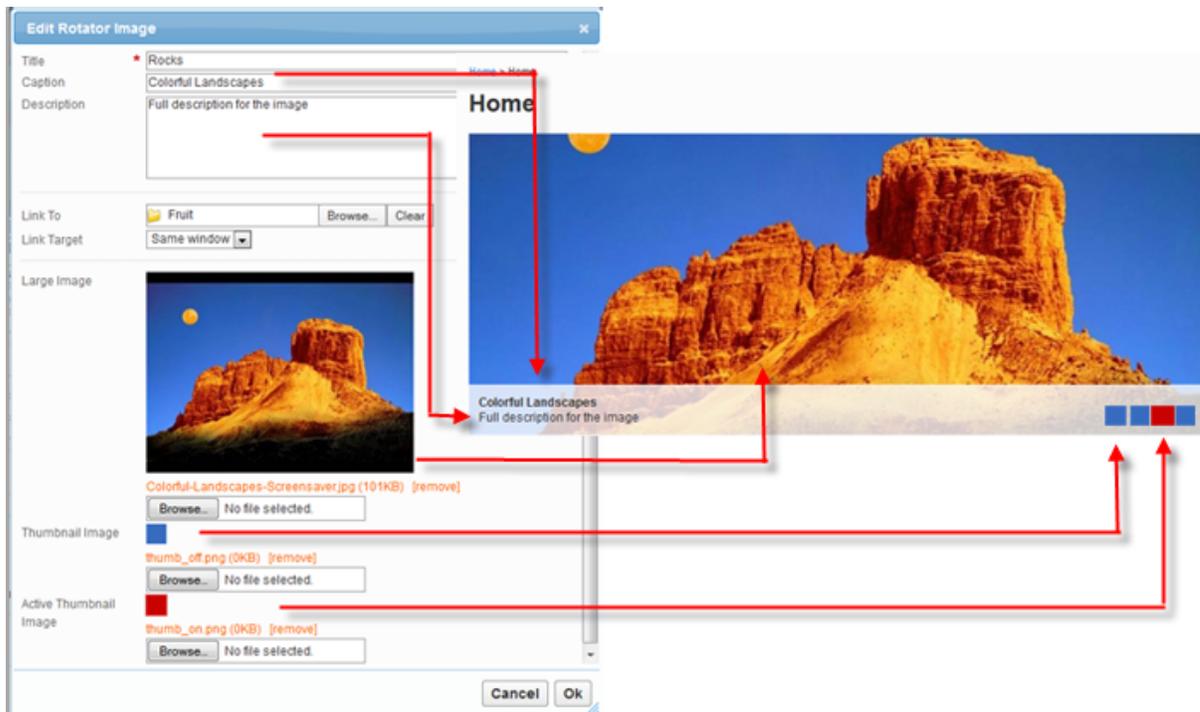
**Thumbnail Image:** Add an icon here to represent when the image is not being displayed in the rotator.

**Active Thumbnail image:** Add an icon here to represent the position of the image in the rotator.

Once finished click the '**Ok**' button.



Example of Rotator Image:



### 6.3.3 Edit Image Rotator Album

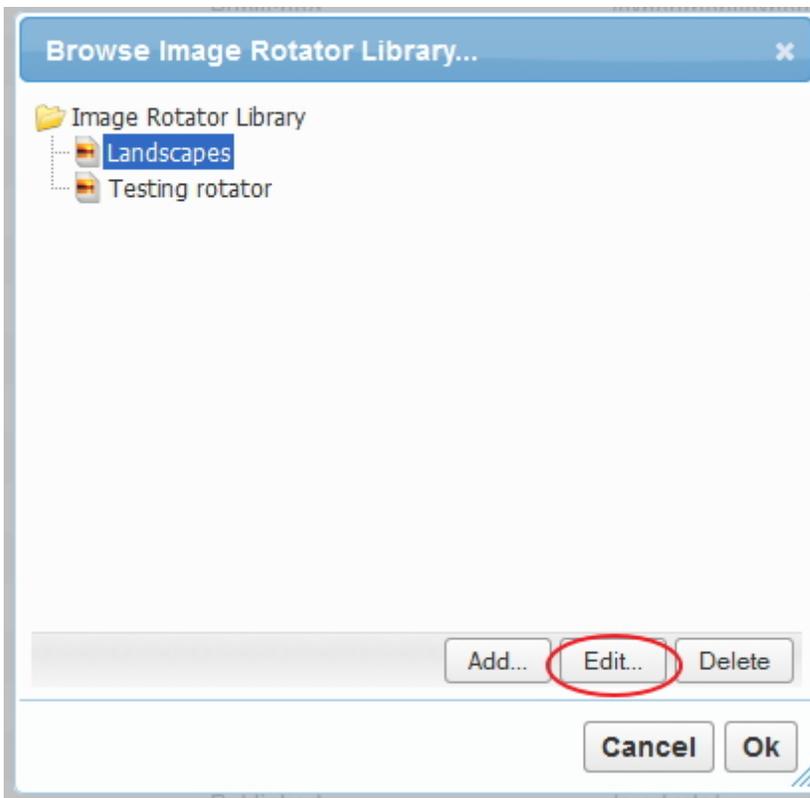
#### How to Edit Image Rotator Album

On the left navigation bar click '**Media**', a sub menu will open with a list of categories. Click '**Image Rotator Manager**' from the subcategory.



'**Browse Image Rotator Library**' will appear.

To edit a folder click on the name of the folder and select the '**Edit**' button.



You would follow the same process as 'Add Image Rotator Album' by editing the details you desire.

**Name:** Select the name for the Image Rotator Album.

**Parent:** This allows you to choose where the root of the album will be linked.

**Tag:** Please contact your Content One Support if you wish to change.

**Behaviours:**

**Rotate Speed:** X seconds - Enter how fast/slow you would like your rotator to be (for e.g. rotate images every 5 seconds)

**Options:**

- Show large image when mouse moves over small image
- Fade out previous image as new image is fading in
- Fade between thumbnail images
- Randomise the order of images

Click '**OK**'.

**Add Image Rotator**

Name \*

Parent \* Image Rotator

Tag

**Dimensions**

Large Image  x  pixels

Thumb Image  x  pixels

Caption  pixels high

**Behaviours**

Rotate Speed:  seconds

Show large image when mouse moves over small image

Fade out previous image as new image is fading in

Fade between thumbnail images

Randomise the order of images

## 6.3.4 Edit Image in Image Rotator Album

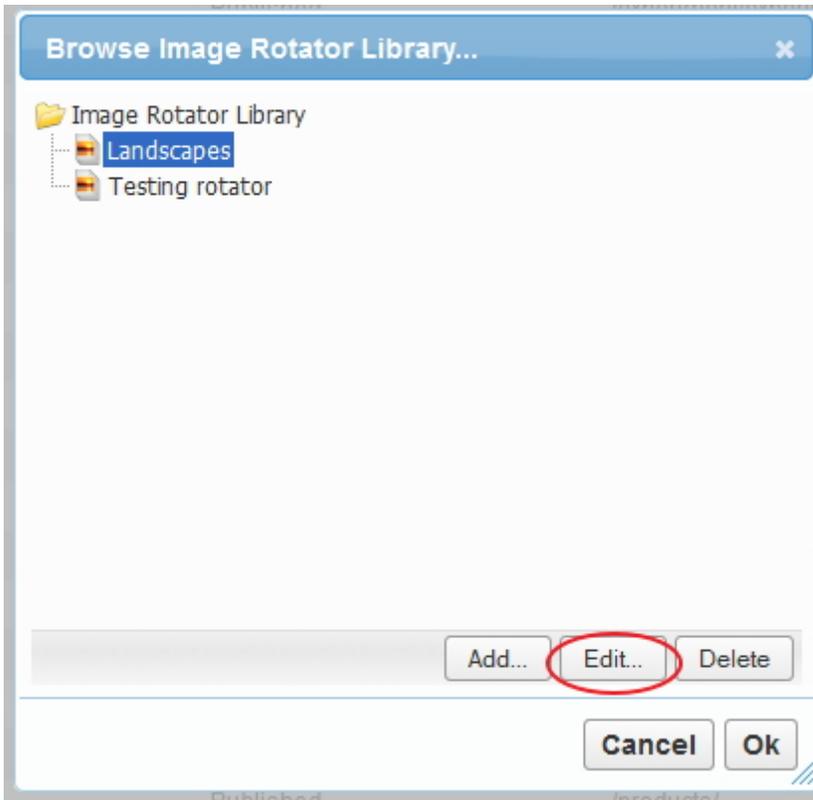
### How to Edit Image in Image Rotator Album

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Image Rotator Manager'** from the subcategory.

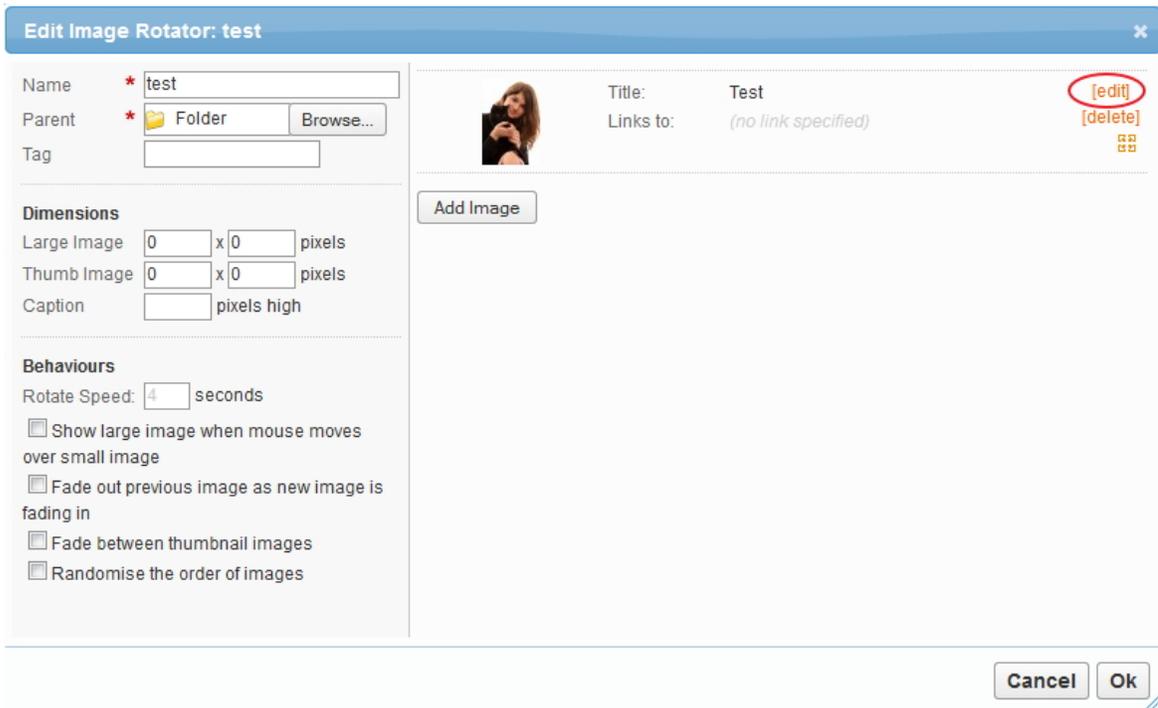


**'Browse Image Rotator Library'** will appear.

To edit a image click on the name of the folder and select the **'Edit'** button.



Click the 'Edit' button on the right as shown below.



Edit the details that you desire.

**Title:** Select the title for the Image Rotator.

**Caption:** If you wish for text to be visible under the image please enter here.

**Description:** Enter the full description for the image.

**Link To:** If a user clicks on the image they can be linked to another page.

**Link Target:** You can select from the following options of how your image will appear after a user clicks on the image.

The image can appear '**Same window**', '**New window**' or '**Lightbox**'.

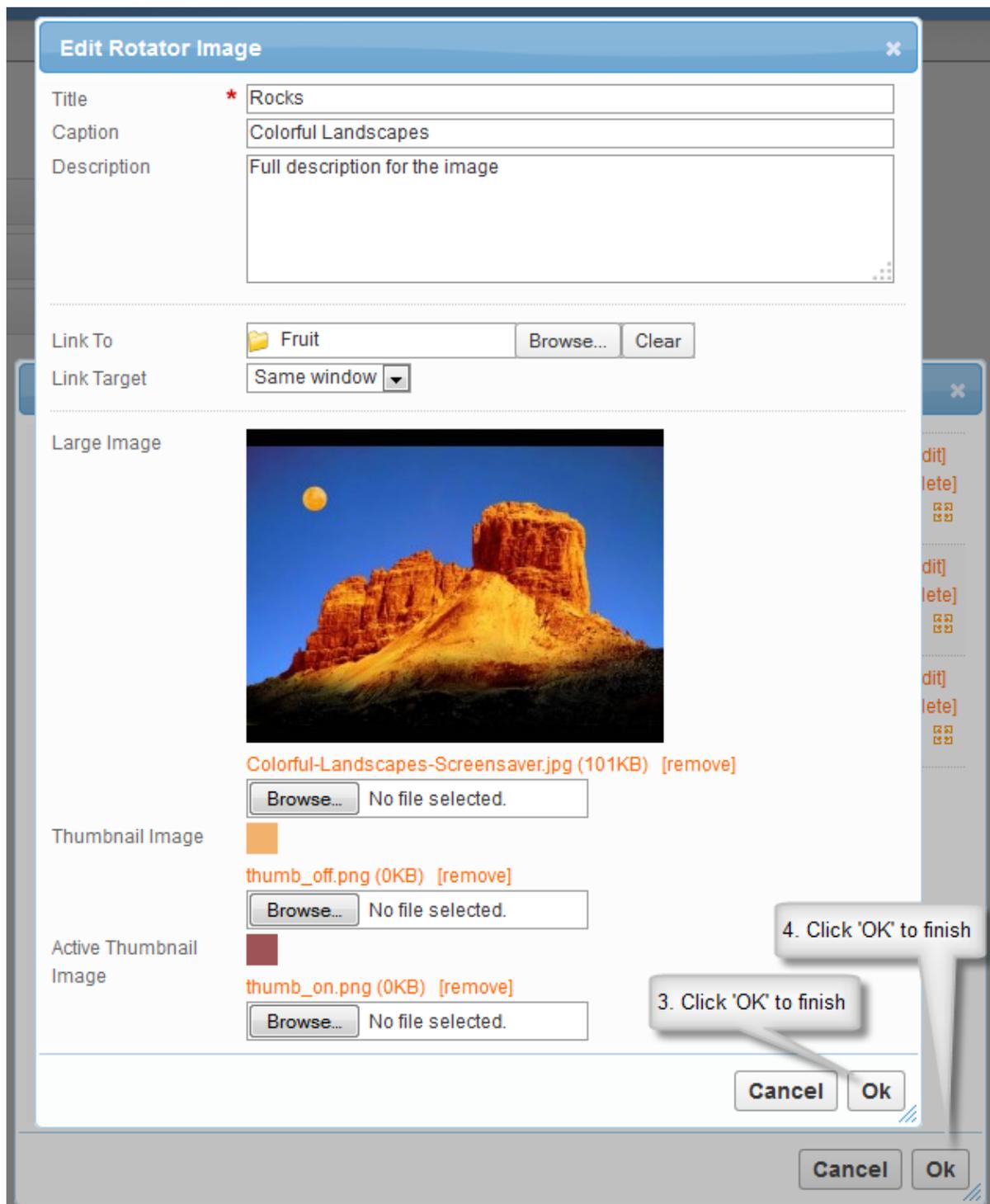
**Large Image:** before add image to this part must be adjust the image site to the same banner site if not the layout of

picture will not show up exactly you need.

**Thumbnail Image:** Add an icon here to represent when the image is not being displayed in the rotator.

**Active Thumbnail image:** Add an icon here to represent the position of the image in the rotator. form normal thumbnail image that you can see from the sample in below.

Once finished click the '**Ok**' button.



### 6.3.5 Delete Image Rotator Album

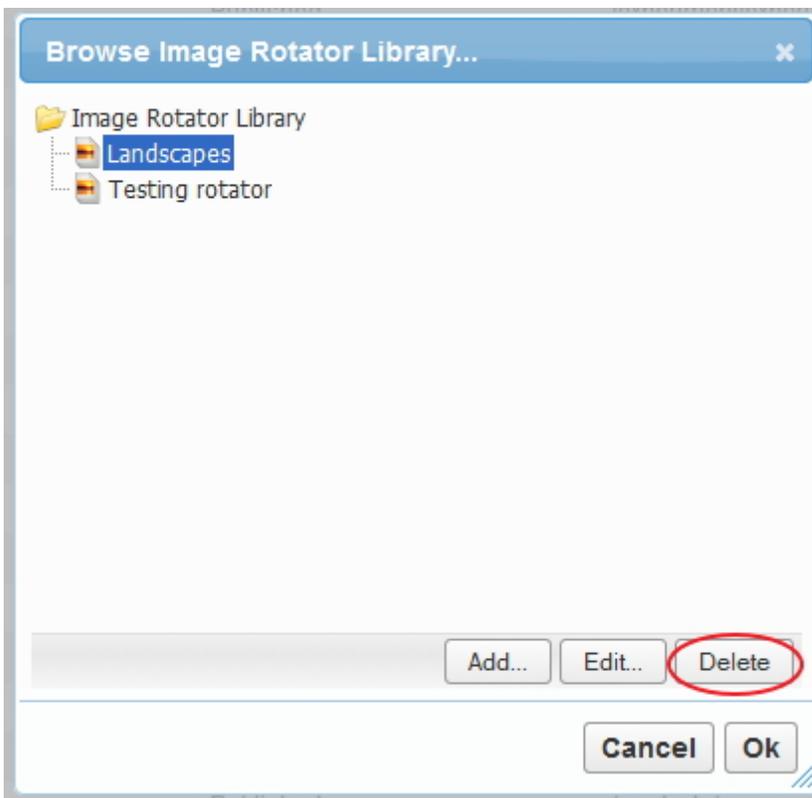
#### How to Delete Image Rotator Album

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Image Rotator Manager'** from the subcategory.



'Browse Image Rotator Library' will appear.

To delete an album click on the name of the folder and select the **Delete** button. Confirm by clicking **OK**.



### 6.3.6 Delete Image in Image Rotator Album

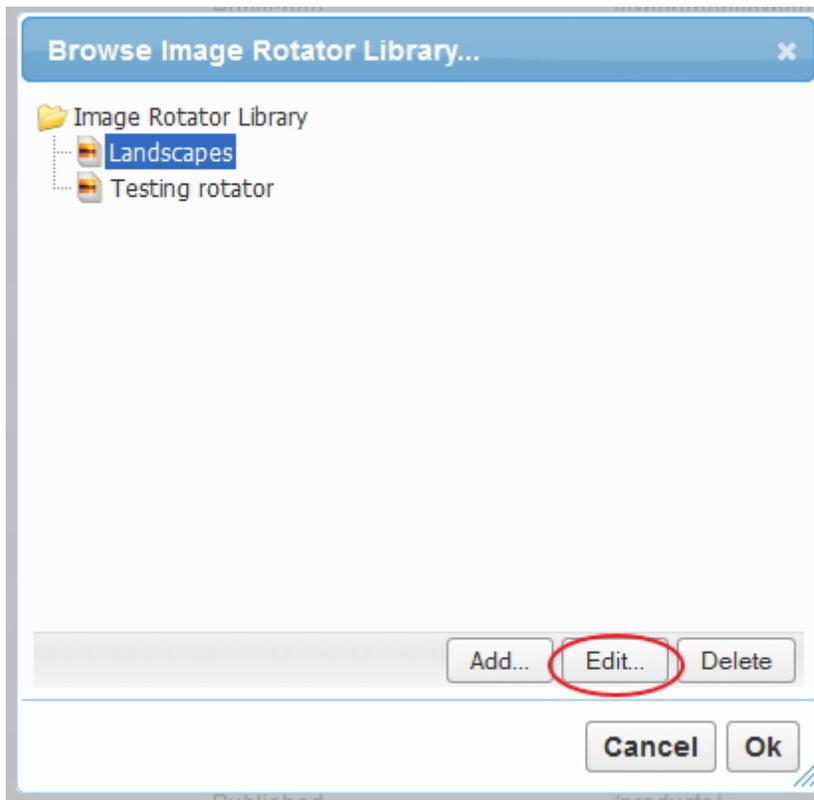
#### How to Delete an Image in Image Rotator Album

On the left navigation bar click **'Media'**, a sub menu will open with a list of categories. Click **'Image Rotator Manager'** from the subcategory.



**'Browse Image Rotator Library'** will appear.

To delete an image within an album click on the name of the image and select the **'Edit'** button.



**'Edit Image Rotator':** (Name of Album) will appear.

Click the **'Delete'** button.

Click the **'Ok'** button in the pop up window to confirm you wish to delete the image selected.

Continue to delete images by following the same process.

**Edit Image Rotator: Landscapes** [x]

Name \* Landscapes  
Parent \* Image [Browse...]  
Tag

**Dimensions**  
Large Image 730 x 300 pixels  
Thumb Image 150 x 150 pixels  
Caption [ ] pixels high

**Behaviours**  
Rotate Speed: 4 seconds  
 Show large image when mouse moves over small image  
 Fade out previous image as new image is fading in  
 Fade between thumbnail images  
 Randomise the order of images

Add Image

	Title: Rocks [edit] Links to: Fruit [delete]
	Title: Beach [edit] Links to: News List [delete]
	Title: Planet [edit] Links to: Granny Smith Apples [delete]

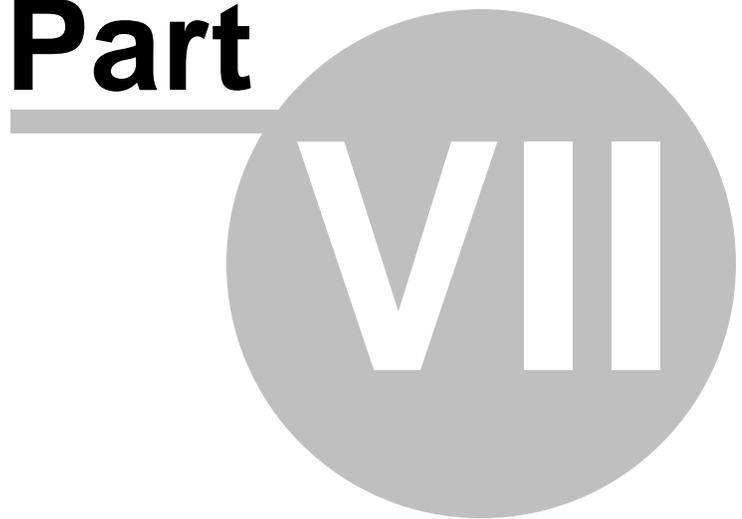
1. Click 'Delete' button

Cancel Ok

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



## 7 News

### News

On the left navigation bar click 'News', a sub menu will open with a list of categories.

**View Articles** - will open to a list of all pages, which will allow you to manage and maintain articles.

**View Categories** - will open to a list of categories and sub-categories. This will allow you to rearrange the order of pages.



### 7.1 View Articles

#### View Articles

On the left navigation bar click '**News**', a sub menu will open with a list of categories. Click '**View Articles**' from the subcategory.



Once '**View Articles**' is open you are able to 'Add', 'Edit' or 'Delete'.

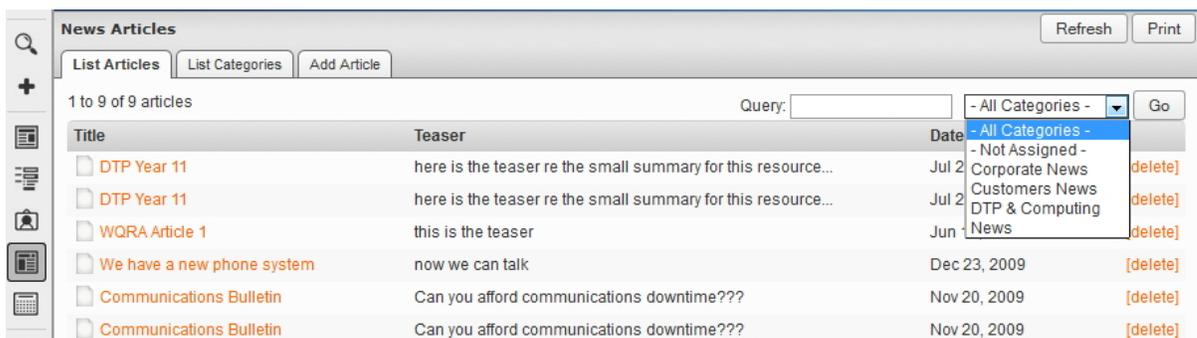
To add a new article, click '**Add Article**' which is located in the navigation bar.

To edit an article click on the 'Title' within the list.

To delete an article click the '**delete**' button on the right hand side of the news article.

**Query:** Type in a keyword or phrase that you want to search for within the list of articles.

**List Categories:** This will open a list of categories that the articles can be assigned/linked to.



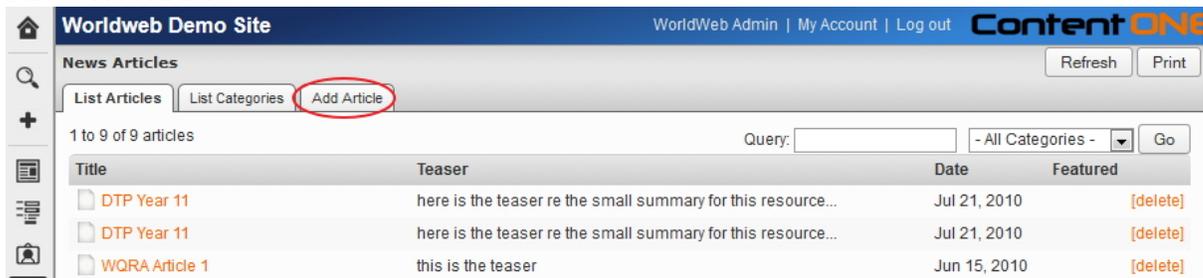
## 7.1.1 Add an Article

### How to Add an Article

On the left navigation bar click **'News'**, a sub menu will open with a list of categories. Click **'View Articles'** from the subcategory.



Select **'Add Article'**



The page **'Add Article'** will have 5 steps detailing in this order:

1. Article Content
2. Attachments
3. Assign to Category
4. SEO
5. Preview

### 1 . Article Content

**Title:** This title will appear as the name of your article.

**Date:** Select the date of the article or by default the date is according to the date when you publish the article.

**Featured:** Choose Yes/No to have this featured in the news/article page.

**Teaser:** Brief description of the article OR key focus points of the article.

**Content:** The full description of the article.

Article Content	Attachments	Assign to Category	SEO	Preview
Title	* Behind the Scenes at Enlighten			
Date	* 25-Apr-2013			
Featured:	No			
Teaser	In Canberra's centenary year the annual Enlighten Festival was particularly spectacular. This is the third year that Electric Canvas has been involved with the Festival, projecting colourful images onto the facades of a number of Canberra's landmark buildings. These buildings included: the National Library of Australia, the Questacon Building, the National Portrait Gallery, the National Gallery and the Museum of Australian Democracy. As part of the event, the			
Content	Led by Brian from Electric Canvas, we started from the perfect viewing location on the mound at Reconciliation Place. From here all but the National Gallery installation were visible. The first location we looked at in detail was the National Portrait Gallery. This location has the added difficulty of being situated on a downward slope. Brian emphasised the importance at this location of detailed surveys and accurate scaffolding builds to allow for perfect image projection and overlap without the risk of equipment rolling down the slope. The exterior locations of these projectors added additional stresses on the equipment. Each projector has a plastic cover			

## 2 . Attachments

**Image:** Upload an image to represent the article.

**Attachments:** Upload any additional relevant information.

**Image Gallery:** This will allow you to add a gallery of images that have been added previously through Media Manager.

Article Content	Attachments	Assign to Category	SEO	Preview
Image	 <p>The National Portrait Gallery 1.jpg (2.2MB) [remove]</p> <input type="text"/> <input type="button" value="Browse..."/>			
Attachments	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Add..."/> <input type="button" value="Edit..."/> <input type="button" value="Delete"/>			
Image Gallery	<input type="button" value="Behind the Scenes at Enlighten (1)"/> <input type="button" value="Browse..."/> <input type="button" value="Clear"/>			

## 3 . Assign to Category

**Categories:** Assign the event to the corresponding category.

*\*Please note the categories will vary according to what you have specified*

**Add News Article: test**

Article Content Attachments Assign to Category SEO Preview

Categories

- Corporate News
- Customers News
- DTP & Computing
- News

#### 4. SEO

**Browser Title:** The title is already defaulted from the name of the page - this will appear on the tab of your browser.

**Description:** This section allows you to write a brief description of the page.

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended*

**Image:** Upload an image that you want to represent the page - for example in social networking this will be the image icon that represents the page viewers would click on.

**Search Engines:** Tick this box if you would like this page to be found in search engines

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

**Site Search:** Tick this box if you would like this page to be found in an internal search of your website.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

Article Content Attachments Assign to Category SEO Preview

**Meta Data**

Browser Title

Description (250 chars max)

Image  Default  Custom



---

**URLs**

---

**Searching / Indexing**

Search Engines  Allow search engines to index this article

Site Search  Allow this article to appear in search results on this site

## 5. Preview

*\*This page will show a preview of what the article will look like on the website page.*

Click the '**Finish**' button.

## 7.1.2 Edit an Article

### How to Add an Article

On the left navigation bar click '**News**', a sub menu will open with a list of categories. Click '**View Articles**' from the subcategory



To edit an article click on the 'Title' of the article within the list. You would follow the same process as '**Adding an Article**' by editing the details you desire.

### 1 . Article Content

**Title:** This title will appear as the name of your article.

**Date:** Select the date of the article or by default the date is according to the date when you publish the article.

**Featured:** Choose Yes/No to have this featured in the news/article page.

**Teaser:** Brief description of the article OR key focus points of the article.

**Content:** The full description of the article.

Article Content		Attachments	Assign to Category	SEO	Preview
Title	*	<input type="text" value="Behind the Scenes at Enlighten"/>			
Date	*	25-Apr-2013 <input type="text" value=""/> <input type="text" value=""/>			
Featured:		<input type="text" value="No"/>			
Teaser	In Canberra's centenary year the annual Enlighten Festival was particularly spectacular. This is the third year that Electric Canvas has been involved with the Festival, projecting colourful images onto the facades of a number of Canberra's landmark buildings. These buildings included: the National Library of Australia, the Questacon Building, the National Portrait Gallery, the National Gallery and the Museum of Australian Democracy. As part of the event, the				
Content	Led by Brian from Electric Canvas, we started from the perfect viewing location on the mound at Reconciliation Place. From here all but the National Gallery installation were visible. The first location we looked at in detail was the National Portrait Gallery. This location has the added difficulty of being situated on a downward slope. Brian emphasised the importance at this location of detailed surveys and accurate scaffolding builds to allow for perfect image projection and overlap without the risk of equipment rolling down the slope. The exterior locations of these projectors added additional stresses on the equipment. Each projector has a plastic cover				

## 2 . Attachments

**Image:** Upload an image to represent the article.

**Attachments:** Upload any additional relevant information.

**Image Gallery:** This will allow you to add a gallery of images that have been added previously through Media Manager.

Article Content		Attachments	Assign to Category	SEO	Preview
Image	 <p>The National Portrait Gallery 1.jpg (2.2MB) [remove]</p> <input type="text"/> <input type="button" value="Browse..."/>				
Attachments	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Add..."/> <input type="button" value="Edit..."/> <input type="button" value="Delete"/>				
Image Gallery	<input type="button" value="Behind the Scenes at Enlighten (1)"/> <input type="button" value="Browse..."/> <input type="button" value="Clear"/>				

## 3 . Assign to Category

**Categories:** Assign the event to the corresponding category.

*\*Please note the categories will vary according to what you have specified*

**Add News Article: test**

Article Content Attachments Assign to Category SEO Preview

Categories

- Corporate News
- Customers News
- DTP & Computing
- News

#### 4 . SEO

**Browser Title:** The title is already defaulted from the name of the page - this will appear on the tab of your browser.

**Description:** This section allows you to write a brief description of the page.

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended*

**Image:** Upload an image that you want to represent the page - for example in social networking this will be the image icon that represents the page viewers would click on.

**Search Engines:** Tick this box if you would like this page to be found in search engines

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

**Site Search:** Tick this box if you would like this page to be found in an internal search of your website.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

Article Content Attachments Assign to Category SEO Preview

**Meta Data**

Browser Title

Description (250 chars max)

Image  Default  Custom



---

**URLs**

---

**Searching / Indexing**

Search Engines  Allow search engines to index this article

Site Search  Allow this article to appear in search results on this site

## 5. Preview

*\*This page will show a preview of what the article will look like on the website page.*

Click the **'Finish'** button.

### 7.1.3 Delete an Article

#### How to Delete an Article

On the left navigation bar click **'News'**, a sub menu will open with a list of categories. Click **'View Articles'** from the subcategory.



To find the article you can enter the name or keywords in the **'Query'** box. To delete an article click select the **'delete'** button on the right hand side.

News Articles				Refresh	Print
<input type="button" value="List Articles"/> <input type="button" value="List Categories"/> <input type="button" value="Add Article"/>					
1 to 9 of 9 articles		Query: <input type="text"/>	- All Categories -	Go	
Title	Teaser	Date	Featured		
<input type="checkbox"/> DTP Year 11	here is the teaser re the small summary for this resource...	Jul 21, 2010	<input type="checkbox"/> [delete]		
<input type="checkbox"/> DTP Year 11	here is the teaser re the small summary for this resource...	Jul 21, 2010	<input type="checkbox"/> [delete]		
<input type="checkbox"/> WQRA Article 1	this is the teaser	Jun 15, 2010	<input type="checkbox"/> [delete]		

## 7.2 View Categories

#### View Categories

On the left navigation bar click **'News'**, a sub menu will open with a list of categories. Click **'View Categories'** from the subcategory.



Once '**View Categories**' is open you are able to 'Add', 'Edit' or 'Delete'.  
To add a new category, click '**Add New Article**' which is located in the navigation bar.  
To edit an article click the 'Title' within the list.  
To delete click the delete button on the right hand side of the news article.

## 7.2.1 Add Category

### How to Add a Category

On the left navigation bar click '**News**', a sub menu will open with a list of categories.  
Click '**View Categories**' from the subcategory.



Select '**Add Category**'.



The screenshot shows the 'News Article Categories' management interface. At the top, there are three buttons: 'List Articles', 'List Categories', and 'Add Category'. The 'Add Category' button is circled in red. Below the buttons is a table with the following data:

Category	Description		
<input type="checkbox"/> Corporate News	This are news about our company and our profile	2 article(s)	[delete]
<input type="checkbox"/> Customers News	News and Articles for Customers	1 article(s)	[delete]
<input type="checkbox"/> DTP & Computing		2 article(s)	[delete]
<input type="checkbox"/> News		8 article(s)	[delete]

**Name:** This will appear as the name of your category.

**Tag:** Please contact your Content One Support if you wish to change.

**Description:** This section allows you to write a brief description of the natural of this category.

Click **'Save Category'**.

## 7.2.2 Edit Category

### How to Edit a Category

On the left navigation bar click **'News'**, a sub menu will open with a list of categories. Click **'View Categories'** from the subcategory.



To edit a category click on the 'Title' of the category within the list. You would follow the same process as **'Adding a Category'**.

**Name:** This will appear as the name of your category.

**Tag:** Please contact your Content One Support if you wish to change.

**Description:** This section allows you to write a brief description of the natural of this category.

**News Article Categories**

List Articles List Categories **Add Category**

Name

Tag

Description

Click **'Save Category'**.

### 7.2.3 Delete Category

#### How to Delete a Category

On the left navigation bar click **'News'**, a sub menu will open with a list of categories. Click **'View Categories'** from the subcategory.



To delete a category select the **'delete'** button on the right hand side.

**News Articles** Refresh Print

List Articles List Categories Add Article

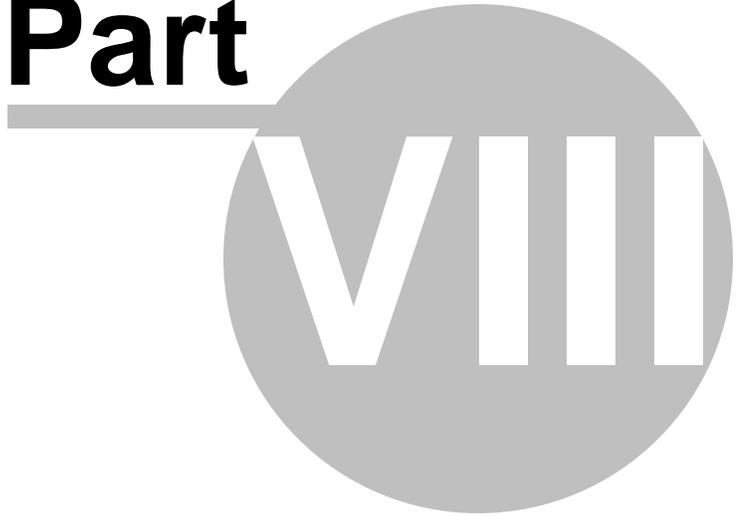
1 to 9 of 9 articles Query:  - All Categories - Go

Title	Teaser	Date	Featured
<input type="checkbox"/> DTP Year 11	here is the teaser re the small summary for this resource...	Jul 21, 2010	<input type="checkbox"/> [delete]
<input type="checkbox"/> DTP Year 11	here is the teaser re the small summary for this resource...	Jul 21, 2010	<input type="checkbox"/> [delete]
<input type="checkbox"/> WQRA Article 1	this is the teaser	Jun 15, 2010	<input type="checkbox"/> [delete]

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



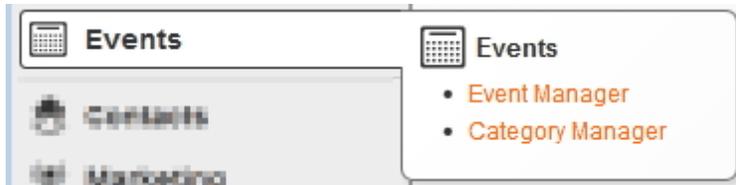
## 8 Events

### Events

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories.

**Events Manager** - will open to a list of all events which will allow you to manage and maintain events

**Category Manager** - will open to a list of all categories within the site, this will allow you to manage and maintain all categories

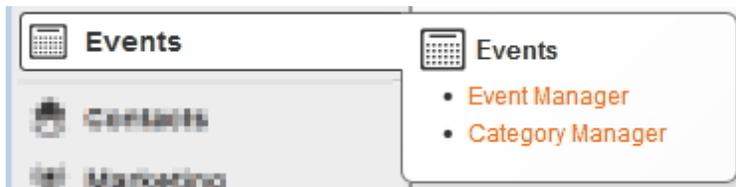


### 8.1 Event Manager

#### Events Manager

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories.

Click **'Event Manager'** from the subcategory.



Once **'Event Manager'** is open you are able to 'Add', 'Edit', 'Delete' or 'List Categories'.

To add, click on **'Add Event'** which is located on the navigation bar.

To edit an event click on the 'Title' of the page within the list.

To delete click the **'delete'** button on the right hand side of the page.

**List Categories:** This will open a list of categories that the events can be assigned/linked to.

Events					Refresh	Print
List Events		List Categories	Add Event			
1 to 3 of 3 events		Category: - All categories -		Go		
Date	Name	Teaser	Featured	Bookings		
01-Sep-2014	<input type="checkbox"/> First day of work experience	First day of work experience.			[delete]	
18-Jun-2014	<input type="checkbox"/> Event 1	Lorem ipsum dolor sit amet, consectetur...			[delete]	
31-Oct-2013	<input type="checkbox"/> Event 2	Lorem ipsum dolor sit amet, consectetur...			[delete]	
page 1						

## 8.1.1 Add Event

### How to Add an Event

On the left navigation bar click '**Events**', a sub menu will open with a list of categories. Click '**Event Manager**' from the subcategory.



Once '**Events Manager**' is open, click '**Add Event**' which is located on the navigation bar.



The page '**Add Event**' will have 5 steps detailing in this order:

1. Event Details
2. Attachments
3. Assign to Category
4. SEO
5. Preview

### 1. Event Details

**Name:** This will appear as the name of your event.

**Date:** Select the dates of the event.

**Featured:** Choose Yes/No to have this event featured on the events page.

**Teaser:** Enter a brief description of the event OR key focus points of the event (e.g. guest speakers).

**Content:** Enter the full description of the event.

**Add Event: Sportsclub Charity Night** Refresh Print

Event Details Attachments Assign to Category SEO Preview

Name: \* Sportsclub Charity Night

Date: 27-Feb-2014 to

Featured: No

Teaser:

Content:

## 2. Attachments

**Image:** Upload an image to represent the event.

**Attachments:** Upload any additional relevant information.

**Gallery:** This will allow you to add a gallery of images that have been added previously through Media Manager.

1 » Event Details 2 » Attachments 3 » Assign to Category 4 » SEO & Preview

Image: Browse...

PDF: Browse...

Attachments: Up Down Add... Edit... Delete

Gallery: Browse... Clear

## 3. Assign to Category

**Categories:** Assign the event to the corresponding category.

*\*Please note the categories will vary according to what you have specified.*

**Add Event: Sportsclub Charity Night** Refresh Print

Event Details Attachments Assign to Category SEO Preview

Categories:  Juniors club  Seniors Club

## 4. SEO

### Meta Data

**Browser Title:** The title is already defaulted from the name of the page - this will appear on the tab of your browser.

**Description:** This section allows you to write a brief description of the page.

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended.*

**Image:** Upload an image that you want to represent the page - for example in social networking this will be the image icon that represents the page viewers would click on.

### Searching/Indexing

**Search Engines:** Tick this box if you would like this page to be found in search engines.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

**Site Search:** Tick this box if you would like this page to be found in an internal search of your website.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

The screenshot shows a web interface for adding an event. At the top, there's a header 'Add Event' with 'Refresh' and 'Print' buttons. Below the header are several tabs: 'Event Details', 'Attachments', 'Assign to Category', 'SEO', and 'Preview'. The 'SEO' tab is selected. Underneath, there's a section titled 'Meta Data' with three input fields: 'Browser Title' (containing 'ContentONE Demo'), 'Description' (with a '(250 chars max)' note), and 'Image'. The 'Image' field has radio buttons for 'Default' (selected) and 'Custom', and a 'Browse...' button next to 'No file selected.'. Below this is a section titled 'Searching / Indexing' with two checked checkboxes: 'Search Engines' (Allow search engines to index this event) and 'Site Search' (Allow this event to appear in search results on this site).

## 5. Preview

*\*This page will show a preview of what the event will look like on the website page.*

Click the '**Finish**' button

## 8.1.2 Edit Event

### How to Edit an Event

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories. Click **'Event Manager'** from the subcategory.



To edit an event click on the 'Title' of the event within the list. You would follow the same process as **'Add Event'** by editing the details you desire.

 A screenshot of the 'Events' management interface. At the top, there are buttons for 'List Events', 'List Categories', and 'Add Event', along with 'Refresh' and 'Print' buttons. Below these is a filter section with 'Category: - All categories -' and a 'Go' button. The main area contains a table with 3 events. The first event, 'First day of work experience', has its title circled in red. The table has columns for Date, Name, Teaser, Featured, and Bookings.
 

Date	Name	Teaser	Featured	Bookings
01-Sep-2014	First day of work experience	First day of work experience.		[delete]
18-Jun-2014	Event 1	Lorem ipsum dolor sit amet, consectetur...		[delete]
31-Oct-2013	Event 2	Lorem ipsum dolor sit amet, consectetur...		[delete]

page 1

### 1. Event Details

**Name:** This will appear as the name of your event.

**Date:** Select the dates of the event.

**Featured:** Choose Yes/No to have this event featured on the events page.

**Teaser:** Enter a brief description of the event OR key focus points of the event (e.g. guest speakers).

**Content:** Enter the full description of the event.

**Add Event: Sportsclub Charity Night** Refresh Print

Event Details Attachments Assign to Category SEO Preview

Name: \* Sportsclub Charity Night

Date: 27-Feb-2014 to

Featured: No

---

Teaser:

Content:

## 2. Attachments

**Image:** Upload an image to represent the event.

**Attachments:** Upload any additional relevant information.

**Gallery:** This will allow you to add a gallery of images that have been added previously through Media Manager.

1 » Event Details 2 » Attachments 3 » Assign to Category 4 » SEO & Preview

Image:  Browse...

PDF:  Browse...

Attachments:

Gallery:  Browse... Clear

## 3. Assign to Category

**Categories:** Assign the event to the corresponding category.

*\*Please note the categories will vary according to what you have specified.*

**Add Event: Sportsclub Charity Night** Refresh Print

Event Details Attachments Assign to Category SEO Preview

Categories:  Juniors club  
 Seniors Club

## 4. SEO

### Meta Data

**Browser Title:** The title is already defaulted from the name of the page - this will appear on the tab of your browser.

**Description:** This section allows you to write a brief description of the page.

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended.*

**Image:** Upload an image that you want to represent the page - for example in social networking this will be the image icon that represents the page viewers would click on.

### Searching/Indexing

**Search Engines:** Tick this box if you would like this page to be found in search engines.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

**Site Search:** Tick this box if you would like this page to be found in an internal search of your website.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

**Add Event**
Refresh Print

Event Details
Attachments
Assign to Category
SEO
Preview

**Meta Data**

Browser Title

Description

Image  Default  Custom

*n/a*  No file selected.

---

**Searching / Indexing**

Search Engines  Allow search engines to index this event

Site Search  Allow this event to appear in search results on this site

## 5. Preview

*\*This page will show a preview of what the event will look like on the website page.*

Click the 'Finish' button.

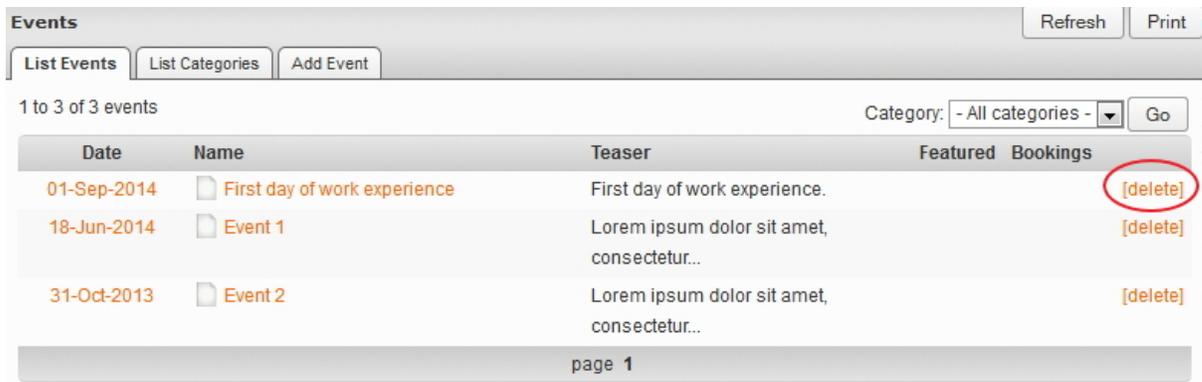
### 8.1.3 Delete Event

#### How to Delete an Event

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories. Click **'Event Manager'** from the subcategory.



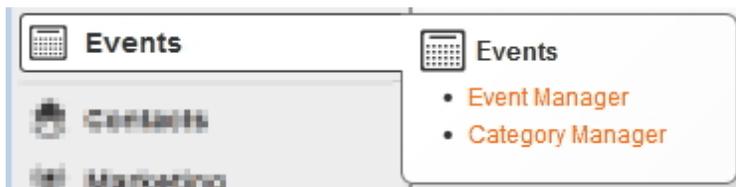
To delete an event select the **'delete'** button on the right hand side. Click 'Ok' to confirm.



## 8.2 Category Manager

### Category Manager

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories. Click **'Category Manager'** from the subcategory.



Once **'Category Manager'** is open you are able to 'Add', 'Edit' or 'Delete'.

To add a category click **'Add Category'** which is located on the navigation bar.

To edit a category click on the 'Title' of the category within the list.

To delete a category click the **'delete'** button on the right hand side of the page.

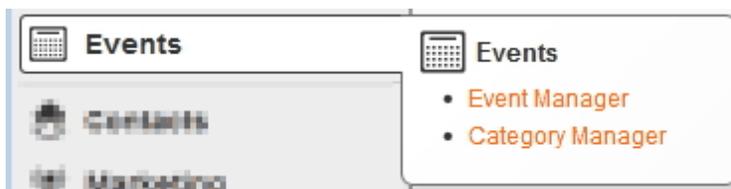


Name	Description
<input type="checkbox"/> Juniors club	[delete]
<input type="checkbox"/> Seniors Club	[delete]

## 8.2.1 Add Category

### How to Add a Category

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories. Click **'Category Manager'** from the subcategory.



Once **'Category Manager'** is open, click **'Add Category'** which is located on the navigation bar.



Name	Description
<input type="checkbox"/> Juniors club	[delete]
<input type="checkbox"/> Seniors Club	[delete]

**Name:** This will appear as the name of your category.

**Description:** This section allows you to write a brief description of the natural of this category.

**Tag:** Please contact your Content One Support if you wish to change.

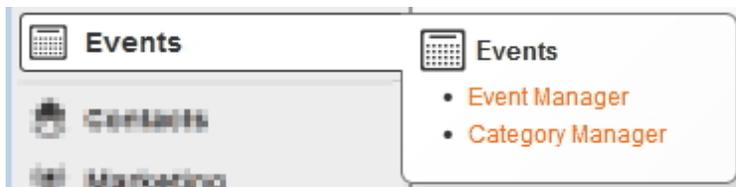


Once finished click **'Save changes'**.

## 8.2.2 Edit Category

### How to Edit a Category

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories. Click **'Category Manager'** from the subcategory.



To edit a category click on the 'Title' of the category within the list. You would follow the same process as **'Add Category'** by editing the details you desire.

**Name:** This will appear as the name of your category.

**Description:** This section allows you to write a brief description of the natural of this category.

**Tag:** Please contact your Content One Support if you wish to change.



The screenshot shows the 'Event Categories' form. At the top right, there are 'Refresh' and 'Print' buttons. Below the title, there are three tabs: 'List Events', 'List Categories', and 'Add Category'. The 'Add Category' tab is active. The form contains three input fields: 'Name' (with a red asterisk indicating it is required), 'Description' (a larger text area), and 'Tag'.

Once finished click **'Save changes'**.

## 8.2.3 Delete Category

### How to Delete a Category

On the left navigation bar click **'Events'**, a sub menu will open with a list of categories. Click **'Category Manager'** from the subcategory.



To delete a category select the **'delete'** button on the right hand side.



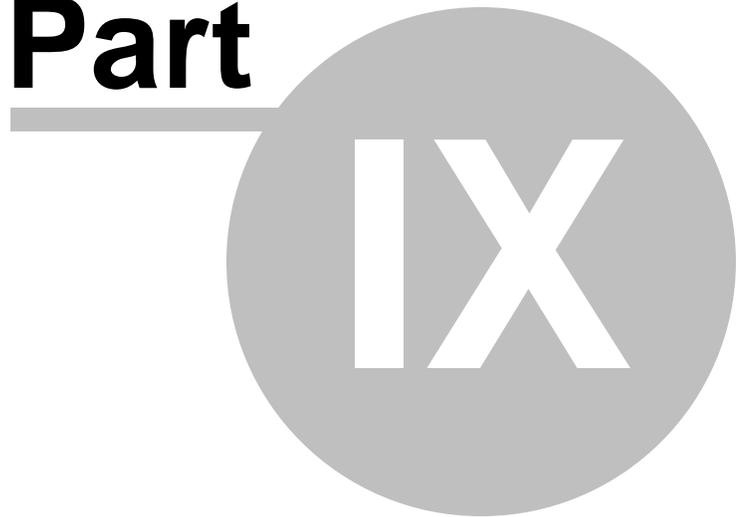
The screenshot shows the 'Event Categories' table. At the top right, there are 'Refresh' and 'Print' buttons. Below the title, there are three tabs: 'List Events', 'List Categories', and 'Add Category'. The 'List Categories' tab is active. The table has two columns: 'Name' and 'Description'. There are two rows of data: 'Juniors club' and 'Seniors Club'. Each row has a '[delete]' button on the right side, which is circled in red.

Name	Description
<input type="checkbox"/> Juniors club	[delete]
<input type="checkbox"/> Seniors Club	[delete]

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



## 9 Contacts

### Contacts

On the left navigation bar click '**Contacts**', a sub menu will open with a list of categories.

**View Contacts** - will open to a list of all contacts, which will allow you to manage and maintain contacts.

**Export Contacts** - will allow you to extract the contacts information and place on a spreadsheet.

**View Groups** - will open to a list of all groups, which will allow you to manage and view members.



### 9.1 View Contacts

#### View Contacts

On the left navigation bar click '**Contacts**', a sub menu will open with a list of categories.

Click '**View Contacts**' from the subcategory.



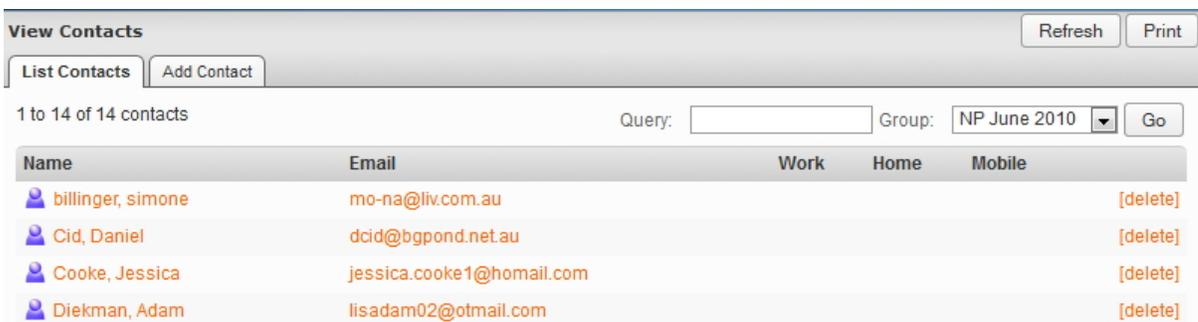
Once '**View Contacts**' is open you are able to 'Add', 'Edit', 'Delete' or Search.

To add a contact click '**Add Contact**' which is located on the navigation bar.

To edit a contact click on the 'Title' of the contact within the list.

To delete a contact click the '**delete**' button on the right hand side of the page.

To search a contact, enter the name or email address in the query box.



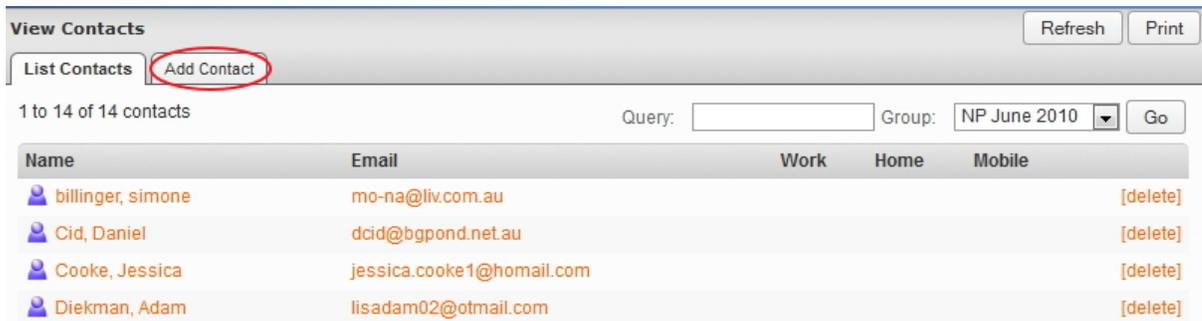
## 9.1.1 Add Contact

### How to Add a Contact

On the left navigation bar click **'Add'**, a sub menu will open with a list of categories. Click **'Add Contact'** from the subcategory.



Once **'View Contacts'** is open, click **'Add Contact'** which is located on the navigation bar.



Once you have selected **'Add Contact'** three steps will appear for you to select. The steps will appear in the following order:

1. Basic Details
2. Contact Details
3. Membership groups

### 1. Basic Details

Contacts are the lifeblood of any email marketing campaign. Without them, there is no point to any campaign. It is, therefore, vital that you build your own list of contacts.

In building your list, you should ensure that you are building a "quality" list. In terms of email marketing, the old cliché holds true, "Quality is better than Quantity." It is important that you build a contact list based on contacts who are interested in your product/service/message than random individuals who are not.

When you add a new contact, they will become a member of your website. If you would like them to be able to log in to the member area then you will need to set them up with a password as well.

Once you have the contact you will need to populate the basic information or details for that contact.

**Email Address:** enter the contact email address

**Title:** select a title from the dropdown menu

**Given Name:** enter the first name of contact

**Surname:** enter the surname of contact

**Phone (Work):** enter work phone number

**Phone (Home):** enter home phone number

**Phone (Mobile):** enter mobile number

**Has Password:**

**New Password:** enter new password

**Confirm Password:** confirm new password

**Can log in?** this is pre-ticked to yes, only tick no if you do not wish for the contact to be able to log in

**Add Contact**
Refresh Print

1 » Basic Details
2 » Contact Details
3 » Membership Groups

Email Address: \*

---

Title:   Or other title

Given Name:

Surname:

---

Phone (Work):

Phone (Home):

Phone (Mobile):

---

Has Password: No

New Password:

Confirm Password:

---

Can log in?  Yes  No

Next >
Cancel

## 2. Contact Details

**Address 1:** enter the 1st line of contact address

**Address 2:** enter the 2nd line of contact address

**Suburb:** enter the suburb

**Postcode:** enter postcode

**State:** enter state

**Country:** enter country

**Add Contact** Refresh Print

1 » Basic Details 2 » Contact Details 3 » Membership Groups

Address 1:

Address 2:

Suburb:

Post Code:

State:

Country:

Next > < Back Cancel

### 3. Membership Groups

It is important that you tick the relevant box so that the contact is included in the correct groups for email/sms campaigns.

Once you have selected the relevant box for the member you will need to click '**Finish**'.

**Add Contact** Refresh Print

1 » Basic Details 2 » Contact Details 3 » Membership Groups

Member of:

Name	Subscribe	Description
<input checked="" type="checkbox"/> Customers	Auto	
<input type="checkbox"/> Offers and Specials	Manual	
<input type="checkbox"/> Restricted	No	

Finish < Back Cancel

## 9.1.2 Edit Contact Details

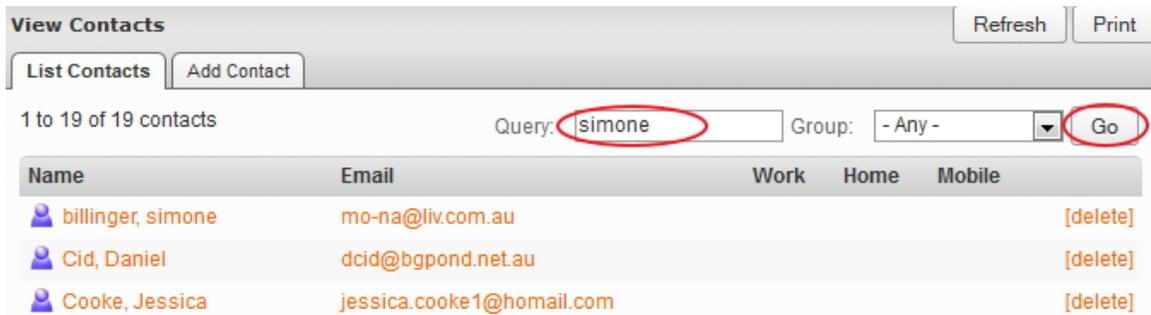
### How to Edit a Contact Details

On the left navigation bar click '**Contacts**', a sub menu will open with a list of categories.

Click **'View Contacts'** from the subcategory.



To find the contact details you can enter the name or email address in the **'Query'** box and click **'Go'**.



To edit a contact's details click on the 'name' of the contact within the list.



You would follow the same process as **'Add Contact'** by editing the details you desire.

### 1. Basic Details

- Email Address:** enter the contact email address
- Title:** select a title from the dropdown menu
- Given Name:** enter the first name of contact
- Surname:** enter the surname of contact
- Phone (Work):** enter work phone number
- Phone (Home):** enter home phone number
- Phone (Mobile):** enter mobile number
- Has Password:**

**New Password:** enter new password

**Confirm Password:** confirm new password

**Can log in?** this is pre-ticked to yes, only tick no if you do not wish for the contact to be able to log in

**Add Contact** Refresh Print

**1 » Basic Details** **2 » Contact Details** **3 » Membership Groups**

Email Address: \*

---

Title:   Or other title

Given Name:

Surname:

---

Phone (Work):

Phone (Home):

Phone (Mobile):

---

Has Password: No

New Password:

Confirm Password:

---

Can log in?  Yes  No

**Next >** Cancel

## 2. Contact Details

**Address 1:** enter the 1st line of contact address

**Address 2:** enter the 2nd line of contact address

**Suburb:** enter the suburb

**Postcode:** enter postcode

**State:** enter state

**Country:** enter country

**Add Contact** Refresh Print

1 » Basic Details    2 » Contact Details    3 » Membership Groups

Address 1:

Address 2:

Suburb:

Post Code:

State:

Country:

**Next >**    < Back    Cancel

### 3. Membership Groups

Tick the relevant boxes that you would like this contact to be included in for email/sms campaigns

Click **'Finish'**.

**Add Contact** Refresh Print

1 » Basic Details    2 » Contact Details    3 » Membership Groups

Member of:

Name	Subscribe	Description
<input checked="" type="checkbox"/> Customers	Auto	
<input type="checkbox"/> Offers and Specials	Manual	
<input type="checkbox"/> Restricted	No	

**Finish**    < Back    Cancel

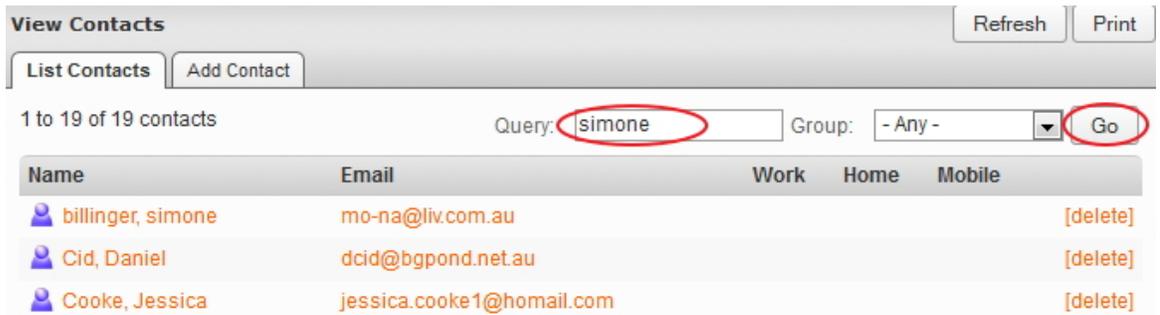
### 9.1.3 Delete Contact Details

#### How to Delete a Contact Details

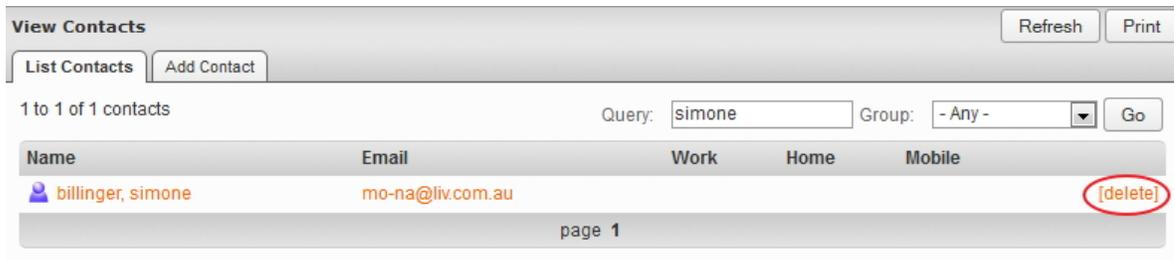
On the left navigation bar click **'Contacts'**, a sub menu will open with a list of categories. Click **'View Contacts'** from the subcategory.



To find the contacts details you can enter the name or email address in the **'Query'** box and click **'Go'**.



To delete a contact select the **'delete'** button on the right hand side.



## 9.2 Export Contacts

### Export Contacts

On the left navigation bar click **'Contacts'**, a sub menu will open with a list of categories. Click **'View Contacts'** from the subcategory.

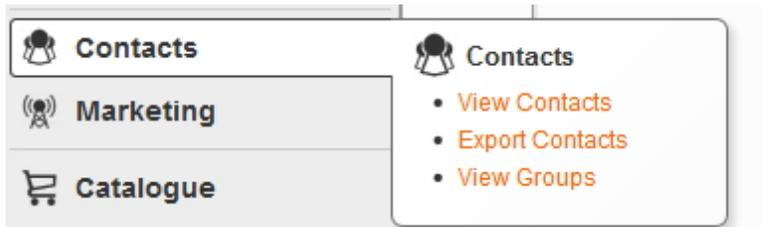


Once **'Export Contacts'** is open you can export the selected information to a spreadsheet.

## 9.2.1 How to Export Contacts

### How to Export Contacts

On the left navigation bar click **'Contacts'**, a sub menu will open with a list of categories. Click **'View Contacts'** from the subcategory.



The page **'Export Contacts'** will have 3 steps detailing in this order.

1. Export Criteria
2. Export Fields
3. Confirm Export

### Step 1 of 3: Export Criteria

**Unsubscribed:** Select from the dropdown list

**In Group(s):** Tick the relevant groups you wish to export

Click **'Next>'**.

The screenshot shows the 'Export Contacts Wizard' interface. At the top, there are 'Refresh' and 'Print' buttons. Below them are three tabs: '1 » Export Criteria' (selected), '2 » Export Fields', and '3 » Confirm Export'. The main content area is titled 'Export contacts that match the following criteria:'. Under 'Unsubscribed:', there is a dropdown menu currently showing '- Any -'. Under 'In Group(s):', there is a list of groups with checkboxes and member counts:

Group	Members
<input type="checkbox"/> BETA Members	0 members
<input type="checkbox"/> Institutions	0 members
<input type="checkbox"/> Newsletter	1 members
<input checked="" type="checkbox"/> NP June 2010	14 members
<input checked="" type="checkbox"/> Restricted	1 members

At the bottom of the wizard, there is a 'Next >' button circled in red and a 'Cancel' button.

### Step 2 of 3: Export Fields

By default all the boxes will be pre-ticked.

Only un-tick the boxes that you do not want on the spreadsheet.  
Click **'Next>'**.

**Export Contacts Wizard** Refresh Print

1 » Export Criteria 2 » Export Fields 3 » Confirm Export

Export the following fields:

Basic Details	Contact Details
<input checked="" type="checkbox"/> Title	<input checked="" type="checkbox"/> Street Address 1
<input checked="" type="checkbox"/> Given Name	<input checked="" type="checkbox"/> Street Address 2
<input checked="" type="checkbox"/> Surname	<input checked="" type="checkbox"/> Suburb
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> State
<input checked="" type="checkbox"/> Phone (Home)	<input checked="" type="checkbox"/> Post Code
<input checked="" type="checkbox"/> Phone (Mobile)	<input checked="" type="checkbox"/> Country

**Next >** < Back Cancel

### Step 3 of 3: Export Criteria

Choose the file format you would like the details to export.  
Click **'Finish'**.

**Export Contacts Wizard** Refresh Print

1 » Export Criteria 2 » Export Fields 3 » Confirm Export

The summary of your export is shown below:

# Rows: 19

Please choose from the following export options:

File Format:  CSV  
 TSV (Microsoft Excel)

**Finish** < Back Cancel

## 9.3 View Groups

### View Groups

On the left navigation bar click **'Contacts'**, a sub menu will open with a list of categories. Click **'View Groups'** from the subcategory.



Once **'View Groups'** is open you are able to 'Add', 'Edit', 'Delete' and 'View Members' within a group.

To add a group click **'Add Group'** which is located on the navigation bar.

To edit a group click on the **'Title'** of the group within the list.

To delete a group click the **'delete'** button on the right hand side of the page.

To view members click **'view members'** on the right hand side of the page.

Contact Group Manager					
List Groups		Add Group		Refresh	Print
Name	Description	Subscribe	Unsubscribe		
BETA Members		No	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
Institutions		No	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
Newsletter		Manual	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
NP June 2010		No	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
Restricted		Auto	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>

### 9.3.1 Add Groups

#### How to Add Groups

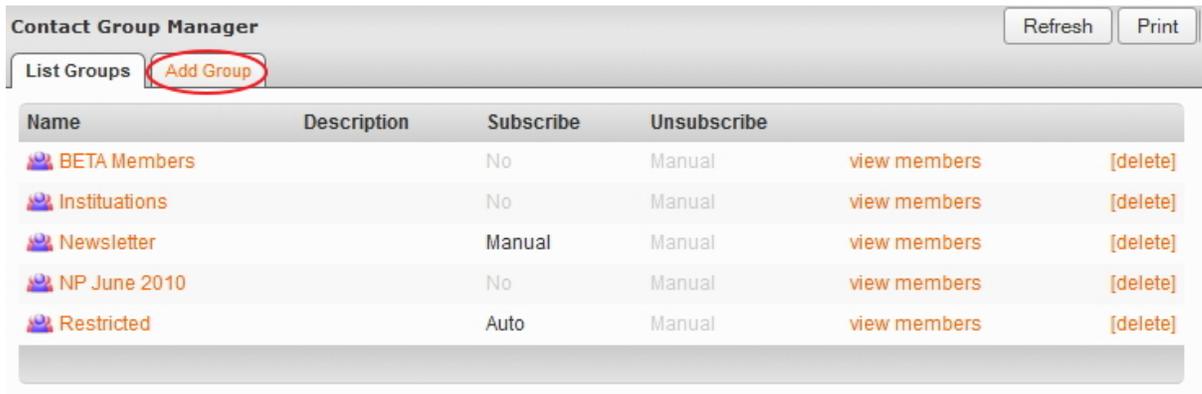
This section is very important for your marketing as it provides you with way to add and assign emails to groups.

On the left navigation bar click **'Contacts'**, a sub menu will open with a list of categories.

Click **'View Groups'** from the subcategory.



Once 'View Groups' is open, click 'Add Group' which is located on the navigation bar.



'Add Contact Group' will appear.

Once you are in the **'Add Group'** section, you will be prompted to add information for the group of members you are about to create. You will need to complete all the requested information areas.

**Name:** This will appear as the name of your group

**Description:** This section allows you to write a brief description of the nature of this group

**Analytics Custom Variable Name:**

**Subscriptions:**

This section refers to the 'Subscription' permissions for this group. Please select the appropriate permission level to be set for this contact group.

Administrators can only add members to this group

Members can choose to join this group when registering or updating their membership

Members will automatically join this group when registering

**Unsubscriptions**

This section refers to the permissions for this group when it comes to 'Unsubscribing'

Members can manually remove themselves from this group

Members will automatically be removed from this group when they unsubscribe

**Image:** Click the **'browse'** button to upload any additional relevant information

Click **'Ok'** once finished.

## 9.3.2 Edit Groups

### How to Edit Groups

On the left navigation bar click **'Contacts'**, a sub menu will open with a list of categories. Click **'View Groups'** from the subcategory.



To edit a group click on the name of the group within the list. You would follow the same process as **'Add Group'** by editing the details you desire.

Contact Group Manager							
						Refresh	Print
List Groups		Add Group					
Name	Description	Subscribe	Unsubscribe				
BETA Members		No	Manual	view members	[delete]		
Institutions		No	Manual	view members	[delete]		
Newsletter		Manual	Manual	view members	[delete]		
NP June 2010		No	Manual	view members	[delete]		
Restricted		Auto	Manual	view members	[delete]		

**'Add Contact Group'** will appear.

**Name:** This will appear as the name of your group

**Description:** This section allows you to write a brief description of the natural of this group

**Tag:**

**Analytics Custom Variable Name:**

**Subscriptions:**

Administrators can only add members to this group -

Members can choose to join this group when registering or updating their membership

Members will automatically join this group when registering

**Unsubscriptions**

Members can manually remove themselves from this group

Members will automatically be removed from this group when they unsubscribe

**Image:** Click the '**browse**' button to upload any additional relevant information

Click '**Ok**' once finished.

### 9.3.3 Delete Groups

#### How to Delete Groups

On the left navigation bar click '**Contacts**', a sub menu will open with a list of categories.

Click **'View Groups'** from the subcategory.



To delete a contact select the **'delete'** button on the right hand side.

Contact Group Manager						
					Refresh	Print
List Groups		Add Group				
Name	Description	Subscribe	Unsubscribe			
BETA Members		No	Manual	view members	[delete]	
Institutions		No	Manual	view members	[delete]	
Newsletter		Manual	Manual	view members	[delete]	
NP June 2010		No	Manual	view members	[delete]	
Restricted		Auto	Manual	view members	[delete]	

## 9.3.4 View Members

### How to View Members

On the left navigation bar click **'Contacts'**, a sub menu will open with a list of categories. Click **'View Groups'** from the subcategory.



Once the list of all members is visible, you can select **'view members'** to give you a list of members in that specific group.

**Contact Group Manager** Refresh Print

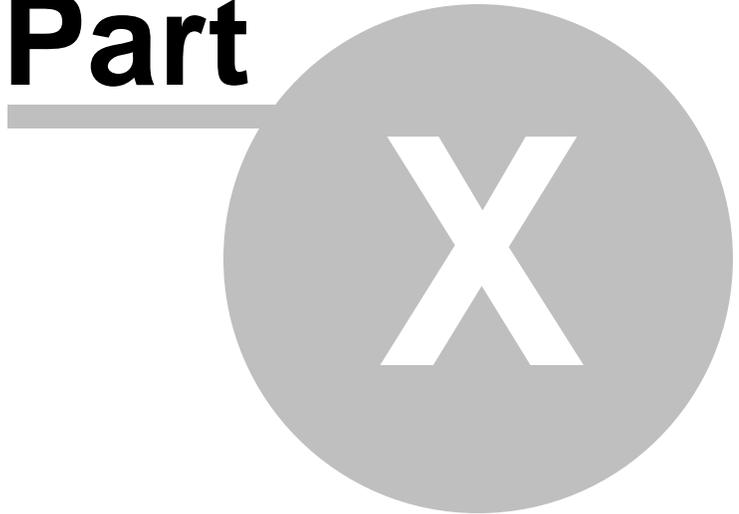
List Groups Add Group

Name	Description	Subscribe	Unsubscribe		
 BETA Members		No	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
 Institutions		No	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
 Newsletter		Manual	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
 NP June 2010		No	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>
 Restricted		Auto	Manual	<a href="#">view members</a>	<a href="#">[delete]</a>

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



## 10 Marketing

### Marketing

On the left navigation bar click '**Marketing**', a sub menu will open with a list of categories.

#### E-mail Campaigns:

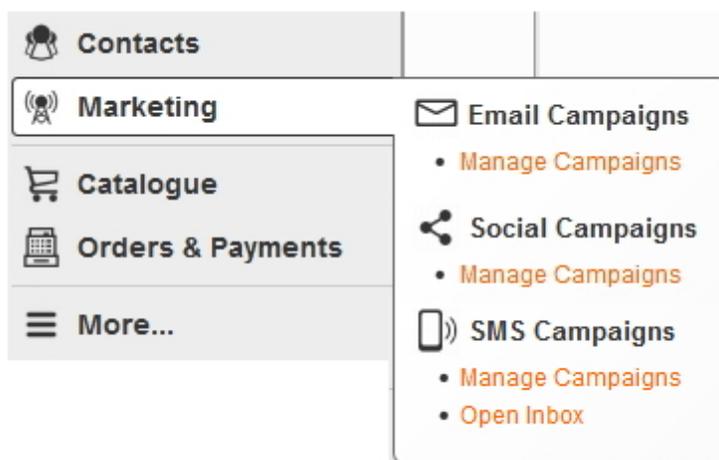
- **Manage Campaigns:** will open to a list of all email campaigns, which will allow you to manage, maintain and add new email campaigns.

#### Social Campaigns:

- **Manage Campaigns:** will open to a list of all social campaigns, which will allow you to manage, maintain and add new social campaigns.

#### SMS Campaigns:

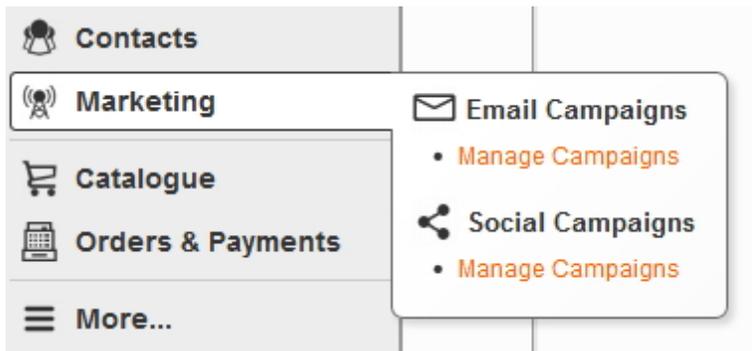
- **Manage Campaigns:** will open to a list of all SMS campaigns, which will allow you to manage, maintain and add new SMS campaigns.
- **Open Inbox:** will open to a list of received SMS', which will allow you to manage, maintain, search and export to CSV.



## 10.1 Email Campaigns: Manage Campaigns

### Email Campaigns: Manage Campaigns

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



Once **"Manage Campaigns"** is open you are able to 'Add', 'Edit', 'Re-activate' or 'Delete'.

To add a campaign, click on **'New Campaign'** which is located on the navigation bar.

To edit a campaign, click on the title of the campaign (draft only).

To delete click the **'delete'** button on the right hand side of the page.

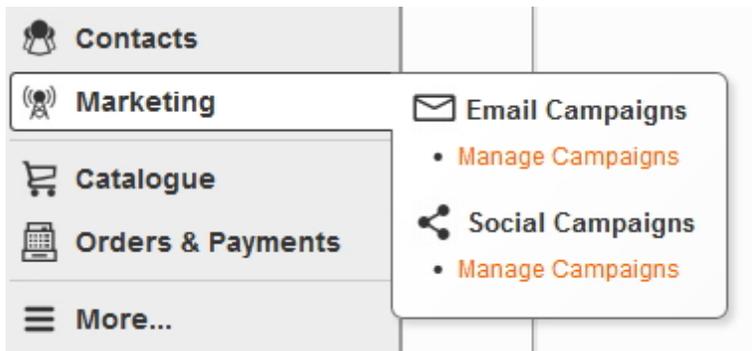
To reactivate click on the **'re-activate'** button on the right hand side.

Email Campaigns				Refresh	Print
View Campaigns		New Campaign			
1 to 5 of 5 campaigns				Query:	Go
Name	Created	Analytics Tag	Status		
<input type="checkbox"/> Testing new mail	10-Mar-2009		Sent on 17 Mar 2014 at 10:06am	<a href="#">[reactivate]</a>	<a href="#">[delete]</a>
<input type="checkbox"/> Test Newsletter 2014	15-Jun-2010		Sent on 9 Jan 2014 at 4:51pm	<a href="#">[reactivate]</a>	<a href="#">[delete]</a>
<input type="checkbox"/> Enews july 2014	21-Jul-2010		Draft		<a href="#">[delete]</a>
<input type="checkbox"/> June 2010 NP Newsletter SA	16-Jun-2010		Draft		<a href="#">[delete]</a>
<input type="checkbox"/> Testing Newsletter with advertising banner	16-Jun-2010		Draft		<a href="#">[delete]</a>
page 1					

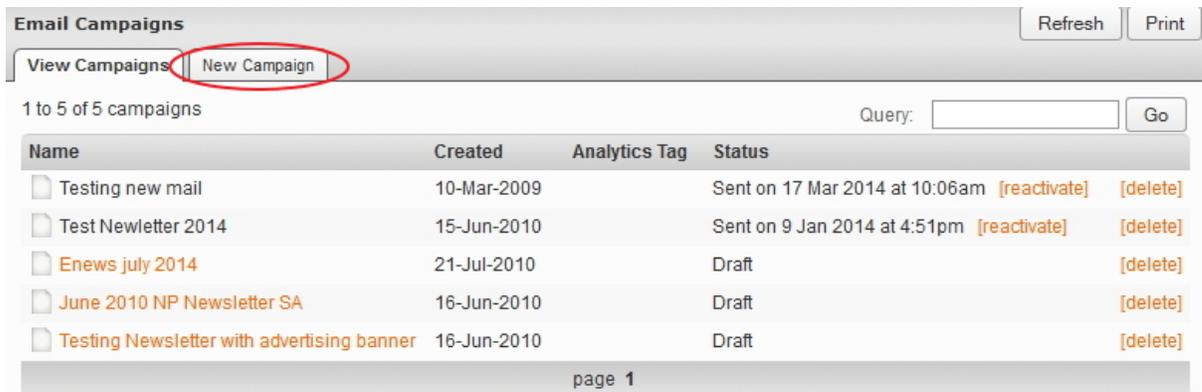
### 10.1.1 Add Campaign

#### How to Add a New Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



Select **'New Campaign'** which is located on the navigation bar.



You can use e-mail to provide valuable information, to market yourself and your business to clients and prospects. Every e-mail message you send is an opportunity for marketing your business.

Consider sending an e-mail communication to your client database once per month and on special dates e.g. birthdays, anniversaries, mothers day etc. Remember, sending messages or newsletters too frequently without a reason can make clients tune out your message and can damage your business, however emails timed correctly and with the right content will build a relationship with your audience.

When creating a new campaign you will need click on the **'New Campaign'** tab which is located next to 'View Campaign'. You will then need to complete the following 7 steps:

1. General Settings
2. Change Template
3. Personalise
4. Edit Content
5. Attachments
6. Test Email
7. Recipients

## 1. General Settings

The purpose of the General Settings is to assign the campaign with an internal name, a tag to enable the

tracking of the email statistics and the details of the sender and recipient.

**Internal Name:** This will be the internal name of the email.

**Analytics Tag:** Email campaigns are a cost-effective way of attracting quality return visitors to your site. It's important that you tag your email campaigns with campaign tags so that you can track how well each email performs. You can tag your emails with the name of the email marketing campaign, e.g. Email News, Email Promo 15 May 2014, etc. Campaign tags are also additional information that you apply to links. Once a link is clicked, the tag information is passed to Google Analytics. Tagged links will also allow you to evaluate the performance of individual links within your emails.

**From Address:** Enter the email address of who sent this email.

**From Name:** Enter the name of who sent this email

**Subject:** Enter the title of the email.

**Add Email Campaign** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please enter some campaign details. The internal name is for your own reference, customers will not see it.

Internal Name: \*

Analytics Tag:  (will appear as campaign name in analytics)

---

From Address:

From Name:

Subject: \*

Next > Cancel

## 2. Change Template

There will be various templates for you to select. Select the template you would like to use for your email from the list below.

The template you select will define how the email looks overall, and how your content will fit into the template.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content Attachments Test Email Recipients

Select the template you would like to use for this page from the list below. The template you select will define how the page looks overall, and how your content will fit into it.

1 **Newsletter Template** 2

3

4

5

WorldWeb Management Services Pty Ltd | 1881 11 188 228 228 | 2221 The Strand, Adelaide, South Australia 5000  
Email: 1881 11 188 228 228 | Service: 08 8211 8228 | Telephone: 08 8211 8228 | Fax: 08 8211 8228

6

1 **Newsletter Template [editable banner]** 2

3

4

5

WorldWeb Management Services Pty Ltd | 1881 11 188 228 228 | 2221 The Strand, Adelaide, South Australia 5000  
Email: 1881 11 188 228 228 | Service: 08 8211 8228 | Telephone: 08 8211 8228 | Fax: 08 8211 8228

Dear Member,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus convallis venenatis turpis, quis vulputate risus tristique eget. Curs sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Thank you.

Newsletter  **Newsletter advert**  Plain Text

Click to select template

### 3. Personalise

Select the type of personalisation you would like to use from the list below:

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template **Personalise** Edit Content Attachments Test Email Recipients

Select the type of personalisation you would like to use.

Format	Example
<input type="radio"/> None	
<input type="radio"/> Dear <First Name> <Last Name>	Dear John Doe
<input type="radio"/> Dear <First Name>	Dear John
<input type="radio"/> Dear <Title> <Last Name>	Dear Mr Doe
<input type="radio"/> Hi <First Name> <Last Name>	Hi John Doe
<input checked="" type="radio"/> Hi <First Name>	Hi John
<input type="radio"/> Hello <First Name> <Last Name>	Hello John Doe
<input type="radio"/> Hello <First Name>	Hello John
<input type="radio"/> Hello <Title> <Last Name>	Hello Mr Doe
<input type="radio"/> <First Name> <Last Name>	John Doe
<input type="radio"/> <First Name>	John
<input type="radio"/> <Title> <Last Name>	Mr Doe

Click to select

#### 4. Edit Content

Depending on which template you select under the 'Change Template' section there will be a number of 'block regions' for you to add formatted content. Some of the templates will have one block region and some may have as many as 6.

In the example below you can edit the content area by clicking into the Region 1 and using the HTML editor (WYSIWYG), just like any other page of your website.

You can insert images, hyperlinks, various text styles and tables to create a unique look for your email.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings | Change Template | Personalise | **Edit Content** | Attachments | Test Email | Recipients

+ Add block to Region 6

Hi (First Name),

**Formatted Content** ✎ - remove

+ Add block to Region 1 + Add block to Region 2

+ Add block to Region 3

+ Add block to Region 4

+ Add block to Region 5

---

WorldWeb MS Pty Ltd | ABN 11 105 289 290 | 2/241 Pirie Street, Adelaide, South Australia 5000  
 Sales 1300 79 78 79 | Service 8215 0020 | Telephone (08) 8215 0020 | Facsimile (08) 8232 6026

Based on the template you selected in point 2 this will reflect the numbers of block regions for you to enter your content.

**Newsletter advert**

**Edit Email Campaign: Enews july 2014** Refresh

General Settings | Change Template | Personalise | **Edit Content** | Attachments | Test Email | Recipients

+ Add block to Region 6

Hi (First Name),

content here

+ Add block to Region 1 + Add block to Region 2

+ Add block to Region 3

+ Add block to Region 4

+ Add block to Region 5

---

WorldWeb MS Pty Ltd | ABN 11 105 289 290 | 2/241 Pirie Street, Adelaide, South Australia 5000  
 Sales 1300 79 78 79 | Service 8215 0020 | Telephone (08) 8215 0020 | Facsimile (08) 8232 6026

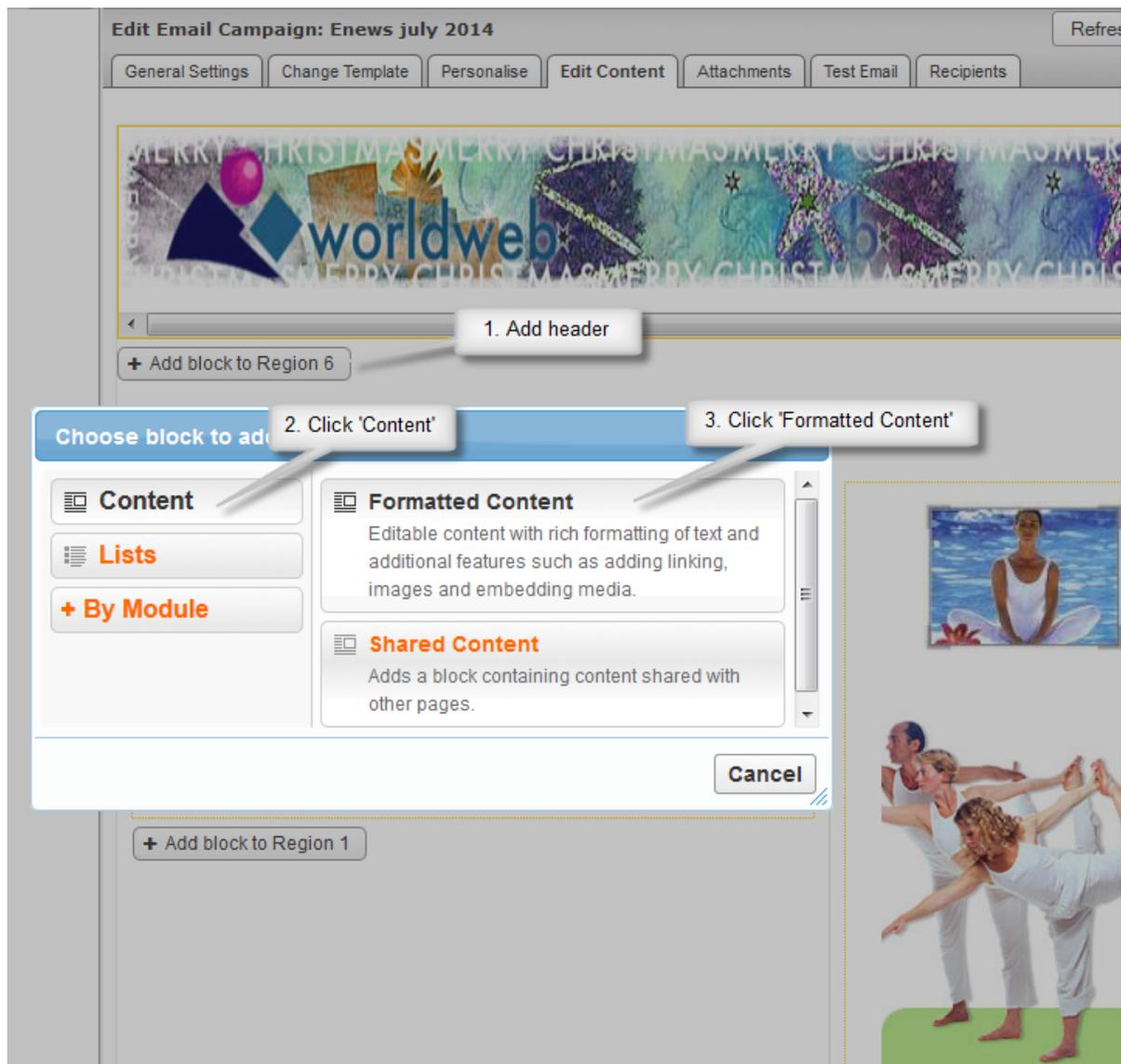
**How to add content and images to email:**

Click the button **' +Add block to Region #'**. In the example below there are 6 block regions which have the following content requirements:

- + Add block to Region 1 = whatever formatted content you would like this to be from images to text
- + Add block to Region 2 = whatever formatted content you would like this to be from images to text
- + Add block to Region 3 = whatever formatted content you would like this to be from images to text
- + Add block to Region 4 = whatever formatted content you would like this to be from images to text
- + Add block to Region 5 = the footer is normally a link back to the website with the contact details of the business
- + Add block to Region 6 = add header, this is the header of the email so it is important that you keep this short

Once you click the **' +Add block to Region #'** button a pop up window will appear.

Click **'Formatted Content'**.

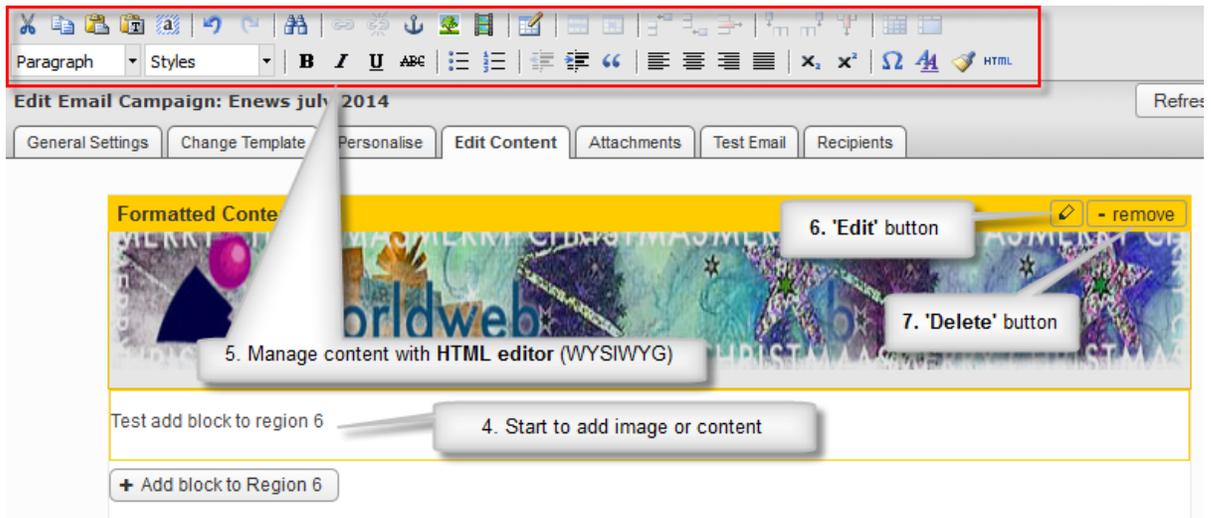


You can add, edit, delete content or images etc by using the HTML editor (WYSIWYG).

You then continue to do the same with the other regions.

If you wish to **'Edit'** the region you can select the icon as shown below or you can place the mouse within the region.

If you wish to **'Delete'** a region you can select the remove button.



An example after adding image and content to email:



+ Add block to Region 6

Hi (First Name),

Lorem ipsum dolor sit amet, consectetur adipiscing.

Sed gravida facilisis volutpat. Praesent accumsan dolor ac venenatis faucibus. Fusce ullamcorper, arcu ac placerat scelerisque, sapien odio iaculis est, quis adipiscing metus nulla at felis. Ut vitae pellentesque lectus. Vivamus gravida erat neque, mattis facilisis orci rhoncus sed. Curabitur pretium vel elit quis tincidunt. Integer feugiat

Sed gravida facilisis volutpat. Praesent accumsan dolor ac venenatis faucibus. Fusce ullamcorper, arcu ac placerat scelerisque, sapien odio iaculis est, quis adipiscing metus nulla at felis. Ut vitae pellentesque lectus. Vivamus gravida erat neque, mattis facilisis orci rhoncus sed. Curabitur pretium vel elit quis tincidunt. Integer feugiat

+ Add block to Region 1




+ Add block to Region 2

## 5. Attachments

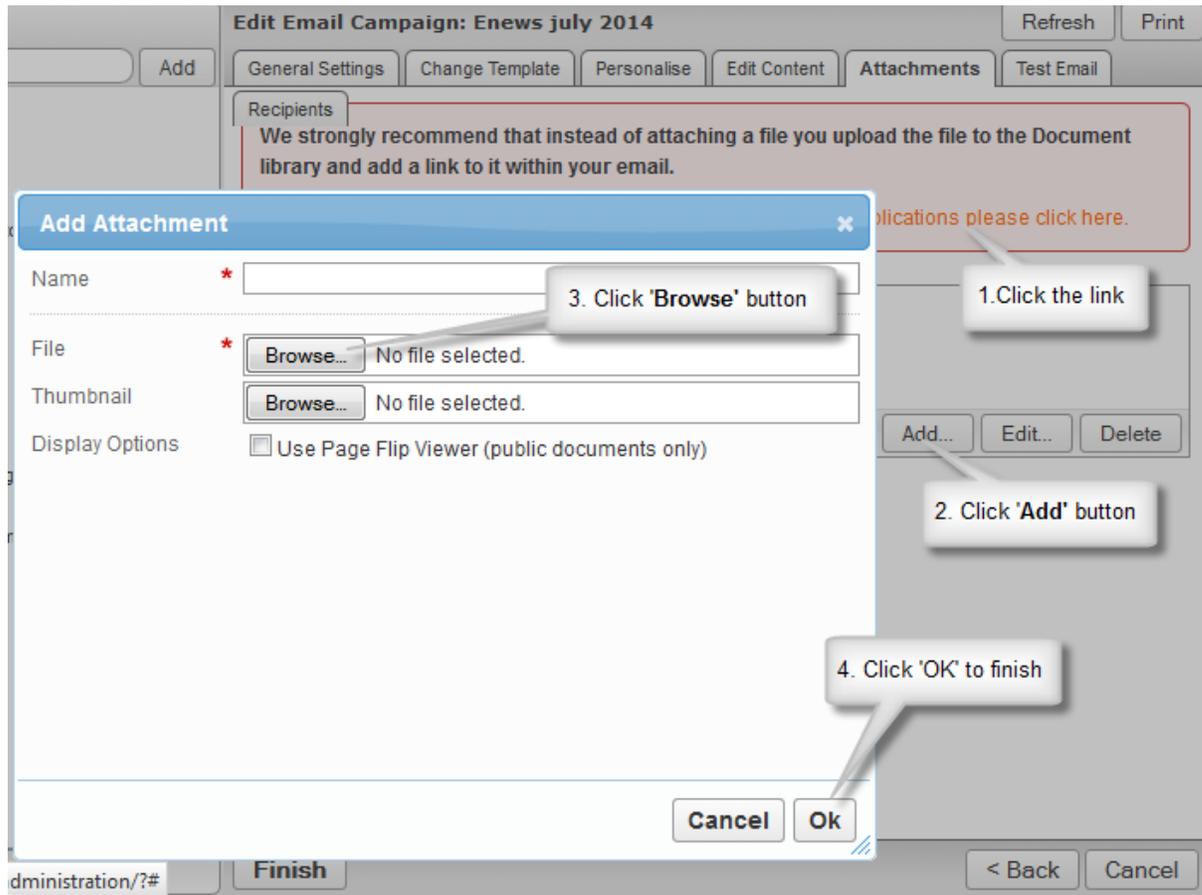
It is important that the emails sent out are small and light weight in size to ensure that it is quick and easy for the intended recipient to download and open the email. To do this we strongly recommend that instead of attaching a file you upload the file to the Document library of your website and add the URL link for the user to access it directly via your email.

Please refer to the '**Media**' section of this manual under the '**Media Manager**' on how to upload a document.

Whilst its not recommended, if you would like to attach the file to send to a small number of recipients via email please continue with instructions below:

1. Click the link to start
2. Click the '**Add**' button to add the attachments
3. Click the '**Browse**' button to find the attachments saved on your computer

4. Click the **'OK'** button to finish



You can attach numerous files to your email.

To add attachments click the **'Add'** button.

To edit attachments click the **'Edit'** button.

To delete attachments click the file name and select the **'Delete'** button.

To sort the attachments click the file name and select either **'Up'** or **'Down'** buttons.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content **Attachments** Test Email Recipients

**We strongly recommend that instead of attaching a file you upload the file to the Document library and add a link to it within your email.**

If you are confident you want to attach a file and understand the implications please [click here](#).

Attachments:

<input type="checkbox"/>	img1	img1.jpg	64KB
<input type="checkbox"/>	Application form	Application form.bmp	1.6MB

Up Down Add... Edit... Delete

## 6. Test Email

Prior to sending the email to all your recipients we recommend that you test the email first to ensure that it is displayed correctly and that all the links and calls to actions work.

You can test your email to see how it will appear by entering your email address and first name in the areas highlighted below.

Once you have done that press the **'Send Test Email'** button. Then check your email to verify the format of what you have just sent.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content Attachments **Test Email** Recipients

To see how your email will appear, enter your email address below and click the *Test* button. You can test the message as many times as you like with as many different email addresses as you like.

**Email Address:**

**Title:**

**First Name:**

**Last Name:**

**Send Test Email**

## 7. Recipients

The following area provides you with instructions of how you can select the recipients that will receive your email. There are two options for you to choose from:

1. Send to existing contacts
2. Send to recipients in CSV

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value
<input type="button" value="Add Criteria"/>	

No recipients found

### Send to recipients in CSV

Send this campaign to recipients in the following file (first line is ignored):

No file selected.

< Back Cancel

## 1. Send to existing contacts:

This section provides instructions of how you can send emails to your existing contacts. In the recipients section there is an **'Add Criteria'** button.

Click **'Add Criteria'**.

From the Criteria dropdown menu select **'Contact Group'**.

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value
<input type="text"/>	is <input type="text"/> <span>[remove]</span>

- Contact Address**
  - Contact State
  - Contact Postcode
  - Contact Country
- Delivery Address**
  - Delivery State
  - Delivery Postcode
  - Delivery Country
- Groups**
  - Contact Group**
- Personal Details**
  - Company
  - Email
  - First Name
  - Last Name
  - Mobile Number

< Back Cancel

From the Value dropdown select the group that you wish to send the email to.

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value		
Cor	is	<input type="text"/>	<a href="#">[remove]</a>

No recipients found

- Restricted
- Newsletter
- NP June 2010
- Institutions
- BETA Members**

< Back Cancel

To send to multiple groups, you will need to repeat this process by clicking '**Add Criteria**'.

Once finished adding groups click the '**Finish**' button, you will then be presented with 3 options:

- save as draft - the campaign will not be sent and will require you to manually come back and select either of the next 2 options
- send now - the campaign will be sent now
- send at specific time - the campaign will be sent at a time that you program it to be activated

**Add Email Campaign: Test**
Refresh Print

When should this campaign be sent?	Campaign Summary	Recipient Summary
<p><input checked="" type="radio"/> <b>Save as draft.</b> This campaign will not be sent.</p> <p><input type="radio"/> <b>Send now.</b> This campaign will be sent as soon as possible.</p> <p><input type="radio"/> <b>Send at specific time:</b> This campaign will be sent at the following time:</p> <p>Activation: <input type="text"/> <input type="button" value="Calendar"/></p> <p>Date: <input type="text"/> <input type="button" value="Dropdown"/></p>	<p>Name: Test</p> <p>Format: HTML</p>	<p># Existing Contacts: 0 <a href="#">[view list]</a></p> <p># Invalid Addresses: 0</p> <p># Duplicated Addresses: 0</p> <p># Unsubscribed Addresses: 0</p> <p># Actual Recipients: 0</p>

**Finish**
< Back Cancel

## 2. Send to recipients in CSV:

This section provides instructions of how you can send emails to your new contacts by importing a CSV.

Click the **'Browse'** button and select the CSV file that you have saved on your computer. Click 'Upload'.

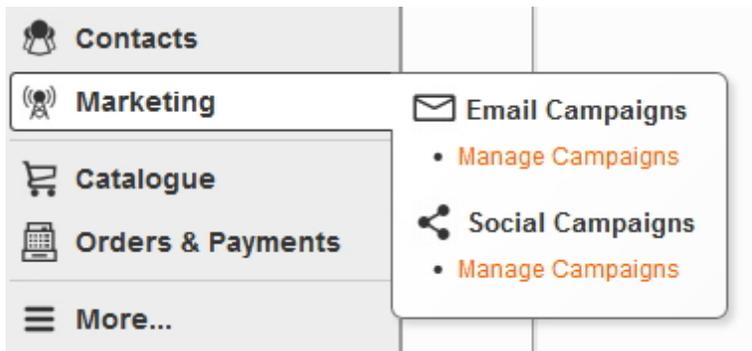
**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

### 10.1.2 Edit Campaign

#### How to Edit a Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



You can only edit campaigns that are saved as drafts.  
 To edit click on the **'Title'** of the campaign.  
 You would follow the same process as **'Add Campaign'**.

Email Campaigns				Refresh	Print
View Campaigns		New Campaign			
1 to 5 of 5 campaigns				Query:	Go
Name	Created	Analytics Tag	Status		
<input type="checkbox"/> Testing new mail	10-Mar-2009		Sent on 17 Mar 2014 at 10:06am	[reactivate]	[delete]
<input type="checkbox"/> Test Newsletter 2014	15-Jun-2010		Sent on 9 Jan 2014 at 4:51pm	[reactivate]	[delete]
<input type="checkbox"/> Enews july 2014	21-Jul-2010		Draft		[delete]
<input type="checkbox"/> <b>June 2010 NP Newsletter SA</b>	16-Jun-2010		Draft		[delete]
<input type="checkbox"/> Testing Newsletter with advertising banner	16-Jun-2010		Draft		[delete]
page 1					

## 1. General Settings

The purpose of the General Settings is to assign the campaign with an internal name, a tag to enable the tracking of the email statistics and the details of the sender and recipient.

**Internal Name:** This will be the internal name of the email.

**Analytics Tag:** Email campaigns are a cost-effective way of attracting quality return visitors to your site. It's important that you tag your email campaigns with campaign tags so that you can track how well each email performs. You can tag your emails with the name of the email marketing campaign, e.g. Email News, Email Promo 15 May 2014, etc. Campaign tags are also additional information that you apply to links. Once a link is clicked, the tag information is passed to Google Analytics. Tagged links will also allow you to evaluate the performance of individual links within your emails.

**From Address:** Enter the email address of who sent this email.

**From Name:** Enter the name of who sent this email

**Subject:** Enter the title of the email.

**Add Email Campaign** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please enter some campaign details. The internal name is for your own reference, customers will not see it.

Internal Name: \*

Analytics Tag:  *(will appear as campaign name in analytics)*

---

From Address:

From Name:

Subject: \*

**Next >** Cancel

## 2. Change Template

There will be various templates for you to select. Select the template you would like to use for your email from the list below.

The template you select will define how the email looks overall, and how your content will fit into the template.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings **Change Template** Personalise Edit Content Attachments Test Email Recipients

Select the template you would like to use for this page from the list below. The template you select will define how the page looks overall, and how your content will fit into it.

1 Newsletter Template

2

3

4

5

WorldWeb Management Services Pty Ltd | 100-110-200-200 | 2014 New Street, Adelaide, South Australia 5000  
Phone: +61 8 76 76 76 | Services: 0211-4333 | Trainers: 08 8211-4333 | Personal: 08 8211-4333

6

1 Newsletter Template [editable banner]

2

3

4

5

WorldWeb Management Services Pty Ltd | 100-110-200-200 | 2014 New Street, Adelaide, South Australia 5000  
Phone: +61 8 76 76 76 | Services: 0211-4333 | Trainers: 08 8211-4333 | Personal: 08 8211-4333

Dear Member,

Loren ipsum dolor sit amet, consectetur adipiscing elit. Phasellus convallis venenatis turpis, quis vulputate risus tristique eget. Cur sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Thank you.

Newsletter  **Newsletter advert**  Plain Text

Click to select template

## 3. Personalise

Select the type of personalisation you would like to use from the list below:

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template **Personalise** Edit Content Attachments Test Email Recipients

Select the type of personalisation you would like to use.

Format	Example
<input type="radio"/> None	
<input type="radio"/> Dear <First Name> <Last Name>	Dear John Doe
<input type="radio"/> Dear <First Name>	Dear John
<input type="radio"/> Dear <Title> <Last Name>	Dear Mr Doe
<input type="radio"/> Hi <First Name> <Last Name>	Hi John Doe
<input checked="" type="radio"/> Hi <First Name>	Hi John
<input type="radio"/> Hello <First Name> <Last Name>	Hello John Doe
<input type="radio"/> Hello <First Name>	Hello John
<input type="radio"/> Hello <Title> <Last Name>	Hello Mr Doe
<input type="radio"/> <First Name> <Last Name>	John Doe
<input type="radio"/> <First Name>	John
<input type="radio"/> <Title> <Last Name>	Mr Doe

Click to select

#### 4. Edit Content

Depending on which template you select under the 'Change Template' section there will be a number of 'block regions' for you to add formatted content. Some of the templates will have one block region and some may have as many as 6.

In the example below you can edit the content area by clicking into the Region 1 and using the HTML editor (WYSIWYG), just like any other page of your website.

You can insert images, hyperlinks, various text styles and tables to create a unique look for your email.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings | Change Template | Personalise | **Edit Content** | Attachments | Test Email | Recipients

+ Add block to Region 6

Hi (First Name),

**Formatted Content** ✎ - remove

+ Add block to Region 1

+ Add block to Region 2

+ Add block to Region 3

+ Add block to Region 4

+ Add block to Region 5

---

WorldWeb MS Pty Ltd | ABN 11 105 289 290 | 2/241 Pirie Street, Adelaide, South Australia 5000  
 Sales 1300 79 78 79 | Service 8215 0020 | Telephone (08) 8215 0020 | Facsimile (08) 8232 6026

Based on the template you selected in point 2 this will reflect the numbers of block regions for you to enter your content.

**Edit Email Campaign: Enews july 2014** Refresh

General Settings | Change Template | Personalise | **Edit Content** | Attachments | Test Email | Recipients

+ Add block to Region 6

Hi (First Name),

content here

+ Add block to Region 1

+ Add block to Region 2

+ Add block to Region 3

+ Add block to Region 4

+ Add block to Region 5

---

WorldWeb MS Pty Ltd | ABN 11 105 289 290 | 2/241 Pirie Street, Adelaide, South Australia 5000  
 Sales 1300 79 78 79 | Service 8215 0020 | Telephone (08) 8215 0020 | Facsimile (08) 8232 6026



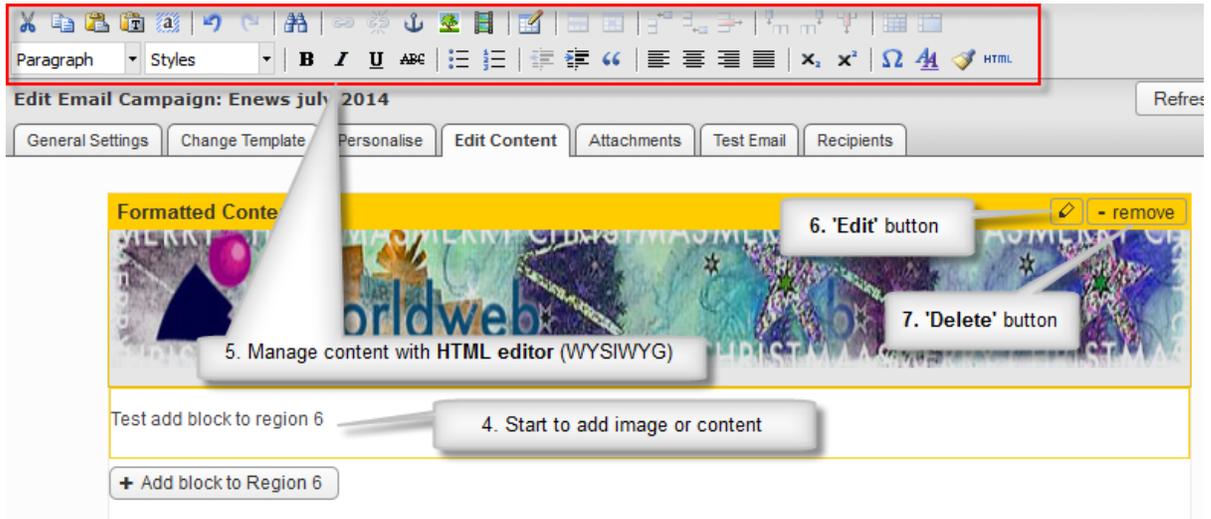
**How to add content and images to email:**



You then continue to do the same with the other regions.

If you wish to **'Edit'** the region you can select the icon as shown below or you can place the mouse within the region.

If you wish to **'Delete'** a region you can select the remove button.



An example after adding image and content to email:



+ Add block to Region 6

Hi (First Name),

Lorem ipsum dolor sit amet, consectetur adipiscing.

Sed gravida facilisis volutpat. Praesent accumsan dolor ac venenatis faucibus. Fusce ullamcorper, arcu ac placerat scelerisque, sapien odio iaculis est, quis adipiscing metus nulla at felis. Ut vitae pellentesque lectus. Vivamus gravida erat neque, mattis facilisis orci rhoncus sed. Curabitur pretium vel elit quis tincidunt. Integer feugiat

Sed gravida facilisis volutpat. Praesent accumsan dolor ac venenatis faucibus. Fusce ullamcorper, arcu ac placerat scelerisque, sapien odio iaculis est, quis adipiscing metus nulla at felis. Ut vitae pellentesque lectus. Vivamus gravida erat neque, mattis facilisis orci rhoncus sed. Curabitur pretium vel elit quis tincidunt. Integer feugiat

+ Add block to Region 1




+ Add block to Region 2

## 5. Attachments

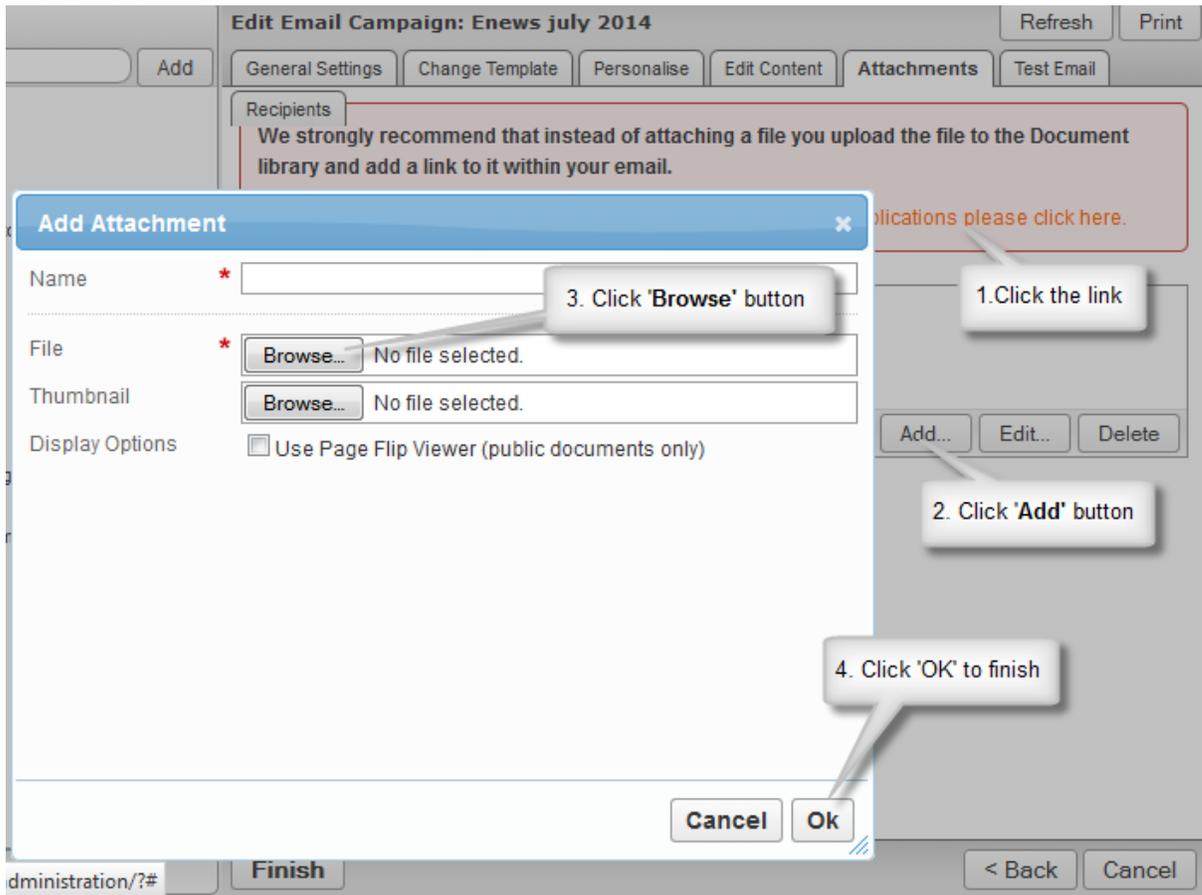
It is important that the emails sent out are small and light weight in size to ensure that it is quick and easy for the intended recipient to download and open the email. To do this we strongly recommend that instead of attaching a file you upload the file to the Document library of your website and add the URL link for the user to access it directly via your email.

Please refer to the **'Media'** section of this manual under the **'Media Manager'** on how to upload a document.

Whilst its not recommended, if you would like to attach the file to send to a small number of recipients via email please continue with instructions below:

1. Click the link to start
2. Click the **'Add'** button to add the attachments
3. Click the **'Browse'** button to find the attachments saved on your computer

4. Click the **'OK'** button to finish



You can attach numerous files to your email.

To add attachments click the **'Add'** button.

To edit attachments click the **'Edit'** button.

To delete attachments click the file name and select the **'Delete'** button.

To sort the attachments click the file name and select either **'Up'** or **'Down'** buttons.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content **Attachments** Test Email Recipients

We strongly recommend that instead of attaching a file you upload the file to the Document library and add a link to it within your email.

If you are confident you want to attach a file and understand the implications please [click here](#).

Attachments:

<input type="checkbox"/>	img1	img1.jpg	64KB
<input type="checkbox"/>	Application form	Application form.bmp	1.6MB

Up Down Add... Edit... Delete

## 6. Test Email

Prior to sending the email to all your recipients we recommend that you test the email first to ensure that it is displayed correctly and that all the links and calls to actions work.

You can test your email to see how it will appear by entering your email address and first name in the areas highlighted below.

Once you have done that press the **'Send Test Email'** button. Then check your email to verify the format of what you have just sent.

**Edit Email Campaign: Enews july 2014** Refresh Print

General Settings Change Template Personalise Edit Content Attachments **Test Email** Recipients

To see how your email will appear, enter your email address below and click the Test button. You can test the message as many times as you like with as many different email addresses as you like.

Email Address:

Title:

First Name:

Last Name:

## 7. Recipients

The following area provides you with instructions of how you can select the recipients that will receive your email. There are two options for you to choose from:

1. Send to existing contacts
2. Send to recipients in CSV

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value
<input type="button" value="Add Criteria"/>	

No recipients found

### Send to recipients in CSV

Send this campaign to recipients in the following file (first line is ignored):

No file selected.

< Back Cancel

### 1. Send to existing contacts:

This section provides instructions of how you can send emails to your existing contacts. In the recipients section there is an **'Add Criteria'** button.

Click **'Add Criteria'**.

From the Criteria dropdown menu select **'Contact Group'**.

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » Recipients

Please specify who should receive this campaign.

### Send to existing contacts

Send this campaign to contacts who match the following criteria:

Criteria	Value	
<input type="text"/>	is	<a href="#">[remove]</a>

**Contact Address**  
Contact State  
Contact Postcode  
Contact Country

**Delivery Address**  
Delivery State  
Delivery Postcode  
Delivery Country

**Groups**  
Contact Group

**Personal Details**  
Company  
Email  
First Name  
Last Name  
Mobile Number

View Matching Contacts

< Back Cancel

From the Value dropdown select the group that you wish to send the email to.

**Add Email Campaign: Test** Refresh Print

1 » General Settings 2 » Change Template 3 » Personalise 4 » Edit Content 5 » Attachments 6 » Test Email 7 » **Recipients**

Please specify who should receive this campaign.

**Send to existing contacts**

Send this campaign to contacts who match the following criteria:

Criteria	Value	
Cor	is	<input type="text"/> [remove]

No recipients found

- Restricted
- Newsletter
- NP June 2010
- Institutions
- BETA Members**

< Back Cancel

To send to multiple groups, you will need to repeat this process by clicking '**Add Criteria**'.

Once finished adding groups click the '**Finish**' button, you will then be presented with 3 options:

- save as draft - the campaign will not be sent and will require you to manually come back and select either of the next 2 options
- send now - the campaign will be sent now
- send at specific time - the campaign will be send at a time that you program it to be activated

**Add Email Campaign: Test** Refresh Print

When should this campaign be sent?	Campaign Summary	Recipient Summary
<input checked="" type="radio"/> <b>Save as draft.</b> This campaign will not be sent.	Name: Test Format: HTML	# Existing Contacts: 0 <a href="#">view list</a> # Invalid Addresses: 0 # Duplicated Addresses: 0 # Unsubscribed Addresses: 0 # Actual Recipients: 0
<input type="radio"/> <b>Send now.</b> This campaign will be sent as soon as possible.		
<input type="radio"/> <b>Send at specific time:</b> This campaign will be sent at the following time: Activation: <input type="text"/> <input type="button" value="Calendar"/> Date: <input type="text"/> <input type="button" value="Dropdown"/>		

**Finish** < Back Cancel

## 2. Send to recipients in CSV:

This section provides instructions of how you can send emails to your new contacts by importing a CSV.

Click the **'Browse'** button and select the CSV file that you have saved on your computer. Click 'Upload'.

**Send to recipients in CSV**

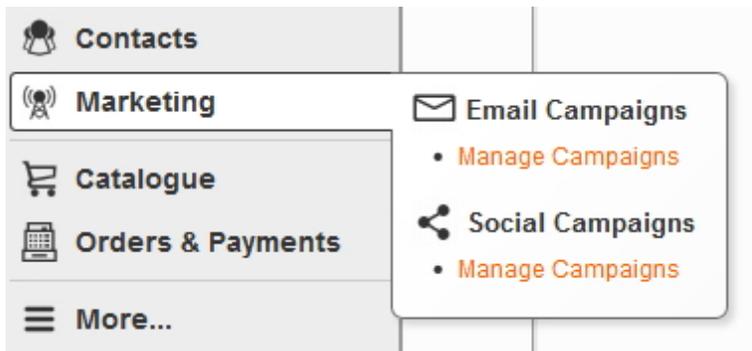
Send this campaign to recipients in the following file (first line is ignored):

Test Contacts.csv

### 10.1.3 Delete Campaign

#### How to Delete a Campaign

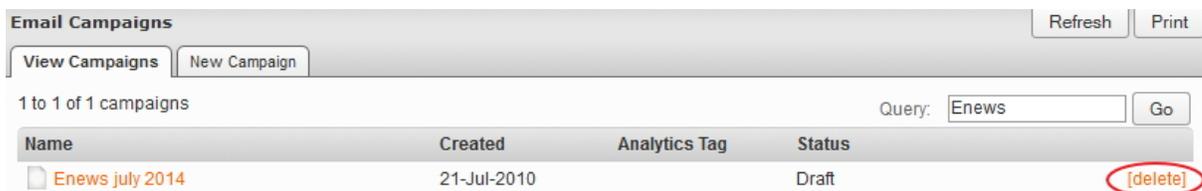
On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



To find the email campaign you can enter the name or email address in the 'Query' box and click 'Go'.



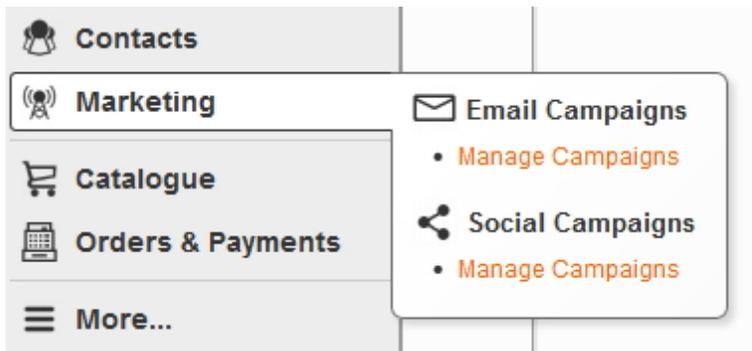
Once you found the email campaign click the 'delete' button on the right hand side.



## 10.1.4 Re-activate Campaign

### How to Re-activate a Campaign

On the left navigation bar click 'Marketing', a sub menu will open with a list of categories. Click 'Manage Campaigns' from the subcategory.



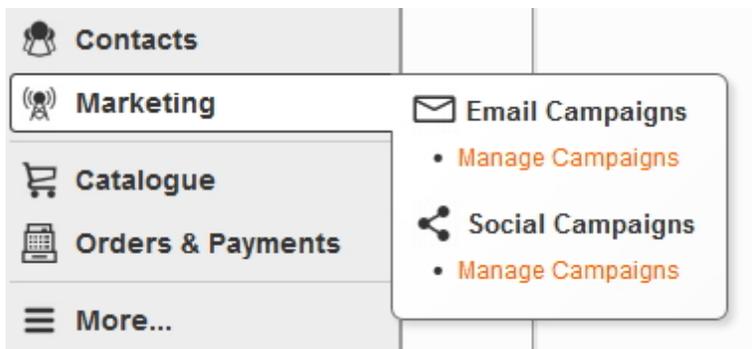
To re-activate an email campaign click the **'re-activate'** button on the right hand side. You can set up and send as is or you can edit the details by referring back to **'Add Campaign'**.

Email Campaigns				Refresh	Print
View Campaigns		New Campaign			
1 to 5 of 5 campaigns				Query: <input type="text"/>	Go
Name	Created	Analytics Tag	Status		
<input type="checkbox"/> Testing new mail	10-Mar-2009		Sent on 17 Mar 2014 at 10:06am	<a href="#">[reactivate]</a>	<a href="#">[delete]</a>
<input type="checkbox"/> Test Newsletter 2014	15-Jun-2010		Sent on 9 Jan 2014 at 4:51pm	<a href="#">[reactivate]</a>	<a href="#">[delete]</a>
<input type="checkbox"/> Enews july 2014	21-Jul-2010		Draft		<a href="#">[delete]</a>
<input type="checkbox"/> June 2010 NP Newsletter SA	16-Jun-2010		Draft		<a href="#">[delete]</a>
<input type="checkbox"/> Testing Newsletter with advertising banner	16-Jun-2010		Draft		<a href="#">[delete]</a>
page 1					

## 10.2 Social Campaigns: Manage Campaigns

### Social Campaigns: Manage Campaigns

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



Once **'Manage Campaigns'** is open you are able to 'Add', 'Edit' 'Re-activate' or 'Delete'.

To add a campaign, click on '**New Campaign**' which is located on the navigation bar.

To edit a campaign, click on the title of the campaign (draft only).

To delete click the '**delete**' button on the right hand side of the page.

To reactivate click on the '**re-activate**' button on the right hand side.

## 10.2.1 Add Campaign

### How to Add a New Campaign

On the left navigation bar click '**Marketing**', a sub menu will open with a list of categories.

Click '**Manage Campaigns**' from the subcategory.

Select '**New Campaign**' which is located on the navigation bar.

The page '**New Campaign**' will have 4 steps detailing in this order:

1. General Settings

2. Destinations
3. Edit Content
4. Preview

## 1. General Settings

**Internal Name:** This will be the name of the social campaign.

The screenshot shows a web form titled "General Settings | Add Social Campaign" with a close button (X) in the top right corner. Below the title is a breadcrumb navigation bar with four steps: "1 » General Settings" (active), "2 » Destinations", "3 » Edit Content", and "4 » Preview". The main content area contains the instruction: "Please enter some campaign details. The internal name is for your own reference, recipients will not see it." Below this is a label "Internal Name:" followed by a red asterisk and a text input field containing "Test Social Campaign". At the bottom right of the form are two buttons: "Cancel" and "Next >".

## 2. Destinations

Select '+ Add a service' at the right hand side.

The screenshot shows a web form titled "Destinations | Add Social Campaign: Test Social Campaign" with a close button (X) in the top right corner. Below the title is a breadcrumb navigation bar with four steps: "1 » General Settings", "2 » Destinations" (active), "3 » Edit Content", and "4 » Preview". The main content area contains the instruction: "Please log in to the services you would like to use to send this campaign with:". To the right of this text is a button labeled "+ Add a service". At the bottom right of the form are three buttons: "< Back", "Cancel", and "Next >".

'Choose service to add...' will appear.

Log in to the following Facebook, Twitter, LinkedIn etc to where you wish to post.

Choose service to add... ✕

Please choose the service you would like to log in to:

**f Facebook**

Log in

**t Twitter**

Log in

**in LinkedIn**

Log in

**Cancel**

Tick the box as highlighted below.  
Click 'Next>'.

Destinations | Add Social Campaign: Test Social Campaign ✕

1 » General Settings | 2 » Destinations | 3 » Edit Content | 4 » Preview

Please log in to the services you would like to use to send this campaign with: + Add a service

**t Twitter** ✕

Log out

Logged in as: **WorldWebD**

Please select the destinations this campaign should be sent to:

Name	Popularity	
<input checked="" type="checkbox"/> <b>t</b> <b>o</b> WorldWeb dev	0 followers	<a href="#">[view]</a>

< Back Cancel Next >

### 3. Edit Content

Enter the content for the social campaign in the field below.

*\*Please note you can only use 140 characters of which 23 characters will be reserved for the link.*

**Link to:** Click the **'Browse'** button and choose where you would like the user to go.

Edit Content | Add Social Campaign: Test Social Campaign ✕

1 » General Settings 2 » Destinations 3 » Edit Content 4 » Preview

Please enter the content of the message that should be sent:

Test Social Campaign. Click here to find out more.

67 of 117 characters remaining (23 reserved for link)

If you wish to record click statistics for the campaign choose a destination to link to:

By default this link will be added to the end of the message. If you wish to change the location of the link add "[link]" placeholder text within your message.

Link to:

< Back Cancel Next >

### 4. Preview

*\*This page will show a preview of what the social campaign will look like on your Facebook, Twitter, LinkedIn etc account.*

Click the **'Finish'** button.

**Preview | Add Social Campaign: Test Social Campaign** ✕

1 » General Settings
2 » Destinations
3 » Edit Content
4 » Preview

Please review your campaign by checking the previews below:

Note: these previews are a guide only. The link address is an example of a shortened address that allows click-throughs to be tracked.

**WorldWeb dev**

**WorldWeb dev** @WorldWebD 27 Mar

Test Social Campaign. Click here to find out more. [demo.worldwebms.com/\\_qharod](demo.worldwebms.com/_qharod).

< Back
Cancel
Finish

You can save the email as a draft, send now or send at a specific time.

**Activation | Add Social Campaign: Test Social Campaign** ✕

**When should this campaign be sent?**

**Save as draft.**  
 This campaign will not be sent.

**Send now.**  
 This campaign will be sent as soon as possible.

**Send at specific time:**  
 This campaign will be sent at the following time:  
 Activation Date:   ▼

**Content Summary**

Message: Test Social Campaign. Click here to find out more.

Link to: Register

Location: n/a

**Destination Summary**

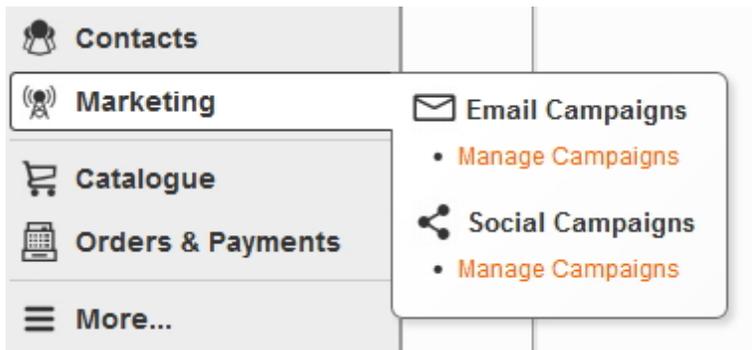
WorldWeb dev

< Back
Cancel
Finish

## 10.2.2 Edit Campaign

### How to Edit a Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



You can only edit social campaigns that are saved as drafts.  
To edit click on the **'Title'** of the campaign.  
You would follow the same process as **'Add Campaign'**.

## 1. General Settings

**Internal Name:** This will be the name of the social campaign.

A screenshot of a web form titled 'General Settings | Add Social Campaign'. The form has a progress bar with four steps: 1 » General Settings (active), 2 » Destinations, 3 » Edit Content, and 4 » Preview. Below the progress bar, there is a text prompt: 'Please enter some campaign details. The internal name is for your own reference, recipients will not see it.' There is a text input field labeled 'Internal Name:' with a red asterisk and the text 'Test Social Campaign' entered. At the bottom right of the form are two buttons: 'Cancel' and 'Next >'. There is a double-slash icon at the bottom right corner of the form area.

## 2. Destinations

Select **'+ Add a service'** at the right hand side.



Destinations | Add Social Campaign: Test Social Campaign

1 » General Settings 2 » Destinations 3 » Edit Content 4 » Preview

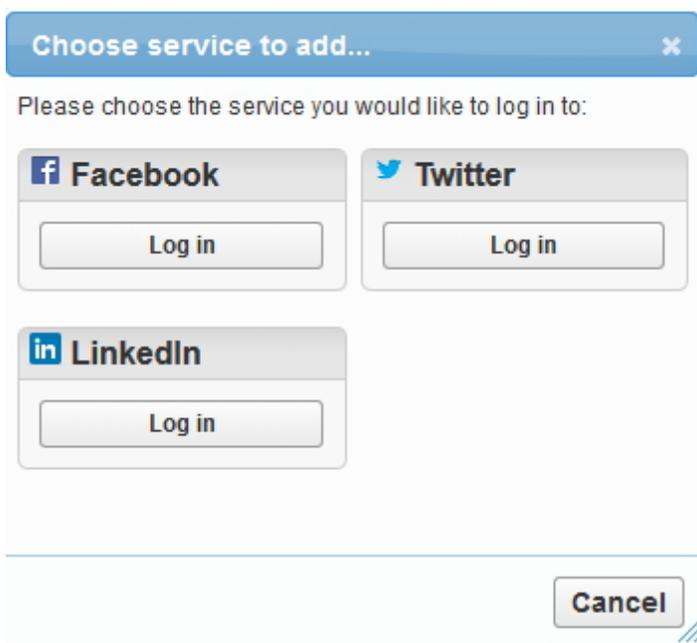
Please log in to the services you would like to use to send this campaign with:

+ Add a service

< Back Cancel Next >

'Choose service to add...' will appear.

Log in to the following Facebook, Twitter, LinkedIn etc to where you wish to post.



Choose service to add...

Please choose the service you would like to log in to:

**f Facebook** **t Twitter**

Log in Log in

**in LinkedIn**

Log in

Cancel

Tick the box as highlighted below.

Click '**Next>**'.

### Destinations | Add Social Campaign: Test Social Campaign ✕

1 » General Settings | 2 » Destinations | 3 » Edit Content | 4 » Preview

Please log in to the services you would like to use to send this campaign with: + Add a service

**Twitter** ✕

Log out

Logged in as: **WorldWebD**

---

Please select the destinations this campaign should be sent to:

Name	Popularity
<input checked="" type="checkbox"/>   WorldWeb dev	0 followers <span>[view]</span>

< Back Cancel Next >

### 3. Edit Content

Enter the content for the social campaign in the field below.

*\*Please note you can only use 140 characters of which 23 characters will be reserved for the link.*

**Link to:** Click the **'Browse'** button and choose where you would like the user to go.

Edit Content | Add Social Campaign: Test Social Campaign ✕

1 » General Settings
2 » Destinations
3 » Edit Content
4 » Preview

Please enter the content of the message that should be sent:

Test Social Campaign. Click here to find out more.

67 of 117 characters remaining (23 reserved for link)

---

If you wish to record click statistics for the campaign choose a destination to link to:

By default this link will be added to the end of the message. If you wish to change the location of the link add "[link]" placeholder text within your message.

Link to:

#### 4. Preview

*\*This page will show a preview of what the social campaign will look like on your Facebook, Twitter, LinkedIn etc account.*

Click the **'Finish'** button.

Preview | Add Social Campaign: Test Social Campaign ✕

1 » General Settings
2 » Destinations
3 » Edit Content
4 » Preview

Please review your campaign by checking the previews below:

Note: these previews are a guide only. The link address is an example of a shortened address that allows click-throughs to be tracked.

**WorldWeb dev**

**WorldWeb dev** @WorldWebD

Test Social Campaign. Click here to find out more. [demo.worldwebms.com/\\_qharod](http://demo.worldwebms.com/_qharod).

27 Mar

You can save the email as a draft, send now or send at a specific time.

Activation | Add Social Campaign: Test Social Campaign

When should this campaign be sent?

**Save as draft.**  
This campaign will not be sent.

**Send now.**  
This campaign will be sent as soon as possible.

**Send at specific time:**  
This campaign will be sent at the following time:  
Activation Date:

**Content Summary**

Message: Test Social Campaign. Click here to find out more.  
Link to:  Register  
Location: n/a

**Destination Summary**

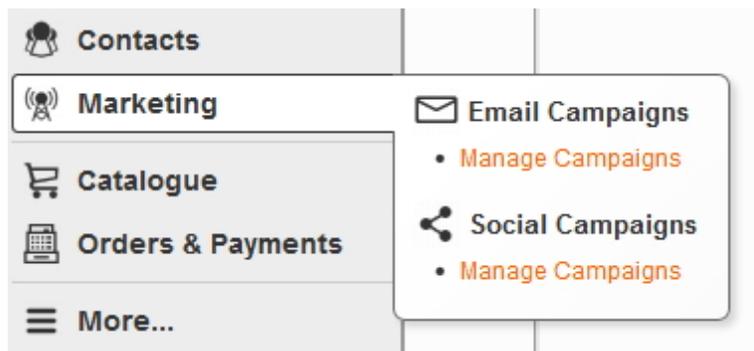
  WorldWeb dev

< Back Cancel Finish

## 10.2.3 Delete Campaign

### How to Delete a Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



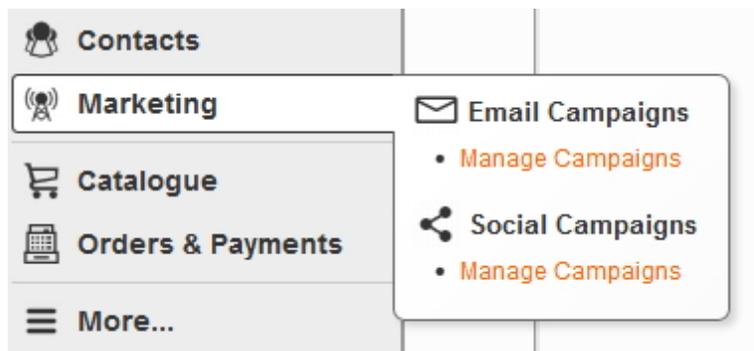
To delete the social campaign click the **'delete'** button on the right hand side.

Social Campaigns					Refresh	Print
View Campaigns		New Campaign		Query: <input type="text"/> Go		
Name	Message	Links To	Created	Status		
<input type="checkbox"/> Test Social Campaign	Test Social Campaign. Click here to find out more.	<input type="checkbox"/> Register	27-Mar-2014	Draft	<a href="#">[delete]</a>	
<input type="checkbox"/> Testing Twitter	Testing social campaign demo.worldwebms.com/events/2014-09-01/first-day-of-work-experience/. Click link to find out more.	<input type="checkbox"/> First day of work experience	18-Feb-2013	Sent on 18 Feb 2013 at 4:48pm	<a href="#">[reactivate]</a> <a href="#">[delete]</a>	
page 1						

## 10.2.4 Re-activate Campaign

### How to Re-activate a Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



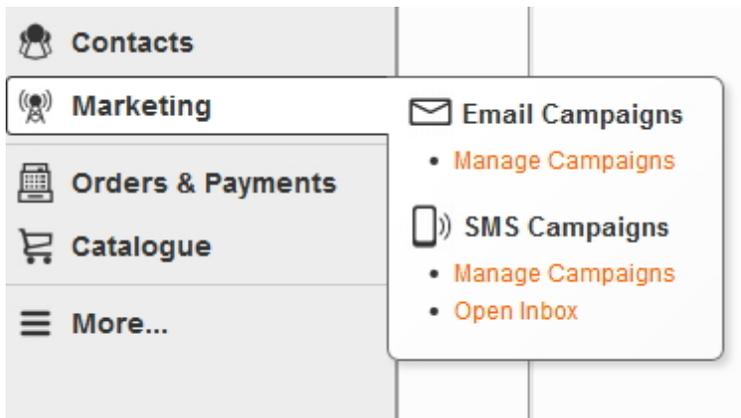
To re-activate a social campaign click the **'re-activate'** button on the right hand side. You can set up and send as is or you can edit the details by referring back to **'Add Campaign'**.

Social Campaigns					Refresh	Print
View Campaigns		New Campaign		Query: <input type="text"/> Go		
Name	Message	Links To	Created	Status		
<input type="checkbox"/> Test Social Campaign	Test Social Campaign. Click here to find out more.	<input type="checkbox"/> Register	27-Mar-2014	Draft	<a href="#">[delete]</a>	
<input type="checkbox"/> Testing Twitter	Testing social campaign demo.worldwebms.com/events/2014-09-01/first-day-of-work-experience/. Click link to find out more.	<input type="checkbox"/> First day of work experience	18-Feb-2013	Sent on 18 Feb 2013 at 4:48pm	<a href="#">[reactivate]</a> <a href="#">[delete]</a>	
page 1						

## 10.3 SMS Campaigns: Manage Campaigns

### SMS Campaigns: Manage Campaigns

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



Once **'Manage Campaigns'** is open you are able to 'Add', 'Edit' 'Re-activate' or 'Delete'.

To add a campaign, click on **'New Campaign'** which is located on the navigation bar.

To edit a campaign, click on the **'Title'** of the campaign (draft only).

To delete click the **'delete'** button on the right hand side of the page.

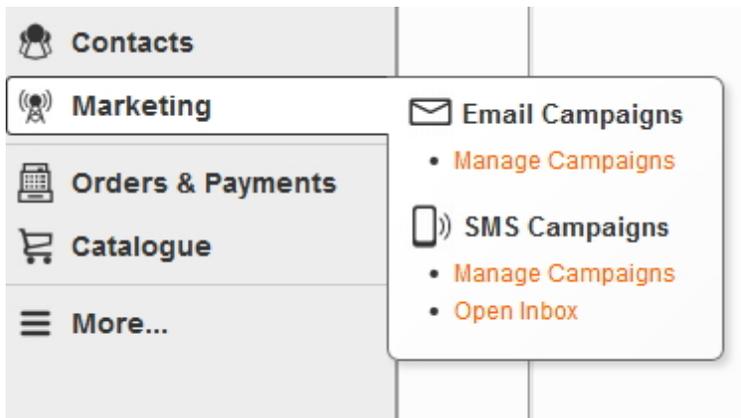
To reactivate click on the **'re-activate'** button on the right hand side.

SMS Campaigns							Refresh	Print	
View Campaigns		New Campaign							
1 to 20 of 20 campaigns				Query:	<input type="text"/>	Go			
Name	Example Message	Created	Status	Sent	Failed				
<input type="checkbox"/> SMS- June 2013- Group A	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View http://m.tynte.com. Reply X to stop SMS offers?	22-May-2013	Draft	12,565	0	<a href="#">[delete]</a>			
<input type="checkbox"/> SMS- June 2013- Group B	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View http://m.tynte.com. Reply X to stop SMS offers?	12-Jun-2013	Sent on 13 Jun 2013 at 11:06am	4,156	0	<a href="#">[reactivate]</a> <a href="#">[delete]</a>			

### 10.3.1 Add Campaign

#### How to Add a New Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



Select **'New Campaign'** which is located on the navigation bar.

SMS Campaigns Refresh Print

View Campaigns **New Campaign**

1 to 20 of 20 campaigns Query:  Go

Name	Example Message	Created	Status	Sent	Failed	
<input type="checkbox"/> SMS- June 2013- Group A	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View <a href="http://m.tynte.com">http://m.tynte.com</a> . Reply X to stop SMS offers?	22-May-2013	Draft	12,565	0	<a href="#">[delete]</a>
<input type="checkbox"/> SMS- June 2013- Group B	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View <a href="http://m.tynte.com">http://m.tynte.com</a> . Reply X to stop SMS offers?	12-Jun-2013	Sent on 13 Jun 2013 at 11:06am <a href="#">[reactivate]</a>	4,156	0	<a href="#">[delete]</a>

The page **'New Campaign'** will have 5 steps detailing in this order:

1. General Settings
2. Personalise
3. Recipients
4. Edit Content
5. Test SMS

### 1. General Settings

**Internal Name:** This will be the name of the social campaign.

**Add SMS Campaign** Refresh Print

**1 » General Settings** 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please enter some campaign details. The internal name is for your own reference, recipients will not see it.

Internal Name: \*

---

Campaign Type: Two-way - recipients can reply to your campaign.  
Reply To: Tynte – 61429557990

Next > Cancel

## 2. Personalise

Select the type of personalisation you would like to use from the list below:

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings   2 » Personalise   3 » Recipients   4 » Edit Content   5 » Test SMS

Select the type of personalisation you would like to use.

Format	Example
<input type="radio"/> None	
<input type="radio"/> Dear <First Name> <Last Name>	Dear John Doe
<input checked="" type="radio"/> Dear <First Name>	Dear John
<input type="radio"/> Dear <Title> <Last Name>	Dear Mr Doe
<input type="radio"/> Hi <First Name> <Last Name>	Hi John Doe
<input type="radio"/> Hi <First Name>	Hi John
<input type="radio"/> Hello <First Name> <Last Name>	Hello John Doe
<input type="radio"/> Hello <First Name>	Hello John
<input type="radio"/> Hello <Title> <Last Name>	Hello Mr Doe
<input type="radio"/> <First Name> <Last Name>	John Doe
<input type="radio"/> <First Name>	John
<input type="radio"/> <Title> <Last Name>	Mr Doe

Next > < Back Cancel

### 3. Recipients

Select the Recipients that will receive your SMS campaign.  
There is two options for you to choose:

1. Send to existing contacts
2. Send to recipients in CSV

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

**Send to existing contacts**

Send this campaign to contacts who match the following criteria:

Criteria	Value	
<input type="text"/>	is	<input type="text"/> [remove]

No recipients found

**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

No file selected.

## 1. Send to existing contacts:

Click 'Add Criteria'.

From the Criteria dropdown menu select 'Contact Group'.

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

**Send to existing contacts**

Send this campaign to contacts who match the following criteria:

Criteria	Value	
Contact	is	<input type="text"/> [remove]

**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

No file selected.

From the Value dropdown select the group.

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

**Send to existing contacts**

Send this campaign to contacts who match the following criteria:

Criteria	Value
Contact	is SMS - Group A <span>[remove]</span>

Add Criteria

Found 1 recipient(s) View Matching Contacts

**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

Browse... No file selected. Upload

Next > < Back Cancel

To send to multiple groups, you will need to repeat this process.

## 4. Edit Contents

**Message Content:** Enter the content for the SMS campaign in the field below.

*\*Please note you can only use 160 characters of which 11 characters will be reserved for personalisation.*

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please enter the SMS message below. There is a size limit of 160 characters.

Message Content:

Message Size: 149 of 160 characters remaining  
\* up to 11 characters are reserved for personalisation.

Message Preview:

Dear John

Next > < Back Cancel

## 5. Test SMS

You can test your SMS campaign to see how it will appear by entering your mobile number. Press the **'Send Test SMS'** button.

Click the **'Finish'** button.

You can save the SMS campaign as a draft, send now or send at a specific time.

**Add SMS Campaign: Test SMS Campaign** Refresh Print

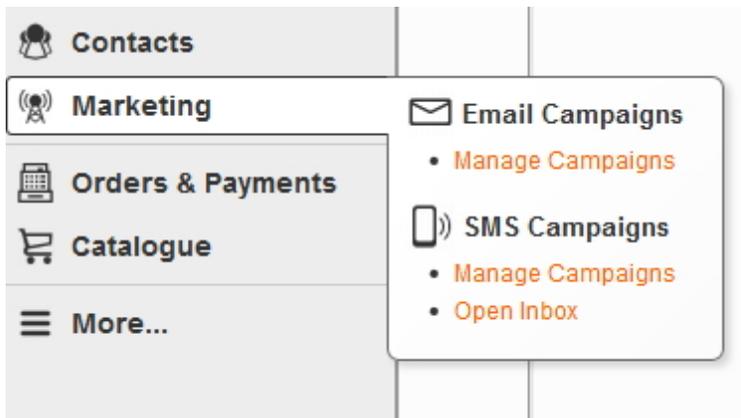
When should this campaign be sent?	Campaign Summary	Recipient Summary
<input checked="" type="radio"/> <b>Save as draft.</b> This campaign will not be sent.	Name: Test SMS Campaign Example Message: Dear JohnTest SMS Campaign Cost Per Message: \$0.120 Total Cost: <b>\$0.12</b>	# Recipients from CSV: 0 <a href="#">[view list]</a> # Existing Contacts: 1 <a href="#">[view list]</a> # Invalid Numbers: 0 # Duplicated Numbers: 0 # Actual Recipients: 1
<input type="radio"/> <b>Send now.</b> This campaign will be sent as soon as possible.		
<input type="radio"/> <b>Send at specific time:</b> This campaign will be sent at the following time: Activation: <input type="text"/> Date: <input type="text"/>		

Finish < Back Cancel

## 10.3.2 Edit Campaign

### How to Edit a Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



You can only edit SMS campaigns that are saved as drafts.  
To edit click on the Title of the campaign.  
You would follow the same process as '**Add Campaign**'.

## 1. General Settings

**Internal Name:** This will be the name of the social campaign.

**Add SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please enter some campaign details. The internal name is for your own reference, recipients will not see it.

Internal Name: \*

---

Campaign Type: Two-way - recipients can reply to your campaign.  
Reply To: Tynte -- 61429557990

Next > Cancel

## 2. Personalise

Select the type of personalisation you would like to use from the list below:

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings   2 » Personalise   3 » Recipients   4 » Edit Content   5 » Test SMS

Select the type of personalisation you would like to use.

Format	Example
<input type="radio"/> None	
<input type="radio"/> Dear <First Name> <Last Name>	Dear John Doe
<input checked="" type="radio"/> Dear <First Name>	Dear John
<input type="radio"/> Dear <Title> <Last Name>	Dear Mr Doe
<input type="radio"/> Hi <First Name> <Last Name>	Hi John Doe
<input type="radio"/> Hi <First Name>	Hi John
<input type="radio"/> Hello <First Name> <Last Name>	Hello John Doe
<input type="radio"/> Hello <First Name>	Hello John
<input type="radio"/> Hello <Title> <Last Name>	Hello Mr Doe
<input type="radio"/> <First Name> <Last Name>	John Doe
<input type="radio"/> <First Name>	John
<input type="radio"/> <Title> <Last Name>	Mr Doe

Next > < Back Cancel

### 3. Recipients

Select the Recipients that will receive your SMS campaign.  
There is two options for you to choose:

1. Send to existing contacts
2. Send to recipients in CSV

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

**Send to existing contacts**

Send this campaign to contacts who match the following criteria:

Criteria	Value	
<input type="text" value=""/>	is	<input type="text" value=""/> [remove]

No recipients found

**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

No file selected.

## 1. Send to existing contacts:

Click 'Add Criteria'.

From the Criteria dropdown menu select 'Contact Group'.

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

**Send to existing contacts**

Send this campaign to contacts who match the following criteria:

Criteria	Value	
Contact	is	<input type="text" value=""/> [remove]

**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

No file selected.

**Contact Address**

- Contact State
- Contact Postcode
- Contact Country

**Delivery Address**

- Delivery State
- Delivery Postcode
- Delivery Country

**Groups**

- Contact Group**

**Personal Details**

- Company
- Email
- First Name
- Last Name
- Mobile Number

From the Value dropdown select the group.

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please specify who should receive this campaign. The list of recipients can be existing contacts, from a CSV file or a mixture of both.

**Send to existing contacts**

Send this campaign to contacts who match the following criteria:

Criteria	Value
Conta	is SMS - Group A [remove]

Add Criteria

Found 1 recipient(s) View Matching Contacts

**Send to recipients in CSV**

Send this campaign to recipients in the following file (first line is ignored):

Browse... No file selected. Upload

Next > < Back Cancel

To send to multiple groups, you will need to repeat this process.

#### 4. Edit Contents

**Message Content:** Enter the content for the SMS campaign in the field below.

*\*Please note you can only use 160 characters of which 11 characters will be reserved for personalisation.*

**Add SMS Campaign: Test SMS Campaign** Refresh Print

1 » General Settings 2 » Personalise 3 » Recipients 4 » Edit Content 5 » Test SMS

Please enter the SMS message below. There is a size limit of 160 characters.

Message Content:

Message Size: 149 of 160 characters remaining  
\* up to 11 characters are reserved for personalisation.

Message Preview:

Dear John

Next > < Back Cancel

#### 5. Test SMS

You can test your SMS campaign to see how it will appear by entering your mobile number. Press the **'Send Test SMS'** button.

Click the **'Finish'** button.

You can save the SMS campaign as a draft, send now or send at a specific time.

**Add SMS Campaign: Test SMS Campaign**
Refresh Print

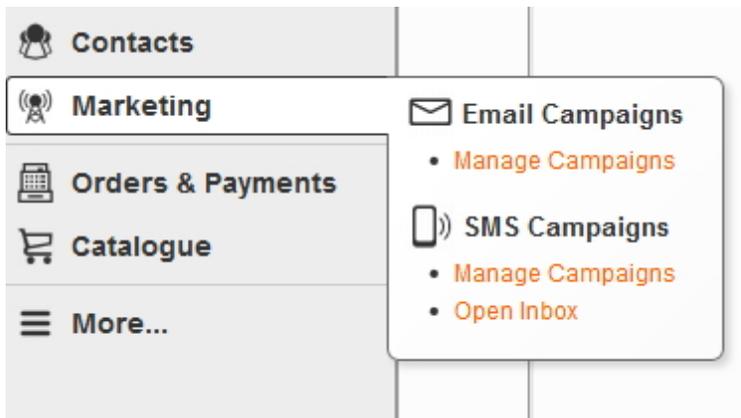
When should this campaign be sent?	Campaign Summary	Recipient Summary
<p><input checked="" type="radio"/> <b>Save as draft.</b> This campaign will not be sent.</p> <p><input type="radio"/> <b>Send now.</b> This campaign will be sent as soon as possible.</p> <p><input type="radio"/> <b>Send at specific time:</b> This campaign will be sent at the following time:</p> <p>Activation: <input type="text"/> </p> <p>Date: <input type="text"/> </p>	<p>Name: Test SMS Campaign</p> <p>Example Message: Dear JohnTest SMS Campaign</p> <p>Cost Per Message: \$0.120</p> <p>Total Cost: <b>\$0.12</b></p>	<p># Recipients from CSV: 0 <a href="#">[view list]</a></p> <p># Existing Contacts: 1 <a href="#">[view list]</a></p> <p># Invalid Numbers: 0</p> <p># Duplicated Numbers: 0</p> <p># Actual Recipients: 1</p>

Finish
< Back
Cancel

### 10.3.3 Delete Campaign

#### How to Delete a Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



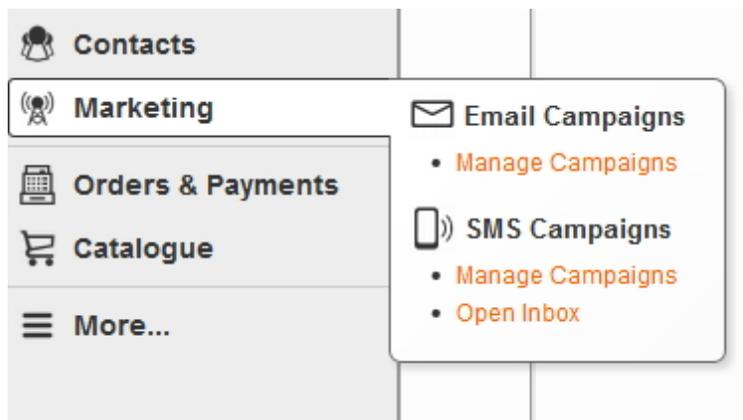
To find the email campaign you can enter the name or email address in the **'Query'** box. To delete the email campaign click the **'delete'** button on the right hand side.

SMS Campaigns							Refresh	Print	
View Campaigns		New Campaign							
1 to 20 of 20 campaigns				Query:		<input type="text"/>		Go	
Name	Example Message	Created	Status	Sent	Failed				
<input type="checkbox"/> SMS- June 2013- Group A	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View http://m.tynte.com. Reply X to stop SMS offers?	22-May-2013	Draft	12,565	0	<a href="#">[delete]</a>			
<input type="checkbox"/> SMS- June 2013- Group B	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View http://m.tynte.com. Reply X to stop SMS offers?	12-Jun-2013	Sent on 13 Jun 2013 at 11:06am <a href="#">[reactivate]</a>	4,156	0	<a href="#">[delete]</a>			

### 10.3.4 Re-activate Campaign

#### How to Re-activate a Campaign

On the left navigation bar click **'Marketing'**, a sub menu will open with a list of categories. Click **'Manage Campaigns'** from the subcategory.



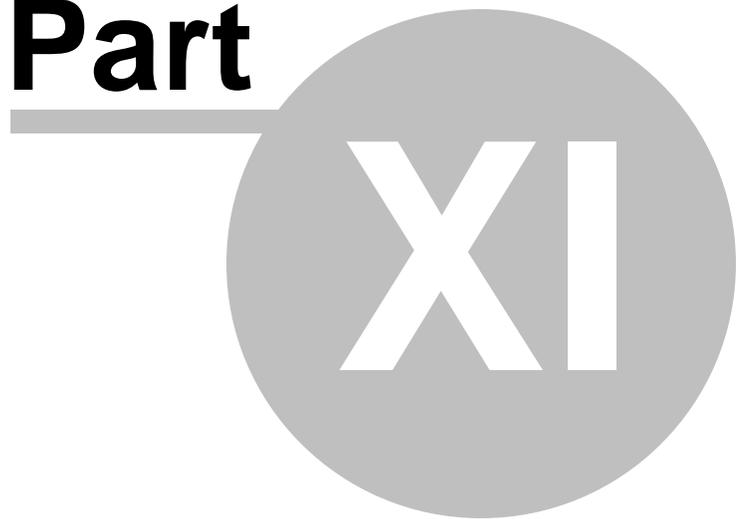
To re-activate a social campaign click the **'re-activate'** button on the right hand side. You can set up and send as is or you can edit the details by referring back to **'Add Campaign'**.

SMS Campaigns							Refresh	Print	
View Campaigns		New Campaign							
1 to 20 of 20 campaigns				Query:				Go	
Name	Example Message	Created	Status	Sent	Failed				
<input type="checkbox"/> SMS- June 2013- Group A	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View <a href="http://m.tynte.com">http://m.tynte.com</a> . Reply X to stop SMS offers?	22-May-2013	Draft	12,565	0	<a href="#">[delete]</a>			
<input type="checkbox"/> SMS- June 2013- Group B	Tynte offer \$110 Exotic Luxe, NOW \$69 plus del, save \$41, 1 wk only Reply Y for a return call to order. View <a href="http://m.tynte.com">http://m.tynte.com</a> . Reply X to stop SMS offers?	12-Jun-2013	Sent on 13 Jun 2013 at 11:06am <a href="#">[reactivate]</a>	4,156	0	<a href="#">[delete]</a>			

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



## 11 Catalogue

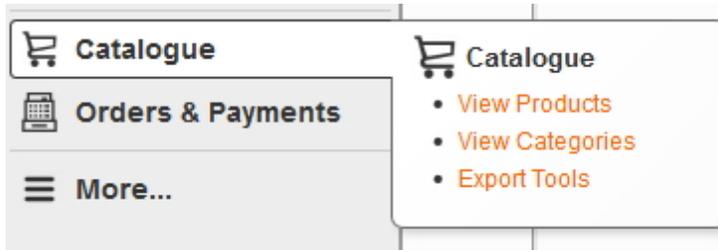
### Catalogue

On the left navigation bar click '**Catalogue**', a sub menu will open with a list of categories.

**View Products:** will open to a list of all products, which will allow you to manage and maintain.

**View Categories:** will open to a list of categories and sub-categories. This will allow you to rearrange the order of categories.

**Export Tools:** is the process to follow to upload products.

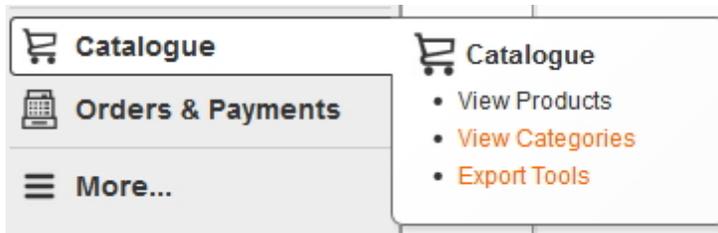


### 11.1 View Products

#### View Products

On the left navigation bar click '**Catalogue**', a sub menu will open with a list of categories.

Click '**View Products**' from the subcategory.



Once '**View Products**' is open you are able to 'Add', 'Edit', 'Delete', Search and 'Manage Prices'.

To add a product click '**Add Product**' which is located on the navigation bar.

To edit a product click on the '**Title**' of the product within the list.

To delete a product click the '**delete**' button on the right hand side of the page.

To search a product type a keyword or phrase into the '**Query**' box that you want to search for within the list of products.

**Manage Products** Refresh Print

List Products Manage Prices Add Product

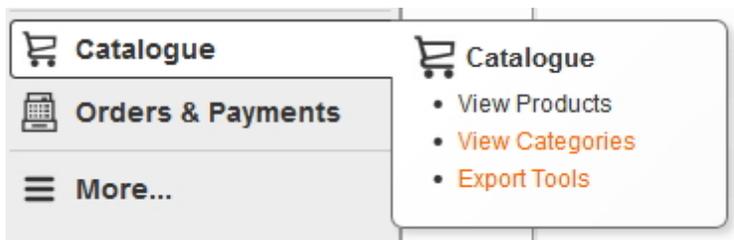
1 to 17 of 17 products    Query:     Type: Normal or Base    Visible: - Any -    Category: - Any Category -    Go

SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
	Banana	Normal	\$3.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
	Broccoli	Base	\$6.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>
	Carrots	Base	\$5.99	Yes	Yes	Yes	No	<a href="#">[delete]</a>
	Eggplant	Base	\$5.99	Yes	Yes	Yes	No	<a href="#">[delete]</a>
	Granny Smith Apples	Base	\$5.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
	Green Tomato	Base	\$3.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>
	Lady Finger Bananas	Base	\$8.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>
	Orange	Base	\$5.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>

### 11.1.1 Add Products

#### How to Add Products

On the left navigation bar click **'Catalogue'**, a sub menu will open with a list of categories. Click **'View Products'** from the subcategory.



Once **'View Products'** is open, click **'Add Product'** which is located on the navigation bar.

**Manage Products** Refresh Print

List Products Manage Prices Add Product

1 to 15 of 15 products    Query:     Type: Normal or Base    Visible: - Any -    Category: - Any Category -    Go

SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
ban01	Banana	Normal	\$3.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
bro15	Broccoli	Normal	\$6.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>
car18	Carrots	Normal	\$5.99	Yes	Yes	Yes	No	<a href="#">[delete]</a>
egg85	Eggplant	Normal	\$5.99	Yes	Yes	Yes	No	<a href="#">[delete]</a>
gsa87	Granny Smith Apples	Normal	\$5.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
lfb41	Lady Finger Bananas	Normal	\$8.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>
ora19	Orange	Normal	\$5.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>

The page **'Add Product'** will have 9 steps detailing in this order.

1. General
2. Prices
3. Images
4. Categories
5. Variations
6. Attributes
7. Related
8. SEO
9. Preview

## 1. General

**Name:** this will be the name of the product.

**SKU:** every product must have a unique SKU, this identifies each product in the business.

**Barcode (GTIN):** enter the barcode if required to your business.

**Purchase Online:** select YES/NO if you would like customers to be able to purchase the product online.

**Visible:** select YES/NO if you would like this product to be visible on the website.

**Featured:** select YES/NO

**Packing Size:** fill in the dimensions if relevant.

**Packing Weight:** fill in the dimensions if relevant.

**No. of Cart Items:** select the minimum and maximum of items you wish.

**In Stock:** select YES/NO

**Quantity:** select a number

**Add Product**
Refresh Print

General

Prices

Images

Categories

Variations

Attributes

Related

SEO

Preview

Name: \*

SKU: \*

Barcode (GTIN):

---

Purchase Online: \*  Yes  No

Visible: \*  Yes  No

Featured: \*  Yes  No

---

Packing Size:  x  x  mm (L x W x H)

Packing Weight:  g

---

No. of Cart Items: Min  Max

---

In Stock: \*  Yes  No

Quantity:

## 2. Prices

**Tax Class:** Taxable Goods

**Price Tax Rate:** Select from the dropdown menu

**Price:** enter the price

**RRP:** enter the RRP price

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

Tax Class:  ▼

Price Tax Rate:  ▼

---

Price: \*  [AUD]

RRP:  [AUD]

### 3. Images

**Add Images:** Select the browse button and choose the images saved on your computer. Click **'Upload'**.

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

---

Add Images:

### 4. Categories

**Categories:** Click the **'Add'** button.

**Add Product: ban01 - Banana** Refresh Print

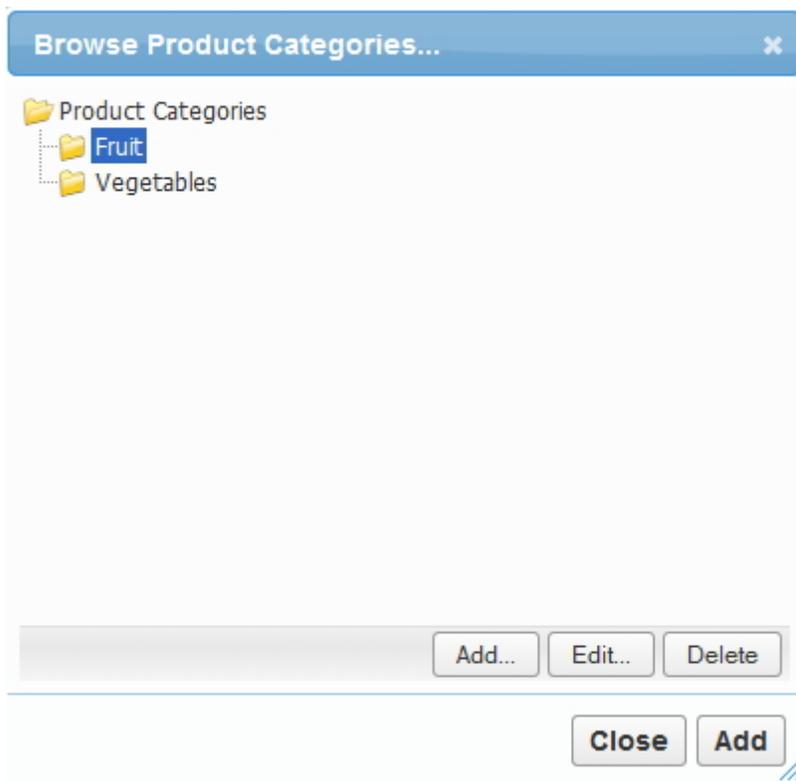
General Prices Images Categories Variations Attributes Related SEO Preview

---

Categories:

**'Browse Product Categories...'** will appear.

Select the category and click on the **'Add'** button as highlighted below. Click **'Close'**.

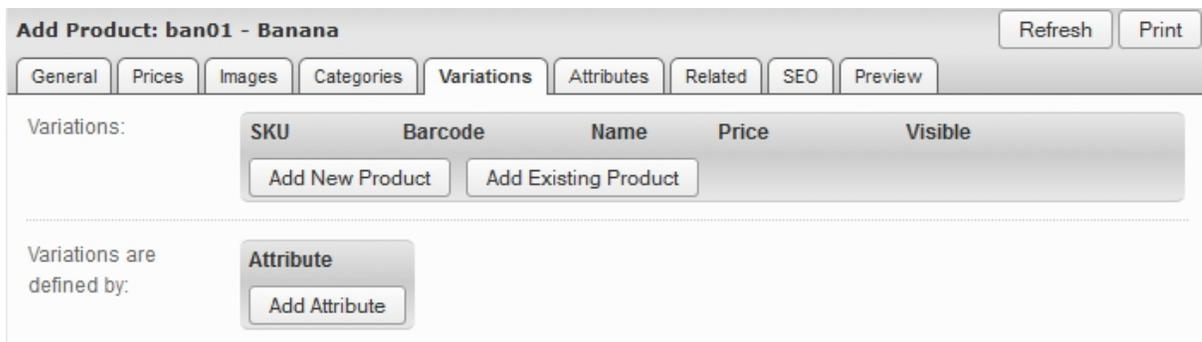


## 5. Variations

If there is multiple variations of a product you will need to add a variation code for each product.

### Variations

Variations are defined by



## 6. Attributes

Please add the following information:

**Short Description**

**Is Organic**

**Quantity**

**Season Variety of product**

**Colour**

**Size**

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations **Attributes** Related SEO Preview

Short Description:

---

Is Organic

Quantity

Season

Variety of product

Colour

Size

## 7. Related

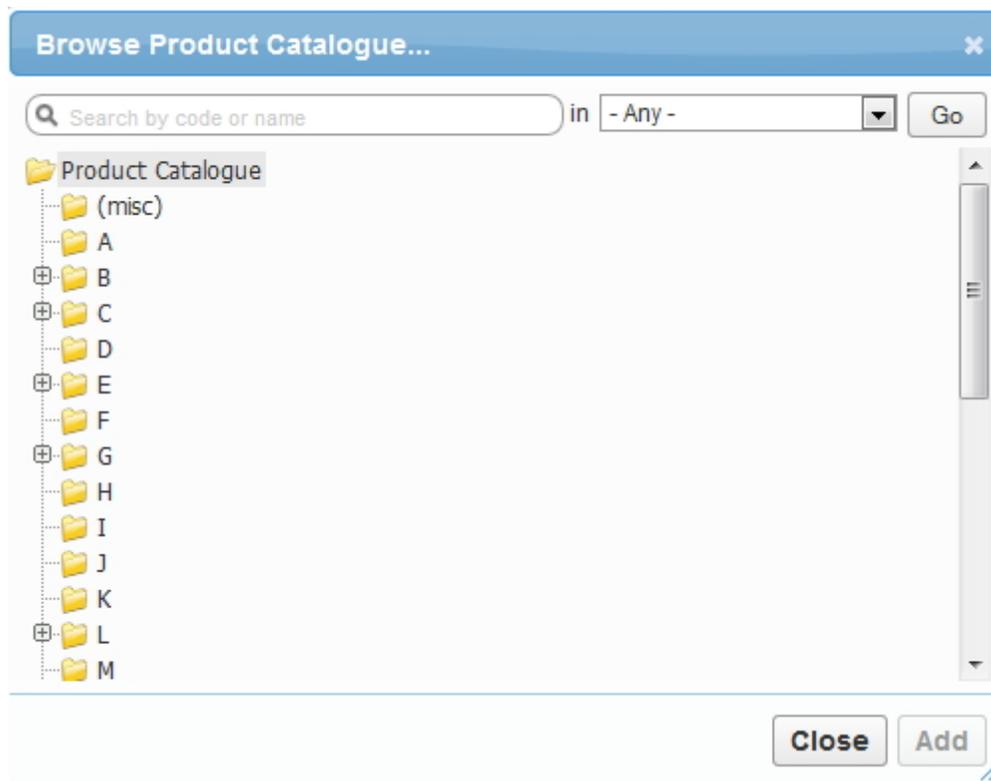
**Related Products:** To add related products to the product being created click the **'Add'** button.

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes **Related** SEO Preview

Related Products:  Up Down Add... Remove

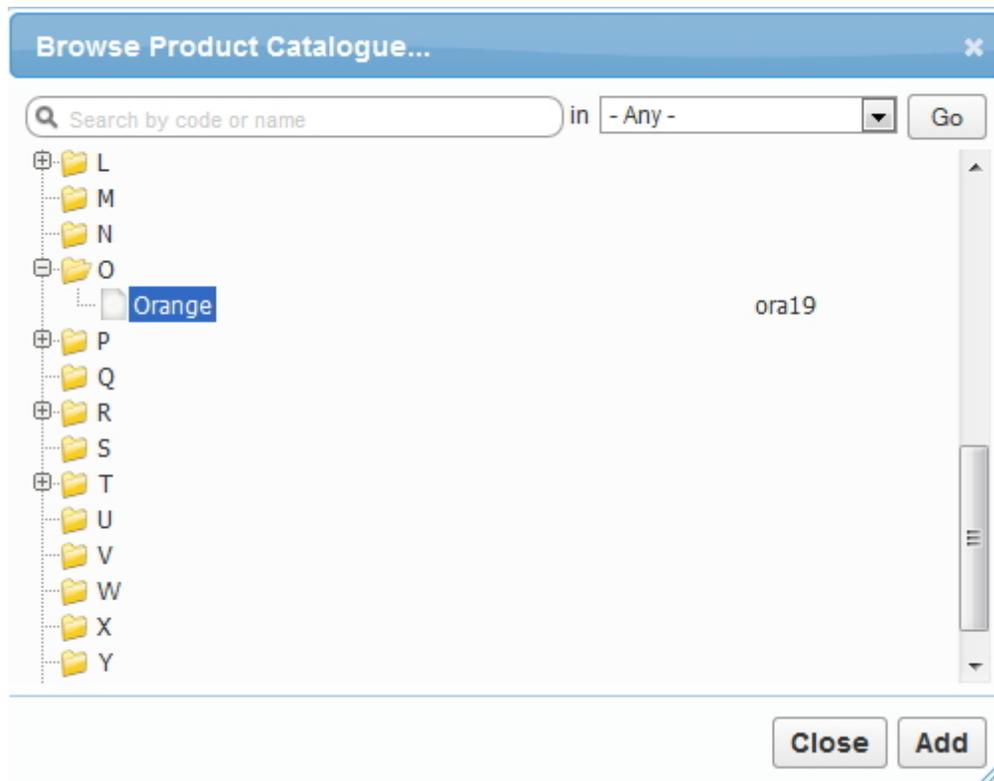
**'Browse Product Catalogues...'** will appear.



You can search for the product in the query box or manually find it by clicking the little '+' button beside the letter.

Select the product and click the **'Add'** button as shown below.

Click **'Close'**.



## 8. SEO

### **Meta Data**

**Browser Title:** The title is already defaulted from the name of the product - this will appear on the tab of your browser

**Description:** This section allows you to write a brief description for this product

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended*

**Image:** this will be pre-ticked to 'Default' as you would have previously added an image in the 'Images' section

### **Searching/Indexing**

**Search Engines:** Tick this box if you would like this page to be found in search engines

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results*

**Site Search:** Tick this box if you would like this page to be found in an internal search of your website

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results*

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related **SEO** Preview

**Meta Data**

Browser Title

Description (250 chars max)

Image  Default  Custom  
n/a  No file selected.

---

**Searching / Indexing**

Search Engines  Allow search engines to index this product

Site Search  Allow this product to appear in search results on this site

## 9. Preview

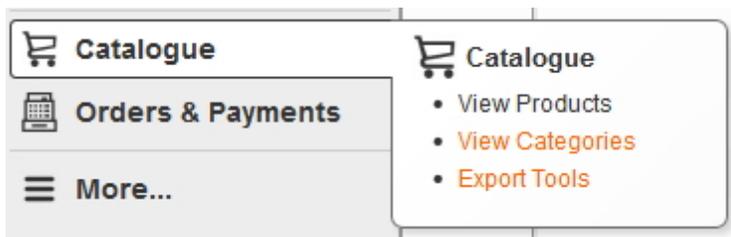
*\*This page will show a preview of what the product will look like on the website page*

Click the **'Finish'** button

## 11.1.2 Edit Products

### How to Edit Products

On the left navigation bar click **'Catalogue'**, a sub menu will open with a list of categories. Click **'View Products'** from the subcategory.



To find the product details you can enter the product name in the **'Query'** box.

Manage Products Refresh Print

List Products Manage Prices Add Product

1 to 15 of 15 products Query: banana Type: Normal or Base Visible: - Any - Category: - Any Category - Go

SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
ban01	Banana	Normal	\$3.00	Yes	Yes	Yes	Yes	[delete]
bro15	Broccoli	Normal	\$6.00	Yes	Yes	Yes	No	[delete]
car18	Carrots	Normal	\$5.99	Yes	Yes	Yes	No	[delete]
egg85	Eggplant	Normal	\$5.99	Yes	Yes	Yes	No	[delete]

To edit a product click on the name of the product within the list.

Manage Products Refresh Print

List Products Manage Prices Add Product

1 to 2 of 2 products Query: banana Type: Normal or Base Visible: - Any - Category: - Any Category - Go

SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
ban01	<u>Banana</u>	Normal	\$3.00	Yes	Yes	Yes	Yes	[delete]
lfb41	Lady Finger Bananas	Normal	\$8.00	Yes	Yes	Yes	No	[delete]

You would follow the same process as 'Add Product' by editing the details you desire.

### 1. General

**Name:** this will be the name of the product.

**SKU:** every product must have a unique SKU, this identifies each product in the business.

**Barcode (GTIN):** enter the barcode if required to your business.

**Purchase Online:** select YES/NO if you would like customers to be able to purchase the product online.

**Visible:** select YES/NO if you would like this product to be visible on the website.

**Featured:** select YES/NO

**Packing Size:** fill in the dimensions if relevant.

**Packing Weight:** fill in the dimensions if relevant.

**No. of Cart Items:** select the minimum and maximum of items you wish.

**In Stock:** select YES/NO

**Quantity:** select a number

**Add Product** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

Name: \*

SKU: \*

Barcode (GTIN):

---

Purchase Online: \* Yes

Visible: \* Yes

Featured: \* No

---

Packing Size:  x  x  mm (L x W x H)

Packing Weight:  g

---

No. of Cart Items: Min  Max

---

In Stock: \* Yes

Quantity:

## 2. Prices

**Tax Class:** Taxable Goods

**Price Tax Rate:** Select from the dropdown menu

**Price:** enter the price

**RRP:** enter the RRP price

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

Tax Class: Taxable Goods

Price Tax Rate: Includes GST (10%)

---

Price: \*  [AUD]

RRP:  [AUD]

## 3. Images

**Add Images:** Select the browse button and choose the images saved on your computer.

Click **'Upload'**.

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

---

Add Images:  No files selected.

## 4. Categories

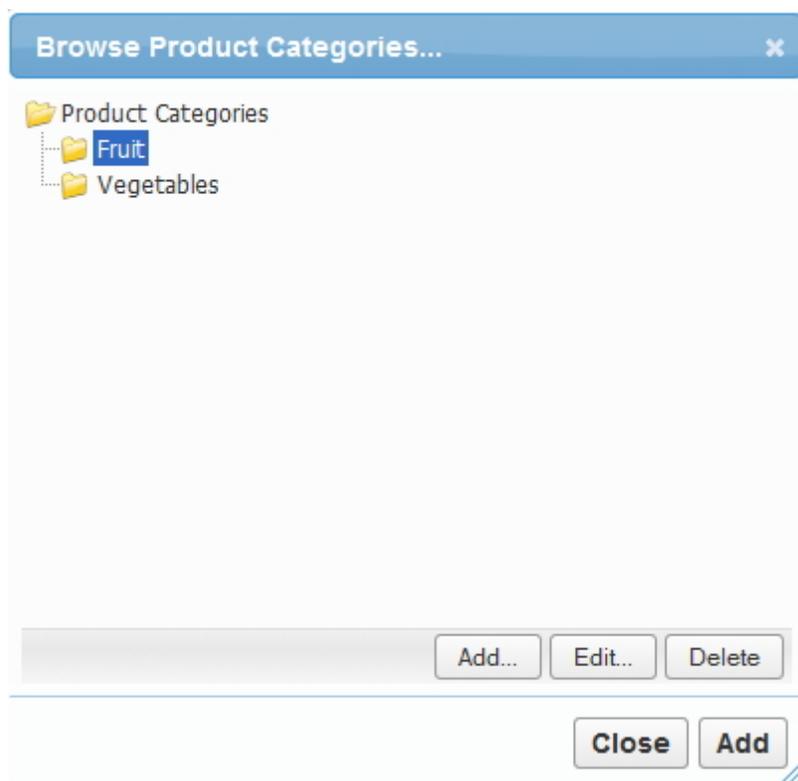
**Categories:** Click the 'Add' button.



The screenshot shows a web interface for adding a product. The title is "Add Product: ban01 - Banana". There are two buttons in the top right: "Refresh" and "Print". Below the title is a horizontal menu with tabs: "General", "Prices", "Images", "Categories", "Variations", "Attributes", "Related", "SEO", and "Preview". The "Categories" tab is selected. Below the tabs, there is a "Categories:" label followed by a text input field. To the right of the input field are two buttons: "Up" and "Down". Further right are two buttons: "Add..." and "Remove".

'Browse Product Categories...' will appear.

Select the category and click on the 'Add' button as highlighted below.  
Click 'Close'.



The screenshot shows a dialog box titled "Browse Product Categories...". Inside the dialog, there is a tree view of product categories. The root is "Product Categories", which has two sub-items: "Fruit" and "Vegetables". The "Fruit" item is selected and highlighted with a blue background. At the bottom of the dialog, there are three buttons: "Add...", "Edit...", and "Delete". Below the dialog, there are two buttons: "Close" and "Add".

## 5. Variations

If there is multiple variations of a product you will need to add a variation code for each product.

## Variations

Variations are defined by

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

Variations:

SKU	Barcode	Name	Price	Visible
<span>Add New Product</span>		<span>Add Existing Product</span>		

---

Variations are defined by:

**Attribute**

Add Attribute

## 6. Attributes

Please add the following information:

**Short Description**

**Is Organic**

**Quantity**

**Season Variety of product**

**Colour**

**Size**

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

Short Description:

---

Is Organic

Quantity

Season

Variety of product

Colour

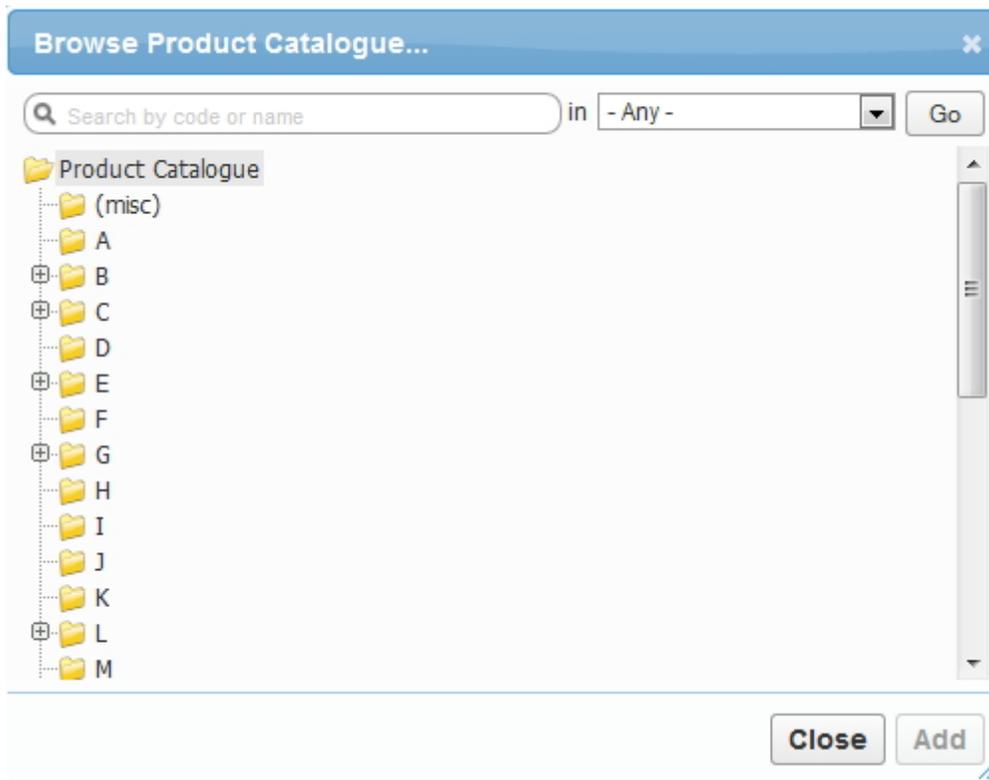
Size

## 7. Related

**Related Products:** To add related products to the product being created click the **'Add'** button.



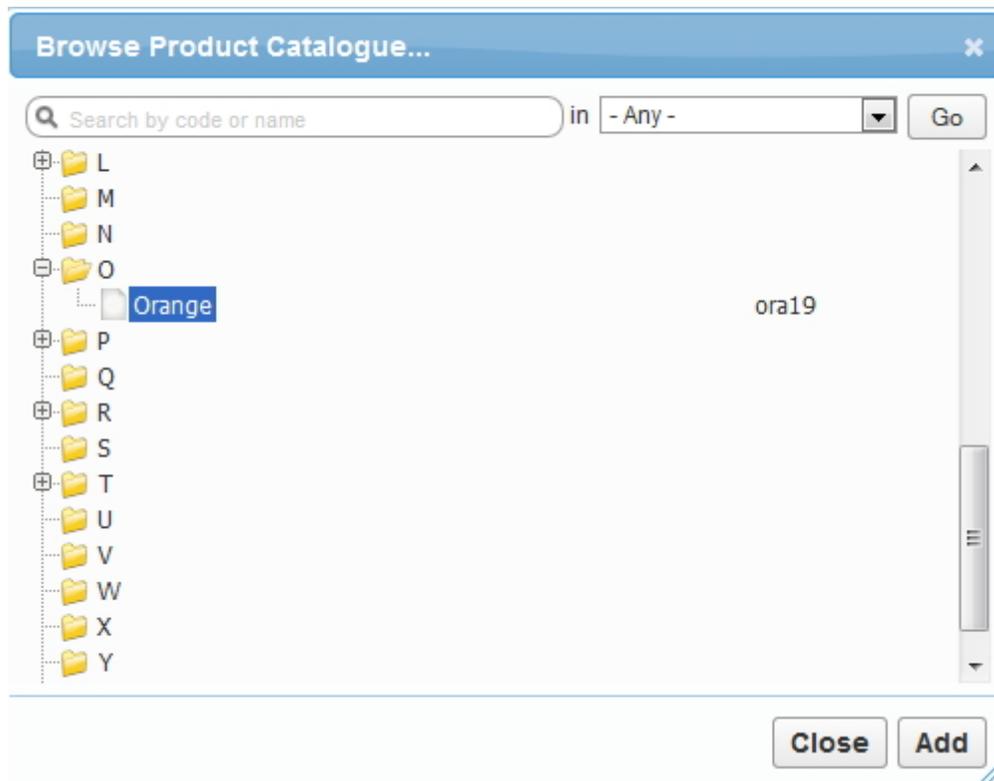
'Browse Product Catalogues...' will appear.



You can search for the product in the query box or manually find it by clicking the little '+' button beside the letter.

Select the product and click the **'Add'** button as shown below.

Click **'Close'**.



## 8. SEO

### Meta Data

**Browser Title:** The title is already defaulted from the name of the product - this will appear on the tab of your browser

**Description:** This section allows you to write a brief description for this product

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended*

**Image:** this will be pre-ticked to 'Default' as you would have previously added an image in the 'Images' section

### Searching/Indexing

**Search Engines:** Tick this box if you would like this page to be found in search engines

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results*

**Site Search:** Tick this box if you would like this page to be found in an internal search of your website

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results*

**Add Product: ban01 - Banana** Refresh Print

General Prices Images Categories Variations Attributes Related SEO Preview

**Meta Data**

Browser Title

Description (250 chars max)

Image  Default  Custom  
*n/a*  No file selected.

---

**Searching / Indexing**

Search Engines  Allow search engines to index this product

Site Search  Allow this product to appear in search results on this site

### 9. Preview

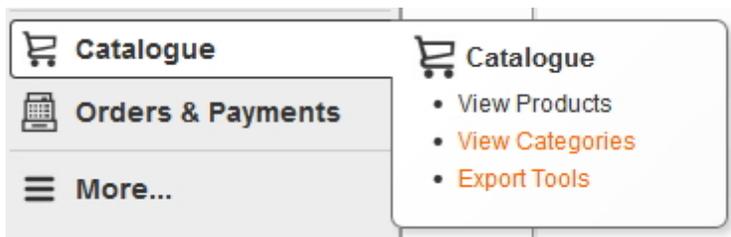
\*This page will show a preview of what the product will look like on the website page

Click the 'Finish' button

## 11.1.3 Delete Products

### How to Delete Products

On the left navigation bar click 'Catalogue', a sub menu will open with a list of categories. Click 'View Products' from the subcategory.



To find the product details you need to enter the product name in the 'Query' box.

**Manage Products** Refresh Print

List Products Manage Prices Add Product

1 to 15 of 15 products Query:  Type: Normal or Base Visible: - Any - Category: - Any Category -

SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
ban01	Banana	Normal	\$3.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
bro15	Broccoli	Normal	\$6.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>
car18	Carrots	Normal	\$5.99	Yes	Yes	Yes	No	<a href="#">[delete]</a>
egg85	Eggplant	Normal	\$5.99	Yes	Yes	Yes	No	<a href="#">[delete]</a>

Once the product is found you can delete the product by clicking the **'Delete'** button at the right hand side.

Manage Products Refresh Print

List Products Manage Prices Add Product

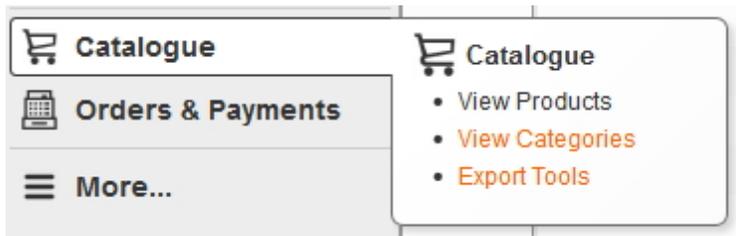
1 to 2 of 2 products Query:  Type: Normal or Base Visible: - Any - Category: - Any Category - Go

SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
ban01	Banana	Normal	\$3.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
lfb41	Lady Finger Bananas	Normal	\$8.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>

## 11.1.4 Search Products

### How to Search Products

On the left navigation bar click **'Catalogue'**, a sub menu will open with a list of categories. Click **'View Products'** from the subcategory.



You can search products by simply entering the name of the product in the **'Query'** box as highlighted below and click **'Go'**.

Manage Products Refresh Print

List Products Manage Prices Add Product

1 to 2 of 2 products Query:  Type: Normal or Base Visible: - Any - Category: - Any Category - Go

SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
ban01	Banana	Normal	\$3.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
lfb41	Lady Finger Bananas	Normal	\$8.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>

A list of products will appear that relate to the query.

Manage Products Refresh Print

List Products Manage Prices Add Product

1 to 2 of 2 products Query:  Type: Normal or Base Visible: - Any - Category: - Any Category - Go

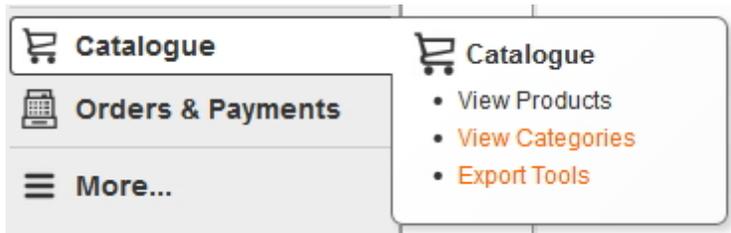
SKU	Name	Type	Price	Purchase	In Stock	Visible	Featured	
	Banana	Normal	\$3.00	Yes	Yes	Yes	Yes	<a href="#">[delete]</a>
	Lady Finger Bananas	Base	\$8.00	Yes	Yes	Yes	No	<a href="#">[delete]</a>

page 1

## 11.1.5 Manage Prices

### How to Manage Prices

On the left navigation bar click **'Catalogue'**, a sub menu will open with a list of categories. Click **'View Products'** from the subcategory.



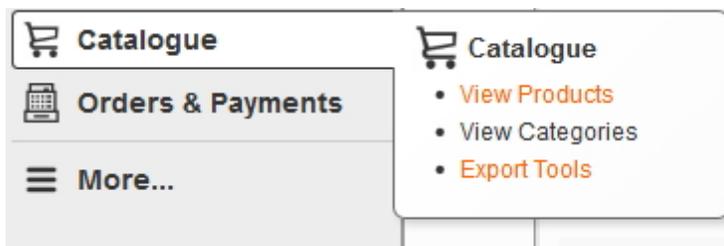
You can manage the products prices by selected the relevant boxes below.

Manage Prices							Refresh	Print	
List Products		Manage Prices	Add Product						
SKU	Name	Advertised Price		Taxable Goods					
		Price	RRP	Excl	GST (0%)	GST (10%)			
ban01	<input type="checkbox"/> Banana	<input type="text" value="3"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
bro15	<input type="checkbox"/> Broccoli	<input type="text" value="6"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
car18	<input type="checkbox"/> Carrots	<input type="text" value="5.99"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
egg85	<input type="checkbox"/> Eggplant	<input type="text" value="5.99"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
gsa87	<input type="checkbox"/> Granny Smith Apples	<input type="text" value="5"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
lfb41	<input type="checkbox"/> Lady Finger Bananas	<input type="text" value="8"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
ora19	<input type="checkbox"/> Orange	<input type="text" value="5"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
pea27	<input type="checkbox"/> Pear	<input type="text" value="66"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
pin62	<input type="checkbox"/> Pineapple	<input type="text" value="10"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			
pla23	<input type="checkbox"/> Pink Lady Apple	<input type="text" value="1"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>			

## 11.2 View Categories

### View Categories

On the left navigation bar click **'Catalogue'**, a sub menu will open with a list of categories. Click **'View Categories'** from the subcategory.



Once **'View Categories'** is open you are able to 'Add', 'Edit', or 'Delete'.

To add a category click '**Add Category**' which is located on the navigation bar.

To edit a category click the '**Title**' of the category within the list.

To delete a category click the '**delete**' button on the right hand side of the page.

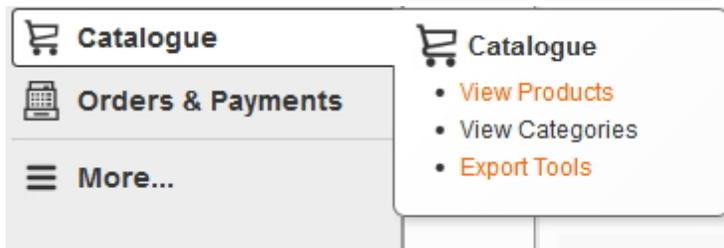
Category Manager					Refresh	Print	
List Categories	Add Category						
Name	Products	Hidden	Filtering	Tag			
All Categories		No	No		[add child]		
Fruit	8	No	No		[re-order]	[add child] [delete]	
Vegetables	6	No	No		[re-order]	[add child] [delete]	

## 11.2.1 Add Category

### How to Add Categories

On the left navigation bar click '**Catalogue**', a sub menu will open with a list of categories.

Click '**View Categories**' from the subcategory.



Once '**View Categories**' is open, click '**Add Category**' which is located on the navigation bar.

Category Manager					Refresh	Print	
List Categories	Add Category						
Name	Products	Hidden	Filtering	Tag			
All Categories		No	No		[add child]		
Fruit	8	No	No		[re-order]	[add child] [delete]	
Vegetables	6	No	No		[re-order]	[add child] [delete]	

'General | Add Category' will appear.

General | Add Category

General Attributes SEO Product Filtering

Name: \*

Parent: \* Product Categories

Tag:

Options:  Category is hidden from menus and browsing

Image:  No file selected.

The text box 'Add Category' will have 4 steps detailing in this order.

1. General
2. Attributes
3. SEO
4. Product Filtering

### 1. General

**Name:** This will be the name of the category.

**Parent:** This allows you to choose where the root of this page will be linked.

**Options:** Tick this only if you want to hide the category from the user

**Image:** upload an image for the category if required by clicking the 'Browse' button and selecting the image you have saved on your computer.

**General | Add Category** [X]

General | Attributes | SEO | Product Filtering

Name: \*

Parent: \* Product Categories

Tag:

Options:  Category is hidden from menus and browsing

---

Image:  No file selected.

## 2. Attributes

**Short Description:** enter a description for the category if required.

**Attributes | Add Category** [X]

General | **Attributes** | SEO | Product Filtering

Short Description:

## 3. SEO

### **Meta Data**

**Browser Title:** The title is already defaulted from the name of the category - this will appear on the tab of your browser.

**Description:** This section allows you to write a brief description for this category.

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended.*

**Image:** This will be pre-ticked to 'Default' as you would have previously added an image in the 'Images' section.

**Searching/Indexing**

**Search Engines:** Tick this box if you would like this page to be found in search engines.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

✕
SEO | Add Category

General
Attributes
SEO
Product Filtering

**Meta Data**

Browser Title

Description (250 chars max)

Image  Default  Custom

*n/a*  No file selected.

---

**URLs**

Custom Path

---

**Searching / Indexing**

Search Engines  Allow search engines to index this category

## 4. Product Filtering

Please contact WorldWeb to discuss.

✕
Product Filtering | Add Category

General
Attributes
SEO
Product Filtering

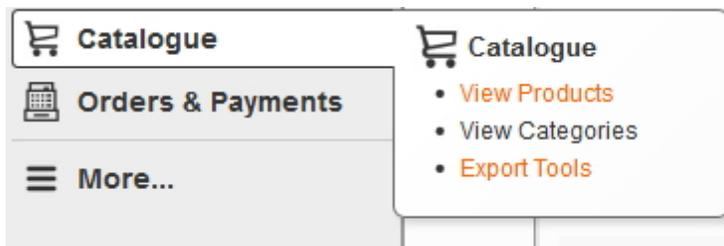
Product filtering allows a visitor to quickly search products within this category and any sub categories. Typically your visitors should at least be able to filter by price.

[Click here to add product filtering to this category.](#)

## 11.2.2 Edit Category

### How to Edit Categories

On the left navigation bar click '**Catalogue**', a sub menu will open with a list of categories. Click '**View Categories**' from the subcategory.



To edit a category click on the 'name' of the category within the list.

You would follow the same process as '**Add Category**' by editing the details you desire.



The screenshot shows the 'Category Manager' interface. At the top, there are two buttons: 'List Categories' and 'Add Category'. On the right side, there are 'Refresh' and 'Print' buttons. Below these is a table with the following columns: Name, Products, Hidden, Filtering, and Tag.

Name	Products	Hidden	Filtering	Tag
All Categories		No	No	[add child]
Fruit	8	No	No	[re-order] [add child] [delete]
Vegetables	6	No	No	[re-order] [add child] [delete]

## 1. General

**Name:** This will be the name of the category.

**Parent:** This allows you to choose where the root of this page will be linked.

**Options:** Tick this only if you want to hide the category from the user

**Image:** upload an image for the category if required by clicking the 'Browse' button and selecting the image you have saved on your computer.

The screenshot shows a dialog box titled "General | Add Category" with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Attributes", "SEO", and "Product Filtering". The "General" tab is selected. The form contains the following fields and options:

- Name:** A text input field with a red asterisk (\*) indicating it is required.
- Parent:** A dropdown menu showing "Product Categories" with a folder icon and a "Browse..." button next to it. A red asterisk (\*) is next to the label.
- Tag:** A text input field.
- Options:** A checkbox labeled "Category is hidden from menus and browsing".
- Image:** A "Browse..." button and a text field containing "No file selected."

At the bottom right of the dialog are "Cancel" and "Finish" buttons.

## 2. Attributes

**Short Description:** enter a description for the category if required.

The screenshot shows a dialog box titled "Attributes | Add Category" with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "Attributes", "SEO", and "Product Filtering". The "Attributes" tab is selected. The form contains the following field:

- Short Description:** A large text area for entering a description.

At the bottom right of the dialog are "< Back", "Cancel", and "Finish" buttons.

## 3. SEO

### Meta Data

**Browser Title:** The title is already defaulted from the name of the category - this will appear on the tab of your browser.

**Description:** This section allows you to write a brief description for this category.

*\*Please note that the description will be used through search engines, therefore using keywords and phrases is highly recommended.*

**Image:** This will be pre-ticked to 'Default' as you would have previously added an image in the 'Images' section.

### Searching/Indexing

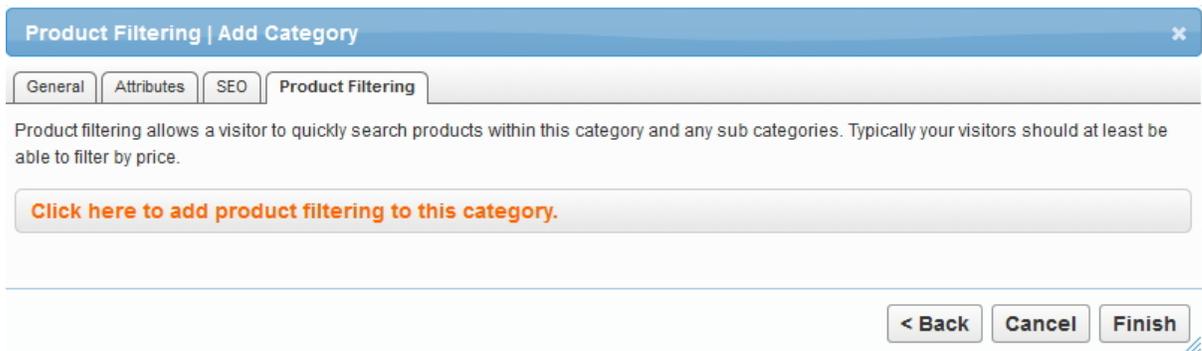
**Search Engines:** Tick this box if you would like this page to be found in search engines.

*\*Please note that the box is ticked as a default - only un-tick this box if you do not want this page found in your internal search results.*

The screenshot shows a web form titled "SEO | Add Category" with a close button (X). The form has four tabs: "General", "Attributes", "SEO", and "Product Filtering". The "SEO" tab is active. Under the "Meta Data" section, there are three fields: "Browser Title" (containing "ContentONE Demo"), "Description (250 chars max)" (empty), and "Image" (with radio buttons for "Default" and "Custom", and a "Browse..." button next to "No file selected."). Below this is the "URLs" section with a "Custom Path" field. The "Searching / Indexing" section has a "Search Engines" checkbox checked, with the text "Allow search engines to index this category". At the bottom right, there are three buttons: "< Back", "Cancel", and "Finish".

## 4. Product Filtering

Please contact WorldWeb to discuss.



**Product Filtering | Add Category** ×

General Attributes SEO **Product Filtering**

Product filtering allows a visitor to quickly search products within this category and any sub categories. Typically your visitors should at least be able to filter by price.

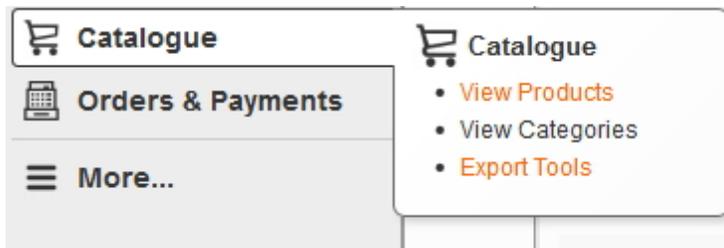
[Click here to add product filtering to this category.](#)

< Back Cancel Finish

### 11.2.3 Delete Category

#### How to Delete Categories

On the left navigation bar click **'Catalogue'**, a sub menu will open with a list of categories. Click **'View Categories'** from the subcategory.



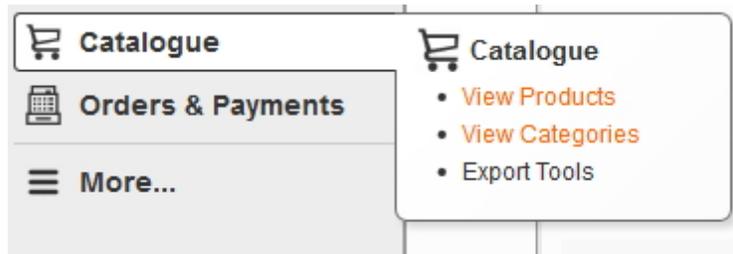
To delete a category click on the **'delete'** button on the right hand side.

Category Manager					Refresh	Print
List Categories		Add Category				
Name	Products	Hidden	Filtering	Tag		
📁 All Categories		No	No	[add child]		
📁 Fruit	8	No	No	[re-order]	[add child] [delete]	
📁 Vegetables	6	No	No	[re-order]	[add child] [delete]	

## 11.3 Export Tools

### Export Tools

On the left navigation bar click '**Catalogue**', a sub menu will open with a list of categories. Click '**Export Tools**' from the subcategory.



### Step 1 of 3: Export Fields

As a default all boxes will be ticked. You will need to un-tick the boxes that you do not wish to export. Click '**Continue**'.

Export Products
Refresh
Print

Export Products

### Step 1 of 3: Export Fields

Export the following fields:

**Basic Details**

 SKU  
 Barcode  
 Name  
 Canonical URL

**Attributes**

 Description  
 Is Organic  
 Quantity  
 Season  
 Variety of product  
 Colour  
 Size

**Stock Control**

 Units  
 In Stock

**Dimensions**

 Length  
 Width  
 Height  
 Weight

**Pricing**

 Price  
 Saleable

**Featured**

 Featured

Continue

### Step 2 of 3: Export Criteria

**In Stock:** Select 'Any / Yes / No' if you want to export the the items that are in stock.

**Visible:** Select 'Any / Yes / No' if you want to export the the items that are visible on the website.

**Featured:** Select 'Any / Yes / No' if you want to export the the items that are featured on the website.

**Categories:** Tick the categories that you wish to export.

Click '**Continue**'.

Export Products
Refresh
Print

Export Products

### Step 2 of 3: Export Criteria

Export products that match the following criteria:

In Stock: - Any - ▼

Visible: - Any - ▼

Featured: - Any - ▼

---

Categories:

Fruit

Vegetables

Continue
Back to Step 1

## Step 3 of 3: Confirm Export

This will show you a preview of what will be exported.  
Click **'Start Export'**.

Refresh Print

Export Products

**Step 3 of 3: Confirm Export**

The summary of the export is below.

# Rows: 4

**Example Content**

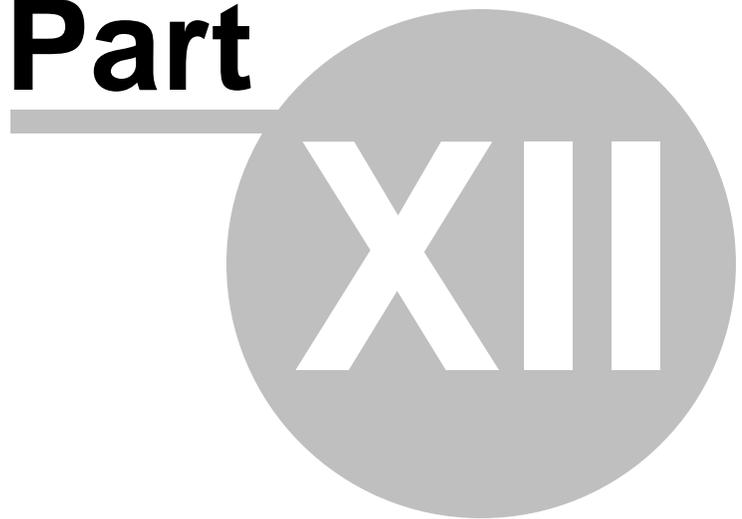
code	barcode	name	canonical	description	Organic	Quantity	Season	Variety	Colour	Size	units	in_stock	length	width	height	weight	price	saleable	featured
ban01		Banana	http://demo.worldwebms.com/products/fruit/banana/	Bananas are very nutritious.							1	Yes	0	0	0	0.0000	3.0000	Yes	Yes
gsa87		Granny Smith Apples	http://demo.worldwebms.com/products/fruit/granny-smith-apples/	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do	No		Autumn;Spring;Summer;Winter				1	Yes	0	0	0	0.0000	5.0000	Yes	Yes

**Start Export**
Back to Step 2

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



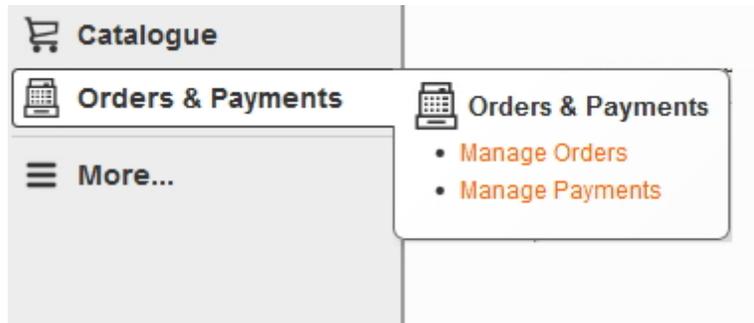
## 12 Orders & Payments

### Orders & Payments

On the left navigation bar click '**Orders & Payments**', a sub menu will open with a list of categories.

**Manage Orders:** will open to a list of all orders, which will allow you to manage and maintain.

**Manage Payments:** will open to a list of all orders, which will allow you to manage and maintain.

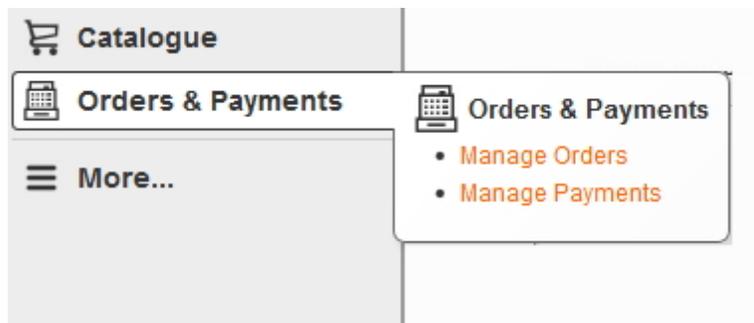


### 12.1 Manage Orders

#### Manage Orders

On the left navigation bar click '**Orders & Payments**', a sub menu will open with a list of categories.

Click '**Manage Orders**' from the subcategory.



Once '**Manage Orders**' is open you are able to search for orders, Manage Payments and Export Orders.

**Query:** Type in a keyword or phrase that you want to search for within the list of orders.

**Manage Payments:** will open to a list of all orders, which will allow you to manage and maintain.

**Export Orders:** will allow you to export orders from the relevant fields selected.

Orders & Payments Refresh Print

Manage Orders | Manage Payments | Export Orders

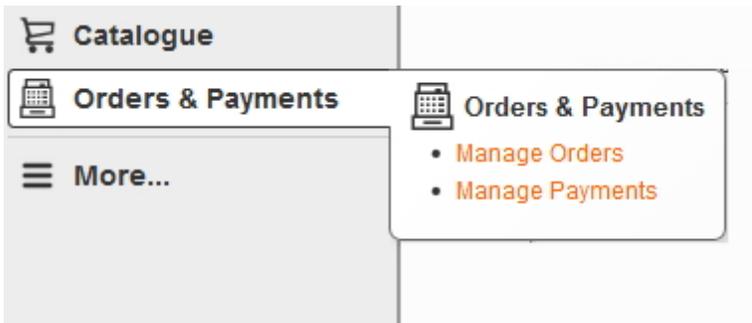
From:  To:  Query:  Type: Any Status: Any Payment: Any Go

Reference #	Type	Date	Customer	Items	Status	Payment	Total	Balance	Transaction ID	3rd Party ID
12	Order	09-Aug-2013 03:55pm	Brad Harrison	1	Incomplete	Error	\$23.00	\$23.00		
11	Order	11-Jul-2013 11:07am	Brad Harrison	1	New	Success	\$23.00	\$23.00	51823965U9029545H	
10	Order	11-Jul-2013 11:01am	Brad Harrison	1	New	Success	\$25.50	\$25.50	5JE713550S957941Y	
9	Order	11-Jul-2013 10:56am	Brad Harrison	1	New	Pending	\$23.00	\$23.00	0L532974TF481170Y	

## 12.2 Manage Payments

### Manage Payments

On the left navigation bar click **'Orders & Payments'**, a sub menu will open with a list of categories. Click **'Manage Payments'** from the subcategory.



Once **'Manage Payments'** is open you are able to search for payments, Manage Orders and Export Orders.

**Query:** Type in a keyword or phrase that you want to search for within the list of payments.

**Manage Orders:** will open to a list of all orders, which will allow you to manage and maintain.

**Export Orders:** will allow you to export orders from the relevant fields selected.

Orders & Payments Refresh Print

Manage Orders | Manage Payments | Export Orders

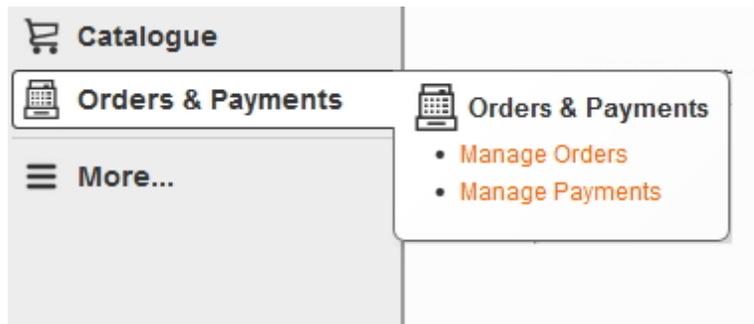
From:  To:  Query:  Status: Any Go

Date	Order	Status	Description	Code	Message	Reference	3rd Party ID	Amount	Attachment
09-Aug-2013 03:55pm	12	Error	Credit Card		Server.GatewayFailure			\$23.00	
11-Jul-2013 11:07am	11	Success	PayPal		Completed via PayPal IPN	51823965U9029545H		\$23.00	<a href="#">[view]</a>
11-Jul-2013 11:01am	10	Success	PayPal		Completed via PayPal IPN	5JE713550S957941Y		\$25.50	<a href="#">[view]</a>
11-Jul-2013 10:56am	9	Success	PayPal		Completed via PayPal IPN	0L532974TF481170Y		\$23.00	<a href="#">[view]</a>

## 12.3 Export Orders

### Export Orders

On the left navigation bar click **'Orders & Payments'**, a sub menu will open with a list of categories. Click **'Manage Payments'** from the subcategory.

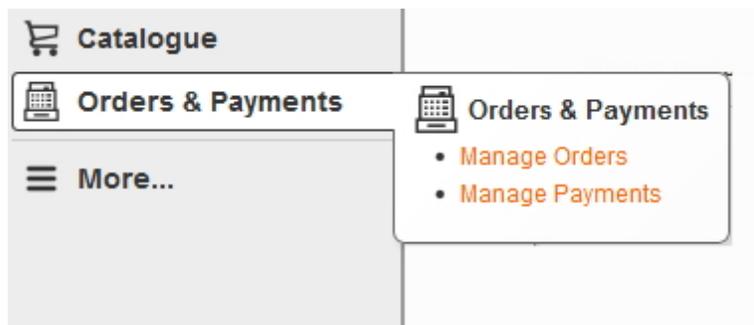


Export Orders will allow you to export orders from the relevant fields selected.

### 12.3.1 How to export orders

#### How to Export Orders

On the left navigation bar click **'Orders & Payments'**, a sub menu will open with a list of categories. Click **'Manage Payments'** from the subcategory.



Select **'Export Orders'** which is located on the navigation bar.

Step 1 of 3: Export Fields  
Click '**Continue**'.

Orders & Payments Refresh Print

Manage Orders Manage Payments Export Orders

### Step 1 of 3: Export Fields

Export the following fields:

**Order Details**

- Reference
- Date Placed
- Order Status
- Payment Method
- Payment Status
- Total
- Remaining Balance
- Source Site Code
- Source Site Name

**Customer Details**

- First Name
- Last Name
- Email
- Home Phone
- Mobile Phone
- Fax

**Billing Details**

- First Name
- Last Name
- Address 1
- Address 2
- Suburb
- State
- PostCode
- Country

**Delivery Details**

- Delivery Method
- First Name
- Last Name
- Address 1
- Address 2
- Suburb
- State
- PostCode
- Country

**Items**

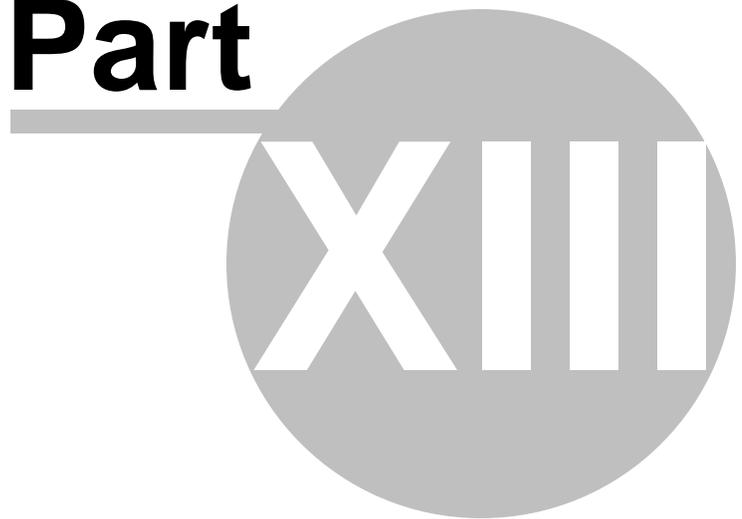
- Item Code
- Item Name
- Item Qty
- Item Unit Price
- Item Total Price

**Continue**

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



## 13 Glossary

### Glossary

**Content ONE** - is a Web Content Management System.

**Content Management System (CMS)** - CMS is software for managing content on a Web site directly on the server.

**Site** - the website as displayed to your visitors or users, containing all the content added via the CMS. It is sometime referred to as the 'front end'.

**Back end** - the Content ONE administration console where the Site Administrator manages the Web Site and its content.

**Front end** - another name for the Web Site that your visitors (or members) see.

**Database** - a database is an organised collection of information. It contains a collection of records that you can search, sort and analyse rapidly.

**Workspace** - the Workspace is the area of the Content ONE Admin section where the business of configuration and content publishing takes place. The workspace dynamically updates as you select tools and menu options. The workspace can include: HTML editor, Menu Editor, Page Editor, link management and several other features.

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For more information on content management systems, website design and other web services, please visit our website:

[www.worldweb.net.au](http://www.worldweb.net.au)

or contact us on

+61 8 8215 0020