# Sitebox Manual v1.3.1

Visit http://www.sitebox.com.au/admin

Enter the companies' username & password – along with your username & password.

Once logged in a 'logout' button is displayed in the upper left to logout once you have finished, wish to log in as another user or if your login was unsuccessful.

## *profile*

- Provides links to the public & testing sites
- Shows the size of the public website on the server
- Maximum allowable size of the website is shown – along with the number of pages currently being displayed on the public site.

## *manage web pages*

- *<u>View site structure</u>* : displays a site structure with various manipulation options for the various pages & sections

    - *Status* – shows the current status of a page or section either :
        - P : visible on the public & test site
        - T : visible on the test site only
        - L : visible on the public & test site, but the user is unable to alter the page

      To change the status click on the letter and change as required. (If the status is changed to Offline the page will no longer be visible on the site structure page)

    - *Rename* – allows the renaming of a page or sub section, along with the ability to move it to another section. To change choose a section from the drop box and type a new name as required.

    - *Reorder pages* – available for sections only. Allows you to change the order of pages & sub sections within a given section. To change just number the page order from 1 as required. Also displayed is the status of the page aswell. All pages can be ordered regardless of their status. Click update when done.

    - *Testing / Public* – available for pages only. Choosing 'Testing' loads the relevant page on the testing site, while 'Public' shows the page on the public website. If the page status is 'T' only the testing option will be available. NOTE : The page loads in a separate browser window which may load behind the current open window in which case you will need to manually change to the other browser window to view the page.

    - *Add Cell* – available for pages only. If a page has multiple cells available for use, but all have not been completed then 'Add Cell' is available to use. This will add a new cell to the current page (the same as adding a new page – see 'add a page step 2' below).

    - *Mod Cell* – available for pages only. Click on the cell you wish to modify (the same as adding a new page – see 'add a page step 2' below). There are a couple of extra functions available in modify which are as follows:
        - *Insert Button* : Used to insert a new item below the selected item.
        - *Delete this Item checkbox* : Check this box to remove the row when the finished button is pressed.
        - *Up Button* : Used to swap the current item with the item on the row above.

- *<u>View offline pages</u>* : Similar to 'View site structure' as it shows the status of the various sections & pages – but only the offline pages are displayed. To change the status again click the 'O' under status for the relevant page & change the status as required.

- *<u>Add a page</u>* : Used to add a page or section to the website. This involves completing the following information :
    - *Section* : Choosing which existing section the new page/section will go
    - *Page name* : Choosing a name for the new page/section. Page names must be unique within a particular section and are not case sensitive. Non alpha-numeric characters should be avoided if possible.

    - *Status* : Choose the status of the new page. It is recommended that all new pages be placed in the testing section first & not published directly to the public site.

- *Page or section* : Choose if the new item will be a page or section.

- *Page Notes* : These are internal notes for the company. This information is not published anywhere on the public website. Items listed may include the date & what data was added to the page.

- *Page Meta Keywords* : OPTIONAL – If control has been requested for managing meta data this is where the meta keywords should be entered, separated by commas.

- *Page Meta Description* : OPTIONAL - If control has been requested for managing meta data this is where the meta description should be entered.

Once all the above information is complete ‘Add Item’ should be clicked.

- *Cell Number* : If your page has more than one cell available for use – choose the cell you wish to input the data into.

You are able to input up to six items onto a page at any one time. Each option has the following properties.

- *Format* : Choose the type or style of the information you are entering. This list can be modified to suit your requirements – contact Sitebox for more information. The following choices will result in a new window opening asking for more information :
    - <u>Link - Email</u> : Add in an email address and the text you wish to be displayed as the link. Click ‘Add Email Link’ when finished.
    - <u>Link – Image</u> : Choose ‘Browse’ & then find the image file to upload. It MUST be either a JPG, GIF or PNG file & be under 200k in size. The alignment of the image can be changed aswell. If the text is required to wrap around the image check the ‘Wrap text’ box. The image will automatically be scaled to a size that fits within the layout. This can be changed, but this isn’t advisable.
    - <u>Link – PDF</u> : Choose ‘Browse’ & then find the PDF file to upload. Complete the sentence which will be the link to the PDF file. Click ‘Upload PDF’ to upload the PDF. (This may take a few minutes depending on the size of the PDF file & the speed of the internet connection.
    - <u>Link – External</u> :Type in the address of the website to be linked to. DON’T FORGET THE http:// if the site is an external page. Type in the text to be displayed as the link. Uncheck the ‘Open in a new window’ box if the webpage is to be loaded in the current window.
    - <u>Link – Internal</u> : Choose the page you wish to link to from the dropbox of available pages. Type in the text to be displayed for the link.
    - <u>Table</u> : Specify the number of pixels space between the table cells, along with the number of columns and rows in the table. Click 'Construct Table' to continue. Fill in the cells with your data. Change the format of the text & cells by clicking the appropriate buttons. To modify the alignment of the data within the cells change the column align option. Rows and columns can be added by clicking 'Row' or 'Col'. To delete a row or column click 'Del' adjacent to the row or column to be deleted.
    - <u>Code</u> : Allows custom HTML code can be used.

    - <u>Bullet List</u> : To create a bullet list choose 'List Start – Unordered' as the format & leave the information box blank. In the next row(s) choose 'List Item' as the format and type your information in the information box as per usual. Once your list is complete choose 'List Stop – Unordered' and leave the information box blank again.

- *Information* : Input the information you wish to be included on the page. You can copy & paste text from another document if you wish. If you know HTML code you can input HTML codes here.
- *New Paragraph* : if you want the text or information entered to flow continuously from the preceding paragraph then check the ‘No’ option.

If more than six input boxes are required clicking ‘More Items’ brings up another six items which can be used. Once all the items have been added click ‘Add these Items’

- *<u>Reorder top-level</u>* : Allows the reordering of the menu options. Number the sections starting at one to place them in numerical order. This will only work in the top level navigation on the website is generated by Sitebox.

- *<u>Make public site</u>* : Used to update the changes on the public website. A list of all pages is displayed along that are to be uploaded and then click ‘Upload Pages’. To select/deselect all of the pages in one step – click the ‘Check All / Uncheck All’ button.

• *Make test site* : Use this to recreate ALL of the pages in the test site. After clicking the ‘view site structure’ page is displayed with a message at the top saying ‘Test site recreated successfully’

• *Rebuild buttons* : This option will recreate ALL menu buttons on the testing & public websites. The message ‘Buttons recreated successfully’ will be displayed once this is completed.

### *manage extra data*
Used to manage the default meta keywords and description for the website, along with any extra predefined replaceable data.

• *Mod* : Modifies the relevant template item so that next time it is used all pages will be modifed to reflect the change.

If new template items are required this can be arranged by contacting your Sitebox representative.

### *manage news releases*
A separate special news system provides the ability to quickly and easily add new items as a 'popup window' on the website.

• *view news items* : Shows a complete list of all News Releases, the date of the release, and their Current/Archived status.

  - *Clicking on the Heading of the news release will show you the content in a popup window. Note that the layout, colouring, font size, style etc may vary in comparision to your website, this is only a guide to check the contant.*

  - *Mod* : Allows the modification of an existing News Release. Allows the changing of the Heading, Date, Status and content. (See below for more information)

• *Add news item* : Used to add a new news item to the website. Contains the following options:

  - *Heading* : The heading for the release to be displayed on the website.

  - *Date* : The date to be displayed with the release. This can be back / forward dated if required.

  - *Current* : Check this box to display this news item on the page of Current News Items.

  - *Archive* : Check this box to display this news item on the page of Archived News Items.

Once all the above information is complete ‘Add News Item’ should be clicked.

You are able to input up to fifteen items onto a page at any one time. Each option has the following properties.

  - *Format* : Choose the type or style of the information you are entering. This list can be modified to suit your requirements – contact Sitebox for more information. The following choices will result in a new window opening asking for more information :
    - Link - Email : Add in an email address and the text you wish to be displayed as the link. Click ‘Add Email Link’ when finished.
    - Link – Image : Choose ‘Browse’ & then find the image file to upload. It MUST be either a JPG, GIF or PNG file & be under 200k in size. The alignment of the image can be changed aswell. If the text is required to wrap around the image check the ‘Wrap text’ box. The image will automatically be scaled to a size that fits within the layout. This can be changed, but this isn’t advisable.
    - Link – PDF : Choose ‘Browse’ & then find the PDF file to upload. Complete the sentence which will be the link to the PDF file. Click ‘Upload PDF’ to upload the PDF. (This may take a few minutes depending on the size of the PDF file & the speed of the internet connection.
    - Link – External :Type in the address of the website to be linked to. DON’T FORGET THE http:// if the site is an external page. Type in the text to be displayed as the link. Uncheck the ‘Open in a new window’ box if the webpage is to be loaded in the current window.
  - *Information* : Input the information you wish to be included on the page. You can copy & paste text from another document if you wish. If you know HTML code you can input HTML codes here.

- *New Paragraph* : if you want the text or information entered to flow continuously from the preceding paragraph then check the ‘No’ option.

If more than fifteen boxes are required, click the 'More Items' button at the bottom – this will add the first fifteen items & show another fifteen boxes available for usage.

Once all of the information has been added – click the 'Add these Items' button to add the release to the system & return to the 'view news items' screen.

## *manage newsletters*

Used to manage newsletters & a database of email addresses to send the newsletters to. Your website will need to be setup to cater for visitors to subscribe & unsubscribe from the newsletter. If it does not currently have this facility – please contact your SiteBox representative.

- *View newsletters* : Shows a list of all newsletters that have been added for your website. Clicking on 'Preview HTML' shows a preview of the newsletter in HTML format. Note that the layout of the newsletter received by the subscriber may vary depending on the configuration of their email program. Click 'Modify' to modify the newsletter itself.
- *Add newsletter* : Used to add a new newsletter to the system. This involves completing the following information :
  - *Subject* : the subject of the email
  - *Date* : The date that will be displayed on the email (if required)
  - *Email Header* : This is what you would like displayed at the top of each email. Special predefined variables are available to substitute a subscriber's information into the email. The variables MUST have a **%** character at the beginning & end.
    - ***%Email%*** : This will substitute the subscriber's email address into the newsletter. This is particularly useful for people with more than one email address as it shows them which email address is receiving the newsletter.
    - ***%Name%*** : This will substitute the subscriber's full name into the newsletter.
    - ***%Greeting%*** : This will substitute the subscriber's preferred greeting into the newsletter.
    - ***%Date%*** : This will substitute the date specified as the variable above.
  - *Email Footer* : This will be displayed at the bottom of all newsletters. The variables available for use in the Header are also available for use in the footer.
  - *Reply Address* : This should be an email address within your organisation where emails will be received from subscribers who reply to your email.
  - *Reply Name* : The name that will be displayed to the subscriber in their email program.

Click 'Add Newsletter Details' once all of the information is correct.

You are able to input up to fifteen items onto a page at any one time. Each option has the following properties.

- *Format* : Choose the type or style of the information you are entering. This list can be modified to suit your requirements – contact Sitebox for more information. Note that the list is shortened & does not allow some functions. This is to cater for both HTML & text emails for your subscribers. Should you only wish to send HTML emails this list can be expanded to include the extra items, such as images, links etc.
- *Information* : Input the information you wish to be included on the page. You can copy & paste text from another document if you wish. If you know HTML code you can input HTML codes here.
- *New Paragraph* : if you want the text or information entered to flow continuously from the preceding paragraph then check the ‘No’ option.

If more than fifteen boxes are required, click the 'More Items' button at the bottom – this will add the first fifteen items & show another fifteen boxes available for usage.

Once all of the information has been added – click the 'Add these Items' button to add the newsletter to the system & return to the 'view newsletters' screen.

- *View address list* : Shows a list of all subscribers to your mailing list & their preferences. The 'Sory by' dropbox will allow sorting by name or email address. Make a choice & click 'Sort !' to change the sort order. Click on a letter of the alphabet to change the display. You are able to modify & delete these subscribers by choosing the appropriate option.
- *Add email address* : Complete the various text boxes to add a new subscriber to your newsletter database.
- *Send newsletter* : To send the a newsletter first choose the newsletter from the dropbox. If you wish to send the newsletter to all subscribers choose 'All addresses' from the second list, or alternatively choose individual addreses by first clicking one address, then holding down the 'CTRL' key and clicking the other addreses to receive the email.

**It is recommended to send a single copy of the newsletter to yourself first to ensure all of the information & formatting is correct.**
When the newsletter & addreses have been chosen click 'Send emails' to send the newsletter to the subscribers.

## *manage permissions*

Allows the addition, deletion & modification of the usernames & passwords for access to the sitebox administration section for your site.

- *View permissions* : Shows a list of all usernames, their access levels & what sections they are allowed to access. Click on 'Mod' to modify the details for a given username or 'Del' to delete that username from the system.
- *Add new login* : Adds a new username to Sitebox to allow changes to be made. The following fields need to be completed :
    - *Username* : A unique username for the person to use. It should be something short and meaningful for the person to remember.
    - *Password* : This should be a mix of letters & numbers to ensure greater security. This is entered twice to ensure it is entered correctly.
    - *Email* : The email address for the username & password.
    - *Access Level* : Choose the level of access by choosing from the range of access levels provided.
    - *Available Sections* : To limit changes and access to specified sections within the website highlight the sections that are allowed to be changed. Leave no sections highlighted to allow access to all sections.
- *View log details* : Lists the last fifty actions in the Sitebox syst, showing the date & time, username, action, the item changed & the IP address of the machine that made the changes.
- *Search log files* : By choosing a from & to date, along with an optional username shows a list of all records between the given dates, 100 to a page.

## *manage photo library*

Allows the usage of a photo library on the website, with the ability to modify the image, caption & description associated with the photo. A thumbnail image for the website is automatically generated when the full size image is uploaded.

- *View image / photo* : Shows a list of all images/photos currently within the photo library, along with their associated captions & descriptions. Also displayed are the dimensions of the image & the size of the full size image in bytes. To modify or delete an image choose 'Mod' or 'Del' as appropriate.
    - *Mod* : See 'Add image / photo' below. The thumbnail image is displayed along with the existing information. You can change the caption & description without changing the image by not uploading a new image.
    - *Del* : Confirm the deletion of the image by clicking the 'Delete Photo' button, or click cancel to abort the deletion.
- *Add image / photo* : Used to upload a new image or photo to the photo library. The fields are as follows.
    - *File* : Click 'Browse' to locate the file to be uploaded from your machine. The file must be a JPG, GIF or PNG image to be added to the library. The fullsize image will be displayed exactly as it has been uploaded, so be sure this is correct.
    - *Caption* : The caption is what is displayed on the thumbnail page, saying what the image is.
    - *Description* : This is a larger description of the image and is displayed on the popup window along with the fullsize image.
- *Change image order* : Displays a list of the thumbnails in the system and a text box to change the position. Just type in a number for each image and click the 'Update Order' button – the images are now displayed in that order.