QuickSilk™

Spin the web. Your Way.™

User Guide

Version 1.11

January 2018

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I. Introduction to the User Guide

The purpose of this User Guide is to highlight the key features of the website and provide the website's Administrator with a comprehensive guide on how to operate the QuickSilk™ Content Management System (CMS) and specialized tools.

After reading of this user guide, you will be able to:

- ✓ Understand how the CMS works.
- ✓ Manage the website's content using CMS.
- ✓ Use specialized tools and utilities.
- ✓ Create and/or add new items (web pages, blogs, forums, galleries, HTML blocks, etc.).
- ✓ Manage and configure modules.
- ✓ Edit, add, remove and change order of navigation utilities.
- ✓ Manage users creating roles with certain permissions[1].

The QuickSilk™ Content Management System is an all-in-one solution which provides users with a wide range of up-to-date technologies and applications tailored to meet specific requirements, and adaptable for fast-paced environment. Apart from the basic features, the system includes the following advanced capabilities:

- ✓ Drag-and-drop functionality that allows managing the website content on a fly moving and locating modules and content blocks on a webpage.
- ✓ Comprehensive WYSIWYG (what you see is what you get) editor. Edit the size, color and style of your text, create tables and check your spelling.
- ✓ Allows creating custom webpage templates, dividing a page into content areas to suit any specific purposes.
- ✓ Supports an unlimited number of pages and sub-pages within a website.
- ✓ Enables users to easily create unlimited galleries and upload multiple videos and images to each gallery.
- ✓ Allows embedding external media content.
- ✓ Supports blogs and forums including their integration with social network accounts.
- ✓ Ability to create and manage microsites.
- ✓ Supports multi-language operation.
- ✓ Optimized for iPhones and other mobile devices, making the website even more accessible.

1 Applicable to users with Site Administrator role

1. Documentation Conventions

This user guide uses some special symbols and fonts to call your attention to important information. The following symbols appear throughout this document:

	**CAUTION:** The Caution symbol calls your attention to information that if ignored, can adversely affect the performance of CMS, or that can make a procedure needlessly difficult.
	**NOTE:** The Note symbol calls your attention to additional information that you will benefit from heeding. It may be used to call attention to an especially important piece of information you need, or it may provide additional information that applies in only specific circumstances.
	**TIP:** The Tip symbol calls your attention to additional information that is not necessary for performing a given procedure, but if followed might make the procedure or its subsequent steps easier, smoother, or more efficient.

In addition to these symbols, this user guide uses the following text conventions:

- **Buttons** and **Menus**: indicates a button to click, or a menu item to select.
- **Bold**: used for emphasis and document references.
- ***Bold Italics***: indicates the definition of a new term.
- Links: used for cross-references, and hyperlinked cross-references in online documents. Also, used to outline names of files and directories.
- CAPITALS: Names of keys on the keyboard: SHIFT, CTRL, ALT.

2. Feedback

If you have found an error in this guide, or if you have suggestions or ideas on how to improve this user guide, please contact us. Our contact information can be found at http://quicksilk.com/contact.

Please include in your report the guide's title, chapter and section titles, and the fragment of text in which you have found an error.

II. Introduction to the QuickSilk™ Content Management System

The website is composed of static and dynamic web pages where the static pages represent certain content for the certain webpage unless manually edited. Conversely, the dynamic pages can be configured with modules that will dynamically assemble groups of content on the page according to certain attributes. These modules can be dragged from the left-side panel and dropped into the desired place on the website for easy customization. In this case, the page and its content will be considered dynamic because of its ability to change automatically.

The QuickSilk™ CMS is role-based and database-driven, and operates by separating the content from the page/layout, enabling the re-use of single pieces of content across multiple web pages. Nearly all of the website content is stored in the content modules in the back-end administration area. Specific modules, such as Working Groups, are part of the dynamic content structure and will be simply edited in their respective modules. In turn, the static pages can be edited utilizing tools that you have normally used in word processing programs.

Many computer users are using the default browser that comes embedded into Microsoft Windows: Internet Explorer. There are several great alternative browsers that are all free to download and use, and may have features your current browser does not include. We recommend you trying the following web browsers: Mozilla Firefox, Chrome and Safari.

A website is a complex composition of hundreds and even thousands of various files. The first time you visit a site, your browser will save pieces of the site. Because your browser can display the files stored in its cache much faster than it can pull fresh files from a server, the next time you visit that site, the use of cached files will help cut down page load time. Web developers often have to update the files that comprise your website in order to push a change or new feature live. If a cached file (webpage) has been changed, the browser will keep showing an old, cached version of the file and you will not see the most recent changes. After clearing the cache in a browser, refresh the page you are viewing so that your browser is showing the most recent version of a webpage.

The administrator's main menu offers website management options grouped into the top menu:

- **Dashboard.** Takes you to the admin dashboard area.
- **User Manager.** Create new users, edit their data, remove users; create new and edit existing roles, assign roles to groups of users.
- **Modules.** Here you can choose necessary modules and manage the website's content using the chosen module
- **System.** Clear database cache and assets files from the system.
- **Language.** Choose preferred language.
- **Settings.** Configure general settings for your website, configure email settings, specify multimedia settings, optimize ranking of your website in search engine results, set global server settings, launch Cron and ping service utilities, and configure your Google Analytics account.
- **Edit Page Properties.** Opens a lightbox that allows the admin to edit the page's properties.

All the above listed tools will be described further in this user guide in their respective chapters and sections.

To instantly access necessary chapter of the user guide, use the Table of Content: select an item in the list of chapters and holding the CTRL keyboard key, click on the item.

Apart from modules and administration tools available in the CMS admin area, the website administrator has the ability to manage the website's content using frontend[3] editor tools described in this document as well.

[3] In content management systems, the terms *frontend* and *backend* refer to the end-user facing views of the CMS and the administrative views respectively.

1. Frequently Used Tools

Figure 1: Tools

Upper row: from left to right:

- Cut
- Copy
- Paste
- Paste as plain text
- Paste from Word
- Undo
- Redo
- Spell Check as You Type
- Link
- Unlink
- Anchor
- Embed media from external site
- Insert Image
- Insert flash file
- Insert table
- Insert horizontal line

Lower row: from left to right

- Bold
- Italic
- Strike through
- Remove format
- Insert/Remove numbered list
- Insert/Remove bulleted list
- Decrease indent
- Increase indent
- Block quote
- Create DIV container
- Align left
- Align center
- Align right
- Justify
- Formatting styles
- Paragraph format

- Insert special character
- Insert help box
- Insert lightbox
- Google Maps
- Spoiler
- Insert iFrame
- Show blocks
- Source code
- Background switcher*

*Use the Background Switcher to facilitate working with various font and background colors (i.e. users will have the ability to see a white font on a white background).

- Font type
- Font size
- Text color
- Background color

2. Getting Started

The website has two views: the public view and the CMS administration interface.

The CMS is implemented as a two-level management system where the Administrator can manage the website's content via the front-end interface and administrator's control panel.

2.1. Accessing the Public View

To access the public view of the website, the user should open their web browser and enter the websites ***URL***. (i.e. companyname.com).

Once the URL has been entered, the website opens and provides the user with the opportunity of moving to a particular area of the website using navigation utilities: page menu, links and buttons.

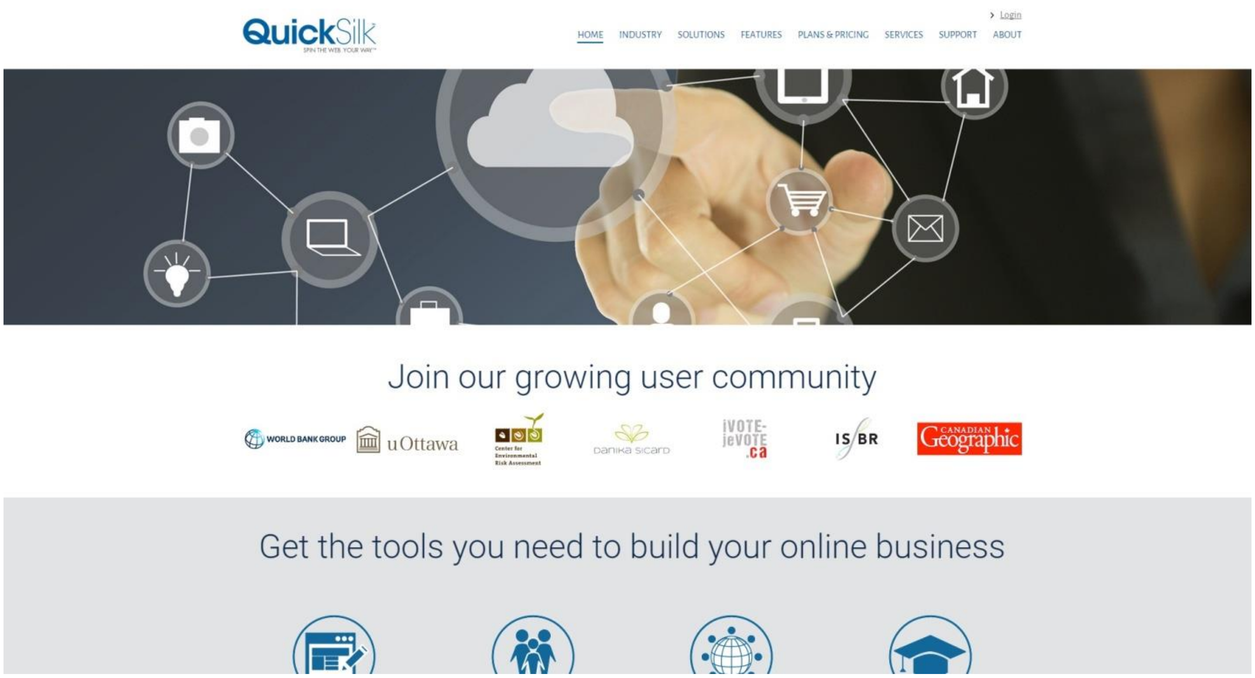


Figure 2: Home Page. Public View

2.2. Overview of Navigation Facilities

Navigation is a component or a series of grouped components on a web page that enable access to pages within a site. Website ***navigation***[5] is composed of primary and secondary components, and include top utility navigation, main navigation and footer utility navigation. Web pages provide local navigation components such as pages and drop-down menus, specialized functionality utilities, links and hyperlinks.

[4] URL stands for Uniform Resource Locator. It is the address of a website and looks like http://www.companyname.com/

[5] The website administrator's control panel allows add, edit, remove and change the order of navigation facilities according to specific needs.

3. Administrative Interface

3.1. Signing In

Whereas the public view is accessible by anyone, the CMS admin view is restricted to authorized users only.

The access the administrative area, click the **Login** link located in the top right and the login screen appears as shown in Figure 3 below. Type in your username (email) and password, and click the *Login* button. If the username and password are correct, the administration interface launches in the next window.

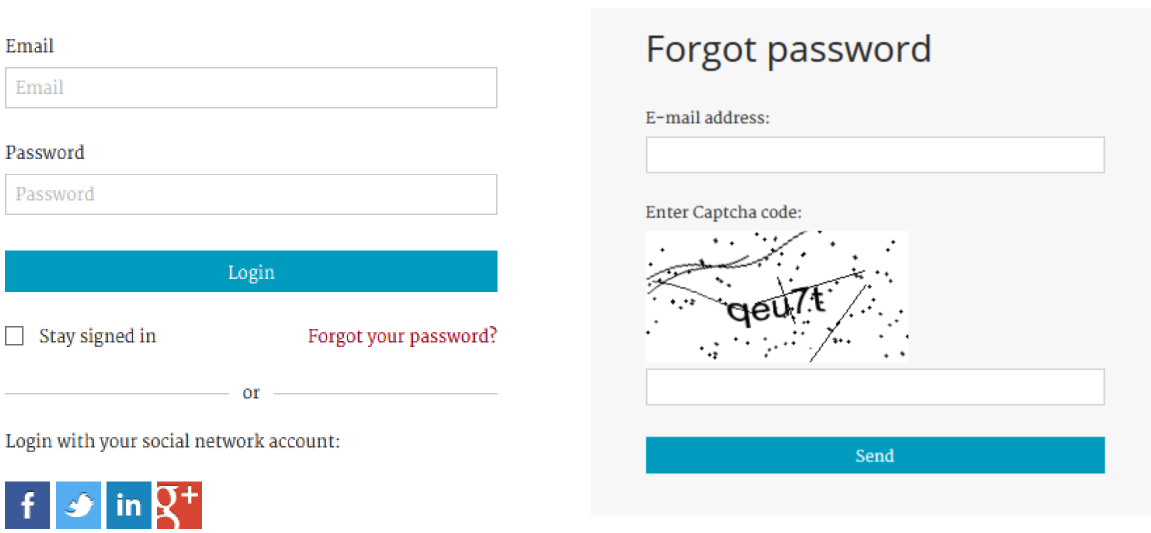


Figure 3: Login and Forgot Your Password Screens

To save the current session, tick the checkbox **Stay signed in**. By default, the session time is limited by 480 minutes and this value can be changed in the main tab of the **Settings** section. This is described in the respective chapter of this document.

Existing users registered in the system can log in using their accounts in social networks: Facebook, Twitter, LinkedIn and Google +.

If you forgot your password, click the '**Forgot your password?'** link and you will be prompted to specify your email address registered in the system. Type your email address into the **Email address** field; enter ***captcha***[6] confirmation code and press the **Send** button. Your password cannot be sent by e-mail because it is stored by the system in encrypted form, and you will be prompted to set up a new password using a secret code that will be generated for that purpose and sent to your e-mail.

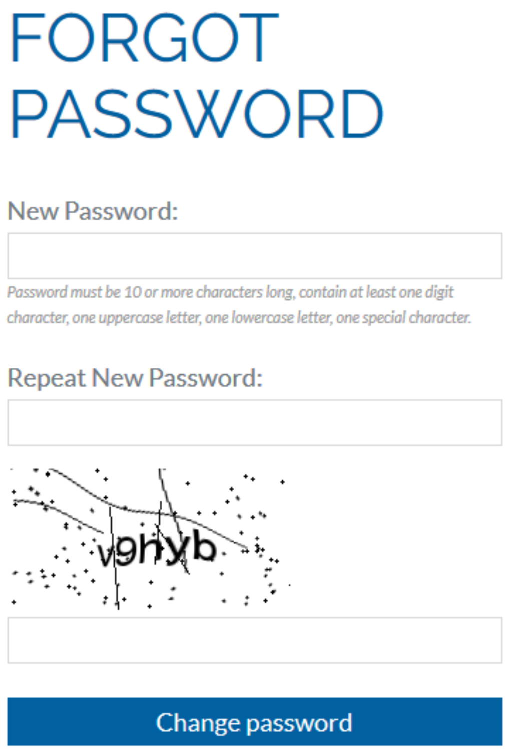


Figure 3.1: Changing Password

Once you received the e-mail from the password reminder, click the link in the message body and a new browser window will open. Specify your email address and a new password, repeat the new password and click the **Change Password** button to save your data.

[6] Captcha is a challenge-response test used in computing as an attempt to ensure that the response is generated by a human being. This technology is used for security purposes and aimed at preventing sending unauthorized emails generated by harmful computer programs

3.2. Common and Shared System Utilities and Functions

3.2.1. Creation and Removal of Module Instances

When users drag and drop modules into a webpage, the system opens a dialog box asking if users wish to create a new module instance or select existing one. Depending on user's choice, the system either opens interface to create a new instance or list of existing instances as shown in Figure 3.3 below.

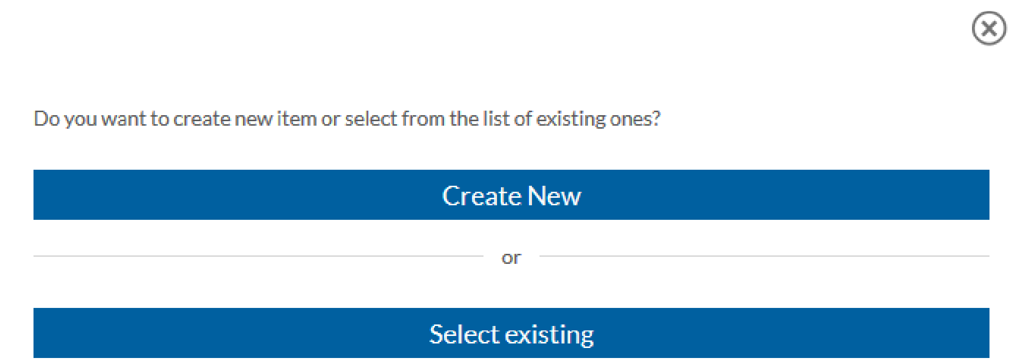


Figure 3.2: Embedding Module. System Dialog Box

Once the user has selected an instance in the list of existing instances, the system instantly embed the instance into a webpage.

Figure 3.3: List of Existing Instances

When the user is removing an instance, the system opens a dialog box and prompts the user to specify whether the instance will be removed from the current page only or permanently from the website. If the first option is chosen, the system removes the module instance from the webpage but the instance is still available in the list of the module's instances.

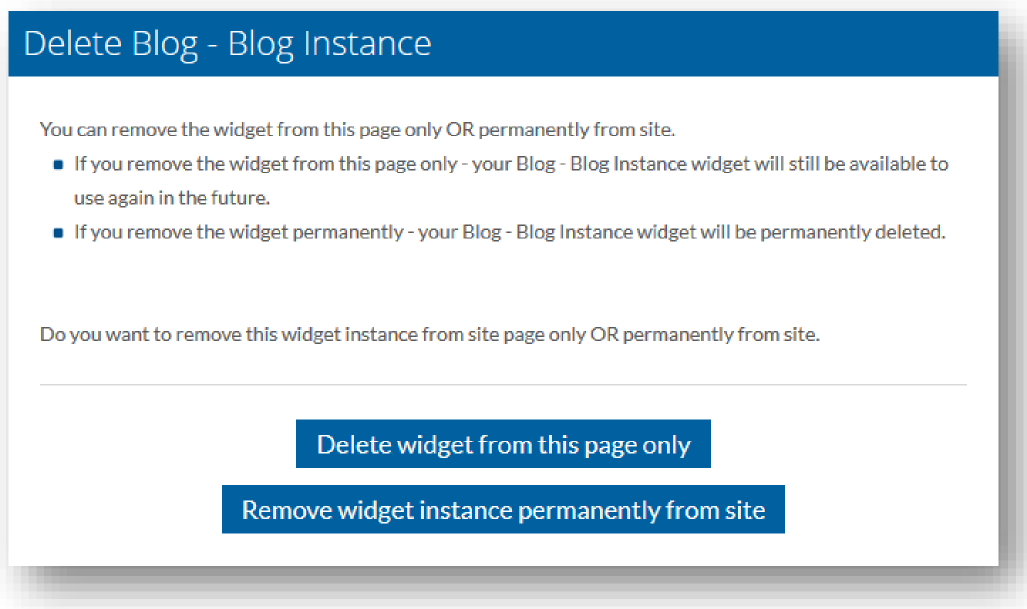


Figure 3.4: Removing Module Instance

3.2.2. RSS

RSS stands for Rich Site Summary (often called Really Simple Syndication) and enables users to publish and receive frequently updated information such as blog posts, forum topic and specific website updates.

RSS functionality applied for blogs, forums and events, and represented in the form of the RSS button shown in Figure 3.5 below. Once the user has clicked on the button, the system opens a new page providing the user with the ability to choose a type of subscription and subscribe to RSS feeds as shown in Figure 3.6 below.

Figure 3.5: RSS

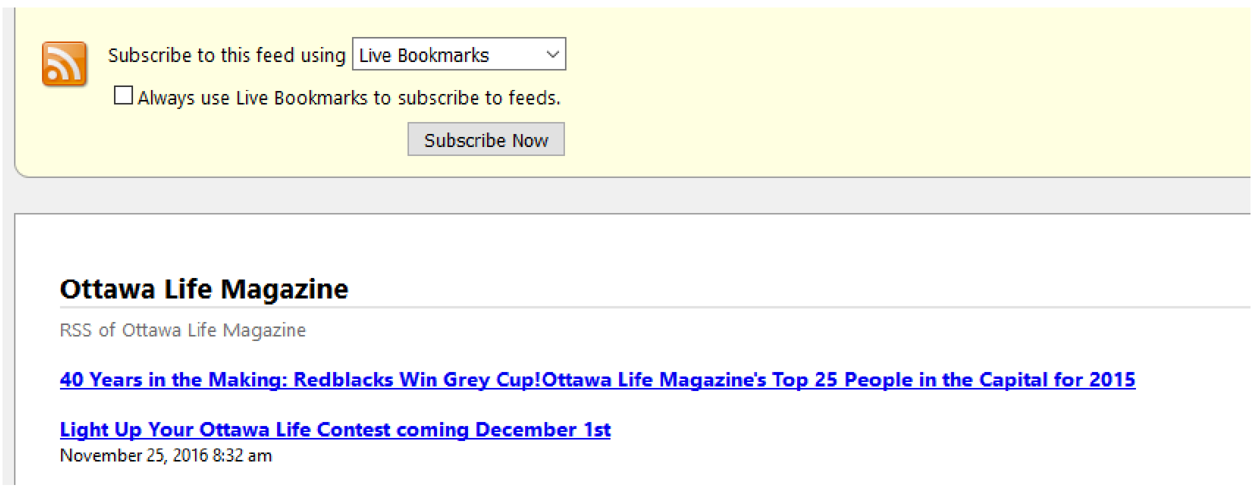


Figure 3.6: Sample of RSS Feed

3.2.3. Subscription

The system allows its users to subscribe to blogs, forums and file grid list, and receive respective notifications once the instances have been updated.

Figure 3.7: Subscribe to Blog Instance. Sample

In order to subscribe to receiving the system updates users to click on the Subscribe button shown in Figure 3.7 above. The system will treat the user's request to subscribe depending on the user's status (i.e. registered/unregistered in the system). The system will prompt unregistered users to register in the system and specify desired notification frequency as shown in Figure 3.8 below.

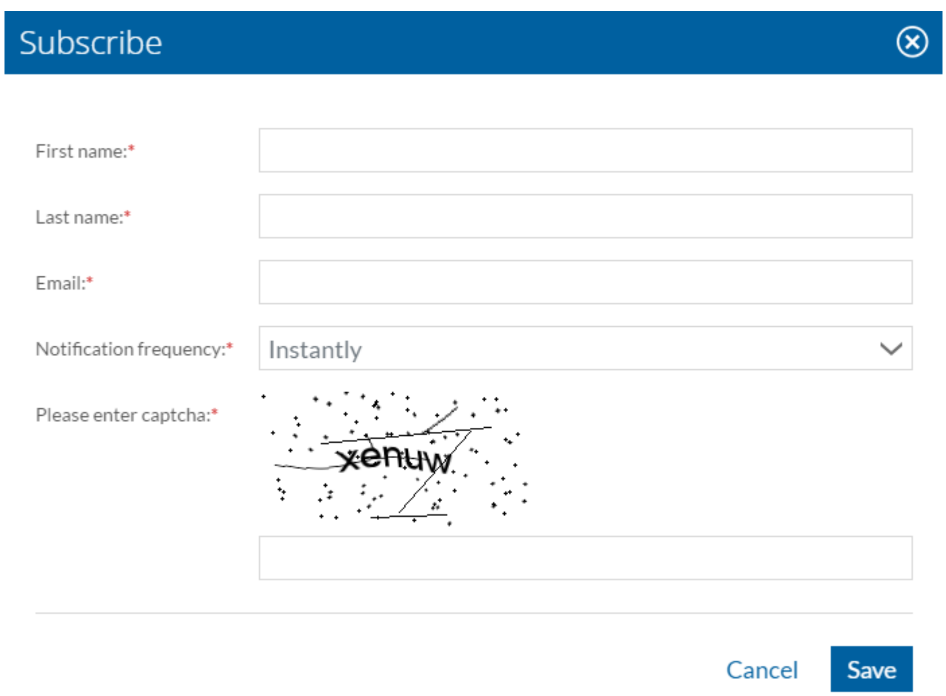


Figure 3.8: Subscribe Popup Window

Once the user has entered personal registration data, the system is showing notification asking the user to check mail and confirm specified email address.

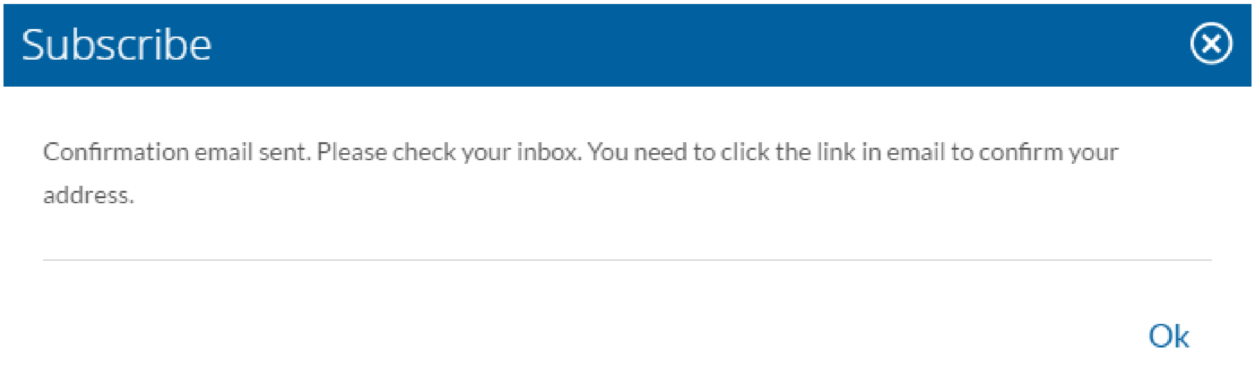


Figure 3.9: Subscribe System Confirmation. Unregistered Users

Registered users will be asked to confirm their intention to subscribe and redirected to the user's profile page once the subscription has been confirmed.

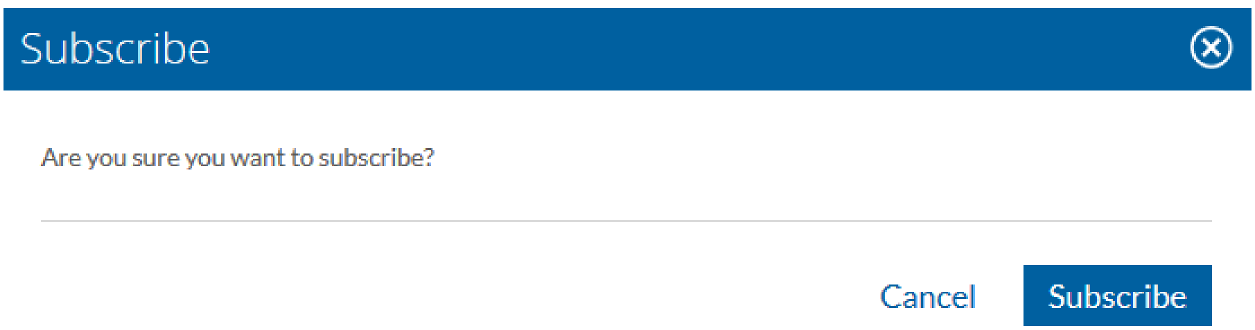


Figure 3.10: Subscribe System Dialog Box. Registered Users

On the user's profile page, the system provides users with the ability to manage their subscription by means of setting notification frequency and status as shown in Figure 3.11 and Figure 3.12 below. Under the Action menu shown in Figure 3.11 users can select the Edit and Delete options where Delete will completely remove the subscription and Edit will open the Edit Subscription popup window as shown in Figure 3.12.

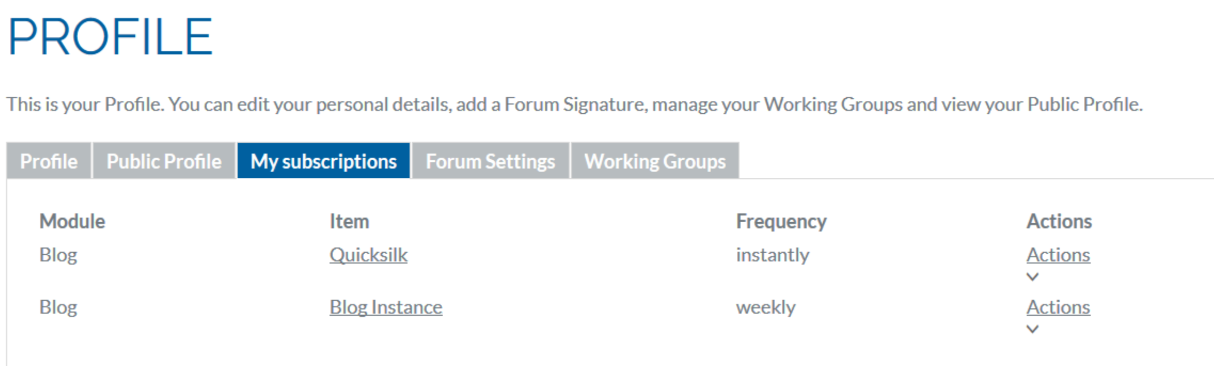


Figure 3.11: My Subscriptions Tab. User's Profile

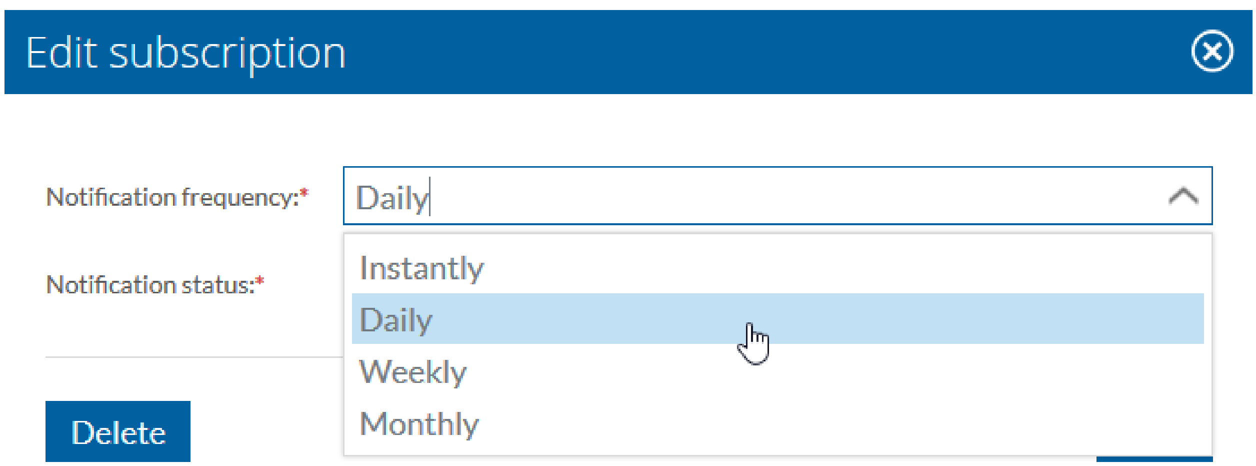


Figure 3.12: Edit Subscription. User's Profile Page

3.2.4. Workflow

QuickSilk Workflow is a management system that allows defining certain tasks and their sequence for the system users. The system workflow is flexible and permissions-based where the website administrator can provide the system users with certain permissions so that the users will have the ability to perform the certain tasks limited by their permissions. Depending on granted permissions, the users can either create objects without the ability to make them visible on a site front or create and manage system objects including the ability to publish the objects on the frontend. For instance, certain users can create and manage webpages or create webpages only, create and manage events instances or create new events only, create and manage blog instances or create blog posts only.

Workflow system applied for the following modules: Pages, Events, Forum and Blog.

To create the workflow, navigate to the User Manager and switch to the Roles tab shown in Figure 3.13 below and click on the Create New Role button.

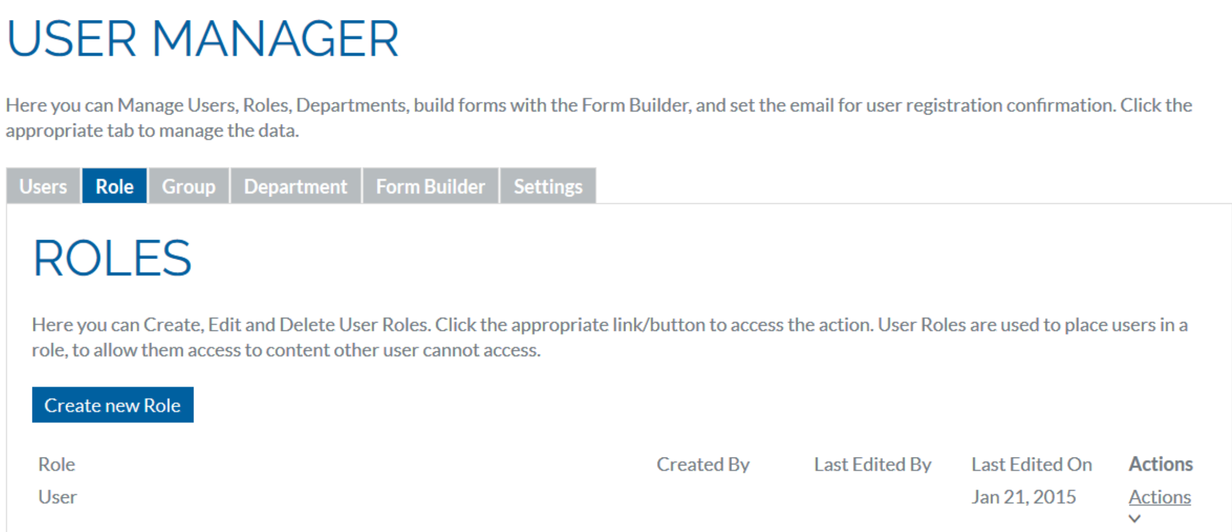


Figure 3.13: User Manager. Roles Tab

In the Create Role popup window, enter the role name into the Role Name field and choose permissions you wish to grant to the role. To save your changes, click on the Save button or Cancel to discard.

Once the role created, the website administrator switches to the Users tab of the User Manager and assigns this role to user or group of users. In order to assign user a role, select a user and click on the Edit under the Actions menu. In the Edit User popup window shown in Figure 3.14 below, select desired role in the Role drop-down list. Click on the Save button to save your changes or Cancel to discard. The system will instantly accept the changes and apply a new role for the user(s) chosen.

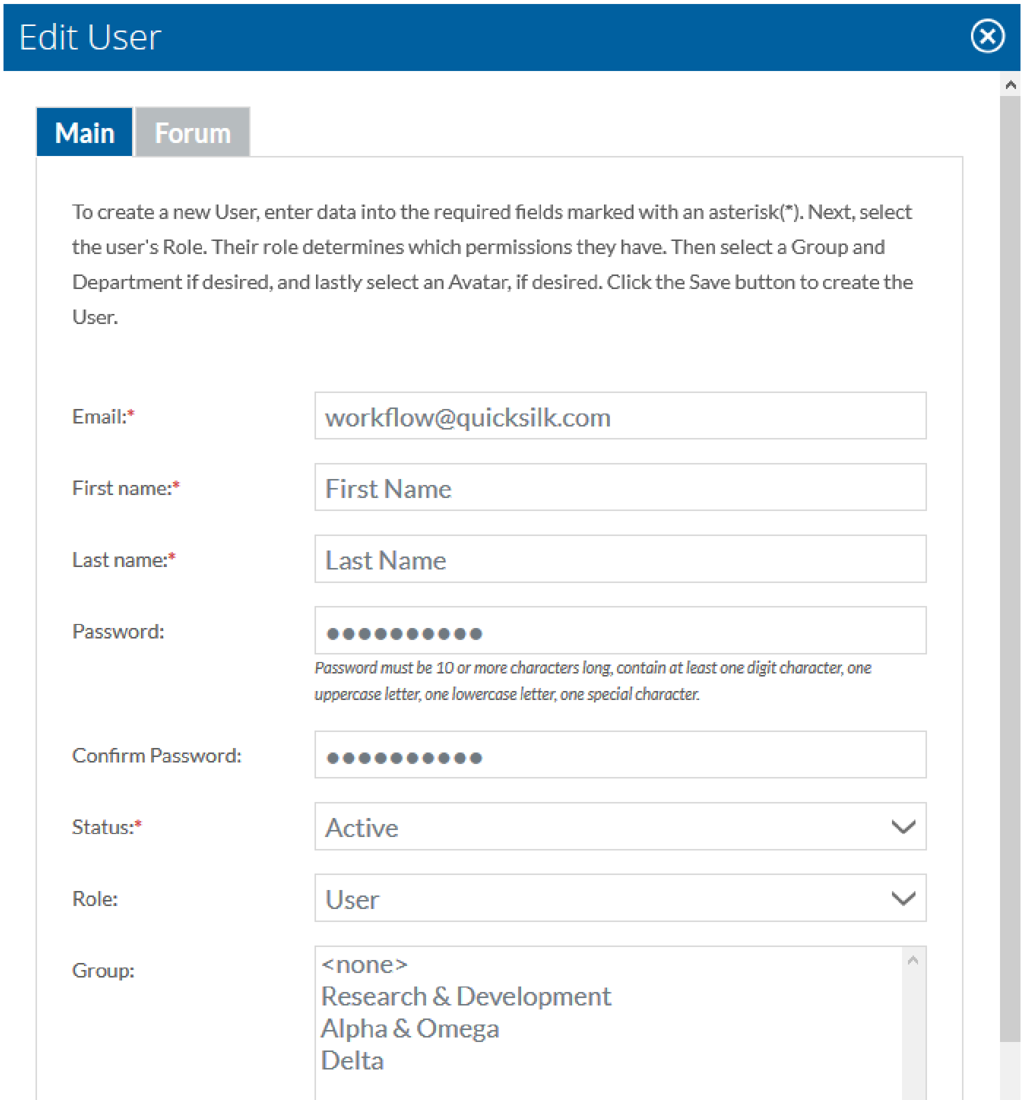


Figure 3.14: Edit User. Setting New Role

On example of the Pages module shown in Figure 3.15 below we will consider how the workflow works in practice.

The Create permission allows users to create new pages only. Permissions the Create in combination with the Update will provide users with the ability to create and edit a webpage without making it visible and accessible for public. This user can set either Inactive or Pending status for the page where the Pending status means that the page is ready for review and admin can publish it if approved.

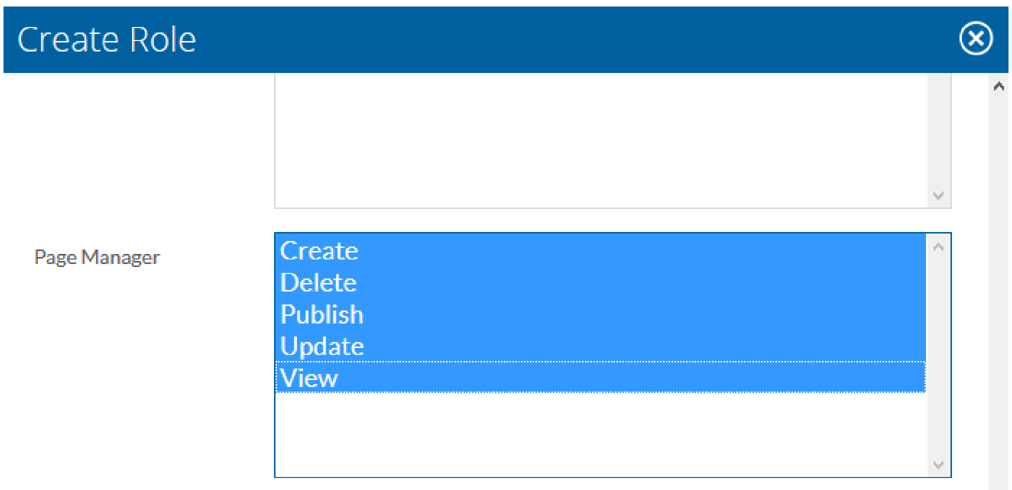


Figure 3.15: Creating New Role

Adding the Delete permission will provide the user with the ability to delete the page whereas the Publish will allow publishing the page.

To create a webpage content, user's permissions to include permissions for the Block (create, delete, update and view) and any other modules supposed to be used on a webpage.

Similarly, the workflow is working for Blog and Events modules.

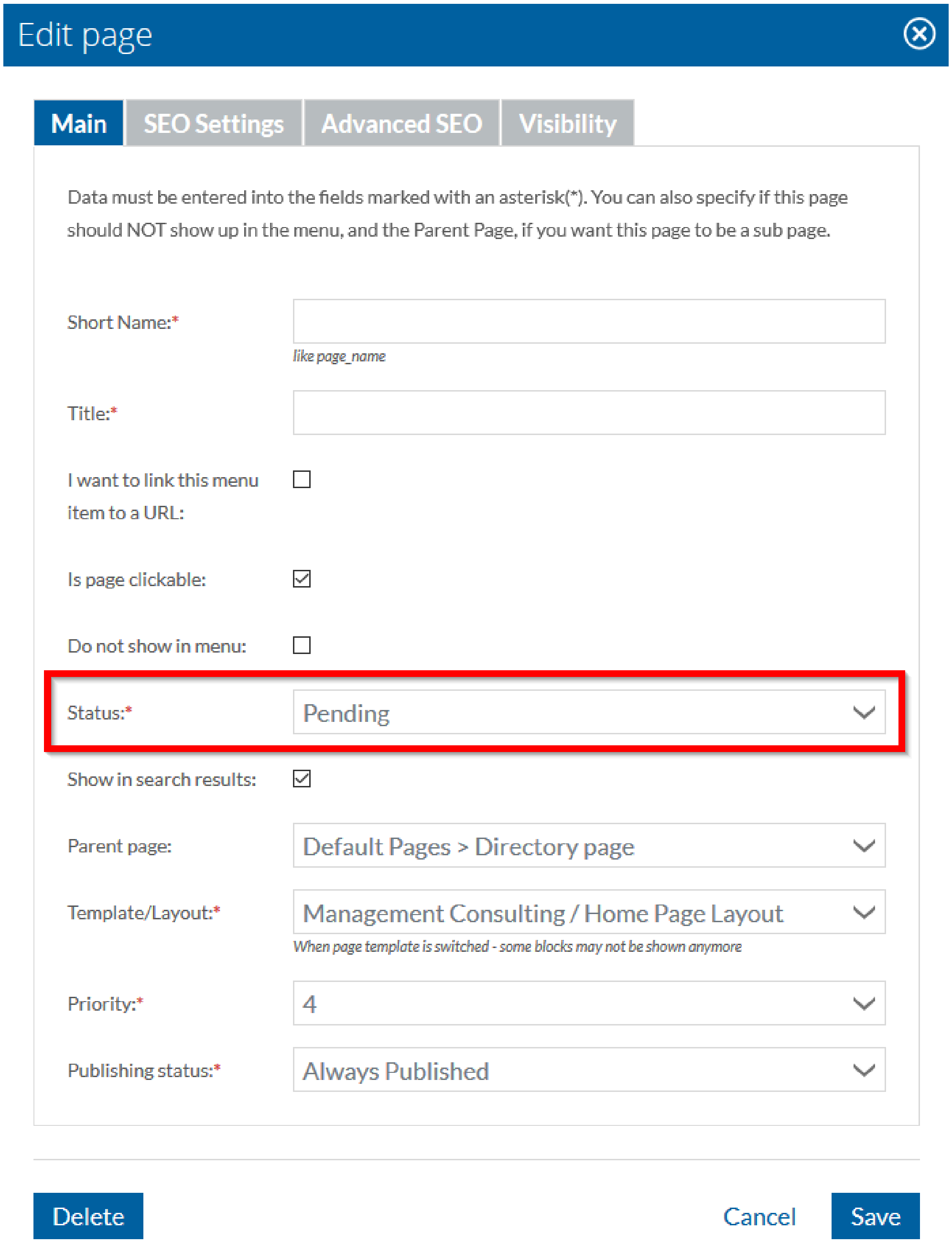


Figure 3.16: Edit Page. Status

3.2.5 Page Locking

Page locking has been developed to avoid multiple page requests executing in parallel, thus preventing simultaneous changes to the webpage coming from multiple users who have the access to edit the page, and who are attempting to work on the webpage at the same time. Page locking avoids unnecessary overlay of changes and subsequent system conflicts.

Page Locking works in the following way:

When the user (a website administrator logged in the system) opens a webpage that has already been opened by another administrator in admin mode (module panel released), the module left panel is collapsed. At that time, the second user does not have access to drag-and-drop modules as well as to the inline editor.

Once the second user attempts to open the module panel, the system displays the popup window notifying the user that the webpage is locked by another user at the moment. In order to unlock the webpage, the user is prompted to click on the Claim button shown in Figure 3.1 below. After that, the system provides the user with the access to admin utilities and simultaneously locks the page for the first user showing respective popup window.

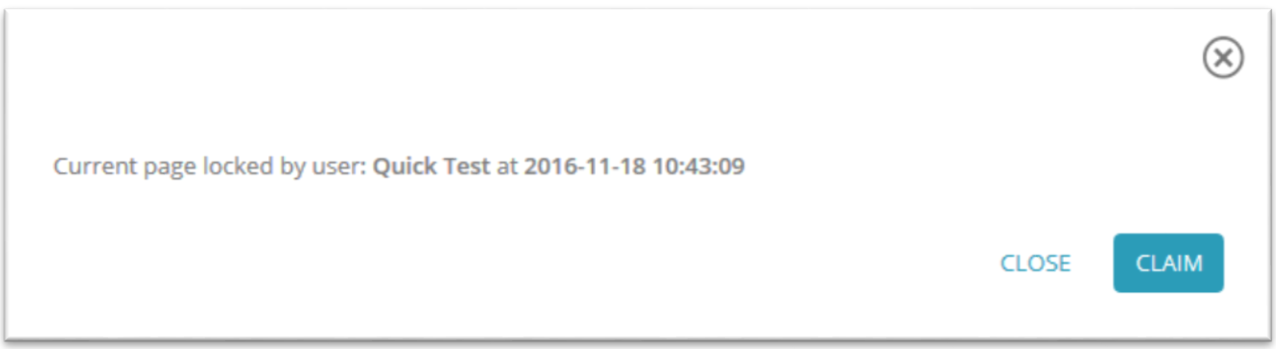


Figure 3.1: Page Locking Popup Window

3.3. Front-End Editor Tools

Along with the basic text editor functions, the front-end editing capabilities include the following features:

- Add, edit and remove plain text

- Add, edit and remove HTML text blocks using the rich text editor facilities
- Create, edit and remove web pages
- Insert help boxes
- Insert spoilers
- Add, edit, remove images and links
- Embed multimedia content
- Insert images and special symbols
- Add, edit and remove light boxes

There are dozens of different shortcut keys that can be used with Internet browsers and HTML editors. Using keyboard shortcuts can greatly increase your productivity, reduce repetitive strain, and help keep you focused. Below are 10 keyboard shortcuts we recommend everyone memorize and use:

CTRL + C or CTRL + INSERT: Copy the highlighted text or selected item.

CTRL + V or SHIFT + INSERT: Paste the text or object that is in the clipboard.

CTRL + A: Select all text

CTRL + F: Open the Find in any program. This includes your Internet browser to find text on the current page.

ALT + TAB or ALT + ESC: Quickly switch between open programs moving forward.

CTRL + Z and CTRL + Y: Undo any change. For example, if you cut text, pressing this will undo it. Pressing CTRL + Y would redo the undo.

CTRL + P: Print the page. For example, the document in Microsoft Word or the web page in your Internet browser.

CTRL + X or SHIFT + DEL: Cut selected item

CTRL + HOME: Move the cursor to the beginning of a document.

CTRL + END: Move the cursor to the end of a document.

3.4. Drag-and-Drop Modules

The QuickSilk™ CMS has introduced a custom tailored drag-and-drop mechanism that allows managing the website content on a fly moving and locating modules and content blocks on a webpage without any programming or special technical knowledge. The main features and advantages of this facility described below.

3.4.1. Introduction

These modules assembled inside the Modules panel in the left of a webpage and accessible on all regular webpages. The modules panel is flexible: click on the button to expand the panel, or to collapse[7]. All modules are using drag-and-drop mechanism and broken down into 4 categories: Build!, Communicate!, Socialize!, and Collaborate!. To expand or collapse a content of each category, click on the arrow beside the category title.

[7] When the panel collapsed, a webpage management is disabled: mouse over page elements does not invoke active elements and assets to show up, and double click over text area does not call inline editor, etc.

To insert a module, simply drag the module from the modules panel and drop it onto the desired area of a webpage.

Drag-and-drop is a simple and easy-to-use method of re-positioning webpage objects:

1. Move the pointer to the object.
2. Press and hold down the button of the mouse to grab the object.
3. Drag the object to the desired location by moving the pointer to this one.
4. Drop the object by releasing the button.

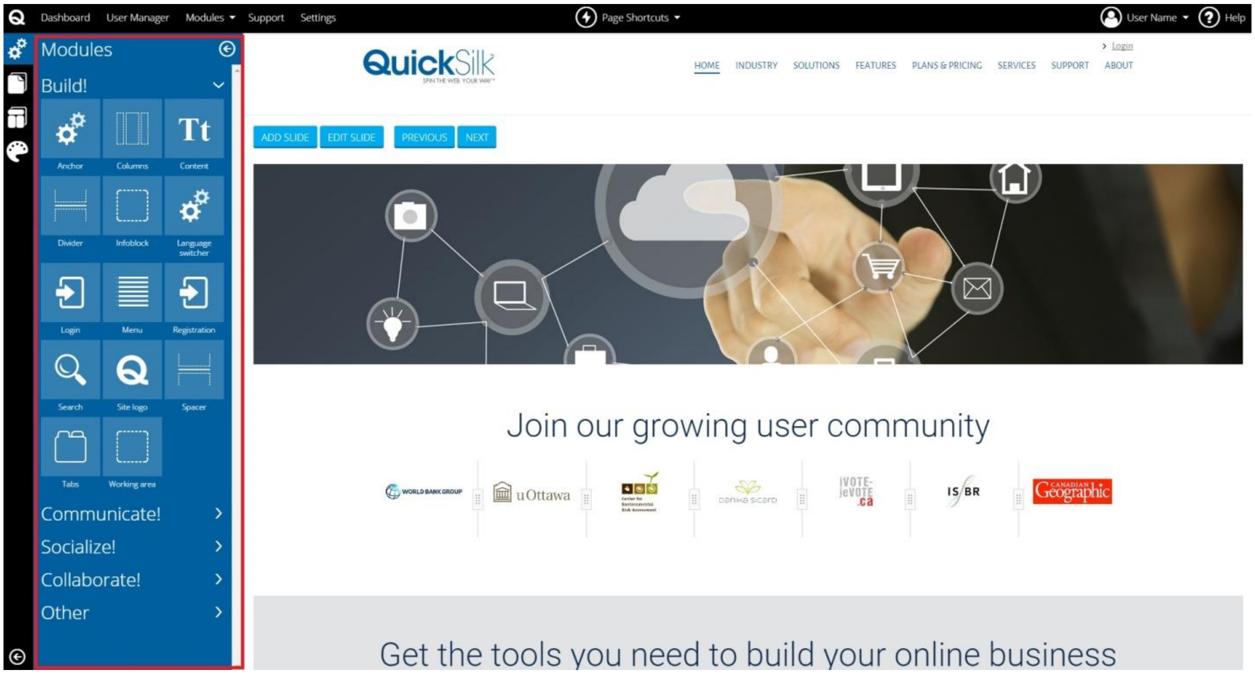


Figure 4: Modules Menu

When user is dragging a module over a webpage, the working areas of a webpage are showing up in the dotted frames and marked in light blue showing active areas to locate the module as shown in Figure 6 below. Each page is using pre-defined template with a certain layout depending on particular requirements for the webpage view and functionality.

Each dotted area is expandable and can serve as a placeholder for multiple objects such as modules, text areas and multimedia content.

To remove a module, set mouse pointer over dotted rectangle as shown in Figure 5 below, grab and drag it to the modules panel, and drop it there. If you remove module that has embedded objects (modules, images, text, etc.), all these objects will be removed as well.

To change position of a module, grab the dotted rectangle of the module, move and drop it at desired location. The system also allows combining various modules by means of inserting one module into another. Figure 8, Figure 9 and Figure 10 below can serve as an example of using modules in various combinations. Auxiliary modules the Divider and the Columns facilitate this task as allow user to group and divide page content to suit almost any specific purposes.

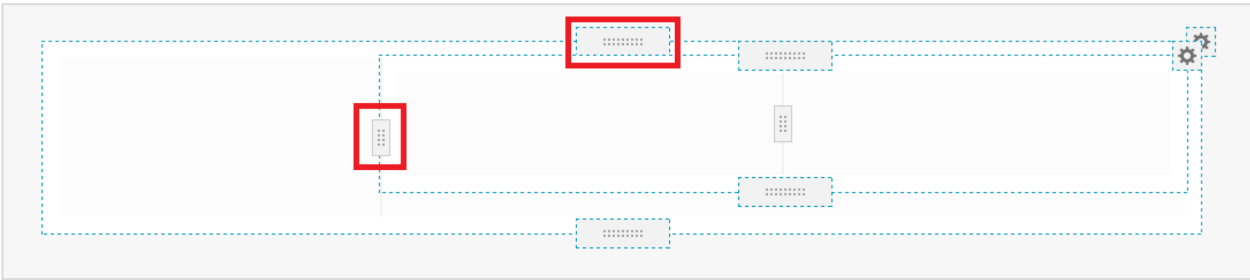


Figure 5: Module Position Controls

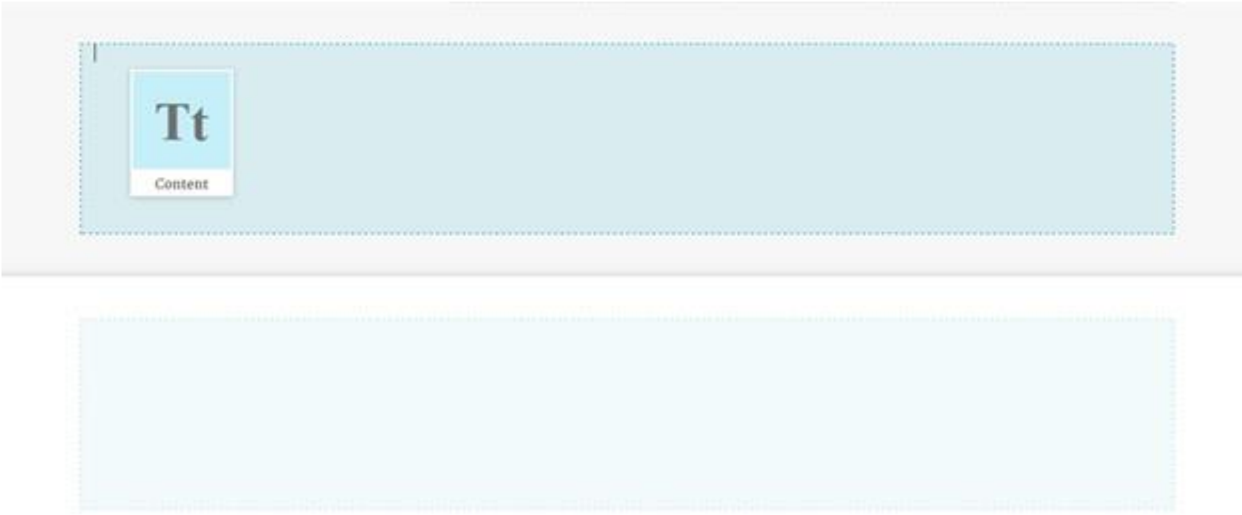


Figure 6: Page Layout: Working Areas

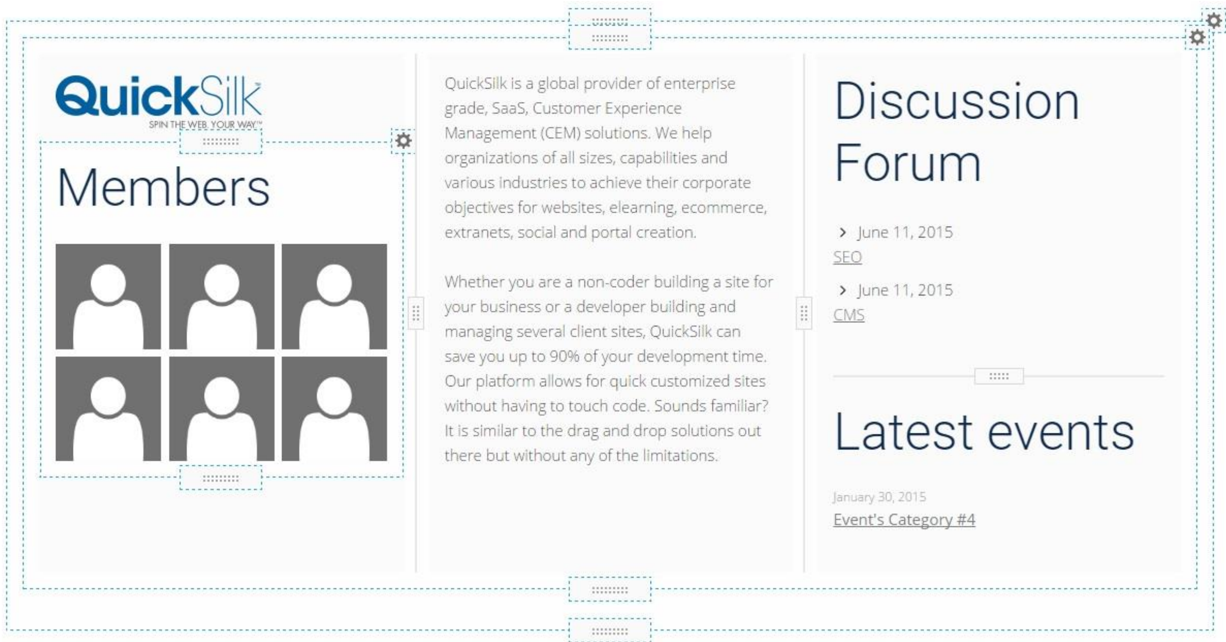


Figure 7: Sample of Working Area: Logo, Text Area, Forum, Member Directory and Event Modules

Figure 8: Sample of Working Area: Two Contents Blocks Inserted Into Columns Module

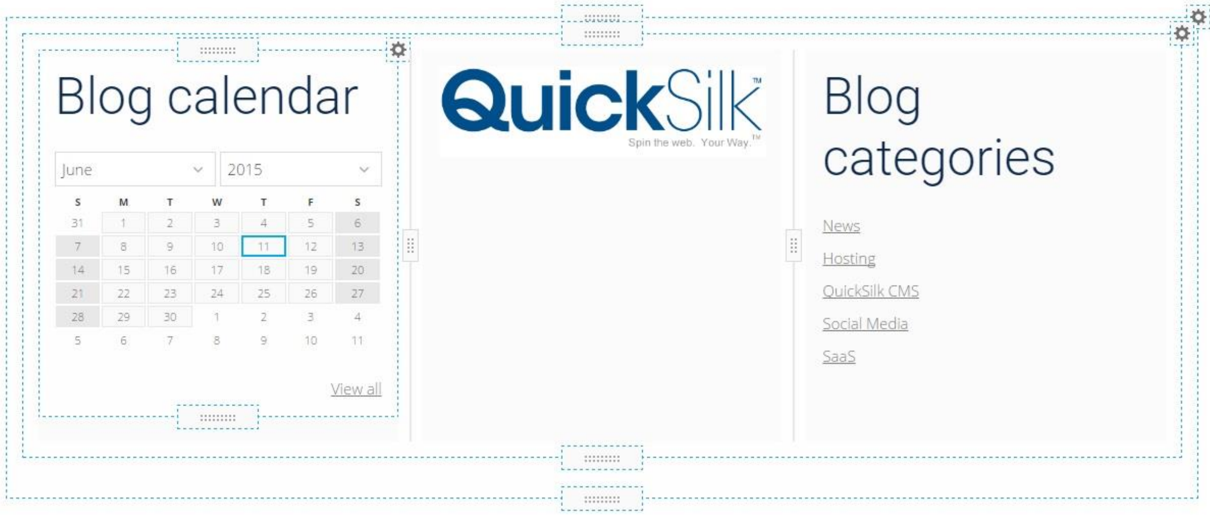


Figure 9: Sample of Working Area: Three Columns and Four Modules: Image, Blog Calendar and Categories

Figure 10: Sample of Working Area: Columns, Info Blocks, Text Area, Calendar and Social Media Module

3.4.2. Common Attributes and Settings

On a physical level, each module is a block with flexible settings that allows user to show the module on specific pages for particular users.

To access module block controls, set pointer over the module you wish to configure and move it to the block settings icon ⚙ as shown in Figure 11 below.

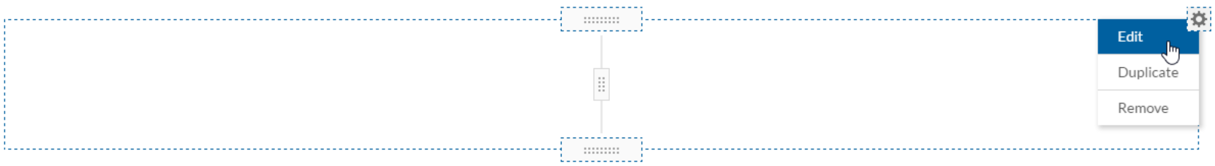


Figure 11: Edit Block Settings

In the drop-down menu choose the **Edit** to configure the block and a popup window will open as shown in Figure 12 below.

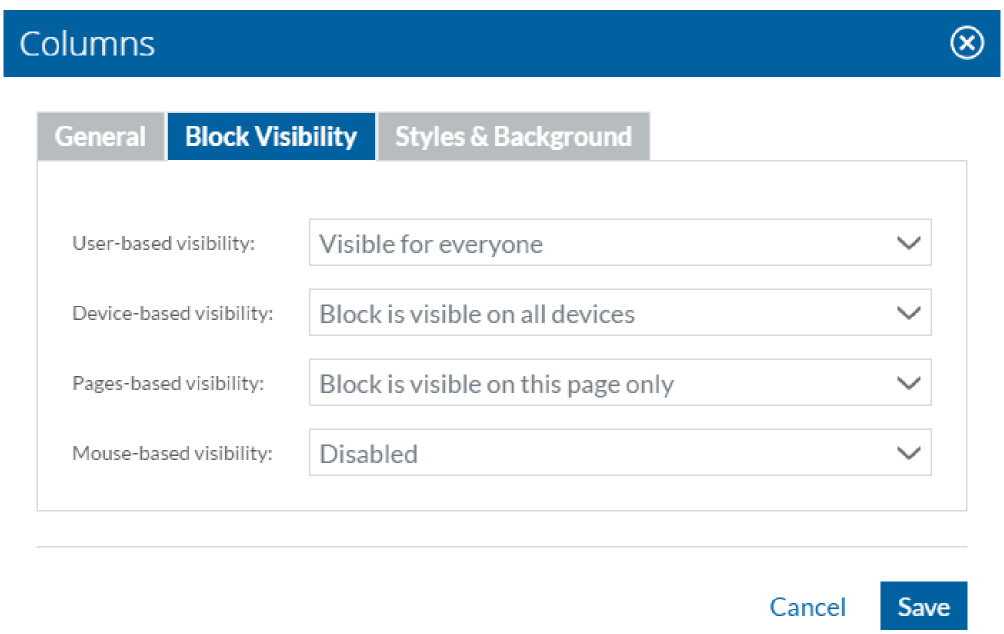


Figure 12: Configure Block Visibility Settings

Flexible block settings allow user to set visibility and location parameters:

3.4.2.1. Block Visibility

User-based visibility. Choose desired option in the drop-down menu to make the module block:

- Visible for everyone
- Visible for non-registered users only
- Visible for registered users only

Device Based Visibility. Choose desired option in the drop-down menu:

- Block is visible on all devices
- Block is visible on desktop only
- Block is visible on mobile devices only

Pages-based visibility. Choose desired option in the drop-down menu:

- Block is visible on this page only
- Block is visible on specific pages. If this option is chosen, the system provides the user with the ability to specify page(s) where to show the block

Mouse-based visibility. Choose desired option in the drop-down menu:

- Disabled
- On hover. If this option is chosen, the block becomes visible on mouse over only

Once finished, click on the **Save** button to save your data or **Cancel** to discard changes and close the popup window.

3.4.2.2. Styles and Background

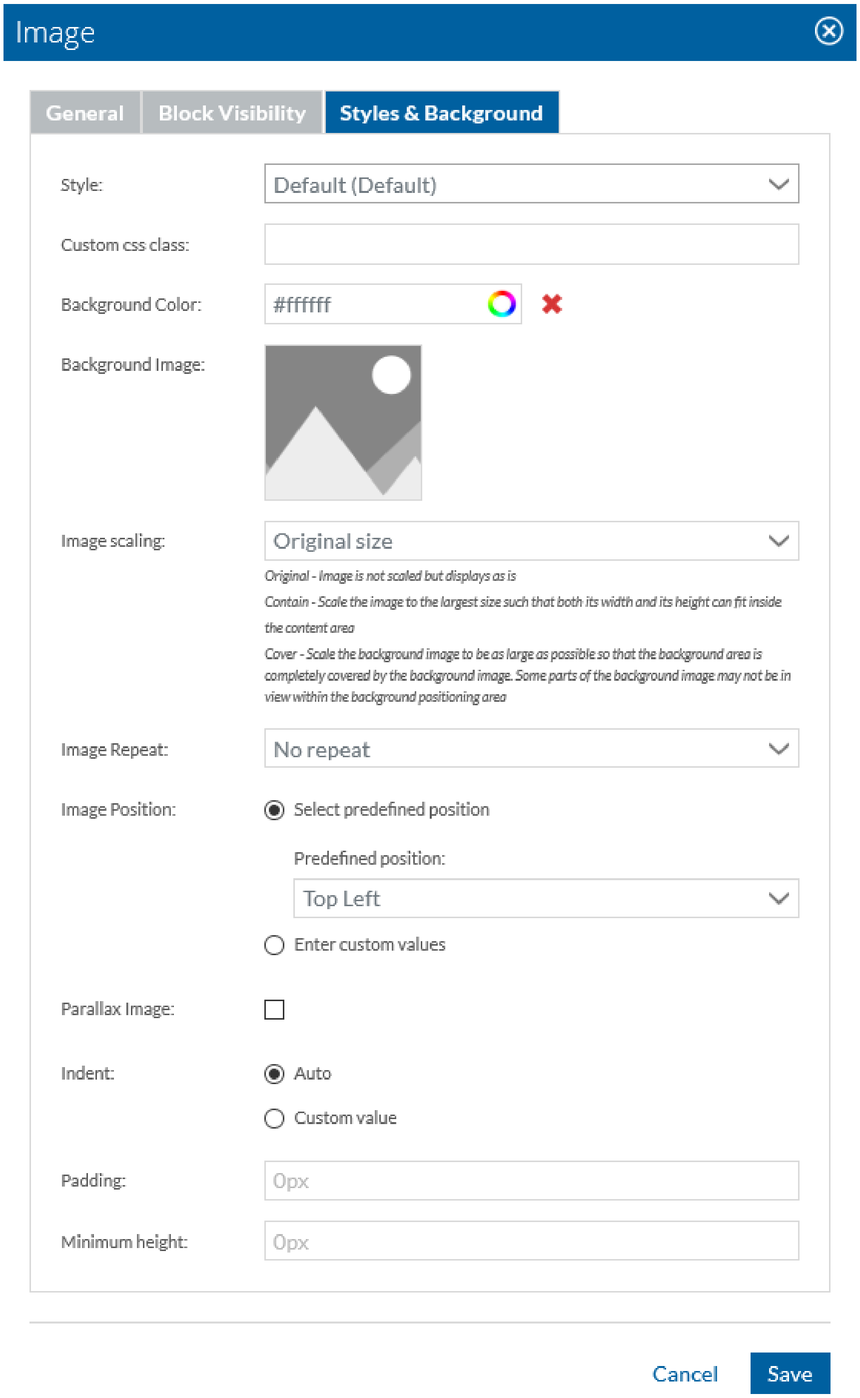


Figure 13: Styles & Background

- **Custom CSS Class.** Enter CSS class to apply for the block. The class will be applied for the block of the particular type (i.e. Content, Tabs, Columns, etc.). All previously saved CSS classes will open up in the drop-down list. To create a save a new CSS class, navigate to the interface of the Template Editor (Top menu: Modules->Templates->Create->Customize->My Templates-> Custom CSS tab; Left Panel: Templates->Customize->My Templates->Custom CSS tab), switch to the Custom CSS tab, add and save your CSS class.
- **Background Color.** To select a background color, click the color wheel. A color palette will open up and allow the user to either select the color with the mouse, or enter the hex value for the color. To remove a color, click the ✖ icon beside the color field.
- **Background Image.** To upload a background image, click on the Browse as shown in Figure 14 below. The system provides users with the ability to upload image(s) using drag-and-drop mechanism, choose and upload local file(s) directly and upload files stored on server using the File Manager interface as shown in Figure 14.2 below. The system also allows users uploading their images using multi-select mechanism.
    - To view the background image, click on the Preview button shown in Figure 14.1 below.
    - To remove the background image, click on the Remove button shown in Figure 14.1 below.
- **Image Scaling.** Specify scaling for the image using the drop-down list of the image scaling options:
    - ***Original*** means that an image will be displayed using its original size (height and width). In this case, container of the block should match an image size.
    - ***Contain*** means that the system will scale the image to the largest size such that both its width and its height can fit inside the block area without losing original proportions of the image.
    - ***Cover*** means that the system will scale the background image to be as large as possible so that the background area is completely covered by the background image. Some parts of the background image may not be in view within the background positioning area.
- **Image Repeat.** Specify if you wish the system to show the image repeatedly or not.
- **Image Position.** Select predefined position for the image or set custom values
- **Parallax Image**. Specify if you wish to parallax your image
- **Indent.** Specify indent for the image using the system auto settings or entering custom values
- **Padding.** Specify padding for the image entering desired value into the Padding field
- **Minimum height.** Specify minimum height for the image.

Once finished, click on the **Save** button to save your changes or **Cancel** to discard and close the popup window.

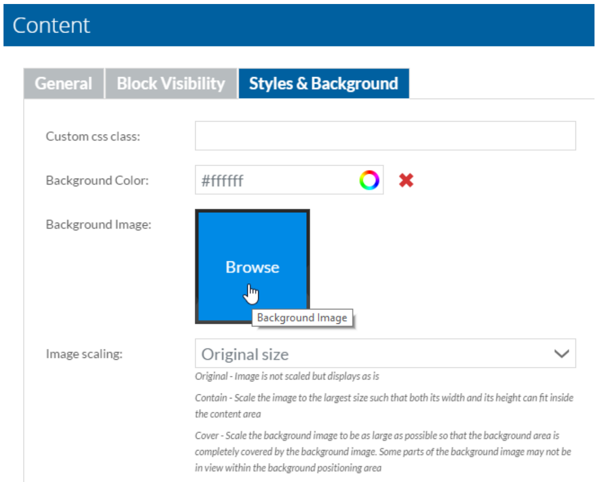


Figure 14: Browse Image

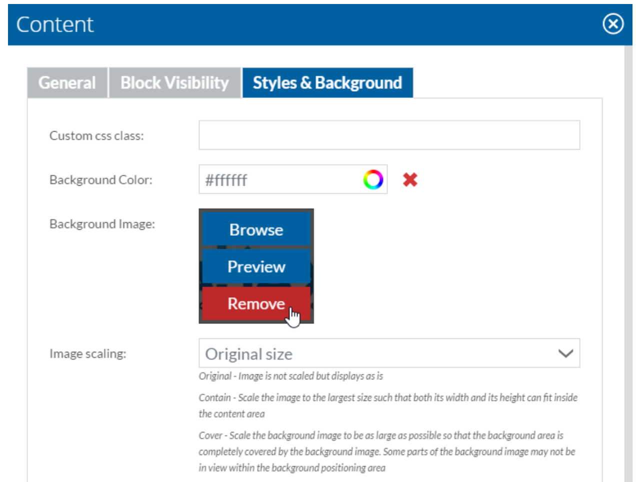


Figure 14.1: Remove Image

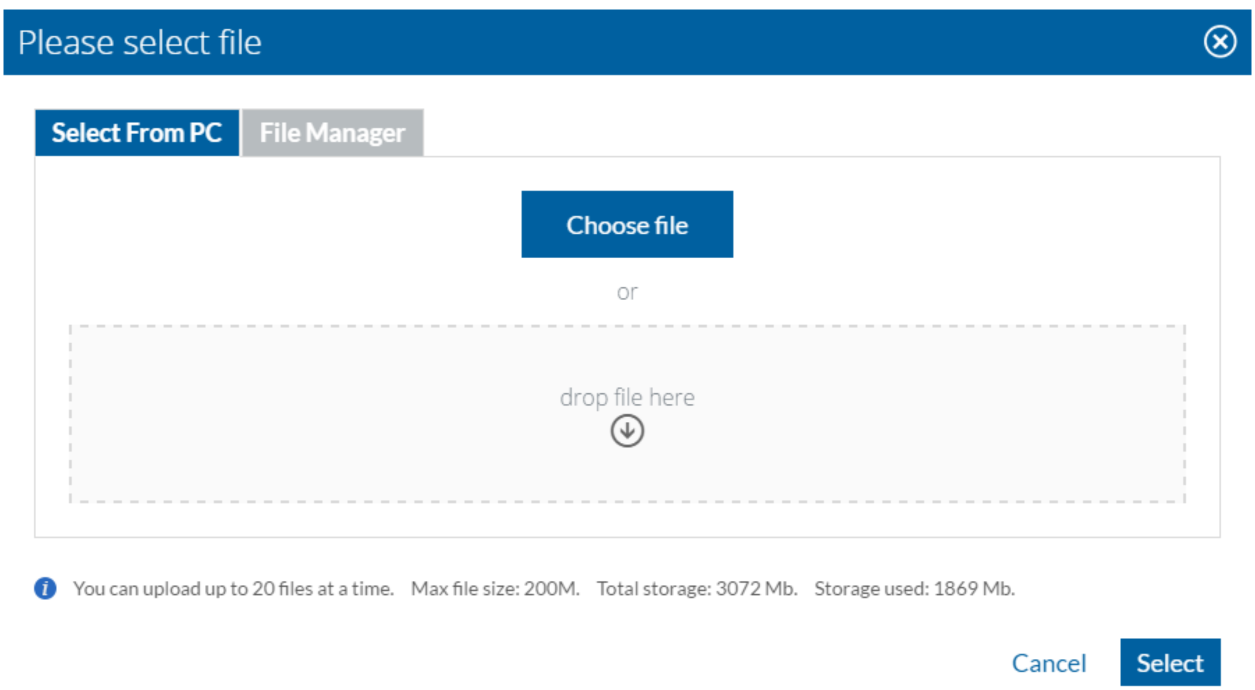


Figure 14.2: Upload Image

3.5. Build! Modules Group

In the **Build!** section, you will find 14 modules: Anchor, Columns, Content, Divider, Infoblock, Language Switcher, Login, Menu, Registration, Search, Site Logo, Spacer, Tabs, and Working Area.

- **ANCHOR.** Use this module to place an anchor in your web page.

- **COLUMNS**. Use this auxiliary module to manage your page content changing layout of modules and text blocks.

- **CONTENT**. Create and edit content using comprehensive inline editor.

- **DIVIDER**. Improve the look of your webpage separating modules and text areas.

- **INFO BLOCK.** Make your data organized in a user friendly and accessible manner.

❖ **LANGUAGE SWITCHER.** Use this module to place language links, so users can switch to their desired language.

❖ **LOGIN.** Place a login form/link on the page.

❖ **MENU**. Use this module to create and embed customizable menu.

❖ **REGISTRATION.** Place a registration form on the page.

❖ **SEARCH.** Use this module to place a search bar on the page.

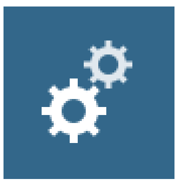
❖ **SITE LOGO.** Place your website logo.

❖ **SPACER.** Improve the look of your webpage separating modules and text areas by a specific pixel amount.

- **TABS.** Use this module to place an area to work on that has tabs.

- **WORKING AREA.** Use this module to place a large, blank space to put other modules in.

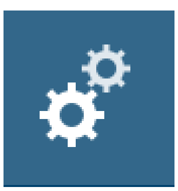
- **FORMS.** Create versatile online forms instantly! Use customizable form elements to create forms to suit any purpose.



- **SPOILER.** Create collapsible blocks on your webpages

- **STRUCTURE.** Create structure blocks to apply custom structure through whole website

- **BREADCRUMBS.** Add breadcrumbs navigation utility



- **ROLLOVER TABS.** Add collapsible tabs

3.5.1. Anchor

Once the Anchor module has been dropped onto a webpage, a popup window opens and prompts user to configure the menu using the following settings:

- Specify **Short Name** for the anchor.
- Specify **Title** for your anchor.

Once completed, click on the **Save** button to create your menu or **Cancel** to discard changes and close the popup window.

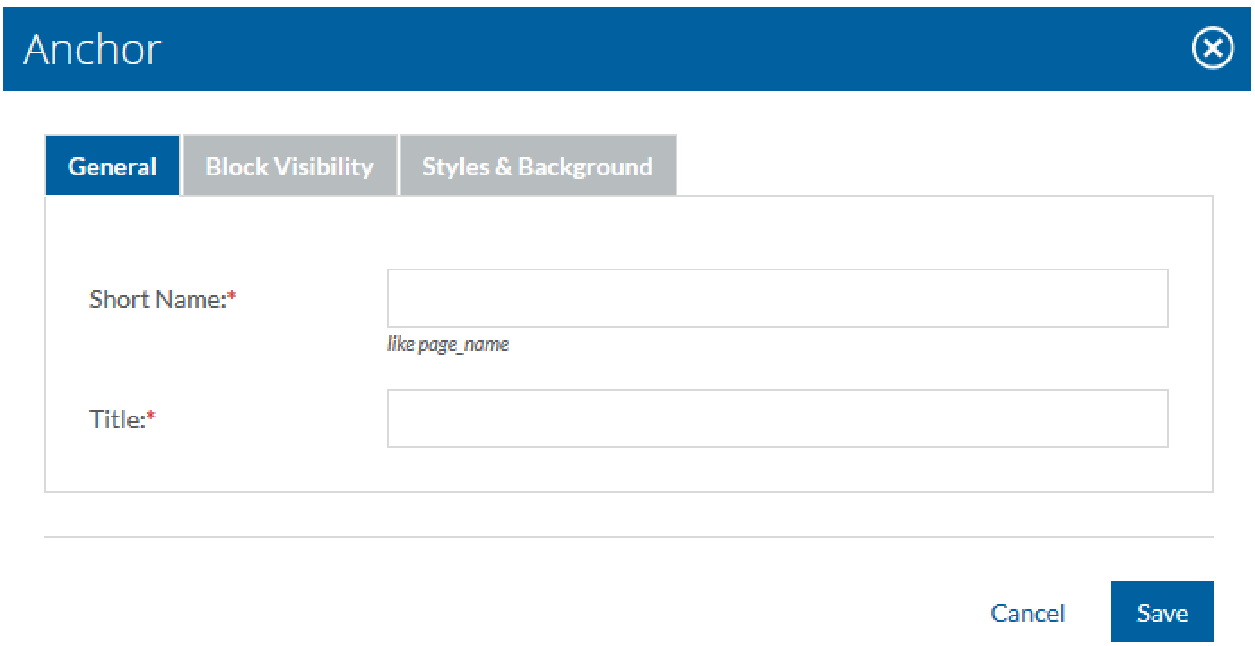


Figure 15: Anchor Module

3.5.2. Columns

This auxiliary module serves to facilitate positioning of your webpage content. Add columns, reduce and increase column width to improve your webpage layout. See the samples of how to use this module in Figure 7, Figure 8, Figure 9 and Figure 10.

3.5.3. Content

Add, edit and remove content using this module. Apart from basic text editing functions, the module allows embedding objects such as images, light boxes, help boxes and multimedia content. All these functionalities described in the section 3.8 Inline Editor.

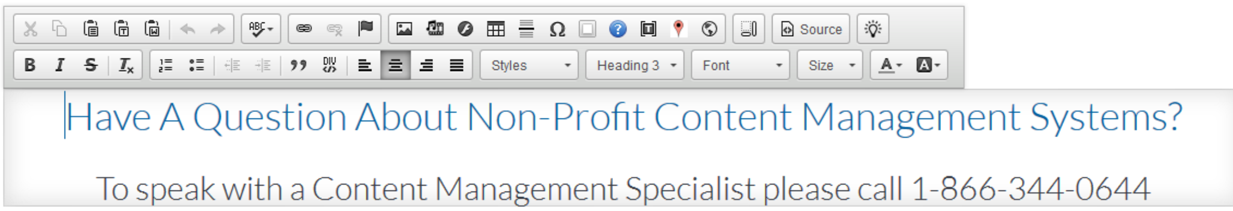


Figure 16: Content Module

3.5.4. Divider

Use the Divider to mark layout of your webpages separating content blocks with a horizontal bar. This is a simple module and although it does not require configuration, admin can apply block settings to make it visible on certain pages for the certain users.

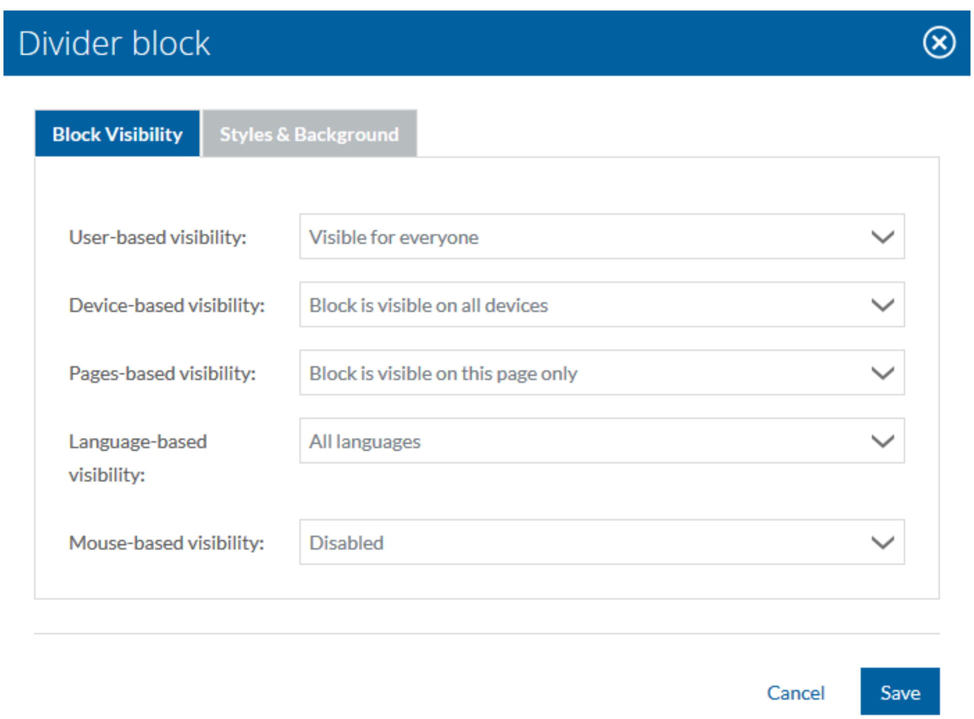


Figure 17: Divider Edit Block

3.5.5. Infoblock

User can apply Default or Alternative style for this module. To choose and apply desired style, click on the edit link in the module block settings and set a style using the drop-down menu in the **Styles & Background** tab . Click on the **Save** button to create Info Block or **Cancel** to discard changes and close the popup window.

The Info Block is a module that allows embedding objects therein. For example, you can embed a text area (Content module) to make a title and a module (i.e. Member Directory Widget) to display as the main info block content.

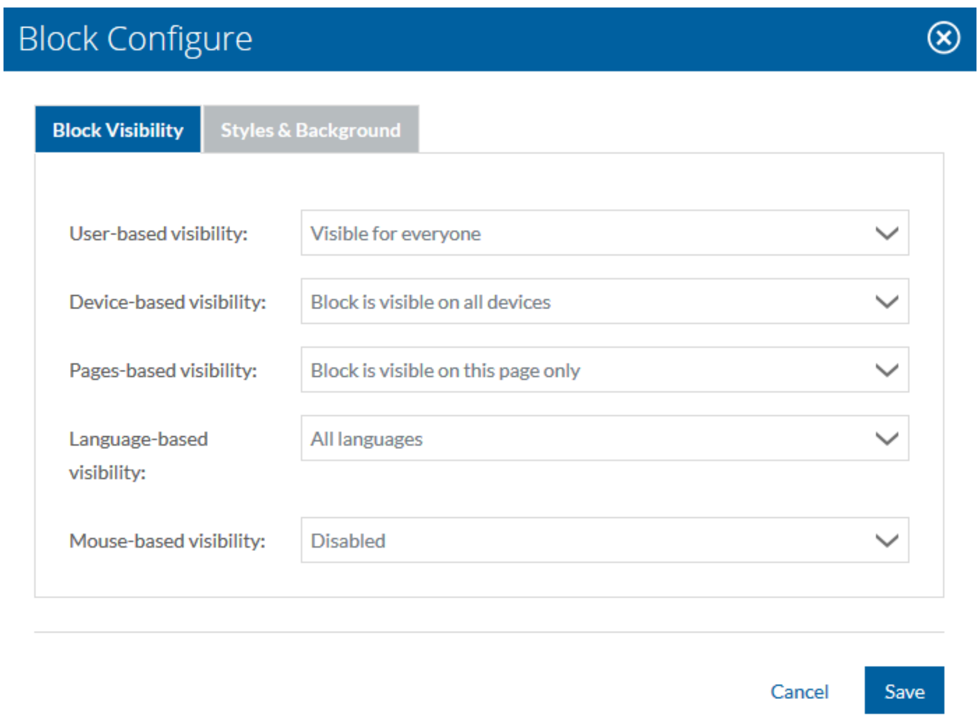


Figure 18: Info Block. Edit Block

3.5.6. Language Switcher

The Language Switcher module places links on the page to allows the users to switch to their desired language, if it is supported.

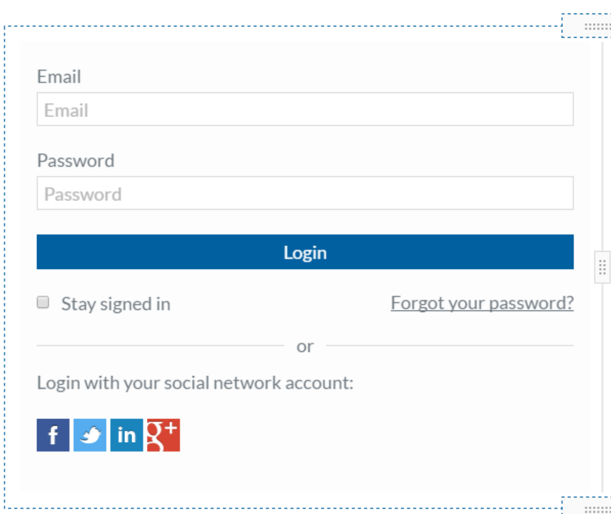
Figure 19: Language Switcher Module

A language switcher can also be placed on pages that are a specific language. To do so, mouse over the gear icon and click Edit. Switch to the Block tab, and go the Language field. Select Specific Languages and click the desired Language(s).

Prior to embedding the Language Switcher, please make sure that there are more than one language in the Language Manager.

3.5.7. Login

The Login module has 2 configuration settings: Standard login form or the Login clickable link that opens a popup window with a login form therein. Both forms serve the same purpose allowing registered users to login to the system using their credentials or social accounts if this option chosen.



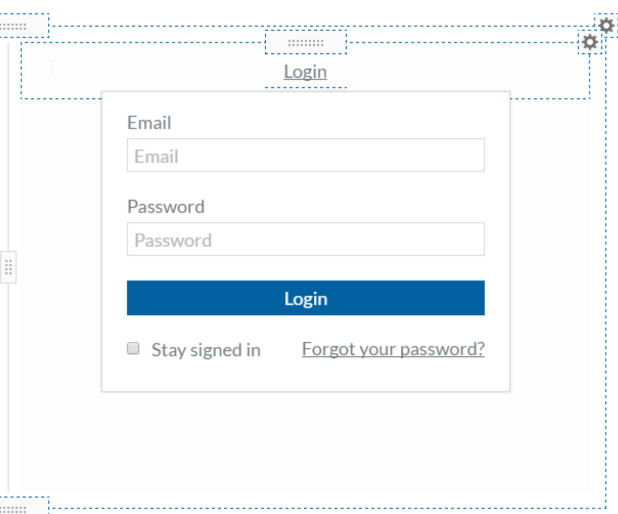


Figure 20: Login. Simple Form

Figure 21: Login Clickable Link

3.5.8. Menu

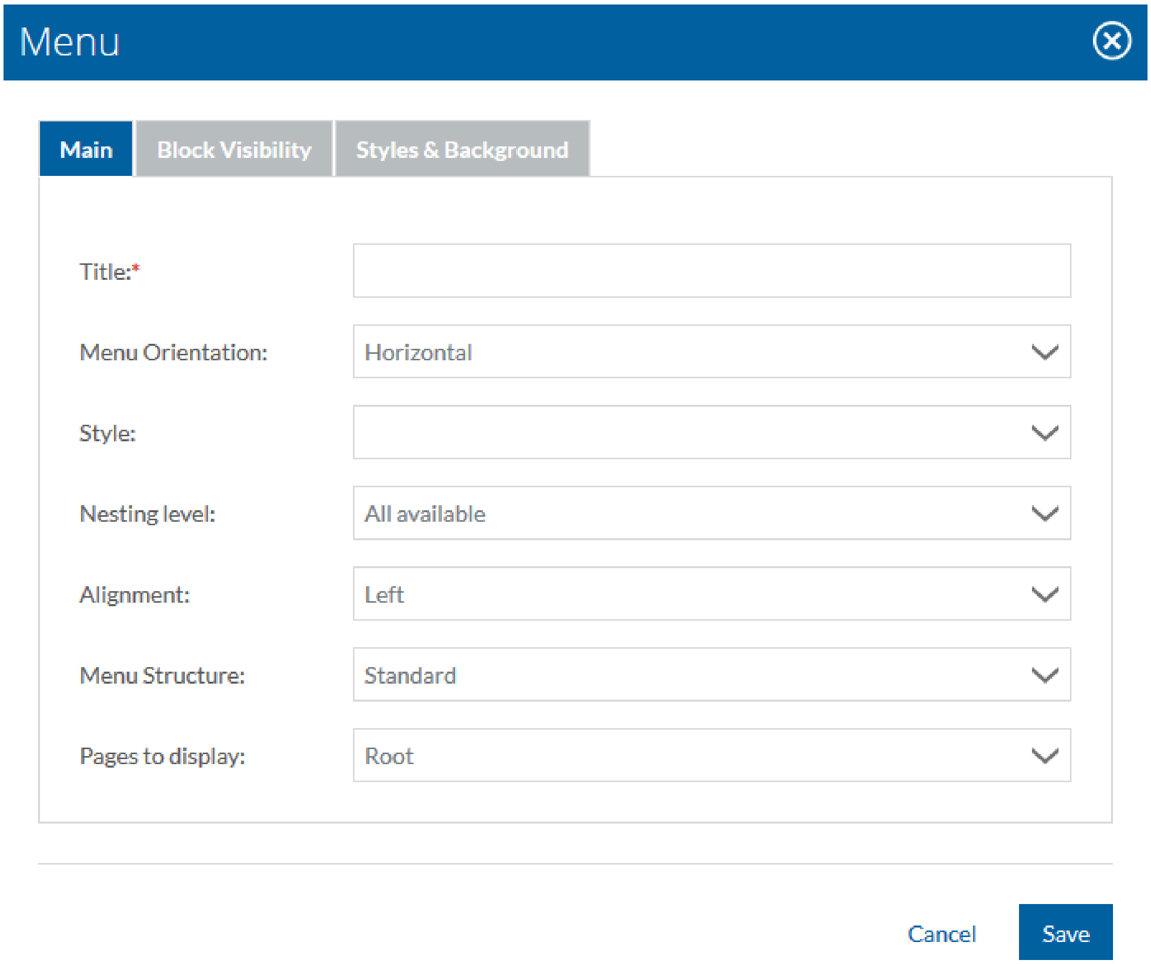


Figure 22: Standard Menu

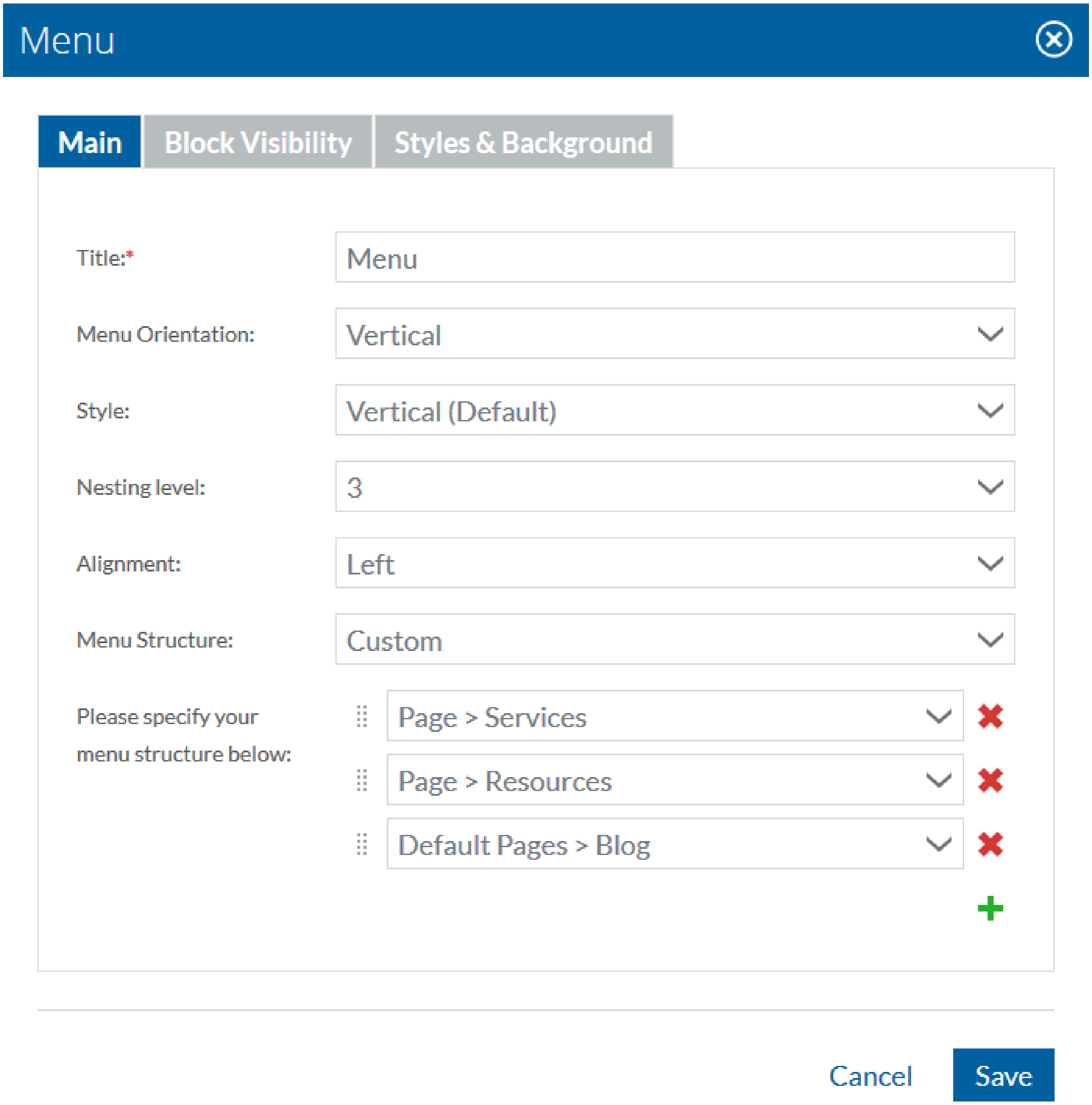


Figure 23: Custom Menu

Once the Menu module has been dropped onto a webpage, a popup window opens and prompts user to configure the menu using the following settings:

- **Specify Title** for your menu.
- **Set Nesting Level** choosing desired value in the drop-down menu. This value will denote how many sub-pages will be accessible via the menu.
- **Specify Structure** for your menu:
  - Standard: to show all system default pages. All these pages listed in the Default Pages tab of the Page Manager.
  - Custom: to show specific pages. Customize your menu adding and removing pages.
- **Specify Pages to Display** in your menu:
  - Root
  - Sub-pages of the specific page

Once completed, click on the **Save** button to create your menu or **Cancel** to discard changes and close the popup window.

3.5.9. Registration

Use the Registration module to embed the **Registration form** into a webpage. Once the form filled up and submitted, the system is automatically sending an email notification to the website administrator ***asking to view new account details and activate it if approved.***

Like the Login module, the Registration allows existing users registered in the system, login using their social accounts. To display social media buttons on your form, tick the checkbox as shown in **Figure 24** below.

Click on the **Save** button to create and insert the form or **Cancel** to discard changes and close the popup window.

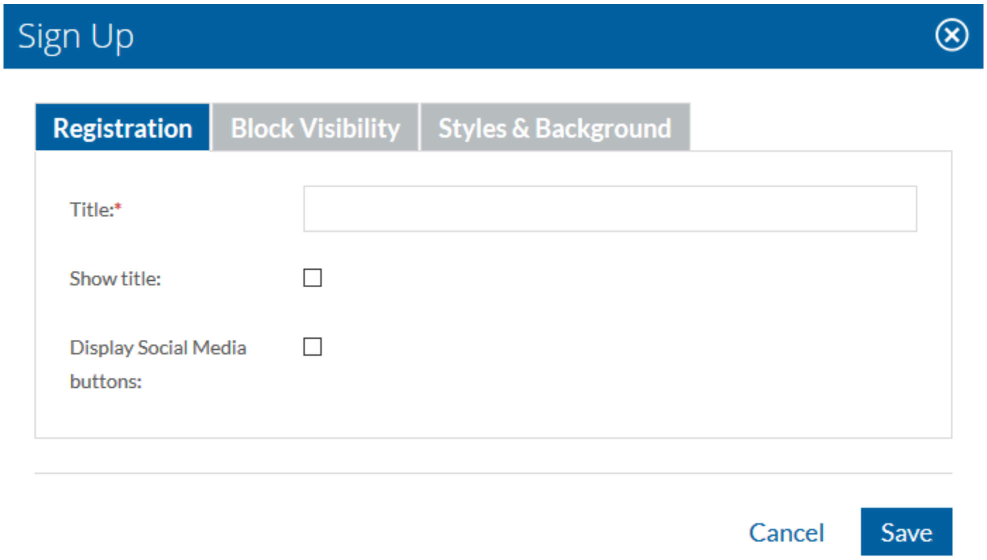


Figure 24: Registration Form Settings.

3.5.10. Search

Drag and drop the Search module onto webpage where the search box should be. This does not require configuration but admin can apply the module block settings to make it visible on certain pages for the certain users.

Figure 25: Search Module

3.5.11. Site Logo

Once the Site Logo module has been dropped onto a webpage, a popup window opens and prompts user to configure the module using the following settings:

- Specify image Title
- Specify image

- Set Style for your image
- Set Alignment for your image
- Make your image Animate
- Enter External URL to visit
- Specify if URL should Open In New Window

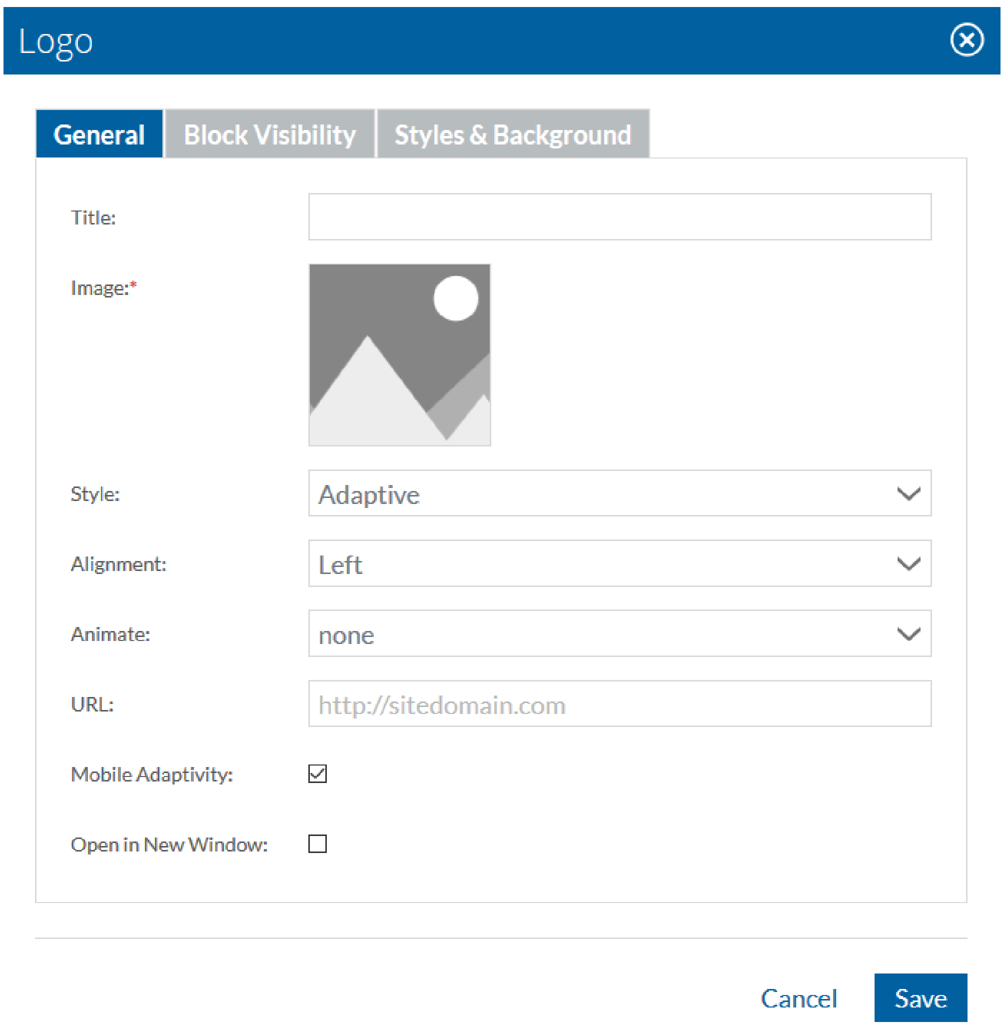


Figure 26: Site Logo

Once completed, click on the **Save** button to save your data or **Cancel** to discard changes and close the popup window.

3.5.12. Spacer

Use the Spacer to place a horizontal bar with a user-defined pixel amount on your page.

3.5.13. Tabs

Use the Tabs module to place an area with a user-defined amount of tabs. Each working area in these tabs can have its own unique content and include versatile combinations of blocks and modules.

Users have the ability to configure the default tabs block using the following customization settings:

- Define tabs position
- Shall the tabs be flexible or not. If this option is chosen, the system will justify tab's width to fit the block as shown in Figure 27.1 below
- Enable tab's hash if you wish to have a direct URL for the tab (i.e. domain.com/page#tab1)
- Add and remove tabs
- Manage tab's titles
- Show tab's title or not
- Upload an icon (image)
- Click on + to add a new tab
- Click on ✖ to remove the tab

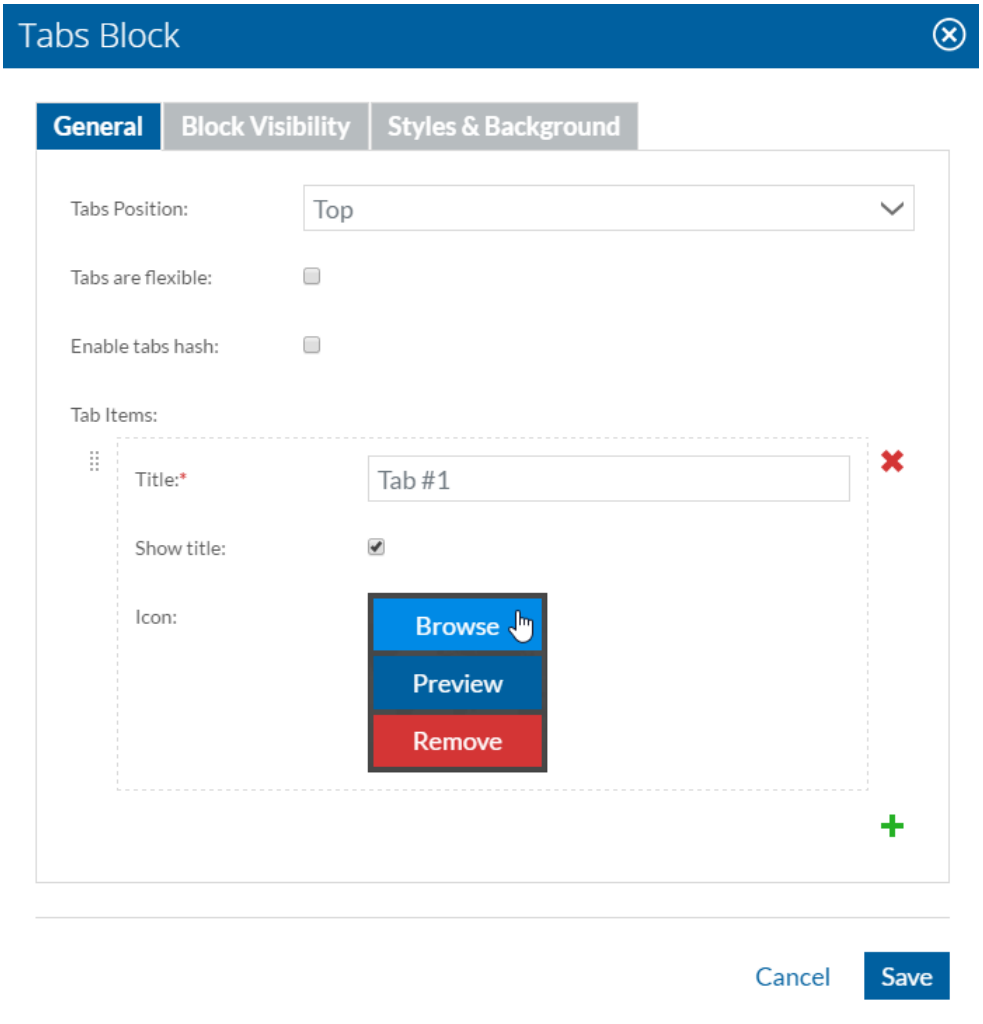


Figure 27: Tabs Module

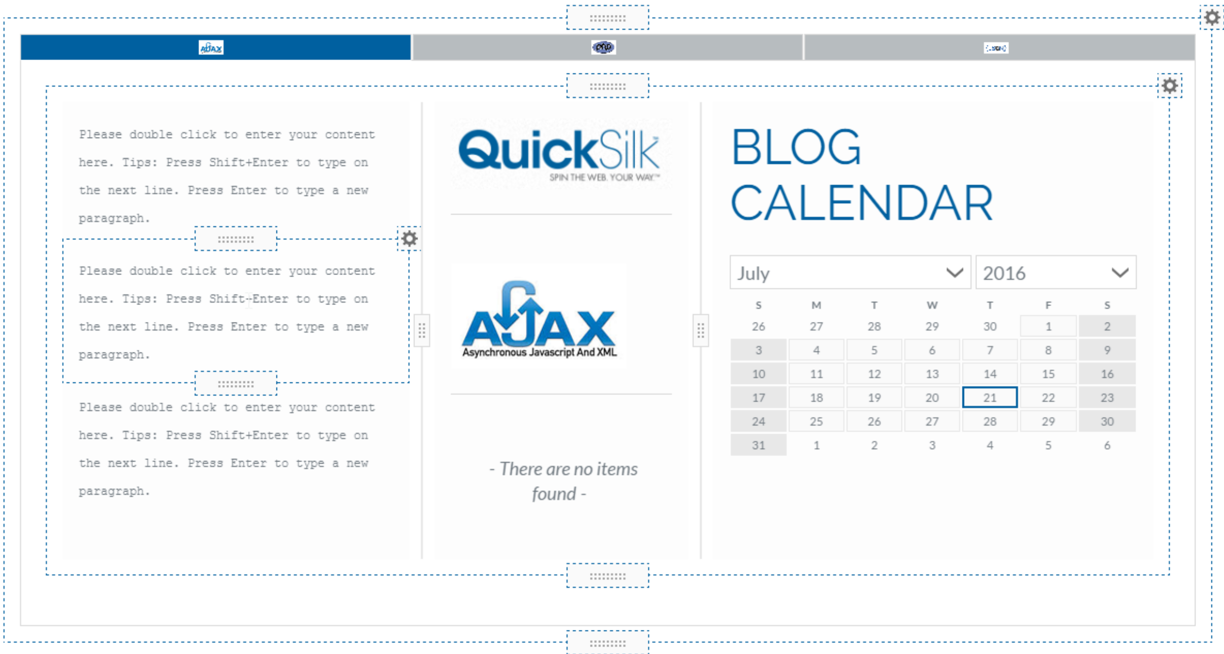


Figure 27.1: Tabs Block. Sample

3.5.14. Working Area

Place the Working Area module onto a page to define an area where other modules can be placed.

To create a Working Area, Enter the following Data:

- Content Width: full screen width or set custom value as shown in Figure 27.2 below
- Area Align: left, center or right
- Specify URL if you wish the content of the working will be linked to external/internal URL
- Specify if you wish to open the content of the working area (i.e. image) in a new window

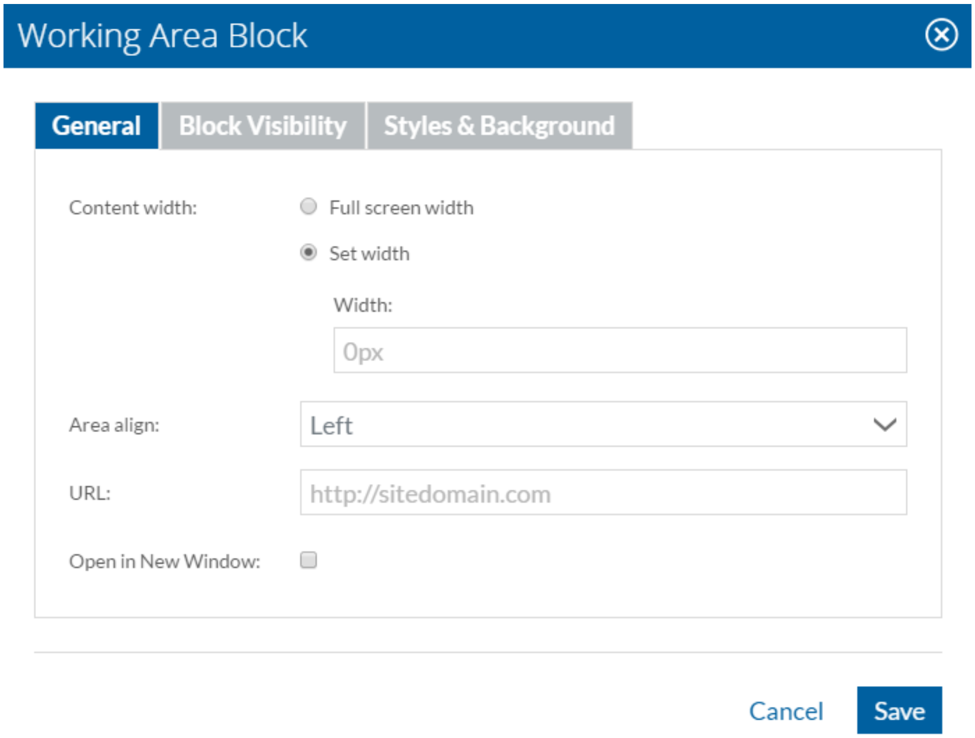


Figure 27.2: Working Area Block

Click the **Save** button to create the Working Area, or hit **Cancel** to discard.

3.5.15. Rollover Tabs

Rollover Tabs allow creating collapsible panels that include miscellaneous content (i.e. text, images and system modules)

To create the Rollover Tabs, drag and drop the module onto a webpage and enter the following data into their respective fields:

- Title
- Specify if the system will show the tab's title
- Specify the action to open the tab (on click or on mouse over)
- Set alignment for the tabs
- Specify how the tabs will expand
- Add new tabs
- Specify URL if you wish the system to direct users to specified address after click on an icon

- Upload an icon
- Click on + to add a new tab
- Click on ✖ to remove the tab

Click on the Save button to save your changes or Cancel to discard and close the popup window.

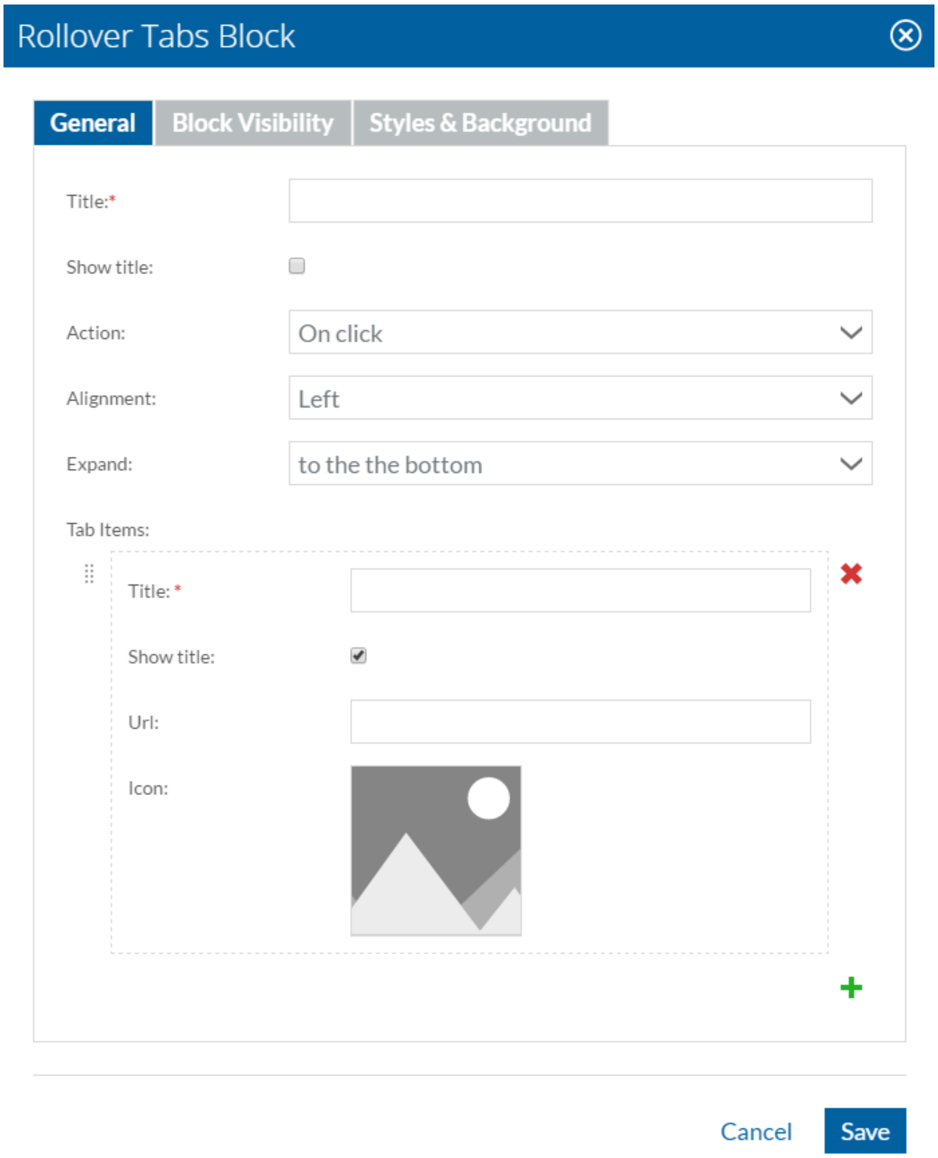


Figure 27.3: Rollover Tabs Block

3.5.16. Spoiler

Create expandable/collapsible panels with various static and dynamic content.

To embed the module, drag and drop the Spoiler onto a webpage and the Spoiler Block popup window will open. Enter the spoiler's title and click on the Save button to save your changes or Cancel to discard.

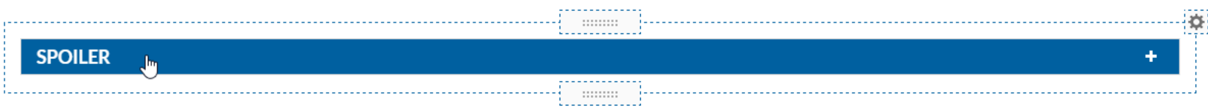


Figure 27.4: Embedded Spoiler

To add content to your spoiler:

- Click on the main panel to roll out the panel
- Drag and drop modules and blocks inside the panel

Figure 27.4 below depicts the spoiler block that incorporates the following elements: tabs, menu, images, divider, text block and the Google map.

Figure 27.4: Sample of Spoiler

3.5.17. Breadcrumbs

Embed the Breadcrumbs module to keep track of your navigation within a website. Breadcrumbs are represented as clickable page titles and use hierarchical structure of a website.

The module can be embedded manually on each or group of pages but the best solution is to embed the breadcrumbs into page layout(s) or structure block, thus applying the module for the whole website or specific pages that use certain layouts.

Breadcrumbs color (style) depends on the website template.

Figure 27.5: Breadcrumbs Module. Frontend View

3.5.18. Structure Block

Structure block allows users to assemble various blocks and modules within a single structure block. Applying the structure block will significantly facilitate the modelling of webpages. Users will no longer need to create headers and footers for each layout since the structure block allows creating and using a set of graphic elements and modules at any desired location.

To create a new Structure Block, enter the following data into their respective fields:

- Specify Title for the block
- Content Width: full screen width or set custom value as shown in Figure 27.6 below
- Area Align: left, center or right

Click on the Save button to save your changes and create a new instance or Cancel to discard and close the popup window.

Once the Structure block instance has been created and embedded into a webpage, drag and drop desired blocks and modules into the structure block and the system will instantly save the changes.

To edit the structure block, simply remove unwanted elements and/or add new ones. The system does not have any limitations for the content of the structure block, thus users have the ability to use all available blocks and modules designing the block.

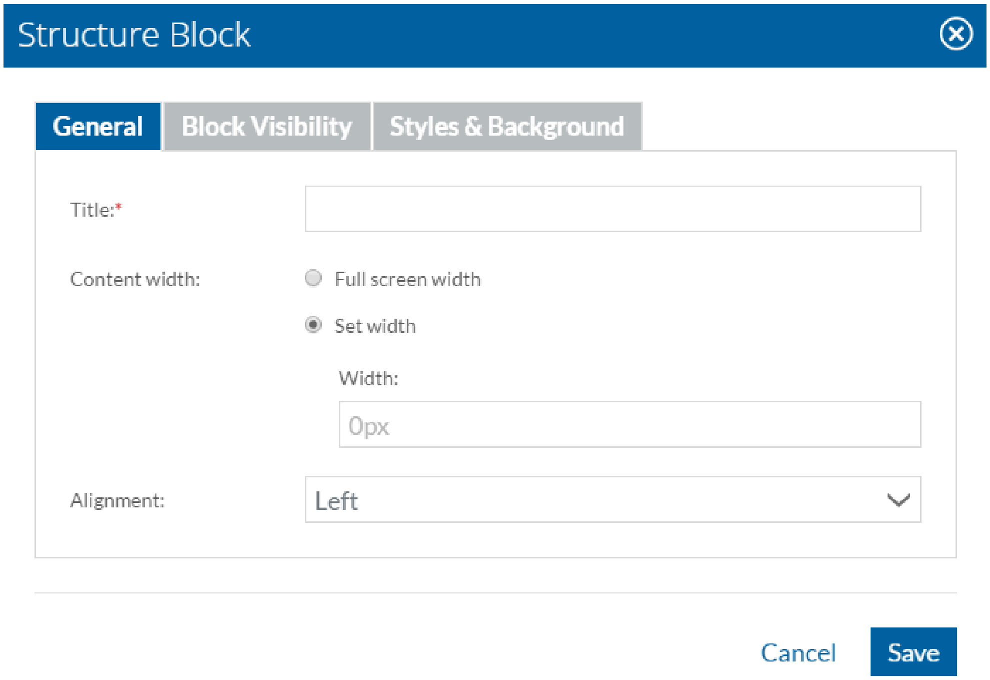


Figure 27.6: Structure Block

3.6. Communicate! Modules Group

BLOG. Use this module to place a blog onto the webpage.

BLOG ARCHIVE. Place this module on a page to display past blog posts.

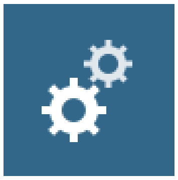
BLOG CALENDAR. Use this module to place a calendar that displays blog posts when a day is selected.

BLOG CATEGORIES. Place this module on a page to display a link(s) to specific blog category.

BLOG ROLL. Use this module to place a specific number of items from a blog on a webpage.

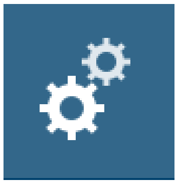
BLOG WIDGET - LATEST POSTS. Use this module to display links to recent posts form a specific blog.

EVENTS. Place this module on a page to display events.



EVENTS BIG CALENDAR. Show your events in a big calendar. Allow users to view events using convenient view options: month, week and agenda.

EVENTS CALENDAR. Use this module to place a calendar that displays event posts when a day is selected.



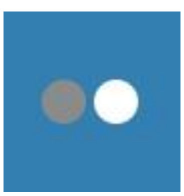
EVENTS CALENDAR FILTER. Allow user to seek interesting events using convenient data filtering facilities.

EVENTS WIDGET - LATEST EVENTS. Use this module to display links to the latest events.

FAQ MANAGER. Used to place and create frequently asked questions on a page.

FILE GRID LIST. Place this module to allow users to search for files.

FILE GRID LIST - LATEST UPLOADS. Place this module to see the most recently uploaded files.



FLICKR. Use this module to display Flickr content.

FORUM. Place a forum on a page.

FORUM WIDGET - LATEST TOPICS. Display the latest topics in a specific forum.

GOOGLE MAPS. Place a Google Maps map on a page.

IMAGE. Embed images into webpages wherever you like.

IMAGE GALLERY. Create and embed image galleries into your pages.

LINKS MANAGER. Used to place links to external or internal webpages.

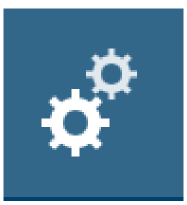
PORTFOLIO. Use this module to display your portfolio of work.

RSS. Place an RSS feed on a webpage.

SLIDER. Add sliders to your page and enhance the look of your website, and amplify perception of ideas.

TESTIMONIALS. Place customer testimonials on a webpage.

VIDEO GALLERY. Allow your website visitors to make familiar with your multimedia library.



LISTING DIRECTORY. Create listing directory to use and visualize complex, and multi-level objects.

D3 MODULE. Create and embed the D3 module to add visual enhancements and advanced graphic solutions to your webpages

3.6.1. Blog

Once the Blog module has been dragged onto the webpage, the system will ask if you wish to create a new blog, or select an existing blog. If you wish to select an existing blog, click the Select Existing button, and then select the desired blog from the list.

If you wish to create a new blog, click the Create New button, and a popup window will open, prompting the user to enter the following information:

- Short Name

- Title
- Show Title
- Display the ‘View All’ link

Click on the Save button to create the blog, or Cancel to discard the data.

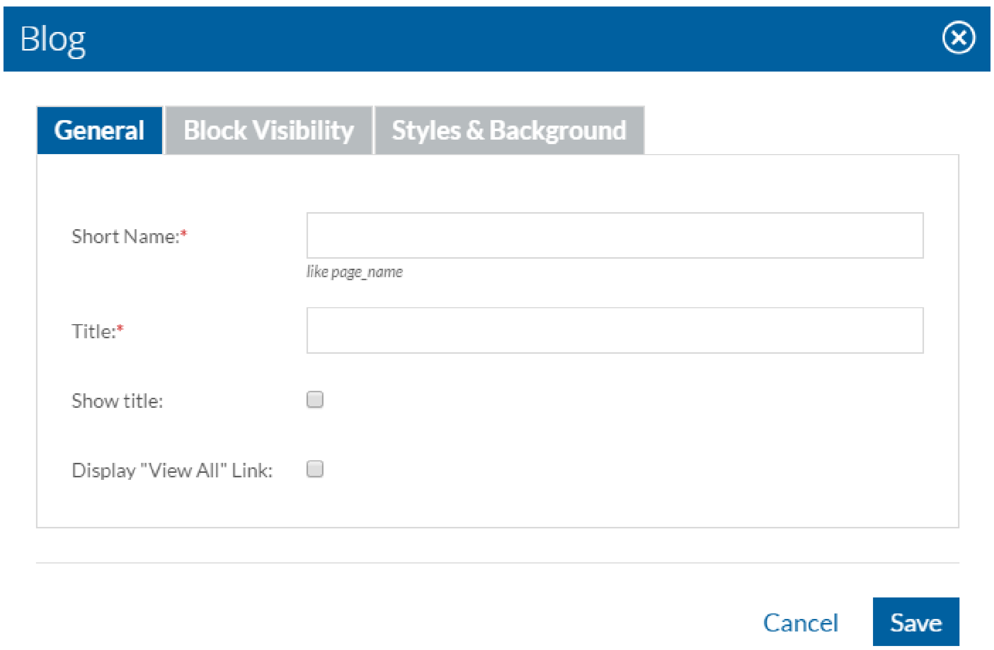


Figure 28: Create New Blog

Figure 28.1: Blog Instance. Frontend Admin View

3.6.1.1. Create New Category

To create a new category, click the Create New Category button. A popup window will appear asking the user to enter the following data:

- Short Name
- Title
- Abstract
- Status

Click the Save button to save the category, or Cancel to discard the data.

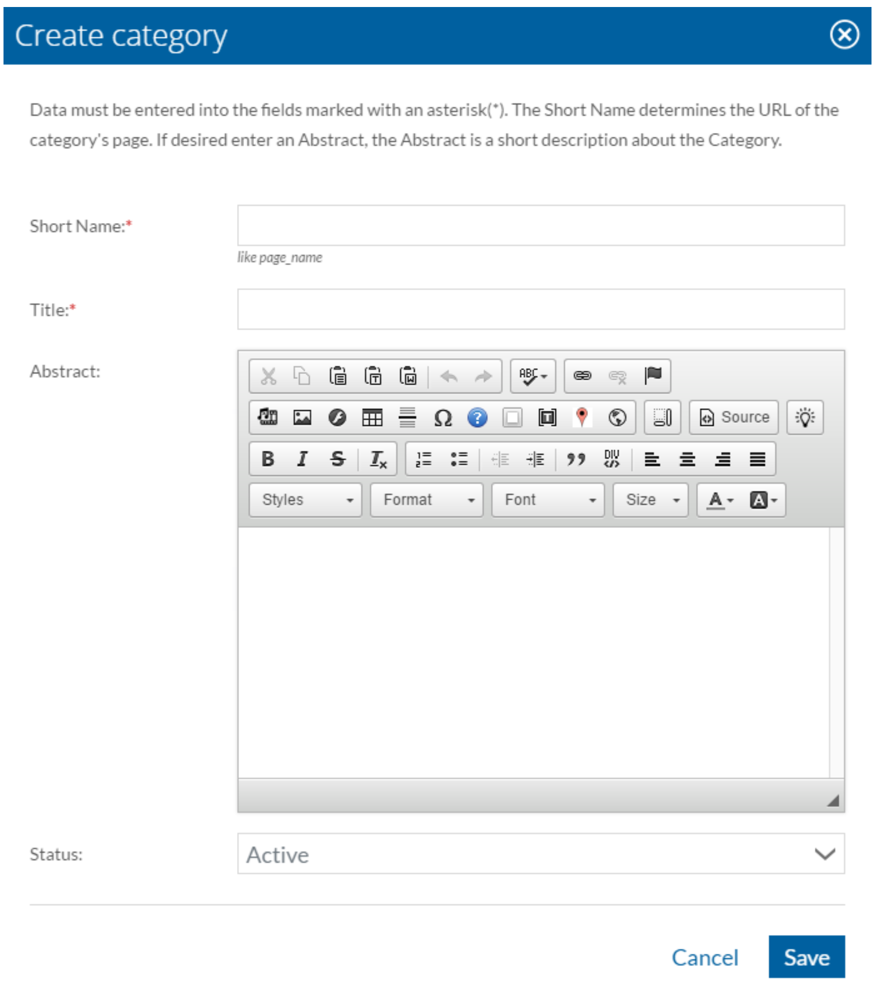


Figure 29: Create New Blog Category

3.6.1.2. Create New Post

To create a new post, click the Create New Post button. A popup window will appear, asking the user to specify the following:

- Short Name
- Title
- Choose Template/Layout in the drop-down list
- Intro Image
- Date
- Specify if post is a **Featured** post. If it is set to featured, it will appear at the top highlighted.
- Abstract
- Content
- Contributors
- Related posts
- # of posts in a row
- Categories
- Tags
- Status
- Specify **Publishing Status**. Should the post always be published, or between a certain date range.
- Specify if the system will automatically publish the post in social networks

Click the Save button to save your post, or cancel to discard the data.

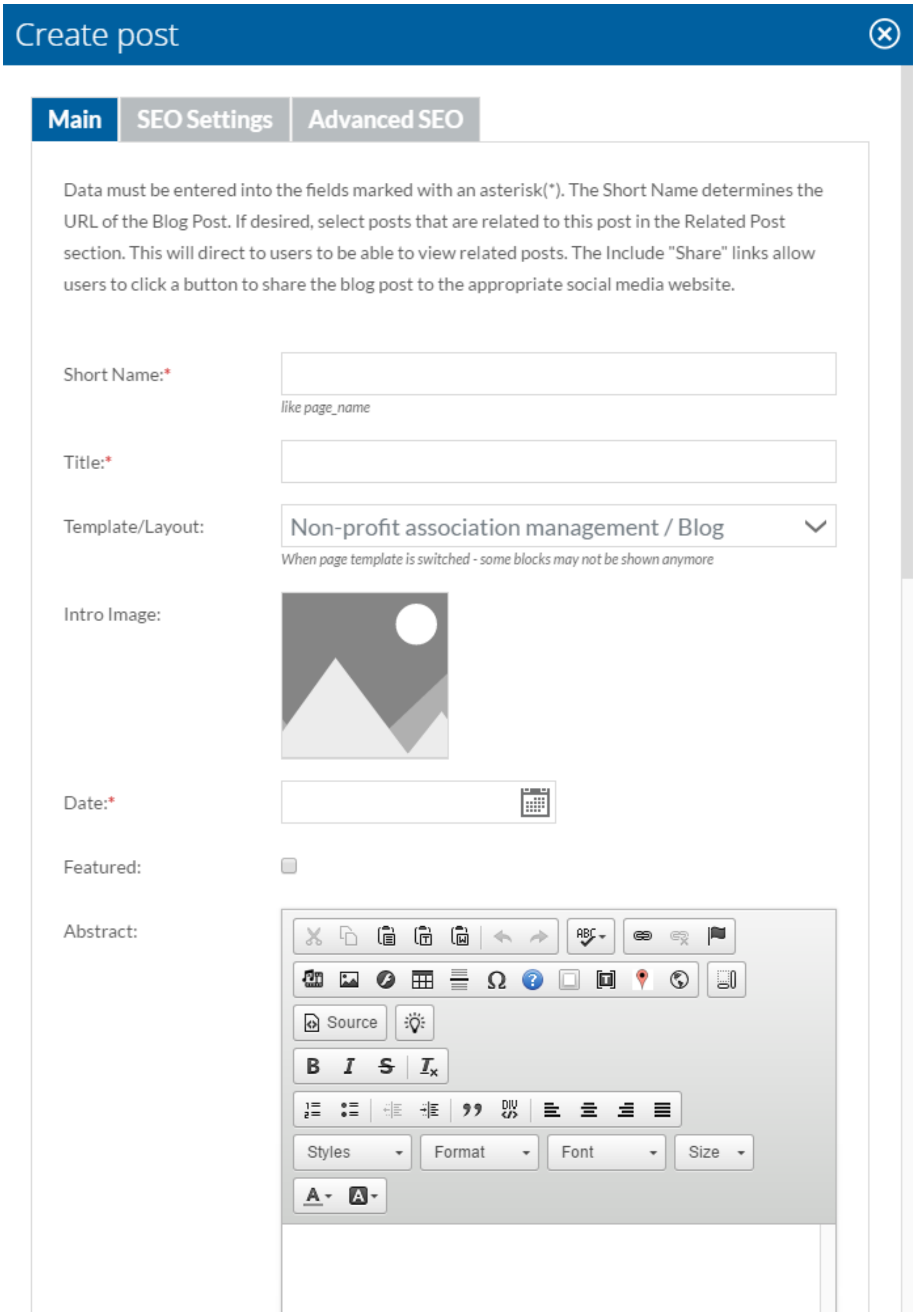


Figure 30: Create New Blog Post - Part 1

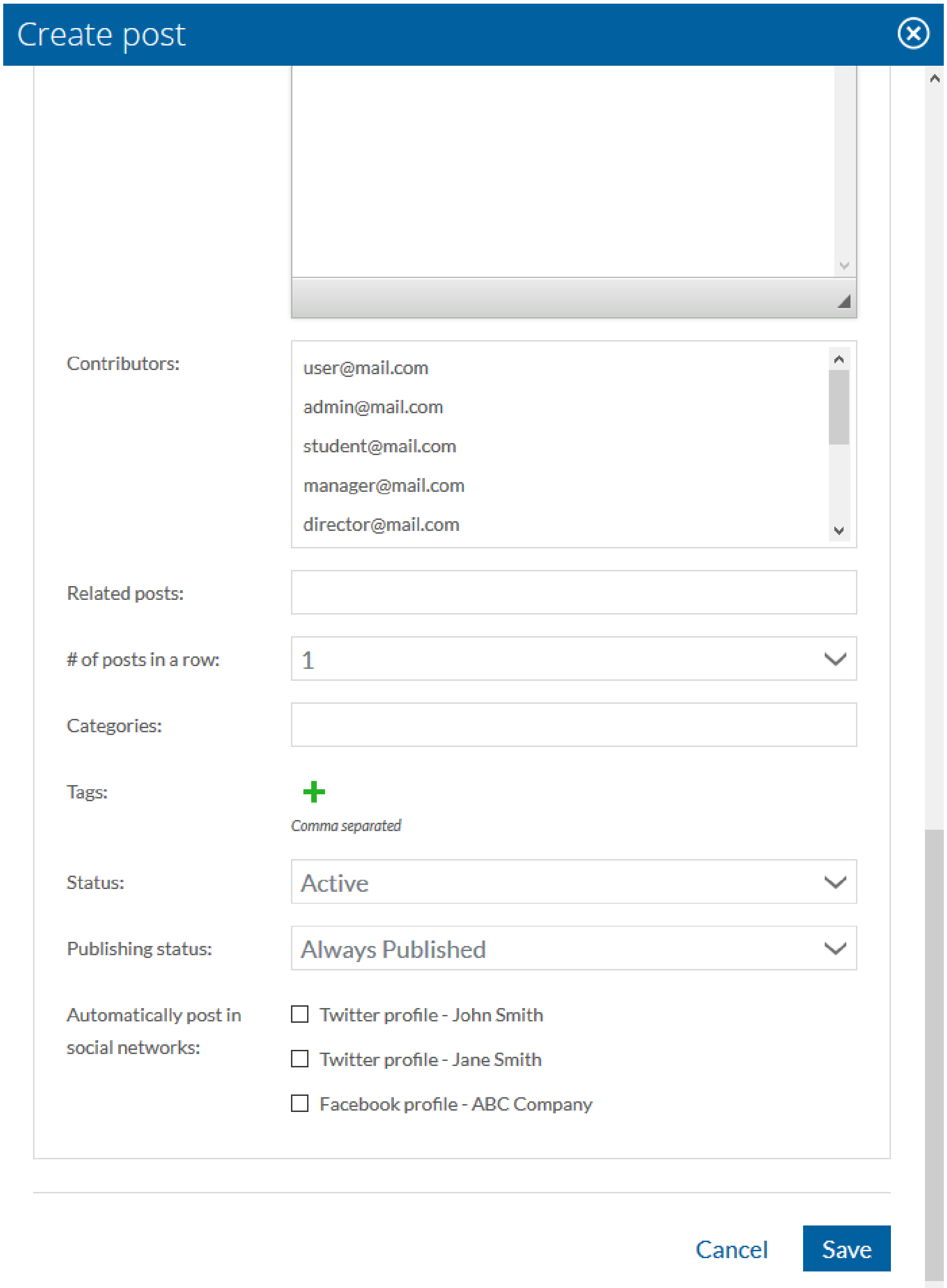


Figure 31: Create New Blog Post - Part 2

3.6.1.3. Edit Blog

To edit a blog, click the Edit button, and the update popup window will appear. Change the desired information and then hit Save to save the data, or Cancel to discard the changes.

3.6.1.4. Edit a Blog Post

To edit a blog post, click on the desired post, Next, click on the Edit button. A popup window will appear, and here you can enter the desired changes. Click Save to save your data, or Cancel to discard the changes.

3.6.1.5. Remove a Blog

To remove a blog, mouse over the blog module on the page, and either drag it to the modules panel or mouse over the module, click the icon, and then click remove. The system will open a dialog box as shown in Figure 32 below asking the user to confirm whether the system will delete the blog from this page only remove the blog instance permanently from the website.

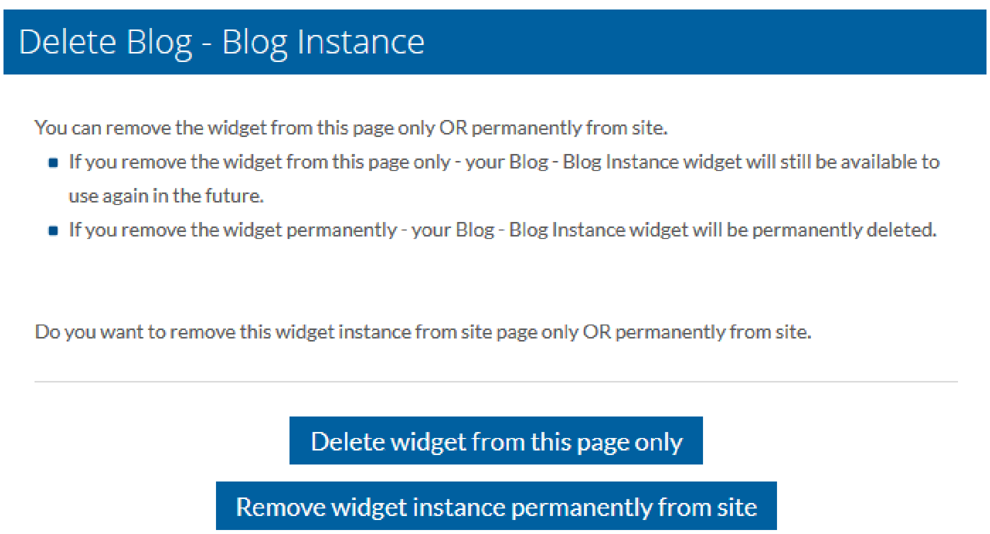


Figure 32: Removing Blog

3.6.1.6. Remove a Blog Post

To remove a blog post, click on the desired post. Next, click on the Edit button and scroll down to the bottom of the popup window. Click the Delete button and the system will ask you if you want to remove the post. Click Remove to delete the post, or Cancel to keep the post.

3.6.2. Blog Archive

Once the Blog Archive module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Blog (Select the blog you wish to display)
- Category (Select the desired category from the blog)

Click on the Save button to create the blog archive, or Cancel to discard.

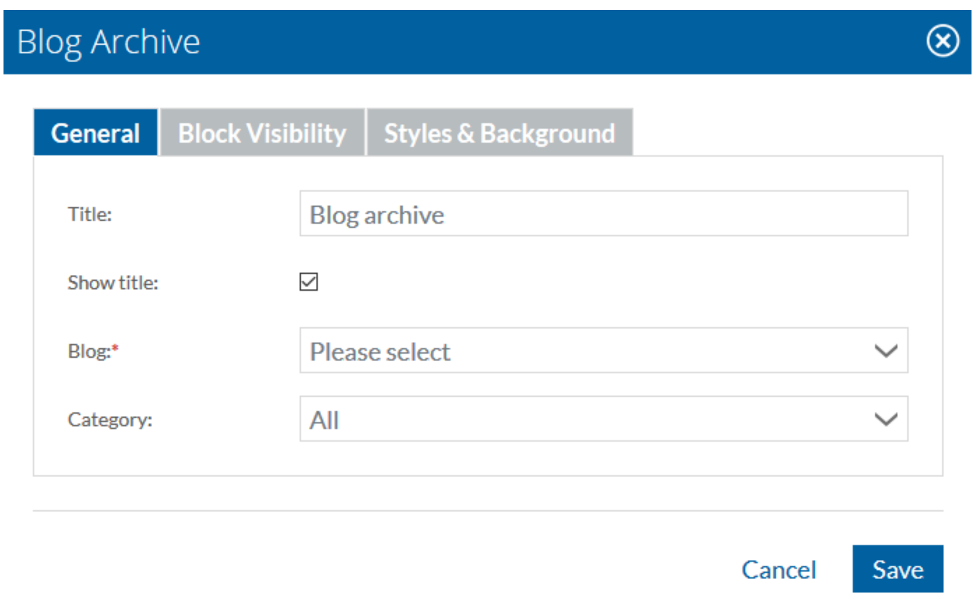


Figure 33: Create New Blog Archive

3.6.3. Blog Calendar

Once the Blog Calendar module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Blog Categories (Select the categories you want to display posts from)
- Display "View All" Link

Click on the Save button to create the blog calendar, or Cancel to discard.

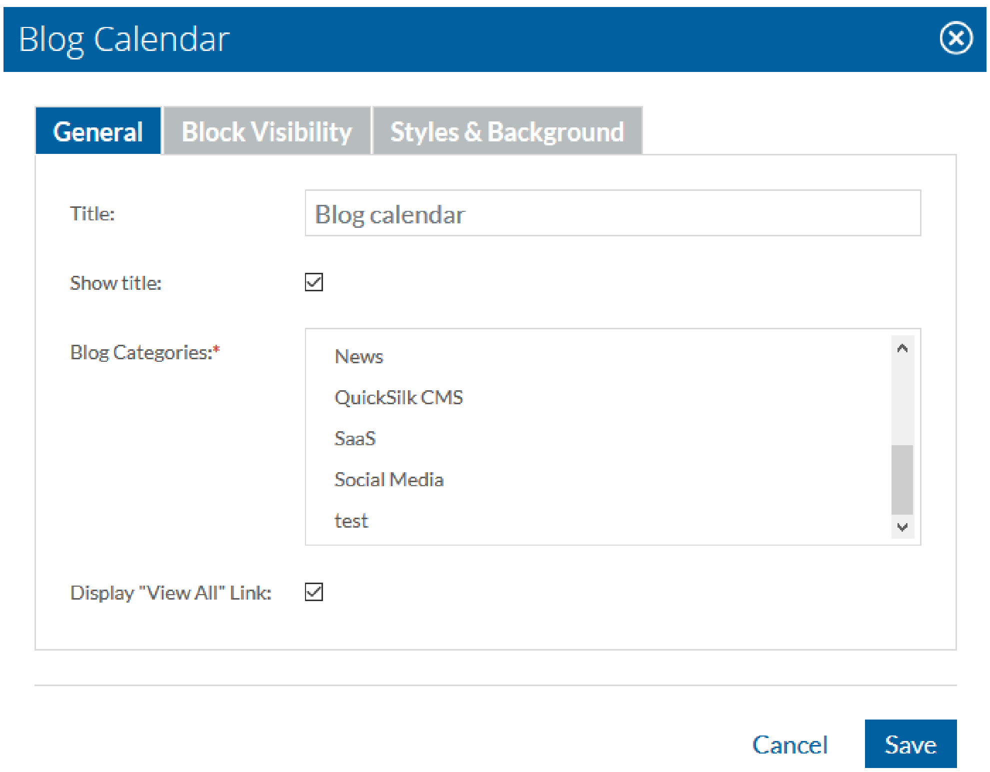


Figure 34: Create New Blog Calendar

3.6.4. Blog Categories

Once the Blog Categories module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Blog (Select the blog you wish to display categories from)
- Categories (Select the categories you wish to display)

Click on the Save button to create the blog categories, or Cancel to discard.

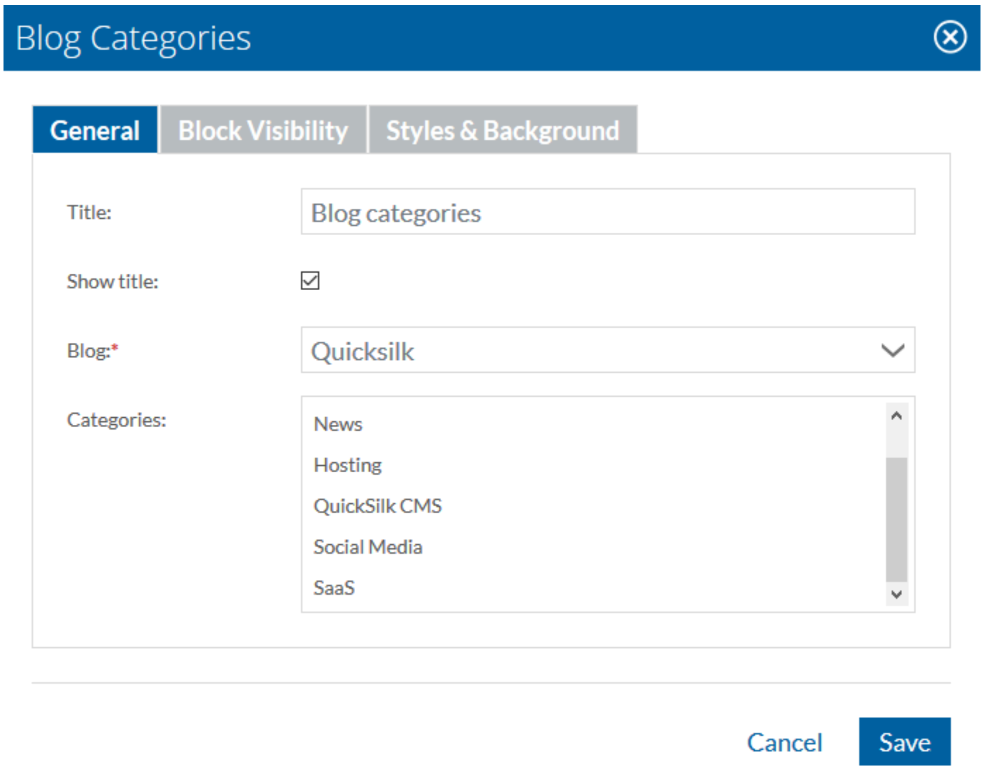


Figure 35: Blog Categories Module

3.6.5. Blog Roll

Once the Blog Roll module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Blog (Select the blog you wish to display posts from)

- # of Items to Show

Click on the Save button to create the blog roll, or Cancel to discard.

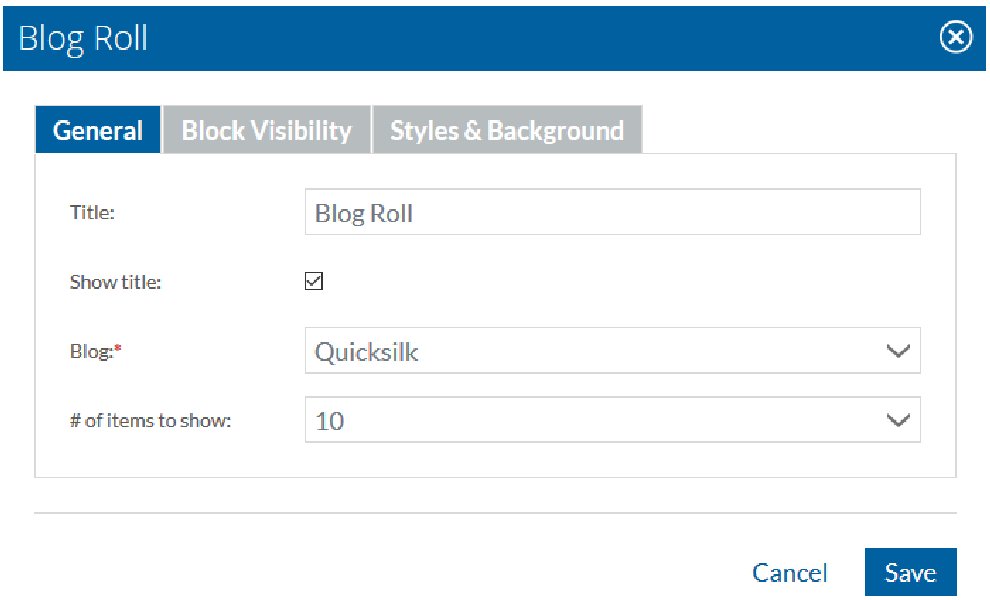


Figure 36: Blog Roll Module

3.6.6. Blog Widget - Latest Posts

Once the Blog Widget - Latest Posts module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Blog (Select the blog you wish to display posts from)
- Categories (Select the blog's categories that you wish to display posts from)
- Display "View All" Link
- # of Items to Show
- Columns
- Padding
- Specify how the system will show abstract: No, Short or Full

Click on the Save button to crate the blog widget, or Cancel to discard.

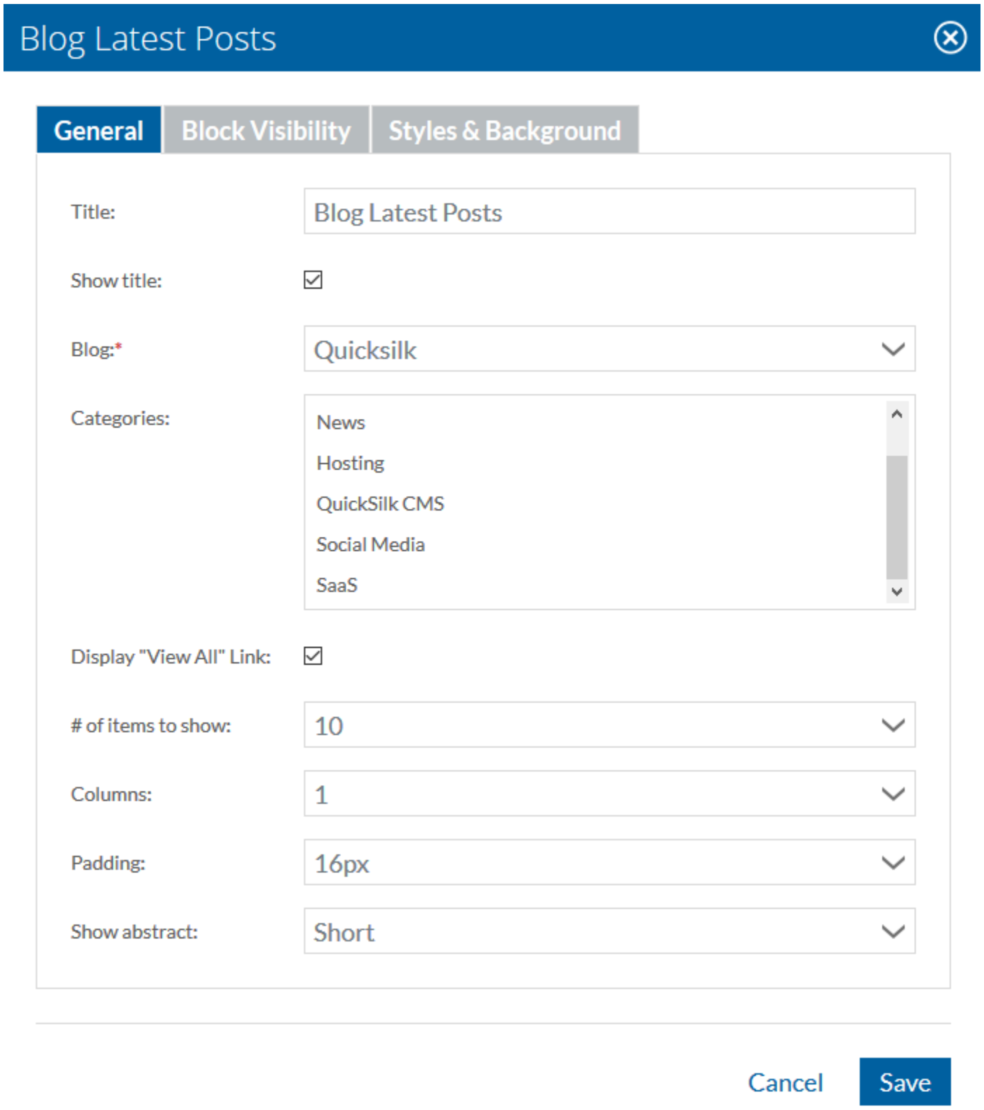


Figure 37: Blog Widget

3.6.7. Events

Once the Events module has been dragged onto the webpage, the system will ask if you wish to create a new events, or select an existing events. If you wish to select an existing events, click the Select Existing button, and then select the desired events from the list.

If you wish to create a new events, click the Create New button, and a popup window will open, prompting the user to enter the following information:

- Short Name
- Title
- Show Title

Click on the Save button to create the Events, or Cancel to discard.

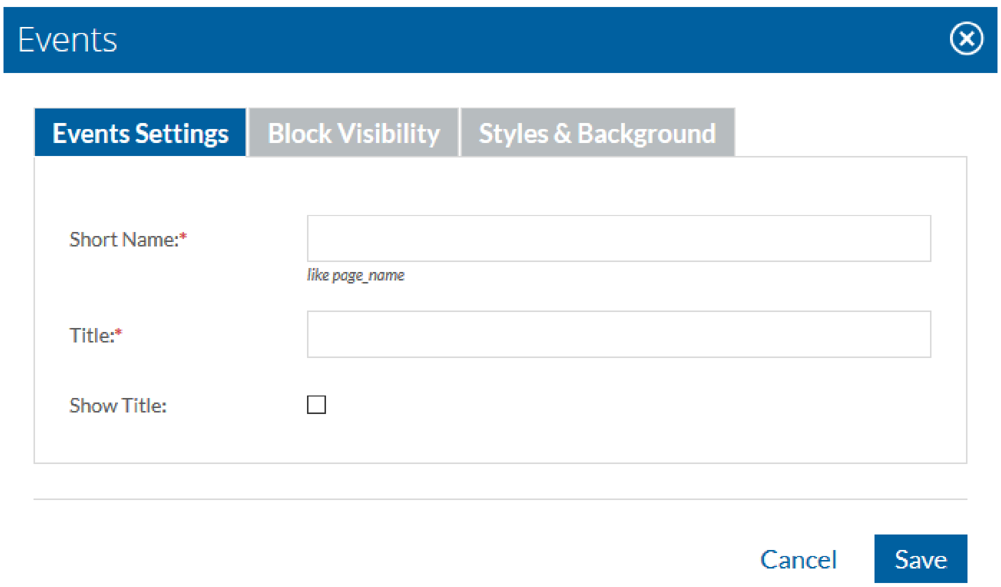


Figure 38: Create New Events Block

3.6.7.1. Create New Event

To create a new event, click the Create New Event button. A popup window will open with the following fields:

- Short Name
- Title
- Date Start
- Specify if the system will repeat the event
- Duration of the event
- Start and End Date

- Abstract
- Content
- Event's Authors
- Event's Attendees
- Categories
- Status
- Publishing Status
- Specify visibility settings for the event

Click the Save button to create the event, or Cancel to discard all data.

Figure 38.1: New Event Instance

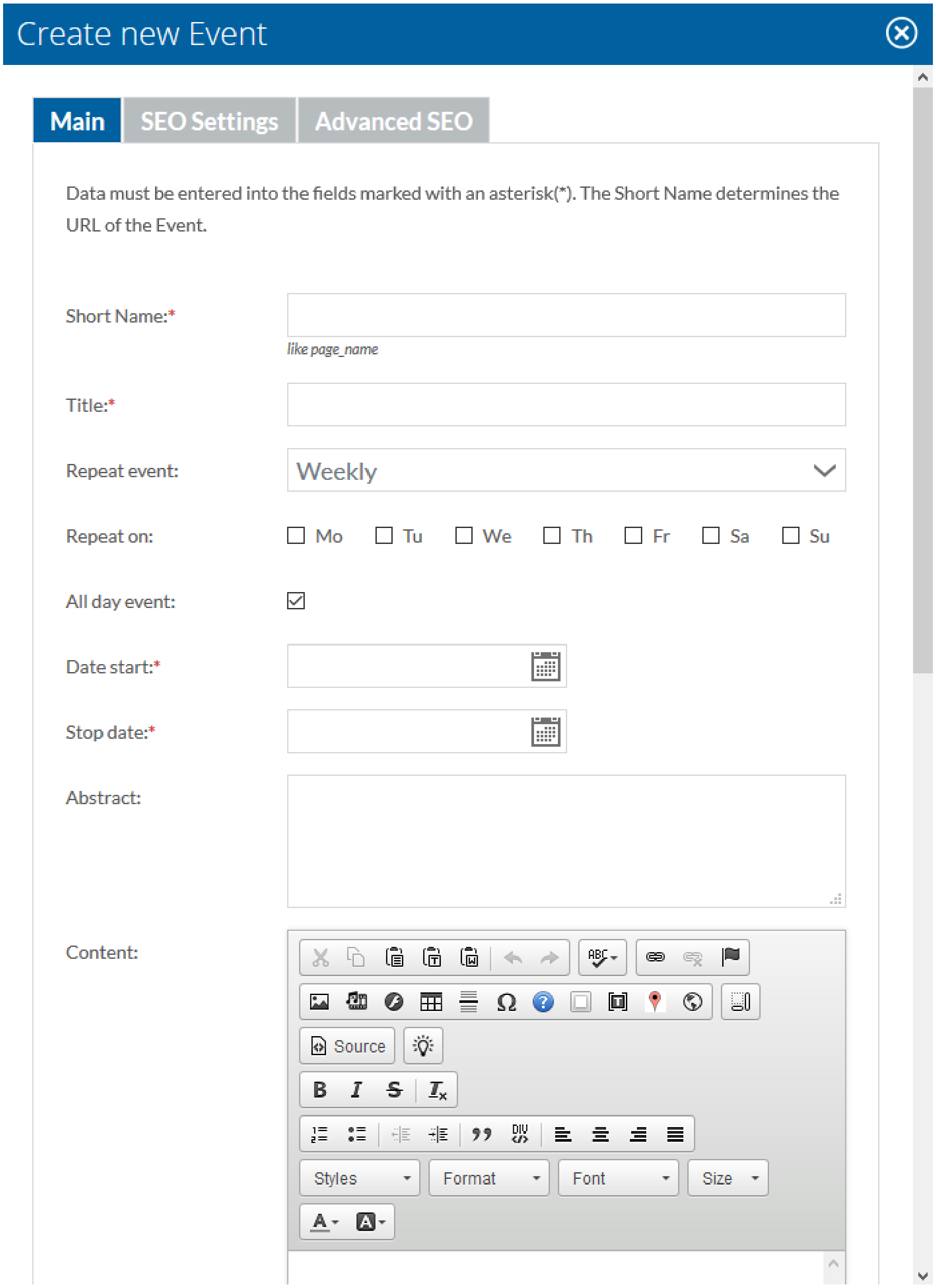


Figure 39: Create New Event I

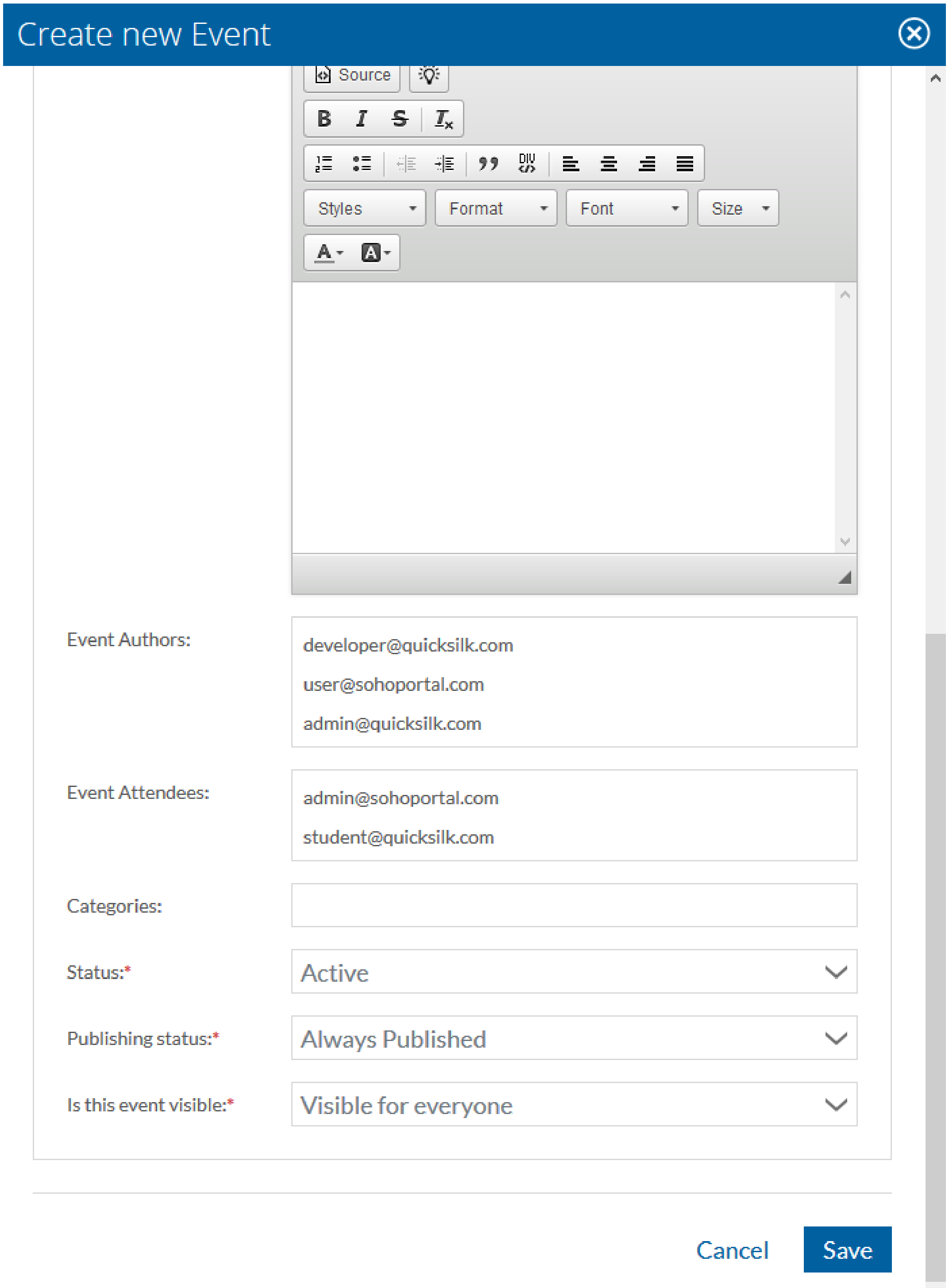


Figure 39.1: Create Event II

3.6.7.2. Create New Category

To create a new category, click the Create New Category button. A popup window will open, prompting the user to enter the following information:

- Short Name
- Title
- Abstract
- Status

Click the Save button to create the event, or Cancel to discard all data.

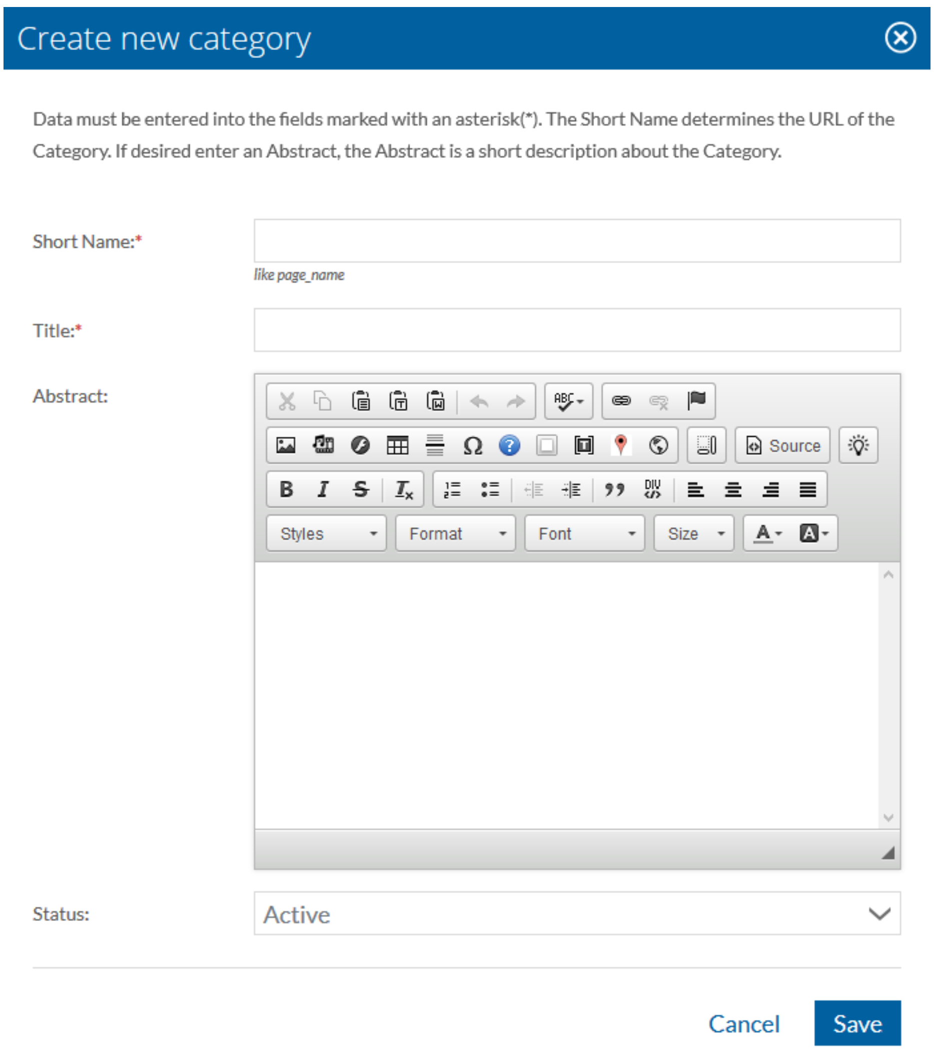


Figure 40: Create New Event Category

3.6.8. Events Calendar

Once the Events Calendar module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Events Categories (Select the categories you want to display events from)

Click on the Save button to create the events calendar, or Cancel to discard.

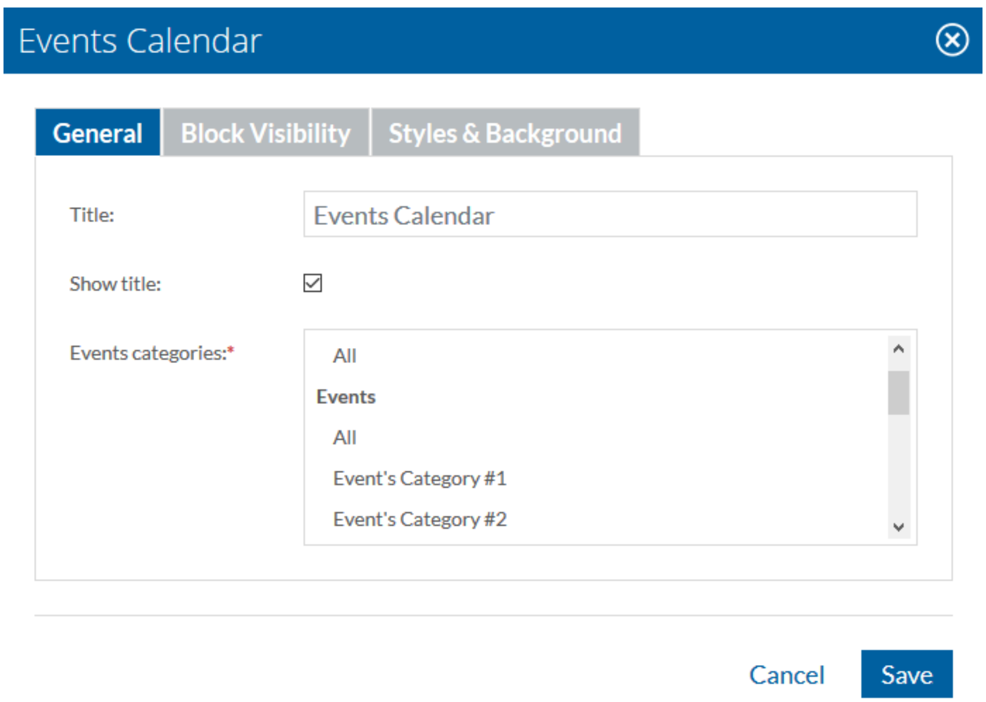


Figure 41: Events Calendar

3.6.9. Events Big Calendar

Events Big Calendar is the utility that allows showing events using Agenda, Week and Month view. Intuitive and convenient interface of the calendar provides users with the ability to navigate through months and years, change calendar's view and seek events using in-build search utility.

On mouse over, the system is showing a popup window with the event abstract description and the View More button that redirects users to the event page.

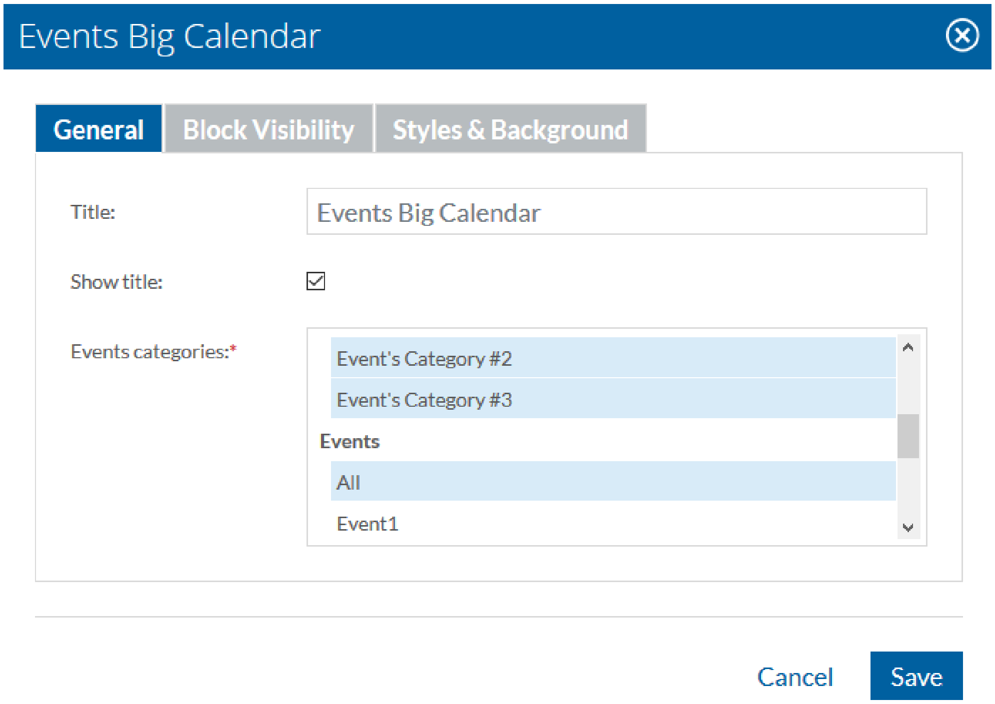


Figure 41.1: Events Big Calendar

To create a new Events Big Calendar, enter the following data into their respective fields:

- Title
- Specify if the system will show the title
- Choose events categories

Click on the Save button to save your changes and create a new calendar or Cancel to discard.

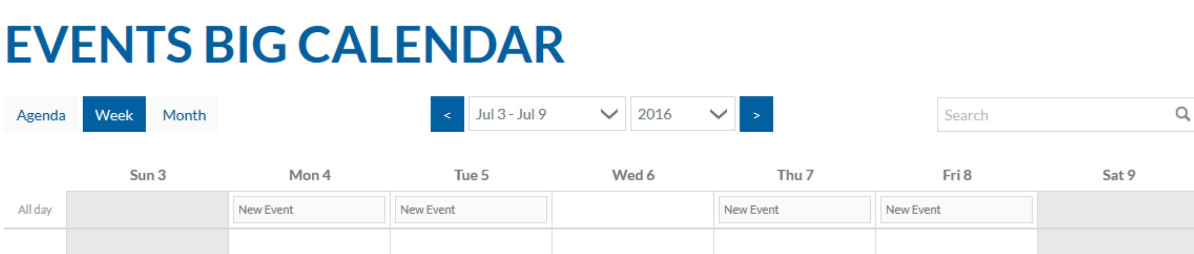


Figure 41.2: Events Big Calendar. Week View

3.6.10. Events Calendar Filter

Events Calendar Filter is the utility that allows managing visualization of the events in the big calendar. Simply put and remove a checkmark to add and remove events from the calendar.

To create a new Events Calendar Filter, enter the following data into their respective fields:

- Title
- Specify if the system will show the title
- Select calendar the filter will be linked to

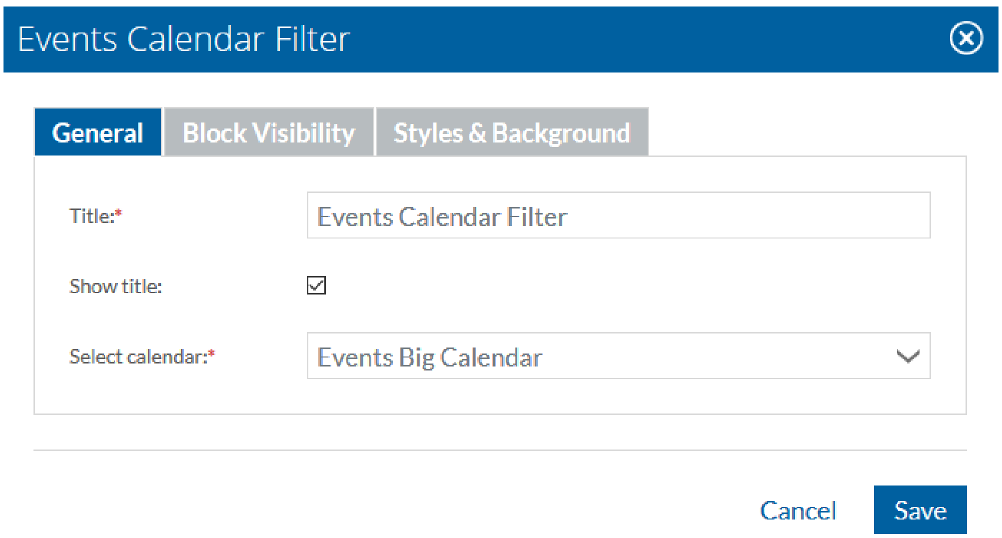


Figure 41.3: Events Calendar Filter

3.6.11. Events Widget - Latest Events

Once the Events Widget - Latest Posts module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Events (Select the events list you wish to display posts from)
- Categories (Select the event lists' categories that you wish to display posts from)
- Display "View All" Link
- Specify if you wish to show upcoming events only
- # of Items to Show

Click on the Save button to create the events widget, or Cancel to discard.

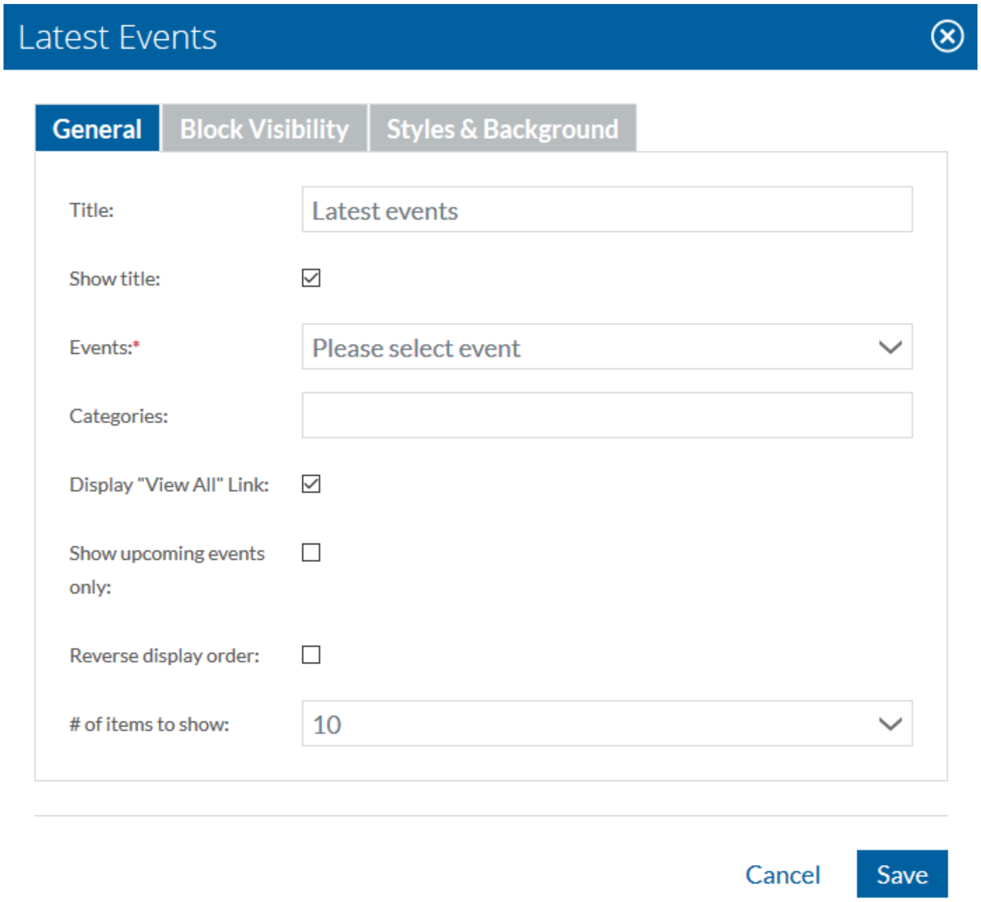


Figure 42: Latest Events

3.6.12. FAQ Manager

Once the FAQ Manager module has been dragged onto the webpage, the system will ask if you wish to create a new FAQ manager, or select an existing FAQ manager. If you wish to select an existing one, click the Select Existing button, and then select the desired FAQ manager from the list.

If you wish to create a new FAQ manager, click the Create New button, and a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Display FAQ Categories on Top

- Display FAQ Categories Title

Click the Save button to save the FAQ manager, or Cancel to discard.

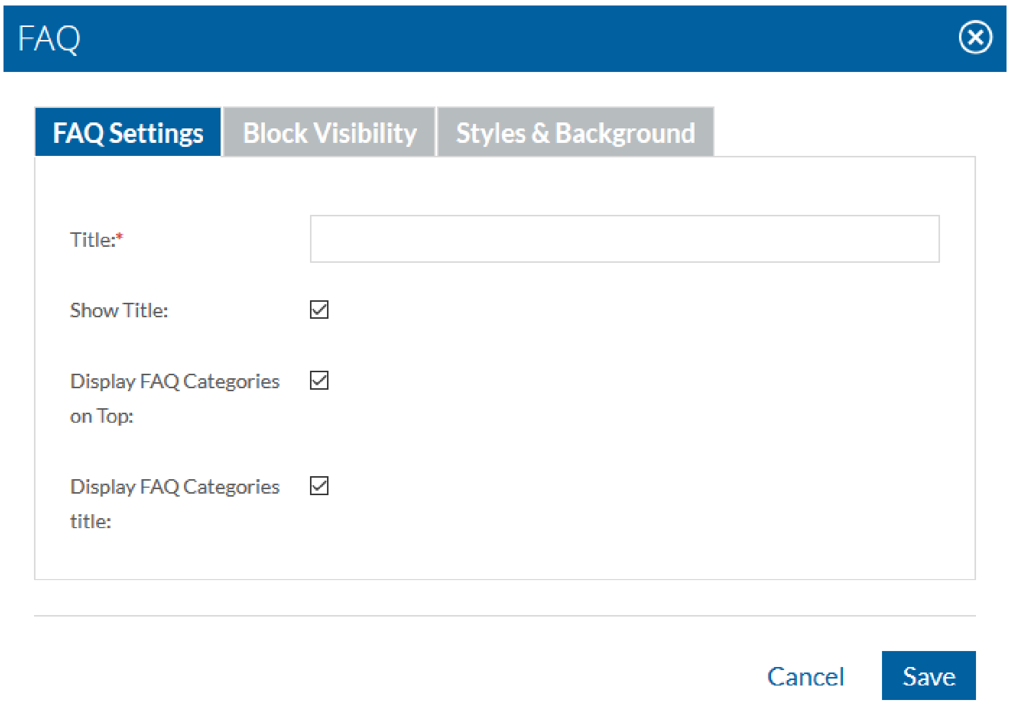


Figure 43: FAQ Manager

3.6.12.1. Create New Category

To create a new FAQ category, click on the New Category button. This will open a new popup window with the following fields:

- Specify the **Category** name.
- Specify if the system will expand the category. If the category set expanded, the answers for the questions in this category shown without clicking the question.

Click the Save button to save the category, or Cancel to discard the data.

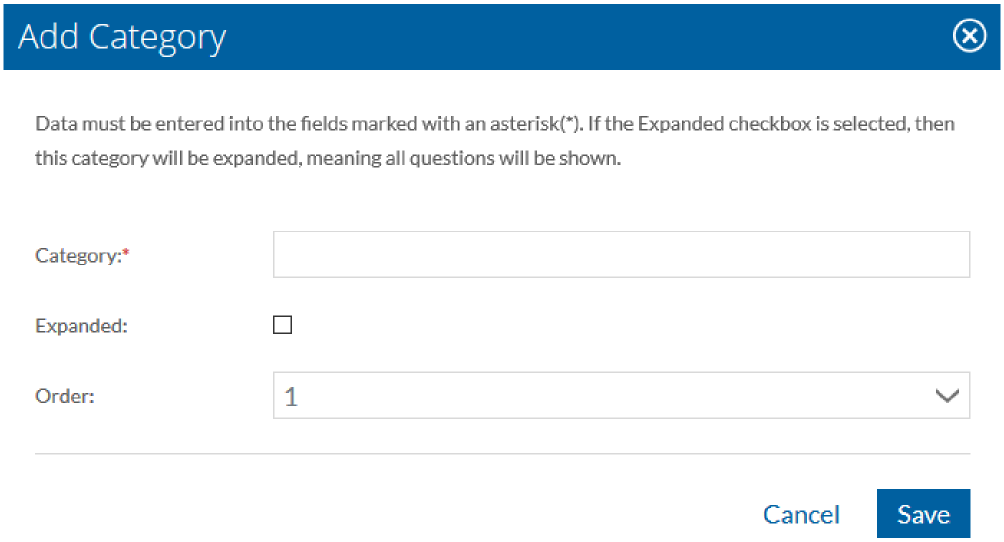


Figure 44: Create FAQ Category

3.6.12.2. Create New Question

To create a new question, click on the New Question button. A popup window will appear, asking the user to fill in the following fields:

- Question
- Answer
- Category
- Order

Click on the Save button to save the question, or Cancel to discard the data.

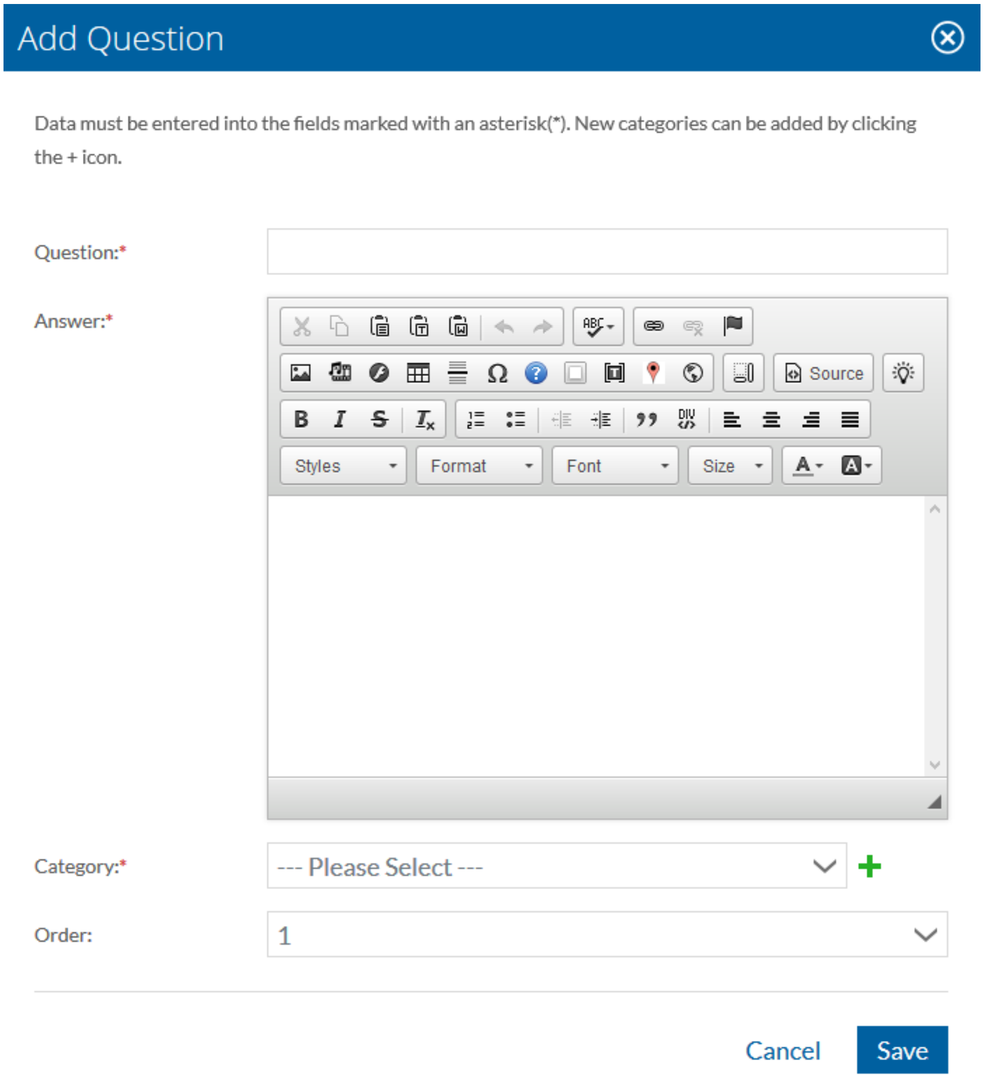


Figure 45: Create FAQ Question

3.6.12.3. Edit Category

To edit a category, click on the Edit link beside the desired category. A popup window will appear and you can enter your desired changes. Click Save to save your data, or Cancel to discard all changes.

3.6.12.4. Edit Question

To edit a question, click on the Edit link beside the desired question. A popup window will appear and you can enter your desired changes. Click Save to save your data, or Cancel to discard all changes.

3.6.12.5. Remove Category

To remove a category, click on the Remove link beside the desired category. A new popup window will open, and the system will ask if you want to remove the category. Click Remove to delete the category, or Cancel to keep the category.

3.6.12.6. Remove Question

To remove a question, click on the Remove link beside the desired question. A new popup window will open, and the system will ask if you want to remove the question. Click Remove to delete the question, or Cancel to keep the question.

3.6.13. File Grid List

Once the File Grid List module has been dragged onto the webpage, the system will ask if you wish to create a new File Grid List, or select an existing File Grid List. If you wish to select an existing one, click the Select Existing button, and then select the desired File Grid List from the list.

If you wish to create a new File Grid List, click the Create New button, and a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- # of Items Per Category
- # of Categories on Page

Click the Save button to save the File Grid List, or Cancel to discard.

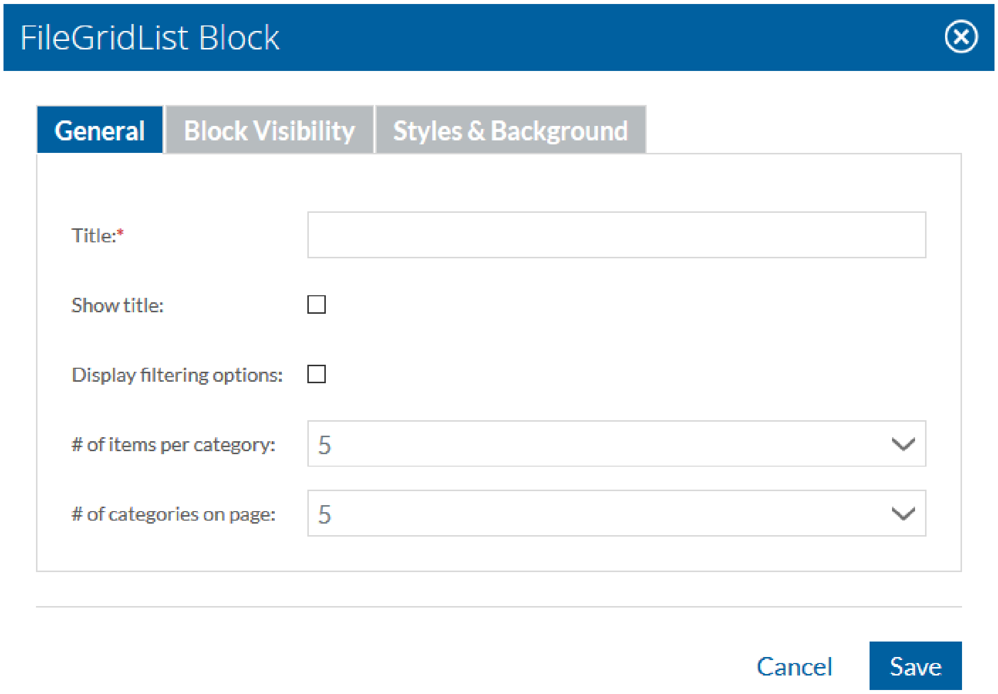


Figure 46: Create File Grid List

3.6.13.1. Add New URL

To Add a New URL to the File Grid List, click the Add New URL button. A popup window with the following fields will appear:

- Title
- Date
- Country
- Keywords
- Category
- URL

Click the Save button to create the URL, or Cancel to discard all data.

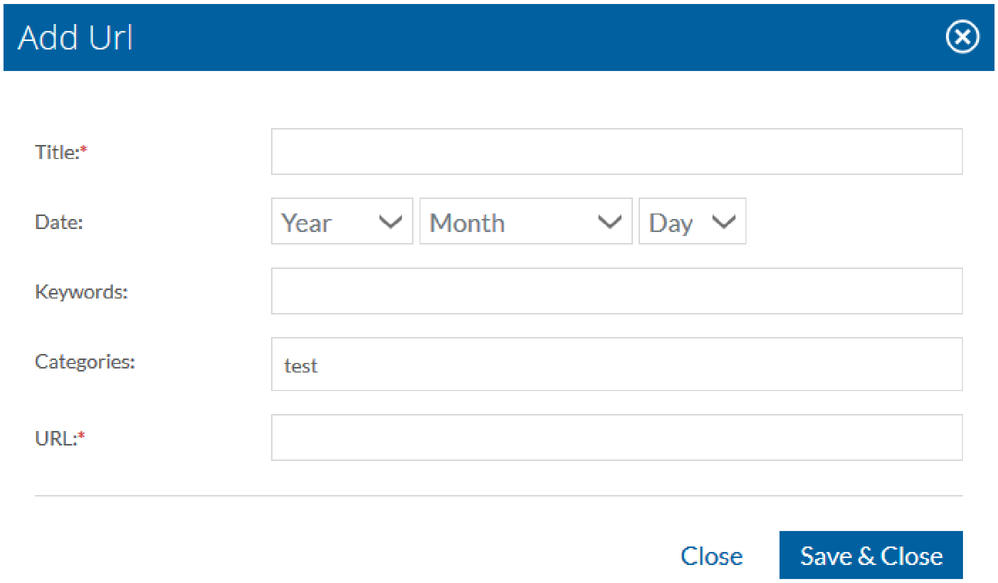


Figure 47: Add URL to File Grid List

3.6.13.2. Add New File

The system provides users with the ability to upload files using 3 methods:

1. Convenient drag-and-drop mechanism. Drag and drop your files into the dotted area within the popup window shown in Figure 48 below.
2. Choosing files stored locally. Click on the Choose Files button to upload your local files.
3. Uploading files using interface of the File Manager. Switch to the File Manager tab shown in Figure 48 and upload files located on server via the File Manager.

All the above methods allow uploading multiple files at a time.

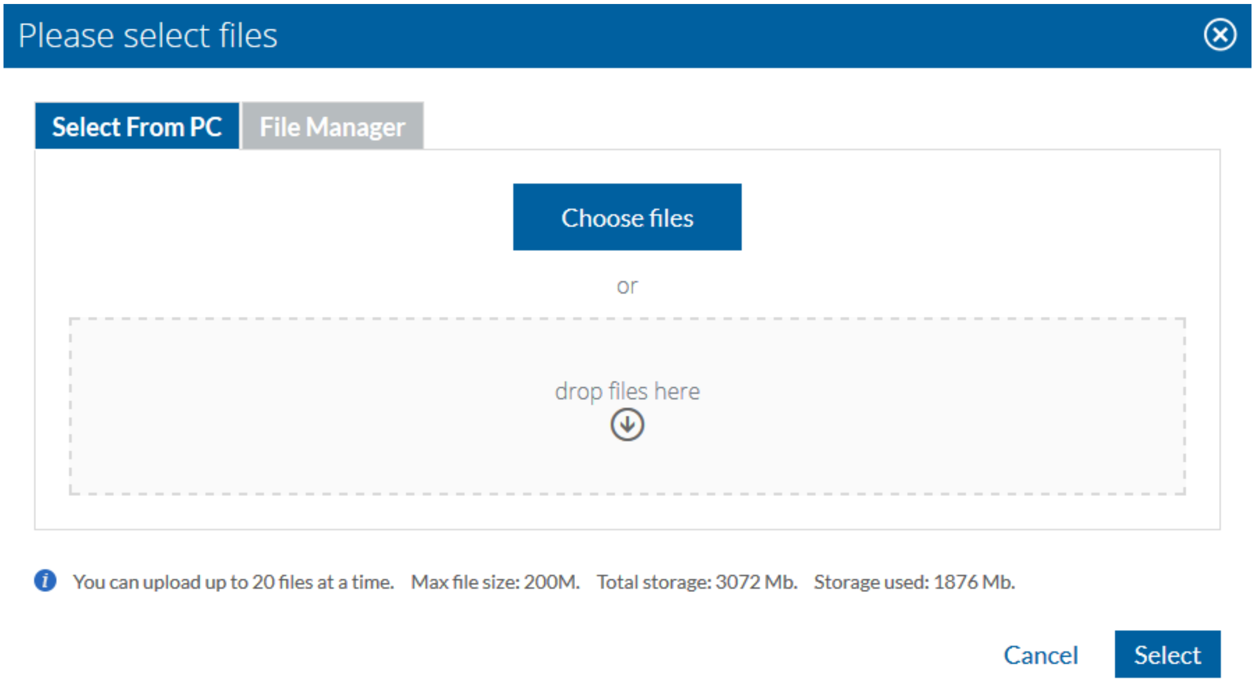


Figure 48: Add File to File Grid List

Once the files have been selected, the system opens the File popup window shown in Figure 48.1 below providing users with the ability to change file's title, remove and upload a new file, set date details, keyword and link file(s) to categories.

Click on the Plus icon to add a new file.

Click on the Remove icon to remove the file.

The system allows using a file in multiple categories. Files without categories are shown in the end of the File Grid List. In-built filter allows seeking files by their title, keyword and category.

Flexible settings of the File Grid List interface allows its users to modify columns' width by means of dragging the column borders towards desired direction.

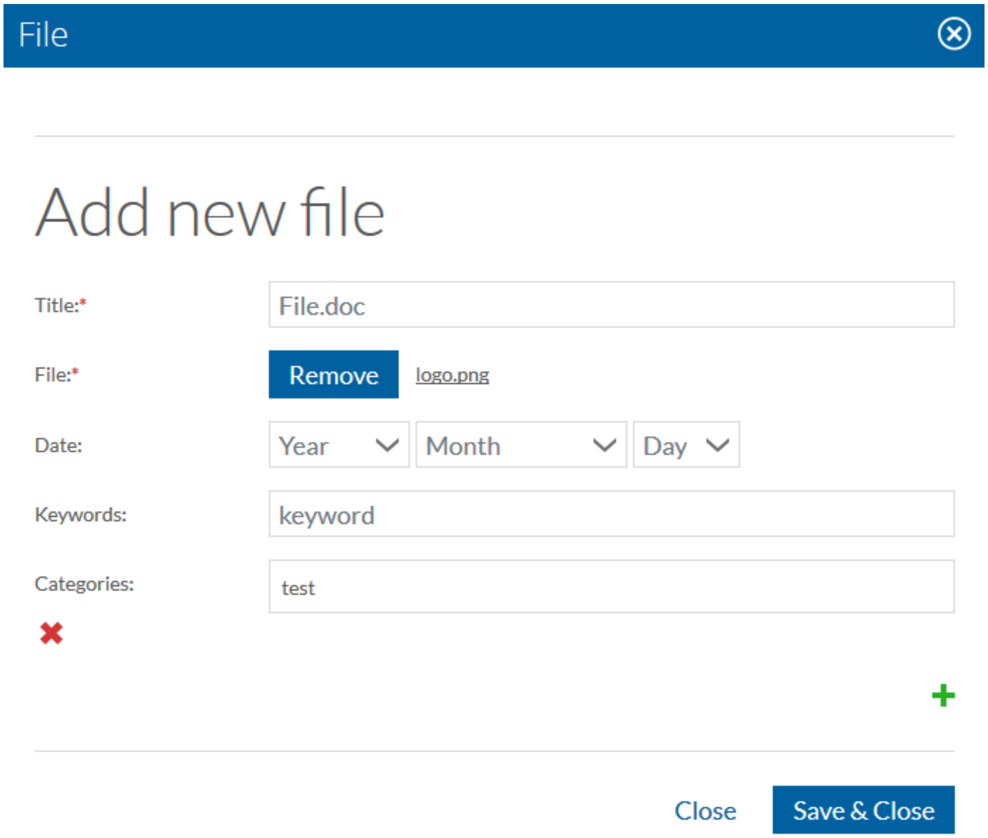


Figure 48.1: Add New File

3.6.13.3. Create Category

To create a new file grid list category, click on the Add New Category button. a Popup window will appear with the following fields:

- Title
- Order

Click the Save & Close button to save your category, or Cancel to discard all data.

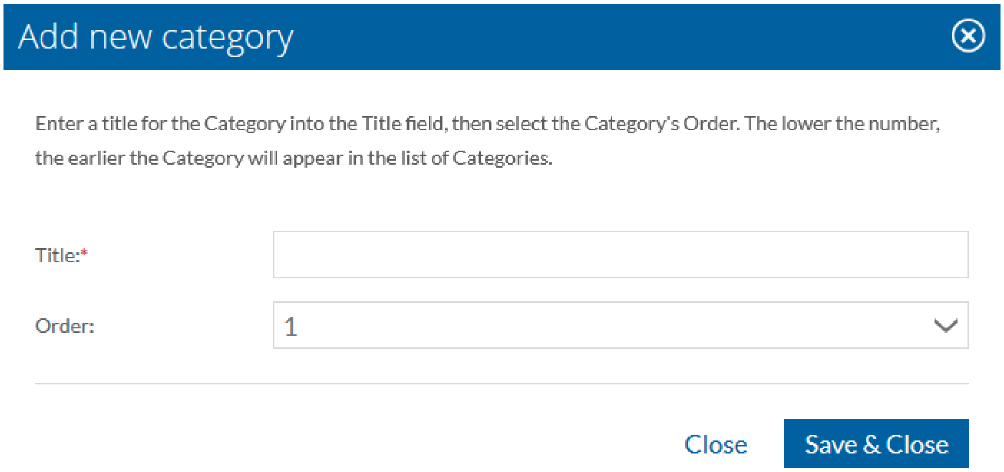


Figure 49: Create File Grid List Category

3.6.13.4. Edit Category/File/URL

To edit a Category/File/URL click the edit link beside the desired item. A popup window containing that item's data will open. Enter desired changes, and then click Save to save the changes, or Cancel to discard all changes.

3.6.13.5. Remove Category/File/URL

To remove a Category/File/URL click the Delete link beside the desired item. The system will ask if you wish to remove the item. Click Remove to delete the item, or Cancel to keep the item.

3.6.14. File Grid List - Latest Uploads

Once the File Grid List - Latest Uploads module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Filegridlist (Select the File Grid List you wish to display files from)
- Display "View All" Link
- # of Items to Show

Click on the Save button to create the File Grid List - Latest Uploads, or Cancel to discard.

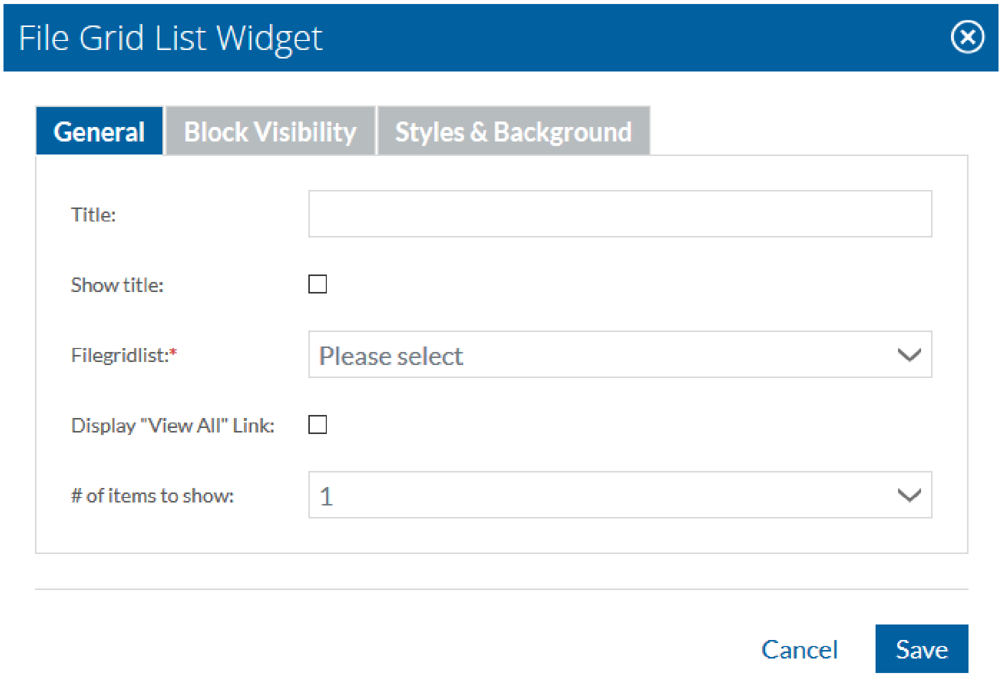


Figure 50: File Grid List - Latest Uploads

3.6.15. Flickr

Once the Flickr module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- View
- Columns
- Caption
- Publishing Status
- Images Padding
- Thumbnail Size

Click on the Save button to create the Flickr, or Cancel to discard.

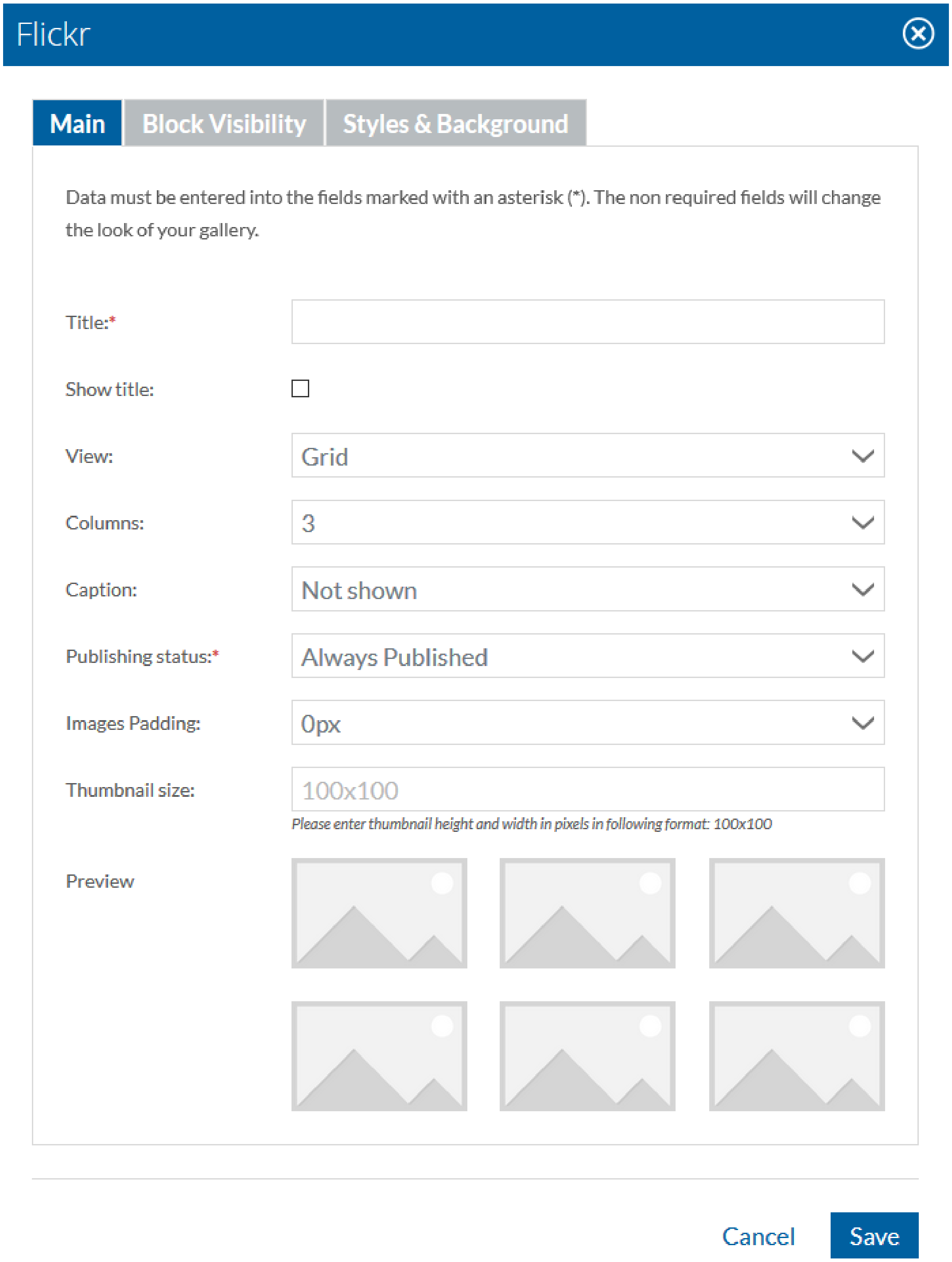


Figure 51: Create New Flickr

3.6.15.1. Add Images

To add Flickr images, click the Add Images button. A popup window will appear. In this window specify if you are searching a User, a Group, or a URL. Then in the field below enter the respective data for what you chose above.

Click the search button to search for your image(s). Click the checkmark for your desired image(s) and click the Add button to add your image(s).

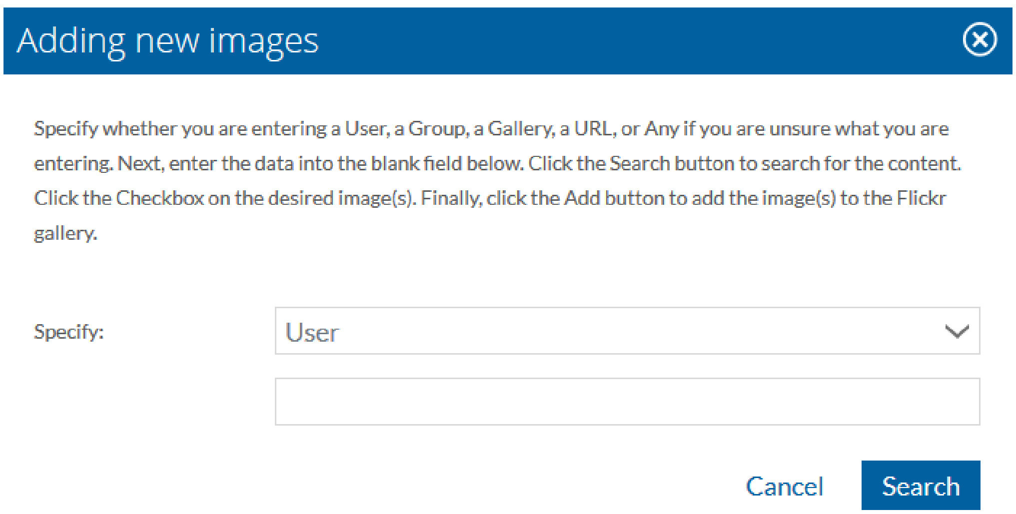


Figure 52: Add Flickr Image

3.6.15.2. Remove Image

To remove an image click the ✖ icon on the desired image. The system will then ask if you want to remove the image. Click the Remove button to delete the image, or Cancel to keep the image.

3.6.16. Forum

Once the Forum module has been dragged onto the webpage, the system will ask if you wish to create a new Forum, or select an existing Forum. If you wish to select an existing one, click the Select Existing button, and then select the desired Forum from the list.

To create a new forum instance, enter the following data into their respective fields:

- Short Name
- Title
- Specify if the system will show the title

Click the Save button to create the Forum, or Cancel to discard the data.

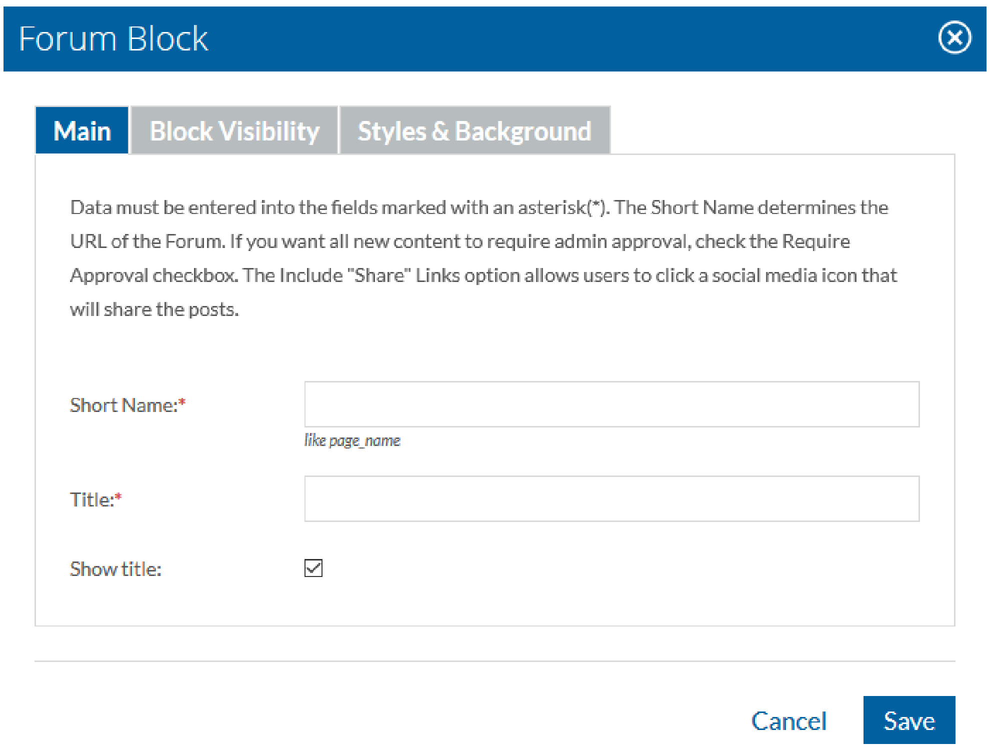


Figure 53: Create Forum

Figure 53.1: Forum. Admin Frontend View

3.6.16.1. Create Category

To create a new category, click on the New Category button. A popup window will appear asking the user to enter data into the following fields:

- Short Name
- Title
- Parent Category
- Description
- Tags
- Status
- Order

Switch to the SEO Settings and Advanced SEO tabs to add metadata, Open Graph details, Dublin Core Meat, Geo Tagging Meta, Meta robot tags and canonical URL.

Click the Save button to save the category, or Cancel to discard the data.

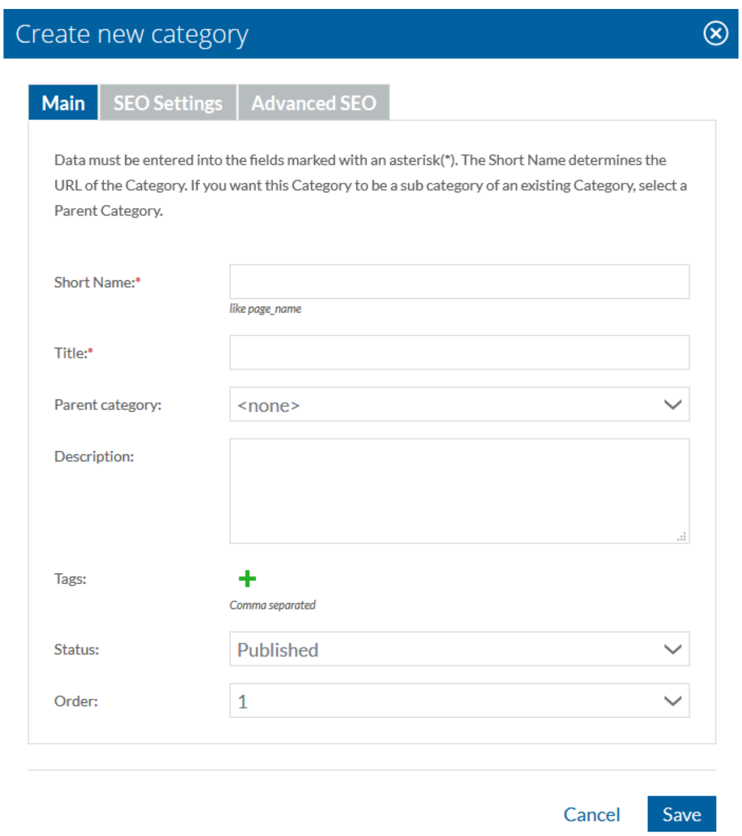


Figure 54: Create New Forum Category

3.6.16.2. Create Topic

To create a new topic, click on the New Topic button. A popup window will appear with the following fields:

- Short Name
- Title
- Category
- Specify if the topic is **Featured**. If the topic is featured, it will appear at the top of the forum with a special icon.
- Content
- Tags
- Status
- Order
- Specify the **Publishing Status** if you want the topic displayed between a certain date and time range.

Click the Save button to save the topic, or Cancel to discard all data.

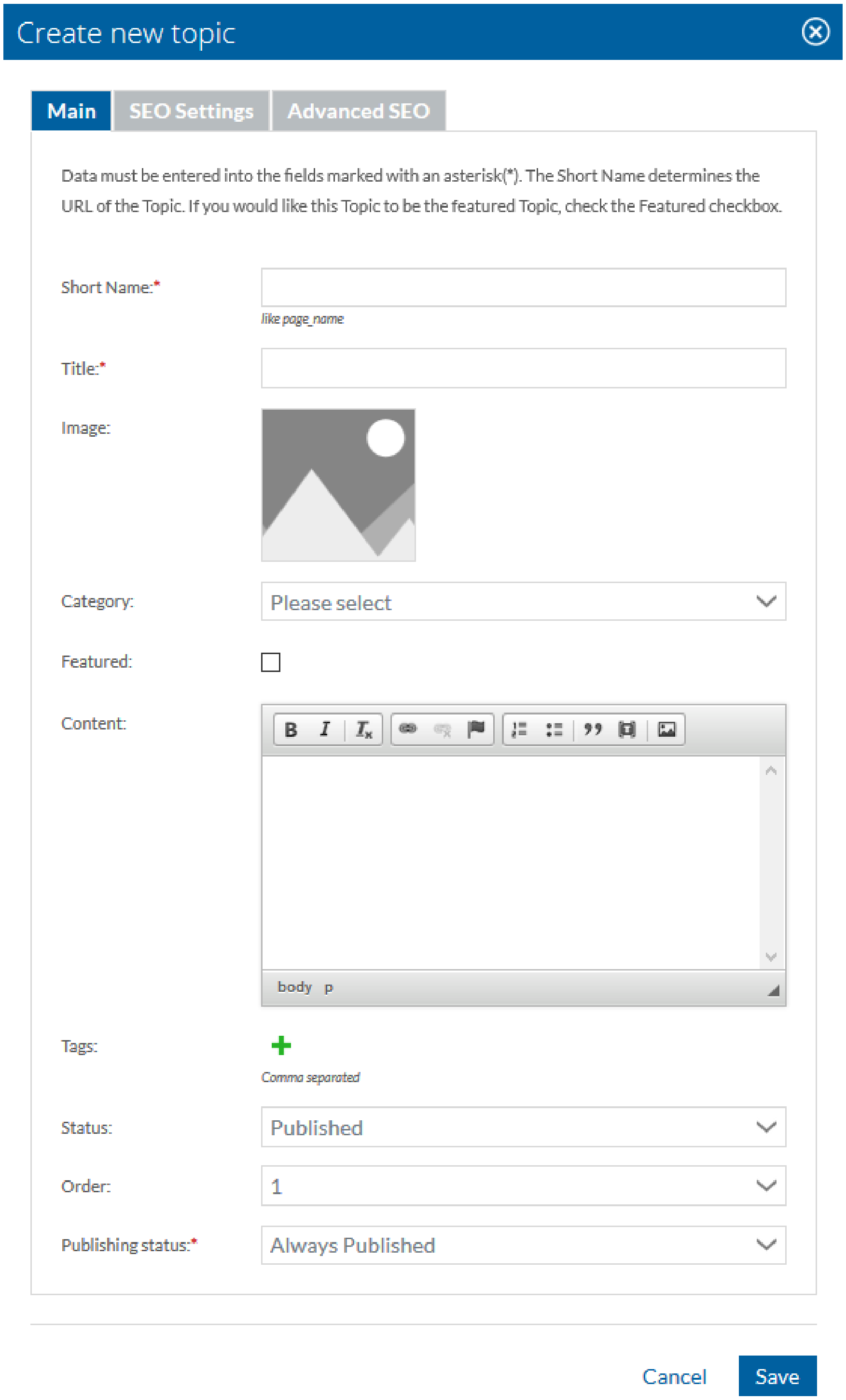


Figure 55: Create Forum Topic

3.6.16.3. Edit Topic

To edit a topic, click on the Edit link beside the desired topic. A popup window will open that allows you to edit the data for the topic.

Click the Save button to save your data, or Cancel to discard all changes.

You can also edit a topic right on the page that the topic's content is shown on.

3.6.16.4. Remove Topic

To remove a topic, click on the Remove link beside the desired topic. A popup window will open with the system asking if you want to remove the topic. Click Remove to delete the topic, or Cancel to keep the topic.

3.6.16.5. Approve Categories, Topics, and Replies

To approve categories, topics, and replies, go to the Approve tab in the forum. Then click the View link beside the desired item, and you will be taken to a page that shows you what you can approve or decline.

3.6.17. Forum Widget - Latest Topics

Once the forum Widget - Latest Topics module has been dragged onto the webpage, a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Forum (Select the forum you wish to display)
- Category (Select the category from the forum you wish to display)
- # of Items to Show
- Show "View All" Link

Click the Save button to save the forum widget, or Cancel to discard.

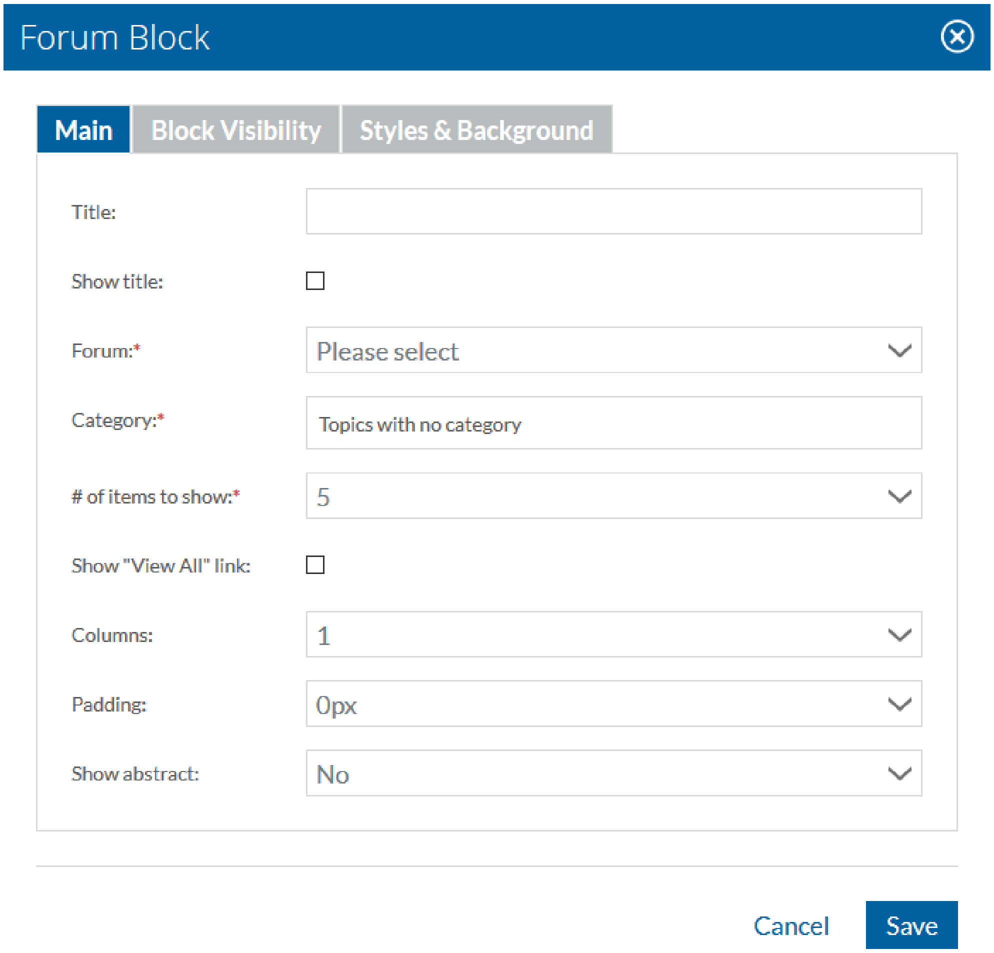


Figure 56: Forum Widget - Latest Topics

3.6.18. Google Maps

To embed the Google Maps module into a webpage, drag the Google Maps module onto the desired location and a popup window will open, asking the user if they wish to create a new map, or select an existing one. If the user wishes to select an existing one, click the appropriate button and select the map from the list. If the new button is selected, a popup window will open prompting the user to enter the following information:

- Title
- Show Title
- Map Type (Dynamic is movable, Static is not)

- Width
- Height
- Default Zoom
- Address

Click the Save button to save the Google Map, or Cancel to discard the data.

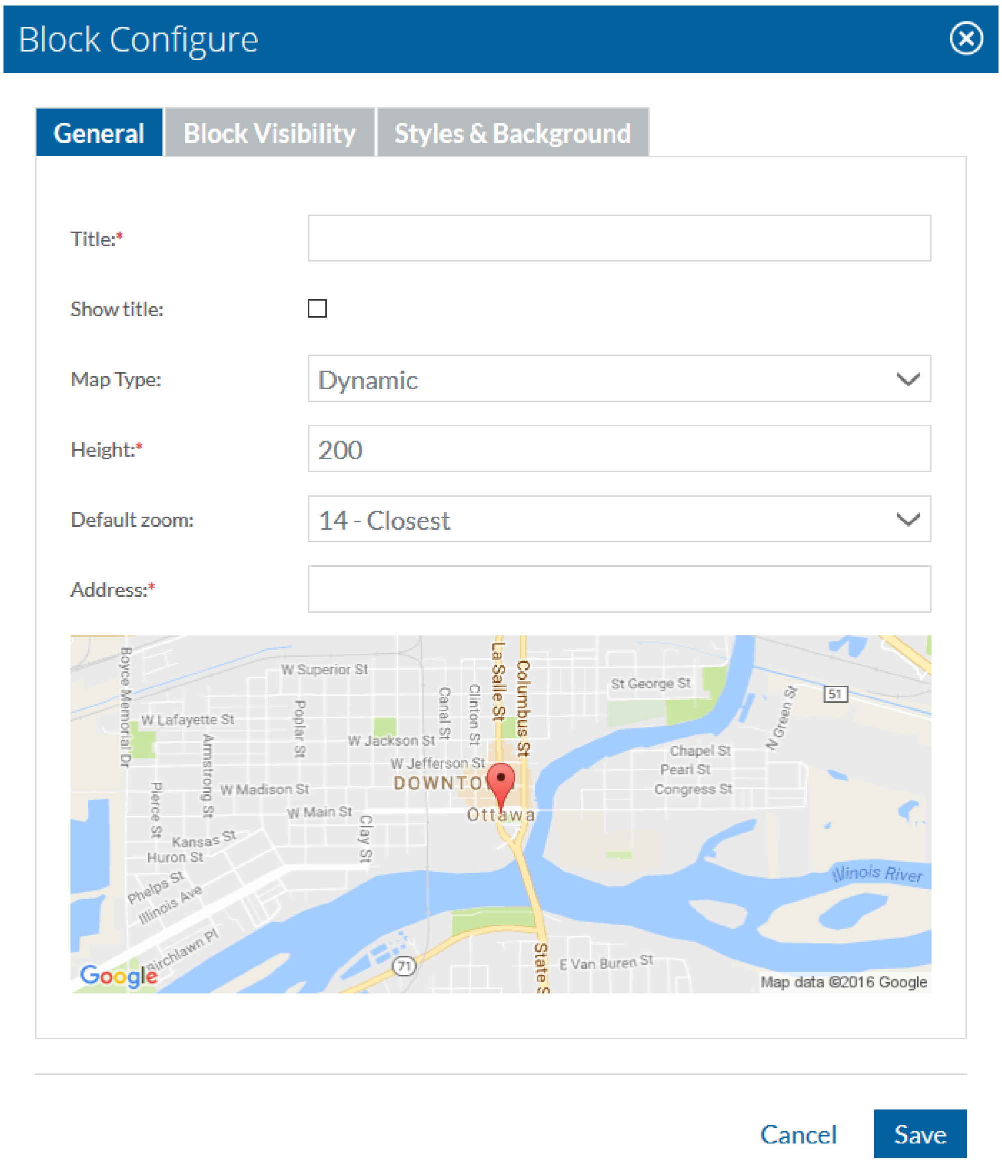


Figure 57: Google Maps

3.6.19. Image

To embed an image into a webpage, drag the Image module from the Modules pane, drop it onto desired location and the **Image** popup window will open as shown in **Figure 58** below.

- Click on the **Browse** button to upload an image
- Select Style for your image:
    - Adaptive
    - Original size
    - Available width
- Specify alignment
- Specify animation type
- Specify URL if you wish the user's click on image will redirect to other location (internal or external webpage)
- Specify if the system will apply mobile adaptivity for the image
- Specify if the image will open in a new window on click
- Specify if the system will use zoom for the image

Click on the **Save** button to save and insert your image or **Cancel** to discard changes.

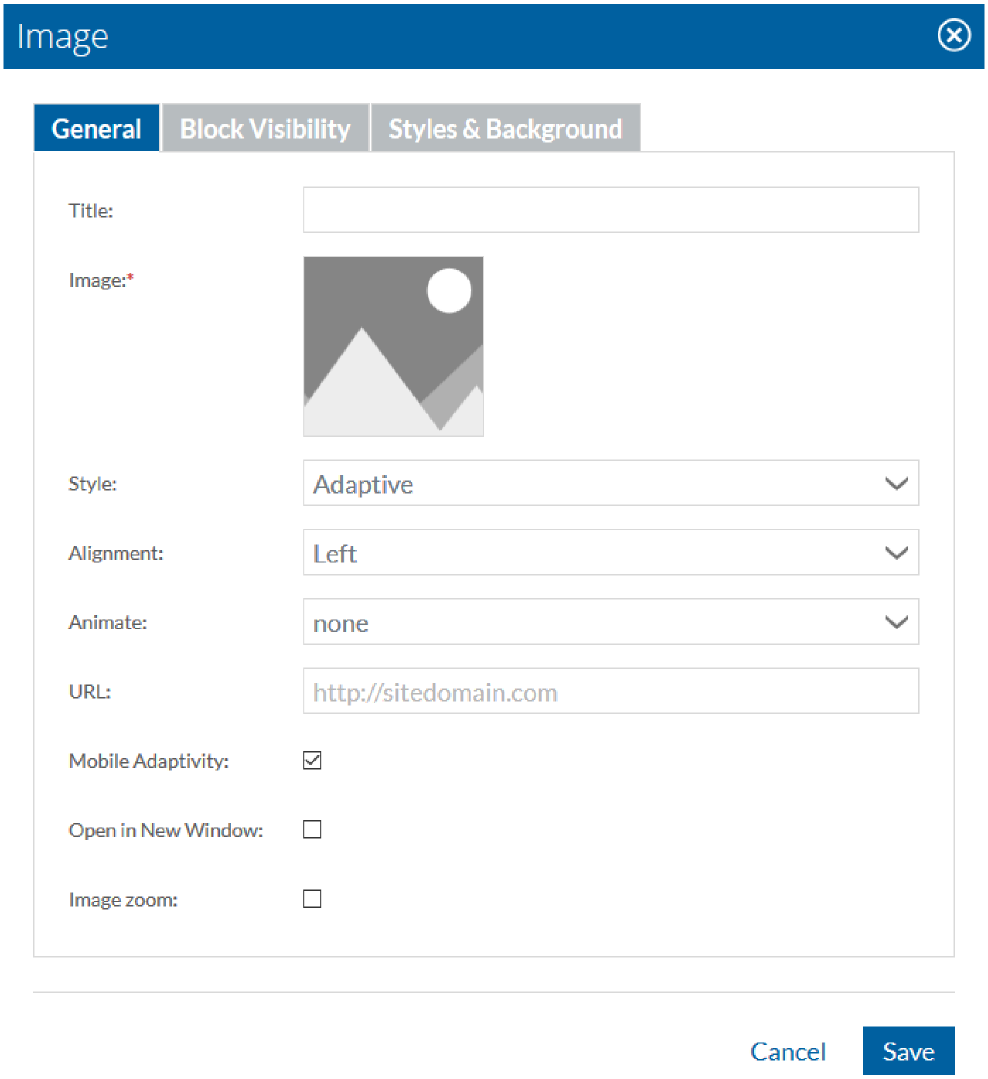


Figure 58: Image Module

3.6.20. Image Gallery

The Image Gallery module is similar to the Video Gallery but serves to display images.

To create a new image gallery:

- Specify Title for the galley
- Specify View:
    - Grid List. If this option selected, specify quantity of columns and caption.
    - Slider. If this option selected, specify style for slideshow:
        - Simple slideshow
        - Thumbnails on top
        - Thumbnails on right
        - Thumbnails on left
        - Thumbnails on bottom
- Number of columns
- Number of rows
- Choose paginator for the gallery
- Specify image caption type
- Specify publishing status for the gallery
- Set image padding
- Set thumbnail size
- Specify if the system will apply the mobile adaptivity for the gallery

Click the **Save** button to save your changes and create a new gallery or **Cancel** to discard.

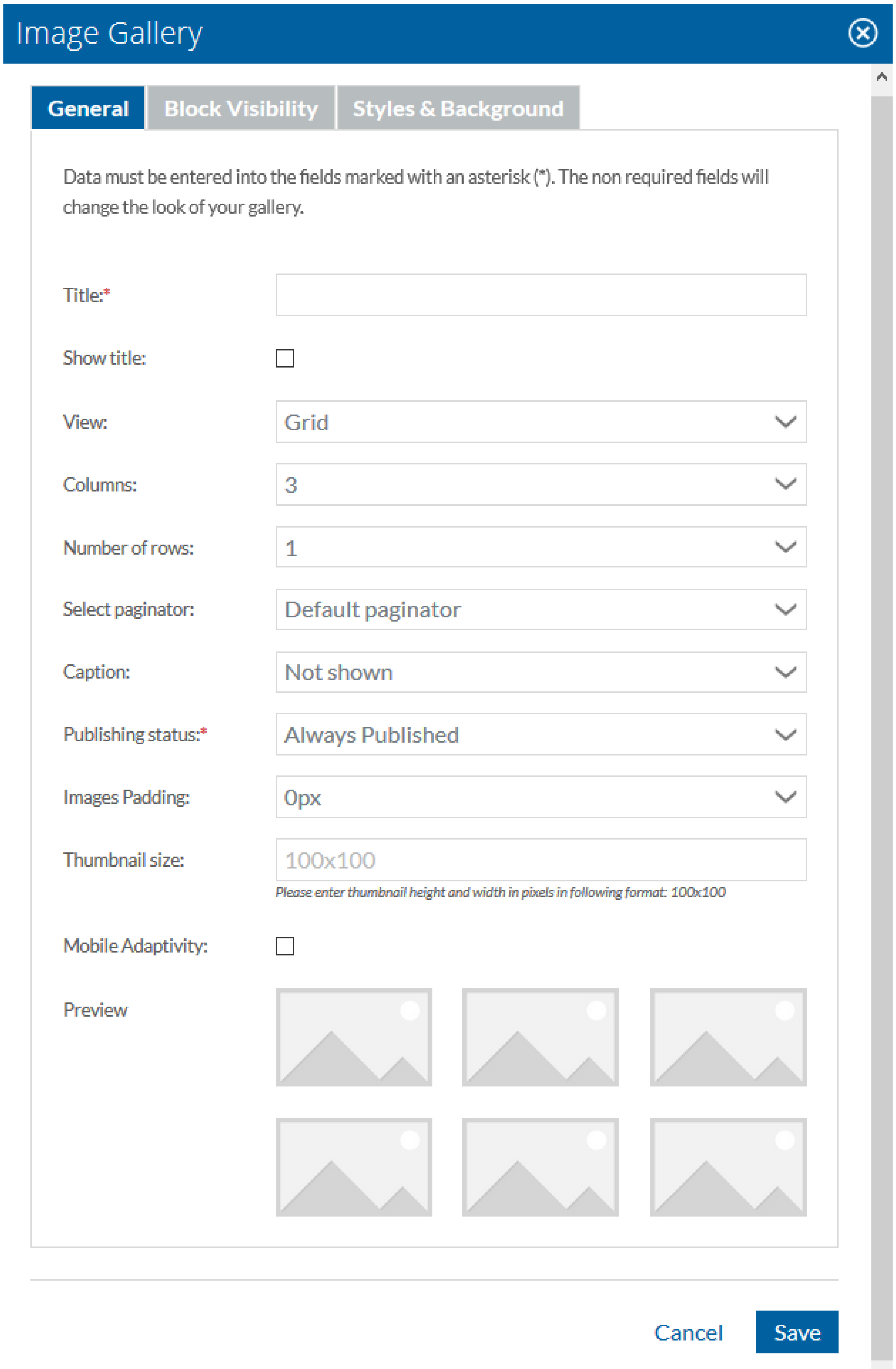


Figure 59: Image Gallery Module

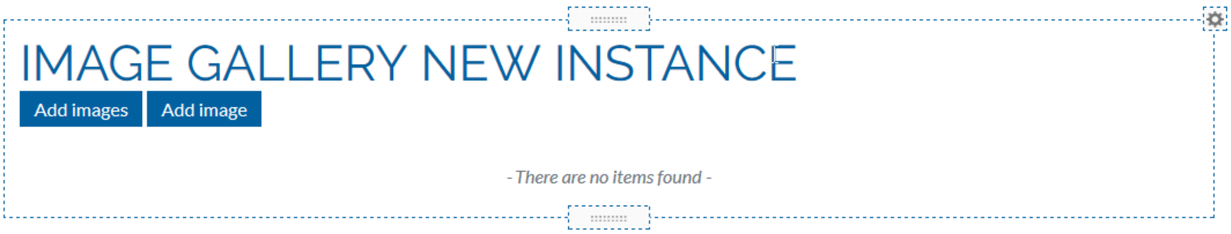


Figure 59.1: Image Gallery. Frontend Admin View

3.6.20.1. Add Images

To Add an Image(s) to the gallery, click either the Add Images, or Add Image button.

The system provides users with the ability to upload files using 3 methods:

1. Convenient drag-and-drop mechanism. Drag and drop your files into the dotted area within the popup window shown in Figure 48 below.
2. Choosing files stored locally. Click on the Choose Files button to upload your local files.
3. Uploading files using interface of the File Manager. Switch to the File Manager tab and upload files located on server via the File Manager.

All the above methods allow uploading multiple files at a time.

Once the files have been selected, the system opens the File popup window shown in Figure 60 below providing users with the ability to change file's title, remove and upload a new file, set date details, keyword and link file(s) to categories.

Click on the Plus icon ✚ to add a new file.

Click on the Remove icon ✖ to remove the file.

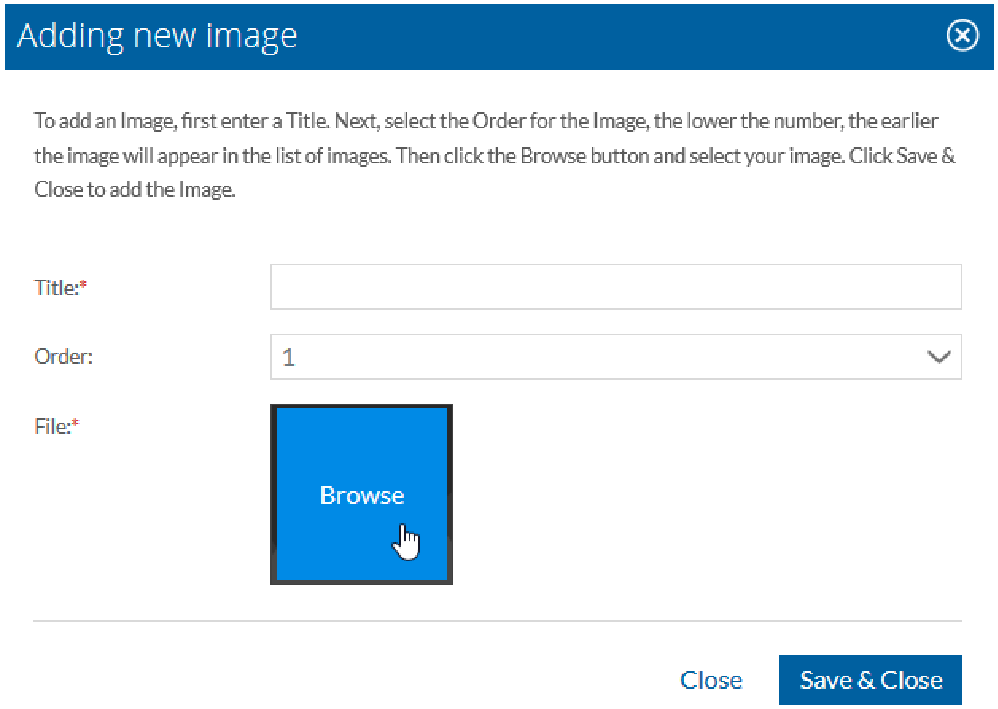


Figure 60: Image Gallery - Add Single Image

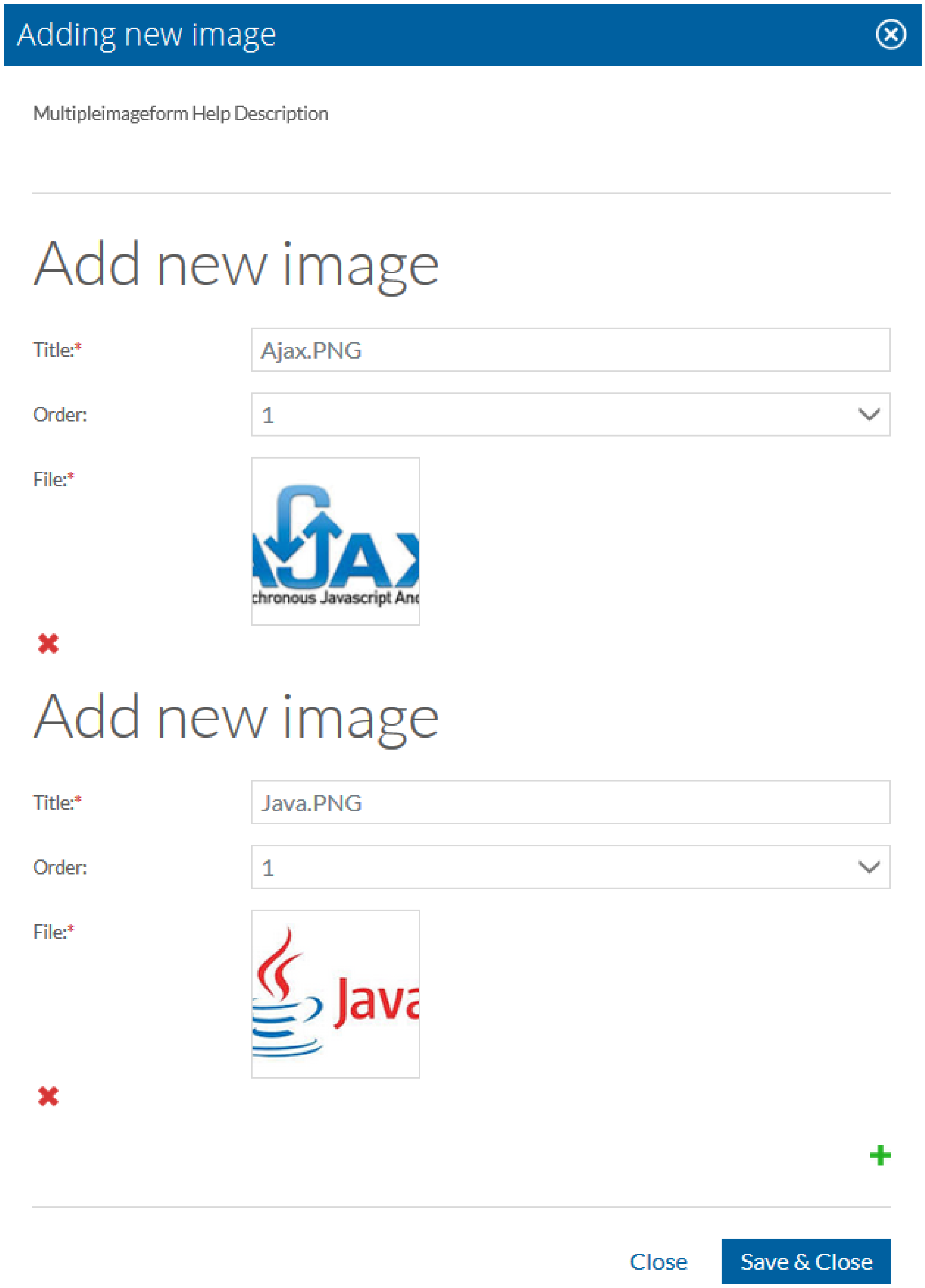


Figure 61: Image Gallery - Add Multiple Images

3.6.20.2. Edit Image

To Edit an Image, click the pencil icon on the desired image. A popup window containing the image's data will open. Enter desired changes. Click the Save button to save the changes, or Cancel to discard all changes.

3.6.20.3. Remove Image

To Remove an Image, click the ✖ icon on the desired image. The system will ask if you wish to remove the image. Click the Remove button to delete the image, or Cancel to keep the image.

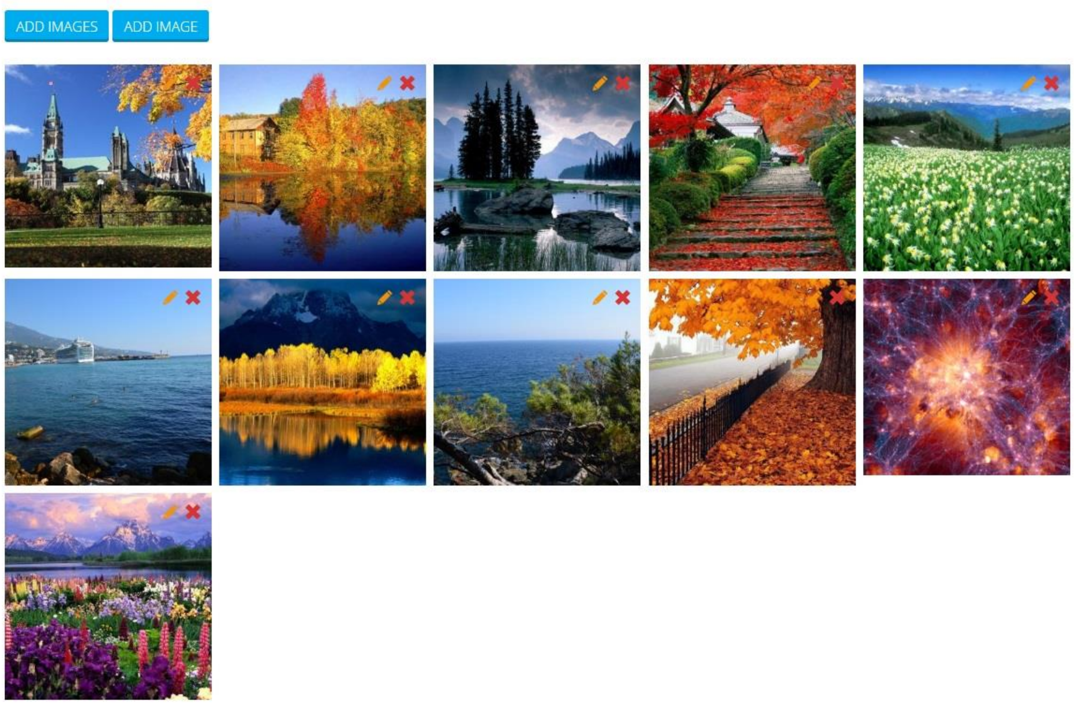


Figure 62: Image Gallery Module Example

3.6.21. Links Manager

Once the Links Manager module has been dragged onto the webpage, the system will ask if you wish to create a new Links Manager, or select an existing Links Manager. If you wish to select an existing one, click the Select Existing button, and then select the desired Links Manager from the list.

If you wish to create a new Links Manager, click the Create New button, and a popup window will open, prompting the user to enter the following information:

- Title
- Show Title

Click the Save button to save the Links Manager, or Cancel to discard the data.

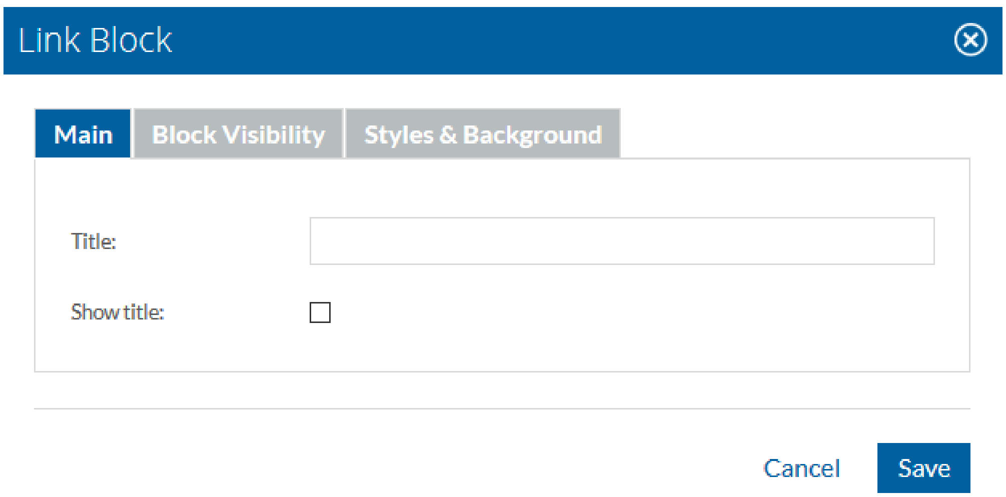


Figure 63: Link Manager Module

3.6.21.1. Create New Link

To create a new link, click the Create New Link button. A popup window with the following fields will open:

- Name
- Author
- URL
- Category
- Description
- Status

Click the Save button to save the link, or Cancel to discard all data.

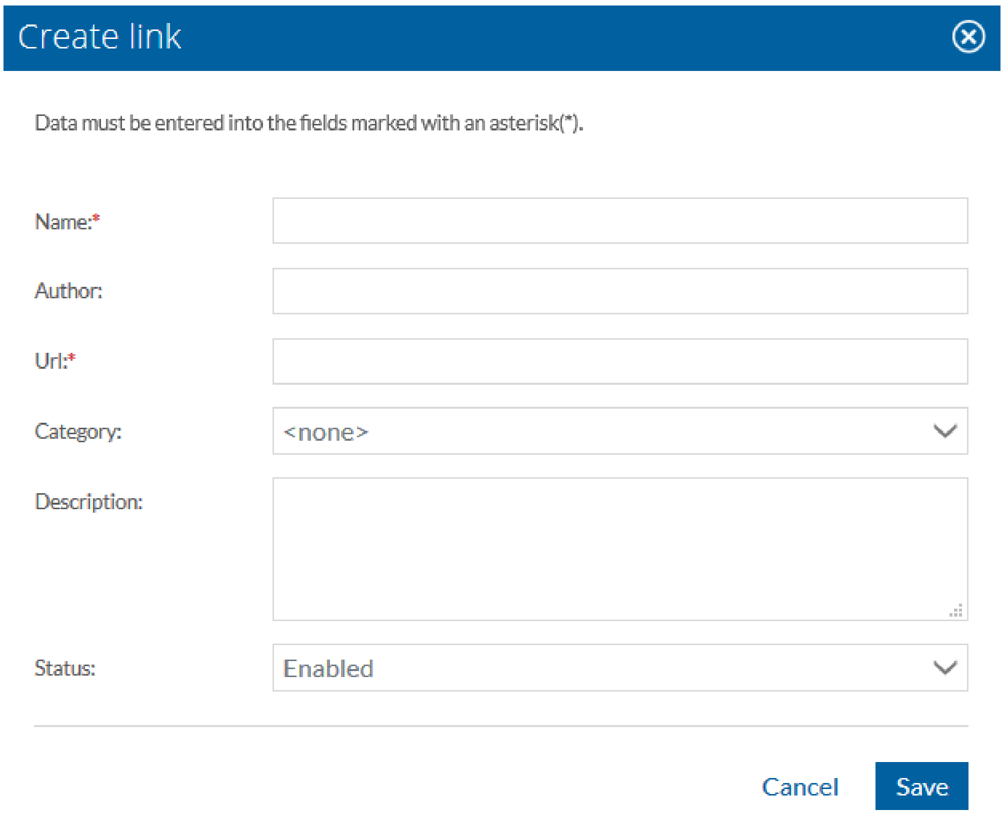


Figure 64: Create Link Manager Link

3.6.21.2. Edit Link

To edit a link, click the Edit link beside the desired link. A popup window containing the link's data will open. Enter the desired changes and click Save to save the changes, or Cancel to discard all changes.

3.6.21.3. Remove Link

To remove a link, click the Delete link beside the desired link. The system will ask if you wish to remove the link. Click the Remove button to delete the link, or Cancel to keep the link.

3.6.21.4. Create New Category

To create a new category click the Create New Category button. A popup window will open with the following fields:

- Name
- Status

Click the Save button to create the category, or Cancel to discard all data.

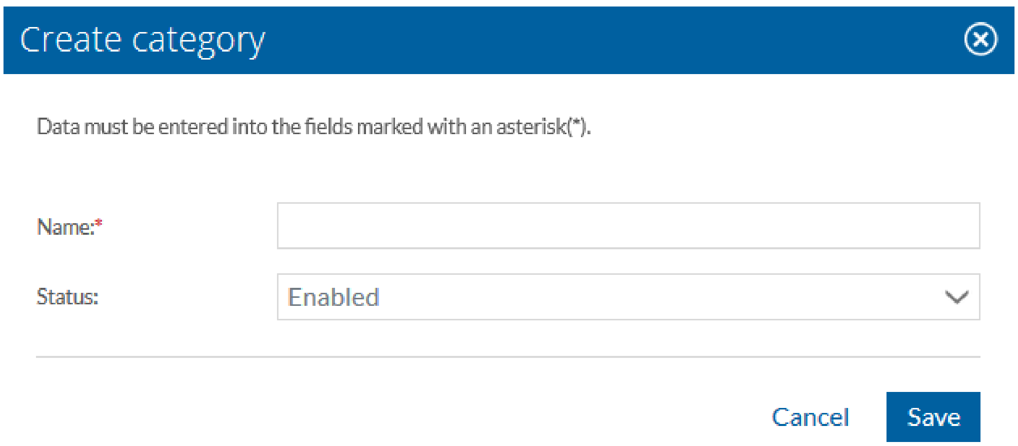


Figure 65: Create Link Manager Category

3.6.22. Portfolio

Once the Portfolio module has been dragged onto the webpage, a popup window will open asking the user to enter data into the following fields:

- Short Name
- Title
- Show Title
- Specify **Transition Time** between projects
- Show Randomly
- Specify if slider should **Stop on Hover**

Click the Save button to save the portfolio, or Cancel to discard.

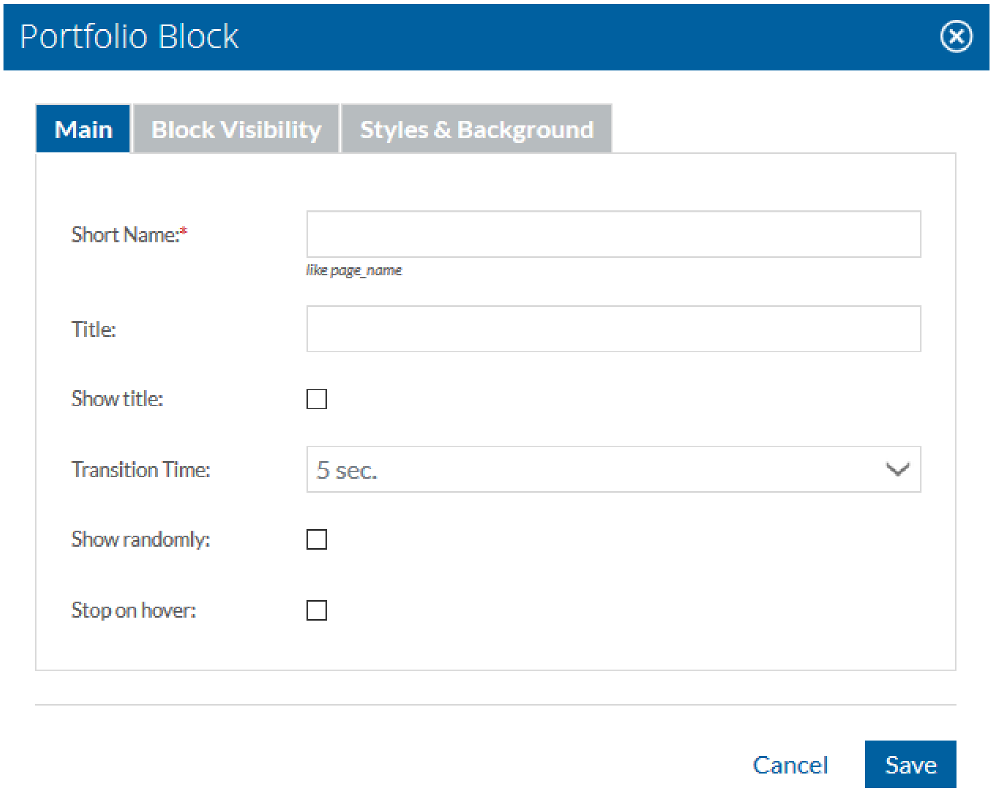


Figure 66: Portfolio Module

3.6.22.1. Add New Project

To add a new project to the portfolio, click the Add New Project button. A popup window will open with the following fields:

- Project URL
- Title
- Categories
- Image
- Resources
- Abstract
- Description
- Status
- Specify if **Featured**. If the project is featured it will appear first in the slider.

Click the Save button to save the project, or Cancel to discard all data.

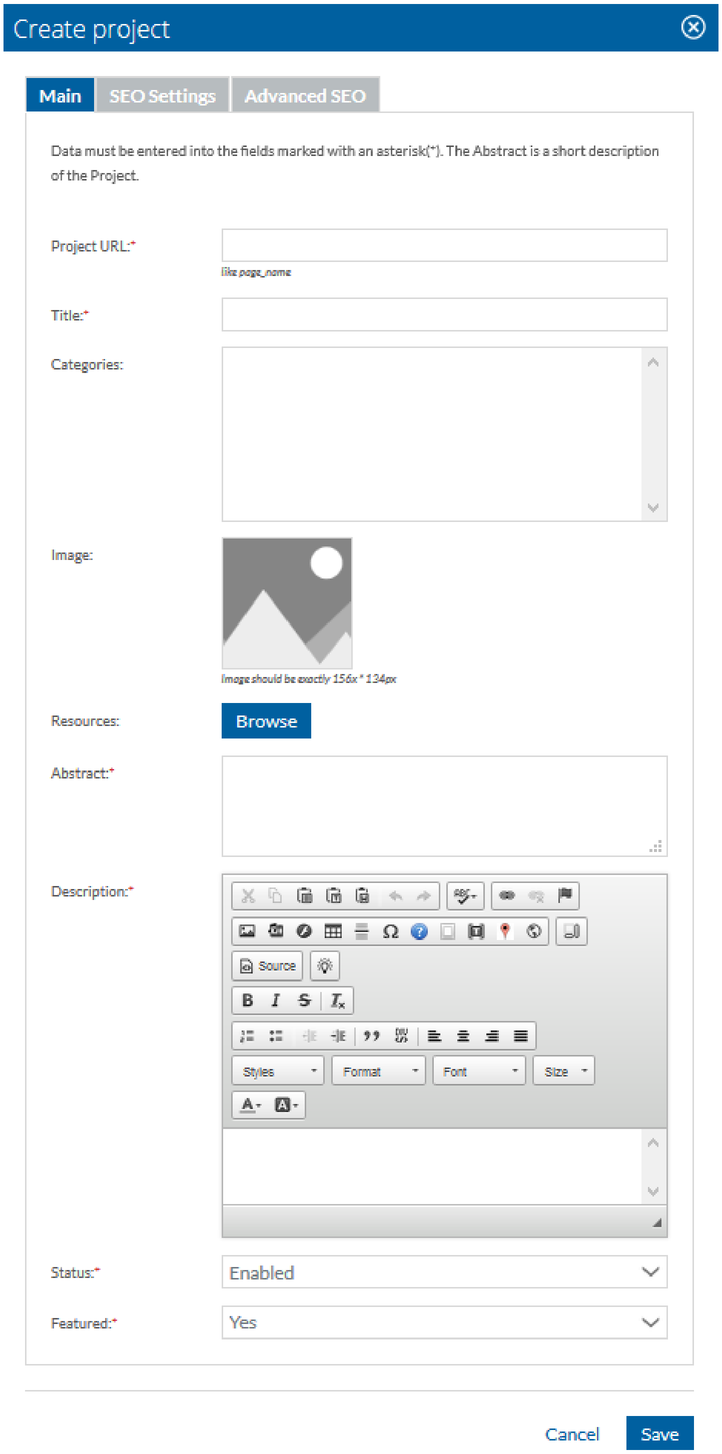


Figure 67: Add Project to Portfolio

3.6.22.2. Edit Project

To edit a project, click the Edit Project button when the slider is on the desired project. This will open a popup window containing the project's data. Enter the desired changes.

Click the Save button to save the data, or Cancel to discard all changes.

3.6.22.3. Remove Project

To remove a project, click the Delete Project button when the slider is on the desired project. The system will ask if you want to remove the project.

Click Remove to delete the project, or Cancel to keep the project.

3.6.23. RSS

RSS module allows displaying RSS feed using pre-set RSS external link (i.e. http://website.com/news/rss/). Once the RSS module has been dragged onto a page, a popup window will appear with the following fields:

- Title
- Show Title
- RSS Link
- # of Items to Show

Click the Save button to save the RSS link, or Cancel to discard the data.

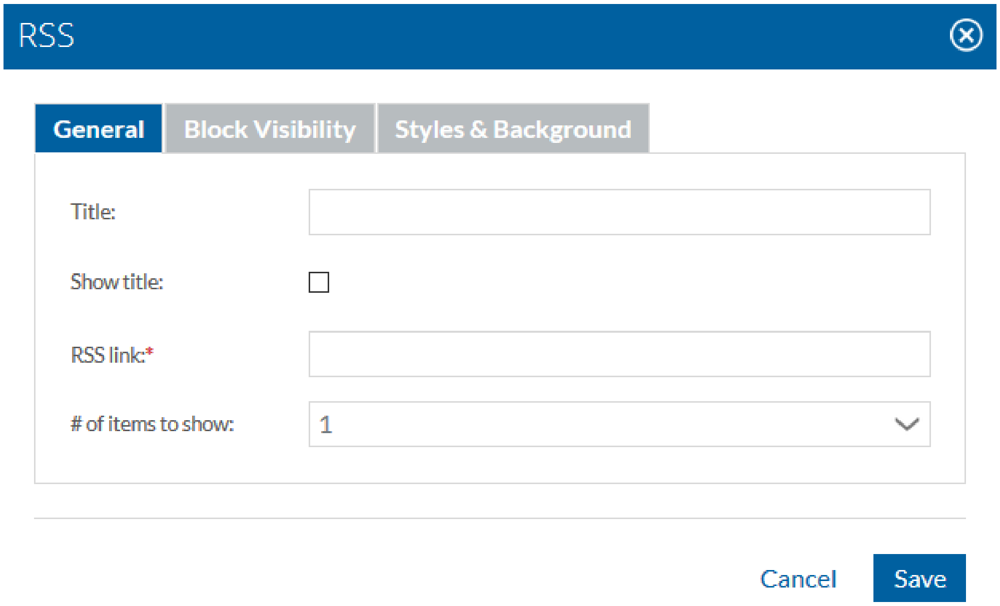


Figure 68: RSS Module

3.6.24. Slider

Once the Slider module has been dragged from the modules panel and dropped onto a webpage, the system will ask if the user wishes to create a new or select an existing slider (that has been previously created and saved in the system). If the second option is elected, the system opens a popup window with a list of all existing sliders and the user can choose one from the list.

To create a new slider, enter mandatory data in their respective fields and specify parameters the system to apply for your slider:

- Title
- Show Title
- Choose **Thumbnail Position** for your slider:

The Preview in-build window will show how you slider will look like.

- Slider View
- Slider Dimensions
- Width and Height Values of the slider
- Transition Time

- Slider Effect
- Slider Transition
- **Show Buttons** to navigate
- **Show Arrows** to navigate
- Stop on Hover
- Publishing Status

Slider Dimensions settings:

Aspect-specific means that the slider dimensions depend on the entered width and height values. Entered aspect values (3x4, 8x10, 2x3, etc.) will transform slider's container so that it matches the required aspect.

Height-specific means that the slider has a static width that is not dependent on screen size and this parameter will change slider's height only.

Content-specific means that the slider's width is defined by the content that is added to it. When this parameter is chosen, the slider's height will change to best fit inserted content.

Click the Save button to save the data, or Cancel to discard.

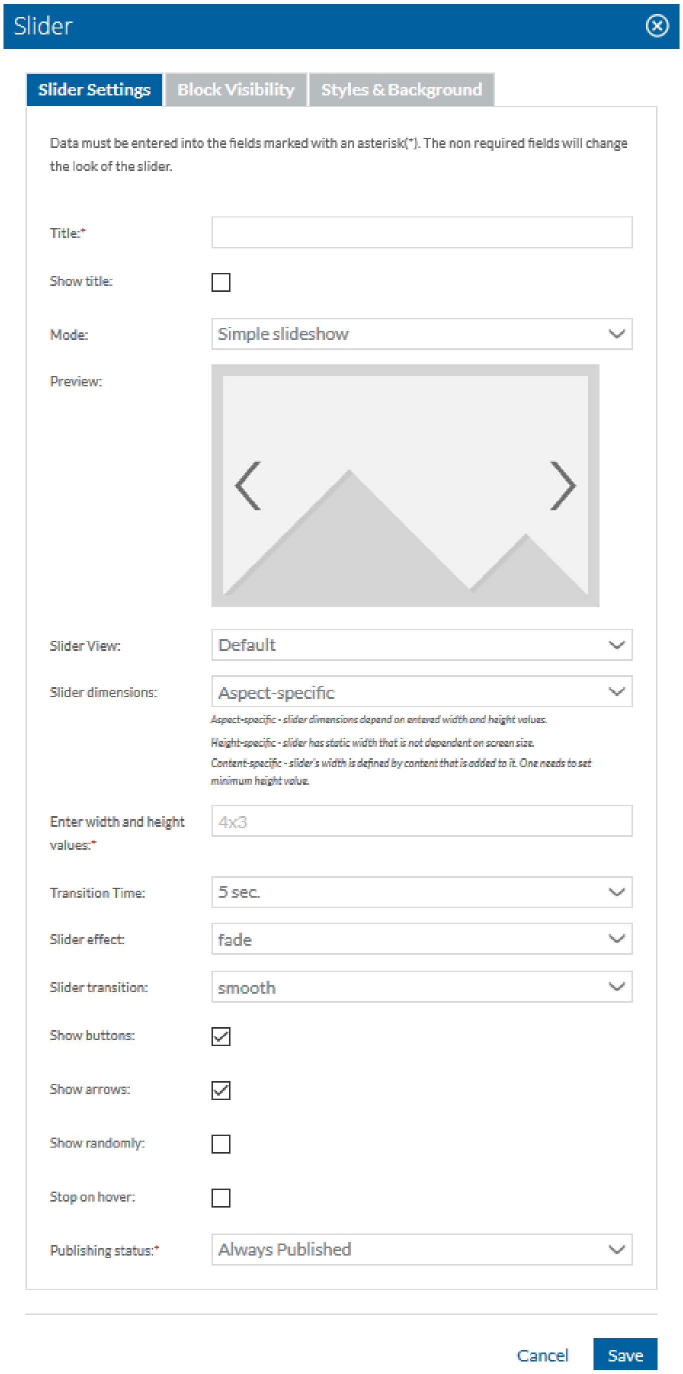


Figure 69: Slider Module

3.6.24.1. Add Slide

To add a new slide, click the Add Slide button. A popup window will appear with the following fields:

- Title
- Url
- Order
- Color
- Image
- Image Scaling
- Image Repeat
- Image Position
- Predefined Position
- Parallax Image

Click the Save button to save the slide, or Cancel to discard all data.

Image Scaling settings:

Original means that an image is not scaled but displays as is. In this case, the slider container size should match the image size since if an image is big the slider will show only a fragment of the image.

Contain means that the system will scale the image to the largest size such that both its width and its height can fit inside the content area without losing the original proportions of the image.

Cover means that the system will scale the background image to be as large as possible so that the background area is completely covered by the background image. Some parts of the background image may not be in view within the background positioning area.

Parallax Image

Parallax is a visual effect and when this setting is applied for the background image, it means that while the whole webpage's content is scrollable and moving up and down, the image will stick to the screen according to its pre-set position.

Repeat Image

When this setting is chosen, the system will duplicate the background image to completely fill the background of the webpage

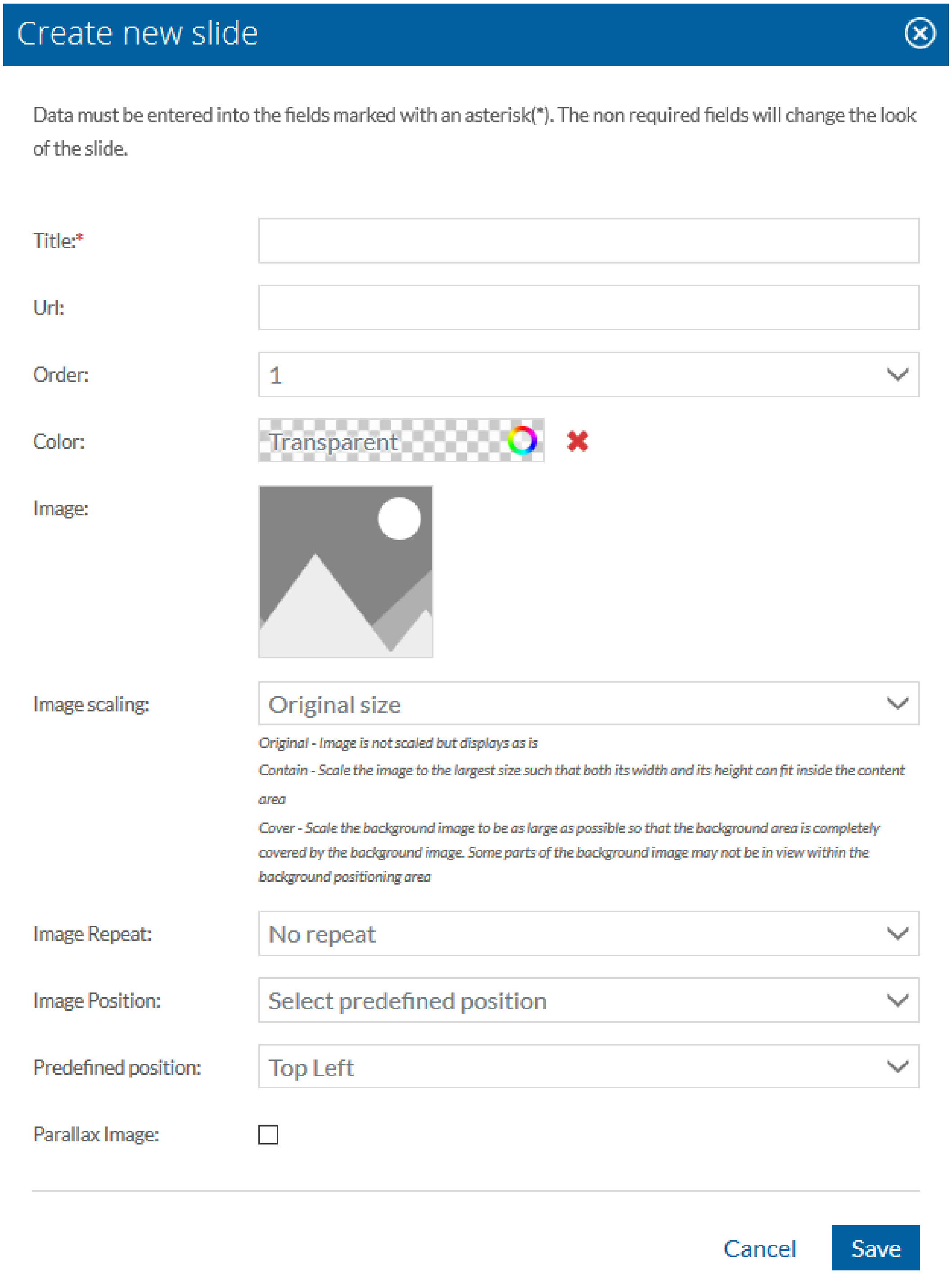


Figure 70: Add Slide to Slider

3.6.24.2. Edit Slide

To edit a slide, click the Edit Slide button when the slider is on the desired slide. A popup window will open containing the slide's data. Enter your changes.

Click the Save button to save the data, or Cancel to discard all changes.

3.6.24.3. Remove Slide

To remove a slide, click the Edit Slide button when the slider is on the desired slide. A popup window will open containing the slide's data. Click the Delete button in the bottom left and the system will ask you if you want to remove the slide.

Click Remove to delete the slide or Cancel to keep the slide.

3.6.25. Testimonials

Once the Testimonials module has been dragged onto the webpage, the system will ask if you wish to create a new events, or select an existing testimonials. If you wish to select an existing testimonials, click the Select Existing button, and then select the desired testimonials from the list.

If you wish to create a new testimonials, click the Create New button, and a popup window will open, prompting the user to enter the following information:

- Title
- Show Title
- Type

Click the Save button to save the testimonials, or Cancel to discard all data.

3.6.25.1. Create Testimonial

To create a new testimonial, click the Add New Testimonial button. A popup window will appear with the following fields:

- Author
- Title
- Content
- Status

- Order

Click the Save button to save the testimonial, or Cancel to discard all data.

3.6.26. Video Gallery

Once the Video Gallery module has been dragged and dropped into a webpage, the system will ask if the user wish to create a new or select existing video gallery that has been previously created and saved in the system. If the second option selected, the system opens a popup window with a list of all existing sliders and the user can choose one from the list.

If the first option is chosen, a new popup window will open with the following data:

- Title
- Specify if the system will show the title
- Specify how users will **View** the video gallery
- Specify how many **Columns** there should be
- Select paginator
- Specify if video **Caption** should be shown
- Specify if the system will apply the mobile adaptivity for the gallery

Click the Save button to save the video gallery, or Cancel to discard all data.

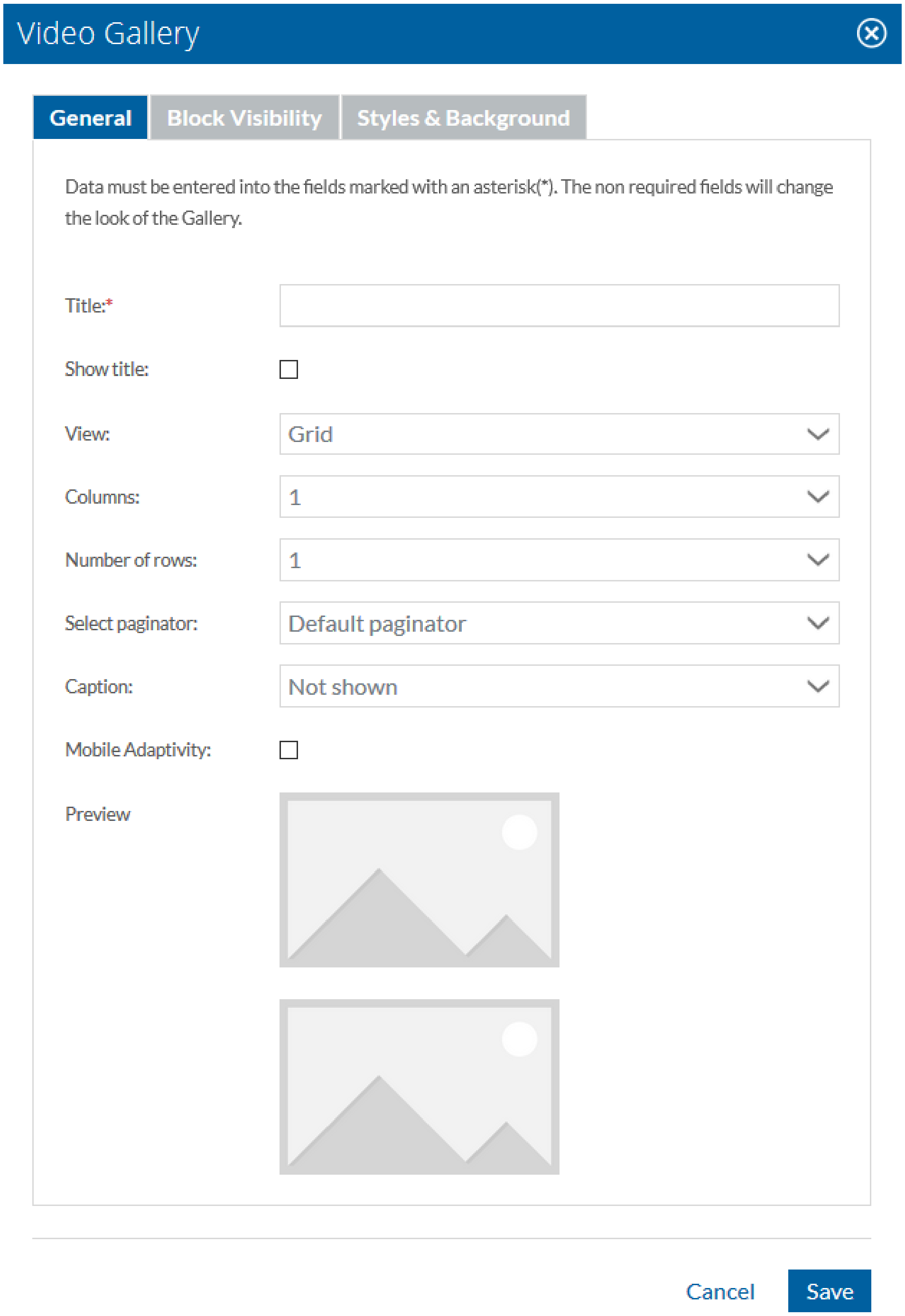


Figure 71: Video Gallery Module

3.6.26.1. Add Video

To add a video to the gallery, click the Create New Video button. A popup window will appear asking you to specify what type of data you will be entering. Select the appropriate option from the drop down list, and in the field below paste the appropriate data. For example, if you selected User, enter just the user name of the desired channel.

Click the Search button and check the checkbox for the desired video(s), and click the Add button.

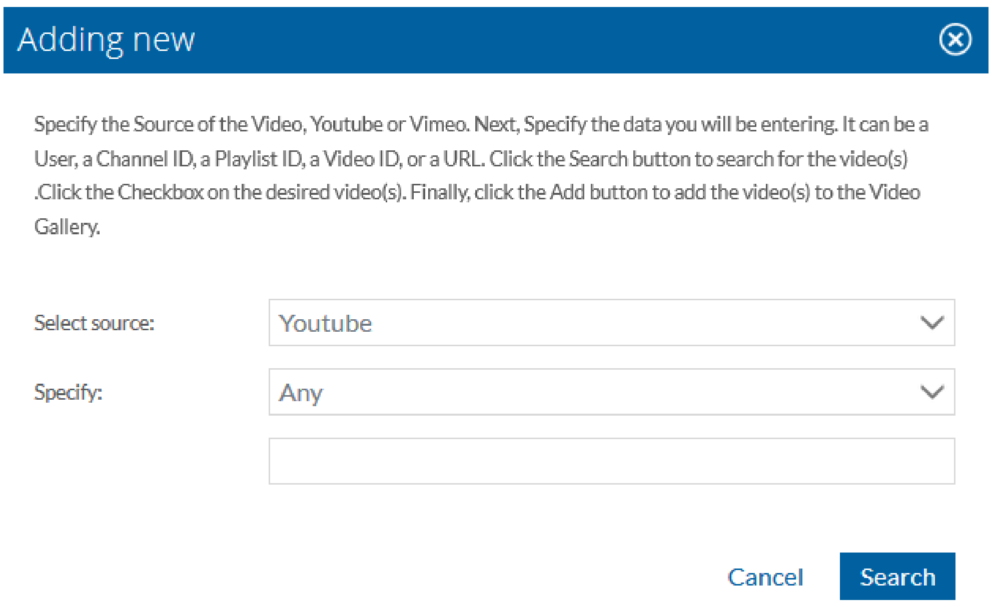


Figure 72: Add Video to Video Gallery

3.6.26.2. Remove Video

To remove a video from a video gallery, click the ✖ icon on the top right of the video. The system will then ask if you want to remove the video.

Click Remove to delete the video, or Cancel to keep the video.

3.6.27. Listing Directory

To create a new listing directory, drag and drop the module into a webpage and enter your data into their respective fields as shown in Figure 72.1 below:

- Short name
- Title
- Specify if the system will show the title
- Specify how the system will display the items
- Specify position of a filter

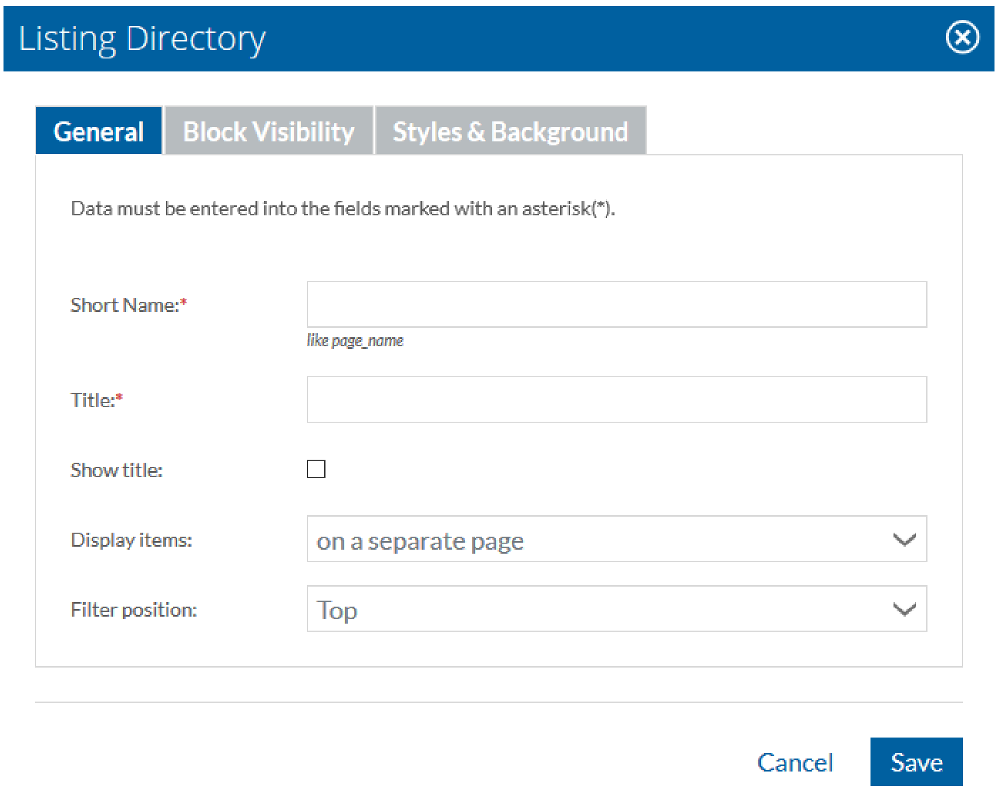


Figure 72.1: Creating Listing Directory

Figure 72.2: Listing Directory. Frontend Admin View

To create a new item, click on the Create New button shown in Figure 72.2 and the Create Item popup window will open. Enter the Short Name and Title into their respective fields as shown in Figure 72.3 below, select Category and click on the Save button to save your changes or Cancel to discard.

Click on the View/Update Attributes button to view and/or update attribute(s) related to the item.

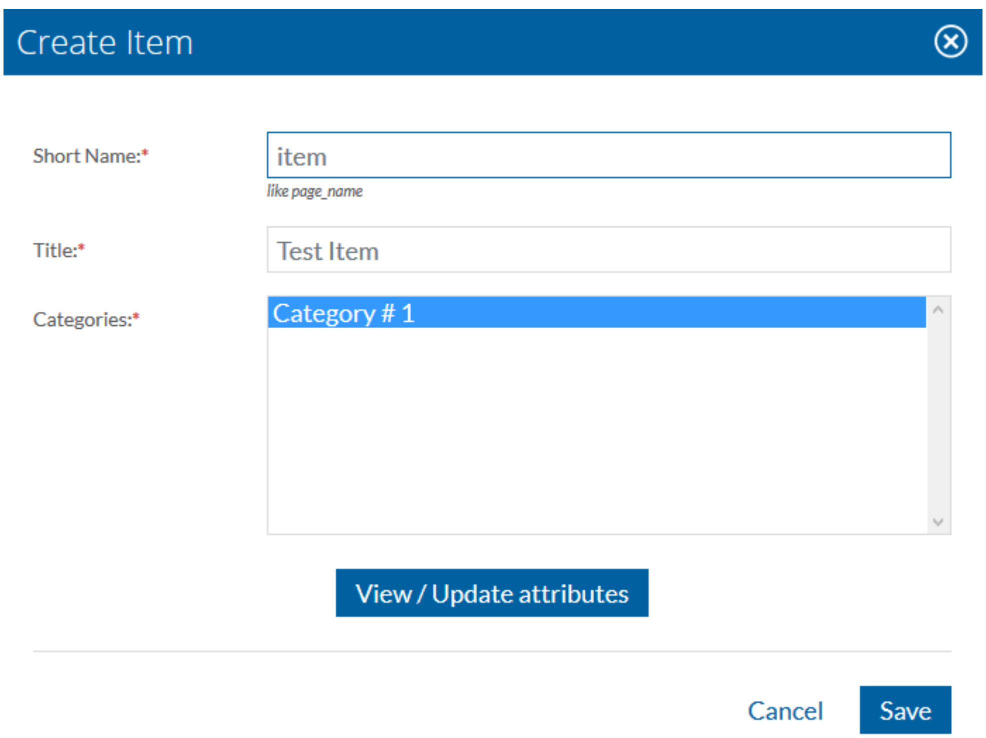


Figure 72.3: Listing Directory. Create Item

Switch to the Attributes tab shown in Figure 72.4 to create new and manage existing attributes.

Click on the Create New button to create a new attribute and the Create Attribute popup window will open as shown in Figure 72.5 below. Enter your data into their respective fields:

- Specify categories that will be associated with the attribute
- Specify label for the attribute
- Specify if the attribute will be required (mandatory) or not
- Specify the type of the attribute
- Set the order
- Enter attribute’s value (if applicable)
- Fill text area
- Enter the attribute’s options (if applicable)

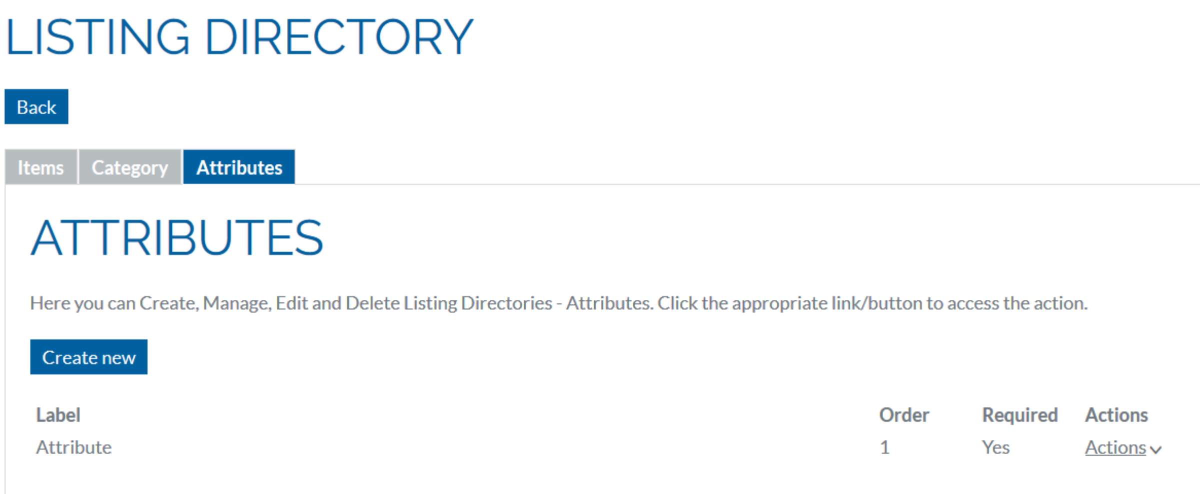


Figure 72.4: Listing Directory. Attributes

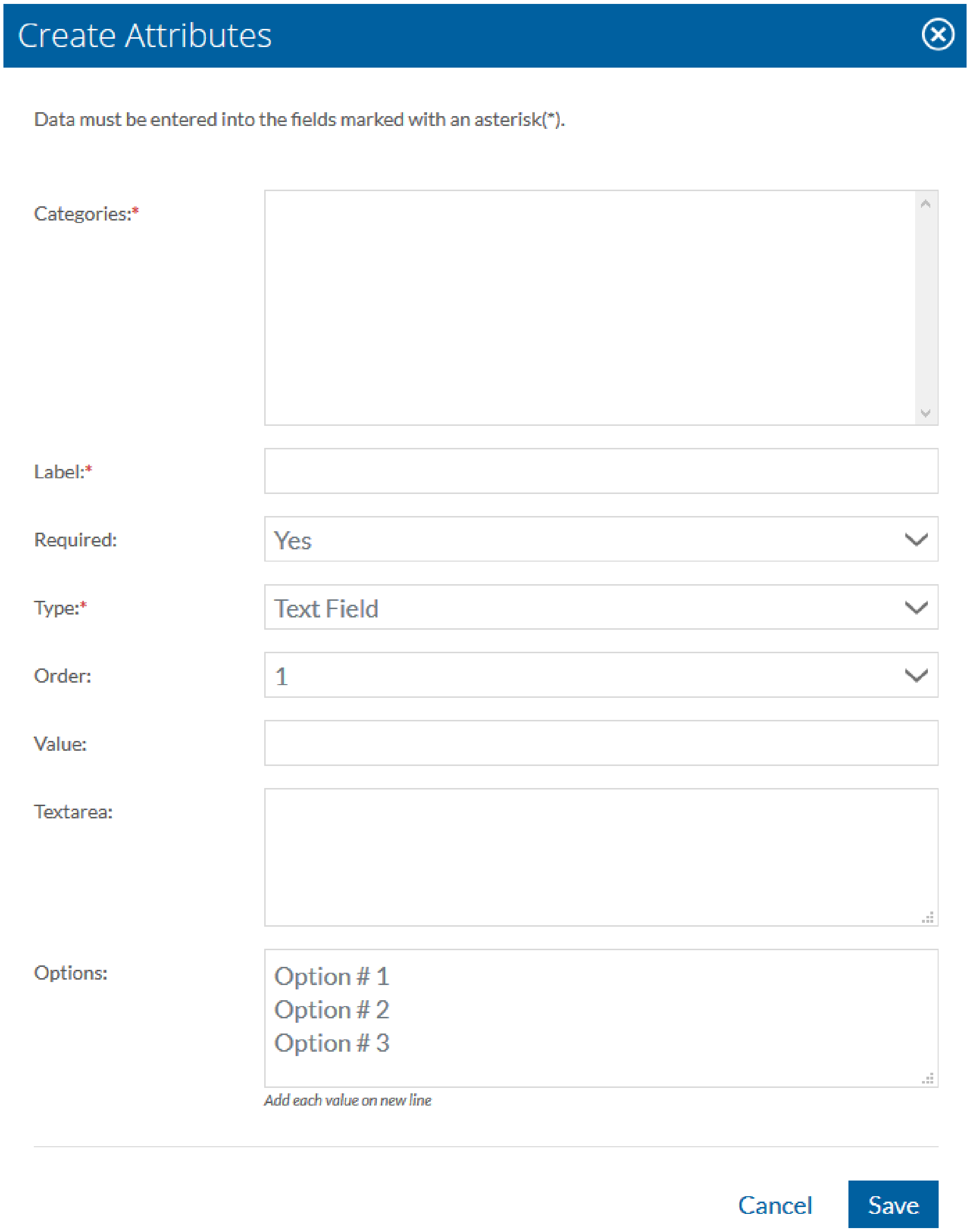


Figure 72.5: Create Attribute

3.6.28. D3 Module

D3 Module allows creating and inserting into webpages simple and complex animated objects.

To insert the D3 module into a webpage, enter your data into their respective fields as shown in Figure 72.6 below:

- Specify title for the block
- Specify if the system will show the title or not
- Enter your code into the HTML field

Click on the Save button to save your changes or Cancel to discard and close the popup window.

Please make sure that your script is valid.

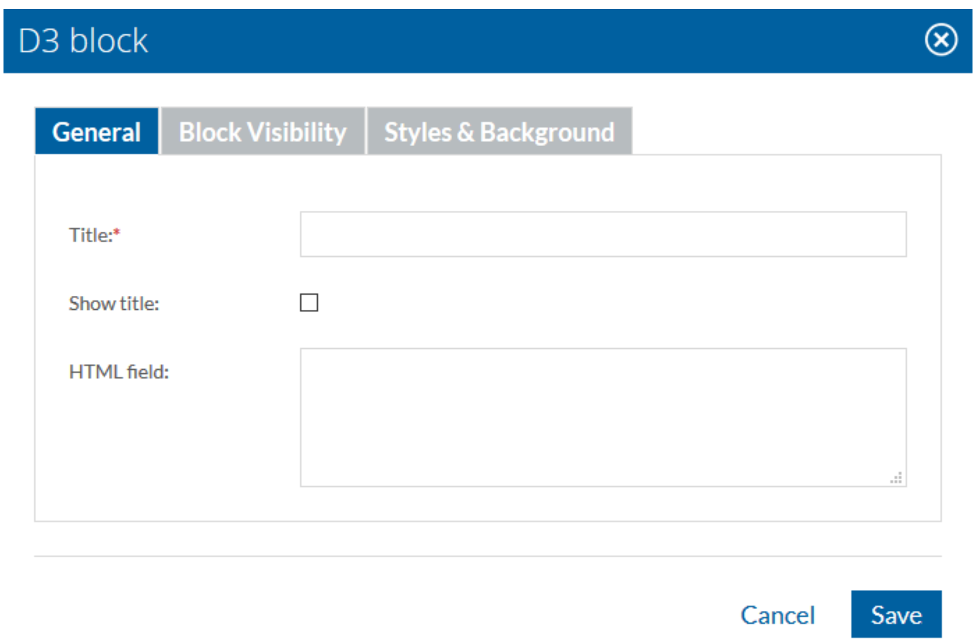


Figure 72.6: D3 Module

3.7. Socialize! Modules Group

In the **SOCIALIZE!** section, you will find 5 modules: Comments, Social Media, Social Rating, Social Share, and Twitter.

COMMENTS. Use this module to arrange and manage discussions, provide your website visitors with ability to share their thoughts and opinions.

SOCIAL MEDIA. Block of social media links

SOCIAL RATING. Allow website users rate the content using their social accounts.

SOCIAL SHARE. Social share block allows your website users sharing their likes and dislikes using social accounts.

SOCIAL MEDIA AGGREGATOR. Share your Facebook and Twitter records with your friends

TWITTER. Use this module to place a Twitter feed on a webpage.

3.7.1. Comments

To embed the Comments module, drag it from the modules pane and drop at desired location. The system will allow choosing existing comments block or create a new one.

To create a new comments block, enter your settings as shown in **Figure 73** below:

- Enter a **Title** for your comments block.
- Specify if the system to show the title or not.
- Specify if comments require approval. If this option selected, comments will appear on frontend interface only after admin's approval.
- Click the **Save** button to create and embed the module or **Cancel** to discard changes and close the popup window.

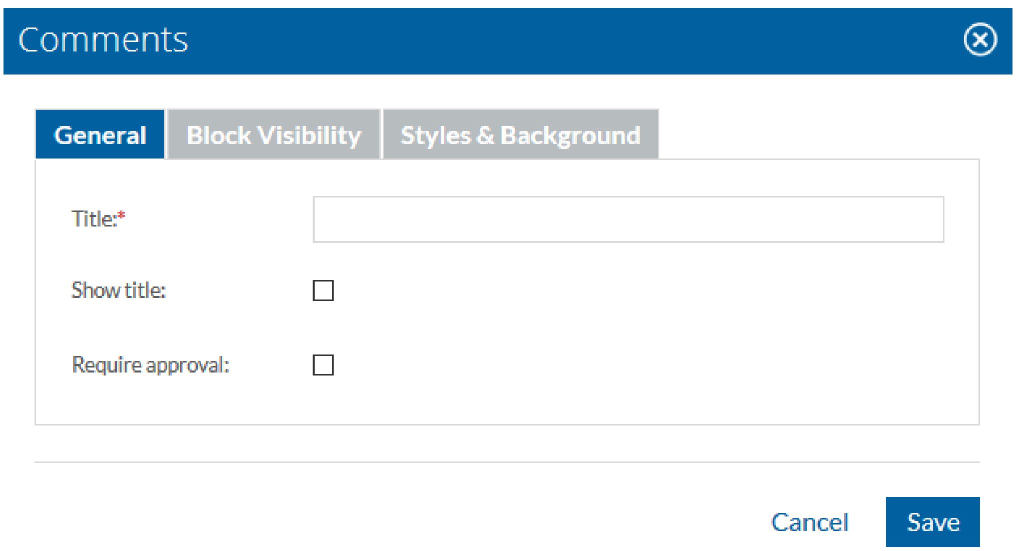


Figure 73: Comments Module

3.7.2. Social Media

To embed the Social Media module, drag it from the modules pane and drop it at desired location.

- In the main **Social Block Settings** tab, enter Title for the block and select alignment (optional settings).

- Switch to the **Social Link Settings** tab to create a new social link as shown in **Figure 75** below. Click on the Create Social Link button and a new popup window will open.
- Enter mandatory data into their respective fields and upload an icon.
- Set order for the link, if necessary.
- Repeat the above actions if you wish to create more social links for this module.
- Click on the **Save** button to save your module settings or Cancel to discard changes.
- Click the **Delete Link** button to remove a social link.
- To edit your settings, change data in the text fields and/or upload a new icon and click on the **Save** button to save your changes.

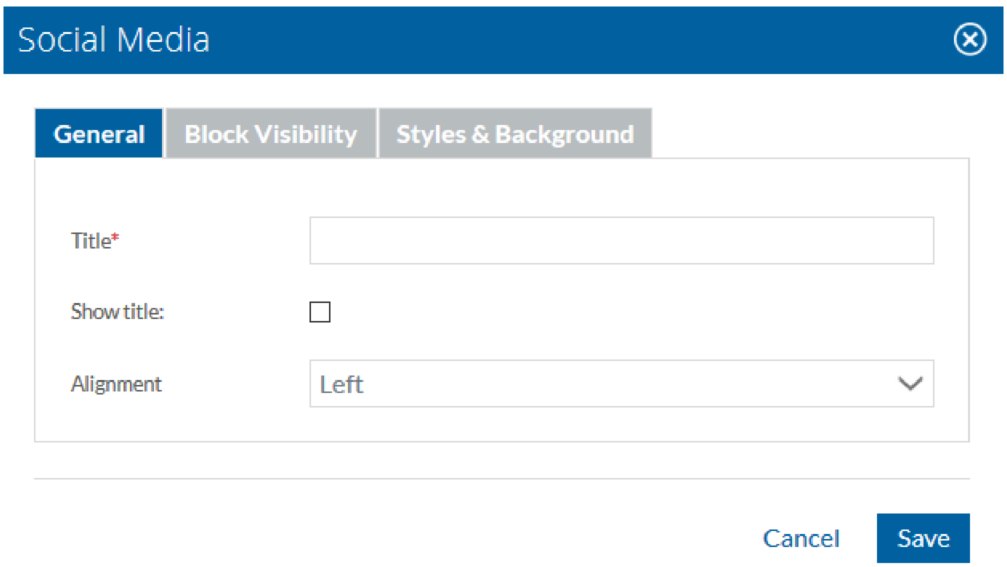


Figure 74: Social Media Module

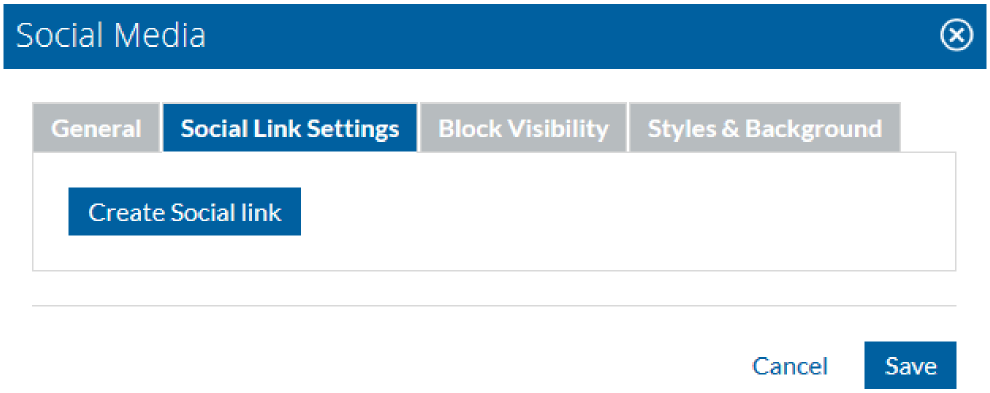


Figure 75: Create New Social Link

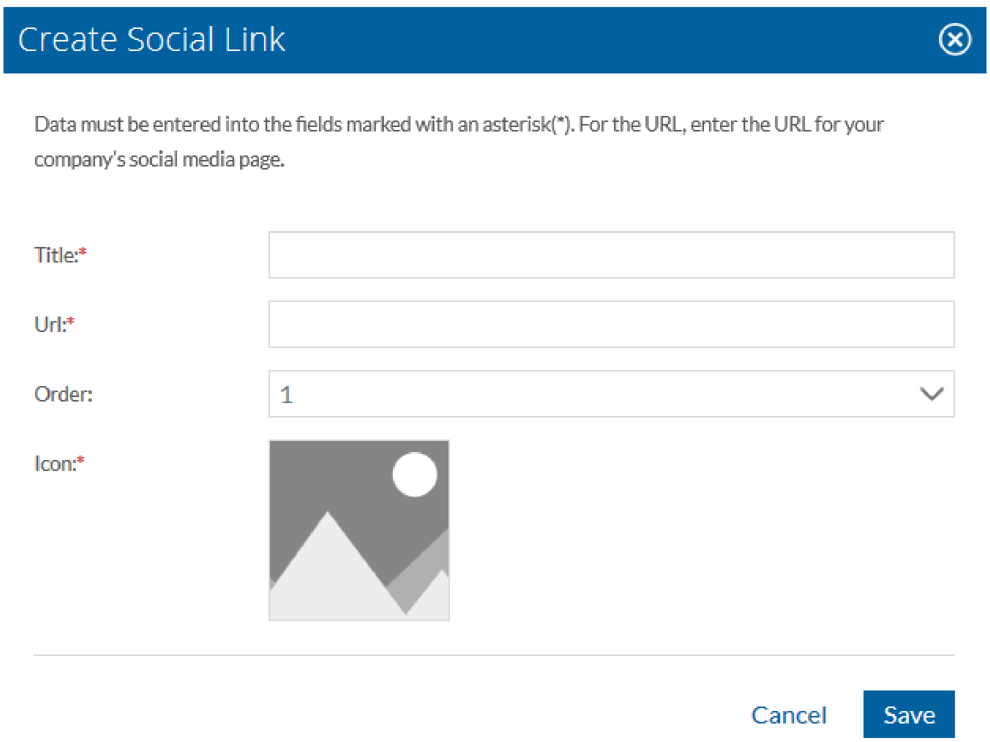


Figure 75.1: Create Social Link Popup Window

3.7.3. Social Rating

Social Rating module does not require special settings. However, admin can apply module block settings to make it visible on certain pages for the certain users.

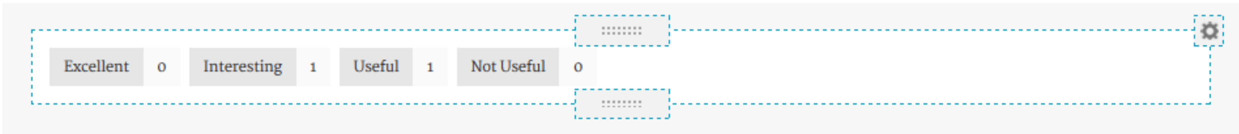


Figure 76: Social Ratings Module

3.7.4. Social Share

To embed the Social Share module, drag it from the modules pane and drop it at desired location.

- Enter Title for the block and select alignment (optional settings).
- Specify social links to include – tick necessary checkbox.
- Click the **Save** button to save your changes or **Cancel** to discard.

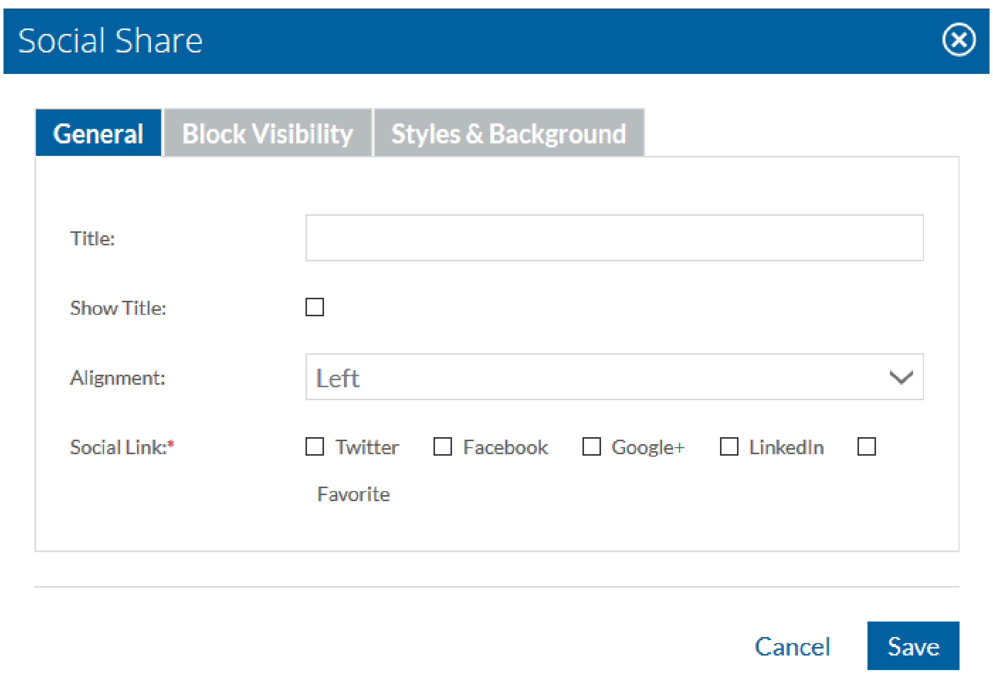


Figure 77: Social Share Module

3.7.5. Twitter

Once the Twitter module has been dragged onto a page, a popup box will open asking the user to enter the following information:

- Title
- Show Title
- **Screen Name** of the Twitter user
- **Display "View All" Link** to show all tweets
- # of Items to Show

Click Save to save the data, or Cancel to discard.

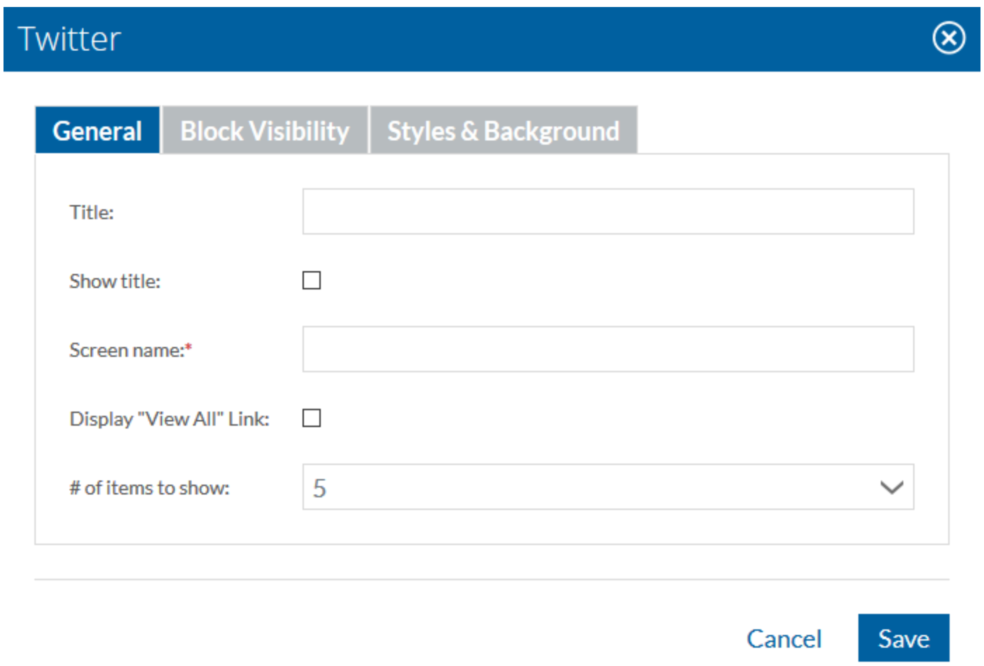


Figure 78: Twitter Module

3.7.6. Social Media Aggregator

Social Medial Aggregator is the application that allows dynamically showing your Facebook and Twitter posts on the webpages.

To create a new social media aggregator, drag and drop the module into a webpage, and enter your data into their respective fields shown in Figure 78.1 below:

- Title
- Specify if the system will show the title or not
- Upload an icon for your Twitter posts
- Enter your Twitter account screen name
- Upload an icon for your Facebook posts
- Enter your Facebook account screen name
- Specify number of items (posts) the system will show

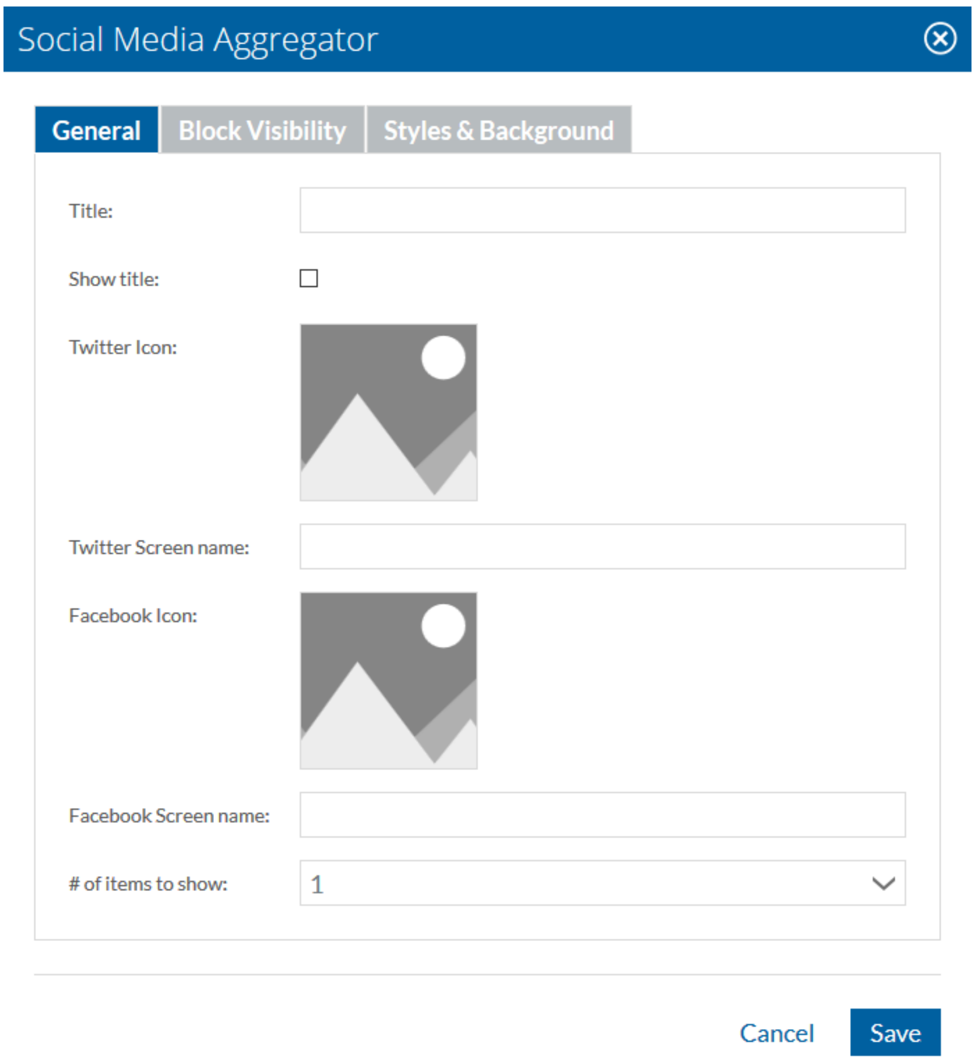


Figure 78.1: Social Media Aggregator

3.8. Collaborate! Modules Group

In the **COLLABORATE!** section, you will find 4 modules: Member Directory, Member Directory Widget, WebEx Meetings, and Working Groups.

MEMBER DIRECTORY. Create member directories and take advantage of versatile useful tools and features this module offers for its users.

MEMBER DIRECTORY WIDGET. A short version of the Member Directory module developed to display member directory inside info blocks without providing navigation facilities of the main module.

WEBEX MEETINGS. Present dynamic online events and webinars; deliver online training and eLearning experiences; share knowledge, experience and ideas across your organization.

WORKING GROUPS. Create working groups to facilitate communication within your community.

3.8.1. Member Directory

the Member Directory module has been dragged from the modules panel and dropped onto a webpage, the system will ask if the user wish to create a new or select existing directory, that has been previously created and saved in the system. If the second option selected, the system opens a popup window with a list of all existing directories and the user can choose one from the list.

- **To create a new Member Directory** enter your data in their respective fields as shown in **Figure 79** below:
- Enter Title
- Specify if the system will show the title or not
- Specify how to show users:

  - Pick user manually: pick existing users in the User Manager
  - Automatically: the system allows grouping and displaying the users by their roles, groups and departments as shown in Figure 79.1 below
- Select View:
  - Tiles
  - Grid List
- Specify if you wish to Display Featured Members
- Number of items per page
- Click the **Save** button to save the directory or **Cancel** to discard changes and close the popup window.

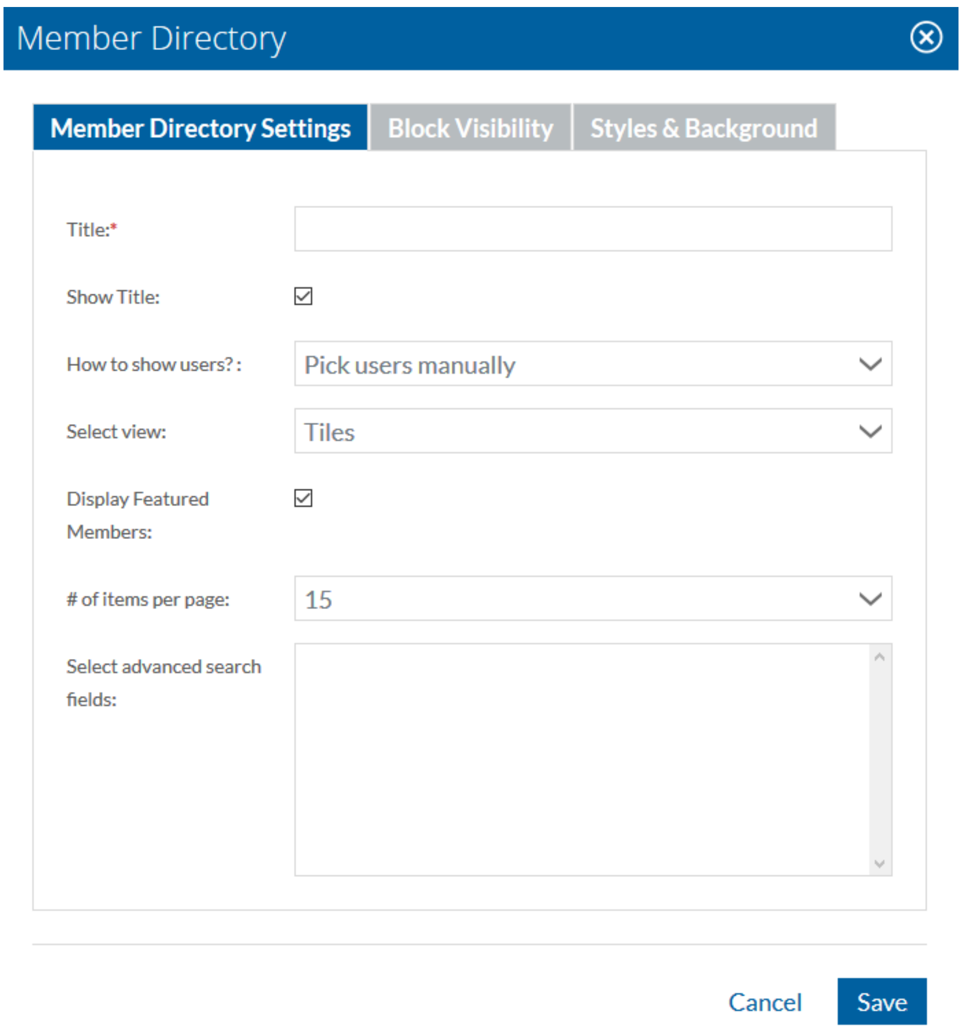


Figure 79: Member Directory Module. Picking Users Manually

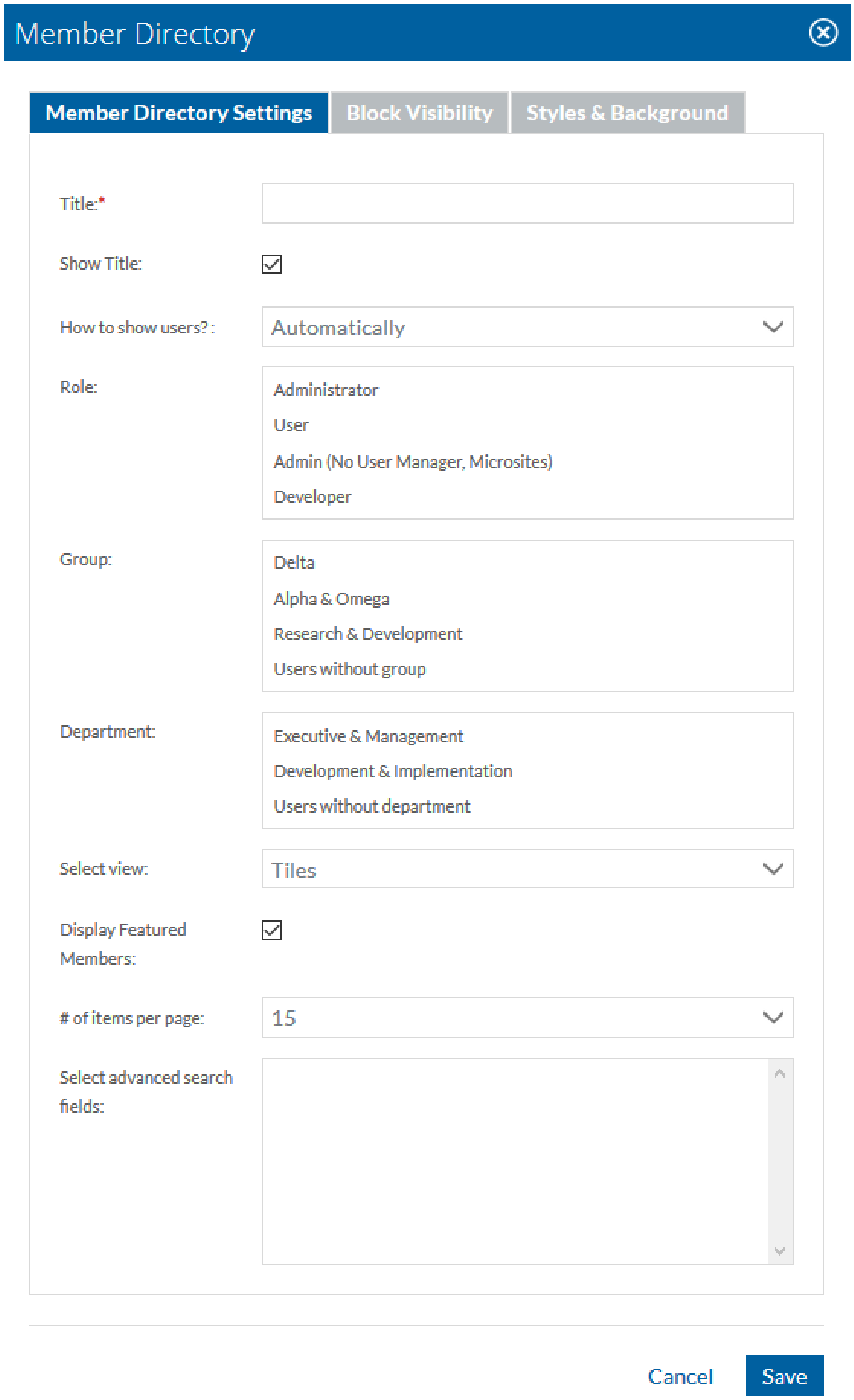


Figure 79.1: Member Directory. Picking Users Automatically

Frontend interface of the module provides users with the ability:

- To create new users
- To add new members from the list of existing users
- To add Featured Users
- Advanced search options

3.8.2. Member Directory Widget

- To create the **Member Directory Widget**, enter your data into their respective fields as shown in **Figure 80** below:
- Title
- Select Category
- Specify how many rows and columns to display
- Click on the **Save** button to save your data or **Cancel** to discard changes.

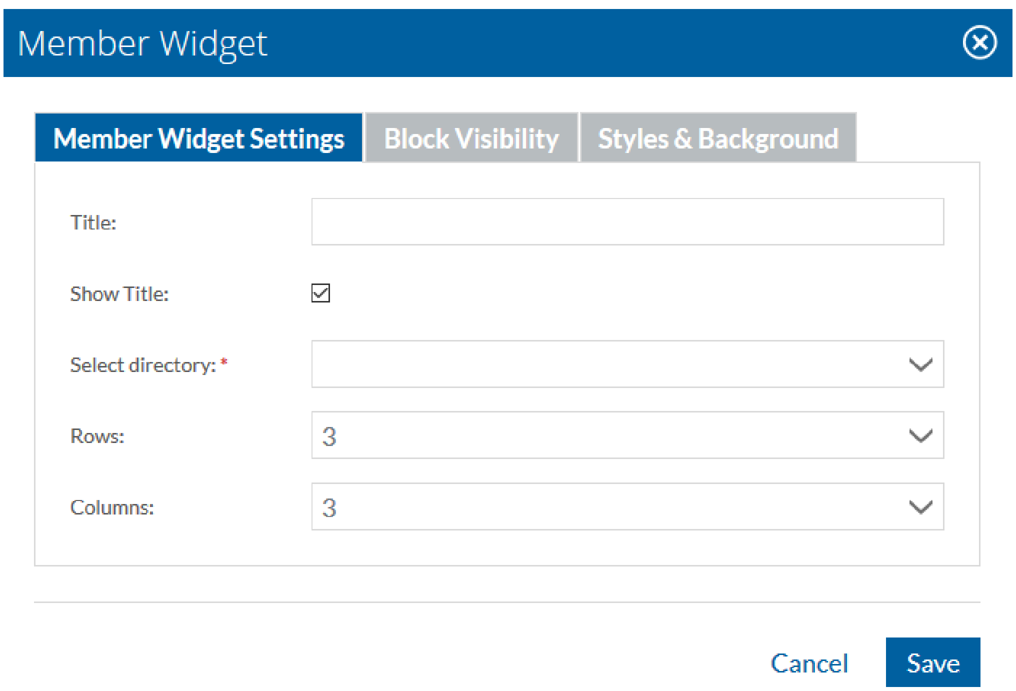


Figure 80: Member Directory Widget

3.8.3. WebEx Meetings

Once the WebEx module has been dragged from the modules panel and dropped onto a webpage, the system will ask if the user wish to create a new or select a meeting, that has been previously created and saved in the system. If the second option selected, the system opens a popup window with a list of all available WebEx Meetings and the user can choose one from the list.

- **To create a new WebEx Meeting**, enter the following data into their respective fields as shown in **Figure 81** below:
- Meeting Title.
- Specify if the system to show your title or not.
- Specify how many meetings to show on a webpage.
- Click the **Save** button to create a new meeting or **Cancel** to discard changes and close the popup window.

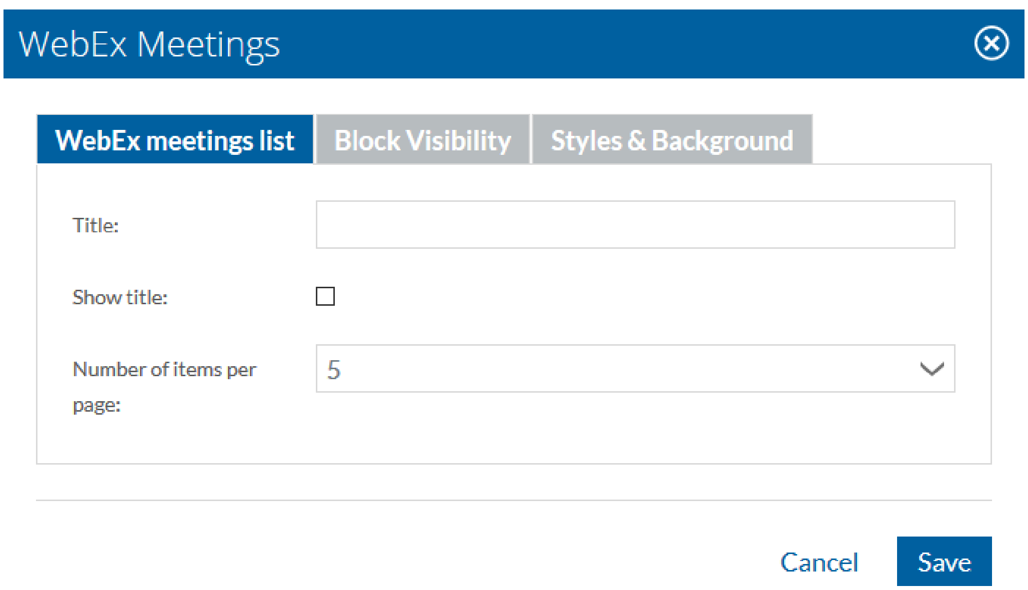


Figure 81: WebEx Meeting

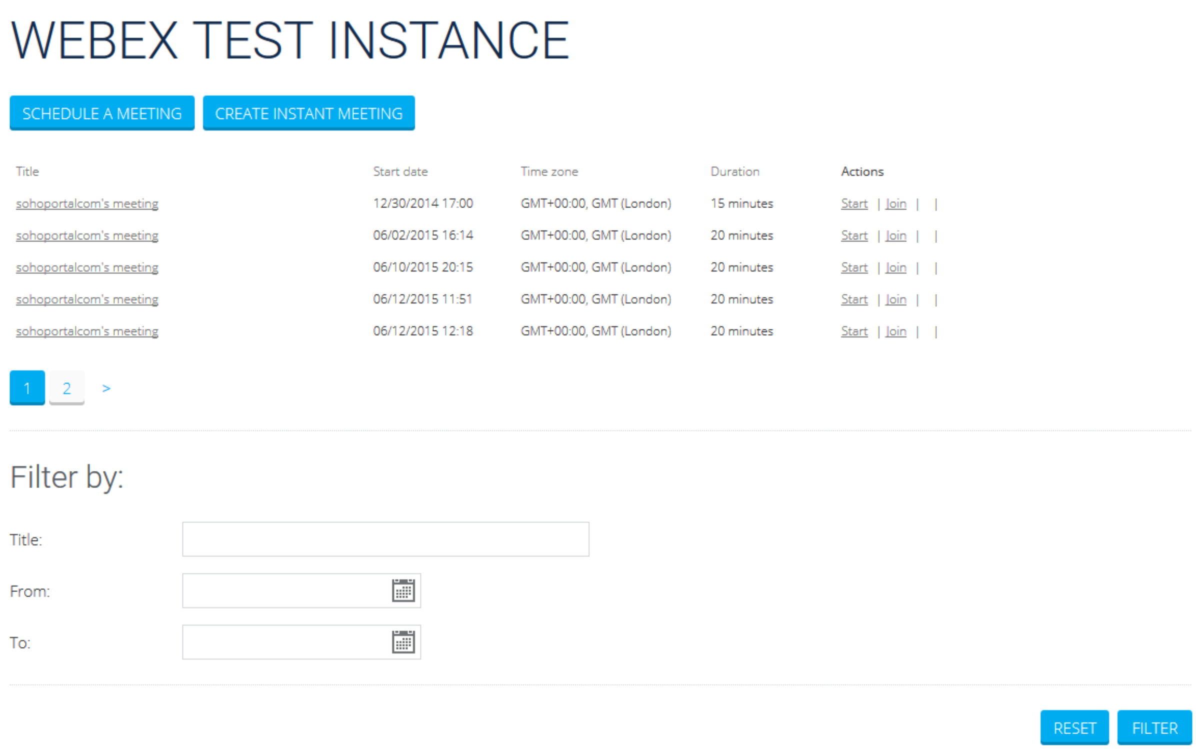


Figure 82: WebEx Meetings Module. Frontend Admin Interface

- **To Schedule a meeting**, click on the button **Schedule a Meeting** and specify the following data shown in Figure:
- Name of a meeting
- Meeting's Description
- Start Time
- Time Zone
- Set Duration of a meeting (HH:MM)
- Click on the Save to save your data or Cancel to discard changes.

- **To edit your meeting schedule**, click on the **Edit** link shown in Figure.
- Enter your desired changes.
- Click on the **Save** button to save a new schedule or **Cancel** to discard changes.

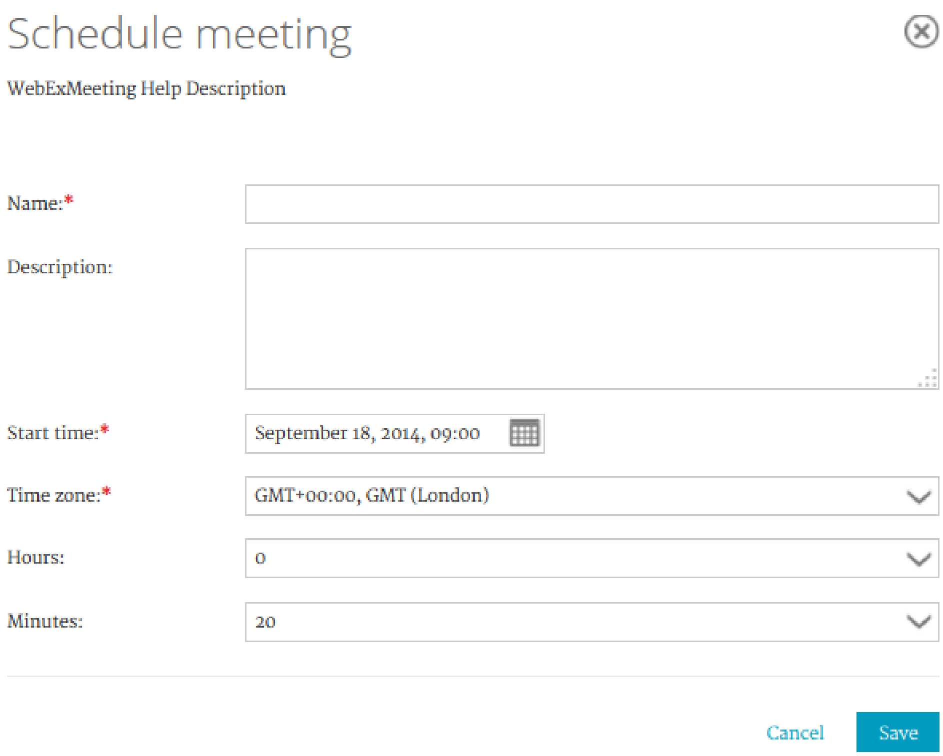


Figure 83: Schedule a Meeting

- Click on the **Create Instant Meeting** button and the system will connect you to the **Cisco WebEx Meeting Center** shown in **Figure 81** below.
- Click on the **Start** link to start a meeting in the Cisco WebEx Meeting Center.
- Click on the **Join** link to join a meeting in the Cisco WebEx Meeting Center.

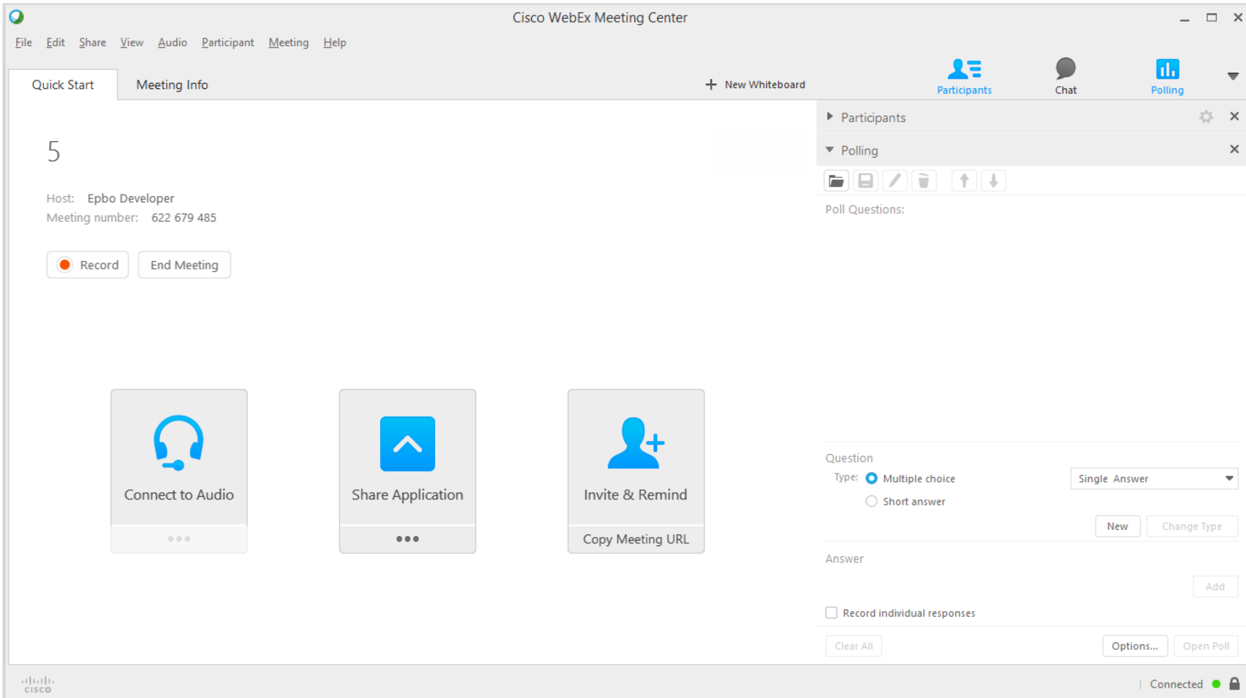


Figure 84: Cisco WebEx Meeting Center

More information on Cisco WebEx Meeting Center is available on Cisco Meeting Center Help pages:

https://apidemoeu.webex.com

NOTE: Usage of the WebEx presumes that the QuickSilk users have already registered their accounts with WebEx service providers, and configured hosts and relevant settings. WebEx official website http://www.webex.com/. Useful information about WebEx services: http://help.clickdimensions.com/webex-integration/

3.8.4. Working Groups

The Working Groups drag-and-drop module allows embedding and positioning existing working groups within your webpages. Create and manage your working groups using the **Working Groups module** available in the list of the system modules in the top panel. All the details on how to use this module you will find in the respectively titled chapter of the User Guide.

Frontend interface also allows managing working groups:

- Add a new group
- Modify existing group
- Manage working group's position, visibility and accessibility of the module on webpages using common module attributes and settings as described in the **Chapter 2.3.2.Common Attributes and Settings**.

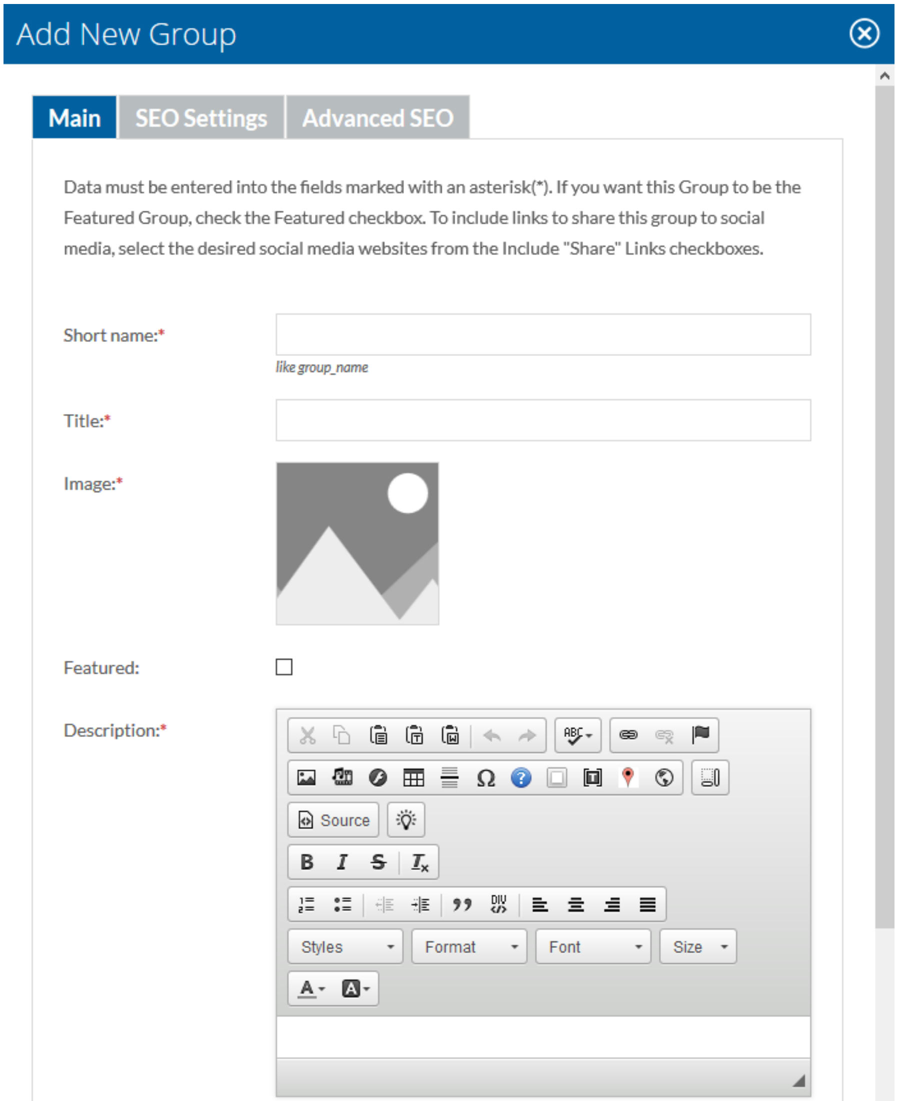


Figure 85: Working Groups Module. Adding New Group I

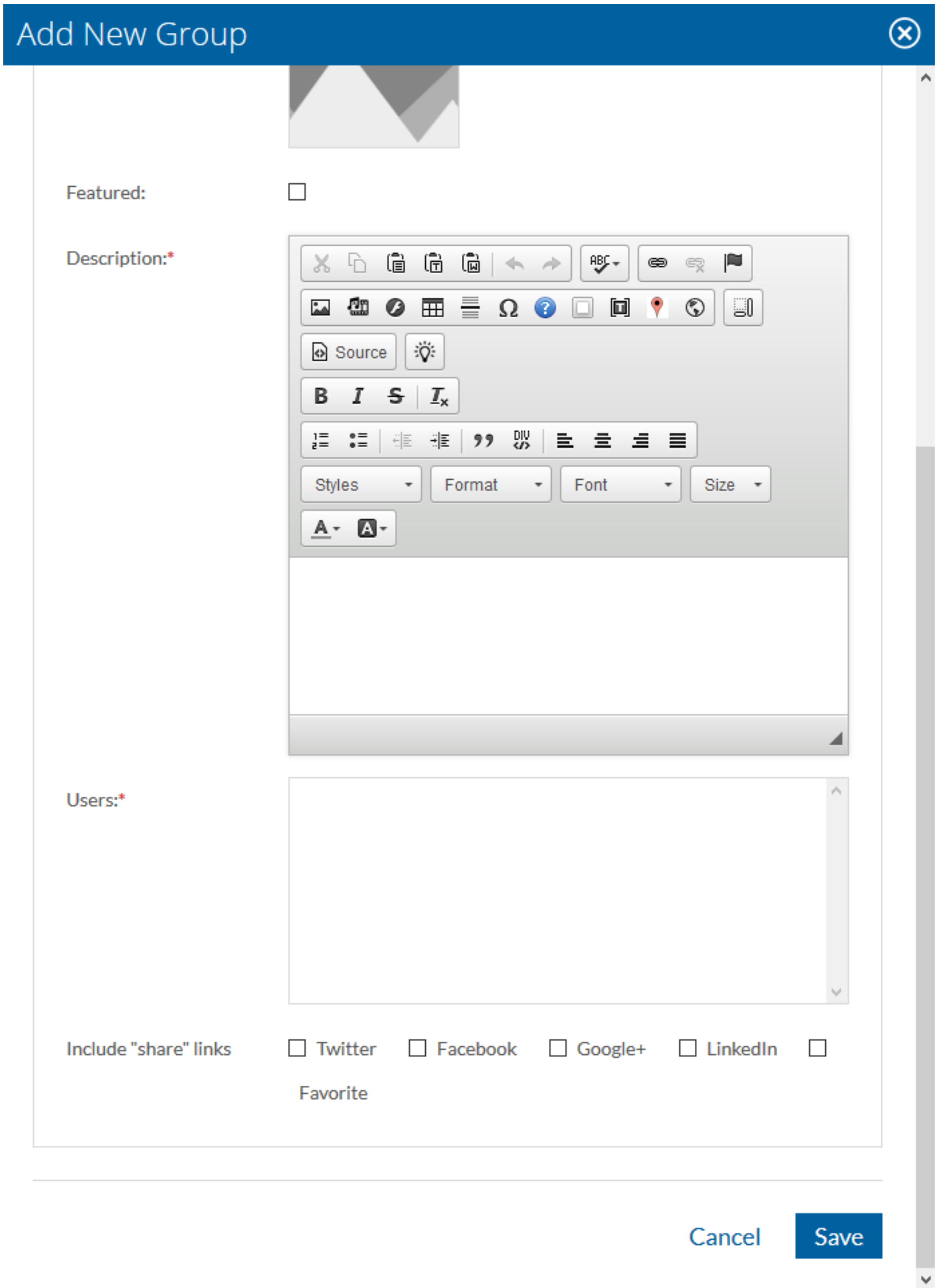


Figure 85.1: Working Groups. Adding New Group II

3.9. Inline Editor

Use the ***Inline Editor***[8] to create and edit web content without HTML knowledge. In this chapter we will consider the most important and useful functions presented in the inline editor.

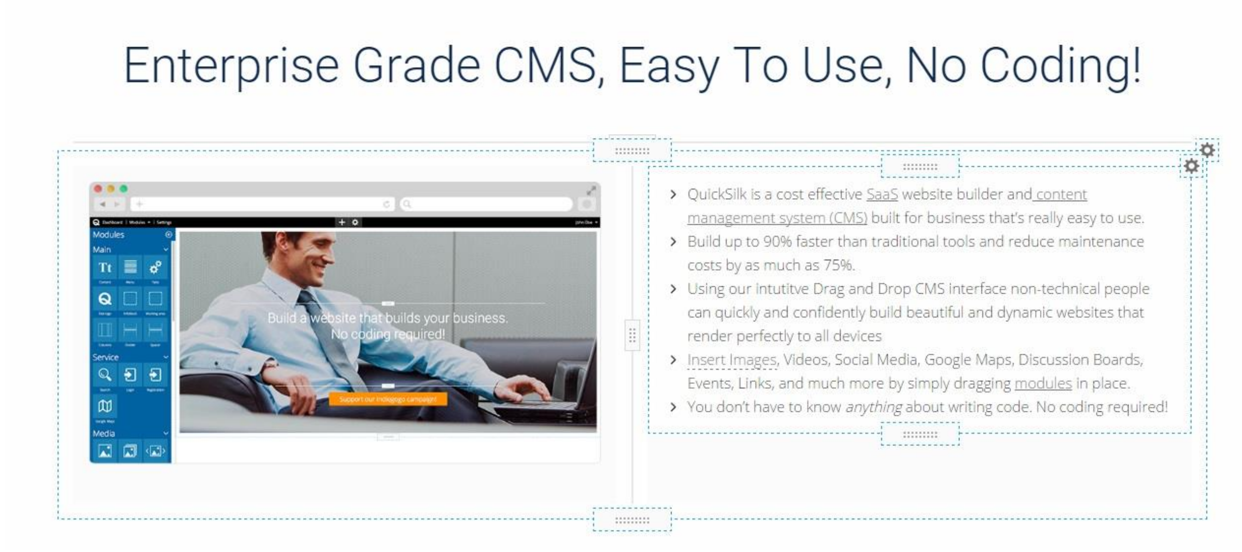


Figure 86: Locating Inline Editor Area

To launch the inline editor, hover the mouse pointer over the area of the website you want to change. A dotted frame will appear around the module as shown in **Figure 86**. Double-click anywhere inside the dotted frame and a toolbar will appear as shown in **Figure 87**.

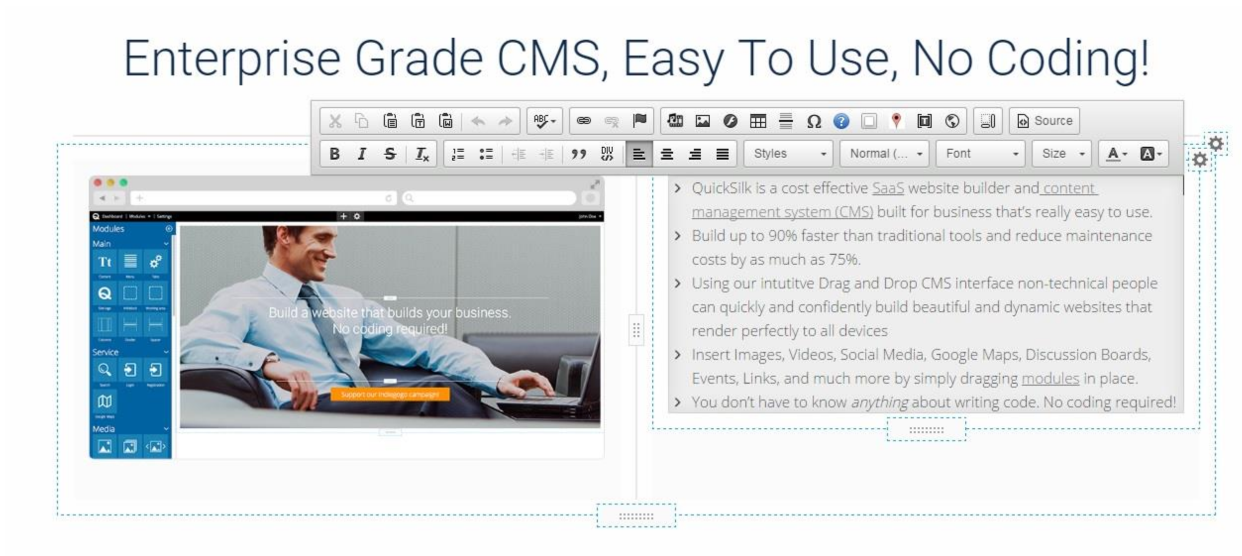


Figure 87: Inline Editor Toolbar

Hover the mouse over the Settings icon in the top right of the dotted frame to open a control panel of the inline editor. A control panel prompting to edit and remove the block will appear inside the dotted frame as shown in **Figure 85**.

Minimize the modules left panel when you do not intend to edit the content of web page but view content of light boxes, use links/hyperlinks, multimedia files and embedded modules.

Most of the tools available in the inline editor are similar to ones used in widely-known text editors like *Microsoft Word*, *Open Office Writer, TextEdit*, etc. All these tools are listed in the section **Frequently Used Tools**.

3.9.1. Upload an Image Located on Server

a. Click on the **Image** icon in the top row of the inline editor toolbar and the Image Properties window will open as shown in **Figure 88** below.

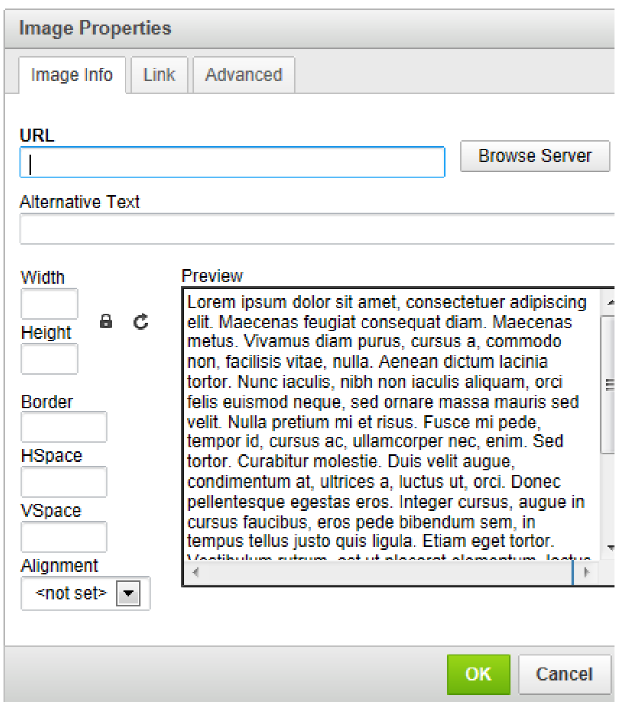


Figure 88: Uploading an Image From Server I

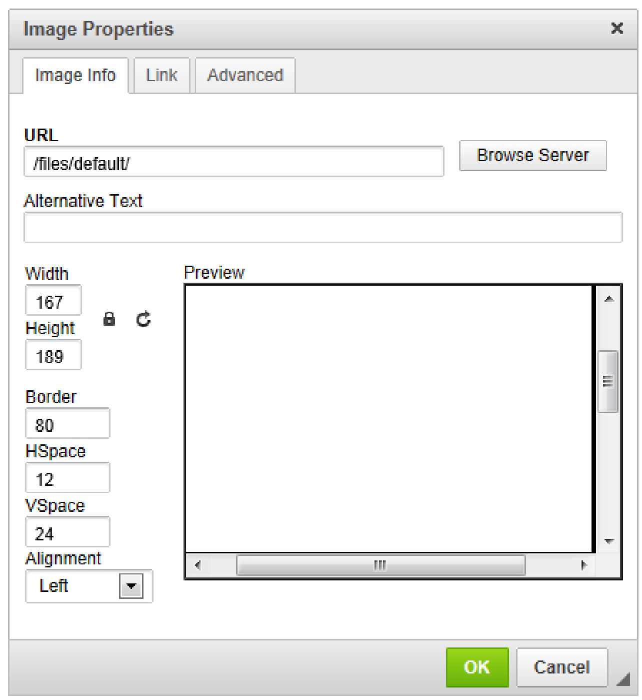


Figure 89: Uploading an Image From Server II

[7] CMS is using embedded CKEditor – an Open source application - a WYSIWYG (What You See Is What You Get) and ready-for-use HTML text editor designed to simplify web content creation.

- Click on the **Browse Server** button to get access to files located on the server and a new window will open as shown in **Figure 90** below.
- Once the image is chosen, if required, specify additional values that will be applied for the image:
  - Alternative text visible with mouse over
  - Custom image dimensions: width and height
  - Border
  - Set ***HSpace***[8] and ***VSpace***[9] values
  - Choose alignment
- Double click to select the file stored on server as shown in **Figure 90** below.
- Click the **OK** button shown in **Figures 88-89** to complete uploading.

If you use an external address for the image, specify the full absolute path in the URL field and click the OK button to complete to action.

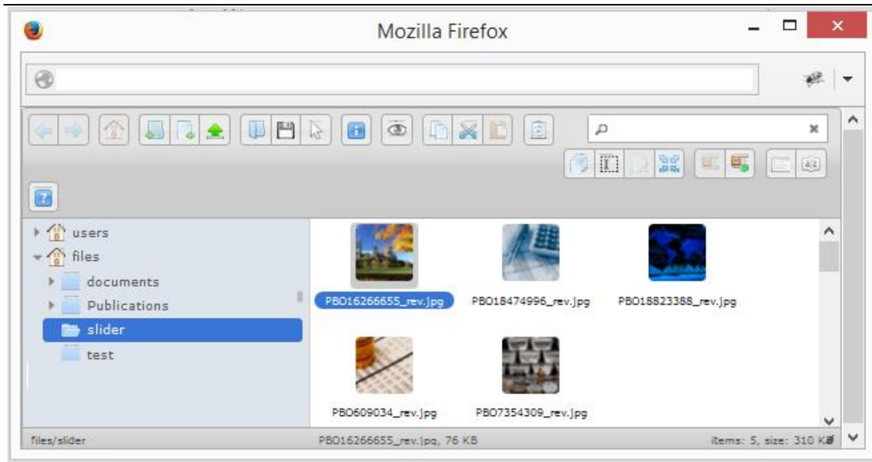


Figure 90: Choosing an Image to Upload

[8]HSpace is a horizontal spacing (or margin) between the image and other document elements that surround it, in pixels.

[9]VSpace is a vertical spacing between the image and other document elements that surround it, in pixels.

3.9.2. Upload an Image Located Locally

- Click on the **Image** icon in the top row of the inline editor toolbar and the **Image Properties** window will open.
- Click on the **Browse Server** button to access files located on the server.
- In the toolbar shown in **Figure 90**, click the **Upload Files** icon and the **Choose File to Upload** window will open as shown in **Figure 91** below.
- Choose your local file and click the **Open** button.

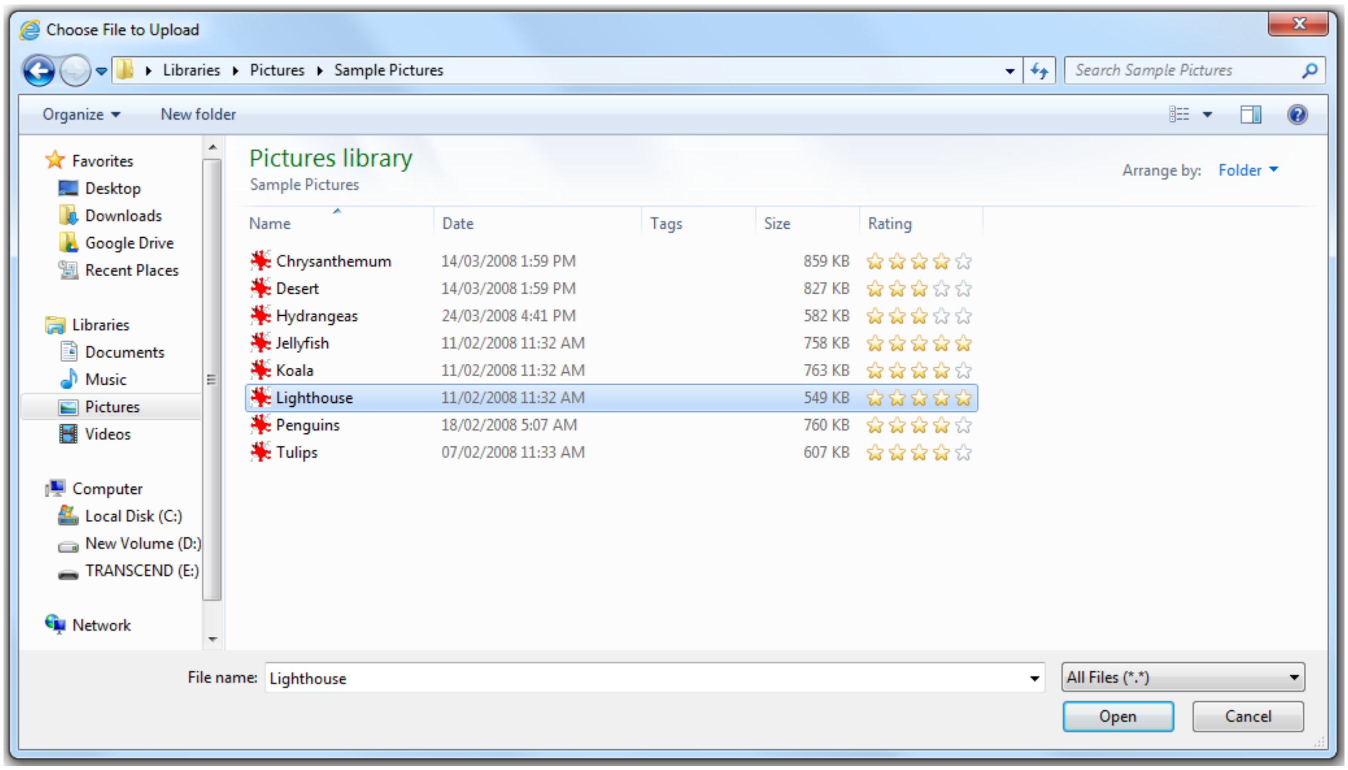


Figure 91: Choosing an Image Stored Locally

- Once the above 4 steps are completed, chosen file is seen in the **Image Properties** window shown in **Figures 87-88**.
- Click the **OK** button to complete the action and upload the file or **Cancel** to discard changes.

Image Properties window provides user with some additional settings that may be applied for the image. Switch to the Link tab to specify URL the image will redirect to after the mouse click. Switch to the Advanced tab to set additional details for image: image ID, language direction and code, URL description and specific styles.

3.9.3. Inserting an Anchor

Anchors serve as position markers in a webpage, using headings, sub-headings, or other style set within the document.

- To insert an anchor in the text, place your cursor before the text or section you want to the anchor to refer and press the Anchor button on the toolbar. A popup window the **Anchor Properties** will appear as shown in **Figure 92** below.

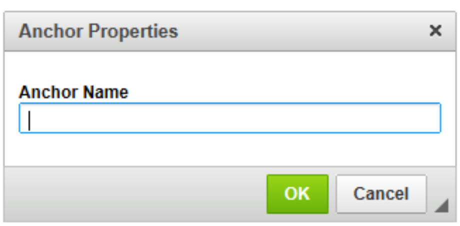


Figure 92: Inserting Anchor

- Specify the anchor name in the Anchor Name field. You will be referring to this name while linking to the anchor.
- Click the **OK** button and the anchor will appear in your document.
- Click the **Cancel** to discard changes and close the popup window.

3.9.4. Inserting a Flash File

Inline Editor allows you to insert **Adobe Flash**[11] files into web pages in an easy and intuitive way.

- Locate flash file in a web page by setting mouse pointer
- Click on the **Flash** button in the toolbar and the Flash Properties window will open as shown in **Figure 93** below.
- Click the **Browse Server** button to choose flash file located on server[12]

[11] **Adobe Flash Player** is freeware software for viewing multimedia files, executing rich Internet applications and streaming video and audio content created on the Adobe Flash platform.

[12] Read the chapters **Upload an Image Located on Server** and **Upload an Image Located Locally** to learn how to upload a file.

URL – the web address of the Flash object. The object may be located on the same server as the web site you are currently in or on an external server.

External server: If you want to use an external address, use the full absolute path.

Local server: If the image is located on the same server, you can use a relative path that omits the domain name and starts with a slash. Example: /folder/flash.swf

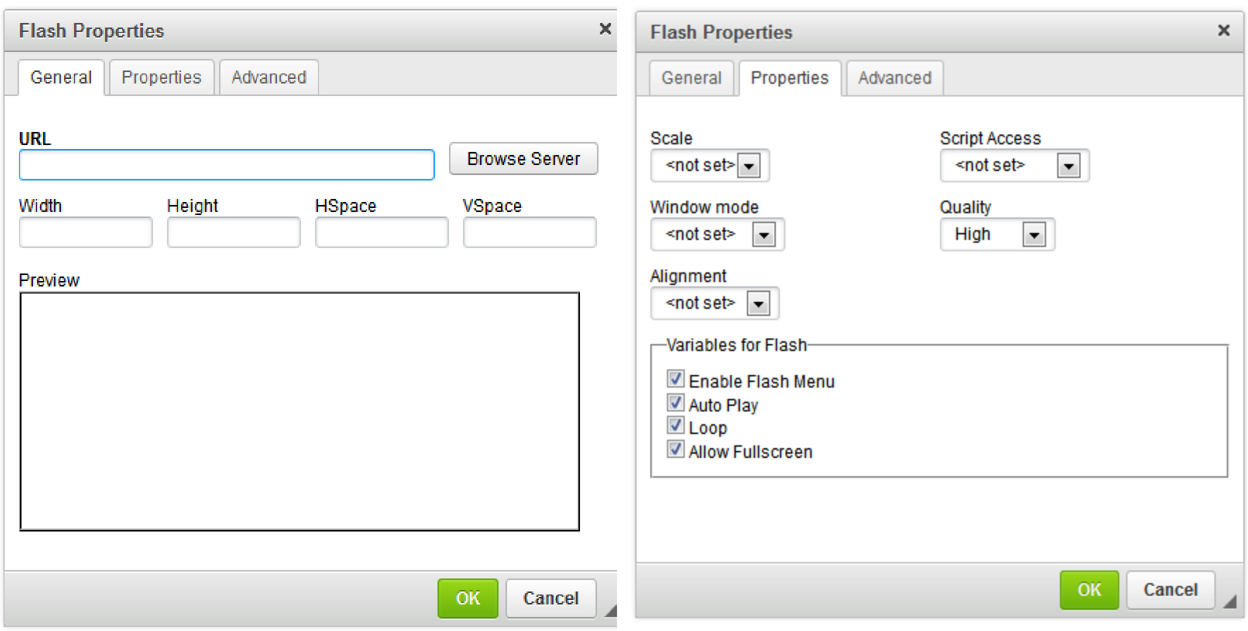


Figure 93: Inserting Flash File. Properties I

a. Specify the following parameters (in pixels):

- **Width** – the width of the Flash object.
- **Height** – the height of the Flash object.
- **HSpace** – the horizontal spacing (or margin) between the Flash object and other document elements that surround it.
- **VSpace** – the vertical spacing (or margin) between the Flash object and other document elements that surround it.

b. Switch to the **Properties** tab to set the optional settings:

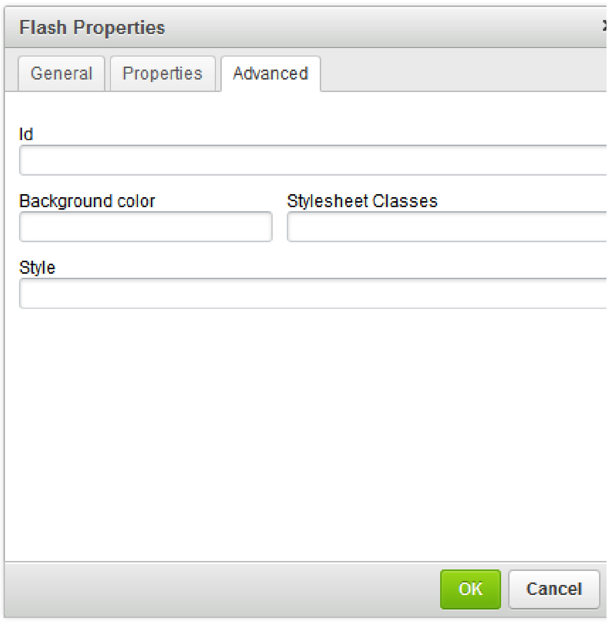
- **Scale** – the parameter that controls the scaling, stretching, or shrinking of the Flash object when the browser window is resized (scale attribute). You can choose between the following options:
- **Show all** – the entire object is visible with original aspect ratio retained. Borders may be present.
- **No Border** – the object is scaled to fit within the specified area without any borders, with original aspect ratio retained (the sides of the object may be cropped).
- **Exact Fit** – the entire object is visible within the specified area, but the original aspect ratio might not be retained thus making the object distorted.
- **Script Access** – the parameter that controls the ability of the Flash object to communicate with the page it is embedded into. You can choose between the following options:
    - **Always** – the Flash object can communicate with the HTML page it is embedded in even if they are from different domains.
    - **Same domain** – the Flash object can communicate with the HTML page it is embedded in only if they are from the same domain.
    - **Never** – the Flash object cannot communicate with the HTML page it is embedded in.

- **Window mode –** the parameter that controls the layering of the Flash object in the browser window. You can choose between the following options:
  - **Window –** the Flash object is shown in its own window on a document.
  - **Opaque** – the Flash object hides everything underneath.
  - **Transparent –** the document background shows through all transparent parts of the Flash object.
- **Quality –** the parameter that controls the relation between the speed of the object and its appearance (quality attribute). You can choose between the following options:
  - **Best** – best appearance, speed is disregarded.
  - **High** – appearance is favored over speed.
  - **Auto High –** speed and appearance are equally emphasized.
  - **Medium –** speed is favored over quality, but some anti-aliasing is applied.
  - **Auto Low** – speed is favored over quality, but quality is improved whenever possible.
  - **Low –** speed is favored over quality and anti-aliasing is never applied.
- **Align** – the parameter that controls the alignment of the Flash object in the document. You can choose between the following options: Left, Abs Bottom, Abs Middle, Baseline, Bottom, Middle, Right, Text Top, or Top.

The Properties tab also allows you to configure the following options:

- **Enable Flash Menu** – the parameter that controls whether the Flash context menu is enabled.
- **Auto Play** – the parameter that controls whether the Flash object will start playing automatically right after you open the document.
- **Loop** – the parameter that controls whether the Flash object will play continuously in a loop.

❖ **Allow Fullscreen –** the parameter that controls whether the Flash object may be played in the full screen mode.



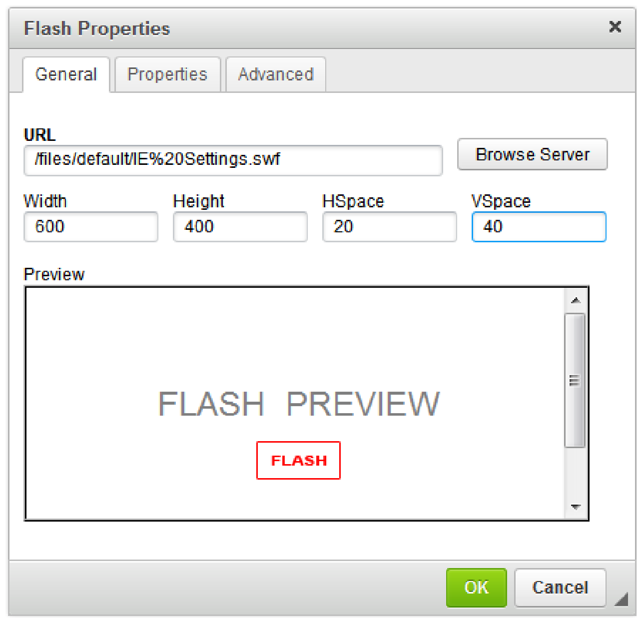


Figure 94: Inserting Flash File. Properties II

c. Switch to the **Advanced** tab to specify the optional settings:

- **Id** – a unique identifier for a Flash object element in the document.
- **Advisory Title –** the text of the tooltip that is shown when the mouse cursor hovers over the Flash object.
- **Background color –** the color that is visible beneath the transparent portions of the Flash object.
- **Stylesheet Classes –** the class of the Flash object element - class attribute. Note that a Flash object element might be assigned more than one class. If this is the case, separate class names with spaces.
- **Style** – CSS style definitions. Please note, that each value must end with a semi-colon and individual properties should be separated with spaces.

d. Click the **OK** button to insert the flash object and complete the action or **Cancel** to discard changes and close the popup window. Administrative Panel

1. Introduction to the Admin's Control Panel

When you log in as an admin, a bar will appear across the top with the following features:

- Dashboard
- User Manager
- Modules
- Support
- Settings
- Page Shortcuts

In section II, we explained what these features do, and from this point on we will focus on the User Manager and the Modules features, and how to use all the available modules from the back-end. Although this section explains how to use modules from the back-end, you can also manage modules from the front end. To achieve this, go to the front-end webpage of the desired module, and click on the appropriate button for managing items of the module (i.e. Edit, Delete). If you have an issue managing the module from the front-end, refer to the section for the module in this user guide, as the steps are identical other than how you get to the light box to edit the item.

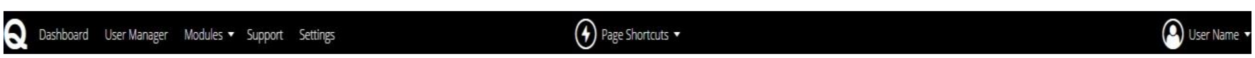


Figure 100: Admin Top Panel

2. Dashboard

Clicking the dashboard button brings you to the Admin Panel. In the Admin Panel you will find demos on how to perform various tasks, such as making interactive charts to explore your data.

3. User Manager

This module allows managing users, roles, and the creation of a form. Since the CMS is role-based, the Administrator assigns users the certain roles, which imply certain capabilities. The Administrator can combine users into groups united by common attributes such as permissions/capabilities.

The user manager provides the Administrator with the ability of filtering users by Email, Role, Group, Department, First name and Last name:

- Enter the Email, Role, Group, Department, First name and/or Last name into their respective fields and click on the Filter button.
- Click on the Reset button to clear the fields and start again.

The user manager also allows the admin to export the user database to CSV. To do so, click on the **Export to CSV** button, and your browser will begin downloading the file with all the users' information.

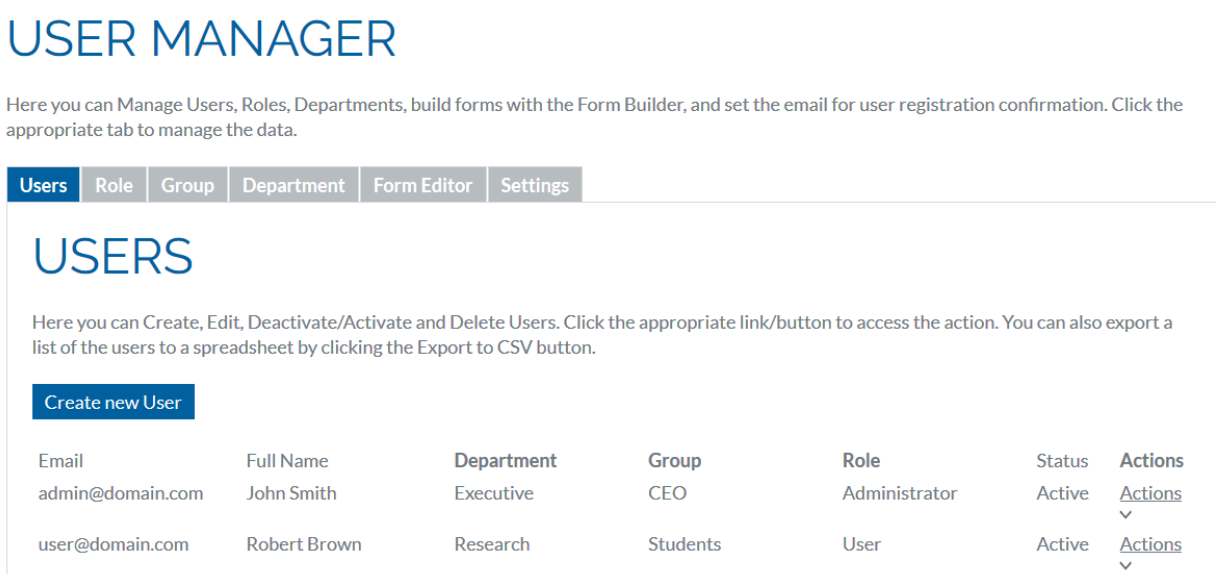


Figure 101: User Manager - Image 1

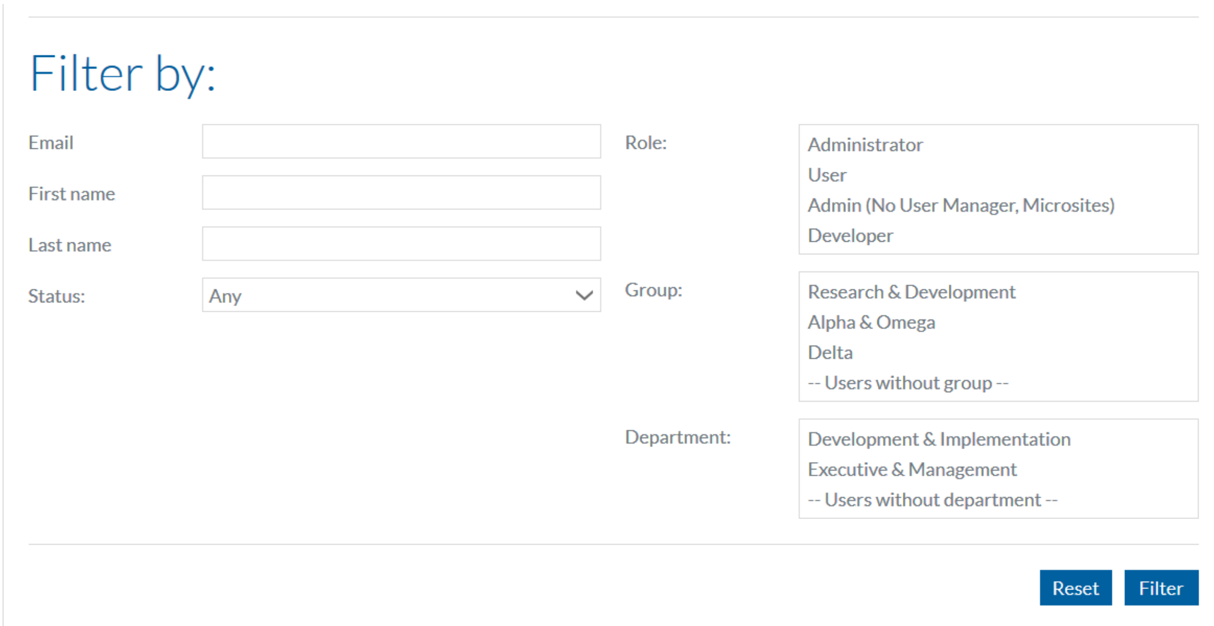


Figure 102: User Manager - Image 2

3.1. Adding a New User

To add a New User:

- Click on the **Create New User** button.
- Enter mandatory and optional data into their respective fields shown in **Figure 103** below.
- Click on the **Save** button to save your data, or **Cancel** to discard changes

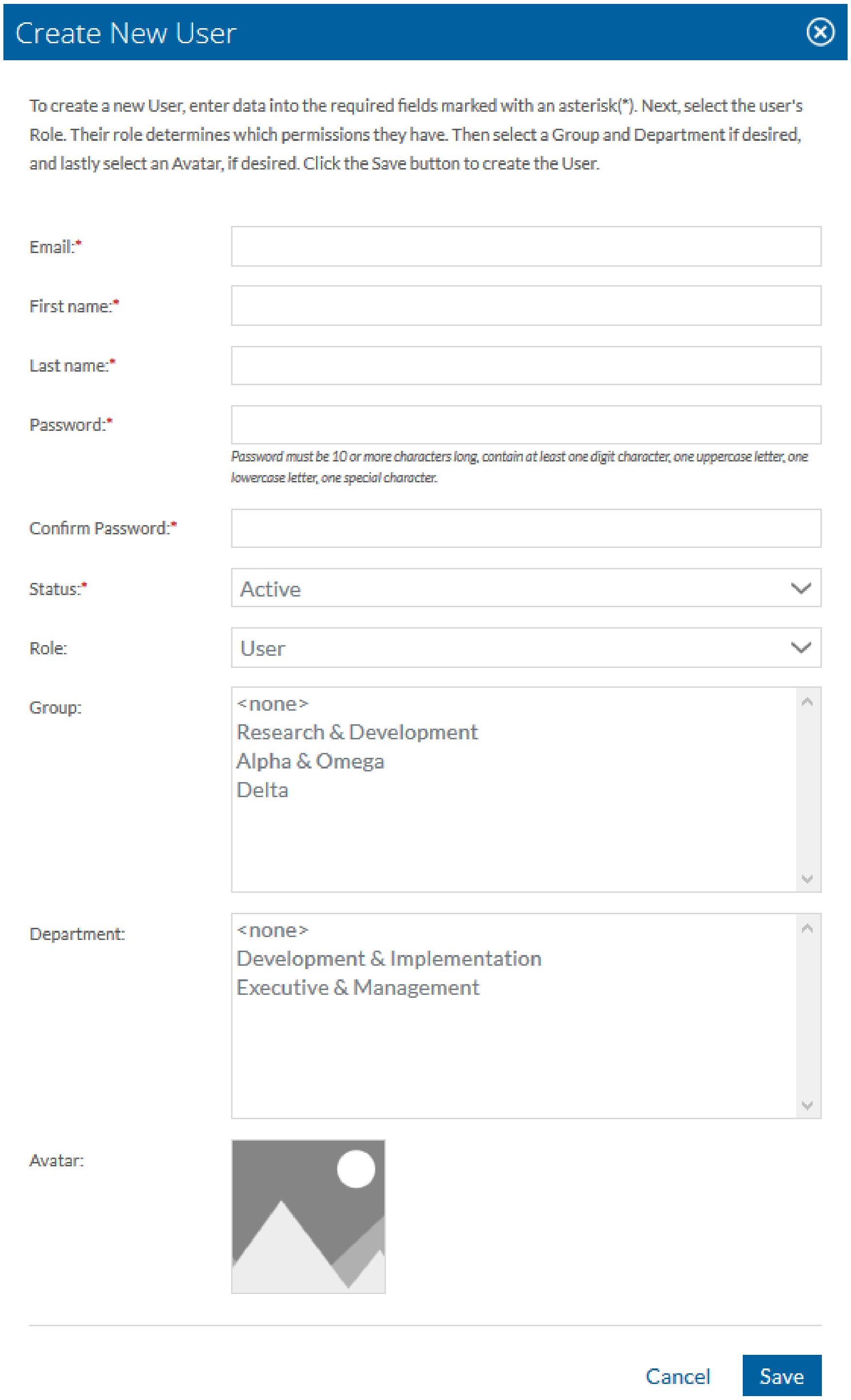


Figure 103: Add New User

3.2. Edit a User

- Click on the **Edit** link, this option will open a popup window, with the details of the selected user, in order to modify the current content.
- Enter your desired changes into the respective fields.
- Once the modifications have been done, click the **Save** button to save your changes, or **Cancel** to discard, both buttons are located in the far low right corner of the screen.

3.3. Remove a User

- To remove the user, click on the **Remove** link, this operation will redisplay the window, asking for confirmation to complete the removal.
- Click on the **Remove** button to complete this action or **Cancel** to discard. Once the deletion has been completed, the website will reload itself in the user section, with the list of users displayed on the screen.

3.4. Adding a New Role

- Switch to the Role tab.
- Click on the **Create New Role** button.
- Enter Role name, and select desired permissions.
- Click on the **Save** button to save your data, or **Cancel** to discard.

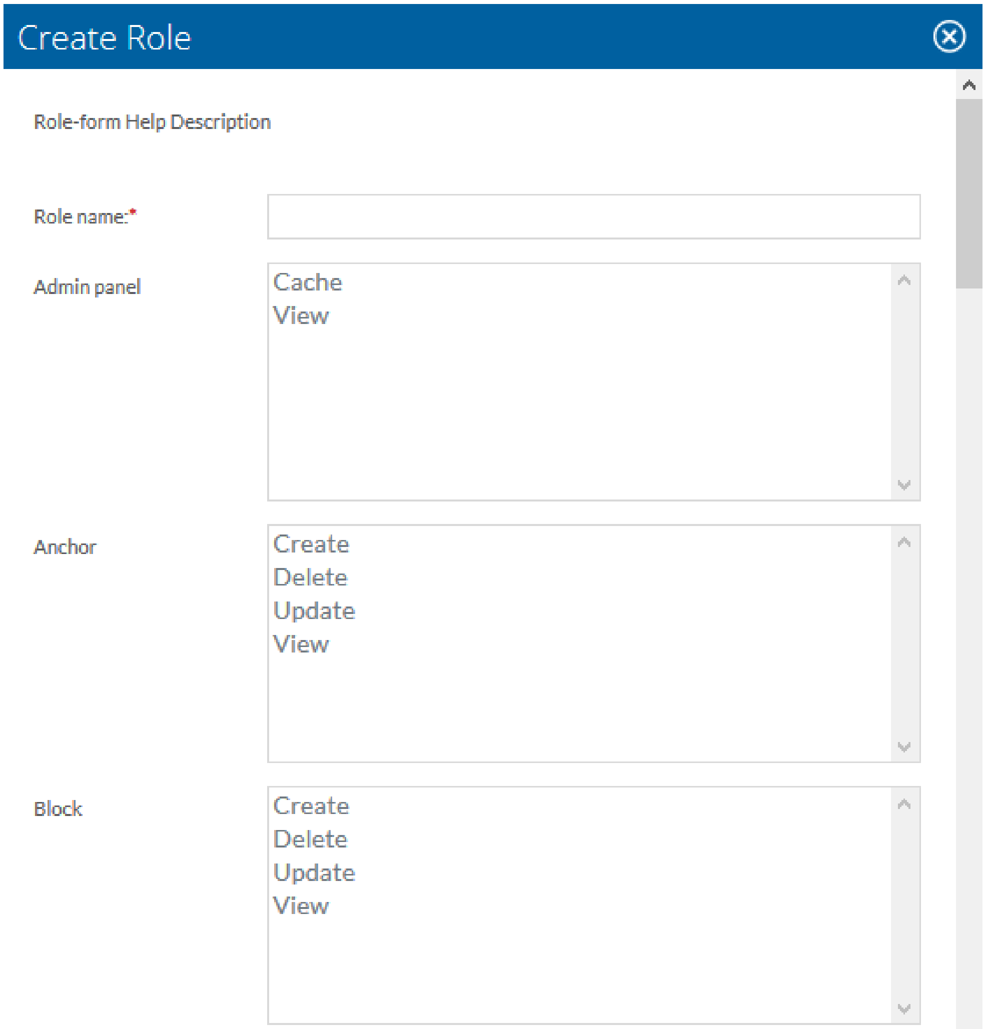


Figure 104: Create Role

3.5. Edit a Role

- To edit a role, click on the **Edit** link, the website will open a popup window, containing the information of the selected role.
- Use this window to enter the modifications.
- Once the modifications have been performed, click on the **Save** button to save your data, or **Cancel** to discard changes.

3.6. Remove a Role

- To remove a role, click on the **Delete** link, corresponding to the role to be removed. The page will reload itself, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

3.7. Group

- To add a new group, switch to the Group tab and the Create Group popup window will open.
- Enter your data into their respective fields.
- Click on the Save button to save your data and create a new group or Cancel to discard changes and close the popup window.

3.8. Department

- To add a new department, switch to the Department tab as and the Create New Department popup window will open.
- Enter your Title.
- Click on the Save button to save your data and create a new group or Cancel to discard changes and close the popup window.

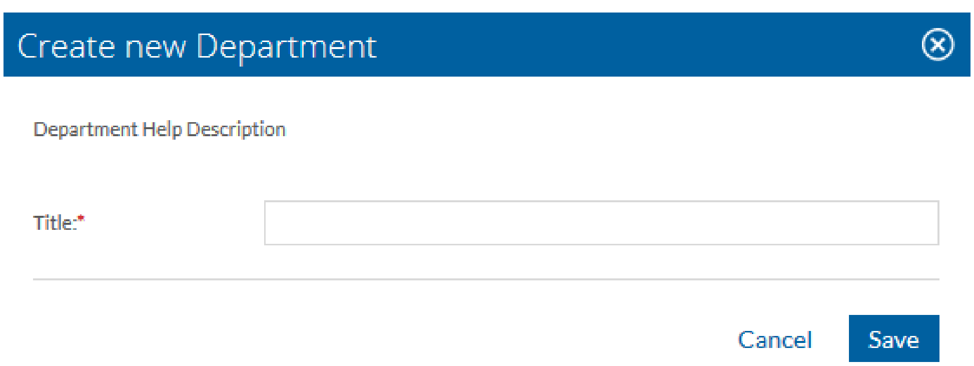


Figure 105: User Manager. Department

3.9. Form Editor

Switch to the Form Editor tab to create and customize various online forms. This utility allows the creation and viewing of the following forms: User Manager, Registration form, User Profile form, Public Profile page for registered and non-registered users.

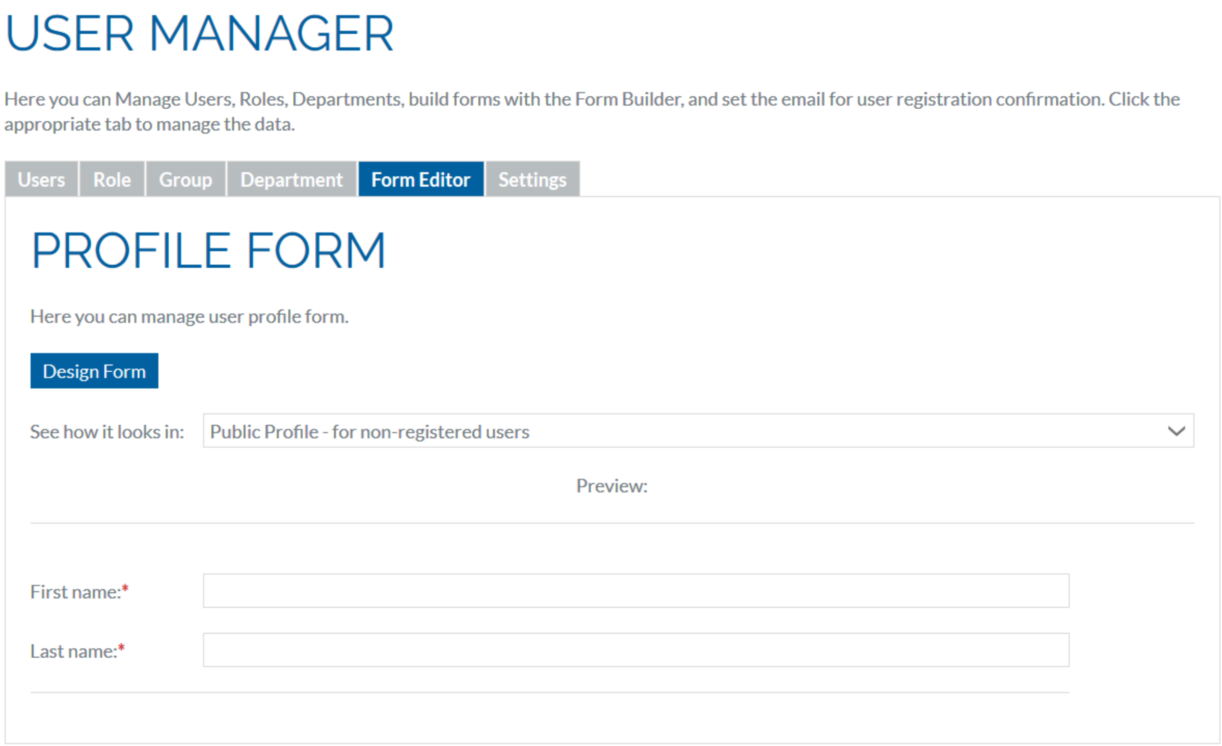


Figure 105.1: User Manager. Form Editor

To view existing forms, choose the form to preview using the 'Show How It Looks' drop-down list and the system will instantly display the form under the Preview section.

3.9.10. Design Form

The Form Editor provides admin users with the ability to design and manage forms. To design a form, choose the form to design in the drop-down list of forms and click on the Design Form button. The system will respond by opening the form in a new browser window as shown in Figure 105.2 below.

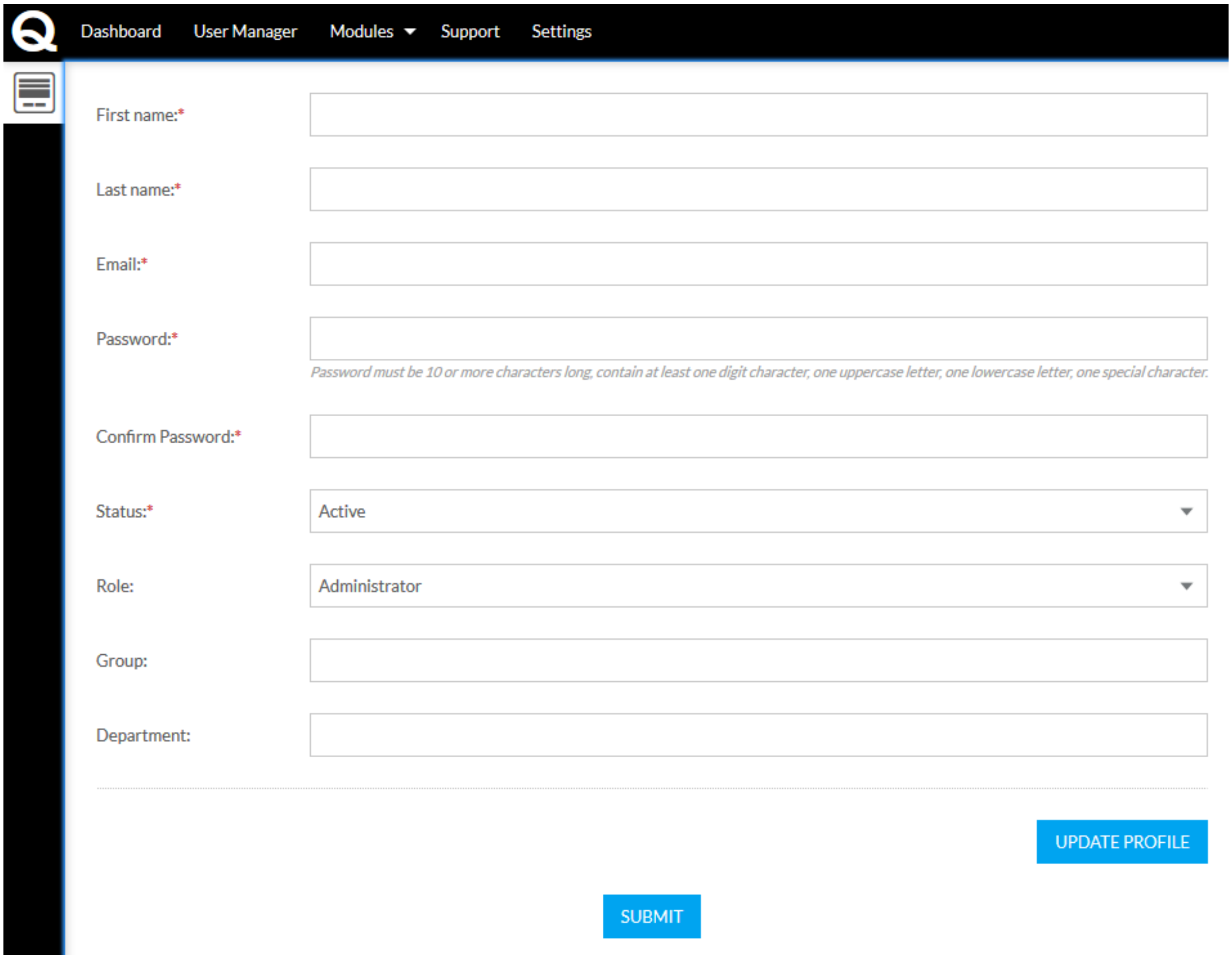


Figure 105.2: Design Form. Preview Mode

To manage the form, click on the button in the left panel and a panel of the form elements will roll out as shown in Figure 105.3 below.

The preview mode will show all existing fields (elements) used for all forms, the user can view and modify the visibility of the form elements using the element gear menu. In order to access the gear menu, mouse over the element, set your mouse pointer above the gear menu icon and click on the Edit in the drop-down menu. The system will open the Edit interface of the element providing the users with the ability to set the element's visibility for the certain form types using multi-select functionality.

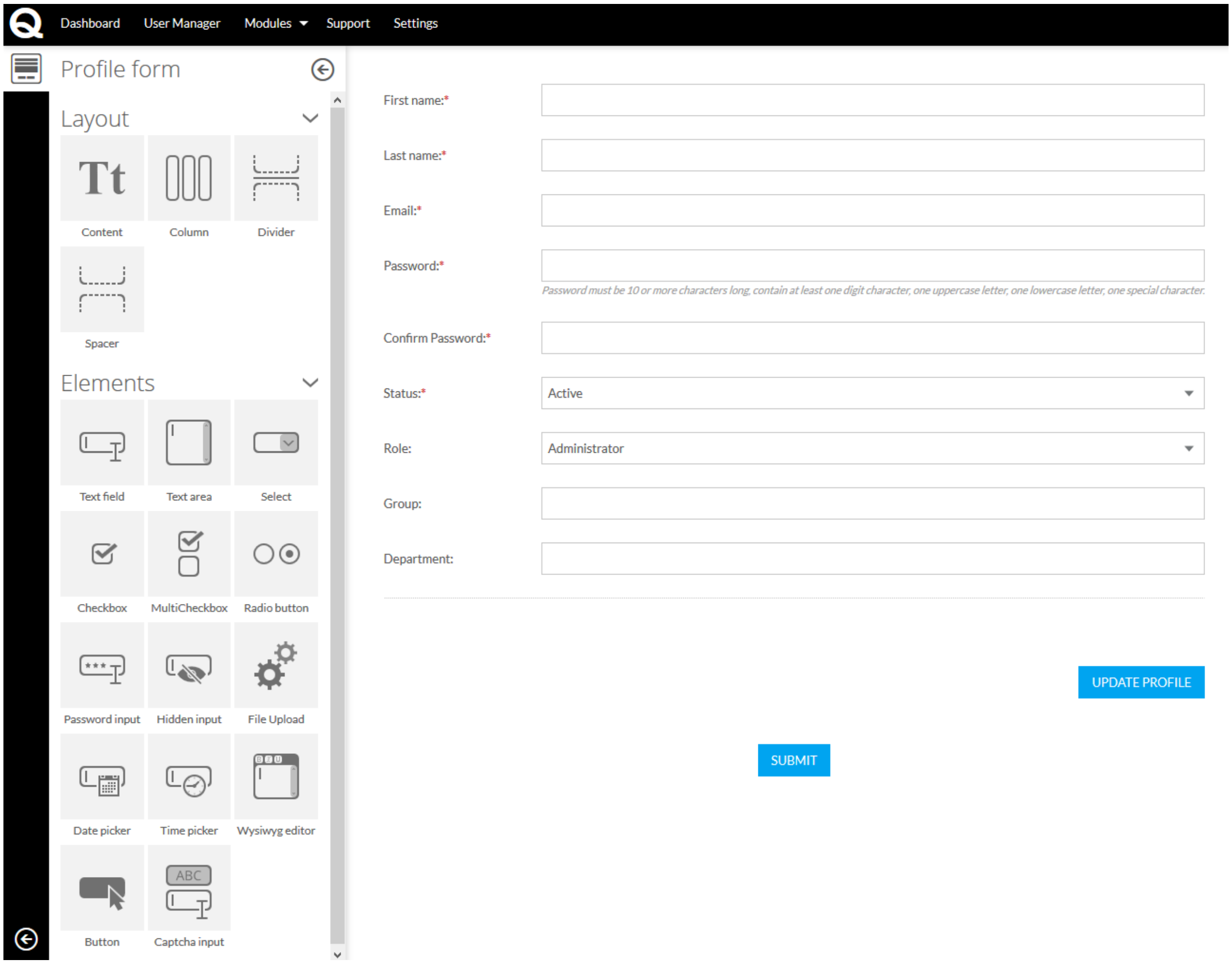


Figure 105.3: Design Form. Set of Elements

To modify a form, expand the left panel to display the set of elements. Drag and drop an element into the desired location and the system will open the element popup window prompting you to specify the settings for the element. In the visibility field shown in Figure 105.4 below, specify form(s) where the element will be visible. Similarly, remove visibility settings for unwanted elements.

To remove an unwanted element, drag and drop it onto the left-side panel. The system will open a dialog box asking you to confirm the action. Once confirmed the element will instantly be removed.

For more information on the form elements, see the Chapter 10 of this User Guide.

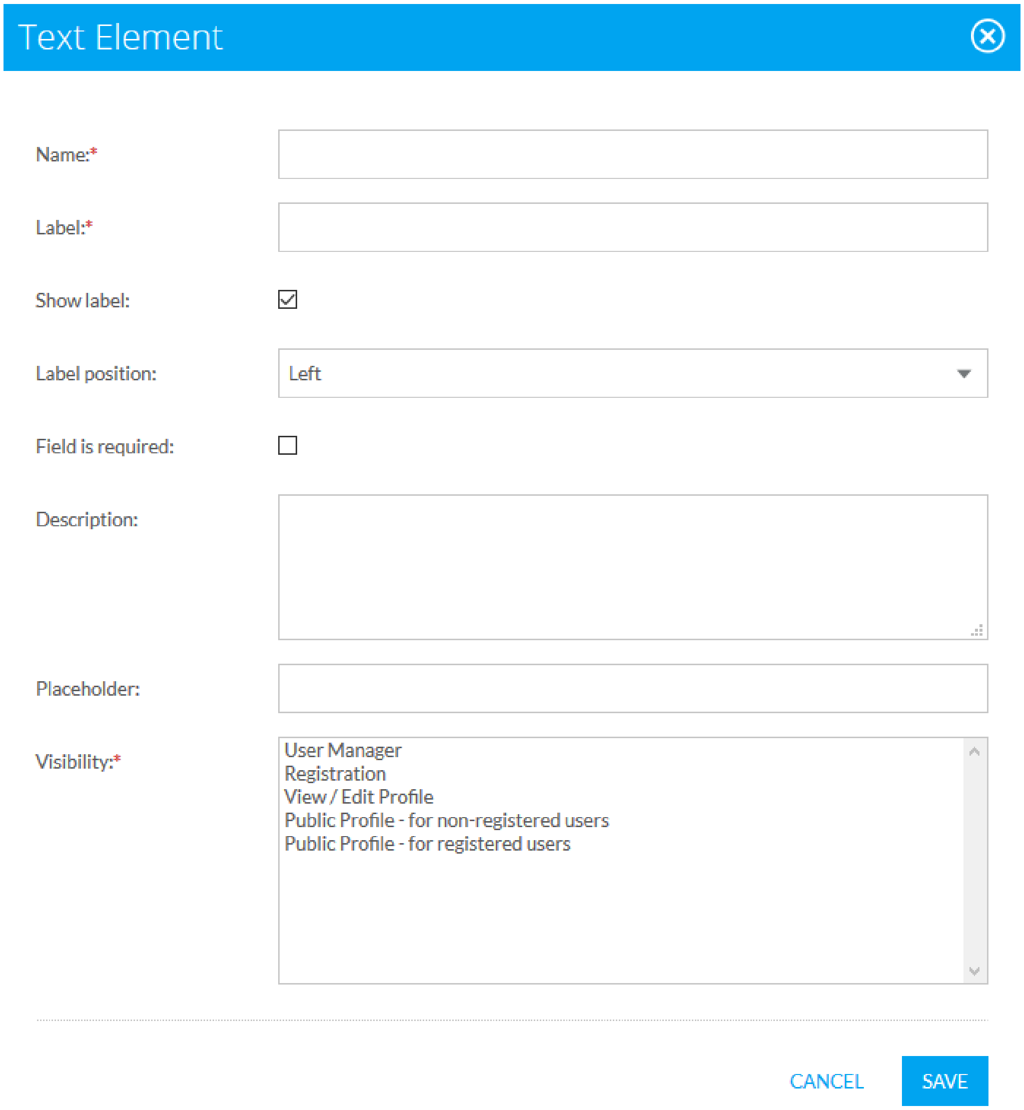


Figure 105.4: Element Settings. Visibility

Once a new form has been modified, the system will refresh the preview field shown in Figure 105.1, displaying the latest version of the form.

3.10. Settings

Specify address to receive email notifications about new registered users. Enter email into the Email field as shown in **Figure 106** below and click on the Save button to save your data. Check the Registration Requires Approval checkbox if you want new users to be approved by an admin. Check the Show Latest Activity checkbox to show user's latest activity in the user's public profile page.

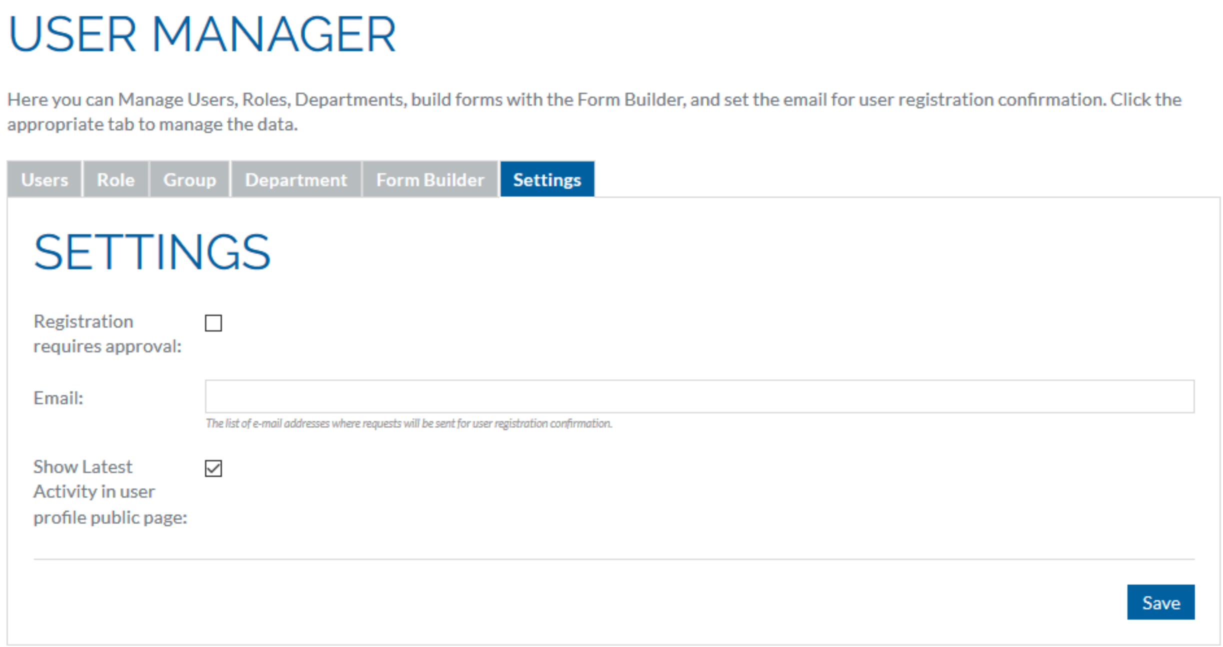


Figure 106: User Manager. Mail

4. Module Manager

To access the Modules section, mouse over the Modules title and choose the desired module from the appropriate sub menu in the drop-down menu. To manage your modules, click on the Modules title and you will be brought to the Module Manager. From here you can Start, Suspend, Subscribe and Unsubscribe from modules. You can also try out a module for free by clicking the Trial button.

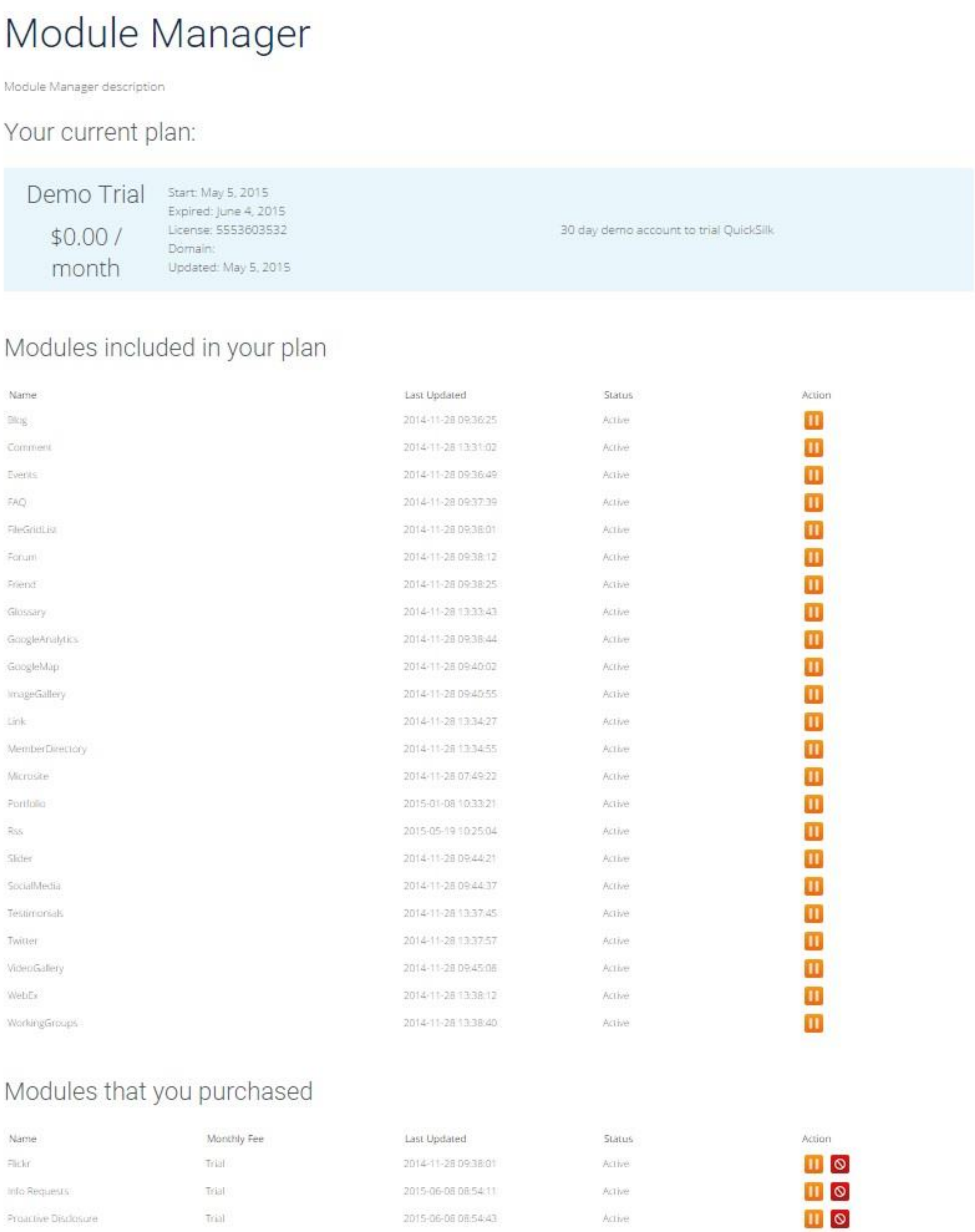


Figure 107: Module Manager

5. Create!

In the **Create!** menu you will find one submenu, Templates.

5.1. Templates

Quicksilk CMS provides users with the ability to install a new, customize existing, export and import templates. Templates are available on 3 interfaces:

- In the left-side panel under the icon templates.
- In the top modules panel: Create! -> Templates
- In the My Templates tab of the Page Manager

5.1.1. Template Installation

- Navigate to the Create! section of the top menu and open the Templates.
- Switch to the Template Library tab.
- Click on the Screenshots button to preview templates and choose the desired one
- Mouse over desired template and click on the Install button as shown in **Figure 108** below. Installation is completed.
- To uninstall the template, switch back to the My Templates tab, mouse over template to uninstall and click on the Uninstall button shown in **Figure 109** below

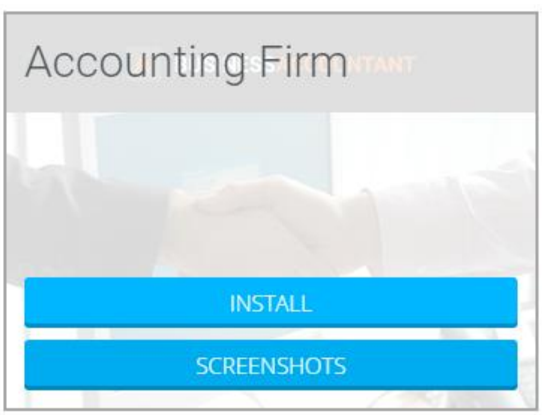


Figure 108: Template Installation

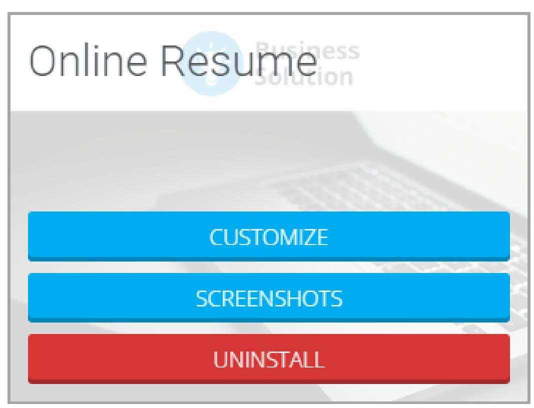


Figure 109: Template Uninstallation

5.1.2. Template Customization

Template customization allows changing all template parameters and pre-settings except its design.

- To customize, mouse over the desired template.
- Click on the Customize button and a new interface will open as shown in **Figure 110** below
- To save your changes, click on the Save button
- To discard all changes, click on the Clear All User Settings button
- To discard changes made in a particular tab, click on the Reset to default Settings button.

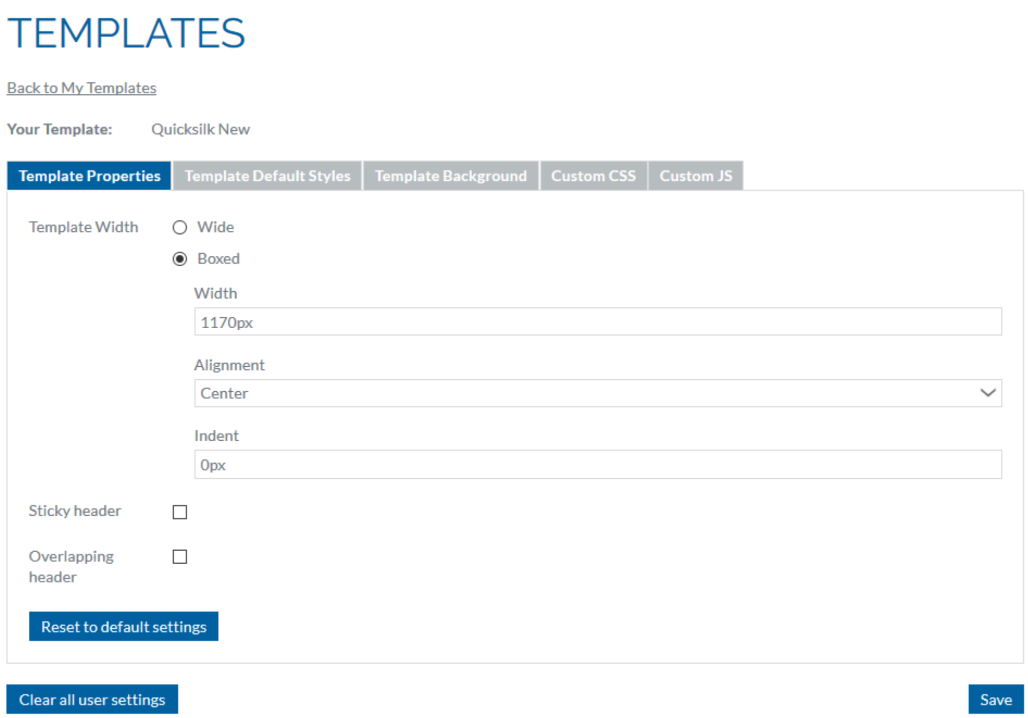


Figure 110: Template Customization. Properties

Template Properties tab contains dimension parameters related to whole template, its header and footer width.

Wide and boxed width means visualization of the content area. While the Wide width is stretching a webpage content to fill a whole browser window, the Boxed width allows setting and applying custom values, positioning webpage content to fit specific purposes.

Switch to the **Template Default Styles** tab to manage paragraphs and headings. Changes made to styles will apply to all pages that use this template.

Interface of the **Template Background** allows changing template background by means of changing its color or using an image as a background. Whereas the Background Color allows choosing and apply the background color only, the Background Image settings are versatile and allow image scaling, and positioning using the default and custom values, use an image parallax and repeat options.

Experienced users have the ability to use **Custom CSS** and **Custom JS** inserting their custom scripts in their respective tabs.

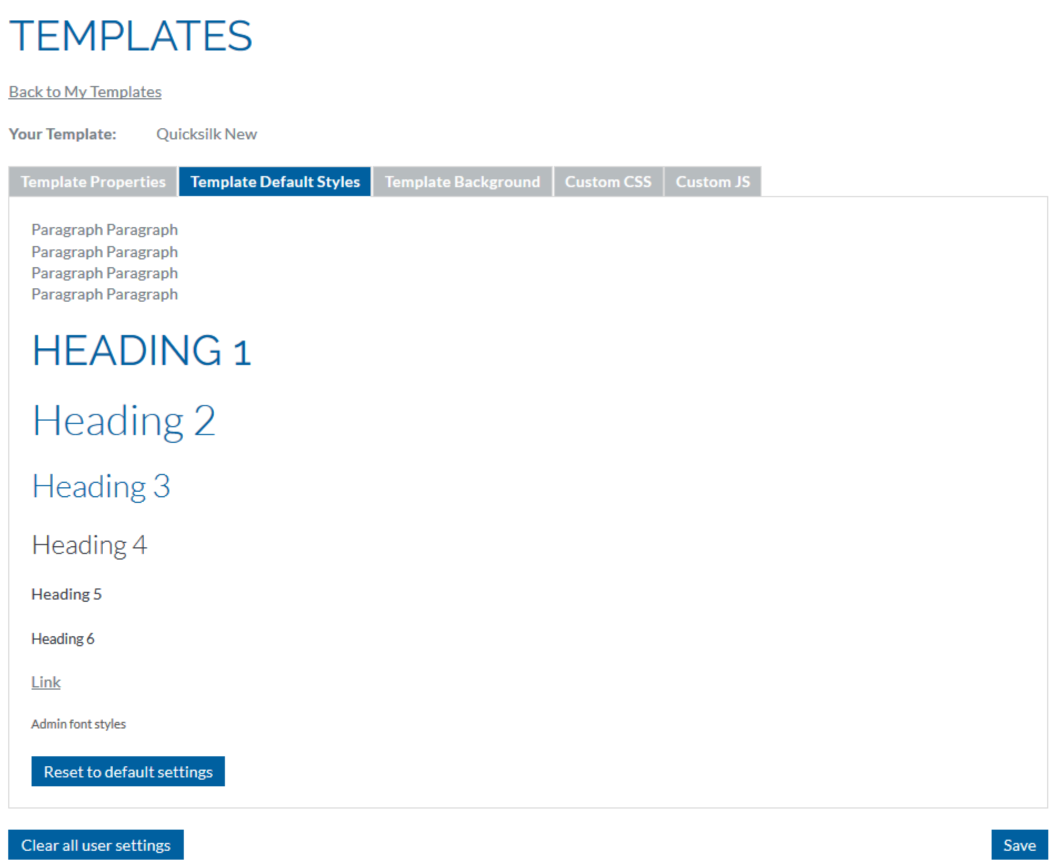


Figure 111: Template Customization. Default Styles

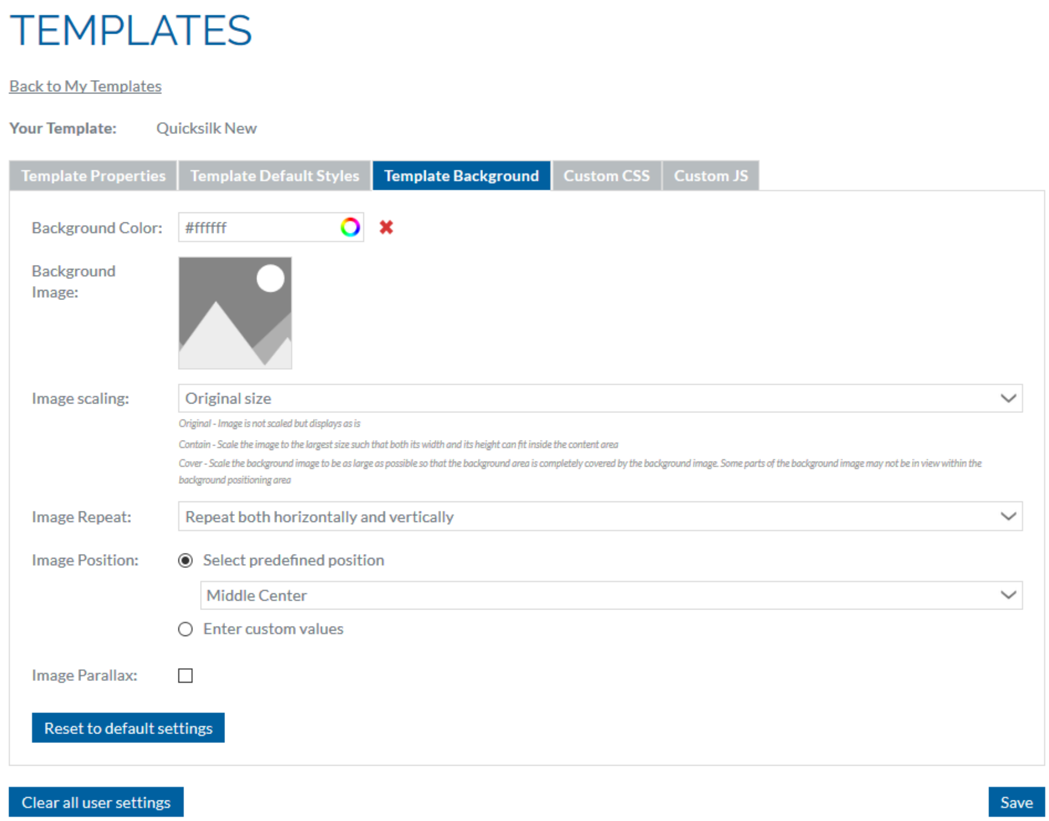


Figure 112: Template Customization. Background

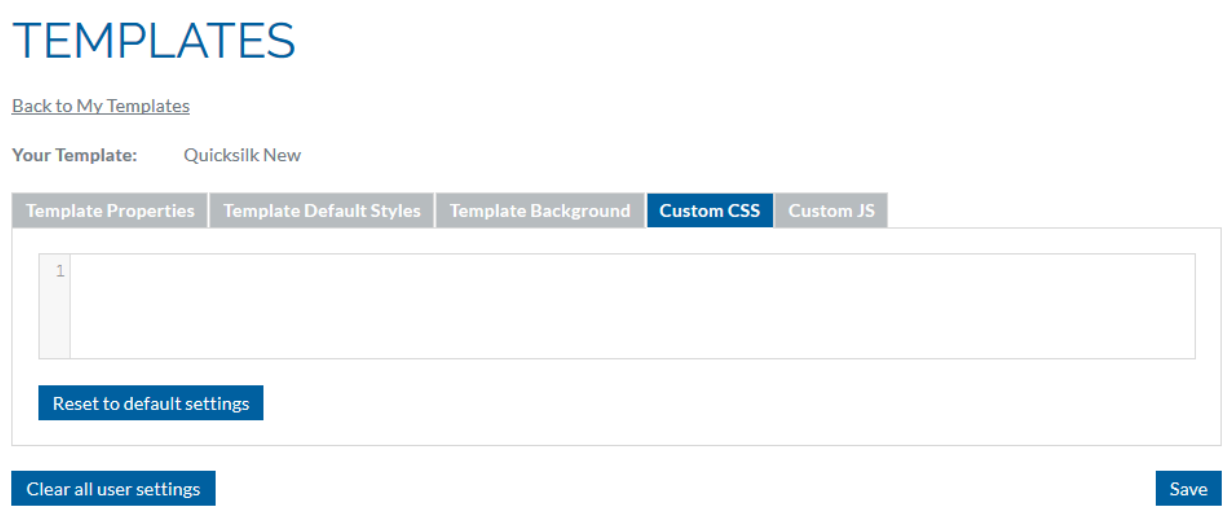


Figure 112.1: Template. Custom CSS

Figure 112.2: Template. Custom JS

6. Manage!

In the **Manage!** menu you will find 7 submenus: User Manager, Language Manager, File Manager, Menu Manager, File Manager, Module Manager, Page Manager, Settings.

6.1. User Manager

You can find the in detail guide of the User Manager in Section III Chapter 3.

6.2. Language Manager

The Language Manager allows the admin to Add, Edit and Remove languages from the website.

6.2.1. Add Language

To add a new language, click the Add Language button. A popup window will open with the following fields:

- Author
- Language Name
- Language Code
- Description
- Flag Icon
- Select if **English Content** should be displayed if not content is entered for this language

- Status

Click the Save button to save the language, or Cancel to discard all data.

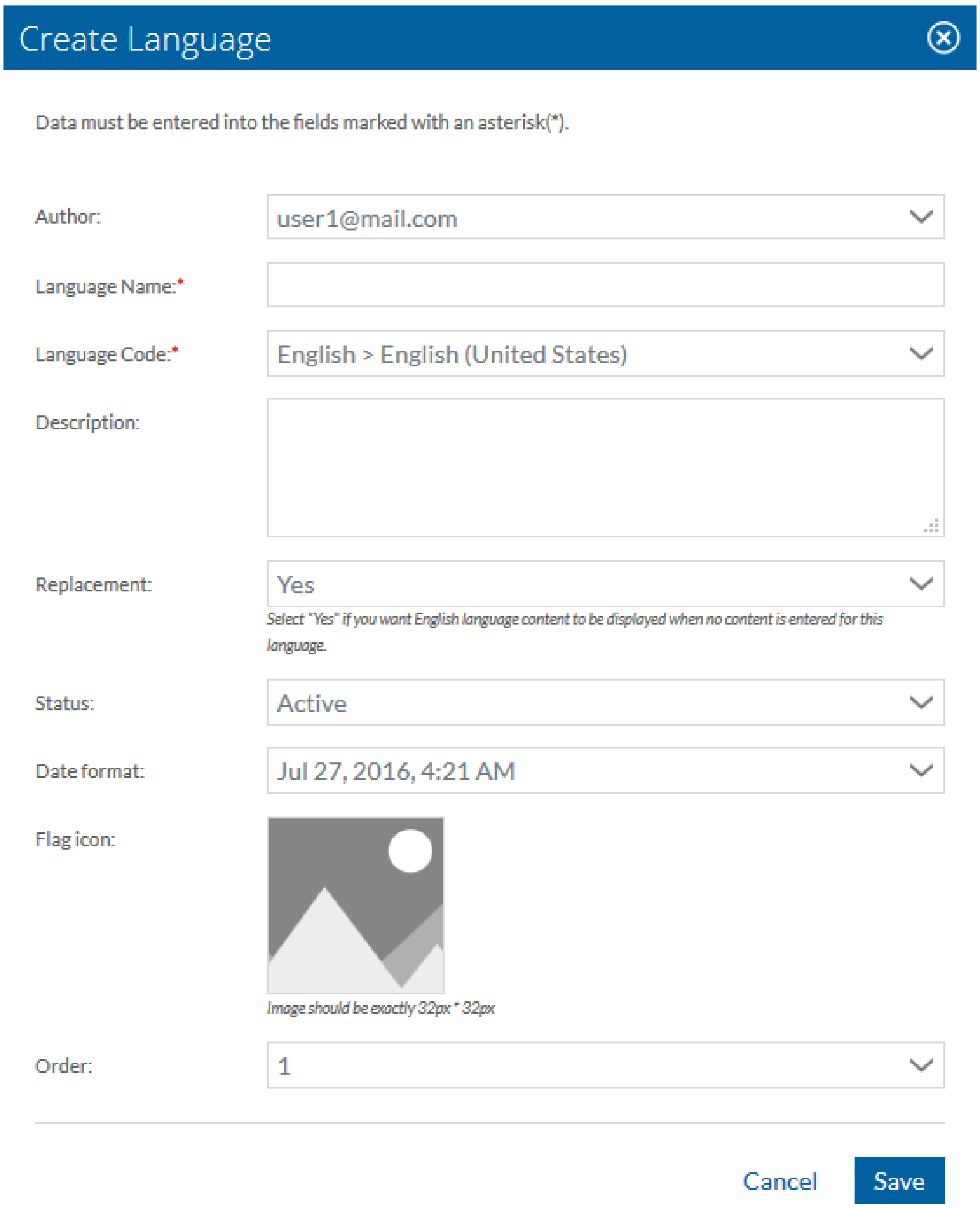


Figure 113: Add Language to Language Manager

6.2.2. Edit Language

To edit a language, click the Edit link beside the desired language. A popup window will open, containing the language's data. Enter the desired changes, and then hit Save to save the data, or Cancel to discard all changes.

6.2.3. Remove Language

To remove a language, click the Delete link beside the desired language. A popup window will open and the system will ask if you want to remove the language. Click Remove to delete the language, or Cancel to keep the language.

6.3. File Manager

This module allows the admin to manage and upload files on the website's server. From here, the admin can create new folders, upload new files, edit files, delete files, arrange and file documents, create archives, and preview files.

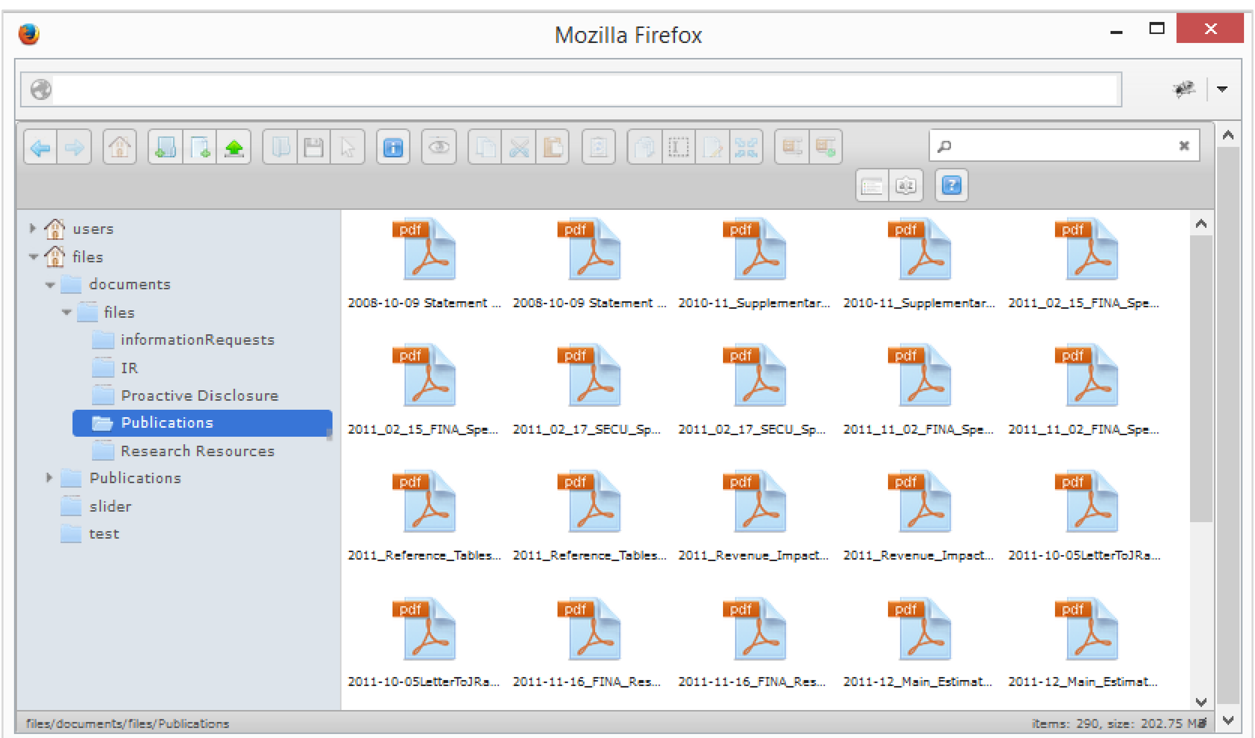


Figure 114: File Manager

6.3.1. Upload a File

- To upload a file, click on the **Upload Files** button.
- Select desired file located on your computer.
- File will then be uploaded to the server, and can be seen in the file manager.

6.4. Menu Manager

The Menu Manager allows the admin to Create, Edit and Remove menus for use on the website's pages.

6.4.1. Add Menu

To add a new menu, click the Add New Menu button. A new popup window will open with the following fields:

- Title
- Nesting Level
- Menu **Alignment** on page
- Menu Structure
- Pages to Display

If the Custom menu structure is chosen, then any page can be added to the menu, regardless of its own nesting level(s).

Click the Save button to save the menu, or Cancel to discard.

6.4.2. Edit Menu

To edit a menu, click the Edit link beside the desired menu. A popup box containing the menu's data will open. Enter the desired changes, and click Save to save your changes, or Cancel to discard all changes.

6.4.3. Remove Menu

To remove a menu, click the Delete button beside the desired menu. A popup box will open and the system will ask if you wish to remove the menu. Click Remove to delete the menu, or Cancel to keep the menu.

6.5. Page Manager

The page manager module allows the admin to create new web pages and manage existing ones; create, edit, duplicate and remove layouts; install, uninstall, export, import and customize templates.

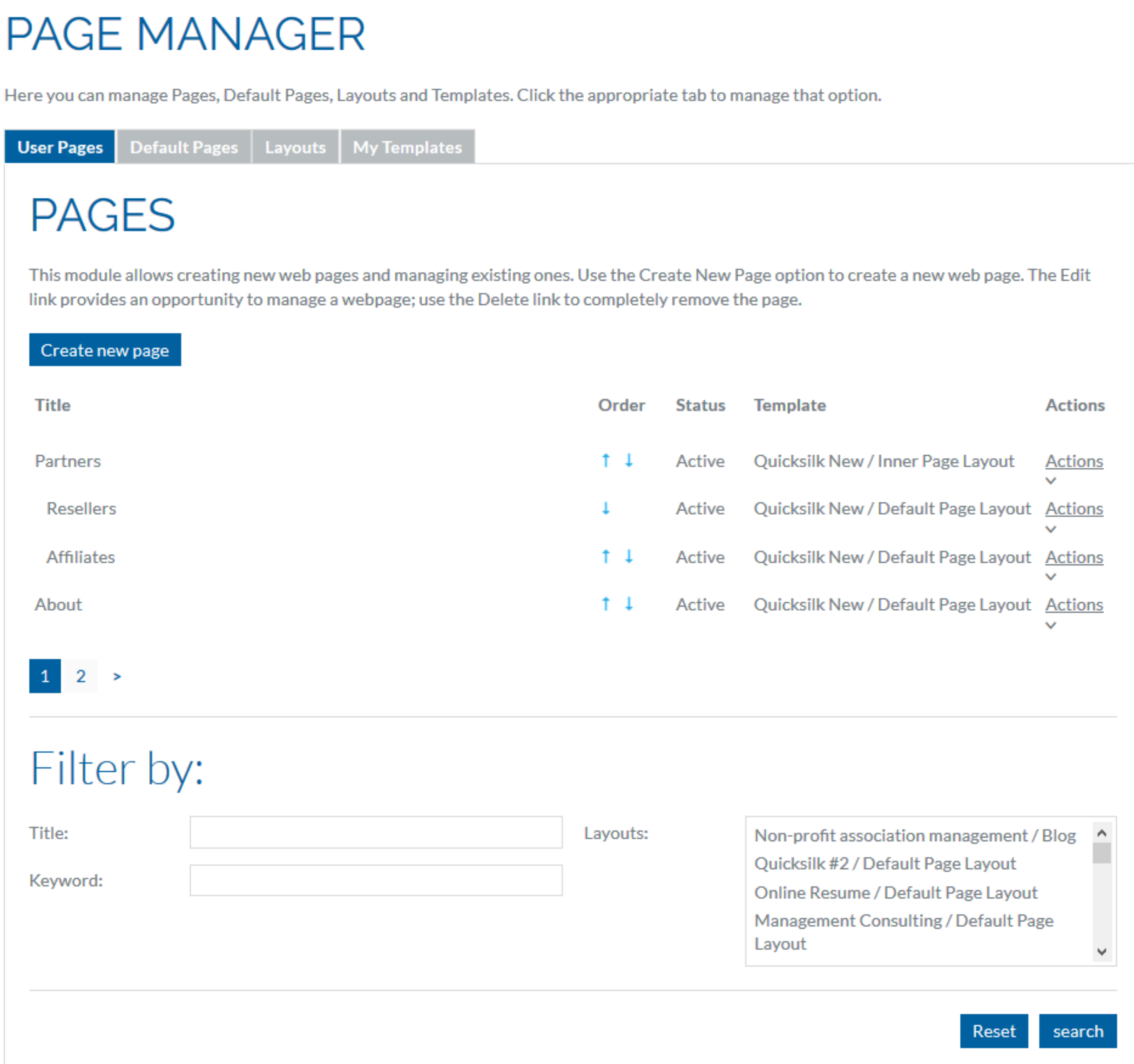


Figure 116: Page Manager

6.5.1. Create New Page

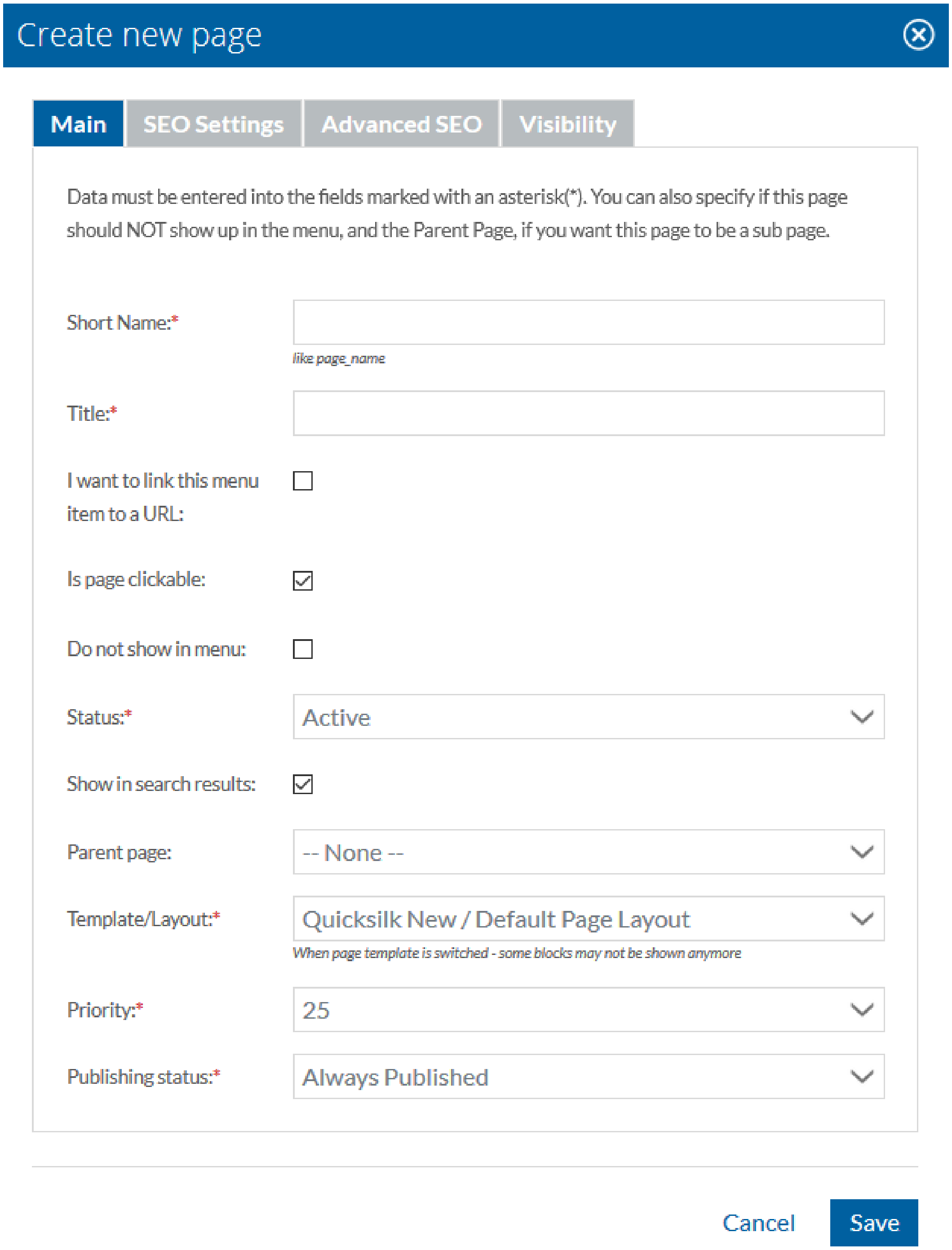


Figure 116.1: Create New Page

To create a new page, click the **Create New Page** button. A popup window containing the following fields will open:

- Short Name
- Title
- I Want to Link This Menu Item to a URL That is Not on This Site
- Is Page Clickable
- Do Not Show in Menu
- Status
- Show in Search Results
- Parent Page
- Template
- Priority
- Publishing Status

Switch to the **SEO Settings, Advanced SEO** to configure the page's SEO attributes:

- Meta title
- Meta keywords
- Meta description
- Open Graph title
- Open Graph description
- Open Graph image
- Dublin Core Meta
- Geo Tagging Meta
- Meta Robot tags
- Canonical URL

Switch to the **Visibility** tab to set visibility options:

- Visible for everyone
- Visible for non-registered users only
- Visible for registered users only
- Not visible
- Visible for members of the certain group(s)
- Visible for members of the certain department(s)

Click the Save button to create the page, or Cancel to discard all data.

6.5.2. Edit a Page’s Content

- To edit the page’s content, click on the **Edit Content** link beside the desired page.
- You will be redirected to the page you wish to edit.
- Enter your desired changes.

6.5.3. Edit a Page’s Properties

- To edit a page’s properties, click on the **Edit Properties** link beside the desired page.
- A lightbox will open with the properties of the page.
- Enter desired changes.
- Click **Save** to save your changes, or **Cancel** to discard changes.

6.5.4. Remove a Page

- To remove a page, click on the **Delete** link beside the desired page.
- The page will reload itself, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

6.5.5. Default Pages

Default pages cannot be added or removed, but they can be edited.

- To edit a default page, switch to the Default Pages tab, and click on either the **Edit Properties** or **Edit Content** link beside the desired page.
- Enter desired changes.
- Click **Save** to save your changes, or **Cancel** to discard.

6.5.6. Layouts

Switch to the Layouts tab to create new and manage existing page layouts.

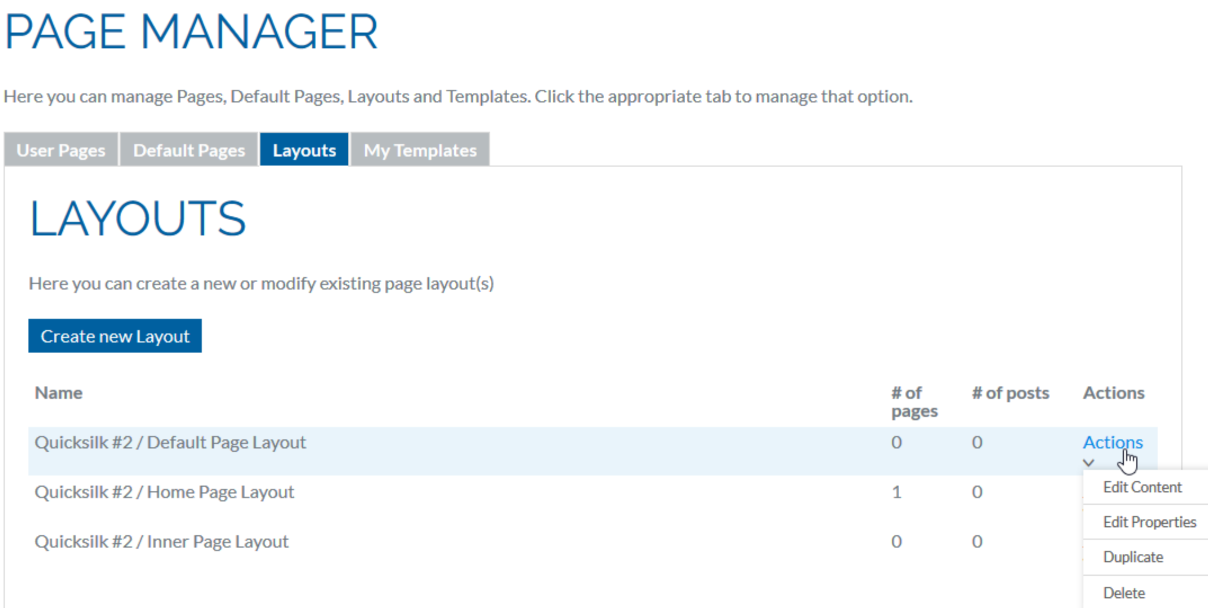


Figure 116.2: Layouts

To create a new layout, click on the **Create New Layout** button and enter the following data into their respective fields:

- Layout's title
- Specify template
- Specify if the system to set the layout as a default one
- Click on the Save button to save your data or Cancel to discard changes.

To edit layout's properties, click on the **Edit Properties** under the Actions menu as shown in Figure 116.3 below. In the Edit Layout popup window, modify the following data:

- Layout's title
- Specify template
- Specify if the system to set the layout as a default one
- Set priority for the layout

Click on the Save button to save your data or Cancel to discard changes.

Click on the **Edit Content** to modify a layout using the drag-and-drop mechanism. Simply add, modify, re-position and remove modules and blocks, and the system will instantly save and apply changes to pages that use the layout. **'# of pages'** indicates how many web pages are using certain layout(s).

The Edit Content window provides users with the ability to use shortcuts located on top of the page: Create New Layout, Edit Layout Properties, Duplicate and Delete Layout.

To duplicate existing layout, click on the **Duplicate** under the Actions menu.

To remove the layout, click on the **Delete** under the Action menu.

6.5.7. My Templates

Switch to the My Templates tab shown in Figure 116.3 to install, uninstall, customize, import and export templates.

Please refer to the section **5.1 Templates** of this User Guide for more details and instructions how to manage templates.

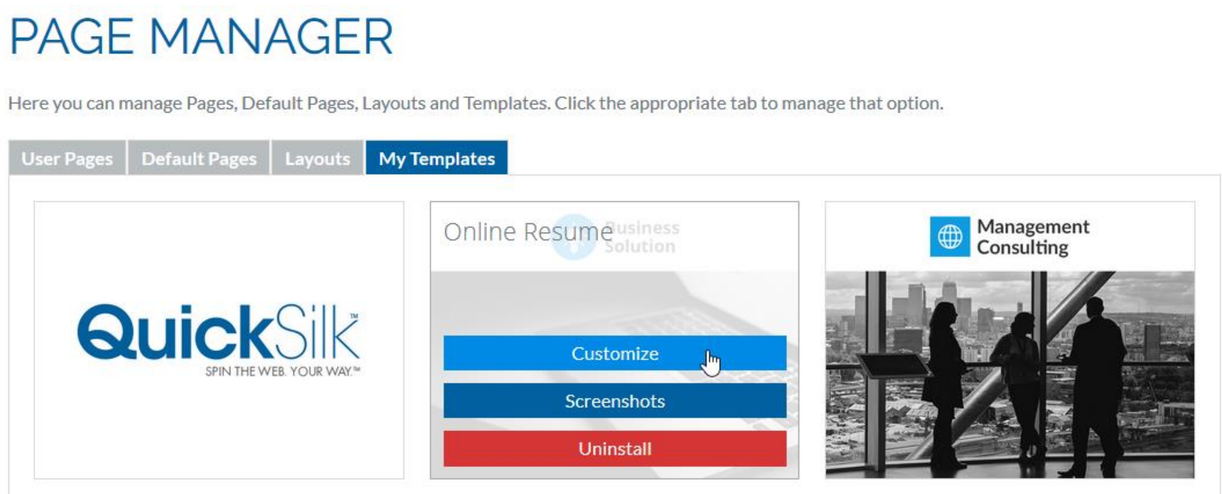


Figure 116.3: Page Manager. My Templates

6.6. Support

Once the Support link has been clicked, a window will popup, which allows the user to send a message to Quicksilk. All that is required is a Subject line, and a message. Click the Submit button to send the help request, and a Quicksilk agent will be in contact as soon as possible.

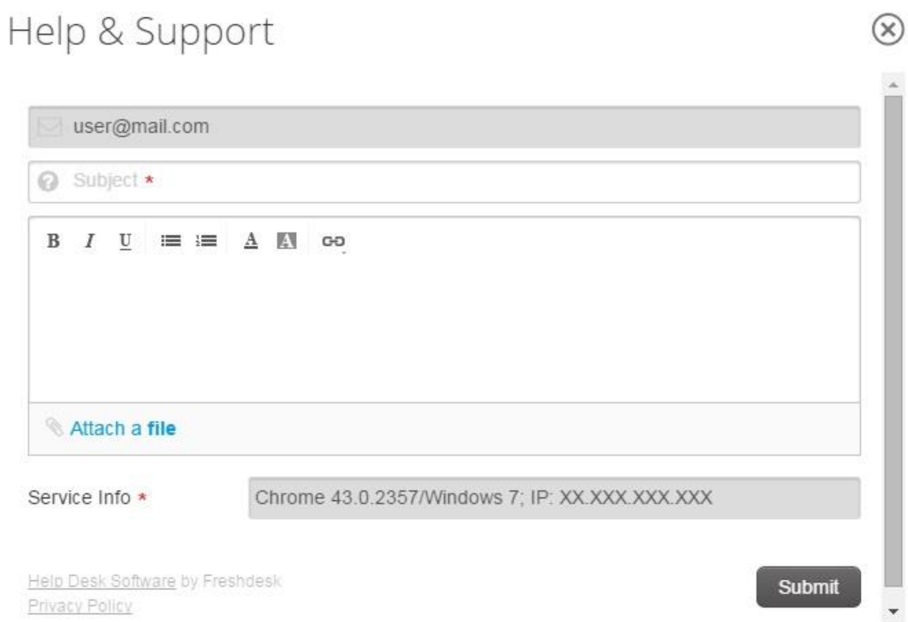


Figure 117: Support Message

6.7. Settings

The Settings area allows designated administrators to configure general settings for your website, configure email settings, specify multimedia settings, optimize ranking of your website in search engine results, set global server settings, configure WebEx application settings (if part of your plan), launch Cron and ping service system utilities, configure Google Analytics account and social channels.

We strongly recommend that only experienced administrators configure these website and server settings since this data is very sensitive and improper configuration may negatively affect website performance if done incorrectly.

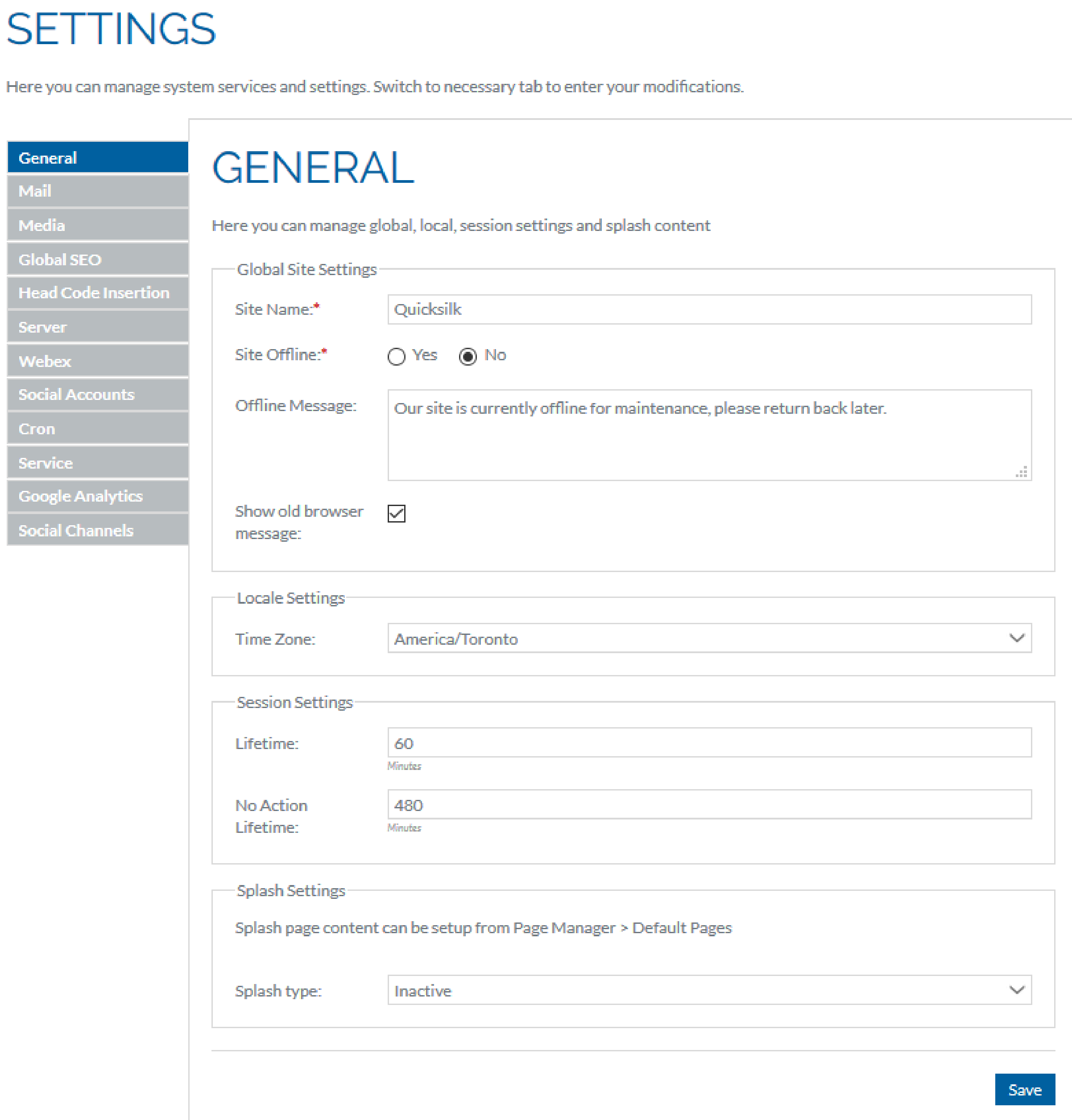


Figure 118: Site Settings

6.9.1 General

Enter the following data into their respective fields:

- Site name: specify a website to apply the system's settings and customizations.
- Specify if the website is offline or not: the system allows to temporary hide the website's content (i.e. updates, maintenance, etc.) When this option is applied, the website visitors will see a blank page and an offline message if this option has been selected.
- Enter the message that will be shown to users/visitors when the website is offline
- Specify if the website users to see a message if their browser version is outdated
- Set your local time zone
- Specify lifetime for active and no-action sessions. Active sessions means that user is continuously interacting with the system's interface by means of a keyboard, touchpad or mouse. No-action session means that the system is idle since user does not interact with it.
- Specify if you wish the system to show a splash page*

* **Splash page** is a service page stored in Default pages of the Page Manager

Click on the **Save** button to save your data.

6.9.2 Mail

Configure your mail to provide the system with the ability to send and receive mail.

Enter the following data into their respective fields:

- Specify mailer you will use: SMTP or PHP Mail
- Mail From
- From Name
- Specify if SMTP Authentication is required
- Specify SMTP security type: SSL, TLS or none.
- SMTP port
- SMTP username
- SMTP password
- SMTP host

Click on the **Save** button to save your data.

6.9.3 Media

This interface allows setting limitations for the system specifying which media extensions to allow and deny. This option is crucial when a wide range of users have access to the File Manager and the system uploading utilities. Also, users can specify here a maximum size of a media file to allow uploading to the system's webspace.

Enter the global media settings into their respective fields:

- Allowed extension
- Specify image extensions the system to allow
- Specify ignored extensions
- Specify maximum size for a media file (MB)
- Allow or restrict the system to upload media files
- Specify if the system to check MIME types
- Specify legal MIME types
- Specify illegal MIME types

Click on the **Save** button to save your data.

6.9.4 Global SEO

Use the Global SEO utility to tell the system which SEO settings to use by default. Unlike the Global settings, the system also allows users to apply their custom SEO settings for each particular page. This option is available in the SEO and Advanced SEO tabs of the Create/Edit Page interfaces.

Enter the following data into their respective fields:

- Default Global Search Engine Optimization (SEO) Settings
  - Meta-Title
  - Meta-Keywords
  - Meta-Description
  - Dublin Core Meta
  - Geo Tagging Meta
  - Meta Robot tags
  - Canonical URL
  - Upload favicon image

- Default Global OpenGraph Settings
  - OpenGraph Title
  - OpenGraph description
  - Upload Facebook image

- Ping Service
  - Ping services source (i.e. http://rpc.pingomatic.com)
  - Specify if the service is active or not

Click on the **Save** button to save your data.

6.9.5 Head Code Insertion

The Head Code Insertion is a system utility that allows improving and increasing tracking abilities of your website by means of inserting custom code (i.e.asynchronous snippet, JavaScript code, google analytic code, etc.) in the <head> section of the HTML document.

Enter the Head Code into the respective field and click on the **Save** button to save your code.

6.9.6 Server

- Redirect rule(s): the system allows redirecting all requests from one webpage to another using redirect rules of the following format - /source page=>/destination
- Robots txt. file: use the /robots.txt file to give instructions about your site to web robots.
- Specify if the system to force HTTP connections: use this option to force the system not using HTTP but HTTPS protocol
- Bad IPs list: block access to website from certain IP addresses

---

There are two important considerations when using /robots.txt:

- robots can ignore your /robots.txt. Especially malware robots that scan the web for security vulnerabilities, and email address harvesters used by spammers will pay no attention.
- the /robots.txt file is a publicly available file. Anyone can see what sections of your server you do not want robots to use.

So do not try to use /robots.txt to hide information.

Click on the **Save** button to save your data.

6.9.7 WebEx

WebEx is an easy-to-use application that provides web conferencing, video conferencing, and online meetings services. It has an intuitive interface that you can use to meet online with people to discuss work and share files and applications in real-time.

Using WebEx, staff can meet to collaborate on documents without leaving home or the office. WebEx host software runs on all platforms. VoIP, landline or cell phone is required for arranging online meetings/conferences.

Usage of the WebEx presumes that the QuickSilk users have already registered their accounts with WebEx service providers, and configured hosts and relevant settings. WebEx official website http://www.webex.com/. Useful information about WebEx services: http://help.clickdimensions.com/webex-integration/

Enter the following data (WebEx registration details) into their respective fields:

- User
- Password
- Site

Click on the **Save** button to save your data.

6.9.8 Cron

Cron is a long running process that executes commands at specific dates and times, and used for scheduling various tasks to run on the server (i.e. if the user subscribed for a daily/weekly/monthly updates, the cron will trigger the system to send these notifications out at due time.)

To create a new task, click on the **Create Cron Job** button shown in Figure 118.1 below and enter your data into the following fields:

- Title
- Abstract
- Set status
- Choose type
- Set schedule
- Command

To launch the cron task instantly, click on the **Execute** link.

To edit cron, click on the **Edit** link and the **Edit Cron Job** window will open as shown in Figure 118.2 below. Enter your desired changes into their respective fields and click on the **Save** button to save the changes or Cancel to discard.

Click on the **Delete** link to remove the cron job completely.

Please note, that cron commands are using specific syntax and we recommend unexperienced users firstly to refer to sources that provide necessary knowledgebase (i.e. https://en.wikipedia.org/wiki/Cron)

Click on the **Save** button to save your data or **Cancel** to discard changes and close the window.

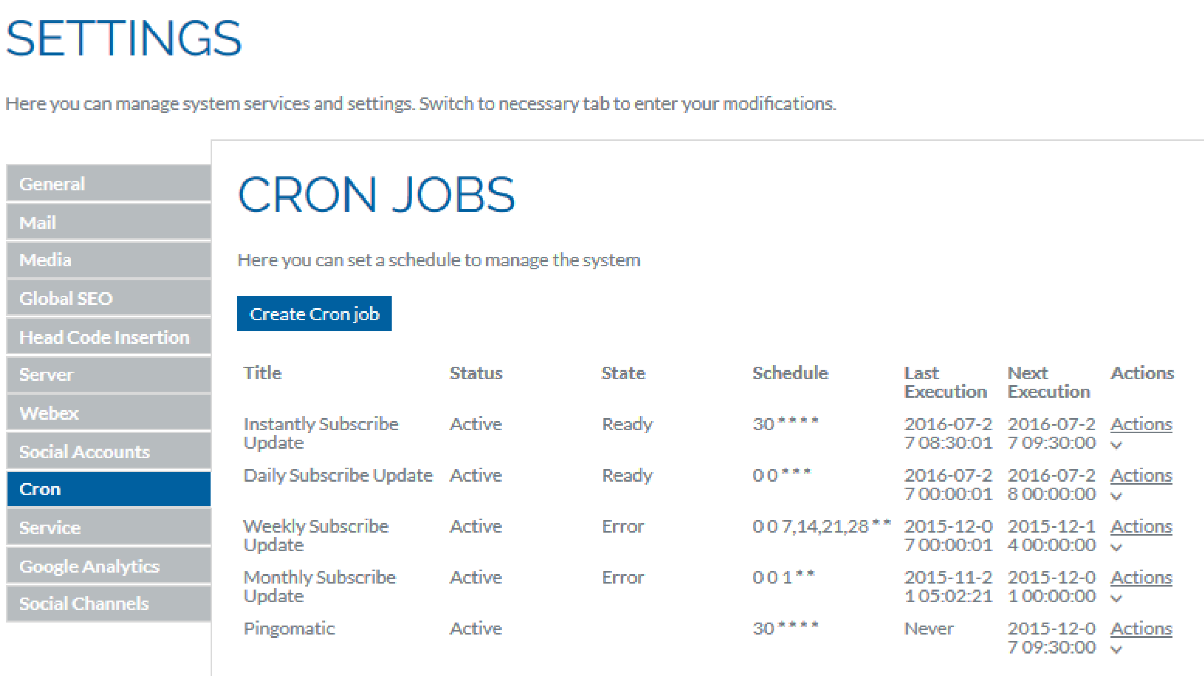


Figure 118.1: Cron

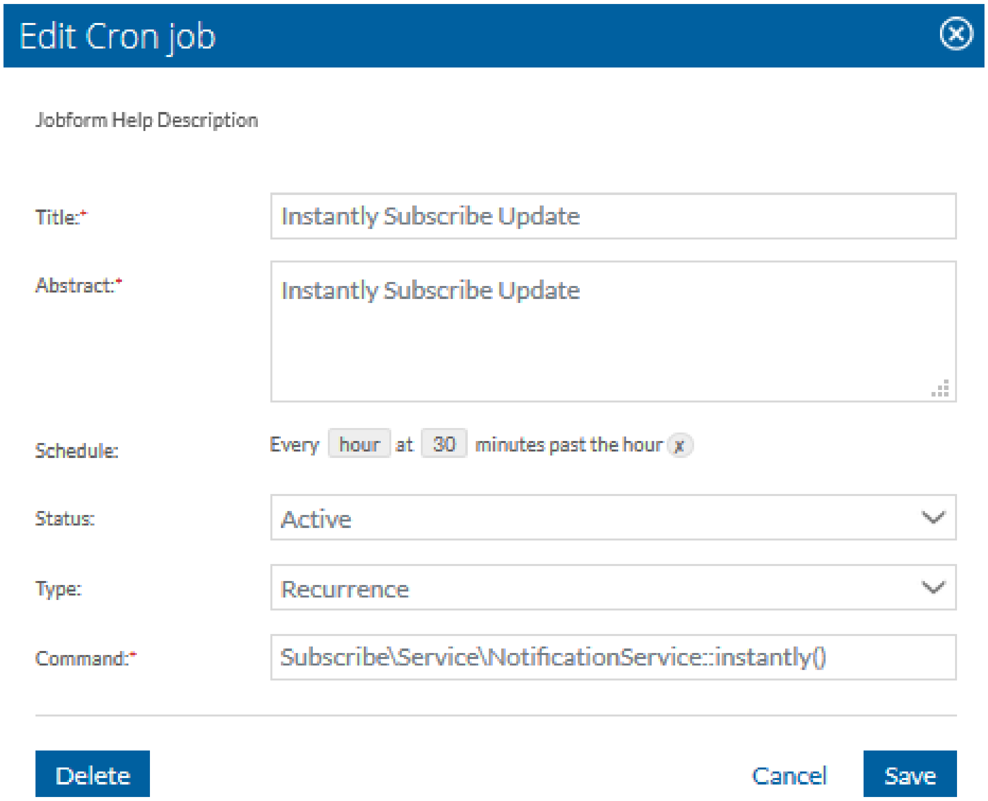


Figure 118.2: Edit Cron

6.9.9 Service

The QuickSilk CMS is composed of a wide range service components and applications that generate web pages on-request by talking to backend databases because of their dynamic structure, making mid-level database caching an effective approach to achieving high scalability and performance.

In general terms, data caching implies storing some code variable in cache and retrieving it later from cache. It also provides some more advanced caching features, such as query caching and page caching. Data caching relies on the so-called cache components, which represent various cache storage facilities such as memory, files and databases.

Although caching and cache itself is harmless to performance of your system, clearing system cache files will only increase the performance of the system by speeding up disk reads of commonly accessed files.

Utilities assembled in the Service tab allow using the following services:

- Clear database cache
- Clear asset files
- Clear classes cache files
- Clear module list cache
- Clear OpCache
- Clear language cache files
- Rebuild a formbuilder*
- Send test email*

Rebuild a Formbuilder is a system utility that prompts the system to accept and apply custom changes in the Form Builder module.

Send Test Email is a system utility that allows checking the working ability and verify mail settings by means of sending a simple test email to an email address specified in the system mail settings.

6.9.10 Google Analytics

Set up your account with Google and take advantage of using on your website intelligent marketing research systems and up-to-data business data. For more details, please contact Google team at http://www.google.com/analytics/standard/

- Enter your account ID
- Choose tracking model: Standard / Event Based

Click on the **Save** button to save your data.

6.9.11 Social Channels

The system allows seamlessly integrate social channels on your website: use social buttons, social video, photos, social login and many other advantages, which is a great way to leverage the power of social media to increase awareness of your marketing efforts.

Use this interface to configure your social-media accounts:

- Facebook
- Twitter
- Google
- LinkedIn
- Youtube
- Flickr
- Vimeo

Clickable links on the top of the Social Channels tab contain detailed instructions on how to configure social channels. Follow instructions provided therein, enter data into their respective fields and click on the Save button to keep your changes.

6.8. Page Shortcuts

In the middle of the admin bar, you will find a Page Shortcuts menu. In that menu, you will find 4 submenus: Create New Page, Edit Page Properties, Duplicate Page, and Delete Page.

Figure 119: Page Shortcuts

6.8.1. Create New Page

When the Create New Page option is clicked, a popup window appears that allows the admin to create a new page. An explanation on this process can be found in Section III Chapter 6.6.1.

6.8.2. Edit Page Properties

To edit a page's properties, mouse over the Page Shortcuts located at the top of the screen. A dropdown menu will open and you can select the Edit Page Properties link. All details related to page properties is described in the Section III Chapter 6.6**.**

6.8.3. Duplicate Page

To duplicate a page, click the Duplicate Page option in the Page Shortcuts menu. This will instantly create a duplication of the page you are currently on. The new pages name will be the original page's name with the suffix _duplicate added. For example, if your page was named page1, the duplicated page's name would be page1_duplicate. This name can be modified through the Page Properties option on the page, or through the Page Manager.

6.8.4. Delete Page

To delete a page, click the Delete Page option in the Page Shortcuts menu. They system will ask if you wish to remove the page. Click the Remove button to delete the page, or Cancel to keep the page.

7. Communicate!

In the Communicate! menu you will find 14 submenus: Blog, Events, FAQ, File Grid List, Flickr, Forum, Glossary, Google Maps, Image Gallery, Link Manager, Portfolio, Sliders, Testimonials, Video Gallery.

7.1. Blog

This module allows the admin to create, edit and delete blog posts; create, edit and delete categories for blog posts; create, edit and delete tags; create, edit and delete links; create, edit and delete contributors; and manage blog subscribers.

To Create a blog, refer to Section II Chapter 2.11.2

7.1.1. Manage Blog Data

To manage blog, click on the Manage link shown in **Figure 118** and an individual blog administrative page will open as shown in **Figure 120** below.

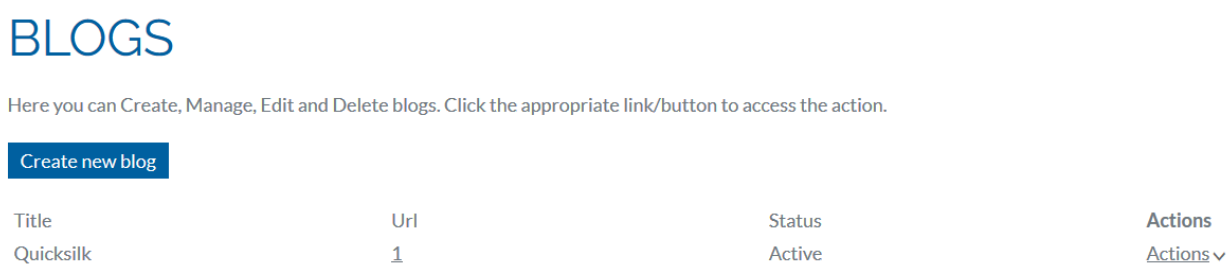


Figure 120: Individual Blog Administrative Interface

7.1.2. Create a New Blog Post

- To create a new post, click on the **Create new post** button.
- Enter the following data into their respective fields shown in **Figure 121** below.
- Click on the **Save** button to save your data, or **Cancel** to discard.

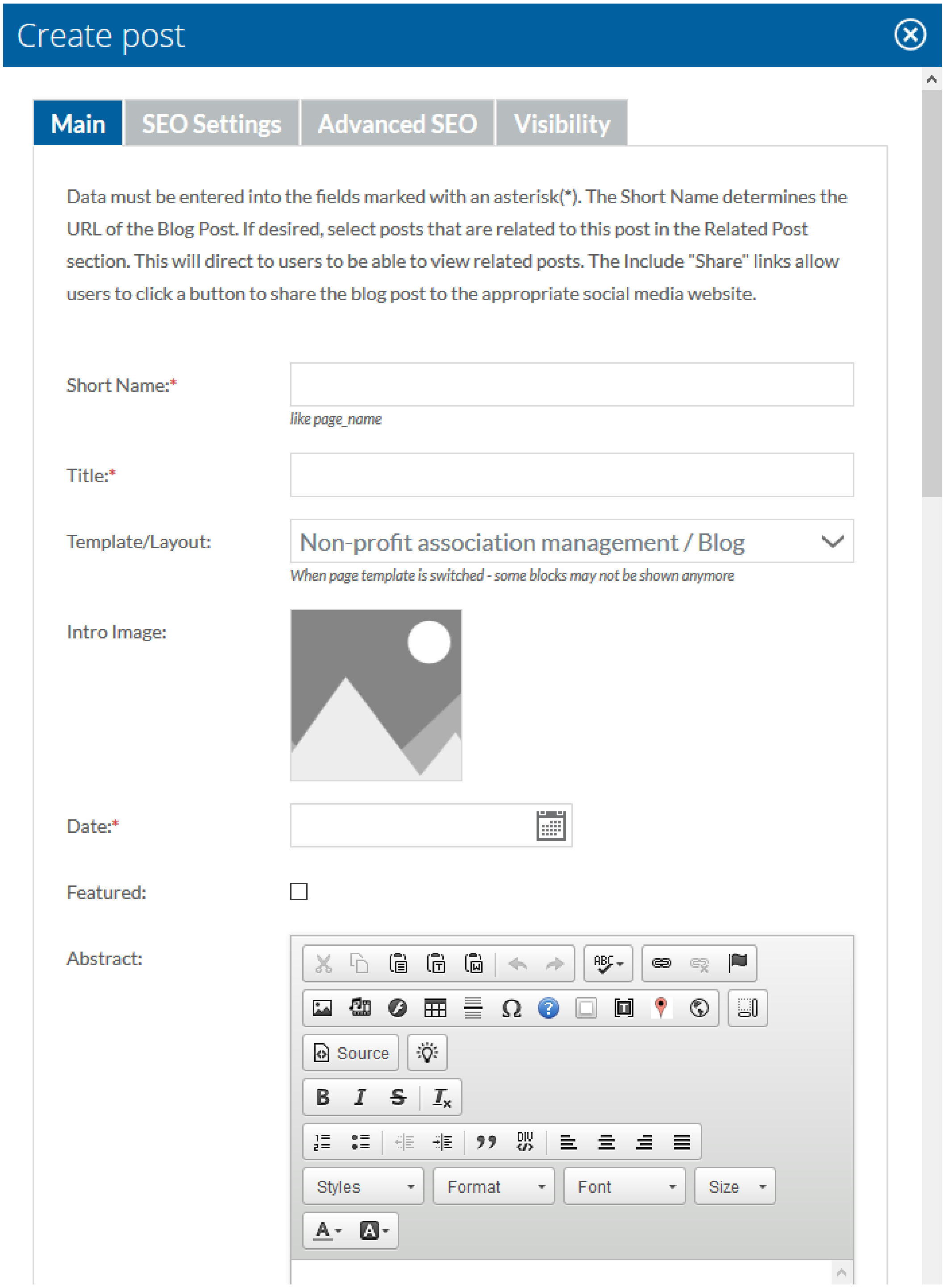


Figure 121: Create New Blog Post - Image 1

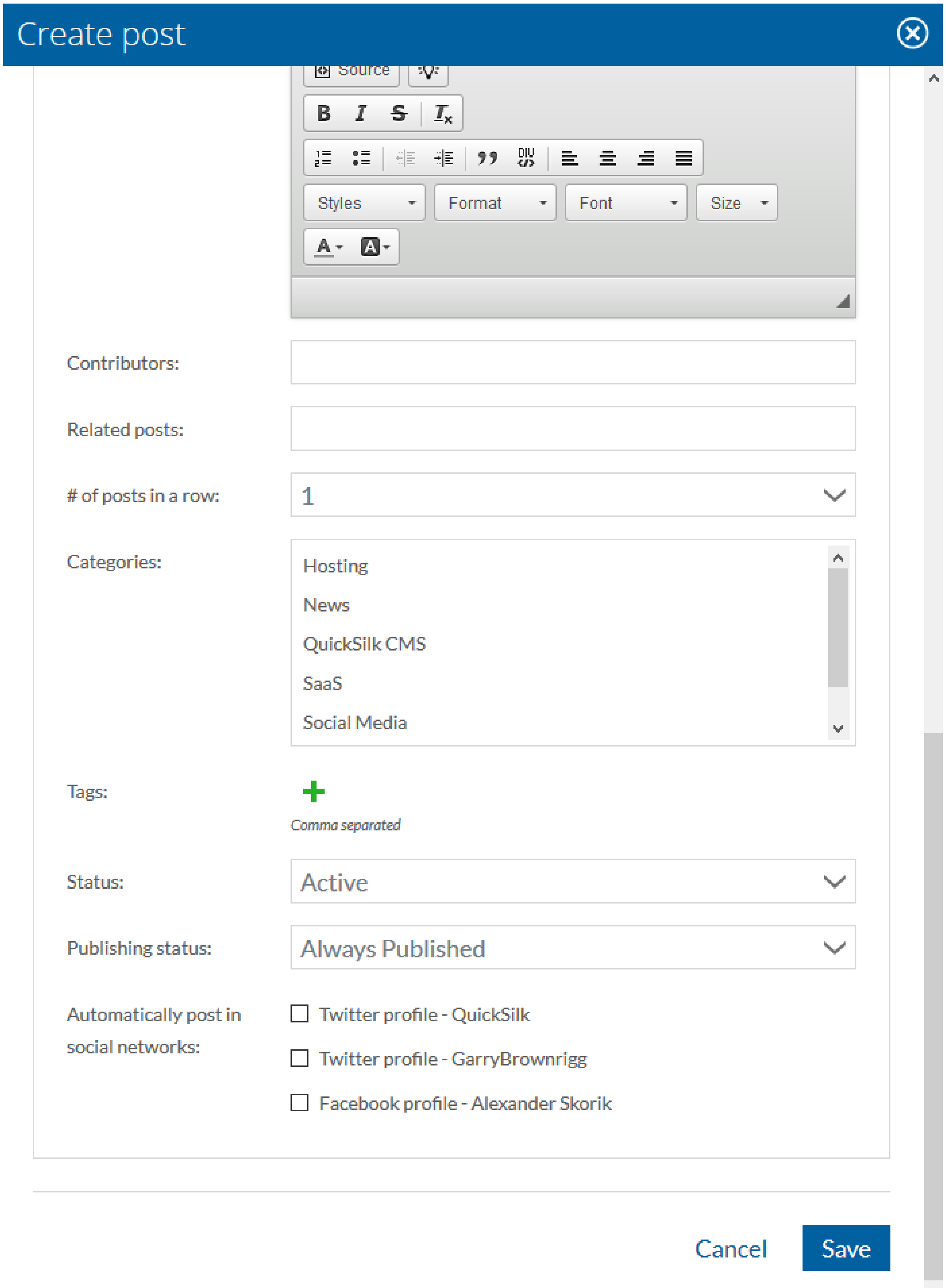


Figure 122: Create New Blog Post - Image 2

7.1.3. Update a Post

- To edit a post, click on the **Edit** link in the Actions drop-down menu beside the desired post.
- Enter desired changes.
- Select the 'Mark As Updated' checkbox if you wish the system to notify the blog subscribers of the most recent changes and vice versa.
- Click **Save** to save your changes, or **Cancel** to discard changes.

7.1.4. Remove a Post

- To delete a post, click on the **Delete** link in the Actions drop-down menu beside the desired post.
- The page will open a popup, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

7.1.5. Create New Category

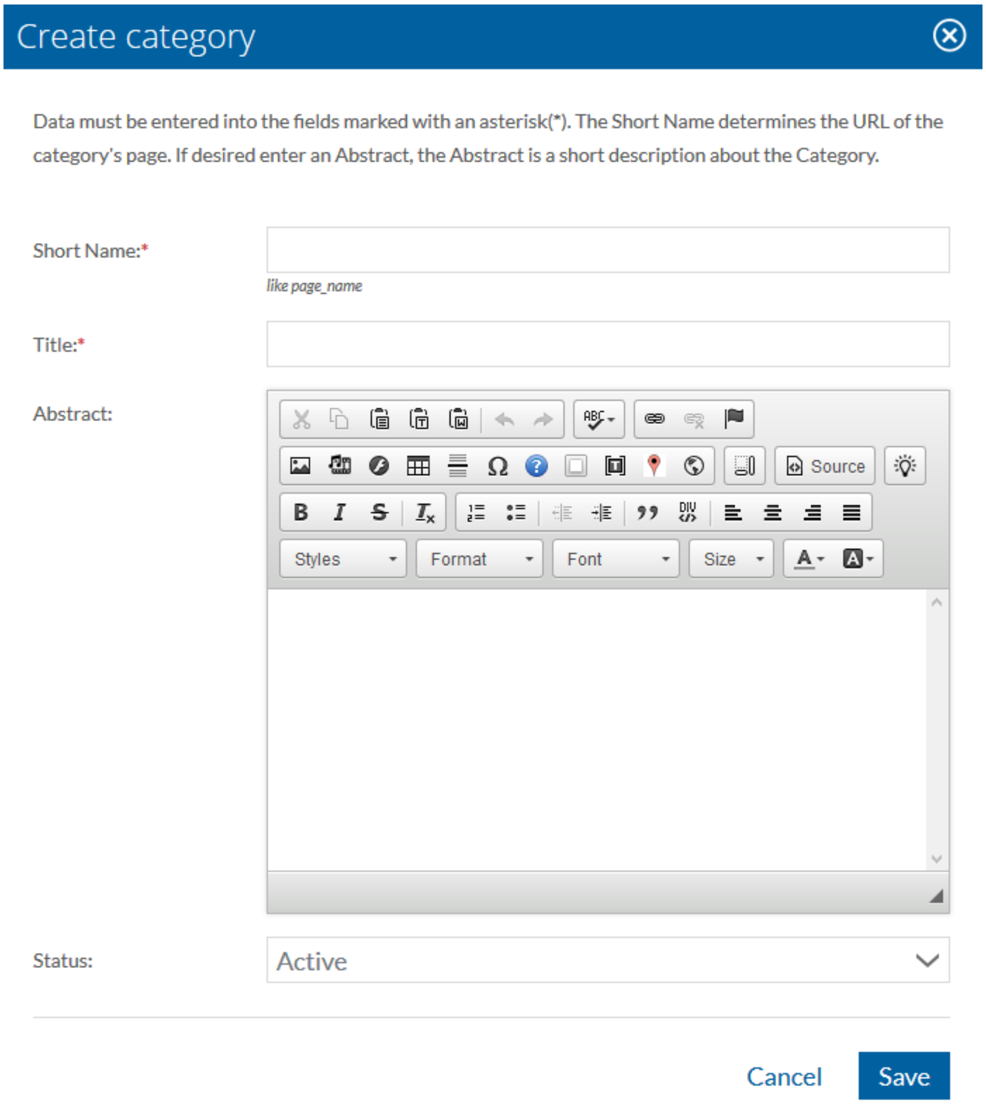


Figure 123: Create New Category

- To create a new category, click on the **Create new category** button.
- Enter the following data into their respective fields:
    - Short name
    - Title
    - Abstract

- Status
- Click on the **Save** button to save your data, or **Cancel** to discard.

7.1.6. Edit a Category

- To edit a category, click on the **Edit** link beside the desired category.
- Enter desired changes.
- Click **Save** to save changes, or **Cancel** to discard changes.

7.1.7. Remove a Category

- To delete a category, click on the **Delete** in the Actions drop-down menu beside the desired category.
- The page will open a popup, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

7.1.8. Create New Tag

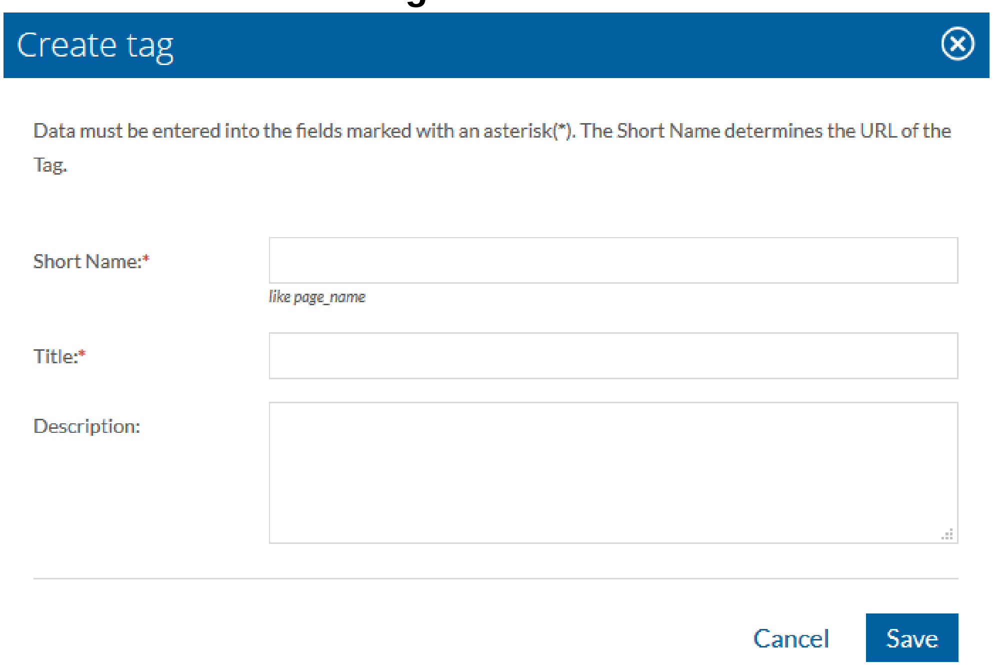


Figure 124: Create New Tag

- To create a new tag, click on the **Create new tag** button.
- Enter data into the **Short Name** and **Title** fields, and optionally enter the tag's description.
- Click on the **Save** button to save your data, or **Cancel** to discard.

7.1.9. Edit a Tag

- To edit a tag, click on the **Edit** link beside the desired tag.
- Enter desired changes.
- Click **Save** to save changes, or **Cancel** to discard changes.

7.1.10. Remove a Tag

- To delete a tag, click on the **Delete** link beside the desired tag.
- The page will open a popup, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

7.1.11. Create New Link

- To create a new link, click on the **Create new link** button.
- Enter the Following data into their respective fields:
  - Title
  - Url
  - Order
  - Status
- Click on the **Save** button to save your data, or **Cancel** to discard.

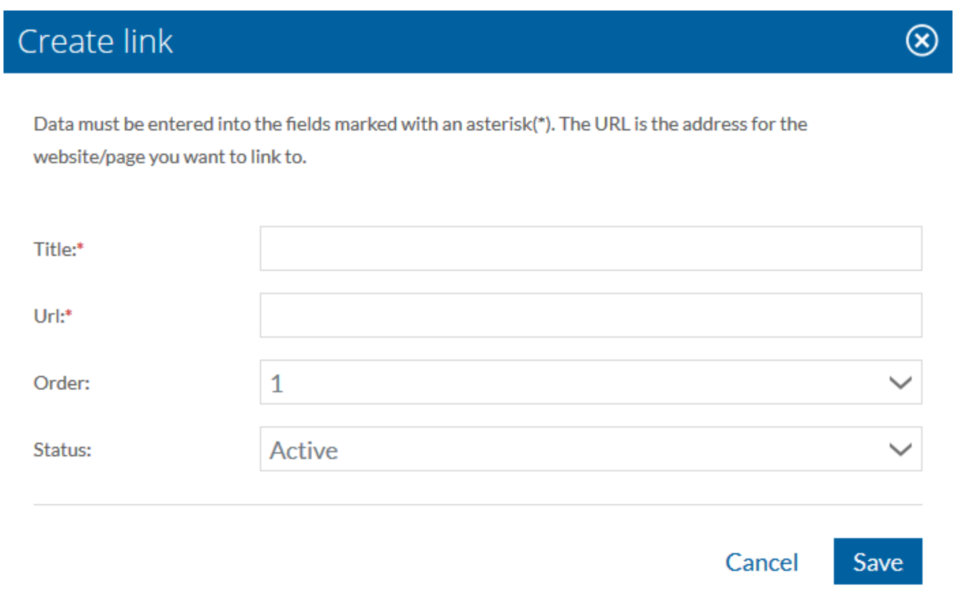


Figure 125: Create Blog Link

7.1.12. Edit a Link

- To edit a link, click on the **Edit** link beside the desired link.
- Enter desired changes.
- Click **Save** to save changes, or **Cancel** to discard changes.

7.1.13. Remove a Link

- To delete a link, click on the **Delete** link beside the desired link.
- The page will open a popup, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

7.1.14. Edit a Contributor

- To edit a contributor, click on the **Edit** link beside the desired contributor.
- Enter desired changes.
- Click **Save** to save changes, or **Cancel** to discard changes.

7.1.15. Remove a Contributor

- To delete a contributor, click on the **Delete** link beside the desired contributor.
- The page will open a popup, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

7.2. Events

This module allows the admin to Create, Manage, Edit and Delete events. For information on how to create a new Event and new Event Category see: Section II Chapter 3.5.7.1 and Section II Chapter 3.5.7.2.

7.2.1. Create New Event Block

To create a new event, click the Create New button, a popup menu will open with the following fields:

- Short Name
- Title
- Show Title

Click the Save button to create the event block, or Cancel to discard all data.

7.2.2. Manage Event Block

To manage an event block, click the Manage link beside the desired event block. You will then be taken to a page for the event block where you can Create, Edit and Remove events and categories.

7.3. FAQ

This module allows the admin to Create, Manage, Edit and Delete Frequently Asked Questions.

7.3.1. Create FAQ Group

To create a new FAQ group, click the Create New button. A popup window will open with the following fields:

- Title
- Show Title
- Display FAQ Categories on Top
- Display FAQ Categories Title

Click the Save button to create the FAQ group, or Cancel to discard.

7.3.2. Manage FAQ Group

To manage a FAQ group, click the Manage link beside the desired group. A new page will open, which allows the admin to Create, Edit and Delete questions and categories. An explanation can be found in Section II Chapter 2.5.10.

7.3.3. Edit FAQ Group

To edit a FAQ group, click the Edit Settings link beside the desired group. A popup window will open with the group's data. Enter desired changes and click Save to save the changes, or Cancel to discard all changes.

7.3.4. Remove FAQ Group

To remove a FAQ group click the Delete link beside the desired group. The system will ask if you want to delete the group. Click Remove to delete the group, or Cancel to keep the group. Deleting a FAQ Group will also delete the questions inside the group.

7.4. File Grid List

This module allows the admin to upload, edit and remove files for use in pages on the website.

7.4.1. Create New File Grid List

To add a new File Grid List, click the Add New FileGridList button. A popup window will open with the following fields:

- Title
- Show Title
- # of Items Per Category
- # of Categories on Page

Click the Save & Close button to create the file grid list, or Cancel to discard all data.

7.4.2. Edit File Grid List

To edit a File Grid List, click Edit link beside the desired file grid list. A popup window will open with the file grid list's data. Enter the desired changes, and click Save & Close to save the changes, or Cancel to discard all changes.

7.5. Remove File Grid List

To remove a File Grid List, click the Delete link beside the desired file grid list. A popup window will open asking if you want to delete the file grid list. Click the Remove button to delete the file grid list, or Cancel to keep the file grid list.

7.6. Flickr

This module allows the admin to Create, Manage, Edit and Delete Flickr blocks.

7.6.1. Create New Flickr Block

To create a new Flickr block, click the Create button. A popup window will open with the following fields:

- Title
- Show Title
- View
- Columns
- Caption
- Publishing Status
- Images Padding (spacing between images)
- Thumbnail Size

Click the Save button to save the Flickr block, or Cancel to discard all data.

7.6.2. Manage Flickr Block

To manage a Flickr block, click the Manage link beside the desired Flickr. A new page will open where the admin can add and remove Flickr images. An explanation is provided in Section II Chapter 2.5.13.

7.6.3. Edit Flickr Block

To edit a Flickr block, click the Edit link beside the desired Flickr. A popup window containing all the Flickr's data will open. Enter desired changes, and click the Save button to save the changes, or Cancel to discard all changes.

7.6.4. Remove Flickr Block

To remove a Flickr Block, click the Delete link beside the desired Flickr. The system will ask if you wish to remove the Flickr. Click Remove to delete the Flickr block, or Cancel to keep the block.

7.7. Forum

This module allows the admin to Create, Manage, Edit and Delete forums.

7.7.1. Create New Forum

To create a new forum click the Create New button, a popup window will open containing the following fields:

- Short Name
- Title
- Show Title
- Specify if posts Require Approval
- Include "Share" Links
- Include "Rating" button

Click the Save button to save the forum, or Cancel to discard all data.

7.7.2. Manage Forum

To manage a forum, click the Manage link beside the desired forum. A new page will open where the admin can Create, Edit, Remove and Approve. An explanation is provided in Section II Chapter 2.5.14.

7.7.3. Edit Forum

To edit a forum, click the Edit link beside the desired forum. A popup window containing the forum's data will open. Enter desired changes, and click Save to save the changes, or Cancel to discard all changes.

7.7.4. Remove Forum

To remove a forum, click the Delete button beside the desired forum. The system will ask if you want to remove the forum. Click the Remove button to delete the forum, or Cancel to keep the forum.

7.8. Glossary

This module allows the admin to create, edit and delete glossary words that will appear on the front-end of the website.

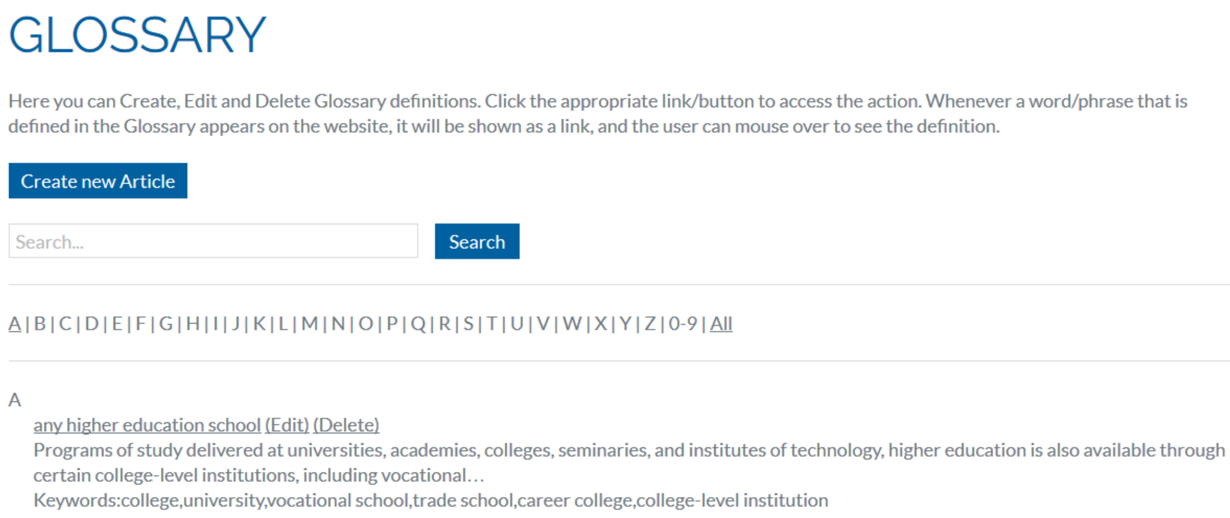


Figure 126: Glossary. Admin Interface

7.8.1. Create New Article

- To create a new glossary article, click on the **Create new Article** button.
- Enter the following data into their respective fields:
  - Title
  - Content
  - Keywords
  - Status
- Click on the **Save** button to save your data, or **Cancel** to discard

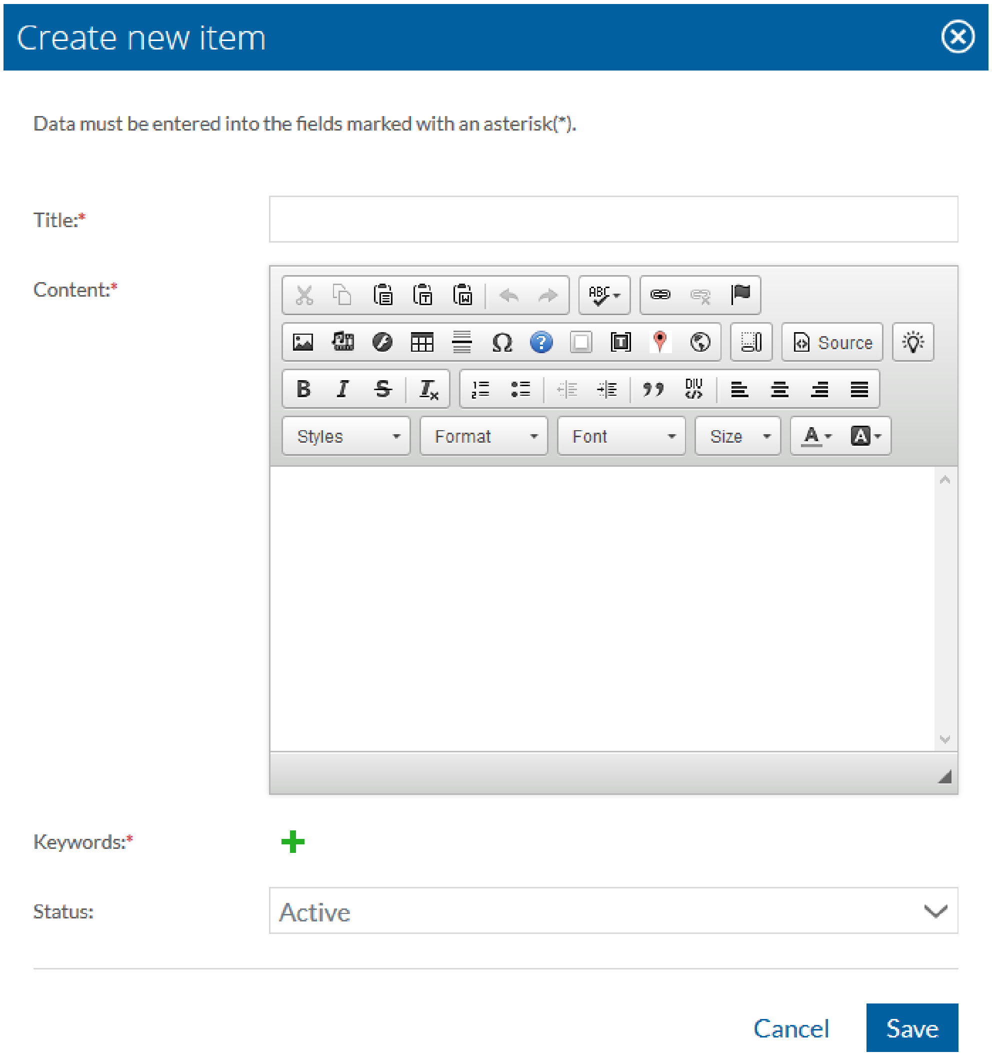


Figure 127: Create Glossary Item

7.8.2. Edit an Article

- To edit an article, click on the **Edit** link beside the desired article.
- Enter desired changes.
- Click **Save** to save changes, or **Cancel** to discard changes.

7.8.3. Remove an Article

- To delete an article click on the **Delete** link beside the desired article.
- The page will open a popup, asking for permission to proceed with the deletion, and two buttons at the far right, **Cancel** and **Remove** respectively.
- Click on the **Remove** button to complete the action, or click the **Cancel** button to discard the deletion process.

7.8.4. Search the Glossary

There are two ways that you can search the glossary. The first, and most effective way, is to enter your term into the search bar shown in **Figure 124** above and then clicking **Search**. The second way is by clicking the corresponding letter (see **Figure 124**) for your term, and then finding it in that filtered list.

7.9. Google Maps

This module allows the admin to Create, Edit and Delete Google Maps.

7.9.1. Create Google Map

To create a new Google Map, click the Create New Map button. A popup window will open, asking the admin to enter the following data:

- Title
- Show Title
- Specify **Map Type** (Dynamic can move, Static cannot)
- Width
- Height
- Default Zoom
- Address

Click the Save button to create the Google Map, or Cancel to discard all data.

7.9.2. Edit Google Map

To edit a map, click the Edit link beside the desired map. A popup window containing the map's data will open. Enter the desired changes and click Save to save the changes, or Cancel to discard all data.

7.9.3. Remove Google Map

To remove a map, click the Delete link beside the desired map. The system will ask if you wish to remove the map. Click the Remove button to delete the map, or Cancel to keep the map.

7.10. Image Gallery

This module allows the admin to Create, Manage, Edit and Delete Image Galleries.

7.10.1. Create New Image Gallery

To create a new Image Gallery, click the Create New Gallery button. A popup window will open, asking the admin to enter the following data:

- Title
- Show Title
- View
- Columns
- Caption
- Publishing Status
- Images Padding (spacing between images)
- Thumbnail Size

Click the Save button to save the gallery, or Cancel to discard all data.

7.10.2. Manage Image Gallery

To manage an Image Gallery click the Manage link beside the desired gallery. A new Page will open where the admin can add and remove images. An explanation can be found in Section II Chapter 2.5.18.

7.10.3. Edit Image Gallery

To edit an Image Gallery, click the Edit link beside the desired gallery. A popup window containing the gallery's data will open. Enter desired changes and click Save to save the changes, or Cancel to discard all data.

7.10.4. Remove Image Gallery

To remove an Image Gallery, click the Delete link beside the desired gallery. The system will ask if you wish to delete the gallery. Click Remove to delete the gallery, or Cancel to keep the gallery.

7.11. Link Manager

This module allows the admin to Create, Manage, Edit and Delete link groups.

7.11.1. Create New Group

To create a new Link Group, click the Add New Group button. A popup window will open with the following fields:

- Title
- Show Title

Click the Save button to save the group, or Cancel to discard all data.

7.11.2. Manage Link Group

To Manage a Link Group, click the Manage link beside the desired group. A new page will open where the admin can Create, Edit and Remove items. An explanation is provided in Section II Chapter 2.5.19.

7.11.3. Edit Link Group

To edit a Link Group, click the Edit link beside the desired group. A popup window containing the map's data will open. Enter the desired changes and click Save to save the changes, or Cancel to discard all data.

7.11.4. Remove Link Group

To remove a group, click the Delete link beside the desired group. The system will ask if you wish to remove the group. Click the Remove button to delete the group, or Cancel to keep the group.

7.12. Portfolio

This module allows the admin to Create, Manage, Edit and Delete Portfolios. A popup window will open, asking the admin to enter the following data:

- Short Name
- Title
- Show Title
- Specify **Transition Time** between projects
- Show Randomly
- Stop on Hover

Click the Save button to create the portfolio, or Cancel to discard all data.

7.12.1. Create New Portfolio

To create a new Portfolio, click the Add New Portfolio button.

7.12.2. Manage Portfolio

To manage a Portfolio, click the Manage link beside the desired portfolio. A new page will open where the admin can Create, Edit and Delete Projects and Categories. An explanation can be found in Section II Chapter 2.5.20.

7.12.3. Edit Portfolio

To edit a Portfolio, click the Edit link beside the desired portfolio. A popup window containing the portfolio's data will open. Enter the desired changes and click Save to save the changes, or Cancel to discard all data.

7.12.4. Remove Portfolio

To remove a Portfolio, click the Delete link beside the desired portfolio. The system will ask if you wish to remove the portfolio. Click the Remove button to delete the portfolio, or Cancel to keep the portfolio.

7.13. Sliders

This module allows the admin to Create, Manage, Edit and Delete sliders.

7.13.1. Create New Slider

To create a new Slider, click the Create New Slider button. A popup window will open, asking the admin to enter the following data:

- Title
- Show Title
- Thumbnail Position
- Slider View
- Slider Dimensions
- **Enter Width and Height Values** of the slider
- **Transition Time** between slides
- **Slider Effect** animation
- **Slider Transition** animation
- **Show Buttons** for navigation
- **Show Arrows** for navigation
- Show Randomly
- Stop on Hover
- Publishing Status

Click the Save button to create the slider, or Cancel to discard all data.

7.13.2. Manage Slider

To manage a Slider, click the Manage link beside the desired slider. A new page will open allowing the admin to Create, Edit and Delete slides from the slider. An explanation can be found in Section II Chapter 3.5.22.

7.13.3. Edit Slider

To edit a Slider, click the Edit link beside the desired slider. A popup window containing the slider's data will open. Enter the desired changes and click Save to save the changes, or Cancel to discard all data.

7.13.4. Remove Slider

To remove a Slider, click the Delete link beside the desired slider. The system will ask if you wish to remove the slider. Click the Remove button to delete the slider, or Cancel to keep the slider.

7.14. Testimonials

This module allows the admin to Create, Manage, Edit and Remove Testimonials.

7.14.1. Create New Testimonial Block

To create a new Testimonial block, click the Create New Testimonial. A popup window will open with the following fields:

- Title
- Show Title
- Type

Click the Save button to create the testimonial block, or Cancel to discard all data.

7.14.2. Manage Testimonial Block

To manage a testimonial block, click the Manage link beside the desired block. A new page will open where the admin can Create, Edit and Remove testimonials. An explanation can be found in Section II Chapter 2.5.23.

7.14.3. Edit Testimonial Block

To edit a Testimonial Block, click the Edit link beside the desired block. A popup window containing the testimonial block's data will open. Enter the desired changes and click Save to save the changes, or Cancel to discard all data.

7.14.4. Remove Testimonial Block

To remove a Testimonial Block, click the Delete link beside the desired block. The system will ask if you wish to remove the block. Click the Remove button to delete the block, or Cancel to keep the block.

7.15. Video Gallery

This module allows the admin to Create, Manage, Edit and Delete video galleries.

7.15.1. Create New Video Gallery

To create a new Video Gallery, click the Create New Gallery button. A popup window will open with the following fields:

- Title
- Show Title
- View
- Columns
- Caption

Click the Save button to create the gallery, or Cancel to discard all data.

7.15.2. Manage Video Gallery

To manage a Video Gallery, click the Manage link beside the desired gallery. A new page will open which allows the admin to Create and Remove videos from the gallery. An explanation can be found in Section II Chapter 2.5.24.

7.15.3. Edit Video Gallery

To edit a Video Gallery, click the Edit link beside the desired gallery. A popup window containing the gallery's data will open. Enter the desired changes and click Save to save the changes, or Cancel to discard all data.

7.15.4. Remove Video Gallery

To remove a Video Gallery, click the Delete link beside the desired gallery. The system will ask if you wish to remove the gallery. Click the Remove button to delete the gallery, or Cancel to keep the gallery.

8. Socialize!

In the Socialize! menu you will find 2 submenus: Comments and Social Media.

8.1. Comments

This module allows the admin to Manage, Edit and Delete comments groups; View, Approve and Delete pending comments; and View and Delete recent comments.

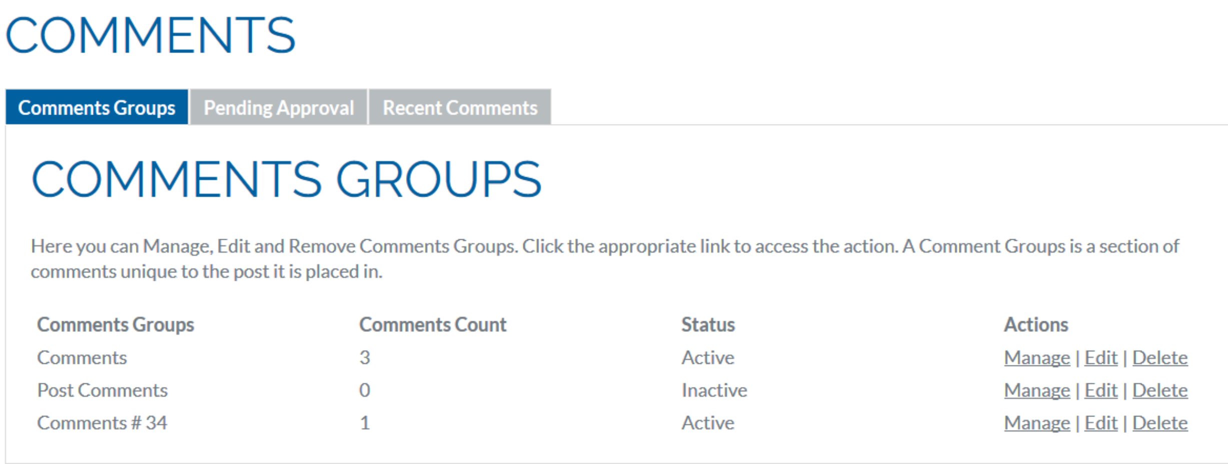


Figure 128: Comments

8.1.1. Manage Comments Groups

To manage a Comments group, click the Manage link beside the desired group. A new page will open with all the comments from that group. Click the Approve/Reply/Delete button to perform the desired action.

8.1.2. Edit Comments Groups

To edit a Comments group, click the Edit link beside the desired group. A popup window containing the groups data will open. Enter desired changes and then click Save to save the changes, or Cancel to discard all changes.

8.1.3. Remove Comments Groups

To remove a Comments Groups, click the Delete link beside the desired group. The system will ask if you wish to remove the group. Click the Remove button to delete the group, or Cancel to keep the group.

8.1.4. View Pending Approval Comments

To view comments that are pending approval, click the View link beside the desired comment. A new page containing that comments, and all the comments in that comment's group will appear. This allows the admin to see the context of the comments, and the admin can choose to Approve or Delete the comment by clicking the appropriate link beside the comment.

8.1.5. Approve Pending Approval Comments

To approve a comment that is pending approval, click the Approve link beside the desired comment. The comment will then be approved, and available for viewing by all users.

8.1.6. Delete Pending Approval Comments

To delete a comment that is pending approval, click the Delete link beside the desired comment. The system will ask if you want to delete the comment. Click Remove to delete the comment, or Cancel to keep the comment.

8.1.7. View Recent Comments

This allows the admin to see the recently approved comments. To view a recently approved comment, click the View link beside the desired comment. A new page containing that comments, and all the comments in that comment's group will appear.

8.1.8. Delete Recent Comments

To delete a recently approved comment, click the Delete beside the desired comment. The system will ask if you wish to remove the comment. Click the Remove button to delete the comment, or Cancel to keep the comment.

8.2. Social Media

This module allows the admin to Create, Manage, Edit and Delete social media groups.

8.2.1. Create Social Media Group

To create a new Social Media Group, click the Create New Social Media Group button. A popup window will open with the following fields:

- Title
- Show Title
- Alignment

Click the Save button to create the group, or Cancel to discard all data.

8.2.2. Manage Social Media Group

To Manage a Social Media Group, click the Manage link beside the desired group. A new page will open which allows the Admin to Add, Edit and Delete links. An explanation is provided in Section II Chapter 2.6.2.

8.2.3. Edit Social Media Group

To edit a Social Media Group, click the Edit link beside the desired group. A popup window containing the groups data will open. Enter desired changes and click the Save button to save the changes, or Cancel to discard all changes.

8.2.4. Remove Social Media Group

To remove a Social Media Group, click the Delete link beside the desired group. The system will ask if you wish to remove the group. Click the Remove button to delete the group, or Cancel to keep the group.

9. Collaborate!

In the Collaborate! menu you will find 4 submenus: Member Directory, Microsites, WebEx and Working Groups.

9.1. Member Directory

This module allows the admin to Create, Manage, Edit and Delete member directories.

9.1.1. Create New Member Directory

To create a new Member Directory, click the Create New button. A popup window will open with the following fields will open:

- Title
- Show Title
- Select Department
- Select View Display Featured Members
- # of Items Per Page. The system allows showing up to 100 members on a webpage

Click the Save button to save the directory, or Cancel to discard all changes.

9.1.2. Manage Member Directory

To manage a Member Directory, click the Manage link beside the desired directory. A new page will open where the admin can create new users, select existing users to add to directory, select featured users for directory, and search the directory. An explanation is provided in Section II Chapter 2.7.1.

9.1.3. Edit Member Directory

To edit a Member Directory, click the Edit Settings link beside the desired directory. A popup window containing the directory's data will open. Enter desired changes. Click the Save button to save the changes, or Cancel to discard all changes.

9.1.4. Remove Member Directory

To remove a member directory, click the Delete button beside the desired directory. The system will ask if you wish to remove the directory. Click Remove to delete the directory, or Cancel to keep the directory.

9.2. Microsites

This module allows the admin to Create, View, Edit and Delete microsites.

9.2.1. Create New Microsite

To create a new Microsite, click the Create New Microsite button. A popup window will open, asking the user to enter the following information:

- Type (Directory or Subdomain)
- Title
- Microsite URL
- Description
- Select **Super Admins** (super admins have access to all the modules)
- Select **Modules** that are available on the microsite
- Template
- Status

Click the Save button to create the microsite, or Cancel to discard all data.

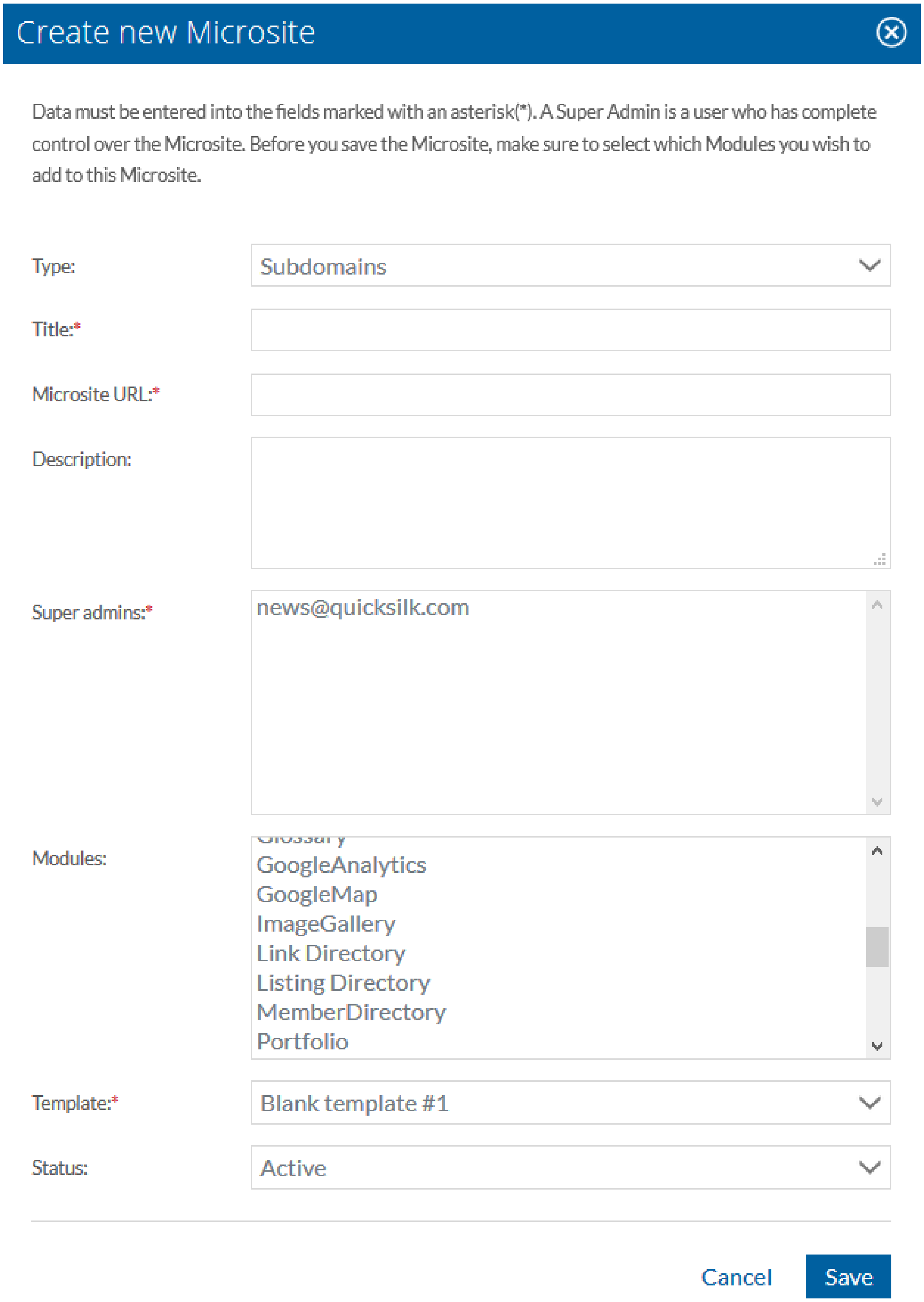


Figure 129: Create New Microsite

9.2.2. View Microsite
To view a Microsite, click the View link beside the desired microsite. Or click the Admin Panel, to access that microsite's administrator panel.

9.2.3. Edit Microsite
To edit a Microsite, click the Edit link beside the desired microsite. A popup window containing the microsite's data will open. Enter desired changes and click Save to save the changes, or Cancel to discard all changes.

9.2.4. Remove Microsite
To remove a microsite from the database, click the Delete link beside the desired microsite. The system will ask if you wish to remove the microsite. Click remove to delete the microsite, or Cancel to keep the microsite.

9.3. Working Groups
This module allows the admin to Add, Edit and Delete working groups; Resend and Delete invitations to users; and Edit the email template for invitations/notifications.

9.3.1. Create New Working Group
To create a new Working Group, click the Add New button. A popup window will open, asking the user to enter the following information:

- Short Name
- Title
- Image
- Featured
- Description
- Select **Users** to invite to group
- Include "Share" Links

Click the Save button to create the group, or Cancel to discard all data.

9.3.2. Edit Working Group

To edit a Working Group, click the Edit link beside the desired group. A popup window containing the group's data will open. Enter desired changes, and click Save to save the changes, or Cancel to discard all data.

9.3.3. Remove Working Group

To remove a Working Group, click the Delete link beside the desired group. The system will ask if you wish to remove the group. Click Remove to delete the group, or Cancel to keep the group.

9.3.4. Resend and Delete Invitations

To resend or delete an invitation, go to the Not Confirmed Attendees tab and click the desired link to perform the action.

9.3.5. Edit Email Template

To edit the Email Template, switch to the Email Template tab, and click the Edit link beside the desired subject. A popup window containing that subject's data will open. Enter the desired changes, and click Save to save the changes, or Cancel to discard all data.

10. Form Manager

Form Manager provides users with the ability to instantly create online forms in the easiest and quickest way. Customizable form fields and layout add flexibility and allow building versatile order, application, contact, submission forms that will suit any business and personal requirements.

10.1 Getting Started

In the Build! Section of the modules panel select the Form icon, drag and drop it into desired location on a webpage, and a popup window will open as shown in Figure 130 below.

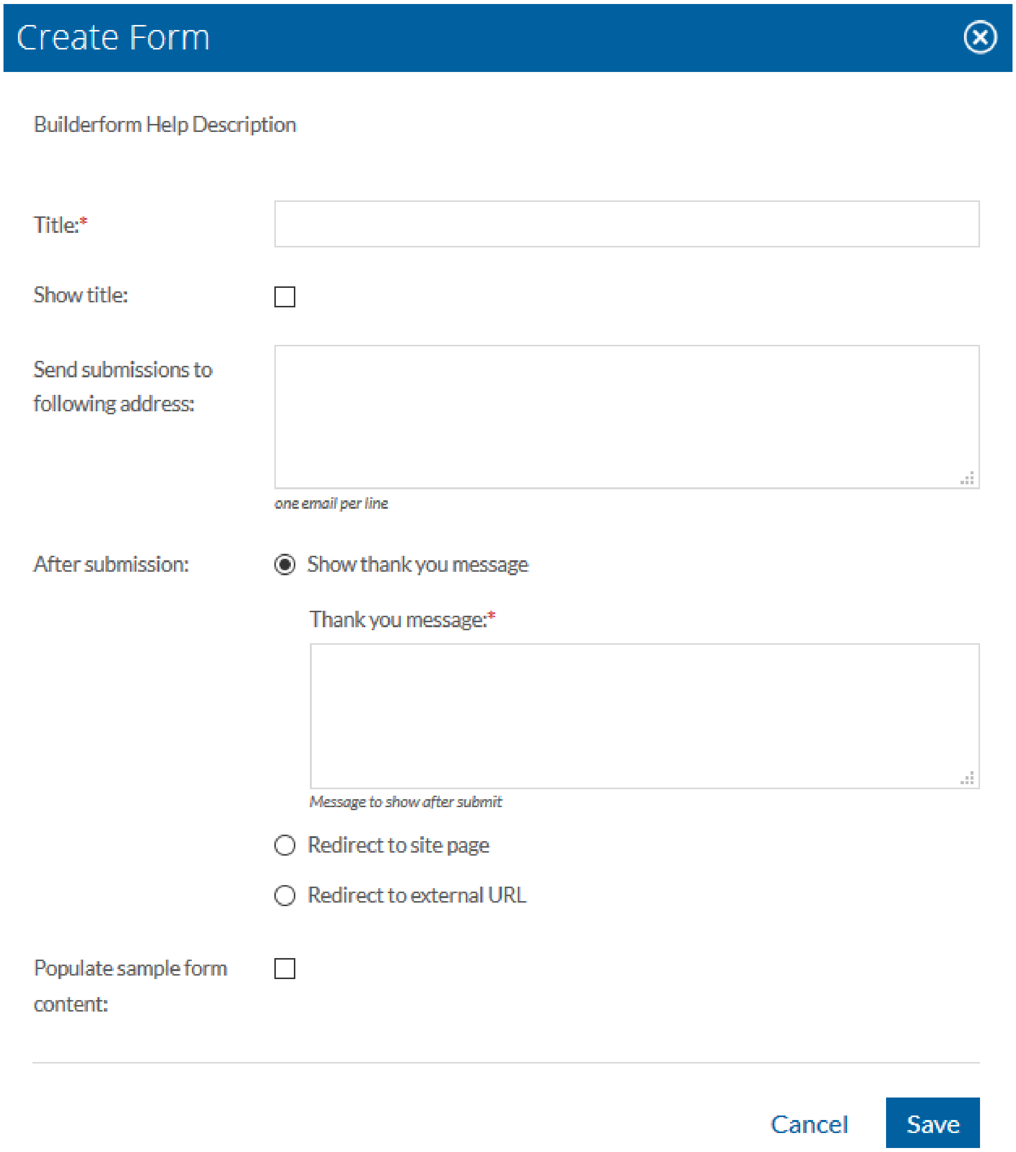


Figure 130: Create New Form

In the **General** tab, enter and specify the following data:

- Title
- Specify if the system will show the title
- Specify email address(-es) the form will submit the data to
- Specify what the system will do after the form submission:
    - Show thank you message

- Redirect to site page
- Redirect to external URL

- Specify if you wish to add to the form pre-defined fields: Name, Email, Notes and the Submit button

Click on the Save button to save your changes or Cancel to discard.

10.2 Managing Form

Once the user created and embedded the form onto a webpage, the system provides the ability to add, reposition and manage fields.

To manage existing fields, mouse over the field to edit and click on the Edit or Remove under the gear button as shown in Figure 131 below.

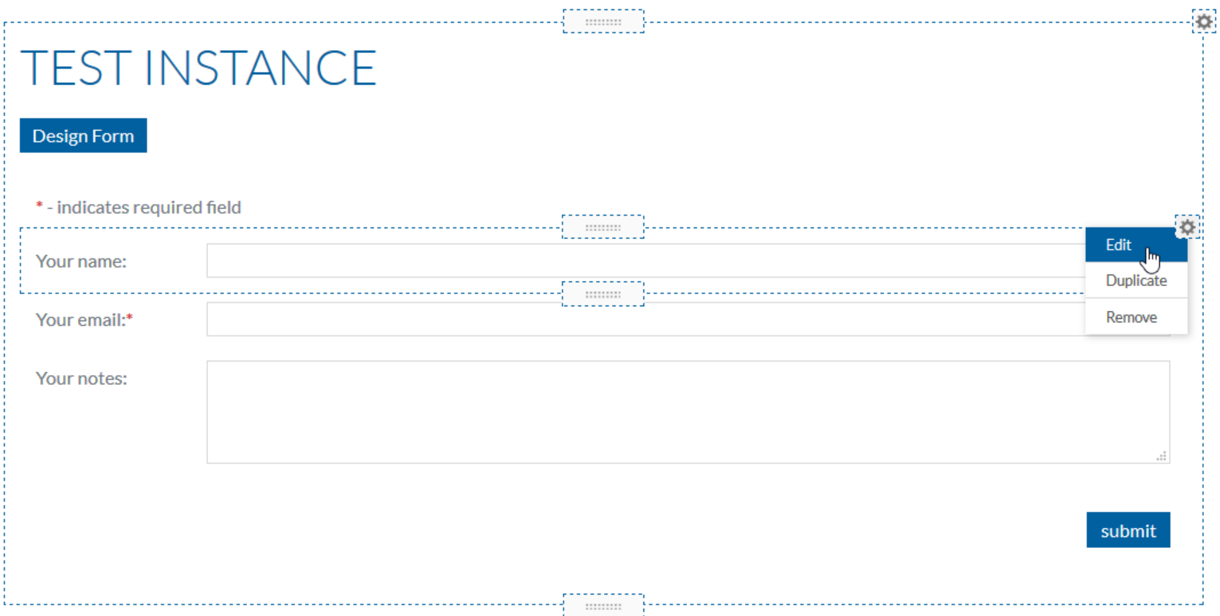


Figure 131: Manage Existing Fields

To add new fields, click on the **Design Form** button and a group of a form specific drag-and-drop elements will appear in the modules menu as shown in Figure 132 below.

Assemble your form in several easy steps:

1. Choose a form element, drag and drop it onto desired position.
2. Configure form element according to your specific requirements
3. Add layout elements (i.e. content, column, spacer, etc.) to add static content (i.e. form description, explanation, notes, etc.) and locate form elements in desired way.

If required, change the order of fields/elements using convenient drag-and-drop method.

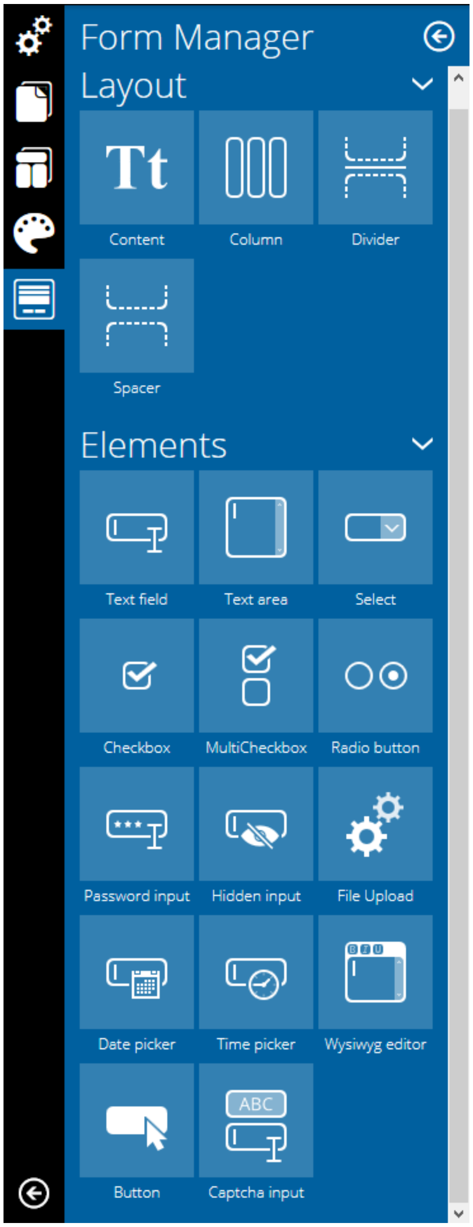


Figure 132: Form Elements Panel

Form Manager Layout:

Content: Add static content to your form (i.e. Introduction, Description, etc.)

Column: Locate form elements in an easy and convenient manner.

Divider: Separate your form elements.

Spacer: Add space between form elements.

Form Elements:

Text field

Text area

Select field

Checkbox

Multi checkbox

Radio button

Password input

Hidden input

File upload

Date picker / time picker

WYSIWYG editor

Button and Captcha input

10.2.1. Text Field

Add and configure the Text Field element entering your data into the following fields:

- Name*
- Label*
- Show label
- Label position
- Specify if the field is required
- Description
- Placeholder

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.2. Text Area

Add and configure the Text Area element entering your data into the following fields:

- Name*
- Label*
- Show label
- Label position
- Specify if the field is required
- Description
- Placeholder

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.3. Select Element

Add and configure the Select Element entering and specifying your data in the following fields:

- Name*
- Label*
- Show label
- Label position
- Field is required
- Description
- Upload CSV file. The system allows downloading a sample .csv file and uploading user's data in the .csv file to facilitate filling the Options fields

- Options
- Specify if the field supports multi select functionality

Fields marked with an asterisk are mandatory.

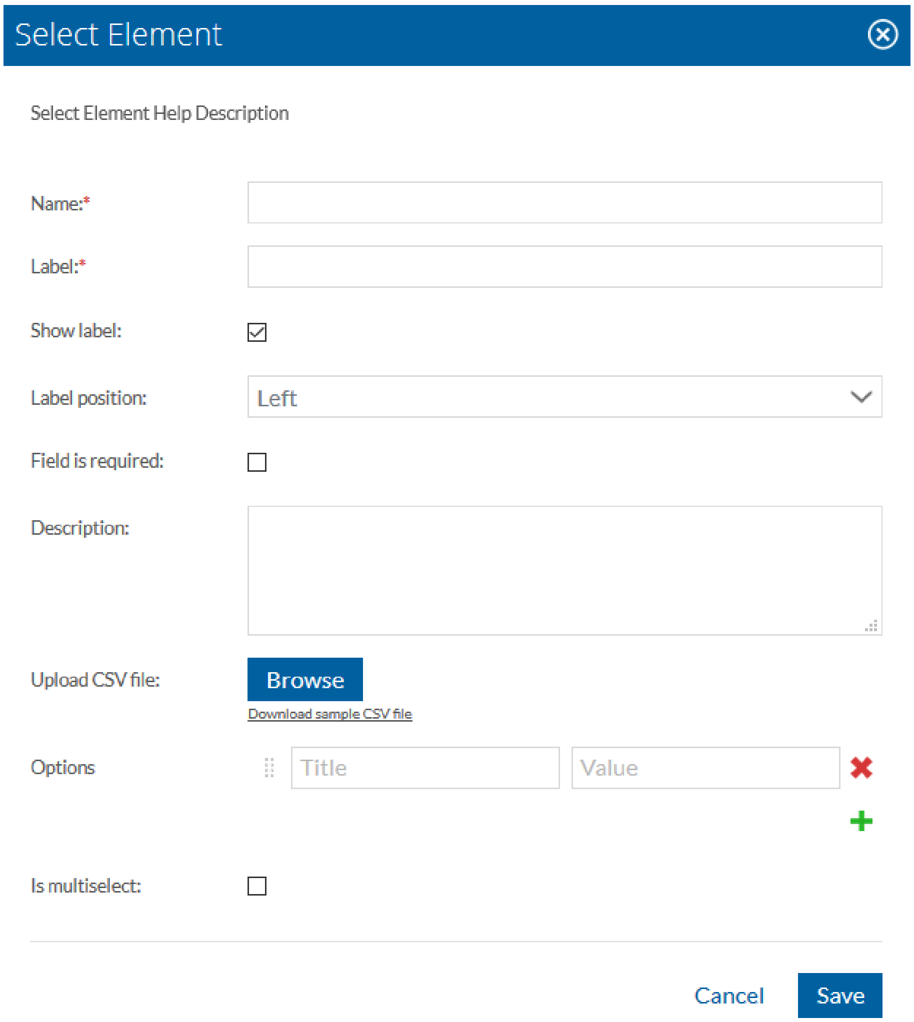


Figure 132.1: Select Element.

Click on the Save button to save your changes or Cancel to discard.

10.2.4 Checkbox

Add and configure the Checkbox entering your data into the following fields:

- Name*

- Label*
- Show label
- Field is required
- Description
- Default value. This option means that checkbox element is checked by default

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.5 Multi Checkbox Element

Add and configure the Multi Checkbox Element entering your data into the following fields:

- Name*
- Label*
- Show label
- Label position
- Field is required
- Description
- Upload CSV file. The system allows downloading a sample .csv file and uploading user's data in the .csv file to facilitate filling the Options fields
- Specify if the system to show each option in a new line
- Options

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.6. Radio Button

Add and configure the Radio Button Element entering your data into the following fields:

- Name*
- Label*
- Show label
- Label position
- Field is required
- Description
- Specify if the system to show each option in a new line
- Options

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.7 Password Element

Add and configure the Password Element entering your data into the following fields:

- Name*
- Label*
- Show label
- Label position
- Field is required
- Description

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.8 Hidden Input

The Hidden Input element is invisible on frontend and serves to facilitate data management. Website administrator can use this element in order to insert text notes and marks that will be useful for further processing of submitted data.

Add and configure the Hidden Input Element entering your data into the following fields:

- Name*
- Label position
- Value*

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.9. File Uploader

The File Uploader element allows all system users (registered and unregistered) uploading their files to the system web space.

Add and configure the File Uploader Element defining location, type and size of files that the end users will upload as an attachment to the submission form.

To configure the element, enter the following data into their respective fields:

- Name*
- Label*
- Show label
- Label position
- Field is required
- Description
- Specify folder to upload and store submitted files. By default, files will be uploaded to /public folder.
- Specify allowed file extensions. You can restrict which file extensions can be uploaded.
- Specify maximum file size in Kilobytes (Kb) or Megabytes (Mb)

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.10 Date Picker

Add and configure the Date Picker element specifying the following data:

- Name*
- Label*
- Show label
- Label position
- Field is required
- Description
- Default value

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.11. Time Picker

Add and configure the Time Picker element specifying the following data:

- Name*
- Label*
- Show label

- Label position
- Field is required
- Description
- Default value

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.12 WYSIWYG Element

The WYSIWYG field allows the end users using a rich text editor as shown in Figure 133 below. Full featured editor allows not only using simple formatting tools (i.e. style, font type, font size, background, etc.),but insert functional objects like anchors, hyperlinks, tables, light boxes, google maps, images, spoilers and iframe objects.

Configure the WYSIWYG element specifying the data:

- Name*
- Label*
- Show label
- Label position
- Field is required
- Description

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

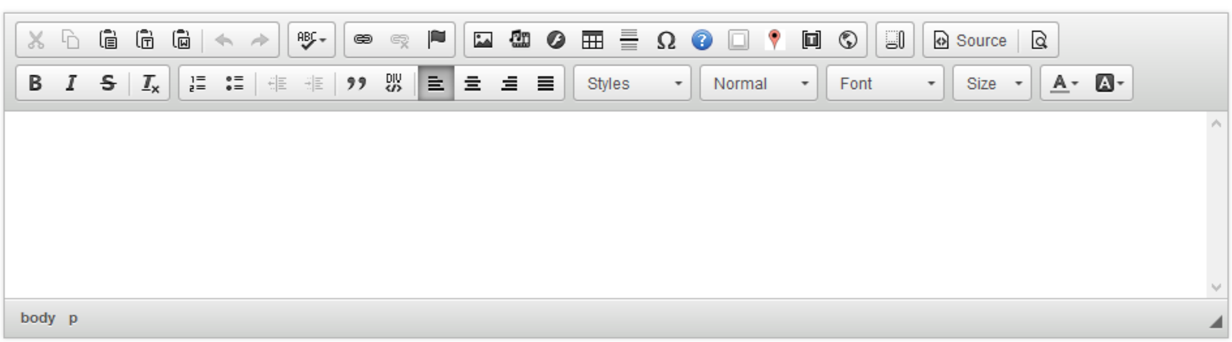


Figure 133: WYSIWYG Element – Rich Text Editor

10.2.13. Button

Add and configure the Button element specifying the following data:

- Name*
- Description
- Type
- Align
- Color

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.2.14 Captcha Element

Use the Captcha element to strengthen security of your form. Add and configure the Captcha element specifying the following data:

- Name*
- Label*
- Show label
- Label position
- Description

Fields marked with an asterisk are mandatory.

Click on the Save button to save your changes or Cancel to discard.

10.3. Font Manager

Font Manager allows uploading and using Google and custom fonts. Newly uploaded fonts instantly appear in the Font drop-down list of the inline editor.

To upload a new custom font, click on the Add Font File button, complete the Title field, specify the Font-family, click on the Browse button and upload your font. Optionally, specify the values for the font weight and style in their respective fields. Click on the Save & Close button to complete the action.

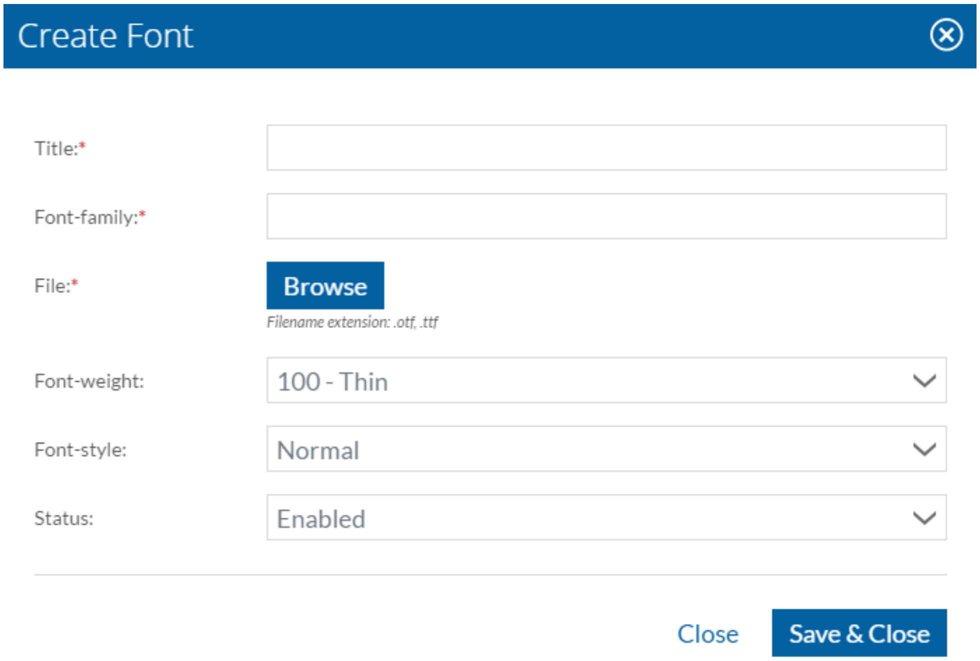


Figure 134: Uploading Custom Font

To upload Google font, click on the Upload Google Font button and the Create Font popup window will open. In the Title drop-down list, select a font to upload and click on the Save & Close button to complete the action.

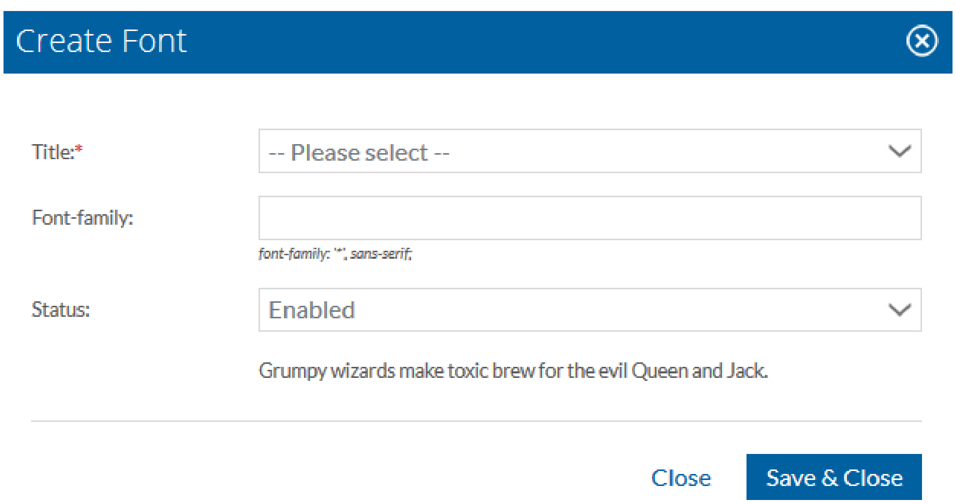


Figure 135: Uploading Google Font

10.4. Notification Manager

Notification Manager designated for notifications management, provides the website administrators with ability to configure and customize notification settings.

All users registered in the system and subscribed to receiving system notifications are shown in the grid list of the main interface of the module. Actions menu provides the ability to edit current notification settings for each particular user.

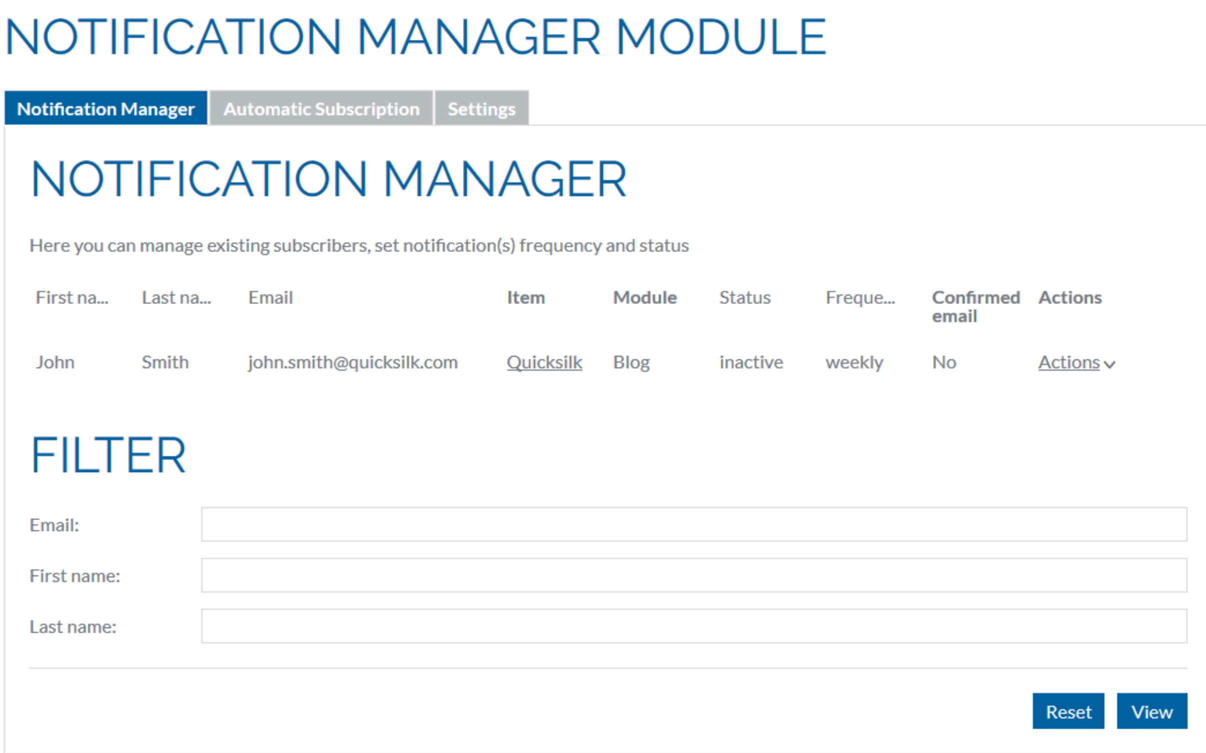


Figure 136: Notification Manager

Switch to the Automatic Subscription tab to add new or manage existing automatic subscriptions. Automatic subscription means that each new user registered in the system will be automatically subscribed to receiving pre-defined subscription (i.e. blog news, file grid list or forum updates, etc.).

To add a new automatic subscription, click on the Add New Automatic Subscription button and specify your settings in their respective fields shown in Figure 137 below.

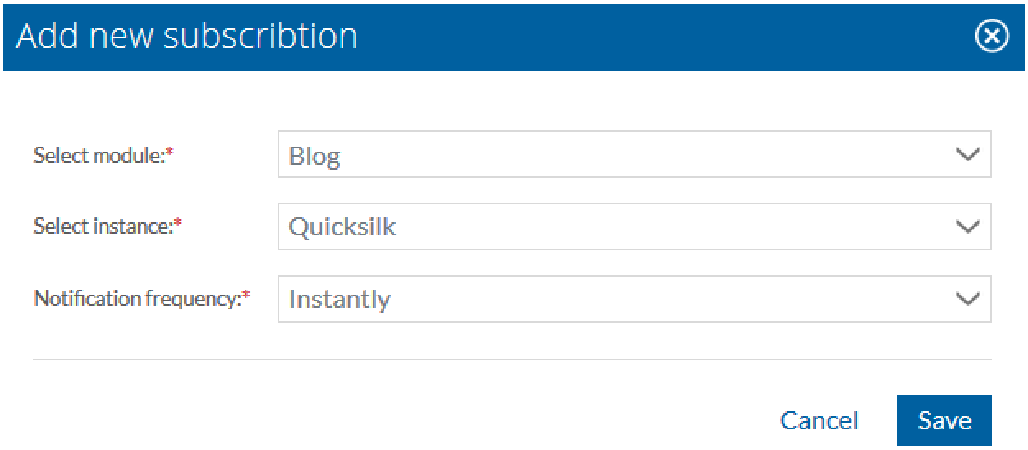


Figure 137: Add New Subscription

Switch to the Settings tab to customise notification email subject and set the default frequency.

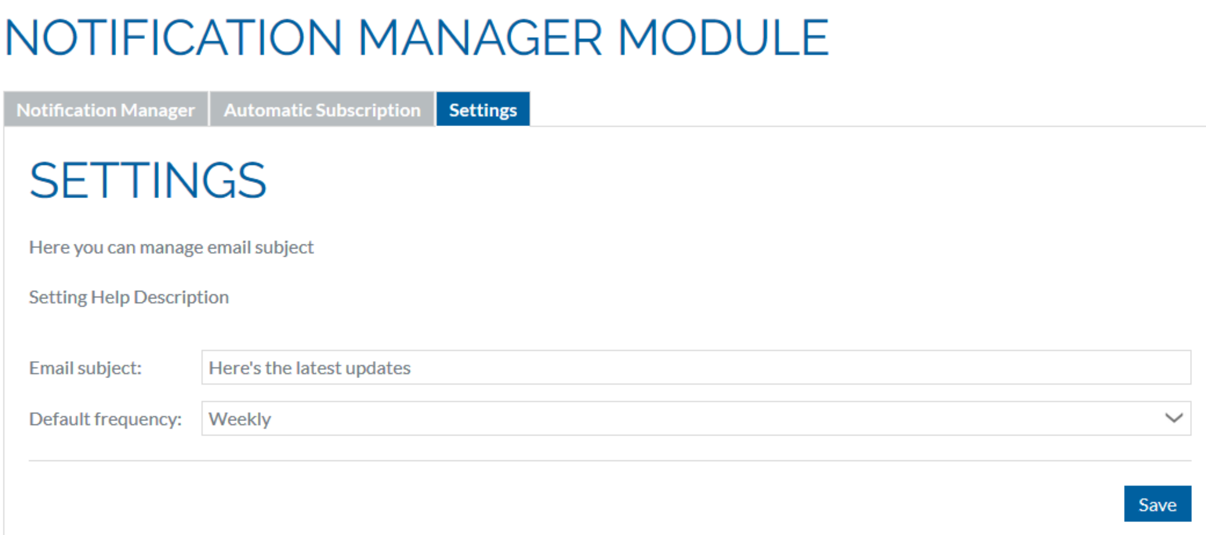


Figure 138: Notification Manager. Settings

10.5. Rollover Tabs Manager

Rollover Tabs Manager allows adding new and managing existing rollover tabs instances.

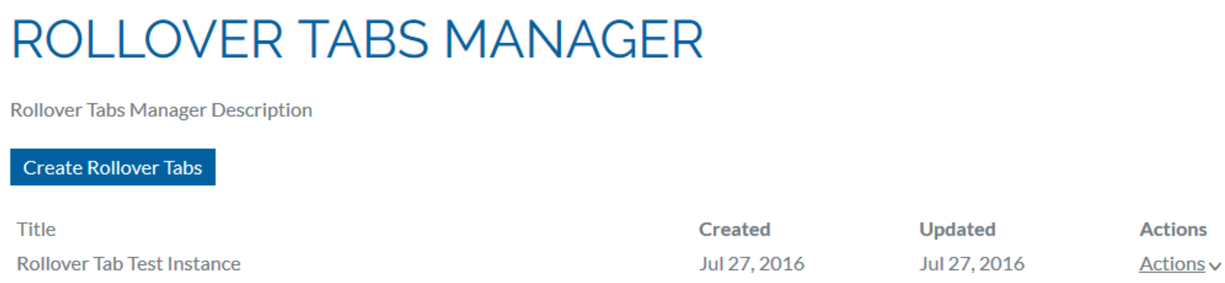


Figure 139: Rollover Tabs Manager. Main Interface

Refer to the Chapter 3.5.15 of this User Guide for more details on how to create and manage the rollover tabs.

10.6. Structure Block Manager

Create and manage structure blocks using the Structure Block Manager.

Figure 149: Structure Block Manager. Main Interface

To modify the existing structure block, click on the Edit Content under the Actions menu and interface of the structure block will open in a new window. Modify content and layout of the block using convenient drag-and-drop mechanism, and the system will apply the changes.

Refer to the Chapter 3.5.18 of this User Guide for more details on how to create and manage structure blocks.

10.7. Listing Directory

Create and manage your listing directories using the Listing Directory Manager. Refer to the Chapter 3.6.27 of this User Guide for more details on how to create and manage listing directory.

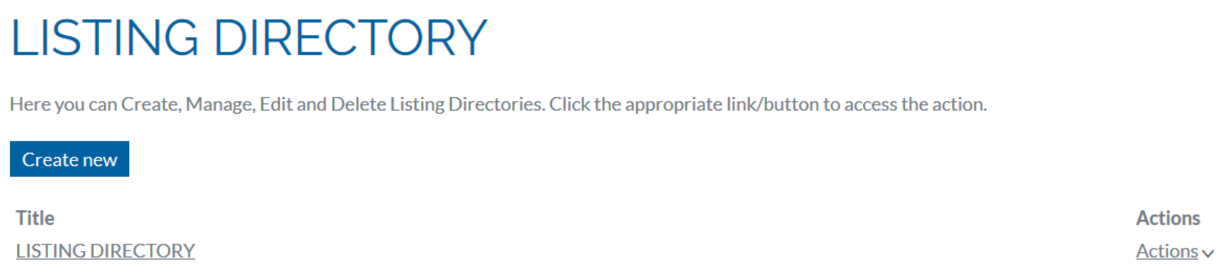


Figure 150: Listing Directory Module. Main View

