



# **Administration Manual**

Developed by



[www.pxwebdesign.com.au](http://www.pxwebdesign.com.au)

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Please note that any sections in this manual with the \* icon indicate that the feature covered in that Section is an optional extra for the Breeze CMS and may not be available for your website. If you wish to have a particular feature enabled please contact us and we can arrange to have it added/enabled.

## 1.0 Accessing the System

### 1.1 Access the login page

To access all of the additional functionality of your website you will need to first login to the website. To login simply just add the word 'login' to the end of your websites address:

**Your Website Address:**      <http://www.yourdomain.com.au>

**Your Login Address:**      <http://www.yourdomain.com.au/login>

You will be prompted with the following login screen:



The screenshot shows a login form titled "Login to the Website" with a key icon. On the left is an illustration of a computer monitor and a padlock. On the right, there are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom right is a green button labeled "LOGIN »".

Just fill in your previously provided username and password and press the 'Login' button to login with your details.

### 1.2 Forgot Your Password?

If you have forgotten your password then click on the 'Forgot your password?' link on the login page above and then fill in either your username or registered email address and a new password will be emailed to you.

## 1.3 User Menu / Bar

Once successfully logged in you will be able to see the User Menu / Bar at the top of your site depending on the design of your website. An example is shown below.

Currently logged in as John [ [Edit Profile](#) | [Admin Panel](#) | [Logout](#) ]

### Accessing the Admin Panel \*

By clicking on the 'Admin Panel' or 'Admin' link you will be able to access your administration panel.

## 2.0 Editing Website Content

Breeze CMS allows you to edit content on your website through two different methods as listed below.

### 2.1 On-Site Editor


Using the On-Site Editor is the easiest way to edit content on your website. To access the editor just login to the website as explained in Section **1.0** and navigate as normal (using the website's menu) to the page you want to edit.

You will notice to the right of the page that there is now an 'Edit Page' button – click on this button and the content editor for that page will load.



To learn more on how to use the content editor please see Section **3.0**.

### 2.2 Admin Panel Content Editor \*

To access the Admin Panel content editor simply access the Admin Panel (as show in Section **1.3**) and then click on the 'Menu / Content' option in the main menu. Once the page has loaded simply click on the 'Edit Content' button (as pictured to the left) for any menu item to load the content editor for that menu item. 

To learn more on how to use the content editor please see Section **3.0** – or see Section **4.0** for more information on the Menu Manager.

## 3.0 Content Editor

Please see Section **2.0** on how to access the content editor.

Once you have chosen to edit content the content editor will load on your screen with the content loaded within it. The font colours and sizes should be the same as on your website – if they are not please contact us to set these up for you.

### 3.1 Previewing Page Changes

Before saving any changes on you have done in the editor you are able to preview them using the 'Preview Page' button pictured on the right. This will open a new window with a sample of the newly entered content inserted into your website.

A rectangular button with a light blue background and a white border. On the left is a small icon of a document with a magnifying glass. To the right of the icon, the text "Preview Page" is written in a white, sans-serif font.

### 3.2 Changing the Page Title

You are able to change the Page Title (what is displayed at the top of the content – not in the menu) by simply changing the input field and saving the content page.

**Page Title**

### 3.3 The Editor


























Within the Content Editor will be content of the page you are editing loaded in it. The font colours and sizes should be the same as on your website – if they are not please contact us to set these up for you.

On the next page are the full details on the features of the Content Editor.



**Hint 1:** Ensure when you are done editing that you press the 'Save' button at the end to save all of your changes. If you want to **cancel** any changes then just click on the 'Cancel' button and no changes will be saved.

**Hint 2:** When typing in text pressing enter will start a new paragraph, however if you only want a new line simply just hold the shift key and press enter.



-   **Undo / Redo**
-  **Bold Text** – Select text to make bold and press
-  **Italic Text** – Select text to make italic and press
-  **UnderlineText** – Select text to underline and press
-  **Left Align Text**
-  **Center Align Text**
-  **Right Align Text**
-  **Justify Align Text**
-  **Cut Selected Content**
-  **Copy Selected Content**
-  **Paste Content**
-  **Paste Content as Plain Text - Recommended for best results**
-  **View HTML Code**
-  **Edit Image Properties** – Allow you to change settings for a selected image such as description and style (advanced users only)
-   **Link / Unlink** – *Section 3.3.1*
-  **Link Anchor** – *Section 3.3.2*
-  **Cleanup messy code** – Can fix page errors when text selected and pressed
-  **Remove formatting** – Select text and press to remove all formatting
-   **Unordered / Order Lists** – Used in same way as Word
-  **Format Text** – Select text and select format to use (*Section 3.3.3*)
-  **Styles** – Select text to change style for and select style to use (*Section 3.3.4*)
-  **Change Editor Height** – Located at bottom of editor, just click and drag to change the overall height of the editor to view more of the page


### 3.3.1 Linking Text

To link to a page or remove a link simply select the text you want to link from or remove the link from and then press the Link Button () to create a link or press the unlink button () to unlink the text.

When linking text a small window will popup to enter the link details into. Type or paste the Link URL into the input box and you can change the Target to make the link appear in a new window or on the same page for the viewer of the site. When done press insert and the link will be generated.

### 3.3.2 Inserting Link Anchors

A link anchor is generally used when a page is quite large in size and you want to allow the visitor to click on a link on that page to 'jump' down to another Section on that page.

To insert the anchor simply click once on the Section of content you want the anchor to be placed then press the Anchor button (  ) and name the anchor to a single word then press 'Insert'.

Now to link to the anchor follow the instructions in **Section 3.2.1** and select the anchor name you created under the 'Anchors' Section of the 'Insert/Edit Link' window.

### 3.3.3 Formating Text

To keep a consistency with the content on your website and to also keep the website Search Engine Friendly we advise that you use the following methods to format text on your website.

When you need to do any kind of headings in your content there are a number of sizes/styles you can choose from in the format bar. The best process is to first enter the text you want to change into a heading and then select from the different heading numbers under the 'Format' drop down down box.

To change any current text you can select the text to change and then select the heading you want to use under the 'Format' drop down box.

The higher the number for the heading the smaller it will be in size, a 'Heading 1' will be the same format as your content title heading with the others smaller in size as you go down the range.

We will have already style most the headings for you already so if you want to change the way they look please inform us and we can change them for you.

### 3.3.4 Text/Content Styles

In this Section there are seven default styles to choose from to style text/content in the editor. To use these styles you select or click next to the text to be

changed and then select the style to apply from the Style drop down list. The styles to use for text are Small, Large and Quote.

There are four styles which are to be used for images only – these styles allow you to align images and also set a border for the image.

If you want new styles to be added please inform us and we can set them up for you in the editor.

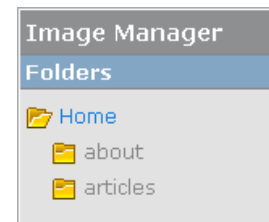
## 3.4 Image Manager

The Image Manager allows you to upload, edit and remove photos from your stored images that can be used in content on the website. To access the Image Manager just click on the 'Image Manager' button (pictured to the right) and it will be opened in a small window for you – when you are finished using it just close the Image Manager window.




### 3.4.1 Image Folders

On the left of the Image Manager is the 'Folder Browser' which allows you to see the current folder you are looking in. To change the folder you are currently viewing just click on another folder in this Section and the images in that folder will be shown on the right.



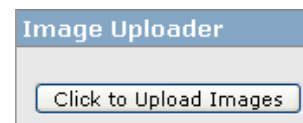
We highly recommend to add a few new folders to help make the management of images on your website easier.

 **Add a new folder** You can **add a new folder** by click on the 'Add a new folder' link on the right – this folder will be added to the current folder you are in.

 **Delete this folder** To **delete a folder** just click into the folder you want to delete in the Folder Browser on the left and then click the 'Delete this folder' link on the right.

### 3.4.2 Uploading Images

To upload a new image just click the 'Click to Upload Images' button at the bottom of the page under 'Image Uploader'. This will open a 'browse' window on your own computer to select images from – you can select multiple images to upload by holding the 'Ctrl' button on your keyboard and clicking on the images to upload. **More details on the next page...**



Each selected image will be uploaded and the progress will be shown on the screen as the file uploads. Please note that this uploading process may take some time to upload depending on the speed of your internet connection and the image size.

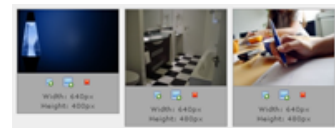
We do recommend that you resize any full sized images from a camera to a smaller size before uploading to help reduce the time it takes to upload these images.

All images will have a thumbnail automatically created along with a full size image – the sizes of these images are defined in the **Settings** Section of the **Administration Panel** under ' *Content image full size* ' and ' *Content image thumb size* '.

### 3.4.3 Adding Images to Content


There are two different ways you can add images to the content of the website. First you must open the Image Manager and browse to where the image is that you want to add to the content (covered in Section **3.4.1**).

On the right of the Image Manager all of the images for the folder you are currently in (highlighted on the left) are shown in a thumbnail format for ease of viewing. Underneath each image are 3 options along with the dimensions for the full sized image.



The image will be inserted where your cursor was in the content editor before clicking on the 'Image Manager' button, however you can still move an inserted image to another location by dragging it in the content editor.

### Add Image Thumbnail to Content

The best way to add the image to your content is to use its thumbnail image so that the image doesn't take over the content on your website. You can do this by  clicking on the 'Add thumbnail to content icon' under the image you want to add (pictured to the left). This will add the thumbnail to the content and also automatically links the thumbnail to the full image view.

You can add the full image to your content by clicking on the 'Add full image to content' icon (pictured to the left) below the image you want to add. This will add the full image to your content – it can be ideal for images you have uploaded that are smaller than your set full image size.

**More details on next page...**

## Positioning Content Images in Content

Once you have inserted the image to the content editor you will want to position it so that the text around it is formatted correctly. Firstly you can change the location of the image by dragging it in the content editor.

To position the image you have four options to choose from which are located under the 'Styles' drop down in the Content Editor top bar. First left-click the image and then select the appropriate style for the image from the following options:

- Image Left* - Positioned to the left of the page (text will wrap around)
- Image Left Border* - Positioned to the left of the page with a border
- Image Right* - Positioned to the right of the page (text will wrap around)
- Image Right Border* - Positioned to the right of the page with a border

## **4.0 Admin Panel Menu Manager \***

The Menu Manager is the core controller of the content and pages within your website. It allows you to have full control over what pages appear where in the menu along with what content is in those pages.

If your website has two menus (often a side and top menu) then the 'Other Menu' option will appear next to the 'Main Menu' tab. It has the same functionality as the Main Menu except for the items in this menu will appear in the 'Other Menu' on your website instead of the 'Main Menu'.

### **4.1 Managing Current Menu Items**

On the main view of the Menu Manager you are able to manage all of the current menu items, below is an example screen view of the Menu Manager.



## Main Menu Manager

[+ Add New Page](#)

Menu Item	Views	Content	Live	Edit	Delete
▣ Home	41				
↓ ▣ Latest News	1				
↑ ↓ ▣ About Us	1				
↓ ▣ Our History	1				
↑ ↓ ▣ Our Locations	0				
↑ ▣ Our People	0				
↑ ↓ ▣ Our Services	2				
↓ ▣ Designs	1				
↑ ▣ Marketing	0				
↑ ↓ ▣ Our Team	1				
↑ ↓ ▣ Articles	0				
↑ ▣ Links	1				

### 4.1.1 Moving Menu Item positions

To move the position of a menu item all you need to do is click on the appropriate up or down arrow (pictured to the right) next to the menu item's name.



If the menu item is a sub menu item then the up and down arrows will appear as a lighter coloured arrow as pictured to the right.



### 4.1.2 Editing a Menu Item

To edit the details of a current menu item such as its menu title and it's Parent Item just simply click on the Edit Icon for the menu item and the edit page for the menu item will appear. Please see **Section 4.3** on how to use the edit page.




### 4.1.3 Hiding/Displaying Menu Items

If you need to hide or display a current menu item then you can achieve this by clicking on the 'Live' icon next to the menu item. When the icon has a red cross on it the item is not 'Live' but by clicking on this icon you can make it live again.



### 4.1.4 Deleting Menu Items

To delete a menu item simply just click on the red cross in line with the menu items name. This will permanently delete this menu item. Please note that you cannot delete a menu item's that have sub-menu items related to them. You must first delete these sub-menu items related to the menu item. 

## 4.2 Add a New Page

To add a new menu item/page simply click on the 'Add New Page' link at the top right of the Menu Manager main page as pictured to the right.



You will now be shown the 'Add Menu Item' screen which is the same as the 'Edit Menu Item' except for the fields are blank. Please see **Section 4.3** to learn how to use this page.

## 4.3 Editing Menu Item Content

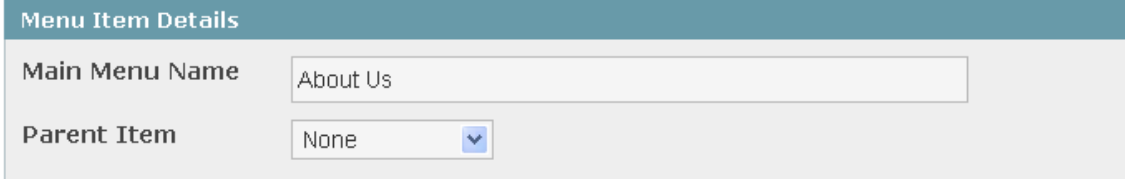
To edit the content related to the menu item simply just click on the 'Edit Content' button in line with the menu item. How to use the content editor is covered in **Section 3.0**.



## 4.4 Edit Menu Item Page

Once you have clicked on a Menu Item's edit icon or clicked on 'Add a New Page' the Edit Menu Item Page will appear similar to below.

### Edit Menu Item

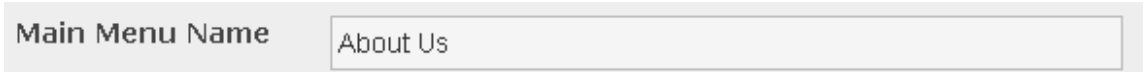


Menu Item Details	
Main Menu Name	<input type="text" value="About Us"/>
Parent Item	<input type="text" value="None"/>

There are two sections on this edit page – Menu Item Details (**4.4.1**) and Menu Item Options (**4.4.2**).

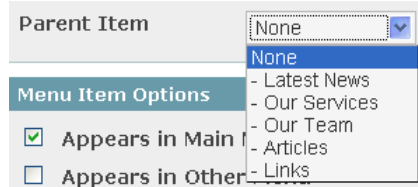
### 4.4.1 Menu Item Details

Under this Section there will be either one or two titles you are able to change depending on whether you have the menu item appearing in either the Main or Other menus. You are able to have a different title for both the Main and Other Menu's. **nb.** You need to have the 'Appears in Main Menu' or 'Appears in Other Menu' options ticked to show the appropriate Menu Title fields.



Main Menu Name	<input type="text" value="About Us"/>
----------------	---------------------------------------

Also under this Section is the ability to set the 'Parent Item' for this menu item. This feature is only usable if you have sub-menu items allowed on your website. If you are not able to use this feature and want to have it activated please contact us.



Parent Item	<input type="text" value="None"/>
Menu Item Options	<input checked="" type="checkbox"/> Appears in Main Menu <input type="checkbox"/> Appears in Other Menu

By selecting 'none' the menu item will be in the main level of menu items. However if you want it to appear under another menu item simply just select that menu items name and the item will be saved under that main menu item.

## 4.4.2 Menu Item Options

Under the options Section you have different options that can be enabled for the menu item you are editing.

The '**Appears in Main Menu**' option will allow the menu item to be seen in the Main Menu on the website. Also by ticking this option you will be able to change the Main Menu Title for that menu item.

The '**Appears in Other Menu**' option will allow the menu item to be seen in the Other Menu on the website. Also by ticking this option you will be able to change the Other Menu Title for that menu item.


The '**Summarise sub-menu items**' option allows the page when viewed by visitors to the site to view an auto-summary of the menu items that have it set as a Parent Item (sub-menu items). These will be shown below the content for that page.




























The '**User menu item image**' option will open the 'Menu Item Image' box which allows you to upload an image for the content item. This is used for when the menu item is displayed as a part of 'Summarised sub-menu items'.

## 5.0 Admin Panel - Users \*

### 5.1 User Manager

The User Manager is the where you are able to manage all of the registered users on your website. An example view of this page is shown below:

 **User Manager**  First Name

First Name	Last Name	Email	Username	Level	Confirmed	Last Login	Options
Lee	Haskings	lee@toowoombacarforum.com	admin	Administrator	✓	04/14/2008	  
David	Robinson	david@pxwebdesign.com.au	admin2	Administrator	✓	04/11/2008	  
Some	Person	info@wheelsr.com	someone	User	✓	04/14/2008	  
Luke	Nelson	lukenelson@crasamieupurus.com.au	nelsonl	User	✓	-	  
Lilly	Dennis	lillydennis@crasamieupurus.com.au	dennisl	User	✓	-	  
Spencer	Curtis	spencer.curtis@crasamieupurus.com.au	curtiss	User	✓	-	  
Jennifer	Quinn	jenniferquinn@crasamieupurus.com.au	quinnj	Staff	✓	-	  
Tyler	Vincent	tyler_vincent@crasamieupurus.com.au	vincentt	Staff	✓	-	  
		asdg@asdgasd.com	asdgsadq	User	✓	-	  

#### 5.1.1 Deleting a User

To delete a user just simply click on the delete button under the 'Options' column as pictured to the right. Please note that this will permanently delete the selected user.



#### 5.1.2 Resetting User's Passwords

If a user has forgotten their password you can either edit their account (**Section 5.1.4**) and set a new password or click on the 'Reset User's Password' button (pictured to the right) and a password will be automatically generated and emailed to the user.



#### 5.1.3 Confirming Users

When users register to the website (if user registration is enabled) they must first 'confirm' their account. You can manually confirm their account by clicking on the small cross displayed under the 'Confirmed' column.



## 5.1.4 Editing / Adding Users

 To edit a user just click on the 'Edit' icon for the user under the 'Options' column in the User Manager as pictured to the left.

If you want to add a new user just click on the 'Add New User' button at the top right of the User Manager screen.



## User Editor











After clicking the edit or add buttons you will be shown the User Editor. On this page you are able to add/edit details for the user. Once you have finished add/editing details just click on the 'Save Changes' button at the bottom (or 'Add User' if adding a new user).

## 5.1 Level Manager

The level manager allows you to add new levels for users on the website. There are two default levels (User and Administrator) but you can add new levels by clicking on the 'Add New Level' button.

### User Level Manager



Level Name	Admin Access	Content Access	Users	Options
User			6	
Administrator			2	
Staff			2	 

To edit current levels just click on the Edit Icon for that level and you will be shown the Edit Level page under which you can change the access options for that user level.

## 6.0 Admin Panel - Modules \*

This Section is where you can access any installed modules on your website that we have developed to assist with the management of your website such as a Latest News Section, product listings etc.

### Installed Modules



#### Listor

This module is used for Real Estate Listings



#### Sample Module

This module is used for a sample for coding

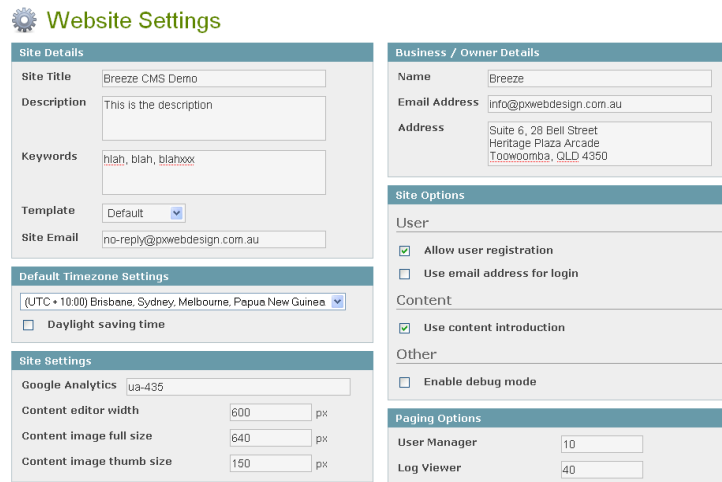
If you want any modules installed or have any ideas for a module for your website please contact us and we can arrange to have them added to your website.

## 7.0 Admin Panel - System \*

### 7.1 Website Settings

**Warning – we advise you not to change any settings in this that you do not understand as it may affect the functionality of your website.** If you need any assistance please feel free to contact us.

In this Section you can change a wide range of settings for your website such as the Site Details, Business Details and Timezone Settings. Simply just change any required sections and then press the 'Save Changes' button at the bottom to update the settings.



The screenshot shows the 'Website Settings' admin panel with the following sections:

- Site Details:** Site Title (Breeze CMS Demo), Description (This is the description), Keywords (hlah, blah, blahxxx), Template (Default), Site Email (no-reply@pxwebdesign.com.au).
- Business / Owner Details:** Name (Breeze), Email Address (info@pxwebdesign.com.au), Address (Suite 6, 28 Bell Street, Heritage Plaza Arcade, Toowoomba, QLD 4350).
- Default Timezone Settings:** (UTC + 10:00) Brisbane, Sydney, Melbourne, Papua New Guinea, Daylight saving time (unchecked).
- Site Settings:** Google Analytics (ua-435), Content editor width (600 px), Content image full size (640 px), Content image thumb size (150 px).
- Site Options:** User (Allow user registration checked, Use email address for login unchecked), Content (Use content introduction checked), Other (Enable debug mode unchecked).
- Paging Options:** User Manager (10), Log Viewer (40).

### 7.2 Website Logs

The logs Section allows you to view the logs of most of the changes on your website including any installed modules. This Section is ideal for businesses that have multiple administration users and need to monitor what users have changed what sections of the website.

You are able to search the logs at the top by setting a Date Range and/or setting a User that has done the changes.