

# GREENHOUSE CMS™

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Content Management System User Guide

Version 9.0

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## OVERVIEW

Your Green Schools Online website comes with a powerful Content Management System (CMS) called Smiles. This allows you to easily:

- Edit existing pages
- Add new pages
- Add new menu tabs into the navigation bar
- Upload photos and documents
- Create image galleries

Although there is online context sensitive help when using the system wherever you see the  symbol, this user guide is designed to help those of you who prefer to view all the instructions in one place and act as a reference guide.

 **TIP** – For common tasks, see the Quick Start list on page 6.

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## SYSTEM REQUIREMENTS

Contentor is a web-based application so there is no software to install or keep up to date. You can access Contentor anywhere you have an Internet connection.

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### Minimum Browser Requirements

The CMS is compatible with the following browsers:




FireFox (PC / Mac)	v1.5 / 2 / 3.0 / 3.5+
Internet Explorer (PC)	v8+
Safari (PC / Mac)	v3+
Opera (PC / Mac)	v9+
Google Chrome (PC / Mac)	

For the best possible experience we recommend the use of Firefox or Chrome.

## Quick Start

If your website is already live and you just want to make a quick change, the following list of references may be useful:

<a href="#">Add a new page</a>	Page 13
<a href="#">Add a news item</a>	Page 13
<a href="#">Add a diary date</a>	Page 13
<a href="#">Edit the content of an existing page</a>	Page 17
<a href="#">Upload an image gallery</a>	Page 27
<a href="#">Add a photo to a page</a>	Page 35
<a href="#">Add a link or document</a>	Page 38

-  **TIP** – Wherever you see the help icon, you can click for online help, which will appear in a pop up box. (Pop ups must be enabled).
-  **TIP** – If you edit a page and you don't see the changes when viewing the live website, press Ctrl+F5 to refresh the page.
-  **TIP** – To view the live site, click the school name link at the top right of the CMS.

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## LOGGING IN

To log into the CMS, please enter the URL or web address of your website into the address window of your browser, adding **/admin** to the end of it.

### Login

Please login using the form below.

Username	<input type="text"/>	*
Password	<input type="password"/>	*
<input type="submit" value="login"/>		

Forgotten your password? [Have it sent to you.](#)

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### e.g. <http://www.myschool.co.uk/admin>

If you are the designated School Website Administrator, Green Schools Online will have provided you with a username and password.

If you are another member of staff, please contact the School Website Administrator for your username and password.

Enter your username and password and click **login** to log in.

If you have **forgotten your password**, click on the **Have it sent to you** link below the Submit button.

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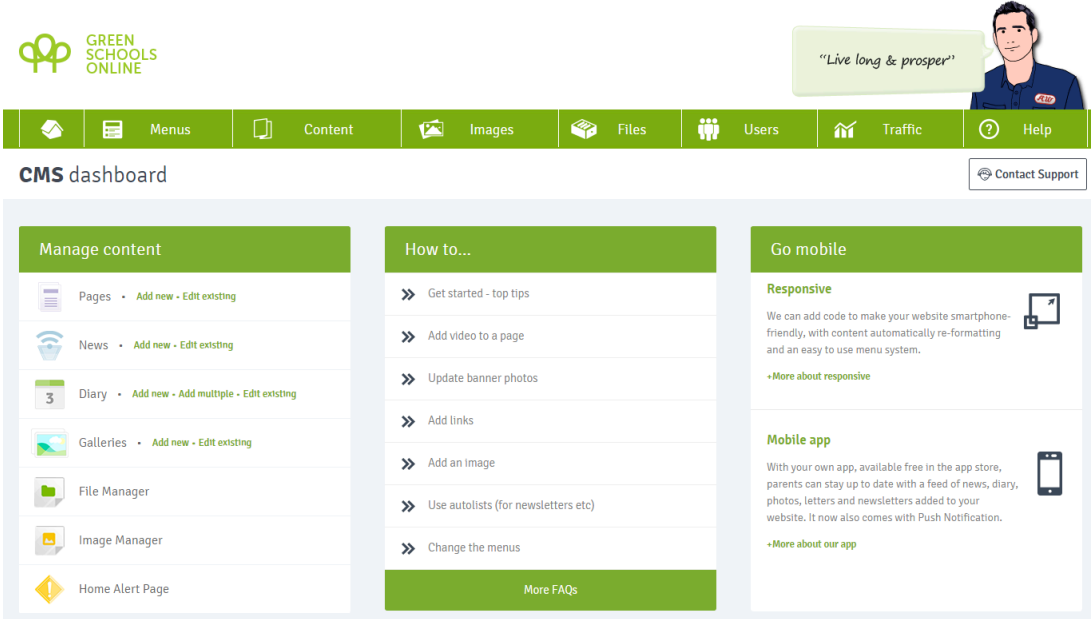
## CMS Dashboard

Once you log in you will see the CMS dashboard.

This manual will guide you through the CMS in order of the functions in each CMS menu section.

As well as being available through the menus, common tasks also have quick links which you can see in the "Manage content" panel. E.g. you can click "Add new" in the Pages line to go straight to page creation.

The next panel has links to answers to some of the more commonly asked questions.



If you're an administrator with users who cannot publish without approval, you will see a list of pages awaiting approval at the bottom of the dashboard page.

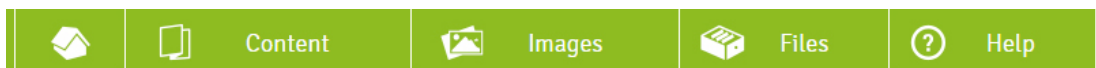
If you are a Super Administrator or Administrator you will see the full Navigation Bar (Nav Bar) near the top of the page:



A member of staff will see the following Nav Bar:



A parent or pupil will see the following Nav Bar:



Each menu of the navigation bar is described in turn later in this guide.

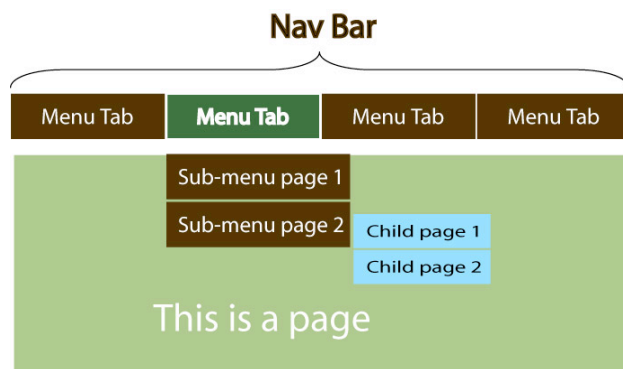


## NAMING CONVENTIONS & BASICS

Throughout this user guide and the CMS we have used the following naming conventions to describe both the elements of your own website and the elements of the CMS.

### Pages

The lowest common denominator of a website is called a page. Literally like the page of a book, it normally fills one or more screens. A page is where you type your content. Where the content of a page is too long for one screen, further content is viewed by means of a scroll bar within the Internet browser.



### Menu Tabs

These can be thought of as like a chapter in a book. Pages with related content are grouped under menu tabs. Clicking on a menu tab may take you to a menu tab page if one has been assigned to it.

### Sub-menus

A sub-menu belongs to a menu tab. Sub-menus are typically only visible when the mouse is hovered over the menu tab. Clicking on a sub-menu takes you to a sub-menu page.


### Child pages

Sub-menu pages can have groups of pages below them. Child menus may only be visible when the mouse hovers over a sub-menu that has child pages. Or they may appear as links in a box on the sub-menu page. Clicking on a child menu or child page link takes you to a child page. We recommend taking the decision to create child pages carefully as the multiple menu structure they create can be confusing to some users. They are best suited for only larger websites.

### Menu Bar – (Navigation Bar)

A collection of Menu Tabs is called a Menu Bar. In the CMS and on most school websites, this will be a horizontal bar near the top of the screen. In some cases it may be a vertical bar, usually to the left of the screen.

## CMS MENU: MENUS

 Only Super Administrators and Administrators can add or edit menu tabs.  
See [Roles](#) below.

☰ Menu ☰

Create new menu tab

Edit existing menu tab

Edit order of menu tabs

Edit order of pages in a menu tab

### Creating a new menu tab

This section allows you to create new menu tabs within the menu bar.

From the **Menus** menu, select **Create new menu tab**.

The 'Create a new menu tab' page will be displayed.

#### Menu tab name

This is the displayed title of the menu tab which will appear in the menu bar to visitors.

#### Position in navigation

Change this to control where in the menu bar the menu tab appears.

#### Menu tab links to

This option allows you to determine what

happens when a user clicks on a menu tab. There are 2 options:

- 1) Select an existing page – Choose an existing page from the list. Clicking the menu tab will then take visitors to this page.
- 2) Enter an address – If you enter an external website address here, clicking the menu tab will take visitors to another web page. E.g. you could link to a VLE/MLE or a sister website

#### Menu tab status

Setting the status to **Disabled** will hide the menu tab from view

When you have completed your changes, click the **Save** button.

<b>Menu tab name</b>	<input style="width: 95%;" type="text"/>	*	?
<b>Position in navigation</b>	<input style="width: 40%;" type="text" value="1"/>	*	?
<b>Menu tab links to</b>	Options: 1. Select an existing page on the site from the dropdown list <input style="width: 90%;" type="text" value="Does not link to an existing page"/>		?
	2. Or, manually enter an address <input style="width: 95%;" type="text"/>		
<b>Menu tab status</b>	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <small>To hide this tab in the menu, select 'Disabled', otherwise, leave it as 'Enabled'</small>		
	<input type="button" value="save"/>		

## Editing existing menu tab

This section allows you to control the properties of individual menu tabs and their display order.

From the **Menus** menu, select **Edit existing menu tab**

A list of existing menu tabs is displayed in the order that they appear on screen. Note that only **Enabled** Menu tabs are visible to visitors.

Click on the green link of the menu tab you wish to edit.

The edit page will be displayed. The options here are exactly the same as when the menu was created.

When you have completed your changes, click the **Save** button to save them.

You can also delete a menu tab here by simply clicking the **Delete** button (a pop-up box will ask if you if you're sure before you go ahead).

Menu tab	Navigation position	Status	Created by	Date created
<a href="#">Home</a>	1 ▼	Enabled	GSO Admin	20/09/2010 10:17:30
<a href="#">Our School</a>	2 ▼	Enabled	GSO Admin	13/12/2007 14:29:08
<a href="#">FPSA</a>	3 ▼	Enabled	Paul Hay	27/06/2013 19:18:00
<a href="#">Latest News</a>	4 ▼	Enabled	GSO Admin	14/12/2007 19:53:56
<a href="#">Parents &amp; Carers</a>	5 ▼	Enabled	GSO Admin	30/10/2007 10:50:15
<a href="#">Vacancies</a>	6 ▼	Enabled	Sharon CastleBar	09/05/2013 20:59:22
<a href="#">Contact</a>	7 ▼	Enabled	GSO Admin	25/10/2007 15:53:29

## Edit order of menu tabs

Here you can change the order in which the menu tabs are displayed.

From the **Menus** menu, select **Edit order of menu tabs**

A list of existing menu tabs is displayed in the order that they appear to visitors.

To change the position of a menu tab, select the drop down box in the **Navigation position** column, and choose the new position. The other menu tabs will re-order themselves.

Clicking on the green menu tab links will take you to the edit page order section – see below.

## Edit order of pages in a menu tab

This section allows you to change the order in which pages are displayed within a particular menu tab.

From the **Menus** menu, select **Edit order of pages in a menu tab**

Choose the group of pages that you wish to re-order by clicking on the appropriate green menu tab links.

Menu tab	Navigation position	Status
Home	1 ▼	Enabled
Our School	2 ▼	Enabled

A list of pages is displayed in the order that they appear to visitors in a sub-menu. Note – only Enabled pages are listed.

To change the position of a page within the sub-menu, select the drop down box in the **Sub-menu position** column, and choose the new position. The other pages will re-order themselves.

Menu tab	Navigation position	Status	Created by
Home	1 ▼	Enabled	GSO Admin
Our School	2 ▼	Enabled	GSO Admin



### Page title

This is the folder name of the page on the server and will appear in the web address for that page e.g. www.myschool.co.uk/pagetitle.

It will also be the default title of the page in the content editor, although this can be changed.

### Belongs to menu tab

A page may be one of a collection of pages in a sub-menu or child menu under the menu tab. For it to appear in a sub-menu or child menu, click the 'select a menu tab' button, and from the resulting pop-up, select either a menu tab, or if this page is a 'child', select a sub-menu page belonging to a menu tab.

Pages which belong to menu tabs will appear in the sub-menu of the selected tab. Pages which belong to existing sub-menu pages (child pages) will appear in the sub-menu of that page.

A page does not have to appear in any menus - but remember, to access this page, you will either need to know its' web address or put a link to it in the content of another page.

#### Select menu tab

To make a page belong to a menu, just select the relevant tab (in green).  
To have a page be a sub-page (3rd level) of another page, click '+ Show sub-pages'.  
Or cancel and return to the form.

---

DOES NOT BELONG TO A MENU TAB  Show sub-pages

---

HOME  Show sub-pages

---

OUR SCHOOL  Show sub-pages

- Aims of Castlevlew
- Governors
- Our School
- Playground Buddies
- Prefects
- School Council
- School Day
- Staff List

### Show in sub-menu

If a page belongs to a menu tab you can control whether it is displayed in the sub-menu, child menu or not at all by ticking this box.

This option is hidden if the page does not belong to a menu tab.

### Save in folder

This refers to saving the page file into a sub-folder on the server. Creating a new page always creates a folder with the same name as the page title. **It is good practice to file pages from the same menu tab in the same folder.** The CMS will try to guess the correct folder based on the menu tab chosen (if the menu tab name is a single word). Or you can choose a folder which already exists, or enter a name for a new folder. In most cases you will won't need to create a new folder.

The folder name will also appear in the web address for a page e.g. www.myschool.co.uk/foldername/pagetitle/

### Page address

The Page address or URL defaults to the Page title, but you can use this box to edit it if you wish.

### Add content

Click into the content editor where it says 'This page is awaiting content' to add your content. You can learn more about the content editor on Page 34.

### Start & stop publishing

By default a page will go live immediately a user with publishing rights clicks save. However you are also able to prepare a page and set it to go live on a particular date at a particular time by selecting the start publishing date and times. This could be useful for, say, a news item that has a particular release time, freeing you from the burden of having to manually make a page live at a particular time.

Equally, if you know a page has a limited lifespan such as a job vacancy, you can select a stop publishing date, then forget about it. For example, if you enter 15/12/2015 as the stop date, the page will no longer be live after 23:59:59 on 15/12/2015. A visitor to an expired page would receive a message informing them that the page was unavailable as it had expired. Expired pages no longer appear in any sub-menus, so a visitor would have to know the web address to receive such a message.

Leaving the stop publishing date blank keeps the page live forever.

## News Items & Diary Dates

News items and diary dates are a special type of page. These items are the same as a standard page in that you can also add content such as text, photos, documents and photo galleries. The difference is that they have dates associated with them. This means your website can automatically display the next few upcoming diary dates and the latest news items.

## Diary Dates: Add single date

This is exactly the same process as creating a new page, except you will specify dates.

### Diary Start & End Date

If you have a dynamic diary date box on your website displaying the next 3 or 5 dates, the system will use these dates to determine whether to display the diary date.

Start publishing	<input type="text" value="16/10/2015"/>	* Time: <input type="text" value="00"/>	:	<input type="text" value="00"/>
Stop publishing	<input type="text"/>	Time: <input type="text" value="00"/>	:	<input type="text" value="00"/>



**TIP** – the default dates are today's date. If you don't change the dates, you will find that the diary date 'disappears' from the diary dates box the following day.

### Page overview




This field just above the dates area will automatically populate based on the diary title. You can control the text which appears in the listings by editing the page overview.

## Diary dates: Add multiple dates

You can add a series of up to 20 diary dates in one go. This is useful for adding term dates, for example.

To do this, from the **Pages** menu, select **Diary Dates**, then **Add multiple diary dates**.

Simply add the date and title for each item you wish to add and click Save at the bottom of the page. Diary dates added in this way do not have a page associated with them and are not clickable. If any diary dates need extended descriptions then you can simply go back and edit that date to add more details.

Date	Title
16/10/2015 * 	<input type="text"/>
16/10/2015 * 	<input type="text"/>
16/10/2015 * 	<input type="text"/>

## News items: New news item

This is exactly the same process as creating a new page, except you will specify a date.

### News Date

If you have a dynamic news box displaying the latest news items, the system will use this date to determine the latest news items. The default date is today's date, which is normally suitable.

News date

16/10/2015  \*


### Page overview

As for diary dates, this field just above the dates area will automatically populate based on the news title. You can control the text which appears in the listings by editing the page overview.

### Send to Twitter

If you use Twitter, you can quickly send the news item as a tweet by clicking this icon.

Page created successfully. [\(Click to view\)](#).

 [Send to Twitter](#)



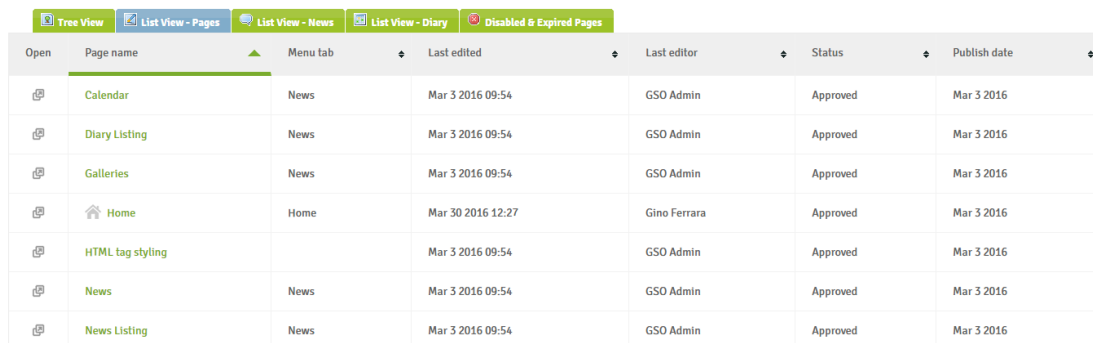


## Pages: Edit / delete standard page

This section allows you to edit an existing standard page (but also by tabbing through you can edit a news or diary page.)

From the **Content** menu, select **Pages**, then **Edit / delete standard page**.

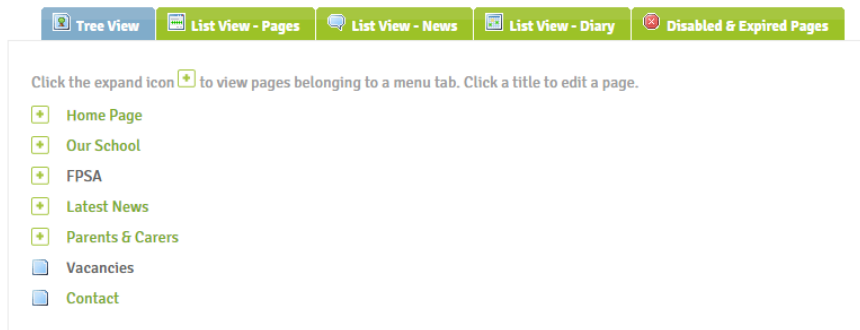
This will take you to the **Manage Pages – List View** page.



Open	Page name	Menu tab	Last edited	Last editor	Status	Publish date
	Calendar	News	Mar 3 2016 09:54	GSO Admin	Approved	Mar 3 2016
	Diary Listing	News	Mar 3 2016 09:54	GSO Admin	Approved	Mar 3 2016
	Galleries	News	Mar 3 2016 09:54	GSO Admin	Approved	Mar 3 2016
	Home	Home	Mar 30 2016 12:27	Gino Ferrara	Approved	Mar 3 2016
	HTML tag styling		Mar 3 2016 09:54	GSO Admin	Approved	Mar 3 2016
	News	News	Mar 3 2016 09:54	GSO Admin	Approved	Mar 3 2016
	News Listing	News	Mar 3 2016 09:54	GSO Admin	Approved	Mar 3 2016

To edit a page, click on the green page name link.

Pages that are assigned to a menu will also appear in the 'Tree View'.



Click the expand icon to view pages belonging to a menu tab. Click a title to edit a page.

- Home Page
- Our School
- FPSA
- Latest News
- Parents & Carers
- Vacancies
- Contact

To expand the menu, click the icon. Click the 'List View' tab again to view all standard pages.

- Our School
  - Galleries
  - Blue Class
  - Test

Pages are listed by default with the most recently edited pages at the top. Clicking on any of the column headings will re-order the pages. If you do not see all the pages, use the scroll bar on the right to scroll through the page listing.

The following information appears in the page listing table. Some items are described elsewhere:

 – Click the popup icon to view the live page

**Page Name** – Click to edit

**Menu tab** – Which menu tab the page belongs to

**Last edited** – The date, time and name of editor for the last edit

**Last editor** – The CMS user who last edited the page

**Status** – Whether approved or pending

**Publish date** – The date the page was first published

In a similar way, **News and Diary** items are listed separately on the third and fourth tabs.

Finally, **disabled & expired pages** are listed separately on the fifth tab.

From any of the 5 views just click on the name to edit.

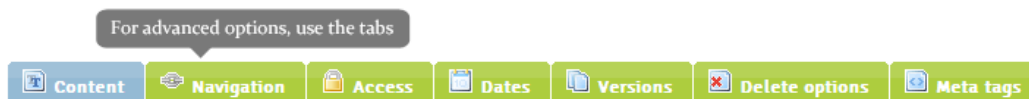
---

## Description of the 'Edit' page

When you edit a page the first thing you see is the page name, then details of which version of the page is live. Version control is really useful and you read about this on page 21.

The main editing area and icons are described on page 34.

We'll first take a look at the option in the page options tabbed menu.



In addition, below the content editing panel towards the bottom of the page you are able to edit the page attributes. These have already been described - See the "[Add a new page](#)" section (Page 13) for a description of each of:







Contents  
Page type

## Page option tabs

There are additional page options which can be edited. These options are grouped for clarity under the green tabs shown. Clicking on that tab will display those options. The tab you are currently viewing is highlighted in blue.



The following table shows in which tab you can edit which options. With the exception of 'Page owner' and 'Delete Options', each option has already been described in the 'Add new page' section (Page 13).

 <b>Navigation</b>	 <b>Access</b>	 <b>Dates</b>
<ul style="list-style-type: none"> <li>Belongs to menu tab</li> <li>Show in menu dropdown?</li> <li>Page address</li> <li>Page Name</li> <li>Short Name</li> <li>Page Overview</li> </ul>	<ul style="list-style-type: none"> <li>Page owner*</li> <li>Other page editor</li> <li>Visitor access</li> <li>Page password</li> <li>Page status</li> <li>(* - Admin only)</li> </ul>	<ul style="list-style-type: none"> <li>Page date (if news or diary)</li> <li>Diary start / end date (if Diary Date)</li> <li>Start publishing</li> <li>Stop publishing</li> </ul>
 <b>Versions</b>	 <b>Delete options</b>	 <b>Meta tags</b>
<ul style="list-style-type: none"> <li>Click to view previous versions of the current page</li> </ul>	<ul style="list-style-type: none"> <li>Delete version</li> <li>Delete this page and all versions of it</li> </ul>	<ul style="list-style-type: none"> <li>Meta tags – use default or set our own</li> <li>New meta tags – Name</li> <li>New meta tags – Keywords</li> <li>New meta tags – Description</li> </ul>

### Page owner

Unless page ownership has been transferred by an administrator, the page owner is the user who originally created the page. Pages will appear in different areas of the 'edit existing page' area depending on whether the page is owned by a user or has been assigned to him.

Only Administrators can edit who the page belongs to.

### Versions

Content	Navigation	Access	Dates	Versions	Delete options	Meta tags
<b>Version information</b>		<p>This is <b>Version 2</b> created on 2 Oct 15 17:32 by GSO Admin</p> <p><b>Other versions:</b></p> <p><b>Version 1: 2 Oct 15 17:31 (Approved).</b> Updated by GSO Admin</p>				

Every time a page is changed and the save button pressed, the old page is stored as a previous version. Previous versions are listed with their date, time, approval status and details of who made the updates. Long lists of previous versions can be difficult to manage, so the system automatically keeps it tidy.

To view the content of a previous page version, click that version. If you wish to revert to this previous version, click the **Save** tab at the side of the page or the **Save** button at the bottom of the page to make it live. To retrieve only part of the old version, copy and paste part of the old content to the latest version.

### Delete Options

To delete a version of a page, click the first deletion option 'Delete this version'. This will only delete that version, leaving the page still available. The 'delete the other x versions' will delete all previous versions except the version you are currently editing.

The second option, 'delete this page and all versions of it' will remove the page from the system entirely.



**TIP** – It is not possible to retrieve a page which has been deleted. It is normally better to disable a page rather than delete it if you are unsure.

## Pages awaiting approval

A page can have a status of pending, approved or rejected. Only administrators can change the approval status of a page. The approval status of a page is shown with a colour coded graphic at the top of the Edit page, with brown denoting pages pending approval, green for approved and red for rejected pages.

Only approved pages are visible to website visitors.



### Attention - there are pages awaiting approval

Below is a listing of pages which have been posted by users who do not have 'Publish Without Authority' approval. Click a page name to review it and choose to approve or reject via the buttons below.

Type	Page name	Section	Last edited	Page owner	Also assigned to	Enabled?	Link	Quick action
	<a href="#">Test - To be deleted</a>	Our School	by GSO Admin	GSO Admin		Disabled		<a href="#">Approve</a> <a href="#">Reject</a>
	<a href="#">Junior Tests</a>	Our School	by Dean Day	Dean Day		Enabled from		<a href="#">Approve</a> <a href="#">Reject</a>
								<a href="#">Approve All</a>

Pages created by administrators do not need publication approval and go live immediately.

Pages created by other editors may or not require publication approval depending on whether 'Publish Without Approval' rights were granted when that user was created.



The current approval status of this version is: **Pending**. To change it, select an option from below and press Save

Pending
  Approved
  Rejected

To change the approval status, select the appropriate option and click **Save**.

## New advanced page – advanced mode (Stage 1)

The following options are additional to the simple mode, but any of these options can be changed once a page has been created via either process.

### Page Type

Using the bullets, choose whether the page will be a **standard** content page, a **news item**, or a **diary date**.

Page type	<input type="radio"/> Diary date <input type="radio"/> News <input checked="" type="radio"/> Standard Page
Page title	<input type="text"/> <span style="float: right;">?</span>
Short name	<input type="text"/> <small>Used in sub-menu and 'latest' listings</small>
Belongs to menu tab	<input type="text" value="Does not belong to a menu tab"/> <span style="float: right;">?</span> Or: <a href="#">select a menu tab</a>
Save in folder	<input type="text" value="Site root"/> <span style="float: right;">?</span> Or <a href="#">create a new folder</a>
Page address	<input type="text" value="http://www.hollygrange.org.uk"/> <span style="float: right;">?</span> <small>(Guide only - depends on availability)</small>
Other page editor	<input type="text" value="Nobody else can edit this page"/> <span style="float: right;">?</span> <small>Note 1: This allows the selected user to also edit this page.          Note 2: Administrators can always edit any page.</small>

### Short Name

This is the name that will appear for the page in sub-menus below menu tabs. Or

for a news or diary event, this name will appear in the dynamic "latest" listings.

### Other Page Editor

You may wish to delegate or share the updating of a page with other people. From the drop down, select whom you wish to give permission to edit the page.

If you wish to allow a group of people to edit a page e.g. the Maths Department, you should add a new user called, for example, 'mathsdept' and share the username and password with those people who require editing rights.

## Contents

This feature allows you to create a virtual "page" which can appear in a sub menu, but which actually links somewhere else and has no content of its own. Just paste in a valid URL.

For example, you may have a menu tab called 'News' and wish to have a sub menu item called "Ofsted Report". You could create a page with some text and a link to the Ofsted website. Or by selecting the 'this page does not have any content' button and entering the web address of the Ofsted website, a visitor will be directed to the Ofsted website as soon as they click on the sub menu item.

## Page Layout

This setting determines how many columns a page has and any standard content. You do not need to change this setting to create a page with a similar layout to the rest of your site, as the selection will default to this. Hovering over the links will give a description of the layout in the grey box. These layouts may not be applicable for your design.

Contents	<input checked="" type="radio"/> This page will contain contents, which will be added in Stage 2 <span style="float: right;">?</span> ----- OR ----- <input type="radio"/> This page does not have any content, it merely links to the following page:
Page layout	<ul style="list-style-type: none"> <li><input type="radio"/> Not applicable</li> <li><input type="radio"/> 2 columns - small col on left (submenu and diary)</li> <li><input checked="" type="radio"/> 2 columns - small col on left (submenu, news and diary)</li> <li><input type="radio"/> 2 columns - small col on left (submenu and news)</li> <li><input type="radio"/> 2 columns - small col on left (news and submenu)</li> <li><input type="radio"/> 2 columns - small col on right (submenu and news)</li> <li><input type="radio"/> 2 columns - small col on right (submenu and diary)</li> <li><input type="radio"/> 3 columns - one main, two small</li> <li><input type="radio"/> 3 columns - one main, two small (menu on left)</li> <li><input type="radio"/> One single wide column</li> <li><input type="radio"/> 2 columns - small col on left (submenu only)</li> <li><input type="radio"/> 2 columns - small col on right (submenu only)</li> <li><input type="radio"/> 2 columns - small col on right (news and submenu)</li> <li><input type="radio"/> 2 columns - small col on right (submenu, news and diary)</li> <li><input type="radio"/> vertical nav - 3 columns - one main, two small</li> <li><input type="radio"/> 3 columns - menu and news on right, left empty</li> </ul> <div style="border: 1px solid grey; padding: 5px; width: fit-content; margin-top: 10px;">         One main, wide column, with a smaller column aligned to the left containing section menu, news and diary dates       </div>
Meta tags	<ul style="list-style-type: none"> <li><input type="radio"/> About us</li> <li><input checked="" type="radio"/> Default tags</li> <li><input type="radio"/> Create new meta tags for this page</li> </ul> <div style="border: 1px solid grey; padding: 5px; width: fit-content; margin-top: 10px;">         Keywords:about us, about holly grange, headteacher name ***          Description:This is the about us page for Holly Grange school       </div>
<input type="button" value="save"/>	

## Meta Tags

These are often used by search engines and consist of a set of keywords plus a description for each page. Meta tags appear in the html of each page but are not visible to normal visitors. You can choose to select the default settings or add your own. The grey box shows which tags will be entered.

The default meta tags can be updated from the Content menu.

Click **Save** to proceed to stage 2.



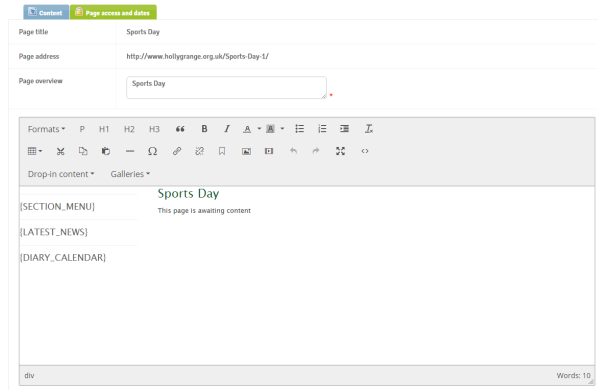
## New advanced page (Stage 2)



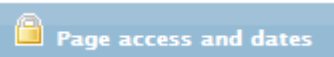
### Page overview

This allows you to describe the contents of the page for use if you have a search facility built into the site. The default value is the page name.

You are now able to click into the page editor where it says 'This page is awaiting content' and type your content. For a description of the Content Editor, see Page 34.



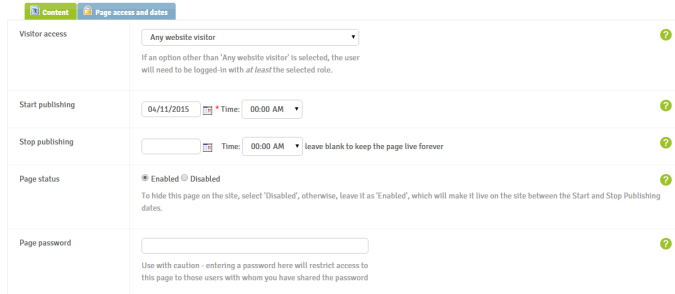
Finished creating this page? Press **save** to save your work.



Click the page access and dates tab to set other page options.

### Visitor access

You can control access to pages by requiring people to be logged into your website in order to view them. Select the appropriate role from the drop down. For example, you may wish to have pages that are only visible to staff, or by parents and staff.



Finished creating this page? Press **save** to save your work.

### Page Status

You can hide a page on the site by selecting 'Disabled'. This allows pages to be 'works in progress' until they are ready to go live.

Disabling a previously live page removes it from any sub-menus. If a visitor has saved the page as one of their favourites and tries to view the page, they will receive a message informing them that the page is no longer enabled. Remember to remove any links from other pages when disabling a page.

'Enabling' a page will make the page live between the start and stop publishing dates.

### Page Password

You can restrict access to a single page by setting a password. A visitor will then be prompted to input a password. Obviously, you must share the password with those to whom you wish to give access.

### Additional notes on password protection

Do NOT set the page password AND the visitor access level.

You will need to set the Access level for each page you wish to be protected.

Do not use this feature for highly sensitive information.

Password protection (page or user) will not protect documents or images. (This means that in the unlikely event that someone guessed the URL they could open the document.)

Others CMS users will be able to browse documents.

Google should not index documents in the docs folder so ensure all documents are uploaded there. However, it's possible not every search engines will comply.

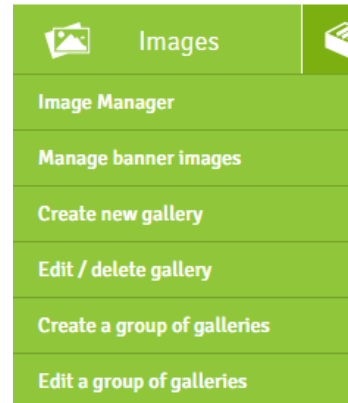
## CMS MENU: IMAGES

### Image Manager

Please see notes in the Files menu on page 30.

### Manage banner images

If you have a feature gallery on the home page on the website, this section provides instructions for updating the images.



### Create new gallery

This section allows you to create a gallery of images which can then be displayed to visitors on a page as a slideshow.

From the **Galleries** menu, select **Create new gallery**

**Gallery title** – This is a short description and will become the clickable link for a visitor to view a gallery in a dynamic list.

**Description** – A longer description of what the gallery contains may be entered here

**Gallery status** – You can hide a gallery so it displays only when all images have been uploaded or if you no longer wish to display a gallery. Select disabled to hide the gallery.

Click **Save** to create the gallery.

The next screen allows you to upload your photos. Click Browse to locate your photos. You can upload as many files in one go as you wish.

Gallery title	<input type="text"/>
Description	<input type="text"/>
Gallery status	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <small>To keep this gallery hidden until you've finished adding photos, select 'Disabled'</small>
Belongs to the following Gallery Groups	<input type="checkbox"/> Assemblies <input type="checkbox"/> FPSA <input type="checkbox"/> Sports <input type="checkbox"/> Sports Galleries <input type="checkbox"/> Spots <input type="checkbox"/> Xmas Activities

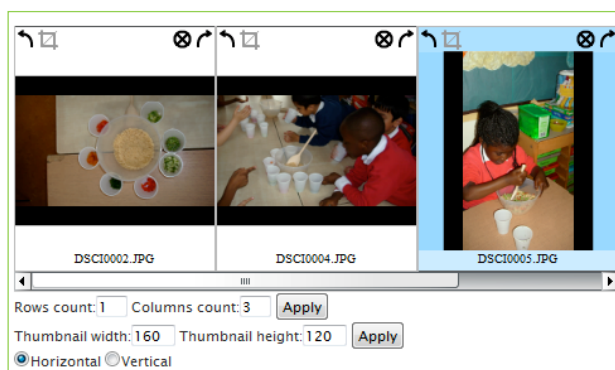
**Select Files to upload**

DSCI0002.JPG (1.51 Mb)	<input type="button" value="Remove"/>
DSCI0004.JPG (1.51 Mb)	<input type="button" value="Remove"/>
DSCI0005.JPG (1.5 Mb)	<input type="button" value="Remove"/>
DSCI0006.JPG (1.5 Mb)	<input type="button" value="Remove"/>

Total files size 6.01 Mb

Thumbnails of each image will be displayed to the right. You can rotate any images as necessary prior to upload.

When you are ready to upload the images, press Prepare, then once the thumbnails have been generated, press Upload.



The gallery has now been created and you will be taken to the edit gallery page where you can edit the image names or re-order images as described below.

## Edit/delete gallery

This section allows you to edit the properties of a gallery or of the images within it. You can also add, remove and re-order images, or delete an entire gallery if you wish.

From the **Galleries** menu, select **Edit /delete gallery** and choose the gallery you wish to edit.

The first set of options allows you to edit the properties of the gallery such as its title, description, if it belongs to a gallery group or not, and status as described in the previous section.

Gallery title	<input type="text" value="AH"/>
Description	<input type="text" value="AH test"/>
Gallery status	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled <small>To keep this gallery hidden until you've finished adding photos, select 'Disabled'</small>
Belongs to the following Gallery Groups	<input type="checkbox"/> Assemblies <input type="checkbox"/> FPSA <input type="checkbox"/> Sports <input type="checkbox"/> Sports Galleries <input type="checkbox"/> Spots <input type="checkbox"/> Xmas Activities
	<input type="button" value="save"/>
	<input type="button" value="delete"/>

To add more images to the gallery, click the link. You will be taken to the 'Add Images to Gallery' page as when you created the gallery.

Towards the bottom of the page, you can edit image titles, remove and re-order images.

A thumbnail of every image in the order in which they appear in the gallery is displayed.




## Add an image to this gallery

To add an image to this gallery, [just click here.](#)

**Title** – Edit the image title here

**Position** – Select the new position for an image with the drop down box. The remaining images will re-order themselves.

**Included** – Un-tick this box to permanently remove an image from the gallery

Thumbnail	Title	Position	Included
	<input type="text" value="IMG 0522"/>  [Copy this title to all images in this gallery ↴ ]	1 ▼	<input checked="" type="checkbox"/>
	<input type="text" value="bean plants"/>	2 ▼	<input checked="" type="checkbox"/>

Click the **Save Changes** button at the bottom of the page to save any changes.

## Create a Group of Galleries

You can group galleries together to enable you to create dynamic lists of galleries. This will allow you to create a page with a related list of galleries which is automatically kept up to date.

You will also need to use groups of galleries if you wish to add more than one gallery to a page.

Group name	<input type="text"/>
Galleries belonging to this group	<input type="checkbox"/> (7 photos) <input type="checkbox"/> AH (6 photos) <input type="checkbox"/> Blue class Gallery (4 photos) <input type="checkbox"/> General photos (0 photos) <input type="checkbox"/> ICE Day 2 (37 photos) <input type="checkbox"/> Imagineering (3 photos)

Simply give the group a name and select which galleries belong to the group and click Save.

Adding a group of galleries to a page is described on page 40.

## Edit a Group of Galleries

To edit an existing group of galleries, select **Edit a group of galleries** from the **Galleries** menu. Click on the group you wish to edit and click or unclick to add or remove galleries from the group.

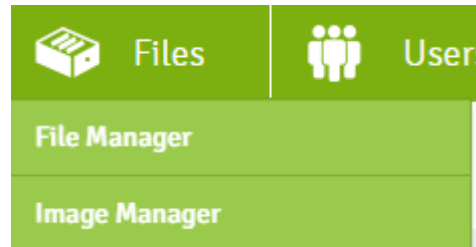
## CMS MENU: FILES

The Files menu allows direct access to the File Manager and Image Manager.

The File Manager allows you to upload documents and other files to your web server.

The Image Manager allows you to upload images to your web server as well as providing a basic image editor where you can crop and resize images.

All these options can be also accessed through the Content Management Editor and their operation is described in that section on page 35.

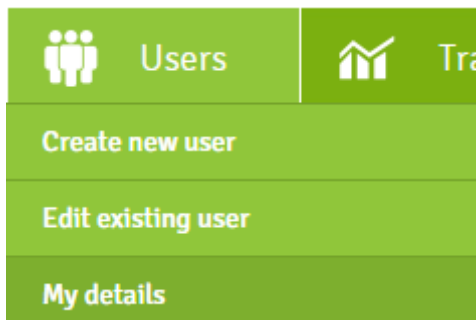


## CMS MENU: USERS

This section allows you to add new users and edit the details & permissions of existing users.

You can view statistics for each user about when they last logged in and how many times they have logged in.

 This section is not applicable to those users with a role of pupil or parent.



## About Roles

When creating a new user they are assigned one of 7 roles:

- Super Administrator
- Administrator
- Governor
- Staff
- Pupil
- Parent
- No access - user blocked

The role assigned to a user determines how much control they have when using the content editor. Roles can also be used to control access to certain pages on the site, for example if you have pages for parents that you didn't want accessible to the public. The **No access** role would be used, for example, if a member of staff left.

Typically, the person who is responsible overall for the website would be a Super Administrator and would have been set up by Green Schools Online. This person may then choose to have several other staff as Administrators.

There is a hierarchy of roles, as in the order listed above:

A Super Administrator has full control over every aspect of the website  
 Only Administrators and Super Administrators have access to site usage statistics  
 Only Administrators and Super Administrators can create or edit menu tabs  
 Staff and above can add new users and also edit user details of users with roles  
 beneath them i.e. pupils and parents.

Due to the hierarchical role structure, pages designated with a visitor access role of Pupil, would be accessible by Pupil roles and above, but not by Parent roles.

## Add a new user

From the **Users** menu, select **Create a new user**.

The 'Add a new user' page will be displayed.  
 Enter the users' **Forename**, **Surname**, **Username** and **Password**.

The **username** should be an email address where possible. (This will allow a user to retrieve a forgotten password by email). If setting up a role for password protected areas create a generic username such as "Myschoolparent".

Choose a **Role** from the drop down list.

To allow a user to publish pages directly to the internet without approval, tick the **Publish without approval** box.

Click **Save** to create the new user.

Forename	<input type="text"/>
Surname	<input type="text"/>
Username (email address)	<input type="text"/>
Password	<input type="password"/>
Role	<input type="text" value="Please select"/>
Publish without approval?	<input checked="" type="checkbox"/>
<input type="button" value="SAVE"/>	

## Edit an existing user

From the **Users** menu, select **Edit existing user**.

The Edit an existing user page will be displayed. Click on the name of the user highlighted in green to edit that user's details.

Name	User name	Role	# Logins
GSO Admin	AW@greenschoolsonline.co.uk	Super Administrator	91

There's also an option here to download an Excel spreadsheet of your registered users.

Depending on your user level, you will be able to edit some or all of the user's details.

Below the user's details are some statistics about the activity of that user.

Click **Save** to save any changes.

Forename	GSO <input type="text"/>
Surname	Admin <input type="text"/>
Username (email address)	AW@greenschoolsonline.co.uk <input type="text"/>
Password	..... <input type="password"/>
Role	Super Administrator <input type="text"/>
Publish without approval?	<input checked="" type="checkbox"/>
Profile created	06/11/2007 12:41:43
Profile last updated	13/12/2007 09:38:55
Last login date	15/01/2009 15:19:01
Number of logins	91
	<input type="button" value="save"/>

## My details

You can edit your own user details in this section.

The layout is exactly as for editing an existing user above.



---

## CMS MENU: TRAFFIC



 Only Super Administrators and Administrators can view statistics. See [About Roles](#) section.

Green Schools Online will have set up a Google Analytics account for you. Google Analytics is a very sophisticated visitor-tracking tool provided by Google. So, for example, you can track the number of visitors over time to your website, which pages they visited and how long they stayed.

Use the log in details on this page to view the statistics for your website.

---

## CMS MENU: HELP

This section has a pdf of the latest version of the CMS Manual available for download.

There are also a series of screen videos of common tasks. Very useful if this manual is not making any sense!

There are also a series of FAQs which have step by step instructions for many of the common features.

**Demo videos**

**Frequently asked questions**

**CMS licence**

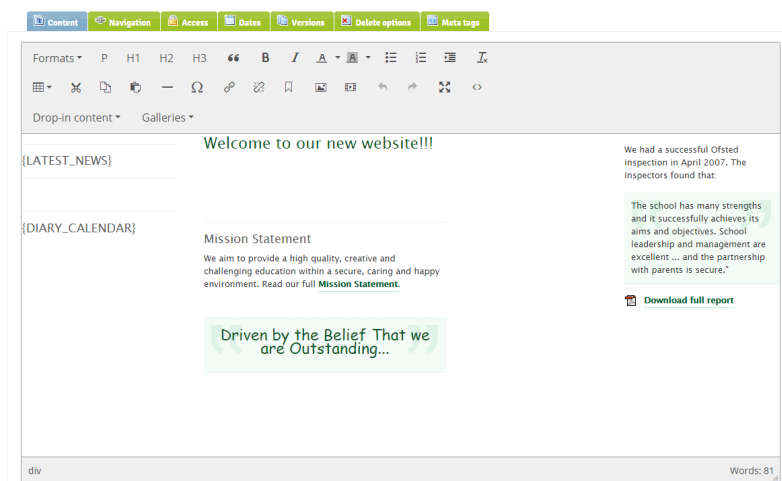
## THE CONTENT MANAGEMENT EDITOR

To edit the web page content, the system includes a powerful WYSIWYG (What You See Is What You Get) editor. The editor is either accessed when you create a new page or when you edit a page. To access the editor and edit the page:

From the **Content** menu, select **Pages, Edit /delete standard page**

This will take you to the **List View - Pages** page.

Click on the green page name to edit that page. See the [Edit existing page](#) section for a detailed explanation of the non content related options available.



The editor will appear similar to that shown below:


At the top are 2 rows of icons. These allow you to format the content, add pictures, files, links and other content.



Below them, the editable content is displayed. Clicking in here allows you to edit the content directly.

Depending on your default layout, you will have 1, 2 or 3 separate columns of editable content. In this example, there is a box for the content of the left column and a larger box for the main content. Anything in curly brackets {like so} is an instruction to the database to add in dynamic content such as a news list so it's best not to edit these.

At the bottom right is a handle which allows you to enlarge the content window, by dragging it. Click anywhere in your content to begin editing.


A table detailing the function of the main icons is included in Appendix A.

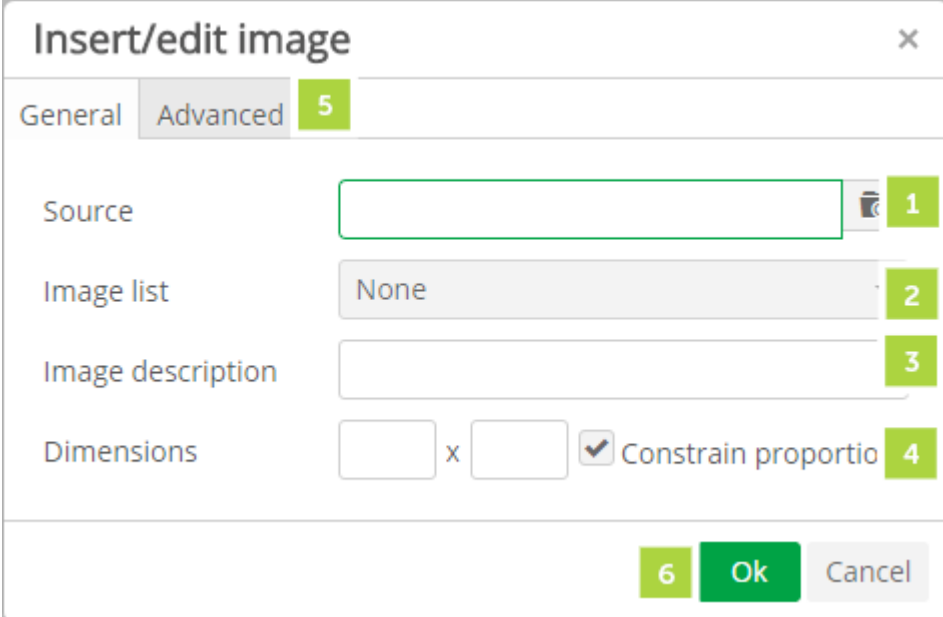
 Tip – To add a small space between lines without starting a new paragraph, hold down the Shift button while hitting the Return key.

 Tip – To keep the toolbar visible when editing very long pages, click the full screen icon .

## Uploading or adding an image

Click the position on the page where you would like the image to sit.

Click the insert/edit image icon . A pop up similar to the one on the right will be displayed.



Insert/edit image

General Advanced 5


Source   1

Image list None 2

Image description  3

Dimensions  x   Constrain proportions 4

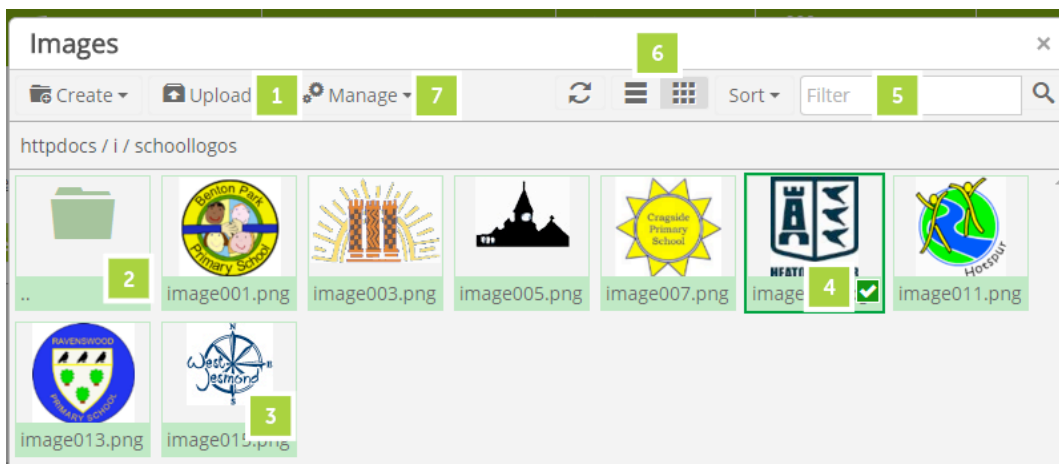
6 Ok Cancel

Key:

- 1 – Click this icon to browse to or upload the image you wish to insert.
- 2 – Click the image list drop down for a quick way to insert popular icons such as a pdf icon.
- 3 – To comply with accessibility guidelines, you should enter a short description of the image here.
- 4 – You can change the displayed dimensions of an image by entering dimensions in pixels here.
- 5 – After you have selected an image, this tab allows advanced features such as adding padding and borders.
- 6 – Click Ok after you have selected your image.

Click the browse icon  as per **1** above.

The **Image Manager** will be displayed:



Key:

**1** – To upload new images click the upload icon and select Local machine. The file browser window will open to allow you to browse to the image to be uploaded. Select the image and click **Open**.

**2** – Select a folder to browse different folders on the server.

**3** – Click on the image to insert it. The Image Manager will close and return you to the previous box.

**4** – Ticking the box to select an image or images allows you to use the Manage menu (**7**) to perform options such as view, delete & rename etc. You can also access an image editor allowing the image to be cropped, re-sized and rotated.

**5** – The filter box allows you to search for image file names. Press the return key on your keyboard to initiate the search.

**6** - These icons allow you to switch between gallery view, list view and refresh the list.

 Once you have selected your image (**3**) and the image manager has closed, click the ok button on the previous window (**6**) to insert the image into the content area.

TIP - It is possible to drag the corner of an image to re-size it; however placing large images on the page will slow down the loading of that page. Images should be re-sized using a graphics editor before upload to the web server or using the CMS image editor.



TIP - To add an image with a caption, see pre-formatted content on page 39.



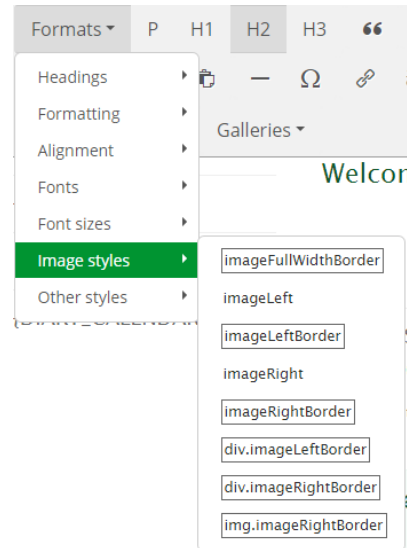
TIP – Use the control or shift keys to select multiple images to upload in step 2.

## Applying an image style

Now you have inserted your image, you may want to align it to one side and allow text to wrap around it. The easiest way to do this is to apply an image style. A number of styles have been added for your convenience. These are accessible from the first drop down box in the icon bar, **Formats**.

For example, to align the image to the right, click on the image to select it. Small white squares at the corners indicate the image has been selected. From the **Formats, Image Styles** drop down box at the top choose **imageRightBorder**. The image now has a small border around it aligned to the right of the page, and any text will wrap around it to the left.

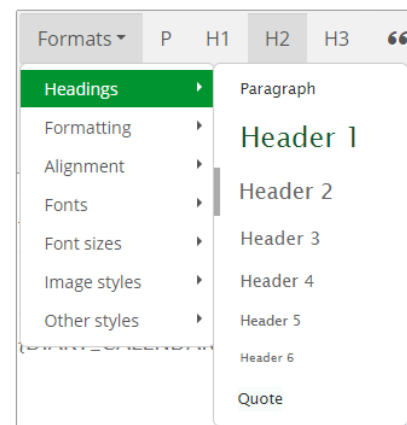
A list of common styles is given in Appendix B.



## Applying other formats


The **Formats** box also allows formats to be applied to text for such things as headings and sub headings. Using these formats will ensure that headings are consistent across the website. They have been pre-defined as part of the original website design process.


For example, to apply a sub heading to a page, highlight the text and from the **Format** drop down box select **Heading 2**.



## Uploading a document or adding a link

Highlight the text you wish to make clickable.

Click the link icon . A pop up window similar to the one on the right will be displayed.

**Url** – Click the browse icon  to the right to browse for a document to link to. Or to link to an external website, enter the URL here.

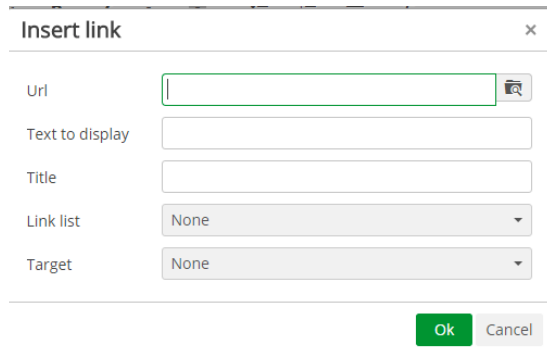
**Text to display** – This is the link text which will appear on the page.

**Title** – Anything entered here will appear when the mouse hovers over the link.


**Link list** – If you have defined any anchors (using the anchor icon ) they will appear here.

**Target** – Choose whether the link opens in the existing window or a new window.

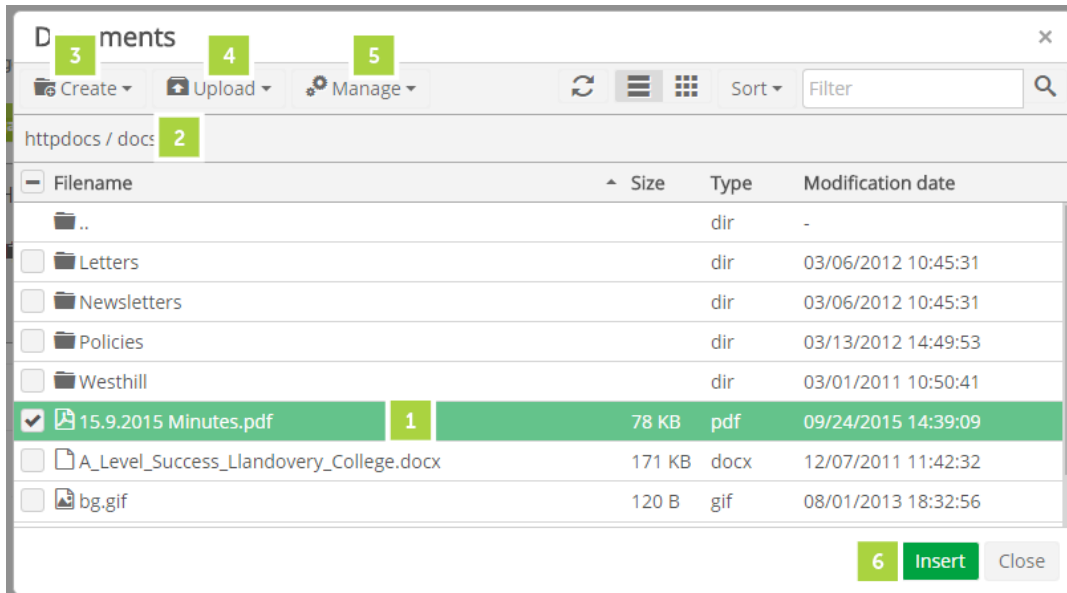
Click the browse icon .



The 'Insert link' dialog box contains the following fields and controls:

- Url**: A text input field with a browse icon  to its right.
- Text to display**: A text input field.
- Title**: A text input field.
- Link list**: A dropdown menu with 'None' selected.
- Target**: A dropdown menu with 'None' selected.
- Buttons**: 'Ok' and 'Cancel' buttons at the bottom right.

The **File Manager** will be displayed. By default it displays the contents of the 'docs' folder first.



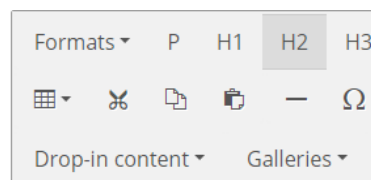
Key:

- 1 – Click on a folder to view its contents. Click on a file to select it. For example, to link to the contact us page, click on the ContactUs folder and select the index.asp file. All pages are called index.asp, however, you will know which page you have selected from the folder name. To link to a pdf, you would select the file.
- 2 – If you get lost, clicking the httpdocs link will take you back to the main root folder. The very top folder allows you to move up the folder tree by one level.
- 3 – To create a new folder, click this icon and choose **folder**.
- 4 – To upload a document, browse to the destination folder for the upload, then click the **upload** icon and choose **local machine**. The file browser window will open to allow you to browse to the file to be uploaded. Select the file and click **Open**.
- 5 – Use the options in the Manage menu to perform operations such as cut, copy, paste etc. This menu is also available by right clicking a document.
- 6 – Once you have selected your page or document, click the Insert icon. The File Manager will close.

Click the Ok button from the first window to complete the link.

## DROP-IN CONTENT

This option allows dynamic content (e.g. news items) and pre-formatted content (e.g. feature boxes) to be added to the page.



Dynamic content is stored in a database and accessed when a visitor views a page containing that content. When you add dynamic content in the editor, all you will see are the database field codes. Note that if there is no content, e.g. no news items, then nothing will be displayed to a visitor.

The table below describes some of the drop-ins available:

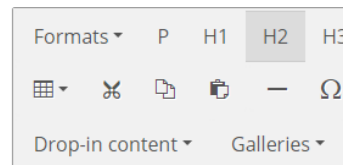
Item	Description
Dynamic: Sub-Menu	Lists all the pages in a menu section.
Dynamic: Latest 5 News Headlines	Lists the last 5 news headlines.
Dynamic: Full News Listing	List all news headlines in date order.
Dynamic: Next 5 Future Diary Dates	Lists the next 5 diary dates.
Dynamic: Full Diary Listing	Lists all diary dates in date order
Dynamic: Calendar	Display a full month calendar linked to your live Diary Dates.
Dynamic: List 'Letters' Folder <i>(multiple)</i>	An autolist which displays a list of items in the 'Letters' folder. Also available for items in the Newsletters, Policies, Vacancies & General folders.
Preformatted: Feature box <i>(multiple)</i>	Option to insert various coloured feature boxes to highlight text.
Preformatted: Image with caption (aligned right)	Inserts a place holder image, aligned right with a space for a caption. Use the image icon to choose an image.
Preformatted: Menu Box (aligned right)	Insert a box aligned right with the title "Related pages" and 4 dummy links.
Preformatted: News Flash	Inserts a box into which you can type important news.
Preformatted: Quote	Inserts a quote graphic into which you can type a quote.
Preformatted: Table (3 columns, 8 rows)	Inserts a pre styled table to which you can add/delete columns and rows



## ADDING GALLERIES TO A PAGE

On the bottom row of the content editor the Galleries drop down can be found:

(Note: If you do not see this option, please [create a gallery](#) first. See page 40.)



This allows you to add individual galleries, groups of galleries or dynamic gallery lists to a page. When you add a gallery, all you see in the editor is a placeholder. When you view the live page, you will see the gallery as normal.

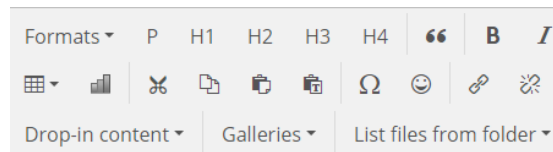
The table below describes the drop-ins available:

Item	Description
List of All Live Galleries	Page will automatically list all galleries available with icon and date details
[The titles of my galleries]	Inserts a particular gallery into the page
Group of Galleries: [The titles of my gallery groups]	Page will automatically list all galleries belonging to group with icon and date details

## LIST FILES FROM FOLDER

If your website was built after January 2016 **or** if you've recently had a redesign, then you'll have access to our advanced auto lists!

This option allows you to list all documents within a folder which you can create using the File Manager.



To list your files simply click where you wish the list to appear, then click 'List files from folder' and select your custom folder.


Please note that you can only have one custom list per page and user created lists will list in alphabetic order.

## ADDING VIDEO

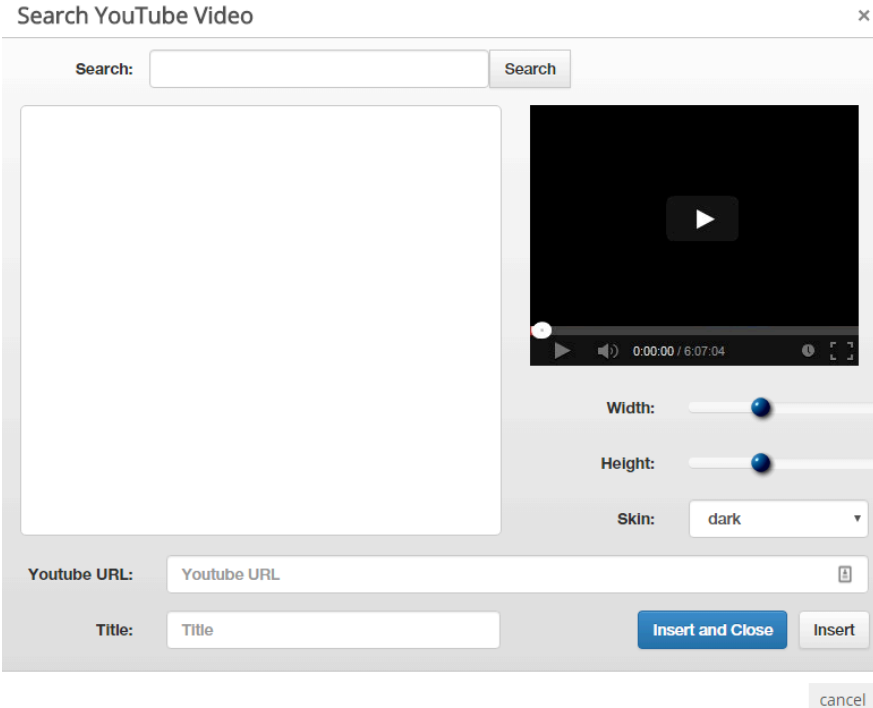
The parameters for hosting online video have changed quite a bit in the last few years. Whilst you can upload videos via our CMS, we recommend using a 3rd party service such as Vimeo, YouTube or a free Makewaves account if these are blocked.

These are all free, and have one great advantage: their system converts your video to make it available in multiple formats, meaning it will play on PC, mac, iPad, iPhone, different browsers etc. They are easy to embed into any page on our CMS, and will play back consistently on any platform, and quickly as they are hosted on dedicated video streaming servers.

### YouTube Video

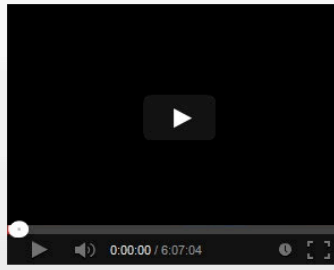
The CMS is optimised for adding YouTube videos and allows you to search YouTube from within the CMS. When editing a page just click on the YouTube icon: 

Then search for your video in the search bar, customize the video and click Insert and Close, or Insert if you want to add more.



**Search YouTube Video** ×

Search:



Width:

Height:

Skin:

Youtube URL:


Title:

### Other Video

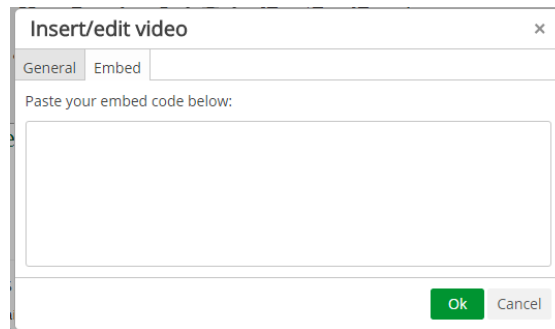
If you don't already have an account with Vimeo, sign up for a free one and follow the instructions to upload your video. Once it's uploaded, follow the instructions below to embed it to a page:

### Embedding the video

1. Within Vimeo (or YouTube) click the 'share' button on the relevant video.
2. Click into the 'Embed' field and copy the code it's generated
3. In the website CMS, edit the page on which you want to show the video

4. Click where you'd like the video to sit, and then click the video icon  and paste in your code into the Embed box.

5. Click okay and Save the page



**Insert/edit video** x


General Embed

Paste your embed code below:

Ok Cancel

## ADDING TABLES

Tables can be very useful when you need to display content in a certain way, such as data or staff photos. Inserting a table is very simple:

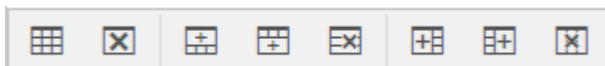
1. Click on the Table Tool 
2. Go to Insert Table and pick how many Columns (Left to right) and how many Rows (Up and down) you want.
3. Place your content in the boxes.

### Table widths

It's worth noting that when a table is created it will be very small, but automatically expand to fit your content when entered. We do not advise setting a fixed width for tables as this will overwrite any mobile friendly code and make it impossible for mobile users to read all of the content in your table.

### Editing your table

Whilst editing a table you'll find a toolbar across the top like below:



These shortcuts will allow you to edit Table Options such as width, height, borders and padding. Also delete the table, add a row below or above, remove a row, add a column left or right and delete a column.

### Advanced table properties

**Width** – The width of your table

**Height** – The height of your table

**Cell spacing** – The space between cells

**Cell padding** – The space around your content inside a cell

**Border** – Border width

**Caption** – A title area for your table

**Alignment** – Align your table

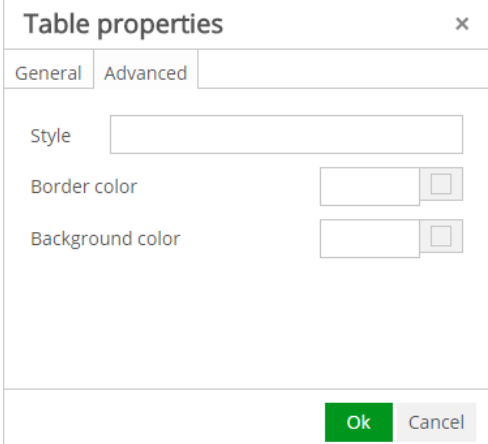
**Class** – Pick a predefined table style

Table properties		x	
General	Advanced		
Width	<input type="text"/>	Height	<input type="text"/>
Cell spacing	<input type="text"/>	Cell padding	<input type="text"/>
Border	<input type="text"/>	Caption	<input type="checkbox"/>
Alignment	None <input type="text"/>		
Class	None <input type="text"/>		
		<input type="button" value="Ok"/>	<input type="button" value="Cancel"/>

**Style** – Edit the table style with advanced options

**Border color** – Pick a border colour

**Background color** – Pick a background colour



### Cell Properties

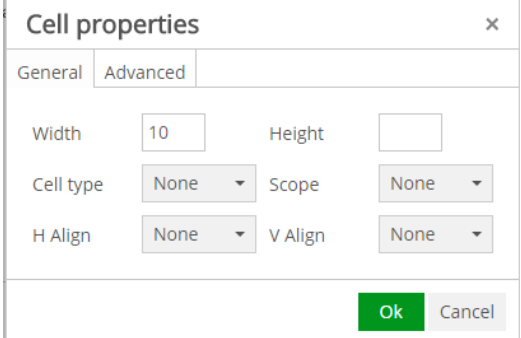
You're also able to edit the properties of individual cells, such as background colours or font colours. To do this simply right click the cell and go to Cell, Cell Properties.

**Width** – Cell width

**Height** – Cell height

**H Align** – Horizontal alignment

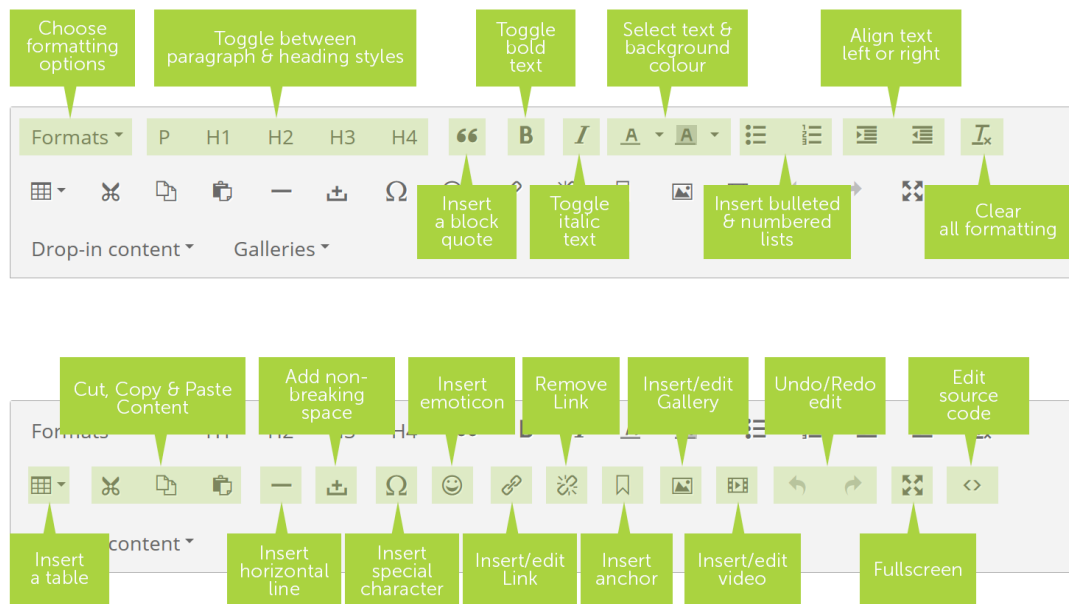
**V Align** – Vertical alignment



You can also perform more advanced functions such as merging cells, rows and columns by highlighting them and right clicking, going to Cell, Row or Column – Merge/

## APPENDIX A

### Explanation of WYSIWYG editor icons:



## APPENDIX B

Most commonly used itmes in the formats drop down:

Image Styles	
No border, left aligned	Aligns the selection to the left, with a margin around it's right edge.
<i>Colour</i> border – left aligned	Aligns the selection to the left, with a border around it, and a margin around it's right edge.
No border, right aligned	Aligns the selection to the right, with a margin around it's left edge.
<i>Colour</i> border – right aligned	Aligns the selection to the right, with a border around it, and a margin around it's left edge.

Other Styles	
floatleft	Aligns the selection to the left.
floatright	Aligns the selection to the right.
Hidden	Hides the selection, with zero width and height.
Boxout ( <i>multiple</i> )	Adds a coloured box - useful to highlight text
TableBorder	When applied to a table, adds a border around the edges and the inner columns.
TableCellHighlight	Sets a background colour when applied to an individual table cell.
newsflash	Inserts a news flash alert.
message	Insert a message.