HotcakesCMS 2005

"Website Content made easy"
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Setup and User guide

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International (US English Version)

1. Introduction

HotcakesCMS is designed with the end user in mind. HotcakesCMS is a Kiwi (NZ) developed Content Management System for use in simple to complex shopping cart websites. Its primary goal is to provide a simple to use interface for small and medium business users.

This document assumes that the reader has some understanding of administrating a system or using FTP and/or Windows Explorer, however you don't need to be a developer to get started.

Requirements

You must have installed the following on your server:

-Windows IIS 5 or greater

-MS Jet database

-Set "Parent directories to on" in IIS before proceeding so that application can access data folder above web root.

Admin tool requires the user to have Internet Explorer 5.5 upwards with javascript turned on.

Admin application and front end is CSS1.1 compliant currently working towards CSS2

EXAMPLES: Please see Appendix A: Examples so that you can setup your first pages and menu items.

2. Logging into your admin interface

Click on the link with the "keys" down the bottom of your website to login.

The default username and password are as follows:

- username: demo
- password:demo77

SECURITY TIP: PLEASE CHANGE PASSWORD ON FIRST TIME USE IF NOT A DEMO VERSION

All login sessions will last 15 minutes before you are automatically logged out. This is important for security reasons. If you would like "open access" which means your session will never close, please ask support@hotcakes.co.nz

The login box looks like this, click login once your username/password are entered:

Once logged in you will see the following screen

This is used for managing your website and adding pages.

The rest of the guide will go through each function in the admin area.

3. Contact/User details

The first time you login we suggest changing your username and password using this tool. The password must be longer than 5 characters.

Other details such as phone, address and email address can be changed.

Click on "Update" to update your details after editing.

IMPORTANT: The email address you use will be the one used in Contact Forms, shopping carts and contact information.
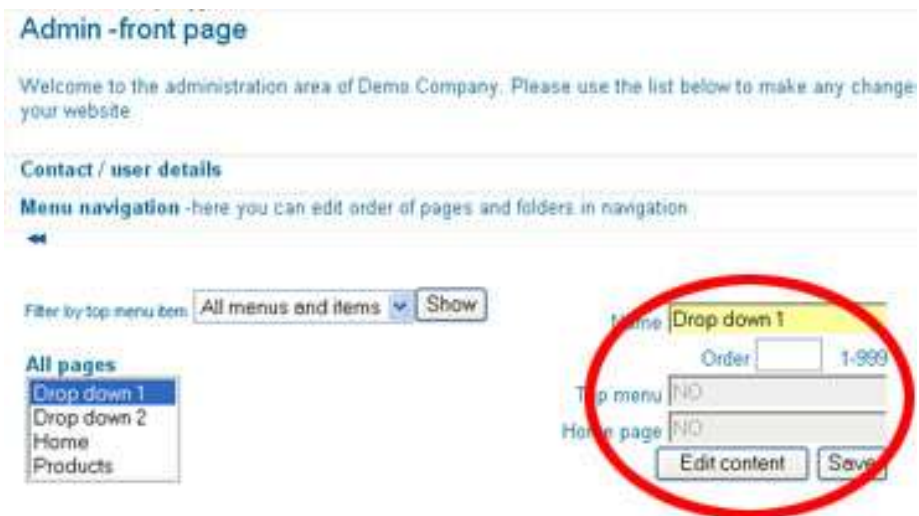
4. Menu navigation

Menu navigation is a very important tool to manage the structure of your website once you have added content (e.g; pages etc). Click on the "Menu navigation" button and the page will automatically expand to allow you to edit navigation. See below:

There are 2 lists. One called **"Filter by top menu item"** and another list which has the heading **"All pages"** above it. Under the "All pages" list **click** on a page you want to work with. You can edit the **order** of the page and the **name**. Both these fields can be edited here by clicking "save".

1 ***Order:*** *This is just a number to say which order the page will appear in menus. For example. 1 is for displaying at the top and 999 is for displaying at the bottom. You can use any number between 1 and 999*. **HINT: Use 10,20,30,40,50 etc for ordering so that you can insert any new pages in between at any time.**

If you want to edit the content for this page and any other details for this page please click on "Edit Content". See below:

If you have a lot of pages and this is sometimes the case you will probably want to click on "**Filter by top menu item**" list. This will allow you to select which sub items you want to show.

5. Help

This has a custom help system which is part of another open source project initiated by Hotcakes. You can edit help for your website administrators and even use the same tool in your applications or websites. Email support@hotcakes.co.nz if you have any questions about this and use of it.

6. Settings

There are 6 different sections for editing your website settings. They are broken down

into sections so that it is more simple to edit and understand.

IMPORTANT: When editing settings please click "Save" down the bottom of the screen to save your changes.

Advanced options

Under advanced options you will find just one link which is **Custom style sheet**. This is for more advanced web designers/developers who want to create their own custom layout styles. This supports CSS1.1 and CSS2.

For help on CSS style sheets please visit:

http://www.w3.org/Style/CSS/

Layout options

This section is used for setting up areas where to display content.

- Content header. This will select an existing page that will display under the menu. Only works on drop down menus.
- Left side. This will be displayed on the home page to the left of the website. Again, select an existing page to show.
- Search bar. This will be the area where the search box is displayed.
- Cart contents. -Still under development, but will display the contents of a shopping cart in any particular area of your website.
- Menu links. You can click which default pages you want to display.
- Homepage summary. This means all pages displayed on the homepage will only display a short description with a link to the full page
- Top menu depth. For drop down menus this will be the height of the top menu.
- Side menu width. This will be the side menu width for sub menus under main menu headings.

Banner and menus

- Menus. Either click on "Standard", "Top bar left" or "Drop down menus".
- Site width. The width of the whole website. Either in percentage or pixels.
- Top logo. A picture to use for the top logo. (pictures are uploaded using the "upload photos" button to the left.
- Custom top message. This will be a message you want to display across the whole website.

Background colours and borders

All options under here are pretty self explanatory. Side back colour is the only one which might be confusing. This refers to main menu background colours. For each colour click on "**change colour**" and then click **"Save".**

Menu background and colors

Again, please click on "change colour" to edit colours for particular menu areas.

- Drop down opacity. This will be used to create semi-transparent menus. If you use 100% the drop down menu will be solid. Any %age will make the menu partially see-through.
- Drop down font. This will select the type of font to use. Select the type and size. Click on "change colour" to change the colour of the font.

Fonts and links

This is the same as the "Drop down font" selection.

- Main links color. This will be the non menu links, such as links on pages etc. Click on "change colour" to change.

7. Ecommerce

You can edit details of your ecommerce system which is part of your website. Everythig is pretty self explanatory with the exception of "Freight".

- Freight charges. When sending products to different locations usually a different cost is incurred by the courier. You can entere a location(e.g. Australia or North Island) and Then the dollar amount (e.g. 6.00)

8. Search/Stats

Statistics

Still under development, but at the moment records the number of page hits to the website since being online.

Meta tags

These are your search engine meta tags, important for increasing visits in search engines. Please see http://www.w3.org/TR/1998/REC-html40-19980424/struct/global.html#h-7.4 for more information.

9. Upload Photos

Please click on this and you will be presented with a new screen. You can upload 4 files/photos at a time.

10. Add Page

Adding a page is pretty simple, Click on "Add Page" and then you will be taken to a new screen with details for your page. Enter a name and use the editor to add your content. Click on "Show more editing options" to display the following information:

- Document/article edited date
- Title
- Keywords
- Description
- Child? -Is this a child page of an existing page?
- Display on home page (This will display on the home page)
- Hide from side links (this will be hidden unless display on home page is ticked)

Once you have edited your page then please click on "Apply changes".

You will now be able to see the page when you click on the "pages" button in the future.

11. Pages

These will show up once you have used the "Add page" button. You can click on one to display that pages details.

12. Add Folder

Folders are used to duplicate a database with fields. You can have up to 10 fields and different data types. In addtion to that you can have them as part of the shopping cart or not.

To add a folder just type in a name for the folder and a description.

- Name: a name with no spaces which is used as a database table identification.
- Description: The name which will be displayed to website users/visitors.

See "5. Folders" to find instructions on editing existing and new folders.

13. Folders

Folders will show up when clicked on and have been added using the "Add Folder" button. Folders are the equivalent to database tables in that they can have fields and data types associated with them. Folders are the "engine room" of your website where dynamic content can be managed and delivered to users.

Once you have clicked on an existing folder you can do the following:

- **Setup**
- Images
- Edit Items
- Preview
- Delete

14. Folders >> Setup

To setup a folder you can start adding field names (please see the eixtisng demo called "products" which is a folder that is automatically added with your website setup, and can be removed by you) such as name, productid, stock code, description, amount in stock etc.

You do not need to enter a field called price or quantity required for any shopping cart. This is maintained automatically by the ecommerce part of the website (see ecommerce section below).

Advanced options

Advanced options are:

- **Display name:** change display name of folder
- **Title:** This is not a folder with any information but just a title in the links bar
- **Child page?: Is this a child page?** Tick and then select another page to be the parent. This essentially means that when in different menu layouts such as drop down menus, then you can have child items as drop downs.
- **Order page?:** Is this part of the shopping cart/ ordering pages?
- **Top display banner:** Text to display at the top of the folder.
- **View type:** Select a view type to use for displaying this particular folder.

View types

View types are a useful and friendly way of display information. There are 5 ways to display information: Standard/ Grid View/ Table View/ List View/ Gird View(6 columns)

They all have different uses, have a try once you have some items added (see "Edit Items" below).

15.Folders >>Images

Once you have used the "Upload files/photos" tool you can now manage the images for your folder. By clicking on the "Images" folder you now have the ability to move folders from the "Main" folder to any other folder of your choice. This is done by the following steps:

- **Step 1** Tick next to the image(s) you want in the "Main" Folder
- **Step 2** Click on the Folder name (e.g. "products") from the drop down box
- **Step 3** Click Move. This will move the image to your desired folder.
- **Step 4** Now click on the folder you want to view (e.g. "products") and see your new picture moved there.

Your images are used in the "Edit Items" button to add a picture to an item (listing).

16.Folders >>Edit Items

When presented with the "Edit Items" screen click on "Add new". This will take you to a new record which you can enter. Once entered click on "Add New Listing".

To edit a current item click on one of the items and edit. Click either "save" to save, "Delete" to remove this item and "All Items" which will return to the "Edit items" list and cancel the editing of this item.

Appendix A: Examples

You can access http://demo.hotcakes.co.nz

Username: demo

Password: demo77

If you require a separate website setup for staging and testing as well as evaluating the product please contact support@hotcakes.co.nz .This will provide you with a sub domain http://yourcompany.test.geek.nz or http://yourcompany.hotcakes.co.nz There will be a small service charge to set this up.