

SITE UPDATE INSTRUCTIONAL MANNUAL

BLUESEAS

BLUESEAS DIGITAL SOLUTIONS, INC

formally BLUESEAS WEB DESIGNS, INC.

Websites:

www.blueseasdesigns.com

www.blueseas.com.lr

Phone: 0886520173

0886754197

Emails: info@blueseas.com.lr

info@blueseasdesigns.com

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HOW TO LOGIN TO THE CONTENT MANAGEMENT SYSTEM (CMS)

To add or edit your site content, that is text, images, etc, you must first login by going to www.yourdomain.com/myadmin or www.yourdomain.com/2myadmin

When your login page, display, provide your login information.

Example:

User: root

Password: root

After press the Login Button

HOW TO ADD MAIN MENU

To add Main Menu, click the Add Main Menu Link on the left pane. When the page display, provide the following information:

- Main Menu Name is the name you want to give the menu
- Main Menu Status is to determine if you want the menu display on the site. If disable is selected, the menu won't display on the site.
- Main Menu Rank will determine where you want the menu to display on the list.
- Main Menu Page is the page layout you want to select for the menu page. Check Appendix A for the explanation of the three pages.
- After you have provided these information, click the Insert Button.

HOW TO ADD SUB MENU

To add Sub Menu, click the Add Sub Menu Link on the left pane. When the page display, provide the following information:

- Main Menu is the Main Menu you the Sub menu to fall under
- Sub Menu Name is the name you want to give the sub menu
- Sub Menu Status is to determine if you want the menu display on the site. If disable is selected, the menu won't display on the site.
- Sub Menu Rank will determine where you want the menu to display on the list.
- Sub Menu Page is the page layout you want to select for the menu page. Check Appendix A for the explanation of the three pages.
- After you have provided the information, click the Insert Button.

HOW TO ADD THIRD MENU

To add Third Menu, click the Add Third Menu Link on the left pane. When the page display, provide the following information:

- Sub Menu is the Sub Menu you the Third menu to fall under
- Third Menu Name is the name you want to give the Third menu
- Third Menu Status is to determine if you want the menu display on the site. If disable is selected, the menu won't display on the site.
- Third Menu Rank will determine where you want the menu to display on the list.
- Third Menu Page is the page layout you want to select for the menu page. Check Appendix A for the explanation of the three pages.
- After you have provided the information, click the Insert Button.

HOW TO ADD PRESS RELEASES AND ANNOUNCEMENT

To add Press Releases And Announcement, click the Add Press Releases And Announcement Link on the left pane. When the page display, provide the following information:

- Press Tile is the headline of the Press release. Please give you pless releases a meaningful title.

- Press date is the date the press release was released. Click the button to display the date picker.
- Press Other Source is credit where the press release originated from, if it is not your institution issuing it.
- Press Body is the entire content of the press release.
- Press photo is the photo for the press release
- Press photo Caption is the caption for the photo which is limited to 150 characters
- Press Photo Credit is the credit to the institution or person who took the photo.

HOW TO ADD PAGES

To add Pages, click the Add Page Pages Link on the left pane. When the page display, provide the following information:

- Page Title is the title of the Page. Please give your page a meaningful title. It can also be the name of the menu whose page you are creating.
- Which Page? This gives you the option to select which menu page you are creating. Main menu for main menu page. Sub menu for sub menu page and third menu for third menu page.
- Page photo is the photo for the page.
- Page photo Caption is the caption for the photo which is limited to 150 characters
- Page Photo Credit is the credit to the institution or person who took the photo.
- Below is the Association of the menu page you are trying to create. If you are creating a page for Sub menus only choose that menu from the sub menu page. Same as the rest. **DO NOT MAKE SELECTION FOR MORE THAN ONE MENU.**
- Page Body is the entire content of the press release.
- After press the insert button.

HOW TO ADD PAGES RESOURCES

page resources could be any content relevant to a particular page that maybe else where on the site.

To add page Resources click Add pages resources Link on the left pane and provide the following information:

- Select the menus you want the page resources to display on
- Page Resources Name is the name for the page resources
- Page Resources Status is to determine if you want it to display on the site. If disable is selected, it will not display on the site.
- Page Resources Rank will determine where you want it to display in the list.
- Page Resources Link is the link to the resources.

HOW TO ADD DOCUMENTS

To add Documents, click Add Documents Link on the left pane.

- Is Key Document? Select it if you want the document to display on the Key Document section on the home page of your site.
- Show as related Document? Select yes if you want it to display under the Recent Documents and Publication section on the home page of the site.
- Post date is the date the document was posted on the site.
- Open date and Closing dates are for Bids documents only
- Select the menus you want the document to display on.
- Select Document. Click the browse button to select the document you want to post.
- After click Insert button

HOW TO ADD SCROLLERS

To add Scrollers, click Add Scrollers Link on the left pane.

- Scroll Name is the name for the Scroller.
- Scroll Link is the link to the resource.
- Scroll Date is the date the Scroller was posted on the site.
- Scroll Rank will determine where you want the it to display in the list.
- Scroll Show is to determine if you want the it to display on the site. If disable is selected, it will not display on the site.
- After click Insert button

POSTING PHOTOS

Photos are added in respect to the occasions or events they occurred. Because photos will be taken during different events or occasion, we will have to group them in albums, and later add the photos to their respective albums.

HOW TO ADD PHOTO ALBUM

To add Photo Album, click Add Photo Album Link on the left pane.

- Photo Album Topic is the name of the Event or Occasion the photo was taken.
- Photo Album Description is the brief description of the event or occasion the photos were taken.
- After click Insert button

HOW TO ADD PHOTOS

To add Photo, click Add Photo Link on the left pane.

- For Front: Select yes if you want the photo to display on the rotating photo section on the home page of your site.
- For Picture Gallery Front: Select yes if you want the photo to display on the Photo Gallery section on the home page of your site.
- Album Topic: Select the photo Album the photo you are posting belong to from the list
- Pic Description is the brief description of the photo during the occasion or event when it was taken.
- Picture date is the date the picture was taken
- Picture Type: select media Center from the list
- Picture Credit is the credit to the institution or person who took the photo.
- After click Insert button

HOW TO ADD STAFF

To add Staff, click Add Staff Link on the left pane.

- Staff have Bio: Select yes if the staff has a write up, else select No.
- Staff First: Type the staff first name
- Staff Middle: Type the staff other names
- Staff Last: Type the staff last name
- Staff photo: Browse and select the portrait photo of the staff
- Staff Rank: Please note the head of the 1, follow by the next in command, and so on.
- Staff Email: Type the email of the staff
- Staff phone: Type the Phone number of the staff
- Staff Bio: Paste the profile of the staff here if Staff have Bio is Yes
- After click Insert button

HOW TO ADD LINKS

To add Staff, click Add Staff Link on the left pane.

- Link Type: Select from the drop down list where you want the link to display

- Show Link on Home Page: Select yes if you want the link to display on the home page, other wise select No.
- Institution name: Type the name of the institution for the website link
- Insttutition Website: Type in the web address of the institution. Make show is starts with http://www.
- List Rank will determine where you want it to display in the list.
- After click Insert button

HOW TO ADD QUICK INFO

To add Quick Info, click Add Quick Info Link on the left pane.

- Scroll Name is the name for the Quick Infoer.
- Quick Info Link is the link to the resource.
- Quick Info Date is the date the Quick Infoer was posted on the site.
- Quick Info Rank will determine where you want the it to display in the list.
- Quick Info Show is to determine if you want the it to display on the site. If disable is selected, it will not display on the site.
- After click Insert button

HOW TO LOGOUT

To logout, click on Logout

