Website Manual

Willsmere

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1 Terminology

Article
The term Article is used to refer to a page or piece of content. The term Page and Article are interchangeable.

Category
A Category is like a folder where articles are stored. They are used to group articles of the same topic together. For certain sections of the website (e.g. News and Media) it determines where the content is shown.

Published
When an article or module is published it is visible on the website. Indicated by a green tick.

Un-published
When an article or module is un-published it is not visible on the website. Indicated by a red cross.

Module
A Module is piece of content that is displayed in a particular spot – e.g. the Menu is a module, as is the "Upcoming Events" on the home page, anything in the left or right column of a content page.

Joomla
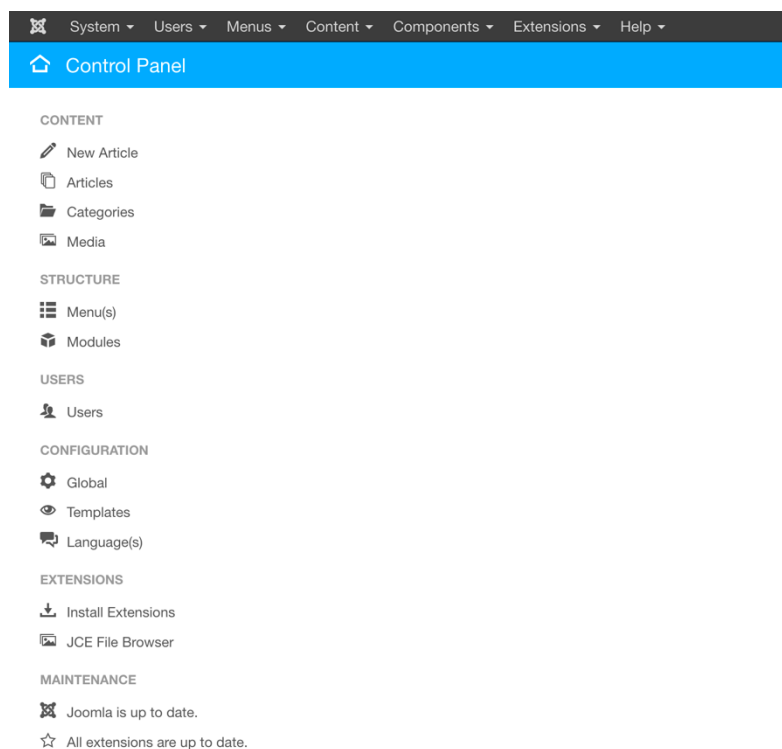Joomla is the name of the Content Management System that runs the website.

2 Administrator Login

To log into the Admin section of the website go to the following URL:
http://www.willsmere.net/administrator

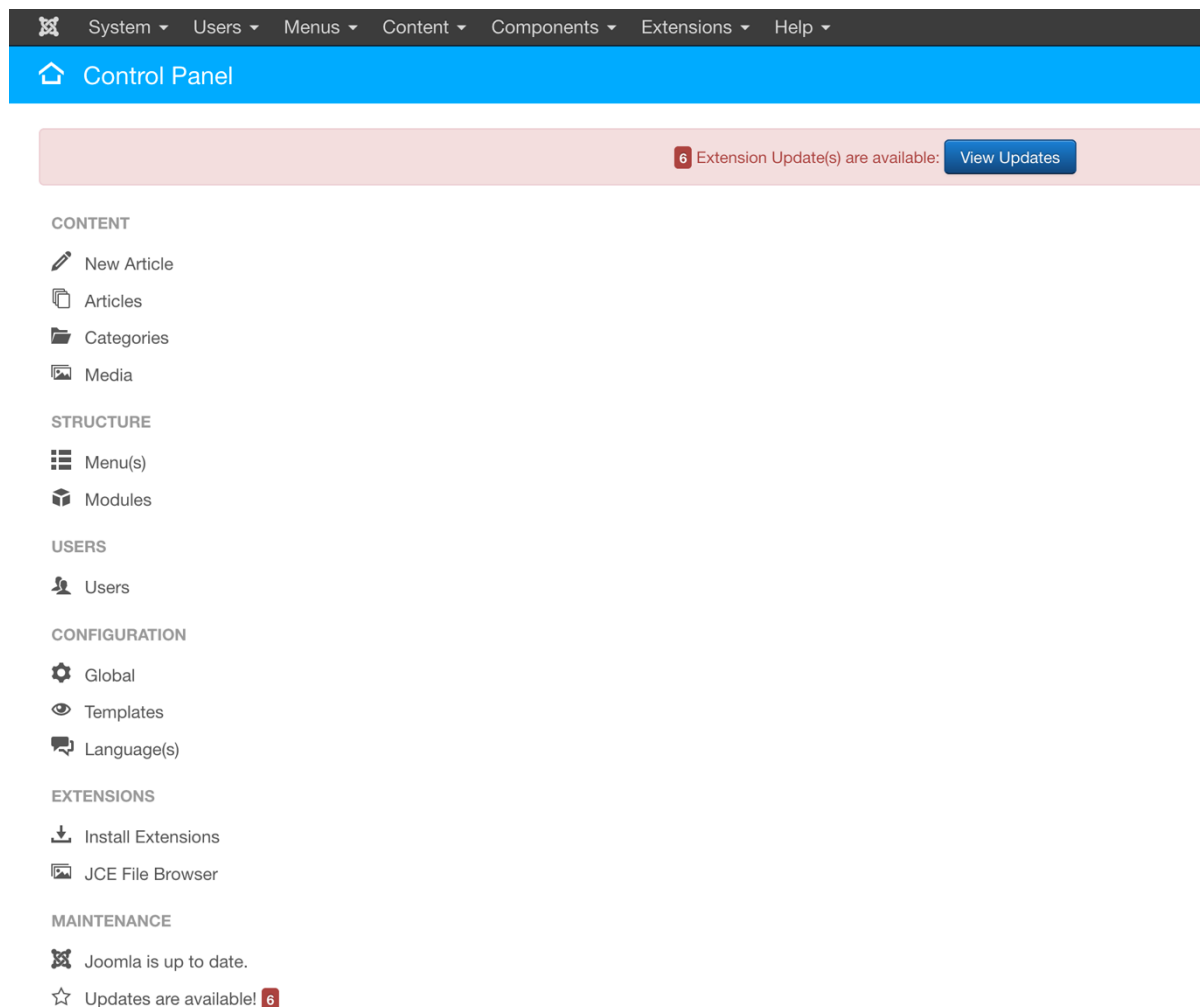Enter your username and password to login.

When you have logged in you will be taken to the "Desktop" below:

You can always get back to the desktop by clicking the icon at the very left of the grey menu back (to the left of System).

3 Software / System Updates

From time-to-time when you log in you will see that there are software and system updates. These updates will be performed by Mity Digital so you can ignore them.

4 Article (Page) Manager

The Article Manager is where you will edit and create pages for the website, so this is where you will spend the majority of your time.

4.1 Listing Articles

To access the Article manage click the **Articles** option from the desktop, or select **the Content menu** in the grey bar and click **Articles**.

When you first go to the Article manager you will see a list of all the pages in the website. Some of the columns you will see are:

Title - the name of the page, and generally just a title for your reference.

Status - Green tick means the page is published and visible, red cross means it's un-published and not visible on the website. The Star icon is not used in your site and has no effect.

Category - Each page in the site is assigned a category and the categories match up with the sections of the site.

By default, the Article manager shows 50 articles per page. You can change this by clicking the dropdown box that says "50" just above the ID column.

4.2 Searching / Filtering Articles

To find the page that you want to edit there are a couple of techniques you can use:
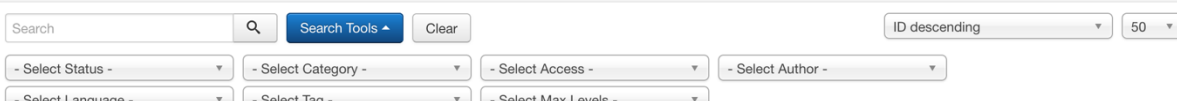
4.2.1 Search

The search box at the top of the article list allows you to quickly search for a page based on its Title. It will only search the Title of the article, not the content.

To search just enter the word or term and hit the Enter key on your keyboard or click the magnifying glass icon.

4.2.2 Filtering
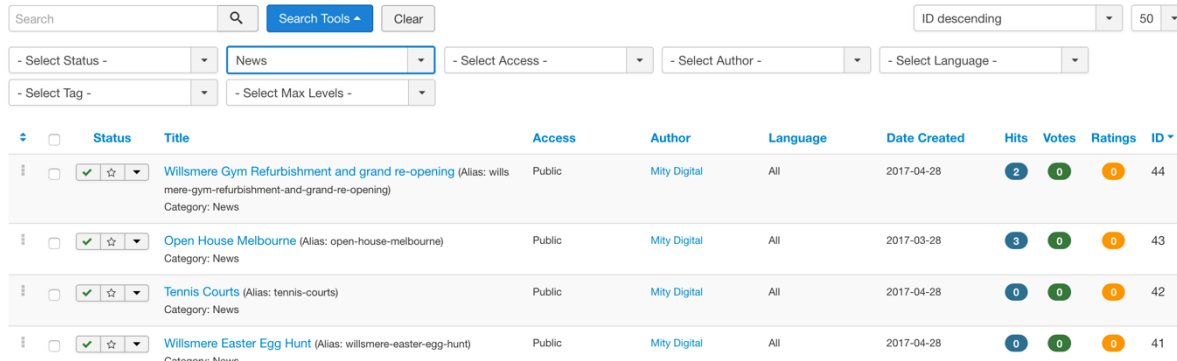
You can also filter articles based on a number of attributes, the most comment being by Category. This allows you to see all pages in a particular category on 1 screen.

Clicking the blue **Search Tools** button will show the following options:

To filter by Category to see just the News items select News from the **– Select Category –** dropdown box.

Now you will see only the News pages.

To reset a search or filter click the **Clear** button.

5 Editing a Page

Editing pages is a simple process. From within the Article Manager find the article (page) you wish to edit and click on its Title. The Following screen appears.

You can edit the following:

Title – this is the top level heading (h1) on the page. This is visible on the website.

Alias - this forms the URL of the page and generally should not be changed.

Content area - this is the content that will make up the page

Status - This filed to the right of the content is used to control whether or not a page is visible on the site - Published is visible, Un-published is not visible.

Category - this indicates what category the page sits in.

No other fields/options are used.

The Save buttons long the top are as follows:

Save - saves the changes you made and keeps the edit window open

Save & Close - saves the changes and takes you back to the Article Manager

Save & New – saves the current page and creates a new page.

Close - forgets any changes since the last save.

Note: There are default styles set. You don't need to know the font style, size or colour as this is all set by default.

There are heading styles setup for you to use and you'll find these by highlighting the text to change the format and selecting the *Format* dropdown in the editor tool bar (see below). H1 should never be used as the Title field is the H1 and there should be only 1 on a page (for SEO).

See the next section Creating a Page for more advanced features like inserting images or files.

6 Creating a Page

To create a new page click the green *New* button.

An article needs the following:

Title – this is the top level heading (h1) on the page. This is visible on the website.

Alias - this forms the URL of the page and generally should not be changed.

Content area - this is the content that will make up the page. Can you copy/past into here if you need. If you do you just need to check the formatting.

Status - This filed to the right of the content is used to control whether or not a page is visible on the site - Published is visible, Un-published is not visible.

Category - this indicates what category the page sits in.

No other fields/options are used.

The Save buttons long the top are as follows:

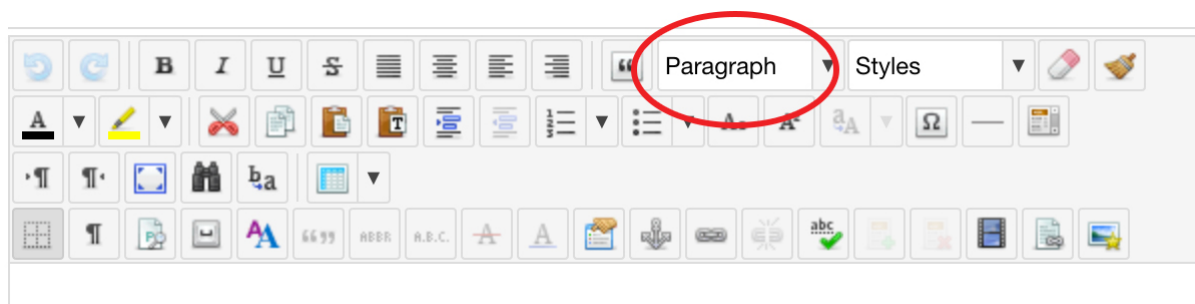**Save** - saves the changes you made and keeps the edit window open

Save & Close - saves the changes and takes you back to the Article Manager

Save & New – saves the current page and creates a new page.

Close - forgets any changes since the last save.

Note: There are default styles set. You don't need to know the font style, size or colour as this is all set by default.
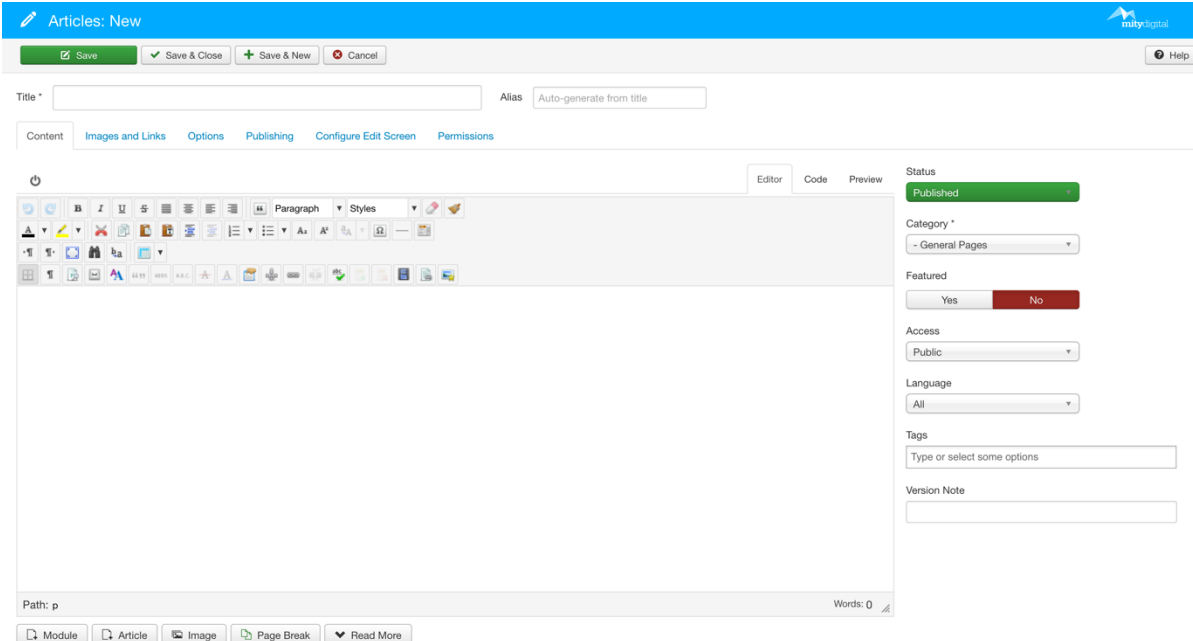
There are heading styles setup for you to use and you'll find these by highlighting the text to change the format and selecting the **Format** dropdown in the editor tool bar (see below). H1 should never be used as the Title field is the H1 and there should be only 1 on a page (for SEO).

6.1 Linking to a Page / Website

To link text or an image on a page highlight the text or select the image by clicking on it, then click the **Insert/Edit Link** button (see below)
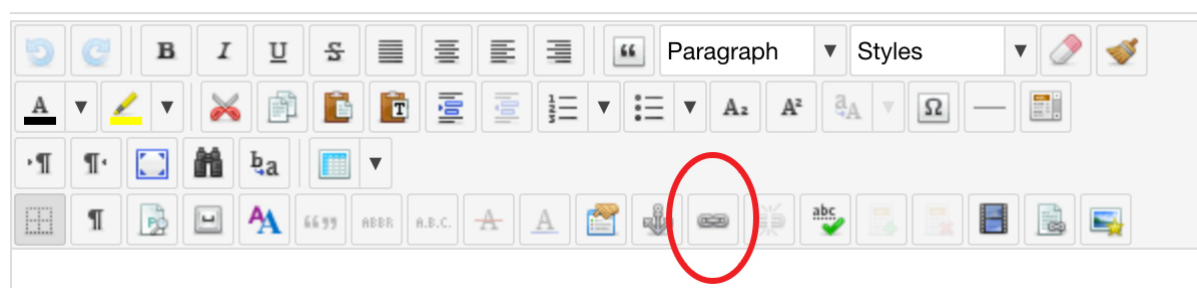
The following screen will pop-up:

Link to URL: Enter or past the URL into the URL field, click insert.

Link to page in YOUR website.

You can do this in one of 2 ways.

1. **You can search for it** – enter a search string into the search box. This will search title and content. Click on the article to link to. Note the URL field is populated.
2. **You can browse for it** – To do this click Content and it will open the category structure where you can browse through the categories until you find the article, Click it's title to link – not the URL field will be populated.

Click the Insert button to create the link.

6.2 Adding Images

You can insert an image into the content area of the article. Start by placing your cursor roughly where you want the image to site. Click the *Insert/Edit Image* button (see below).
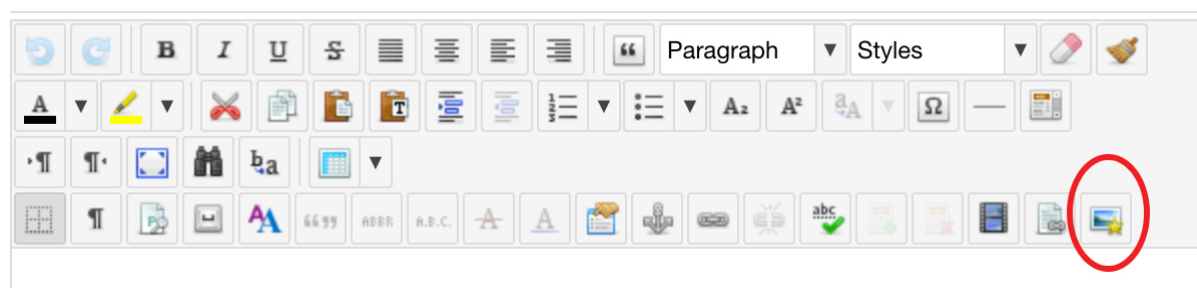
The following screen will pop-up:

You will first need to upload the image to the website.

Select the folder you want to upload the image to, or create your own new folder.

To upload the file, click the **Upload** button, browser your computer for the image(s) and upload.

Once the image has uploaded select it from the File List - centre (bottom) column – and click the Insert button. You can also set some settings, e.g. Alignment (use left or right) which sets how the text will wrap with the image.
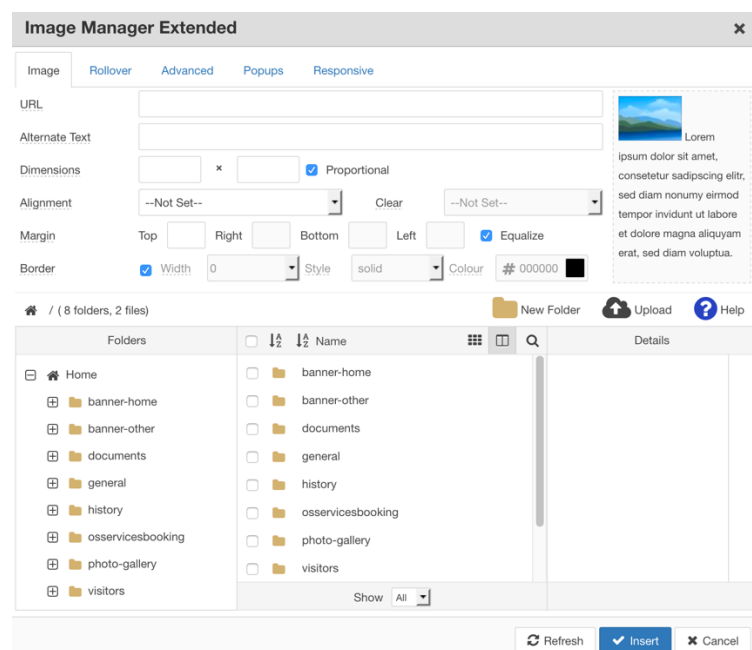
For style consistency do not set borders on images.

6.3 Linking Documents

To link text or image to a file (e.g. PDF) click the **Insert/Edit File** button – bottom row of the editor buttons, second from the right – see below.

The following screen will pop-up:

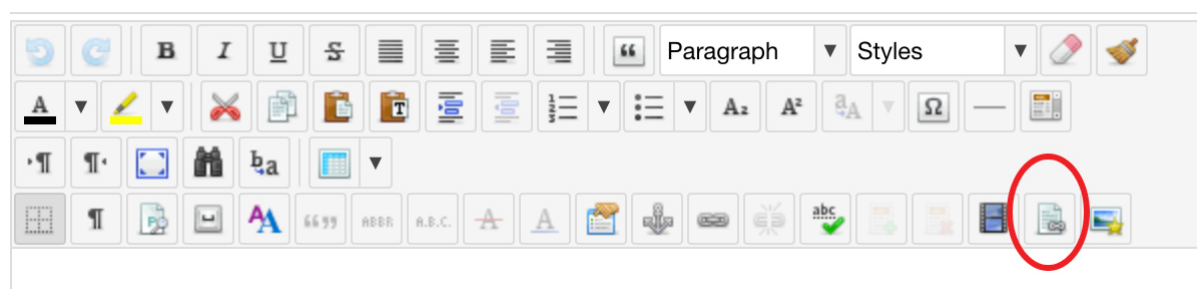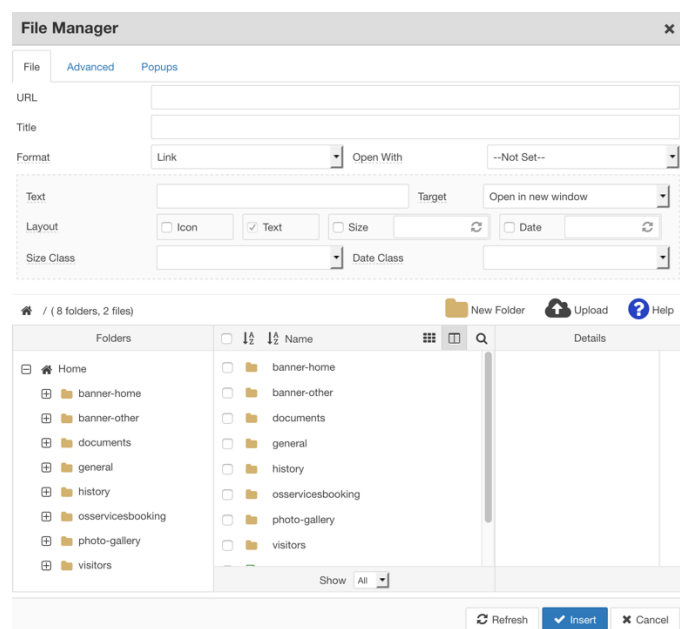Select the folder you want to upload the document to, or create your own new folder.

To upload the file, click the **Upload** button, browser your computer for the file(s) and upload.

Once the file has uploaded select it from the File List - centre (bottom) column – and click the Insert button. If you optionally want to add the file type icon tick the "***Icon***" check box.

6.4 Preview

To preview a page before it is published or finalised you can click the blue **Preview** button in the toolbar. This will open a popup with a preview of the page.

6.5 Versions

The system will keep the last 10 versions of any article. Note that a version is a save, so if you edit a page and save it multiple times it will count as multiple versions.

To view or restore a previous version click the **Versions** button in the toolbar.
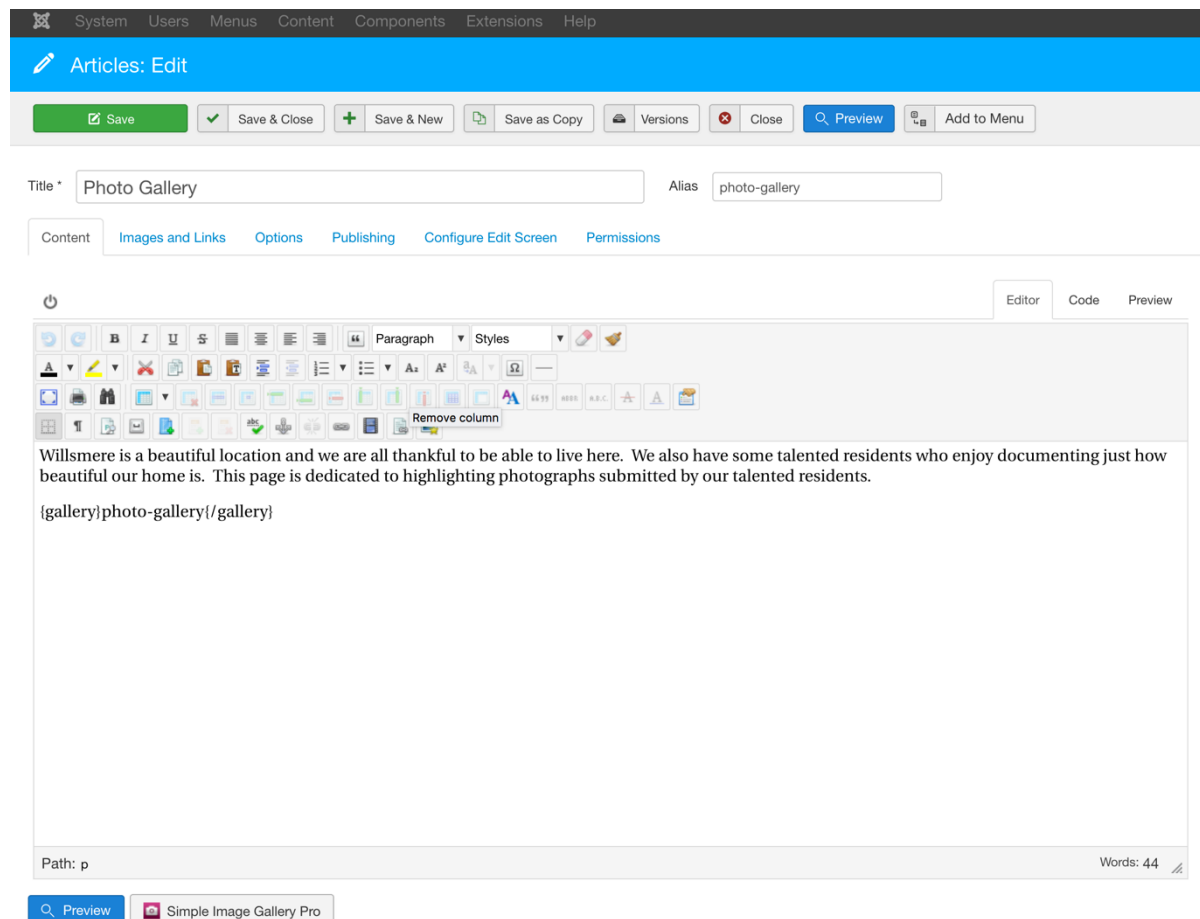
The list of versions will be displayed in the popup window and you can select a version to preview (basic preview) or restore.

7 Adding Gallery of Images

In a page you are also able to insert a gallery of images. This will show image thumbnails in a row and allows you to click on the thumbnail for a larger version.

To insert a gallery place your cursor where you want the gallery to appear and click the "**Simple Image Gallery Pro**" button under the editor – see bottom left of the above screenshot.
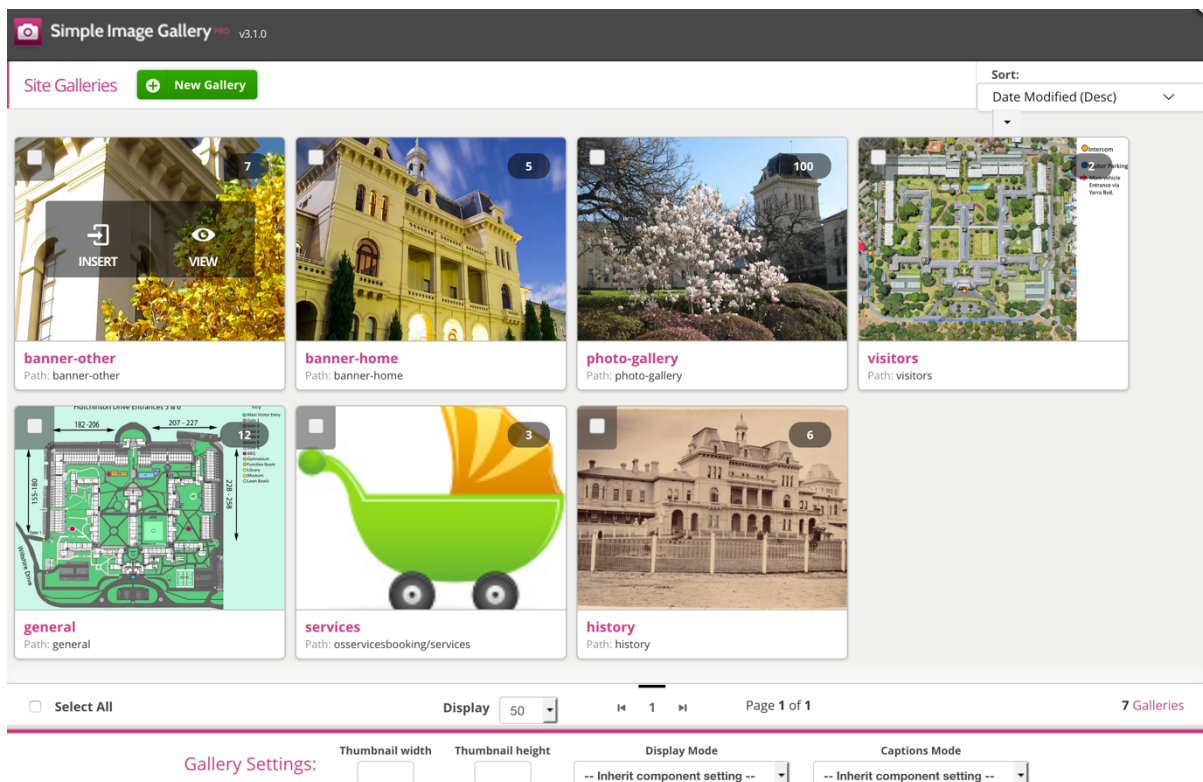
Click the "New Gallery" button (top left) and give the Gallery a name.
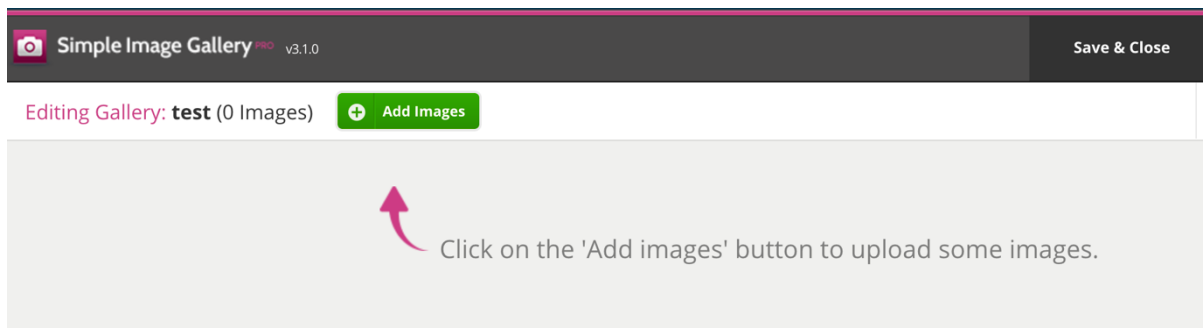
Click the Add image button and upload all your images.
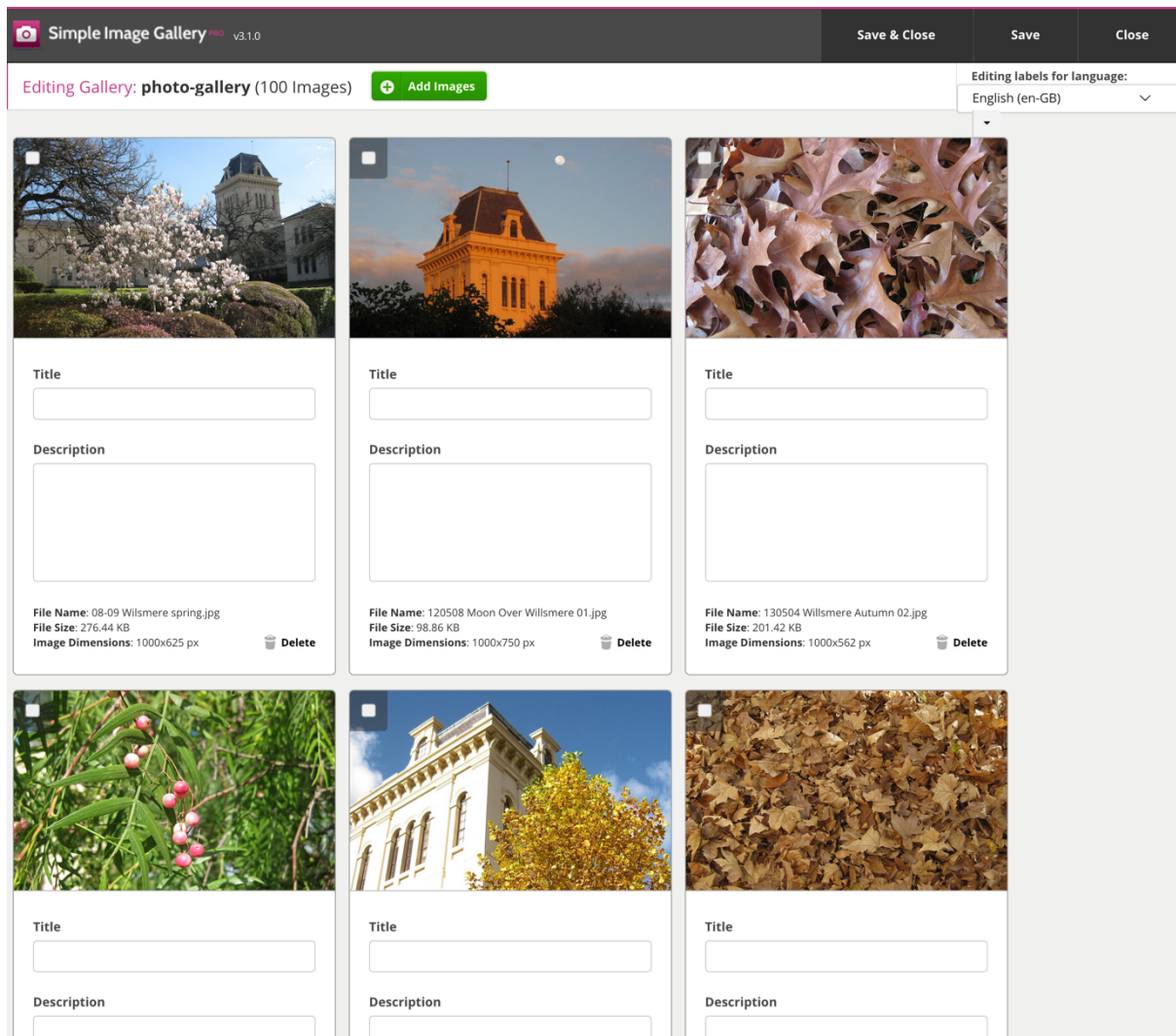
When you have finished click Save & Closed and then hover over the gallery and click Insert.

You will see in your page text like this {gallery}<name of gallery you created{/gallery} – this is where the images will appear.

8 News

A Latest News item is just like any other article with some additional options detailed below.

It is important to note that for an article to appear in this section it **must be filed in the "News" category**.

The intro "read more" will automatically be created, you don't need to set this at all.

NOTE: If you want this to be available to people logged in only then you need to set the Access level to "Resident"

8.1 Auto Publishing

You can set a news item to automatically appear on the site at a set date and time. To set this click the "***Publishing***" tab and set the "***Start Publishing***" date and time to a future date/time. Once that date and time is reach the news item will appear automatically.

8.2 Auto Un-publishing

You can also set a date and time for the news item to automatically un-publish – just set the Finish Publishing date and time and when that is reached it will automatically un-publish.

9 Login Accounts

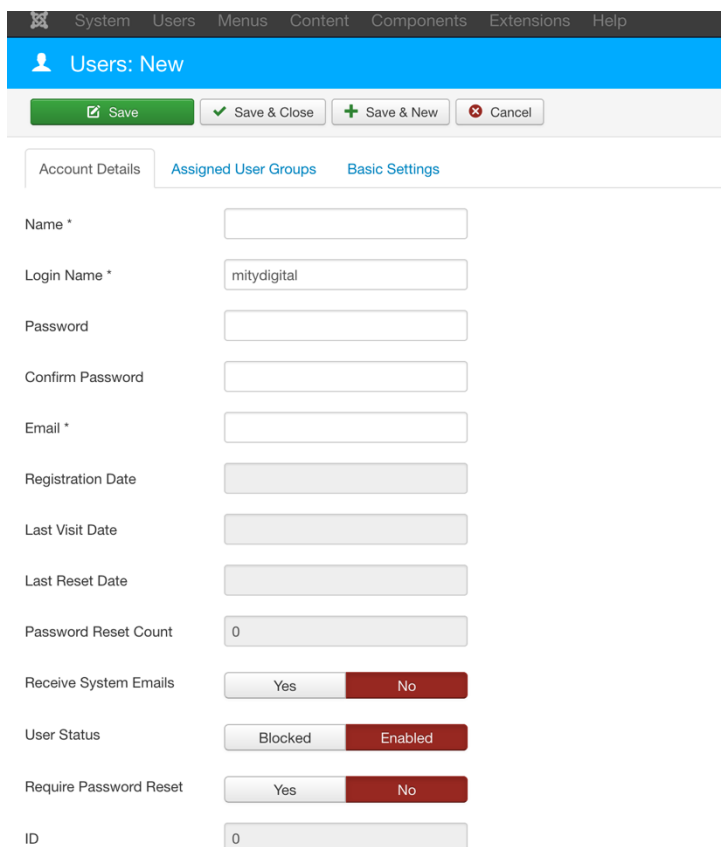As your website has a login section from time-to-time you will want to add or remove accounts. The following instructions show you how to add or remove single accounts. We are able to do bulk imports for accounts. If you need to do this please contact us.

9.1 Add a Single Account

To add a single user account from the grey menu bar select the **Users** menu then **Manage**. This will show the following screen which is a list of all users.

Name ▲	Username	Enabled	Activated	User Groups	Email	Last Visit Date	Registration Date	ID
Andrew Brydon 📇 Add a Note Advanced Permissions Report	andrewbrydon18@gmail.com	✔	✔	Committee	andrewbrydon18@gmail.com	Never	2017-08-09 14:22:13	452
angela Pedersoli 📇 Add a Note Advanced Permissions Report	apedersoli77@gmail.com	✔	✔	Committee	apedersoli77@gmail.com	Never	2017-08-09 14:22:40	453
Carl Sarelius 📇 Add a Note Advanced Permissions Report	carl.sarelius@gmail.com	✔	✔	Super Users Committee	carl.sarelius@gmail.com	2017-08-09 16:27:28	2017-08-09 14:23:18	454
David Hall 📇 Add a Note Advanced Permissions Report	david@halloz.com	✔	✔	Committee	david@halloz.com	Never	2017-08-09 14:23:36	455
Glenn Payne 📇 Add a Note Advanced Permissions Report	glenn.d.payne@gmail.com	✔	✔	Committee	glenn.d.payne@gmail.com	Never	2017-08-09 14:23:55	456
Jack Lord 📇 Add a Note Advanced Permissions Report	simon.c.lord@gmail.com	✔	✔	Committee	simon.c.lord@gmail.com	Never	2017-08-09 14:24:16	457
Jason Foley 📇 Add a Note Advanced Permissions Report	jfoley@telstrabc.net.au	✔	✔	Committee	jfoley@telstrabc.net.au	Never	2017-08-09 14:25:02	458
Marcus Benson 📇 Add a Note Advanced Permissions Report	email@marcusbenson.com	✔	✔	Super Users Committee	email@marcusbenson.com	Never	2017-08-09 14:26:28	462
Michael Scruse 📇 Add a Note Advanced Permissions Report	me@michaelscruse.com	✔	✔	Committee	me@michaelscruse.com	Never	2017-08-09 14:20:30	450
Mitra Anderson-Olive 📇 Add a Note Advanced Permissions Report	mitra.andersonoliver@gmail.com	✔	✔	Committee	mitra.andersonoliver@gmail.com	Never	2017-08-09 14:25:22	459
Mitra Jazayeri 📇 Add a Note Advanced Permissions Report	mitra.jazayeri1@gmail.com	✔	✔	Committee	mitra.jazayeri1@gmail.com	Never	2017-08-09 14:25:47	460
Mity Digital 📇 Add a Note Advanced Permissions Report	mitydigital	✔	✔	Super Users	michael@mity.com.au	2017-08-09 16:36:41	2017-02-01 11:45:02	449

To add a new user click the green New button in the top left. The following screen will appear.

Add the following information. Any other field can be left as default.

Name - Persons fill name

Login Name – This is the persons uersname. We have been using their email address for simplicity

Password – Their password

Confirm Password – Repeat password

Email – The persons email address

Click into the "Assigned User Groups" tab and select either "Resident", "Owner" or "Committee"

Click Save & Close.

9.2 Delete an Account

Select the **Users** menu then **Manage** to show all users. To quickly find the user enter their name (or part of) in the search box. When you find their account tick the box to the left of their name the click the **Delete** button in the toolbar.

10 Support

For support the we have a ticketing system that will log a support request for you and allow us to keep track of it. Also by using a centralised support system any member of the Mity team is able to help.

To log a support ticket either email **support@mity.com.au** or go to **support.mity.com.au** and fill in the form.