

# SiteDynamic 1.2 Professional Edition

Easy to use content management system

## Quick Reference Guide

### For End-Users

## Table of Contents

<b>OVERVIEW</b>	<b>3</b>
<b>ICONS LEGEND</b>	<b>3</b>
<b>LOGIN</b>	<b>3</b>
<b>MY PROFILE</b>	<b>4</b>
<b>LOGOUT</b>	<b>5</b>
<b>CONTENT MANAGEMENT</b>	<b>5</b>
<b>ADD PAGE</b>	<b>5</b>
<b>EDIT PAGE CONTENT</b>	<b>6</b>
TEXT/HTML	6
ITEM LIST	7
CONTACT FORMS	8
<b>EDIT PAGE META-TAGS</b>	<b>8</b>
<b>MOVE PAGE POSITION</b>	<b>9</b>
<b>EDIT PAGE PROPERTIES</b>	<b>10</b>
<b>CONTROL PANEL</b>	<b>11</b>
<b>GENERAL CONFIGURATION</b>	<b>11</b>
<b>DEFAULT META-TAGS</b>	<b>13</b>
<b>DIRECT LINKS</b>	<b>14</b>
<b>MANAGE USERS</b>	<b>15</b>
EDIT/ADD USER	15
<b>MEDIA MANAGER</b>	<b>16</b>
<b>SKIN CONFIGURATION</b>	<b>17</b>
<b>LANGUAGE FILES</b>	<b>17</b>
<b>DATABASE MAINTENANCE</b>	<b>18</b>
<b>LOCK WEBSITE</b>	<b>19</b>

## Overview

SiteDynamic enables you to create and manage your Website quickly. This document describes all the features of SiteDynamic in details.

## Icons Legend

After logging-in, icons will appear. Below you will find a list of icons with their feature.



**Important!** The position of the icons here is based on SiteDynamic default skin. It may differ depending on the skins.

**Note:** Depending on your access right level you may not be able to view some of the above icons. If you think you should, please contact your administrator.

## Login

To access your Website control panel and start making changes to your Website you have to login first.

**Login**  
To access the admin area, type in your username and password and click on the login button.

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**Login**  
The username and password fields are case sensitive.

Username :

Password :

Remember me


1. Type <http://www.yourwebsitename.com/admin> in your browser web address bar.
2. Enter your username and password given by your administrator.

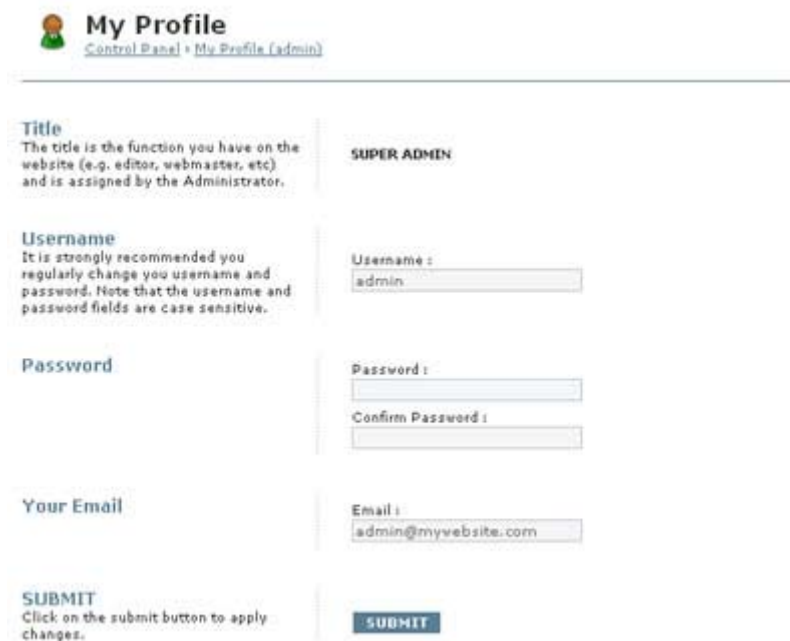
3. Click the *Login* button.

You may also select the *Remember me* select box if you wish to save your username on your computer.

**Important!** For security reasons do not select the *Remember me* feature when logging in on public computers.

## My Profile

You can view and change your profile details by clicking on the *My Profile* icon () .



**My Profile**  
Control Panel > My Profile (admin)

---

**Title**  
The title is the function you have on the website (e.g. editor, webmaster, etc) and is assigned by the Administrator.

**SUPER ADMIN**

**Username**  
It is strongly recommended you regularly change you username and password. Note that the username and password fields are case sensitive.

Username :  
admin

**Password**

Password :  
[input field]

Confirm Password :  
[input field]

**Your Email**

Email :  
admin@mywebsite.com

**SUBMIT**  
Click on the submit button to apply changes.

**SUBMIT**


- Your user title is assigned by your administrator and can only be changed by him.
- Enter a new username or leave your current username.
- Enter your new or current password.
- Confirm your password (the one you typed above).
- Enter your email address.
- Always click the *Submit* button to apply changes.

**Tip:** It is strongly recommended you change your username and password regularly.

**Important!** The password and confirm password fields need to be filled when you want to apply changes.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Logout

To logout, click the logout icon (  ).

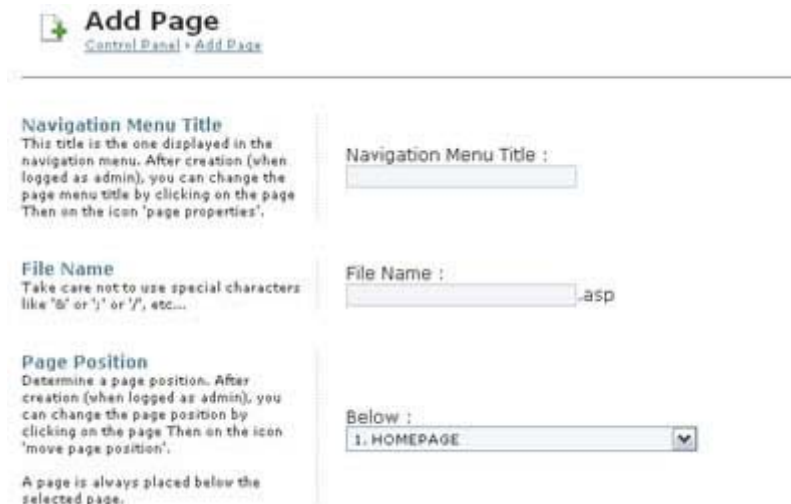
**Important!** The logging out action confirms your Website that you have finished and locks your session to other users using the same computer. When you have finished it is important to logout.

## Content Management

The content management system permits you to add, edit, and delete the page content of your pages.

## Add Page

To add a new page, click the *Add Page* icon (  ). This icon is located top-left in SiteDynamic default skin.



**Add Page**  
Control Panel > Add Page

**Navigation Menu Title**  
This title is the one displayed in the navigation menu. After creation (when logged as admin), you can change the page menu title by clicking on the page. Then on the icon 'page properties'.

Navigation Menu Title :

**File Name**  
Take care not to use special characters like '!' or ';' or '/', etc....

File Name : .asp

**Page Position**  
Determine a page position. After creation (when logged as admin), you can change the page position by clicking on the page. Then on the icon 'move page position'.

Below :

A page is always placed below the selected page.

**Navigation Menu Title:** Your page title is displayed both in the menu and at the top of the relevant page. A short title has a better impact.

**Filename:** To help search engines and users find you quickly use a keyword describing your page content. Avoid at all cost using special characters (including accents).

**Page Position:** Select a position in the menu for your page below an existing page.



**Content Type:** Select the type of content for the page.

- Text/Html is a classic text page.
- Item List is to create a list of items (e.g. list of products, links, etc).
- Contact Form is to create a page with a form to contact you.

**Display in Menu:** If you want your page not to be shown in the menu select “Hide” (Hiding a page can be handy while you are working on it).

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Edit Page Content

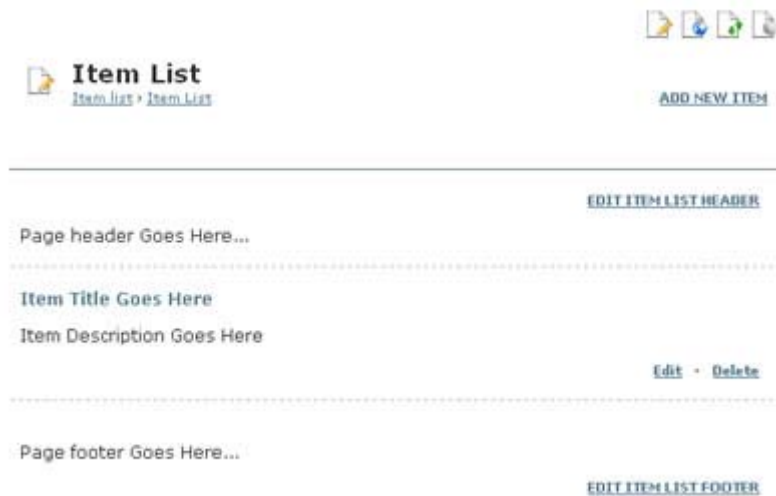
To edit the content of a page, click the *Edit Page Content* icon (  ). There are 3 types of content.

### Text/Html

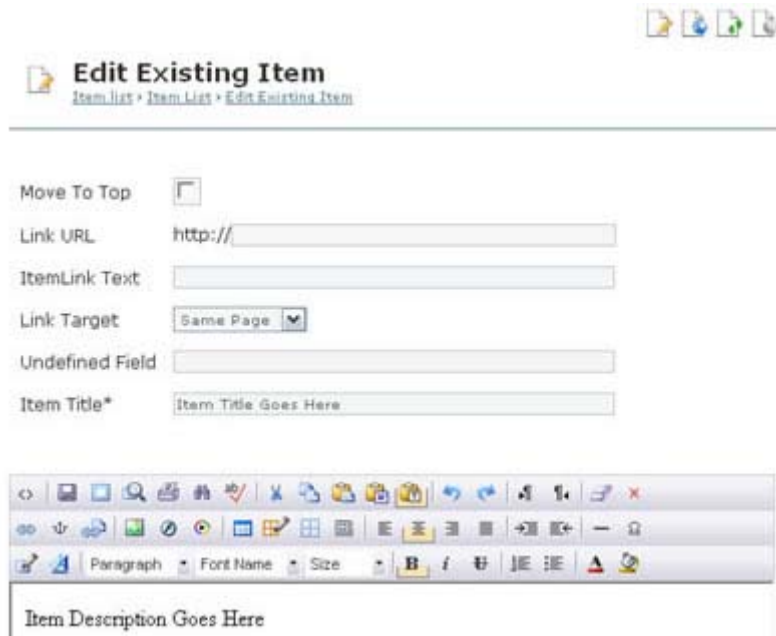


Type in your text in the textbox and format it using the editor toolbar above in the usual way. Note that you can save your content as you go by using the editor toolbar save button (icon). When you are done, click the “Submit” button located bottom-right hand side.

## Item List



You can change the page header or footer in the same way as the Text/Html content page. You can also add a new item and edit/delete an existing one.



- **Move to Top:** Items are automatically placed one above the other. However you can tick the “Move to Top” checkbox when you want to move an existing item to the top of the list.
- **Link Uri:** When you have the need for it, use this field either to link to a live Website or to another page of your own Website.
- **ItemLink Text:** For a better appearance give your link a title.
- **Link Target:** If you want your link to open in a new window, select “New Page” otherwise your link will open on the same window as your Website. Parent Page refers to frame users (It is actually something rarely used).

- **Undefined Field:** Can be used to indicate a category or a one word description (e.g. in a list of products such as books, the undefined field could refer to "Thriller", "Novel", "Poetry", etc).
- **Item Title/Description:** This is the title and the full description of your item. These are both required fields.

## Contact Forms

Field Title	Is Active?	Is Required?
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company	<input type="checkbox"/>	<input type="checkbox"/>
Address1	<input type="checkbox"/>	<input type="checkbox"/>
Address2	<input type="checkbox"/>	<input type="checkbox"/>
ZIP	<input type="checkbox"/>	<input type="checkbox"/>
City	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>
Country	<input type="checkbox"/>	<input type="checkbox"/>
Email*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Security Code	<input type="checkbox"/>	


You can change the text of the header and/or footer. You can also activate the fields you want by clicking the "Is Active?" box of the corresponding field. Tick the corresponding "Is Required?" box if you need the field to be compulsory.

Additionally you have 4 custom fields (2 at the top, 2 at the bottom) where you can request further information in your contact form (e.g. Telephone, Fax, Title, etc).

Tick the Security Code "Is Active?" box to enable a set of 6 characters to be displayed at random and confirmed by the user before submitting the form.

**Note:** Depending of your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Edit Page Meta-Tags

To edit the title, the description and the keywords of a page for search engines, click the *Edit Page Meta-tags* icon ()

**Page Metatags**  
[Homepage](#) > [Page Metatags](#)

**Title**  
 The page title is used by search engines and in the title bar at the top of your browser.

**Title :**  
 SiteDynamic Instant Website

**Description**  
 This page description is inserted into the head area of your web page. This description is used by search engines, it is not seen by those viewing your page in browsers.

**Description :**  
 ASP Ready to run website based on an easy to use, fully admin and highly customizable, content management system architecture.

characters 0 **count**

**Keywords**  
 The page keywords are inserted into the head area of your web page. Those keywords are used by search engines, there are not seen by those viewing your page in browsers.

**Keywords :**  
 codedynamic, sitedynamic, CMS, Content Management System, ready to use website, ready to run website

characters 0 **count**

**SUBMIT**  
 Click on the submit button to apply changes.

**SUBMIT**

**Title:** The page title is used by search engines and is displayed in your browser title bar.


**Description:** This description is inserted into the head area of your web page. It is used by search engines and is not seen by those viewing your page in a browser.

**Keywords:** Keywords are also used by search engines and inserted in the hidden head area of your page.

**Tip:** A maximum of 50 characters for your title, 250 for your description and 10 to 12 keywords separated by a comma has a better impact on search engines.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.


## Move Page Position

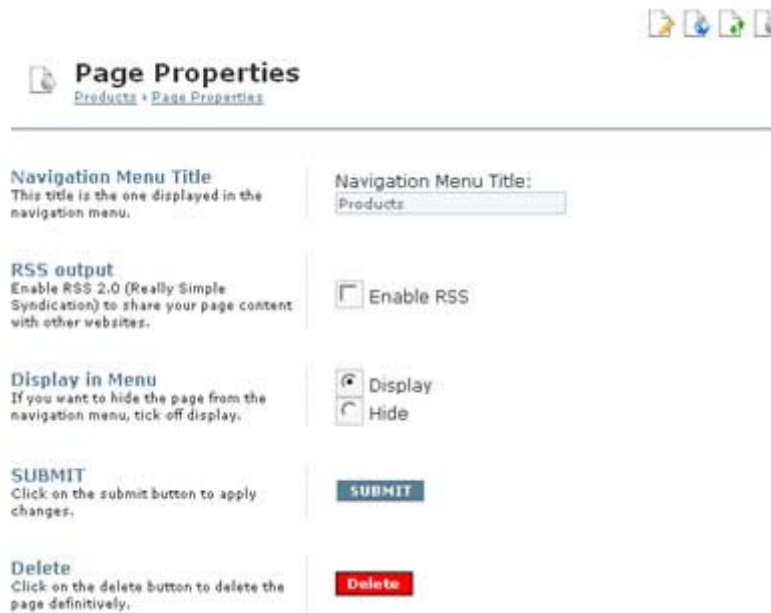
To move the position of a page, click the *Move Page Position* icon (  ). A page is always placed below the selected page.



**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Edit Page Properties

To edit the properties of a page, click the *Edit Page Properties* icon (  ).



**Navigation Menu Title:** You can change the title of the page displayed in the menu.

**RSS Output:** Tick the “Enable RSS” box to create a RSS 2.0 (Really Simple Syndication) file for your page. A small icon linking to the RSS file will be displayed in your page content.

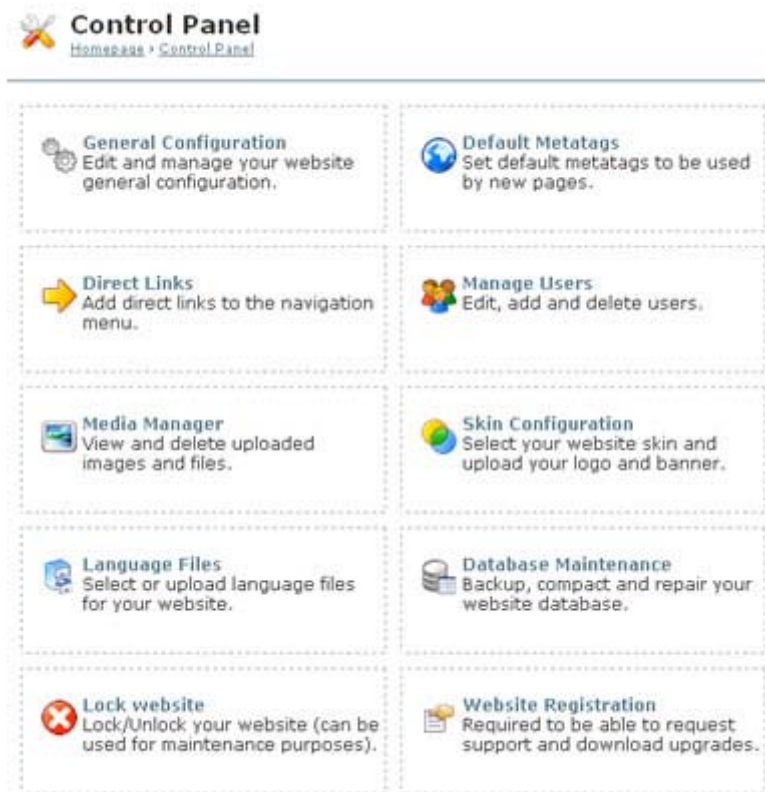
**Display in Menu:** If you want your page not to be shown in the menu, select "Hide". This option is not available for the Homepage.

**Delete:** Click the delete button to delete the page definitively. This option is not available for the Homepage.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Control Panel

The control panel is the backbone of your Website. It permits you to have complete control over your Website.



## General Configuration

To edit the general settings of your Website, click the *General Configuration* icon ().

**General Configuration**  
Control Panel » General Configuration

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**Website URL**  
Input your website URL (e.g. <http://www.mywebsite.com>).

**Mail Component**  
Select your mail component. The component you selected must be installed on your server.

- CDOsys **Installed**
- CDOnts **Not Installed**
- W3 JMail **Not Installed**
- ServerObjects AspMail **Not Installed**
- Persits AspEmail **Not Installed**

**Mail Setup**  
Input your SMTP mail server address and your website email address. The mail server address is not needed when using CDOnts component.

Website Email :

SMTP Server :

SMTP Login :

SMTP Password :

**File Upload Setup**  
Give a maximum file size that can be uploaded. Separate the different authorized file types with a semi-colon (e.g. txt;pdf;zip;rar).

Max. File Size :

Allowed File Types :

**Cookie Name**  
Name of the cookie sent on the authenticated user machine (eg. 'mywebsite'). Note: don't use special characters.

Cookie Name :

**SUBMIT**  
Click on the submit button to apply changes.

**Website Url:** Input the full web address of your Website (e.g. [www.mywebsite.com](http://www.mywebsite.com)).

**Mail Component:** The mail component is installed on your web server and permits you to send emails. For compatibility reasons, several components are available in SiteDynamic. Simply choose one already installed.

**Website Email:** Input an email address where you want to be contacted through the contact forms.

**SMTP Server:** Input your mail server SMTP address as given by your Website administrator or Web host.

**SMTP Login/Password:** Type in your SMTP username and password if your mail server requires authentication. This option is available using CDOsys and Persits AspEmail components only.


**Maximum File Size:** Select the maximum size for your files to be uploaded.


**Allowed File Types:** Input the type of files you want to allow to be uploaded. Separate each of them by a semi-colon (e.g. jpg;png;gif;jpeg;pdf;txt).

**Cookie Name:** You can change the default cookie name used for authentication. When submitting a new cookie name, please note that you will be automatically logged-out and will need to login again.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Default Meta-Tags

To edit the meta-tags to be used by new pages, click the *Default Meta-Tags* icon ()



**Website Name:** This title is displayed in your browser title bar (located in the upper area of your browser window) after the page title.

**Owner:** Input your full/company name.


**Title:** Input a default page title. A maximum of 50 characters for your title (including spaces) has a better impact on search engines.

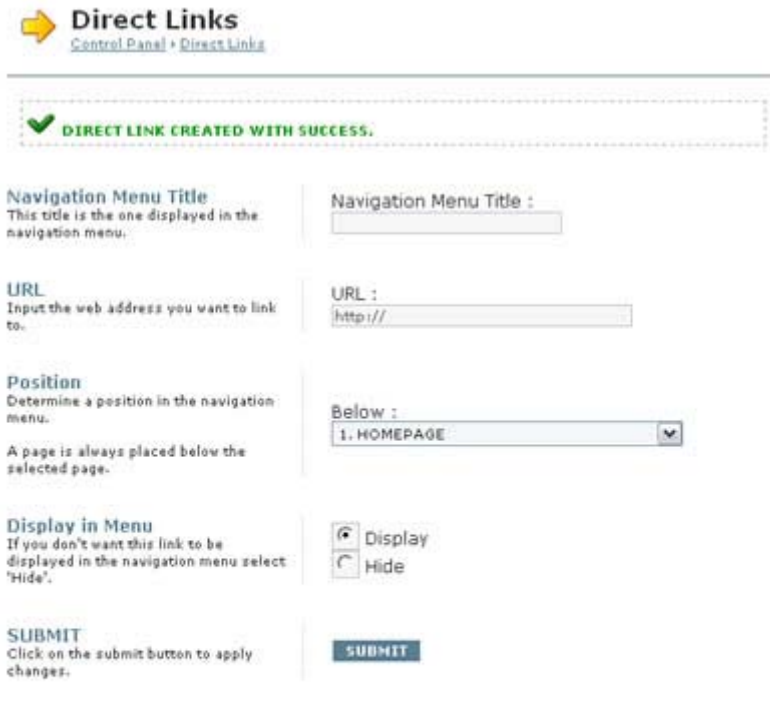
**Description/Keywords:** Input a default description to be used by each newly created page. You can click the "Count" button to either count the number of

characters used in your description or in your list of keywords. A maximum of 250 characters for your description (including spaces) and a list of 10 to 12 keywords separated by a comma have a good impact on search engines.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Direct Links

To edit/add a direct link to the navigation menu, click the *Direct Links* icon (  ).



**Direct Links**  
Control Panel > Direct Links

**✓ DIRECT LINK CREATED WITH SUCCESS.**

**Navigation Menu Title**  
This title is the one displayed in the navigation menu.

Navigation Menu Title :

**URL**  
Input the web address you want to link to.

URL :

**Position**  
Determine a position in the navigation menu.  
A page is always placed below the selected page.

Below :

**Display in Menu**  
If you don't want this link to be displayed in the navigation menu select 'Hide'.

Display  
 Hide

**SUBMIT**  
Click on the submit button to apply changes.

---

**Manage Direct Links**

Title	Link URL	Displayed		
Google	<a href="http://www.google.com">http://www.google.com</a>		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Navigation Menu Title:** Input the title to be displayed in the navigation menu.

**URL:** Input the Web address you want to link to.


**Position:** Determine a position in the navigation menu. This link will be placed below the selected page.

**Display in Menu:** If you don't want this link to be displayed in the menu select "Hide".

**Manage Direct Links:** Click the “Edit” button to edit a direct link. Click the “Delete” button to delete the link definitely.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Manage Users

To add, edit or delete a user, click the *Manage Users* icon ().



**Manage Users**  
Control Panel » Manage Users

[ADD NEW USER](#)

Username	Title	Email	Is Active?		
Judy	Admin	admin@mywebsite.com	Yes	<a href="#">Edit</a>	<a href="#">del</a>
David	Super Editor	david@mywebsite.com	Yes	<a href="#">Edit</a>	<a href="#">del</a>
Antony	Editor	antony@mywebsite.com	Yes	<a href="#">Edit</a>	<a href="#">del</a>

**Add New User:** Click this link to add a user.

**Edit/Del:** Click the corresponding “Edit” link to change the details of an existing user or click the “Del” button to definitely delete a user.

### Edit/Add User



**Edit/Add User**  
Control Panel » Manage Users » Edit/Add User

**Status**  
Tick off this checkbox if you want this profile to be deactivated. Note: A deactivated profile cannot login.

Active

**Title**  
The title is the function you have on the website (e.g. editor, webmaster, etc) and is assigned by the Administrator.

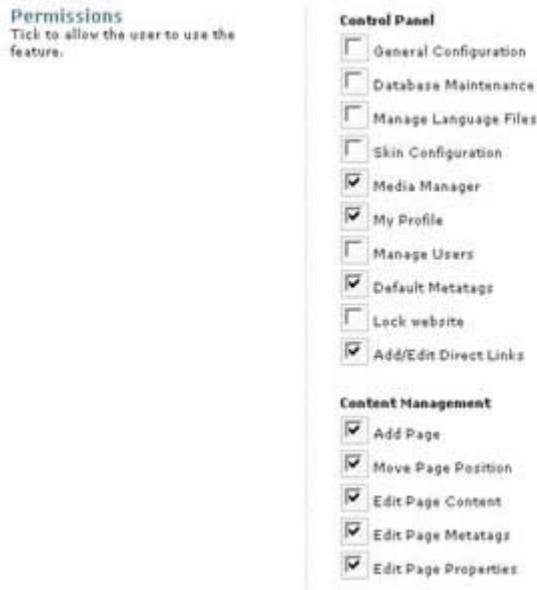
Title :  
Editor

**Username**  
It is strongly recommended you regularly change you username and password. Note that the username and password fields are case sensitive.

Username :  
Antony

- **Status:** Tick off this checkbox if you want to deactivate the user.


- **Title:** The title is the function you have on the Website and is assigned by the administrator.
- **Username/Password:** Required to login into your Website. Note that both fields are case sensitive.
- **Email:** Input the email address where you want the Website administrator to contact you.



- **Permissions:** Tick to allow the use of the corresponding feature.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Media Manager


To manage your Website images and documents, click the *Media Manager* icon ()

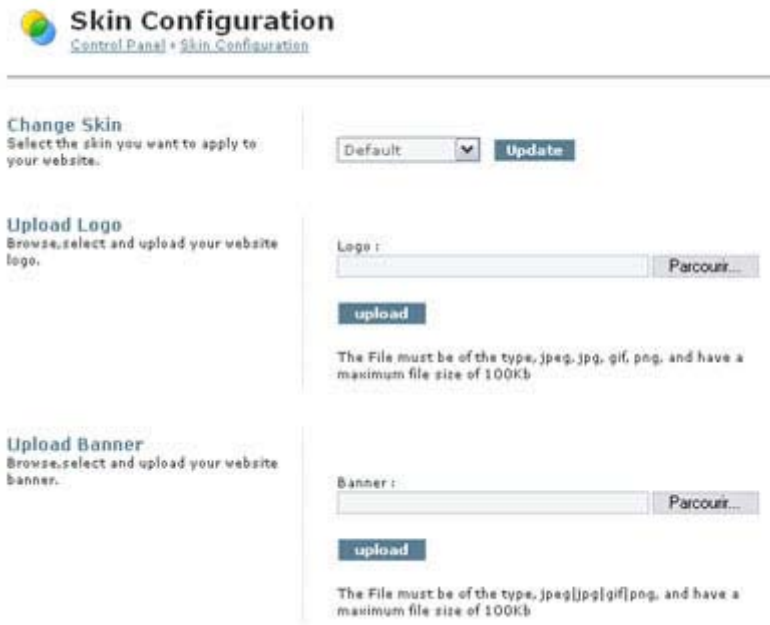


The Media Manager is used to view, upload, download and delete all files used within your content pages such as images and documents.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Skin Configuration

To edit your Website skin configuration, click the *Skin Configuration* icon (  ).



The screenshot shows the 'Skin Configuration' control panel. It has a title bar with a logo and the text 'Skin Configuration Control Panel > Skin Configuration'. Below the title bar, there are three main sections:

- Change Skin:** A section with the instruction 'Select the skin you want to apply to your website.' It features a dropdown menu currently set to 'Default' and an 'Update' button.
- Upload Logo:** A section with the instruction 'Browse, select and upload your website logo.' It includes a text input field labeled 'Logo:', a 'Parcourir...' (Browse) button, an 'upload' button, and a note: 'The File must be of the type, jpeg, jpg, gif, png, and have a maximum file size of 100Kb'.
- Upload Banner:** A section with the instruction 'Browse, select and upload your website banner.' It includes a text input field labeled 'Banner:', a 'Parcourir...' (Browse) button, an 'upload' button, and a note: 'The File must be of the type, jpeg|jpg|gif|png, and have a maximum file size of 100Kb'.


**Change Skin:** Select a skin in the dropdown list and click the “Update” button to apply it to your Website.

**Upload Logo:** Click the “Browse” button to select a logo saved on your computer then click the “Upload” button to upload it to your Website.

**Upload Banner:** Click the “Browse” button to select a banner saved on your computer then click the “Upload” button to upload it to your Website.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Language Files

To change your Website interface language, click the *Language Files* icon (  ).



**Website Language:** Select a language in the dropdown list and click the “Update” button.

**Editor Language:** Select a language in the dropdown list and click the “Update” button.

**Upload Language File:** Click the “Browse” button to select a language file saved on your computer then click the “Upload” button to upload it to your Website.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Database Maintenance

To backup or compact your database, click the *Database Maintenance* icon (.




**Database Information:** Displays your database details (Microsoft Access and SQL Server).

**Backup Database:** Click this link to save your database onto your computer (Microsoft Access only).

**Compact Database:** Compacting your database improves its performance (Microsoft Access only). You should compact your database at least once a week by clicking on this button.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.

## Lock Website

To lock your Website, click the *Lock Website* icon (). This feature can be used when doing maintenance or to close your Website temporarily. When accessing your Website, a page is displayed with the title and the message you have chosen.



The screenshot shows the 'Lock website' control panel. At the top left is a red circle with a white 'X' icon and the text 'Lock website'. Below it is a breadcrumb trail: 'Control Panel > Lock website'. The form is divided into several sections:

- Title:** A label 'Title' with the instruction 'Input the title you want to be displayed,' followed by a text input field containing 'Closed for maintenance'.
- Message:** A label 'Message' with the instruction 'Input the message you want to be displayed,' followed by a large text area containing 'Our website is being updated. Please come back in a few minutes...'.
- Lock/UnLock:** A section with the text 'If you select "Lock Website" the website will not be accessible (A page with your title and message will be displayed).' and a note: 'Note: The Admin Area will remain accessible by Super Admin only.' Below this are two radio buttons: 'Lock website' (which is selected) and 'Unlock website'.
- SUBMIT:** A label 'SUBMIT' with the instruction 'Click on the submit button to apply changes.' followed by a blue 'SUBMIT' button.

**Title/Message:** Input the title and message you want to be displayed.

**Lock/Unlock:** Select lock or unlock accordingly.

**Important:** The admin area will remain accessible to super admin and allowed users.

**Note:** Depending on your access right level you may not be able to access this feature. If you think you should, please contact your administrator.