

DIGITALSPINNERS

Content Management System

HELP DOCUMENT

Table of Contents

INTRODUCTION.....	5
1.1 WHAT IS CMS	5
1.2 DS CMS PRO FEATURES	5
1.3 MODULES OF DS CMS PRO.....	6
1.4 ONLINE REFERENCES OF DS CMS	7
2 TOOL BAR	8
3 WYSIWYG EDITOR	9
4 LEFT PANEL	11
5 CONTENT MANAGER	11
5.1 MANAGE PAGES	12
5.1.1 ADD NEW PAGE	13
5.1.2 ADD PAGE MODULES	14
5.1.3 ADDING SUB PAGES.....	14
5.1.4 PUBLISH & UN-PUBLISH	14
5.1.5 EDIT PAGE INFO.....	15
5.1.6 VIEW PAGE.....	15
5.1.7 DELETE PAGE.....	15
5.1.8 TRANSLATE PAGE.....	15
5.2 MODULE MANAGER.....	16
5.3 MANAGE NEWS	17
5.3.1 ADD NEW NEWS	19
5.3.2 ADD NEWS FILE	20
5.3.3 ADD NEWS IMAGES	20
5.3.4 EDIT NEWS	21
5.3.5 VIEW NEWS	21
5.3.6 TRANSLATE NEWS	21
5.4 IMAGE GALLERY.....	22
5.4.1 ADD GALLERY IMAGE.....	23
5.4.2 EDIT GALLERY IMAGE	23

CONTENT MANAGEMENT SYSTEM

5.5	EMAILS	24
5.6	POLLING	25
5.7	GUESTBOOK	26
5.7.1	VIEW GUESTBOOK	27
5.8	AUDIO VIDEO GALLERY	27
5.8.1	ADD NEW GALLERY	28
5.8.2	ADD MEDIA FILE	29
5.8.3	EDIT GALLERY	29
5.9	SPONSORED LINKS	30
5.9.1	ADD MODULE	31
5.9.2	ADD/MANAGE SPONSOR LINKS	31
5.9.3	EDIT SPONSOR LINK	31
5.9.4	TRANSLATE LINK	32
6	SITE MANAGER	32
6.1	SITE OPTIONS	33
6.2	THEME MANAGER	35
6.2.1	ADD THEME	37
6.2.2	STYLE	38
6.3	LABELS	38
6.3.1	ADD NEW LABEL	39
6.3.2	TRANSLATE LABEL	40
6.3.3	EDIT LABEL	41
6.4	SITE MESSAGES	41
6.4.1	ADD CONFIRM MESSAGES	43
6.4.2	EDIT CONFORM MESSAGE	43
6.4.3	TRANSLATE CONFORM MESSAGE	44
6.5	LANGUAGE MANAGER	44
6.5.1	ADD NEW INTERFACE LANGUAGE	45
6.5.2	EDIT INTERFACE LANGUAGE	45
7	SECURITY	45
7.1	ADMINISTRATORS	46
7.1.1	ADD ADMIN USER	46
7.1.2	ADMIN ROLES	47
7.2	ROLE MANAGER	47
7.2.1	ADD NEW ROLE	48

CONTENT MANAGEMENT SYSTEM

7.3	CHANGE PASSWORD.....	49
8	LOGOUT	50

INTRODUCTION

1.1 What is CMS

CMS stands for Content Management System; it is a system that manages the entire lifecycle of web pages. It starts from creation to archival and responsible for processing data for users and users can shop any item.

There are three main parts in a general web based CMS system:

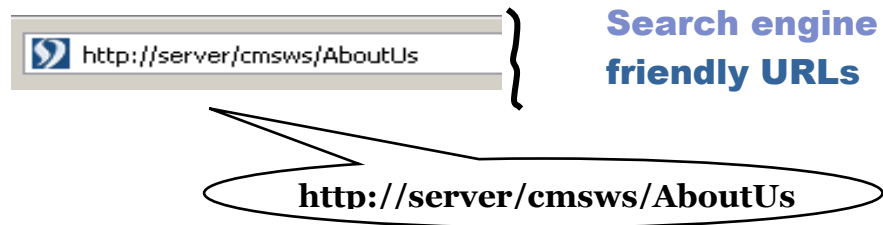
- Content Editors (Decide what content to publish and where)
- Content Publishers (Publish the content on the web)
- Content Authors (Create the content for the web)

1.2 DS CMS PRO features

The 'Digital Spinners' Contents Management System is one of the most powerful web based application used to create and manage a dynamic web site. Main features of the DS CMS PRO are as under:

- The template and styles can be change with just one click.
- The CMS fully automates the publishing of your site.
- Dynamic and interactive pages can be added, updated or deleted on the fly.
- DS CMS PRO supports multi-language.
- Security is highly maintained by using different techniques.
- User can easily manage the news and image galleries.
- The administrator can publish and un-publish the page(s) easily.
- Complex pages can be created with custom layout and easy presentation.
- Pages inside pages can be created.
- By not using the CMS even small changes seem to require technical and financial resources, but by using the DS CMS PRO anyone can save his/her precious technical and financial resources.

- The contents, structure, design and the database layers are treated differently.
- Like all the internet applications, the DS CMS PRO offers a powerful hierarchy of roles and rights.
- The DS CMS PRO keeps a stronger grip on the use of Meta tags for search engine optimization and sophistication of web crawler.
- Search engine friendly URLs are implemented in DS CMS, so there is very minimum risk of broken links so the search engines will keep the site on higher rank.



- There are seven major modules in the DS CMS; these modules can be attached with any page on just one click.
- No additional software is required, you can maintain your site from anywhere in the world, just you need internet access and a valid registered user login.
- Any non-technical or non-professional person can easily maintain the DS CMS PRO based web site.
- The DS CMS PRO can manage the Accounts of the users.
- Initial build of DS CMS PRO require 90% of all efforts, but maintaining it (forever) is 10%, or even less than 10%.
- It provides wide variety of different roles and rights that can apply accordingly to the different levels of users in an organization.

1.3 Modules of DS CMS PRO









- News module
- Scrolling news
- Contact us
- Image Gallery

- Voting Poll
- Audio
- Video
- Guest Book
- Sponsor Link
- Google Search

1.4 Online References of DS CMS

- <http://www.sarashair.com>
- <http://espressocap.no>
- <http://ipdf.gov.pk>
- <http://cup.org.pk>
- <http://pnac.org.pk>
- <http://kashmir.no>

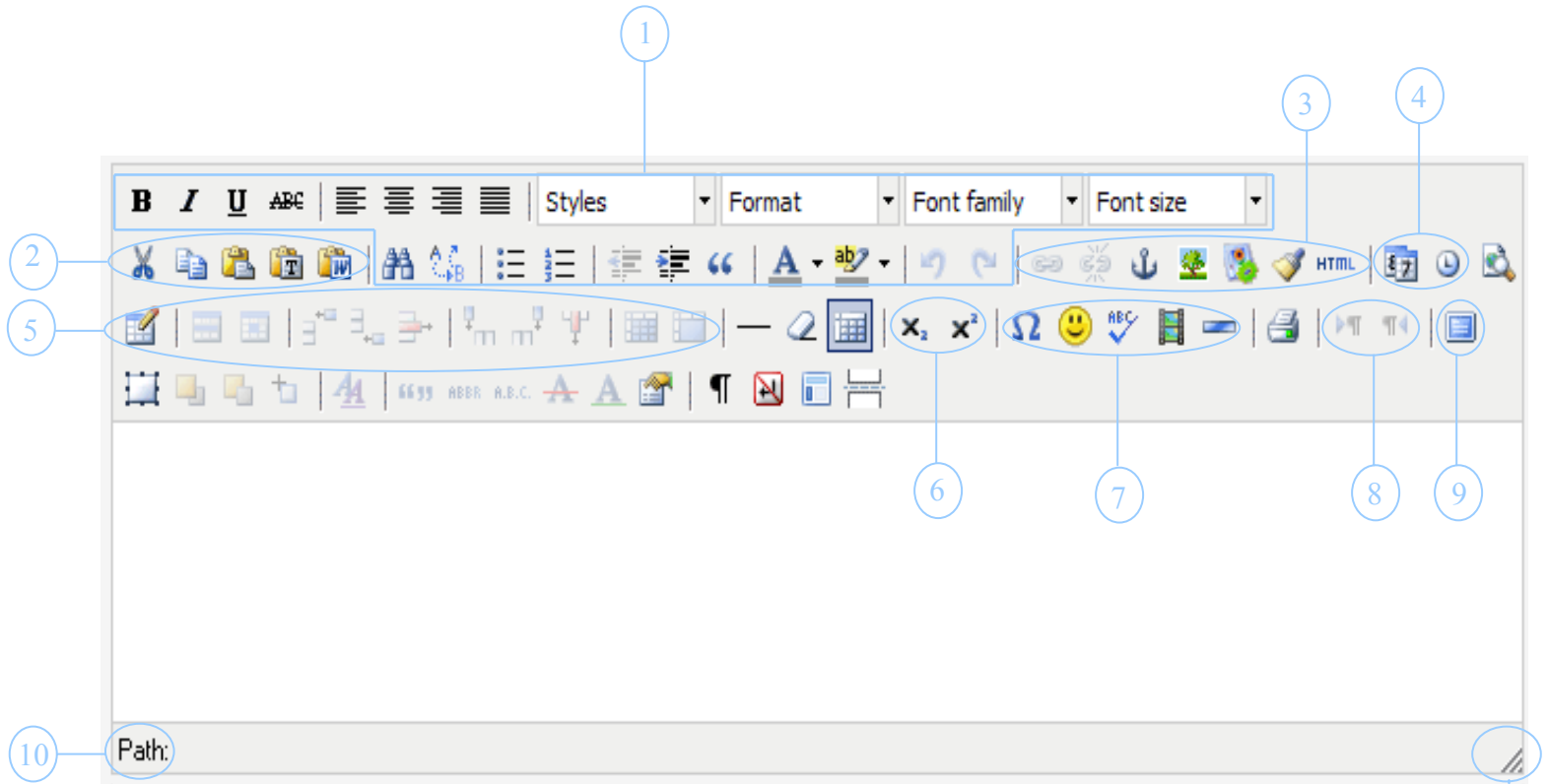
2 Tool Bar

-  To ADD Data
-  To Edit Data
-  To View Data
-  To Delete Data
-  To Translate Data
-  To Activate
-  To Deactivate
-  To Set the Default

NOTE: * Indicated that the Field is necessary to Fill-it-out.

Compatibility: This Content Management System is design for Internet Explorer V.6+ and Mozilla Fire fox, however it will work fine with other browsers, there might be some change in formatting.

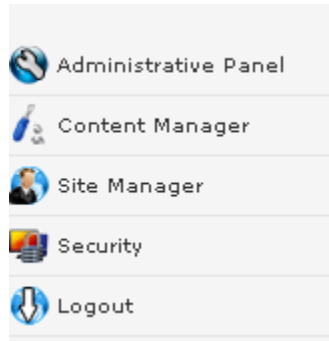
3 WYSIWYG Editor



- 1- Text Formatting: Use to format the text, such as Bold, Italic, Underline, Alignment of text, Style, Font size/family, Color, Bullets and many more operations.
- 2- Text Editing: Use to Cut, Copy, Paste, Paste text as Plain Text, Paste Text from Word.
- 3- From left to right:
 - Insert/edit link: Use to insert or edit URLs.
 - Un-link: Use to remove URLs.
 - Insert/edit anchor: Use to manage anchors, to move up and down within a document.
 - Insert/edit image: Use to insert or edit images.
 - iBrowser: It's a mini Image Manager use to upload, view/edit and delete the images.
 - Cleanup Messy Code: It cleans up the code that is not in use
 - Edit HTML Code: It open Html Source Editor.
- 4- Date and Time: Current date and time will insert.
- 5- From left to right

- Insert a new Table: Use to insert a new table.
 - Table Row properties: Use to set the table's row properties.
 - Table Cell properties: Use to set the table's Cell properties.
 - Insert Row before: Use to insert the row before the cursor position.
 - Insert Row after: Use to insert the row after the cursor position.
 - Delete Row: Use to delete the table row.
 - Insert Column before: Use to insert the column before the cursor position.
 - Insert Column after: Use to insert the column after the cursor position.
 - Remove Column: Use to delete the table column.
 - Split Merged table cells: Use to merge the spited table cells.
 - Merged table cells: Use to merge table cells.
- 6- Subscript and Superscript: Use to format text as base or power of any other text.
- 7- From left to right:
- Insert Custom character: Special Characters can be inserted; such as, λ, Λ, Γ and lots of more
 - Emotions: Different types of emotions can insert.
 - Insert/edit embedded media: Media such as Flash, QuickTime, Shockwave and Real media can be inserted and updated.
 - Horizontal rule: We can insert horizontal ruler to separate your content.
- 8- Direction left to right and right to left: It changes the direction of the text. New text will be inserted on right if left to right is selected, and new text will be on left side if right to left is selected.
- 9- Toggle full screen mode: It changes the size of the editor, from small to full screen and vice versa.
- 10- Path: It describes the full hierarch of html.
- 11- Resize: It changes the size of the editor.

4 Left panel



- **Administrative Panel:** links to major modules (shortcuts).
- **Content manager:** Page Manager, Language, News Manager, Image Gallery and Emails are managed here.
- **Site manager:** deals with Site Options, Theme Manager, Concepts, Site Labels and Site Messages
- **Security modules:** Administrators, Role Manager and Change Password are handled.
- **Logout:** is to end the session.

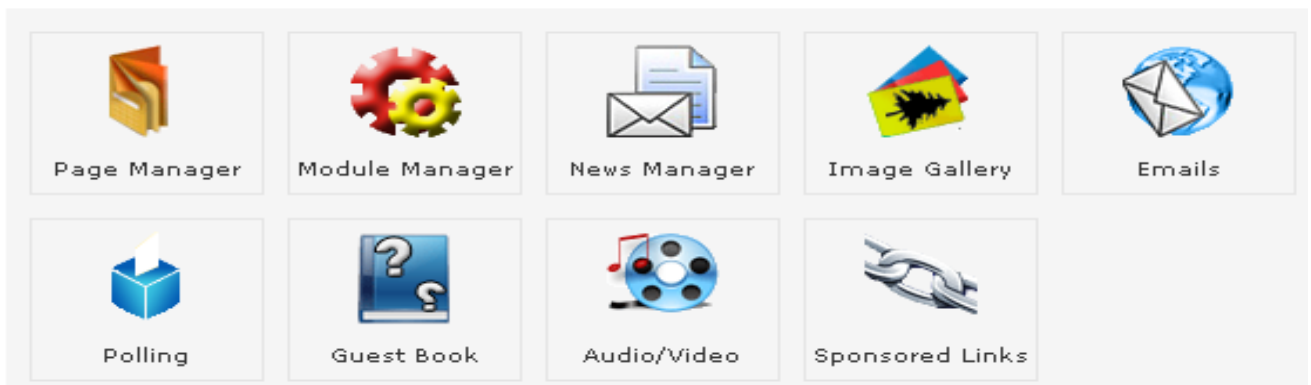
5 Content Manager

In Content Management Console Web Pages, News, Images and Customer Emails are managed.



Content Manager

Dear `cupftp_cmsdbuser`, This is the **content management consol**, from here you can easily manage the content of your website includes: web pages, news, images and customer emails.



5.1 Manage Pages


















Page Manager

[Add New Page](#)

Select Language English

Page Name

Leave blank to view all pages

Page Name	Is Home Page	Modules	SubPages	Action
Home	Set as Home Page	Does not exist	Does not exist	Un Publish    
Image + News+Page info	Set as Home Page	<ul style="list-style-type: none"> DS Anual Diner 2007 DS Tour to Northern Areas 		Un Publish    
Services	Set as Home Page	Does not exist	Does not exist	Un Publish    
About Us	Set as Home Page	Does not exist	Does not exist	Un Publish    






Pages:-First<<[1][2][3][4][5][6]>>Last

In manage pages; all pages of the main website are managed in this section. We can add, view, edit, delete, publish and unpublished the pages and all effect will be on main website.

- New pages are added by clicking on [Add New Page](#)

Page Name

Leave blank to view all pages

- Any page can be searched from
- You can also set any page as Home page by clicking on [Set as Home Page](#)
- You can Add sub pages / Add modules of pages by clicking on 
- You can Publish / Un publish the page by clicking on [Publish](#) and [Un Publish](#)
- You can Edit the page information by clicking on 
- You can Preview the page by clicking on 
- You can Delete the page by clicking on 
- You can Translate the page by clicking on 

5.1.1 Add New Page

On Clicking Add New Page on Manage pages, you can add the page by filling out the form given below

Page Manager >> Add New Page

Select Language:

Page Name*:

Page Title*:

Page Rank*:

Show page link in: Top Menu Left Menu Footer

Search Engine Optimization

Meta Tags Desc:
Note: 2-3 Sentence (without Enter)

Meta Tags Keywords:
Note: 255 characters (Seperated by commas)

Page Contents:

B I U ABC | | Styles | Format | Font family | Font size

Path:

Save

- Select Language: The page will be display in selected language.
- Page Name*: Is the name of Page to be displayed
- Page Title*: Is the Title of Page
- Page Rank*: Is the priority number of page to be displayed
- Show Page Link In: Left, Top or Bottom Menu to show page in Link; in selected menu.
- Page Contents: Is the body of page

- Meta Tags Desc: Is the main information what is in the page. It is use by spider search engines to search with in a site.
- Meta Tags Keywords: Short but useful keywords, that explains the whole page’s information.
- Press to save the page information

5.1.2 Add Page Modules

In this module, we can attach modules in pages; we can also specify the position in which we can specify the position such as Top, Bottom, Left or Right. Rank can also be specified for example, when we select Login, position is set to Right and rank is four. The module of Login will be display in right side of the page and it will be display after three modules.

Manage Pages >> Attach Page Modules

Filter by Module type:

News	<input type="checkbox"/> Ds News	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Scrolling News	<input type="checkbox"/> Ds News	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Contact Us	<input type="checkbox"/> Contact Us	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Login	<input type="checkbox"/> Login	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Sponsor Link	<input type="checkbox"/> DS Sponsor Links	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Forget Password	<input type="checkbox"/> Forget Password	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Google Search	<input type="checkbox"/> Google Search	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>

5.1.3 Adding Sub Pages

Adding Sub Pages are similar to Add New Page. The difference is that, it will attach with the page; which is being called.

5.1.4 Publish & Un-Publish

When you want to display the page on front side i.e. on main website, then you have to publish it. It will automatically available on main website. In addition, when it is no more

needed for the time being, or when you want to display a page afterwards then you keep un-publish it.

5.1.5 Edit Page Info

You can edit the page information later on when it is necessary to change the information. All the fields can be update, after updating click on Update to update the database. If the page is published, then the changes can be viewed on that page, else it can be view only in admin area.

5.1.6 View Page

View Page shows the exact output of the page with respect to the main website. Therefore, we can change them with respect to our need before publishing it.

5.1.7 Delete Page

Unwanted and unpublished pages, which are not need anymore, can be deleted by clicking on delete button.

5.1.8 Translate Page

In the page, we can translate the whole page, according to our need and then after pressing translate; whole page will translate to given language. The fields of this page are similar to

Page Manager >> Translate Info

Select Language*

Page Name

Page Name*

Page Title

Page Title*

Search Engine Optimization

Meta Tags Desc

Meta Tags Desc

Meta Tags Keywords

Meta Tags Keywords

Page Contents

Page Contents

Path:

Add New Page.

5.2 Module Manager

CMS(Content Management System) have some modules. These modules are shown in the figure below. Through this we can add module of our own choice on any page.

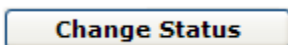


Modules Manager

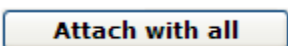
Filter by Module type:

<input type="checkbox"/>	Module	Status	Attach with all Pages	
News				
<input type="checkbox"/>	my test	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
<input type="checkbox"/>	Ds News	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Scrolling News				
<input type="checkbox"/>	my test	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
<input type="checkbox"/>	Ds News	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Contact Us				
<input type="checkbox"/>	Contact Us	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Image Gallery				
<input type="checkbox"/>	DS Tour 2008abc	Inactive	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
<input type="checkbox"/>	DS Anual Diner 2007 abc	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
<input type="checkbox"/>	test	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
<input type="checkbox"/>	DS News	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Polling				
<input type="checkbox"/>	Polling	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Audio				
<input type="checkbox"/>	DS Audio	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Video				
<input type="checkbox"/>	CMS Video Help	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Guest Book				
<input type="checkbox"/>	Guest Book	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Sponsor Link				
<input type="checkbox"/>	DS Sponsor Links	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
Google Search				
<input type="checkbox"/>	Google Search	Active	Position : <input type="text" value="Top"/>	Rank : <input type="text" value="1"/>
<input type="button" value="Change Status"/> <input type="button" value="Attach with all"/> <input type="button" value="DeAttach from all"/>				

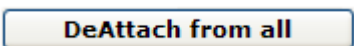
- This button is use to change the status of the Module(Active/Inactive).



- This button is use to attach all selected modules to all page of the website.

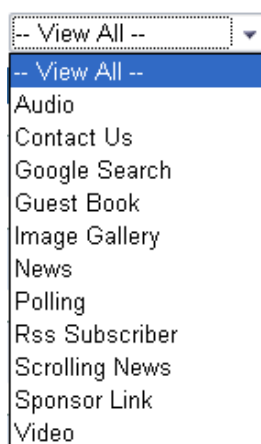


- To detach the selected Module from all pages we can use this button



5.2.1 Filter By Module Type

Through this list box we can see all modules by selecting 'View All', and one specific module by selecting the name of that module.



5.3 Manage News

In this module, we can manage all the news, which are display on front side. Following operations are performing:



News Manager

Select Language Add News

<input type="checkbox"/>	Date & Time	Title	Short Desc	File	Image	Status	Action
<input type="checkbox"/>	13.08.2008	News	Latest News			Active	
<input type="checkbox"/>	13.08.2008	Project Related	Recent Installation:			Active	

Pages: -First << [1] >> Last

Select Language : Language can be select such as English or Norsk.

- [Add News](#) : New News can be added.
-  New File / Image can be added.
-  Edit existing news.
-  View the news.
-  Translate the news into other languages.
-  Delete selected News.
-  Activate the News; display on main website.
-  De-Activate the News; remove the news from main website.

- **Select File:** File can also attached with the news for example, if you have a news for special discount and tariff is reduced, then you can attach tariff details with the news, so users can read the news and download the tariff details.
- **Select News Status*:** It is the status to display the news on the main website. We can set the news Active, then the news will be shown to users; deactivate, news will be no more visible to users; Set as Main, it will be viewed on main page.
- **Short Description*:** The hint or short news, it should contains the information regarding the news.
- **Long Description:** In this the complete detail of News should be specify.
- After completing all the fields, click on , to save the NEWS.

5.3.2 Add News File

In this section, the file can be attached with news by clicking on upload. If there is no file attached then “No File Found” will be display.

News Manager >> Add News File

5.3.3 Add News Images

Images can be added by selecting an image and giving its description. Already uploaded images will also be shown. They can be searched by languages and can be edited / deleted / translated.

News Manager >> Add News Images

5.3.4 Edit News

News can be updated according to needs. In 'Edit News' page, all the fields are same as 'Add New News' page.

5.3.5 View News

In View News, the news will be viewed, as it will be shown on main website. Images and files will also display, if they are uploaded with the news.

5.3.6 Translate News

In Translate News, the whole News page can translated to other language. We do not have to convert word by word. Activated / Deactivated Selected We can set the status of the news, either the news can be Activated or deactivated. News are selected first and then this activate and deactivate are performed. Deleted Selected We can delete the selected News on just a single click, we do not have to go to other pages and then delete from there.

News Manager >> Translate News (Ds News -> Projects of DigitalSpinners)











The screenshot displays the 'Translate News' interface. At the top, there is a 'Select Language' dropdown menu set to 'Norsk'. Below this is a 'Title' field containing 'ZondCon 2008'. There are two 'Short Description' fields; the first contains the text 'Det 4th Helårlig Zend PHP konferansen ville være holdt opp på September' and the second contains '15-18, 2008 inne Santa Rødvinen California og ville bringe sammen PHP utviklerne og firmaet direktørene fra i nærheten verden'. A 'Long Description' field is present, which is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. At the bottom of the form, there is a 'Path' field and a 'Save' button.

5.4 Image Gallery

All Images are managed in Image Gallery. We can add new Image Gallery and new Images can be added in it. The Gallery can be activated or it can be deactivated. We can also edit and delete the Image Gallery.

Image Gallery


Name*	<input type="text"/>
Records/Row	<input type="text" value="0"/>
Activate	<input type="checkbox"/>
Layout *	Select Layout
Add Gallery	

<input type="checkbox"/>	Name	Records/Row	Layout	Status	Action
<input type="checkbox"/>	DS Tour 2008 (6)	2	Image Top Align	Active	    
<input type="checkbox"/>	DS Anual Diner 2007 (6)	3	Image Top Align	Active	    



- Name*: Image Gallery Name.
- Records/Row: Specify the Rows on a page.
- Activate: To show the Image Gallery on the main page website.
- Layout*: Select a Layout to show where the picture should come, Left, Right, Top or Bottom.
- **Add Gallery** : It adds the Gallery.





-  : Add Gallery Images; add more images to the gallery.



-  Activate the News; display on main website.



-  De-Activate the News; remove the news from main website.

-  Edit existing news.
-  Delete selected News.

5.4.1 Add Gallery Image

In this section, we can add images along with their status, rank and description. We can also translate and modify later on. Selected images can be deleted. On main page, the images will be shown according to its rank and status. If status is active then the images will display on main page.





Image Gallery >> Picture Gallery(DS Tour to Northern Areas)



Select Language: English View

Select Image: Browse... Rank: 1 Desc: Active: Add Image

Uploaded Files:

Select All

<input type="checkbox"/>  Status: Active Rank: 1 left to right: Mr. Tahir, Mr. Ahsan, Mr. Yawar, Mr. Mansoor, Desc: Mr. Khalid, Mr. Yasir, Mr. Abdul Qadir, Mr. Shahid, Mr. Tauseef, Mr. Usman Edit Translate	<input type="checkbox"/>  Status: Active Rank: 2 left to right: Mr. Tauseef, Mr. Mansoor, Desc: Mr. Tahir, Mr. Yasir, Mr. Ahsan, Mr. Usman, Mr. Israr Edit Translate	<input type="checkbox"/>  Status: Active Rank: 3 left to right: Mr. Shahid, Mr. Khalid, Mr. Ahsan, Mr. Tauseef, Desc: Mr. Israr, Mr. Abdul Qadir, Mr. Tahir, Mr. Yawar, Mr. Mansoor, Mr. Usman Edit Translate	<input type="checkbox"/>  Status: Active Rank: 4 left row: Mr. Yasir, Mr. Tauseef, (right row) Desc: Mr. Khalid, Mr. Yawar, Mr. Shahid, Mr. Mansoor, Mr. Ahsan Edit Translate
--	---	--	---

Delete Selected  

5.4.2 Edit Gallery Image

When we click on the Edit button, the following window will appear. In the text fields the previous values are shown. We can change or Edit these values and we can also set layout

for the images and text of the images. When we click on the Update Gallery button, the new values will replace the previous values.

 **Image Gallery** >> Edit Gallery

Name*

Records/Row

Activate

Preview


Lorem ipsum, Dolor sit amet,
consectetuer adipiscing lorem ipsum
edipiscing elit, sed diam nonummy nibh
euismod tincidunt ut laoreet dolore

Layout* [Select Layout](#)

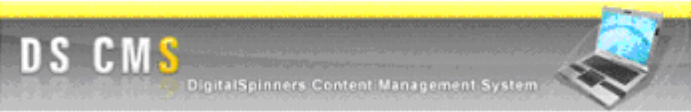
5.5 Emails

In Emails section, we can view all the emails, which are sent by the customers through the main website. Emails can be filtered by 'Replied' or 'Not Replied'. Here we can reply to customer emails and we can delete selected.

Emails

Filter by reply status:


From: waqasahmedhijazi@yahoo.com
Subject: Info about product
Date: 18.09.2008
Email: waqasahmedhijazi@yahoo.com








DS CMS
DigitalSpinners Content Management System








Sir, i am interested in the different products. So kindly guide me further. Thanks

5.6 Polling

In this section we can view all the results posted by the customer from the main website. We can also add new question for our customer, delete previous questions, polling rates submitted by the customers.

 **Manage Polls** [Add New Question](#)

Question	Options	Status	Action
Who is the President of Pakistan		Active	    

-  [Add New Question](#) To add new question.
-  Activate the Question; display on main website.
-  De-Activate the Question
-  Edit existing Question.
-  Delete Question.
-  View results posted by customer.
-  To view details about the question.

5.6.1 Add Pool Question

In this section we can add question for polling. For this purpose write question in the text field and click on the OK button.

[Manage Polls >>](#) Add Pool Question

Question:

5.6.2 Options

In this section we can set more than two options for one question, as we can see in the figure.

[Manage Polls >>](#) Add Pool Question

[List of Questions](#)

Question: Who is the President of Pakistan.

Options

George W Bush [Edit](#) | [Delete](#) | [Add Vote](#)

Pervez Musharraf [Edit](#) | [Delete](#) | [Add Vote](#)

Asif Zardari [Edit](#) | [Delete](#) | [Add Vote](#)

Add New :

5.6.3 View Results

In this section we can view the results that were polled by the customers as shown in the figure.

Poll Results

[List of Questions](#)

Question

Who is the President of Pakistan

Options	Percentage	No of Votes
Asif Zardari	67%	2
Pervez Musharraf	0%	0
George W Bush	33%	1
Total Votes : 3		

5.7 Guestbook

In this section we can read the comments of our customer about the product and about our website. We can delete the Comments, activate and deactivate the comments and we can also view the detail of the customers. The snapshot of Guest book is given

below.



Manage Guestbook

<input type="checkbox"/>	Date	Name	Email	Comments	Status	Action
<input type="checkbox"/>	17.09.2008	Awais Ahmed	awaisahmed@yahoo.com	DigitalSpinners is an ISO 9001:2000 certified I....	Active	
<input type="checkbox"/>	17.09.2008	Waqas Ahmed Hijazi	waqasahmedhijazi@gmail.com	DigitalSpinners is an ISO 9001:2000 certified ISV/.....	Active	



Pages [First Page](#) [1] [Last Page](#)

- Activate the Comments; display on main website.
- De-Activate the Comments
- Delete Comments.
- View the Comments of customer and customer information.

5.7.1 View Guestbook

Through this button we can see the customer comments on the product and about the website. We can also see the information of the customer who sends comments about the product and website.

[Manage Guestbook](#) >> [Guest Detail](#)

Guest Name	Awais Ahmed
Email	awaisahmed@yahoo.com
Phone	00000000000000
Date	17.09.2008
Comments	DigitalSpinners is an ISO 9001:2000 certified ISV/Software house established in the year 2000 offers e-business, customized software solutions, IT consultancy and infrastructure services worldwide.

5.8 Audio Video Gallery

In this section we can add different media files about our product, which can be viewed by the customer from front. We can add both types, audio and video files. After the uploading files we can activate, deactivate, delete and edit the gallery or media files.

 Audio/video Gallery

Name*

Media Type Audio Video





Activate

Add Gallery

<input type="checkbox"/>	Name	Status	Type	Action			
<input type="checkbox"/>	DSCMS Help	Active	Video				
<input type="checkbox"/>	Ds Audios	Active	Audio				
<input type="checkbox"/>	DS Videos	InActive	Video				



Add Audio or Video media file.

-  Activate the Audio or Video file; display on main website.
-  De-Activate the Audio or Video file.
-  Edit Audio or Video files.
-  Delete Audio or Video file




5.8.1 Add New Gallery

In this section we can add media files for our product and also videos manuals for our website that provide the guidance for customer.

<input type="checkbox"/>	File Title	Image	Short Desc	Action
<input type="checkbox"/>	Page Manager		Video help for Page Manager	  

Delete Selected

Pages First Page [1] Last Page

-  Edit media file name and short description etc.
-  Delete uploaded file.
-  View Audio and Video media files that have been uploaded.

5.8.2 Add Media File

In this section we can upload the media file whether it is audio or video. We can give file name which is compulsory. Browse buttons are use to set the path or to locate the media file. Short description is compulsory and long description is optional. When we click on save button the media file will start uploading.

View File List >> Add New File(DSCMS Helpq)

File Title *

Image

File *

Valid extensions mp3,avi,mov,wmv,mpeg,swf,m4a,rm,ram,mpg

Short Description *

Long Description

5.8.3 Edit Gallery









We can change the general information of the media files i.e. name audio or video type etc.

 **Audio/Video Gallery** >> Edit Gallery

Name*

Media Type Audio Video

Activate

<input type="checkbox"/>	Name	Status	Type	Action			
<input type="checkbox"/>	Audio1	Active	Audio				
<input type="checkbox"/>	Ds News	Active	Audio				



5.9 Sponsored Links

In this section we can handle the links for those websites which contain information about our website OR links of other website which we want to visit the customers.




 Sponsored Links

Name*

Activate

<input type="checkbox"/>	Name	Status	Action			
<input type="checkbox"/>	DS Sponsor Links (3)	Active				



-  Manage Sponsor Links.
-  Activate the Audio or Video file; display on main website.
-  De-Activate the Audio or Video file.

-  Edit Gallery.
-  Delete Gallery.

5.9.1 Add Module

In this section we can add new module by putting the name in the text field, we can also activate the link here.

Sponsored Links

Name*	<input type="text"/>
Activate	<input type="checkbox"/>
Add Module	

5.9.2 Add/Manage Sponsor Links

Here we can add new sponsor link, for purpose we will have to give Link of the website, Label and Rank. Rank means after which module the link will appear. The remaining are optional i.e. we can open the new page when the customer click on the link through Target, we can activate and deactivate the link etc.


SponsorLinks Manager >> Add Sponsor Links (DS Cms References)

Link*	<input type="text"/>
Label*	<input type="text"/>
Target	Blank ▾
Rank*	00 ▾
Select Image	<input type="text"/> Browse...
Select Status	<input checked="" type="radio"/> Active <input type="radio"/> De-Active
Save	

5.9.3 Edit Sponsor Link

We can edit the link, label, image, and status of the sponsor links as shown in figure.

Sponsor Link Manager >> Edit Sponsor Link (DS Cms References)

Link*	<input type="text" value="http://www.sarashai"/>
Label*	<input type="text" value="Sarashair"/>
Target	<input type="text" value="Blank"/>
Rank*	<input type="text" value="2"/>
Select Image	<input type="text"/> <input type="button" value="Browse..."/> 
Select Status	<input checked="" type="radio"/> Active <input type="radio"/> De-Active
<input type="button" value="Update"/>	

5.9.4 Translate Link

Through this option we can translate the sponsor link to other language as shown in figure. First of all we will select the language to be translated, then we will write the correct translation of the label in the text field.

Sponsored Links Manager >> Translate Link (DS Cms References >)

Select Language	<input type="text" value="Norsk"/>
Label	<input type="text" value="Cup"/>
Label*	<input type="text"/>
<input type="button" value="Save"/>	






6 Site Manager

Links to Site Options, Theme Manager, Site Labels and Site Messages are present here.



Site Manager

Dear **manager**, This is the **site management consol**, from here you can easily configure your website. This portion includes: sites' global options, site theme manager and other site text related tasks are performed here.

 Site Options	 Theme Manager	 Site Labels	 Site Messages	 Language Manager
---	--	--	---	---

6.1 Site Options

In Site Global Options, All global settings are modified on this page. General Options, Set Scrolling News Options, Main News Page Setting, More News Page Setting & News Detail Page Setting Options are Set here. The changes will affect the front website i.e. main website. These changes are global and all the pages will be effected for example, if we set Page Title to 'ABC' and No. of rows per page equal to seven, then all the pages will have title 'ABC' and Total number of rows per page will be seven.

We can set news page settings such as layout, where to put main news, scrolling news options, news per row and do on.



Site Global Options

General Options	
Site Title	<input type="text" value="DigitalSpinners"/>
No of Rows Per Page	<input type="text" value="7"/>
Company Name	<input type="text" value="Digitalspinners"/>
Street Address	<input type="text" value="F-7/4"/>
Postcode	<input type="text" value="44000"/>
State	<input type="text" value="Pakistan"/>
Phone Number	<input type="text" value="234566"/>
Fax	<input type="text" value="54666666"/>
Mobile	<input type="text" value="03455055776"/>
Admin (sender) Email Address	<input type="text" value="tahir@digitalspinners.com"/>
Admin (reciever) Email Address	<input type="text" value="tahir@digitalspinners.com"/>
Quantity handling check	<input checked="" type="radio"/> Yes <input type="radio"/> No

CONTENT MANAGEMENT SYSTEM

Set Scrolling News Options


From Last Days
 Latest Days

Main News Page Setting

Layout

Preview

Lorem ipsum, Dolor sit amet, consectetur adipiscing lorem ipsum adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore



Select Layout

From Last Days
 Latest Days


Main news on Top ▾

News Per Row

More News Page Setting

Layout

Preview



Lorem ipsum, Dolor sit amet, consectetur adipiscing lorem ipsum adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore

Select Layout


Main news on Top ▾

News Per Row

News Detail Page Setting

Layout

Preview



Lorem ipsum, Dolor sit amet,
consectetur adipiscing lorem ipsum
edipiscing elit, sed diam nonummy nibh
euismod tincidunt ut laoreet dolore

Select Layout









Set Options

6.2 Theme Manager







Theme manager corner is use to manage the theme of your site. All formatting and styles of main are manage here such as table border color, background color, header, footer, left panel. You can also create multiple themes for your site. However, one theme will be activated at a time. All the styles, header & footer of active theme will be use. You can also copy, edit, translate and delete the themes and styles.

Theme Manager

[Add Theme](#)


Sr. No.	Theme Name	Styles	Copy Styles From	Action
1	DS Theme	Styles	Front <input type="button" value="Copy"/>	   
2	Front	Styles	DS Theme <input type="button" value="Copy"/>	   

- [Add Theme](#) To add the themes.
- [Styles](#) Define the specific style for example, Body, Header, Footer and so on. These styles are applied on main.

-  It copies the styles from the specified one .e.g. DS Theme, when we click on the drop down list it show all other theme names rather than itself. Now we will select Theme name to copy the DS Theme, after selection we click on the button (Copy) and DS Theme will replace all previous settings of selected Theme.
-  Activate the Theme; display on main website.
-  De-Activate the Theme
-  Edit existing theme.
-  Delete theme.
-  Translate into other languages.

6.2.1 Add Theme

Theme Manager >> Add Theme

Select Skin: 

Name*

Table Style

External Table Width* (px)

External Table Border* (px)

Panel Style:

Left Panel Width* (px)

Right Panel Width* (px)

Menu Option:


Top Menu Left Menu Both Menu


Menu Types Top Position:

Drop Down TOPD1

Header And Footer Information:


Header:


B I U ABC |  | Styles | Format | Font family | Font size



Path:

Footer:

B I U ABC |  | Styles | Format | Font family | Font size













Path:

6.2.2 Style

In this section we can apply different styles to our links, header, body, and tables on the web page. In the image below there is a style column have different names like Body, Link etc. When we click on the Action button new window will appear and on that window we can set styles of our own choice. The Preview link is to view the style we have adjusted.

Theme Manager >> Styles

Theme Name: DS Theme

Sr. No.	Style	Action
1	Body	Preview 
2	Link	Preview 
3	Link Mouse Over	Preview 
4	Text Red	Preview 
5	Button	Preview 
6	Footer	Preview 
7	Footer Link	Preview 
8	Footer Mouse Over	Preview 
9	Heading	Preview 
10	Table Heading	Preview 

6.3 Labels

All front/main site labels are translated, edited, deleted and inserted from this page. We can search Labels by Label ID or by Label Description.

 Labels

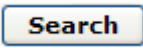



[All Labels](#) | [Add New Label](#)

Label ID:

Label Description:

ID	Label Desc	Language	Action
1	Search	English	  
1	Søk	Norsk	  
2	From	English	  
2	Fra	Norsk	  
3	To	English	  
3	Til	Norsk	  
4	Go	English	  

Pages:-First<<[1][2][3][4][5][6][7][8][9][10]>>Last

- [Add New Label](#) New label can be added with its concept and label description.
- [All Labels](#) To display all the labels
-  This button searches for a specific id.
-  Translate labels into other languages.
-  Edit labels.
-  Delete labels.

6 . 3 . 1 Add New Label

New Label is Add here. When we add new Label, we first enter name of the label, then we will attach that label to its Concept or Module .e.g. we are adding Login label, we know that this label will be used on the login Module. So we attach this label to the Login Module.

CONTENT MANAGEMENT SYSTEM

Labels >> Language Management System

Enter English Label*

Attach Concepts*

- News
- Contact Us
- Order Form
- Basket
- Product List
- Edit Profile
- Invoice Detail
- Left Pannel
- Login
- Personal Pannel
- Password
- Search Table
- Top Pan Table
- Category
- Image
- Email
- Sort
- Pages
- Customer
- User
- Registration
- About Us

Add

6.3.2 Translate Label

Labels can be translated in to different languages.

Labels >> Translate Label

Label*

Attach Concepts*

- News
- Contact Us
- Order Form
- Password
- Search Table
- Top Pan Table
- Category
- Admin User

Language* **Select** This label is translated in all available languages

Translate*

Update

6.3.3 Edit Label

Labels can be edited, if there is any spelling mistake, it can be corrected by updating the label.

Labels >> Edit Label

The screenshot shows the 'Edit Label' interface. On the left, there are three labeled fields: 'Label*', 'Attach Concepts*', and 'Language*'. The 'Attach Concepts*' field is a dropdown menu that is currently open, displaying a search input field at the top and a list of concepts below. The concepts listed are: News, Contact Us, Personal Pannel, Password, Search Table (which is highlighted), Top Pan Table, and Admin User. Below the dropdown menu, the text 'English' is visible, and at the bottom of the form is an 'Update' button.

6.4 Site Messages

All Conform and Other Messages are managed in Site Messages. These messages are also translated into other languages. These messages are shown to user on main screen, when operation is performed.

CONTENT MANAGEMENT SYSTEM



Site Messages

[Add New Confirm Message](#)

Message Number:

Message Description:

Search

No	Message Desc	Language	Action
1	Invalid email or password, please try again	English	
1	Feil brukernavn/passord, prøv igjen!	Norsk	
2	Email has been sent to your account	English	
2	Email er sendt.	Norsk	
3	Wrong email address	English	
3	Wrong email address	Norsk	
4	Email could not be sent, try later	English	

Pages:-First<<[1][2][3][4][5][6][7][8][9][10]>>Last

- Search** This button searches for a specific message number or message description. We have two text fields one is for message no in which we can enter the message no we are searching for. In the text field message description we can enter the message description as shown in the figure.



Site Messages

[Add New Confirm Message](#)




Message Number:

Message Description:

Search

No	Message Desc	Language	Action
68	Please Enter Name.	English	
68	Please Enter Name.	Norsk	


Pages:-First<<[1]>>Last

-  Translate message into other languages.
-  Edit message.
-  Delete message.

6.4.1 Add Confirm Messages

To add a new confirm message, language, message description, indicator and image is entered. Message description defines the detail of message. Indicator tells us that is the message is right or wrong, means this message should appear when there is some error or when the transaction is done completely. Similarly, image indicates correct or wrong image signs.


Confirmation Messages >> Add Confirm Message



6.4.2 Edit Confirm Message

Confirm messages can be edit and their indication can be changeable. Images can be change according to indicator.

Confirmation Messages >> Edit Confirm Message



6.4.3 Translate Confirm Message

We can translate confirm messages in to different languages.

Confirmation Messages >> Translate Confirm Message

Confirm Message Feil brukernavn/passord, prøv igjen!

Select Language * This Confirm Message is translated in all available languages

Translated *

6.5 Language Manager




In this page we can manage languages and perform following operations.

Language Manager

>> * Shows Default Language.

[Add new interface language](#)

Language Name	Image	Action
English *	 	  
Norsk	 	  

- Add new interface language.
-  It is use to delete the Flag / Image / Language.
-  It is use to edit the Language Name.
-  It is use to set the Default Language. (* Specify the default language.)

6.5.1 Add New Interface Language

In this page, we can add new language, so the website can be translate to the added languages. In this page, we must give Language Name, as it is necessary field. Language Flag/Image can be attaché but it is optional. After pressing Add Button, new language will be display at the front page of Language Manager.

Language Manager >> Add New Interface Language



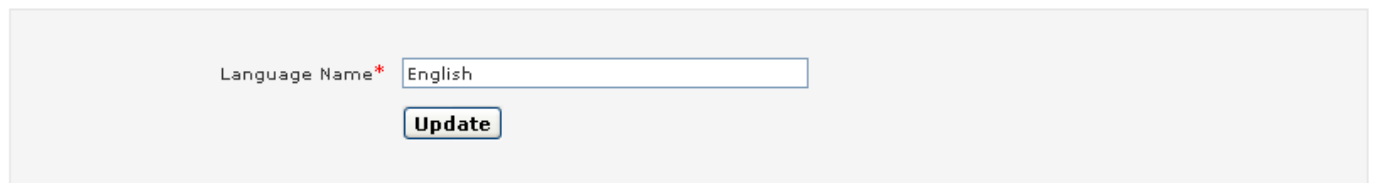
Language Name*

Language Flag/Image

6.5.2 Edit Interface Language

In this page, we can edit or change the language name. In this page, we must give Language Name, as it is necessary field. After pressing Update Button, the Edit or Update action will be completed. Now the webpage will show updated name of the language.

Language Manager >> Edit Interface Language



Language Name*

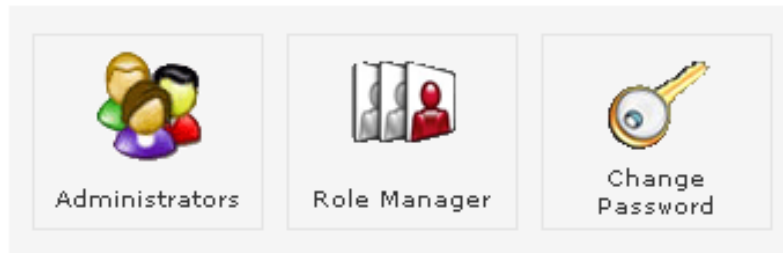
7 Security

In this module, complete security of the administration area is managed. Following modules are managed in security.

- Administrative management
- Role management
- Change Password

Security

Dear **cupftp_cmsdbuser**, welcome to the **security section** of DSCMS, by using this you can manage the admin users of the site, roles management and change password present here.



7.1 Administrators

In this section of security, Admin-Area Users and their Roles are managed. We can add and delete the user to access the admin area. The person, who has been authorized to add and delete the users, will only can apply the changes. From this section, all users will be assign role(s) according to their positions. If a user has authority to manage the pages, then he can perform only that specific task. Other menu such as reports will not be available for him.

Security (Admin Users)

[Add New Admin](#)

User Names	Action	
manager	Delete	Admin Roles
admin	Delete	Admin Roles
admina	Delete	Admin Roles
israr	Delete	Admin Roles

7.1.1 Add Admin User

New Admin Users can add from this page. Here roles can be assigned to user at a time of adding him/her.

Security (Admin Users) >> Add Admin User

User Name*

Password*

Confirm Password*

List Of Roles

Select All

All Roles

WebShop

DS Members

7.1.2 Admin Roles

In this section, we can update the roles of the users according to their categories.

Security (Admin Users) >> User Roles

Admin User: admin

List Of Roles

All Roles

WebShop










DS Members

7.2 Role Manager




In this module, we can assign the categories of different type of users such as Chairman, Data Entry, Maintenance, Web Shop, Administration and so on. User roles can be added, updated, viewed and deleted.

 Role Manager

[Add New Role](#)

ID	Role Desc	Action
32	All Roles	  
58	WebShop	  
59	DS Members	  

Pages [First Page](#) [1] [Last Page](#)

-  Edit role description
-  Delete role description
-  View rights.

7.2.1 Add New Role

We can assign new Roles from this section. In this section, we have to give roles name and check the roles according to it. For example, we have a translator, his duties to translate all the fields of the web pages. Therefore, we gave a role name Translator, and assigned the rights of Translate.

CONTENT MANAGEMENT SYSTEM

Role Manager >> Add New Role

Roll Name*

List Of Rights

Manage Pages

<input checked="" type="checkbox"/> Manage Pages	<input type="checkbox"/> Set as main	<input type="checkbox"/> Publish page
<input type="checkbox"/> Add modules	<input type="checkbox"/> Edit modules	<input type="checkbox"/> View page
<input type="checkbox"/> Delete page	<input checked="" type="checkbox"/> Translate page	<input type="checkbox"/> Add new page
<input type="checkbox"/> View sub pages	<input type="checkbox"/> Edit Page	

Manage News

<input checked="" type="checkbox"/> Manage news	<input type="checkbox"/> Add news	<input type="checkbox"/> Add news image
<input type="checkbox"/> Delete news image	<input type="checkbox"/> Edit news	<input type="checkbox"/> View news
<input checked="" type="checkbox"/> Translate news	<input type="checkbox"/> Set as main	<input type="checkbox"/> Activate news
<input type="checkbox"/> Deactivate news	<input type="checkbox"/> Delete news	<input type="checkbox"/> Add News File
<input type="checkbox"/> Delete News File		

Manage Gallery

<input checked="" type="checkbox"/> Manage Gallery	<input type="checkbox"/> Edit Picture Desc	<input checked="" type="checkbox"/> Translate picture info
<input type="checkbox"/> Add Gallery	<input type="checkbox"/> Activate Gallery	<input type="checkbox"/> Deactivate Gallery
<input type="checkbox"/> Delete Gallery	<input type="checkbox"/> Edit Gallery	

Manage Messages

<input type="checkbox"/> Manage messages	<input type="checkbox"/> Add new message	<input type="checkbox"/> Edit message
<input type="checkbox"/> Delete message	<input checked="" type="checkbox"/> Translate message	

Manage Products

<input checked="" type="checkbox"/> Product List	<input type="checkbox"/> Add Products	<input type="checkbox"/> Activate and DeActivate Product
<input type="checkbox"/> View Product Detail	<input type="checkbox"/> Edit Products	<input type="checkbox"/> Delete Product
<input checked="" type="checkbox"/> Translate Product	<input type="checkbox"/> Add Product Image	<input type="checkbox"/> Delete Product Image

Manage Theme

<input checked="" type="checkbox"/> Manage Theme	<input type="checkbox"/> Activate Theme	<input type="checkbox"/> Copy Styles
<input type="checkbox"/> Edit Theme	<input type="checkbox"/> Delete Theme	<input checked="" type="checkbox"/> Translate Theme
<input type="checkbox"/> Add Theme	<input type="checkbox"/> Manage Styles	<input type="checkbox"/> Edit Styles

Left Panel

<input type="checkbox"/> Content Manager	<input type="checkbox"/> Site Manager	<input type="checkbox"/> Security
--	---------------------------------------	-----------------------------------

Manage Concepts

<input type="checkbox"/> Manage Concept	<input type="checkbox"/> Add New Concept	<input type="checkbox"/> Delete Concept
<input type="checkbox"/> Edit Concept		

7.3 Change Password

In this module, users of admin area can change their password, simply enter old password, new password and confirm new password.

Change Password

User Name	manager
Old Password *	<input type="text"/>
New Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
	<input type="button" value="Update"/>

8 Logout

In this module, Users can logout by clicking on Logout to end the session.

Logout Successfully.



Admin Login

User Name

Password