Asbru Ltd.

Asbru Web Content Management System

Getting Started

Easily & Inexpensively
Create, Publish & Manage Your Websites

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Asbru Web Content Management System

Easily & Inexpensively
Create, Publish & Manage Your Websites

2   Introduction

The Asbru Web Content Management System is a web solution allowing you easy access to create and update the content of your Internet website as well as your Intranet and Extranet websites. This document describes in easy steps how to get started with the Asbru Web Content Management system. We go through the creation of a website as the one displayed below containing common functionality such as menus, contact forms, pages with restricted access and search functionality.
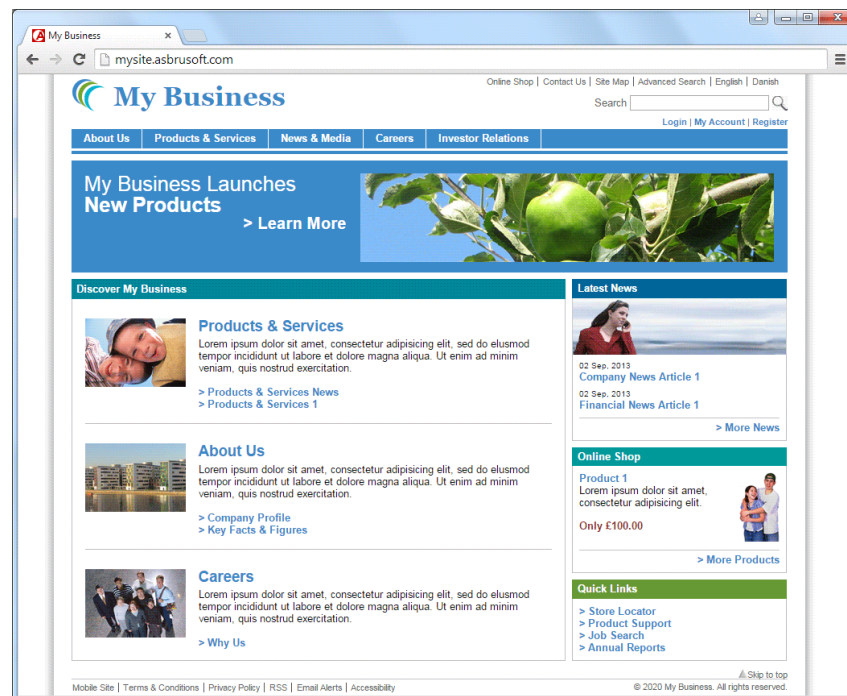

If you are using one of our online trials you can go straight to the Login chapter below and start with the creation of the website.
If the system has been installed on your own servers you should ensure that it has been installed and configured correctly. Before you start you should also ensure that one of the trial databases or the "basic" database has been imported. If you login to the system and a Quickstart Configuration page is displayed the system has not been configured and you should go to the Quickstart Configuration section in the Asbru Web Content Management System Installation Guide and follow the directions.

3   Login

To create and update your website you need to login to the administration pages of the Asbru Web Content Management system. The login procedure is described below.
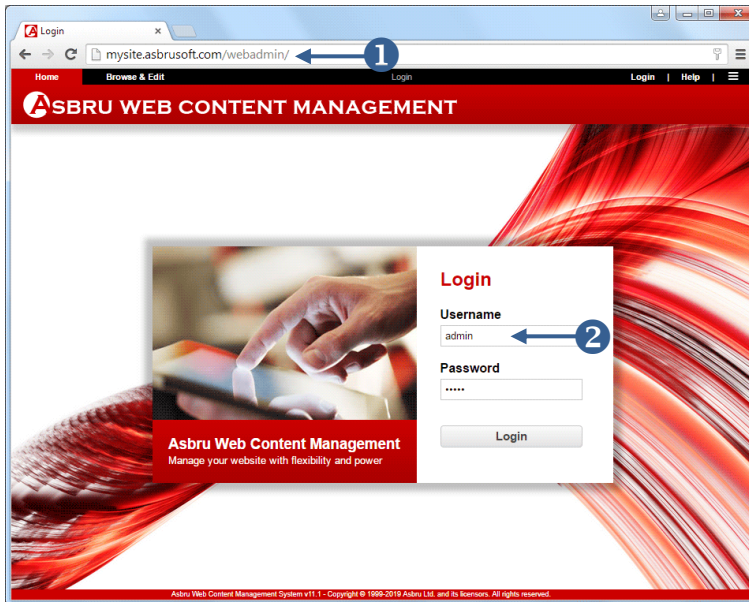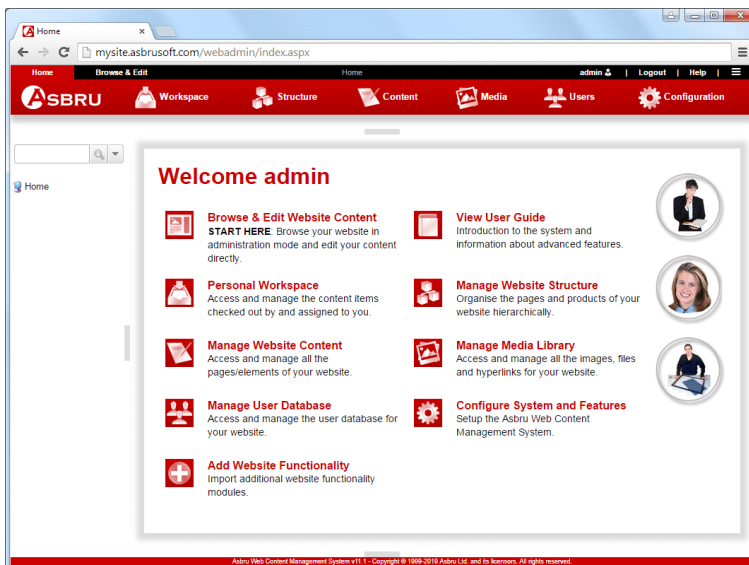

Login

1 Enter the address of your website followed by "/webadmin/" in the address field of your web browser. For example:

mysite.asbrusoft.com/webadmin/

2 Enter your username and password. The default username and password are:

> Username: admin
> Password: admin

Click on the **Login** button.

After successful login the front page of the Asbru Web Content Management system appears. The menus displayed depend on your edition and your available add-on modules.

☝ If you cannot login ensure that you are entering your exact username and password with upper and lower case letters and without any leading/trailing blanks.

4 Web Pages

In this section we describe how to create and update web pages. Pages like About Us, Products & Services, Careers and Investor Relations from our Business example website can all be created this way. We will explain how to create special pages like Contact Forms in subsequent sections.
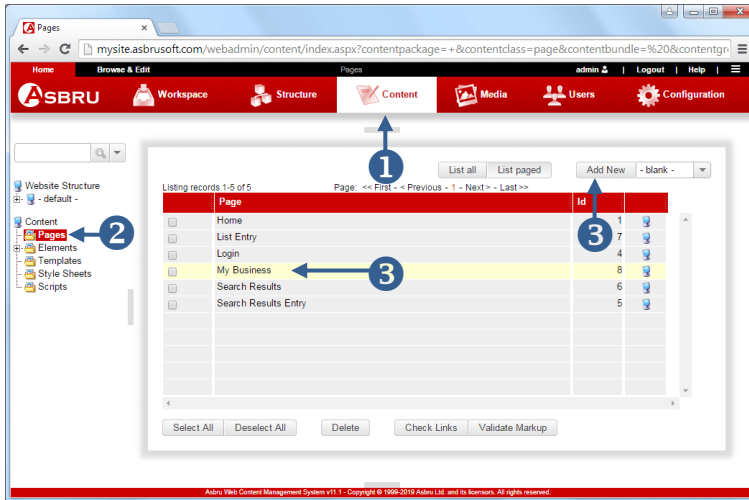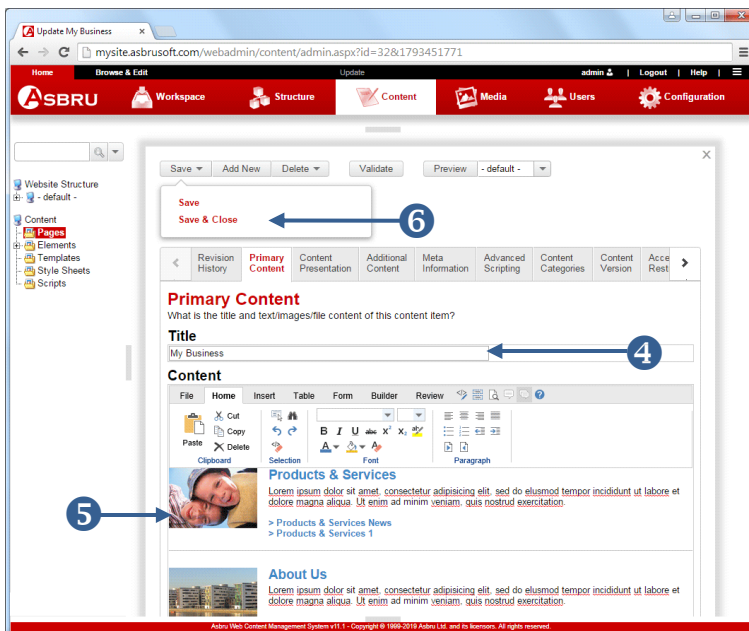

Create/Update a Web Page

1 Select **Content** in the toolbar.

2 Select **Pages**.

3 To create a new web page, click the **Add New** button.

-or-

To update an existing web page click on the title of the web page.

A new screen appears. Any existing web page content is displayed in the Content field.

4 Enter or update the title of your web page in the **Title** field.

5 Add or change the content of your web page in the Content field.

6 Hover the mouse over the **Save** button and click the **Save & Close** link in the drop-down box that appears.

You will return to the Pages screen. If you created a new web page it will now be displayed on the page list

☞ For more information on how to add or change content in the Content field please refer to the Content Editor section of the Asbru Web Content Management Website Editor Guide.
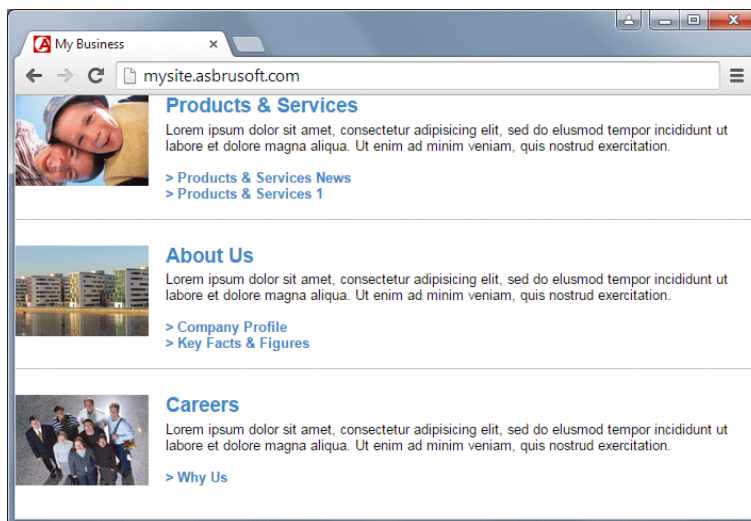
5   Homepage

To setup your homepage you need to create a web page as described in the section above and then configure the web page so that it becomes the homepage. The homepage will then appear when a website visitor accesses your website URL, for example http://mysite.asbrusoft.com.
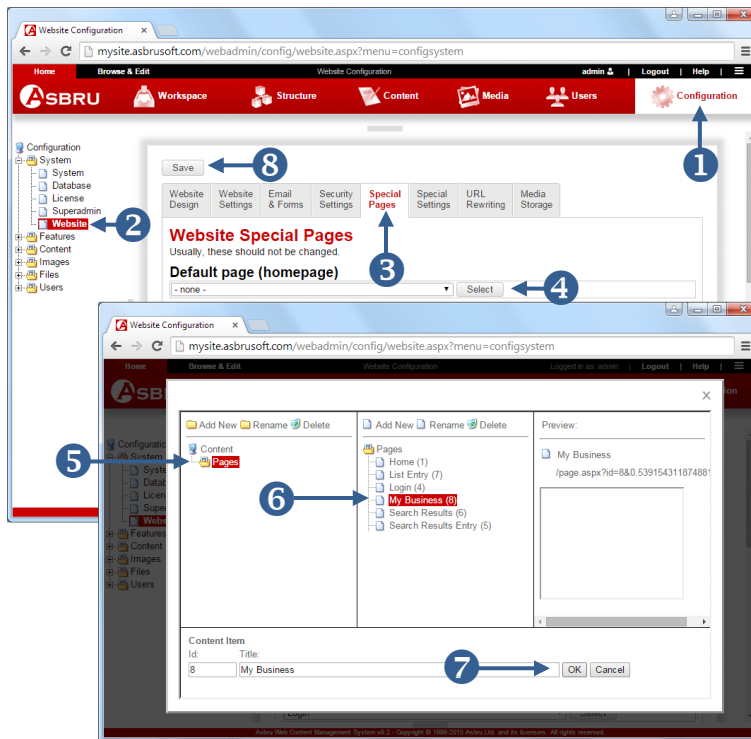
Setup a Homepage

1 Select **Configuration** in the toolbar.

The Configuration screen appears.

2 Click the plus icon in front of the **System** menu item to expand and select **Website** in the submenu.

3 Select the **Special Pages** tab.

4 Click on **Select** under Default page (homepage).

A popup appears.

5 Click on **Pages**.

6 Select the page you wish to be the homepage.

**7** Click **OK**.

8 Click **Save**.

When website visitors access your website URL, for example http://mysite.asbrusoft.com, they will now see your configured homepage.
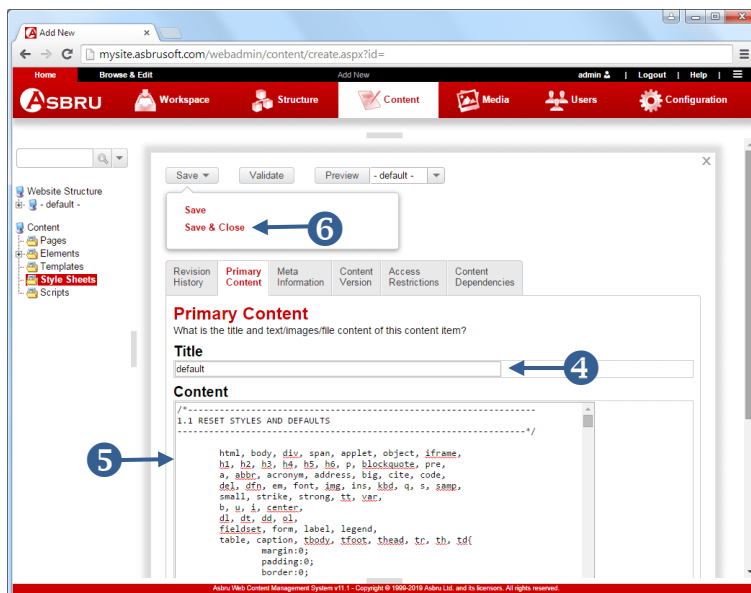
6 Style Sheets

To achieve a unified layout for all the pages on your website you need to create a template and a style sheet. A CSS (Cascading Style Sheet) lets you define colours, fonts, layout, and other aspects of the presentation of your web pages. A Style Sheet is not necessary to create a website as you can define colours, fonts and layout on your web pages, but it does give you more options and enables you to control the formatting on your website in one place. You can create a Style Sheet in the Asbru Web Content Management system and then configure it to be used for all the web pages on your website. Below we go through the procedure to achieve this.
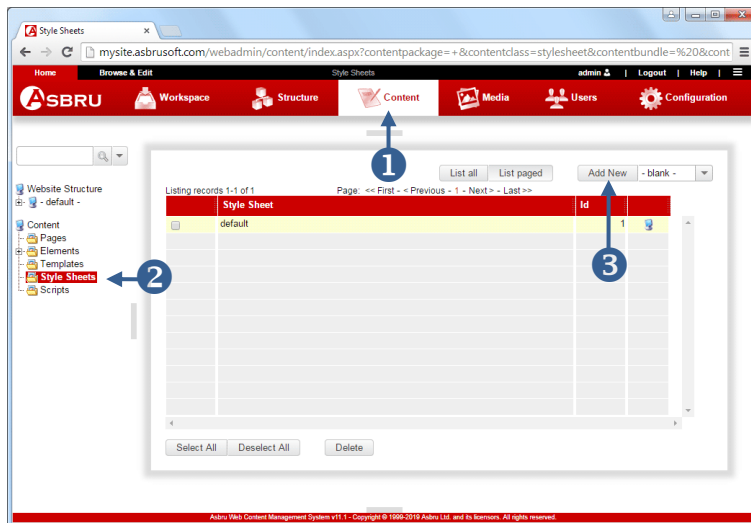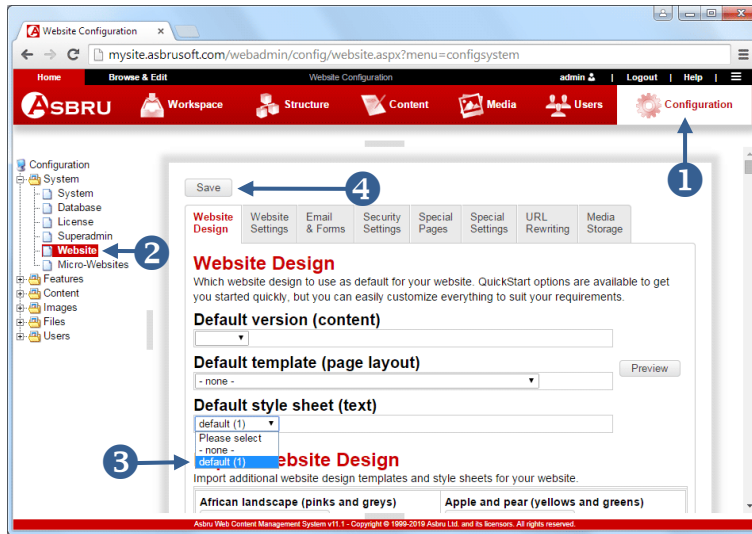

Create a Style Sheet

1 Select **Content** in the toolbar.

2 Select **Style Sheets**.

3 Click the **Add New** button.

4 Enter a Style Sheet **Title.**

5 Add your Style Sheet content in the **Content** field.

6 Hover over the **Save** button until the dropdown box appears and click **Save & Close**.
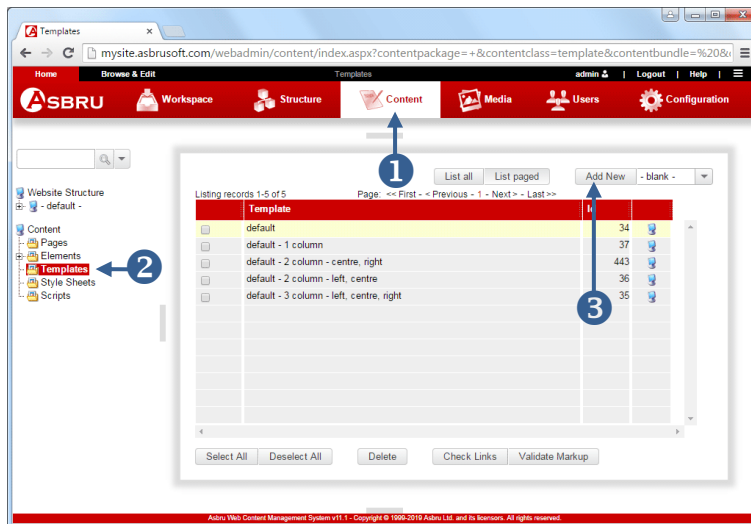
Apply the Style Sheet

1 Select **Configuration** in the toolbar.

2 Click on the plus icon in front of **System** to expand and select **Website** in the submenu**.**

3 Select the Style Sheet created in previous steps on the **Default style sheet (text)** list.

4 Click **Save**.

Your Style Sheet will now be applied to all the pages on your website.

7   Template

The other important element to achieve a unified layout for all the pages on your website is a template. The template can contain for example: a footer, a header with your logo and other elements and design features. Below we show you how to create a simple template with a header and a footer. We also show you how to setup the template to be used throughout your entire website. The template will later be extended to include a toolbar and other elements.

Create a Template

① Select **Content** in the toolbar.

② Select **Templates** in the left hand side menu.

③ Click the **Add New** button.
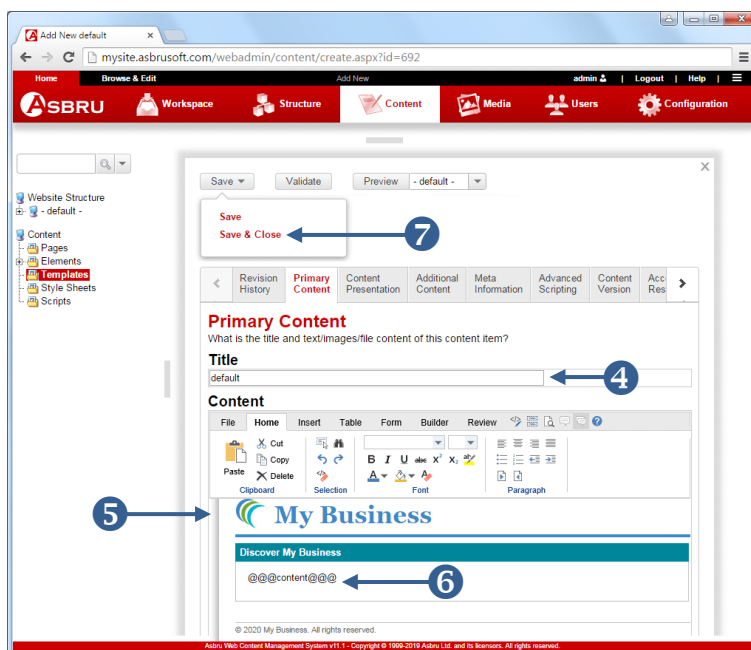
A blank template screen appears.

④ Enter a template **Title**.

⑤ Add the header, footer and other design features in your template in the large input area.

⑥ Enter the code
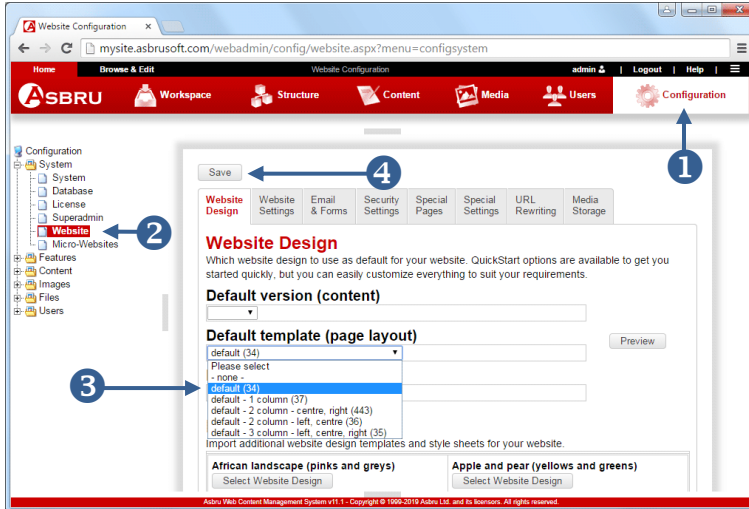
> **@@@content@@@**

where you wish the page content to appear.

⑦ Hover over the **Save** button until the dropdown box appears and click the **Save and Close** link.
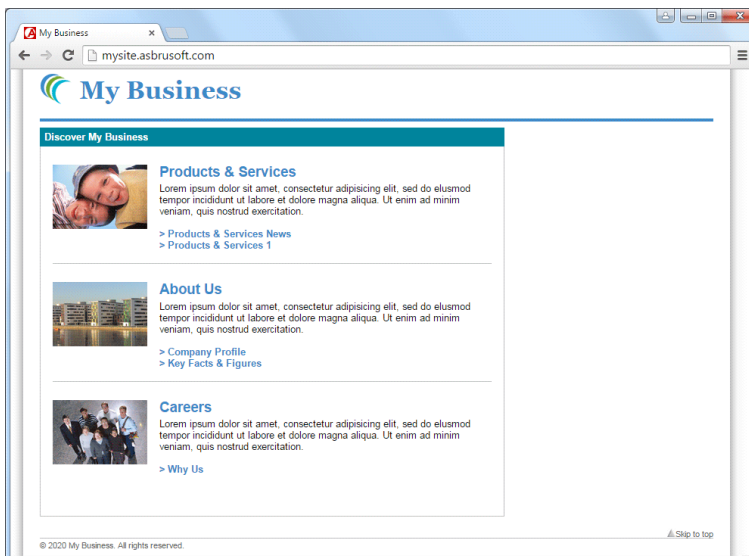
☝ Click the **Show HTML** editor button to view and edit your HTML code.

Apply the Template

1 Select **Configuration** in the toolbar.

2 Click the plus icon in front of **System** to expand the System menu and select **Website** in the submenu.

**3** Select the template you created in previous steps.

4 Click **Save**.

When visitors access your website URL, for example http://mysite.asbrusoft.com, your configured homepage should now appear within your configured template as displayed here.

8   Navigation

To add a menu or toolbar to your website create a menu or toolbar element with links to your web pages and insert the menu and/or toolbar into your template. Below we illustrate how to do this for a toolbar. The procedure for creating a menu in the left hand side is similar.
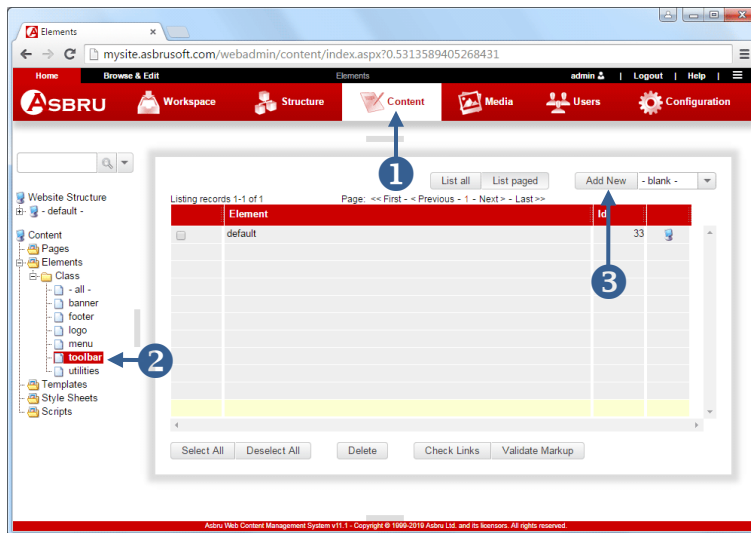
Create a Toolbar Element

1 Select **Content** in the toolbar.

2 Click the plus icon in front of the **Class** menu item to expand the Class menu and select **toolbar** in the submenu.

3 Click the **Add New** button.
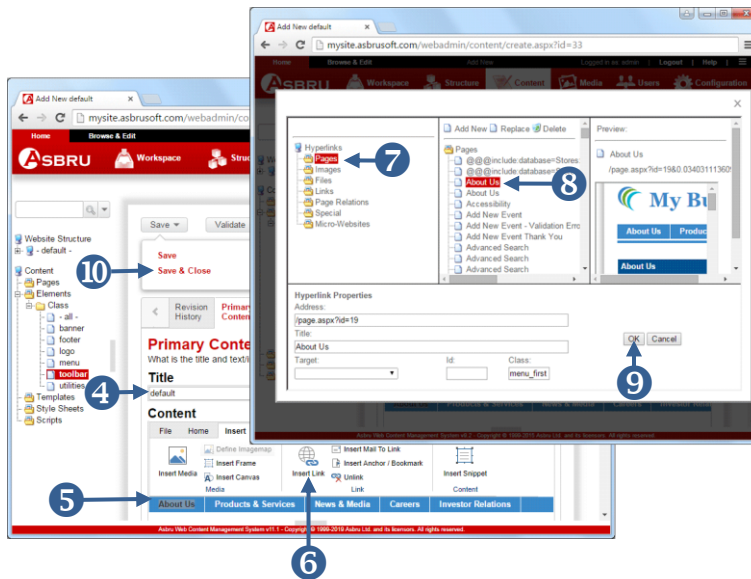

A blank element screen appears.

4 Enter a menu **Title**.

5 Create your toolbar in the Content field. Select each of the toolbar items in turn and follow step 6 to 9 to insert links to web pages.

6 Select the **Insert** tab in the editor toolbar and click on the **Insert Link** button. A popup screen appears.

7 Select **Pages**.

8 Select the web page you wish to link to.

9 Click **OK**.

10 Hover over the **Save** button and click **Save & Close** in the popup.

👆 You can create new pages through the web content editor's hyperlink manager.
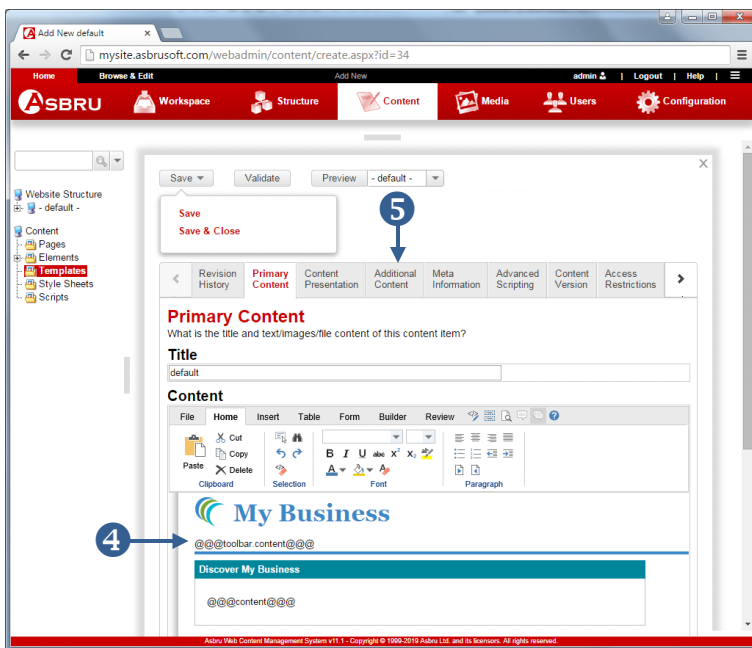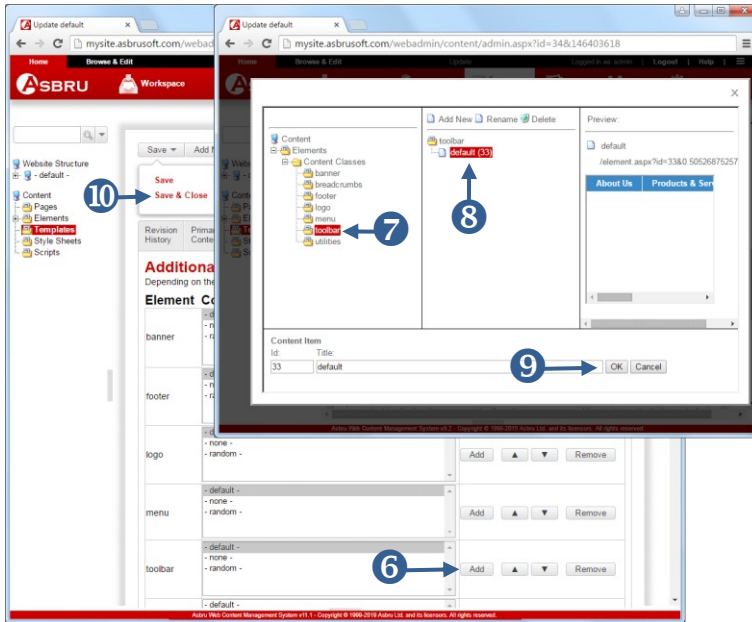
Assign Toolbar to Template

1 Select **Content** in the toolbar.

2 Select **Templates** in the menu.

3 Click on the title of the template you created in previous steps.
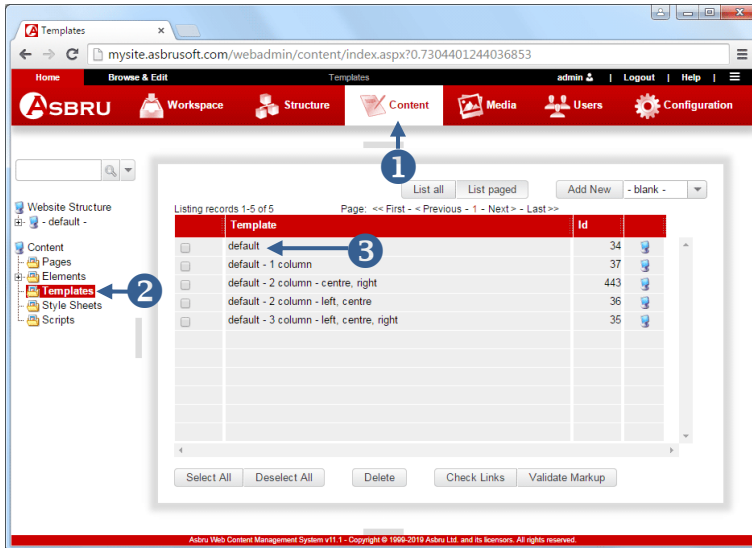
The Update screen will now appear.

4 Add the code

@@@**toolbar.content**@@@

in the content where you wish the toolbar to appear.

5 Click on the **Additional Content** tab.

The Additional Content tab appears.

6 Click on the **Add** button for toolbar.

7 Click on **toolbar**.

8 Select the toolbar element created in previous steps on the **toolbar** list.

9 Click **OK**.

10 Hover over the **Save** button and select the **Save & Close** link that appears in the dropdown box.
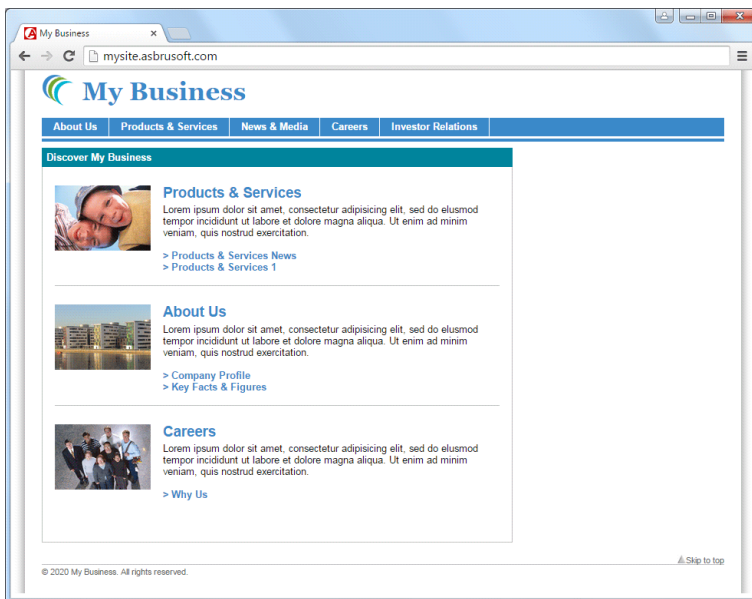
The resulting website looks like this.

9   Contact Form

A contact form enables your website visitors to send messages to your configured administrator email address through your website. To create a contact form, you add special form elements to a regular web page. The elements that must be inserted for a form to function correctly include a form container with general information about the contact form, form fields inside the form container, a Send button inside the form container and a special hidden field that specifies the landing page after the user has clicked on the Send button in the contact form. The creation of a contact form is illustrated in detail below.
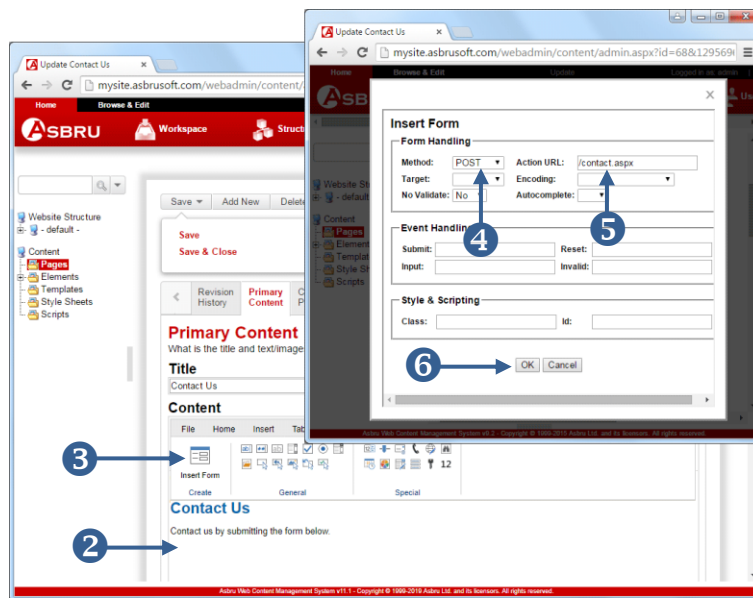
Insert Form Container

1 Create or open a web page as illustrated in the Web Pages section above. (Not displayed on this screenshot.)

2 Place the cursor in the **Content** field where you wish the form container to be placed.

3 Select the **Form** tab in the content editor and click on the **Insert Form** button.

A popup appears.

4 Select **POST** in the **Method** drop down.

5 Enter **/contact.jsp** in the Action URL field (or /contact.aspx or /contact.php).

6 Click **OK**.

7 Click the **Show WYSIWYG/Plain** button to display a red dashed form container outline.

You can now add tables, text, images and other objects inside the form container.
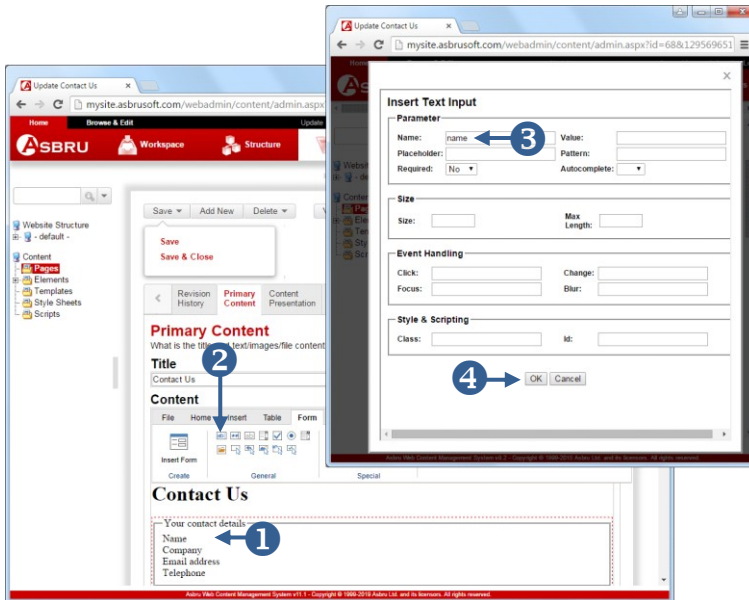
Insert Form Fields

1 Place the cursor inside the form outline where you wish to insert a form field.

2 Click on the **Insert Text Input** button.

A popup appears.

3 Enter **name** to create a field where website visitors can enter their name.

4 Click the **OK** button to insert the field in the Content area.

Repeat step 1 to step 3 above to insert other fields. One of your field names should be **subject** as this will be used as the subject of the email that will be sent to the configured website administrator.
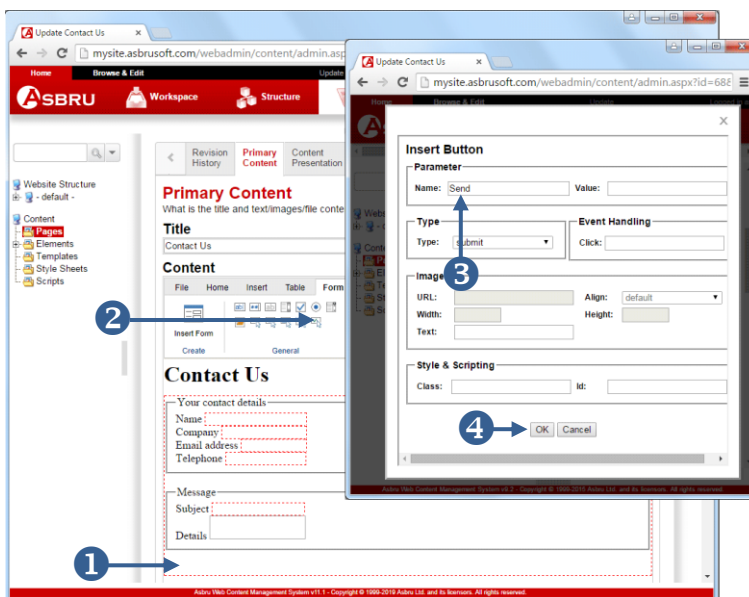
Insert Send button

1 Place the cursor inside the form outline where you wish the Send button to appear.

2 Click on the **Insert Submit Button** in the content editor.

A popup appears.

3 Enter **Send** in the Name field.

4 Click the **OK** button to insert the Send button.
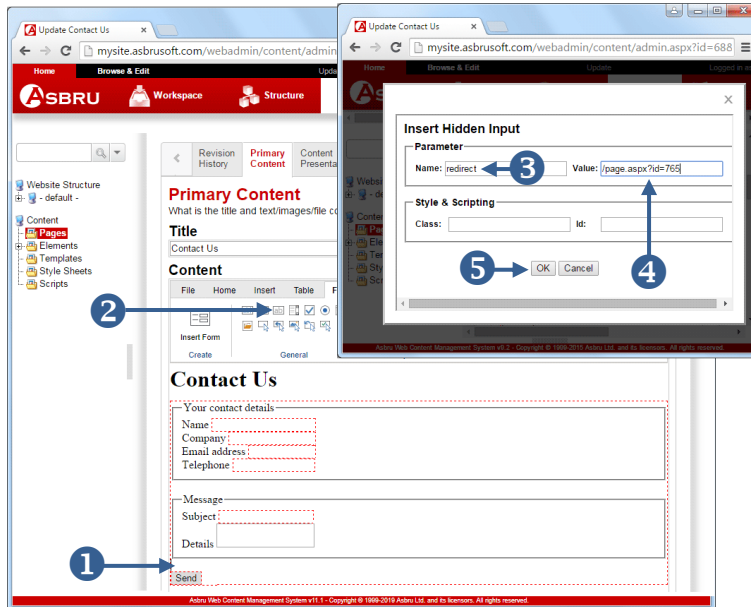
Specify a Landing Page

① Place the cursor somewhere inside the form outline.

② Click on the **Insert Hidden Input** button.

A popup appears.

③ Enter **redirect** in the **Name** field.

④ Enter **/page.jsp?id=xx** (or /page.aspx?id=xx or /page.php?id=xx) in the **Value** field where you replace xx with the page number for the page you wish to redirect the website visitor to when the visitor clicks the Send button in your form.

⑤ Click the **OK** button to insert the hidden input field button.

⑥ When the form is complete hover over the **Save** button and click **Save & Close** in the dropdown box that appears. (Not shown in screenshot)
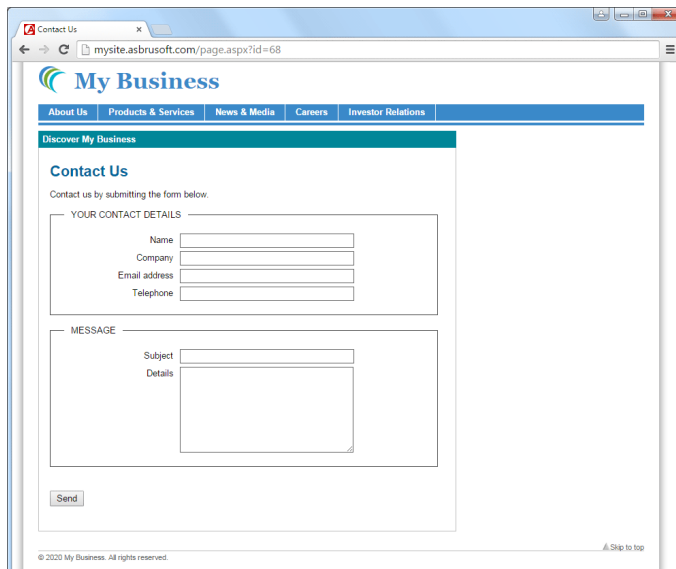
The Contact Us page will now look similar to the one displayed here.

Website visitors can fill in the form and when he/she clicks the Send button the administrator configured to receive contact emails will receive an email with the details entered in the form.

10 Restricted Area

You can create an area of your website that only registered website visitors can access. You can setup these access restrictions for one or several individual web pages or for entire page types or page groups. Below we illustrate how to setup access restrictions for individual pages and how to add registered website visitors. Please refer to the User Access Restrictions section in the Asbru Web Content Management Website Administrator Guide for more information about setting access restrictions for page types and page groups.
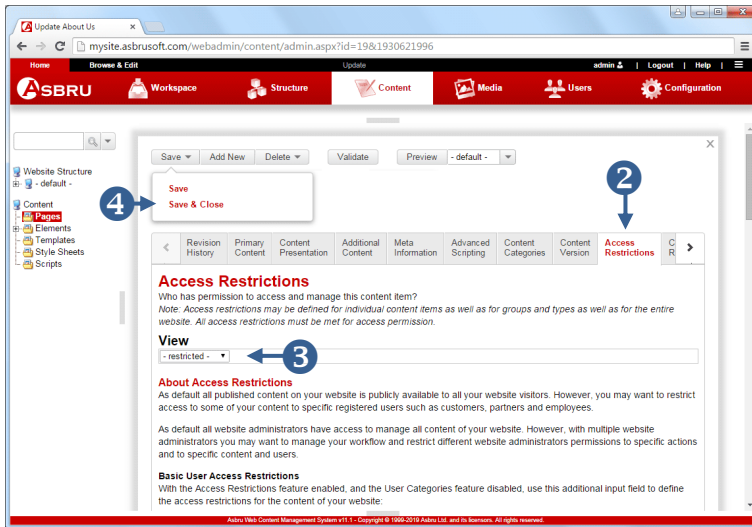
Restrict Access to a Web Page

For each of the pages where restricted access is required follow steps 1 to 4 below.

1. Create or open the relevant web page as illustrated in the Web Pages section above. (Not displayed on this screenshot.)

2. Click on the **Access Restrictions** tab.

3. Select –**restricted-** on the **View** list.

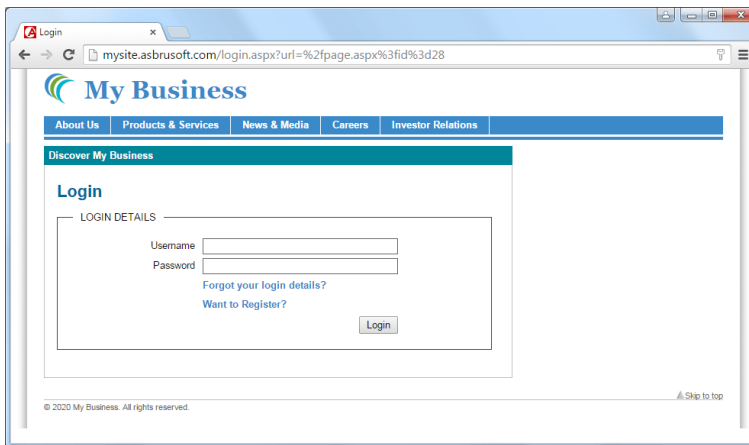4. Hover over the **Save** button and click **Save & Close** when the dropdown box appears.
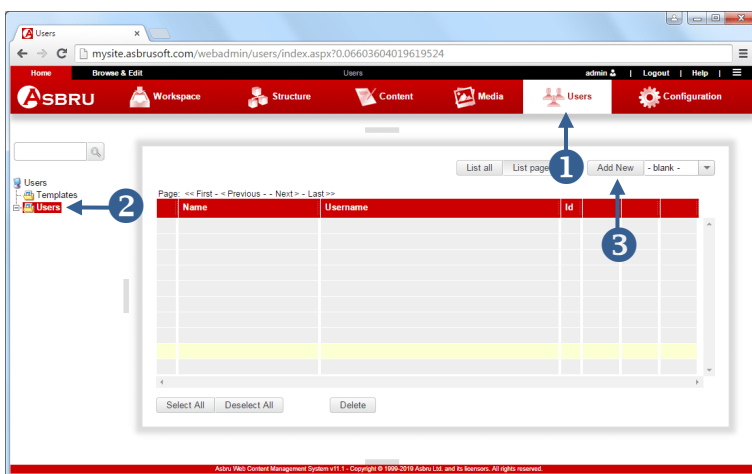
Register a User

1. Select **Users** in the toolbar.

2. Click **Users**.

3. Click on the **Add New** button.

The Add New User screen appears.
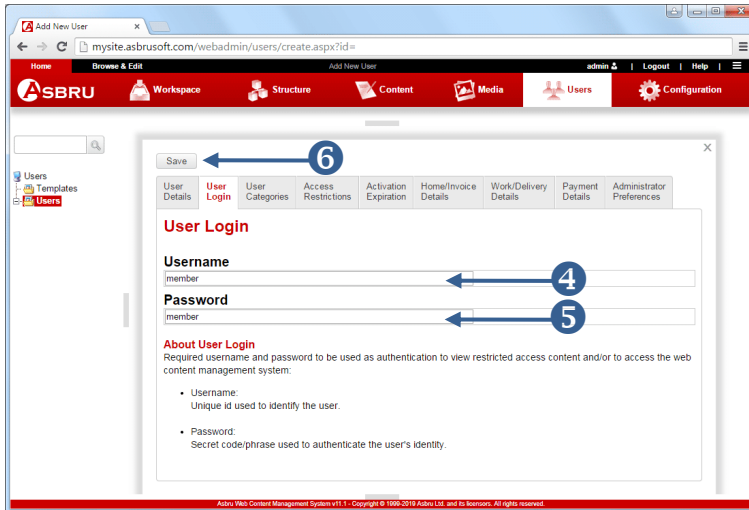
4 Enter a username. Enter for example **member** in the **Username** field.

5 Enter a password. Enter for example **member** in the **Password** field.

6 Click the **Save** button.

If a website visitor accesses a page with restricted access the visitor will be prompted to login. When the visitor has provided a valid username and password and clicked the Login button the visitor will see the page with restricted access.
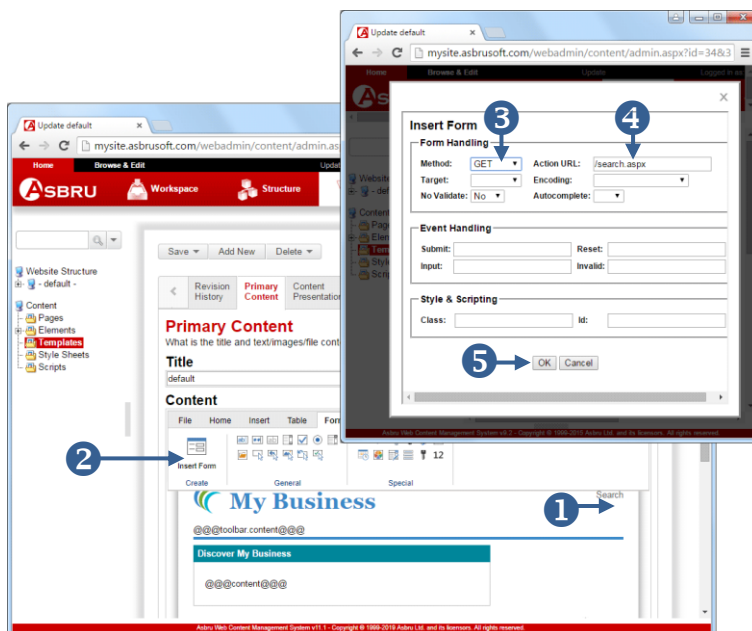
11 Search

You can add a search field to your website that will enable visitors to search for content containing any key phrase. Search fields can be inserted into pages, templates or elements like toolbars or menus. In this example we illustrate how to insert a search field into your template. To insert a search field you have to insert a form container, the search field itself and a search button. All of these three must be present for the search functionality to function correctly.

Open Template

1 Select **Content**.

2 Select **Templates**.

3 Click on the title of your template.

Insert Form Container

1 Place the cursor in the Content area where you wish the search form to appear.

2 Select the **Form** tab in the content editor and click on the **Insert Form** button.
A popup appears.

3 Select **GET** in the **Method** list.

4 Enter **/search.jsp** (or /search.aspx or /search.php) in the Action URL field.

5 Click the **OK** button.

6 Click the **Show WYSIWYG/Plain** button to display form outlines for the form you have inserted.
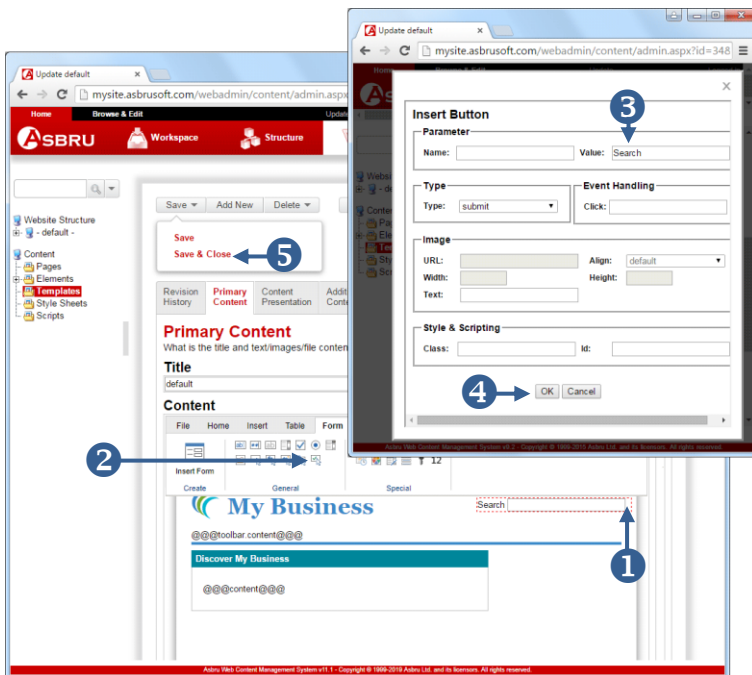
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You can now add tables, text,
images etc inside the form container.

Insert Search Field
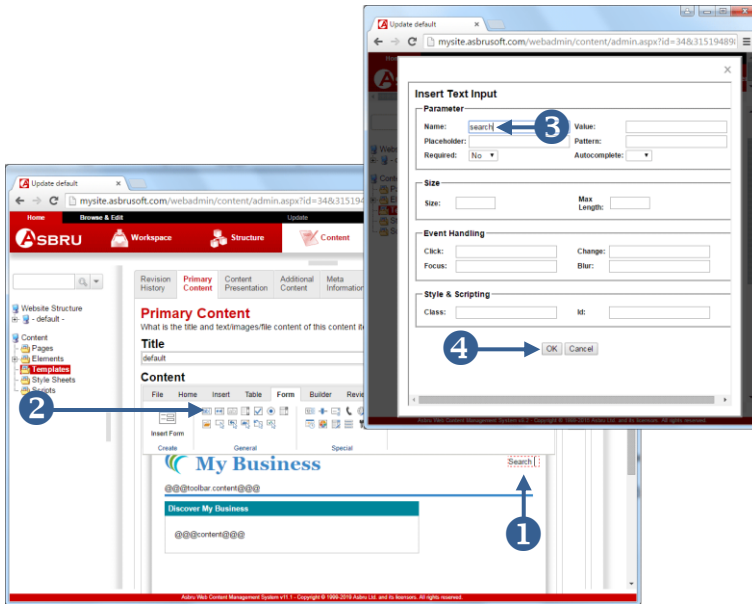
1 Place the cursor where you wish the
Search field to appear.

2 Click on the **Insert Text Input**
button.

A popup screen appears.

3 Enter **search** in the **Name** field.

4 Click the **Ok** button to insert the text
input field.

Insert Search button

1 Place the cursor where you wish the
Search button to appear.

2 Click on the **Insert Submit Button**
button in the editor toolbar.

A popup screen appears.

3 Enter the text you wish to appear on
your button in the Value field. For
example **Search**.

4 Click **Ok** to insert the button.

5 Hover over the **Save** button and
click the **Save & Close** link in the
dropdown box that appears.
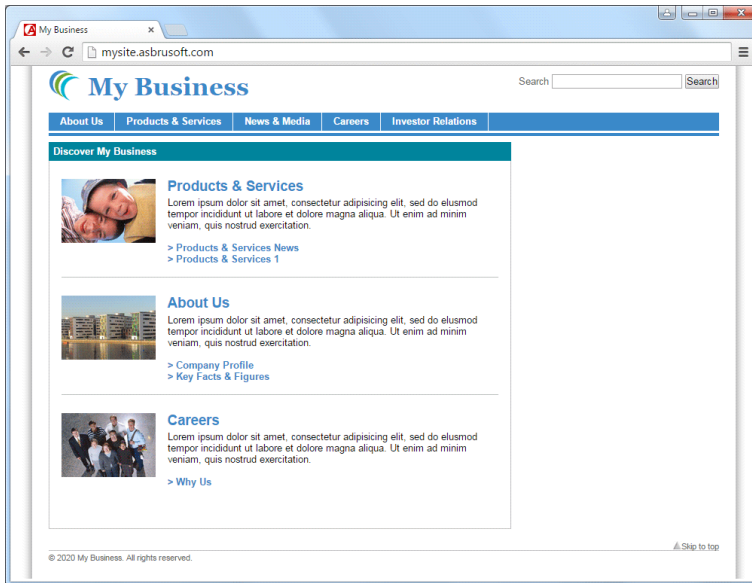
Your website should now look similar to this.

Enter a search term, for example **careers** in the search box and click on the Search button.
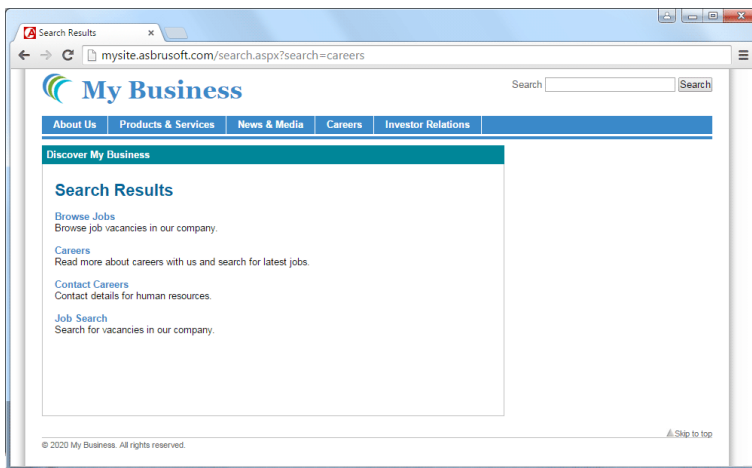
A page now shows all the pages, which contain the word **careers**.

If a visitor clicks on one of the search results links the visitor is redirected to the page.

12 Other elements

You can add other elements to your website using the Asbru Web Content Management system. To do this you can either add these elements directly in your template or create elements in one of the element categories in Elements and insert it into your template in the same way that we added a toolbar in the Navigation section above. In the example below the links in the top right hand corner of the header, and in the footer have been created directly in the template, while the Latest News, Online Shop and Quick Links sections have been created as elements.