

# Web2 WEBSITE, OPERATION MANUAL

## 1Contents

<u>1 Contents.....</u>	<u>1</u>
<u>Introduction to Web2.....</u>	<u>2</u>
<u>1. Entering the Web2 content management system.....</u>	<u>3</u>
<u>Explanation of links.....</u>	<u>4</u>
<u>2. The form “Add and change link details”.....</u>	<u>6</u>
<u>3. Preparing a content page.....</u>	<u>7</u>
<u>Adding pictures to the text.....</u>	<u>8</u>
<u>Adding links to the text.....</u>	<u>9</u>
<u>Adding tables to the text.....</u>	<u>10</u>
<u>Adding a gallery to the content page.....</u>	<u>12</u>
<u>4. Articles.....</u>	<u>13</u>
<u>Adding a new article.....</u>	<u>14</u>
<u>5. Using the file management module.....</u>	<u>15</u>
<u>6. Using the banner management module.....</u>	<u>17</u>
<u>7. Using the poll module.....</u>	<u>19</u>
<u>8. Using the calendar module.....</u>	<u>22</u>
<u>9. Protecting sub-pages with a password.....</u>	<u>22</u>
<u>10. Using the forum module.....</u>	<u>23</u>
<u>11. Using the useful links module.....</u>	<u>25</u>
<u>12. Using the newsletter module.....</u>	<u>27</u>
<u>13. Using the product catalogue module.....</u>	<u>30</u>
<u>14. ADDITIONAL INFORMATION.....</u>	<u>33</u>

## ***Introduction to Web2***

Web2 is a new and innovative solution for websites. The keywords of this solution are efficiency, operative manner and orientation towards results. The goal is to offer a solution with as good price-to-quality ratio as possible.

This is a very price-efficient product with no compromises made about quality. We can offer the Web2 solution 3-5 times less expensive than a “usual” website, because the layout can be selected from only the range of layout drafts prepared by our designers especially for the Web2 solution. These layout drafts have very high quality and they conform to all the high modern requirements. There are new layout drafts created all the time and the selection range is widened constantly. You can review the existing layout drafts at the web address of [www.web2.ee](http://www.web2.ee).

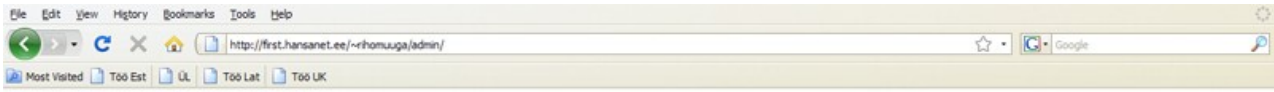
When you order the Web2 solution, the layout draft is personalised for you (company symbols are added, illustrative pictures are changed, etc.) according to your requirements and suggestions. This results in a full-value unique website for you. Thanks to the powerful content management system (CMS) included in the Web2 solution, you can also save on entering and later adding information to the website.

The Web2 content management system allows you to very easily manage all the information on your website (texts, pictures, news, files, etc.). This system is in the English language; it is very intuitive and experience has shown that every computer user is able to cope with it.

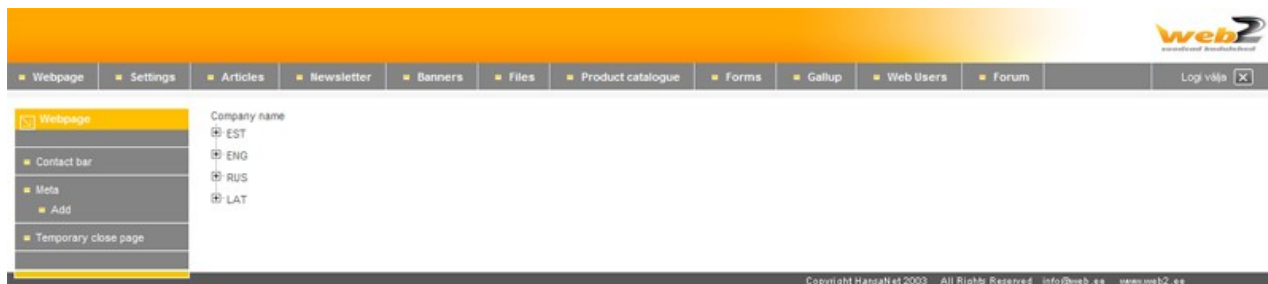
**NB!** A prerequisite for the Web2 solution is the use of our server service. Combining the website service and the server service allows for a 2-3 times lower price for the website.

The Web2 server is located in the MicroLink parent server, and this ensures the reliability of the Web2 solution 7 days a week and 24 h a day. The data located in the server is backed up regularly, so your necessary information is always preserved.

# 1. Entering the Web2 content management system



When entering the content management system, located at the address of [www.companyname.ee/admin](http://www.companyname.ee/admin), the above display is shown. After entering your username and password, the below display of the first page of the content management system (CMS) is shown.



## Explanation of links



The links bar of the first page of the CMS contains the modules used by you (important tools). Generally, the tools are as follows:

“**Webpage**” - displaying the structure tree of the website;

“**Articles**” - displaying the list of articles;

“**Newsletter**” - the newsletter module;

Below the links bar, the structure tree of your website is displayed – these are the links existing on your website. The links displayed in the structure tree can be shown and hidden by clicking on the

+ or – sign in front of the link name. By left-clicking on a link in the structure tree, the form “Add and change link details” is opened.

“**Link details**” - displays the form “Add and change link details”;  
“**Add link**” - displays the form “Add and change link details” and adds a sub-link to the link in the structure tree.

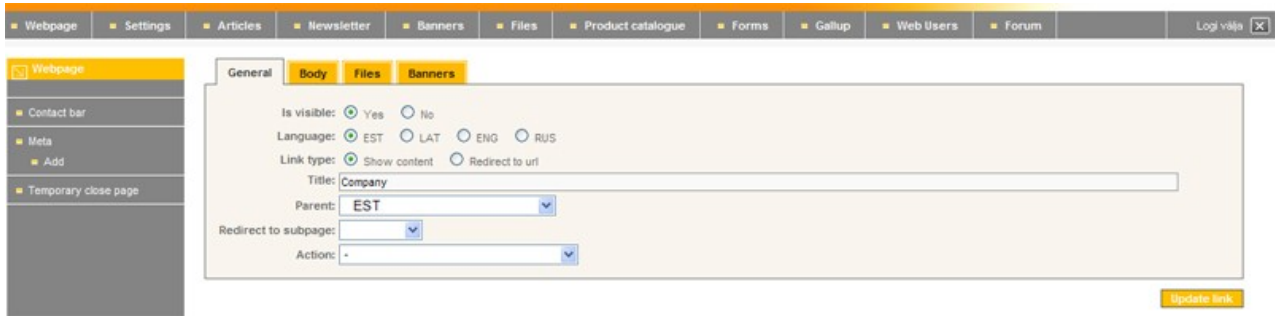
“**Move up/move down**” – (“Move up/move down”) moves the link in the structure tree, thus also on the website.

“**Delete**” - deletes the link from the structure tree, thus also from the website. Attention! The contents of the link are also deleted.



## 2. The form “Add and change link details”

Every change made in the content management system is immediately visible on the website. In order to display the saved changes, the website needs to be refreshed after every save (by opening the website and pressing the F5 key on the keyboard).



“**General**” – this link allows for changing the main parameters of the website;

“**Body**” – this link allows for adding texts, tables; see the section “Preparing a content page”;

“**Files**” – this link allows for creating a gallery; see the section “Uploading/downloading files”;

“**Is Visible**” – this determines whether the link is actually visible on the website. Such a link is there in the structure tree, but in case of the selection “No” the relevant page is “invisible” to the visitors – they will not find this link on your website and you can continue changing its contents. Such a page is accessible from the content page of the website, by entering the relevant link to the address field of the web browser.

“**Language**” - this selection is automatic and it doesn't have to be changed. NB! It is not automatic in case of articles.

“**Link type**” – if the selection Redirect to subpage is made, then by clicking on this link the visitor is redirected to the address stated in the field “Body”. When entering the address in such a way, the check box before the “source” text must be marked and the entire address (together with the “http://” part) has to be entered. If the selection “Show content” is made, then the page created in the “Body” page is displayed when the visitor clicks the link.

“**Title**” - this is the name of the link in the structure tree and on the website.

“**Parent**” - this is the location of the link in the structure tree.

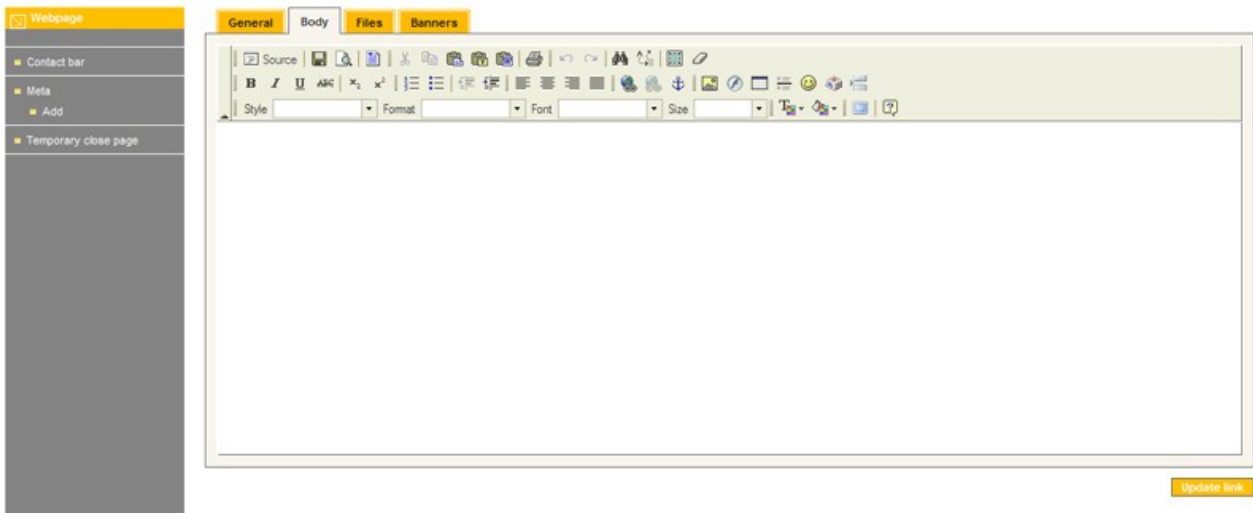
“**Redirect to url**” – if the link has any sub-links, then the visitor can be directed to a certain sub-link when he/she clicks the parent link, without displaying the content of the parent link.

“Action” - connecting the special solutions of the website to the link (e.g. displaying articles).


**Update link**


: this is the button that saves the changes made to the page, upon clicking it.


### 3. *Preparing a content page*





General overview of the content page is shown in the above picture.


 These are buttons for cutting (scissors) or copying (two pages) an object (text, picture) and for pasting it to the content page (boards). It is recommended to use the middle one of the three paste buttons (“*Paste as plain text*”), because this way no formatting parameters from other programs (e.g. MS Word) will be enclosed with the text on the website (such parameters can be intended for use by only the specific program and if the browser program used doesn’t support these parameters, then the website text can appear in a deformed way). It is recommended to use the “*Paste as plain text*” button and to format the text on the website by using the possibilities described below.

 Finding a specific word/word part from the text on the content page. NB! First make sure that the cursor is blinking on the content page.

 The first button selects all objects on the content page. The second button removes all formatting. In order to remove formatting from text, the text must be selected (marked as active).

 Adding and removing links. In order to add or remove a link, the relevant object must be selected (marked as active).

 Adding pictures to the content page and changing the properties of the picture (right-click on the picture and select “*properties*”).

 Adding tables to the content page. This way, information can be placed on the content page to the exact location that you want. For this, a table must be created and placed on the preferred

location on the content page, and then information is entered into the cells of the table.

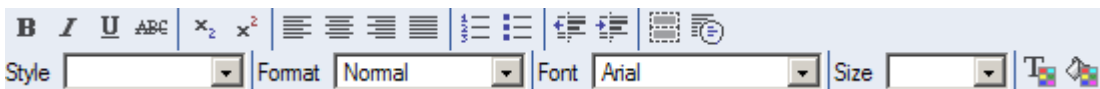


Adding a horizontal line, special characters and smileys to the content page.



If you have created a table with borders of 0, i.e. invisible borders, then the first button makes such a table visible while the borders will still be 0. The second button shows the formatting of the content page (e.g. shows the places where you have pressed the *enter* key).

Object formatting tools. The function of those is largely similar to the MS Word tools. The picture below also shows this.



**Update link**

: this is the button that saves the changes made to the page, upon clicking it.

## Adding pictures to the text



The button for adding pictures to the content page. Also, the properties of a picture can be changed (right-click on the picture and select “*properties*”).



This picture shows the form for adding a picture and changing the properties of the picture.

The properties shown above the separator line determine the location of the picture. The field “**URL**” allows for using a picture that is located somewhere in the Internet at a specific address (e.g. the logo of the Eesti Päevaleht newspaper is located at the address of



<http://www.epl.ee/img/logo.gif>); by entering this address into the “URL” field, the picture located at that address will be displayed on the content page. ATTENTION! If the picture is deleted from that address, e.g. if the Eesti Päevaleht newspaper renames its logo file to esilehe\_logo.gif and the complete address of the picture becomes [http://www.epl.ee/img/esilehe\\_logo.gif](http://www.epl.ee/img/esilehe_logo.gif), then the picture will also disappear from the content page, because the link of the picture as entered into the “URL” field will then be incorrect. The button “**Upload**” allows for using a picture located in your computer. This picture is first uploaded into the server and then automatically shown on the content page. The button “**Browse server**” allows for using a picture already uploaded into the server. The latter two functions are relatively similar.

The fields below the separator line are used for specifying the properties of the picture. The function “**Alternative Text**” allows for providing a kind of title for the picture – when the visitor holds the mouse cursor still on the picture, then the text stated in the “Alternative Text” field is displayed. The fields “**Width**” and “**Height**” determine the size with which the picture is displayed. If “**Lock Ratio**” is selected (check box is marked), then by changing one dimension of the picture (e.g. height), the other dimension (width) changes automatically and proportionally. If “Lock Ratio” is not selected (check box is unmarked), then by changing only one dimension, the picture will become disproportional. The button “**Reset Size**” restores the original size of the picture again. The field “**Border**” determines the thickness of the frame around the picture. The fields “**HSpace**” and “**VSpace**” determine the width of space between the picture and the surrounding text in pixels. The list “**Align**” determines the location of the picture in relation with other objects (e.g. the selection “**Right**” makes the picture appear at the right edge of the content page).

## Adding links to the text




The button for adding and removing links. In order to add or remove a link, the relevant object must be selected (marked as active).

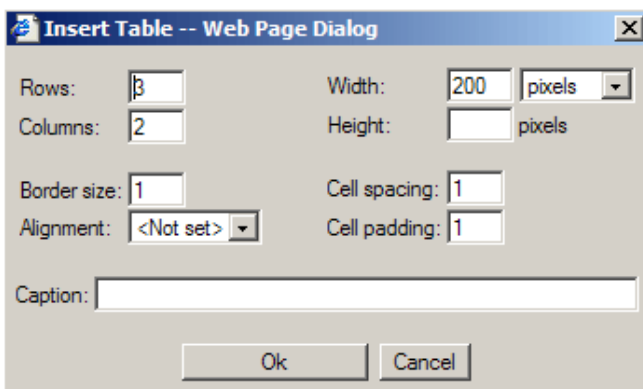
Target	Title	Name
<Not set>		

This picture shows the form for adding a link. If you want to create a link that directs the visitor to outside the website, then the “**URL**” field must state the exact address of the link (together with the “**http://**” part). If you want to link another page within your website, then select the relevant link from the drop-down menu “**Choose page**”; in this case, it is not necessary to type anything into the “URL” field. Also, it is not necessary to type anything into the “URL” field if the linked page is located in the same server. The button “**Upload**” allows for uploading a file into the server from your own computer; with this, a link to the file is created. A link is made for each uploaded file. You can view the list of files uploaded into the server by clicking on the button “**Browse server**”. For more information about this, see section “Using the file management module”. The list “**Target**” allows for determining whether the new link will open in the same browser window

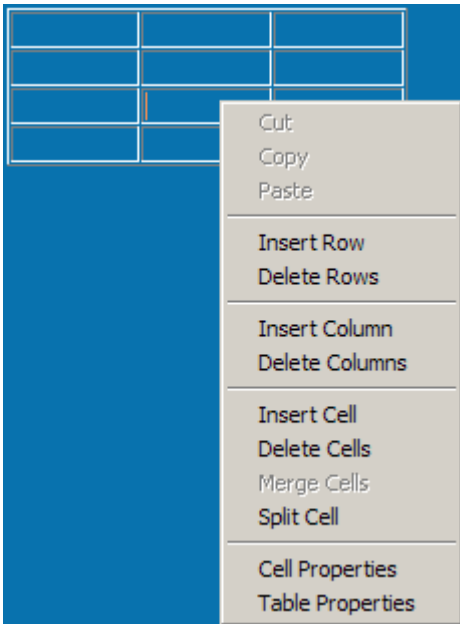
(“Same window” – use this selection if the link type is set to “Choose page”) or in a new browser window (“New window” - use this selection in case of URL linking and also for linking to files).

## Adding tables to the text

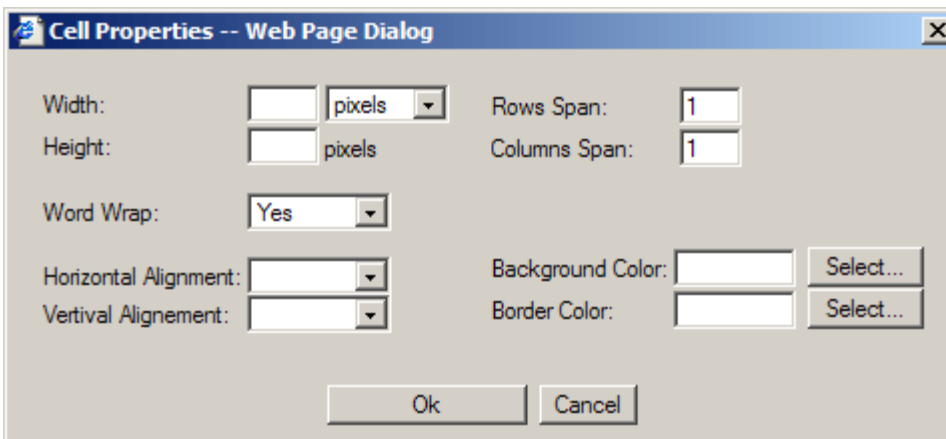
 The button for adding tables. This way, information can be placed on the content page to the exact location that you want. For this, a table must be created and placed on the preferred location on the content page, and then information is entered into the cells of the table.



The picture above shows the form for adding a table. The fields “**Rows**” and “**Columns**” determine the number of rows and columns of the table. These values can be changed only when creating the table. The fields “**Width**” and “**Height**” determine the size of the table. It is recommended to use only the “Width” parameter, because the height of the table will depend on the information entered into the table (picture, text) and it has a dynamic nature, changing automatically according to the necessity. The “Width” parameter can be defined in pixels or in percentage – e.g. if a table needs to cover the entire content page, then the “Width” parameter has to be set to “100 percent”. The parameter “**Border size**” determines the thickness of the frame of the table – if this is set to 0, then the borders of the table are invisible. “**Caption**” – this field contains the title of the page that is displayed above the table; it is recommended to leave this feature unused. The field “**Cell spacing**” determines the space between the cells of the table, i.e. the interior borders of the table, and the field “**Cell padding**” determines the space between the information in the cell and the edge of the cell.



This picture shows the menu that opens when a right-click is made in a table cell. The item **“Insert Row”** adds a row to the table. The item **“Delete Rows”** deletes the clicked row from the table. The item **“Insert Column”** adds a column to the table, and the item **“Delete Columns”** deletes the clicked column from the table. The item **“Insert Cell”** adds a cell to the clicked column, and the item **“Delete Cells”** deletes the clicked cell from the column. The item **“Split Cell”** makes two cells out of the clicked cell. The item **“Cell Properties”** displays the form shown in the picture below (the form for changing the properties of a cell). The item **“Table Properties”** displays the form for adding a table, where the numbers of rows and columns cannot be changed; these can only be added with the items **“Insert Column”** and **“Insert Row”**.



This picture shows the form for changing the properties of a cell of the table. The **“Width”** and the **“Height”** properties determine the dimensions of the cell. With this, it must be noted that the width of the top cell in a column determines the width of all cells in the column and that the height of the first cell in a row determines the height of all cells in the row. The field **“Rows Span”** determines how many cells in the row (starting from the cell where the cursor is blinking) are merged into one cell. The field **“Columns Span”** determines how many cells in the column (starting from the cell where the cursor is blinking) are merged into one cell. **“Word Wrap”** determines whether the text entered into the cell (if there are spaces between the words) is made to conform to the width of the cell. If the **“Word Wrap”** selection is **“No”**, then the cell is stretched to

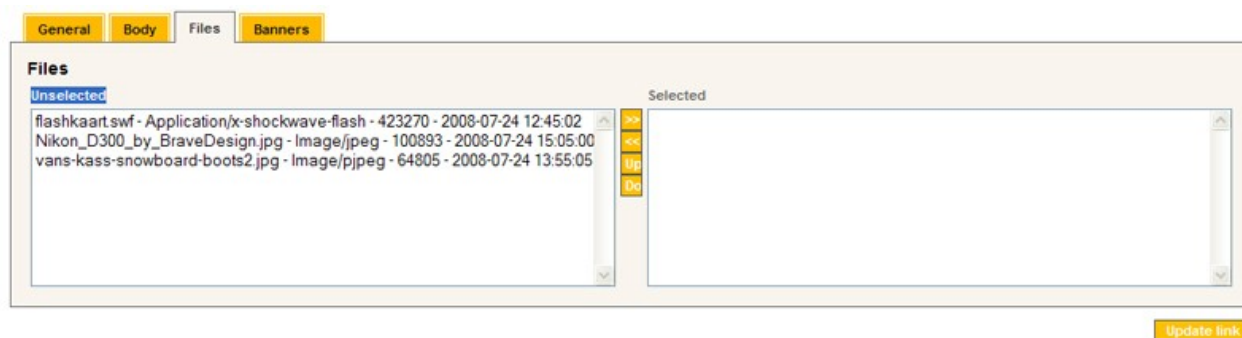
be as wide as the length of the text in it. If the “Word Wrap” selection is “Yes”, then the text is wrapped to the next line if it is longer than the width of the cell (in case of long words, new line is started at the end of the word where there is a space in the text). The lists “**Horizontal Alignment**” and “**Vertical Alignment**” determine the location of the information in the cell – the relevant selections are “**Left**”, “**Right**”, “**Centre**” and “**Top**”, “**Middle**”, “**Bottom**”. The location of information in the cell is determined by the combination of these six selections. The field “**Background Colour**” determines the colour of the background in the cell, and the field “**Border Colour**” determines the colour of the border of the cell.

## Adding a gallery to the content page

The window “Files” at the form “Add and change link details” allows for adding pictures to the selected content page. These pictures must be uploaded into the server before (see the section “Uploading/downloading files”).

The window “Files” is divided into two parts:

- Unselected pictures that you have uploaded into the server before;
- Selected pictures that you have chosen for displaying on the website.



: these buttons allow for displaying pictures on the content page.



: these buttons allow for changing the location of the picture in the list of selected pictures. By changing the location of the picture in this list, its location on the content page also changes.



: this is the button that saves the changes made to the page, upon clicking it.

## 4. Articles

By clicking on the link “Articles” in the links bar at the top of the first page of CMS, the following view is displayed.

Article group	Language	Title	Date
<input type="text"/> <input type="button" value="OK"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
News	eng	Nice day	2008-08-26

The picture below shows the list of written articles. The details of the articles can be changed by clicking the button  located under the “OK” button. Use the button with a red cross  for deleting an article. Articles can be filtered by entering the suitable search parameter and clicking on the “OK” button. All articles in the list can also be sorted according to group, language, title and date of entering. Click the name of the relevant column for this.

Article group	Language	Title	Date
<input type="text"/> <input type="button" value="OK"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
News	eng	Nice day	2008-08-26

## Adding a new article

The picture below states the module for entering articles.

Article group: News

Language:  EST  LAT  ENG  RUS

Title: Nice day

Date: 2008 August 26

Intro:

Body:

Article files

Unselected	Selected
flashkaart.swf - Application/x-shockwave-flash - 423270 - 2008-07-24 12:45:02	
Nikon_D300_by_BraveDesign.jpg - Image/jpeg - 100893 - 2008-07-24 15:05:00	
vans-kass-snowboard-boots2.jpg - Image/jpeg - 64805 - 2008-07-24 13:55:05	

Save

In case of a multi-language website, the selection of “Language” must be made correctly, because this determines under which language selection the article will be displayed.

“**Title**” – title of the news, article or message.

“**Date**” – if you enter a later date than the current date, then the news will be displayed on the website only starting from that date. If you enter an earlier date or equal to the current date, then the news will be displayed in the news section of the website immediately. News is sorted on the website according to their dates – you can determine the exact order of the news.

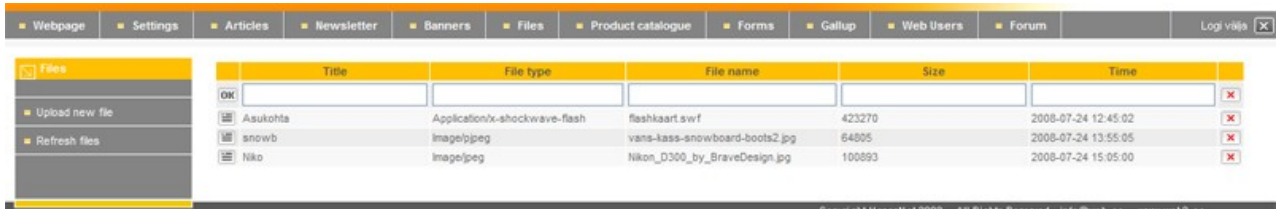
“**Introduction**” – this is displayed for the visitor together with the title and date of the news. In addition to these three parameters, the link “Loe lisa” (“Read more”) is displayed, and by clicking on this link the visitor will see the entire news with its title, date, introduction and content.

“**Body**” – this is the body of the news. In order to enter the content of the news, return to the section about preparing the content page.

“Article files” – see the above section “Adding pictures to the content page”.

## 5. Using the file management module

By clicking on the link “Files” in the links bar at the top of the page, the file management module is displayed.



The picture below shows the list of files uploaded into the server. The details of the files can be changed by clicking the button located under the “OK” button. Use the button with a red cross for deleting a file. Fields can be filtered by entering the suitable search parameter and clicking on the “OK” button. All files in the list can also be sorted according to title, type, name, size and time. Click the name of the relevant column for this.

Title	File type	File name	Size	Time
Asukohta	Application/x-shockwave-flash	flashkaart.swf	423270	2008-07-24 12:45:02
snowb	Image/jpeg	vans-kass-snowboard-boots2.jpg	64805	2008-07-24 13:55:05
Niko	Image/peg	Nikon_D300_by_BraveDesign.jpg	100893	2008-07-24 15:05:00

File name:

Download

Date: 2008 July 25

Title (EST):

Title (LAT):

Title (ENG):

Title (RUS):

Description (EST):

Description (LAT):

Description (ENG):

Description (RUS):

This picture shows the form for uploading a file into the server.

**“File name”** – the location of the file in your computer is entered here. The simpler way to do it is to click on the “*browse*” button and to find the file from the computer via the browse form.

**“Date”** – this is the time of uploading the file. If no date is entered here, then the uploading time of the file is set to the moment of the uploading.

**“Title and Description”** –these fields are intended for making it easier to identify the file later. This way, the file can easily be found from among other files, by using the words from these fields as search criteria.

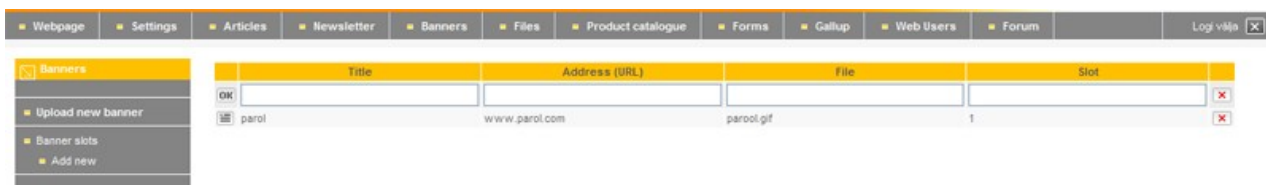


: this button saves the file in the server.



## 6. Using the banner management module

By clicking on the link “**Banners**” in the links bar at the top of the page, the banner management module is displayed.



The window shown in the picture is displayed. In order to add a banner, make the selection “Load new banner” in the menu at the left.



The screenshot shows the banner upload form. It includes a sidebar menu with options for Banners, Upload new banner, Banner slots, and Add new. The main form area contains the following fields:

- Slot:
- File:
- Address (URL):
- Title (EST):
- Title (LAT):
- Title (ENG):
- Title (RUS):

A  button is located at the bottom right of the form.

This picture shows the form for uploading a file into the server.

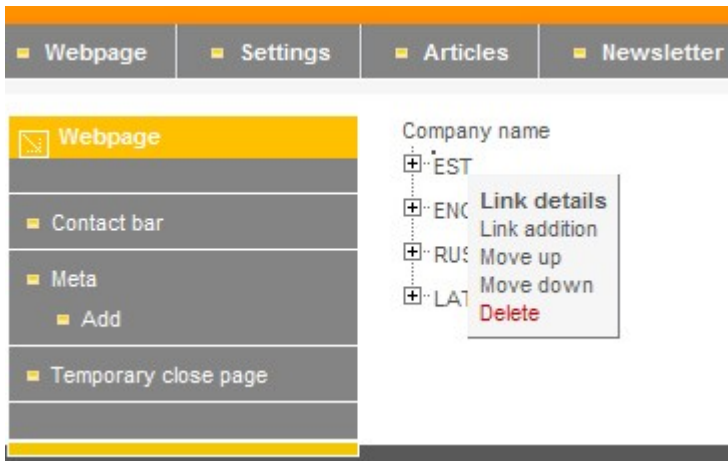
“**File**” – the location of the file in your computer is entered here. The simpler way to do it is to click on the “*browse*” button and to find the file from the computer via the browse form.

“**Address (URL)**” – this is necessary for directing the visitor to the relevant page if the visitor clicks the banner. This address must be stated in the following format: <http://www.domeen.ee>.

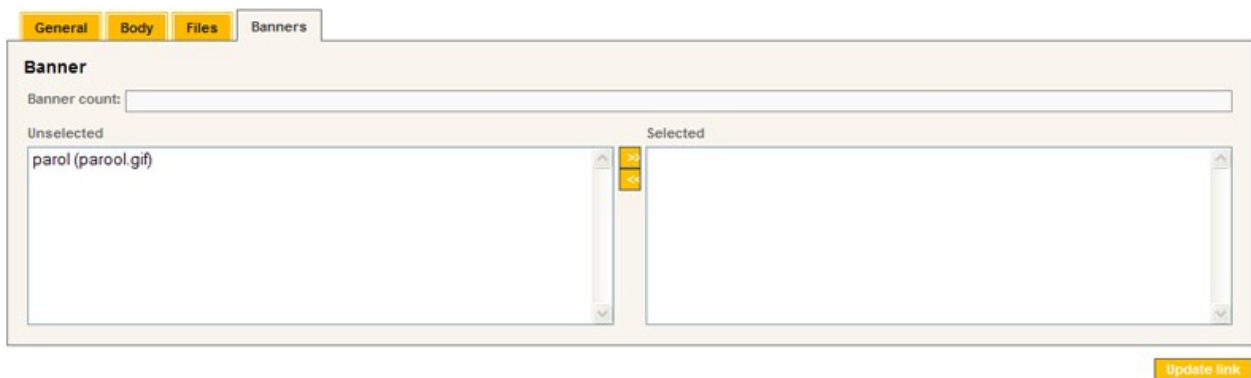
“**Title**” and “**Description**” – these fields are intended for making it easier to identify the file later. This way, the file can easily be found from among other files, by using the words from these fields as search criteria.

: this button saves the file in the server.

Thereafter, the banner has to be added to every page individually. For this, the link of the page needs to be opened in the structure tree of the website.



Make the selection “*Banners*” for adding the banner.

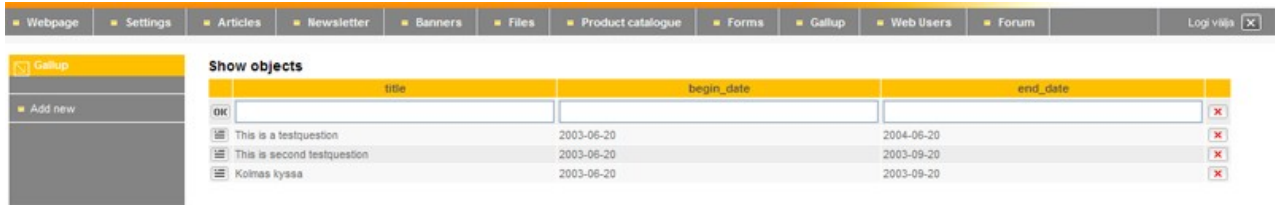


Mark the banner from the list “Unselected”. The field “Total number on page” determines the number of banners that you wish to display on the page. Initially this field states 0, meaning that no banners are displayed.

Changes are saved by clicking the button [Update link](#).

## 7. Using the poll module

By clicking on the link **“Poll”** on the horizontal modules link bar, the poll module opens.



The window shown in the picture is displayed. In order to add a poll, make the selection **“Add new”** in the menu at the left.



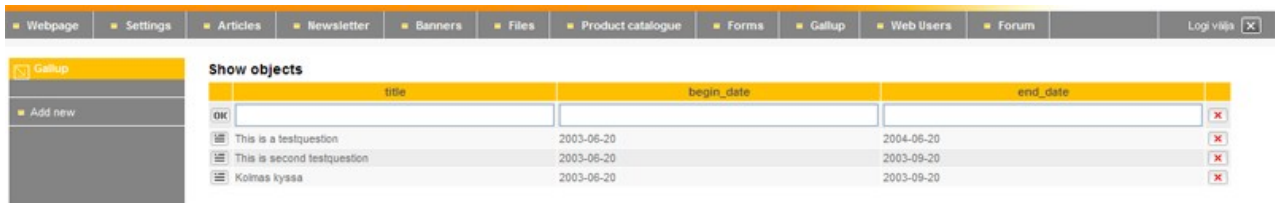
This picture shows the form for entering the poll question.

**“Start of validity period”** – enter here the date of publishing the poll question.


**“End of validity period”** – enter here the date of ending the poll.

**“Question”** – opens the form for entering the poll question. The question can be entered for every language. In order to save the question, click the button **“Save question”**.

### Insert Object




*Adding replies to the question.*

The list **“Show questions”** displays the poll questions and the button  before each question. This button shows the fields for entering poll replies to be selected from. Also, the question can be changed here.


This picture shows the form for adding a reply for the poll question.

**“Adding replies:”** – a reply to the poll question is entered into this field. After you have added a reply, the button “Save reply” **Add answer** must be clicked. The same procedure is used for each further reply as well.

## Changing replies

In order to change a reply, the button  before the reply must be clicked. *This will open the fields for changing the reply. Click the button **Change answer** for saving the reply.*

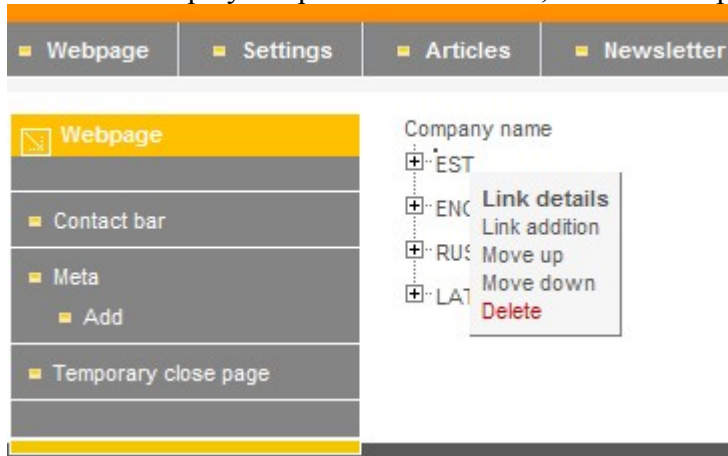
## Deleting a reply

In order to delete a reply, click the button  beside the reply.

Deleting and changing the question is done in the same way as deleting and changing a reply.

## Displaying the poll module on the page

In order to display the poll on the website, a link to the poll must be added to the structure tree.



*The name of the link can be stated as “Poll” and the action of the link must be stated as “Poll”.*

## 8. Using the calendar module

This module functions in the same way as the news module, but the group name is stated as “Calendar”.

## 9. Protecting sub-pages with a password

By clicking on the link “Web users” on the horizontal module bar, the module for protecting sub-pages with a password opens.




The window shown in the picture is displayed. In order to add a user, make the selection “Add new” in the menu at the left.





This picture shows the form for adding a user.

“User” – username.

“Pass” – password.

After you have entered the username and the password of the new user, click the button .

### Changing username and password

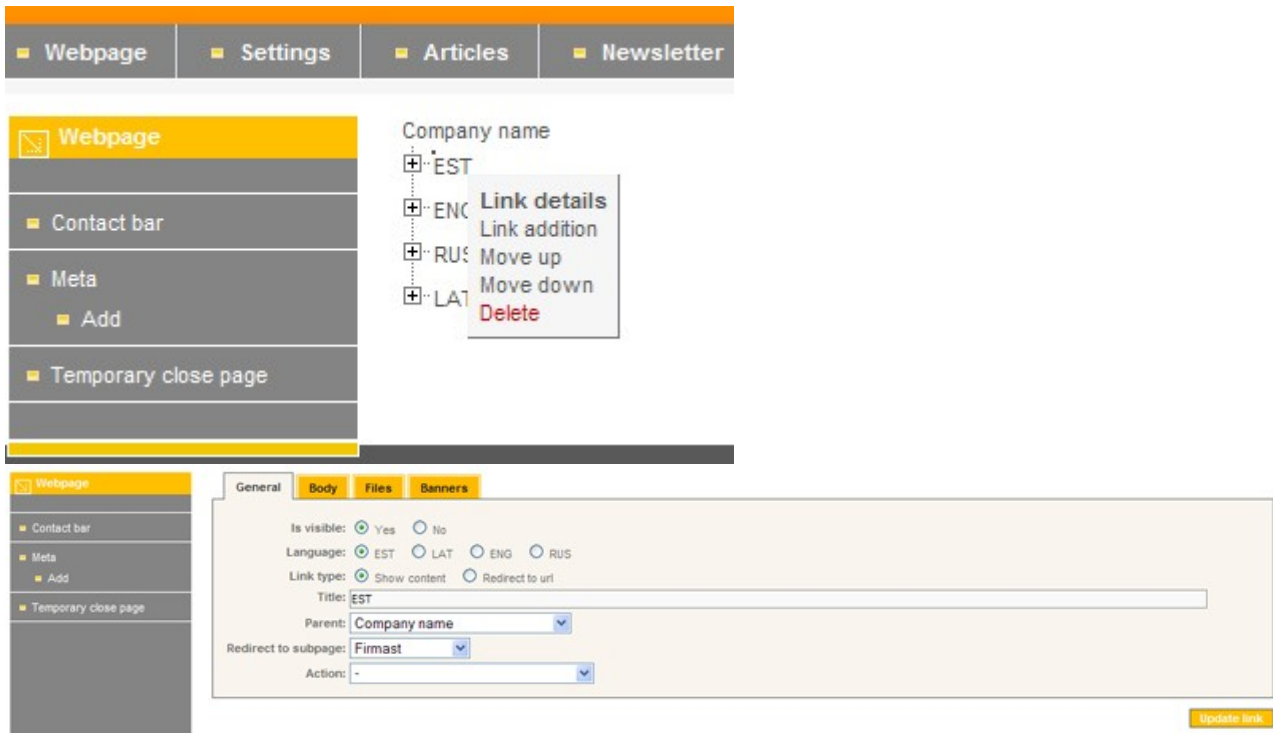
In order to change username and password, the button  before the user must be clicked. *This will open the fields for changing the username and password. Click the button  for saving the username and password.*

### Deleting username and password

In order to delete username and password, click the button  beside the user.

### Protecting sub-pages with a password

In the structure tree, select the link to be protected.



The window shown in the picture is displayed. In order to protect the linked sub-page with a password, click the link [Kasutajad](#).

In the next view, select the users who are allowed and who are not allowed to see the page. In order to confirm the setting for a user, click the link [Update link](#).

## 10. Using the forum module

By clicking on the link “Forum” on the horizontal module bar, the forum module opens.




The window shown in the picture is displayed. The menu at the left side offers the following choices:


- “Groups” – allows for grouping the forum topics.
- “Forum” – allows for creating forum topics.
- “Forum postings” – allows for viewing forum postings.

## Creating, changing and deleting groups

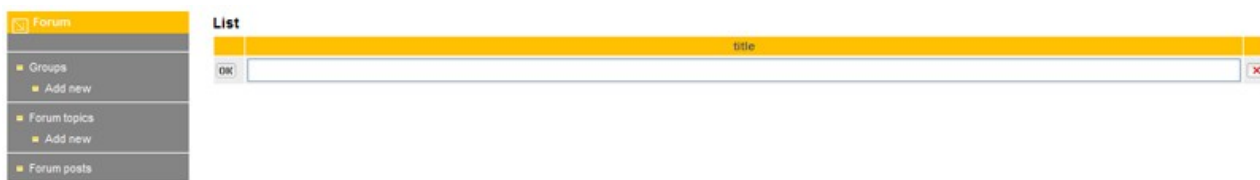
In order to add a group, make the selection “Add new” in the menu at the left, under the item “Groups”.

In the next view, add a name for the group and save it by clicking the button **Add**.

In order to change a group, the button  before the user must be clicked. *This will open the fields for changing the group. Click the button **Update** for saving the group.*

In order to delete a group, click the button  beside the group.

## Creating, changing and deleting forum topics





In order to add forum topics, make the selection “Add new” in the menu at the left, under the item “Forum topics”.



This picture shows the form for adding a forum topic.

Select in the list “Group” the group in which the topic will be displayed. You can enter the poster of the topic, the body and the title as you like. After the topic has been entered, it has to be saved by clicking the link **Add**.

In order to change a forum topic, the button  before the forum topic must be clicked. *This will open the fields for changing the forum topic. Click the button **Update** for saving the forum button.*

In order to delete a forum topic, click the button  beside the forum topic.



## 11. Using the useful links module

By clicking on the link “Useful links” on the horizontal module bar, the useful links module opens.




The window shown in the picture is displayed. The menu at the left side offers the following choices:



“**Groups list**” – this allows for grouping links (e.g. sport, news, health, construction, etc.).


“**Links list**” – this is a list of useful links.

### Creating, changing and deleting groups

In order to add a group, make the selection “Add new” in the menu at the left, under the item “Groups”.

In the next view, add a name for the group and save it by clicking the button .

In order to change a group, click the button  before the user. *This will open the fields for changing the group.* Click the button  for saving the group.

In order to delete a group, click the button  beside the group.

### Creating, changing and deleting useful links

In order to add useful links, make the selection “Add new link” in the menu at the left.



The screenshot shows the 'Useful links' module interface with the form for adding a new link. The sidebar menu is visible on the left. The main area displays the form for adding a new link, titled 'Lingi Iisamine'. The form includes the following fields:

- url:
- is\_important:  Yes  No
- group\_id:
- name (EST):
- name (LAT):
- name (ENG):
- name (RUS):

A 'Link link' button is located at the bottom right of the form.


This picture shows the form for adding a useful link.


“**Url**” – this is the website address that the useful link is referring to (e.g. <http://www.web2.ee>).

“**Group\_id**” – this is the group that will include this useful link.

“**Name**” – this is the name of the useful link (e.g. Postimees, neti.ee).

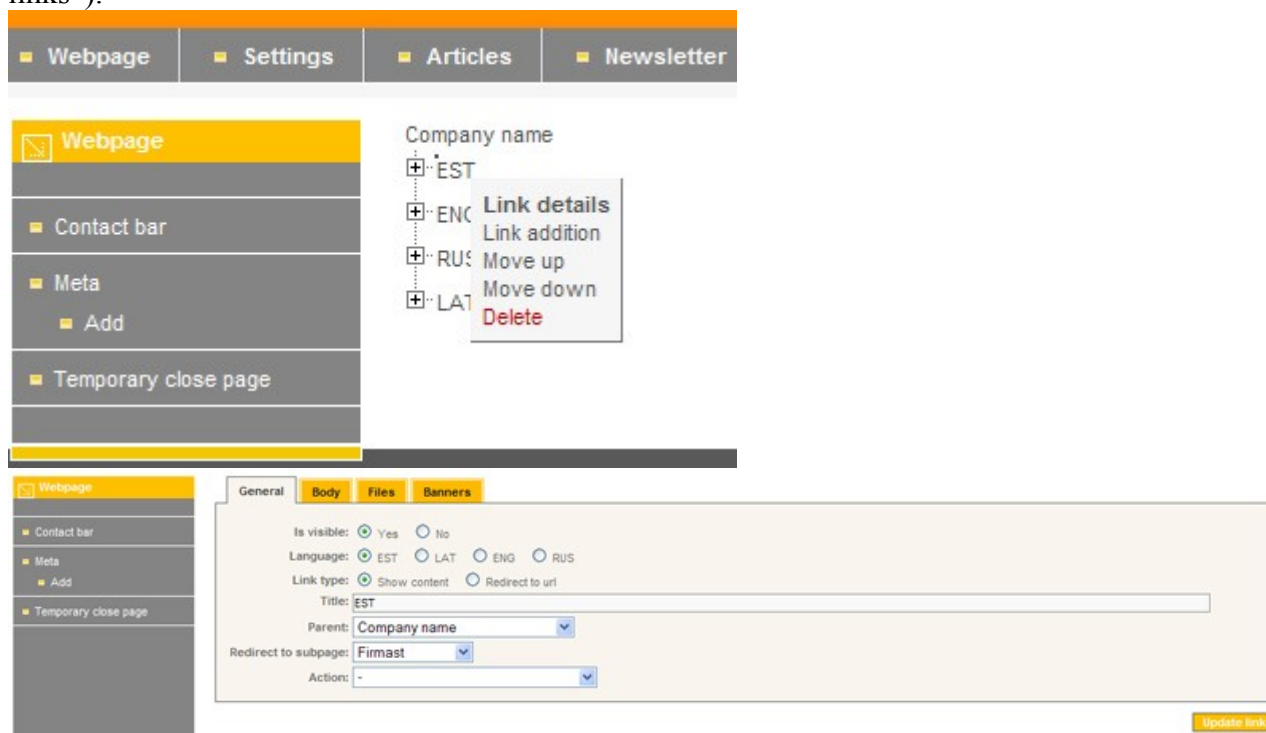
After all fields are filled in, save the useful link by clicking the button **Lisa link**.

In order to change a useful link, the button  before the useful link must be clicked. *This will open the fields for changing the useful link. Click the button **Update** for saving the group.*

In order to delete a useful link, click the button  beside the group.

### Using useful links.

Select in the structure tree the link where you want to use this module (e.g. create the link “Useful links”).



The screenshot displays the CMS interface. At the top, there are navigation tabs for 'Webpage', 'Settings', 'Articles', and 'Newsletter'. Below this, a structure tree on the left shows the 'Webpage' section expanded, with sub-items like 'Contact bar', 'Meta', 'Add', and 'Temporary close page'. A context menu is open over the 'Company name' link, showing options: 'Link details', 'Link addition', 'Move up', 'Move down', and 'Delete'. Below the structure tree, the configuration form for the 'Useful links' module is visible. The form has tabs for 'General', 'Body', 'Files', and 'Banners'. The 'General' tab is active, showing fields for 'Is visible' (Yes/No), 'Language' (EST/LAT/ENG/RUS), 'Link type' (Show content/Redirect to url), 'Title' (EST), 'Parent' (Company name), 'Redirect to subpage' (Firmast), and 'Action' (-). An 'Update link' button is located at the bottom right of the form.

*The name of this link can be stated as “Useful links” and the action for the link must be stated as “Useful links”).*

## 12. Using the newsletter module

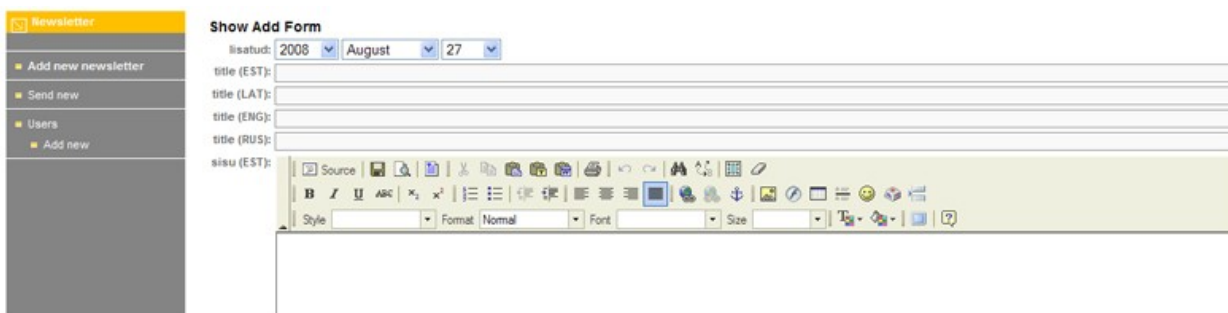
By clicking on the link “Newsletters” on the horizontal module bar, the newsletters module opens.



The window shown in the picture is displayed. The menu at the left side offers the following choices:


- “Add a newsletter” – adding a newsletter.
- “Send new” – sending a newsletter.
- “Users” – adding, changing and deleting users.

In order to create a newsletter, click the button “add a newsletter” in the menu at the left.



This picture shows the form for adding a newsletter. State the date of adding the newsletter in the field “Lisatud” (“Added”). If the title and the content have been entered, then save the newsletter with the button **Add**.

In order to change a newsletter, click the button  before the newsletter. *This will open the fields for changing the newsletter. Click the button **Update newsletter** for saving the newsletter.*

In order to delete a newsletter, click the button  beside the newsletter.

### Adding users

In order to add newsletter users, make the selection “Add new” in the menu at the left, under the item Users.

**User adding**

lang\_id:  est  eng

epost:

nimi:

is\_active:  Yes  No


This picture shows the form for adding a user.

“**Language**” – you can determine the language in which the newsletter is sent to the user.

“**E-mail**” – e-mail address of the user.

“**Users**” – name of the user.

“**Active**” – you can determine whether the user is currently active or not. If the user is not marked as active, then the newsletter is not sent to the user.

In order to change the newsletter user, click the button  before the newsletter user. *This will open the fields for changing the data of the user. Click the button  for saving the data.*

In order to delete a newsletter user, click the button  beside the newsletter.

## Sending a newsletter

In order to send a newsletter, make the selection “Send new” in the menu at the left.

Select newsletter

Sender (EST):

Sender (LAT):

Sender (ENG):

Sender (RUS):

Sender's e-mail

Sending type

to all users

to all web-registered users

to all users added by you

to selected users

**added by you**

Unselected

Selected

**web users**

Unselected

Selected


This picture shows the form for sending a newsletter.

“**Select newsletter**” – selecting the newsletter to be sent.

“**Sender**” – name of the sender of the newsletter.

“**Sender's e-mail**” – e-mail of the sender of the newsletter.

**“Sending type”** – “to all users”, i.e. to all users in the list of the newsletter; “to all web-registered users”, i.e. to all users who have registered in your website; “to all users added by you”, i.e. to all users whom you have added into the list, “to selected users”, i.e. to all users whom you have selected.

After you have filled in the fields “select newsletter”, “sender”, “sender’s e-mail”, “sending type” and the addressees of the newsletter, click the button  for sending out the newsletter.

### 13. Using the product catalogue module

The product catalogue is consists of groups, groups consist of types and types consist of products.

In order to create a new group, select the link “Product catalogue” from the horizontal bar of the content management software and then select the link “Create new group”. The form shown in the picture will be displayed:

Is visible:  Yes  No

Type:

Code:

Price:

Title (EST):

Title (ENG):

Title (EST):

Short Description (ENG):

“Visible” – make the selection “yes” if you want the product group to be visible in the website.

“Parent”- if you want this group to belong under a parent group, then select the relevant parent group from this drop-down list.

“Code”- this is a numeration that you can freely choose (it is not obligatory to fill in this field).

“Picture”- here you can enter the product group picture.

“Titles”- titles in different languages (these fields must be filled in according to the languages used in the website).

The same also goes for the fields “Description”.

After saving the data, you can view all the created product groups under the link “Product groups”, and you can also delete product groups under that link by clicking the button  beside the product group. If necessary, the product groups can be moved upwards and downwards in the list by clicking the buttons  .

In order to enter product types, click the link “Create new type”. The following window will be displayed:

#### Product type


**Title (EST):**

**Title (ENG):**

**Add product type**

“**Title**” – name of the product type in different languages.

Enter the names of the relevant types into this form.

You can view the list of created product types under the link “Product types”, and you can also delete product types under that link by clicking the button .

By selecting a product type from the list, you can add a field to it (usually this is for mark, model, accessories, etc.):

**Välja lisamine**

**Multi-language:**  No  Yes

**Visible in list:**  Yes  No

**Title (EST):**

**Title (ENG):**

**Lisa väli**

“**Multi-language**” – select “yes”, if the website is a multi-language one and the field exists for several languages.

“**Visible in list**” – this determines whether the field is displayed in the list of products (if “no” is selected, then the field is visible only when viewing the product).

“**Title**” – name of the field in different languages.

In order to add a product, click the link “Create new product” . The following window will open:

**Visible:**  Yes  No

**Type:**

**Code:**

**Price:**

**Title (EST):**

**Title (ENG):**

**Title (EST):**

**Title (ENG):**

**Add product**

**“Visible”** – this determines whether the product is visible on the website.

**“Type”** – this determines the product type that the product belongs to.



**“Code”** – this determines the code of the product.

**“Price”** – this determines the price of the product.

**“Title”** – name of the product in different languages.

**“Description”** – description of the product.

You will have to select in the lower left box the product groups that the product belongs to (if no product group is selected, then the product will not be displayed). Also, a campaign can be added for the product.

You can delete products under the link “Products”, by clicking the button . You can also view and change the information of the products by clicking the button .



In order to highlight a product among others, you can set a campaign for it (via the link “Create new campaign”).

**Title (EST):**

**Title (ENG):**

**Save**

**“Title”** – name of the campaign in different languages.

The link “Product campaigns” allows deleting campaigns via the button  and viewing and changing the information via the button .



## **14. ADDITIONAL INFORMATION**

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