Galahad

User Manual

Contents

Glossary

Archive – one of three places where news will be shown for expired news

Content area – central part of a page where **documents** are displayed.

Document – a file on server, associated with menu item or a news item.

ID – Automatically assigned unique code of every object in system.

Link type – a way which a **document** or an external page represented by the link is displayed. There are two built-in options – in the **content area** of the page or in a new window. External page will be opened even in the first case over the whole browser window, not only in the **content area**.

List – one of three places where news will be shown for less important news

Main menu – one of two menus shown in a homepage (the other is **upper menu**).

Menu item content – a **document** associated with that menu item

News item content – a **document** corresponding to that news item.

Target – file path on local machine on selection of a new file or a place where a document or an external page is displayed.

State of a news item – determines either the item is displayed in the **list,** in the **side menu** or in the **archive.**

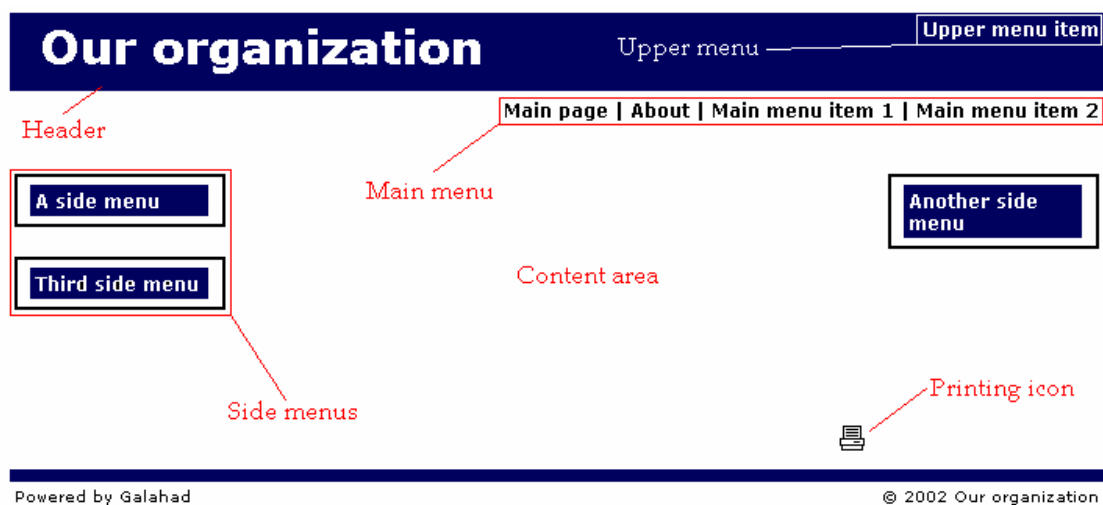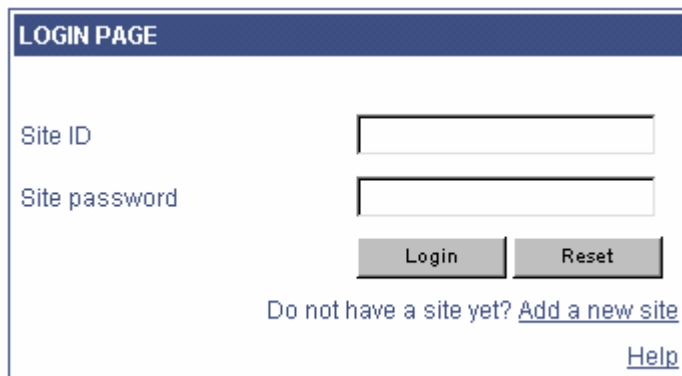**Upper menu** – one of two menus shown in a homepage (the other is **main menu**).

Fig. 1: A simple example of an index page generated by Galahad with header, upper and main menus, side menu and their elements.
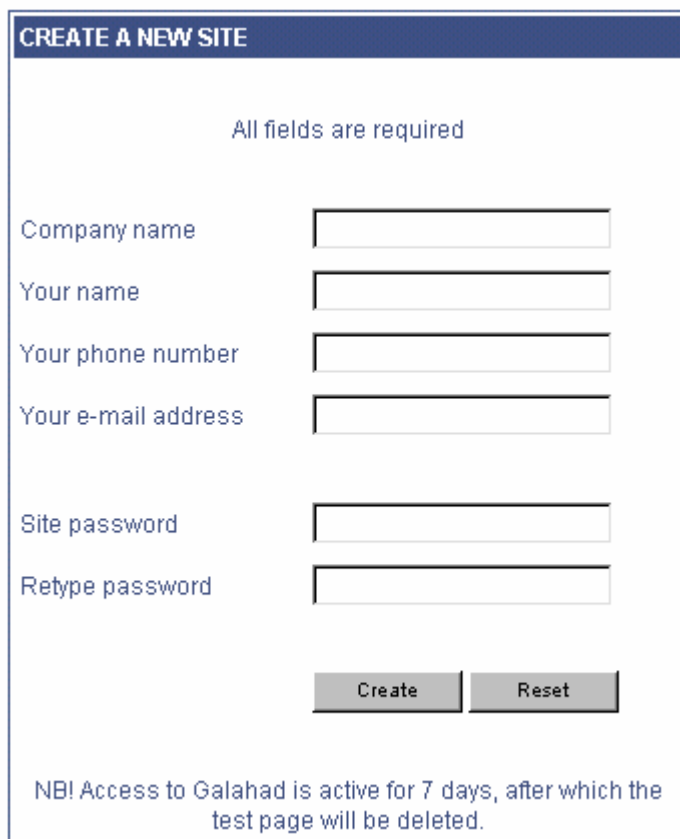
Logging in

Fig. 2: Log-in form of Galahad

Unique ID of the homepage and a password are required to log on into administration interface. The same form has a link to new site generation form.

New site generation

First step

Fig. 3: The first step of generation of a new website

During the first step user specifies alias and password of the new website and provides user information for registration purposes. Password has to be typed twice. On success a corresponding dialog will be displayed.

CONFIRMATION: REGISTRATION SUCCEEDED

The registration was successful.

An e-mail message, containing all the needed data for starting using Galahad, will be sent to you shortly!

http://www.artaxis.ee/galahad/

Fig. 4: Dialog ending the first step

Second step

The form shown in the second page enables user to enter parameters of a new website.

SITE CREATION: STEP 2

General

Template — Grey

Header — Our organization

News

News expiration days — 30

News item status description:

In side menu — In side menu

In listing — In listing

In archive — In archive

Target types

Target description:

In content area — In content area

In new window — In new window

Create | Reset

Fig. 5: Second step of creating a new website

These parameters include:

- Which one of built in templates will be used
- Title visible in a header
- Number of days after a news item is considered to be expired
- Aliases for three ways of a news item displaying. Every news item can be shown in a side menu, in a **list** or in the **archive**.
- Aliases for link types. Every link can be opened in the existing window or in a new window.

After submitting of this form a dialog will be shown with success notice and URL of the new site.
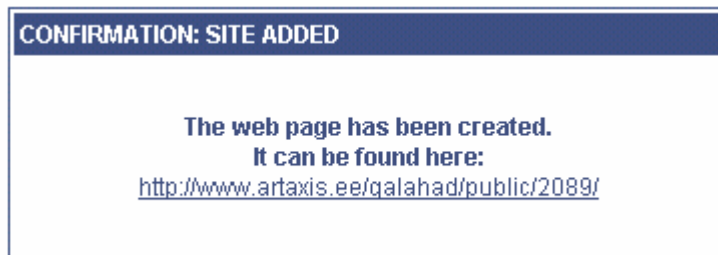
Fig. 6: Dialog ending the creation of a new site.

Administration

After successful login user will be directed to a management page.
At first it consists only a menu with following choices:

- Main menu
- Menu layout
- Side menus
- Menu items
- News list
- Link types
- Settings
- Files
- Manage
- Help

Main menu

Page for configuration of the main menu and the upper menu. The upper menu is shown in the header of a page, the main menu is shown below it.

Fig. 7: Main menu and upper menu

That page enables user to manage the menu items of these menus.

Menu item managing

Menu items can be managed by the help of menu item list in a form of a table where every row represents one menu item. Next we shall describe the common way to manage all menu items throughout the system. Apart from that, adding a new menu item is a bit different with every menu type and therefore will be dealt separately with every menu type.

Main menu

#	NAME	TITLE	LOCATION	URL	CONTENT	SIDE MENUS				
1	index	Main page	main		modify	select	✳	✖	⬇	
2	about	About	main		modify	select	✳	✖	⬇	⬆
3	item1	Main menu item 1	main		modify	select	✳	✖	⬇	⬆
4	item2	Main menu item 2	main		modify	select	✳	✖		⬆

Upper menu

#	NAME	TITLE	LOCATION	URL	CONTENT	SIDE MENUS				
1	Upper menu item	Upper menu item	upper		modify	select	✳	✖		

Fig. 8: Menu item managment list

Changing contents of a menu item

First click the *modify* link in the row representing the menu item you are about to change. That will display an editor enabling you to make changes to the page behind that menu item. The editor works in the WYSIWYG (What You See Is What You Get) mode and its use is similar to all Windows-style graphical text editors.
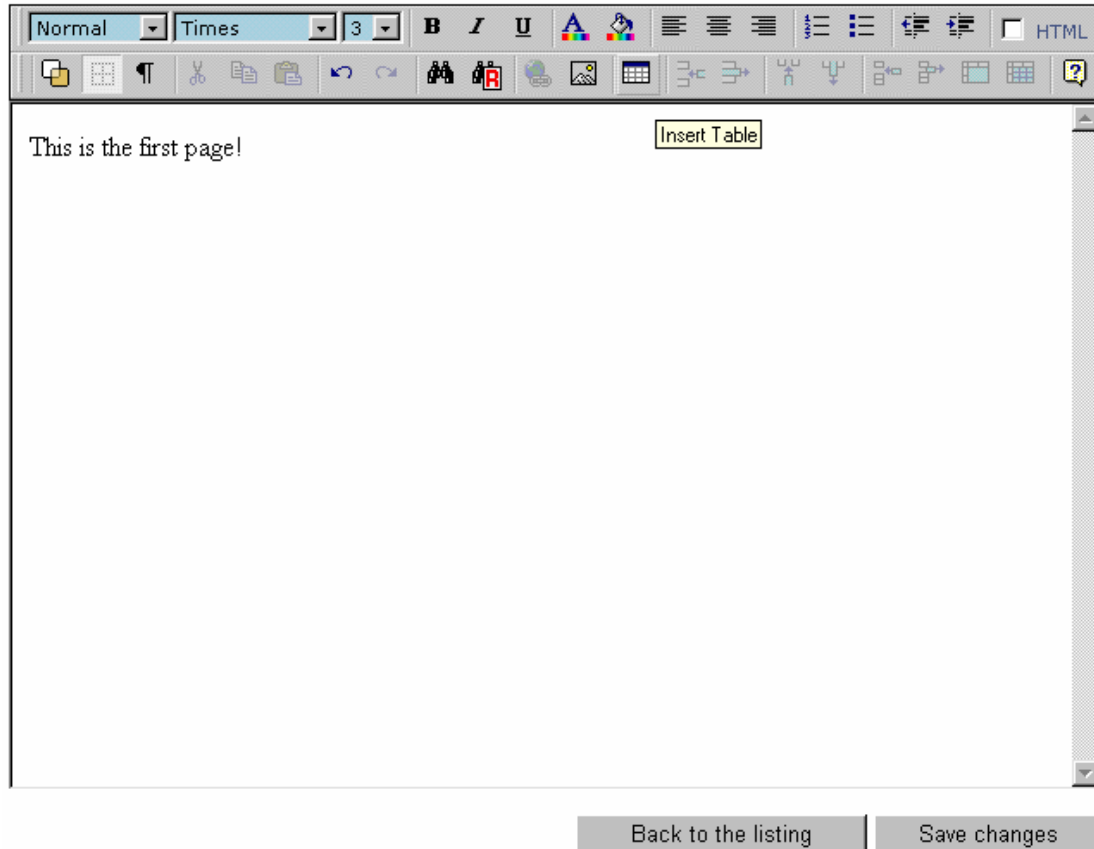

Fig. 9: Editor

After clicking on *Save changes* button, your changes will be saved, *Back to the listing* button will redirect you back to the listing without saving.

Order of menu items

The order of menu items can be changed with arrow icons that can be found in two rightmost columns of the table row. Clicking on icon ⇧ shifts positions of the current element and the element below it, clicking on icon ⇩ shifts positions of the current element and the element under it.

Removing menu items

To remove a menu item, click on icon ✖ in the row representing that menu item.

Changing a menu item

To change a menu item, click on icon ✳ in the row representing that menu item. That will make the corresponding row active and editable.

Name, place of displaying (main menu or upper menu) and associated external URL can be changed. Clicking on *Update* button saves your changes, clicking on *Cancel* button will deactivate the row without saving. If the menu item was not associated

with an external link, *URL* field should be left empty. URL associated with a menu item will render all other attributes meaningless.

Fig. 10: Changing a menu item

Adding a new main menu item
There is a special form displayed under the tables for addition of a new menu item.

Fig. 11: Creation of a new menu item

Name and *Title* fields are required on this form, others are optional. To *Content* field, either enter a file path on your local computer (or choose a file with the *Browse* button) or leave that field empty and change the contents on-line with the editor.

Associating a side menu and a menu item of the main or upper menu

Fig. 12: Managing links between the main menu items and the side menus

First click on *select* link in the column *SIDE MENUS*. After that a new window will be opened with a list of side menus associated with that menu item (initially empty).

To create a new link, choose a suitable side menu from the *Side menu* field of the *New* link form and configure it to be displayed either left or right from the *contents area*. After that click on a button *Insert* to save the link, that gives also result updating the table above the form. It is principally possible to change the main menu to which the side menu is going to be linked, but it is not recommended as the changes would not be echoed in the table on the same page as that table represents the main menu selected by default.

Changing order, name and place of displayment of side menus is similar to changing the same attributes of a menu item. A click on the icon of removal gives disappearance of the side menu from the table, but not removal of the side menu itself since only the link between menu and side menu would be removed. The side menu can well be linked to another menu after that. One side menu can be linked to several main menu items – for example to appear both in the left and in the right from the *content area*.

Menu layout

Menu layout page offers a possibility to manage all menu items and links between them in a single page. On that page the listing table of links between menu items and side menus displays all side menus that are linked to a menu item.

Side menus

Administering side menus can be carried out by the help of a similar table.

Fig. 13: Side menu managing table

The table offers the following functionality similarily to the lists described above:
- To change a side menu, click on the ✳ icon

Fig. 14: Changing a side menu

- For removing a side menu click on the ✖ icon.
- For adding a new side menu, fill in *Name* and *Title* fields and click the *Insert* button. *Title* can be changed later, *Name* cannot.
- Link *select* enables user to manage side menu items.

Menu items

This page provides a management list for all menu items functioning as other management listings described above.

Adding a new menu item

Fig. 15: Adding a new menu item

The form is self-explanatory: *Name* ID the inner name of that menu item, *Title* its title shown to the user, *Document* is displayed in the *Content area* as a result of a mouse click on the new menu item, *URL* specifies external link associated with the menu item and *Link type* specifies whether or not a new window would be opened to display the *document* or external page behind the new menu item.

For choosing a *document* associated with the new menu item, click on the ✳ icon. As a result of that, a new window will be displayed enabling you to choose from existing files on server.
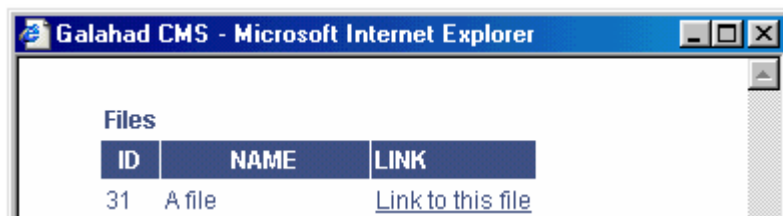
Fig. 16: Choosing from files

After choosing a file its unique code will appear in the *Document* field. That field is read-only, only way to change it is choosing a new file from the dialog described above. Click on the *Insert* button to finish adding a new menu item.

News list

Fig. 17: News management table

Following issues should not be overlooked here:

- **ID** is the unique code of that news item set by the system.
- The default expiration date is calculated with a relevant setting that can be changed on the **Settings** page.
- The **STATE** of a news item determines where it will be shown. It is practical to make the most important items displayable **in a side menu** as in that case they would be shown to the user immediately. Other news should be displayed **in a listing** and expired news in the **archive**.
- To change the contents of a news item, click on the **modify** link in the table. That will display the editor described above.
- To change an existing news item, click on the ✳ icon. That will activate the table row as described above.
- To remove a news item, click on the ✖ icon.

Adding a news item

Fig. 18: Adding a news item

To add a news item, fill in the form below the table and click the **Insert** button. **Title** is the title of that news item shown to a user, **Expires on** defines the date of expiration calculated by the relevant setting, **Author** name of an author shown to a user, **State** the place where the item would be shown and **Content** a file on the local machine.

Link types

Link types pages enables you to manage the way the contents are shown to a user. There are two built-in link types – **in the content area** and **in a new window**.

Fig. 19: Managing link types

Functionality offered by this table:
- For activating a row of a link type to change it, click on the ✳ icon.
- For removing a link type click on the ✖ icon.

Adding a new link type

Fig. 20: Creating a link type

To create a link type, fill in the form below the table and click on the **Insert** button. **Name** defines the inner name of the new link type and **Target** the 'target' attribute of the *<a href˝="…"˝>* HTML tag.

Settings

System settings can be changed on the **Settings** page. There is only one built-in setting, **news_expiration_days**, defining the default number of days after which the news item is considered expired.

Fig. 21: Settings management table

That table offers the following functionality:
- For activating a row of a setting to change it, click on the ✳ icon.
- For deleting a setting, click on the ✖ icon.

Creating a new setting

Fig. 22: Creating a new setting

For adding a new setting fill the fields of a form below the table. **Name** is the name of the new setting and **value** its initial value.

Files

On the **Files** page a table of files loaded into the system is displayed.

Files

ID	NAME		
31	A file	✳	✖

Fig. 23: Table of files

That table offers the following functionality:
- For activating a row of a file to change a filename, click on the ✳ icon. The menu item associated with that file as described above can change the contents of a file.
- For deleting a file, click on the ✖ icon.

Adding a new file

New file

Name [   ]

Target [   ] [Browse...]

[Insert] [Cancel]

Fig. 24: Adding a new file

For adding a new file, fill out a form below the table. ***Name*** is the name of the new file, ***Target*** defines its pathname in the local computer. A file can be selected by typing in the path or with the ***Browse*** button. For adding the selected file click on the button ***Insert***.

Manage

For an existing site ***Manage*** page offers only a functionality for removing it.