

Watts Industries website Content Management System (CMS)

User manual – global website administrator

Version 1.2 - 7/5/2012

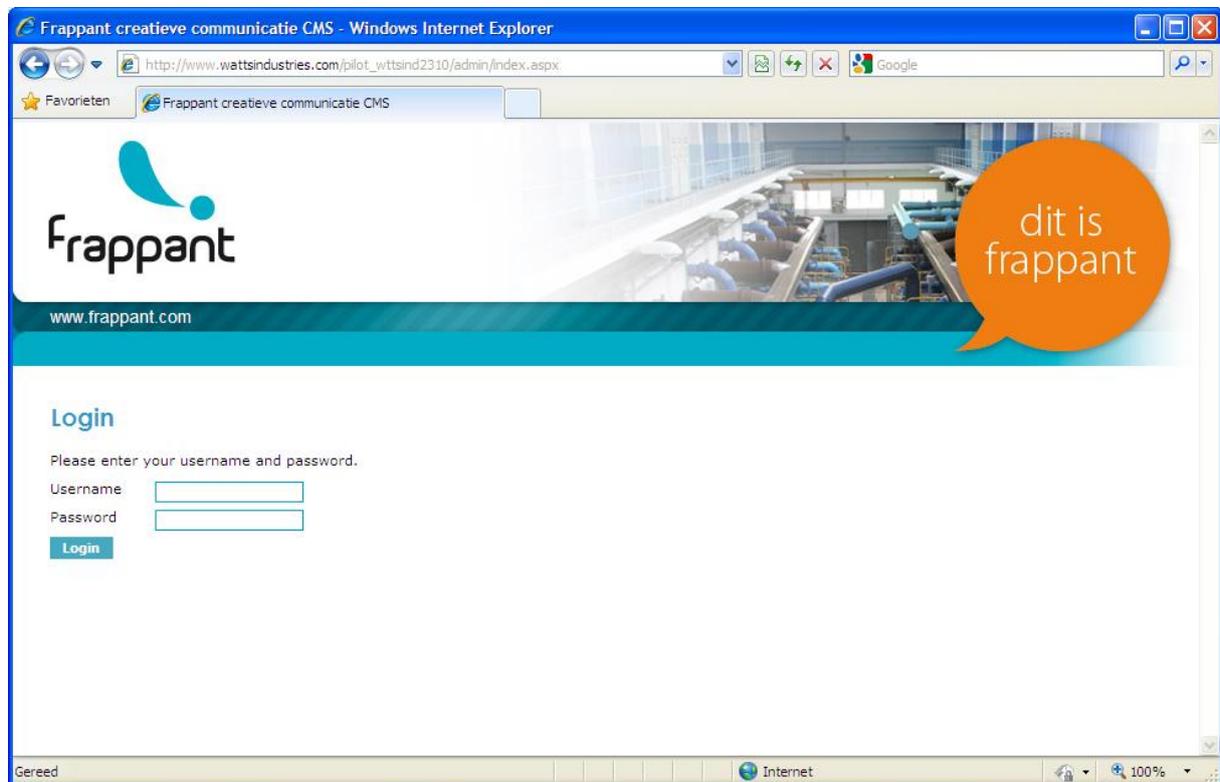
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1. Login

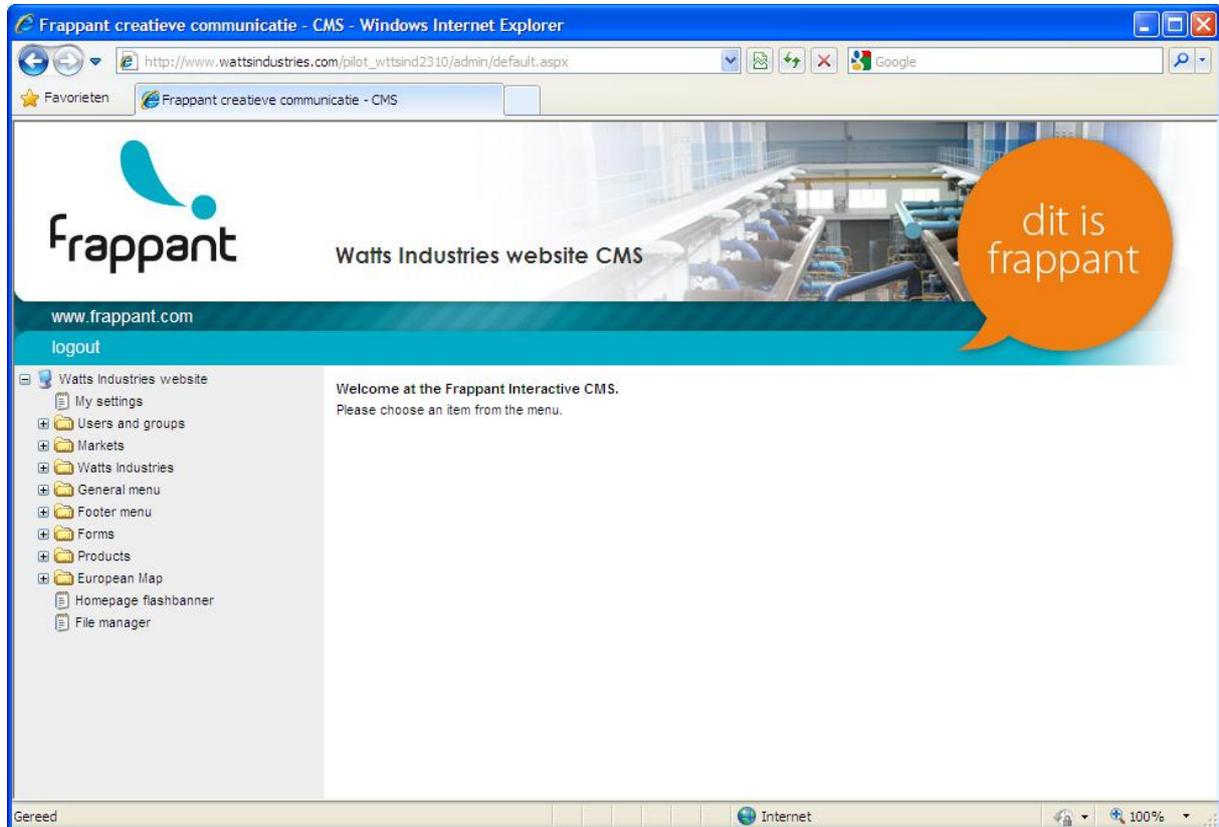
Go to http://www.wattsindustries.com/pilot_wttsind2310/admin/index.aspx.



- Enter you username and password.

2. Menu

Once you are logged in, you see the following menu on the left side of the screen.

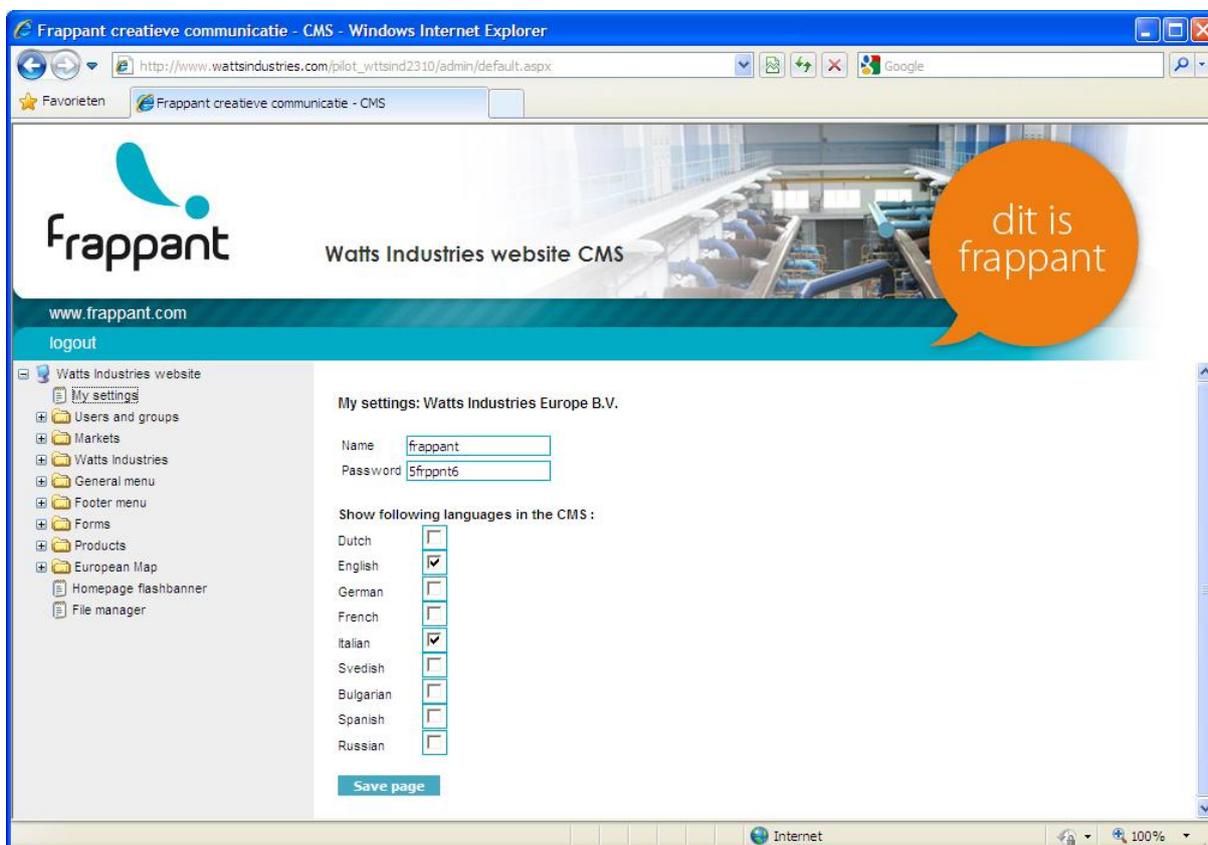


Every time you change, add or delete an item in the menu, the menu is not automatically refreshed.

Click on "Watts Industries website" to refresh the menu.

In the following chapters of this user manual we will discuss each menu item separately.

3. My settings

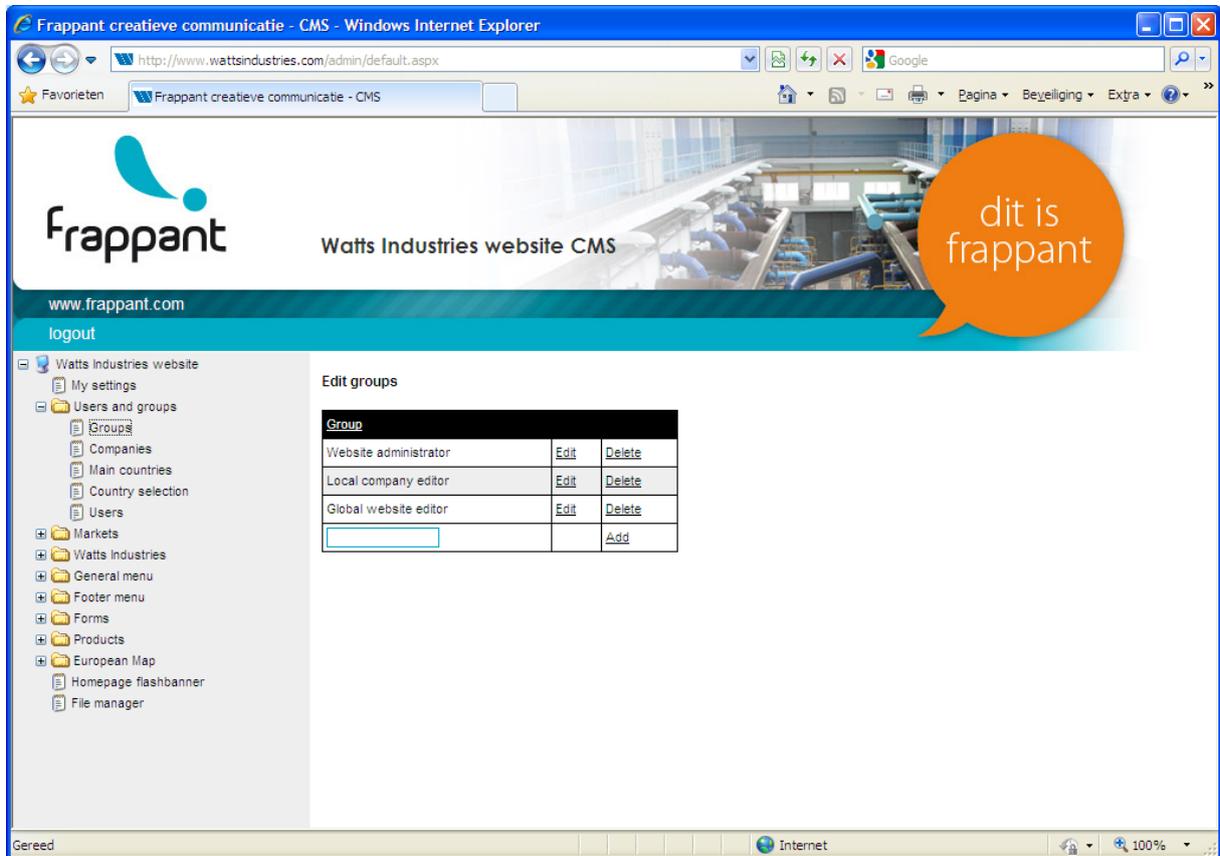


On the "My Settings" page, you can:

- Change your login name.
- Change your password.
- Choose what languages to show in the page editor (see chapter "Edit a page").

4. Users and Groups

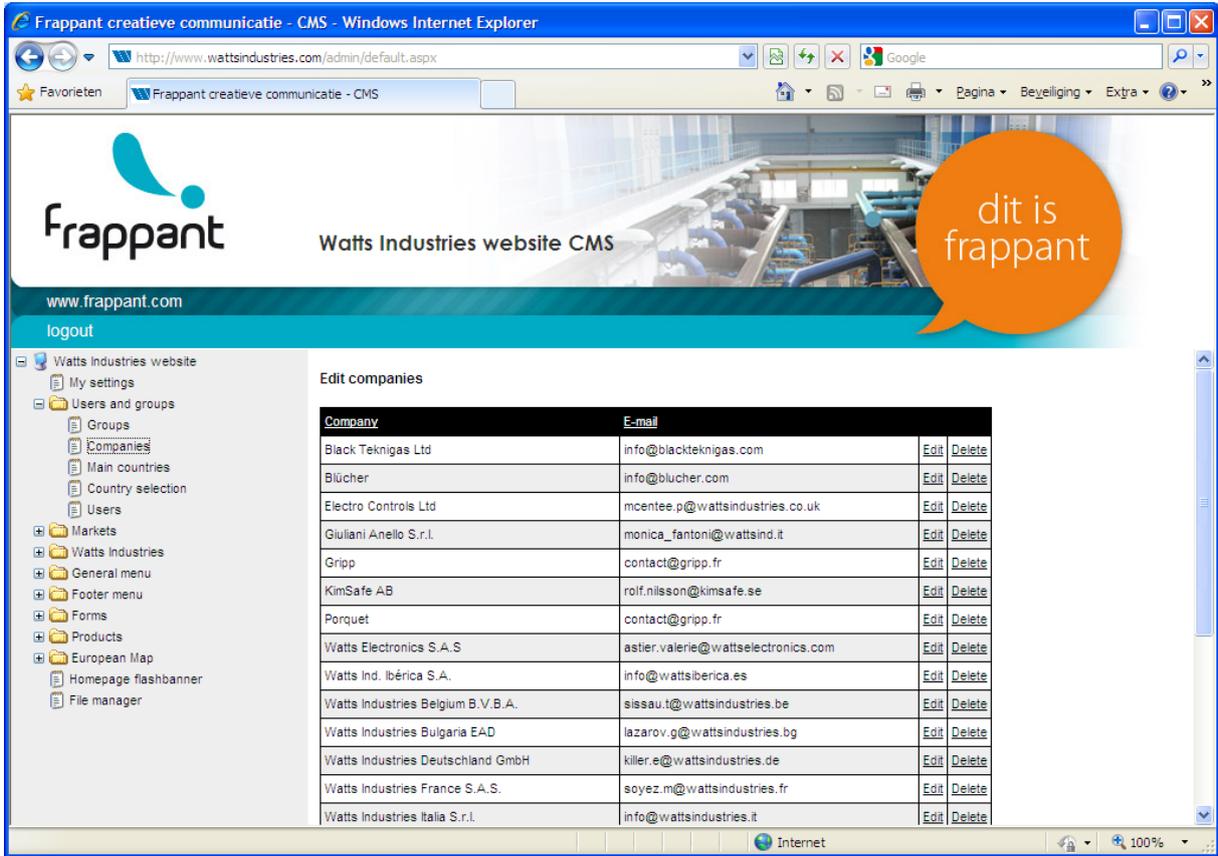
4.1. Groups



In this section you can see the user groups that have access to the Content Management System (CMS). **Do not delete or change these groups, because this could mean malfunctioning of the CMS!**

- **Website administrator:** this group has the highest access level, which means that they can access everything in the CMS.
- **Local company editor:** this group has access only to their own local company pages.
- **Global website editor:** this group has access to their own local company pages and to the products section of the CMS.

4.2. Companies



The screenshot displays the Frappant CMS interface for the Watts Industries website. The browser window title is "Frappant creatieve communicatie - CMS - Windows Internet Explorer". The address bar shows "http://www.wattsindustries.com/admin/default.aspx". The main content area features a navigation menu on the left, a central table titled "Edit companies", and a sidebar with a search bar and a "dit is frappant" speech bubble. The table lists various companies and their email addresses, with "Edit" and "Delete" links for each entry.

Company	E-mail	Edit	Delete
Black Teknigas Ltd	info@blackteknigas.com	Edit	Delete
Blücher	info@blucher.com	Edit	Delete
Electro Controls Ltd	mcentee.p@wattsindustries.co.uk	Edit	Delete
Giuliani Anello S.r.l.	monica_fanton@wattsind.it	Edit	Delete
Gripp	contact@gripp.fr	Edit	Delete
KimSafe AB	rolf.nilsson@kimsafe.se	Edit	Delete
Porquet	contact@gripp.fr	Edit	Delete
Watts Electronics S.A.S	astier.valerie@wattselectronics.com	Edit	Delete
Watts Ind. Ibérica S.A.	info@wattsiberica.es	Edit	Delete
Watts Industries Belgium B.V.B.A.	sisau.t@wattsindustries.be	Edit	Delete
Watts Industries Bulgaria EAD	lazarov.g@wattsindustries.bg	Edit	Delete
Watts Industries Deutschland GmbH	killer.e@wattsindustries.de	Edit	Delete
Watts Industries France S.A.S.	soyez.m@wattsindustries.fr	Edit	Delete
Watts Industries Italia S.r.l.	info@wattsindustries.it	Edit	Delete

In this section you see a listing of all local companies and their e-mail addresses. Here it is also possible to add new local companies.

4.3. Main countries

Frappant creative communicatie - CMS - Windows Internet Explorer

http://www.wattsindustries.com/admin/default.aspx

Frappant

Watts Industries website CMS

www.frappant.com

logout

Watts Industries website

- My settings
- Users and groups
 - Groups
 - Companies
 - Main countries**
 - Country selection
 - Users
- Markets
 - Watts Industries
 - General menu
 - Footer menu
 - Forms
 - Products
 - European Map
 - Homepage flashbanner
 - File manager

Edit Countries

Country	Language	Sequence	Company responsible	Visible		
Global	EU English	GB 0	Watts Industries Europe B.V.	<input checked="" type="checkbox"/>	Edit	Delete
Deutschland	DE Deutsch	DE 1	Watts Industries Deutschland GmbH	<input checked="" type="checkbox"/>	Edit	Delete
Dubai	EN English	GB 1	Watts Industries Belgium B.V.B.A.	<input checked="" type="checkbox"/>	Edit	Delete
España	ES Español	ES 1	Watts ind. Ibérica S.A.	<input checked="" type="checkbox"/>	Edit	Delete
France	FR Français	FR 1	Watts Industries France S.A.S.	<input checked="" type="checkbox"/>	Edit	Delete
Italia	IT Italiano	IT 1	Watts Industries Italia S.r.l.	<input checked="" type="checkbox"/>	Edit	Delete
Nederland	NL Nederlands	NL 1	Watts Industries Netherlands B.V.	<input checked="" type="checkbox"/>	Edit	Delete
Polka	PL English	GB 1	Watts Industries Belgium B.V.B.A.	<input checked="" type="checkbox"/>	Edit	Delete
Sverige	SV Svenska	SE 1	Watts Industries Nordic AB	<input checked="" type="checkbox"/>	Edit	Delete
United Kingdom	EN English	GB 1	Watts Industries Europe B.V.	<input checked="" type="checkbox"/>	Edit	Delete
			Black Teknigas Ltd	<input type="checkbox"/>		Add

http://www.wattsindustries.com/admin/countries.aspx

The main countries are responsible for the secondary countries that a visitor can select when he visits the Watts Industries website. Furthermore each product can be made visible for one or more of the main countries (see 9.1 Products -> Visibility per country).

Each secondary country in the country selection screens is assigned to one of the main countries (see 4.4 Country selection). This means that visitors from a certain country only see the products that are made visible for the associated main country.

In this screen you can add, change or delete main countries:

- Country + country code
- Language + language code
- Sequence
- Company responsible

Attention: when you delete a main country, all associated secondary countries are also deleted!

4.4. Country selection

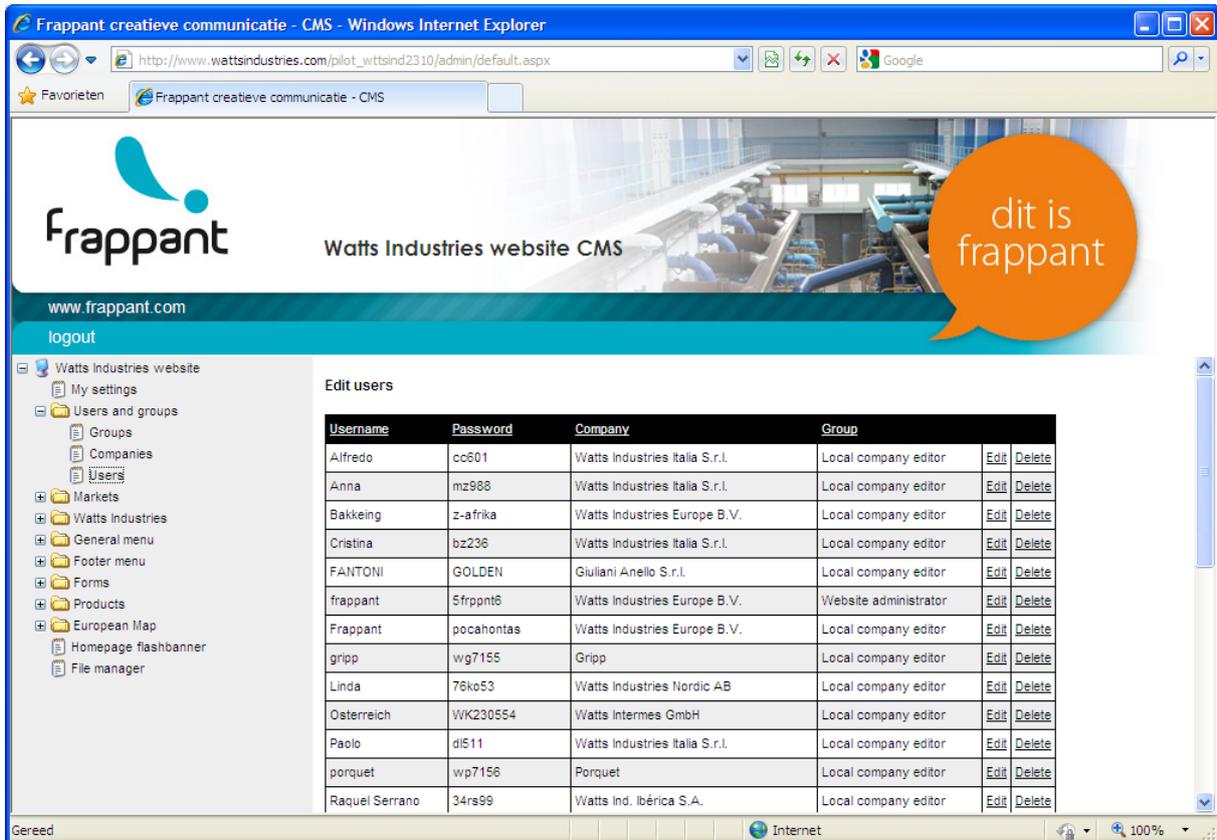
The screenshot shows the 'Edit Country selection' screen in the Frappant CMS. The table below represents the data visible in the interface:

Country	Language	Country responsible	Region	Visible	Edit	Delete
Albania	English	GB Italia	Europe	<input checked="" type="checkbox"/>	Edit	Delete
Algeria	English	GB France	Africa / Middle East / Asia	<input checked="" type="checkbox"/>	Edit	Delete
Andorra	Español	ES España	Europe	<input checked="" type="checkbox"/>	Edit	Delete
Argentina	Español	ES Italia	Latin America	<input checked="" type="checkbox"/>	Edit	Delete
Armenia	English	GB Deutschland	Europe	<input checked="" type="checkbox"/>	Edit	Delete
Austria	Deutsch	DE Deutschland	Europe	<input checked="" type="checkbox"/>	Edit	Delete
Azerbaijan	English	GB Deutschland	Africa / Middle East / Asia	<input checked="" type="checkbox"/>	Edit	Delete
Bahrain	English	GB Dubai	Africa / Middle East / Asia	<input checked="" type="checkbox"/>	Edit	Delete
Belarus	English	GB Deutschland	Europe	<input checked="" type="checkbox"/>	Edit	Delete
België	Nederlands	NL Nederland	Europe	<input checked="" type="checkbox"/>	Edit	Delete
Belgique	Français	FR Nederland	Europe	<input checked="" type="checkbox"/>	Edit	Delete
Brasil	English	GB Italia	Latin America	<input checked="" type="checkbox"/>	Edit	Delete

In this screen you can edit all the countries that appear in the country selection screen when a visitor visits the Watts Industries website.

- **Country**
- **Language + language code.** The language in which the information for this country is displayed on the website.
- **Country responsible.** The main country (see 4.3) that is responsible for this country.
- **Region**

4.5. Users



Watts Industries website CMS

www.frappant.com

logout

Watts Industries website

- My settings
- Users and groups
 - Groups
 - Companies
 - Users
- Markets
- Watts Industries
 - General menu
 - Footer menu
 - Forms
 - Products
 - European Map
 - Homepage flashbanner
 - File manager

Edit users

Username	Password	Company	Group		
Alfredo	cc601	Watts Industries Italia S.r.l.	Local company editor	Edit	Delete
Anna	mz988	Watts Industries Italia S.r.l.	Local company editor	Edit	Delete
Bakkeing	z-afrika	Watts Industries Europe B.V.	Local company editor	Edit	Delete
Cristina	bz236	Watts Industries Italia S.r.l.	Local company editor	Edit	Delete
FANTONI	GOLDEN	Giuliani Anello S.r.l.	Local company editor	Edit	Delete
frappant	5frppnt6	Watts Industries Europe B.V.	Website administrator	Edit	Delete
Frappant	pocahontas	Watts Industries Europe B.V.	Local company editor	Edit	Delete
gripp	wg7155	Gripp	Local company editor	Edit	Delete
Linda	76ko53	Watts Industries Nordic AB	Local company editor	Edit	Delete
Osterreich	WK230554	Watts Interme GmbH	Local company editor	Edit	Delete
Paolo	dl511	Watts Industries Italia S.r.l.	Local company editor	Edit	Delete
porquet	wp7156	Porquet	Local company editor	Edit	Delete
Raquel Serrano	34rs99	Watts Ind. Ibérica S.A.	Local company editor	Edit	Delete

In this section you can maintain all users that have access to the CMS. Each user is linked to a local company and to group. In this way, the CMS can identify which local company has logged in and which parts of the CMS have to be shown.

5. File manager

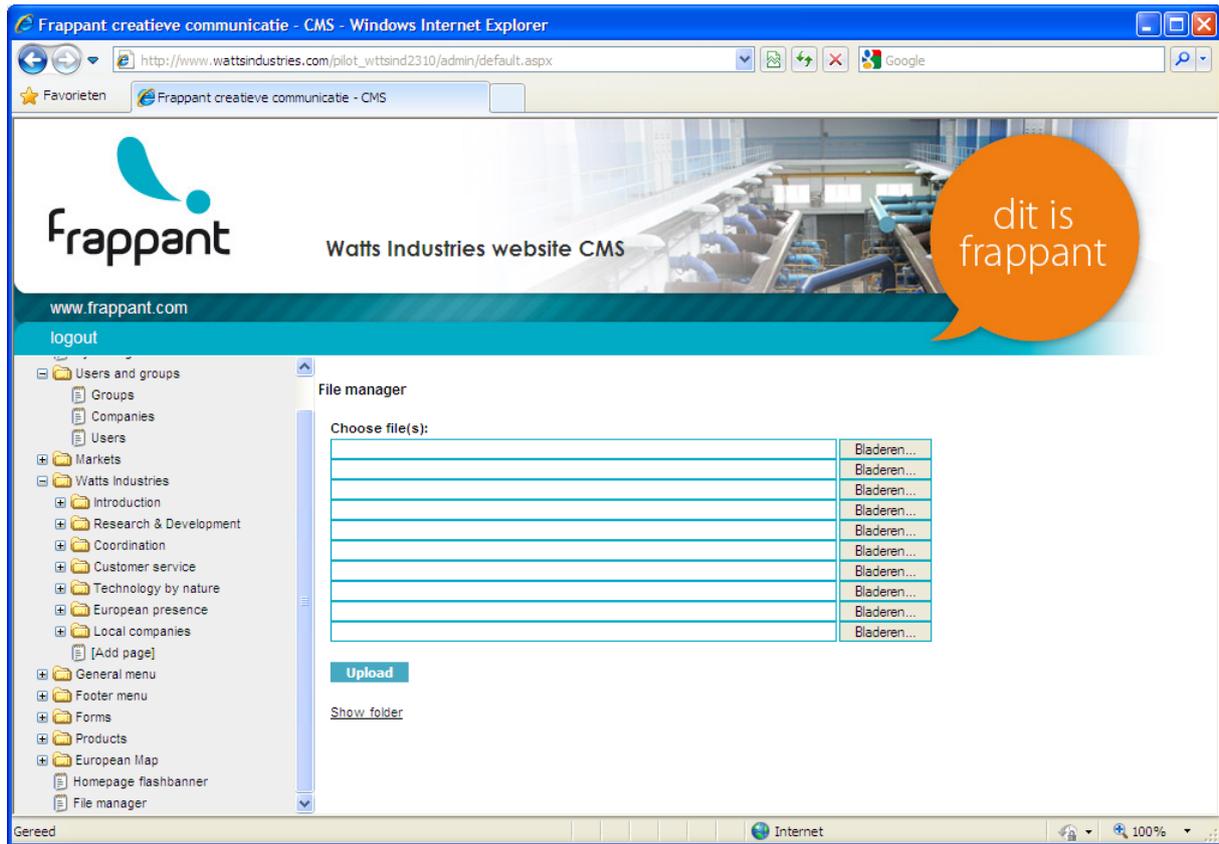
Folder Name	Size	Date
27	2,14 MB	13-5-2009 16:19:12
32	234,30 kB	13-5-2009 16:19:15
33	9,38 kB	22-6-2010 9:12:14
34	3,08 kB	13-5-2009 16:19:18
35	3,28 kB	23-6-2010 9:05:08
8	10,14 MB	23-6-2010 9:03:30
Z	85,54 MB	24-6-2010 16:02:13
8	40,19 MB	28-4-2010 14:22:57
9	207,55 MB	13-5-2010 17:02:14
flashbanner	379,72 kB	1-6-2010 10:52:51
manual	53,90 MB	13-5-2009 16:21:58
markets	207,26 kB	1-6-2010 10:03:27
products	1,78 MB	1-6-2010 10:00:14
wattsindustries	8,80 MB	23-10-2009 8:41:07

With the File manager you are able to maintain all media file (JPG, GIF, PDF, WMV, SWF) that you can use on a page (see chapter "Edit a page"). In the File Manager you can maintain your own folder structure, add new folders and/or files, delete folders and files etc.

Attention: do not delete the "numbered" folders, as they are linked to the local companies!

Before you can use a file on a website page, you first have to upload it in the File manager.

- Navigate to the folder where you want to save the file.
- Click "Upload file".



- You can upload a maximum of 10 files each time. Click "Browse" to upload a file from you local computer.
- The files are saved in the folder you chose in the File manager. This may take a while, depending on the number and size of the files.

6. Homepage flash banner

Frappant creatieve communicatie - CMS - Windows Internet Explorer

http://www.wattsindustries.com/pilot_wttsind2310/admin/default.aspx

Frappant creatieve communicatie - CMS

Frappant Watts Industries website CMS

www.frappant.com

logout

Watts Industries website

- My settings
- Users and groups
 - Groups
 - Companies
 - Users
- Markets
- Watts Industries
 - Introduction
 - Research & Development
 - Coordination
 - Customer service
 - Technology by nature
 - European presence
 - Local companies
 - [Add page]
- General menu
- Footer menu
- Forms
- Products
- European Map
- Homepage flashbanner
- File manager

Edit Homepage flashbanner

ID	Image	Link	Question	Categorie	Publish
1	flashbanner/water_quality.jpg	/page.aspx?id0=1&id1=4&id2=0	What's Europe's safeguard for potable drinking water?	Sanitary, water quality and distribution	<input checked="" type="checkbox"/> Edit Delete
2	flashbanner/solar_energy.jpg	page.aspx?id0=2&id1=2&id2=0	What's the most efficient way to use the powers of nature?	Other applications	<input checked="" type="checkbox"/> Edit Delete
3	flashbanner/space_heating.jpg	index.aspx	What's the smartest way to gain comfort and save energy?	Room heating & cooling	<input checked="" type="checkbox"/> Edit Delete
4	flashbanner/room_heating.jpg	page.aspx?id0=2&id1=2&id2=0	What's the smartest way to gain comfort and save energy?	Room heating & cooling	<input checked="" type="checkbox"/> Edit Delete
0	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	Drainage and piping systems	<input type="checkbox"/> Add

In this section you can change the Flash banner which is shown on the homepage of the website.

- **Image:** the image that is shown. Click "select" to choose the image. You will see a popup screen with the folder structure of the File manager. Navigate to the image you want to use and click the select button. **Note: make sure that the image has the correct dimensions (width x height: 980 x 288 pixels)!**
- **Link:** the page where to link to when a visitor clicks on the Flash banner.
- **Question:** the question that is shown in the Flash banner.
- **Category:** the main market segment which the question concerns. The category is shown in the bottom right part of the Flash banner.
- **Publish:** whether or not to show the image in the Flash banner.

7. Website menu items

In the CMS menu on the left you will find four menu items which correspond with the menus on the website.

7.1. Markets

In this section you will find the product structure, which is shown in the left menu on the website. Here you can edit, add or delete items in the product structure. On the lowest level, you can link an item to a certain product group (see chapters "Products" and "Edit a page").

7.2. Watts Industries

In this section you will find the menu items which are shown in the right upper menu on the website under "Watts Industries". Here you can edit, add or delete items in the menu (see chapter "Edit a page").

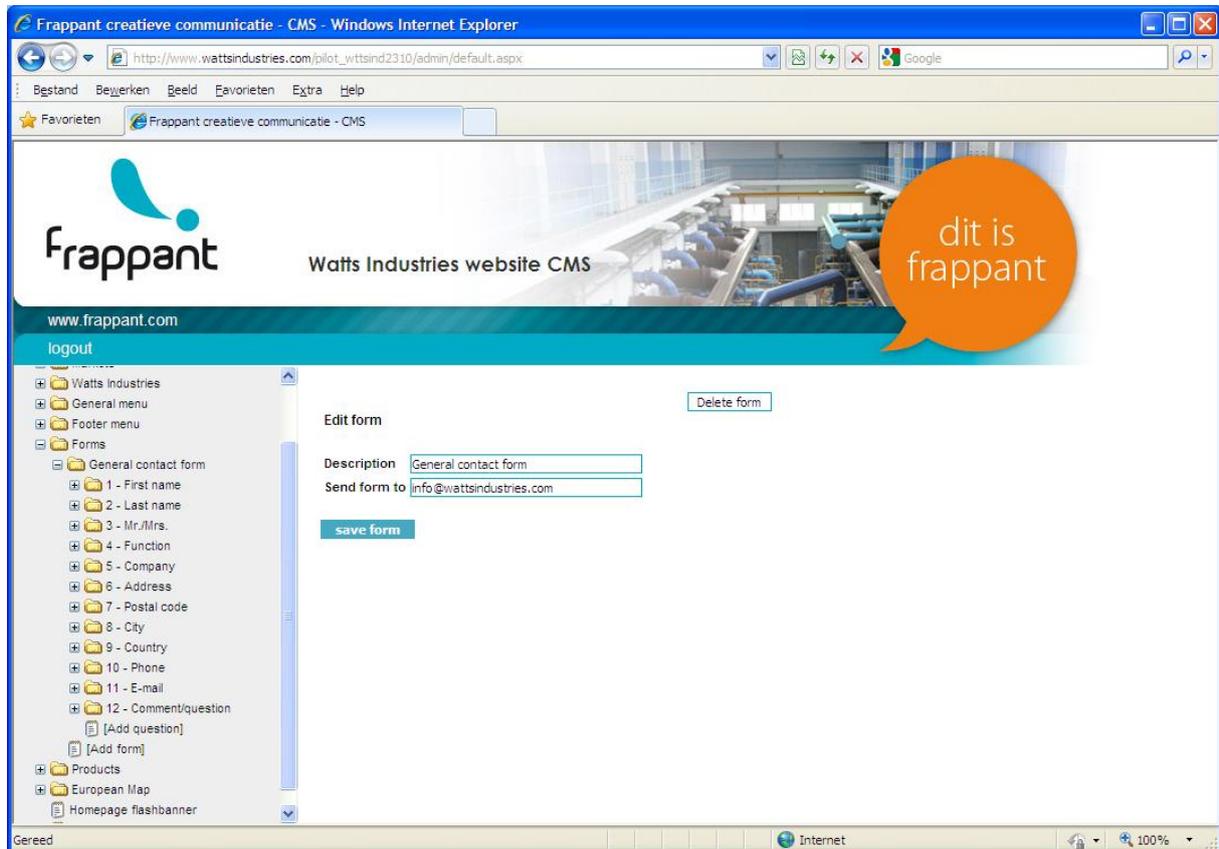
7.3. General menu

In this section you will find the menu items which are shown in the right lower menu on the website (News, Agenda, Contact). Here you can edit, add or delete items in the menu (see chapter "Edit a page").

7.4. Footer menu

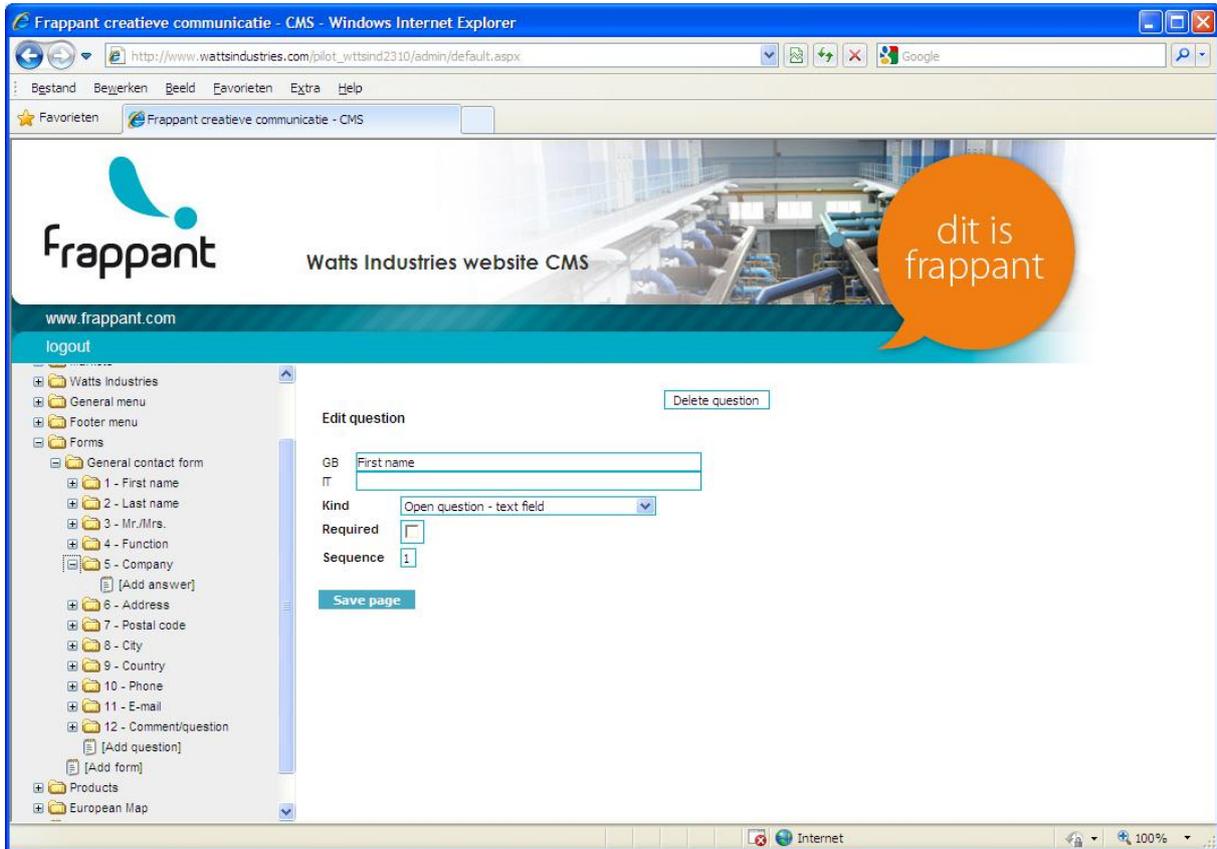
In this section you will find the menu items which are shown in the footer menu on the website (Intranet, Disclaimer etc.). Here you can edit, add or delete items in the menu (see chapter "Edit a page").

8. Forms



In the CMS you can create your own forms which you can use on the website. For each form you can enter a description and the e-mail address where the form should be sent to. When you have created a form, you can link it to a website page. This is described in the chapter "Edit a page".

A form consists of a number of questions, which you can create/change on the "Edit question" page.



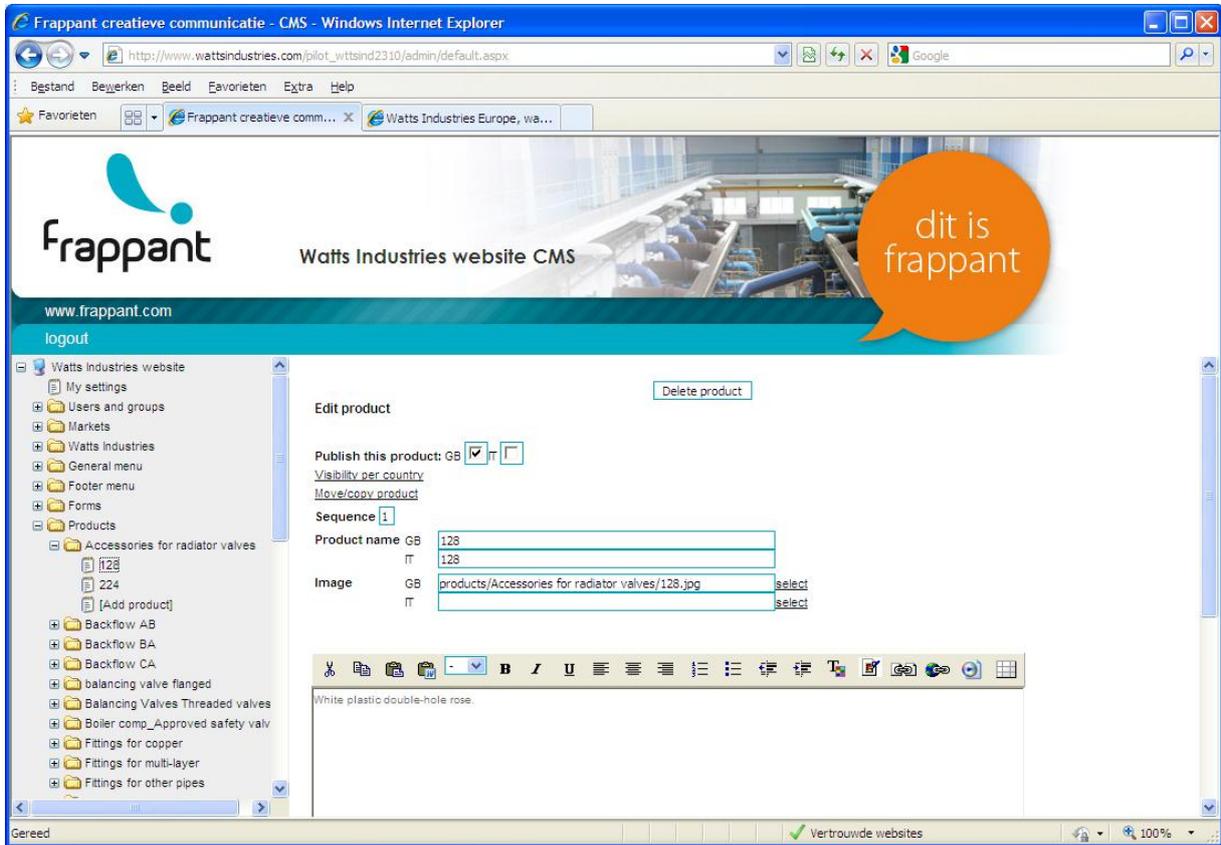
Each question consists of a number of fields:

- The question shown in the form, in the languages you specified under "My settings".
- The kind of question:
 - o Open question – text field. A text field in which the visitor can enter text.
 - o Open question – text area. A larger text area in which the visitor can enter a lot of text.
 - o Dropdown list. The visitor can select an item in a dropdown list. The items which must be shown in the list, you can enter on the "Add answer" page.
 - o Multiple choice – 1 possible answer. The visitor can click a radio button to make a selection. The items which must be shown, you can enter on the "Add answer" page.
 - o Multiple choice – multiple possible answer. The visitor can click a number of check boxes to make a selection. The items which must be shown, you can enter on the "Add answer" page.
 - o Header - In this case it's not possible for the visitor to enter text or make a selection. The question is shown as a header in the form, this is useful when you want to divide the form into multiple sections.
- Whether or not it is a required question.
- The sequence of the question. The position in which the question is shown in the form.

How to link a form to a website page is described in the chapter "Edit a page".

9. Products

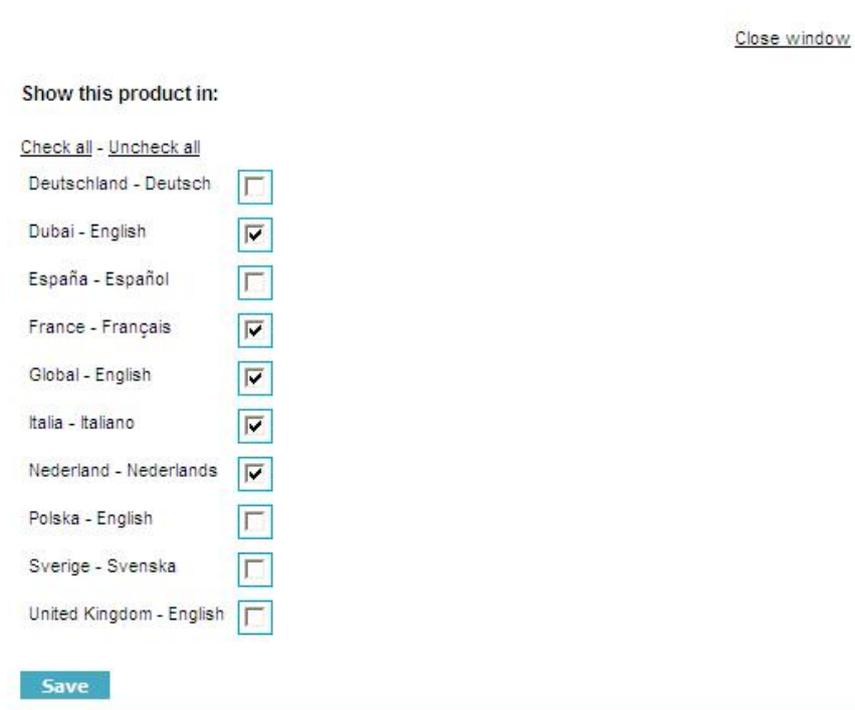
In this section you can maintain product groups and products. When you have created a product group, you can link it to a website page. This is described in the chapter "Edit a page".



For each product you can enter a number of fields:

- **Publish this page.** Whether or not the product is visible in a certain language.
- **Sequence.** The position of a product within the product group.
- **Product name:** the name of the product. It is possible to have a different name in each language.
- **Product image:** the product image. It is possible to have a different image in each language.
- **Product content:** the content/text shown with the product. You can use the content editor to edit this. See chapter "Edit a page" for an explanation of the content editor buttons.

9.1. Visibility per country



[Close window](#)

Show this product in:

[Check all](#) - [Uncheck all](#)

Deutschland - Deutsch	<input type="checkbox"/>
Dubai - English	<input checked="" type="checkbox"/>
España - Español	<input type="checkbox"/>
France - Français	<input checked="" type="checkbox"/>
Global - English	<input checked="" type="checkbox"/>
Italia - Italiano	<input checked="" type="checkbox"/>
Nederland - Nederlands	<input checked="" type="checkbox"/>
Polska - English	<input type="checkbox"/>
Sverige - Svenska	<input type="checkbox"/>
United Kingdom - English	<input type="checkbox"/>

[Save](#)

On this screen you can specify for which main countries the product should be visible on the website (see 4.3 Main countries).

9.2. Move/copy product



[Close window](#)

Move/copy product

Move product to: Create a copy

[Save](#)

You can move a product to a different product group. Choose the destination product group from the dropdown list. As an option, you can choose to create a copy. In that case, the original product is saved and a product copy is placed in the destination product group.

The product is moved/copied including all data: pictures, tables etc.

9.3. Adding tables to products

You can link a table to a product, you can do this in 2 ways:

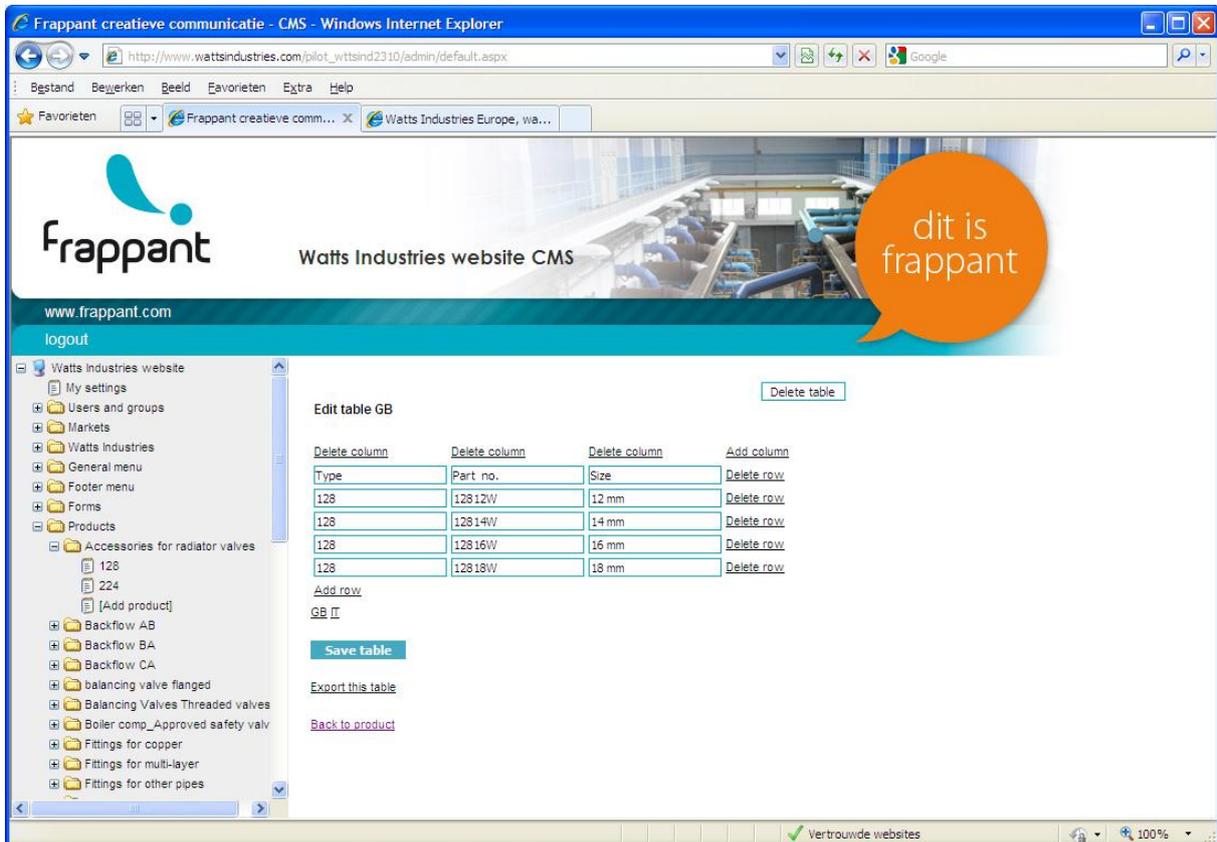
Import table

Here you can choose a tab-delimited text file to import as a table. A text-delimited text file can be created with Microsoft Excel.

Before uploading the text file, be sure to select the correct language for the table. It is possible to import a different table for each language.

After importing the table you can edit it with the table editor (see "9.2 Create/Edit table").

Create/Edit table



The screenshot shows the 'Edit table GB' interface in the Frappant CMS. The table contains the following data:

Type	Part no.	Size	
128	12812W	12 mm	Delete row
128	12814W	14 mm	Delete row
128	12816W	16 mm	Delete row
128	12818W	18 mm	Delete row

You can also create a table from scratch, add columns, rows etc. Change the language with the links above the "Save table" button. (GB etc.)

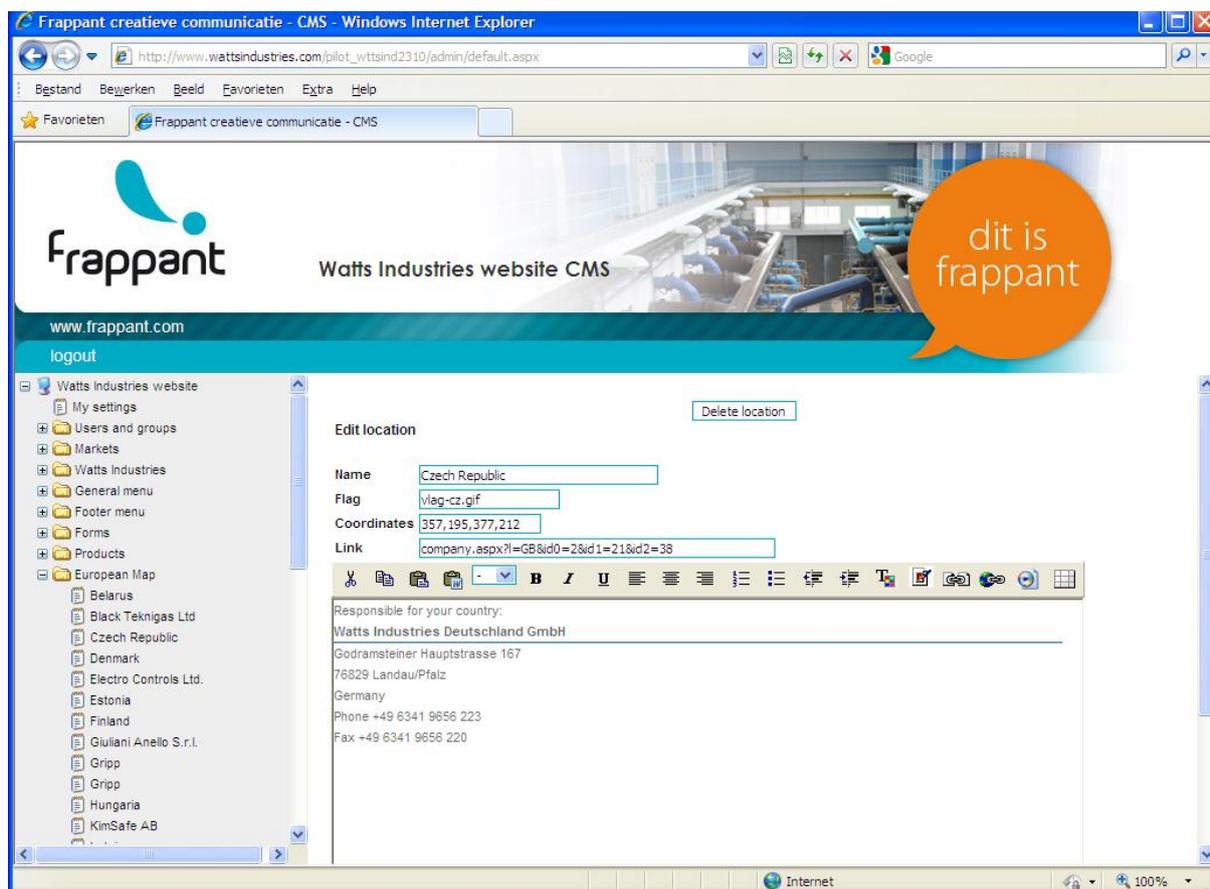
Attention: Save the table first before changing the language! Otherwise all changes you made will be lost.

Export table

Once you have imported/created a table for one language, you can export the table and then import it again for another language. This saves a lot of time, because you don't have to build the table "from scratch" for each language. You just import the table and make the necessary changes/translations.

When you click "Export this table", a link to a text file is shown. Right-click on this link and choose "Save target as.." to save the file on your local hard disk. You can choose this file to import a new table (see "Import table").

10. European Map

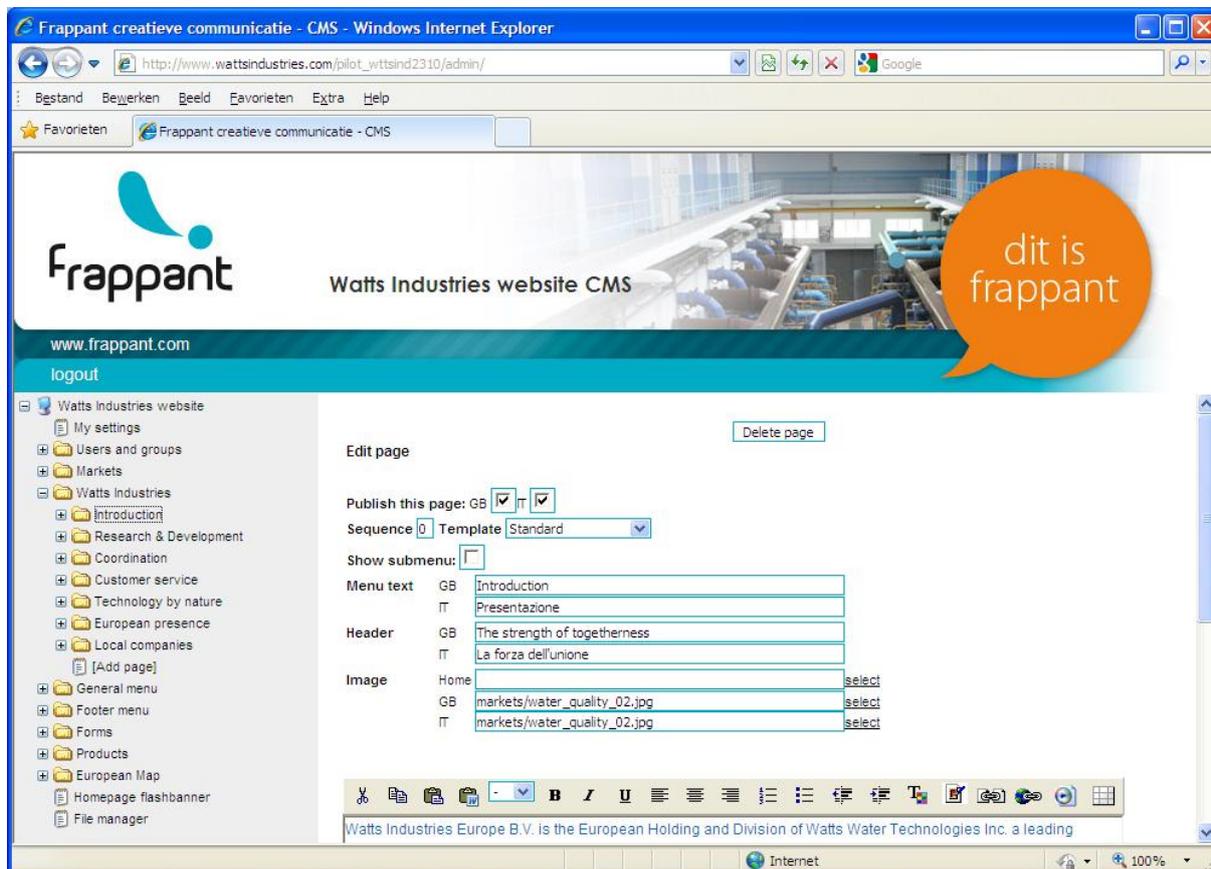


In this section you can edit the clickable/mouse over areas on the European map.

For each location you have to enter the following fields:

- Name: the name of the location.
- Flag: the flag to show on mouse-over.
- Coordinates: the coordinates of the area on the European map.
- Link: where to link to when the visitor clicks on the area. Generally this is the link to the responsible local company.

11. Edit a page



To edit a page, you can enter a number of fields. You can choose the languages shown in the page editor on the "My settings" page.

- **Publish this page.** Whether or not the page is visible on the website in a certain language.
- **Sequence.** The position of the page within the menu.
- **Template:** see section 11.1 Templates.
- **Show submenu:** whether or not to show the submenu for this page.
- **Menu text:** the text shown in the menu.
- **Header:** the header shown on the page.
- **Image:** the image shown on this page. It is possible to have a different image in each language. The home image is only used for the main Market items (the square images on the central part of the homepage).
- **Page content:** the content/text shown with on the page. You can use the content editor to edit this, see section 11.2 Content editor.

11.1. Templates

The template you choose on a page determines the layout and the behavior of the page.

Standard

This is the most commonly used template on the website. In this template the page is shown as a standard page, with heading, image and content. See for example the Introduction page.

List

When this template is selected, the page content is shown like the Standard template. Added on the bottom of the page is a list with links to the pages that are one level deeper in the menu structure. See for example the News page.

Form

When this template is selected, a form is shown on the page. Once you have saved the page with template "Form", you can assign a form in the CMS. You can select the form from a dropdown list, where all the forms are shown that you created under Forms (see chapter 8 Forms).

Sitemap

This template shows a sitemap of the entire website. See the Sitemap page in the footer menu.

Map

This template shows the European Map. See the European Presence page and chapter 10 European map.

External link

When this template is chosen, the menu links to an external page in a new browser window. In this case the URL where to link to should be entered in the header field. See for example the Intranet page in the footer menu.

Product group

This template shows a product group on the page. Once you have saved the page with template "Product group", you can assign a product group in the CMS. You can select the product group from a dropdown list, where all the product groups are shown that you created under Products (see chapter 9 Products).

Local company

Same as Standard template, except that an extra local company menu is shown. When this template is selected you can assign a local company from a dropdown list. See for example the Local companies page.

Local company homepage

The local company homepage is built out of different elements:

- Introduction (top left): the introduction is automatically generated from the local company page with sequence 0.
- Agenda item (top right): here the first item is shown from the underlying items from the local company page with sequence 4.
- 3 news blocks: here the first 3 items are shown from the underlying items from the local company page with sequence 2.
- News list: here the first 8 items are shown from the underlying items from the local company page with sequence 2.
- Agenda list: here the first 8 items are shown from the underlying items from the local company page with sequence 4.

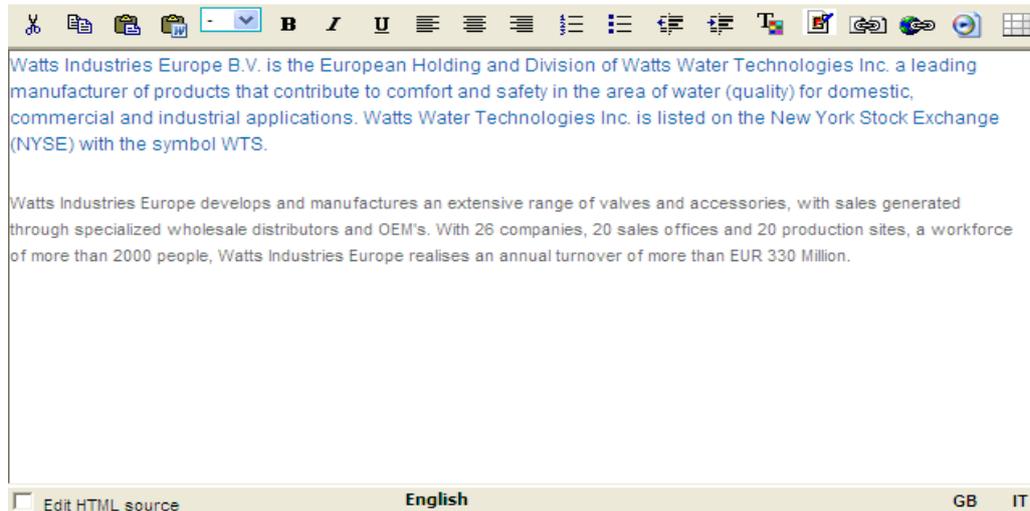
Local company list

Same as List template, except that an extra local company menu is shown.

Local company form

Same as Form template, except that an extra local company menu is shown.

11.2. The content editor



The content editor enables you to edit the page content there are several buttons available:

- **Cut:** cut the selected text.
- **Copy:** copy the selected text.
- **Paste:** paste into page content.
- **Paste from Word.** Use this button when you want to paste text that you have copied from Word. Otherwise all text attributes (font, size, color) are preserved, which looks very strange on the website.
- **Apply style:** change the style of the text (headers H1, H2, H4 or plain text P).
- **Bold:** makes the selected text bold
- **Italic:** makes the selected text bold
- **Underline:** underlines the selected text
- **Align left:** to set the left alignment of the selected paragraph.
- **Center align:** to set the centered alignment of the selected paragraph
- **Align right:** to set the right alignment of the selected paragraph.
- **Numbered list:** create a numbered list from the selected paragraphs.
- **Bullet list:** create a bullet list from the selected paragraphs.
- **Decrease indent:** decrease indent of the selected paragraph.
- **Increase indent:** increase indent of the selected paragraph.
- **Change color:** change the color of the selected text.
- **Edit/insert image:** inserts an image in the cursor position or changes the properties of the selected image.
- **Internal link:** links the selected text to a page within the Watts Industries website. In the popup window you just select the page where you want to link to.
- **External link:** links the selected text to an external page. The link opens a new window. In the popup window, just enter the URL that you want to link to.
- **Insert movie:** inserts a wmv or swf movie in the cursor position.
- **Insert table:** inserts a table in the cursor position.

In the right bottom part of the content editor you can change the content language.

When you check "Edit HTML source", you can directly change the HTML code of the content.

Attention: use "Edit HTML source" only when you are familiar with HTML coding! Otherwise there could be errors on the page, which can cause a malfunction of the website.