



**BrickBox CMS  
User Manual  
(Publisher)**









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## Introduction

The BrickBox user manual will help you fill the content of your website. This CMS is made to be easy exploitable by the customers. You can edit texts, photos, links, comments, videos, files. Every website is made with modules. Here are the main modules which are offered to the customers for the development of their web site.

### Main Modules

 <b>Menu</b>	 <b>FAQ</b>
 <b>News</b>	 <b>Forum</b>
 <b>Media &amp; Friends</b>	 <b>Search</b>
 <b>Login</b>	 <b>Contact</b>

These modules can be easily extended by new ones according to the requirements of the client.

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#### **Menu**

This module enables to insert the categories and the subcategories in the main menu.

#### **News**

This module is used to insert news for the different categories or news for the entire site.

#### **Media & Friends**

This module is used to insert useful links, partners.

#### **FAQ**

This module is used to insert the answers of the most common questions that can be asked by the visitors of your site. It's a very useful module that can save you a lot of time.

#### **Forum**

Complete forum application with all the needed functionalities that is easy customisable and skinnable for your own needs.

#### **Search**

This module provides the user with the possibility to do a basic search for information on the site by entering a keyword. The user is taken directly to the results.

## **Login**

The “Login” module displays the required fields to login, without navigating to a new page. Default visible fields include “Username” and “Password”. The field “Remember Me” can also be added. This module is used for information requiring restricted access such as comments, private information for E-store etc.

## **Contact**

This module usually figures in the main menu and is used by the visitors of the site who want to leave a message by leaving their contact information.

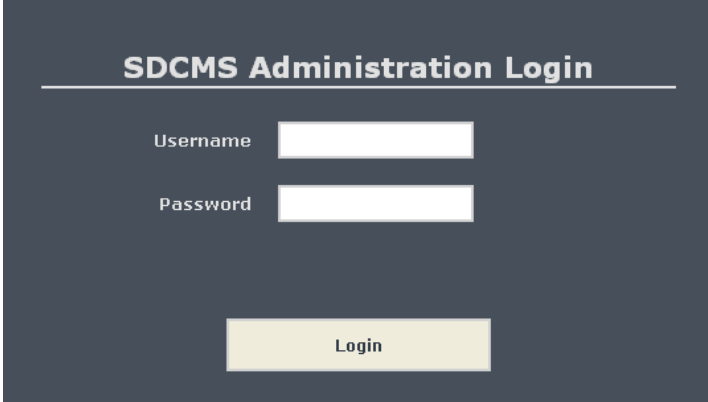
These modules are arranged according to the needs of the customer. Every customer can choose the modules that he will use on his site, he can choose the combination of modules and has the liberty to add new ones, modify and delete modules during the process of construction.

The modules are managed in the administration backend where you enter all the information.

The management of the modules is explained bellow for each module separately.

### **Access to the administration menu**

To be able to insert, edit and modify the information you first need to access the administration menu. To access the administration menu you need to log in to the administration panel using your username and password.



The image shows a login form titled "SDCMS Administration Login". It has a dark blue background with white text and input fields. The form contains two input fields: "Username" and "Password". Below these fields is a yellow "Login" button. The form is centered on the page.

The username and password are created by the administrator of the site. The site can have different users with different privileges such as administrator, manager, publisher, editor etc. The user with the higher level can see all the actions of the levels below.

## User « Publisher »

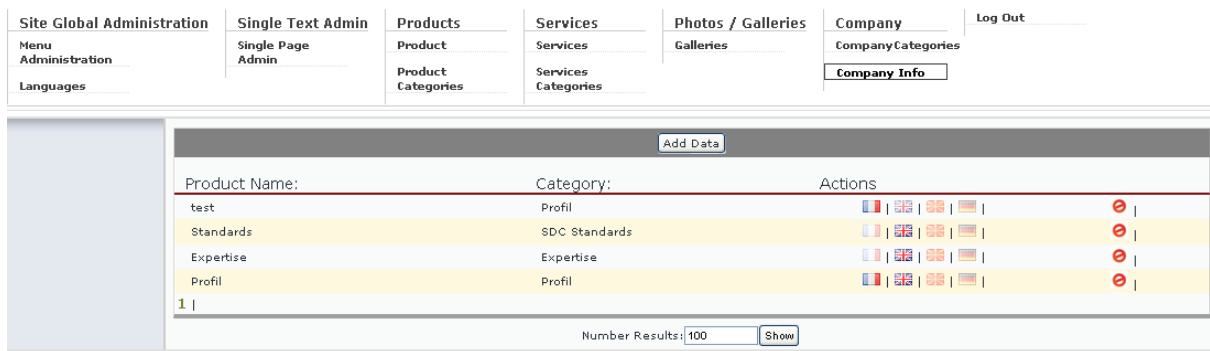
This user manual is intended for the user « Publisher ». As a publisher you will be responsible for ensuring that content on your website is kept up-to-date.

The publisher can add and delete languages, categories, articles, translate categories and articles, modify articles, add links, videos, photos etc.

All the actions of the « Publisher » are explained bellow in the different sections.

After you log in you see the administration backend open and you see all the sections. Here you choose the section that you want to use in order to add, modify, translate or delete information.

This is the window that opens after you login as a publisher to the administration backend:



## Sections in the administration menu

### Site Global administration

In this section of the administration menu you have the possibility to add languages and add categories in the main menu.

### Languages

In this section you add the languages that you want to use on your website.

- Click on “Languages”, then on the button “Add Data” to enter new information and you complete the required fields:
- Write the name of the language
- Mark the option “Lang enabled” to activate the language and click on Add/Edit data to save the information

The screenshot shows the 'Languages' administration page. On the left, a sidebar contains 'Menu Administration' and 'Languages' (highlighted). The main content area has a form to add/edit language data and a table of existing languages.

**Add / Edit Form:**

Language name: en  
 Language name: English  
 L\_LANG\_ENABLED: ☒

Buttons: Add / Edit Data, Cancel, Add Data

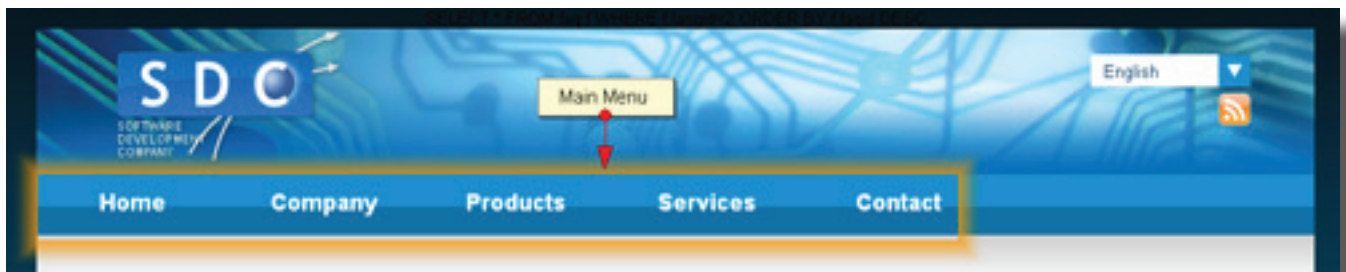
Language name	Language name	L_LANG_ENABLED	Actions
de	German	1	
mk	Македонски	1	
en	English	1	
fr	Français	1	

Number Results: 100 Show

After you have activated the desired languages you have the possibility to translate each one of the informations on the site. The translation is explained below in another section.

### Menu administration

This module gives you the possibility to create the categories that appear in the main menu on the front-end. The position of the main menu and the number of categories depends on the requirements of the customer.



### Adding categories in the Main menu

The categories in the main menu are created in the most part during the creation of the site but you have the possibility to add new ones.

To add categories in the main menu open the “Menu administration” section and in the window that opens fill in the fields:

- Language - choose the language from the drop down menu
- Menu Name - write the name of the category in the chosen language
- Father Category - choose the place of the category – “root” for the main categories
- Page Name - write the menu name with lower case letters

- Order Number - write the order of appearance of the category
- Click on Add/Edit Data to save the category

Language: en

Menu Name:

Father Category: root

Page Name:

Order Number:

Add / Edit Data Cancel

Add Data

Menu Name:	Father Category:	Page Name:	Order Number:	Actions
Société	root	CompanyCat	2	
Test 2	Accueil	Test 2	2	
Test	Accueil	Test	1	
Produits	root	Products	3	
Contact	root	Contact	5	
Services	root	Services	4	
Accueil	root	/	1	
root	root	root	0	

Number Results: 100 Show

## Subcategories

The subcategories that appear under the categories can also be created during the creation of the site or created later by the user and managed in this section “Menu Administration” or other sections according to the needs of the client.

The categories and the subcategories can figure as different sections in the administration menu in order to be easily administrated. They figure as sections where you can add articles.

Ex: You have a category or subcategory named “Products” in the menu and you have the section “Products” in the administration backend. After you open this section in the administration you can manage the articles.

## Adding articles in the categories

To add text in the categories that you have created:

- Open the category by clicking on it and click on the button « Add data »
- In the window that opens bellow you fill in the fields
- Chose the language
- Enter a title in the Title field. This is used when the article title is displayed.
- Write the text that you want to edit in this category
- The rich text editor offers you all the text editing tools that you need: format paragraphs, change fonts, font colours etc.
- In the field “Menu Categories” choose the category where you want to edit the text from the drop down menu.
- Click the “Add/Edit data” button to save and edit the text.
- You should see a message : `<root><message>Data Added</message></root>` for successful saving
- Click “ok” to return to the list of articles where you can see the new article with the title and the category
- The article appears in the chosen category on Front-end.

- If you have not completed the Article Title or Category field you will see an error message indicating this.

The screen that opens when editing an article:

### Single Text Admin / Adding an article on the Homepage

The section “Single Text Admin” is used to insert texts that appear on the Homepage:

- Click on “Single Page Admin”
- Click on Add/Data to open the Text Editor
- Proceed with the rest of the actions for entering a new article as explained above.

### Modify an article

To make modifications in the text already entered:

- Edit the text by clicking on the flag that represents the language that you choose for your text
- The text appears in the text field
- Make the modifications
- Click on the Add/Edit button to save and edit the modifications

### Photos/ Files Upload

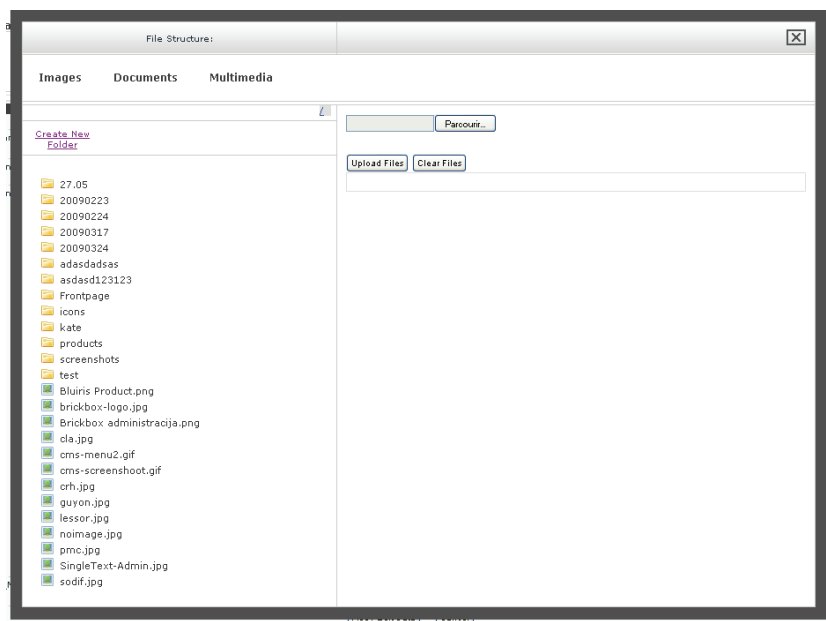
In the Files Upload section you may upload new images and files which can be later used to insert files in the articles.

- Click on Add /Data or edit any article to open the Text Editing screen



- Open the Files upload screen by clicking the button “Files upload”
- Click the Browse button to open a file browser.
- Select the image or other files you wish to upload. Click Open in the file browser to confirm the selection.
- To remove selected files before uploading click on the button “Clear files” above the listed files.
- The selected file(s) appear as a list on the right side of the Files upload screen. Click “Upload files” to begin uploading files.
- When the upload is complete this message will appear next to the file: Ex. “File: Bluiris Product.png uploaded successfully ”
- You can save the image in a folder (that you opened before) or separately.
- You may now select and insert the uploaded image or file by clicking on it.

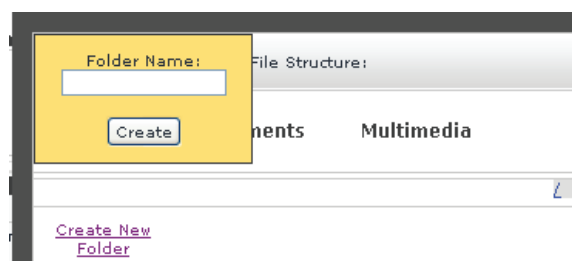
### Files upload screen



### Create folders in the Files upload section

If you want to create folders for different types of files in the “Files upload” section:

- Open the “Files upload” screen by clicking on the Files upload button
- Click on “Create new folder” and write the name of the folder in the yellow screen that opens
- Click on “Create” to save the folder
- The folders are created equally in the sections “Images”, “Documents” and “Multimedia”



## Adding an image to an article

To add an image to the articles you use the “Files upload” button or the “Insert image” button.

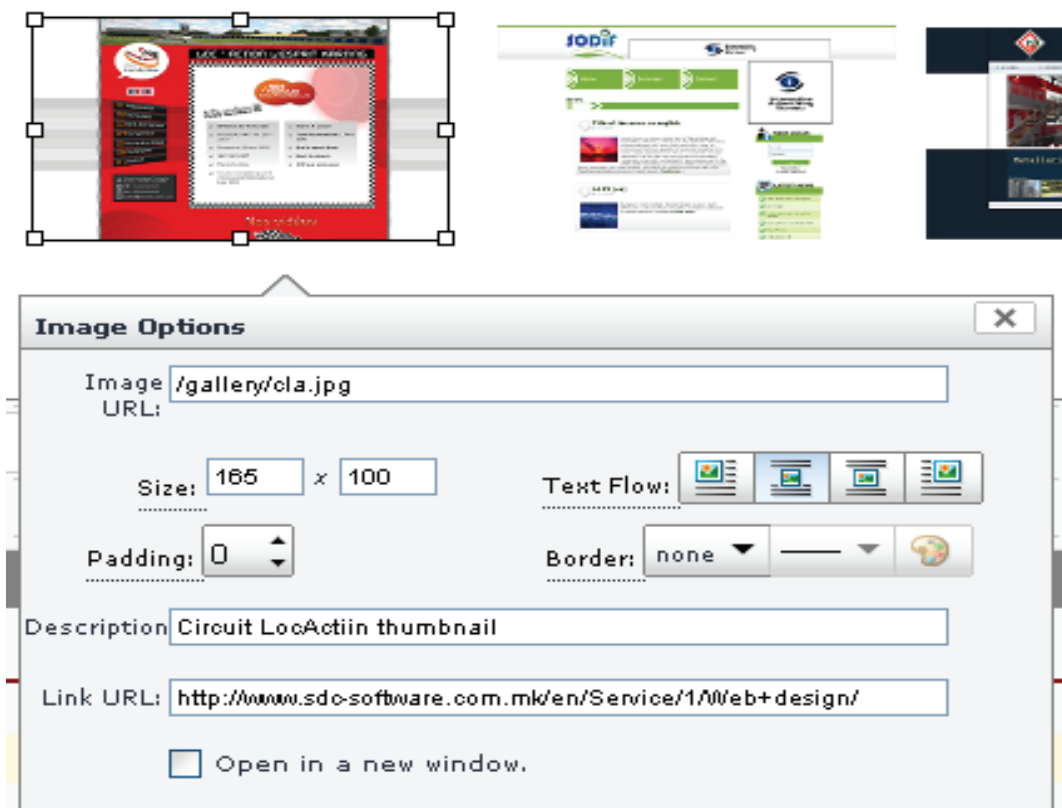
### Insert image with the “Files upload” button:

- Edit the article where you want to insert the image or open the Text editing screen for inserting a new article (click Add/Edit Data in the desired category)
- Open the Files upload screen
- Open the folder on the left side of the screen where you uploaded previously the image
- Click on the image
- The image is inserted on the right side of the screen
- Click again on the image to insert it in the article
- The Files upload screen will close and you’ll see the image inserted in the article
- Click on Add/Edit data to save the modifications or continue writing the article

### Insert image with the “Insert image” button

- Edit the article where you want to insert the image or open the Text editing screen for inserting a new article
- Click on the “Insert Image” button
- The “Insert Image” screen opens
- Insert Image URL (you need to insert the exact location of the file )

### Insert Image screen



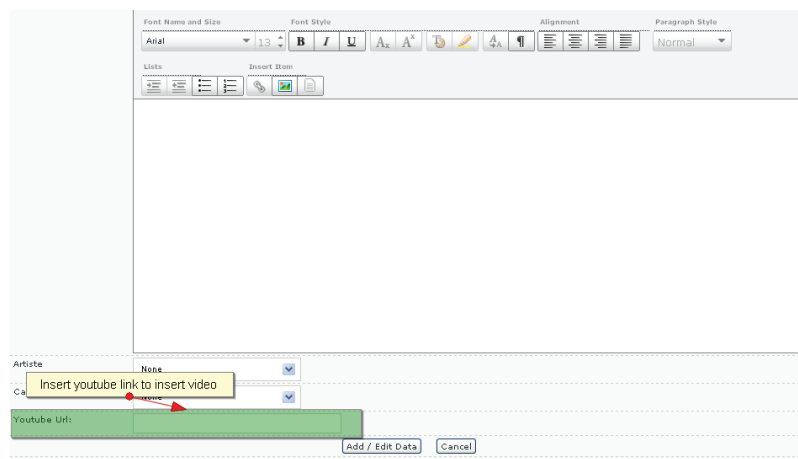
In the “Insert Image” screen you have several options for the adjustment of the image:

- Click on the image you have inserted in the article and open the “Insert Image” screen
- Size field - Adjust the size of the image
- Text flow field - Choose the position of the image in the text (left, right, middle)
- Padding – adjust the padding from the text using the arrows
- Border – you can insert borders on the image for higher visibility ( you choose the style of the borders)
- Description – write a short description (title) of the image which is important for the search engines
- Link url – you can insert link that leads to another page on the site, or external site location

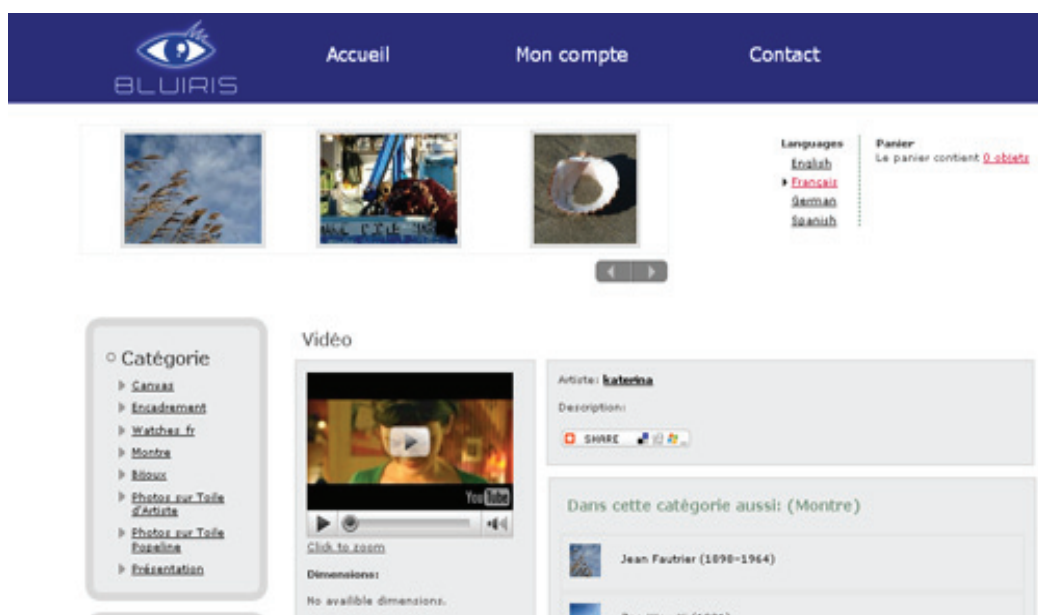
## Add video from Youtube

To add videos on your site:

- Upload the video on you tube or find the video you wish to upload

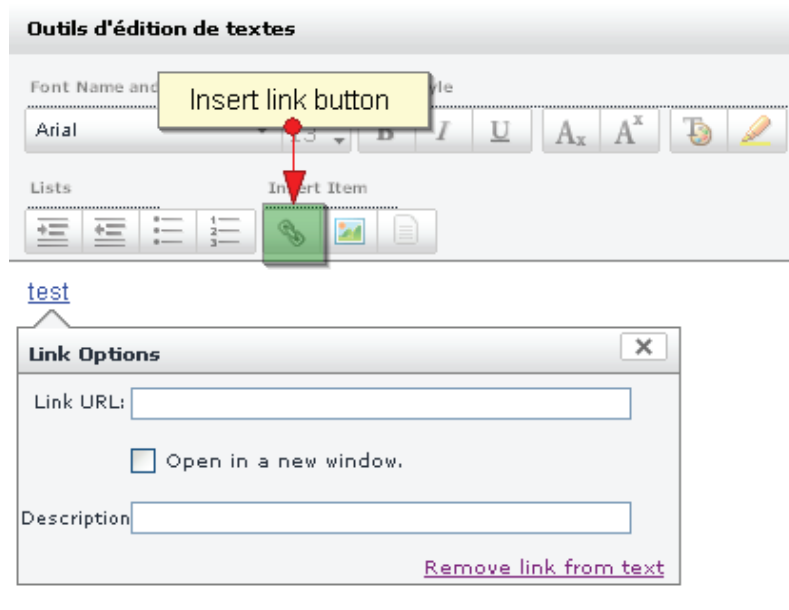


- Edit the article where you want to add the video or open a new article
- Insert the link of the Youtube video in the Youtube Url field
- Save and edit the video by clicking on the Add/Edit button



## Insert link to an article

- Edit the article where you want to insert the link
- In the Text Editing screen write the text you want to use as a link
- Select the text by dragging it with the mouse
- Click on the Insert link button
- The text turns blue
- In the Link options screen write the link URL (Uniform Resource Locator)
- (Ex: you want to insert link to the Yahoo site, you insert the Yahoo site address [www.yahoo.com](http://www.yahoo.com))
- Description field – you write a short description of the link that shows on mouse over
- Clicking on “Remove link from text” will remove the link



## Translate categories and articles

Each one of the articles and the categories can be translated to as many languages you want (the languages that you added).

To translate a category from the menu:

- Edit the category by clicking on the flag representing the chosen language for your translation
- After you edit the category you fill in the first two fields
- Language field – choose the language from the drop down menu
- Menu name field- write the name of the category in the chosen language
- Click on Add/Edit Data to save the changes

Click on the flag to select the language for the translation and edit the category

Menu Name:	Father Category:	Page Name:	Order Number:	Action:
Contact	root	Contact	3	
Моја сметка	root	User	3	
Почетна	root		1	
root		root	0	

Number Results: 100 Show

To translate an article:

- Edit the article by clicking on the flag to choose the language
- In the Text Editing screen write the title of the article in the “Category Name” field
- Choose the language from the drop down menu
- In the Description field write the article in the chosen language
- Click on Add/Edit data
- Clicking the Cancel button will close the screen without inserting the translated article

Category Name:

Description:

**Outils d'édition de textes**

Font Name and Size: Arial 13 Font Style: B I U A<sub>x</sub> A<sup>x</sup> Alignment: Paragraph Style: Normal

Lists: Insert Item

We have our own "Content Management System" that we use as a base for developing fully interactive and easy to manage websites. The BrickBox CMS has many custom features that will satisfy every website need. The final user has full power on managing his website like adding new pages, news, photos, categories, languages, comments etc. The layout is module based, so it easily can be rearranged.

Language:

Buttons: Add / Edit Data, Cancel, Add Data

Category Name:	Actions
Gestion d'équipement	Flags   [Red Delete Button]
BrickBox	Flags   [Red Delete Button]

## Delete articles

Every article can be deleted by clicking on the red button next to the article.

- After you click the button you see a message asking you to confirm your choice:
- You click on “ok” or “cancel”
- There is no possibility to delete the article in one language only

## Media & Friends

In this section you can add useful links and photos from your business partners or media partners. The links and the photos appear on front-end on the right or left menu.

- Enter in the “Media & Friends” section
- Click on Add Data to open the screen
- Write the name of the partner in the “Friends Name” field
- Insert the link of your partner in the “Friends link” field
- You can insert a thumbnail photo by clicking on “No Photo”
- The Files Upload screen opens and you insert the image as explained in the “Adding an image” section

## FAQ

### Faq Administration

This section is dedicated to the administration of Frequently Asked Questions.

The questions appear on the side menus on the front-end (placed according to your needs) and they have a link to the answer. The answers open in another page.

To fill in this section you enter in the “Faq Administration”:

- Click on Add data to enter the questions and the answers.
- In the “question field” you write the question and in the “answer field” you write the answer that opens in a new page

## News

In this section of the administration menu you can insert news on your site and administrate the news. All the news can be translated.

Adding news:

- Enter in the “News administration” section and click on Add Data
- In the window that opens you fill in the fields as indicated:
- Language – You choose the language for the news article
- News name – write the title of the news
- Short text – in this field you write the short text of introduction of the news that appears with a link to the long text. The “continue reading” button takes you to the long text.
- News text – In this field that is bellow the « short text » field you write the long text.

Testing  
qzqzqzqsd  
Kate probuva vesti  
Something new (Macedonian)  
Tect  
1 |

Number Results: 20 Show

Add / Edit Form:

Language: fr  
News Name:  
Date Published:  
Short Text:

**Text Editing Tools**

Font Name and Size: Arial 13  
Font Style: B I U A A<sup>2</sup> T B G A

Alignment: Left Center Right Justify  
Paragraph Style: Normal  
Indenting and Lists: Bulleted Numbered Indent Outdent  
Insert Item: Image Link Table

News Text:

**Text Editing Tools**

Font Name and Size: Font Style:



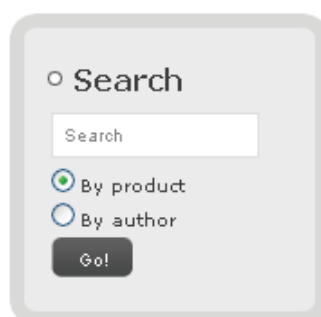
## Modules “Search”, “Login” and “Contact”

The three modules explained in this section are visible on front-end and they don’t require managing on administration backend. They are directly related to the visitors and their information.

### Module “Search”

The module “Search” is very useful for searching information on the site. The box is usually visible on the side menus.

- As you can see on the image below you enter a keyword and you begin with the search for the needed information:

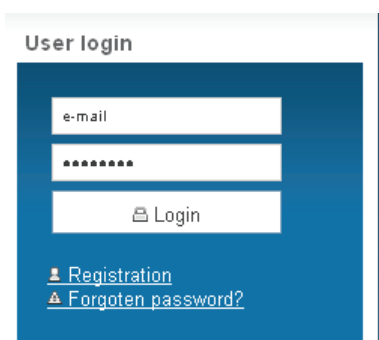
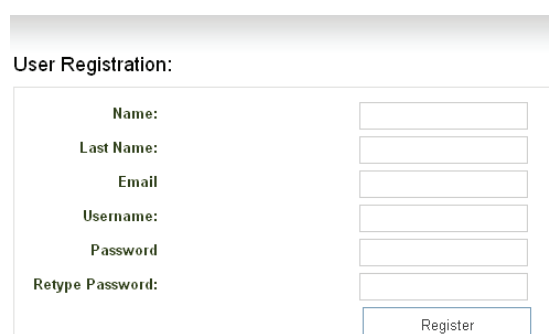
A search module interface with a title "Search" and a magnifying glass icon. Below the title is a text input field labeled "Search". Underneath the input field are two radio buttons: "By product" (selected) and "By author". At the bottom is a "Go!" button.

- You can also select the category of the keyword for a faster search.

### Module “Login”

This module as explained above is used for information requiring restricted access. As you can see in the images:

- Fill in the fields “Username” and “Password” if you are already a registered user or go to the section “Registration” to leave your information and register.
- To register on the site you have to fill the fields in the “User Registration “section.

A user login form with a blue header "User login". It contains two input fields: "e-mail" and a password field with masked characters. Below the password field is a "Login" button with a key icon. At the bottom, there are two links: "Registration" and "Forgoten password?".A user registration form with a header "User Registration:". It contains several input fields: "Name:", "Last Name:", "Email", "Username:", "Password", and "Retype Password:". At the bottom right is a "Register" button.




- You have the option to login even if you have forgotten your password by entering your Email.
- The field “Remember Me” can also be added.

### Module “Contact”

This module is used by the visitors of the site who want to leave messages.

- They enter their personal informations in the fields as you can see on the image below
- They write the message in the “Message” field
- There is also a security code under that needs to be inserted before sending the message

CONTACT

Name	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Message	<input type="text"/>
Security code	<div><div>glosses Mood</div><div><input type="text"/></div></div> <div></div>
<input type="button" value="SEND"/>	

As explained above in the introduction all of this modules and sections can be modified according to the needs of the customer.

**Note:** The content in this document is not complete and is subject to change as we re-organise things and develop our thinking of what should be included. The intention is to cover most of the activities that a Publisher will need to perform from time to time.

Please feel free to contact our documentation and developer team for any questions or suggestions for what you think should be included or improved.